OpenDrive
Wordpress Plugin Guide

Version 2.0.1

Contents

Demo URL: https://www.opendrive.com/login

1. Drive.

1.1 Drive

URL: https://www.opendrive.com/user_account

When a user logs in on the site he/she gets to this page. The page contains the following elements:

1. The main working area where all uploaded files are displayed. There is also a prompt to upload files when a user has none uploaded.

2. Sidebar with buttons for switching between three main features that will be described further below.

3. Sidebar with buttons for shifting between folders where user's files are stored.

4. Search field - the option for searching by files.

5. Account information: username, role, Dropdown Logout.

6. Buttons for work with user's files: upload, download etc. Will be described in more details below.

7. Trash - storage for deleted files.
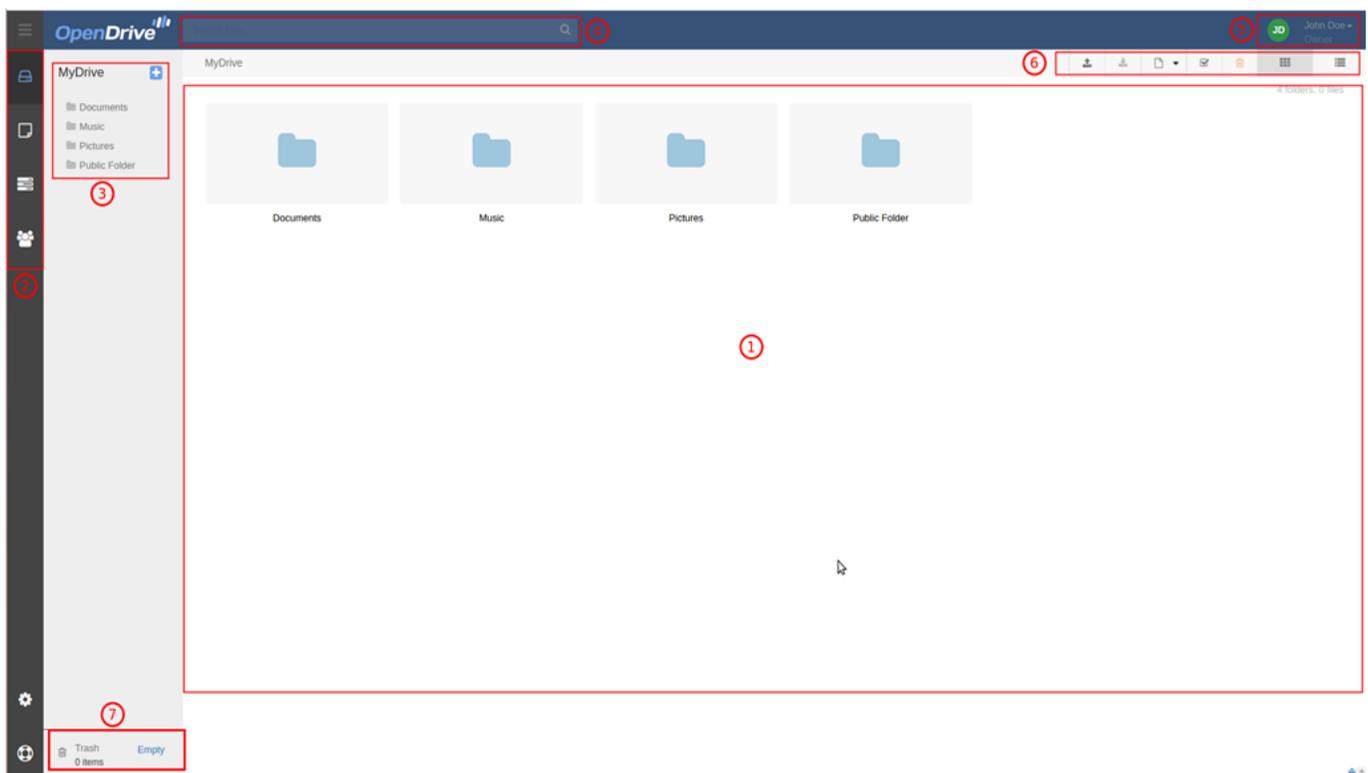
1.2 Working with files

1. Current directory.

2. Upload button - file upload from user's PC to OpenDrive. A user can upload files of any format.

3. Download button - file download from OpenDrive to user's PC.

4. Button for creating files: text, table, diagram. Available when additional plugin is connected.

5. Select all button - select all files from this directory.

6. Trash button - delete selected files.

7, 8 Files view format - Grid or List.
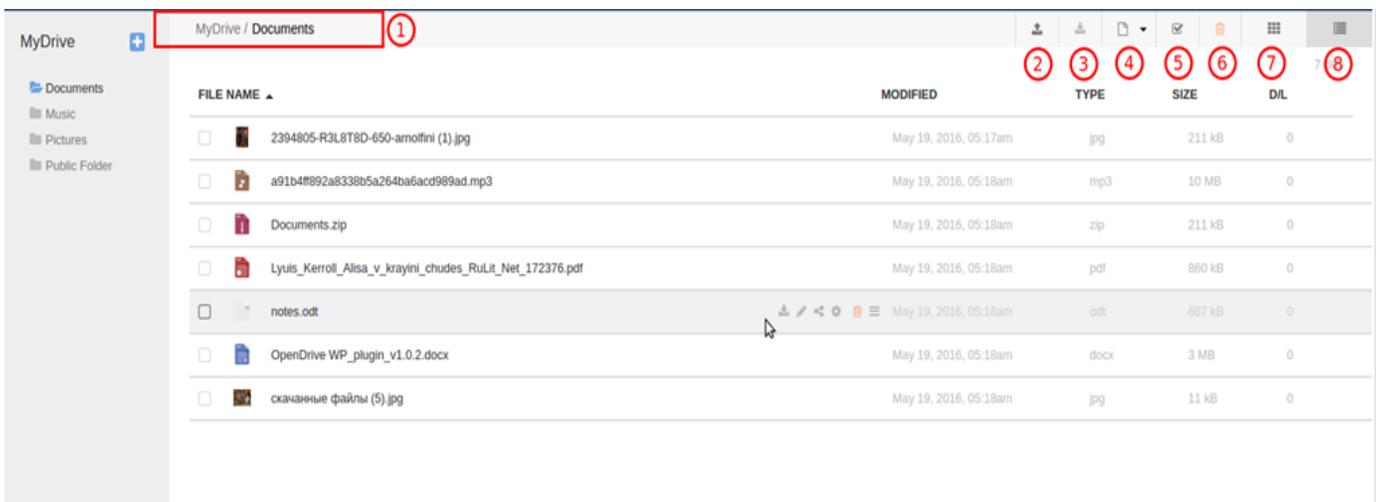
## 1.2.1 Work with a particular file. Files in Grid view

1. File sketch or icon.

2. File name and its format.

3. File size.

4. Download particular file to PC.

5. Move file to another folder.

6. Copy file to another folder.

7. Replace file with another one.

8. File Properties.

9. Get file URL.

10. Send file via email.

11. Delete file.

12. Checkbox for selecting file. Once several files are selected they can be deleted or downloaded as an archive by clicking the button.
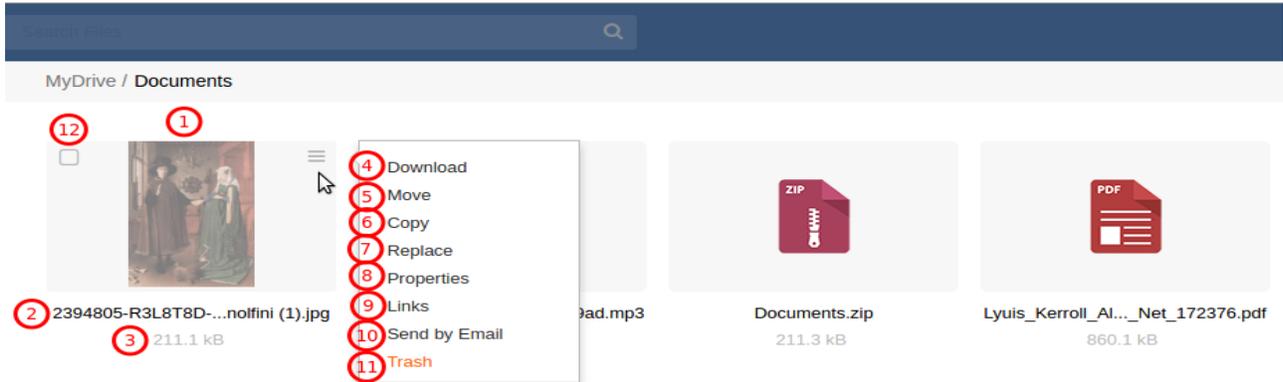
1.2.2 Work with a particular file. Files in List view

1. Checkbox for selecting a file. Once several files are selected they can be deleted or downloaded as an archive by clicking the button.

2. File sketch or icon.

3. File name.

4 Download file to PC.

5. Get file URL.

6. File Properties.

7. Delete a file.

8. Open file's context menu.

9. File information: format, size, number of downloads.
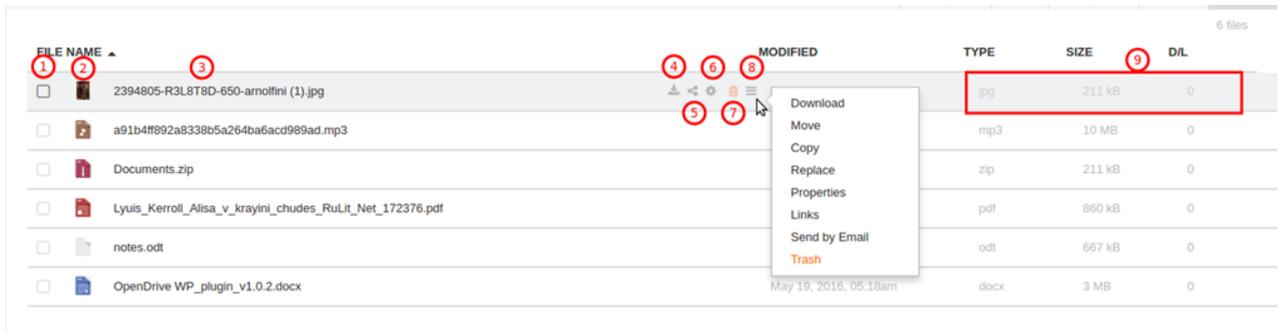
1.2.3 File properties

Description: Here a user can change some settings of a particular file.

1. File name.

2. User can change file name.

3. File size.

4. Permissions to access a folder (when hover a cursor over the particular position a user can get detailed information regarding each access type).

5. Enable or disable the option "Enable online file editing by third party applications"

6. A user can set a password to access a specific file.

7. Description/Keywords - folder description, keywords.

8. Save added changes.

9,10. Cancel changes and close popoup.

File Properties 2394805-R3L8T8D-650-arnolfini (1).jpg ① ⑩ ✖

② File Name: 2394805-R3L8T8D-650-arnolfini (1).jpg

③ File Size: 211.1 KiB (216167 bytes)

④ Access Permission: ○ Public ⦿ Hidden ○ Private

⑤ Edit file online: ☑ Enable online file editing by third party applications

⑥ File Password:

⑦ File Description/Keywords:

⑧ Save Changes ⑨ Cancel

1.2.4 Link to a file.

Description: This window display URL that can be passed to other users for viewing or downloading files.

1. Address where file is stored on OpenDrive.
2. Streaming link for documents and media players. Server for a streaming link determines content type: for example audio/mp3, image/jpg. When format corresponds to browser requirements it can display file content with its own tools. I.e. display text document or media player.
3. Link for downloading a media file. When clicking through the link - a file start downloading by browser at once.

Links 2394805-R3L8T8D-650-arnolfini (1).jpg ✖

① File Link (URL): https://s.od.lk/f/NDRfOV8

② Direct Link (streaming): https://s.od.lk/s/NDRfOV8/2394805-R3L8T8D-650-arnolfini%20¢

③ Direct Link (download): https://s.od.lk/d/NDRfOV8/2394805-R3L8T8D-650-arnolfini%20¢

1.3 Work with folders

1.3.1 Context menu for work with folders

Description: Here a user can create a new folder or use the option of export to CSV.

1. Open a folder.

2. Create new folder.

3. Export content of a folder to CSV. In result a user gets CSV file with a table that store information about files stored in a particular folder (ID name, format, size, file URL).
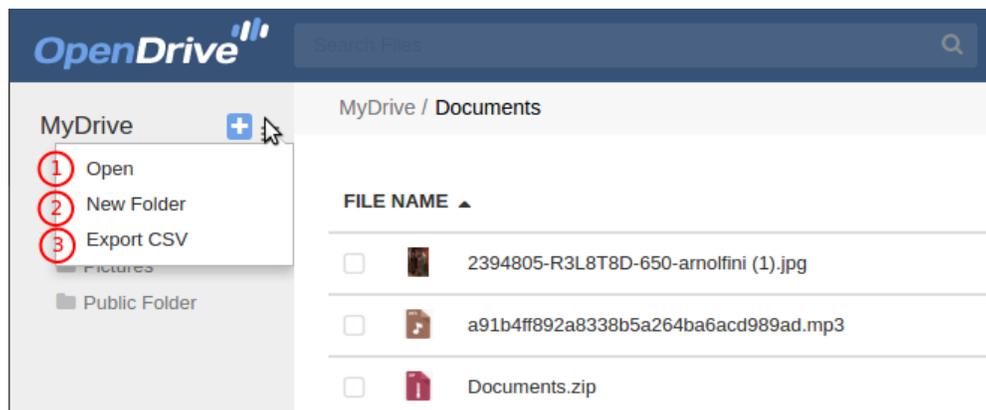
1.3.2 Creating and editing of a folder.

Discription: When creating a new folder a user can specify name or leave it to be set up by default. A user can get access to additional settings once a folder is created.

For this a user should select item Properties in context menu that can be called by clicking on the Folder menu button.

Properties window provide the following settings:

1. Change Folder name.
2. Permissions to access a folder (when hover a cursor over the particular position a user can get detailed information regarding each access type).
3. Public Upload - to allow or to restrict all users upload files to a specific folder.
4. Public Content - if other users are permitted to see a folder content.
5. Public Download - if other users are permitted to download files from the folder to PC.
6. Description/Keywords - folder description, keywords.
7. Cancel folder creation and close popup.
8. Save settings and create a folder.

Folder Properties Documents   ✖

1 Folder Name: Documents

2 Access Permission: ○ Public   ◉ Hidden   ○ Private

3 Public Upload: ◉ Enabled   ○ Disabled

4 Public Content: ☑ Display folder content to others

5 Public Download: ☑ Enable download to others

6 Description/Keywords:

7   8
Save Changes   Cancel

1.4. Work with a folder stored in another folder.

Description: Work with a folder is pretty much similar to work with a file. The only difference is that a folder can be downloaded as an archive only and there is no option to re-upload a folder from PC like it is possible with a file.

1. Checkbox for selecting a folder from a file.

2. Folder sketch.

3. Folder name.

4. URL of a folder and URL of files that are stored in a folder.

5. Folder Properties - changing of a name, description and folder access settings (similar to item 1.3.1 File Properties).

6. Delete folder (move to trash).

7. Open the current folder.

8. Move folder to another directory.

9. Copy folder to another directory.

10 Folder Properties - changing of a name, description and folder access settings (similar to item 1.3.1 File Properties).

11. URL of a folder and URL of files that are stored in a folder.

12. Send folder by Email

13. Delete folder (move to trash).

14. Object type - folder.

15. Folder size - not specified.

16. Number of downloads (how much times a folder was downloaded).
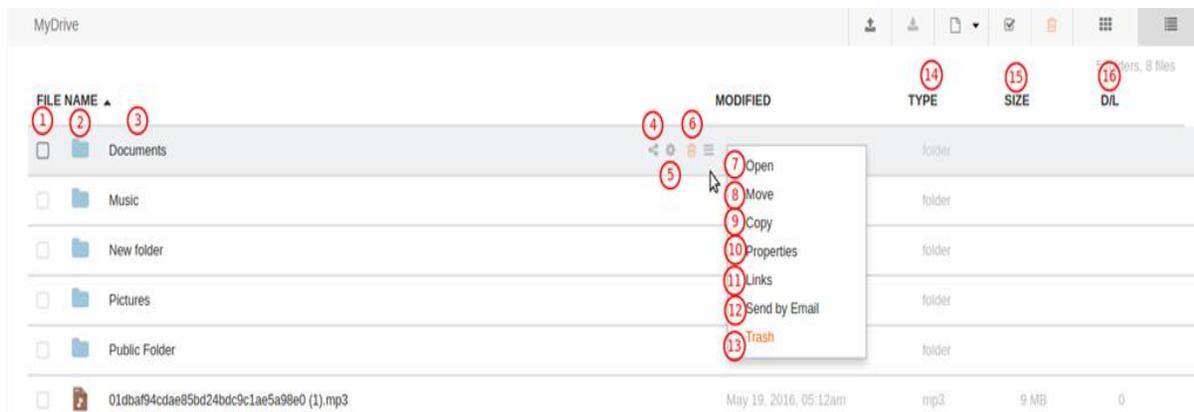
1.5. Objects creation.

URL: https://www.opendrive.com/user_account

Description: User can use option to create objects and edit them in further on OpenDrive directly.

OpenDrive supports an option to create such objects:
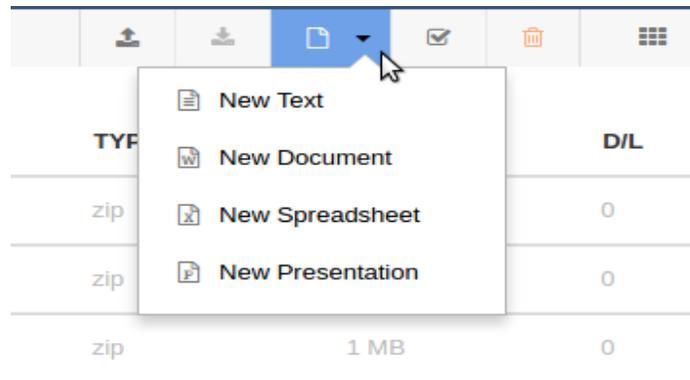
1. Text documents of DOC format.

2. Presentation or editable slide show of PPT format.

3. Tables of XLS format.

4. Text documents of TXT format.
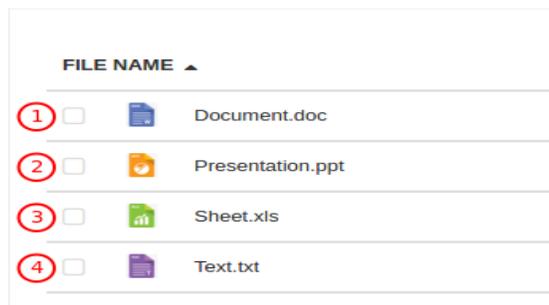
All objects except folder are created by a single click on a correspondent button in the context menu. Name and access settings are editable similar to other files stored on OpenDrive (see item 1.3.1).

A special plugin should be enabled in order to allow a user to edit the objects content. This plugin can be purchased from OpenDrive by the partners.

When the plugin for edits is enabled - the "Edit" button appears in the context menu of a file that can be edited. Upon clicking the "Edit" button a user moves to editor.

2. Files viewing.

Description: A user can view files directly on OpenDrive without downloading it. In order to open a file for viewing a user should click on file sketch or icon. The viewer opens in new browsers tab.

2.1. Images viewing.

Description: A user can view graphic images of the following formats:

jpg, jpeg, gif, png, bmp, dcm, tiff, tif.

1. Opened image.

2. File name.

3. File size.

4. Upload date and name of the one who uploaded a file .

5. Button for downloading file.

6. Get file URL.

7. Rotate image counterclockwise.

8. Rotate image clockwise.

9. Get additional information about a file (name, size, upload date, number of downloads).
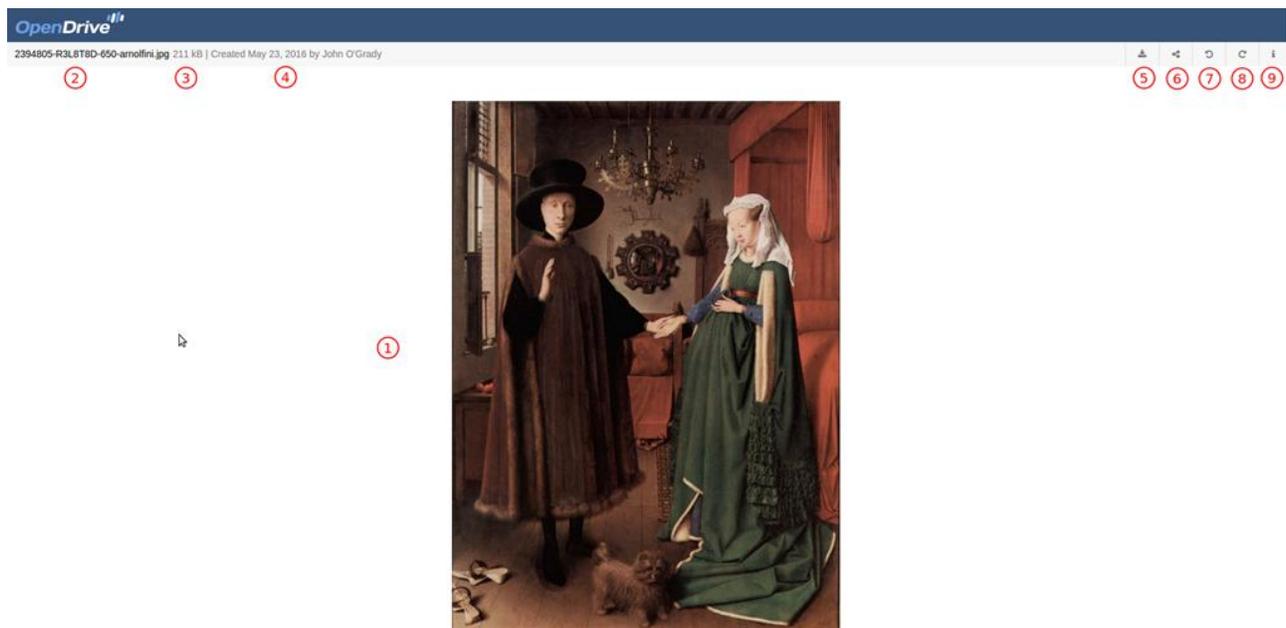
2.2. Video files viewing.

Description: A User can view video files directly on OpenDrive in the following formats:

flv, mp4, m4v, webm, ogv.

1. Video player. Supports standard functions of video players: play, pause, volume control, full size displaying, timer.

2. File name and format.

3. File size.

4. Upload date and name of the one who uploaded a file .

5. Button for downloading file.

6. Get file URL.

7. Get additional information about a file (name, size, upload date, number of downloads).
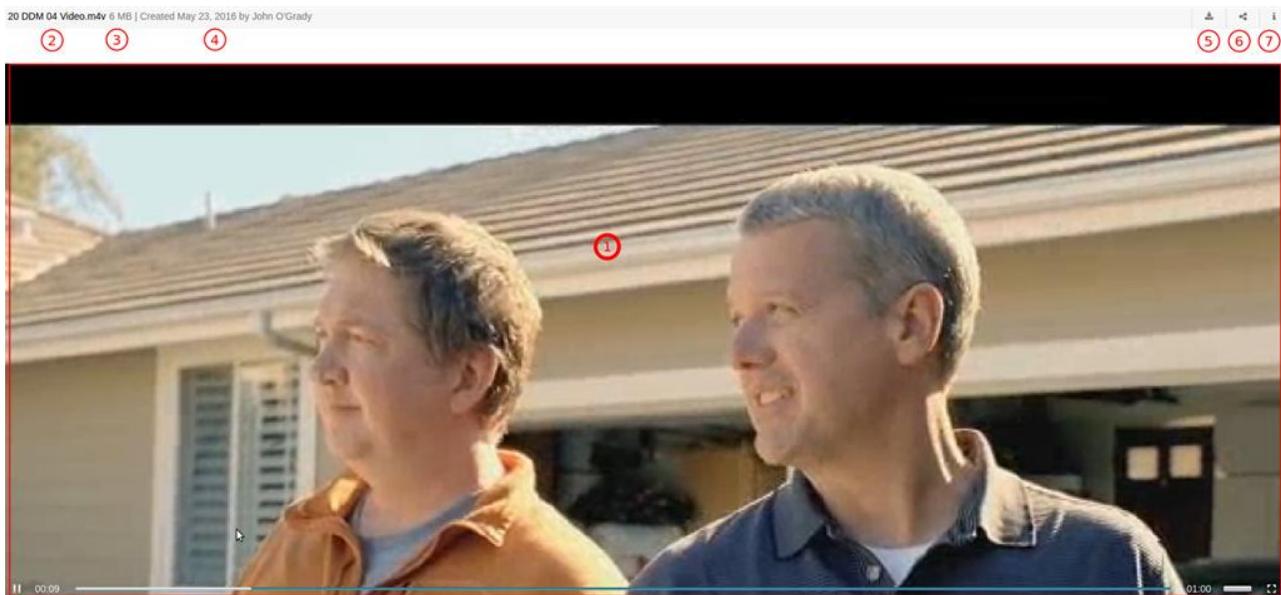
2.3. Audio files listening.

Description: A user can listen to audio files directly on OpenDrive in the following formats: mp3, m4a.

1. Audio player. Supports standard functions of audio players: play, pause, volume control, timer.

2. File name and format.

3. File size.

4. Upload date and name of the one who uploaded a file.

5. Button for downloading file.

6. Get file URL.

7. Get additional information about a file (name, size, upload date, number of downloads).

3. Trash

URL: https://www.opendrive.com/user_account/trash

Description: Trash - is a temporary storage of deleted files.

Files in trash take space of a user server space. they can be deleted permanently or restored.

Files in trash are deleted permanently after 3 month of storage.

1. Select all files.

2,3. restore all files from trash.

4,5. Delete a file permanently.

6. Go to trash (from anywhere on OpenDrive). Display all files stored in trash.

7, Empty trash - delete all files permanently.

4. Notes

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URL: https://www.opendrive.com/notes
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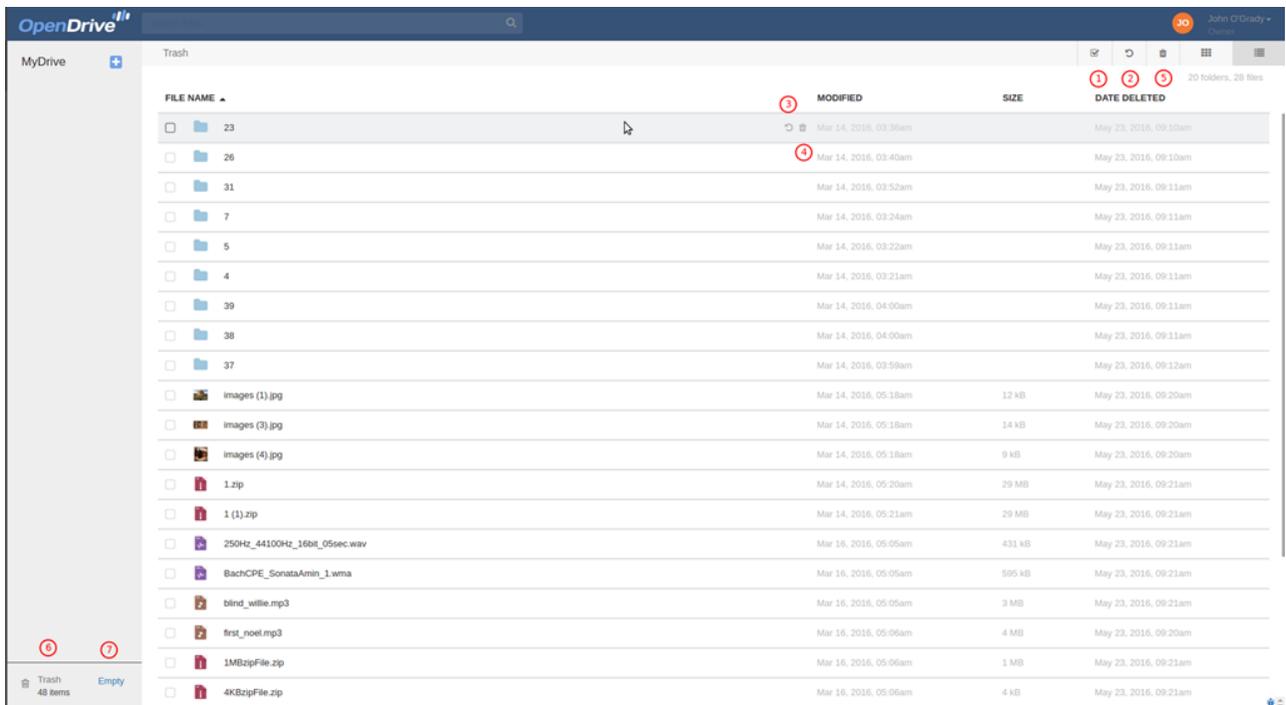
Discription: On the Notes page each user can create notes. Page content is personal for each user. I.e. nobody can see records of another person.

Owner with free account can create 5 notes. When an Owner has created several users - each user have 5 notes as well. Unlimited number of notes can be gained by upgrading the Owner account.

4.1. Creating and editing of Note.

There are two ways to create a Note:

- Create notepad by clicking on the "+" button in left sidebar. Then select created notepad and enter a text in note work area by clicking on "Write note".

- Click on note work area and enter a text without creating notepad. In this case notepad will be created automatically and it will be named «new notepad» by default.
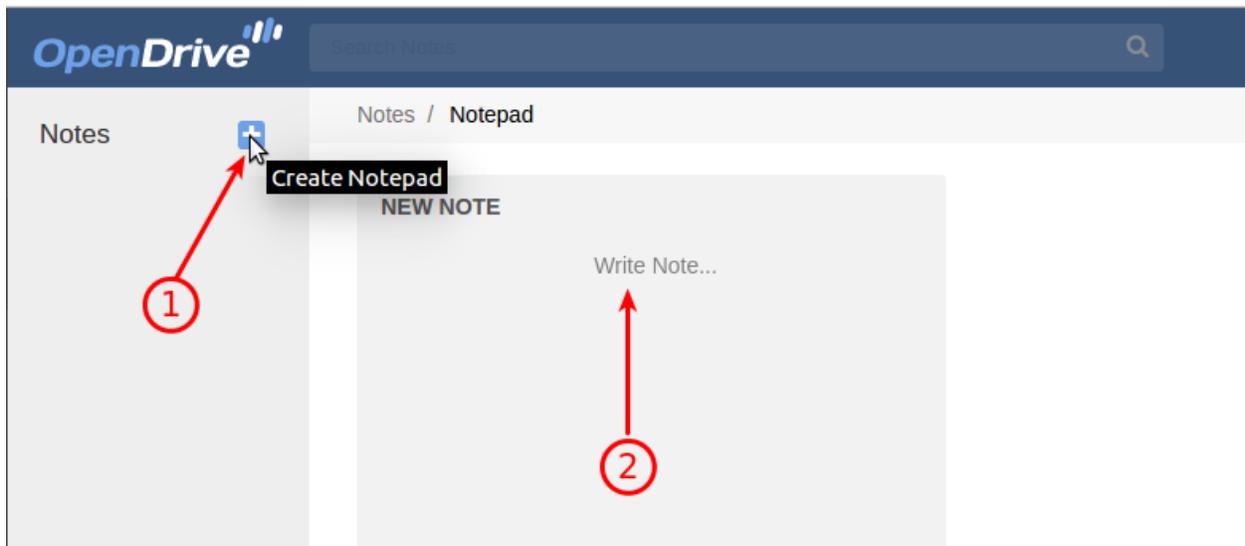
Notepad can be renamed, archived or trashed. In order to do this one should call context menu by clicking on the button next to the group name in left sidebar.
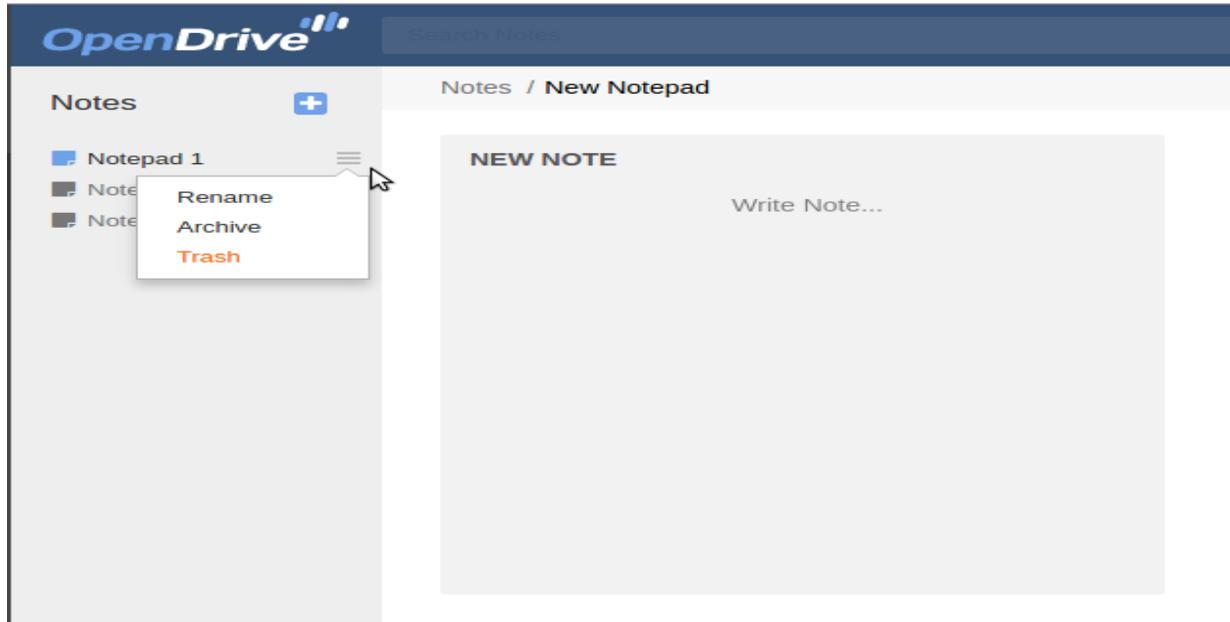
In order to create new Note one should click on the «create note» button in the top right corner of work area.
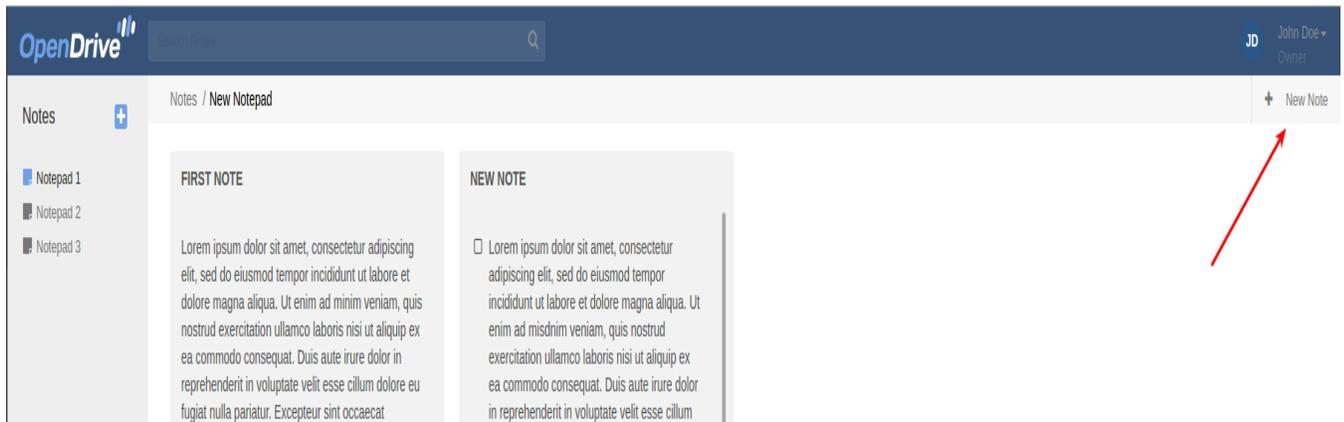
In order to add a record one should click on the «+» button in the top right corner of a note.
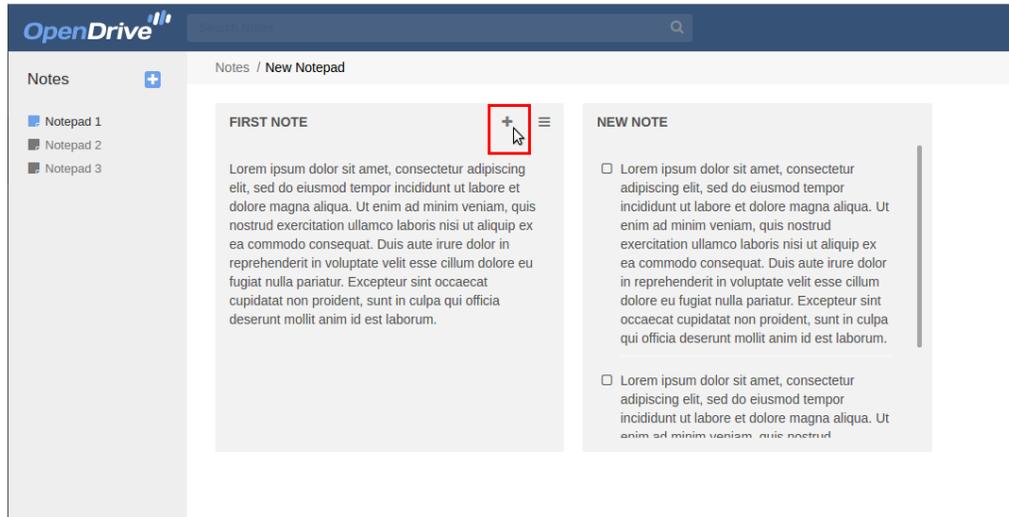

After this a user can enter a text or paste it from clipboard (ctrl+v). Also a user can cancel note creation by clicking on the «-» button.
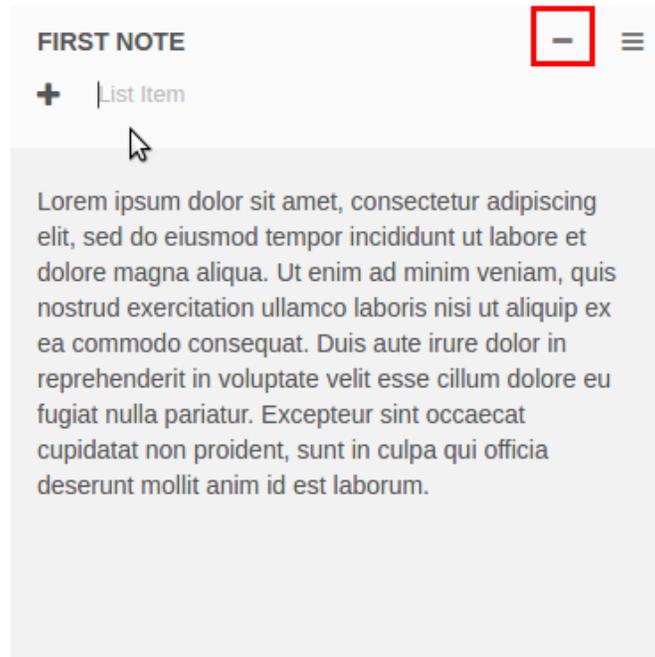
A user can edit Note name. For that one should click on note with left button of the mouse. The same way texts can be edited: just click on the record and enter a text.

A user has option to tag a record as completed (1) or delete it from notes permanently (2).
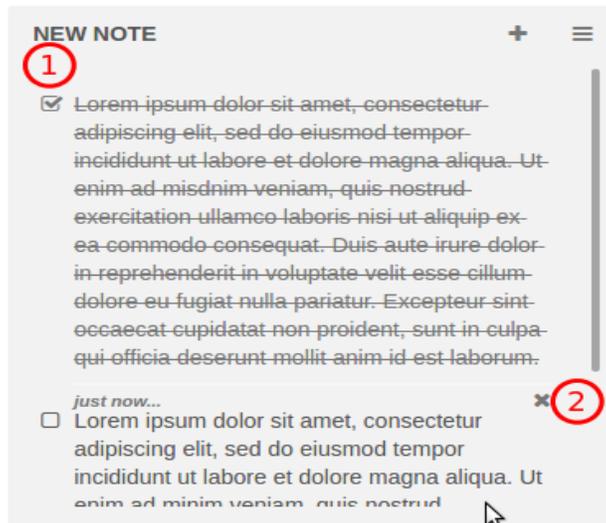
In top right corner of Note there is the "menu" button that opens up additional settings.
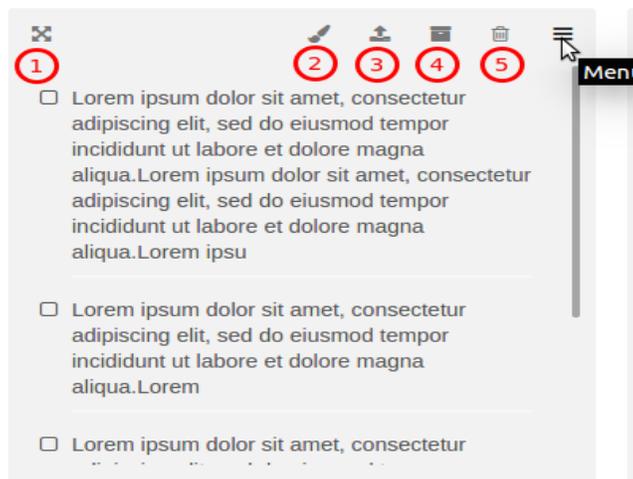
1. Button for editing note size. 3 sizes are available.
2. Button for editing note color. 5 colors are available.
3. Button for uploading files to note. File of any format can be uploaded.
4. Button for archiving note.
5. Button for trashing note.
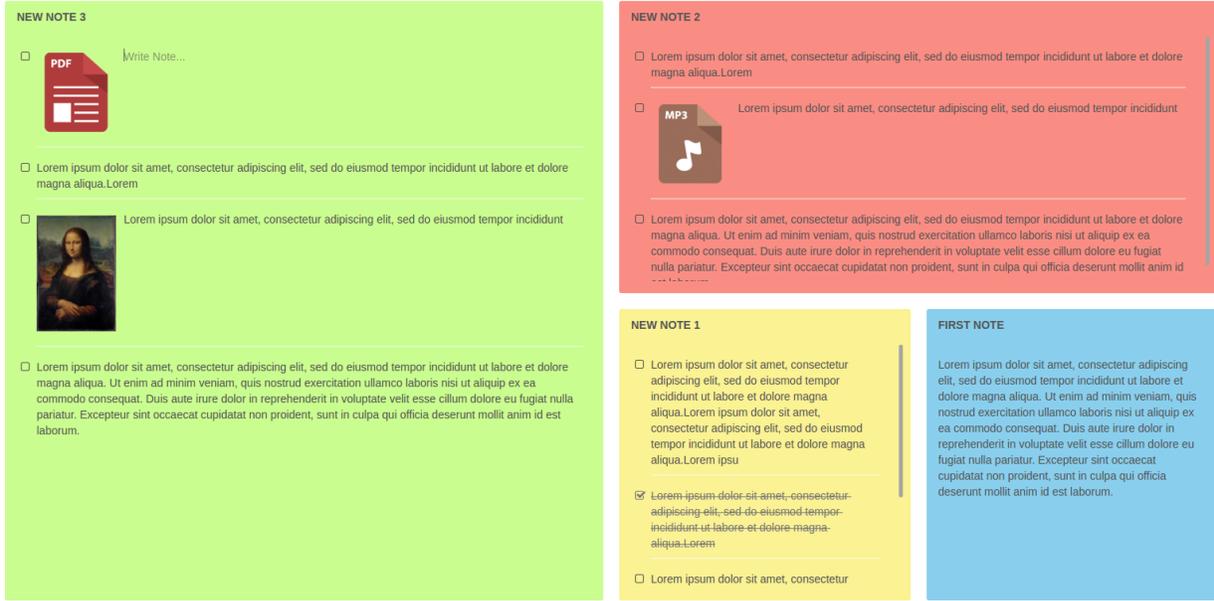
4.2 Archive and Trash.

Description: A separate note or notepad with all the content can be moved to Archive or Trash. One can go to Archive or Trash by clicking on the correspondent button in the bottom of sidebar. Archive content can be trashed or restored.
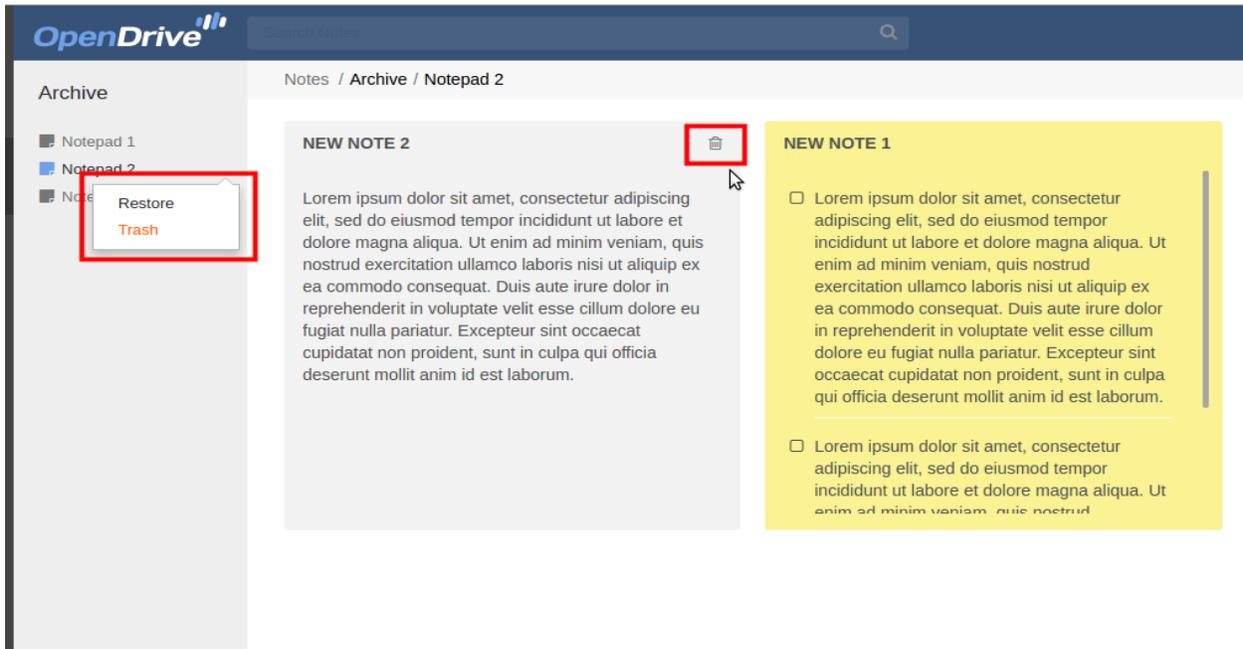
Trash content can be restored or deleted permanently. Also Trash can be cleared by clicking on the "empty" button in the bottom of sidebar.
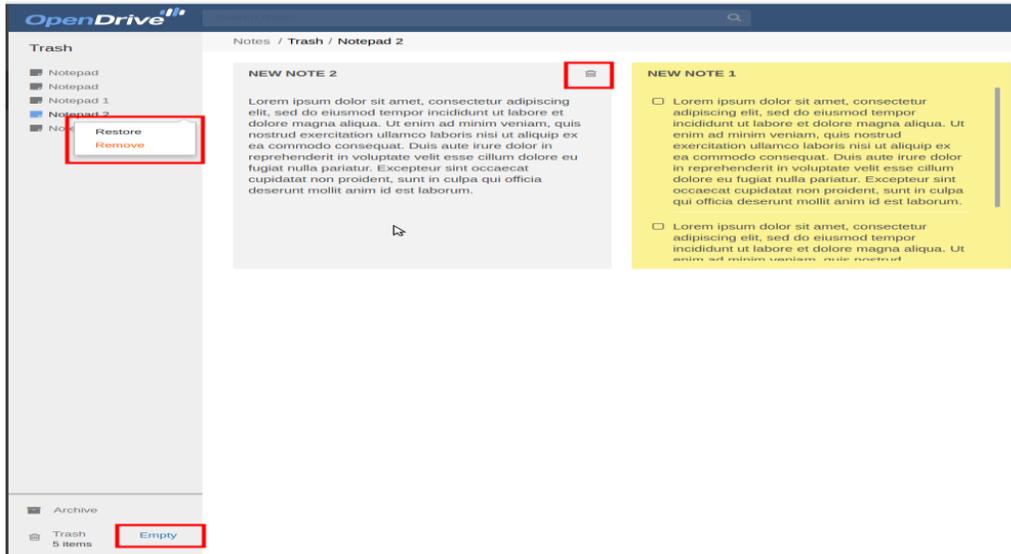
There is no way to create new notepads, notes and records in Trash or Archive.

5. Tasks

URL: https://www.opendrive.com/tasks

Description: Users can use OpenDrive as task and bug tracker. Owner can create 10 tasks by default. Unlimited number of tasks can be gained after upgrading account.

Main functionality of the Tasks page allows a user to use the following options:

- create project lists, projects and tasks in projects;

- track tasks implementation progress;

- assign tasks to OpenDrive users;

- mark tasks with different tags which help to optimize tasks assignment and implementation process;

- notify users immediately about changes in tasks using email send out.

5.1. Tasks creation

At first - project list should be created. This can be done in two ways:

- By clicking on the "+" button in left sidebar.

- By clicking on "Project List" on the page work area. This way is available when a user has no project lists.
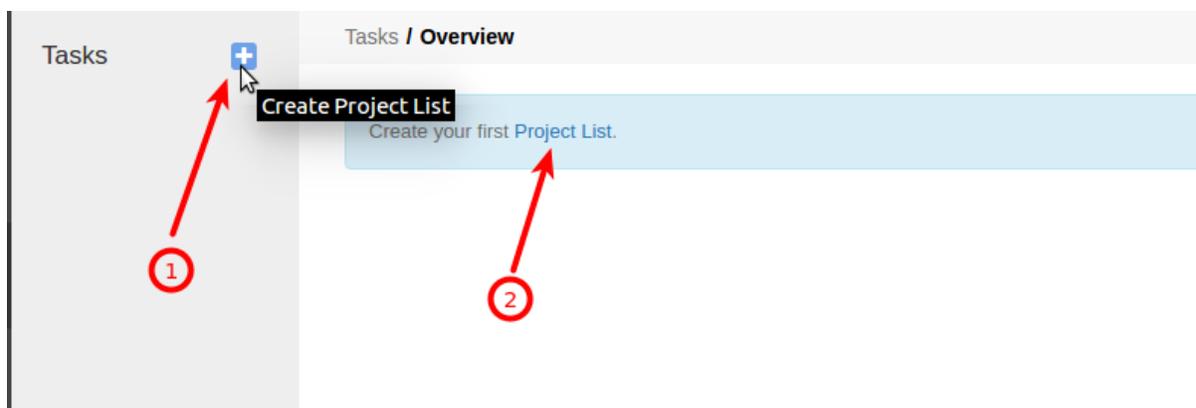
The next step is to create a project. In left sidebar a user should select a project list in which a project need to be created. Then there are two ways:

- call context menu by clicking on the correspondent button in sidebar and select item «Add project»;

- click on the «Project» button on the page work area. This way is available when a project list has no projects.
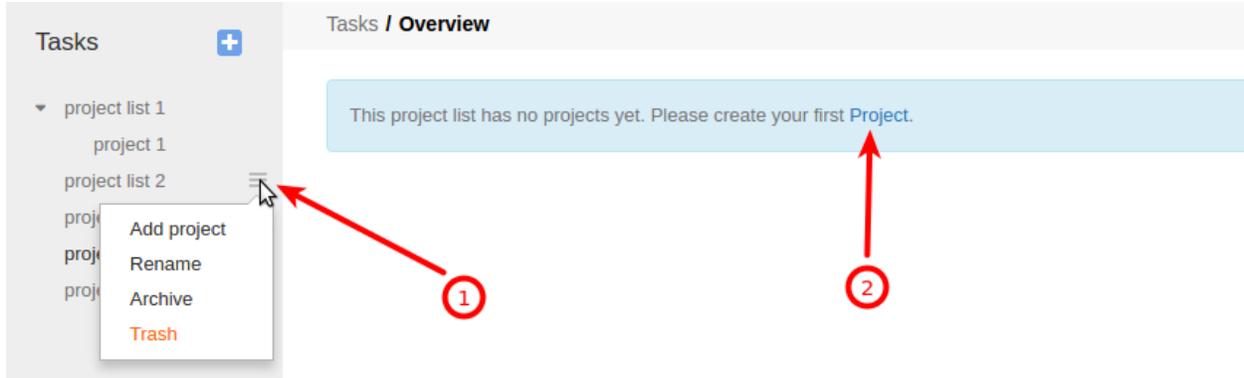
Then tasks lists can be created. This also can be done in two ways. At first a user should select needed project:

- click on the «Task list» button on the page work area. This way is available when a project has no tasks.

- click on the «+ Task list» button in top right corner of the page.

Now a user can add tasks to tasks lists. For that one should click on the "+" button in task list header.
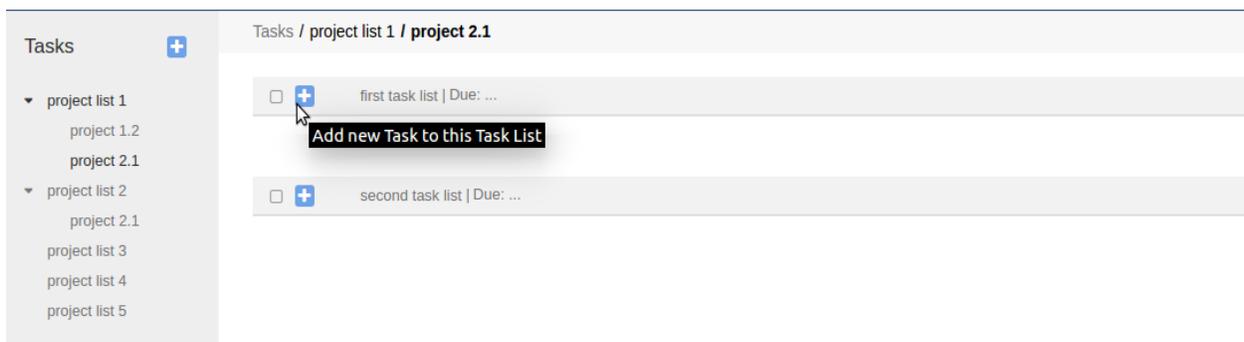
Name of a task should be entered in order to complete task creation procedure.

5.2. Editing of projects and tasks.

Description: OpenDrive provides variety of settings for personalization of tasks management process.

5.2.1 Project list editing.

In order to get access to task list management one should call the context menu by clicking on the button in left sidebar.

The menu has the following options:
- add a project to project list;
- rename project list;
- move a project list with all the content to archive;
- move a project list with all the content to trash.
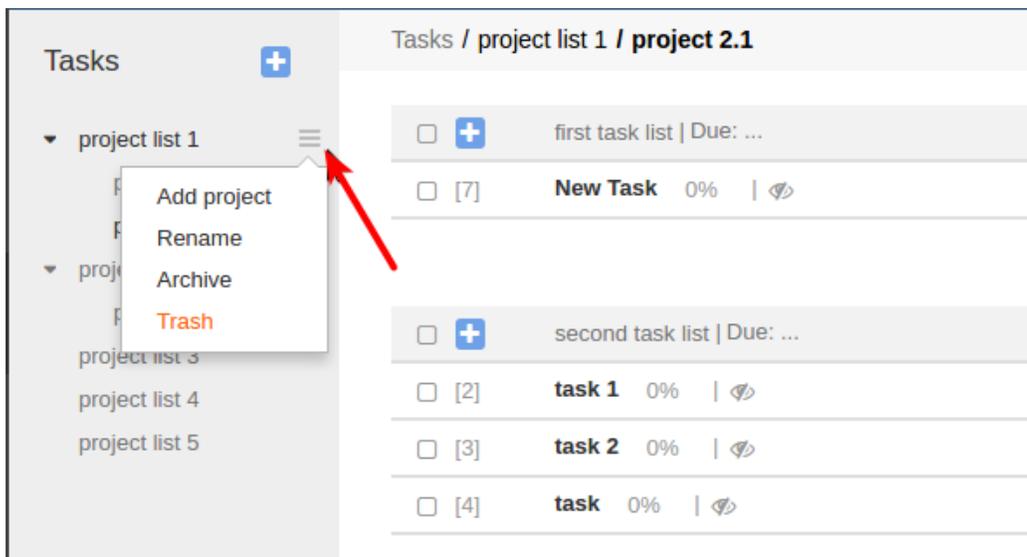
5.2.2 Editing of projects.

In order to call the menu for editing projects one should click on the button in left sidebar.

The menu has the following options:

- rename a project;
- move a project with all the content to archive;
- move a project with all the content to trash.
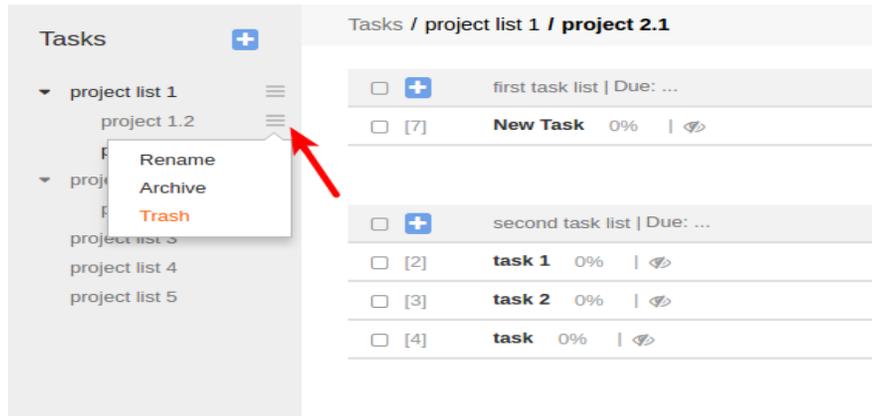
5.2.3 Editing of a task list.

Editing buttons are located in task list header.

1. Complete this task list. Completed task lists are not displayed in overview;

2. Select a date when a task list is over. Will be applied to all tasks;

3. Rename task list;

4. Move a task list with all the content to archive;

5. Move a task list with all the content to trash.

5.2.4 Task editing.

Task editing buttons are located in task header.

1. Complete this task;

2. Move a task to another task list using drag and drop feature;

3. Percent of task progress;

4. Task privacy setting: private/public;

5. Task priority: none, low, medium, high;

6. Rename a task;

7. Change task color: 5 colors available;

8. Get a link to a task;

9. Move a task to archive;

10. Move a task to trash;

11. Set tag for a task: none, in progress, duplicate, fixed, in qa;

12. Date for a task to be done. Number of days before deadline.

13. Name of a user which a task is assigned to;

14. Name of a task creator;

15. Date of a task creation

5.3. Task page.

When clicking on a task name in a task list a user gets to the page with detailed information regarding the task:

1. Complete this task;

2. Percent of task progress;

3. Set tag for a task: none, in progress, duplicate, fixed, in qa;

4. Date for a task to be done. Number of days before deadline.

5. Name of a user which a task is assigned to;

6. Task description.

7. File attached to description.

8. Save description.
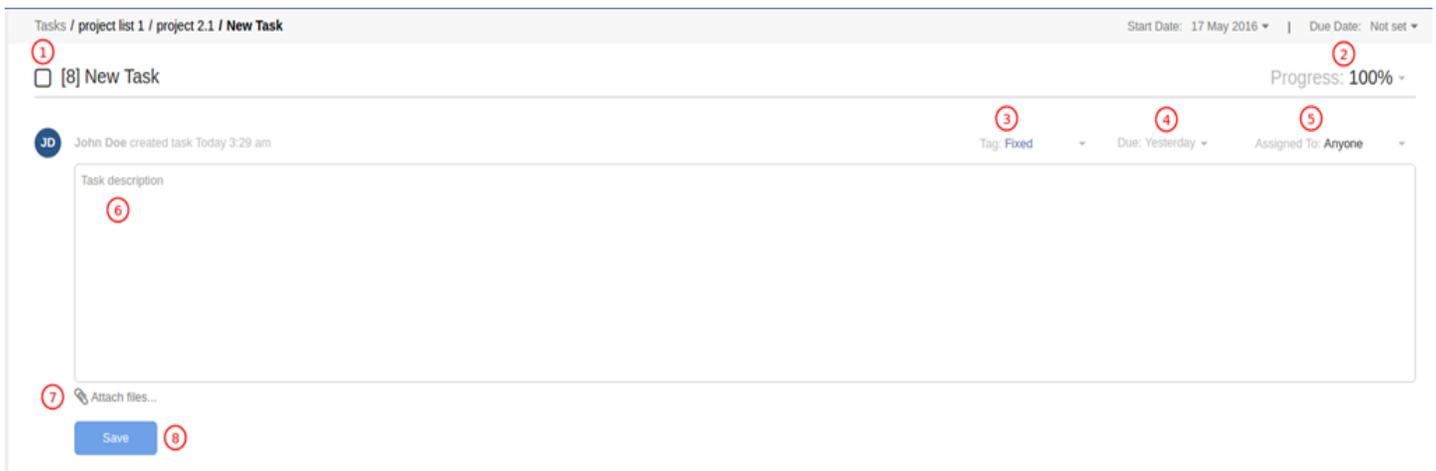
1. Set tag for a comment: none, in progress, duplicate, fixed, in qa;

2. Add subcomment to a comment;

3. Edit a comment;

4. Delete a comment;

5. Edit subcomment;

6. Delete subcomment;

7. Text field for inputting comment text;

8. Attach a file to a comment;

9. Save a comment.
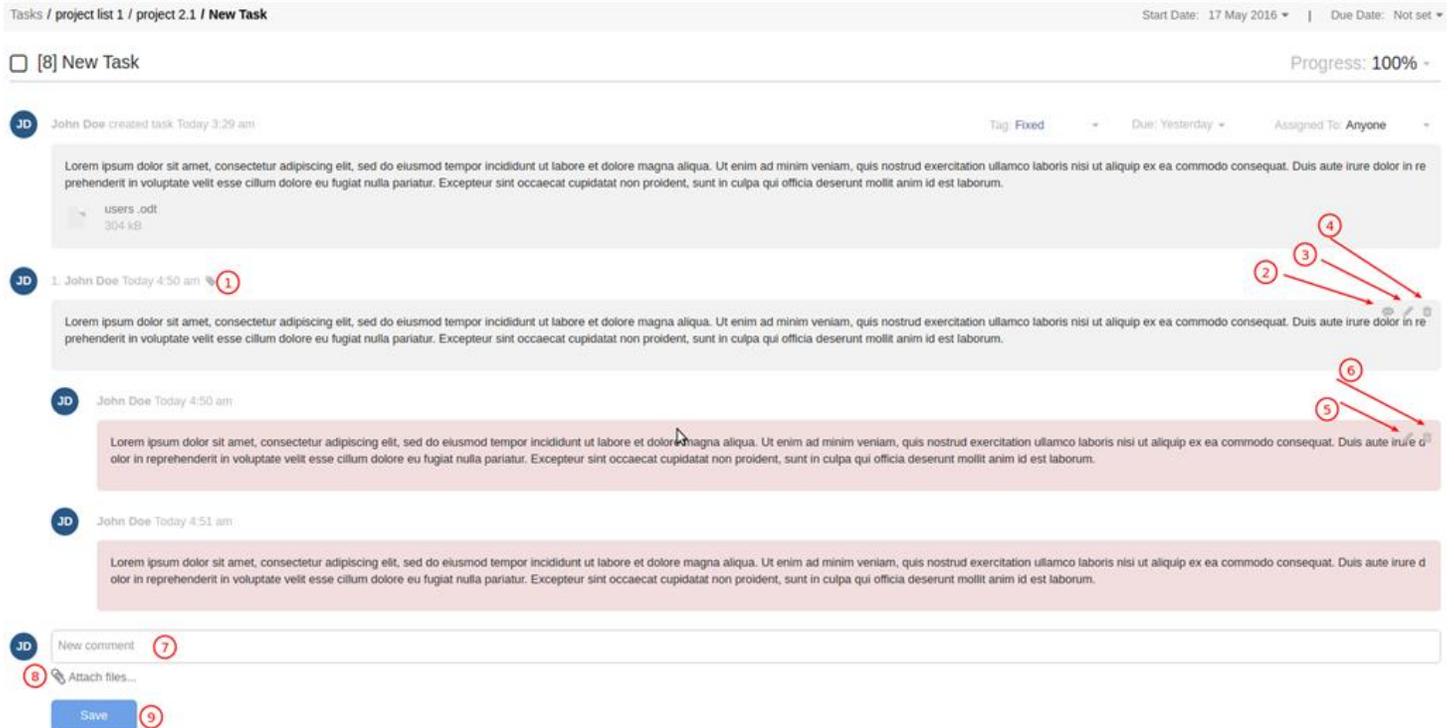
5.4. Archive and Trash.

Files in archive are displayed in the following way:

- When a project list was moved to archive - it is displayed there without content (without projects);

- When a project was moved to archive - only project list to which the project is related and its task lists without tasks are displayed;

- When a task list was moved to archive - a project list and and a project to which this task list is related are displayed;

- When a task was moved to archive - all chain from a project list to task is displayed.

Files in Trash are displayed in similar way.

Archive content can be moved to Trash and content of Trash can be moved to Archive.

No way to restore files neither from Trash nor from Archive.

Trash can be cleared by clicking on the "empty" button in the bottom of sidebar.

6. Users

URL: https://www.opendrive.com/user_account/users

Description: On this page an Owner can create users that are able to use functions of his/her account. Users are permitted to store files on OpenDrive drive, leave notes in Notes tab, use Task page to manage projects. Owner should grant permissions for users so that users could use all OpenDrive functions.

Only one user is available for basic account by default. Additional number of users (up to 1000) can be gained by upgrading account.

There are 4 types of users on OpenDrive:

1. Owner - account owner. Has full set of permissions.
2. Basics - can have access to projects, work on files and leave records in Notes tab.
3. User - has permissions of basics account + can view list of users within his/her group.
4. Admin - has permissions of basics account + can administrate other accounts: create, edit, delete user groups and users.

6.1. Creation of users group

Before creating the first user an owner should create a group. List of groups is displayed in left sidebar and number of groups is not limited. Owner can have groups without users.
Users can be deleted from a group. Also users can be moved from one group to another one using drag and drop feature.

Group can be created in 2 ways:
- click on the «Group» button on OpenDrive work area when a user has no group.
- click on the "+" button in left sidebar.
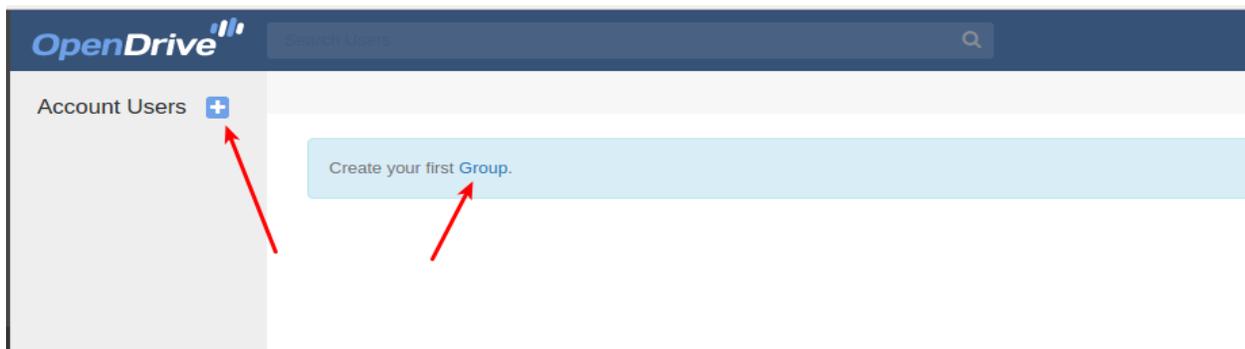
Once the button for creation a group is clicked you will see text input field inviting to enter a group name.
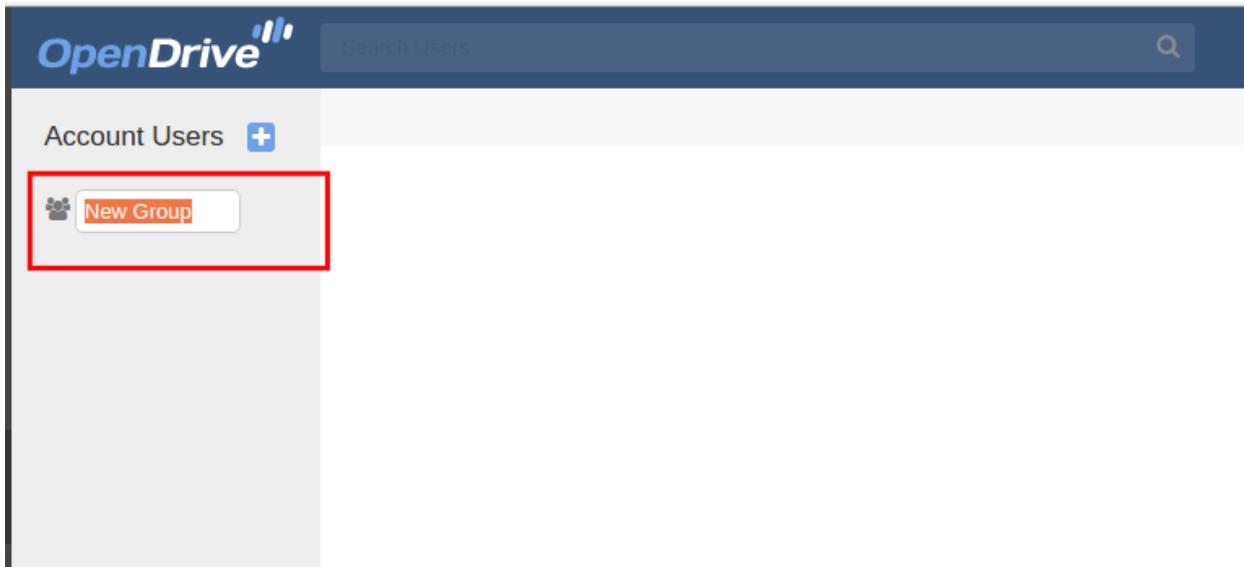

6.2. Editing a group.

When hovering cursor over the group name in left sidebar - on the right you will see the button for calling context menu. This menu contains 3 items:
- open a group for viewing and editing of content;
- open group settings;
- delete a group.
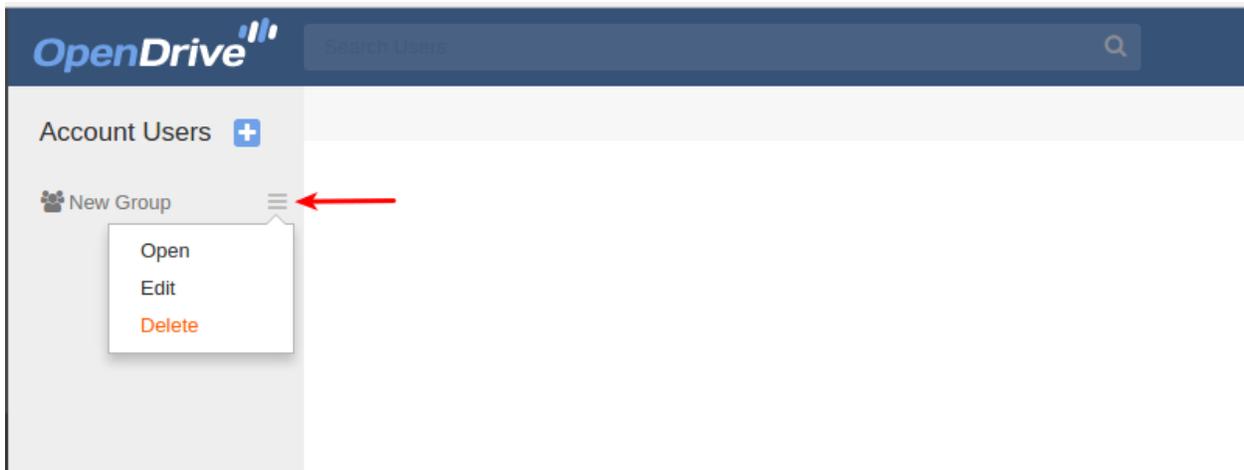
Upon clicking on the "edit" button you will open a window for group editing.
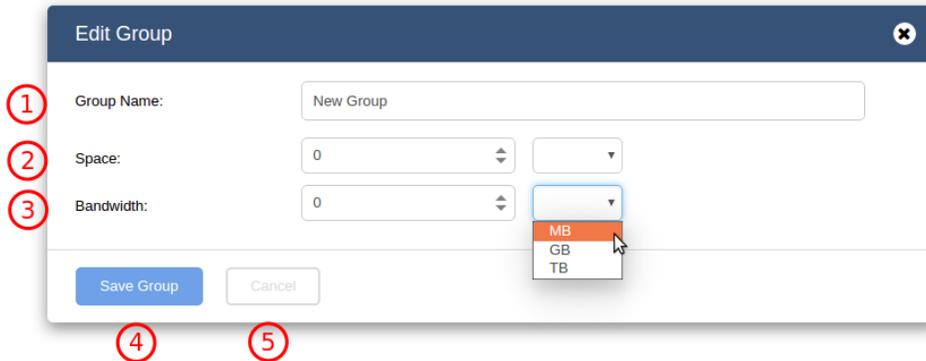
Owner has the following permissions:

1. Change group name;

2. Change space available for members of the group for uploading files.

3. Change daily bandwidth available for members of the group.

4. Save settings;

5. Cancel settings.

6.3. Users creation.

Once group is created - you can add users to it. For this you should select a group by clicking on it in left sidebar and click on the button:

- «Accout user» - when it is the first user in a group;

- «Create new user».
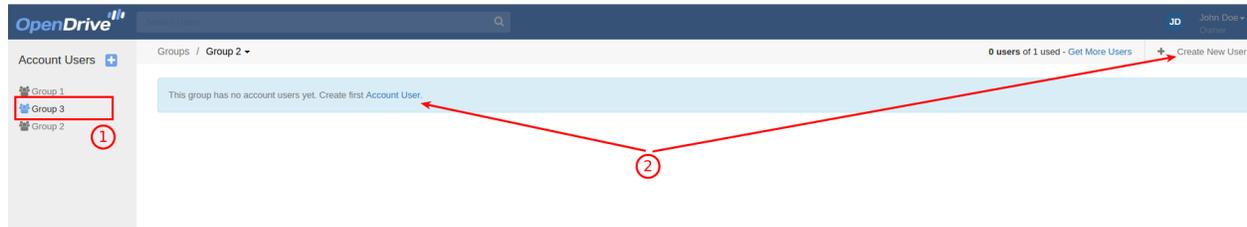
New user is created with empty information fields by default. After this Owner can fill the new profile with necessary information.

Groups / New Group ▾

						0 users of 1 used - Get More Users	+ Create New User
☐ ▾ NAME	POSITION	EMAIL	PERMISSIONS		STORAGE USAGE	BANDWIDTH USAGE	
☐ NU New User		no email	Users | 0 Folders | 0 Projects		0 B of 0 B	0 B of 0 B	

① ② ③ ④

1. Setting of a user's personal data. Dialog window can be opened by clicking on the name.

Groups / New Group ▾

NAME   **POSITION**   **EMAIL**

NU **New Us**

ACCOUNT USER DETAILS ✖

First Name

Last Name

Email

Position

Password

☐ Enable account user to change password

☐ Send email invitation

☐ Send password by email

Save   Cancel
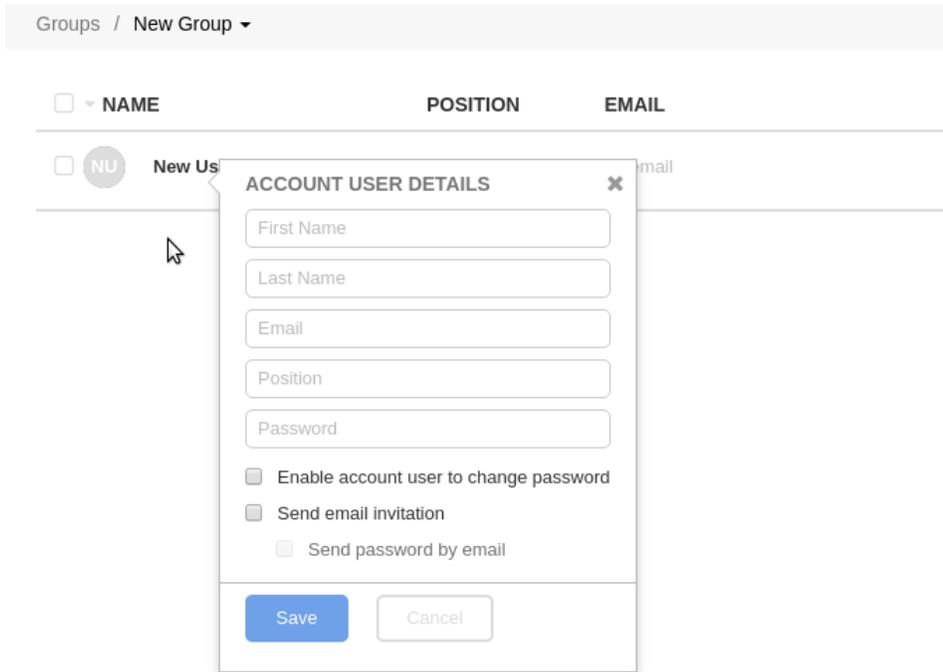
2. Permission setting for a particular user.
- selecting user role

PERMISSIONS

Users | 0 Folders | 0 Projects

ACCESS PERMISSIONS ✖

○ **Basic** - User can access permitted projects or folders

◉ **+ Users** - User can see users in his group

○ **+ Admin** - User can administrate other account users
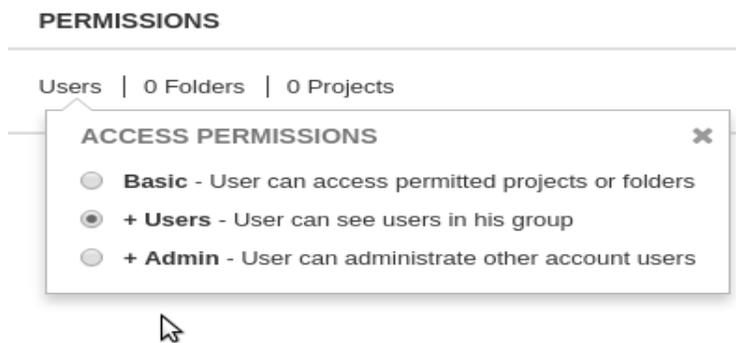
- selecting of folders that a user is permitted to view or edit.
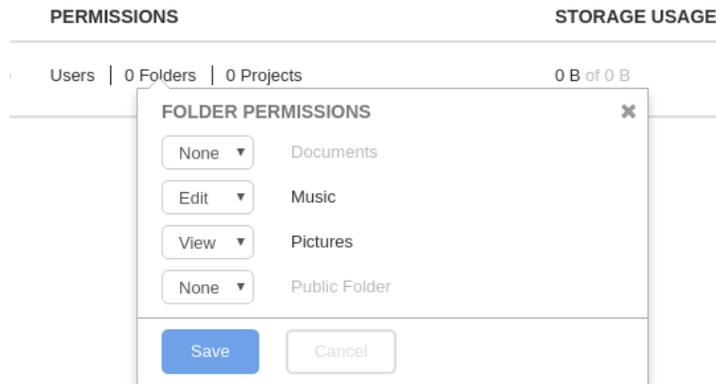
- selecting of projects that a user is permitted to view or edit.
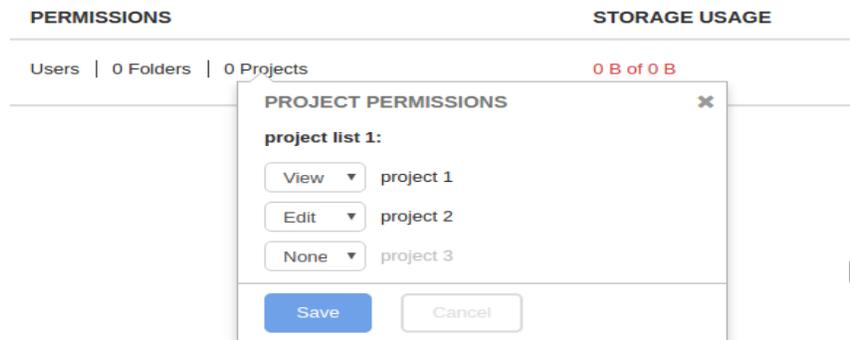
3. Selected and used drive space by a particular user.
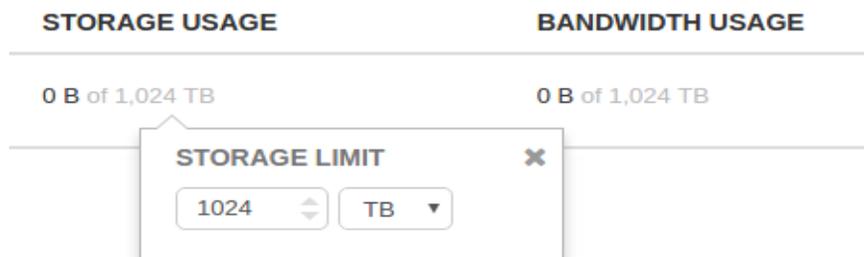
4. Selected and used daily bandwidth by a particular user.
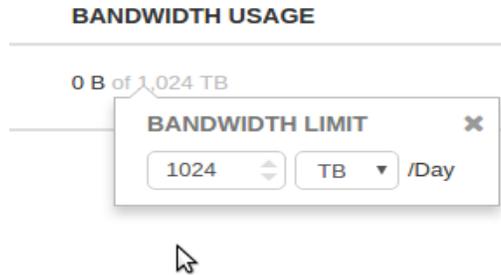
5. Owner has option to delete or block account user by clicking on the button for calling context menu on the top of users list.

7. Settings

URL: https://www.opendrive.com/setings/
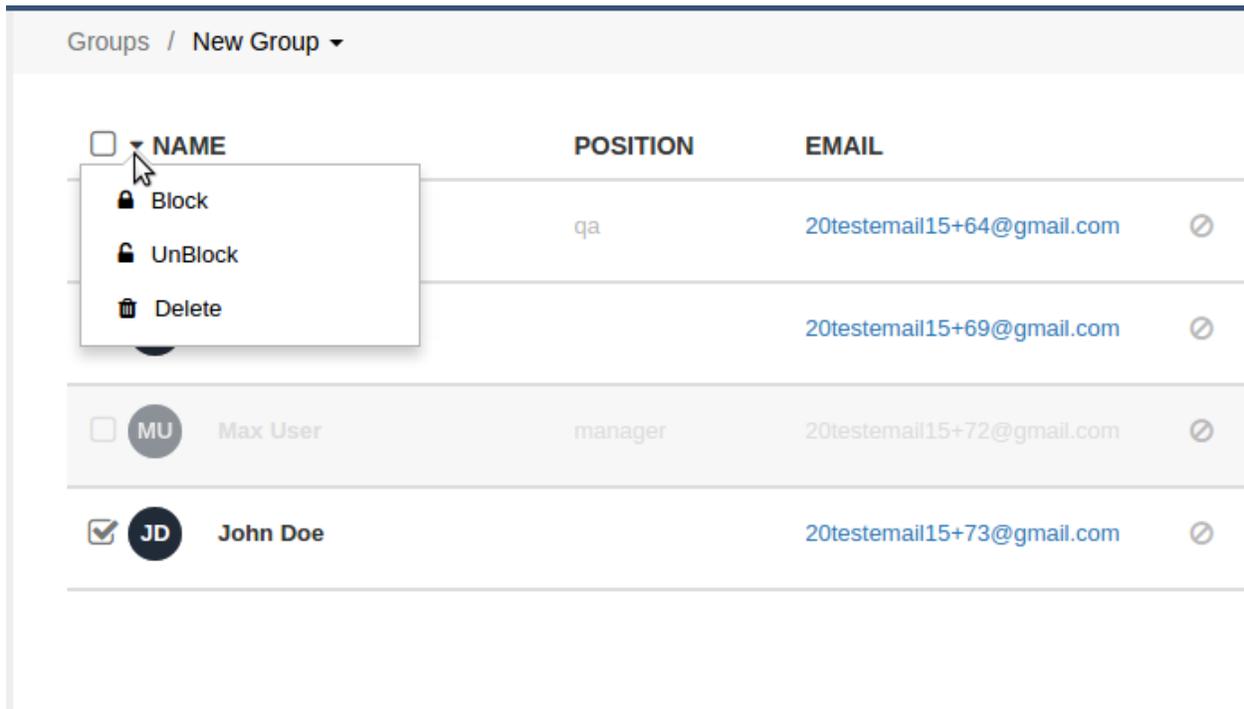
Description: In this section a user can view information regarding space available on the server, activity diagram and can change his/her profile settings.

7.1. Dashboard

Description: On this page account admin can view all information regarding manipulations with files.

1. Information regarding account type, its name, date of creation (registration).

2. Information regarding space on the server: used space, total space on the drive, max size of a single file that can be uploaded to OpenDrive.

3. Information regarding traffic available for downloading per single day: percent of traffic used on a current day, size of traffic used on a current day in bytes.

4. Number of added users.

5. Diagram of files uploads and downloads in items.

6. Diagram of files uploads and downloads in gigabytes.

7.1. My profile

URL: https://www.opendrive.com/setings/profile/
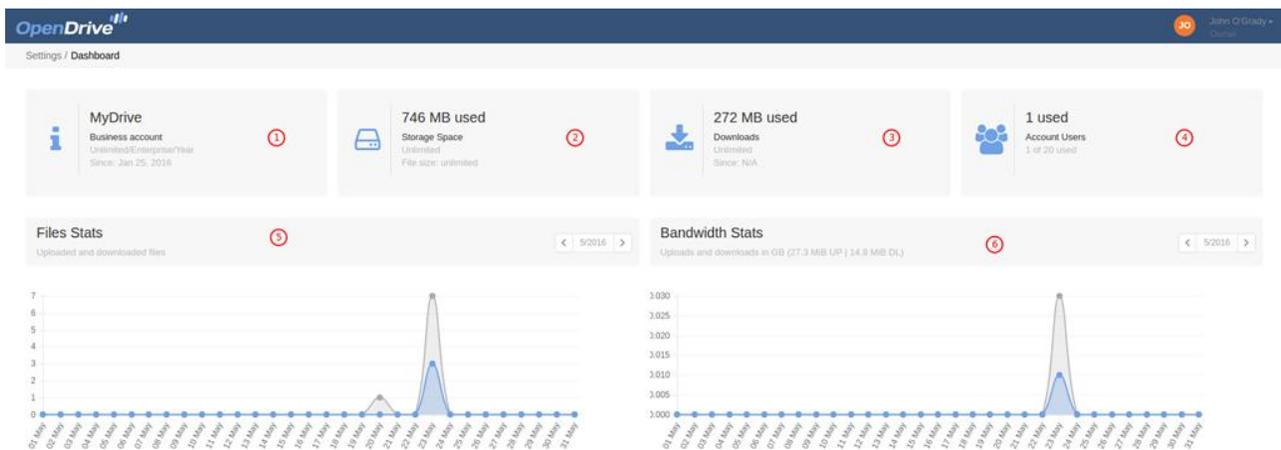
Description: On this page a user can change settings of his/her profile.

1. Uploading user avatar.

2. Here a user can change personal information settings: first name, last name, company, phone, time zone.

3. Here a user can change settings of notifications to his/her email address.

4. Here a user can change his/her email and confirm this.

5. Here a user can change his/her password.

6. Save settings.

7.3 Branding

URL: https://www.opendrive.com/setings/branding

Description: on this page an owner of business account can customize subdomain:

- change logo and favicon;

- change drive name and subdomain address;

- change color set of a drive.

7.4 Activity logs

URL: https://www.opendrive.com/settings/activity/
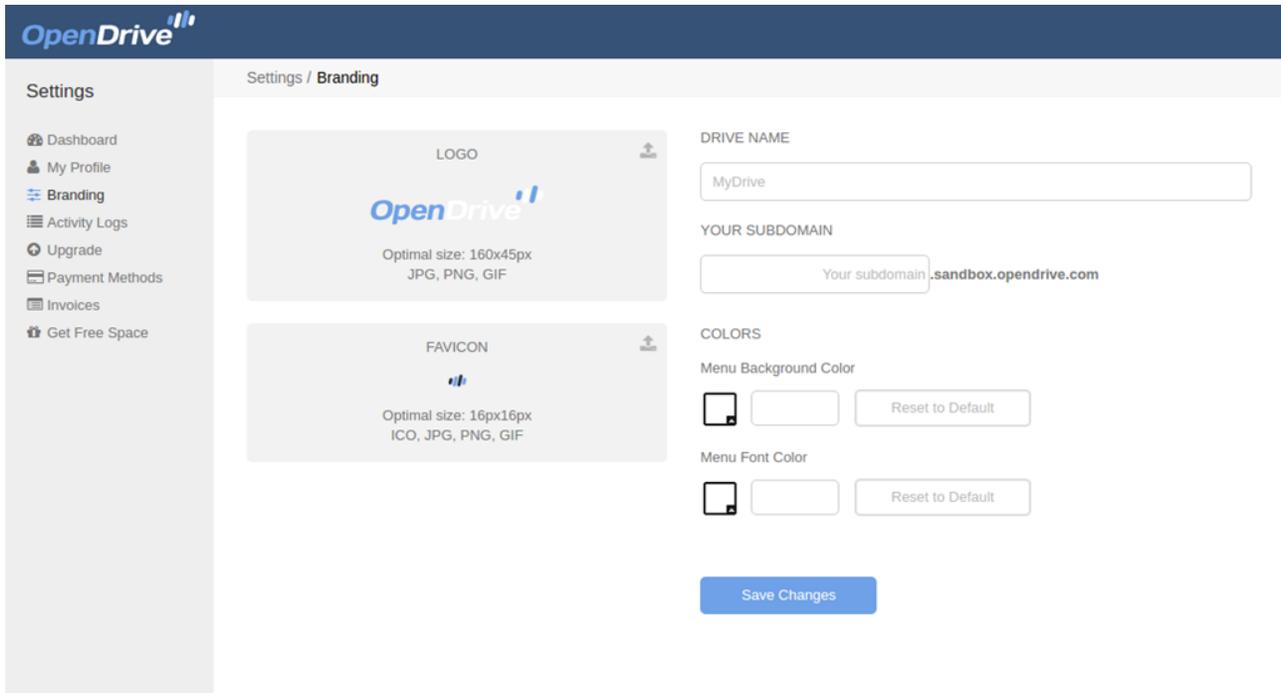
Description: On this page account admin can view information regarding all activity on the site (login, manipulations with files and folders etc.).

Information can be provided by the following filters:

- time period for which it is necessary to get a report;

- users that had some activity;

- particular action (for example deleting of a file).

Also a user has an option to export a table to CSV format.

1. Filtration by time period.

2. Filtration by users that had some activity on OpenDrive.

3. Filtration by a particular action.

4. Table with information: time of activity, user who did activity, activity type, user ID, file name and size (when action was related to a file).

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If you have any comments or feedback on our documentation, please send them to us at: support@OpenDrive.com.