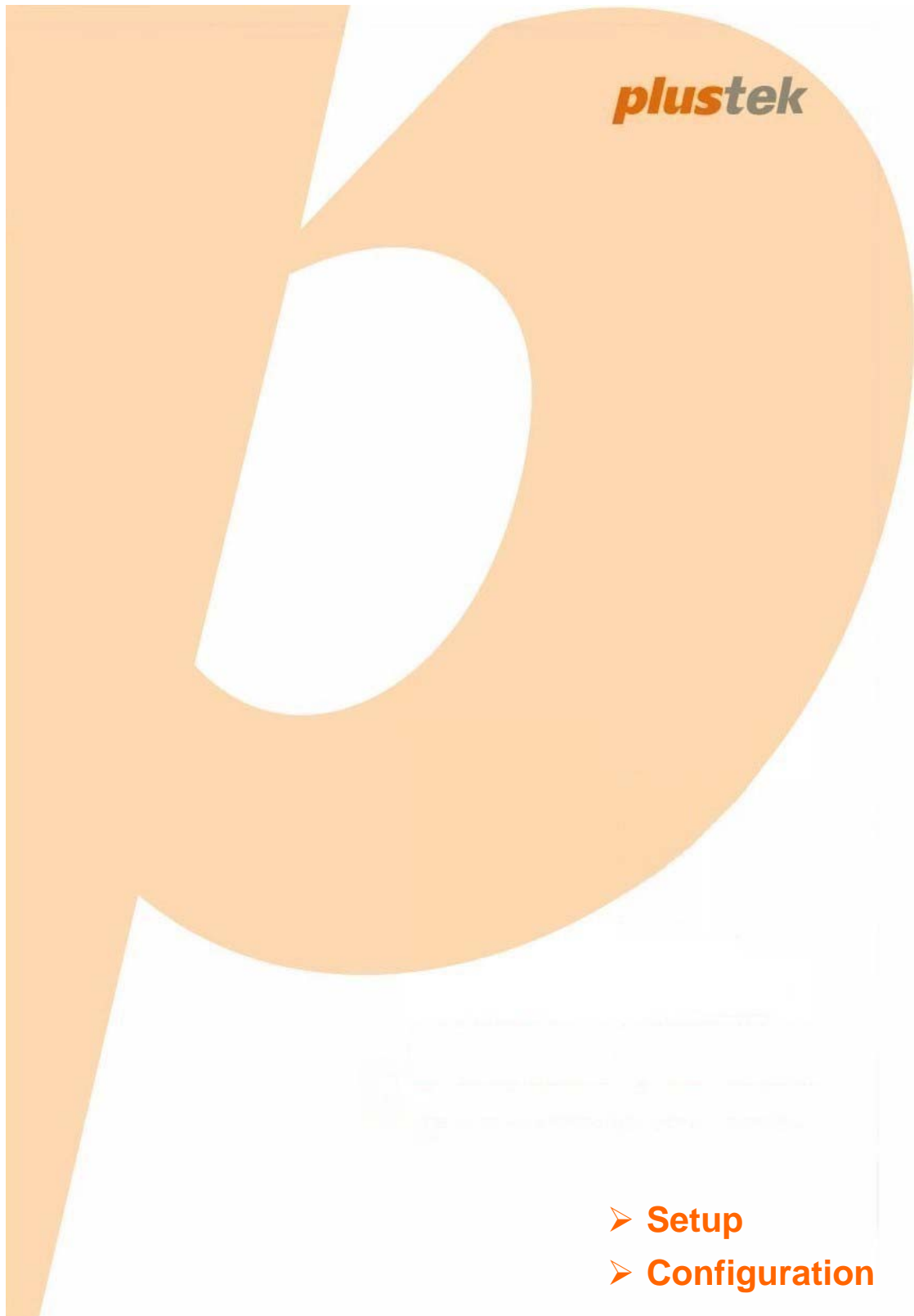


eDoc Manager User's Guide



- **Setup**
- **Configuration**

Trademarks

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Liability

While all efforts have been made to ensure the accuracy of all contents in this manual, we assume no liability for errors or omissions or by statements of any kind in this manual, whether such errors are omissions or statements resulting from negligence, accidents, or any other cause. The contents of this manual are subject to change without notice.

Environmental Information

The product is designed and produced to achieve sustainable environmental improvement. We strive to produce products in compliance with global environmental standards. Please consult your local authorities for proper disposal. The product packaging can be recycled.

Attention to recycling (For EU countries only)

Protect your environment! This product should not be thrown into the household waste container. Please give it to the free collecting center in your community.

Screen Examples in This Manual

The screen shots in this guide were made with Windows 7. If you are using Windows XP / Vista / 8, your screens will look somewhat different but functions are the same.

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Introduction

Thank you for choosing our eDoc Manager. Like all of our products, your new eDoc Manager is thoroughly tested and backed by our reputation for unsurpassed dependability and customer satisfaction. We hope you will continue to turn to us for additional quality products as your computing needs and interests grow.

How to Use This Guide

This guide assumes the user is familiar with Microsoft Windows. If this is not the case, we suggest you learn more about Microsoft Windows by referring to your Microsoft Windows manual before using your eDoc Manager.

Chapter I describes how to configure the eDoc Manager. You may get familiar with it and try out all functions provided with the eDoc Manager.

Conventions of This Guide

“XXX” — Represents commands or contents on your computer screen.

Bold — Represents important notes.

A Note about Icons

This guide uses the following icons to point out information that deserves special attention.



Warning

Warning: A procedure that must be followed carefully to prevent injury, or accidents.



Attention

Attention: Instructions that are important to remember and may prevent mistakes.



Information

Information: Optional tips for your reference.

Chapter I. eDoc Manager Configuration

To take advantage of all the powerful and innovative features your eDoc Manager provides, you need to log in to the eDoc Manager as administrator and configure the features according to your requirements. The eDoc Manager has 2 predefined administrator accounts, one with full access to all features (**admin**), and one with only access to the **Account management** features (**admin2**). This chapter will guide you through all available settings as administrator with full access.



Welcome, admin | Log out

Network settings | IP settings | External mail settings | Information management

Account management

System management

System update

IP settings

Connection method: static

IP address: 60.250.121.157

Subnet mask: 255.255.255.0

Default gateway: 60.250.121.254

Preferred DNS server: 168.95.192.1

Apply

Logging in to the eDoc Manager as administrator

You need to log in as administrator in order to configure all of eDoc Manager's features.

1. Open the web browser of your choice and enter the eDoc Manager's IP address in the address bar.



2. The eDoc Manager's login page will open. Enter **admin** as **Account** and **123456** as **Password** and select your desired user interface **Language**.

plustek

Account: admin

Password:

Language: English

Login Clear

3. Click on the **Login** button to log in to the eDoc Manager.
4. After logging in, the **Network settings > IP settings** tab will be shown. You can now click on any other tab or section to navigate and configure the eDoc Manager.

Network settings


This section contains the **IP settings**, **External mail settings** and **Information management** pages, where you can make crucial changes to your eDoc Manager's connectivity settings. It is the first section you should visit to ensure that the eDoc Manager can be accessed by your users.



Network settings	IP settings	External mail settings	Information management
Account management	IP settings		
System management	Connection method: <input type="text" value="DHCP"/>		
System update	<input type="button" value="Apply"/>		

IP settings

On this tab you can configure how the eDoc Manager connects to your network environment and in turn how it can be accessed by your users. Click on the **Apply** button in the bottom right part of the tab to save any changes.

 Attention	<p>If you do not know the correct connection information, please consult your network administrator. Entering the wrong information can cause the eDoc Manager to not be able to connect to your network.</p>
---	---



Network settings	IP settings	External mail settings	Information management
Account management	IP settings		
System management	Connection method: <input type="text" value="DHCP"/>		
System update	<input type="button" value="Apply"/>		

Connection method

Select **DHCP**, **static** or **PPPoE** from the drop-down list. You will need to enter additional information depending on the selected connection method.



The screenshot shows the PlusTek eDoc Manager interface. On the left is a sidebar menu with the following items: Network settings (highlighted), Account management, System management, and System update. The main content area has four tabs: IP settings (highlighted), External mail settings, and Information management. The IP settings tab is active, displaying the following fields: Connection method (a dropdown menu with 'static' selected), IP address (a text input field), Subnet mask (a text input field), Default gateway (a text input field), and Preferred DNS server (a text input field). An 'Apply' button is located at the bottom right of the configuration area.

IP address

Enter the IP address the eDoc Manager should use. You can then use this IP address to connect to the eDoc Manager when inside the same network environment.

Subnet mask

Enter the subnet mask the eDoc Manager should use.

Default gateway

Enter the default gateway the eDoc Manager should use to access the Internet.

Preferred DNS server

Enter the preferred DNS server the eDoc Manager should use.

Network settings	IP settings	External mail settings	Information management
Account management	<p>IP settings</p> <p>Connection method: <input type="text" value="PPPoE"/></p> <p>PPPoE account: <input type="text"/></p> <p>PPPoE password: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Apply"/></p>		
System management			
System update			

PPPoE account

Enter the PPPoE account the eDoc Manager should use.

PPPoE password

Enter the PPPoE password the eDoc Manager should use.

External mail settings

On this tab you can configure an e-mail account that will be used by eDoc Manager to send notification e-mails about shares. This function needs to be configured before the **Share by e-mail** feature can be used. Click on the **Apply** button in the bottom right part of the tab to save any changes.



External mail settings

SMTP address:

SMTP port:

SMTP security and verification:

SMTP account:

SMTP password:

[Test SMTP connection status](#)

[Apply](#)

SMTP address

Enter the address of the SMTP server the eDoc Manager should use.

SMTP port

Enter the port of the SMTP server the eDoc Manager should use.

SMTP security and verification

Select **none**, **ssl** or **tls** from the drop-down list.

SMTP account

Enter the account of the SMTP server the eDoc Manager should use.

SMTP password

Enter the password of the SMTP server the eDoc Manager should use.

Test SMTP connection status

Click on this button to test the SMTP connection status once you have entered the above information. A prompt will inform you of the result.

Information Management

On this tab you can configure the eDoc Manager's host identification and view its Plustek UDID (Unique Device Identification). Click on the **Apply** button in the middle to save any changes. On this tab you can also view the eDoc Manager's status. Along with the currently used IP addresses, the hard disk and system information are also shown.



Network settings	IP settings	External mail settings	Information management
Account management			
System management			
System update			

Host identification

Host name:

Plustek UDID: VMTEST000000

MAC ID: 00:1e:8c:ac:fe:17

Apply

Host information overview

IP: 60.250.121.157
Total Space: 298G
Used Space: 22G
Free Space: 273.74GB
System Uptime: up 4 weeks, 3 days, 4 hours, 45 minutes since 2019-07-26 11:47:40

Host identification

Host name

Enter the desired name you wish to assign to the eDoc Manager.

Plustek UDID

The eDoc Manager's Plustek UDID can be found here. This Plustek UDID is unique to your device and can be used to connect to your eDoc Manager when you don't know its connection information.

MAC ID

In a local area network (LAN) or other network, the MAC (Media Access Control) address is your computer's unique hardware number.

Host information overview

IP

The eDoc Manager's IP address within its local network environment. If you are in the same local network environment, you can use this IP address to access the eDoc Manager.

Total Space

The total size of the hard disks installed in the eDoc Manager.

Used Space

The total amount of data currently used across all installed hard disks.

Free Space

The total amount of free space across all installed hard disks.

System Uptime

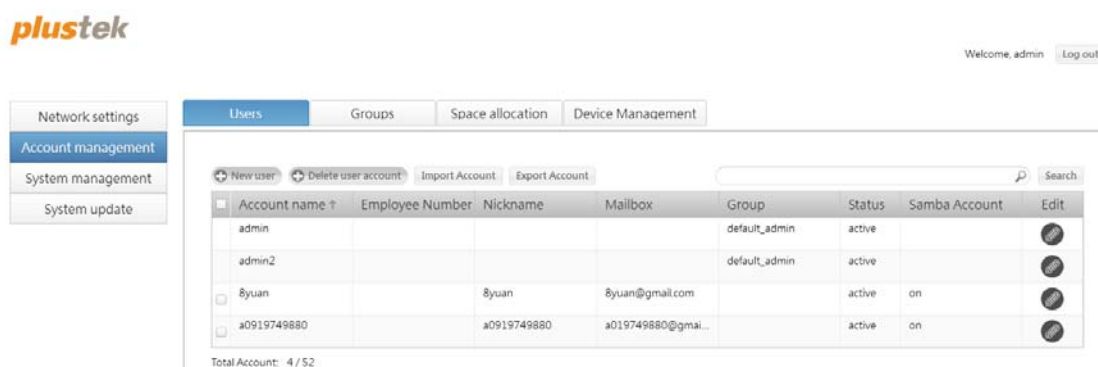
The eDoc Server's system time, time since powering on (uptime).

Account management

This section contains the **Users**, **Groups**, **Space allocation** and **Device Management** pages, where you can create user accounts and groups and allocate disk space to those users.

Users

On this tab you can view, search, create, edit and delete user accounts. Before the eDoc Manager can be accessed by your users, you need to create user accounts for them.



The screenshot shows the eDoc Manager interface. At the top left is the 'plustek' logo. In the top right corner, it says 'Welcome, admin' and 'Log out'. Below the logo is a sidebar menu with 'Account management' selected. The main content area has tabs for 'Users', 'Groups', 'Space allocation', and 'Device Management', with 'Users' being the active tab. The 'Users' tab contains buttons for 'New user', 'Delete user account', 'Import Account', and 'Export Account'. Below these buttons is a table with columns: Account name, Employee Number, Nickname, Mailbox, Group, Status, Samba Account, and Edit. The table lists four users: 'admin', 'admin2', 'Byuan', and 'a0919749880'. At the bottom of the table, it says 'Total Account: 4 / 52'.

Account name	Employee Number	Nickname	Mailbox	Group	Status	Samba Account	Edit
admin				default_admin	active		
admin2				default_admin	active		
Byuan		Byuan	Byuan@gmail.com		active	on	
a0919749880		a0919749880	a019749880@gmai...		active	on	

Import Account

Click on the **Import Account** button to import the user accounts from the excel file.

Export Account

Click on the **Export Account** button to export the user accounts to the excel file.

Searching user accounts

You can search for user accounts by entering a keyword in the **Search** field and clicking on the **Magnifying glass** or **Search** button. A prompt will inform you if the search came up empty. To return showing all user accounts, do a search without any keywords.

Creating user accounts

1. Click on the **New user** button to open the **New user account** dialog.
2. You only need to enter the **User account name** and **E-mail** of the new user account. You can leave the **Password**, **Employee Number**, **Nickname** and **Quota** fields empty to use the default values. The default password is **123456** and you should advise your users to change it after they log in. The preset **Quota** is 10000 MB (10 GB) and can be adjusted at any time by opening the **Space allocation** page. You can assign the user to a **Group** once you have created one.

New user account

*User account name:

Password:

Employee Number:

Nickname:

*E-mail:

Group:

Creat Samba Account:

Quota: MB

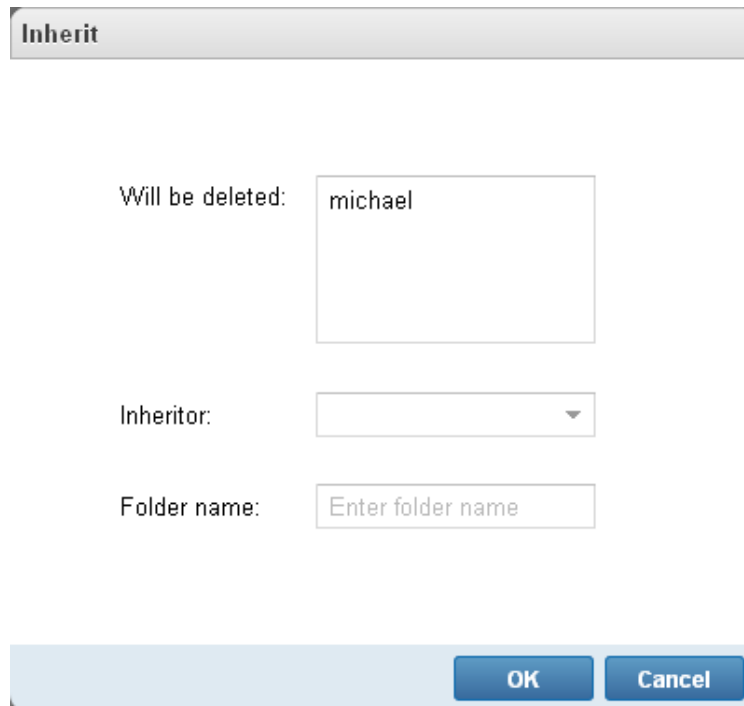
Space quota range (MB): 1 ~ 1000000, set "0" to unlimited

Create

3. Click on the **Create** button to create the new user account.

Deleting user accounts

1. Select the desired user account and click on the **Delete user account** button.
2. You will be prompted if you wish to select a user account to inherit the data of the user account that will be deleted.
- 3a. If you click on the **Yes** button, the **Inherit** dialog will open. Select the **Inheritor** from the drop-down list and enter a **Folder name** under which to store the data. Click on the **OK** button to continue. A prompt will inform you of the status of the action.



Inherit

Will be deleted: michael


Inheritor:

Folder name: Enter folder name

OK Cancel

- 3b. If you click on the **No** button, you will be prompted to confirm deleting the user account. Click on the **Yes** button to confirm and delete the user account.

Editing user accounts

1. Click on the  **Edit** button in the **Edit** column of the respective user account to open the **Edit user account** dialog.
2. Modify the desired details. You can leave the **Password** field empty to keep the current password.

Edit user account

Account name: jeffry

Password:

Employee Number:

*Nickname:

*E-mail:

Creat Samba Account:

Status:

Group:

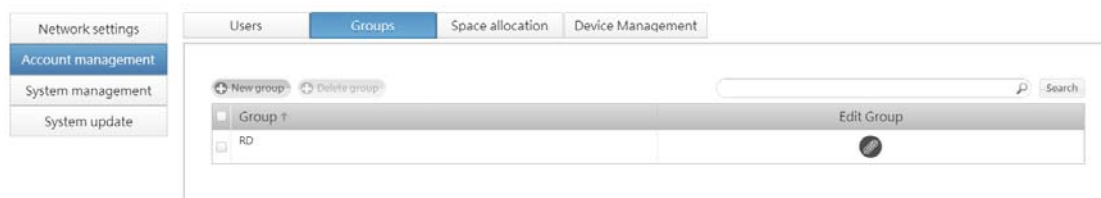
3. Click on the **Edit** button to save the changes.

Groups


On this tab you can view, search, create, edit and delete groups. When choosing to collaborate on a folder or file, your users can choose to collaborate with other users or groups. Users can be assigned to groups to make collaboration easier.

plustek

Welcome, admin [Log out](#)



Searching groups

You can search for groups by entering a keyword in the **Search** field and clicking on the  or **Search** button. A prompt will inform you if the search came up empty. To return showing all groups, do a search without any keywords.

Creating groups

1. Click on the **New group** button to open the **New group** dialog.
2. Enter the **Group name** and select the **Members** of this group using the drop-down list.

New group

*Group name:

Members:


Create

3. Click on the **Create** button to create the new group.

Deleting groups

1. Select the desired group and click on the **Delete group** button.
2. You will be prompted to confirm deleting the group. Click on the **Yes** button to confirm and delete the group.

Editing groups

1. Click on the  **Edit** button in the **Edit Group** column of the respective group to open the **Edit group** dialog.
2. You can only modify the **Members** of the group. The **Group name** cannot be modified once the group has been created.

Edit Group

Group name: All

Members:

3. Click on the **Edit** button to save the changes.

Space allocation

On this tab you can view each user account's data usage and quota, edit the quota and delete all of a user account's files. You can change the sorting order by clicking on the column headers. User accounts whose data usage has reached the quota will have their data usage bars displayed in red. You should inform the user of the situation or increase their quota.

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Welcome, admin

Network settings | Users | Groups | **Space allocation** | Device Management


Account management | System management | System update

Account name	Usage	Quota	Edit quota	Delete all files
michael	7.144MB	10000MB		

Editing quotas

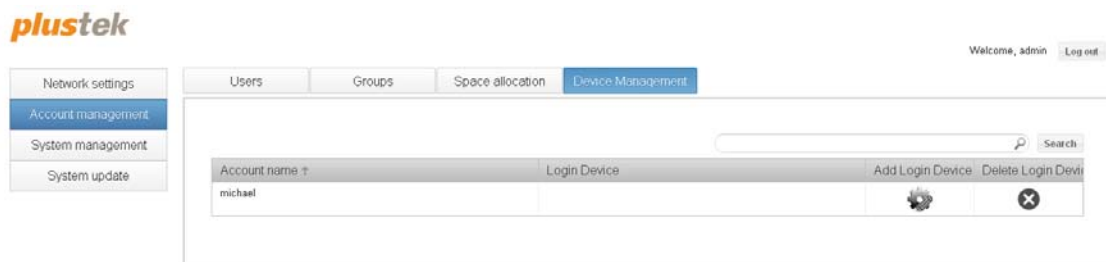
1. Click on the  **Edit quota** button in the **Edit quota** column of the respective user account to open the **Edit quota** dialog.
2. Modify the **Quota** of the user account.
3. Click on the **Edit** button to save the changes.

Deleting all files

1. Click on the  **Delete** button in the **Delete all files** column of the respective user account.
2. You will be prompted to confirm deleting all of the user account's files. Click on the **Yes** button to confirm and delete all of the user account's files.

Device Management

On this tab you can manage all the login devices of each user account. The administrator can add or delete user login devices.



System management

This section contains the **System management**, **Log management**, **Daily System Backup**, **System Recovery** and **Service Management** pages, where you can configure some basic system settings, manage the activity log and perform system backup and restoration.

System management

On this tab you can modify some optional settings that are not crucial to the usage of the eDoc Manager. You can click on the **Restore system defaults** button to restore these settings to their system default values. Click on the **Apply** button to save any changes.

Network settings	System management	Log management	Daily System Backup	System Recovery	Service Management
Account management					
System management					
System update					

Optional settings

Log entries per page:

Documents per page:

Maximum number of users online:

Default password:

Preset quota (MB): MB

Default validity period (days): Day

User login mode:

Verify the login device:

Log entries per page

Enter the number of log entries you wish to display per page.

Documents per page

Enter the number of documents you wish to display per page.

Maximum number of users online

Enter the maximum number of users that are allowed on the eDoc Manager at the same time.

Default password

Enter the default password your user accounts will be assigned when creating user accounts and leaving the **Password** field empty.

Preset quota (MB)

Enter the preset quota your user accounts will be allocated when creating user accounts and leaving the **Quota** field empty.

Default validity period (days)

Enter the default validity period for link, QR-code and e-mail shares.

User login mode

Select if you want to **Permit multi-login** or **Prohibit multi-login** the feature to log in to the eDoc Manager multiple times with the same user account. If you select **Permit multi-login**, your users can log in to eDoc Manager on multiple different devices at the same time. If you select **Prohibit multi-login**, your users would be logged out of their first device when logging in to the eDoc Manager on their second device.

Verify the login device

Turn on or turn off the verify function.

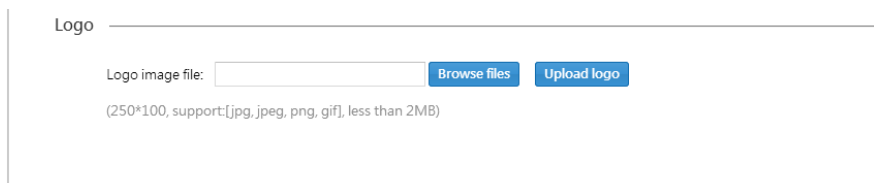


certificate

Download certificate

Certificate

Click on the **Download certificate** button to download the certificate file.



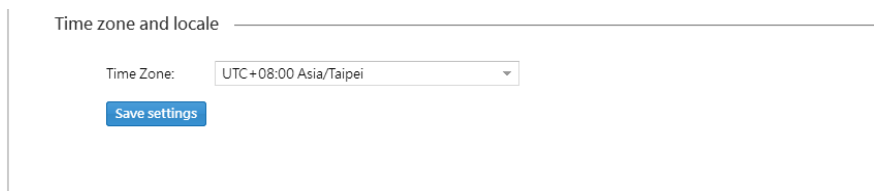
Logo

Logo image file: Browse files Upload logo

(250*100, support:[jpg, jpeg, png, gif], less than 2MB)

Logo image file

You can choose a custom image (e.g. your company's logo) to appear in the upper left corner on the eDoc Manager's user interface. Click on the **Browse files** button use the dialog to select a supported image file, then click on the **Upload logo** button to upload the image file. Your image file should appear the next time you reload the eDoc Manager's user interface. A JPG, PNG or GIF file with a resolution of 250x100 pixels that is smaller than 2 MB is recommended.



Time zone and locale

Time Zone: UTC+08:00 Asia/Taipei

Save settings

Time zone

Select your time zone from the drop-down list. This ensures that the date and time displayed on the activity log and the file browser are correct.


Reboot/Shutdown

[Restart](#) [Shutdown](#)

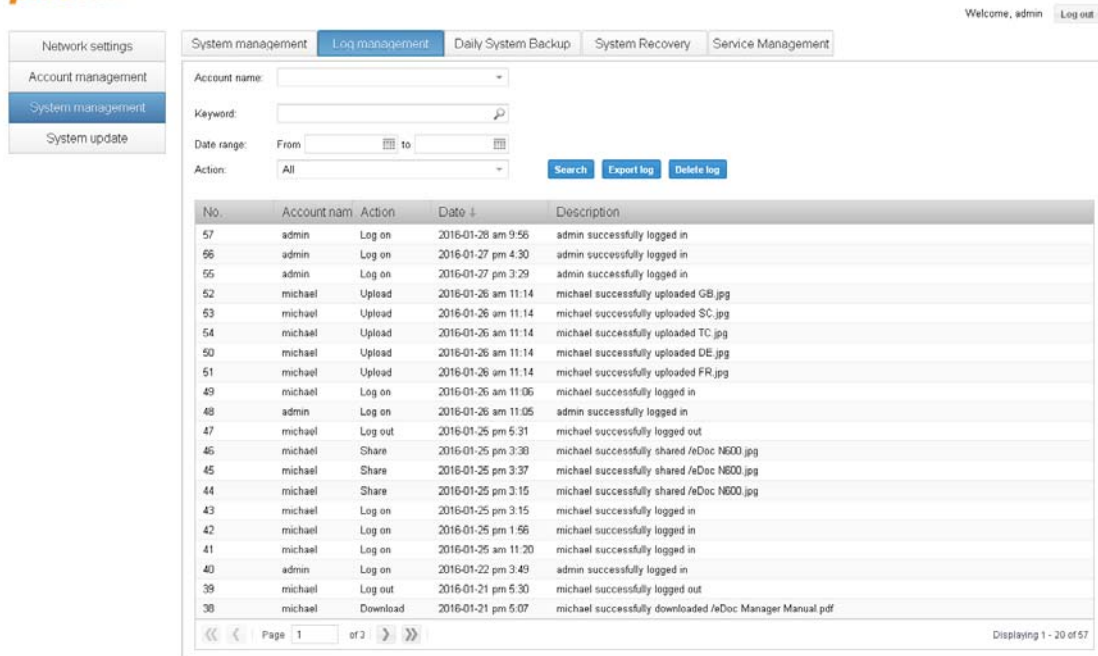
Reboot/Shutdown

Click on the **Restart** button to restart the system. Click on the **Shutdown** button to shutdown the system

Log management



On this tab you can view, search, export and delete the eDoc Manager's activity log. The eDoc Manager keeps a record of all actions performed by all users, from logging in and out, to sharing files and folders. You can change the sorting order by clicking on the column headers. Use the  navigation buttons at the bottom to move to another log page.

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No.	Account name	Action	Date	Description
57	admin	Log on	2016-01-26 am 9:56	admin successfully logged in
56	admin	Log on	2016-01-27 pm 4:30	admin successfully logged in
55	admin	Log on	2016-01-27 pm 3:29	admin successfully logged in
52	michael	Upload	2016-01-26 am 11:14	michael successfully uploaded GB.jpg
53	michael	Upload	2016-01-26 am 11:14	michael successfully uploaded SC.jpg
54	michael	Upload	2016-01-26 am 11:14	michael successfully uploaded TC.jpg
50	michael	Upload	2016-01-26 am 11:14	michael successfully uploaded DE.jpg
51	michael	Upload	2016-01-26 am 11:14	michael successfully uploaded FR.jpg
49	michael	Log on	2016-01-26 am 11:06	michael successfully logged in
48	admin	Log on	2016-01-26 am 11:05	admin successfully logged in
47	michael	Log out	2016-01-25 pm 5:31	michael successfully logged out
46	michael	Share	2016-01-25 pm 3:38	michael successfully shared /eDoc N600.jpg
45	michael	Share	2016-01-25 pm 3:37	michael successfully shared /eDoc N600.jpg
44	michael	Share	2016-01-25 pm 3:15	michael successfully shared /eDoc N600.jpg
43	michael	Log on	2016-01-25 pm 3:15	michael successfully logged in
42	michael	Log on	2016-01-25 pm 1:56	michael successfully logged in
41	michael	Log on	2016-01-25 am 11:20	michael successfully logged in
40	admin	Log on	2016-01-22 pm 3:49	admin successfully logged in
39	michael	Log out	2016-01-21 pm 5:30	michael successfully logged out
38	michael	Download	2016-01-21 pm 5:07	michael successfully downloaded /eDoc Manager Manual.pdf

Searching the log


You can search for specific log entries by entering a keyword in the **Keyword** field  and clicking on the **Search** button. You can narrow down your search results by selecting a specific **Account name** or **Action** from the drop-down lists and by specifying a **Date range** using the  calendar context menu. To return showing the entire log, do a search with the **Keyword** and **Date range** fields empty and **All** selected in the **Account name** and **Action** drop-down lists.

Exporting the log

1. Click on the **Export log** button to export the log file.
2. The saving folder of the exported file differs depending on the browser you use.

Deleting the log

Click on the **Delete log** button and you will be prompted to confirm deleting the log. Click on the **Yes** button to confirm and delete the log.



Attention This action cannot be undone! You can keep a local copy of the log by exporting the log first, then deleting the log from the eDoc Manager.

Daily System Backup

On this tab you can configure the eDoc Manager to perform backups of all the user accounts, data and settings, and restore those backups back to the eDoc Manager in case of data loss.



Network settingsSystem managementLog managementDaily System BackupSystem RecoveryService Management

Account management

System management

System update

FTP backup settings

FTP address: none

FTP account: none

FTP password: *hidden*

Test FTP Connection

Edit


Test FTP Connection

Click on this button to test the FTP connection status once you have entered the above information. A prompt will inform you of the result.

Edit FTP backup settings

1. Click on the **Edit** button to open the **Edit FTP backup settings** dialog.
2. Enter the **FTP address**, **FTP account** and **FTP password**.
3. Click on the **Edit** button to save the changes.


The eDoc Manager will now backup your files to the specified FTP server.



Information If you want the eDoc Manager to upload all of the backup files to the FTP server, please configure the FTP server before making any backups. Backups that are made before a FTP server has been configured will not retroactively be uploaded to the FTP server.

Backup

[Manual backup](#)

Backup status: Idle, backup can be performed. 

[Scheduled backups](#)


Automatic backup time: none

[Download backup history](#)

Manual backup

1. Please verify that the **Backup status** is **Idle** and that the system is ready to perform backups.
2. Click on the **Manual backup** button to open the **Manual backup** dialog.

Manual backup

 OK to start backup

[Yes](#) [No](#)

3. Click on the **Yes** button to perform the backup. A prompt will inform you if the backup cannot be made for any reason. You will also be prompted when the backup has been completed.

Scheduled backups

Click on the **Scheduled backups** button to open the **Scheduled backups** dialog. Select the desired time you want the eDoc Manager to perform an automatic backup.

Download backup history

Click on the **Download backup history** button to download the backup history.

System Recovery

On this tab you may restore those backups back to the eDoc Manager in case of data loss.



Welcome, admin [Log out](#)

The screenshot shows the 'System Recovery' tab selected in the top navigation bar. On the left, a sidebar menu includes 'Network settings', 'Account management', 'System management' (highlighted), and 'System update'. The main content area has a sub-navigation bar with 'System management', 'Log management', 'Daily System Backup', 'System Recovery' (highlighted), and 'Service Management'. Below this, the 'System Recovery' section contains a table with columns for 'Full backup time point', 'data version number', and 'Backup data source'. At the bottom right of this table are two buttons: 'Refresh' and 'Restore'.

Click on the **Refresh** button to refresh the system. Click on the **Restore** button to restore the system from backup file.

Service Management

On this tab you may check the service status of eDoc Manager.



Welcome, admin [Log out](#)

The screenshot shows the 'Service Management' tab selected in the top navigation bar. The sidebar menu is the same as in the previous screenshot. The main content area has a sub-navigation bar with 'System management', 'Log management', 'Daily System Backup', 'System Recovery', and 'Service Management' (highlighted). Below this, the 'Service status' section contains a table with columns for 'Service', 'Descriptions', and 'Status'. A 'Refresh' button is located at the bottom right of the table.

Service	Descriptions	Status
Dispatch Service	A service can be listen samba file and archive it to eDoc by rule	online
Monitor Service	A service can be monitored other service and try to restart them periodically	online
Notify Service	A service can be notify user when someone collab file to him	online
Quota Service	A service can be calculated system space periodically	online
Text Extractor Service	A service can be extract text from office file and searchable pdf	online
Thumbnail Service	A service can be applied to an office file, pdf and image to convert it from one domain to thumbnail	online
Zip Service	A service can be zip file when user share file link	online

Click on the **Refresh** button to refresh the system.

System update

This section contains the **Update management** page, where you can update the eDoc Manager's system condition.

Update management

On this tab you can view the eDoc Manager system's current version and update the system.



Network settings

Account management

System management

System update

Update management

Version information

Product Name: eDoc Manager Enterprise Version
Firmware v1.1.13
Version:

License Management

User Licenses: 50

Add License

Request for Renew **Renew License (offline)**

Version update

Choose file to begin version update

Version information

The eDoc Manager system's current version. When contacting technical support, be sure to give staff your eDoc Manager's exact version information.

License Management

Click on the **Add License** button to add user account license for the eDoc Manager. Click on the **Request for Renew** button to request the renew for the license, and click on the **Renew License (offline)** button to renew the license offline.

Version update

Click on the **Choose file to begin version update** button to update the eDoc Manager.