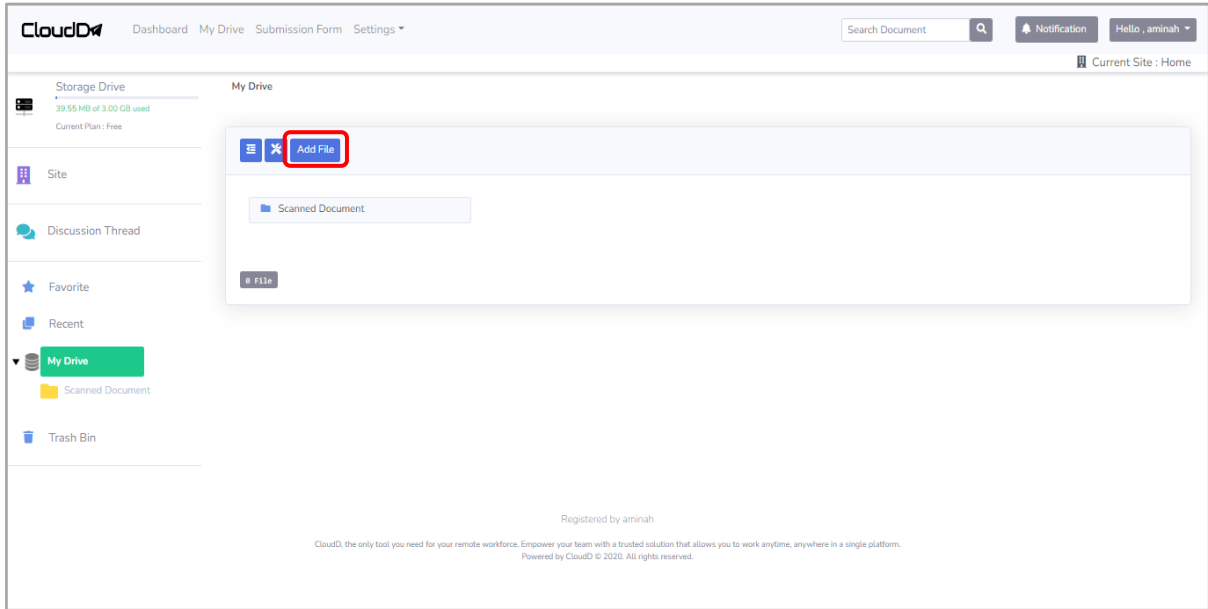
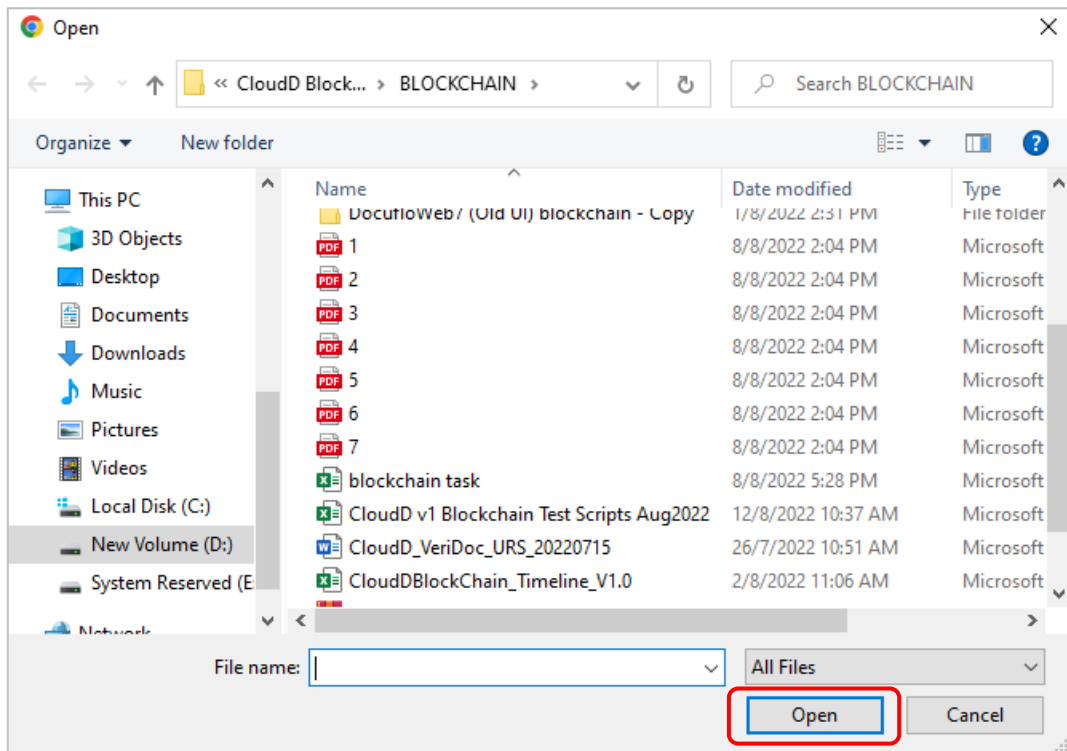


# 1 Upload and blockchain PDF file.

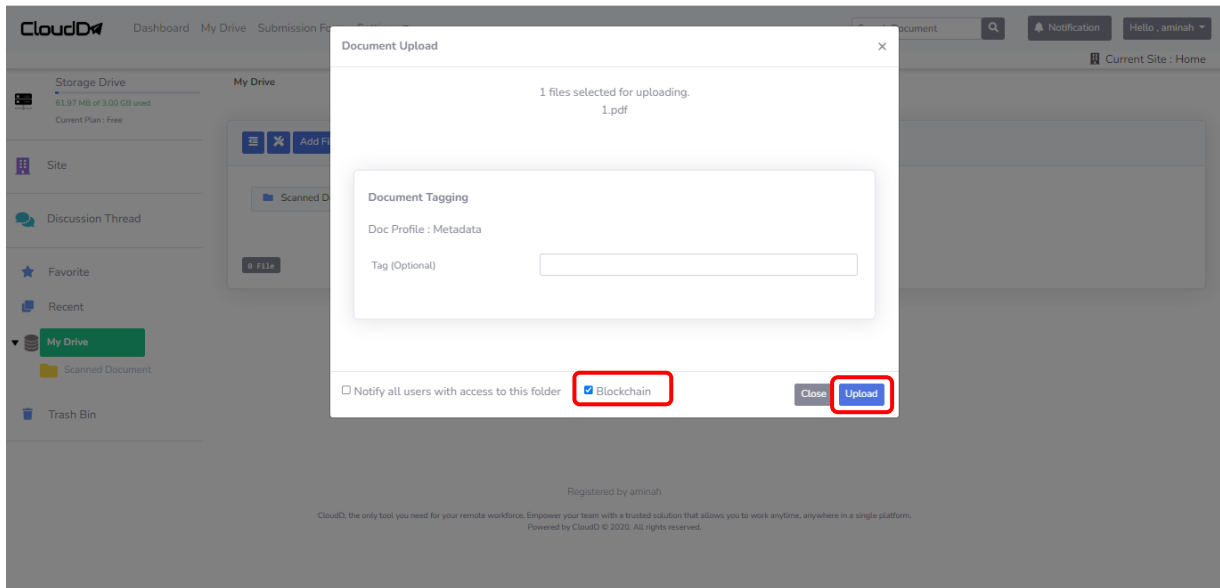
1.1 On page [My Drive], click button [Add File].



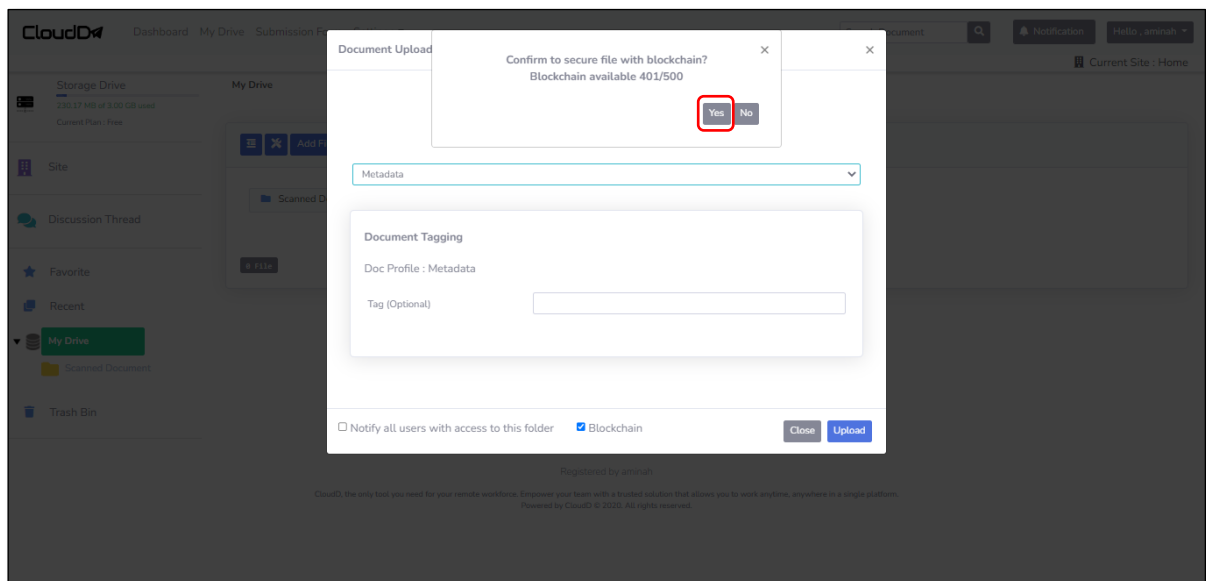
1.2 Select pdf file and click button [Open].



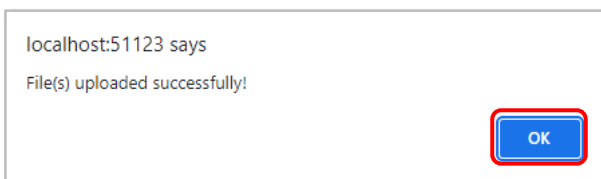
1.3 Check [blockchain] checkbox and click button [Upload].



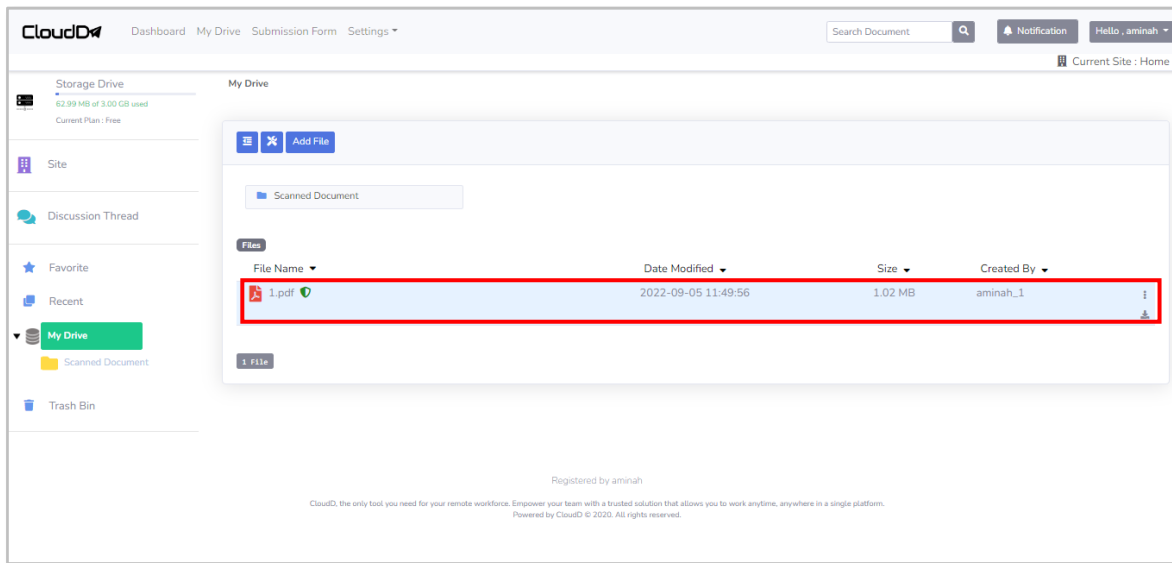
1.4 Click button [Yes] when confirmation modal shown as follow.



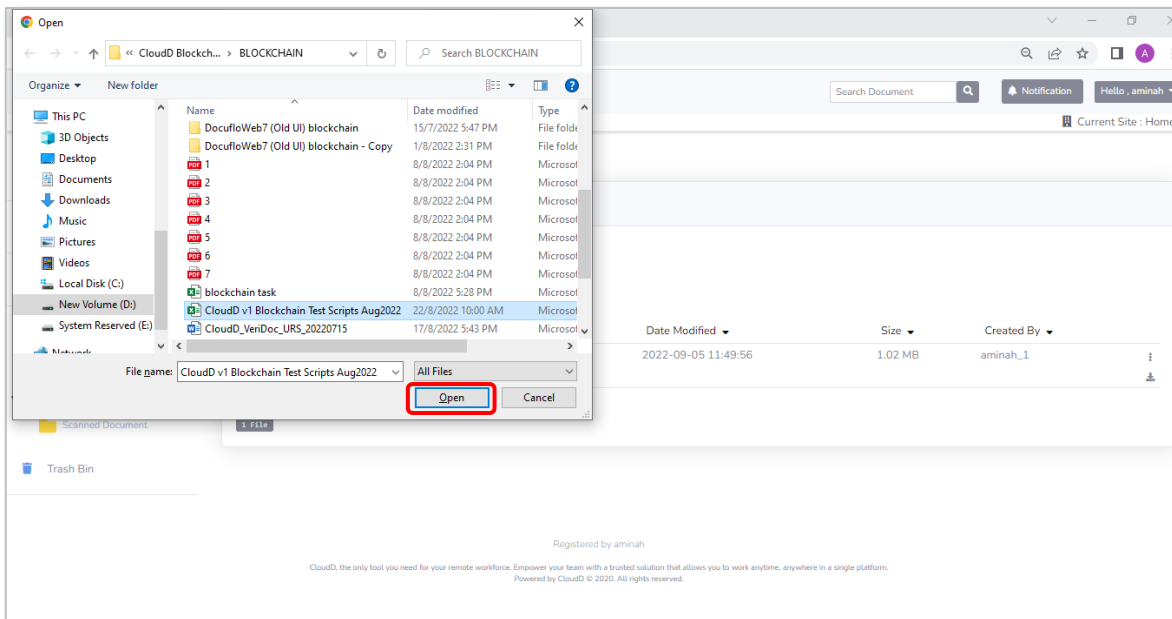
1.5 User will get message saying the file(s) has been uploaded successfully. Click button [OK].



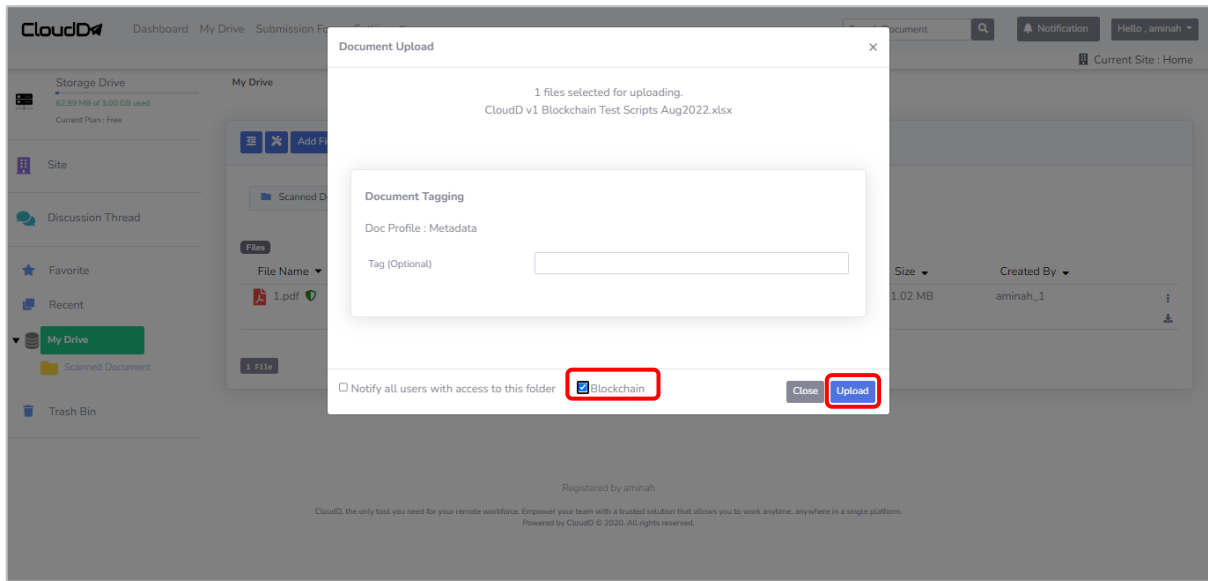
1.6 File uploaded will have blockchain icon as follow.



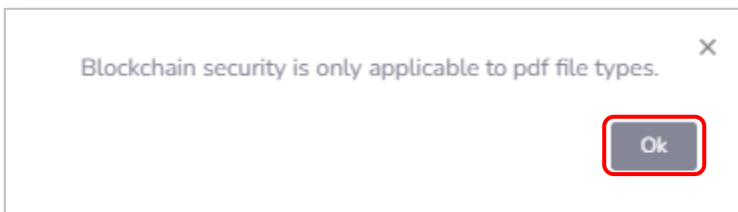
1.7 Upload one or more non pdf file. On page [My Drive], click button [Add File], then select one or more non pdf file, followed by clicking button [Open].



1.8 If the file other than pdf file is uploaded and user checked the checkbox blockchain followed by clicking the button [Upload].



1.9 Error message will be prompted as below. Click button [OK] and click button [Upload] again to proceed uploading the non pdf file.

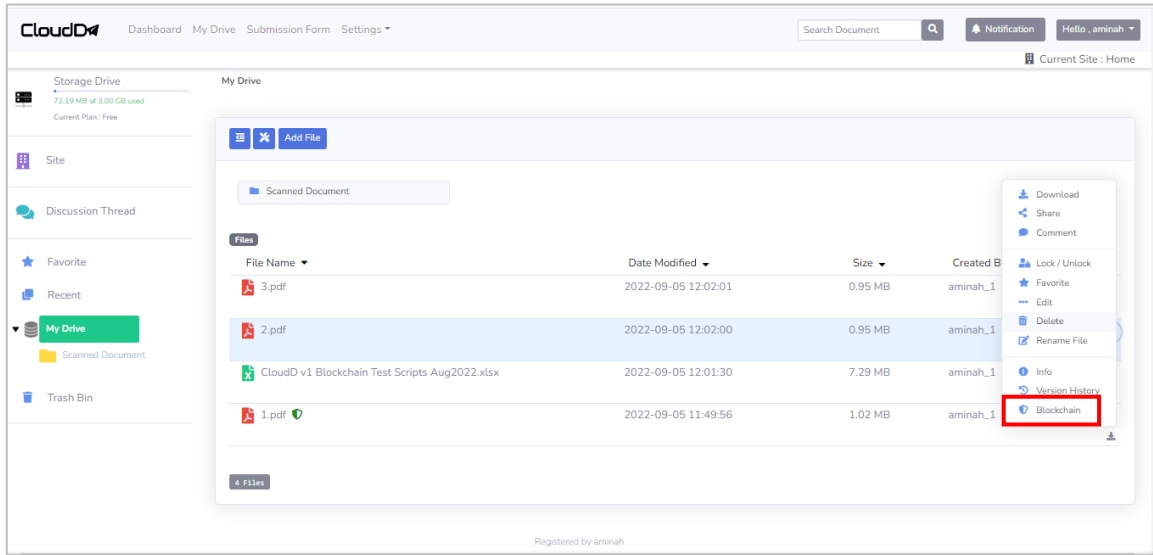


## 2 Blockchain the existing file.

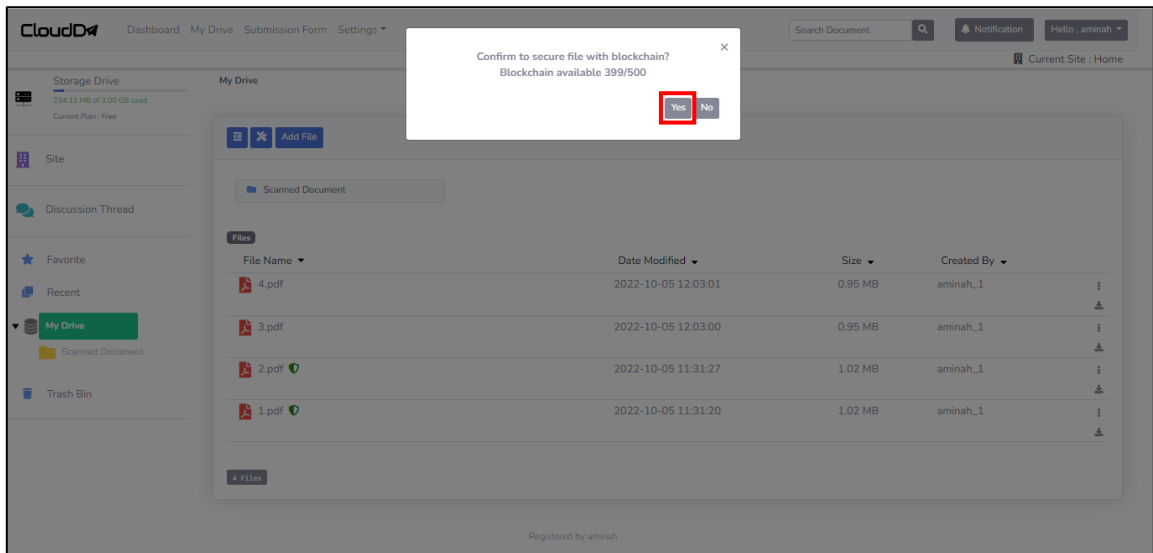
2.1 Upload 2 new pdf file without checking the checkbox blockchain.

2.2 Click button [More] (three vertical dot on the right side of the file list) on one of the uploaded files. Example shown below using file name '2.pdf'.

2.3 Click button [Blockchain] on the dropdown menu.



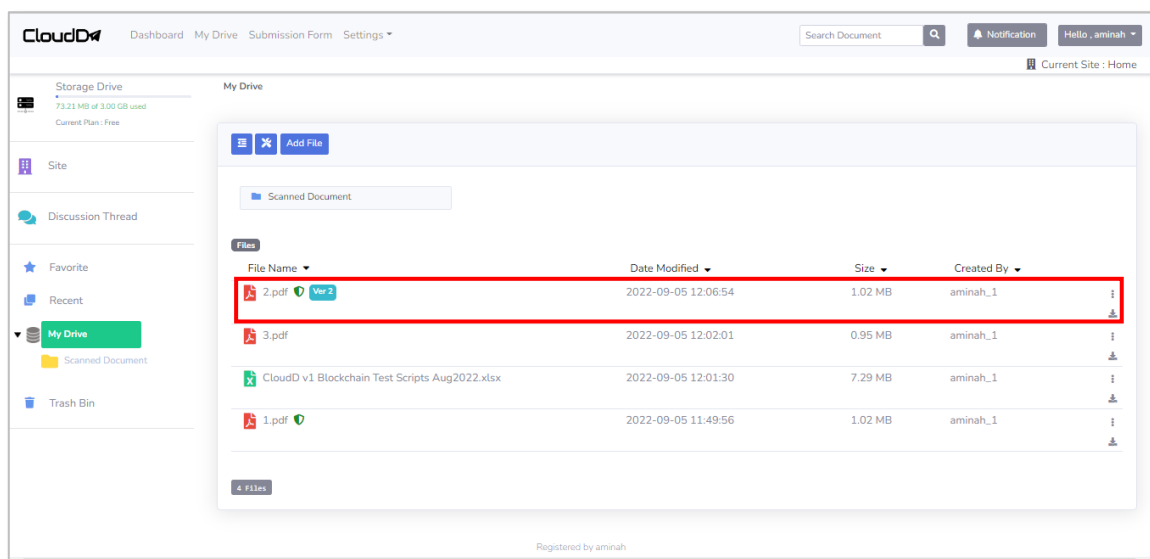
2.4 Click button [Yes] when message dialog shown to ask user confirmation to secure file using blockchain.



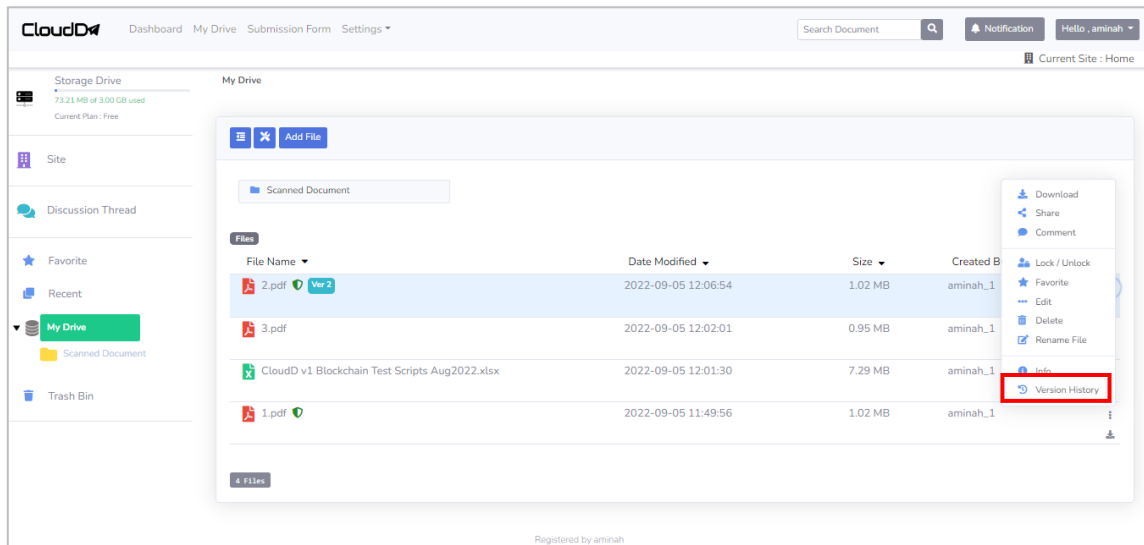
2.5 After blockchain is successful, alert message will be shown as follows, then click button [OK].



2.6 The file '2.pdf' have blockchain icon and the version number is increased by one after being blockchain.



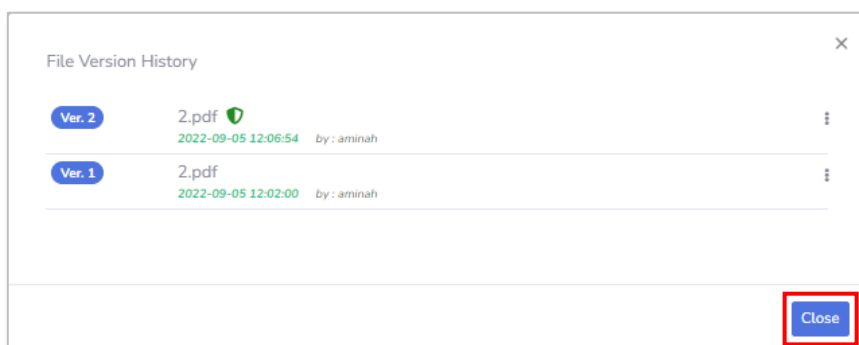
2.7 The file that already blockchain will not be able to be blockchain again. Notice that the [Blockchain] button is not visible on the dropdown menu for the file name '2.pdf'. To see the version for the file '2.pdf', click button [Version History].



2.8 Version 1 is the file before the blockchain which do not have the QR code stamped on the file, and version 2 is the file after the blockchain which have the QR code stamped on the upper right of the pdf first page.

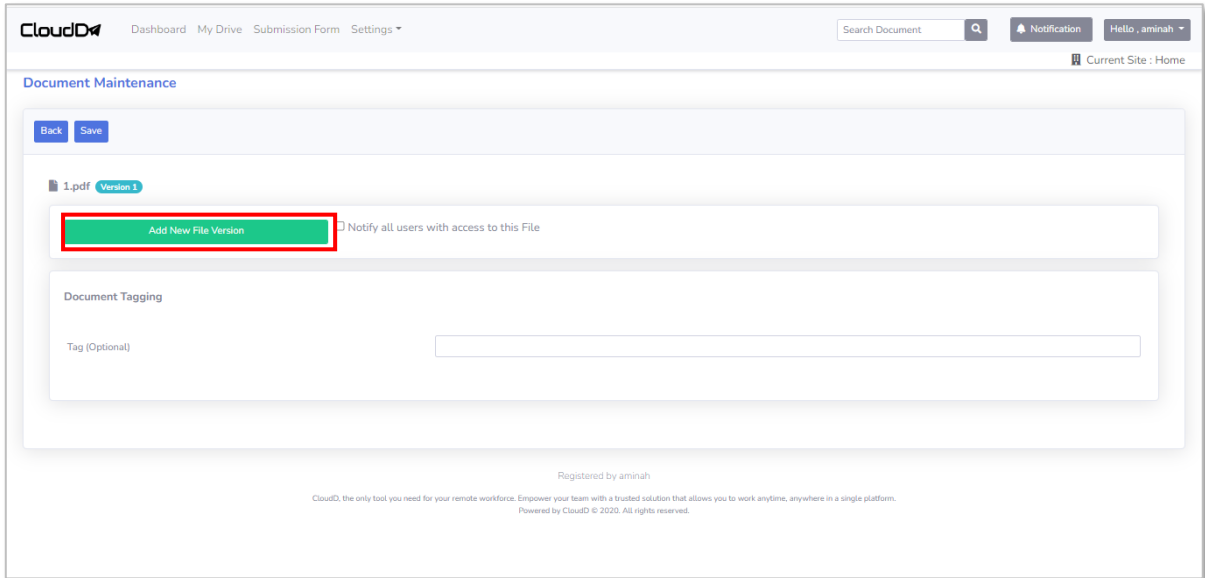
2.9 The version of file which already been blockchain will have blockchain icon on the right side of the file name.

2.10 Click button [Close] to return to page [My Drive]

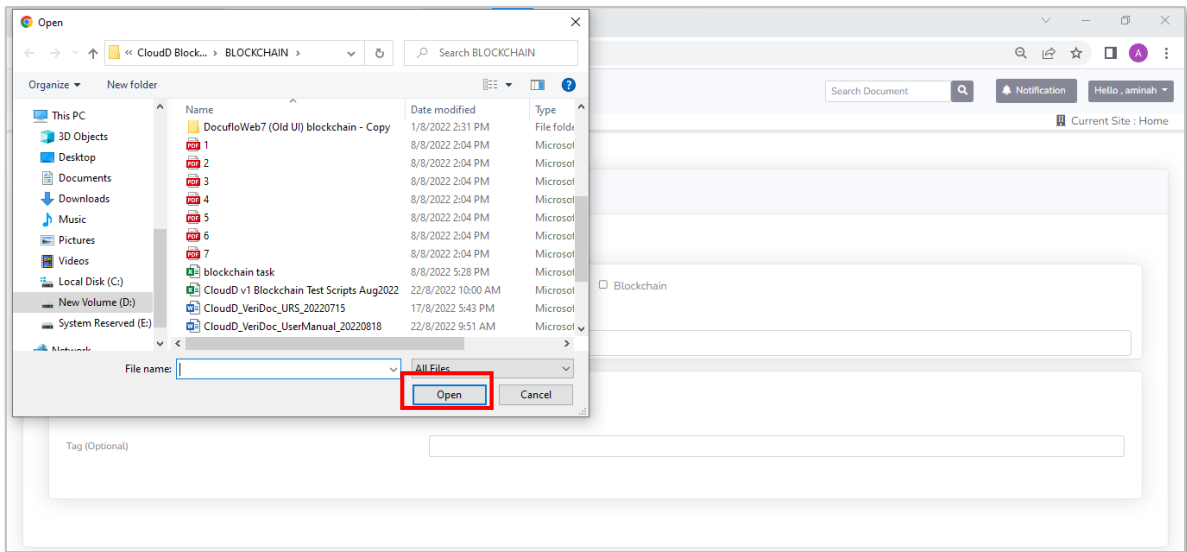


### 3 Blockchain the new file version.

- 3.1 On page [My Drive], select any file and click button [More] (three vertical dot on the right side of the file list) followed by clicking button [Edit]. Example shown below using file name '1.pdf'.
- 3.2 User will be redirected on [Document Maintenance] page, then click button [Add New File Version].

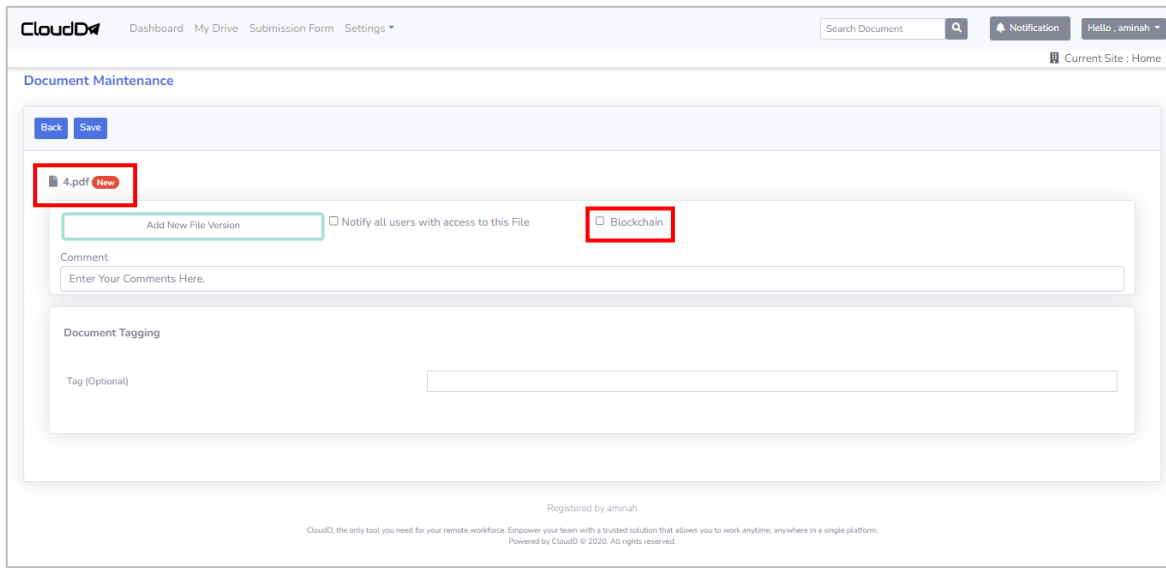


- 3.3 Select any pdf file as the new version. Click button [Open]. The example below is using file named '4.pdf'.

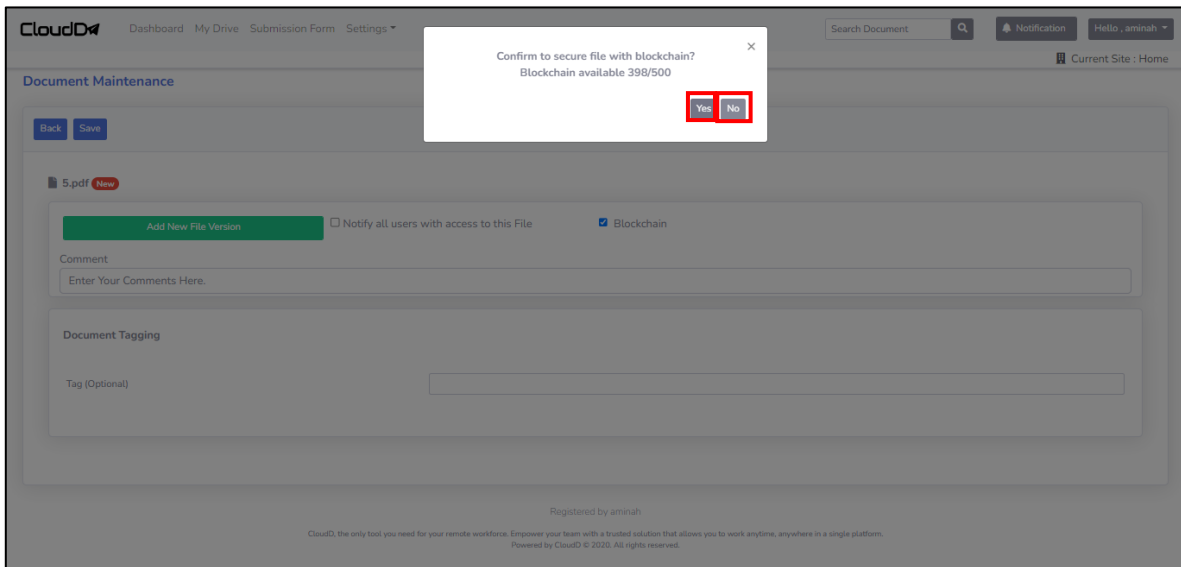




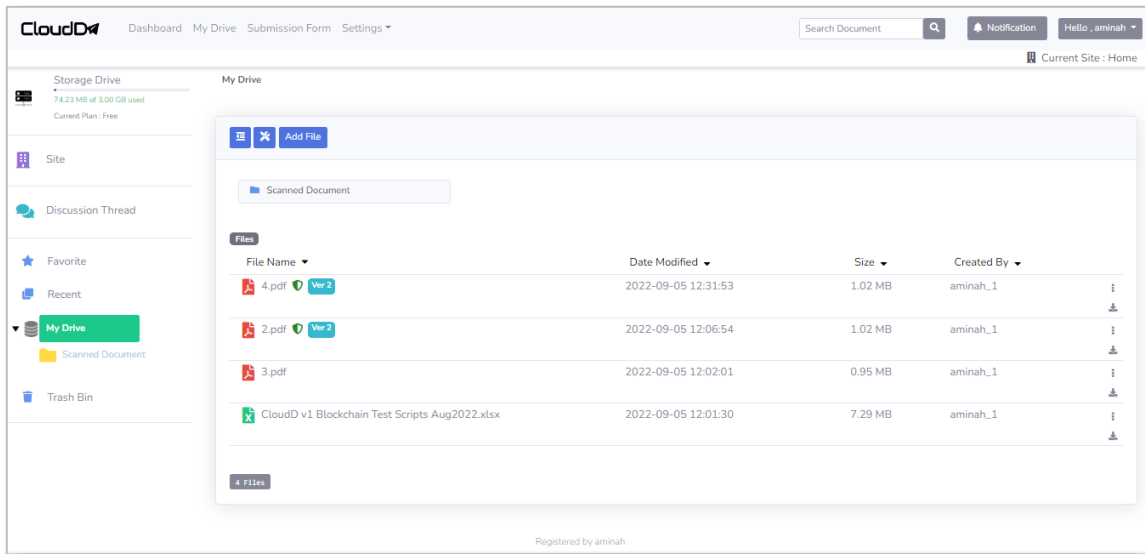
3.4 The tag [New] will be shown beside the new file name, and checkbox blockchain is shown because the selected file is of pdf type.



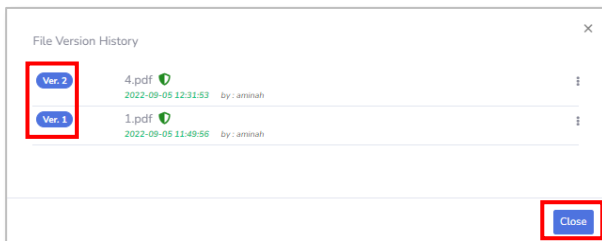
3.5 To blockchain the new file version, checked the blockchain checkbox. The message dialog will be shown asking user confirmation to blockchain the file. Click button [Yes] to confirm or button [No] to cancel intention to blockchain the pdf file.



3.6 After saving process, user will be redirected to page [My Drive]. Notice the file name '1.pdf' is replaced with the new version file name '4.pdf'. On file '4.pdf', check the version by clicking button [More] followed by button [Version History].



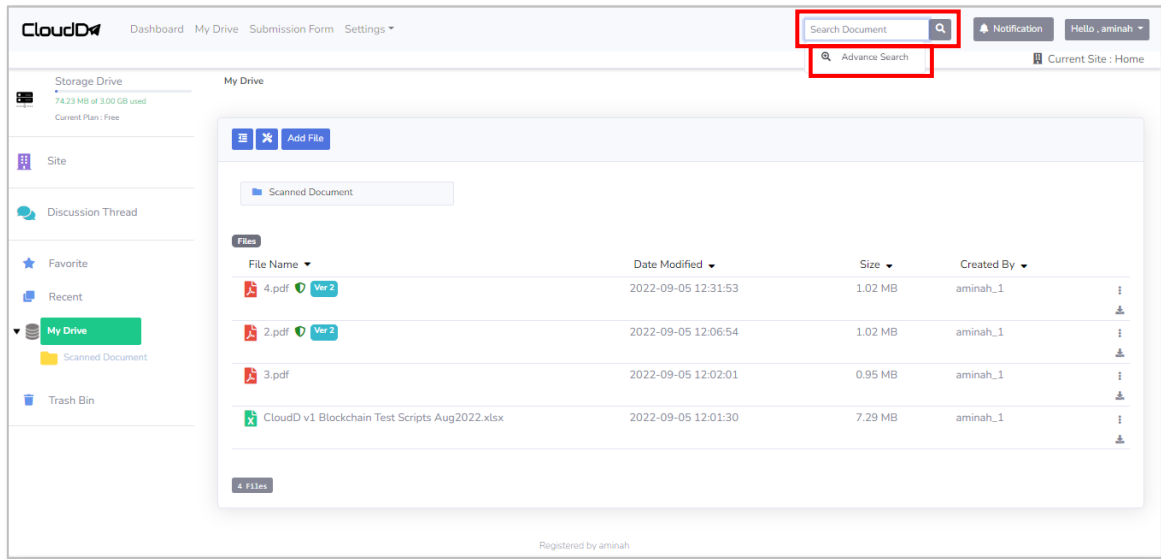
3.7 The File Version history modal dialog will be shown with the list of file version for the selected file. Click on the version number to display the file content or click button [Close] to return to page [My Drive].



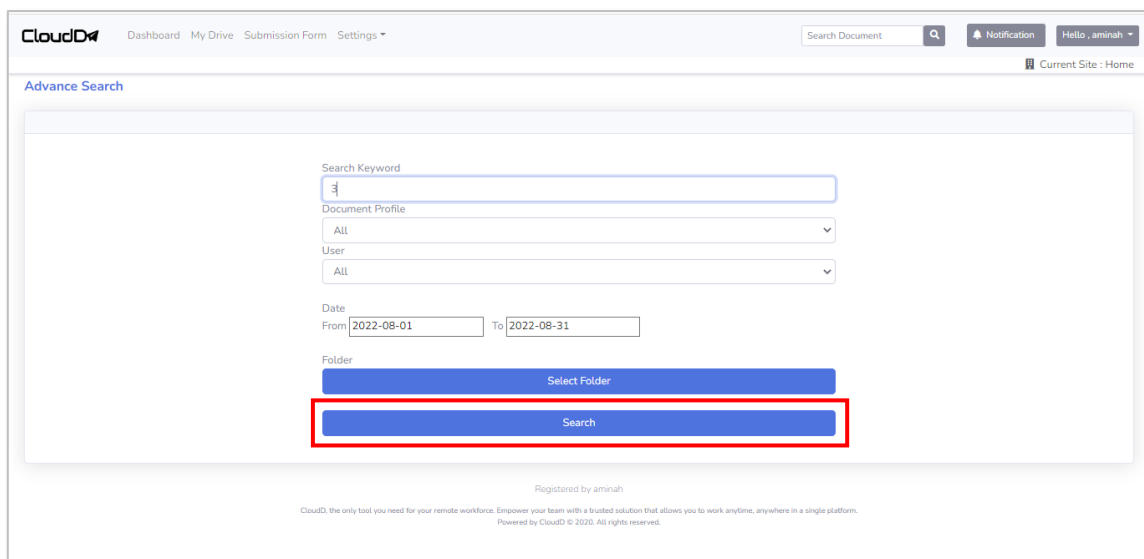
## 4 Blockchain file on search file and Advance search file.

4.1 To search the file, find [Search Document] field on upper right of page [My Drive]. Input the file name on the field [Search Document] and click the button with [magnifying glass] on the right of input field. User will be redirected to a new page showing the result of the search.

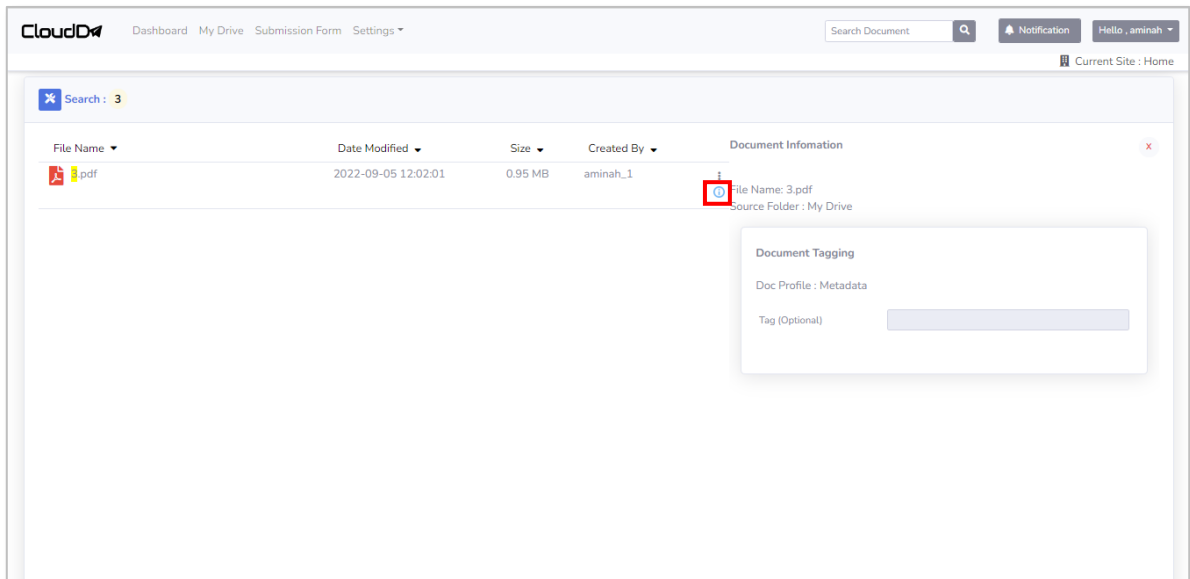
4.2 Otherwise, user can search the file using more specific searching function by clicking button [Advance Search] below the search input field.



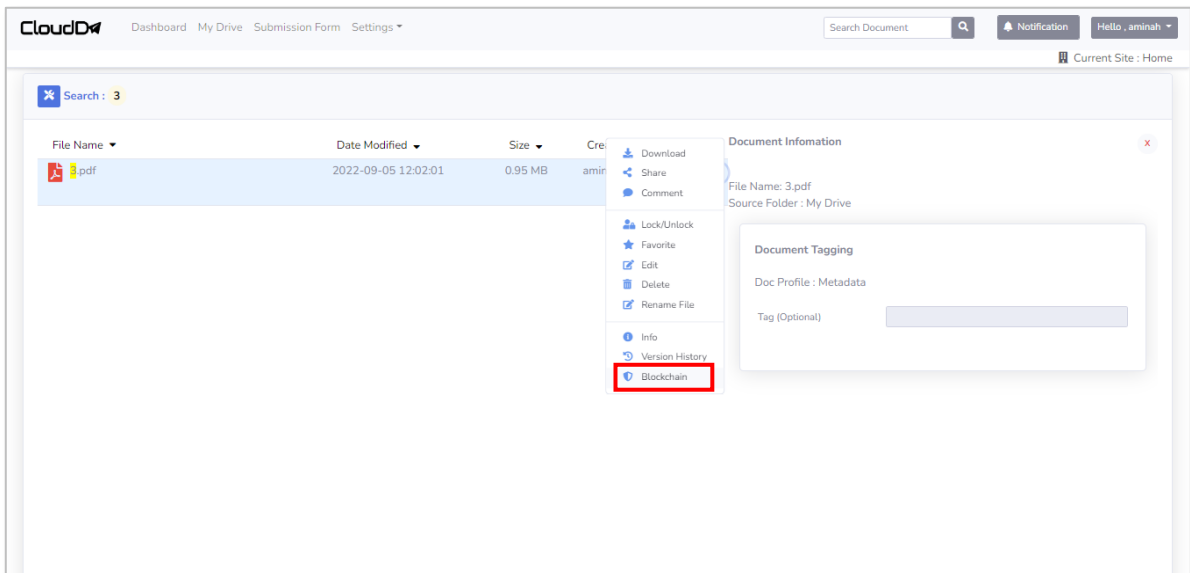
4.3 Button [Advance Search] will redirect user to page [Advance Search]. Filled all the field with filtering data and click button [Search].



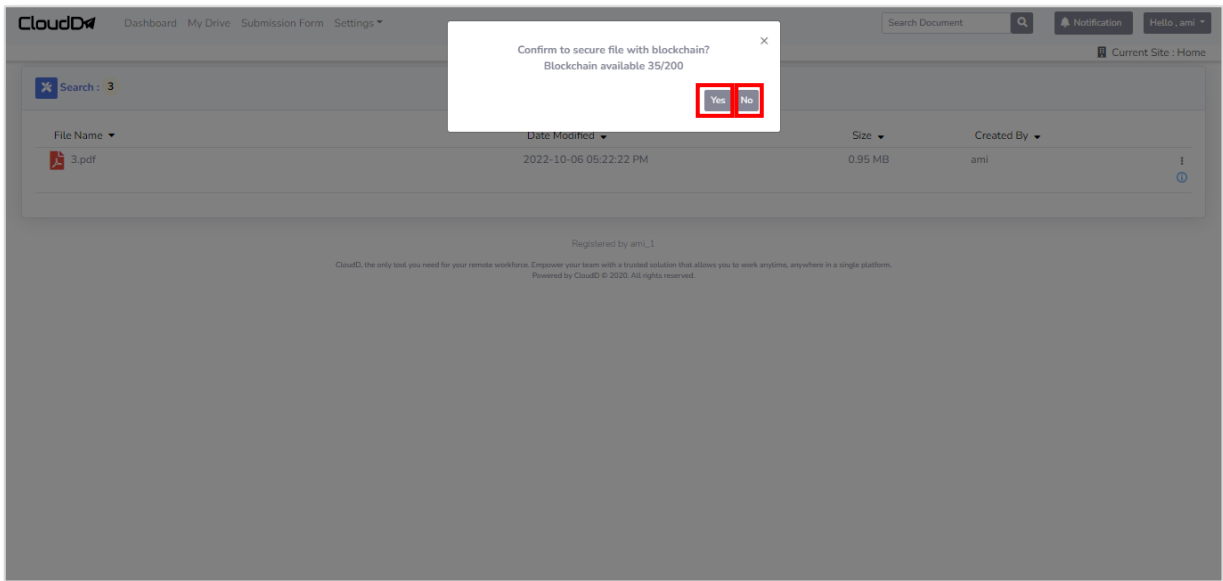
4.4 The following page show the result of search keyword '3'. User can make sure the correct file by checking the clicking button [Info] to see the Documentation Information.



4.5 Click button [Blockchain] to blockchain the selected file.



4.6 Message dialog will be shown asking user confirmation to blockchain the file. Click button [Yes] to proceed and click button [No] to cancel.



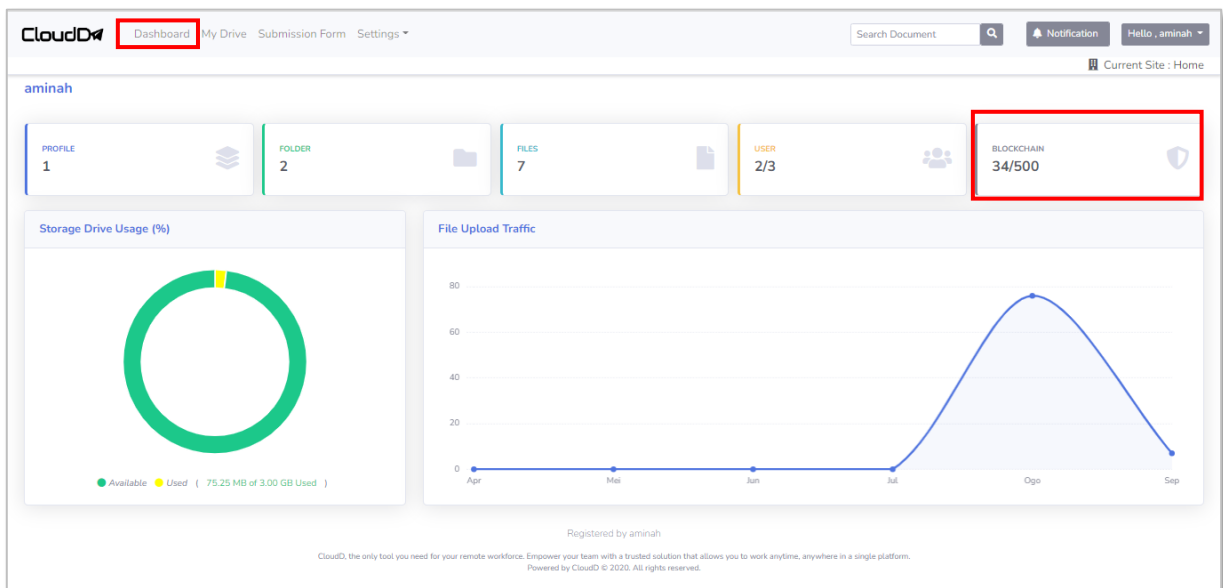
## 5 Display data on Dashboard

5.1 To see the number of blockchain file already blockchain, user can click [Dashboard] on the upper left of the page.

5.2 Example data below showing 34/500.

- Figure 34: indicates number of pdf file already blockchain,
- Figure 500: is a total number of blockchain user get during plan subscription.

5.3 To get total blockchain chance still available to be used, minus total number of blockchain user get during plan subscription with number of pdf file already blockchain.

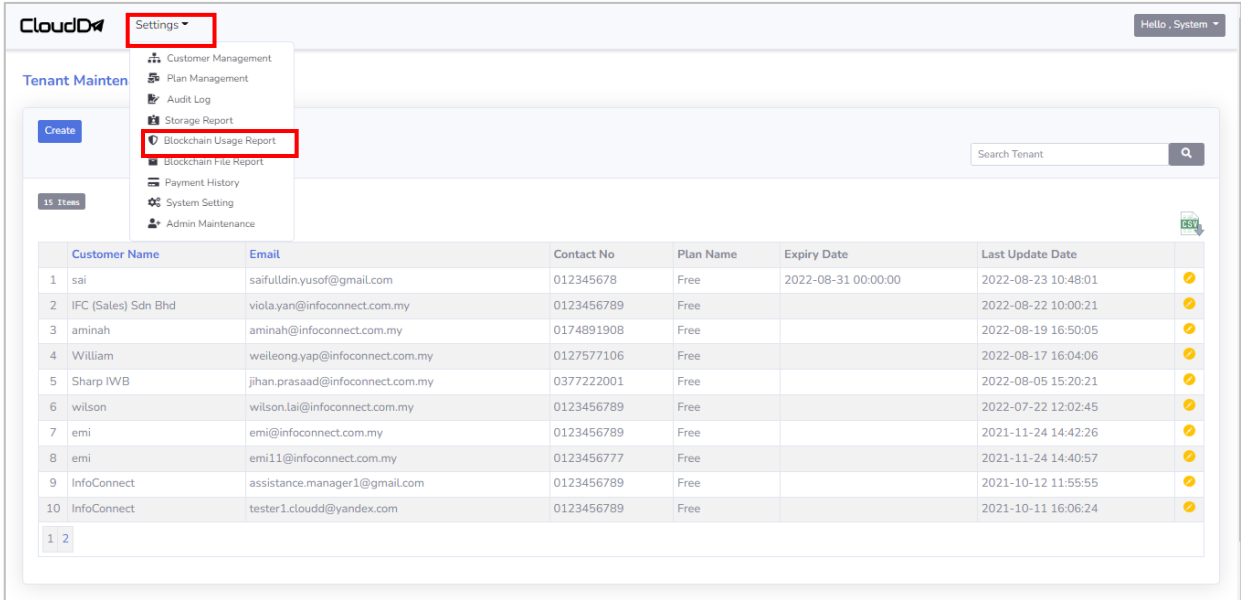


## 6 Blockchain Report.

6.1 Log in into CloudD as system administrator.

6.2 Click dropdown [Settings] on upper left of the page.

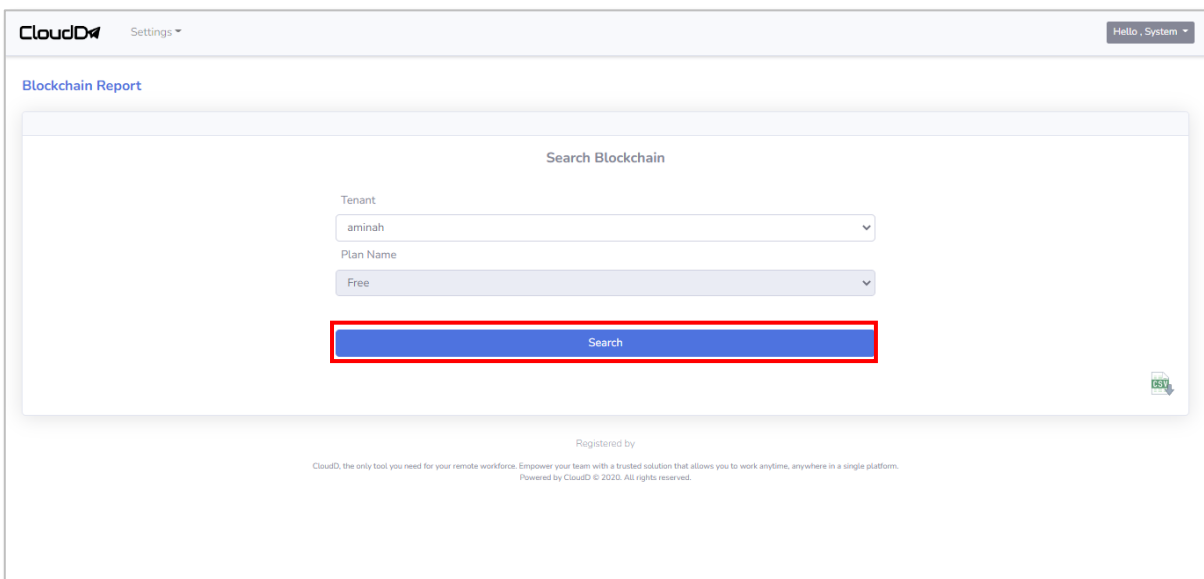
6.3 Click button [Blockchain Usage Report].



The screenshot shows the CloudD interface. The 'Settings' dropdown menu is open, and 'Blockchain Usage Report' is highlighted with a red box. Below the menu is a table of tenants.

Customer Name	Email	Contact No	Plan Name	Expiry Date	Last Update Date	
1 sai	saifuldin.yusof@gmail.com	012345678	Free	2022-08-31 00:00:00	2022-08-23 10:48:01	✓
2 IFC (Sales) Sdn Bhd	viola.yan@infoconnect.com.my	0123456789	Free		2022-08-22 10:00:21	✓
3 aminah	aminah@infoconnect.com.my	0174891908	Free		2022-08-19 16:50:05	✓
4 William	weileong.yap@infoconnect.com.my	0127577106	Free		2022-08-17 16:04:06	✓
5 Sharp IWB	jihan.prasaad@infoconnect.com.my	0377222001	Free		2022-08-05 15:20:21	✓
6 wilson	wilson.lai@infoconnect.com.my	0123456789	Free		2022-07-22 12:02:45	✓
7 emi	emi@infoconnect.com.my	0123456789	Free		2021-11-24 14:42:26	✓
8 emi	emi11@infoconnect.com.my	0123456777	Free		2021-11-24 14:40:57	✓
9 InfoConnect	assistance.manager1@gmail.com	0123456789	Free		2021-10-12 11:55:55	✓
10 InfoConnect	tester1.cloud@yandex.com	0123456789	Free		2021-10-11 16:06:24	✓

6.4 User will be redirected into page [Blockchain Report]. Select tenant and click button [Search] to see the result.



The screenshot shows the 'Blockchain Report' page. The 'Search Blockchain' section has two dropdown menus: 'Tenant' (selected 'aminah') and 'Plan Name' (selected 'Free'). The 'Search' button is highlighted with a red box.

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6.5 Following is the example of blockchain usage report for tenant 'aminah'. Click image CSV on the lower right of the page to export the report into CSV file.

Search Blockchain

Tenant: aminah

Plan Name: All

Search

Tenant Name	Email	Plan Name	Blockchain Chance	File Blockchain	Active Blockchain File	Deleted Blockchain File	Remaining Blockchain
aminah	aminah@infoconnect.com.my	Free	500	103	28	75	397

6.6 To view report of list file has been blockchain. Click dropdown [Settings] on upper left of the page and click button [Blockchain File Report].

Tenant Maintenance

Settings

- Customer Management
- Plan Management
- Audit Log
- Storage Report
- Blockchain Usage Report
- Blockchain File Report**
- Payment History
- System Setting
- Admin Maintenance

Customer Name	Email	Contact No	Plan Name	Expiry Date	Last Update Date
1 sai	saifulldin.yusof@gmail.com	012345678	Free	2022-08-31 00:00:00	2022-08-23 10:48:01
2 IFC (Sales) Sdn Bhd	viola.yan@infoconnect.com.my	0123456789	Free		2022-08-22 10:00:21
3 aminah	aminah@infoconnect.com.my	0174891908	Free		2022-08-19 16:50:05
4 William	weileong.yap@infoconnect.com.my	0127577106	Free		2022-08-17 16:04:06
5 Sharp IWB	jihan.prasaad@infoconnect.com.my	037722001	Free		2022-08-05 15:20:21
6 wilson	wilson.tai@infoconnect.com.my	0123456789	Free		2022-07-22 12:02:45
7 emi	emi@infoconnect.com.my	0123456789	Free		2021-11-24 14:42:26
8 emi	emi11@infoconnect.com.my	0123456777	Free		2021-11-24 14:40:57
9 InfoConnect	assistance.manager1@gmail.com	0123456789	Free		2021-10-12 11:55:55
10 InfoConnect	tester1.cloudd@yandex.com	0123456789	Free		2021-10-11 16:06:24



6.7 User will be redirected into page [Blockchain File Report]. Select the data from the dropdown field and click button [Search] to see the result.

CloudD Settings Hello, System

Blockchain File Report

Search Blockchained Files

Tenant: aminah

Site: Home

Profile Name: Metadata

Blockchain Date: From 2022-08-20 To 2022-09-05

Search

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6.8 Following is the example of the result with information of blockchain file. Click image CSV on the lower right of the page to export the report into CSV file.

CloudD Settings Hello, System

Blockchain Date: From 2022-09-01 To 2022-09-30

Search

Tenant Name	Profile Name	File Name	File Status	Blockchain By	Date Blockchain
aminah	Metadata	87397421-ENDT_PANDEMIC_OFFER.pdf	ACTIVE	aminah	2022-09-30 17:21:17
aminah	Metadata	borangBnoSelangor (1).pdf	ACTIVE	aminah	2022-09-27 12:04:28
aminah	Metadata	1_2_3_merged.pdf	ACTIVE	aminah	2022-09-26 13:49:48
aminah	Metadata	5.pdf	ACTIVE	aminah	2022-09-21 14:32:28
aminah	Metadata	1.pdf	ACTIVE	aminah	2022-09-21 14:31:24
aminah	Metadata	2.pdf	ACTIVE	siti	2022-09-19 11:34:52
aminah	Metadata	3.pdf	ACTIVE	siti	2022-09-19 11:01:06
aminah	Metadata	1.pdf	ACTIVE	aminah	2022-09-19 10:55:50
aminah	Metadata	7.pdf	ACTIVE	aminah	2022-09-19 10:13:34
aminah	Metadata	5.pdf	ACTIVE	aminah	2022-09-19 10:07:30

1 2 3 4 5 6

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