

# Process Flow Document for

## File Repository System

### 1. Introduction

File Repository System is to store and archive various documents, images and videos . The proposed system provides an easy, secure way to store all the files in one centralized location.

### 2. Scope of the Project

Build a File Repository System

### 3. Solution Overview

The proposed file repository system is a shared digital storage space that can be accessed by users who have been granted administrative rights and controls. The system allows the users to search for files by title or keyword, group different files and to store it efficiently.

#### 3.1 Features of File Repository System

The features of the proposed system are as follows:

- a) Option to login the system using username and password.
- b) User and role management (Option to create users and configure roles)
- c) Option to view the list of files uploaded in the system.
- d) Option to upload, search, view,edit and delete a file in the system(based on user privilege)
- e) Option to upload the file (One by one) by submitting the following details
  - a. Document Name
  - b. Document Category
  - c. Document Subcategory
  - d. File type Category
- f) Master configuration

- a. Document category
- b. Document subcategory
- c. File type category

### 3.2 File Types and File Size

System will handle following files with in-app viewer. All other file types except Script/executable files will have upload/download facility.

Video	MP4, WebM, MOV
Audio	mp3,aac
Image	jpg, jpeg, png, svg
Document	csv, xls, pdf, xlsx, docx
Presentations	Pptx, ppt (Download only)

### 4.File security

System will maintain file security as per OWASP policies