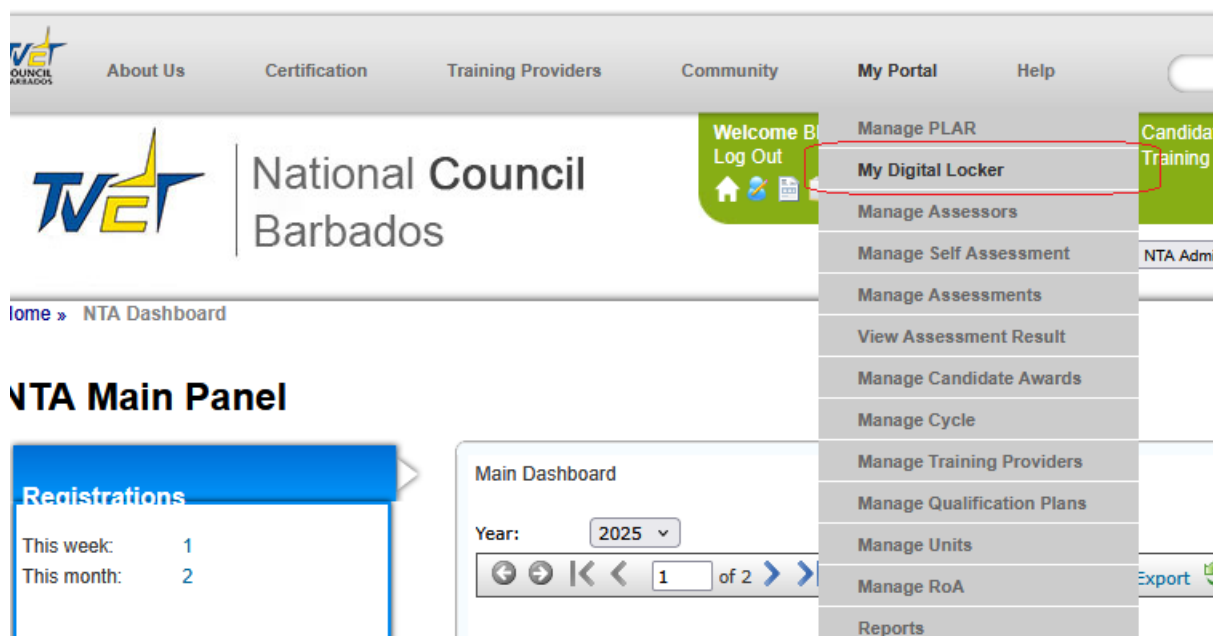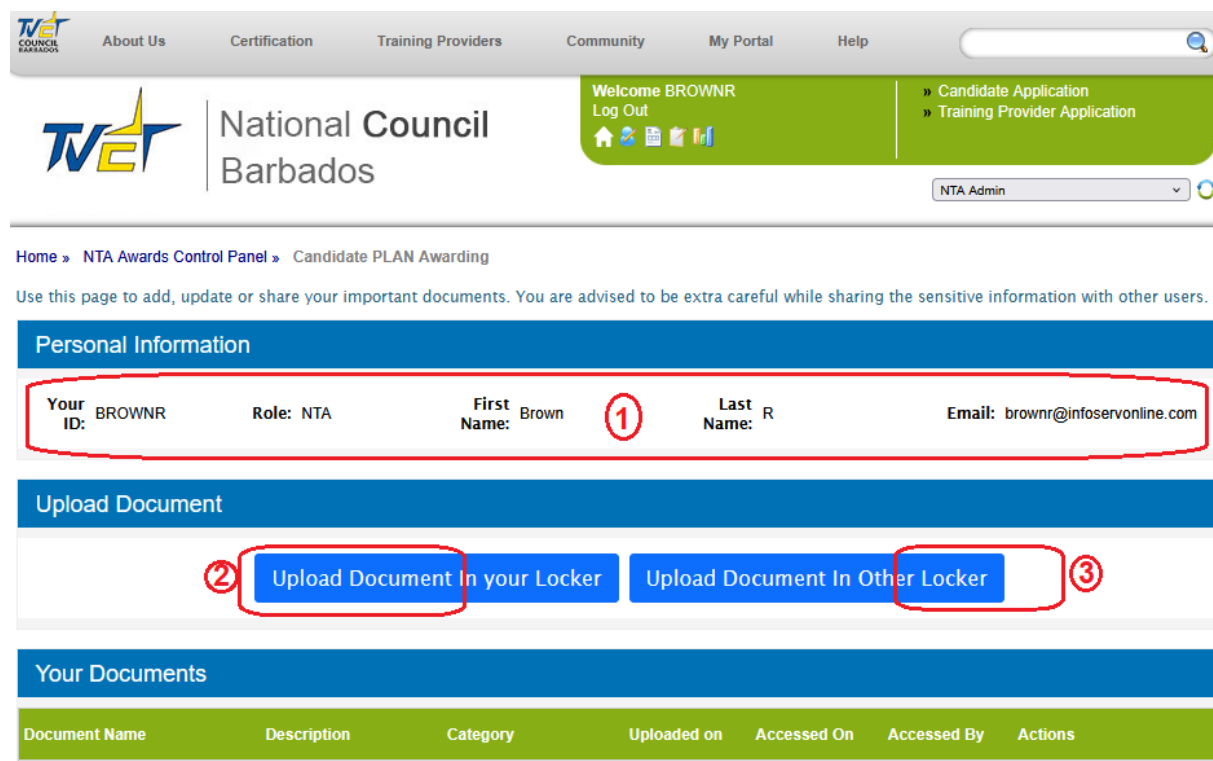Functional flow of e-Portfolio (renamed as Digital Locker)

In pursuit to provide you with a feature to be able to store essential documents online and share/download when required, we have created this module.

A new option "My Digital Locker" has been added in the main menu for **ALL USERS**

When you click on this option you are taken to the following screen

There are areas marked with red and labelled with numbers in the above picture. Following is the explanation against each label

1. – The top section shows the user who is logged in and all the documents uploaded from this screen will get stored in his locker
2. – You can click on this button to upload new documents in your locker
3. – You can click on this button to upload documents in the locker of some other user.

By clicking on the button labelled as 2, you see the following

Document Category: These are predefined categories. We can add/change the defined categories.

Document Name : You can give your document a friendly name

Description: You can write about the document. This information will save with the document. You will be able to see this information later.

Browse button: You can click on this button to select one or more files to be stored in your locker.

Save Document Button: click on this button to save the documents.

All the uploaded documents are listed in the list as shown in the following screenshot

The list under the section "Your Documents" show all the documents uploaded by you.

You can perform different actions on each document

The small icons marked with red oval are action buttons

1. Share this document
2. Read all comments about this document
3. Revoke access of this document from a user you had shared it with at some point of time.
4. Download the hardcopy
5. Delete

Share: You get to see the following screen when you click on the share icon.
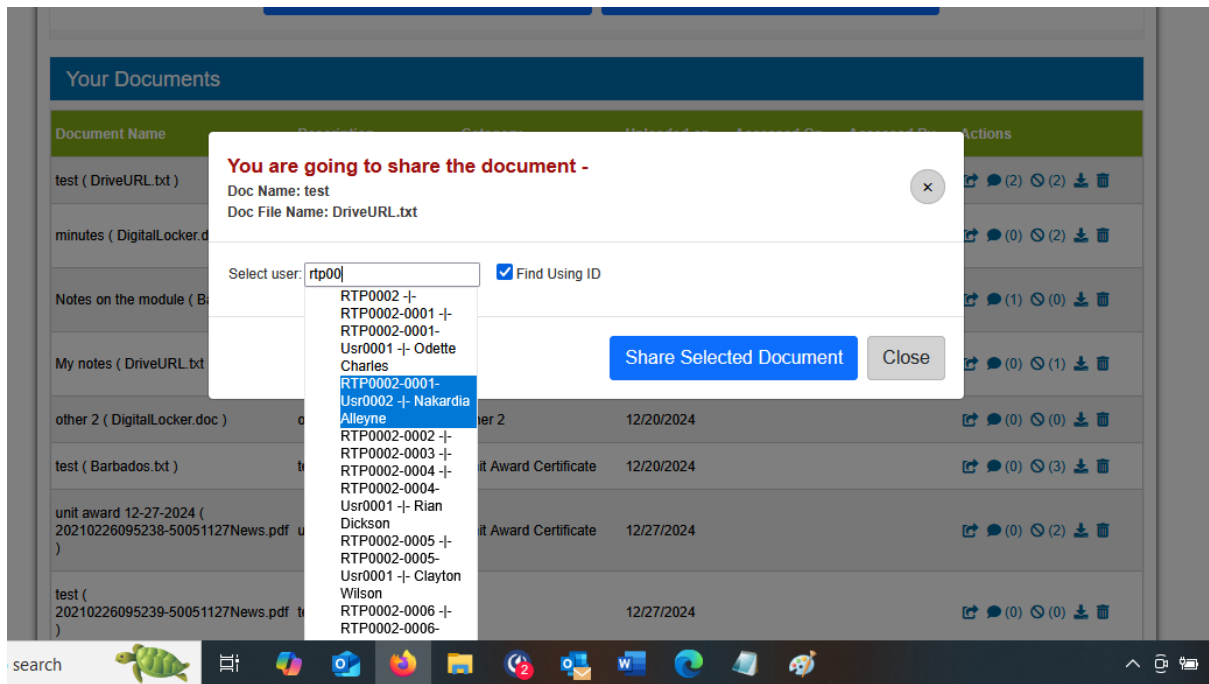
You will be asked to select the user you want to share it with

You can search the user by name or ID. Please check the box "Find Using ID" if you want to search using ID. By default the system searches by name

You will start seeing the list of users when you start typing the name or ID

You can select the user and click on share selected document. The selected document detail appears on the top of the popup window.

All the document shared with a user start appearing in his/her "Documents Shared With You" section

Users get to see the name of the person who shared the document along with the other details.

The user which whom the document is shared can comment on the document or download the document

Comments

The comment icon is displayed with the total count of the comments written against that document.

You get to see following screenshot when you click on the comments icon
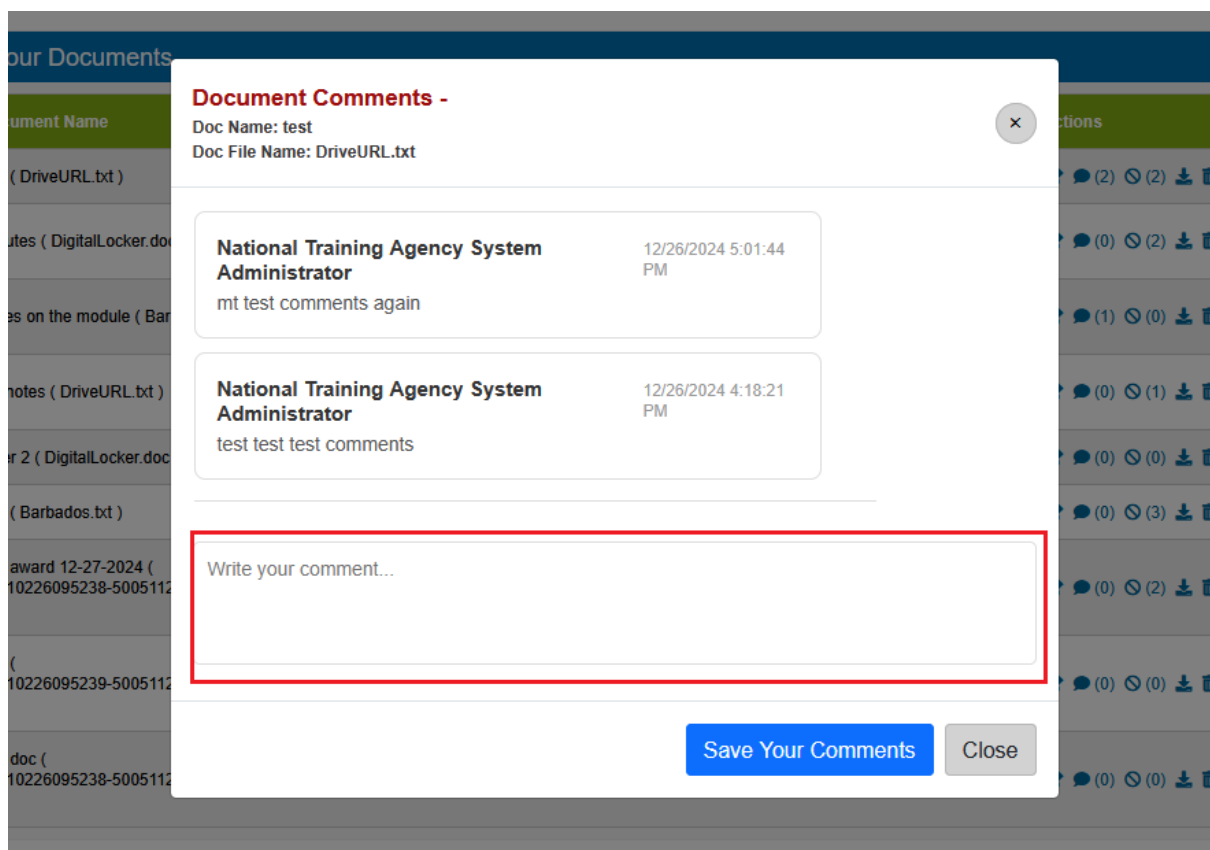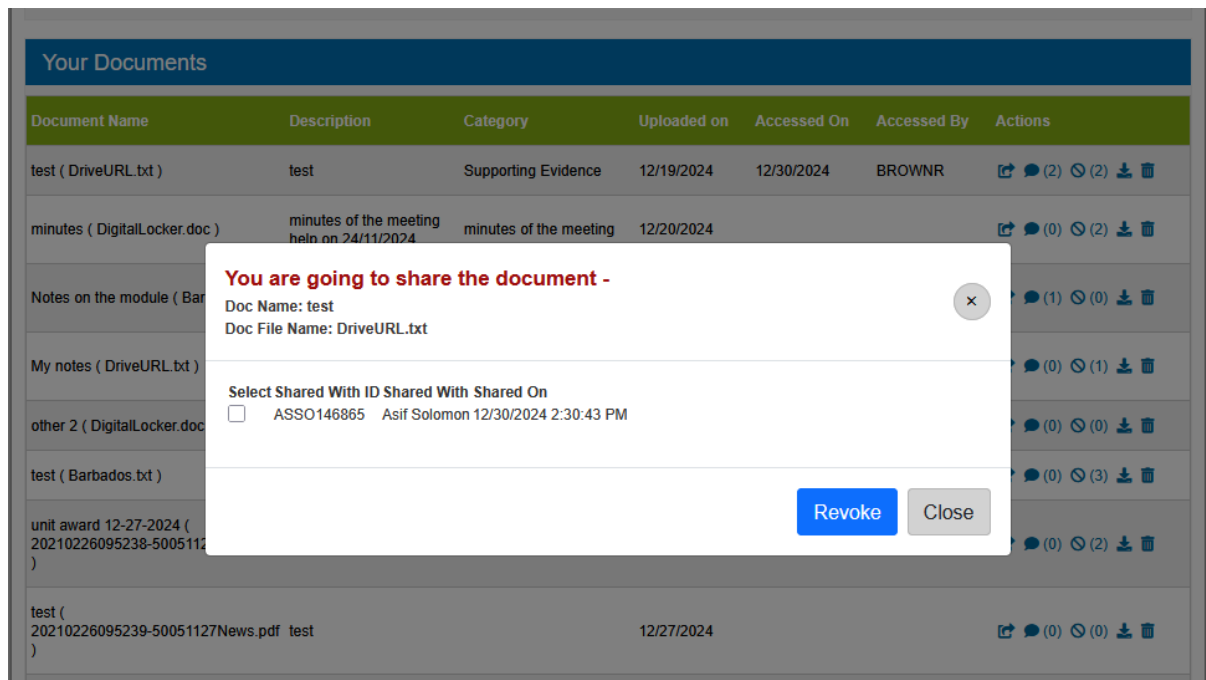

All the comments are shown stamped with the name of user who wrote and date/time

You can write your comments in the area marked with red outline.

Do not forget to click on "Save Your Comments" after writing them.

Revoke

You can revoke the access of any document from any user. When you click on it you get to see the following screen

All the users who have the access will be listed with a check box against each.

You can select the user by clicking on the box and click on "Revoke" button

The selected user will not be able to access the document.

Download

You can download the document

Delete

You can delete the document.

I have used the documents from digital locker in PLAR module for now. Candidates can attach the supporting evidences from his digital locker and it gets shared with the assigned assessor automatically. Assessor can review the document and make comments on it.

Please identify and share the other modules where we can make use of the digital locker.