



# **JoomDOC Documentation**

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# JoomDOC Documentation

ARTIO

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## **Abstract**

User documentation for JoomDOC Joomla! component. Installation and usage instructions.

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## Table of Contents

1. Installation .....	1
1.1. Requirements .....	1
1.2. Installation .....	1
1.3. Upgrade .....	1
2. Functions overview .....	2
3. Configuration .....	3
4. Uploading documents .....	5
5. Managing documents .....	6
6. Pro version .....	8
6.1. File versioning .....	8
6.2. Document versioning .....	8
6.3. Fulltext search .....	8
7. Enterprise version .....	9
7.1. Remote file editing .....	9
8. Plugins and Modules .....	10
8.1. JoomDOC module .....	10
8.2. JoomDOC Search module .....	10
8.3. JoomDOC Explorer module .....	10
8.4. Editors-xttd - JoomDOC plugin .....	10
8.5. Search - JoomDOC plugin .....	10

# Chapter 1. Installation

## 1.1. Requirements

- Joomla! 1.6, 1.7 or 2.5
- Write permissions for /documents directory in Joomla! (or directory you specify in configuration)

### 1.1.1. Requirements for remote editing (Enterprise only)

- mod\_dav installed on server and enabled for documents directory.  
For example: `<Directory "/var/www/documents"> DAV on </Directory>`
- Enabled mod\_rewrite for directory components/com\_joomdoc/assets/webdav.
- Client: java plugin in web browser.

### 1.1.2. Requirements for fulltext search (Pro and Enterprise only)

- On server installed console programs: pdftotext, catdoc, catppt, xls2csv and executable from PHP function exec(). (TODO: Note: on Windows server some of these programs may be not working)
- Write permissions to Joomla! /tmp directory.

## 1.2. Installation

- Go to Extension → Extension manager
- Select component file package and click on Install.

## 1.3. Upgrade

- If you downloaded JoomDOC, enter download ID in order to receive online upgrade. Go to JoomDOC → Configuration → Download ID and enter it.
- Go to JoomDOC → Upgrade
- Here you can see your version and newest version version got from ARTIO server.
- If new version is available, click on Upgrade. Automatic upgrade will be performed.
- If new version is not available, but for some reason you want to reinstall the component, click on Reinstall from ARTIO server.
- If you obtained upgrade package some way, you can upload and install it and click on Upload & Install button.

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## Chapter 2. Functions overview

JoomDOC allows you to upload document files into folders on server, manage them, edit them, save them, and provide them to download.

## Chapter 3. Configuration

You can find them on Control panel → Options (top right corner of the page)

Document root	You can specify JoomDOC basic working folder, relatively to your server root. If not specified, standard "documents" is used.
Icon theme	You can specify set of icons used for files on frontend. If you want to use different set of icons, create new folder in components/com_joomdoc/assets/images/icons. First part of file-name is icon size (16 or 32), next part is file extensions separated by - (see default icons set).
File Versioning (Pro version)	If enabled, if updating same file, old file is not rewritten, but stored in .versions subfolder. You can see list of all uploaded versions by clicking on "i" icon on admin documents list.
Document Versioning (Pro version)	If enabled, all document changes will be stored as versions, so you will always see changes over time.
Show Versions on Frontend (Pro version)	If enabled, all file versions will be available to download on frontend.
Version note required	If enabled, user must specify version note after each document save (see section "Managing documents")
Display favorite	Whether display special favorite icon on site.
Display signature (paid version)	Whether show "Powered by JoomDOC: Document Management System for Joomla."
Use WebDav (Enterprise version)	Whether enable WebDav to support directly editing documents by local editors (for example, Microsoft Word). See section Requirements for remote editing for information about system requirements to use WebDav.
File deleting	Way of file deleting. If selected trashing, files can be still restored from trash, unless trash is emptied. If selected "force delete", files are deleted for good.
Use search	If enabled, search
Use Explorer	Whether use tree explorer (same as in JoomDOC Explorer module) in administration.
Download ID (paid version)	Enter your download Id, if you want to get automatic component upgrade from ARTIO server.
Default title	Header and page title on main JoomDOC page.
Meta keywords	Here you can specify meta keywords used on JoomDOC main page.

Meta description	Here you can specify meta description used on JoomDOC main page.
Default description	Text description main JoomDOC page.
Permissions	<p>You can manage user access permission for whole JoomDOC component. They use standrd Joomla! ACL system.</p> <p>NOTE: By default, all public permissions are set to inherit (so they are disabled). You will probably want to enable public permissions at least for Enter folder, View file info Download file.</p>

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## Chapter 4. Uploading documents

- Go to Components → JoomDOC → Documents
- Browse to folder, to which you want to upload file.
- Select local file.
- If you selected zip file, you can check "unpack zip". Archive will be unpacked to specified location.
- Click on Upload.
- If you are rewriting previous file and is enabled versioning of files, old file is placed into .versions folder.



## Chapter 5. Managing documents

At file upload, only information about user, time and fulltext search index is created. For more possibilities you have to create "document" - a database entry with additional info about file/folder. Note that file physical change (both by file upload or direct saving by WebDAV) are NOT the same as document's change. Document creating and filling it is voluntary and it is created for storing additional info and (if versioning is enabled) to enable tracking down its changes. So, users changing file contents should enter information about changes also into document.

Create document by clicking Add document + icon.

At document, you can specify:

- Main section
  - Document title
  - Alias - Used for SEO address.
  - State - Published - file will be published, Unpublished - file won't be shown on frontend, Trashed - file is in trash.
  - Favourite - Document will be highlighted as favorite. File `<div>` also gets "favorite" class, which can be used for specific styling.
  - User access level
  - License - You can select license defined in Licenses section. User must accept the license, if he wants to download the file.
  - Document description - description, which will be shown at file detail
  - Creating user
  - Time of creation
  - Publishing time, starting and ending.
  - Meta keywords and description used on document's page.
- Publishing options
  - Created by
  - Created
  - Publish up - Starting time of file show.
  - Publish down -Ending time of file show.
- Versions (if document versioning enabled)
  - Version - Version number. It is automatically increased. Each document save is considered as new version.

- Version note - You can describe changes you performed in document edit. If you enabled "Version note required", this field is always mandatory.
- Document Parameters
  - Display files without document (only applies to folders). - If checked AND document is folder document (not file), inside this folder will be shown also files without their document created. If not checked, all files will be displayed.
  - Meta keywords - For SEO.
  - Meta description - For SEO.
- Permissions

You can specify single file permissions by same way as in component configuration.

Versions tab.

Here you can see previous document versions, their time, descriptions and notes.

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# Chapter 6. Pro version

## 6.1. File versioning

If you selected file versioning (see configuration), uploaded same named files will be overwritten, but previous file version will be stored.

Previous versions are stored in .versions subfolder.

## 6.2. Document versioning

If you select document versioning in configuration, each document change (clicking on Save button) will be stored as new document.

Additional edit options will be displayed:

- Version - Number of current document version. It is incremented after each save.
- Version note - You can specify changes you performed on document or file.
- Versions tab - Here you can see history of all document versions. You can filter list by version note, description or user.

## 6.3. Fulltext search

Searched is in fulltext index, which is created after each document upload.

Supported formats for search in are: xlsx, pptx, docx, doc, ppt, pdf, xls, csv.

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# Chapter 7. Enterprise version

Enterprise version includes all features from Pro version, moreover with:

## 7.1. Remote file editing

You can edit files directly on server using program on your computer. It is done by WebDAV technology.

- At document list, select "Edit file on server". Choose, which local program do you want to use for editing.
- Program will be opened and you can edit the document. When you are saving file, it is saved directly on the server.

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## Chapter 8. Plugins and Modules

### 8.1. JoomDOC module

JoomDOC Module can show newest or most popular documents. You can adjust look if module by many settings.

### 8.2. JoomDOC Search module

Module shows input box to search in documents.

### 8.3. JoomDOC Explorer module

Module shows folder list on expandable tree similar to Explorer in Windows.

### 8.4. Editors-xtd - JoomDOC plugin

Editor button, that allows to insert link to JoomDOC document or folder. Note: you must enable plugin after install.

### 8.5. Search - JoomDOC plugin

Adds JoomDOC to Joomla! standard search. Note: you must enable plugin after install.