



NewgenONE

Content Cloud

User Guide for Micro UI

Version: 2024.2

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Preface

This chapter provides information about the purpose of this guide, details on the intended audience, revision history, and related documents for NewgenONE Content Cloud.

Revision history

Revision date	Description
October 2024	Initial publication

About this guide

This guide explains how to add folders, upload new files, view documents, and play audios and videos in the different Micro User Interfaces (UI). Further, it describes how to perform various actions such as rename, download, copy, delete, view properties, and more on the added items in the respective Micro UI.

To ensure you are referring to the latest and most recent revision of this guide, download it from one of the following locations:



- [Newgen Internal Doc Portal](#), if you are a Newgen employee.
- [Newgen Partner Portal](#), if you are a Newgen partner.

Intended audience

This guide is intended for a knowledge worker with a basic understanding of using cloud-native Software as a Service (SaaS) applications. The reader can also be a developer with a basic understanding of web development concepts like consuming rest APIs and using iframes. The reader must have access to the Internet.

Related documents

The following documents are related to NewgenONE Content Cloud:

- NewgenONE Content Cloud Administration Guide
- NewgenONE Content Cloud Developer Guide

Documentation feedback

To provide feedback or any improvement suggestions on technical documentation, write an email to docs.feedback@newgensoft.com.

To help capture your feedback effectively, share the following information in your email:

- Document name
- Version
- Chapter, topic, or section
- Feedback or suggestions

Introduction

The Micro UI capability in NewgenONE Content Cloud offers independent interfaces of the content service platform for consuming the microservices-based APIs. It allows the users to access and perform basic operations on files and folders stored in NewgenONE Content Cloud. Micro UIs are available for browsing through files and folders, it also displays interactive interfaces for documents, images, audio, videos, and so on. You can embed these pre-built Micro UIs into your application using the embeddable URL generated for each Micro UI.

Getting started

This chapter describes how to get started with the User module of the Micro UI.

Based on your requirements the NewgenONE Content Cloud administrator configures a Micro UI. The following ways are available to access a configured Micro UI:

- [Accessing Micro UI using embeddable URL](#)
- [Accessing Micro UI using embeddable code](#)

Accessing Micro UI using embeddable URL

The NewgenONE Content Cloud administrator provides you with an embeddable URL. You can use that URL in a separate browser tab or inside your application to access the NewgenONE Content Cloud Micro UI. Signing in to the application depends on the login configuration set by the admin to open your registered Micro UI. There are a total of three login-config, which are as follows:

- Login UI Flow
- Auth Token Flow
- Static Credential Flow



For details on the login configuration, refer to the *NewgenONE Content Cloud 2024.2 Administration Guide*.

In case, you forget the password of your registered email address, you can reset it by clicking the [Forgot Password?](#) link displaying on the Micro UI sign-in page.


Resetting password

To reset your password, perform the following steps:

1. On the Login page, click the **Forgot Password?** link to reset your password. The Forgot Password page appears.
2. Enter your registered email address and click **Continue**. The One Time Password (OTP) field appears to verify your email address.
3. Enter the OTP that you have received in your registered email address.




The verification code or OTP is valid only for 10 minutes and expires after that. An expired verification code cannot be reused.

 **newgenONE**

Forgot Password

We will send the instruction to reset password at your registered email address.

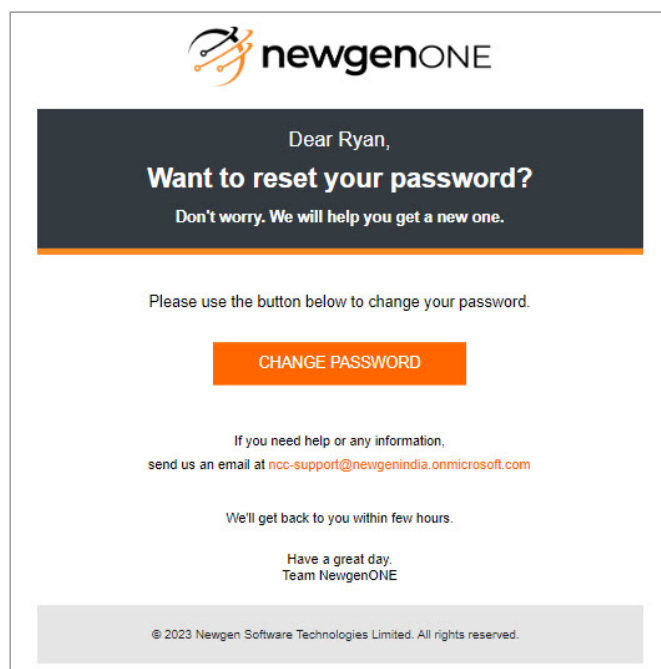
 ryan@mailinator.com

218334

Verification Code

[Back to Login](#)

4. Click the **Verification Code** button. After successful verification, an additional field to select your organization appears.
5. Select your registered organization and click the **Change Password** button. The Instructions to reset your password has been sent to your registered email address.
6. Go to your registered email address and open the instructions that you have received.



7. Click the **CHANGE PASSWORD** button to reset your password. Clicking this button redirects you to the change password page.
8. Enter the new password. The password must contain the following criteria:
 - At least 1 capital letter.
 - At least 1 numeric.
 - At least 1 punctuation.
 - At least 8-16 characters.
 - No space allowed.
9. Click the **Change Password** button.

Once the password resets successfully, you can log in with the updated password.

Accessing Micro UI using embeddable code

The NewgenONE Content Cloud administrator provides you with an embeddable Code. You can embed that code in the application's source code where you want to use it.

Using a Micro UI

The Micro UI capabilities allow you to perform various operations such as adding folders, uploading new files, viewing documents, playing audio and videos, and so on. The different types of Micro UI capabilities available are as follows:

- Advance folder view
- Document viewer
- Folder view
- Advance Search

Advance folder view

This Micro UI allows you to add new folders and files. You can perform various actions on an added folder and file such as Rename, Download, Move, Copy, Delete, and View Properties. The operations on the Advance folder view type Micro UI are explained below.



- Based on your requirements the administrator configures Enable Header, Layout, and Operations Allowed options for the Advance folder view type Micro UI. After configuration, the selected options are visible on your Micro UI. The View Properties action is enabled for all folders and files by default.
- The Sort button displayed on the operation bar of the page allows you to sort the listed folder in ascending or descending order with respect to the folder name or recent folder modification date.
- You can change the existing listed folder layout by clicking the **Grid view** icon or **List view** icon displayed on the operation bar of the page. This icon appears only if the administrator has selected the Layout as List and Grid View while creating the Advance folder view type Micro UI.

newgenONE			
Explore Sample Applicati...			
Sub Folders (2)			
Folder Name	Owner	Last Modified On	
Supervisor		08/11/2024 12:46 PM	...
Supervisor		08/11/2024 12:46 PM	...
Files (5)			
File Name	Owner	Last Modified On	
shared image		08/11/2024 5:49 PM	...
Formatting		08/11/2024 3:38 PM	...
Draft		08/11/2024 12:41 PM	...
How to use Micro UI		18/10/2024 4:28 PM	...
User Guide		18/10/2024 4:28 PM	...

Adding a new folder

To add a new folder, perform the following steps:

1. On the Advance folder view Micro UI home page, click **New Folder**. The Add Folder dialog box appears.
2. Specify the folder name. It must follow the below criteria:
 - It contains a maximum of 256 characters limit.
 - Leading or trailing spaces are not allowed.
 - Special characters are not allowed except “-” and “_”.
 - Numbers are allowed.
 - Symbols “-” and “_” are not allowed as the first character.
3. Click **Add** to add the specified folder. The added folder appears in the list of existing folders.



The added folder appears to the owner of the folder, whereas other users can see the folder based on the security clearance associated with the respective folder.

You can perform the following actions on an added folder:

- [Rename](#)
- [Move](#)
- [Copy](#)
- [Delete](#)
- [Audit Log](#)
- [View Properties](#)

The screenshot shows the NewgenONE Home page. At the top, there is a header with the NewgenONE logo and a 'New Folder' button. Below the header is a table with columns: Folder Name, Owner, and Last Modified On. The table lists five folders: Whitepapers, Brochures, Marketing Files, My Documents, and Explore Sample Application. A context menu is open over the 'Explore Sample Application' folder, showing options: Rename, Move, Copy, Delete, Audit Log, and View Properties.

Folder Name	Owner	Last Modified On
Whitepapers	Audrey	18/04/2022 10:08 AM
Brochures	Audrey	18/04/2022 10:07 AM
Marketing Files	Audrey	18/04/2022 10:06 AM
My Documents	Audrey	18/04/2022 10:05 AM
Explore Sample Application	System	07/04/2022 2:30 PM



Explore Sample Application is a system-generated folder. You can only perform the View Properties action on this folder.


Renaming a folder

To rename a folder, perform the following steps:

1. On the Advance folder view Micro UI home page, click the **Actions** icon
2. against a folder. Select **Rename**. The Rename dialog box appears.
3. Rename the folder name. It must follow the below criteria:
 - It contains a maximum of 256 characters limit.
 - Leading or trailing spaces are not allowed.
 - Special characters are not allowed except “-” and “_”.
 - Numbers are allowed.
 - “-” and “_” are not allowed as the first character.
4. Click **Rename** to save the modification. The message “Folder renamed successfully” appears.

Moving a folder

To move a folder, perform the following steps:

1. On the Advance folder view Micro UI home page, click the **Actions** icon  against a folder.
2. Select **Move**. The Move page appears.
3. Select the required folder path where the selected folder needs to be moved. Alternatively, click **+New Folder** to create a new folder and move your selected folder into the newly created folder.

Move 1 item to

To Folder: **Home**

Folder Name	Owner
Enter Your Folder Name	
My Documents	Harry
Marketing Files	Harry
Brochures	Harry
Explore Sample Application	System

+ New Folder

Cancel

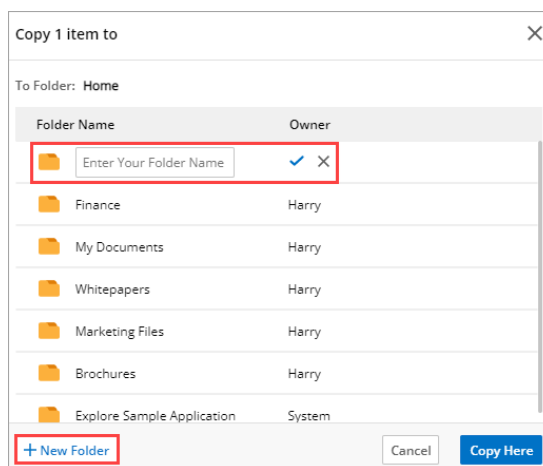
Move Here

4. Click **Move Here**. The message “Folder moved successfully” appears.

Copying a folder

To create a copy of a folder, perform the following steps:

1. On the Advance folder view Micro UI home page, click the Actions icon against the folder.
2. Select **Copy**. The Copy page appears.
3. Select the required folder path where the selected folder needs to be copied. Alternatively, click **+New Folder** to create a new folder and add a copy of your selected folder into the newly created folder.



4. Click **Copy Here**. The message “Folder copied successfully” appears.

Deleting a folder

To delete a folder, perform the following steps:

1. On the Advance folder view Micro UI home page, click the Actions icon against the folder.
2. Select **Delete**. A confirmation dialog box appears.
3. Click **Delete** to confirm the deletion. The message “Folder deleted successfully” appears.

Viewing audit log of a folder

Audit Log enables you to track actions performed in the micro UI, such as folder creation, file uploads, renaming files, and other permitted operations.

For example, In the Accounts Payable department, the Audit Log ensures transparency by tracking folder creation, file uploads, and renaming activities. This allows for efficient monitoring of financial transactions and compliance with internal procedures.

To view the audit log of a folder, perform the following steps:

1. On the Advance folder view Micro UI home page, click the **Actions** icon against a folder. Select **Audit Log**. The Audit Log dialog box appears.

Audit Log

Custom Range

Showing 1 - 4 of 4

Date & Time ↑	User Name	Action Performed	Description
12/06/2024 8:42 PM	Ryan	Folder Renamed	Folder - Planning renamed to Planning.
11/06/2024 12:01 PM	Ryan	File Uploaded	A new File - Aadhar Card was uploaded with Data Class - None, Security Class - None and Global Tag -...
11/06/2024 12:00 PM	Ryan	Folder Created	A new Folder - Test was created.
11/06/2024 12:00 PM	Ryan	Folder Created	A new Folder - Planning was created.


Cancel

Download

The Audit Log dialog box contains the following details:


Option	Description
Date & Time	Displays the date and time of the action performed.
User Name	Displays the username of the user who has performed any action.
Action Performed	Displays the action performed by the specific user.
Description	Displays a brief description of the action performed.

In case the audit log list displays multiple results, then you can filter the required results as follows:

- Click the **Custom Range** dropdown.
 - In the **From** and **To** fields, select the calendar icon  and specify a required date range.
 - Click **Apply**. The audit logs for the selected date range appear.
- Click **Download** to save the audit logs in the CSV format on your local machine.

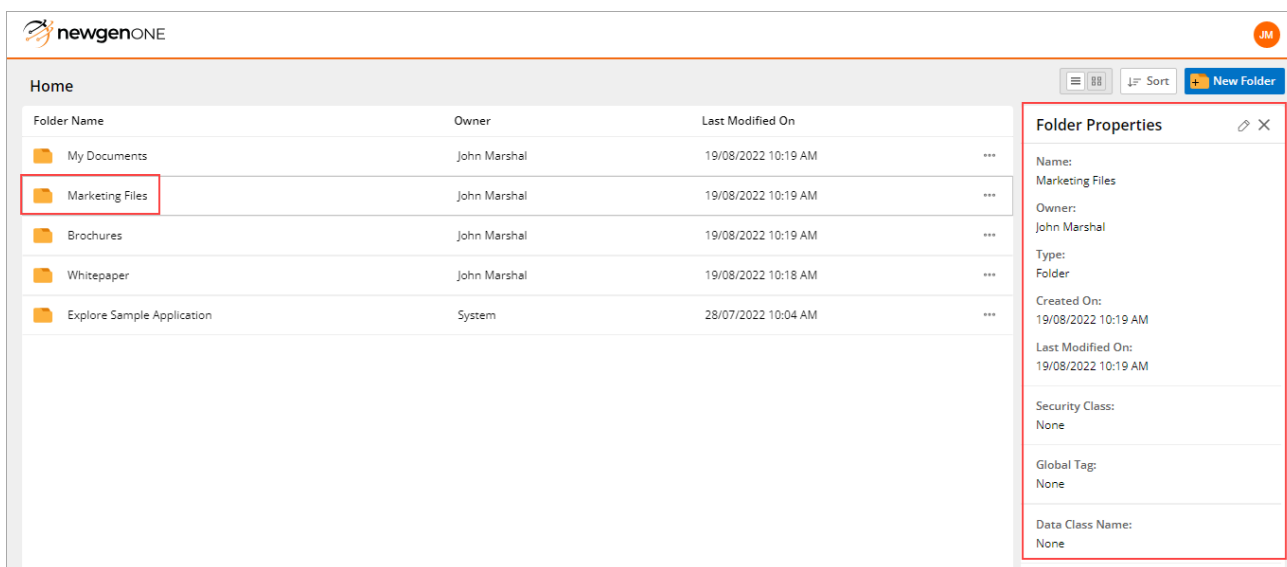
Viewing folder properties

To view the properties of a folder, perform the following steps:

1. On the Advance folder view Micro UI home page, click the Actions icon  against the folder.
2. Select **View Properties**. The properties of the selected folder appear in the left pane.

The Folder Properties pane allows you to edit the following properties associated with an added folder:

- Security Class
- Global Tag
- Data Class Name




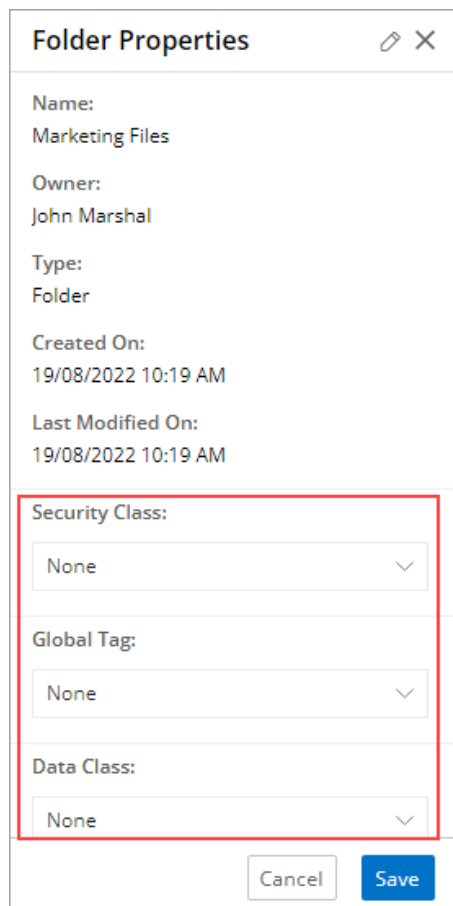
The screenshot shows the newgenONE Micro UI interface. The main pane displays a table of folders. The 'Marketing Files' folder is selected, highlighted with a red box. The right pane shows the 'Folder Properties' for 'Marketing Files', also highlighted with a red box. The properties include Name, Owner, Type, Created On, Last Modified On, Security Class, Global Tag, and Data Class Name.

Folder Name	Owner	Last Modified On	
My Documents	John Marshal	19/08/2022 10:19 AM	...
Marketing Files	John Marshal	19/08/2022 10:19 AM	...
Brochures	John Marshal	19/08/2022 10:19 AM	...
Whitepaper	John Marshal	19/08/2022 10:18 AM	...
Explore Sample Application	System	28/07/2022 10:04 AM	...

Folder Properties	
Name:	Marketing Files
Owner:	John Marshal
Type:	Folder
Created On:	19/08/2022 10:19 AM
Last Modified On:	19/08/2022 10:19 AM
Security Class:	None
Global Tag:	None
Data Class Name:	None

To edit the Security Class, Global Tag, and Data Class of a folder, perform the following steps:

1. On the Folder Properties pane, click the edit icon  displayed in the top-right corner. The dropdown menu against each respective field appears to select a specific option.



Folder Properties

Name:
Marketing Files

Owner:
John Marshal

Type:
Folder

Created On:
19/08/2022 10:19 AM

Last Modified On:
19/08/2022 10:19 AM

Security Class:
None

Global Tag:
None

Data Class:
None

Cancel Save

2. Click the dropdown menu icon ▼ to select a specific option.



Once an appropriate Data Class Name is selected, the fields associated with the selected Data Class appear to select. Fields marked with * are mandatory to fill.

If the administrator configures the Data Class field as secured, then after saving the value of the defined Data Class field it appears as masked.

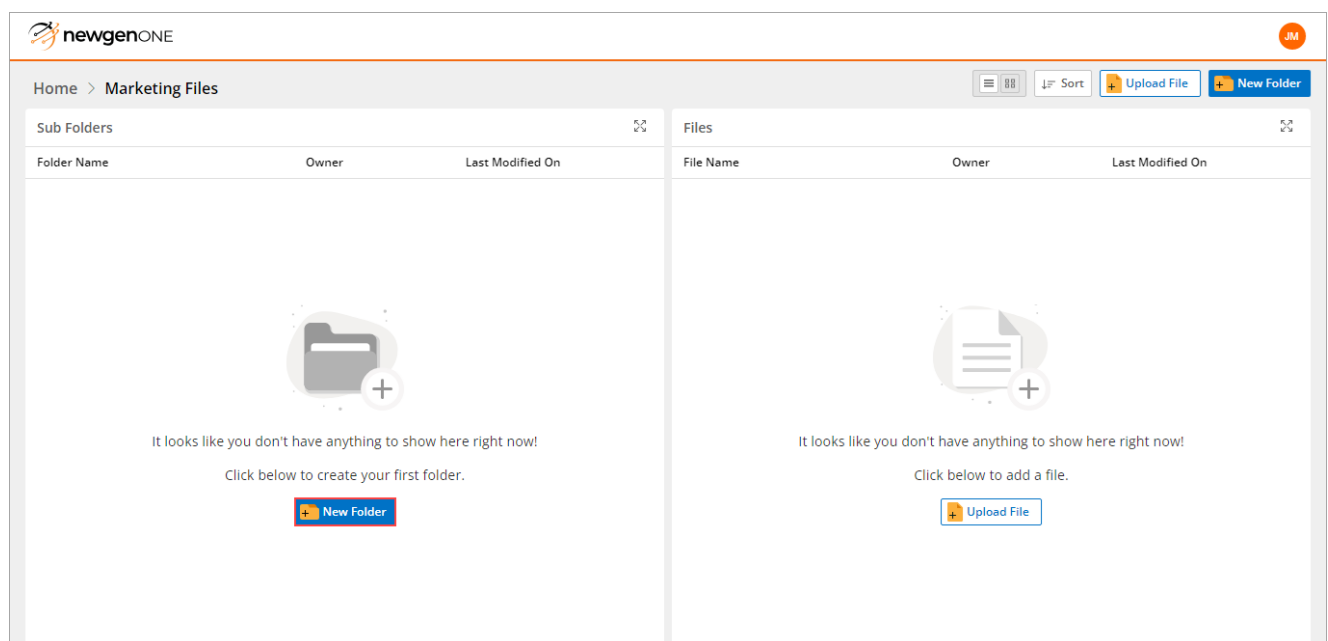
3. Once the required options are selected, click **Save** to finalize the selection. The message “Properties updated successfully” appears.





Adding a sub-folder

To add a sub-folder into a folder, perform the following steps:

1. Open a folder to add a sub-folder.
2. Click **New Folder** displayed at the top-right corner of the page. The Add Folder page appears.

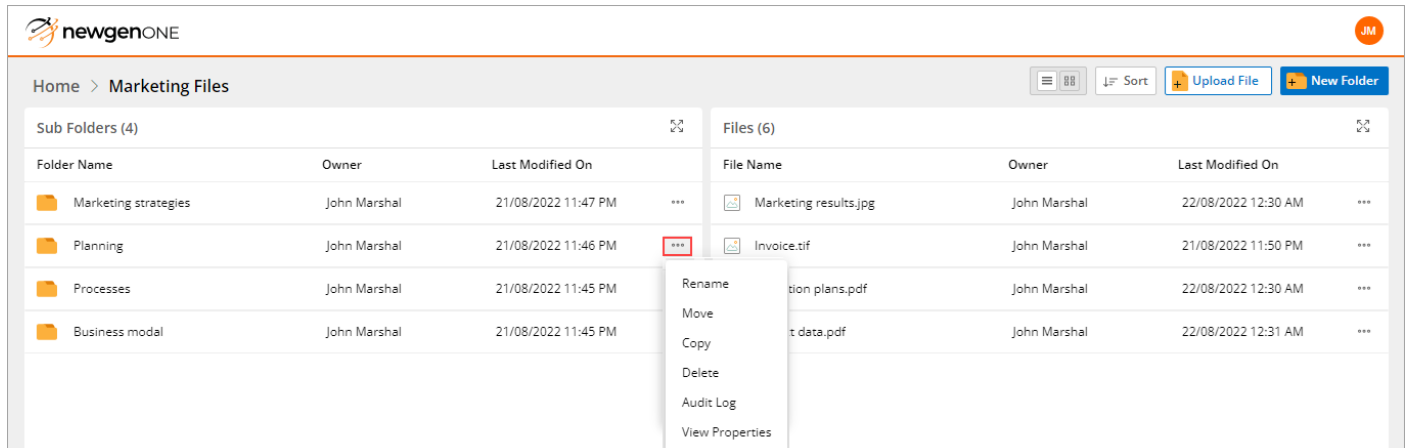
You can also add a sub-folder using **New Folder** displayed in the Sub Folders pane. This option is displayed only if the folder does not contain any sub-folders.



- Click the Expand icon  to expand the viewable area of the Sub Folders or Files pane.
- Click the Collapse icon  to collapse the viewable area to the default size. This icon appears if the document is opened in the expanded view.
- Click the icon  or  to display only the Files or Sub Folders pane on the full page.

3. Specify the sub-folder name. It contains a maximum of 256 characters limit, and leading or trailing spaces are not allowed.
4. Click **Add**. The added sub-folder appears in the list of existing sub-folders. You can perform the following actions on an added sub-folder:
 - **Rename** — Refer to the Renaming a folder section for procedural details.
 - **Move** — Refer to the [Moving a folder](#) section for procedural details.
 - **Copy** — Refer to the [Copying a folder](#) section for procedural details.
 - **Delete** — Refer to the [Deleting a folder](#) section for procedural details.

- **Audit Log** — Refer to the [Viewing audit log of a folder](#) section for procedural details.
- **View Properties** — Refer to the [Viewing folder properties](#) section for procedural details.



The top bar of the page gives the hierarchy of the folder and sub-folders in Breadcrumb for easy navigation. Click the breadcrumb trail to jump directly to a parent object.


For example, if you are in the Bank Statement sub-folder in a hierarchy of *Home>My Documents>Bank Statements*, you can click *My Documents* to go directly to the Finance Documents folder.

Uploading a new file

To upload a new file into a folder, perform the following steps:

1. Open a folder to upload a file.
2. Click **Upload File** displayed at the top-right corner of the page. The file selection page opens to select a file from your local drive.

You can also upload a file using the Upload File displayed in the Files pane. This option is displayed only if the folder does not contain any files. The Upload Files dialog box appears.



 The maximum allowed size limit to upload a file is up to 1 GB.

3. On the left pane, click the **Browse File** button to select a required file to upload. You can also Drag and Drop a required file here. The name of the added file must not contain more than 210 characters.

Once the file is added, you can add more files using the **Browser File** button displayed in the left pane.

You can modify the name of the added file using the below steps:

- a. Hover over a required added file to update the name. The edit icon appears.

- b. Click the edit icon , the file name opens in editable mode.
- c. Modify the name as required and click the Save icon  to save the modification.
4. Select the checkboxes against the required file to associate Security Class, Global Tag, and Data Class. You can also directly upload files without associating Security Class, Global Tag, and Data Class if it is not required.
5. Select the **Security Class**, **Global Tag**, and **Data Class** optional fields from the respective dropdown list to associate with the files and click **Save**.

The blue mark appears against the selected files to confirm the Security Class, Global Tag, and Data Class are associated successfully.

! Once an appropriate Data Class name is selected, the field associated with the selected Data Class appears to select. Fields marked with * are mandatory to fill.

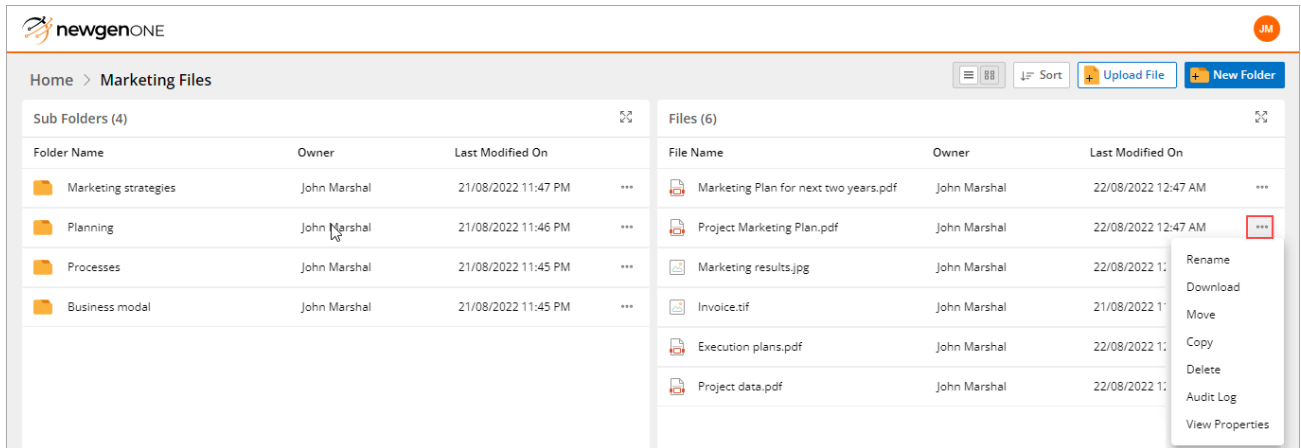
- Click the **Upload** button to finalize the upload. The message “File uploaded successfully” appears.

! The added file appears to the owner of the file, whereas other users can see the file based on the security clearance associated with the respective file.

The uploaded file appears in the list of existing files. You can perform the following action on an uploaded file:

- **Rename** — Refer to the [Renaming a folder](#) section for procedural details.
- **Download** — Click the Actions icon against a file and select **Download**.
- **Move** — Refer to the [Moving a folder](#) section for procedural details.
- **Copy** — Refer to the [Copying a folder](#) section for procedural details.
- **Delete** — Refer to the [Deleting a folder](#) section for procedural details.
- **Audit Log** — Refer to the [Viewing audit log of a folder](#) section for procedural details.
- **View Properties** — Refer to the [Viewing folder properties](#) section for procedural details.
- **Check In** — Refer to the [Checking In document](#) section for procedural details.

- **Check Out** — Refer to the [Checking Out document](#) section for procedural details.
- **View Version History** — Refer to the [View Version History](#) document section for procedural details.



You can view document files and play audio and video files uploaded in the folder. You can also perform the Rename, Download, Move, Copy, Delete, and View Properties actions on an open file using the Actions that appears on the page.


! The following options are enabled by default for document, audio, and video files added in the Advance folder view type Micro UI:

- Comments for documents.
- Comments and Streaming for videos.

Bookmarking in videos



Bookmarking in videos marks important points or sections, enabling more efficient navigation within the content.

To bookmark a video, perform the following steps:



1. Open the video file that you want to bookmark.
2. On the video screen, click  (located at the bottom panel in the video) to mark that specific point in time.
3. Enter the bookmark name.
4. Click **Add Bookmark** to save the bookmark.

Editing the bookmark

To edit the bookmark, perform the following steps:

1. Click  (located at the top left corner of the video panel) to view the created bookmarks.
2. Hover over to the bookmark that you want to edit and click .
3. Update the time and name of the bookmark.
4. Click **Update List** to save the updated details.

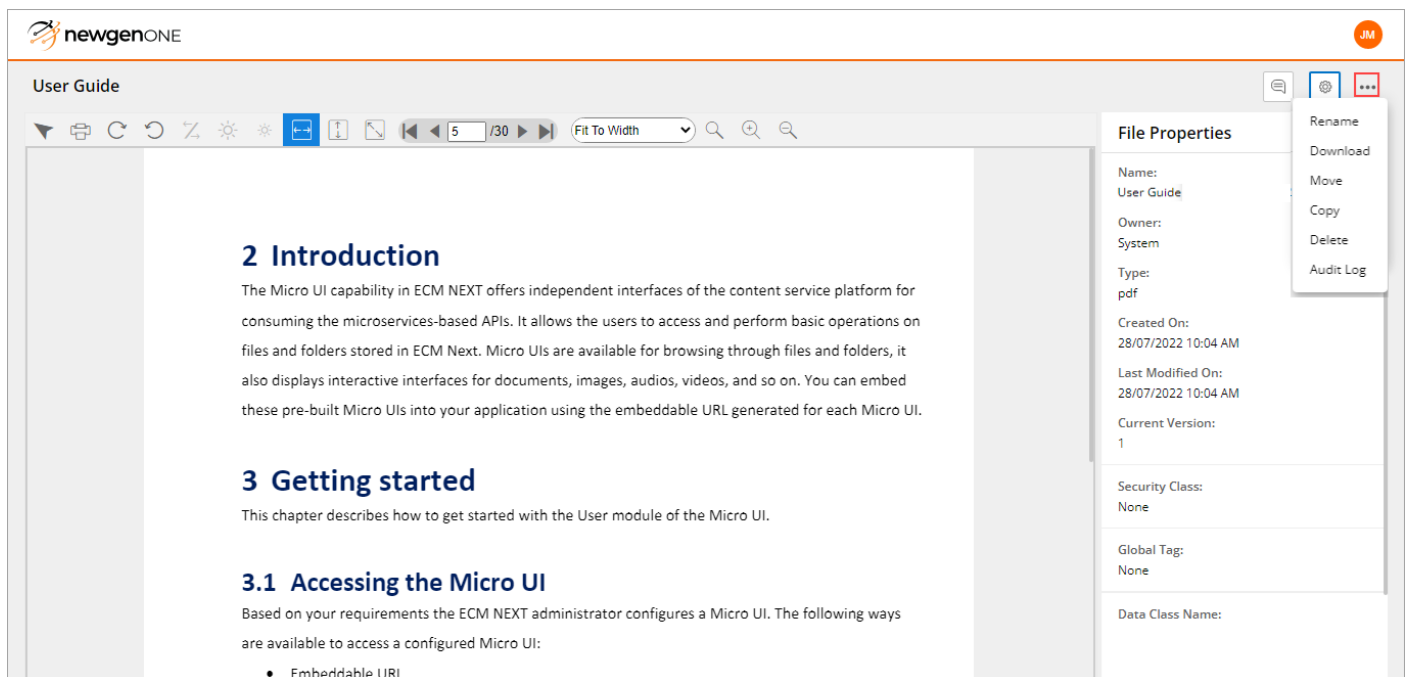
Deleting the version

1. Click  (located at the top left corner of the video panel) to view the created bookmarks.
2. Hover over to the bookmark that you want to delete.
3. Click  to delete the bookmark.

Document viewer

This Micro UI allows you to view the documents in the document viewer. You can also perform the following actions on a document open in document viewer:

- [Rename](#)
- [Download](#)
- [Move](#)
- [Copy](#)
- [Delete](#)
- [Audit Log](#)
- [View properties](#)
- [Add a comment](#)
- [Check Out](#)
- [Check In](#)
- [View Version History](#)
- [Add a comment](#)
- [Bookmark](#)



- Based on your requirements the administrator configures Enable Header, Enable Comments, Zoom Level, and Operations Allowed options for the Document Viewer type Micro UI. After configuration, the selected options are visible on your Micro UI. By default, the View Properties action is enabled for all documents.
- The Document Viewer supports BMP, GIF, PNG, JPEG, PDF, TIFF, JBIG, JPG, DOCX, XLSX, and PPTX file formats to view.
- You can perform only the Download operations on a system-generated document.


Renaming a document

To rename a document, perform the following steps:

1. On the Document Viewer Micro UI page, click the **Actions** icon
2. Select **Rename**. The Rename dialog box appears.
3. Rename the document. It must follow the below criteria:
 - It contains a maximum of 256 characters limit.
 - Leading or trailing spaces are not allowed.
 - Special characters are not allowed except “-” and “_”.
 - Numbers are allowed.
 - “-” and “_” are not allowed as the first character.
4. Click **Rename** to save the changes. The message “File renamed successfully” appears.


Downloading a document

To download a document, perform the following steps:

1. On the Document Viewer Micro UI page, click the Actions icon .
2. Select **Download**. The message “Please wait while your file is downloading” appears. The selected document is downloaded.


Moving a document

To move a document, perform the following steps:

1. On the Document Viewer Micro UI page, click the Actions icon .
2. Select **Move**. The Move page appears.
3. Select the required folder path where the selected document needs to be moved. Alternatively, click **+New Folder** to create a new folder and move your selected document into the newly created folder.
4. Click **Move Here**. The message “Document moved successfully” appears.


Copying a document

To create a copy of a document, perform the following steps:

1. On the Document Viewer Micro UI page, click the Actions icon .
2. Select **Copy**. The Copy page appears.
3. Select the required folder path where the selected document needs to be copied. Alternatively, click **+New Folder** to create a new folder and add a copy of your selected document into the newly created folder.
4. Click **Copy Here**. The message “Document copied successfully” appears.

Deleting a document


To delete a document, perform the following steps:

1. On the Document Viewer Micro UI page, click the **Actions** icon .
2. Select **Delete**. A confirmation dialog box appears.
3. Click **Delete** to confirm the deletion. The message “File deleted successfully” appears.

Viewing audit log of a document

To view the audit log of a document, perform the following steps:


1. On the Document Viewer Micro UI page, click the **Actions** icon .
2. Select **Audit Log**. The Audit Log dialog box appears.

Audit Log ✕			
Custom Range 		Showing 1 - 6 of 6	
Date & Time ↑	User Name	Action Performed	Description
13/06/2024 9:24 AM	Ryan	File Renamed	File - NewgenONE 2024.1.0.01 Migration Guide for patch release.pdf renamed to NewgenONE...
13/06/2024 9:23 AM	Ryan	File Downloaded	File - NewgenONE 2024.1.0.01 Migration Guide for patch release was downloaded.
13/06/2024 9:23 AM	Ryan	File Renamed	File - NewgenONE 2024.1.0.01 Migration Guide renamed to NewgenONE 2024.1.0.01 Migration...
13/06/2024 9:23 AM	Ryan	File Opened	File was viewed
12/06/2024 9:32 PM	Ryan	File Opened	File was viewed
12/06/2024 9:32 PM	Ryan	File Uploaded	A new File - NewgenONE 2024.1.0.01 Migration Guide was uploaded with Data Class - None, Securi...
			<div> Cancel Download </div>

The Audit Log dialog box contains the following details:


Option	Description
Date & Time	Displays the date and time of the action performed.
User Name	Displays the username of the user who has performed any action.
Action Performed	Displays the action performed by the specific user.
Description	Displays a brief description of the action performed.

In case the audit log list displays multiple results, then you can filter the required results as follows:

- a. Click the **Custom Range** dropdown.
- b. In the **From** and **To** fields, select the calendar icon  and specify a required date range.
- c. Click **Apply**. The audit logs for the selected date range appear.
3. Click **Download** to save the audit logs in the CSV format on your local machine.

Viewing document properties

To view the properties of a document, perform the following steps:

1. Open a document to add a comment.
2. Click the **View Properties** icon . The File Properties section opens in the left pane of the Document Viewer page. It displays the details of the selected document.

The File Properties pane allows you to modify the following properties associated with an added file:


- Security Class
- Global Tag
- Data Class Name

To modify Security Class, Global Tag, and Data Class Name, refer to the [Edit Security Class, Global Tag, and Data Class Name for a folder](#) section for procedural details.

Checking out document

The check-out functionality locks the document, allowing only you to make changes. Other users may view the checked-out document but cannot modify it.


To check out a document, perform the below steps:

1. On the Document Viewer Micro UI page, click the **Actions** icon .
2. Select **Check Out**. The Checkout screen appears.
3. (Optional) Select the Download Document checkbox, if you want to download the document.
4. Click **Checkout** to checkout the document.

Undo Checkout

It allows you to cancel the checkout. On doing so, the checkout is canceled and the document is checked in again without the creation of a new version

To undo checkout, perform the following steps:

1. On the Document Viewer Micro UI page, click the **Actions** icon .
2. Select **Undo Checkout**. The Undo checkout dialog box appears.
3. Click **Undo Checkout**, to cancel the checkout. or click **Cancel**.

Check-In document

The Check-In function uploads the checked-out document back into the repository in the same folder it was checked out from. Once checked in, the lock releases and a new document version is created. This feature applies exclusively to Word, Excel, and PowerPoint documents.

To check in a document, perform the below steps:

1. On the Document Viewer Micro UI page, click the **Actions** icon .
2. Select **Check In**. The Check-In screen appears.



The Check-In option displays only when the document's older version is checked out. For details on checking out the document, refer to the [Checking out document](#) section.


3. Click **Browse File** or Drag and Drop the file to upload the updated document.

4. Select from the Checkin As from the following:
 - Minor Version: If the new version is selected as Minor then it is marked as 1.1, 1.2, 1.3, and so on.
 - Major Version: If the new version is selected as Major then it is marked as 1.0, 2.0, 3.0, and so on.
5. Enter the **Version Comment**.
6. Click **Checkin**. The document is checked in successfully.

Viewing version history




Viewing version history allows you to view the existing versions of the document. By default, the latest version is displayed and it cannot be deleted.

To view the version history, perform the following steps:

1. On the Document Viewer Micro UI page, click the **Actions** icon .
2. Select **View Version History**. The Version History screen appears.
3. Click **Done**.


Editing the comment

To edit the comment, perform the following steps:


1. Hover over to the version that you want to edit and click .
2. Click **Edit Comments**.
3. Enter the comment.
4. Click  to save the comment or click  to cancel.

Set as Latest

To set any previous version as the latest, perform the following steps:

1. Hover over to the version that you want to edit and click .
2. Click **Set As Latest**.
3. Click **Done**.

Deleting the version

1. Hover over to the version that you want to delete and click .
2. Click **Delete**. The Delete confirmation screen appears.
3. Click **Delete** to confirm the deletion or click **Cancel**.




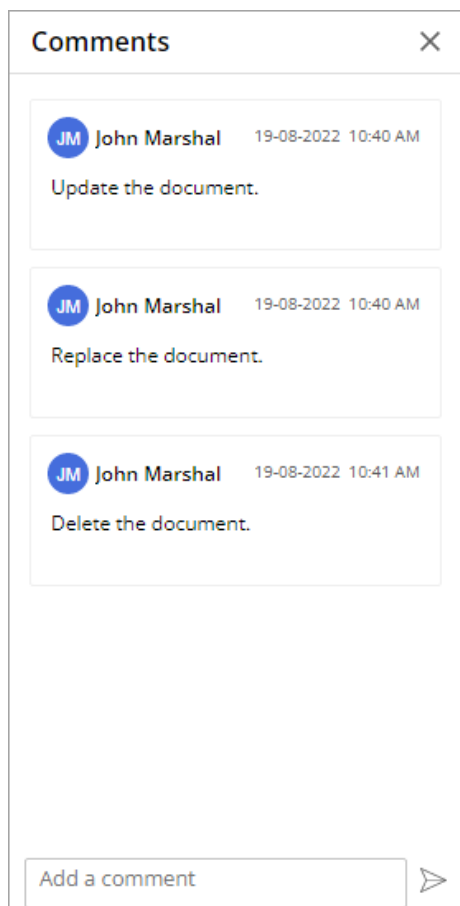
Open any previous version from the version history screen by double-clicking on the specific version.

Adding a comment

This feature allows you to add a comment on a document open in the document viewer. Once the comment is added, you can edit and delete the comment. The Edit and Delete options are only enabled for the users who have added that comment. The Comments option appears only if the administrator has selected Enable Comments option while configuring the Document Viewer type Micro UI.

To add a comment, perform the following steps:


1. Open a document to add a comment.
2. Click the **Comments** icon . The Comments section opens in the left pane of the Document Viewer page. The existing comments appear in the Comments section.







3. Enter a comment in the **Add a comment** text box displayed at the bottom of the Comments section. You can also enter multi-line comments using **Shift + Enter**.






A comment contains a maximum of 1024 characters.

4. Click the icon  or press **Enter** to post the entered comment. The message “Comment posted successfully” appears. The added comment appears in the Comments section.

To modify a comment:

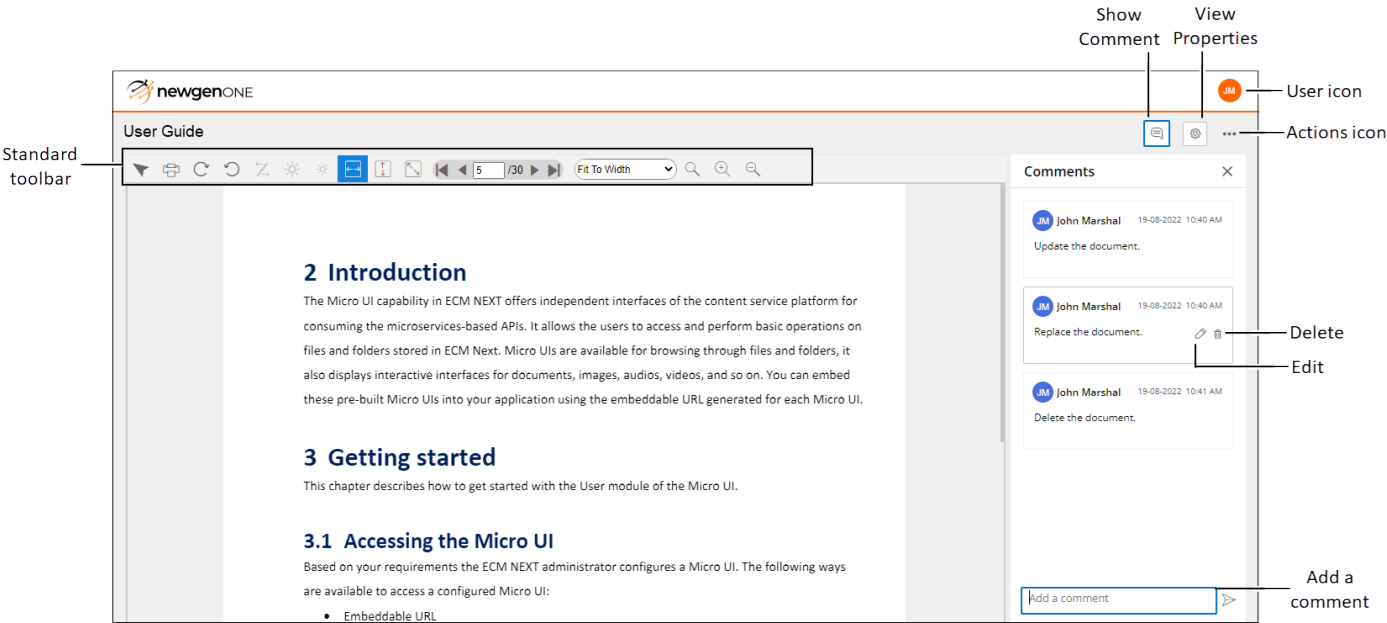
1. Select a comment to modify. The edit  and delete  icons appear.
2. Click the edit icon . The selected comment appears in editable mode.
3. Modify the comment as required.
4. Click the icon  to save the modification. The message “Comment updated successfully” appears.

To delete a comment:











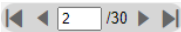
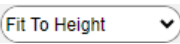



1. Select a comment to delete. The edit  and delete  icons appear.
2. Click the delete icon . A confirmation dialog box appears.
3. Click **Delete** to confirm the deletion. The message “Comment deleted successfully” appears.

Standard toolbar

The standard toolbar allows you to edit the document using the tools available to it.

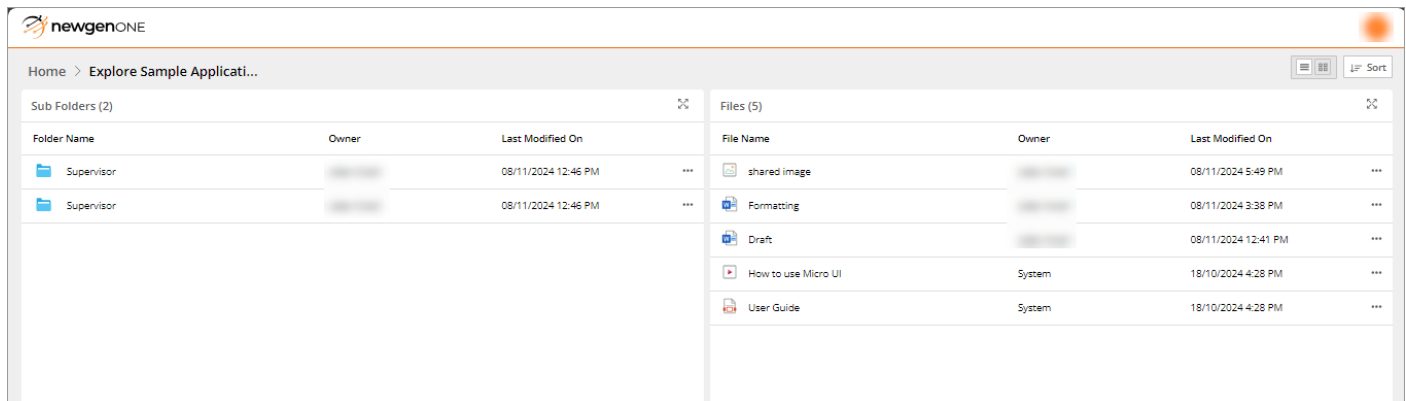


The table below describes the usage of options available in the standard toolbar:

Option	Description
Standard toolbar	
Selection 	This is used to enable or disable text selection mode for vector PDF. On clicking this button, you can select text. The selected text will be highlighted, and you can copy the highlighted text.
Print 	It is used to print the currently displayed document.
Rotate Right 	It is used to rotate the displayed document in a clockwise direction.
Rotate Left 	It is used to rotate the displayed document in an anticlockwise direction.
Deskew 	It is used for automated correction of skew in the image by rotating the image. Only images with sufficient textual content are eligible for auto-deskew functionality.
Fit to Width 	Depending upon the size of the document viewer area, the document fits to the given width.
Fit to Height 	Depending upon the size of the document viewer area, the document fits to the height at a certain zoom percentage.
Fit to Page 	Depending upon the size of the document viewer area, the whole document fits into the document viewer.
Increase Brightness 	It is used to increase the brightness of the opened document. Not applicable for vector PDFs.
Decrease Brightness 	It is used to decrease the brightness of the opened document. Not applicable for vector PDFs.
Page Navigation 	It is used for page navigation. Using this you can go to the First Page, Previous Page, Textbox to jump to the particular page, Next Page, and Last Page.
Zoom 	It is used to view the document at various zoom percentages.
Zoom Lens 	It is used to display any selected area of the document in an enlarged view.
Zoom In 	This option is used to increase the magnification of the current page.
Zoom Out 	This option is used to decrease the magnification of the current page.

Folder view

The folder view Micro UI allows you to only view the existing folders and files on the Micro UI. Creating new files and folders in the folder view is not allowed. For details on the operations performed in the folder view, refer to the [Advance folder view](#) section.



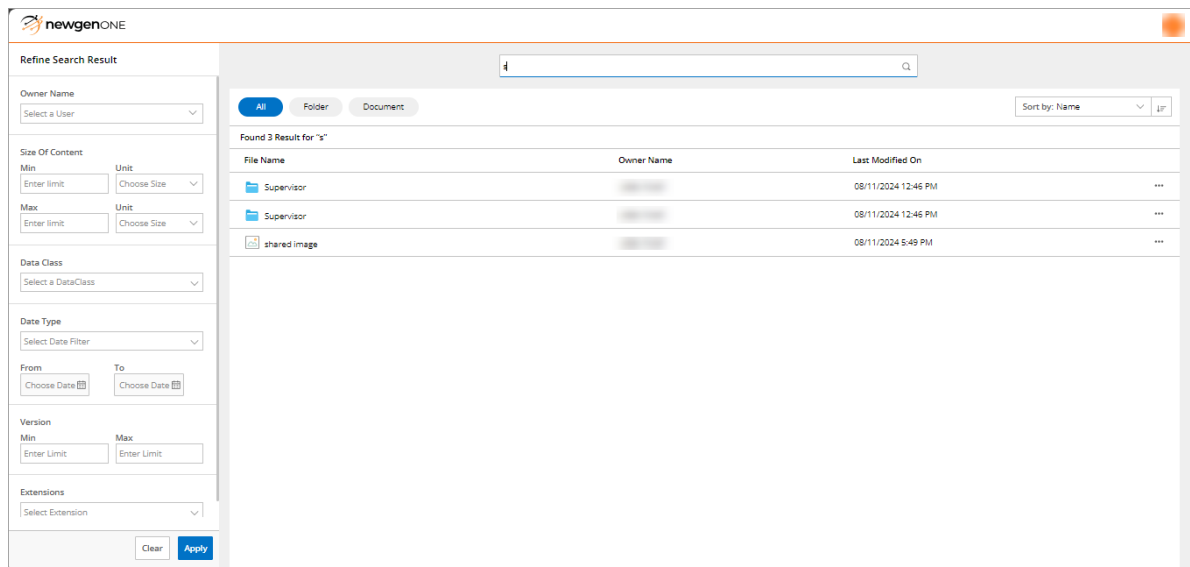
The screenshot shows the 'newgenONE' interface with the 'Explore Sample Applicati...' view. It displays two panels: 'Sub Folders (2)' and 'Files (5)'. Both panels have columns for 'Folder Name', 'Owner', and 'Last Modified On'.

Folder Name	Owner	Last Modified On
Supervisor	[Redacted]	08/11/2024 12:46 PM
Supervisor	[Redacted]	08/11/2024 12:46 PM

File Name	Owner	Last Modified On
shared image	[Redacted]	08/11/2024 5:49 PM
Formatting	[Redacted]	08/11/2024 3:38 PM
Draft	[Redacted]	08/11/2024 12:41 PM
How to use Micro UI	System	18/10/2024 4:28 PM
User Guide	System	18/10/2024 4:28 PM

Advance Search

The advanced search folder enables searching within document and folder content and displaying files and folders that contain the specified information as the search result. You can search any file or folder present by typing the name on the search bar and sort the data by name or its revised date time.



The screenshot shows the 'newgenONE' interface with the 'Refine Search Result' panel on the left and the search results on the right. The search bar contains the text 's'. The results show 3 items found for the search term 's'.

Refine Search Result Panel:

- Owner Name: Select a User
- Size Of Content: Min (Enter limit), Unit (Choose Size), Max (Enter limit), Unit (Choose Size)
- Data Class: Select a DataClass
- Date Type: Select Date Filter
- From: Choose Date, To: Choose Date
- Version: Min (Enter Limit), Max (Enter Limit)
- Extensions: Select Extension
- Buttons: Clear, Apply

Search Results:

Found 3 Result for "s"

File Name	Owner Name	Last Modified On
Supervisor	[Redacted]	08/11/2024 12:46 PM
Supervisor	[Redacted]	08/11/2024 12:46 PM
shared image	[Redacted]	08/11/2024 5:49 PM

Refine Search Result

The refine search results tab lets you apply filters to narrow down the search and generate specific, relevant data. The tab consists of the following filters:

Filter	Description
Owner Name	Specify the owner's name to search for data created by that owner.
Size of Content	It allows you to search for files based on their size. Applying this filter requires setting the minimum and maximum size limits for the files along with the units.
Data Class	It allows filtering of files and folders based on their associated data class.
Date Type	It allows filtering of files and folders based on their creation or revision date. You specify a date range to search for folders created within those dates.
Version	It allows the filtering of files based on their versions. You specify a range to search for folders created within those versions.
Extensions	It allows filtering of files and folders based on the extensions.

To apply the filters, click **Apply**.

View Properties

To view the properties of a specific file or folder, perform the following steps:

1. Hover over to the specific file or folder and click **...**.
2. Click **View Properties**. The properties of the file or folder are displayed.