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# NewgenONE Content Cloud

## User Guide for Micro UI

Version: 2024.1

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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
June 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 for Micro UI:

- 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](mailto: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.

Enter your valid email ID and password on the Login page and click **Login** to open your registered Micro UI.

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**

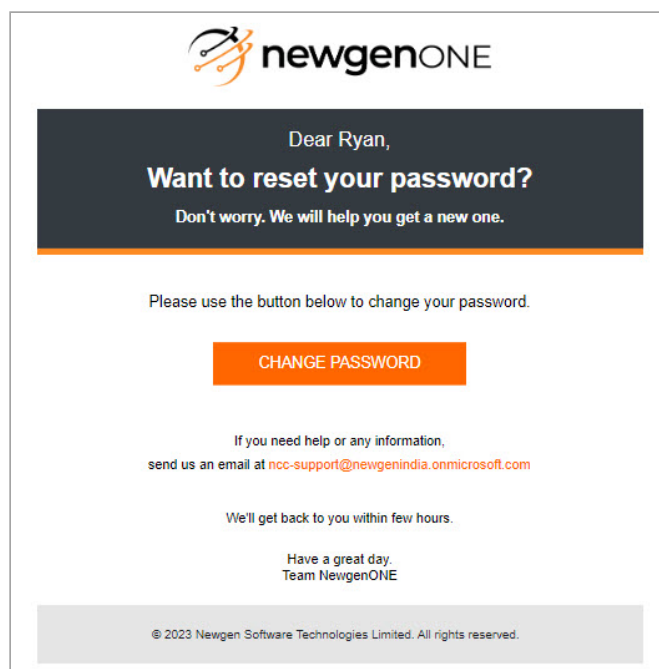
We will send the instruction to reset password at your registered email address.

**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 source code of the application where you want to use it.



# Using a Micro UI

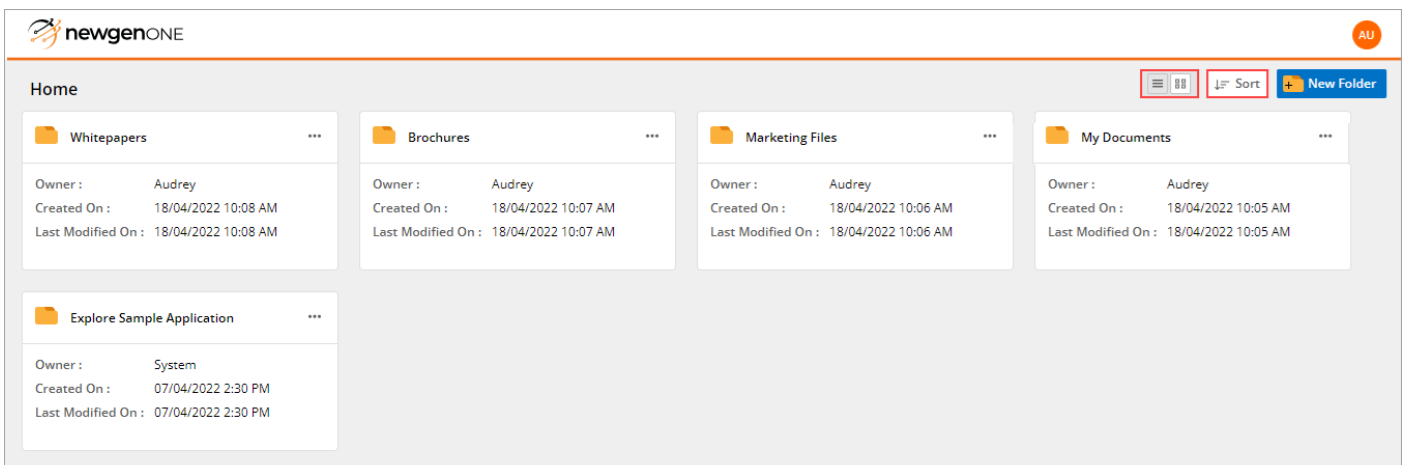
The Micro UI capabilities allow you to perform various operations such as adding folders, uploading new files, viewing documents, playing audio and videos, and so on. The different types of Micro UI capabilities available are as follows:

- [Folder list](#)
- [Document viewer](#)
- [Media player](#)

## Folder list

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 Folder List type Micro UI are explained in the below sub-sections.

- Based on your requirements the administrator configures Enable Header, Layout, and Operations Allowed options for the Folder List type Micro UI. After configuration, the selected options are visible on your Micro UI. By default, the View Properties action is enabled for all folders and files.
- 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 Folder List type Micro UI.



The screenshot displays the NewgenONE Folder List Micro UI interface. At the top, the 'newgenONE' logo is on the left, and the user profile 'AU' is on the right. The navigation bar includes a 'Grid View' icon, a 'Sort' button, and a 'New Folder' button. Below the navigation bar, there are five folder cards, each with a folder icon, name, and three dots for actions. The folders are:

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

# Adding a new folder

To add a new folder, perform the following steps:

1. On the Folder List 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](#)


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

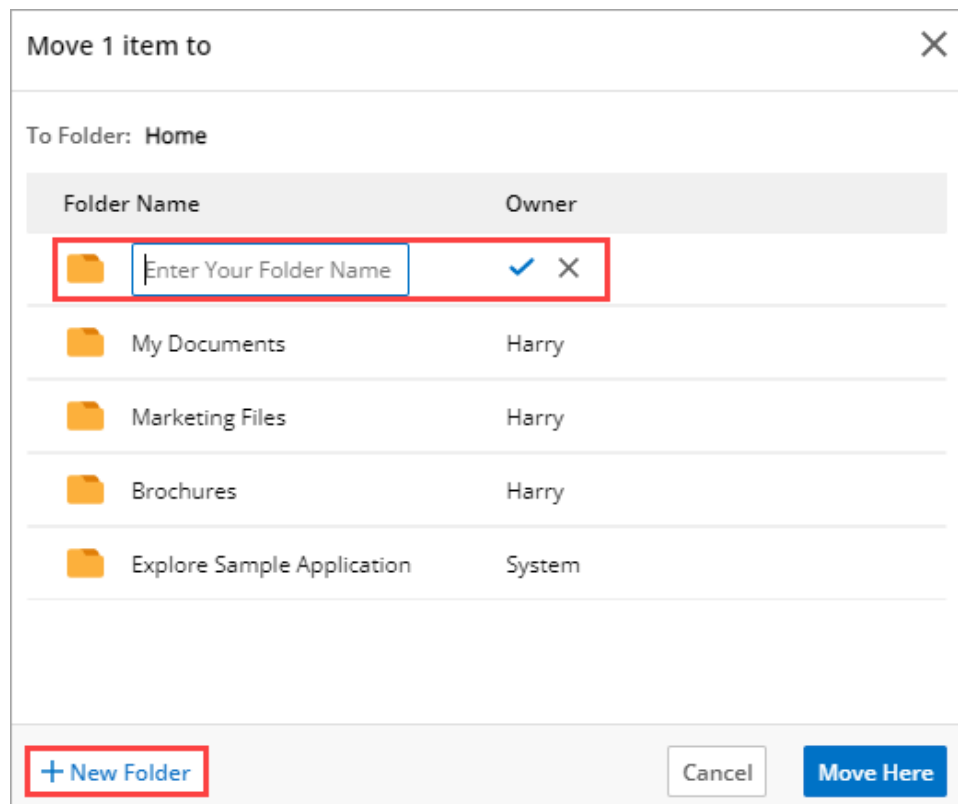
To rename a folder, perform the following steps:

1. On the Folder List Micro UI home page, click the **Actions** icon  against a folder.
2. 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 Folder List 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.

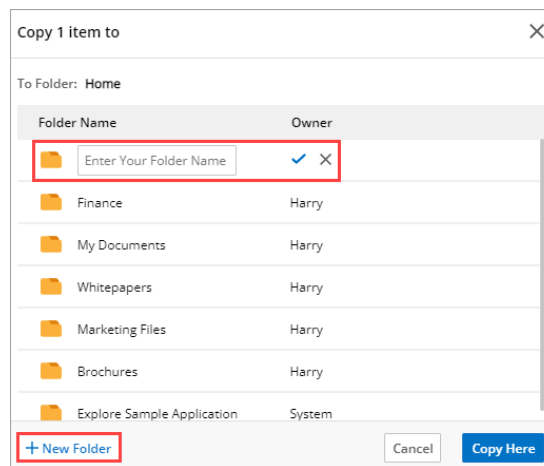


4. Click **Move Here**. The message “Folder moved successfully” appears.

## Copying a folder

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

1. On the Folder List 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 Folder List 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 Folder List Micro UI home page, click the **Actions** icon **⋮** against a folder.
2. Select **Audit Log**. The Audit Log dialog box appears.

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.

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 folder properties

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

1. On the Folder List 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' interface. The main area displays a table of folders under the 'Home' section. The 'Marketing Files' folder is highlighted with a red box. To the right, the 'Folder Properties' pane is open, also with a red border, showing details for the selected folder.

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

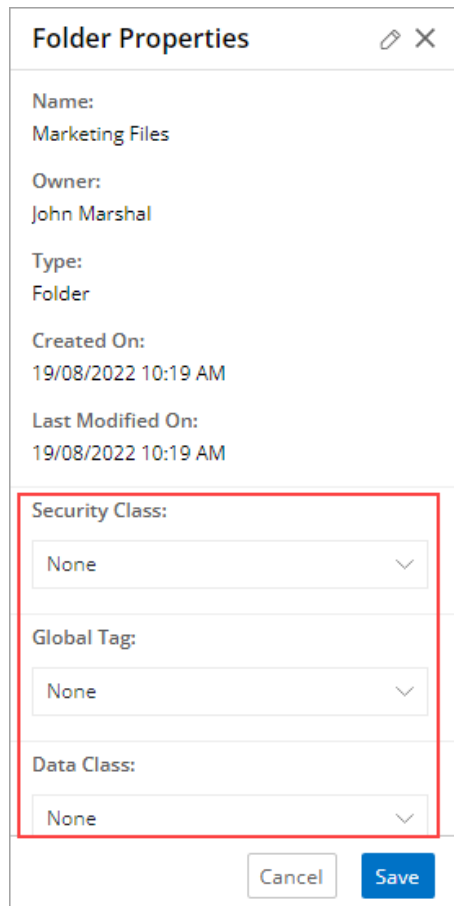
Global Tag: None

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.

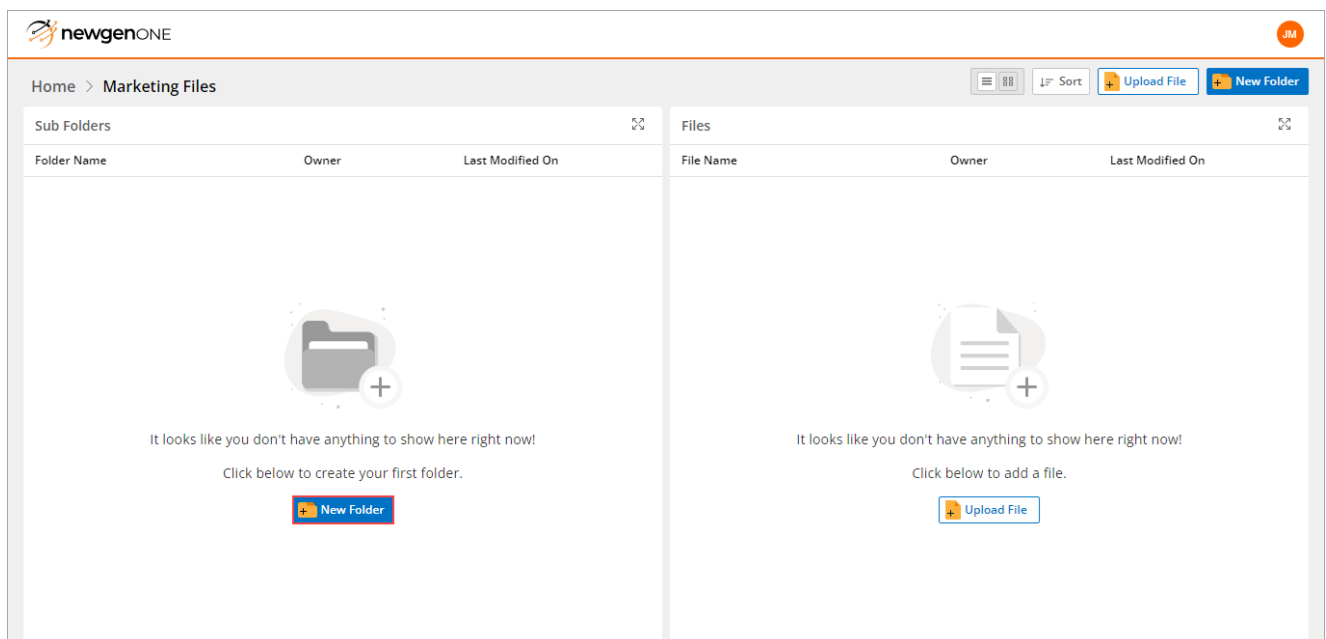
3. Once the required options are selected, click **Save** to finalize the selection. The message “Properties updated successfully” appears.





# 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.

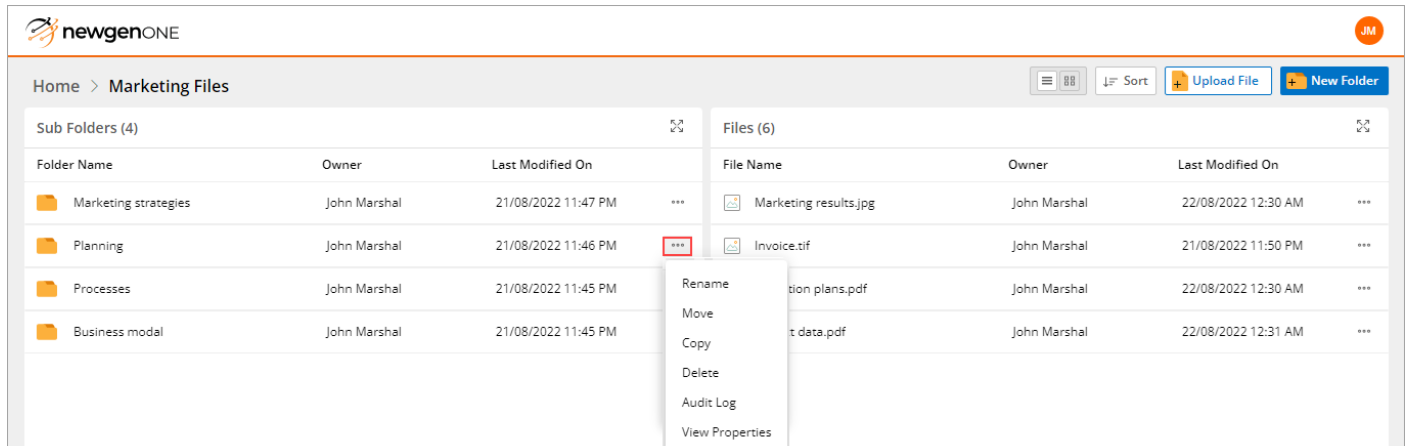
You can also add a sub-folder using **New Folder** displayed in the Sub Folders pane. This option is displayed only if the folder does not contain any sub-folders.



- 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.

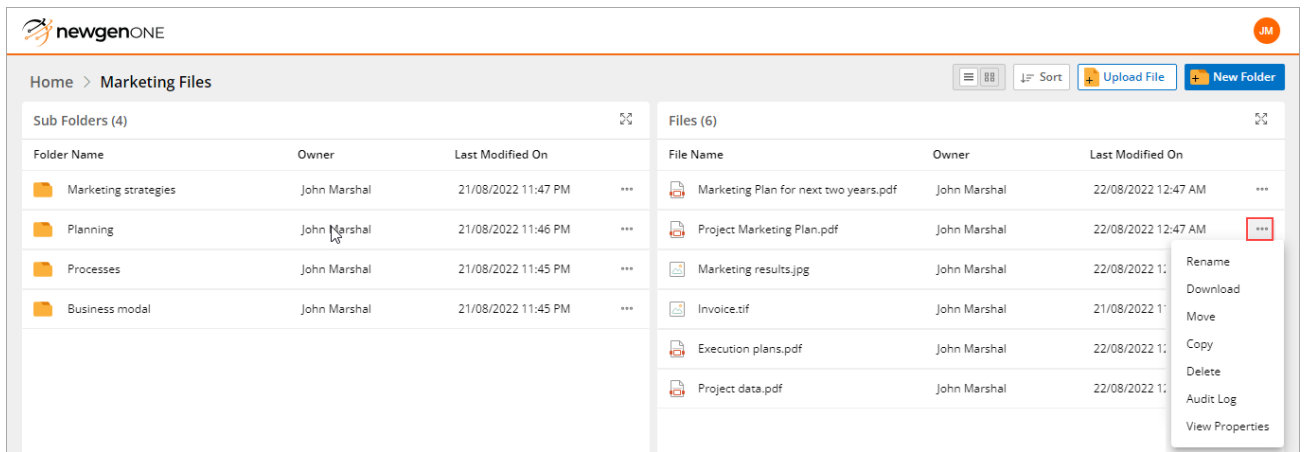
- ! Once an appropriate Data Class name is selected, the field associated with the selected Data Class appears to select. Fields marked with \* are mandatory to fill.

6. 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.



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 Folder List type Micro UI:

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

## 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](#)

The screenshot shows the NewgenONE User Guide interface. The main content area displays the following sections:

## 2 Introduction

The Micro UI capability in ECM NEXT 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 ECM Next. Micro UIs are available for browsing through files and folders, it also displays interactive interfaces for documents, images, audios, videos, and so on. You can embed these pre-built Micro UIs into your application using the embeddable URL generated for each Micro UI.

## 3 Getting started

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

### 3.1 Accessing the Micro UI

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

- Embeddable URL

The right sidebar shows the 'File Properties' for the document 'User Guide.pdf', including details like Owner (System), Type (pdf), Created On (28/07/2022 10:04 AM), Last Modified On (28/07/2022 10:04 AM), Current Version (1), Security Class (None), Global Tag (None), and Data Class Name.



- 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...


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:

- 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

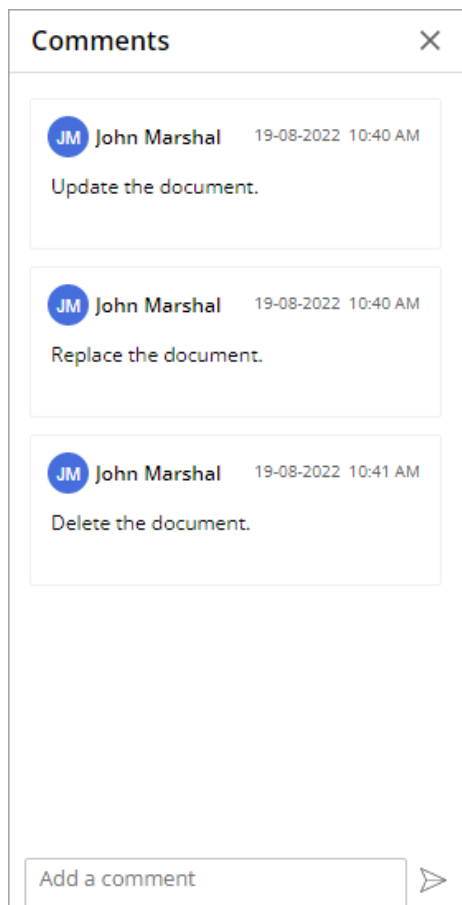
To modify Security Class, Global Tag, and Data Class Name, refer to the [Edit Security Class, Global Tag, and Data Class Name for a folder](#) section for procedural details.

# 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.

- 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:

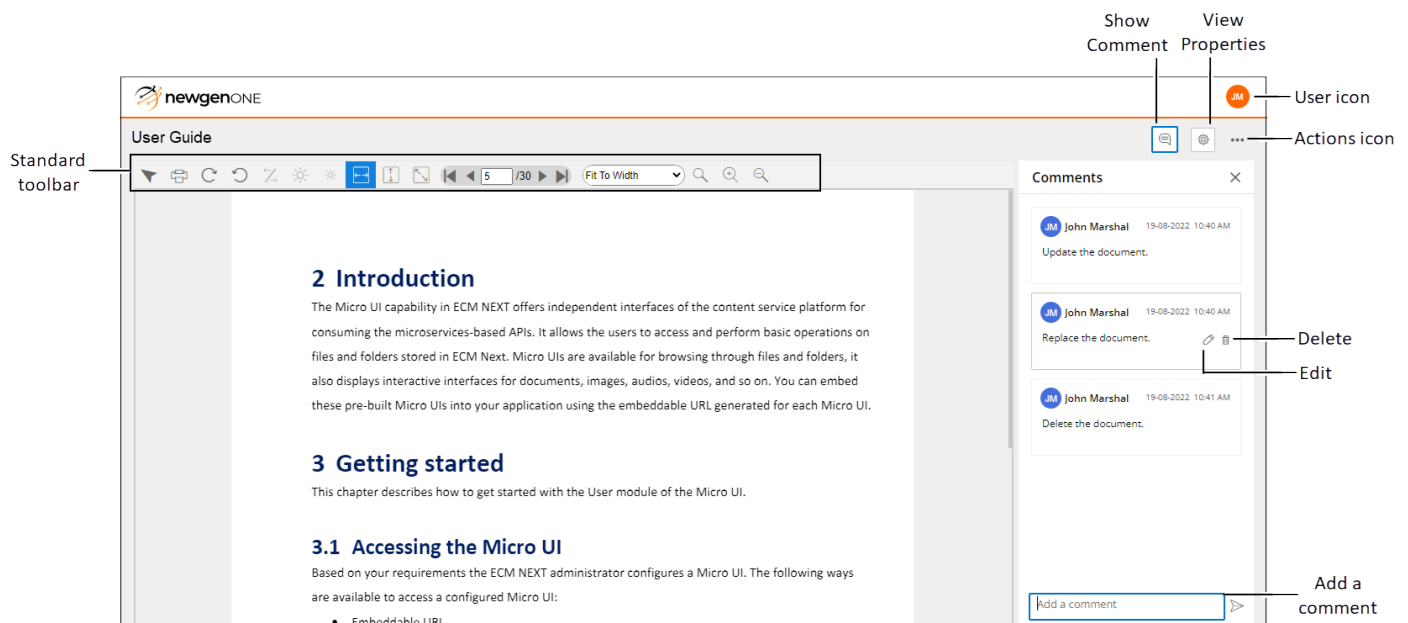
- Select a comment to modify. The edit  and delete  icons appear.
- Click the edit icon . The selected comment appears in editable mode.
- Modify the comment as required.
- Click the icon  to save the modification. The message “Comment updated successfully” appears.

To delete a comment:












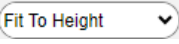



- Select a comment to delete. The edit  and delete  icons appear.
- Click the delete icon . A confirmation dialog box appears.
- Click **Delete** to confirm the deletion. The message “Comment deleted successfully” appears.

## Standard toolbar

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



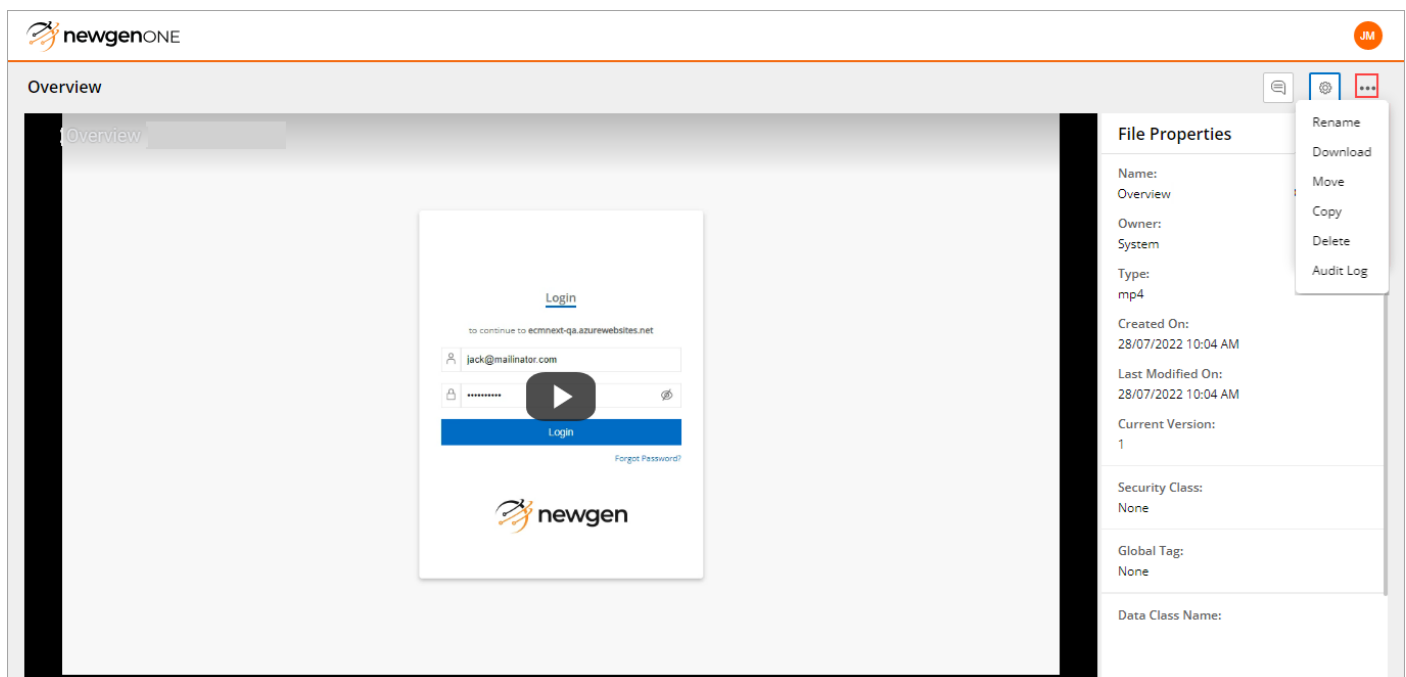
The table below describes the usage of options available in the standard toolbar:

Option	Description
<b>Standard toolbar</b>	
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.

# Media player

This Micro UI allows you to play the audio and video files. You can also perform the following actions on an open file:

- **Rename** — Refer to the [Renaming a document](#) section for procedural details.
- **Download** — Refer to the [Downloading a document](#) section for procedural details.
- **Move** — Refer to the [Moving a document](#) section for procedural details.
- **Copy** — Refer to the [Copying a document](#) section for procedural details.
- **Delete** — Refer to the [Deleting a document](#) section for procedural details.
- **Audit Log** — Refer to the [Viewing audit log of a document](#) section for procedural details.
- **View properties** — Refer to the [Viewing document properties](#) section for procedural details.
- **Add a comment** — Refer to the [Adding a comment](#) section for procedural details.



- Based on your requirements the administrator configures Enable Header, Enable Comments, Enable Streaming, and Operations Allowed options for the Media Player type Micro UI. After configuration, the selected options are visible on your Micro UI. By default, the View Properties action is enabled for all audio and videos.
- The media player supports MP4, MP3, 3GP, MOV, and MKV formats to view.
- You can perform only the Download operations on system-generated audio and video files.