



Log in





☐ Remember me

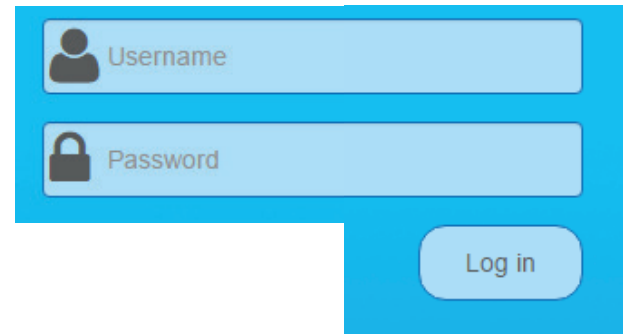
[Forgotten your password?](#)

2016 - Version 3.2

INDEX

LOG IN TO OPV STORAGE	3	LOG IN & DOWNLOADS	26
FRONT PAGE	4	DATA USAGE	27
MENUS	5	UPLOAD FILES	28
CATEGORIES	6	MANAGE FILES AND FILE DATA	29
SEARCH	7	Edit	30
DOWNLOAD Single download	8	Move to	32
DOWNLOAD Cart	9	Create & Edit Data Fields	33
DOWNLOAD HISTORY OF CART	12	Delete	40
DETAILED FILE INFORMATION	13	Multi-Delete	41
SETTINGS	14	Multi-Move to	42
EDIT USER ROLES	15	SUPPORT	44
Default user with Notification	16	MODUL - Notifications	45
Uploader	17		
Semi-Administrator	18		
CREATE USER	19		
Common access	20		
CREATE USER ROLE & USERS UPLOADER	21		
CREATE CATEGORY TREE	22		
Assigning rights	23		
ADD KEYWORDS FOR ITEMS IN CART	24		
MANAGE MODULES	25		

LOG IN OPV STORAGE

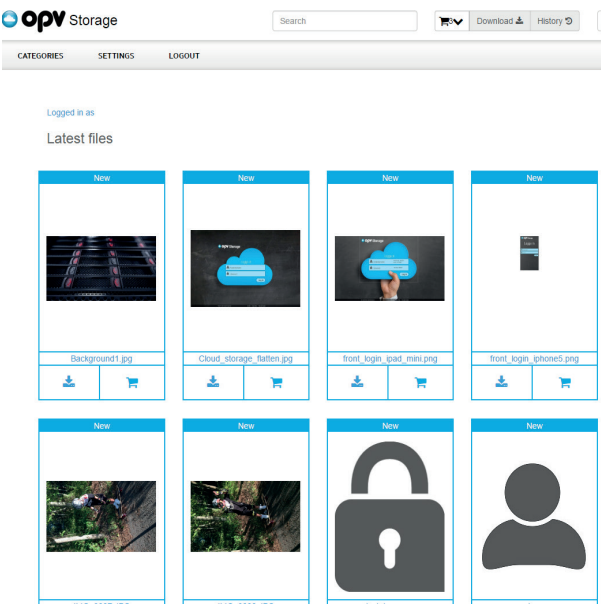


A login form with a blue background. It features two input fields: the top one is labeled 'Username' with a person icon, and the bottom one is labeled 'Password' with a padlock icon. A 'Log in' button is positioned to the right of the password field.

To log on to OPV Storage, requires that your company have user accounts. All new customers will always get one or more administrator accounts assigned to them by OPV. Any other user accounts to the system are created by these administrators and then assigned internally at your company.

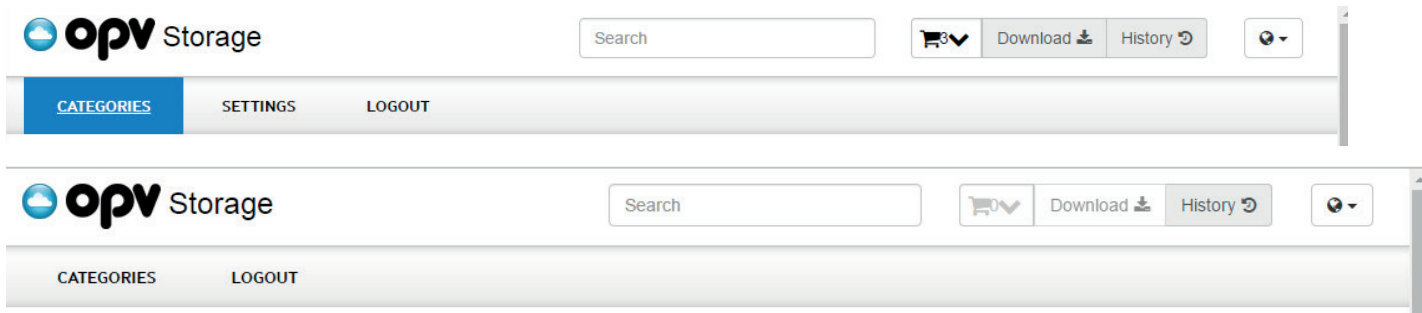
The different types of user accounts that are available and what they will involves comes later in this manual.

STARTPAGE



The first page that appears immediately after login is called the *Latest files*. This page always illustrate the last uploads to the OPV Storage. This allows all authenticated users to gain a quick overview of what is last uploaded to the system.

MENUS



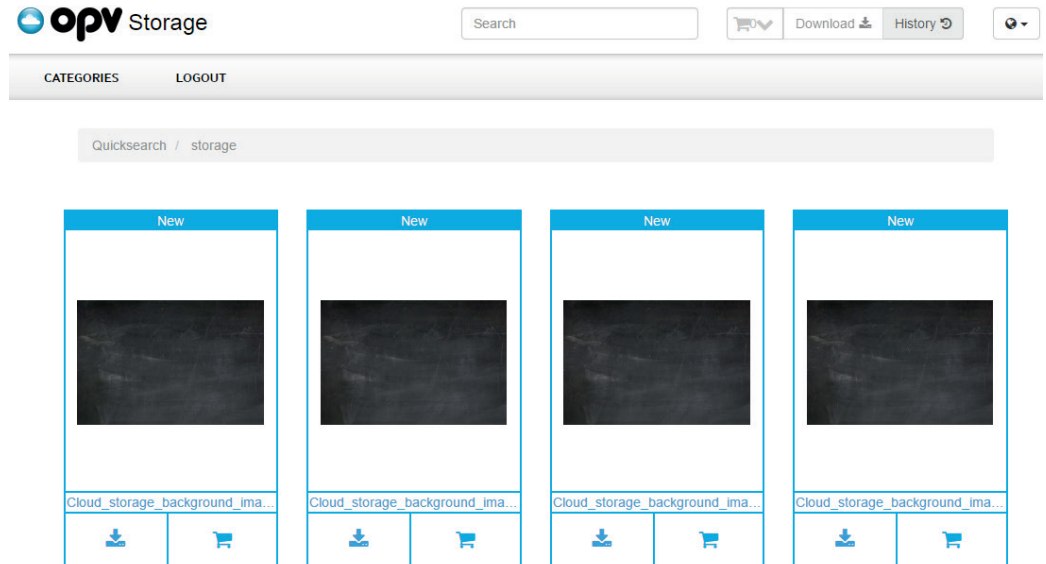
Depending on which user is logged on, there are various menu options available. An administrator account can see CATEGORIES - SETTINGS - LOG OUT, while other without administrator rights can see CATEGORIES - LOG OUT.

CATEGORIES

The screenshot displays the OPV Storage web application. At the top, there is an orange header with the text "CATEGORIES". Below this, a navigation bar contains the "opv Storage" logo, a search input field, and buttons for "Download", "History", and a user profile icon. A secondary navigation bar features "CATEGORIES" (highlighted) and "LOGOUT". The main content area is a large blue rectangle containing a grid of category items: "Meny 1 (6)" with a sub-item "► Undermeny 1 (8)", "Meny 2 (6)", "Meny 3 (2)", "Meny 4 (3)", and "Meny 5 (4)". On the right side, a sidebar shows a preview of the "Meny 3" category, displaying a thumbnail image of a city at night and the filename "IMG_4137_2_1.jpg" with download and delete icons.

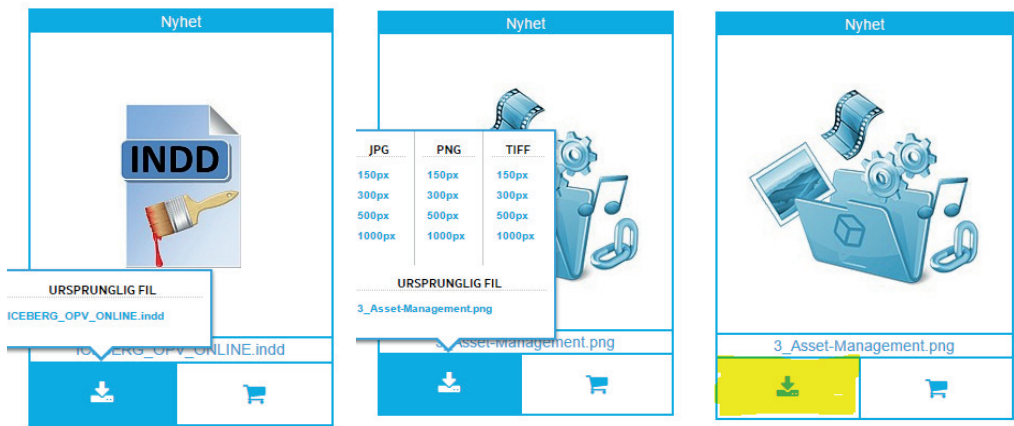
Categories are menu trees that administrators have created in OPV Storage. All materials uploaded are placed in one or more category. By clicking on either categories, that category will display all of the files uploaded there.

SEARCH



To quickly find amongst stored files, you can use the search function. When the system searches for files that match the specified keyword, regardless the location the files have in different categories. The search result show all files in a new session.

DOWNLOAD | Single download



There are two ways to download files from OPV Storage, direct downloading and downloading via the shopping cart. Direct Downloading is done by clicking on the yellow-marked icon image shown above.

For all file formats that can be traced as standard Digital image formats, can automatically be downloaded in a variety of sizes and formats.

Documents, video, audio, etc. can only be downloaded in its original uploaded format.

Download

Filename formatting

Name

Image format

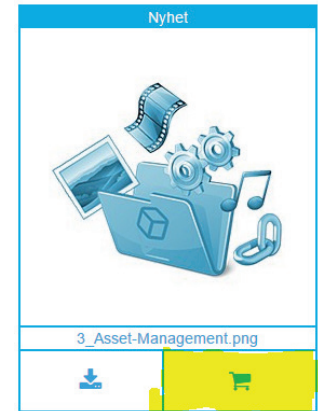
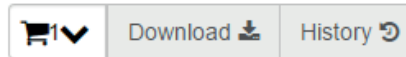
Original

Image size

Original

☒ Empty cart after the download

Create Zip file



To gather one or more files for downloading via the shopping cart, click on the yellow-marked icon above. Any file you save to cart, will be visualized with a count number for the total number of files in the cart.

To start downloading files, press the Download button. You will then have three options for the download.

1. File Format: If you wish to name after last name you assigned to the file name or the file name they had when uploading the file to the system.

Download

Filename formatting

Name


Image format

Original

Image size

Original

☒ Empty cart after the download

Create Zip file 

2. File format: For all images that are in the cart, the file format you wish them to be downloaded with. Original, JPG, PNG or TIFF.

3. Image Size: For all images that are in the cart, the size you wish them to be downloaded with. Original, 150px, 300px, 500px and 1000px.

If you want the cart to be empty on files after you have downloaded the ZIP file, then click *Empty cart after the download*.

DOWNLOAD | Cart

Send with E-mail

Recipient E-mail

person@company.se

Subject

Download link from OPV Storage

Message

Here comes a download-link from our Asset system OPV Storage.

Cancel

Send

Download

Filen skapad: 2016-09-30 22:22:31

user-icon.Png	9.18kB
	9.18kB

Direct link to the Zip file:
<https://storage.opv.se/WS-3.2/DownloadService.ashx?userid=101&CompanyId=1&guid=69dd54ca-1cdf-427c-8671-48781136c15d>



Send with E-mail


Download


Downloading of cart is done by clicking on the button Create Zip file. All files will be packed into a Zip file. Depending on the size, this may take a while. Once the Zip file is complete, a new page opens with the files contained in a Zip file and various options for downloading.

- 1. Download:** This option means that the Zip file is stored on any disk.
- 2. Send by E-mail:** This option means that you can directly from the system email one or more recipients an encrypted address to the zip file, where the recipient can download the file from. This encrypted direct link to the Zip file can of course also be copied and pasted into your own created email or similar.

DOWNLOAD HISTORY OF CART

 0 

Download 


History 


Cart download history

Filen skapad: 2016-10-03 11:28:52

user-icon.png	5.10kB
5.12kB	

Direct link to the Zip file:
<https://storage.opv.se/WS-3.2/DownloadService.ashx?userid=101&CompanyId=1&guid=8a9ab411-22bf-44cd-bf33-ad3acd4eff7e>


Send with E-mail 


Download 

Filen skapad: 2016-09-30 22:22:31

user-icon.Png	9.18kB
9.18kB	

Direct link to the Zip file:
<https://storage.opv.se/WS-3.2/DownloadService.ashx?userid=101&CompanyId=1&guid=69dd54ca-1cdf-427c-8671-48781136c15d>

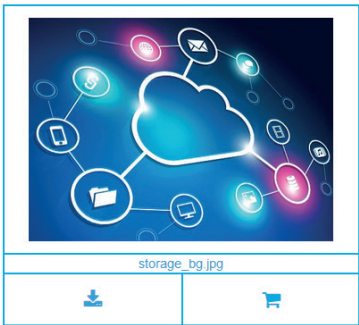
Send with E-mail 

Download 

All downloads made from the shopping cart will be saved in a history, that you afterwards can access to for instance download the Zip file again without having to place the files again in the cart.

DETAILED FILE INFORMATION

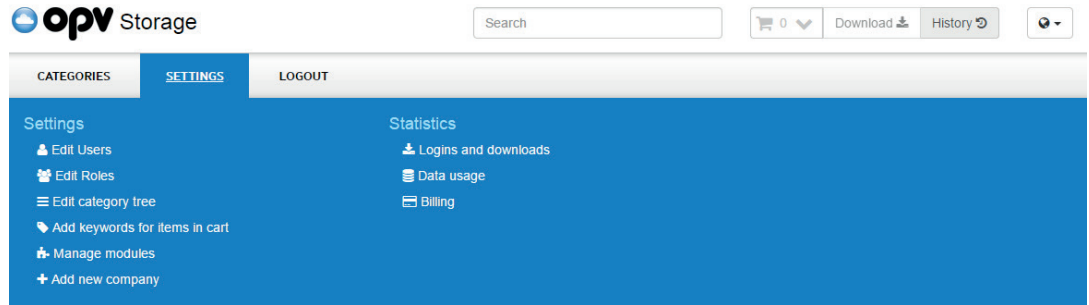
storage_bg.jpg



Title	storage_bg.jpg
Description	
Extra search words	
Filename	storage_bg.jpg
Filesize	907.56kB
Uploaded	2016-08-12 10:48:39
Last modified	2016-08-29 09:31:15
Artikelnummer	
Image properties	
Width (pixels)	1920
Height (pixels)	1413

By clicking on any uploaded file, you come to file detailed information. Here are all the data administrators have chosen to store to the uploaded file. Some fields are mandatory system fields, while the others are dynamically created by the administrator and can differ depending on the selected file.

SETTINGS



Settings can only be administered by users with administrator rights. It is through the Settings you administer the structure of your companies OPV storage, such as category trees, user roles, users, etc.

EDIT USER ROLES



Name	<input type="text"/>	Assigned to
Rights	<ul style="list-style-type: none"><input type="checkbox"/> Upload and publish media & documents<input type="checkbox"/> Create & edit users<input type="checkbox"/> Create & edit roles<input type="checkbox"/> Create & edit the menu<input type="checkbox"/> Delete media & documents<input type="checkbox"/> Can view statistics	<ul style="list-style-type: none"><input type="checkbox"/> Sven Svensson<input type="checkbox"/> Test Person
Notifications	<ul style="list-style-type: none"><input type="checkbox"/> Archived<input type="checkbox"/> Created<input type="checkbox"/> Deleted<input type="checkbox"/> No longer downloadable<input type="checkbox"/> Now downloadable<input type="checkbox"/> Updated	

OPV Storage can have one or more user roles. A user role controls the rights on which connected users will get in the system. If you not assign an user administrator rights or a new user role, they are automatically created as a normal user and could only search and download files. Such user role is called All.

If an OPV Storage Administrator wish that a normal user has the chance to system notification, they must be linked to a user role.

EDIT USER ROLES | Default user with Notification

Name	<input type="text" value="default"/>
Rights	<ul style="list-style-type: none"><input type="checkbox"/> Upload and publish media & documents<input type="checkbox"/> Create & edit users<input type="checkbox"/> Create & edit roles<input type="checkbox"/> Create & edit the menu<input type="checkbox"/> Delete media & documents<input type="checkbox"/> Can view statistics
Notifications	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Archived<input checked="" type="checkbox"/> Created<input checked="" type="checkbox"/> Deleted<input checked="" type="checkbox"/> No longer downloadable<input checked="" type="checkbox"/> Now downloadable<input checked="" type="checkbox"/> Updated

The above image shows how to setup a user with capability to only search for and download stored files. The above user will however also receive notifications from the system at various activities of stored files.

EDIT USER ROLES | Uploader

Name	<input type="text" value="default"/>
Rights	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Upload and publish media & documents<input type="checkbox"/> Create & edit users<input type="checkbox"/> Create & edit roles<input checked="" type="checkbox"/> Create & edit the menu<input checked="" type="checkbox"/> Delete media & documents<input type="checkbox"/> Can view statistics

Name	<input type="text" value="default"/>
Rights	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Upload and publish media & documents<input type="checkbox"/> Create & edit users<input type="checkbox"/> Create & edit roles<input type="checkbox"/> Create & edit the menu<input type="checkbox"/> Delete media & documents<input type="checkbox"/> Can view statistics
Notifications	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Archived<input checked="" type="checkbox"/> Created<input checked="" type="checkbox"/> Deleted<input checked="" type="checkbox"/> No longer downloadable<input checked="" type="checkbox"/> Now downloadable<input checked="" type="checkbox"/> Updated

The above picture on the right shows how to set up a user that could search and download the stored files and also the rights to upload files . The Uploader can also be enabled for notifications from the system.

The Uploader can also be supplemented with rights, for example, create & edit menu / delete categories and media & document.

EDIT USER ROLES | Semi-Administrator

Name	<input type="text" value="Semi-Admin"/>
Rights	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Upload and publish media & documents<input type="checkbox"/> Create & edit users<input type="checkbox"/> Create & edit roles<input checked="" type="checkbox"/> Create & edit the menu<input checked="" type="checkbox"/> Delete media & documents<input checked="" type="checkbox"/> Can view statistics
Notifications	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Archived<input checked="" type="checkbox"/> Created<input checked="" type="checkbox"/> Deleted<input checked="" type="checkbox"/> No longer downloadable<input checked="" type="checkbox"/> Now downloadable<input checked="" type="checkbox"/> Updated

A Semi-administrator means that the user role has one or more administrative rights in addition to upload files to the system. If you want to assign a user full administrator rights, it is better to connect users by the system default Administrator account.

The above example shows how a user is given the rights to administer everything except create & edit users, and create and edit roles.

CREATE USER

Username	<input type="text"/>
Firstname	<input type="text"/>
Last name	<input type="text"/>
E-mail	<input type="text"/>
Roller	<input type="checkbox"/> Administratör <input checked="" type="checkbox"/> Alla
Password	<input type="password"/>
Repeat password	<input type="password"/>

Users of OPV Storage regulate the username and password that will be used to log into the system and the user role a user should have.

Default setting of the existing user roles in the creation of a user is Administrator and All.

CREATE USER | Common access

Username

Firstname

Last name

E-mail

Roller

- ☐ Administratör
- ☒ Alla
- ☐ Uploader
- ☐ News_to_come

Password

Repeat password

All user accounts are private and tied to an email address. But if you wish any of your customers to be provided with the same username and password, that can of course be created in the system.

The above image shows the creation of an account with access to search and download files. The company Company_Ltd get a Username and Password, which can then be distributed to everyone in the company who shall have access to download files from your OPV Storage.

CREATE USER ROLE & USERS | UPLOADER

1

Name

Uploader

Rights

☒ Upload and publish media & documents

☐ Create & edit users

☐ Create & edit roles

☐ Create & edit the menu

☐ Delete media & documents

☐ Can view statistics

Notifications

☒ Archived

☒ Created

☒ Deleted

☒ No longer downloadable

☒ Now downloadable

☒ Updated

Spara

2

Username

Photographer

Firstname

Alex

Last name

Doe

E-mail

alex.dow@photographer.com

Roller

☐ Administrator

☒ Alla

☒ Uploader

Password

Repeat password

Cancel

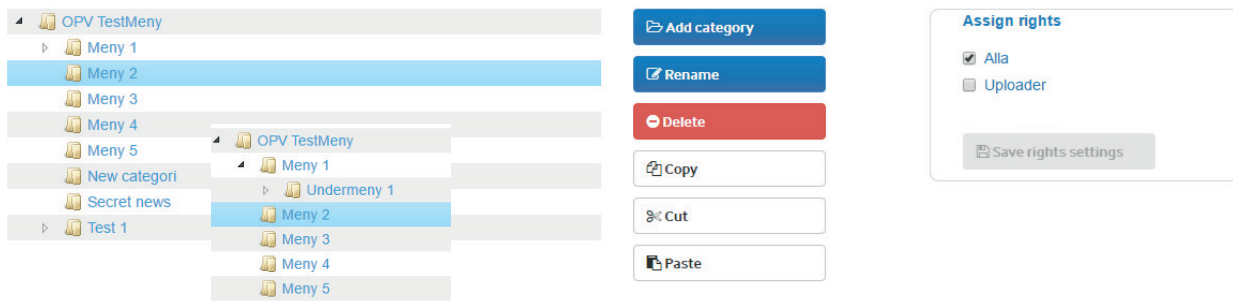
Save

1. Go to User Roles. Create a user role with the ability to upload and publish media & document. Assign User Role a namesuch as Uploader. Save.

2. Access Users. Create a new user, enter all user data, including role Uploader. Save.

Note! You do not need to create a new User role if you want to create a new user with the ability to upload files to the system, you only re-use the User role Uploader again.

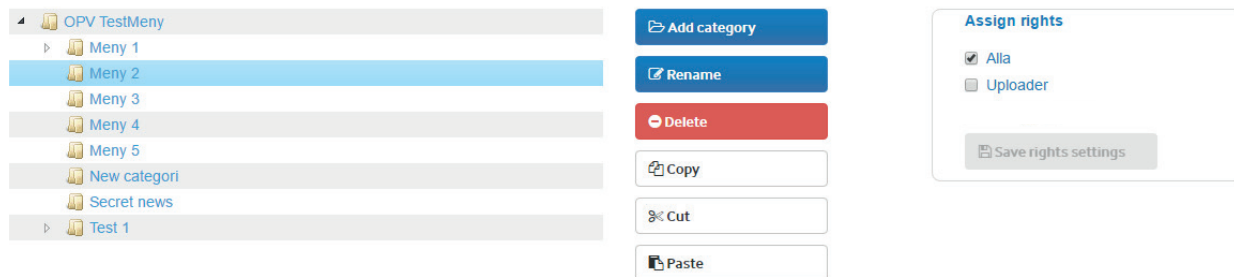
CREATE CATEGORY TREE



Category Tree is the same as the menu your OPV Storage shall receive. All stored files are placed in one or more of the menus created. A category tree can consist of head categories that can then get unlimited number of subcategories. Subcategories can also have subcategories, and so on.

Depending on where you click in the tree structure under Edit category tree, will decide whether it becomes the main categories or subcategories. Above Category Tree you see as an example on page 6 in this manual.

CREATE CATEGORY TREE | Assigning rights



Each category that is created must be assigned rights, ie which user roles that will see the category and its contents. Is there a category that all users should have access to, you just click on the user role All. Then all the user roles Access that category, even the user roles that are created subsequently.

If you want to hide categories and all its contents to a user's role and its users, you mark one or more categories and assigns a unique user role under Assign rights. Click Save rights changes.

ADD KEYWORDS FOR ITEMS IN CART

Update keywords for the items below



Write the extra search words separated with space.

☐ Remove previous keywords (if not checked the new keywords will be appended.)

Save


You can assign new keywords for one or more files in the system through this function. Keywords are for the search function of OPV Storage, to assist the users to find the files they're looking for.

Place one or more files in the shopping cart and go to Settings -> Add keywords for items in cart. Enter the keywords you want to assign the files. If you want to assign more than one keyword, be sure to have a space between the keywords. Save.

Manage modules

Scheduled rights changes


Lets publishers and administrators set date intervals for when a file will be visible, downloadable, and set future dates for archiving and deletion

 Deactivate module

Notifications

Get notifications of events like new files, deleted files and such on a daily basis through E-mail. You can configure what notifications each role should receive

Price per month 175,00 sek

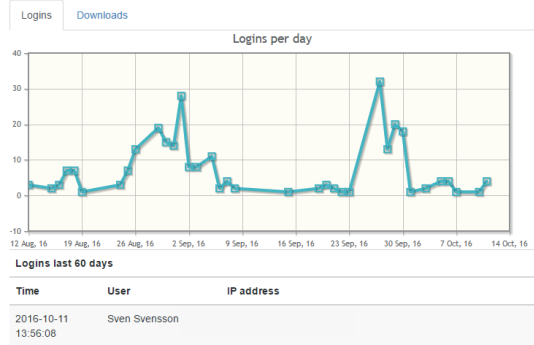
 Deactivate module

Some features, both existing and future, are placed in OPV storage as an Extensions. These extensions can always be activated by an administrator and start immediately to function in the system.

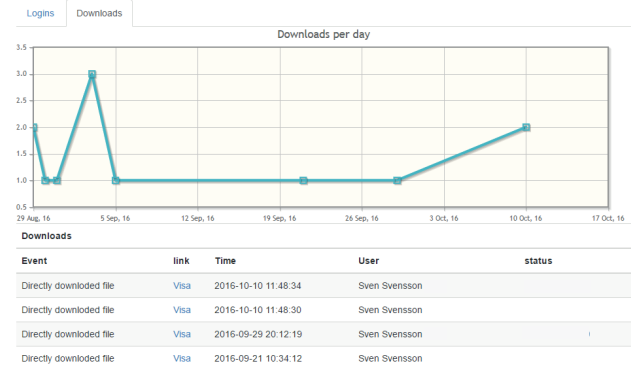
Some extensions are charged with a monthly fee if you choose to enable it.

LOG IN & DOWNLOADS

Logins and downloads



Logins and downloads



Under Logins & Downloads, administrators can track logins and activity in the system, such as downloading of files. It shows the user who has been active as well as the date & time.

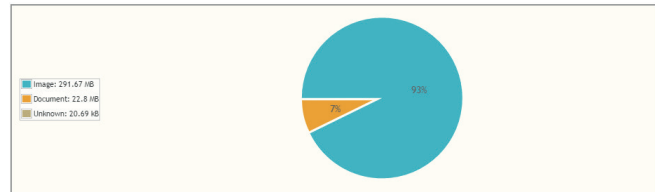
DATA USAGE

Data usage

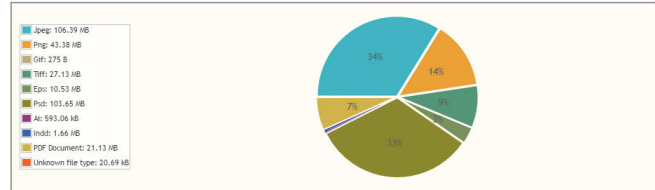
Disk space summary

Total used disk space: 329,76 MB

Divided by type of file



Divided by file ending



Under Data Usage, administrators can monitor all file storage in the system. The graphs show the total storage in Megabyte by file type and file extension.

UPLOAD FILES


Meny 4

Manage modules

Scheduled rights changes

Lets publishers and administrators set date intervals for when a file will be visible, downloadable, and set future dates for archiving and deletion

 Deactivate module

 Upload files

Availability

☒ Visible immediately

☐ Visible at a later date

☒ Downloadable immediately

☐ Downloadable at a later date

☒ No end date on downloads

☐ Downloadable until

These settings only apply to normal users. The uploader (you) and administrators can always see and download the file

Cancel

Ok

Uploading of files must always take place in a category. If your organization has not yet created your category tree, you can create a temporary uploading category where you upload one or multiple files and move them to the correct category when the category tree is in place.

Press the Upload file to start uploading. For companies that enabled Scheduled rights changes, a pop-up frame opens called Start Date. Here you decide which visibility and downloadable date the files should have. This can also be adjusted afterwards.




MANAGE FILES AND FILE DATA

Gamla vattentornet Kalmar



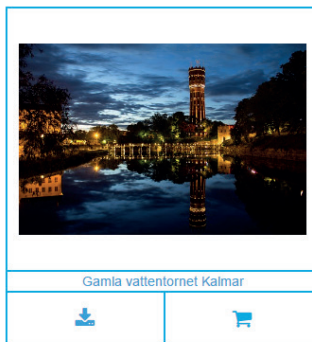
Gamla vattentornet Kalmar





Title	Gamla vatten				Upload files
Description					
Extra search words	opv filer_a				
Filename	IMG_4137_2_1.jpg				
Filesize	4.05MB				
Uploaded	2016-08-11 17:51:36				
Last modified	2016-09-21 10:54:13				
Artikelnummer					

To administer the file or file data you must first click on the appropriate file from the category it is located in. This opens the file and the file data into a new view. The icon for managing file/file data can be found highlighted in yellow on the image above.

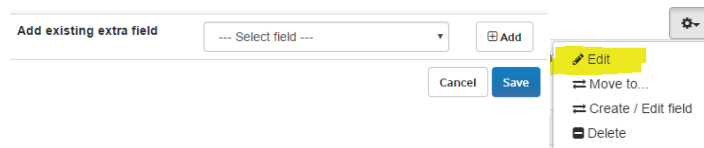
Gamla vattentornet Kalmar



			+ Upload files
Title	Gamla vatten		
Description			
Extra search words	opv filer_a		
Filename	IMG_4137_2_1.jpg		
Filesize	4.05MB		
Uploaded	2016-08-11 17:51:36		
Last modified	2016-09-21 10:54:13		
Artikelnummer			

OPV Storage consists of some mandatory fields in a new installation, such as Title, Description, Additional key-words, photographer and the field extension Scheduled Right Changes. All other fields are created by an user with administrator rights in the system.

MANAGE FILES AND FILE DATA | Edit



To add fields to the selected file, select the box in the scroll bar in the Add Existing extra field. All the fields that your company created in the system will be addable. To activate a new extra field, select the field in the drop-down list and click Add. Repeat for all the fields you want to add, then press Save.

Note that the scroll bar is empty on extra fields for a new installation, to create new fields in the system, see page 33 in this manual.

MANAGE FILES AND FILE DATA | move to



The function Move to, means that you can move files between different categories. Files can also be placed in multiple categories, this is done by holding the CTRL-key while you select a new category with the mouse. Click the Save button to activate the move.

Note! Files placed in multiple categories are still one and the same file during administration. If you alter file data for a file placed in one category, it will impact all copies. The same applies if you delete a file, then all copies are also deleted.

MANAGE FILES AND FILE DATA | Create & Edit Data Fields

Create / Edit field

Create new or edit: Create new

Name: Name

Type of field: Text field (single line)

Settings: ☒ Automatically added to new files, ☒ Mandatory

Maximum number of characters:

Cancel Save

Context menu: Edit, Move to..., Create / Edit field, Delete

In this function, administrators create new fields or edit existing settings. To create a new field, type the name of the new field. Then select the type of field it should be, well as the setting the field should have.

Settings for a extra field is: Automatically added to new files and Mandatory.

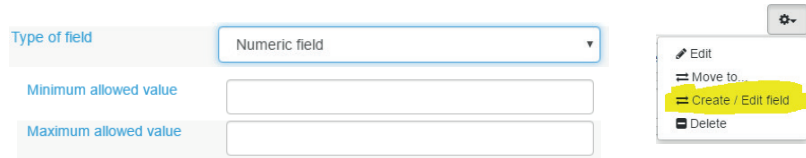
- Automatically added to all new files: All new files uploaded, when checked this option, will also automatically get this field.
- Mandatory: This setting implies that field upon administration can not be left without data.

MANAGE FILES AND FILE DATA | Create & Edit Data Fields

The screenshot displays a user interface for creating and editing data fields. It includes a dropdown menu for 'Type of field' currently showing 'Text field (single line)', an input field for 'Maximum number of characters', and a context menu with options: Edit, Move to..., Create / Edit field (highlighted in yellow), and Delete.

Text field (single line): This field can handle all types of data, such as letters, numbers and characters. By entering a numeric value in the maximum number of characters, you can limit the number of characters as maximum permissible.

MANAGE FILES AND FILE DATA | Create & Edit Data Fields



Type of field: Numeric field

Minimum allowed value:

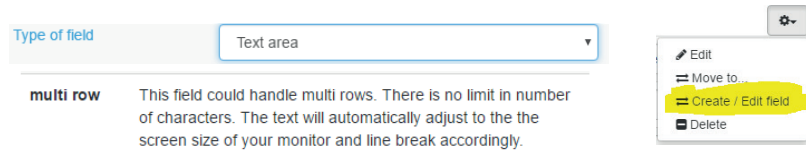
Maximum allowed value:

Context menu options:

- Edit
- Move to...
- Create / Edit field
- Delete

Numeric field: This field supports only digits, 0-9. By entering the Minimum value and maximum value, you can format the field with the minimum and maximum value that can be entered.

MANAGE FILES AND FILE DATA | Create & Edit Data Fields




The screenshot shows a user interface for creating or editing data fields. On the left, under the heading "Type of field", a dropdown menu is open, displaying "Text area" as the selected option. Below this, the "multi row" option is highlighted in blue. To the right of the dropdown, a text description states: "This field could handle multi rows. There is no limit in number of characters. The text will automatically adjust to the the screen size of your monitor and line break accordingly." On the far right, a context menu is visible, containing four options: "Edit", "Move to...", "Create / Edit field" (which is highlighted in yellow), and "Delete". A gear icon is located at the top right of the context menu.

Text fields (multi row): This field can handle all sorts of characters and No restriction in number of characters. The field will automatically wrap to the number of rows required.

MANAGE FILES AND FILE DATA | Create & Edit Data Fields

Type of field	Check box
Orderable Unit	<input checked="" type="checkbox"/>
Orderable Unit	Yes



- Edit
- Move to...
- Create / Edit field
- Delete

Check Box: This field is administered by clicking a check box. The result is a yes or no value.

MANAGE FILES AND FILE DATA | Create & Edit Data Fields

The screenshot displays the configuration interface for a 'Drop down list' field. At the top, a 'Type of field' dropdown is set to 'Drop down list'. Below this, the 'List settings' section includes an 'Add option' input field, an 'Add' button, and a 'Current options' list box. To the right of the 'Current options' list are buttons for 'Remove selected' and 'Sort by name'. A 'Scroll-list' section at the bottom shows a table with one entry: 'Scroll-list' and 'Alt. 1'. On the far right, a floating menu is open, showing options: 'Edit', 'Move to...', 'Create / Edit field' (highlighted in yellow), and 'Delete'.

Type of field: Drop down list

List settings

Add option

Add

Current options

Remove selected

Sort by name

Scroll-list

Alt. 1

Scroll-list	Alt. 1
Scroll-list	Alt. 1

Drop down list: This field is administered by creating one or more drop-down options. When administering the Drop down options, choose which option a file should have and the value is then presented in text form.

MANAGE FILES AND FILE DATA | Create & Edit Data Fields

Type of field Radio button list

List settings

Add option

Current options

Buttons: Add, Remove selected, Sort by name

Radio buttons

- ☒ Alt 1
- ☐ Alt 2
- ☐ Alt 3

Radio buttons Alt 1

Context menu: Edit, Move to..., Create / Edit field (highlighted), Delete

Radio button list: This field is administered by creating one or more Radio buttons Options. When administering the Radio button options, choose which option a file should have and the value is then presented in text form.

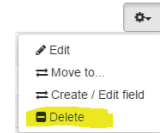
MANAGE FILES AND FILE DATA | Delete

Radera fil

Du håller på att ta bort 'CRM'

Avbryt

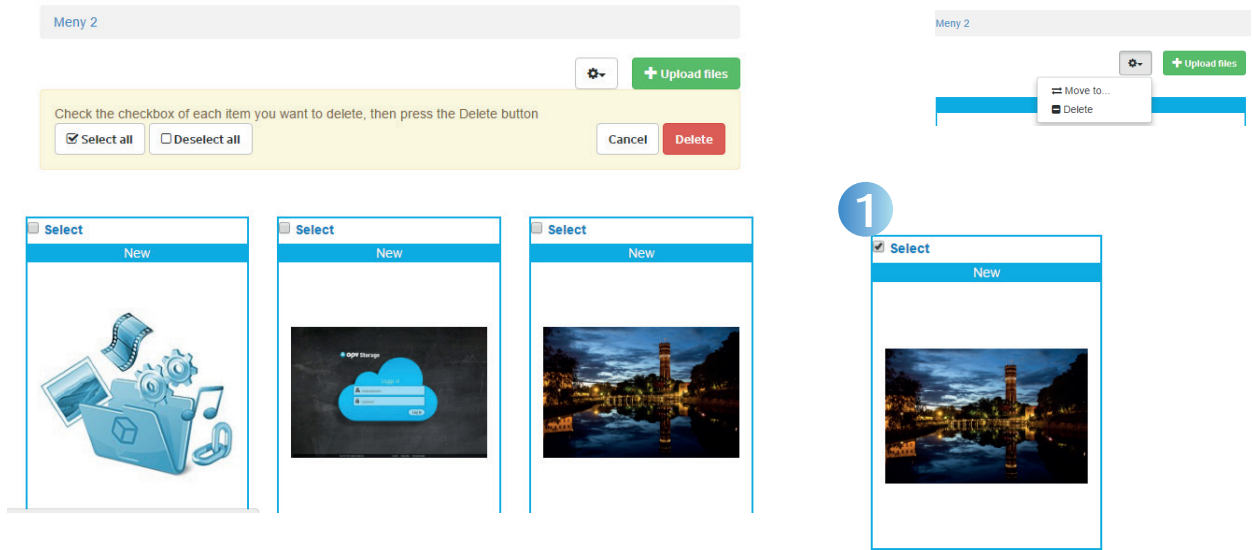
Radera



Go to a file and click to open the file detailed information page, select the Delete option. A alert box will open to verify that you really want to delete the item. Click the Delete button to delete the file.

Note! Are there any copies of the file in the other categories, they will also be deleted.

MANAGE FILES AND FILE DATA | Multi-Delete

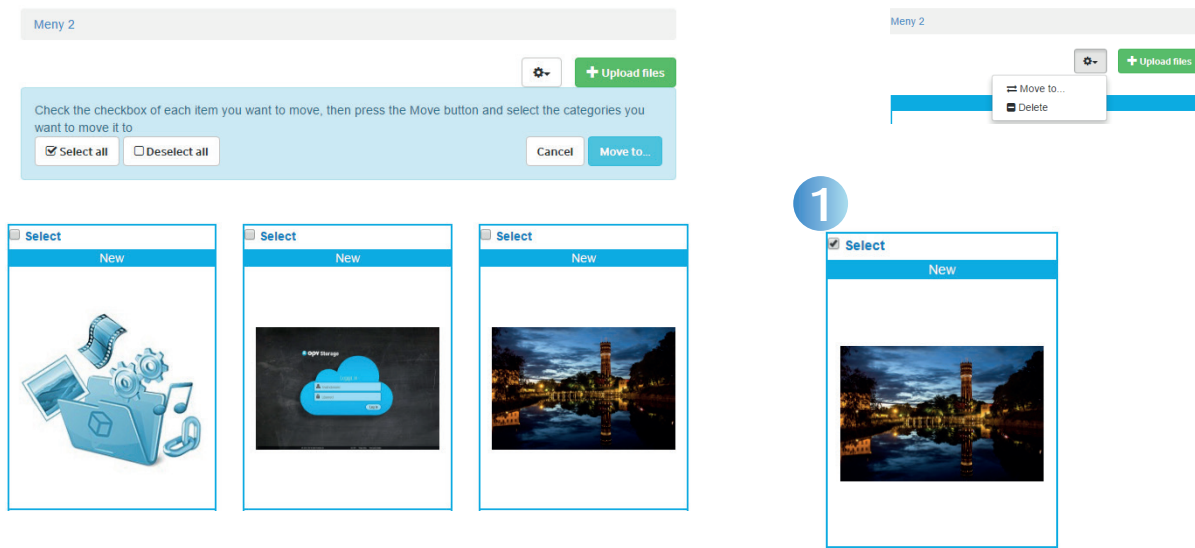


Delete one or more files is done via any category. In the above example option is selected from the Meny 2. A frame pops up that enables "Select all" and "Deselect All". This option means that all files will be activated alternatively deactivated for deletion.

Figure 1. You can also click the "Select" box for each file.

Once all files are clicked as shown in Figure 1 above, press the Delete button and all files will be deleted.

MANAGE FILES AND FILE DATA | Multi-Move to

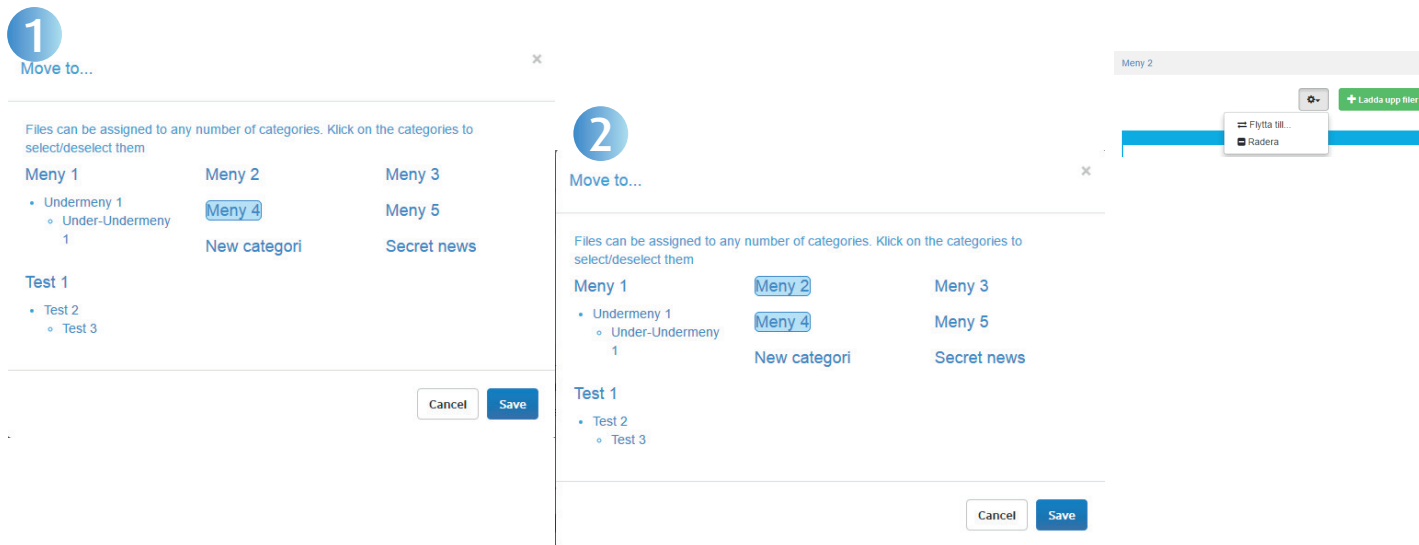


Move one or more files is done via any category. In the above example option is selected from the menu 2. A box pops up that enables "Select all" and "Deselect all". This option means that all files will be activated alternatively deactivated for move.

Figure 1. You can also click the "Select" box for each file.

Once all files are clicked as shown in Figure 1 above, press the Move to.

MANAGE FILES AND FILE DATA | Multi-Move to



A new frame opens that lists all the categories you can move to. The category files currently are in, is always selected, in this case the Meny 2.

1. Figure 1 shows an example of a move to from Meny 2 to Meny 4. This is done by holding down the CTRL key while you press the Meny 2 to deactivate this category, then press and hold the CTRL key and press the Meny 4. Figure 2 shows examples of where chosen to keep the files in Meny 2 but also move them to Meny 4. Press the Save button to activate the move.

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MODUL - NOTIFICATIONS

Notifications

- ☐ Archived
- ☐ Created
- ☐ Deleted
- ☐ No longer downloadable
- ☐ Now downloadable
- ☐ Updated

Notification modul gives administer of the system an automatic way to share information about stored files, such as, when file was archived, created, deleted, no longer downloadable, now downloadable and updated.

The nofications will be sent to subscribers email account and vary depending on Notification subscription.