

## Part I – Security Code Generation

Go to <http://vdr.gennexfp.com> and login with GenNex VDR username/password.

GenNex Virtual Data Room  
A highly secure on-line solution

GENNEX  
Experience Makes Perfect  
经验 成就完美

Virtual Data Room - Security Code Generation

“No login attempted”

Username:   
Password:   
Continue

GENNEX  
Experience Makes Perfect  
经验 成就完美

GenNex Virtual Data Room - Security Code

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[Password Reset](#) | [Support](#) | [Feedback](#) | [Bugs](#) | [User Guide](#) | [使用手册](#)

Reenter the password to confirm security code generation

GENNEX  
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经验 成就完美

Virtual Data Room - Security Code

You are generating security code for User: test. Please re-enter user's password and click Generate to continue.

Username: test  
Password:   
Generate Back

GENNEX  
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GenNex Virtual Data Room - Security Code

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The security code for VDR access will be generated and forward to your email address after successful login

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Virtual Data Room

Security Code for virtual data room is generated. You will receive email shortly.

GenNex Virtual Data Room

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GenNex Virtual Data Room - Security Code

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Search Inbox (Ctrl+E)

From

Subject

Received

Size

Date: Today

root

GenNex Virtual Data Room - Security Code

Mon 12/15/2014 5:42 PM

1 KB

Mon 12/15/2014 5:01 PM

1 KB

Mon 12/15/2014 4:56 PM

1 KB

Sun 12/14/2014 11:32 AM

651 KB

Fri 12/12/2014 5:05 PM

53 KB

Thu 12/11/2014 6:20 PM

42 KB

Thu 12/11/2014 6:18 PM

3 KB

Thu 12/11/2014 4:15 PM

168 KB

Thu 12/11/2014 12:04 PM

91 KB

Thu 12/11/2014 11:44 AM

50 KB

Tue 12/9/2014 2:53 PM

83 KB

Mon 12/8/2014 5:37 PM

42 KB

Fri 12/5/2014 5:26 PM

39 KB

Fri 12/5/2014 12:08 PM

83 KB

Fri 12/5/2014 11:42 AM

45 KB

Thu 12/4/2014 6:24 PM

10 KB

Thu 12/4/2014 3:03 PM

44 KB

Thu 12/4/2014 12:52 PM

42 KB

Thu 12/4/2014 5:42 AM

14 KB

Wed 12/3/2014 12:53 PM

32 KB

Wed 12/3/2014 12:04 PM

56 KB

Wed 12/3/2014 11:56 AM

306 KB

Wed 12/3/2014 10:49 AM

97 KB

Wed 12/3/2014 10:11 AM

89 KB

Tue 12/2/2014 4:31 PM

49 KB

Mon 12/1/2014 3:05 PM

58 KB

GenNex Virtual Data Room - Security

root <root@vdr.gennexfp.com>

Sent: Mon 12/15/2014 5:42 PM

To: test@localhost.localdomain

Dear Customer,

Thank you for using GenNex Data Storage Service. Please input below email security code. The code is valid for 30 minutes.

Username : test

Security Code: wIXboLjQaa

Please note this security code is not a password and serves for double authentication only. If you have any queries, please call our 24-hour Account Service Hotline at 3173 2222.

Yours sincerely,  
GenNex Financial Media Limited

\*\*\*\*\*

\*  
This email is generated by system, please DO NOT reply.  
\*\*\*\*\*

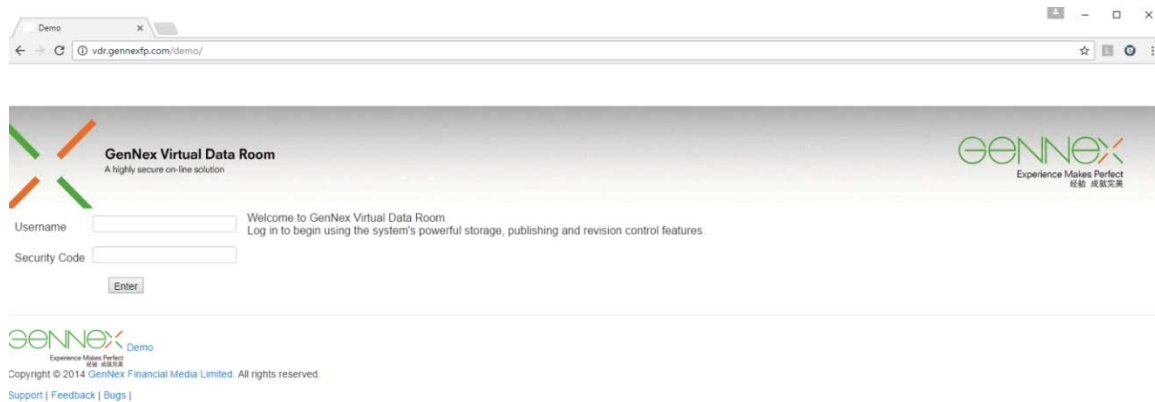
\*

*\*Once we have the security code we can click the button to “GenNex Virtual Data Room”. Please be reminded that the security code is ONLY valid for 30 minutes after being generated. We have to regenerate when it expires. However we can keep using the VDR once we are in unless we logoff from the system.*

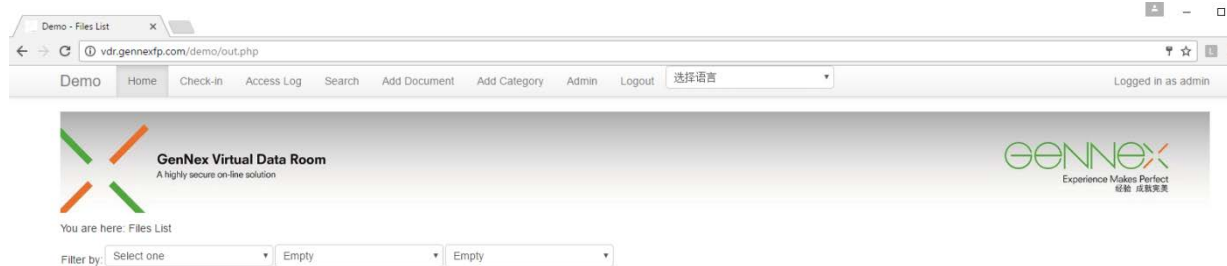
## **Part II – Virtual Data Room**

### **2.1 Login with security code provided in the email.**

*(e.g. Username = test & Security Code = wIXboLjQaa in our example above)*



**The VDR Home page: the options available in VDR depend on user's access level (e.g. View – V; Read – R or read write - RW)**



V – Users can only View files in VDR but NOT allowed to download/save or print.

R – Users can download/save/print files in VDR and modify files (i.e. Check in) provided that they are given “write” permission on a particular file by file owner

RW – Users can add files in VDR and can assign various levels of permission to individuals and/or folder group users.

**\*Levels of permission**

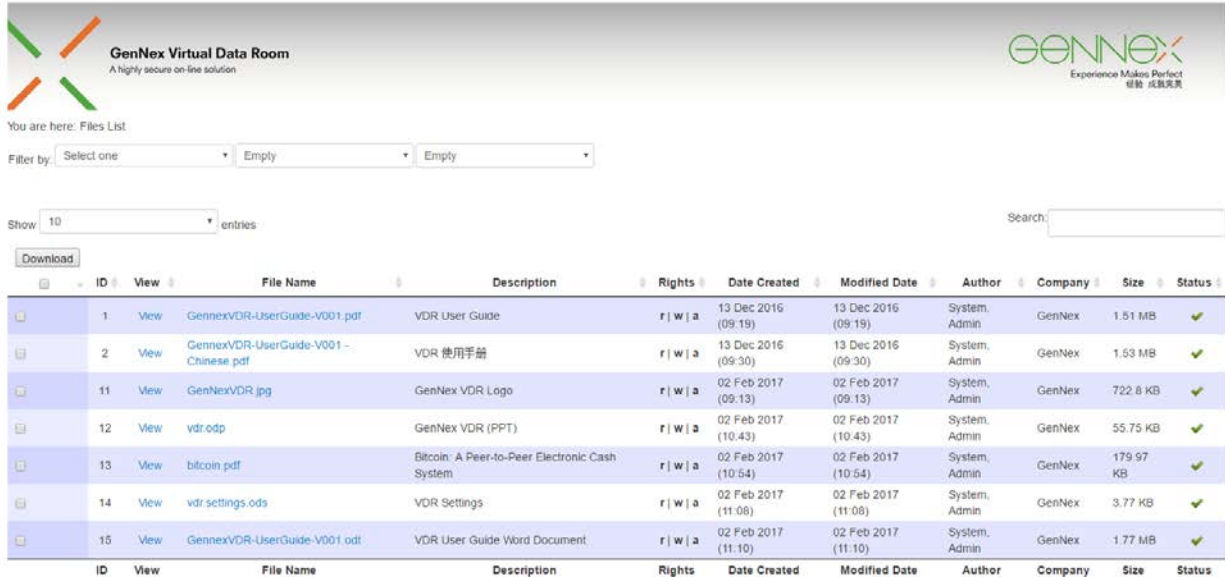
View – view file in VDR file viewer only. No save or print is allowed.

Read – can download and read the file in VDR

Write – can write (i.e. check in/check out) the file in VDR

Admin – can delete and assign file permission

## 2.2 VDR Operation



The screenshot displays the GenNex Virtual Data Room interface. At the top, the header includes the GenNex logo and the text "GenNex Virtual Data Room" and "A highly secure on-line solution". Below the header, there is a navigation bar with "You are here: Files List". A filter section shows "Filter by:" with three dropdown menus, all currently set to "Empty". A "Show:" dropdown is set to "10" entries. A "Search:" input field is located on the right. A "Download" button is visible on the left. The main content is a table listing documents with columns: ID, View, File Name, Description, Rights, Date Created, Modified Date, Author, Company, Size, and Status. The table contains 15 entries, each with a document icon, a "View" link, and a green checkmark in the status column.

ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Company	Size	Status
1	<a href="#">View</a>	GenNexVDR-UserGuide-V001.pdf	VDR User Guide	r   w   a	13 Dec 2016 (09:19)	13 Dec 2016 (09:19)	System, Admin	GenNex	1.51 MB	✓
2	<a href="#">View</a>	GenNexVDR-UserGuide-V001 - Chinese.pdf	VDR 使用手册	r   w   a	13 Dec 2016 (09:30)	13 Dec 2016 (09:30)	System, Admin	GenNex	1.53 MB	✓
11	<a href="#">View</a>	GenNexVDR.jpg	GenNex VDR Logo	r   w   a	02 Feb 2017 (09:13)	02 Feb 2017 (09:13)	System, Admin	GenNex	722.8 KB	✓
12	<a href="#">View</a>	vdr.odp	GenNex VDR (PPT)	r   w   a	02 Feb 2017 (10:43)	02 Feb 2017 (10:43)	System, Admin	GenNex	55.75 KB	✓
13	<a href="#">View</a>	bitcoin.pdf	Bitcoin: A Peer-to-Peer Electronic Cash System	r   w   a	02 Feb 2017 (10:54)	02 Feb 2017 (10:54)	System, Admin	GenNex	179.97 KB	✓
14	<a href="#">View</a>	vdr.settings.ods	VDR Settings	r   w   a	02 Feb 2017 (11:08)	02 Feb 2017 (11:08)	System, Admin	GenNex	3.77 KB	✓
15	<a href="#">View</a>	GenNexVDR-UserGuide-V001.odt	VDR User Guide Word Document	r   w   a	02 Feb 2017 (11:10)	02 Feb 2017 (11:10)	System, Admin	GenNex	1.77 MB	✓

### 2.2.1 Add Document

Click the “Add Document” button if you have “Add Document” access. After file(s) is chosen and all input is completed click “Submit”. File will be added accordingly.

**\*Multiple files upload** are allowed by holding “Control” key when selecting.

*File Location – browse to select the file we want to add in VDR*

*Assign to folder group – assign to author folder group by default where we can change if necessary*

*Category – assign to desired category which is user defined*

*Permission – assign permission of this added document to folder groups and users as mentioned in previous section.*

*Description/Comment – input author want to associate with the file*

You are here: Add New File

File Location

No file chosen

Assign to folder group

Category

## Edit Folder Group(Department) Permissions

Search:

Department	Forbidden	None	View	Read	Write	Admin
Gennex	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Test	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Showing 1 to 2 of 2 entries

Permissions

## Edit User Permissions

Search:

User	Forbidden	View	Read	Write	Admin
as01, as01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
as02, as02	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
bd, bd01	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
bd, bd02	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chen, Gary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lam, Jimmy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lau, KwanChi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
User, Admin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Showing 1 to 8 of 8 entries

Description

Comment

## 2.2.2 Download Documents

Checkbox is available if user has the READ access to a particular file. Click the checkbox of each file and click “Download” button to download.

[Download](#)

ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Company	Size	Status
11	<a href="#">View</a>	GenNexVDR.jpg	GenNex VDR Logo	- - -	02 Feb 2017 (09:13)	02 Feb 2017 (09:13)	System Admin	GenNex	722.8 KB	✓
12	<a href="#">View</a>	vdr.odp	GenNex VDR (PPT)	- - -	02 Feb 2017 (10:43)	02 Feb 2017 (10:43)	System Admin	GenNex	55.75 KB	✓
13	<a href="#">View</a>	bitcoin.pdf	Bitcoin: A Peer-to-Peer Electronic Cash System	- - -	02 Feb 2017 (10:54)	02 Feb 2017 (10:54)	System Admin	GenNex	179.97 KB	✓
14	<a href="#">View</a>	vdr.settings.odt	VDR Settings	- - -	02 Feb 2017 (11:08)	02 Feb 2017 (11:08)	System Admin	GenNex	3.77 KB	✓
15	<a href="#">View</a>	GenNexVDR-UserGuide-V001.odt	VDR User Guide Word Document	- - -	02 Feb 2017 (11:10)	02 Feb 2017 (11:10)	System Admin	GenNex	1.77 MB	✓
<input checked="" type="checkbox"/>	<a href="#">View</a>	GenNexVDR-UserGuide-V001.pdf	VDR User Guide	r - -	13 Dec 2016 (09:19)	13 Dec 2016 (09:19)	System Admin	GenNex	1.51 MB	✓
<input checked="" type="checkbox"/>	<a href="#">View</a>	GenNexVDR-UserGuide-V001-Chinese.pdf	VDR 使用手册	r - -	13 Dec 2016 (09:30)	13 Dec 2016 (09:30)	System Admin	GenNex	1.53 MB	✓

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

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Experience Makes Perfect  
R&D 852534  
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GenNexVDR-UserG...pdf ^ GenNexVDR-UserG...pdf ^ [Show all](#) X

## 2.2.3 Access Log

Users who have RW access to VDR will be able to see “Access Log” which provides the files’ access activities.

GenNex Virtual Data Room (Testing) [Home](#) [Check-in](#) [Access Log](#) [Search](#) [Add Document](#) [Logout](#) Logged in as [kwanlau](#)

You are here: Access Log

Show  entries Search:

File Name	File ID	User Name	Action	Date
1.png	18	kwanlau	File Checked-out	2014-12-12 10:41:50
1.png	18	kwanlau	File Downloaded	2014-12-12 10:41:50
1.png	18	kwanlau	File Viewed	2014-12-12 10:50:11
1.png	18	kwanlau	File Viewed	2014-12-12 14:52:41
1.png	18	kwanlau	File Viewed	2014-12-12 14:52:49
1.png	18	kwanlau	File Downloaded	2014-12-12 14:53:11
1.png	18	kwanlau	File Checked-in	2014-12-12 14:53:29
1.png	18	kwanlau	File Downloaded	2014-12-16 08:56:52
BD - William - Eng.png	27	kwanlau	File Downloaded	2014-12-16 08:56:52
GenNex Letterhead 38F.jpg	26	kwanlau	File Downloaded	2014-12-16 08:56:52

Showing 1 to 10 of 18 entries

First Previous 1 2 Next Last

## 2.2.4 File details – Delete/Edit/Check out/History

The author or user with “admin” permission has “All” access to a file. Entering the file details by clicking the file name will see the options available.

You are here: [Files List](#) > File Details

✓ **SDL\_pb\_XPP\_EN\_LTR\_hires\_tcm10-5104.pdf**

**Category:** test

**Size:** 2.49 MB

**Date Created:** 16 Dec 2014 (09:01)

**Owner:** Lau, KwanChi

**Description:** No description available

**Comment:**

**Revision:** 1

[View](#) [Check out](#) [Edit](#) [Delete](#) [History](#)

### 2.2.4.1 Delete

Delete is to delete the file by clicking “Delete” link. Click “OK” to confirm when the popup comes up.

You are here: [Files List](#) > File Details

✓ **SDL\_pb\_XPP\_EN\_LTR\_hires\_tcm10-5104.pdf**

**Category:** test

**Size:** 2.49 MB

**Date Created:** 16 Dec 2014 (09:01)

**Owner:** Lau, KwanChi

**Description:** No description available

**Comment:**

**Revision:** 1

[View](#) [Check out](#) [Edit](#) [Delete](#) [History](#)

**GenNEX** GenNex Virtual Data Room (Testing)  
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[Support](#) | [Feedback](#) | [Bugs](#)



The page at vdr.gennexfm.com says:  
Are you sure?

[Cancel](#) [OK](#)

You are here: [Files List](#)

 Document has been removed

Filter by: [Select one](#) [Empty](#) [Empty](#)

Show [10](#) entries

Search:

Download

<input type="checkbox"/>	ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Folder Group	Size	Status
	17		apache_pb.gif	No description available	-   -   -	11 Dec 2014 (20:34)	11 Dec 2014 (20:34)	User, Admin	Gennex	2.27 KB	✓
	20		3.png	No description available	-   -   -	12 Dec 2014 (15:32)	12 Dec 2014 (15:32)	User, Admin	Gennex	26.87 KB	✓
	28		apache_pb.gif	No description available	-   -   -	15 Dec 2014 (23:16)	15 Dec 2014 (23:16)	User, Admin	Gennex	2.27 KB	✓
<input type="checkbox"/>	18	View	1.png	No description available	r   w   -	11 Dec 2014 (21:53)	12 Dec 2014 (14:53)	Chen, Gary	Gennex	167.7 KB	✓
<input type="checkbox"/>	26	View	GenNex Letterhead 38F.jpg	Uploaded from Will	r   w   -	15 Dec 2014 (11:49)	15 Dec 2014 (12:07)	bd, bd01	Gennex	314.38 KB	✓
<input type="checkbox"/>	27	View	BD - William - Eng.png	No description available	r   w   -	15 Dec 2014 (12:22)	16 Dec 2014 (08:59)	bd, bd01	Gennex	797.92 KB	✓
ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Folder Group	Size	Status	

Showing 1 to 6 of 6 entries

First

Previous

1

Next

Last

### 2.2.4.2 Edit

Edit is to edit the file permission and information including folder group, description, comment, etc. by clicking “Edit” link which is similar to what we see in “Add Document”. Click “Save” when done.

You are here: [Files List](#) > [File Details](#) > Update File

Name	<b>apache_pb.gif</b>
Assign to owner	<input type="text" value="User, Admin"/>
Assign to folder group	<input type="text" value="Gennex"/>
<a href="#">Category</a>	<input type="text" value="test"/>

---

#### [Edit Folder Group\(Department\) Permissions](#)

[Permissions](#)

---

#### [Edit User Permissions](#)

---

[Description](#)

[Comment](#)

Save

Reset



### 2.2.4.3 Check out

A user who has write access to a file can “check out” the file for “writing”. After check out the file status will change to “x” (i.e. check out) so that other users know the file has been checked out for update. The file becomes read only and no other can “write” on it until it is checked in (i.e. a new version is available).

GenNex Virtual Data Room (Testing) Home Check-in Access Log Search Add Document Logout

You are here: [Files List](#) > [File Details](#) > Check-out File

**Check-out File** Click to check out the selected document and begin downloading it to your local workstation

Once the document has completed downloading, you may [Continue](#).

Show 10 entries Search:

Download

	ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Folder Group	Size	Status
<input type="checkbox"/>	18	<a href="#">View</a>	1.png	No description available	r   w   -	11 Dec 2014 (21:53)	12 Dec 2014 (14:53)	Chen, Gary	Gennex	167.7 KB	✓
<input type="checkbox"/>	26	<a href="#">View</a>	GenNex Letterhead 38F.png	Uploaded from Will	r   w   -	15 Dec 2014 (11:49)	15 Dec 2014 (12:07)	bd, bd01	Gennex	314.38 KB	✓
<input type="checkbox"/>	27	<a href="#">View</a>	BD - William - Eng.png	No description available	r   w   -	15 Dec 2014 (12:22)	15 Dec 2014 (12:22)	bd, bd01	Gennex	797.92 KB	✗
<input type="checkbox"/>	17	<a href="#">View</a>	apache_pb.gif	No description available	-   -   -	11 Dec 2014 (20:34)	11 Dec 2014 (20:34)	User, Admin	Gennex	2.27 KB	✓
<input type="checkbox"/>	20	<a href="#">View</a>	3.png	No description available	-   -   -	12 Dec 2014 (15:32)	12 Dec 2014 (15:32)	User, Admin	Gennex	26.87 KB	✓
<input type="checkbox"/>	28	<a href="#">View</a>	apache_pb.gif	No description available	-   -   -	15 Dec 2014 (23:16)	15 Dec 2014 (23:16)	User, Admin	Gennex	2.27 KB	✓

ID View File Name Description Rights Date Created Modified Date Author Folder Group Size Status

Showing 1 to 6 of 6 entries First Previous 1 Next Last

### 2.2.4.4 History

History shows the modifications being done including creation date, check out, check in, etc.

You are here: [Files List](#) > [File Details](#) > History

✓ BD - William - Eng.png

**Category:** Non unique file id

**File size:** 797.92 KB

**Creation date:** 15 Dec 2014 (12:22)

**Owner:** bd, bd01

**Description:** No description available

**Comment:** No author comments available

**Revision:** Latest



History


Version	Modification date	By	Note
current	16 Dec 2014 (08:59)	Lau, KwanChi	
1	15 Dec 2014 (12:22)	bd, bd01	Initial import

## 2.2.5 Check In

Anyone can check out and in a file if given the write permission even though the user may not be able to “Add Document”. Once the update is done after check out, user can check in the file by clicking the “Check in” option at the top of the menu. It shows the files checked out by the user and waiting for check in. Once “Check in” is done the file status will change back to normal.

You are here: Check-in

### Documents currently checked out by you : 1

Check-in	File Name	Description	Date Created	Owner	Size
	Check-in BD - William - Eng.png	No information available	15 Dec 2014 (12:22)	bd, bd01	797.92 KB

You are here: [Check-in](#) > Check-in


**Filename** BD - William - Eng.png

**Description** No description available

**File Location**  BD - William - Eng.png

**Note for revision log**

You are here: Files List

 Document successfully checked in

Filter by:

Show  entries Search:

<input type="checkbox"/>	ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Folder Group	Size	Status
<input type="checkbox"/>	18	<a href="#">View</a>	1.png	No description available	r   w   -	11 Dec 2014 (21:53)	12 Dec 2014 (14:53)	Chen, Gary	Gennex	167.7 KB	✓
<input type="checkbox"/>	26	<a href="#">View</a>	GenNex Letterhead 38F.jpg	Uploaded from Will	r   w   -	15 Dec 2014 (11:49)	15 Dec 2014 (12:07)	bd, bd01	Gennex	314.38 KB	✓
<input type="checkbox"/>	27	<a href="#">View</a>	BD - William - Eng.png	No description available	r   w   -	15 Dec 2014 (12:22)	16 Dec 2014 (08:59)	bd, bd01	Gennex	797.92 KB	✓
<input type="checkbox"/>	17		apache_pb.gif	No description available	-   -   -	11 Dec 2014 (20:34)	11 Dec 2014 (20:34)	User, Admin	Gennex	2.27 KB	✓
<input type="checkbox"/>	20		3.png	No description available	-   -   -	12 Dec 2014 (15:32)	12 Dec 2014 (15:32)	User, Admin	Gennex	26.87 KB	✓
<input type="checkbox"/>	28		apache_pb.gif	No description available	-   -   -	15 Dec 2014 (23:16)	15 Dec 2014 (23:16)	User, Admin	Gennex	2.27 KB	✓

IDViewFile NameDescriptionRightsDate CreatedModified DateAuthorFolder GroupSizeStatus

Showing 1 to 6 of 6 entries

## 2.2.6 Search

Search is available by filename, author, etc. Below is an example to search by author.

GenNex Virtual Data Room (Testing)   Home   Check-in   Access Log   **Search**   Add Document   Logout

You are here: Search

**Search term**  

**Search**  

Exact Phrase: ☐ Case Sensitive ☐

---

You are here: Search

Show  entries   Search:

<input type="checkbox"/>	ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Folder Group	Size	Status
<input type="checkbox"/>	29	<a href="#">View</a>	SDL_pb_XPP_EN_LTR_hires_tcm10-5104.pdf	No description available	r   w   a	16 Dec 2014 (09:01)	16 Dec 2014 (09:01)	Lau, KwanChi	Gennex	2.49 MB	✓

ID   View   File Name   Description   Rights   Date Created   Modified Date   Author   Folder Group   Size   Status

Showing 1 to 1 of 1 entries  

## 2.2.7 Logout

We should logout from the system when we finish to play safe.

## 2.2.8 File Viewing

### 2.2.8.1 User with View Access Only

Demo Home Check-in Access Log Search Add Document Add Category Admin Logout

**GenNex Virtual Data Room**  
A highly secure on-line solution

You are here: [Files List](#) > [File Details](#) > Update File

Name: **bitcoin.pdf**

Assign to owner: System, Admin

Assign to company: GenNex

Category: GenNex

**Edit Company Permissions**

Search:

Company	Forbidden	None	View	Read	Write	Admin
Testing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GenNex	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Permissions**

Show 10 entries

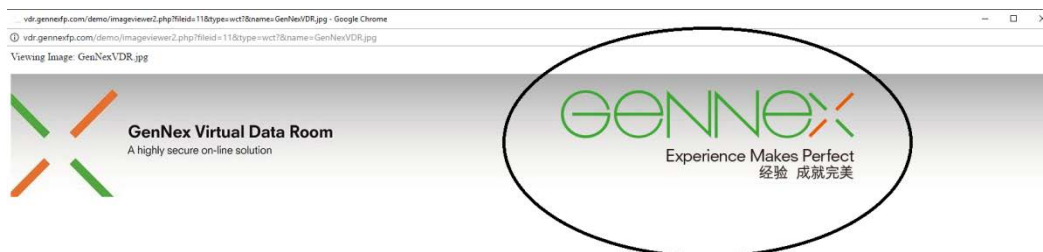
Download

ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Company	Size	Status
11	<a href="#">View</a>	GenNexVDR.jpg	GenNex VDR Logo	-   -   -	02 Feb 2017 (09:13)	02 Feb 2017 (09:13)	System, Admin	GenNex	722.8 KB	✓
12	<a href="#">View</a>	vdr.odp	GenNex VDR (PPT)	+   -   -	02 Feb 2017 (10:43)	02 Feb 2017 (10:43)	System, Admin	GenNex	55.75 KB	✓
13	<a href="#">View</a>	bitcoin.pdf	Bitcoin: A Peer-to-Peer Electronic Cash System	-   -   -	02 Feb 2017 (10:54)	02 Feb 2017 (10:54)	System, Admin	GenNex	179.97 KB	✓
14	<a href="#">View</a>	vdr.settings.odt	VDR Settings	+   -   -	02 Feb 2017 (11:08)	02 Feb 2017 (11:08)	System, Admin	GenNex	3.77 KB	✓
15	<a href="#">View</a>	GenNexVDR-UserGuide-V001.odt	VDR User Guide Word Document	+   -   -	02 Feb 2017	02 Feb 2017	System, Admin	GenNex	1.77 MB	✓

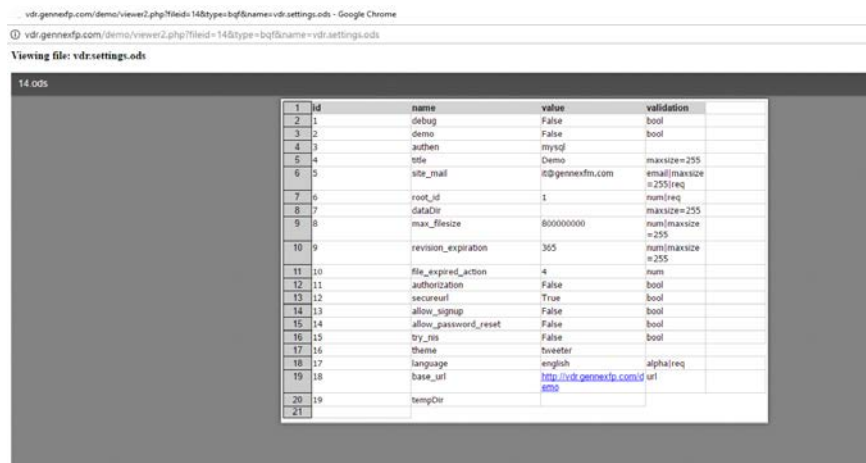
As shown in the picture, the user has no “Rights” on bitcoin.pdf. Since user has the View access, user can click “View” button (as circled) to view file in the file viewer window. In case of a PDF file the file will be watermarked as shown in picture below. User can do page up and down and change the scale of the viewer.



In case of an image file (say png or jpg), the image will be shown in a browser window watermarked with a GenNex Logo (circled) as below.



In case of open documents (MS office document compatible) the file will be shown as it is.



ID	View	File Name	Description	Rights	Date Created	Modified Date	Author	Company	Size	Status
96	<a href="#">View</a>	Telephone_List_v02.pdf	No description available	- - -	16 Jan 2017 (12:53)	16 Jan 2017 (12:53)	admin, admin	GenNex	97.22 KB	
98	<a href="#">View</a>	AKD-73651083014.pdf	No description available	- - -	17 Jan 2017 (10:38)	17 Jan 2017 (10:38)	admin, admin	GenNex	99.06 KB	
99	<a href="#">View</a>	AccessNumbers.pdf	No description available	- - -	17 Jan 2017 (10:39)	17 Jan 2017 (10:39)	admin, admin	GenNex	37.78 KB	
100	<a href="#">View</a>	Phone.pdf	No description available	- - -	17 Jan 2017 (10:42)	17 Jan 2017 (10:42)	admin, admin	GenNex	106.97 KB	
102	<a href="#">View</a>	ExorFile_2016-10-28T10_01_55.xlsx	No description available	- - -	17 Jan 2017 (12:03)	17 Jan 2017 (12:03)	admin, admin	GenNex	25.06 KB	
104	<a href="#">View</a>	C:\Project\Phone\AccessNumbers_0001.pdf	No description available	- - -	20 Jan 2017 (12:12)	20 Jan 2017 (12:12)	admin, admin	GenNex	1.14 MB	
105	<a href="#">View</a>	ew08325ann20150401.pdf	No description available	- - -	20 Jan 2017 (12:10)	20 Jan 2017 (12:10)	admin, admin	GenNex	184.6 KB	
106	<a href="#">View</a>	5606fcd2dc06.pdf	No description available	- - -	20 Jan 2017 (12:12)	20 Jan 2017 (12:12)	admin, admin	GenNex	46.69 KB	

The screenshot shows a Windows File Explorer window titled 'Save As'. The address bar indicates the current location is 'This PC > New Volume (D:) > Data > Documents > vdr > sage'. The left sidebar shows the 'New Volume (D:)' folder selected. The main pane displays a list of files and folders in the 'sage' folder:

Name	Date modified	Type	Size
sage	1/5/2016 6:11 PM	File folder	
GennexVDR-UserGuide-V001.odt	2/2/2017 11:10 AM	OpenDocument T...	1,813 KB

At the bottom, the 'Save As' dialog box is open. The 'File name' field contains 'GennexVDR-UserGuide-V001.odt'. The 'Save as type' dropdown is set to 'OpenDocument Text (\*.odt)'. The 'Authors' field contains 'kwanlau'. The 'Title' field contains 'Add a title'. The 'Subject' field contains 'Specify the subject'. The 'Save' button is highlighted.

### 2.2.8.2 User with Read Access

If user has READ access the View link will open the file in browser as usual. In other words, the file will get downloaded to user's machine and viewed by browser.

