

Obidos User Guide

<https://spenego.com>

SPENEGO

Chapter 1

Obidos - Introductory Concepts

Obidos is a web based Application that allows users to store and share digital artifacts securely without any out of band means. These artifacts can be confidential information, similar to passwords or credit card details or bank account information. Or, it can be information that the User wants to keep securely in one place so that they are easily accessible when needed. One example of this is the warranty information or service contract details of an equipment or machine. In Obidos, information can be shared to groups of users or to individual users. Any information shared with a group/user is visible only to that group/user. It is also possible to revoke sharing. The duration of sharing can be controlled by setting an expiration date. After the expiration date, the shared information will not be visible to the recipient.

1.1 Items

In Obidos, an Item is defined as a secure encrypted representation of a digital artifact. Such an Item can be stored in Obidos. The encryption is done in such a way that the Item can be decrypted only with a passphrase that is private to the User. Every Item has a name. It is possible to search for an Item using its name.

1.1.1 Fields and Values

Each Item is made up of field(s) and value(s) that corresponds to the details of the artifact it represents.

For example, an Item named 'Xyz contract' can have multiple fields like 'Customer number' with value '5643291', 'Tech support phone#' with value '888-5555-1111' and 'Contract expiration' as '31 Dec, 2025'.

Xyz contract

Customer number: 5643291
Tech Support phone#: 888-5555-1111
Contract expiration: 31 Dec, 2025

Figure 1.1: Item

1.1.2 Shareable and Private Items

There are two types of Items; Shareable and Private. A Private Item cannot be shared with others while a Shareable Item can be shared.

1.2 Notes

A Note is a special type of Item. It is similar to a sticky note (or postit note). A Note is a secure encrypted representation of its sticky note equivalent. Every Note has a name. A Note also has a field that stores the content of the Note. Obidos provides a main menu option to manage Notes as 'standalone' Items since Notes are very commonly used, Standalone Notes are free standing Notes and can be created as Private or Shareable. Notes are the only free standing Items in Obidos.

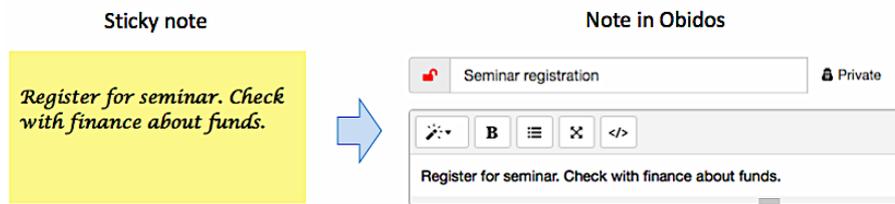


Figure 1.2: Note

1.3 Containers

Items stored inside Obidos can be organized into Containers. Each Container has a name. For example, a Container named 'Personal Items' can be created to hold Items that are personal in nature.

There are two types of Containers; Private and Shareable. Shareable Containers can be shared with others while Private Containers cannot be shared. By default, every user gets a Private Container called 'Private' and a Shareable Container called 'Public'.

Each Container holds the Items stored in it. Placing of an Item in a Container is dictated by the type of the Container and the type of the Item.

Private Containers can hold only Private Items. A Shareable Item cannot be placed in a Private Container. Shareable Containers can hold both Shareable and Private Items (see Figure 1.3).

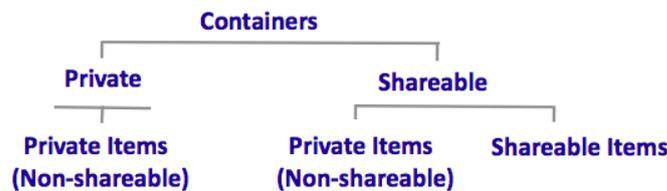


Figure 1.3: Containers

When a Shareable Container is shared with others, only Shareable Items inside the Container will be visible to them. Private Items inside that Shareable Container will be completely hidden from others.

As an example, a Private Container named 'Personal Items' can be created to contain 3 Private Items named 'Bank Account', 'Cloud Account', and 'Procurement Card'. Note that in this case all the three Items will be Private because a Private Container can hold only Private Items.

In addition to having a name, each Item is made up of field(s) and value(s). For example, in the 'Personal Items' container, the 'Bank Account' Item can have a field 'Account#' with value '87399901'. In case the Routing number of the bank has to be stored, another field 'Routing#' can be added with its value '3452327'. (See figure 1.4)

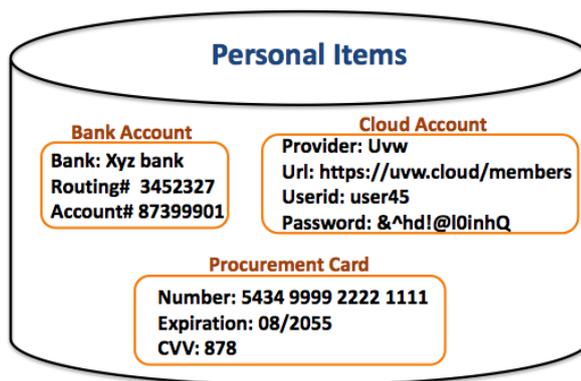


Figure 1.4: Private Container

A Shareable Container named 'Lab Accounts' can be used to hold Shareable Items that has names 'xyz customer support' and 'Web Console'. 'Lab Accounts' Container may also hold a Private Item 'Database Account'. When 'Lab Accounts' is shared to others, they will see the Items 'xyz customer support' and 'Web Console', but will not see the Item 'Database Account'. (See figure 1.5)

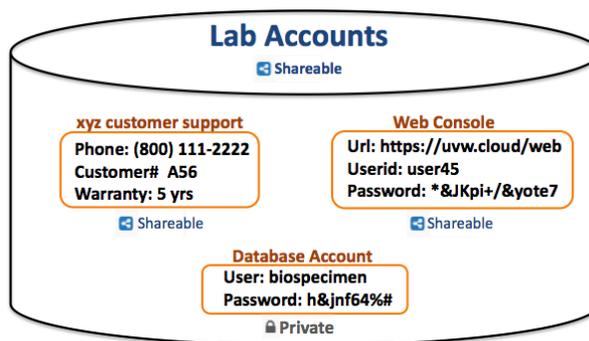


Figure 1.5: Shareable Container

Users have permissions to create/modify Containers and Items. The distinction between standalone Notes and Containerized Items is visually represented in the following figure.

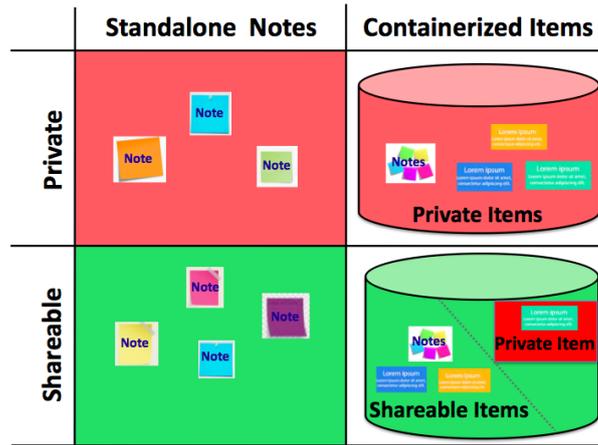


Figure 1.6: Standalone Notes and Containerized Items

1.4 Templates

There are various Items that follow a common format. Such formats can be captured as Templates. Templates provide common structures for often used Items. A Template has the pre-defined fields of the Item. These Templates can be used as a guide to create instances of Items in a Container. When using a Template to create an Item, the User has to just fill in the values for the predefined fields. Templates can be Global or Personal. Global Templates are available to all users. Obidos provides a number of predefined Global Templates.

For example, a Template called 'Cloud Account' can have the following fields:
url, username, password, email

When a user uses the 'Cloud Account' Template to create an Item called 'Web Server', values for the fields url, username, password and email have to be supplied by the User (see following Figure).



Figure 1.7: Instantiation of an Item from a Template

Every user has permissions to create/modify Personal Templates. However, creation/modification of Global Templates requires special permission. The administrator can grant a user permission to create/modify Global Templates. Users can also copy a Global Template into their Personal Templates and modify it to suit their purpose.

1.5 Groups

A set of users can be organized into a Group. The Group can have a name. It is possible to share an entity with a Group. This makes it easy to share with a collection of users; especially if sharing is done to the same Group for multiple entities.

1.6 Features

Note that all features of Obidos are discussed in the guides. However, only the features that are licensed will be available in the instance.

Chapter 2

Logging into Obidos

The default login screen is shown in the following figure.



Figure 2.1: Obidos Login Screen

2.1 Username and Password

In order to log into Obidos a user needs a username and password. If the user account is maintained completely within Obidos, it is a local account. For local accounts, the username and password are both managed within Obidos.

If the user account is set up for single signon using corporate directory service, the username and password must be entered as they are in the corporate directory.

2.1.1 Local Password

User passwords issued by Obidos will follow the password policies set in Obidos. Initially the Administrator will set a temporary password. The Administrator can choose to send an email to the User informing that an account has been created. The first time the User logs in using temporary password, Obidos will prompt the User to set permanent password that conforms to the password policy.

Password change required Help

Password requirements

- At least 14 characters, no requirement for special characters

Suggestions for Strong Password

- Think passphrase. The longer, the better! Avoid using repeating characters
- Use uncommon words. Capitalization does not help much
- Use a line from a poem or a song and mix with Upper, lower case letters and numbers
- Add typos, space, special characters ~ ! @ # \$ % ^ & * () here and there

Current Password 👁

New Password 👁

Confirm Password 👁

Password Strength Weak

Change Password Logout

Figure 2.2: Change Temporary Password

Once the new password is set, the User will be logged out of Obidos and prompted to log in using the new password.

2.1.2 Directory-synchronized Password

If a user password is synchronized with the corporate directory service, Obidos will pass the User credentials to the corporate directory service to be validated. In this case, Obidos do not have any control on the password.

2.2 Passphrase

When an Item is stored in Obidos, it is encrypted using one key from the personal key pair and when the Item is retrieved, it is decrypted using the other key. Such a private key pair is personalized using a passphrase that is chosen by the User. Passphrase is a string that the User selects. These passphrases are not stored in Obidos. The user will have to remember the passphrase. Obidos will generate key pair (private & public) for each user using the User's passphrase. In order to retrieve an Item stored in Obidos, the User will need to provide the passphrase. **If the User forgets the passphrase, it is not possible to retrieve any Item stored in the User's Containers.**

When logging into Obidos for the very first time, a user will be prompted to set the passphrase as shown in the following Figure.

PLEASE SET YOUR PASSPHRASE

You need to select a passphrase for encryption purposes within Obidos. Before encrypting and sharing resources, it is required to generate public/private key pairs. The private key has to be encrypted with your passphrase. It is critical that the passphrase be strong. You can write down the passphrase and store it in a secure place. **If the passphrase is forgotten, there will be no way to decrypt your encrypted resources.** Note: Private key is encrypted with a memory hardened, brute force resistant key generated from the passphrase. If you want to know details about the cryptographic algorithms used, please refer to the User Guide.

Generate KeyPair

Suggestions for Strong Passphrase

- Must be at least 20 characters long
- Long sentence with memorable words. The longer the sentence, the better!
- Use a line from a poem or a song and mix with Upper, lower case letters and numbers
- Add typos, space, special characters ~ ! @ # \$ % ^ & * () here and there

Enter Passphrase

Passphrase Strength
Weak

Confirm Passphrase

Generate KeyPair

Private Key must be protected with a Strong Passphrase

Figure 2.3: Set New Passphrase

A session is defined as the series of user interactions within Obidos once logged in till logout. The user can perform various activities during a session. Activities such as viewing an Item, sharing an Item, etc. requires the passphrase of the User. Instead of repeatedly entering the passphrase for each and every activity in the session, the User can provide the passphrase once for that session. When a user logs into Obidos, there is an option to supply the passphrase for that session (see next Figure). The session ends when the User logs out voluntarily or gets logged out by Obidos after a predefined period of inactivity.

Enter Passphrase Help

Passphrase

Submit -> **Ask Me Later**

Figure 2.4: Session Passphrase Activity

If the passphrase is provided at the time of logging in, the User does not have to provide the passphrase again for activities during that session. If the passphrase is not provided at the time of logging in, the User can provide the passphrase at a later point during the session.

Details of changing passphrase are given in the Chapter "Personal Preferences and Options".

2.3 Logging Out

The user can log out from a session using the Logout Menu Item from top right panel.

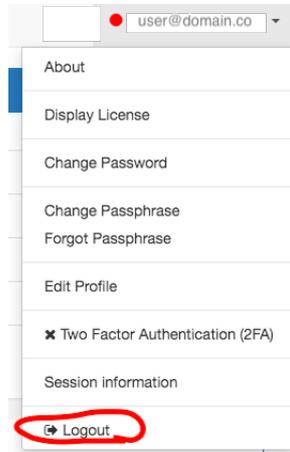


Figure 2.5: Logout menu

In case there is no activity in the session for 30 minutes, the session will timeout and the User will be presented with a warning.

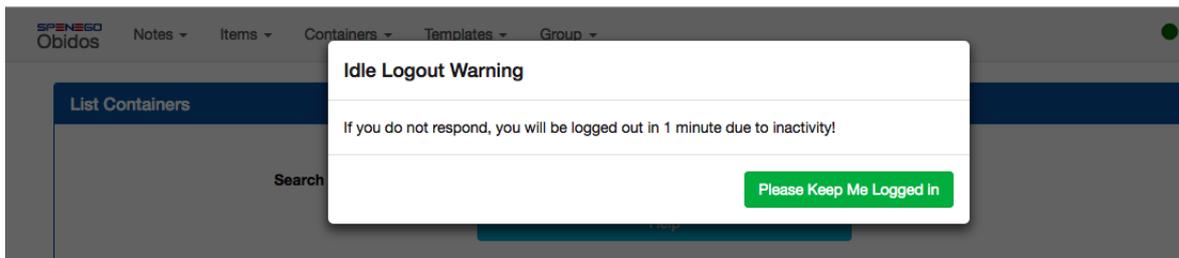


Figure 2.6: Inactivity Warning

If the User fails to respond, the system will log out the User.

Chapter 3

Password Strength

The password strength is determined by calculating entropy of the password. An entropy is described in terms of bits. The higher the bits in entropy the stronger the password will be. An entropy indicates how hard it will be to crack the password by brute-force. In password strength calculation, the entropy is not the same entropy as described in information theory. Rather the raw entropy is lowered by using various password cracking techniques before accepting.

3.1 Entropy Calculation

This section describes the basics of entropy calculation. Please note that we do not calculate password or passphrase entropy this way, rather we use various password cracking techniques to lower the raw entropy and if the entropy is higher or equal to the configured entropy, only then the password is accepted.

If the password length is L and the password can be chosen from N number of characters, the possible number of passwords will be N^L . To calculate the raw entropy H in that character space, the H has to be a number so that $2^H = N^L$. Therefore, the entropy calculation formula can be derived as follows:

$$2^H = N^L \quad (3.1)$$

$$\log(2^H) = \log(N^L) \quad (3.2)$$

$$H \times \log(2) = L \times \log(N) \quad (3.3)$$

$$H = L \times \frac{\log(N)}{\log(2)} \quad (3.4)$$

$$= L \times \log_2(N) \quad (3.5)$$

Given a password entropy H and the number to guess a password per second is (gps), the time in seconds T_s to brute force a password can be calculated with the following formula:

$$T_s = \frac{2^H}{gps}$$

¹ $\log_b(x^p) = p \log_b(x)$

² $\log_b(x) = \frac{\log(x)}{\log(b)}$

The following xkcd comic illustrates entropy calculation of password in a different way.

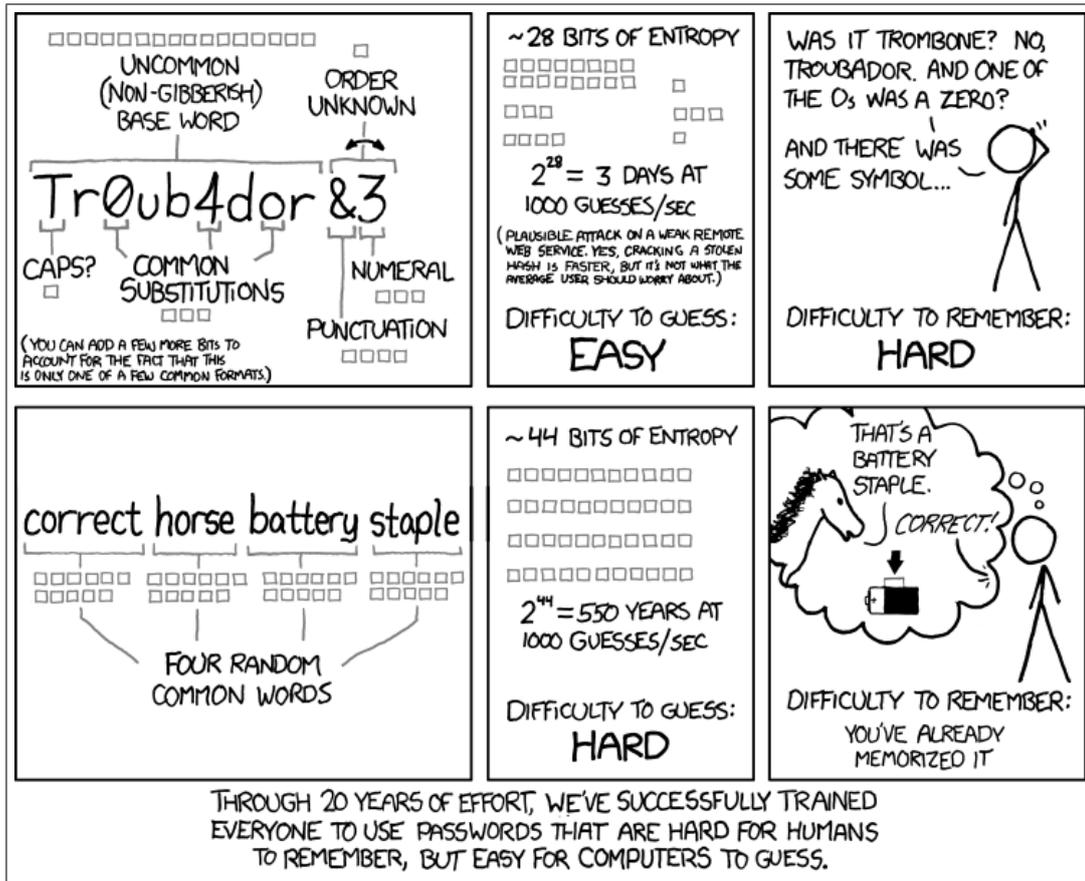


Figure 3.1: xkcd comic for password strength

Let's calculate the entropy of `Tr0ub4dor&3` with our formula $H = L \times \log_2(N)$. The password has upper case, lower case, numbers and a special character in it. There are 26 upper case, 26 lower case, 10 numbers and 32 special characters (including space) in English keyboard and the length L of the password is 11.

$$N = 26 + 26 + 10 + 32 = 94$$

$$H = 11 \times \frac{\log(94)}{\log(2)} = 72.10047736845401109442 \approx 72$$

Assuming that the attacker knows the length of the password L and character space N , if $gps = 1000$, it will take $\frac{2^{72}}{1000} \approx 150$ billion years to crack the password. If $gps = 350$ billion, it will take ≈ 428 years to crack the password. if $gps = 1$ trillion, it will take ≈ 150 years to crack the password. So if brute force is used, it is really a good password, even with the most powerful computer, it will take a long time to crack.

According to xkcd, the password is not strong, lets see how xkcd calculates the entropy. Each of the tiny square box in the comic indicates a bit.

- The 16 bits implies that the word `Troubador` is chosen from a dictionary with 65536 words ($2^{16} = 65536$).
- Make the first letter upper case, there is only 1 *bit*.
- Two characters were substituted $o \rightarrow 0$, $a \rightarrow 4$ and o was not substituted, therefore 3*bits* of information.
- The string `&3` was appended at the end. The order is unknown, therefore 1 *bit*
- There are 32 special characters (including space) in English keyboard, therefore the entropy should be $1 \times \frac{\log(32)}{\log(2)} = 5$. For some reason 4*bit* was selected.

Therefore, the entropy of `Tr0ub4dor&3` is $16+1+3+1+4+3 = 28$, which much is lower than 72 and makes it a bad password, because the attacker might follow the similar technique than brute-forcing it.

3.2 Entropy calculation in Obidos

The technique we used in Obidos, the entropy for the password `Tr0ub4dor&3` comes down to 19.625. we used similar techniques used the ruby gem [strong_password](#)

1. Calculate entropy according to [NIST Special Publication 800-63 Version 1.0.2](#) Appending A.2.1
 - The first character gets 4 bits
 - The next 7 characters get 2 bits/character
 - The next 12 characters (9-20) get 1.5 bits/character
 - Any character beyond 20 gets 1 bit/character
 - If there are mixed case and special character, give 6 bits bonus

Using these rules, the entropy of `Tr0ub4dor&3` comes down to 26.125

2. Calculate the entropy by lowering the case, which is also 26.125
3. Adjust entropy by checking if the password has any pattern of Qwerty keyboard (e.g. `zxcvbn`, `qwertyuiop` etc.) which is 26.125
4. Adjust the entropy by looking at dictionary, doing normal substitutions like `xkcd`, checking for leet speak pattern etc. The entropy comes down to 19.625.
5. Finally select the lowest entropy, which is 19.625

The entropy of `correcthorsebatterystaple` comes down to 30.953125 which is much lower than `xkcd`'s 44 bit entropy.

3.3 Suggestions for strong passwords

Please think passphrase when picking a password. Passphrases are longer and easier to remember than a cryptic random password which is difficult to remember. The longer the password is, the stronger it will be. Refer to the equation (3.5).

- Think passphrase. The longer, the better! Avoid using repeating characters
- Use a line from a poem or a song and mix with Upper, lower case letters and numbers
- Use uncommon words. Capitalization does not help much
- Add typos, space, special characters # \$ % ~ ^ & etc. here and there. If the password is a long passphrase, there is no requirement to use any special character. However, your organization might have a password policy that requires them.
- Do not use username, email, phone numbers etc.

3.4 Password storage

A password is never stored in the disk, rather a memory-hardened, brute-force resisting key is derived from the given password and a stored salt. To verify a password, the same key is derived from the password and the salt and compared. The function deriving the key from the password and the salt is CPU intensive and intentionally requires a fair amount of memory. Therefore, it mitigates brute-force attacks by requiring a significant effort to verify each password.

The password is hashed using [Argon2id](#) algorithm.

Chapter 4

Personal Preferences and Options

There are some customizations that can be done on an individual basis. These options are available through the drop down menu on the top right side of the panel (see the highlighted red frame in the following figure).

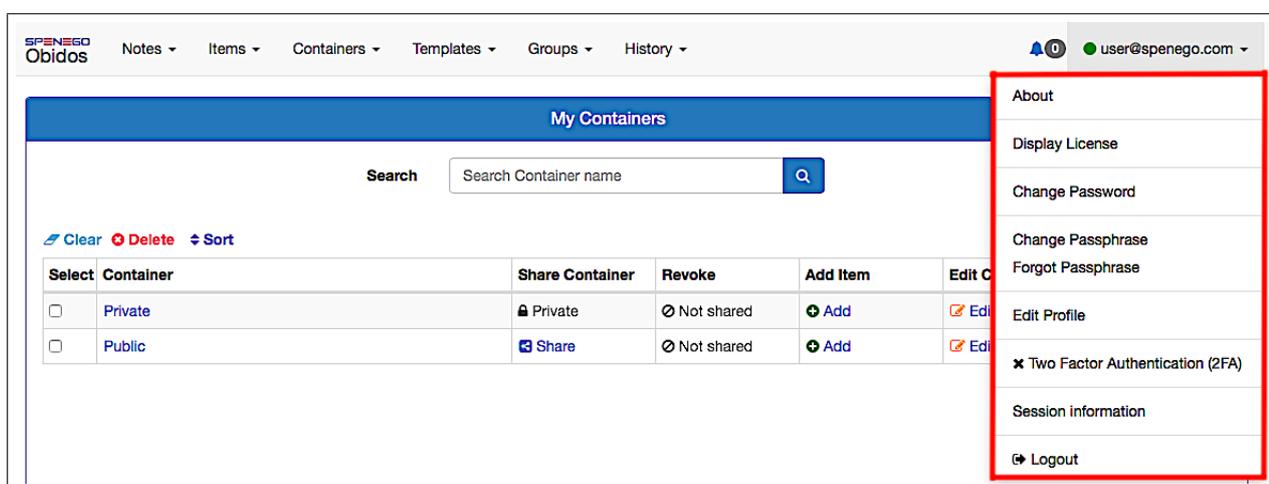


Figure 4.1: Preferences and Options menu

4.1 Display License

The 'Display License' option shows your site license information for Obidos. The 'Community Edition' has no expiration and supports any number of users. Standard and Enterprise Editions are annual subscription based. Once the license expires, users have 30 days of grace period for using the software without interruption. During the 30-60 day period after license expiration, existing entities can be viewed, but no new entities can be created. After 60 days of expiration, users will be able to view only the license and their activity history; no other activities will be permissible. List of all features available in each license edition is displayed in this screen.

4.1.1 License Expiration

30 days before the expiration of Obidos license, users will see warning message about license expiration. This warning message will be displayed when the User logs into Obidos. Once the license expires, users

will have 30 days of grace period to use the software without disruption. Between 30 days and 60 days after license expiration, users will not be able to create any new entities. During this period, users can view their entities. After 60 days of license expiration, they will not be able to use the software. A new license will need to be installed. During the periods of disruption due to expired license, all user entities will remain intact in Obidos. Only with a valid license will users be able to use the software as usual.

4.2 Change Password

If the user account is local, then password can be changed using this option.

4.3 Changing Passphrase

If the User wants to change passphrase, it can be done through this option. When the passphrase is reset, none of the existing entities owned by the User will be affected.

4.4 Forgotten Passphrase

If the User forgets the passphrase, none of the stored Items can be retrieved. In this case, the User has two options. One is to reset the passphrase. The other is to create a new account and start using Obidos from scratch. If the User chooses to reset the passphrase, all the stored artifacts (Notes/Items/Containers) will be deleted and cannot be recovered. This is because Obidos will have to recreate a new key pair and overwrite the existing key pair. Consequently, the previously stored artifacts (Notes/Items/Containers) cannot be recovered. Hence, Obidos will delete those artifacts when the passphrase is reset. An email with instructions for resetting the passphrase will be sent to the User. If the Administrator configured the account to use 2FA for passphrase reset, the User will be required to use 2FA as part of resetting the passphrases.

If the User chooses to get a new account and start from scratch, all Notes/Items/Containers in the old account will remain intact. If the User manages to remember/recover the passphrase for the old account even after creating a new account, it can be used as usual. Note that it is not possible to merge the Notes/Items/Containers in two accounts. Although, the User has the option to share Shareable Notes/Items/Containers from one account to the other and thus retrieve the contents of Shareable Notes/Items/Containers from one account; but this won't help in the case of Private Containers.

4.5 Edit Profile

The user can load a profile picture using the 'Upload new profile picture' button. The profile picture can be deleted by using the 'Delete profile picture' button.

The screenshot shows the 'Edit Profile' page with the following fields and values:

- Full Name:** One User
- Password expires:** Never
- Primary Email:** user@spenego.com
- Alternate Email:** Alternate Email
- Primary Phone:** Primary Phone
- Mobile Phone:** Mobile Phone
- Office:** Office
- Facebook:** Facebook
- Twitter:** Twitter
- Landing page:** My Items
- Privacy timer duration (seconds):** 600
- Requires 2FA for Password and Passphrase Reset?:**
- Accept email notification?:**
- User has enabled 2FA?:**

Figure 4.2: User Profile

Alternate Email, Primary Phone, Mobile Phone, etc. are optional information.

'Landing Page' is the first page the User sees when logged in. The Landing page can be set to 'My Notes', 'My Items', 'My Containers', etc.

'Privacy timer duration' is the amount of time in seconds that an Item will be displayed for viewing. The privacy timer starts as soon as an Item is displayed. At the end of the specified seconds, the Item will be hidden. If you set the 'Privacy timer duration' to 0, then the timer will be off.

The 2FA entries are only for information.

'Accept email notification?' flag is used by Obidos to screen email notifications. When a user shares an Item/Note/Container with another user, the sender has the option to send an email notification to the recipient. Such notifications can be stopped by setting 'Accept email notification?' to x.

4.6 Notifications

Obidos has an internal notification system. This mechanism will notify the User when someone is sharing an entity or some user capabilities have been updated. Such notifications can be seen once the User logs

into Obidos.

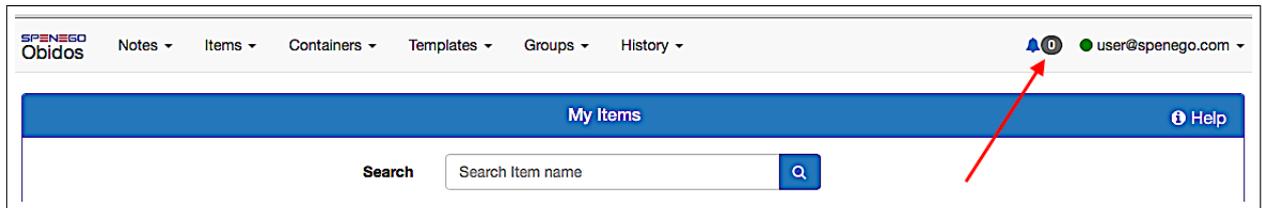


Figure 4.3: Notifications Status

When notifications are present, the count will be displayed inside the red circle at the top right. Clicking on the red circle will open up the 'Notification Messages' window.

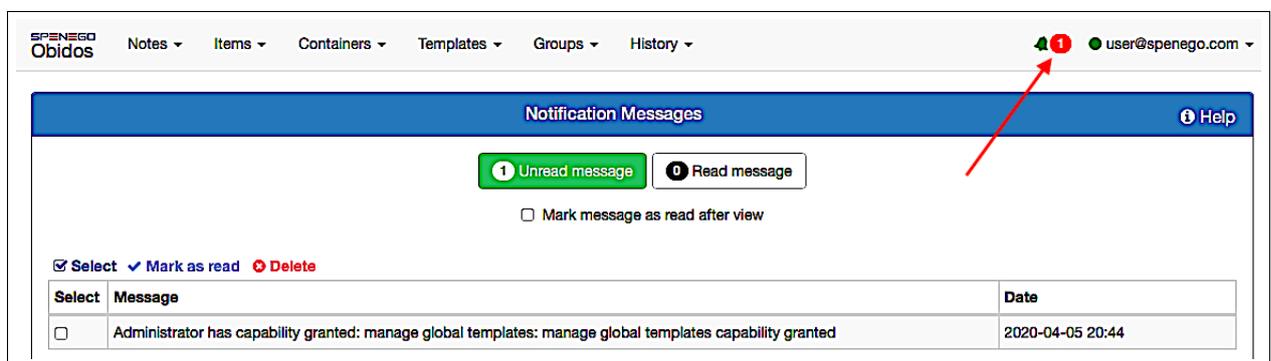


Figure 4.4: Notification Messages

Some notifications are read only informational messages, while others are information links that can be clicked on so that the entity referred in the message can be viewed. If a notification is to be deleted, select the notification using the checkbox on the left and click on the **✖ Delete** button.

Chapter 5

General Features

5.1 Sharing

A Shareable Container or Item or Note can be shared with other user(s). An entity that needs to be shared has to be tagged as Shareable when it is created. This is because a Private entity cannot be shared.

5.2 Revoking Sharing

The sharing of a Container/Item/Note can be stopped by revoking. When the sharing is revoked, the recipient(s) will no longer have access to the shared entity.

5.3 Expiring Sharing

It is possible to set an expiration date on the sharing of a Container/Item/Note. After the expiration date, the expired entity will not be visible to anyone other than the owner. The expiration date can be changed at will by the owner of the entity.

5.4 Granting Permissions

The owner of a Container/Item/Note can share it with another user. When it is shared, the recipient will get only permission to 'view' the artifact. The owner can grant two special permissions to the recipient. One is 'update' and the other is 'own'. When the recipient is granted update permission, the recipient can edit the artifact. If the recipient is granted 'own' permission, then the recipient can take ownership of the artifact. Once the ownership is taken over by the recipient, the original owner will only have view permissions.

There are some features and menus that are commonly available in various screens in Obidos. These are outlined here for easy reference.

5.5 Help Menus

5.5.1 Top Level Menus

There are 6 top level menus in Obidos. They are Notes, Items, Containers, Templates, Groups and History. Each of these top level menus has a Help selection. This Help page covers aspects of operations within that top level menu at a high level.

As an example, looking at the Notes top level menu, there is a Help menu for Notes (see following Figure).

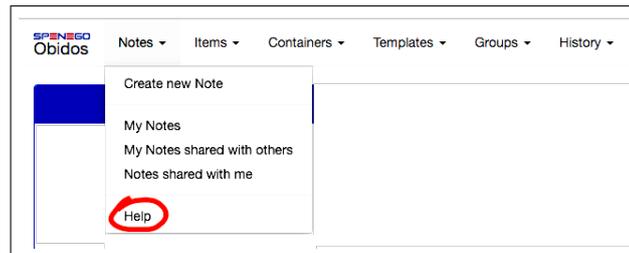


Figure 5.1: Main Help for 'Notes' top level menu

Similarly, for the Containers top level menu, there is a Help menu for Containers.

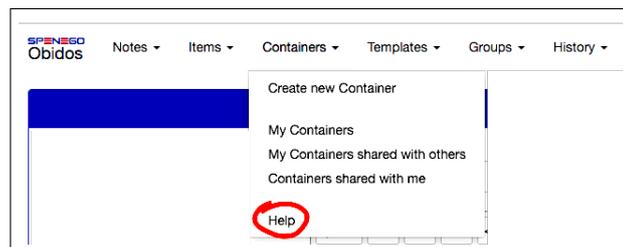


Figure 5.2: Main Help for 'Containers' top level menu

5.5.2 Screen Level Menus

Every screen has a Help section. This Help section is accessible by clicking on the 'Help' button at the right of the blue header bar. (See the red circled area in the following Figure).

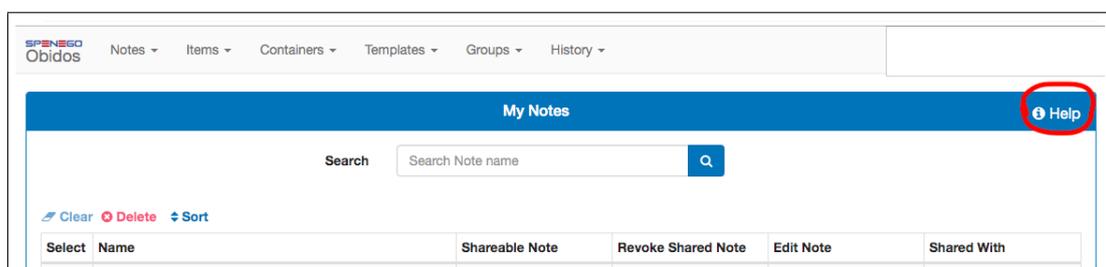


Figure 5.3: Screen level Help

This screen level Help is a toggle button. When you click on the Help button, the help section will open up at the top of the page. Clicking on the Help button again will collapse the help section.

5.6 Action Icons

In many of the sections to follow, you will come across the following icons. Each one of these icons represent a specific action that can be performed on the artifact in context. Some icons are reused in different scenarios with different colors. These icons are listed here for easy reference.

Icon	Meaning	Description
	Add	Add an Item to Container
	Clear	Clear the selections made
	Delete	Delete the selected entities
	Edit	Edit the entity in context
	Expired	This Note or Item has expired
	Hide	Hide the Note or Item currently viewed
	List	List users and groups the entity is shared with
	None or Not Allowed	The current activity in context is Not allowed
	Not Secure	Value of this field is stored in plain text
	Private	This entity is tagged as Private
	Revoke	Revoke sharing the entity in context
	Secure	Value for this field is stored encrypted
	Share	Share this artifact with others
	Shareable	This entity is tagged as Shareable
	Shared	Shows that the entity is shared with some user(s)
	Sort	Sort the list of entities
	View	View the currently hidden Note or Item
	Will Expire	This Note or Item has an expiration set on it

5.7 Lengths of Entries

The following table summarizes the maximum number of input characters allowed when creating various entities.

Identifier	Max number of characters
Name (Note,Item,Container etc.)	64
Template field	32
Comment field	256

5.8 Navigation in Listings

Navigation through the listing menus are similar and described here.

By default, the entities (Notes/Items/Containers/Templates/Groups) will be displayed in the order in which they were created with the latest one at the top. To sort the list of entities in another order, click on  Sort icon above the list bar. The sort menu will show up and you can sort based on those options.

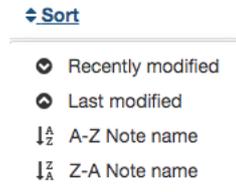
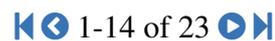


Figure 5.4: Sort Menu Options for Items

The number of entities that exist can be seen at the bottom of the screen. For example if there are 23 entities and 14 are listed in the current screen, at the bottom of the screen you will see



In order to move forward in the list one at a time, click on . To move forward a complete page, click on . Similarly, to go back in the list one at a time, click on . and to go back one complete page, click on .

Chapter 6

Notes

A Note is similar to a postit note. A Note has only two parts - name and content. The name of a Note is the identifier used for display purposes. The name can also be used to search for a Note of interest. The content is the textual information in the Note. A Note can be standalone or placed inside a Container. In this section we are explaining the operations associated with a standalone Note. However, the principles outlined here applies to a Note created as an Item inside a Container too. Notes can be Private or Shareable. A Private Note cannot be shared with any user.

6.1 Create a Note

From the top **Notes** menu, select **Create New Note**. The resulting screen will be as in the following figure:

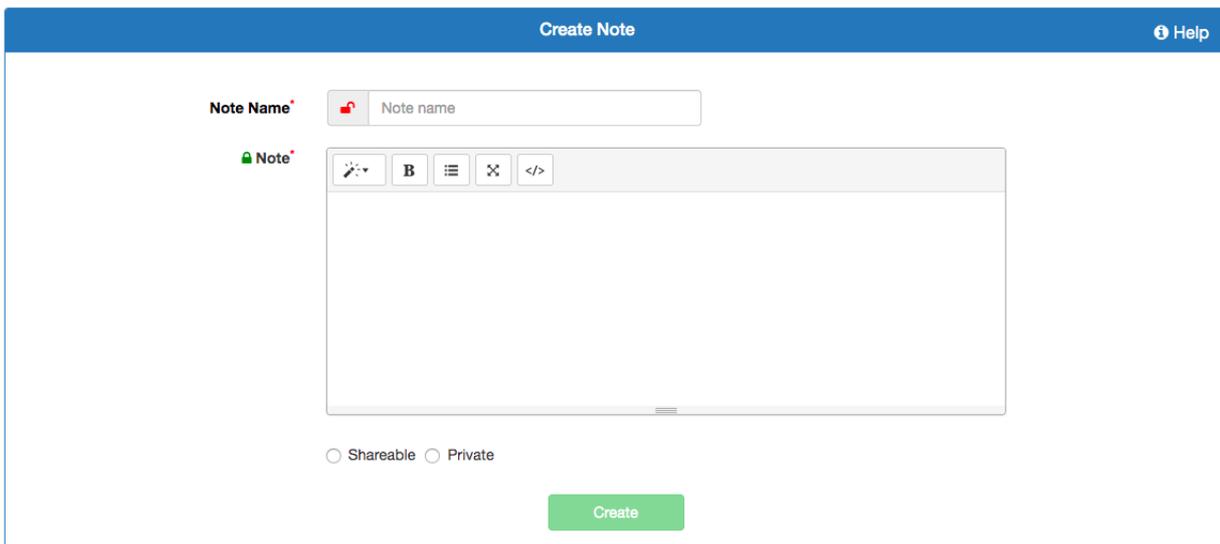
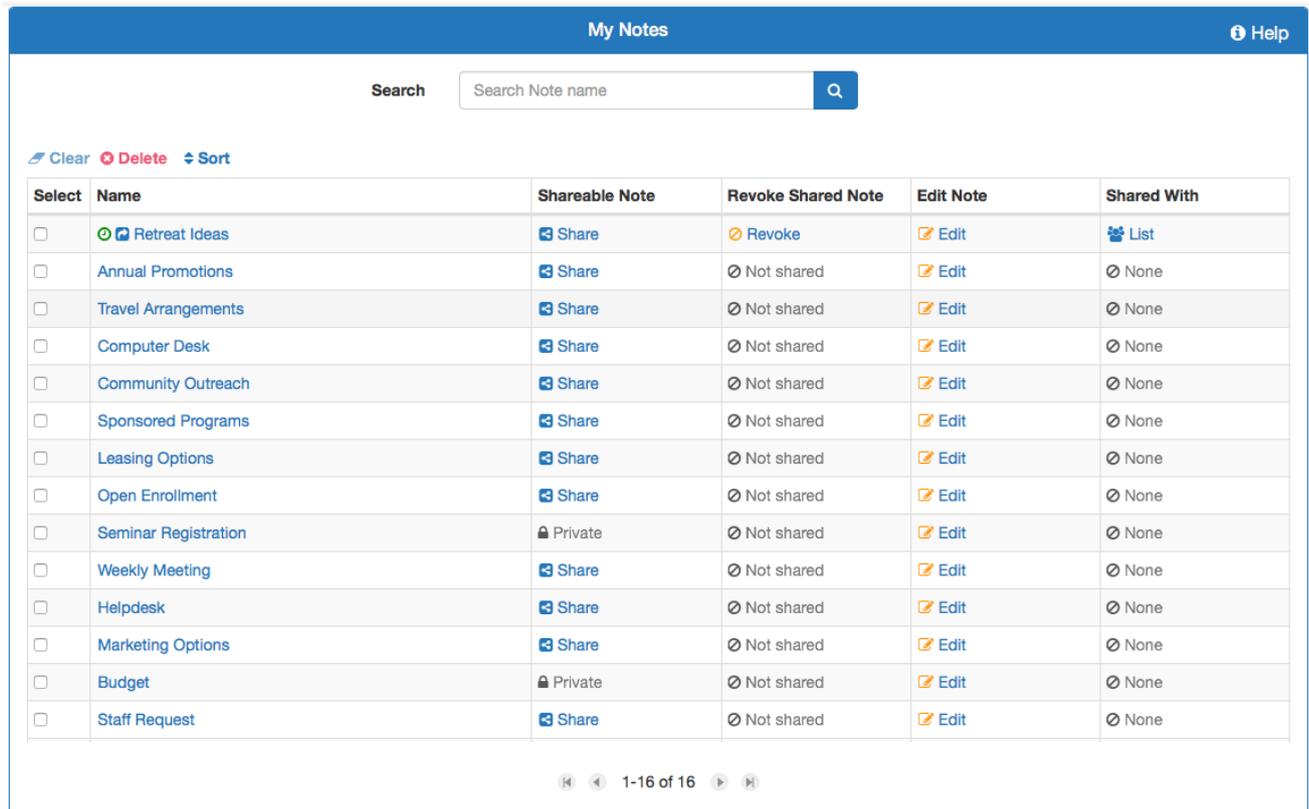


Figure 6.1: Create New Note

When creating a Shareable Note, it is possible to set an expiration. The user can specify the date on which the Note will expire. Once a Note expires, it will not be accessible to the shared users/groups. It is not possible to set expiration on a Private Note.

6.2 List Notes

Select **List My Notes** from the top level **Notes** menu. The result will be similar to the figure shown below:



Select	Name	Shareable Note	Revoke Shared Note	Edit Note	Shared With
<input type="checkbox"/>	Retreat Ideas	Share	Revoke	Edit	List
<input type="checkbox"/>	Annual Promotions	Share	Not shared	Edit	None
<input type="checkbox"/>	Travel Arrangements	Share	Not shared	Edit	None
<input type="checkbox"/>	Computer Desk	Share	Not shared	Edit	None
<input type="checkbox"/>	Community Outreach	Share	Not shared	Edit	None
<input type="checkbox"/>	Sponsored Programs	Share	Not shared	Edit	None
<input type="checkbox"/>	Leasing Options	Share	Not shared	Edit	None
<input type="checkbox"/>	Open Enrollment	Share	Not shared	Edit	None
<input type="checkbox"/>	Seminar Registration	Private	Not shared	Edit	None
<input type="checkbox"/>	Weekly Meeting	Share	Not shared	Edit	None
<input type="checkbox"/>	Helpdesk	Share	Not shared	Edit	None
<input type="checkbox"/>	Marketing Options	Share	Not shared	Edit	None
<input type="checkbox"/>	Budget	Private	Not shared	Edit	None
<input type="checkbox"/>	Staff Request	Share	Not shared	Edit	None

Figure 6.2: List My Notes

The order of listing of Notes can be changed using the **Sort** option.

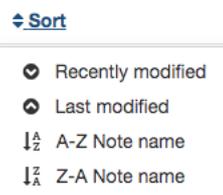


Figure 6.3: Sort Notes

6.3 View a Note

Get the List of Notes (see section above). Click on the name of the Note to view it.

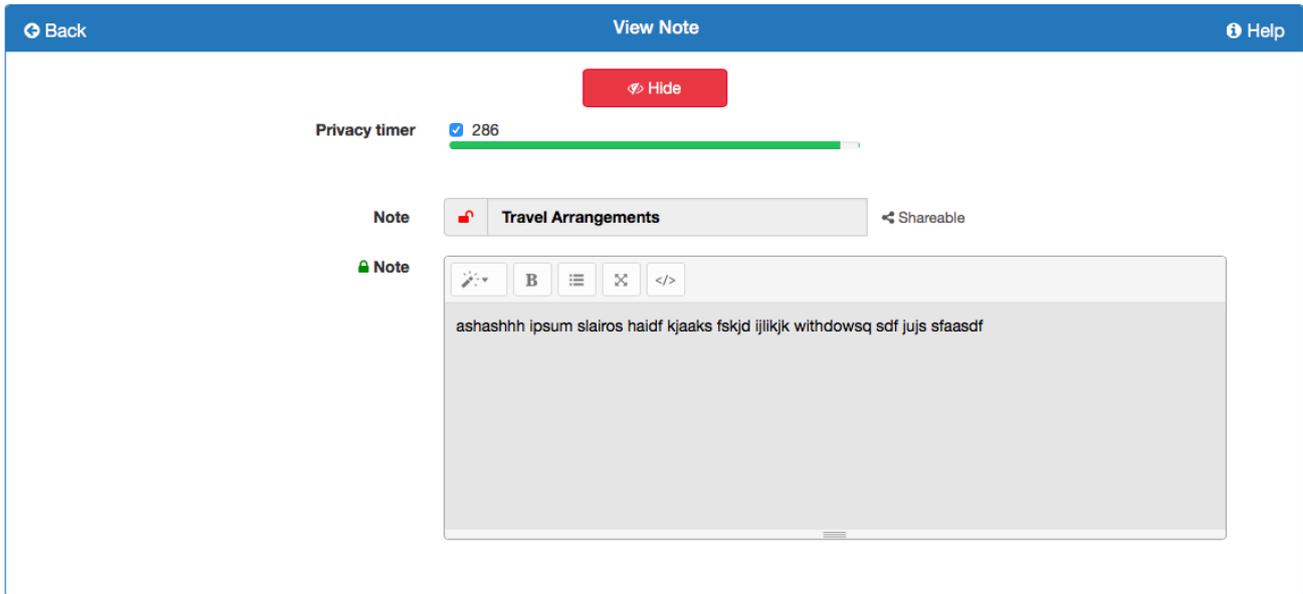


Figure 6.4: View Note

6.4 Edit a Note

From the List of Notes, a Note can be edited by clicking the  [Edit](#) link.

6.5 Delete a Note

From the List of Notes, select the Note(s) to delete by clicking on the select button to the left of Note(s). Then click on  [Delete](#). You will be asked to confirm the deletion.

Note: When a Note is deleted, it will also be removed from all users to whom it was previously shared.

6.6 Share a Note

Sharing a Note can be done only from the List of Notes (see section above). From the List of Notes, on the line corresponding to the Note, click on  [Share](#) to initiate sharing of the Note.

Chapter 7

Containers

Containers hold Items created by the User. A Container created as Private cannot be changed to Shareable. Similarly a Shareable Container cannot be changed to a Private Container.

7.1 Create a Container

From the Menu bar on top, select "Containers" tab and then select "Create new Container" from drop down menu.

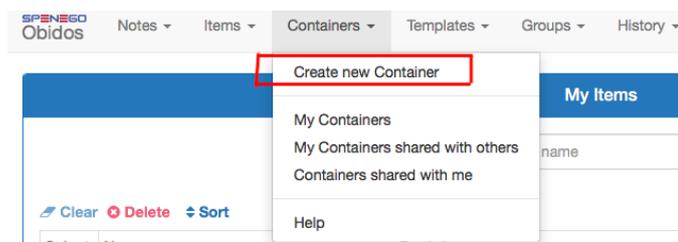


Figure 7.1: "Create new Container" Menu

In the 'Create Container' page, give a name for the Container. Specify the type of the Container, whether Shareable or Private.

A screenshot of the 'Create Container' form. The form has a blue header with the title 'Create Container' and a 'Help' icon. Below the header, there is a 'Name' label followed by a text input field containing 'Container name'. Underneath the input field are two radio buttons: 'Shareable' and 'Private'. At the bottom of the form is a green 'Create' button.

Figure 7.2: Creating a Container

7.2 List Containers

Select "My Containers" from the top "Containers" tab. The list of Containers will be displayed in the format as shown in the following figure.

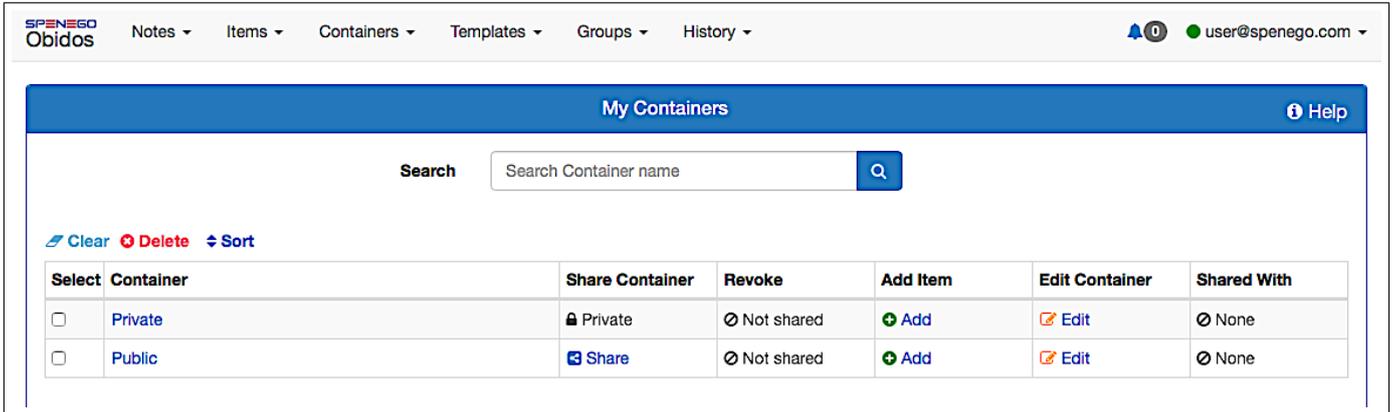


Figure 7.3: List of Containers

7.3 Delete a Container

Select "My Containers" from the Container tab. A Container can be deleted only from this list. Select the Container(s) to delete by clicking on the button to the left of the name(s) of the Container(s). Then using the **Delete** button on the top, the selected Container(s) can be deleted. When a Container is deleted, all Items in the Container will be deleted. All Items shared from this Container will be revoked.

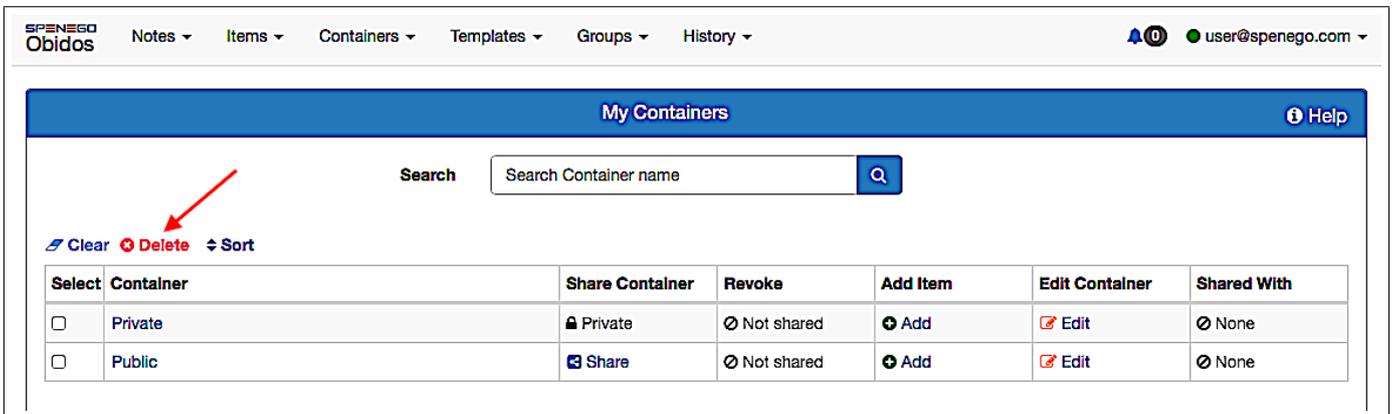


Figure 7.4: Delete a Container

7.4 Share Container

A Container can be shared only if it is of type Shareable. Sharing a Container is done from "My Containers" list.

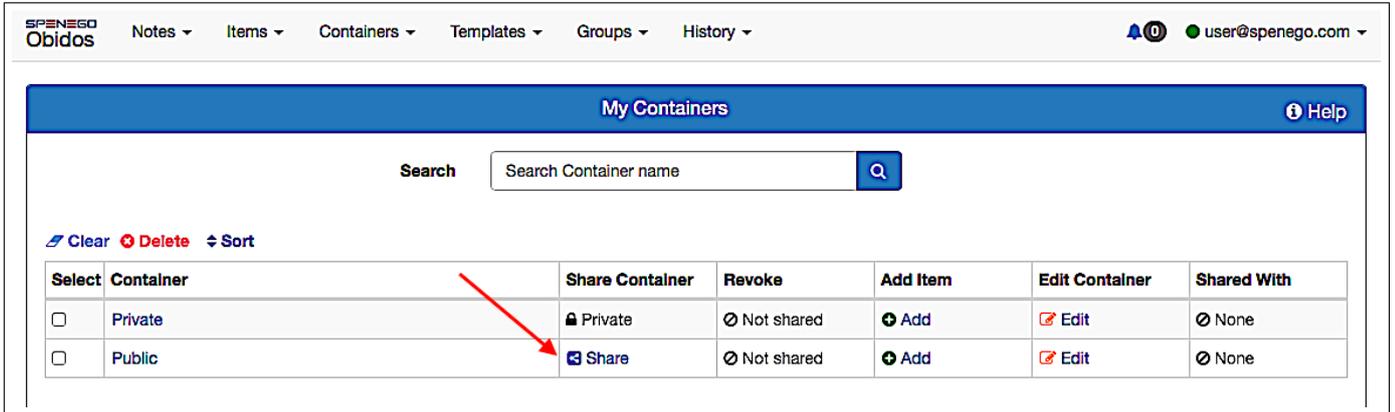


Figure 7.5: Sharing a Container

Using the [Share](#) button on the line corresponding to the Container to be shared, the sharing process can be initiated.

7.5 Changing Name of a Container

The name of a Container can be changed by editing it. From "My Containers" list, use [Edit](#) link to initiate the edit process.

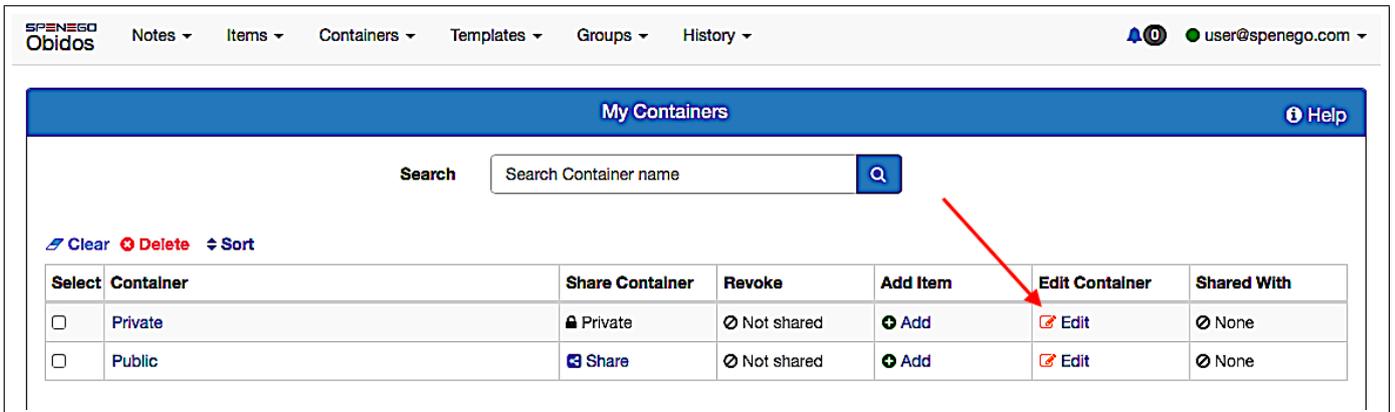


Figure 7.6: Edit a Container

On clicking [Edit](#) link, the screen to edit the Container will appear. There you will be able to change the name of the Container.

Chapter 8

Items

Items can be Private or Shareable. Since an Item has to belong to a Container, the Container must exist or be created first. A Private Item can be stored in a Private or Shareable Container. Such an Item cannot be shared with any user. A Shareable Item can be stored only inside a Shareable Container.

8.1 Create an Item

From Main Menu bar, select "Items" tab and then select "Create new Item". The screen with the list of Containers will show up. To create an Item in a specific Container of interest, click on [+ Add](#) link on the corresponding line. You could also open the Container of interest and then click on [+ Add](#) link to add an Item.

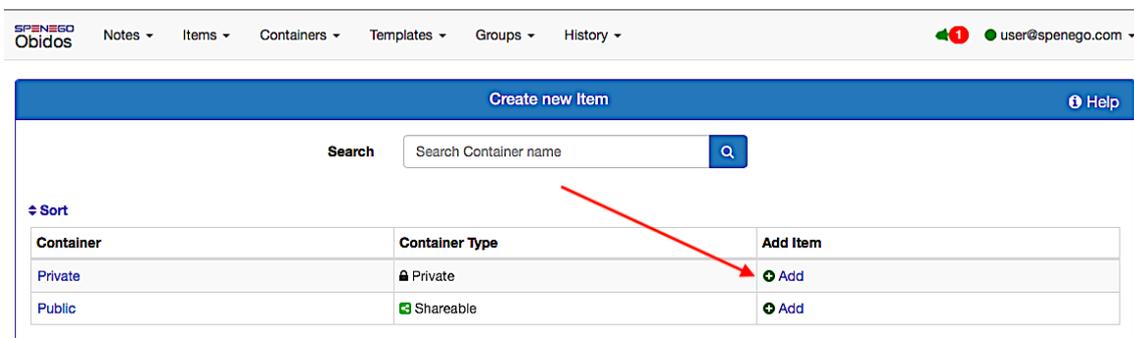


Figure 8.1: Add an Item to a Container

In the next screen it will be asked to select the type of Item.

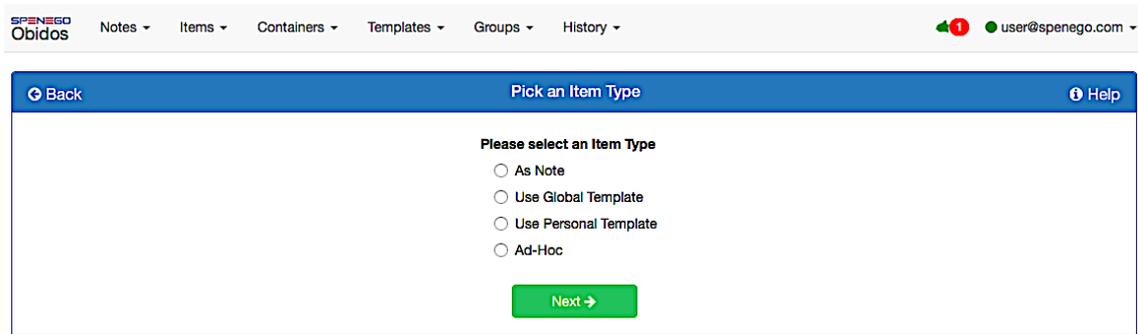


Figure 8.2: Select the Type of the Item

The Item can be created using a Global Template or Personal Template. Or the Item can be created as a Note. It is also possible to create an ad hoc Item. An ad hoc item is a free form. When creating a Shareable Item, it is possible to set an expiration. The user can specify the number of days after which the Item will expire. Once an Item expires, it will not be accessible. It is not possible to set expiration on a Private Item.

8.2 List Items

Select "Items" from the Main Menu bar and then select "My Items" to set the list of all Items. Each Item will also show the Container to which it belongs.

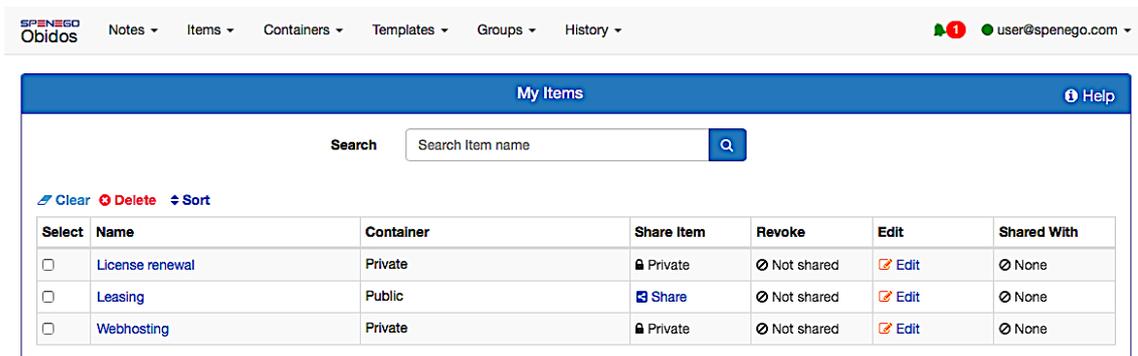


Figure 8.3: List Items in a Container

The List of Items can be sorted in alphabetical order either based on Item names or based on Container names.

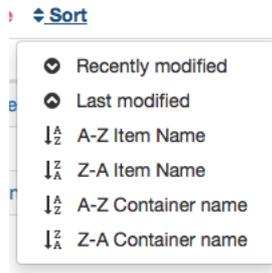


Figure 8.4: Sorting Items List

8.3 View an Item

Get the List of Items (see section above). From the List of Items, on the line corresponding to the Item, click on the name of the Item of interest

8.4 Edit an Item

Get the List of Items (see section above). From the List of Items, on the line corresponding to the Item, there will be a button to edit the Item.

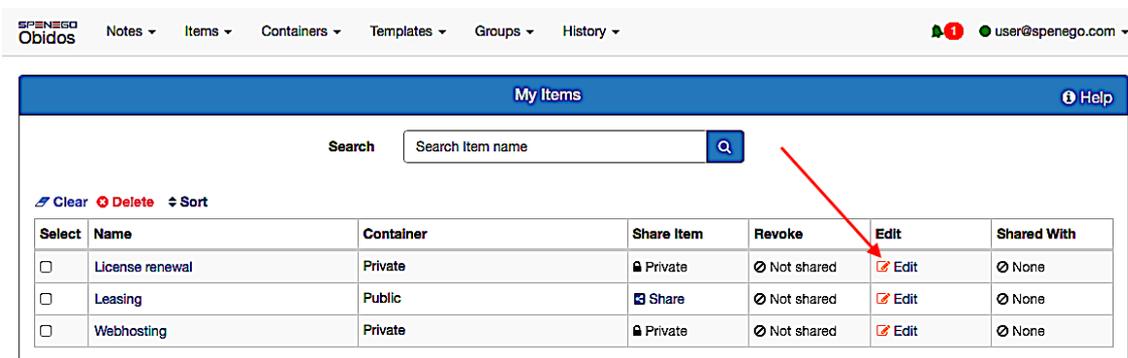


Figure 8.5: Edit an Item

8.5 Delete an Item

Get the List of Items (see section above). From the List of Items, select the Item(s) to delete by clicking on the button on the left of the Item(s). Then click on on **Delete** button.

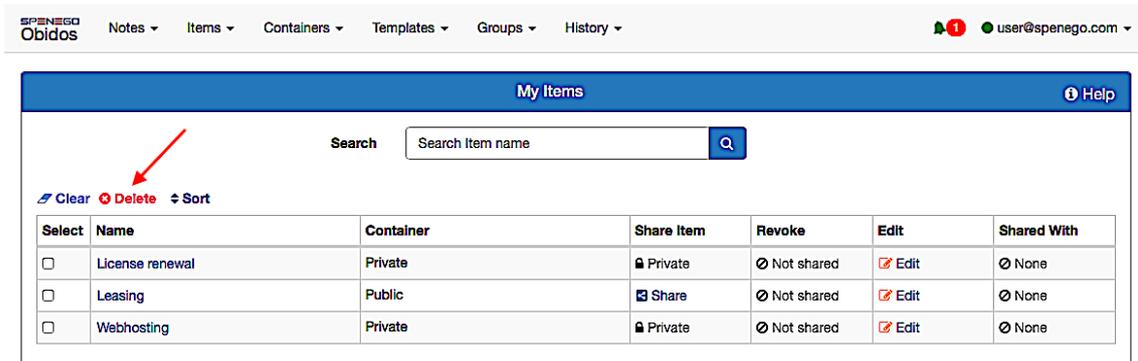


Figure 8.6: Deleting an Item

When an Item is deleted, it will be revoked from all users to whom it was previously shared.

8.6 Share an Item

Sharing an Item can be done only from the List of Items (see section above). From the List of Items, on the line corresponding to the Item, click on [Share](#) link to initiate sharing of the Item.

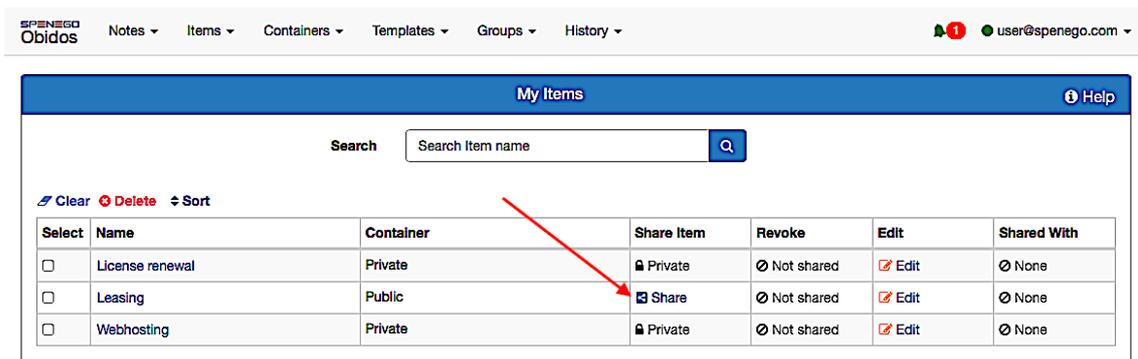


Figure 8.7: Sharing an Item

Chapter 9

Templates

Regular users can create/modify Personal Templates. However, the Administrator has to grant special permissions for a regular user to create/modify Global Templates.

9.1 Global Templates

Obidos comes with a number of predefined Global Templates. These Global Templates are available to all users.

9.2 Personal Templates

A Personal Template belongs to an individual user and not available/visible to other users. A user can create a Personal Template from scratch or create one by cloning a Global Template.

9.3 Templates Management

Other than the visibility, Creation/Modification of Global Templates and Personal Templates are done the same way.

9.3.1 Creating a Template

To create a new Personal Template, select "Create new Personal Template" from the top level Templates menu on the Main Menu bar (see the following Figure).

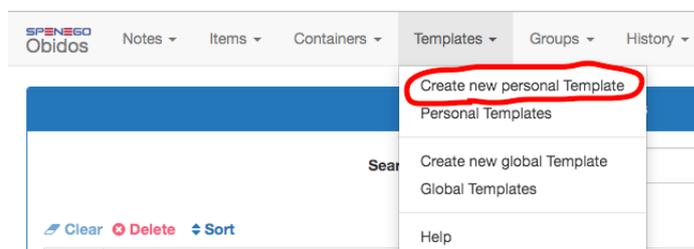


Figure 9.1: Create new Personal Template

The following figure shows the screen for creation of the Personal Template.

The screenshot shows a web interface titled "Create personal Template" with a "Help" icon in the top right. The main content area contains a "Template Name" label and a text input field with the placeholder "Name of personal Template". Below this, there are two columns: "Field names" and "Display order". Under "Field names", there is a text input field with the placeholder "Field name". Under "Display order", there is a numeric input field containing the value "1" and a blue square button with a white plus sign (+). At the bottom center of the form is a green rectangular button labeled "Create".

Figure 9.2: Screen for new Personal Template

The name of the Template is used in the listings and searches. It can be upto 64 characters long. A field name can be upto 32 characters long. The "Display order" decides the order in which the fields will be displayed from top to bottom. To add a new field, click on the **+** button. Adding a second field will display a screen as shown in the following Figure.

This screenshot is similar to Figure 9.2 but shows two field configurations. The "Field names" column has two text input fields, both with the placeholder "Field name". The "Display order" column has two numeric input fields, the first containing "1" and the second containing "2". To the right of the first field is a blue square button with a white plus sign (+), and to the right of the second field is a blue square button with a white minus sign (-). The "Create" button remains at the bottom center.

Figure 9.3: Adding fields to a Template

To remove a field, click on the **-** button.

9.3.2 Creating an Item Using a Template

Consider a Template named testTemplate with 5 fields as seen in the following Figure.

Create personal Template Help

Template Name: testTemplate

Field names	Display order	
field1	1	+
field2	2	-
field3	3	-
field4	4	-
field5	5	-

Create

Figure 9.4: Personal Template with 5 fields

When testTemplate is used to create an Item, the screen will present like this:

Back **Create new Item** Help

Container: Private Private

Item name: Item Name

field1	Add Value
field2	Add Value
field3	Add Value
field4	Add Value
field5	Add Value

Shareable Item Private Item

Create

Figure 9.5: Creating an Item using testTemplate

Chapter 10

Groups

Any user can create/modify a Group of users. A Group is a set of users identified by a name tag. A Group belong to an individual user (who is the owner of the Group) and not visible to others. If sharing is done frequently with a specific set of users, it is probably helpful to create a Group for those users. This will make it easy to share with the Group once instead of sharing separately with each of the individual users.

10.1 Creating a Group

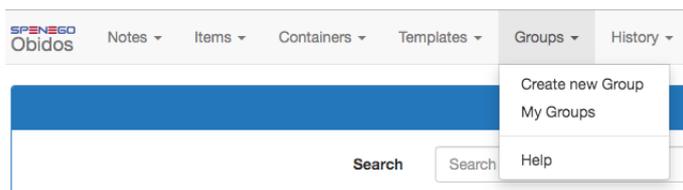


Figure 10.1: Creating a Group

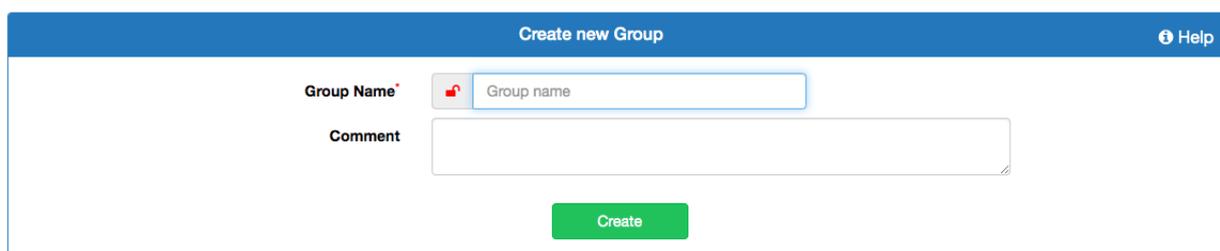
A screenshot of the 'Create new Group' form. The form has a blue header bar with the text 'Create new Group' and a 'Help' icon on the right. Below the header, there are two input fields: 'Group Name' with a red asterisk and a red lock icon, and 'Comment'. The 'Group Name' field contains the text 'Group name'. Below the input fields, there is a green 'Create' button.

Figure 10.2: Creating a Group

10.2 Adding Users to a Group

Group:

Comment:

Search:

Select	Full Name	Email
<input type="checkbox"/>	Agnes Anderson	randall.rau@gerlach.net
<input type="checkbox"/>	Akeem Mayer	rahsaan.dare@stark.net
<input type="checkbox"/>	Alberta Treutel	kenneth.christiansen@reichert.net
<input type="checkbox"/>	Alia Miller	lois.okeefe@koepp.info
<input type="checkbox"/>	Alisa Konopelski	milo.pacocha@gutkowski.co
<input type="checkbox"/>	Amira Murphy	mckenna.kuvalis@spinka.name

Figure 10.3: Add Users to a Group

10.3 Deleting Users From a Group

Group Name:

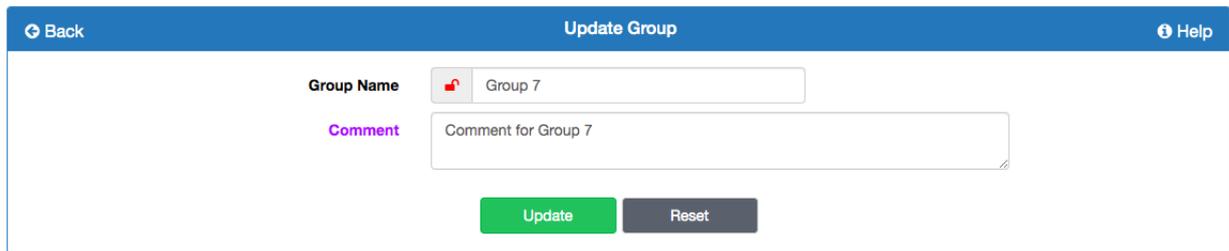
Comment:

Search Users:

Select	Full Name	Email
<input type="checkbox"/>	Agnes Anderson	randall.rau@gerlach.net
<input type="checkbox"/>	Akeem Mayer	rahsaan.dare@stark.net
<input checked="" type="checkbox"/>	Alberta Treutel	kenneth.christiansen@reichert.net
<input type="checkbox"/>	Alia Miller	lois.okeefe@koepp.info
<input type="checkbox"/>	Alisa Konopelski	milo.pacocha@gutkowski.co
<input type="checkbox"/>	Amira Murphy	mckenna.kuvalis@spinka.name

Figure 10.4: Listing Groups

10.4 Changing Group name



Update Group

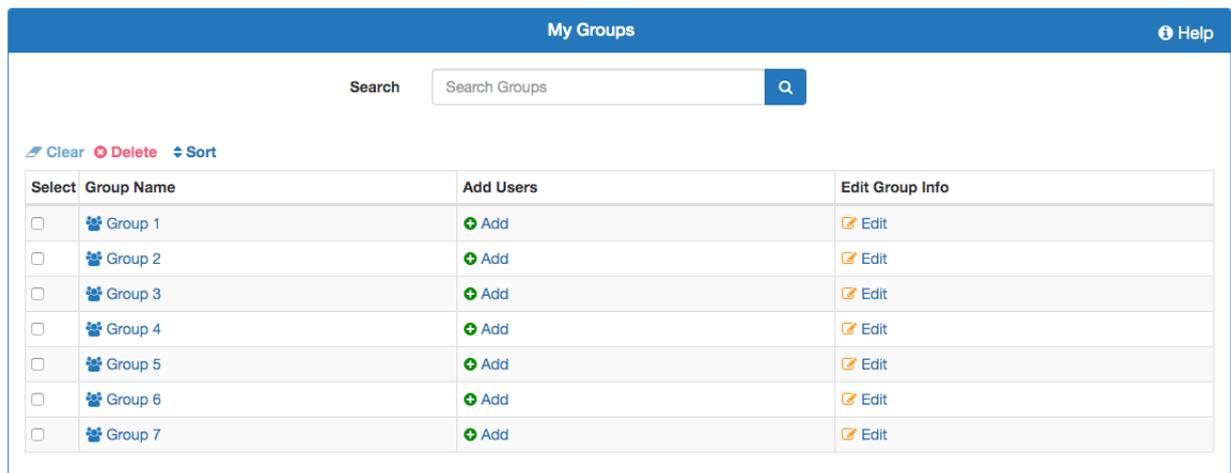
Group Name

Comment

Update Reset

Figure 10.5: Changing a Group Name

10.5 Listing Groups



My Groups

Search

[Clear](#) [Delete](#) [Sort](#)

Select	Group Name	Add Users	Edit Group Info
<input type="checkbox"/>	Group 1	+ Add	Edit
<input type="checkbox"/>	Group 2	+ Add	Edit
<input type="checkbox"/>	Group 3	+ Add	Edit
<input type="checkbox"/>	Group 4	+ Add	Edit
<input type="checkbox"/>	Group 5	+ Add	Edit
<input type="checkbox"/>	Group 6	+ Add	Edit
<input type="checkbox"/>	Group 7	+ Add	Edit

Figure 10.6: Listing Groups

Chapter 11

Activity History

Obidos shows the history of individual user activities. This is available in the History menu.

11.1 Viewing Activity History

From the top "History" menu, select "Activity History" (see following figure).

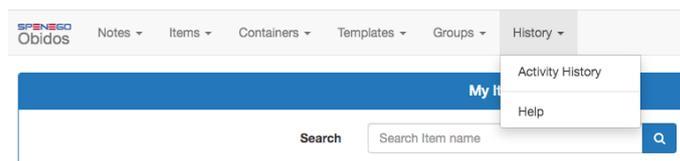


Figure 11.1: Activity History Menu

The list of activities will be displayed. There is option to search for history between certain dates/times. It is also possible to search for activities related to Items/Notes/Containers of interest.