



A.I. for every Enterprise

Alspace User Guide

Version 1.0



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Introduction

We created **AIspace** to be an intuitive A.I. Storage with a user-friendly interface. So intuitive and easy-to-use that we do not expect users to require any form of training in order to use the system. We would even urge you to dive straight into the system as we feel that it is that easy to use! You might make some mistakes at first, but you will soon get used to the functions.

Nevertheless, this user manual will also help you get going, or in case you are stuck somewhere and need some assistance. But, chances are, you will be able to figure out the system yourself!

Important Note: The User Interface that you are seeing may differ from this manual because we are constantly upgrading and updating the system to serve you better.



About AIspace

AIspace is a service fully owned by Babbobox (www.babbobox.com).

Babbobox developed the World's First true Unified Search Engine, where we combined numerous advanced technologies like Speech Recognition, Video OCR, Cognitive Services, Image Analysis, Artificial Intelligence and Enterprise Search into a single platform. Giving AIspace the unique ability to "Search Everything" - index and search inside every document, image, audio and video.

The most logical place to apply A.I. is where information is stored - Storage. Thus, making **AIspace** the next generation of Intelligent Enterprise Storage where we make A.I. easily available to all enterprises.

A.I. for every Enterprise



CHAPTER 1 – GETTING STARTED

Logging In

You can log in to the system using a valid username and password on <https://asia.aispace.co>



If wrong email address and/or password is entered, there will be an error prompt. Simply try to login again.

Note: Homepage design and login mechanism may change in time. Simply follow on-screen instructions for login procedure.



Forget Password

If you forget your password, you can go to “Forgot Password” and we will send you an email with a new password and an activation link for added security.

Forgotten Your Password?

To reset your password, please enter your email address and an activation link will be emailed to you shortly.

Email Address

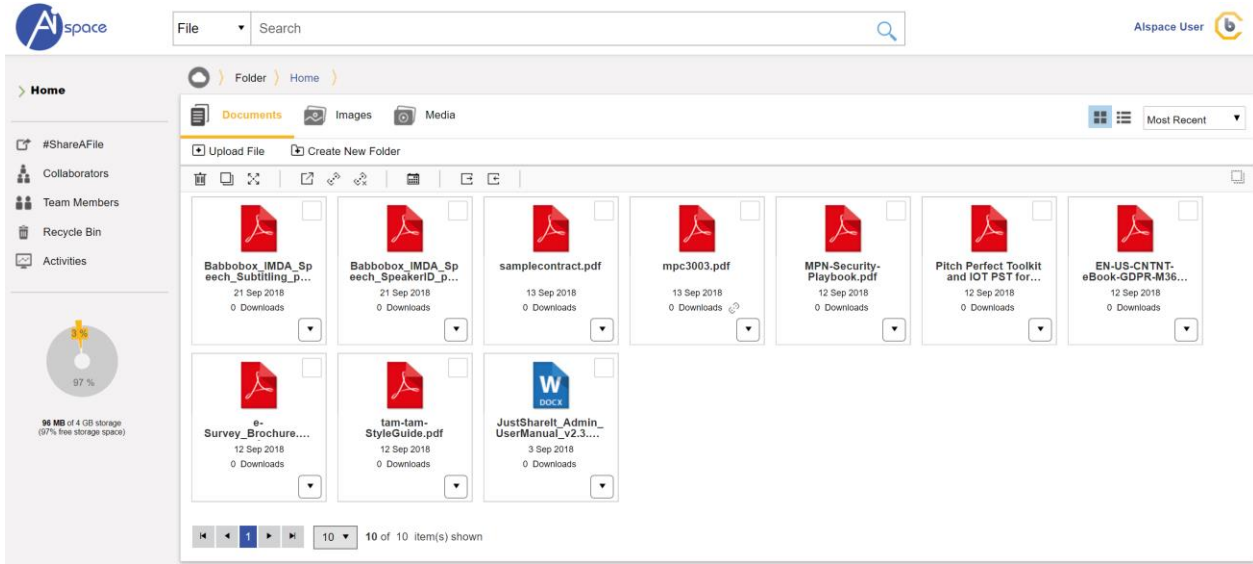
[Reset Password](#)

[Login again?](#)



The Main Interface

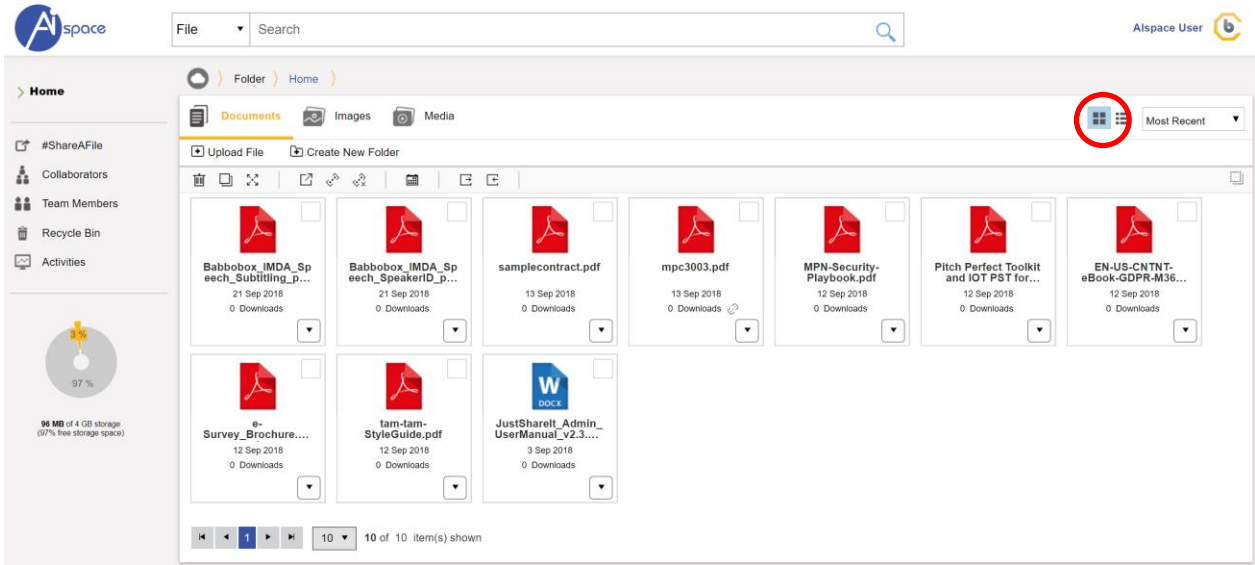
This is typically how your main User Interface looks upon logging into the system



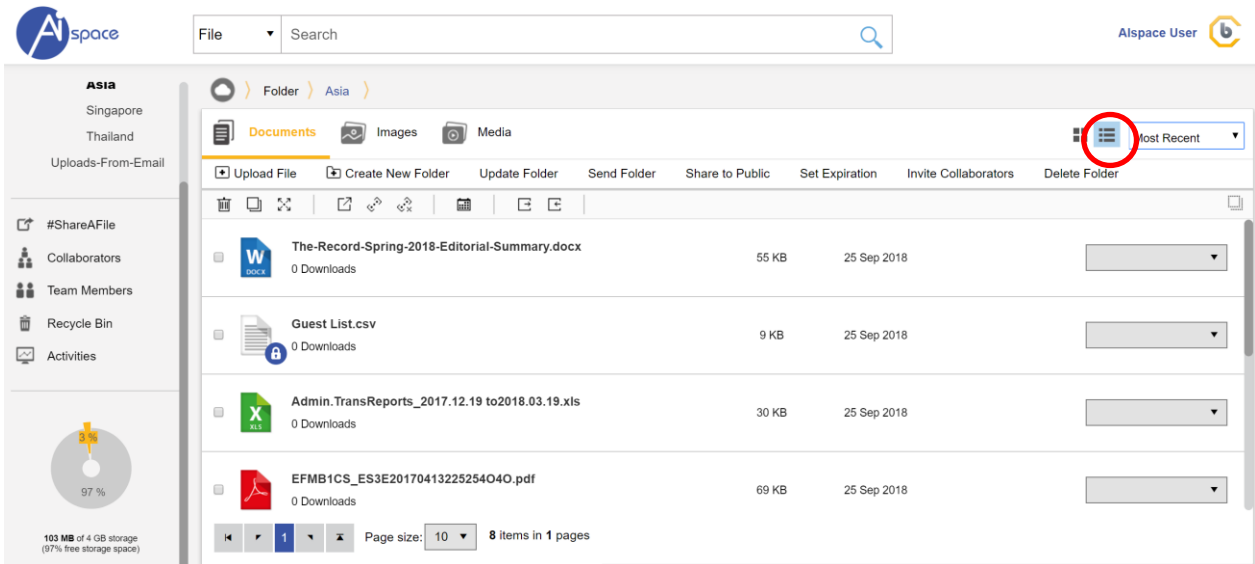
View Options

There are 2 viewing options for the interface:

1. Grid View



2. List View

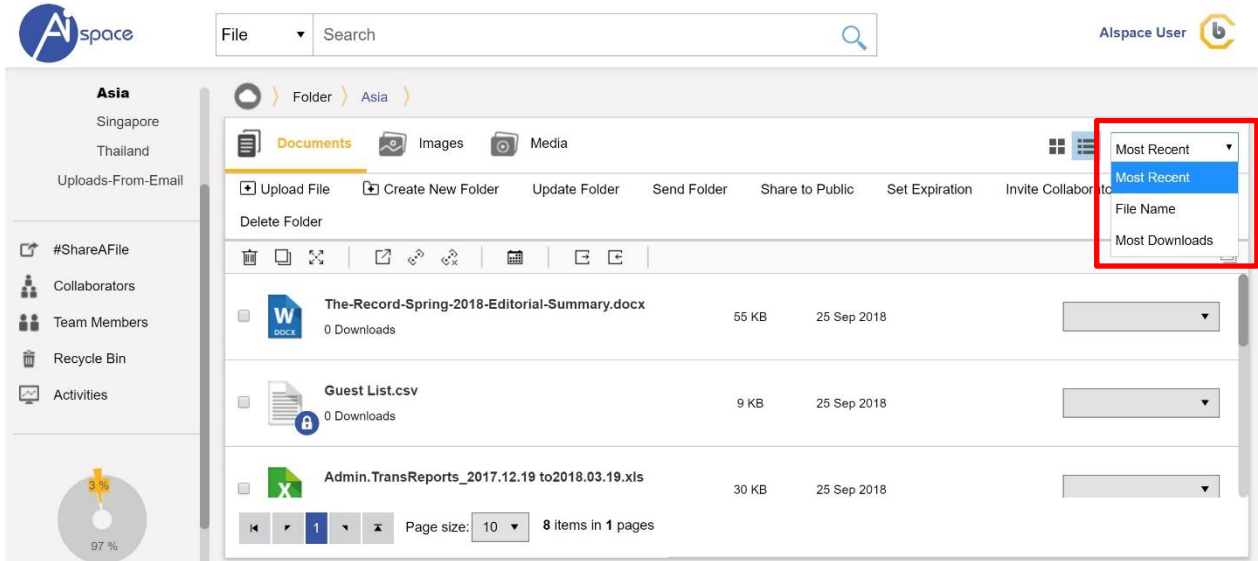


System features are similar and available between both viewing options.

Sorting Options

There are 3 file sorting options for the interface:

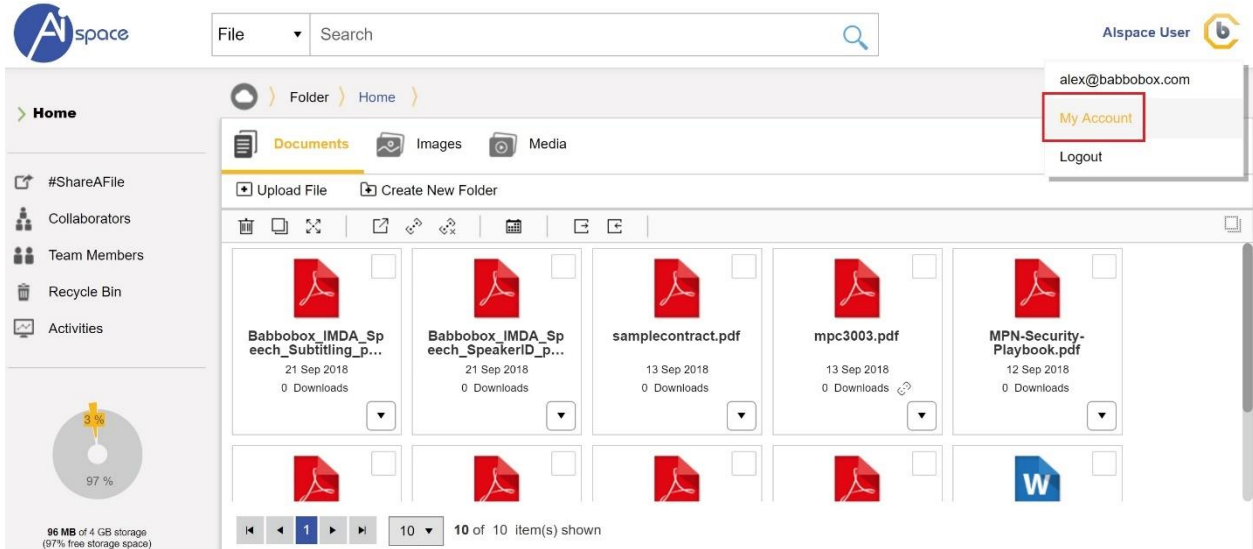
1. **Most Recent**
2. **File Name**
3. **Most Downloads**





CHAPTER 2- MY ACCOUNT

You can access “My Account” as indicated in the red box (top right of page).






User Information

This section allows you to update your:

- user name
- profile photo

User Information

A yellow hexagonal icon containing a white lowercase letter 'b', representing a profile photo placeholder.

Your Name



Update Password

This section allows you to update/change your password.

Update Password

Current Password

New Password
 Strong

Confirm Password
 Strong

Note: We recommend that you set your new password strength to 'Strong'.



Update Email

This section allows you to update/change your email address.

Update Email Address

Current Email Address
admin@babbobox.com

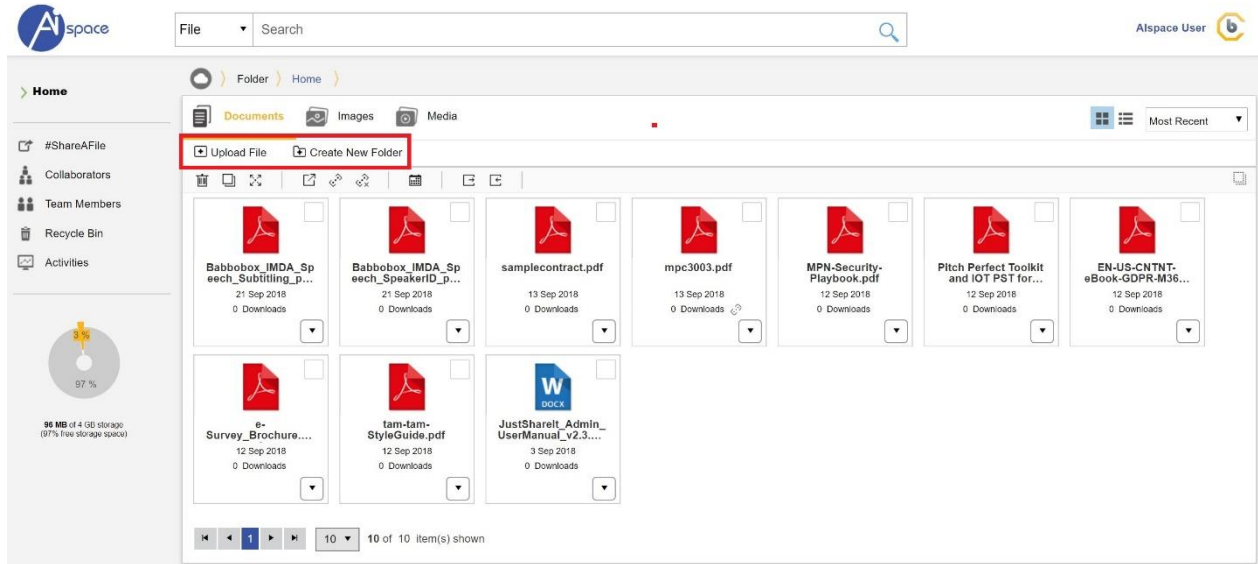
Current Password

New Email Address

CHAPTER 3- UPLOAD FILES AND NEW FOLDER

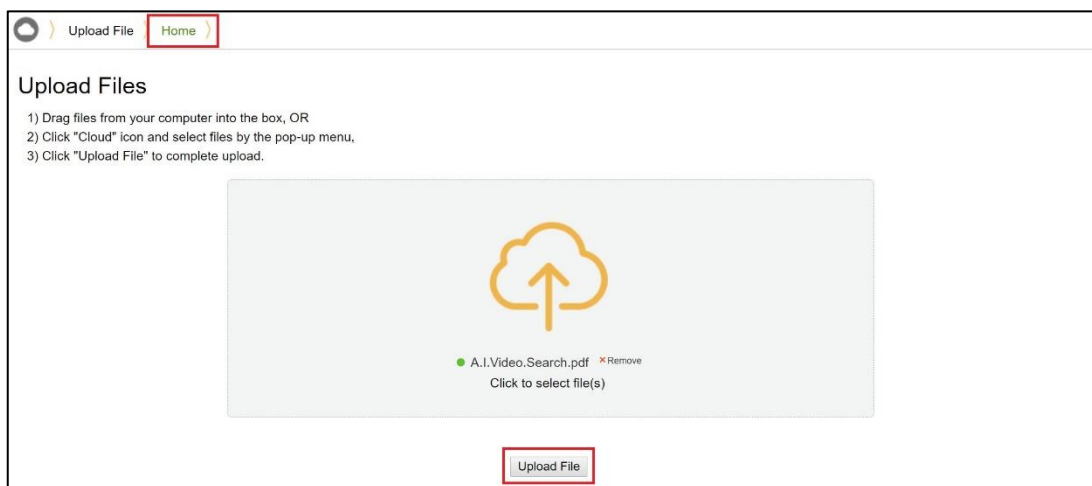
File Upload

Click on “Upload File” to upload a file(s) from your local drive.



There are 2 ways to upload files:

1. Drag files from your computer desktop into the box, OR
2. Click "Click to select file(s)" cloud icon and select files by the pop-up menu,
 - a. To upload multiple files at once, hold down the Shift or Control key as you select files.
3. Click “Upload File” to complete upload process.

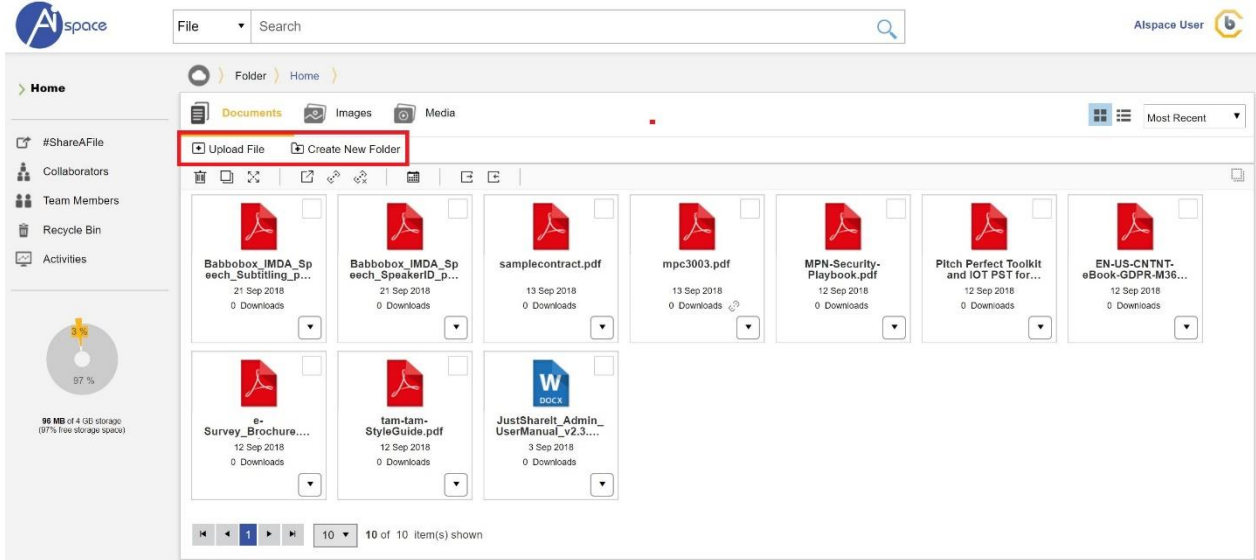


To complete upload, please do **NOT**:

- **CLOSE** your browser
- **MOVE** away from this page.

Create New Folder

Click on “New Folder” to create a new folder.



Where you'll be prompted to enter the “Folder Name” and “Description”

Create New Folder

Folder Name

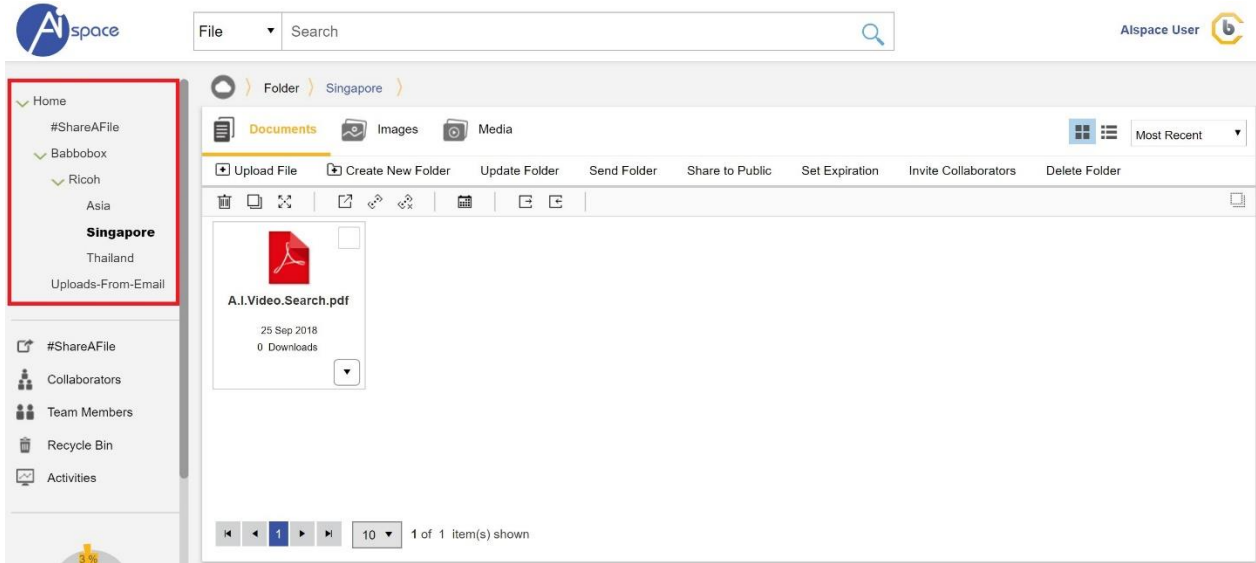
Description

CHAPTER 4- MANAGING YOUR FOLDERS

This section will help you to use various functions in order to manage your folders.

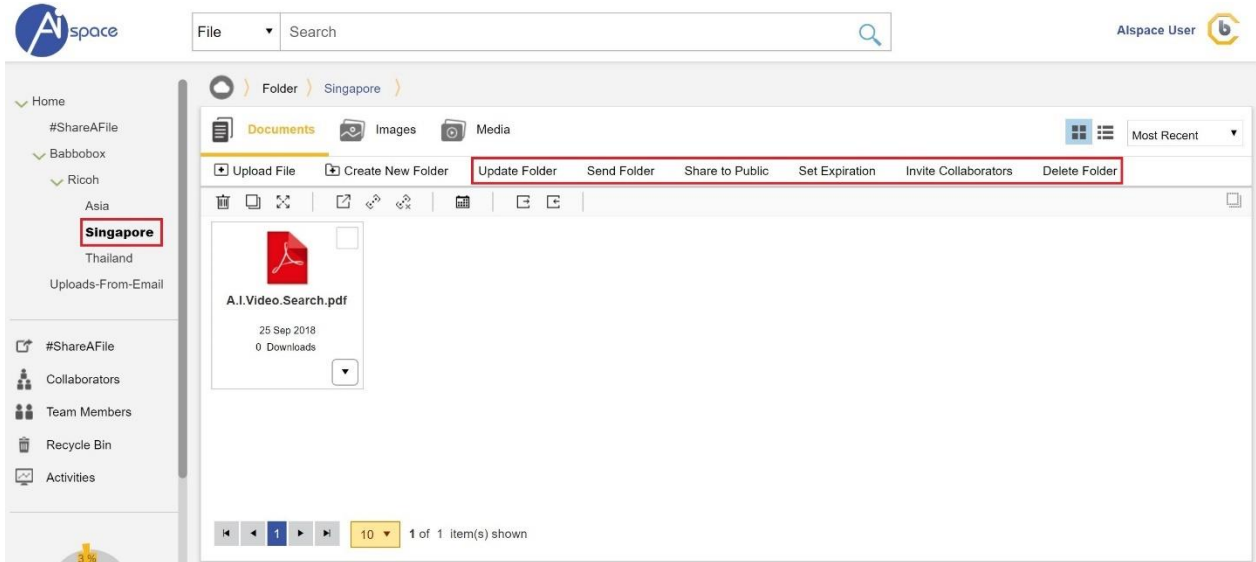
Folder Directory

Your folder directory can be access in the form of tree directory on the left-hand side of page.



Open Folder

You can either open the folder by simply clicking on the folder name.

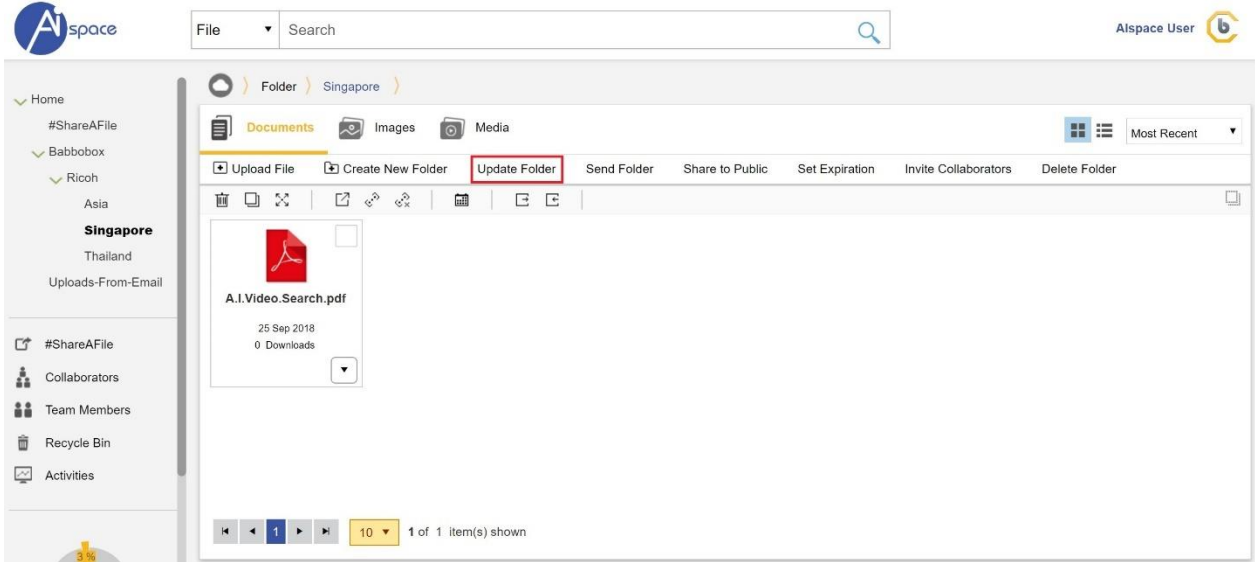


You will be able to access a range of “Folder Features”, they are:

- Update Folder
- Send Folder
- Share to Public
- Set Expiration
- Invite Collaborators
- Delete Folder

Update Folder

This function “Update Folder” allows you to change the folder name and description



You can make the necessary changes as prompted.

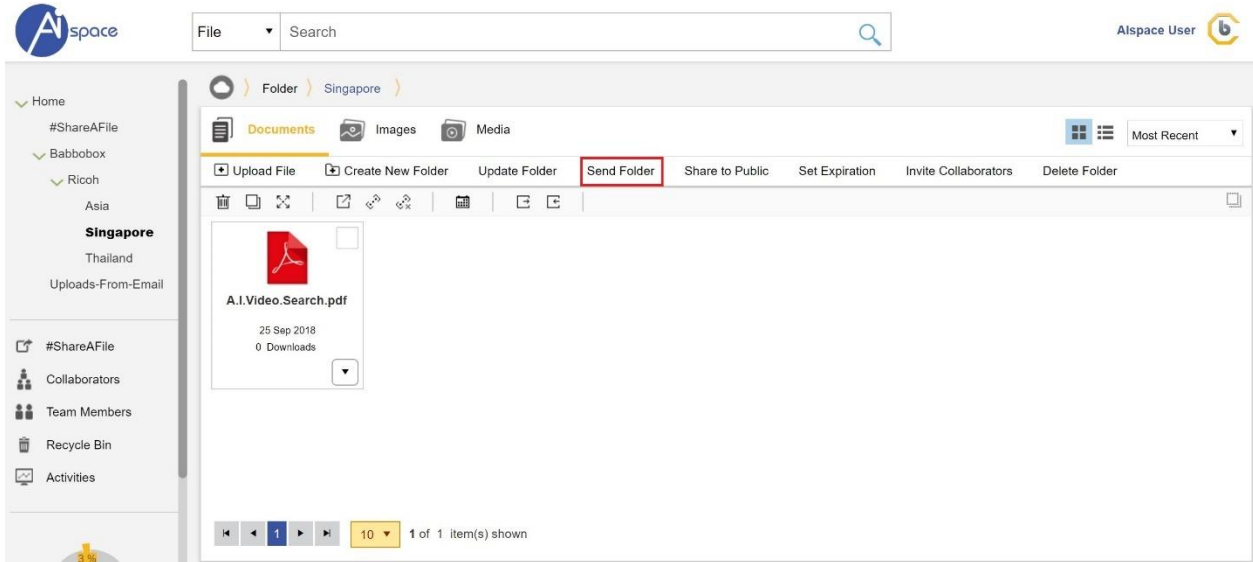
Update ✕

Folder Name

Description

Send Folder

Click on “Send Folder” and you can share the entire folder to someone of your choice.



You are able to:

- 1) Email to share with:
 - a. You can enter multiple emails address where an email will be sent with instructions on how to access this folder.
- 2) Message to the recipient(s)
 - a. You can write a short note here
- 3) Password Protect
 - a. You can further enhance your folder security by using “password protect” on this folder to whom you are sharing with.

Send Folder ×

To share this folder, enter email addresses below and the recipients will receive a private link to your folder:

Emails to share with

Type emails separated by commas

Message to the recipient(s) (optional)

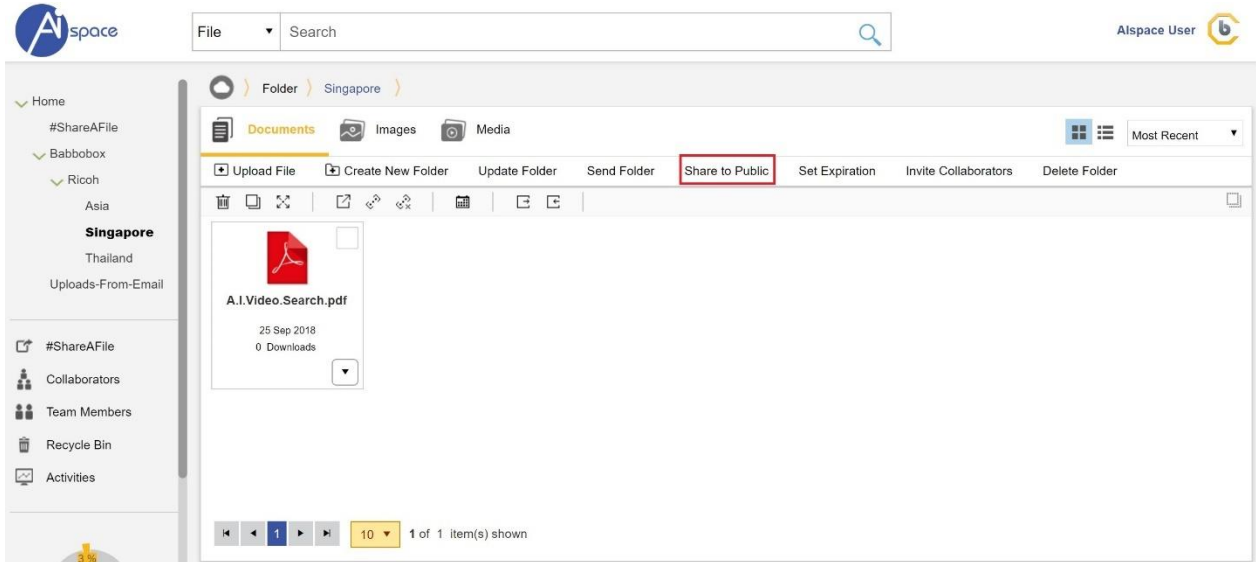
Password to protect this share (optional)

Leave the password field empty if you do not want to protect this share with password

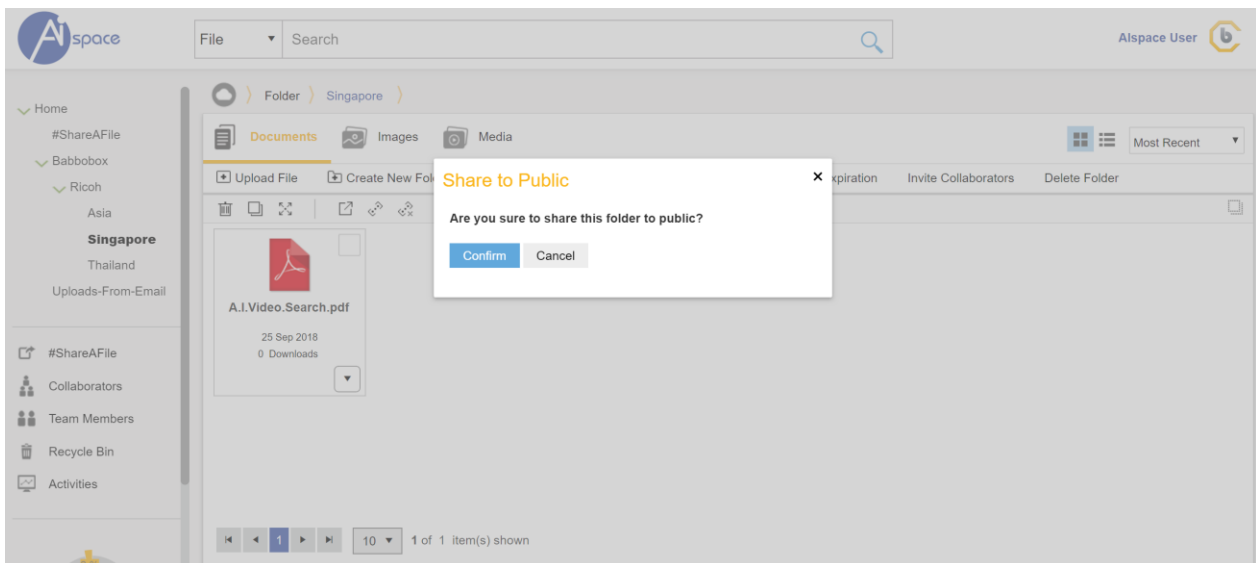
Confirm Cancel

Share Folder (to Public)


You can share this folder to public. Click on “OK” to confirm on the prompt.

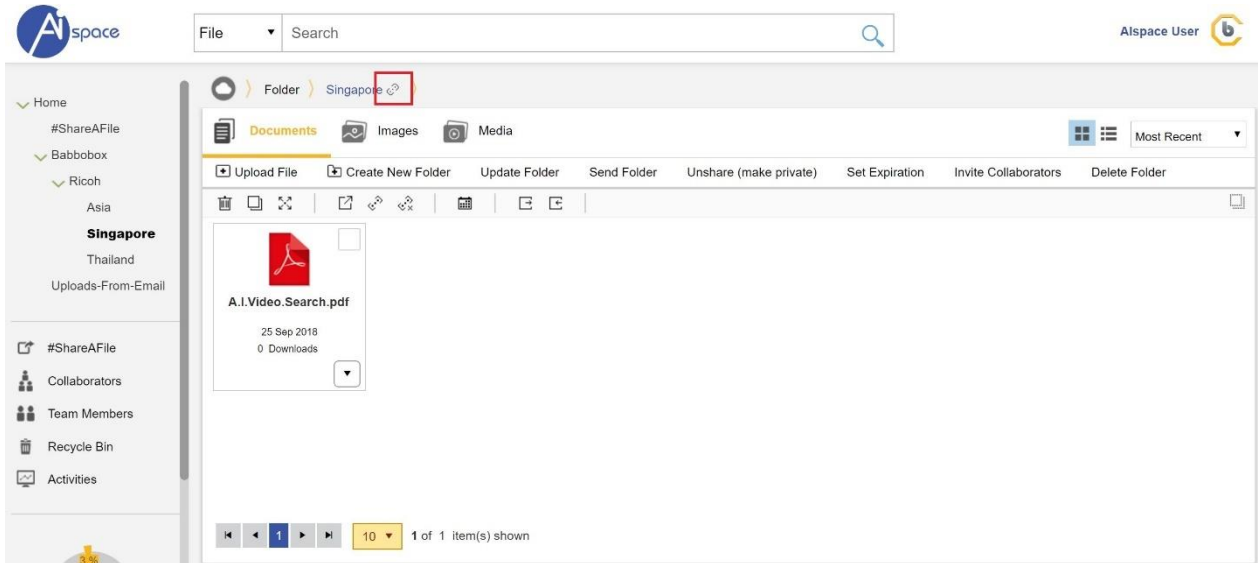


To complete the share, click on “Confirm” when prompted.

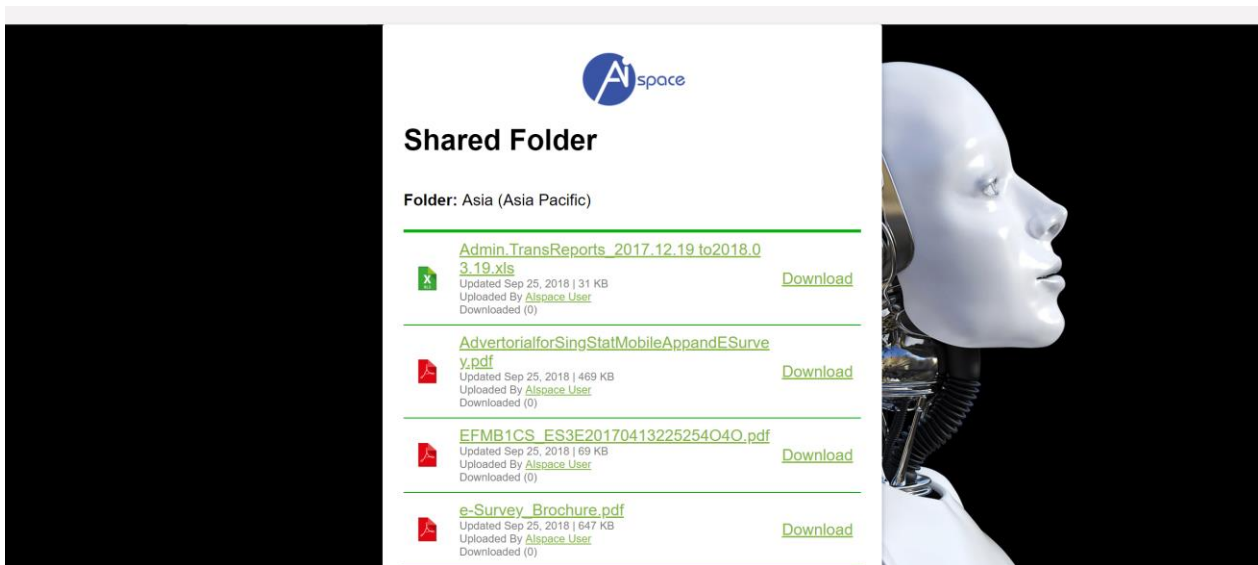




A link icon () will appear for the shared folder

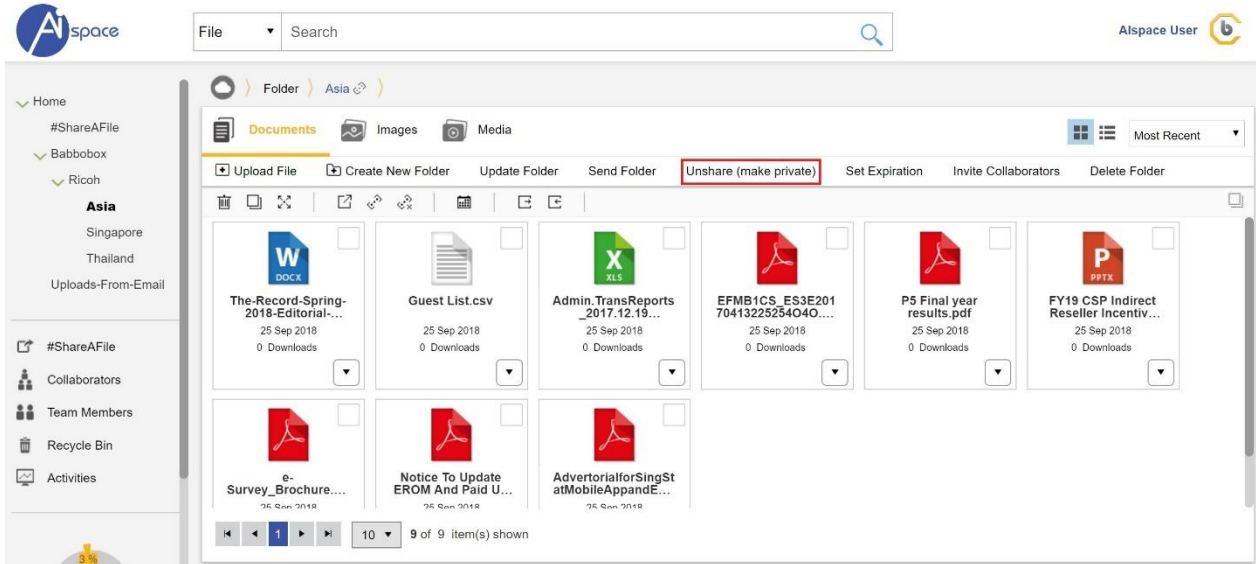


The shared folder will look like the following where users can download the content with this shared folder.

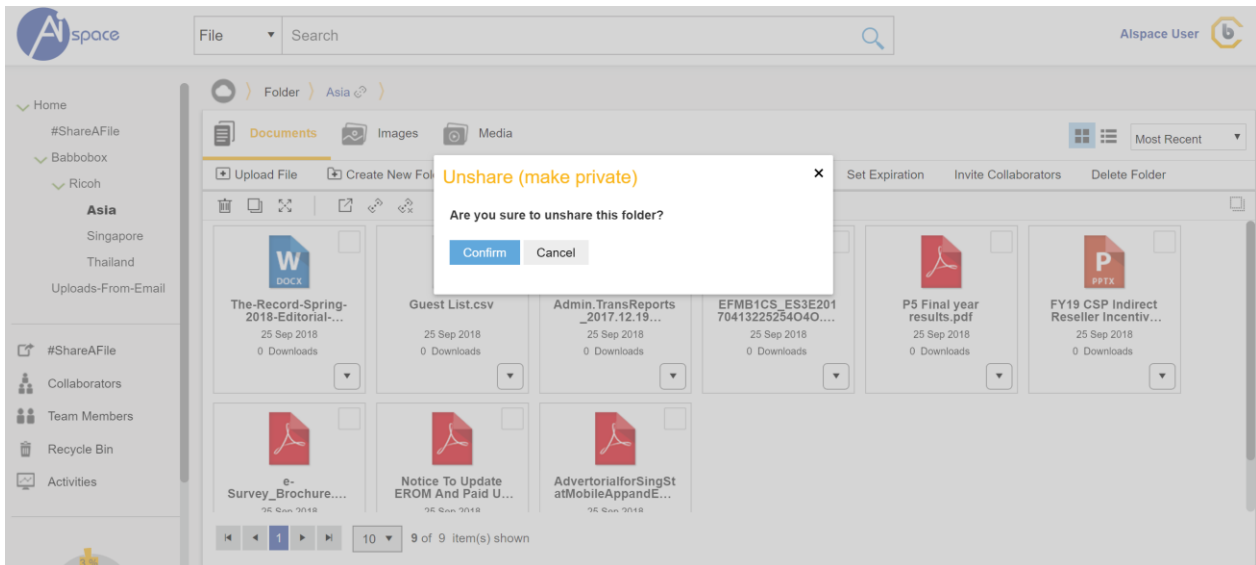


Unshare Folder

Once the folder is shared, you can “unshare” this folder by clicking “Unshare (make private)” button



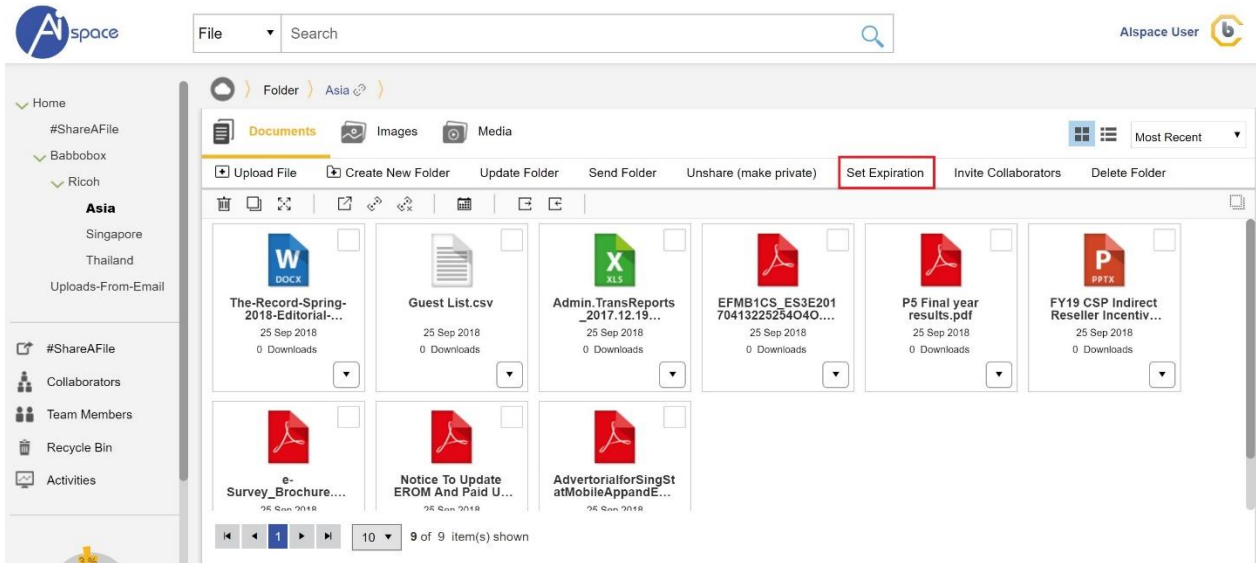
Please follow on-screen instructions to complete the “unshare” process.



Set Expiration

The “Set Expiration” has dual role depending the status (private or shared) of the folder. It will either:

- Auto-unshare (if folder is shared)
- Auto-delete (if folder is private)



If the folder is shared, you can set an expiry date where the folder will be automatically be “unshared on” (make private) again.

If the folder is private, you can set an “delete on” date where the folder will be automatically be on the date selected.

Set Expiration ✕

Unshare On

This folder must be shared to enable this expiration. You can automatically unshare this folder on a selected date. It will be unshared at 11:59PM on the selected day.

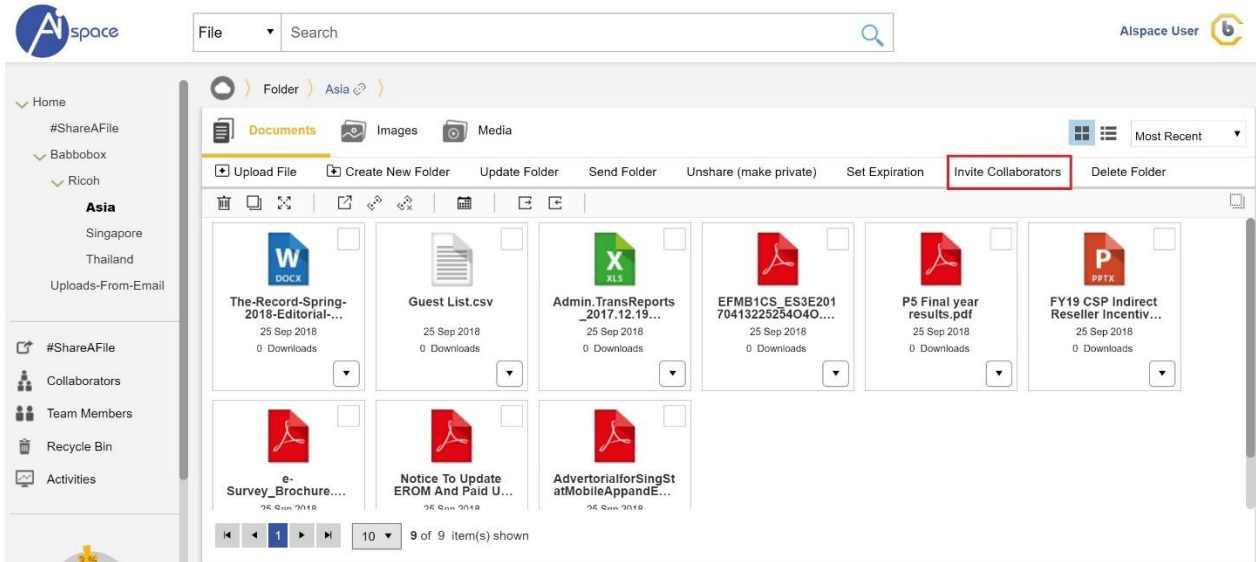
Delete On

You can automatically delete this file on a selected date. It will be deleted at 11:59PM on the selected day.

Confirm
Cancel

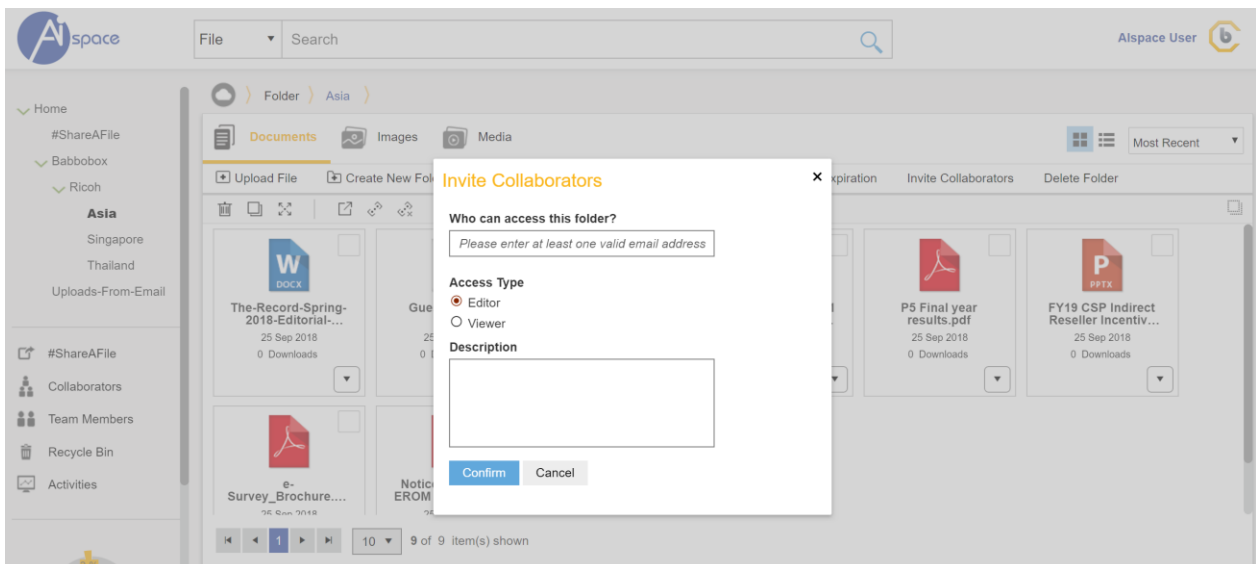
Invite Collaborators

This function allows you to invite collaborators to this folder.



You can key in the email addresses, access type and description as prompted. There are 2 Access Type to select:

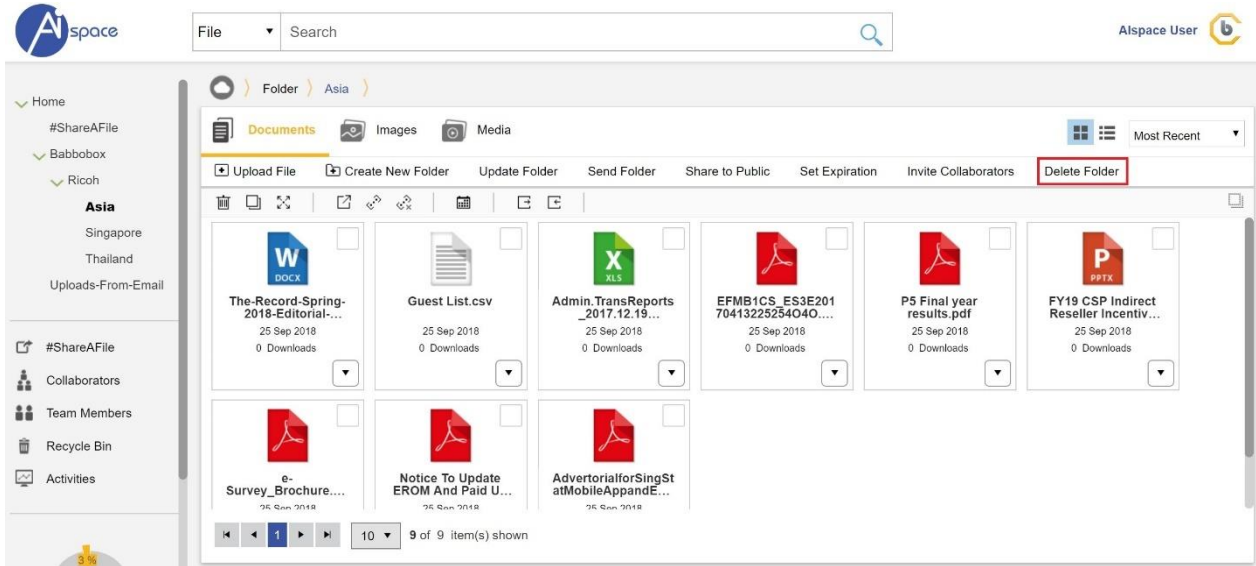
- 1) Editor - where other collaborators are able to make changes to the folder.
- 2) Viewer - where other collaborators are able only able to view the folder.



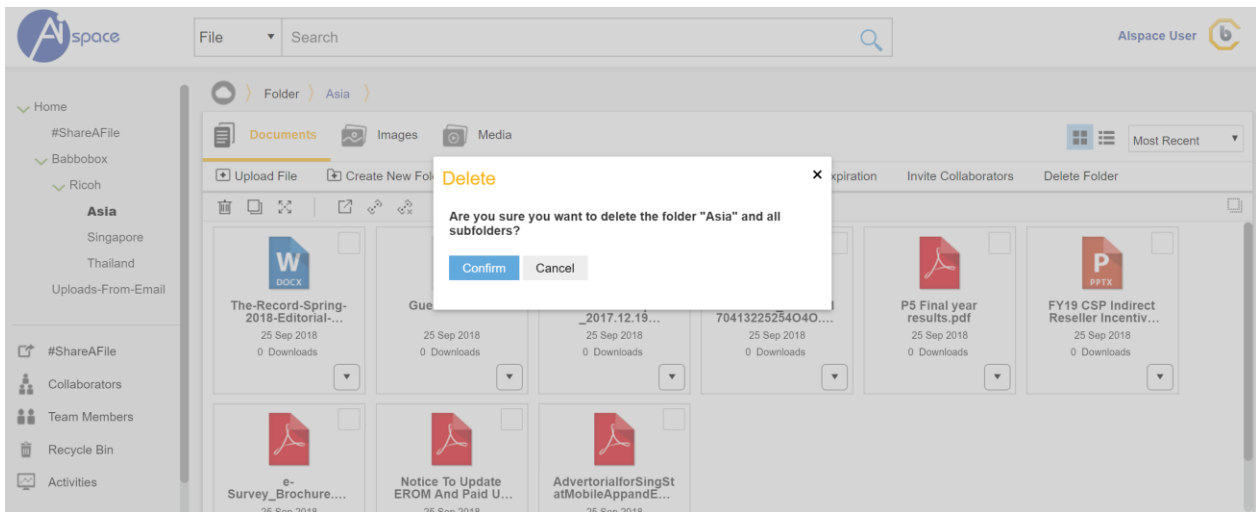


Delete Folder

This function allows you to delete this folder.



Please follow on-screen instructions to complete the “delete” process.



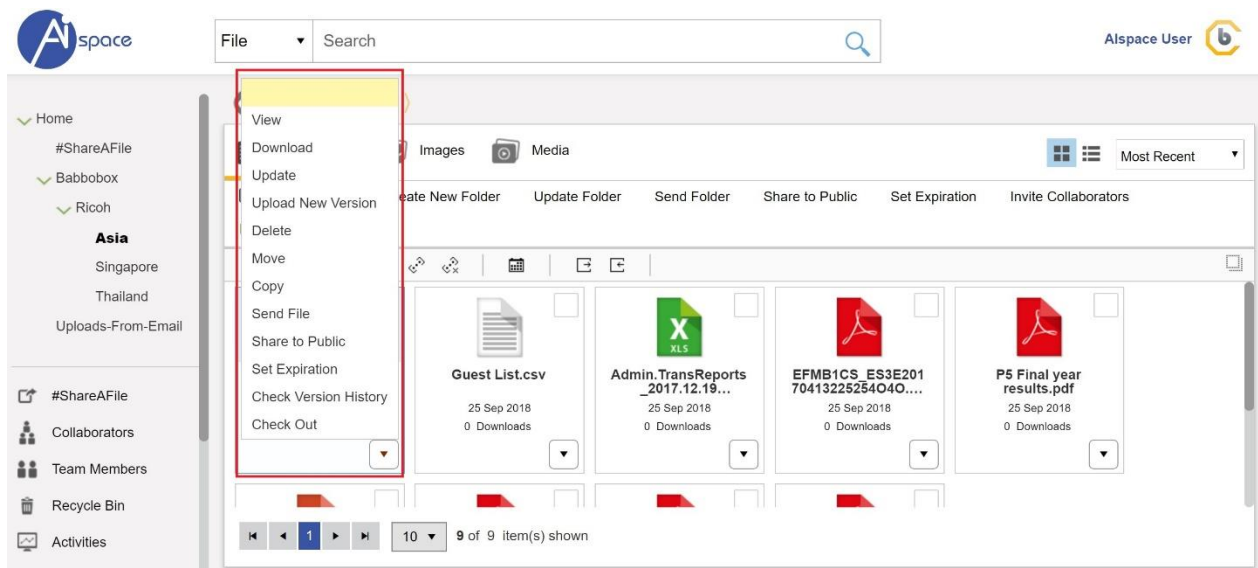
CHAPTER 5 – MANAGING YOUR FILES

In Alspace, files are defined and stored separately under 3 different categories:

1. **Documents** – all document file formats are stored in this category. Other files (e.g. ZIP, DICCOM) that are not categorized as images or media will also be stored as Documents.
2. **Images** – all image file formats are stored in this category
3. **Media** - all audio and video file formats are stored in this category

This section will help you to use various functions in order to manage individual files. These functions are:

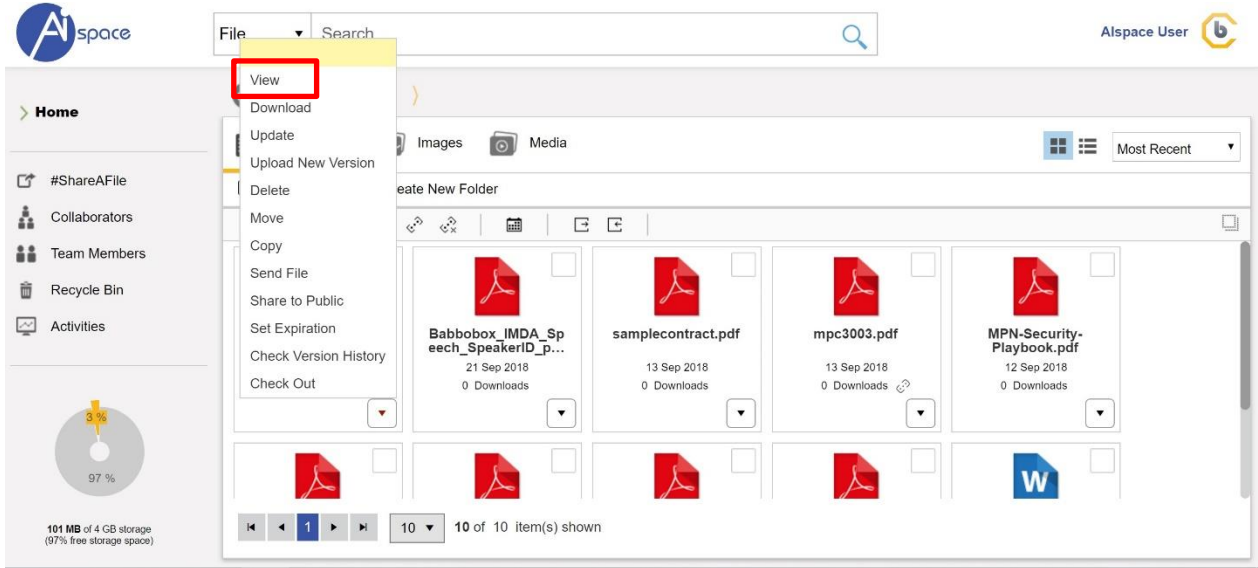
- View
- Download
- Update
- Upload New Version
- Delete
- Move
- Copy
- Send File
- Share to Public
- Set Expiration
- Check Version History
- Check Out





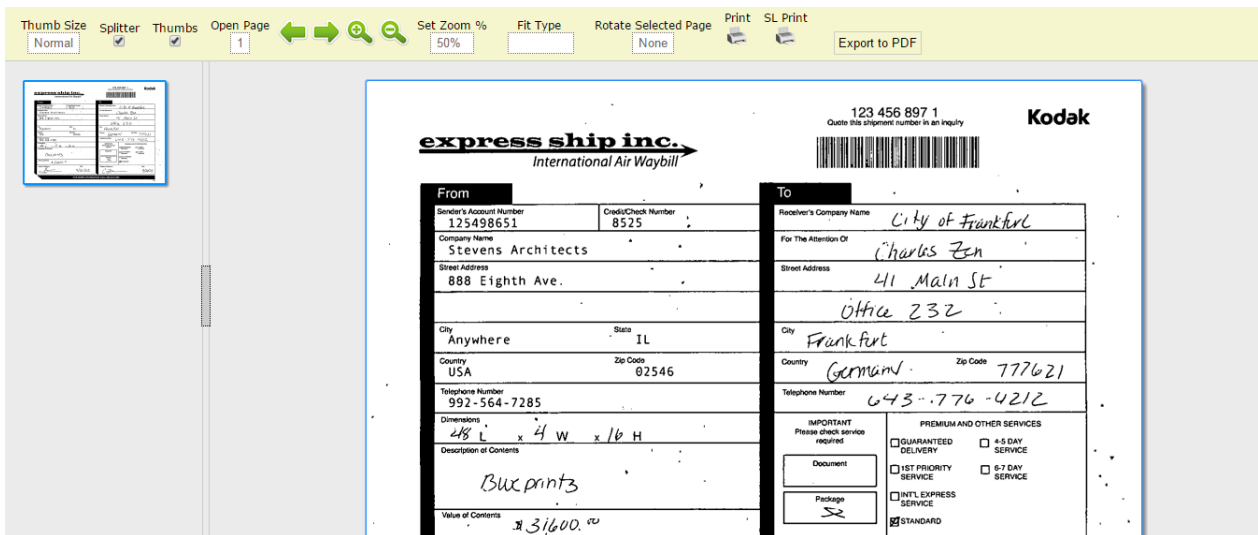
View

You can view a file by clicking on "View"



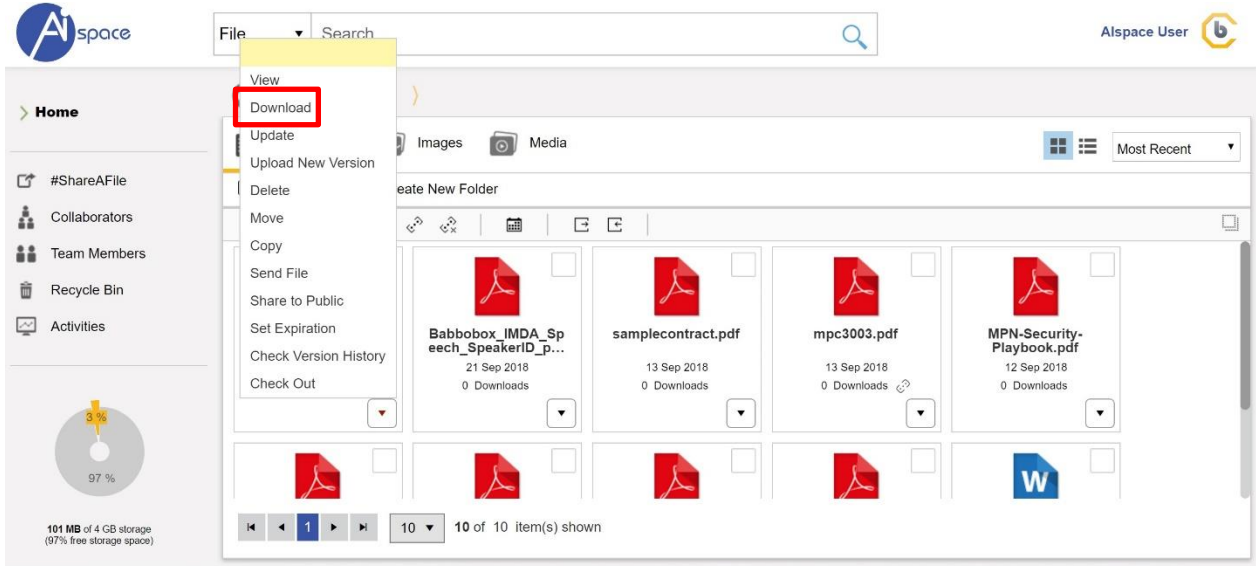
Our reader can read up to 40 file formats, which includes:

DOC, DOCX, ODT, XLS, XLSX, ODS, PPT, PPTX, ODP, PDF, VSD, MPP, TIF, DWG, PSD, TXT, RTF, XML, EML, MSG, EPUB, SVG, HTML, DICOM and common image formats (like PNG, BMP, GIF, JPG, etc)



Download

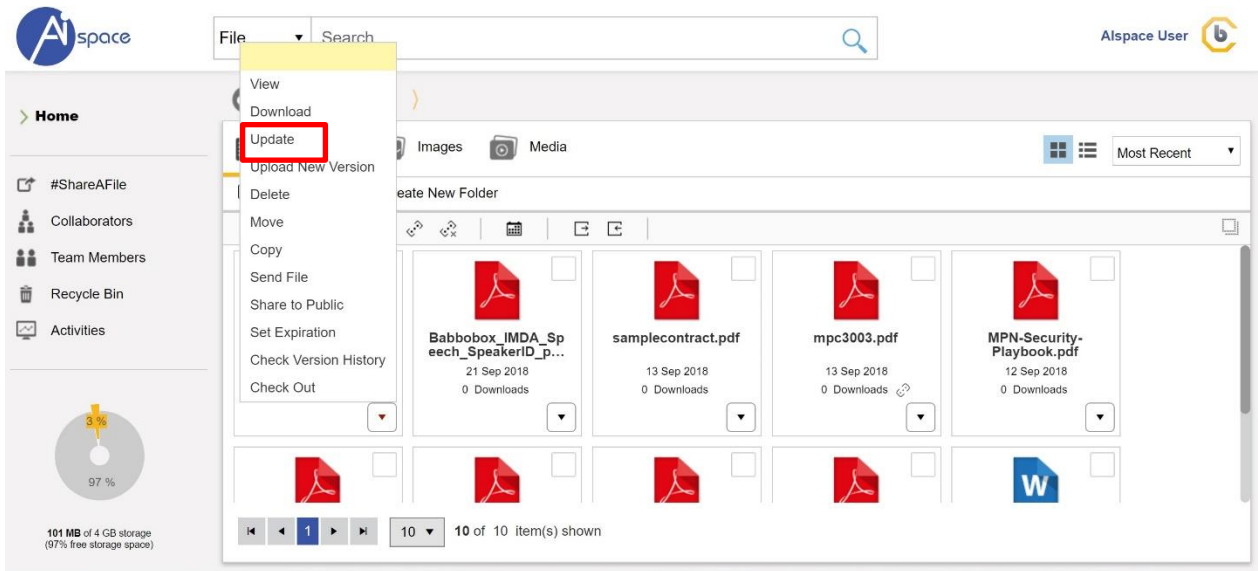
You can either download the file by clicking on the folder icon or click on “Download”.



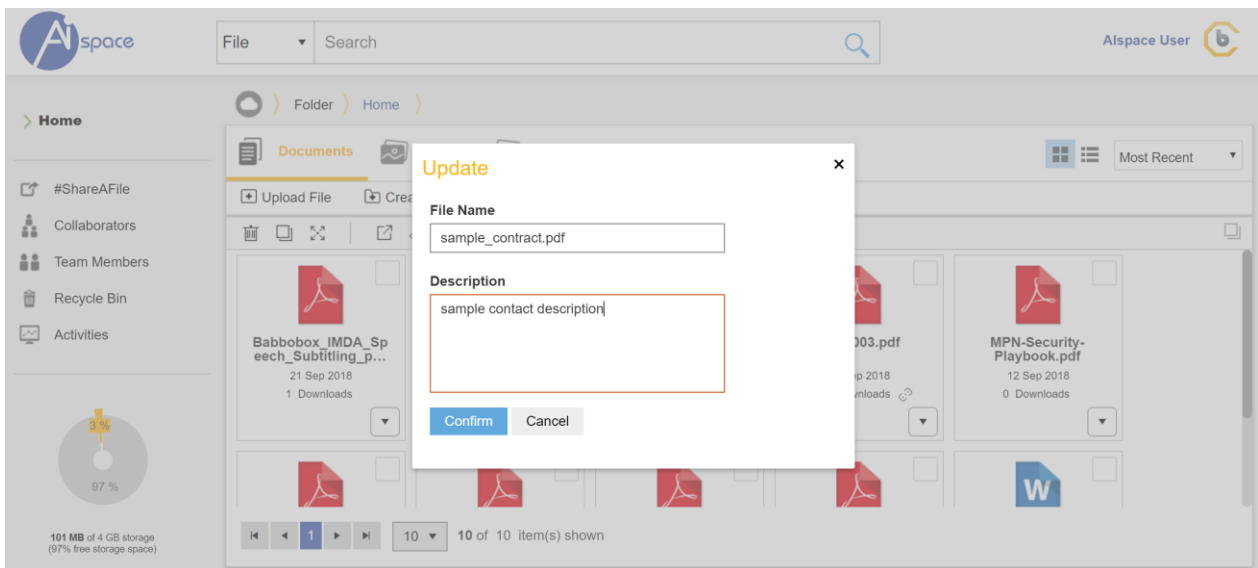
Upon download completed, the file can be found on your default Download folder on your computer.

Update

You can update name and description of selected file. This will improve the search result for this particular file.

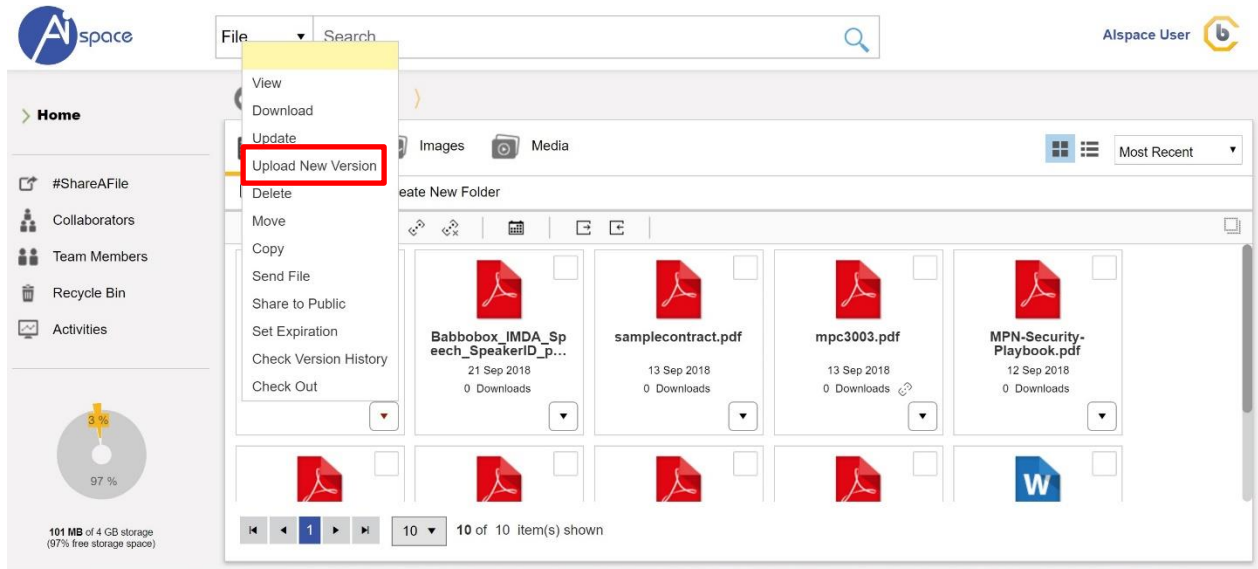


Please follow on-screen instructions to update File name and Description.

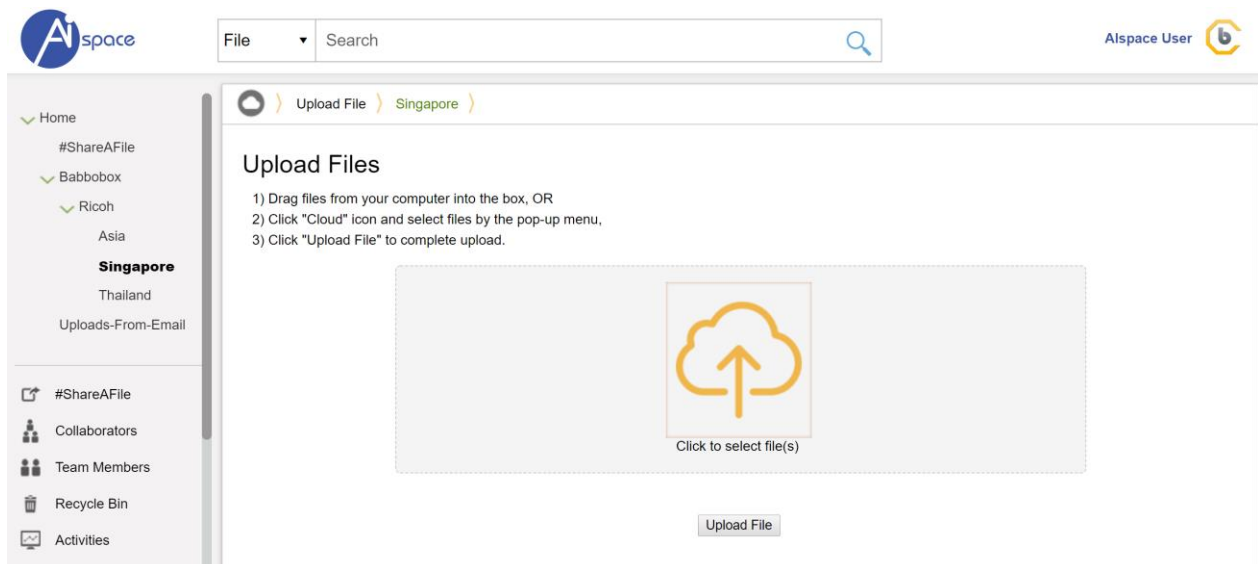


Upload New Version

You can upload a newer version of the file by clicking “Upload New Version”. An upload prompt will appear and you can select a file and upload a newer version.



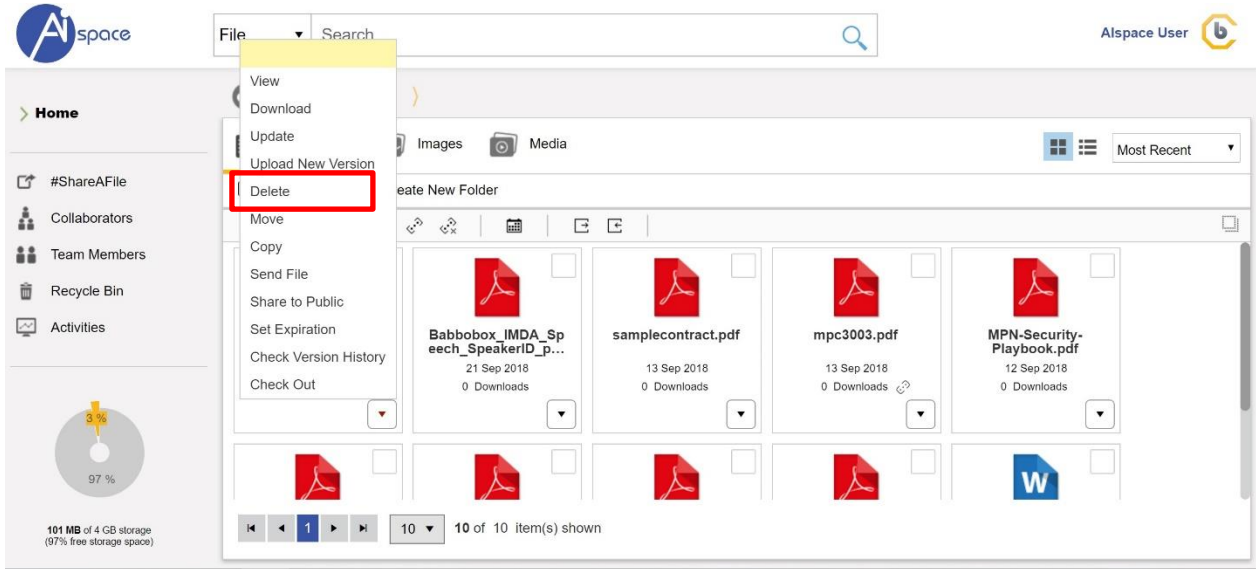
This feature will bring you to the “File Upload” feature.



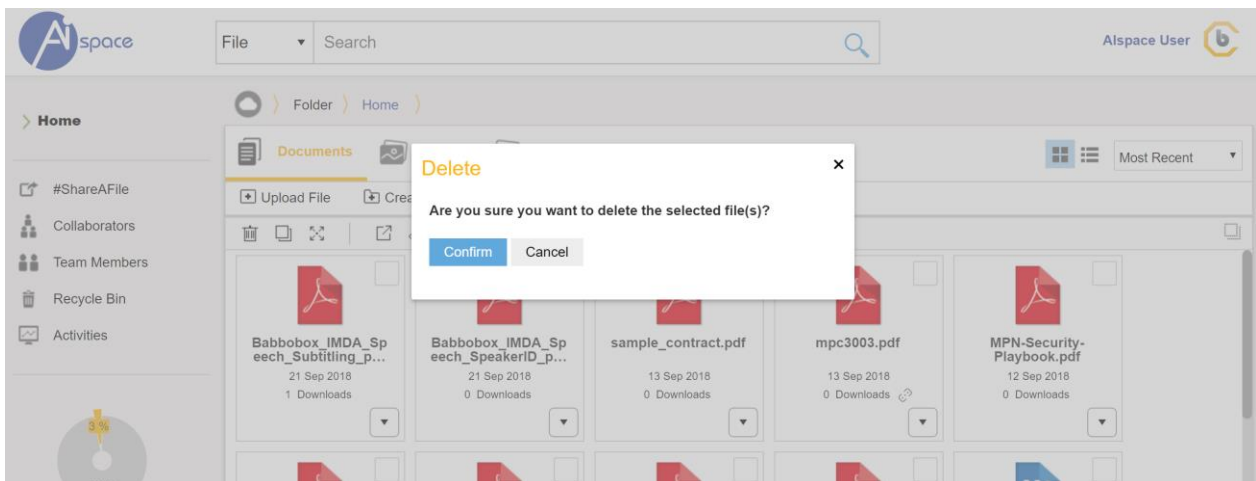
This will overwrite the current version. However, all older versions will be saved and can be accessed and downloaded.

Delete

This function allows you to “delete” the file.

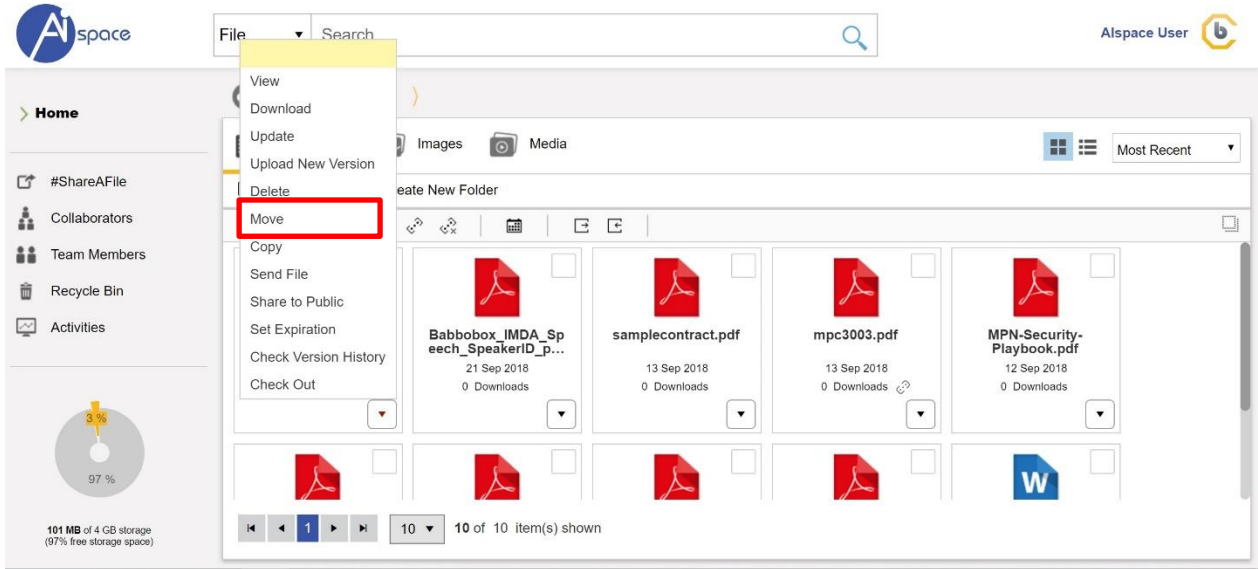


Please follow on-screen instructions to delete file.

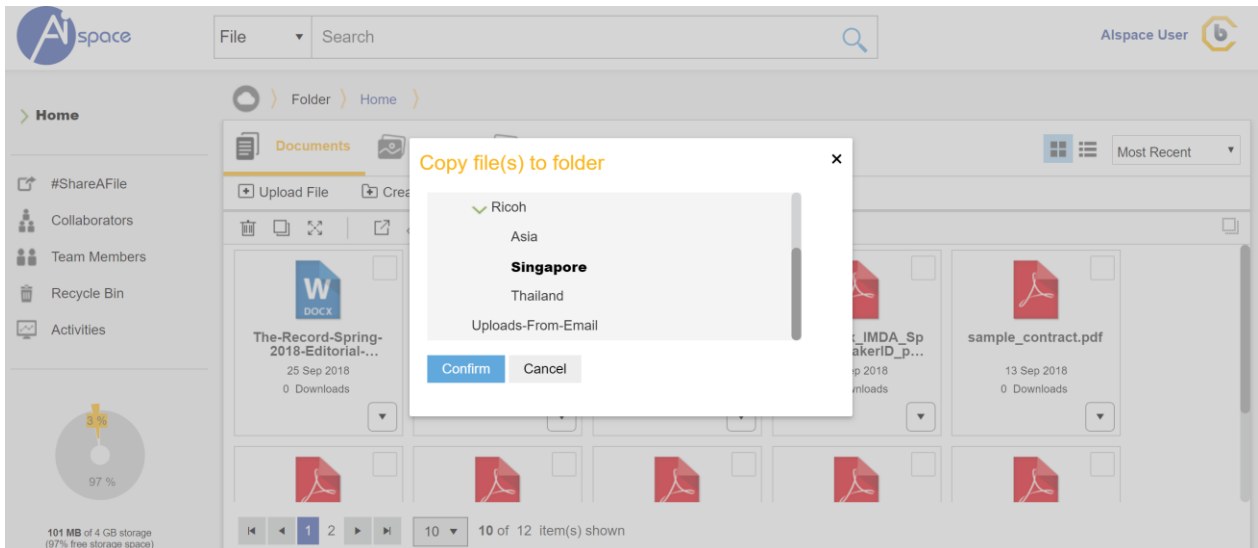


Move

This function allows you to “move” the file to another folder.

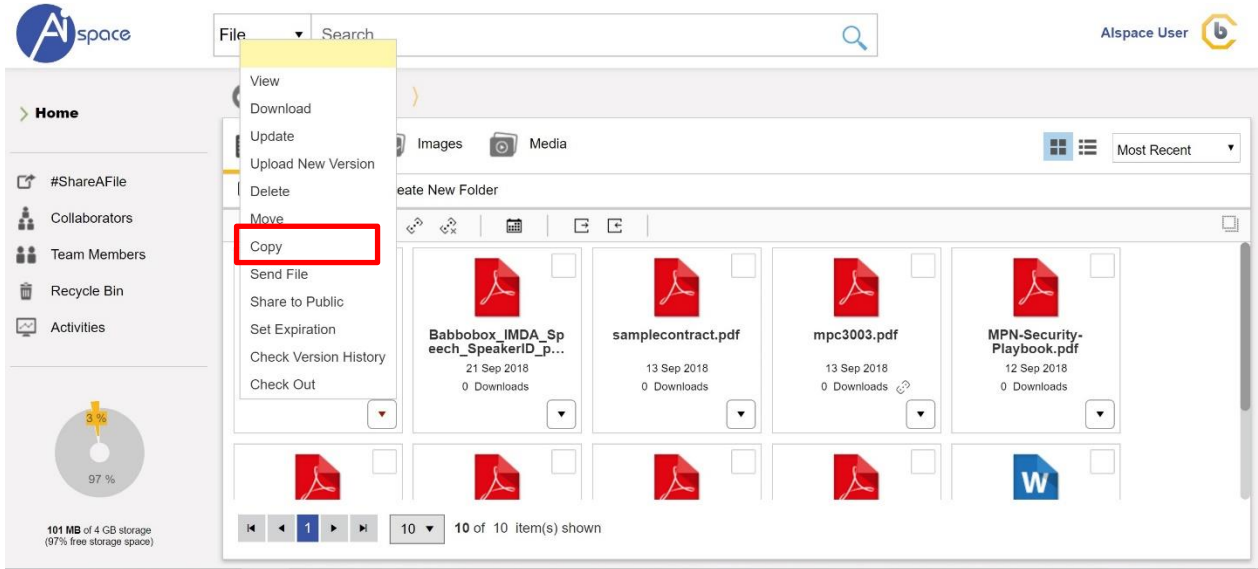


Please follow on-screen instructions to select destination folder and complete the “move” file process.

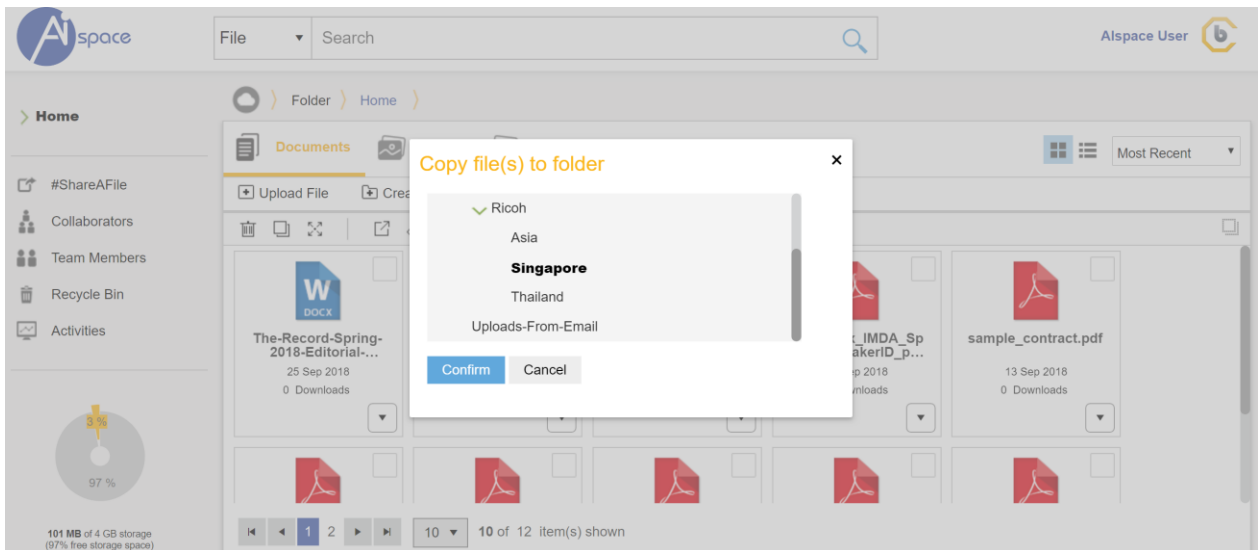


Copy

This function allows you to “move” the file to another folder.

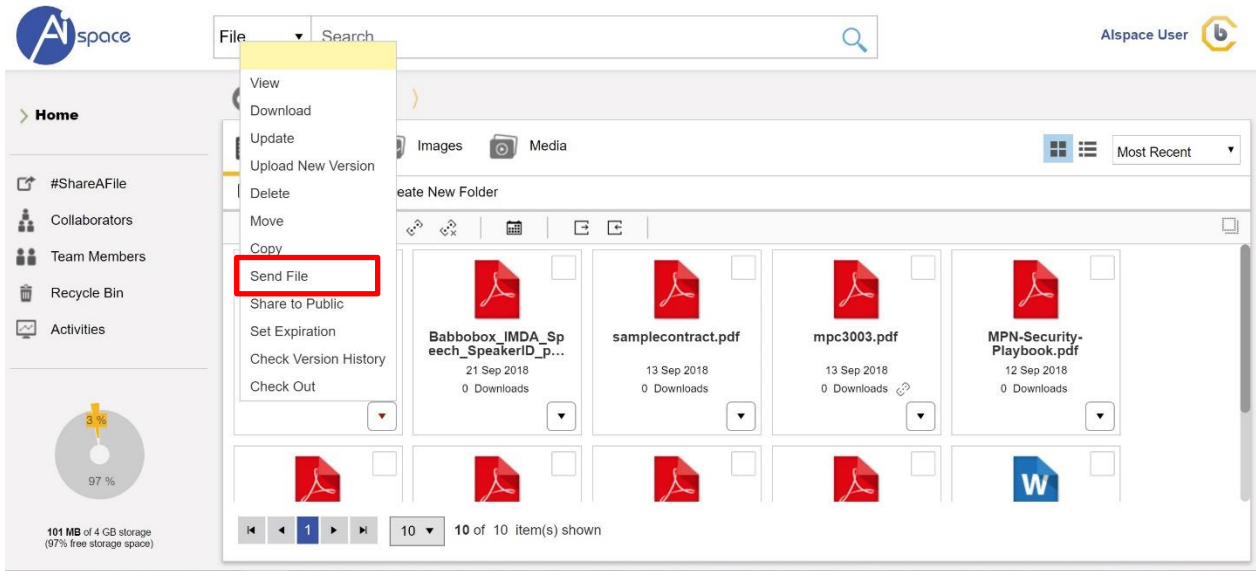


Please follow on-screen instructions to select destination folder and complete the “copy” file process.



Send File

Click on “Send File” via email and you can share the file.



Please follow on-screen instructions to complete the “send” file process.

Send File

To share this folder, enter email addresses below and the recipients will receive a private link to your folder:

Emails to share with

Type emails separated by commas

Message to the recipient(s) (optional)

Password to protect this share (optional)

Leave the password field empty if you do not want to protect this share with password

You are able to:

- 1) Email to share with:
 - a. You can enter multiple email addresses where an email will be sent with instructions on how to access this folder.

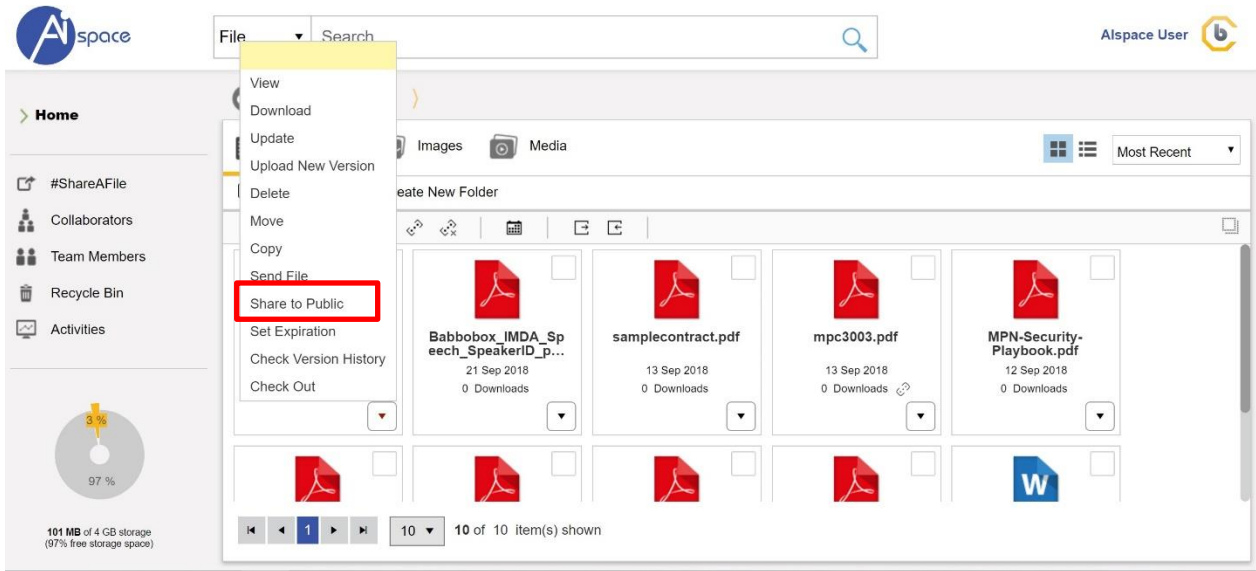


- 2) Message to the recipient(s)
 - a. You can write a short note here
- 3) Password Protect

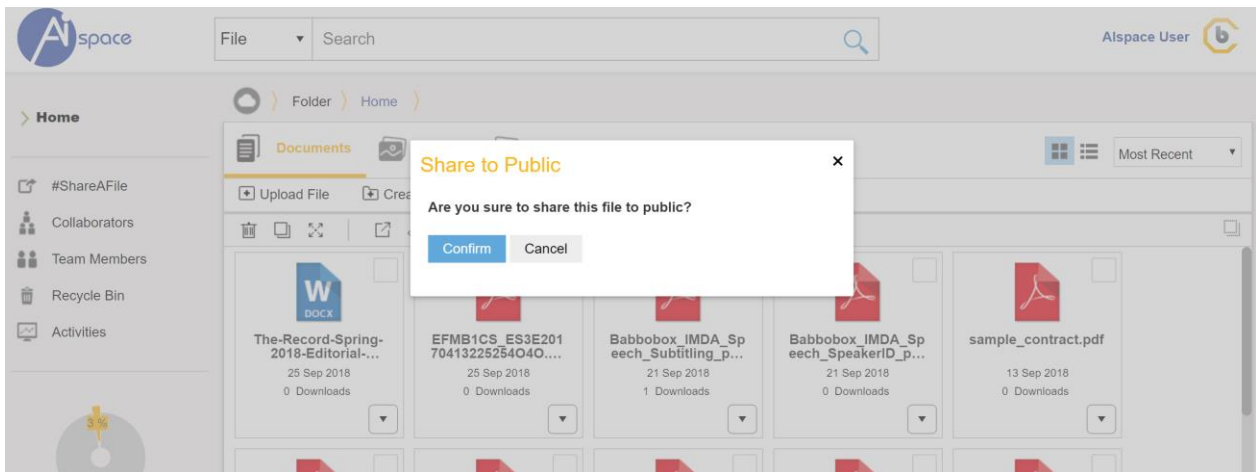
You can further enhance your folder security by using “password protect” on this folder to whom you are sharing with.

Share to Public


Click on “Send to Public” to create a unique url to access the file publicly.



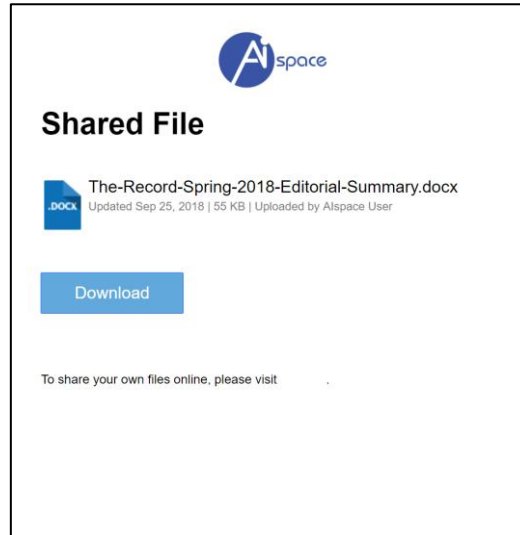
Please follow on-screen instructions to complete the “Share to Public” process.





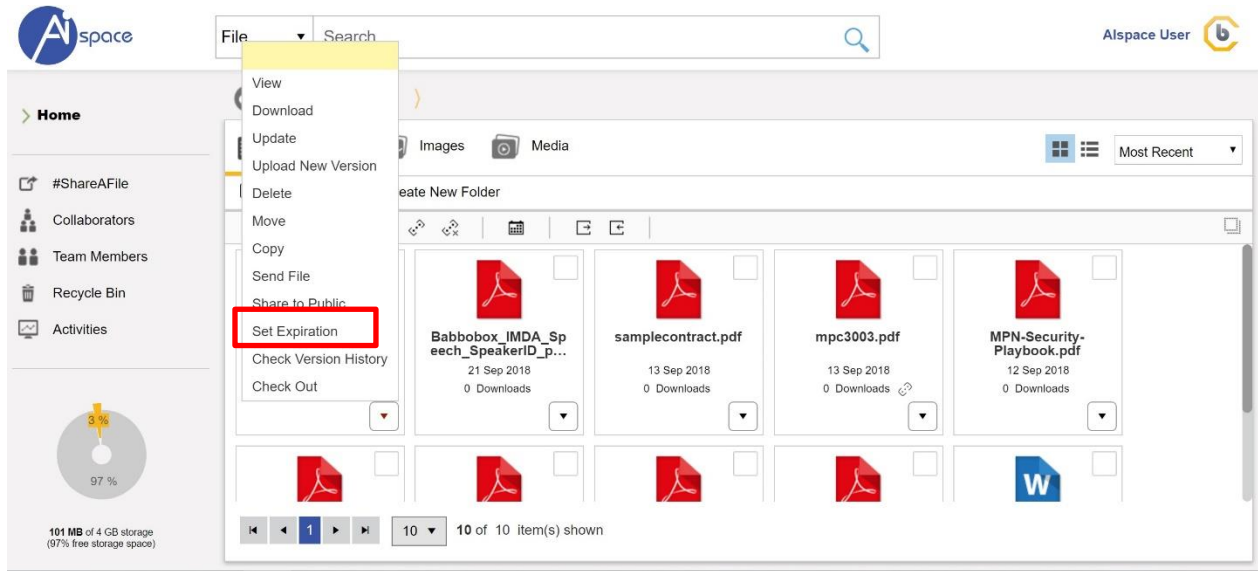
An URL icon () appear. You can simply share this link publicly for anyone to access.

Other users will see this file as such and is able to download the file.



Set Expiration

This function has a dual role depending the status (private or shared) of the file.



- **Auto-Unshare** - If the file is shared, you can set an expiry date where the file will be automatically be “unshared” (make private) again.
- **Auto-Delete** - If the file is not shared, this function can help you delete the file automatically.

Please follow on-screen instructions to complete the “Set Expiration” process.

Set Expiration

Unshare On

This file must be shared to enable this expiration. You can automatically unshare this file on a selected date. It will be unshared at 11:59PM on the selected day.

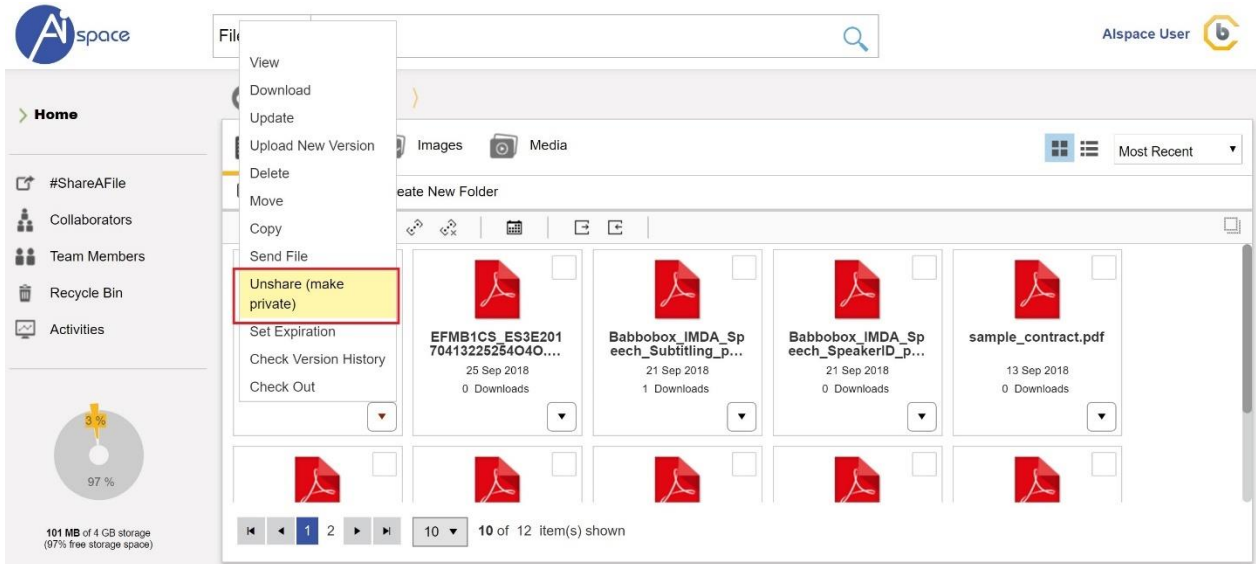
Delete On

You can automatically delete this file on a selected date. It will be deleted at 11:59PM on the selected day.

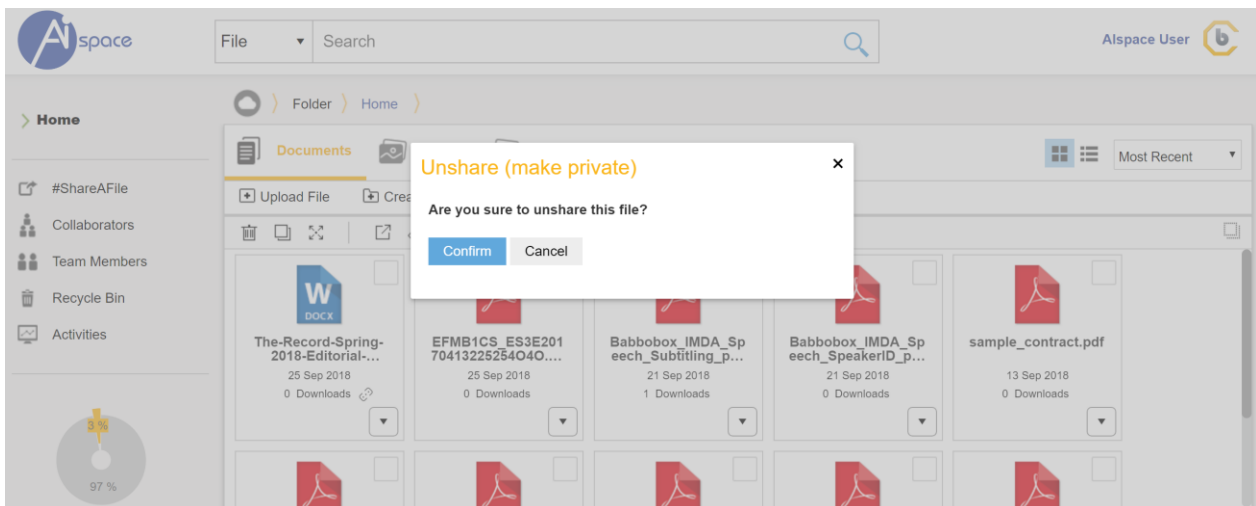
Confirm **Cancel**

Unshare File

Once the file is shared, you can unshare this file by clicking on the “Unshare” function.

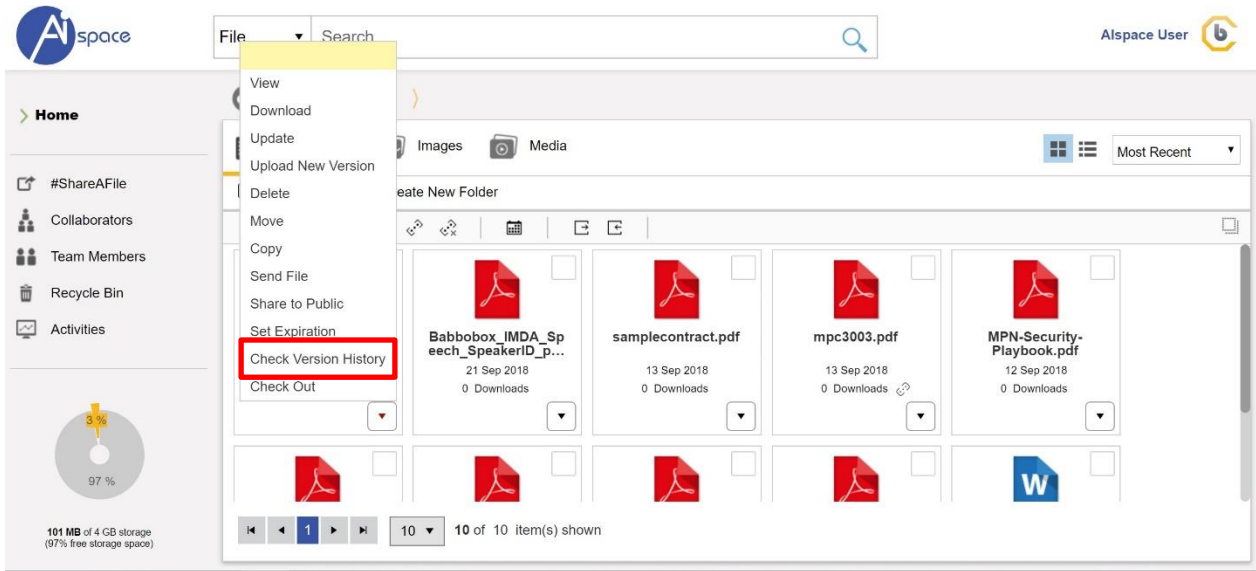


Please follow on-screen instructions to complete the “Unshare (Make Private)” process.

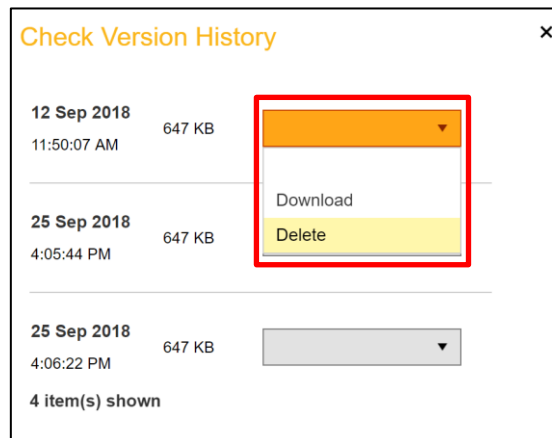


Check Version History

You can check your document's version history with this function. Our system keeps ALL older versions of the same document.



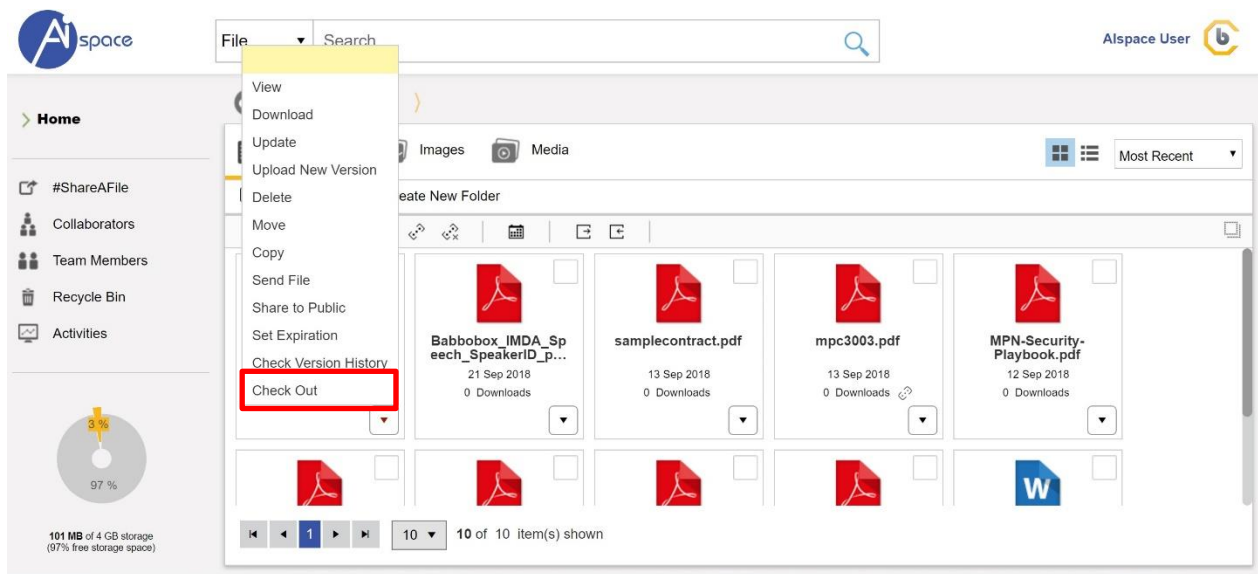
If there is an older version of the file, you can download/delete the older version as prompted.



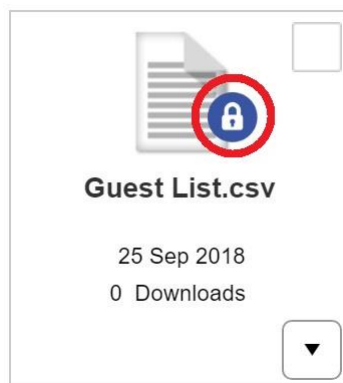
Check Out/Check In

This function is used when the folder is in “Collaboration” mode with other team members. This easy-to-use and powerful feature eliminates problems managing multiple versions of a document. You control what version is worked on at all times.

The Check In/Check Out feature gives you control over the editing and updating of your documents. Only one person can edit a document at a time, making version control simple and secure. No matter how many people need to edit or update a document, everyone will always have the latest version.

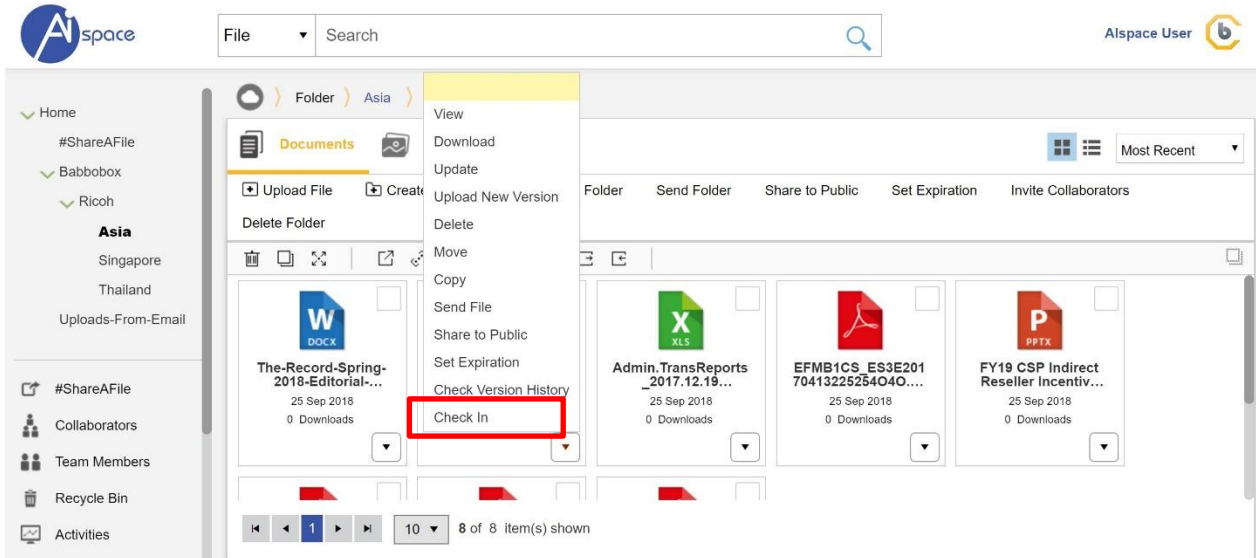


The file will be locked when the file is “checked out” and is indicated by a “lock”.



Files “checked out” are locked during editing. Only one person can edit the document at a time. Once the user is finished with their edits, they simply “check in” the document and the file is automatically updated to the most current version.

Once you finish editing the file, you need to “Check In”. This function will only appear if the file has been checked out previously.



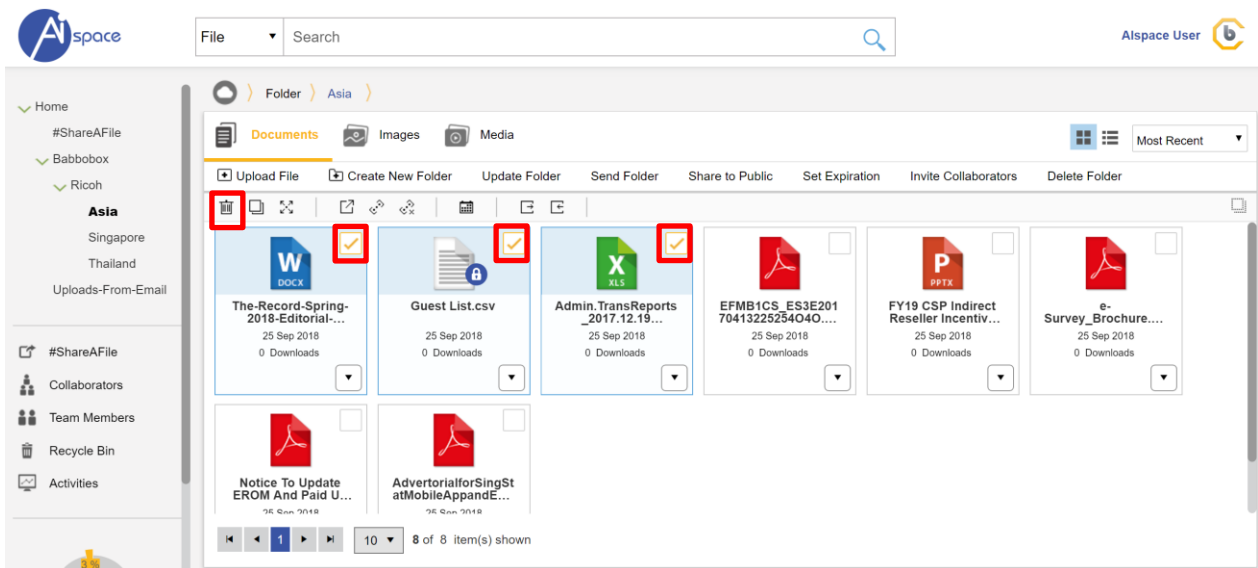
CHAPTER 6 – MANAGING YOUR FILES (FOLDER LEVEL)

Aispace has another way of managing your files. The key differentiator for this method is that we can handle (e.g. delete, copy, share, etc.) multiple files at once.

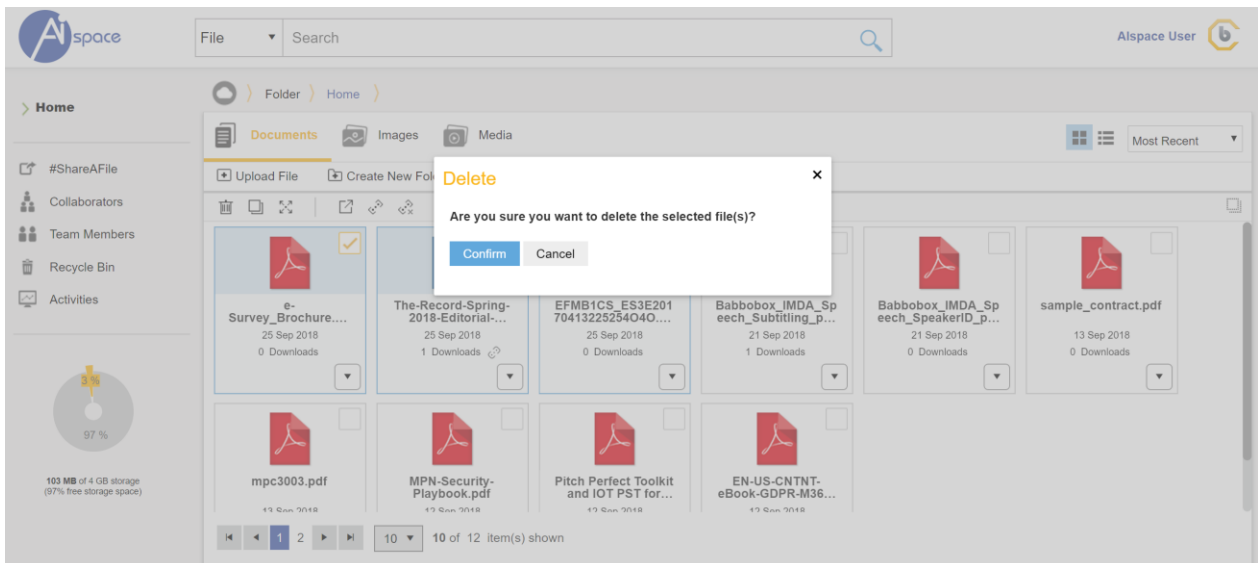
Delete File(s)

To delete multiple files at once:

1. “Tick” the check boxes of each file you want to delete.
2. Click on “Delete” icon



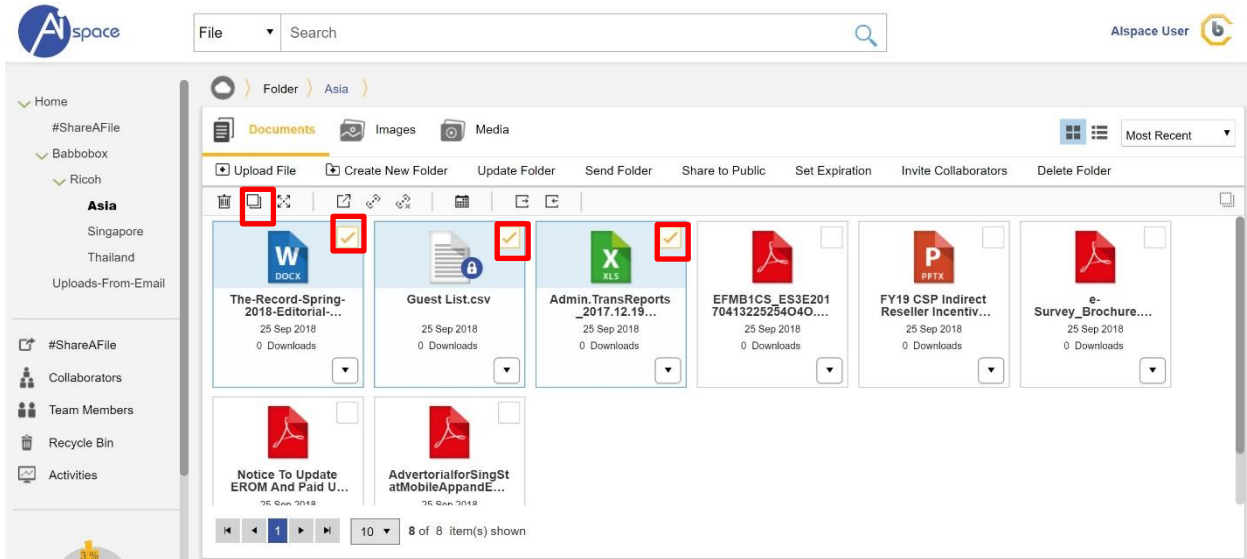
Please follow on-screen instructions to complete the “delete” process.



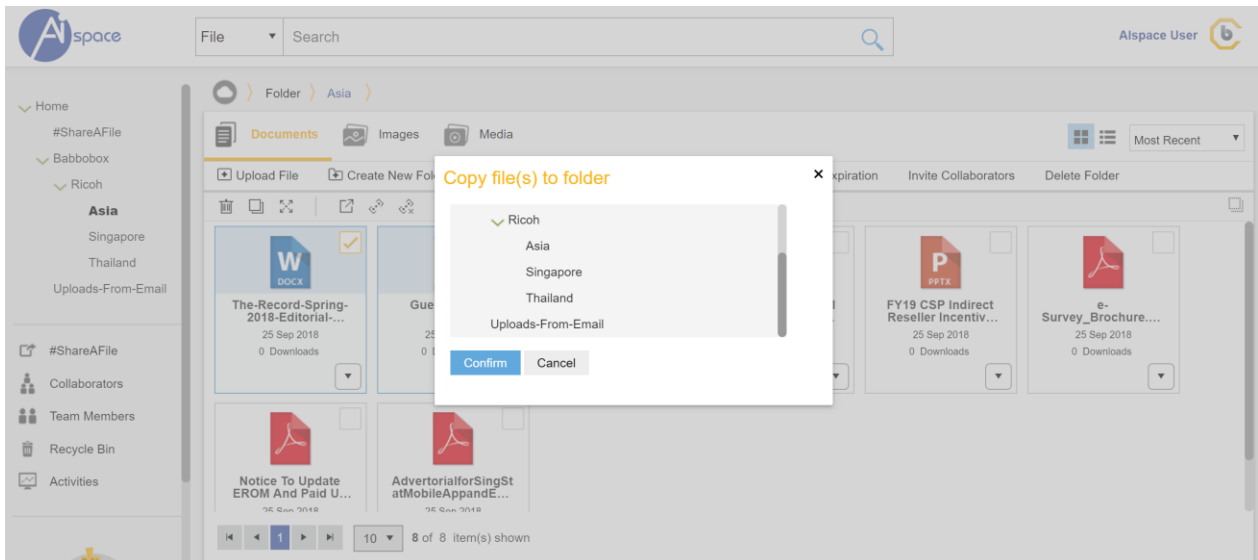
Copy File(s)

To copy multiple files at once:

1. "Tick" the check boxes of each file you want to copy.
2. Click on "copy" icon



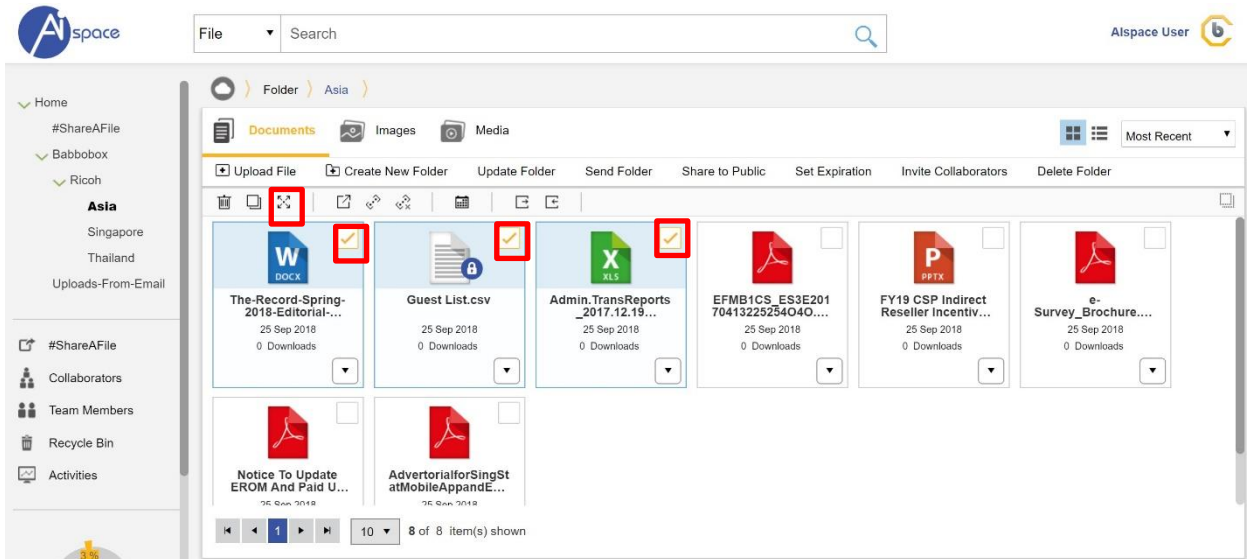
Please follow on-screen instructions to complete the "copy" process and paste the file into another folder.



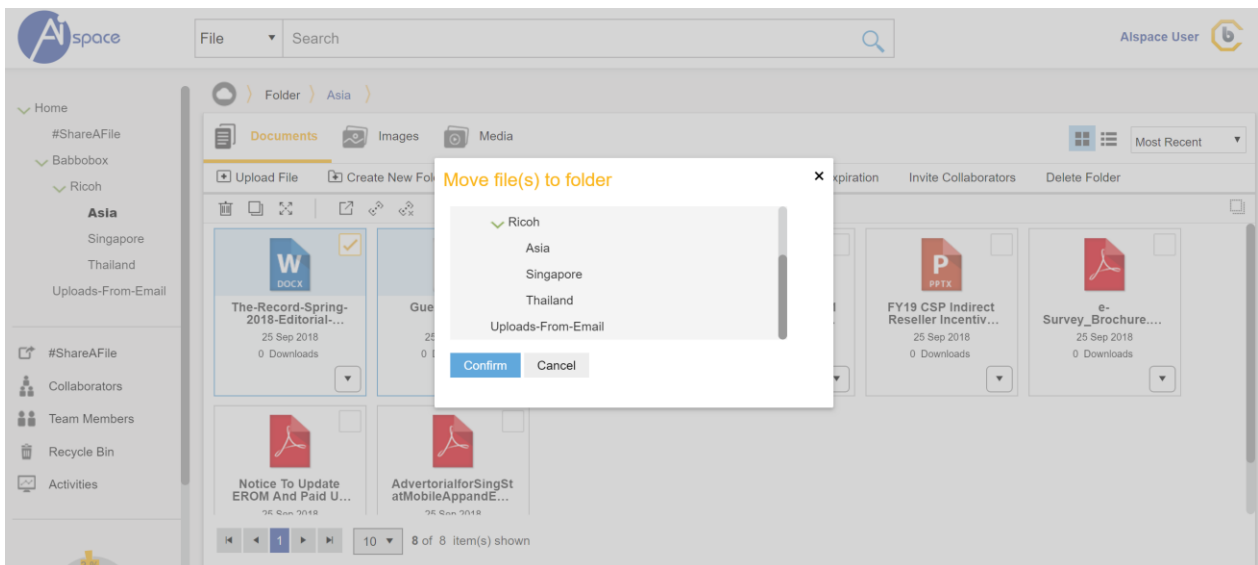
Move File(s)

To move multiple files at once:

1. “Tick” the check boxes of each file you want to move.
2. Click on “move” icon



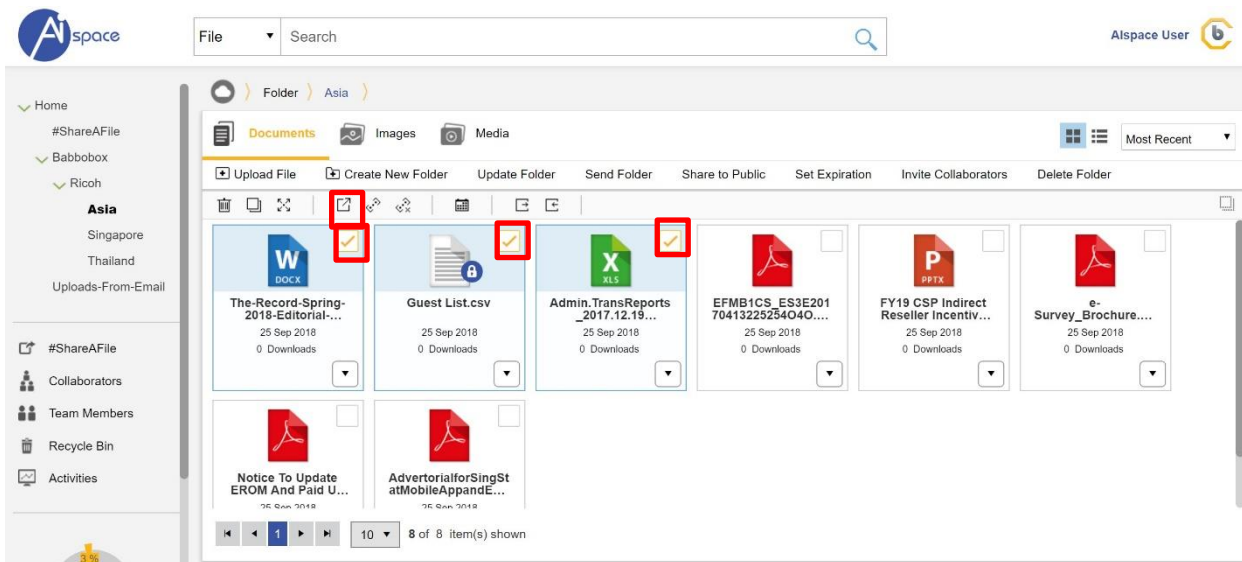
Please follow on-screen instructions to complete the “move” process and paste the file into another folder.



Send File(s)

To send multiple files at once:

1. “Tick” the check boxes of each file you want to send.
2. Click on “send” icon



Please follow on-screen instructions to complete the “send” file process.

Send File

To share this folder, enter email addresses below and the recipients will receive a private link to your folder:

Emails to share with

Type emails separated by commas

Message to the recipient(s) (optional)

Password to protect this share (optional)

Leave the password field empty if you do not want to protect this share with password

You are able to:

- 1) Email to share with:
 - a. You can enter multiple emails address where an email will be sent with instructions on how to access this folder.



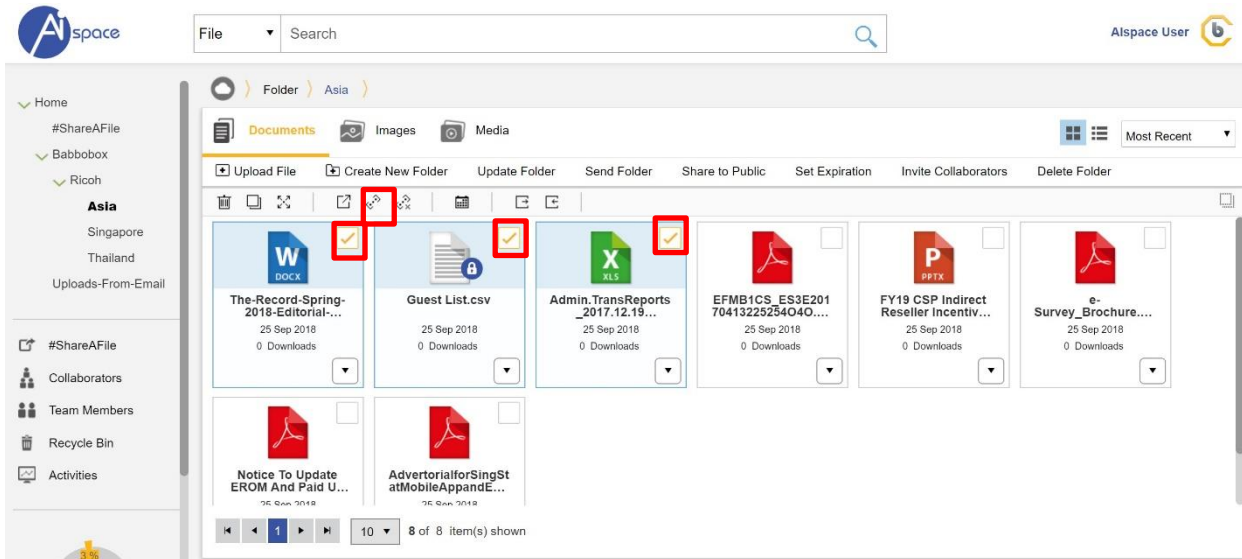
- 2) Message to the recipient(s)
 - a. You can write a short note here
- 3) Password Protect

You can further enhance your folder security by using “password protect” on this folder to whom you are sharing with.

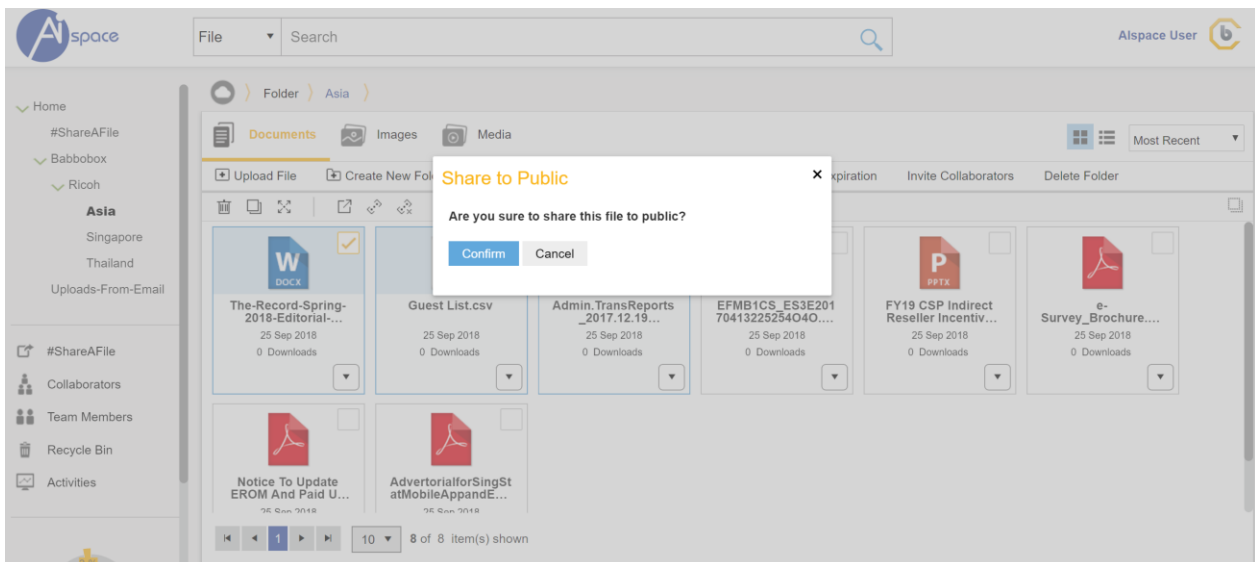
Share File(s)

To share multiple files at once:

1. "Tick" the check boxes of each file you want to share.
2. Click on "share" icon



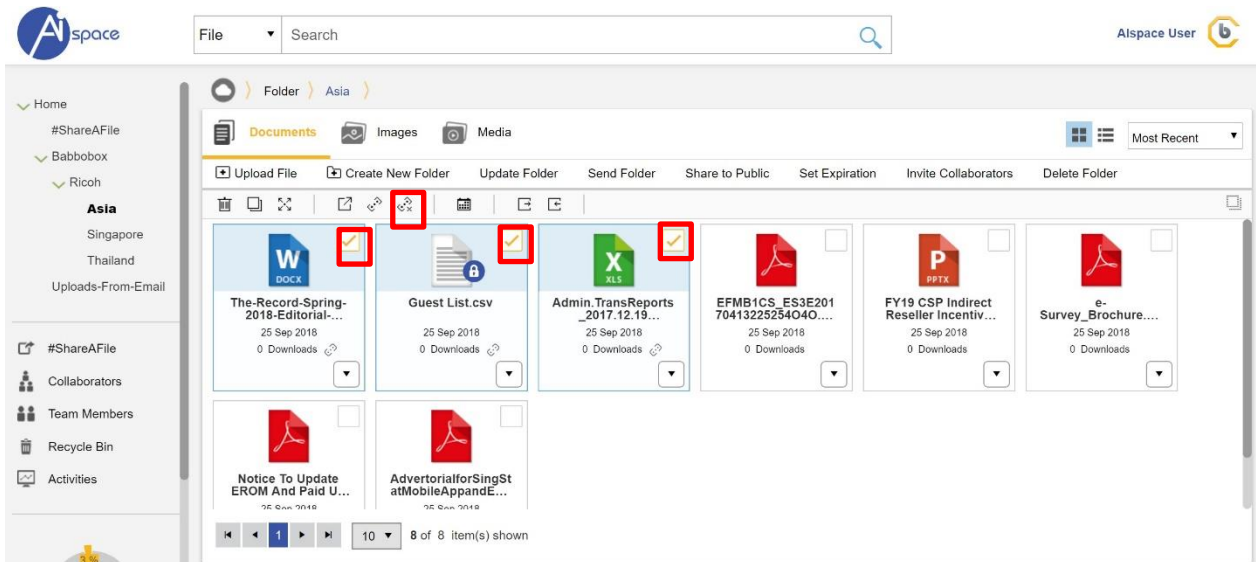
Please follow on-screen instructions to complete the "share" process



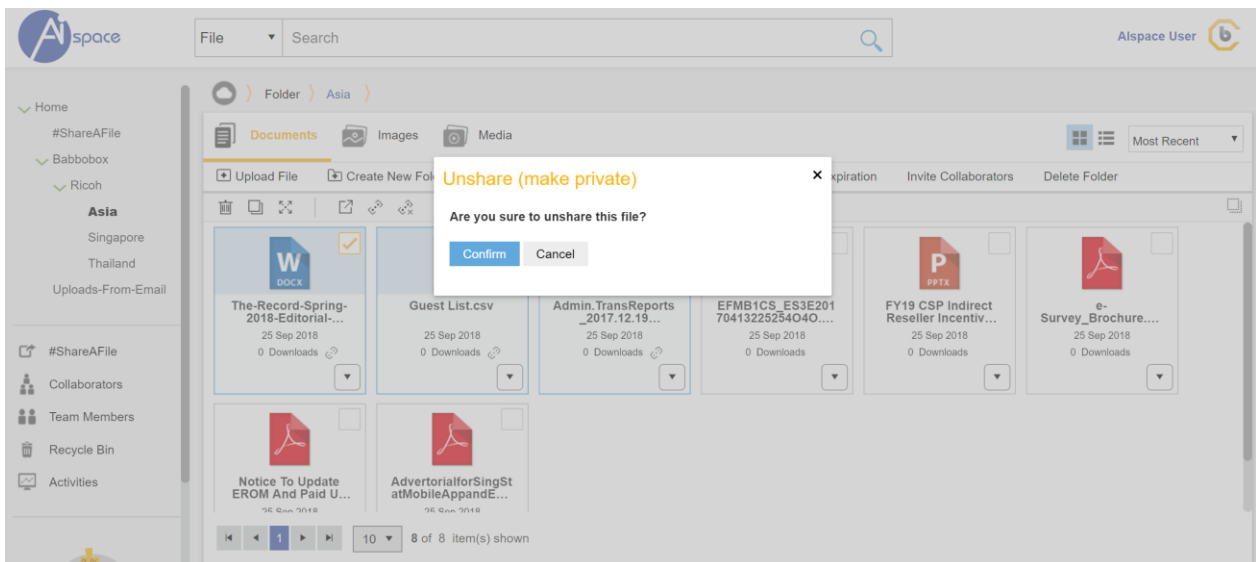
Unshare File(s)

To unshare multiple files at once:

1. "Tick" the check boxes of each file you want to unshare (shared files).
2. Click on "share" icon



Please follow on-screen instructions to complete the "unshare" process



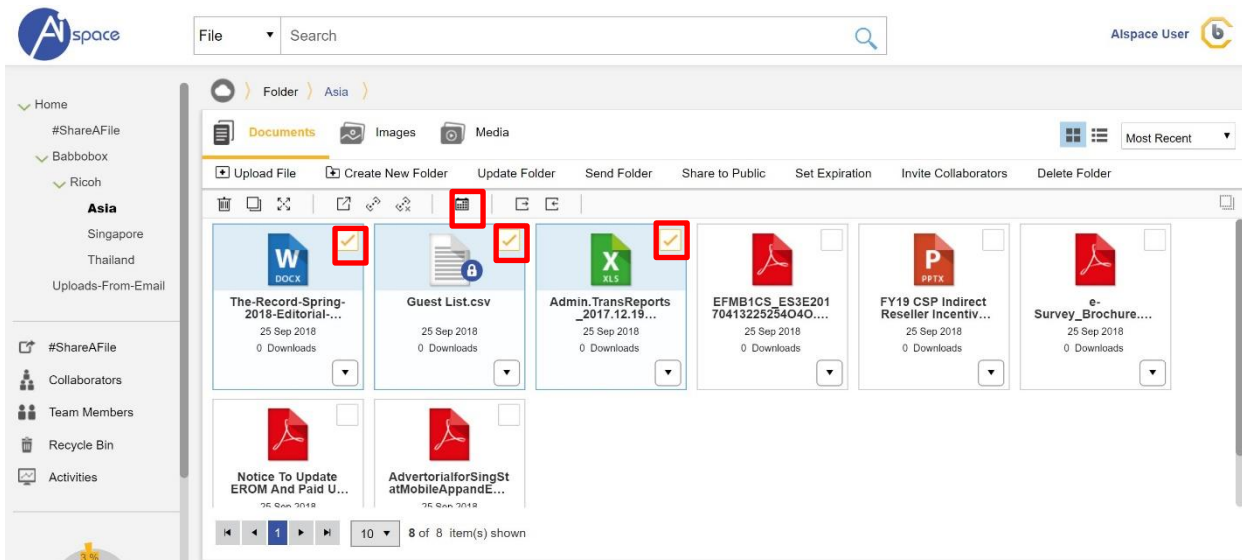
Set Expiration

This function has a dual role depending the status (private or shared) of the file.

- **Auto-Unshare** - If the file is shared, you can set an expiry date where the file will be automatically be “unshared” (make private) again.
- **Auto-Delete** - If the file is not shared, this function can help you delete the file automatically.

To set expiration multiple files at once:

1. “Tick” the check boxes of each file you want to set expiration to.
2. Click on “set expiration” icon



Please follow on-screen instructions to complete the “Set Expiration” process.

Set Expiration ✕

Unshare On

This file must be shared to enable this expiration. You can automatically unshare this file on a selected date. It will be unshared at 11:59PM on the selected day.

Delete On

You can automatically delete this file on a selected date. It will be deleted at 11:59PM on the selected day.

Confirm
Cancel



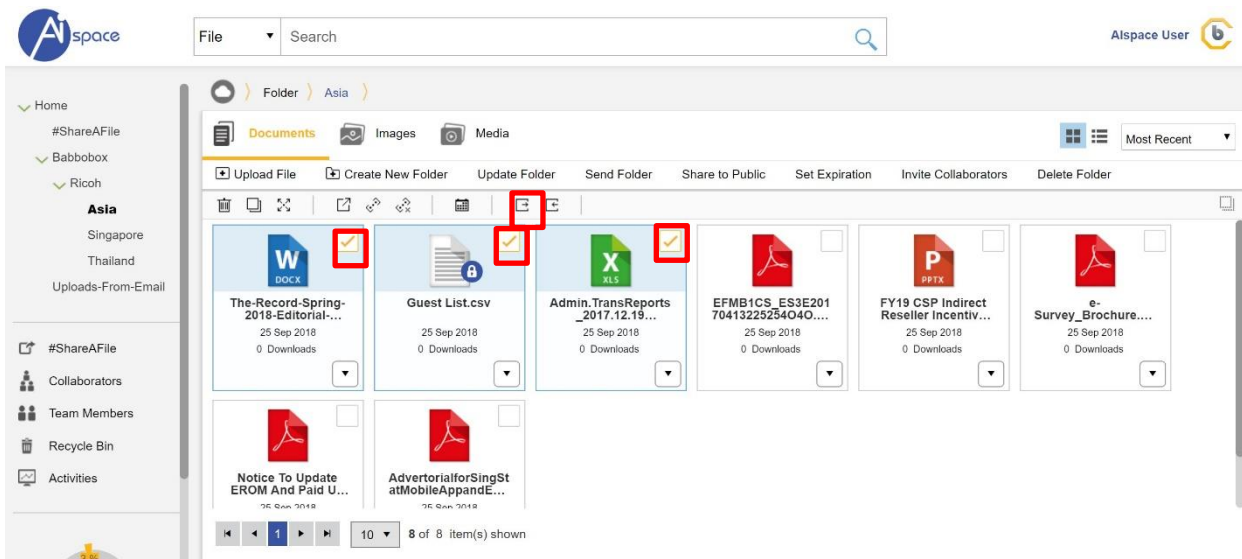
Check Out File(s)

This function is used when the folder is in “Collaboration” mode with other team members. This easy-to-use and powerful feature eliminates problems managing multiple versions of a document. You control what version is worked on at all times.

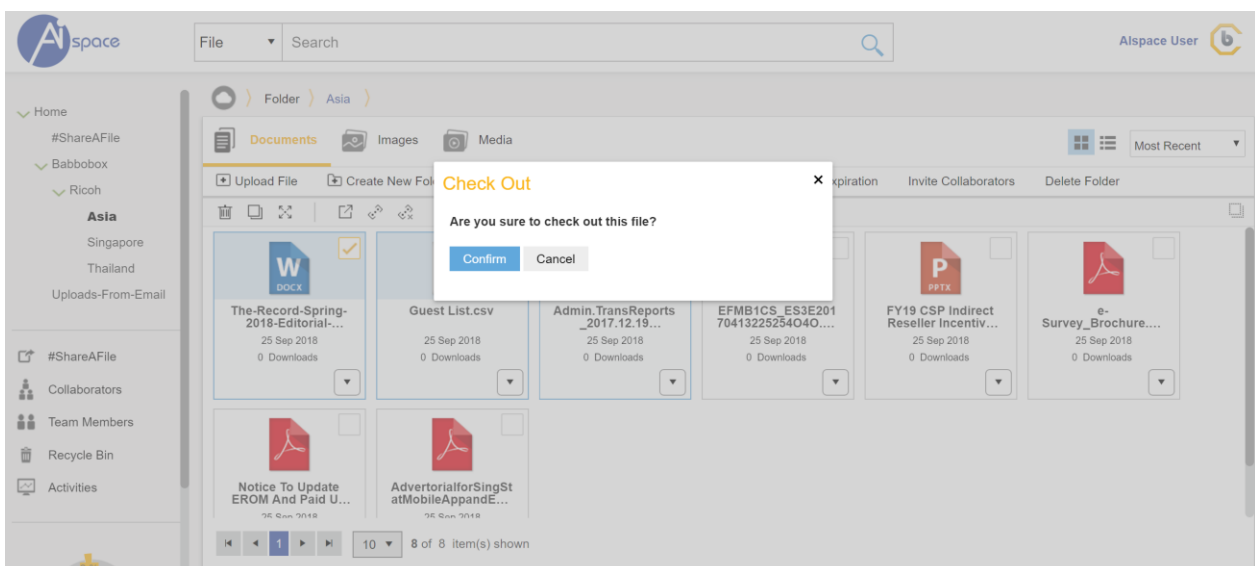
The Check In/Check Out feature gives you control over the editing and updating of your documents. Only one person can edit a document at a time, making version control simple and secure. No matter how many people need to edit or update a document, everyone will always have the latest version.

To check out multiple files at once:

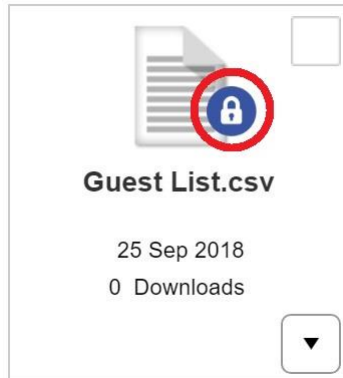
1. “Tick” the check boxes of each file you want to check out.
2. Click on “check out” icon



Please follow on-screen instructions to complete the “Check Out” process.



The file will be locked when the file is “checked out” and is indicated by a “lock”.

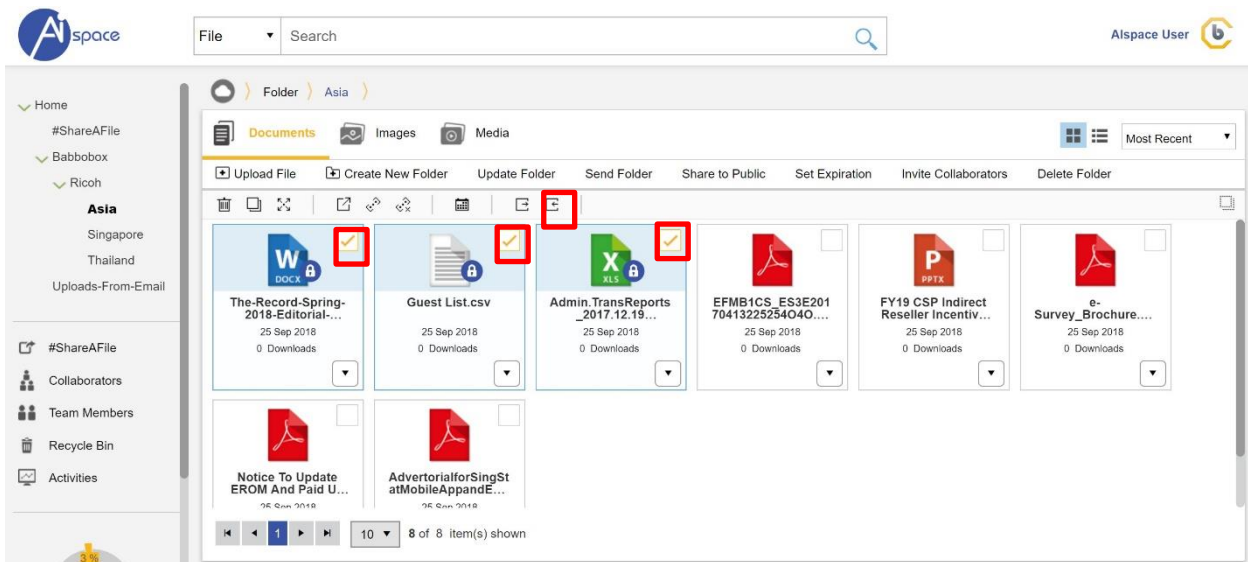


Files “checked out” are locked during editing. Only one person can edit the document at a time. Once the user is finished with their edits, they simply “check in” the document and the file is automatically updated to the most current version.

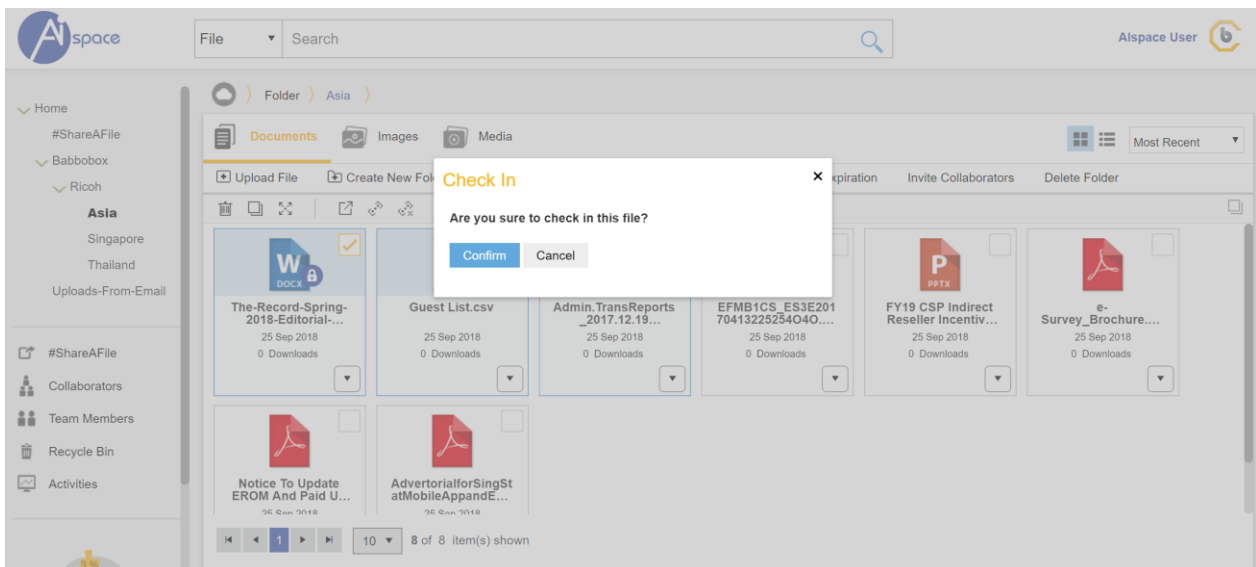
Check In File(s)

To check in multiple files at once:

1. "Tick" the check boxes of each file you want to check in.
2. Click on "check in" icon



Please follow on-screen instructions to complete the "Check In" process.

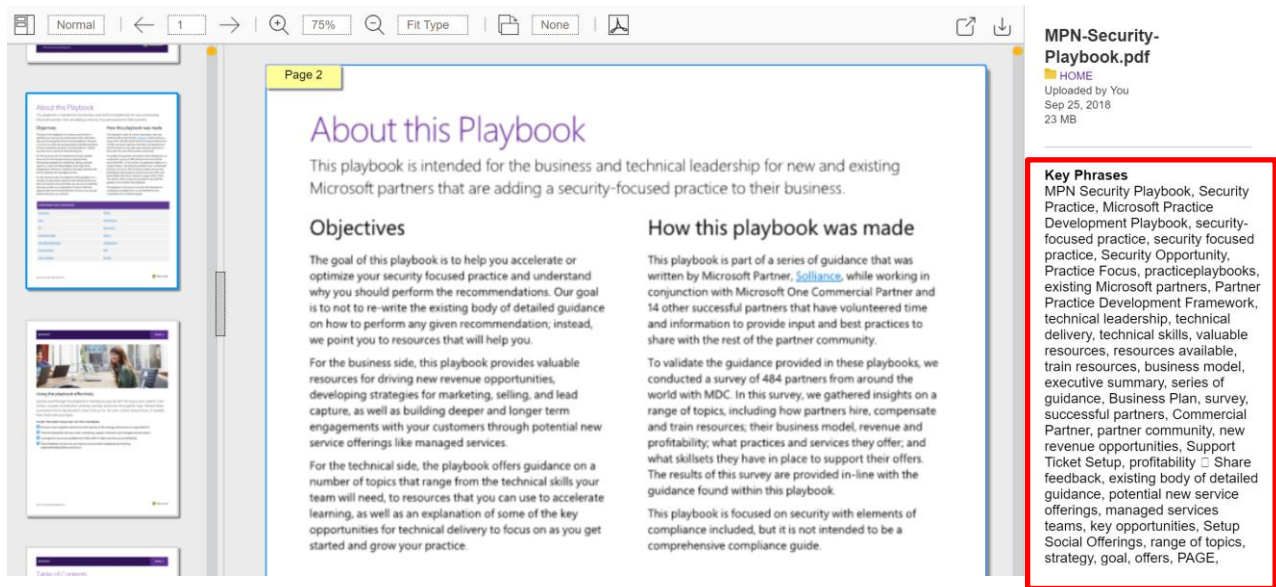




CHAPTER 7 – ARTIFICIAL INTELLIGENCE (A.I.)

Document A.I.

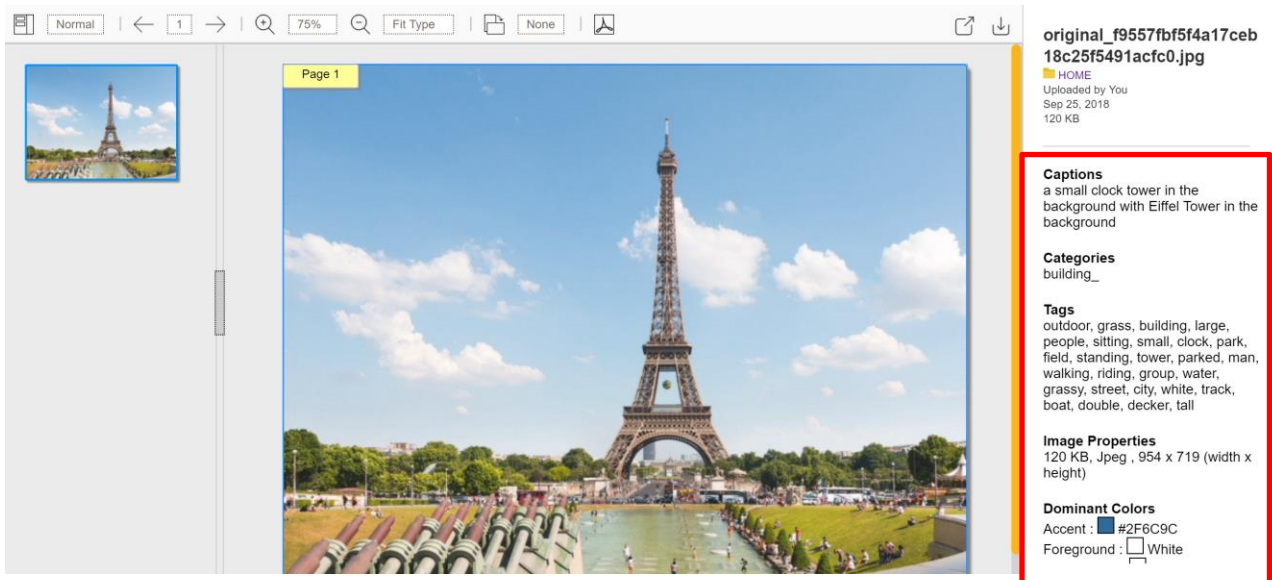
The **Alspace Document A.I.** capability allows you to quickly identify the main points of a document without the need to even read the document. You can use Alspace Document A.I. to extract information about people, places, events, and much more mentioned in text documents.



Currently, Alspace Document A.I. supports English and Japanese.

Image A.I.

Alspace Image AI engine analyzes images and return results based on thousands of recognizable objects, living beings, scenery, and actions. In cases where tags may be ambiguous or not common knowledge, our system provides “hints” to clarify the meaning of the tag in context of a known setting. More importantly, it provides attempts to provide context to what the image is about.



The screenshot shows a web-based image viewer interface. The main area displays a photograph of the Eiffel Tower in Paris, France, with a small clock tower visible in the background. The interface includes a toolbar at the top with options like 'Normal', 'Fit Type', and 'None'. On the right side, there is a metadata panel with the following information:

- original_f9557fbf5f4a17ceb18c25f5491acfc0.jpg**
- HOME
- Uploaded by You
- Sep 25, 2018
- 120 KB
- Captions**
a small clock tower in the background with Eiffel Tower in the background
- Categories**
building_
- Tags**
outdoor, grass, building, large, people, sitting, small, clock, park, field, standing, tower, parked, man, walking, riding, group, water, grassy, street, city, white, track, boat, double, decker, tall
- Image Properties**
120 KB, Jpeg, 954 x 719 (width x height)
- Dominant Colors**
Accent : #2F6C9C
Foreground : White

At this point, only English is supported.
Supported image formats: JPEG, PNG, GIF, BMP.

CHAPTER 8 – SEARCH

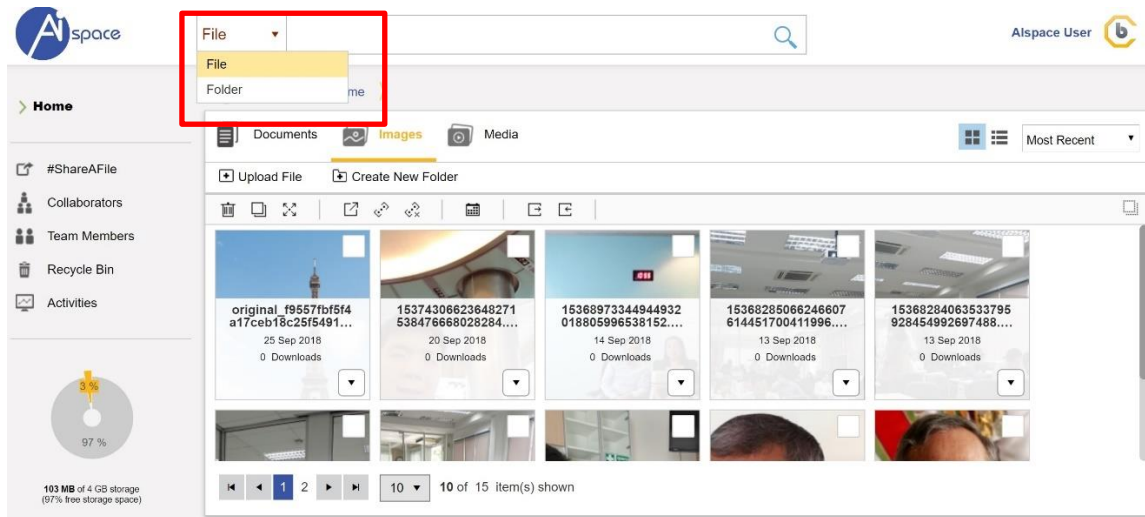
Alspace is using the World's First Unified Search Engine where it has the ability to "Search Everything" (documents, images, audio and video files).

Search Types

Alspace Search Engine has 3 levels of search:

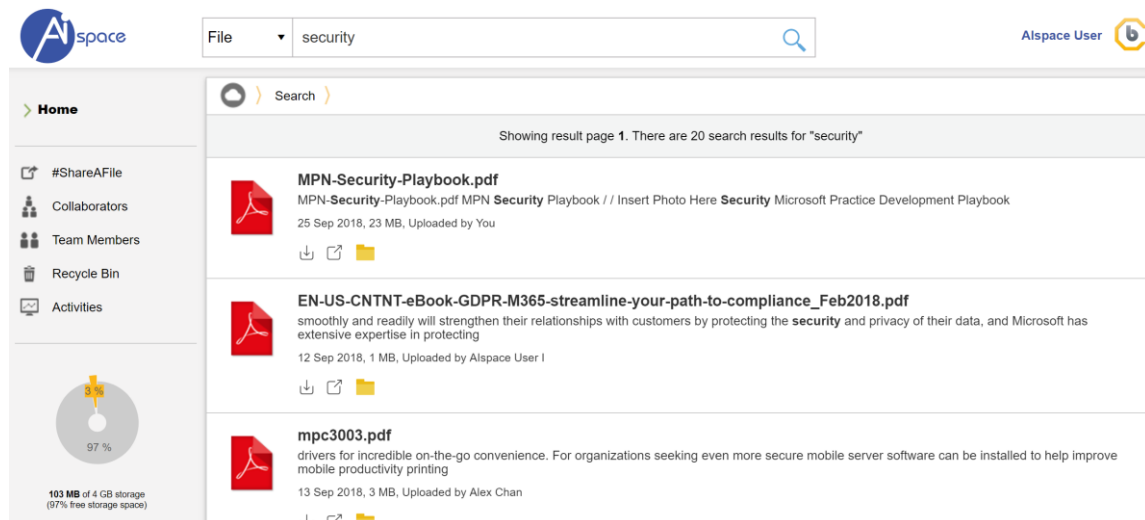
1. Keyword
2. File Name
3. Folder Name

You can key in any keyword to search for files and folders. The system will also give you a result list of suggestions inside the search box for you to go directly to the file.



Search Results

A typical search result page is follows where user can click directly to access files from search results.



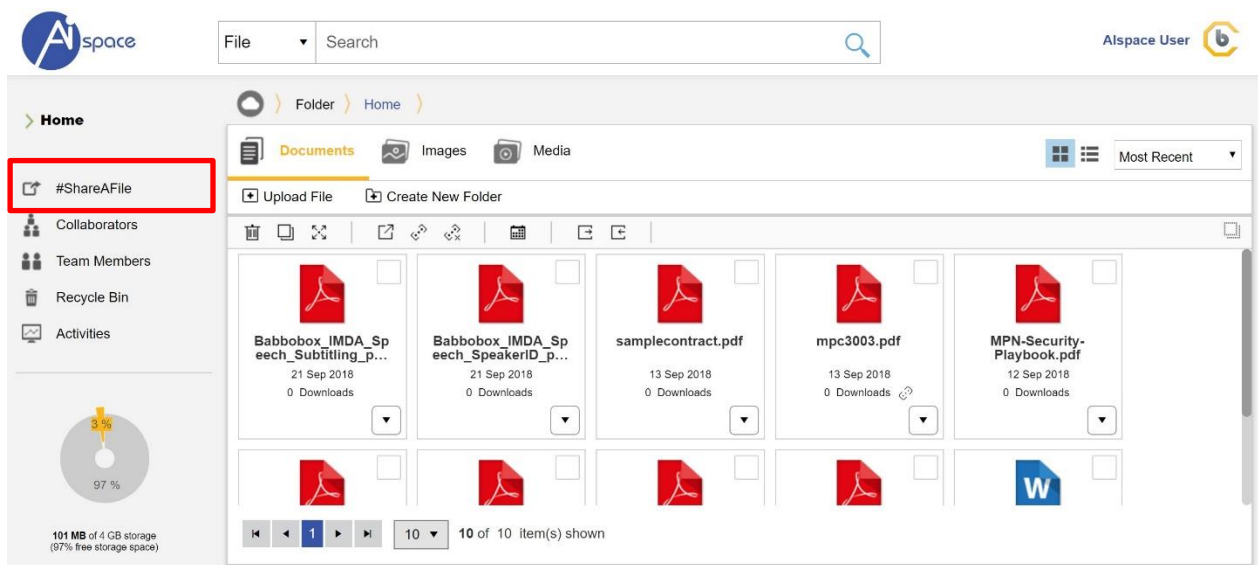
CHAPTER 9 – OTHER COOL FEATURES

There are a few other cool features in this system that will be highlighted in this chapter.

#ShareAFile

#ShareAFile is an easy way to receive files that are too large to be sent via e-mail. It can also be used as a password-protected area for sharing information from external parties (like clients and partners).

You can access the #ShareAFile feature on the right navigation menu.



To initiate a #ShareAFile request, you should fill in:

- Email (of the person you are requesting files from)
- Message (optional)
- Password (optional)

#ShareAFile

#ShareAFile is an easy way to receive files that are too large to be sent via e-mail. Please note that each request is valid only for 30 days.

To initiate a #ShareAFile request, please complete the following:

Recipient Email *

Message *

Password

Strong



Note:

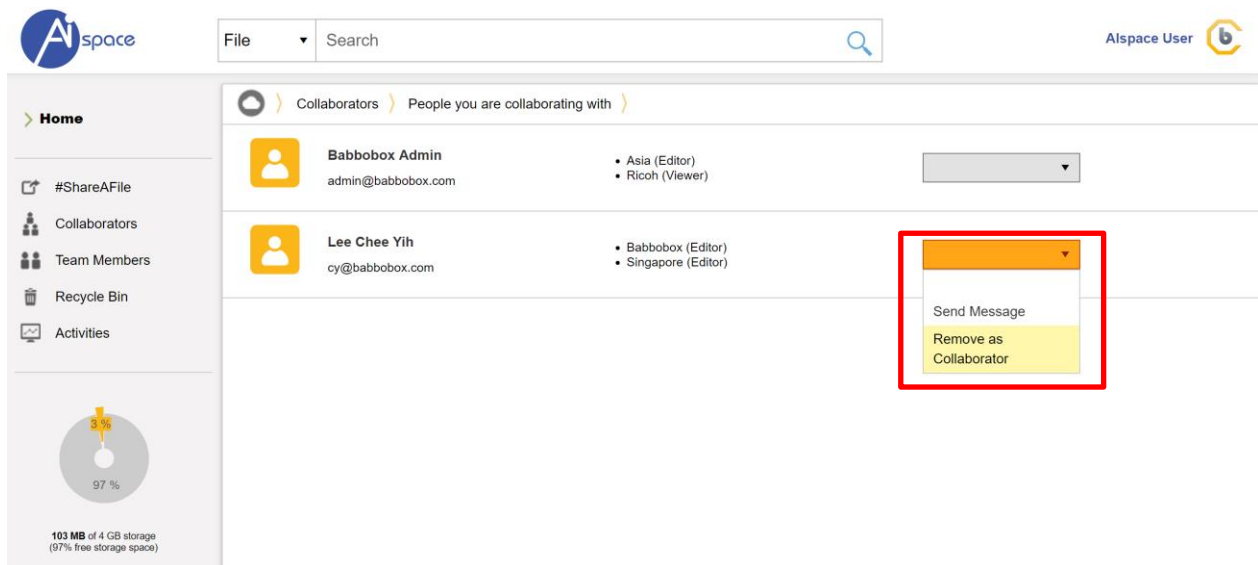
- It is advisable to key in a password to prevent unnecessary uploads to your folder.
- Each #ShareAFile request is valid only for 30 days
- If #ShareAFile request emails are not being received by the recipients, the emails are probably in their JUNK folders. Please let the users know if they cannot find your #ShareAFile email requests.

Collaborators

Click on this function to see how many collaborators you have in your account. Each user will be listed and the folder/files that you are sharing with them. Their status (Editor/Viewer) is also indicated.

There are 2 features in this function:

- 1) Send Message – where you can send email messages via our system
- 2) Remove as Collaborator – to remove this user as a collaborator to your folders.



This feature helps you to keep tab on who is within your folders in a glimpse.



Team Members

Click on this function to see your Team Members that are also using the system

The screenshot shows the Aispace interface for viewing team members. The top navigation bar includes the Aispace logo, a 'File' dropdown, a search bar, and the user profile 'Aispace User'. The left sidebar contains navigation options: Home, #ShareAFile, Collaborators, Team Members, Recycle Bin, and Activities. The main content area is titled 'Team Members' and features a search bar for team members. Below the search bar, a list of team members is displayed:

Name	Email	Storage Usage	Action
Aispace User	aispace@babbox.com	103 MB / 4 GB storage	
Babbobox Admin	admin@babbox.com	25 MB / 1 TB storage	Send Message
Lee Chee Yih	cy@babbox.com	15 MB / 1 GB storage	Send Message

At the bottom left of the main content area, a storage usage indicator shows a progress bar at 97% and text indicating '103 MB of 4 GB storage (97% free storage space)'.

Tip: you can also send email messages to them via our system.



Recycle Bin

All deleted files and folders are retained in the recycle bin first before permanent deletion.

To permanently delete or restore all files in the Recycle Bin,

1. "Select All" files
2. Select "Restore" or "Delete", and
3. "Confirm"

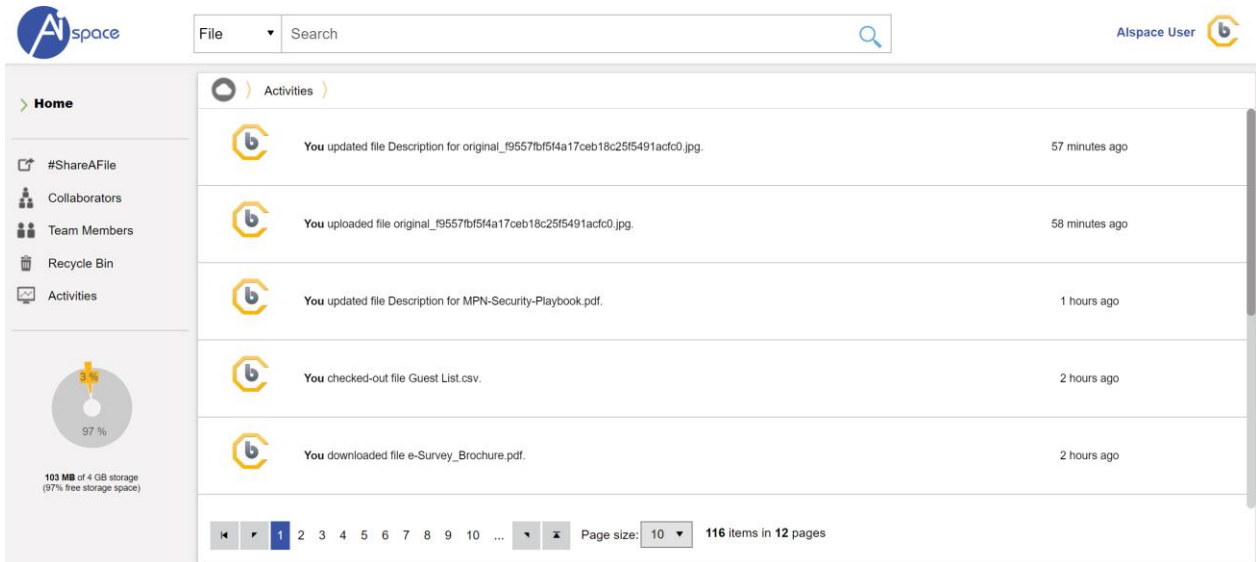
The screenshot shows the Aispace Recycle Bin interface. On the left is a sidebar with navigation options: Home, #ShareAFile, Collaborators, Team Members, Recycle Bin, and Activities. Below the sidebar is a storage usage indicator showing 103 MB of 4 GB storage (97% free). The main area displays a list of 8 items in the Recycle Bin. At the top right of the list, there are buttons for 'Restore', 'Delete', 'Select All', and 'UnSelect All'. The 'Delete' and 'Select All' buttons are highlighted with a red box. The list items include files like '_78955326_hi024232886.jpg', '15367262206798702120851065946013.jpg', '2741CD68-7D66-49E1-9F26-5F78665BE2A2_w1023...', 'd04aab1381ee47b8a68d4cee05366cff_18.jpg', and 'P5 Final year results.pdf'.

To permanently delete or restore individual files in the Recycle Bin, select options relative to each file.

This screenshot shows the same Aispace Recycle Bin interface, but with a dropdown menu open for the first file, '_78955326_hi024232886.jpg'. The dropdown menu contains 'Restore' and 'Delete' options, which are highlighted with a red box. The 'Select All' and 'UnSelect All' buttons are visible at the top right of the list area.

Activities

Click on this function to see everything that you have done within your account. In other words, it's an audit log.



The screenshot shows the Aispace interface with the 'Activities' section selected. The left sidebar contains navigation options: Home, #ShareAFile, Collaborators, Team Members, Recycle Bin, and Activities. Below these is a storage usage indicator showing 103 MB of 4 GB storage (97% free storage space). The main content area displays a list of activities:

Activity	Time
You updated file Description for original_f9557bf5f4a17ceb18c25f5491acfc0.jpg.	57 minutes ago
You uploaded file original_f9557bf5f4a17ceb18c25f5491acfc0.jpg.	58 minutes ago
You updated file Description for MPN-Security-Playbook.pdf.	1 hours ago
You checked-out file Guest List.csv.	2 hours ago
You downloaded file e-Survey_Brochure.pdf.	2 hours ago

At the bottom of the activities list, there is a pagination control showing 'Page size: 10' and '116 items in 12 pages'.

This feature helps you to keep tab on what has been done in the recent history. As you probably noticed as well, this audit log also appears on the right hand side of the system on various pages.

Note: Please note that the listing includes activities by other users who have access to the same shared / collaborated folders.



Disk Quota

Your data storage quota is highlighted as indicated.

The screenshot shows the Aispace user interface. On the left sidebar, under the 'Home' section, there is a storage quota indicator highlighted with a red box. It shows a circular progress bar with 3% filled and 97% remaining. Below the bar, it reads: "103 MB of 4 GB storage (97% free storage space)".

The main content area is titled 'Activities' and contains a list of recent actions:

- You updated file Description for original_f9557bf5f4a17ceb18c25f5491acfc0.jpg. 57 minutes ago
- You uploaded file original_f9557bf5f4a17ceb18c25f5491acfc0.jpg. 58 minutes ago
- You updated file Description for MPN-Security-Playbook.pdf. 1 hours ago
- You checked-out file Guest List.csv. 2 hours ago
- You downloaded file e-Survey_Brochure.pdf. 2 hours ago

At the bottom of the activities list, there is a pagination control showing "Page size: 10" and "116 items in 12 pages".

===== END OF DOCUMENT =====