Tencent Cloud Enterprise Drive

Product Introduction

Product Documentation
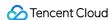
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Service Statement

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Product Introduction

Overview

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Tencent Cloud Enterprise Drive (TCED) is an enterprise-level office product for unstructured data management and based on cloud storage. It offers services such as file storage, permission management, online collaboration, and file collection and distribution to corporate users, enhancing data management efficiency, maximizing the business value of data, and bridging the entire chain from business to data to commercial value realization.

Features

File Archiving and Backup

Automated data backup in the cloud, one-click archiving of local data, and real-time updates across multiple platforms safeguard your enterprise's digital assets.

Multi-level Permission Control

High flexibility and precision in permission control achieves file-level permission management, enabling refined management of personnel and files.

File Collaboration and Version Management

Online collaborative editing by multiple users, automatic generation of historical versions, and rollback to any previous version are supported.

File Distribution and Consolidation

One-click external link sharing for files or folders and multi-level parameter configuration for secure and rapid file distribution and consolidation are supported.

Various Deployment Modes

The private enterprise cloud drive supports various delivery modes such as local IDC, integrated hardware and software machines, and hybrid cloud deployment. For detailed information, please submit a work order.

Features

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Category	Features	Feature Overview
Login	Verification code login	Supports login via mobile number/email and verification code.
	Single Sign-on (SSO)	Upon associating with the CAS protocol authentication service, drive administrators can facilitate enterprise members to log into the drive by entering the enterprise ID and completing the CAS protocol verification.
	Single Sign-on (LDAP)	Once the drive administrators have linked with Open LDAP or Windows AD services, enterprise members can access the drive by entering their enterprise ID and completing the account password verification.
	Organization switching	Users belonging to different organizations (enterprises) can switch between multiple organizations (enterprises) after logging in.
File management	Basic file management features	The following operations are supported for files (folders): uploading, downloading, moving, copying, renaming, deleting, sorting, searching, batch uploading and downloading, and drag-and-drop uploading and downloading.
	Creating document	Supports one-click creation of Word, Excel, and PPT documents.
	File version history	Supports file change history tracking, version rollback, and online preview.
	Version history switch	Supports lifecycle management of historical versions and customization of version numbers.
	File watermark	Supports file preview, download, and external link watermarking.
	Watermark switch	Supports global control preview, download, and external link watermarking. The watermark can be either user information or enterprise information.
	File recycle bin	Files can be removed to the recycle bin, where the owner

		or administrator can permanently delete or restore the removed files to their original location. Files in the recycle bin occupy storage space and are retained for 90 days by default.
	Automatic file backup	Supports automatic backup of local computer files to the cloud storage.
	File collection	Supports initiating collection tasks to individuals within and outside the enterprise, automatically naming and organizing files based on the uploader's information, and saving them to a specified location.
	File online preview	Supports online preview of files in common formats such as Word, Excel, PPT, images, audio, video, txt, PDF, and so on.
	File online editing	Supports online editing of Word, Excel, and PPT files.
	File tag	Supports adding public and personal tags to files/folders in batches.
	Search feature	Supports precise and fuzzy search by file/folder name, search by specified file type, and tag search.
	Favorites	Supports adding files or folders to favorites for quick access.
	Personal space	Supports allocating personal space quotas to any specified member. Files in personal space are only visible to that member.
	Enterprise space	Supports allocating space quotas to enterprise departments. Files in the department space are only visible to members and administrators of that department.
	Collaborative space	Supports creating groups to invite individuals both within and outside the enterprise to become members of the collaborative space, sharing files within the collaborative group.
	Instant file transfer	Files that have been previously transferred can be instantly transferred, no longer occupying bandwidth for transmission.
	Collaborative updates	You can view the operation updates of shared files or members within the collaborative group, including creating, editing, renaming, moving, copying, and deleting files.

	Member management	The initiator of file sharing can remove shared members, set or modify the operation permissions of shared members. The creator of the collaborative group can remove group members, set or modify the operation permissions of members within the collaborative group.
Permission and role management	Role permissions	A variety of preset permission roles are available: Viewer, Previewer, Downloader, Uploader, Editor, Operator, Transmitter, and BannedVisitor. These roles allow for quick allocation of different levels of permissions to different members.
	Custom permissions	The administrator can customize and combine permissions to create new roles. These permissions include: viewing lists, previewing, downloading, printing, uploading, deleting, modifying, sharing, and distributing.
	Prohibitive permissions	Prohibitive permissions can be granted to users for specific files or folders, preventing users from knowing or accessing highly confidential files or folders.
	Folder permission settings	Supports permission allocation at the folder level.
	File permission settings	Supports permission allocation at the individual file level.
	File approval	Members can actively apply for specific file permissions, which can be activated upon approval by the administrator.
	Super Administrator	Member management permissions: The ability to add, modify, and delete any member (including system administrators). Background management permissions: All permissions.
	System administrator	Member management permissions: The ability to add, modify, and delete any member who is not a super administrator or system administrator, and to modify personal information and quotas. Background management permissions: All permissions, excluding modifying the super administrator and other system administrator.
	Team administrator	Member management permissions: The ability to add and remove users from the managed team; modify the roles and permissions of team members.

		Background management permissions: Team management and team log inquiry.
	Collaborative group creator	Member management permissions: The ability to add and remove any collaborative group member; modify the permissions of any collaborative group member. Group management permissions: The ability to rename or dissolve groups.
Sharing and collaboration	Internal sharing	Supports sharing files (folders) from personal and enterprise spaces with colleagues or departments within the enterprise. The sharing permissions can be configured.
	Sharing management	Supports centralized management and viewing of received shares, and collective display of the shared files (folders) received by the user. Users can handle files here, with operational functions determined by the granted permission roles.
	External link sharing	Supports public sharing links and encrypted sharing links, with the ability to set the share's validity period, extraction code, access permissions (preview, download, save to drive), number of accesses, and access snapshots, among others.
	External link snapshot	Refers to sharing only the current version (requiring the activation of the historical version feature).
	External link management	Supports centralized viewing and management of external links initiated by individuals.
	External link switch	The system administrator and super administrator can enable or disable the enterprise external link sharing feature at any time from the background.
	Centralized management of external links in the background	The system administrator and super administrator can manage all external links initiated by the enterprise in a centralized manner: search, view, modify, and delete external links.
	Message notification	Contains system messages and alarm notifications.
Personnel and organizational structure	User management	Creates or deletes users.
		Imports user in batches.
		Member invitation: Supports the sharing of links or QR codes to invite new members to join the organization.

management		User information modification: Supports the configuration of enterprise user personal space quotas, nicknames, and other information.
		User management: Supports freezing and activating users.
		User search: Supports user search by nickname or mobile phone number.
		Employee offboarding: Supports transferring data from departing users to designated recipients.
	Team management	Team creation: Supports manual team creation and automatic team creation during batch user import.
		Team management: Supports the configuration of team space quotas, default team member permissions, and team member management.
		Team search: Supports searching for teams.
		Team deletion: Supports transferring team files.
Log management	Log search	Supports search based on operation time, operation type, operator, file ownership space, and file path.
	Exporting logs	Supports exporting log search results to a specified location on the cloud drive.
Cloud drive statistics	User statistics	Collects and displays the number of available and used users.
	Space statistics	Collecting and displaying the usage of space quotas: Displays the remaining available quota, the proportion of personal and enterprise space usage, and the detailed usage of department or member spaces.
	Traffic statistics	Collecting and displaying the usage of free and purchased traffic: Displays the remaining available traffic, and the detailed usage of department or member traffic.
Security protection	Login IP range restriction	Supports custom configuration of login IP ranges, prohibiting login attempts outside of these ranges, to ensure secure control in office scenarios.
Others	LDAP protocol account synchronization	Supports association with Open LDAP or Windows AD services, enabling scheduled and manual synchronization

		of enterprise users and teams. Supports login with Open LDAP or Windows AD account credentials.
	Multiple languages	Supports switching between Chinese and English.
	Client download	Provides download portals for various applications.
	Enterprise information modification	Supports the modification of the enterprise name and logo displayed on the enterprise drive page.
	Enterprise custom domain	Supports enterprise custom domain for drive login.
	Multi–terminal cross–platform support	Supports Windows, Mac, and Web platforms.

Strengths

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Stable and Durable

Offering multi–center redundant backups, the solution provides remote disaster recovery and resource isolation for user data, ensuring up to 99.9% data persistence and guaranteeing data durability.

High Security and Reliability

Enterprise drive files are stored in distributed object storage, supporting multiple redundant backups of data, encryption at the storage layer, and comprehensive permission management. This facilitates internal project document collaboration within the enterprise, ensuring the secure operation of business data. With encrypted transmission, data transfer security is guaranteed. Document watermarking is also supported to prevent document leakage.

Diverse and Open

The enterprise drive offers an open API, providing enterprise application integration capabilities and flexible component openness. This allows your business data to be rapidly migrated to the cloud, relieving you of the high costs associated with data migration and access.

Efficient Collaboration

The multi–user online collaborative office feature is supported, including online editing to enhance collaboration efficiency. File external link sharing is supported, facilitating collaboration between internal and external users of the enterprise. Comprehensive permission management is supported, providing refined collaboration scope and personnel.

Multi–terminal Support

Multi–terminal installation and usage is supported. In addition to anytime installation–free Web access, desktop (Windows, Mac) and mobile (HTML 5) access is also supported, enabling seamless switching and usage.

Scenarios

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Remote Work

Supports automatic local file backup, seamless cross-device synchronization of office materials, and anytime anywhere file sharing and collaboration across companies and departments.

Office Collaboration

Supports multiple users editing office documents online simultaneously, significantly enhancing collaboration efficiency, and automatically saves every file edit, allowing for restoration to any specified version at any time. Accidentally deleted files can be retrieved and restored.

Product Delivery

Supports unrestricted upload and download speed for large files and one-click batch file transfer. An authorized extraction code is required for any access, ensuring data security. Company logo watermark protection can be added, preventing your work results from being stolen.

Protection of Work Results

Supports one-click transfer of offboarding employee's data, ensuring no impact on projects. The exclusive enterprise space can store all company achievements. Members can be assigned up to eight levels of permissions, ensuring secure and worry-free project data management.

Specifications and limitations

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Specifications and Restrictions		Description
Download		Desktop version: Supports batch download and folder download. There are no restrictions on the number of downloads or file size.
		Web version: Supports individual file download, batch download, and folder downloads. There are no restrictions on file size.
		Mobile version: Supports individual file download but does not support folder download. There are no restrictions on the number of downloads or file size.
Upload		Desktop version: Supports the upload of individual or multiple files/folders, drag–and–drop upload, instant file transmission, and checkpoint restart. There are no restrictions on the number of uploads or file size.
		Web version: Supports the upload of individual or multiple files/folders, drag–and–drop upload, instant file transmission, and checkpoint restart. There are no restrictions on the number of uploads or file size.
		Mobile version: Supports batch file upload. There are no restrictions on the number of uploads or file size.
File name		The desktop/Web version supports up to 200 characters, while the mobile version supports up to 12 characters. The file name cannot contain `/` .
Online preview	Files	Online preview currently supports the following file formats: • Presentation files: PPTX, PPT, POT, POTX, PPS, PPSX, DPS, DPT, PPTM, POTM, and PPSM. • Text files: DOC, DOT, WPS, WPT, DOCX, DOTX, DOCM, and DOTM. • Spreadsheet files: XLS, XLT, ET, ETT, XLSX, XLTX, CSV, XLSB, XLSM, XLTM, and ETS. • Other files: PDF, LRC, C, CPP, H, ASM, S, JAVA, ASP, BAT, BAS, PRG, CMD, RTF, TXT, LOG, XML, HTM, and HTML. • The input file size cannot exceed 200 MB. • The number of pages in the input file cannot exceed 5,000.

	Image	- Supported formats: JPG, PNG, APNG, BMP, WEBP, GIF, HEIF, TPG, and AVIF. - Size: The input image cannot be larger than 32 MB, with its width and height not exceeding 30,000 pixels respectively, and the total number of pixels not exceeding 250 million. The width and height of the output image cannot exceed 9,999 pixels respectively. For an animated input image, the total number of pixels (width × height × number of frames) cannot exceed 250 million. - Maximum number of frames (for animated images): For GIF files, the number of frames cannot exceed 300.
	Audio	Supports common audio formats such as MP3, WAV, AAC, FLAC, and so on.
	Video	Supports common video formats such as MP4, WEBM, OGV, OGG, MKV, AVI, MOV, WMV, FLV, RMVB, and so on.
Online editing	Type and size	Online editing currently supports the following file formats: - Presentation files: PPTX and PPT. - Text files: DOC and DOCX. - Spreadsheet files: XLS and XLSX.
	Concurrency restrictions	A single enterprise supports up to 50 individuals editing online concurrently.
Version history		- Number of historical versions: No upper limit. - Lifecycle of historical versions: Can be set to permanent.
File watermark		- Preview watermark: Temporarily does not support images over 20 MB and images in GIF and SVG. - Download watermark: Temporarily does not support file download watermark, images over 20 MB, and images in GIF and SVG formats. - External link watermark: Temporarily does not support images over 20 MB and images in GIF and SVG.
Logs		Retention period: One year (365 days).
Recycle bin		Files in the recycle bin are retained for a maximum of 90 days, after which they will be automatically deleted.
Synchronization backup		A maximum of five synchronization tasks can be created.

| Transmission speed | The drive imposes no restrictions on the upload or download speeds of users; the actual speed is determined by your network environment. |