Tencent Cloud Enterprise Drive

User Manual



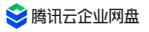
Version: v2.6.0

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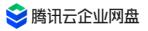


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user manual

1. Login

At present, Tencent Cloud Enterprise Drive supports mobile phone verification code, general SSO, and LDAP to log in, and the following will introduce them respectively.

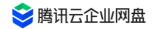
1.1 Verification code login

- 1. Enter the Tencent Cloud Enterprise Drive login interface.
- 2. Enter the mobile phone number that has been added to Tencent Cloud Enterprise Drive, and click Get Verification Code.
- 3. Enter the verification code and click to agree to the relevant agreement, click the login button to complete the login.

Note: If you need to support overseas mobile phone number login, you need to submit a work order application on the Tencent Cloud official website.

Phone number login		
+86 ~	Enter phone number	
SMS code	2	Send
	ged in for 10 days 《Privacy Policy》 《Terms of Ser	vice》
		vice》
	《Privacy Policy》《Terms of Ser	vice》

1.2 Generic SSO login



Tencent Cloud Enterprise Drive supports you to use the CAS protocol for single sign-on . For details about the associated configuration of the CAS protocol, see the administrator manual. After the configuration is complete, the login steps are as follows:

① Enter the Tencent Cloud Enterprise Drive login interface, and click General SSO Login.

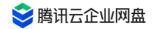
Sector Forterprise Drive

+86 ~	Enter phone number	
SMS code		Senc
	ged in for 10 days 《Privacy Policy》 《Terms of S	Service》
	Login	
	Login — More login methods —	

②After entering the enterprise ID, click the Confirm button, and after completing the CAS login, you can return to the Tencent Cloud Enterprise Drive to complete the login.

	😂 Enterprise Drive
<	SSO login
	Enterprise ID
	please enter
	Con Con
	Confirm

[Note]: For the first time to log in with Universal SSO, you need to bind your mobile phone number. You can enter your mobile phone number and click Get Verification Code. Then enter



the verification code and click to agree to the relevant agreement, click the Bind mobile phone number button to complete the binding and log in .

* How to obtain enterprise enterprise ID ?

😂 Enterprise Drive		
Data Reports	Basic information	
Our Statistics	* Enterprise tencent	
I. Traffic Statistics	Enterprise name word count limit should no more than 24 characters, recommended within 7 words/abbreviation	Preview Home External Sharing Switch Identity
User and Team Management	Display name 💿 💿	
🖉 Team Management	Enterprise LOGO	Search Search
Initialization Settings TCED Configuration	😂 Enterprise Drive	B Workbench Perso
Interface Customization	Modify	Storage Space
C Account Association	Only support PNG, JPG, JPEG format, image size not exceed 5MB. Recommended transparent background, width and height dimensions 200*42, width-to-Height Ratio 5:1.	Enterprise V
 Domain Management Watermark Settings 		Croup
Shared Links	Enterprise ID	
() Version History Setting	Submit Cancel	
⊡ Exit		

1.3 LDAP login

Tencent Cloud Enterprise Drive supports you to use Open LDAP and Windows AD to log in .

open LDAP and Windows For details about AD association configuration, see the administrator manual.

After the configuration is complete, the login steps are as follows:

① Enter the Tencent Cloud Enterprise Drive login interface, and click LDAP Login.

📚 腾讯云企业网盘
📚 Enterprise Drive
Phone number login
+86 ~ Enter phone number
SMS code Send
 Keep logged in for 10 days Agree to 《Privacy Policy》 《Terms of Service》
Login
More login methods

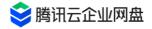
②After entering the enterprise ID, click the Confirm button to enter the login verification page .



< Open LDAP/Windows AD

Enterprise ID	
please enter	

③ Select a specific authentication method (Open LDAP / Windows AD), enter the login account name (depending on the configuration of the administrator) and password , and click the login button to complete the login.



Open LDAP/Windows AD Authentication method openLdap Please enter Enter password	
openLdap Please enter 💭	
Please enter 🛴	
	\sim
Enter password	
	Ì

[Note]: The first time you use LDAP to log in, you need to bind your mobile phone number. You can enter your mobile phone number and click Get Verification Code. Then enter the verification code and click to agree to the relevant agreement, click the Bind mobile phone number button to complete the binding and log in .

2. Modification of personal information

You can modify your nickname, login mobile phone number and avatar by yourself, as follows:

 Log in to Tencent Cloud Enterprise Drive, click your profile picture in the lower left corner > Personal Settings to enter the personal information setting page .



	smh-web-11-2.tar.gz
	16mb.jpg
	Setting
	🄄 User's Manual
Management Center	🗟 Feedback
echoydeng	🕾 Switch Identity
Enterprise Used 450.31G/1000G	do∈ ⊡ Logout

2. Select the information you need to modify, and click to modify accordingly .

3. Basic file operation

3.1 File Upload

normal upload

- 1. Click the [Upload] button in the folder list, select the upload folder/file, and a file selection window will pop up.
- 2. Select the file you need and click the [Upload] button to upload.
- 3. You can check the upload progress in the transfer list.



Be Workbench	Personal 450.31GB used 549.69GB ava
Storage Space	A Upload
🖧 Enterprise 🗸 🗸	😑 Upload File
Co Group	
Personal	Upload Folder
File Management	法 萝测试 (1)

Drag and drop upload

- 1. Select the files/folders you need to upload.
- 2. Drag and drop to the target file list you want to upload, and then start uploading.

3.2 Download Document

Download files on the WEB side

single file download

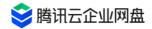
Select the target file and click the download button to start downloading.

Batch download

When downloading a folder or downloading files in batches on the web side, it will be packaged into a compressed package, and the corresponding compressed package can be found in the download record of the browser.

PC download file

- 1. Select the file/folder you need to download;
- 2. Click the download button to start the download;



3. You can view the download progress and results in 【Transfer List】.

3.3 Create new file/folder

1. Click the [New] button to select the type of file you need to create. Currently, one-click new folders or office files are supported.

(Word document, Excel document, PPT document)

2. When you choose to create a new office file, you can choose to edit the file directly after creation.

3.4 check the details

Click the [Details] button on the right side of the operation bar of the target file/folder to view the name, creator, location, file type, file size, creation time, modification time and other information.

3.5 Rename

Select the target file/folder, right-click to expand the operation list or click the [More] button, and click the [Rename] option to rename.

3.6 copy/move

- 1. Select the file/folder to be copied/moved, and click the [Copy/Move] button.
- 2. A target path selection box pops up, and you can select a directory path; the path supports searching.
- 3. Select the target path and click OK to start copying/moving.

3.7 delete/restore

delete

- 1. Select the target file;
- 2. Click the [Delete] button to complete the deletion.

reduction

- 1. Click the [Recycle Bin] button on the left to enter the file recycle bin;
- 2. Enter the path of the file to be restored, select the file/folder to be restored, and click the [Restore] button to restore the file.
- [Note] : If the original folder of the deleted file is deleted/moved, it will not be restored.

3.8 online preview

Limitations and Notes

limit	illustrate
	Currently supported online preview file types include the following formats:
	Presentation files: pptx, ppt, pot, potx , pps , ppsx , dps , dpt , pptm , potm ,
	ppsm . Text files: doc, dot, wps , wpt , docx, dotx , docm , dotm .
document	Table files: xls , xlt , et , ett , xlsx , xltx , csv , xlsb , xlsm , xltm , ets .
	Other format files: pdf , lrc , c , cpp , h , asm , s , java , asp , bat , bas , prg , cmd ,
	rtf , txt , log , xml , htm , html.
	Input file size is limited to 200MB .
	The number of input documents is limited to 5000 pages.



	Supported formats: support processing jpg, png , apng , bmp, webp , gif, heif , tpg , avif .
picture	Volume limit: the size of the original image to be processed does not exceed 32MB , the width and height do not exceed 30,000 pixels, and the total pixels do not exceed 2.5
	100 million pixels, the width and height of the processed image should not exceed 9999 pixels; for moving images, the width x height x frame number of the original image should not exceed
	250 million pixels.
	Animation frame limit: GIF frames are limited to 300 frames.
audio	online playback of common audio formats such as mp3, wav, aac , flac
video	Support mp4, webm , ogv , ogg , mkv , avi , mov, wmv , flv , rmvb and other common video formats to play online

Online preview method

You can choose the following three ways to enter the file preview page:

- Method 1: Click the file name you need to preview to enter the online preview.
- Method 2: Right-click the [Online Preview] button on the target file to enter the preview interface.
- Method 3: Click the [More] button in the operation bar of the target file, and click the [Online Preview] button to enter the preview page.

3.9 online editing

Limitations and Notes

limit



	Currently supported online editing file
type and	types include the following formats:
	Presentation files: ppt , pptx
	Text files: doc, docx
	Table files: xls , xlsx
	A single enterprise supports up to 50 people to edit online at the same time
cy limit	

Online editing method

You can choose the following three ways to enter the file preview page:

- Method 1: Click the file name you want to edit to enter the online preview page; click the [Online Editing] button in the upper right corner to switch to the editing state.
- Method 2: Right-click the [Online Edit] button on the target file to enter the edit page.
- Method 3: Click the [More] button in the operation bar of the target file, and click the [Online Edit] button to enter the editing page.

3.10 file collection

In order to facilitate your quick search and access to relevant documents, you can bookmark commonly used documents and enter the [My Favorites] page for quick access.

1. Select the target file, hover the mouse, and click the star button to complete the collection; or right-click the [Favorite] button to complete the collection operation.

2. Click [My Favorites] on the left side of the page to enter the favorites list page, where you can manage favorite files: cancel favorites, quick access, etc.

3.11 search

1. Click the search box in the upper right corner of the group space of personal space/corporate space/collaboration space, enter the file name or file name keywords, and click the search button/enter to enter the search result page.



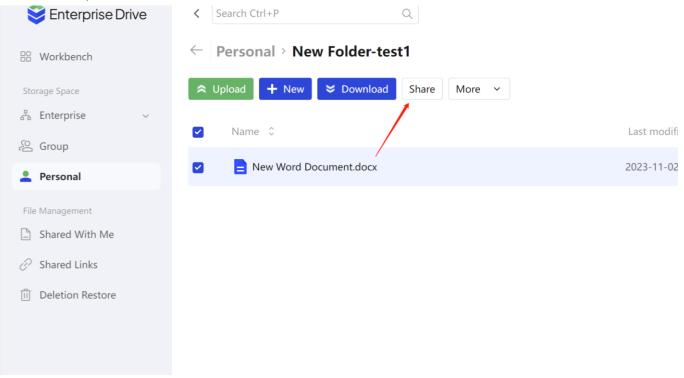
- You can choose to search [Global Search] [Current Directory] or [Other Paths], which supports cross-space search content, and also supports filtering of specified file types, update time, file size, creator/updater. The currently supported file types include: folder, file, Word, Excel, PowerPoint, plain text, picture, video, audio, and any combination of types is supported.
- 3. Added support for text content retrieval . Currently, this function only supports full scanning of word format documents (including doc and docx format files), and more document types will be supported in the future.

4. External link sharing

If your enterprise administrator has enabled the external link management function, you can use this function to share files in your personal space/enterprise space with sharing permissions to achieve rapid distribution of files.

4.1 Create external links

1. Select the file/folder you want to share, and click the [Share] button to enter the link setting interface;



2. You can set external link access parameters to control external link access:



Share file/folder	×
Important or private files with care v Sharing on the internet must compl may incur legal responsibilities.	vhen sharing. y with relevant laws and regulations, and
New Word Document	
Access permission	
Preview Number of previews	No restrictions
Download Number of downloa	No restrictions
Save to TCED	
Edit (Login required)	
Expiration date	
• Expired on	Permanent validity
2023-11-09 21:18:25 📋 Expi	red in 7 days
Security	
Set extraction code 3xq7	
-	ag 9999
	ng 8888
	Cancel Create link
	Cancer

- Access rights: Refers to the operations that users who access the link can perform on files, including downloading, previewing, saving to a drive, or any combination. Among them, saving to the drive requires the user to have a Tencent Cloud Enterprise Drive account and log in before saving to their own drive.
- Validity period: refers to the validity period for the external link to be accessible. After the validity period is exceeded, the external link will become invalid, and other users will not be able to access the files you shared through the link.
- Set extraction code: optional, you can set the extraction code for external link access, after other users get the link, they need to enter the extraction code correctly to access the file you shared.
- Always link to the latest version: optional; if you check this option and you subsequently modify the shared file, link visitors can see the update in real time. Note: This option can only be selected after the administrator has enabled the historical version function; the folder has no historical version.
- 3. Click the [Create Link] button to generate a link. You can copy the link and extract code to share.



	Share link has been copied to the clipboard
N Share file	e/folder ×
Sharing	ant or private files with care when sharing. g on the internet must comply with relevant laws and regulations, and cur legal responsibilities.
	New Word Document.docx 2023-11-02 21:18:10 created by echoydeng
Link	https://
Extractio	on code 3xq7
Check link	is in Shared Links after closing tab
	Cancel Copy link and extract code
_	

4.2 link management

- 1. Click the [Safe External Link] button on the left to enter the external link management page;
- 2. You can manage the shared external links and view the number of visits of the links :
- Delete link: Select the link and click the [Delete Link] button; or click the [Delete Link] button in the operation bar, the link will be deleted, and the link will be inaccessible immediately after deletion.
- View Link button in the operation bar to modify the link access rights, validity period, extraction code, whether to link to the latest version, etc., and click [Create Link] to save the settings.
- View Link button on the operation bar , and click [Copy Link and Extraction Code] to quickly copy the link and extraction code you need.



😂 Enterprise Drive					File Collection
🗄 Workbench	Shared Links				
Storage Space	Delete link				
🖧 Enterprise 🗸	Link name	Expired time 🗘	Creation time 🗘	Access data 🗘	Download Previews
은 Group 은 Personal)23-11-09 21:18:25	2023-11-02 21:18:47	0 B	Disable 0
File Management		Permanent validity	2023-11-02 11:56:09	0 B	0 0
Shared With Me	失.zip	2023-11-07 18:21:58	2023-10-31 18:22:01	0 B	2 0
Shared Links		2023-11-03 10:48:11	2023-10-27 10:48:16	0 B	0 0
🔟 Deletion Restore		2023-10-31 11:34:05 Expired	2023-10-24 11:34:07	0 B	8 2
		2023-10-30 19:42:44 Expired	2023-10-23 19:43:28	0 B	1/1 1/1
	33-333 (1)	2023-10-30 19:39:46 Expired	2023-10-23 19:39:48	0 В	Disable 0
	33-333	2071-10-31 19:35:54	2023-10-23 19:37:14	0 В	Disable Disable
	i	Permanent validity	2023-10-23 19:28:27	11.47 KB	0 0
	.	2023-10-30 16:46:01 Expired	2023-10-23 16:46:16	0 B	Disable 1
Management Center		2023-10-30 16:17:28 Expired	2023-10-23 16:17:37	1.81 MB	11 0

5. Sharing Authorization

5.1 Permission Description

Notice

- Sharing authorization refers to granting specified permissions to specified users for files.
- You can share folders in your personal space or folders with sharing permissions in your corporate space.
- The files in the folder will inherit the folder permissions by default.

Description of permission conflict

- Default permissions: Department members have observer permissions for files in the department by default
- Inherit permissions: grant permissions to folders, and its subfolders inherit permissions recursively by default
- Sharing permission: the permission obtained through sharing authorization is granted by the operator
- Permission conflict:

The same user is granted multiple default roles, and the permissions are the union of the

default roles

Inherited and shared roles of the same user are in conflict, and the authority is the smallest unit authority

For more permission and role descriptions, please refer to the [11. Permission Description] part of the document.

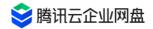
5.2 Initiate shared authorization

1. Select the folder you need to share and authorize, and click the [add shared members] button to enter the authorization interface.

😂 Enterprise Drive	Search Ctrl+P Q		📔 File Collection 🛛 🖳 🍴 🖂	Details Changes Share
8 Workbench	tencent 886.27GB used 3.13TB available			+ Add members
Storage Space	♀ Upload + New > Download Share	More ~		tr .
Lefterprise ~	■ Name ©	Starred Ctrl+B File collection Last modified 0	Size 0	nherit
Personal		Add shared member 2023-10-23 10:41:45 Rename Ctrl+6		1 nherit
File Management	>	Delete Del 2023-07-13 14:15:58 Move to Ctrl+X Ctrl+X		nherit
Shared With Me Shared Links		Copy to Ctrl+C 2023-10-24 15:25:15		j
Deletion Restore		2023-08-23 11:30:56		h
		2023-05-06 11:14:03		
		2023-04-20 16:19:23		
		2023-03-02 18:03:39		
		2023-08-23 14:45:17		38
	L			

2. Click [+] to select the member/department you need to authorize, and select specific permissions for the member you selected on the right. Please refer to " 11. Permission Description" for permission role description .

Select team or member			Selected	Permission settings 🗸 🗸	Dele
Please enter team/member name	Q		Please enter team or n	nember name	C
✓ ^c ^S tencent			2	Editor	\sim
> 4	\oplus		2	Uploader	\sim
> 4	÷		ے د	Uploader	\sim
	⊕ ⊕	\rightleftharpoons	2	Uploader	\sim
> 2	\oplus		e	Uploader	\sim
> c	\oplus			Uploader	\sim
> .	()			Uploader	~
> .	÷			Editor	$\mathbf{\mathbf{x}}$
> &	(†) (†)			has been loaded and completed	



3. Click OK to complete the authorization. If authorized users do not belong to the team, they will receive relevant shared files in the [Related to me] section.

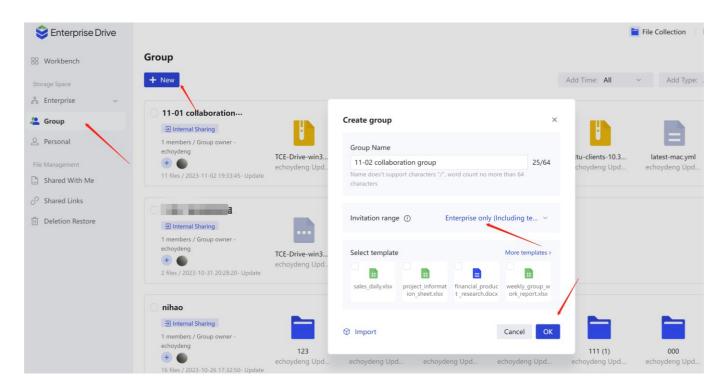
6. Collaboration space

6.1 Collaboration Space Description

Users can create collaboration groups and invite any users inside or outside the enterprise to join the group to jointly maintain group files and realize file sharing.

6.2 Create a collaboration group

- 1. Enter [Group], click the [New] button
- 2. Enter the group name and click the [OK] button to complete the group creation

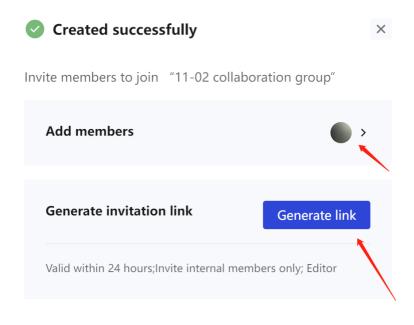


[Note]: Collaboration groups occupy the personal space quota, and the remaining quota of the user's personal space is greater than 0 before creating a collaboration group

6.3 Invite users to join the collaborative group



- Add enterprise members: You can choose to invite users in the enterprise to join, and select user rights.
- Generate invitation link: Invitation link can be generated and shared with designated users
 - The link is valid within 4 hours: after the link expires, the link holder will not be able to join, and the link needs to be regenerated and distributed to the invited users
 - Security settings can be set: the permissions of invited users can be set



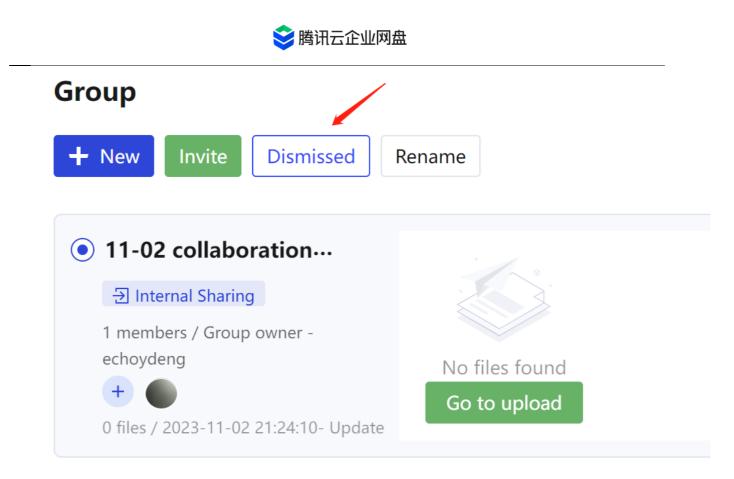
6.4 Manage collaborative groups

Disband group

- 1. Select the group you need to disband (you must create it yourself)
- 2、Click the [Dissbanded] button, click OK to complete the dissolution

[Note]: After disbanding the group, the group files will be completely deleted and cannot be

retrieved, please operate with caution



Rename

- 1. Select the group you want to rename (need to be created by yourself)
- 2. Click the [Rename] button
- 3. Modify the group name, click the [OK] button to complete the modification

7. Workbench

The workbench supports three modules, including the novice guide module, recently used module and my favorite module

- Novice guide module: including guide users to automatically synchronize data across devices, encrypt and share files, and create a three-step novice guide for free collaboration space
- Recently used module: You can display files and folders uploaded by users in personal space, team space and enterprise space here, and support collection, download, sharing and editing of files or folders
- My collection module: You can display the files and folders collected by users in personal



space, team space and enterprise space here

age Space E Enterprise S Group a Personal Management Shared With Me	ED can help you better manage your co Enterprise security management Simply manage enterprise employees and properties with analyzed statistics	Assist employees in a Collaborate effectively with coll to manage document in real tir create external group space.	leagues	Education industry strategy Homework collection, database management, and content security management services	•
Enterprise S Group a Personal Management Shared With Me	Simply manage enterprise employees and properties with analyzed statistic	Collaborate effectively with coll to manage document in real tin	leagues	Homework collection, database management, and content security	•
Shared Links Las Deletion Restore Nam	sty Starred	Location	Access time	Size	
	New Word Document.docx	Personal/	2023-11-02 21:18:10	11.9 KB	
B	TCE-Drive-win32-2.7.1-1003.zip	Group/11-01 collaboration group/	2023-11-02 19:35:09	875.3 MB	
E C	clients-11-2.zip	Group/11-01 collaboration group/	2023-11-02 19:07:19	874.8 MB	
P	smh-web-11-2.tar.ɑz	Group/11-01 collaboration group/	2023-11-02 19:05:20	66.5 MB	

Shared With Me modules will present tips and information related to collaboration, including

- Display the folders authorized to me by other users' personal space sharing: authorization information modification, file operations of other shared members, etc.
- The folder authorized to me is shared by a team other than the one I joined: modification of authorization information, file operations of other shared members, etc.

9. historical version

Preconditions for generating historical versions: Tencent Cloud Enterprise Drive administrator enables the historical version function in the management background



😂 Enterprise Drive	Search	Ctrl+P Q		📔 File Collection 🛛 🖳 🍴 🖂	> Details Version Share
B Workbench	tence	ent 886.27GB used 3.13TB available			1
Storage Space	ີ ≈ ບ	oload + New S Download Share More ~			
📩 Enterprise 🗸 🗸		Name 🗘	Last modified 🗘	Size 🗘	/
径 Group					
Personal		MG_0273.PNG	2022-09-14 19:18:30	3.3 MB	
File Management		MG_0004JPG	2023-10-24 19:10:44	1.2 MB	
Shared With Me		image-220621_150127 (1).jpeg	2022-12-27 22:28:41	3.5 MB	
 Shared Links Deletion Restore 		n f7edb7db3a55cdd7cd0860256b2ea4ca	2022-09-15 19:54:40	2.2 KB	
		ᇘ asd.docx	2023-02-14 14:28:24	11.0 KB	
		99acec72f50d86952cb1843ff413992f41abac944a263a55147f90	2023-06-01 15:29:44	76.4 KB	No version history
		1 8935202.xls	2023-04-27 19:51:17	348.5 KB	NO VESION HISTORY
		ᇘ 55556.docx	2023-02-16 11:36:13	11.0 KB	
		4abe8fc85ecc68f17b364561463ddbec	2023-02-24 19:37:11	22.0 KB	

generate rules

- 1. Every time a file is edited, the historical version will be automatically saved.
- 2. The upload/move/sync operation causes the file with the same name to be overwritten, and the original file will generate a historical version.

Historical version operation

Right-click the [Historical Version] button on the file to view the historical version of the file. You can preview, download , delete and set the latest version of the file history , and set the latest version to restore the historical version to the current version.

10. Synchronization disk operation (PC Client only)

1 0.1 Create a synchronization task

You have multiple ways to create synchronization tasks on the enterprise drive PC desktop. **method one**

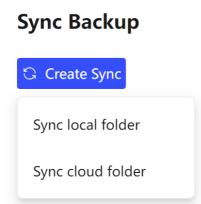
1. Enter the synchronization backup list and click the [Create Synchronization] button;



		- 🗆	×
😂 Enterprise Drive	11 Tool 11 🤷 💿 >	0 sync tasks in total	
🕆 Workbench	Sync Backup		
Storage Space 중 Enterprise ~ 순 Group	C Create Sync		
File Management			
🖉 Shared Links			
Deletion Restore			
Sync Backup	Sync local folder Sync cloud folder	Click the file to see record of the	e
	click to create or drag/drop local folder for syncing		
		£	

- 2. Select [Sync Local Folder] or [Sync Cloud Folder]
- Synchronize local folders: Create synchronization based on existing local files;
- Sync Cloud Folders: Create syncs based on existing cloud files.

You can also click the button in the middle of the page to create a synchronization, or when you want to synchronize a local folder, you can directly drag the local folder to this page to quickly create a synchronization.



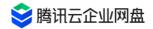
3. Take the synchronization of local folders as an example: first select the local folder to be synchronized, and then select the storage path of the cloud synchronization folder (you can select the file path under [Personal Space], or select the [Enterprise Space] with



editor/operator permissions] File path; after selecting, the system will automatically create a sync folder with the same name as the local folder for you in the cloud directory path)

. Determine the path for cloud sync folder Please select the path for cloud sync folder Sel	ase select local folder		Select
. Determine the path for cloud sync folder Please select the path for cloud sync folder Sel elect sync type			
	etermine the path for clo	oud sync folder	
elect sync type	ase select the path for clou	ud sync folder	Select
G Bidirectional sync	Bidirectional sync	riangle Backup to cloud (!)	
Local and cloud folders are consistent Only sync and upload the selected local folder content to the cloud	cal and cloud folders are	Only sync and upload the selected local folder content	

- 4. You can then set the sync type
- Two-way synchronization: keep the local folder and the cloud folder completely consistent in real time, and any changes at one end will be synchronized to the other end;
- Backup to the cloud: That is, the "one-way upload" function provided by the enterprise drive in earlier versions, the changes in the local folder will be synchronized to the cloud, but the file changes in the cloud will not affect the local file content.
- 5. Finally , you can modify the synchronization conflict handling method and synchronization method in the advanced settings
- Conflict handling method: determines the default handling method when a synchronization conflict occurs (for example, both the cloud file and the local file are changed during the synchronization gap). According to the two-way synchronization and backup to the cloud, the drive provides different conflict handling methods, from which you can choose a handling strategy that suits you, or you can choose [Always ask me],



and when a conflict occurs, for a single File Handling Learn about conflict details and handle them manually.

<	Advance settings		×
	Conflict settings	Sync methods	
	Bidirectional sync c	conflict settings	
	• Ask for access		
	Upload local ve	ersion as the new cloud version ①	
	Overwrite local	version by cloud version	
	Keep all conflic	ted files	

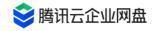
• Synchronization method: manual synchronization or automatic synchronization; the manual synchronization method requires you to click the synchronization button to start the synchronization, and the automatic synchronization will automatically monitor the status of the local and cloud folders and update them in time when any changes are made.

Advance settings	5
Conflict settings	Sync methods
Sync methods	
Manual sync	• Auto-sync

6. After completing all the above settings, click the [Confirm] button to create a synchronization task, and then the drive will be synchronized for the first time immediately .

way two

If you want to synchronize cloud folders, you can select the objects to be synchronized (only folders), and select [Sync Files] in [More] to start creating a synchronization task. Subsequent steps are the same as method 1.



					- □ >
😂 Enterprise Drive	Search Ctrl+P	Q		fii Tool 🏼 🍴 🚰 🎯	> Details Changes
Be Workbench	asda 19.17GB used 851.02ME	available			Last 7 days \vee
Storage Space	☆ Upload + New > 1	Download Share	More 🗸		
🛔 Enterprise 🛛 ^					
asda	😑 Name 🤤	La	st modified 🗘	Size 🗘	
◎ 运营组		20.	22-01-23 10:36:01	-	
ලි Group		20	23-07-19 16:43:33	-	
File Management		20	23-10-25 14:05:18	-	
Shared With Me	🗹 📄 New Folder 😭	20	23-11-02 21:33:15	-	
Shared Links		Download	Shift+D		
Deletion Restore		Share	Shift+S :35	0.0 B	
Suspicious File		Rename Starred	Ctrl+G Ctrl+B :22	11.0 KB	No changes found
🗇 Sync Backup	= .	File collection Permission Red	:33	11.0 KB	
	E .	Add shared m	ember :38	0.0 B	
		Delete	Del		
		Move to Copy to	Ctrl+X Ctrl+C	2.8 MB	
Enterprise	80 items , 1 checked	Sync files	~	< 1 2 3 4 >	

Notice

 If the cloud target path exists in a folder with the same name as the local synchronization folder, you will be prompted whether to merge. After merging, local files may overwrite the original files in the cloud. Please choose carefully.

1 0.2 Edit synchronization task

- 1. You can view the status of the synchronization task on the synchronization backup list page, and you can choose to stop/ start the synchronization task.
- 2. In the stopped state, the conflict handling method and synchronization method of the synchronization task can be modified . (Synchronization type does not support modification)
- 3. You can delete unneeded sync tasks.
- 4. You can click [Browse Local Location] to quickly open the upper-level path of the local folder and locate the local synchronization folder.

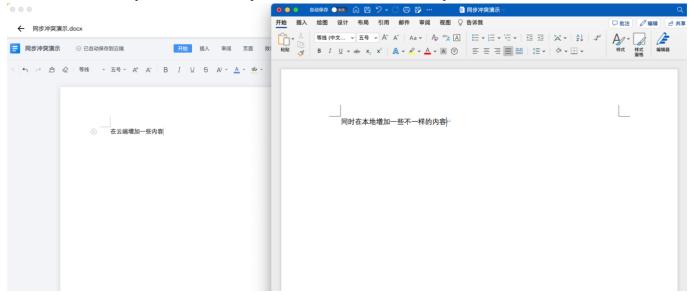


B Workbench	Sync Backup			
Storage Space	Create Sync			
🖧 Enterprise 🗸				
🖉 Group	Name	Status	Cloud location	Local location
Personal	★ 截图 Auto	Synced 2023.11.02 2	_ Personal/企业网盘移…	
File Management				View local location
🕒 Shared With Me				
Shared Links				
Deletion Restore				
Suspicious File				
Sync Backup				

5. You can click [More] - [Synchronization List] to view the details of the ongoing synchronization.

1 0.3 Synchronization conflict handling

During the synchronization gap, if both the cloud file and the local file are changed, or multiple collaborative members modify the file at the same time, a synchronization conflict will occur. You can choose the preset synchronization conflict handling method to automatically resolve these conflicts, or you can manually handle conflicts when they occur.



For example, when the same document is edited, updated and saved in the cloud and locally at the same time, a conflict will occur. At this point, there will be a prompt and a message notification that there is a synchronization conflict, and you can click to enter the conflict resolution page.



同步备份	
○ 创建同步 Ⅱ 停止 设置	● 存在1个同步文件夹冲突,需处理后继续同步 >
✓ 项目名称	云端位置 本地位置
☑ 2 双向同步文件夹 自动 ① 同步冲突	二个人空间/同步演示/双向同步文件夹 /Users/hencegong/Desktop/双向同
	同步冲突列表 ×
同步备份	双向同步文件夹 ⑦ 覆盖本地 覆盖云端 全部保留
3 创建同步 II 停止 设置 删除	云 同步冲突演示.docx 2023/7/3 17:29:37 10.95KB
✓ 项目名称	云端 本地 同步冲突演示.docx 2023/7/3 17:28:10 9.8KB
☑ 2 双向同步文件夹 自动 ① 同步冲突	<u>گ</u>

On the conflict resolution page, the name of the file where the conflict occurred, the latest modification time and file size of the cloud and local versions will be displayed. You can click on the cloud or local file name to quickly open and view the corresponding file. (Cloud files only support online opening of documents)

Then, you can choose [Overwrite Local], [Overwrite Cloud] and [Keep All].

- Override local: the cloud version overrides the local version
- Overwrite the cloud: The local version is uploaded as the new cloud version, and the original cloud version is used as the historical version (if the historical version function is enabled)
- Keep all: The local file is automatically renamed and uploaded to the cloud as an independent new file. At the same time, the cloud files overwrite the local files.

Of course, you can also temporarily put aside this conflict, manually modify the cloud or local files to make them consistent, and then click Stop to restart the synchronization task.

[Notice]

The one-way upload synchronization task created using the PC desktop client version earlier than v2.6.0 will be automatically converted to a synchronization task whose synchronization type is backup to the cloud after the version is updated. At the same time, the cloud folder will not be locked again, and can be edited and moved normally.

11. Permission Description

1 1.1 Default permission roles

When performing sharing authorization operations on folders, different default permission roles can be granted to shared objects.

The	specific	roles	are	described	as	follows:
1 IIC	Specific	10103	aic	acscribea	u J	10110113.

Role	view list	preview	do wnl oad	Print	uploa d	delet e	Revis e	shar ed	sha re
obser ver	\checkmark	х	Х	х	х	х	х	х	х
Previe wer	\checkmark	\checkmark	Х	х	х	х	х	х	х
downl oader	\checkmark	\checkmark	\checkmark	\checkmark	х	х	х	х	\checkmark
Uploa ded by	\checkmark	√ (self only)	√ (self only)	√ (self only)	\checkmark	х	х	Х	х
editor	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	х	\checkmark
opera tor	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	V	\checkmark	\checkmark
ban visitor s	х	x	х	х	х	х	x	х	х

 *Prohibited access can only be set in the corporate space/personal space directory (member management and collaboration spaces do not support setting prohibited access permissions)

other special roles

- Personal space owner: By default, all the above-mentioned permissions are granted to the files in his own space
- Administrator: By default, all the above-mentioned permissions are granted to the files in the enterprise space
- Super administrators: have all the above-mentioned permissions for files in the enterprise



1 1.2 Explanation of Atomic Granularity Permissions

view list	List all files/folders in the current directory, and you can view their details and authorization, but you cannot view the specific content of the files. If you have permission to view the list of subfolders in the list, you can click to view the contents of the next level folder
pre vie w	View document content
dow nloa d	Allow download to local / Allow copy text to clipboard
Prin t	Allow printing of files
upl oad	Allow uploading files or folders to current folder/create new folder
dele te	Allow to delete files/delete folders/delete historical versions
Revi se	Allow online editing of document content/Upload a new version to overwrite the original file/Restore historical version/Modify name /Modify note/Modify label
shar ed	modification of folder permissions
shar e	Allow generating external links for sharing

1 1.3 Description of custom permissions



Administrators can freely combine atomic permissions in the management center - user and team management - initialization settings, and customize permission roles for team users.

Senterprise Drive			<u> </u>							ċ
Our Statistics	Custom Pern	nissions								
II. Traffic Statistics	View existing role		om combinatio	n of permissions fo	r new roles					
User and Team Management	+ Add a nev	v role								
🚊 User Management										
🖉 Team Management	Role	View list	Preview	Download	Print	Upload	Delete	Modify	Share	Share
Initialization Settings	Viewer	\odot								
TCED Configuration	Previewer	\odot	\odot							
✓ Interface Customization	Downloader	\odot	\odot	\odot	\oslash					\odot
G Account Association	Uploader	\odot	Only me	Only me		\odot				
🖉 Domain Management	Transmitter	\odot	\odot	\odot	\odot	\odot				
🖉 Watermark Settings	Editor	\odot	\odot	\odot	\odot	\odot	\odot	\odot		\odot
🖉 Shared Links	Operator	\odot	\odot	\bigcirc	\odot	\odot	\odot	\odot	\bigcirc	\odot
() Version History Setting	BannedVisi									
Security Scan		\oslash		\oslash						Ĺ
E Log Query		\odot		\odot				\odot		4
⊡→ Exit	X	\odot					\odot		\odot	\odot

The created custom permission can be deleted, and you need to choose to replace the role when deleting.

13. Notification

1 3.1 View message notification

When your file permissions, external links, historical versions, or watermark settings of your company change, and when the electronic signature file fails to be downloaded or returned, you will receive corresponding system notification messages. When the storage capacity of your personal space is insufficient, you will receive a corresponding warning notification message.

If you are a super administrator or administrator of the enterprise, you will also receive alarm notification messages for drive expansion and renewal, user management, and file security scanning exceptions.

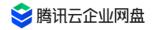


torage Space Welcome, echoyydeng				Message Center	essage Center ×
Enterprise ^	Welcome, eenoyydeng				
encent ② CSIG云与智慧产业 ^{II}	Lastly Starred		-	All (140) Alarm System Select	Delete all
 S3职能系统 - HR与 SED设计团队 	Name	Location	Acce		
 ⑦ 产品部门 ⑨ 华南销售团队 	6	Personal/	2023	Available account The remaining available accounts have been use possible view	2023-11-02 17:12:52 d up, please expand as soon as
⑦ 开发团队◎ 新的一级部门4		Personal/	2023	+ Authorization	2023-10-30 16:43:04
 ○ 新的一级部]4 ○ 素和 	and the second second	Personal/	2023	jimmywwang(王致铭) authorizes you with permis	sion with [cos.png] file Operator
Group	7	Personal/	2023	Available account The remaining available accounts have been use possible view	2023-10-27 11:38:58 d up, please expand as soon as
Personal		Personal/	2023	Available account	2023-10-19 10:44:55
Management Shared With Me		. Personal/	2023	The remaining available accounts have been use possible view	
Shared Links	sx	Personal/	2023	Available account The remaining available accounts have been use	2023-10-16 17:20:37
Deletion Restore		Personal/	2023	possible view	a ap, prease expand as soon as
Suspicious File Sync Backup		Personal/	2023	Available account The remaining available accounts have been use possible view	2023-10-12 13:07:33 d up, please expand as soon as
Management Center	三 腾订	Shared with me/腾讯云	Expir	Available account	2023-10-12 12:52:32

You can go to the message center to view the above messages. If you have enabled the system notification permission of the enterprise drive, we will also deliver the message to you as soon as possible through push notifications.

1 3.2 Message notification settings

You can choose the type of messages you want to receive in the settings of the drive. If you uncheck a certain type of message, we will not send you such messages again until you uncheck it again. At present, you can freely choose whether to receive various types of system notification messages. For the sake of file security and account management, it is temporarily not supported to refuse to receive alarm notification messages.



arch Ctrl+P	Q Stora	age warning: Available space is less than 20%, click to <u>Purchase</u> ×	Tool	1	0	>	Ca
elcome, e	choyydeng						
.astly St		Notification setting		×	Ċ		客
	Personal						ec
ame	System	Types of incoming messages					
9 CoFile企:	土 Upload	 Permissions and settings messages Security outbound messages 					ec
」 CoFile企:	⊥ Download	Electronic signature messages					
New Wo	🗠 Message	Security scan messages					
	Proxy	Expansion and renewal reminder messages					XX
」 CoFile企:	Security	✓ User management messages					jir
」 CoFile企:	🖄 Language						
] CoFile企:							Tc 版

15. Document collection

1 5.1 Features

In daily data management work, collecting files is cumbersome and laborious, and is prone to errors and omissions. Chatting via instant messaging or email is inconvenient when documents in multiple formats need to be aggregated. Therefore, the enterprise drive has launched a file collection function to help users complete the collection work automatically.

1 5.2 Initiate a collection task

The file collection function will help users collect files submitted by multiple people, save them in the specified path, and organize them automatically. There are two ways to initiate a file collection task, as follows:

1. Home Toolbox . You can find the [Toolbox] button in the upper right corner of the drive interface, and click it to find the [File Collection] button, as shown in the figure below:

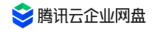


😂 Enterprise Drive	Search Ctrl+P Q		File Collection
Workbench	TCED can help you better manage your cor	porate assets	
Storage Space Storage Storage Space Storage	Enterprise security management	Assist employees in efficient work	Education industry strategy Homework collection, database management, and content security management services
Shared Links	Lastly Starred		C
Deletion Restore	Name	Location Access time	Size

Click to enter the file collection function module. You can click the card in the upper left corner to start a new collection task. If you have not initiated any collection tasks before, you can also click the [Initiate Collection] button in the center of the page to start creating tasks.

S Enterprise Drive	File Collection	8		Exit (D-
Storage Space 류 Enterprise v 윤 Group 은 Personal	Initiate collection Select drive folder Collect files			
File Management	Linitiated Treceived			
 Shared Links Deletion Restore 	Name 0	Creation time 0 2023-10-19 17:46:50	Progress	Status
		2023-10-09 10:26:24 2023-09-26 09:32:42	IIA IIA	Collecting
		2023-08-28 17:30:55	All	Closed
		2023-08-08 11:21:47 2023-07-26 10:22:49	All All	Closed
Management Center		2023-07-20 17:50:42	II.	Closed
echoydeng echoydeng Used 450.316/1000G	92 items	2023-07-20 17:48:58	All	Cosed

2. More function menu for file list. On the file list page, you can select a folder (upload permission is required), and then click [Initiate File Collection] in the more function bar to start a new collection task with this folder as the save path.



😂 Enterprise Drive	Search Ctrl+P		Q		
Hereit Workbench	Personal	450.31GB use	ed 549.69GB avai	lable	
Storage Space	🗢 Upload	+ New	Second Second Download	Share	More 🗸
🗄 Enterprise 🗸 🗸		<u>^</u>			
C Group	Name	2 2			
_ Personal				Download	d Shift+D
				Share	Shift+S
File Management				Rename	Ctrl+G
Shared With Me	- 3	支萝测试		Starred	Ctrl+B
 Shared Links 				File collec	tion
				Add share	ed member
Deletion Restore				Delete	Del
	5			Move to	Ctrl+X
				Copy to	Ctrl+C

1 5.3 Task setting and initiation

After starting to collect tasks, you need to complete the task settings, including:

File collection	×
* Collection title	
Please enter content	
Document request (Optional)	
Please enter content	1.
	0/200
* Save folder	
Please select folder	Select
Collection participant Anyone Invite anyone via link (No account required) Designated members Invite members through mess Expiration date Expired on 2023-11-09 7 days left 	
Permanent validity	
* Set the naming convention	
Please select a naming convention	~
Cancel Initiate	e collection



1. Collection title (required)

Every collection quest must have a title to differentiate the quest. The title will be displayed on the upload page of the collected object. The title length cannot exceed 30 characters .

2. Document requirements (optional)

In addition to collecting titles, you can also choose to fill in document requirements, such as clarifying assignment requirements when collecting assignments, or commenting on rules when collecting materials. Document requirements will also be displayed on the upload page of the collected object, and the total length cannot exceed 200 characters.

3. Save folder (required)

The save folder determines which path of the drive your collected files will be placed in. You can freely choose any folder with upload permission under the enterprise space or personal space as the save path. If you initiate the collection task through Select Folder - More Functions, this folder will be used as the default save path, but it also supports modification to other paths.

4. Collect participants

Participants in document collection will not be limited to members within the current enterprise. If you want to collect files from people outside the company, you should select [Anyone] here, and participants can complete the upload without an enterprise drive account; if you want to collect files only from people in the company, you can choose [Specified members], and then you can independently decide the list of members who need to participate in the task.

5. Expiry date

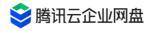
The drive provides an option for the validity period of the collection task, which is valid within 7 days after the initiation time by default. Only within the validity period, the collected person can submit the file on the upload page. You can customize the task validity period. Currently, the maximum supported period is 50 years after the initiation date . If you have longer-term collection needs, you can also choose the task [permanently valid].

6. Naming specification (required)

In order to help you quickly organize the collected files, the drive will automatically rename the files. You can set the desired naming convention, and when the person to be collected uploads the file, the corresponding information will be filled in according to the specification. We have preset six information fields of name, mobile phone number, student number, job number, email address and ID card number. You can also add custom fields and select at most two of them to form a file naming convention.

7. Format requirements (optional)

Collection tasks support setting format requirements for collected files. Documents that do not conform to the format will not be submitted. Currently, document restrictions in word, ppt, excel, and pdf formats are supported. For example, if you select word document and pdf document format requirements, the person to be collected can only submit documents in doc,



docx and pdf format.

8. Sample file (optional)

You can add sample files for your collection tasks, such as adding sample essays when collecting assignments or adding detailed rule explanation documents when collecting competition entries, etc. You can click the [Select drive file] button to add any file that you have sharing permission in the corporate space and personal space as a sample file. The recipients will be able to preview and download these files on the upload page.

After completing all the setting items, click the [Initiate Collection] button to successfully create a collection task. You can then copy the link to the collection task and invite others to participate. If you select a designated member of the company in the participant item, the online disk will also notify the member to participate in your collection task through a message on the site.

1 5.4 Collection task management

After completing the task initiation, you can view and manage the collection tasks at any time in the file collection function module.

In addition to the [Toolbox] - [File Collection] entry, you can also enter the [Related to Me] page on the homepage of the drive, and click the [File Collection] card on the top to enter the file collection function module. The card will display all current collection tasks in progress, including those initiated by you or invited to participate.

On the file collection function page, under the [My Initiated] column, you can view the project name, creation time, progress, collection status and details of all tasks you have initiated. You can also go to view collected files or change task settings.

1. Project name: The project name of the task is the title of the task .

2. Creation time: the time point when you create the task.

3. Progress : Shows the participation status of the current collection task. The exact collection progress will only be displayed here if you specify the collection scope as designated members within the enterprise.

4. Status : The status of the task includes collecting, completed and abnormal status. Deletion of the saved file path will interrupt the collection task. At this time, the status will prompt "folder is deleted", and you need to manually restore the folder before continuing the task.

24 hours of the expiration of the collection task , the countdown to the end of the task will also be displayed on the status side.

5. Details: You can click the project name, or hover the mouse over a specific task, and click the [View Details] button on the right to view the details of the task.



File Collection			
Initiate collection Select drive folder Collect files	R		
l initiated I received			
Name 🗘	Creation time 🗘	Progress	Status
🔁 钱恶俄武器	2023-10-19 17:46:50	All	Closed
test	2023-10-09 10:26:24	All	
aa	2023-09-26 09:32:42	All	Closed

The details page includes collection task validity period, progress, link, task setting parameters and participant submission status. You can also stop / continue collecting tasks on the details page , go to change task settings or go to the save folder to view the collected files.

My file collection			×
Permanent validity 2 member has successful	lly submitted	Stop	
echoydeng invite you to sk Click the link to subm L 2en	it vour document		
test Format requirements: No Naming rules: Name	one	Settings	
Submit Members (2)		View folder	
echoydeng 188****8888		Not submitted	
用户 7777 177****7777	3 items 202	3-10-09 10:33:33	

6. Setting change: After launching the task, you can still change the options in the task setting parameters except the save path. To avoid conflicts during file organization, if you need to change the folder where the collection task is saved, please create a new collection task in the new folder location. After making the settings change, subsequent participants who access the collection task link will see the new content, but submitted files will not be affected.



7. View folder: You can click the [View Folder] button in the details, hover the mouse over a specific task, and click the [Open Source Directory] button on the right to quickly go to the save folder of the collection task.

1 5.5 Upload files

1. If you choose to collect files from [anyone], after the task is initiated, the person to be collected can access the link of the collection task .

•		
ng created F	Permanent validity	
Naming rules: Name+ Orig	inal name of the file	
Member Login	Guest Login	

Before the file is uploaded, in order to ensure data security and avoid malicious uploads, the collected persons outside the enterprise need to verify their mobile phone number (any mobile phone number, no need to join the enterprise). Members in the enterprise can click [Login] in the upper right corner, and enter the upload link after completing the login.

😂 Enterprise Drive						
Phone nu	mber login					
+86 ~	Enter phone	number				
SMS code			Send			
	led in for 10 day 《Privacy Policy》		rice》			
	More login	methods —				

After completing the mobile phone verification code verification, enter the file upload page. On the upload page, the collected person can view information such as the initiator of the collection task, initiation time, validity period, title, file requirements, and sample files.



After the person to be collected fills in the naming rules, he can click the [Add] button on the right to select the file to be uploaded. For a single collection task, each participant can upload up to 30 different files. After adding the files, click the [Submit] button on the right to complete the file submission. In the file list, the upload speed, progress and forecast time of each file will be displayed.

The same collection task supports multiple submissions, and participants can view the list of files they have submitted under the history record column. If the participant submits a file with the same name that has been submitted before during the second upload, he can choose whether to replace the old file or save two files according to the pop-up prompt.

echoydeng created Permanent validity		Add Submit
Collection requirements	To be submitted (0 / 30)	My submission (0)
Naming rules: Name+ Original name of the file Format requirements: None		
Name Required field, no more than 30 characters		
Naming rules cannot be empty		
		dd / Drop to this area folder upload is not supported

Note: If the file to be submitted is large, it is necessary to avoid closing the page or exiting during the submission process until the submission is completed.

2. If the participants of the collection task are designated members in the enterprise, then these enterprise members will be able to upload files in the drive :

Method 1 is to open the notification center in the drive, click the [View] button in the message,



		📄 File Co	ollection	1		>	Colla	aboratic	on changes
Me	ssage	Center			Mess	sage (Center		×
All (3	349)	Alarm	System						
Selec	t								Delete all
()	Echo has	lection task s initiated a filo manage on w	e collection task for ebpage <mark>view</mark>	you. Plea	ase go ar	nd uple			03 11:14:13

Then it will jump to the file collection function module, select the collection task to participate in under the [I Received] column, and click the [Submit File] button on the right to jump to the file upload page.

File Collection		
Initiate collection Select drive folder Collect files	TH SP	
l initiated I received		
Name 🗘	Changes	Submit a document
document collection	Echo invited You to collect files	
	invited You to collect files	Collecting
	Vou to collect files	Folder is deleted
	invited You to collect files	Folder is deleted

The second method is to enter the [related to me] page of the drive homepage, click the [file collection] card on the top, and you can jump to the [I received] column of the file collection function module, and then you can use the same method Select a task for file submission.

16. Authority application and approval

1 6.1 Applicants

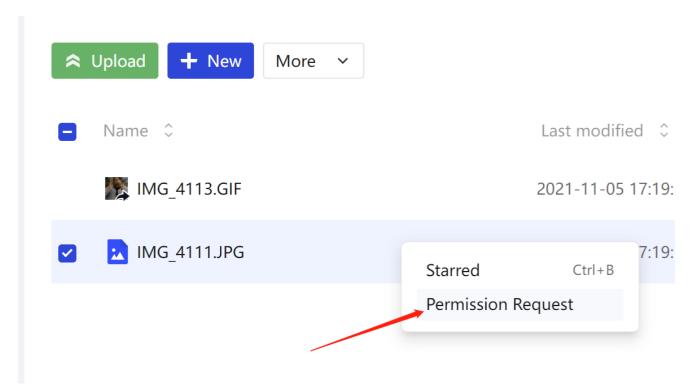
1. Who can initiate a permission change application for which file ?

Files in personal space: non-personal space cannot be initiated; other users can (from related to me)

Enterprise space files: super management (all enterprise spaces), department management (all enterprise spaces), and team administrators (teams managed by themselves) cannot be initiated

Collaboration space files: group owners and external users cannot initiate

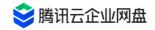
2. Select a file to initiate an approval application



File selection:

Method 1 : Single-select or batch-select files, right-click to initiate [Permission Application], and enter the permission application page

Method 2 : For a single file , you can apply for permission change on the file preview/ edit page, at the file name in the upper left corner



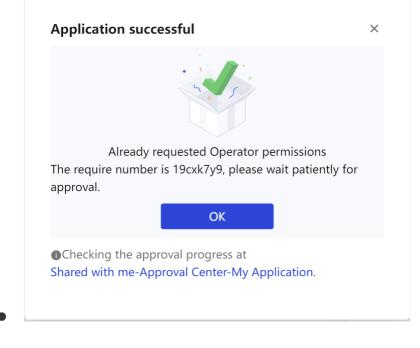
	- 🗆 ×
New Word Document.docx Uploader Permission Reguest	⊻ ∽ ⊜ ~ ≡
	> Details Version
	New Word Document.docx Creator:
	Location: Energy Path: All/ Type: Word
	Size: 11.88 KB Create: 2023-11-02 21:55:06 Modified: 2023-11-02 21:55:06
目 □ 页码:1 页面:1/1 节:1/1 行:1 列:1 字数:0	S All : 1/3 ▲ ③

Fill out the application form:

Permission request 函数 (156****151 运营组	×
/	1 items
New Word Document.docx	Uploader
* Permission request?	
please select	~
Reason for application	
Hello, I am 幽扬. Thanks for your help access.	o in opening the
	59/12
	Cancel OK

- Select the permission to apply for: Select the permission role you want to apply for , and click the [question mark] icon to view the role details.
- Reason for filling: optional, within 1 to 20 characters

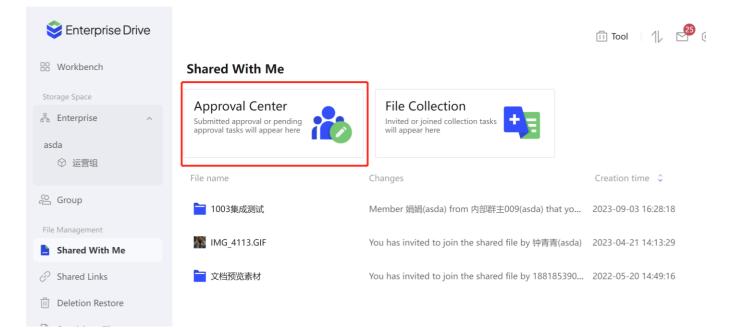
• Submit the application: After submitting the application , you can check the approval number , or click the blue text to go to the approval center to view the approval details



3. View the approval progress

Method 1: After completing the approval form, you can directly jump to the application list from the completion page

Method 2: Related to me - Approval Center - My Application





😂 Enterprise Drive					🗓 Tool 1/ 🗳 🤅
🕆 Workbench	\leftarrow Shared With Me $>$ Approx	oval Center			
Storage Space					
占 Enterprise ^	Pending Approval My Application	History Approval			
asda	Application Content	Approver	Approval Status	Approval Number	Application Time 🗘
◎ 运营组	Apply for Operator permission for	—————————————————————————————————————	Pending Approval	19cxk7y9	2023-11-02 21:56:06
🤗 Group	Apply for Operator permission for		Adopted	05a30ox1	2023-04-06 20:13:11
File Management					Total 2 items
Shared With Me					
Shared Links					
Deletion Restore					

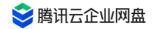
- Click to view the approval details: including the approver, the approval progress, and the approval form can also be withdrawn.
- Withdraw the approval form : If you need to modify the application information, you can withdraw the approval form. After the withdrawal, the approver can still view the approval form, but cannot perform operations.
- Message notification: After the approval form is processed, the message center will notify you.

1 6.2 Approver

1. View the approval list

Method 1: Message notification, prompting pending approval

				File	Collection	→	
	Message	Center				Messag	ge Center
	All (24)	Alarm	System				
A	Select					De	lete all
1l: cr	() You have			approval number [1l], an or [Up] <mark>view</mark>		-11-02 27 as	2:00:31



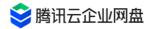
Method 2: Related to me - Approval Center - Pending Approval

😂 Enterprise Drive				File Collection
B Workbench	\leftarrow Shared With Me >	Approval Center		
Storage Space	Pending Approval My Applie	cation History Approval		
Group	Applica=*	Application Content	Approval Number	Appli ine 0
Personal	9	Apply for Uploader permission for 件夹	1lxxcq4d	
File Management	÷	Apply for Previewer permission for 副本	crpgw9g9	2023-08-09 14:44:04
Shared With Me		Apply for 预览下载 permission for 文件夹	abwituuv	2023-08-07 14:19:43
 Shared Links Deletion Restore 	2	Apply for Editor permission for 被删 二中	dhjjs5q0	2023-07-03 16:46:31
	1	Apply for Operator permission for 奠//www.文件夹	7dpwydj4	2023-06-20 11:33:59

2. Processing approval form

Click to view the approval details, pass /reject the approval form

Pending Approval My Application	on History Approval		
Applicant	Application Content	Approval Number	Details ation Time 0
丹王丹	Apply for Uploader permission for 新建文件夹	1lxxcq4d	
户 空间不足用户	Apply for Previewer permission for R-C (7) - 副本	crpgw9g9	2023-08-09 14:44:04
-	A _ L. £ _ 7000 - 400		
	Approval application (11xx	cq4d) ×	
	丹		
	王丹 (137****	1814)	
	菠萝测试用	3	
	/	1 items	
	新建文件夹	Editor	
	Hello, I am 王丹. Thanks for your help	in opening the access.	
	Current permission	Permission request	
	€ditor	Uploader	
	Initiate request	2023-11-02 22:00:30	
	王舟		
	Pending Approval 立州下共		
	费神你都敢删?;田丰;文件下载。	秦佳东;happy2;allenshhu;	
		Reject Agree	



that have been processed /approved with the assistance of others will enter - History Approval

😂 Enterprise Drive						📔 File Collection 🛛 🖳 🍴 🖻
88 Workbench	\leftarrow Shared With Me	> Approval Center				
Storage Space	Pending Approval My A	pplication History Approval				
S Group	Applicant	Application Content	Approver	Approval Status	Approval Number	Approval Time 💲
Personal	1 18 18	Apply for Previewer permission	v	Adopted	6yqjvnu7	2023-10-30 15:33:22
File Management	w wc hg	Apply for Editor permission for 编业空间	?;田丰;文件下载;秦佳东;hap	Rejected	0d2b8shs	2023-10-19 16:02:26
Shared With Me	w w ng	Apply for Editor permission for 新口 内 这样	; 田丰;文件下载秦佳东;hap	Rejected	e0lgv93t	2023-10-19 16:02:19
 Shared Links Deletion Restore 	1 18 03	Apply for Operator permission fo	?;田丰;文件下载秦佳东;hap	Adopted	dudgje71	2023-10-16 10:28:30
	18 5	Apply for Downlo permission	у.	Adopted	47t91lbq	2023-09-05 09:48:03
	户室	Apply for Previewer permission fc]]]田丰;文件下载秦佳东;hap	Adopted	9zk1wtab	2023-08-24 11:44:05
	w woi J	Apply for Operator permission fo	部。 ち・文件下载:秦佳东;hap…	Rejected	ai3ccoa7	2023-08-24 11:19:59
	w wona g	Apply for Operator permission fc	费(+rg) mage 截秦佳东hap	Expired	4okd7jy0	2023-08-23 20:04:15

Administrator's Manual

1. Description of User Permissions

1.1 super administrator

- Account generation : Users who pay for the enterprise version will become the super administrator of the enterprise, and each enterprise has one and only one account .
 Super administrator mobile phone number binding logic:
- If the changed mobile phone number does not belong to any member who has joined the company, a new account will be created automatically, and the authority of this account is super administrator (if the number of members reaches the upper limit, the change will fail)
- the user corresponding to the changed mobile phone number has joined the enterprise , the user 's authority will be modified to super administrator.
- 2. Member management rights : invite, create , modify and delete any member (including system administrators)
- 3. Account information modification : You can modify the bound mobile phone number, user



nickname, avatar, personal space quota, etc.

- **4. Enterprise space permissions:** You can view and modify the content and authorization of any file in the enterprise space.
- 5. Background management permissions : all permissions.

1.2 System administrator

1. Account generation : Granted by the super administrator.

2. Member management rights : create , modify, and delete any ordinary member; allow to modify one's own information and quota, and cannot modify one's own administrator role to an ordinary member.

- **3. Account information modification** : You can modify the bound mobile phone number, user nickname, avatar, personal space quota, etc.
- **4. Enterprise space permissions** : You can view and modify the content and authorization of any file in the enterprise space.
- **5. Background management permissions** : all permissions except modifying super administrators and other system administrators.

1.3team admin

1. Account generation : granted by super administrators and system administrators .

2. Member management permissions : Cannot add enterprise users; can add or delete team members, modify teams and team member information.

- 3. Background management permissions : team management permissions, view team logs.
- **4. Account information modification** : You can modify your bound mobile phone number, user nickname, and avatar.
- **5. Enterprise space permissions** : You can view and modify the content and authorization of any file in the enterprise space of the managed team .

1.4 Ordinary members

1. Account generation : the administrator creates and imports.

2. Background management authority : None.

1.5 Temporary members

- **1. Account generation** : the administrator creates and imports. Users in the non-enterprise organization structure can be used as temporary collaboration accounts , which are mostly used in upstream and downstream collaboration and temporary collaboration scenarios .
- 2. Background management authority : None.
- **3. Space permission :** Only the permission to use the collaboration space , can only be added to the collaboration group , and cannot create a new collaboration group

2. User and team management

2.1 Initialization settings

illustrate

- After the initialization settings are completed, subsequent new users/teams will fill in the parameters of the initialization settings by default, reducing the repetitive work caused by manual filling. It is recommended that you set them up in advance.
- 2. The initialization settings only take effect for subsequent new users/teams, and the stock user/space configuration will not be modified.

setup steps

1. Enter the background management page, click [User and Team Management] > [Initial Settings] to enter the settings page.

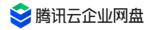


😂 Enterprise Drive			
Data Reports			
Space Statistics	User Settings		
Our Statistics	This setting does not affe	ct the configuration of existing users,Only the default va	alue is set for the subsequent addition of users (Including temporary use
II. Traffic Statistics	User default state⑦	Enable Freeze	
User and Team Management	Personal	Allocate personal space size(If unchecked,	only enterprise space can be used)
S User Management		Share remaining available space ?	Assigned amount
		1 GB ~	
Corream Management		Must be less than the remaining allocable amount of 2	26.89TB, and must not be less than 100MB
Initialization Settings	Submit		
TCED Configuration			
Unterface Customization	Team Settings This setting does not cha	nge the configuration of existing teams,Only effective fc	or new teams
C Account Association	Default space		Asianadamaunt
🖉 Domain Management	capacity	Share remaining available space? The current remaining available credit for the enterprise	Assigned amount se is26.89TB
☑ Watermark Settings	Default permissions	Transmitter	Permission details
		Members who join the team will have the correspondi	ng permissions by default
Shared Links	Submit		
() Version History Setting			

- 2. user settings:
- User default status: Select enabled, and subsequent new users can directly log in to the drive ; select frozen, and the administrator needs to manually enable it.user can log in.
- Personal Space : You can choose whether to allocate personal space to new users by default; if you choose to allocate, you can choose the default quota; if you do not allocate, The newly added users can only use the enterprise space.
- 3. team settings
- Space default capacity: You can set the team's default space quota.
- Default permissions: You can set the default permissions of the team, and members who join the team will have corresponding permissions by default. You can click the [View Permissions] button to view the specific permissions of the role.

2.2 Bulk import users and teams

1. **Download form** : Go to [User and Team Management] > [User Management] page, click the [Batch Import] button, and click the [Download Template] button to download the import form template.



😂 Enterprise Drive						
Data Reports	Corporate Users	Temporary Users				
Space Statistics						
Oser Statistics	Invite corporate men	nbers New user Batch	import		Please enter search content	
I. Traffic Statistics	User name	0	Identity 0	Personal	Phone number	Status 🗘
User and Team Management			System Administrator	46.47MB used 977.53MB available	1	Enable
은 User Management			System Administrator	143.26MB used 26.89TB available Share		Enable
Initialization Settings			System Administrator	47.19MB used 976.81MB available		Enable
TCED Configuration				40.38MB used 983.62MB available		
Customization	nao1		System Administrator	-		Enable
Account Association	56109	01	System Administrator	2.02GB used 97.98GB available		Enable
🖉 Domain Management	11		System Administrator	12.89MB used 87.11MB available		Freeze
☑ Watermark Settings	-		System Administrator	12.88MB used 26.89TB available Share	10000	Freeze
Shared Links	123		System Administrator	12.88MB used 87.12MB available		Enable
(Version History Setting	1 账号		System Administrator	12.88MB used 87.12MB available		Enable
	<u>隆</u> 太号		System Administrator	12.88MB used 1.99GB available	1000	Freeze
⊖ Exit	vanalana		Suctom Administrator	AD 92GB used 26 90TB available Chare	1	Easte
Enterprise Used 450.31G/1000G	488 items				20	/ page ~ < 1 2 3
	Batch Impor ● After dowr ▲ Downloa	nloading the templat	e, fill in member informatio	on		
	Sample Form:		_			
	User Nick	Phone number (R	Personal space allocatio	Affiliated Teams (Hierarchy t		
	John	1870000000	20	First level department/Secon		
	Tom	+852-66502386	0	First level department/Secon		
	2 Upload the	e completed file				
			to Upload / Drop to this a base upload xls, xlsx format file			

2. **Fill in the form** : Open the import form template and fill in the user's nickname, mobile phone number, personal space quota, team affiliation and other information .

A	В	С	D	E	F	G	н
User Nickname (<mark>Required field</mark> , repeatable, cannot exceed 32 characters)	Phone number (Required field, cannot be repeated, non- mainland phone number needs to add area code prefix)	Personal space allocation (Optional,Unit:GB,Only positive integers are supported.Do not fill or fill 0 means No personal space allocated)	Affiliated Teams (Optional,Hierarchy to'/"divide,new team can be added, each level of team name cannot exceed 64 characters)	Description			
John	1311111111	0	t-1	If there is no t-1 team currently, a new t-1 team will be c	reated under the	e enterprise roo	t directory.
Tom	1311111112		t-2/t-3	If there is a t-2 team and no t-3 team, only a new t-3 sub-team of t-2 will be created if there is no t-2 team,			
Jack	+886-67897655	10		If not filled in, the user will not join any team.			

- User nickname: required, repeatable, no more than 32 characters

- Mobile phone number: required, not repeatable
- Personal space allocation: required, the unit is GB, only positive integers are supported, if you do not fill in or fill in 0, no personal space will be allocated
- Affiliated team: optional, the levels are divided by "/", new teams can be added, and the team name of each level cannot exceed 64 characters. If you fill in teamA /teamA-1, the team teamA-1 will be created under the teamA team ; if teamA does not exist, the teams teamA and teamA-1 will be created at the same time.

Notice

- The newly added team space storage quota is consistent with [Initial Settings] > [Team Space Default Capacity], if not set, the default is 0.
- If the available quota is insufficient/the mobile phone number is duplicated, etc., the import will fail. You can download and view the failure list.
- 3. **Upload form** : Drag and drop the completed form to the upload area, after the verification is completed, click the [Import] button to complete the user

Import and team creation.

2.3 User Management

Invite new users [super administrators only]

- 1. Enter [User and Team Management] > [User Management] page
- 2. Click the [Invite Members] button, and click the [Generate Link] button to get the invitation link

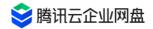


😂 Enterprise Drive			Set up successful
Data Reports	Corporate Users Temporary Users	c	
Space Statistics		2	
Oser Statistics	Invite corporate members New us	Batch import	
I. Traffic Statistics	User name 🗘	Identity	Corporate membership invitation $\qquad \qquad \qquad$
User and Team Management	13(888	Sustam (
🛆 User Management	13(000	System A	Generate invitation link Stop sharing
🗠 Team Management	flifl	System /	2023-11-03 22:07 Expired 1 member joined successfully
Initialization Settings	kua	System 4	
			Click the link to join my "tencent" TCED, start a new experience of file collaboration management together.
TCED Configuration	kua	System A	Link:https://test.pan.tencent.com/web/invitation/T1Okncu0UB
Customization	153)901	System /	Invitation QR Code Copy and share
Account Association		· ·	No serveral error ellevisted
🖉 Domain Management	用户	System A	No personal space allocated Settings Remaining allocatable quota: 26.89TB
Watermark Settings	yun	System /	Link 24 valid for hours
Shared Links	田丰, 3	System /	
Version History Setting		-,	

3. Click the [Stop Sharing Button], and the link will become invalid immediately

new user

- 1. Enter [User and Team Management] > [User Management] page
- 2. Click the [New User] button and fill in the corresponding parameters:



Invite corporate members New user	Batch import		Please ente
User name 🗘	Ide	New User	× Phone
		* User name ①	
1 8888	Sys	User name (Used for displaying user information in TCED)	0/100
f	Sys	* Phone number	
k	Sys	+ 86 V Enter phone number	
		Remarks	
ao1	Sys	Information such as position, rank and identity	0/200
610901	Sys		
11	Sys	Allocate personal space for invited members 1GB Remaining allocatable quota: 26.89TB	ttings
		General users	
	Sys		2
试123	Sys		c b
		Cancel	
试账号	Sys		Not be

- User nickname: required, used for user identification and search, can be repeated, no more than 32 characters.
- User mobile phone number: required, the mobile phone number used by the user to log in, and the mobile phone number is checked at the enterprise level.
- Remarks: Remarks can be added for this user, and the length is within 200 characters.
- Personal space: You can choose whether to allocate it to the user's personal space. If you choose to allocate it, the user can use the allocated space to store data, and the personal space data can only be viewed by the user himself.
- Identity: Set the user identity, you can choose ordinary user or administrator.
- 3. Click the [OK] button to complete the user creation.

manage users

On the user management interface, you can search and view all user account information, personal space usage status, modify user information, freeze/enable users, etc.

freeze/enable

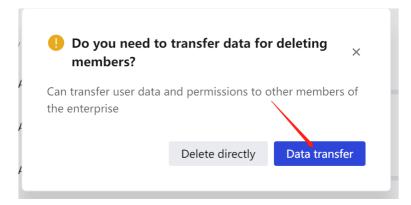
- Freeze: After freezing a user, the user will not be able to log in to use the Tencent Cloud Enterprise Drive, but his files, operation logs and other data will still be saved.
- Enable: After enabling, the user can log in, access, and use the drive normally .

Delete User /Data Transfer

directly deleting a user, the user's personal space files/shared/created links will be deleted and cannot be retrieved, please operate with caution.

If you need to transfer files, please use the data transfer function, the specific steps are as follows:

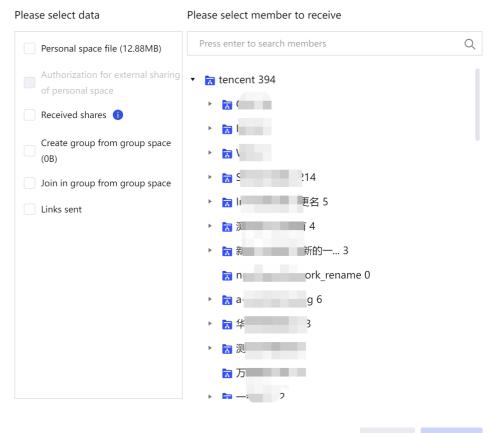
• Click [Data Transfer] to select the content to be transferred



• Click [Data Transfer], select the content to be transferred on the left side of the window, select the receiver on the right side of the window, and click OK to complete the transfer.



Data transfer



Cancel

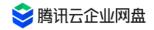
×

2.4 Team Management

new team

😂 Enterprise Drive					
Data Reports	Create team				
Space Statistics	Team Management 😋 +	tencent			
Our Statistics	Team name Q	Team space: 886	5.27GB used / 4TB total		
Traffic Statistics	tencent (488)				
User and Team Management	► 🕸 C()				
🚊 User Management	▶ ۞ IE		User name 💲	Identity 🗘	File permissions [®]
🖉 Team Management	► 😚 W		leng Me	Super Administrator	Operator 🧷
Initialization Settings	► 😚 SE (299)		388888	System Administrator	Operator 🧷
TCED Configuration	▶ In E名 (9)			System Administrator	Operator 🧷
Unterface Customization	▶ ② 测 〔(13)		d2c208cdffc		
Account Association	◎ 新 新的一级部门		accoordine	System Administrator	Operator 🧷
🖉 Domain Management	 r ork_rename r g (6) 		Ja6d44dcd70	System Administrator	Operator 🧷
Watermark Settings	> ☆ 1 25)		2b00039405	Custom Administration	Orienter &
Shared Links	▶ ◎ 测(1)		ā	System Administrator	Operator 🧷
() Version History Setting	⑦ 万能的21941 (0)		name355f2c27b96f 研发	System Administrator	Operator 🧷

Click User and Team Management > Team Management to enter the team



management page, and all added users will be automatically added to the enterprise root directory. You can click the [New Team] button and fill in the corresponding parameters to complete the team creation:

Add a new t	team	×
Team name	Please enter team name	0/64
Parent teams	tencent	~
Team	 Share remaining available Assigned amount Unallocate space quotas (Current remaining available balance) 	
Default permissions	Transmitter	Permission detailsCancel Confirm
(// (/////) ^{-/4} (/))		

- Team name: no more than 64 characters, cannot contain /; if two teams belong to the same parent team, the team names cannot be repeated.
- Parent Team: You can choose to specify a parent team.
- Team space: refers to the storage space quota of the team
 - Share the remaining available quota of the enterprise: If this item is checked, the team space quota = the total purchase storage quota of the enterprise the allocated quota (the space allocated to individuals or other teams with the specified quota) note: the remaining available quota for sharing will change with the The distribution of the quota changes dynamically.
 - Specified quota: It needs to be less than the remaining allocable quota.
- Default permissions: The default permissions and roles that members of the team have.
 Click the [View Permissions] button to view the scope of permissions corresponding to each role.

add team members

1. Select the team name to add members to enter the team management page

2. Click the [Add User to Team] button, select the member you want to add or the [+] button on the right side of the team

3. Select the team member permission, click OK to complete the addition.

Add team admin

- 1. Enter the team member list and select the user who needs to be granted the team administrator status
- 2. Click to select the team member permissions, and click OK to complete the addition.

delete team

Enter the [Team Management] page, select the team to be deleted, and click the [Delete this team] button in the upper right corner of the page to perform the deletion operation.

- When a team is deleted, shared/created links issued by the team will be deleted.
- When a team is deleted, team members are not deleted.
- Team file processing: You can choose to delete the team space file, or choose to move it to the parent team, and name it as a temporary folder of xx team by default.

[Note]: If the remaining available quota of the parent team is less than the used quota of the deleted team, it will not be moved to the parent team. Please modify the parent team space quota and delete again.

3. Data report viewing and management

3.1 spatial statistics

Enter the background management page, click **Data Report** > **Spatial Statistics** to enter the spatial statistics page:

1. Check the purchased capacity/remaining available capacity/used capacity of the enterprise: when the remaining capacity is insufficient, capacity can be expanded.



(1) Remaining capacity: the remaining capacity of the current drive that can be freely controlled and used;

(2) Used capacity: the space capacity already stored and used in the drive;

(3) Remaining allocated capacity: the unused part of the capacity that has been allocated to a specific team or individual. This part of the capacity is considered occupied in the overall space of the drive, except for the owners of these spaces , other members or the public part of the drive cannot be used;

*When the remaining capacity is insufficient, you can appropriately reduce the space capacity allocated to a specific team or individual to reduce the vacancy loss caused by the remaining allocated capacity. When the overall space is insufficient, you can click the button to go to Tencent Cloud to expand the capacity.

2. View the proportion of capacity usage: Statistics of the usage of enterprise space and personal space and visual display of usage distribution.

3. View capacity usage details: You can view the capacity allocation/usage of each team in the enterprise space, and support descending/ascending order viewing ; you can view the capacity allocation/usage of each user's personal space. Supports searching for specified teams/users to view their usage details, and supports clicking the button on the right side of the capacity to quickly modify the capacity allocated by the team/user.

The space consumed by the collaboration space will occupy the personal space capacity of the creator of the collaboration group owner.

😂 Enterprise Drive					
Data Reports Oracle Statistics	Storage Space		Capacity Usage Ratio		
User Statistics Traffic Statistics	Remaining capacity 26.89 TB	Ехра	- /		
User and Team Management	Total capacity: 100 TB Used: 2.62 TB F		.11%	2.62 • Enterprise 1.12 TB • Personal 1.5 TB	
 Team Management Initialization Settings TCED Configuration 	Capacity Usage Details			Enter search content	Q ¥
Customization	Team name	Allocated capacity 0	Used capacity $\$ $\$	Remaining capacity 0	Team
Account Association Omain Management	Inf	4 TB	886.27 GB	3.13 TB	488
⊘ Watermark Settings	-	26.89 TB Share 🧷	89.67 GB	26.89 TB Share	214
Shared Links	R	26.89 TB Share	86.41 GB	26.89 TB Share	1
Version History Setting	則見名	31 GB	29.52 GB	1.48 GB	9
	3	26.89 TB Share	16.42 GB	26.89 TB Share	250
⇒ Exit	() / 隨便玩	26.89 TB Share	6.14 GB	26.89 TB Share	18
echovdeng	Į,	26.89 TB Share	5.02 GB	26.89 TB Share	° 💬
Entryptie Used 450.31G/1000G	10	26.89 TB Share	4.25 GB	26.89 TB Share	20
	-	26.89 TR Chare	3.43 GR	26.89 TR Chare	Δ

3.2 User statistics

😂 Enterprise Drive						
Data Reports	Usage					
Our Statistics	Purchased accounts 1000 Expand	Enterprise accounts used 394	Temporary accounts used 30	Online users 3		
II. Traffic Statistics	1000	354	30	5		
User and Team Management	Available accounts 576	Frozen enterprise accounts 34	Frozen temporary accounts 2	Scheduled automatic update		
🚊 User Management						
⊱ Team Management	User Usage Specification Distribution	Jnit:People)				
Initialization Settings	400					
TCED Configuration	300					
Unterface Customization	200					
🗇 Account Association	100					
🖉 Domain Management	0		1 500M-1G	10,100	10G-50G	50G-100G
Watermark Settings	50M Below	50M-100M 100M-500M	I 500M-1G	1G-10G of users	10G-50G	50G-100G
Shared Links						
Version History Setting						

Enter the background management page, click **Data Report** > **User Statistics** to enter the user statistics page:

- 1. View account usage: the number of accounts that can be allocated, the number of remaining available accounts, and the number of used accounts, which can be expanded and upgraded.
- 2. View the distribution of user usage specifications: You can view the distribution of personal space usage, which is convenient for you to allocate personal space quotas reasonably.

3.3 Traffic statistics

Enter the background management page, click **Data Report** > **Traffic Statistics** to enter the traffic statistics page:

- 1. View the remaining available traffic: You can view the gift traffic, the remaining quota of selfpurchased traffic, the used quota and the total quota.
- 2. View traffic usage distribution: You can view team extranet traffic and personal extranet traffic usage in different time ranges.
- 3. View traffic usage details: You can view all team/user extranet usage traffic details.

[Note]: The traffic consumed by the collaboration space group belongs to the creator of the collaboration group owner



😂 Enterprise Drive	
Data Reports	Traffic Overview
分 Space Statistics	
Our Statistics	Remaining available self-purchased traffic Expand
II. Traffic Statistics	678.93 GB O B @Exhausted,Please buy traffic as soon as possible
User and Team Management	54.74% Used: 821.07 GB Total Traffic: 1.46 TB Used: 22.06 GB Total Traffic: 22.06 GB
🚊 User Management	
🙆 Team Management	
Initialization Settings	Outbound Traffic Usage Statistics (Unit:G8) 🕥 Today Last 7 days Last 30 days
TCED Configuration	400
Customization	300
C Account Association	200
🖉 Domain Management	
Watermark Settings	0 A A A A A A A A A A A A A A A A A A A
Shared Links	Total extranet traffic Enterprise space extranet traffic Personal space traffic
() Version History Setting	
	Outbound Traffic Usage Details®
⊡ Exit	Team Extranet Traffic Personal Traffic Enter search content
echoydeng	Team name Team used space 🗘 Extranet traffic usage 🗘
Used 450.31G/1000G	tencent 886.27 GB 1.03TB

4. Enterprise Management

4.1 LDAP association

You can associate with the existing LDAP system, and import the existing user and

organizational structure information synchronously, so that users can log in to the drive through the LDAP account and password.

Enter the enterprise drive [Management Center] - [Account Association] page, click [+ Add], and select Open in the pop-up window list LDAP or Windows AD, click the [Associate] button to start the association agreement.

腾讯云企业网盘11腾讯云企 业网盘11腾讯云企业网			
Data Reports		Select associated application	
☺ Space Statistics	Account Association	Select associated application	
Our Statistics	Identity authentication a	a linear second	
II. Traffic Statistics	and strends		
User and Team Management	Ø Organizat		
🚊 User Management	Login aut	- Terrer	
🙆 Team Management			
Initialization Settings	CAS		
		Open LDAP Support login authentication. Associated	
TCED Configuration		Support login authentication, Associated organizational structure association	
Customization	All Includes		
Customization	Organizat	Windows AD Support login authentication, Associated	
S Account Association	orgunizat	organizational structure association	
🖉 Domain Management			
🖉 Watermark Settings	Open LDAF	CAS Associated	
La materinant octaings	Organizat	Support SSO login authentication	
Shared Links	📃 📀 Login auti		



You need to fill in the server address, port, administrator account, administrator password, SearchDN, login name field, display name field, team object class and user object class and other fields.

- Server address: Idap / Idaps can be selected in the drop-down box, and then you can fill in the domain name or IP address;
- Port: Default 389, if there is any modification, fill in the modified port number ;
- Administrator account: You need to fill in the account that has the right to access the organizational unit and user that needs to be imported in LDAP, and you need to fill in the complete DN information;
- Administrator password: Enter the login password of the administrator account in LDAP, and the drive will log in to the LDAP system through this account and password information to read user and organizational structure information, and perform synchronization and login functions in advance;
- SearchDN: It is used to set which organizations and users need to be synchronized to the enterprise drive, and fill in the corresponding DN information;
- Login name field: the login ID of the LDAP user in the enterprise drive, which is used to determine the uniqueness of the user during synchronization;
- Display name field: The content of this field will be used as the prompt word when the user uses LDAP to log in to the drive, helping the user understand what account content needs to be filled in to log in to the drive, allowing the administrator to customize;
- Team object classes: Enter the team field value, for example: organizationalUnit, if you need to specify a team, separate multiple units with "," ;
- User object classes: Enter user field values, for example: organizationalPerson, User or inetOraPerson. If you are not sure which object class to choose, please consult your LDAP administrator. If you need to specify a team, separate multiple units with ",".

After completing the fields, you can click the [Configuration Test] button. After the detection is successful, there will be a "test passed" prompt, and then you can save this configuration and complete the association.

You can click [Configuration Information] to modify the association configuration or click [Disconnect] to cancel the association. After the association is completed, your association agreement will appear in the data source option of organizational structure synchronization, and you can choose this as the source of structure synchronization. At the same time, the corresponding available login methods will be added to the login method, you can check to open this login method. (Multiple data sources for organizational structure synchronization are mutually exclusive, and you can only select one of them at the same time; multiple login



methods can coexist, and you can check all the methods that need to be opened) 1.6 of the

User Manual .

Customization	Organizational structure sync
G Account Association	
🖉 Domain Management	Data sources 🔊 Open LDAP Windows AD Supwisdom account system
Watermark Settings	
🖉 Shared Links	Sync Organization Sync the organization structure at regular intervals Sync records Immediate sync Sync successful 2023-11-02 17:56:02
() Version History Setting	
Security Scan	Support login method
	Select a method 💿
⊡→ Exit	Support Wecom Login 🗹 Support SSO Login IDaas Protocol \vee 🗹 Open LDAP 🗹 Windows AD

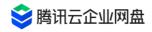
4.2 CAS protocol association

You can associate the CAS protocol so that users can complete single sign-on through the CAS protocol.

Enter the enterprise drive [Management Center] - [Account Association] page, click [+Add], select CAS in the pop-up window list, and click the [Associate] button to start the association agreement.

CAS	×
Redirect address	
https://pan.tencent.com/login 🗈	
CAS server login address	
· · · · ·	
CAS Ticket verification address	
Login namefield	
uid	
Configuration test	
Unbinding Update information	Close

The redirection address will be displayed on the pop-up page, and you are required to fill in the



server login address, ticket verification address, and login name fields.

- Redirection address: After identity authentication verification, you need to carry the ticket to jump back to the address of the drive to complete the login. By default, it is the official login address. If a custom domain name has been configured, it will be changed to a custom domain name. If your identity authentication platform has a whitelist mechanism, please add the corresponding address to the platform whitelist;
- Server login address: the drive side redirects to the configured SSO login page address;
- Ticket verification address: the address used by the SSO background for identity verification and verification of ticket legitimacy;
- Login name field: the field used as the unique ID for user login, which is used to distinguish the user ID for logging in to the drive through the CAS protocol.

After completing the fields, you can click the [Configuration Test] button. After the detection is successful, there will be a "test passed" prompt, and then you can save this configuration and complete the association.

You can click [Configuration Information] to modify the association configuration or click [Disconnect] to cancel the association. After the association is completed, the corresponding available login method will be added to the login method, and you can check it to open this login method.

4.3 custom domain name

scenes to be used

Convenient web access: After configuration, you can use a custom domain name to open and log in to the drive; and you can locate the company without entering the company ID, realizing more convenient login methods such as iDaaS, SSO and Qiwei.

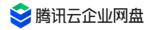
Operation Guide

Step 1: Domain name preparation

Prepare the custom domain name you need to configure. If you do not have a domain name, you can go to Tencent Cloud to register a domain name ;

Step 2: Bind a custom domain name

① Go to Tencent Cloud Enterprise Drive - Management Center - Drive Configuration, enter the "Custom Domain Name" interface, and click the [Bind Domain Name] button



Data Reports			
♀ Space Statistics	Customized corporate do	main name	
Our Statistics	Default domain name		
II. Traffic Statistics	Customized domain name	₽ Unbound	
User and Team Management	Binding domain name		
🚊 User Management			
🙆 Team Management	Restrict login IP		
Initialization Settings	Customized configuration to restrict	t login IP, secure login for business users	
TCED Configuration	+ Add new configuration	Administrator stay logged in 💿 🜔	
☑ Interface Customization	All configurations		
🛇 Account Association		°.	
🖉 Domain Management			
☑ Watermark Settings			
Shared Links		No configuration	

② Enter the custom domain name, https certificate, https certificate key, and click the [Save Configuration] button

😂 Enterprise Drive		
Data Reports		
Space Statistics	Customized corporate domain name	
Output Statistics	Default domain name & pan.tencent.com	
II. Traffic Statistics	* Customized domain name	Binding Domain Guidelines
User and Team Management	Please enter a custom domain name	1 Domain Name Preparation
🙆 User Management	* Add certificate content	If no domain name,Go to Register domain name
🖄 Team Management	Only plain text format can be pasted, you can modify the certificate file suffix to .txt and then open and copy the text, certificate content starts withBEGIN CERTIFICATE start withEND	2 Binding domain name
Initialization Settings		Bind a custom domain name in TCED, the associated services need to allow public network access. Otherwise, no external services can be provided.
TCED Configuration	* Add certificate key	
Interface	Only plain text format can be pasted, you can modify the key file suffix to .txt and then open and copy the text, the key content starts withBEGIN RSA PRIVATE KEY start withEND RSA	3 Add CNAME record
Customization	the text, the key content starts withbeam KSA PRIVATE KET start withEND KSA	Go to DNS Service provider (If DNS Pod) Add CNAME record, point the domain name to the server CNAME Domain name.
G Account Association	Webpage name	
	Please enter the webpage name	
🖉 Domain Management	Webpage name word count limit should no more than 24 characters, recommended within 7 words/abbreviation. Name of	
Watermark Settings	the recommended and registered entity should be consistent to meet regulatory requirements.	
Shared Links	Save configuration Cancel	
(Version History Setting	CNAME Domain Name:	

Parameter Description

- **Default domain name:** pan.tencent.com
- **Custom domain name** : Support binding to the domain name purchased by the enterprise itself to achieve convenient access. **The domain name must complete the domain name filing, otherwise it will not be accessible.**
- **Certificate:** You need to bind an HTTPS certificate, and you can go to the platform where you purchased the certificate to download the certificate signature and private key.
 - Signing certificate: The certificate is usually a file with the extension of .crt or .pem.
 Use a text editor to open the certificate file and you can see that the content starts with BEGIN CERTIFICATE and ends with END CERTIFICATE.
 - Signature private key: The private key usually has a file extension of .key or .pem.
 Use a text editor to open the certificate file and you can see that the content starts



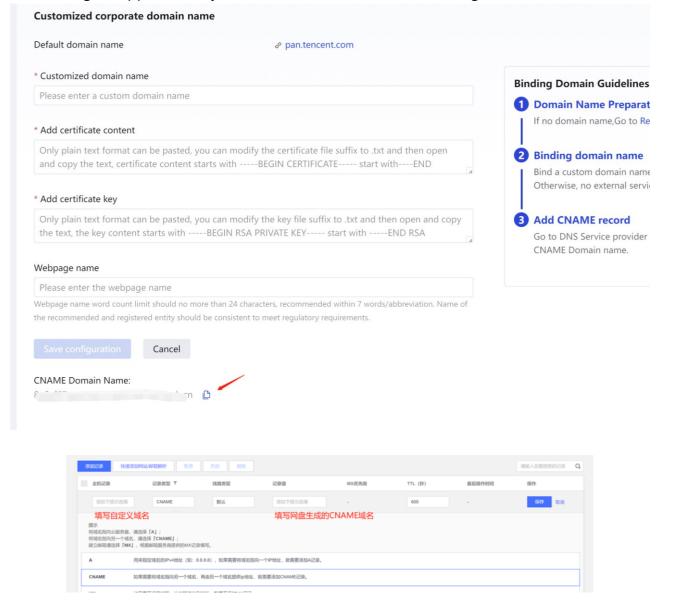
with BEGIN PRIVATE KEY and ends with END PRIVATE KEY.

 If the certificate is expired and updated, just "modify configuration" and re-paste the certificate.

Step 3: Add a CNAME record

The CNAME domain name will be returned on the page, copy it and go to the DNS service provider to add the CNAME domain name, and point the domain name to the service CNAME domain name returned by Tencent Cloud Enterprise Drive; if it is configured in DNSPod, please refer to the CNAME configuration guide .

- Binding domain names also supports domain names registered in other cloud service providers;
- Binding is supported only after the domain name has been registered;



4.4 Enterprise information modification



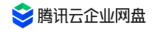
- Enter the background management page, click Enterprise Management > Interface
 Customization to enter the enterprise information modification interface.
- 2. You can set the company name and company logo, and you can view the schematic diagram on the right side when setting.
- 3. Enterprise ID : the unique identification of your enterprise. When you use the public

domain name (pan.tencent.com) to scan the QR code for enterprise WeChat login, you will need to enter the enterprise ID to obtain the QR code.

Oser Statistics	Basic information	A	
II. Traffic Statistics	* Enterprise		
User and Team Management	My drive Enterprise name word count limit should no more than 24 characters, recommended within 7 words/abbreviation	Preview	
C Team Management	Display name 🔵 💿	Home External Sharing Switch Identity	
Initialization Settings TCED Configuration	Enterprise LOGO	My drive	Search ¥+P
Interface Customization		B Workbench F	Personal 8
🗇 Account Association	Modify Restore default	Storage Space	🗢 Upload
🖉 Domain Management	Only support PNG, JPG, JPEG format, image size not exceed 5MB. Recommended transparent background, width and height dimensions 42*42, width-to-Height Ratio 1:1.	告 Enterprise v	Name
Watermark Settings		C Group	INAME
Shared Links		Personal	🚞 nir
(Version History Setting	Enterprise ID z		_
Security Scan	Submit Cancel		
E Log Query			

4.5 Watermark Settings

Enter the background management page, click **Enterprise Management** > **Watermark Settings** to enter the watermark management interface.



Oser Statistics	Scene settings	N N
User and Team Management	 User watermark consists of Shareholder nickname+User's cell phone number 4 Digits Composition; Enterprise information watermark is the enterprise name. Temporarily unsupported 20MB The above picture andgif, svg format image. 	Preview
🙆 User Management	Preview watermark	Desktop Mobile
⊱ Team Management	 O O User information Corporate information 	Туре:
Initialization Settings	Image Download Watermark	User information Corporate information
TCED Configuration	⑦ ③ User information	٩
Unterface Customization	Share External Watermark	
🗇 Account Association	Sharer Information Previewer Information Custom Information	1 Magnetic files from files (magnetic mark) 1 Magnetic files from files (magnetic mark) 2 Magnetic files from files from files from files from files 2 Magnetic files from files from files from files from files 2 Magnetic files from files from files from files from files 2 Magnetic files from files from files from files
🖉 Domain Management	C ruce	Barrier State (1996) Barrier State (1
☑ Watermark Settings	Save	Known in the standard standard standard standard Known in the standard st
Shared Links		
() Version History Setting		
Security Scan		

preview watermark

Support setting user information watermark and enterprise information watermark :

- When enabled, when a logged-in user previews a picture/document, the file will display the watermark information in a tiled manner.
- The user information watermark is composed of [user nickname] + [user ID], where the user ID is globally unique to the enterprise; the enterprise information watermark is the enterprise name.
- 20MB and images in gif and svg formats are not supported for now .

download watermark

- Support setting user information watermark and enterprise information watermark .
- After it is enabled, the pictures downloaded by the logged-in user will display the watermark information in a tiled manner. Watermarks for document downloads are not currently supported.
- The user information watermark is composed of user nickname + user ID , where the user ID is globally unique to the enterprise; the enterprise information watermark is the enterprise name.
- 20MB and images in gif and svg formats are not supported for now .



External link watermark

After the external link function is enabled, you can set the external link watermark:

- After it is enabled, when a non-login user previews/downloads a file through an external link, the file will display the watermark information in a tiled manner. Among them, the document type files do not support downloading watermarks.
- Support setting sharer information, previewer information and custom watermark
 Select the sharer information, and the identity information of the external link sharer will be displayed.

2. Select the previewer information, and the watermark information will be displayed according to the account identity :

(1) Netdisk users: the company name of the previewer + nickname + four digits of the user's mobile phone number ;

(2) Tourist user: tourist + mobile phone number .

3. Turn on the custom watermark, and the custom watermark information set by the external link sharer will be displayed.

• 20MB and images in gif and svg formats are not supported for now .

4.6 Shared link management



User StatisticsTraffic Statistics	External link switch O	who have the permission to share ex	ternal links can create external links.Preview	v through external links and download	d operation will consume downstream
User and Team Management 온 User Management 은 Team Management	Link name Enter link name to se Creator Please enter search of	· · · · · · · · · · · · · · · · ·	ect date - select date	Ë	Search Reset
Initialization Settings	Shared Links				
✓ Interface Customization	Link name 🗘	Expired time 🗘	Creator 🗘	Access data 🗘	Download Previews
 Account Association Domain Management 		Permanent validity Permanent validity	J	0 B 14.23 KB	0 0
Watermark Settings Shared Links		Permanent validity	-	0 B	0 0
Version History SettingSecurity Scan	■ 「	Permanent validity Permanent validity	zin	0 B 102.17 KB	
E Log Query	C. C	Permanent validity		183.76 KB	0 0
⊡→ Exit	4	Permanent validity		33.78 MB	1/1000 1/1000

- Enable/disable external link sharing function: Enter the background management page, click Enterprise Management > External Link Management to enter the external link management interface. Click the sliding button on the right side of the external link management to open or close the corporate external link sharing function.
- 2. External link query: Support shared file name, external link expiration time, creator search external link.

3. Manage external links: support modification of external link parameters, such as expiration time, access rights, extraction codes, etc.; support for deleting specified external links/batch deletion of external links.

4.7 Historical version settings



Output Statistics	Version Histor	у 💽				
II. Traffic Statistics	After the switch is turned on, newly uploaded files with the same name will create m					
User and Team Management	Historical	- 6 +				
🚊 User Management	version limit					
Contract Team Management		No limit on the number of versions				
Initialization Settings	Version	Permanent 🗸				
TCED Configuration	Lifecycle	No limit on the expiration time				
✓ Interface Customization		This time is used to specify the deletion time of historical file: files will be deleted (The latest version of the file will remain)				
G Account Association		Save				
🖉 Domain Management						
🕅 Watermark Settings						
🖉 Shared Links						
Version History Setting						
Security Scan						

1. Turn on/off the historical version function: Enter the background management page, click **Enterprise Management** > **Historical Version Setting System**, and enter the historical version setting interface. Click the sliding button on the right side of the historical version to turn on or off the function of the historical version of the enterprise.

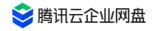
2. Upper limit of historical versions: refers to the maximum number of historical versions that can be saved in a file, and the original file is counted as one version. When the upper limit is exceeded, historical versions with an earlier time will be automatically deleted according to the generation time of the historical versions.

3. Version life cycle: From the moment the historical version is created, it will be deleted after it reaches the life cycle (the latest version file does not perform life cycle timing)

Notice

- Newly uploaded files with the same name/online editing will generate multiple versions each time they are saved and occupy storage space.
- When turning off the historical version function, you can choose to delete all existing historical versions, or keep the current existing historical versions.

4.8 Log query



Currently, Tencent Cloud Enterprise Drive supports searching, viewing, and downloading all operation logs within the last year :

1. Enter the background management page, click **the Log Management** > **Log Query** button to enter the log query interface.

2. Log query: Support to view log details according to operation time, operation type, operator, file space, and file path keywords.

3. Full log export: Click the [Export Log] button , select the log storage location, and then export the log. The default name is "Export Log_Start Year Month.csv".

腾讯云企业网盘11腾讯云企									^
业网盘11腾讯云企业网									
Our Statistics	Time search 2023-10-03 00:00:00 - 2023-11-02 22:20:45 🗎								
II. Traffic Statistics	Fuzzy search	Full text search of lo	Location						
User and Team Management	Operation type	All types	 Operate 	or Please enter sear	ch content			Search Rese	et
🚊 User Management									
⊱ Team Management	Search result							Export Logs Task Lis	at
Initialization Settings	Operation tim	ne O	perator O	peration type Operatio	n object 🛛 C	peration content	IP address	Operation termi	
TCED Configuration									
✓ Interface Customization	Please select the criteria and then search								
🗇 Account Association									
🖉 Domain Management									
🖉 Watermark Settings									
Shared Links									
(Version History Setting									
Security Scan									
E Log Query									
[→ Exit									
echoyydeng								E	$\overline{}$
Enterprise Used 177.49M/1G	0 items								

[Note]: If there are many logs, the export time will be longer. You can check the task progress in the task list.

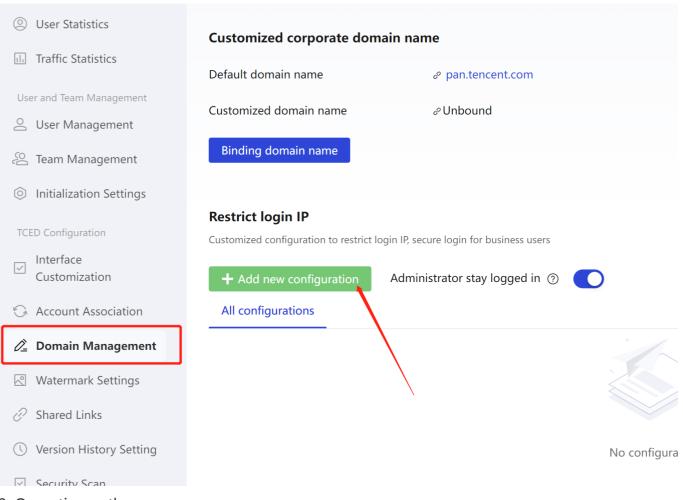
4.9 Restrict login IP

1. Restrict login IP through custom configuration, independently protect the office environment, isolate access and login in non-office scenarios, and ensure the security of corporate user login



2. Experience path : [Management Center] - [Domain Name Management] - [Restrict Login





3. Operation path :

(1) After clicking "Add Configuration", enter the corresponding office network IP in the pop-up window and click Save

(2) For the configured IP, edit / pause / resume / delete operations are available

(3) The IP rules in effect can ensure that employees of the enterprise can only access safely

under the network where the IP is set

4. Enter the IP rule request :

(1) The new input supports three types of IP input and combined input, including single IP, multiple IP and IP segments. Multiple IPs are separated by English ";", and IP segments are connected by "-".

The reference is as follows:

- (a) Single IP: 192.168.0.20
- (b) Multi-IP: 192.168.0.20; 192.168.0.30
- (c) IP segment: 192.168.0.40-192.168.0.50



(d) Combined input: 192.168.0.20;192.168.0.30;192.168.0.40-192.168.0.50

(2) The following three situations will fail to save the IP: (a) the input content contains non-

numeric content (b) the input content does not use the English separator ";" (c) there is a space in the input IP content