Tencent Cloud Enterprise Drive

User Manual

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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.

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.

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.

[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 ?
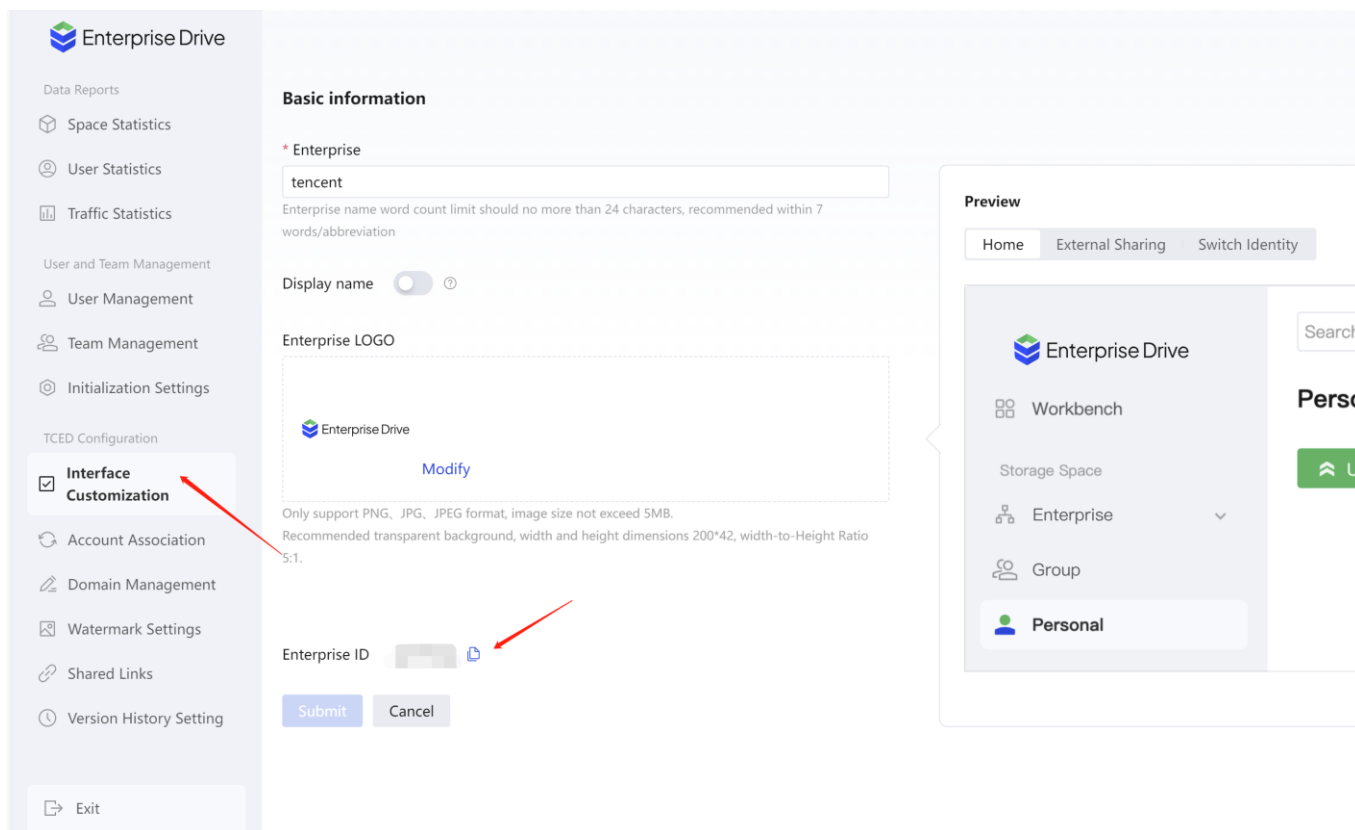
1.3 LDAP login

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.

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

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.

[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:

1. 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 .
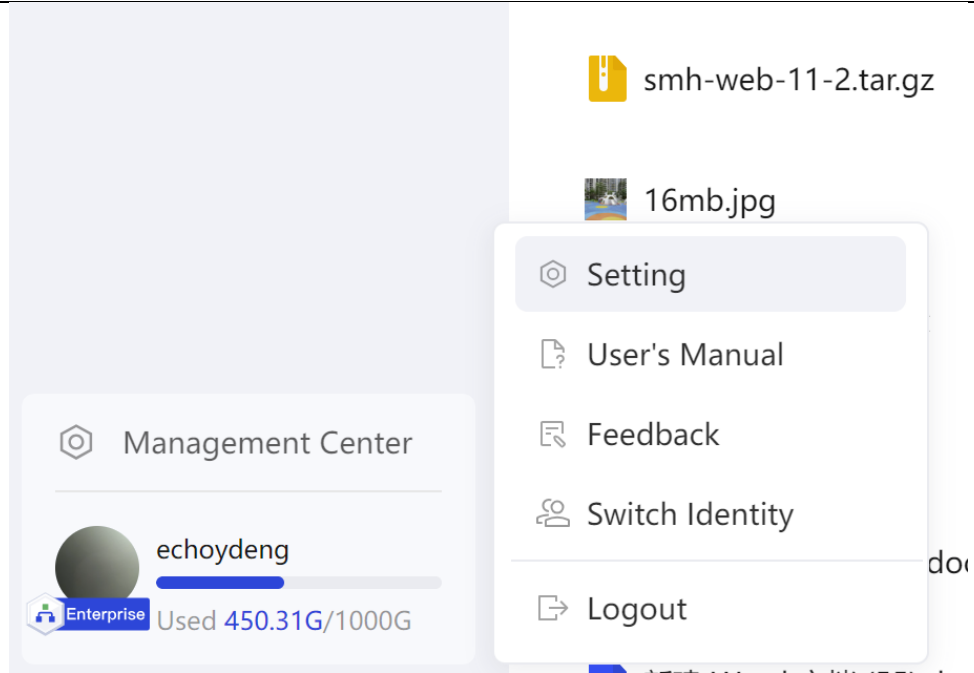
2. Select the information you need to modify, and click to modify accordingly .

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.

Personal 450.31GB used | 549.69GB ava
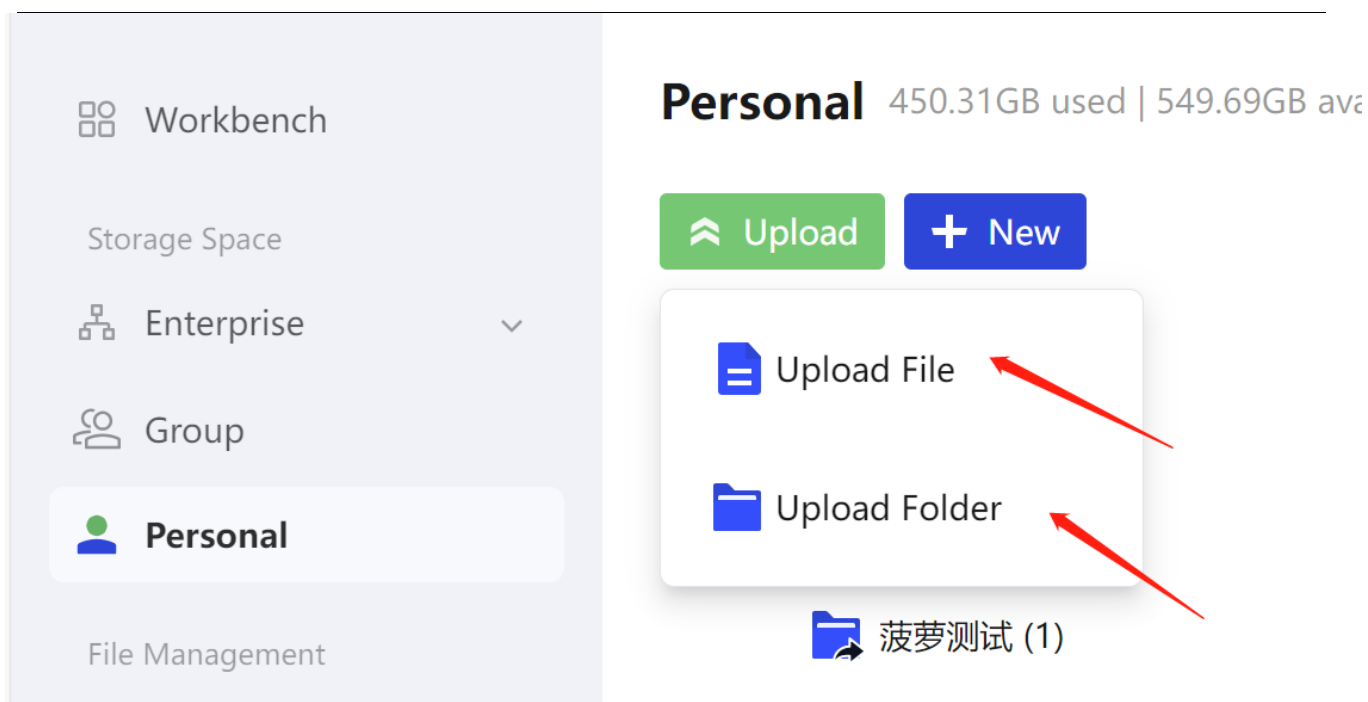
Drag and drop upload

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
document	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 . 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.

picture	Supported formats: support processing jpg, png , apng , bmp, webp , gif, heif , tpg , avif . 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	illustrate

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

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.

2. 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;
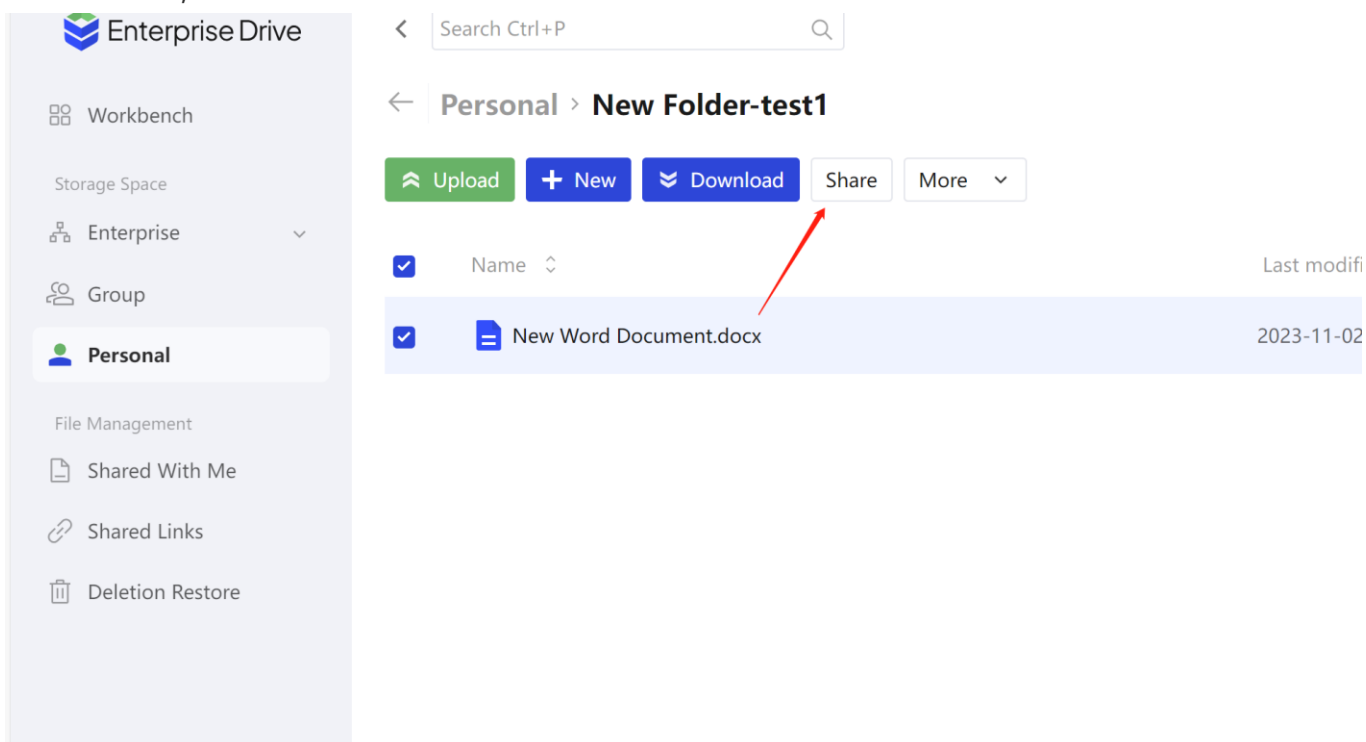
2. You can set external link access parameters to control external link access:
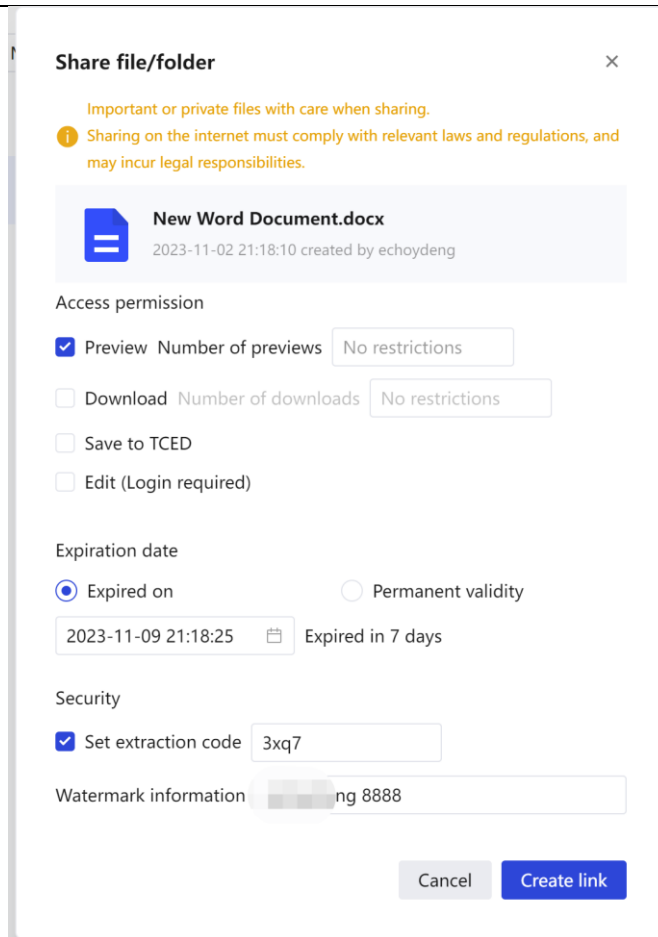
- Access rights: Refers to the operations that users who access the link can perform on files, including downloading, previewing, saving to a drive, or any combination. Among them, saving to the drive requires the user to have a Tencent Cloud Enterprise Drive account and log in before saving to their 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.
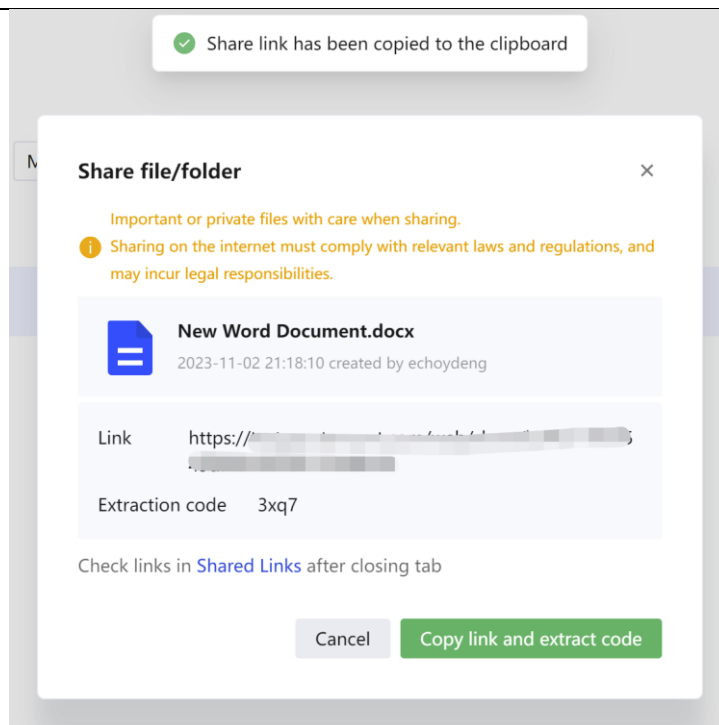
4.2 link management

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.
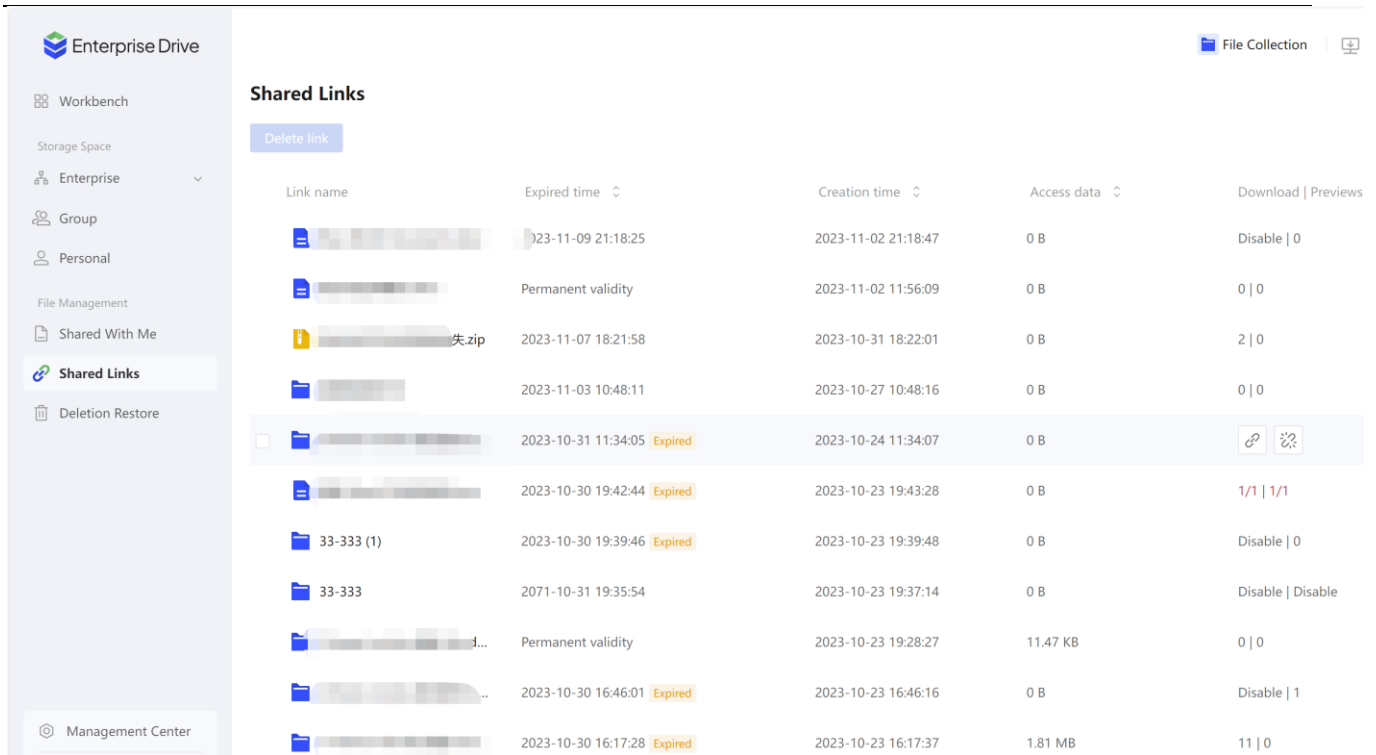
5. Sharing Authorization

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.
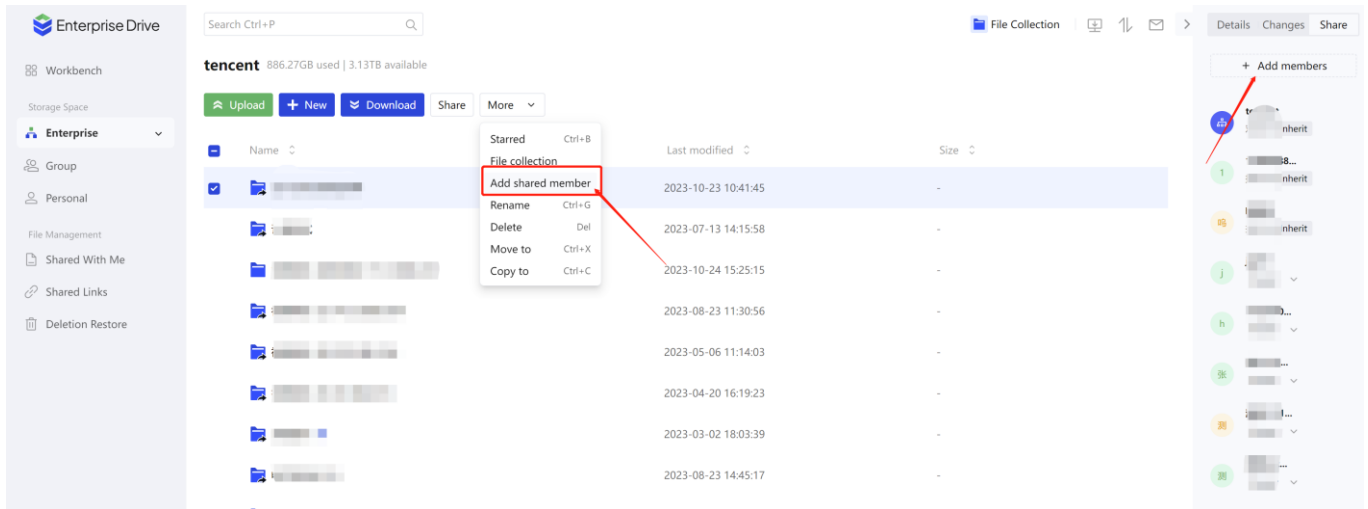
2. Click [+] to select the member/department you need to authorize, and select specific permissions for the member you selected on the right. Please refer to " 11. Permission Description" for permission role description .
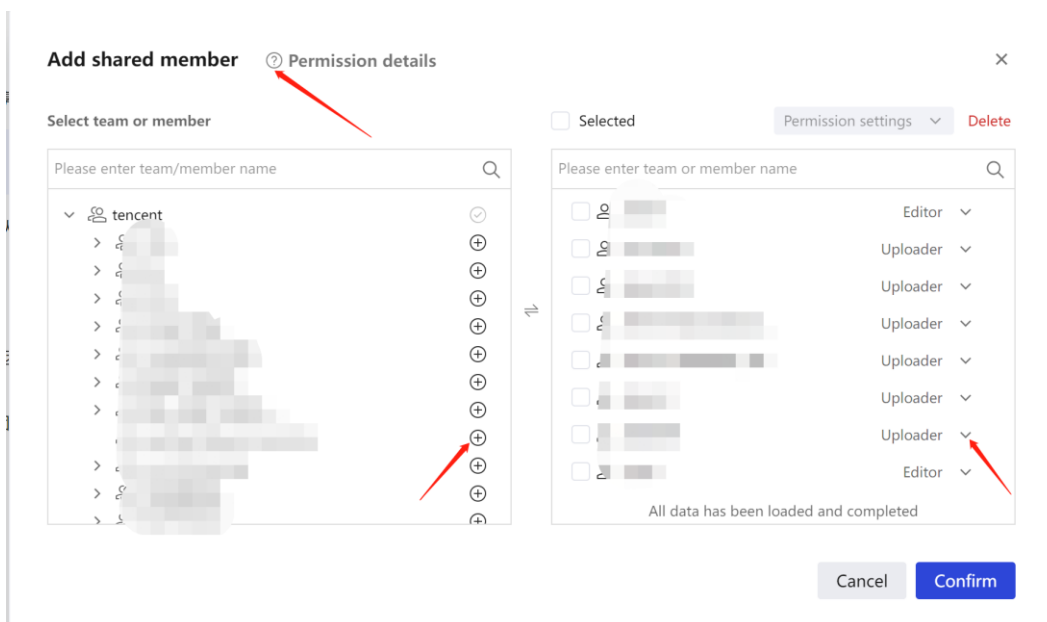
3. Click OK to complete the authorization. If authorized users do not belong to the team, they will receive relevant shared files in the [Related to me] section.

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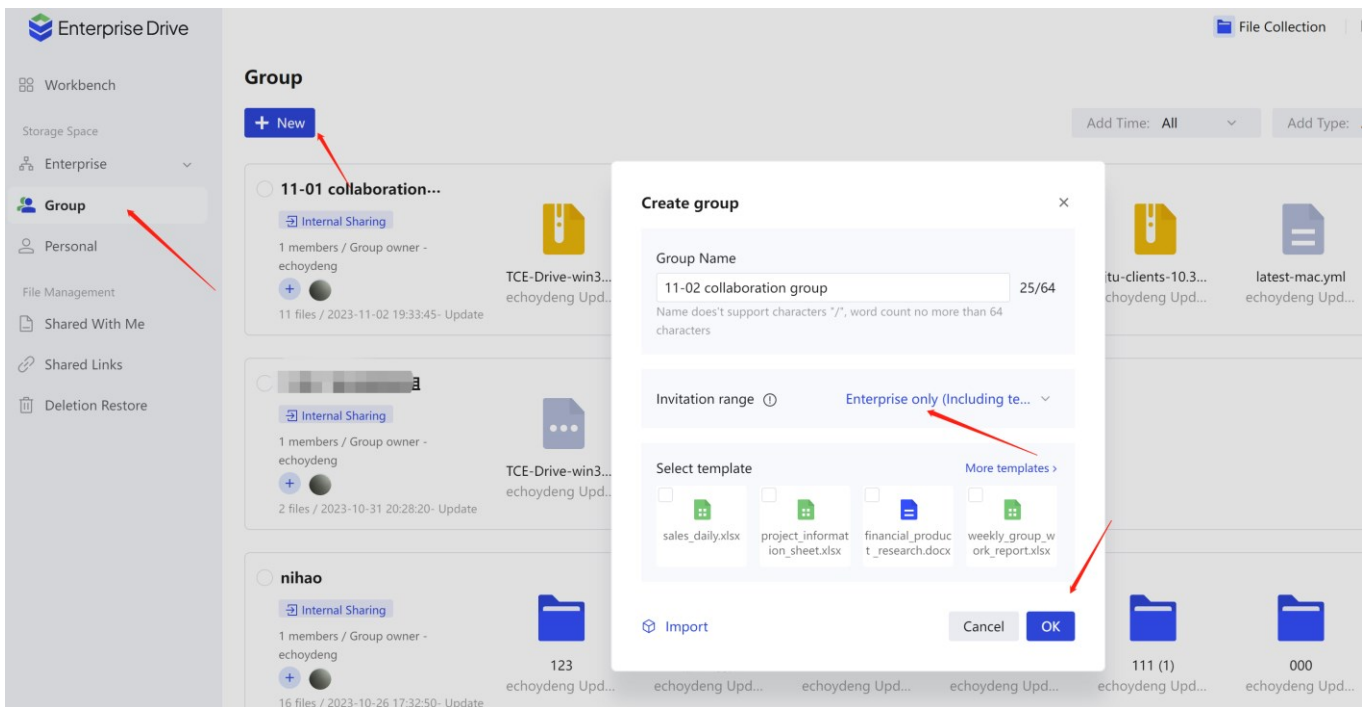
[Note]: Collaboration groups occupy the personal space quota, and the remaining quota of the user's personal space is greater than 0 before creating a collaboration group

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
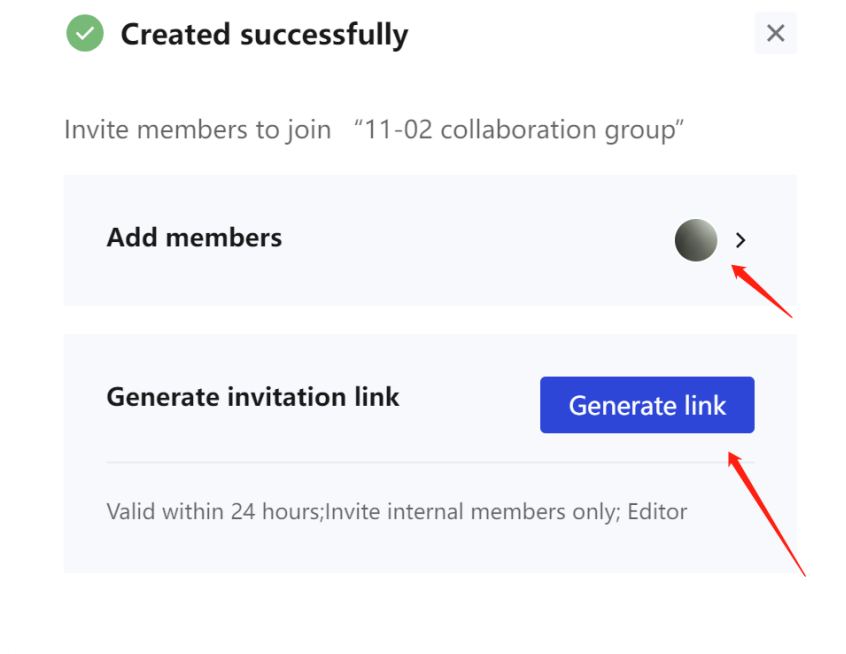
6.4 Manage collaborative groups

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

Group

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
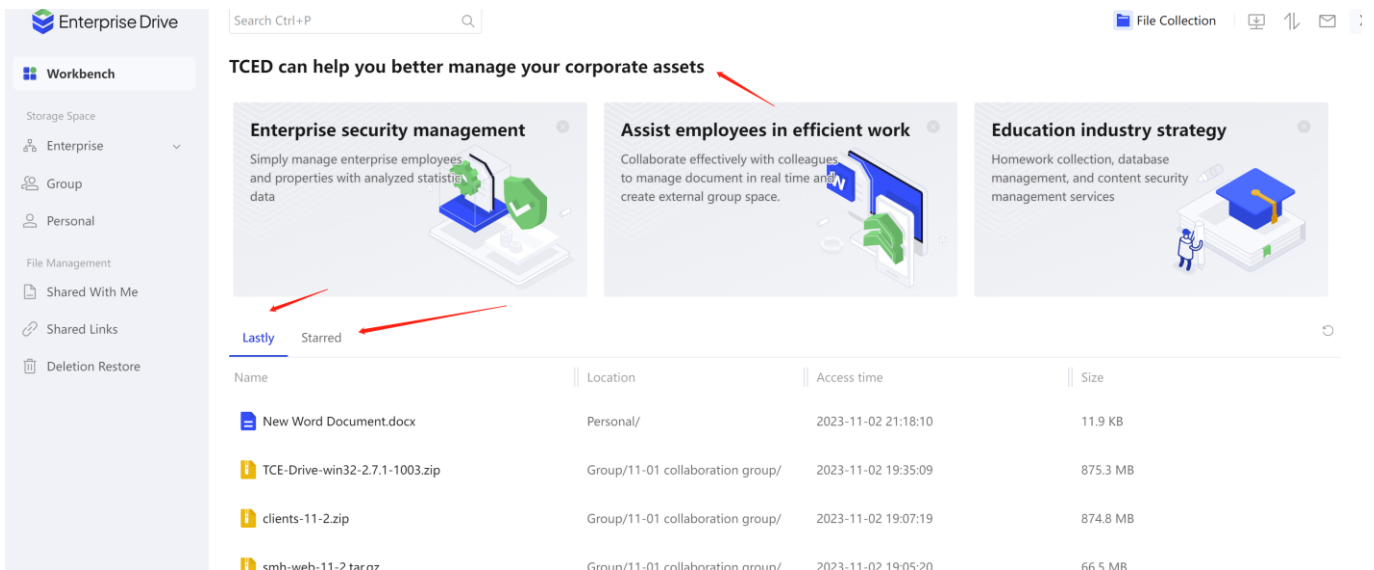
8. Shared With Me

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
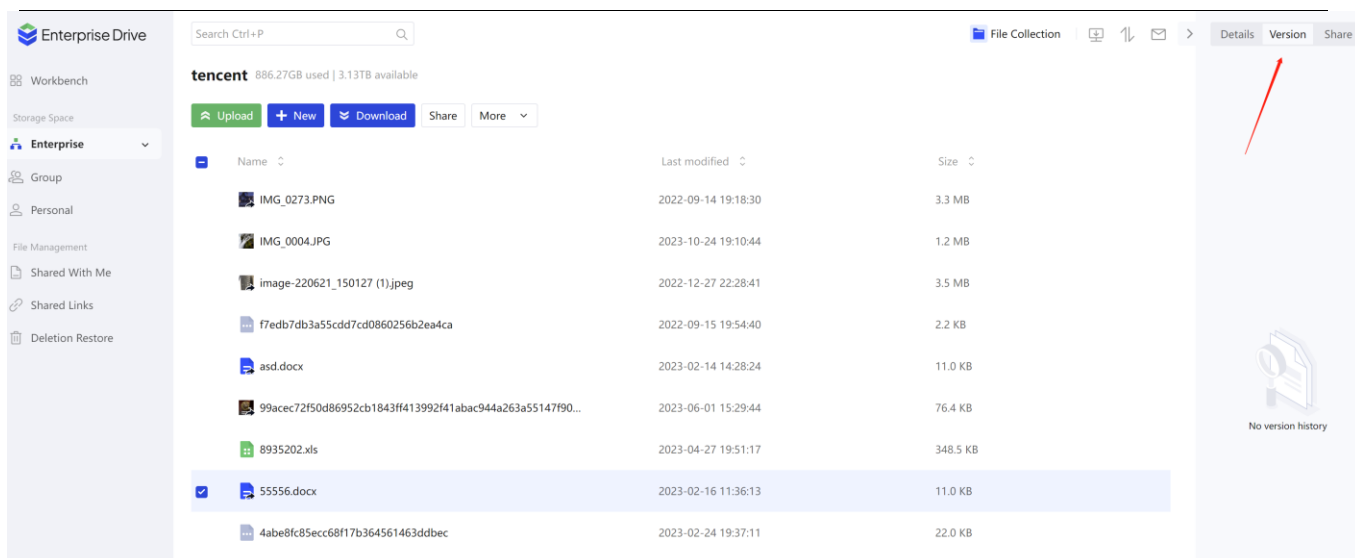
generate rules

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;

腾讯云企业网盘
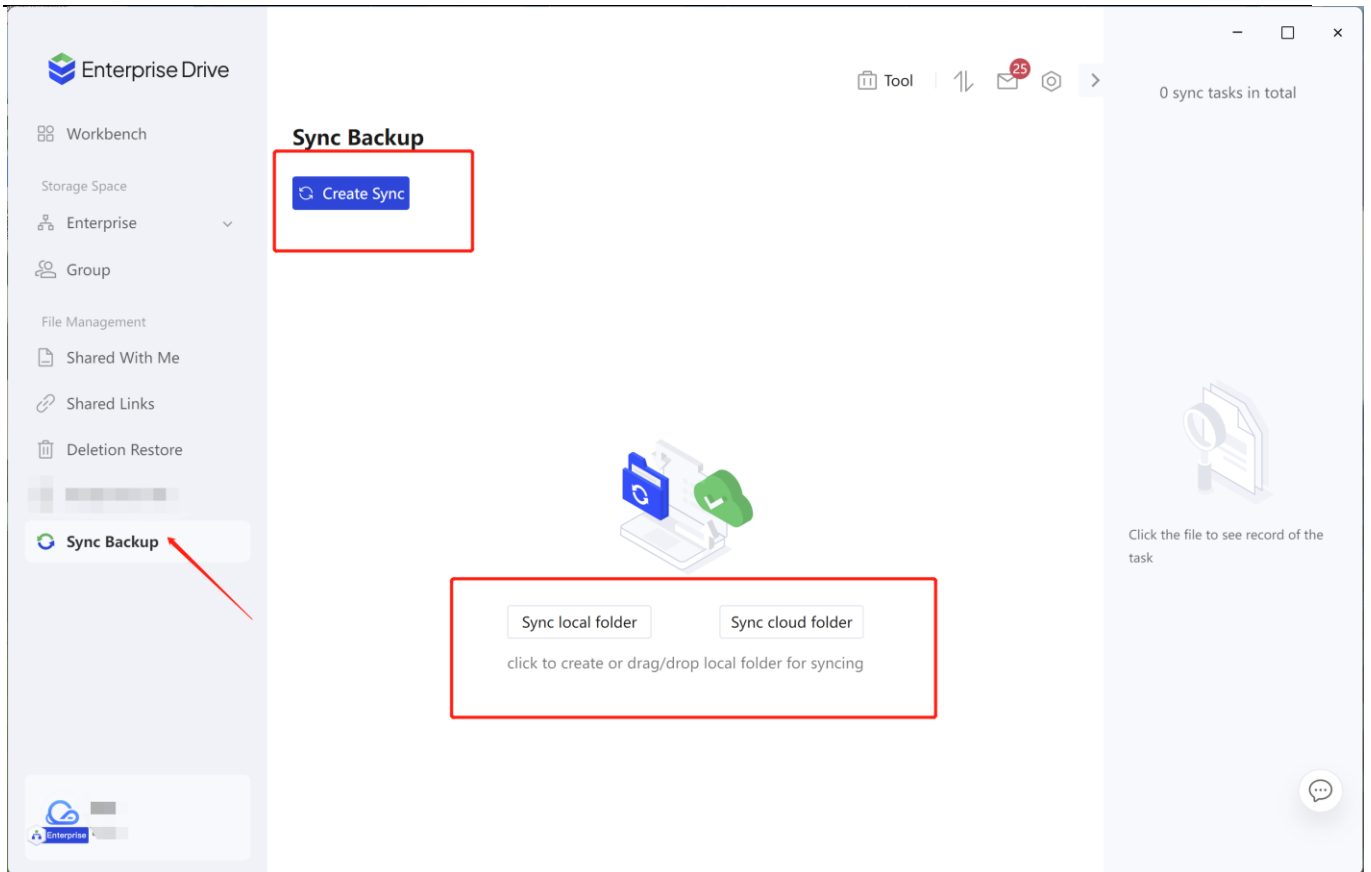
2. Select [Sync Local Folder] or [Sync Cloud Folder]

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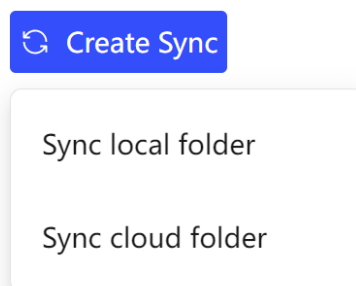
3. Take the synchronization of local folders as an example: first select the local folder to be synchronized, and then select the storage path of the cloud synchronization folder (you can select the file path under [Personal Space], or select the [Enterprise Space] with

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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)

Sync local folder   ✕

1. Select local folder

| Please select local folder | Select |

2. Determine the path for cloud sync folder

| Please select the path for cloud sync folder | Select |

Select sync type

🔄 **Bidirectional sync**

Local and cloud folders are consistent

⬆ Backup to cloud   ⚠

Only sync and upload the selected local folder content to the cloud

Sync conflict: ask for access | Auto-sync   Advance settings

Cancel   Confirm

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 conflict settings

◉ Ask for access

◯ Upload local version as the new cloud version ⓘ

◯ Overwrite local version by cloud version

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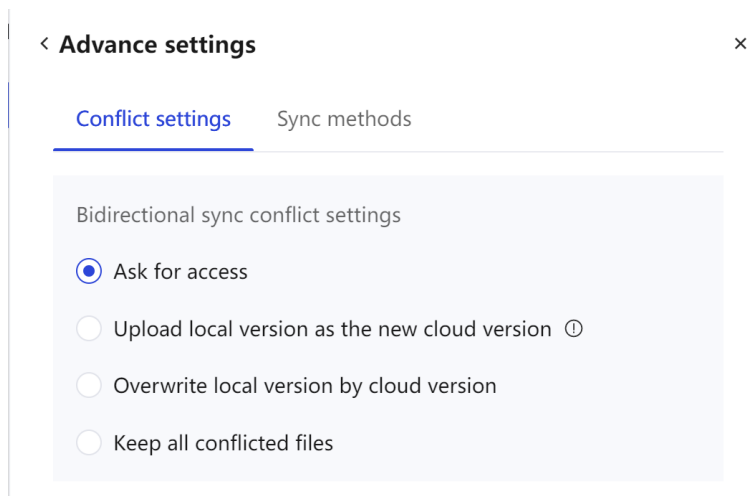
- Synchronization method: manual synchronization or automatic synchronization; the manual synchronization method requires you to click the synchronization button to start the synchronization, and the automatic synchronization will automatically monitor the status of the local and cloud folders and update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

<Advance settings   ×

Conflict settings   Sync methods

Sync methods

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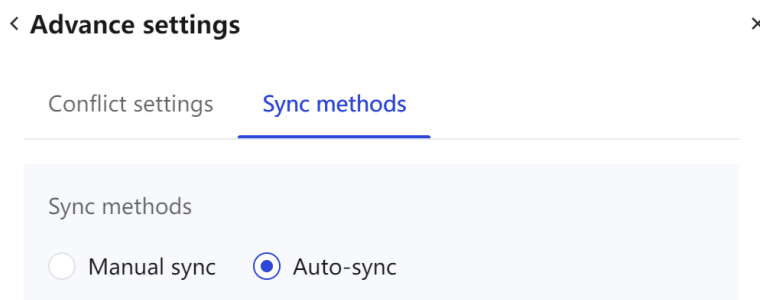
6. After completing all the above settings, click the [Confirm] button to create a synchronization task, and then the drive will be synchronized for the first time immediately .

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.
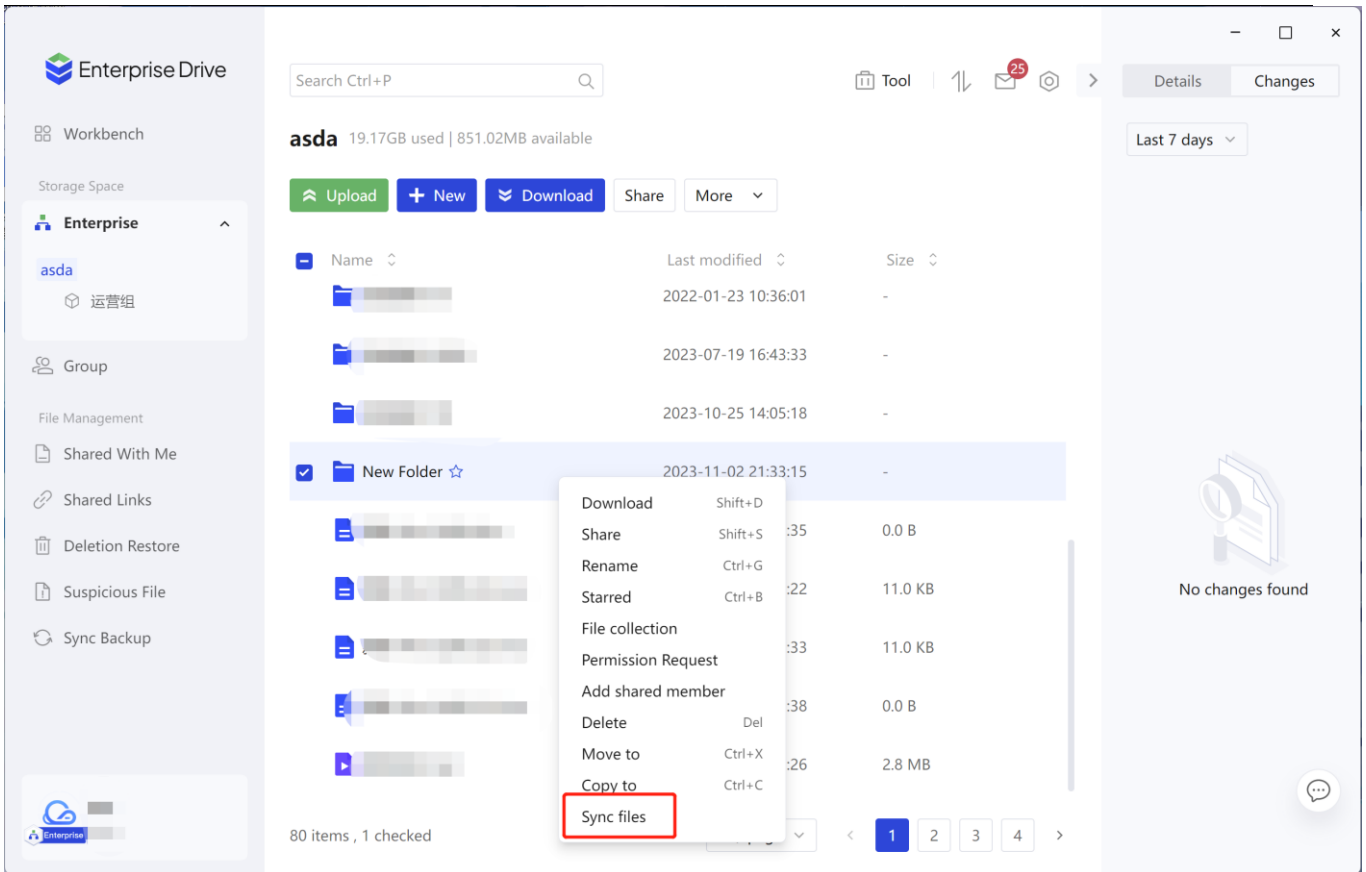
Notice

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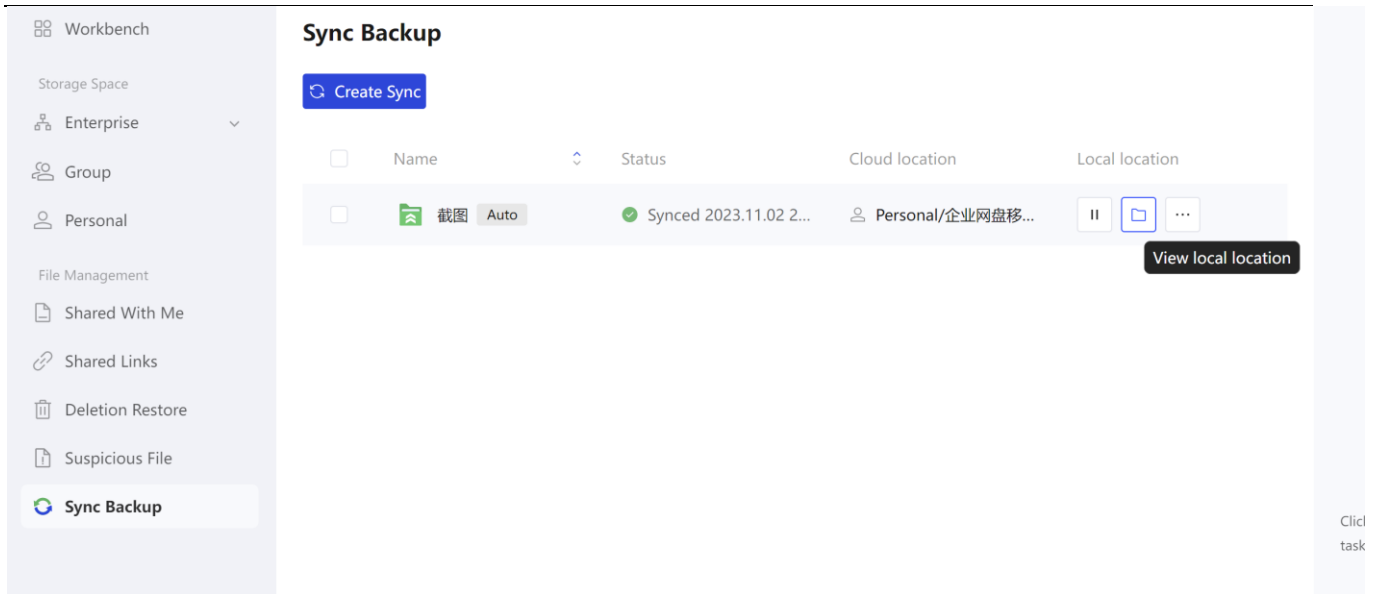
5. You can click [More] - [Synchronization List] to view the details of the ongoing synchronization.

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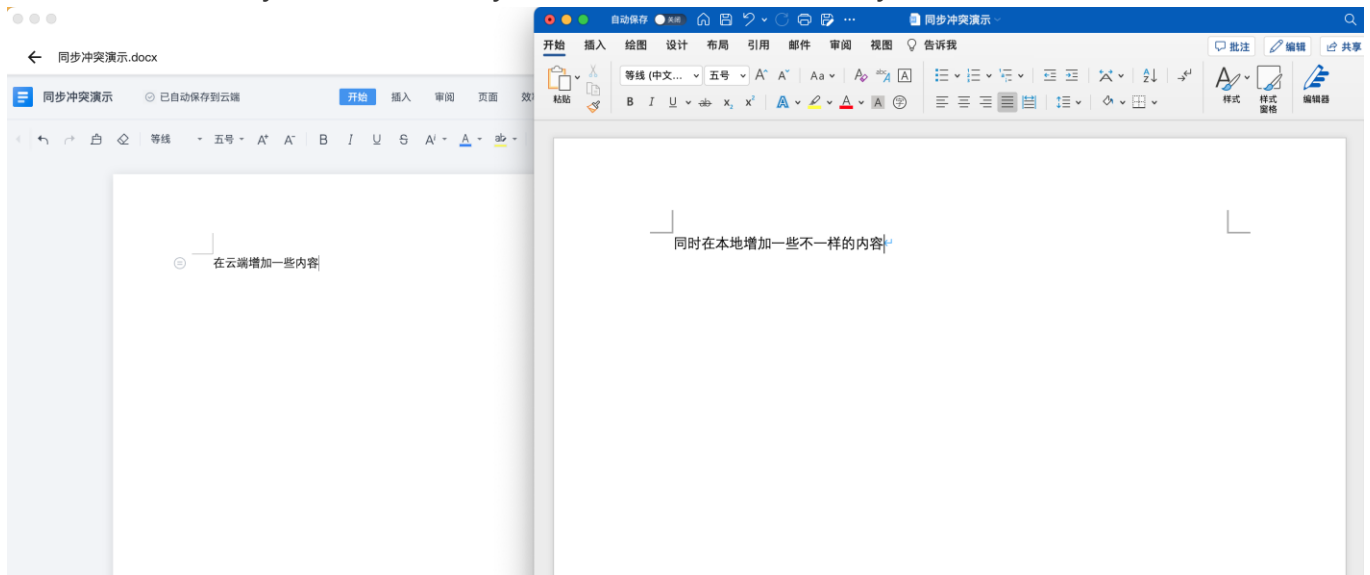
For example, when the same document is edited, updated and saved in the cloud and locally at the same time, a conflict will occur. At this point, there will be a prompt and a message notification that there is a synchronization conflict, and you can click to enter the conflict resolution page.

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:

Role	view list	preview	download	Print	upload	delete	Revise	shared	share
observer	√	x	x	x	x	x	x	x	x
Previewer	√	√	x	x	x	x	x	x	x
downloader	√	√	√	√	x	x	x	x	√
Uploaded by	√	√ (self only)	√ (self only)	√ (self only)	√	x	x	x	x
editor	√	√	√	√	√	√	√	x	√
operator	√	√	√	√	√	√	√	√	√
ban visitors	x	x	x	x	x	x	x	x	x

- *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

space by default

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.

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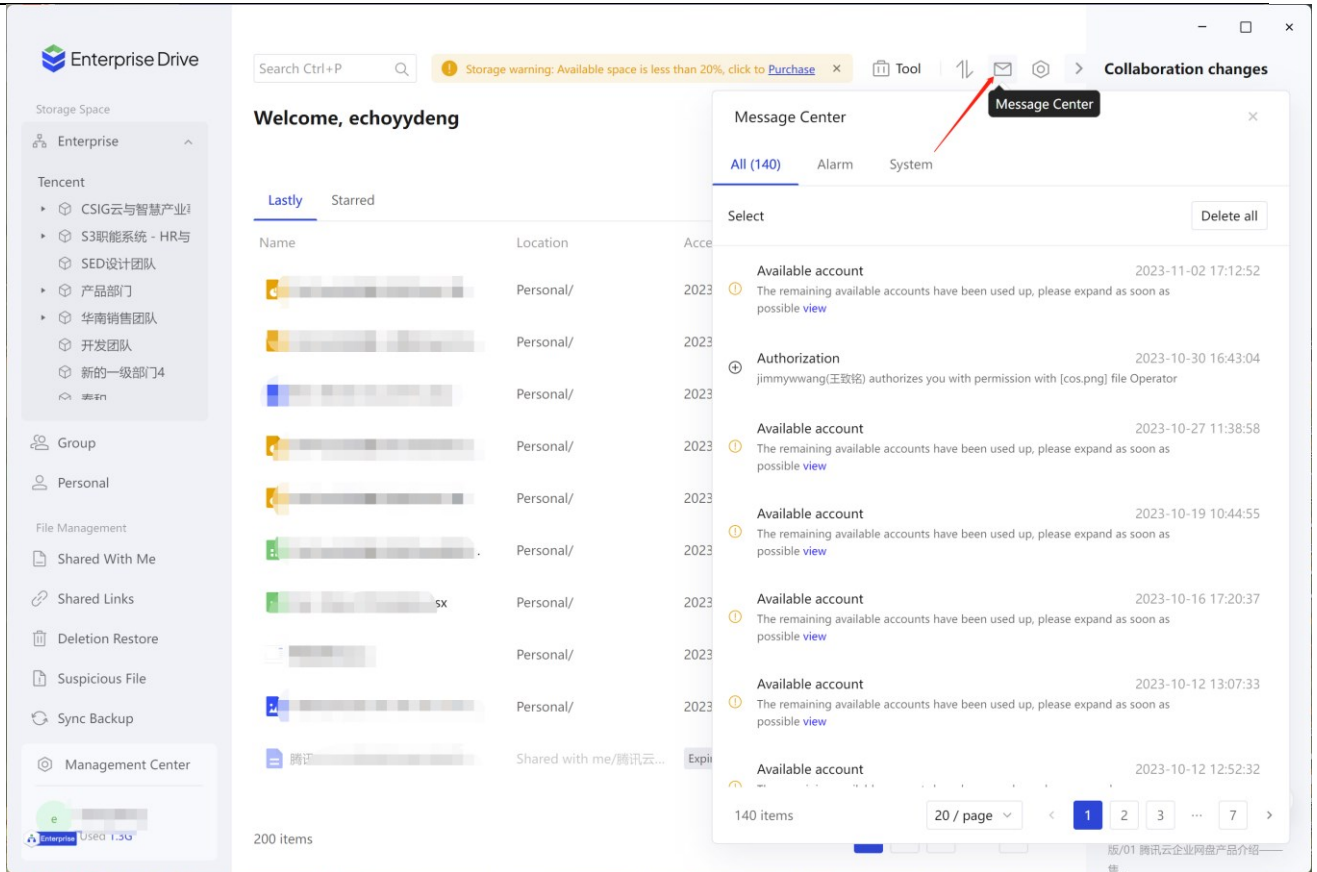
You can go to the message center to view the above messages. If you have enabled the system notification permission of the enterprise drive, we will also deliver the message to you as soon as possible through push notifications.

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.
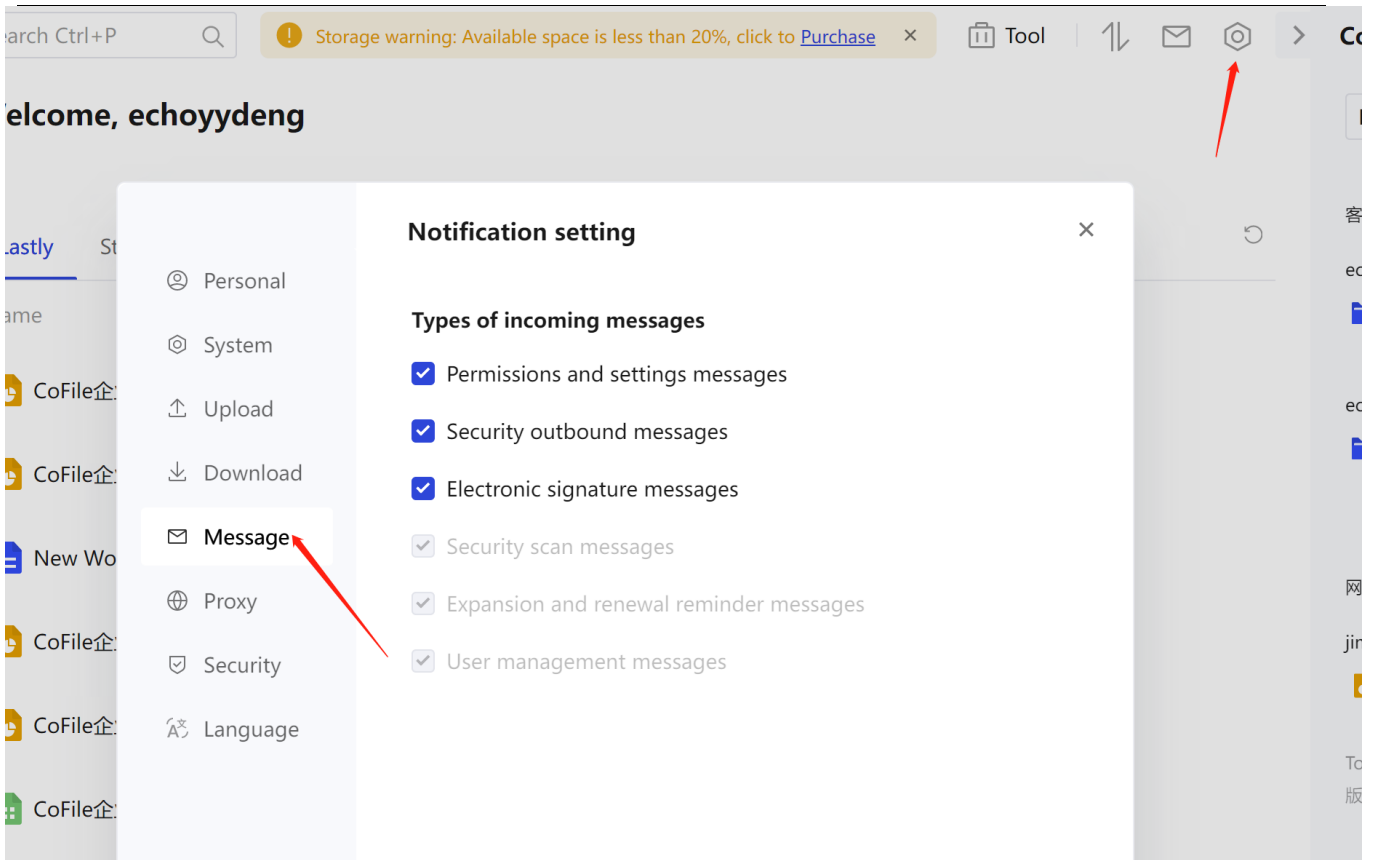
15. Document collection

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:
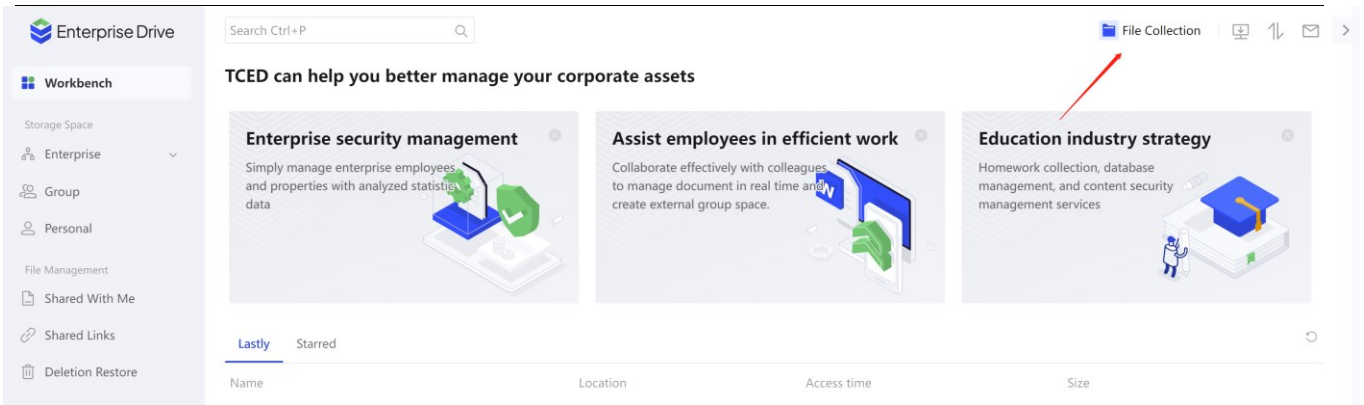
Click to enter the file collection function module. You can click the card in the upper left corner to start a new collection task. If you have not initiated any collection tasks before, you can also click the [Initiate Collection] button in the center of the page to start creating tasks.
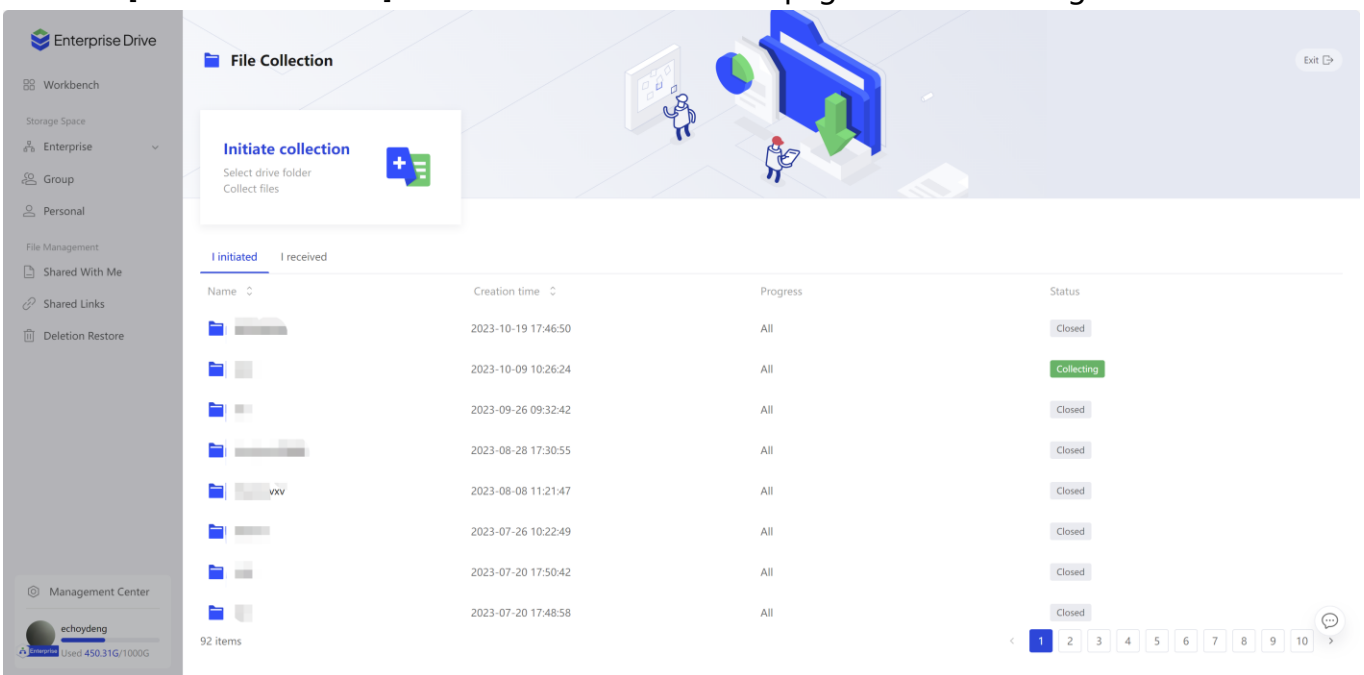
2. More function menu for file list. On the file list page, you can select a folder (upload permission is required), and then click [Initiate File Collection] in the more function bar to start a new collection task with this folder as the save path.
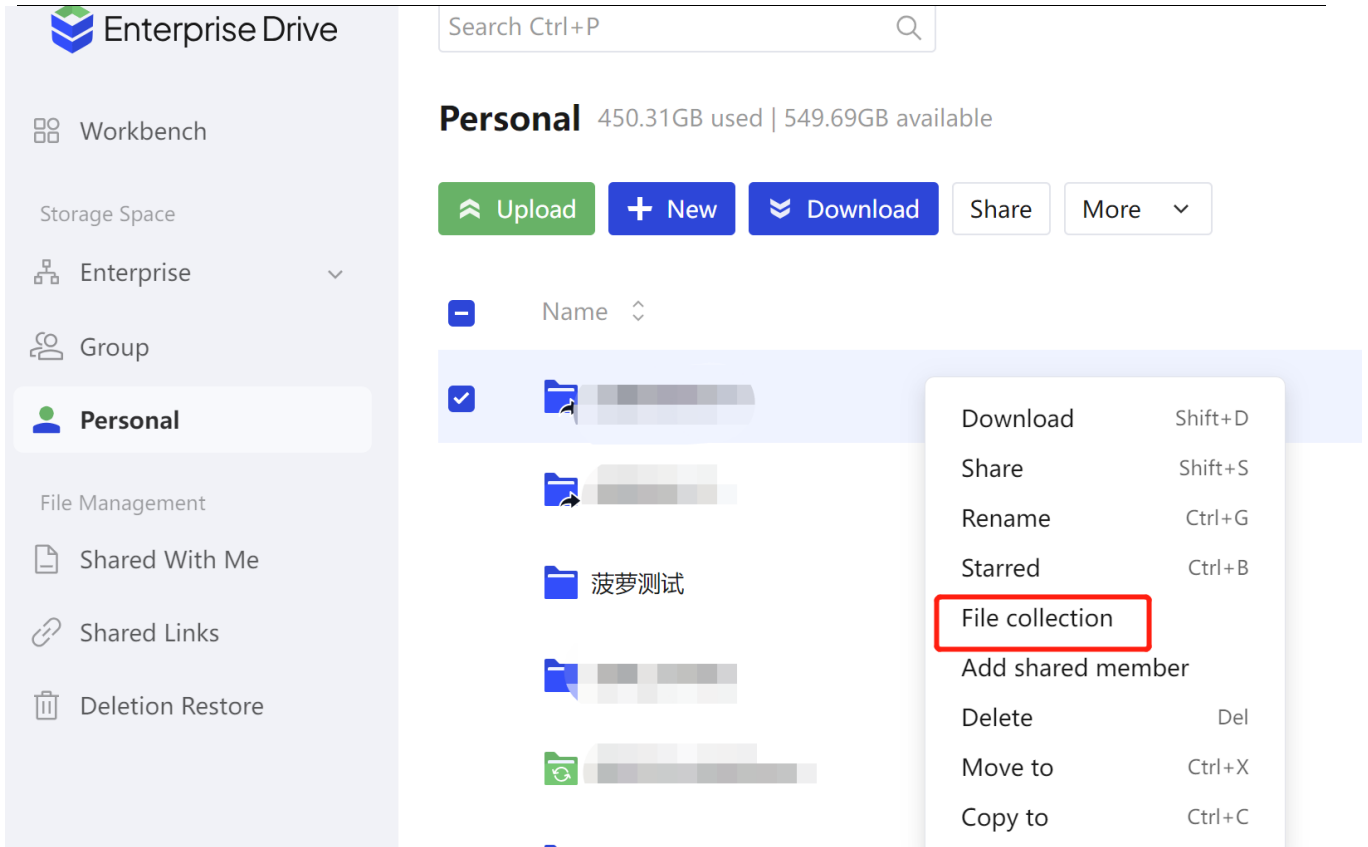
1 5.3 Task setting and initiation

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

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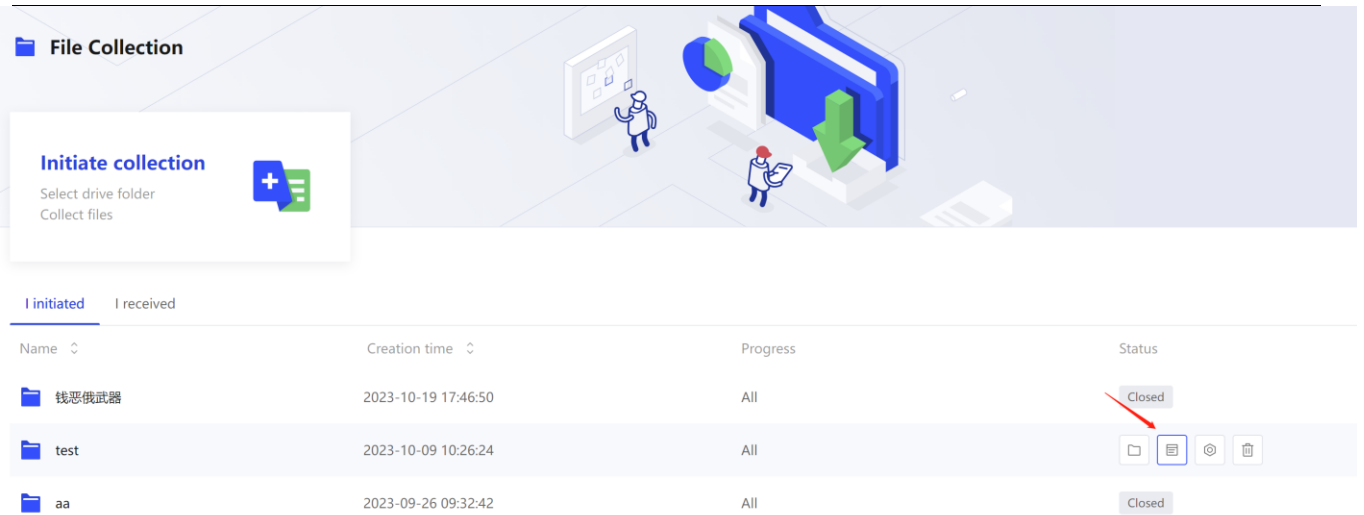
The details page includes collection task validity period, progress, link, task setting parameters and participant submission status. You can also stop / continue collecting tasks on the details page , go to change task settings or go to the save folder to view the collected files.
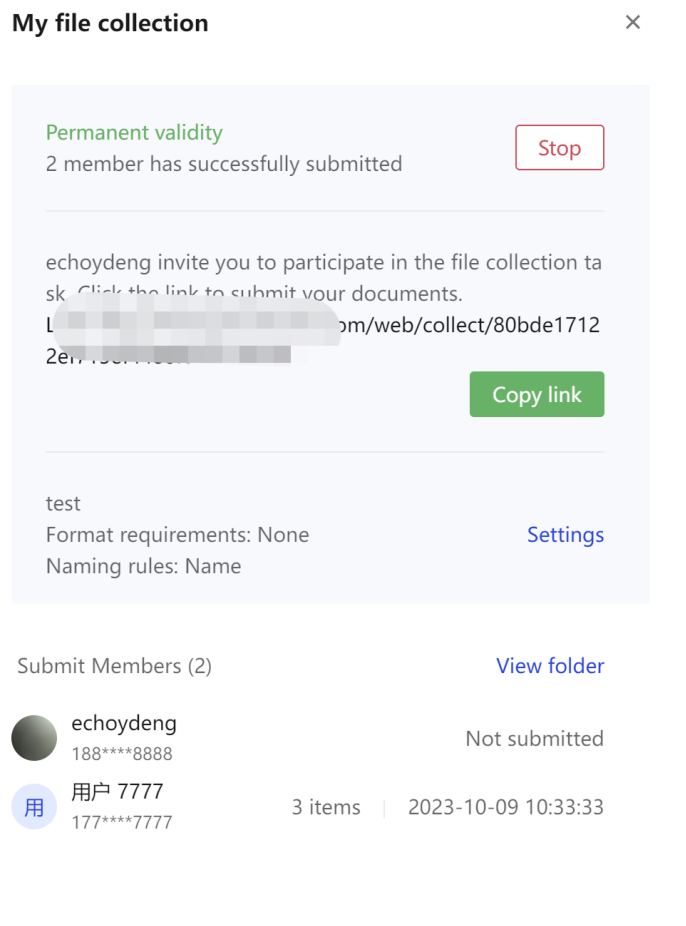

6. Setting change: After launching the task, you can still change the options in the task setting parameters except the save path. To avoid conflicts during file organization, if you need to change the folder where the collection task is saved, please create a new collection task in the new folder location. 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 .
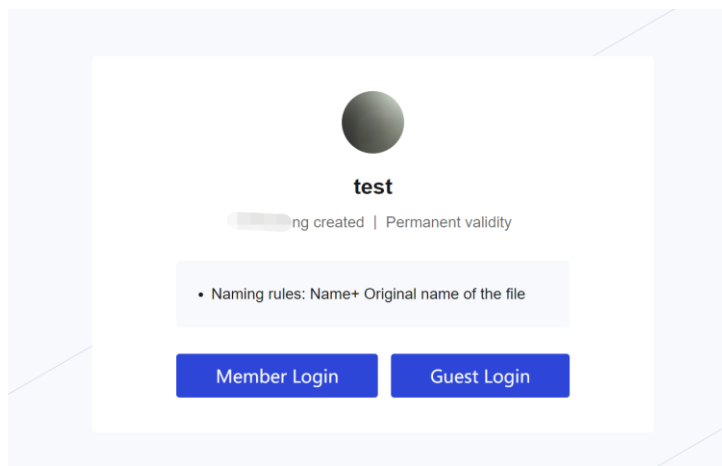
Before the file is uploaded, in order to ensure data security and avoid malicious uploads, the collected persons outside the enterprise need to verify their mobile phone number (any mobile phone number, no need to join the enterprise). Members in the enterprise can click [Login] in the upper right corner, and enter the upload link after completing the login.

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.


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,
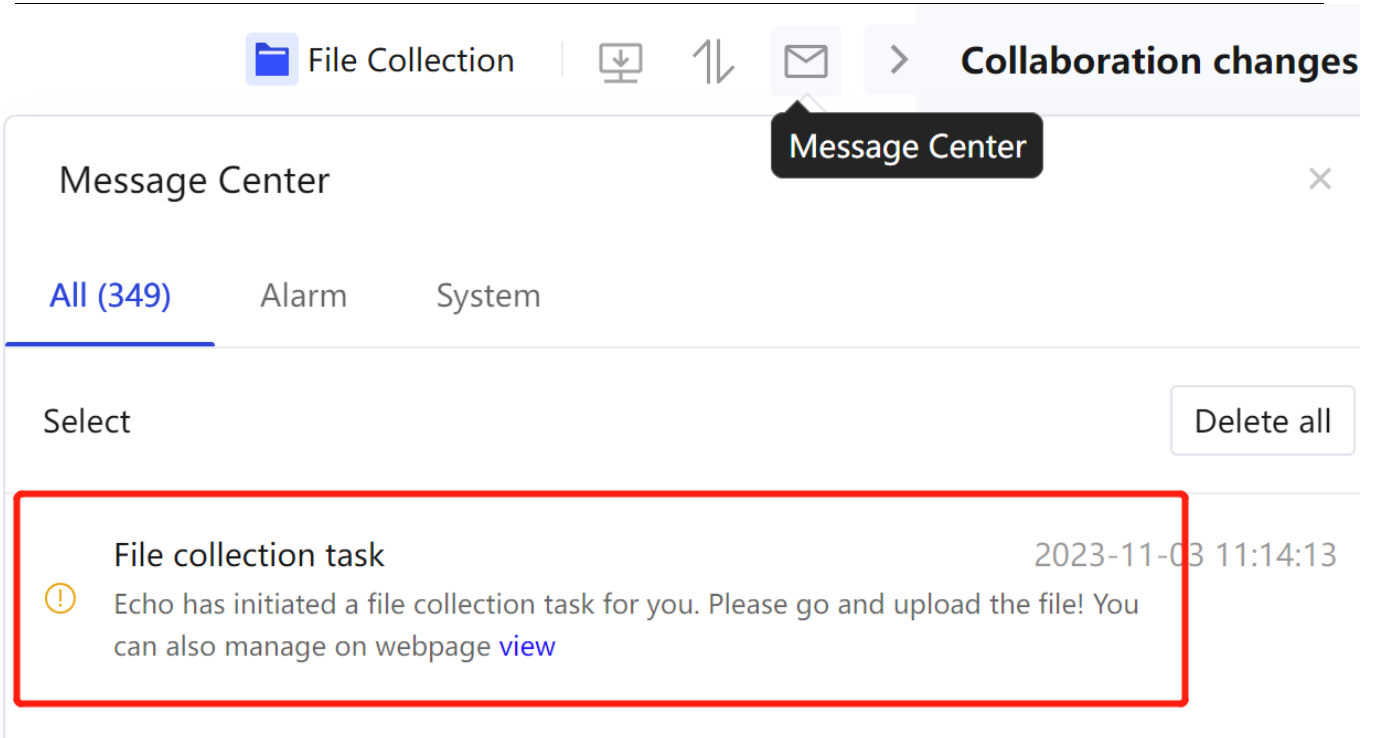
Then it will jump to the file collection function module, select the collection task to participate in under the [I Received] column, and click the [Submit File] button on the right to jump to the file upload page.
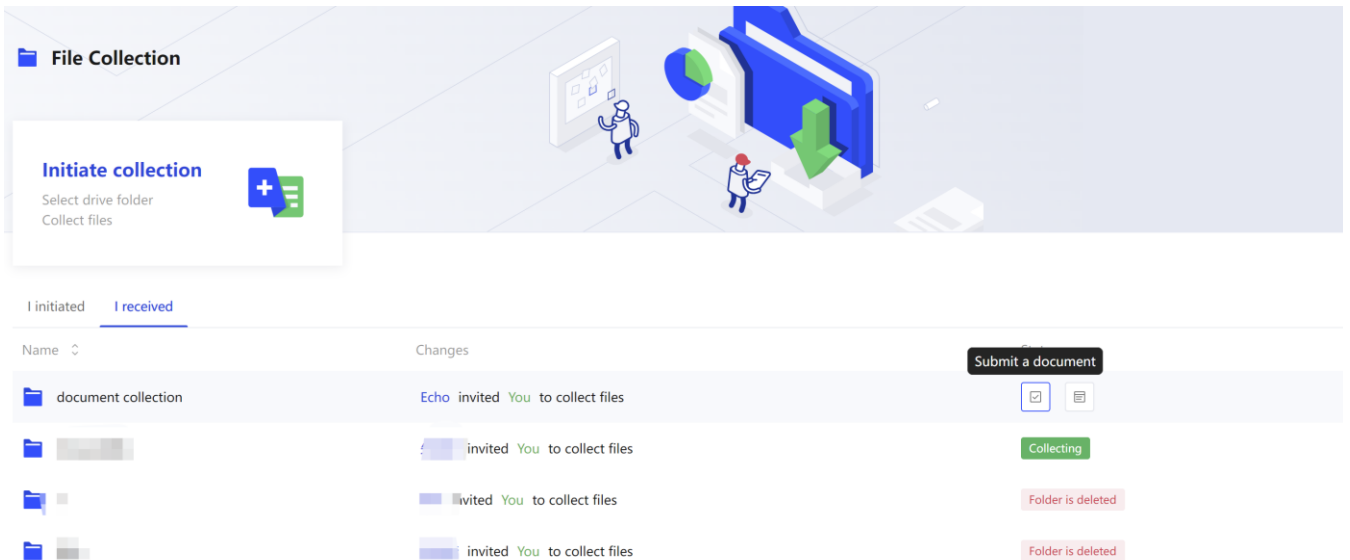
The second method is to enter the [related to me] page of the drive homepage, click the [file collection] card on the top, and you can jump to the [I received] column of the file collection function module, and then you can use the same method Select a task for file submission.

16. Authority application and approval

1 6.1 Applicants

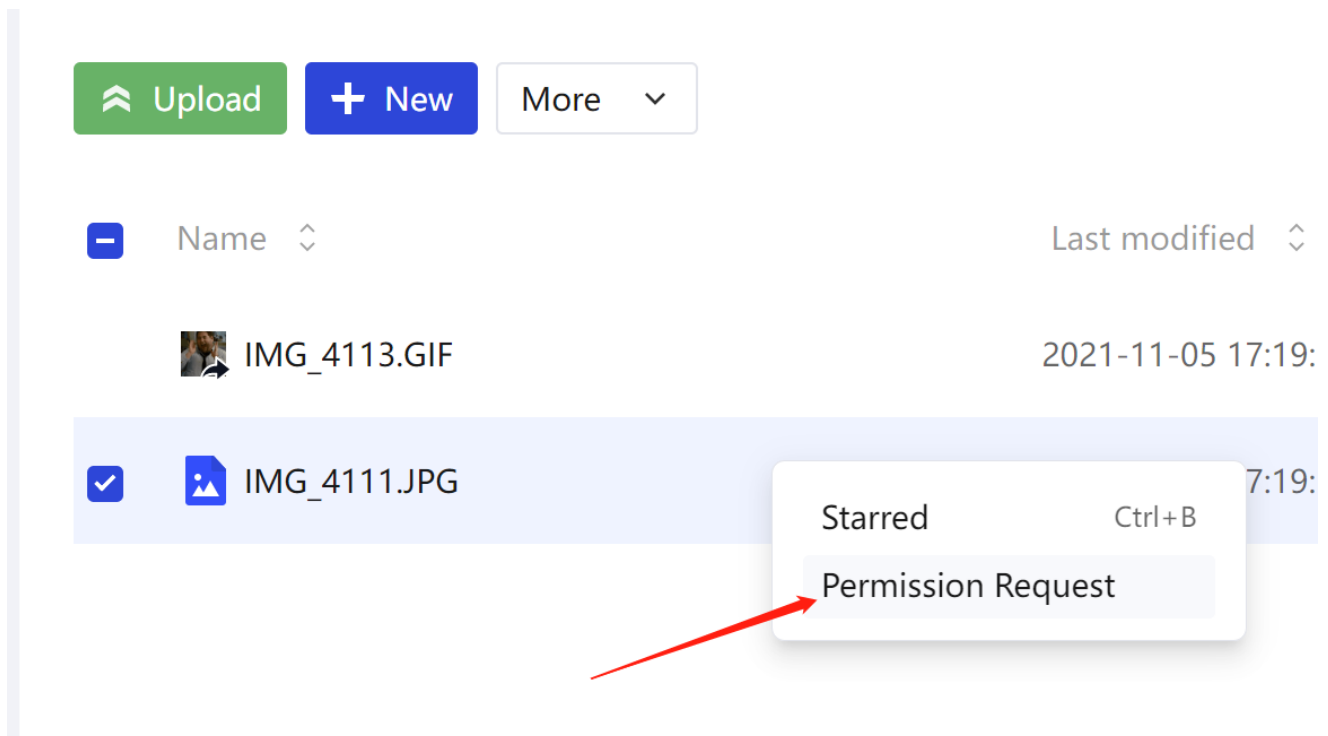# 1. Who can initiate a permission change application for which file ?

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

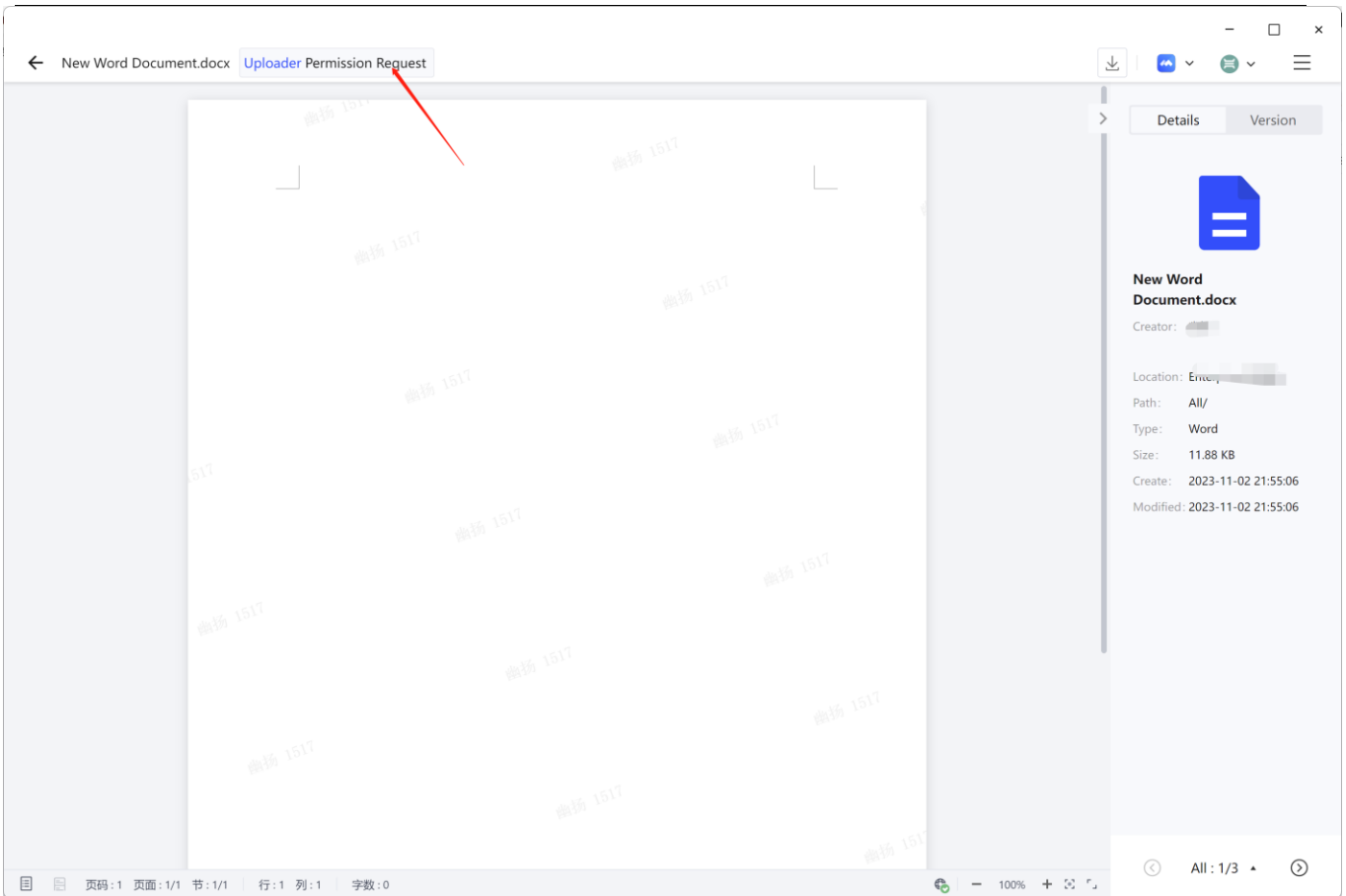Collaboration space files: group owners and external users cannot initiate

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

Fill out the application form:

- 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

-
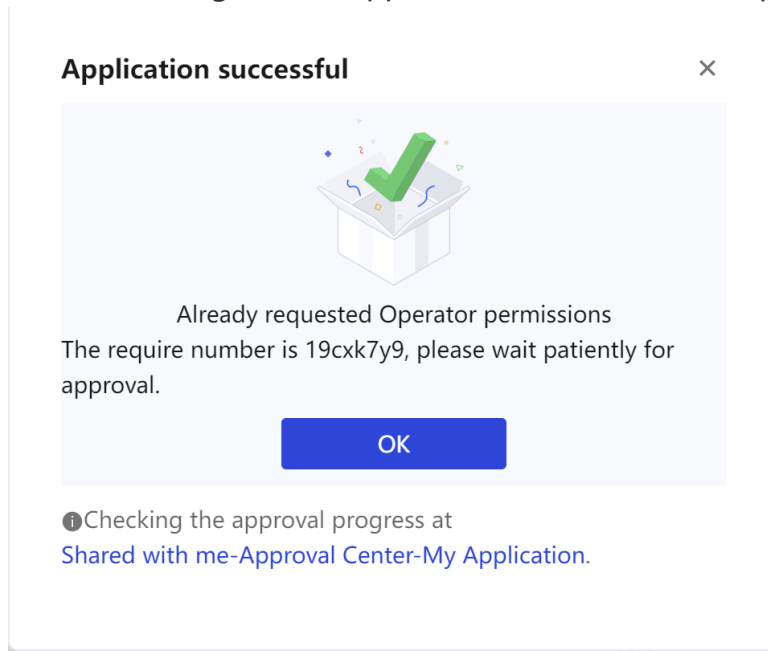
3. View the approval progress

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

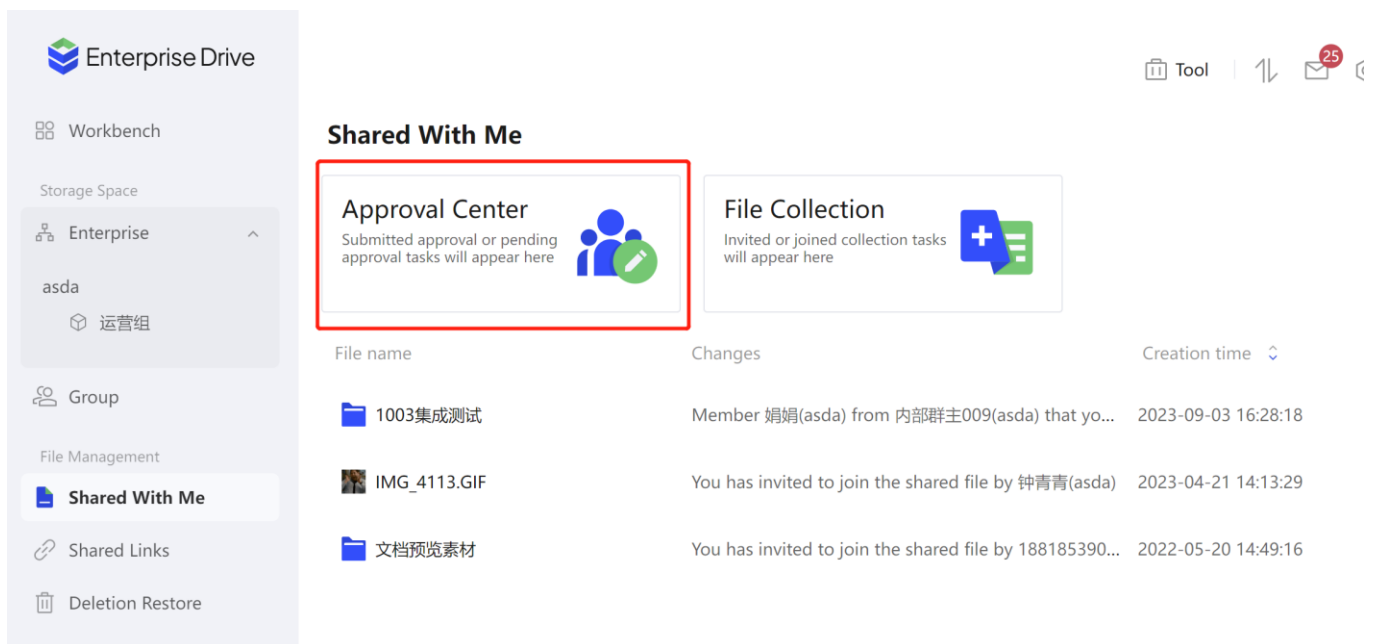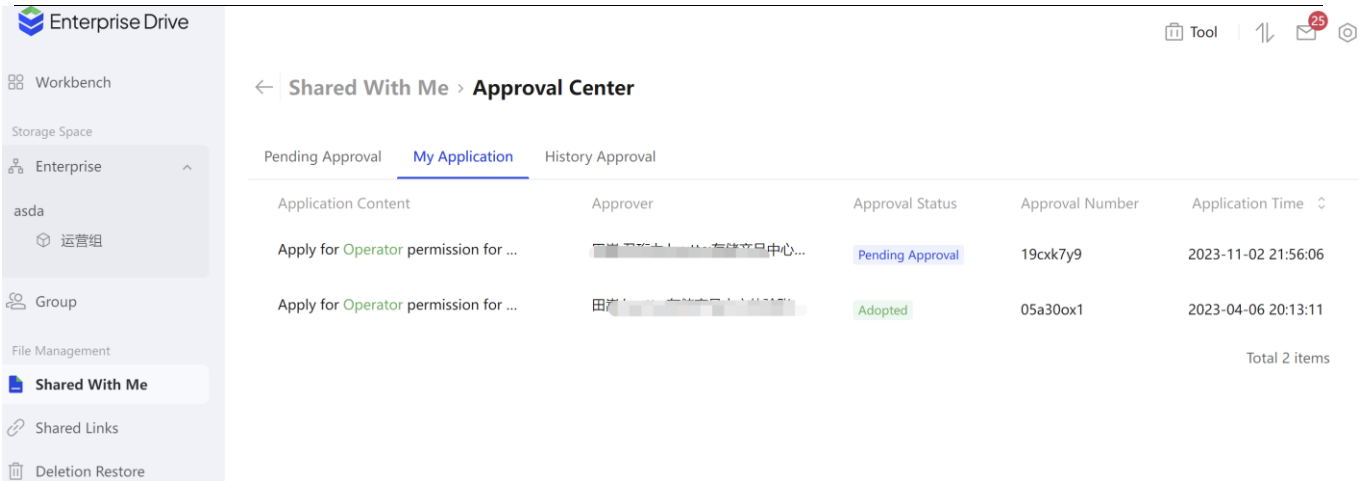- Click to view the approval details: including the approver, the approval progress, and the approval form can also be withdrawn.
- Withdraw the approval form : If you need to modify the application information, you can withdraw the approval form. After the withdrawal, the approver can still view the 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
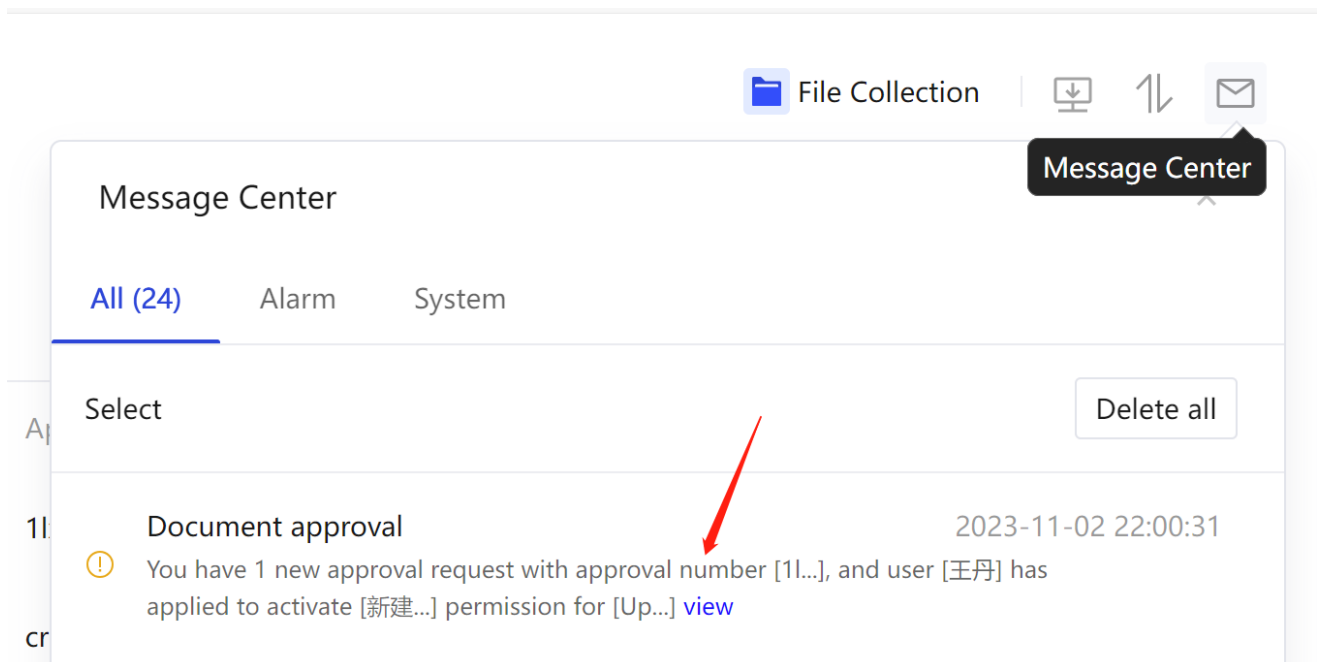
Method 2: Related to me - Approval Center - Pending Approval

2. Processing approval form

Click to view the approval details, pass /reject the approval form
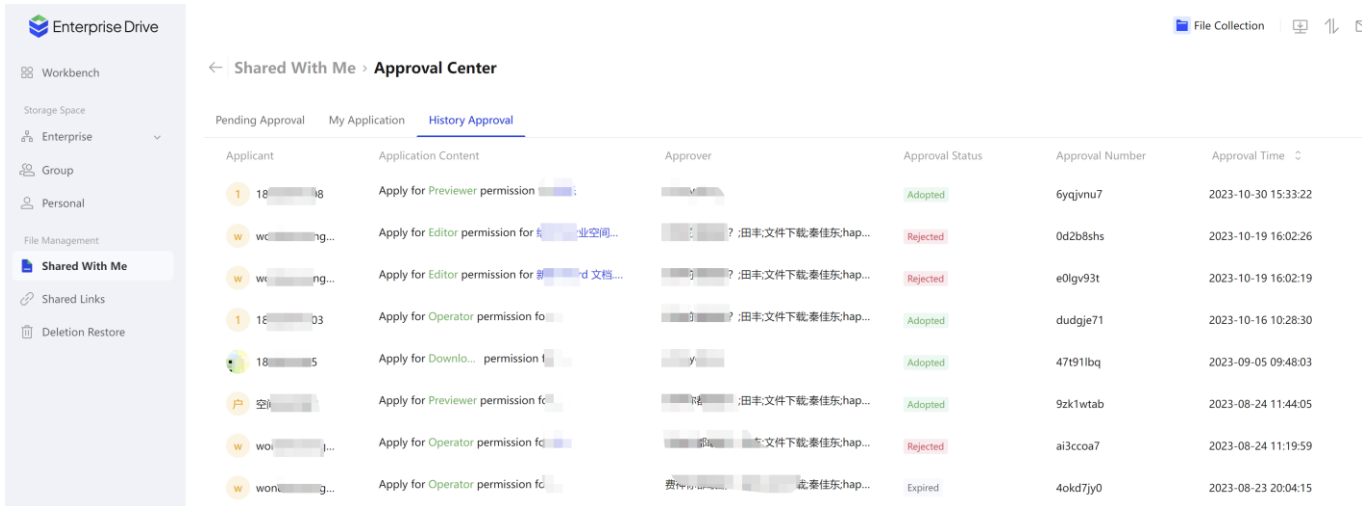
that have been processed /approved with the assistance of others will enter - History Approval

Administrator's Manual

1. Description of User Permissions

1.1 super administrator

1. **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

1. 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.
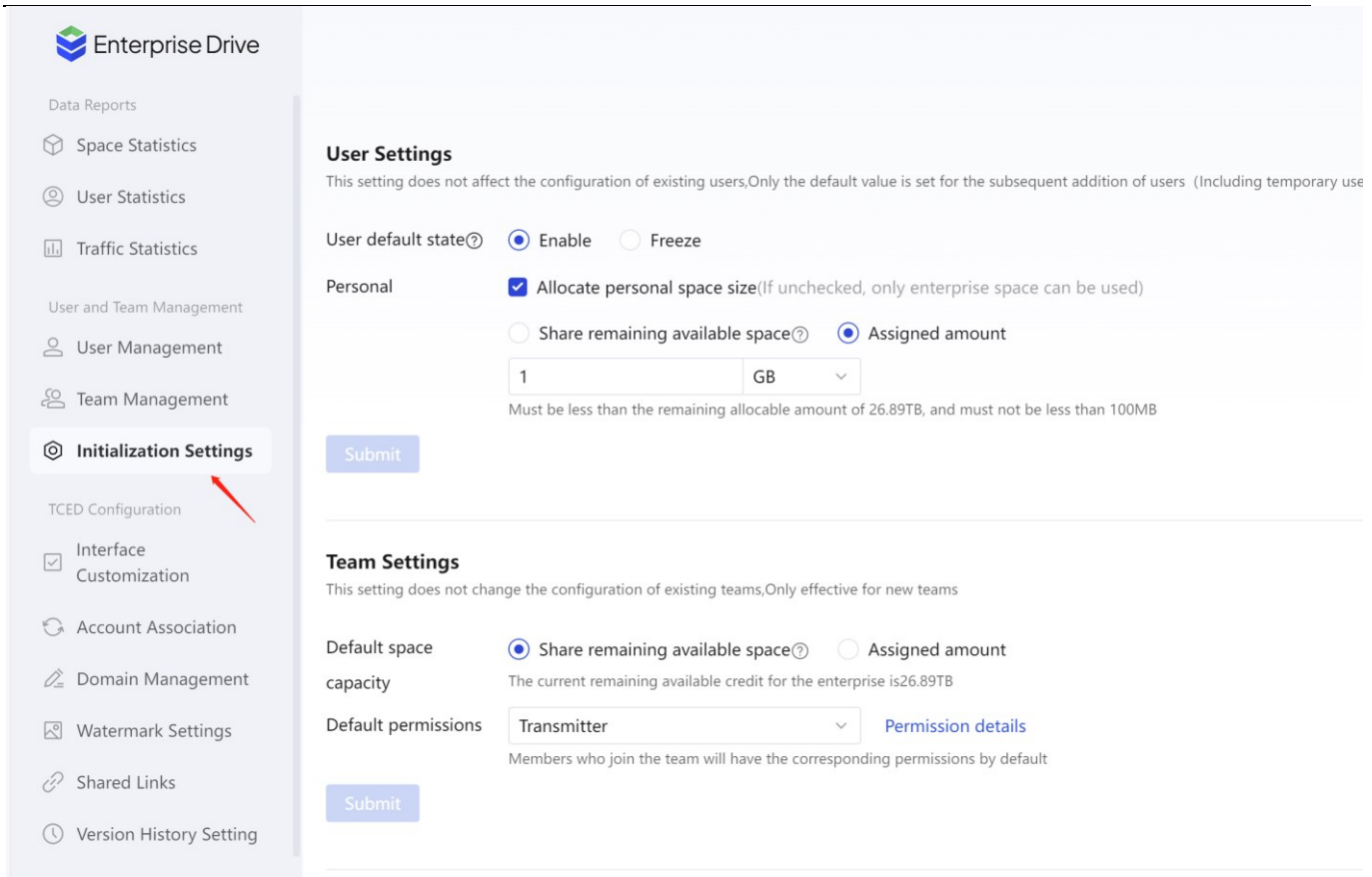
2. user settings:

● 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.

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 .

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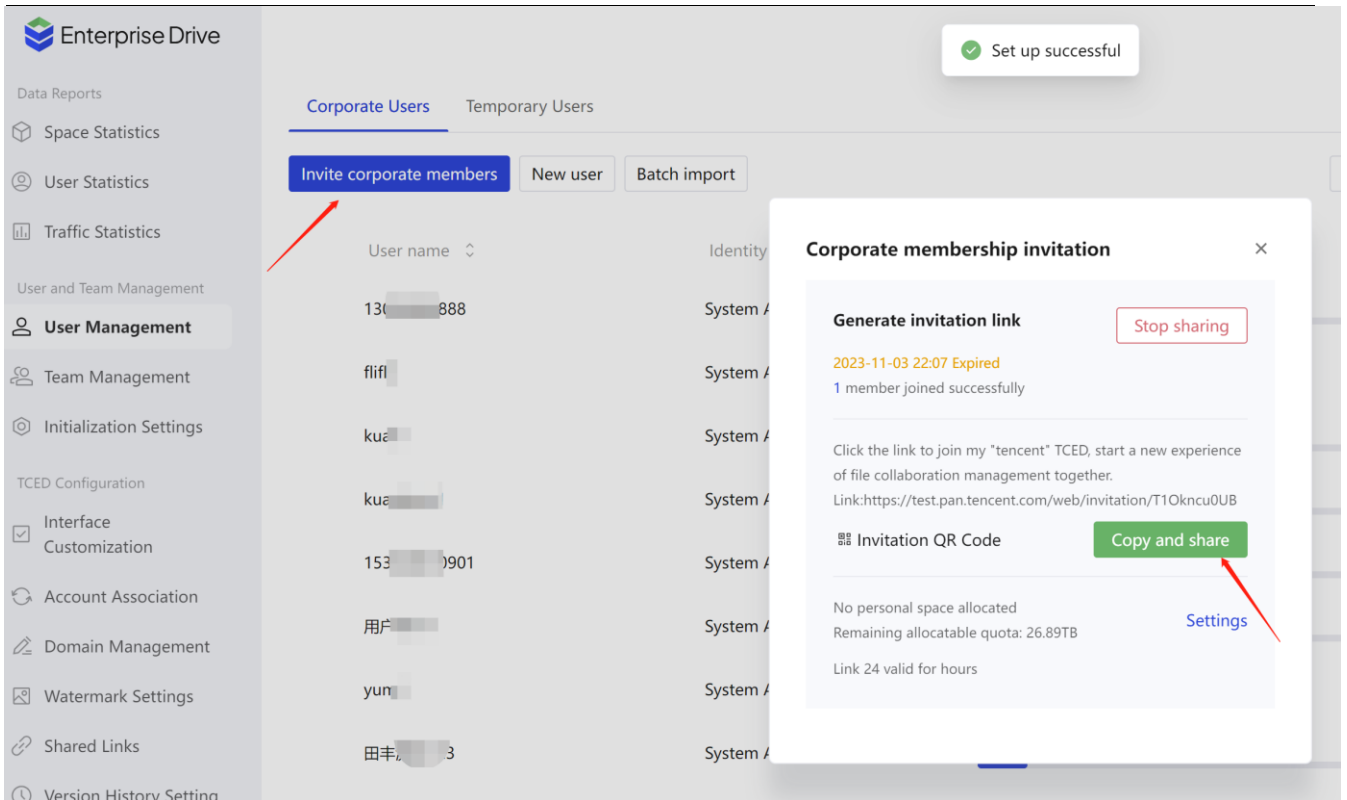
3. Click the [Stop Sharing Button], and the link will become invalid immediately

new user

1. Enter【User and Team Management】>【User Management】page

2. Click the [New User] button and fill in the corresponding parameters:
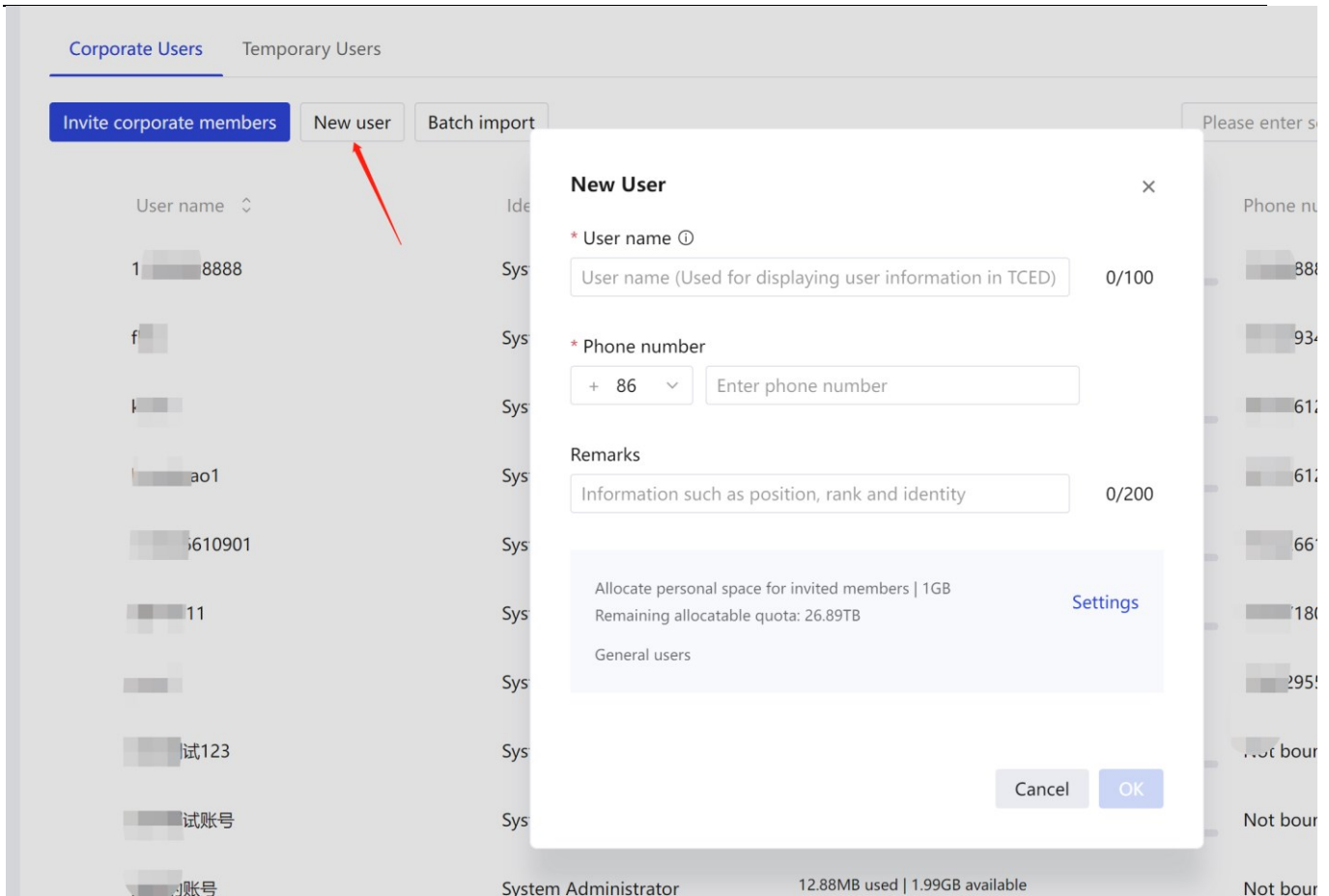
- User nickname: required, used for user identification and search, can be repeated, no more than 32 characters.

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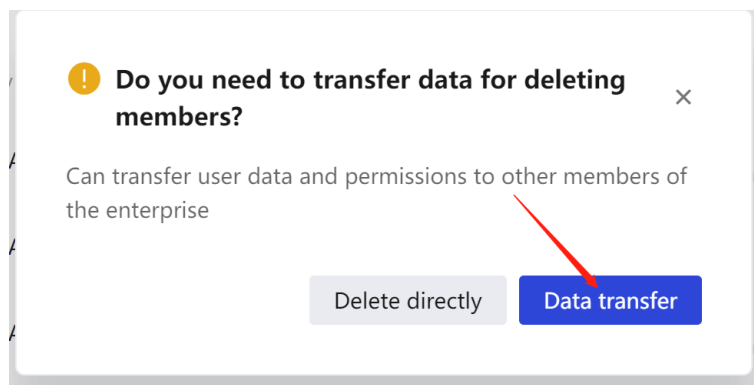
- Click [Data Transfer], select the content to be transferred on the left side of the window, select the receiver on the right side of the window, and click OK to complete the transfer .

2.4 Team Management

new team

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 team ✕

Team name ____Please enter team name____ 0/64

Parent teams ____tencent____ ⌄

Team
◉ Share remaining available space ⑦
◯ Assigned amount
◯ Unallocate space quotas ⑦
Current remaining available balance for the enterprise is 26.89TB

Default permissions ____Transmitter____ ⌄   Permission details

Cancel   Confirm

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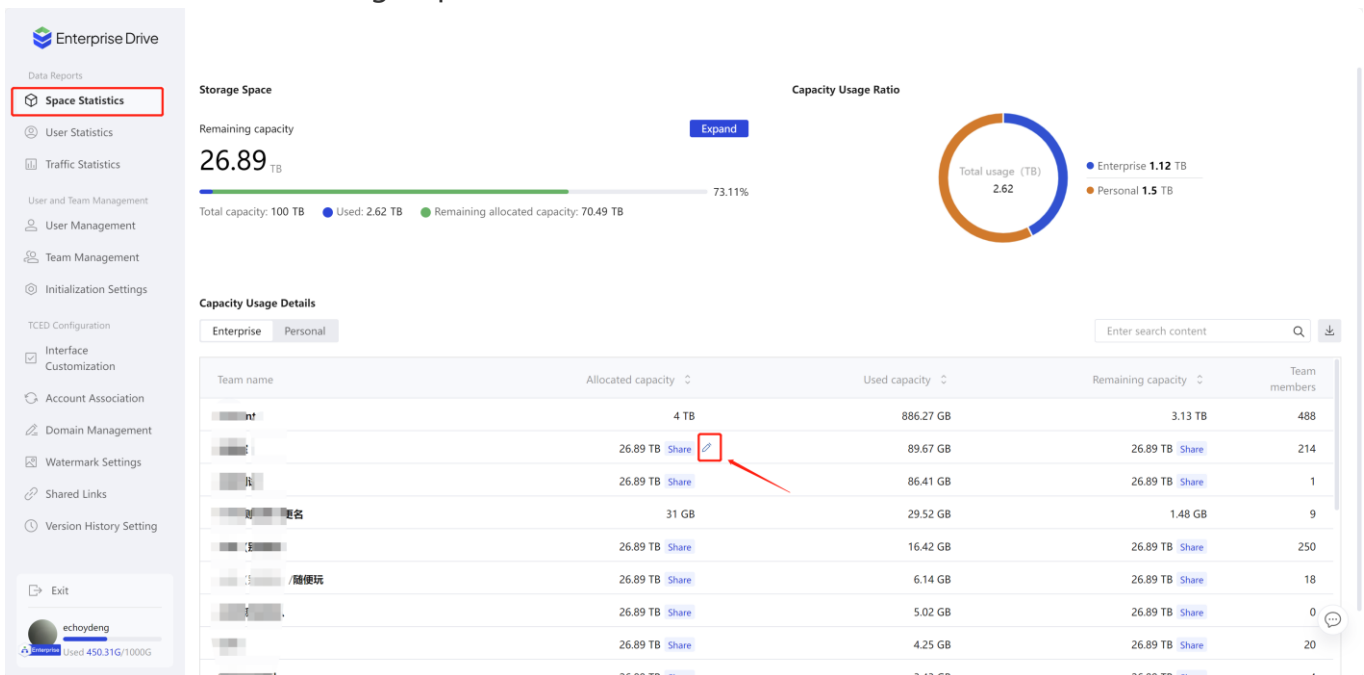
3.2 User statistics
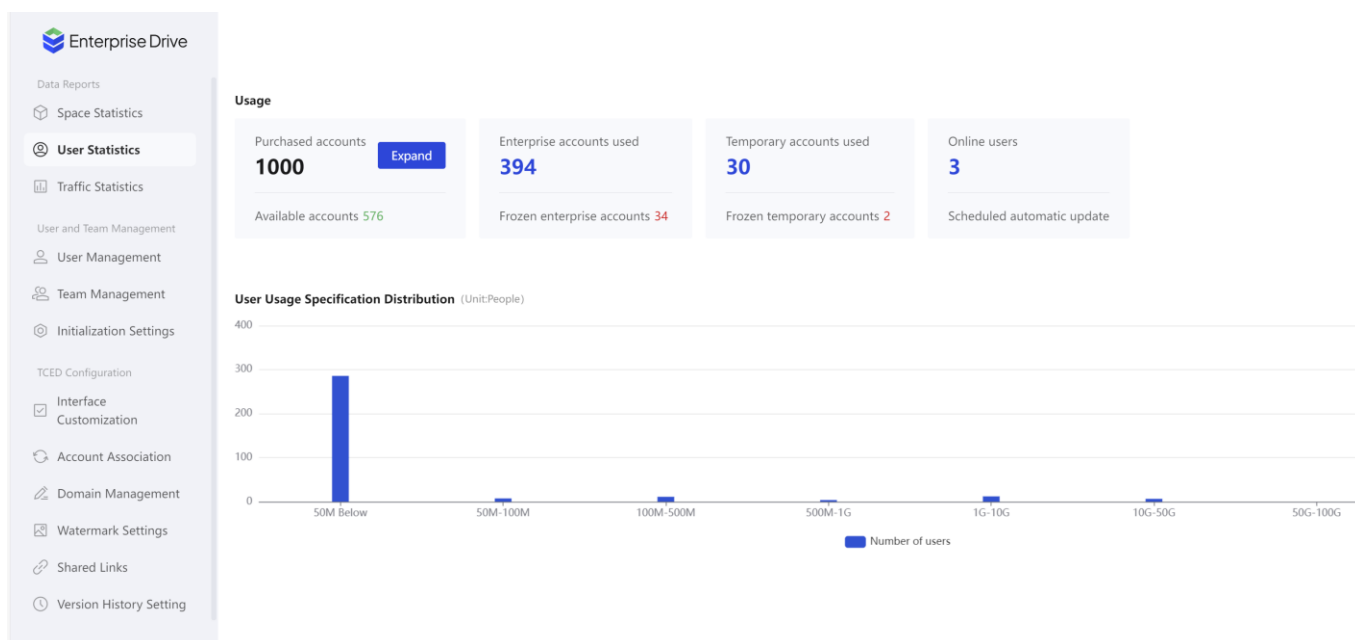
Enter the background management page, click **Data Report** > **User Statistics** to enter the user statistics page:

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 self-purchased 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
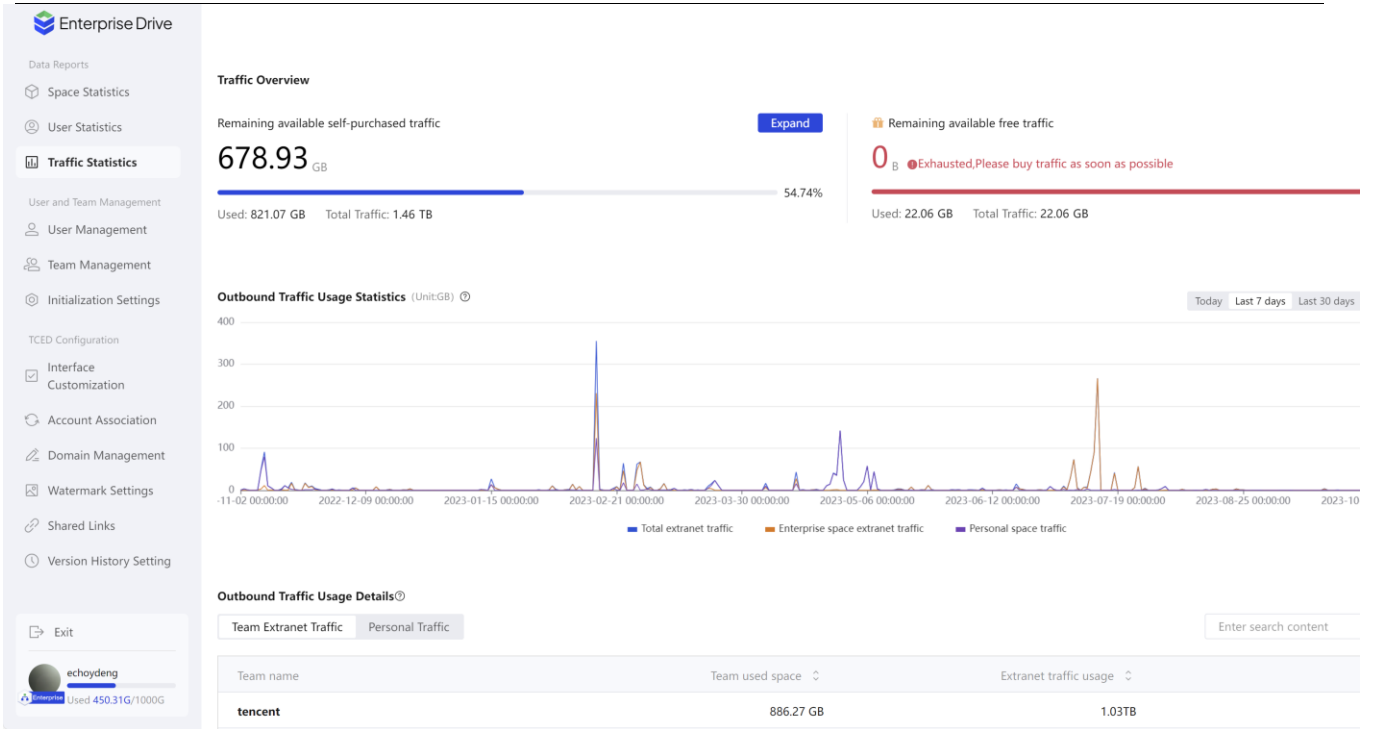
4. Enterprise Management

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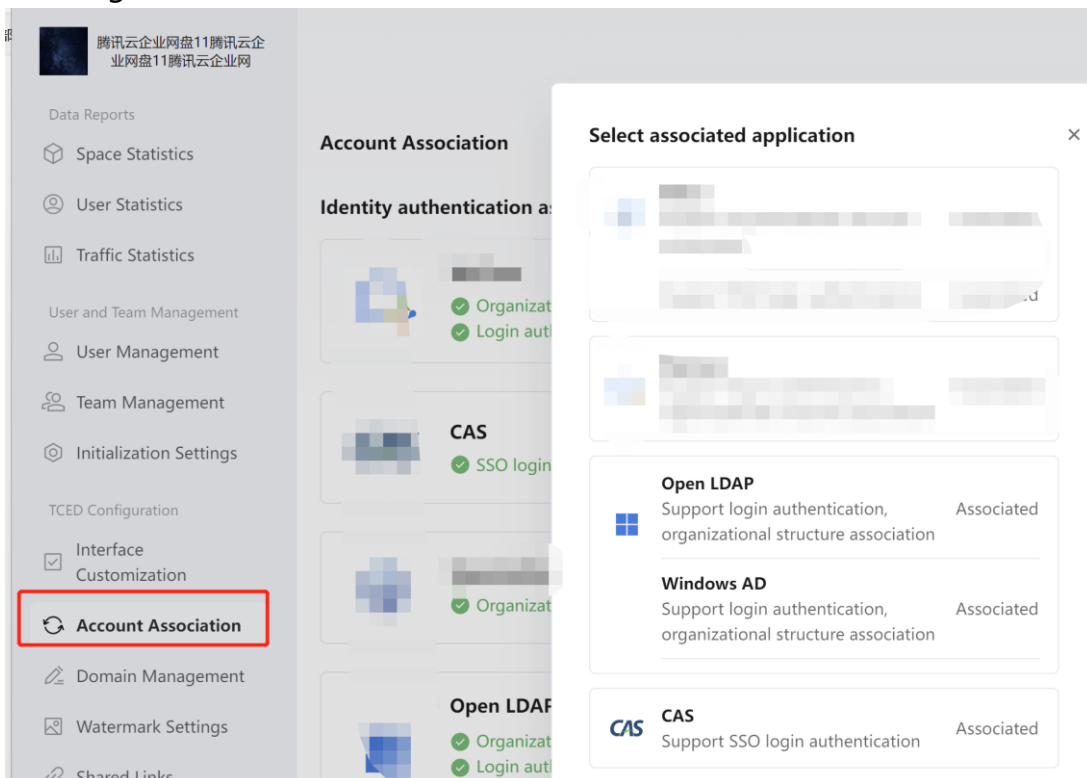
You need to fill in the server address, port, administrator account, administrator password, SearchDN, login name field, display name field, team object class and user object class and other fields.

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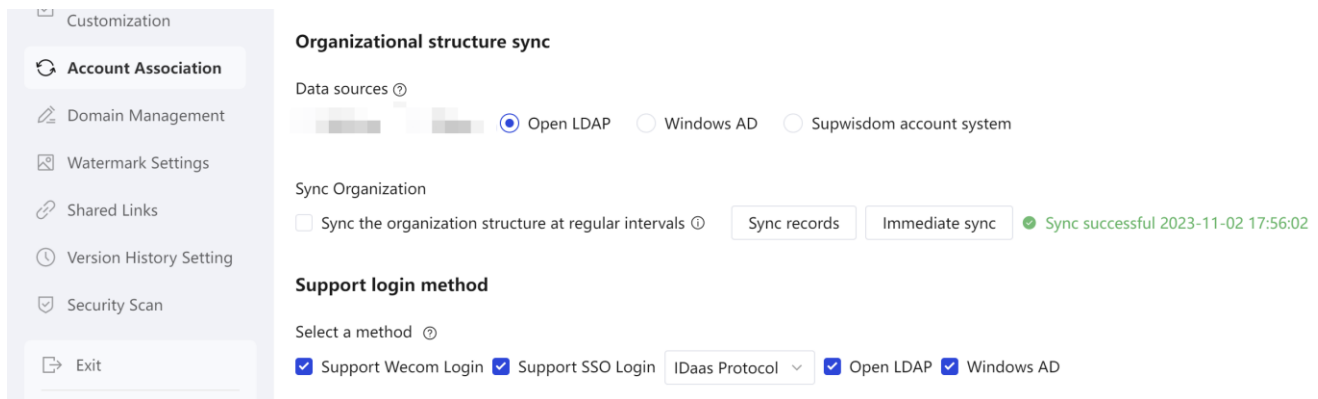
After completing the fields, you can click the [Configuration Test] button. After the detection is successful, there will be a "test passed" prompt, and then you can save this configuration and complete the association.

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

Account Association

Domain Management

Watermark Settings

Shared Links

Version History Setting

Security Scan

Exit

Organizational structure sync

Data sources ⑦

○ Open LDAP   ○ Windows AD   ○ Supwisdom account system

Sync Organization

☐ Sync the organization structure at regular intervals ⓘ   [Sync records]   [Immediate sync]   ● Sync successful 2023-11-02 17:56:02

Support login method

Select a method ⑦

☑ Support Wecom Login ☑ Support SSO Login [IDaas Protocol ∨] ☑ 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

[jin]

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
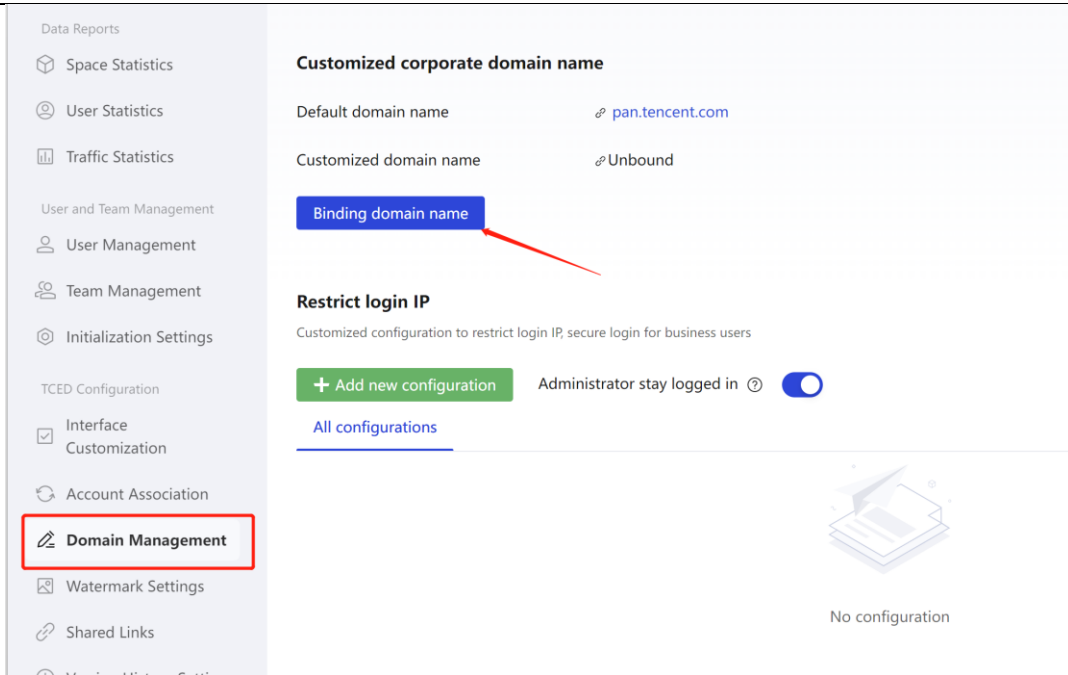
Step 1: Domain name preparation

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

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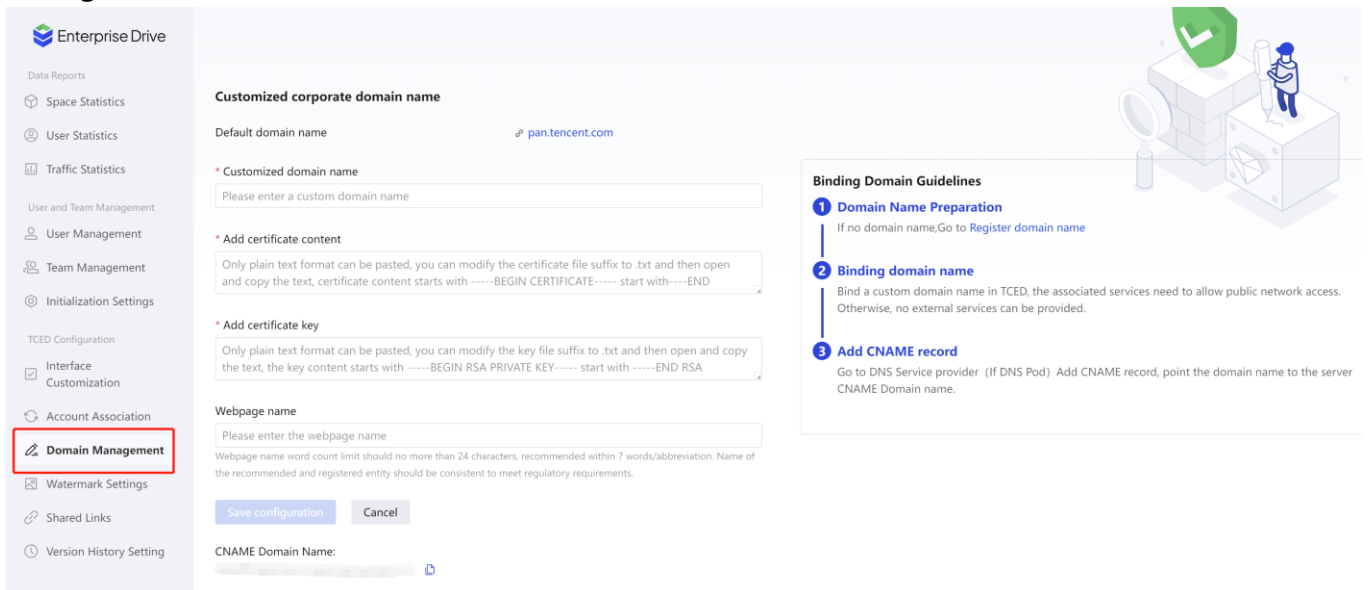
Parameter Description

- **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.

- o 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

1. 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.
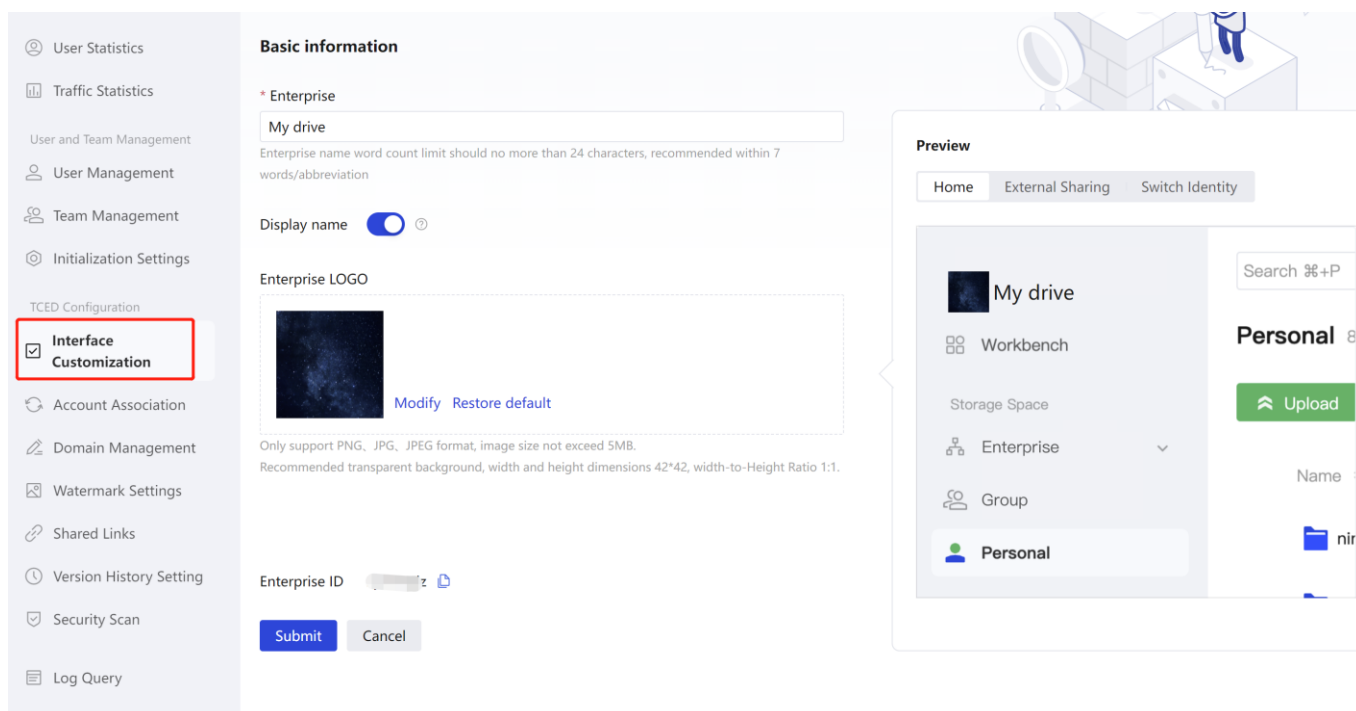
4.5 Watermark Settings

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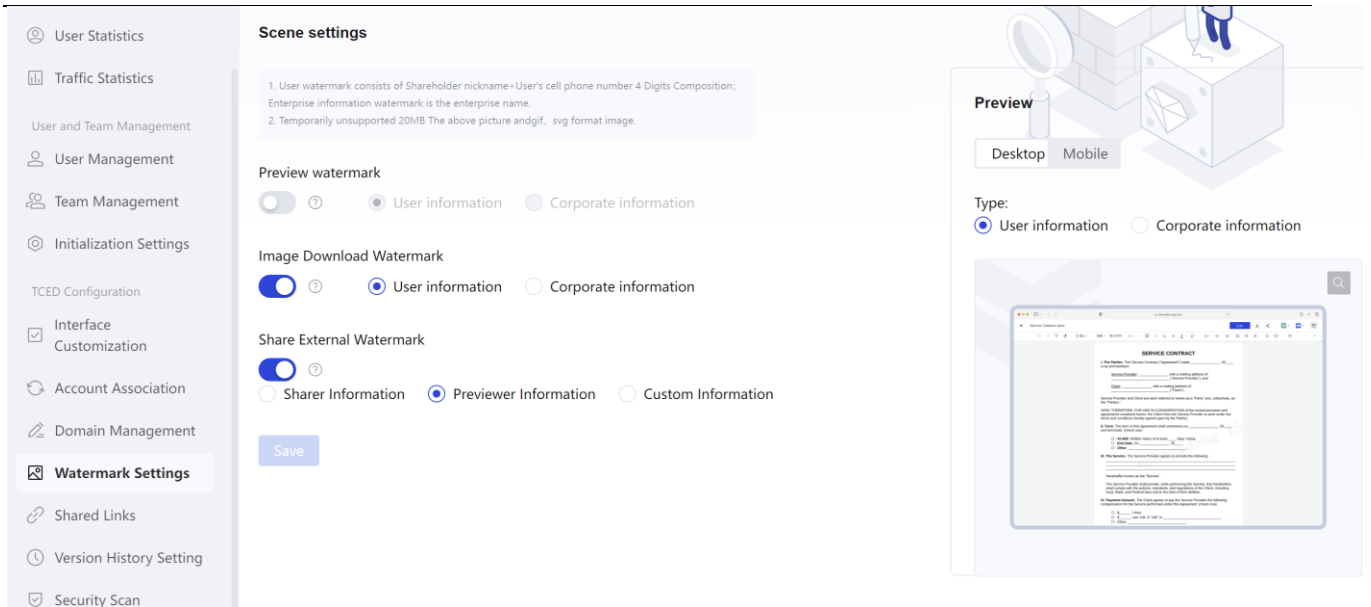
preview watermark

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**

1. 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
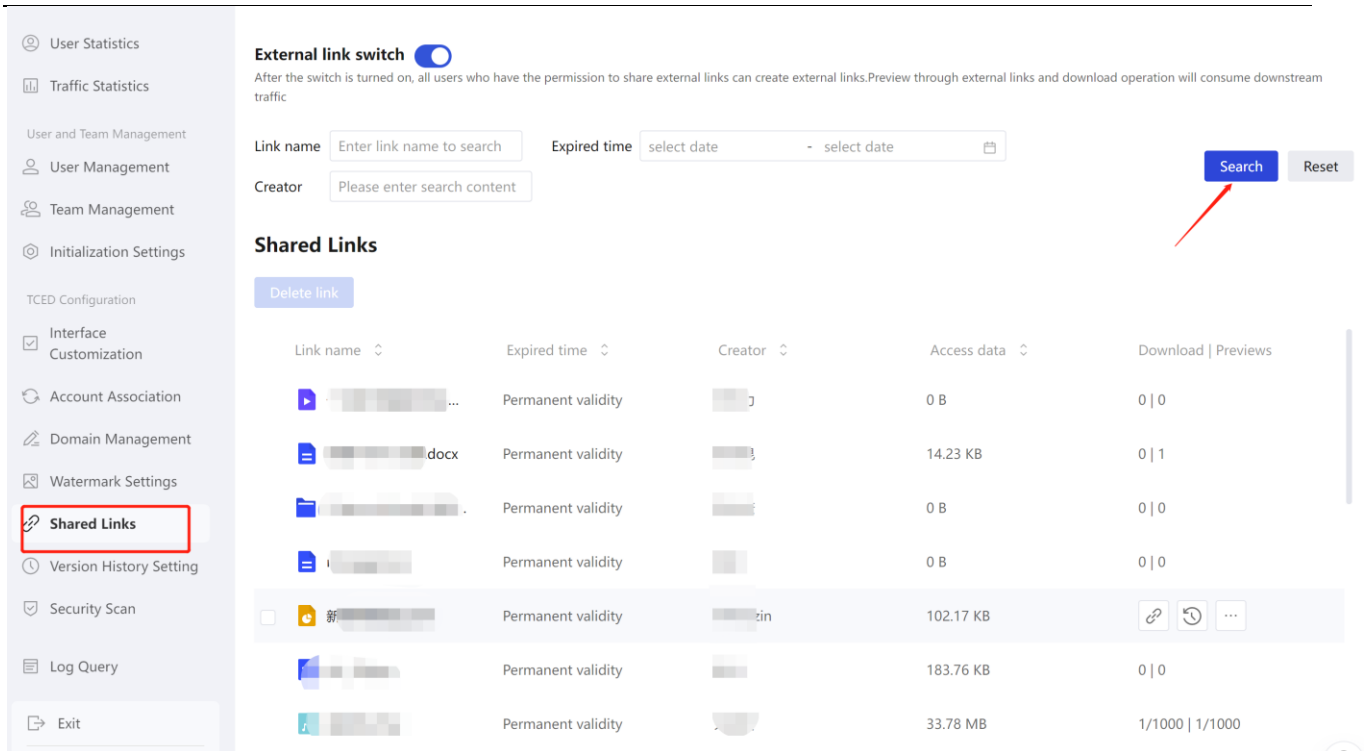
1. Enable/disable external link sharing function: Enter the background management page, click **Enterprise Management** > **External Link Management** to enter the external link management interface. Click the sliding button on the right side of the external link management to open or close the corporate 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
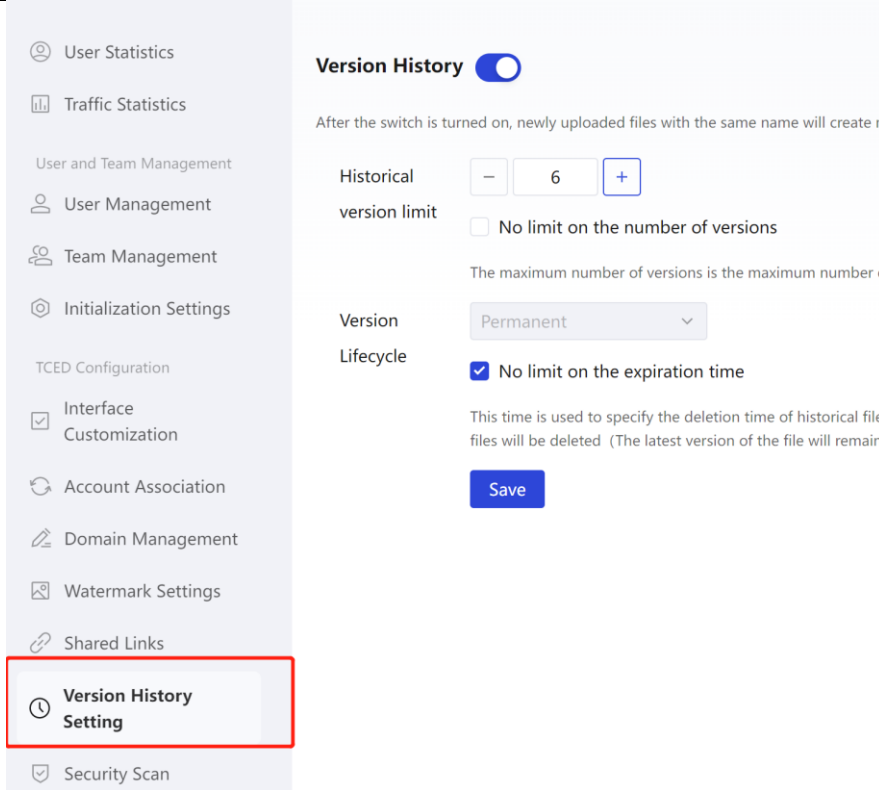
1. Turn on/off the historical version function: Enter the background management page, click **Enterprise Management** > **Historical Version Setting System** , and enter the historical version setting interface. Click the sliding button on the right side of the historical version to turn on or off the 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".
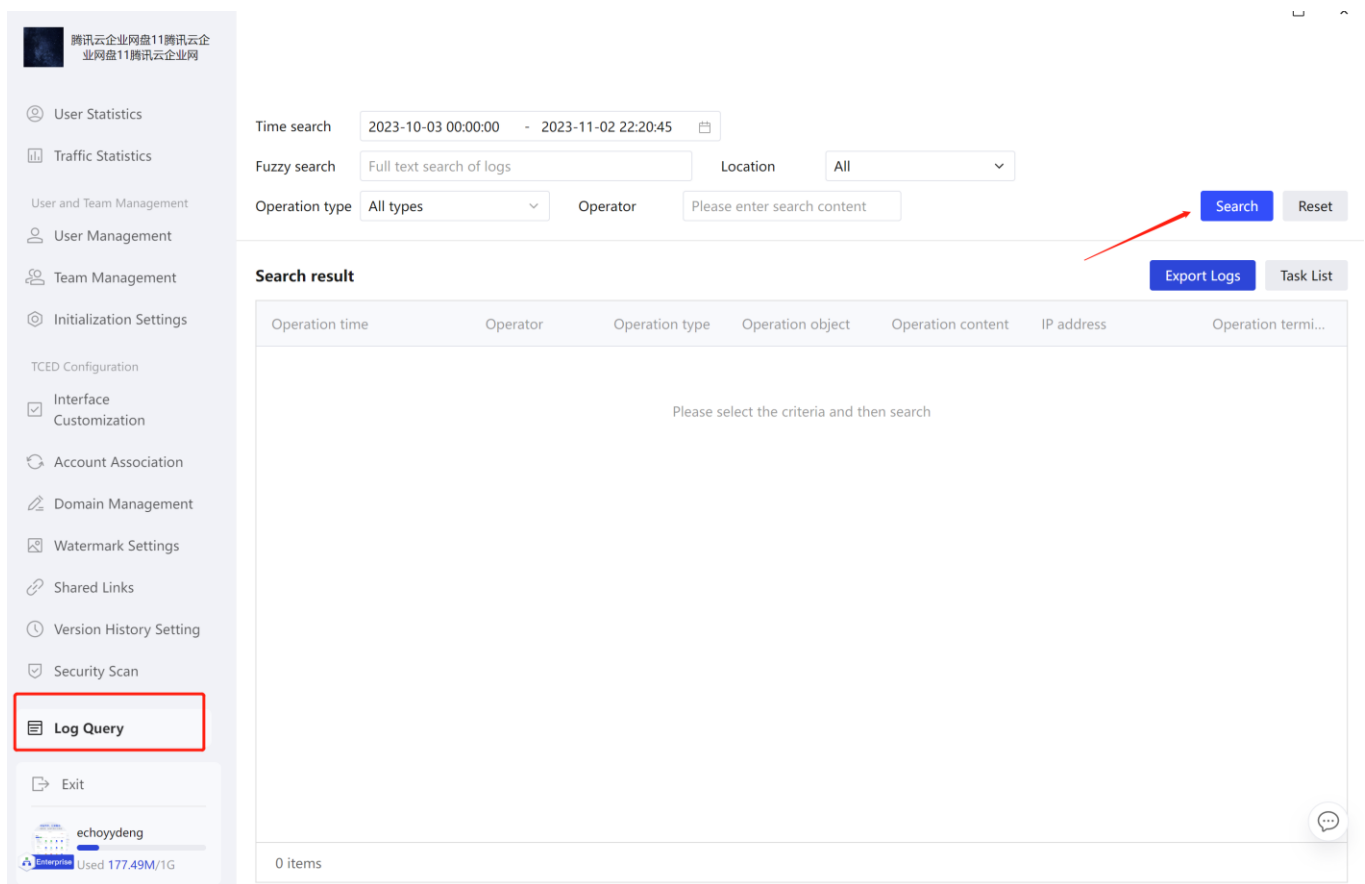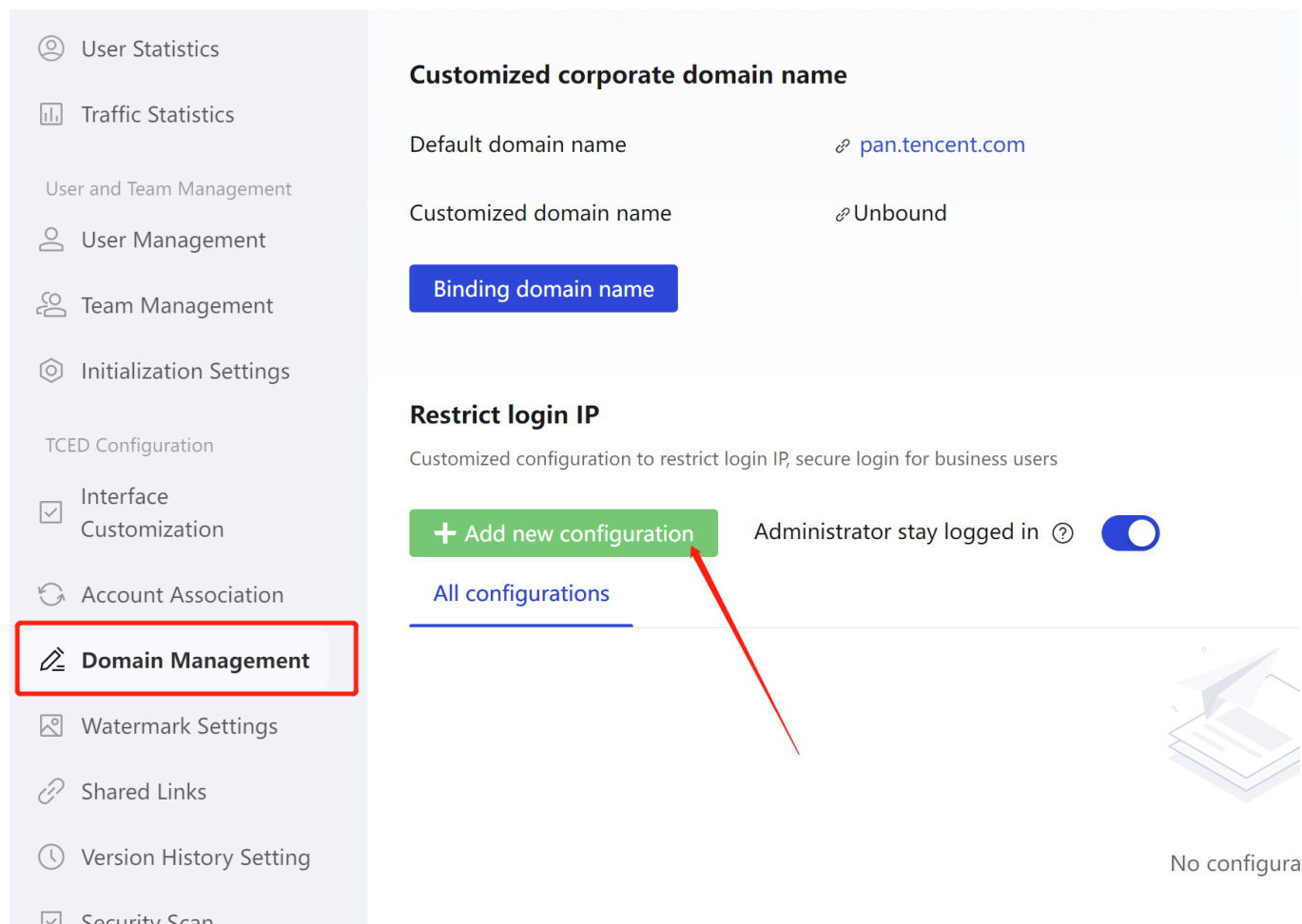

[Note]: If there are many logs, the export time will be longer. You can check the task progress in the task list.

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 IP]

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