DCP ADMIN: HOW TO CREATE USER, GROUP & GROUP FOLDER
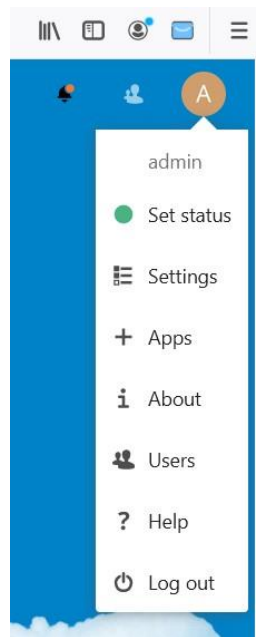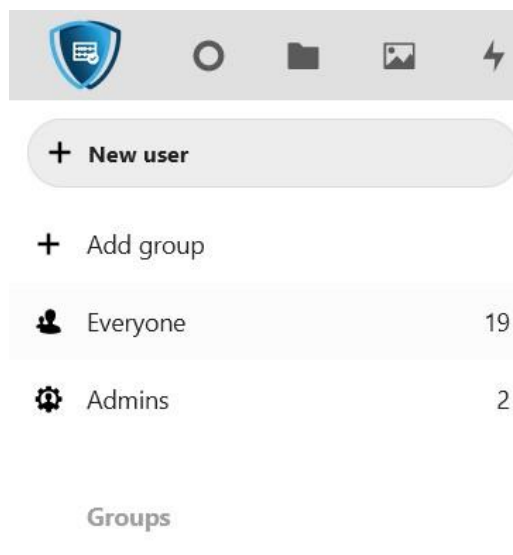
(A) Create User
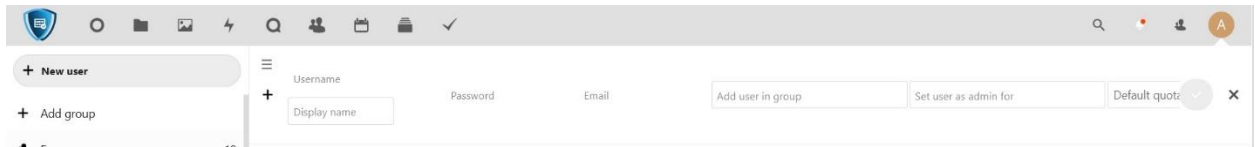
1. Log in to DCP with Admin log in credentials

2. Once log in, click on "**A**" at the top right of the DCP as seen from image below and a menu drop down. Click "**Users**"

3. You will be brought to another page, click "**New User**" as seen below:

4. Fill in the blank of the spaces as seen below: username, password, email address of the user, if the user belongs to any group, select the applicable group(s) and if you wish to grant Admin privilege to the user, select group which the user would be the Admin, if not just ignore then dictate the Cloud storage size to be allocated to the user & finally click the tick √ sign to complete the user creation task.
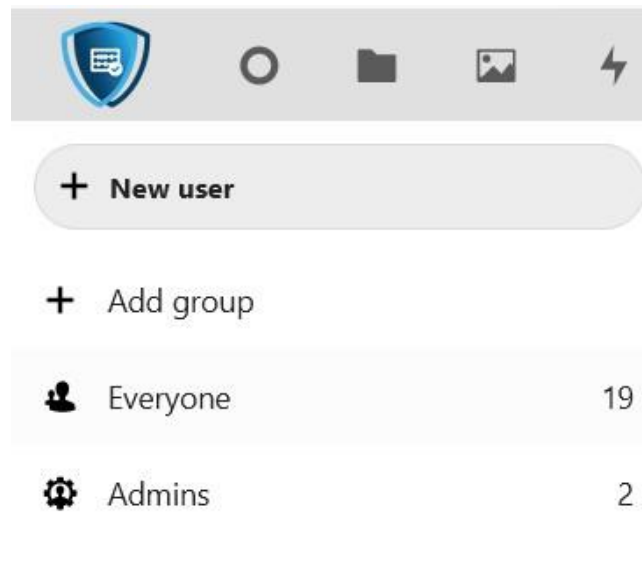

Sample of created user:

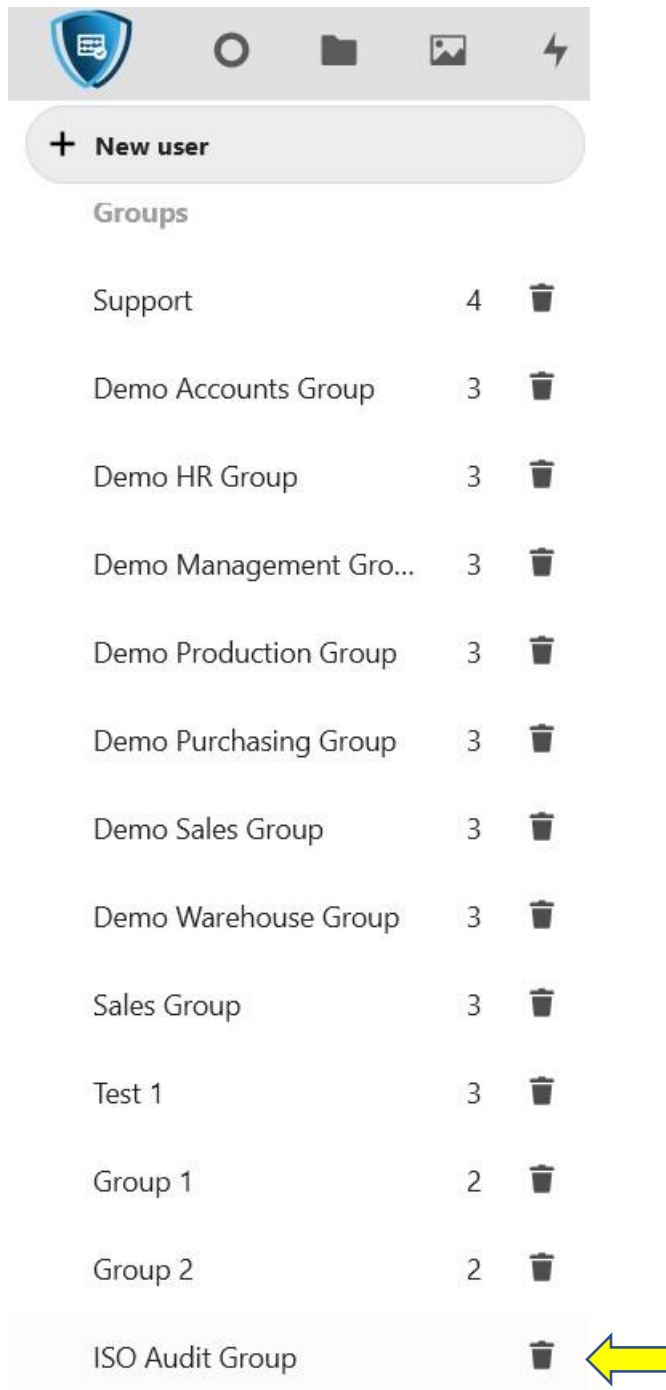| Username Display name	Password	Email	Groups	Group admin for	Quota
admin admin			admin		Unlimited used)
andreano Andreano		andreano@afteroffice.c...	Group 1, Sales Group, Support	Demo Accounts Group	Unlimited used)

(B) Create Group

1. If you need to create group for example, for department, again log in as DCP Admin and click "**A**" at the top right then click "**Users**" which then at the left pane / menu, click "**Add group**" to create the desired group (department).

2. Type in the name of the group, in the example below, we are creating "**ISO Audit Group**" then click the arrow → sign to finish the group creation.
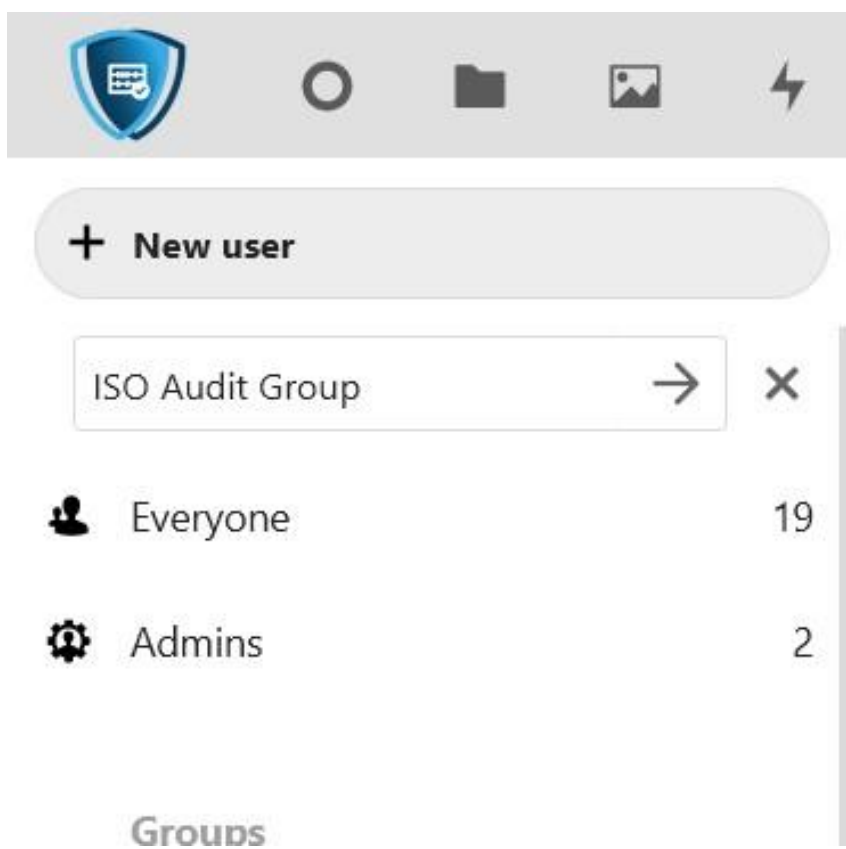
3. Once the group has been created, it would be listed at the left pane, ISO Audit Group

4. After the group has been created, you need to add users to the group created. Click "Users" again and identify the users that would be added to the group created. In the above example, Jun Hong is one of the members in ISO Audit Group, therefore, click on the **pen** symbol, at far left of Jun Hong to edit Jun Hong's user setting. Click on "**Group**" and select "**ISO Audit Group**" to include Jun Hong to the group.

JH	Jun Hong	Add new password	aomktg@afteroffice.com	ISO Audit Group	Set user as admin for	5 GB	✓	⋯
K	Khim Khim		khim@afteroffice.com			Unlimited (	✎	⋯
LH	Leo Leo Hoo		leohoo@afteroffice.com			10 GB (0 B	✎	⋯

(C) Create Group Folder

1. After you have created the group, you need to create the group folder for the group (only DCP Admin can create group & group folder) In our example, we have created ISO Audit Group for all members of ISO Audit team. Now we have to create the group folder (departmental folder) for ISO Audit team. Click "**A**" again at top right then click "**Settings**"
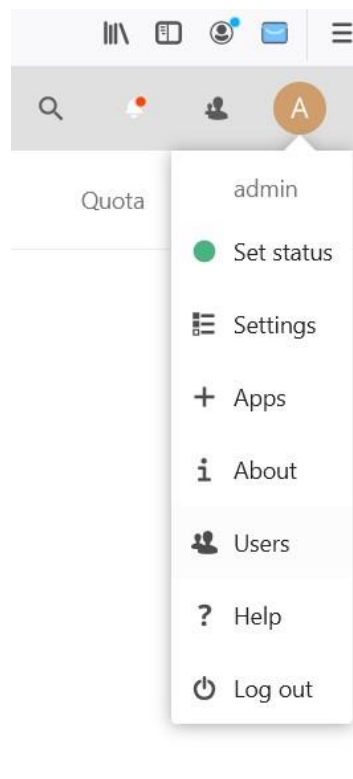
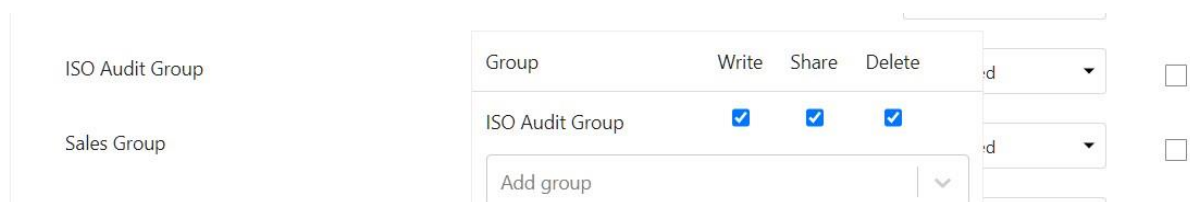2. Look at the left pane / menu, scroll down and click on "**Group folders**"
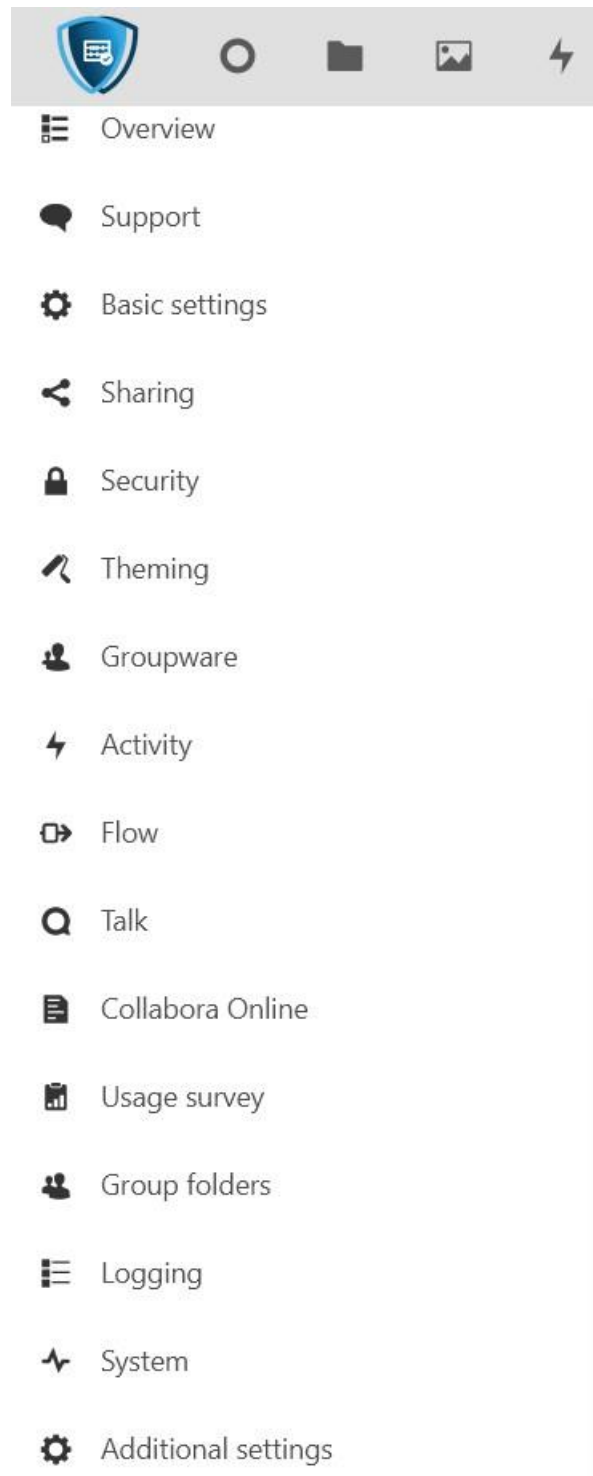
3. Type in the name of the group folder. In our example, it shall be "**ISO Audit Group**" then click "**Create**"

4. Once the group folder has been created, you have to assign the relevant group to the group folder created. Click the **pen** symbol of "Group" then look for the relevant group, in our example, look for "**ISO Audit Group**" then determine the access rights of the group, i.e. can or cannot **Write**, **Share** & **Delete**. You may also set the storage quota for the group folder.

5. Once a group folder has been created, it shall also appear all the DCP users "Files" page and those who are not in the group / group folder, are unable to access.

Notes: DCP Admin might encounter problem creating group folder when Mozilla / Firefox browser is being used. If this happened, change to another browser.

The end.