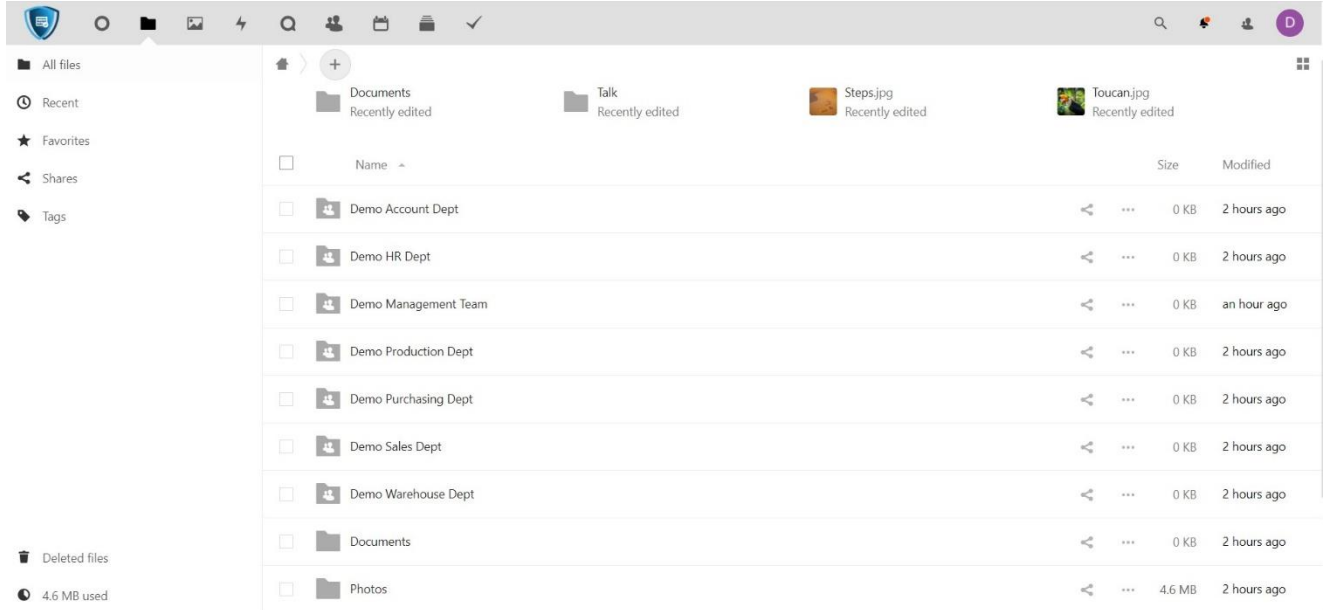


DCP FILES APP: YOUR FILES MANAGEMENT TOOL ON CLOUD

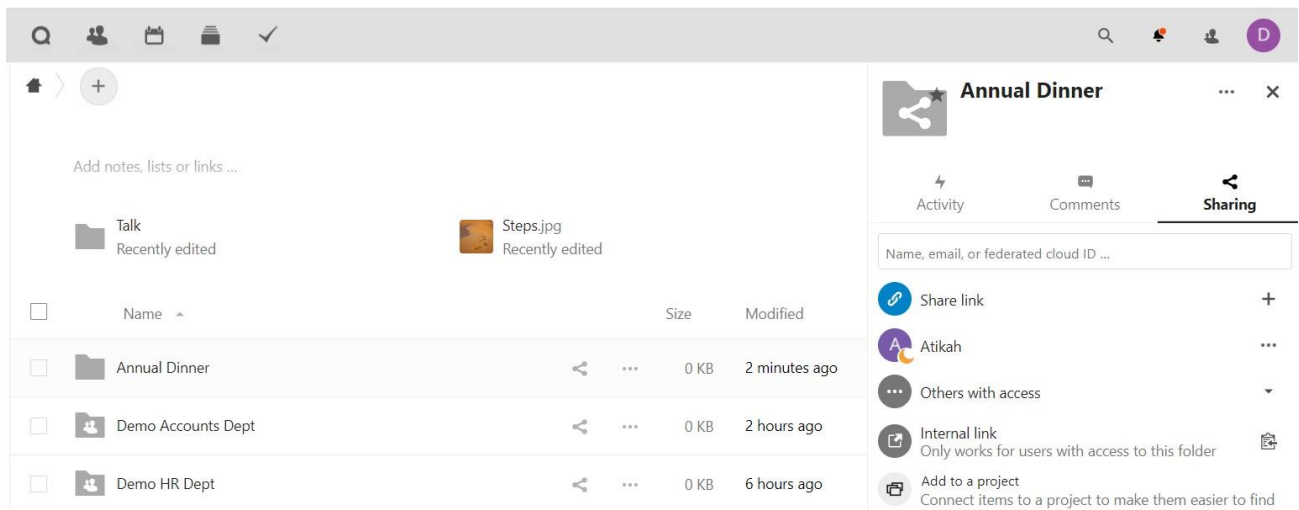
DCP Files App is one of the standard features on DCP. It helps to organize & managed your files on DCP Web interface.

You can access your DCP files with the DCP Web interface and **create, preview (photos & pdf only), edit, delete, share, and re-share files**. Your DCP administrator has the option to disable these features, so if any of them are missing on your system ask your server administrator.

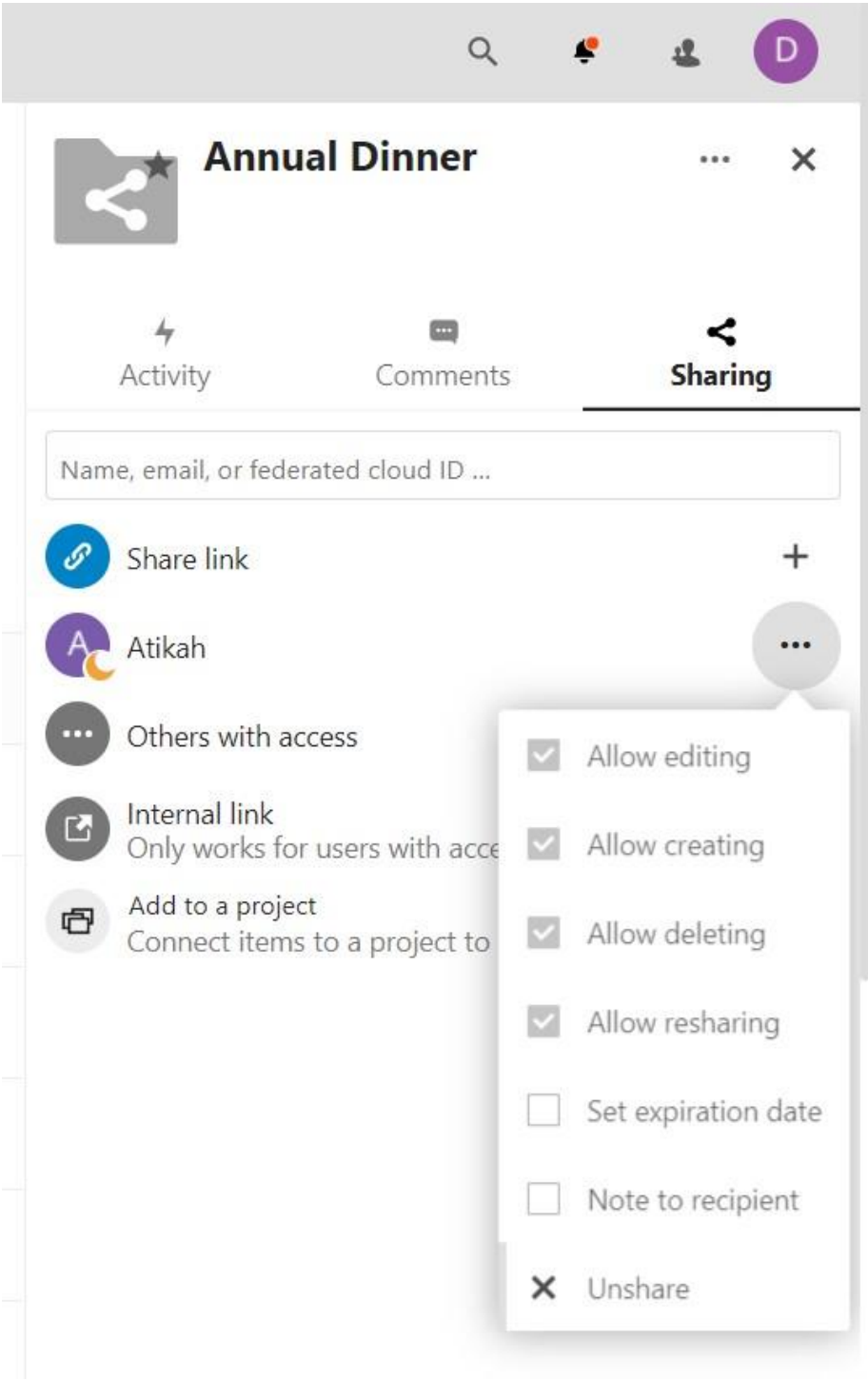


Create Folder & Sharing with Other Users

You can create your own folders that are accessible by you only or you can share them with others as example below, an **Annual Dinner** folder has been created and is shared with **Atikah**.



You can also decide what rights / privilege to grant to other users, in the same example to Atikah, whether she is allowed to edit, create, delete, reshare and so on as seen below. You are in control.



Public Link Share

You can share files and folders via public links.

A random 15-digit token will be created. The link will look like <https://cloud.example.com/s/yxcFKRWBjYz4>.

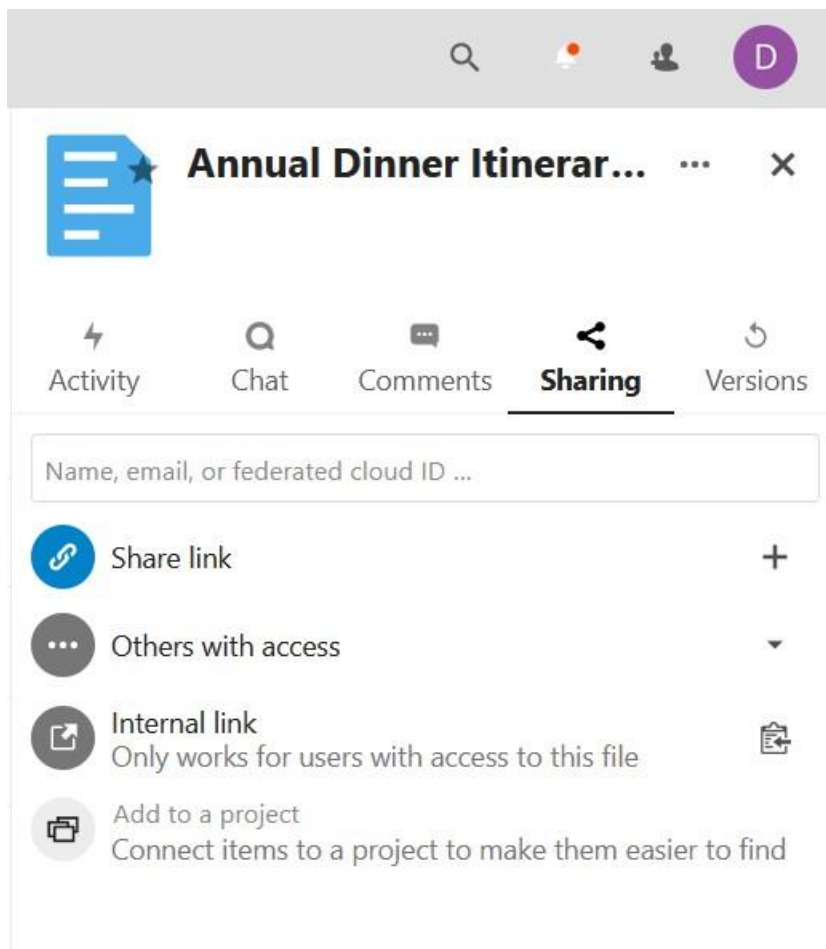
A number of options are available for public folder shares:

- Read only to allow viewing and downloading
- ** Allow upload and editing**
- With ** File drop**², the sharee can only upload files to a folder without seeing the files that are already in that folder.

Select the file to be shared as link with others and click the share icon

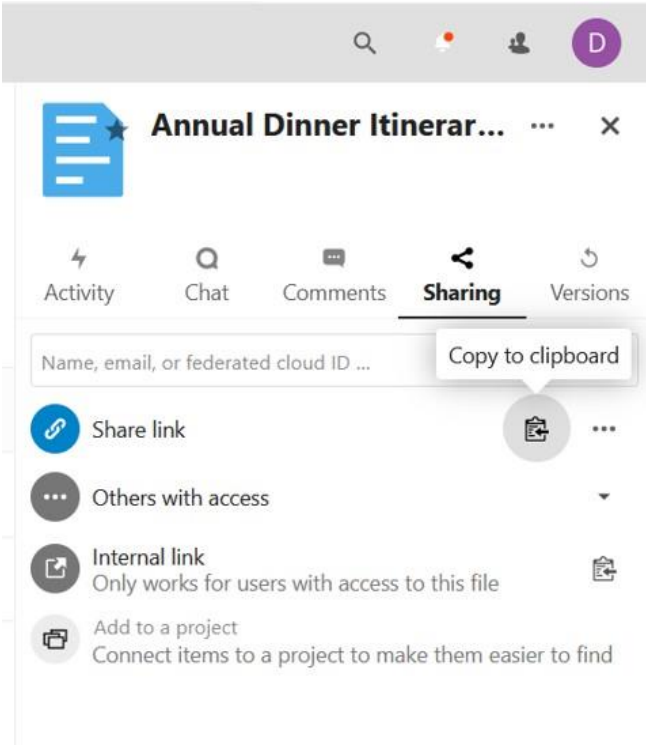


A side menu opens and click the + sign next to the “**Share link**” to create link

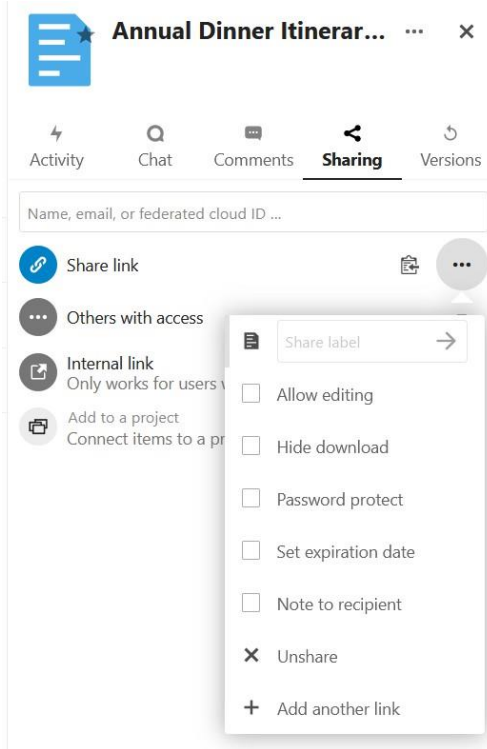


The screenshot shows a file sharing interface for a file named "Annual Dinner Itinerar...". The interface includes a search bar, a user profile icon, and a star icon. Below the file name, there is a menu with options: Activity, Chat, Comments, Sharing (selected), and Versions. The "Sharing" menu is open, showing a search bar for "Name, email, or federated cloud ID ...". The menu items are: "Share link" (with a plus sign), "Others with access" (with a dropdown arrow), "Internal link" (with a plus sign and a note "Only works for users with access to this file"), and "Add to a project" (with a plus sign and a note "Connect items to a project to make them easier to find").

A share link has been created and you may copy the created link to share with others



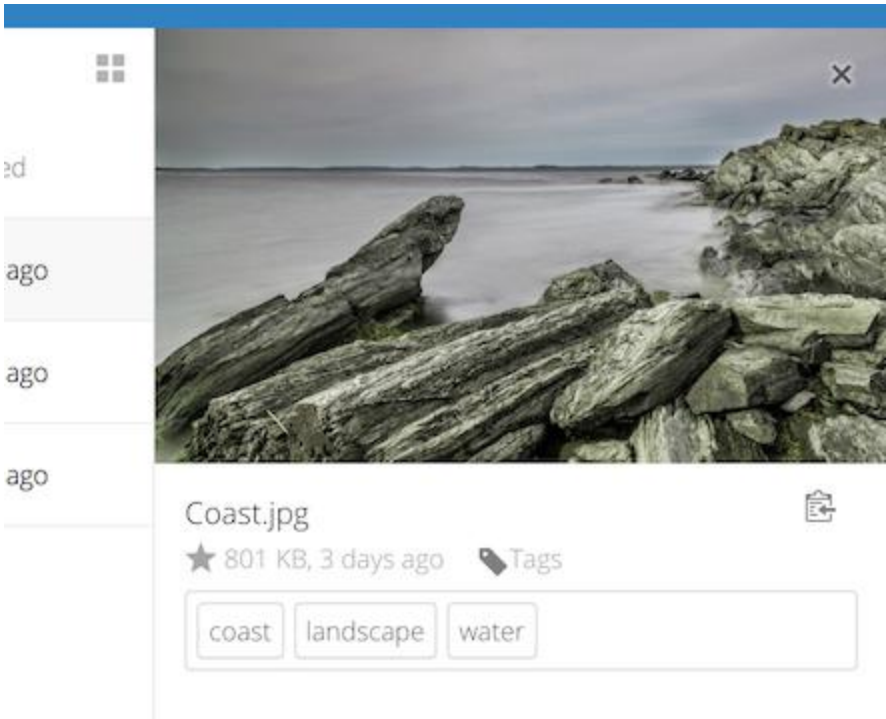
Before copying & sending the link to the other party, you can set certain set of rules & privileges such as: allow editing, hide download, password protect and etc as seen from the screenshot below.



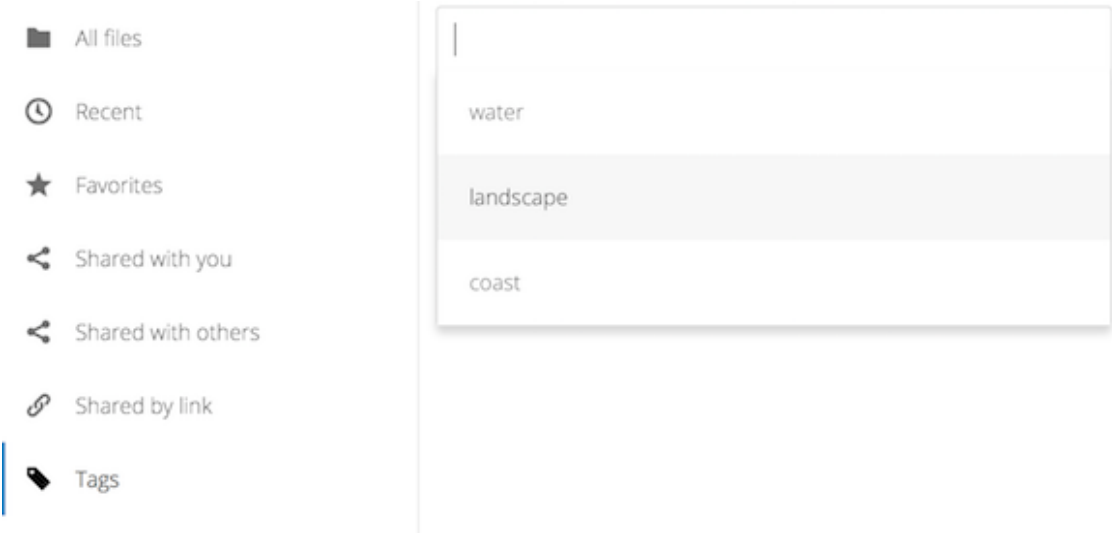
Likewise, a whole folder can also be shared with others, if within a folder, contains a number of files which would be tiresome to share each file, one by one.

Tagging files

You can assign tags to files. To create tags, open a file to the Details view. Then type your tags. To enter more than one tag press the return key after creating each tag. All tags are system tags and are shared by all users on your DCP.

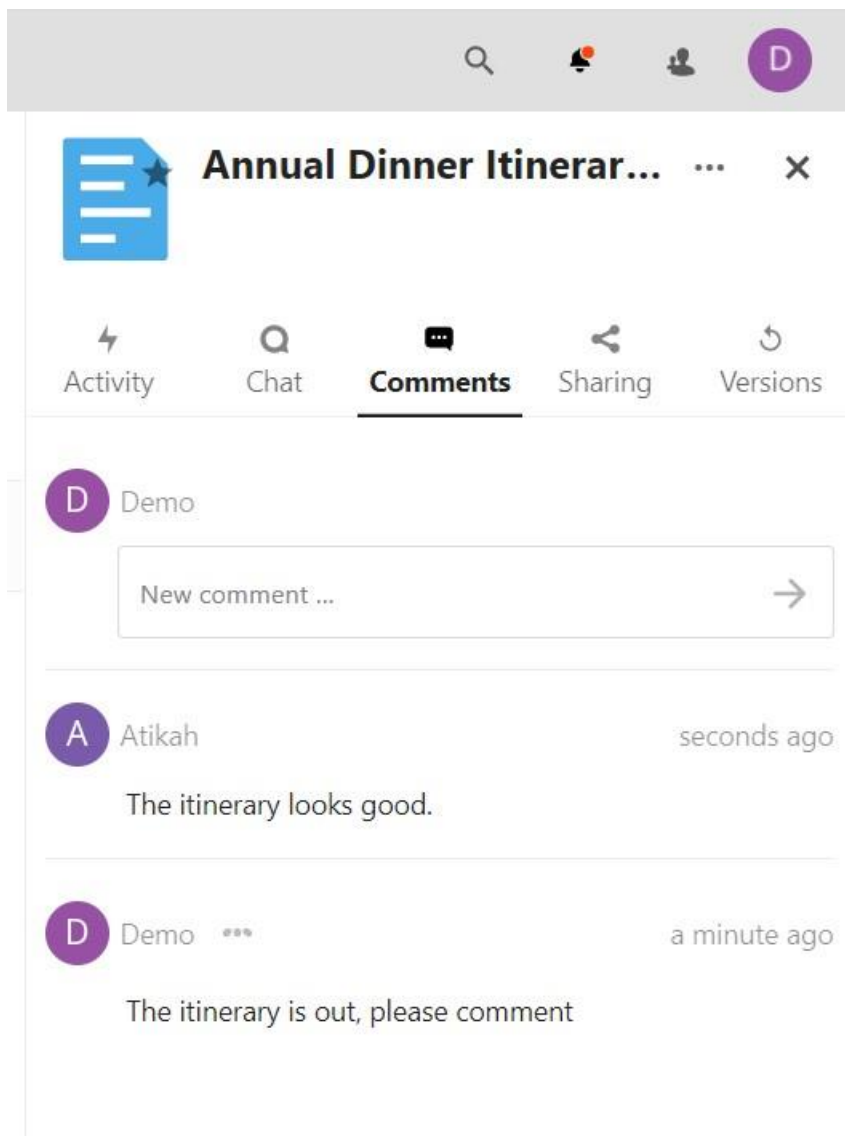


Then use the Tags filter on the left sidebar to filter files by tags.



Comments

Use the Details view to add and read comments on any file or folder. Comments are visible to everyone who has access to the file.

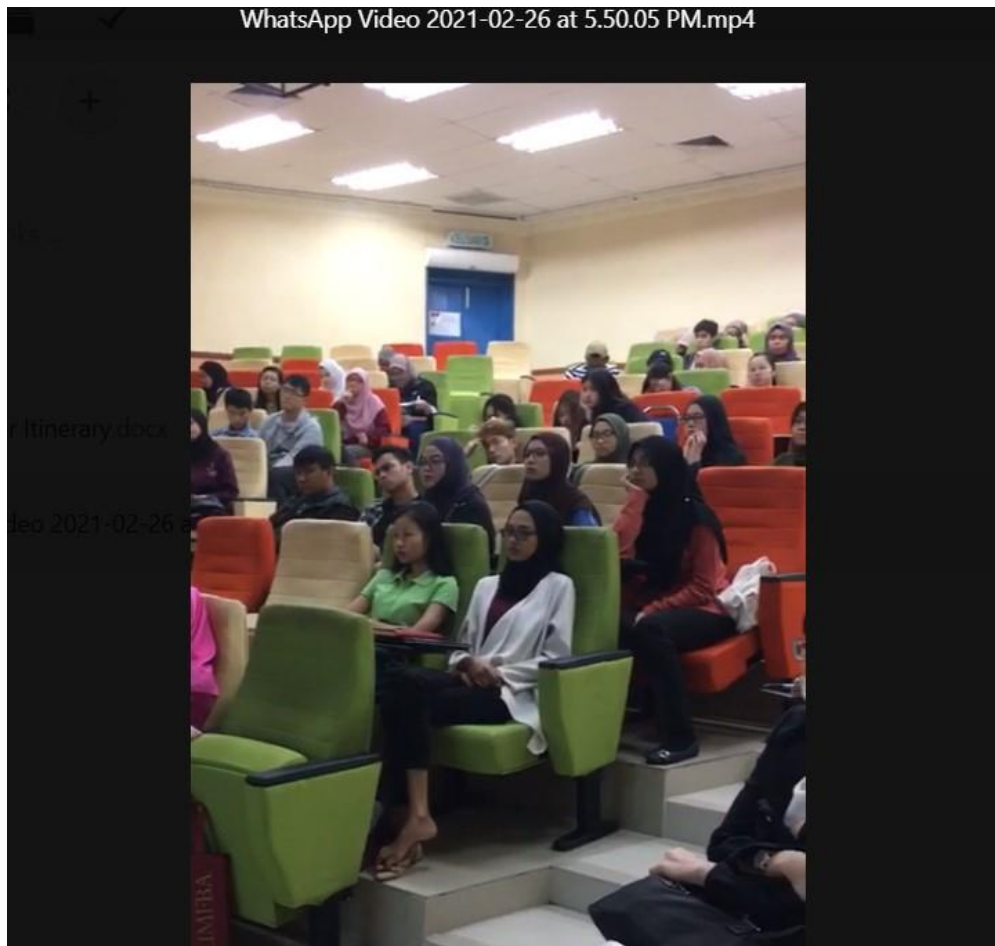


The screenshot shows a file details view for 'Annual Dinner Itinerar...'. At the top, there is a search bar, a notification bell, a user icon, and a profile icon labeled 'D'. Below the file name, there are five tabs: 'Activity', 'Chat', 'Comments' (which is selected and underlined), 'Sharing', and 'Versions'. The 'Comments' section displays two comments:

- A comment from 'Demo' with a text input field containing 'New comment ...' and a submit arrow.
- A comment from 'Atikah' (profile icon 'A') posted 'seconds ago' with the text 'The itinerary looks good.'
- A comment from 'Demo' (profile icon 'D') posted 'a minute ago' with the text 'The itinerary is out, please comment'.

Video player

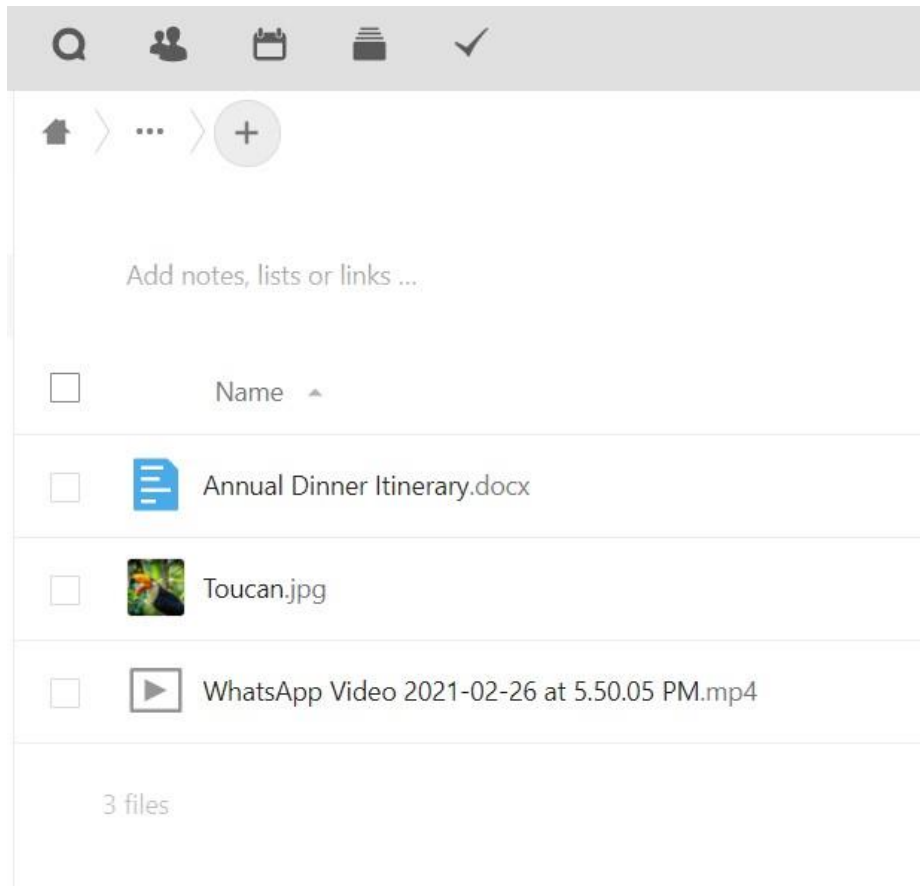
You can play videos in DCP with the Video Player app by simply clicking on the file. Video streaming by the native DCP video player depends on your Web browser and the video format. If your DCP administrator has enabled video streaming, and it doesn't work in your Web browser, it may be a browser issue.



Previews configuration

The DCP thumbnail system generates previews of files for all DCP apps that display files, such as Files and Gallery.

The following image shows some examples of previews of various file types.



By default, DCP can generate previews for the following filetypes:

- Images files
- Cover of MP3 files
- Text documents

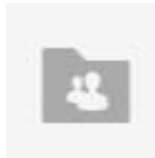
Notes:

Technically DCP can also generate the previews of other file types such as PDF, SVG or various office documents. Due to security concerns those providers have been disabled by default and are considered unsupported. While those providers are still available, we discourage enabling them, and they are not documented.

Group Folder

While every DCP user may create their own personal folders on DCP, only the DCP Admin can create Group Folders and assign users or group(s) that can have access to the Group Folders. Group Folder is Top Folder or Main Folder.

Group Folder is marked with a group of people symbol:



Personal Folder which is shared with others is marked with share symbol:



Personal Folder that is NOT shared is without any symbols:



Overview of “Files” on DCP



<input type="checkbox"/>	Name		Size	Modified
<input type="checkbox"/>	 Annual Dinner	 Shared ...	3.2 MB	2 days ago
<input type="checkbox"/>	 Demo Accounts Dept	 ...	0 KB	2 days ago
<input type="checkbox"/>	 Demo HR Dept	 ...	0 KB	2 days ago
<input type="checkbox"/>	 Demo Management Team	 ...	0 KB	2 days ago
<input type="checkbox"/>	 Demo Production Dept	 ...	0 KB	2 days ago
<input type="checkbox"/>	 Demo Purchasing Dept	 ...	0 KB	2 days ago
<input type="checkbox"/>	 Demo Sales Dept	 ...	0 KB	2 days ago
<input type="checkbox"/>	 Demo Warehouse Dept	 ...	0 KB	2 days ago
<input type="checkbox"/>	 Documents	 ...	12 KB	2 days ago

How to Create Group Folders

The DCP Admin should first create the group that would be allowed to access to the Group Folder.

Example of an Accounts Department:

First, the DCP Admin to create Accounts Dept Group – all Accounts Dept staff shall be included in this group.

Second, the DCP Admin to create Group Folder, i.e. Accounts Dept Group folder.

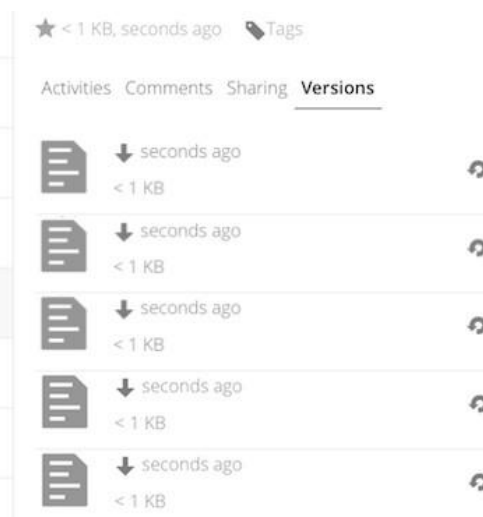
Third, the DCP Admin to assign the Accounts Group to Accounts Dept Group folder.

Forth, with the above done, all the Accounts Dept staff can upload & share their files within the Accounts Dept Group folder. They may even create sub-folders. Other departmental staff are unable to access to this Group Folder (Accounts Dept Group Folder).

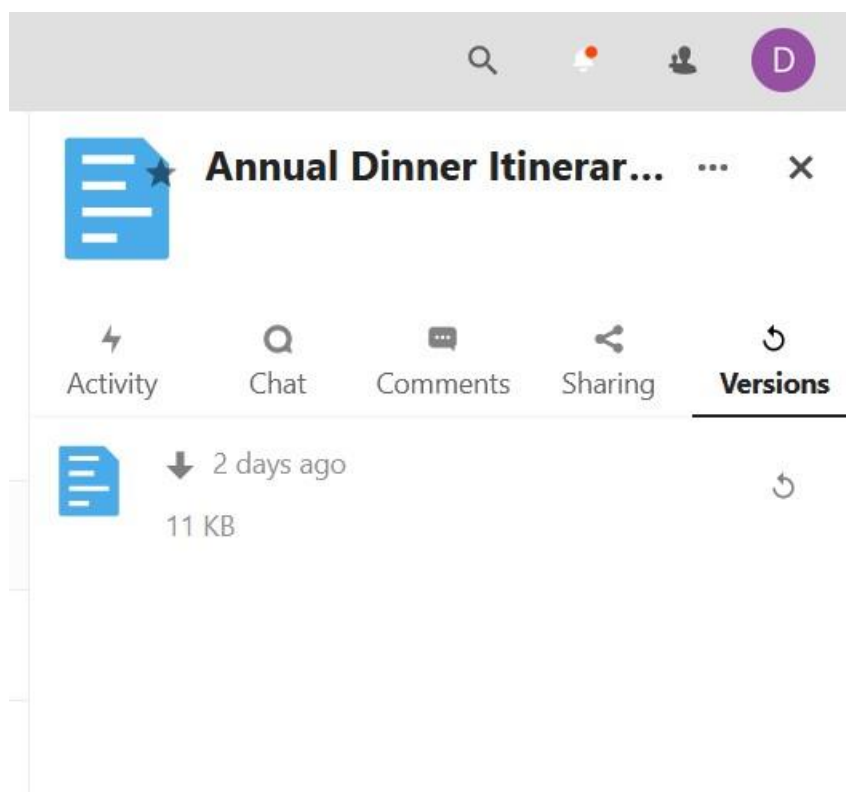
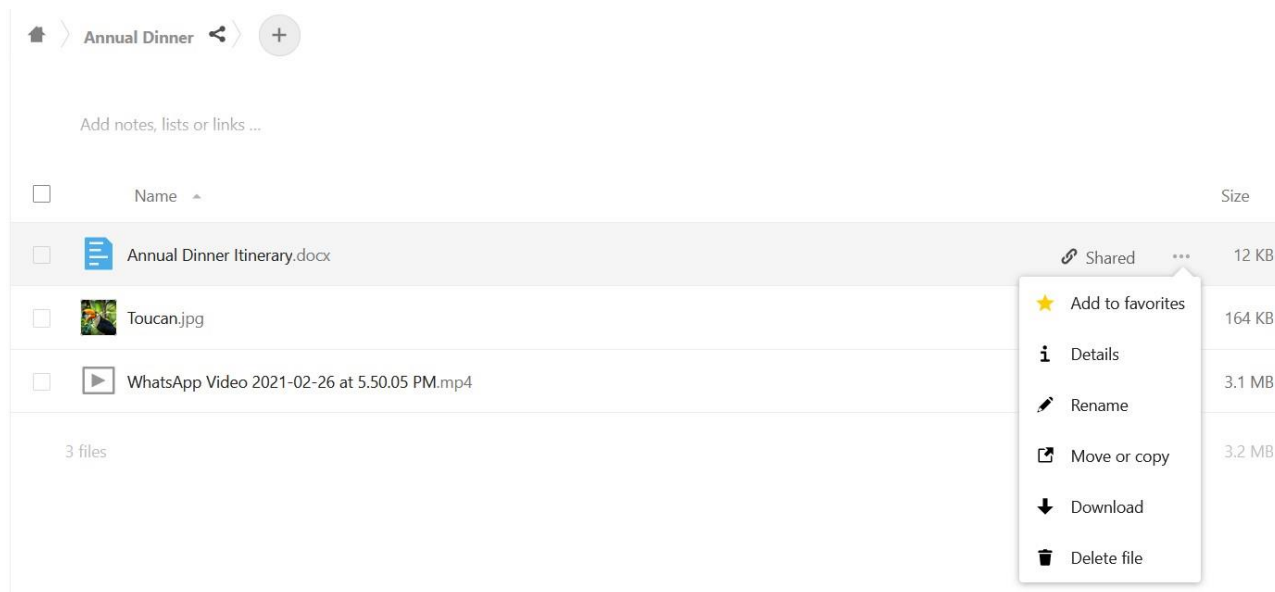
If you already an established Shared Folders structure on your local server, you may use DCP synchronization client to sync them up to DCP which can serve two (2) purposes:

1. You can now remotely access to your synched shared folders on DCP
2. Files in your local shared folders that have been synched to DCP are also being backup to DCP and keep your local files / data save from risks of fire, flood, theft, hardware failures, human errors & sabotage (we recommend to disable “delete” privilege for security reason).

Besides serving as backup, you will have file versioning to roll back to previous version in case of accidental deletion (if “delete” privilege is allowed on DCP) , replacing the file with error version. Here is how DCP’s file versioning works:



To restore a specific version of a file, click the 3 dots to the left then “**Details**”, a side menu appears, then click the circular arrow or “**Versions**” to the left. Click on the timestamp to download the version of file required.



The versioning app expires old versions automatically to make sure that the user doesn't run out of space. This pattern is used to delete old versions:

- For the first second we keep one version
- For the first 10 seconds DCP keeps one version every 2 seconds
- For the first minute DCP keeps one version every 10 seconds
- For the first hour DCP keeps one version every minute
- For the first 24 hours DCP keeps one version every hour
- For the first 30 days DCP keeps one version every day
- After the first 30 days DCP keeps one version every week

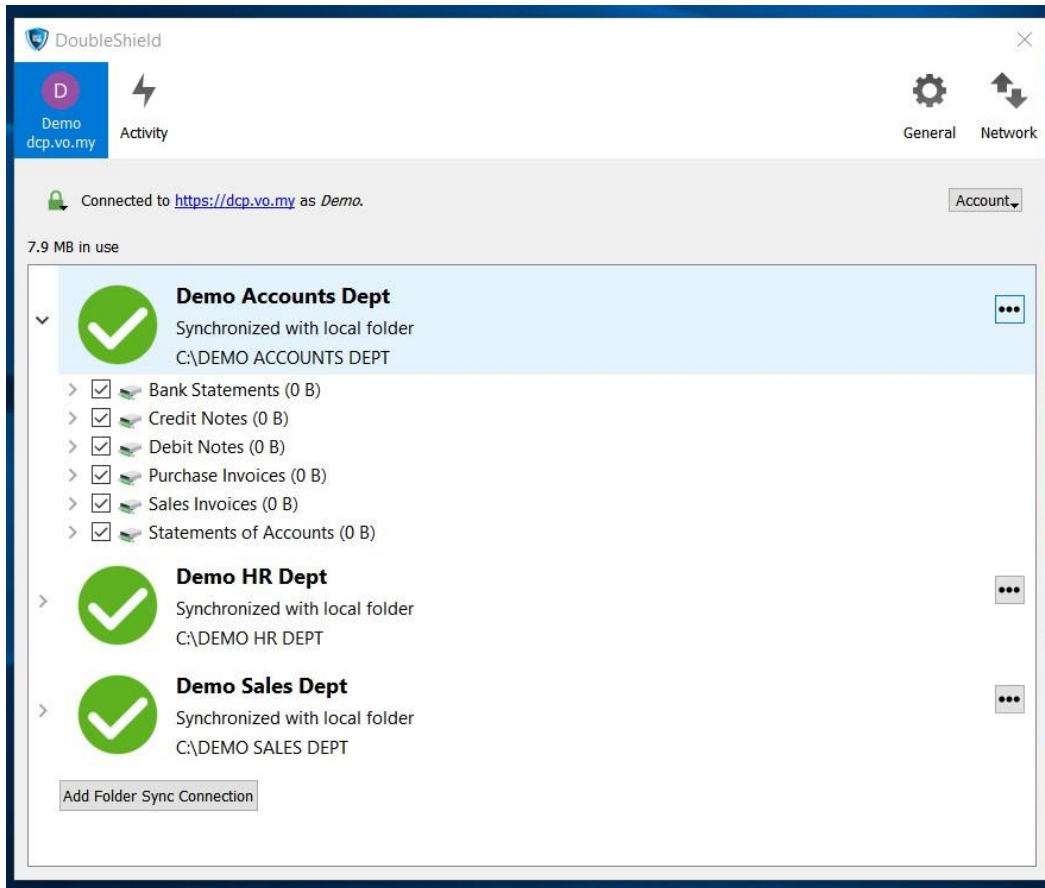
The versions are adjusted along this pattern every time a new version gets created.

The version app never uses more than 50% of the user's currently available free space. If the stored versions exceed this limit, DCP deletes the oldest versions until it meets the disk space limit again.

Synchronization Client & Benefits

DCP comes with synchronization client which makes things easy for:

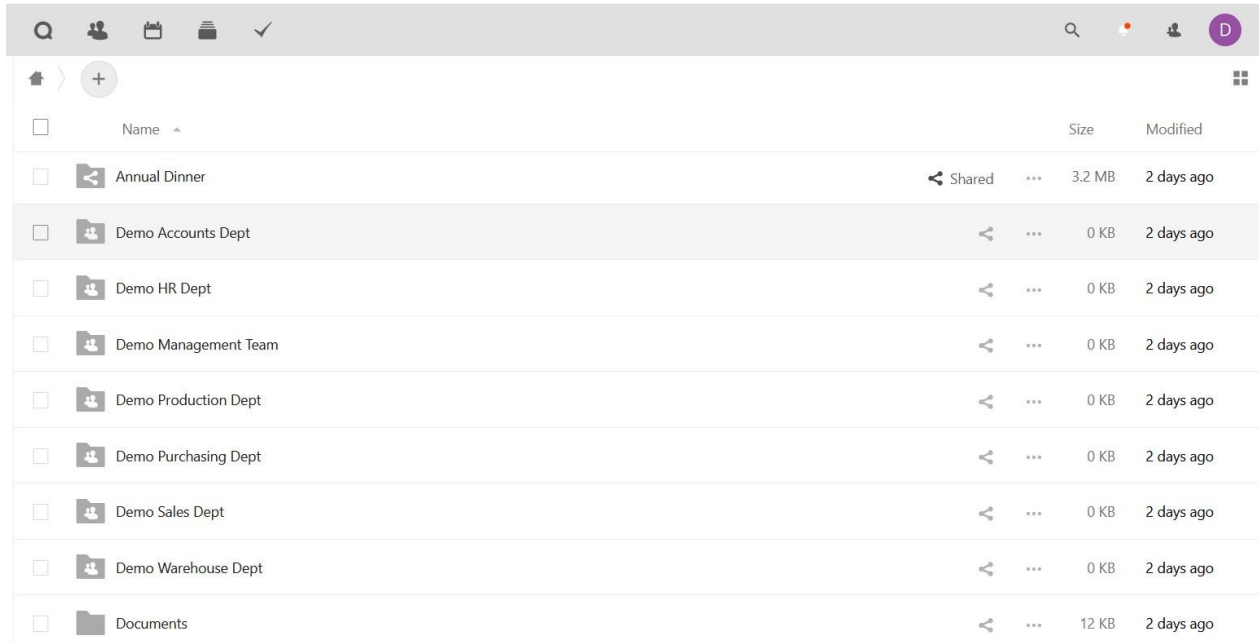
- You will never forget to send files up to DCP, the Sync Client syncs up the files for you automatically, unless your internet is down
- If you have a lot of files to be uploaded to DCP, create a folder on local desktop, place all your files in that folder and with Synchronization Client, select & configure the folder for syncing to DCP. Once done, by one click the folder with all the files would sync up to DCP. It is effortless and saves you the time of uploading files one by one.
- Whatever changes or amendments you made to local files on your desktop (that are synced to DCP) would also be automatically updated to the same files on DCP – your collaboration parties would always have updated information / versions.
- If you disabled “**Delete**” feature on DCP, your staff could never delete files on DCP, as well as those same files that are on their local desktops. No more accidental deletion or manipulation by your staff. Only the DCP Admin has the privilege rights to enable “Delete” and authorize the deletion of any files, if needed.
- If “Delete” feature is NOT disabled, any accidental file deletion on the local desktop can always be recovered from “Deleted Files” on DCP for restoration.
- Lastly, Synchronization Client helps to backup your files/data to DCP & protect against risk of hardware failure, fire, flood, theft, human errors & sabotage.



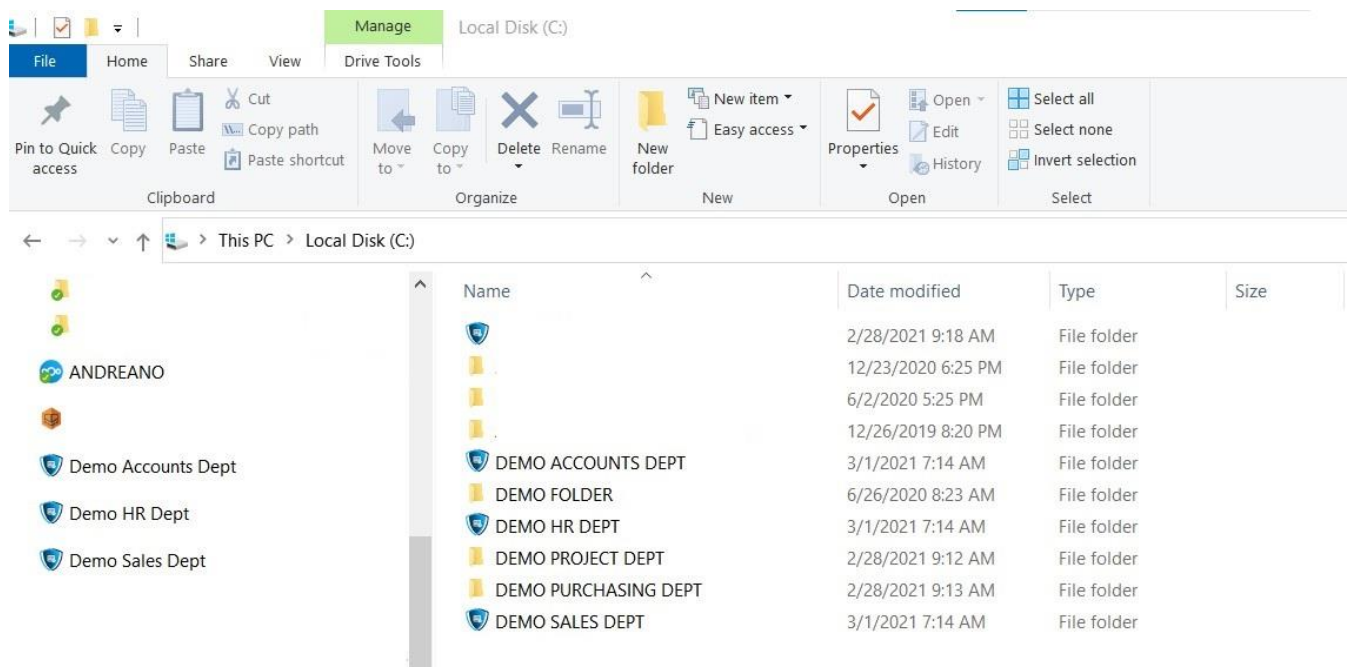
As seen **the DCP synchronization client** above, the Shared Folders located on **C drive** of the server / desktop have been selected & configured to synch to DCP. The Top Folders (Main Folders), **Demo Accounts Dept** and **all its subfolders** have been synched up to DCP.

The screenshot shows a file explorer window for the 'Demo Accounts Dept' folder. The table below lists the contents of the folder:

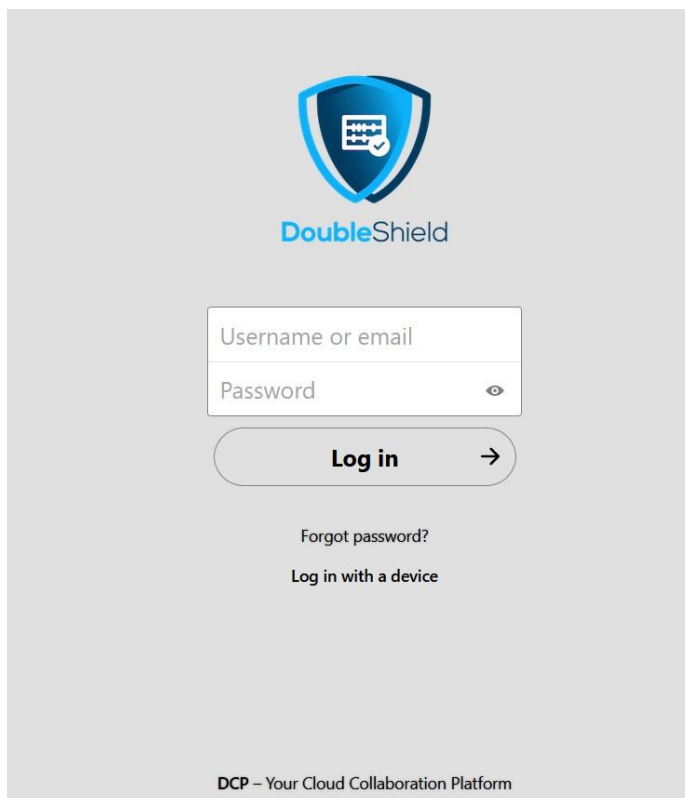
Name	Size	Modified
Bank Statements	0 KB	3 days ago
Credit Notes	0 KB	3 days ago
Debit Notes	0 KB	3 days ago
Purchase Invoices	0 KB	3 days ago
Sales Invoices	0 KB	3 days ago
Statements of Accounts	0 KB	3 days ago



While the above screenshot shows how the local shared folders have been synched and appeared on DCP Files, the below screenshot give a view of how the local shared folders that have been selected synch with DCP looks like, i.e. all selected local shared folders would automatically be marked with the sync client's logo, i.e. **DEMO ACCOUNTS DEPT, DEMO HR DEPT, DEMO SALES DEPT** just a few samples.



Lastly, this is how your DCP log in page from web browser would look like:



The image shows a login page for DoubleShield. At the top center is the DoubleShield logo, which consists of a blue shield with a white checkmark and a key icon, and the text "DoubleShield" below it. Below the logo are two input fields: "Username or email" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a "Log in" button with a right-pointing arrow. Underneath the button are two links: "Forgot password?" and "Log in with a device". At the bottom of the page, it says "DCP – Your Cloud Collaboration Platform".

In short, DCP allows you to have:

1. A centralize Cloud platform for management of your files and data
2. Access to your files and data, anywhere around the world as long as you have internet connection – remote working.
3. A common and yet private Cloud platform for your collaboration with others and ensure files and data are being transmitted efficiently and swiftly
4. Control over your users or collaborating parties of what they can do and cannot do with the privilege settings available on DCP
5. Replicate & backup your files and data to DCP and is a life saver in the event of hardware failures where you can still continue to work with your files and data synched and stored on DCP (provided with the correct settings).

The End.