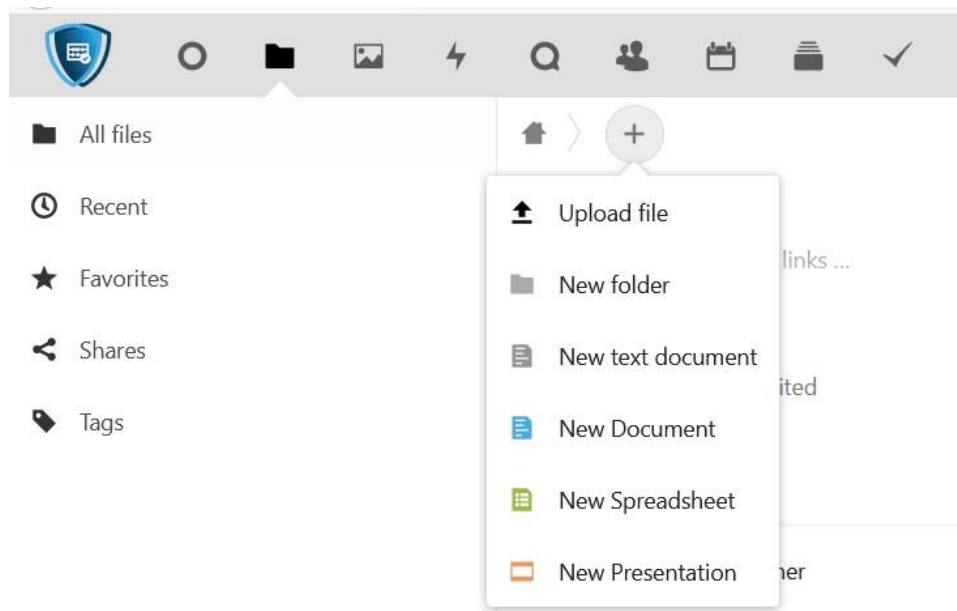


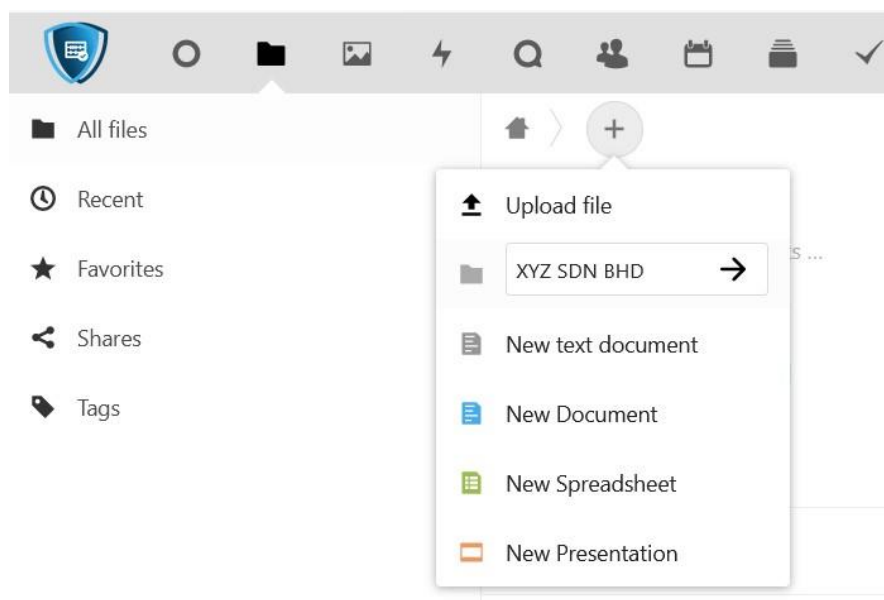
DCP FILES APP: CREATING FOLDER FOR THIRD PARTY FILES UPLOAD & DONWLOAD

In the past, businesses rely on courier services to deliver documents to their clients. Now, with DCP, you can save your courier expenses and time to deliver or to receive documents from your clients effortlessly and cost effectively.

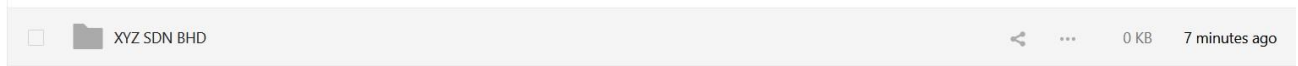
1. Log in to your DCP and click on to the Files App (folder symbol).
2. Click on the plus + sign at the top and select **"New Folder"**



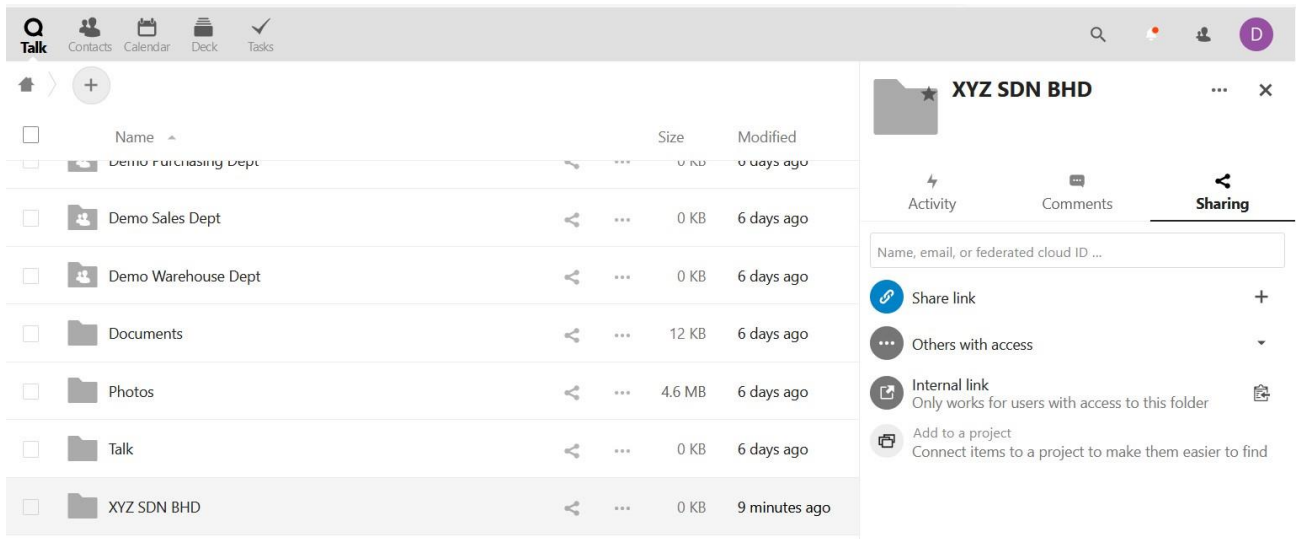
3. Type in the name of the folder to be created. Here we type XYZ Sdn Bhd.



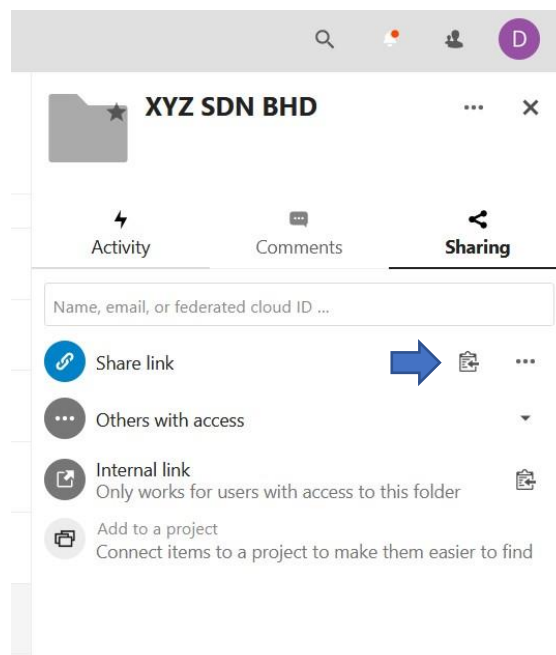
- Once the folder has been created, look for the created folder, e.g. **XYZ Sdn Bhd** and click the **share icon**, next to the 3 dots at left side of the folder.



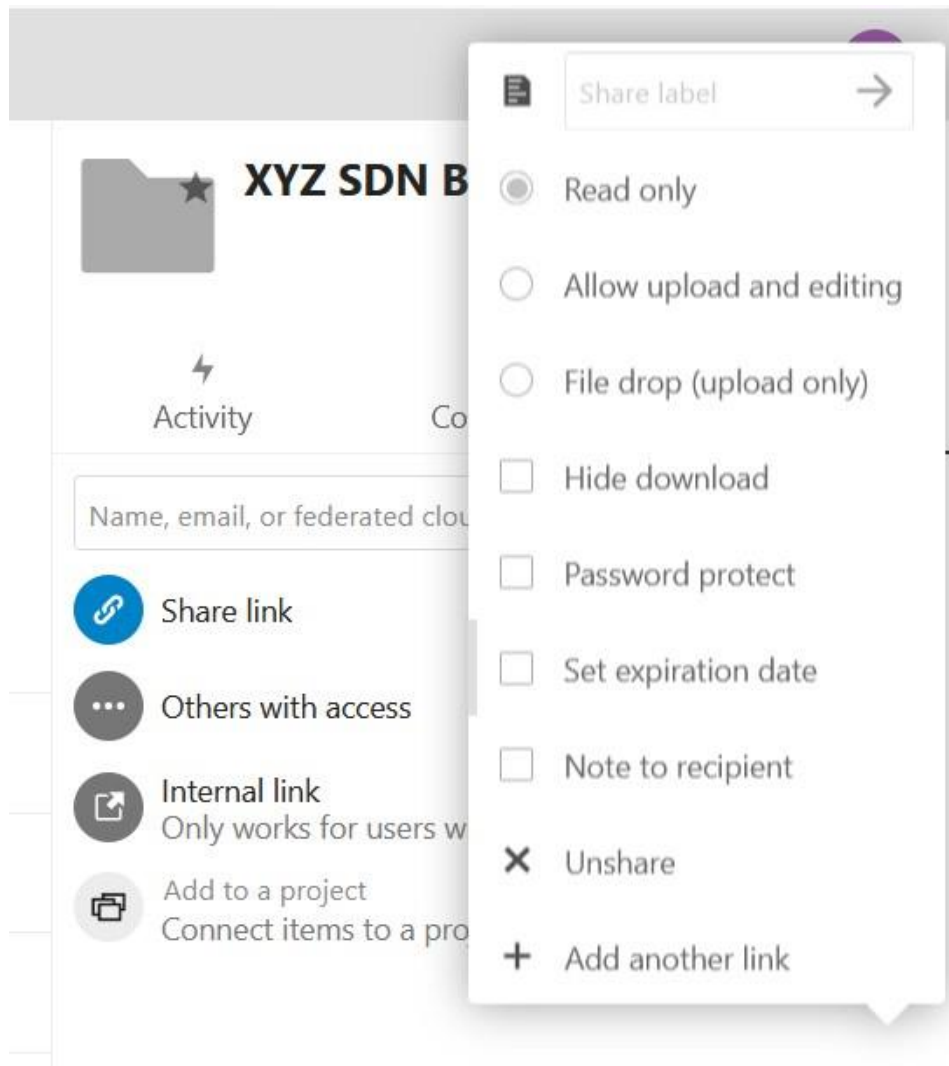
- A side menu would appear as below. Click the plus **+** symbol next to **Share link** to create a new share link to the folder.



- Once the share link has been created, a **clipboard icon** appears next to **Share link**

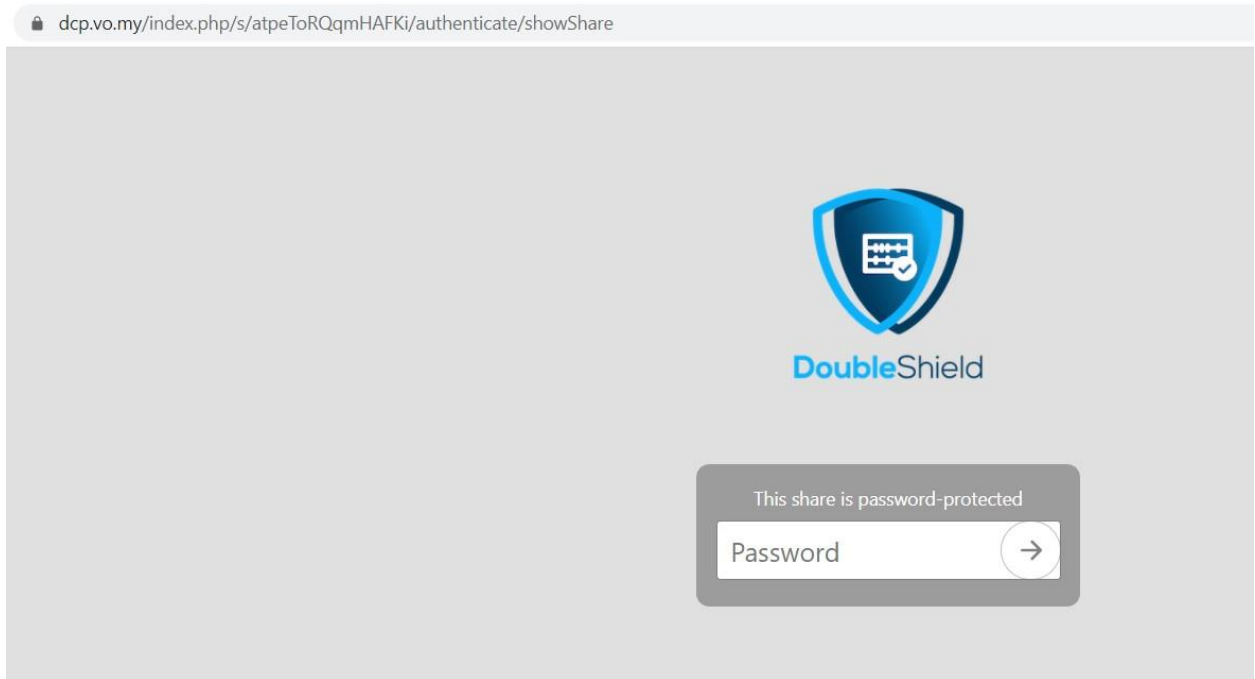


7. Before you copy the link, you may want to set some controls & privileges to the recipient of the shared folder. Click the **3 dots** ... next to the clipboard icon. A menu pops up as below. There are several controls & privileges you can set for the shared XYZ Sdn Bhd folder, i.e. **give a name or label to the link**, **Read only**, **Allow upload and editing**, **File drop (upload only)**, **hide download**, **password protect** (for security) and so on.

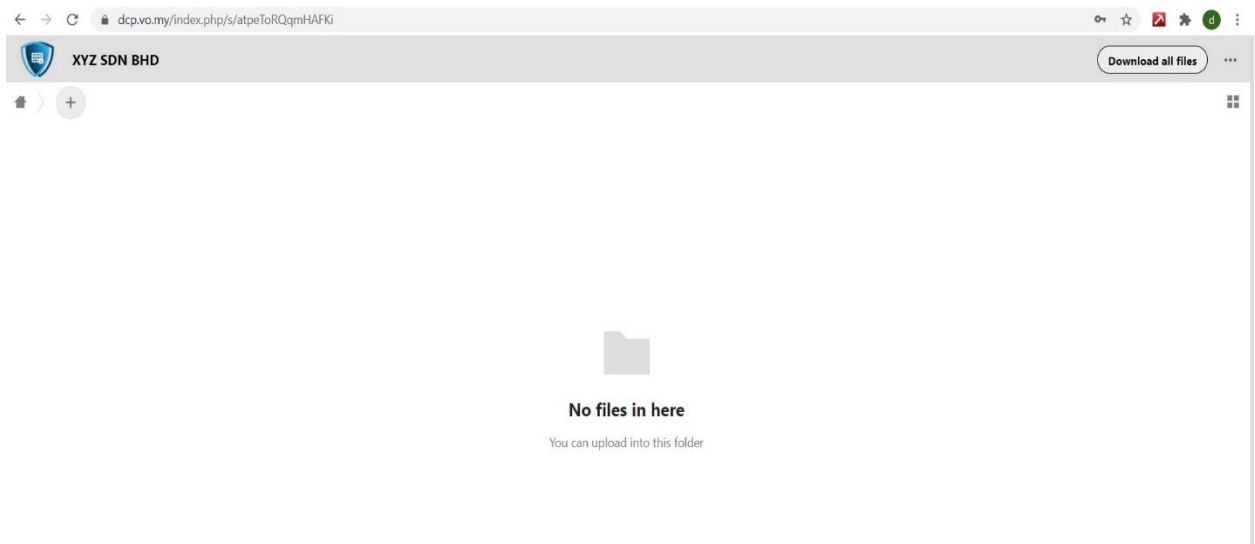


8. After you have done with the shared folder setting, click the clipboard icon to copy the link and you can paste the link to your email compose page & email to your contact or paste the share link in WhatsApp for WhatsApp to your contact. The share link would look like this: <https://dcp.vo.my/index.php/s/atpeToRQqmHAFKi>

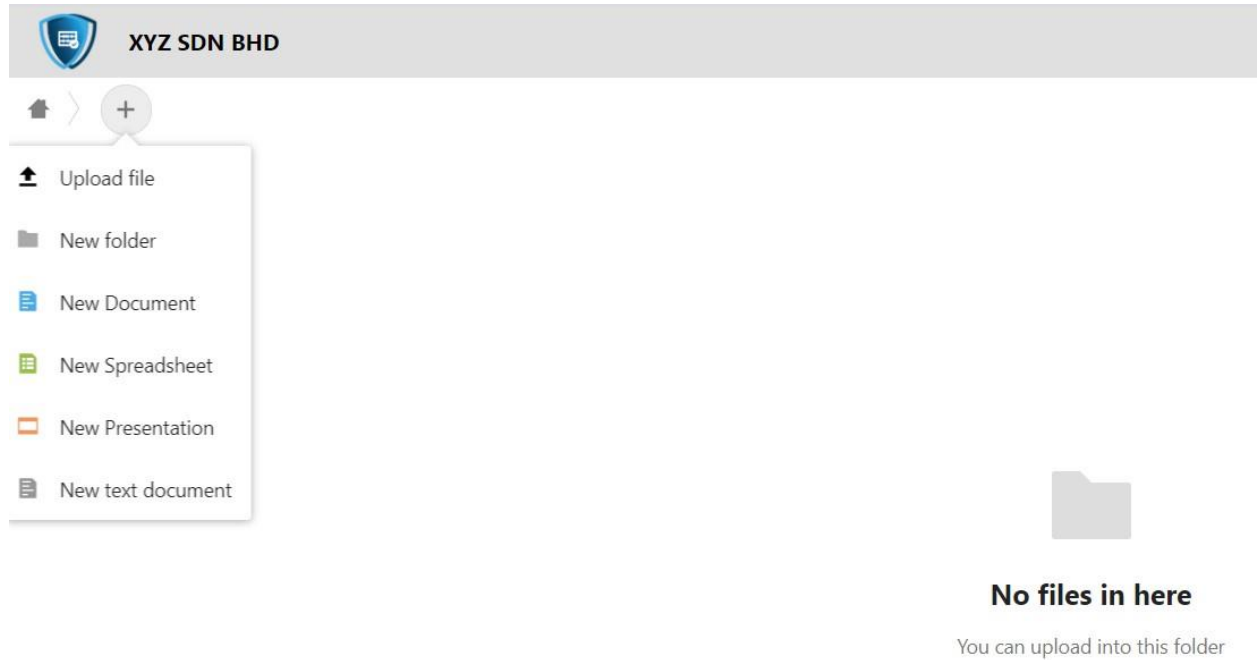
9. Upon receiving the share link, your contact only need to click on the link and their default browser would open up the link as below. In the example, password has been set to the shared XYZ Sdn Bhd folder. You should provide the password to your contact, so that he/she can open the shared folder.



10. After password has been entered, the shared XYZ Sdn Bhd folder opens as below. If there are files in the folder, you will see files and your contact can click the **“Download all files”** button at top right corner. If it is an empty folder and you want your contact to upload some files for you, he/she may do so by click on the plus **+** symbol at top left corner.



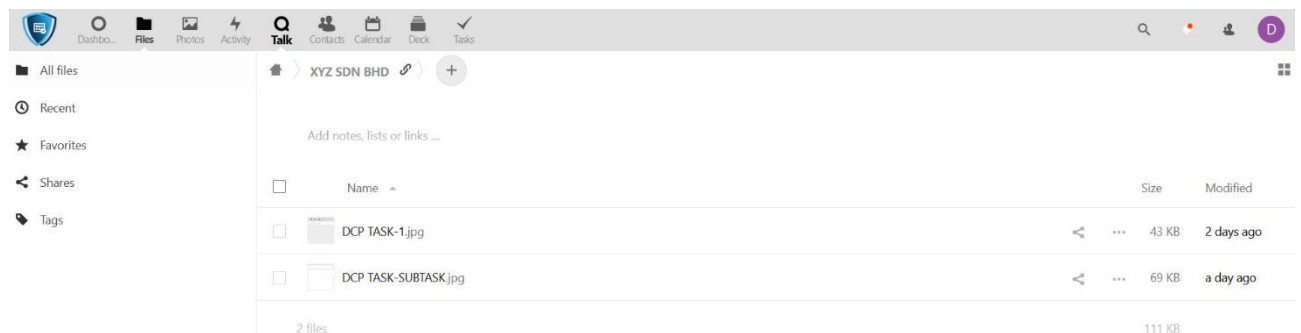
11. Screenshot showing menu to upload file to the XYZ Sdn Bhd shared folder.



12. Two (2) files have been uploaded to the XYZ Sdn Bhd shared folder.



13. The moment the 2 files have been uploaded, they shall also be immediately synced to your XYZ Sdn Bhd folder on your DCP as seen below – immediate documents / files delivery to you.





Now that the world is moving toward Cloud and digital documents, what better way to get yourself ready and be in the trend with DCP.

DCP – Your Cloud Collaboration Platform.

The end.