

HOW TO CONFIGURE WebDAV TO YOUR FILES EXPLORER

While we recommend the use of synchronization client to sync files to DCP or sync down from DCP to a local device (especially shared folders by others), however, sometimes due to disk storage limitation, you might not want to sync down certain files or folders to your local device but still want the convenience of direct open, read & edit the shared files on DCP.

As we all know, only image, videos (certain formats) and PDF files can be opened and viewed directly from DCP via web browser. Word, Excel & Powerpoint files can only be opened and viewed after download to local device.

Solution to the above is by configuring WebDav to your Windows device Files Explorer. The following are the steps you need to follow.

1. Log in to your DCP and go to your Files page. At the left pane, scroll down and you will see "**Settings**" – click on it.





2. You will see "WebDav" and the server address link to your Files, i.e. https://dcp.vo.my/remote.php/dav/files/dcpdemo, point your mouse to the link address, right click your mouse and select "Copy" to copy the link address.

	Demo Sales Dept
Deleted files	Demo Warehouse Dept
• 5 MB used	Documents
Settings	Photos
 Show rich workspaces Show recommendations 	Restricted Folder
Show hidden files	Talk
https://dcp.vo.my/remote.php/dav/files/dc	XYZ SDN BHD
Use this address to access your Files via	



3. Open up your Windows device Files Explorer and click on "**This PC**" and at the top menu, click on "**Add a network location**"

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Location	Network	System	
← → < ↑ 🗢 TI	nis PC		
	A vy Eol	ders (7)	
WHITEBOARD NOT	ES		_
WORK ORDERS		3D Objects	Desktor
Demo Accounts Den		Music	Pictures
	h l		
👽 Demo HR Dept	∨ De	vices and drives (1)	
👽 Demo Purchasing De	pt	Local Disk (C:)	-
Demo Sales Dept		69.1 GB free of 237 GB	
	√ Ne	twork locations (1)	
	6		
This DC			
3D Objects			
Downloads			
Music			
Pictures			
Videos			
In demo folder (10).147.17.30 (SendBlaste		
Local Disk (C:)			



4. An instruction box pop-up as below, click "Next"

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~	Add Network Location	
	Welcome to the Add Network Location Wizard	
	This wizard helps you sign up for a service that offers online storage space. You can use this space to store, organize, and share your documents and pictures using only a web browser and Internet connection.	
	You can also use this wizard to create a shortcut to a website, an FTP site, or other network location.	
	Next Cancel	

5. Another instruction is displayed as below, click "Next" again

÷ /	Add Network Location	
Wh	nere do you want to create this network location?	
1	Choose a custom network location Specify the address of a website, network location, or FTP site.	



6. Point your mouse to the empty space under "**internet or network address**" and right click the mouse then select "**Paste**" to paste on the WebDav server link address which was copied earlier from DCP then click "**Next**"

		\times
~	Add Network Location	
	Specify the location of your website	
	Type the address of the website, FTP site, or network location that this shortcut will open.	
	Internet or network address:	
	Browse	
	View examples	
	Next Cance	Î

Add Network Location		
Specify the location of your website		
Type the address of the website, FTP site, or network location	that this shortcut wil	l oper
nternet or network address: https://dcp.vo.my/remote.php/dav/files/dcpdemo/	✓ Bro	wse
View examples		



7. A log in box appears, key in your DCP account username and password, accordingly then click "**OK**" to connect to your dcp cloud server.

Windows Socurity	×
Connect to dcp.vo.my	^
Connecting to dcp.vo.my	
dcpdemo	
•••••	
Remember my credentials	

	10000000
Cancel	Next



 Another instruction box appears "What do you want to name this location?" Type in your preferred location name. In this example, it shall remain as "dcp.vo.my" and click "Next"

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Add Network Location

What do you want to name this location?

Create a name for this shortcut that will help you easily identify this network location:

https://dcp.vo.my/remote.php/dav/files/dcpdemo/.

Type a name for this network location:

dcp.vo.my

IVEXL	N	ext	
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Cancel



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9. To complete the WebDav configuration to the Files Explorer, click "Finish"

Add Network Location

Completing the Add Network Location Wizard

You have successfully created this network location:

dcp.vo.my

A shortcut for this location will appear in Computer.

Open this network location when I click Finish.

Finish	Cancel
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10. You will see all the folders on your DCP being mirrored on your Files Explorer as below:

File Home Share View			
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← → ✓ ↑ <mark>↓</mark> > Network (WORKGF	ROUP) > https://dcp.vo.my > remote.php > dav >	files > dcpdemo	
	Name	Date modified Type	
 DATABASE DCP WEBDAV E-FLYERS 	 Demo Accounts Dept Demo HR Dept Demo Management Team Demo Production Dept Demo Purchasing Dept Demo Sales Dept Demo Warehouse Dept Documents Photos Restricted Folder Talk XYZ SDN BHD 	3/11/2021 11:09 AMFile fold2/26/2021 11:09 AMFile fold2/26/2021 11:19 AMFile fold2/26/2021 11:09 AMFile fold2/26/2021 4:13 PMFile fold2/26/2021 6:02 PMFile fold3/26/2021 3:49 PMFile fold2/26/2021 11:10 AMFile fold3/8/2021 12:33 PMFile fold	er er er er er er er er er



11. If you click on "This PC" again, you will see a network location, i.e. you DCP Cloud server has been added and you can now, directly access to your Folders on DCP from your Files Explorer and open up files (Word, Excel etc) directly from there.



Now, you can open files on DCP (Word, Excel, Powerpoint & etc) directly to read, edit & save.

NOTES TO PAY ATTENTION TO:

- 1. Expect slowness in the synching speed (drag & drop) by this method to DCP.
- 2. Expect slowness in opening of Word, Excel & etc. files.
- 3. When opens a PDF file via WebDAV, you might be asked to key in your DCP's username & password before the PDF file could be opened for viewing.
- 4. You may need to re-configure WebDAV to the Files Explorer, the next day when you restart your device.
- 5. Some drawing or 3-D format files, e.g. Autodesk Revit and etc., might not open / works with WebDAV, unless converted to PDF or downloaded to the local device.