

ENTERPRISE ADMIN USER MANNUAL

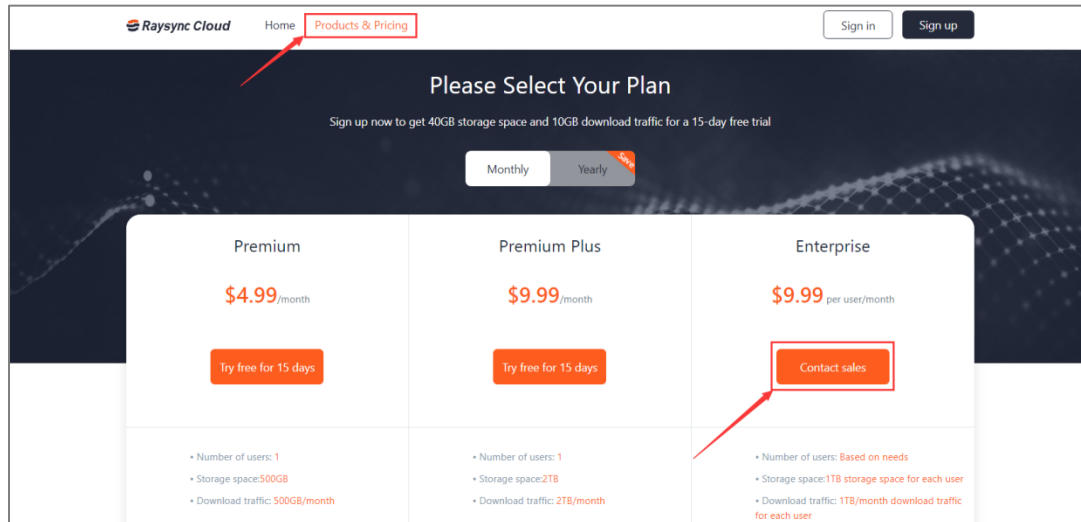
Shenzhen Yunyu Technology Co., Ltd.

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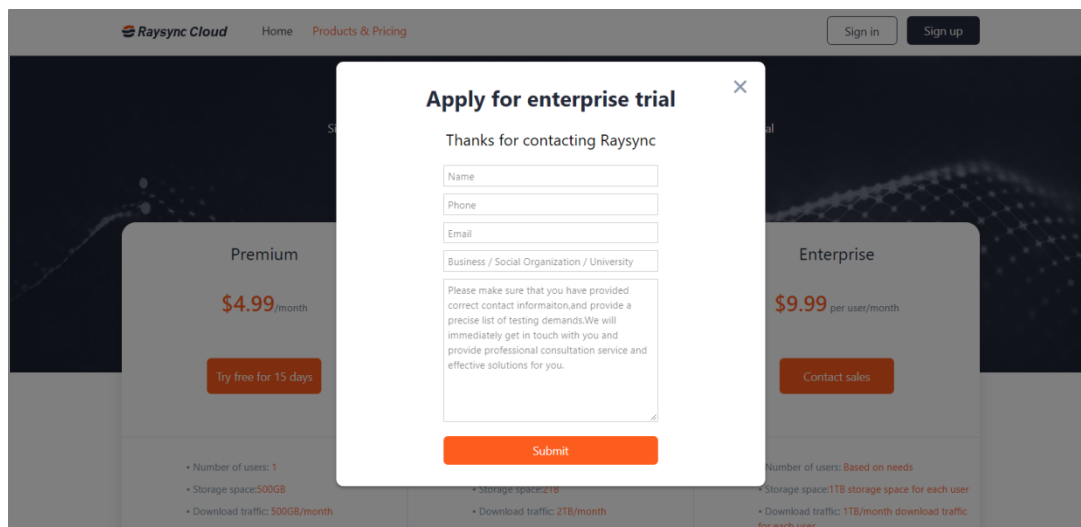
Administrator account instructions	错误！未定义书签。
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1.How to register a business account

Step1, Log in to the Raysync Cloud Transmission website (www.raysync.cloud), click on 'Products&Prising' , enter 'contact sales' .

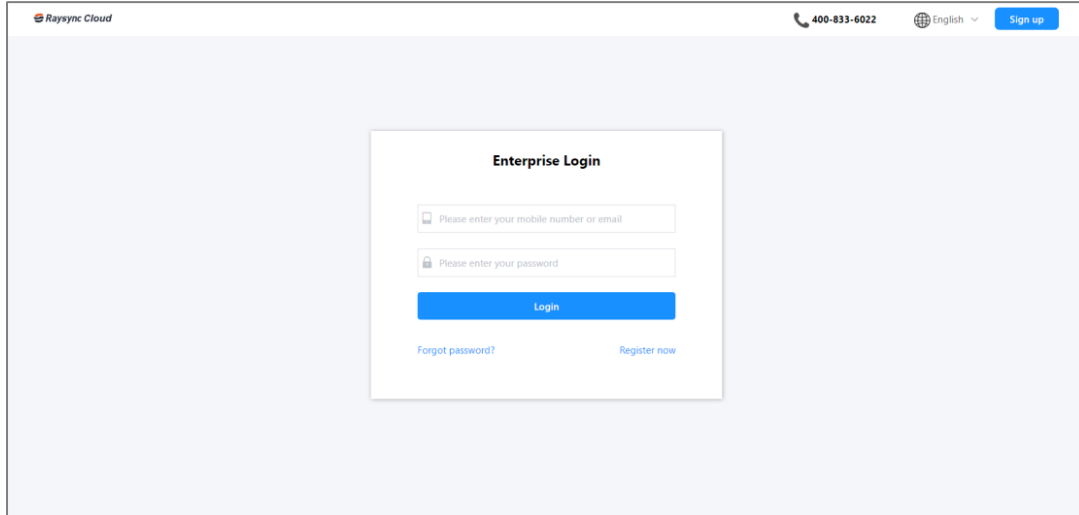


Step2, Fill in and submit your information, our sales will contact you and assist you register an administrator account.



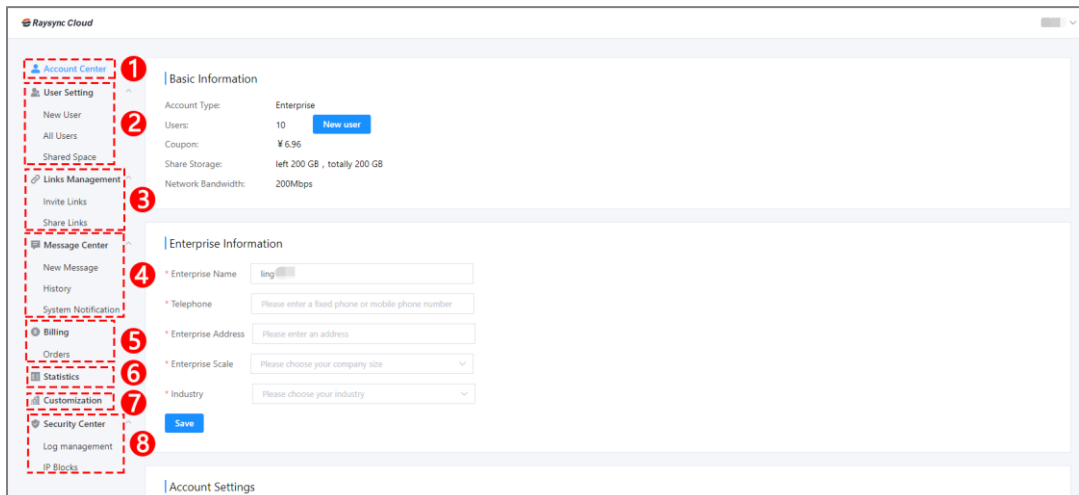
2.How to log in to the enterprise administrator account

Step1, Log in to the Raysync Cloud Enterprise Transmission website from Raysync sales, fill in your account information to complete the login. It is suggested to collect this link to facilitate the subsequent login account.



3.Introduction to the function areas

The Raysync Cloud Transmission Business edition administrator interface includes two major areas, the left functional area and the right content display area, the specific patterns are as follows:

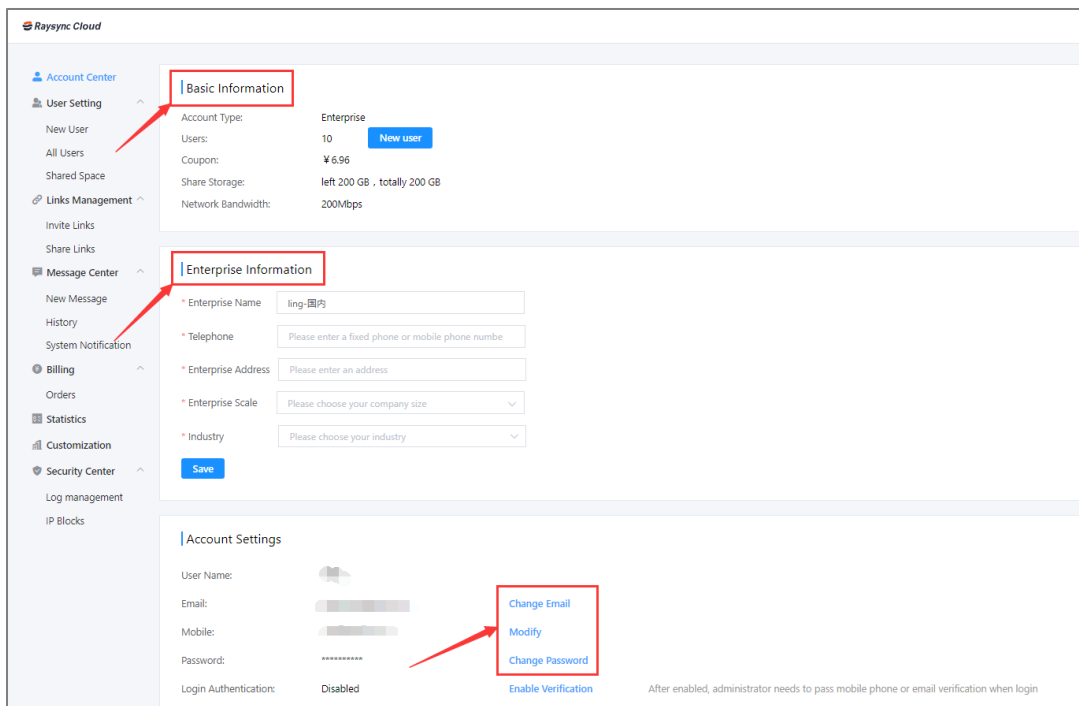


①Account Center: This function is mainly used to view the specific information of your business account such as product configuration information, enterprise information, and administrator information; You can also quickly add users here ;

- ②User Setting: You can create, manage and renewal user accounts , create and manage shared files.
- ③Links managements: The administrator has the right to view or delete the invited upload & share download link created by users ;
- ④Massage Center: The administrator has the right to view or delete the invited upload & share download link created by
- ⑤Billing: Check all the recharge records ;
- ⑥Statistics: Quick access to traffic usage information ;
- ⑦ Customization: Support custom enterprise domain name, logo, login interface background ;
- ⑧Security Center : Support to check the account log-in log, you can specify by setting the IP address to prohibit access to your Raysync Cloud account

4.How to improve enterprise and administrator information

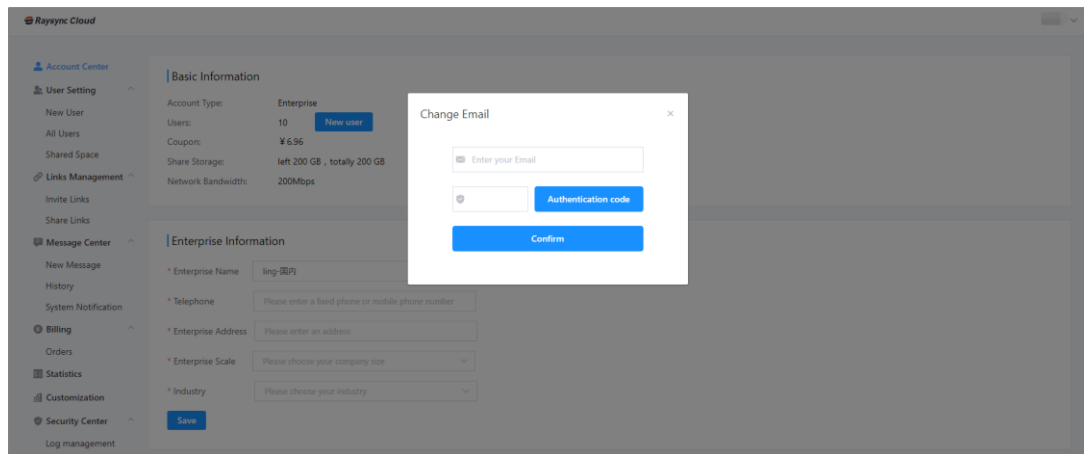
Select the information that need to be improved from 'Basic Information' and 'Enterprise Information' on 'Account Center' .



The screenshot displays the 'Account Center' interface of Raysync Cloud. The left sidebar contains navigation links: Account Center, User Setting, Shared Space, Links Management, Message Center, Billing, Statistics, Customization, and Security Center. The main content area is divided into three sections:

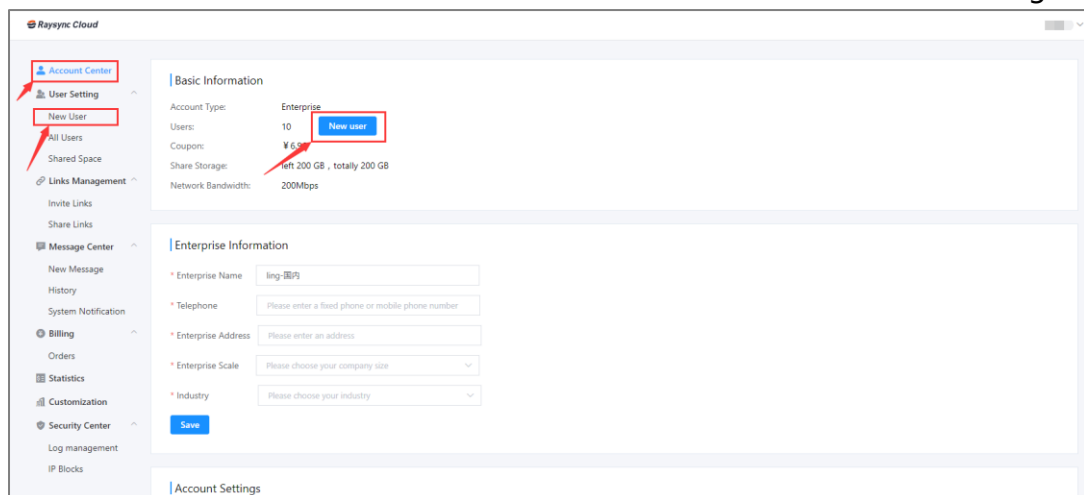
- Basic Information:** This section is highlighted with a red box. It displays account details: Account Type (Enterprise), Users (10), Coupon (¥ 6.96), Share Storage (left 200 GB, totally 200 GB), and Network Bandwidth (200Mbps). A 'New user' button is visible.
- Enterprise Information:** This section is also highlighted with a red box. It contains form fields for Enterprise Name (pre-filled with 'ling-国内'), Telephone, Enterprise Address, Enterprise Scale, and Industry. A 'Save' button is at the bottom.
- Account Settings:** This section is at the bottom and contains fields for User Name, Email, Mobile, Password, and Login Authentication (set to Disabled). A red box highlights the 'Change Email', 'Modify', and 'Change Password' links. Below these links is an 'Enable Verification' button and a note: 'After enabled, administrator needs to pass mobile phone or email verification when login'.

Eg: Change email by click 'Change Email' , fill in the new Email and verify.

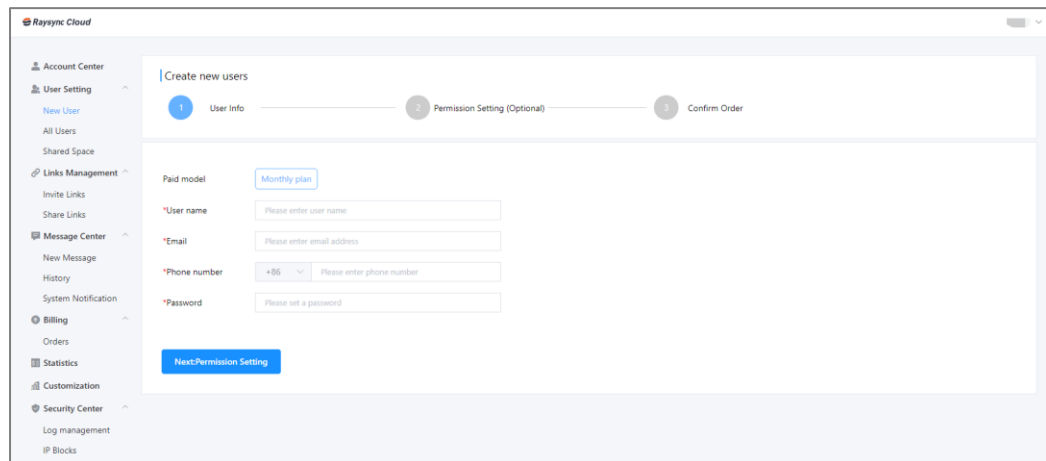


5.How to create users

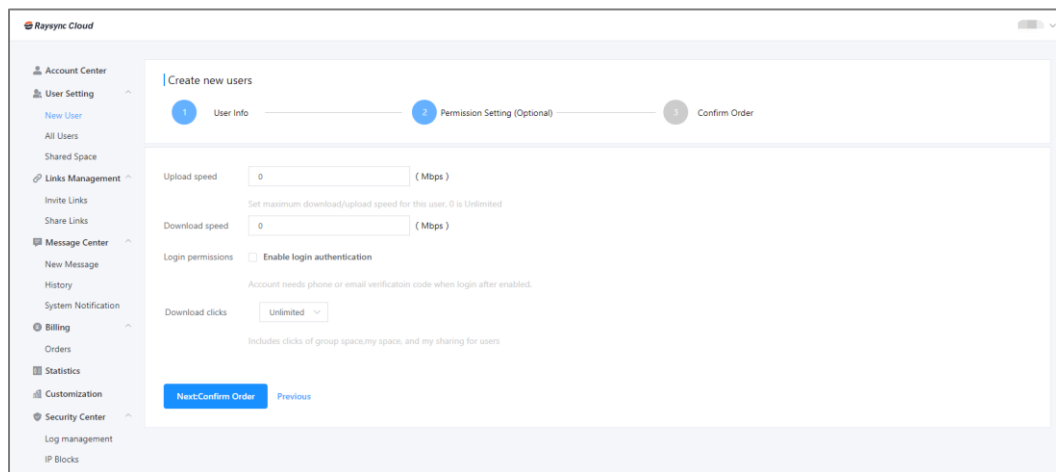
Raysync Cloud Enterprise charges according to the number of users, US\$9.9 / person / month. The administrator can create users according to the actual needs of the company. Step1 , Find 'New user' on 'Account Cener' or 'New User' on User Setting' ;



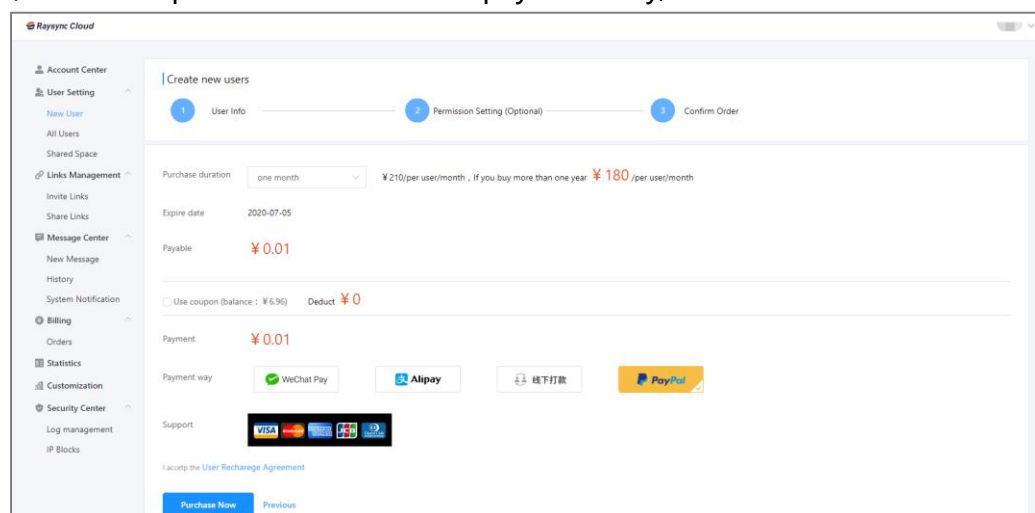
Step2 , Fulfill user information, and click 'Permission setting' ;



Step3 , Setting user upload/download speed, login permissions and download clicks, click' Nest: Confirm Order' ;

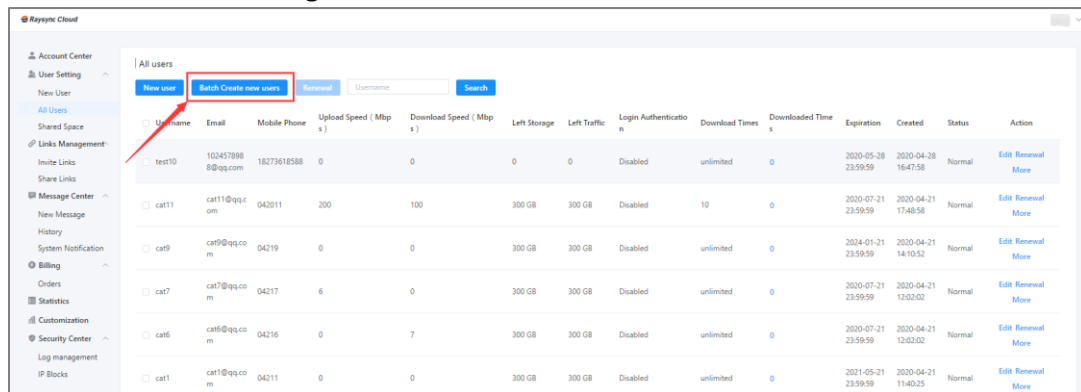


Step4 , Select the purchase duration and payment way, click 'Purchase Now' .

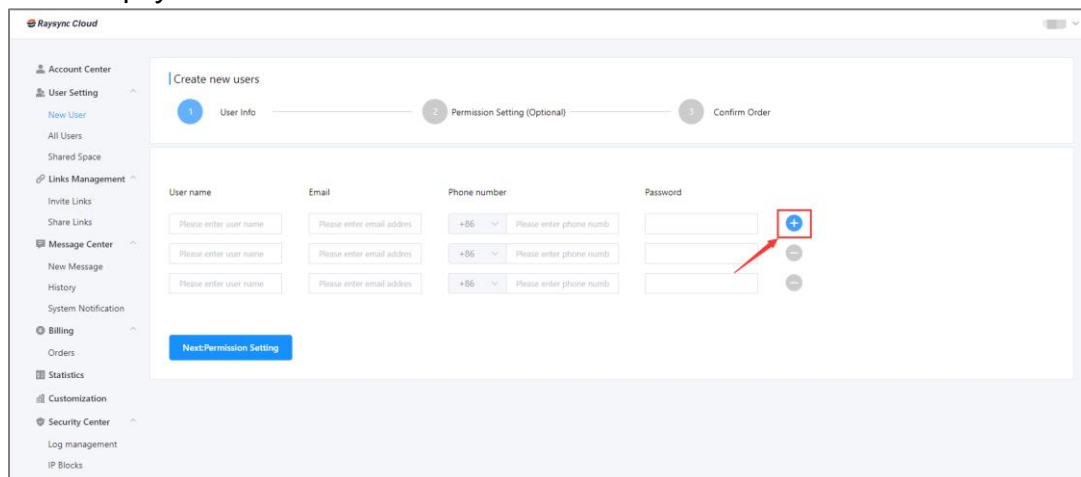


6.How to creat users in batch

Step1 , Enter 'User setting' - All Users' , select 'Batch creat new users' ;



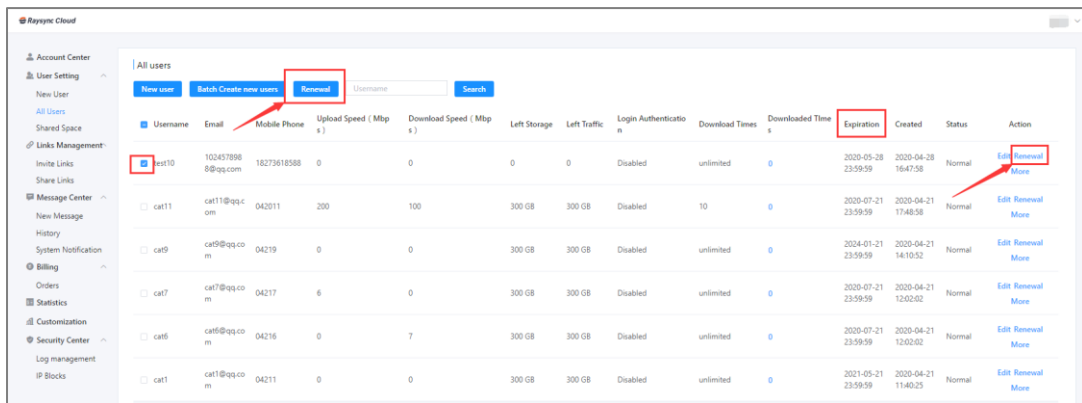
Step2 , Click "+", fulfill batch users information, then click 'Next: Permission Setting' , confirm and pay the orders.



7.How to renewal

The user accounts have expiration, please check in time to avoid affecting the normal use.

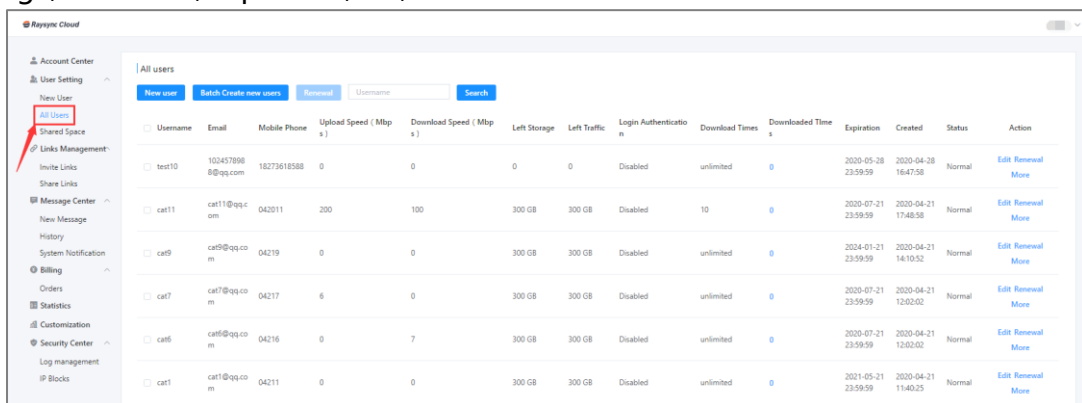
Enter 'User Setting' - 'All Users' to check user expiration, click 'Renewal' directly or tick on batch and click 'Renewal' .



8.How to manage users

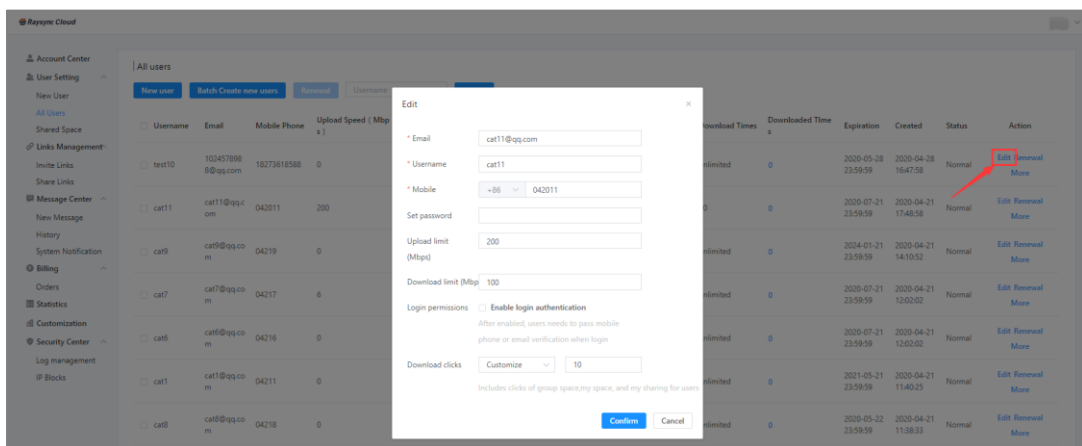
When you need to view and manage all your user accounts:

Click 'User Setting' - 'All Users' , you can view all users email, mobile phone, left storage, left traffic, expiration, etc;



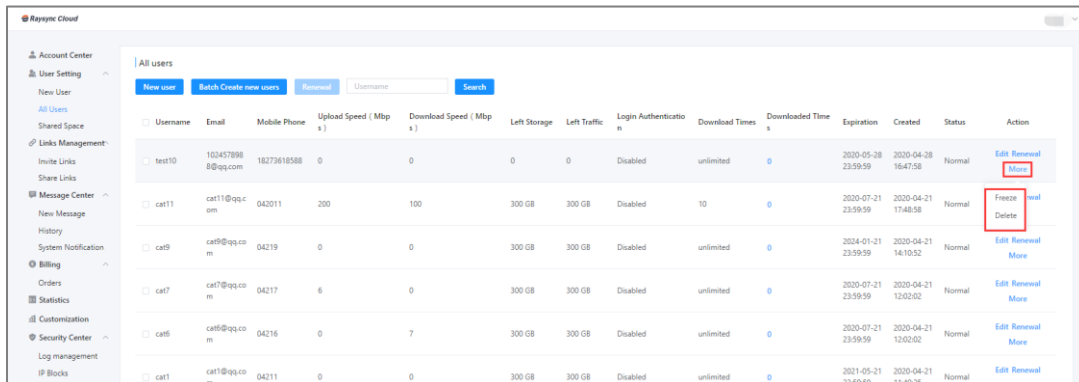
If you need to modify the corresponding information of a user account :

Click 'Edit' to modify new information ;



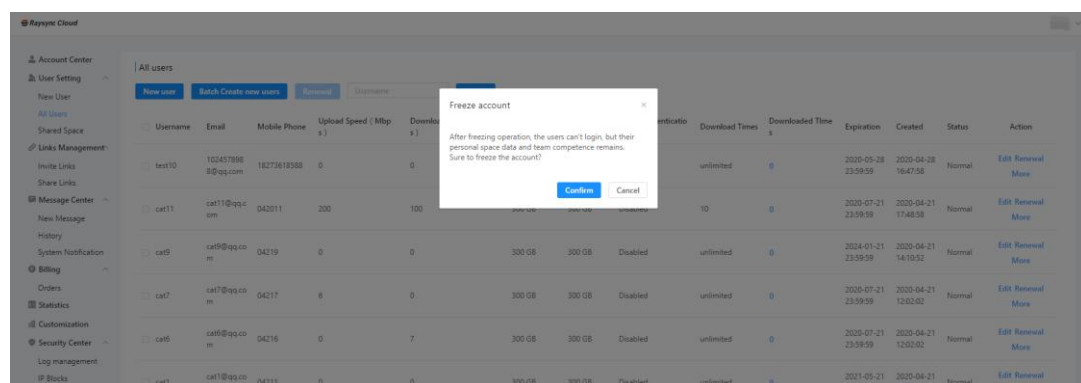
If you need to freeze or delete an account:

Step1, Click on the "More" option on the right side of the user account;



	Username	Email	Mobile Phone	Upload Speed (Mbps)	Download Speed (Mbps)	Left Storage	Left Traffic	Login Authentication	Download Times	Downloaded Times	Expiration	Created	Status	Action
<input type="checkbox"/>	test10	102457898@raysync.com	18273618588	0	0	0	0	Disabled	unlimited	0	2020-05-28 23:59:59	2020-04-28 16:47:58	Normal	Edit Removal More
<input type="checkbox"/>	cat11	cat11@raysync.com	042011	200	100	300 GB	300 GB	Disabled	10	0	2020-07-21 23:59:59	2020-04-21 17:48:58	Normal	Freeze Delete Edit Removal More
<input type="checkbox"/>	cat9	cat9@raysync.com	04219	0	0	300 GB	300 GB	Disabled	unlimited	0	2024-01-21 23:59:59	2020-04-21 14:10:52	Normal	Edit Removal More
<input type="checkbox"/>	cat7	cat7@raysync.com	04217	6	0	300 GB	300 GB	Disabled	unlimited	0	2020-07-21 23:59:59	2020-04-21 12:02:02	Normal	Edit Removal More
<input type="checkbox"/>	cat6	cat6@raysync.com	04216	0	7	300 GB	300 GB	Disabled	unlimited	0	2020-07-21 23:59:59	2020-04-21 12:02:02	Normal	Edit Removal More
<input type="checkbox"/>	cat1	cat1@raysync.com	04211	0	0	300 GB	300 GB	Disabled	unlimited	0	2021-05-21 11:40:58	2020-04-21 11:40:58	Normal	Edit Removal More

Step2, If you choose to freeze the account, it will not be able to log in, or if you choose to delete it, the account will be directly deleted;

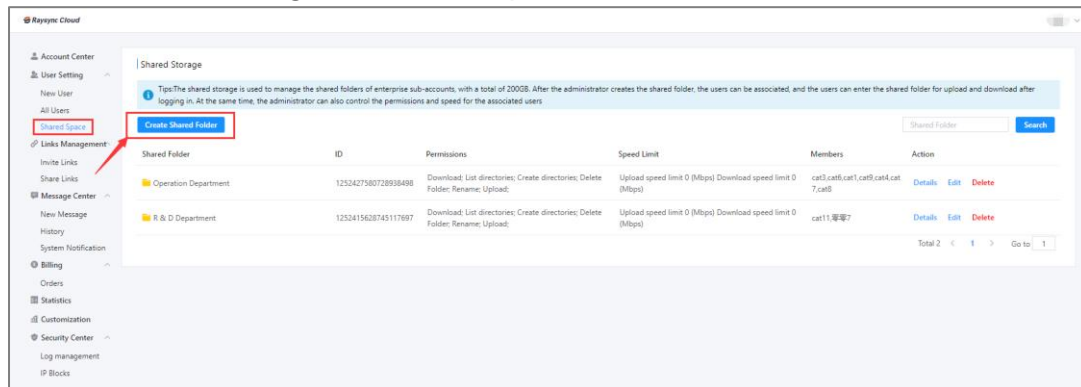


9. Create and manage shared space

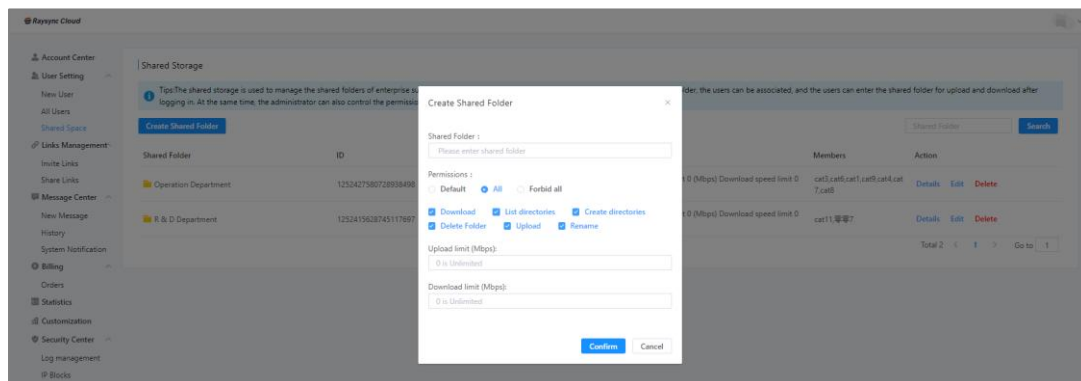
Shared space is to manage users shared files, total shared space storage is 200GB. After the administrator creates the shared folder, he can associate with the users, which can enter the shared folder for upload and download after login. At the same time, you can also control the permission and speed of file management for the associated users.

Creat shared folder:

Step1, Click 'User Setting' - 'Shared Space' - 'Create Shared Floder' ;

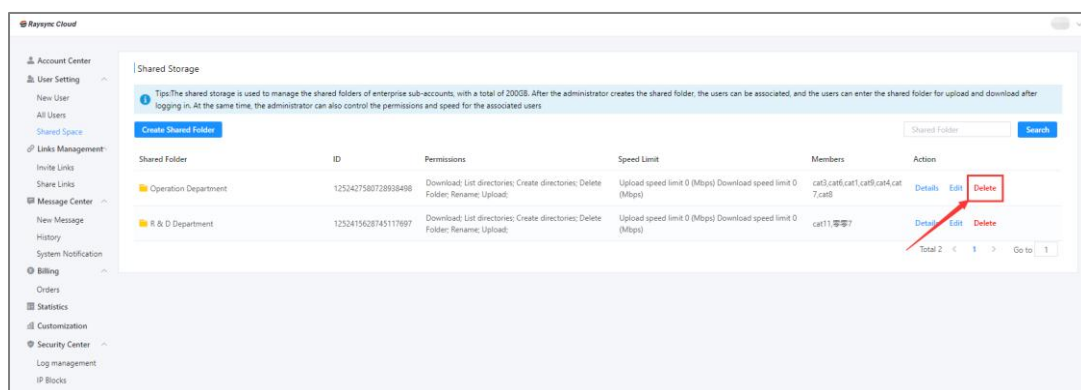


Step2, Set the folder name, user permissions, upload/download speed, etc information, click 'Confirm' ;



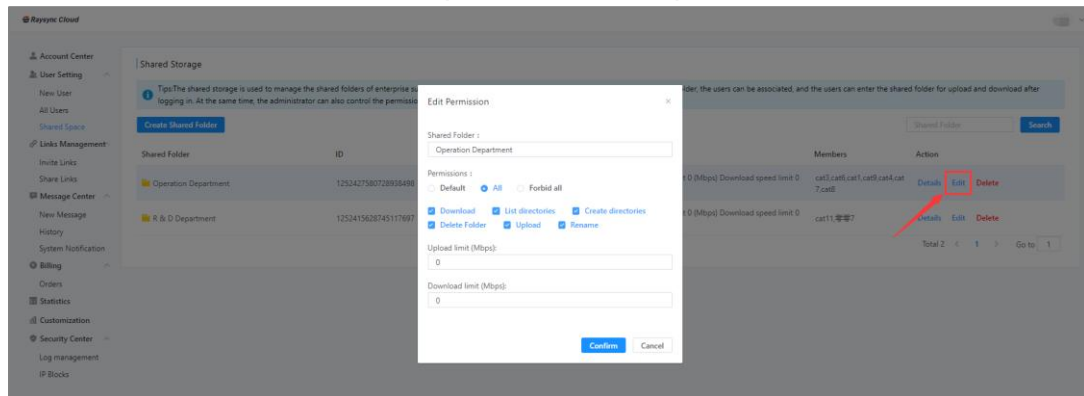
Delete Shared Folder:

Click 'Delete' .



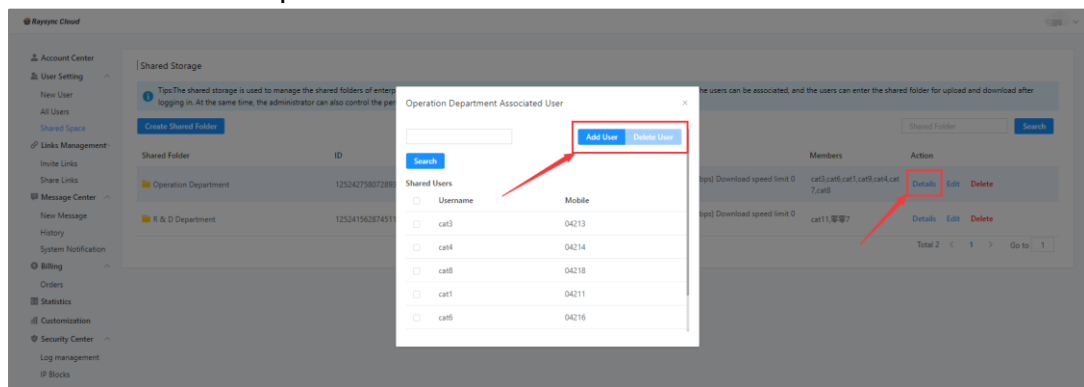
Edit shared folder permissions:

Click 'Edit' to reset folder name, upload/download permissions, etc;

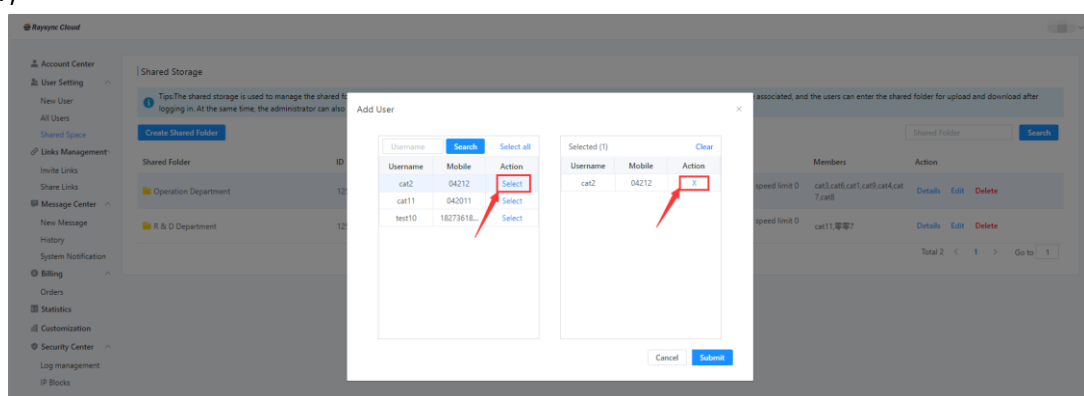


Add/delete shared folder users:

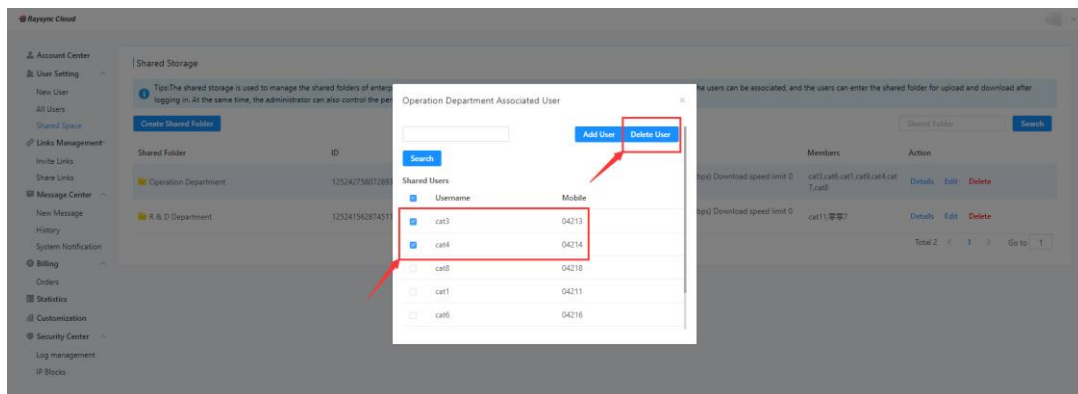
Step1, Click 'Shared Space' - 'Details' ;



Step2, Click 'Add User' to add proper users in the shared folder. Click 'x' to delete user;

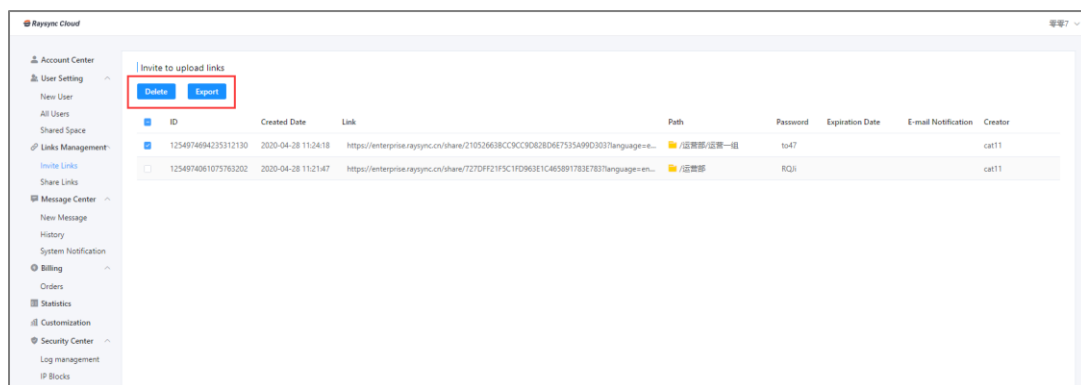


Step3, Tick users, click 'Delete User' from the shared folder;



10. Links management

Links Management displays information about the links created by all user accounts (shared download links, invited to Upload links), you can download data or delete information:



11. Billing

Here you can view all recharge records, including order date, payment method, payment amount; You can 'View details', 'Pay Now' or 'Cancel' the order.

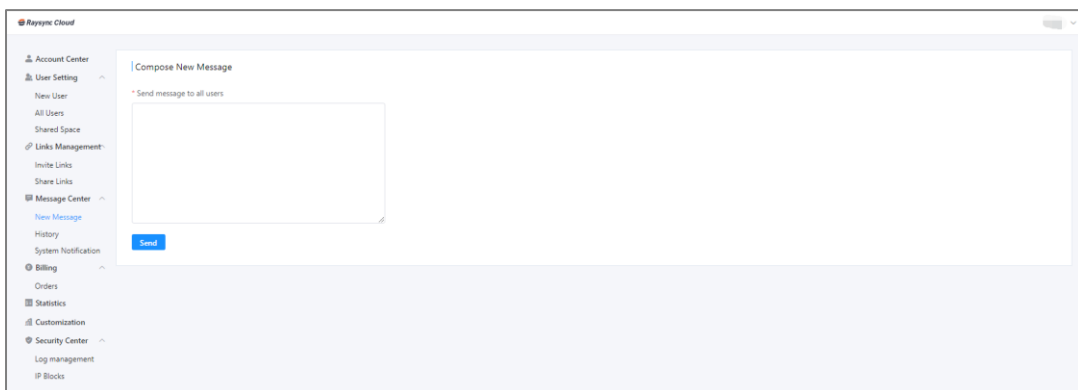


订单号	订单日期	支付方式	购买类型	实付金额	优惠券抵扣	订单状态	已申请开票	操作
1250556147413471233	2020-04-28 16:47:58	券抵扣	包年包月	¥ 0	¥ 210.00	成功	否	查看详情
1253172293014654977	2020-04-23 12:02:12	线下支付	包年包月	¥ 630	¥ 0	成功	是	查看详情
1252657344132366818	2020-04-22 15:10:42	微信	包年包月	¥ 0.01	¥ 0	已取消	否	查看详情
125279361125287809	2020-04-22 10:57:27	券抵扣	包年包月	¥ 0	¥ 0.01	成功	否	查看详情
1252543087360610305	2020-04-21 18:21:58	支付宝	包年包月	¥ 0.01	¥ 0	未支付	否	查看详情 继续支付 取消订单
1252542112172347393	2020-04-21 18:16:05	券抵扣	包年包月	¥ 0	¥ 0.03	成功	否	查看详情
1252541320950452226	2020-04-21 18:14:57	线下支付	包年包月	¥ 0.01	¥ 0	未支付	否	查看详情 取消订单

12.Message Center

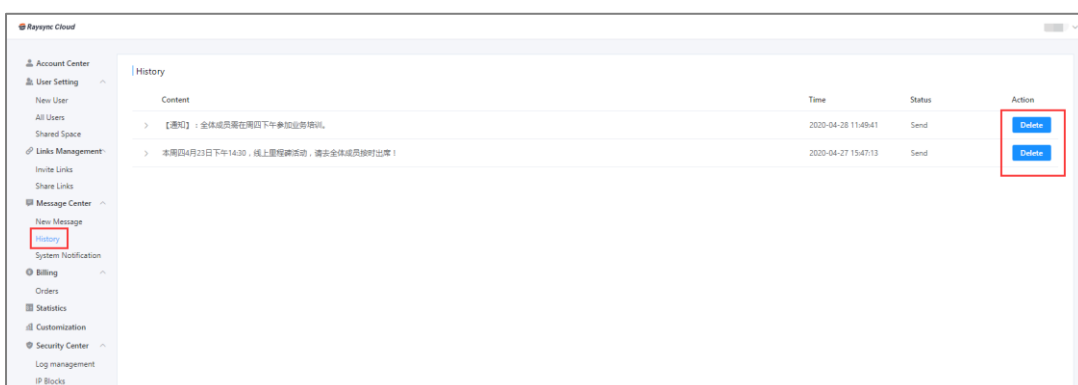
When you need to send notifications to all users:

Click 'Message Center' - 'New Message', enter the message and 'Send'.



View/delete message history:

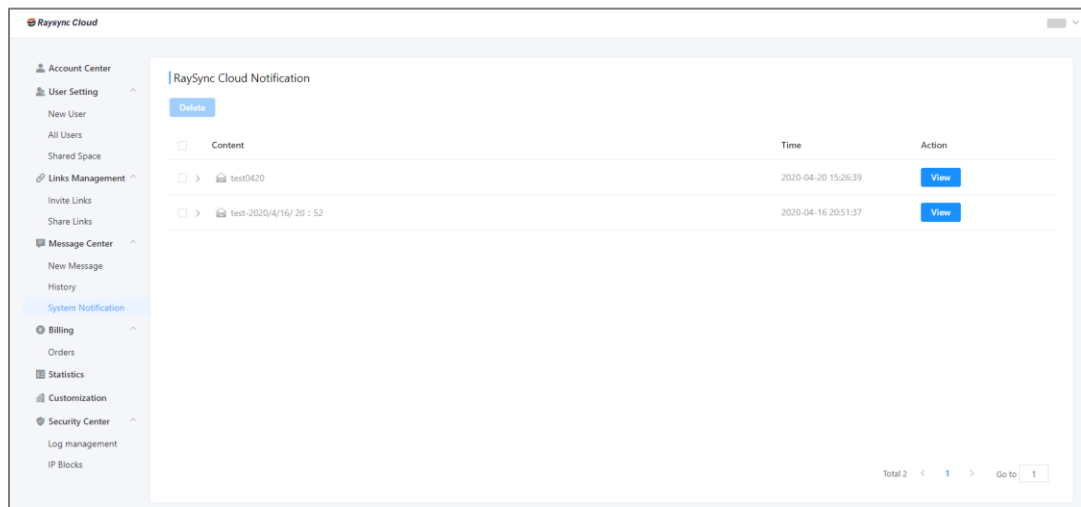
Click 'Message Center' - 'History' - Delete' message history.



Content	Time	Status	Action
> 【通知】：全体会员将在周四下午参加业务培训。	2020-04-28 11:49:41	Send	Delete
> 本周四(4月23日)下午14:30，线上直播课活动，请全体会员准时出席！	2020-04-27 15:47:13	Send	Delete

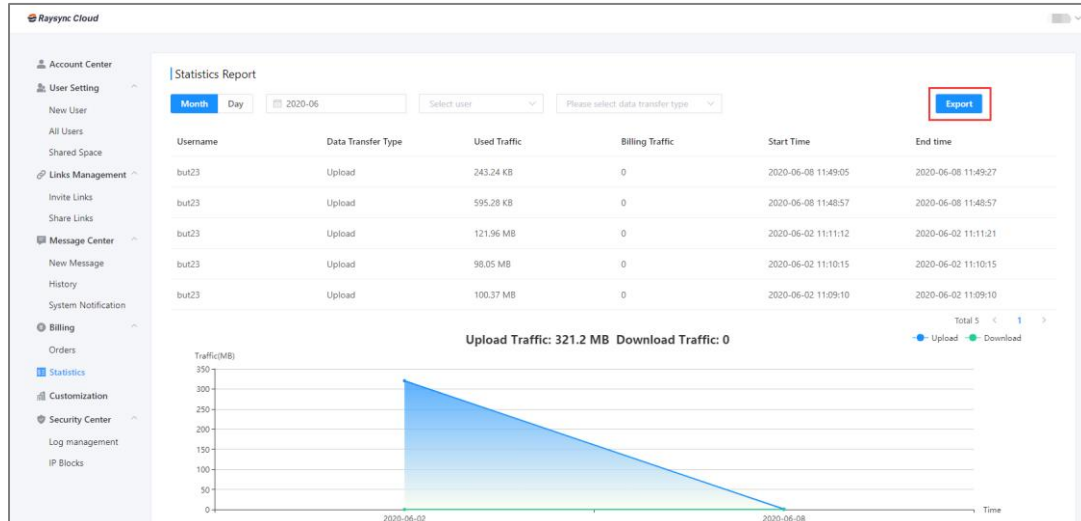
How to view Raysync Cloud official message:

In the System Notification, you can view the notification messages sent by the official website of Raysync Cloud Transmission in time.



13.Statistics

With the Statistics , you can view the overall traffic usage of the enterprise, such as the specific situation of uploading and downloading traffic:

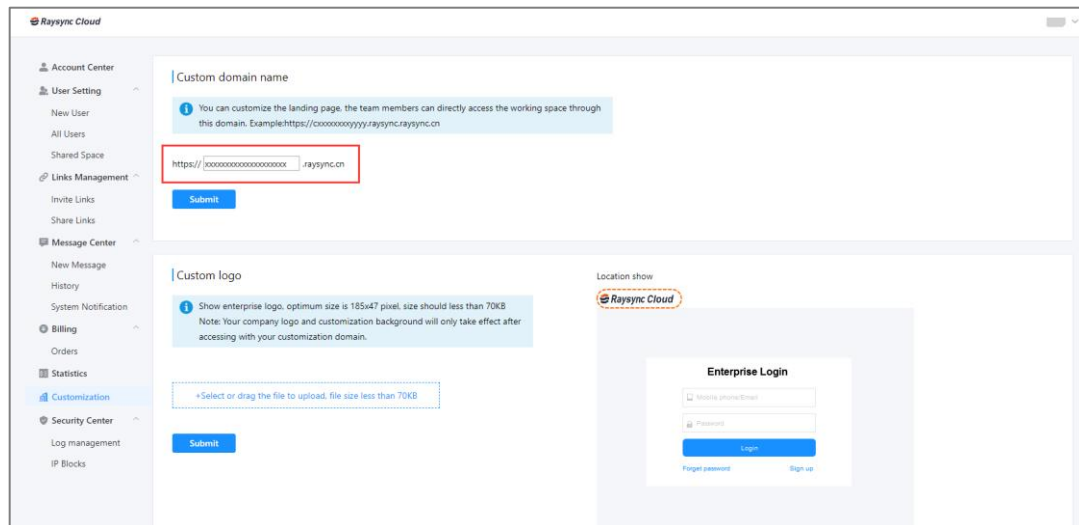


14.Customization

Customize the enterprise domain name:

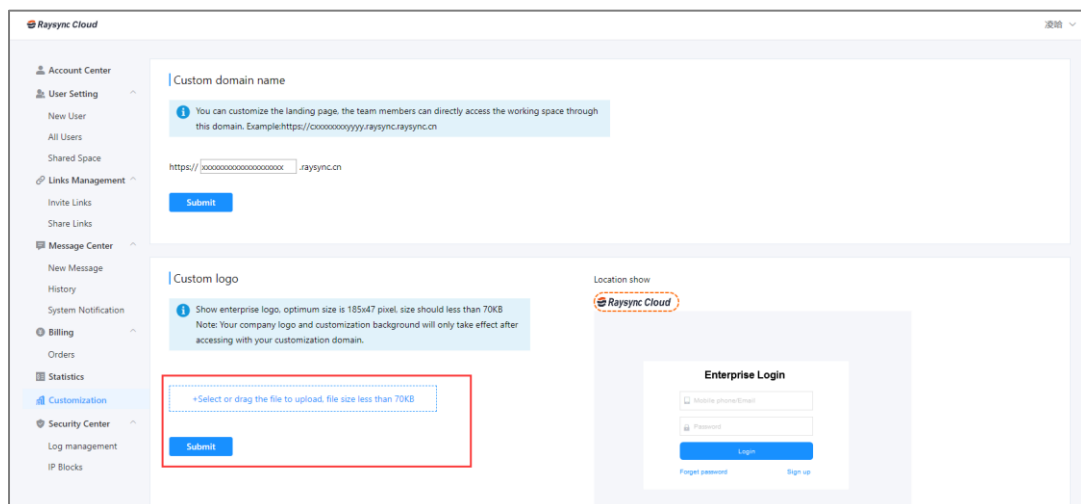
Step1, On 'Customization' page , fill in the enterprise domain name in the input

box,users can directly access the enterprise network disk through this address.



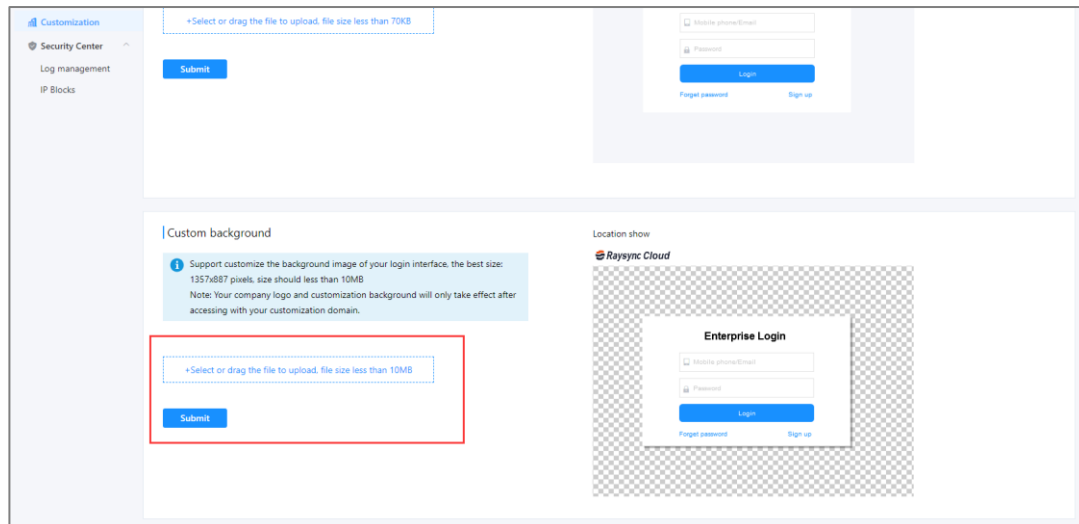
Custom enterprise logo :

Step2, Upload enterprise logo (optimum size185*47FHD, less than70KB), Click submit to display the enterprise on the login screen logo;



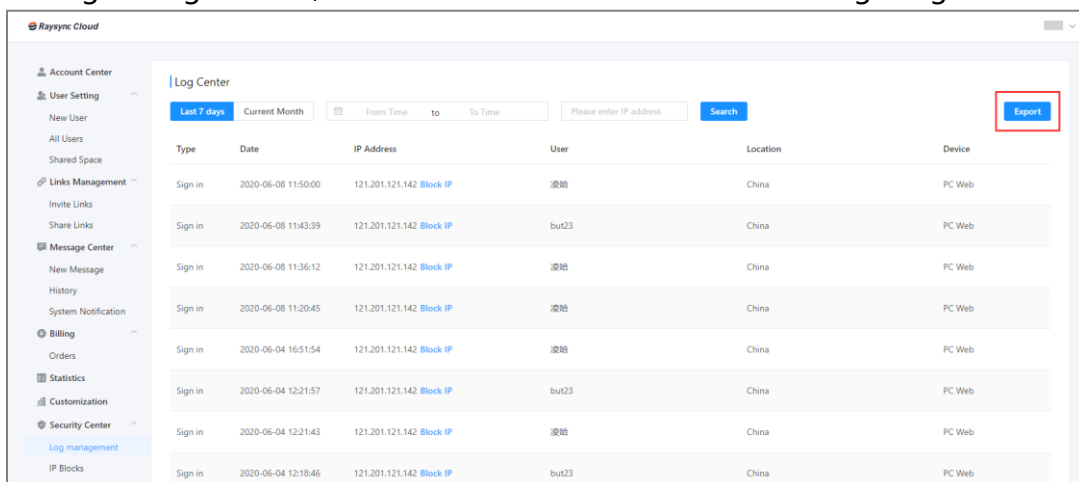
Customize the login interface background:

Upload background picture (optimum size 1357*887FHD, less than10MB), Click submit, and the background image will be displayed when accessed using the enterprise domain name.



15.Security center

Click 'Log Management', view or batch download sub account login log information ;



How to intercept IP access :

By submitting the IP address of the account that needs to be forbidden to access, the risk of account theft and data disclosure can be reduced, and the enterprise data assets can be protected in time.

Raysync Cloud

Account Center

User Setting

New User

All Users

Shared Space

Links Management

Invite Links

Share Links

Message Center

New Message

History

System Notification

Billing

Orders

Statistics

Customization

Security Center

Log management

IP Blocks

IP Blocks

1

In order to reduce the risk of account theft and data leakage, you can specify the IP address that prohibits access to login.
Batch import IP process: download the template -> fill in the IP address -> click import.

Import

Download

Created	IP Address	Location	Operation
2020-04-21	110.120.123.123		Delete
2020-04-21	11.22.33.55		Delete
2020-04-21	77.88.99.33		Delete
2020-04-21	12.13.14.15		Delete
2020-04-21	45.15.16.12		Delete
2020-04-21	54.12.54.63		Delete