Raysync Cloud

ENTERTPRISE ADMIN

USER MANNUAL

Shenzhen Yunyu Technology Co., Ltd.

Raysync Cloud

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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' .
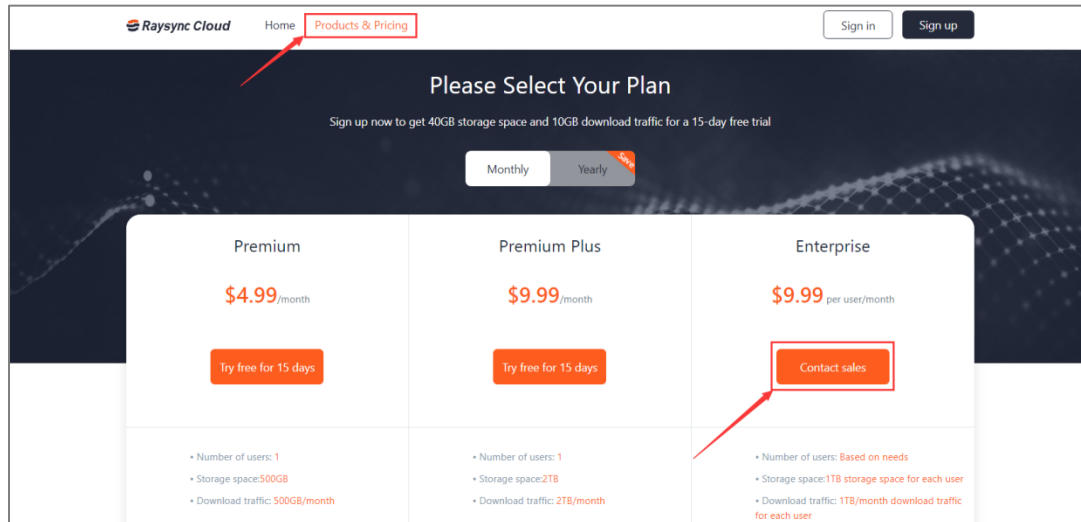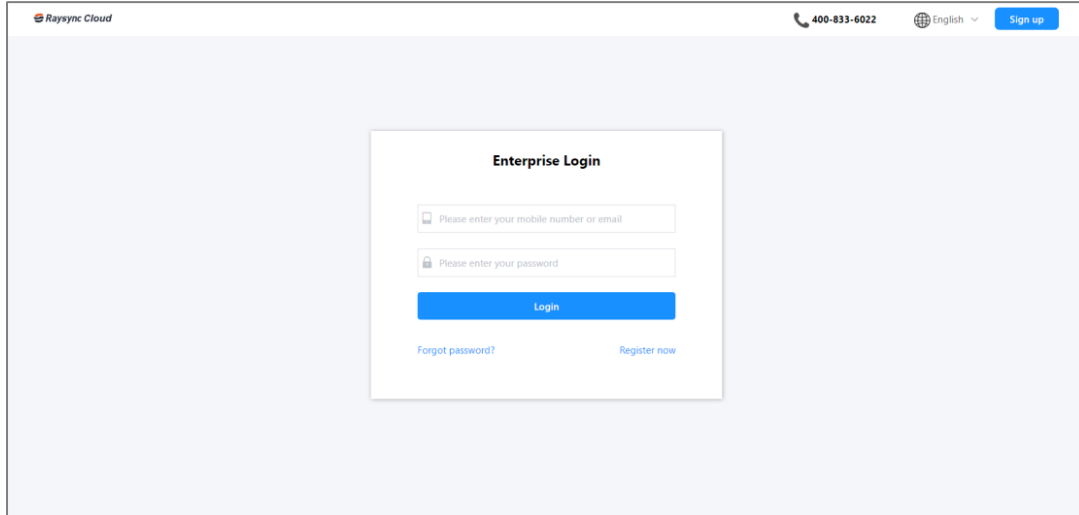

Step2, Fill in and submit your information, our sales will contact you and assist you register an administrator account.
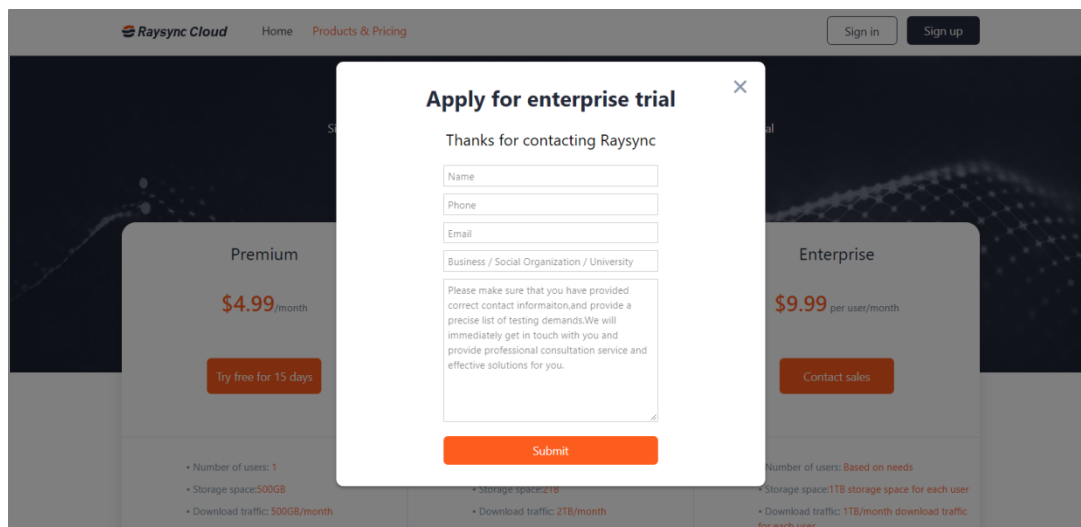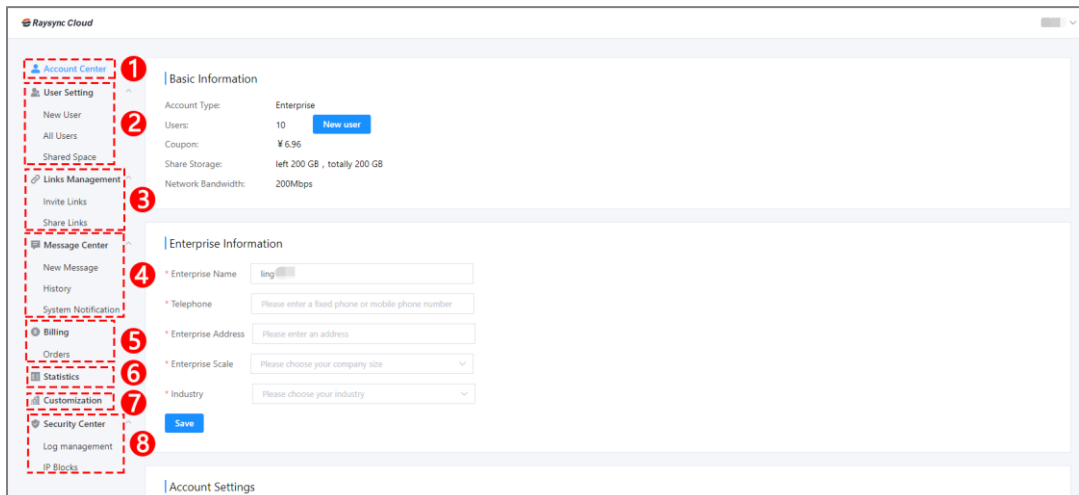
2.How to log in to the enterprise administrator account

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:
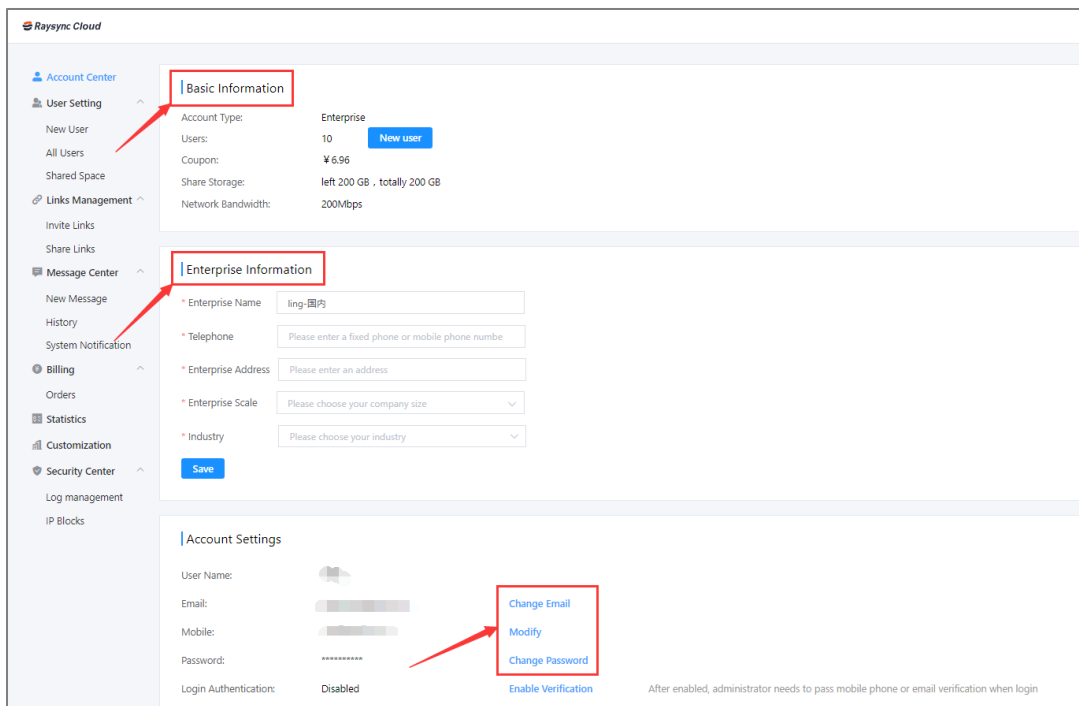

①Account Center: This function is mainly used to view the specific information of your business account such as product configuration information, enterprise information, and administrator information; You can also quickly add users here ;

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

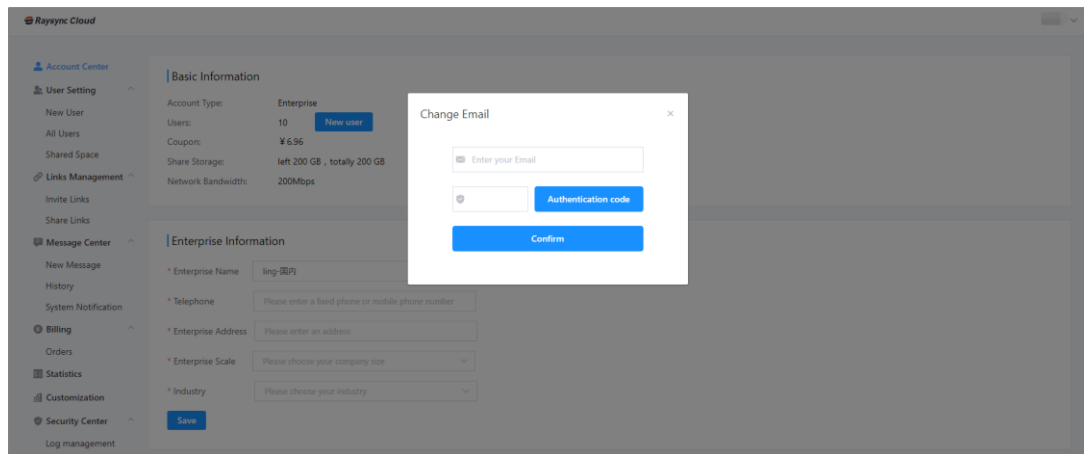# 4.How to improve enterprise and administrator information

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

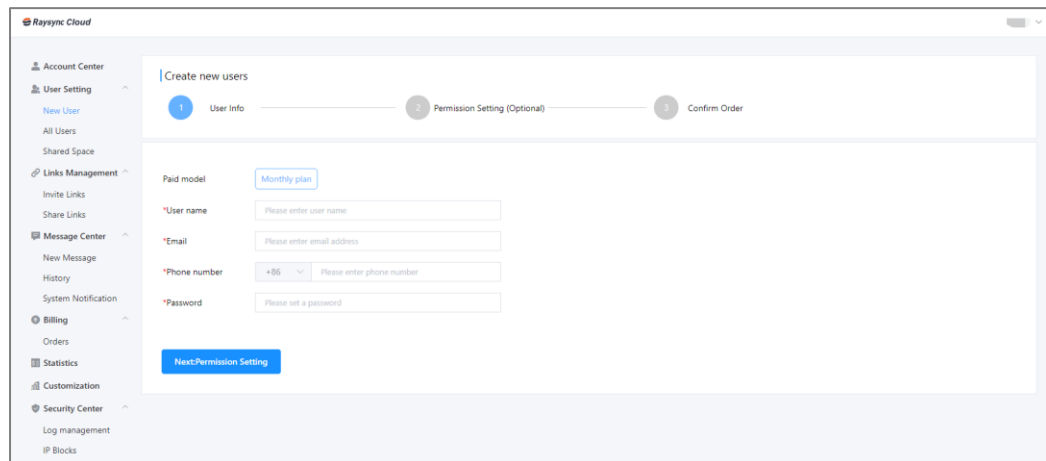Eg: Change emial by click 'Change Email', fill in the new Email and verify.
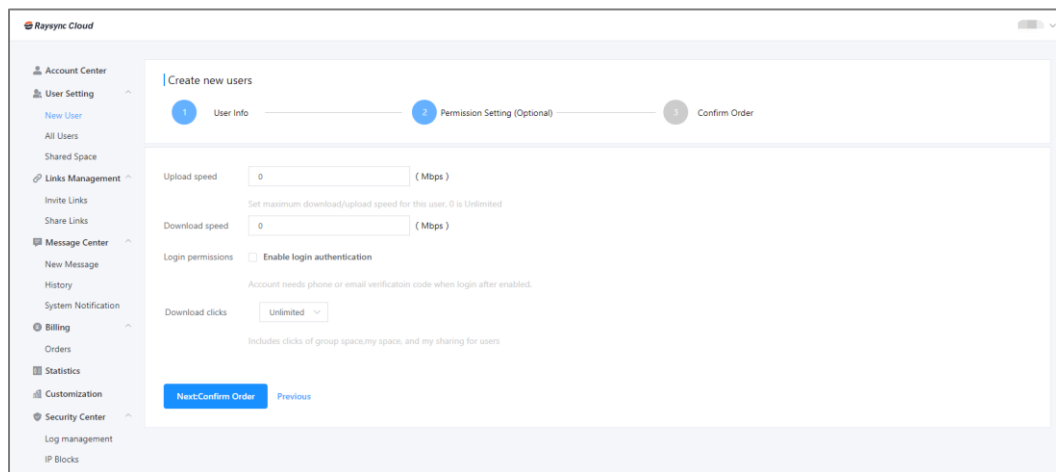

5.How to create users

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.
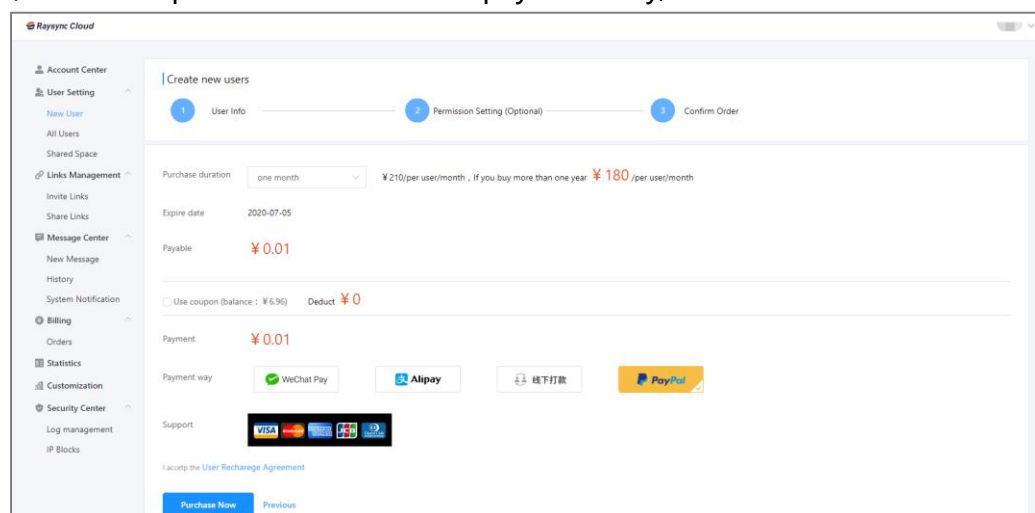Step1，Find 'New user' on 'Account Cener' or 'New User' on User Setting';
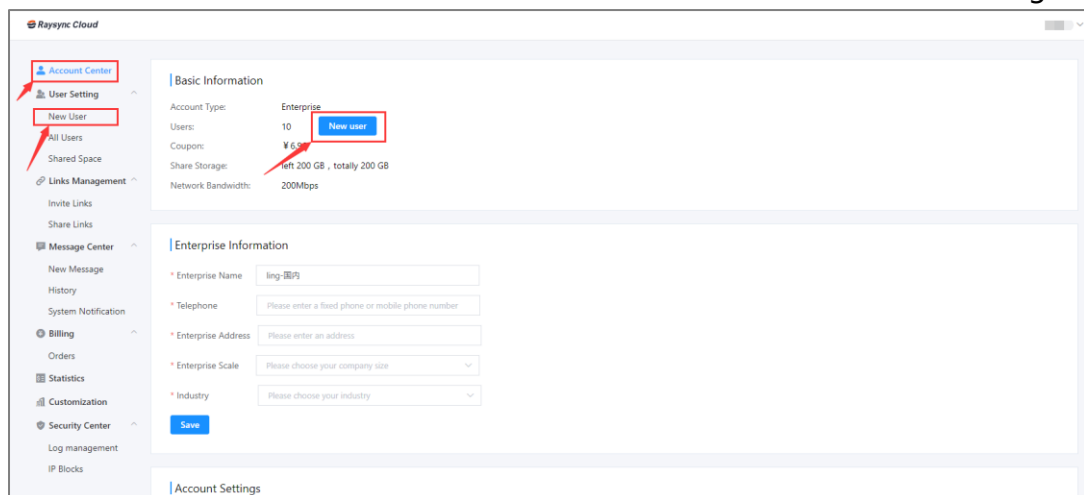
Step2，Fulfill user information, and click 'Permission setting'；

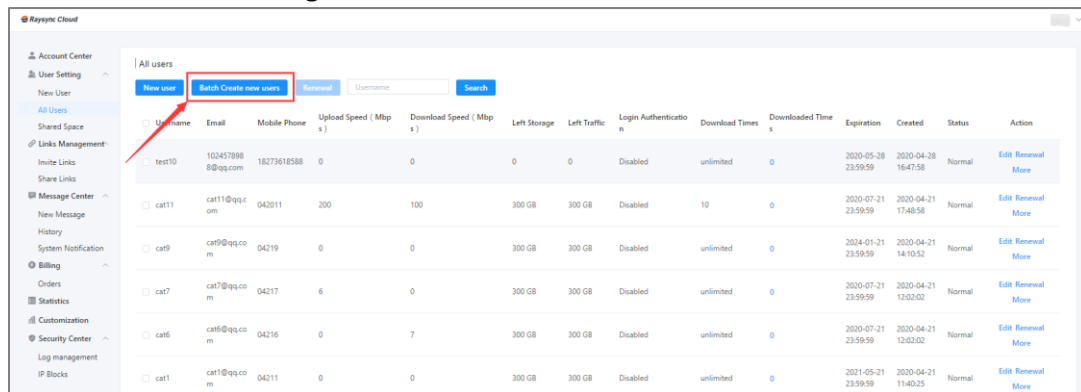Step3，Setting user upload/download speed, login permissions and download clicks, click' Nest: Confirm Order'；

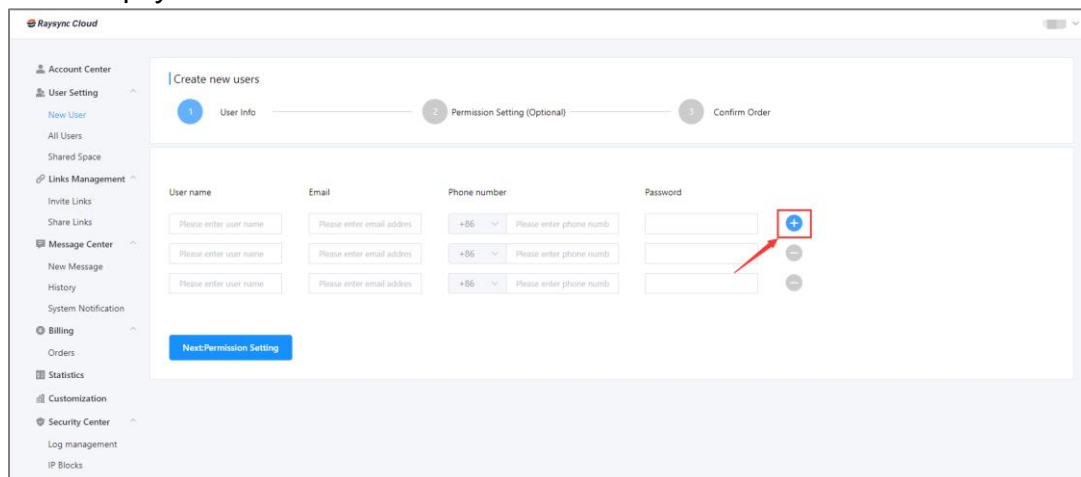Step4，Select the purchase duration and payment way, click 'Purchase Now'.

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 om batch and click 'Renewal'.
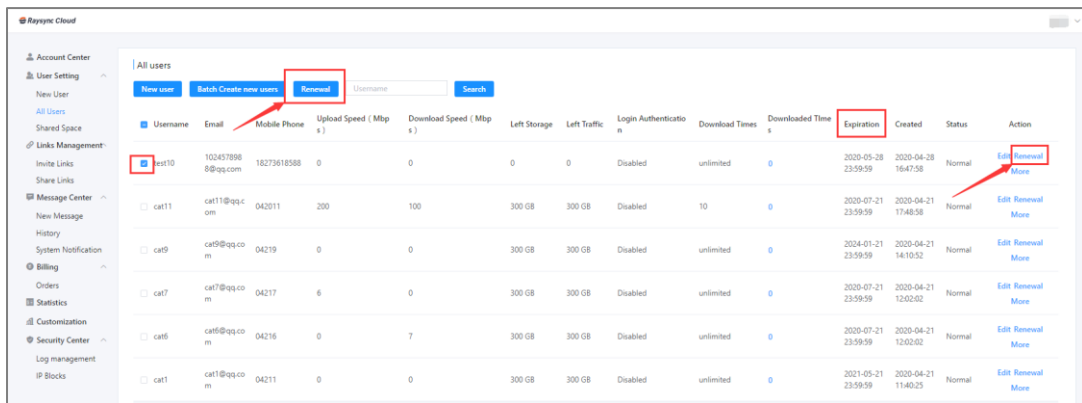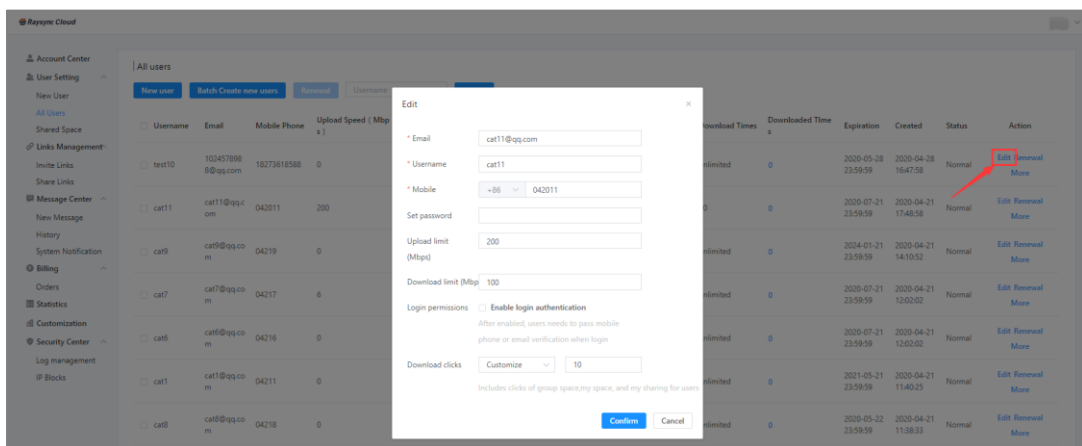
8.How to manage users

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

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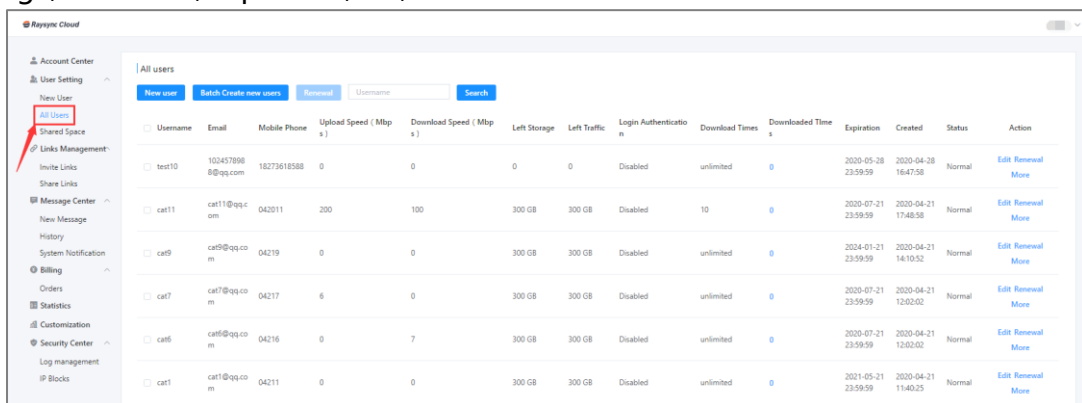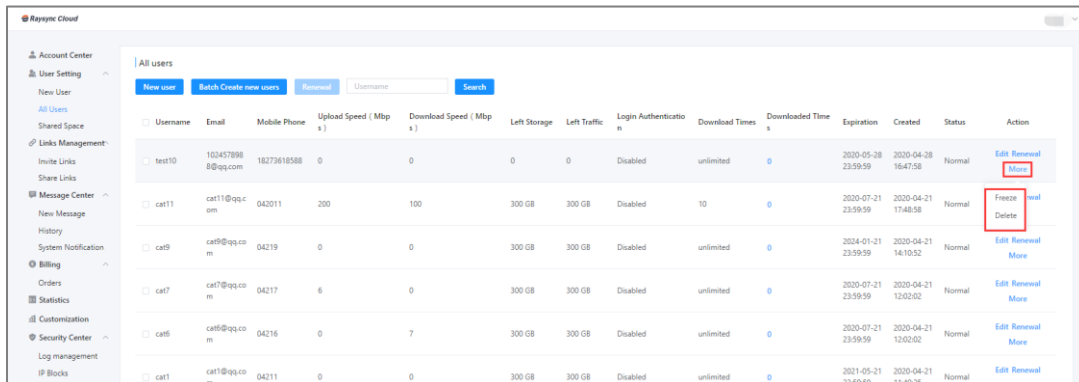

If you need to modify the corresponding information of a user account：

Click 'Edit' to modify new information；

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If you need to freeze or delete an account:

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

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;
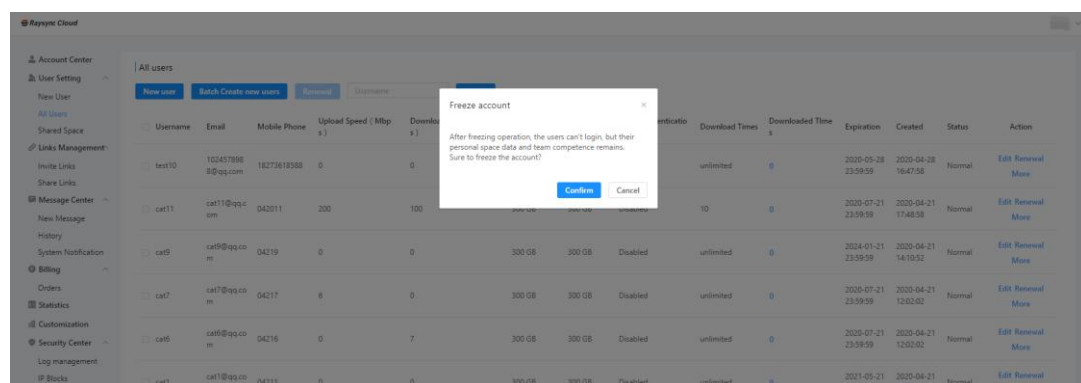

9.Create and manage shared space

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:

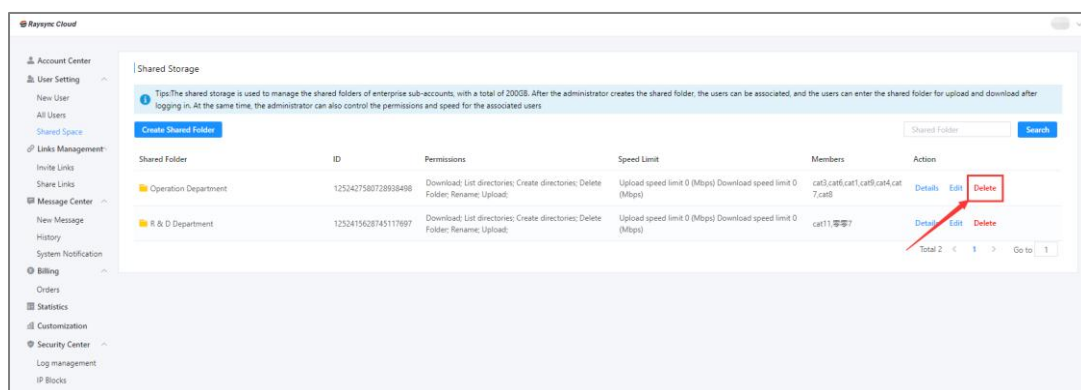Step1, Click 'User Setting' - 'Shared Space' - 'Create Shared Floder';
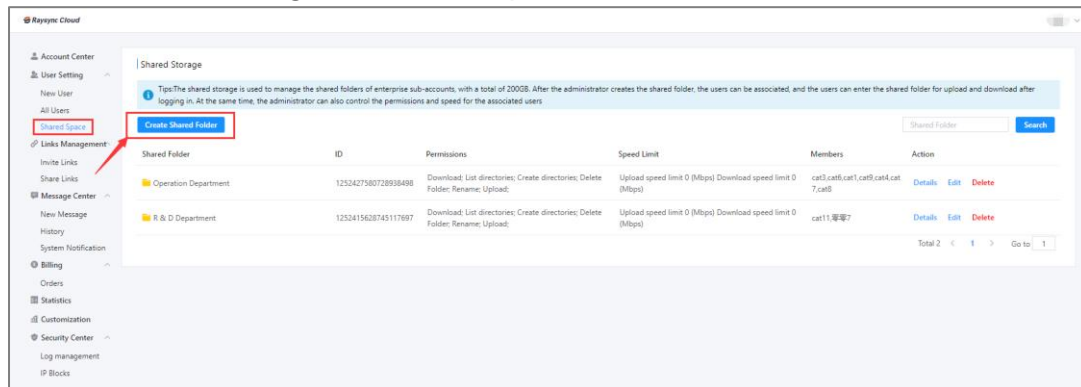
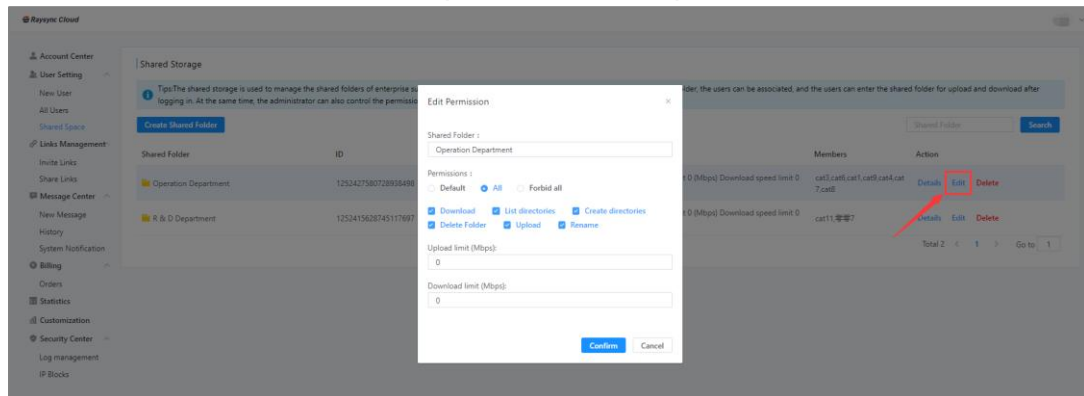Step2, Set the folder name, user permissions, upload/download speed, etc information, click 'Confirm';
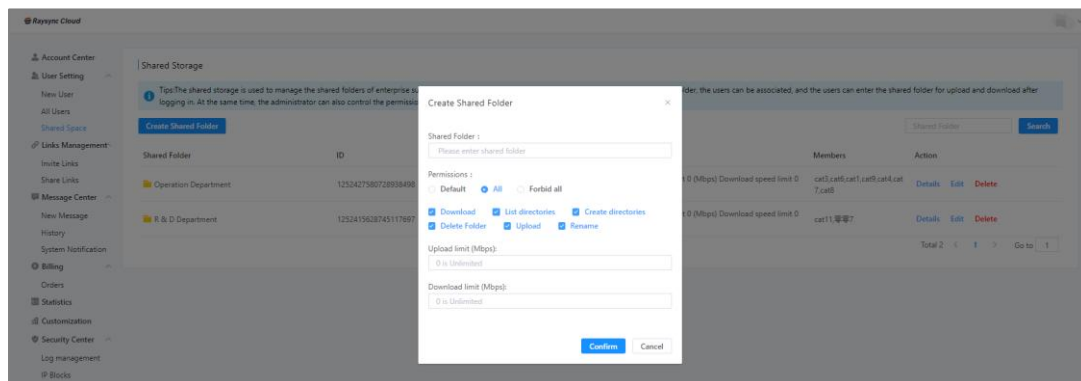
Delete Shared Folder:
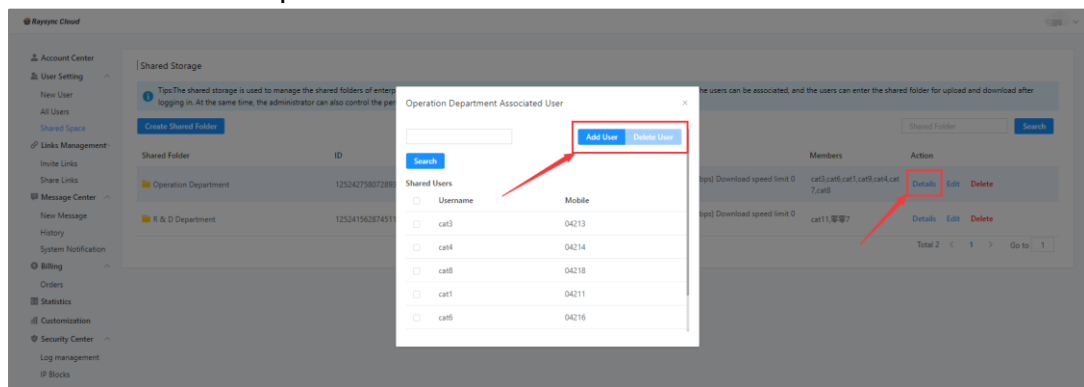
Click 'Delete'.

Edit shared folder permissions:

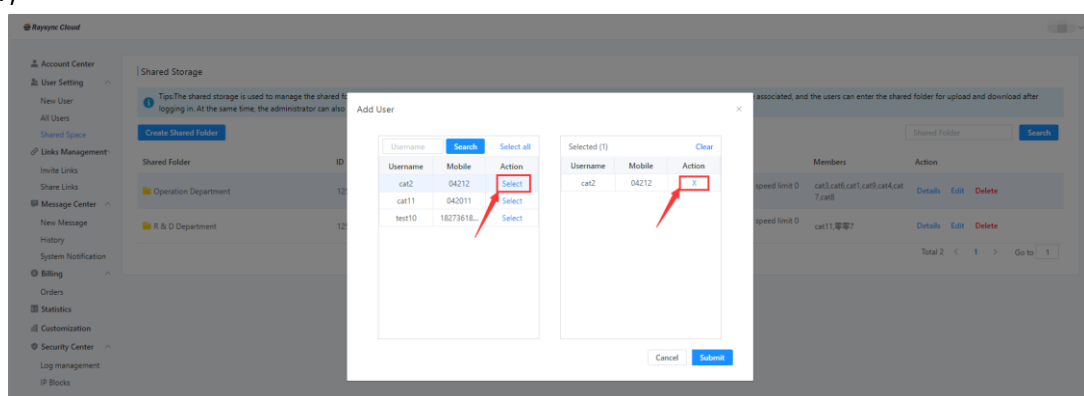Click 'Edit' to reset folder name, upload/download permissions, etc;
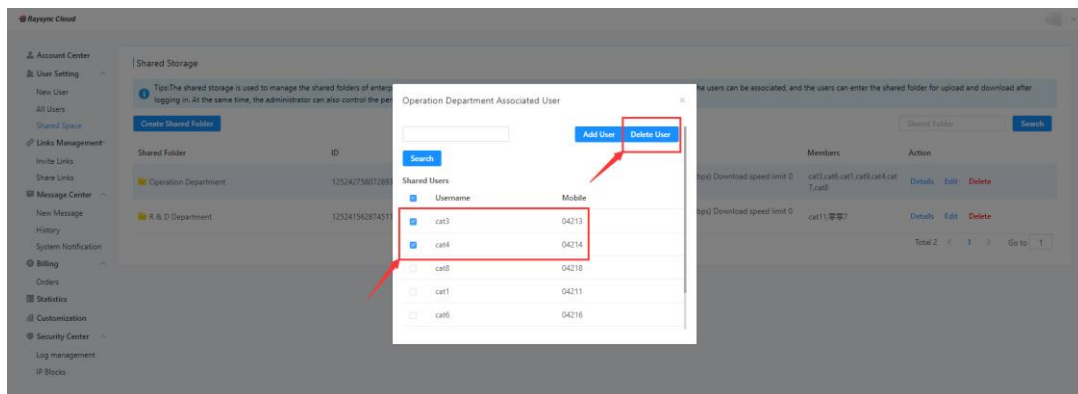

Add/delete shared folder users:

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

Step2, Click 'Add User' to add proper users in the shared folder. Click '×' to delete user;
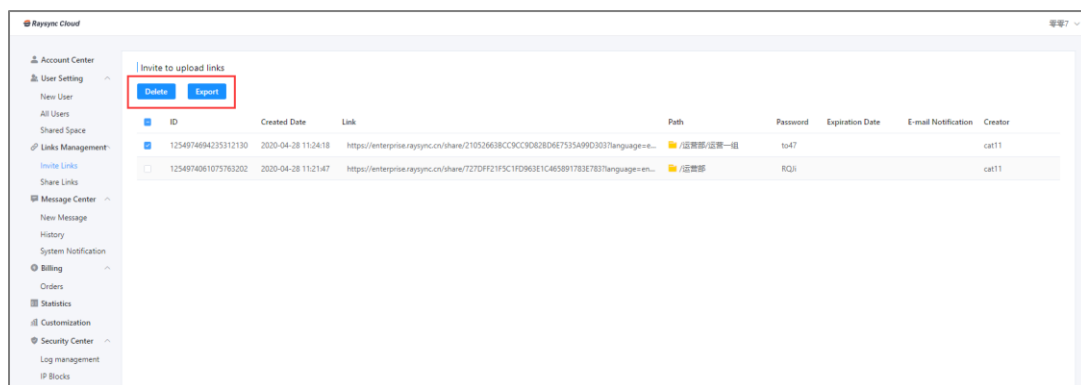
Step3, Tick users, click 'Delete User' from the shared folder;

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.
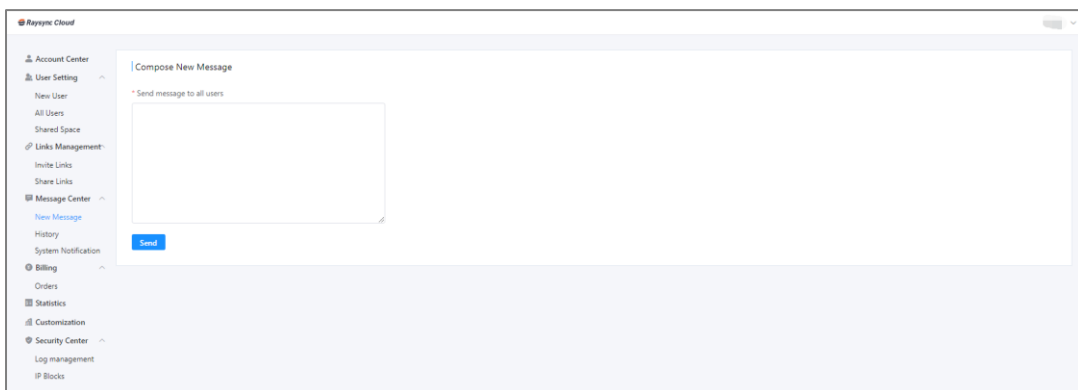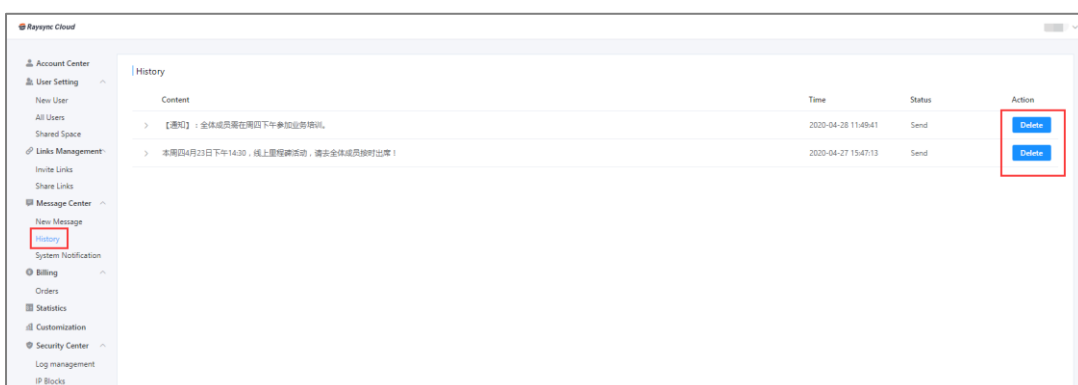
12.Massage Center

When you need to send notifications to all users:

Click 'Massage Center' - 'New Massage', enter the massage and 'Send'.

View/delete massage history:

Click 'Massage Center' - 'History' - Delete' massage history.

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How to view Raysync Cloud official massage:

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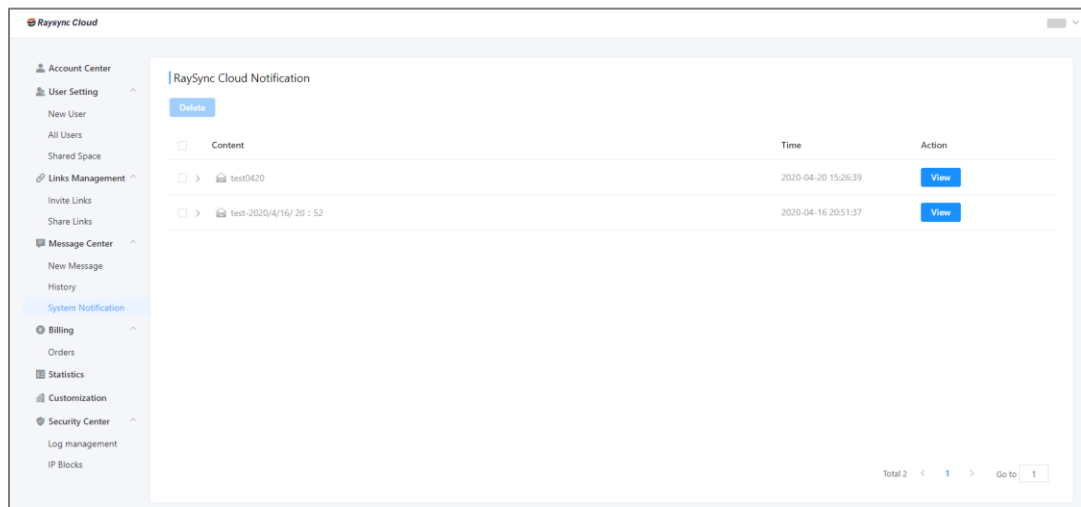
13.Statistics

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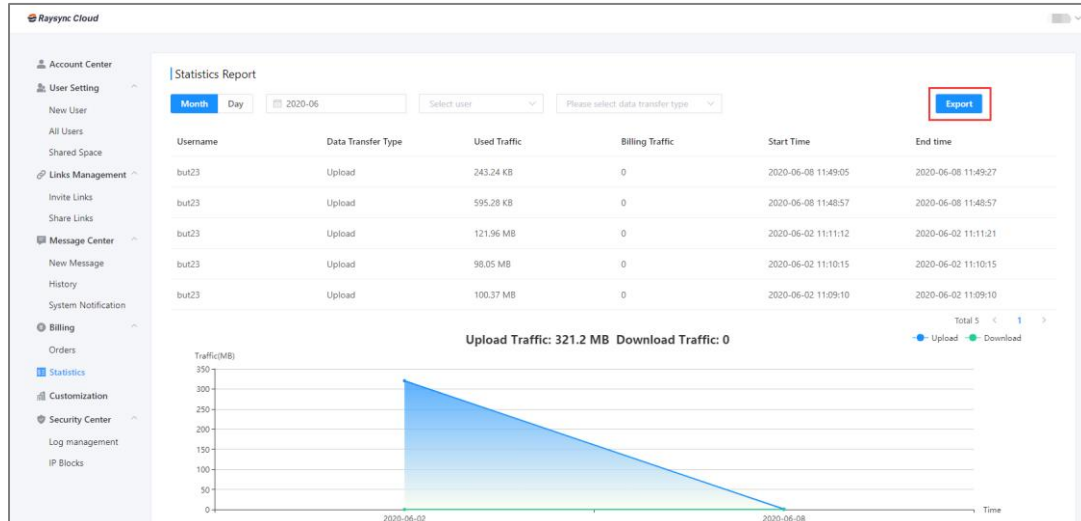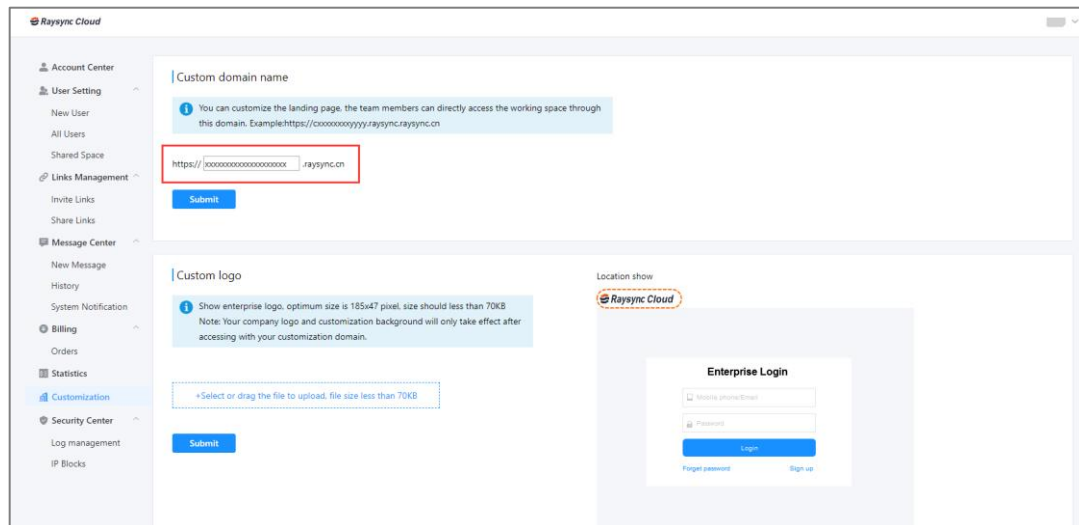

14.Customization
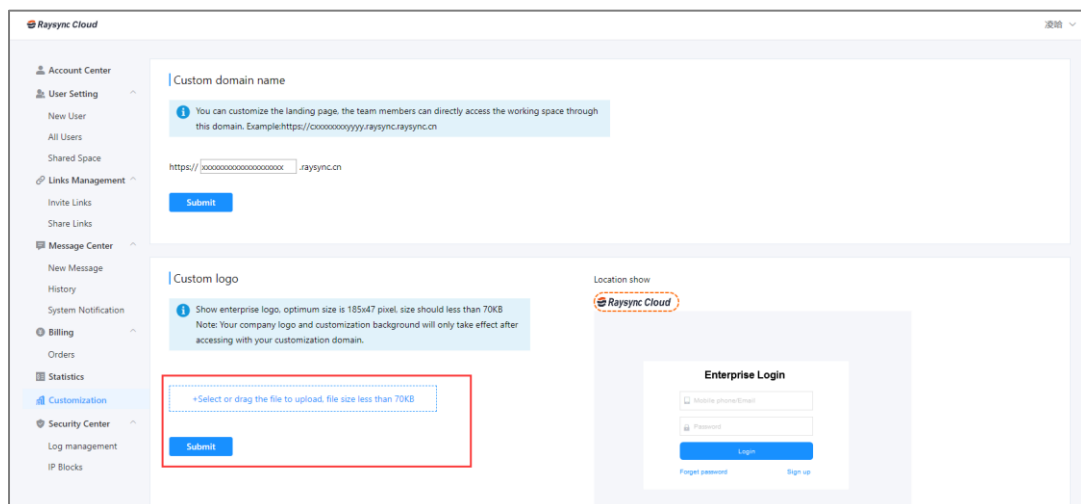
Customize the enterprise domain name:

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

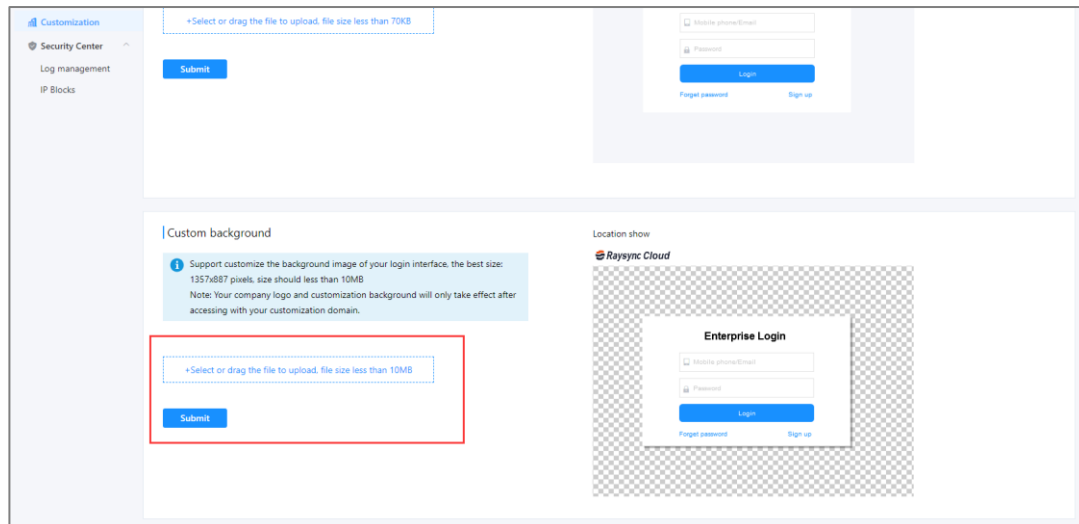box,users can directly access the enterprise network disk through this address.

Custom enterprise logo：

Step2, Upload enterprise logo (optimum size185*47FHD, less than70KB), Click submit to

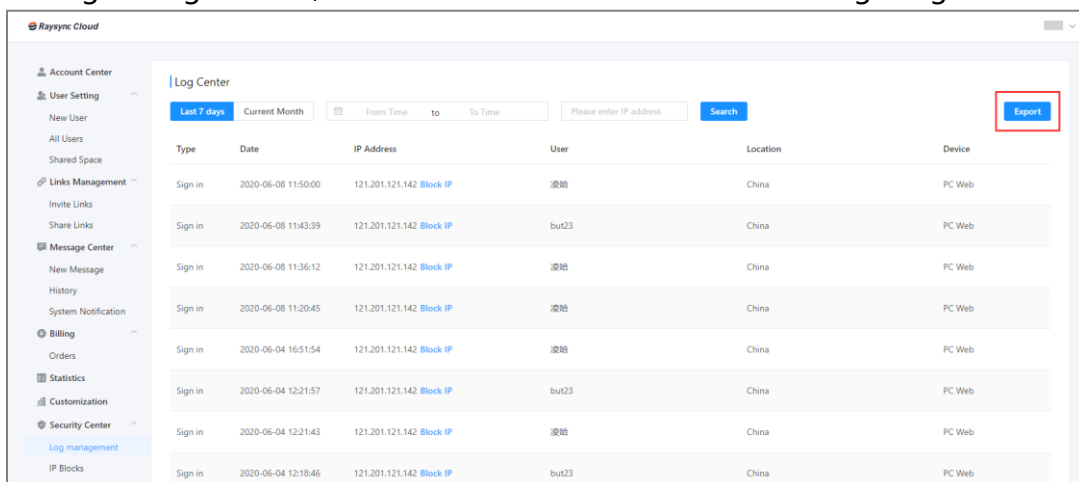display the enterprise on the login screen logo;

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.

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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。

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