

CORPORATE USER ACCOUNT INSTRUCTIONS

Shenzhen Yunyu Technology Co., Ltd.



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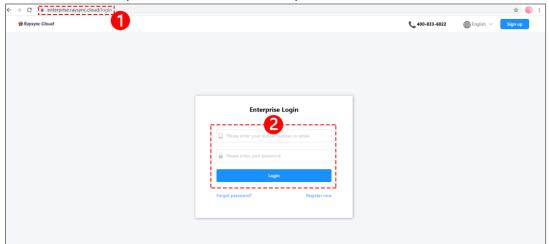
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1. How to log in to a user account

Input ① https://enterprise.raysync.cloud/loginin the browser address bar and press Enterto Raysync Cloud Enterprise login page, fill in user account information created by Admin. Thenfill in phone numbe or email, password.



2. How to use Raysync Cloud Transmitting to work

cooperatively

Step1, ① click "Shared Space" in the left menu bar, ② open the "Enterprise Space" file (folder).



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Step2, create new files (folders) according to the group cooperation needs in the "Enterprise Space", or upload files to the folder(s) created by the administrator.

😂 Raysync Cloud			Account valid time:2020-08-23	▶ but23 ∨ 🕴 Transfer list
 My space Shared Space My Sharing 	Shared Space Enterprise Space /			Upload New folder
I Statistics	□. File name ≑	Size 🗢	Modified \Leftrightarrow	Action
🕸 Login Log	🗆 昌 pic12.png	511.88 KE	2020-03-13 10:33:03	
© Login Log Left Traffic(Up to 2020-08-23) 1 TB/1 TB Left Storage	🗔 🧧 pict2.png	511.88 KS	3 2020-03-13 10:33:03	•••
1023.68 GB/1 TB				

Step3, ③ click on a file (folder) to conduct ④ downloading or deleting operation according to the group cooperation needs in the "Enterprise Space".

😂 Raysync Cloud			Account valid time:2020-08-2:	B but23 ∨ It Transfer list
My space (b) Shared Space Ø My Sharing	Shared Space Enterprise Space /			Deventoad Delete
III Statistics	🛃. File name 🗘	Size 💠	Modified 🗢	Action
Login Log	🛛 🖻 pic12.png	511.88 KB	2020-03-13 10:33:03	
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
Left Storage				

3. How to view corporate news

Step1, click "Message Center" in the left menu bar to view the information sent by the administrator.

My space [Shared Space Dy Shared Space Shared Folder Size Modified It Statistics Enterprise Space Left Transfer(Lep s 2020 64.22) Transfer Transfer
Left Tarfie(Up to 2020-00-22)

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Step2, click "Message Center" in the left menu bar, ①open "My Message" to view the information sent by the administrator, ② Conduct delete in batches operation based on user' s needs.

😅 Raysync Cloud		Account valid time:2020-08-23	but23 ∨ ∔t Transfe
👶 My space (🕑 Shared Space & My Sharing	My message		
 Statistics Login Log 	Content Content Con	Time 2020-06-09 11:37:25	Action
Left Traffic(Up to 2020-08-23) 1 TB/I TB	A meeting has been arranged at 3:00 pm this Friday. All members please attend on timel 2020-06-09 11:37:25		
Left Storage 1023.68 GB/1 TB			

4. How to create new a file (folder)

Step1, click "My Space" in the left menu bar, and click the ① "New Folder" button on the right to create a new personal file (folder).

Raysync Cloud			Account valid time:2020-08-23	▶ but23 ∨ 🕂 Transfer lis
My space My Shared Space My Sharing Statistics	Updaad New failer My Space /	Size 0	Modified ©	Action
El Statistics Login Log	Operation Department E pexels-photo-196655,jpeg	 121.78 KB	 2019-09-24 10:06:34	
ft Traffic(Up to 2020-08-23) TB/1 TB	 en pexels-photo-732548.jpeg pexels-photo-814544.jpeg 	595.28 KB 121.45 KB	2019-10-08 10:49:34 2019-10-08 11:20:27	
rft Storage 123.68 GB/1 TB	🗅 🖬 hours hunn aussellteit	16.1 <i>462</i> IW	acto to co l'hébédi	

Step2, input the name of the directory you want to create in the ②New Directory content box, click Confirm to complete the new directory folder operation.

😂 Raysync Cloud				Account valid time:2020-08-23	but23 🖂 🕴 Transfer list
🍰 My space	Upload New folder				
Shared Space Ø My Sharing	My Space /	Create folder	×		
I Statistics	📄. File name 🌣	-	, [‡]	Modified ©	Action
Login Log	🕞 📓 Operation Department	Folder Name			
	🕞 📑 pexels-photo-196655.jpeg	·	св св	2019-09-24 10:06:34	
Left Traffic(Up to 2020-08-23)	🗔 📑 pexels-photo-732548.jpeg	c	ancel Confirm	2019-10-08 10:49:34	
1 TE/1 TB	🗔 📑 pexels-photo-814544.jpeg		(B	2019-10-08 11:20:27	
Left Storage 1023.68 GB/I TB					

You can select a specific file root directory based on your needs and create a new folder directory in the root directory.

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Step3, for example, create a new file directory "Operation Group No.1" in the "Operation Department" directory; click the "Operation Department" directory folder to enter the directory

🚭 Raysync Cloud			Account valid time:2020-08-23	☑ but23 ∨ ↓ Transfer list
 My space Shared Space My Sharing 	Upland New Falder Return to the previous level My Space / Operation Department			
 My sharing Statistics Login Log 	File name	Size 💠	Modified 🗘	Action
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
Left Storage 1 TB/1 TB				

5. How to upload and download a file (folder)

When you need to upload a file or folder:

Step1, click the upload button at the top of the right page to select upload a file or folder.

😂 Raysync Cloud			Account valid time:2020-08-23	☑ but23 ∨ If Transfer list
My space Image: Image of the space	Uplead New folder			
 My Sharing Statistics 	Upload Files Upload Folders	Size 🗘	Modified \$	Action
🕲 Login Log	Cperation Department			
Left Traffic(Up to 2020-08-2	23)			
ТВ/1 ТВ	-			
eft Storage TB/1 TB				

When you need to download a file or folder:

A. One-click download

Step1, select a file (folder) you want to download, click the download button on the right side of the page to download a file (folder)

SRaysync Cloud			Account valid time:2020-08-23	☑ but23 ∨ 🕴 Transfer lis
My space	Invitation upload Download Share Delete Copy Move			
 My Sharing Statistics Login Log 	2. File name ≑ 2.	Size 💠	Modified 🗢	Action
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
Left Storage				
1 TB/1 TB				

Step2, select multiple files (folders) that you need to download, click the download button on the right side of the page, and download the files in batches.

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😂 Raysync Cloud			Account valid time:2020-08-23	✓ but23 ∨ ITransfer list
My space (b) Shared Space Of My Sharing	Downlaad Date Copy More			
Statistics	🛃. File name 🗘	Size 💠	Modified 🗢	Action
🕏 Login Log	🛃 🗎 Operation Department		**	
	🛃 📔 R & D Department			
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
Left Storage 1 TB/1 TB				

B. Download via operation button

Step1, select the file (folder) that needs to be downloaded, and move mouse cursor horizontally to ① Operation button.

My space				
Shared Space	Invitation upload Download Share Delete Copy Move			
My Sharing	My Space /			
Statistics	File name \$\operatorname{\pi}\$	Size 🗘	Modified \$	Action
Login Log	🛃 🧮 Operation Department			
	🗆 🧧 R & D Department			Rename
affic(Up to 2020-08-23) TB				Download
				Сору
torage TB				Move
				Share
				Delete
				Invitation upload
				Attribute

Step2, software system will automatically pop up a drop-down menu, you can select ② Download the file (folder)

😅 Raysync Cloud			Account valid time:2020-08-23	but23 V 🕴 Transfer list
👶 My space	Upload New folder			
(Shared Space	My Space /			
My Sharing			1. 10. 1	
I Statistics	☐. File name	Size 🗘	Modified 0	Action
🕲 Login Log	Operation Department			
	🗌 🧮 R & D Department			Rename
Left Traffic(Up to 2020-08-23)				Download
1 TB/1 TB			6	Сору
Left Storage				Move
1 TB/1 TB				Share
				Delete
				Invitation upload
				Attribute

6. How to delete a file (folder)

If you need to delete a file (folder):

A. One click to delete

Step1, select the file (folder) that needs to be deleted and move mouse cursor horizontally to ① Operation button to select this file (folder), ② select the Delete button to delete

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the file (folder)

😂 Raysync Cloud	•		Account valid time:2020-08-23	☑ but23 ∨ If Transfer list
My space (b) Shared Space	Invitation uplead Download Sture Delete Copy Move			
 My Sharing Statistics Login Log 	🗷 File name 🌣 🚺	Size 💠	Modified 🗘	Action
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
Left Storage 1 TB/1 TB				

You can also select multiple files (folders) on the left side of the file, click the delete button to delete files (folder) in bulk.

😂 Raysync Cloud			Account valid time:2020-08-23	but23 🗸 🕴 Transfer lie
My space	Downlaad Delete Copy Move			
 My Sharing Statistics 	N. File name 💠	Size 💠	Modified \$	Action
🕲 Login Log	🛃 🧮 Operation Department			
	🛃 🚔 R & D Department			
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
Left Storage 1 TB/1 TB				
116/116				

B. Delete via operation button

Step1, select the file (folder) that needs to be deleted, move mouse cursor horizontally to ① Operation button, software system will automatically pop up a drop-down menu, you can select ② Delete to delete the file (folder).

Raysync Cloud			Account valid time:2020-08-23	but23 ∨ if Transfer list
My space	Upload New folder			
Shared Space	My Space /			
 My Sharing Statistics 	□ File name Φ	Size ¢	Modified \Leftrightarrow	Action
Login Log	🗔 🚞 Operation Department			1
	🗔 🚞 R & D Department			Rename
eft Traffic(Up to 2020-08-23) TB/I TB				Download
				Сору
eft Storage TB/1 TB				Move
			•	Share
			2	Delete
				Invitation upload
				Attribute

7. How to rename a file (folder)

If you need to rename a file (folder):

Step1, select the file (folder) that needs to be renamed, move mouse cursor horizontally to ① Operation button, software system will automatically pop up a drop-down menu, you

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can select ② to rename the file (folder).

Raysync Cloud			Account valid time:2020-08-	23 🗹 but23 V 🕴 Transfer lis
My space Shared Space My Sharing	Upload New Falder My Space /			
Statistics	□. File name ⇔	Size 🗢	Modified 0	Action
🕲 Login Log	📑 🔜 Operation Department			2
	🗔 🗎 R & D Department			Rename
eft Traffic(Up to 2020-08-23) TB/1 TB				Download
eft Storage				Сору
TB/I TB				Move
				Share
				Delete
				Invitation upload
				Attribute

8 How to move a file (folder)

If you need to move a file (folder):

A. One click to move

Step1, select the file (folder) that needs to be moved, click the Move button in the upper right.

😂 Raysync Cloud			Account valid time:2020-08-23	but23 V it Transfer
My space Shared Space	Invitation upload Downbaad Share Delete Copy Move 1 My Space /			
 My Sharing Statistics Login Log 	2 File name © 2 En Operation Department	Size 🗢	Modified 🗢	Action
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
Left Storage				

Step2, select the file (folder) that needs to be moved, click the Move button in the upper right.

Cloud			Account valid time:2020-08-23	but23 🗸 🕴 Transfer list
My space Ø Shared Space	Invitation upload Download Sha	re Delete Copy Move		
 My Sharing Statistics 	My Space /	Move ×	Modified 0	Action
© Login Log	📴 🖬 Operation Department	✓ Wy Space ✓ Operation Department		•••
.eft Traffic(Up to 2020-08-23)	🕞 🚞 R & D Department	Operation Department 1 E R & D Department		
ITB/I TB		Cancel Confirm		
1 TB/1 TB				

B. Move via operation button

You can also move mouse cursor horizontally to the ① Operation button after selecting the file (folder) that needs to be renamed. Software system will automatically pop up the

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drop-down menu and selects ② Move to move the file (folder).

My space	Upload New folder			
9 My Sharing	My Space /			
Statistics	□ File name ⇔	Size 🗘	Modified ¢	Action
Login Log	📑 🧧 Operation Department			
	📄 🧮 R & D Department			Rename
Traffic(Up to 2020-08-23) /I TB				Download
Storage				Сору
/1 TB				Move
				Share
				Delete
				Invitation upload

9. How to copy a file (folder)

If you need to copy a file (folder):

A. One click to copy

Step1, select the file (folder) that needs to be copied, click the Copy button in the upper

right.

😅 Raysync Cloud	4		Account valid time:2020-08-23	but23 V 🕴 Transfer list
 My space Shared Space My Sharing 	Invitation uptaad Download Share Delete Copy Move My Space /	Size ≑	Modified ≑	Action
Statistics Login Log	Zer Andrew Coperation Department	5128 V	woonned 🤟	Action
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
1 TB/1 TB				

Step2, select the location where the file (folder) needs to be pasted, click Confirm to move the selected file (folder) to the corresponding position.

Implication upload Download Shared Space Model Shared Space Shared Space Model Shared Space Shared Space Model Shared Space	Raysync Cloud		Account valid time:2020-08-23	but23 V 👬 Transfer li
The name Modified Action 2 Login Log Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment Image: Constant Oppartment	My space			
Login Log Control Cognition Cognition to Cognitio to Cognitio to Cognition to Cognition to Cognition to Cognitio	Statistics	File name \$	 Modified \$	Action
R & D Dspartment Cancel Contem Cancel Contem	🕽 Login Log	🛃 📓 Operation Department		
A Ta Cancel Control Control		📃. 📓 R & D Department		
	h Traffic(Up to 2020-08-23) 8/1 T8 ht Storage 8/1 T8			

B. Copy via operation button

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You can also move mouse cursor horizontally to the ① Operation button after selecting the file (folder) that needs to be copied. Software system will automatically pop up the drop-down menu and selects ② to copy the file (folder).

Raysync Cloud			Account valid time:2020-08-23	but23 ∨ if Transfer list
 My space Shared Space My Sharing 	Uphoad New folder My Space /			•
I Statistics	. File name 💠	Size 🗘	Modified 0	Action
Login Log	🗔 📄 Operation Department			
	🗔 🧮 R & D Department			Rename
eft Traffic(Up to 2020-08-23) TB/I TB			2	Download
eft Storage TB/I TB				Copy Move
				Share
				Delete
				Invitation upload
				Attribute

10. How to invite upload and work cooperatively

If you need to invite others to upload files (folders):

A. One click to invite

Step1, select and confirm the specific directory location in your space where you need someone to upload files (folders) to, for example, you invite others to upload files (folders) to the "Operation Department" file directory. Click Invitation Upload on the upper right of the file ① to invite.



Step2, set ③Valid Date for the invitation link in the Invitation to upload window; set to open email notification and add the notification email address; remark notification content based on your own needs, then click the "Create Link" button.

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SRaysync Cloud			Account valid time:2020-08-23	but23 V 🕴 Transfer list
My space Shared Space My Sharing Statistics Cogin Log	Initiation upload Download Share My Space 7 Image: Provide the state of the	Dutet Copy Move	Modified D	Action 10 11
Left StarficBy to 2020-08-23) 1 TEV TB Left Starage 1 TB/ TB		Select Time E-mail Address Mutiple email addresses should be separated with commas Message Content Croutes Link Croutes Link Cancel		

Step3, software system will automatically create an invitation link and access password, you can send the link and access password to others by email or other ways, other people can access the link through browsers and upload files (folders)

🗟 Raysync Cloud			Account valid time:2020-08-23	but23 🗸 🧦 Transfer list
 My space Shared Space My Sharing Statistics 	Uptoad New folder My Space E. File name ©	Invitation upload ×	Modified ©	Action
Login Log Left Traffic(Up to 2020-08-23) TRUT T8 Left Storage TRUT T8		Link created successfully × https://enterprise.rsynync.or/share/SF689C Copy Link Passeord: Yom6 Cope Close		

B. Invite via operation button

You can also move your mouse cursor to the right side ① Operation button, select ② "Invitation Upload" to complete invitation

Raysync Cloud			Account valid time:2020-08-23	but23 V 👬 Transfer lit
My space Shared Space My Sharing Statistics	Upload New Folde My Space / File nume ©	Size 0	Modified 0	Action
🕏 Login Log	Peration Department B & D Department			-
ft Traffic(Up to 2020-08-23) IB/1 TB				Rename Download Copy
t Storage 8/1 TB			6	Move Share Delete
				Invitation upload Attribute

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11. How to share and work cooperatively

If you need to share files (folders) with others with one-click:

A. One click to share

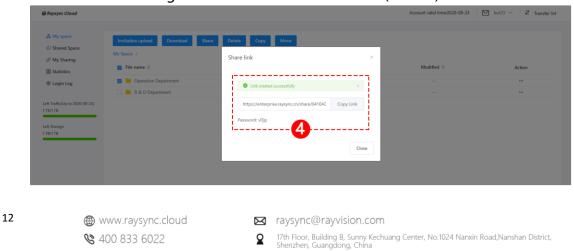
Step1, select and check target files (folders) ①, click ② Share.

😂 Raysync Cloud	•		Account valid time:2020-08-23	☑ but23 ∨ If Transfer list
My space (b) Shared Space	Invitation upload Download Share Delete Copy Move			
 	My Space / B File name © Coperation Department	Size 💠	Modified 🗢	Action
Left Traffic(Up to 2020-08-23) 1 TB/1 TB				
Left Storage 1 TB/1 TB				

Step2, set Vaild Date for the invitation link in the Sharing Link window; set to open email notification and add the notification email address; remark notification content based on your own needs, then click on ③ "Create Link" button.

😂 Raysync Cloud			Account valid time:2020-08-23	but23 🗸 🕴 Transfer list
 ♣ My space ⊕ Shared Space ∂ My Sharing ■ Statistics 	Invitation upload Download Share My Space 7 The name 0	Dutete Copy Move Share link ×	Modified ©	Action
Login Log	C R & D Department	Share files: /Operation Department		
Left Tarifs (by to 2020 (8-21) 1 TEI 1 TB Left Storage 3 TEI 1 TB	A GO Ungarment	Vaid Date Select Time E-mail Notification E-mail Address Multiple email addresses should be separated with commas Message Context Context Context Context Cont		

Step3, software system will automatically create an invitation link and access password, you can send the link and access password to others by email or other ways, other people can access the link through browsers and download files (folders)





B. Share via operation button

You can also move your mouse cursor to the right ① Operation button, and select ② "Share" button to complete sharing.

My space (b) Shared Space (c) Shared Space (c) My Sharing (c) My Space / (c) My Space / (c) File name ⊕ (c) Coperation Department (c) Particin Department (c) Particin Department		Account valid time:2020-08-23	▶ but23 ∨ 🕴 Transf
Upfact New tolder Ø My Shared Space My Space / Ø My Sharing File name © Estatistics File name © © Login Log Image: Coperation Department			
Image: Wy Space / My Space / Image: Wy Statistics File name © Image: Wy Space / Image: Wy Space / Image: Wy Space / Image:			
Statistics File name Login Log Login Log Deration Department			
Cogin Log	Size 🗘	Modified 🗘	Action
🗔 🧮 R & D Department			
			Rename
Left Traffic(Up to 2020-08-23) 1 TB/1 TB			Download
Left Storage		6	2 Copy
16/118			Share
			Delete
			Invitation upload
			Attribute

12. Manage sharing/invitation links

If you need to view all your shared records:

Step1, log in to your User account of Raysync Cloud Transmitting enterprise edition, find (1)"My Sharing" in the left menu bar, click on the (2)"Share Links ", you can view all your shared records.

Raysync Cloud			Acco	unt valid time:2020-08-2	3 🗹 but23 🗸	Transfer
My space Shared Space My Sharing Statistics	Shared Files Records Details Copy link Cancel Share Links Invite Links Invite Links					
© Login Log	Shared File/Folder Size	Link	Password	Downloaded Times	Created Date	Expiration Date
ft Traffic(Up to 2020-08-23) TB/1 TB	Operation Depart	https://enterprise.raysync.cn/share/0410AD2262E38153DD946FD8C8EE5.	vDjp	0	2020-06-09 18:4 9:39	
lt Storage B/1 TB	Operation Depart	https://enterprise.raysync.cn/share/14757C8CEA1054CAC80688F3DE17A.	. QHIU	0	2020-06-09 17:3 9:23	
	Operation Depart	https://enterprise.raysync.cn/share/DDD38135519C81A9214B4E0517849.	38w3	1	2020-06-02 10:5 6:46	
					Total 3 < 1	Go to 1

Step2, find "My Sharing" in the left menu bar, click on the ③"Invite Links ", you can view all your invitation records.

 My space ه My space My Shared Space My Sharing Statistics 	Shared Files Records Details Copy link Cancel Share Links Invite Links 3				
🇐 Login Log	Invited Folder	Link	Password	Created Date	Expiration Date
Left Traffic(Up to 2020-08-23) 1 TB/1 TB	/Operation Department	https://enterprise.raysync.cn/share/5F689CA383B4A261F5907E21562848253?language=en-US	Xom6	2020-06-09 18:41:04	
Left Storøge 1 TB/1 TB				Total 1 <	1 → Go to 1
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13. How to view the traffic usage records

If you need to view your traffic usage records:

Step1, log in to your User account of Raysync Cloud Transmitting enterprise edition, at the bottom of the menu bar on the left, it shows the download traffic and usage / surplus of storage space, and clearly shows the time period.

😂 Raysync Cloud			Account valid time:2020-08-23	but23 V 🕂 Transfer lis
 My space Shared Space 	Upland New Yolder My Space /			
 My Sharing Statistics 	□. File name ⇔	Size 💠	Modified \$	Action
🕏 Login Log	🗔 🗎 Operation Department			
	🗔 🗎 R & D Department			
Left Traffic(Up to 2020-08-23) 1 TB/1 TB Left Storage 1 TB/1 TB				

If you need to view traffic usage records:

Step1, log in to your User account of Raysync Cloud Transmitting enterprise edition, click ①Statistics, Select②Month or Dayto check your traffic usage record. ③Blue is upload traffic, green is download traffic.

Raysync Cloud					Account valid time:2020-08-23	but23 V if Transfer li
👶 My space	Statistics Report					
 Shared Space My Sharing 	Month Day	2020-06 Ph	ease select data transfer type	2		Export
I Statistics	Username	Data Transfer Type	Used Traffic	Billing Traffic	Start Time	End time
Login Log	but23	Upload	511.88 KB	0	2020-06-09 11:07:30	2020-06-09 11:07:30
ft Traffic(Up to 2020-08-23) IB/1 TB	but23	Upload	243.24 KB	0	2020-06-08 11:49:05	2020-06-08 11:49:27
ft Storage	but23	Upload	595.28 KB	0	2020-06-08 11:48:57	2020-06-08 11:48:57
B/I TB	but23	Upload	121.96 MB	0	2020-06-02 11:11:12	2020-06-02 11:11:21
	but23	Upload	98.05 MB	0	2020-06-02 11:10:15	2020-06-02 11:10:15
	but23	Upload	100.37 MB	0	2020-06-02 11:09:10	2020-06-02 11:09:10
	Traffic(MB)		Upload Traffic: 32	1.7 MB Download Traffic:	• 3	Total 6 < 1 >
	300 - 250 - 200 -				Upload:0.49 MB Download:0	
	150 - 100 - 50 -					
	0	2020-06-02	_	2020-06-08	2020-06-09	, Time

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14. How to view the personal login log

If you need to view your personal system login record:

Step1, log in to your User account of Raysync Cloud Transmitting enterprise edition, you can select date, IP address to view login log. If need to download all the record, you can download via③Export.

😂 Raysync Cloud					Account valid time:2020-08-23	but23 $ \lor $ if Transfer list
💩 My space	Log Center		2			6
My Sharing	Last 7 days	Current Month	From Time to To Time	Please enter IP address Searc		Export
Statistics Cogin Log	Туре	Date	IP Address	User	Location	Device
	Sign in	2020-06-09 11:00:41	121.201.121.142	but23	China	PC Web
Left Traffic(Up to 2020-08-23) 1 TB/1 TB	Sign in	2020-06-09 10:28:23	121.201.121.142	but23	China	PC Web
Left Storage	Sign in	2020-06-08 11:43:39	121.201.121.142	but23	China	PC Web
1 TB/1 TB	Sign in	2020-06-04 12:21:57	121.201.121.142	but23	China	PC Web
	Sign in	2020-06-04 12:18:46	121.201.121.142	but23	China	PC Web
	Sign in	2020-06-03 18:45:12	121.201.121.142	but23	China	PC Web
	Sign in	2020-06-03 15:09:40	121.201.121.142	but23	China	PC Web
	Sign in	2020-06-02 17:44:50	121.201.121.142	but23	China	PC Web

₩ raysync@rayvision.com