Raysync Cloud

CORPORATE USER ACCOUNT INSTRUCTIONS

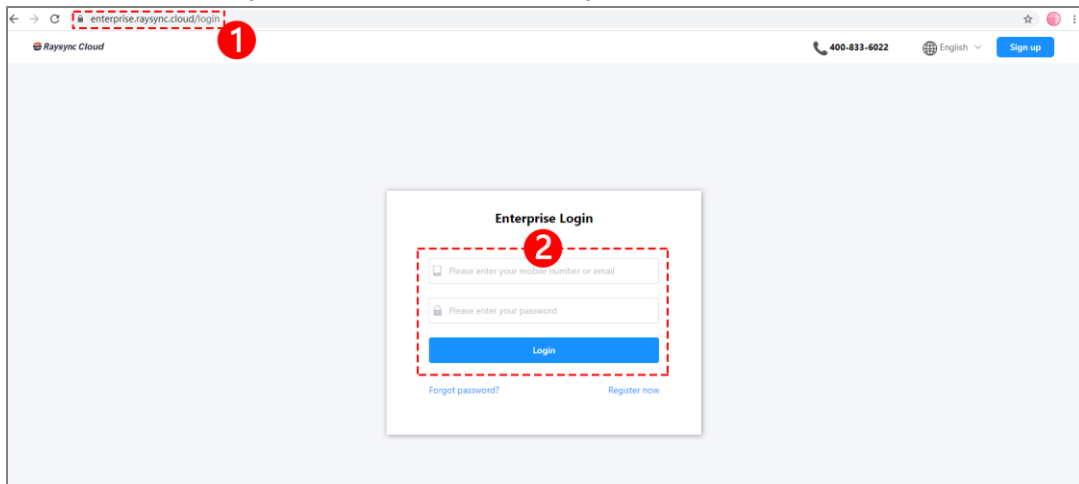Shenzhen Yunyu Technology Co., Ltd.

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1. How to log in to a user account

Input ① https://enterprise.raysync.cloud/login in 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.
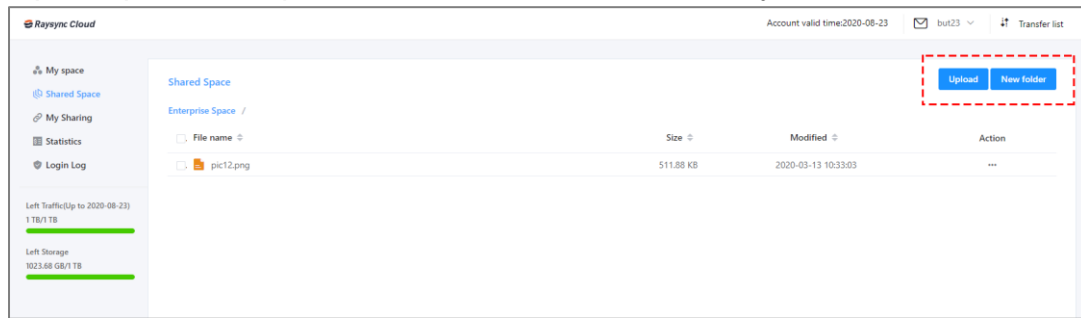

2. How to use Raysync Cloud Transmitting to work cooperatively

Step1, ① click "Shared Space" in the left menu bar, ② open the "Enterprise Space" file (folder).
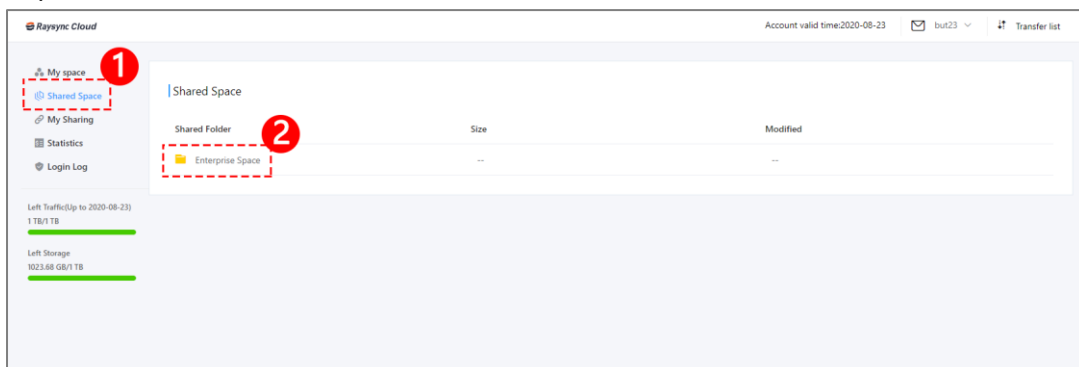
Step2, create new files (folders) according to the group cooperation needs in the "Enterprise Space", or upload files to the folder(s) created by the administrator.
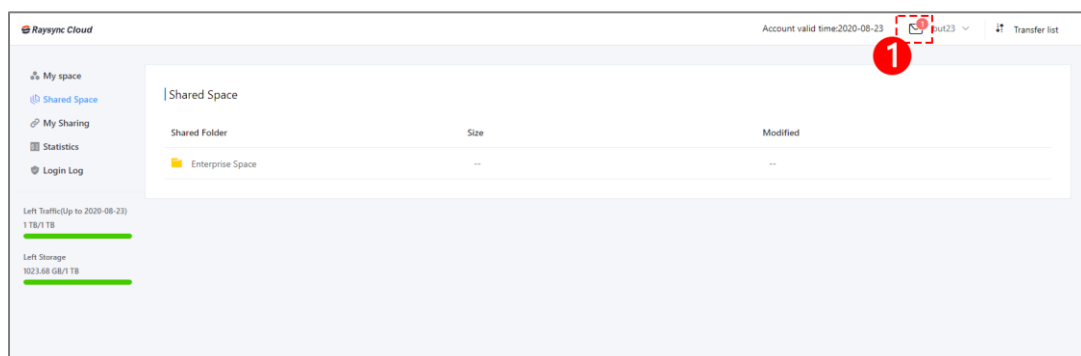

Step3, ③ click on a file (folder) to conduct ④ downloading or deleting operation according to the group cooperation needs in the "Enterprise Space".
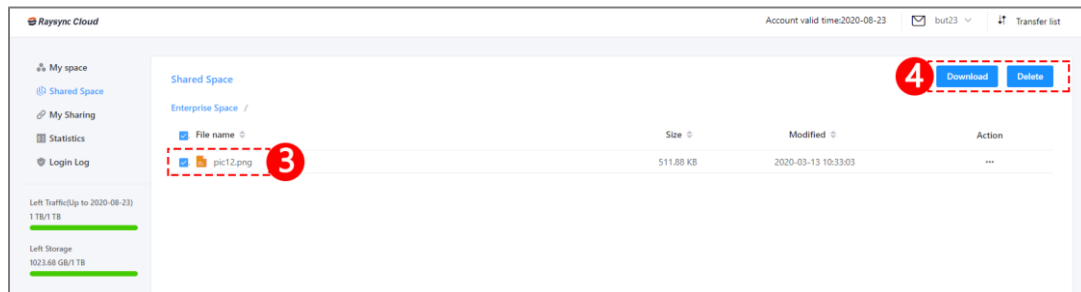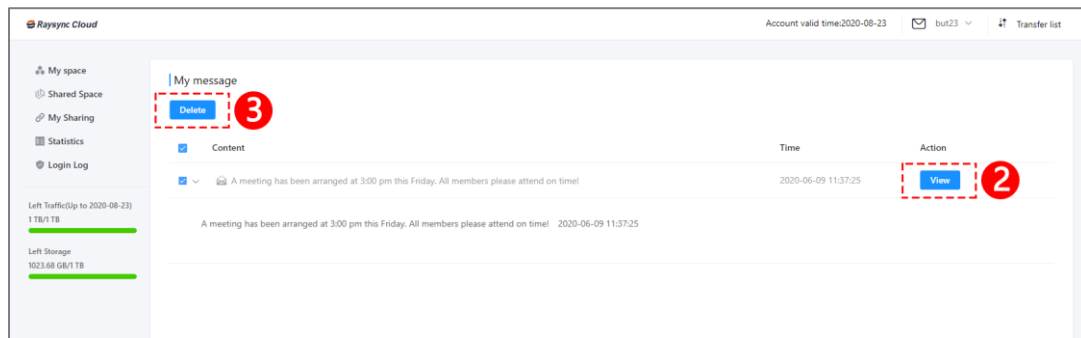

3. How to view corporate news

Step1, click "Message Center" in the left menu bar to view the information sent by the administrator.
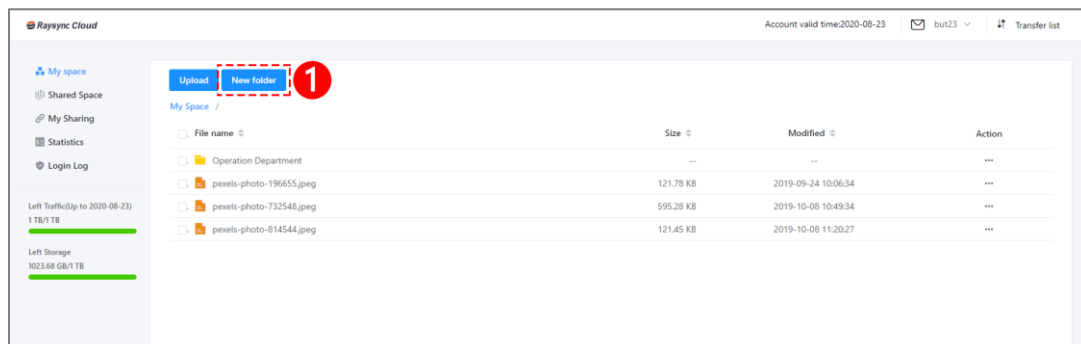
Step2, click "Message Center" in the left menu bar, ①open "My Message" to view the information sent by the administrator, ② Conduct delete in batches operation based on user's needs.

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).


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.
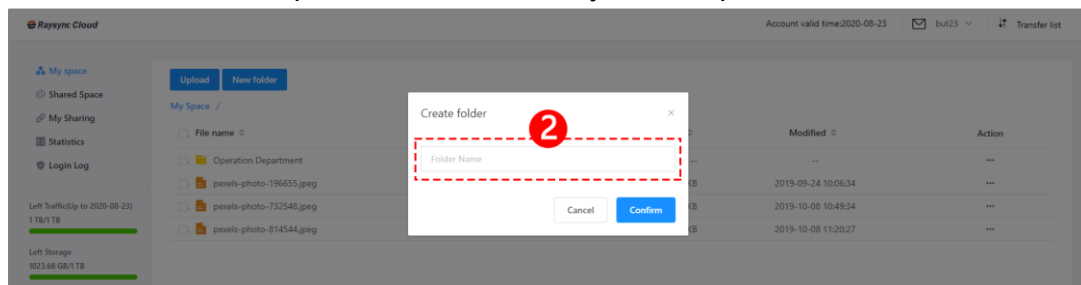
You can select a specific file root directory based on your needs and create a new folder directory in the root directory.
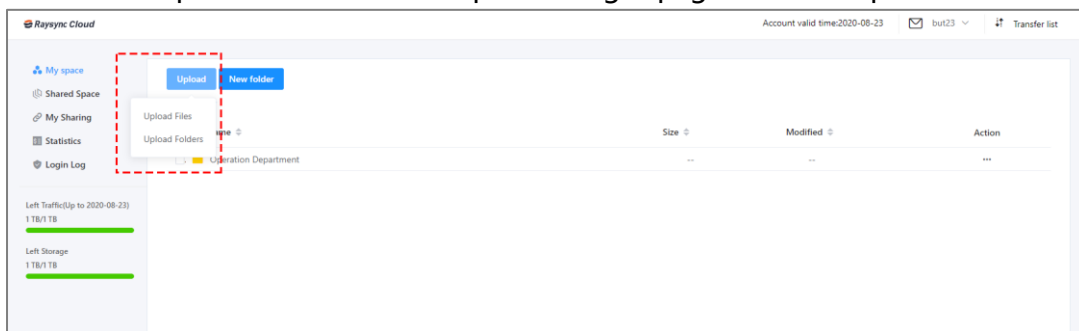
Step3, for example, create a new file directory "Operation Group No.1" in the "Operation Department" directory; click the "Operation Department" directory folder to enter the directory
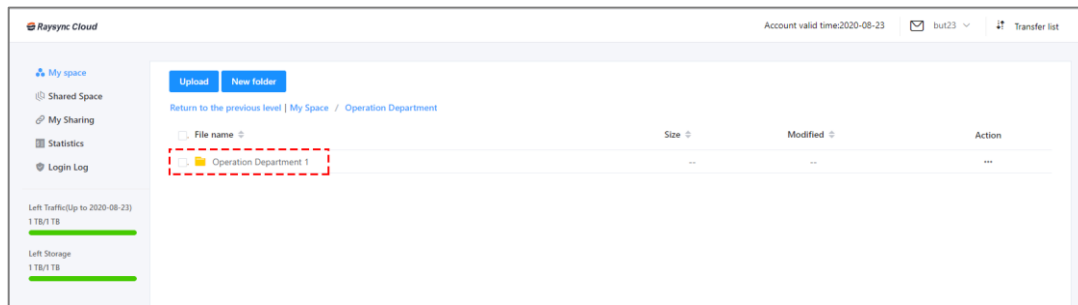
5. How to upload and download a file (folder)
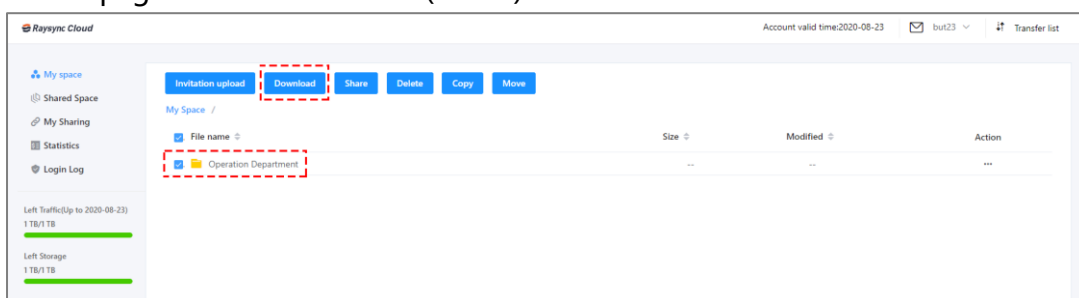
When you need to upload a file or folder:
Step1, click the upload button at the top of the right page to select upload a file or folder.
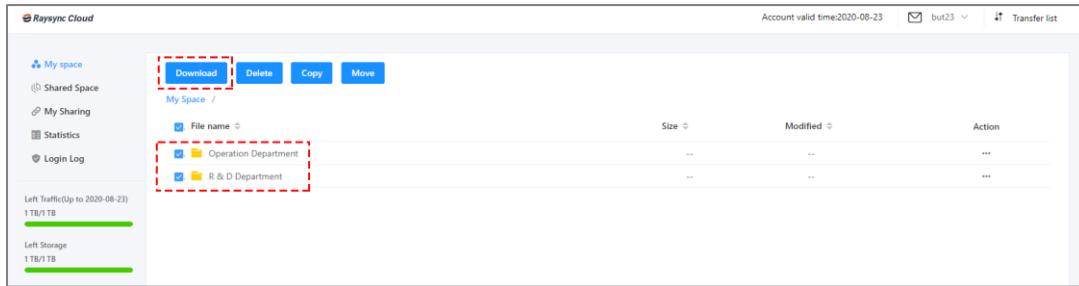

When you need to download a file or folder:
A.   One-click download
Step1, select a file (folder) you want to download, click the download button on the right side of the page to download a file (folder)
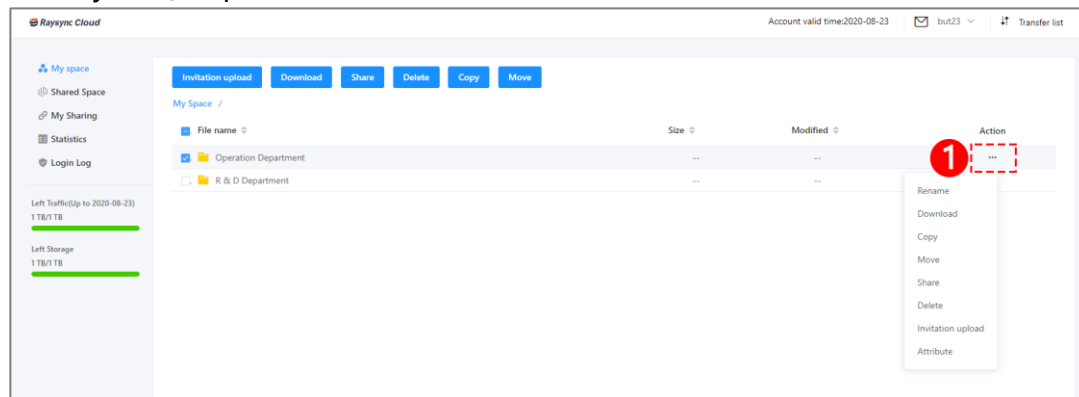

Step2, select multiple files (folders) that you need to download, click the download button on the right side of the page, and download the files in batches.
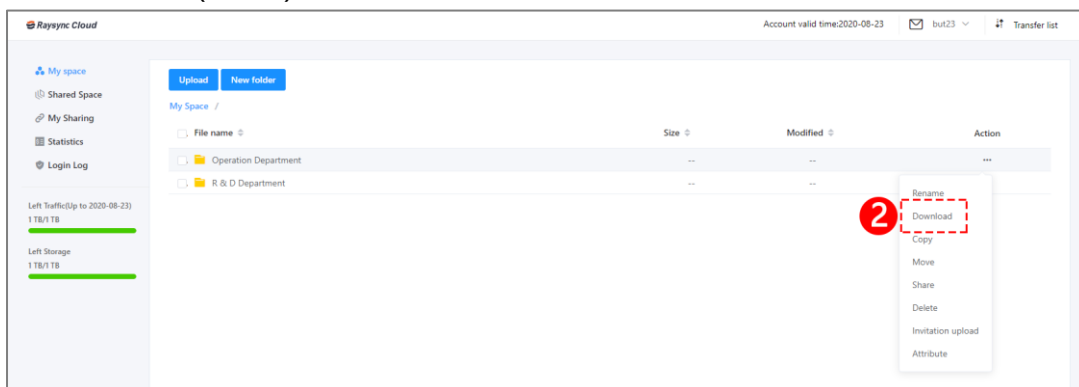
B. Download via operation button

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

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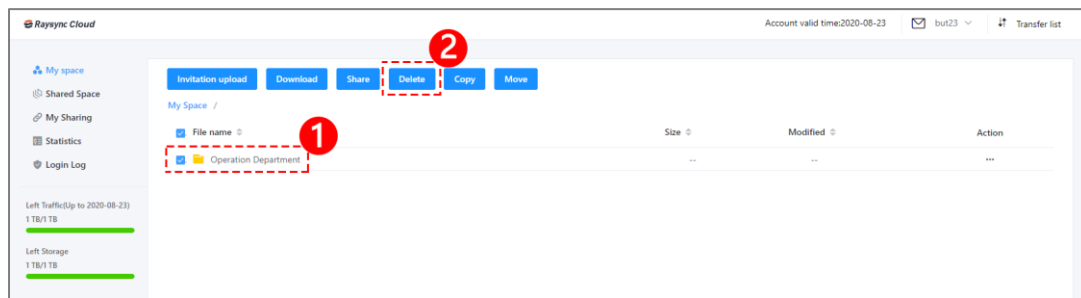

6. How to delete a file (folder)

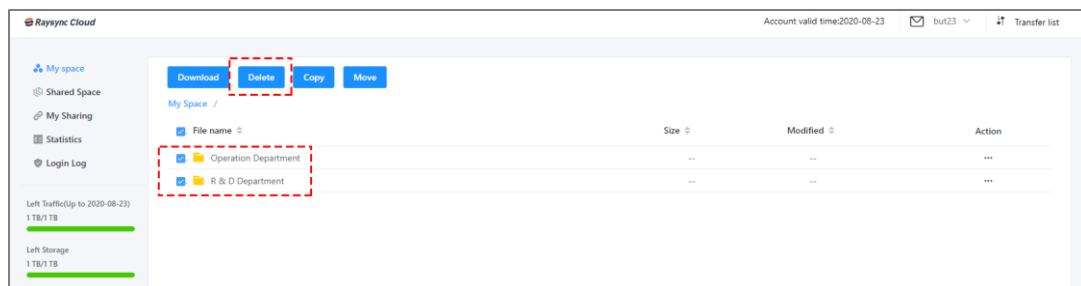**If you need to delete a file (folder):**

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
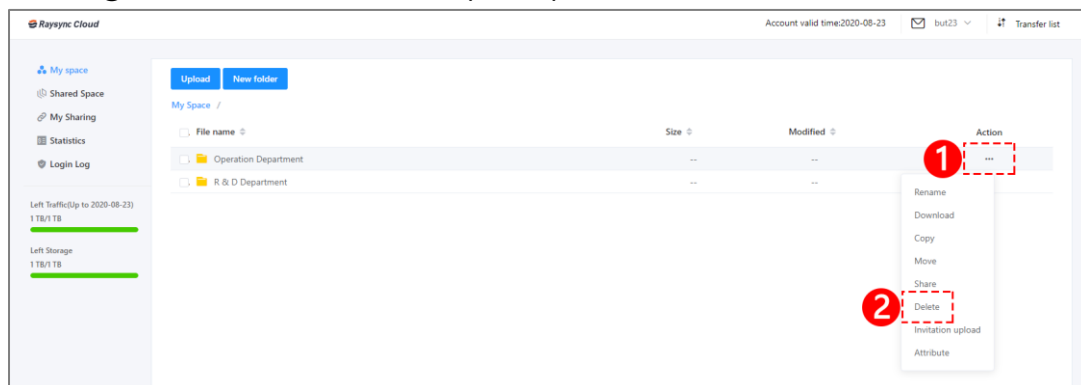
the file (folder)

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

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).
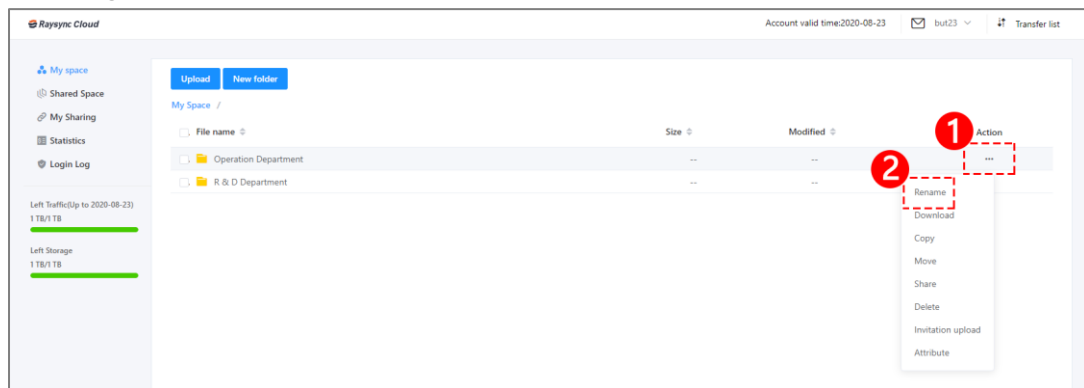

7. How to rename a file (folder)

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
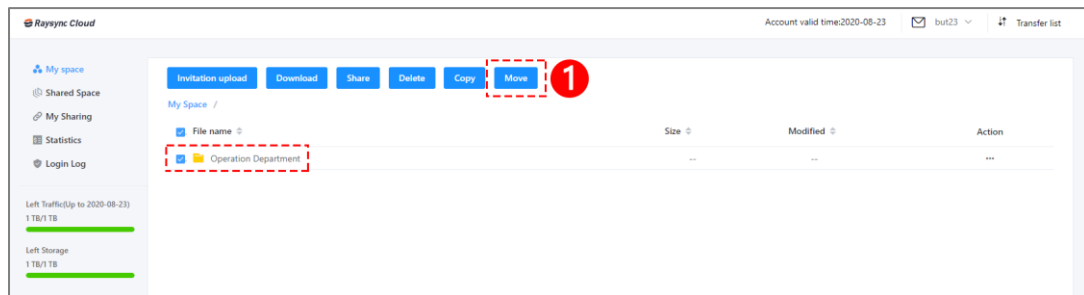
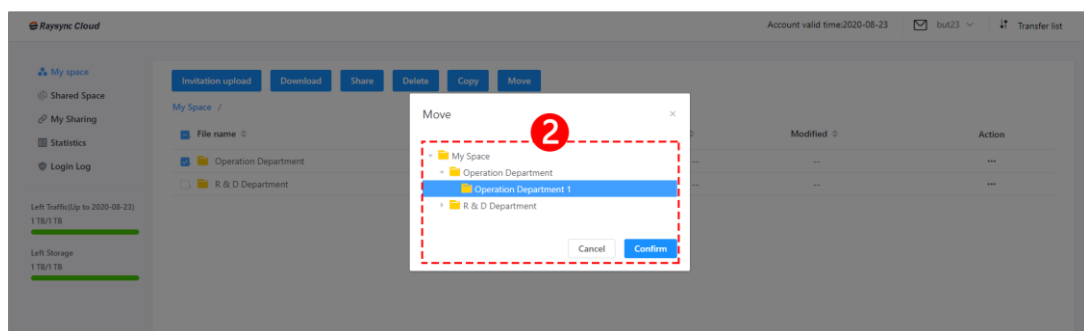can select ② to rename the file (folder).

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.
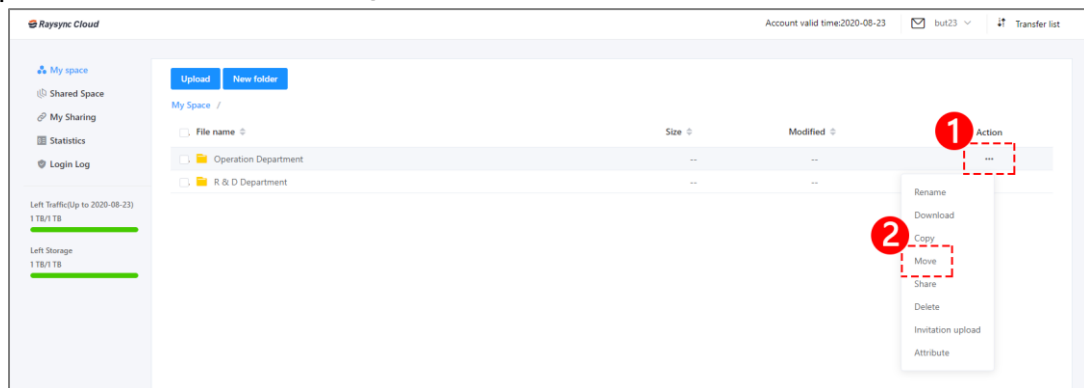

Step2, select the file (folder) that needs to be moved, click the Move button in the upper right.

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

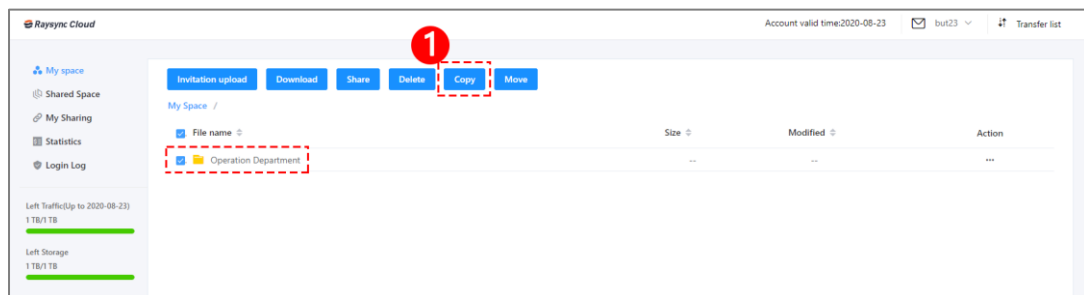drop-down menu and selects ② Move to move the file (folder).
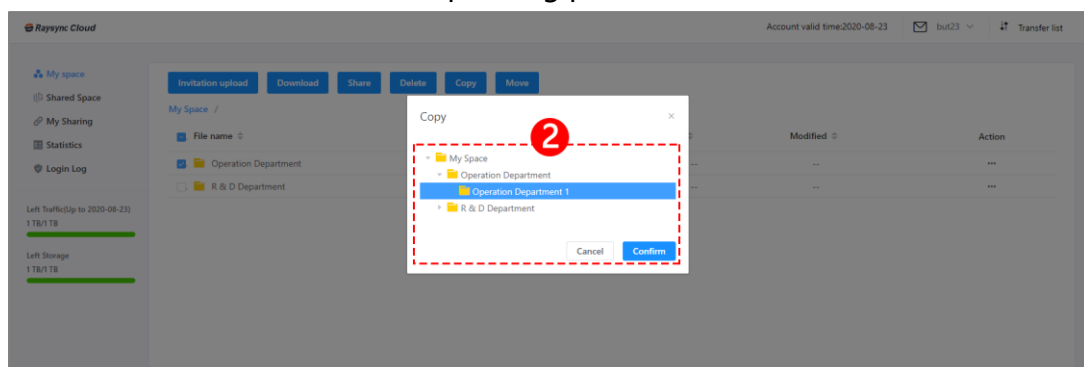

9. How to copy a file (folder)

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.

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

B. Copy via operation button

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                           Shenzhen, Guangdong, China

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).
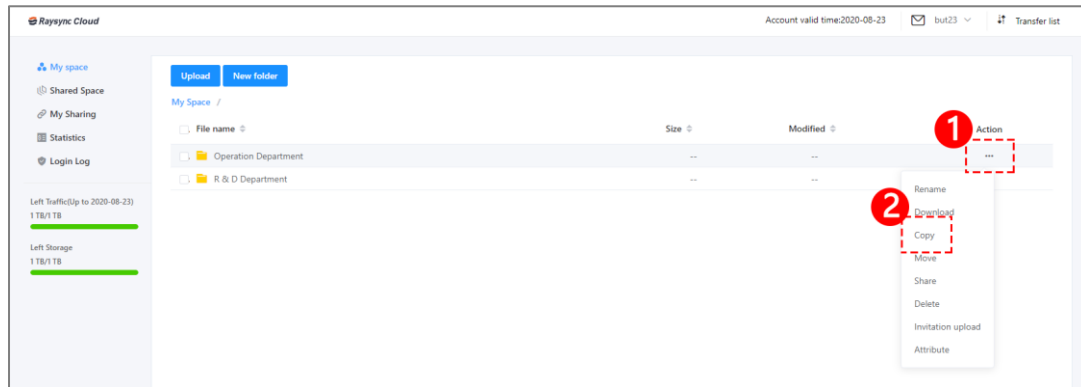

10. How to invite upload and work cooperatively

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.
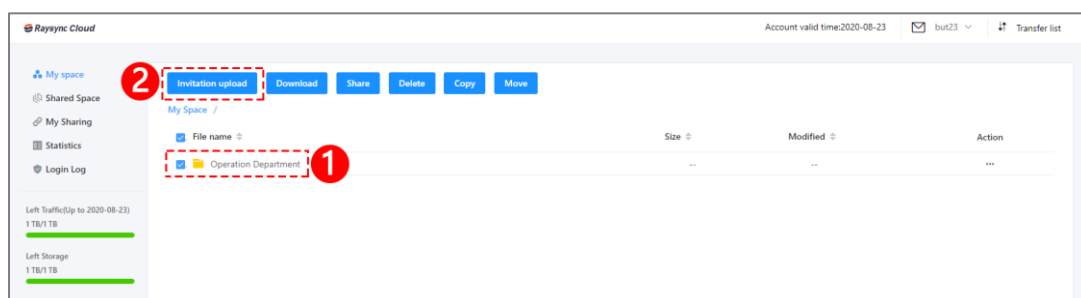
Step2, set ③Valid Date for the invitation link in the Invitation to upload window; set to open email notification and add the notification email address; remark notification content based on your own needs, then click the "Create Link" button.
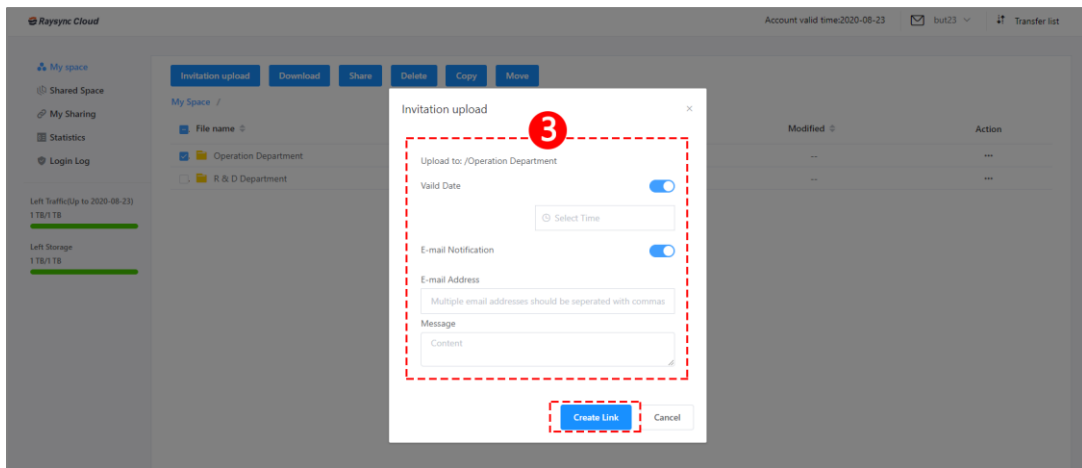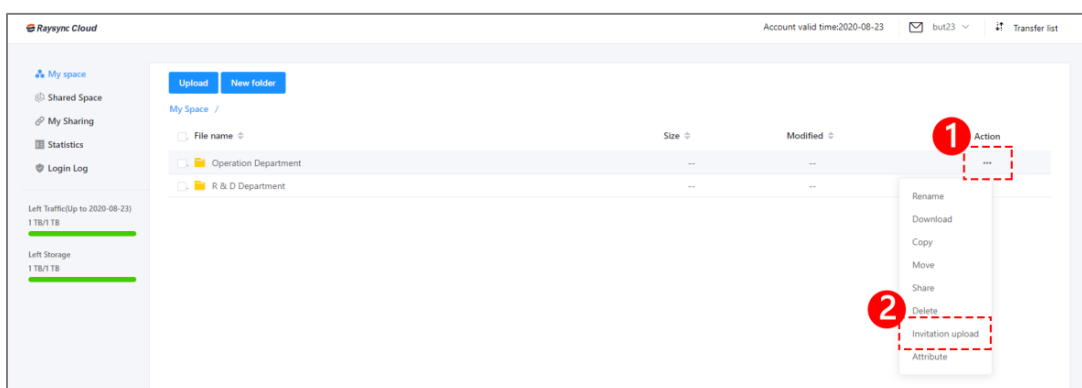
Step3, software system will automatically create an invitation link and access password, you can send the link and access password to others by email or other ways, other people can access the link through browsers and upload files (folders)
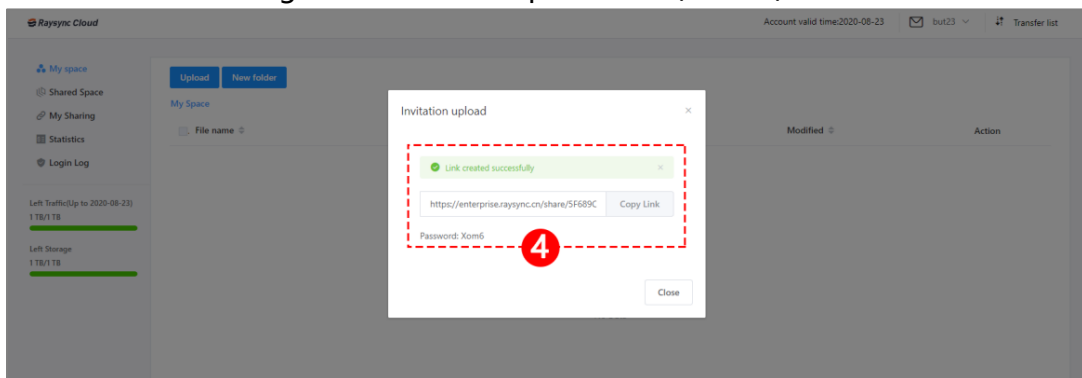
B.　Invite via operation button

You can also move your mouse cursor to the right side ① Operation button, select ② "Invitation Upload" to complete invitation
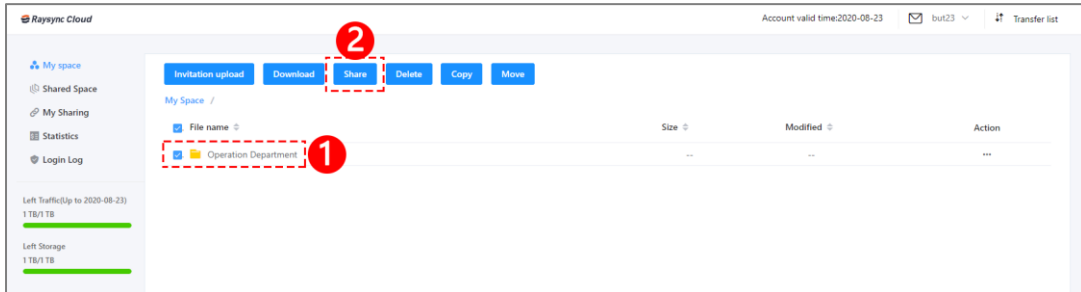
11. How to share and work cooperatively

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.

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.
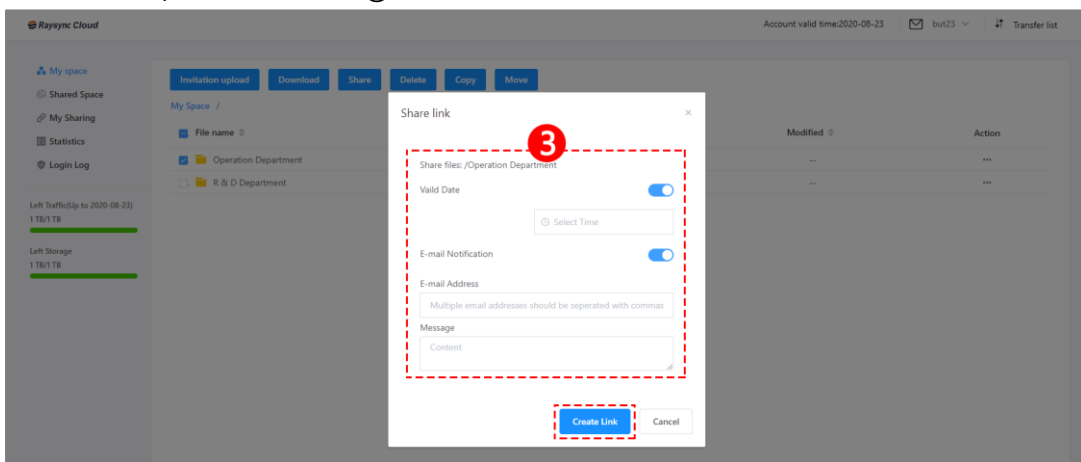

Step3, software system will automatically create an invitation link and access password, you can send the link and access password to others by email or other ways, other people can access the link through browsers and download files (folders)
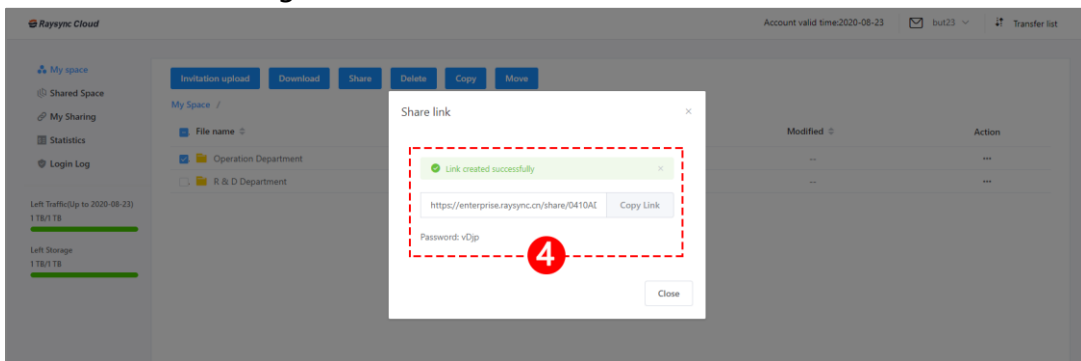
B. Share via operation button

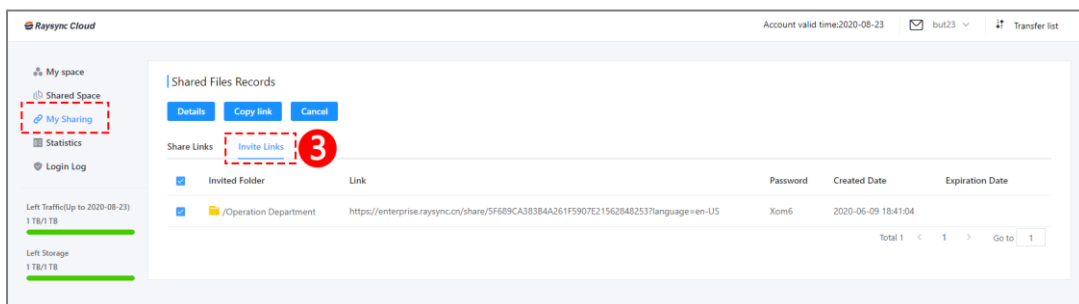You can also move your mouse cursor to the right ① Operation button, and select ② "Share" button to complete sharing.
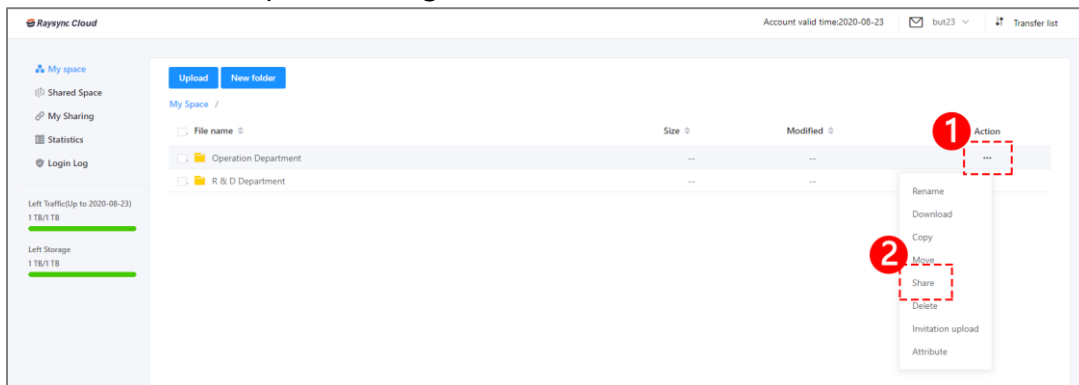
12. Manage sharing/invitation links

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.
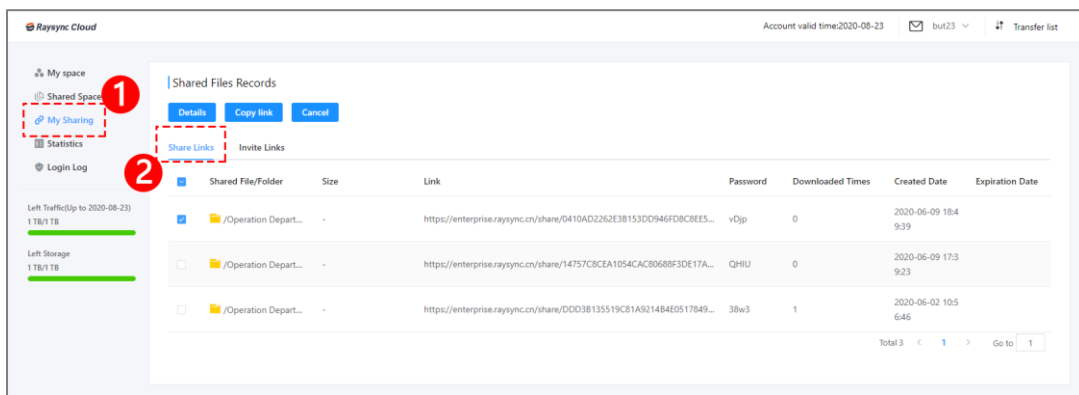

Step2, find "My Sharing" in the left menu bar, click on the ③"Invite Links ", you can view all your invitation records.

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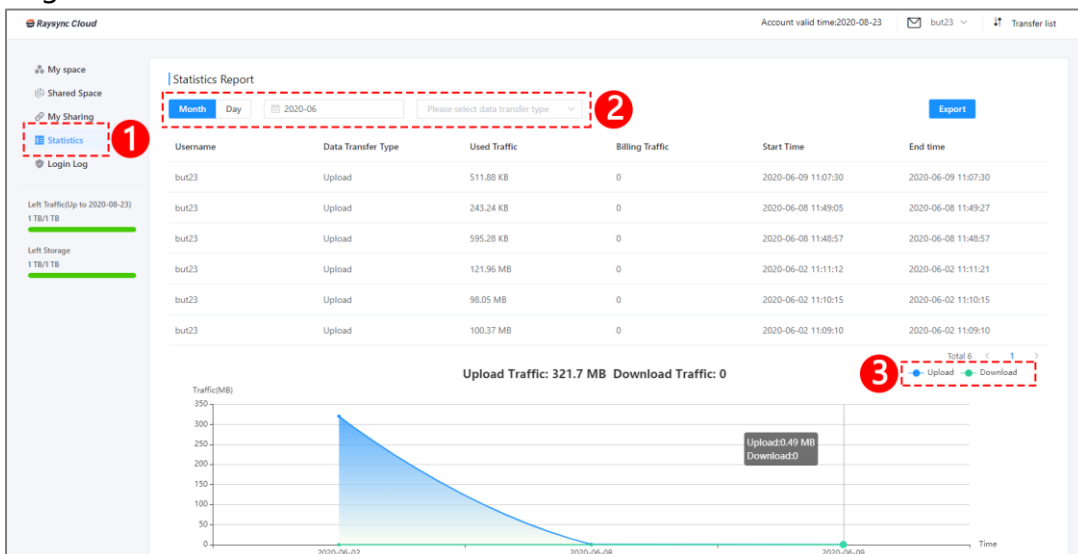
13. How to view the traffic usage records

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.
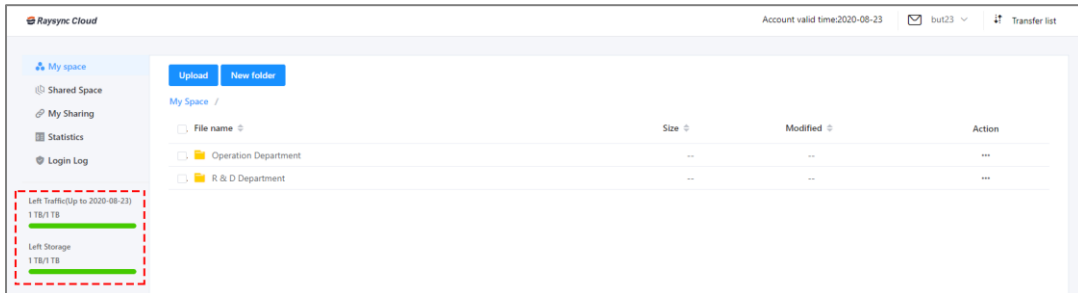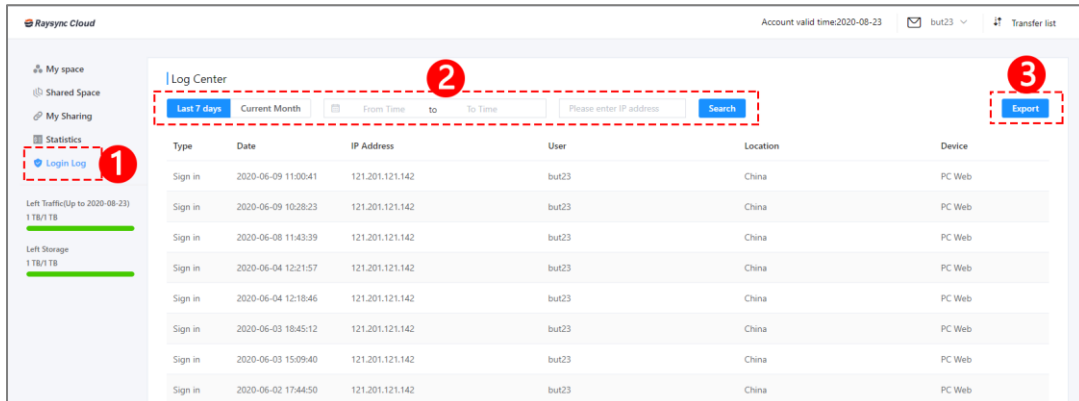

If you need to view traffic usage records:
Step1, log in to your User account of Raysync Cloud Transmitting enterprise edition, click ①Statistics， Select②Month or Dayto check your traffic usage record. ③Blue is upload traffic, green is download traffic.

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.