



## DOQEX® Web

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### Feature Update - Quick User Guide

## HEADLINE

To help our customers collaborate, CYC ICT have enabled six additional features within DOQEX<sup>®</sup>:

1. File Viewing
2. View-only Sharing
3. File Versioning
4. File Locking
5. Multi-level folders
6. .zip download

These features are available now. If you require any further assistance please contact the ICT Helpdesk.

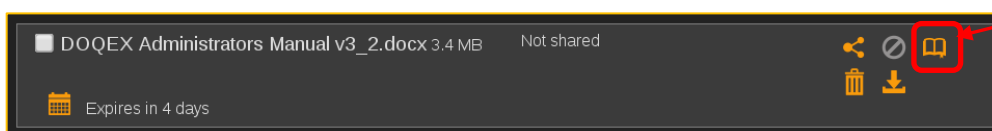
## 1. FILE VIEWING

File Viewing adds the following capabilities:

- DOQEX<sup>®</sup> Users can view files within DOQEX<sup>®</sup>.
  - You no longer need to download a file in order to review it.
  - This applies to files shared with you as well as your own files.
  - File viewing is also available to members of a Project Space.
- Share recipients can examine files directly in their browser without downloading the file
- DOQEX<sup>®</sup> can currently display most commonly-used formats – e.g. Office documents from Word, Excel and PowerPoint, PDF documents, images, CSV, text and OpenOffice documents.
- Note: We're currently limiting the size of documents that can be viewed to 6MB.

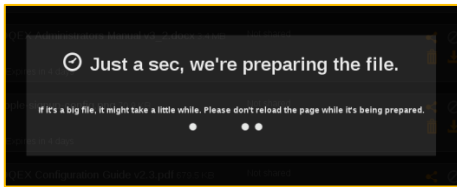
## HOW TO VIEW A FILE

To View a file, click the “**View**” icon in the file box;



This is the new  
“View” icon

The file is decrypted and prepared for viewing. Please wait.



When the file is ready, it's displayed in your browser.



The standard controls are for page navigation; they include:

- A Previous and Next button for moving between pages.
- A page selection dropdown. Click the first number and select the page you wish to view.
- Close button. Click this to close the file view and return to your My File or Project Space.

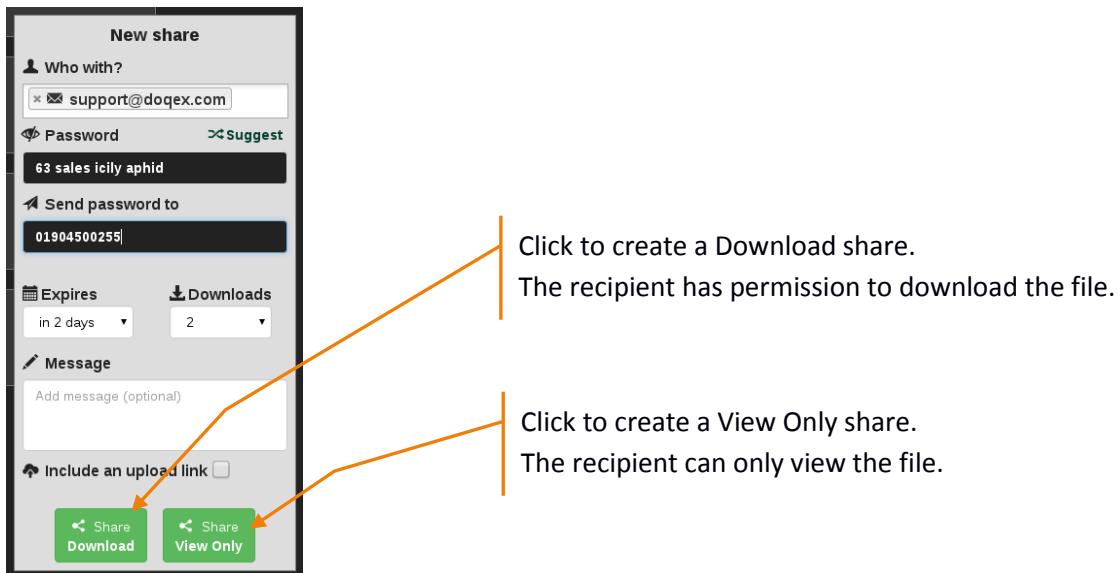
## 2. VIEW ONLY SHARES

You now have the choice of two classes of public share:

1. Download
2. View Only

Both types of share are created in the normal way – i.e. via the Share button.

The **New Share** dialog box contains two action buttons:



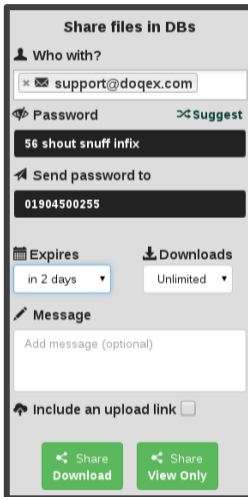
Simply complete the share details in the usual way and then select which type of share you wish to create.

Your recipient receives an email in the normal way, however when they click to access the file they are shown the document. Note, for security, the document is shown with a watermark embedded with details from the DOQEX audit trail.

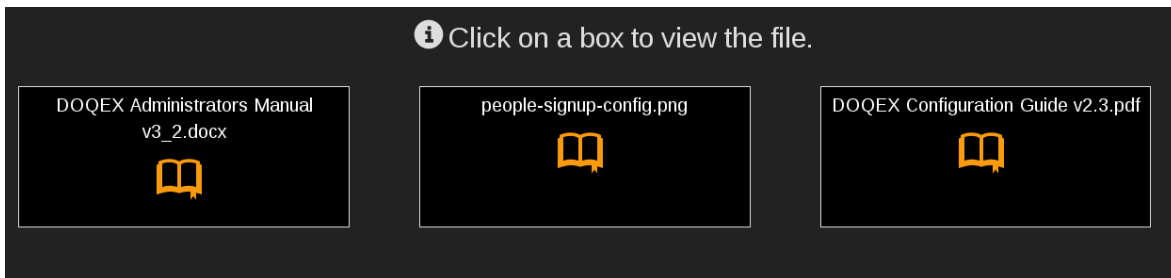
All other share features (expiry dates, download limits, sending passwords by text, including upload links) all remain the same.

## CREATING VIEW ONLY FOLDER SHARES

File Viewing works for folder shares too; the folder share dialog box also presents two options via the share button:



For a folder share, the recipient sees the following screen;



When they click a file, they're shown the document with a watermark;

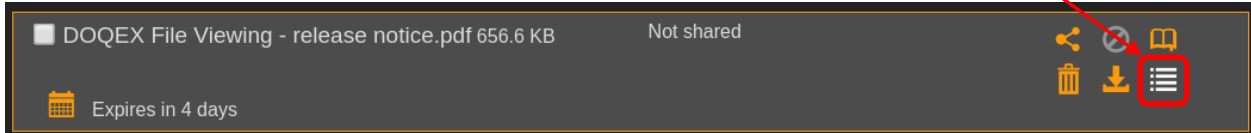


## 3. FILE VERSIONING

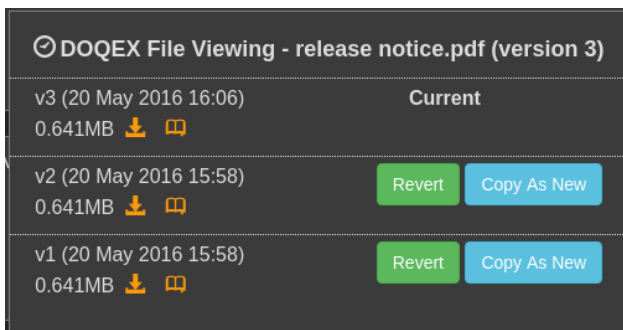
DOQEX<sup>®</sup> keeps track of files which have the same filename.

Basic file versioning has now been enabled, when you upload a file to a folder and the file already exists, instead of showing an extra file, the existing file version is updated.

When a file has multiple versions you see an extra icon:



Click the icon to show the document versions.



For each version you can:

- See the timestamp and file size,
- View the file, or
- Download the file

You can revert back to any previous version by using the Revert button. **Warning:** standard behaviour is that when reverting to an older version, the more recent versions are no longer shown.

Instead of reverting to an older version, you can choose the copy an older version out as new file. The new file will have a timestamp appended to its filename.

## 4. FILE LOCKING

File locking is available to members of a Project Space; it is not applicable to your own files in My Files.

Locking a file can have a number of different effects:

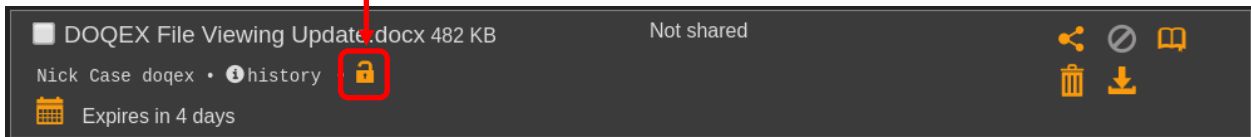
1. Prevent Upload / Overwrite (this always applies)
2. Prevent Download
3. Prevent Viewing
4. Prevent Sharing

By default, locked files cannot be overwritten. In other words, the locked document cannot be changed until it is unlocked.

Project Managers can choose whether locking a file also prevents other project members from downloading, viewing or sharing the file.

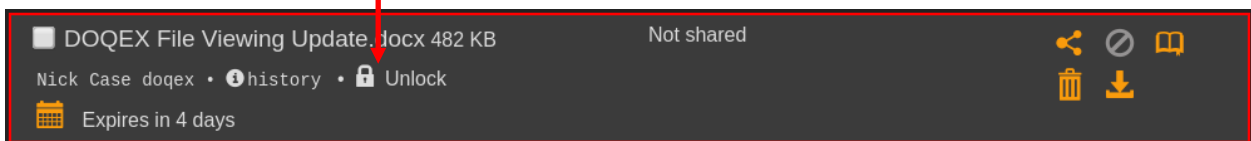
### LOCKING A FILE

To lock a file, click the padlock icon in the file box:



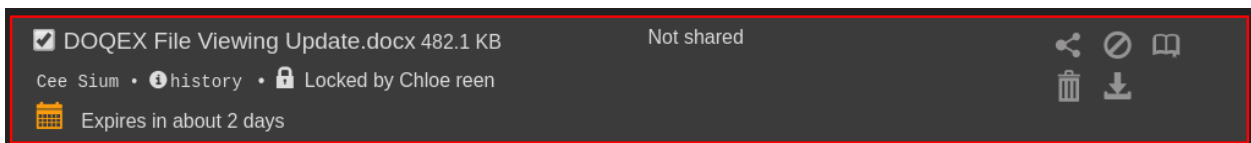
The file is now shown with a red border; the restrictions specified by the project manager are now in affect.

To unlock a file, click the Unlock padlock icon.



When actions are prevented, the corresponding icons are disabled.

For example, in this project space, file locking has disabled the download, view, share and delete icons. The file cannot be overwritten or altered except by person who locked the file.

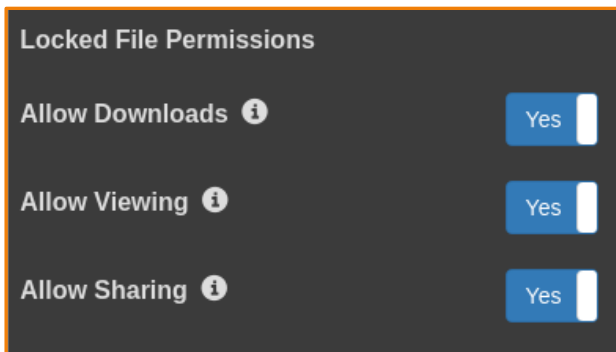


## MANAGING FILE LOCKS

Project Managers can configure Project Spaces and manage file locks.

1. Go into the Project Space – click My Files button and select the Project Space
2. Click the Admin button, select Project Admin from the menu.

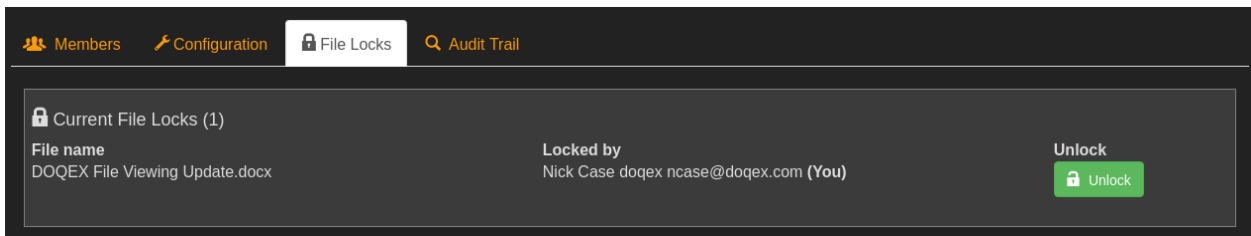
Within the Configuration tab you will find the options for Locked File Permissions:



Select options as appropriate for the project.

**NOTE:** Locked file permission options apply across the whole project to all locked files.

A Project Space manager can unlock files via the File Locks tab. This is useful if you need to override a file lock placed by another project member.





## 5. MULTI-LEVEL FOLDERS

DOQEX multi-level folder support has been enabled.

You can:

- Create sub-folders within folders or Project Spaces
- Drag and Drop files between folders
- Share sub-folders with people
- Request File uploads to sub-folders
- Rename sub-folders
- Move files to another folder
- Copy files from a sub-folder to a Project Space

Remember, as before, you cannot:

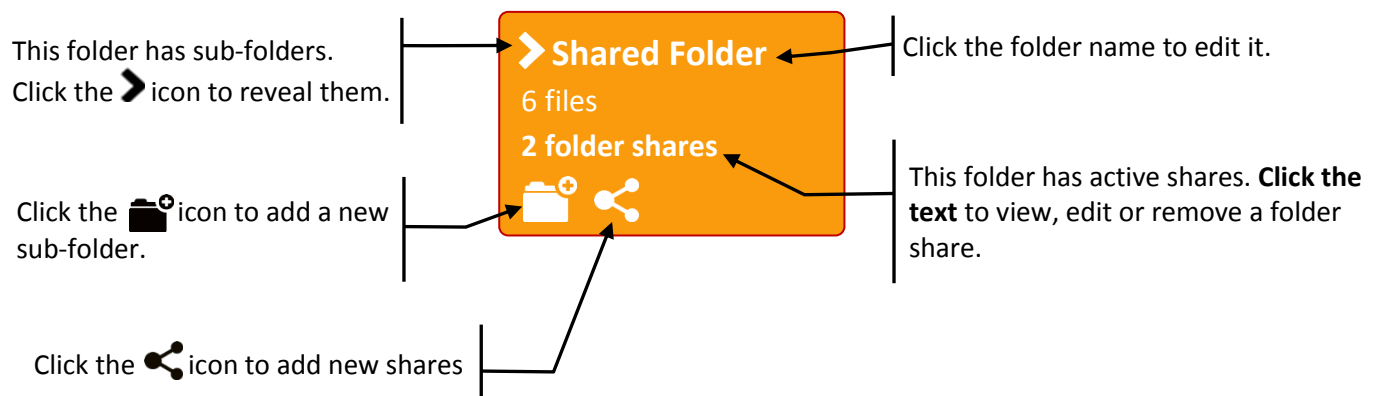
- Delete a folder unless it is empty
- Share a folder until you have some files in it!

**NOTE:** Sharing a folder only shares the files in that folder, it does not share any sub-folders or files within them. This is intentional behaviour to prevent accidental file sharing.

### WORKING WITH FOLDERS

Click any folder to highlight it.

Here is an example of a shared folder that contains sub-folders:



- Only empty folders can be deleted. The <img alt="share icon" data-bbox="495 845 525 865"/> icon changes to <img alt="trash can icon" data-bbox="640 845 660 865"/> when empty.
- **NB:** be careful when adding files to shared folders. Those files will be automatically shared too!

## 6.ZIP DOWNLOAD

Files can be downloaded from a folder as a .zip file.

This is available to:

1. Any logged in DOQEX user
2. A non-DOQEX user with whom you have shared a folder

As a DOQEX user, to download multiple files select their individual checkboxes or click the select-all checkbox to select all files in the folder.

When a file is selected you see a Download button in the top control bar.

