DOQEX® Quick Start Guide

Login

https://doqex.york.gov.uk/
Username is your email address

Add Files

Select a folder and Add Files **before** sharing them.

Several files can be uploaded in one go – you cannot upload folders!

Request File

A file **upload link** is emailed to the contact(s) you select

Once uploaded, the file will appear in the folder you specified.

Outstanding file uploads are shown in the ☁ **Pending** folder.

Share

Share files or entire folders with contacts or d-lists.

Starting typing names or select from the dropdown list.

- Select expiry or download limits as desired.
- External shares can be password protected (recommended)
- Send password is by text message (not email)
- Select View or Download as appropriate
- (Optional) Include an upload link for secure file return

Edit expiry

All files and shares have **compulsory** expiry times.

You have a **different** expiry time for files and shares.
A file is automatically deleted once it has expired.
After shares expire, recipients cannot access the shared file.

Add Folder

Add a folder to the home folder. Sub-folders are added using the 📁 icon on the folder. Folders can be shared with your contacts or distribution lists.

- Sharing a folder does **not** share any sub-folders
- The Home folder cannot be shared

Move

A file can be **dragged and dropped** between folders.

Multiple files can be selected (click their checkboxes) and moved to a folder using the [✛ Move] button.

Target Users

DOQEX® User

A share **notice** is sent by email, no link is sent, no password is set.
DOQEX® users login to access files, folders and shares.

External Contact

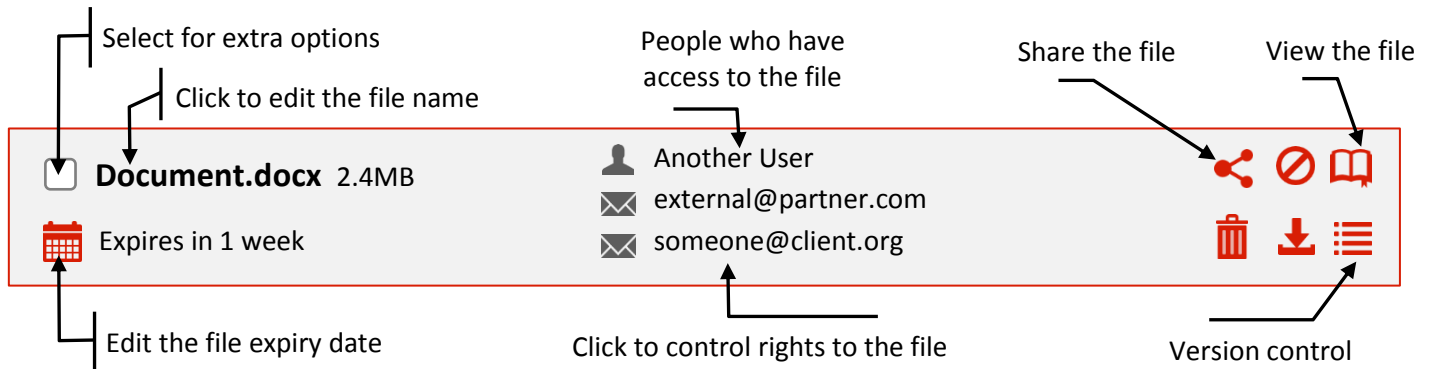A **download link** is sent by email; the password by **text** message.

Distribution List

Can contain DOQEX® Users **and** External Contacts.

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Managing files and shares

Files and their shares are managed using the file boxes.

Select for extra options

Click to edit the file name

People who have access to the file

Share the file

View the file

Document.docx 2.4MB

Another User

external@partner.com

someone@client.org

Expires in 1 week

Edit the file expiry date

Click to control rights to the file

Version control

Folders

This folder has sub-folders. Click the ❯ icon to reveal them

Click the 📁⊕ icon to add a new sub-folder.

Click the ❮ icon to add new shares

❯ Shared Folder
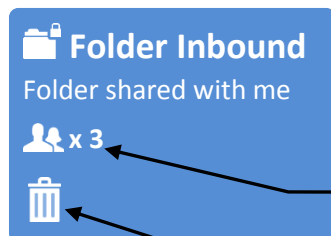
6 files
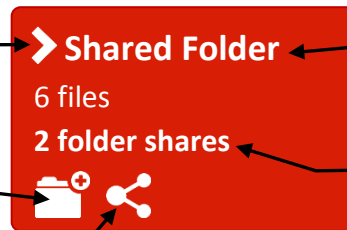
2 folder shares

Click the folder name to edit it.

This folder has active shares. **Click the text** to view, edit or remove a folder share.

- Be careful– files you put in shared folders are automatically shared!
- Only empty folders can be deleted. The ❮ icon changes to 🗑 when empty.

Inbound folders

Folders other DOQEX® users have shared with you are shown in blue.

📁 Folder Inbound

Folder shared with me

👥 x 3

🗑

- You can drop your own files into folders that are shared with you.
- Be careful - those files will **automatically** be shared with **everyone** who has access to the folder.

Click to see who else has access to the folder

Click the bin icon to stop seeing the inbound folder. Any of your own files are returned to your home folder.

⚙ Admin

View your audit trail, edit your settings, manage user accounts, request or manage project spaces, change your passphrase and undelete items.

Select 👥 **People** to manage your contacts and distributions lists.