# DRIVE SYSTEM HELP DOCUMENT

v.4.8.1.0

# TABLE OF CONTENTS

# GETTING TO KNOW DRIVE

# Getting to Know Drive

- With Drive, you can securely store, organize and share your files and folders.

- Log in with your AD (Active Directory) information. (Corporate identity)

- The screen that welcomes you after the user logged in is the **My Wall** area. My Wall area refers to the area where you can upload and edit data up to the quota defined by your institution for your user.

➢ Mobile Applications

- You can access Drive from mobile devices/tablets as well as over the web and manage all your data.



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# About Your Drive Account Activity

➢ **Account Info**

- When you need to update your e-mail address, go to the "**Account Information**" field from the field where your username is written.

- If you wish, you can add a profile photo, access your name, surname, user name and phone number informations, or update your e-mail address from the **User Information** field.

- All wrong password and username attempts made to the system under your username are recorded in the **Incorrect Entries** field based on date and time.
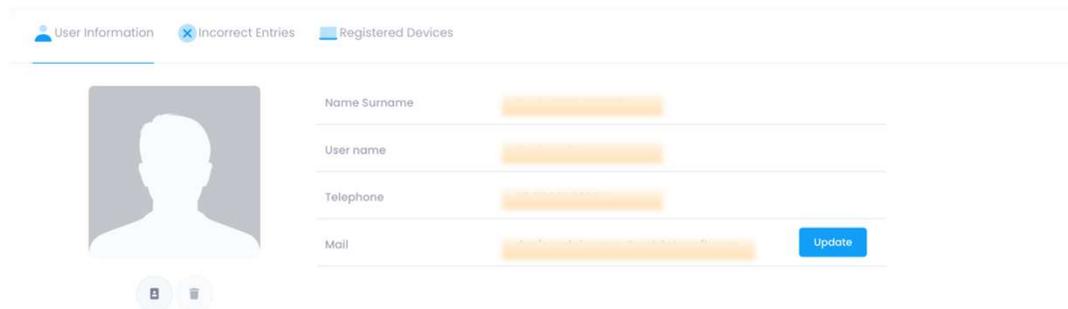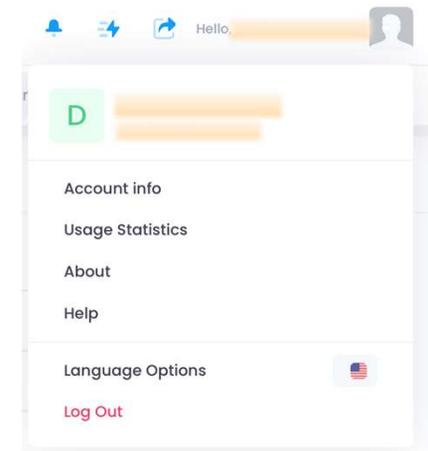
# About Your Drive Account Activity

> **Account Information**

- From the **Account Information > Registered Devices** section, you can manage all devices where you have logged in, and if you wish, you can receive notifications at each login or you can end your session on these devices.

- You can manage all your sessions open on Mobile and Web from a single point and terminate the sessions.

# About Your Drive Account Activity

➢ **Usage Information**

- It is possible to access the domain information you own and use on the basis of file types from the **Usage Information** field.

- In order to see the distribution of the area you are using on file types, it will be sufficient to click on your username at the top right of the page and then on the **Usage Information** heading in the window that opens.
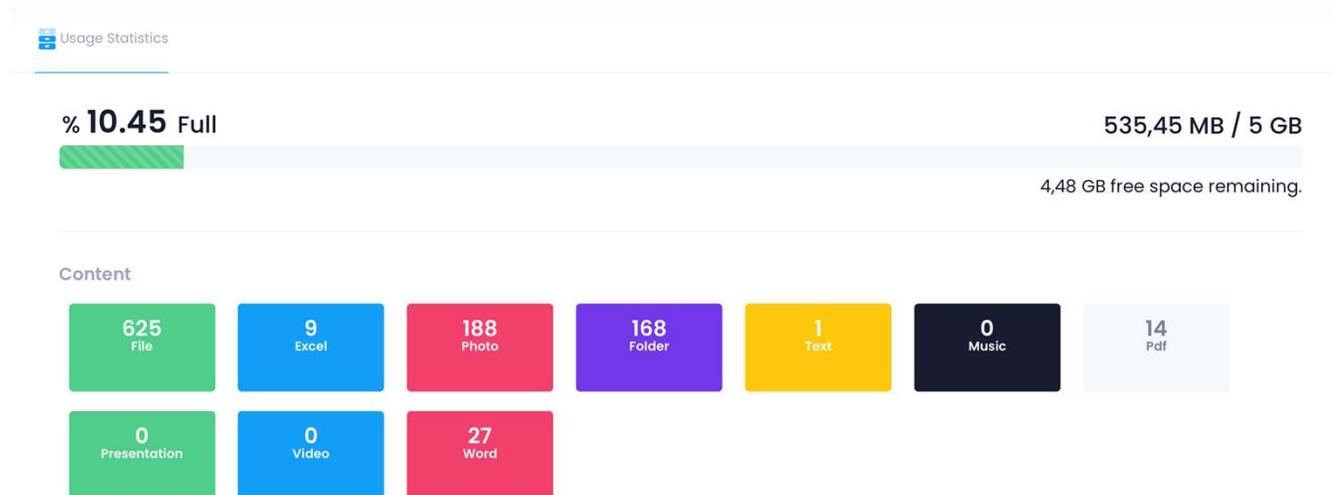
# About Your Drive Account Activity



➤Storage Space
When you log in, you can access the storage area defined for you and the percentage of your use of this storage area from the **Storage Space** field at the top left.
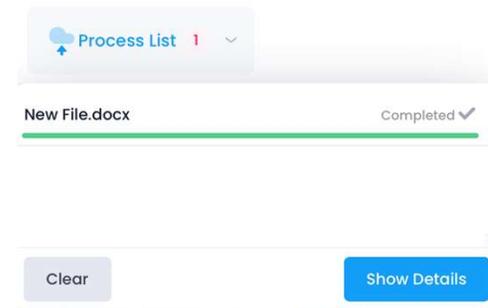
➤Process List
In the **Process List** area, you can see the file-based upload status(duration) of the externally uploaded files/folders, pause very high sized files and have them uploaded again later.

# Receiving Drive Notifications

You can tick the **Notify Me** option when sharing your files and folders with people outside the system, or you can receive notifications when a system user shares files and folders with you within the system.

When you log in, you will receive a notification in the upper right part of the screen that is about some of the transactions made within the system. These are;

- For your files and folders shared with you by any user defined on the same server, you will receive a notification like: "User XXX shared the file/folder XXX with you."

- For the folders you have shared via a link with an external stakeholder that is not defined in the system, you will receive a notification like: "The XXX folder you shared with the link has been downloaded."  Learn how to receive notifications.

- For the files you have shared via a link with an external stakeholder that is not defined in  the system, you will receive a notification like: "The XXX file you shared with the link has been downloaded." Learn how to receive notifications.

- For upload requests created when you want to transfer files from any external stakeholder to your **My Wall** area, you will receive a notification like: "A file has been uploaded to XXX upload request."
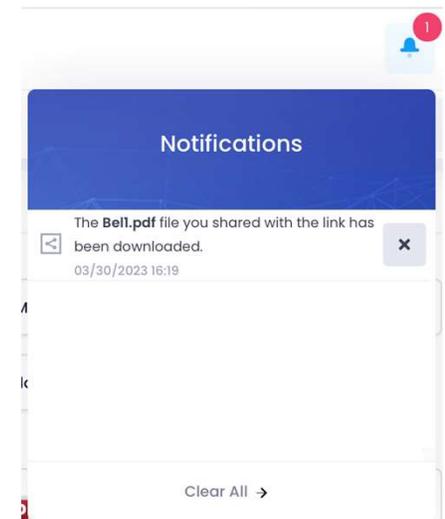
# Saving Web Content to Drive

You can store the URLs of other websites that you work with or want to save with Drive through **Super Links**.

To create a **Super Link**, click on the ⚡ icon at the top. Specify a name for the URL you want to save from the "Create Super Link" option and complete the saving process after pasting the link. You can reach the related website **on a new browser tab** by clicking on the Super Link.

You can share your files/folders by creating links and add these links to super links for quick access.
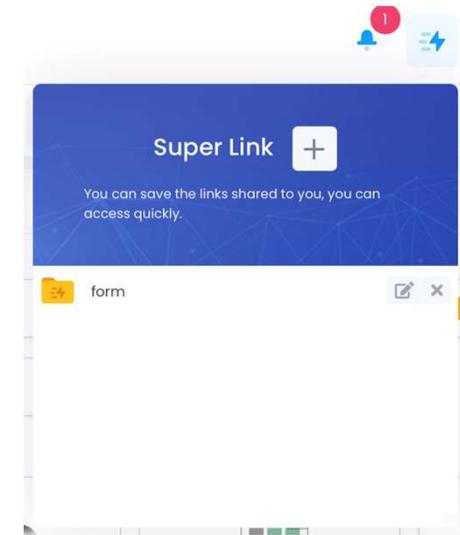
# Files You Can Store in Drive

Drive can store your digital files of any extension and size. You can view & edit any file type on the system.

**Note:** Some file types cannot be opened or edited within the drive system. For such files, you can use the DivvyFlash application or you can simply download these files to your desktop and make your edits.

**Note:** Other than storing your zip files in drive, you can also zip your files in Drive over the web. In order to open Zip files, DivvyFlash application must be used.

**Note:** You can view the file names in the zip file by double-clicking or using **Open** option from the right click list.

• To learn how to edit your files, click here.

Test.zip

New File.xlsx
7.03 KB –
03/30/2023 13:27

New File.docx
12.27 KB –
03/30/2023 13:27

# Suggestion/Complaint and Help Menu



- You can send your suggestions/complaints via the form within the Drive system,

- You can explore all the capabilities of the system through the Help Center and User Manuals ,and obtain information about its usage.
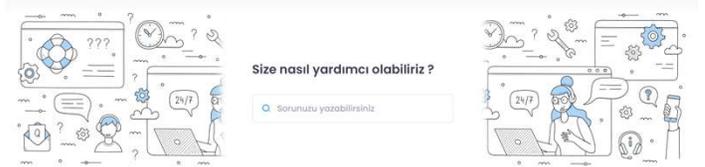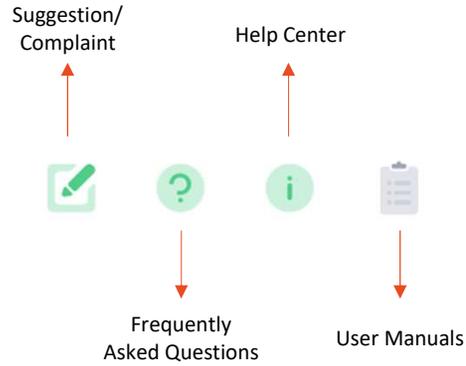
Suggestion/
Complaint

Help Center



Frequently
Asked Questions

User Manuals

# UPLOADING FILES/FOLDERS

# Uploading Files and Folders to Drive

Drive allows storage of all file types. It is possible to store files of unlimited types and sizes.

1. **Uploading Files/Folders via Web**
   - With the drag and drop method of your files and folders on your computer,
   - You can upload them to the Drive system by choosing **Upload File/Folder** from the right-click menu or from the **Quick Access** ➕ menu.

**Note:** You can upload existing files and folders to the Drive system, as well as create new files and folders by right clicking on an empty area in the system, or by selecting **New** from the menu that opens or from the **Quick Access** menu.
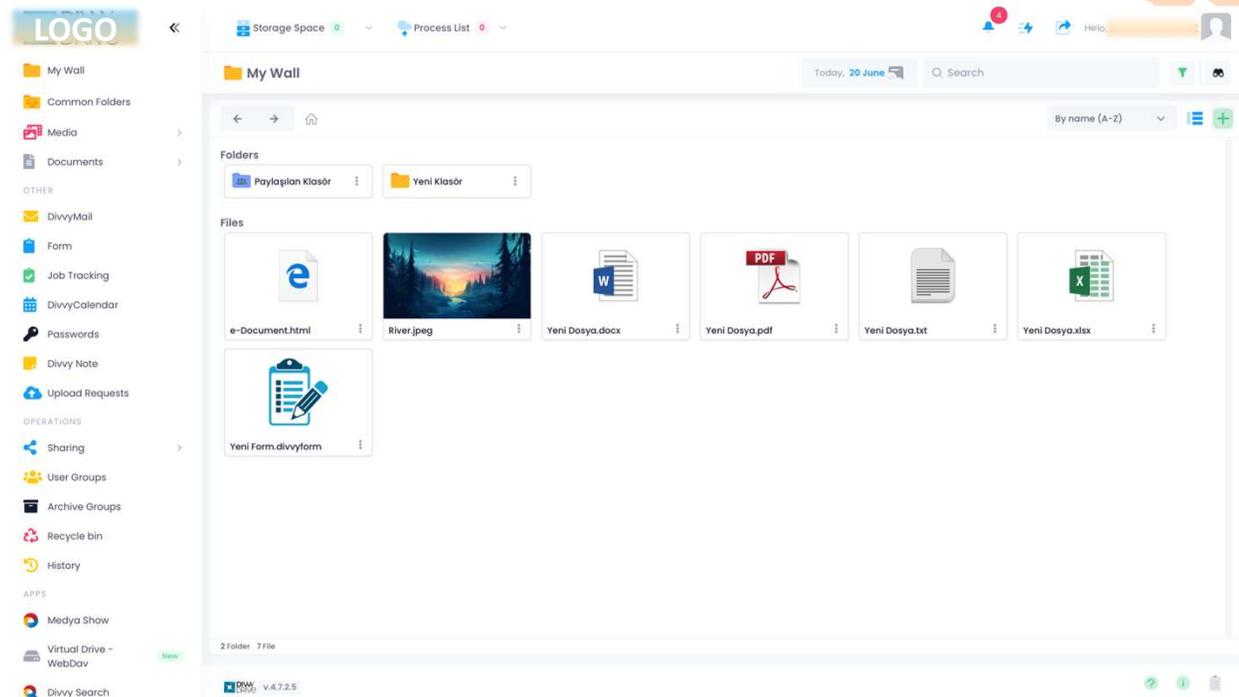
# Uploading Files and Folders to Drive

**2. Uploading Files/Folders via Android Devices**

To upload files and folders from your Android device to Drive;

- Login,
- Click on the ⊕ button at the bottom right,
- Select **Upload**
- Select **"Allow"** option for the Drive application to access your photos and files,
- Complete the installation by selecting your files and folders you want.

**Note:** Creating a new file within the mobile application is not supported. You can only upload the files on your device.

**3. Uploading Files/Folders via iOS Devices**

To upload files and folders from your iOS device to Drive;

- Login.
- Click on the ⊕ button at the bottom,
- Select **Upload Document**.
- Select **"Allow"** option for the Drive application to access your photos and files,
- Complete the installation by selecting your files and folders you want.

**Note:** Creating a new file within the mobile application is not supported. You can only upload the files on your device.

# Uploading Files and Folders to Drive

**4. Upload Request (File/Folder Upload by Someone Outside the System)**

You can upload files to the system yourself, or you can have someone outside upload files in accordance with the conditions you specify. For this;

- You can select the **Create Upload Request** field from the Quick Access ➕ menu in the **"My Wall"** area, or click the **Left Menu > Upload Requests** field and click the sign in the upper right corner.

- Give a name to the Upload Request

- Select the folder where the upload will be made from the **Folder to be Uploaded** option.

- You can edit the permissons of the person with the **Customize Settings** option.

- Restrictions such as Validity Period, Validity Date, Password, E-Mail Notification, Number of Link Usage, Number of Files that can be Uploaded, Total File Size that can be Uploaded can be made for the link to be created.

**Note:** You can store the file that will be accepted externally in your "My Wall" area or you can store it in public folders where you have authorization.

# DOWNLOADING FILES/FOLDERS

# Downloading Files/Folders From Drive

As you can store your files in Drive, you can also continue your operations by downloading your files.

**1. Downloading Files/Folders via Web**

For the files and fodlers in the Drive system you can;

- Download them to your computer with the **Download** option from the right click or three-dot menu.

- Perform your downloads in **My Wall, Public Folders** and **Shared with Me** areas.

**Note:** You can download your files by mass selection. Mass selected files are downloaded to your computer
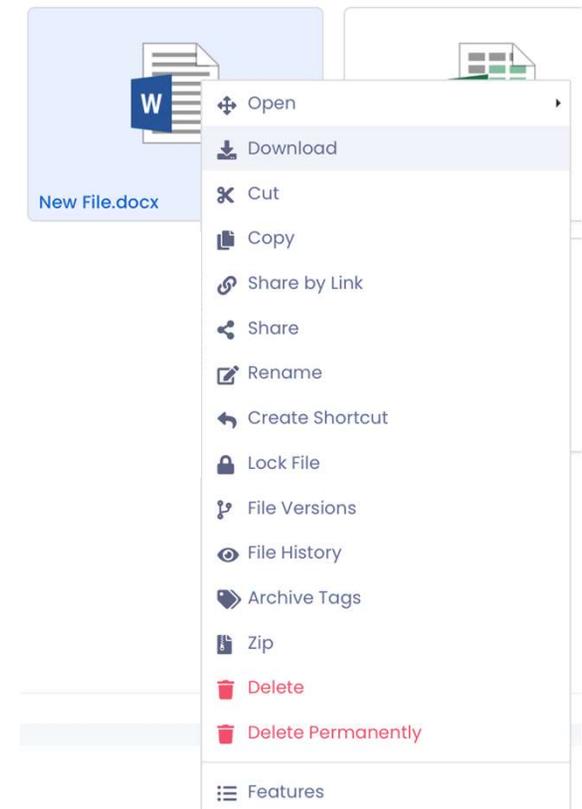
# Downloading Files/Folders From Drive

**2. Downloading Files/Folders via Android Devices**

To download your files in the Drive application to your Android device;

- Select **Download** from the three-dot menu on the file you want to download.

- You can access the files you have downloaded before in the **Downloads** area by clicking the ☰ button at the top left.

- Open **File Manager** to access the downloaded file on your device.

- You can access the files you downloaded in the Drive Folder

**Note:** Downloading Folders is not possible through the mobile application.

**3. Downloading Files/Folders via iOS Devices**

To download your files in the Drive application to your iOS device;

- Select **Download** from the three-dot menu on the file you want to download.

- You can access the files you have downloaded before in the **Downloads** area that is under **More** section at the bottom right.

- To save the file to your device, you can instantly share it with applications by clicking **Share** ⬆ button from the **Downloads** menu, or download it to your phone by clicking save.

- To access the files you downloaded,

**Note:** Downloading Folders is not possible through the mobile application.

# Viewing and Opening Files and Folders in Drive

**1. Viewing and Opening Files and Folders via Web**

Double click on the relevant file/folder to open your files and folders.

- Documents with .docx, .odt, .xlsx, .ods, .txt, .pptx, .odp extensions can be edited by online editors in Drive.

To open with a different extension;

- Drive allows you to open your files with 3 different editors.(Microsoft Online Office, Libre Office, DivvyOffice) You can open Word and Excel files by right-clicking or entering the Open field from the three-dot menu to edit your files with the editor you want. Edited files can be viewed as file versions when saved.

- Click to learn how to use Online Editors.

**Note:** When you try to open a file with an unsupported format, the system warns you that the file format is not supported.

**2. Viewing and Opening Files and Folders via Andoid**

You can view or open your files and folders via the mobile application.

**Note:** Editing can be done with local editors in mobile applications. For this process, you need to download the documents and save them in the relevant file area of your smart device.

**3. Viewing and Opening Files and Folders via iOS**

You can view or open your files and folders via the mobile application.

**Note:** Editing can be done with local editors in mobile applications. For this process, you need to download the documents and save them in the relevant file area of your smart service.

# DELETING AND RECOVERING FILES/FOLDERS

# Deleting Files/Folders in Drive

To remove a file from Drive, move it to your recycle bin. Files and folders in Drive can be deleted in two ways;

- Delete> Transferred to **Recycle Bin,** can be recovered**.**

- Delete Permanently > It is **completely deleted** and cannot be recovered.

**1. Deleting Files/Folders via Web**

➢ Moving to Recycle Bin and Recovering

- Login.

- Right click on the file/folder you want to delete or select the **Delete** option from the three-dot menu.

- To recover the relevant file, go to the Recycle Bin ♻ from the left menu.

- Recover the file/folder in the Recycle Bin by right clicking or using the "Restore" option from the three-dot menu.

**Note:** The files/folders in your recycle bin take up space in your storage(quota).

➢ Delete Permanently

- Right click on the file/folder you want to delete or select **Permanently Delete** from the three-dot menu.

- Once the file is deleted, it cannot be recovered.



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# Deleting Files/Folders in Drive

1. **Quick File Deletion**

- This process performs the task of deleting the versions of your files found inside folders in bulk.

- When the quick file deletion process takes place, designated versions of all files within the marked folders are kept.

- Choose the file/folder you want to delete.

- Determine which are the latest versions of your files to be kept.

# Deleting Files/Folders in Drive
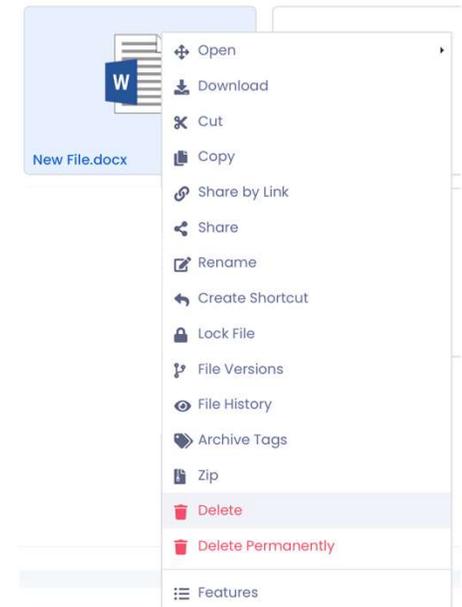
**2.  Deleting Files/Folders via Android**

➢   Moving to Recycle Bin and Recovering

• Login.

• Right click on the file/folder you want to delete or select the **Delete** option from the three-dot menu.

• Deleted files/folders are moved to the **Recycle Bin.**

• To recover the deleted file, enter the **Recycle Bin** ♻ from the "**More**" menu.

• Recover the file/folder in the Recycle Bin by right clicking or using the "**Restore**" option from the three-dot menu.

**Note:** The files/folders in your recycle bin take up space on your storage(quota).
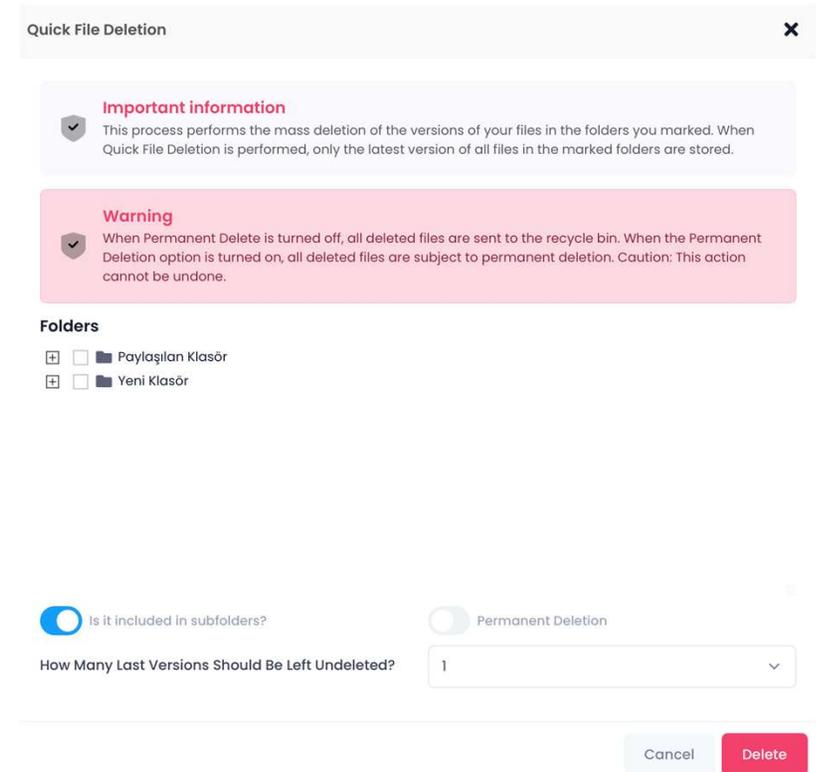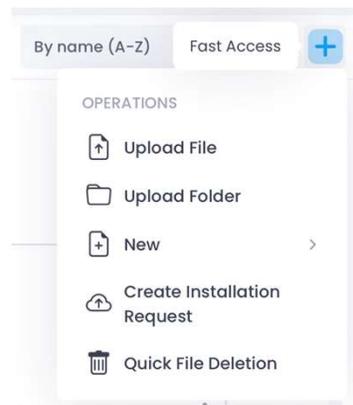
➢ Delete Permanently

• Select **Permanently Delete** from the three-dot menu.

• Once the file is deleted, it cannot be recovered.

**3.   Deleting Files/Folders via iOS**

➢   Moving to Recycle Bin and Recovering

• Login.

• Right click on the file/folder you want to delete or select the **Delete** option from the three-dot menu.

• Deleted files/folders are moved to the **Recycle Bin.**

• To recover the deleted file, enter the **Recycle Bin** ♻ from the "**More**" menu.

• Recover the file/folder in the Recycle Bin by right clicking or using the "**Restore**" option from the three-dot menu.

**Note:** The files/folders in your recycle bin take up space on your storage(quota).

➢   Delete Permanently

• Select **Permanently Delete** from the three-dot menu.

• Once the file is deleted, it cannot be recovered.

# ORGANIZING FILES/FOLDERS IN DRIVE

# Organizing Files/Folders in Drive

By creating files and folders in Drive, you can manage , copy and move all your data between folders.

➢ **Creating Files and Folders**
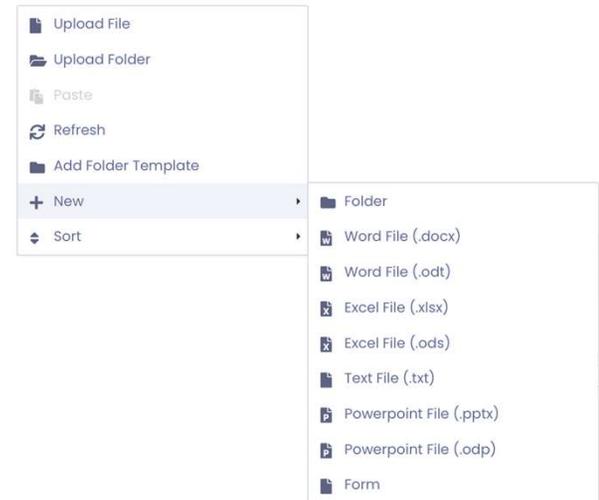
### 1. Creating Files/Folders via Web

- Login.

- Select the area where the file and folder will be created(My Wall, Public Folders).

- Select the **New** field from the right click menu or the **Quick Access** ➕ menu.

- Pick the type of the file/folder you want to create.

- Enter a name for the File/Folder.

- Click on **Save.**

### 2. Creating Folders via Android

- Open the Drive app on your android device.

- Tap the **Add** ⊕ icon at the bottom right.

- Tap the **Create Folder** 📁 icon.

- Enter a name for the folder.

- Click on **Okay.**

### 3. Creating Folders via iOS

- Open the Drive app on your iOS device.

- Tap the **Add** ⊕ icon at the bottom middle.

- Tap the **Create Folder** 📁 icon.

- Enter a name for the folder.

- Click on **Okay.**
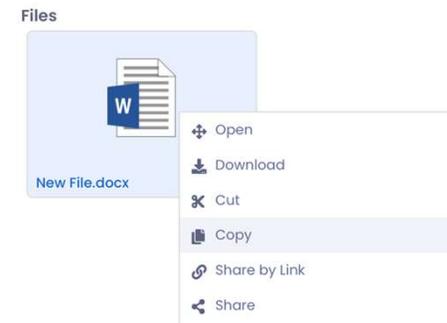
# Organizing Files/Folders in Drive

➢ **Creating a Copy of the File/Folder**

1. Copying Files/Folders via Web

- Login.

- Right click on the File/folder you want to copy.

- Select **Copy**.

- Copy the file/folder by right clicking > **Paste** icon in the relevant area.

2. Copying Files/Folders via Android

- Open the Drive app on your android device.

- Tap on the three-dot menu of the file/folder.

- Select **Copy**.

- Select the copy location(folder) or create a new folder.

- Tap on the **Copy Button.**

3. Copying Files/Folders via iOS

- Open the Drive app on your iOS device.

- Tap on the three-dot menu of the file/folder.

- Select **Copy**.

- Select the copy location(folder) or create a new folder.

- Tap on the **Copy Button.**

Files



New File.docx

- Open
- Download
- Cut
- Copy
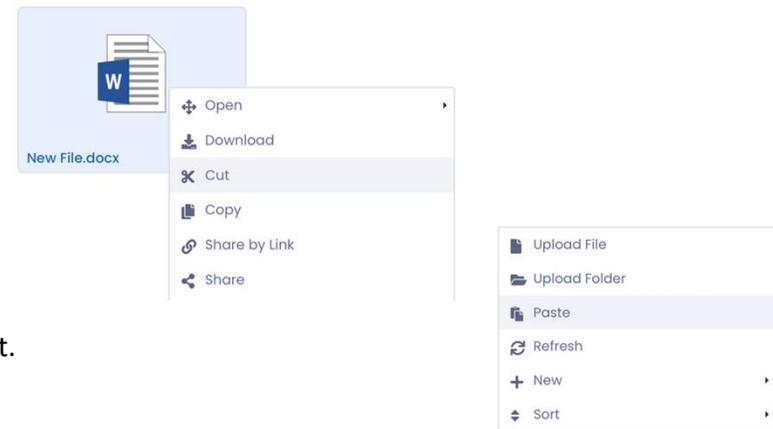- Share by Link
- Share

# Organizing Files/Folders in Drive

➢ **Moving Files/Folders**

1. Moving Files/Folders via Web

- Login.

- Right click on the File/folder you want to move.

- Select **Cut**.

- **Righ Click > Paste** icon in the relevant area of the cut file/folder to move it.

2. Moving Files/Folders via Android

- Open the Drive app on your android device.

- Tap on the three-dot menu of the file/folder.

- Select **Move**.

- Select the move location(folder) or create a new folder.

- Tap on the **Move Button.**

3. Moving Files/Folders via iOS

- Open the Drive app on your iOS device.

- Tap on the three-dot menu of the file/folder.

- Select **Move**.

- Select the move location(folder) or create a new folder.

- Tap on the **Move Button.**
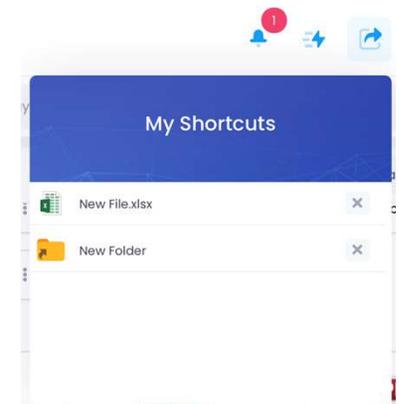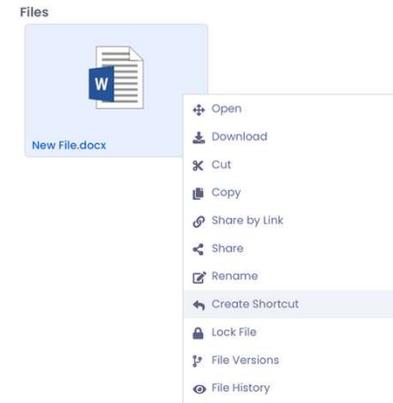
# Organizing Files/Folders in Drive

➢ **Creating a Shortcut for the File/Folder**

1. Creating a Shortcut for the File/Folder via Web

- Login.

- Right click on the file/folder to be accessed quickly.

- Click on **Create Shourtcut.**

- Enter a name for the **Shortcut.**

**Note:** To access the created file/folder shortcuts, click the **Shortcuts** icon at the top right of the page.

**Note:** To remove the created shortcuts, click on the **Shortcuts** icon at the top right of the page. Click on the **cross** icon to the right of the folder names.

# Organizing Files/Folders in Drive

➤ **Creating Folder Templates**

   1. Web Folder Template

   - You can easily replicate your folder tree by creating a template.

   - Right-click the folder for quick access.

   - Click on the Create Shortcut icon.

   - Enter a name for the shortcut.

   - To replicate your folder tree, right-click in a blank area and select the add folder template option.

**Note:** To access the created shortcut files/folders, click on the Shortcuts icon in the upper right corner of the page to access the created shortcut files/folders.

**Note:** To remove the created shortcuts, click on the Shortcuts icon in the upper right corner of the page. Click on the cross icon on the right side of the folder names.

**Note:** There are no files in the folder template. Only the subfolders in the same order are pasted into the relevant area empty.
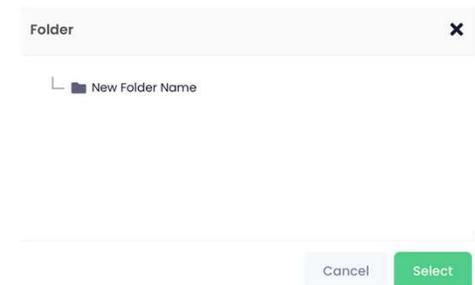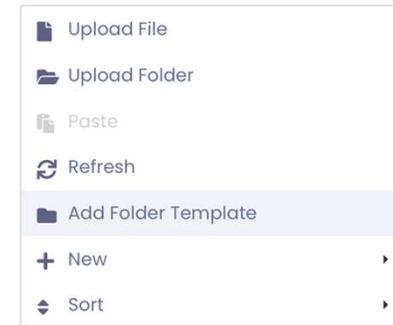
# Organizing Files/Folders in Drive

**2.** Creating a Shortcut for the File/Folder via Android

- Open the Drive app on your android device.

- Tap on the three-dot menu of the file/folder.

- Select **Create Shortcut.**

- Enter a name for the shortcut.

- Tap on **Create** button.

**Note:** To access the created file/folder shortcuts, click the **Shortcuts** 🗂 icon at the bottom right of the page.

**Note:** To remove the created shortcuts, click on the **Shortcuts** icon at the bottom right of the page. Tap the three-dot menu to the right of the file/folder names.
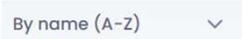
**3.** Creating a Shortcut for the File/Folder via iOS

- Open the Drive app on your iOS device.

- Tap on the three-dot menu of the file/folder.

- Select **Create Shortcut.**

- Enter a name for the shortcut.

- Tap on **Create** button.

**Note:** To access the created file/folder shortcuts, click the **Shortcuts** 🗂 icon at the bottom of the page.

**Note:** To remove the created shortcuts, click on the **Shortcuts** icon at the bottom of the page. Drag the file/folder you want to delete to the left.

# Organizing Files/Folders in Drive

You can sort your files with the help of the drop-down menu By name (A-Z) ⌄ in the relevant field.

You can sort your files and folders in Drive using one of the following options:

- By name (A/Z): Sorts alphabetically by file/folder name.

- By name (Z/A): Sorts reversed alphabetically by file/folder name.

- Size(Growing): Sorts from smallest to biggest size.

- Size(Decreasing): Sorts from biggest to smallest size.

- By Date (Old): Sorts files/folders by oldest date.

- By Date (New): Sorts files/folders by newest date.

- By Genre (A/Z): Sorts files/folders alphabetically by type.

- By Genre (Z/A): Sorts files/folders reversed alphabetically by type.

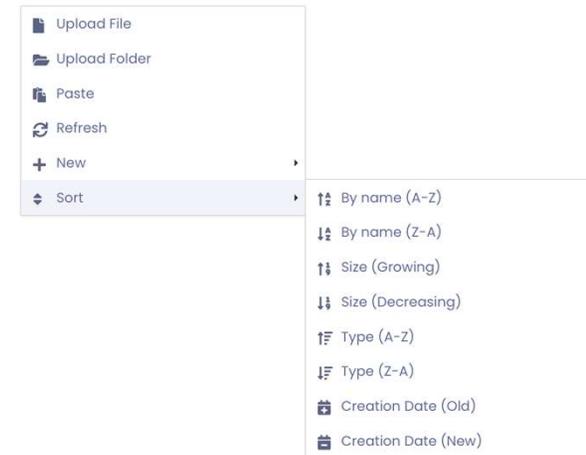You can view your files and folders in Drive in list and thumbnail order with the icon.

# Organizing Files/Folders in Drive

➢ **File/Folder Sorting and Changing Views**

1. File/Folder Sorting and Changing View via Web

- Login.

- Sort your files with the "**Sort**" option from the drop-down menu [By name (A-Z) ⌄] the upper right menu or simply right click on an empty area and select **Sort.**

- To change the display order (list or thumbnail) of files/folders, click the **View** ≣ button in the upper right menu.

```
📄 Upload File
📁 Upload Folder
📋 Paste
🔄 Refresh
＋ New                ▸
⇕ Sort               ▸      ↑↕ By name (A-Z)
                            ↓↕ By name (Z-A)
                            ↑↕ Size (Growing)
                            ↓↕ Size (Decreasing)
                            ↑≣ Type (A-Z)
                            ↓≣ Type (Z-A)
                            📅 Creation Date (Old)
                            📅 Creation Date (New)
```

2. Moving Files/Folders via Android

- Open the Drive app on your android device.

- Sort your files from the "**By Name (A-Z)**" drop-down menu above the files/folders.

- To change the display order of files/folders, click the **View** button in the upper right menu.

3. Moving Files/Folders via iOS

- Open the Drive app on your iOS device.

- Sort your files from the "**By Name (A-Z)**" drop-down menu above the files/folders.

- To change the display order of files/folders, click the **View** button in the upper right menu.

# Seeing Drive File Activity and Versions

You can view the added, modified, read, shared and updated movements of your files and folders in Drive.
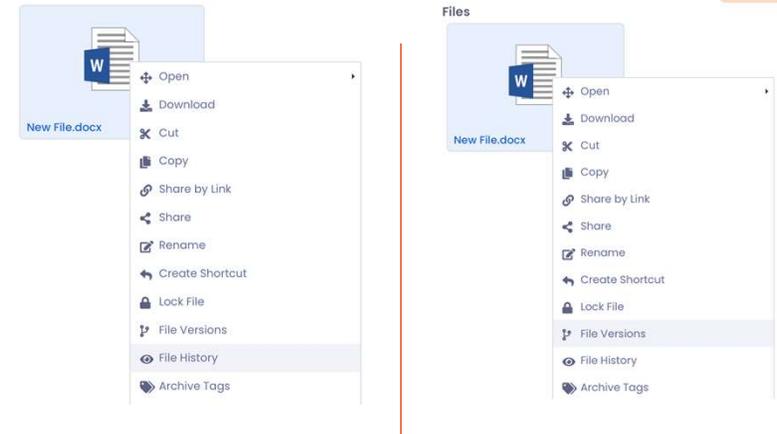
**1. Seeing Drive File Activity and Versions via Web**

- Login.

- Right click on the file/folder whose history you want to see, or click on the "**File History**" & "**Folder History**" fields from the three-dot menu.

- Right click on the file you want to see the versions of, or click on the "**File Versions**" field from the three-dot menu.

**Note:** Folders do not have "**Folder Versions**".

**Note:** Every change or renaming made in Word, Excel files is saved as a new version. Any version can be made the last version (the version that will be opened when double-clicked) and work on the file can be continued.

**Note:** Right click on the file or select **Lock File** 🔒 from the three-dot menu so that no editing or version changes are made on the files. Only the user who has locked the file can unlock the file.

# Seeing Drive File Activity and Versions

**2. Seeing Drive File Activity and Versions via Android**

- Open the Drive app on your android device.

- Click on the "**File History**", "**Folder History**" fields from the three-dot menu on the file /folder whose history you want to see.

- Click on the "**File Versions**" field from the three-dot menu on the file you want to see the versions of.

**3. Seeing Drive File Activity and Versions via iOS**

- Open the Drive app on your iOS device.

- Click on the "**File History**", "**Folder History**" fields from the three-dot menu on the file /folder whose history you want to see.

- Click on the "**File Versions**" field from the three-dot menu on the file you want to see the versions of.

**Note:** Every modification or renaming made in Word, Excel files is saved as a new version. Any version can be made the last version (the version that will be opened when double-clicked) and work on the file can be continued.

**Note:** Lock the file by selecting Lock File by right clicking or clicking on the three-dot menu on the file/folder so that no editing or version changes are made on the files. Only the user who has locked the file can unlock the file.



File History

Antet.docx (Version 38)
75,9 KB
21.03.2023 14:14:58

| Read | 23.03.2023 15:00:55 |
| --- | --- |

Wopi-Online Office
IP: Wopi-Online Office
MAC: Wopi-Online Office
Version  38

| Link Sharing | 21.03.2023 14:18:41 |
| --- | --- |

DAS1-APP1
IP:
MAC:
Version  36

| File Sharing | 21.03.2023 14:16:34 |
| --- | --- |

DAS1-APP1
IP:
MAC:
Version  36

| Adding | 21.03.2023 14:14:59 |
| --- | --- |

Wopi-Online Office
IP: Wopi-Online Office
MAC: Wopi-Online Office
Version  38

35

# Drive File Properties

1. **Web File Properties**

   ➢ Features

- Click on the "**Features**" field from the three-dot menu on the file you want to see its properties.

- File size, creation date information can be accessed from this area.

   ➢ File Fingerprint

- You can guarantee the immutability of your files with File Fingerprint.
- Click on the "**Properties – File Fingerprint**" field from the three dot menu on the file you want to create a fingerprint.
- Generate the hashes of the file with the "Create" option.
- In this way, you can check whether any changes have been made to a file you created and shared later by comparing the fingerprints of both files.

# Defining Folder Alarms

You can notify the user you want to be aware of the changes made in the folders in the **My Wall** or

**Public Folders** area, using Right Click>Alarm.

- Right click on the relevant folder or select **Alarm > Define** from the three-dot menu.

- **Type**: Indicates the operations in the folder.
    - Adding Files
    - Locking Files
    - File Maximum Version Count
    - Sharing Files
    - Deleting Files
    - Permanently Deleting Files
    - Renaming Files
    - Adding Folders
    - Sharing Folders
    - Deleting Folders
    - Permanently Deleting Folders
    - Renaming Folders
    - Sharing Files with Link
    - Sharing Folders with Link
    - Maximum Quota

- From the page that opens, select the user and user groups you want the notification to be sent to.

- With the **Supervisor Notification**, it is ensured that the superiors defined in the AD(Active Directory) structure are notified.

**e.g. If the supervisor of the selected person X is person Y, notification is sent to both X and Y.**

- You can send notifications by SMS or E-mail.

- To view the define alarms, right click on the relevant folder or select Alarm > Records from the three-dot menu.

## Define Alarm ✕

Type

Select ⌄

◯ Accessible Users

User                                    User Groups

You must select user ⌄          Select ⌄

◯ Supervisor Notice  (Seçtiğiniz kullanıcıların amirlerini de bildirim gönderilsin)

● Is it included in subfolders?

● Email                                  ● Sms

Cancel    Define

## Alarm ✕

| Process type | Users | Supervisor Notice | Is it included in subfolders? | Email | Sms |
|---|---|---|---|---|---|
| Adding Files | Accessible Users: ✓<br>User: —<br>User Group: — | — | ✓ | ✓ | ✓ | 🗑 |

# SEARCHING FILES/FOLDERS IN DRIVE

# Searching Files and Folders in Drive

You can find files and folders in Drive by name and content search.

You can type the word you want to search on the **Search Bar**  to search for the file you want to find.

➤Search Filter
You can perform your file/folder searches faster with the **Search Filter**  icon on the top right of the screen and you can reach your target data more easily.

# Searching Files and Folders in Drive

➢ Tag Search

By **Assigning Tags** for all types of files in Drive, you will be able to reach the file you are looking for more quickly.

• In order to assing a tag, right click on the relevant file or enter the **Properties** field from the three-dot menu.

• In the tag section, write the word that can be the search shortcut of the file for you and save it.

• To search for tags, click on the filtering icon ▼ in the upper right area and activate the **Search Tags** option. After that, you can easily access all your files by typing the tag you put in the search bar.

Note: Tag Assignments can be only done via **Web**. The tags assigned via Web can be searched in Android and iOS mobile applications.
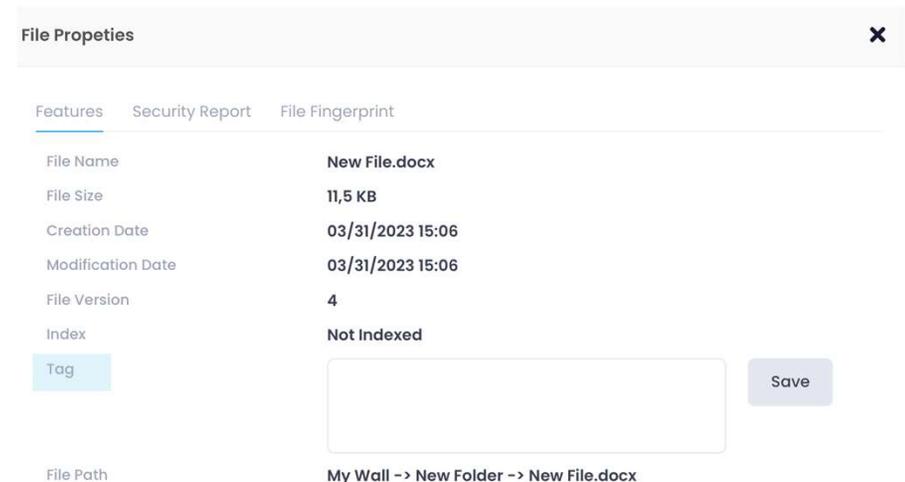
| File Propeties | ✕ |
|---|---|

Features   Security Report   File Fingerprint

| File Name | New File.docx |
|---|---|
| File Size | 11,5 KB |
| Creation Date | 03/31/2023 15:06 |
| Modification Date | 03/31/2023 15:06 |
| File Version | 4 |
| Index | Not Indexed |
| Tag | |
| | Save |
| File Path | My Wall –> New Folder –> New File.docx |

# Searching Files and Folders in Drive

➤ **Searching Files and Folders**

### 1. Searching Files/Folders via Web

- Login.

- Select the area you want to search from the left menu (My Wall, Public Folders, Shared with Me, Media, Documents).

- Type the word you want to search in the "**Search**" bar
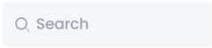
in the upper right menu in the relevant field.

**Note:** You can also search deleted files and folders.

### 2. Searching Files/Folders via Android

- Open the Drive app on your Android device.

- Select the area you want to search from the left menu (My Wall, Public Folders, Shared with Me, Media, Documents).

- In the relevant field, type the word you want to search from the "Search"

icon in the top menu.

### 3. Searching Files/Folders via iOS

- Open the Drive app on your iOS device.

- Select the area you want to search from "More" area under the bottom right menu (My Wall, Public Folders, Shared with Me, Media, Documents)

- In the relevant field, type the word you want to search from the "Search" icon in the top menu.

**Note:** With the "**Search Criteria**" next to the search bar, you can search for files or/and folders, as well as search for files in the folder you are in or according to the latest version information of the file, file content information of the text to be searched, key field information and file exif information. You can also search deleted files and folders.

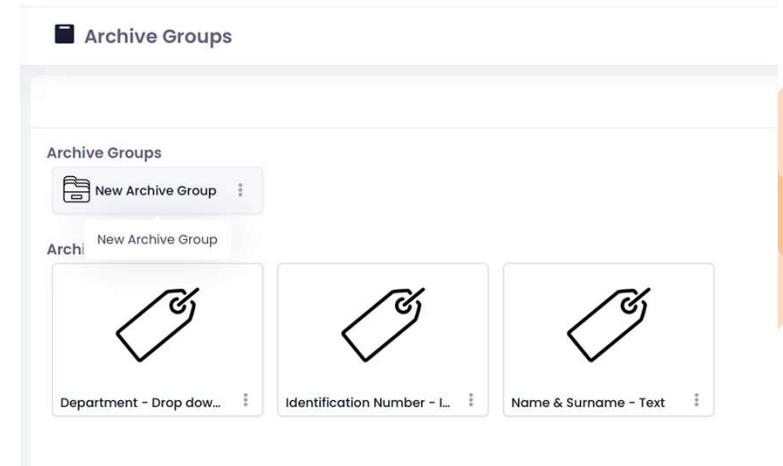# ARCHIVE GROUPS

# Archive Search in Drive

➢ Archive Groups

Drive allows you to group your files and folders as you wish.

- **Archive Tags**: Refers to the keywords assigned to the files.

- **Archive Groups**: Refers to the collection of created archive tags as a group under a header.

1. Web Archive Groups

      ➢ Creating an Archive Group

- Click on the **Archive Groups** field in the left menu.

- Right click or select "**Add New Archive Group**" with the button ＋ at the top right.

- Decide under which heading you want to classify the files in your folders and determine the Archive Group name.

# Archive Search in Drive

> Creating an Archive Tag

- Click on the **Archive Groups** field in the left menu.

- Right click or select the "**Add New Archive Tag**" option with the + button at the top right.

- Specify a name for your **Archive Tag** and choose its type.

- **Types:** Text, integer, date, long text, dropdown list, multiple dropdown list, checkbox, monetary value and integer counter options are available.

- Click on **Save.**

> Matching Archive Tag and Archive Groups

- The created archive tags and archive groups must be matched in order to be able to search.

- Right click on the Archive Group to be matched or select the relevant tags from the "**Add New Archive Tag**" option from the three-dot menu.

- Thus, your tags are collected in a group.
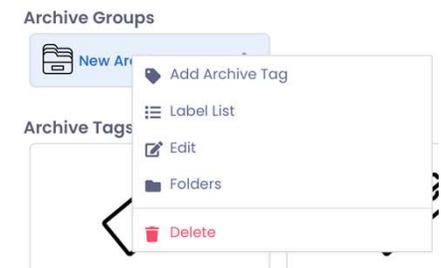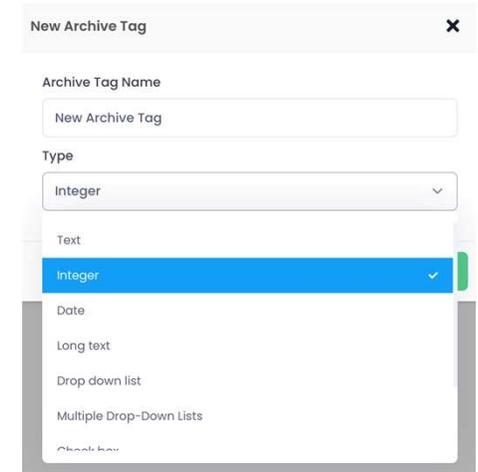
# Archive Search in Drive

➤ Matching Archive Tag and Archive Groups to Files/Folders

- To define archive tags for files/folders in **My Wall** and **Public Folder** areas;

- Right click on the relevant folder or select the archive group you created from the three-dot menu **Archiving > Define Archive Group.**

- After selecting the archive group, in order to define the same tags for all the files in the relevant folder, right-click on the relevant folder or choose **Archiving > Assign Tags to Files** from the three-dot menu.

- In order to define different tags for each of the files in the relevant folder, define the tags by right-clicking on the relevant file or clicking Archive Tags from the three-dot menu.

➤ Archive Search

- Click on the ⚇ icon in the upper right area to search the files in accordance with the assigned archive tags.

- Select the archive group you created.

- Perform your search by filling in the **tags** and **mandatory fields** you want to search within the selected archive groups.
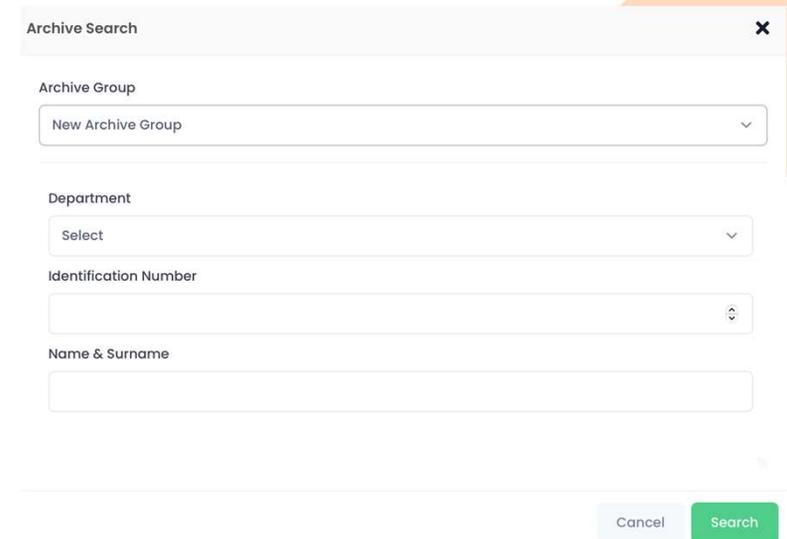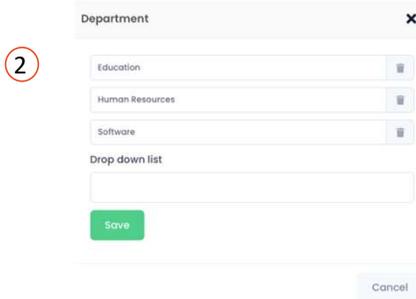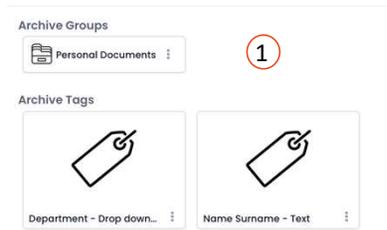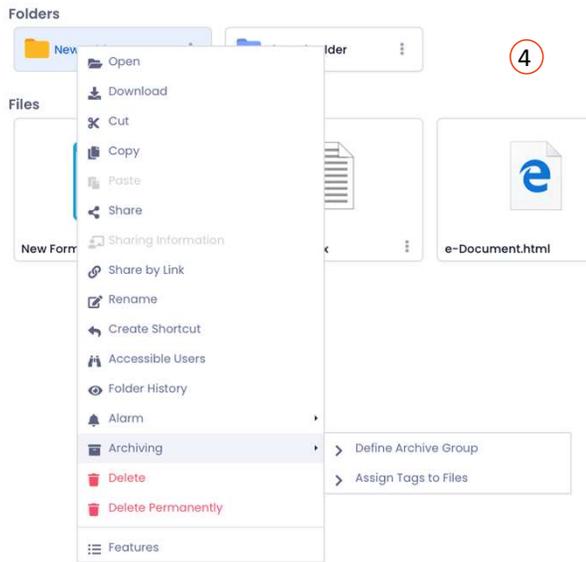
# Archive Search/Example

- Suppose you work in the Human Resources department and keep the personnel files of each personnel in a folder. Let us say you have a folder called Personnel File in your My Wall area and several files in it.

- Let us create an archive group named **Personal Documents** from the **Archive Groups** field.

- Let us create tags to search your folders based on personnel name-surname (text), department (drop-down list), ID number (integer) and select the **Add Archive Tag** option from the three-dot menu on the **Personal Documents** archive group. **(1)**

**Note:** For drop-down list tags, right-click on the relevant tag or select the **Drop-Down List** from the three-dot menu. Let us determine the titles we want to appear in our list.**(2)**

- Right click on the **Personnel File** in the **My Wall** area or select the **Personnel Documents** group from **Archiving > Define Archive Group** from the three-dot menu. **(3)**

- In order to define archive tags to files, let us define the same tags for all files by right-clicking on the Personnel File or from the three-dot menu Archiving > Assign Tags to Files, or for each file in the folder, by clicking Archive Tags from the three-dot menu, seperate tags (personnel name, surname, the department he works in, ID number). **(4)**

- Click on the [icon] icon in the upper right area to search the files in accordance with the assigned archive tags. **(5)**
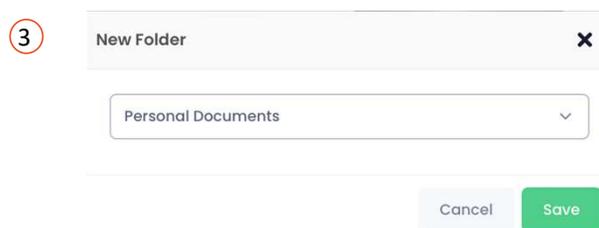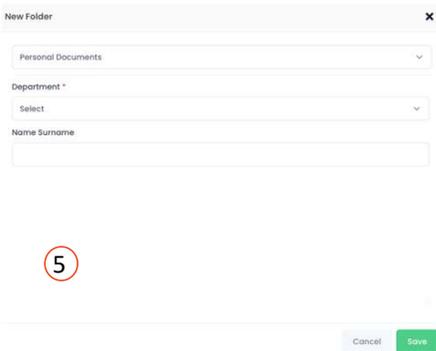
# SHARING FILES AND FOLDERS

# Sharing Files and Folders in Drive

You can share the files you store in Drive with any registered user or non-user from a computer, mobile phone or tablet.

**Note:** When sharing files in Drive, the file is only allowed to be viewed. Changes made to the file after sharing cannot be viewed by other users, only the shared version can be viewed. For collaborative work and viewing of changes made to files by other users, you can check **Sharing Folders.**

**1. Sharing Files via Web**

- You can share the files in the **My Wall** area with 2 different methods.

  1) Sharing with System Users

  2) Sharing with People Who Do Not Have a Registered User in the System (Sharing with Link)

  ➢ Sharing With System Users

    - Right click on the file you want to share or select **Share** from the three-dot menu.

    - In the **User** field enter the **User Name** or **Name Surname** of the user you will share with and make a selection. (At least 3 character must be entered.)

    - To send a message with the file to the shared user, type your message in the **Message** field.

    - Click on **Share.**
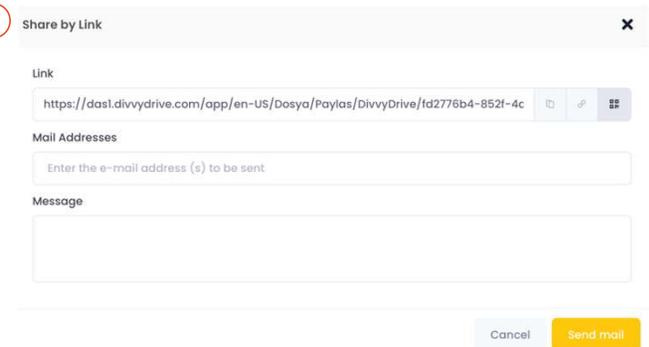
48
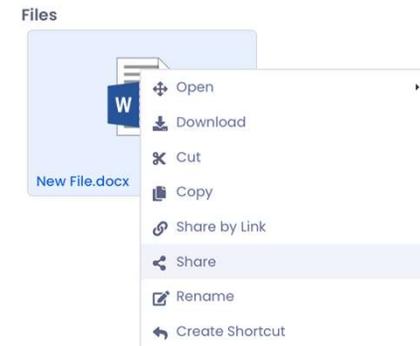
# Sharing Files and Folders in Drive

① 
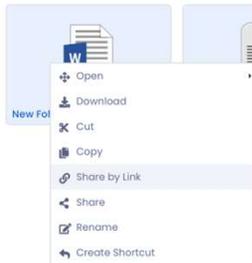
➢ Sharing with People Who Do Not Have a Registered User in the System (Sharing with Link)

- Right click on the file/folder you want to share or select **Share with Link** from the three-dot menu.

- You can set some restrictions for the file to be shared so you can keep the management of your file. (2)

- After making your settings, select **Create Link**.

- With the created link, share your file with copy/paste, QR code or e-mail options.

② 
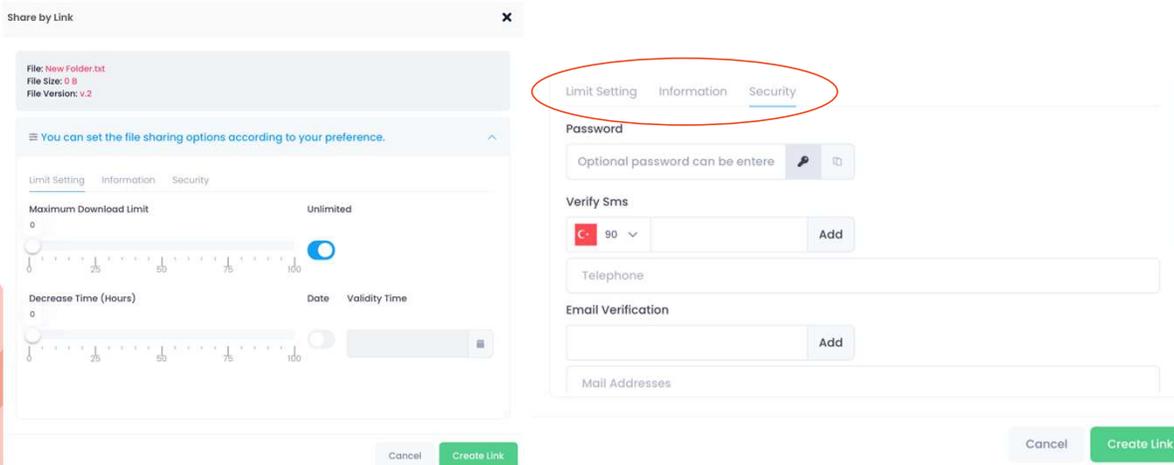
③

# Sharing Files and Folders in Drive



➤ Sharing with People Who Do Not Have a Registered User in the System (Sharing with Link)

- For the file/folder to be shared, you can collect information about the identity if the downloader with the "**Collect Information While Downloading**" option. (2)

- In order to download the file and folder, name-surname, e-mail, phone, description and e-mail or sms verification are required.

- You can access the information of the downloaders from the **Sharing > Shared File/Folder Links > Link Information** field on the relevant file/folder.

# Sharing Files and Folders in Drive

**2. Sharing Files via Android**

➢ Sharing with System Users

- Open the Drive app on your Android device.

- Select **Share** from the three-dot menu of the file you want to share.

- In the **Select User** field, enter the **User Name** or **Name Surname** of the user you will share with and make a selection.(At least 3 characters must be entered.)

- To send a message with the file to the shared user, type your message in the **Message** field.

- Click on **Share.**

➢ Sharing with People Who Do Not Have a Registered User in the System (Sharing with Link)

- Select **Share with Link** from the three-dot menu of the file you want to share.

- You can tap **Create Link** and create a link immediately, or tap **Sharing Options** and change your advanced sharing preferences.

- With the created link, share your file with **Copy Link, Create QR Code** or **More** options.

**3. Sharing Files via iOS**

➢ Sharing with System Users

- Open the Drive app on your iOS device.

- Select **Share** from the three-dot menu of the file you want to share.

- Enter the **User Name** or **Name Surname** of the user you will share with in the search field and make a selection.
(At least 3 characters must be entered.)

- To send a message with the file to the shared user, type your message in the **Message** field.

- Click on **Send** icon.

➢ Sharing with People Who Do Not Have a Registered User in the System (Sharing with Link)

- Select **Share with Link** from the three-dot menu of the file you want to share.

- With the **Share** option, you can create a link immediately or change your advanced sharing preferences by tapping **Sharing Options.**

- With the created link, share your file with **Copy Link, Create QR Code** or **More** options.

# Sharing Files and Folders in Drive

You can share folders in the **My Wall, Public Folders** areas from a computer, mobile phone or tablet with any registered user or non-user.

**1. Sharing Folders via Web**

- It is possible to share the folders in the **My Wall** area with 2 different methods.
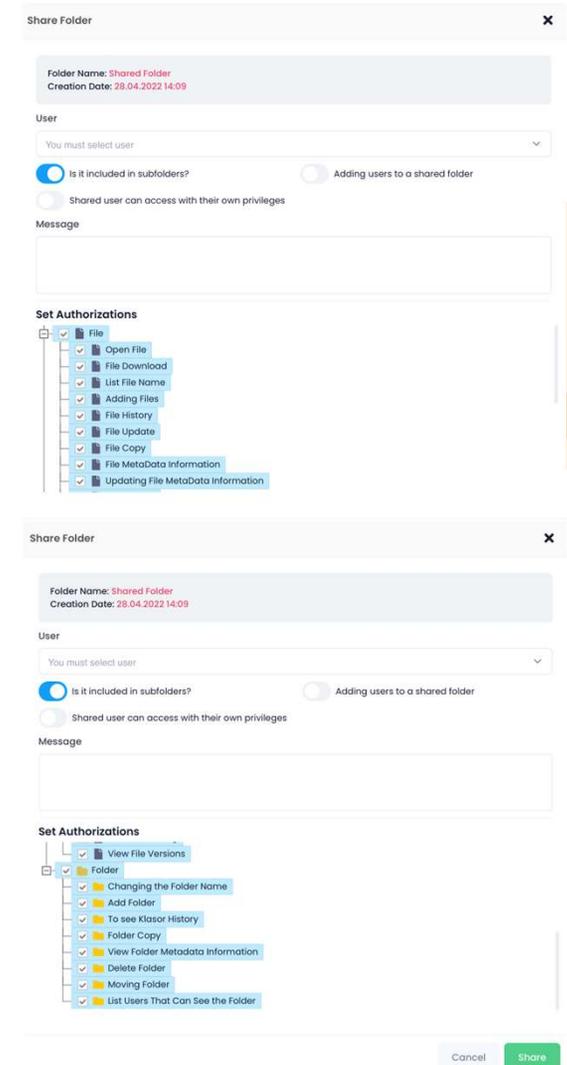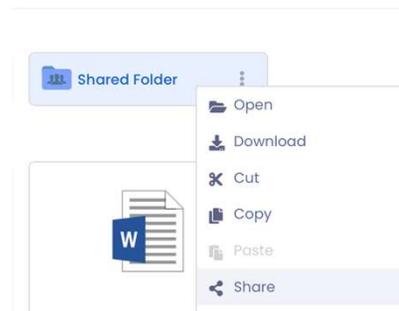
  1) Sharing with System Users

  2) Sharing with People Who do not Have a Registered User in the System(Sharing with Link)

  ➢ Sharing with System Users

  - Right click on the folder you want to share or select **Share** from the three-dot menu.

  - In the **User** field, enter the **Username** or **Name Surname** of the user you will share with and make a selection(At least 3 characters must be entered.)

  - You can make seperate file and folder **authorizations** for each shared user.

  - Click on **Share.**

  Note: All authorizations are automatically defined. For example, if you do not want a user to delete the files in the shared folder, you must deactivate the **File Delete** authority.

# Sharing Files and Folders in Drive

**2. Sharing Folders via Android**

➢ Sharing with System Users

- Open the Drive app on your Android device.

- Select **Share** from the three-dot menu of the folder you want to share.

- In the **Select User** field, enter the **User Name** or **Name Surname** of the user you will share with and make a selection.(At least 3 characters must be entered.)

- Make file/folder authorizations for the shared user and click the **Share** button.

➢ Sharing with People Who Do Not Have a Registered User in the System (Sharing with Link)

- Select **Share with Link** from the three-dot menu of the folder you want to share.

- You can tap **Create Link** and create a link immediately, or tap **Sharing Options** and change your advanced sharing preferences.

- With the created link, you can share your file with **copy/paste, QR code, e-mail** or **other applications** options.

**3. Sharing Folders via iOS**

➢ Sharing with System Users

- Open the Drive app on your iOS device.

- Select **Share** from the three-dot menu of the folder you want to share.

- In the **Select User** field, enter the **User Name** or **Name Surname** of the user you will share with and make a selection.(At least 3 characters must be entered.)

- Make file/folder authorizations for the shared user and click the **Share** button.

➢ Sharing with People Who Do Not Have a Registered User in the System (Sharing with Link)

- Select **Share with Link** from the three-dot menu of the folder you want to share.

- With the **Share** option, you can create a link immediately or change your advanced sharing preferences by tapping **Sharing Options**.

- With the created link, you can share your file with **Copy Link, Create QR Code** or **More** options.

# File/Folder Sharing, Restricting and Modifying

You can revoke access to a shared file or folder or update the access options at any time.

➢ **Unsharing File/Folder Shared with System Users**

### 1. Removing File/Folder Sharing via Web

- To unshare the file/folder shared with the system user, go to **Left Menu > Sharing > Shared Files/Folders.**

- Right click on the relevant file or select **Unshare** from the three-dot menu.

### 2. Removing File/Folder Sharing via Android

- Open the Drive app on your Android device.

- Click on the ☰ icon at the top left and enter **Sharing > Files/Folders I Have Shared.**

- Select **Unshare** from the three-dot menu on the relevant file.

### 3. Removing File/Folder Sharing via iOS

- Open the Drive app on your iOS device.

- From the **More** area at the bottom right, click on **Sharing > Files/Folders I Have Shared.**

- Select **Unshare** from the three-dot menu on the relevant file.

**Note:** The unshare option must be selected individually for all users. You can access the information with which user the relevant file was shared from the **Sharing Information** field.
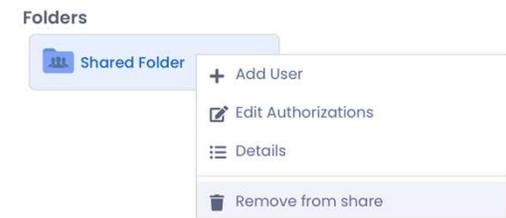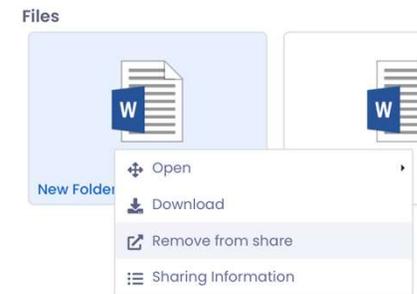
# File/Folder Sharing, Restricting and Modifying

You can revoke access to a shared file or folder or update the access options at any time.

➤ **Editing the Permissions of the Folder Shared with System Users**

1. Editing Folder Permissions via Web

- To unshare the folder shared with the system user, go to **Left Menu > Sharing > Shared Folders by Me**

- Right click on the relevant file or select **Unshare** from the three-dot menu.

2. Editing Folder Permissions via Android

- Open the Drive app on your Android device.

- On the shared folder from your **My Wall** area, perform the authorization settings from the three-dot menu **Sharing Information > User folder three-dot menu > Edit.**

3. Editing Folder Permissions via iOS

- Open the Drive app on your iOS device.

- Click on **Sharing > My Shared Folders** from the **More** area at the bottom right.

- Select the **Sharing Information** option from the three-dot menu on the relevant file.

- Swipe left on the user folder whose privileges your want to edit.

- Make the authorization arrangements with the **Edit** option.
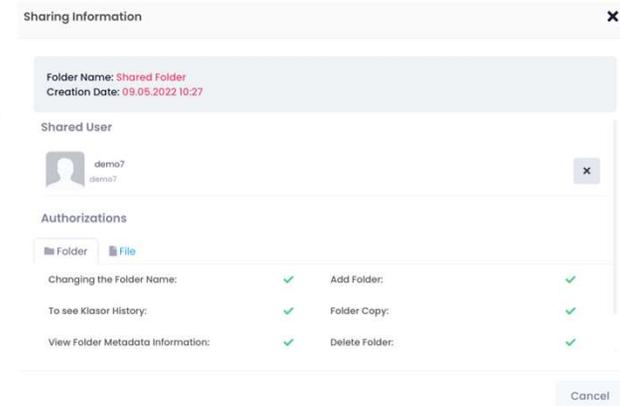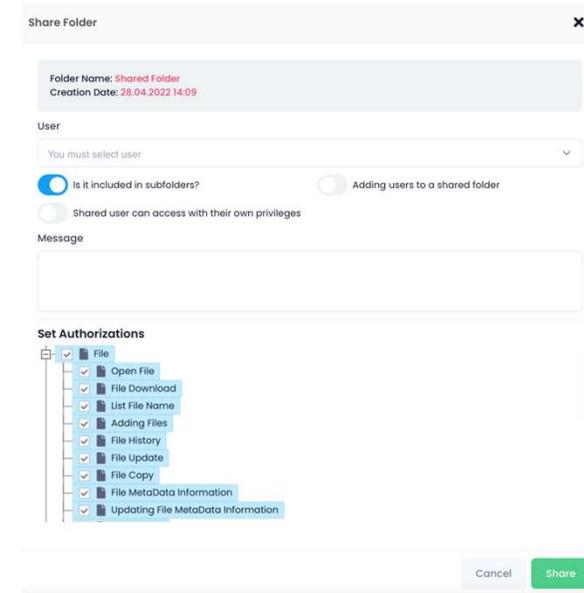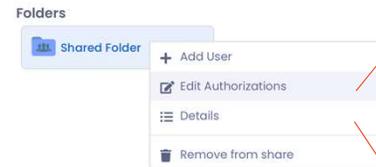
# File/Folder Sharing, Restricting and Modifying

➢ **Unsharing a File/Folder Shared with People Who Do Not Have a Registered User in the System, and Editing Their Authorities(Sharing with Link)**

1. Link Removal and Editing via Web

- To unshare the file/folder shared with the link, go to the **Left menu > Sharing > Shared File/Folder Links** field.

- Right click on the relevant file/folder or select **Remove Link** from the three-dot menu.

- In order to edit options such as the number of downloads and validity period of the created link, right-click or select **Edit** Link from the three-dot menu.

- Click the View ☰ button to view the link.

**Note:** After the Link Editing process, there is no change in the URL adress. You **do not need to** share the edited link with the same people again. All changes are automatically updated in people who have the link,

# File/Folder Sharing, Restricting and Modifying

2. Editing Folder Permissions via Android

- Open the Drive app on your Android device.

- Click on the ☰ icon at the top left and enter Sharing > Shared Folder Links field.

- Select **Remove Link** from the three-dot menu on the relevant folder.

- In order to edit options such as the number of downloads and validity period of the created link, select Edit Link from the three-dot menu.


3. Editing Folder Permissions via iOS

- Open the Drive app on your iOS device.

- From the **More** area at the bottom right, click on Sharing > Shared Folder Links .

- Select **Remove Link** from the three-dot menu on the relevant folder.

- In order to edit options such as the number of downloads and validity period of the created link, select Edit Link from the three-dot menu.

# File/Folder Storage and Sharing in Common Areas

With Drive, you can follow a project with your colleagues and managers. Common Folders let you work on the same office documents simultaneously.

➢ **Creating a New Common Folder**

**1. Creating a Common Folder via Web**

- From the **Modules** menu on the left, enter the **Common Folders** field.

- Click on the **New Common Folder** field from the right-click menu and save your folder after giving it a name.

- There are 3 colour folder types in the **Common Folders** area;
  - **Green Folder:** It refers to the folders that you have created and shared with another user/users. All authorizations are managed by you. (System administrators can also intervene in these folders and edit the person´s privileges.)
  - **Yellow Folder:** It refers to the folders that a user in the organization has shared with you.
  - **Red Folder:** It refers to the folders that contain critical data and can only be accessed with a password.

**Note:** If you see the right-click menu as inactive, you do not have permission to create a common folder. This authorization is defined to you by your system administrator.

**Note:** Common Folders do not fill your defined quota. Files/folders stored in common folders cause the common quota defined for the organization to be filled.

**Note:** It is **not possible** to create multiple public folders with the same name
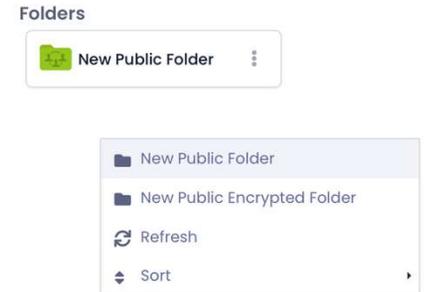
# File/Folder Storage and Sharing in Common Areas

2. Creating a Common Folder via Android

- Click on the ≡ icon in the upper left and enter the Common Folders field.

- Click on the ⊕ icon and save your folder after giving it a name.

3. Creating a Common Folder via iOS
- Click on the **More** field at the bottom right and enter the Common Folders field.
- Click on the ⊕ icon and save your folder after giving it a name.

**Note:** There are 3 colour folder types in the **Common Folders** area;

- o **Green Folder:** It refers to the folders that you have created and shared with another user/users. All authorizations are managed by you.
  (System administrators can also intervene in these folders and edit the person´s privileges.)

- o **Yellow Folder:** It refers to the folders that a user in the organization has shared with you.

- o **Red Folder:** It refers to the folders that contain critical data and can only be accessed with a password.

**Note:** If you see the ⊕ icon as inactive, you do not have permission to create a common folder.
This authorization is defined to you by your system administrator.
**Note:** Common Folders do not fill your defined quota.
 Files/folders stored in common folders cause the common quota defined for the organization to be filled.
**Note:** It is **not possible** to create multiple public folders with the same name

# File/Folder Storage and Sharing in Common Areas

➤ **Red Folder Attributes**

- Click on the **New Common Encrypted Folder** field from the right-click menu and save your folder after giving it a name and setting a password.
- In order to access the contents of the red folder, all users added to the folder must know the password.
- If the password of the red folder is forgotten, it is possible to change it by the user who created the folder. To change the red folder password, right-click on the relevant folder or select **Set Password** from the three-dot menu.

**Note:** You can share the URL addresses of the common folders with users who have users in the system and have the authority to see the relevant folder, so that the user can access the relevant folder directly.
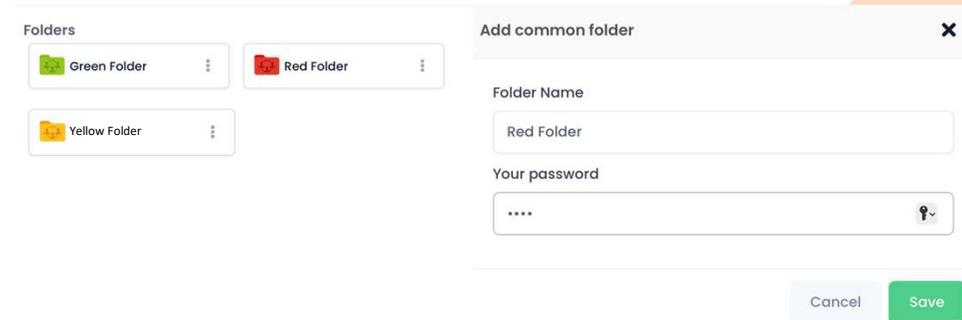


➤ **Adding Users to Common Folder**

1. Adding Users to Common Folder via Web, Android & iOS

- After the folder is created, right-click on it or select the Share to User Group field from the three-dot menu. (You can only perform this operation in the folders you have created.) Learn how to create a User Group.

- This way, you can start working with other users in the folder.

**Note:** This field appears inactive in the yellow folders. The management if these folders can be performed by the folder creator or the system administrator.

60
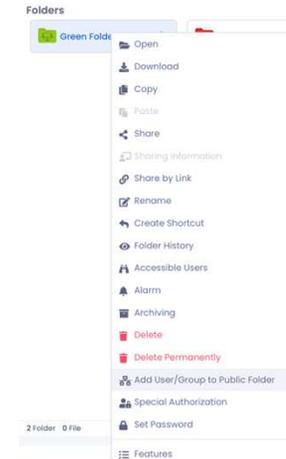
# File/Folder Storage and Sharing in Common Areas

➢ **Common Folder Authorization**

**1. Common Folder Authorization via Web**

- It is possible to make file/folder-based restrictions for the users and user groups you add to your common folders.

- Right click on the green folder or enter the **Set Permissions** field from the three-dot menu.

- Select the user you want to authorize from the list of all users who can access the folder.

- Click on the settings icon to the right of the username.

- All authorizations are empty.

- Select the actions you want the relevant user to be able to perform and click the **Save** button.

**Note:** In common folder authorizations, all users´ authorizations are empty. This means that everyone has all the powers.

**Note:** For a user eg. If you give the File Deletion authorization, you will remove the file deletion authorization from yourself and from all users who can access the relevant folder. We recommend that you pay attention when making authorizations.

**Note:** You can also perform authorization editing only on (green) folders that you have created yourself.
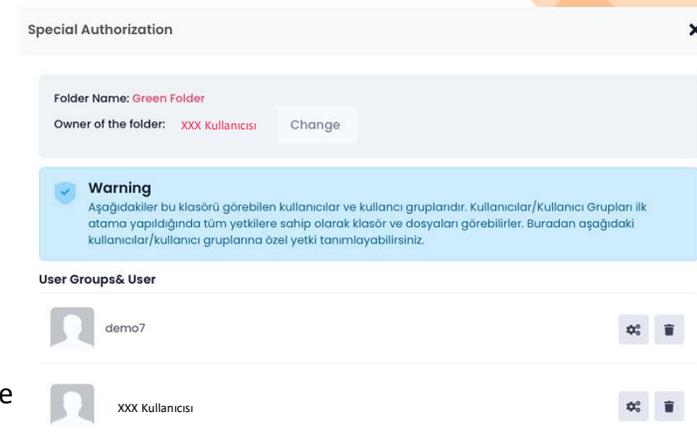
Special Authorization ✕

Folder Name: Green Folder
Owner of the folder: XXX Kullanıcısı [Change]

✓ **Warning**
Aşağıdakiler bu klasörü görebilen kullanıcılar ve kullanıcı gruplarıdır. Kullanıcılar/Kullanıcı Grupları ilk atama yapıldığında tüm yetkilere sahip olarak klasör ve dosyaları görebilirler. Buradan aşağıdaki kullanıcılar/kullanıcı gruplarına özel yetki tanımlayabilirsiniz.

**User Groups& User**

demo7

XXX Kullanıcısı

# File/Folder Storage and Sharing in Common Areas

2. Common Folder Authorization via Android

- You can make file/folder-based restrictions for the users and user groups you add to your common folders

- On the green folder or the Red folders you created, enter the Set Permissions field from the three-dot menu.

- Select the user you want to authorize from the list of all users who can access the folder.

- Click on the settings icon to the right of the username.

- All authorizations are empty.

- Select the actions you want the relevant user to be able to perform and click the **Save** button.

3. Common Folder Authorization via iOS

- You can make file/folder-based restrictions for the users and user groups you add to your common folders.

- On the green folder or the Red folders you created, enter the **Set Permissions** field from the three-dot menu.

- Select the user you want to authorize from the list of all users who can access the folder.

- Select the Set Authorizations option by dragging the user name from right to left. All authorizations are empty.

- Select the actions you want the relevant user to be able to perform and click the **Save** button.

# File/Folder Storage and Sharing in Common Areas

➤ **Creating a User Group and Adding Users**

### 1. Creating a User Group and Adding Users via Web

- From the **Modules** menu, enter the 👥 User Groups field.

- Right click or select New User Group option from the ➕ icon.

- Specify a name for your group.( e.g. Sales Team)

- To add users to the created group, fight-click on the group or select "**Add User**" from the three-dot menu.

- Select and save the users you want to add.

### 2. Creating a User Group and Adding Users via Android

- Click on the ☰ icon in the upper left and enter the User Groups field.

- Save your group after giving a name by clicking the ➕ icon.

- To add a user, select Add User from the three-dot menu on the relevant group.

- Enter the User´s **User Name** or **Name Surname** information and make a selection(At least 3 characters must be entered.)

- Select **Save.**



New User Group

Rename
Users
Add User
Delete
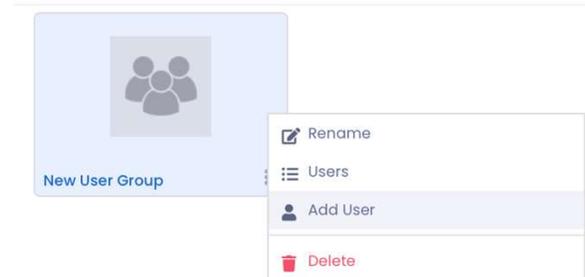
### 3. Creating a User Group and Adding Users via iOS

- From the **More** field, enter the **User Groups** field.

- Save your group after giving a name by clicking on the ➕ icon.

- To add a user, select **Add User** from the three-dot menu on the relevant group.

- Enter the User´s User Name or Name Surname information and make a selection. (At least 3 characters must be entered)

- Select **Save.**

# File/Folder Sharing Options

➢ **File Sharing Options**

- **Download Limit:** Specify how many times the shared file can be downloaded.

- **Downloadable Time(Hour):** Determine how long the shared file can be downloaded.

- **Password:** Before downloading the shared file, ask the non-system user to enter the password you created, if he/she enters the password incorrectly, he will not be able to access the file.

- **Notify Me When Downloaded:** When the file shared with the link is downloaded by any user, request an e-mail to your registered e-mail address.

- **SMS Verification:** Send a verification code to the mobile phone of the shared person so that the file shared with the link can be downloaded.

- **IP Restriction:** In order to download the file shared with the link, ensure that only the IP address of the shared person can be downloaded.

➢ **Folder Sharing Options**

- **Download Limit:** Specify how many times the shared folder can be downloaded.

- **Number of Impressions:** Specify how many times the shared folder can be dowloaded.

- **Downloadable Time(Hour):** Determine how long the shared folder can be downloaded.

- **Validity Period:** In the cases where the Download Time, which determines how long the shared file can be downloaded, is insufficient, select a date and determine the validity period.

- **Password:** Before downloading the shared folder, ask the non-system user to enter the password you created, if he/she enters the password incorrectly, he will not be able to access the folder.

- **Notify Me When Downloaded:** When the folder shared with the link is downloaded by any user, request an e-mail to your registered e-mail address.

- **SMS Verification:** Send a verification code to the mobile phone of the shared person so that the folder shared with the link can be downloaded.

- **IP Restriction:** In order to download the folder shared with the link, ensure that only the IP address of the shared person can be downloaded.

# File/Folder Permissions

➤ **File Permissions**

- Opening File
- Listing the File Name
- Adding File
- Seeing File History
- Updating File
- Copying File
- Seeing Meta Data Information
- Updating Meta Data Information
- Deleting File
- Moving File
- Seeing File Versions

➤ **Folder Permissions**

- Changing the Folder Name
- Adding Folder
- Seeing Folder History
- Copying Folder
- Seeing Meta Data Information
- Deleting Folder
- Moving Folder
- Listing the Users Who Can See the Folder

DivvyMail / Form
Job Tracking / DivvyCalendar / Passwords
DivvyNote / MedyaShow / WebDav
DivvySearch / Folder Listener / DivvyFlash
**Bulk** Data Transfer / Divvy Add-on / DivvyTransfer

# DivvyMail - Web

With **DivvyMail**, you can manage all your e-mail accounts from within the drive system. **(If you are a public institution user, your institution may make restrictions on the scope of e-mail addresses that can be added.)**You can read and reply to incoming e-mails with their attachments and create new e-mails.

**1. WEB**

➤ Adding an E-mail Account

- Enter **DivvyMail** field from the Modules menu on the left.

- Define your e-mail address with the **Add E-Mail Account** option.

- Enter the server parameters and password information in this field. Exchange information comes automatically.

- After entering the parameters, select the **Verify Account** option and perform the account verification process.

- Click the **Save** button.

- All e-mails available on your server will be displayed on the screen.

➤ Adding and Editing a New Email Account

- Click on the [icon] icon in the upper left corner. Select the **Add New Account** option from the **E-Mails Accounts** field.

- In order to edit the current e-mail address, select the **Edit** option from the three-dot menu next to the relevant e-mail address.

# DivvyMail - Web

➢ Creating and Sending E-Mail

- To create a new e-mail, click on the **New E-Mail** option in the upper left corner.

- Edit and send your e-mail from the screen that opens.

- The e-mails you send from this area are forwarded to the destination via your e-mail address.

**Note:** If more than one e-mail account is defined, click on the name of the account to which the e-mail will be sent and then click on the **New E-Mail** button.
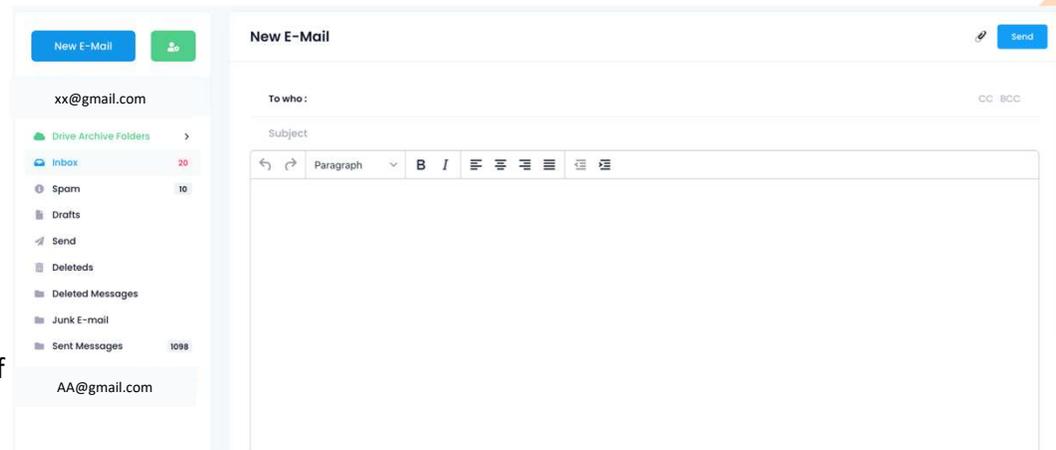
➢ Sending Attached Files by E-Mail

- After creating your e-mail, click the **Paperclip** icon next to **Send** button and upload the files on your desktop.

- For the uploaded file, the download link of the file is automatically placed in your e-mail.

- Thus, you can reply to your e-mails or send new e-mails with unlimited file size.

# DivvyMail - Web

➢ **Freeing Up E-Mail Quota**

When the quota of your e-mail account is full, you can archive your e-mails with the archiving method and free up space in your quota by deleting your archived e-mails.

➢ E-Mail Archiving
- **Archive:** It allows archiving of selected mails for one time.
- **Archive and Delete:** Allows archiving of one-time selected mails and clearing space by deleting them from the server.
- **Archive Automatically :** It provides regular archiving of mails with determined criteria.
- **Archive Automatically and Delete:** It provides regular archiving of e-mails with the specified criteria and clearing space by deleting them from the server.
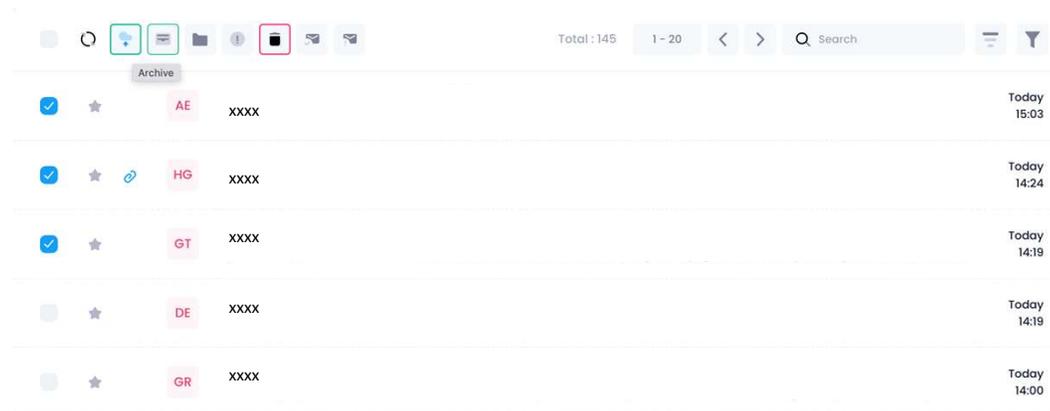
# DivvyMail - Web

➢ **Automatic E-Mail Archiving**

• Clıck the Auto Archive Rule 🖾 button.

• Select the folder containing the mails you want to archive.

• By specifying criteria for the relevant mails to be archived(eg. Those coming from a@xxx.com address), click the **Continue** button.

• In accordance with the relevant criteria, you can see how many mails you have on your server and perform the archiving process by choosing one of 4 different methods.

• You can access your archived e-mails from the **Drive Archive** Folders area in the left menu.

➢ **Editing or Removing Auto Archive Rules**

• Click the **Settings** 🔹 button.

• From the three-dot menu next to your e-mail account, enter the Automatic Archive Rules option.

• Perform editing and deletion with the three-dot menu next to the created archive rules.

**Note:** Even if you do not open DivvyMail with automatic archiving rules, your mails continue to be archived and deleted from your server.

Auto Archive Rules

**Archive Your Emails**                                          ✕

ⓘ You can define the parameters you want to filter and archive your resulting e-mails.
ⓘ You can filter for multiple text by placing a comma (,) between the parameters you enter.
ⓘ Filtering can be done within the limits provided by the e-mail server. In this context, if the text sought is an e-mail address, we recommend that you write the full address and do not use Turkish-special characters.

Email Folder
[ Inbox ]

From Mail Address                          From Mail Server
[ Keywords ]                               [ @  example.com ]

To Mail Address                            To Mail Server
[ Keywords ]                               [ @  example.com ]

In Subject                                 In Content
[ Keywords ]                               [ Keywords ]

After Date                                 Before Date
[ 🗓 ]                    ⚪              [ 🗓 ]                    ⚪

Star                      Read Receipts             Attachment
[ All ]                   [ All ]                   [ All ]

                              Cancel    Continue

**Archive Your Emails**                                          ✕

**Archive**
Archives 8 e-mails detected as a result of filtering.                    [ Continue ]

**Archive and Delete**
Archives and deletes 8 e-mails detected by filtering from your mailbox.    [ Continue ]

**AutoArchive**
It saves filtering criteria and automatically archives emails that meet these rules.    [ Continue ]

**AutoArchive and Delete**
It saves the filtering criteria and automatically archives and deletes emails that meet these rules from your mailbox.    [ Continue ]

                                              Cancel

# DivvyMail – Mobile

**2. Android**

➢ Adding and Editing an E-mail Account

- Enter the **DivvyMail** module by clicking the ≡ icon at the top left.

- Define your e-mail address with the ⊕ icon.

- Enter the server parameters and password information in this field. Exchange information comes automatically in your institution.

- After entering the parameters, select the **Verify Account** option and perform the account verification process.

- Click on **Save.**

- Select the **Edit** option from the three-dot menu next to the e-mail address you want to edit.

➢ Creating and Sending E-Mail

- Enter the **DivvyMail** module by clicking the ≡ icon at the top left.

- Click on the account to which you want to send an e-mail.

- Create your e-mail with the ⊕ icon.

- You can add the files in your Drive- My Wall area to your e-mail as a download link with the ✎ button.

**3. iOS**

➢ Adding and Editing an E-mail Account

- Enter the **DivvyMail** module from the **More** field.

- Define your e-mail address with the ᛭ icon.

- Enter the server parameters and password information in this field. Exchange information comes automatically in your institution.

- Click on **Save.**

- Select the **Edit** option from the three-dot menu next to the e-mail address you want to edit.

➢ Creating and Sending E-Mail

- Enter the **DivvyMail** module from the **More** field.

- Click on the account to which you want to send an e-mail.

- Create your e-mail with the ✎ icon.

# DivvyMail – Mobile

**2. Android**

➤ Freeing Up E-Mail Quota

  ➤ E-Mail Archiving & Automatic Archiving

- Enter the DivvyMail module by clicking on the ☰ icon at the top left.
- Select the e-mail address to be processed.
- Select the e-mails you want to archive and select **Archive** from the three-dot menu.
- To create an **Auto Archive Rule**, click on the 🗄 icon at the top right from the DivvyMail main menu and then click on the **Add New Rule** field.
- After determining the mail criteria to be archived, save it.

  ➤ Editing or Removing Auto Archive Rules

- Access all Auto Archive Rules created by clicking the 🗄 icon.
- Perform editing and deletion from the three-dot menu of the relevant archive rule.

**3. iOS**

➤ Freeing Up E-Mail Quota

  ➤ E-Mail Archiving & Automatic Archiving

- Enter the DivvyMail module from the **More** field.
- Select the e-mail address to be processed.
- Enter the e-mail you want to archive and perform manual Archiving with the ☁ icon in the submenu.
- To create an **Auto Archive Rule**, click on the three-dot menu of the relevant e-mail address from the **DivvyMail** main menu and the **Archive Rules** field.
- After specifying the mail criteria to be archived with the ✛ button, save it.

  ➤ Editing or Removing Auto Archive Rules

- Access all Auto Archive Rules created with the **Archive Rules** option from the ellipsis menu of the email address.
- Perform editing and deletion from the three-dot menu of the relevant archive rule.

# Form

You can collect information from users inside or outside the system by creating your own surveys in Drive.

- To create a form, click the New option from the Quick Access menu + / the New option from the right-click menu / the Form field in the left menu.

- Save the form you want to create by entering a name and specifying the folder where the form will be saved.

- Open the relevant form by double-clicking or by selecting the **Open** option from the three-dot menu.
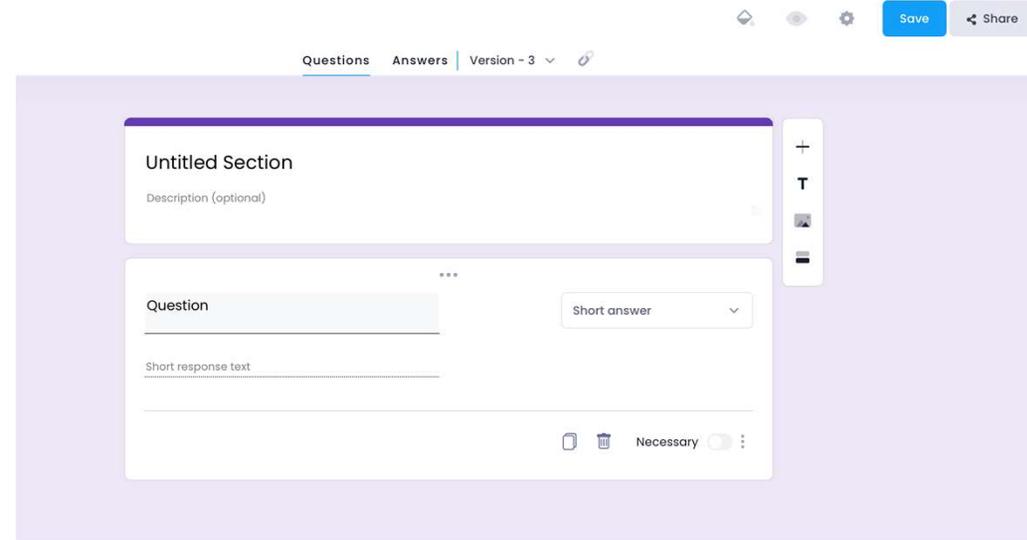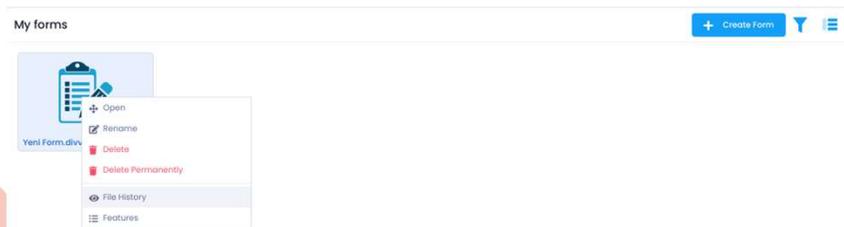
# Form

After editing all your survey and questions in the form, save the changes with the **Save** button.

- After editing, each save operation creates a new version.
- You can access each version created in the "Version-X" field.(1)
- With each "Share" option, a different, new link is created. (2)
- When the answers are started to be received after the relevant form is shared, the answers of the relevant version are included in the shared version.
- **e.g.:** After the 1st version is shared, all the answers will be received for the 1st version. When an additional question is added and the same form is shared, the 2nd version will be produced. Therefore, the form link will change. In this case, when the new link is shared and the answers are started to be received, the relevant answers will be accessible only within the 2nd version.

(1)
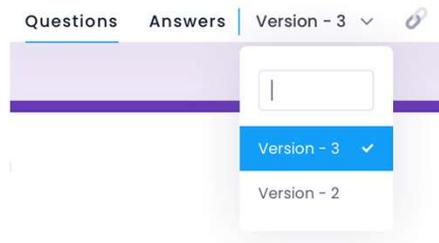


(2)

# Form

- You can access the link information of each version from the **Versiyon - 2** ⌄ 🔗 icon next to the version number. (1)
- To access and delete the links of the versions, you can access them from the settings area ⚙ under the **Version** heading.  (2)

(1)

**Link Information**                                               ✕

https://das7.divvydrive.com/app/en-US/Form/Paylas/DivvyDrive/8fe92543-4(   📋  🔗  ▦

Link Detail Information                                          ⌃

https://das7.divvydrive.com/app/en-US/Form/Paylas/DivvyDrive/47667003-4   📋  🔗  ▦

Link Detail Information                                          ⌃

(2)

**Settings**                                                     ✕
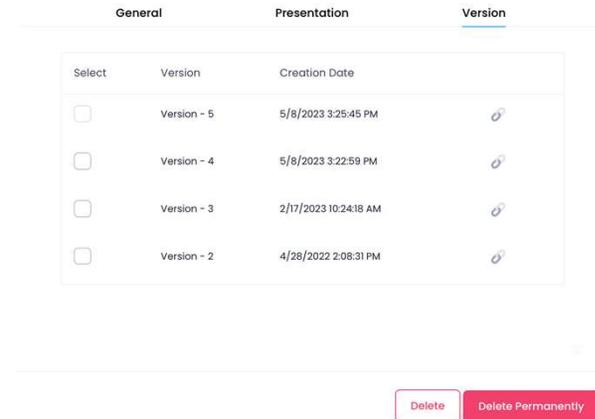
| General | Presentation | Version |

| Select | Version | Creation Date | |
|--------|---------|---------------|---|
| ☐ | Version - 5 | 5/8/2023 3:25:45 PM | 🔗 |
| ☐ | Version - 4 | 5/8/2023 3:22:59 PM | 🔗 |
| ☐ | Version - 3 | 2/17/2023 10:24:18 AM | 🔗 |
| ☐ | Version - 2 | 4/28/2022 2:08:31 PM | 🔗 |

Delete     **Delete Permanently**

# Form

- You can add an infinite number of Questions, Titles, Images and Sections into the form.

- In the form, you can create questions to collect answers with many methods such as short answer, paragraph, multiple choice, drop-down menu, date, time and even upload media data to these questions.

- With form, you can also receive file data from outside users with the File Upload option.

- By specifying parameters such as character limitation, ID check, e-mail address verification in the answers given with response verification, you can ensure that the respondent enters correct information.

- You can redirect to the relevant section/questions according to the answer selected in the **Drop-Down Menu** questions.

- You can change the theme colour of the form with the ◇ icon.

- After saving, you can create a **Preview** 👁 of how your form looks.

- You can change the order of your questions with the **drag and drop** method.

# Form

- ⚙ With the **Settings** button, you can get the e-mail addresses of the people who will respond to your survey, and allow a person to create more than one answer.

- User verification is possible with the "**Require Login**" option for your surveys that you want only drive users to answer.

- Select **Save > Share** to submit your form.

- With the created link, you can share your form with copy/paste, QR code or e-mail options.

# Form

> **Creating Test (Exam)**

Within drive, you can create test/exams with a unique scoring method for both system users and external users .

- ⚙ Select the 'Make This Test' option under the ''Tests'' heading located in the **Settings** button.

- **Immediately After Every Submission:** It provides participants who answer the test to immediately access all correct/incorrect answers and learn their score.

- **Later, After Manual Review:** This allows the test creator to conclude the test after collecting all the answers and send the results to the email addresses of those who answered the test. (When this option is selected, the 'Collect Email' option will mandatorily be chosen for participants.)

- **Questions Left Blank or Answered Incorrectly:** Participants can view which questions they answered incorrectly.

- **Correct Answers:** Participants can see the correct answers after the test results/grades are published.

- **Score Values:** Participants can view their total score and the points they received for each question.

- **Default Question Point Value:** This is the default point value for each new question. (Scoring can be readjusted for each question individually.)

# Form

➢ **Creating Test(Exam)**

    ➢ **Short Answer Questions**

You can prepare answer keys for all question types (short answer, multiple choice, checkbox, etc.).

- To create the answer key, click on the 'Answer Key' section located below the question.

- You can determine the correct answer and its point value for the question..

- Additionally, while providing feedback for correct and incorrect answers, you can direct the user to another link to further inform them about answer.

① 

| Given Answer |
| --- |

② 

③ 

④ | Given Answer |
| --- |

# Form

➤ **Creating Test(Exam)**

    ➤ **Multiple Choice and Drop-down Menu Questions**

You can prepare answer keys for all question types (short answer, multiple choice, checkbox, etc.).

- In **multiple-choice and dropdown menu questions**, several options can be set as the correct answer. However, for the respondent to score points from the question, they must select one of the correct answers specified in the answer key.

**Note:** In **multiple-choice and dropdown menu questions**, only one option can be selected as an answer. Two options cannot be selected simultaneously.

- E.g., As in the question below, a question can have multiple correct answers. However, for an individual to score points from this question, they must choose one of the options such as 1+1=2, 10*2=20, or 6/2=3.

# Form

➢ **Creating Test(Exam)**
  ➢ **Multiple Choice Table Questions**

You can prepare answer keys for all question types (short answer, multiple choice, checkbox, etc.).

• In **multiple-choice table** questions, more than one option can be determined as the correct answer for **each row**. However, to score points from the question, the respondent must choose **one** of the correct answers specified in the answer key for **each row**.

**Not:** In **multiple-choice table** questions, only one option can be selected as an answer for **each row**. Two options can't be selected at the same time.

| Answer Key | Given Answer |
|---|---|

# Form

➢ **Creating Test(Exam)**

    ➢ **Checkbox Questions**

You can prepare answer keys for all question types (short answer, multiple choice, checkbox, etc.).

• In **checkbox** questions, more than one option can be determined as the correct answer for **each row**. However, to score points from the question, the respondent must choose **all** of the correct answers specified in the answer key .

**Note :** In **checkbox** questions, multiple options can be selected as an answer.

• For example, as in the question below, a question can have multiple correct answers. However, to score points from this question, respondant must have selected all the options: Guide, Title, and Document.

**Note :** Even if 2 out of 3 correct answers are chosen, **no points** can be received from the question. To get points, **all** 3 correct answers must be selected.

| Answer Key | Given Answer |
|---|---|

# Form

➢ **Test (Sınav) Oluşturma**

  ➢ **Checkbox Table Questions**

You can prepare answer keys for all question types (short answer, multiple choice, checkbox, etc.).

- In **checkbox** questions, more than one option can be determined as the correct answer for **each row**. However, to score points from the question, the respondent must choose **all** of the correct answers specified in the answer key .

**Note :** In **checkbox** questions, multiple options can be selected as an answer.

- For example, as in the question below, a question can have multiple correct answers. However, to score points from this question, respondant must have selected all the options: Guide, Title, and Document.

**Note :** Even if 2 out of 3 correct answers are chosen, **no points** can be received from the question. To get points, **all** 3 correct answers must be selected.

| Answer Key | Given Answer |
|------------|--------------|

# Form

- To see the responses of the users to the forms, open the relevant Form.

- You can view all incoming responses from the "Responses" field in the form via smart dashboards.

- You can report the responses received for the form as an excel document with the ▣ icon.

- Under the **Responses** heading, you can stop the people shared for your form from responding or delete all responses.

- Under the **Answers** heading:
    - **Summary** area shows all the answers on a single page.
    - **Question** field shows the answers based on the question.
    - **Independent** field shows the responses on a person-based basis along with the preview of the form.

- To unshare the form shared with the link, go to the **Left menu > Sharing > My File Shares with Link** field.

- Right click on the relevant form or select **Remove Link** from the three-dot menu.

- In order to edit options such as the number of downloads and validity period of the created link, right-click or select **Edit Link** from the three-dot menu.

- Click the **View** ▤ button to view the link.
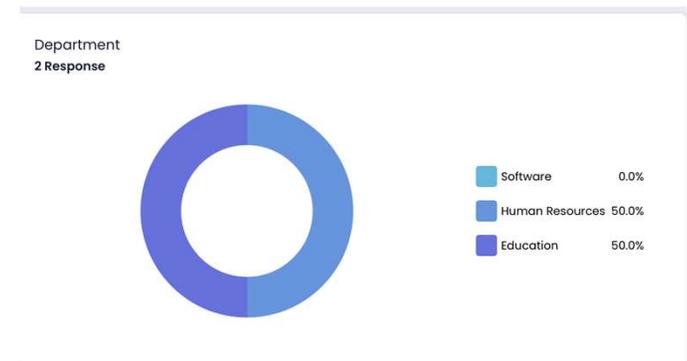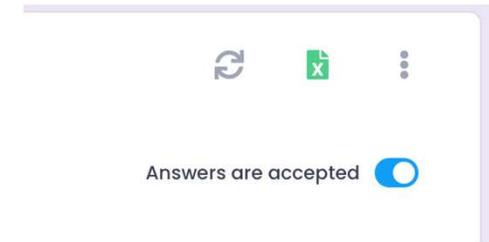
# Job Tracking

Job Tracking module is a module that helps to keep track of all planned jobs and tasks.

- In this module, there are **Boards** (which is the genereal task area to follow), **Lists** (the titles in which cards/tasks are categorized) and **Cards** (tasks/jobs to be followed).

- It is a module where you can follow up business in partnership with the personnel in the institution/organization.

**Note**: You can also run your business tracking from your mobile phone or tablet without being connected to your computer. All transactions made on the web are also supported on mobile devices.

➤ Creating a New Board

- Enter the **Job Tracking** module in the lfet menu.

- The first screen that opens shows the upcoming dates among all your cards (job/task) for which the date has been determined.

- In order to track a new task, first perform the **Add Clipboard** operation.

- Specify a general name and color for the jobs you will follow with the **Add Board** button.

- The created boards are located under the "**My Boards**" title.

**Note**: Boards that you create are under the **My Boards** heading, boards that other users created and shared with you are under the **Shared Boards** heading, and all boards that you have grouped yourself (my boards/shared boards) are under the All Board Groups heading.
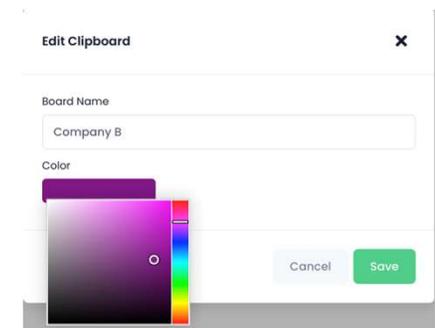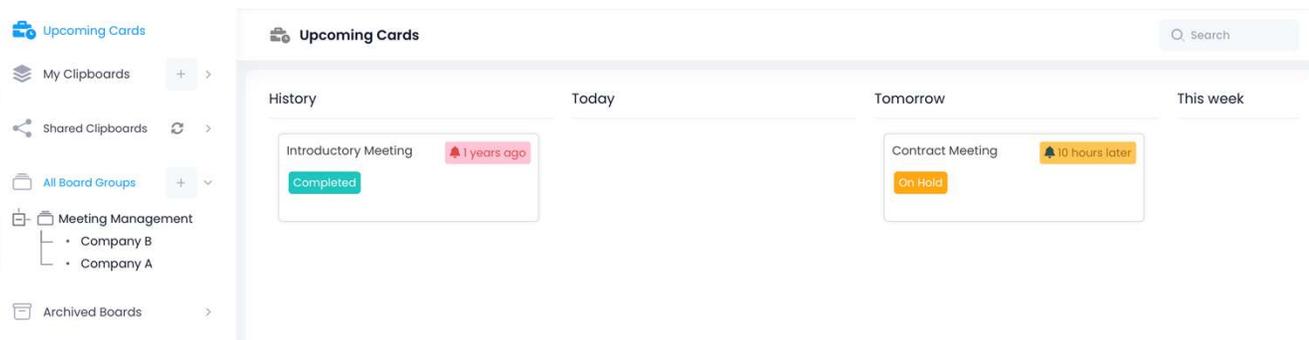
# Job Tracking

➤ Board Editing

- You can edit your board with the following actions from the three-dot menu on the relevant board.

  - **Edit**: Change clipboard name and color.

  - **Archive**: Storing the board in the archived clipboards area.

  - **Delete**: Permanently delete the board.

  - **Move to a Group:** Move the clipboard to groups under the **All Board Groups** heading.

  - **Export**: Creatie and Excel report with lists, cards, people, labels and explanations in the clipboard. Seperate excel reports can be obtained as **Assets, Archived and All**.

  - **Details:** Determining the people to share the board with, creating dynamic tags, viewing the deleted lists and cards in the board, viewing the changes made by the users in the board.

➤ Card/List Moving and Sorting

➤ **Card Moving:** Cards can be moved under the target list by dragging and dropping or by selecting the Move Card option from the three-dot menu next to the card.

- **Card Sorting:** To change the order of the cards under the list within the same list, you can select the Sort Cards option from the three-dot menu next to the list name.

- **List Sorting:** To change the order of the lists, you can select the Move Lists option from the three-dot menu next to the board name.

List Sorting
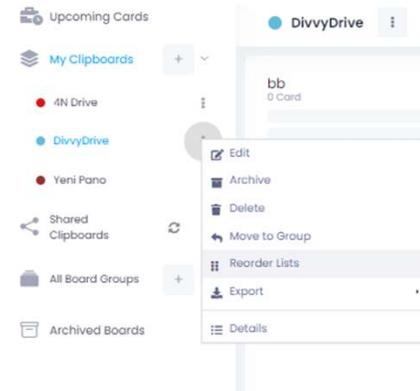
Card Moving
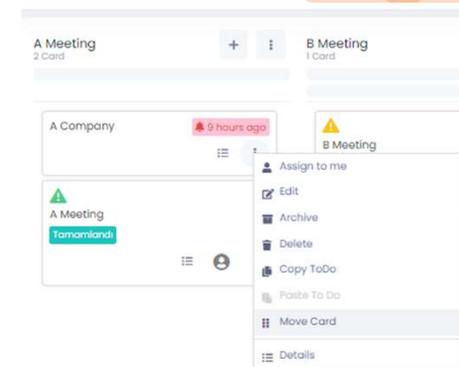
Card Sorting
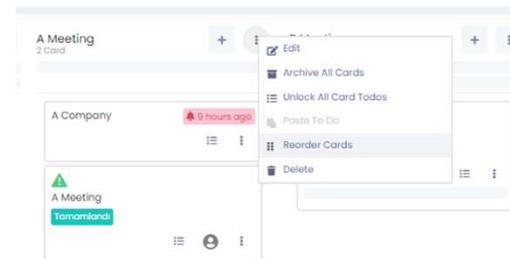
# Job Tracking

- ➢ Board Details
    - ➢ Sharing
        - • To add other users to follow the determined jobs, enter the **Details** field from the three-dot menu on the relevant panel..
        - • In the **User** or user group field, enter the **User Name** or **Name Surname** information of the user you will share with and make a selection. (At least 3 characters must be entered). Click for more information about the user group.
        - • Authorizations can be defined in accordance with the following options for the users to be shared.
            - • **Can Edit:** User with this authority can assign tags to cards create and delete cards.
            - • **Can Share:** User with this authority can share this board with other users.
            - • **Can Manage:** The user with this authority can stop the sharing of the people with clipboard sharing.
        - • An SMS and E-Mail notification can be sent to the users to be shared that the board has been shared.
        - • With 🔔 the button, you can follow up whether the sms and e-mails are sent to the users, and whether they see the board with the read receipt.
        - • If you are the **Board Owner** or a user with the authority to manage, you can edit the privileges of the users with the **Elliptical Menu > Edit/Delete** option on the relevant user.

# Job Tracking

➢ Creating Dynamic Tags

- For each Board, the labels to be used in that board can be defined / edited.

- This area can be edited by the board owner or users with the authority to manage.

- You can edit/colour the labels to be assigned to the cards in this area.

- You can create unlimited tags with the **Add New Tag** option.

- To edit the label name or colour, select the **Edit** option from the three-dot menu on the relevant label.

➢ Deleted Items

- Lists and cards in the boards are included in Deleted Items.

- Recover deleted lists and cards with the ↩ icon.

➢ Timeline

- Changes made by all users who have the authority to edit in the dashboard

are recorded in the **Timeline** field with date information.
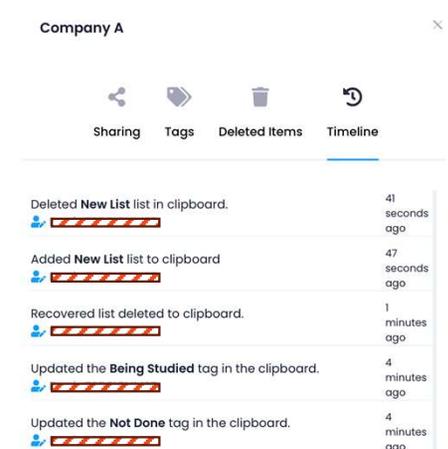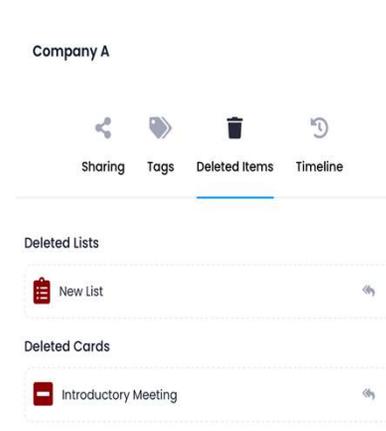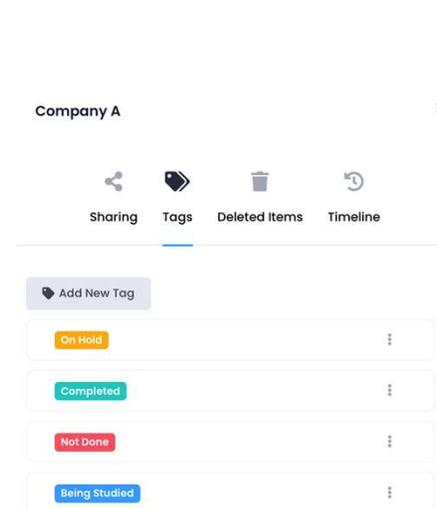
# Job Tracking

➤ Effort

- Her bir Pano için o panoda yapılacak işlerin kişi bazlı olarak çıkan eforları hesaplanabilir.

- On a board where meeting tracking is conducted, the effort expended by each person for a specific task can be determined in units such as percentage, quantity, or kilometers.

- Enter the **Details** section from the **three-dot** menu on the board. Select the **Effort** section. With the **Add New Effort** option, determine the possible efforts for each task.
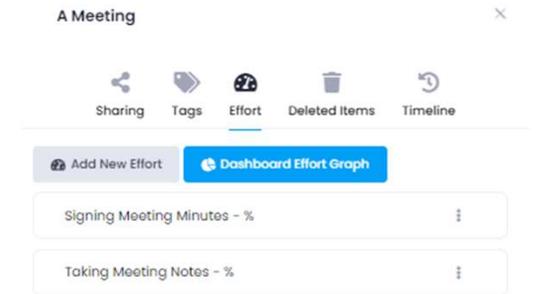
# Job Tracking

➢ Creating Lists

• You can create lists to group tasks in the dashboard.

• To create a list, click **Add List** at the top right.

• After you choose a name for your list, save it.
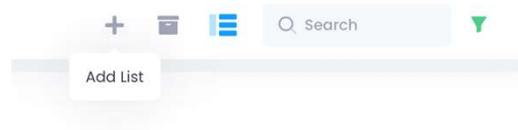
**Note:** Check **Only Assigned Persons Can See** the cards in the list so that only the assigned persons can see them.

**e.g./** Let us say the board is shared with 5 people. If the **Only Assigned Persons Can See** option is selected while creating the list, other users, expect the user assigned to the **Meeting A** card and the board administrator, cannot view that card.

• You can edit the list name, delete the list, or archive all the cards under the list from the three-dot menu next to the relevant list.

• You can move your lists within the board with the drag-drop method.

➢ Adding Cards

• You can add an unlimited number of cards to the bottom of the lists, and you can save your works to be followed with add dates, tags, people etc.

• Click on the ➕ icon next to the List Name to add a card.

• Write and save your job description to be followed.

• To edit or delete the relevant card, select **Edit/Delete** from the three-dot menu.

• You can move your cards within the board by drag and drop method.
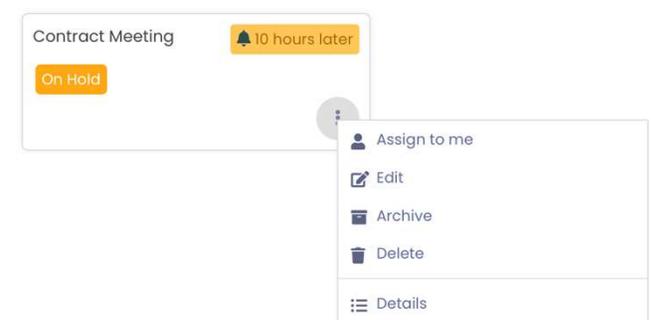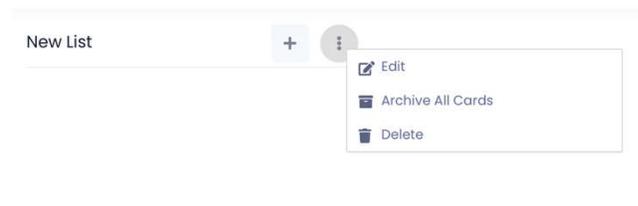
# Job Tracking

➤ Card Details

- Enter the Details field from the three-dot menu on the relevant card.

- You can set an expiry date for your card.(e.g. business to follow)

- With dynamic tags you can assign tags that you have created related to business.

- You can prioritize your card with Urgent, Important, Medium, Low options. Icons in different colours appear on the card according to the priority option determined.

- You can assign the person who will follow up the card to the card and inform him/her via E-Mail or SMS. Instead of assigning user groups to cards, you can assign individual contacts to each card for the contacts within the created user groups.

- You can set a **Completion Percentage** (%) to your card.

- 🟦 You can create a To Do List for each card with the blue button.

- You can keep track of subtasks of each task with the to-do list.

- You can transfer the once-created to-do list to all cards in the relevant board with the To-Do Copy and Paste options.

91
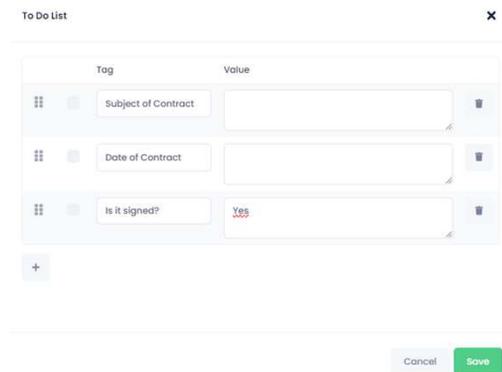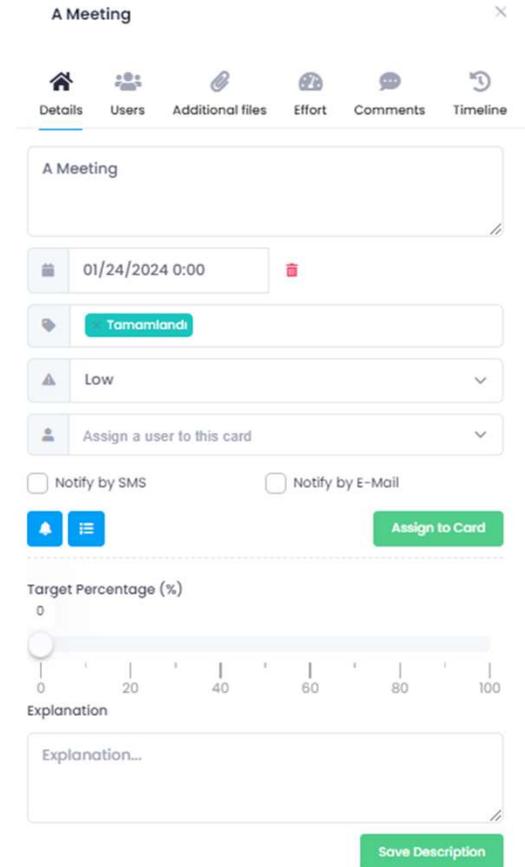
# Job Tracking



➢ Card Details

**Note**: In order to assign a user to a card, the board must be shared with that user.

➢ Users

• The users assigned to the relevant card are displayed.

➢ Additional Files

• Files (excel, word, pdf, etc.) loaded from outside the system into the relevant card are displayed.

➢ Comments

• The feedbacks of the users with whom the board is shared are displayed on the basis of user and time.

➢ Timeline

• Changes made by all users who have the authority edit the relevant card are recorded in the **Timeline** field with date information.

# Job Tracking

➢ Effort

• Tasks to be performed within the card are determined based on individuals, and the efforts that relevant individuals will expend are organized in a list format.

• Example:

  • Two people are assigned for Meeting A (card). ( User assignment needs to be done. )

  • In the A meeting, taking of meeting notes and getting the meeting records signed are required. (Efforts should be determined from board details.).

  • **From Meeting A > Details > Effort, the Assign Effort** option is chosen. Taking Meeting Notes (50%) and Getting Meeting Records Signed (50%) tasks are divided as percentages for the completion (100%) of Meeting A. (1)

  • To determine to whom the divided tasks belong and to determine how much effort the person who will do the task will have, each person's task and percentage of effort is determined from **User Efforts > Assign Effort**. (2) (3)

  • In this case, for Meeting A, **User X** will be responsible for 25% of Taking Meeting Notes and 50% of Signing Meeting Minutes. **User Y** will only be responsible for 25% of Taking Meeting Notes.

  • After the tasks are assigned, users can enter completion percentages for their tasks **from Card Details > Effort > User Efforts** and thus inform their managers how much of their tasks they have been able to complete. (4)









3
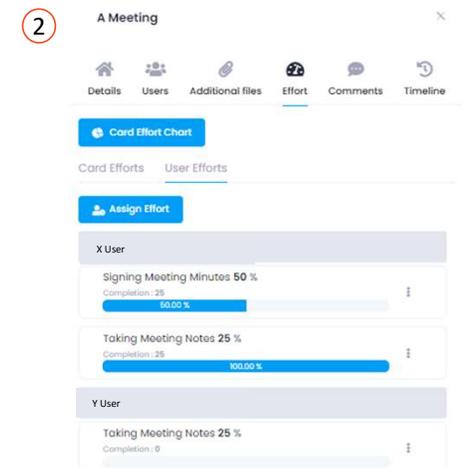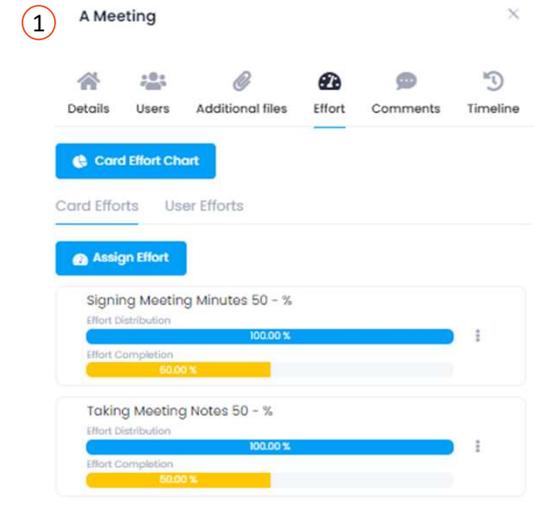
# Job Tracking

➤ Effort

- All efforts related to the completion of Meeting A can be graphically displayed in the **Card Effort Graph** section..

**Note:** Graphical data cannot be printed. However, an excel report can be obtained using the **Board > Export** option, and within the excel file, you can access the **List Card Average Completion Percentage / Card's Completion Percentage data**.
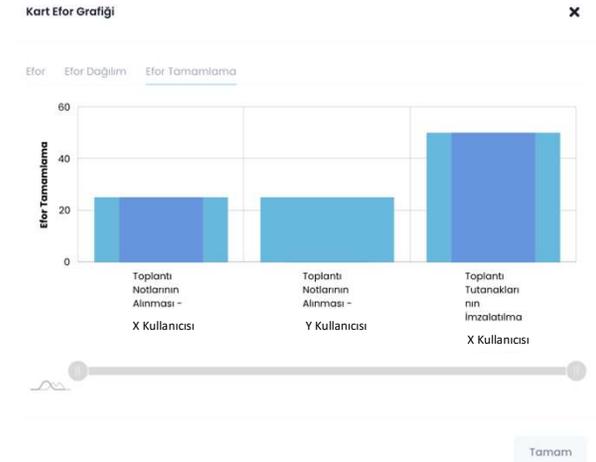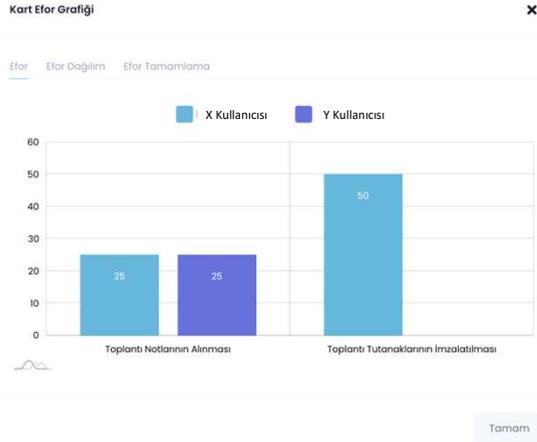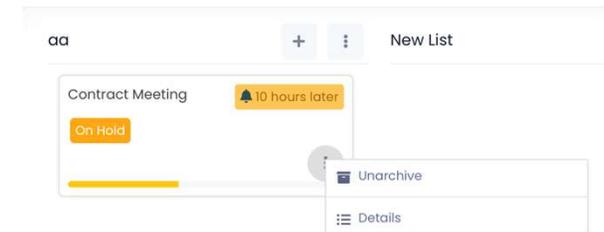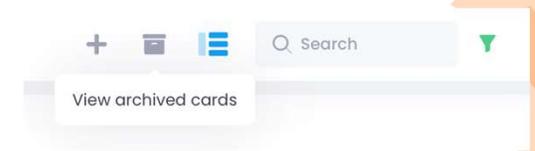
# Job Tracking

➢ Card Archive

- You can archive your overdue or completed works without disturbing your board layout, and then reposition them to their original place if you wish.

- To archive a card, select Archive from the three-dot menu on the card.

- After your card is archived, it does not appear in the board.

- To view archived cards, select **View Archived Cards** from the three-dot menu at the top right of the page.

- Archived cards are stored with their lists and sequences intact, with your board layout intact.

- To unarchive a card select Unarchive from the three-dot menu on the card.

- To return to your current board, select **Hide Archived Cards** from the three-dot menu at the top right of the page.

**Note**: You can make adjustments in the archived cards by entering **Details** field from the three-dot menu.

# Job Tracking

➢ Content Search and Filtering

   ➢ Search

- To search all boards, type the word you want to search in the **Search Bar** at the top right of the page.

- The relevant word will be searched all over My Boards, Shared Boards and Archived Boards, and all matches will be displayed.

   ➢ Filter

- You can search by **Tags**, **By Assigned User** and **By Expiry Date** in a single dashboard.

- You can filter your searches with the ▼ icon on the top right of the page.

➢ Changing Appearance

- Click the **View** ☰ icon at the top right of the screen to view the boards in thumbnail or drop-down list formats.

- Not all lists are opened at the same time. For example, when the Meeting A list is opened, the other lists are closed.

- In the drop-down list view, the location of cards and lists cannot be changed by drag-drop.
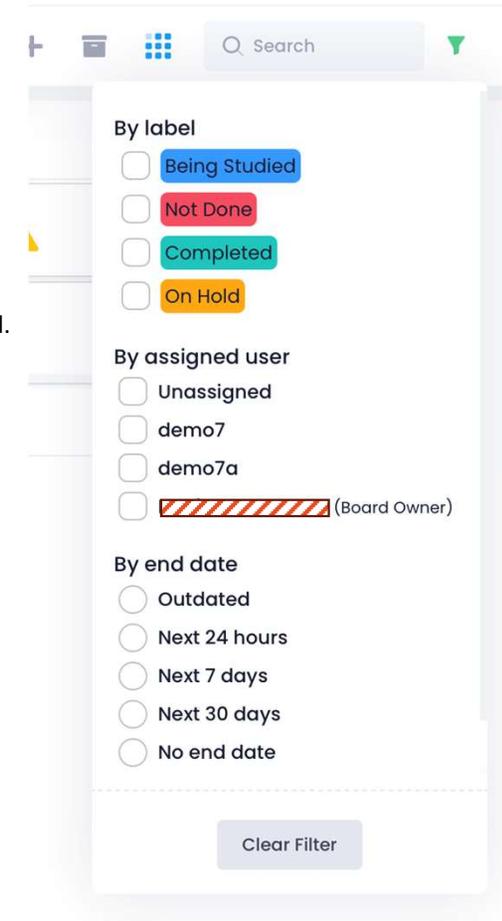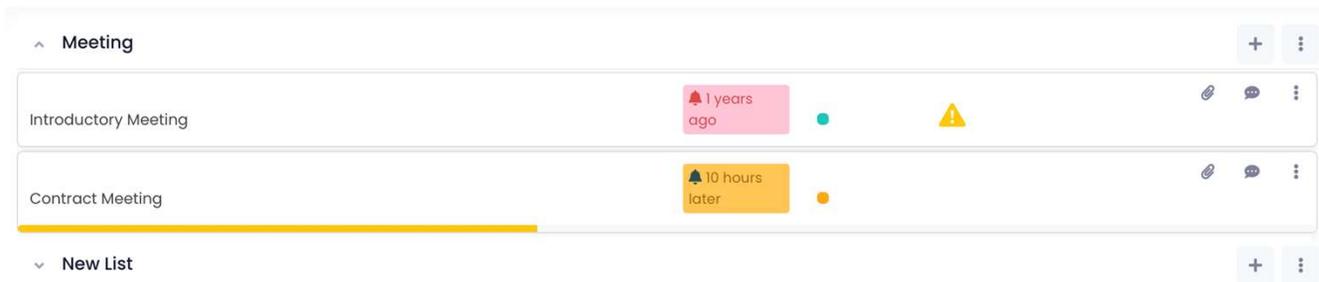
# DivvyCalendar

Drive system contains a calendar application in Drive.

You can view your calendars by selecting the **DivvyCalendar** field from the **Modules** menu

or by clicking the date field   Today, **08 May** 🔲   at the top of the page.

➤ Creating a Calendar

- You can create more than one calendar according to preference in DivvyCalendar.

- To create a new calendar, select the **Calendar** option from the **Settings** ⚙ button.

- After choosing a name and colour for your calendar, save it with the Add Calendar option.

- To share, edit or delete created calendars, click on the three-dot menu next to the relevant calendar.


➤ Creating an Event

- To add events to your calendars, click on the  + Add Event  button at the top right of the page.
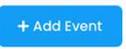
- After determining calendar where your event will be added, add the name, date and reminders to your event.

- Click on the create event to see the event details.

# DivvyCalendar

➢ Sharing a Calendar

- Created calendars can be shared with **users** in Drive.

- To share your calendars, choose Settings ⚙ > Calendars >
Share from the three-dot menu next to the relevant calendar.

- In the **User** field, enter the **User Name** or **Name Surname** of the user
you will share with and make a selection.(At least 3 characters must
be entered.)

- Click on **Share.**

- To the user with whom the calendar is shared, a confirmation
message "xxx person shared the xxx calendar with you." Is sent.

- When the other user approves the notification, he/she only has the
right to view the relevant calendar.

- All changes (add, delete, rename, remind etc.) powers on the
calendar belong to the calendar owner.
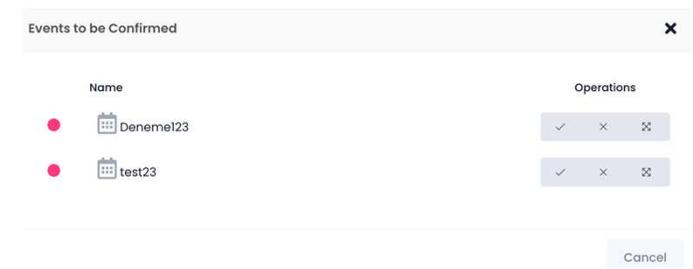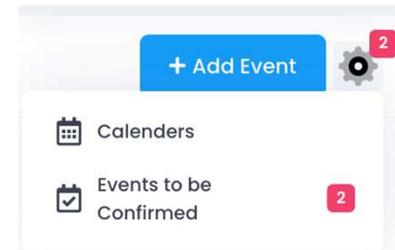
# Passwords

With Drive, you can safely store all your passwords and access them from anywhere.

**1. Web Passwords**

➢ Saving a New Password

- Enter the **Passwords** module on the left menu.

- Click the ➕ icon or select **New Password** from the right click menu.

- Enter the information of your password that you will save on the screen that opens.

- With the **Suggest Password** option, you can create automatically generated secure passwords for you.

➢ Editing Password

- Access the password information by double clicking on the password you want to edit or by selecting the **Open** option from the three-dot menu.

- In order to access your password information, you are required to enter your Drive password as an additional layer of security.

- After updating your **Password Information**, select the **Save** option.

**Note:** Passwords saved in Drive cannot be shared with other users inside or outside the system.

# Passwords

You can also access all your passwords saved on the web from the Drive mobile apps. With the **Autofill** feature, you can easily fill in the relevant password fields on the websites and apps with your passwords saved in Drive.

**1. Android Passwords**

    ➢ Saving a New Password

- Click on ☰ icon in the upper left and enter the **Passwords** module.

- Click on the 🔵 icon and enter the information of your password that you will save on the screen that opens.

- With the **Suggest Password** option, you can create automatically generated secure passwords for you.

    ➢ Editing Password

- Access the password information by selecting **Edit** from the three – dot menu next to the password you want to edit.

- To create an additional layer of security access your saved password information, activate the Menu > Settings > Login Settings > Password Display option.

- After updating your Password Information, select the **Save** option.

    ➢ Automatic Password Fill

- Click on the ⚙ icon to activate the automatic password filling feature. You will be automatically redirected to the settings section of your device.

**1. iOS  Passwords**

    ➢ Saving a New Password

- Enter the passwords module from the **More** field.

- Click on the 🔵 icon and enter the information of your password that you will save on the screen that opens.

- With the **Create** option, you can create automatically generated secure passwords for you.

    ➢ Editing Password

- Access the password information by selecting **Edit** from the three-dot menu next to the password you want to edit.

- Activate More > Settings > Password Display option to create an additional layer of security to access your saved password information.

- After updating your **Password Information**, select the **Save** option.

    ➢ Automatic Password Fill

- To activate the auto-fill password feature, enable Drive from the Passwords > AutoFill Passwords option in your device´s settings.
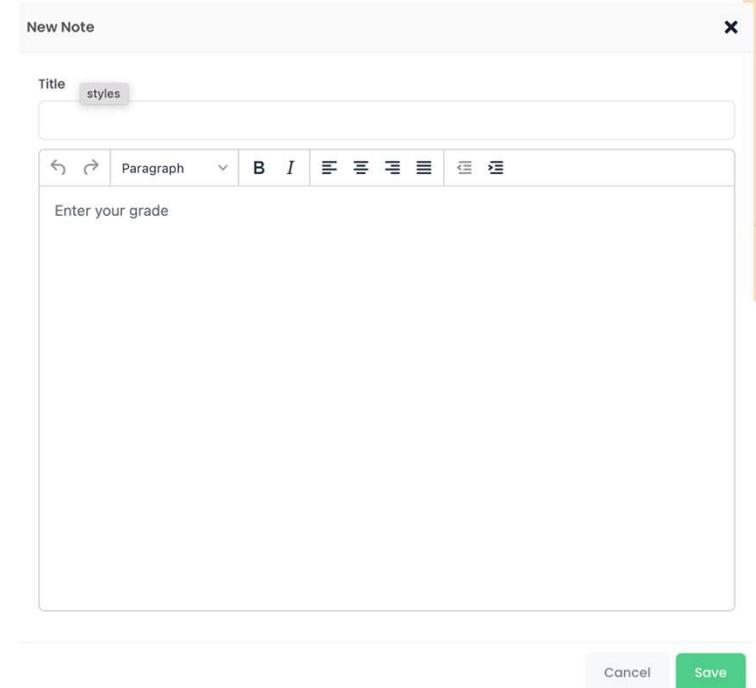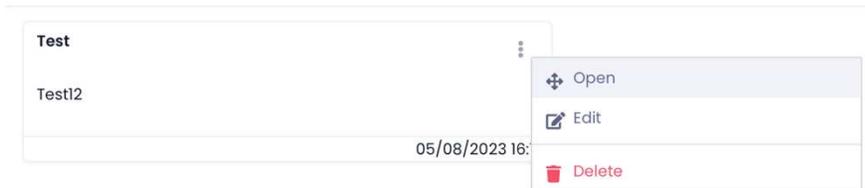
# Divvy Note

**1. Web Notes**

➢ Creating a New Note

- Enter the DivvyNote module in the left menu.

- Right-click or click the **+** button and select **New Note**.

- Set a title for your note and save it by editing it as you wish.

- To edit your notes, right-click on the note or select **Edit** or **Delete** from the three-dot menu.

**Note:** Notes saved in Drive cannot be shared with other users inside or outside the system.

# Divvy Note

**1. Android Notes**

➢ Creating a New Note

- Enter the DivvyNotes module by clicking the ≡ icon at the top left.

- Specify a title for your Note from the screen that opens by clicking on the ⊕ icon and save your note by editing it the way you want.

- To edit your notes, select the **Edit** or **Delete** from the three-dot menu next to the relevant note.

**1. iOS Notes**

➢ Creating a New Note

- Enter the DivvyNote module from the **More** field.

- Specify a title for your Note from the screen that opens by clicking on the ⊕ icon and save your note by editing it the way you want.

- To edit your notes, select the **Edit** or **Delete** from the three-dot menu next to the relevant note.

**Note:** Notes saved in Drive cannot be shared with other users inside or outside the system.

# Medya Show

It is a system that enables the presentation (Streaming) of all media archives (photos, videos, audios and electronic content.) In addition, it is a module that allows users to preview the photo, video and audio files in their own content and to watch the related multimedia files without having to download them to client devices. (pc, smart phones etc.)

- Enter the MedyaShow module under the "Applications" heading in the left menu.

- You can view the area where all Video, Audio and Photo data that your institution /company has added independently from the MyWall are are collected as a library.

- The upload process of the photo, video and audio files that will be displayed in **MedyaShow** is carried out by authorized users (users with access to the administration panel) under the **Public Folders > MedyaShow** folder.

**Note**: If desired, the MedyaShow area can be used in an open position (for everyone outside the institution/company to see) or closed to the outside(inability to access from outside the institution/company).
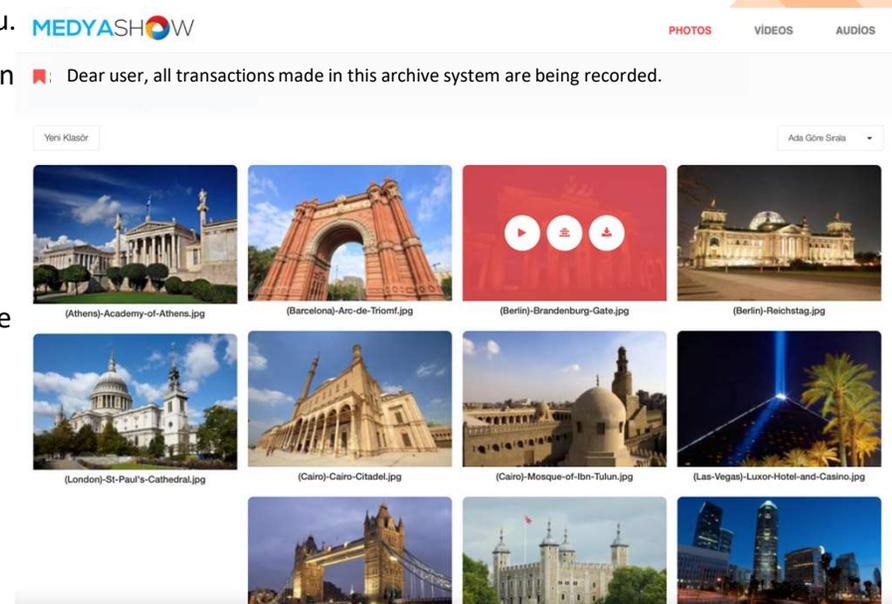
# Virtual Drive  - WebDav

The WebDAV (Web-Based Distributed Authoring and Versioning) protocol was developed by the IETF, it is a protocol that allows us to easily save, edit, copy, move and share files from web servers. Using this protocol, we can work directly with files on a web server, lika a Samba or FTP server. Currently, most operating systems, Windows, Linux or macOS, allow WebDAV support, making it appear as if files on a WebDAV server are stored in a directory.

- Drive supports the WebDAV protocol. By following the installation steps suitable for your operating system, you can access your files in Drive safely and easily.

- With WebDAV you can save, edit, move and share your files.

➢ **Virtual Drive – WebDav Setup**

- Click on the VirtualDrive – WebDav module under the "Applications" heading in the left menu.

- Download the installation file from the new tab that opens and follow the installation steps.

# Divvy Search

- It is the module where all the legistlation owned by the institutions and the common access content to be shared with the users are uploaded to the system and presented to the users through the portal as a common access area. Through this module, users can easily access any information they want by scanning the entire corporate memory without changing, adding or deleting the data.

- All sharing and joint group management are carried out through this system. All common sharing management to be carried out within and outside the institution is within this module.

**Note:** The upload process of the documents that will be displayed in **DivvySearch** is carried out by authorized users (users with access to the administration panel) under the **Public Folders > DivvySearch** folder.

# Folder Listener

With Drive FolderListener, it is possible to instantly backup your folders on your computer´s desktop without logging into the Drive system.

➢ Folder Listener Setup

- Click on the FolderListener title under the "Applications" heading in the left menu.

- Install the setup file opened in the new tab to your computer.

- Fill in your **username** and **password** on the screen that appears after the installation.

- Check the Domain Address box at the bottom and write your Drive address of your institution/company.

➢ Specifying a Folder for Folder Listener

- Open **Folder Listener** app.

- Determine the folder on the desktop of your computer that you want to load into the drive system by following the steps **Program > Create Folder List to Backup > Three-Dot menu > Add.**

- After filling the relevant fields, click "Connect".

- Your related folders will start to be backed up automatically in the Drive sytem.

- With the **Quota Usage Information**, you can view the occupancy rate of your total used Quota.

**Note:** All kinds of changes in the files in the folder backed up on the desktop of your computer without logging into the Drive system are updated instantly in the Drive system.

**Note:** With the X button, only the opened screen is closed. Select "Disconnect" to stop backing up folders.

**Note:** To run FolderListener with another user, follow the Program > Exit steps.
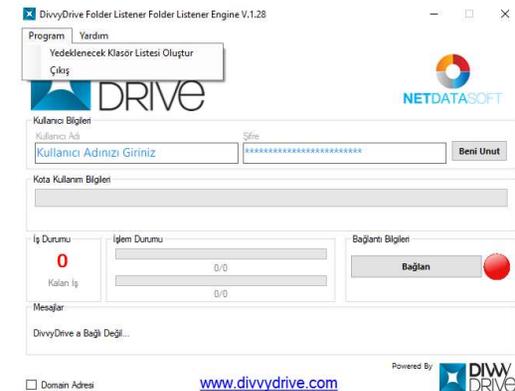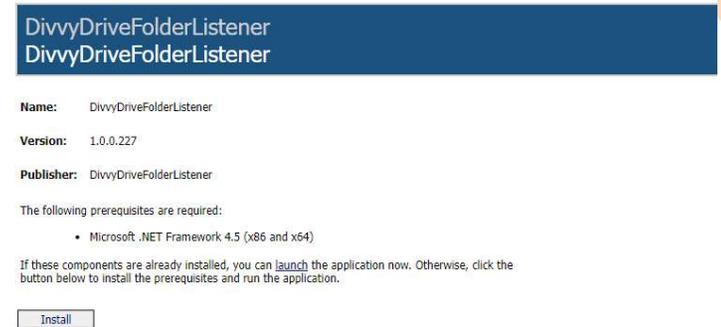
# Divvy Flash

With Drive DivvyFlash, files and folders in the Drive system can be managed from the desktop of your computer. With DivvyFlash, the file types that can be stored in the drive but cannot be opened through your licensed programs installed on your computer.

➢ DivvyFlash Setup

- Click on the **DivvyFlash** module under the "**Applications**" heading in the left menu.

- Install the setup file to your computer and run it.

- Fill in your username and password on the screen that appears after the installation.

- Type the Drive address of your institution/company by ticking the Domain Address box at the bottom.

➢ Managing Files and Folders via DivvyFlash

- After logging in with your username and password, you can access your MyWall and Common Folders area from your desktop.

- In order to open the files and folders in DivvyFlash, first select the folder from the three-dot menu in the **top area**.(Choose an empty folder so that the files can be backed up while opening.)

- You can open it with your licensed program on your computer by double-clicking on the relevant file in the MyWall or Common Groups area.

- You can upload the files and folders you want to the cloud system via the application by saying "**Add Files and Folders**" or by drag & drop.

- You can share the file you want with "**Create Link**" and the folder you want with "**Create Folder Link**" with a link.

- From the "Changed Files" section, you can see the files you are working on through the application. You can exit or export Changed Files without transferring your changed to the cloud.

# Bulk Data Transfer

The Bulk Data Transfer module allows you to upload the data on your computer once and in bulk to the cloud without accessing the web.

- Click on the **Bulk Data Transfer** module under the "**Applications**" heading in the left menu.

- Run the **.zip** file downloaded to your computer.

- After entering the server address (https://), username and password, click **Connect**.

- Select the folder on your computer that you want to transfer to the cloud and then the files in the folder.

- Specify the area where the relevant files will be transferred in your cloud. (My Wall/CommonFolders) You can access the subfolders in it with the + button next to the main folder.

- Transfer all your files to the cloud with the "Export to Cloud" option.
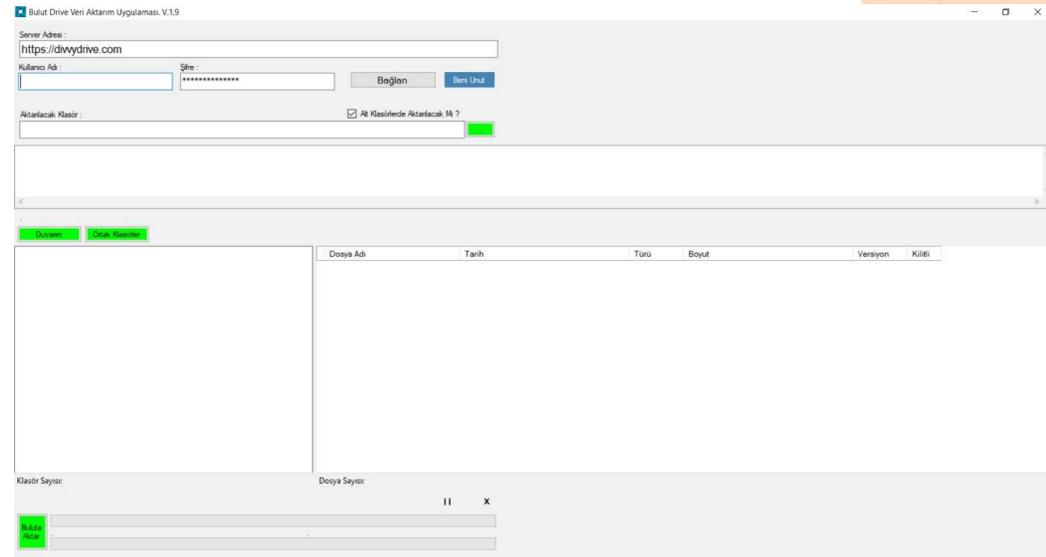
# Office Add-on – Outlook Add-on

With Office Add-ons, it is possible to send high-dimensional files with a single e-mail without filling your quota, or to receive files from other people via links.

➢ **Outlook Add-ons Setup**

- Click on the Office Add-ons module under the "**Applications**" heading in the left menu.

- Install the downloaded setup file on your computer.

- It will be automatically installed in your licensed Outlook application.

**Note:**  In order to use cloud add-ons via Outlook or Microsoft Office, a user login for the Drive system is required with the "**Remember Me**" option once.

**Note:** The "Server Address" field must be filled in during the user login phase.

 e.g.:  https://bulut.xxx.gov.tr

# Office Add-on – Outlook Add-on

➢ **Sending Mails via Divvy Add-On**

  ➢ *Create Link*

Create your new e-mail under the "Message" heading in outlook.

- You can attach your files **larger than 20 MB** to your e-mail with the "**Create Link**" option.

- With the **Create Link > Add Form Cloud** option, you can add the files from within the Drive system or from the desktop of your computer with the **Add File /Folder** option.

- You can set "**Link Download Limit, Download Time(Hour), Link Validity Period(date, time), Password**" restrictions for the relevant link.

- The created link is automatically placed in your new message.

**Note:** A seperate link is created for each file.
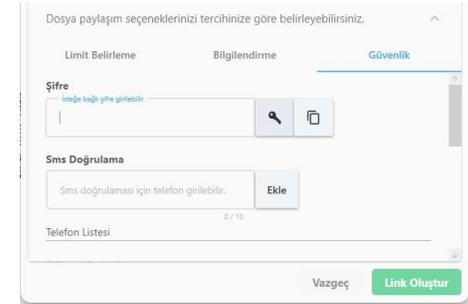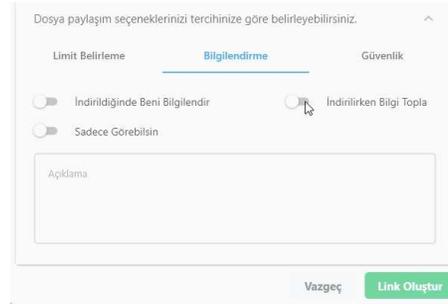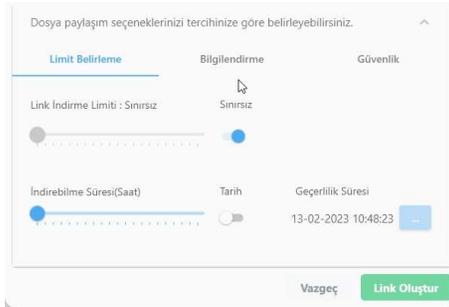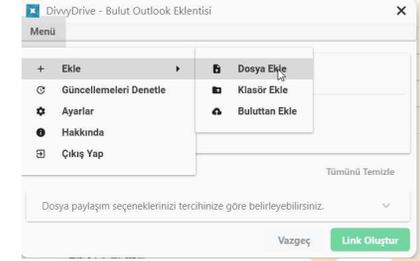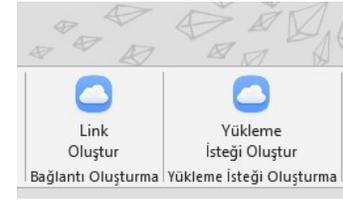
# Office Add-on – Outlook Add-on

➤ *Would You Like to Add Attachments to the Cloud and Send Them as a Link?*

- You can add your files up to **20 MB** to your e-mail with drag & drop method. When you want to send your mail, Outlook Add-on link creation suggestion is offered.

- When the Yes option is selected, the uploaded files are added as a link to the e-mail.

**Note:** You can send the links in file format by selecting the "**Send File Links as PDF**" option in case the links in the body of the mail are stuck in the institution´s **security policies.**
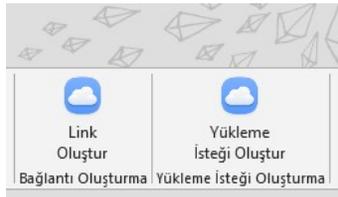
➤ *Settings*

- From the Settings menu, you can set some restrictions on the warning "Would you like to add attachments to the cloud and send them as a link?"

- For example, restrictions such as creating links for files under 5 MB or creating links for files with PDF extension can be specified.
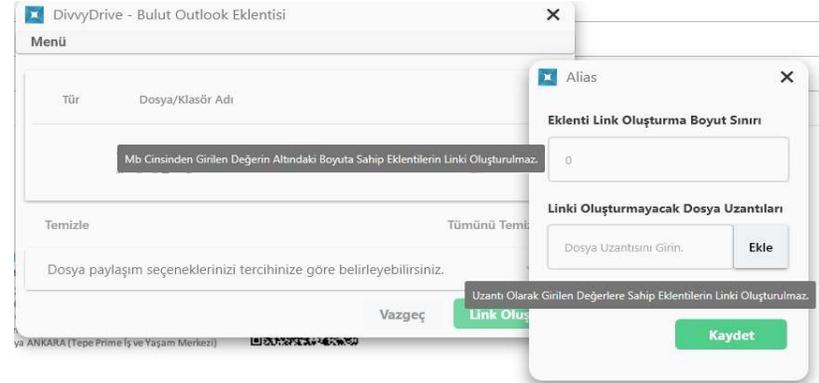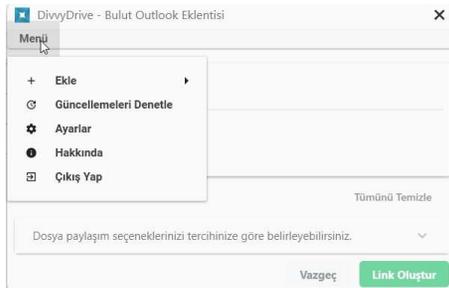
# Office Add-on – Outlook Add-on

➢ *Create Upload Request*

• You can add a link to your e-mail to enable the mail recipient to upload a file to an area you specify in your Drive system.

• Create your new e-mail under the "**Message**" heading in Outlook.

• Select the "**Create Upload Request**" option for the files you want to receive from the other person.

• You can set the "Request Name, Number of Files, File Size, File Upload Folder, Link Usage Number, Download Time, Link Validity Period, Password" restrictions for the relevant link.

• The created link is automatically placed in your new message.

# Office Add-on – Microsoft Office Add-on

With the Microsoft Office Add-on, you can open and work with your word, excel and powerpoint documents on your desktop (licensed program) from your cloud and save them to your cloud after editing.

➤ *Working on Desktop with File in the Cloud*

- To open and edit your files in the Drive system with the licensed Microsoft Office on your computer.

- Open the program with the relevant extension (Word, Excel, Powerpoint)

- Access your cloud with **File > Open > Drive > User Login** and select the file you want to edit.

- You can automatically save your edited file to your cloud with the CTRL + S shortcut.

**Note:** Files belonging to the extension of the relevant program are displayed. (Only .docx files in the cloud are displayed when the file is opened from within the Word program.)

**Note:** User login is done once.
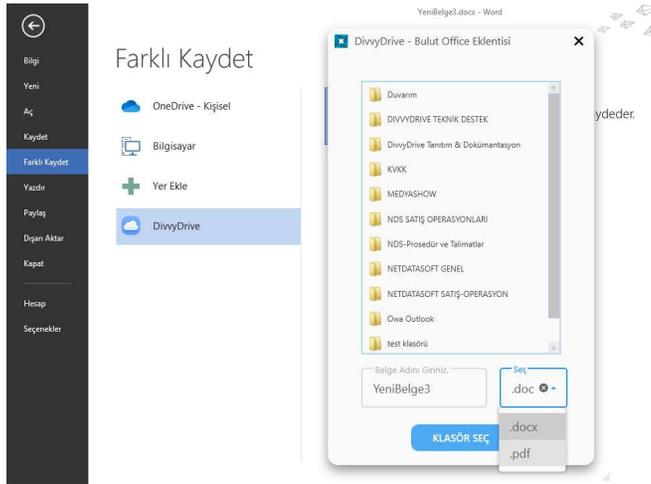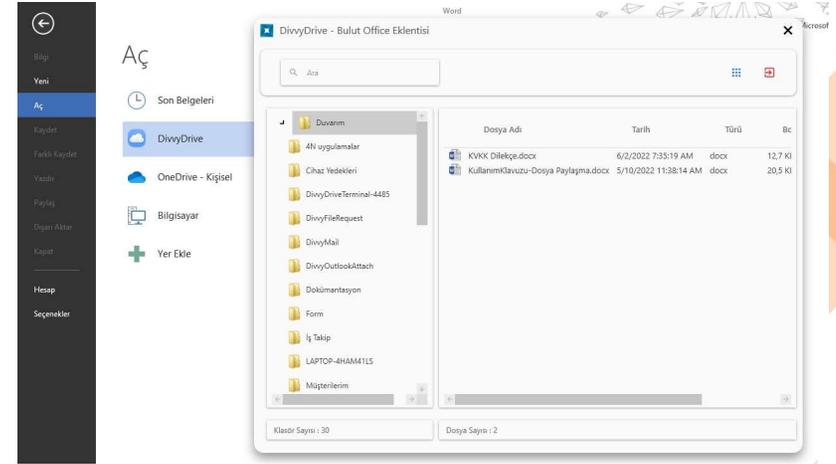
➤ *Working with File on Desktop and Saving to Cloud*

- Open your files on the desktop with the program with the relevant extension (Word, Excel, Powerpoint)

- Instantly save your file to your cloud with **File > Save as > Drive** option.

**Note:** You can save your files to the cloud with its extension (.docx, .xlxs, .pptx) or as pdf.

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# Divvy Transfer

With DivvyTransfer, you can send big sized files via e-mail or link without user login to Drive.

- To send your files, go to the address where you logged in.

- Select your files to be sent by drag and drop method or browse method from the Add Your Files field.

- If sending by E-Mail is desired, the sender and receiver e-mail information must be entered.

- Click on the 🔗 icon to send with a link, after selecting the files, create your link with the **Upload** button.

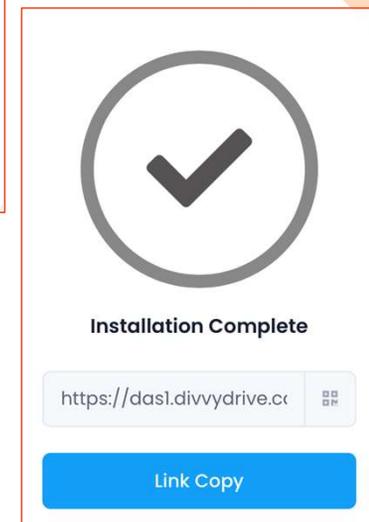- Share your file with **Copy Link** or **QR Code** option.
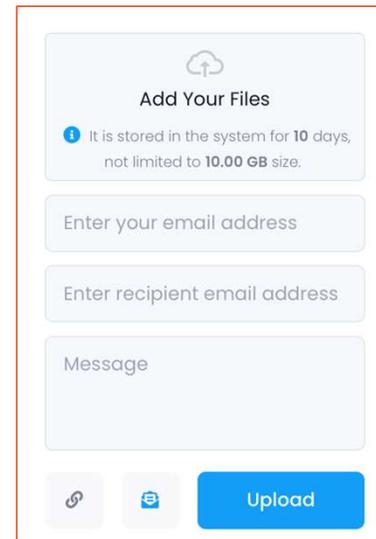
# Office Files

- Drive provides opening and editing Office files with 3 different editors. In files such as Word, Excel, right click or enter the open field from the three-dot menu and open your files with the editor you want.

- **Microsoft Office Online:** The system provides the opportunity to use Office programs that are licensed within the institution. You can simultaneously organize your office documents in Common Folders and Shared Folders with more than one person.

- **Libre**: It is an open source editor.

- **Divvy Office:** It is an editor developed by the manufacturer of the product and provides the same functions as Office programs.

➢ **Simultaneous Work**

- With Microsoft Office Online and Libre Office editors, it is possible to work simultaneously with people in the institution.

- For simultaneous editing, a file in a public folder or shared folder must be opened by at least two users.

- When the file is opened, users who edit the file are displayed in the upper right corner.

- As a general rule of editors, data cannot be entered in the same line in the word processor and in the same cell in the spreadsheet.

- The name of the user is written on the row or cell where the other editing user is processing.
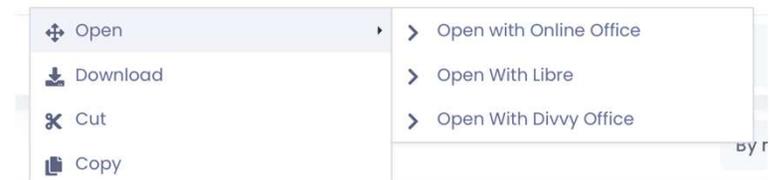
# Portal

- With the portal, announcements and news within the institution/organization can be displayed on a daily, weekly and monthly basis.