Quick Guide for VINNO File Cloud System
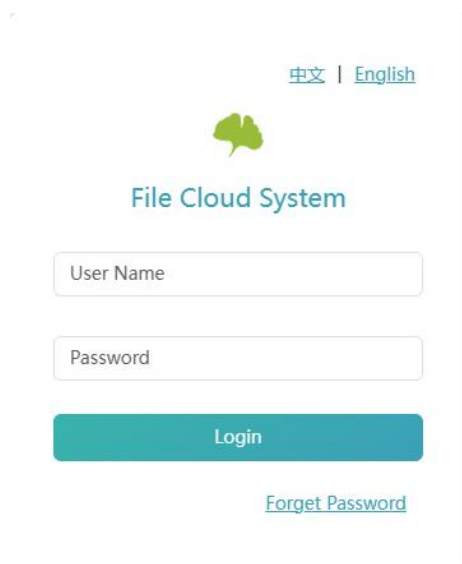
System Terminology Explanation:

"Inner Files" and "Outer Files": The system will have two setups, one deployed within the company's intranet and another on external cloud servers. Data will be synchronized regularly. When uploading files on the intranet, users need to confirm through a checkbox whether the file being uploaded is an inner file or an outer file. When uploading files on the extranet, it is fixed as an outer file. Inner files can only be downloaded within the intranet, while there are no restrictions for downloading outer files.

System Inner Url: http://192.168.1.55:8024/
System Outer Url: https://s01.flyinsono.com:9121/

1.Login

Enter the username and password, then click the "Login" button.
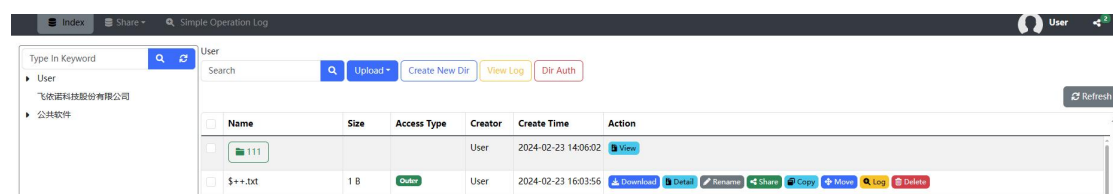
2.File List Page (Index)

The left side displays a directory tree, which initially contains three root directories: Personal Folder, Company Public Folder, and Direct Department Folder.

Within folders where you have the appropriate permissions, you can create new sub

folders by clicking the "Create New Folder" button in the right-hand area.

By clicking the "Upload" button, you can upload files and folders separately, with support for selecting multiple files at once.

You can view the operation log of the current folder, which includes actions such as uploads, downloads, deletions, etc.

Folder permissions can be set to grant access rights, upload and download permissions, etc., to certain users or departments, achieving the purpose of sharing the folder.

2.1 Upload Files
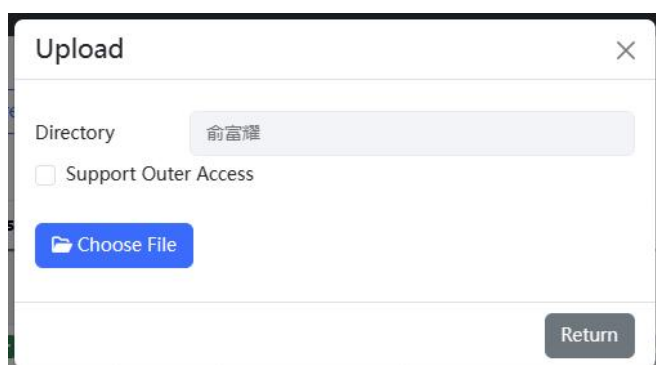
Before uploading, you can select "Support Outer Access" to upload files to the extranet. If you deselect it, the files will be uploaded to the intranet server. Click the "Choose Files" button to select several files, and the upload will start immediately after selection.

2.2 Upload Directories
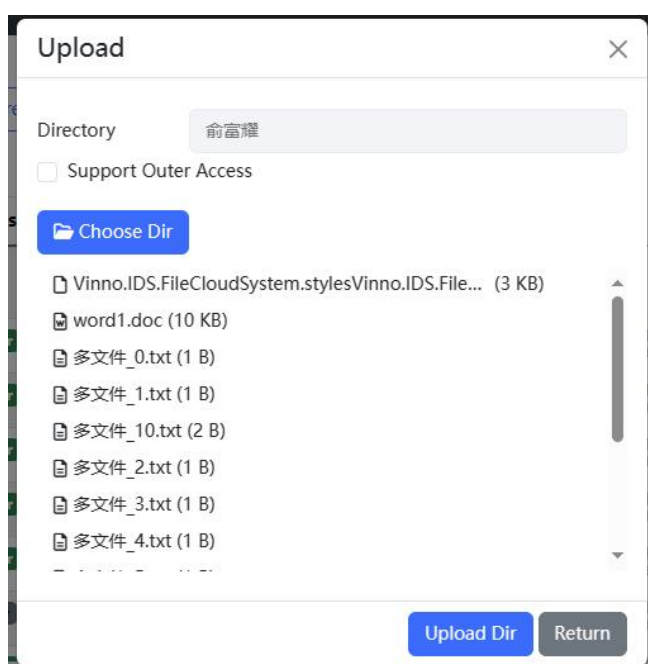
Before uploading, you can check "Support Outer Access" to upload files to the extranet. If unchecked, files will be uploaded to the intranet server. Click the "Choose Dir" button to

choose a folder. After selection, the browser will ask if you want to upload all files.

After confirmation, the previous pop-up window will display a list of files within the folder. Then, click the "Upload Dir" button at the bottom of the pop-up to start the upload.

2.3 File Operation

On the right side of the file list, there are a series of action buttons. Click these buttons to perform the corresponding actions:
- Click "Download" to download the file.
- Click "Detail" to view the details of the file's records.
- Click "Rename" to rename the file.
- Click "Share" to share the file.
- Click "Copy" to copy the file.
- Click "Move" to move the file.
- Click "Log" to view the file's log.
- Click "Delete" to delete the file.

2.3.1 Share Files

There are two ways to share files: "Push Directly" and "Share Link."

When sharing, you can choose the expiration time and whether to support outer access. If "Support Outer Access" is checked, the shared file can be accessed from the extranet; otherwise, it will only be accessible from the intranet. If the original inner/outer access type of the file (which can be obtained in the "Access Type" column in the file list) contradicts the choice made during sharing (for example, the file is originally an inner file but is shared with outer access enabled, or the file is originally an outer file but is shared with outer access disabled), then the share must be approved by department leadership before it takes effect.

1. If the "Push Directly" option is selected, the share will be pushed to the "Share Reception List" of the selected person. This can be viewed by going to "Share" -> "Shares Received"

2. If the "Share Link" option is selected, a share link will be generated. This link can be sent through various means to different platforms for sharing. Before generating the share link, you can opt to create a "Check Code" by checking its box, which requires people opening the link to enter the check code to access the shared content. After selecting the "Check Code" option, you can further choose "Link With Check Code" to include the check code in the generated link. This way, the link can be opened without needing to re-enter the check code.

Additionally, there will be a "Download Link" provided below. This link allows for downloading the file without the need to log in, making it suitable for sharing with individuals who do not have an account in the system.。

You can view the files and folders you have shared on the "Share" --> "My Share" page. There, you can enable/disable shares, view share details, copy the share link, and also delete your own shares.

Name	Type	Size	Access Type	Remark	Create Time	Remain Time	Status	Action
test1.txt	File Link	10 B	Inner		2024-03-18 09:37:56	2 Day	In Use	Detail Disable Copy Link Delete
多文件_0.txt	File Link	1 B	Outer		2024-03-15 13:23:21	3 Hour	Waiting For Approval	Detail Delete
Vinno.IDS.FileCloudSystem.stylesVinno.IDS.FileCloudSystem.styles.css	File Link	3.14 KB	Outer		2024-03-11 16:04:10	-3 Day	In Use	Detail Disable Delete

On the "Share" --> "Share Received" page, you can view the share records you have received that are of the "Push Directly" type. You have the option to save them to a folder within the system or to directly download the files.

Name	Type	Sharer	Size	Access Type	Read	Saved	Remark	Create Time	Remain Time	Action
$++.txt	File	User	1 B	Outer			111	2024-03-18 10:08:27	2 Day	Save Download
多文件_0.txt	File	User	1 B	Inner			123	2024-03-07 08:28:38	-8 Day	

File Name	test1.txt
File Size	10 B
Sharer	User
Expire Time	2024-03-21 09:33:48 2 Day
Create Time	2024-03-18 09:37:56 36 Minute Ago
Remark	

飞依诺科技股份有限公司 / Technology Center / IDS / 公共软件 / 123

Type In Keyword

▸ User

飞依诺科技股份有限公司

▾ 公共软件

123

111

222

555

New File Name: test1 . txt

Save Cancel Download

If you open a share link (if you are not logged in, you will be redirected to the login page first, and after logging in, you will be taken back to the share page), you can view the information of the shared item. You then have the option to save it to a specific folder within the system or to directly download the file.

2.3.2 Share Directories

Share Directory: 111 ✕

Push Directly | Share Link

Expire Time 📅 2024-03-21 10:23:43   ☐ File Access Remain Unchanged ☐ Support Outer Access

Remark

User Select items ...

Confirm Cancel

Sharing folders is similar to sharing files, but the options for selecting the access type differ slightly because a folder may contain multiple files, including both inner and outer files. When sharing, you can choose "File Access Remain Unchanged" in which case the access type of the files within the shared folder remains unchanged. If "File Access Remain Unchanged" is unchecked, you can then decide whether to check "Support Outer Access". If "Support Outer Access" is checked, all inner files within the shared folder will be converted to

outer files (the files within the original folder are not affected). Conversely, if "Support Outer Access" is unchecked, all outer files within the shared folder will be converted to inner files (the files within the original folder are not affected). If this involves changing the nature of the files, such sharing also requires approval from higher-level leadership.

When you receive a shared folder, direct downloading is not supported. Instead, you can only save it to a specific folder within the system and then perform subsequent operations on it within the system.

2.3.3 Move/Copy File Or Directories

In the folder tree within the pop-up window, select a folder where you intend to copy or move the current file/folder to. If "Overwrite" is selected, and there is a file with the same name in the target folder, that file will be overwritten. If "Not Overwrite" is chosen but there is a file that would need to be overwritten, an error will occur and the operation will be aborted.
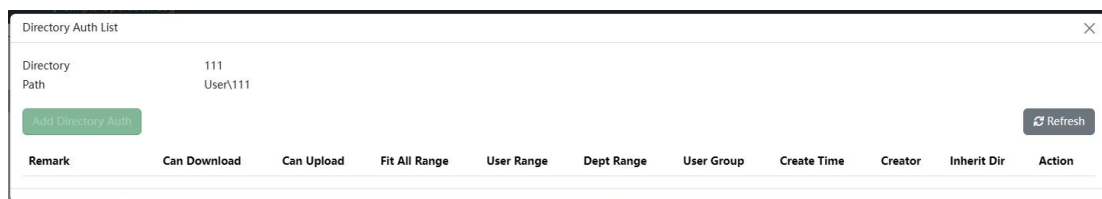
2.4 Directory Operations
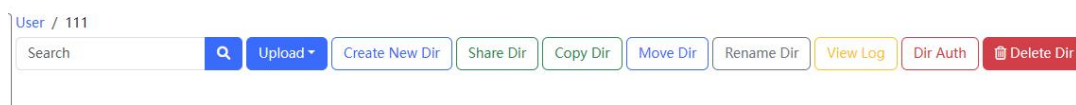
Above the file list, there are a series of action buttons. Clicking these buttons allows you to perform corresponding actions. Among these, "Share Dir", "Copy Dir", and "Move Dir"

operate similarly to their file counterparts.

Directory Auth

Each folder can have several permissions set. You can configure different permissions for different groups.
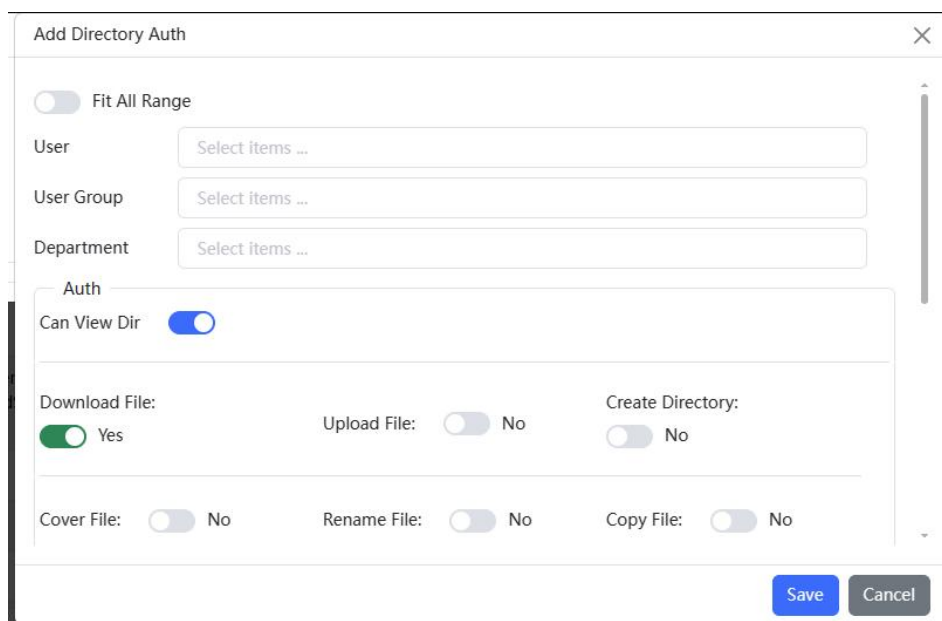
When adding folder permissions, first determine the applicable scope; you can select several users, user groups, and departments.

When setting specific permissions, first decide whether the folder can be viewed. If the permission toggle for "Can View Dir" is turned off, the selected users above will not be able to see the folder. Conversely, if "Can View Folder" is checked, then the users can see the folder.

With the "Can View Dir" permission enabled, you can then proceed to more detailed permission controls below.
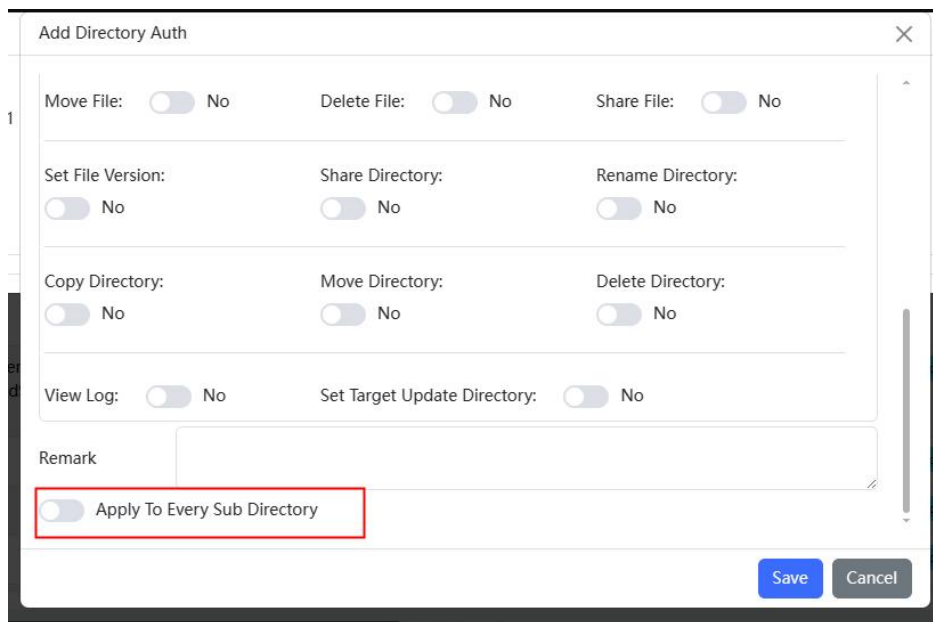
Scrolling to the bottom, there is a switch labeled "Apply to every directories" Activating this switch applies the set permissions to all subfolders of the folder, including those created in the future, thereby eliminating the need to configure permissions for each new subfolder created.

A folder can have multiple permissions. If a user falls under multiple permissions, the permissions are combined. The general rule is that if any one of the permission records enables a certain action (for example, download permission), then the user has that action permission. For instance, if there are two permission records for a folder concerning User A: the first record allows the user to view the folder and download files, while the second record allows the user to view the folder but not download files. The final result would be that the user can view the folder and download files.

3.File Share

3.1 My Share

The "My Share" list displays records of files and folders you have shared. Within this list, you can manage your shares, including enabling or disabling them, deleting shares, viewing details, and copying share links, among other actions.

3.2 Share Received

The "Share Received List" displays the direct push shares you've received. You can download these shares or save them to a folder within the system, among other possible actions.

3.3 Share Check

The "Share Check List" displays shares that require your approval. Before making a decision, you have the option to download and review the content of the files. You can then approve or reject the share directly based on your assessment.

4.PC Client

**More than 200M requires client upload**

4.1 Download PC Client

In the web page, click on the user name at the top right corner. A popup will appear with a link to "Download PC Client." Clicking on this link will allow you to download the client software.
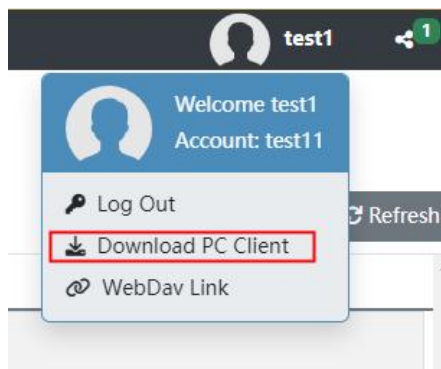

4.2 Login PC Client

Enter your username and password to log in. You can also check the "Remember" option, so the next time you open the client, it will log in automatically.
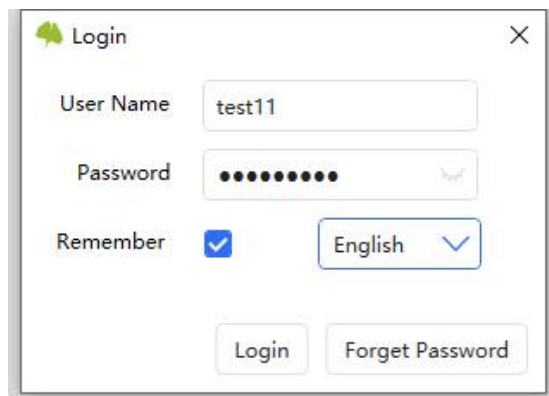
4.3 Main Page of Client

After logging in, the main interface of the client is displayed, with a layout similar to the web version. On the left is the folder tree, and on the right is the list of files in the currently selected folder. However, the client supports fewer operations; currently, it only supports downloading existing files and directly copying download links (which can be used with other download tools), as well as uploading files and folders, and downloading received shares.
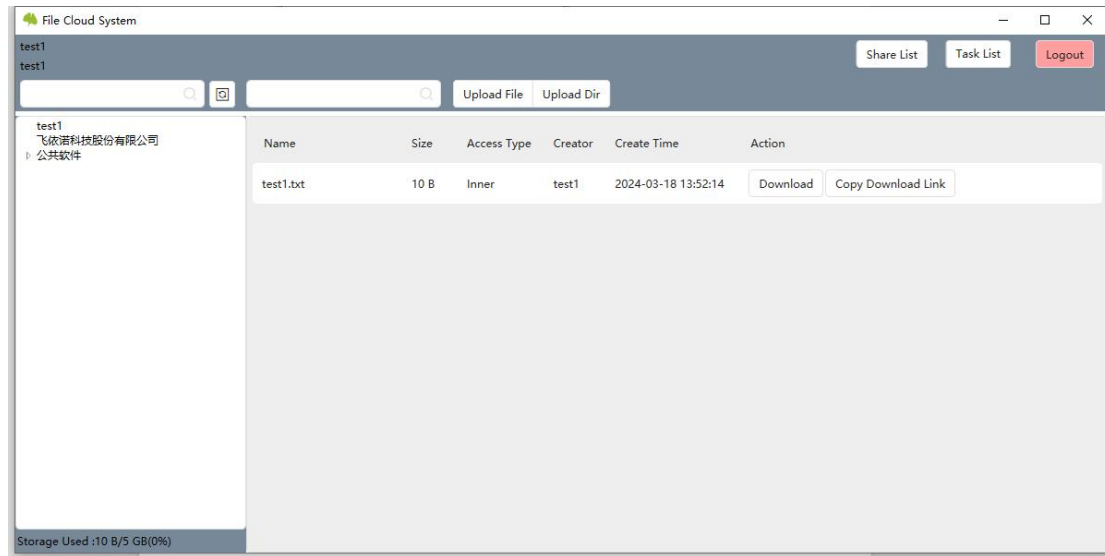
When connected to the company's internal network, the client defaults to connecting to the internal network server, displaying the same file content in the file list as the web version. When outside the company, the client defaults to connecting to the external network server, and at this time, the file list only includes files with outer access type.
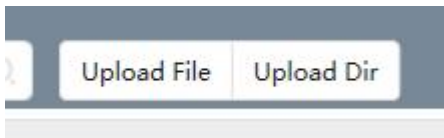
4.4 Task List

The task list page includes records of upload and download tasks, where you can start, pause, and delete tasks. Records of completed tasks are cleared the next time the client is launched.
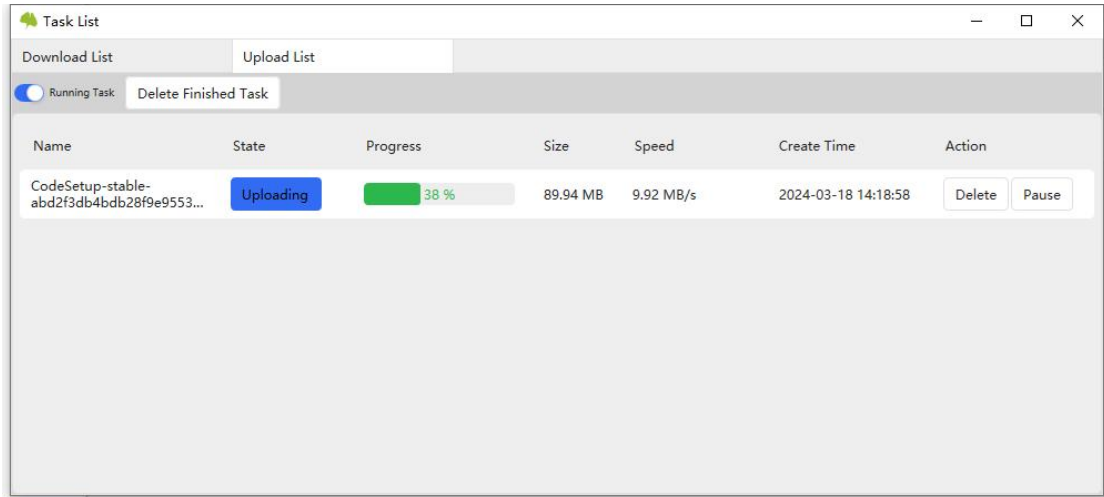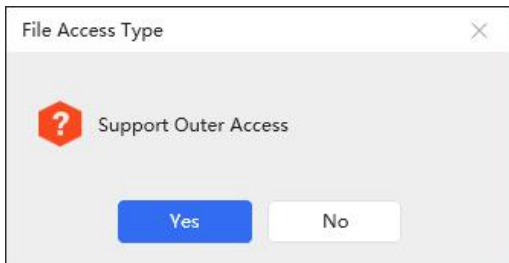
4.5 Upload File/Dir

Clicking the "Upload File" or "Upload Dir" buttons on the main page allows you to upload files or folders.

Before uploading, you will be asked about the access type of the files being uploaded.

4.6 Share List

By clicking the "Share List" button on the main page, you can open the share page to view the shares you have received with "Direct Push" type. From there, you can directly download the shared items.

Share						— □ ×

Name	Type	Remark	Sender	Share Time	Expire Time	Action
test1.txt	File	remark1	test1	2024-03-18 13:52:31	2024-03-21 13:52:16	Download