



A powerful Cloud based drive accessible from anywhere

## Web User Guide

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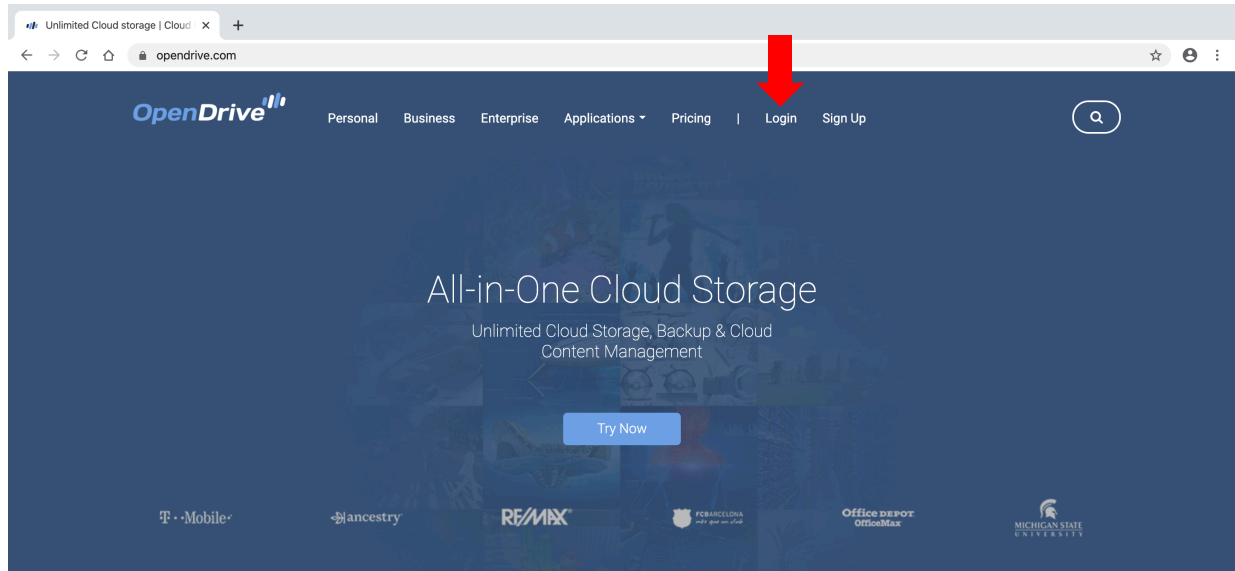
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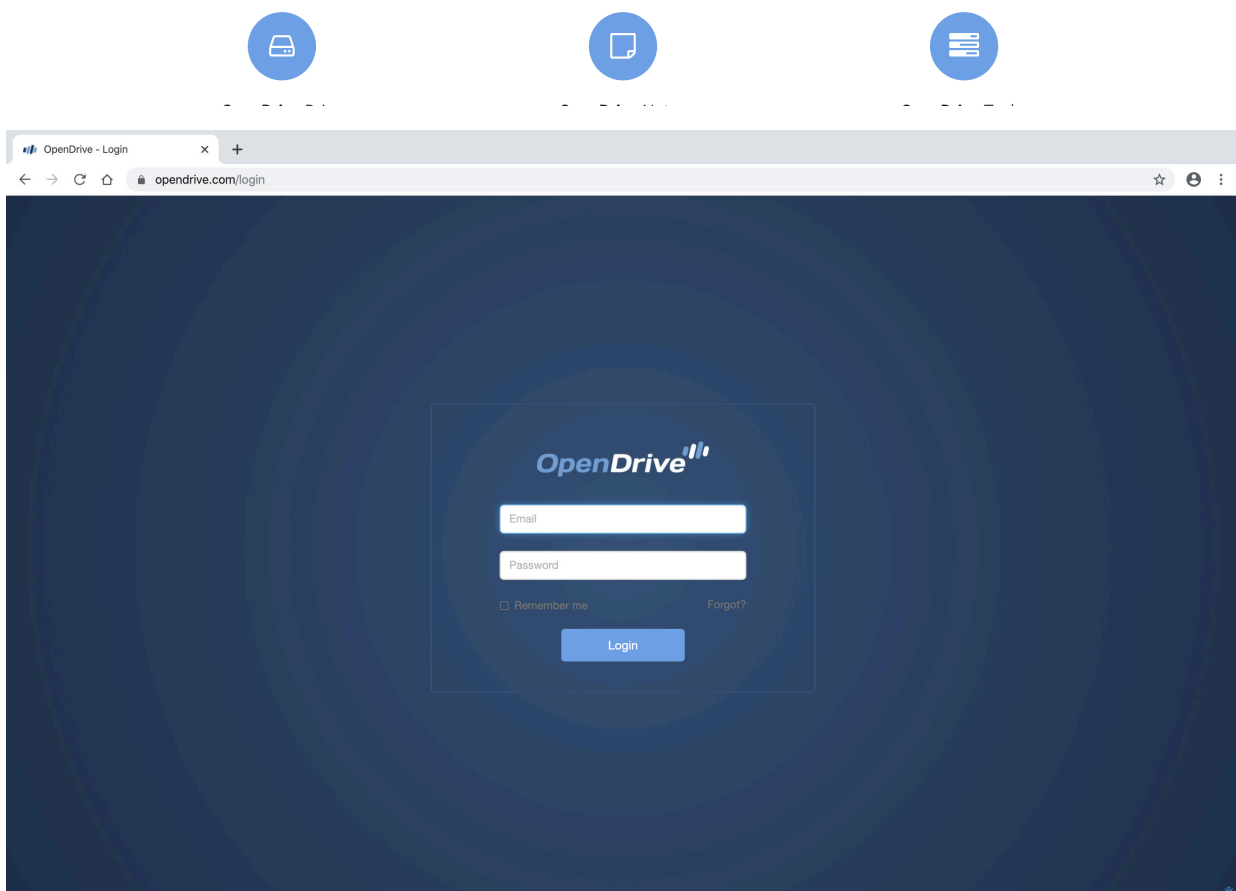
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## Logging In

The OpenDrive account can be accessed on any web browser by logging in to the OpenDrive website using the email and password associated with the account. Simply click “Login” to get started.



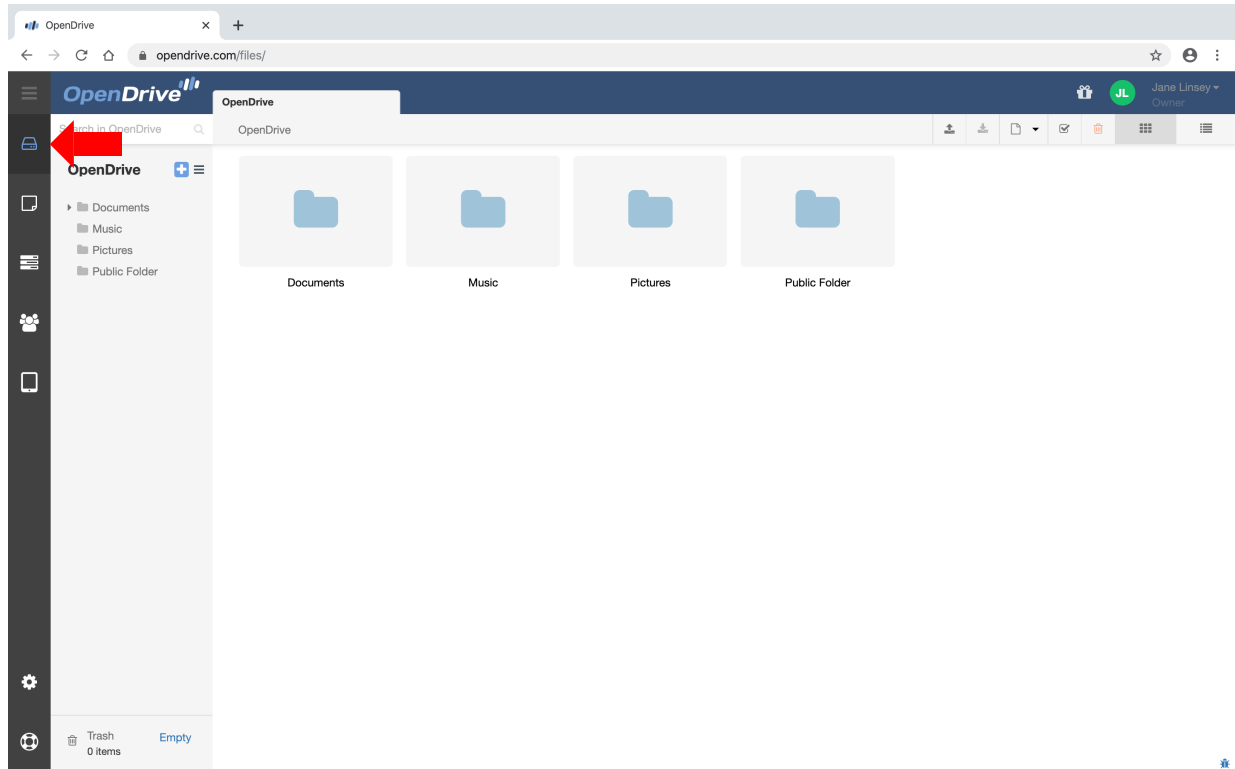
A Powerful, Cloud Storage and Office Suite Accessible from Anywhere





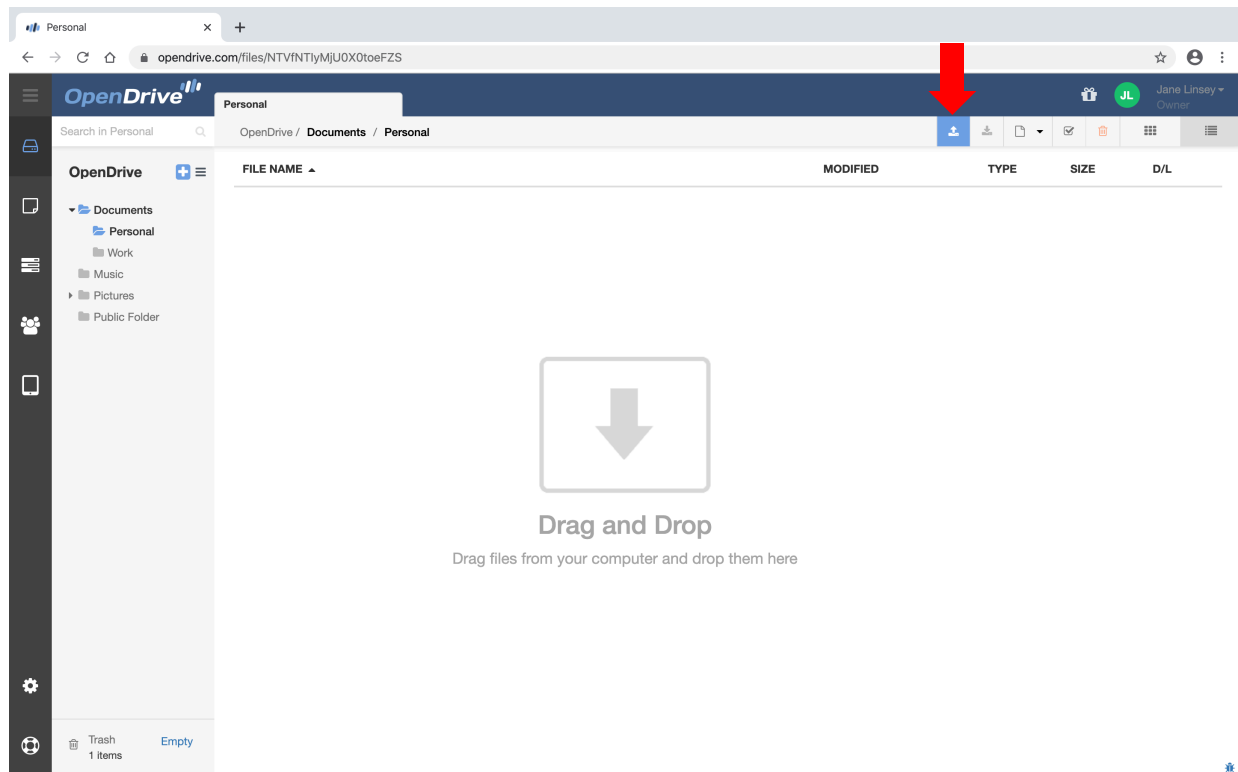
## Files and Folders

The drive icon, on the left of the account page, is the files page. It is where the folders and files are located.



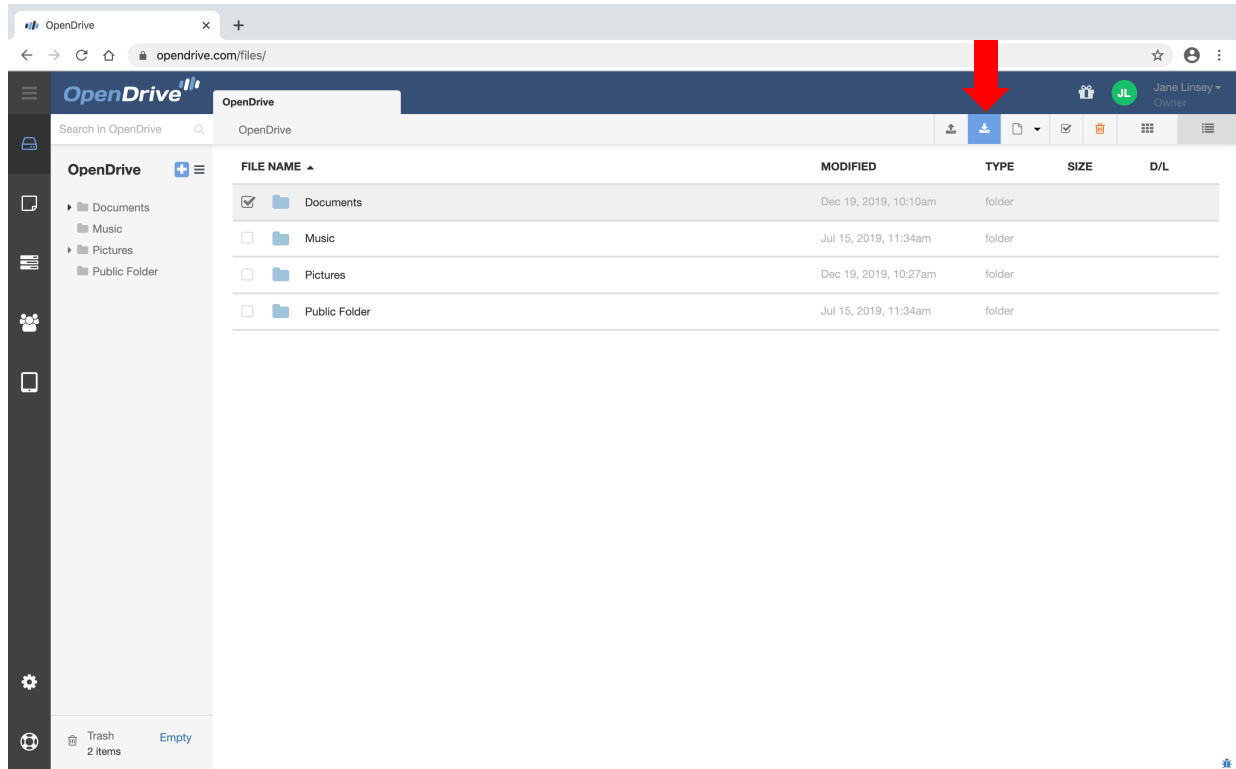
## Upload a File

Individual files can be uploaded by drag and drop or by using the upload button.



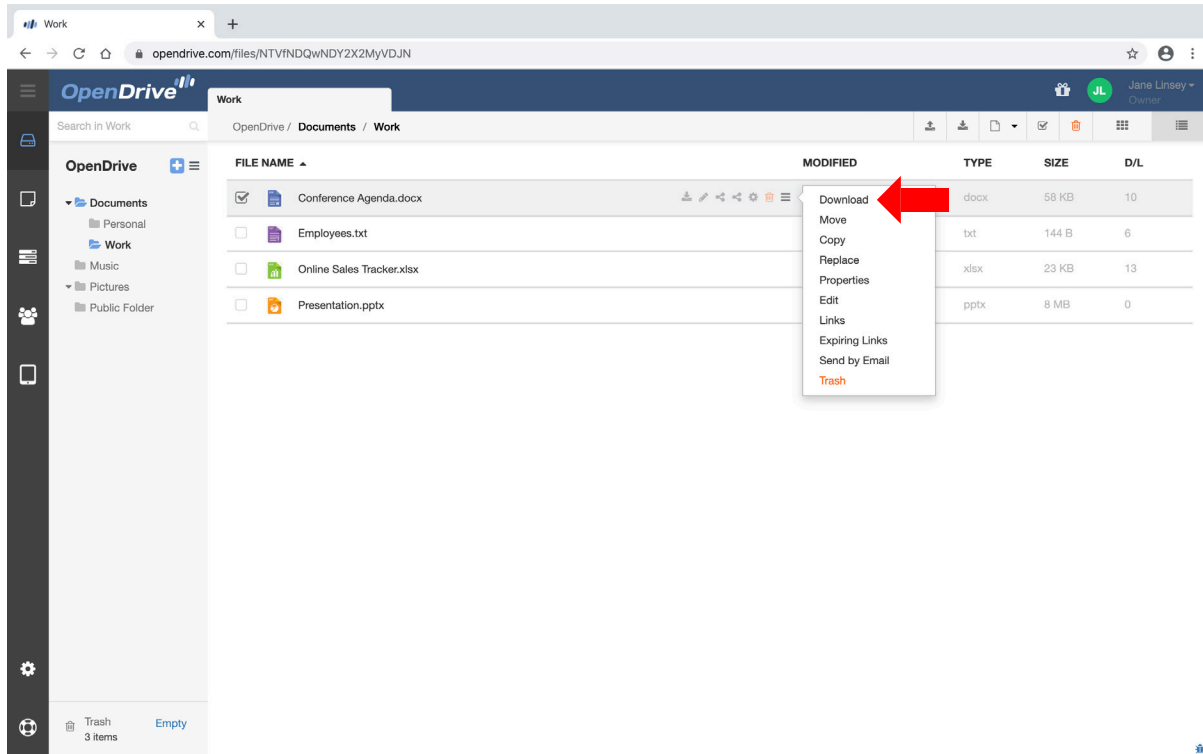
## Download a Folder

Select a folder by checking the box next to the folder. Then, click the download icon on the upper right area of the page.



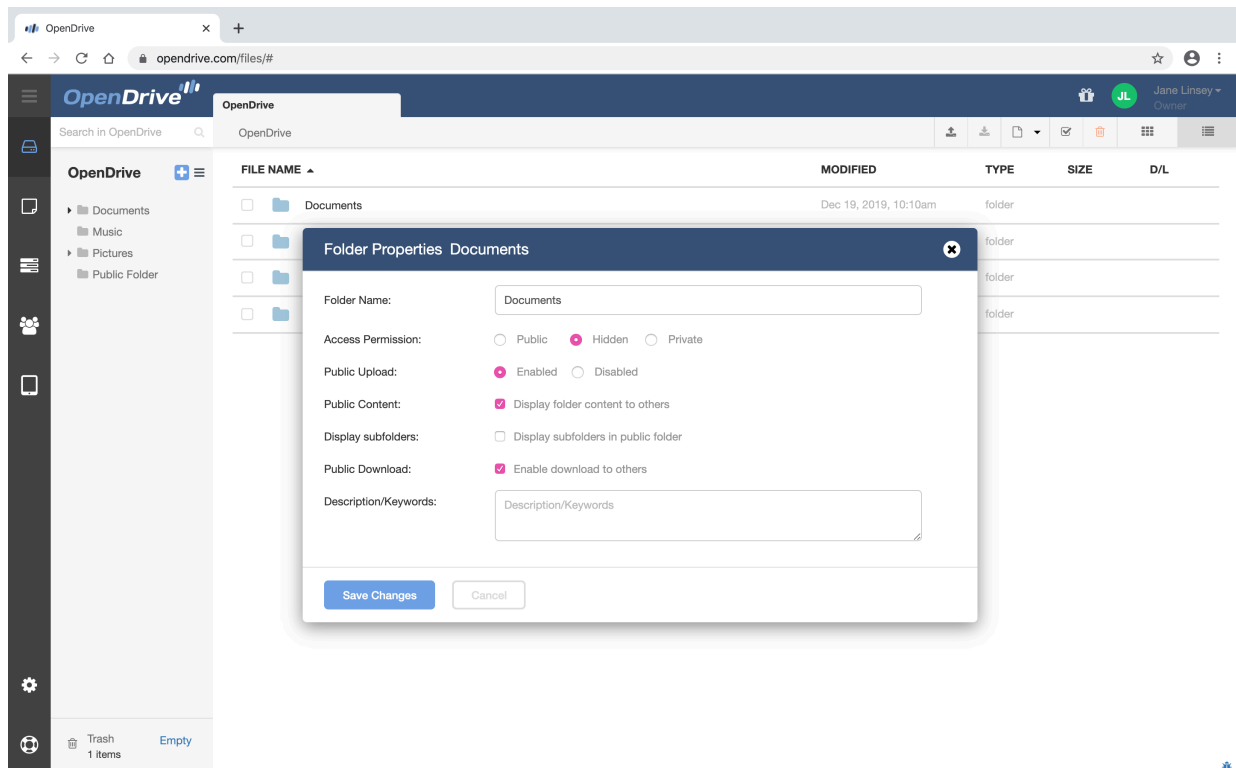
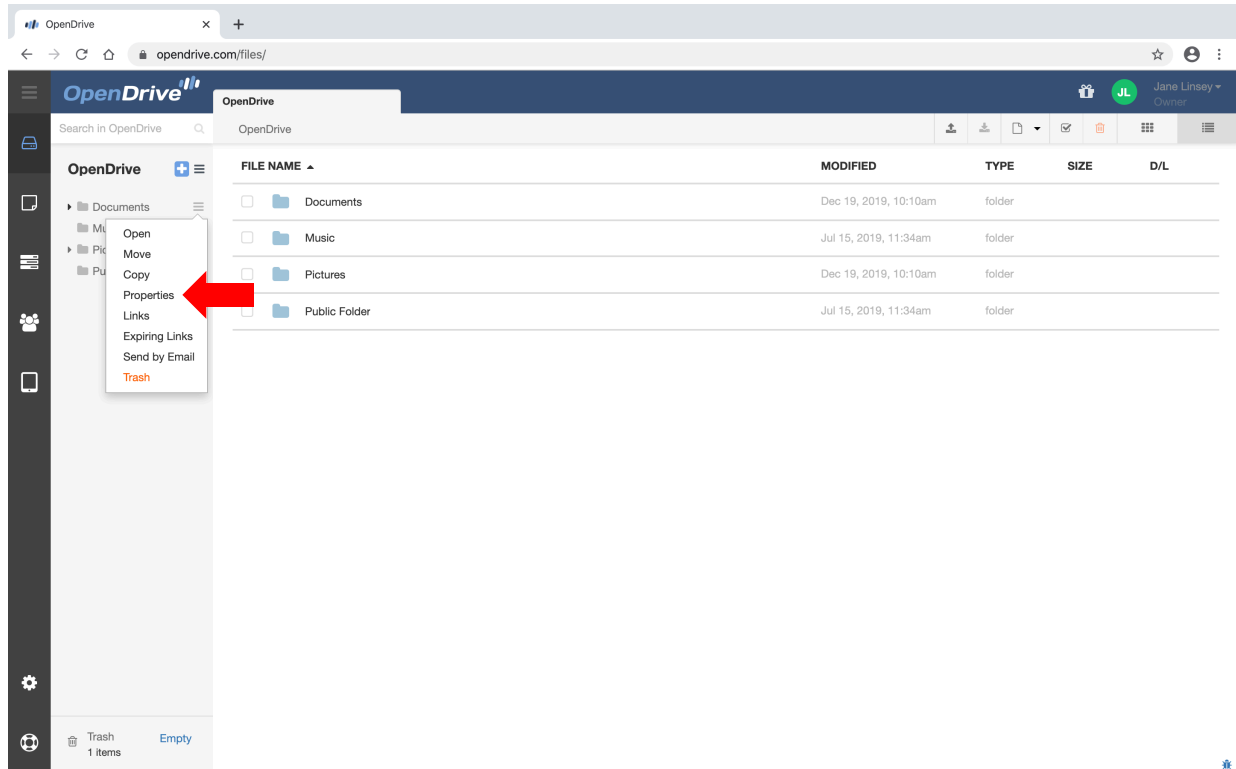
## Download a File

Select a file and follow the same steps when downloading a folder or use the drop-down menu and select download.



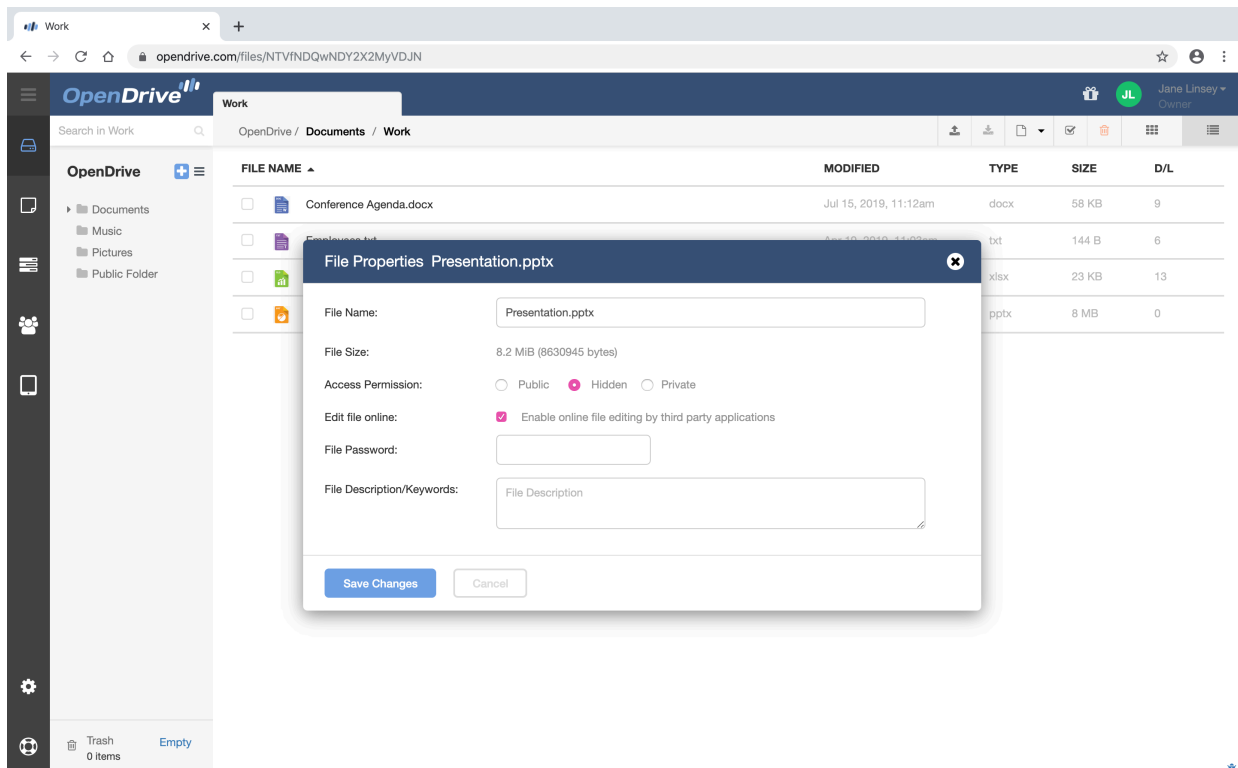
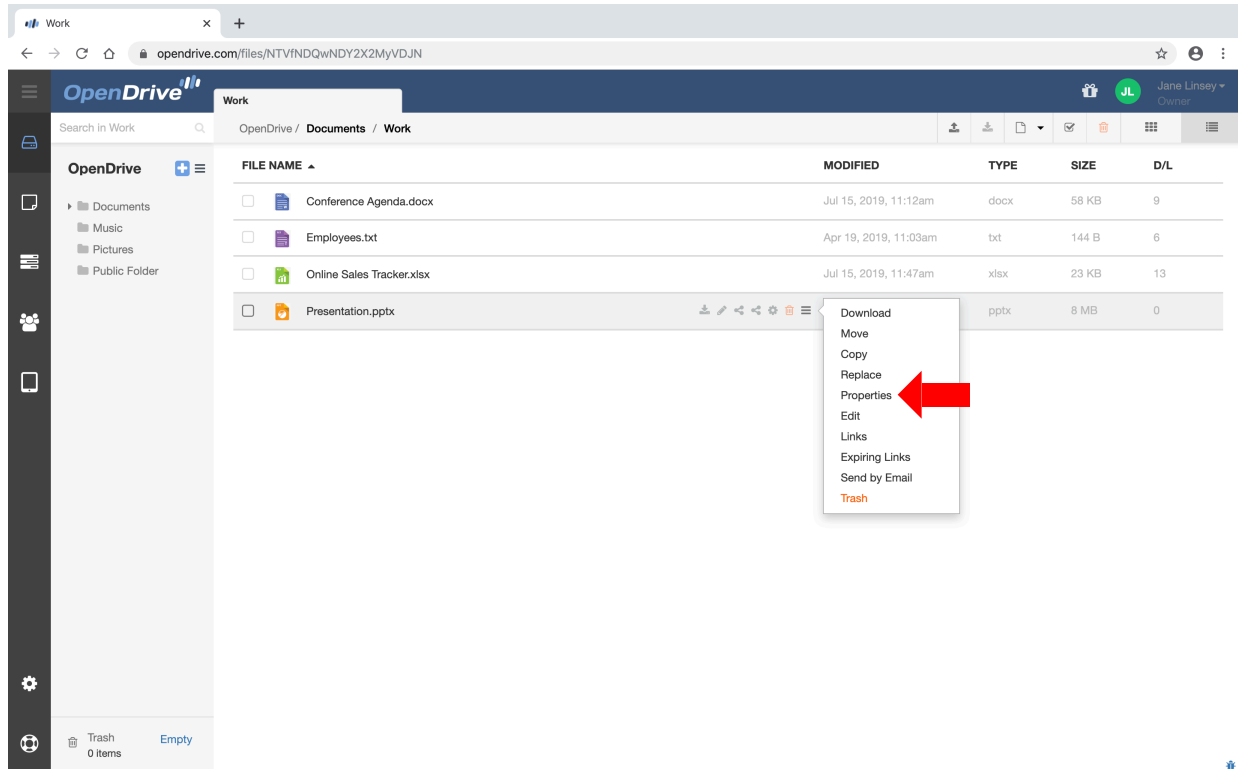
## Folder Properties

Properties allows the account owner to control access to a folder when sharing with a non user through links.



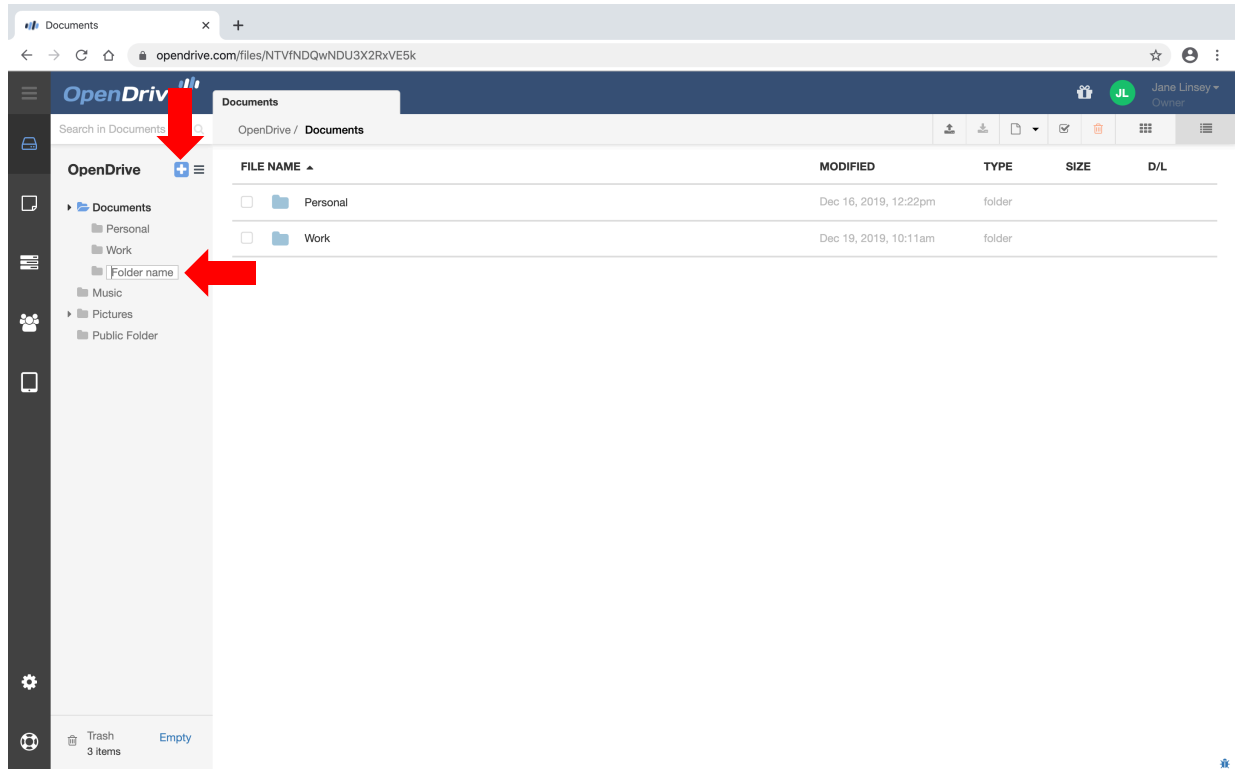
## File Properties

Properties also allows the account owner to control access to a file when sharing with a non user through links.



## Create a New Folder

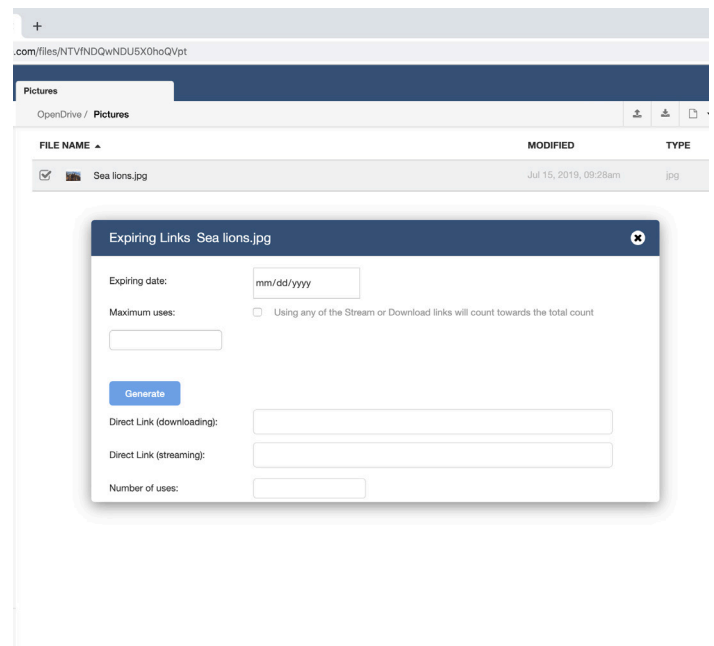
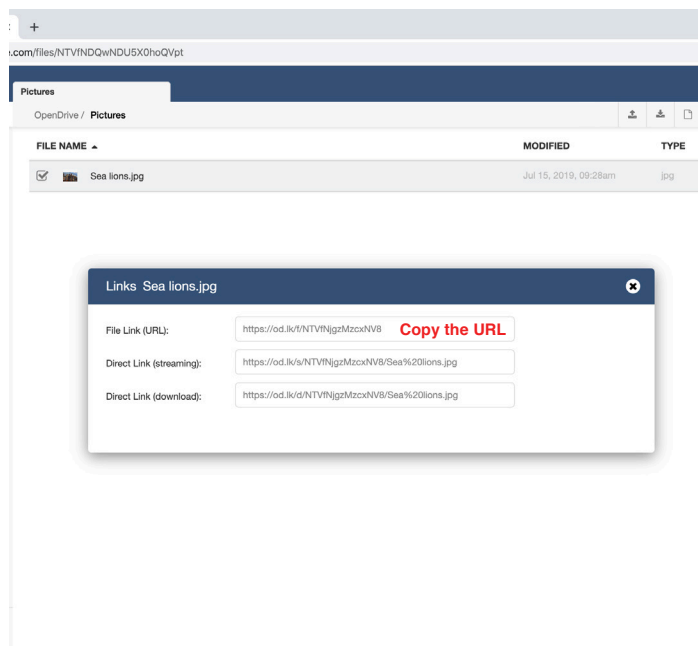
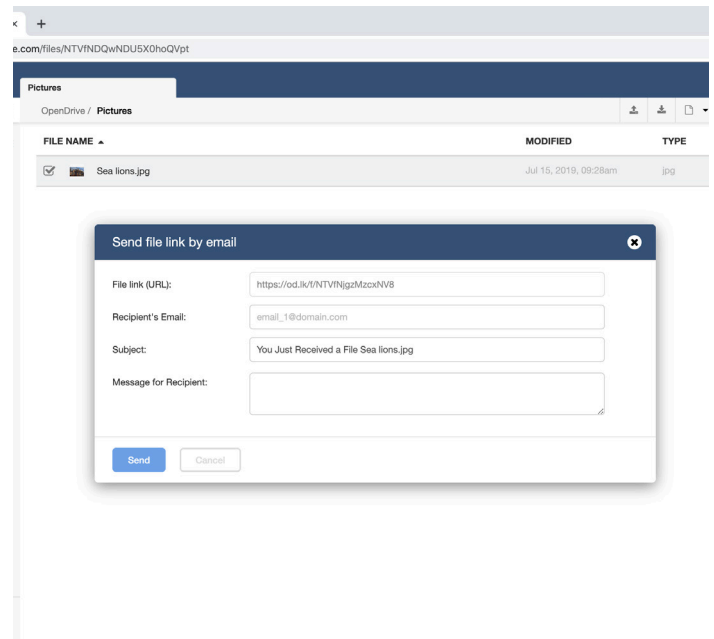
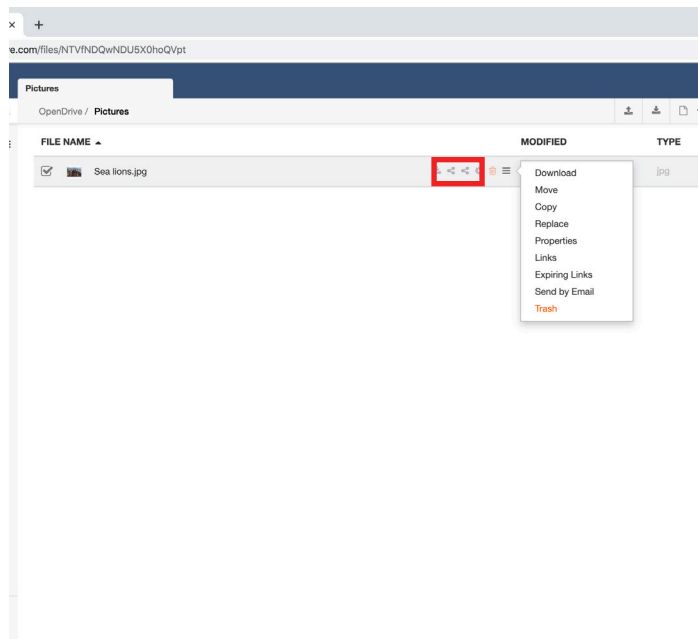
To create a new folder under the current directory that you are in, click the plus icon. A new folder is created, which can be renamed.



## Share a File

A file can be shared through Email or through a Link.

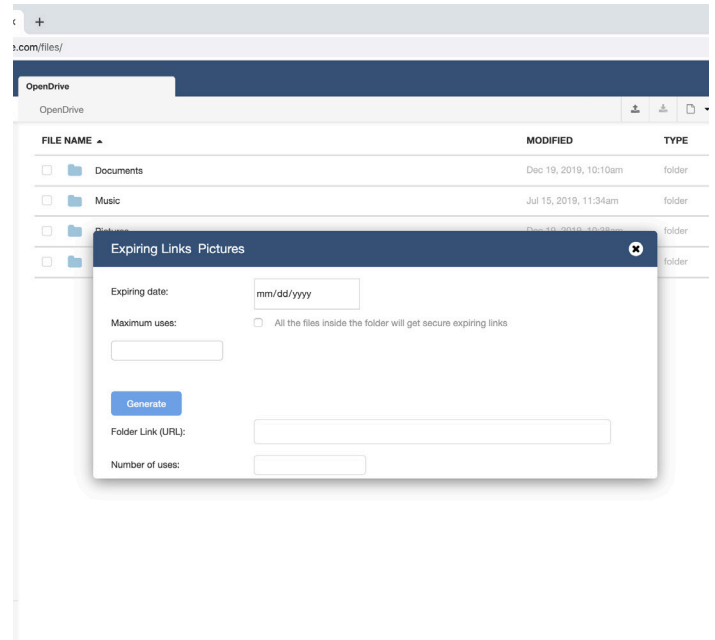
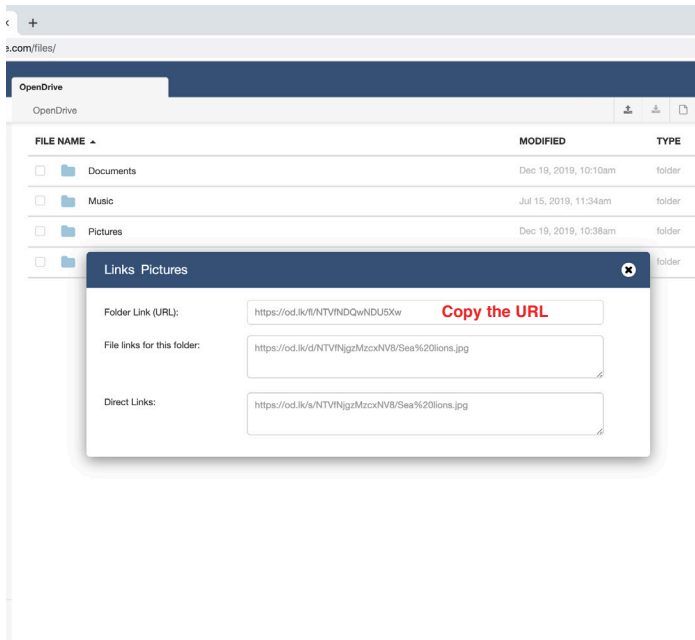
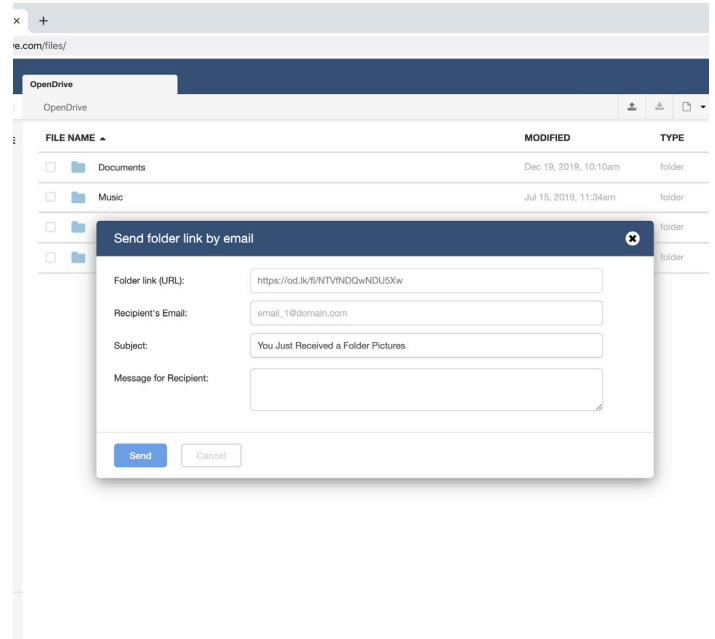
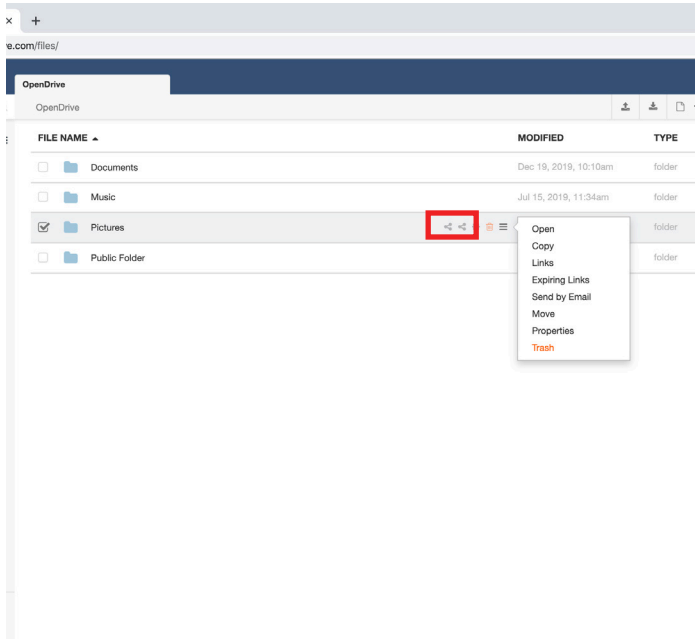
Use the drop-down menu to share a file through Email by selecting "Send by Email". You can also select "Links" or "Expiring Links" from the drop-down menu. Or simply click the link icons to share a file through a link.





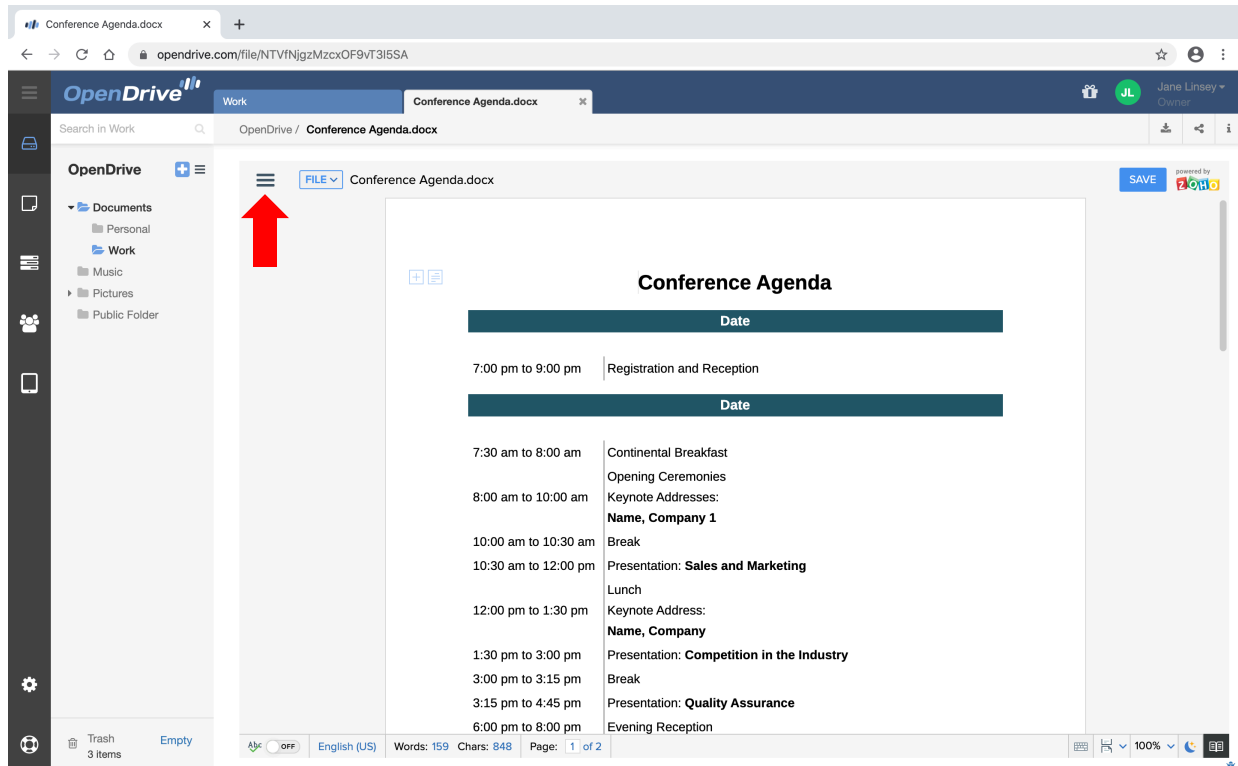
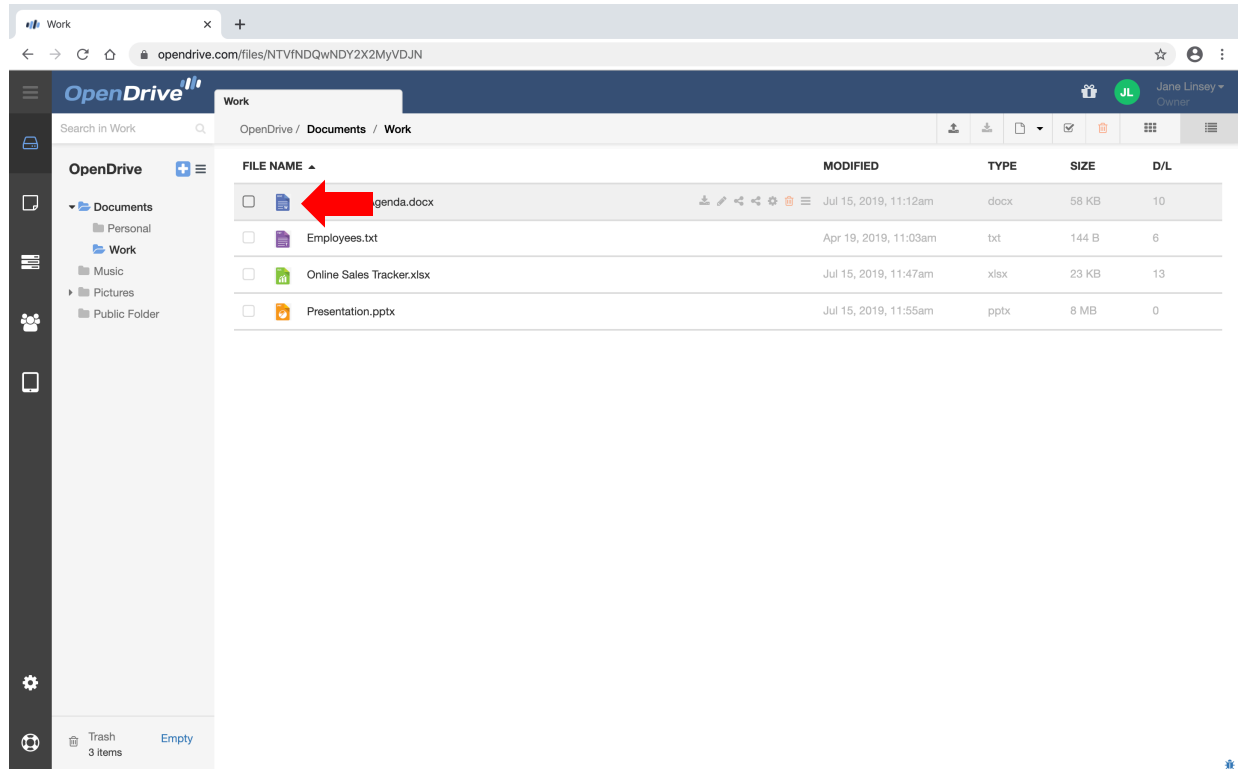
## Share a Folder

Folders can be shared the same way that a file can be shared, through URLs by clicking the link icons, or by selecting "Send by Email" from the menu.



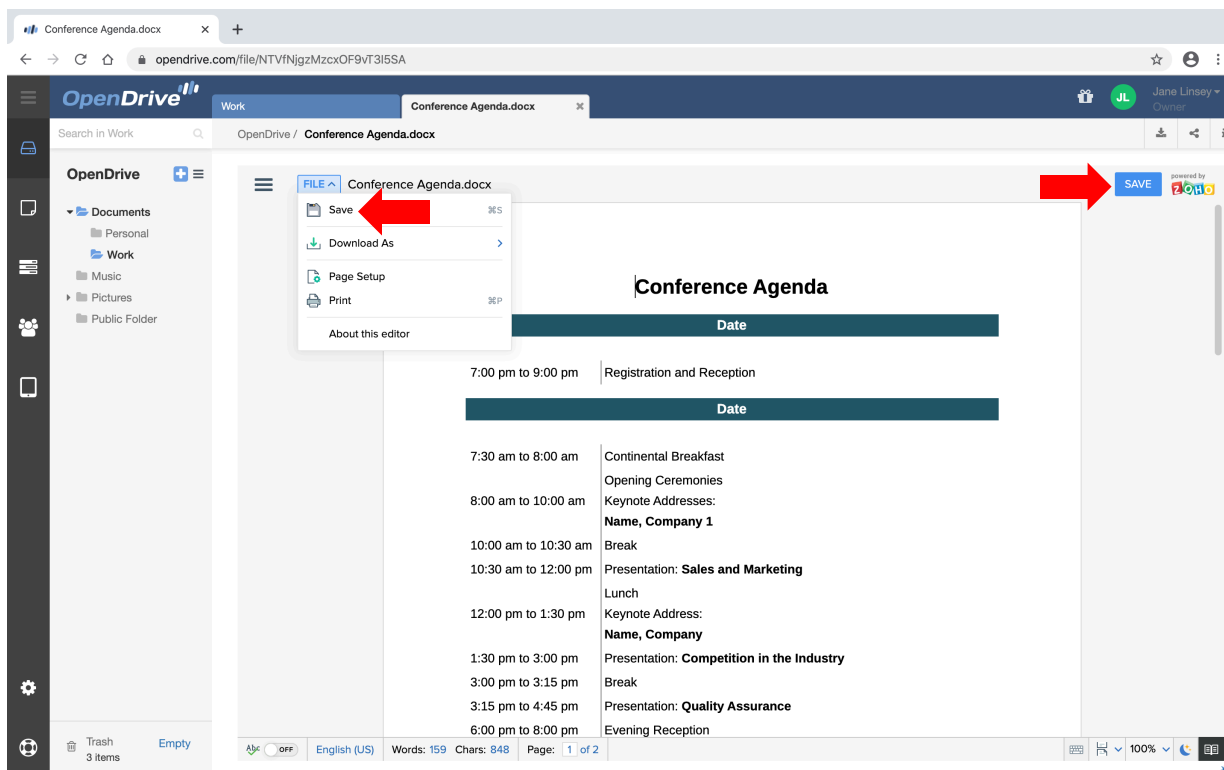
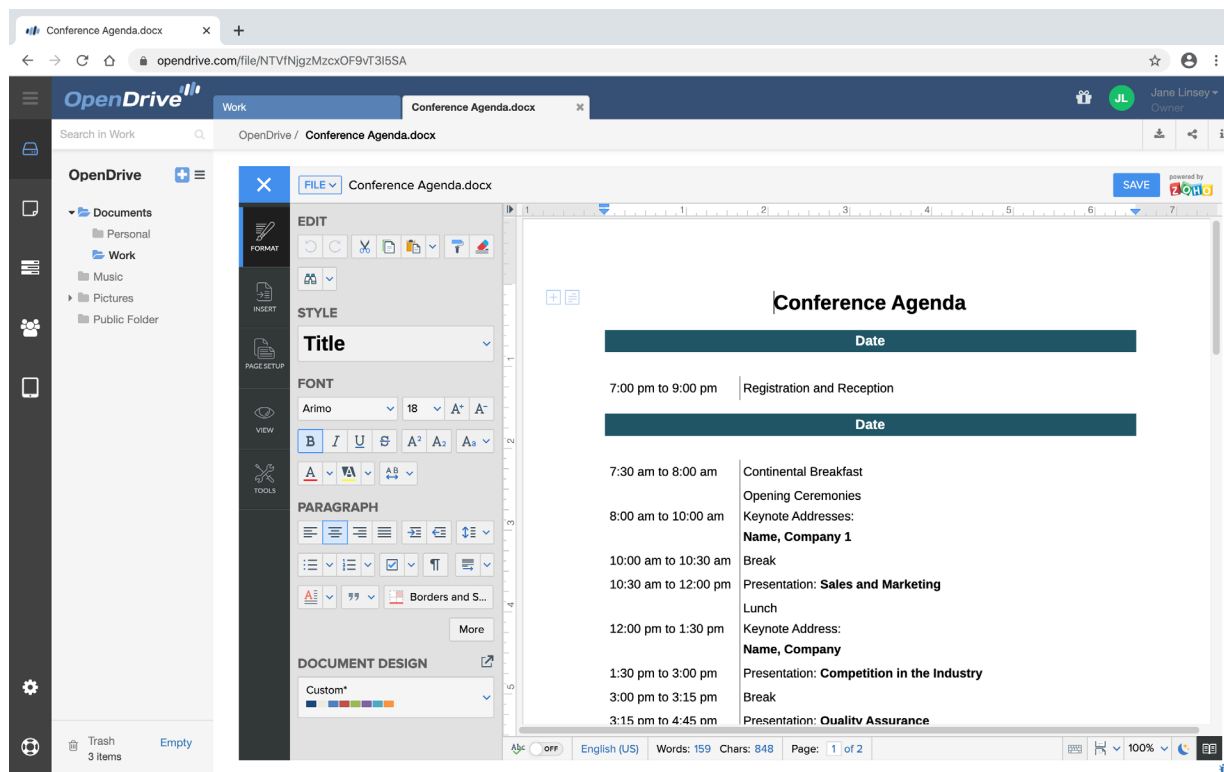
## Edit a File

Clicking on a file will open the file on another tab where it can be edited through the online editor.



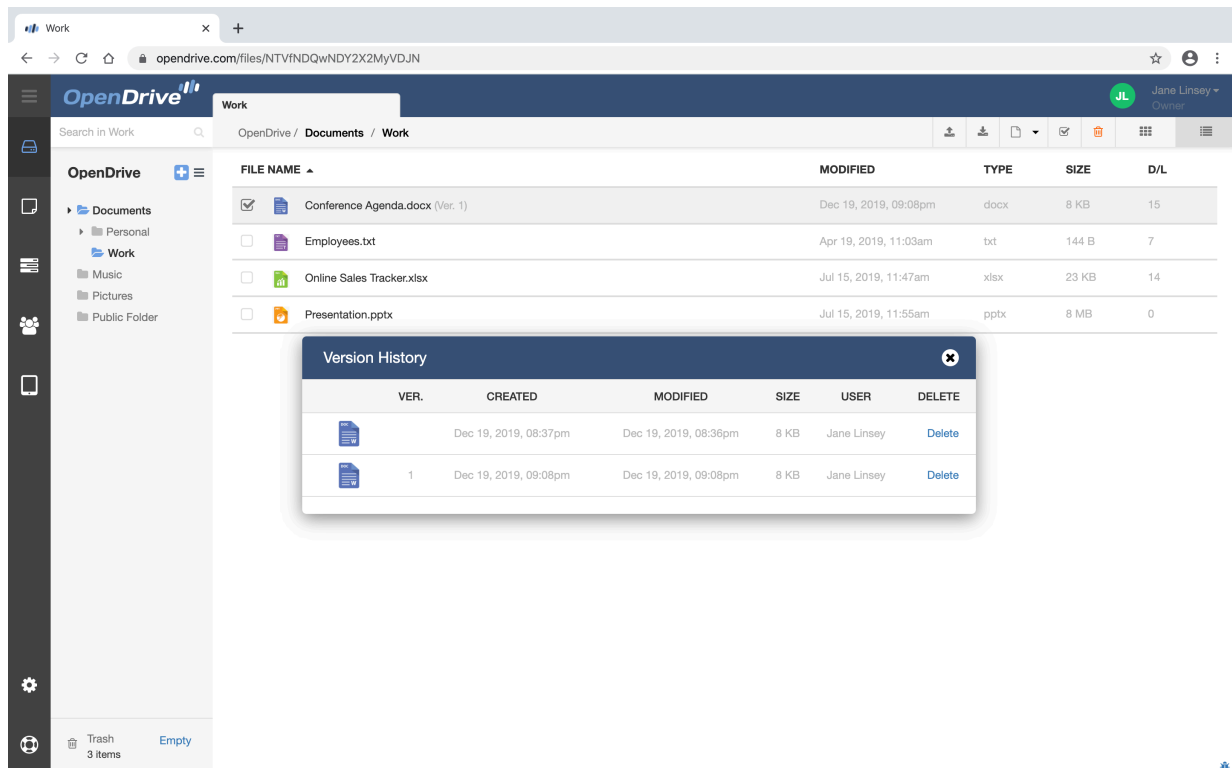
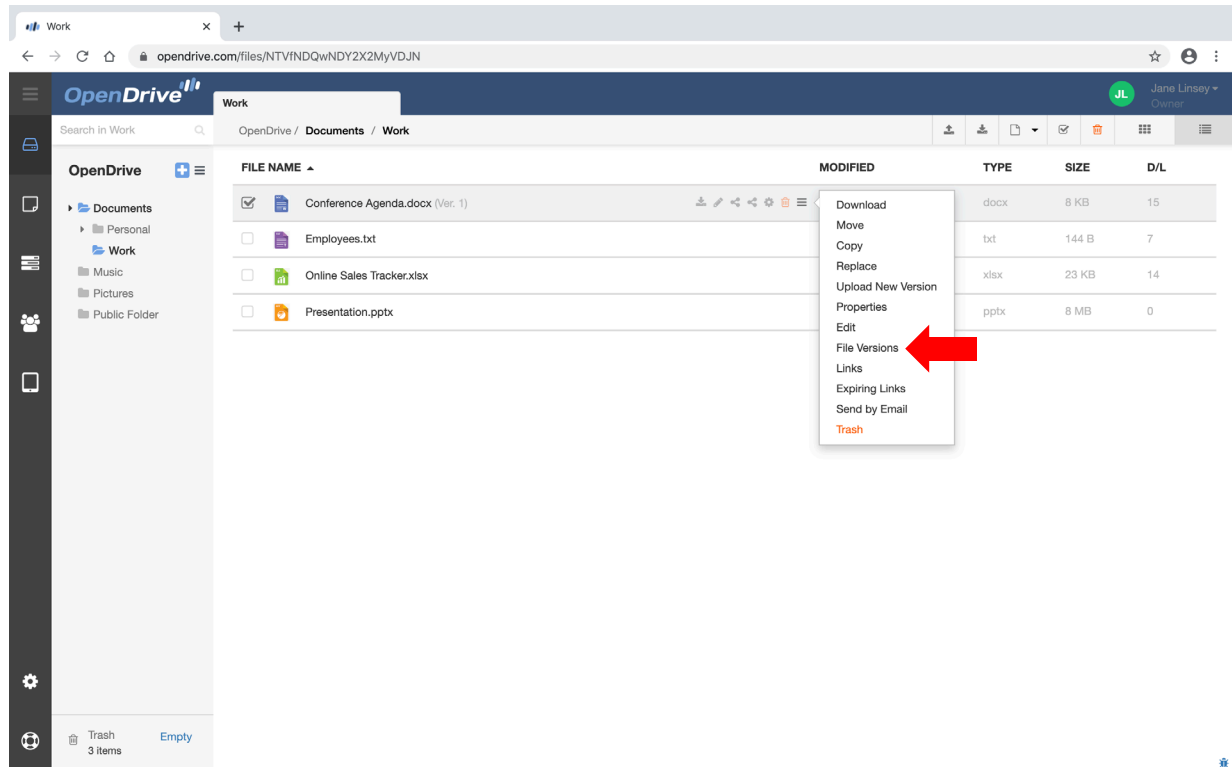
## Edit a File | Saving Changes

Changes can be saved like a usual document editor allows saving.



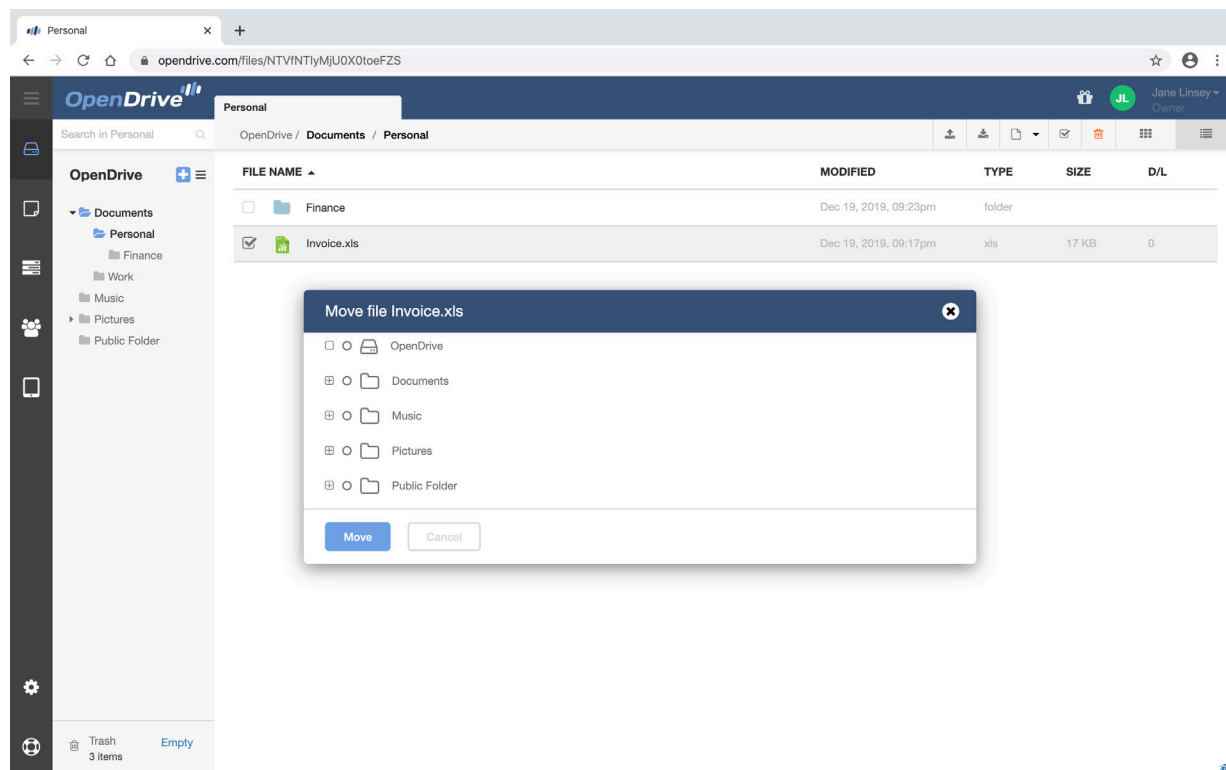
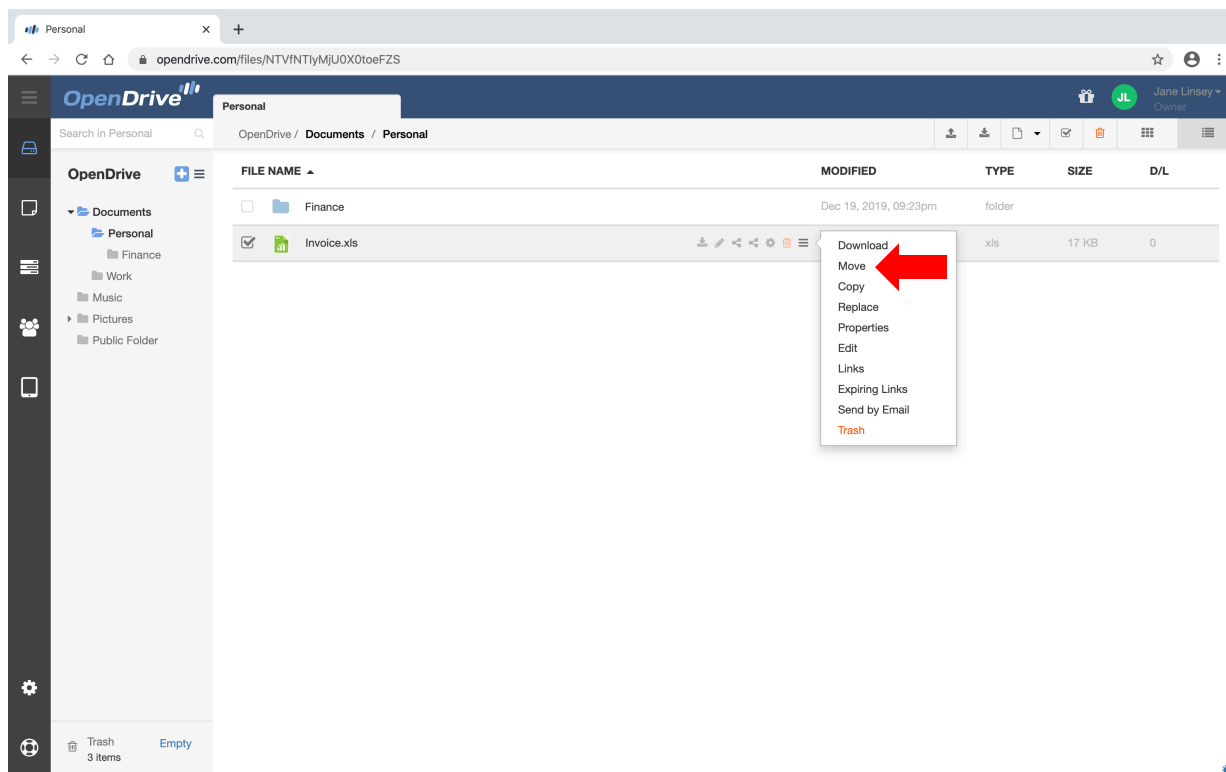
## File Versions

When a file is being edited and saved, versions of the file are saved as well. Versions can be accessed through the file menu.



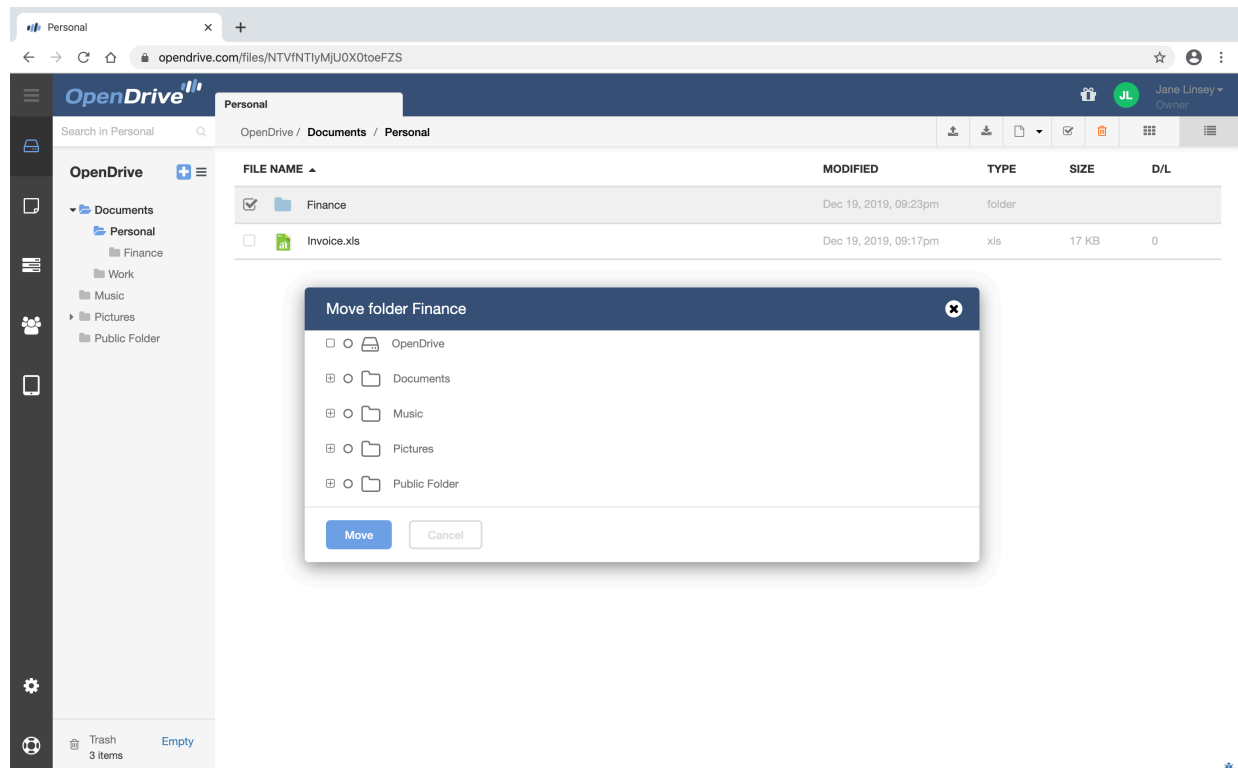
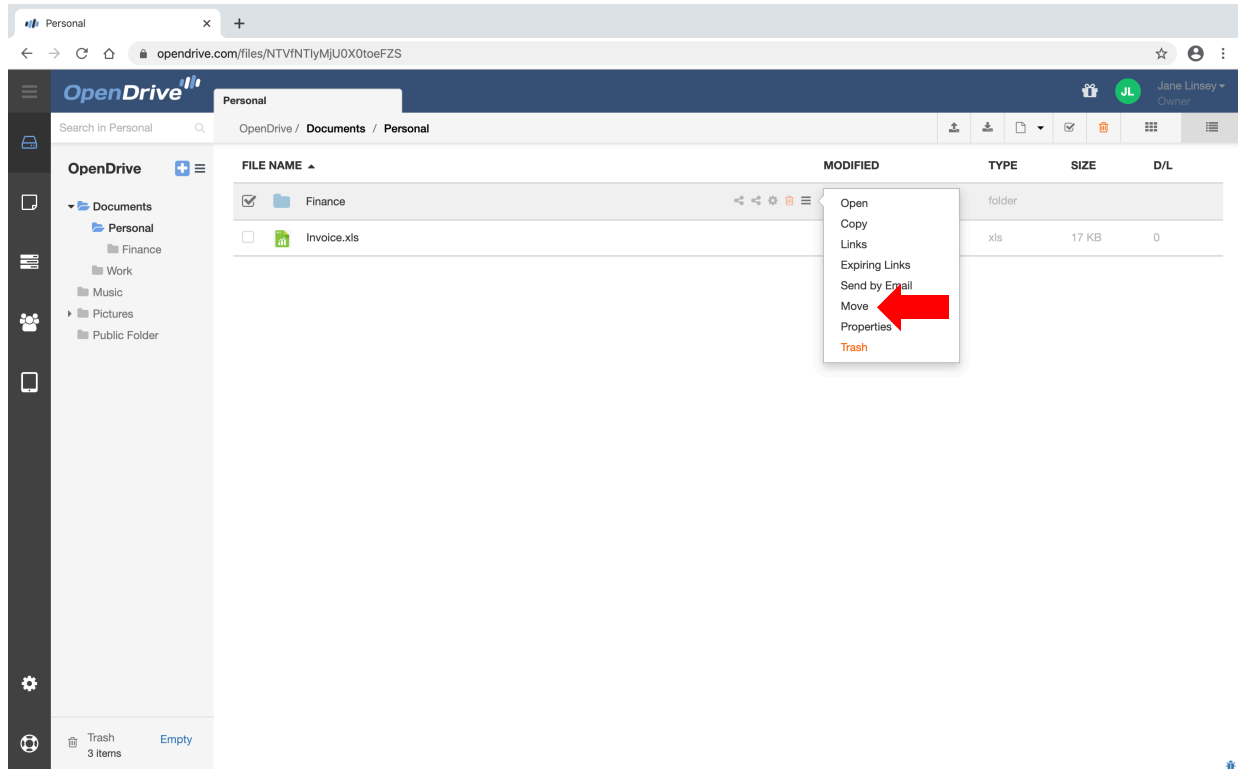
## Move a File

Files can be moved within the OpenDrive folder directory similar to a cut and paste action. To do this, click the drop-down menu and select "Move" from the menu. The pop up will show the locations where the file can be moved.



## Move a Folder

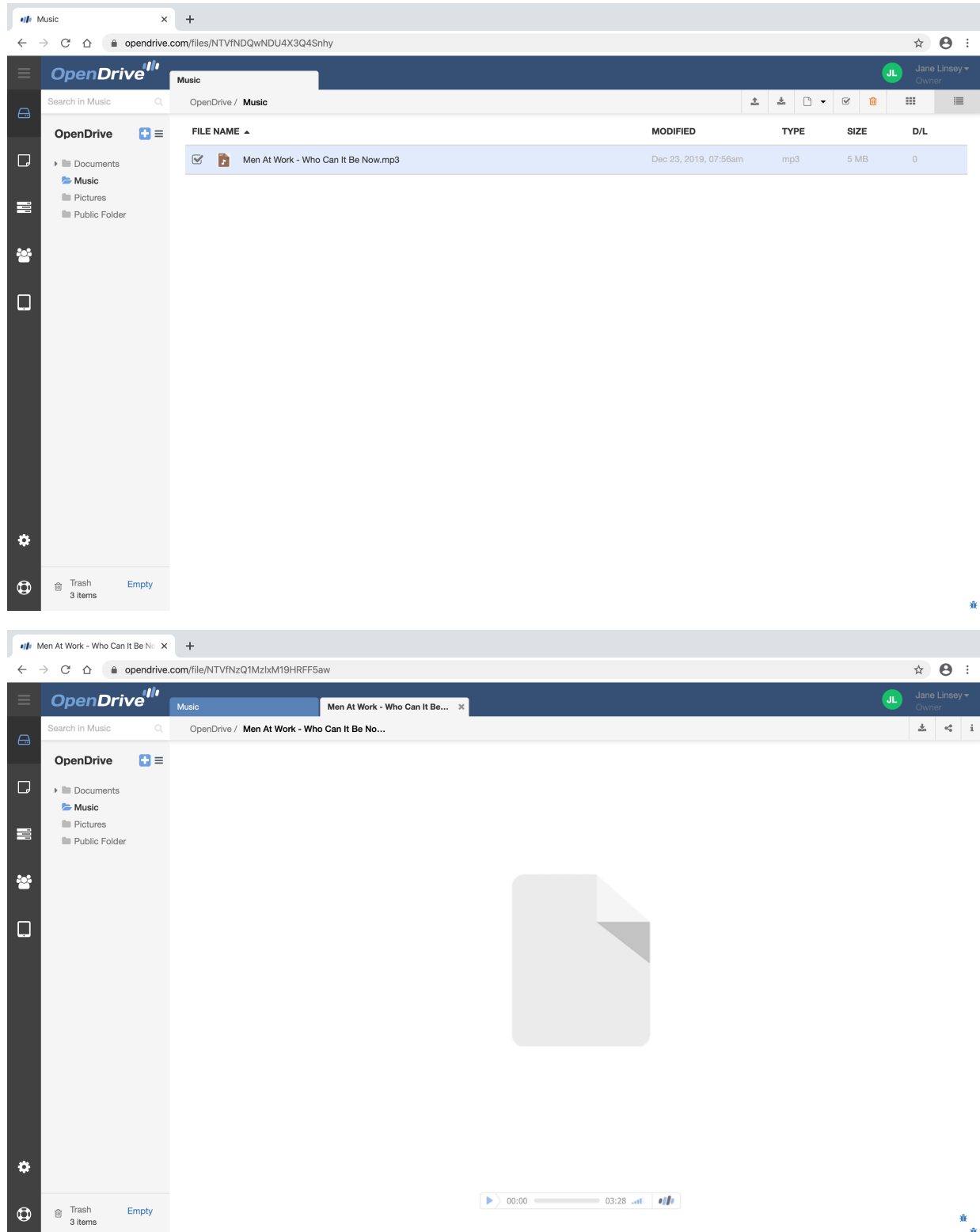
Folders can be moved within the OpenDrive folder directory similar to a cut and paste action. To do this, click the drop-down menu and select "Move" from the menu. The pop up will show the locations where the folder can be moved.



## Play Audio and Video Files

Audio and Video files can be played within OpenDrive by simply clicking on the file. The file will then open up on another tab. Supported video formats are: flv, mp4, m4v, webm, ogv. Supported for audio are: mp3, m4a

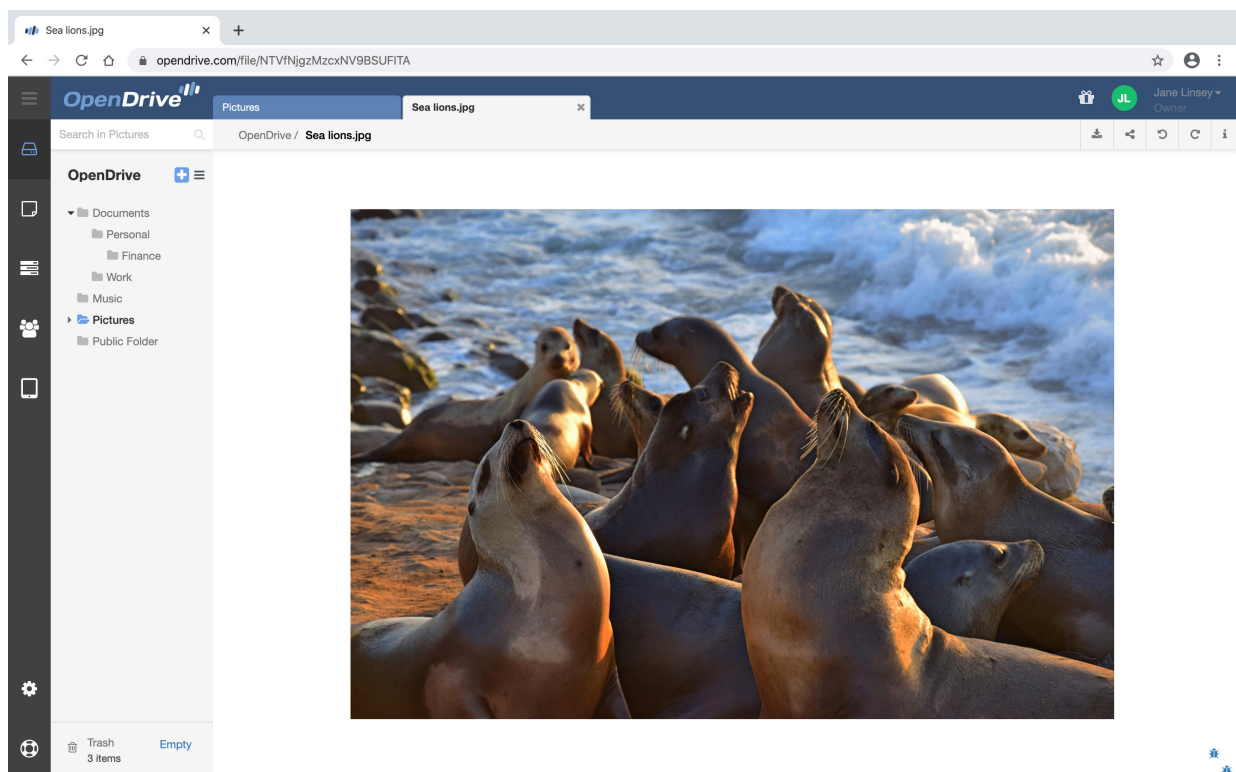
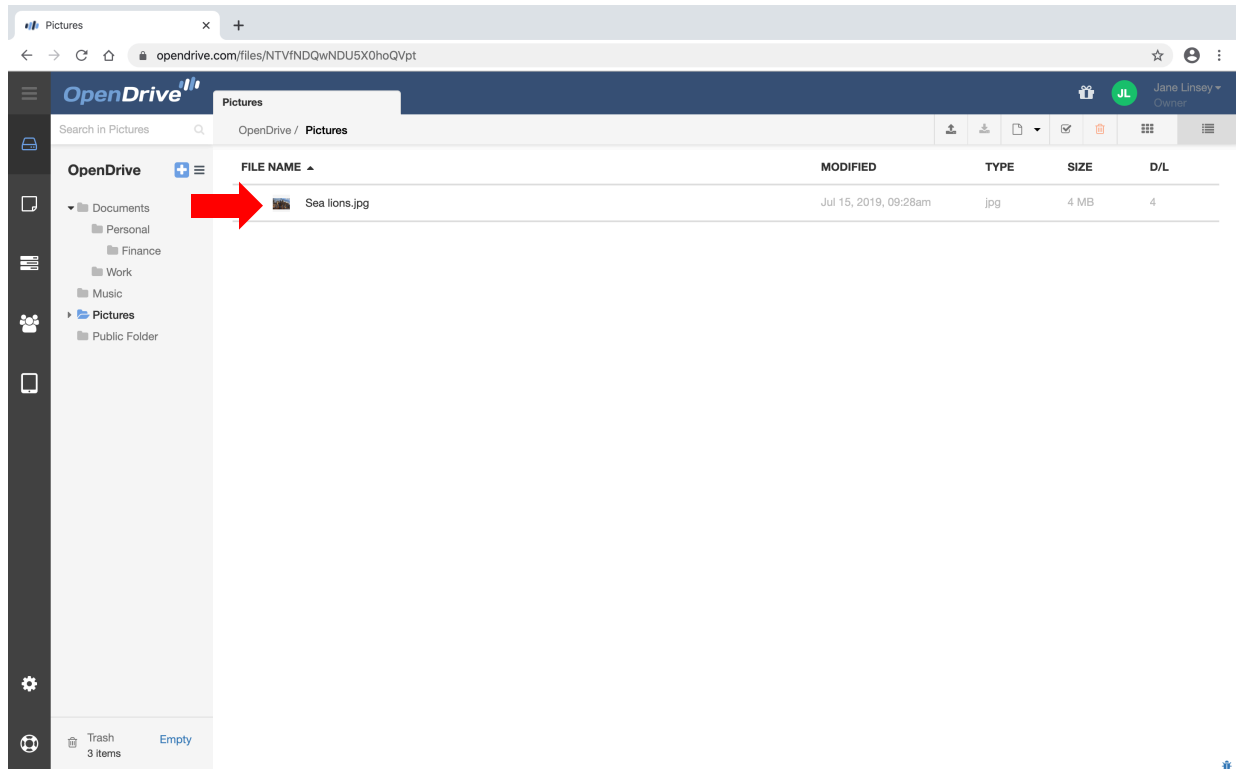
Supports standard functions of video/audio players: play, pause, volume control, full size displaying, timer



## View Image Files

Images can be viewed in OpenDrive with the following formats: jpg, jpeg, gif, png, bmp, dcm, tiff, tif

Image files can be viewed the same as way as audio/video files by clicking on the file. The file will open on another tab.

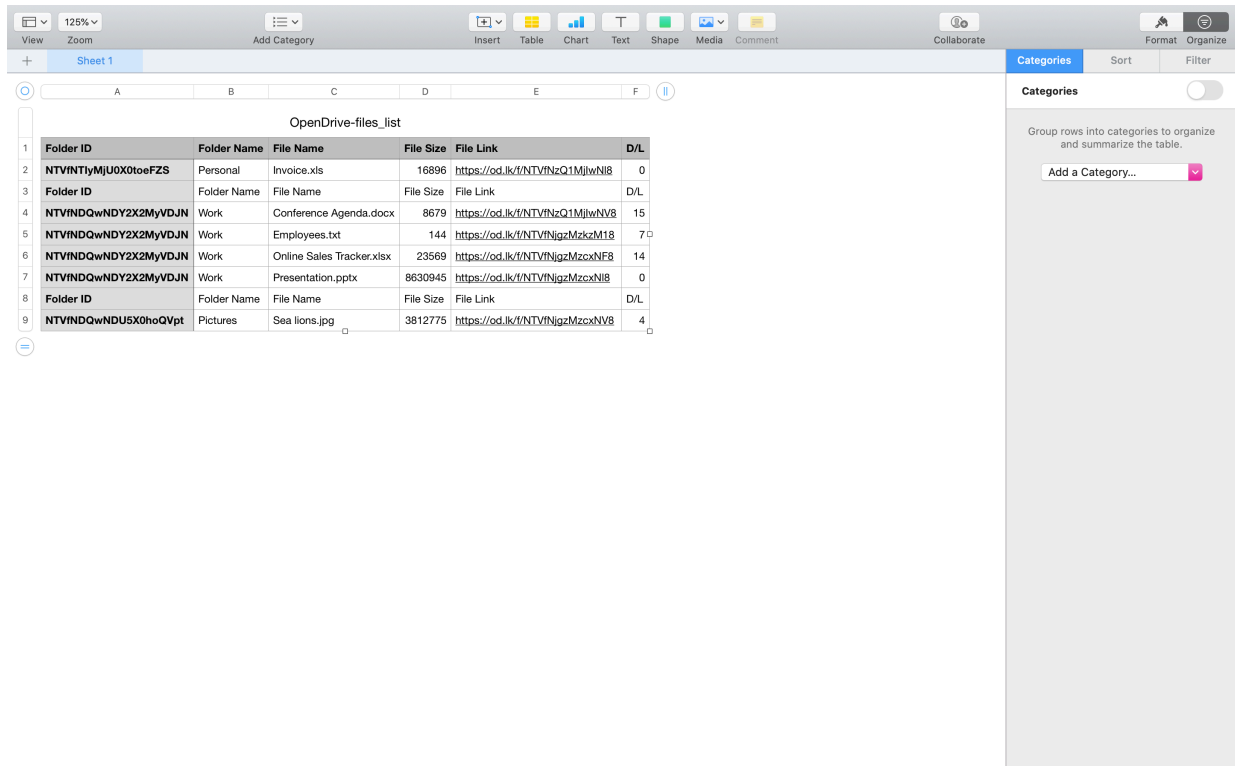
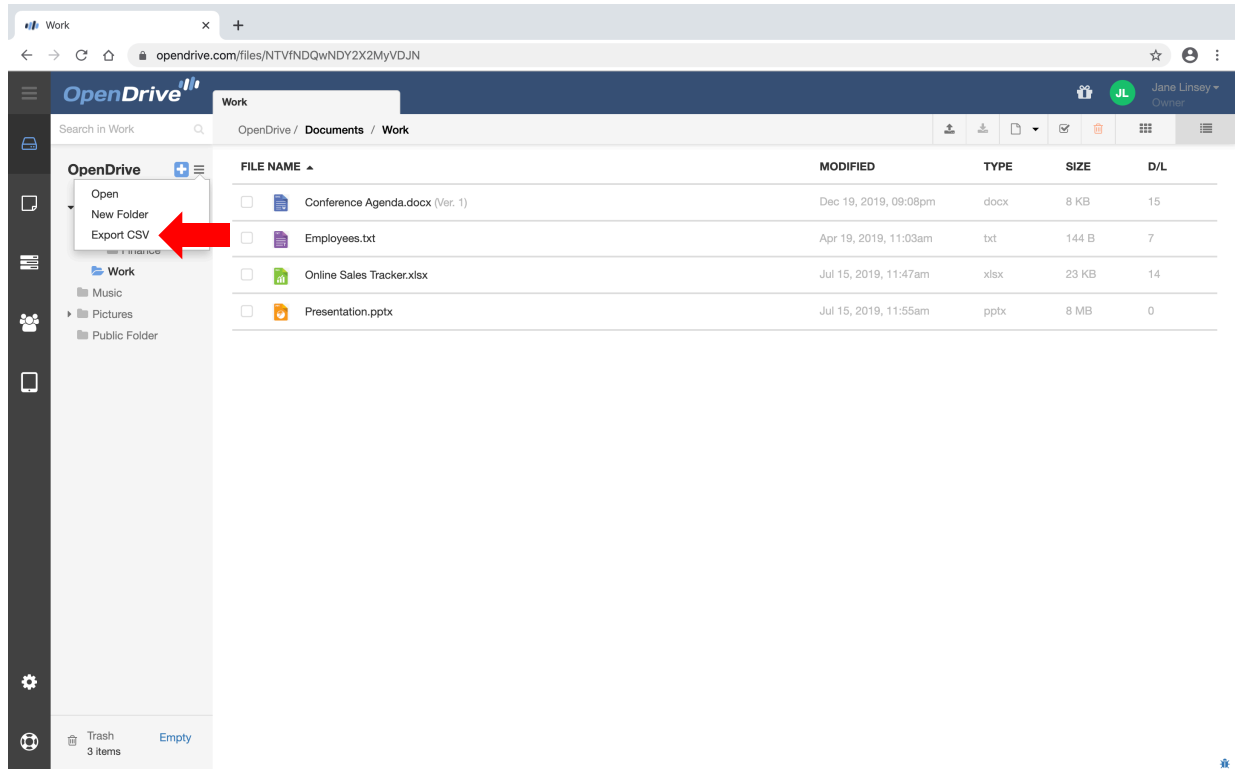




## Files List

A list of files can be downloaded in CSV format, for reference. The list shows the file names, folder names and share links for the files.

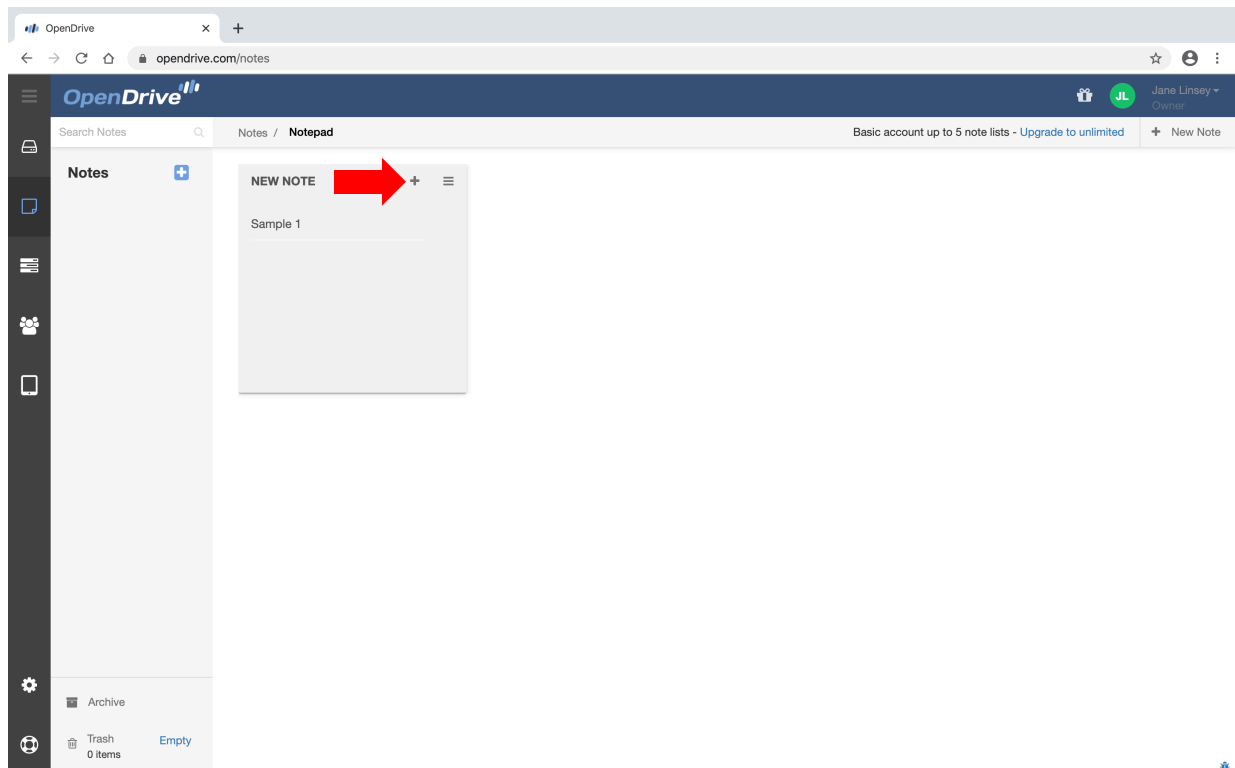
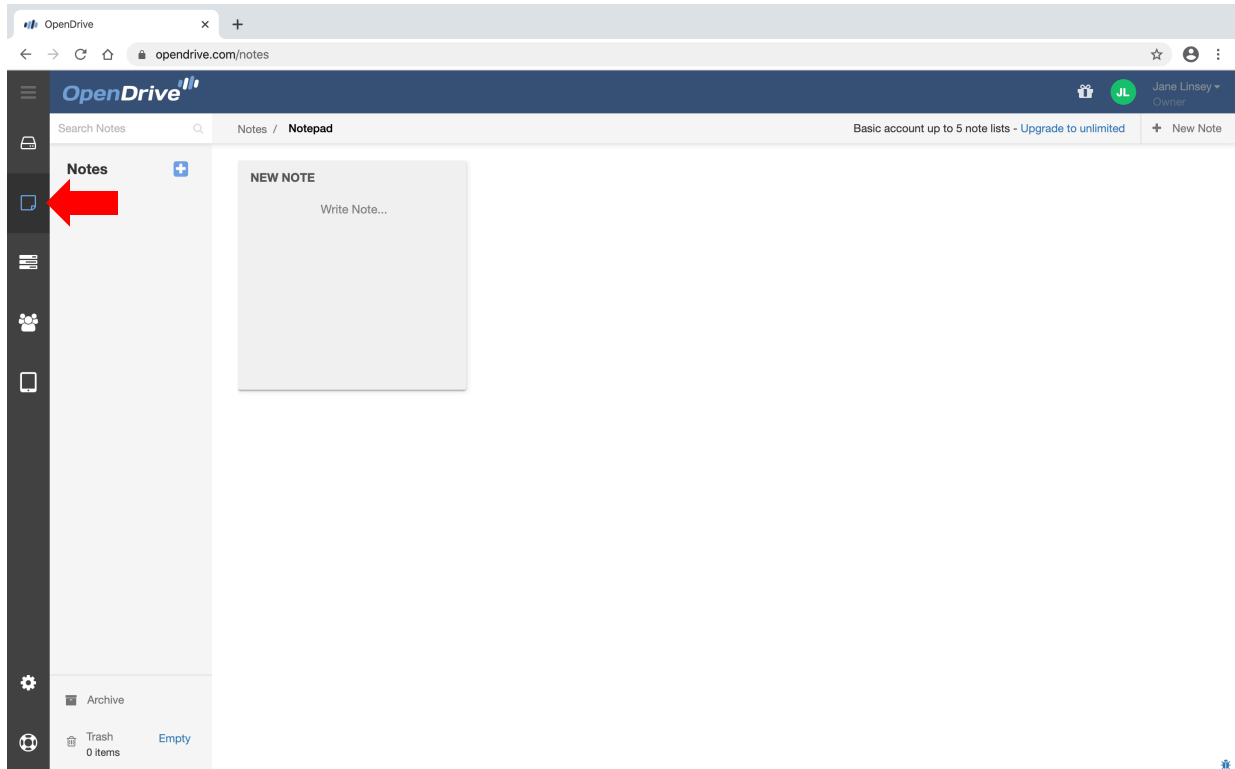
To download the list, select “Export CSV” from the menu.



## Notes

Notes can be created in OpenDrive similar to a sticky note. Notes can be accessed on the left pane and is the second icon after the Files icon.

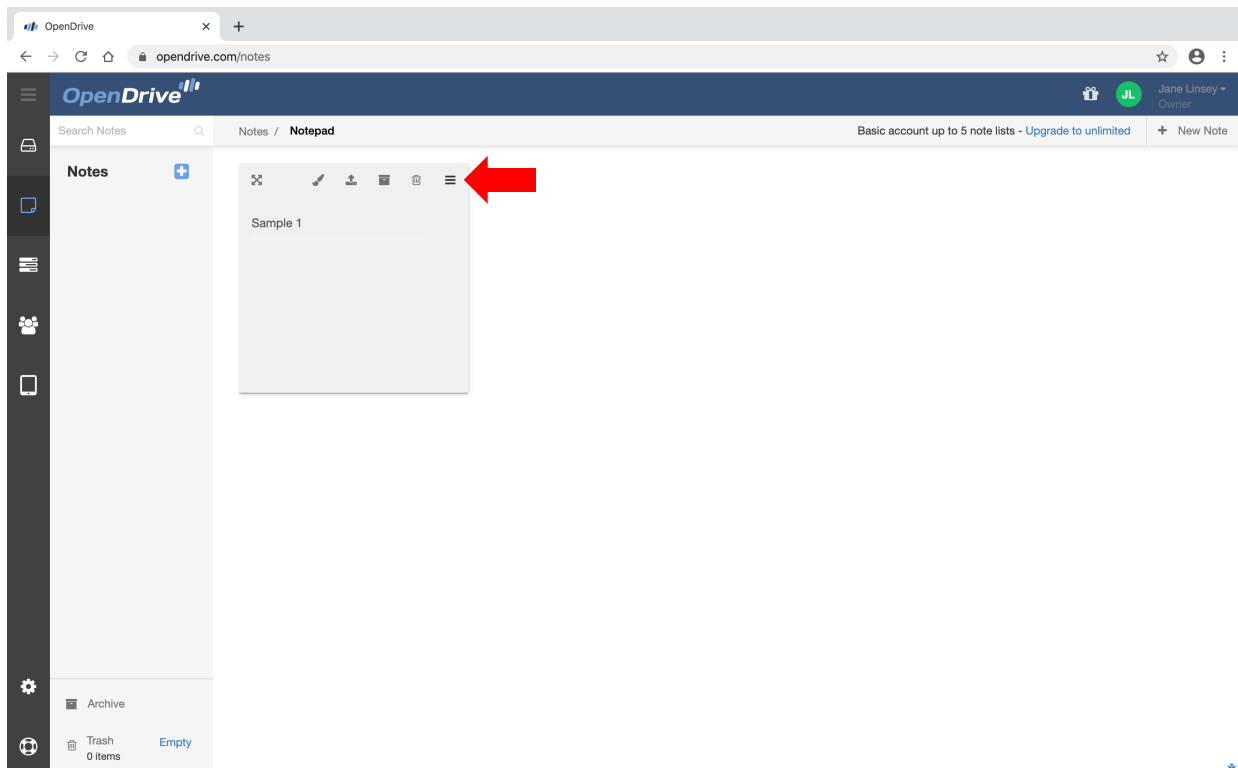
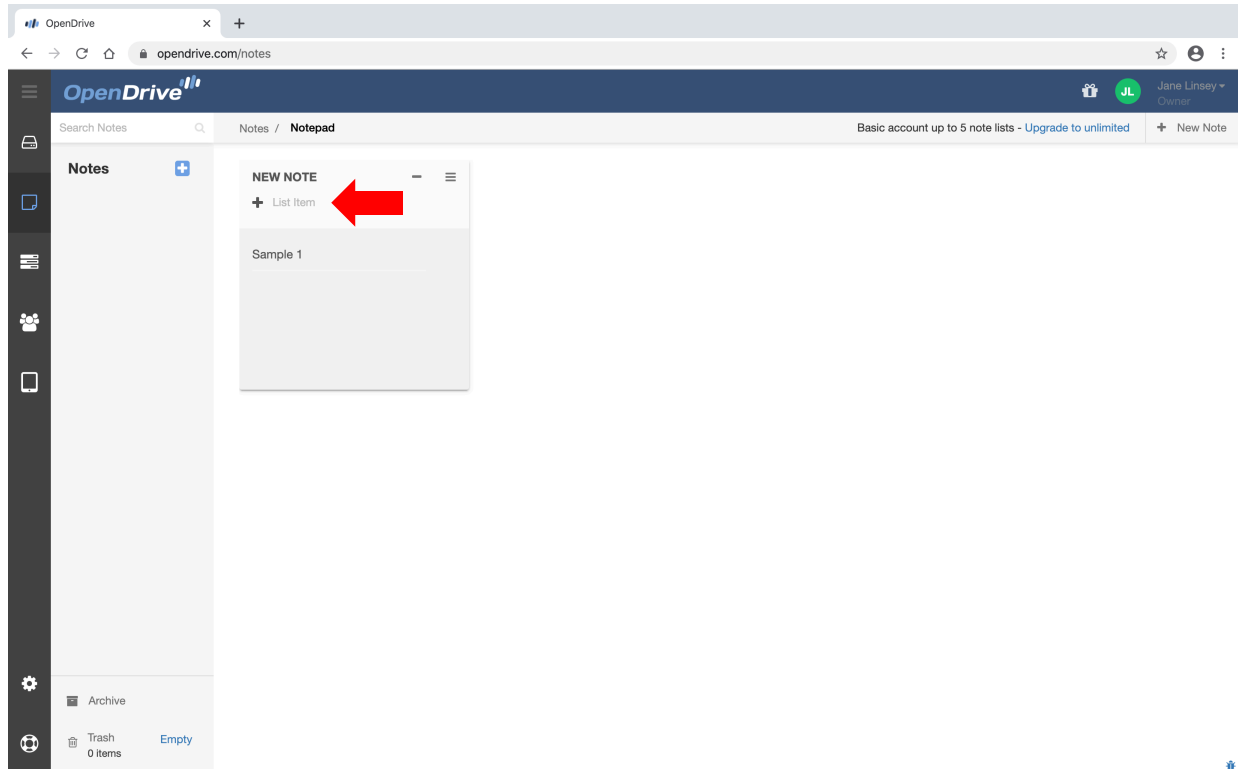
To start creating a note, click on the blank space on the notepad and begin typing. The note is automatically saved.



## Notes | Creating New Notes and Editing Note Styles

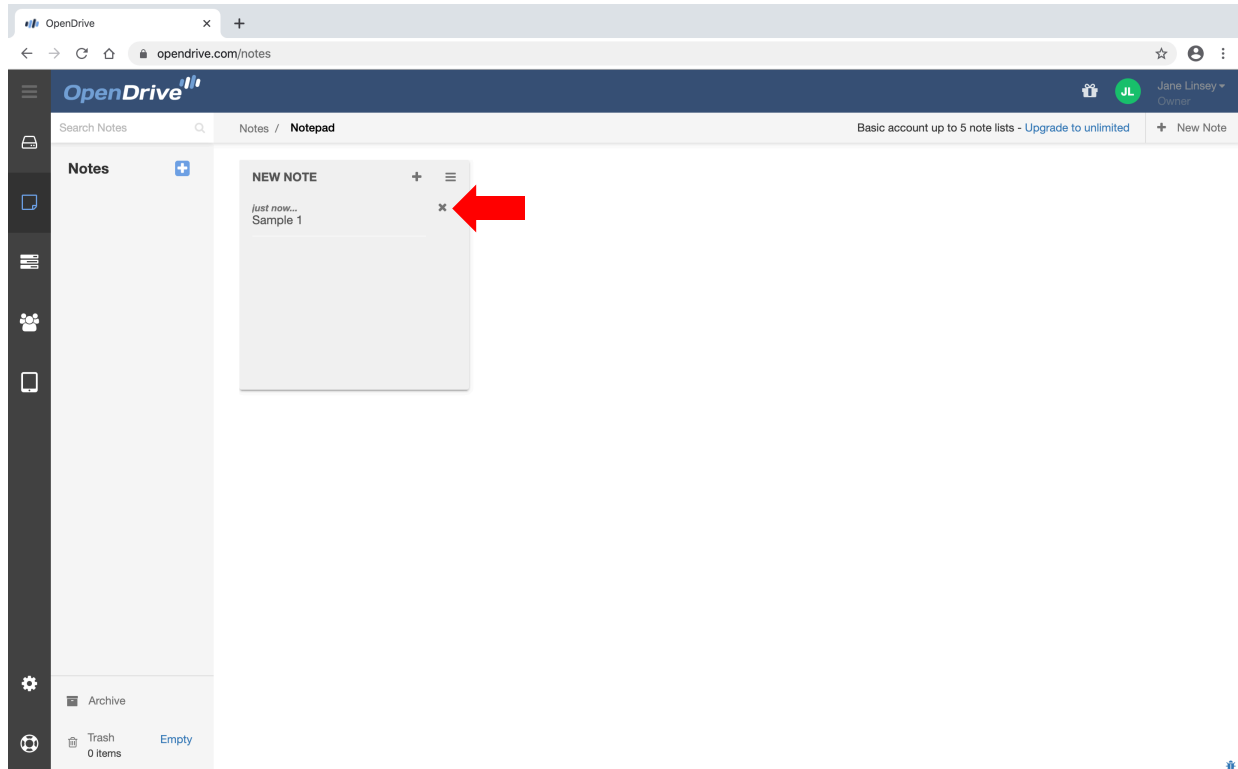
A new item can be created within the same notepad by clicking on the plus sign on the upper right area of the notepad. A new blank field where a new note can be typed in will be available.

The notes Menu can be accessed by clicking on the 3 bars icon on the upper right. Options on the note menu includes change color, upload a file, archive and trash.



## Notes | Delete a Note

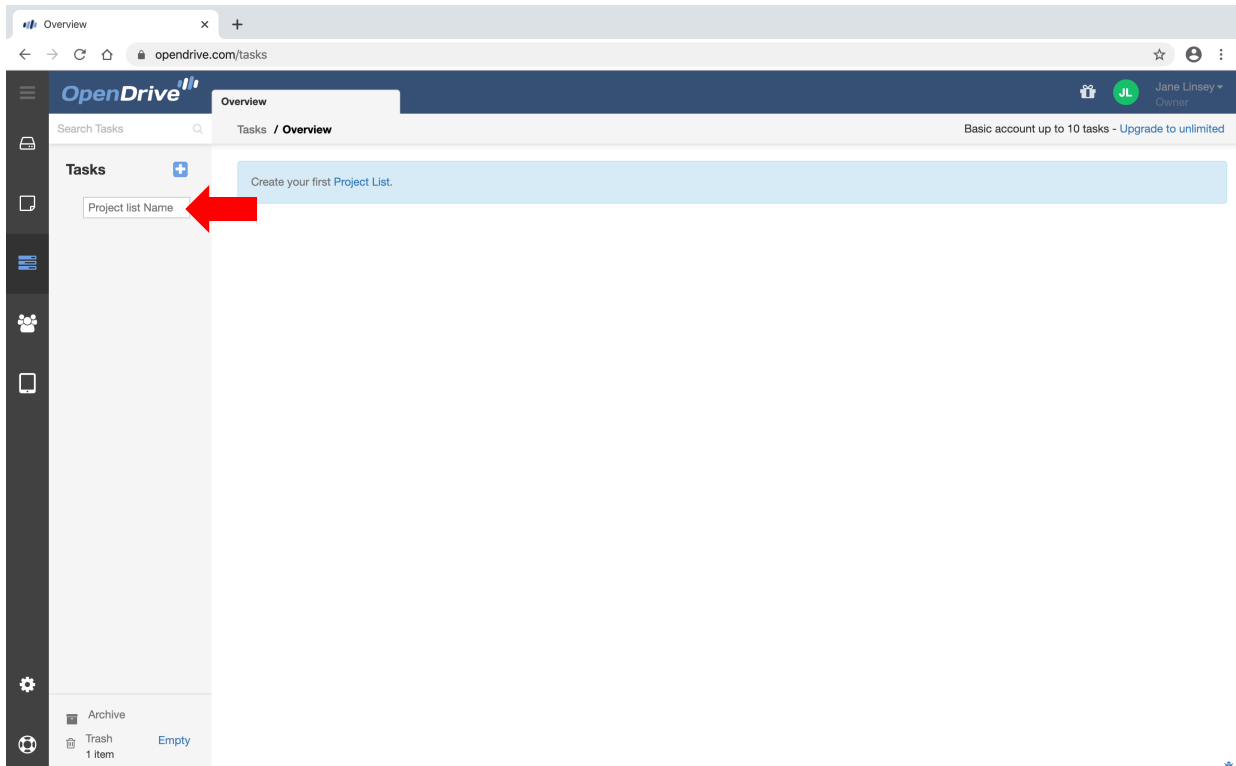
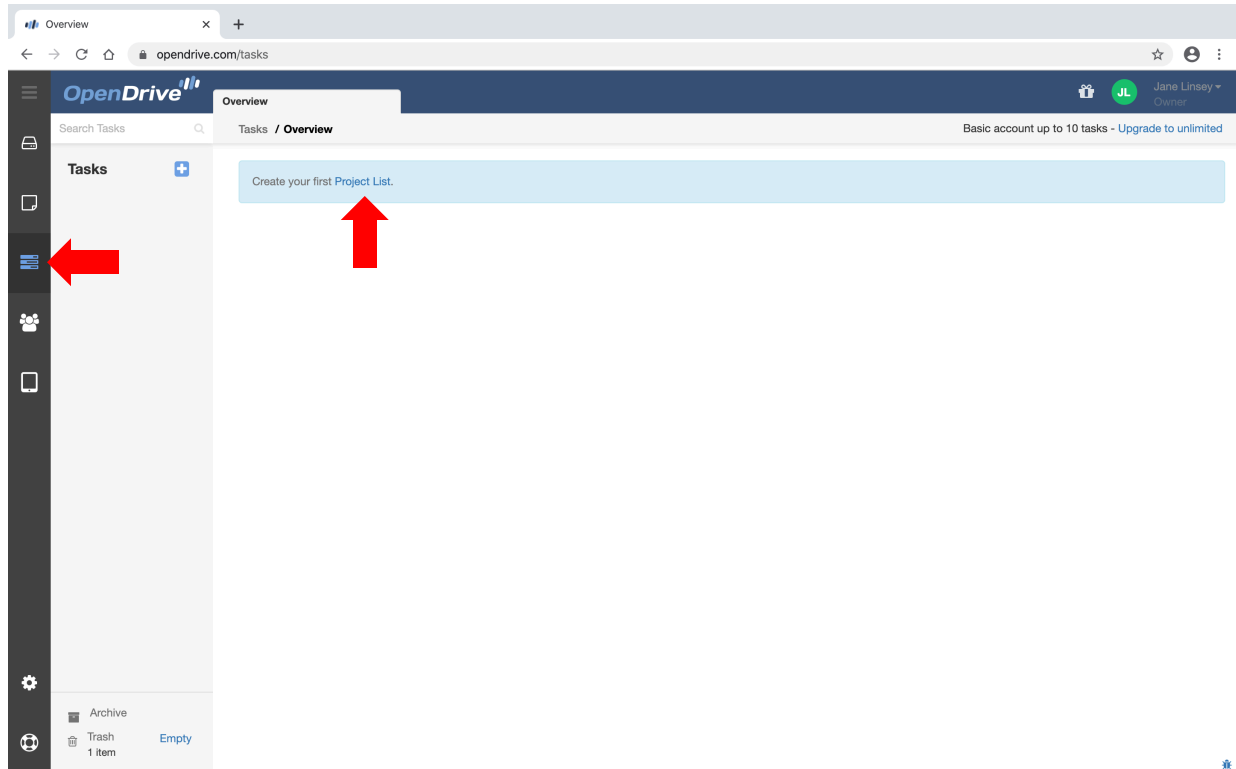
To delete a note, click on the delete option located on the right hand part of the note represented by an “x” icon.



## Tasks

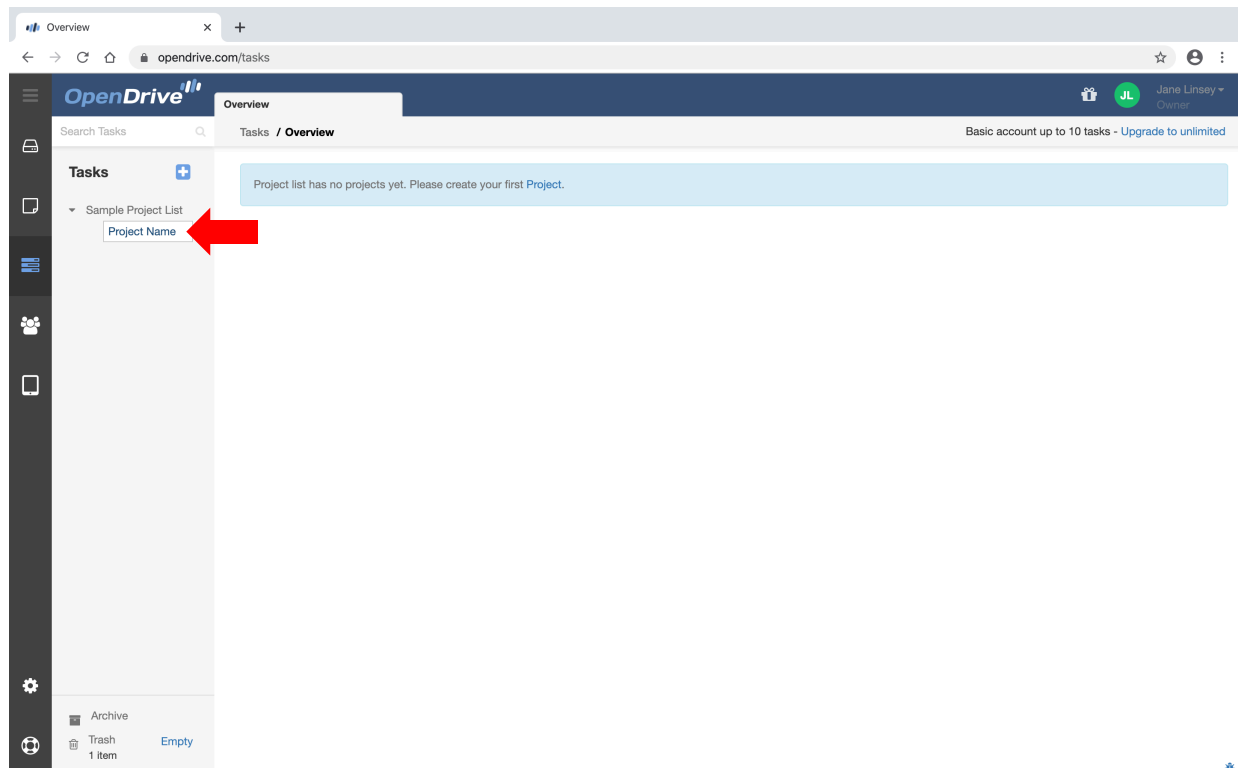
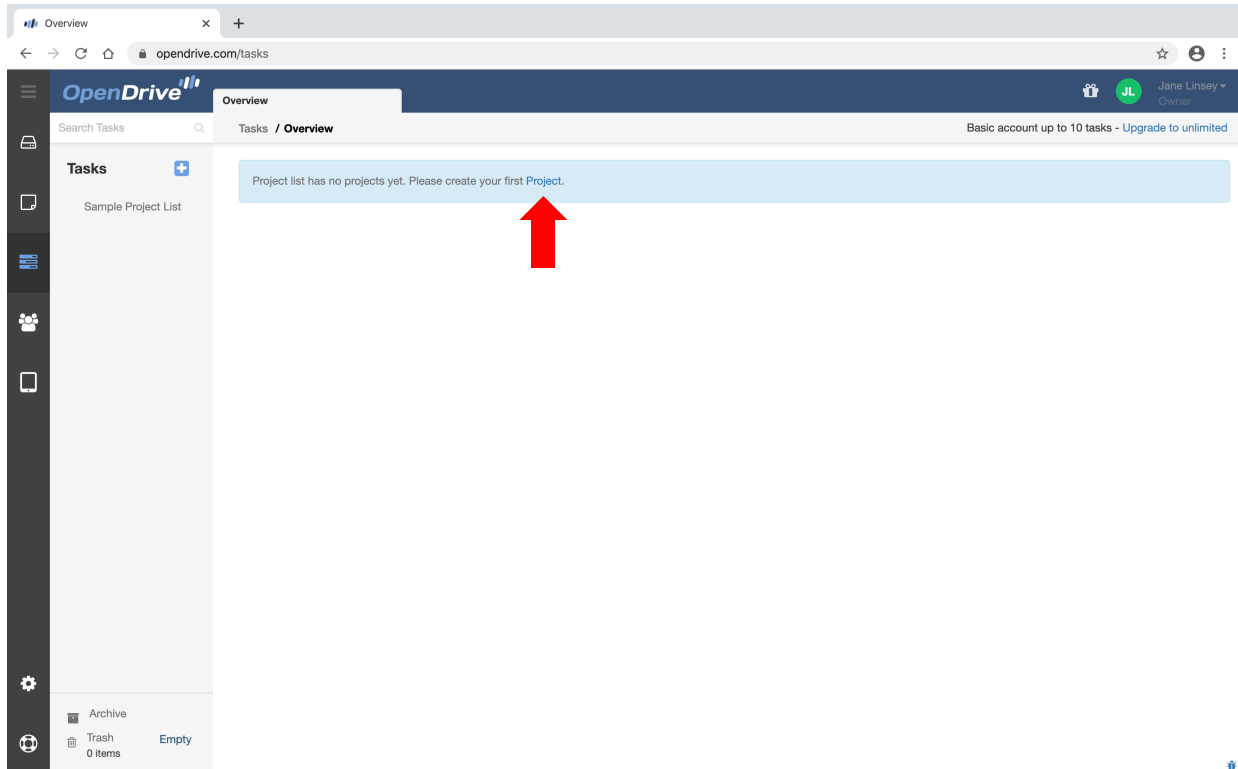
Tasks are referring to an online to do list that users can track the status of. Tasks can be accessed from the left pane. To create tasks, a Project has to be created first. The Project is where the tasks are going to be listed under. Click on the "Project List" link to create the first project list.

Type the name of the project list in the Project Name field.



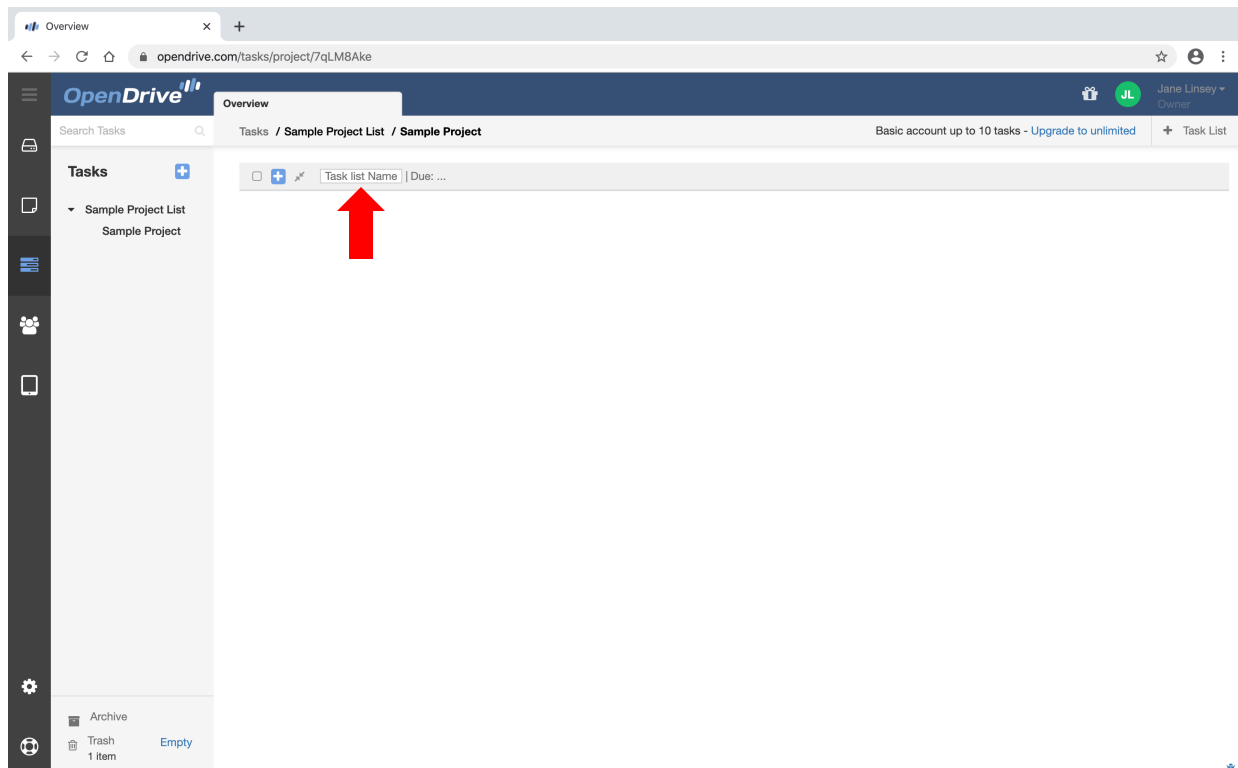
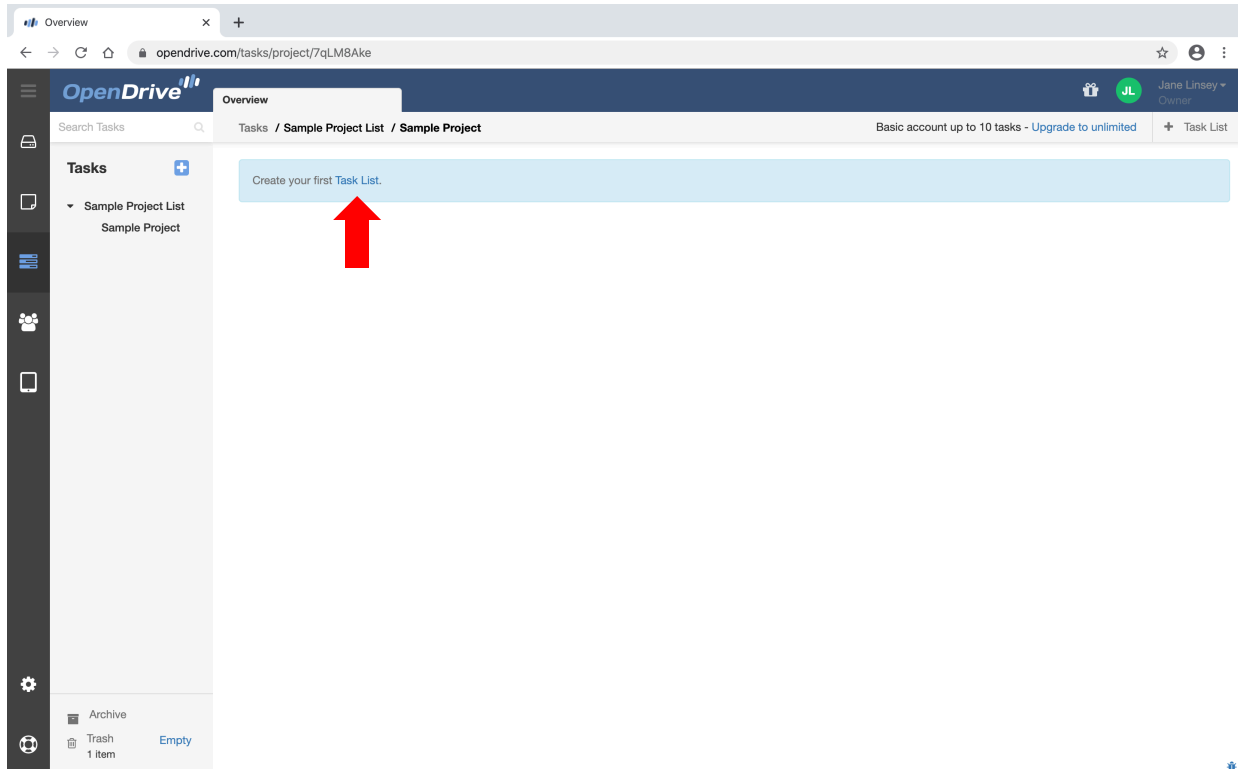
## Tasks | Create a Project

After creating a project list, a project can be created. Click on the “Project” link, then type the name of the project in the blank field.



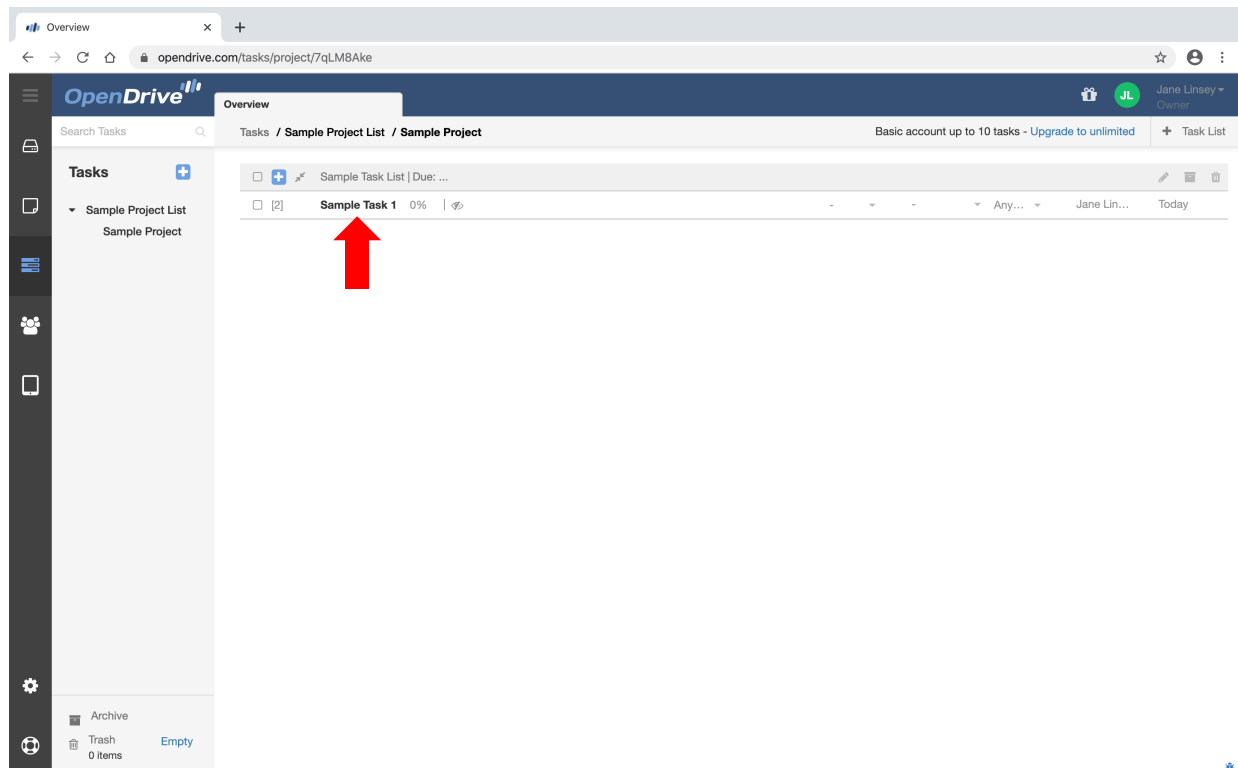
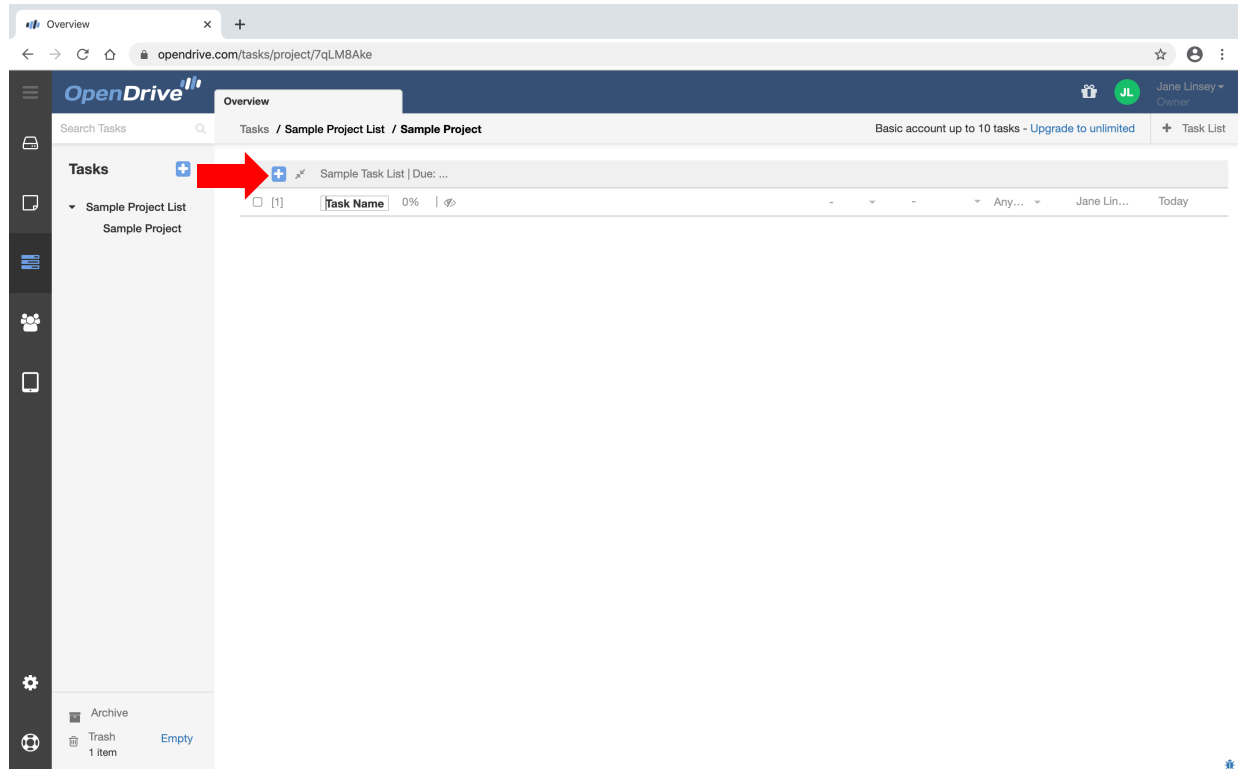
## Tasks | Create a Task List

After creating a project, a task list can be added. Click on “Task List” then type the name of the task in the blank field.



## Tasks | Create a Task

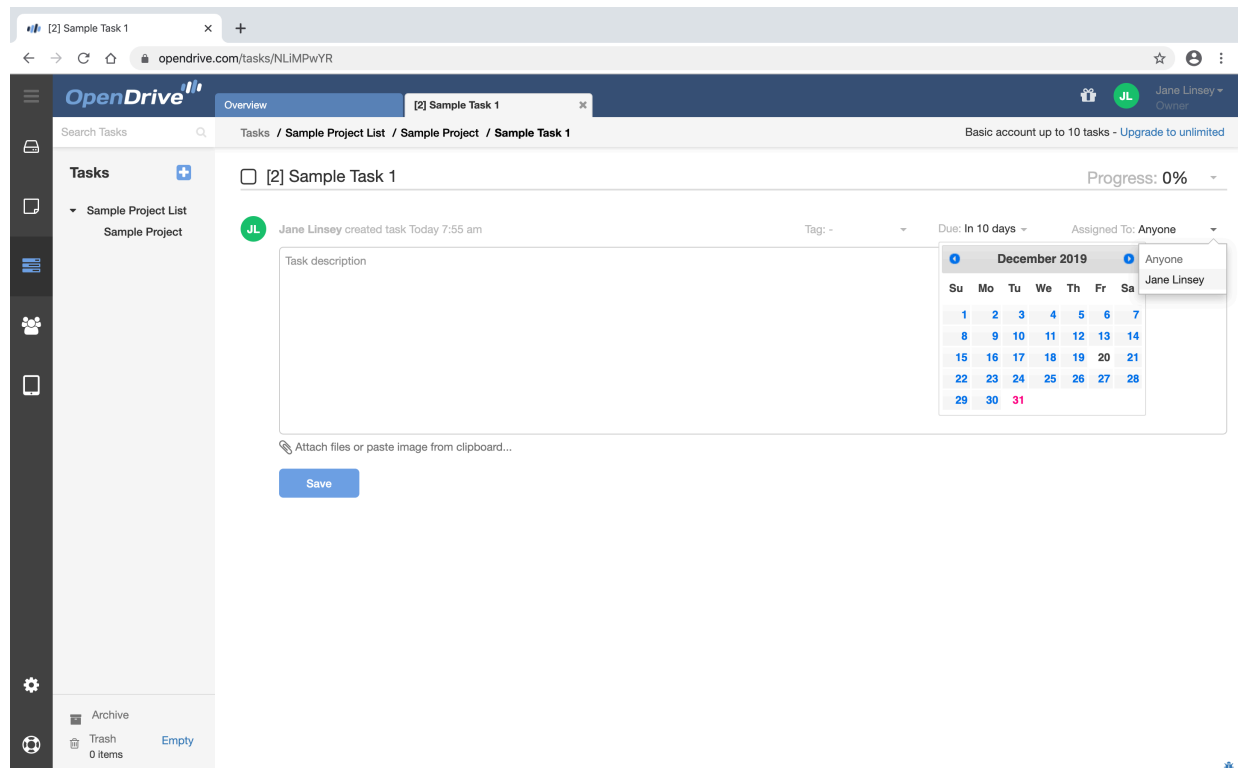
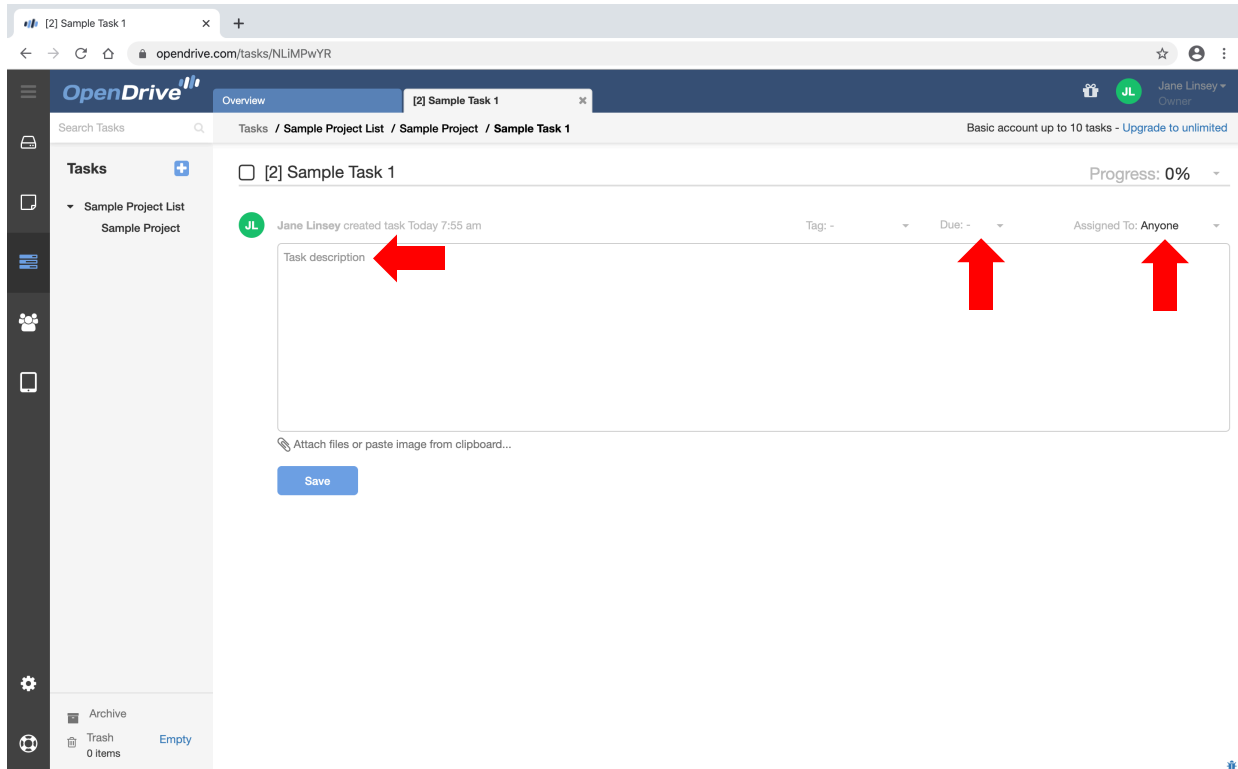
After the task list is created, new tasks can be added by clicking on the Plus icon. After typing in the task name, click on the task to open it.





## Tasks | Using Tasks

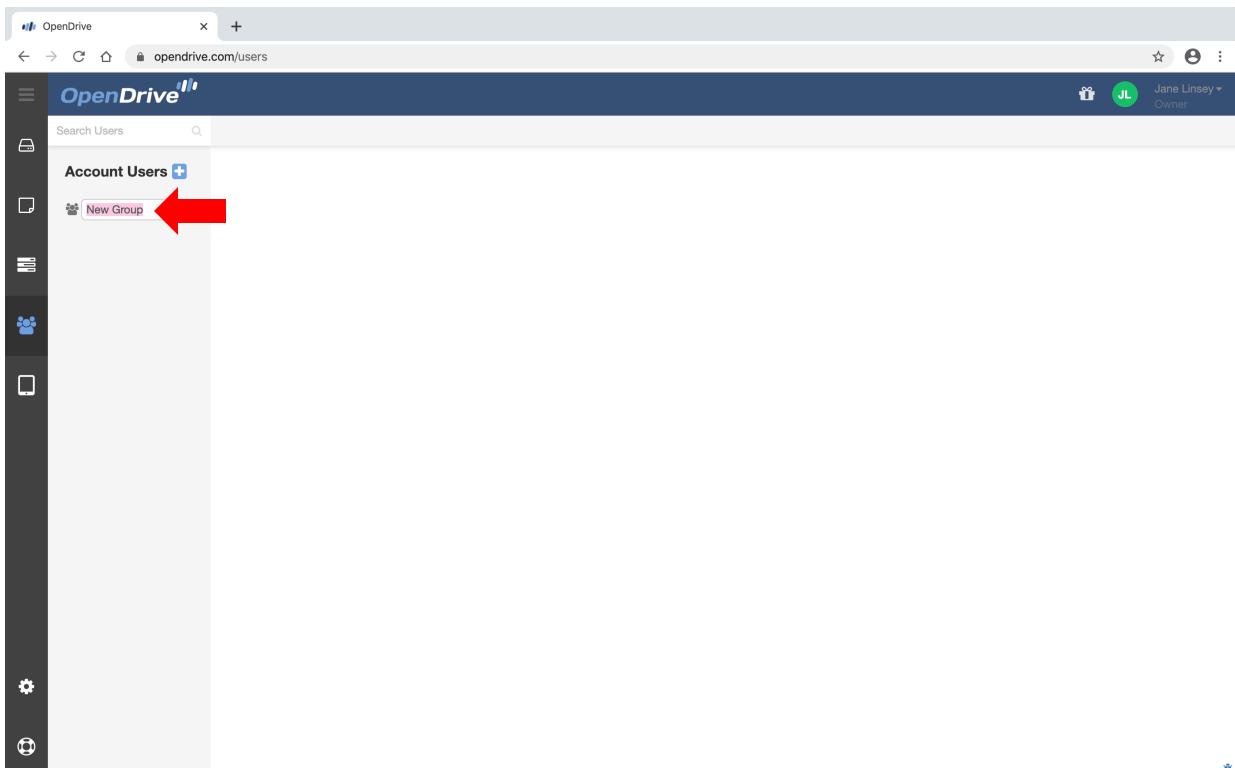
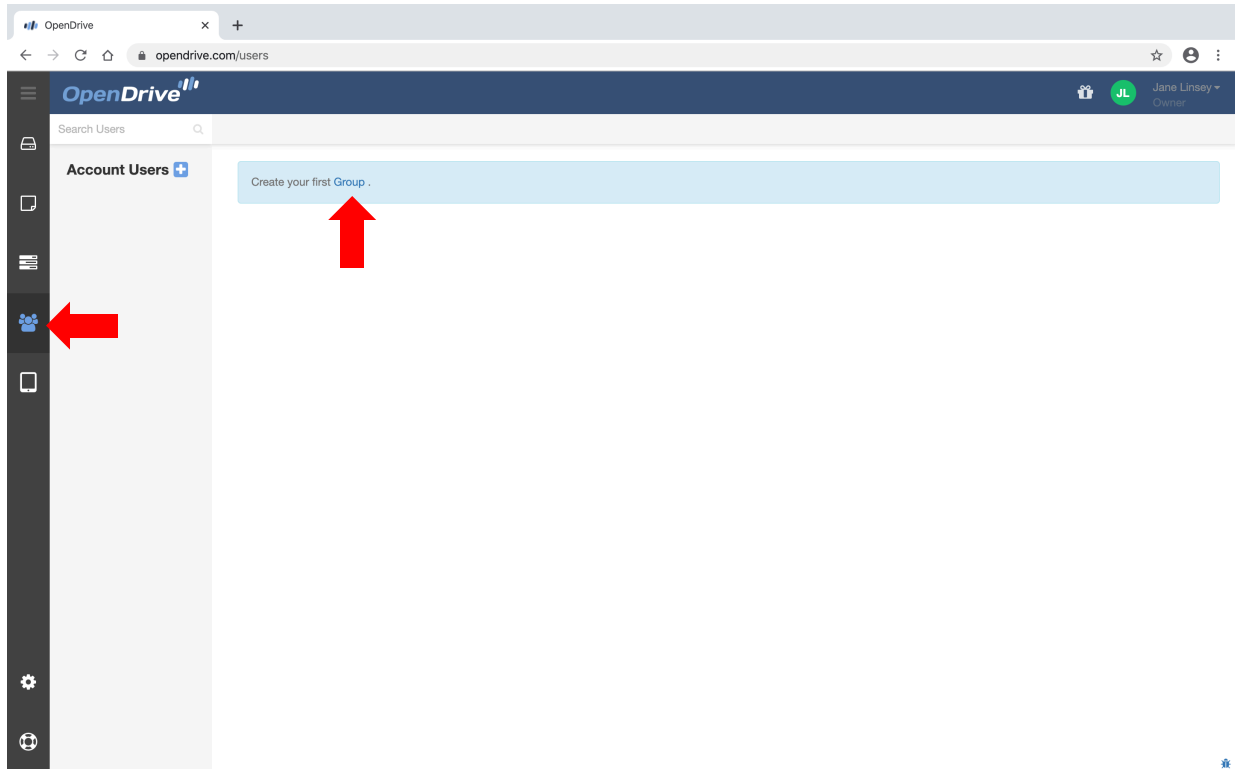
The task description can be added, a due date can be created, and the task can be assigned to any account user listed on the account.



## Account Users

The Users page can be accessed from the left pane by clicking on the “Group” icon, this page manages adding account users.

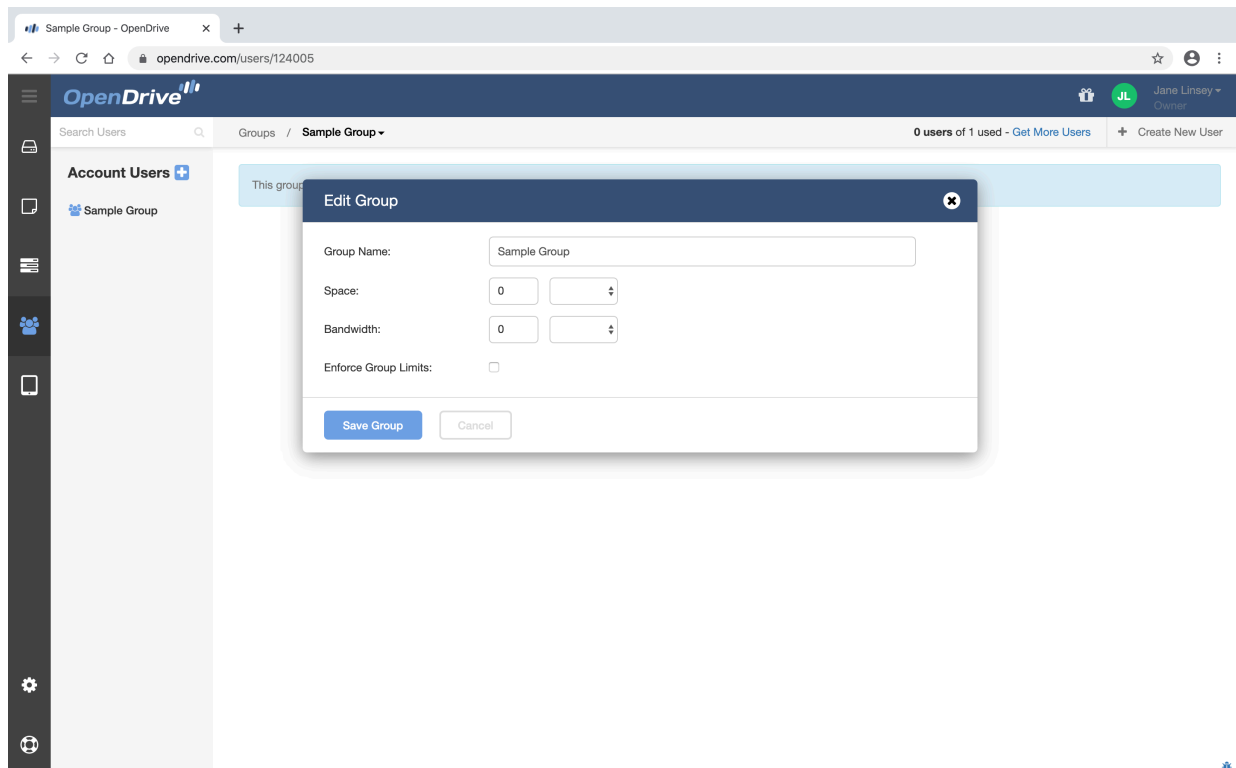
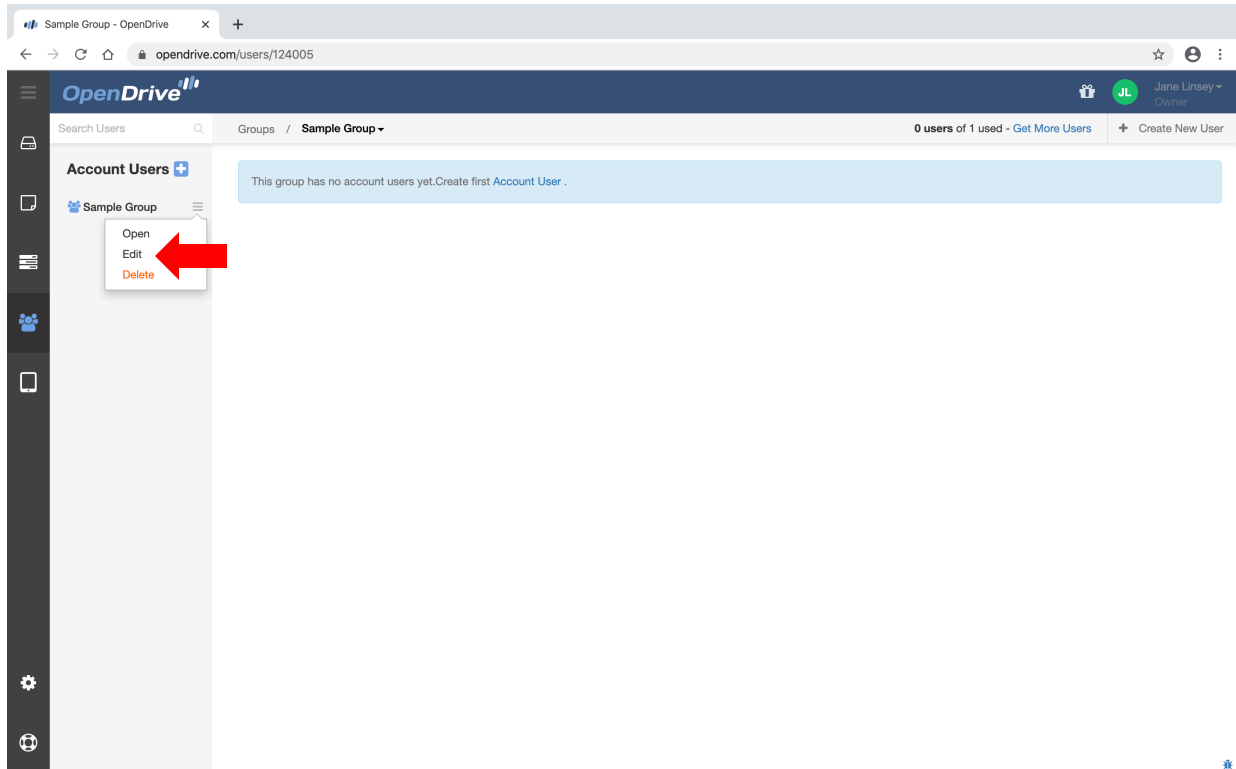
To get started with adding account users, the first step would be to create a Group. Click on either the Plus icon or the Group link to create a Group.



## Account Users | Edit a Group

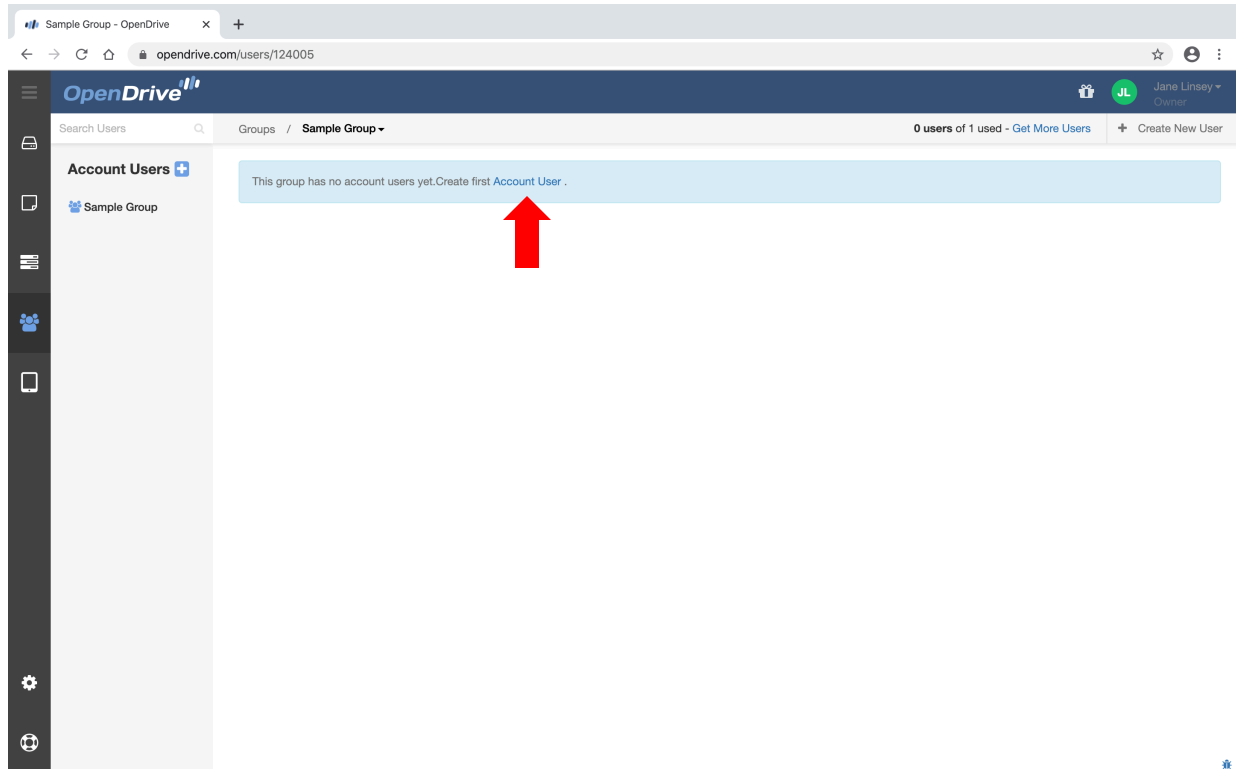
To edit the group name and settings, hover over the new group and click on the three lines icon to reveal the group menu. Select “Edit” to bring up the settings window.

Type in the group name, space and bandwidth allocation then hit “Save Group”.



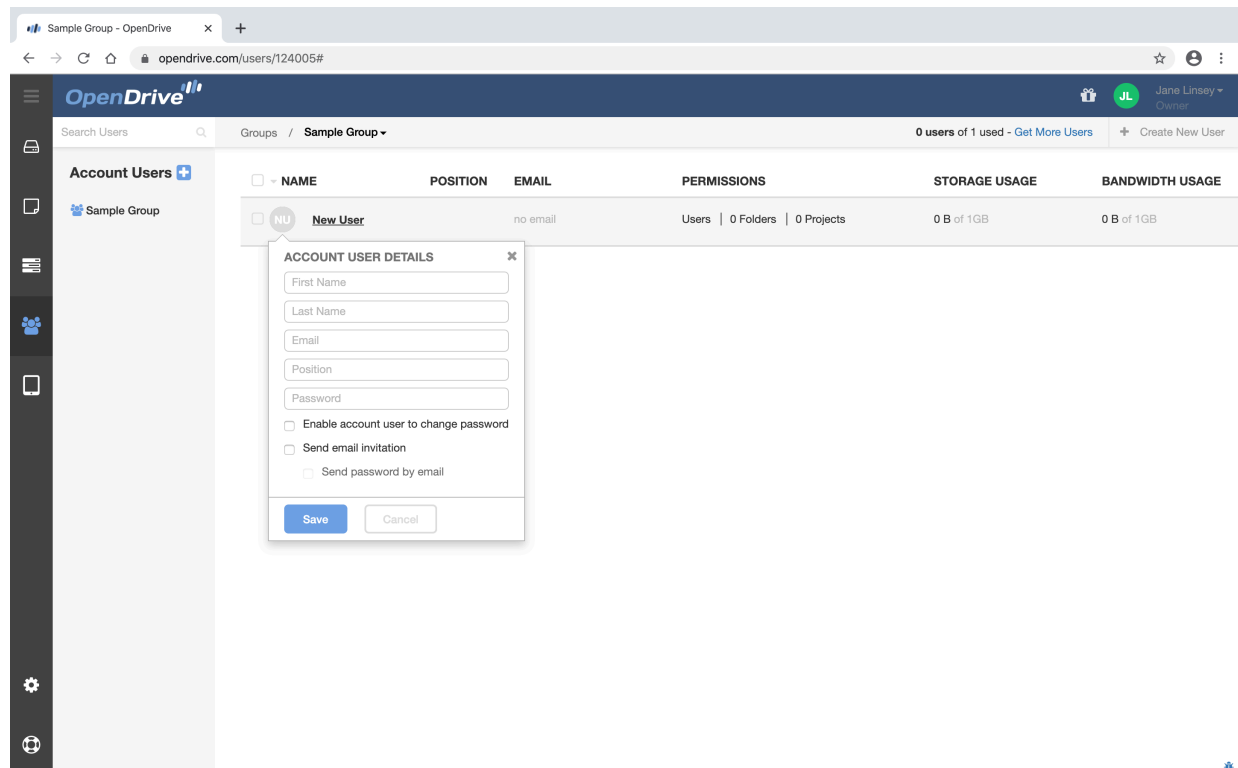
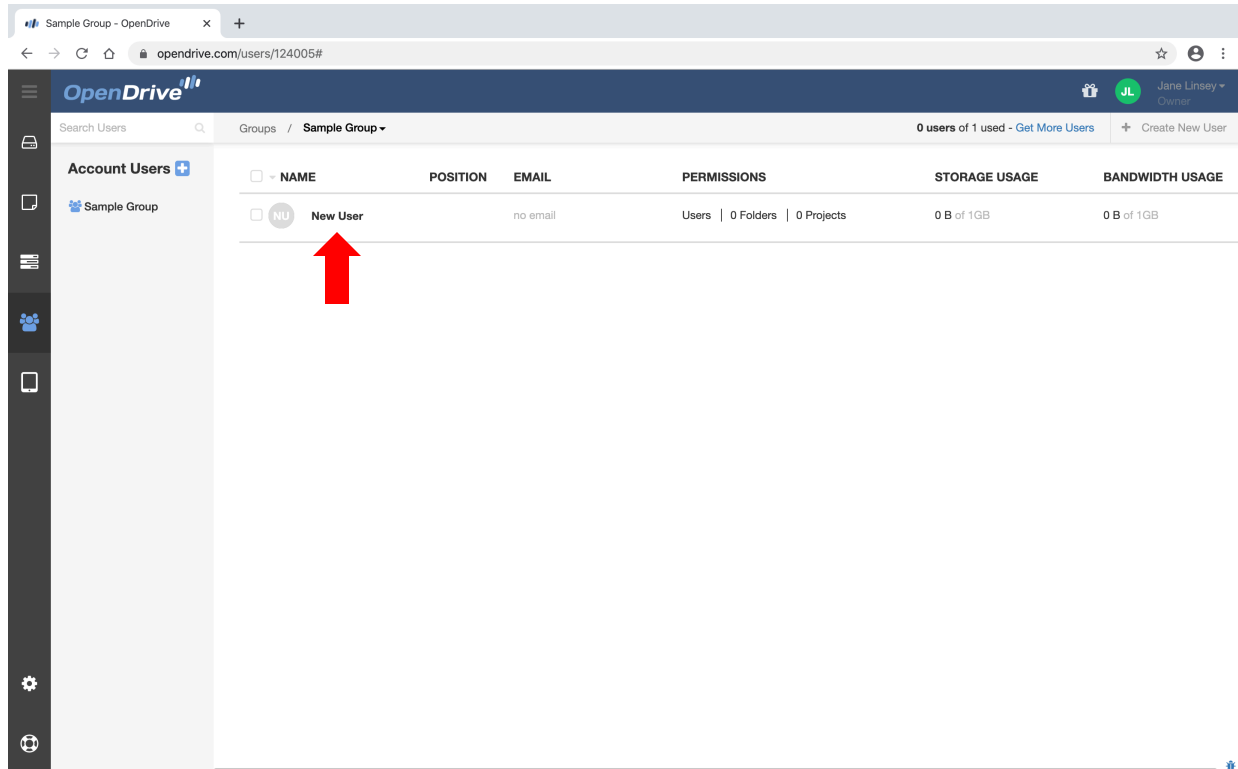
## Account Users | Add a User

After creating the group, the first user can now be added. Click on “Account User” to get started.



## Account Users | Account User Detail

A new user is then created. Click on “New User” to bring up the ACCOUNT USER DETAILS window then fill out the user information and save.



## Account Users | Folder Permissions

Folder permissions for a specific user can be managed under “PERMISSIONS”

Click on “Folders” to show the available folders on the directory that can be granted access permission on for the user. Select either “View” or “Edit” to grant access and “None” if removing access. Then click “Save”

The screenshot shows the OpenDrive web interface. The top navigation bar includes the OpenDrive logo, a search bar, and a user profile for Jane Linsey. The main content area displays a table of account users. The user 'Tess Huser' is selected, and a modal window titled 'FOLDER PERMISSIONS' is open. This modal contains a list of folders with their respective permissions set to 'None'. The 'Save' button is highlighted in blue.

NAME	POSITION	EMAIL	PERMISSIONS	STORAGE USAGE	BANDWIDTH USAGE
Tess Huser		tess.huser@gmail.com	Users   0 Folders   0 Projects	0 B of 1GB	0 B of 1GB

**FOLDER PERMISSIONS**

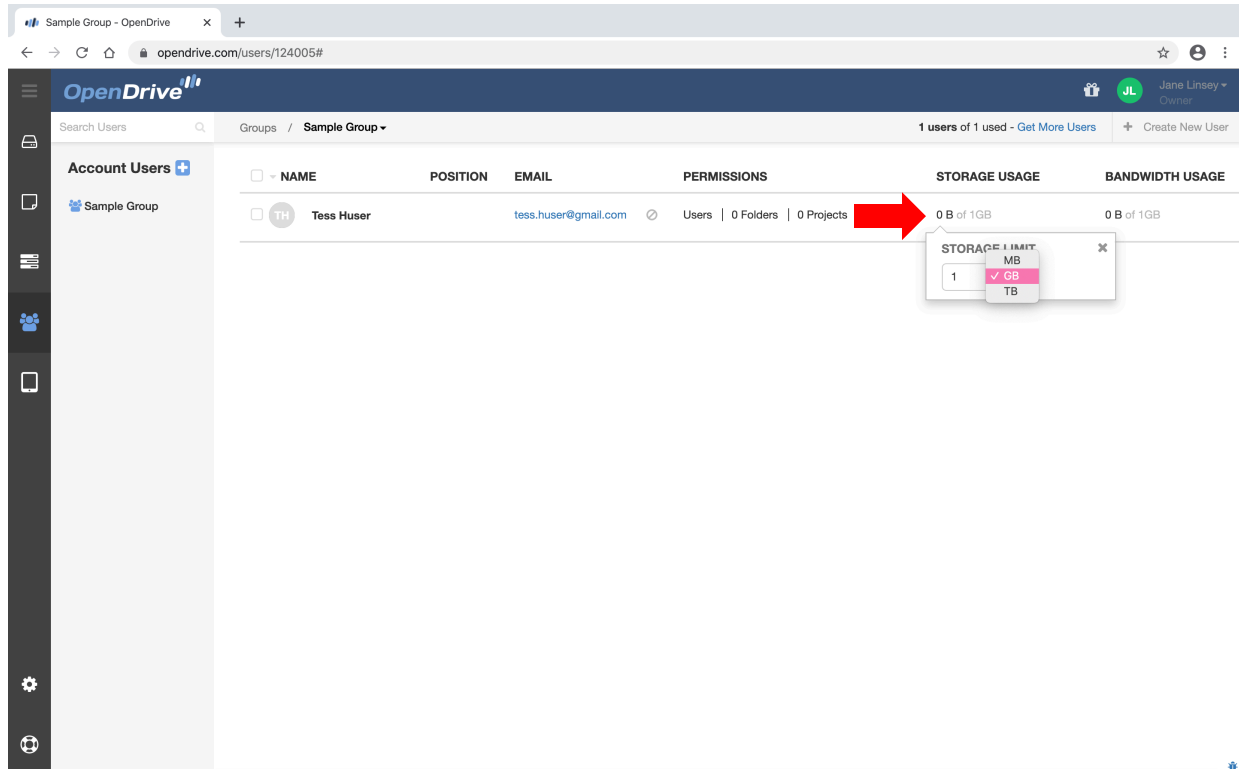
- None Documents
- None Music
- None Pictures
- None Public Folder

Save Cancel

## Account Users | Storage Usage

This is the total amount of data that the user can upload to the folders.

Type the preferred amount of storage on the blank field then select the unit (MB, GB or TB)

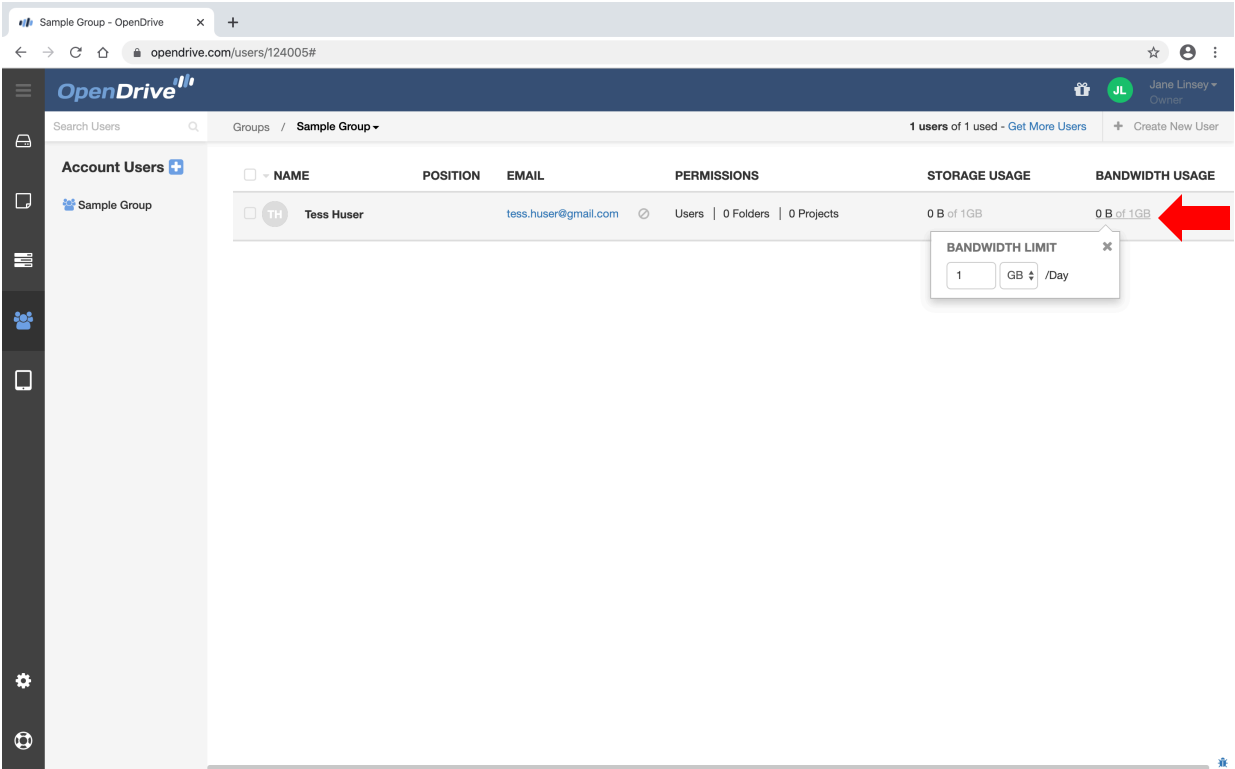


The screenshot shows the OpenDrive web interface. The top navigation bar includes the OpenDrive logo and a user profile for Jane Lindsey. The main content area is titled 'Account Users' and displays a table of users. The table has columns for NAME, POSITION, EMAIL, PERMISSIONS, STORAGE USAGE, and BANDWIDTH USAGE. A red arrow points to the 'STORAGE USAGE' column for the user 'Tess Huser', which currently shows '0 B of 1GB'. A dropdown menu is open, showing options for '1' unit, with 'GB' selected and highlighted in pink. The dropdown also lists 'MB' and 'TB'.

NAME	POSITION	EMAIL	PERMISSIONS	STORAGE USAGE	BANDWIDTH USAGE
Tess Huser		tess.huser@gmail.com	Users   0 Folders   0 Projects	0 B of 1GB	0 B of 1GB

# Account Users | Bandwidth Usage

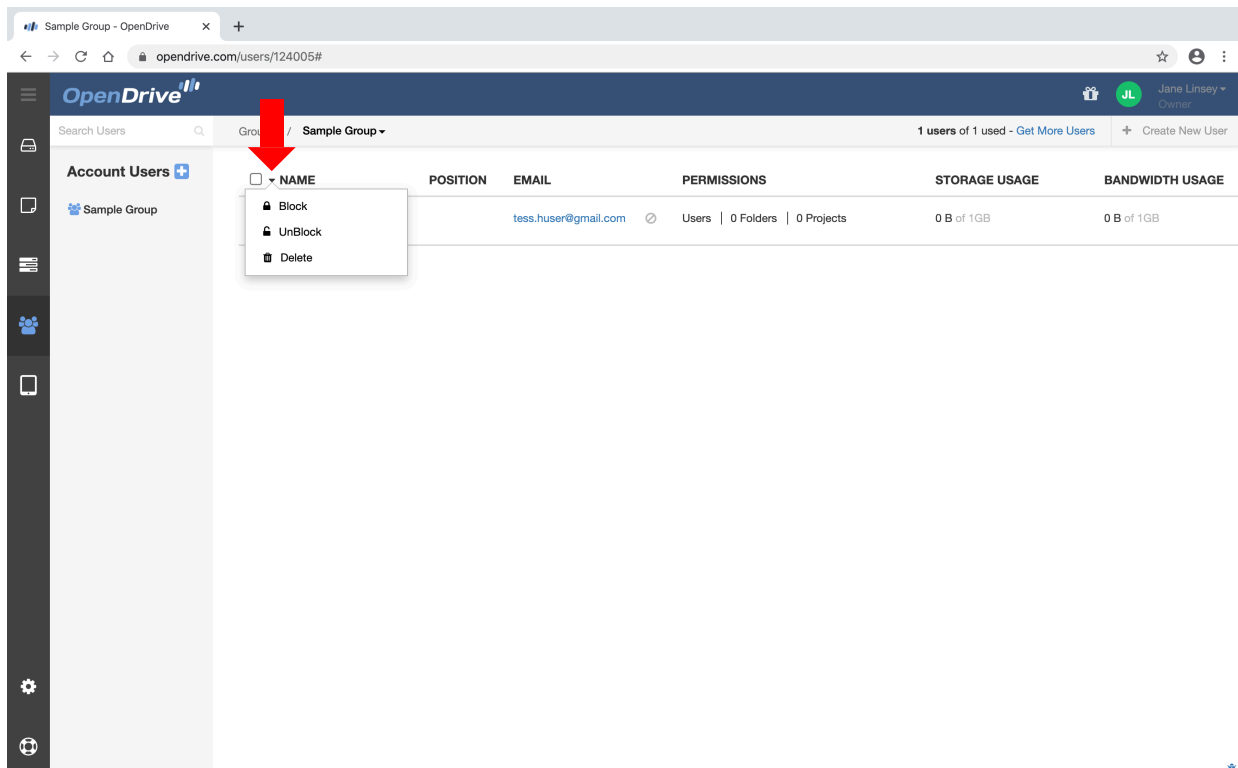
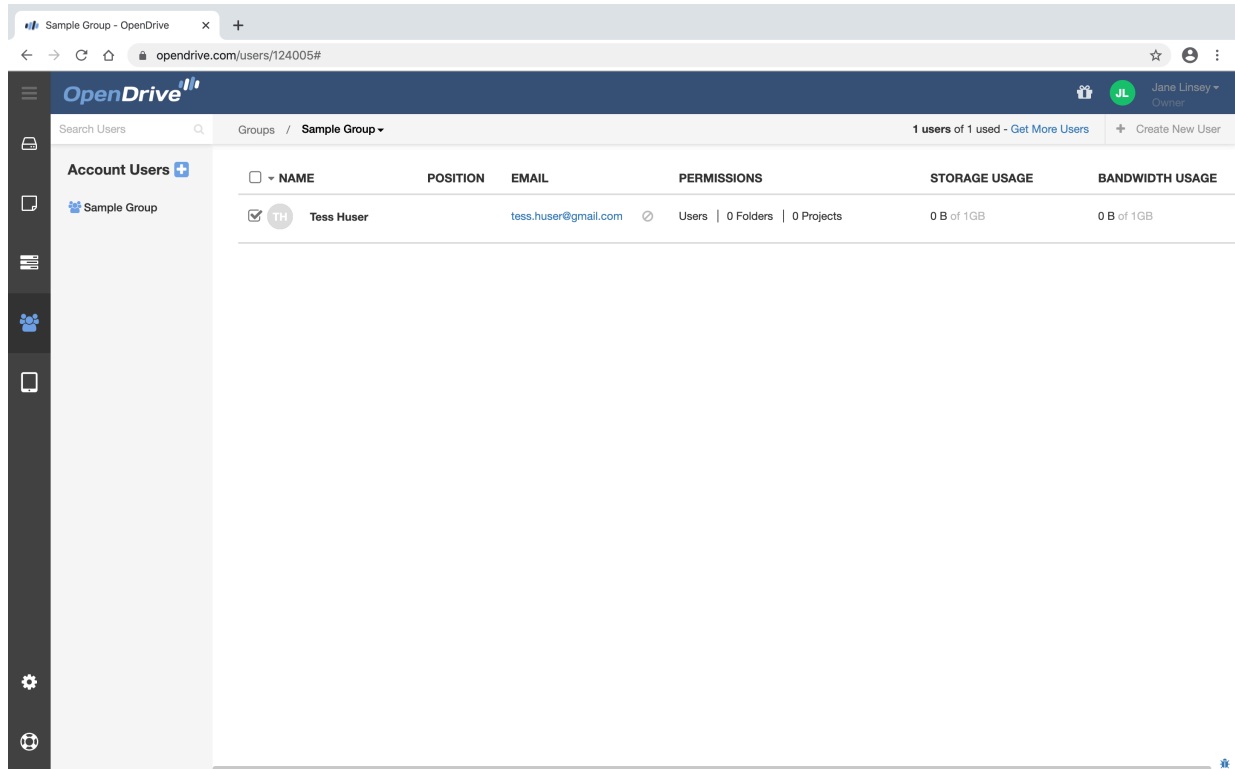
This represents the total amount of downloads that the user can do per day.





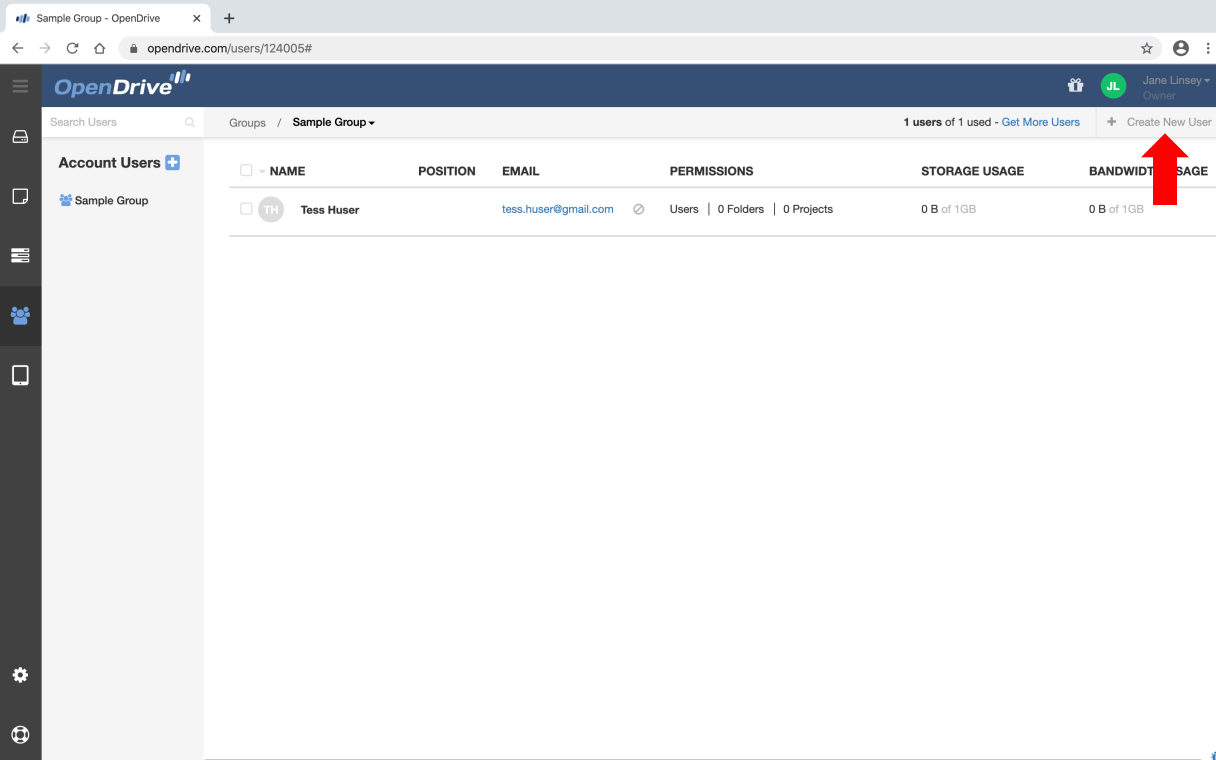
## Account Users | Delete a User

Select a user by clicking the check box to the left of the user's name. Hover over the arrow before the "NAME" heading to see the options to Delete, Block or Unblock the user.



## Account Users | Create More Users

To create more users, click on "Create New User" on the upper right corner of the page.



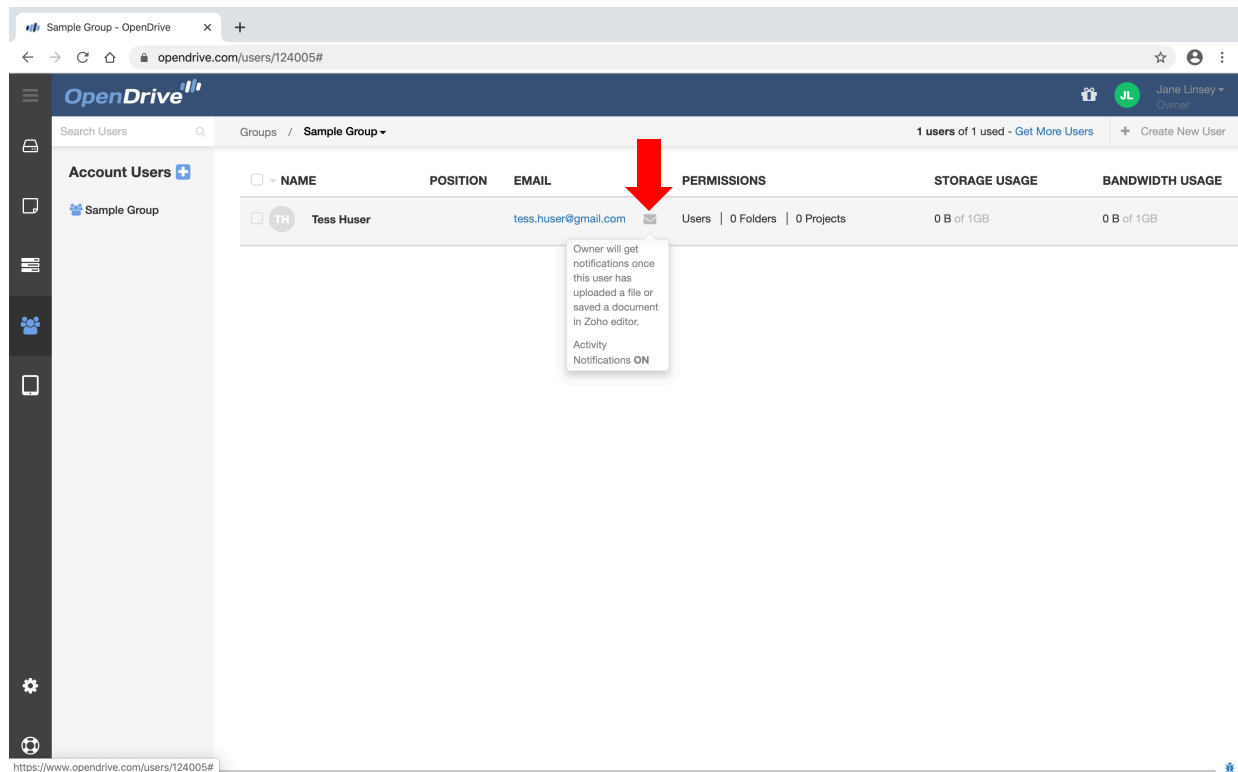
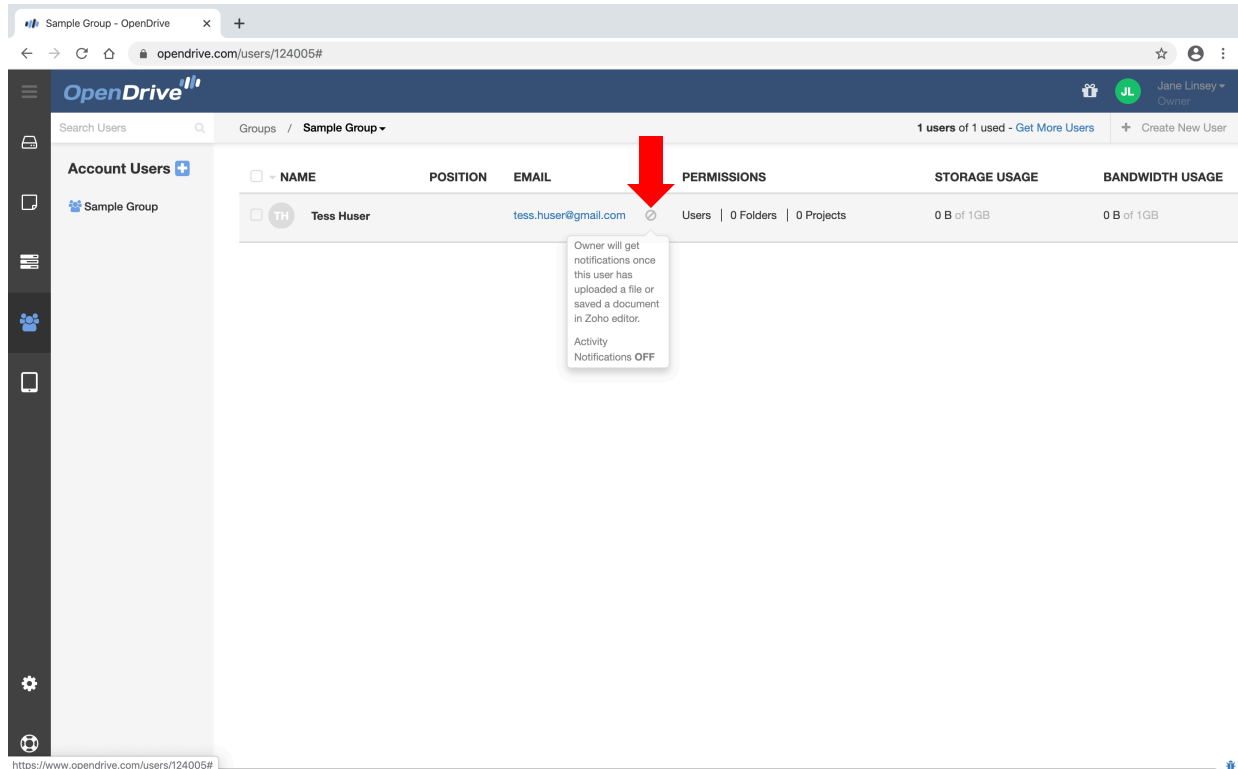
The screenshot shows the OpenDrive web browser interface. The top navigation bar includes the OpenDrive logo, a search bar, and a user profile for Jane Linsey. Below the navigation bar, the main content area is titled 'Account Users' and displays a table of users. A red arrow points to the 'Create New User' button in the top right corner of the page.

NAME	POSITION	EMAIL	PERMISSIONS	STORAGE USAGE	BANDWIDTH USAGE
TH Tess Huser		tess.huser@gmail.com	Users   0 Folders   0 Projects	0 B of 1GB	0 B of 1GB

## Account Users | User Activity Email Notifications

The account owner can receive email notifications whenever a user uploads or modified a file. The email icon next to the user's email indicates that this feature is active.

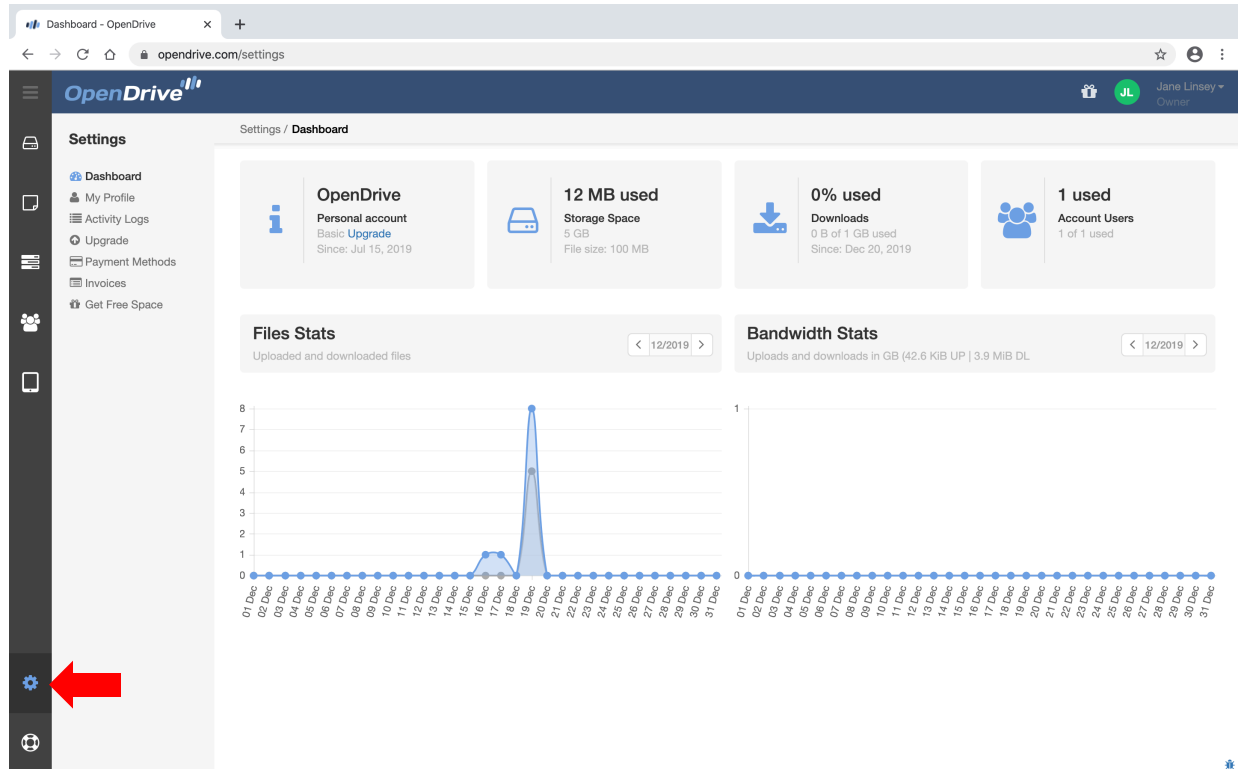
The email notifications can be turned off by clicking on the email icon directly. It will then turn into a circle with a line through it indicating that the notifications are turned off.



## Account Settings

The Account Settings is on the left pane at the bottom.

Options like Dashboard, Account Profile, Payment Methods, Invoices etc, are available under the Settings page



## Account Settings | My Profile

The Profile page shows basic account info that can be edited like name, company, phone and email. Features such as Daily Statistics (email notification showing total daily uploads and downloads) and File Versioning can also be activated on this page.

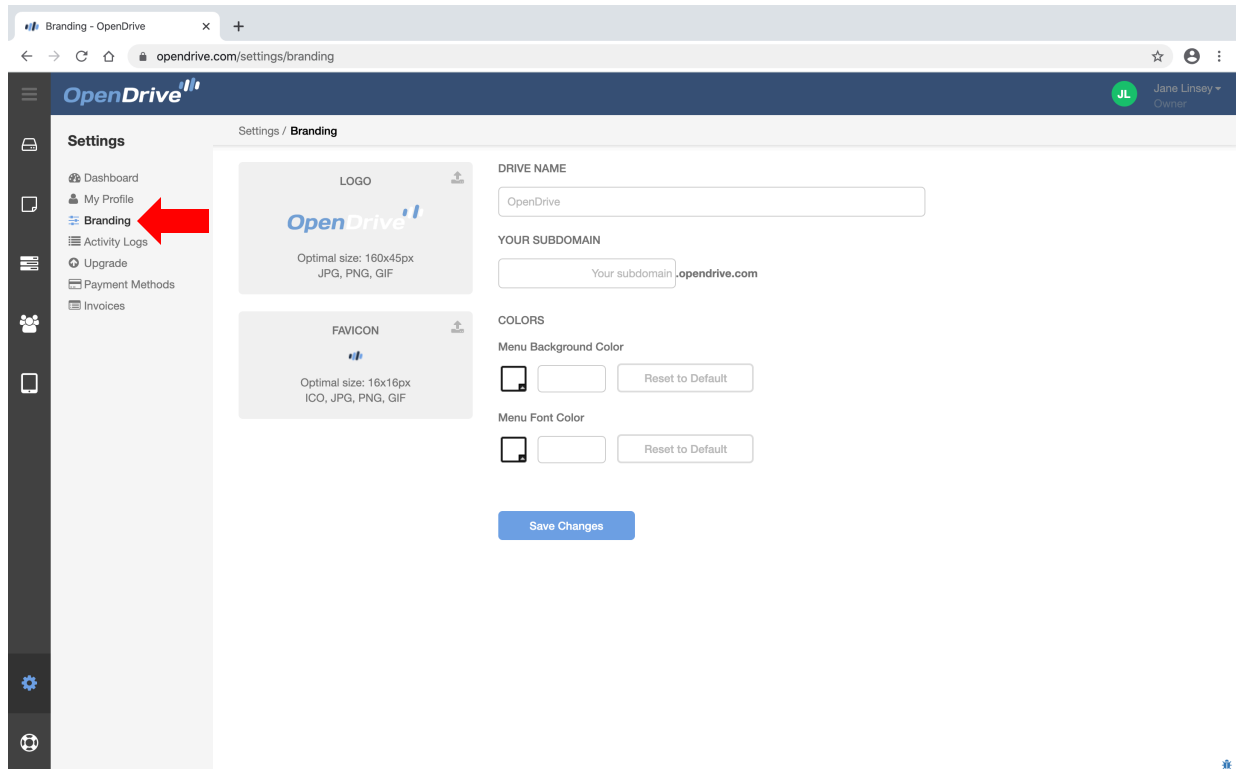
Email address and password can also be changed through this page.

The image displays two screenshots of the OpenDrive web browser interface, specifically the 'My Profile' settings page. The top screenshot shows the 'USER DETAILS' section, which includes fields for Name, Linsey, Company, Phone, Address 1, Address 2, and a time zone dropdown set to '(GMT-08:00) Pacific Time (US & Canada)'. There are checkboxes for 'Daily statistics' and 'File Versioning Upgrade' (checked), and a 'Max Versions' dropdown set to '5'. A 'Default File Permissions' dropdown is set to 'Hidden'. A 'Save Changes' button is visible. Below this is the 'EMAIL ADDRESS (USERNAME)' section with a field containing 'jane.linsey@yahoo.com' and a 'Get Verification Code' button. The bottom screenshot shows the 'PASSWORD' section with fields for 'Old Password', 'New Password', and 'Repeat Password', along with a 'Change Password' button. At the bottom, there is an 'AFFILIATE ID' section with a 'Get Affiliate Link' button. A red arrow in the top screenshot points to the 'My Profile' link in the left sidebar.

## Account Settings | Branding

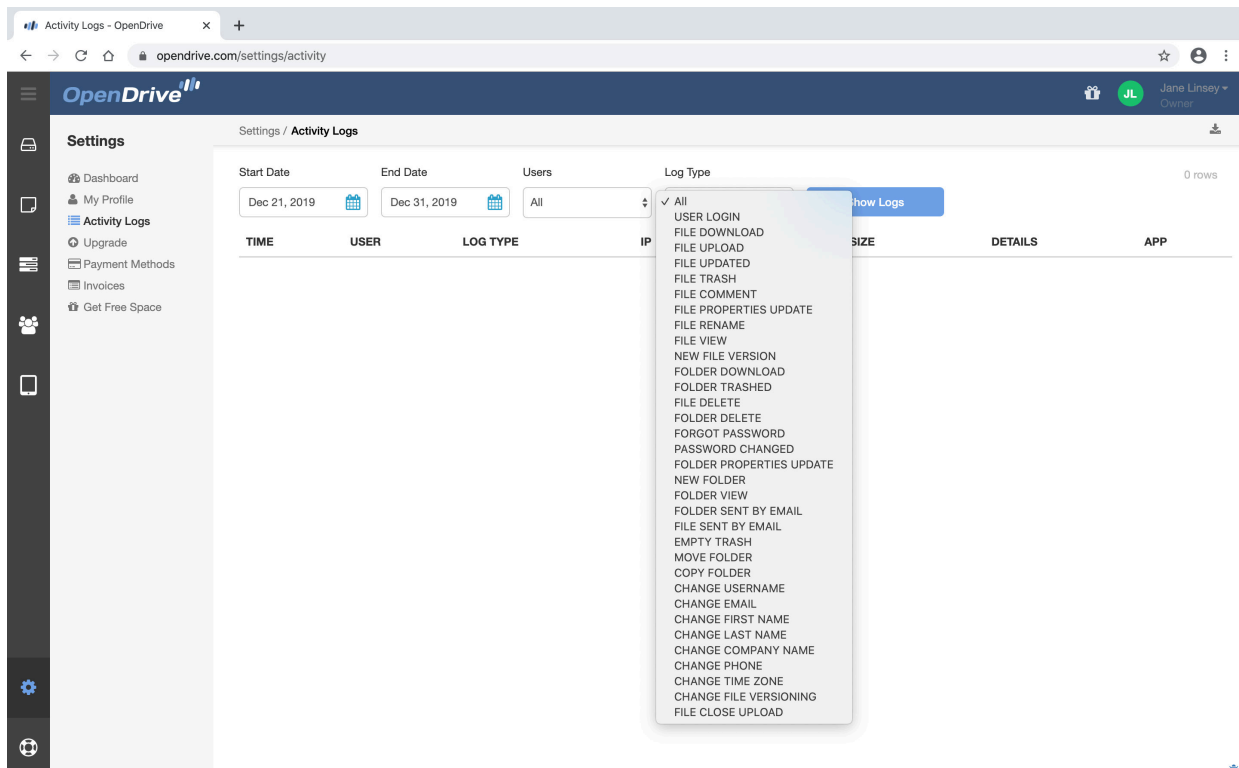
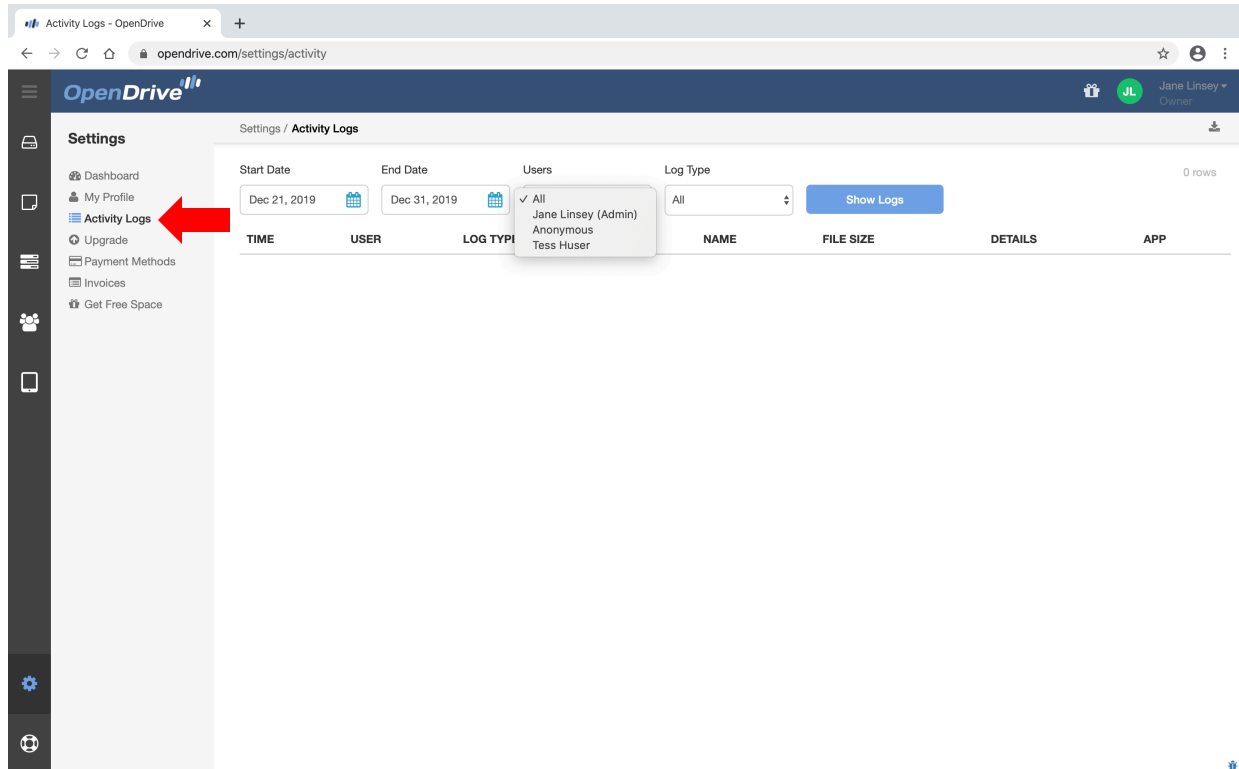
This option is available on Business accounts only. It allows a company brand to be visible when sharing content with external users.

Company logo and favicon can be uploaded by clicking on the upload button. Drive name (name that will show on the drive once the app is installed on a computer) can be added by simply typing in the name on the drive name field. Same thing goes with the subdomain.



## Account Settings | Activity Logs

Account activities can be tracked in the activity logs such as file uploads/downloads, user login etc and can be filtered by activity type, users, start date and end date.

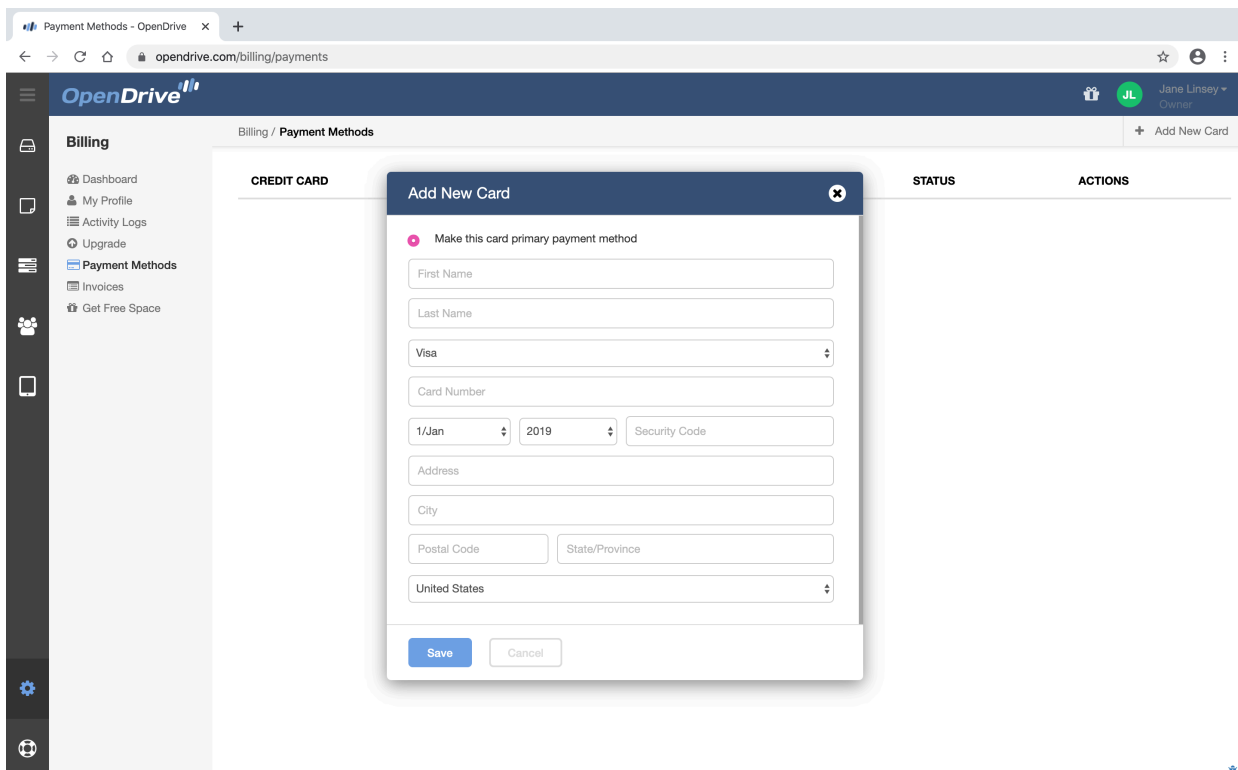
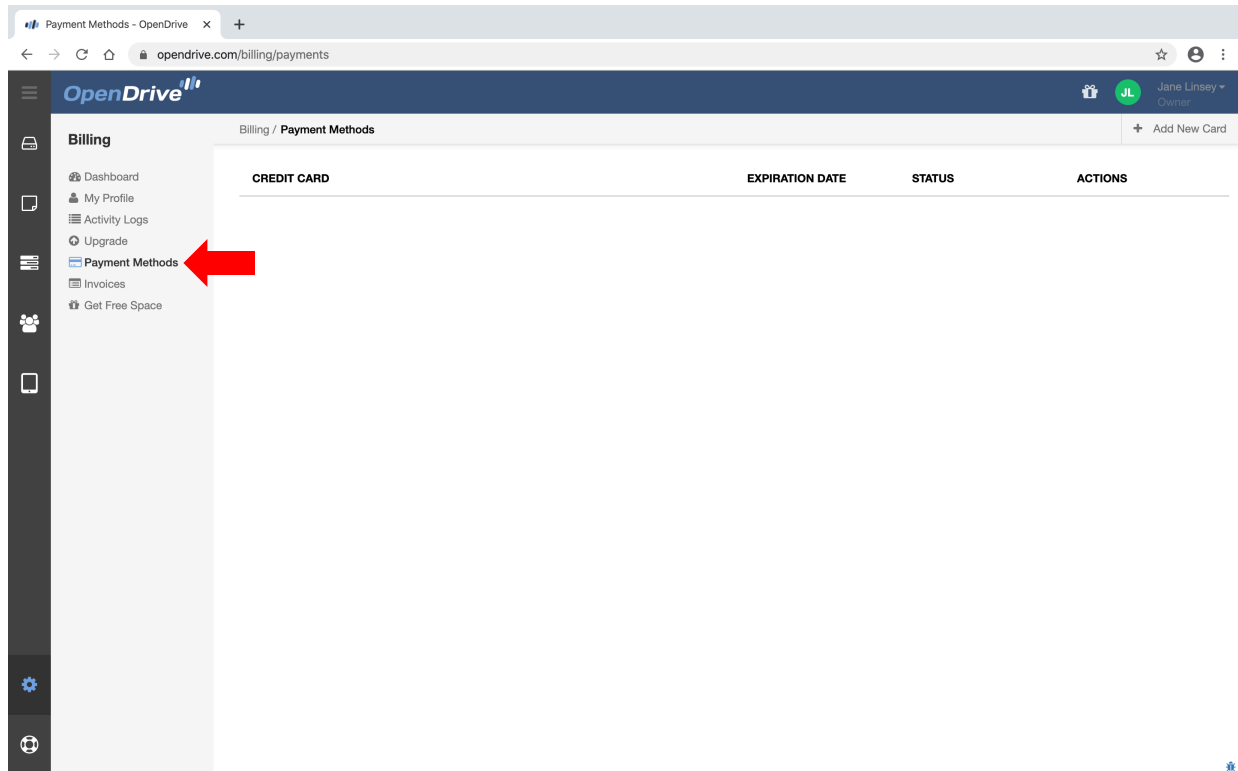


## Account Settings | Payment Method

Updating of an existing card or adding of a new card can be performed through the Payment Methods page.

An existing card can be edited by hitting on the edit option under ACTIONS.

A new card can also be added using the “Add New Card” option on the upper right corner of the page.



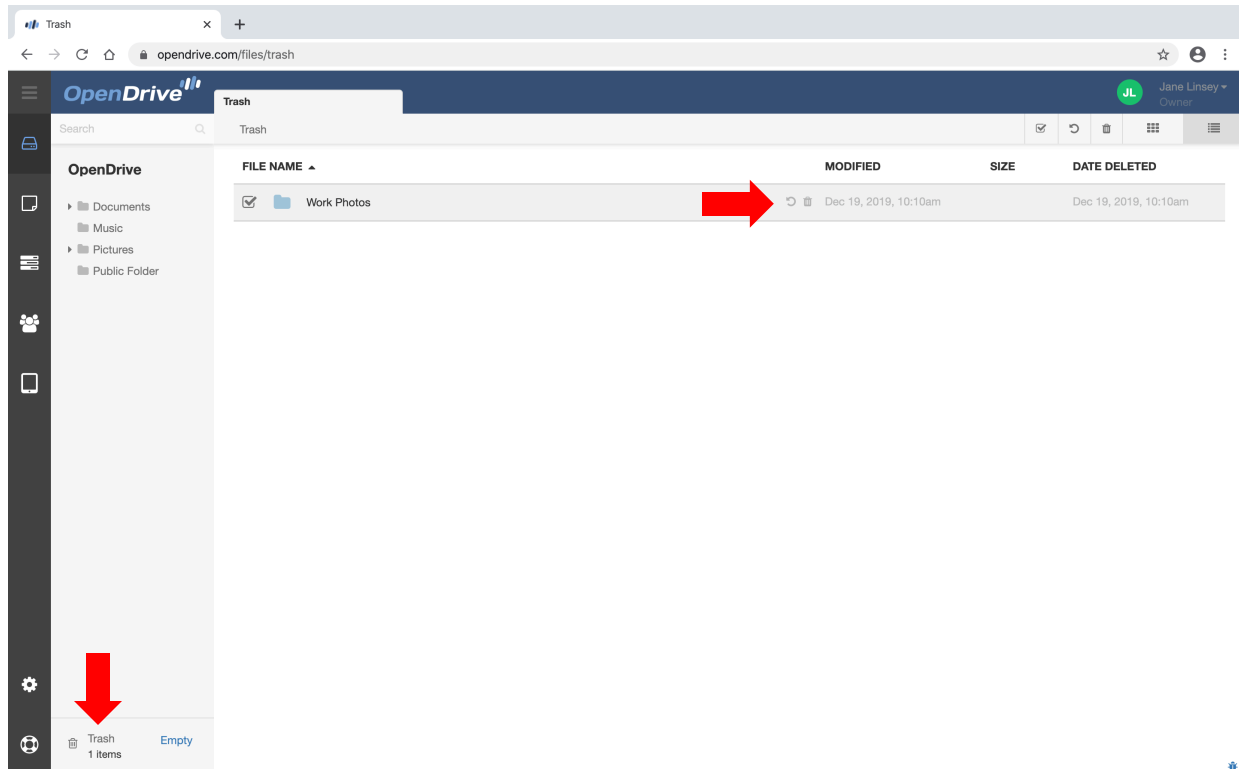


## Trash Folder

Deleted files are sent first to the Trash Folder and stays there for 90 days which gives the account owner time to decide whether to restore the files or permanently delete them.

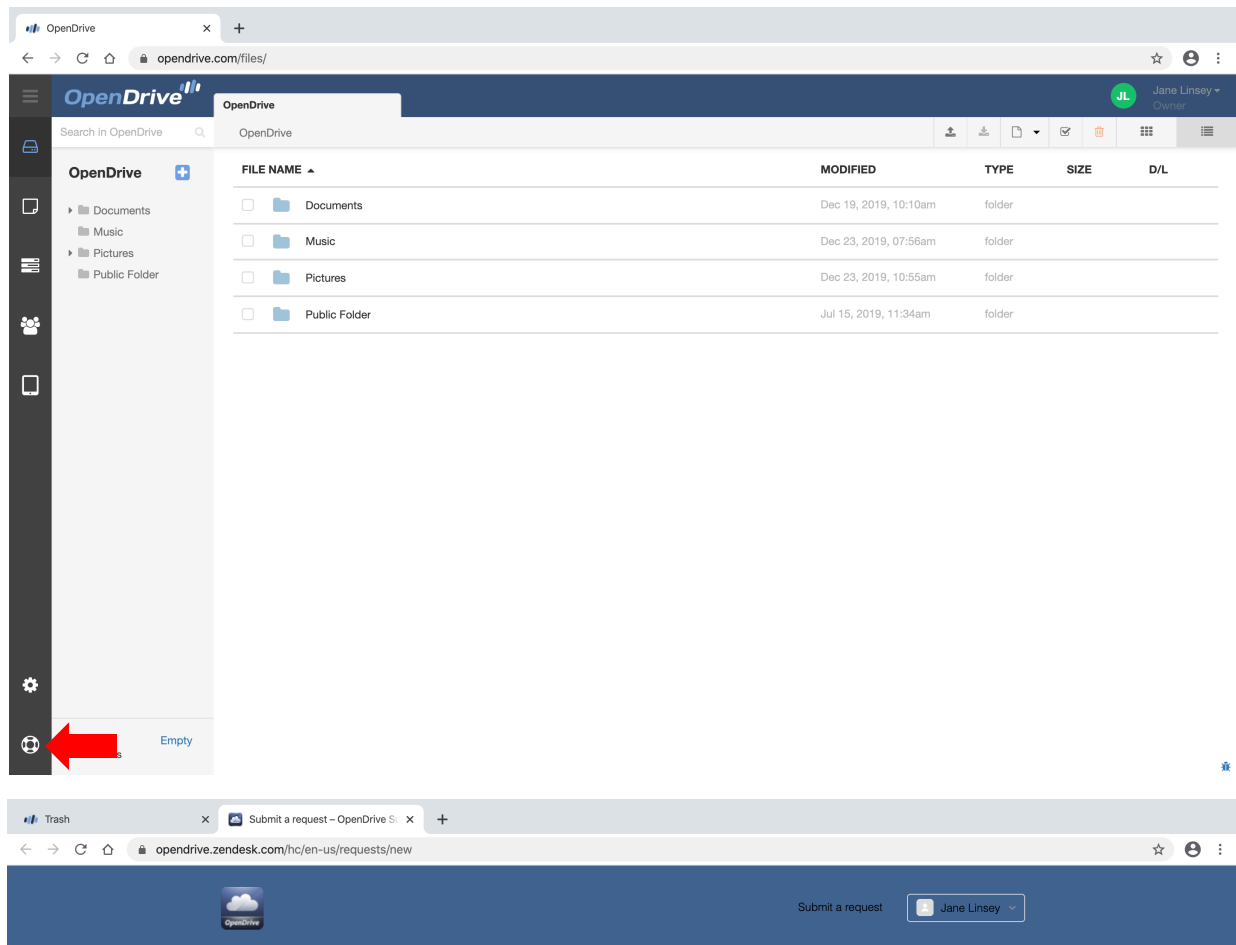
Select “Restore” to send the selected file back to its previous location.

Select “Delete” (Trash icon) to remove the file permanently and free up storage space.



## Access Support

The support form can be accessed by clicking on the support icon on the bottom of the left pane.



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