

Wrapsoody^{eCo}

v2.7

User Guide



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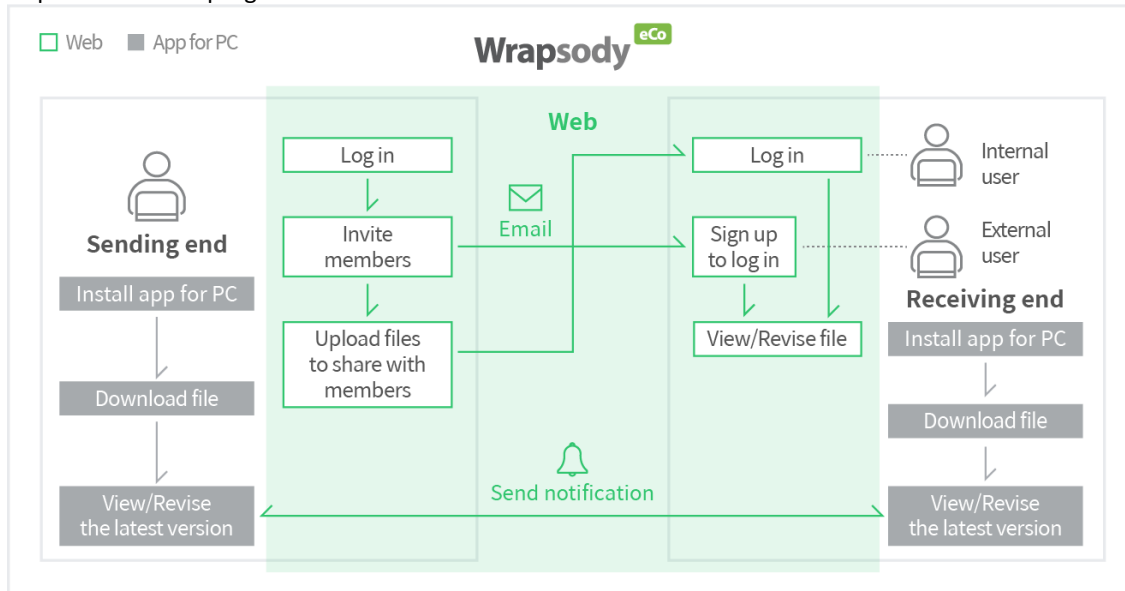
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Revisions

Date revised	Description
Aug. 24, 2018	v1.0 created.
Mar.15, 2019	Revised for v1.1 and v1.2. <ul style="list-style-type: none"> The send file feature added.
Jul. 12, 2019	Revised for v1.3. <ul style="list-style-type: none"> The online revising feature added. UI changed.
Sep. 6, 2019	Revised for v1.3.1. <ul style="list-style-type: none"> The Outlook add-in feature added.
Dec. 16, 2019	Revised for v1.4. <ul style="list-style-type: none"> Sharing (Uploading/Sending) files via Windows Explorer Copying files between the workgroups Creating a preview/download link for Wrapsody eCo files Creating a shortcut link to workgroup Sending a comment notification via email or push messages on their PC
Aug. 25, 2020	Revised for v1.4.1. <ul style="list-style-type: none"> Zoom meeting
Oct. 26, 2020	Revised for v1.5. <ul style="list-style-type: none"> Manual check-in/out Decryption download Transfer ownership View request
May 18, 2021	Revised for v1.6. <ul style="list-style-type: none"> Check-out in browser
Aug 31, 2021	Revised for v2.0. <ul style="list-style-type: none"> UI changed.
Nov 22, 2021	Revised for v2.2. <ul style="list-style-type: none"> Client: UI changed. Web: Chat tab added.
Jan 25, 2022	Revised for v2.3. <ul style="list-style-type: none"> Workgroup folder Enhanced security: view period, view limit setting
Mar 25, 2022	Revised for v2.4. <ul style="list-style-type: none"> Collaborate on files
Oct. 24, 2023	Revised for v2.5. <ul style="list-style-type: none"> UI changed (Section name "Sent" changed to My Space). Content related to "Wrapsody eCo Connector" removed.
Mar. 29, 2024	Revised for v2.6. <ul style="list-style-type: none"> Documentation structure improved. AI document analysis feature added. Chat history added in Log. Notification Center UI improved.
Dec. 9, 2024	Revised for v2.7. <ul style="list-style-type: none"> Overall UX/UI enhanced. UX/UI for creating workgroups enhanced. UX/UI for workgroup permission settings enhanced. <ul style="list-style-type: none"> - File security features and usage restriction features added. UI changed (Menu name: My Space -> My Inbox)

Get started with Wapsody eCo

Organizations engaged in extensive external collaboration need a clear overview of their project flow, ensuring shared files with team members are up-to-date and securely managed. Wapsody eCo fulfills these needs and surpasses traditional, inefficient, and insecure file-sharing models by consolidating various channels and systems into a single communication channel, streamlining the process. It provides a fast and lightweight web interface that doesn't usually require additional program installation.



Get the most out of Wapsody eCo!

Q1: Did you sign up for Wapsody eCo for the first time in an email invitation from a project team member?

A: Visit the workgroup where your project team members are, see the project history, and [view and use the project files](#).

Q2: What are the benefits of using Wapsody eCo?

A: Numerous decisions are made and changed once a project begins. In the past, whenever there is a change made to a file, one would generally update it and send the updated version to relevant staff members by email. However, this process is not only repetitive and cumbersome, but also inefficient in many ways, as one could send the wrong version of the file or omit a recipient.

With Wapsody eCo, any changes made to a shared file from individual PCs are synchronized with the server so that when an authorized user opens the file, it is automatically updated without needing to be re-sent after every revision. Users can check the latest versions of files using web browsers without additional software installation, repetitive downloads, and sign ups, which saves time for checking the revisions. File usage permissions can be granted by file or by user, preventing information leakage and other security issues.

Q3: How can I share files?

A: There are various ways to share files on Wapsody eCo. You can [upload files to workgroups](#) created for each project, [send files to individual users](#) even if they are not members of the workgroup, and [share file links](#) with users who have permissions for the files.

Q4: What is the purpose of creating a workgroup, and how can I create one?


A: Not only can you easily share project files with the project team members, but you can also communicate with them through one channel of Wapsody eCo without switching to other channels such as phone calls or messenger programs. In addition, all the comments exchanged among the members will be kept even after the project is completed so that they can be managed as project deliverables. To create a workgroup, see [Create workgroups](#).

Q5: How can I view my most recently updated files?


A: When a user edits and checks in a file, it is saved as a new version on the server. If the file is stored on the user's local

PC, they can opt to open the latest version when running the file. On the Workgroup **File** tab of the Wrapsody eCo website, users can check the **Last update** date and version information for each file.

Q6: How can I access previous versions of files?

Each time a Wrapsody eCo file is revised, the modifications are saved on the server, so when you need to check the contents of the previous version, you can [download the required version](#). To download the previous version, select the workgroup and go to the **File** tab. Click on the desired file to view its [Details](#) in the right pane. Then scroll down to **File history**. Hover your mouse over the specific version you want to download. Then click on the Download icon  of the desired version to download.

Q7: How can I prevent other users from printing, screen capturing, and copying or pasting text?

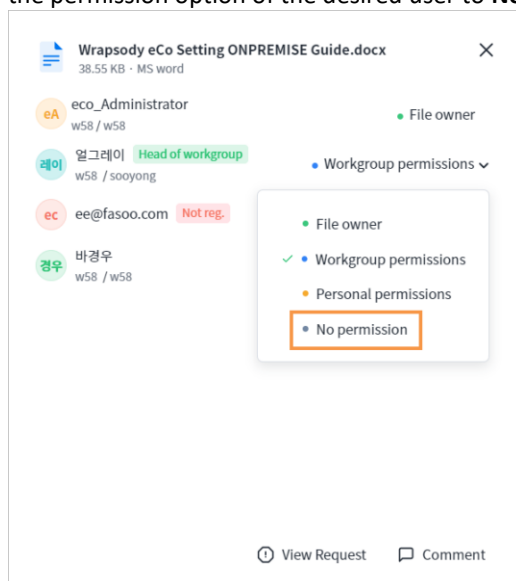
A: Wrapsody eCo provides precise control over viewer actions when using files. To [control workgroup permissions at a granular level](#), click on the **Workgroup Details** icon  to the right of the workgroup name to open the **Workgroup Details** dialog box. Here, in the **Workgroup Permissions** tab, enable file downloads, check the **Protect (File encryption)** option, and select **Don't allow** for permissions you want to restrict for users (e.g., **Print**, **Screen capture**, **Copy file text**). Additionally, you can [assign different permissions to individual members for specific files](#).

Q8: How can I grant different permissions for certain files to project team members?

A: There are situations where specific permissions must be assigned to individual members within a workgroup based on the file's security level or the member's responsibilities. Wrapsody eCo's customization empowers the workgroup head to tailor view and download permissions for each file to individual members. To set permissions for a specific file to different users, hover your mouse over the desired file in the **File** tab and click the More icon ******* > **File Permissions**. When you see the list of users for the file, change the permission option of the desired user to Personal permissions. Once the list of users for that file appears, you can modify permissions by clicking on the current permission of the user whose access you wish to modify. You can either select **Personal permissions** to modify or choose **No permission** to revoke access entirely. You can also [set permissions for each user on a per-file basis](#) in **My Inbox** as well.

Q9: I no longer need to keep a file shared. Can I revoke the granted permissions for that shared file?

A: Absolutely, you can safeguard your organization's intellectual assets even after a project concludes by revoking permissions for shared files. To revoke permissions for a specific file from different users, hover your mouse over the desired file in the **File** tab and click More button ******* > **File Permissions**. When you see the list of users for the file, change the permission option of the desired user to **No permission**.



Q10: What are the privileges of file owners, and can their roles be altered or transferred?

File owners in Wrapsody eCo are users who initially uploaded or sent the files. They have the authority to grant permissions to new file users and modify the permissions previously assigned. For files shared to a workgroup, the head of the workgroup can [change the file owner to a different member](#).

Q11: How can I communicate with project members?

In Wrapsody eCo, communication options include [leaving comments on files](#), [chatting](#), and [sending view alerts](#). The file commenting feature notifies users who share the same file, regardless of their workgroup membership, about changes made to the file. Leaving version-specific comments facilitates easy tracking of changes across versions. Additionally, each workgroup has its own chat rooms, allowing members to exchange messages conveniently. However, please be aware that chat functionality may be limited depending on the subscription plan. Additionally, utilizing the view request feature after file modifications makes it easy to prompt other users to review the file.

Q12: What are the main differences between Wrapsody eCo and Wrapsody eCo Cloud?

Features	Wrapsody eCo	Wrapsody eCo Cloud
Maximum attachment size	Changeable	200 MB
Linking with an MS 365 account	Consult with the representative.	Link instantly.

Key features

Easy file sharing and version control

This innovative collaboration platform empowers project teams to effortlessly form workgroups and communicate, regardless of their affiliations. When files are shared via Wrapsody eCo, its auto-synchronization feature automatically updates all shared files, including those saved on individual PCs. This eliminates the need to send updated files via email after each revision, streamlining the collaborative process.

Precise permission management tailored to files and users

Wrapsody eCo offers detailed file management, allowing precise assignment of varied permissions to individual users. It provides robust protection for shared file content, giving control over actions like printing, copying, and pasting. Additionally, permissions can be revoked after project completion, ensuring enhanced security.

Seamless project management

Internal and external users are seamlessly organized into workgroups, enabling smooth communication. Workgroup activities, such as file creation, revision, or deletion, as well as exchanged messages, are meticulously recorded and easily accessible. All project communication takes place within a unified platform, providing members with a comprehensive view of the project workflow.

Effective management of project deliverables as valuable assets

Wrapsody eCo preserves all project-related records, including comments and deliverables. This capability enables organizations to effectively manage their intangible assets even after project completion, ensuring valuable information is not lost.

Preventing security incidents, ensuring data integrity

All files shared via Wrapsody eCo are encrypted and stored and distributed securely to prevent security incidents. By encrypting all shared files and integrating multiple channels into one, Wrapsody eCo effectively safeguards against data breaches and security risks, ensuring the integrity of shared information.

Terminology

Protect (File encryption): The process of converting a plain file into a Wrapsody eCo file. When a user uploads or sends a file via Wrapsody eCo, the file is uploaded to the Wrapsody eCo server and converted into a Wrapsody eCo file. Files with unsupported extensions for wrapping will be uploaded in their original format. (Supported extensions: doc, docx, xls,xlsx, ppt, pptx, txt, hwp, and pdf)

Wrapping: The process of encrypting a plain file into a Wrapsody eCo file.

Wrapsody eCo file: A file uploaded to the Wrapsody eCo server and converted into a Wrapsody eCo file. All derivative versions of the Wrapsody eCo files and the version history are stored on the Wrapsody eCo server. When a user edits and checks in a Wrapsody eCo file, the file on the server is updated to the latest version. This ensures that other file sharers can always Go to most recent version.

Upload File: To share files with workgroup members by uploading files to your workgroup.

Share: To share a file, either by uploading it to the server or sending it to collaborators.

File owner: The user who initially uploaded or sent a file. A file owner can grant or revoke permissions for files to or from users. The owner of files shared within a workgroup can be changed to a different member by the head of the workgroup.

Workgroup: A group of users collaborating on the same project. You can create a workgroup and invite other project members. A workgroup consists of the head and members.

Head of workgroup: The user who initially created a workgroup. The head of a workgroup can be changed by the Wrapsody eCo administrator. The head can set default workgroup permissions for the files shared within the group, which are uniformly applied to all members.

Workgroup member: Users involved in a shared project. Employees within an organization can become members by addition, while external users must sign up via an email invitation.

Workgroup permission: The default permissions for a workgroup. The default permissions for files uploaded to a workgroup are granted to all members unless modified by the head of the workgroup.

Internal user: All Wrapsody eCo users within the organization.

External user: Wrapsody eCo users outside the organization who collaborate with the organization using Wrapsody eCo.

Recipient: A user who receives files through the file sending feature in My Inbox. File permissions for the file can be defined for individual users when sending the file.

View: Only users with View permissions can open Wrapsody eCo files. Users with View permissions can open Wrapsody eCo files in read-only mode.

Edit (Revise): Edit in Wrapsody eCo is the process of modifying Wrapsody eCo files and registering them as new versions on the server.

Unwrap: The process of reverting a Wrapsody eCo file back to its original plain state before downloading it.

Wrapsody eCo client: A program installed on the user's PC that allows modification of Wrapsody eCo files using their native applications (e.g., MS Word program for MS Word files) and sharing the latest version with other users.

Web editor: Content editing tool used to revise files online.

File ID: Every Wrapsody eCo file has a unique syncing ID. Files with the same file ID are recognized as a single file on the Wrapsody eCo server, and may exist in multiple paths on the user's local PC. Since they share the same synchronization ID, the file stays up to date regardless of its storage location.

Guide set

Wrapsody eCo Admin Guide: A guide for administrators within an organization that has adopted Wrapsody eCo. It provides instructions on how to manage Wrapsody eCo, including organization and administration settings, the deletion of workgroups, etc.

Wrapsody eCo User Guide: A guide for Wrapsody eCo users. It explains how to use Wrapsody eCo for effective collaboration, including creating workgroups, sharing files, and more.

Wrapsody eCo Installation Guide: A guide for installing a Wrapsody eCo server.

Solution architecture

Wrapsody eCo comprises a server and a desktop application client. By default, all features are accessible on the web without needing to install the client. However, if you want to revise files other than Microsoft Office files or revise them using their native applications (e.g., Microsoft Word, Excel, PowerPoint), the client installation is necessary.

System requirements

Check the minimum or recommended system requirements for Wrapsody eCo.

Client

HW

- CPU: i5
- RAM: 4 GB
- HDD: 100 GB

OS

- Microsoft Windows 10 (RS1)
- Mac 11.0

Server

HW

- CPU: Xeon 2.5 Ghz Quad Core(64 bit)
- RAM: 32 GB (64 GB or more recommended)
- HDD: 300 GB (Separate storage space required)

OS

- Windows Server 2012 (64 bit), CentOS 6.10, Ubuntu 16.04 LTS, Redhat RHEL 7.5

Supported web browsers

- Internet Explorer
- Chrome
- FireFox
- Safari

Sign up

Recipients of an email invitation can join Wrapsody eCo. If you are already a member of an organization utilizing Wrapsody eCo, you may skip the sign-up process.

1. Open the Wrapsody eCo invitation email and click on the **Sign up** link provided.
2. You'll be redirected to the sign-up webpage.
3. Complete all mandatory fields.
4. Click **Sign up** to complete the process.

Access Wrapsody eCo website

Wrapsody eCo website address

The address to access Wrapsody eCo varies depending on whether the user is an internal user of the organization or an external user belonging to a collaborative partner. For internal users, please contact your organization's Wrapsody eCo

administrator. For external users who have received invitation emails from collaborative partners, please reach out to the inviter.

Note: The default address for the Wapsody eCo website is [https://\[organization\(domain\) name\].wrapsodyeco.com](https://[organization(domain) name].wrapsodyeco.com).



- Example: <https://fasoo.wrapsodyeco.com>

Access Wapsody eCo website via web browser

1. Open a supported web browser (Chrome, Edge, Firefox, Safari).
2. Enter the Wapsody eCo website address and press Enter.
3. You will be directed to the Wapsody eCo website. If login is required, proceed with logging in.

Access Wapsody eCo website via the client


If [the website is registered on the client](#), accessing the Wapsody eCo website is easy from the client. Check the website currently accessed on the top left corner of the client. To access a different website, click on the site name and select the desired Wapsody eCo website.

1. Click on the Wapsody eCo icon  in the system tray.
2. If [login](#) is required, proceed with logging in.
3. Click on the Wapsody eCo website icon  on the top right corner.
4. You will be directed to the Wapsody eCo website.

Log in

Initial login (Registering a Wapsody eCo website)

When you first log in to the Wapsody eCo Client, you are required to register a website address specific to your company. Follow these procedures to register a website.

1. Click on the Wapsody eCo icon  in the system tray.
2. In the login dialog box, enter your [Wapsody eCo address](#) in the Wapsody eCo address input box.
3. Enter your **User ID** and **Password** registered with Wapsody eCo. If you select the **Remember my user ID** checkbox, the entered user ID will be saved and displayed automatically the next time you log in (optional).
4. Click the **Log in** button.


Log in

You can log in through both the web and client interfaces. Employees of companies using Wapsody eCo should utilize their internal account details. If you've been invited by a collaborative partner, your registered email serves as your ID during login. Keep in mind that login IDs may differ based on each organization's Wapsody eCo settings, so it's recommended to contact your internal Wapsody eCo administrator for clarification.

Route 1. Web

1. Go to the [Wapsody eCo website](#).
2. On the login page, enter your **User ID** and **Password**.
3. If you select the **Remember my user ID** checkbox, the entered user ID will be saved and displayed automatically the next time you log in (optional).
4. Click the **Log in** button. Upon successful login, you will be redirected to the **Home** page of Wapsody eCo.

Route 2. Client


1. Click on the Wapsody eCo icon  in the system tray.
2. In the login dialog box, enter your **User ID** and **Password** registered with Wapsody eCo. If you select the **Remember my user ID** checkbox, the entered user ID will be saved and displayed automatically the next time you log in (optional).
3. Click the **Log in** button.

Log out


Route 1. Web

1. Go to the [Wrapsody eCo website](#).
2. Click on the user profile icon in the top-right corner of the screen.
3. Click **Log out**.

Route 2. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the user profile icon in the top-right corner of the [Wrapsody eCo client](#).
3. Click **Log out**.

Register Wrapsody eCo website

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the site name in the top-left corner of the [Wrapsody eCo client](#).
3. Click on **Register Site**.
4. Enter the [Wrapsody eCo address](#) into the input field provided for the Wrapsody eCo website in the login dialog box.
5. Enter your **User ID** and **Password** registered with Wrapsody eCo. If you select the **Remember my user ID** checkbox, the entered user ID will be saved and displayed automatically the next time you log in (optional).
6. Click the **Log in** button.

Install Wrapsody eCo client

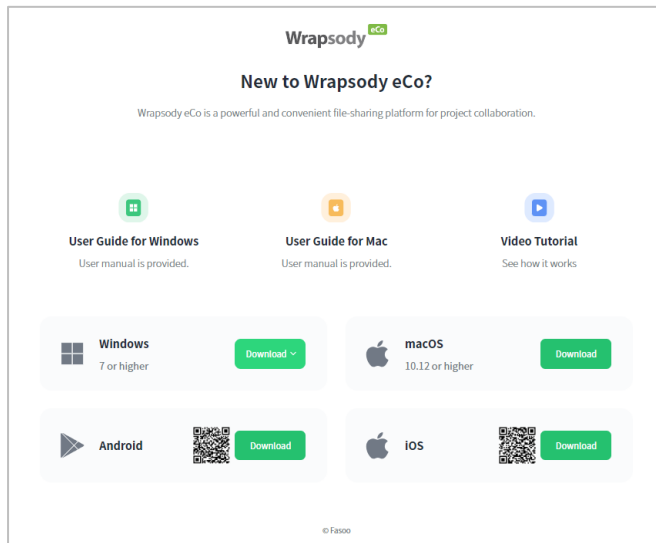
Wrapsody eCo is a service that typically doesn't require separate program installation. However, to view and revise Wrapsody eCo files downloaded on the user's PC using their native applications (e.g., MS Word for .docx files), installation is necessary. Check [system requirements](#) before installing the client.

Supported applications and file formats

- Microsoft Office 365 (2016 or later)
 - Word 2016(x86/x64), 2019(x86/x64) - doc, docx, docm
 - Excel 2016(x86/x64), 2019(x86/x64) - xls,xlsx, xlsm
 - PowerPoint 2016(x86/x64), 2019(x86/x64) - ppt, pptx
- Microsoft Notepad for Windows 7(x86/x64), Windows 8/8.1(x86/x64), Windows 10(x86/x64) - txt
- Acrobat Reader DC - pdf
- Hancom Hangul 2014, neo, 2018, 2020, 2022 – hwp, hwpX

How to install

1. Go to the login page of the [Wrapsody eCo website](#).
(Example: <https://fasoo.wrapsodyeco.com/login>)
2. Click on **Download and learn more** located at the top right corner.
3. Click on **Download** in the **Windows** section.



4. Depending on your PC's specifications, choose between **Download (32-bit)** or **Download (64-bit)**.
5. Select the destination path for the installation file and click **Save**.

Note: Before starting the installation process, ensure there is network connectivity with the server and verify the Windows permission status (administrator login is necessary for installation).

How to uninstall

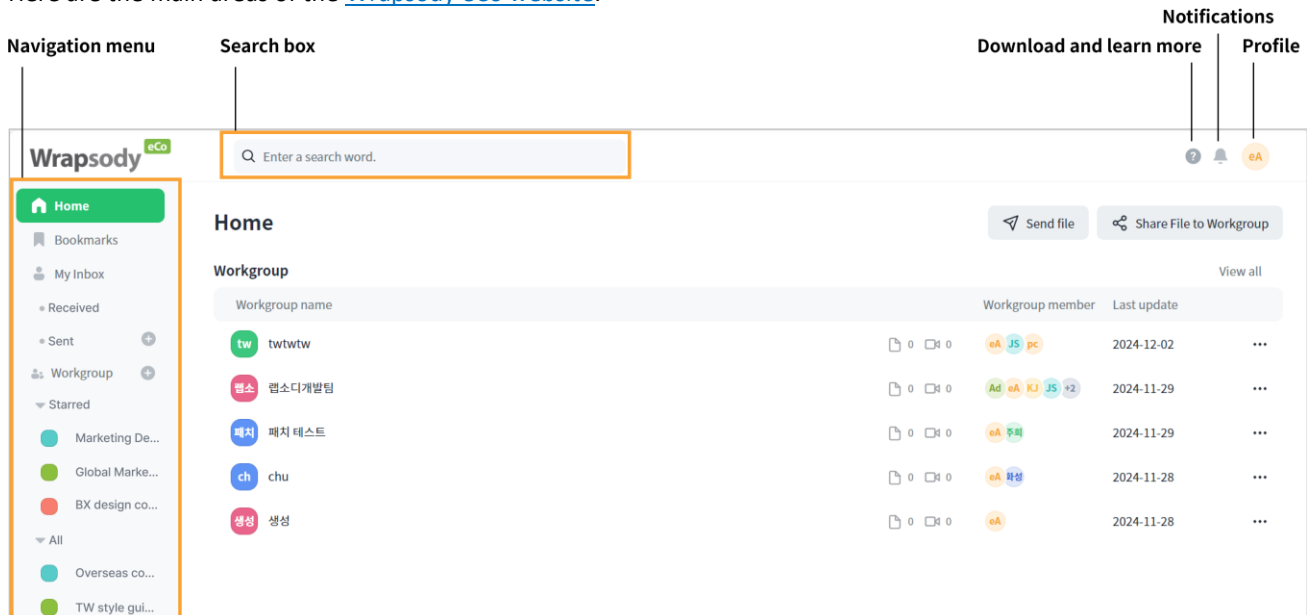
You can uninstall the client by running the setup file, or you can restore the Wrapsody eCo client from the Control Panel.

1. Go to the **Control Panel > Programs > Programs and Features**.
2. Right-click **Wrapsody eCo Client** (or **Fasoo Wrapsody eCo**), then click **Uninstall**
3. Follow the instructions to complete the removal process.

Wrapsody eCo interface


Wrapsody eCo website

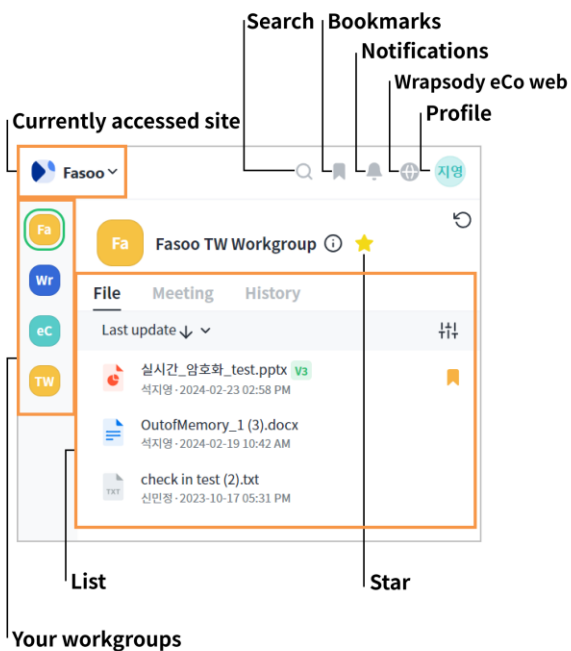
Here are the main areas of the [Wrapsody eCo website](#).



- **Navigation menu:** The list of workgroups you belong to and files shared can be accessed through the following tabs:
 - **Home:** The list of workgroups you belong to. You can share files or book video meetings.
 - **Bookmarks:** A list of your bookmarked files and video meetings.
 - **My Inbox:** A list of files sent to or received from a user through the file sending feature.
 - **Workgroup:** A list of all workgroups to which you belong, including your starred workgroups.
 - **Trash:** A list of files deleted from your workgroup.
- **Search box:** You can [search for files](#) or [video meetings](#) in the search bar.
- **Download and learn more:** Clicking the icon will redirect you to the download page.
- **Notifications:** [View notifications](#) from your workgroups, such as file shares, comments, and other updates.
- **Profile:** Click your profile icon for [account management](#), [notifications](#), and [logout](#).

Wrapsody eCo client

Click on the Wrapsody eCo icon  in the system tray, and the Wrapsody eCo client will open as shown below.



- **Currently accessed site**: The site name is displayed. Click the down arrow ▼ to show the list of registered sites and access other sites by clicking on them. If a new notification icon appears to the right of the site name, it indicates new notifications for the site.
- **Your workgroups**: All workgroups to which the logged-in user belongs are displayed, and the user can select the desired workgroup by clicking on the workgroup icon.
- **List**: Uploaded files, scheduled video conferences, and history for the selected workgroup are displayed in the respective **File**, **Meeting**, and **History** tabs.
- **Star**: [Star or unstar your workgroups.](#)
- **Search**: Enter keywords to [search for files](#) or [video conferences](#).
- **Bookmarks**: A list of [files](#) and [video conferences bookmarked](#) by the user.
- **Notifications**: Real-time [notifications](#) such as file updates and comment notifications are displayed. If a red dot appears in the top right corner of the icon, it indicates new notifications for the site.
- **Wrapsody eCo web**: Go to the [Wrapsody eCo website](#).
- **Profile**: Click the icon to [log out](#).

Key features of Wrapsody eCo

Use & manage workgroups



You can create and oversee workgroups tailored for each project.

Search for workgroups

When you navigate to the **Workgroup** tab, you will find a list of all your workgroups. By configuring the **Workgroup**, **Member**, and **Update** filters at the top, you can refine your search to display only the workgroups that meet your specified criteria.

1. Go to the [Wrapsody eCo website](#).
2. Go to the **Workgroup** tab in the navigation menu.
3. Utilize the filters at the top (multiple selections allowed).
 - **Workgroup:** The **Search workgroup** window will appear. Type your search terms and click **Apply**.
 - **Member:** The **Search member** window will appear. Type a user name or ID, and a list of users matching your search will be displayed. Select your desired user and click **Apply**.
 - **Update:** Select a time frame during which updates have occurred. Alternatively, click **Custom** to specify your desired period and click **OK**.
4. The search results that meet all your criteria will appear.

Create workgroups

1. Go to the [Wrapsody eCo website](#).
2. Click the Plus icon  of the **Workgroup** tab from the navigation menu. Alternatively, go to the **Workgroup** tab and click **Create Workgroup** in the top-right corner of the **Workgroup** page.
3. The **Create Workgroup** dialog box will appear.
4. Enter a **Workgroup name**.
5. In the **Workgroup members** input field, enter the user's name (or ID) and, for unregistered users, enter their email address. Alternatively, click the **Select User** button, then click the + button next to the desired user in the org chart, review the selection, and click **Apply**.
 - **Select registered users on Wrapsody eCo**
When entering a user ID in the input field, a list of registered users will appear for selection.
 - **Select unregistered users on Wrapsody eCo**
Enter the user's email address and press the Enter key.
- Note:** To remove a user from **Selected**, click the **Delete** icon  next to their name.
6. Enter the message for the workgroup creation notification in the **Notification email message** input field (optional).
7. Click **Workgroup Permissions** to [set the default file permissions for members](#), then **OK** (optional).
8. Click **Create**.
9. Your workgroup is now created.

Upload files to an existing workgroup

You can share Wrapsody eCo files or plain files in an existing workgroup. When you upload plain files to Wrapsody eCo, they are encrypted (wrapped) and managed as Wrapsody eCo files.

Note: In Wrapsody eCo Cloud, the maximum upload capacity per file is 200 MB.

Route 1. Web (Home page)

1. Go to the [Wrapsody eCo website](#).
2. Click the **Share File to Workgroup** button at the top right of the home page.
3. The **Select File to Share** window will appear.
4. Drag the file from the local path on your PC into the window, or click the **Upload** button, find the desired file in the **Open** dialog, and click **Open**.
5. Review the list of **Files** to share and click **Next**.
6. The **Select Workgroup** window will appear.
7. Select **Share to Existing Workgroup**.
8. Select the workgroup to share the file to and enter a message to be sent via notification email (optional).

9. Click **Share**.
10. The files will be uploaded to the workgroup.


Route 2. Web (Workgroup > File tab)

1. Go to the [Wrapsody eCo website](#).
2. Access the Wrapsody eCo website.
3. Click on your desired workgroup from the navigation menu to access its page.
4. Click the **File** tab.
5. Navigate to the path where you want to upload the file.
6. Drag and drop the file from your PC to the workgroup's **File** page.
Note: Alternatively, click the **Upload File** button at the top. Drag and drop the file in the **Upload File** window or click "or select a file from your computer," find the file in the **Open** dialog, and click **Open**.
7. Review the list of **Files** to upload and click **OK**.
Note: To add more files, click the **Add More File** button at the top, select the desired files, and click **Open**.
8. The files will be uploaded to the workgroup.

Route 3. User PC

You can share files to existing workgroups.

Note: Files with unsupported extensions for wrapping will be shared in their original format. Refer to [supported applications and file formats](#).

1. Right-click the file you want to share to a workgroup on your PC.
2. Click **Wrapsody eCo > Share files to Workgroup**.
3. Click the Wrapsody eCo site where you want to upload the file. If the login window appears, log in.
4. Click **Next**.
5. In the **Share to Workgroup** window, review the files to be shared and click **Next**.
Note: To delete a file, click the **Delete** icon  next to it.
6. The **Select Workgroup** window will appear.
7. Select **Share to Existing Workgroup**.
8. Choose the workgroup to share the file with. Enter a message to send via email notification (optionally).
9. Click **Share**.
10. Once the upload to the selected workgroup is complete, a **Shared to Workgroup** window will appear, and the local file will be encrypted.

Upload files to a new workgroup

You can create a new workgroup and share Wrapsody eCo files or plain files simultaneously. When you upload plain files to Wrapsody eCo, they are encrypted (wrapped) and managed as Wrapsody eCo files.

Note: In Wrapsody eCo Cloud, the maximum upload capacity per file is 200 MB.


Route 1. Web (Home page)

1. Go to the [Wrapsody eCo website](#).
2. Click the **Share File to Workgroup** button at the top right of the home page.
3. The **Select File to Share** window will appear.
4. Drag the file from the local path on your PC into the window, or click the **Upload** button, find the desired file in the **Open** dialog, and click **Open**.
5. Review the list of **Files** to share and click **Next**.
6. The **Select Workgroup** window will appear.
7. Select **Share to New Workgroup**.
8. Enter a **Workgroup name**.
9. In the **Workgroup members** input field, enter the user's name (or ID) and, for unregistered users, enter their email address. Alternatively, click the **Select User** button, then click the + button next to the desired user in the org chart, review the selection, and click **Apply**.
 - **Select registered users on Wrapsody eCo**

When entering a user ID in the input field, a list of registered users will appear for selection.

- **Select unregistered users on Wapsody eCo**

Enter the user's email address and press the Enter key.

Note: To remove a user from **Selected**, click the **Delete** icon  next to their name.


10. Enter the message for the workgroup creation notification in the **Notification email message** input field (optional).
11. Click **Workgroup Permissions** to [set the default file permissions for members](#), then **OK** (optional).
12. Click **Share**.
13. A new workgroup is created, and files are uploaded to it at the same time.

Route 2. User PC

You can share files to a new workgroup.

Note: Files with unsupported extensions for wrapping will be shared in their original format. Refer to [supported applications and file formats](#).

1. Right-click the file you want to share to a workgroup on your PC.
2. Click **Wapsody eCo > Share files to Workgroup**.
3. Click the Wapsody eCo site where you want to upload the file. If the login window appears, log in.
4. Click **Next**.
5. In the **Share File to Workgroup** window, review the files to be shared and click **Next**.

Note: To delete a file, click the **Delete** icon  next to it.


6. The **Select Workgroup** window will appear.
7. Select **Share to New Workgroup**.
8. Enter a **Workgroup name**.
9. In the **Workgroup members** input field, enter the user's name (or ID) and, for unregistered users, enter their email address. Alternatively, click the **Select User** button, then click the + button next to the desired user in the org chart, review the selection, and click **Apply**.

- **Select registered users on Wapsody eCo**

When entering a user ID in the input field, a list of registered users will appear for selection.

- **Select unregistered users on Wapsody eCo**



Enter the user's email address and press the Enter key.

Note: To remove a user from **Selected**, click the **Delete** icon  next to their name.

10. Enter the message for the workgroup creation notification in the **Notification email message** input field (optional).
11. Click **Workgroup Permissions** to [set the default file permissions for members](#), then **OK** (optional).
12. Click **Share**.
13. Once the upload to the selected workgroup is complete, a **Shared to Workgroup** window will appear, and the local file will be encrypted.

Add members to a workgroup

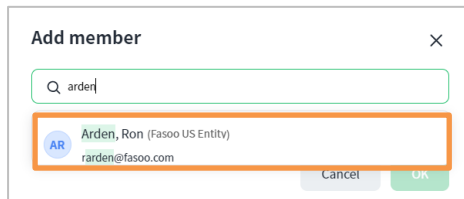
1. Go to the [Wapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the workgroup's **Home** tab.
4. Click on the **Add member** button in the top-right corner.

Note: Members can also be added using an alternative method. Navigate to the **Workgroup** page, and find a list of workgroups. Click on the More button  for a certain workgroup, go to **Workgroup Details > Manage member**, and finally click on the **Add member** button  at the top.

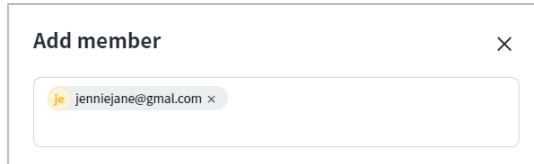
5. The **Add member** pop-up window will appear.
6. Add workgroup members. There are three ways to add workgroup members.

- Search in the search bar (for internal users)

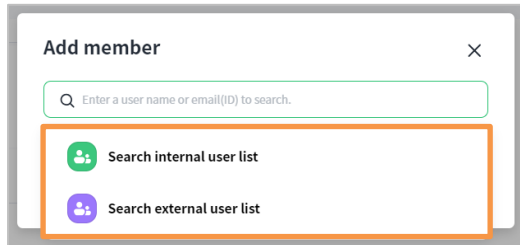
Type a user name or email address (ID) in the search box, then click to select the user.



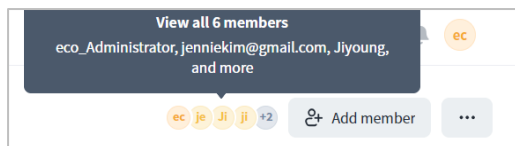
- Enter an email address (for external users)
Type the external user's email address in the search bar, then press Enter.



- Select from the list of internal or external users (for internal or external users already added to the org chart)
Click once in the search bar, then select either **Find in the list of internal users** or **Find in the list of external users** from the dropdown menu. Select a user from the list that appears, then click **OK**.



- Confirm the member you want to add and click **OK**.
 - Hover over the member icons to the left of the **Add member** button to view the members as follows:

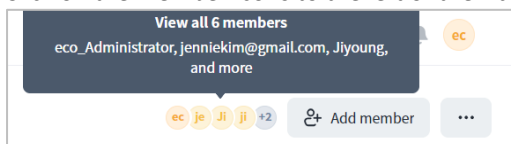


- Click on the member icons to the left of the **Add member** button to see the detailed member list and the head of workgroup.

Resend invitations to members

In a workgroup, members can resend invitation emails to users who have not yet joined Wrapsody eCo after being invited.

- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Go to the **Home** tab of the workgroup.
- Click on the member icons to the left of the **Add member** button.



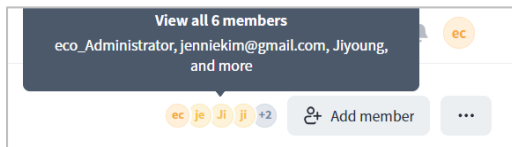
- In the **Member** window, click on the **Not registered** text next to the members who have not joined in the workgroup yet.
- An invitation email will be sent to the respective member.

Remove members from workgroups

The head of a workgroup can remove members from the workgroup.

- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Go to the **Home** tab of the workgroup.

- Click on the member icons to the left of the **Add member** button.

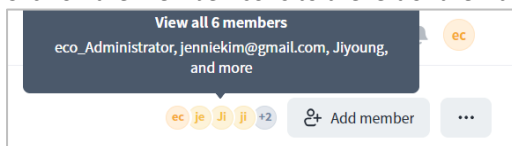


- In the **Member** window, click on the More button **...** next to the member to be removed from the workgroup.
- Click on **Remove**, and the member will be immediately removed from the workgroup.

Change the head of a workgroup

The head of a workgroup can transfer their admin privilege to another member of the workgroup.

- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Go to the **Home** tab of the workgroup.
- Click on the member icons to the left of the **Add member** button.



- In the **Member** window, click on the More button **...** next to the member to whom you want to transfer admin rights.
- Click on **Change workgroup head**, and the admin rights will be immediately transferred to that member.
Note: Admin rights can also be transferred using an alternative method. In the **Home** tab of the workgroup, click the More button **...**, then navigate to **Workgroup Details > Manage member**, and finally click on **Change workgroup head** for a certain member in the list.

Create folders in a workgroup

You can create folders in your workgroup to manage the files in a more organized way.


- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Click the **File** tab.
- Navigate to the location where you want to create a folder.
- Click the **Create Folder** button in the top-right corner.
- In the **Create Folder** window that appears, enter a name for the folder and click **OK**.
- A folder will be created in the current location.

Rename folders in a workgroup



- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Click the **File** tab.
- Right-click a folder to rename.
- Select **Rename**.
- Type a new name and click **OK**.

Star & unstar workgroups

- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
 - Star a workgroup**

In the **Home** tab of the workgroup, click on the **Star** icon  to the right of the workgroup name, or select **Star** from the More menu **...** located in the top right corner.

- **Unstar a workgroup**

In the **Home** tab of the workgroup, click on the **Unstar** icon  to the right of the workgroup name, or select **Unstar** from the More menu  located in the top right corner.

3. The workgroup will be added to or removed from your **Starred** tab.


Delete folders in a workgroup

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Click the **File** tab.
4. Right-click a folder to delete.
5. Click on **Delete**.
6. When the **Delete folder** confirmation window appears, click **Delete**.
7. The folder will disappear.

Note: When deleting a folder, any files contained within it will also be deleted. Deleted files can be restored from the **Trash** section. However, when [restoring files](#) that were within a folder, the deleted folder itself will not be restored.



Leave workgroups

Members who are not the workgroup head can leave the workgroup.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Choose **Leave** from the More menu  at the top right corner.
4. Review the contents in the confirmation window and click on **Leave Workgroup**.
5. The workgroup will disappear from your workgroup list.

Delete workgroups

Workgroup heads have the ability to delete the workgroup. Once deleted, access to files downloaded from that workgroup will be restricted. If needed, you can request workgroup restoration to the Wrapsody eCo administrator.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Click on the **Workgroup Details** button  to the right of the workgroup name, or select **Workgroup Details** from the More menu  at the top right corner.
4. In the **Basic info** tab, click on the **Delete workgroup** button.
5. Review the contents in the confirmation window and click on **Delete workgroup**.
6. The workgroup will be removed from your workgroup list.

Check workgroup usage history

You can view the history of workgroup management, file usage and management, video conferencing, and chats by type and date.



Route 1. Web

Note: For changes such as permissions or ownership, hovering over the history item displays the current details.


1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **History** tab.
4. The entire history of the selected workgroup will appear as a list on the page.
5. Use the filters at the top to specify the conditions for displaying the history (multiple selections allowed).
 - **History type:** Select the type you want to display, then click **OK**.
 - **Date:** Select the period that includes the date when actions occurred. Alternatively, click **Custom**, specify the


desired period directly, and click **OK**.

6. Histories matching the specified conditions will be displayed.

Note: Clicking on each history will display detailed information about the corresponding file, workgroup, or video conference on the right side. For files, hovering over and clicking on the More icon  will provide functions such as **Open**, **Download**, **Share Link**, **File Permissions**, and **View Request**. For chat histories, hovering over and clicking on the Chat icon  will redirect you to the location of the corresponding message in the **Chat** tab.

Route 2. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. Navigate to the **History** tab.


Note: Hovering over file usage and management histories and clicking the Download button  allows you to download the corresponding file.

Configure workgroups


The workgroup head can manage workgroup settings.


Add workgroup descriptions

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. In the **Home** tab of the workgroup, click **Add workgroup description** right below the workgroup name.
4. Enter a description in the **Description** window, then click **OK**.

Note: Alternatively, click the **Workgroup Details** button  to the right of the workgroup name, then press the **Edit** button on the **Basic info** tab, and enter a description in the **Description** field. Once you press **Save changes**, the entered description will be applied. You can modify the description using the same method.




Rename workgroups

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Home** tab of the workgroup.
4. Select **Rename Workgroup** from the More menu  at the top right.
5. After making the desired changes to the name, click the **OK** button.

Note: Alternatively, click the **Workgroup Details** button  to the right of the workgroup name, then press the **Edit** button on the **Basic info** tab, and modify the name under the **Workgroup name** heading. Once you press **Save changes**, the modified name will be applied.




Set permissions to invite to a workgroup

Restrict the ability to invite other users to the workgroup.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Click the **Workgroup Details** button  to the right of the workgroup name, or select **Workgroup Details** from the More menu  in the top-right corner.
4. Select the **Basic settings** tab.
5. In the **Invitation permission allowed to** section, click the dropdown button  and select the desired option:
 - **Workgroup head**
 - **Internal user**
 - **All users**
6. Click the **Save** button.

Set valid periods for a workgroup

Specify the duration for which you want this workgroup to remain valid. After the duration is over, only the head of the workgroup will have access, and the workgroup will not be visible to its members. The head of workgroup can choose to either delete an expired workgroup or extend its valid duration.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Click the **Workgroup Details** button  to the right of the workgroup name, or select **Workgroup Details** from the More menu  in the top-right corner.
4. Select the **Basic settings** tab.
5. In the **Workgroup is valid** section, click the dropdown button  and select a valid period.
6. Depending on the selected time period, the end date will be indicated below. However, if you select **Custom**, select an expiration date from the calendar, and then click **Apply**.
7. Click the **Save** button.




Manage share link types and properties for workgroup files

By default, the share link type and properties for workgroup files are determined by the organization's policy (modifiable only by the Wrapsody eCo administrator). Workgroup heads can adjust these default settings, but changes only apply to files uploaded after the update.

Set default share links to anonymous

You can set the share link for workgroup files to an anonymous type. For anonymous links, you can restrict the allowed file usage options to **Preview only**, **Download only**, or **Preview & Download**.



Note: Users accessing an anonymous link can use the file without logging into Wrapsody eCo.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Click the **Workgroup Details** button  to the right of the workgroup name, or select **Workgroup Details** from the More menu  in the top-right corner.
4. Select the **Basic settings** tab.
5. In the **Share link** section, select **Anonymous**.
6. Click the dropdown button , and select the file usage option allowed through the link: **Preview only**, **Download only**, or **Preview & Download**.
7. Select the **Set expiration date** option and enter the number of days the file will be accessible from the upload date (optional).
8. Click the **Save** button.

Set default share links to authenticated

You can set the share link for workgroup files to an authenticated type.



Note: Users with access to an authenticated link can use the file after logging into Wrapsody eCo, according to the permissions granted.

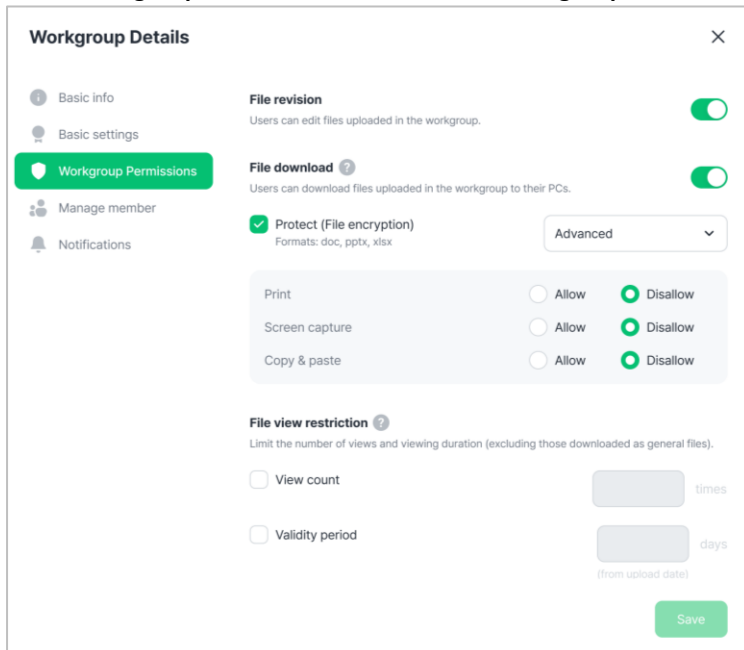
1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Click the **Workgroup Details** button  to the right of the workgroup name, or select **Workgroup Details** from the More menu  in the top-right corner.
4. Select the **Basic settings** tab.
5. In the **Share link** section, select **Authenticated**.
6. Click the **Save** button.

Set permissions for a workgroup

For workgroup files without user-specific permissions, the permissions set in the **Workgroup Permissions** section apply to all members by default. For files with user-specific permissions, only members with **Workgroup Permissions** will be granted the permissions set for the workgroup.

Note: To assign custom permissions for individual members, refer to the [Check and change custom permissions for users](#) section.


1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Click the **Workgroup Details** button  to the right of the workgroup name, or select **Workgroup Details** from the More menu  in the top-right corner.
4. In the **Workgroup Details** window, select the **Workgroup Permissions** tab.



Workgroup Details

- Basic info
- Basic settings
- Workgroup Permissions**
- Manage member
- Notifications

File revision
Users can edit files uploaded in the workgroup. ☒


File download 
Users can download files uploaded in the workgroup to their PCs. ☒

☒ **Protect (File encryption)**
Formats: doc, pptx, xlsx Advanced

Print ☐ Allow ☒ Disallow

Screen capture ☐ Allow ☒ Disallow

Copy & paste ☐ Allow ☒ Disallow

File view restriction 
Limit the number of views and viewing duration (excluding those downloaded as general files).

☐ View count times

☐ Validity period days
(from upload date)

Save

Note: If no changes have been made to **Workgroup Permissions** after the workgroup is created, the **Default workgroup permissions** specified in the **General Policy** will automatically apply. (General policies can be configured by the Wrapsody eCo administrator.)

5. You can enable features such as file editing, downloading, and viewing restrictions for workgroup files:
 - **File revision:** Users with **Workgroup Permissions** can edit files uploaded to the workgroup.
 - **File download:** Users with **Workgroup Permissions** can download files uploaded to the workgroup. If this feature is disabled, downloads will not be allowed, and previously downloaded files will become unusable.
 - **Protect (File encryption):** When **File download** is enabled, files are encrypted during download to enhance security. Selecting **Basic** in the dropdown allows encrypted files to be downloaded and enables tracking of file usage. Selecting **Advanced** specifies which additional security features (e.g., **Print**, **Screen capture**, **Copy & paste**) are permitted for the downloaded encrypted files.
 - **File view restriction:** Limits can be set on the number of times and the period during which users with **Workgroup Permissions** can view files. If either the view count or the validity period is reached or expires, further file viewing is not allowed.
 - **View count:** Specify the maximum number of times a file can be viewed. This count is reduced each time an encrypted file is opened locally or previewed on the web. Files downloaded as non-encrypted files are not tracked, so the view count is not affected.
 - **Validity period:** Specify the number of days the file can be viewed starting from the upload date. This restriction applies to both encrypted files opened locally and files previewed on the web. It does not apply to non-encrypted files, as viewing activity cannot be tracked.
 - **Web support:** Users can open and edit files in a web browser.
 - **Screen watermark applied:** Choose whether to display a screen watermark on the web interface.

- **Mobile support:** Users can view or edit files on mobile devices.
 - **Mac support:** Users can view or edit files on Mac devices.
Note: The availability of **Screen Watermark (Web Support)**, **Mobile Support**, and **Mac Support** can only be checked, not configured. These options are determined by the organization's subscription plan. The site owner can enable or disable them within the limits of the plan's support, and users cannot modify these settings.
 - **View permission to internal users:** **View permission to internal users:** Internal users within the organization who are not members of the workgroup can be granted access to view workgroup files.
Note: The workgroup head can enable the **View permission to internal users** feature, regardless of the default settings from the Wrapsody eCo administrator. If internal users outside the workgroup view a file, it will not be recorded in the workgroup history. In addition, in the **Details** window for a specific file on the client side, the **Add bookmark**, **Preview**, **Download**, **Share link**, **File Permissions**, and **View Request** buttons, along with the comment input field, will not be displayed. In the right pane of the window, the **File permissions** and **Folder name** headings, along with their correspondent information, will not be displayed as well. When opening a file on the web interface as well, the comment input field in the **Comment** tab, as well as the **File permissions** and **Folder name** headings and their correspondent information in the **Details** tab, will not be visible.
6. Click **Save** to reflect your edits.

Extend the workgroup deadline

Expired workgroups can either be deleted or continue to be available after the deadline is prolonged within a month of the original expiration date. The workgroup will be automatically deleted one month after the expiration date.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. If you select an expired workgroup, the **Workgroup Expired** pop-up window appears.
4. Clicking the **Extend** button will take you to the **Workgroup Details** page.
5. Modify the expiration date of the workgroup, and then click **Apply**.

Collaborate on files

Workgroup members can access uploaded files in the **File** tab of the workgroup, and they can also utilize files sent through the sending feature in **My Inbox**.

Download files

You can download and open the latest version of files on your PC. Please note that files can only be opened on the your PC if the Wrapsody eCo client is installed.

Note: Depending on the company policy, files may also be downloaded in HTML wrapping file format. In an environment with the Wrapsody eCo client installed, opening an HTML file converts it to a Wrapsody eCo file. In the absence of the client, it opens in a web browser and prompts the installation of the Wrapsody eCo client.


Route 1. Web (Workgroup)

1. Go to the [Wrapsody eCo website](#).
 2. Click on your desired workgroup from the navigation menu to access its page.
 3. Navigate to the **File** tab.
 4. Right-click a file and select **Download**.
 5. The file will be downloaded to your PC at the default or specified location.
- Note:** To download multiple files, select the checkboxes of the files, then click the **Download** button activated in the top right corner.

Route 2. Web (My Inbox)

1. Go to the [Wrapsody eCo website](#).
 2. Select either the **Sent** or **Received** tab in the **My Inbox** section.
 3. Right-click a file and select **Download**.
 4. The file will be downloaded to your PC at the default or specified location.
- Note:** To download multiple files, select the checkboxes of the files, then click the **Download** button activated in the top right corner.



Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. In the **File** tab, hover over a file and click on the More button **...**.
4. Select **Download**.
5. The file will be downloaded to your PC at the default or specified location.



Download files by version

You can download previous versions of files. Please note that files can only be opened on your PC if the Wrapsody eCo client is installed.



Route 1. Web (Workgroup)

1. Go to the [Wrapsody eCo website](#).
2. Select a workgroup in the **Workgroup** section and navigate to its **File** tab.
3. Click on the area of the file for which you want to view details (excluding the name) to show detailed information on the right pane.
Note: Clicking on the file name opens the file preview in a web browser. In the browser, clicking on the **Details** tab  on the right also expands the **Details** pane.
4. In the **File history** section, hover over the desired file version and click the Download icon .


Route 2. Web (My Inbox)

1. Go to the [Wrapsody eCo website](#).
2. Select either the **Sent** or **Received** tab in the **My Inbox** section.
3. Click on the area of the file for which you want to view details (excluding the name) to show detailed information on the right pane.
Note: Clicking on the file name opens the file preview in a web browser. In the browser, clicking on the **Details** tab  on the right also expands the **Details** pane.
4. In the **File history** section, hover over the desired file version and click the Download icon .

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. In the **File** tab, hover over a file and click on the More button **...**.
4. Select **Details**.
5. In the **File history** section, hover over the desired file version and click the Download icon .

Route 4. User PC path

1. Right-click on a [Wrapsody eCo file downloaded](#) on your PC.
2. Select **Wrapsody eCo > Details**.
3. In the **File history** section, hover over the desired file version and click the Download icon .

Download decrypted files

The file owner or sender can download a Wrapsody eCo file as a non-encrypted file. Workgroup members who are not file owners or recipients can download files in a decrypted format only when the file owner or sender has disabled the **Protect (File encryption)** feature for that user.

Case 1. File owner

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page and select the **File** tab. Or select the **Sent** tab in the **My Inbox** section.

3. Hover over a file and click the More icon **...**.
4. Click **Decryption download** (only visible to file owners) to decrypt and download the file.

Note: By default, file permissions for the file owner or sender are set to allow downloading only encrypted files. Therefore, the file owner or sender can only download non-encrypted files through **Decryption download**.

Case 2. Non-file owner

Files with **Protect (File encryption)** disabled, either through [workgroup permissions](#) or [user-specific permissions](#), will be decrypted and available for download as plain files.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page and select the **File** tab. Or select the **Sent** tab in the **My Inbox** section.
3. Hover over a file and click the More icon **...**.
4. Click **Download** to decrypt and download the file.

Preview files

You can open files in a web browser for previewing.

Note: Viewing files in preview mode will be recorded as **File viewed** in the history.


Route 1. Web (Workgroup)

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **File** tab.
4. Click on the name of a file, or right-click on it and select **Open**.
5. The file preview will open in the web browser.

Route 2. Web (My Inbox)

1. Go to the [Wrapsody eCo website](#).
2. Select either the **Sent** or **Received** tab in the **My Inbox** section.
3. Click on the name of a file, or right-click on it and select **Open**.
4. The file preview will open in the web browser.

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. Click on the name of a file in the **File** tab.
4. The file preview will open in the web browser.

View files

In addition to viewing file previews in a web browser, users can also to open files using their dedicated applications on their PCs.

1. Double-click on the [Wrapsody eCo file downloaded](#) on your PC.
2. In the open mode selection dialog box, click the **View** button.

Check out & check in files (User PC)

This process involves users with file editing permissions registering a new version on the Wrapsody eCo server after editing a file. To edit files other than MS Office or TEXT files, or to modify encrypted Wrapsody eCo files using dedicated applications, the [Wrapsody eCo client must be installed](#). If you do not have file edit permissions, you can request edit permissions directly from the file owner or workgroup head. If a file has already been checked out or is being edited by another user, it cannot be opened in Revise mode.

Note: Wrapsody eCo Cloud allows direct editing of MS Office files after logging in with M365 credentials, but for Wrapsody eCo, you need to consult with Fasoo sales representatives to enable the editing feature. If you intend to open

files using other applications, please contact your administrator.

1. Double-click on the [Wrapsody eCo file downloaded](#) on your PC.
2. In the open mode selection dialog box, click the **Check Out** button.
3. Modify the content in the dedicated program (optional).
4. Save and close the file.
5. In the dialog box prompting to check in the file, enter comments for the new version or choose whether to send a notification to users with file access permissions regarding the creation of the new version. Then click **Check in**.

Hold check-in (User PC)


When a user puts a check-in on hold after editing and saving a Wrapsody eCo file on their PC, the modifications are saved only on the user's PC, and they are not registered as a new version on the Wrapsody eCo server.

1. Double-click on the [Wrapsody eCo file downloaded](#) on your PC.
2. In the open mode selection dialog box, click the **Check Out** button.
3. Modify the content in the dedicated program (optional).
4. Save and close the file.
5. In the dialog box prompting to check in the file, click **Not Now**.


Note: If you check in a copy of an original file while holding the check-in of the original file, the original file will open in View mode. Any changes made will be saved locally on the PC and will not be uploaded to the server. In Wrapsody eCo Cloud, if you try to open the original file in Revise mode, a branch file will be created for it, preserving the original file while allowing revisions to be made separately.

Edit on the web (Web revision)


Users with file editing permissions can register a new version on the Wrapsody eCo server after editing a file in a web browser. Web revision supports primarily MS Office or TEXT files, although certain file extensions may be restricted depending on internal server settings. If you do not have file editing permissions, please request them directly from the file owner or workgroup head.

Note: You cannot edit a file if another user has already checked it out. Additionally, depending on the web browser environment, revisions may still occur without pressing the save icon .

Case 1. Workgroup

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Click on the name of a file, or right-click on it and select **Open**.
5. The file preview will open in the web browser.
6. Select **Edit in browser** or **Edit in [application name]** in the top-right corner.
7. Modify the content (optional).
8. Click the **Save** icon  in the top left corner.
9. Close the web browser.
10. The saved content will be registered as a new version.

Case 2. My Inbox

1. Go to the [Wrapsody eCo website](#).
2. Select either the **Sent** or **Received** tab in the **My Inbox** section.
3. Click on the name of a file, or right-click on it and select **Open**.
4. The file preview will open in the web browser.
5. Select **Edit in browser** or **Edit in [application name]** in the top-right corner.
6. Modify the content (optional).
7. Click the **Save** icon  in the top left corner.
8. Close the web browser.
9. The saved content will be registered as a new version.

Check out & check in files manually

For workgroup files supporting manual revision, users with editing permissions can edit files using the manual revision feature and upload them to the server as the latest version. However, the file content can only be modified if the [Wrapsody eCo client is installed](#).

Note: The availability of the manual revision feature and supported file extensions (e.g., .dwg, .dxf, .nwd, .nwf, .nwc) may vary depending on the customer, so please consult your internal Wrapsody eCo administrator.

Route 1. Web

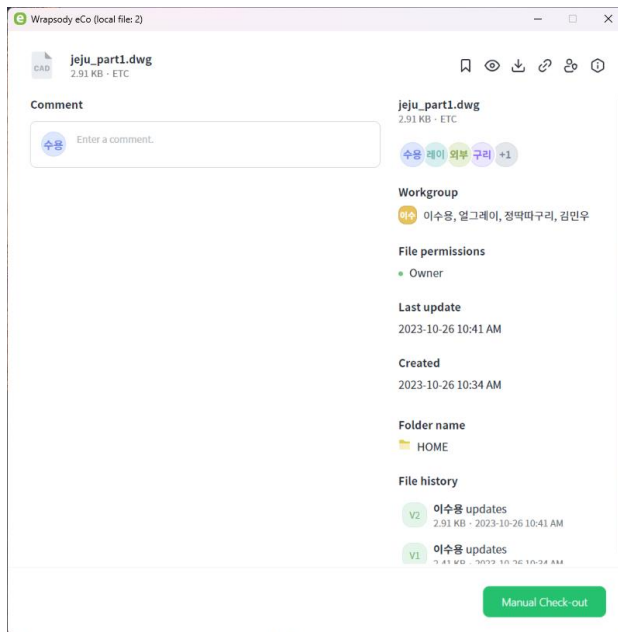
On the Wrapsody eCo website, you can check out and check in files. However, the client must be installed to open files downloaded to your PC for editing.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Hover over a file to revise and click on the More icon *******.
5. Click on the **Download** button to download the file on your PC.
6. Hover over the file on the web again and click on the More icon *******.
7. Click on **Manual Check-out** from the menu.
8. Open the downloaded file, edit it and save it.
9. Hover over the file you finished editing, and click the More icon *******.
10. Click on **Manual Check-in**. If you choose **Cancel Check-out** at this point, the modified file will only be saved on your PC and will not be updated on the server.
11. When the **Manual Check-in** dialog box appears, drag and drop the revised file or select the file from your PC.
12. If necessary, provide comments about the changes in the input box.
13. Check the **Notify all users with View permission** option if you want to send notifications to all users with View permissions.
14. Click **Manual Check-in** to complete the manual revision.

Route 2. Client

If the Wrapsody eCo client is installed, users can manually check in and out downloaded files on their PC.

1. [Download a Wrapsody eCo file](#) on your PC.
2. Right-click on the Wrapsody eCo file.
3. Click on **Wrapsody eCo > Details**.
4. Click the **Manual Check-out** button in the **Details** window.




5. Click **OK** when the **Manual Check-out** dialog box appears.
6. Modify the file.
7. Right-click on the Wrapsody eCo file.
8. Click on **Wrapsody eCo > Details** again.
9. Choosing **Manual Check-in** will register the modified file as the latest version on the server. Selecting **Cancel Check-out** will store the modified file only on your PC without updating it on the server.

Leave comments on a file

You can leave comments on files and review the history of other users' comments, facilitating communication and collaboration among team members.

Route 1. Web (Preview browser)

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page and select the **File** tab. Or select either the **Sent** or **Received** tab in the **My Inbox** section.
3. Click on the name of a file, or right-click on it and select **Open**.
4. The file preview will open in the web browser.
5. Click on the **Comment** tab  on the right sidebar.
6. The **Comment** pane will expand.
7. Enter your comment and click **OK**.
8. Your comment will be added below.

Route 2. Web (File Permissions page)

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Hover over a file and click the More icon **...**.
5. Click on **File Permissions**.
6. Click on **Comment** at the bottom.
7. The **Comment** window appears.
8. Enter your comment and click **OK**.
9. Your comment will be added below.

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.

- Click on the icon of your desired workgroup in the list on the left side.
- In the **File** tab, hover over a file and click on the More button ******* > **Details**.
Note: You can also directly open the **Details** window from the [Wrapsody eCo file downloaded](#) to your PC. Right-click on the file and select **Wrapsody eCo** > **Details**.
- Enter your comment in the **Comment** section and click **OK**.
- Your comment will be added at the bottom.


Utilize the AI document analysis feature

AI Assistant analyzes Wrapsody eCo documents within your workgroup using AI technology. You can freely ask **AI Assistant** questions about the document and easily obtain answers.

Note: **AI Assistant** can analyze up to five documents simultaneously. It supports various text files including MS Office, Hangul, PDF, and TEXT files.


Route 1. Web

- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Navigate to the **File** tab.
- Select the checkbox next to the document you want to analyze (multiple selections allowed).
- Click on the **AI Assistant** button at the top right.
- The **AI Assistant** window will appear with the selected document. You can drag and drop additional documents to add them.
- Click on guiding questions or type your question directly and press Enter.
- AI Assistant** will generate and provide answers.

Note: You can also open the **AI Assistant** window by clicking the **AI Assistant** button  at the bottom right in the **File** tab. You can then drag and drop documents to add them.

Route 2. Web (Preview browser)

You can utilize **AI Assistant** within the document preview window as well. However, please note that you can only pose questions related to the specific document being previewed, and you cannot add additional documents for analysis.

- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Navigate to the **File** tab.
- Click on the name of a document.
- The document preview window will open.
- Click on the **AI Assistant** tab  on the right sidebar.
- The **AI Assistant** pane will expand.
- Click on guiding questions or type your question directly and press Enter.
- AI Assistant** will generate and provide answers.

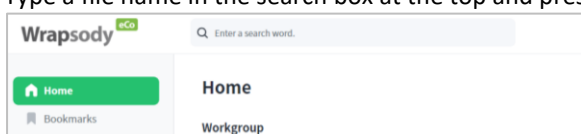
Manage files

You can manage workgroup files or files shared through the file sending feature.

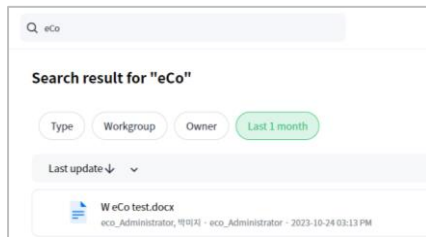
Search for files

Route 1. Web

- Go to the [Wrapsody eCo website](#).
- Type a file name in the search box at the top and press Enter.






- Files and video conferences containing the search term will be displayed.
- Use the filters at the top to narrow down the search results.



- **Type:** Select **File** as the target type and click **OK**.
- **Workgroup:** Specify the area to search for files. Select multiple workgroups, including **My Inbox**, and click **Apply**.
- **Owner:** Enter the file owner of files, select the corresponding file owner from the results, and click **Apply**.
- **Last 1 month:** Select the period when updates occurred. After selecting **Custom**, you can specify the period directly.
- **Last update:** Click the down arrow ▼ to choose the sorting criteria and order for files.

Route 2. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the Search icon .
3. Enter your search term and press Enter.
4. Files and video conferences containing the search term will be displayed.
5. Use the filter  at the top to narrow down the search results.
 - **Type:** Select **File** as the target type and click **OK**.
 - **Date:** Select the period when updates occurred. After selecting **Custom**, you can specify the period directly.
 - **Last update:** Click the down arrow ▼ to choose the sorting order of the files.



View a file list categorized by type



You can categorize and view workgroup files based on their types.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Click on **Filter** at the top right corner.
5. Select each item and set conditions to display only the files that meet those conditions.
 - **File type:** **All**, **Starred**, **Owned by me**, **Unopened**
 - **Date:** Choose the period during which updates occurred. After selecting **Custom**, you can specify it directly.
 - **View Request:** Only displays a list of files for which you have received view alerts.

Check file details

In the **Details** section for a file, you can access the following information. Please note that some items may not be provided for files exchanged via the **My Inbox** send feature.


Item	Description
File name File size · File type	 Wrapsody_v5.8_User_8_29.xlsx 112.84 KB · MS excel
Member icon 	The profile icons representing workgroup members or file senders.
Workgroup	The name of the workgroup to which the file belongs, along with the corresponding workgroup icon.
File permissions	My usage permission for the file. Usage permissions are displayed as either File owner , Workgroup permissions , Personal permissions , or No permission .
Last update	The date and time when the most recent version was created.
Created	The date and time when the Wrapsody eCo file was created.

Folder name	The name of the folder where the file is located in the workgroup.
File history	<p>The list of all versions, along with the volume and creation date of each version. You can click the icons that appear when you hover over each version either to download the version or view its usage history.</p> <p>Download icon : Downloads the Wrapsody eCo file of the version to your PC.</p> <p>Down arrow : Reveals the history of file usage and management, including actions such as viewing, revising, changing permissions for each version, along with the time and date when the action occurred.</p>

The file details window can be accessed via the following paths:


Route 1. Web (Workgroup)

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page and select the **File** tab. Click on the area of the file for which you want to view details (excluding the name) to show detailed information on the right pane.


Note: Clicking on the file name opens the file preview in a web browser. In the browser, clicking on the **Details** tab  on the right also expands the **Details** pane.

Route 2. Web (My Inbox)

1. Go to the [Wrapsody eCo website](#).
2. Select either the **Sent** or **Received** tab in the **My Inbox** section.
3. Click on the area of the file for which you want to view details (excluding the name) to show detailed information on the right pane.

Note: Clicking on the file name opens the file preview in a web browser. In the browser, clicking on the **Details** tab  on the right also expands the **Details** pane.

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. In the **File** tab, hover over a file and click on the More button ******* > **Details**.

Route 4. User PC

1. Right-click on a [Wrapsody eCo file downloaded](#) on your PC.
2. Select **Wrapsody eCo** > **Details**.

Check & change permissions for users

File owners can assign different permissions to users for a file. The available permissions include **File owner** permissions, **Workgroup permissions** for workgroup members, [Personal permissions](#) assigned by the file owner, and **No permission**. While the workgroup h can modify the file owner, they cannot set file permissions.

User permission types

- **File owner:** The file owner's permissions are fixed and can only be set by an administrator. Detailed permission information can be viewed by hovering over the permission.

Owner permissions				
File revision	File download	Protect(File encryption)		
✓	✓	Basic ✓		
		Allow: Print,Screen capture,Copy file text ✓		
Remaining view count	View period	Web support	Mobile support	Mac support
Unlimited	Indefinite	Screen watermark applied	✓	✓

- **Workgroup permissions:** These permissions are [set in the Workgroup Details window](#).
- **Personal permissions:** These are [customized permissions granted by the file owner](#) to individual users.
- **No permission:** Users with **No permission** cannot access the file.

Route 1. Web (Workgroup)



1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Hover over a file and click the More icon *******.
5. Select **File Permissions** from the menu.
6. The list of the file owner and members will appear, allowing you to view the permissions granted to each member.
7. Hover over each permission to view the sub-permissions currently included in the corresponding permission type.
8. To change a user's permissions, click on the current permission and select from **File owner permissions**, **Workgroup permission**, **Personal permission**, and **No permission**. If selecting [Personal permission](#), modify the specific permissions and click **OK**.

Route 2. Web (Set permissions for multiple files)

You can bulk modify permissions for each user for all files within a workgroup.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. In the list of files, select the checkboxes of the files you want to set the same permissions for.
5. Click the More icon ******* that will be enabled in the top right corner.
6. Select **File Permissions**.
7. The **Permissions to multiple users for the file** window appears.
8. The list of the file owner and members will appear, allowing you to view the permissions granted to each member.
9. Hover over each permission to view the sub-permissions currently included in the corresponding permission type.
10. To change a user's permissions, click on the current permission and select from **File owner permissions**, **Workgroup permissions**, **Personal permissions**, and **No permission**. If selecting [Personal permission](#), modify the specific permissions and click **OK**.

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. In the **File** tab, hover over a file and click on the More button ******* > **Details**.
Note: You can also open the **Details** window from a [Wrapsody eCo file downloaded](#) on your PC. Right-click on the file and select **Wrapsody eCo > Details**.
4. Click the **File Permissions** button .
5. To change a user's permissions, click on the current permission and select from **File owner permissions**, **Workgroup permissions**, **Personal permissions**, and **No permission**. If selecting [Personal permission](#), modify the specific permissions and click **OK**.

Check & change custom permissions

File owners or senders can assign different permissions for each workgroup member or recipient. The user's individual

settings window displays the default values from the [Workgroup permissions settings](#). Settings can be customized for each member or recipient.

You can restrict file editing, downloading, and viewing for each user on workgroup files or sent files:

- **File revision:** Users can edit files uploaded to the workgroup.
- **File download:** Users can download files uploaded to the workgroup. If this feature is disabled, downloads will not be allowed, and previously downloaded files will become unusable.
 - **Protect (File encryption):** When **File download** is enabled, files are encrypted during download to enhance security. Selecting **Basic** in the dropdown allows encrypted files to be downloaded and enables tracking of file usage. Selecting **Advanced** specifies which additional security features (e.g., **Print**, **Screen capture**, **Copy & paste**) are permitted for the downloaded encrypted files.
- **File view restriction:** Limits can be set on the number of times and the period during which users can view files. If either the view count or the validity period is reached or expires, further file viewing is not allowed.
 - **View count:** Specifies the maximum number of times a file can be viewed. This count is reduced each time an encrypted file is opened locally or previewed on the web. Files downloaded as non-encrypted files are not tracked, so the view count is not affected.
 - **Expiration:** Specifies the date when file access will expire.
- **Web support:** Users can open and edit files in a web browser.
 - **Screen watermark applied:** Choose whether to display a screen watermark on the web interface.
- **Mobile support:** Users can view or edit files on mobile devices.
- **Mac support:** Users can view or edit files on Mac devices.


Note: The availability of **Screen Watermark (Web Support)**, **Mobile Support**, and **Mac Support** can only be checked, not configured. These options are determined by the organization's subscription plan. The site owner can enable or disable them within the limits of the plan's support, and users cannot modify these settings.
- **View permission to internal users:** **View permission to internal users:** Internal users within the organization who are not members of the workgroup can be granted access to view workgroup files.

Note: The workgroup head can enable the **View permission to internal users** feature, regardless of the default settings from the Wrapsody eCo administrator. If internal users outside the workgroup view a file, it will not be recorded in the workgroup history. In addition, in the **Details** window for a specific file on the client side, the **Add bookmark**, **Preview**, **Download**, **Share link**, **File Permissions**, and **View Request** buttons, along with the comment input field, will not be displayed. In the right pane of the window, the **File permissions** and **Folder name** headings,

along with their correspondent information, will not be displayed as well.



The **Personal permission** window for a specific file can be accessed via the following paths:

Route 1. Web (Workgroup)




1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Hover over a file and click the More icon .
5. Select **File Permissions**.
6. Click on the current permission of the user to modify individual permissions for them.
7. Select **Personal permissions**.
8. Adjust permissions in the individual user settings window.
9. Click the **OK** button.

Route 2. Web (My Inbox)

You can restrict file permissions for recipients individually for files shared via the file send feature in **My Inbox**.

1. Go to the [Wrapsody eCo website](#).
2. Select the **Sent** tab in the **My Inbox** section.
3. From the list of files, hover over the file you want to configure permissions for, and the More icon  will be activated on the right.
4. Select **File Permissions**.
5. The list of file recipients is displayed, and hovering over the Settings icon  on the right of a user reveals the user's permissions for the file.
6. Click the Settings icon.
7. Adjust permissions in the individual user settings window.
8. Click the **OK** button.

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. In the **File** tab, hover over a file and click on the More button  > **Details**.
Note: You can also open the **Details** window from a [Wrapsody eCo file downloaded](#) on your PC. Right-click on the file and select **Wrapsody eCo > Details**.
4. Click the **File Permissions** button .
5. Click on the current permission of the user to modify individual permissions for them.
6. Select **Personal permissions**.
7. Adjust permissions in the individual user settings window.
8. Click the **OK** button.

Send files

You can manage sent and received files as Wrapsody eCo files in **My Inbox**.

Route 1. Web (My Inbox)

1. Go to the [Wrapsody eCo website](#).
2. Navigate to **My Inbox** > the **Sent** tab.
3. Drag and drop a file from your PC onto the **Sent** page.
Note: Alternatively, click **New** in the top right corner. Select the desired file in the file selection window, then click **Open**, or drag and drop the file from your PC. If there are additional files to send, click **Upload** to select additional files.
4. Check the files that have been added to the list and click **Next**.

5. In the **Recipients** input field, enter the user's name (or ID). For unregistered users, enter their email address. Alternatively, click the **Select User** button, select users from the organization chart by clicking the + button next to their names, review the selected recipients, and click **Apply**.
6. Selected recipients will have default permissions applied as defined by general policies. To assign customized permissions, click **Basic** permissions next to the user, select **Custom**, and [configure them accordingly](#).
Note: To set permissions for multiple users simultaneously, select the desired users from the list of recipients, click **Set Bulk Permissions**, and either apply **Basic** or [Custom permissions](#).
7. Enter the message for the workgroup creation notification in the **Notification email message** input field (optional).
8. Review the selected recipients and their permissions, then click the **Send** button at the bottom right corner.
9. The files will be saved in the [Sent](#) section of **My Inbox**, and an email containing a file preview and download link is sent to the recipient's email address.

Route 2. User PC

1. Right-click on a file to send on your PC.
2. Click **Wrapsody eCo > Send files**.
3. Click the Wrapsody eCo server address to where you want to upload the file. If you see the login window, log in.
4. Click **Next**.
5. The **Send File** window will appear.
6. Review the list of **Files** and click **Next**.
7. In the **Recipients** input field, enter the user's name (or ID). For unregistered users, enter their email address. Alternatively, click the **Select User** button, select users from the organization chart by clicking the + button next to their names, review the selected recipients, and click **Apply**.
8. Selected recipients will have default permissions applied as defined by general policies. To assign customized permissions, click **Basic** permissions next to the user, select **Custom**, and [configure them accordingly](#).
Note: To set permissions for multiple users simultaneously, select the desired users from the list of recipients, click **Set Bulk Permissions**, and either apply **Basic** or [Custom permissions](#).
9. Enter the message for the workgroup creation notification in the **Notification email message** input field (optional).
10. Review the selected recipients and their permissions, then click the **Send** button at the bottom right corner.
11. The files will be saved in the [Sent](#) section of **My Inbox**, and an email containing a file preview and download link is sent to the recipient's email address.

Check sent files

You can check files sent using the **Send File** feature.

1. Go to the [Wrapsody eCo website](#).
2. Navigate to **My Inbox > the Sent** tab.

Check received files

You can check files received using the **Send File** feature.

1. Go to the [Wrapsody eCo website](#).
2. Navigate to **My Inbox > the Received** tab.

Copy files (Share to another workgroup)


The file owner or sender can copy files uploaded to a workgroup or **My Inbox** to another workgroup. Files shared with another workgroup will have a new file ID.

Case 1. Copy to an existing workgroup

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Hover over the file you want to copy to another workgroup, click the More button ******* > **Share to Workgroup**.
Note: For multiple files, select the checkboxes next to the files and click the **Share to Workgroup** button at the top right.

5. Select **Share to Existing Workgroup** in the **Select Workgroup** window.
6. Select the workgroup to share the file to and enter a message to be sent via notification email (optional).
7. Click **Share**.
8. The files will be uploaded to the selected workgroup, and the page will navigate to the **File** tab of that workgroup.

Case 2. Copy to a new workgroup

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Hover over the file you want to copy to another workgroup, click the More button *** > **Share to Workgroup**.
Note: For multiple files, select the checkboxes next to the files and click the **Share to Workgroup** button at the top right.
5. Select **Share to New Workgroup** in the **Select Workgroup** window.
6. Enter a **Workgroup name**.
7. In the **Workgroup members** input field, enter the user's name (or ID) and, for unregistered users, enter their email address. Alternatively, click the **Select User** button, then click the + button next to the desired user in the org chart, review the selection, and click **Apply**.
 - **Select registered users on Wrapsody eCo**
When entering a user ID in the input field, a list of registered users will appear for selection.
 - **Select unregistered users on Wrapsody eCo**
Enter the user's email address and press the Enter key.
- Note:** To remove a user from **Selected**, click the **Delete** icon  next to their name.
8. Enter the message for the workgroup creation notification in the **Notification email message** input field (optional).
9. Click **Workgroup Permissions** to [set the default file permissions for members](#), then **OK** (optional).
10. Click **Share**.
11. A new workgroup will be created, the files will be uploaded to that workgroup, and the page will navigate to the **File** tab of the new workgroup.

Case 3. From My Inbox to a workgroup

1. Go to the [Wrapsody eCo website](#).
2. Navigate to **My Inbox** > the **Sent** tab.
3. Right-click on a file to copy in the file list.
4. Select **Copy**.
5. Select the checkbox of the workgroup where you want to paste the file from the workgroup list.
6. Press the **Copy** button.
7. The file will be uploaded to the selected workgroup, and you will be redirected to the **File** tab of the workgroup where the file was uploaded.

Change file ownership

The head of a workgroup or a file owner can change the owner of files within the workgroup.

Route 1. Web



1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. From the list of files, select the files you want to change the owner for (multiple selections allowed).
5. Click the **More** button activated at the top right and select **Change file owner**.
6. When the **Change file owner** window appears, select the desired new file owner and click **Change owner**.

Route 2. Web (File Permissions window)

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Right-click on a file to change its file ownership.

5. Select **File Permissions**.
6. The list of the file owner and members will appear, allowing you to view the permissions granted to each member.
7. Click the current permission of a specific user to change them as the new file owner.
8. Select **File owner**, and the ownership will be transferred to the user immediately.

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. In the **File** tab, hover over a file and click on the More button ******* > **Details**.
Note: You can also open the **Details** window from a [Wrapsody eCo file downloaded](#) on your PC. Right-click on the file and select **Wrapsody eCo** > **Details**.
4. Click the **File Permissions** button .
5. Click the current permission of a specific user to change them as the new file owner.
6. Select **File owner**, and the ownership will be transferred to the user immediately.

Rename files


You can rename Wrapsody eCo files. Changing the name of a file downloaded on your PC does not change the server-side name. To change the server-side name, follow the instructions below:

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page and select the **File** tab. Or select the **My Inbox** > **Sent** tab in the section.
3. Right-click on a file and select **Rename**.
4. Enter the new file name and click the **OK** button.

Send View requests



You can send View requests to other users to view a specific file. View requests can be sent on a scheduled date or instantly.

Route 1. Web

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Right-click on a file to send its view request.
5. Select **View Request**.
6. The list of users with permission for the file will appear.
7. Select the members to send the View request to. Clicking **Select all** will select all members.
8. Enter a message to be sent along with the request (optional).
9. Select the Setting icon  located in the top-right corner to set the **sending time** and whether to resend the request if the file is not viewed. Then click **OK** (optional).
 - **Delivery time:** Set the time when the view should be sent.
 - **Real-time:** View requests will be sent immediately.
 - **Scheduled:** View requests will be sent on the date you specify. When you select **Scheduled**, click the date below to select the date in your calendar that you want to send on.
 - **Resend if not viewed:** If the recipient does not check the file, you can choose how many days later the request should be resent.
 - **Do not send:** View requests will not be resent.
 - **after N days:** Select a day between 1-7 days.
10. Click **View Request**.

Route 2. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.

3. In the **File** tab, hover over a file and click on the More button **...** > **Details**.
Note: You can also open the **Details** window from a [Wrapsody eCo file downloaded](#) on your PC. Right-click on the file and select **Wrapsody eCo** > **Details**.
4. Select the **View Request** button  at the top.
5. The list of users with permission for the file will appear.
6. Select the member(s) to send the View request to. Clicking **Select all** will select all members.
7. Enter a message to be sent along with the request (optional).
8. Select the Setting icon  located in the top-right corner to set the **sending time** and whether to resend the request if the file is not viewed. Then click **OK** (optional).
 - **Delivery time:** Set the time when the view should be sent.
 - **Real-time:** View requests will be sent immediately.
 - **Scheduled:** View requests will be sent on the date you specify. When you select Scheduled, click the date below to select the date in your calendar that you want to send on.
 - **Resend if not viewed:** If the recipient does not check the file, you can choose how many days later the request should be resent.
 - **Do not send:** View requests will not be resent.
 - **after N days:** Select a day between 1-7 days.

Set file share links

To facilitate easier collaboration, you can share a link for previewing or downloading a file instead of attaching it directly. By default, sharing link types and attributes for workgroup files are determined by workgroup settings, and for sent files, they are defined by the organization's general policies (modifiable only by Wrapsody eCo administrators). File owners or senders can adjust sharing link types and attributes for each file.


Note: Each file has one sharing link regardless of type, and any changes to the settings are applied immediately.

Set share links as anonymous


You can set a file's sharing link to **Anonymous**. For **Anonymous** links, you can restrict the allowable file usage options (e.g., **Preview only**, **Download only**, or **Preview & Download**).

Note: Users who have access to an **Anonymous** link can use the file without logging into Wrapsody eCo.

Route 1. Web (Workgroup)

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Right-click a file, and select **Share link**.
5. The **Share link** window will appear.
6. Set **File access** to **Anonymous**.
7. Click the dropdown menu  and choose the file usage options to allow via the link: **Preview only**, **Download only**, or **Preview & Download**.
8. Enable **Set password**, enter a 1-4 digit number, and click **Apply** (optional).
9. Enable **Set expiration date**, and choose an expiration date for the file (optional).
10. Close the window by clicking the x button.
Note: Click **Copy Link** to save the file's sharing link to the clipboard.




Route 2. Web (My Inbox)

1. Go to the [Wrapsody eCo website](#).
2. Navigate to **My Inbox** > the **Sent** tab.
3. Right-click a file.
4. Select **Share link**.
5. The **Share link** window will appear.
6. Set **File access** to **Anonymous**.
7. Click the dropdown menu  and choose the file usage options to allow via the link: **Preview only**, **Download only**, or **Preview & Download**.

8. Enable **Set password**, enter a 1-4 digit number, and click **Apply** (optional).
9. Enable **Set expiration date**, and choose an expiration date for the file (optional).
10. Close the window by clicking the x button.

Note: Click **Copy Link** to save the file's sharing link to the clipboard.

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
 2. Click on the icon of your desired workgroup in the list on the left side.
 3. In the **File** tab, hover over a file and click on the More button ******* > **Details**.
Note: You can also open the **Details** window from a [Wrapsody eCo file downloaded](#) on your PC. Right-click on the file and select **Wrapsody eCo** > **Details**.
 4. Click the **Share link** button  at the top.
 5. The **Share link** window will appear.
 6. Set **File access** to **Anonymous**.
 7. Click the dropdown menu  and choose the file usage options to allow via the link: **Preview only**, **Download only**, or **Preview & Download**.
 8. Enable **Set password**, enter a 1-4 digit number, and click **Apply** (optional).
 9. Enable **Set expiration date**, and choose an expiration date for the file (optional).
 10. Close the window by clicking the x button.
- Note:** Click **Copy Link** to save the file's sharing link to the clipboard.

Set share links as authenticated

You can set a file's sharing link to **Authenticated**.

Note: Users who have access to an **Authenticated** link must log in to Wrapsody eCo and can use the file according to the permissions granted to them.



Route 1. Web (Workgroup)

1. Go to the [Wrapsody eCo website](#).
 2. Click on your desired workgroup from the navigation menu to access its page.
 3. Navigate to the **File** tab.
 4. Right-click a file, and select **Share link**.
 5. The **Share link** window will appear.
 6. Set **File access** to **Authenticated**.
 7. Close the window by clicking the x button.
- Note:** Click **Copy Link** to save the file's sharing link to the clipboard.

Route 2. Web (My Inbox)

1. Go to the [Wrapsody eCo website](#).
 2. Navigate to **My Inbox** > the **Sent** tab.
 3. Right-click a file.
 4. Select **Share link**.
 5. The **Share link** window will appear.
 6. Set **File access** to **Authenticated**.
 7. Close the window by clicking the x button.
- Note:** Click **Copy Link** to save the file's sharing link to the clipboard.

Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. In the **File** tab, hover over a file and click on the More button ******* > **Details**.
Note: You can also open the **Details** window from a [Wrapsody eCo file downloaded](#) on your PC. Right-click on the file and select **Wrapsody eCo** > **Details**.
4. Click the **Share link** button  at the top.

5. The **Share link** window will appear.
 6. Set **File access** to **Authenticated**.
 7. Close the window by clicking the **x** button.
- Note:** Click **Copy Link** to save the file's sharing link to the clipboard.

Copy file share links

For easier collaboration, you can share a link that allows others to preview or download the file instead of attaching it directly. The type and details of the share link depend on the settings configured by the file owner and sender.



Route 1. Web (Workgroup)

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. Right-click a file, and select **Share link**.
5. Clicking **Copy Link** saves the link address to the clipboard.

Route 2. Web (My Inbox)

1. Go to the [Wrapsody eCo website](#).
2. Navigate to **My Inbox** > the **Sent** tab.
3. Right-click a file, and select **Share link**.
4. Clicking **Copy Link** saves the link address to the clipboard.



Route 3. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. In the **File** tab, hover over a file and click on the More button ******* > **Details**.
Note: You can also open the **Details** window from a [Wrapsody eCo file downloaded](#) on your PC. Right-click on the file and select **Wrapsody eCo** > **Details**.
4. Click the **Share link** button  at the top.
5. Clicking **Copy Link** saves the link address to the clipboard.




Bookmark files

You can bookmark frequently used files for easy access and find them quickly in **Bookmarks**.

Route 1. Web



1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Navigate to the **File** tab.
4. When hovering over a file, the **Add bookmark** icon  or the **Remove bookmark** icon  will appear.
5. Clicking the **Add bookmark** icon will bookmark the file, adding it to **Bookmarks**, while clicking the Remove icon will remove the file from **Bookmarks**.

Route 2. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. Navigate to the **File** tab.
4. When hovering over a file, the **Add bookmark** icon  or the **Remove bookmark** icon  will appear.
5. Clicking the **Add bookmark** icon will bookmark the file, adding it to **Bookmarks**, while clicking the **Remove bookmark** icon will remove the file from **Bookmarks**.

Route 3. User PC

1. Right-click on a [Wrapsody eCo file downloaded](#) on your PC.
2. Select **Wrapsody eCo** > **Details**.

- When hovering over a file, the **Add bookmark** icon  or the **Remove bookmark** icon  will appear.
- Clicking the **Add bookmark** icon will bookmark the file, adding it to **Bookmarks**, while clicking the **Remove bookmark** icon will remove the file from **Bookmarks**.

Move files within a workgroup

File owners can move files to another path within a workgroup.

Note: Depending on company policies, all workgroup members may also have the ability to move file paths within the workgroup.

- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Navigate to the **File** tab.
- Select a file to move (multiple selections allowed).
- Click the **Move to another folder** button in the top right corner. For a single file, you can also right-click and select **Move to another folder**.
- In the **Move to another folder** window, select the destination folder and click **OK**.
- The files will be moved to the destination folder.

Delete files from a workgroup

File owners can delete files within a workgroup or their sent files within **My Inbox**. Deleted files are stored in the file owner's **Trash** and can be [restored](#).

Case 1. Workgroup


- Go to the [Wrapsody eCo website](#).
- Click on your desired workgroup from the navigation menu to access its page.
- Navigate to the **File** tab.
- From the list of files, select the files you want to change the owner for (multiple selections allowed).
- Click the **More** button activated at the top right and select **Delete**.
- The file will be deleted instantly.

Case 2. My Inbox

- Go to the [Wrapsody eCo website](#).
- Navigate to **My Inbox** > the **Sent** tab.
- From the list of files, select the files you want to change the owner for (multiple selections allowed).
- Click the **Delete** button in the top right.
- The file will be deleted instantly.


Restore files from Trash

File owners can restore deleted files from **Trash**.

- Go to the [Wrapsody eCo website](#).
- Navigate to **Trash**.
- Select the checkbox of a file to restore (multiple selections allowed).
- Click the **Restore** button in the top right corner. For a single file, you can also click the Restore icon  after hovering over it.
- In the confirmation window, click the **Restore** button.

Delete files permanently

File owners can permanently delete files in **Trash**.

- Go to the [Wrapsody eCo website](#).
- Navigate to **Trash**
- Select the checkbox of a file to delete permanently (multiple selections allowed).
- Click the **Delete forever** button in the top right corner. For a single file, you can also click the Delete forever icon .

after hovering over it.

5. In the confirmation window, click the **Delete forever** button.

Check the To-Do list for each workgroup

Within each workgroup, you can easily check for files that you have received View requests for but haven't viewed yet, unread chat messages, and today's scheduled meetings all at once.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Check the **To-Do** items on the **Home** tab.

Decrypt (Unwrap) downloaded files

File owners can decrypt Wrapsody eCo files downloaded to their PC, converting them into plain files.

Note: Depending on the Wrapsody eCo administrator settings, workgroup heads may also decrypt Wrapsody eCo files.


1. Right-click on a Wrapsody eCo file from your PC.
2. Select **Wrapsody eCo > Unwrap**.
3. The file will be converted into a plain file.

Chats


The **Chat** section within a workgroup enables real-time conversations and file sharing among its members.

Note: Depending on the plan that your organization subscribes to, the chat feature may not be supported.


Send messages

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Chat** tab.
4. Type a message, then press the Enter key or click the **Send** button  to send your message.

Schedule message sending


1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Chat** tab.
4. Type a message and click the **Schedule message sending** button  at the bottom.
5. Choose how many minutes later you want the message to be sent. Click on **Custom** to directly set the date and time for sending the message.
6. Click **Done**.

Send files in the chat room

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Chat** tab.
4. Drag a file into the message input field, or click on the **Attach file** button  at the bottom to select a file to attach (multiple selections allowed).
5. Click **Open**.

Reply to messages

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Chat** tab.
4. Right-click on a message and click **Reply**.

5. Type your reply, then press the Enter key or click the **Send** button  to send it.

Forward messages

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Chat** tab.
4. Right-click on a message and click **Forward**.
5. If there are additional messages to forward, select them.
6. Click **Next**.
7. Choose the user or chat room to forward the message to.
8. Click **Forward**.

Add bookmarks to messages

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Chat** tab.
4. Right-click on a message and click **Add bookmark**.
5. If there are other messages to bookmark, select their checkboxes.
6. Click **Add Bookmark**.
7. The message will be stored as a bookmark in the chat service.

View the reply history

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Chat** tab.
4. Right-click on the message with a history of replies, and click **History**.
5. The history of all messages linked through replies to the selected message will be shown.

Zoom video meetings (In Wrapsody eCo Cloud only)

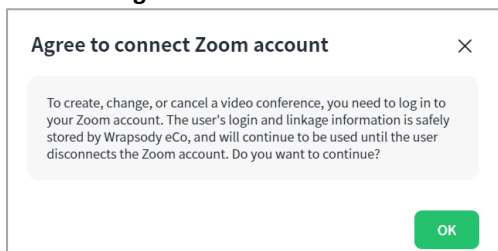
To create, edit, and delete your Zoom meetings, connecting to your Zoom account is required. If you are not yet a member of Zoom, please sign up at <https://zoom.us> first and then access the related feature.

Prior to your meeting, please ensure you have installed the Zoom application on your device. For PC users, the application can be downloaded via the following link: <https://zoom.us/download>. For mobile devices, you can download the Zoom app for iOS from the App Store or for Android from the Google Play Store.

Link your Zoom account

In Wrapsody eCo, Zoom meetings will be available after you link your Zoom account.

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. Click **Schedule a Meeting**.
5. When the **Agree to connect Zoom account** window appears, click **OK**.




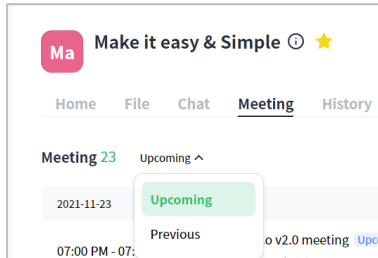
6. Enter your Zoom ID and password, then click **Sign In**.
7. In the OTP input window, enter the passcode sent to your email and click **Confirm**.
8. Click **Allow** to allow access to your Zoom account.

Note: The Zoom account integration process may vary depending on the Zoom version.

Check meeting schedule



Route 1. Web

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. A list of upcoming meetings will be displayed.
5. If you want to view the previous meetings, click the **Upcoming** dropdown button  and select **Previous**.



6. Click a meeting title from the list, or hover over a meeting and click on the More button ******* > **Details**.
7. You can find out more about the meeting.

Route 2. Client



1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. Go to the **Meeting** tab.
4. A list of upcoming meetings will be displayed.
5. If you want to view the previous meetings, click the **Upcoming** dropdown button  and select **Previous**.
6. You can check the status of each meeting.

Schedule meetings

Route 1. Web

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. Click the **Schedule a Meeting** button in the center of the screen or in the top-right corner.
5. If your Zoom account is not linked, a Zoom integration consent window will appear. Click **OK** and complete the [Zoom account linking process](#).
6. You will be redirected to the **Schedule** page.
7. Enter the topic, description, start time, duration, time zone, and password, and select whether to enable the waiting room.
8. All workgroup members are selected as the meeting participants by default. You can unselect members as participants from the list if needed by unselecting the checkboxes of specific participants.
9. Click **OK** to create the meeting.
10. The newly added meeting will be shown in the **Upcoming** list, and emails including an invitation link will be sent to the selected members.

Route 2. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. Go to the **Meeting** tab.
4. Click the **Schedule** button .
5. The **Schedule** page of the Wrapsody eCo website opens.
6. If your Zoom account is not linked, a Zoom integration consent window will appear. Click **OK** and complete the [Zoom](#)

[account linking process.](#)

7. Enter the topic, description, start time, duration, time zone, and password, and select whether to enable the waiting room.
8. All workgroup members are selected as the meeting participants by default. You can unselect members as participants from the list if needed by unselecting the checkboxes of specific participants.
9. Click **OK** to create the meeting.
10. The newly added meeting will be shown in the **Upcoming** list, and emails including an invitation link will be sent to the selected members.

Reschedule meetings

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. A list of upcoming meetings will be displayed.
5. Click on the title of a video conference to modify, then click on **Edit** on the information page. Alternatively, hover over a video conference and select More button ******* > **Edit**.
6. After making the necessary changes, click on **OK**.

Share join links to meetings

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. Click on the name of the video conference for which you want to share the link.
5. Click **Invite** to the right of the link in the **Invite Link** section.

20 2024 ⓘ ★
Add workgroup description

Home File Chat **Meeting** History

← Manage "TW stype guide enhancement"

Topic TW stype guide enhancement

Description

Start time 2024-12-26 02:00 PM (GMT+9:00) Seoul

Meeting ID: 72293042190

Security ✓ Password ***** **Show** ✓ Enable waiting room

Invite Link <https://us04web.zoom.us/j/71174327916?pwd=Ib3FKGbeM4TtF8kjlISNqtbpiFuWLP.1> **Invite**

Delete Edit **Start**

6. Click **Copy** to copy the meeting invitation message containing the join link and information.

Search for meetings

Route 1. Web

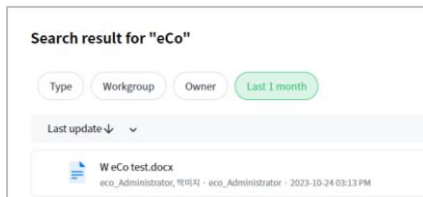
1. Go to the [Wrapsody eCo website](#).
2. Type a file name in the search box at the top and press Enter.

Wrapsody eCo

Q Enter a search word.




Home Bookmarks Workgroup

3. Files and video conferences containing the search term will be displayed.
4. Use the filters at the top to narrow down the search results.



- **Type:** Select **Meet** as the target type and click **OK**.
- **Workgroup:** Specify the area to search for meetings. Select multiple workgroups, and click **Apply**.
- **Owner:** Enter a meeting host, select the corresponding host from the results, and click **Apply**.
- **Last 1 month:** Select the period where meetings were created. After selecting **Custom**, you can specify the period directly.
- **Last update:** Click the down arrow ▼ to choose the sorting order of meetings.



Route 2. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the search icon .
3. Enter your search term and press Enter.
4. Files and video conferences containing the search term will be displayed.
5. Use the filter  at the top to narrow down the search results.
 - **Type:** Select **Meet** as the target type and click **OK**.
 - **Date:** Select the period where meetings were created. After selecting **Custom**, you can specify the period directly.
 - **Last update:** Click the down arrow ▼ to choose the sorting order of meetings.




Bookmark meetings

You can bookmark video meetings for easy access and find them quickly in **Bookmarks**.

Route 1. Web

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. When hovering over a video meeting, the **Add bookmark** icon  or the **Remove bookmark** icon  will appear.
5. Clicking the **Add bookmark** icon will bookmark the meeting, adding it to **Bookmarks**, while clicking the **Remove bookmark** icon will remove the meeting from **Bookmarks**.


Route 2. Client

1. Click on the Wrapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. Go to the **Meeting** tab.
4. When hovering over a video meeting, the **Add bookmark** icon  or the **Remove bookmark** icon  will appear.
5. Clicking the **Add bookmark** icon will bookmark the meeting, adding it to **Bookmarks**, while clicking the **Remove bookmark** icon will remove the meeting from **Bookmarks**.

Start meetings

A meeting host can start the scheduled meeting anytime.



Route 1. Web

1. Go to the [Wrapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. Click on the title of the meeting you want to start, and click **Start** at the top. Alternatively, click the **Start** icon .

that appears when you hover over the meeting title. Please note that the **Start** icon will only be visible to the meeting host.


5. When you log into Zoom, the meeting starts immediately.

Route 2. Client

1. Click on the Wapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. Go to the **Meeting** tab.
4. Hover over a meeting and click the **Start** icon .
5. When you log into Zoom, the meeting starts immediately.

Cancel meetings

A meeting host can cancel the scheduled meeting anytime.

1. Go to the [Wapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. Click on the title of the meeting you want to start, and click **Delete** at the top. Alternatively, hover over a meeting title, and select the More icon  > **Delete**. Please note that the **Delete** button will only be visible to the meeting host.



Join meetings

Members invited to a video conference in a workgroup can join the meeting directly from various platforms such as the Wapsody eCo website, client application, etc.

Route 1. Web

1. Go to the [Wapsody eCo website](#).
2. Click on your desired workgroup from the navigation menu to access its page.
3. Go to the **Meeting** tab.
4. Click on the title of a meeting to attend.
5. Select the **Join Meeting** button in the top-right corner.
6. Log in to Zoom and join the meeting.

Route 2. Client

1. Click on the Wapsody eCo icon  in the system tray.
2. Click on the icon of your desired workgroup in the list on the left side.
3. Go to the **Meeting** tab.
4. Hover over a meeting to attend and click the **Join Meeting** button .
5. Log in to Zoom and join the meeting.


Route 3. Email link

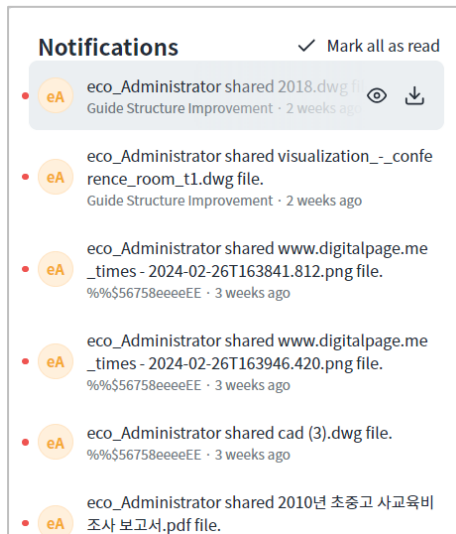
1. Check for a meeting invitation email in your email inbox.
2. Click the invitation link in the email.
3. Log in to Zoom and join the meeting.

Check notifications

Users can review updates from the workgroups they belong to or from **My Inbox** in the notification center.

Route 1. Web

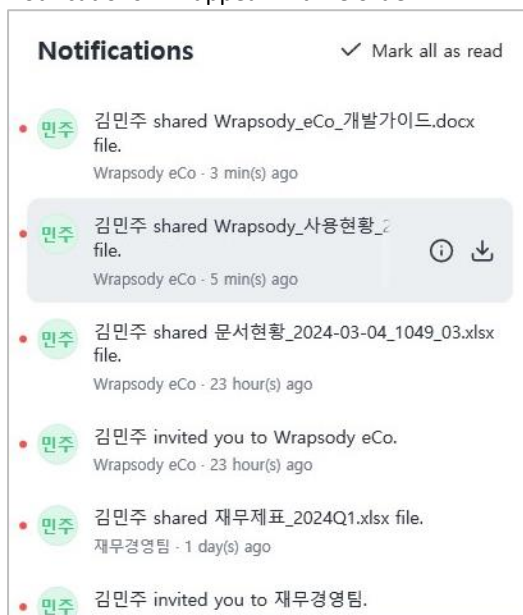
1. Go to the [Wapsody eCo website](#).
2. Click on the notifications icon  in the top right corner of the screen.
3. Notifications will appear in time order.



- **Red dot** •: Indicates unread notifications among the newly arrived ones.
- **Mark all as read**: Marks all notifications as read, removing the red dot • from all notifications.
- **Open** & **Download** : Hover over a file update notification, then click one of the buttons to preview or download the file.

Route 2. Client

1. Click on the Wrapsody eCo icon in the system tray.
2. Click on the notifications icon at the top.
3. Notifications will appear in time order.



- **Red dot** •: Indicates unread notifications among the newly arrived ones.
- **Mark all as read**: Marks all notifications as read, removing the red dot • from all notifications.
- **Details** & **Download** : Hover over a file update notification, then click this button to view file details or download the file.

Manage your Wrapsody eCo account

Check your profile

1. Go to the [Wrapsody eCo website](#).
2. Click on the profile icon at the top right of the screen.
3. Click on **Manage account**.
4. In the **Profile** tab, verify your information, such as profile image, username, job title, and roles.

Modify your profile (For external users only)

External users of Wrapsody eCo can modify their profiles.

1. Go to the [Wrapsody eCo website](#).
2. Click on the profile icon at the top right of the screen.
3. Click on **Manage account**.
4. In the **Profile** tab, click on the **Edit** button.
5. Update your information, such as username, company affiliation, etc.
6. Click the **Change User Info** button to save your changes.

Change your password

1. Go to the [Wrapsody eCo website](#).
2. Click on the profile icon at the top right of the screen.
3. Click on **Manage account**.
4. Go to the **Change password** tab.
5. Click on the **Edit** button.
6. Enter the new password and confirm password.
7. Click on the **Change password** button.

Manage your settings

Manage third-party connections

To use third-party apps with Wrapsody eCo services, you need to integrate the app with Wrapsody eCo.

Link with third-party applications

1. Go to the [Wrapsody eCo website](#).
2. Click on the profile icon at the top right of the screen.
3. Click on **Manage account**.
4. Go to the **Apps to link** tab.
5. Click on the **Link** button next to the app you want to link with.
6. Review the content in the consent window and click **OK**.
7. Log in with your credentials.
8. The app will be linked.

Note: The third-party app integration process may vary depending on the app or its version.

Unlink with third-party applications

1. Go to the [Wrapsody eCo website](#).
2. Click on the profile icon at the top right of the screen.
3. Click on **Manage account**.
4. Go to the **Apps to link** tab.
5. Click on the **Unlink** button next to the app you want to disconnect.
6. The connection will be removed immediately.

Note: The third-party app integration process may vary depending on the app or its version.

Set notifications

You can configure the notifications you receive for Wrapsody eCo.

1. Go to the [Wrapsody eCo website](#).
2. Click on the profile icon at the top right of the screen.
3. Click on **Set notifications**.
4. The **Notifications** tab in the **Manage account** window will open.
5. Enable the items for which you want to receive notifications.

Note: By default, email notifications are sent for enabled items. However, for **File Update** notifications, **Revise** also trigger mobile and PC push notifications. Additionally, **Comment** trigger mobile push notifications.

Fix problems

Wrapsody eCo client errors

If you encounter any issues while using the Wrapsody eCo client, you can try to repair the software or reinstall the Wrapsody eCo client.

Repair the client

If you encounter problems while using Wrapsody eCo, you can repair the Wrapsody eCo client from the Control Panel.

1. Go to **Windows Start > Control Panel > Programs and Features**.
2. Right-click on the Wrapsody eCo Client (or **Fasoo Wrapsody eCo**) and select **Repair**.
3. Proceed with the recovery as guided.

Perform an emergency repair

If you encounter issues while using Wrapsody eCo, you can use the emergency repair feature to restore the software.

1. Go to **Windows Start > All Programs (or All apps) > Fasoo.com > Wrapsody eCo Recovery**.
2. Proceed with the recovery as guided.

Reinstall the client

You can either uninstall the Wrapsody eCo client using the [installation program](#) or [remove it from the Control Panel](#) remove it from the Control Panel, and then proceed to reinstall it.