Supplementary document on Fleekdrive V4.0.0 release features

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Contents

1   Introduction

This document is a supplementary document on the new feature "Fleekdrive Office Add-in" and the feature improvement "Function that the administrator can specify the Dashboard" among the contents released in the major version upgrade (Ver4.0.0) of Fleekdrive on October 24, 2020.
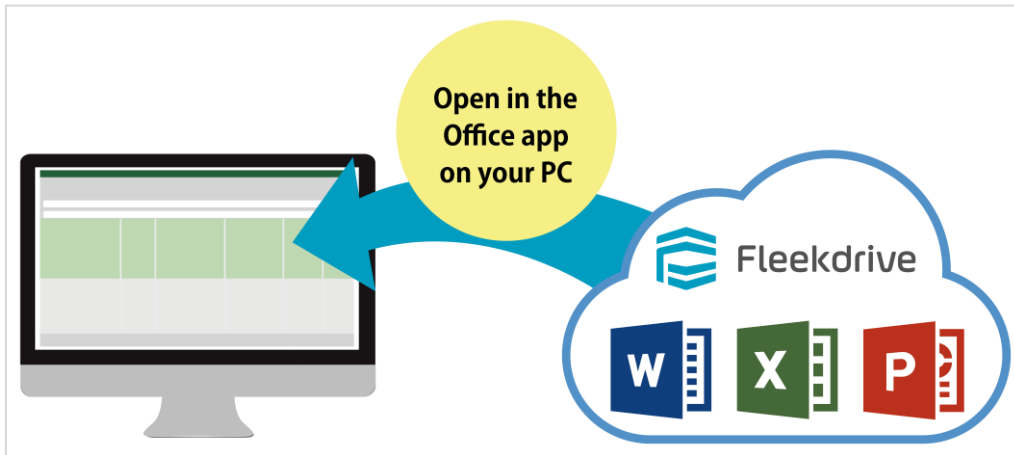
* Since the screen capture in this manual is a screen under development, it may differ from the actual screen after release.

2　Fleekdrive Office Addin（New feature）

2.1　Summary of Fleekdrive Office Addin.

Files on Fleekdrive (Word, Excel, Powerpoint) can be edited by starting MS Office in the local PC and uploaded to Fleekdrive.
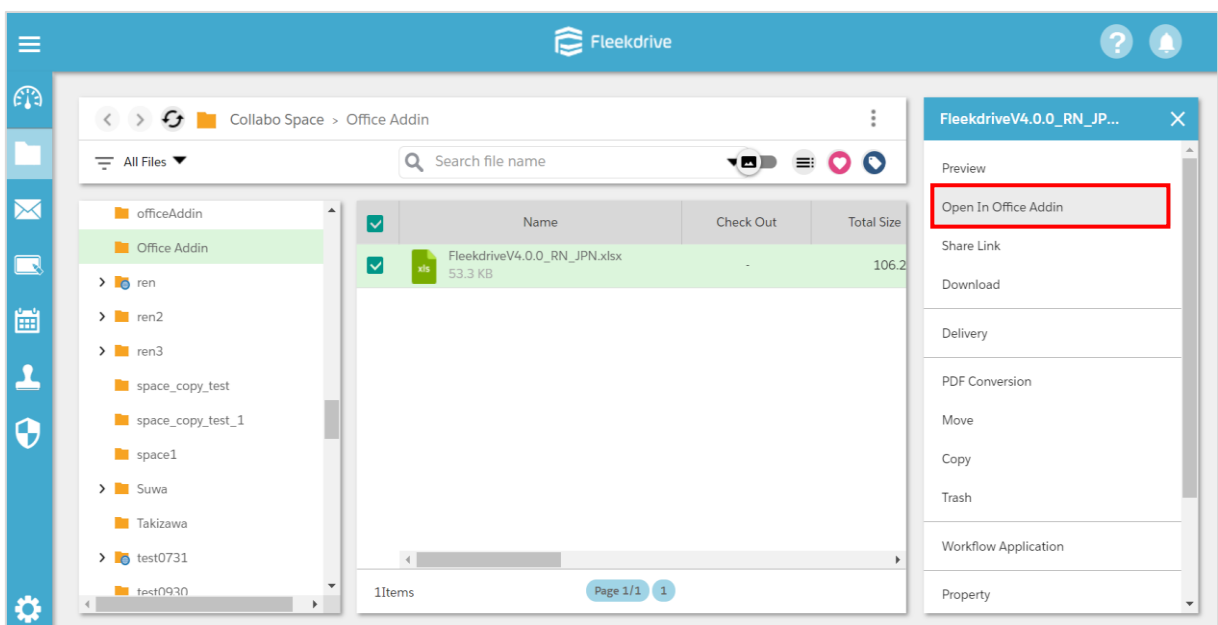
Figure 2-1

Attention

- Fleekdrive Office Addin application must be installed.

- Supported Office version is 2016, 2019 or later.

- Supported OS is Windows only.

2.2　Start MS Office on your local PC and edit files, and upload it to Fleekdrive.

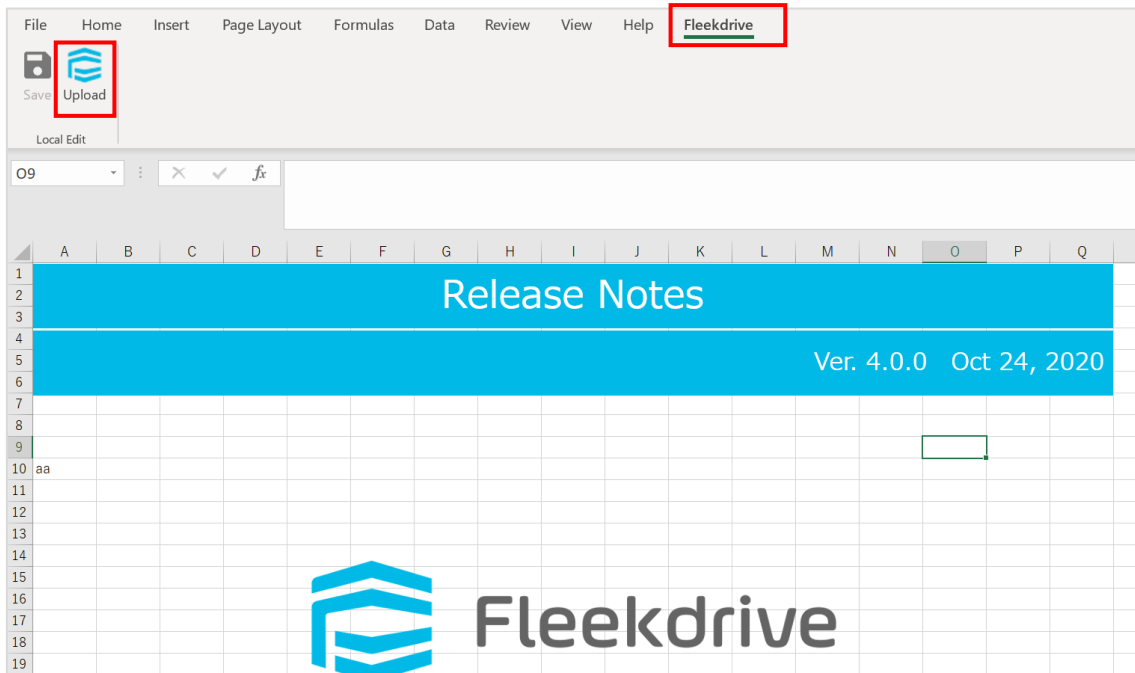Select the file you want to edit, and click "Open in Office Addin".

Figure 2-2

Download or Check out launches a local Office file.

Edit the file in the edit states, and after editing, click the "Fleekdrive" tab to upload it to Fleekdrive.
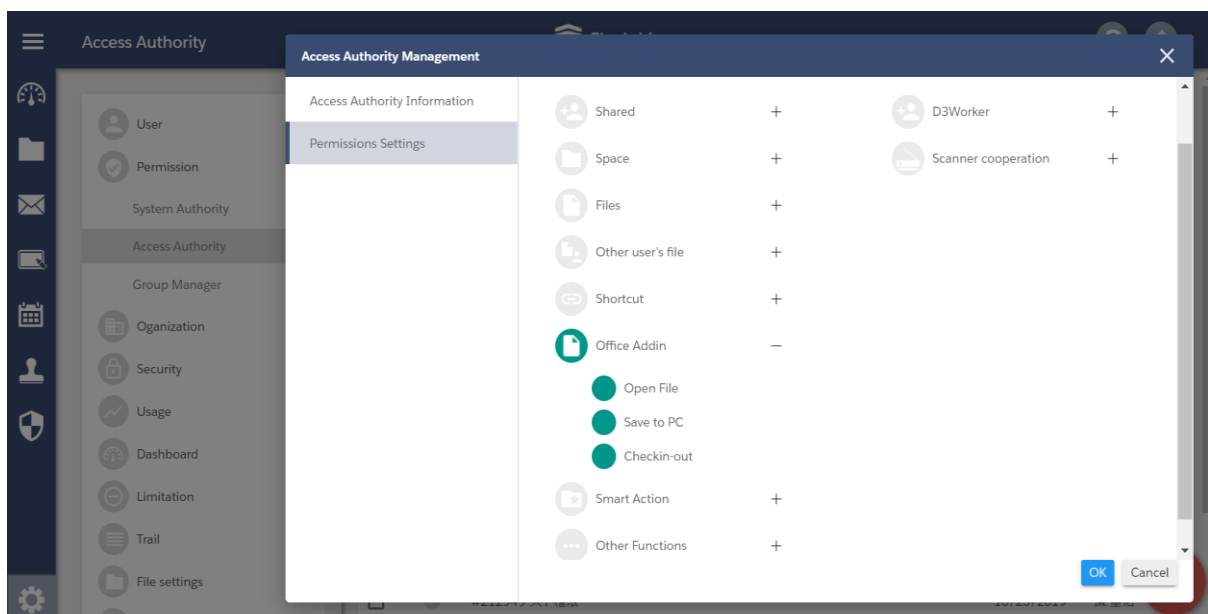
Figure 2-3

2.3 Authority settings for using Office Addin

The operation of Office Addin is controlled by "Access authority"

- Open File … Authority to open Office files on your local PC
- Save to PC … Authority to save Office files when opened in your local PC
- Checkin-out … Authority to check in or Check out files / Cancel Check out

Figure 2-4

3 A feature that the administrator can specify the Dashboard（Feature improvement）

3.1 Summary of Administrator Dashboards

Organization administrators will be able to specify the components they want to see in the Dashboard.

With the release of the above features, two types of dashboards will be available: "Personal" and "Organizational".
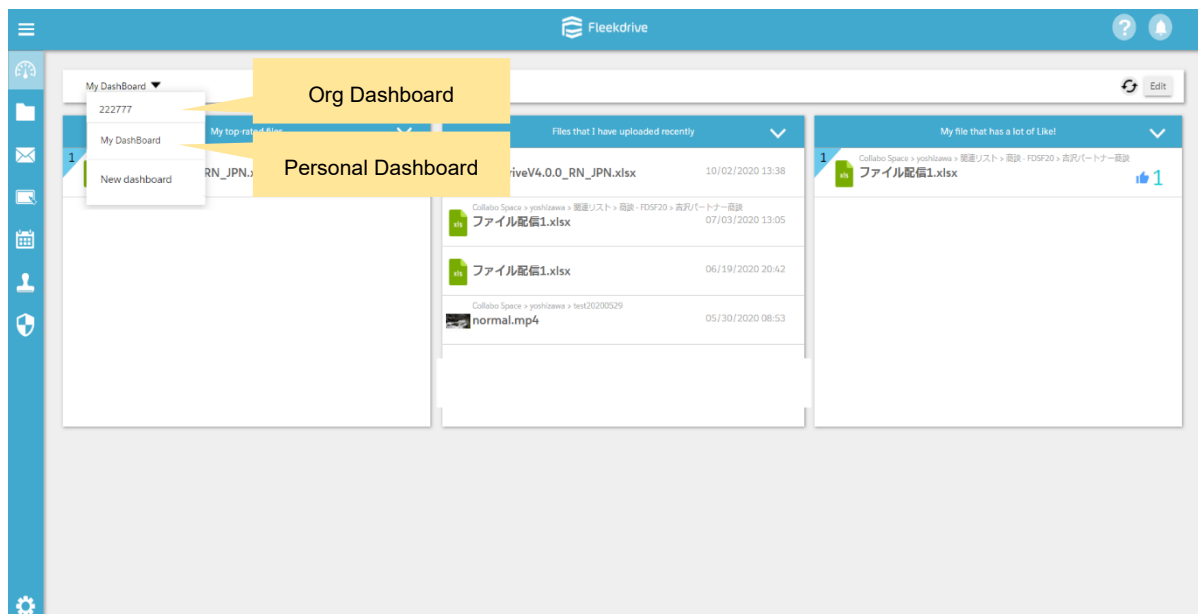
Figure 3-1
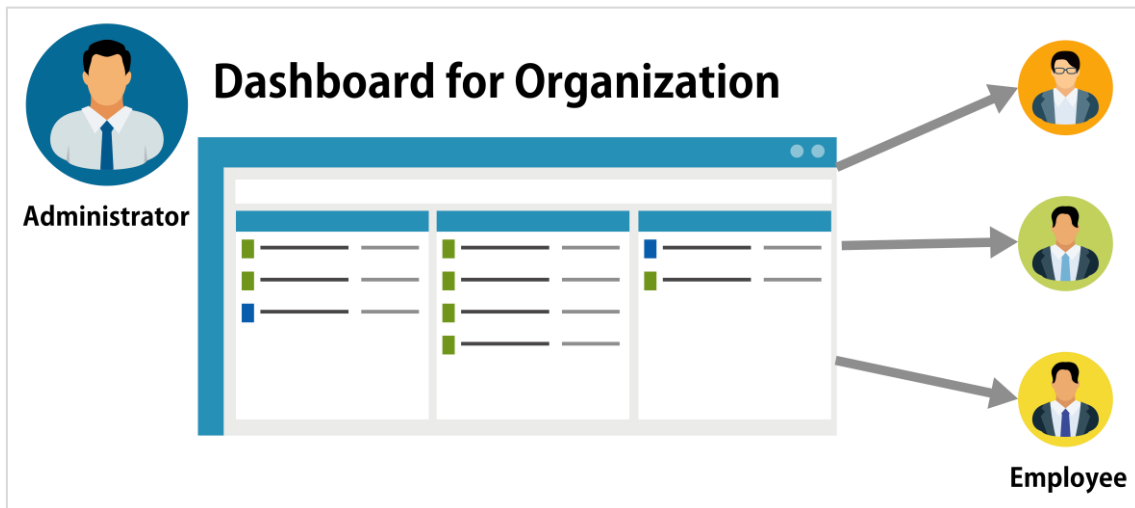
3.2 Switch the Dashboards

If there is an "organization dashboard" that can be viewed by the user, the dropdown in the upper left will allow you to switch between "organizational" and "personal".
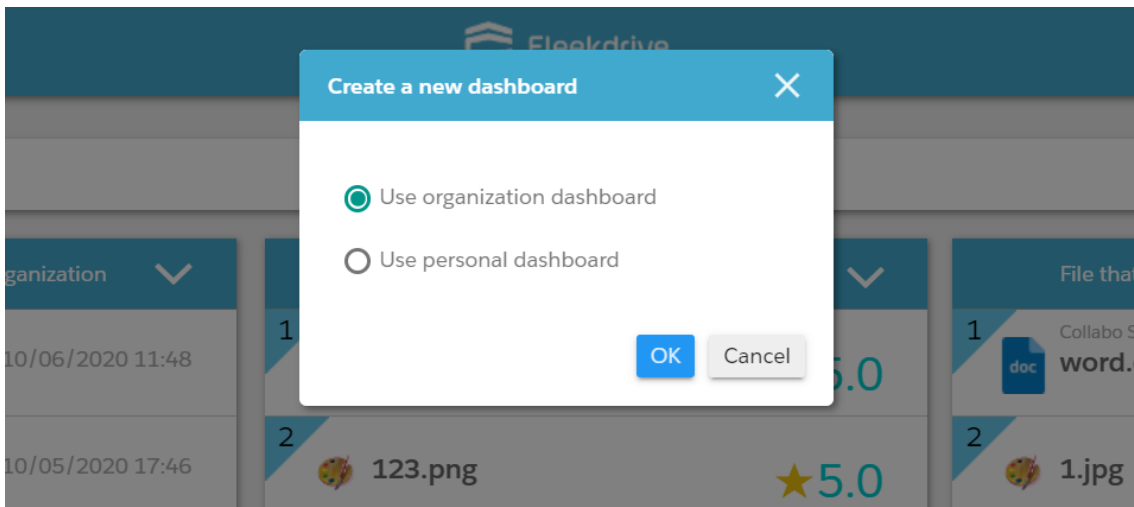
Figure 3-2

3.3   Create an organizational dashboard.

Administrators can create a new dashboard for their organization from "New dashboard".

Figure 3-3

3.4   Dashboard usage range

The various operations and usage ranges that can be performed on the dashboards for organizations and personals are as follows.

- Personal Dashboard … No changes from existing Dashboards.

  It can be created and edited by the user and viewed only himself.

- Organization Dashboard … Administrator can create, edit, and delete it.

  Each dashboard can be viewed by users in an authorized group.

Type	Operate	Administrator	User
Personal Dashboard	Create	○※1	○※1
	Edit	○※1	○※1
	Delete	○※1	○※1
	View	○※1	○※1
Organization Dashboard	Create	○	×
	Edit	○	×
	Delete	○	×
	View	○	○※2

※1 Only My dashboard   ※2 Only allowed dashboards