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Wrapsody eCo
v2.4

User Guide

Legal Notice

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Revisions

Date revised	Description
Aug. 24. 2018	v 1.0 created
Mar.15, 2019	v 1.1 and v1.2 updated - The send file feature added
Jul. 12, 2019	v 1.3 updated - The online revising feature added - UI changed
Sep. 6, 2019	v 1.3.1 Updated - The Outlook add-in feature added
Dec. 16, 2019	v1.4 updated - 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	v1.4.1 updated - Zoom meeting
Oct. 26, 2020	v1.5 updated - Manual check-in/out - Decryption download - Transfer ownership - View request
May 18, 2021	v1.6 updated - Check-out in browser
Aug 31, 2021	v2.0 updated - UI changed
Nov 22, 2021	v2.2 updated - Client: UI changed - Server: Chat tab added
Jan 25, 2022	v2.3 updated - Workgroup folder - Enhanced security: view period, view limit setting
Mar 25, 2022	v2.4 updated - Collaborate on files

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Getting started

Organizations engaged in robust external collaboration need to have an at-a-glance view of their project flow, keep the files shared with the project members up to date, and securely manage them. Wrapsody eCo satisfies all these needs and goes further by breaking out of the traditional inefficient and insecure file sharing model, in which project team members use different channels and systems, providing a single communication channel. This new kind of collaboration platform enables project team members to form a workgroup and communicate easily regardless of their affiliation.

Main Features

Easy file sharing and version control

Wrapsody eCo provides a simple and fast web-based interface that makes file sharing with external project partners more convenient without having to install a separate program on your PC. Once files are shared through Wrapsody eCo, its auto-synchronization feature automatically updates all the files being shared, thereby freeing the users from the hassle of sending an email with updated files attached every time a revision is made.

Permission management by file and by user

Wrapsody eCo enables detailed file management by granting different usage permissions to users. Even a shared file's contents can be protected because activities such as printing, copying, and pasting are controllable. In addition, the permissions to use the files can be revoked after the project is completed.

Convenient project management

The internal and external users on a project are placed into a workgroup, and communicate easily. The history of work including file usage (creation, revision or deletion) and messages exchanged among the members is recorded and displayed in the workgroup. All communication on the project is made through a single platform, and therefore the members can have a comprehensive view of the project workflow.

Effective management of project deliverables as assets

All the records (comments and deliverables) related to a project are kept in-tact even after the project is completed, enabling an organization to manage its intangible assets.

Secure and reliable tool free of security threats

Wrapsody eCo is a secure and reliable platform as all the files shared on Wrapsody eCo are encrypted. Wrapsody eCo integrates multiple information-sharing channels into one, preemptively blocking any data security risks and leaving no room for security holes and data breaches.

Terminology

Secure file: To convert a file into a Wrapsody eCo file. When you upload a file to the Wrapsody eCo server to share with a workgroup or send it to an individual user, the file is automatically converted or wrapped into a Wrapsody eCo file. Files with the extensions not supported for wrapping will be shared in their original format. (See Supported applications)

Wrapsody eCo file: A file uploaded to the Wrapsody eCo server. All versions of the Wrapsody eCo files and the version history are saved in the Wrapsody eCo server. If you check out, modify and check in a Wrapsody eCo file, other users can view the latest version of the file just by double clicking the Wrapsody eCo file on their PC.

Upload file: Share files with workgroup members by uploading a file to a workgroup

Share: Covers the concept of sharing a file either by uploading or sending a file to collaborators

File owner: A user who initially uploaded or sent a file. The file owner can add new users or delete the users with permissions for the files. The head of the workgroup can change the owner. As for sent/received files, the owner can designate another internal user as an owner. (An external user cannot be named as an owner.)

My files: All the files that you can access among the files uploaded to the workgroup and the received files.

Sent/Received: The files sent and received through the send file feature.

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

Head of workgroup: A user who initially created a workgroup. The Wrapsody eCo administrator can change the head. The head of a workgroup can set the default **Workgroup permissions** to use the files shared with the workgroup. The workgroup permissions are uniformly applied to all the members.

Workgroup member: A user who is on the same project. Employees within an organization can become members of a workgroup simply by adding them. External users should sign up via an email invitation.

Recipient: A user who received files through the send file feature. A recipient is given the default **Recipient permissions**, and the file owner can change them later.

View: A user who has View permission can open a Wrapsody eCo file. If a user has View permission only or selects to open the file in view mode, the file is opened as read-only.

Decryption download: To convert a Wrapsody eCo file back into a plain file to download

Wrapsody eCo Client: A program used to modify Wrapsody eCo files using their native applications (e.g., Microsoft Word program for Word files) and share the latest version with other users.

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Document Conventions

The following table describes the conventions used in this guide

Conventions	Meaning
Bold	Bold text denotes items displayed in Wrapsody eCo such as menus, pages, windows, options, and button names. **Example**: · Click **Apply**
Link	Linked text refers to a title of a document or a chapter within the document. **Example:** · For more details on uploading a file, see Upload File.
Italics	Italic text denotes words, commands, files names, file paths, IP addresses, and URLs that users should enter. **Example:** · The location of the default system library is *C:\ProgramFiles\Fasoo*.
[Note]	A note message provides helpful and advisory information for the users or helps the users to avoid unintended consequences. **Example**: · **[Note]** You can only wrap files with supported extensions.

Table 1. Document conventions

Type of Guide Documents

- **Wrapsody eCo Admin Guide**: Guide for the system administrators of an organization that uses Wrapsody eCo. This document explains how the administrators manage Wrapsody eCo, ranging from the organizational chart and administrative settings to managing workgroups, etc.

- **Wrapsody eCo User Guide**: Guide for Wrapsody eCo users. This document explains how to use various features of Wrapsody eCo for effective collaboration, including creating a workgroup and sharing a file with collaborators.

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Making the Most of Wrapsody eCo

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

A: See Collaborate on Files to visit the workgroup where your project team members are, see the project history, and view and use the project files.

Q2: What are the advantages of using Wrapsody eCo?

A: Many decisions are made and changed before a project can be completed. 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 Wrapsody 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.
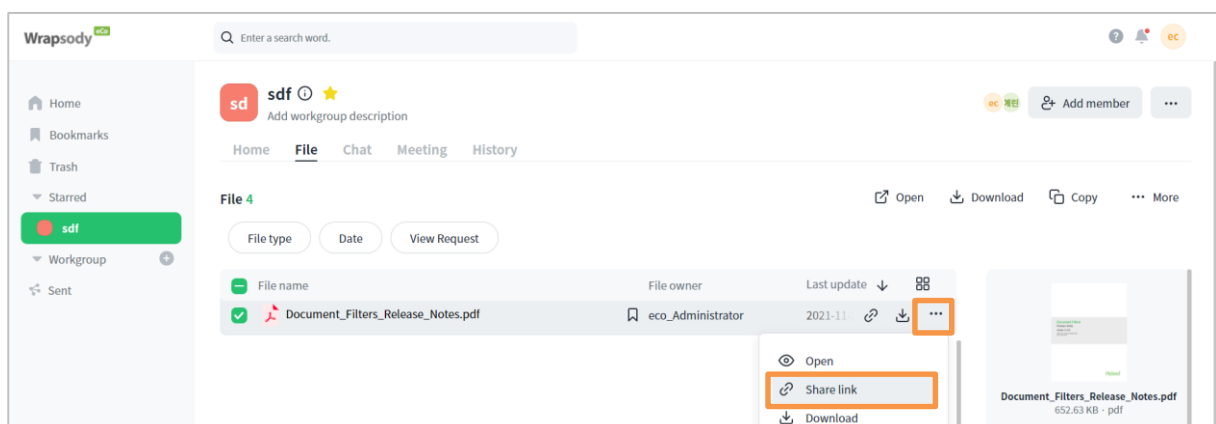
Q3: How can I share a file?

A: Wrapsody eCo provides two ways of file sharing. One is Uploading a file to a workgroup to share files with the project team members, and the other is Sharing a preview/download link to individual users regardless of their participation in the project.

Uploading a file

Sending a file

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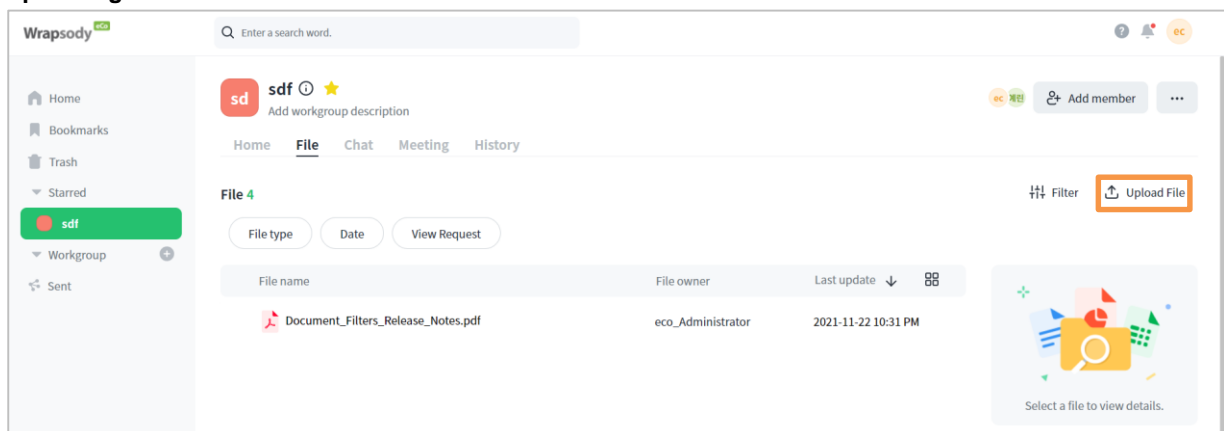
Q4: Why do I need a workgroup, and how I can make it?

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 Wrapsody 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.

- See Creating a workgroup

Q5: How can I use the latest version?
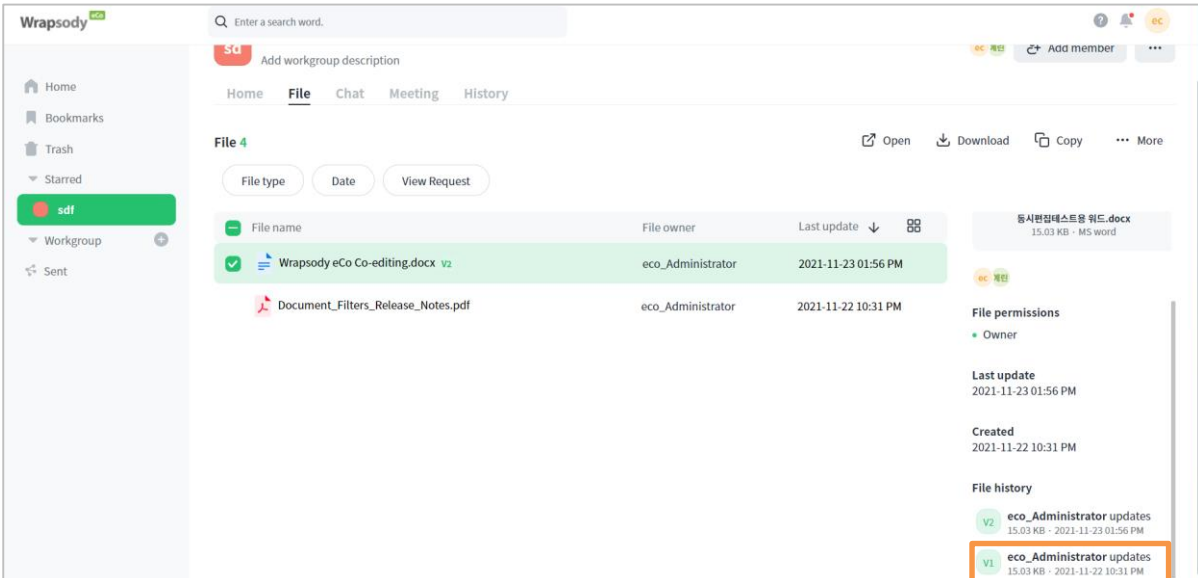
A: Revision is a special feature of Wrapsody eCo that synchronizes any changes made to the shared file from individual PCs with the server so that the file is automatically updated when an authorized user opens it. To revise files, see below.

- When the application for PC is installed: Checking out

- When modifying a file on the web browser without installing the application for PC: Viewing/Editing files on the web

The revise feature of Wrapsody eCo automatically updates the files shared on Wrapsody eCo. Wrapsody eCo also provides powerful information security that controls activities carried out while using files, such as printing, screen capturing, and copying and pasting text, thereby preventing information leakage. (See **Q8**)

Q6: How can I access previous versions of files?

A: Because Wrapsody eCo files are saved on the server whenever they are checked in, you can download a specific file version you want among all the previous versions when you need it. To download a previous version of the file, select a workgroup, go to File tab, and check a file to view details on the right pane. Hover the mouse over desired file version in File history section. Click ⬇ to download the desired version of the file.

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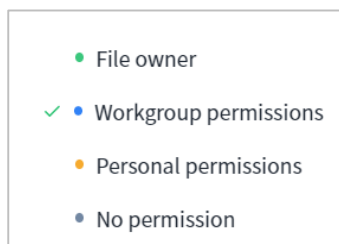## Q7: How can I prevent users from printing, screen capturing, and copying or pasting text?

A: Wrapsody eCo can control activities while using files. To control user permissions, click ⓘ on the right of workgroup name to open the **Workgroup Details** dialog. Enable the **Enhanced security** option and check **Copy to clipboard**. You can disable each option not to give permission to the workgroup members.
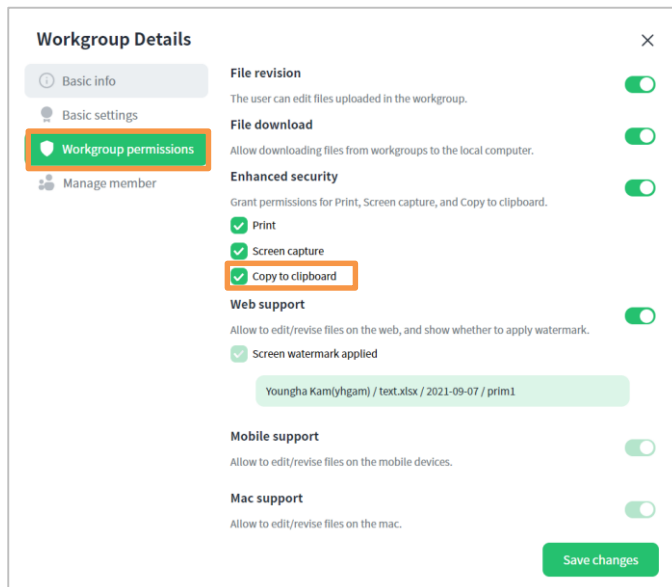
Q8: How can I grant different permissions for certain files to the project team members?

A: Sometimes you need to grant different permissions to different users due to the security level of the file or the responsibilities of the users even though they are members of the same project team. In this case, the head of the workgroup can grant different permissions to users for viewing and downloading certain files by using the security function of Wrapsody eCo.

Hover the mouse over the file for which you want to grant permissions and click **More** ··· > **File Permissions**. Select **Personal permissions** to set individual permissions for the user to use the file.

For more details, see Setting file permissions.

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Q9: I do not need to share a file anymore. Can I revoke the permissions for a file that is already shared?

A: Yes, you can protect the intellectual assets of your origination after a project is complete by revoking the permissions for the shared files. To revoke permissions, select the target file from the list, click **More** ••• > **File Permissions**, and select **Personal permissions** on the right side of the user whose permissions you want to revoke. Only the head of the workgroup or the file owner can revoke permissions.
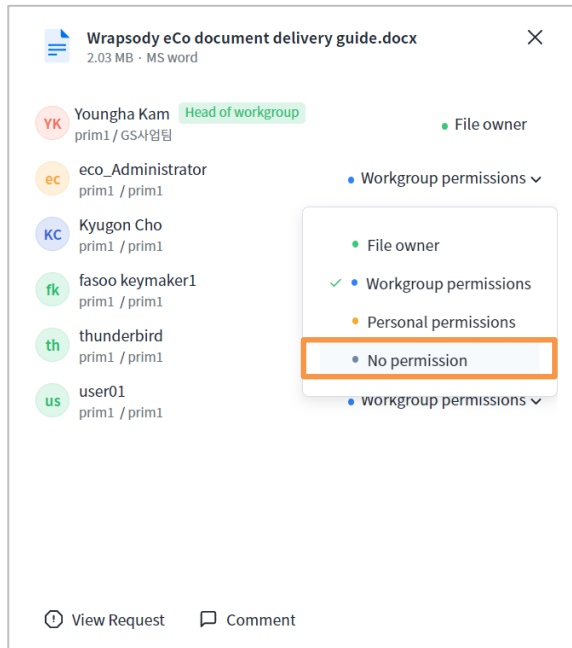
Q10: What can file owners do and how can they be changed?

A: File owners are the users who initially uploaded or sent the files using Wrapsody eCo. They can grant permissions to new users and modify the permissions previously granted. The head of the workgroup can change the owner of a file that has been shared with the workgroup to another workgroup member. As for the sent/received files, the owner can name another internal user as an owner. To change the file owner, see Changing the file owner.

Q11: How can I communicate with the other project members?

A: If a user leaves a comment, other users who have permission for the file can see it even if they are not in the same workgroup. You can conveniently explain the changes made to the file to other users or see all the changes made to each version in one place if comments on the changes are left on each version.

To leave comments on a file or view the comments of other users, see Leaving a comment on a file. To leave comments using the application for PC, see Checking in.

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1   Overview

1.1. Configuration of Wrapsody eCo

Wrapsody eCo consists of the web (Server) and the application for PC (Client). All the features of Wrapsody eCo can be used on the web without installing an agent. However, if you want to revise files other than Microsoft Office files or revise them using their native applications (e.g., Microsoft Word), you need to install the application for PC.

1.2. System Requirements

Type	Category	Requirements
Client	H/W	CPU: Pentium IV 2GHz or higher RAM: 2GB or higher HDD: 100GB or higher
	OS	Microsoft Windows 8.1 or higher
Server	H/W	CPU: Xeon 2.5 Ghz Quad Core or higher (64 bit) RAM: 32GB or higher (64 GB recommended) HDD: 200G or higher (Separate storage space required)
	OS	Windows Server 2012 or higher (64bit) CentOS 6.10 or higher Ubuntu 16.04 LTS or higher Redhat RHEL 7.5 or higher

Table 2. System requirements

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1.3. Workflow at a glance

The workflow inside Wrapsody eCo is as follows:
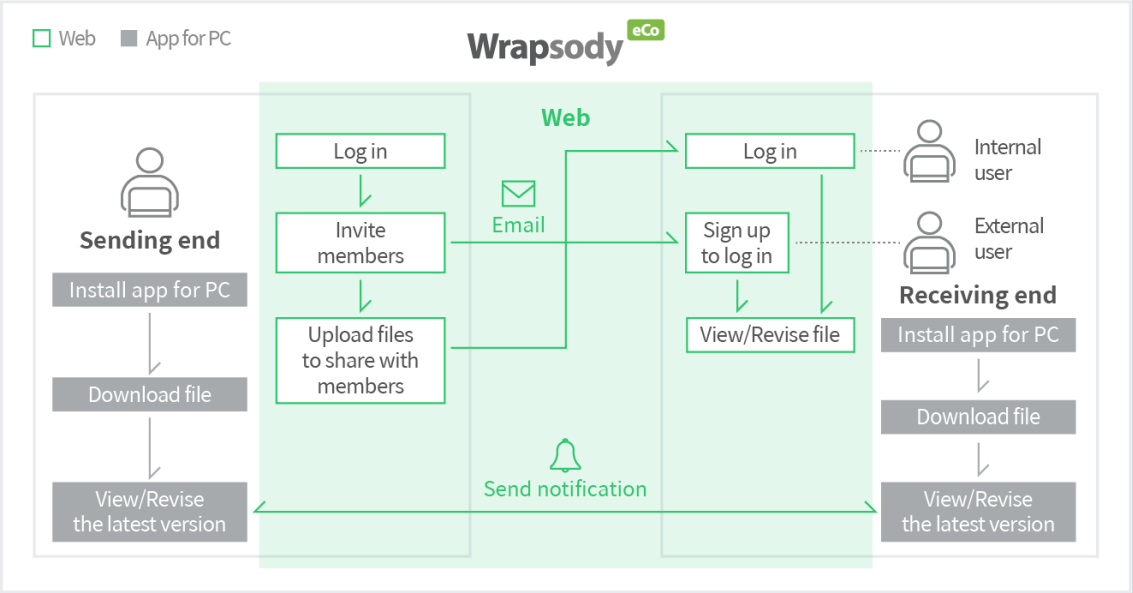
Figure 1.1. Wrapsody eCo workflow

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2   Starting Wrapsody eCo

Wrapsody eCo provides a quick and simple web interface that does not require the installation of a separate application for PC, in principle. (However, the revising online feature supports only Microsoft Office files. Therefore, the Wrapsody Client must be installed to modify the files other than Microsoft Office files, or to download and modify a Wrapsody eCo file using their native applications (e.g., modifying a Microsoft Word file using Word). You can create a workgroup for each project, invite other users to the workgroup and share files with them conveniently. You can also send files to people who are not involved in the project. For more information about the Wrapsody eCo web interface, see Wrapsody eCo website.

[**Note**] The web interface may not be supported by default. Please contact your administrator for more details.

2.1   Signing up

1.   Click on the **Sign up** link in the Wrapsody eCo invitation email. If you are a member of an organization that uses Wrapsody eCo, the sign-up process is not required.

2.   When the sign-up page appears, fill in the required fields.

3.   Click **Sign up** to complete the process.

2.2   Logging in/out

1.   Open a web browser (e.g., IE 11 or higher, Chrome, Edge, Firefox or Safari supported) and enter the Wrapsody eCo web address.

   [**Note**] By default, the Wrapsody eCo URL is provided in the form of *https://the **domain name of the organization**.wrapsodyeco.com* (e.g., *https://fasoo.wrapsodyeco.com*). To confirm the address, please contact your Wrapsody eCo administrator or your inviter if you have received an invitation email from the person.

2.   When the login page appears, enter your **Wrapsody eCo ID/PW**. If you are a member of a company that uses Wrapsody eCo, enter your company ID and password. If you are invited by your collaborator, enter the email address you used when signing up as your ID.

3.   Click **Log in**. The **Recent** page of Wrapsody eCo Home will appear if you have authenticated successfully. If you want to log out, click your name in the top right corner of the screen and click **Log out**.

   [**Note**] If you are a member of an organization that uses Wrapsody eCo, the login ID may be set according to your company's settings. If you have trouble logging into Wrapsody eCo, contact your Wrapsody eCo administrator.

2.3   Changing password

If you want to see your personal information (job title, role, group) or change your password, follow the steps below. Only external users who signed up for Wrapsody eCo through an email invitation can change their personal information.

1.   Click your user profile icon in the top right corner of the screen.
2.   Click **Edit Profile**.
3.   **Edit Profile** dialog appears.

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Edit profile   ✕

- profile
- Change password
- Apps to link

Profile image

YK

User name

Youngha Kam

Job title   **Role**

Staff   TW

Email

chuhs@fasoo.com

Phone

Company

GS

4. Go to the **Change password** tab.
5. Click **Edit** to enable the password input field.
6. Enter new password twice.
7. Click **Change Password**.

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3   Wrapsody eCo website

3.1   Layout
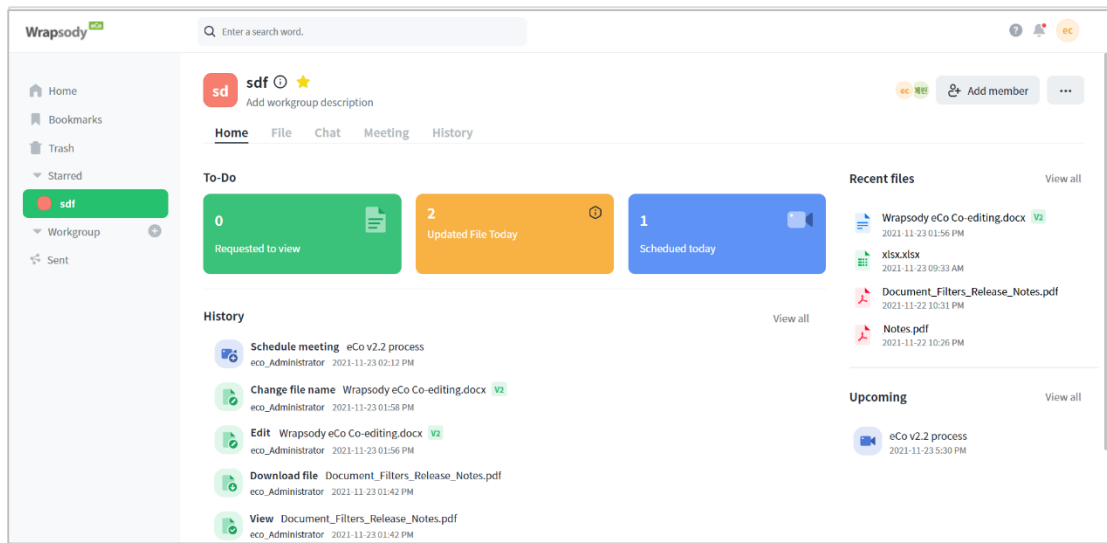
Figure 3.1. Wrapsody eCo Layout

3.2   Create/Set Workgroup

For effective project management, you can create a workgroup for each project.   For details on how to create a workgroup, see below.

3.2.1 Creating a workgroup
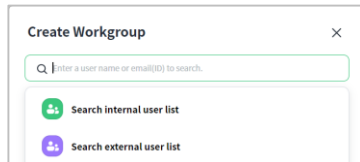
1.   Click **+** on the right side of **Workgroup** in the left-hand navigation menu, or click **Create Workgroup** in the top right corner of the **Workgroup** page.
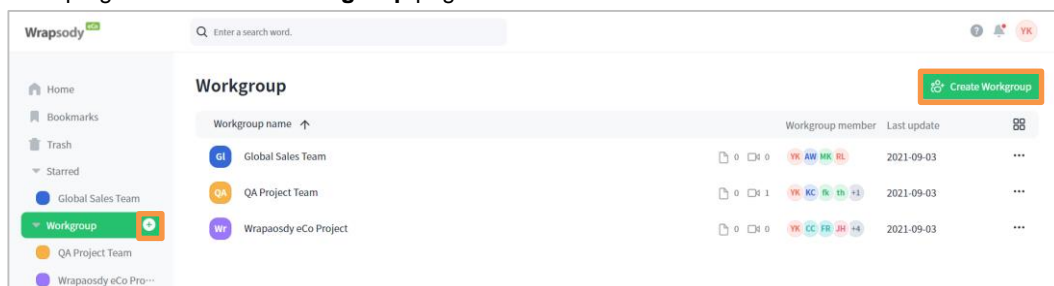
2.   The Create Workgroup dialog appears.

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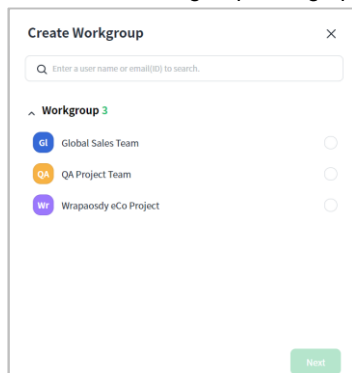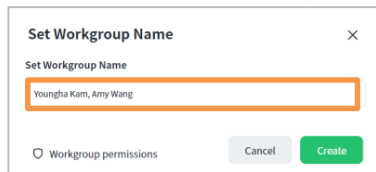
3. Search by user name or ID to add members. You can also select **Search internal user list** or **Search external user list** and select users from the selected list.
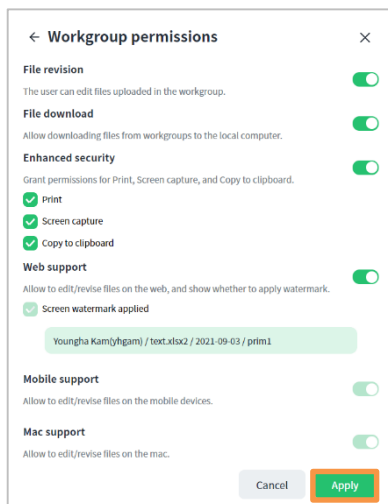
    [Note] When you enter a user name or ID, a list of workgroups that includes the entered user appears below the input field. If you select an existing workgroup, you move to the selected workgroup instead of creating a new workgroup.

4. Edit the created workgroup name in the **Set Workgroup Name** dialog. The default workgroup name is set with the member names you selected in the previous step.
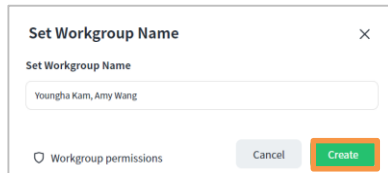
5. Click the **Workgroup permissions option** at the bottom left to view the permission setting for the workgroup. Edit the permissions if required and click **Apply** to save the changes. (Refer to Permission settings of a workgroup)

6. Click **Create** in the **Set Workgroup Name** dialog.

7. The created workgroup is added to the workgroup list.

3.2.2 Adding members to a workgroup

1. Select a desired workgroup in the list, and click [Add member] on the top right corner of the selected workgroup page.

    [Note] You can also add members by clicking ··· > **Workgroup info** > **Manage member** > .

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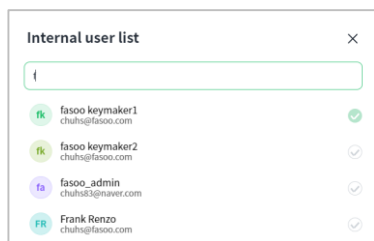web: www.fasoo.com | email: inquiry@fasoo.com

2. Click the search input field in the Add Member dialog, and search a user according to the following 3 process.
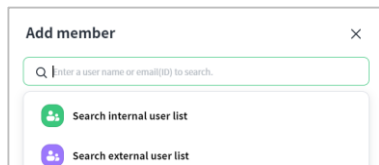
1) Select **Search internal user list** or **Search external user list** to select users from the list.
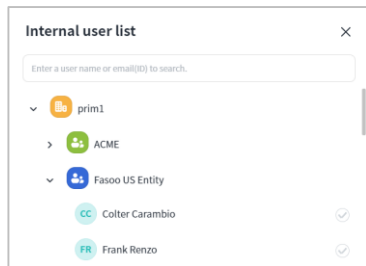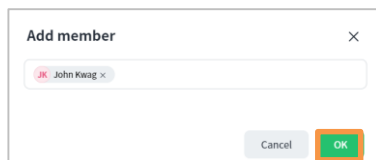
2) Enter user name or ID/email to search an existing user to add as a member.

3) Enter an email of a new user who has not registered for the Wrapsody eCo service to add a new external user as a member. The added new external user will receive an email invitation and will become a member of the workgroup after registering for Wrapsody eCo.

3. Click **OK** to add the selected member.

4. You can see that the member is included in the workgroup.
   1) Mouseover member profile icons on the left of the **Add Member** button.
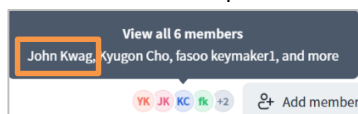
   2) Click member profile icons on the left of the **Add Member** button to view the member list and head of workgroup.
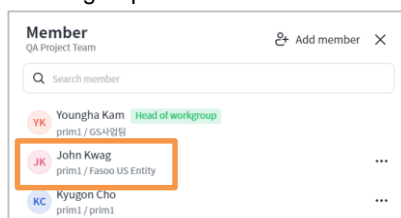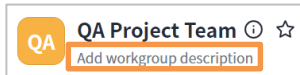
3.2.3 General settings of a workgroup

Adding a description

1. Select a desired workgroup in the list.

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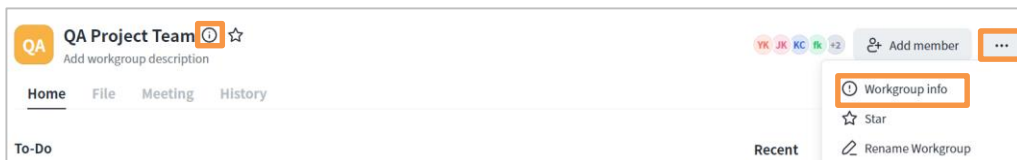2. Click Add workgroup description below the workgroup title.

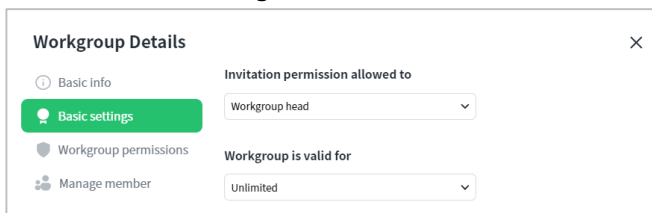3. Enter a description in the **Description** dialog and click **OK** to save.
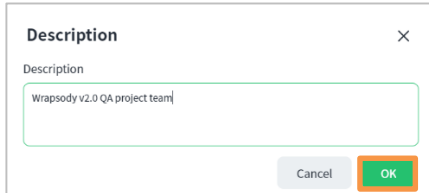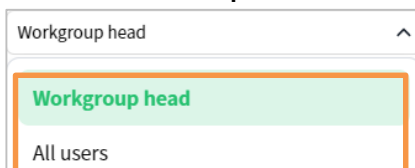
Setting workgroup invitation

1. Select a desired workgroup in the list.
2. Click ⓘ next to the workgroup name on the top left, or click the **More** icon on the top right and select the **Workgroup info** from the menu.

3. Select the **Basic Settings** tab on the left.

4. Select the **Invitation permission allowed** to option.

5. Click **X** to close the window and save changes.

Setting workgroup valid period

1. Select a desired workgroup in the list.
2. Click ⓘ next to the workgroup name on the top left, or click the **More** icon on the top right and select the **Workgroup info** from the menu.
3. Select the **Basic Settings** tab on the left.
4. Select a valid period for the workgroup from the dropdown list.

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Workgroup is valid for

Unlimited ∧

Unlimited

1 month

6 months

1 year

3 years

custom

5. The end date is shown below according to the set period.

Workgroup is valid for

6 months ∨

up to 📅 2022.03.03

If you select custom and set the desired end date on the calendar, click **Apply**.

Workgroup is valid for

custom ∨

up to 📅 2022.03.03   **Apply**

3.2.4 Permission settings of a workgroup

[Note] If the workgroup head does not set the personal permission of a user to use the file, workgroup permission is automatically applied to all files uploaded to the workgroup. Please refer to Setting file permissions for more information on how to set personal permission.

1. Select a desired workgroup in the list.
2. Click ⓘ next to the workgroup name on the top left, or click the **More** icon on the top right and select the **Workgroup info** from the menu.
3. Select the **Workgroup Permissions** tab on the left.

Workgroup Details   ✕

ⓘ Basic info

👤 Basic settings

🛡 Workgroup permissions

👥 Manage member

File revision
The user can edit files uploaded in the workgroup.   ⬤

File download
Allow downloading files from workgroups to the local computer.   ⬤

Enhanced security
Grant permissions for Print, Screen capture, and Copy to clipboard.   ⬤
☑ Print
☑ Screen capture
☑ Copy to clipboard

Web support
Allow to edit/revise files on the web, and show whether to apply watermark. ⬤
☑ Screen watermark applied

   Youngha Kam(yhgam) / text.xlsx / 2021-09-03 / prim1

**Mobile support**
Allow to edit/revise files on the mobile devices.   ⬤

Mac support
Allow to edit/revise files on the mac.   ⬤

                                                          Save changes

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4. Enable/Disable the file revision, file download, and enhanced security options for workgroup members.
    - **File revision**: Workgroup members can edit the files that have been uploaded in the workgroup when this option is enabled.
    - **File download**: Enabling this option allows workgroup members to download files from the workgroup and use previously downloaded files. Conversely, workgroup members cannot download or use previously downloaded files when the option is disabled.
    - **Enhanced security**: Enabling this option allows workgroup members to download encrypted files and have permission to **print**, **screen capture** or **copy to clipboard** when each item is checked. When the option is disabled, a decrypted file is downloaded when workgroup members try to download a file and no additional security feature is provided.
5. You can also set whether to support Web, Mobile, and Mac environments. Mobile and Mac support depends on the subscription plan that the company chose, and the site administrator can set whether to support each platform within the subscription plan coverage.
6. Click **Save Change** to apply changes.

3.2.5 Adding to favorites

1. Select a desired workgroup in the list.
2. Click ☆ next to the workgroup name on the top left, or click the **More** icon on the top right and select the **Workgroup info** from the menu.
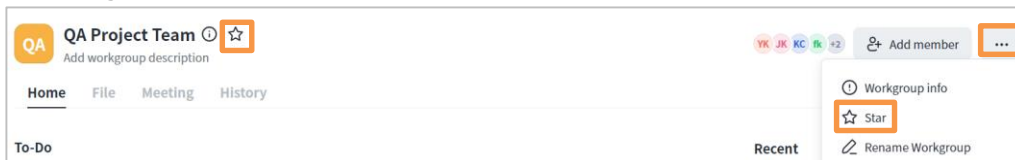
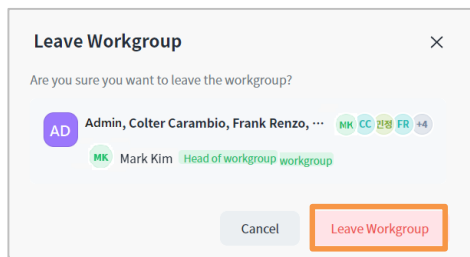3. The workgroup has been moved to the **Starred** section.
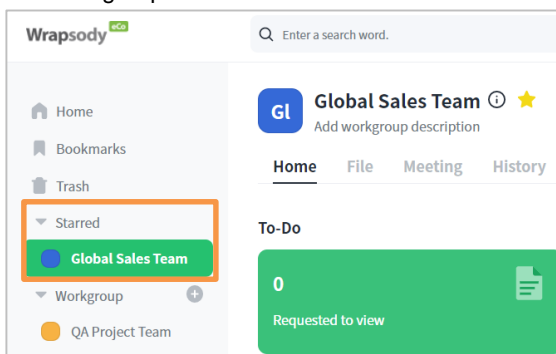
   [Note] You can also remove a workgroup from the **Starred** list by clicking ⭐ or by clicking … > **Unstart**.

3.2.6 Leaving a workgroup

Workgroup members can leave a workgroup when they want the workgroup to be removed from their workgroup list.

1. Select a desired workgroup in the list.
2. Click the … icon on the top right corner of the screen.
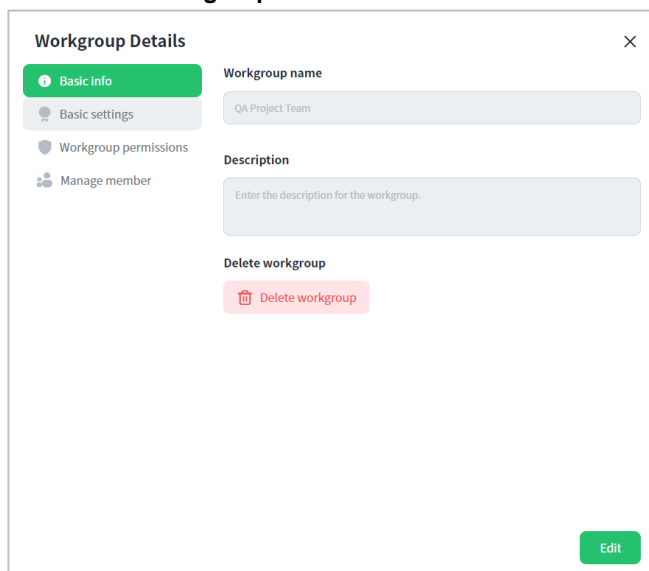3. Click **Leave workgroup** to confirm.

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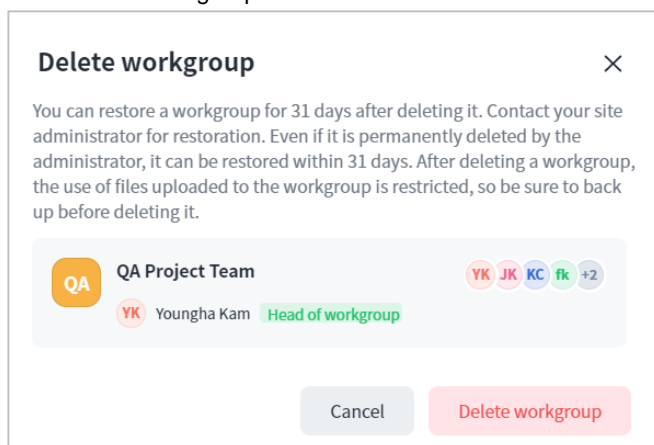4. The workgroup is deleted from the workgroup list of the user.

3.2.7 Deleting a workgroup

Workgroup heads can delete a workgroup they have created when the project is over or when they don't need the workgroup anymore.

1. Select a desired workgroup in the list.
2. Click ⓘ next to the workgroup name on the top left.
3. Click **Delete Workgroup** on the **Basic info** tab.

4. Click Delete Workgroup to confirm.

5. The workgroup is deleted from the workgroup list.

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3.2.8 Extending a workgroup

Workgroup heads can extend a workgroup's validity period if the project time extends or if they want to restore a previously expired workgroup.

1. Select an expired workgroup in the list.
2. The following dialog appears.

3. Click **Extend** to move to the **Basic settings** tab on the **Workgroup Details** page.

4. Change the validation date and click **Apply**.

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3.3   Workgroup Folders

3.3.1 Creating a folder in a workgroup

By creating folders in workgroups, you can manage files in a logical folder structure.

1. Select a desired workgroup in the list.
2. Click the **File** tab below the workgroup name.
3. Click ☐ Create Folder on the top right.
4. Enter a folder name and click **OK**.
5. The added folder is created on top of the file list.

3.3.2 Editing a folder name in a workgroup

1. Hovering the mouse over a desired workgroup in the list will show ⋯ on the right.
2. Click ⋯ and select ✎ Rename from the context menu.
3. Change the folder name and click **OK**.
4. The changed folder name appears in the list.
5.

3.3.3 Deleting a folder in a workgroup

1. Hovering the mouse over a desired workgroup in the list will show ⋯ on the right.
2. Click ⋯ and select 🗑 Delete from the context menu.
3. Click **Delete** on the pop-up dialog.
4. The folder is deleted from the list.

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3.4   Upload Files

3.4.1 Uploading a file to a workgroup

To share a file with project members, you need to upload the file to Wrapsody eCo and wrap it to become a Wrapsody eCo file. You can share a file directly by right-clicking a file on your PC if you have installed the Wrapsody eCo application. (See Sharing files via Windows Explorer)

1. Select a desired workgroup in the list.
2. Click the **File** tab below workgroup name.
3. Select the folder to upload to. If you do not select a folder, the file will be uploaded to the root folder by default.
4. Click ⬆ Upload File on the top right of the file list.
5. Select a file to upload and click **Open**. Also, you can drag and drop a file on your PC to the desired folder to upload.
6. If you select a file which is not a Wrapsody eCo file, the file will be automatically wrapped into an encrypted file and uploaded.
7. The selected file is added to the file list of the workgroup. You can see the encrypted file is displayed on your PC with the Wrapsody eCo icon on it.

[Note] You can also upload a file by clicking 📄 Share on the Home page. Clicking the button will show a workgroup creation or selection dialog first. Then you can upload a file to the created/selected workgroup. Please note that you cannot select a folder when uploading through the "Share" button so the file will be uploaded to the root folder by default.

3.4.2 Sharing files via Windows Explorer

You can share (upload/send) files using the Wrapsody eCo application installed on your PC without having to log into the Wrapsody eCo web page. For details on how to share files, see descriptions below.

[Note] Files with the extensions not supported for wrapping will be shared in their original format. (See Supported applications.)
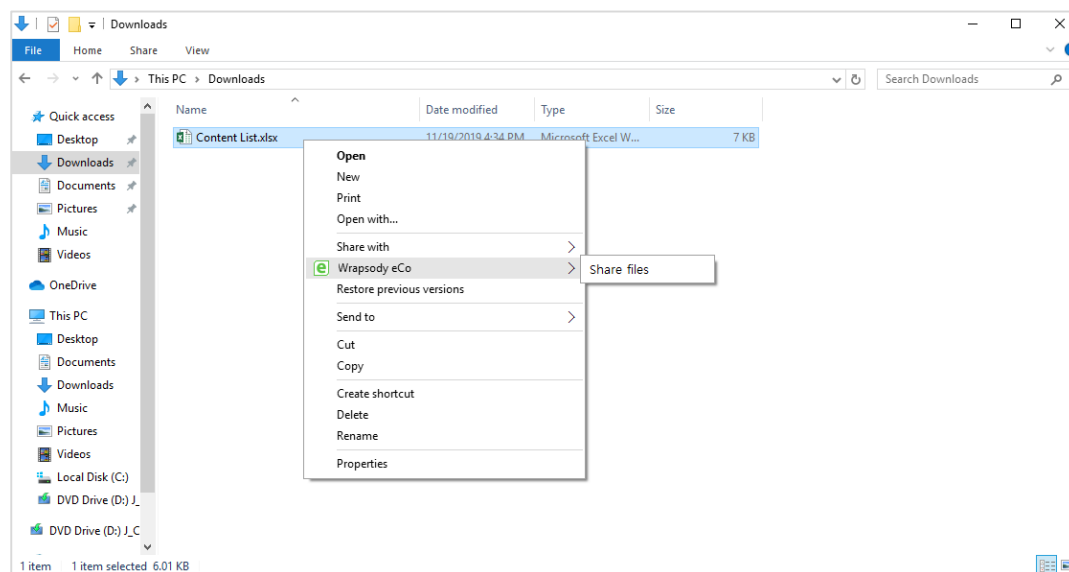
Figure 3.2. Sharing files via Windows Explorer

1. Right click a file(s) that you want to share via Windows Explorer.
2. Click **Share files**.

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3. Select the organization's Wrapsody eCo server where you want to upload the files.
4. Select how you want to share the files in the **Share files** window. (See Upload File)
5. Check if files that cannot be shared have been selected and deleted if there are any in the **Confirm files** window.
6. You can add recipients by clicking **add** when sharing files by sending. To see the current permission settings and modify the settings, click **Modify permissions**. (See Setting file permissions) In the case of uploading to a workgroup, the default workgroup permissions will be applied.

[Note] Please note that you cannot select a folder when uploading via Windows Explorer so the file will be uploaded to the root folder by default.

3.5 Collaborate on Files

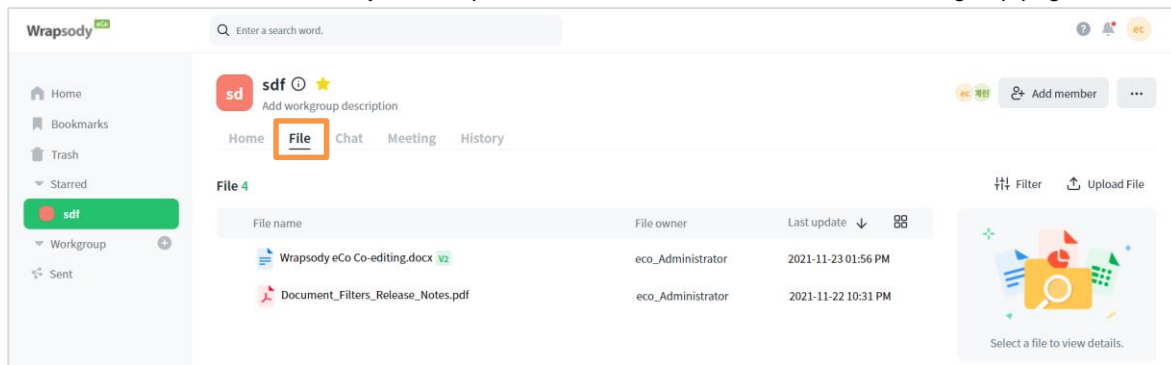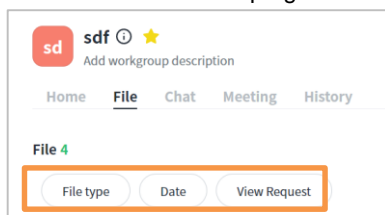You can see all the files for which you have permissions to use in the File tab on the workgroup page.

Figure 3.3. Using shared files

3.5.1 Searching files

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Click ⌗ Filter on the top right corner of the file list to show filters.

4. Click each filter and select the desired option to filter files.
   - **File type**: Select a file type among **All**/ **Starred**/ **Owned by me**/ **Unopened**
   - **Date**: Select a period among **All**/ **Last 1 day**/ **Last 1 month**/ **Last 1 year**/ **Custom**
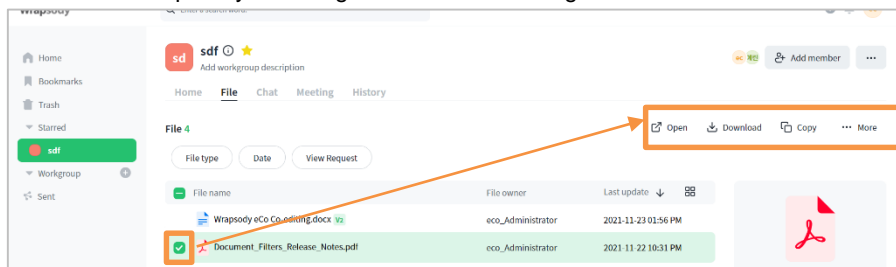   - **View request**: Select view request to filter files that you were requested to view

3.5.2 Downloading files

Please refer to Wrapsody eCo Client > Revising Wrapsody eCo files for more details on how to use files after downloading from a workgroup to your PC.

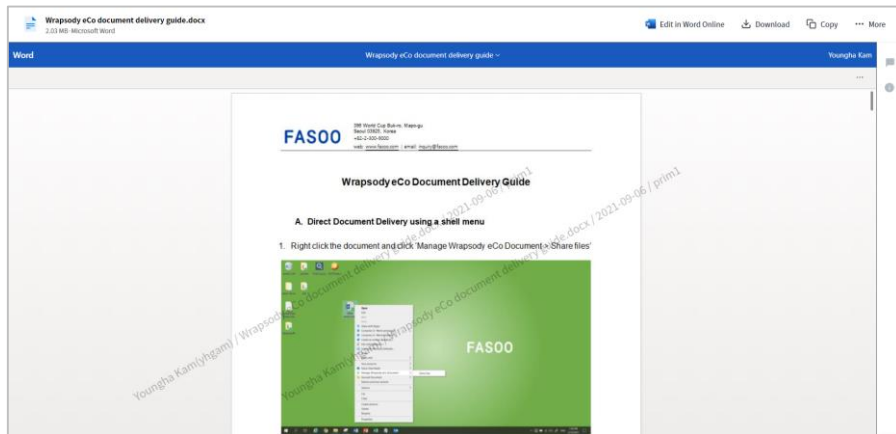### 3.5.3 Viewing/Editing files on the web

1. Select a desired workgroup in the list.
2. Move to the **File** tab.

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3. Select a file to open by checking to show the following menu buttons.

4. Click **Open** to view the file as below. You can also click the file name on the list to open the file.

5. To edit the currently-viewed file, click the **Edit in Word Online**. Please note that you can only use this function when you are subscribing to Office365 after logging into the service.
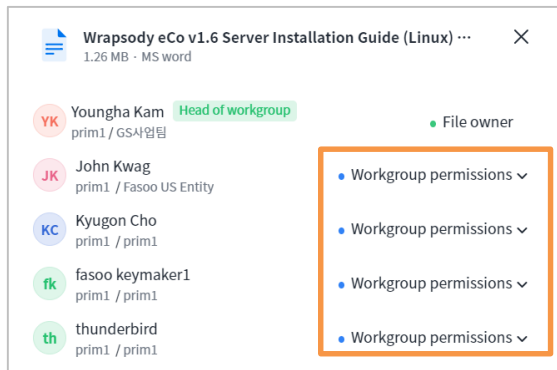
3.5.4 Downloading files on the web

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Check a file to download on the file list. (Multiple selections allowed)
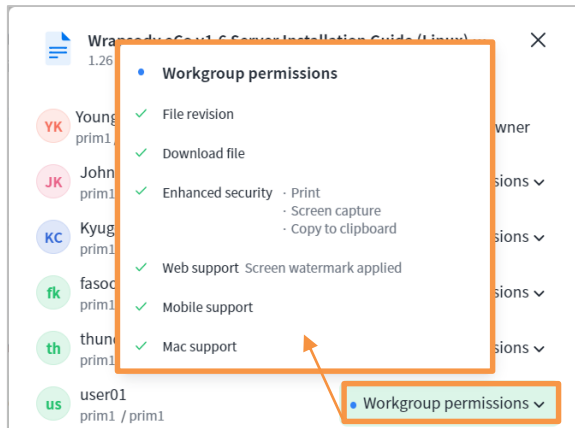4. Click **Download** on the top right when enabled.

3.5.5 Setting file permissions

The owner of a file can edit the file permission options. Workgroup heads have no right to edit file permissions but they can withdraw file ownership and grant ownership to another workgroup member.

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Hover the mouse over the last updated date of the desired file to show the **More** icon ⋯ .
4. Select **File permission** on the context menu.
5. You will see the list of members with the permission type they hold on the right. Unless otherwise selected, workgroup permissions are applied to members by default.

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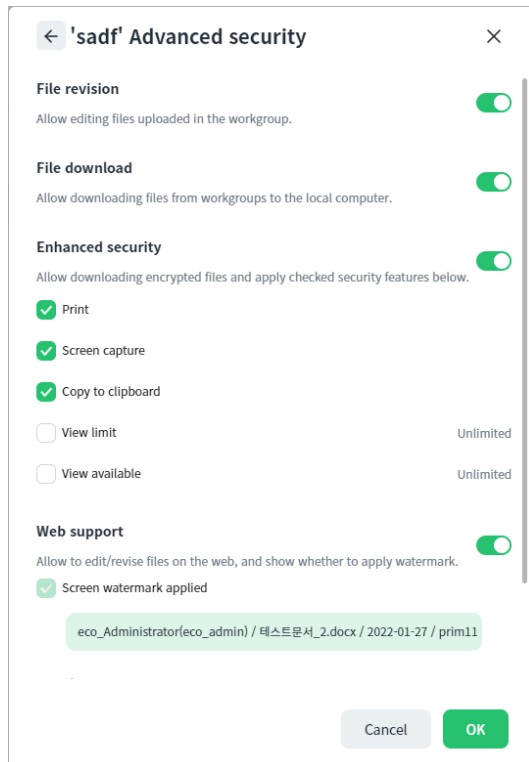web: www.fasoo.com | email: inquiry@fasoo.com

6. You can check the details of the set permissions by hovering over the permission type.

7. To change the personal permissions of each member for the file, click ⌄ on the right of the permission set for the member and select between file workgroup permission, personal permission, or no permission.
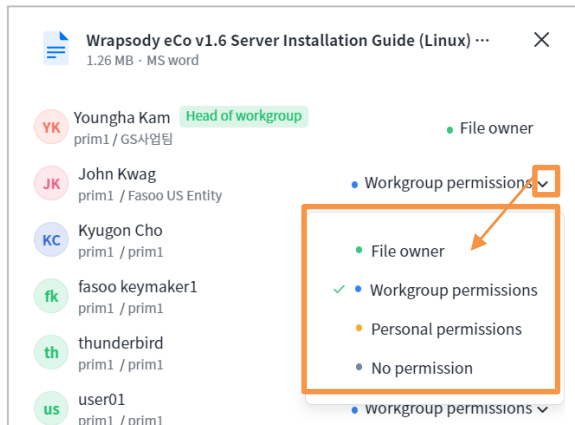
8. If you select **Personal permissions**, the following dialog appears to set the personal permissions for the member.

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The workgroup permission setting is automatically applied to personal permissions by default. You can customize the setting for each user by changing the enabled options. You can additionally set the view limit and view duration as well.
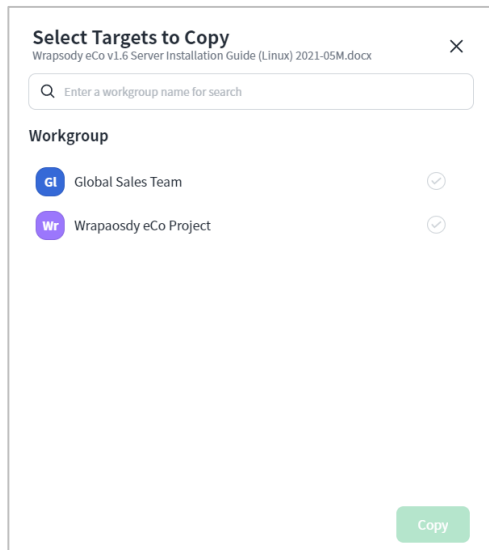
9. Edit the permissions and click **OK**.

3.5.6 Copying files between workgroups

If you are the owner of a file in a workgroup and need to share it with other workgroups of which you are a member, you can use the copy feature. The members of the workgroup that you copy the file to will have the default workgroup permissions for the file. A copy will be created in case there already exists the same file in the target workgroup. The existing permission of the original file will not change. For details on how to create and sent a link, see below.

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Select a file to share with another workgroup. (Multiple selections allowed)
4. Click **Copy** when the menu appears.
   You can select a workgroup from the list below, or search workgroup name in the search window.
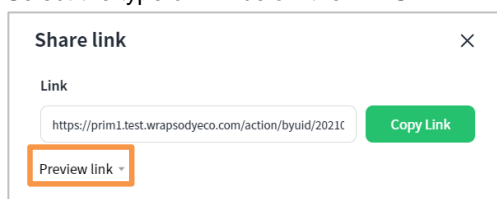
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Select Targets to Copy
Wrapsody eCo v1.6 Server Installation Guide (Linux) 2021-05M.docx ✕

🔍 Enter a workgroup name for search

Workgroup

Gl Global Sales Team ⊘

Wr Wrapaosdy eCo Project ⊘

Copy

5. The file is uploaded to the selected workgroup, and it moves to the file list page of the workgroup.

3.5.7 Sharing a preview/download link

To make collaboration simple, you can create a link either for previewing or downloading a Wrapsody eCo file and send the link to your work partners instead of sending a file. You can also choose to let the recipient view the file without having to log in. (This option is only available to the owner of a file) For details on how to create and send a link, see below.

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Hover the mouse over the last updated date of the desired file to show the **More** icon ··· .
4. Select **Share link** on the context menu.
5. Select the type of link below the link URL.

Share link ✕

Link

https://prim1.test.wrapsodyeco.com/action/byuid/20210   **Copy Link**

Preview link ▾

- **Preview link**: Select this option if you want the recipient to view the file in a web browser.
- **Download link**: Select this option if you want the recipient to download the file.
- **Anonymous preview link**: Select this option if you want to skip the login process and let the recipient view the file immediately in a web browser as soon as they click on the link
- **Anonymous download link**: Select this option if you want to skip the login process and let the recipient download the file.
[Note] Only the owner of the file can use anonymous options, so the options are not enabled for workgroup members.
6. If you have selected anonymous preview/download link, set the duration until link expiration.

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Share link

Link

https://prim1.test.wrapsodyeco.com/action/byuid/2021C   **Copy Link**

Anonymous preview link ▾   🗑 Delete link

Link expiration
Set the validity period of the anonymous link.

Unlimited   ▾

7. Click Copy Link and paste the link to where you need. In case you no longer want the link to be effective, click
    🗑 Delete link to terminate the link.

3.5.8 Moving a file to another folder

You can move files to other folders within the same workgroup.

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Select a file from the file list to move. (Multiple selections allowed)
4. Select the **Move to another folder** icon on the top right. Or hover the mouse over a file to show the **More**
    icon ⋯ , select ⋯ , and select **Move to another folder** from the context menu.
5. Select a destination folder to move the file and click **OK**.
6. The file is moved to the desired folder.

3.5.9 Checking out a file manually

Users with Revise permission can edit and update the latest version on the server manually for documents they
uploaded or shared by other workgroup members when manual check-out is supported for the target document
(e.g., CAD files). However, the manual check-out may not be supported depending on the company, and the
supported extensions (e.g., .dwg, .dxf, .nwd .nwf .nwc) may vary as well. Please contact your administrator for
more details.

If you installed the Wrapsody Client, please refer to 4.3.3 Manual checking-out for details on a local file's manual
check-out and 4.3.1 Checking out for checking out office-type local documents.

To see how to check out documents manually see below.

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Hover the mouse over the last updated date of the desired file to show the **More** icon ⋯ .
4. Click ⋯ on the right of the CAD file you want to revise.
5. Select **Download** on the menu to download the document.
6. Click ⋯ on the right of the file you want to revise.
7. Click **Manual check-out** on the menu.
8. Open, edit and save the file.
9. Click ⋯ on the right of the file
10. Click **Manual check-in** on the menu.
11. When the **Manual Check-in** dialog appears, drag and drop the revised file or select the file from your PC.
12. Enter a message if needed.
13. Check the **Notify all users with View permission** option if you want to send notifications to users with View
    permission.
14. Click **Check In** to complete.

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3.5.10 Downloading a decrypted file

A file encrypted with Wrapsody eCo can be decrypted and downloaded as a plain file by the file owner through the decryption download function.

1. Hover the mouse over the last updated date of the desired file to show the **More** icon ⋯ .
2. Click ⋯ on the right of the file to download.
3. Select **Decryption download**.

3.5.11 Changing the file owner

If you are the head or owner of the workgroup, you can change the files' owner in your workgroup.

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Select a file to share with another workgroup. (Multiple selections allowed)
4. Select More on the top right and **select Change file owner**.
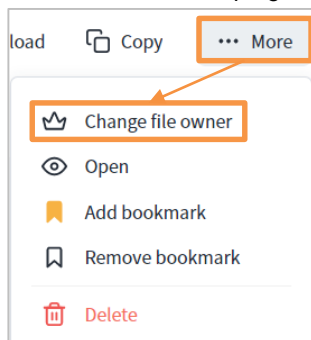
5. Select a new file owner and click **Change Owner** on the **Change File Owner** dialog.

3.5.12 Request users to view a document

You can request other users to view a specific document. The view request can be sent on a scheduled date or instantly.

1. Select a desired workgroup in the list.
2. Move to the **File** tab.
3. Hover the mouse over the last updated date of the desired file to show the **More** icon ⋯ .
4. Click ⋯ on the context menu and click **View Request**.
5. Select all members to send your view request. You can select all members on the list by clicking **Select all**.

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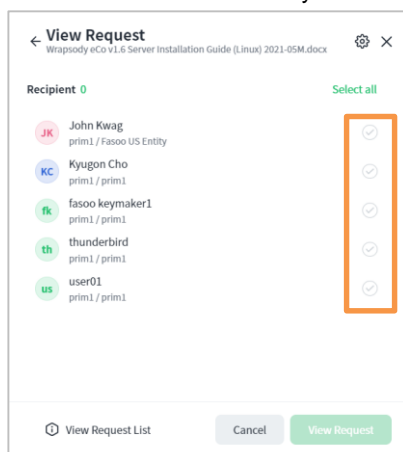
6.   (optional) Enter a message to send with a view request when the input field is enabled.

7.   Click ⚙ to open the **View Request Setting** dialog. You can set when to send the view request and whether to resend the request if it is not viewed by the recipient.
       - **Real-time**: Send the view request instantly
       - **Scheduled**: Send the view request on a selected date. Click the date next to the calendar icon on the right to schedule a date.

8.   Select an option for the Resend if not viewed option.
       - **Do not send**: Do not send additional view requests even if they do not open the document.
       - **After n days**: Re-send a view request after n days if they do not open the document.

9.   Click **OK**.
       * The recipients will receive the view requests via email at 8 am on the scheduled date. When you select the After n days option, the email will be sent at 8 am after n days. Also, the sender will get an email when a recipient opens the requested document.

3.5.13   Leaving a comment on a file

1.   Select a desired workgroup in the list.
2.   Move to the **File** tab.
3.   Hover the mouse over the last updated date of the desired file to show the **More** icon ··· .
4.   Select **File Permissions** to open the file permission setting dialog below.
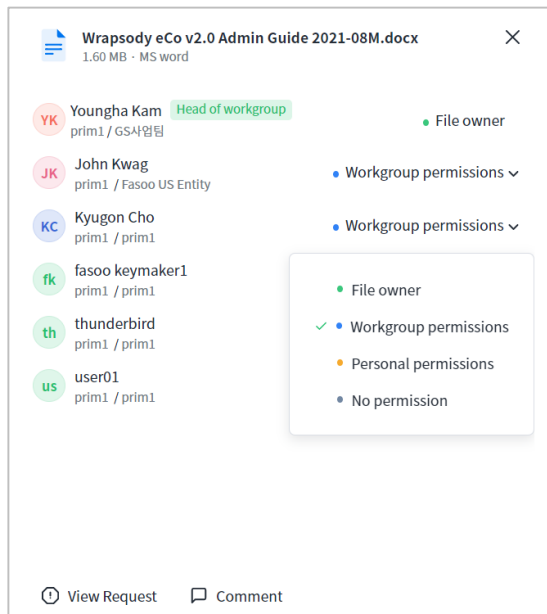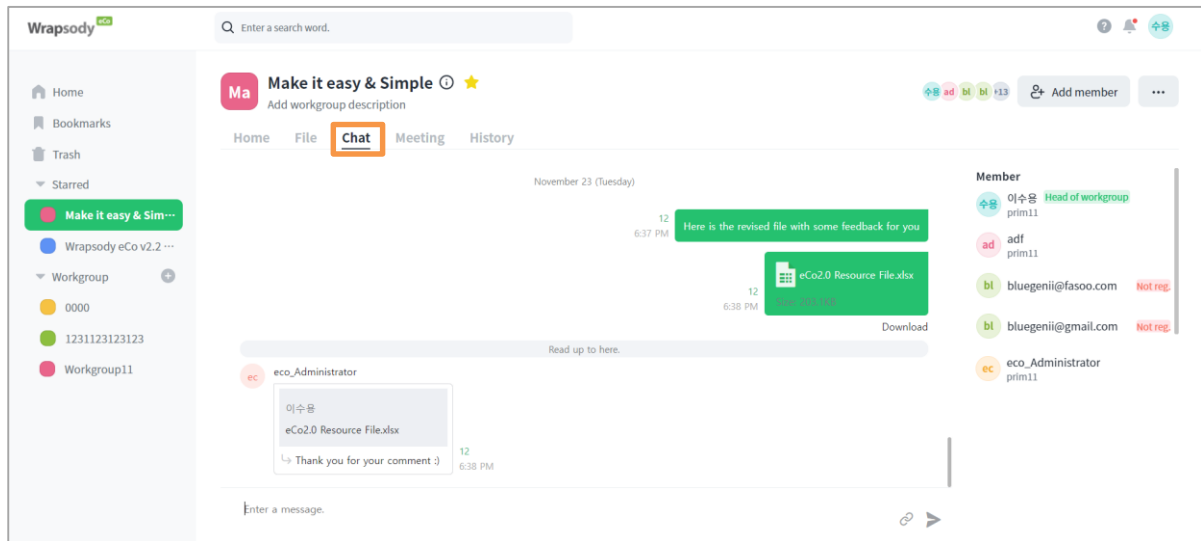

5.   Click **Comment** at the bottom.
6.   Enter a comment in the input field and click **OK**.
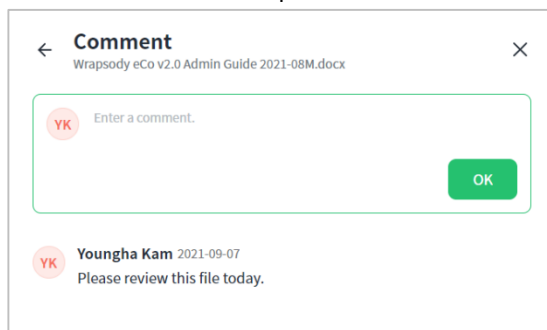
7.   The added comment is added below.

3.6   Chat

You can collaborate with your project members by sending message and files on the Chat tab.

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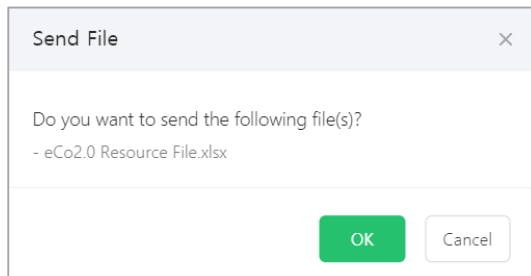web: www.fasoo.com | email: inquiry@fasoo.com

3.6.1 Sending a message

1. Select a workgroup from the workgroup list.
2. Move to the **Chat** tab.
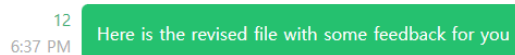3. Enter a message in the input field and click the Enter key or ➤ on the right.

3.6.2 Sending a file

1. Select a workgroup from the workgroup list.
2. Move to the **Chat** tab.
3. Drag and drop a file to the message input field or click 🔗 to select a file to share.
4. Click **OK** to send.

3.6.3 Replying to a message

1. Select a workgroup from the workgroup list.
2. Move to the **Chat** tab.
3. Hover the mouse over the message to reply and select **Reply**.

4. Enter the message in the input field to reply, and click the Enter key or ➤ on the right.
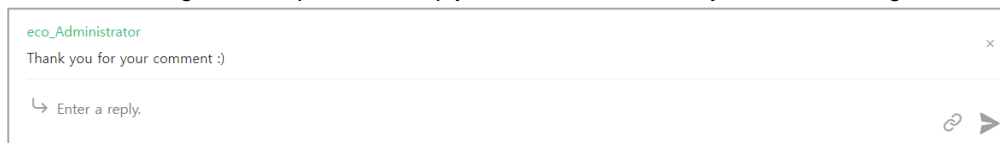
3.7   Zoom Meeting

You are required to connect to your Zoom account to create, edit, and delete Zoom meetings. If you are not a

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member of Zoom, please sign up at https://zoom.us.

Please download the Zoom application to your device before joining your meeting. Please follow the link to download the browser app at https://zoom.us/download. Download the Zoom app from the App Store for iOS or in Google Play for Android.
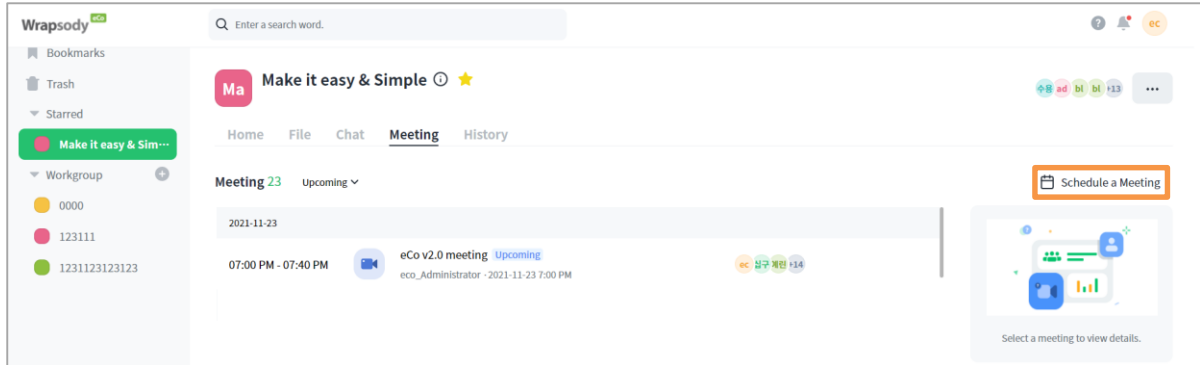
3.7.1 Linking a Zoom account

1. Click the user name on the upper right corner of the screen next to the profile icon.
2. Click **Edit profile**.
3. Go to the **Apps to link** tab.
4. Click the **Link** next to **Zoom**.
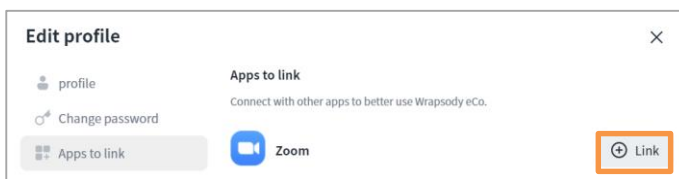
5. Click **OK** when the pop-up dialog appears to agree to connect your Zoom account.
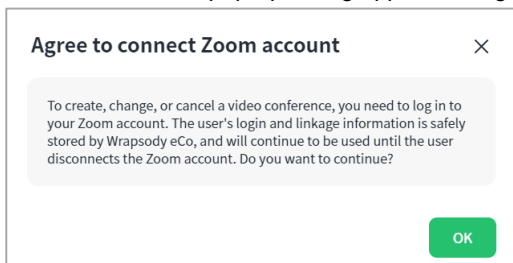
6. Enter your Zoom ID and password, check the **I am not a robot** checkbox, and click **login**.
7. Click **Approve** to confirm Zoom account access.

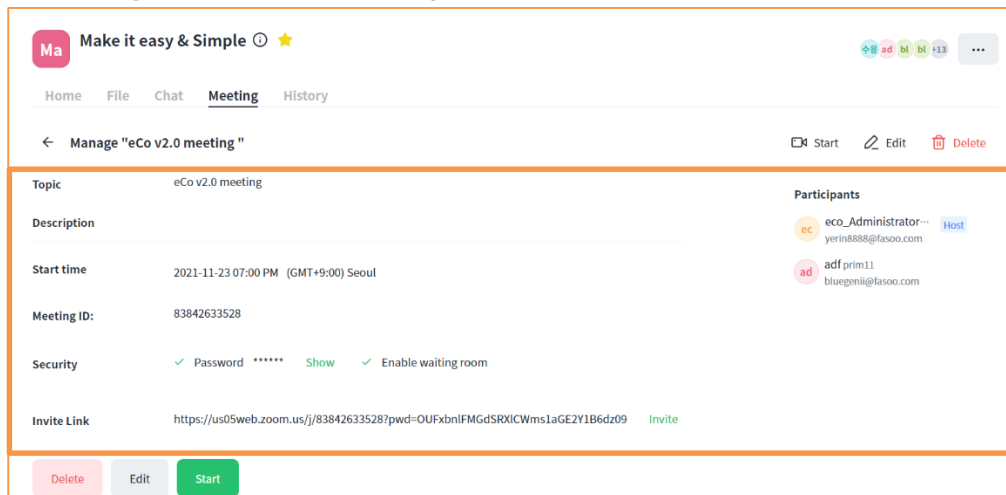### 3.7.2 Checking meeting schedules

1. Select a desired workgroup in the list.
2. Move to the **Meeting** tab.
3. You can see the upcoming meeting list by default. If you want to view the previous meetings, select Previous

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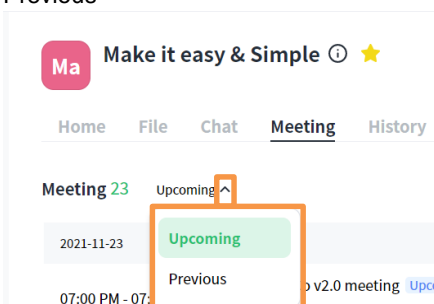
4. Click ⋯ on the right and **Details** on the menu, or click the meeting title to view details.
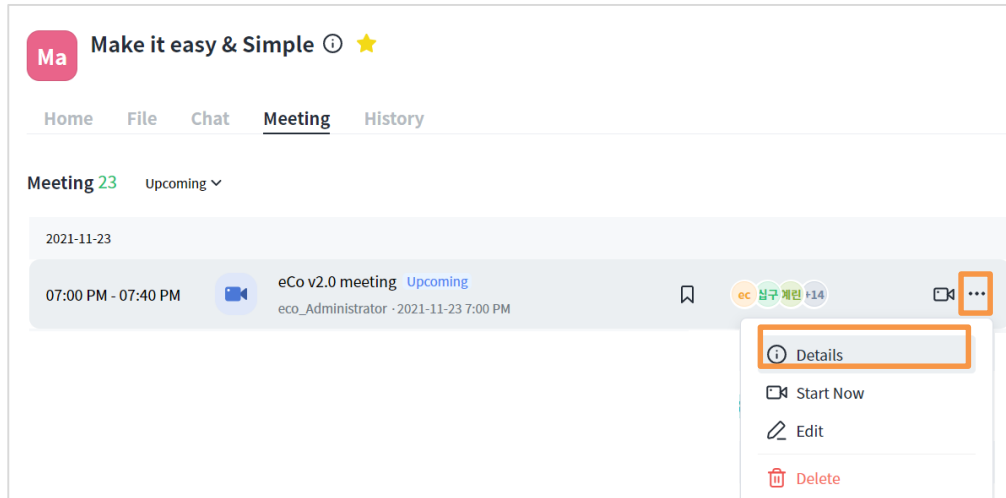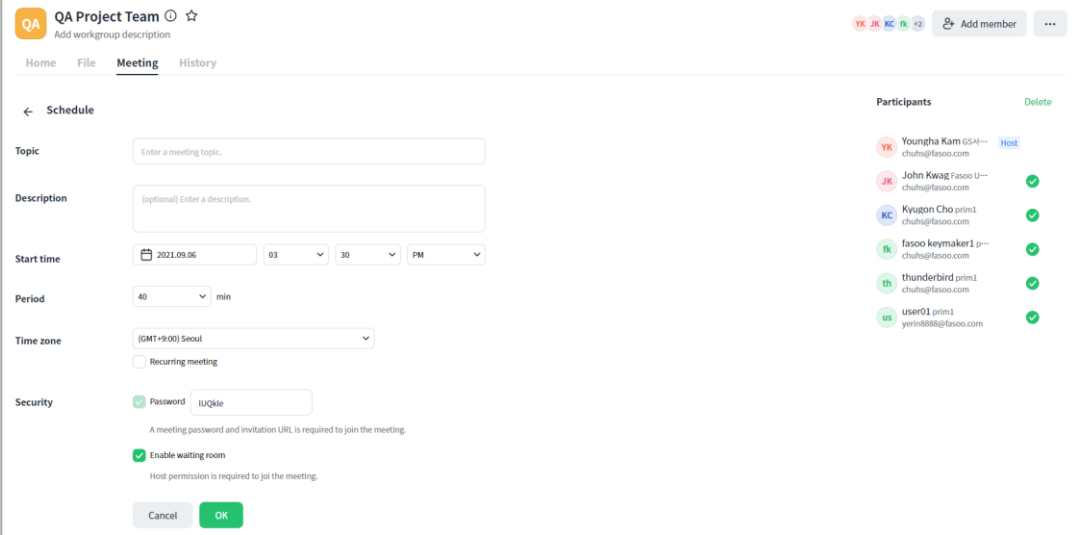
5. The **Meetings** section appears on the right as follows.
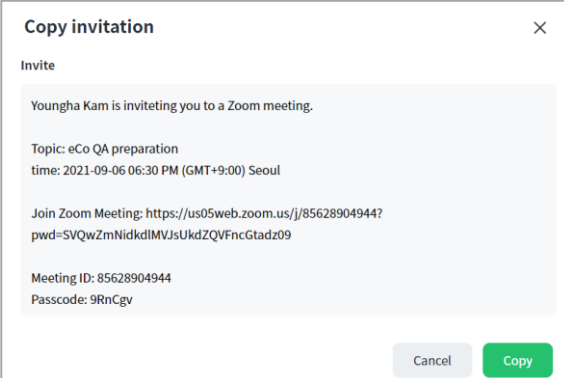
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3.7.3 Scheduling a meeting

1. Select a desired workgroup in the list.
2. Move to the **Meeting** tab.
3. Click 📅 Schedule a Meeting on the top right.
4. Schedule a Meeting dialog pops up.

5. Enter a topic, description, start time, duration, time zone, and whether to set a password, and whether to use a waiting room.
6. All workgroup members are selected as the meeting participants by default. Unselect members from the list if needed.
7. Click **OK** at the bottom.
8. Click **OK** when a confirmation dialog appears.
9. The newly added meeting will be shown in the list of the **Upcoming** tab, and emails will be sent to the members including an invitation link.

3.7.4 Sharing a link

1. Select a desired workgroup in the list.
2. Move to the **Meeting** tab.
3. Click the meeting title to get a link to share.
4. Click **Invite** next to the invitation link.
5. Click Copy to copy the invitation including a link.

6. Forward the link to other people to invite.

3.7.5 Starting a meeting

1. Select a desired workgroup in the list.

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2. Move to the **Meeting** tab.
3. Click the title of a meeting that you want to start, and click 🎥 Start .
* Please note that the **Start** option is only shown to the meeting organizer.

3.7.6 Deleting a meeting

1. Select a desired workgroup in the list.
2. Move to the **Meeting** tab.
3. Click the title of a meeting that you want to delete, and click 🗑 Delete .
* Please note that the **Delete** option is only shown to the meeting organizer.

3.7.7 Joining a meeting

Wrapsody eCo website

1. Select a desired workgroup in the list.
2. Move to the **Meeting** tab.
3. Click the title of a meeting that you want to join.
4. Click Join Meeting on the top right.

Email

1. Check your email inbox for an invitation link.

2. Click the invitation link in the email to join the meeting.

Shared link

1. Click the link shared by the meeting host or other members.

3.8 Workgroup history

You can view the meeting history (Schedule, Edit, Cancel), file history (Upload, Edit, Comment, Change file name, Delete, Download, Decrypted File, View, Edit information, Edit file permission), and Workgroup history (Create, Edit information, Edit permission, Change workgroup head, Edit members) by type and period.
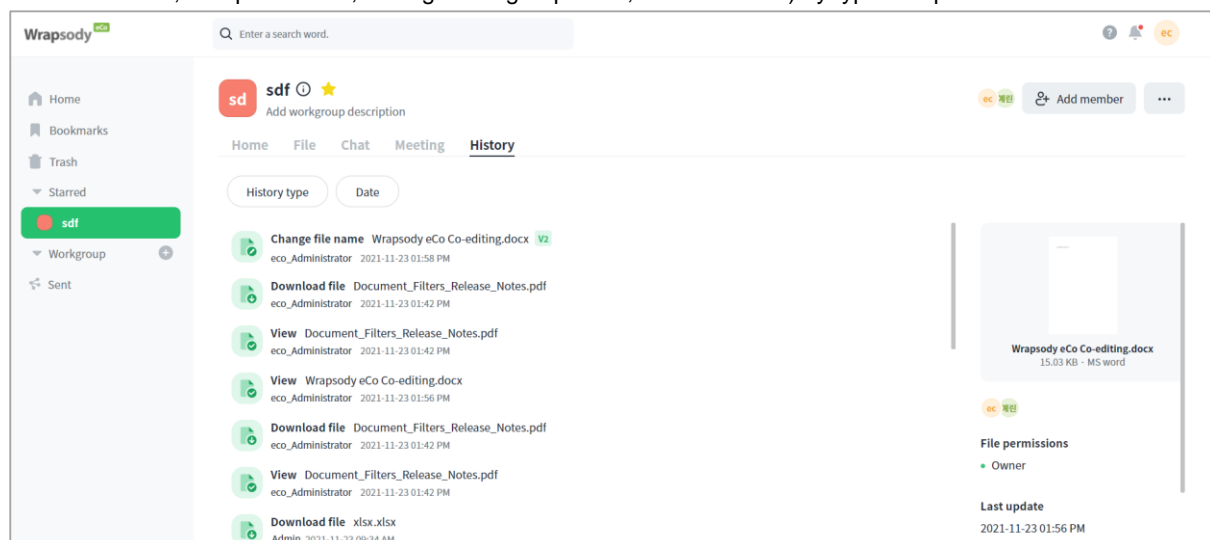
1. Select a desired workgroup in the list.
2. Move to the **History** tab.
3. All history of the workgroup is shown in a list. Clicking each item shows the detailed information on the right pane.

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4. Click the **History type** filter to see the desired file list with the specific history types.

5. Select all history types to view and click **OK**.
6. Click the **Date** filter to see files only within the selected period.
7. You can select a duration from the list, or click **Custom** to set the period as you want.

3.9 Notification center

You can receive notifications when files are uploaded or deleted in your workgroup. You can also see the comments left on the files in the notification center. See the instructions below to check the notifications.

1. Click 🔔 in the top right corner of the Wrapsody eCo Home page.
2. The following Notification dialog appears.

- A red dot appears on the left of unread notifications.
- **Mark as read**: Red dots for all files disappear when this option is checked.

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4   Wrapsody eCo Client

4.1   Installation

Wrapsody eCo is a web-based service allowing users to use most functions without installing the Wrapsody eCo application on their PCs. The user can sign up for Wrapsody eCo through an email invitation and use shared files by the type of permissions granted; the user must install the Wrapsody eCo Client to download the file and synchronize updates with the server.

4.1.1 System requirements

Category	Requirements
H/W	CPU: Pentium IV 2GHz or higher RAM: 2GB or higher HDD: 100GB or higher
OS	Microsoft Windows 8.1 or higher

Table 3. System requirements for installing the Wrapsody eCo Client

4.1.2 Supported applications

Classification	Applications	Extensions
Office-type	Microsoft Word 2007, 2010(x86/x64), 2013(x86/x64), 2016(x86/x64), 2019(x86/x64),or Office365 Microsoft Excel 2007(x86/x64), 2010(x86/x64), 2013(x86/x64), 2016(x86/x64), 2019(x86/x64), or Office365 Microsoft PowerPoint 2007, 2010, 2013, 2016,2019, or Office365 Microsoft Notepad for Win7(x86/x64), Win8/8.1(x86/x64), or Win10(x86/x64) Acrobat Reader DC Hancom Hangul Word Processor 2010 SE, 2010 SE+, 2014, neo, 2018	doc, docx, xls, xlsx, ppt, pptx, txt, hwp, pdf, xlsm, docm
Other file types	CAD applications supported by Fasoo *	CAD extensions supported by Fasoo

* Ask your Fasoo representative for supported applications.

Table 4. Compatible applications

4.1.3 How to install

When the Login window appears, click the **Learn More** page to install the Wrapsody eCo Client on your PC. If you have received the invitation email, click on a download link (32 bit/64 bit) that matches your operating system. Before starting the installation, make sure that the Wrapsody eCo server is connected to the network and you have logged into Windows as an administrator.

4.2   Logging in/out

4.2.1 Registering a site address
When you first log in to the Wrapsody eCo Client, you are required to register a site address of your company. Follow the procedures below to register a site.

1.   Right-click eCo in the system tray and select **Log in**.
2.   Enter the Wrapsody eCo address in the login page.

4.2.2 Logging in

To check out a Wrapsody eCo file, you need to log in to the Wrapsody Client. Follow the procedures below to log in.

1.   Right-click eCo in the system tray and select **Log in**.
2.   Enter your Wrapsody eCo **User ID/Password** and click **OK**. If you are an employee of the company displayed in parentheses in the Login window, enter your company ID and password. If you see the name of a collaborator, enter the email address that was used to sign up for Wrapsody eCo as ID.
3.   To save and display your user ID when you log in next time, check **Remember my user ID**.

4.2.3 Logging out

Follow the procedure below to log out.

1.   Right-click eCo in the system tray
2.   Click the profile icon the Wrapsody top right corner of the Wrapsody eCo Client.
3.   Click **Log out**.

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4.3   Revising Wrapsody eCo files

4.3.1 Checking out

To revise a Wrapsody eCo file, you have to check out the Wrapsody eCo file first. Wrapsody eCo files are displayed as [icon]. To check out the file you need to have the Wrapsody eCo Client installed on your PC and Revise permission for the file. If you do not have Revise permission, ask the file owner or the head of the workgroup to grant you the permission. Follow the procedures below to revise the document:

1.   Select the file to revise on the Wrapsody eCo website, and download it. (See Collaborate on Files)
2.   Double-click the Wrapsody eCo file.
3.   When a dialog box asking in which mode you want to open the file appears, click ❶ **Check out.**
4.   Edit the file.
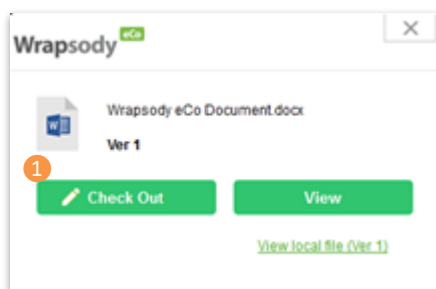
Figure 4.1. Checking out a Wrapsody eCo file

4.3.2 Checking in

To upload the modified file as the latest version to the Wrapsody eCo server, you have to check in the file. Follow the procedures below to check in the modified file:

1.   Save the edits and close the file.
2.   A dialog box appears asking whether or not to check in the file now.
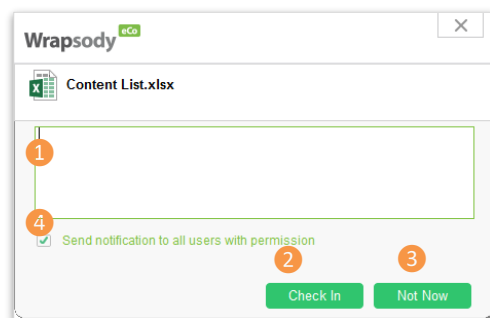

Figure 4.2. Checking in a Wrapsody eCo file

3.   ❶ Enter a comment in the input box (optional).
4.   ❷ To save the modified file as the latest version to the server, click **Check In**.
5.   ❸ To save the modified file only on your local PC and check in later, click **Not Now**.
6.   ❹ Check if you want to let other users with permission for this file know that you have left a comment. A notification will be sent to them via email and push messages on their PC.

[Note] If you check in another copy of the file while shelving the revision of the original file, the original file opens in read-only mode, and changes to the file will not be synchronized with the server and only be saved on your local PC.

4.3.3 Manual checking-out

For office-type Wrapsody eCo documents, you can select to open in the View or Revise mode by double-clicking the file. If you choose the Revise mode, you can edit the opened file directly and update the changes when closing the file. (See Checking out)

For other types of documents for which manual check-out is supported, you can check out/in the file using this manual check-out process. However, the supported extensions (e.g., .dwg, .dxf, .nwd .nwf .nwc) may vary depending on the company, so please contact your administrator for more details.

. Follow the procedures below to revise the document:

1. Select the file to revise on the Wrapsody eCo website, and download it. (See Collaborate on Files)
2. Right-click the downloaded Wrapsody eCo file.
3. Click **Manage Wrapsody eCo Document** > **Details**.
4. Click the **Manual Check-out** button on the **Detail** dialog.
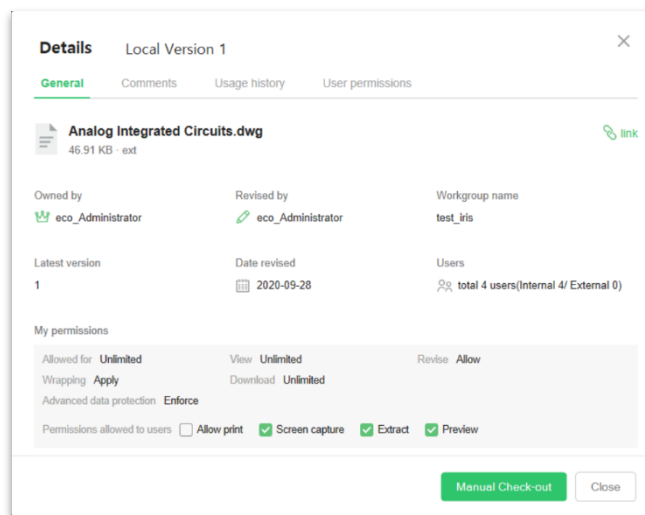
Figure 4.3. Manual Check-out

5. Click **OK** when the **Manual Check-out** dialog appears.
6. Edit the file.

4.3.4 Manual checking-in

To update changes made to the file after manual check-out, you must check in the document. If you did not close the Details dialog while revising, please move to step 4 directly.

1. Save the changes and close the file.
2. Right-click the edited Wrapsody eCo file.
3. Click **Manage Wrapsody eCo Document** > **Details**.
4. Click the **Manual Check-in** button on the **Detail** dialog

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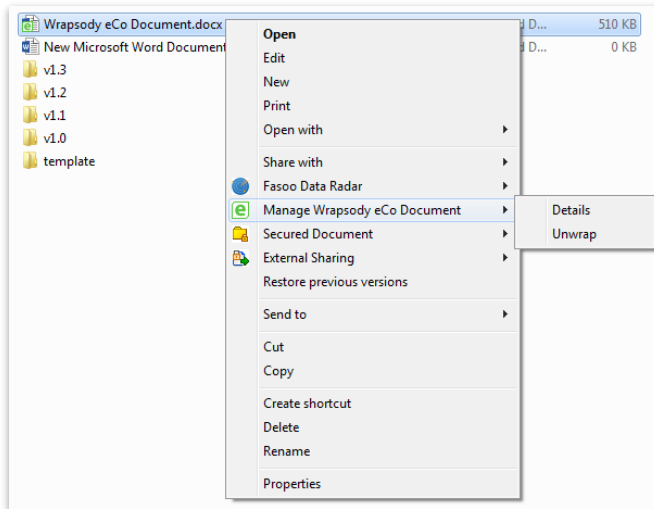
4.3.5 Right-click menus

Figure 4.4. Right-click menus

Details

You can see the details of the file when right-clicking the Wrapsody eCo file. For more details, see Collaborate on Files > **Details**.

Unwrap

You can unwrap a Wrapsody eCo file back into a plain file. Please be aware that in this case only your local copy is unwrapped, and the original copy of the file on the server is not. Follow the procedures below to unwrap a Wrapsody eCo file:

[Note] You cannot unwrap a Wrapsody eCo file which has been checked out. To unwrap a Wrapsody eCo file, check in or close the file.

1. To unwrap a Wrapsody eCo file, right-click on the file and select **Unwrap**.
2. When a dialog box asking whether you really want to unwrap the file appears, click **OK**.

3. Verify the Wrapsody eCo overlay icon was removed from the original file icon. (e.g. ⇒)

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4.4   Menu in the System Tray

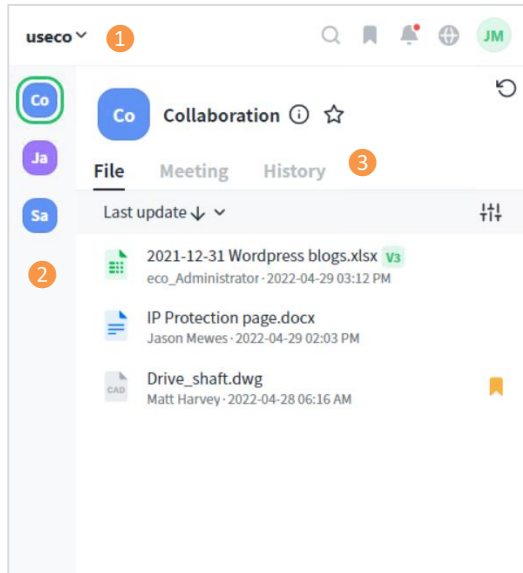When you click ![eCo] in the system tray, the Wrapsody eCo window appears as below:

Figure 4.5. Wrapsody tray window

❶ Information of the currently accessed site displays. Click the ☑ icon to view all site list and select a desired site to connect. ⓝ displays when you have received new notification(s) for those sites.

❷ All workgroups of the current user displays as icons and you can select a workgorup by clicking one of the pofiles.

❸ Files uploaded to the selected workgroup, scheduled meetings, and history logs are displayed on the **File**, **Meeting**, and **History** tabs.

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4.4.1 File Tab

You can view the list of shared files uploaded to the workgroup on the **File** tab.
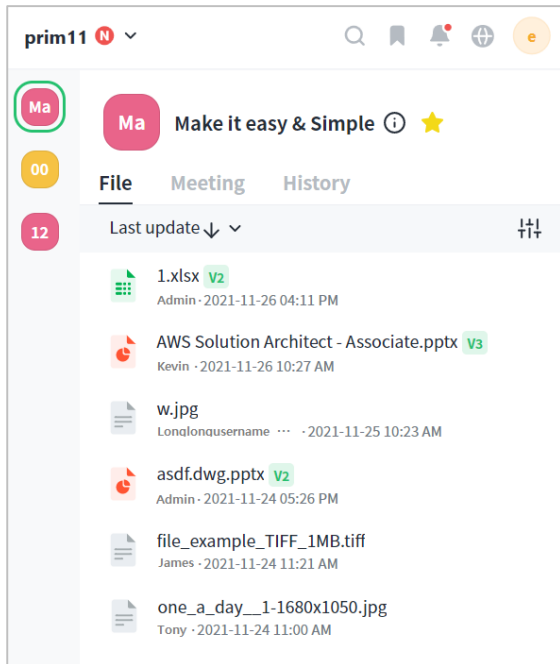
Figure 4.6. File tab

Hovering the mouse over a file shows the **Bookmark** 🔖 and **More** ••• icons. Click ••• and then ⬇ to download the file, or click ••• and then ⓘ to view the details of the file.

You can also view or edit the file on the web by clicking the filename without downloading the file on the device.

4.4.2 Meeting Tab

You can view the upcoming/completed of meting list or join a meeting with your workgroup members on the **Meeting** tab.
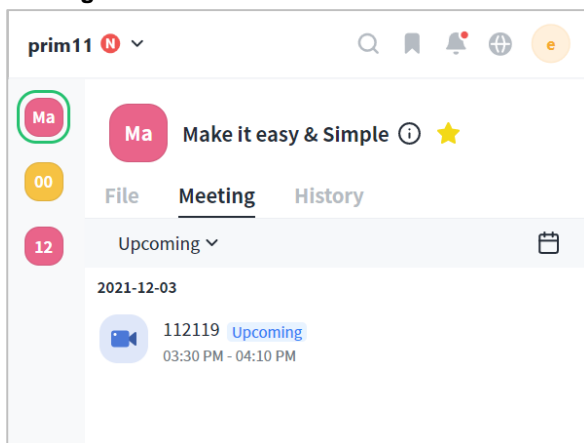

Figure 4.7. Meeting tab

Click 📅 to schedule a new meeting. Hover a mouse over a meeting and click 🔖 to bookmark the meeting, or click 📹 to start the meeting.

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4.4.3 History Tab

You can view file usage history and meeting history on the History tab.
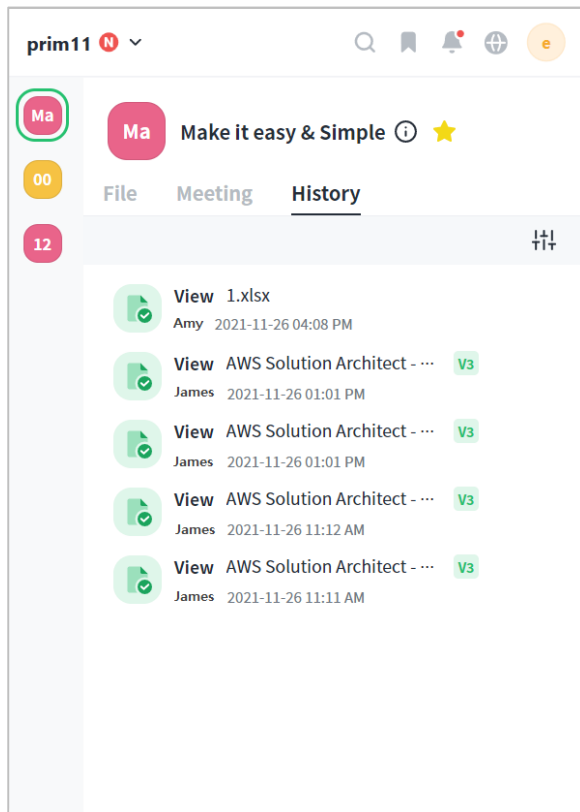

Figure 4.8. History tab

Please refer to the _Workgroup history_ for more details.

4.5   Uninstall

To uninstall the Wrapsody eCo Client from your PC, go to **Control Panel > Programs and Features** on the **Start** menu and double-click or right-click the Wrapsody eCo Client and select **Uninstall**. When a dialog box asking whether to uninstall the Wrapsody eCo Client appears, click **OK**. Verify that the Wrapsody eCo Client is removed from the list.

4.6   Recovery

If you face problems in using the Wrapsody eCo Client, you can recover the application using **Fasoo > Wrapsody eCo Recovery** on the Start menu or re-install it using the setup package.