

Wrapsoody^{eCo}

v2.5

User Guide



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Revisions

Date revised	Description
Aug. 24, 2018	v1.0 created.
Mar.15, 2019	Revised for v1.1 and v1.2. - The send file feature added
Jul. 12, 2019	Revised for v1.3. - The online revising feature added - UI changed
Sep. 6, 2019	Revised for v1.3.1. - The Outlook add-in feature added
Dec. 16, 2019	Revised for v1.4. - 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. - Zoom meeting
Oct. 26, 2020	Revised for v1.5. - Manual check-in/out - Decryption download - Transfer ownership - View request
May 18, 2021	Revised for v1.6. - Check-out in browser
Aug 31, 2021	Revised for v2.0. - UI changed
Nov 22, 2021	Revised for v2.2. - Client: UI changed - Server: Chat tab added
Jan 25, 2022	Revised for v2.3. - Workgroup folder - Enhanced security: view period, view limit setting
Mar 25, 2022	Revised for v2.4. - Collaborate on files
Oct. 24, 2023	Additionally revised for v2.5. - UI changed (Section name "Sent" changed to My Space). - Content improved. - Content related to "Wrapsody eCo Connector" removed.

1. Introduction

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. Wrapsody 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.

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.

1.1. Terminology

Enhanced security: 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 access the 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 Space. File permissions for the file can be defined for individual users when sending the file.

View: Only a user with View permission can open a Wrapsody eCo file. If a user with View permission opens the file, or if a user with Revise permission chooses to open the file in the View mode, it is opened as read-only.

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

1.2. 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.

1.3. Get the most out 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 benefits of using Wrapsody eCo?

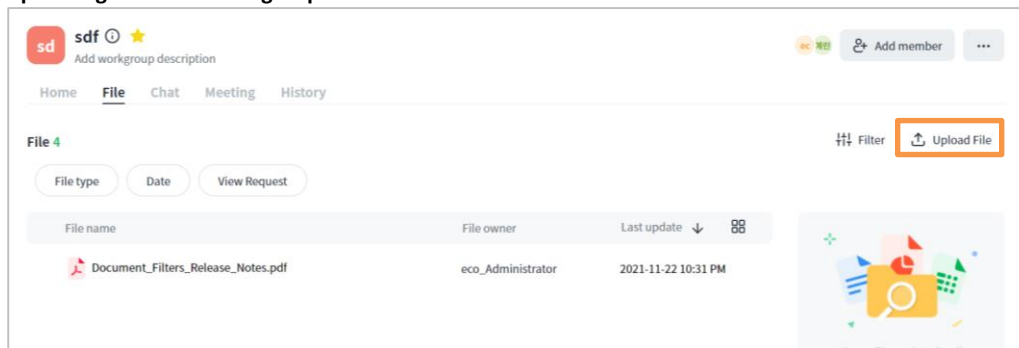
A: Many decisions are made and changed before a project can be completed. In the past, whenever there is a change made to a file, one would generally update it and send the updated version to relevant staff members by email. However, this process is not only repetitive and cumbersome, but also inefficient 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.

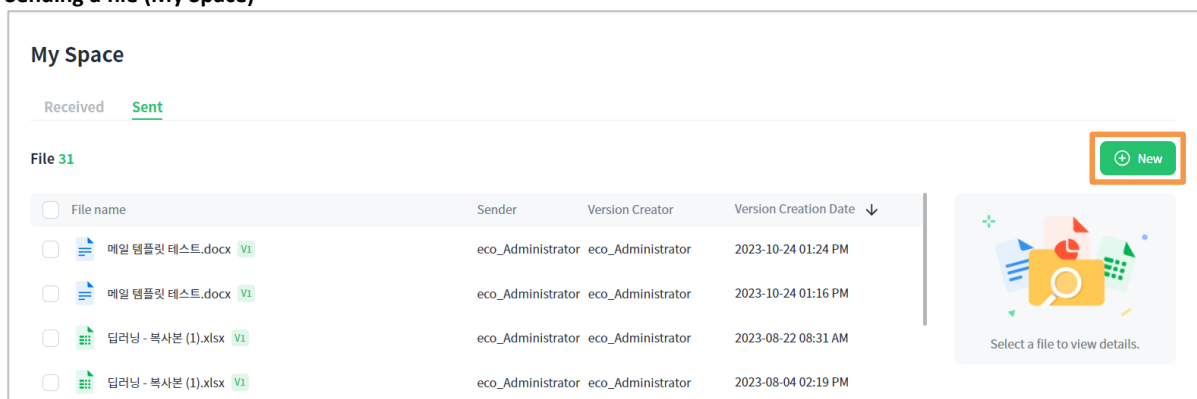
Q3: How can I share files?

A: There are three ways you can share files via Wrapsody eCo. The first method is [Uploading a file to a workgroup](#) to share files with the members working on the same project. The second and third methods are the [file sending feature in the My Space](#) tab and [Sharing a preview/download link](#) to provide files to individual users regardless of any project.

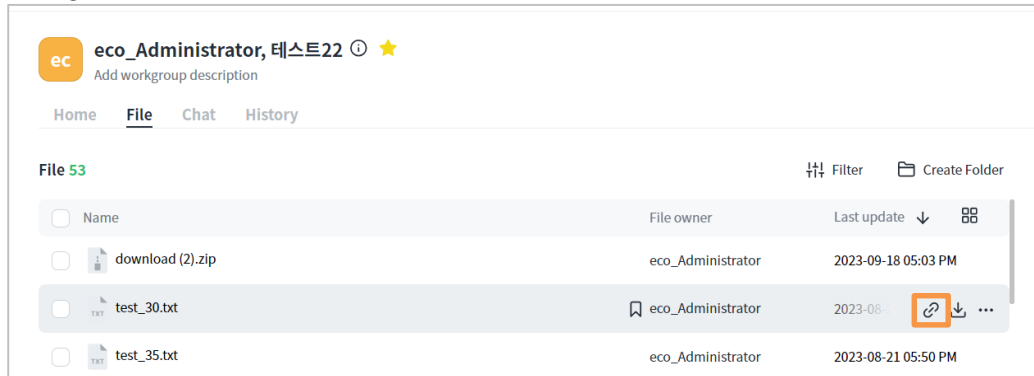
Uploading a file to a workgroup



Sending a file (My Space)



Sharing a link



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 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 view my most recently updated files?


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. Please refer to the following description for the file editing feature.

When the Wrapsody eCo client is installed: [Collaborate on Files](#) > [Checking out](#)

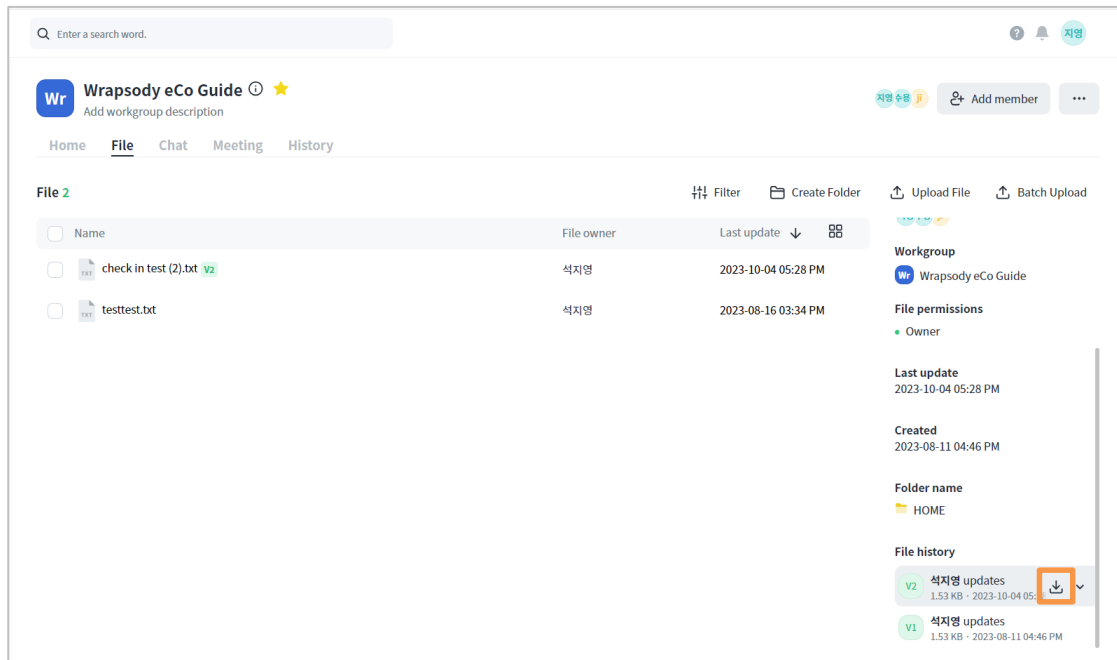
When editing in a web browser without a client installed: [Collaborate on Files](#) > [Viewing/editing files on the web](#)

The revising 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.

Q6: How can I access previous versions of files?

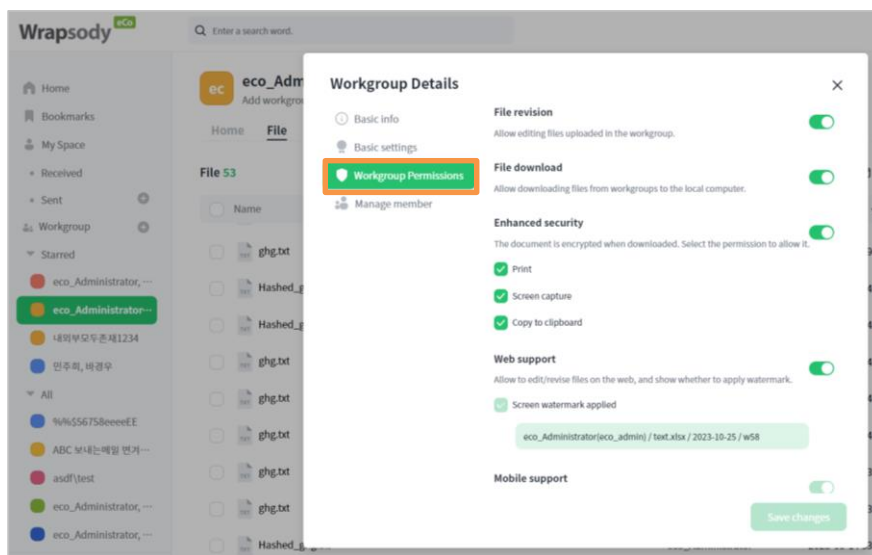
Each time a Wrapsody eCo file is revised, the modifications are saved on the server, so when you need to check the contents of the previous version, you can download the required version. To download the previous version, select the workgroup and go to the **File** tab. Click on the desired file to view 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  of the desired version to download.





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

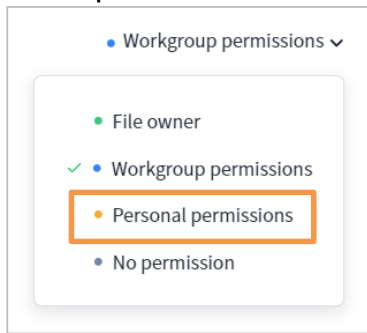
A: Wrapsody eCo provides granular control over the actions viewers can take when interacting with files. To control workgroup permissions, click on ⓘ to the right of the workgroup name to open the **Workgroup Details** dialog. You can uncheck the specific permissions you want to restrict in the **Workgroup Permissions** tab. You can also use the **File Permissions** feature to assign specific permissions for individual 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 **More** > **File Permissions**. When you see the list of users for the file, change the permission option of the desired user to

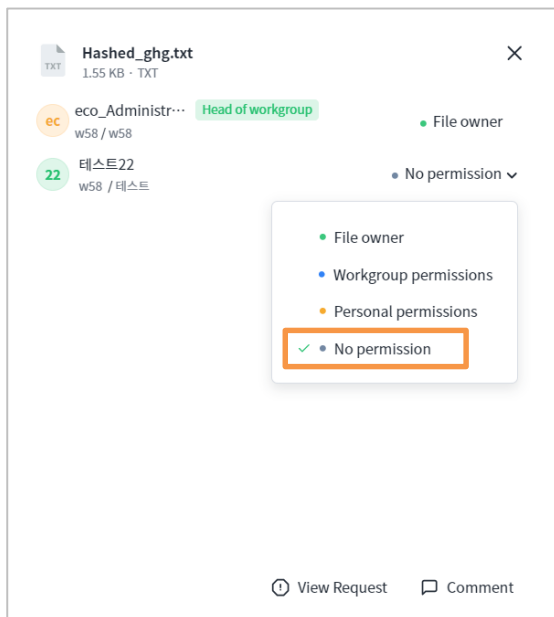
Personal permissions.



You can set permissions for each user on a per-file basis in **My Space** as well. For a detailed description of the settings, see [Setting file permissions](#).

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** **...** > **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 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. To change the file owner, see [Changing the file owner](#).

Q11: How can I communicate with project members?

Leaving comments on files enhances communication and collaboration in Wrapsody eCo. This feature allows users to inform others, including those outside the workgroup, about specific changes made to the file. This not only facilitates collaboration but also provides a quick overview of modifications made in each version, ensuring a seamless understanding of the document's evolution over time.

←

Comment

×

Wrapsody eCo v2.0 Admin Guide 2021-08M.docx

YK

Enter a comment.

OK

YK

Youngha Kam 2021-09-07
Please review this file today.

To learn how to leave comments on your file or see comments from other users, see [Leaving a comment on a file](#).

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

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

2. Overview

2.1. Solution Architecture

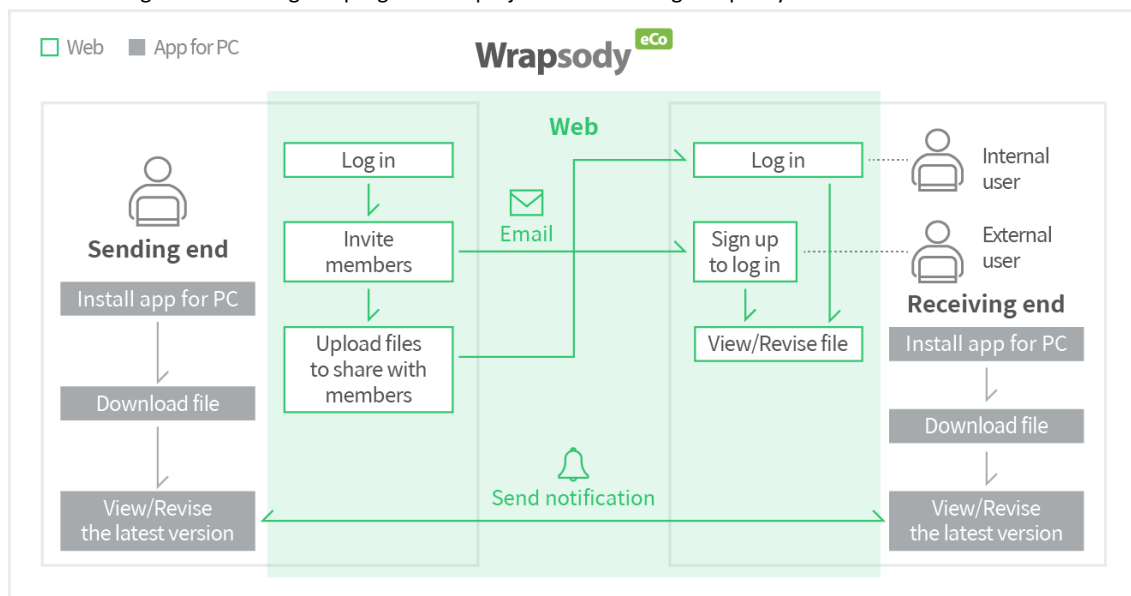
Wrapsody eCo comprises a server and a desktop application client. By default, all features are accessible on the web without needing to install the client. However, if you want to revise files other than Microsoft Office files or revise them using their native applications (e.g., Microsoft Word), the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

2.2. System Requirements

Classification	Classification	Recommended/Minimum Specifications
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	Xeon 2.5Ghz Quad Core or higher (64bit) RAM: 32GB or higher (64GB recommended) HDD: 200GB 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

2.3. Workflow at A Glance

Below is a diagram illustrating the progress of a project or work using Wrapsody eCo.



3. Getting Started

Wrapsody eCo offers a streamlined web interface that does not necessitate a separate PC application installation. However, the online editing feature is limited to Microsoft Office files. Therefore, to modify non-Microsoft Office files or download and edit a Wrapsody eCo file using native applications (e.g., editing a Microsoft Word file using Word), the Wrapsody Client must be installed.

Users can establish dedicated workgroups for individual projects, invite collaborators, and seamlessly share files. Additionally, it is possible to send files to individuals not directly involved in the project. For a detailed description of the web interface, see the [Wrapsody eCo website](#).

3.1. Signing up

1. Click on **Sign up** listed in the Wrapsody eCo invitation email. Note that if you are already a member of an organization using Wrapsody eCo, the sign-up process may be skipped.
2. Fill in all the required fields on the sign-up page.
3. Click **Sign up** to finalize the process.

3.2. 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 website address.

[Note] The Wrapsody eCo URL is typically provided in the format:

https://organization_domain_name.wrapsodyeco.com (e.g., <https://fasoo.wrapsodyeco.com>).

To confirm the correct address, please consult your Wrapsody eCo administrator or the person who sent you the invitation email.

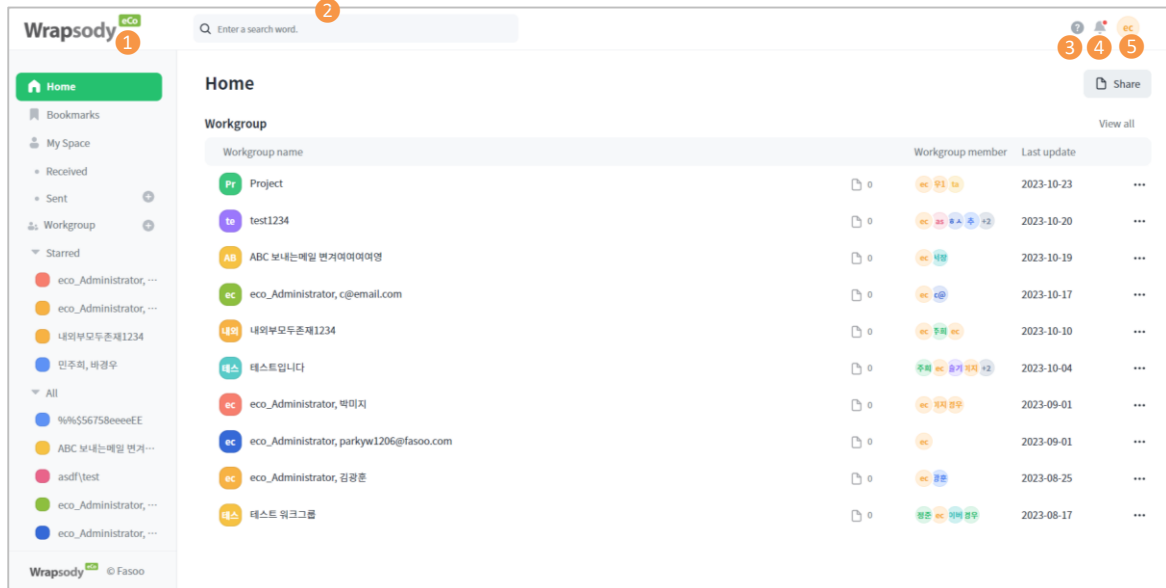
2. On the login page, enter your **Wrapsody eCo ID** and **Password**. For members of a company using Wrapsody eCo, enter your company ID and password. If you were invited by a collaborator, use the email address you provided for sign-up as your ID.

[Note] For members of organizations using Wrapsody eCo, the login ID may be pre-configured based on your company's settings. If you encounter difficulties logging in, please contact your Wrapsody eCo administrator for assistance.

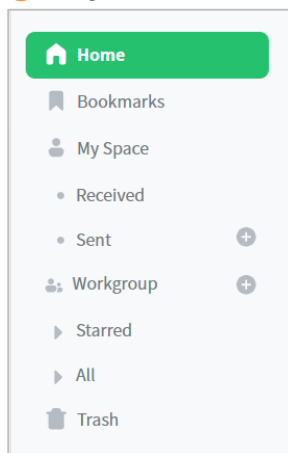
3. Select the **Remember ID** option to save your ID for future logins.
4. Click the **Login** button. If you are successfully logged in, you will be directed to the Wrapsody eCo **Home** page.
5. To log out, click your name in the top-right corner of the screen and select **Log out**.

4. Wrapsody eCo Website

4.1. Interface Overview

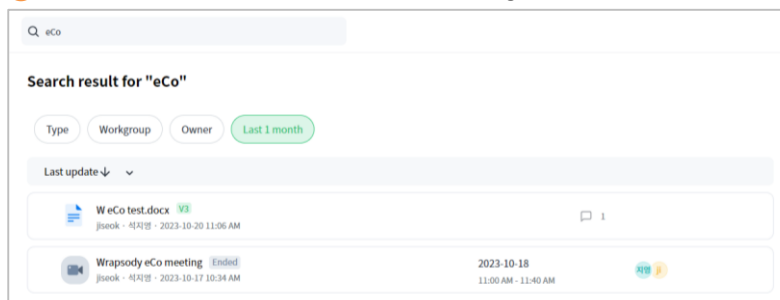


1 Navigation menu: The list of workgroups you belong to and files shared can be accessed through the following tabs:

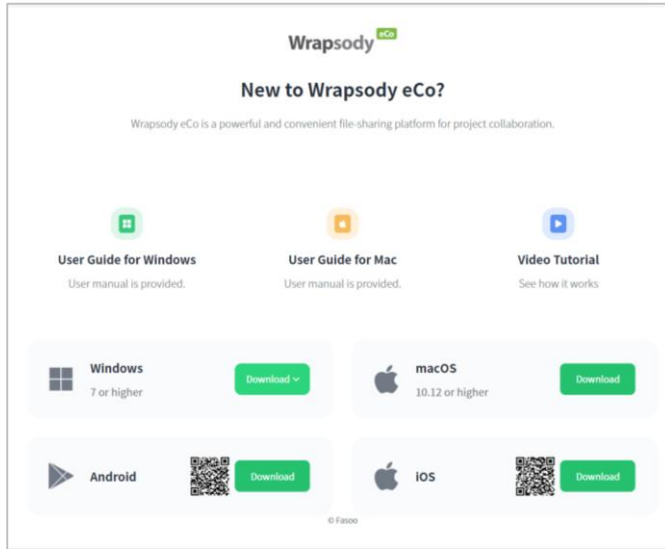


- **Bookmarks:** A list of your bookmarked files and video meetings.
- **My Space:** A list of files sent to or received from a user through the file sending feature.
- **Workgroup:** A list of all workgroups to which you belong, including your starred workgroups.
- **Trash:** A list of files deleted from your workgroup.

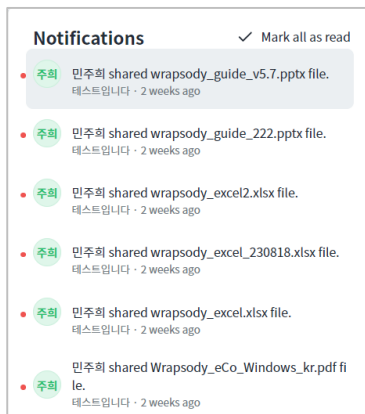
2 Search: You can search for files or video meetings in the search bar.



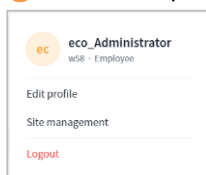
3 Service Instruction and Download: Clicking on this icon and selecting **Download and learn more** will redirect you to the following download page:



4 Notifications: View notifications from your workgroups, such as file shares, comments, and other updates.

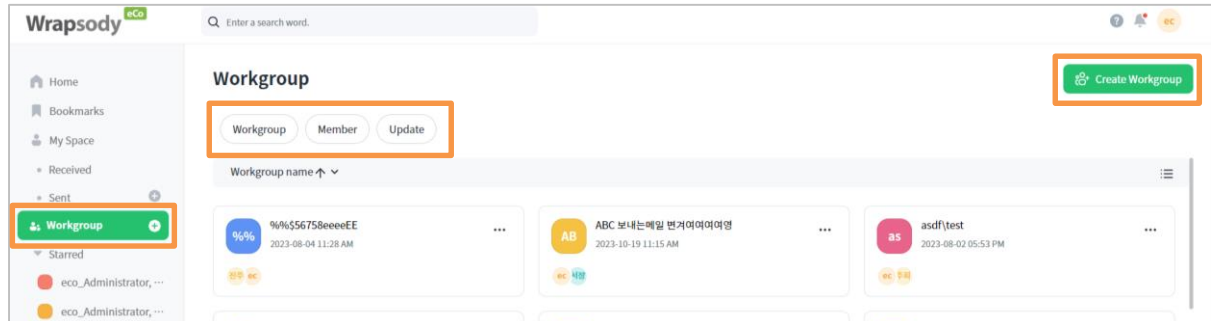


4 Profile: Click your profile icon to view or edit your profile, or log out of Wapsody eCo.




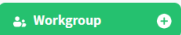
4.1.1. Searching for a workgroup

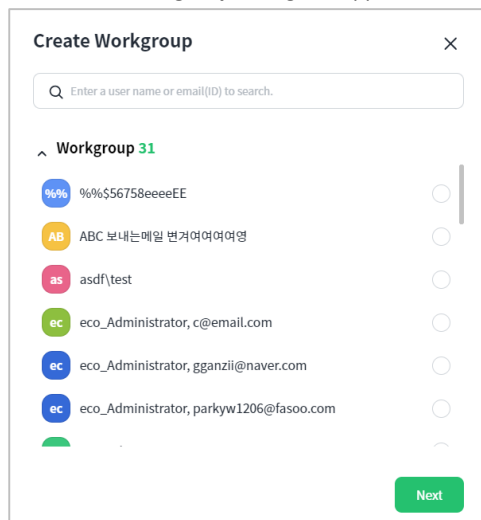
When you select the **Workgroup** tab, you will see a list of all your workgroups. Use the search filters displayed above to search for a workgroup by its name, members, and updated date. When you set up the **Workgroup**, **Member**, and **Update** criteria, you will see a list of workgroups that meet all of your criteria.



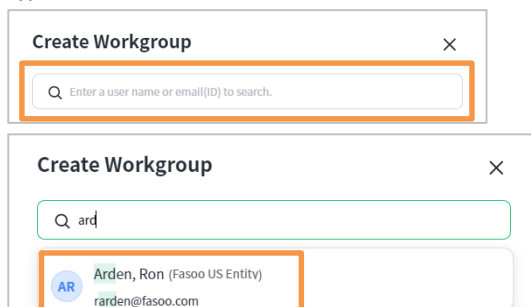
- **Workgroup:** Displays a list of workgroups whose names contain the characters you type.
- **Member:** You can search by user name or ID, with multiple choices available. It displays a list of workgroups that contain the selected members.
- **Update:** Click **Update** to select a date range, or click **Custom** to set a date range manually. It displays a list of workgroups with a history of updates within the specific period.

4.1.2. Creating a workgroup

1. Click the  icon of  from the left-hand pane or click **Create Workgroup** in the top-right corner of the **Workgroup** page.
2. The **Create Workgroup** dialog will appear.



3. Add workgroup members. There are three ways to add workgroup members.
 - 1) Search in the search bar (for internal users)
Type a user name or ID in the search box, then click to select the user.



2) Entering an email address (for external users)

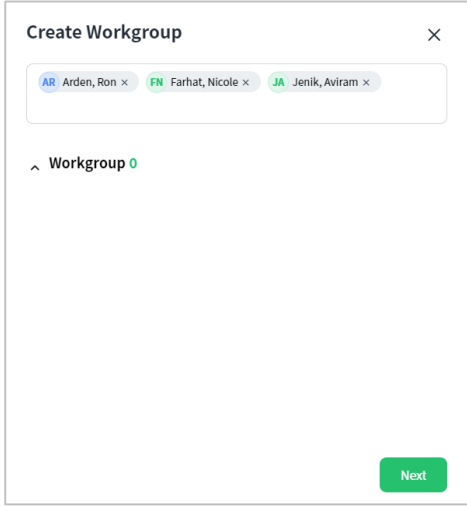
Type the external user's email address in the search bar, then press Enter.

3) Select from the list of internal/external users (for internal/external users already added to the org chart)

Click once in the search bar, then select either **Search internal user list** or **Search external user list** from the dropdown menu. Select a user from the list that appears, then click **OK**.

[Note] As you enter and select a user, a list of all workgroups of which both the user and you are members appears below. If you select one of the existing workgroups from the list, you can navigate to that workgroup and work on it instead of creating a new workgroup.

4. Check the added workgroup members and click **Next**.



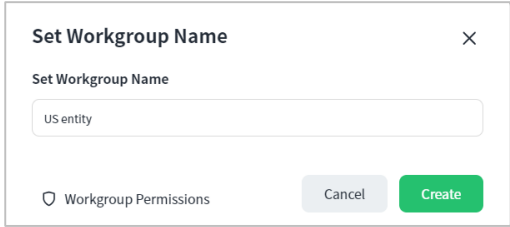
Create Workgroup ✕

AR Arden, Ron ✕ FN Farhat, Nicole ✕ JA Jenik, Aviram ✕

^ Workgroup 0

Next

- In the **Set Workgroup Name** window, edit the workgroup name. The default name is generated by combining the names of the Workgroup members selected in the previous step.



Set Workgroup Name ✕

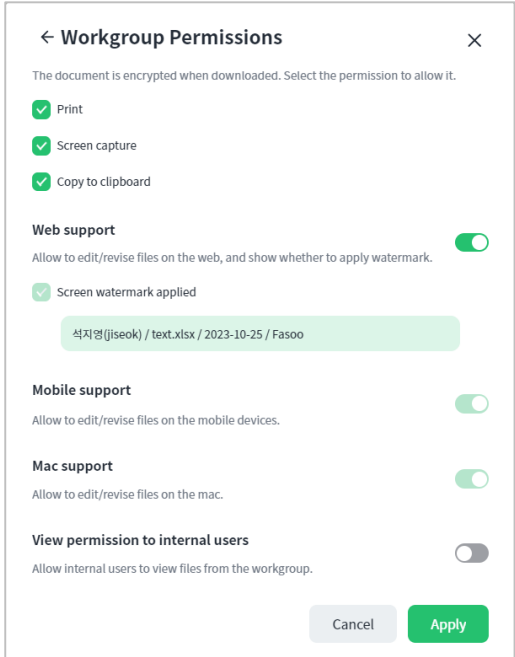
Set Workgroup Name

US entity

☐ Workgroup Permissions

Cancel Create

- At the bottom of the **Set Workgroup Name** window, click **Workgroup Permissions** to view the permissions for the workgroup. Make any necessary changes, and then click **Apply** to save the modifications. (See [Permission settings for a workgroup.](#))



← Workgroup Permissions ✕

The document is encrypted when downloaded. Select the permission to allow it.

☒ 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

석지영(jiseok) / text.xlsx / 2023-10-25 / Fasoo

Mobile support ☒

Allow to edit/revise files on the mobile devices.

Mac support ☒

Allow to edit/revise files on the mac.

View permission to internal users ☐


Allow internal users to view files from the workgroup.

Cancel Apply

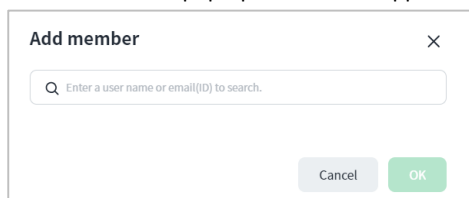
- In the **Set Workgroup Name** window, click **Create**.
- Check that the newly created workgroup has been added to the workgroup list.

4.1.3. Adding members to a workgroup

1. Select the desired workgroup from the list and click on  **Add member** the top-right corner of the workgroup page.

[Note] You can also add members using a different method. Click the **More** button in the top-right corner, navigate to **Workgroup info**, then select the **Manage member** tab. At the top of the window, click on .

2. The **Add member** pop-up window will appear.

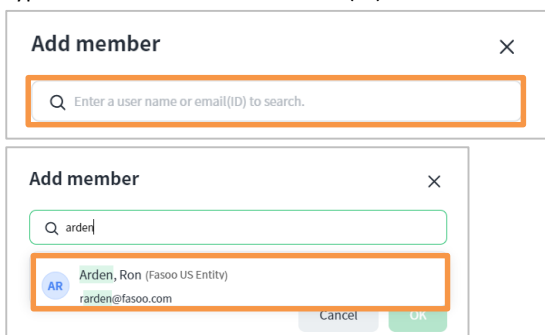


The 'Add member' pop-up window is shown. It has a title bar with 'Add member' and a close button (X). Below the title bar is a search bar with the placeholder text 'Enter a user name or email(ID) to search.' At the bottom of the window are two buttons: 'Cancel' and 'OK'.

3. Add workgroup members. There are three ways to add workgroup members.

- 1) Search in the search bar (for internal users)

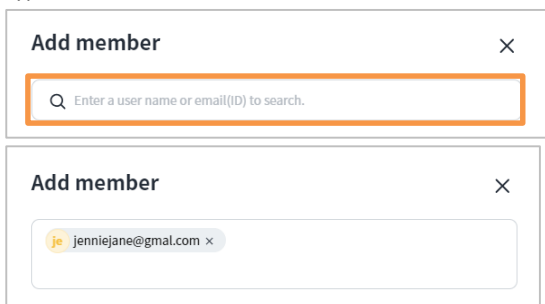
Type a user name or email address (ID) in the search box, then click to select the user.



The 'Add member' pop-up window is shown with the search bar highlighted. Below the search bar, a list of search results is displayed. The first result is 'Arden, Ron (Fasoo US Entity)' with the email 'arden@fasoo.com'. The result is highlighted with an orange border. At the bottom of the window are 'Cancel' and 'OK' buttons.

- 2) Entering an email address (for external users)

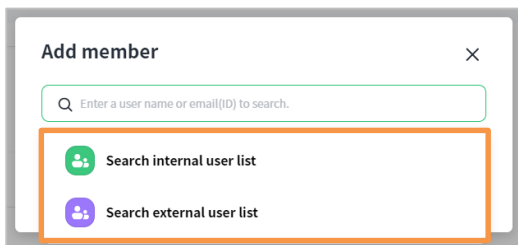
Type the external user's email address in the search bar, then press Enter.



The 'Add member' pop-up window is shown with the search bar highlighted. Below the search bar, the email address 'jenniejane@gmail.com' is entered. At the bottom of the window are 'Cancel' and 'OK' buttons.

- 3) Select from the list of internal/external users (for internal/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**.



The 'Add member' pop-up window is shown with the search bar highlighted. Below the search bar, a dropdown menu is open, showing two options: 'Search internal user list' and 'Search external user list'. Both options are highlighted with an orange border. At the bottom of the window are 'Cancel' and 'OK' buttons.

Internal user list

AR Arden, Ron

CC Carambio, Colter

Fasoo

ACME

Fasoo US Entity

AR Arden, Ron

CC Carambio, Colter

FN Farhat, Nicole

Cancel

OK

External user list

ro rose@gmail.com

mi minjikim@gmail.com

ro rose@gmail.com

mi minjikim@gmail.com

ji jiseok@gmail.com

ji Jiyoung (fasoo 2)

je jenniekim@gmail.com

ir iris@fasoo.com

Cancel

OK

- Confirm the member you want to add and click **OK**.

Add member

AR Arden, Ron(Fasoo US Entity)

JA Jenik, Aviram(Fasoo US Partner)

Cancel

OK

- Check that the selected members have been added to the workgroup.

- Hover your mouse over the member icons to the left of the **Add member** button to view the members as follows:

View all 6 members

eco_Administrator, jenniekim@gmail.com, Jiyoung, and more

ec

je

ji

ji

+2

Add member

...

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

Member

eco_manual

Add member

×

ec eco_Administrator

Head of workgroup

thinktree / thinktree

je jenniekim@gmail.com

Not registered

...

ji Jiyoung

Fasoo_2

...

ji jiseok@gmail.com

Not registered

...

mi minjikim@gmail.com

Not registered

...

ro rose@gmail.com

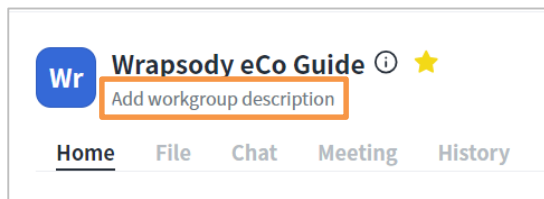
Not registered

...

4.1.4. General settings for a workgroup

Adding a workgroup description



- Select the desired workgroup from the workgroup list.
- Click **Add workgroup description** right below the workgroup name.

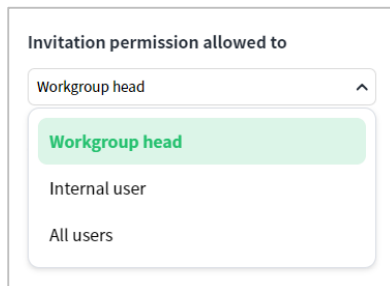


3. In the pop-up window, enter a description and click **OK**.

Setting workgroup invitations for a workgroup

Decide whether to grant permissions to invite other users to a workgroup exclusively to the head of the workgroup or to all the users.



1. Select the desired workgroup from the workgroup list.
2. Click  to the right of the workgroup name at the top of the page, or select **Workgroup info** from the **More**  menu in the top-right corner.
3. In the **Workgroup Details** window that appears, select the **Basic settings** tab.
4. Select the desired option under **Invitation permission allowed to**.

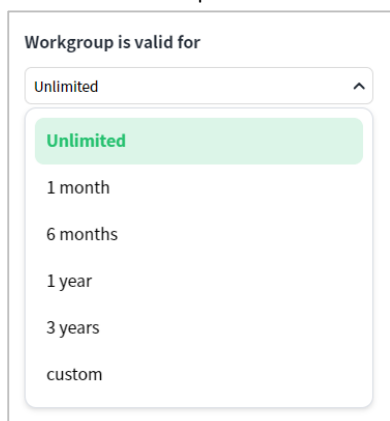


5. Click the **X** button in the top-right corner of the window to close the window, and the changes will be reflected.

Setting a valid period for a workgroup

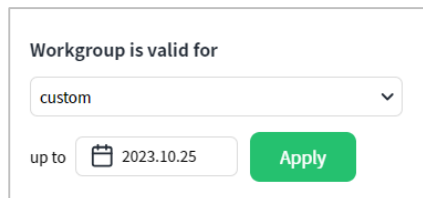
Specify the duration for which you want this workgroup to remain valid. After the duration is over, only the head of the workgroup will have access, and the workgroup will not be visible to its members. The head of workgroup can choose to either delete an expired workgroup or extend its valid duration.

1. Select the desired workgroup from the workgroup list.
2. Click  to the right of the workgroup name at the top of the page, or select **Workgroup info** from the **More**  menu in the top-right corner.
3. In the **Workgroup Details** window that appears, select the **Basic settings** tab.
4. Select the desired option from the **Workgroup is valid for** dropdown list.



5. Depending on the selected time period, the end date will be indicated below. However, if you select **custom**, select an

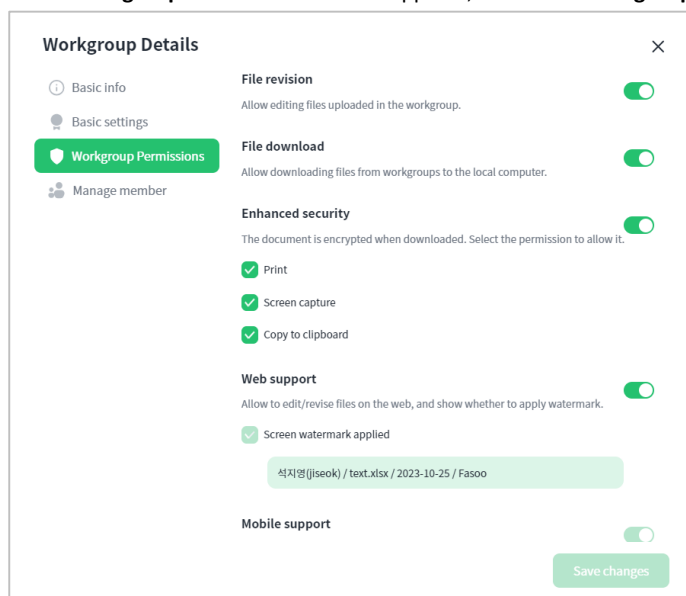
expiration date from the calendar, and then click **Apply**.



4.1.5. Permission settings for a workgroup

[Note] If the workgroup head does not specify a user's individual usage permissions, the workgroup permissions set in the **Workgroup permissions** section will be automatically applied to all files uploaded to the workgroup. For detailed instructions on setting permissions to individual users, please refer to [Setting file permissions](#).

1. Select the desired workgroup from the workgroup list.
2. Click ⓘ to the right of the workgroup name at the top of the page, or select **Workgroup info** from the **More** ... menu in the top-right corner.
3. In the **Workgroup Details** window that appears, select the **Workgroup Permissions** tab.



4. Enable/Disable the **File revision**, **File download**, and **Enhanced security** options for workgroup members.
 - **File revision:** Upon activation, workgroup members can edit the files that have been uploaded in the workgroup.
 - **Download files:** Upon activation, workgroup members can either download files from the workgroup or use previously downloaded files. Conversely, workgroup members cannot download or use previously downloaded files when the option is disabled.
 - **Enhanced security:** Upon activation, you can download encrypted and secure documents. By selecting the options located below, you can grant permissions to each print, screen capture, and copy content for files uploaded to the workgroup. Conversely, when the option is disabled, a decrypted file is downloaded when workgroup members attempt to download a file, and no additional security-enhanced features are provided.
5. The options **Screen watermark applied** (in **Web support**), **Mobile support**, and **Mac support** will not be available for selection. The availability of the Mobile and Mac support options depends on the subscription plan chosen by the organization. Only the Wrapsody eCo administrator can configure support for each environment as long as the subscription covers the options. As per the settings configured by the administrator, these options are disabled and cannot be selected by regular users.
6. **View permission to internal users:** Workgroup files can also be viewed by internal users who are not workgroup members.

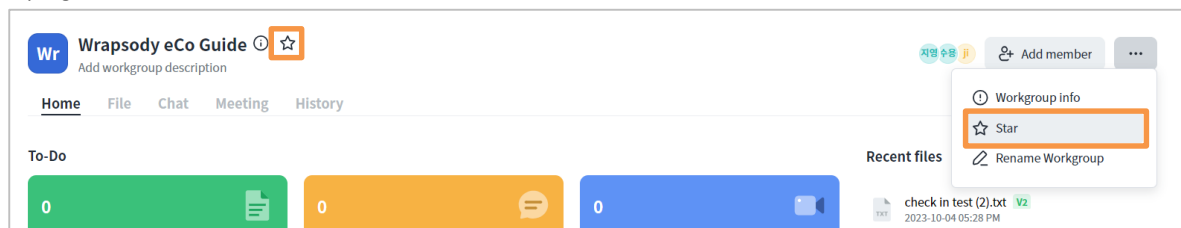
[Note] The head of workgroup can enable this option regardless of the basic settings configured by the Wrapsody eCo

administrator. If a workgroup's document is viewed by an internal user who is not a member of the workgroup, the action will not be recorded in **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.

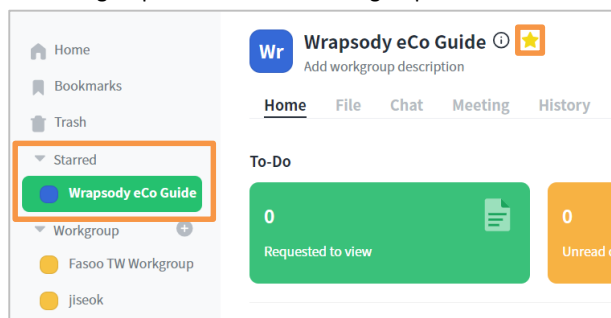
- Click **Save changes** to reflect your edits.

4.1.6. Starring a workgroup

- Select the desired workgroup from the workgroup list.
- Click ☆ to the right of the workgroup name at the top of the page, or select **Star** from the **More** ... menu in the top-right corner.



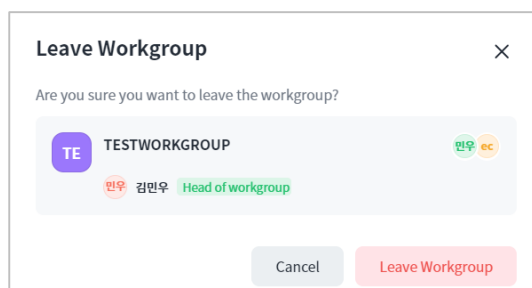
- The workgroup moves from the workgroup list to the **Starred** list.



[Note] You can remove a workgroup from the **Starred** list by clicking on ☆ or by clicking the **More** ... menu > **Unstar**.

4.1.7. Leaving a workgroup

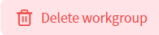
- Select the desired workgroup from the workgroup list.
- Select **Leave workgroup** from the **More** ... menu in the top-right corner. Please note that the button will only be activated for workgroup members, not for the workgroup head.
- Review the contents in the confirmation window and click **Leave Workgroup**.

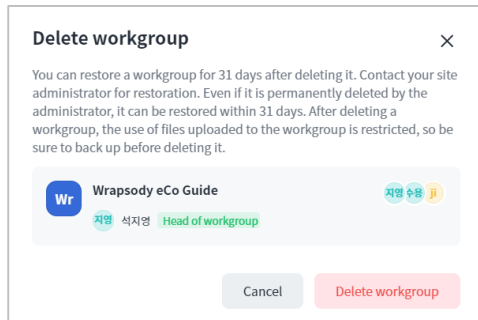


- Check that the workgroup has disappeared from your workgroup list.

4.1.8. Deleting a workgroup

A user who is the head of a workgroup has the authority to delete the workgroup.

1. Select the desired workgroup from the workgroup list.
2. Click ⓘ to the right of the workgroup name located at the top.
3. Click the  button in the **Basic info** tab of the **Workgroup Details** window. However, please note that this button will be disabled for regular users who are not the workgroup head.
4. Review the contents in the confirmation window and click **Delete workgroup**.

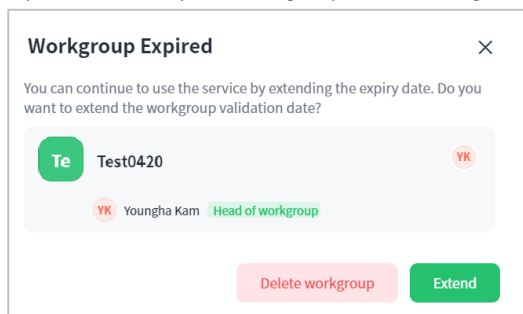


5. Check that the workgroup has been deleted from your workgroup list.

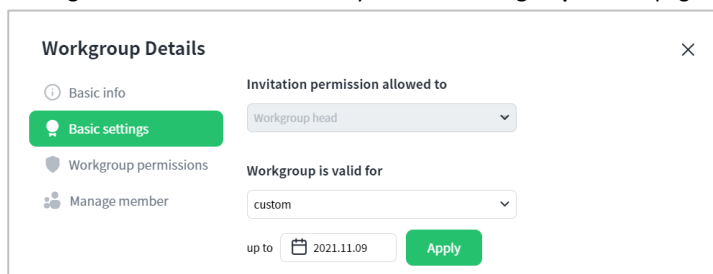
4.1.9. Extending the workgroup deadline

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. Select the desired workgroup from the workgroup list.
2. If you select an expired workgroup, the following **Workgroup Expired** pop-up window will appear:



3. Clicking the **Extend** button will take you to the **Workgroup Details** page.




4. Modify the expiration date of the workgroup, and then click **Apply**.




4.2. Workgroup Folders

4.2.1. Creating a folder in a workgroup




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

1. Select the desired workgroup from the workgroup list.
2. Click the **File** tab below the workgroup name.
3. Click  **Create Folder** in the top-right corner.
4. In the **Create Folder** window that appears, enter a name for the folder and click **OK**.
5. A folder will be created at the top of the file list.

4.2.2. Renaming a workgroup folder

1. Hover over the folder you want to rename, and the  icon will appear.
2. Click  and select  **Rename** from the menu.
3. In the **Rename** window that appears, rename the folder and click **OK**.
4. Check that the folder in the list has been successfully renamed.

4.2.3. Deleting a folder from a workgroup


1. Hover over the folder you want to delete and the  icon will appear.
2. Click on , and then select  **Delete** from the menu.
3. When the **Delete folder** confirmation window appears, click **Delete**.
4. Check that the folder has been deleted from the list.

4.3. Share Files

After you create a workgroup, you can share files with the members of that project workgroup. When a file is uploaded to Wrapsody eCo, it is automatically wrapped into a Wrapsody eCo file format. If you have the Wrapsody eCo client installed on your PC, you can upload files directly from the file's context menu. (See [Sharing files via Windows Explorer](#))


[Note] The maximum upload capacity per file is 200MB in Wrapsody eCo Cloud.

4.3.1. Uploading a file to a workgroup

1. Select the desired workgroup from the workgroup list.
2. Click the **File** tab below the workgroup name.
3. Select the folder where you want to upload the file. If no folder is chosen, the file will be uploaded to the root folder by default.
4. Click  **Upload File** in the top-right corner, select the desired file in the **Open** dialog, and then click **Open**. Alternatively, you can upload the file to the desired workgroup by dragging and dropping a file from your PC directly into the **File** page.
5. If the selected file is not a Wrapsody eCo file, it will be automatically encrypted and uploaded.
6. Ensure that the selected file has been added to the list of files in the workgroup. Check the downloaded Wrapsody eCo file on your PC. The file will be displayed with the Wrapsody eCo overlay icon in the bottom right corner.



7. If you want to upload multiple files from different paths at once, click **Batch Upload** in the top-right corner and select the files you want to add. Then click **Add More File** in the top-right corner of the list window to select additional files and press **OK**.

[Note] If you click  **Share** in the top-right corner of the **Home** page, the **Select Targets to Share** window will pop up. If you want to share files to a new workgroup rather than an existing one, search and select users in the search bar to create a new workgroup before uploading the files. However, please note that if you upload a file using the **Share** button, you will not be able to specify a folder, and the file will be uploaded to the root path.

4.3.2. Sending a file from My Space

1. Click on the **My Space** tab.
2. In the **Sent** tab, click the **New** button in the top-right corner.
3. In the **Send file** window, click the green "**or select a file from your computer**" text, select the desired file in the file selection dialog, and then click **Open**. Alternatively, you can upload files by dragging and dropping them from your PC to that **Send file** window.
4. If you want to upload more files, click **Add More File** in the top-right corner to select them.
5. Check the files that have been added to the list and click **Next**.
6. In the **Recipients** input field, search for the user you want to send the file to or enter their email.
7. Review the list of selected recipients, then click the **OK** button in the bottom right corner to upload the files. The files will be stored in the **Sent** tab, and at the same time, an email containing the download link will be sent to the recipients.

[Note] You can designate internal users, external users, and unregistered users as the recipients respectively. Once you click on the input field, the two options will appear as shown below:

Send file [X]

Recipients

Q Enter a user name or email(ies) to search.

Search internal user list

Search external user list

OK

Designate internal users as recipients: Choose **Search internal user list**, select the desired user from the org chart, and then press **OK**.

Send file [X]

Enter a user name or email(ies) to search.

▼ Fasoo

> ACME

▼ Fasoo US Entity

AR Arden, Ron ✓

CC Carambio, Colter ✓

FN Farhat, Nicole ✓

HJ Herring, John ✓

Cancel OK

Designate external users as recipients: Choose **Search external user list**, select the desired user or their email address from the list, and then press **OK**.

Send file [X]

Enter a user name or email(ies) to search.

ro rose@gmail.com ✓

mi mingkim@gmail.com ✓

j jiseok@gmail.com ✓

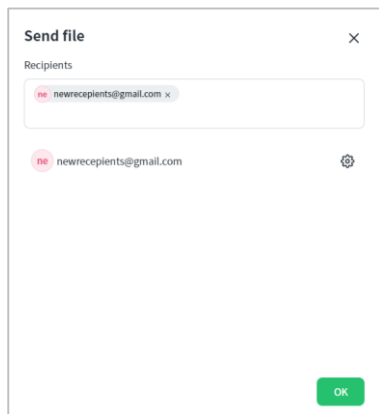
ji Jiyoung (Fasoo 2) ✓


je jenniekim@gmail.com ✓

ir iris@fasoo.com ✓

Cancel OK

Designate unregistered users as recipients: Enter an email manually in the input field and press Enter.

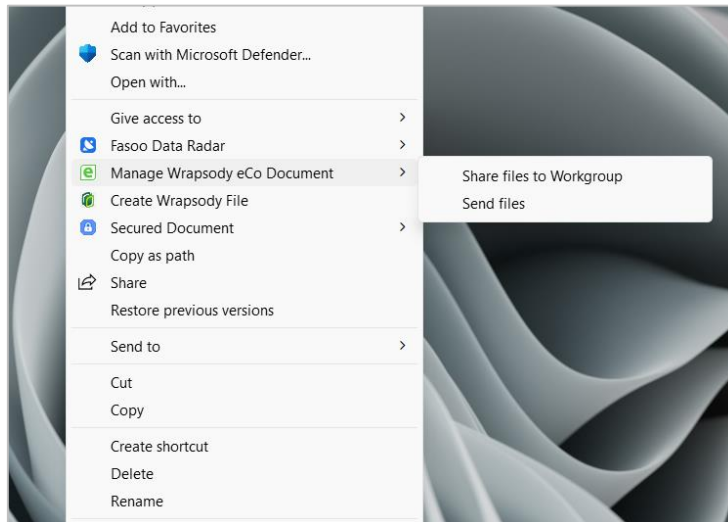


Click the  icon to the right of the desired user or email address in the list to configure file usage permissions for each user.

4.3.3. Sharing files via Windows Explorer

You can share files using the Wrapsody eCo application installed on your PC without having to log in to the Wrapsody eCo website. For details on how to share files, see below.

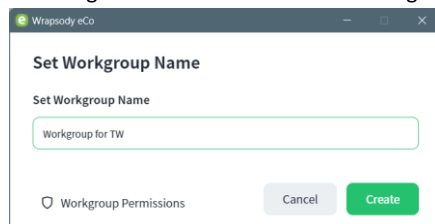
[Note] Files with unsupported extensions for Wrapsody eCo wrapping will be shared in their original format. (See [Supported applications](#).)



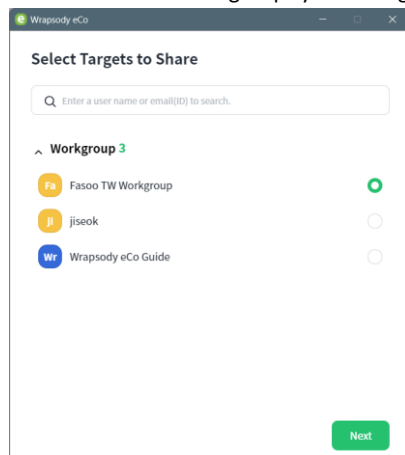
Share files to Workgroup

1. Right-click the file you want to share with your workgroup in Windows Explorer.
2. Click **Manage Wrapsody eCo Document** > **Share files to Workgroup**.
3. Click the Wrapsody eCo server address where you want to upload the file. If you see the login window, log in.
4. Click **Next**.
5. In the **Select Targets to Share** window, create a new workgroup by searching for and selecting the user you want to share files with. Or select one of the existing workgroups you wish to share the file to.

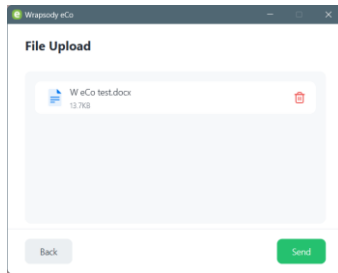
5-1. Selecting a user and clicking **Next** will take you to the window where you can create a new workgroup, including the selected user. Enter a workgroup name and click **Create** to create the workgroup.



5-2. Select one of the workgroups you belong to and click **Next**.



6. In the **File Upload** window that appears, check the files you want to share, and click **Send**.

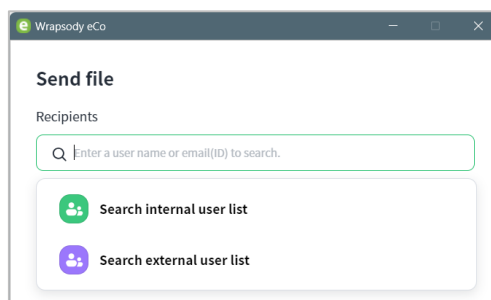


7. The file will be added to the **File** tab of the workgroup.
8. Members of a newly created workgroup will be granted default workgroup permissions. To edit permissions or members to share files with, see [Setting file permissions](#) > [Case 1. Workgroup file](#).

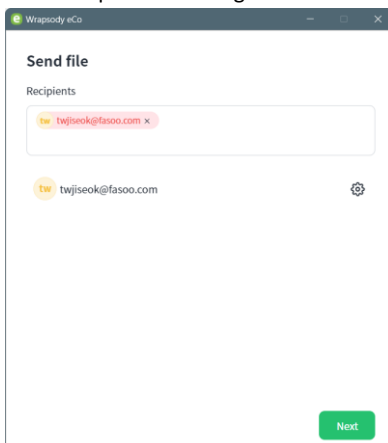
[Note] If you are uploading a file through Windows Explorer, you will not be able to specify a folder, and the file will be uploaded in the root path.

Send files

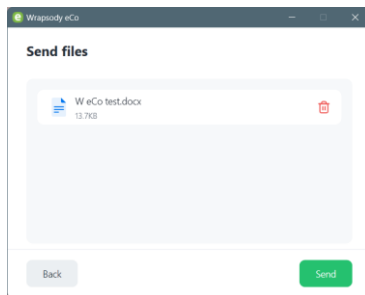
1. Right-click the file you want to share in Windows Explorer.
2. Click **Manage Wrapsody eCo Document > Send files**.
3. Click the Wrapsody eCo server address to where you want to upload the file. If you see the login window, log in.
4. Click **Next**.
5. In the **Send files** window, search for and select the user who will receive the file.
 - 5-1. If the recipient is a registered user, click in the text box, and select the appropriate option, either **Search internal user list** or **Search external user list**, based on the recipient. Then, locate the user in the list and mark their checkbox.



- 5-2. If the recipient is not registered as an internal or external user, enter the user's email and press Enter.



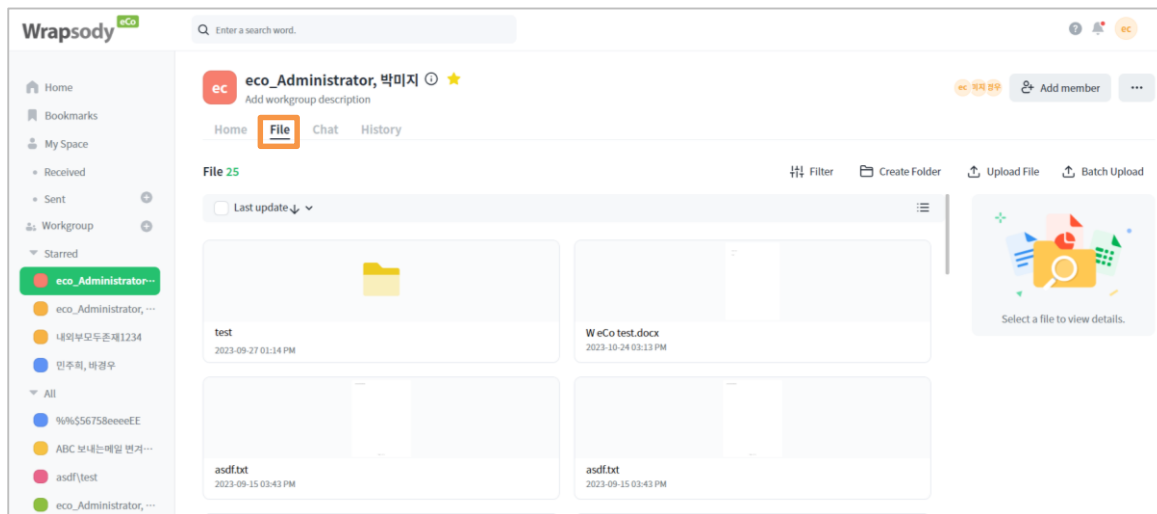
6. Click **Next**.
7. When the **Send files** window appears, check the file you want to share, then click **Send**.



8. A notification email will be sent to the user with a link to preview/download the file. The file is also saved in the **Sent** tab within **My Space**, allowing both the sender and the recipient to manage it as a Wrapsody eCo file.
9. Users who have sent or received the file will be automatically assigned default workgroup permissions. To edit permissions or members to share files with, see [Setting file permissions](#) > [Case 3. My Space](#).

4.4. Collaborate on Files

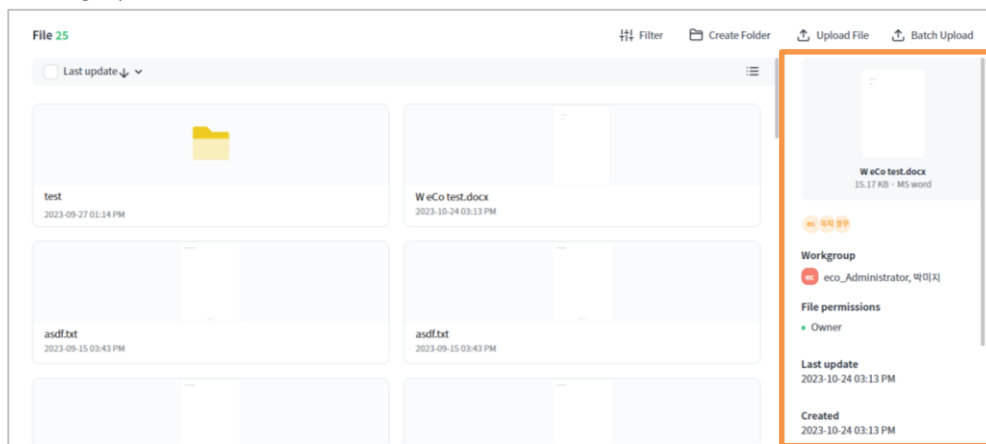
Workgroup members can access a list of files uploaded to the workgroup in the **File** tab of the workgroup page.



4.4.1. Checking file details

Case 1. Workgroup file

1. Select the desired workgroup from the workgroup list.
2. Go to the **File** tab.
3. Clicking on a file for detailed information reveals a comprehensive description of the file along with its thumbnail in the right pane.



4. Refer to the table below for a description of each item.

Item	Description
Member icon	The profile icons representing workgroup members (e.g.,).
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	The list of all versions, along with the volume and creation date of each version.

File history

V3

eco_Administrator up

634.03 KB · 2023-09-19 01:14 PM

Download icon

History icon

V2

eco_Administrator updates

634.00 KB · 2023-09-19 01:14 PM

V1

eco_Administrator updates

646.81 KB · 2023-09-19 10:22 AM

ec

eco_Administrator has viewed a file.

2023-09-19 01:14 PM

ec

eco_Administrator has viewed a file.


2023-09-19 01:13 PM


ec

eco_Administrator has viewed a file.

2023-09-19 10:27 AM

You can click the icons that appear when you hover over each version either to download the version or view its usage history.

Download each version: Clicking the **Download**  icon allows you to download the Wrapsody eCo file of the version to your PC.

View usage history for each version: Clicking the  icon 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.

Case 2. My Space

- From the **My Space** section, select either the **Sent** or **Received** tab.
- Clicking on a file for detailed information reveals a comprehensive description of the file along with its thumbnail in the right pane.

My Space

Received Sent

File 31

File name	Sender	Version	Creator	Version Creation Date
메일 발송 및 테스트.docx	eco_Administrator	eco_Administrator		2023-10-24 01:24 PM
메일 발송 및 테스트.docx	eco_Administrator	eco_Administrator		2023-10-24 01:16 PM
답러님 - 복사본 (1).xlsx	eco_Administrator	eco_Administrator		2023-08-22 08:31 AM
답러님 - 복사본 (1).xlsx	eco_Administrator	eco_Administrator		2023-08-04 02:19 PM
instagram_logo.jpg	eco_Administrator	eco_Administrator		2023-08-03 02:50 PM
화면 캡처 2023-07-25 142824.jpg	eco_Administrator	eco_Administrator		2023-08-03 02:48 PM
eCo Cloud 사용자 리스트_20230524.xlsx	eco_Administrator	eco_Administrator		2023-08-02 11:23 AM
Brochure-Wrapsody-eCo.docx	eco_Administrator	eco_Administrator		2023-08-02 11:21 AM
FASOO (1) (2).png	eco_Administrator	eco_Administrator		2023-08-01 02:03 PM

답러님 - 복사본 (1).xlsx
12.31 KB · MS excel

File permissions
Owner

Last update
2023-08-22 08:31 AM

Created
2023-08-22 08:31 AM

File history

- For the description of each item, go to [Checking file details](#) and see [Case 1. Workgroup file](#).

4.4.2. Searching for files

Case 1. Search all files

- Type a file name in the search box at the top of the web page and press Enter.

Wrapsody eCo

Enter a search word.

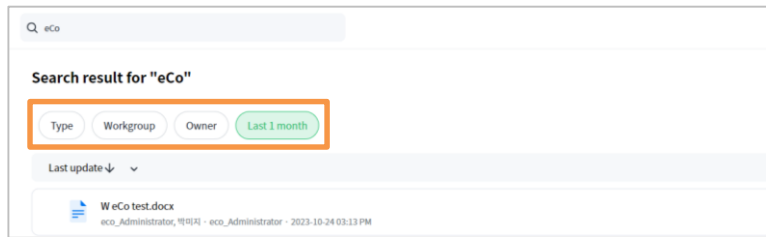
Home

Bookmarks

Home

Workgroup

- When the search results appear, click the **Type** filter and select **File**. Specify the scope of the file search by clicking on **Workgroup** and selecting the desired workgroups, including **My Space**. You can also limit the search results by specifying a **file owner** in the **Owner** filter or the last updated date.

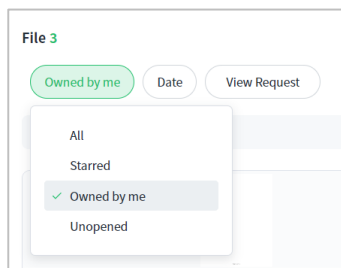


Case 2. Search for files within a workgroup

- Select the desired workgroup from the workgroup list.
- Go to the **File** tab.
- Click on **Filter** in the top-right corner to reveal the search filters at the top.



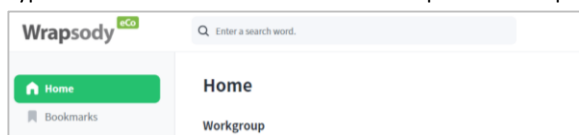
- If you select each item and specify its condition, only files that match the criteria will appear in the list.
 - Click on the **File type** item and select your desired option; only files that meet that criteria will be displayed in the list.



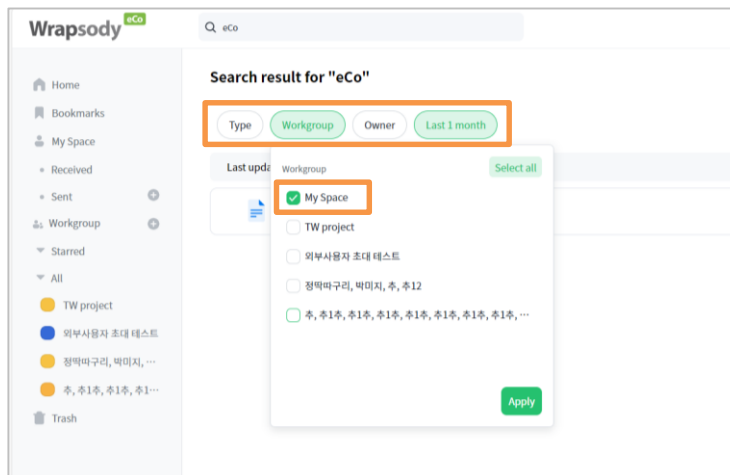
- Click on **Date** to select the search date range. Once you click on **Custom**, you can specify the desired date range yourself.
- If you click on the **View Request** filter, you will only see a list of files that you have been requested to view.

Case 3. Search for sent files

- Type a file name in the search box at the top of the web page and press Enter.



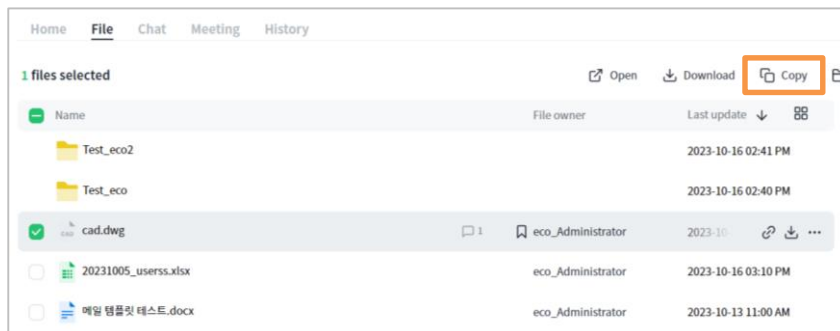
- The search results will be displayed. Select **File** from the **Type** filter and **My Space** from the **Workgroup** filter to narrow down the search results to files in the **My Space** section. You can also specify the **File Owner** and the file's last updated date.





4.4.3. Downloading files

Case 1. Workgroup file

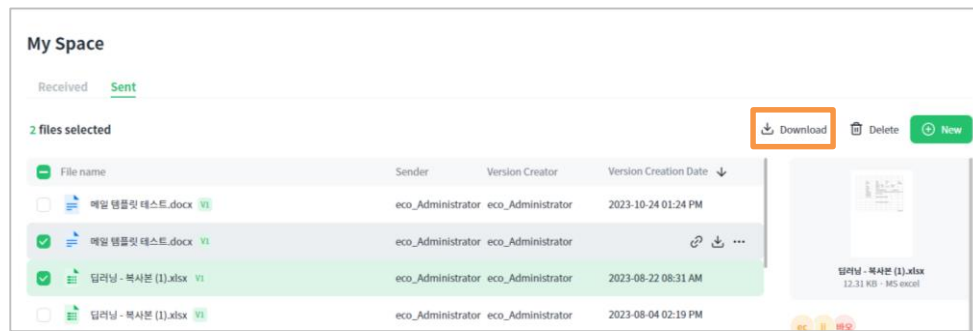
1. Select the desired workgroup from the workgroup list.
 2. Go to the **File** tab.
 3. Select the desired file.
- 3-1. Selecting the checkbox of the file to download activates the **Download** button at the top (you can select multiple).





- 3-2. In the **list view**, the  icon will appear under the **Last update** item when you hover over a file.
4. Click **Download** (or the  icon).
5. Once the file is downloaded successfully, a download complete message will briefly appear at the top of the screen.

Case 2. My Space

1. From the **My Space** section, select either the **Sent** or **Received** tab.
 2. Select the desired file.
- 2-1. Selecting the checkbox of the file to download activates the **Download** button at the top (you can select multiple).



2-2. When you hover over a file, the  icon will appear under the **Version Creation Date** item.

3. Click **Download** (or the  icon).
4. Once the file is downloaded successfully, a download complete message will briefly appear at the top of the screen.

[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.



4.4.4. Bookmark

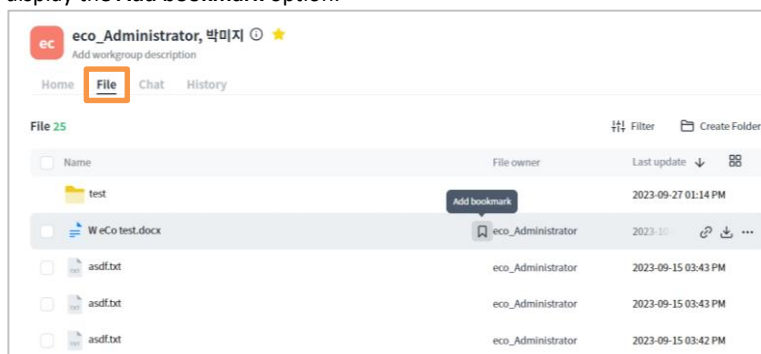
You can bookmark files or video meetings for easy access in the **Bookmarks** tab.


[Note] Video meeting management is only supported in Wrapsody eCo Cloud.

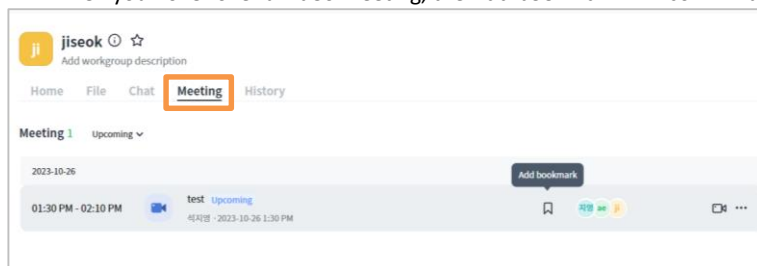
Adding a bookmark

1. Select the desired workgroup from the workgroup list.
 - 1-1. To bookmark a file, go to the **File** tab.
 - 1-2. To bookmark a video meeting, go to the **Meeting** tab.
2. Click **Add bookmark**.

2-1. When you hover over a file, the **Add bookmark**  icon will appear. Alternatively, click the **More**  icon to display the **Add bookmark** option.



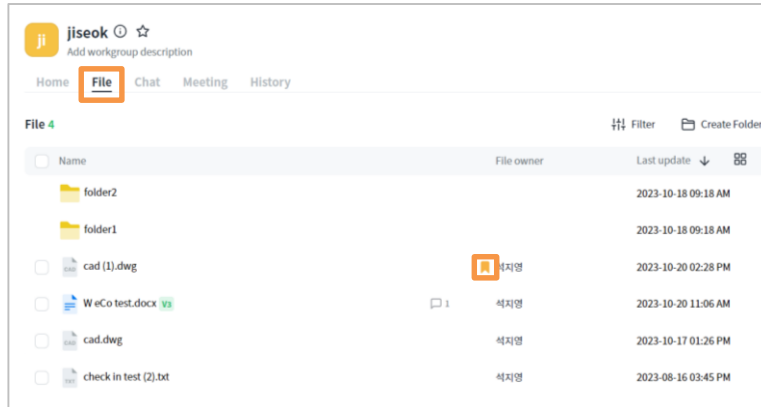
2-2. When you hover over a video meeting, the **Add bookmark**  icon will appear.



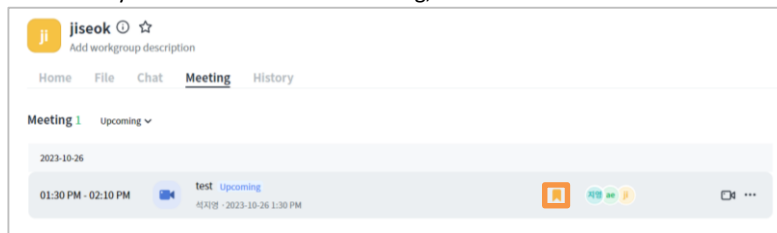
3. The file or video meeting will be saved to the **Bookmarks**.

Removing a bookmark

1. Select the desired workgroup from the workgroup list.
 - 1-1. To remove a bookmark from a file, go to the **File** tab.
 - 1-2. To remove a bookmark from a video meeting, go to the **Meeting** tab.
2. Click **Remove bookmark**.
 - 2-1. When you hover over a file, the **Remove bookmark** icon will appear. Alternatively, click the **More** icon to display the **Remove bookmark** option.



- 2-2. When you hover over a video meeting, the **Remove bookmark** icon will appear.



3. The file or video conference will disappear from the **Bookmarks**.

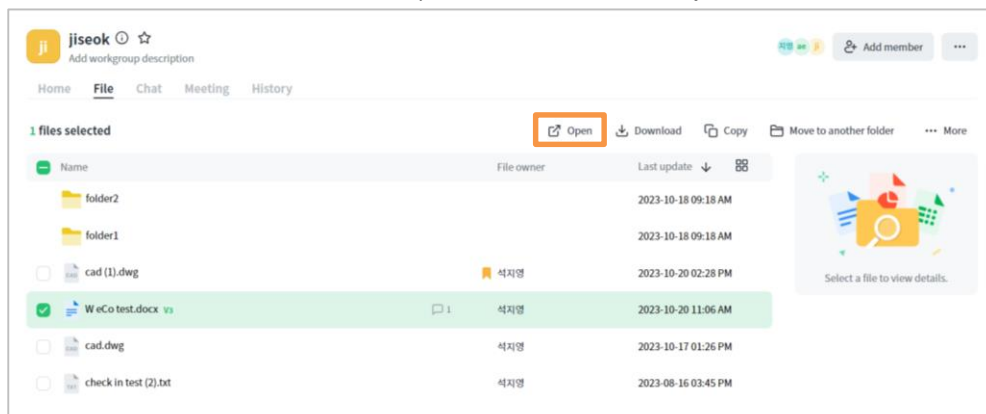
4.4.5. Viewing/Editing files on the client

Refer to [Wrapsody eCo Client](#) > [Utilizing a Wrapsody eCo File](#) for instructions on how to use, such as view or edit, a Wrapsody eCo file downloaded from a workgroup on your client.

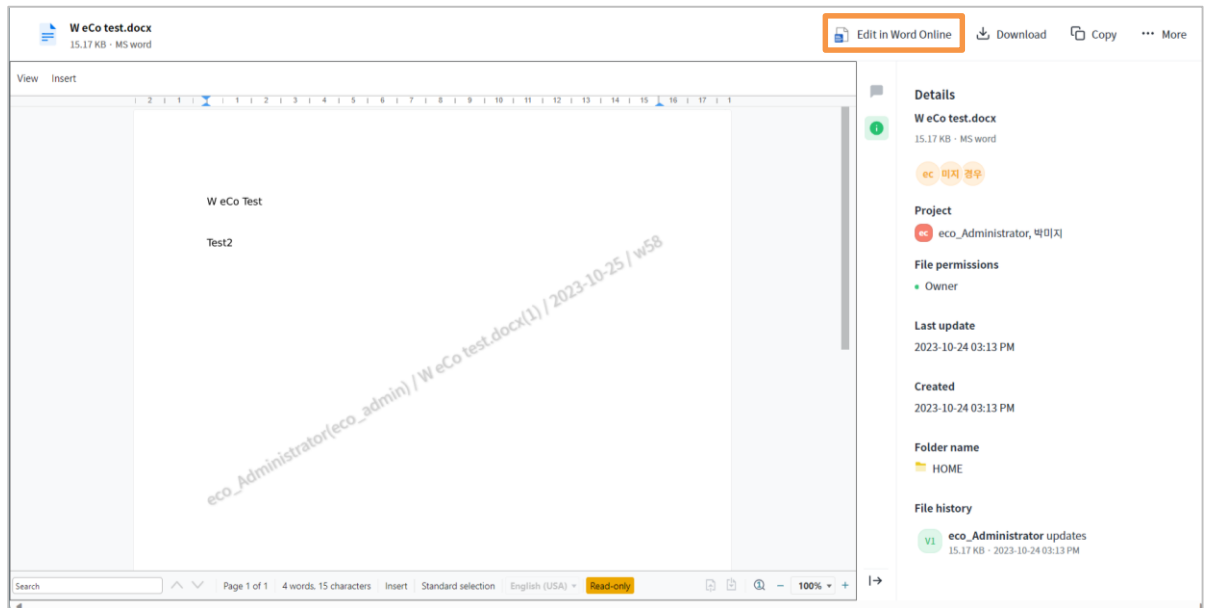
4.4.6. Viewing/editing files on the web

Case 1. Workgroup file

1. Select the desired workgroup from the workgroup list.
2. Go to the **File** tab.
3. In the list of files, check and select the file you want to view, and the **Open** button will be activated at the top.



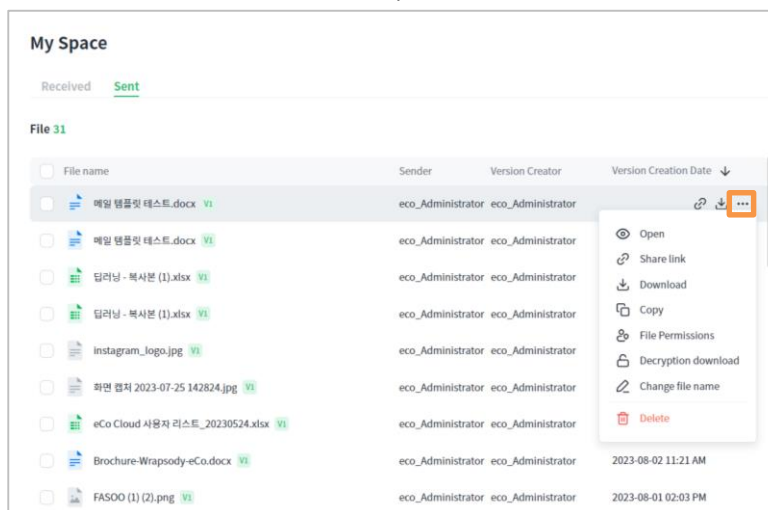
- Once you click **Open**, you can view the file as shown below. Alternatively, the same applies if you click the file name you want to view from the list of files.



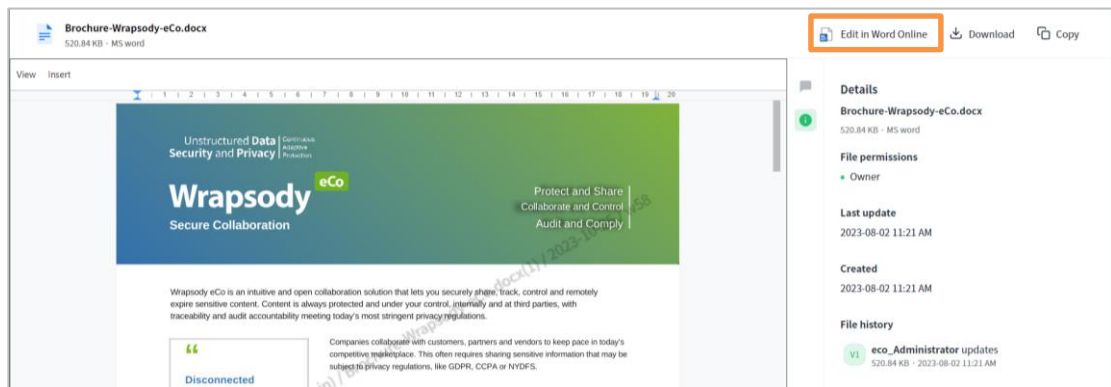
- To edit a file, select **Edit in browser**, or **Edit in [application name]**, in the top-right corner of the screen.

Case 2. My Space

- From the **My Space** section, select either the **Sent** or **Received** tab.
- From the list of files, hover over the file you want to view, and the **More** **...** icon will appear on the right.



- Click the icon and select **Open**. Alternatively, the same applies if you click the file name you want to view from the list of files.



- To edit a file, select **Edit in browser**, or **Edit in [application name]**, in the top-right corner of the page.

[Note] For Wapsody eCo Cloud, files can be edited immediately after logging in to MS 365. However, for Wapsody eCo, it is necessary to consult with the Fasoo sales representative to enable the editing feature. If you need to use a different editor, please contact your administrator.

4.4.7. Manual checking-in/checking-out

Users with Revise permissions can edit and update the latest version of documents that they uploaded or that were shared by other workgroup members through the web-supported manual check-out feature. However, please note that the availability of manual check-out and the supported file extensions (e.g., .dwg, .dxf, .nwd, .nwf, .nwc) may vary depending on the company's policies. For specific details, please contact your administrator. If the Wapsody eCo application is installed, you can check in and out a CAD file (See Wapsody eCo Client > [Checking out manually](#)) as well as Office documents (See Wapsody eCo Client > [Checking out](#)) on your local PC.

To revise a Wapsody eCo file on the web, refer to the following instructions:

- Select the desired workgroup from the workgroup list.
- Go to the **File** tab.
- Hovering over the CAD file to revise in the file list activates the **More** icon in the **Last update** column.
- Click the **Download** button in the menu to download the document.
- Hover over the CAD file again and click the **More** icon on the right.
- Click **Manual check-out** from the menu.
- Open the downloaded CAD file, edit it and save it.
- Hover over the CAD file you finished editing, and click the **More** icon on the right.
- Click **Manual check-in** from the menu.
- When the **Manual Check-in** dialog appears, drag and drop the revised file or select the file from your PC.
- If necessary, provide comments about the changes in the input box.
- Check the **Notify all users with View permission** option if you want to send notifications to all users with View permissions.
- Click **Check In** to complete the manual revision.

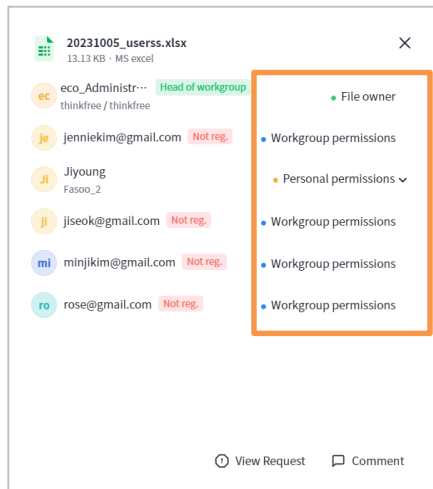
4.4.8. Setting file permissions

A file owner has the authority to edit file usage permissions. Workgroup heads, however, cannot edit permissions but can transfer file ownership.

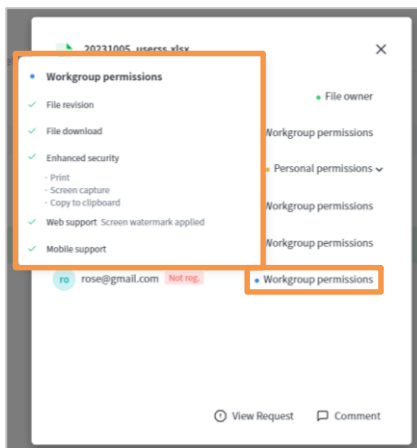
Case 1. Workgroup file

- Select the desired workgroup from the workgroup list.
- Go to the **File** tab.
- 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.
- Select **File Permissions** from the menu.
- The window displaying the file owner and members will appear, allowing you to view the permissions granted to

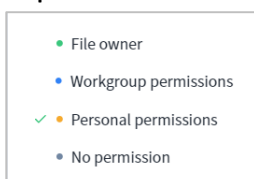
each member. By default, **Workgroup permissions** are applied to members unless you have individually set specific permissions for each member.



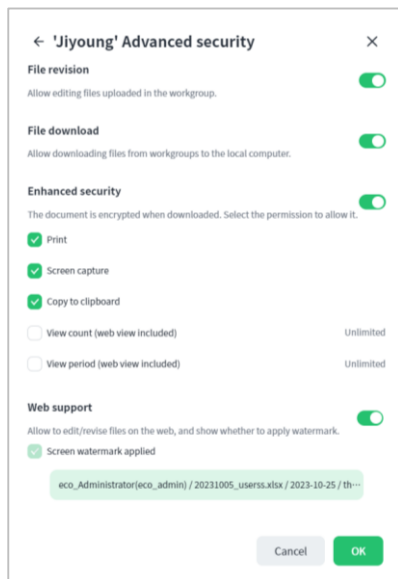
6. Hover over each permission to view the sub-permissions currently included in the corresponding permission type.



7. Choose permissions for each member between **File owner**, **Workgroup permissions**, **Personal permissions**, and **No permission**.



8. If you select **Personal permissions**, you can edit the options for the permissions that only apply to the selected member.



The **Workgroup permission** settings are applied by default in the permissions setting window tailored for the user. Customize each item. You can limit how many times and for how long the user can view the file by enabling the **Enhanced security** feature and specifying the **View count** and **View period**.

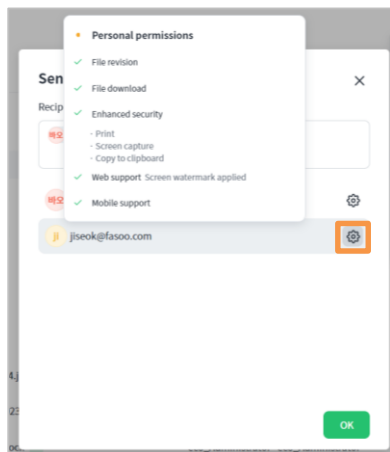
9. After changing the settings, click the **OK** button.


Case 2. Workgroup file (Set permissions for multiple files)

1. Select the desired workgroup from the workgroup list.
2. Go to the **File** tab.
3. In the list of files, select the checkboxes of the files you want to set the same permissions for.
4. The **More** icon in the top-right corner will be enabled.
5. Select **File Permissions** from the menu.
6. The **Permissions to multiple users for the file** window appears.
7. Refer to [Case 1. Workgroup file](#) to set permissions for each individual workgroup member.
8. Click the **Apply** button in the bottom right corner to save the changes.

Case 3. My Space

1. Go to **My Space**, and select the **Sent** tab.
2. 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.
3. Select **File Permissions** from the menu.
4. The users who received the file are listed in the pop-up window, and when you hover over the icon on the right of a user, the user's permissions for the file are displayed.



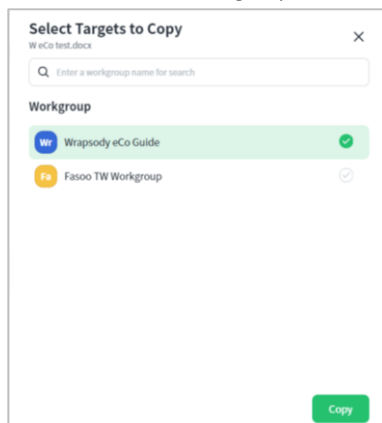
- Click on  to edit the options for the permissions that only apply to the selected member.

4.4.9. Copying files

You can copy files uploaded in a workgroup or **My Space** and share them with other project workgroups. When a file is newly shared with workgroup members, they will typically have default Workgroup permissions for that file. If the same file already exists in the workgroup and you attempt to upload it again, a copy will be created.


Case 1. Between workgroups

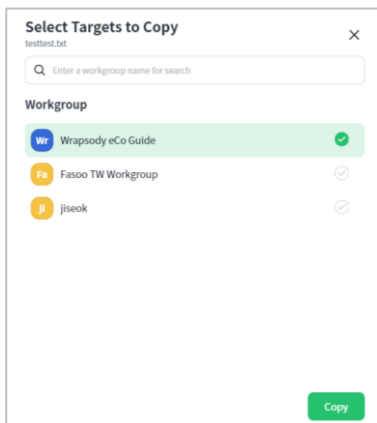
- Select the desired workgroup from the workgroup list.
- Go to the **File** tab.
- From the list of files, select the files you want to share to a different workgroup. (Multiple selections available)
- Select the **Copy** button that appears in the top-right corner. Alternatively, you can also choose **Copy** from the **More** menu when you select a single file.
- Select the desired workgroup from the workgroup list or search for one by workgroup name in the search bar.



- Click the **Copy** button.
- The file will be uploaded to the selected workgroup, and you will be redirected to the **File** tab of that workgroup.

Case 2. From My Space to a workgroup

- Go to **My Space**, and select the **Sent** tab.
- From the list of files, hover over the file to copy, and the **More**  icon will be activated on the right.
- Select **Copy** from the menu.
- Select the desired workgroup from the workgroup list or search for one by workgroup name in the search bar.



5. Click the **Copy** button.
6. The file will be uploaded to the selected workgroup, and you will be redirected to the **File** tab of that workgroup.

4.4.10. Moving files to another folder


You can move files from one folder to another within the same workgroup. File moving permissions within a workgroup can vary based on company policies. They may be granted to all members or restricted to the file owner.

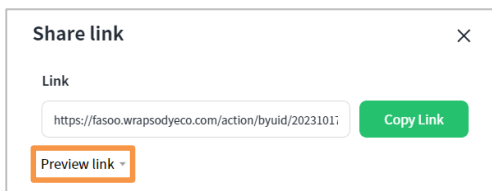
1. Select the desired workgroup from the workgroup list.
2. Go to the **File** tab.
3. From the file list or within a folder, select the file you want to move to a different folder. (Multiple selections available)
4. Select the **Move to another folder** icon that appears in the top-right corner. Alternatively, you can also choose **Move to another folder** from the **More** menu when you select a single file.
5. In the **Move to another folder** window that appears, select the folder you want to move to, and click **OK**.
6. Check that the file has been moved to the destination folder.

4.4.11. Sharing a preview/download link

To simplify collaboration, Wrapsody eCo allows you to create a shareable link for previewing or downloading a file. Instead of sending the actual file, you can send this link to your project partners. As the owner of the file, you also have the option to allow recipients to view the file without requiring them to log in.

Case 1. Workgroup file

1. Select the desired workgroup from the workgroup list.
2. Go to the **File** tab.
3. When you hover over the file in the file list that you want to share with another workgroup, the **More**  icon on the right side becomes active.
4. Select **Share link** from the menu.
5. Select the link type at the bottom of the **Share link** window.



- **Preview link:** Allow recipients to view the file in a web browser after the login process.
- **Download link:** Permit recipients to download the file after the login process.
- **Anonymous preview link:** Allow recipients to bypass the login process, providing instant file preview in a web browser.
- **Anonymous download link:** Allow recipients to bypass the login process, enabling immediate file download.

[Note] Anonymous links can only be created for files owned by you. These options will not be enabled for regular

members.

- If you have selected an anonymous link, click on the dropdown menu to choose the link's valid duration or expiration date.

- After configuring the link settings, click **Copy Link** and then paste the copied link wherever you need to share it. Or click the **Sent a link via email** icon to send the link via email. If you want to revoke the link regardless of the valid duration, click **Delete link**.

Case 2. My Space

- From the **My Space** section, select either the **Sent** or **Received** tab.
- From the file list, hover over the file you want to share, and the **More** icon will be activated on the right.
- Select **Share link** from the menu.
- Select the link type at the bottom of the **Share link** window.

- **Preview link**: Allow recipients to view the file in a web browser after the login process.
- **Download link**: Permit recipients to download the file after the login process.

- After configuring the link settings, click **Copy Link** and then paste the copied link wherever you need to share it.

4.4.12. Downloading a decrypted file

You can decrypt and download a Wrapsody eCo file owned by you via the **Decryption download** feature. If you are a member of a workgroup, you can download the file via the **Decryption download** feature, based on your workgroup permission settings.

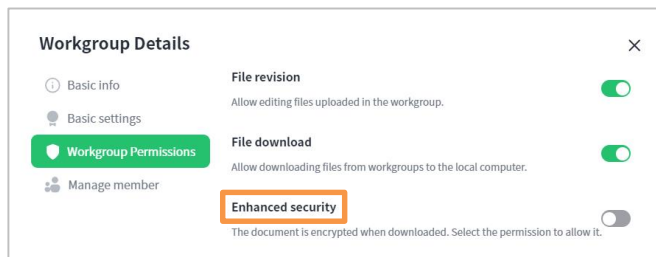
1) When you own the file


As the file owner, you can decrypt Wrapsody eCo files and download them as plain files.

- Select the desired workgroup from the workgroup list, and go to the **File** tab. Or go to the **Sent** tab in the **My Space** section.
- In the list of files, click the **More** icon that appears when you hover over a file you want to download.
- When you click **Decryption download**, the document will be decrypted and downloaded. (This option will be displayed only for files owned by you.)

2) When the Enhanced security option for a workgroup is disabled


In the **Workgroup Permissions** tab of the **Workgroup Details** window for a workgroup, when the **Enhanced security** option is disabled, the files within the workgroup will be decrypted and downloaded as plain files when you attempt to download them.



1. Select the desired workgroup from the workgroup list, and go to the **File** tab. Or go to the **Sent** tab in the **My Space** section.
2. In the list of files, click the **More**  icon that appears when you hover over a file you want to download.
3. When you click **Download**, the document will be decrypted and downloaded.

4.4.13. Renaming a file

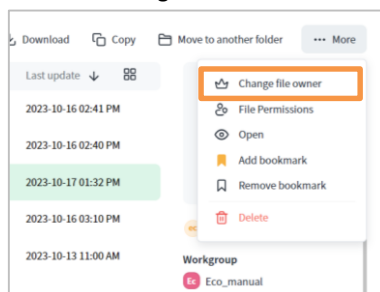
You can modify the name of a file that is registered on the Wrapsody eCo server.

1. Select the desired workgroup from the workgroup list, and go to the **File** tab. Or go to the **Sent** tab in the **My Space** section.
2. In the list of files, click the **More**  icon that appears when you hover over a file you want to rename.
3. Select **Change file name**.
4. In the **Change file name** window, enter the desired new file name and click the **OK** button.

4.4.14. Changing the file owner


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

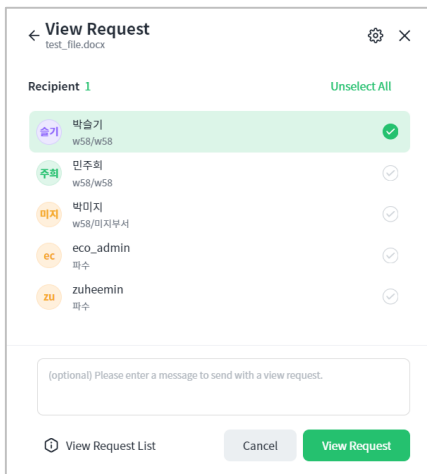
1. Select the desired workgroup from the workgroup list.
2. Go to the **File** tab.
3. From the list of files, select the files you want to change the owner for. You can make multiple selections.
4. When the **Change file owner** window appears, select the desired new file owner and click **Change owner**.




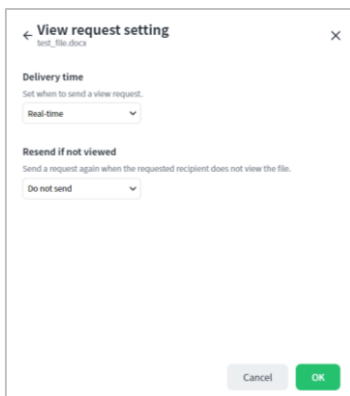
4.4.15. Sending view requests

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

1. Select the desired workgroup from the workgroup list.
2. Go to the **File** tab.
3. From the list of files, hover over the file to send view alerts for, and the **More** icon  will be activated on the right.
4. Click on the **More** icon, then select the **View Request** option. The **View Request** window will open as follows: Alternatively, in the window that appears when you click the **File Permissions** from the More menu, you can send view alerts by clicking on the **View Request** button.



5. Select the members who will receive view requests from the list. Click **Select all** to select all members.
6. Optionally, when the message input field appears at the bottom, you can enter a message to be sent along with the view request (up to 200 bytes).
7. Select the  icon located in the top-right corner to set the **sending time** and the **resending time** in case the document is not viewed.



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.

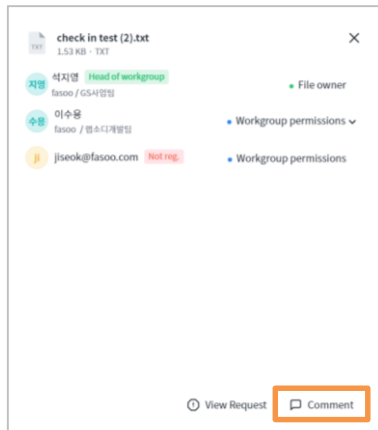
- **Do not send:** View requests will not be resent.

- **after N days:** Select a day between **1-7 days**.

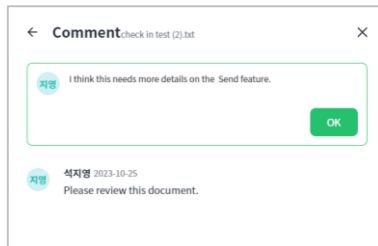
4.4.16. Leaving a comment on a file

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

1. Select the desired workgroup from the workgroup list.
2. Go to the **File** tab.
3. From the list of files, hover over the file to leave a comment on, and the **More** icon ******* will be activated on the right.
4. Click on the **More** icon, then select the **File Permissions** option. The **File Permissions** window will open. Click on **Comment**.



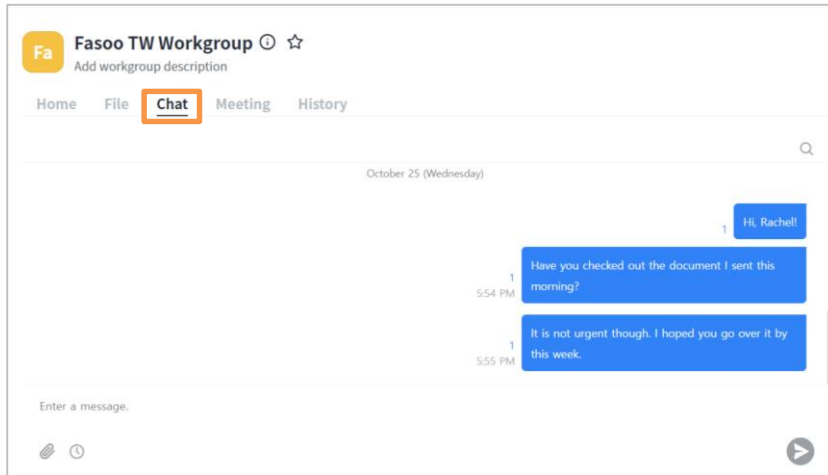
5. The following **Comment** window will pop up:



6. Enter your comment in the comment text area and click **OK**.
7. A history of comments will be added below.


4.5. Chat

The **Chat** section allows you to engage in real-time conversations and share Wrapsody eCo files with members of your workgroup using instant messaging.




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

4.5.1. Sending a message

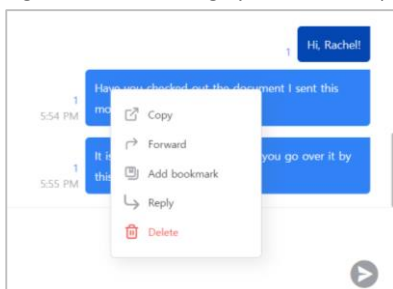
1. Select the desired workgroup from the workgroup list.
2. Go to the **Chat** tab.
3. Type a message in the message input area, then press the Enter key or  on the right to send your message.


4.5.2. Sending a file

1. Select the desired workgroup from the workgroup list.
2. Go to the **Chat** tab.
3. Drag a file into the message input area, or click on  at the bottom left to select a file to attach.

4.5.3. Replying to a message

1. Select the desired workgroup from the workgroup list.
2. Go to the **Chat** tab.
3. Right-click the message you want to reply to in order to bring up a pop-up menu. Then click **Reply**.

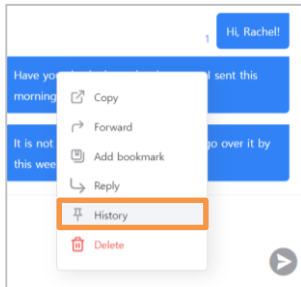


4. Type your reply in the text box that appears at the bottom, and then press the Enter key or click on  to send the reply.



4.5.4. Viewing the reply history

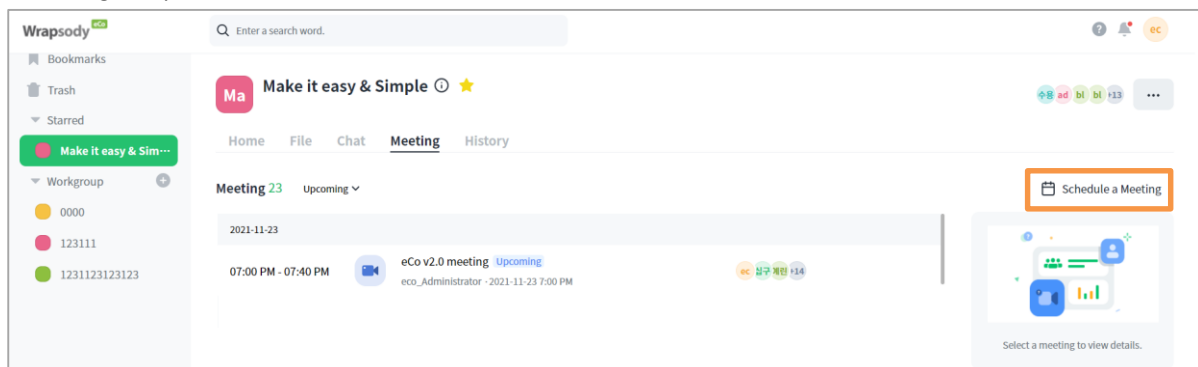
1. Select the desired workgroup from the workgroup list.
2. Go to the **Chat** tab.
3. Right-click on the message with a history of replies, and a pop-up menu will appear.



4. When you click on **History**, the history of all messages linked through replies to the selected message will be shown.

4.6. Zoom Meeting (Wrapsody eCo Cloud only)

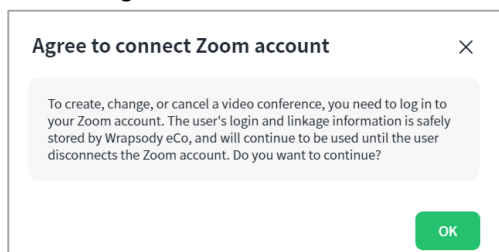
To create, edit, and delete your Zoom meetings, connecting to your Zoom account is required. If you are not yet a member of Zoom, please sign up at <https://zoom.us> first and then access the related feature. Prior to your meeting, please ensure you have installed the Zoom application on your device. For PC users, the application can be downloaded via the following link: <https://zoom.us/download>. iOS users can find the Zoom app on the App Store, while Android users can download it from Google Play.



4.6.1. Linking your Zoom account

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

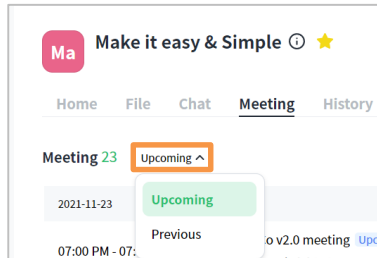
1. Select the desired workgroup from the workgroup list.
2. Go to the **Meeting** tab.
3. Click **Schedule a Meeting**.
4. When the **Agree to connect Zoom account** window appears, click **OK**.



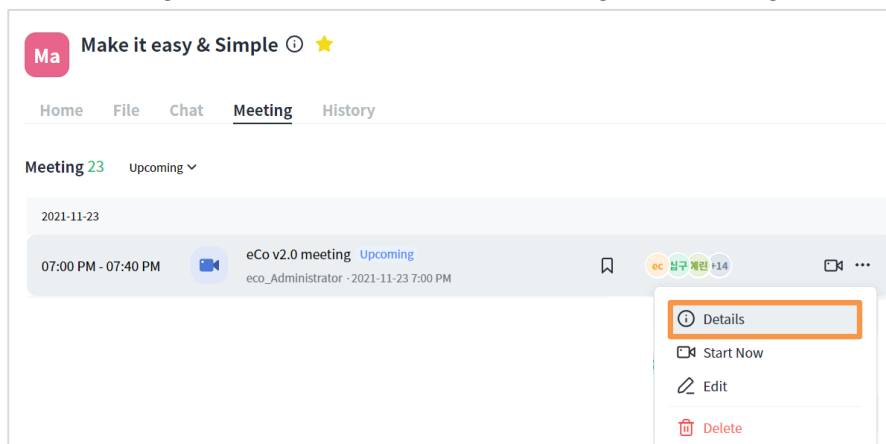
5. Enter your Zoom account ID and password, and then click **Sign in**.
6. Click **Approve** to allow access to your Zoom account.

4.6.2. Checking meeting schedule

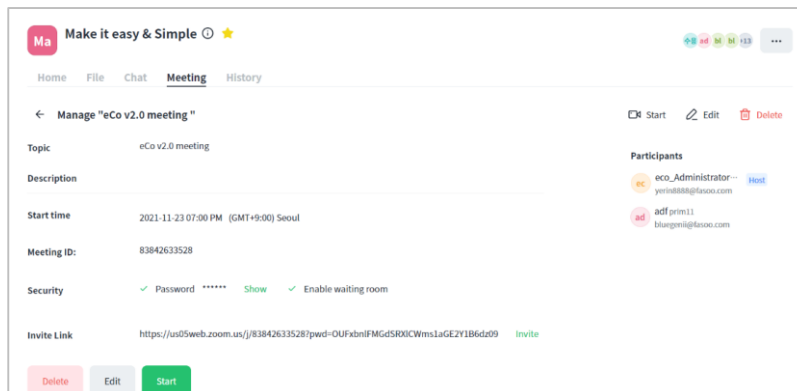
1. Select the desired workgroup from the workgroup list.
2. Go to the **Meeting** tab. You can see the upcoming meeting list by default.
3. If you want to view the previous meetings, click the **Upcoming** dropdown button and select **Previous**.



4. Click the meeting title from the list, or click on **...** on the right of the meeting and select the **Details** option.



5. You can find out more about the meeting.



4.6.3. Scheduling a meeting

1. Select the desired workgroup from the workgroup list.
2. Go to the **Meeting** tab.
3. Click the **Schedule a Meeting** button in the top-right corner of the **Meeting** page. If no meeting list has been created yet, click on the **Schedule a Meeting** button in the middle of the screen.
4. The screen will take you to the **Schedule** page.

QA Project Team Add workgroup description

Home File **Meeting** History

← Schedule

Topic Enter a meeting topic.

Description (optional) Enter a description.

Start time 2021.09.06 03:30 PM

Period 40 min

Time zone (GMT+9:00) Seoul

☐ Recurring meeting

Security

- ☒ Password IUQkile
- ☒ Enable waiting room

A meeting password and invitation URL is required to join the meeting.
Host permission is required to join the meeting.

Cancel OK

Participants Delete

Participant	Status
YK Youngha Kam GSAH... chuhag@fasoo.com	Host
JK John Kwag fasoo U... chuhag@fasoo.com	✓
KC Kyuzon Cho prim1 chuhag@fasoo.com	✓
fk fasoo keymaker1 p... chuhag@fasoo.com	✓
th thunderbird prim1 chuhag@fasoo.com	✓
us user01 prim1 yerin888@fasoo.com	✓

- Enter the topic, description, start time, duration, time zone, and password, and select whether to enable the waiting room.
- 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.

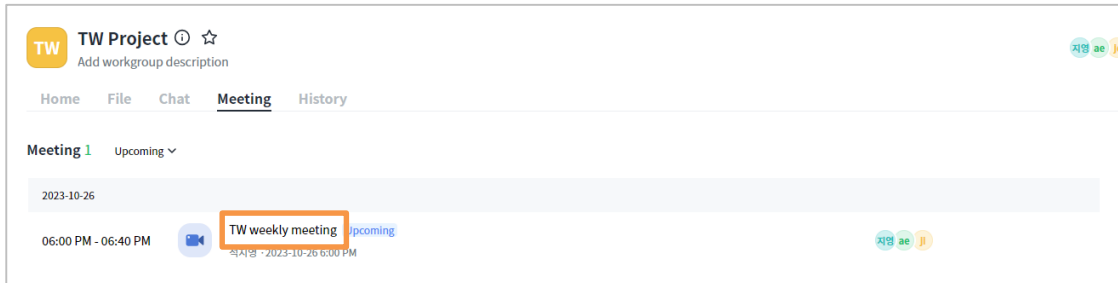
Participants Select all

Participant	Status
지영 석지영 (GS사업팀) Host jiseok@fasoo.com	
ae aesthete95@naver...	✓
je jenniejane@gmail...	✓
ji jiseok@fasoo.com	✓
ne newjeans@gmail.c...	✓
su suzysuzy@gmail.c...	✓

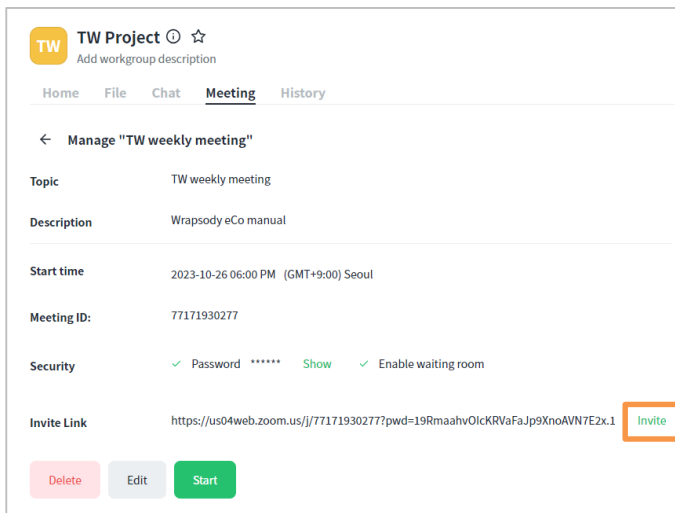
- Click **OK** to create the meeting.
- The newly added meeting will be shown in the **Upcoming** list, and emails including an invitation link will be sent to the selected members.

4.6.4. Sharing an invite link

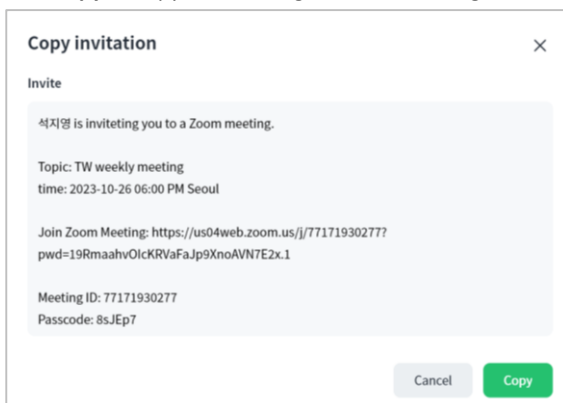
1. Select the desired workgroup from the workgroup list.
2. Go to the **Meeting** tab.
3. Click the title of the meeting for which you want to share the link.



4. Click **Invite** to the right of the link in the **Invite Link** item.




5. Click **Copy** to copy the meeting invitation message as shown below:




6. Forward the link to other users to invite.

4.6.5. Starting a meeting

1. Select the desired workgroup from the workgroup list.
2. Go to the **Meeting** tab.
3. 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 organizer.

4.6.6. Deleting a meeting

1. Select the desired workgroup from the **Workgroup** list.
2. Go to the **Meeting** tab.
3. Click on the title of the meeting you want to start, and click **Delete** at the top. Alternatively, click the **More**  icon that appears when you hover over the meeting title, and then click **Delete**. Please note that the **Delete** button will only be visible to the meeting host.

4.6.7. Joining a meeting

[Wrapsody eCo website]

1. Select the desired workgroup from the workgroup list.
2. Go to the **Meeting** tab.
3. Click the title of the meeting you want to join.
4. Select the **Join Meeting** button in the top-right corner.

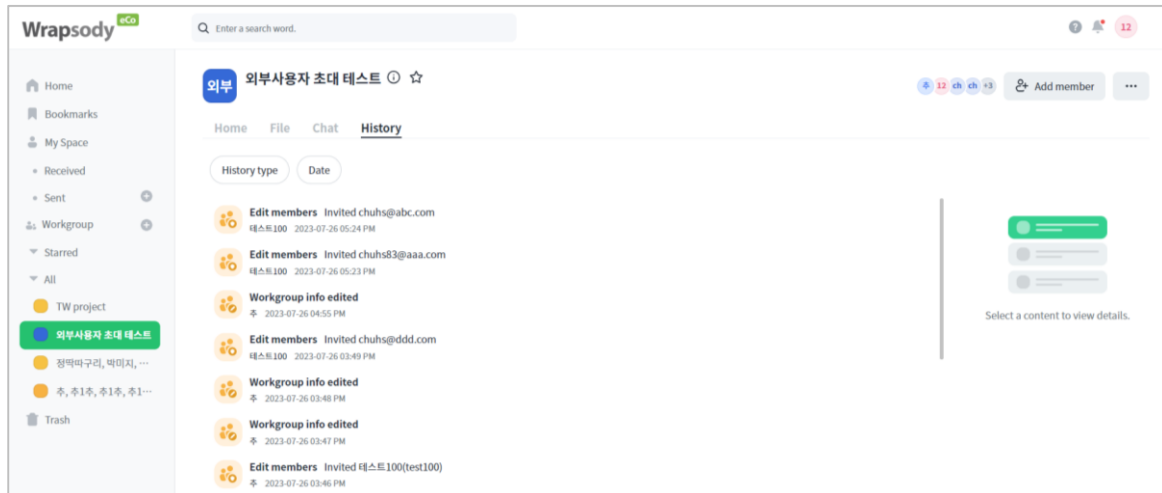
[Via email link]

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

[Via the link shared with you]

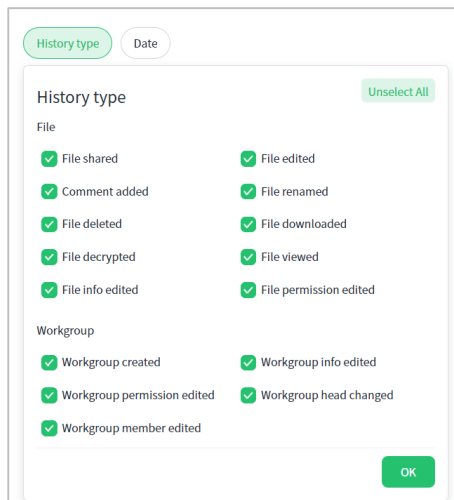
1. Click the link shared by the meeting host or other members.

4.7. Workgroup history



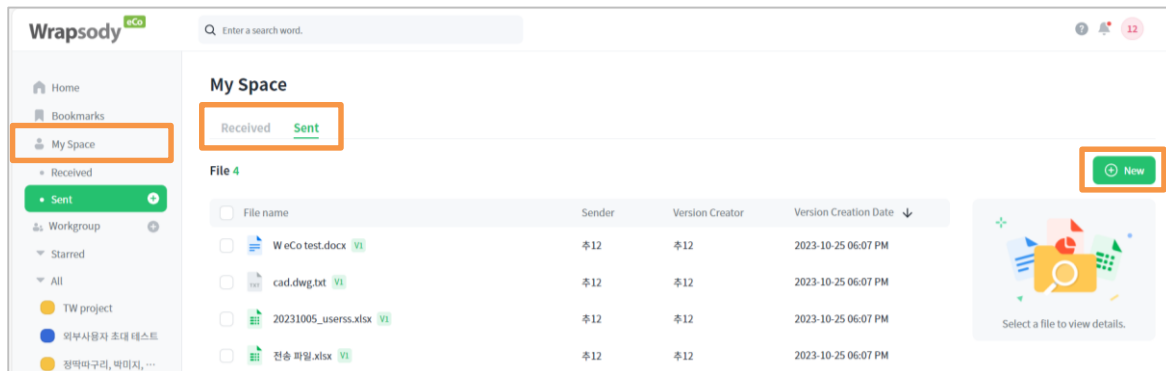
You can view the Workgroup history (Create, Edit information, Edit permission, Change workgroup head, Edit members), file history (Upload, Edit, Comment, Change file name, Delete, Download, Decrypted File, View, Edit information, Edit file permission), and meeting history (Schedule, Edit, Cancel) by type and period.

1. Select the desired workgroup from the workgroup list.
2. Go to the **History** tab.
3. All history of the workgroup is shown in a list. Clicking each item shows the detailed information in the right pane.
4. Click the **History type** filter at the top left of the list to see the history list of the desired type.



5. Once you have selected all the types of histories you want to search for, click **OK**.
6. Click the **Date** filter to see file history only within the selected period.
7. Select a date range from the filter, or select a desired date range by clicking **Custom**, and a list of history that occurred only within that date range will appear.

4.8. My Space

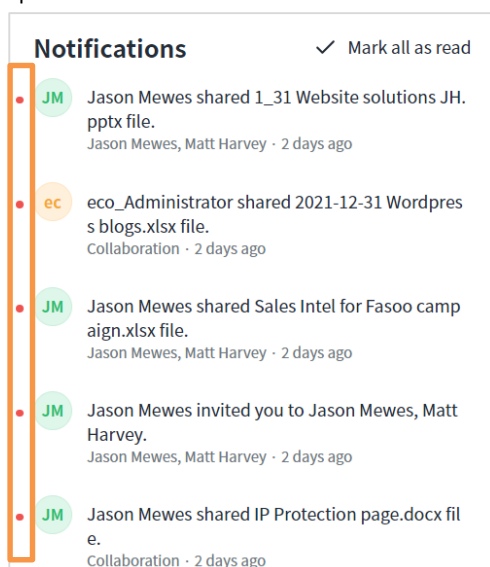


The **New** feature enables you to seamlessly share files with both internal and external users, as well as non-Wrapsody eCo users, without any workgroup limitations. You can access and manage the files you have sent via the **New** feature in the **Sent** tab. Additionally, you can handle files you have received through the same feature in the **Received** tab, ensuring seamless file management for both senders and recipients.

4.9. Notification center

In the notification center, you can monitor the activities occurring within the workgroups of which you are a member. This includes when files are uploaded or deleted, as well as when comments are left on those files. Please refer to the following instructions to check notifications.

1. Click located in the top-right corner of the Wrapsody eCo **Home** page.
2. When you have a new and unread notification, you will see a red dot to the left of it. Click on the notification to open it on the web and view its contents.



3. To mark all notifications as read, click on the **Mark all as read** option. All red dots indicating unread notifications will disappear when this option is selected.

5. Wapsody eCo Client

5.1. Installation

Wapsody eCo offers a streamlined web interface that does not necessitate a separate PC application installation. A user can sign up for Wapsody eCo through an email invitation and use shared files on the web according to permissions granted to them. However, you will need to install the Wapsody eCo client on your PC in order to access automatic synchronization, which will automatically upload the file's edits to the server, or to download and modify a wrapped Wapsody eCo document with its native program (e.g., MS Word for MS Word files).

5.1.1. System Requirements

Classification	System requirements
H/W	CPU: Pentium IV 2GHz or higher RAM: 2GB or higher HDD: 100GB or higher
OS	Microsoft Windows 8.1 or higher

5.1.2. Supported applications

Classification	Applications	Extensions
Office-type	Microsoft Word 2013 (x86/x64), 2016 (x86/x64), 2019 (x86/x64), Office 365 Microsoft Excel 2013 (x86/x64), 2016 (x86/x64), 2019 (x86/x64), Office 365 Microsoft PowerPoint 2013 (x86/x64), 2016 (x86/x64), 2019 (x86/x64), Office 365 Microsoft Notepad for Win7 (x86/x64), Win8/8.1 (x86/x64), Win10 (x86/x64), Acrobat Reader DC Hancm Hangul 2014, neo, 2018, 2020, 2022	doc, docx, xls, xlsx, ppt, pptx, txt, hwp, pdf, xlsx, docm, hwp


5.1.3. How to install

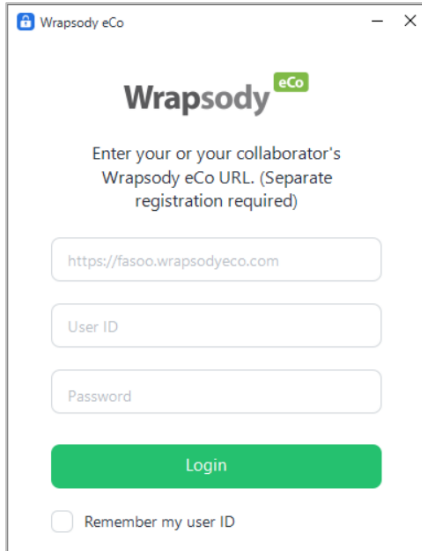
You can install the Wapsody eCo client via the invitation email or from the **Download and learn more** page, which you can access via the login page. If you have received the invitation email, click on a Wapsody eCo download link (32 bit/64 bit) that matches your operating system. Before starting the installation, make sure that the Wapsody eCo server is connected to the network and you have logged in to Windows as an administrator.

5.2. Login/Logout

5.2.1. Registering a Wrapsody eCo website

When you first log in to the Wrapsody 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  icon in the system tray.
2. In the login window, enter your Wrapsody eCo address in the Wrapsody eCo address input box.



The image shows a window titled "Wrapsody eCo". Inside, the Wrapsody eCo logo is at the top. Below it, the text says "Enter your or your collaborator's Wrapsody eCo URL. (Separate registration required)". There are three input fields: the first contains "https://fasoo.wrapsodyeco.com", the second is labeled "User ID", and the third is labeled "Password". Below these fields is a green "Login" button. At the bottom, there is a checkbox labeled "Remember my user ID" which is currently unchecked.

Users within an organization using Wrapsody eCo should register a specific Wrapsody eCo website address for their organization. If they plan to use Wrapsody eCo specific to other organizations for collaboration, they need to separately register the address of that organization.

[Note] The address default is [https://organization \(domain\)name.wrapsodyeco.com](https://organization(domain)name.wrapsodyeco.com).

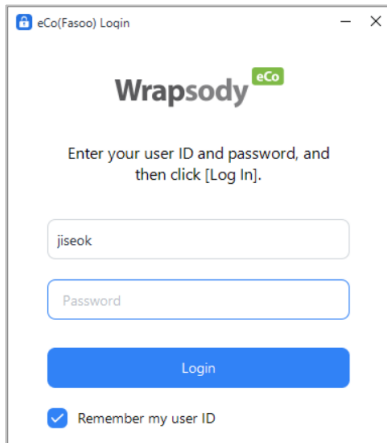
(e.g., <https://fasoo.wrapsodyeco.com>)

Please contact your organization's Wrapsody eCo administrator or collaborator for the exact address.

5.2.2. Logging in

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

1. Click on the  icon in the system tray.
2. In the login window that appears, enter your **User ID** and **Password** registered with Wrapsody eCo.




The image shows a window titled "eCo(Fasoo) Login". Inside, the Wrapsody eCo logo is at the top. Below it, the text says "Enter your user ID and password, and then click [Log In]". There are two input fields: the first contains "jiseok" and the second is labeled "Password". Below these fields is a blue "Login" button. At the bottom, there is a checked checkbox labeled "Remember my user ID".

[Note] If your company name appears within brackets in the title bar of the login window, please enter your company ID and

password. If your partner company appears, input the email address and password you used to register for the partner company's Wrapsody eCo as your ID.

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.
4. Click the **Log in** button.


5.2.3. Logging out

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

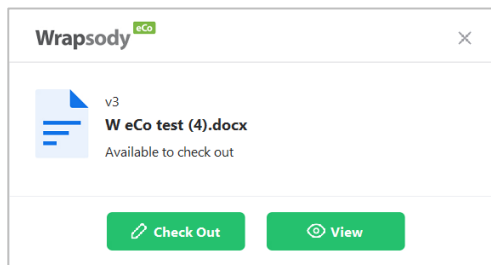
5.3. Utilizing a Wrapsody eCo File

5.3.1. Checking out

To generate a new version of a Wrapsody eCo file through revision, start by checking it out. Wrapsody eCo files are indicated

by an overlay icon  at the bottom right corner. To check out the file, ensure you have the Wrapsody eCo Client installed on your PC and possess Revise permissions. If you lack these permissions, kindly request them from the file owner or the workgroup head. Follow the steps below to revise Office documents:

1. On the Wrapsody eCo web, select and download the Wrapsody eCo file that needs to be modified ([See Downloading files](#)).
2. Double-click the Wrapsody eCo file.
3. If a dialog box appears, indicating the mode in which you want to open the file, click the **Check out** button. Note that the **Check out** button will be disabled if another member is currently revising the file on the web, in which case only the **View** button will be enabled.

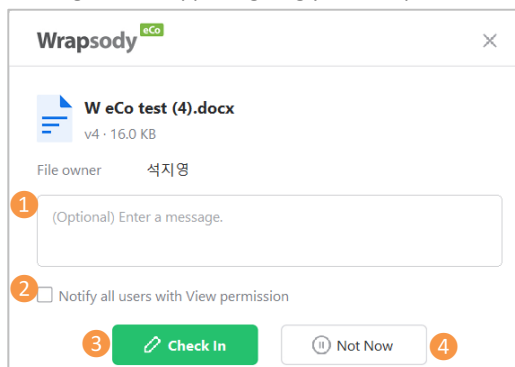


4. Start editing the file.

5.3.2. Checking in

Check-in is required to register the modified Wrapsody eCo file on the server as the latest version after editing. Follow these steps to check in the file:

1. Save all your edits, then close the file.
2. A dialog box will appear, giving you the options to **Check In** the file now or choose **Not Now**.



- 1 If desired, enter a comment in the provided input box.
- 2 Decide whether to notify other users with permission for this file about the revisions. They will receive notifications via email and PC push messages.
- 3 If you click **Check In**, the modified version will be saved as the most recent version on the server.
- 4 If you click **Not Now**, the modified version will not be uploaded to the server but will be saved only on your PC.

[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

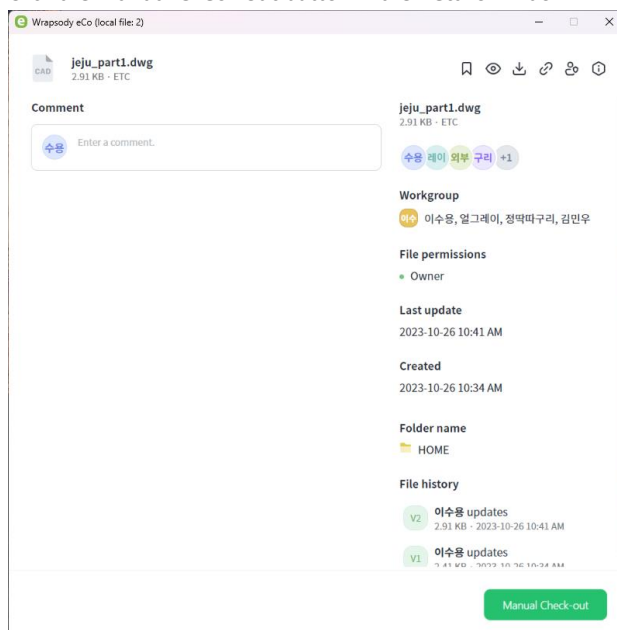
Wrapsody eCo Cloud, if you try to open the original file in Revise mode, a branch file will be created for it, preserving the original file while allowing revisions to be made separately.

5.3.3. Checking out manually

For Office-type Wrapsody eCo documents, when you double-click a file to open it, you can choose either View or Revise mode. If you select Revise mode, you can edit the file. (See [Checking out](#))

For other document types of Wrapsody eCo files that support manual check-out, you can revise the file using this check-out feature instead of choosing Check In when opening a file. Please note that supported extensions (e.g., .dwg, .dxf, .nwd, .nwf, and .nwc) may vary by company. For specific details, contact your administrator.

1. Select and download the file you want to revise from the Wrapsody eCo website. (See [Downloading files](#))
2. Right-click the downloaded Wrapsody eCo file.
3. Click on **Manage Wrapsody eCo Document > Details** from the menu.
4. Click the **Manual Check-out** button in the **Details** window.

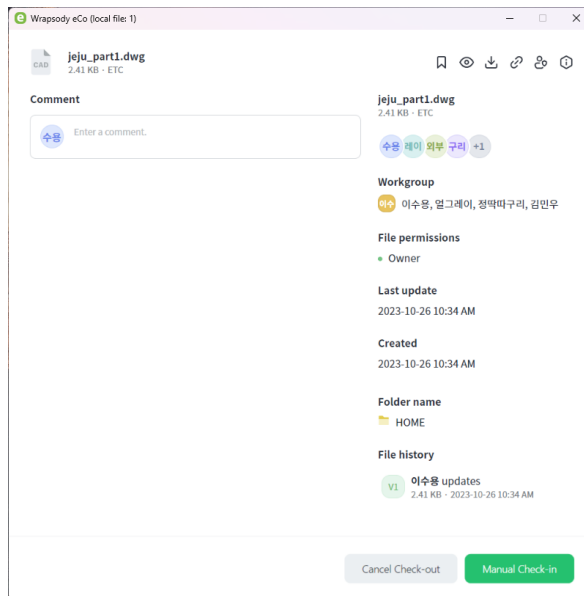


5. Click **OK** when the **Manual Check-out** dialog appears.
6. Start editing the file.

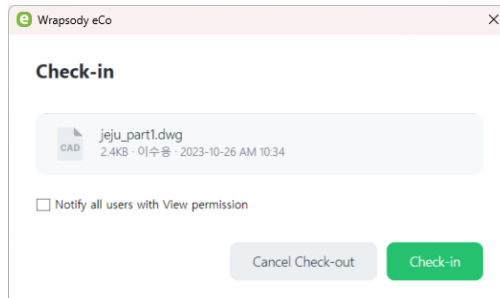
5.3.4. Checking in manually

To upload the Wrapsody eCo file edited through the manual check-out feature as the most recent version, check in the file. If you have checked out and revised the file without closing the **Details** window, skip steps 1-3 and proceed to step 4 directly.

1. Save all your edits, then close the file.
2. Right-click the modified Wrapsody eCo file.
3. Click on **Manage Wrapsody eCo Document > Details** from the menu.

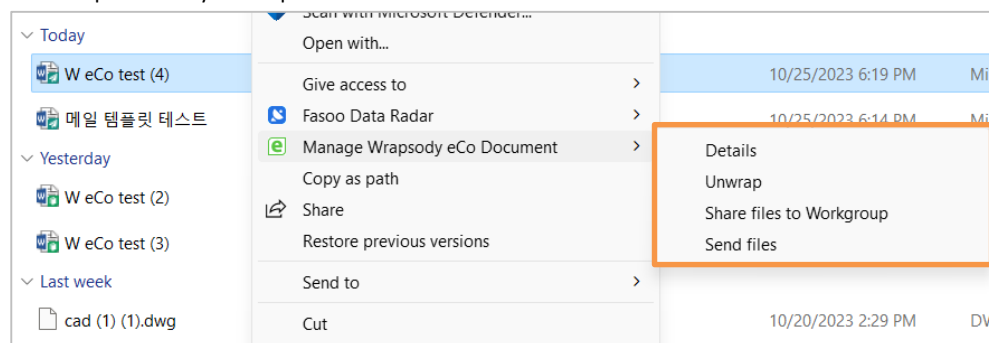


- Click the **Manual Check-in** button in the **Details** window.



5.3.5. Context menu

When you right-click on the Wrapsody eCo file, a context menu will appear with various options. See below for features provided by each option.



Details



You can view specific information about the file. See [Checking file details](#) for more 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 remains wrapped.

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

1. Right-click the Wrapsody eCo file, and then select **Unwrap**.
2. The file will be unwrapped immediately. When the successful unwrapping notification window appears, click **OK**.
3. After confirming the unwrapping, the Wrapsody eCo overlay icon will be removed from the Wrapsody eCo file

icon , and the file icon  will be changed to the regular file icon.


Share files to Workgroup

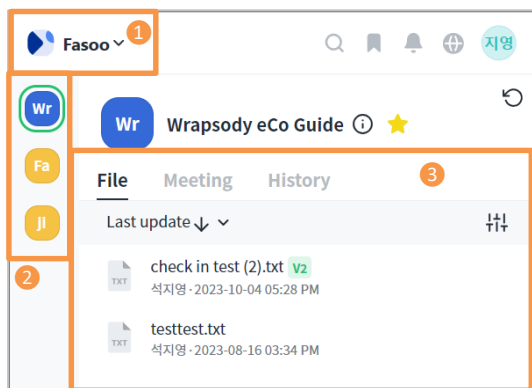
Users can upload files to a workgroup without connecting to the Wrapsody eCo server. For additional details, see [Sharing files via Windows Explorer](#) > [Share files to Workgroup](#).



Send files

Users can send files to individual users without connecting to the Wrapsody eCo server. For additional details, see [Sharing files via Windows Explorer](#) > [Send files](#).

5.4. System Tray Menu

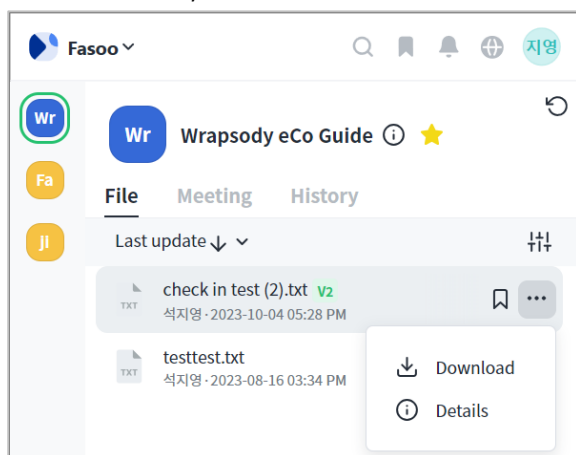
When you click the Wrapsody eCo icon  in the system tray, the Wrapsody eCo client opens as shown below:





- ① Displays the name of the currently accessed website. Clicking on the  icon will bring up a list of registered sites, and you can also click on other sites to access them. If you see the  icon to the right of your site name, it indicates that there is a new notification on your site.
- ② Displays all workgroups to which the you belong. You can click on the Workgroup profile icon to select the desired workgroup.
- ③ Displays files uploaded to the selected workgroup, upcoming meetings, and file usage history in the **File**, **Meeting**, and **History** tabs, respectively. Please refer to the following for detailed descriptions of each tab.

5.4.1. File tab

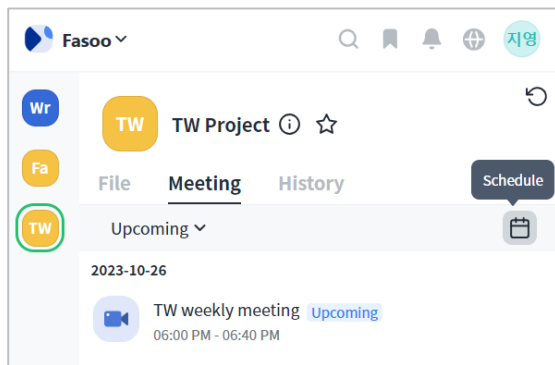
The **File** tab allows you to view a list of files that have been uploaded to your workgroup and shared by **Last update** or **Name**.






If you hover over a specific file in the **File** list, the **Bookmark** icon  and the **More** icon  appear. From the **More** menu, select **Download** to download the file, or select **Details** to see more details about the file. You can also click on the file title to view or edit it on the web via Office 365 without downloading it to your PC.

5.4.2. Meeting Tab

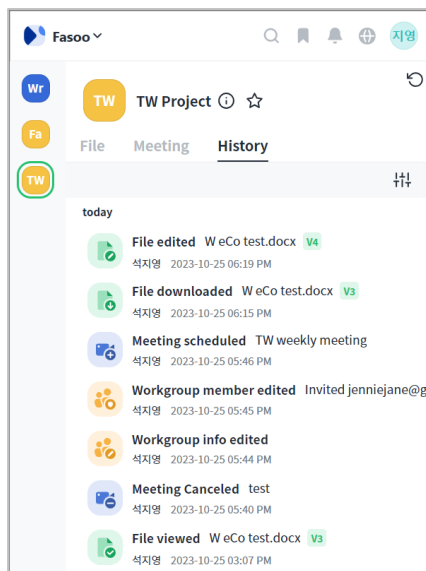
The **Meeting** tab allows you to schedule Zoom meetings with members of your workgroup, view upcoming or previous meetings, and join upcoming Zoom meetings directly.



You can create a new meeting by clicking the **Schedule** icon , and when you hover over a specific meeting from the list of upcoming meetings, the **Bookmark** icon  and the **Start Now** icon  appear.

5.4.3. History tab

The **History** tab shows both file usage and meeting history within a workgroup.



See [Workgroup history](#) for a detailed description of the items that appear on the **History** tab.

5.5. Uninstallation and Repair

5.5.1. Uninstalling

To uninstall the Wrapsody eCo Client from your PC, go to **Control Panel > Programs > Programs and Features**. Then double-click **Wrapsody eCo Client** or right-click it and select **Uninstall**. When a dialog box asking whether to uninstall the Wrapsody eCo Client appears, click **Yes**. Check that the Wrapsody eCo Client has been removed from the program list.

5.5.2. Repair

If you experience problems using the Wrapsody eCo client, you can restore the software using **Repair** or reinstall the Wrapsody eCo client via the installation package. To repair the Wrapsody eCo Client from your PC, go to **Control Panel > Programs > Programs and Features**. Then right-click **Wrapsody eCo Client** and select **Repair**.