

**KooDrive**

# User Guide

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# 1 Before You Start

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KooDrive is an online service provided by Huawei Cloud for government and enterprise customers. It provides functions such as data storage, access, synchronization, management, and collaboration. It is a one-stop digital content center for enterprises and enables efficient knowledge collaboration.

Before using KooDrive, sign up for a HUAWEI ID, enable Huawei Cloud services, and complete real-name authentication.

## Signing Up for a HUAWEI ID and Enabling Huawei Cloud Services

For details, see [Signing up for a HUAWEI ID and Enabling Huawei Cloud Services](#).

## Completing Real-Name Authentication

- Step 1** Sign up for a HUAWEI ID and enable Huawei Cloud services by referring to [Signing Up for a HUAWEI ID and Enabling Huawei Cloud Services](#).
- Step 2** Complete enterprise real-name authentication by referring to [Real-Name Authentication](#). Only enterprise accounts can enable KooDrive.

----End

# 2 Permissions Management

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If you need to set different access permissions for employees in an enterprise to isolate permissions of different employees, you can set different authorization policies when creating or modifying departments or individual cloud space in KooDrive. KooDrive provides identity authentication, permissions management, and access control, helping you efficiently manage access to your cloud resources.

With the business control service, you can create KooDrive accounts for employees and authorize employees to control their access to resources. For example, if your employee is a department administrator and you want the employee to have all permissions on the department space, such as uploading files to, downloading files from, and deleting files from the team space, you can set the role of the employee to department administrator. For another example, if your employee is a common user of a department and you want the employee to view files in the department space but not to perform other operations, such as deleting files, you can set the role of the employee to a common user.

For an individual space, the owner has all the permissions on the space.

## KooDrive Permissions

An enterprise tenant who enables KooDrive on the Huawei Cloud console uses a Huawei Cloud account. After the KooDrive service is enabled, KooDrive creates a system administrator account using the Huawei Cloud account. After the account is used to log in to the KooDrive service application, organizations (departments and users) and space management can be performed. After a user is created by the system administrator, the user needs to be assigned a role so that the user can obtain the corresponding permission. This process is called authorization. After authorization, the user can perform operations on KooDrive resources based on the granted permissions.

KooDrive uses the role-based access control policy for permission management. Permissions are associated with roles. Users can obtain the permissions assigned to a role by becoming members of the role. Currently, KooDrive presets three system roles: system administrator, department administrator, and common user. For details about the permissions assigned to each role, see [Table 2-1](#). Currently, roles cannot be customized.

**Table 2-1** KooDrive system-defined roles

Role Name	Permissions Assigned	Role Type
System administrator	<p>The system administrator can perform operations on all KooDrive resources except the files in the personal space of other users. The detailed permission list is as follows:</p> <ol style="list-style-type: none"> <li>1. Organization management: Creates, queries, modifies, and deletes all departments in an organization.</li> <li>2. User management: Creates, queries, modifies, and deletes users in all departments of an organization.</li> <li>3. Space management: Creates, queries, modifies, and deletes all departments or individual spaces in an organization.</li> <li>4. Team space: Has all permissions over the files in all department space of the organization, such as creating files/directories, and copying and deleting files.</li> <li>5. Individual space: Operates the files in the individual space.</li> <li>6. Recycle bin: Has the permission to operate the personal recycle bin and all team recycle bins.</li> </ol>	System-defined role

Role Name	Permissions Assigned	Role Type
Department administrator	<p>Department administrator. Users with this permission can perform operations in their own departments, such as managing department spaces and personal spaces of department members. The detailed permission list is as follows:</p> <ol style="list-style-type: none"> <li>1. Organization management: Queries the list and information of all departments under the organization.</li> <li>2. User management: Manages all users in the department, such as querying users and their details, and adding, deleting, and disabling users.</li> <li>3. Space management: Queries all department space of the organization and individual space of member in the current department, and allocates, modifies, disables, enables, and deletes the current department space and individual space of members in the current department.</li> <li>4. Team space: Has all permissions over the files in all department space of the organization, such as creating files/directories, and copying and deleting files.</li> <li>5. Individual space: Operates the files in the individual space.</li> <li>6. Recycle bin: Has all permissions over the individual and team recycle bins.</li> </ol>	System-defined role
Common user	<p>Common users have all operation permissions on files in their individual spaces and restricted operation permissions on their department spaces. The detailed permission list is as follows:</p> <ol style="list-style-type: none"> <li>1. Individual space: Operates the files in the individual space.</li> <li>2. Team space: Has all the permissions (excluding deletion) over the files in the team space.</li> <li>3. Recycle bin: Has all permissions over the individual recycle bin but does not have permissions over the team recycle bin.</li> </ol>	System-defined role



# 3 Enabling KooDrive

Enable KooDrive before using it.

## Procedure

- Step 1** Sign in to the [KooDrive console](#) as an enterprise tenant.
- Step 2** On the **Overview** page, click **Enable Now**.
- Step 3** Set parameters by referring to [Table 3-1](#).

**Table 3-1** Parameter description

Parameter	Description
Region	KooDrive resources in different regions cannot communicate with each other over an intranet. For lower network latency and quicker resource access, select the nearest region. KooDrive supports only <b>AP-Singapore</b> .
Billing Mode	KooDrive provides yearly/monthly and pay-per-use billing.
Package Specifications	If you select <b>Yearly/Monthly</b> billing, select package specifications. The basic edition provides packages with different user quantities and space sizes.
Expand Specifications	If you select <b>Yearly/Monthly</b> billing, you can buy an expansion package to scale out the user quantity and storage space.
Required Duration	Set the required duration for <b>Yearly/Monthly</b> subscriptions. The duration ranges from one month to three years. Select <b>Auto-renew</b> to avoid service unavailability if you forget to manually renew your subscription. The system auto-renews monthly subscriptions for one month and yearly subscriptions for one year every time.
Resource Specifications	If you select <b>Pay-per-use</b> billing, set <b>Users</b> and <b>Storage</b> . The fee of the selected specifications is displayed for reference only. You are charged based on your actual usage.

Parameter	Description
Price	Price of the configured cloud space.

**Step 4** After setting the parameters and confirming the fee, click **Buy Now**.

**Step 5** On the **Confirm Order** page, check order details and select **I have read and agree to the KooDrive Service Statement**.

**Step 6** Confirm the information and click **Pay Now**.

 **NOTE**

If you select **Pay-per-use** billing, you just need to click **Create** to create the resources. Prepayment is not required.

----End

# 4 Creating an Organization and Configuring KooDrive

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After enabling KooDrive, an enterprise tenant needs to create an organization on KooDrive. The HUAWEI ID of the enterprise tenant is automatically set as the system administrator and has all management permissions of the organization. This section describes how to create an organization and configure KooDrive.

## NOTE

The KooDrive configuration page cannot be accessed via Safari. In this case, use the latest version of a browser compatible with your device, such as Google Chrome.

## Prerequisite

You have [enabled KooDrive](#).

## Procedure

### Step 1 Create an organization.

1. Sign in to the [KooDrive console](#) as an enterprise tenant.
2. Click **Settings**. On the displayed page, click **Create Organization**.

## NOTE

If you have created an organization before, the cloud space information of the organization is displayed.

If there is no organization, the entry for creating an organization is displayed.

3. Enter an organization name and click **Next Step**.  
A name contains 1 to 60 characters, including letters, digits, and special characters.

4. Set the domain name of the organization.  
Enter 2 to 30 characters, including letters and digits, for example, **abc**. Then click **Next Step**.

A domain name refers to the content following **www.** in a website address. For example, **example.com** in **www.example.com** is a domain name. Alternatively, a domain name refers to the content following the at sign (@)

in an email address. For example, **example.com** in **username@example.com** is a domain name.

After the domain name is set, when the administrator adds a member to the organization, the managed HUAWEI ID of the member is suffixed with the domain name by default. For example, if the organization domain name is **abc.huaweiapaas.com**, an added member account will be **xxx@abc.huaweiapaas.com**.

5. Read the service agreement related to managed HUAWEI IDs and click **Agree**. Wait for a few seconds. The KooDrive configuration page is displayed.

 **NOTE**

KooDrive automatically creates a level-1 department of your enterprise using the name of the created organization. All departments created later belong to this department.







- Step 2** Check the storage space and number of users. [Table 4-1](#) describes the parameters.

**Table 4-1** Storage space and number of users

Parameter	Description
Storage	<ul style="list-style-type: none"><li>• The following information is displayed for yearly/monthly cloud space:<ul style="list-style-type: none"><li>– <b>Occupied = Used/Total</b></li><li>– Total storage space = Storage space of the basic edition package + Storage space of the expansion package</li><li>– <b>Used</b> indicates the total space that has been allocated to users.</li></ul></li><li>• For pay-per-use cloud space, only the used space size (XGB) is displayed.</li></ul>
Users	<ul style="list-style-type: none"><li>• The following information is displayed for yearly/monthly cloud space:<ul style="list-style-type: none"><li>– <b>Created = Current/Total</b></li><li>– Total number of users = Number of users in the basic package + Number of users in the expansion package</li><li>– <b>Current</b> indicates the number of created users.</li></ul></li><li>• For pay-per-use cloud space, only the number of created users is displayed.</li></ul>

- Step 3** Configure the default KooDrive settings. [Table 4-2](#) describes the parameters.

**Table 4-2** Default KooDrive settings

Parameter	Description
Provision Individual Space	Whether to provision individual space for users. Toggle or off the switch.
Space Size	<p>Default size of the space assigned to users. For example, if you set the default size to 100 GB, when you create a user, 100 GB individual space is automatically allocated to the user unless you change the default space size during user creation.</p> <ul style="list-style-type: none"><li>For yearly/monthly billing, the default size is one-fifth of the total storage space divided by the total number of users.</li><li>For pay-per-use billing, the default size is 0.</li></ul> <p>Click  to change the default size and click  to save the change.</p> <p>The size of the default individual space is an integer ranging from 1 to one-fifth of the storage space of the basic edition package.</p>
Provision Dept Space	Whether to provision team space for departments. Toggle on or off the switch.
Space Size	<p>Default size of the space assigned to departments. When you create a department, KooDrive will allocate space with the default size for this department.</p> <ul style="list-style-type: none"><li>For yearly/monthly billing, the default size is 30 GB.</li><li>For pay-per-use billing, the default size is 0.</li></ul> <p>Click  to change the default size and click  to save the change.</p> <p>The size of the default department space is an integer ranging from 1 to three-fifths of the storage space of the basic edition package.</p>
Space Size	<p>Default size of the space assigned to groups. The default value is 10 GB.</p> <p>Click  to change the default size and click  to save the change.</p> <p>The size of the default group space is an integer ranging from 1 to one-fifth of the storage space of the basic edition package.</p>
URL	<p><b>KooDrive URL:</b> URL for using KooDrive services.</p> <p><b>Custom URL:</b> URL of a custom homepage.</p>

**Step 4** Check the KooDrive subscription details. [Table 4-3](#) describes the parameters.

**Table 4-3** KooDrive subscription details

Parameter	Description
Package Specifications	Specifications of the subscribed yearly/monthly basic package. You can click <b>Increase Quota</b> to scale out the package to meet your requirements.
Expires	Expiration time of the subscribed yearly/monthly package. You can click <b>Renew</b> or <b>View Orders</b> to check the subscription details. If the package was frozen, the time when the package was frozen is displayed.
User Expansion Package	If you chose yearly/monthly billing and subscribed to an expansion package, you can click <b>Change</b> or <b>Delete</b> to add or delete an expansion package. If there is no expansion package, you can click <b>Increase</b> to add one.
Storage Expansion Package	If you chose yearly/monthly billing and subscribed to an expansion package, you can click <b>Change</b> or <b>Delete</b> to add or delete an expansion package. If there is no expansion package, you can click <b>Increase</b> to add one.
Billing Mode	Information about pay-per-use resources. You can click <b>View Orders</b> to check details.
Created	Time when your pay-per-use subscription was created.

**Step 5** After the configuration is complete, click **Go to App** in the upper right corner to go to the KooDrive service page. You can optimize your organizational structure and use team and individual space.

 **NOTE**

If you select **Custom URL**, click **Go to App** in the upper right corner to visit the custom page.

----End

# 5 KooDrive Services

## 5.1 Administrator Guide


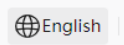

### 5.1.1 Management Console Overview

The management console consists of five parts: fixed top toolbar, department management, user management, space management, and enterprise settings. As an enterprise administrator, you can manage departments, users, and space, including creating departments, creating users or user groups, and allocating space to departments and users.

#### Fixed top toolbar

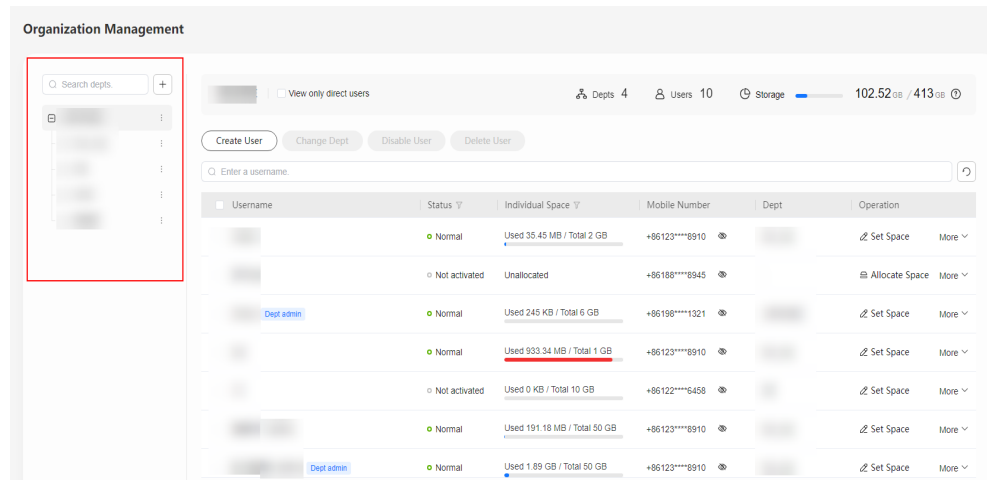
Figure 5-1 Bottom toolbar



-  : Visit the user center.
-  : Change the console language.
-  : Check the current user. The drop-down list box displays the department to which this user belongs and the entry for sign-out.

## Department Management

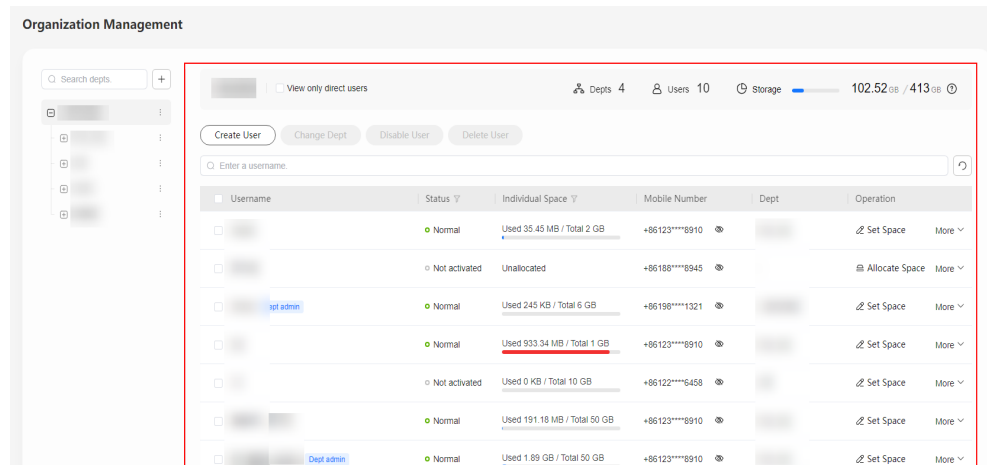
Figure 5-2 Department management page





- Department search box: You can enter a department name for automatic search. Fuzzy search is supported.
- Department list: displays departments at each level and provides the **Add Sub-Dept**, **Set Dept**, and **Delete Dept** buttons.
- **Create Dept**: creating a department


## User Management

Figure 5-3 User management page



- The name of the selected department is displayed.
- : displays direct sub-departments under the selected department.
- : displays all users when the level-1 department is selected and **View only direct users** is disabled, or displays only direct users under the selected department when **View only direct users** is enabled.

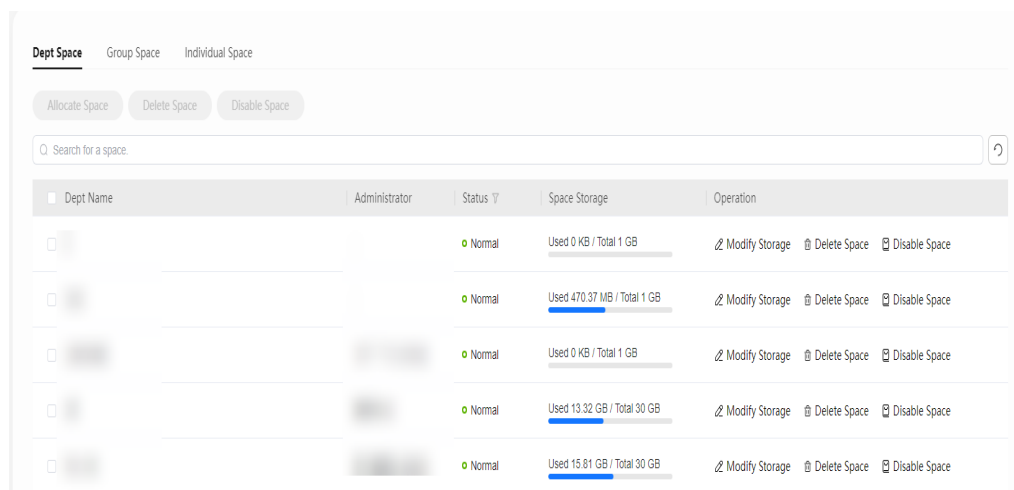


- : When the level-1 department is selected, you will see the total size (total size of space purchased by the enterprise tenant) and used size (sum of the space size used by direct sub-departments and users under this department) of the enterprise space. For other departments, you will see the total size (size of the team space allocated to the department during creation) and used size of the space of this department. If no team space is allocated to the department, click **Go to Create** to assign team space.
- Buttons: **Create User**, **Change Dept**, **Disable User**, and **Delete User**
- Search box: You can enter a username for search. Fuzzy search is supported.
- Department user list: displays user information in this department, including the username, status, total and used size of the individual space, mobile number, and department. You can perform operations such as setting the individual space size, changing the user role, changing the department to which a user belongs, resetting the password, and disabling, enabling, and deleting a user.

## Space Management

You can manage the space of departments, groups, and users.

**Figure 5-4** Space management page



Dept Name	Administrator	Status	Space Storage	Operation
		Normal	Used 0 KB / Total 1 GB	Modify Storage, Delete Space, Disable Space
		Normal	Used 470.37 MB / Total 1 GB	Modify Storage, Delete Space, Disable Space
		Normal	Used 0 KB / Total 1 GB	Modify Storage, Delete Space, Disable Space
		Normal	Used 13.32 GB / Total 30 GB	Modify Storage, Delete Space, Disable Space
		Normal	Used 15.81 GB / Total 30 GB	Modify Storage, Delete Space, Disable Space

### Dept Space

- Buttons: allocating, disabling, and deleting team space.
- Search box: You can enter a department name to search for department space. Fuzzy search is supported.
- Department space list: displays department space information, including the department name, administrator, space status, and total and used space size. You can perform operations such as modifying the space size, and allocating, enabling, disabling, and deleting team space.

### Group Space

- Buttons: dismissing, disabling, and enabling group space.

- Search box: You can enter a group name or owner name to search for group space. Fuzzy search is supported.
- Group space list: displays group space information, including the group name, owner, status, total and used space size, and number of members. You can perform operations, such as modifying space size, managing group members, and disabling, enabling, and dismissing group space.

### Individual Space

- Buttons: allocating, deleting, and disabling individual space.
- Search box: You can select a department from the drop-down list box to filter individual space of all users in the department, or enter a username in the search box to search for individual space. Fuzzy search is supported.
- Individual space list: displays individual space information, including the username, space status, total and used size, and department to which the user belongs. You can perform operations such as modifying the space size, and allocating, enabling, disabling, and deleting individual space.

## 5.1.2 Organization Management

A system administrator can complete the organizational structure under the level-1 department through operations such as department creation, modification, and deletion.

### Creating a Department

**Step 1** Sign in to the [KooDrive service plane](#) as a system administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Organization Management**. Click  next to **Search depts**. The **Create Dept** dialog box is displayed.

**Step 4** Set basic department information and department team space by referring to [Table 5-1](#).

**Table 5-1** Creating a department

Parameter	Description
Dept Name	(Mandatory) Unique department name. Enter up to 20 characters.
Upper-Level Dept	Departments of up to five levels are supported. Therefore, you can select a department from any of the four upper levels.
Allocate Team Space	Whether to allocate team space for this department.

Parameter	Description
Space Size (GB)	When <b>Allocate Team Space</b> is enabled, the default team space size is displayed. You can change the size.

**Step 5** Click **OK**.

----End

## Creating a Sub-department

### NOTE

Departments of up to five levels are supported. Therefore, you cannot create sub-departments under a level-5 department.

**Step 1** Click  next to a department and choose **Add Sub-Dept**.

**Step 2** Set basic department information and department team space by referring to [Table 5-2](#).

**Table 5-2** Adding a sub-department

Parameter	Description
Dept Name	(Mandatory) Unique department name. Enter up to 20 characters.
Upper-Level Dept	Displays the selected upper-level department, which cannot be changed.
Allocate Team Space	Whether to allocate team space for this department.
Space Size (GB)	When <b>Allocate Team Space</b> is enabled, the default team space size is displayed. You can change the size.

**Step 3** Click **OK**.

----End

## Modifying a Department


**Step 1** Sign in to the [KooDrive service plane](#) as a system administrator.

### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.

**Step 4** Click  next to a department and choose **Set Dept.**

**Step 5** Modify the department information by referring to [Table 5-3](#).

**Table 5-3** Modifying a department

Parameter	Description
Dept Name	(Mandatory) Unique department name. Enter up to 20 characters.
Upper-Level Dept	Departments of up to five levels are supported. Therefore, you can select a department from any of the four upper levels.
Allocate Team Space	Whether to allocate team space for this department. If team space has been allocated during department creation, this parameter cannot be modified.
Space Size (GB)	When modifying the team space size: <ul style="list-style-type: none"> <li>• If you allocate team space for the first time, the size must be greater than 0 GB and cannot exceed the remaining space size of your organization.</li> <li>• If you have allocated team space before, the new size must be greater than the used size of this department and cannot exceed the remaining space size of your organization.</li> </ul>

**Step 6** Click **OK**.

----End

## Deleting a Department

### NOTE

- The level-1 department (root department in the department list) cannot be deleted.
- Only the system administrator can delete departments.
- Before deleting a department, delete its users or sub-departments, if any.

**Step 1** Sign in to the [KooDrive service plane](#) as a system administrator.


### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

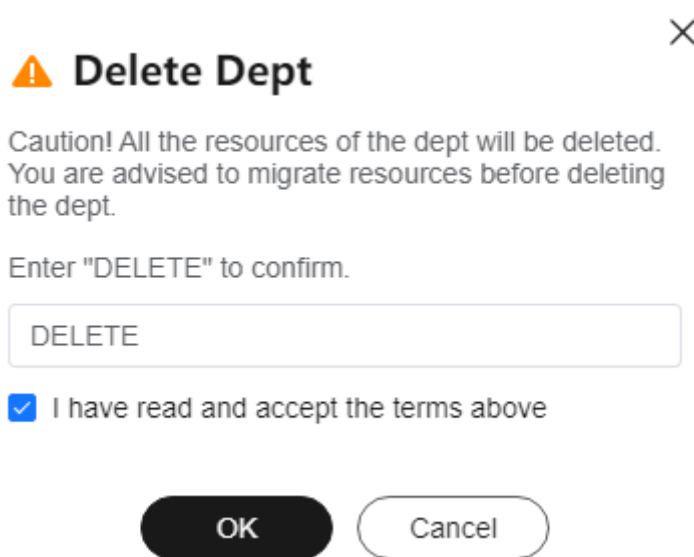
**Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.

**Step 4** Enter a department name in the search box of the department list. Fuzzy search is supported.

**Step 5** In the search result, click  next to the target department and choose **Delete Dept.**

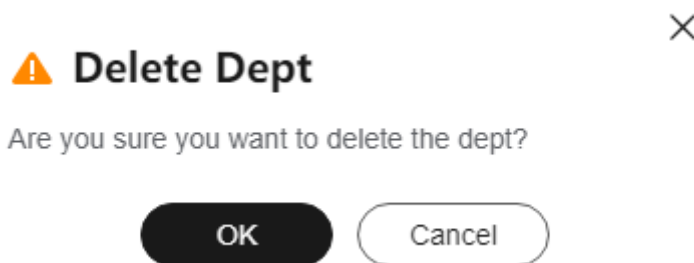
- If space has been allocated to the department and files exist in the space, a dialog box is displayed. Read the impact of the deletion, enter **DELETE** in the text box, select **I have read and accept the terms above**, and click **OK** to delete the department.

**Figure 5-5** Forcible deletion warning



- If no space is allocated to the department or no file exists in the space, a dialog box is displayed. Click **OK** to delete the department.

**Figure 5-6** Deletion warning



- If there are users or sub-departments under the department, the department can be deleted only after you delete its users and sub-departments.

----End

## 5.1.3 User Management

A system administrator can manage users in all departments. A department administrator can manage users in their own department.

### Adding a User

 **NOTE**

- The number of added users cannot exceed the value of **Users** specified during purchase.
- An added user is in the **Not activated** state. The state changes to **Normal** after the user logs in to KooDrive.

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.

**Step 4** In the department list, select the department to which you want to add a user. Click **Create User** above the user list. In the displayed **Create User** dialog box, set parameters by referring to [Table 5-4](#) and click **Save**.

**Table 5-4** Adding a user

Parameter	Description	Example Value
Member Name	Name of a member. Enter up to 20 characters.	zhangsan_01
Member Account	Account set by the system administrator for the member. The account is automatically suffixed with the organization domain name.	zhangsan01@ldb.huaweipaas.com
Mobile Number	Mobile number of the member. This parameter is required only when the email address of the member is not specified.	-
Email Address	Email address of the member. This parameter is required only when the mobile number of the member is not specified.	-

Parameter	Description	Example Value
Set Password	<p>Password set by the administrator for the member. Option: <b>Generate automatically</b> or <b>Set now</b>.</p> <p><b>Generate automatically:</b> The system will send the password to the specified email address or mobile number.</p> <p>A custom password must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Contains at least eight characters.</li> <li>• Contains both letters and digits, and does not contain spaces.</li> <li>• Does not contain three consecutive identical characters.</li> </ul> <p><b>NOTE</b> The member needs to change the password upon the first sign-in.</p>	abcde001

**Step 5** Complete user information by referring to [Table 5-5](#) and click **OK**. The user information is then displayed under the corresponding department.

**Table 5-5** Completing user information

Parameter	Description
Dept	<p>Select the department to which the user belongs from the drop-down list. If you select the level-1 department, the created user is a direct user of this department.</p> <p><b>NOTE</b> When a department administrator creates a user in their department, this parameter cannot be modified.</p>

Parameter	Description
Role	<p>Select the role of the user.</p> <ul style="list-style-type: none"> <li>Permissions of a common user <ol style="list-style-type: none"> <li>Individual space: Operates the files in the individual space.</li> <li>Team space: Has all the permissions (excluding deletion) over the files in the team space.</li> <li>Recycle bin: Has all permissions over the individual recycle bin but does not have permissions over the team recycle bin.</li> </ol> </li> <li>Permissions of a department administrator <ol style="list-style-type: none"> <li>Organization management: Queries the list and information of all departments under the organization.</li> <li>User management: Manages all users in the department, such as querying users and their details, and adding, deleting, and <b>disabling</b> users.</li> <li>Space management: Queries all department space of the organization and individual space of member in the current department, and allocates, modifies, disables, enables, and deletes the current department space and individual space of members in the current department.</li> <li>Team space: Has all permissions over the files in all department space of the organization, such as creating files/directories, and copying and deleting files.</li> <li>Individual space: Operates the files in the individual space.</li> <li>Recycle bin: Has all permissions over the individual and team recycle bins.</li> </ol> </li> </ul>
Allocate Individual Space	Whether to allocate individual space to a user when the user is created.
Space Size (GB)	When <b>Allocate Individual Space</b> is enabled, the default individual space size is displayed. You can change the size.

----End

## Allocating Individual Space to a User

### NOTE

When no space is allocated to a user during user creation, **Allocate Space** is displayed.

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.



- Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.
- Step 4** Select the department to which the target user belongs and enter the username in the search box of the user list. Fuzzy search is supported.
- Step 5** In the search result list, click **Allocate Space** in the **Operation** column.
- Step 6** In the **Allocate Space** dialog box, enable individual space, set the size, and click **OK**.

 **NOTE**

- The individual space cannot exceed the available space of the enterprise.
- The first allocated individual space cannot be 0 GB.

----End

## Changing the Size of the Individual Space of a User

- Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

- Step 2** Click **Console** on the top of the page.
- Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.
- Step 4** Select the department to which the target user belongs and enter the username in the search box of the user list. Fuzzy search is supported.
- Step 5** In the search result list, click **Set Space** in the **Operation** column.
- Step 6** In the **Set Space** dialog box, change the size of the individual space and click **OK**.

 **NOTE**

- In this scenario, the individual space cannot be disabled.
- The individual space cannot exceed the available space of the enterprise.
- The new individual space size cannot be smaller than the used individual space size.

----End

## Changing a User Password

 **NOTE**

- You are advised to change the account password periodically for security purposes. To change the password, you need to enter the old password.
- A system administrator cannot change the password of their own account. A department administrator and common user can change the password of their own account.

- Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Move the cursor to the username in the upper right corner and select **Change Password** from the drop-down list. Under the **Reset Password** tab, enter the old password and a new password.

----End

## Modifying the Role of a User

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.

**Step 4** Select the department to which the target user belongs and enter the username in the search box of the user list. Fuzzy search is supported.

**Step 5** In the search result list, choose **More > Set Role** in the **Operation** column.

**Step 6** In the **Set Role** dialog box, change the role of the user. The role can be department administrator or common user. Click **OK**.

 **NOTE**

- A system administrator can manage roles of users under all departments.
- A department administrator can manage roles of users, excluding themselves, in their department.
- A disabled common user cannot be set as a department administrator. In this case, the **Set Role** button is unavailable.
- A disabled department administrator can be set as a common user.

----End

## Changing the Department to Which a User Belongs

 **NOTE**

- The department to which a department administrator or system administrator belongs cannot be changed.
- Batch department changes are not allowed.

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

- Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.
- Step 4** Select the department to which the target user belongs and enter the username in the search box of the user list. Fuzzy search is supported.
- Step 5** In the search result list, choose **More > Change Dept** in the **Operation** column.
- Step 6** In the **Change Dept** dialog box, select the new department to which the user belongs and click **OK**.

----End

## Resetting the Password for a User

### NOTE

- A system administrator can reset the passwords of users, excluding themselves, in all departments.
- A department administrator can reset the passwords of users, excluding themselves, in their department.

- Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

- Step 2** Click **Console** on the top of the page.
- Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.
- Step 4** Select the department to which the target user belongs and enter the username in the search box of the user list. Fuzzy search is supported.
- Step 5** In the search result list, choose **More > Reset Password** in the **Operation** column.
- Step 6** In the **Reset Password** dialog box, select **Generate automatically** or **Set manually**. If you select **Set manually**, enter the new password. Then click **OK**.

### NOTE

A custom password must meet the following requirements:

- Contains at least eight characters.
- Contains both letters and digits, and does not contain spaces.

----End

## Disabling a User

### NOTE

- Only users in the **Normal** state can be disabled.
- A department administrator cannot disable themselves or other administrators under the same department.
- You can disable users one by one or in batches.
- Disabled users cannot use the individual space nor sign in to the KooDrive service plane.

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.

**Step 4** Disable users.

- Disabling a user
  - a. Select the department to which the target user belongs and enter the username in the search box of the user list. Fuzzy search is supported.
  - b. In the search result list, choose **More > Disable User** in the **Operation** column.
  - c. In the **Disable User** dialog box, read the impact of disabling the user and click **OK** to disable the user.
- Disabling users
  - a. Select the target users in the user list of a department and click **Disable User**.
  - b. In the **Disable User** dialog box, read the impact of disabling the users and click **OK** to disable the users.

----End

## Deleting a User

 **NOTE**

- You can delete one or more users.
- Space allocated to deleted users is reclaimed to the enterprise storage size.
- Only users in the **Disabled** or **Not activated** state can be deleted.

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

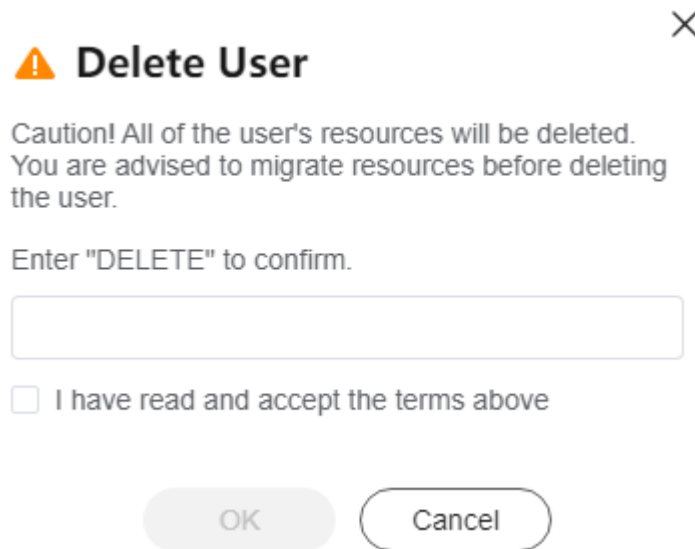
**Step 3** In the navigation pane, choose **Organization Management**. The department list and user list are displayed.

**Step 4** Delete users.

- Deleting a user
  - a. Select the department to which the target user belongs and enter the username in the search box of the user list. Fuzzy search is supported.
  - b. In the search result list, choose **More > Delete User** in the **Operation** column.
    - If files exist in the space of the user, the **Delete User** dialog box is displayed. Read the impact of the deletion, enter **DELETE** in the text

box, select **I have read and accept the terms above**, and click **OK** to delete the user.

**Figure 5-7** Forcible deletion warning

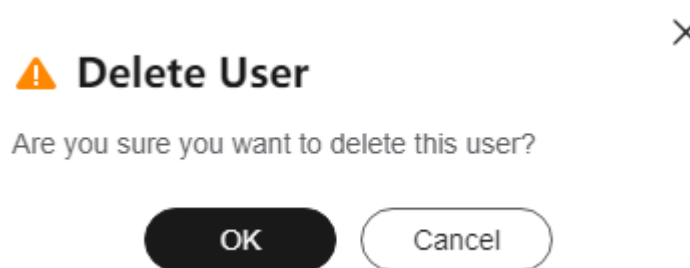


**NOTE**

Space allocated to the deleted user is reclaimed to the enterprise storage size.

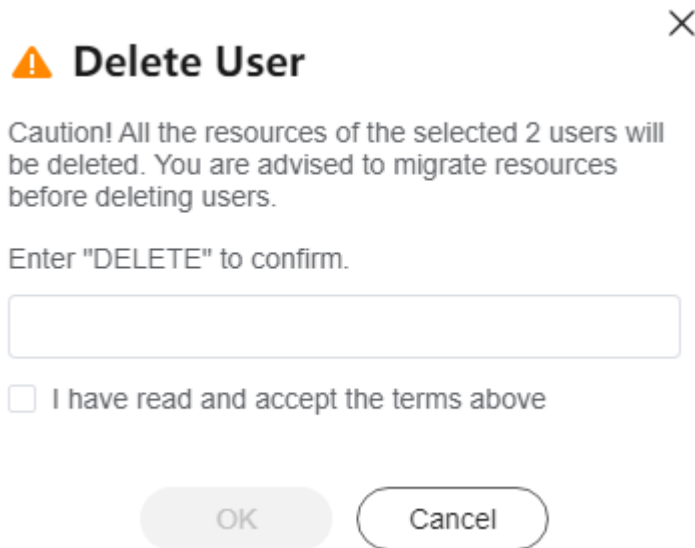
- If no space is allocated to the user or no file exists in the space, a dialog box is displayed. Click **OK** to delete the user.

**Figure 5-8** Deletion warning



- Deleting users
  - a. Select the target users in the user list of a department and click **Delete User**.
    - If files exist in the space of the selected users, the **Delete User** dialog box is displayed. Read the impact of the deletion, enter **DELETE** in the text box, select **I have read and accept the terms above**, and click **OK** to delete the users.

Figure 5-9 Forcible batch deletion warning

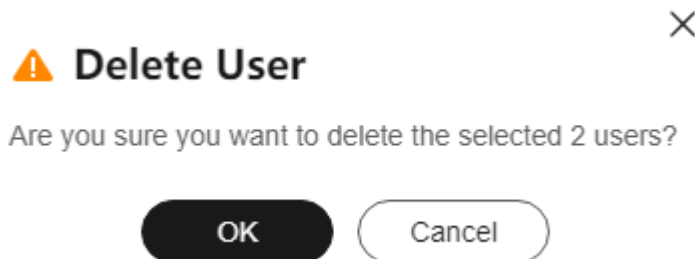


 NOTE

Space allocated to deleted users is reclaimed to the enterprise storage size.

- If no space is allocated to the users or no file exists in the space, a dialog box is displayed. Click **OK** to delete the users.

Figure 5-10 Batch deletion warning



----End

## 5.1.4 Space Management

A system administrator and department administrator can allocate space to departments or individuals, and modify or delete department space or individual space. A system administrator can also manage group space, including modifying the space size, managing group members, and disabling or dismissing group space.

### Managing Team Space

 NOTE

A system administrator can manage space of all teams. A department administrator can manage space of only their department.

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Space Management**. On the displayed page, click the **Dept Space** tab. The department space list is displayed.

**Step 4** Manage department space by referring to [Table 5-6](#).

**Table 5-6** Managing department space

Operation	Description
Allocating department space <b>NOTE</b> <b>Allocate Space</b> is displayed only for departments without space.	<ol style="list-style-type: none"> <li>1. Enter a department name in the search box of the department space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Allocate Space</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Allocate Space</b> dialog box, set the department space size and click <b>OK</b>.</li> </ol> <b>NOTE</b> <ul style="list-style-type: none"> <li>- The default size of the department space is set during cloud space instance configuration. You can change the size.</li> <li>- The department space size cannot be 0 GB.</li> <li>- You can also select a department (only one department can be selected) and click <b>Allocate Space</b> above the list.</li> </ul>
Modifying department space	<ol style="list-style-type: none"> <li>1. Enter a department name in the search box of the department space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Modify Storage</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Modify Space Storage</b> dialog box, change the department space size and click <b>OK</b>.</li> </ol> <b>NOTE</b> <ul style="list-style-type: none"> <li>- You can set the team space size.</li> <li>- The new department space size cannot be smaller than the used department space size.</li> <li>- You can also select a department (only one department can be selected) and click <b>Modify Storage</b> above the list.</li> </ul>

Operation	Description
Disabling department space	<ol style="list-style-type: none"> <li>1. Enter a department name in the search box of the department space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Disable Space</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Disable Space</b> dialog box, read the impact of disabling space and click <b>OK</b> to disable it.</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>- After the department space is disabled, resources in it are temporarily frozen and cannot be accessed.</li> <li>- You can also select multiple departments and click <b>Disable Space</b> above the list.</li> </ul>
Enabling department space	<ol style="list-style-type: none"> <li>1. Enter a department name in the search box of the department space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Enable Space</b> in the <b>Operation</b> column.</li> </ol> <p><b>NOTE</b> You can also select multiple departments and click <b>Enable Space</b> above the list.</p>
Deleting department space	<ol style="list-style-type: none"> <li>1. Enter a department name in the search box of the department space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Delete Space</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Delete Space</b> dialog box, read the impact of space deletion. <ul style="list-style-type: none"> <li>- If files exist in the selected space, enter <b>DELETE</b> in the displayed dialog box, select <b>I have read and accept the terms above</b>, and click <b>OK</b>.</li> <li>- If no space has not been allocated to the department or no file exists in the space, click <b>OK</b>.</li> </ul> </li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>• You can also select multiple departments and click <b>Delete Space</b> above the list.</li> <li>• All resources under the deleted space will be deleted. You are advised to migrate resources before space deletion.</li> </ul>

----End



## Managing Individual Space

 **NOTE**

A system administrator can manage the individual space of all users. A department administrator can manage the individual space of users only under their department.

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Space Management**. On the displayed page, click the **Individual Space** tab. The individual space list is displayed.

**Step 4** Manage individual space by referring to [Table 5-7](#).

**Table 5-7** Managing individual space

Operation	Description
Allocating individual space to a user <b>NOTE</b> <b>Allocate Space</b> is displayed only for users without space.	<ol style="list-style-type: none"> <li>1. Select the department to which the target user belongs from the drop-down list box above the individual space list, and enter the username in the search box. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Allocate Space</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Allocate Space</b> dialog box, set the individual space size and click <b>OK</b>.</li> </ol> <b>NOTE</b> <ul style="list-style-type: none"> <li>- The default size of the individual space is set during cloud space instance configuration. You can change the size.</li> <li>- The individual space size cannot be 0 GB.</li> <li>- You can also select a user (only one user can be selected) and click <b>Allocate Space</b> above the list.</li> </ul>

Operation	Description
Modifying individual space	<ol style="list-style-type: none"> <li>1. Select the department to which the target user belongs from the drop-down list box above the individual space list, and enter the username in the search box. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Modify Storage</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Modify Space Storage</b> dialog box, change the individual space size and click <b>OK</b>.</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>- You can set the individual space size.</li> <li>- The new individual space size cannot be smaller than the used individual space size.</li> <li>- You can also select a user (only one user can be selected) and click <b>Modify Storage</b> above the list.</li> </ul>
Disabling individual space	<ol style="list-style-type: none"> <li>1. Select the department to which the target user belongs from the drop-down list box above the individual space list, and enter the username in the search box. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Disable Space</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Disable Space</b> dialog box, read the impact of disabling space and click <b>OK</b> to disable it.</li> </ol> <p><b>NOTE</b> You can also select multiple users and click <b>Disable Space</b> above the list.</p>
Enabling individual space	<ol style="list-style-type: none"> <li>1. Select the department to which the target user belongs from the drop-down list box above the individual space list, and enter the username in the search box. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Enable Space</b> in the <b>Operation</b> column.</li> </ol> <p><b>NOTE</b> You can also select multiple users and click <b>Enable Space</b> above the list.</p>

Operation	Description
Deleting individual space	<ol style="list-style-type: none"> <li>1. Select the department to which the target user belongs from the drop-down list box above the individual space list, and enter the username in the search box. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Delete Space</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Delete Space</b> dialog box, read the impact of space deletion. <ul style="list-style-type: none"> <li>– If files exist in the selected space, enter <b>DELETE</b> in the displayed dialog box, select <b>I have read and accept the terms above</b>, and click <b>OK</b>.</li> <li>– If no space has not been allocated to the user or no file exists in the space, click <b>OK</b>.</li> </ul> </li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>• You can also select multiple users and click <b>Delete Space</b> above the list.</li> <li>• All resources under the deleted space will be deleted. You are advised to migrate resources before space deletion.</li> </ul>

----End

## Managing group space

A system administrator can query and manage all groups in their enterprise.

**Step 1** Sign in to the [KooDrive service plane](#) as a system administrator.

 **NOTE**


Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Space Management**. On the displayed page, click the **Group Space** tab. The group space list is displayed.

**Step 4** Manage group space by referring to [Table 5-8](#).

**Table 5-8** Managing group space

Operation	Procedure
Adding a group member	<ol style="list-style-type: none"> <li>1. Enter a group name in the search box of the group space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Manage Member</b> in the <b>Operation</b> column.</li> <li>3. Click <b>Add Member</b>.</li> <li>4. On the <b>Users, Depts, or User Groups</b> tab, search for and select the target members to be added, and click .</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>- Fuzzy search by name is supported for users, departments, and user groups.</li> <li>- A group can have up to 200 members.</li> <li>- If no user group is available, create one by referring to <a href="#">User Group Management</a>.</li> <li>- The default role of the added user is common member.</li> </ul> <ol style="list-style-type: none"> <li>5. Click <b>OK</b>.</li> </ol>
Modifying the role of a member	<ol style="list-style-type: none"> <li>1. Enter a group name in the search box of the group space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Manage Member</b> in the <b>Operation</b> column.</li> <li>3. Change the role of a member in the drop-down list box next to the member. Role options: <ul style="list-style-type: none"> <li>- Owner</li> <li>- Administrator</li> <li>- Common member</li> </ul> </li> </ol> <p><b>NOTE</b></p> <p>By default, the group creator is the group owner. Only the group owner can change the role of group members. If the group owner assigns a member as the new owner, the original owner becomes a common member.</p>

Operation	Procedure
Deleting a member	<ol style="list-style-type: none"> <li>1. Enter a group name in the search box of the group space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Manage Member</b> in the <b>Operation</b> column.</li> <li>3. Select members in the member list and click <b>Delete Member</b>. The <b>Delete Member</b> dialog box is displayed.</li> <li>4. Click <b>OK</b> to delete the members.</li> </ol>
Modifying the space storage	<ol style="list-style-type: none"> <li>1. Enter a group name in the search box of the group space list. Fuzzy search is supported.</li> <li>2. In the search result list, click <b>Modify Storage</b> in the <b>Operation</b> column.</li> <li>3. In the displayed dialog box, change the group space size and click <b>OK</b>.</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>- You can set the group space size.</li> <li>- The new group space size cannot be smaller than the used group space size.</li> </ul>
Disabling group space	<ol style="list-style-type: none"> <li>1. Enter a group name in the search box of the group space list. Fuzzy search is supported.</li> <li>2. In the search result list, choose <b>More &gt; Disable Space</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Disable Space</b> dialog box, read the impact of disabling space and click <b>OK</b> to disable it.</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>- After the group space is disabled, resources in it are temporarily frozen and cannot be accessed.</li> <li>- You can also select multiple groups and click <b>Disable Space</b> above the list.</li> <li>- To enable the group space again, choose <b>More &gt; Enable Space</b> in the <b>Operation</b> column of the disabled group space.</li> </ul>

Operation	Procedure
Dismissing group space	<ol style="list-style-type: none"> <li>1. Enter a group name in the search box of the group space list. Fuzzy search is supported.</li> <li>2. In the search result list, choose <b>More &gt; Dismiss Space</b> in the <b>Operation</b> column.</li> <li>3. In the <b>Dismiss Group Space</b> dialog box, read the impact of the dismissal, enter <b>DISMISS</b> in the dialog box, select <b>I have read and accept the terms above</b>, and click <b>OK</b> to dismiss the group space.</li> </ol>

----End

## 5.1.5 Enterprise Settings

### Batch Download

A system administrator can set the duration for storing compressed packages generated during batch download. For details about download, see [Downloading a File/Folder](#).

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click **Console** on the top of the page.

**Step 3** In the navigation pane, choose **Enterprise Settings > Download Settings**.

**Step 4** Click **Edit** in the upper right corner and enter a duration. The duration ranges from one day to 30 days.

**Step 5** Click **Save**. The message "Retention period for batch download is set" is displayed.

----End

## 5.1.6 Deleting a Team File/Folder

An administrator can delete unnecessary files/folders from the team space.

### Constraints

A system administrator can delete files/folders in any department space. A department administrator can delete files/folders in the space of only their department.

### Procedure

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Team Space**. Teams are displayed in cards.

 **NOTE**

A system administrator can view all department teams in their enterprise. A department administrator can view only their department team.

**Step 3** Click a team to go to the file list of the team space.

**Step 4** Delete a file/folder.

- Method 1
  - a. Move the cursor to **More** in the row of the target file/folder and choose **Delete**.
  - b. In the **Delete File** dialog box, read the impact of deletion and click **OK** to delete the file/folder.
- Method 2
  - a. Select the target files/folders and click **Delete** above the list.

 **NOTE**

You can select up to 1,000 files/folders.

- b. In the **Delete File** dialog box, read the impact of deletion and click **OK** to delete the files/folders.

 **NOTE**

- Deleted files/folders still occupy space.
- They are temporarily stored in the recycle bin and are not permanently deleted from KooDrive. You can restore or permanently delete them from the recycle bin.

----End

## 5.1.7 Team Recycle Bin Management

Files deleted from the space of a team are moved to the team recycle bin. An administrator can restore or permanently delete files/folders from the team recycle bin and clear the recycle bin.

The individual recycle bin of the administrator and the recycle bin of each team are independent of each other. The administrator can view files/folders in the individual recycle bin and recycle bins of all managed teams.

### Restoring Files from a Team Recycle Bin

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Recycle Bin**. On the displayed page, click the name of the target team. Files/Folders of the team recycle bin are displayed.

**Step 3** Restore files/folders.

- Restoring a file/folder  
Move the cursor to the row of the target file/folder and click **Restore** to restore it to the original directory.
- Restoring files/folders  
Select the target files/folders and click **Restore** above the list to restore them to their original directories.

 **NOTE**

- You can select up to 1,000 files/folders.
- If the original directory does not exist, a directory with the same name will be created.
- If a file/folder with the same name already exists, the restored file/folder is renamed by adding a timestamp suffix.

----End

## Permanently Deleting Files from a Team Recycle Bin

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Recycle Bin**. On the displayed page, click the name of the target team. Files/Folders of the team recycle bin are displayed.

**Step 3** Permanently deleting files/folders from the team recycle bin

- Permanently deleting a file/folder
  - a. Move the cursor to the row of the target file/folder and click **Delete Permanently**.
  - b. In the **Delete Permanently** dialog box, read the impact of deletion and click **Yes** to delete the file/folder.
- Permanently deleting files/folders
  - a. Select the target files/folders and click **Delete Permanently** above the list.
  - b. In the **Delete Permanently** dialog box, read the impact of deletion and click **Yes** to delete the files/folders.

 **NOTE**

- You can select up to 1,000 files/folders.
- Files that are permanently deleted cannot be restored.

----End

## Clearing a Team Recycle Bin

**Step 1** Sign in to the [KooDrive service plane](#) as an administrator.

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.



**Step 2** In the navigation pane, choose **Recycle Bin**. On the displayed page, click the name of the target team. Files/Folders of the team recycle bin are displayed.

**Step 3** Click **Clear** above the list.

**Step 4** In the **Clear Recycle Bin** dialog box, read the impact of clearance and click **OK** to clear the recycle bin.

----End



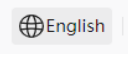
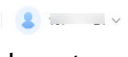
## 5.2 Common User Guide

### 5.2.1 User Center Overview

#### 5.2.1.1 Homepage

The homepage of the KooDrive user center consists of four parts: fixed top navigation bar, global search, **Related to Me**, and **Recently Visited**.

#### Fixed Top Navigation Bar

-  : entry for the administrator to access the management console.
-  : displays the number of ongoing and failed upload tasks in the statistical period. You can click this icon to display the upload task pop-up.
-  : Change the console language.
-  : Check the current user. The drop-down list box displays the department to which this user belongs and the entry for sign-out and password reset.

#### Global Search

You can search for all files/folders in KooDrive globally by keyword and combined conditions.

#### Related to Me

**Related to Me** displays up to four files related to you in cards. Currently, only files shared with you are displayed.

Click **More** to display files related to you in the last seven days in a list. Click a file name to go to the sharing view and check sharing details.

#### Recently Visited

**Recently Visited** displays up to 50 files viewed by you in the last three months.

## Changing the Password



Move the cursor to the username in the upper right corner and choose **Change Password** from the drop-down list. On the **Reset password** tab, enter the current password and set a new password.

### 5.2.1.2 Individual Space

The individual space stores your individual files and is visible only to you. If your administrator has allocated the individual space to you and the space is enabled, the individual space page is displayed.

The individual space page consists of two parts: operations and the list/card view of files/folders.

#### Operations

- **Buttons:** such as uploading, creating, downloading, moving, copying, and deleting files/folders.
- **Selected Files:** displays the number of all or selected files/folders in the current list/card view in gray.
- : You can search for files/folders in the individual space by name. Fuzzy search is supported.
- : You can select the type of files/folders to be displayed in the list/card view.
- : You can click it to display files/folders in the individual space in a list.
- : You can click it to display files/folders in the individual space in cards.

#### List/Card view

- The list view displays the file/folder name, size, format, and update time. You can sort files/folders in ascending or descending order by name, size, format, or update time. By default, files/folders are sorted by update time in descending order. Folders are always on the top. A thumbnail is displayed in the name column of an image file. You can click the thumbnail to check the original image.
- The card view displays the file/folder name, update time, and format icon. By default, files/folders are sorted by update time in descending order. Folders are always on the top. A thumbnail is displayed in the card of an image file. You can click the thumbnail to check the original image.
- The following operations are available in both the list and card view:
  - **Uploading/Downloading** a file
  - **Creating a folder**
  - **Renaming/Moving/Copying/Deleting/Searching for/Sharing** a file/folder, and **adding it to favorites or removing it from favorites**
  - **Forwarding** an individual file to the team space of your department
  - **Viewing file/folder details**

### 5.2.1.3 Team Space

A department or group is a team. The team space allows all members in the department or group to share files.

Department space and group space are isolated from each other. Department space is visible only to department members, and group space is visible only to group members. If space is allocated and enabled for a department when the department is created, the department space is displayed on the homepage of the team space.

The team space homepage consists of two parts: team space operations and card view.

#### Team space operations


- Button: You can create a group space.
- : You can search for a space by name. Fuzzy search is supported.
- : You can select **Dept space**, **My owned spaces**, or **My joined spaces** to be displayed in the card view.

#### Team space card view

- The department space and group space cards are displayed. The word **Dept space** is displayed in a department space card. By default, 10 space cards are displayed per page. You can scroll to the next page to load more.
- A department card displays the space profile picture, department name, organization path, number of employees, total space capacity, and used capacity. A system administrator can view the space of all departments in their enterprise. A common user or department administrator can view the team space of only their own department.
- A group card displays the space profile picture, group name, group owner (if any), number of members, total space capacity, and used capacity.
- The group space card view provides [group space management](#).

The team space page consists of two parts: operations and the list/card view of files/folders.

#### Operations

- Directory information: displays the path information of the current team space in the upper left corner.
- **Selected Files**: displays the number of all or selected files/folders in the current list/card view in gray.
- : You can search for files/folders in the team space by name. Fuzzy search is supported.
- : You can select the type of files/folders to be displayed in the list.
-  : You can click it to display files/folders in the team space in a list.

- : You can click it to display files/folders in the team space in cards.

#### List/Card view

- The list view displays the file/folder name, owner, size, format, and update time. You can sort files/folders in ascending or descending order by name, size, format, or update time. By default, files/folders are sorted by update time in descending order. Folders are always on the top. A thumbnail is displayed in the name column of an image file. You can click the thumbnail to check the original image.
- The card view displays the file/folder name, update time, and format icon. By default, files/folders are sorted by update time in descending order. Folders are always on the top. A thumbnail is displayed in the card of an image file. You can click the thumbnail to check the original image.
- The following operations are available in both the list and card view:
  - [Uploading/Downloading](#) a file
  - [Creating a folder](#)
  - [Renaming/Moving/Copying/Deleting/Searching for/Sharing](#) a file/folder, and [adding it to favorites or removing it from favorites](#)
  - [Forwarding](#) a team space file to the individual space as an administrator
  - [Forwarding](#) a team space file to the individual space as a common user
  - [Viewing file/folder details](#)

### 5.2.1.4 Group Space

The group space can be the space of a temporary project or group or a long-term collaboration team. After a user creates group space and invites members to the group space, the members can share files in the group space for collaboration. Currently, files cannot be shared to users outside the group space or added to favorites.

## Creating Group Space

All KooDrive users can create the group space. By default, the creator is the group owner and has all permissions to operate the group space.

**Step 1** Sign in to the [KooDrive service plane](#).

#### NOTE



Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Team Space**. The department space, group space owned by you, and group space that you joined are displayed in cards.

**Step 3** Click **Create Space**. The **Create Space** page is displayed.

**Step 4** Set the group space by referring to [Table 5-9](#).

**Table 5-9** Creating group space

Parameter	Description
Name	A space name cannot contain <> :"*?/\. It cannot be a period (.) or double periods (..) or exceed 30 characters. The name of the group space created by the same user must be unique.
(Optional) Member	Search for a user in the text box and add the user, or perform the following steps to add a member from your organization: <ol style="list-style-type: none"> <li>1. Click <b>Add from Organization</b>. The <b>Add Member</b> page is displayed.</li> <li>2. On the <b>Users, Depts, or User Groups</b> tab, search for and select the target member to be added, and click .</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>- Fuzzy search by name is supported for users, departments, and user groups.</li> <li>- A group can have up to 200 members.</li> <li>- If no user group is available, create one by referring to <a href="#">User Group Management</a>.</li> </ul> <ol style="list-style-type: none"> <li>3. Click <b>OK</b>.</li> </ol> <p><b>NOTE</b></p> <p>To remove a selected user, search for and select the user in the area of selected members, and click .</p>
Space Size	Default size of the space assigned to the group. The default value is 10 GB.
Profile Pic	Select a profile picture.

**Step 5** Click **Create** to create the group space.

----End

## Managing Group Members

### NOTE

A group space owner can add members, modify member permissions, and delete members (excluding the owner). A group space administrator can add members and delete common members. A common member can only view group members.

**Step 1** Sign in to the [KooDrive service plane](#).

### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Team Space**. The department space, group space owned by you, and group space that you joined are displayed in cards.


**Step 3** Move the cursor to **...** in the upper right corner of the target group space card and choose **Manage Member**. The **Manage Member** page is displayed.

 **NOTE**

When you point to **...**, if you are the owner or administrator of the group space, **Manage Member** is displayed. If you are a common user, **View Member** is displayed and you can choose it to check all members in the group.

**Step 4** Manage group space members by referring to [Table 5-10](#).

**Table 5-10** Managing group space members

Operation	Description
Adding a member	<ol style="list-style-type: none"> <li>1. Click <b>Add Member</b>.</li> <li>2. On the <b>Users, Depts, or User Groups</b> tab, search for and select the target member to be added, and click .</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>- Fuzzy search by name is supported for users, departments, and user groups.</li> <li>- A group can have up to 200 members.</li> <li>- If no user group is available, create one by referring to <a href="#">User Group Management</a>.</li> </ul> <ol style="list-style-type: none"> <li>3. Click <b>OK</b>.</li> </ol> <p><b>NOTE</b></p> <p>The default role of the added user is common member.</p>
Modifying the role of a member	<p>Select a role from the drop-down list next to the member. Role options:</p> <ul style="list-style-type: none"> <li>● Owner</li> <li>● Administrator</li> <li>● Common member</li> </ul> <p><b>NOTE</b></p> <p>Only the group owner can change the role of a member.</p> <p>The group owner and administrator have the permission to delete files, restore files in the recycle bin, permanently delete files, and clear files.</p>
Deleting a member	<p>Select a member in the member list and click <b>Delete Member</b>.</p>

----End

## Viewing Group Space Details

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Team Space**. The department space, group space owned by you, and group space that you joined are displayed in cards.

**Step 3** Move the pointer to **...** in the upper right corner of the target group space card and choose **View Details**. The space details are displayed.

**Step 4 Optional:** To modify the space details, click **Modify**.

 **NOTE**

Only the group space owner can modify the group space details.

**Step 5 Optional:** On the **Modify Space** page, modify the space name and profile picture, and click **Modify**.

----End


## Pinning Group Space to Top

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Team Space**. The department space, group space owned by you, and group space that you joined are displayed in cards.

**Step 3** Move the cursor to **...** in the upper right corner of the target group space card and choose **Pin to Top**. The group space card is displayed on top of all group space cards, and  is displayed in the upper right corner of the card.

 **NOTE**

If multiple group space cards are pinned on top, they are sorted by space update time in descending order. If the time is the same, they are sorted by name in ascending order.

----End

## Exiting Group Space

 **NOTE**

An administrator and common member of a group can exit the group space, but the owner cannot.

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Team Space**. The department space, group space owned by you, and group space that you joined are displayed in cards.

**Step 3** Move the cursor to **\*\*\*** in the upper right corner of the target group space card and choose **Exit Space**.

**Step 4** In the **Exit Team Space** dialog box, read the impact of exit and click **OK** to exit the space.

----End

## Dismissing Group Space

### NOTE

- Only the group space owner can dismiss the group space.
- All resources in the space will be cleared. Migrate resources before dismissing the space.

**Step 1** Sign in to the [KooDrive service plane](#).

### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Team Space**. The department space, group space owned by you, and group space that you joined are displayed in cards.

**Step 3** Move the cursor to **\*\*\*** in the upper right corner of the target group space card and choose **Dismiss Space**.

**Step 4** In the **Dismiss Team Space** dialog box, read the impact of the dismissal, enter **DISMISS** in the dialog box, select **I have read and accept the terms above**, and click **OK** to dismiss the space.

----End

## 5.2.1.5 Sharing

The sharing space displays files shared by you and others.

- On the **Share with Me** page, you can download and save files, clear sharing records, and check sharing details. For details, see [Viewing a Shared File/Folder](#).
- On the **Shared by Me** page, you can copy a sharing link, check sharing details, modify sharing settings, copy a password, and cancel sharing. For details, see [Viewing a Shared File/Folder](#).




## 5.2.1.6 Favorites

After adding files/folders in the individual space or team space to favorites, you can check them in the favorites list. The favorites page consists of two parts: operations and the list/card view of favorite files/folders.

### Operations

- **Button**: You can remove a file/folder from favorites.
- **Selected Files**: displays the number of all or selected files/folders in the current list/card view in gray.



- : You can select the type of files/folders to be displayed in the list/card view.
- : You can click it to display files/folders in the team space in a list.
- : You can click it to display files/folders in the team space in cards.

### List/Card view

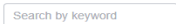



- The list view displays the file/folder name, size, format, and space, and time when they are added to favorites. By default, files/folders are displayed by time in descending order. You can filter files/folders by file format, and click the space where a file/folder is located to go to the file/folder directory.
- The card view displays the file/folder name, time when they are added to favorites, and format icon.
- Both views allow you to [remove a file/folder from favorites](#).

## 5.2.1.7 Recycle Bin

There are individual and team recycle bins. Files deleted from the individual space and team space are moved to the recycle bin. An administrator can operate files/folders in recycle bins of all managed teams. A common user can operate files/folders only in their own recycle bin.

The recycle bin page consists of two parts: operations and the list/card view of files/folders.

### Operations

- Buttons: You can clear the recycle bin and restore and permanently delete files from the recycle bin.
- **Selected Files:** displays the number of all or selected files/folders in the current list/card view in gray.
- : You can search for files/folders in the individual or department recycle bin by name. Fuzzy search is supported.
- : You can select the type of files/folders to be displayed in the list/card view.
- : You can click it to display files/folders in the individual or department recycle bin in a list.
- : You can click it to display files/folders in the individual or department recycle bin in cards.

### List/Card view

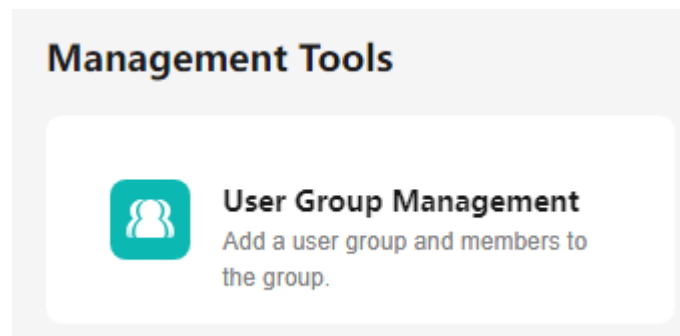
- The list view displays the file/folder name, owner, size, original directory, and deletion time. You can sort files/folders in ascending or descending order by name, size, or deletion time.
- The card view displays the file/folder name, deletion time, and format icon.
- The following operations are available in both the list and card view:

- [Clearing the department recycle bin, restoring a file/folder, and permanently delete a file/folder](#)
- [Clearing the individual recycle bin, restoring a file/folder, and permanently delete a file/folder](#)

### 5.2.1.8 Management Tools

The **Management Tools** page displays tools you may use during the use of KooDrive, such as user group management. Tools such as file collection and AI-based image recognition are coming soon.

**Figure 5-11** Management Tools



## 5.2.2 File Storage and Management

### 5.2.2.1 Creating a Folder

You can create folders in the individual or team space for file management. A folder is equivalent to a directory for storing files.

#### Procedure

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to the file list page of the individual or team space.

- File list of the individual space

In the navigation pane, choose **My Space**. The file list of your individual space is displayed.


- File list of the department space

In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team and to go to the file list page of the team space.

 **NOTE**

A system administrator can view all department teams in their enterprise. A department administrator or common user can view only their department team.

**Step 3** Choose **New > Folder** above the file list. The message "Enter a file name" is displayed in the first line of the file list.

**Step 4** Enter the folder name and click  to create the folder.

 **NOTE**

- A folder name can contain emojis but cannot contain <>|:"\*?/\. It cannot be a period (.) or double periods (..) or exceed 80 characters.
- Folders of up to 30 levels are supported. You can upload files to a level-30 folder but cannot create sub-folders under it.

----End

### 5.2.2.2 Renaming a File/Folder

You can rename a file/folder based on its content or use case.

#### Constraints

- A system administrator can rename files/folders in their individual space and space of all teams.
- A department administrator can rename files/folders in their individual space and department space.
- A common user can rename files/folders in their individual space and department space.

#### Procedure

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.


**Step 2** Go to the file list page of the individual or team space.

- File list of the individual space  
In the navigation pane, choose **My Space**. The file list of your individual space is displayed.
- File list of the department space  
In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team to go to the file list of the team space.

 **NOTE**

A system administrator can view all department teams in their enterprise. A department administrator or common user can view only their department team.

**Step 3** Move the cursor to **More** in the row of the target file/folder and choose **Rename**. Alternatively, select the target file/folder (only one file/folder can be selected) in the file list and choose **More > Rename** above the list.

**Step 4** Enter the new name and click  to rename the file/folder.

 NOTE

- A file/folder name can contain emojis but cannot contain <>|:"\*?/\. It cannot be a period (.) or double periods (..) or exceed 80 characters.
- If a file/folder with the new name already exists in the upper-level folder, the system automatically adds a timestamp suffix to the name of the file/folder you renamed.

----End

### 5.2.2.3 Moving, Copying, and Forwarding a File

You can move files/folders and copy files to a directory in your individual space or team space, and forward files between your individual space and team space. You can move or copy files to the same space.

#### Constraints

- You can move files/folders and copy and forward files.
- Only you can move and copy files and move folders in your individual space. They can be moved or copied only to other directories in your individual space.
- A common user or department administrator can move or copy files in the team space only to other directories in the same team space. Files/Folders cannot be moved across department space and group space. A system administrator can copy files across space of teams.
- [Table 5-11](#) lists the move, copy, and forward permission on team space files of each role.

**Table 5-11** Permission to move, copy, and forward files/folders

Role	Permission
System administrator	Has the following permission: <ul style="list-style-type: none"> <li>• Move files/folders of any team to any directory in the space of that team.</li> <li>• Copy files of any team to a directory in the space of another team.</li> <li>• Forward files in any department space to a directory of their individual space.</li> <li>• Forward files in their individual space to a directory of any department space.</li> </ul>

Role	Permission
Department administrator	<p>Has the following permission:</p> <ul style="list-style-type: none"> <li>• Move files/folders of their department to other directories of their department.</li> <li>• Copy files of their department to other directories of their department.</li> <li>• Forward files in their department space to a directory of their individual space.</li> <li>• Forward files in their individual space to a directory of their department space.</li> </ul>
Common user	<p>Has the following permission:</p> <ul style="list-style-type: none"> <li>• Move files/folders of their department to other directories of their department.</li> <li>• Copy files of their department to other directories of their department.</li> <li>• Forward files in their department space to a directory of their individual space.</li> <li>• Forward files in their individual space to a directory of their department space.</li> </ul>

## Moving a File/Folder

### NOTE

- You can move up to 1,000 files/folders at a time.
- If a file/folder with the new name already exists in the target folder, the system automatically adds a timestamp suffix to the name of the file/folder you moved.
- If the number of levels of the target directory exceeds the upper limit, files/folders cannot be moved.
- If you move a file to the same directory, a message is displayed, indicating that the file fails to be moved because it already exists in the target folder.

**Step 1** Sign in to the [KooDrive service plane](#).

### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to the file list page of the individual or team space.

- File list of the individual space  
In the navigation pane, choose **My Space**. The file list of your individual space is displayed.
- File list of the department space  
In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team to go to the file list of the team space.

 **NOTE**

A system administrator can view all department teams in their enterprise. A department administrator or common user can view only their department team.

**Step 3** Move files/folders.

- Moving a file/folder.
  - a. Move the cursor to **More** in the row of the target file/folder and choose **Move**.
  - b. On the **Move File** page, select the target directory and click **Move**.
- Moving files/folders
  - a. Select the target files/folders and click **Move** above the list.
  - b. On the **Move File** page, select the target folder and click **Move**.

----End

## Copying a File/Folder

 **NOTE**

- You can copy up to 1,000 files/folders at a time.
- If a file/folder with the same name already exists in the target folder, the system automatically adds a timestamp suffix to the name of the file/folder you copied.
- If the number of levels of the target directory exceeds the upper limit, files/folders cannot be copied.

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to the file list page of the individual or team space.

- File list of the individual space  
In the navigation pane, choose **My Space**. The file list of your individual space is displayed.
- File list of the department space  
In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team to go to the file list of the team space.

 **NOTE**

A system administrator can view all department teams in their enterprise. A department administrator or common user can view only their department team.

**Step 3** Copy files/folders.

- Copying a file/folder
  - a. Move the cursor to **More** in the row of the target file/folder and choose **Copy**.
  - b. On the **Copy File** page, select the target folder and click **Copy**.
- Copying files/folders

- a. Select the target files/folders and click **Copy** above the list.
- b. On the **Copy File** page, select the target folder and click **Copy**.

----End

## Forwarding a File/Folder

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Forward a file/folder in the team space to the individual space.

1. In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team to go to the file list of the team space.

 **NOTE**

A system administrator can view all department teams in their enterprise. A department administrator or common user can view only their department team.

2. Move the cursor to **More** in the row of the target file/folder and choose **Forward to My Space**.
3. On the **Forward to My Space** page, select the target folder and click **Forward**.

**Step 3** Forward a file/folder in the individual space to the team space.

1. In the navigation pane, choose **My Space**. The file list of your individual space is displayed.
2. Move the cursor to **More** in the row of the target file/folder and choose **Forward to Team Space**.
3. On the **Forward to Team Space** page, select the target folder and click **Forward**.

 **NOTE**

- If a file/folder with the same name already exists in the target folder, the system automatically adds a timestamp suffix to the name of the file/folder you forwarded.
- If the number of levels of the target directory exceeds the upper limit, files/folders cannot be forwarded.

----End

### 5.2.2.4 Adding a File/Folder to Favorites

When accessing and viewing files/folders in KooDrive, you can add them to favorites so that you can follow up their statuses at any time and quickly access them.

## Adding a File/Folder to Favorites

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to the individual space or team space.

- Individual space  
In the navigation pane, choose **My Space**. The file list of your individual space is displayed.
- Team space  
In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team to go to the file list of the team space.

**Step 3** Add files/folders to favorites.

- Adding a file/folder to favorites
  - a. Move the cursor to **More** in the row of the target file/folder and choose **Add to favorites**. The favorite icon is displayed next to the name of the file/folder.
  - b. In the navigation pane, choose **Favorites** and check the favorite file/folder.
- Adding files/folders to favorites
  - a. Select the target files/folders and choose **More > Add to favorites** above the list. The favorite icon is displayed next to the names of the files/folders.

 **NOTE**

You can add up to 100 files/folders to favorites at a time.

- b. In the navigation pane, choose **Favorites** and check the favorite files/folders.

----End

## Removing a File/Folder from Favorites

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Remove files/folders from favorites.

 **NOTE**

- After a favorite file/folder is moved to the recycle bin, the favorite record is grayed out. **Invalid** is displayed next to the file/folder name, and **Recycle Bin** is displayed in the **Space** column of the file/folder. You can still remove it from favorites.
- If the team space to which a favorite file/folder belongs is disabled or you are removed from the team, the favorite record is grayed out. **Invalid** is displayed next to the file/folder name, and **No permission** is displayed in the **Space** column of the file/folder. You can still remove it from favorites.
- You can remove up to 100 files/folders from favorites at a time.
- Removing a file/folder from favorites



- Method 1: On the individual or any team space page, move the cursor to **More** in the row of the target file/folder and choose **Remove from favorites**.
- Method 2: In the navigation pane, choose **Favorites**. Move the cursor to the row of the target file/folder and choose **Remove from favorites**.
- Removing files/folders from favorites
  - Method 1: On the individual or any team space page, select the target files/folders and click **Remove from favorites** above the list.
  - Method 2: In the navigation pane, choose **Favorites**. Select the target files/folders and click **Remove from favorites** above the list.

----End

### 5.2.2.5 Searching for a File/Folder

You can search for all files/folders in KooDrive globally by keyword and combined conditions. You can also go to a specific view to check the file list and quickly search for files in the file list by name.


## Global Search

**Step 1** Sign in to the [KooDrive service plane](#).

#### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Click  on the top navigation bar.

**Step 3** Enter a file/folder keyword in the search box and press **Enter** or click  to perform the default search. You can set more search criteria, including the directory, type, update time segment, and owner of the file/folder. The system automatically searches for all files/folders in KooDrive based on the keyword and combined conditions and displays the search results in the list. When you click the owner search box, all users under the tenant are displayed.

- The search result list displays the file/folder name, owner, size, directory, and update time. By default, files/folders are sorted by update time in descending order. They can be sorted by name, size, or update time in ascending or descending order. Folders are always on the top.
- Click the directory where a file/folder is located to go to the directory where the file/folder is located. If a folder is found, you can click the folder name to go to the folder directory. All files/folders in the folder are displayed.
- In the search result list, you can manage files/folders, including moving, copying, downloading, sharing, renaming, and deleting files/folders, adding files/folders to favorites, forwarding files/folders to the individual or team space, and checking file/folder details.

 NOTE

- Spaces are not supported in global search or keyword search.
- A department administrator or common user can search for files/folders in their individual space and team space. A tenant administrator can search for files/folders in their individual space and the space of all departments under the tenant.
- The search history under the search box displays the latest five search records. You can select a historical record to check the search result.
- If the list data in the search result comes only from the individual space or team space, the **My Space** and **Team Space** tabs are not displayed.

----End

## Specific View Search

**Step 1** Sign in to the [KooDrive service plane](#).

 NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to a specific view, such as the team space, individual space, recycle bin, and sharing view.

**Step 3** Enter a file/folder keyword in the search box above the list and press **Enter**. The search result is displayed below the list.

 NOTE

- Currently, fuzzy match by keyword is supported.
- In the search result list, you can manage files/folders, including moving, copying, downloading, sharing, renaming, and deleting files/folders, adding files/folders to favorites, forwarding files/folders to the individual or team space, and checking file/folder details.

----End

### 5.2.2.6 Checking File Details

Only the basic file information is displayed in the file list. You can check file details to learn more file information, including the file size, creation time, creator, and update time.

## Procedure

**Step 1** Sign in to the [KooDrive service plane](#).

 NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Check details about a file in the individual space.

1. In the navigation pane, choose **My Space**. The file list of your individual space is displayed.
2. You can use either of the following methods to check file details:
  - Method 1: Move the cursor to **More** in the row of the target file and choose **View Details**. The file details are displayed in the right pane.

- Method 2: Select the target file and choose **More > Details** above the list. The file details are displayed in the right pane.

**Step 3** Check details about a file in the team space.

1. In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team to go to the file list of the team space.

 **NOTE**

A system administrator can view all department teams in their enterprise. A department administrator or common user can view only their department team.

2. You can use either of the following methods to check file details:
  - Method 1: Move the cursor to **More** in the row of the target file and choose **View Details**. The file details are displayed in the right pane.
  - Method 2: Select the target file and choose **More > Details** above the list. The file details are displayed in the right pane.

----End

### 5.2.2.7 Deleting an Individual File/Folder

You can delete unnecessary files/folders from the individual space.

#### Procedure

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **My Space**. The file list of your individual space is displayed.

**Step 3** Delete files/folders.

- Method 1
  - a. Move the cursor to **More** in the row of the target file/folder and choose **Delete**.
  - b. In the **Delete File** dialog box, read the impact of deletion and click **OK** to delete the file/folder.
- Method 2
  - a. Select the target files/folders and click **Delete** above the list.

 **NOTE**

You can select up to 1,000 files/folders.

- b. In the **Delete File** dialog box, read the impact of deletion and click **OK** to delete the files/folders.

 NOTE

- Deleted files/folders still occupy space.
- They are temporarily stored in the recycle bin and are not permanently deleted from KooDrive. You can restore or permanently delete them from the recycle bin.

Recycle Bin

----End

## 5.2.3 File Transmission

### 5.2.3.1 Uploading a File

You can upload one or more local files to KooDrive for sharing and collaboration. If a file does not exceed 100 MB, upload the file directly. If a file exceeds 100 MB, use multipart upload to improve file transmission efficiency.

#### Procedure

**Step 1** Sign in to the [KooDrive service plane](#).


 NOTE



Only a HUAWEI ID can be used to log in to the KooDrive service plane.


**Step 2** Go to the file list page of the individual or team space.




- File list of the individual space  
In the navigation pane, choose **My Space**. The file list of your individual space is displayed.
- File list of the department space  
In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team and to go to the file list page of the team space.


**Step 3** Click **Upload** on the file list page, select one or more files to be uploaded from the local device, and click **Open** to upload the files.

During the upload,  displays the number of ongoing or failed upload tasks in the statistical period. You can click the icon to display the window of the upload tasks in the statistical period. **Uploading (a/b)** is displayed in the upper left corner of the window. *b* indicates the number of upload tasks created in the statistical period, and *a* indicates the successful tasks in the statistical period. The window is automatically hidden 3 seconds after all files are uploaded. If the upload is not

complete, click  or  in the upper right corner to hide the window. If you

click  again, a window is displayed, showing the upload history. If you refresh the page, a message is displayed asking you whether to reload the page. After reloading, the transmission window is cleared.

During the upload, you can click  to pause an upload task or click  to cancel it. If an upload task fails, you can click  to retry it. To cancel all pending or

ongoing upload tasks, click **Cancel All** in the upper right corner of the window. After the files are uploaded, click  to check the destination location of the uploaded files.

#### NOTE

- If an upload task fails, the following message may be displayed in the transmission window:
  - Upload failed
  - File name too long.
  - Insufficient space.
  - Max. 200 GB
  - Network error.
- If a file with the same name already exists, the system automatically adds an upload time suffix to the name of the file you uploaded.
- A file name can contain emojis but cannot contain <>|:"\*?/\. It cannot be a period (.) or double periods (..) or exceed 80 characters.
- Folders cannot be uploaded.
- The size of a single file to be uploaded cannot exceed 200 GB.

----End

### 5.2.3.2 Downloading a File/Folder

You can download one or more files/folders from KooDrive to the local device so that you can check files anytime and anywhere. When you download folders/files in batches, the system automatically packages them for download. You can decompress the package and check the files/folders on the local device.

#### Procedure

**Step 1** Sign in to the [KooDrive service plane](#).

#### NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to the file list page of the individual or team space.

- File list of the individual space  
In the navigation pane, choose **My Space**. The file list of your individual space is displayed.
- File list of the department space  
In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team and to go to the file list page of the team space.

**Step 3** Download files.

- Download a file.  
Click **Download** in the row of the target file and check the downloaded file on the download content page of the browser.
- Download files/folders.

Select the target files/folders and click **Download** above the list. The message "Batch downloading..." is displayed.

After the packaging is complete, the message "Batch files are being downloaded. You can view the progress on browser's Downloads." is displayed. You can check the downloaded files/folders on the download content page of the browser.

 **NOTE**

- The system packages files/folders to be downloaded in a batch.
- Up to 700 files/folders with up to 4 GB can be downloaded in a batch.

----End

## 5.2.4 File Data Services

### 5.2.4.1 File Preview

#### 5.2.4.1.1 Previewing an Image Online

KooDrive allows you to view thumbnails of image files in multiple formats online.

#### Procedure


**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to a file list page.



For an image file, its thumbnail and name are displayed in the **File Name** column.

**Step 3** Click the card icon  in the upper right corner of the file list. Cloud files are displayed in the card view.

For an image file, its thumbnail is displayed on the card.

**Step 4** Click the image thumbnail to display the original image.

In the upper right corner of the original image, you can zoom in, zoom out, download, or delete the image.

Click  on the left of the original image to view the previous image and  on the right to view the next one.

**Step 5** Click  to close the original image.

----End

#### 5.2.4.1.2 Playing an Audio/Video File Online

KooDrive allows you to play MP3 audio files and MP4 video files online.

## Procedure

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to a file list page, for example, the file list page of your individual space.

 **NOTE**




Audio/Video files in the **Share with Me** and **Recycle Bin** file lists cannot be played online.

**Step 3** Select **Audio** or **Video** from the **All types** drop-down list box in the upper right corner of the file list to filter files.

**Step 4** Click the name of the target audio/video file. The playback page is displayed.

**Step 5 Optional:** On the playback page, you can click the play button to play audio/video file. In the upper right corner of the page, you can share and download the file and add the file to favorites. The buttons for sharing the file and adding the file to favorites are not available on the page for playing an audio/video file in the group space.

**Table 5-12** Sharing and downloading an audio/video file and adding the file to favorites

Operation	Description
Sharing	Click  . For details, see <a href="#">Step 3.b</a> .
Adding to favorites	Click  . On the favorites list page, you can view the file.
Download	Click  to view the downloaded file in the download content of the browser.

----End

### 5.2.4.1.3 Previewing and Decompressing a Compressed Package Online

KooDrive allows you to preview the file directory of a ZIP, 7z, or RAR package online. During the preview, you can decompress the package.

## Procedure

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to a file list page, for example, the file list page of your individual space.

 **NOTE**

Online preview and decompression of compressed packages are not supported on the **Share with Me** page, **Recycle Bin** page, and the page for viewing a sharing link.

- Step 3** In the upper right corner of the file list, select **Compressed package** from the **All types** drop-down list to filter compressed packages.
- Step 4** Click the name of a compressed package. The system automatically generates a page for previewing the package. You can view all files in the package.
- If you set a password to encrypt the file directory when compressing a file, enter the encryption password to preview the file directory in the package.
  - Compressed packages with more than 10,000 files or damaged packages cannot be previewed.
  - RAR packages larger than 20 GB cannot be previewed.
- Step 5** On the package preview page, click **Decompress**. By default, all files are decompressed. To decompress some files, select the target files and click **Decompress**.
- For full decompression, up to 10,000 files can be decompressed. For partial decompression, up to 999 files can be decompressed.
  - If an encryption password is set when a file is compressed but the file directory is not encrypted, enter the encryption password when decompressing the file.
  - If you click **Decompress** without selecting any file, all files in the current directory in the compressed package are decompressed by default.
  - A package larger than 20 GB cannot be decompressed.
  - If the name of a compressed package or a file in the compressed package exceeds 80 characters, the decompression fails.
- Step 6** On the **Decompress To** page, select the directory where the files are decompressed and click **OK**. The message "Decompressing..." is displayed in the upper part of the page. After the decompression is successful, a message is displayed to notify you to view details.
- If a file/folder with the same name already exists in the target directory, the system automatically adds a timestamp suffix to the name of the decompressed file/folder.
  - For full decompression, if the sum of the compressed package level and target directory level is greater than 29, the decompression fails. For partial decompression, if the sum of the level of the file/folder to be decompressed and target directory level is greater than 30, the decompression fails.
  - When decompressing files, ensure that there is sufficient space.
- Step 7** Click **View Details**. The system automatically redirects to the directory where the decompressed files are stored. You can view the decompressed files.

----End

## 5.2.5 Sharing and Collaboration



### 5.2.5.1 Sharing a File/Folder

You can share files/folders in KooDrive with enterprise members. Enterprise members can check and download the shared files within the authorized scope through the sharing paths, improving collaboration efficiency.

#### Procedure

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** Go to the file list page of the individual or team space.

- To share an individual space file/folder, go to the file list page of the individual space.

In the navigation pane, choose **My Space**. The file list of your individual space is displayed.

- To share a team space file/folder, go to the file list page of the department team space.


In the navigation pane, choose **Team Space**. Teams are displayed in cards. Click a team and to go to the file list page of the team space.

**Step 3** Share files/folders.

- Sharing a file/folder
  - a. Click **Share** in the row of the target file/folder.
  - b. In the **Share File** dialog box, set sharing parameters by referring to [Table 5-13](#).

Figure 5-12 Sharing a file

**Share File** ✕

 1c2

**Settings**

Scope \*

User \*  [Add from Organization](#)

Permission \*  Downloadable


Validity Period \*

**Message**

(Optional) Message

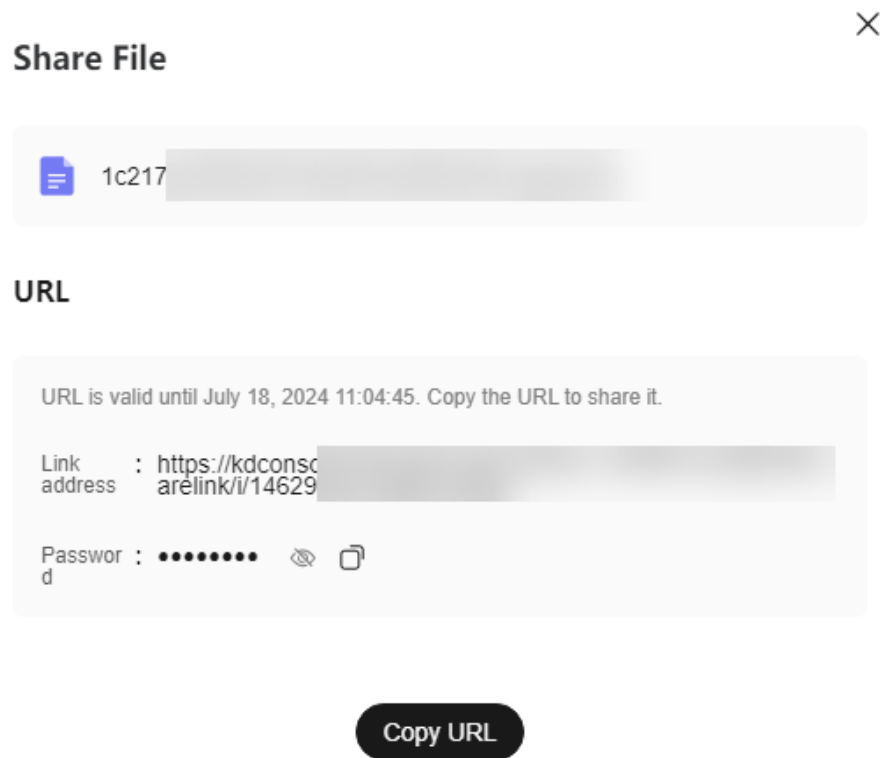
Table 5-13 Sharing parameters

Parameter	Description
Scope	<ul style="list-style-type: none"> <li>▪ <b>Enterprise users only:</b> Only enterprise users can access the shared content.</li> <li>▪ <b>Specified enterprise users:</b> Only specified enterprise users, user groups, and department personnel can access the shared content.</li> </ul>

Parameter	Description
User	<p>Mandatory when <b>Scope</b> is set to <b>Specified enterprise users</b>. You can search for a user in the <b>User</b> text box to add the user. Alternatively, perform the following steps to add a user or group:</p> <ol style="list-style-type: none"> <li>1. Click <b>Add from Organization</b>. The <b>Select Recipients</b> page is displayed.</li> <li>2. On the <b>Users, Depts, or User Groups</b> tab, search for and select the target users, departments, or groups. The selected users, departments, or groups are displayed in the lower pane.</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>○ Fuzzy search by name is supported for users, departments, and user groups.</li> <li>○ You can select up to 500 users, 50 departments, and 50 groups.</li> <li>○ If no user group is available, create one by referring to <a href="#">User Group Management</a>.</li> </ul> <ol style="list-style-type: none"> <li>3. Click <b>OK</b>.</li> </ol> <p><b>NOTE</b> To remove a selected user, department, or group, click  next to the target.</p>
Permission	Permission to access the shared file. Currently, users can download shared files.
Validity Period	Validity period of the shared file. You can set the validity period to 1 day, 7 days, or 30 days. You can also customize the validity period. After the validity period expires, users cannot access the file.
Password	<p>Code entered when users access the shared file. When you turn on this switch, the system automatically generates an 8-character password. You can customize the password.</p> <p>This parameter is available when <b>Scope</b> is set to <b>Enterprise users only</b>.</p>
Message	Message for sharing the file. Enter up to 50 characters.

- c. After setting the parameters, click **Create URL**. The validity period and URL of the shared file are displayed. The password is displayed if you have set one.

Figure 5-13 URL for sharing






- d. Click **Copy URL** to send it to users and click  to copy the password.
- Sharing files/folders
  - a. Select the target files/folders and click **Share** above the list.
  - b. In the **Share File** dialog box, set sharing parameters by referring to [Table 5-14](#).

Table 5-14 Sharing parameters

Parameter	Description
Scope	<ul style="list-style-type: none"> <li>▪ <b>Enterprise users only:</b> Only enterprise users can access the shared content.</li> <li>▪ <b>Specified enterprise users:</b> Only specified enterprise users, user groups, and department personnel can access the shared content.</li> </ul>

Parameter	Description
User	<p>Mandatory when <b>Scope</b> is set to <b>Specified enterprise users</b>. You can search for a user in the <b>User</b> text box to add the user. Alternatively, perform the following steps to add a user or group:</p> <ol style="list-style-type: none"> <li>1. Click <b>Add from Organization</b>. The <b>Select Recipients</b> page is displayed.</li> <li>2. On the <b>Users, Depts, or User Groups</b> tab, search for and select the target users, departments, or groups. The selected users, departments, or groups are displayed in the lower pane.</li> </ol> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>○ Fuzzy search by name is supported for users, departments, and user groups.</li> <li>○ You can select up to 500 users, 50 departments, and 50 groups.</li> <li>○ If no user group is available, create one by referring to <a href="#">User Group Management</a>.</li> </ul> <ol style="list-style-type: none"> <li>3. Click <b>OK</b>.</li> </ol> <p><b>NOTE</b> To remove a selected user, department, or group, click  next to the target.</p>
Permission	Permission to access the shared file. Currently, users can download shared files.
Validity Period	Validity period of the shared file. You can set the validity period to 1 day, 7 days, or 30 days. You can also customize the validity period. After the validity period expires, users cannot access the file.
Password	<p>Code entered when users access the shared file. When you turn on this switch, the system automatically generates an 8-character password. You can customize the password.</p> <p>This parameter is available when <b>Scope</b> is set to <b>Enterprise users only</b>.</p>
Message	Message for sharing the file. Enter up to 50 characters.

- c. After setting the parameters, click **Create URL**. The validity period and URL of the shared file are displayed. The password is displayed if you have set one.
- d. Click **Copy URL** to send it to users and click  to copy the password.

----End

## 5.2.5.2 Viewing a Shared File/Folder

You can view and manage files shared by yourself and others.

### Viewing a Shared File/Folder in KooDrive

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Shared**. On the **Shared with Me** tab, view the list of files/folders shared by others. On the **Shared by Me** tab, view the list of files/folders you share with others.

- The file/folder list on the **Shared with Me** tab displays the file/folder name, size, format, sharing status, sharing time, and sharer. You can download the files/folders, save them to KooDrive, view the sharing details, and clear the sharing records. For details, see [More Operations](#).
- The file/folder list on the **Shared by Me** tab displays the file/folder name, sharing scope, access times, space, sharing status, and sharing time. You can copy the sharing link, view the sharing details, modify the sharing settings, copy the sharing link and password, and cancel the sharing. For details, see [More Operations](#).
- The sharing status is as follows:
  - **File deleted:** All files related to a sharing record do not exist (logically or physically deleted).
  - **Invalid:** The space where the shared file/folder is located is disabled or you do not have the permission to access the space.
  - **Expires in  $X$  days:** The sharing will expire in  $X$  days. This countdown is displayed in the last seven days. If the sharing will expire in one day, **Expires in  $X$  hours** will be displayed.
  - Specific expiration date: displayed when the sharer customizes a date seven days or more in the future. **Expires in  $X$  days** will be displayed when the sharing will expire in seven days or less.
  - **Expired:** The sharing has expired.

----End

### Viewing a Shared File/Folder Through the Sharing URL

**Step 1** Click the received sharing URL.

**Step 2** If a password is required, enter the password and click **Access File**. The list of shared files/folders is displayed.

Check the sharer, sharing time, sharing validity period, and shared files/folders. You can also download files/folders and save them to KooDrive. For details, see [More Operations](#).

**Figure 5-14** Viewing shared files/folders through the sharing URL



**NOTE**

- If the shared URL has expired, you cannot access the shared files/folders. You can contact the sharer to obtain a valid URL.
- You can click **Access KooDrive** to access the service plane of the KooDrive user center.


----End

## More Operations

You can perform more operations on shared files/folders by referring to [Table 5-15](#).

**Table 5-15** More operations on shared file/folders

Role	Operation	Procedure
Sharer	Copying the sharing URL	<ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared by Me</b> tab, click <b>Copy URL</b> in the row of a shared file/folder, or select a file/folder in the list and click <b>Copy URL</b> above the list.</li> </ol>
	Viewing sharing details	<ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared by Me</b> tab, select a shared file/folder and click <b>View Details</b> above the list.</li> <li>3. On the <b>View Details</b> page, click the <b>Settings</b> tab and view the sharing information. Click the <b>URL</b> tab to view the sharing URL and password.</li> </ol>

Role	Operation	Procedure
	Modifying sharing settings	<ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared by Me</b> tab, select a shared file/folder and click <b>Modify Sharing</b> above the list. Alternatively, click <b>View Details</b> above the list. On the <b>View Details</b> page, click the <b>Settings</b> tab and click <b>Modify</b>.</li> <li>3. On the <b>Share File</b> page, modify the sharing parameters and message. The sharing scope cannot be modified.</li> <li>4. After the modification, click <b>Create URL</b>. The created URL remains unchanged.</li> </ol>
	Copying a sharing URL and password	<ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared by Me</b> tab, select a shared file/folder and click <b>View Details</b> above the list.</li> <li>3. On the <b>View Details</b> page, click the <b>URL</b> tab, and click <b>Copy URL</b>. Click  to copy the password.</li> </ol>
	Canceling sharing	<ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared by Me</b> tab, click <b>Unshare</b> in the row of a shared file/folder, or select a file/folder in the list and click <b>Unshare</b> above the list.</li> <li>3. In the <b>Unshare</b> dialog box, click <b>OK</b> to cancel sharing.</li> </ol>



Role	Operation	Procedure
Recipient	Downloading a shared file/folder to the local device	<ul style="list-style-type: none"> <li>● Download from <b>Shared</b> <ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared with Me</b> tab, click <b>Download</b> in the row of a shared file/folder, or select only one file/folder in the list and click <b>Download</b> above the list.</li> <li>3. Check the downloaded file/folder on the download content page of the browser.</li> </ol> </li> <li>● Download through a sharing URL           <ol style="list-style-type: none"> <li>1. Click a sharing URL. If a password is required, enter the password.</li> <li>2. Click <b>Download</b> in the row of a shared file/folder, or select only one file/folder in the list and click <b>Download</b> above the list.</li> <li>3. Check the downloaded file/folder on the download content page of the browser.</li> </ol> </li> </ul> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>● If the sharer has been removed from the organization or the sharer does not have the permission to access the space where the shared file/folder is located, the file/folder cannot be downloaded.</li> <li>● If the space where the shared file/folder is located is disabled, the file/folder cannot be downloaded.</li> </ul>

Role	Operation	Procedure
	Saving a shared file/folder to KooDrive	<ul style="list-style-type: none"> <li>● Saving from <b>Shared</b> <ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared with Me</b> tab, click <b>Save to KooDrive</b> in the row of a shared file/folder, or select a file/folder in the list and click <b>Save to KooDrive</b> above the list.</li> <li>3. On the <b>Save to My Space</b> page, select a location for saving the shared file/folder and click <b>Save</b>.</li> <li>4. After the file/folder is saved, click <b>View</b> to go to the directory where the file/folder is saved.</li> </ol> </li> <li>● Saving through a sharing URL           <ol style="list-style-type: none"> <li>1. Click a sharing URL. If a password is required, enter the password.</li> <li>2. Click <b>Save to KooDrive</b> in the row of a shared file/folder, or select a file/folder in the list and click <b>Save to KooDrive</b> above the list.</li> <li>3. On the <b>Save to My Space</b> page, select a location for saving the shared file/folder and click <b>Save</b>.</li> <li>4. After the file/folder is saved, click <b>View</b> to go to the directory where the file/folder is saved.</li> </ol> </li> </ul> <p><b>NOTE</b> You can save up to 1,000 files/folders to KooDrive each time.</p>
	Viewing sharing details	<ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared with Me</b> tab, select the target shared file/folder and click <b>View Details</b> above the list.</li> </ol>
	Clearing a sharing record	<ol style="list-style-type: none"> <li>1. In the navigation pane, choose <b>Shared</b>.</li> <li>2. On the <b>Shared with Me</b> tab, select the target shared file/folder and click <b>Clear Sharing Record</b> above the list.</li> </ol> <p><b>NOTE</b> You can clear up to 100 sharing records each time.</p>

## 5.2.6 Management Tools

## 5.2.6.1 User Group Management

A user group is a group of users who have the same permission. KooDrive supports unified management of users in user groups. You can quickly reference user groups when using different functions or processes of KooDrive. For example, when sharing a file, you can select the user groups to which the file is shared. Users in the selected user groups have the same permission to access the file.


### Creating a User Group

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Tool Center**. On the **Management Tools** page, click **User Group Management**.

**Step 3** Click  in the upper right corner above the user group list. The **Create User Group** dialog box is displayed.

**Step 4** Enter a user group name and click **OK**. The new user group is displayed in the user group list.

 **NOTE**

- A user group name cannot contain <>|:"\*?/\. It cannot be a period (.) or double periods (..) or exceed 30 characters.
- You can create up to 200 user groups.
- The name of user groups created by the same user must be unique.

----End

### Adding a Member to a User Group

**Step 1** In the user group list, select the target user group and click **Add Member** above the member list.

**Step 2** On the **Add Member** page, search for the users to be added. Fuzzy search is supported. You can select multiple users in the search result.

 **NOTE**

All enterprise members are displayed on the **Add Member** page. You can select up to 200 members, including yourself.

**Step 3** Click **OK**.


----End

### Modifying the Name of a User Group

**Step 1** Sign in to the [KooDrive service plane](#).

 NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

- Step 2** In the navigation pane, choose **Tool Center**. On the **Management Tools** page, click **User Group Management**.
- Step 3** Enter the name of the target user group in the search box above the user group list. Fuzzy search is supported.
- Step 4** In the search result, click  next to the target user group and choose **Modify User Group**. The **Modify User Group** dialog box is displayed.
- Step 5** Modify the user group name. Enter up to 30 characters and click **OK**.

----End

## Removing a Member from a User Group

- Step 1** Sign in to the [KooDrive service plane](#).

 NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

- Step 2** In the navigation pane, choose **Tool Center**. On the **Management Tools** page, click **User Group Management**.
- Step 3** Remove members from a user group.
- Removing a member
    - a. Enter a member name in the search box in the upper right corner of the member list. Fuzzy search is supported.
    - b. In the search result, click **Remove** in the **Operation** column of the target member. In the **Remove Member** dialog box, click **OK**.
  - Removing members

Select the target members in the member list and click **Remove Member** above the list. In the **Remove Member** dialog box, click **OK**.


----End

## Deleting a User Group

- Step 1** Sign in to the [KooDrive service plane](#).

 NOTE

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

- Step 2** In the navigation pane, choose **Tool Center**. On the **Management Tools** page, click **User Group Management**.
- Step 3** Enter the name of the target user group in the search box above the user group list. Fuzzy search is supported.
- Step 4** In the search result, click  next to the target user group and choose **Delete User Group**. The **Delete User Group** dialog box is displayed.

**Step 5** Click **OK** to delete the user group.

----End

## 5.2.7 Individual Recycle Bin Management

Files/Folders deleted by a common user from the individual space are moved to the individual recycle bin. A common user can restore and permanently delete files/folders and clear the individual recycle bin.

The individual recycle bin is isolated from the recycle bin of each team. A common user can view the individual recycle bin, team recycle bin of their own department, and group recycle bin.

### Restoring a File/Folder from the Individual Recycle Bin

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Recycle Bin**. The individual recycle bin is displayed by default.

**Step 3** Restore files/folders from the individual recycle bin.

- Restoring a file/folder

Move the cursor to the row of the target file/folder and click **Restore**. The restoration information is displayed in the upper part of the page. The file/folder is restored to the original directory.

- Restoring files/folders

Select the target files/folders and click **Restore** above the list to restore them to their original directories.

 **NOTE**

- You can select up to 1,000 files/folders.
- If the original directory does not exist, a directory with the same name will be created.
- If a file/folder with the same name already exists, the restored file/folder is renamed by adding a timestamp suffix.

----End

### Permanently Deleting a File/Folder from the Individual Recycle Bin

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Recycle Bin**. The individual recycle bin is displayed by default.

**Step 3** Permanently delete files/folders from the individual recycle bin.

- Permanently deleting a file/folder
  - a. Move the cursor to the row of the target file/folder and click **Delete Permanently**.
  - b. In the **Delete Permanently** dialog box, read the impact of deletion and click **Yes** to delete the file/folder.
- Permanently deleting files/folders
  - a. Select the target files/folders and click **Delete Permanently** above the list.

 **NOTE**

You can select up to 1,000 files/folders.

- b. In the **Delete Permanently** dialog box, read the impact of deletion and click **Yes** to delete the files/folders.

 **NOTE**

Permanently deleted files cannot be restored.

----End

## Clearing the Individual Recycle Bin

**Step 1** Sign in to the [KooDrive service plane](#).

 **NOTE**

Only a HUAWEI ID can be used to log in to the KooDrive service plane.

**Step 2** In the navigation pane, choose **Recycle Bin**. The individual recycle bin is displayed by default.

**Step 3** Click **Clear** above the list.

**Step 4** In the **Clear Recycle Bin** dialog box, read the impact of clearance and click **OK** to clear the recycle bin.

 **NOTE**

After the recycle bin is cleared, files/folders in it cannot be restored.

----End

# 6 Auditing

## 6.1 Key Operations Recorded by CTS

With Cloud Trace Service (CTS), you can record operations associated with KooDrive for later query, audit, and backtracking.

### Prerequisite

You have [enabled CTS](#).

### Supported Operations

**Table 6-1** Key operations that can be recorded by CTS

Operation	Resource Type	Event Name
Subscribing to the CBC service	cbc	subscribeOrder
Locking the CBC service	cbc	lockCBC
Unlocking the CBC service	cbc	unlockCBC
Updating the CBC service	cbc	updateCBC
Updating KooDrive configuration	config	updateConfig
Subscribing to a yearly/monthly resource	order	updateOrderSubscription
Subscribing to a pay-per-use resource	order	updateOrderSubscription
Canceling an order	order	cancelOrder
Generating an order ID	order	updateOrderId

Operation	Resource Type	Event Name
Querying the order price	order	updateOrder
Creating an ID in OrgID	OrgId	createOrgId
Querying a user ID	order	updateOrderInfo
Unsubscribing from a resource	order	unsubscribeOnDemand

## 6.2 Querying Real-Time Traces

### Scenarios

After you enable CTS and the management tracker is created, CTS starts recording operations on cloud resources. After a data tracker is created, the system starts recording operations on data in OBS buckets. CTS stores operation records generated in the last seven days.


This section describes how to query and export operation records of the last seven days on the CTS console.

- [Viewing Real-Time Traces in the Trace List of the New Edition](#)
- [Viewing Real-Time Traces in the Trace List of the Old Edition](#)




### Constraints

- Traces of a single account can be viewed on the CTS console. Multi-account traces can be viewed only on the **Trace List** page of each account, or in the OBS bucket or the **CTS/system** log stream configured for the management tracker with the organization function enabled.
- You can only query operation records of the last seven days on the CTS console. To store operation records for more than seven days, you must configure an OBS bucket to transfer records to it. Otherwise, you cannot query the operation records generated seven days ago.
- After performing operations on the cloud, you can query management traces on the CTS console 1 minute later and query data traces on the CTS console 5 minutes later.


### Viewing Real-Time Traces in the Trace List of the New Edition

1. Log in to the management console.
2. Click  in the upper left corner and choose **Management & Governance** Management & Deployment > **Cloud Trace Service**. The CTS console is displayed.
3. Choose **Trace List** in the navigation pane on the left.
4. On the **Trace List** page, use advanced search to query traces. You can combine one or more filters.



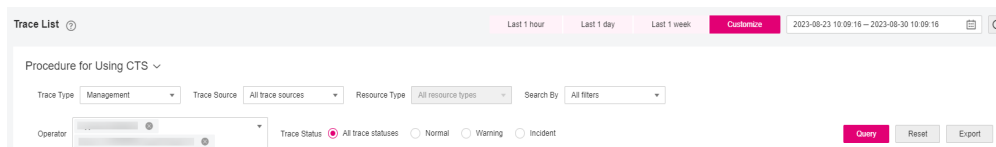
- **Trace Name:** Enter a trace name.
  - **Trace ID:** Enter a trace ID.
  - **Resource Name:** Enter a resource name. If the cloud resource involved in the trace does not have a resource name or the corresponding API operation does not involve the resource name parameter, leave this field empty.
  - **Resource ID:** Enter a resource ID. Leave this field empty if the resource has no resource ID or if resource creation failed.
  - **Trace Source:** Select a cloud service name from the drop-down list.
  - **Resource Type:** Select a resource type from the drop-down list.
  - **Operator:** Select one or more operators from the drop-down list.
  - **Trace Status:** Select **normal**, **warning**, or **incident**.
    - **normal:** The operation succeeded.
    - **warning:** The operation failed.
    - **incident:** The operation caused a fault that is more serious than the operation failure, for example, causing other faults.
  - **Enterprise Project ID:** Enter an enterprise project ID.
  - **Access Key:** Enter an access key ID, including temporary access credentials and permanent access keys.
  - Time range: Select **Last 1 hour**, **Last 1 day**, or **Last 1 week**, or specify a custom time range.
5. On the **Trace List** page, you can also export and refresh the trace list, and customize the list display settings.
- Enter any keyword in the search box and press Enter to filter desired traces.
  - Click **Export** to export all traces in the query result as an .xlsx file. The file can contain up to 5000 records.
  - Click  to view the latest information about traces.
  - Click  to customize the information to be displayed in the trace list. If **Auto wrapping** is enabled (  ), excess text will move down to the next line; otherwise, the text will be truncated. By default, this function is disabled.
6. For details about key fields in the trace structure, see [Trace Structure](#) section "Trace References" > "Trace Structure" and [Example Traces](#) section "Trace References" > "Example Traces".
7. (Optional) On the **Trace List** page of the new edition, click **Go to Old Edition** in the upper right corner to switch to the **Trace List** page of the old edition.



## Viewing Real-Time Traces in the Trace List of the Old Edition

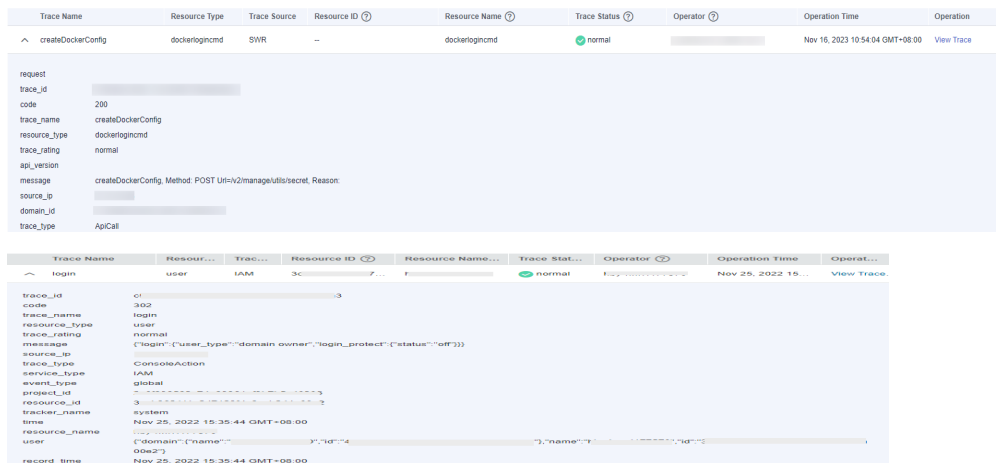
1. Log in to the management console.
2. Click  in the upper left corner and choose **Management & Governance** > **Management & Deployment** > **Cloud Trace Service**. The CTS console is displayed.

3. Choose **Trace List** in the navigation pane on the left.
4. Each time you log in to the CTS console, the new edition is displayed by default. Click **Go to Old Edition** in the upper right corner to switch to the trace list of the old edition.
5. Set filters to search for your desired traces, as shown in **Figure 6-1**. The following filters are available:

**Figure 6-1** Filters



- **Trace Type, Trace Source, Resource Type, and Search By:** Select a filter from the drop-down list.
    - If you select **Resource ID** for **Search By**, specify a resource ID.
    - If you select **Trace name** for **Search By**, specify a trace name.
    - If you select **Resource name** for **Search By**, specify a resource name.
  - **Operator:** Select a user.
  - **Trace Status:** Select **All trace statuses, Normal, Warning, or Incident**.
  - Time range: You can query traces generated during any time range in the last seven days.
  - Click **Export** to export all traces in the query result as a CSV file. The file can contain up to 5000 records.
6. Click **Query**.
  7. On the **Trace List** page, you can also export and refresh the trace list.
    - Click **Export** to export all traces in the query result as a CSV file. The file can contain up to 5000 records.
    - Click  to view the latest information about traces.
  8. Click  on the left of a trace to expand its details.



- Click **View Trace** in the **Operation** column. The trace details are displayed.

View Trace ×

```
{
  "request": "",
  "trace_id": "XXXXXXXXXXXXXXXXXXXX",
  "code": "200",
  "trace_name": "createDockerConfig",
  "resource_type": "dockerlogincmd",
  "trace_rating": "normal",
  "api_version": "",
  "message": "createDockerConfig, Method: POST Url=/v2/manage/utills/secret, Reason:",
  "source_ip": "XXXXXXXXXX",
  "domain_id": "XXXXXXXXXXXXXXXXXXXX",
  "trace_type": "ApiCall",
  "service_type": "SWR",
  "event_type": "system",
  "project_id": "XXXXXXXXXXXXXXXXXXXX",
  "response": "",
  "resource_id": "",
  "tracker_name": "system",
  "time": "Nov 16, 2023 10:54:04 GMT+08:00",
  "resource_name": "dockerlogincmd",
  "user": {
    "domain": {
      "name": "XXXXXXXXXX",
      "id": "XXXXXXXXXXXXXXXXXXXX"
    }
  }
}
```

- For details about key fields in the trace structure, see [Trace Structure](#) section "Trace References" > "Trace Structure" and [Example Traces](#) section "Trace References" > "Example Traces" in the *CTS User Guide*.
- (Optional) On the **Trace List** page of the old edition, click **New Edition** in the upper right corner to switch to the **Trace List** page of the new edition.

# 7 Change History

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Release Date	Description
2024-07-30	This issue is the first official release.