Docodemo Cabinet Ver 3 Startup Guide
Browser　for Users 1

- How to Login
- How to download files
- My Clip
- How to add files
- How to restore files
- How to restore the file version

How to Login

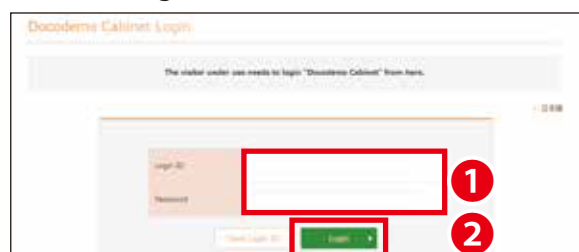**1** Go to the member site.

https://dococab.tayoreru.com/

Follow the steps below to login.

2 Click [English].

3 ❶Input your [Login ID]and [Password].
❷Click [Login].

4 ❶Click [▽] , and
❷Click [English].
❸Click [OK] to confirm.

How to download files

1 ❶Select the file you want to download.
❷Click [Download].

Download!

If you select multiple files and click [Download],the files will be download in a zip format.

About folder icons

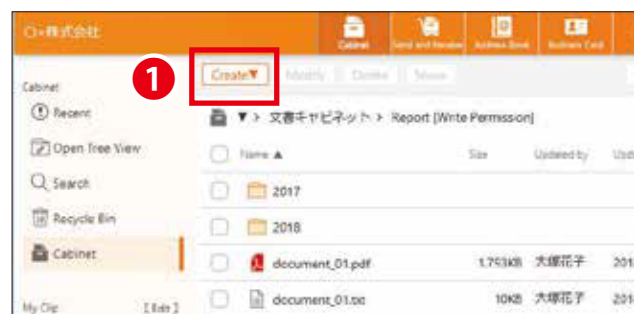|	
	"Cabinet" folder created by Administrator.
	The folder created by users.

My Clip

You can conveniently access to the cabinet or the folder by one click.

1 ❶Click ⋯ next to the folder or the cabinet name which you want to add to [My Clip], then
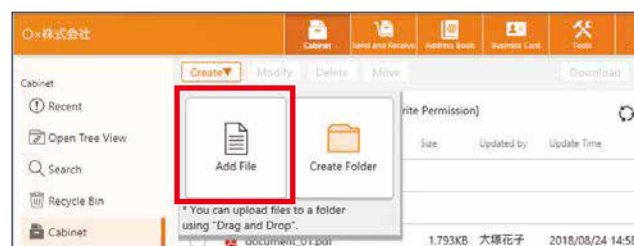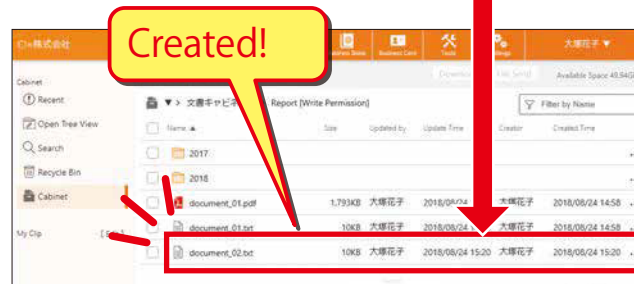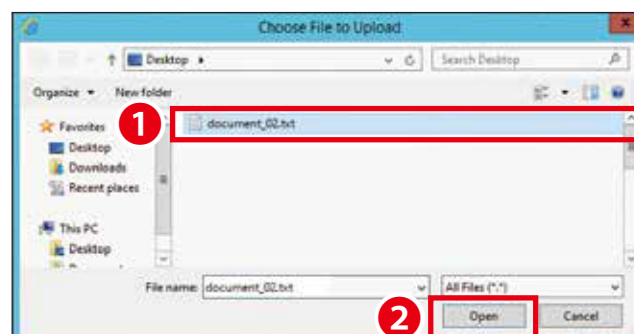❷click [Add My Clip].

Added to "My Clip"!
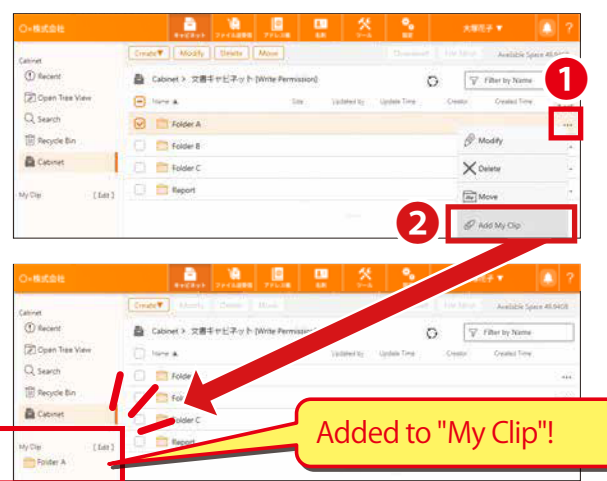
How to add files

1 Move to the folder you want to add files, then click ❶[Create].

2 Click [Add File].
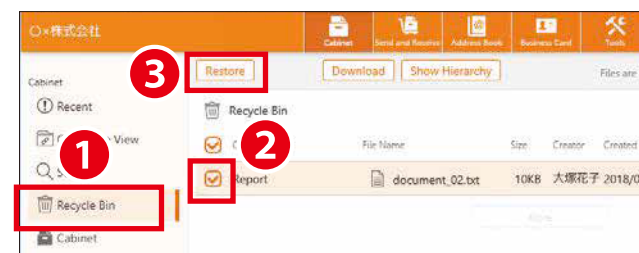
3 ❶Choose the file you want to add.
❷Click [Open].

Created!

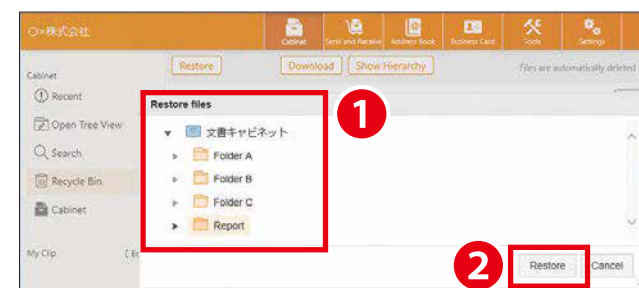You can upload files to a folder using drag and drop.

How to restore files

1 ❶Click [Recycle Bin].
❷Select files, then
❸click [Restore].

2 ❶Select a cabinet, then
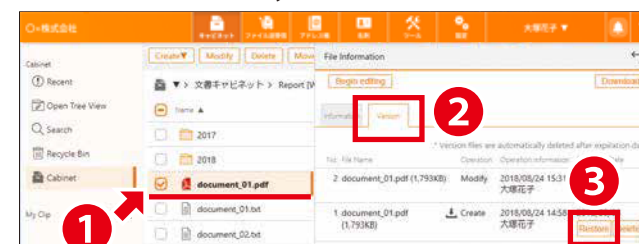❷click [Restore].

Files Restored!

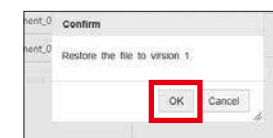Files are automatically deleted 14days after the Delete Time.

How to restore the file version

1 ❶Click the file title, and
❷click [Version] tab.
❸From the list, click [Restore] of the file low you want to restore.

2 Check the confirmation and click [OK] to restore the version.

The version restored!
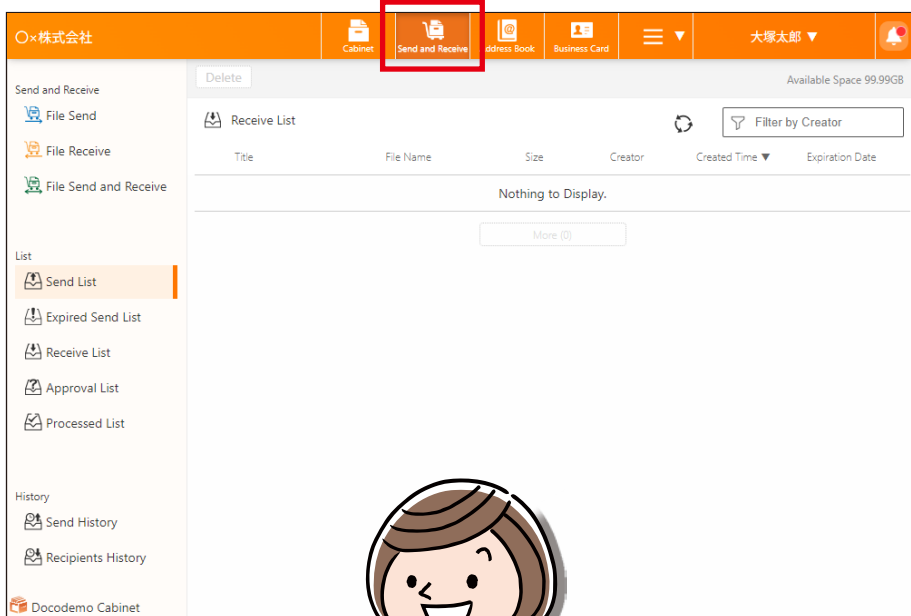
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Browser for Users 2

● About "Send and Receive" ● About Send List
● How to send and receive files ● About Receive List

About "Send and Receive"

1 Click [Send and Receive].

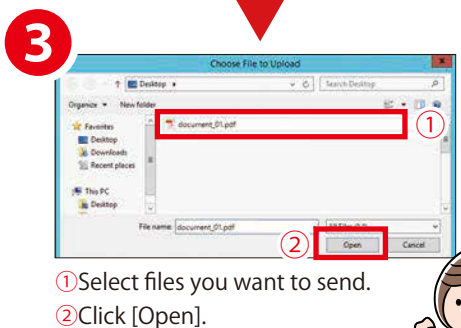|	
File Send	Use this function to send files to the addresses you want.
File Receive	Use this function to receive files from email address you want.
File Send and Receive	Use this function to both send and receive the files to email addresses you want.
Send List	Created "Send and Receive" are listed here. You can check the status of refer and reply. File Send File Receive File Send and Receive
Receive List	The replies of "File Receive" and "File Send and Receive" are listed here. You can download or delete files per creator. You also can add the files to the Cabinet.

How to send and receive files

The sample below is [File Send and Receive].

1
❶ Click [File Send and Reveive].
❷ Click [Add Recipient], and add the recipients.
❸ Click [Add File], and select files you want to send.
❹ Click [Confirm] after you input all required fields.

Select the language

必要事項

2
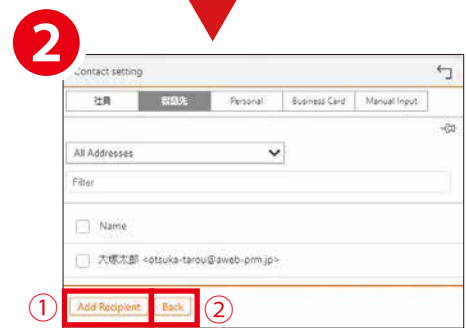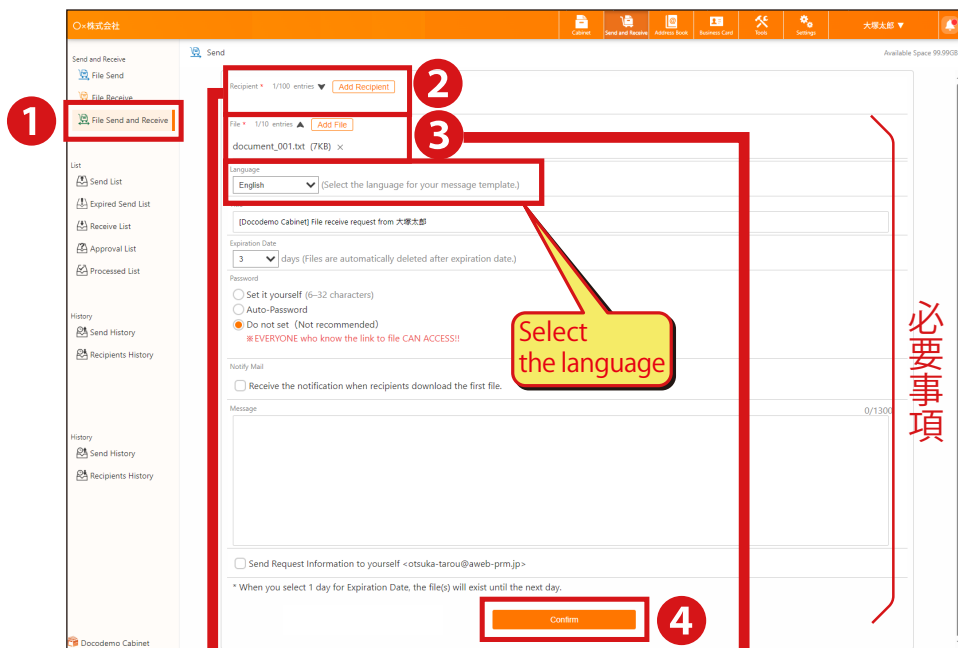
Click [Add Recepient], the contact setting appears.
①Select recepient and click [Add Recepient],
②after you added the recepient click [Back].

3

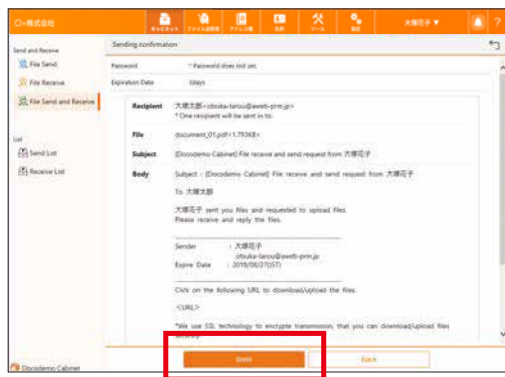①Select files you want to send.
②Click [Open].

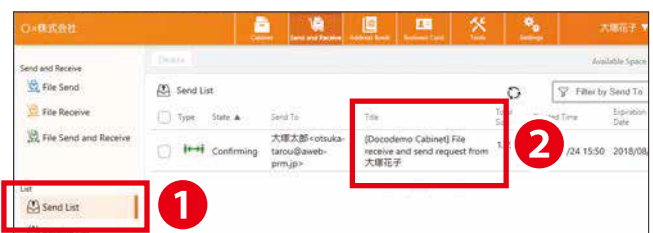You can add files by drag & drop.

2 Click [Send].

Files successfully send!

"Apply for approver."
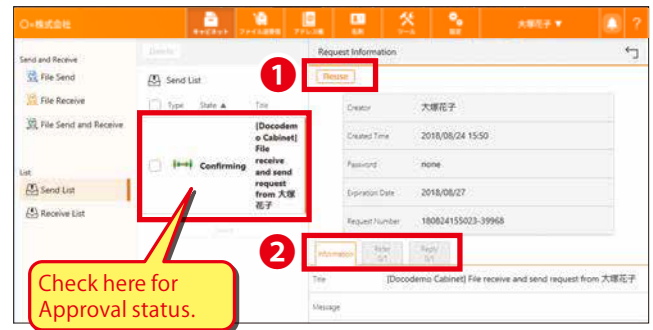If the message show as above, the request needs the approval. See the next page.

About Send List

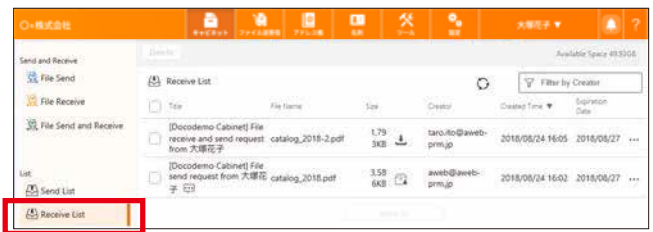**1** ❶Click [Send List], then ❷click the title.

2 ❶Click [Reuse] to reuse the apply.
❷Click [Refer/Reply] tab to check Refer status and Reply status.

Check here for Approval status.

About Receive List

1 Click [Receive List] and view the lists.

About icons

💬	This means the creator has sent you a comment. Comment appears during a mouse-over.
⬇	This means a file has sent. Click this icon to open the file.
🗃	This means multiple files have sent. Click this icon to download the files in zip format.

You can add the received files to the cabinet.

❶Click the title in the Receive List.
❷Click [Reply] tab to check the uploaded files.
❸Click 🖨.
❹Select the cabinet/folder you want to add the files, then select files and click [Create].

Docodemo Cabinet Ver 3 Startup Guide
Browser　for Users 3

● About the approval at "Send and Receive"　　● About Processed List
● How to approve　　● Icon of Approved/Processed List

? About the approval at "Send and Receive"

■ Approval / Check Function

When the administrator set the approver or the checker, your request will be sent to them.
There are 　①Approval function　 and 　②Check function　.

Function	Message	Note
①Approval	Apply for approval. The notification will sent after approved.	Your request will not be sent immediately. The approval is necessary.
②Check	Send complete.	Your request will be sent immediately . Checker also receive the request.

①Approval
Apply → Approver → Approve → Your request will be sent after the approval.
Reject

②Check
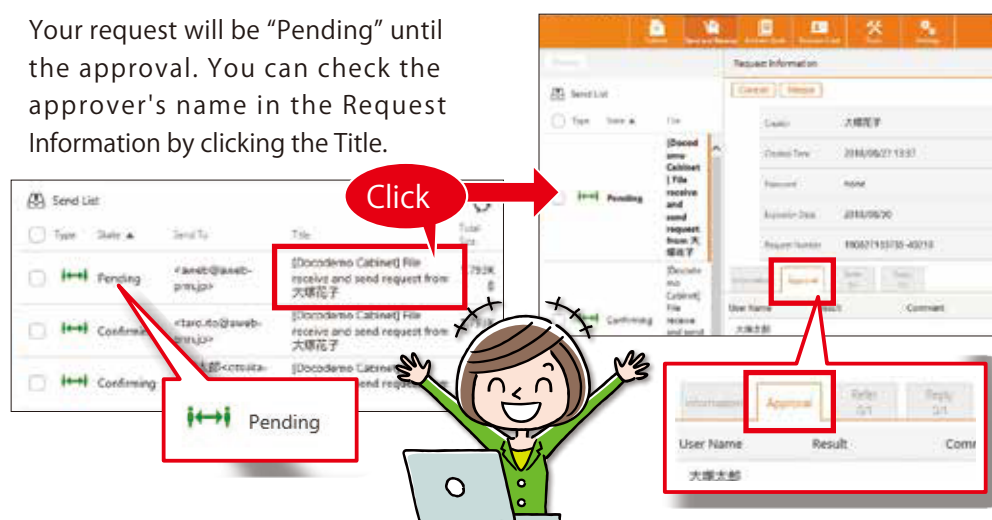Apply → Checker → The check is not necessary.
Reject

■ Send List

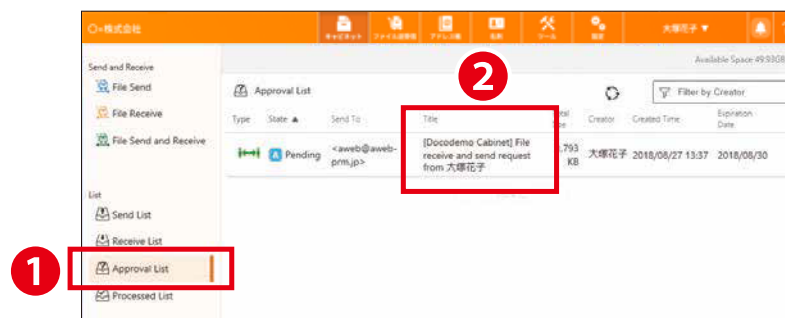Your request will be "Pending" until the approval. You can check the approver's name in the Request Information by clicking the Title.
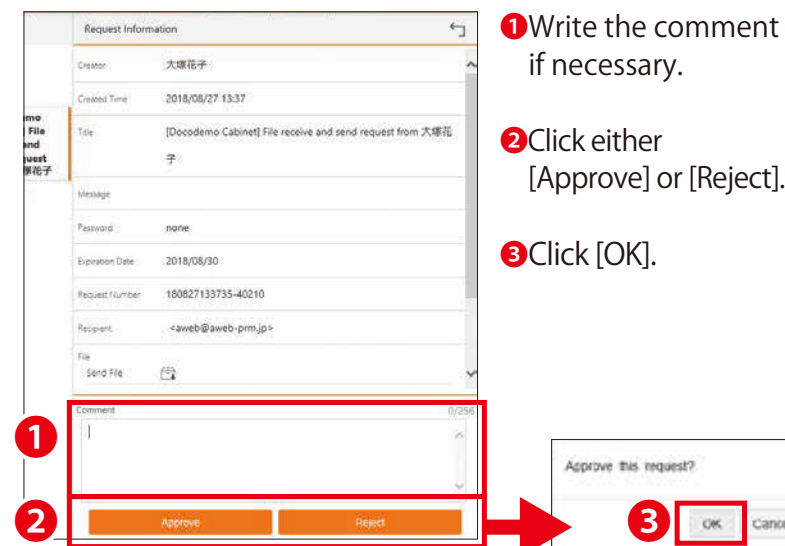
Click

Pending

How to approve

"Approval List " appears if you are the approver.
The sample below is [Approval List].

1 ❶Click [Approval List].
❷Click the title.

2 The request information appears.

❶Write the comment if necessary.
❷Click either [Approve] or [Reject].
❸Click [OK].

The result and your comment will be sent to the applicant.

After you approved the apply, the request will be sent.
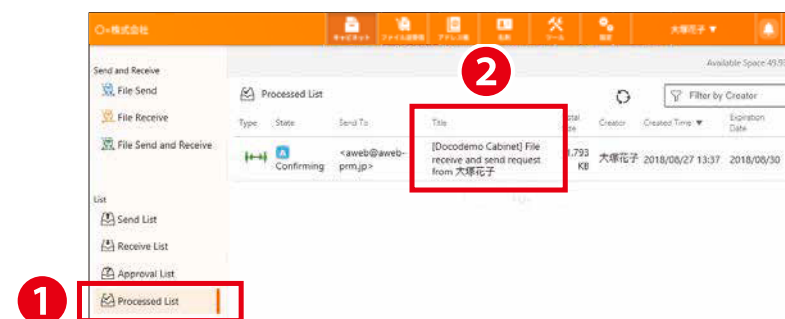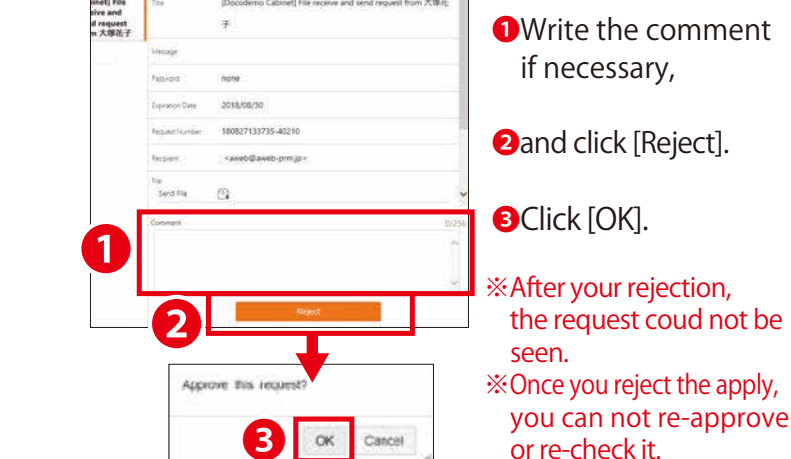If you reject the apply, the request would not be sent.

About Processed List

You can check the list of your approval in the "Processed List".
You can "Reject" your approved /checked apply.

1 ❶Click [Pcocessed List].
❷Click the title.

2 The request information appears.

❶Write the comment if necessary,
❷and click [Reject].
❸Click [OK].

※After your rejection, the request coud not be seen.
※Once you reject the apply, you can not re-approve or re-check it.

Icon of Approved/Processed List

The icons show the status of the apply.

Notice ：After the Expire Date, the files will be deleted.

■About the icons

A	Approval is required. The request will not be sent until it's approved.
C	Check is required. The request will be sent whether the check is done or not.

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