



Wrapsoody Cloud

v5.9.2

User Guide



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Revisions

Date revised	Description
Oct. 12, 2021	v1.0 created.
Sep. 08, 2023	Updated for v5.8.
Dec. 18, 2023	Updated for v5.9.
May 17, 2024	<p>Updated for v5.9.2</p> <p>New features</p> <ul style="list-style-type: none"> • Features provided for non-standard supported applications <ul style="list-style-type: none"> - “Check out” and “Cancel check-out” for processing multiple Wrapsody files in a single application - “Update files” and “Check file update history” • AI Document Helper (Wrapsody Web, Client) • AI-powered search • Wrapsody Drive Web (Wrapsody Web, Client) <p>Modifications</p> <ul style="list-style-type: none"> • Terminology <ul style="list-style-type: none"> - Changed: Office-type document → Standard supported applications - Changed: Non-Office file → Non-standard supported applications - Deleted: Wrapsody Bridge <p>UI improvement</p>

1. Getting Started

Wrapsody is a content-based file management solution. Wrapsody allows users to access the latest version of a file on their devices (PC or mobile) at anytime from anywhere. Wrapsody helps users easily and quickly share information, promoting effective collaboration within an organization.

1.1. Main Features

Synchronization and version control

With Wrapsody, users are able to know whether a Wrapsody file is the latest version when they are trying to open to. If not, users can download the latest version themselves uploaded by other users from the server. Users can access the latest version by opening and revising the file and uploading the file as a new version.

Secure access control

Only the users who have been granted either Revise or View permission can access a Wrapsody file. By doing so, Wrapsody prevents reckless or undesired edits on the file. Also, all of the Wrapsody files are saved as encrypted.

Auto backup and version management

When a user makes modifications on a Wrapsody file and checks in the file, the modified file is registered as the latest version on the server. Through the process, all derivative versions of the file are safely backed up. Its version history with comments is also automatically saved, providing a timeline of important events on the file.

Analytics on file usage

Wrapsody presents a branch map and a usage map of a Wrapsody file. The branch map shows the relations among all the branch files derived from a Wrapsody file since its creation, and the usage map shows how much the file has been used by a group or user. Wrapsody also offers insight into the file usage status through analytics based on the statistics.

Communications via file

Users can comment on a Wrapsody file, and the comments will be communicated in real time. It means users do not need to exchange emails, calls, and messages with other users.

Structural tagging

Administrators or heads of groups can define tags to be used within an organization and designate tags as required or optional. Users can choose from either the required or optional tags that have been defined by the administrator, or simply input their own custom tags.

Mobile accessibility

Users can view Wrapsody files to which they have access not only on their PCs but also on their mobile devices with the Wrapsody mobile app at any time in any place.

1.2. Terminology

Wrapsody file: A file created through the Wrapsody Client. All derivative versions of the Wrapsody files and the version history are stored on the Wrapsody Server.

Standard supported applications: Applications supporting the use and management of Wrapsody files include MS Office, Hancm Hangul, Notepad, and Acrobat Reader DC.

Non-standard supported applications: All applications other than those listed as standard supported applications provide partial support for Wrapsody file use and management. (Additional configuration is necessary for using non-standard supported applications; therefore, please reach out to your Fasoo sales representative for further inquiries.)

Wrap: To convert a file into a Wrapsody file through encryption

Unwrap: To convert a Wrapsody file back into the state before it was wrapped

Export original: To export the original file by unwrapping a Wrapsody file

View: The process of opening and viewing Wrapsody files in Read-only mode. In standard supported applications, users with View permissions can open files in Read-only mode. In non-standard supported applications, users require Revise permissions to open and edit files.

View count: The number of times that a Wrapsody file has been opened regardless of its mode (Revise, View, or Preview). Views are counted even when a user opens a file after receiving a View request, or while the file's check-in remains pending.

Revise: The process of checking out, modifying, and checking in a Wrapsody file. Users have to open the file as a check-out mode to make modifications, and the modified file will be registered as the latest version only when you check in the file.

File owner: A user who is entitled to designate users to view or revise a Wrapsody file. The user who initially created the file becomes the owner and the owner is subject to change. A user who is not the owner of a file can request to take over the ownership, and the user becomes the owner when the administrator or the owner approves the request.

Administrator: A user in charge of the overall Wrapsody management within an organization. Only the administrator is allowed to handle the version delete request, designate the head of the group or other user as an administrator. Also, the administrator can change the owner of multiple files at a time, set or define the tags, or manage the Wrapsody system (license, notification, or client patch settings.)

Head of Group: A user in charge of a group within an organization. The head of a group can manage the Wrapsody group files and view the related logs. The administrator can designate a user as the head of a group at the Organization Setting menu.

Branch file: A Wrapsody file which has been derived from a Wrapsody file. The branch file has its own version history.

Sharable link: A direct link to download a Wrapsody file. Users who have the link can download the Wrapsody file simply by clicking the link and logging in to Wrapsody Web.

Usage map: A map that shows the file usage by group/user. It is also available to see the usage trend in the form of a chart by group/user.

Branch Map: A map that visualizes all relations between a file and its derivative branch files, which are formed since its creation.

Timeline: A window that displays the history of file usage and management for each version chronologically. It provides management and usage features, such as download, delete, for all versions of a Wrapsody file.

Wrapsody Server: A server that functions as a centralized repository for all Wrapsody files across various versions, offering features such as file usage and efficient management. It supports the use of Wrapsody across different platforms and devices.

Wrapsody Web: An intuitive web interface designed to enhance the utilization and administration of files stored on the Wrapsody Server.

Wrapsody Client: A software program installed on the user's PC for accessing and utilizing Wrapsody files.

Wrapsody Mobile: A mobile application designed for accessing and viewing Wrapsody files on mobile devices.

Wrapsody Drive: A file repository designed for seamless file storage and sharing files. Users can access **Wrapsody Drive** through a web browser or their PC. It synchronizes in real time with the web interface (**Wrapsody Drive Web**) and the user's PC (**Wrapsody Drive for Desktop**), ensuring that all files accessed via the web or PC are always up to date.

Wrapsody Drive Web: A web interface offering users a comprehensive view of all files stored in **Wrapsody Drive**. Accessible through a web browser, it provides features for file usage and management, aligning with the functionality of **Wrapsody Web**.

Wrapsody Drive for Desktop: A version of Wrapsody Drive accessible on users' PCs via the path **This PC > Wrapsody Drive (W:)**. Users can manage and utilize folders and files within the familiar structure of **File Explorer**.

Wrapsody Drive file: A file stored in Wrapsody Drive, either as a Wrapsody file or a plain file with paths within Wrapsody Drive. It resides in Company, Group, or Personal Drive, inheriting file usage permissions based on the folder in which it is located.

File ID: Every file on the Wrapsody Server has a unique ID for syncing. Even if files share the same ID but are stored in different locations, they stay updated together. This shared sync ID ensures they are always current, regardless of where they are stored.

Offline mode: Wrapsody allows users to open files even when they are offline or disconnected from the network. During this offline state, files can be accessed in either Read-only mode or Edit mode based on the user's permissions. Once the user reconnects to the Internet or network, any revisions made offline are seamlessly updated on the server.

1.3. Guide Set

Wrapsody Cloud Admin Guide: The guide for the system administrators of an organization that uses Wrapsody. This document explains how the administrators can manage company documents and files, requests, logs, tags, and the product license.

Wrapsody Cloud User Guide: The guide for users of an organization that uses Wrapsody. This document explains how the users can install the Wrapsody Client on their PC and utilize Wrapsody files on both the Wrapsody Client and Web.

2. Installation

2.1. System Requirements

Classification	Category	Subcategory	Recommended/Minimum Specifications
Client	H/W		CPU: i5 or higher (64 bit) RAM: 4GB or higher (8GB recommended) HDD: 200GB or higher
	OS	Windows	Microsoft Windows 8 (32bit, 64bit): .NET Framework 4.7.1 manual installation of .NET Framework 4.7.1 required Windows 10 1607 (RS1) or higher: .NET Framework 4.7.1 manual installation of .NET Framework 4.7.1 required Windows 10 1709 (RS3) recommended (32/64bit): .NET Framework 4.7.1 automatically installed
		Mac	Sierra (10.12.6), High Sierra (10.13.4), Mojave (10.14.2), Catalina (10.15), Big Sur (11)
Server	H/W		CPU: Xeon 2.5 Ghz Quad Core or higher (64 bit) RAM: 16GB or higher (32GB recommended) HDD: 100G or higher (Separate storage space required)
	OS	Windows	2012 or higher (64bit)
		Linux	JDK v1.7 or higher
Mobile	OS	Android	5.0 (Lollipop) or higher
		iOS	11.x or higher

2.2. Standard Supported Applications

Applications	Extensions
Microsoft Word 2013 (x86/x64), 2016 (x86/x64), 2019 (x86/x64), Office 365 Microsoft Excel 2013 (x86/x64), 2016 (x86/x64), 2019 (x86/x64), Office 365 Microsoft PowerPoint 2013 (x86/x64), 2016 (x86/x64), 2019 (x86/x64), Office 365 Microsoft Notepad for Win8 (x86/x64), Win10 (x86/x64), Adobe Acrobat Reader DC, Adobe Acrobat Pro DC, Hancm Hangul 2010 SE plus, 2014, neo, 2018	doc, docx, xls, xlsx, ppt, pptx, txt, hwp, pdf, xlsx, docm, hwp

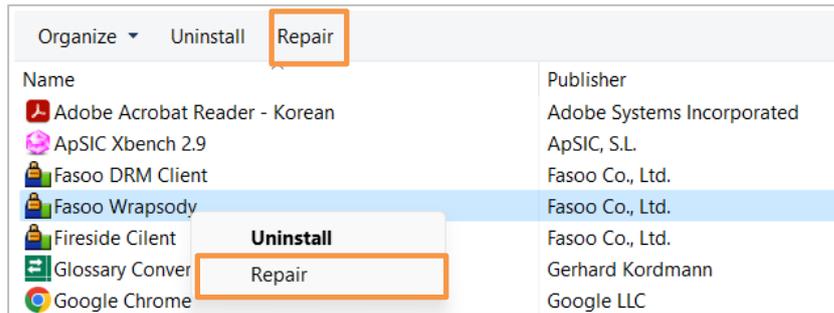
Note: For non-standard supported applications, Wrapsody offers partial support for the use and management of Wrapsody files. For instance, usability is constrained in these applications due to the absence of features like the title bar menu.

2.3. Install on Windows

2.3.1. Recover Client

When an error has occurred while using the Wrapsody Client, you can restore the software using the emergency recovery function.

1. Go to **Windows Start > Control Panel > Programs and Features**.
2. Click the Wrapsody Client (or **Fasoo Wrapsody**) to select **Repair** at the **Organize** bar or right-click it to select **Repair**.

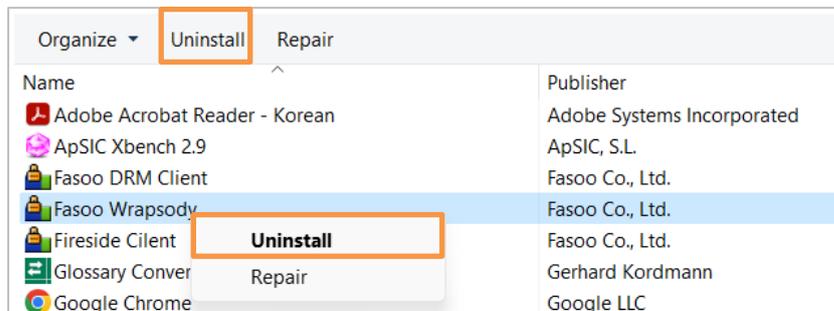


3. Proceed with the recovery as guided.

Note: you can also store the Client by selecting **Windows Start > All Programs > Fasoo.com > Wrapsody Recovery**, or reinstall Wrapsody Client using the installation package.

2.3.2. Uninstall Client

1. Go to **Windows Start > Control Panel > Programs and Features**.
2. Click the Wrapsody Client (or **Fasoo Wrapsody**) to select **Uninstall** at the **Organize** bar or right-click it to select **Uninstall**.



3. Click **OK** when a confirmation dialog box pops up.
4. Check if the Wrapsody Client is deleted from the program list.

3. Basic Operations

3.1. Log in/out

If you log in to the Fasoo Enterprise DRM, you can use Wrapsody services.

3.1.1. Log in

Follow the procedures below to log in.

1. Right-click the **DRM Client**  icon on the system tray and select **Login**.
2. Enter your user ID and password and click **OK**.

3.1.2. Log out

Follow the procedures below to log out.

1. Right-click the **DRM Client**  icon on the system tray and select **Logout**.
2. Click **OK**.

3.2. Create Wrapsody File

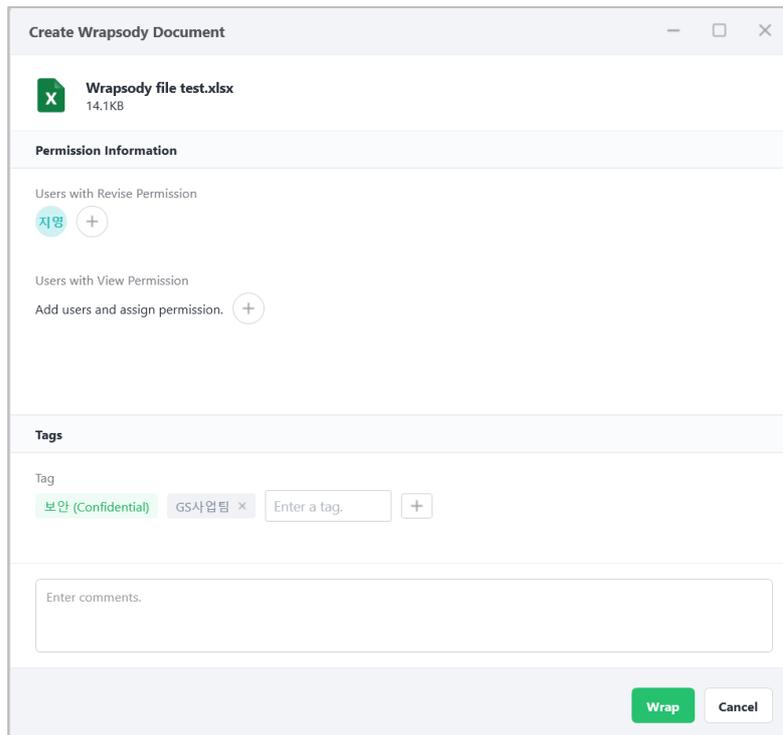
3.2.1. Automatic Wrapping

When the Automatic Wrapping feature is set by the administrator, plain files will be automatically wrapped into Wrapsody files without conducting manual wrapping.

3.2.2. Manual Wrapping

When the Automatic Wrapping feature is not set, you can convert plain files to Wrapsody files manually. Follow the procedures below to create a Wrapsody file.

1. Right-click a file.
2. When you select **Create Wrapsody File**, a window appears as below.

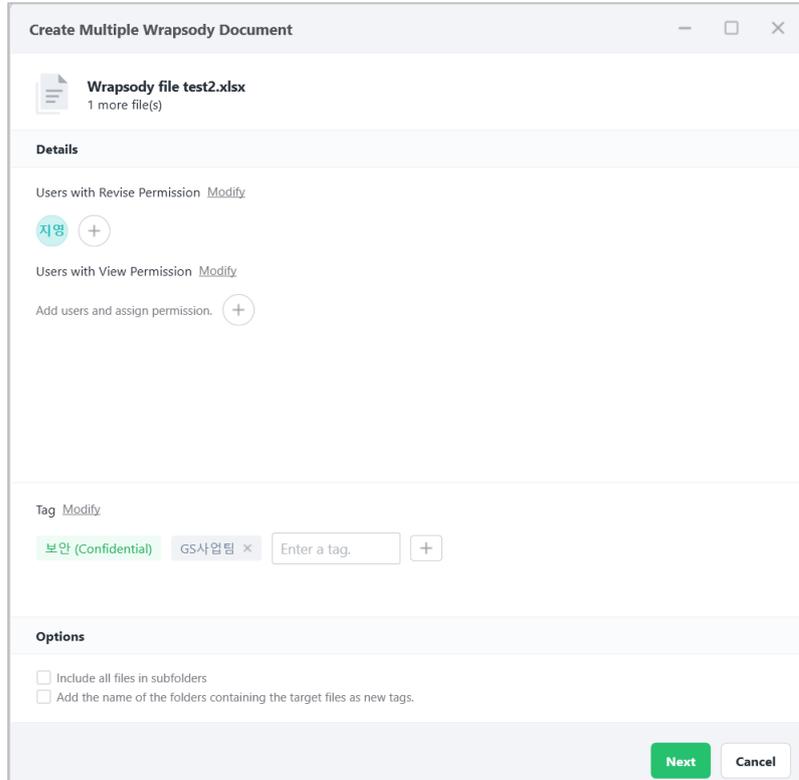


3. Click **+** under the **Users with Revise Permission** or **Users with View Permission** heading to add users to grant View or Revise permissions (See [Set Users](#)).
4. Click **+** under Tags to add tags to the file. You can directly add a tag by clicking **Enter a tag** (See [Set Tags](#)).
5. (Optional) You can comment on the file by entering your opinion in the input box.
6. Finish the Wrapsody file creating process by clicking the **Wrap** button at the bottom right.
7. Verify whether the Wrapsody icon overlay is displayed on the file icon (e.g. .

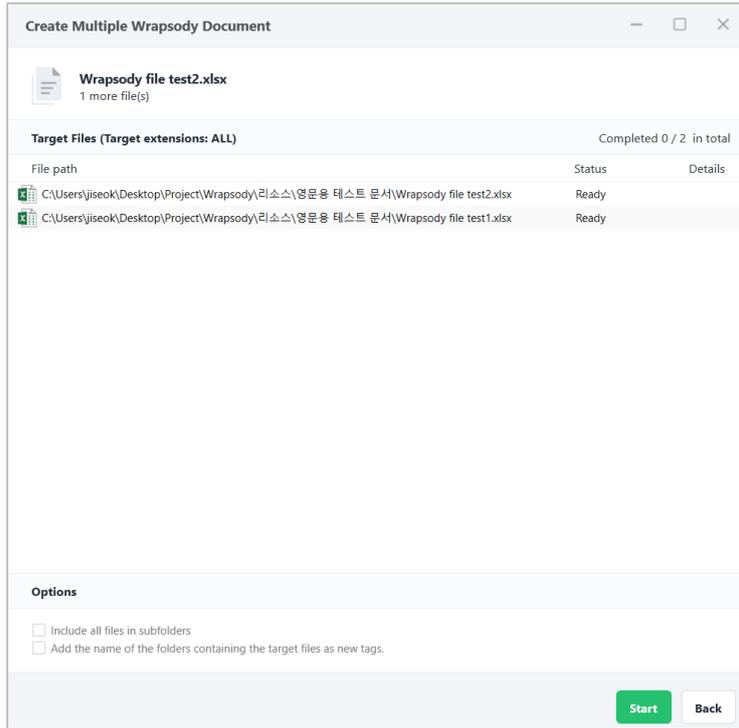
3.2.3. Multiple File Wrapping

Users can create Wrapsody files at a time.

1. Select multiple plain files or select a folder containing multiple plain files. Right-click the files or the folder.
2. When you select **Create Multiple Wrapsody Document**, a window appears as below.



3. Click **+** under the **Users with Revise Permission** or **Users with View Permission** heading to add users to grant View or Revise permissions (See [Set Users](#)).
4. Click **+** under Tags to add tags to the file. You can directly add a tag by clicking **Enter a tag** (See [Set Tags](#)).
5. Under **Options**, select desired options by clicking checkboxes to the left.
 - **Include all files in subfolders**: The files contained in the subfolders of the selected folder will become target files for wrapping. The newly wrapped files will inherit the **user** and the **tag** properties set before. To change the properties of multiple Wrapsody files at once, see [Manage Multiple Files](#).
 - **Add the name of the folders containing the target files as new tags**: The name of the folder to which the target files belong will automatically be added as a new tag to the Wrapsody files.
6. Click the **Next** button.



Note: Only the file extensions specified in the **Target extensions** can be wrapped simultaneously. When the target extension is **ALL**, any files can be wrapped at a time regardless of extensions.

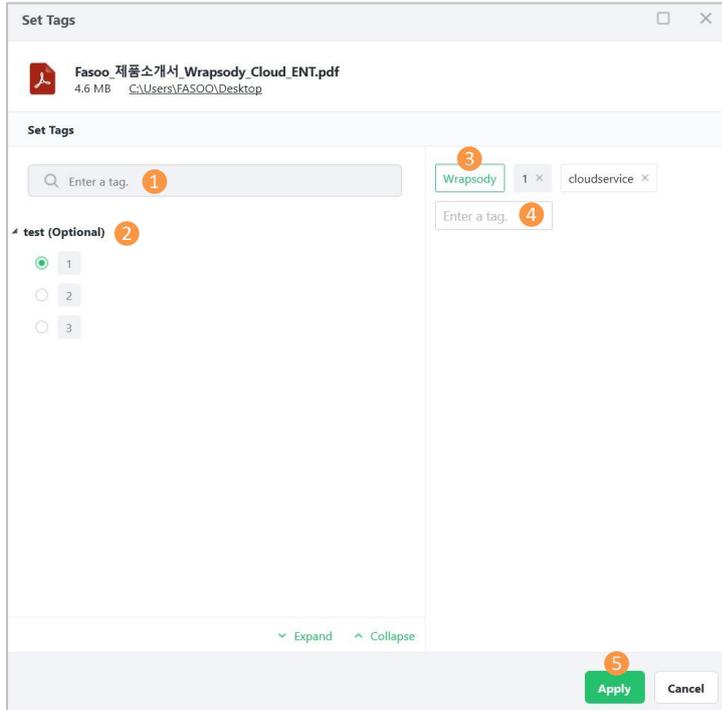
7. Check the **File path**, **Status**, and **Details** related to the wrapping process.
8. Check the options selected at the previous stage at the bottom. You can reselect them at this stage.
9. Start the wrapping process by clicking the **Start** button.
10. When the wrapping is complete, the status of the file is changed from **Ready** to **Complete**, and the **Start** button to the **Close** button.
11. Click **Close** to close the window.
12. Verify whether the Wrapsody icon overlay is displayed on the file icon (e.g. .

3.2.4. Set Users

If you click  under the **Permission** heading in the **Create Wrapsody File** window, you will see the **Set Users** window. To set permissions for users or groups, check out the details in the [Set Users](#) section.

3.2.5. Set Tags

If you click  under the **Tag** heading in the **Create Wrapsody File** window, you will see the **Set Tags** window. Follow the procedures below to add tags to the file.



- ① Search for a registered tag.
- ② Select registered tags, which may differ depending on company settings.
- ③ In Wrapsody Cloud, “**Wrapsody**” is set as the default tag.
- ④ To add tags, click **Enter a tag**, type in a tag, and press the **Enter** key. The entered tags will be added.
- ⑤ Click **Apply** to complete the tag settings.

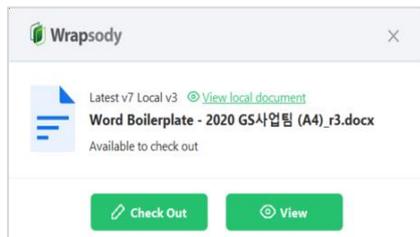
3.3. View Wrapsody Files

To view a Wrapsody file, you need either View or higher-level permissions. If you do not have any, request permission first (see [Request](#)). If the file owner or the administrator approves the request, you will be granted the permission you asked for.

Note: For applications that are not standardly supported, accessing Wrapsody files requires at least Revise permissions. If you intend to use non-standard supported applications, please contact your Wrapsody administrator, as additional configuration may be required.

1. Double-click a Wrapsody file. Or right-click the file and select **Open Wrapsody Document** from the context menu to open its latest version. If you want to open the version of a local file saved on the PC, not the latest version of the file, right-click the file name and select the **Open Wrapsody Local File**.

Note: When a dialog box asking in which mode you want to open the file appears according to the company policy set by the administrator, click **Open**. If you want to open the version of a local file saved on the PC, not the latest version of the file, click **View local document** right above the file name.

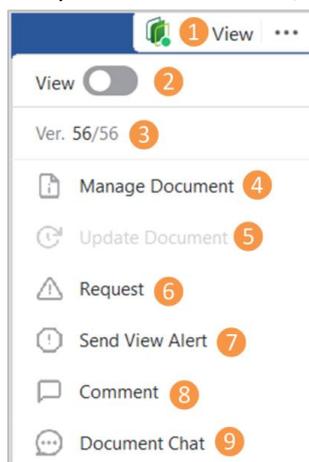


When a user has only View permission, the dialog box might not appear and the file will be automatically opened in View mode.

2. If users have either View or Revise permission, the file will be opened in View mode by default. When a user has only View permission (or according to the company policy set by the administrator), the file will be automatically opened in Read-only mode and cannot be changed to Revise mode with the following message:

ⓘ The document will be opened as read only. You cannot modify or save the document. ✕

3. You will see the badge menu as below on the top right corner of the application window and can check that you are in View mode, or Read-only mode.



- 1 **The current state: View** mode (read-only)
- 2 **View/Revise** toggle: You can switch the mode between View and Revise. Slide the toggle button right to switch to Revise mode.
- 3 **Ver.:** Current version/total version number is displayed.

- 4 **Manage Document:** You can open the Manage Wrapsody File window.
- 5 **Update Document:** You can download and open the latest version from the server. The option is enabled when the file is updated on the server. On the other hand, it will be disabled when the latest version has been checked out or when offline.
- 6 **Request:** You can request **Revise Permission, Transfer File Ownership, End Editing** for the file. (See [Request](#))
- 7 **Send View Alert:** You can send a request to other users (users with Revise permission) to view the file.
- 8 **Comment:** You can leave a comment on the file. All comments on a file can be seen on the **Timeline** window with **See version details** activated. (See [Timeline features](#) > **See version details**)
- 9 **Document Chat:** You can chat with users who have View/Revise permission on the Wrapsody file.

3.4. Revise Wrapsody Files

To revise a Wrapsody file and create a new version, you have to open a Wrapsody file in Revise mode, not in View mode. Only those with Revise permissions can open Wrapsody files in Revise mode.

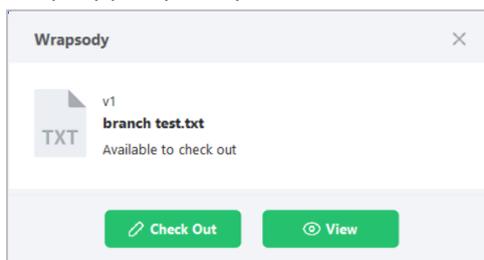
Note: Wrapsody supports file revisions in non-standard supported applications as well. If you intend to use non-standard supported applications, please contact the Wrapsody administrator, as additional configuration may be required.

3.4.1. Check out

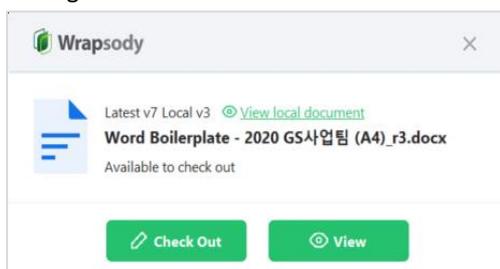
Revising a Wrapsody file requires owning Revise permission for the file. If you do not have Revise permission, you can receive it by making a request (see [Request](#)) to the file owner or the administrator. Once the request is approved, check out by following the procedures below:

1. Double-click a Wrapsody file to check out. Or right-click the file and select **Open Wrapsody Document** from the context menu to open its latest version. If you want to open the version of a local file saved on the PC, not the latest version of the file, right-click the file name and select the **Open Wrapsody Local File**.

Note: When a dialog box asking whether to open the file in **View** or **Revise** mode appears according to the company policy set by the administrator, click **Check out**.



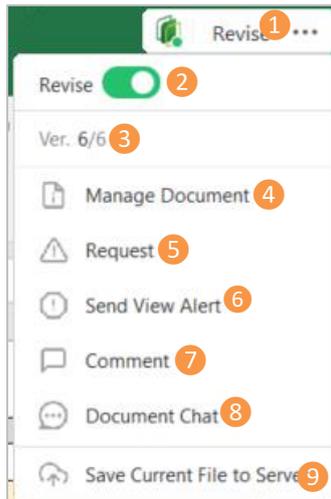
If users have Revise permission but the file is in Revise mode by other users, **Check out** is disabled and you can only view the file. If the file is being checked out by other users, you can send an **End Editing** request to the user who is revising the file or to the file owner so that the user can check in or the owner can force the end of editing.



2. Even for users with Revise permissions, the file is opened in View mode by default with the message pop up as below:

ⓘ The document will be opened as read only. You cannot modify or save the document. ✕

3. The mode will be automatically changed to Revise mode once you start editing the file. You will see the badge menu as below on the top right corner of the application window and can check that you are in Revise mode, or the Edit mode.



- 1 **The current state: Revise** mode (editable)
 - 2 **View/Revise** toggle: You can switch the mode between View and Revise. Slide the toggle button left to switch to View mode.
 - 3 **Ver.:** **Current version/total version number** is displayed.
 - 4 **Manage Document:** You can open the **Manage Wrapsody File** window.
 - 5 **Request:** You can request **Transfer File Ownership, End Editing** for the file (See [Request](#)).
 - 6 **Send View Alert:** You can send a request to other users (users with View/Revise permission) to view the file.
 - 7 **Comment:** You can leave a comment on the file. All comments on a file can be seen on the **Timeline** window with **See version details** activated (See [Timeline features](#) > **See version details**).
 - 8 **Document Chat:** You can chat with users who have View/Revise permission on the Wrapsody file.
 - 9 **Save Current File to Server:** You can update the file by saving the changes to the server without check-in process and continue to work on the new version of the file.
4. Start editing.
 5. To upload the modified file as the latest version to the server, you have to **check in** the file (See [Check in](#)).

3.4.2. Check out (Process multiple Wrapsody files in a single application)

When multiple files are opened in a non-standard supported application, and the prompt to select View/Revise mode for each file does not appear, follow these steps to initiate the checkout process.

1. Open multiple Wrapsody files in one application.
2. An alert message will appear at the bottom right indicating the number of files available for updating and revision.



3. Click on the message prompt. Alternatively, right-click the Wrapsody icon  in the system tray and select **View File Updates**.
4. Click on the **Revision** tab.
5. Click the **Check Out** button for the file you wish to revise. To check out for multiple files at once, click the checkboxes next to the files, then click the **Check Out** button at the top.

Note: Once the file is checked out, the prompt in the **Available actions** item will change to **Cancel Check-out**. For the check-in, a check-in selection dialog will appear for each file, similar to the process in standard supported applications, when you modify, save the file and close it.

3.4.3. Check in

Check-in is required to register the Wrapsody file on the server as the latest version after editing.

1. Save the edits and close the file.
2. A dialog box appears asking whether to check-in (**Check In**), hold check-in (**Not Now**), cancel check-in (**Cancel**). According to the company policy set by the administrator, the following dialog box might not appear. In that case, the file will be checked in automatically without the following steps.

Revision

 v2
Wrapsody file test.xlsx 

보안 (Confidential)
GS사업팀

Overwrite the server file name with the above file name.

Send request to view to

None
 Viewers
 Revisers

 Select target

Enter comments.

Check in automatically when closing it on the current PC
(You can change the option later in the Settings menu.)

Check In
Not Now
Cancel

3. (Optional) Click the  icon to the right of the file name to rename the file.
4. If you want other users to view the newly revised version, send a View request by selecting **Viewers** or **Revisers** under the **Send request to view to** heading. To specify the target users, click the combo box to the left of **Select target** and select users from the list.

- (Optional) Enter a comment in the comment text area if necessary.
- If you select the **Check in automatically when closing it on the current PC** option, check-in is completed automatically with no dialog box popping up when you close the window after editing. If you want to change the option later, please see [Wrapsody File Manager > Settings](#).
- Click the **Check In** button to save the modified as the latest version on the server.

3.4.4. Cancel check-out

You can cancel check-out to maintain the previous version as the latest version and discard the changes of the checked-out file.

- Save the edits and close the file.
- A dialog box appears asking whether to check-in (**Check In**), hold check-in (**Not Now**), cancel check-in (**Cancel**). According to the company policy set by the administrator, the following dialog box might not appear. In that case, the file will be checked in automatically without the following steps.
- Click the **Cancel** button.
- The check-out is canceled when you click **OK** on the following dialog box.

3.4.5. Cancel check-out (Process multiple Wrapsody files in a single application)

When multiple files are opened in a non-standard supported application, you can cancel the revision of a file that has been checked out using the following method.

- Open multiple Wrapsody files in one application.
- An alert message will appear at the bottom right indicating the number of files available for updating and revision.



- Click on the message prompt. Alternatively, right-click the Wrapsody icon  in the system tray and select **View File Updates**.
- Click on the **Revision** tab.
- Click the **Check Out** button for the file you wish to cancel the check-out for.

3.4.6. Hold check-in

You can hold check-in if you want to update the version to the server at a later time. Follow the procedures below to hold check-in. This feature is not provided for manual check-in.

- Save the edits and close the file.
- A dialog box appears asking whether to check-in (**Check In**), hold check-in (**Not Now**), cancel check-in (**Cancel**).
- Click the **Not Now** button.
- Close the file. The modifications will be saved only on your PC and not be updated to the server.
Note: If other users check in the file for which you have held check-in, your version on hold will be opened only in View mode and any modifications made will be saved on your PC only.

Follow the procedures below to check in the file on hold.

Option 1. Manage Wrapsody File window

- Right-click a file on hold and select **Manage Wrapsody File**.
- Click **Check In** on the top right of the window.
- Enter a comment if necessary on the dialog box and click **OK**.

Option 2. Wrapsody File Manager

1. Go to **Wrapsody File Manager > My PC** . Select a file to check in (See [Wrapsody File Manager > My PC](#)).
2. Click the  icon to the rightmost side of a file to check in and select **Check In**.
3. Enter a comment if necessary on the dialog box and click **OK**.

3.4.7. Manual check-out

Users with Revise permission for file types that support manual check-out can edit the file and update it as the latest version to the server either on a web browser or a client side through manual check-out features. However, the supported extensions (e.g., .dwg, .dxf, .nwd, .nwf, .nwc) may vary depending on the company, so please contact your administrator for more details.

Note: You may check out a file without clicking **Check Out** on the **Manage Wrapsody File** window. Just open a file, edit and then check out manually. However, using the **manual check-out** feature prevents other users from checking out the same file at the same time.

Option 1. Wrapsody Client

1. Right-click a file to check out manually and select **Manage Wrapsody File**.
2. Click the **Check Out** button at the top of the **Manage Wrapsody File** window. The button is not enabled when the file does not support manual check-out or the user does not have permission.



3. Open and edit the file.

Option 2. Wrapsody Web

1. On the **Document** tab, place the mouse pointer over a file to check out manually.
2. Click the **More**  icon under the **Owner** heading.
3. Click **Manual Check-in** from the context menu. The button is not enabled when the file does not support manual check-out or the user does not have permission.
4. The file is downloaded to the user's PC.
5. Open and edit the file.

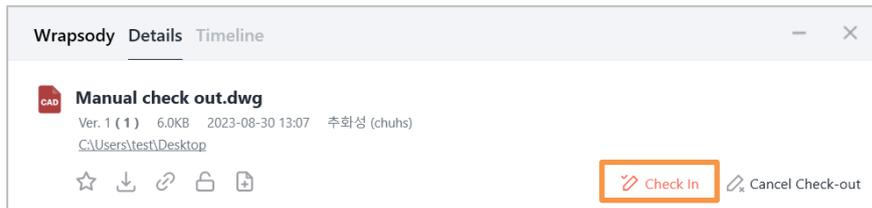
3.4.8. Manual check-in

Manual check-in is required to register the manually checked-out Wrapsody file to the server as the latest version after editing.

Note: You may check out a file without clicking **Check Out** on the **Manage Wrapsody File** window. Just open a file, edit and then check out manually. However, using the **manual check-out** feature prevents other users from checking out the same file at the same time.

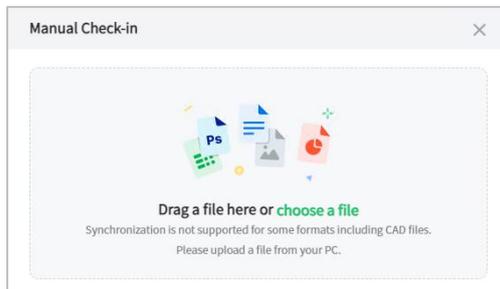
Option 1. Wrapsody Client

1. Save the edits and close the file.
2. Right-click a file and select **Manage Wrapsody File**.
3. Click the **Check In** button at the top of the **Manage Wrapsody File** window to save the edits to the server as the latest version.



Option 2. Wrapsody Web

1. Save the edits and close the file.
2. On the **Document** tab, place the mouse pointer over a file to check in manually.
3. Click the **More** icon under the **Owner** heading.
4. Select **Manual check-in**.
5. Drag the edited file to the box below, or click **choose a file** to upload the file.



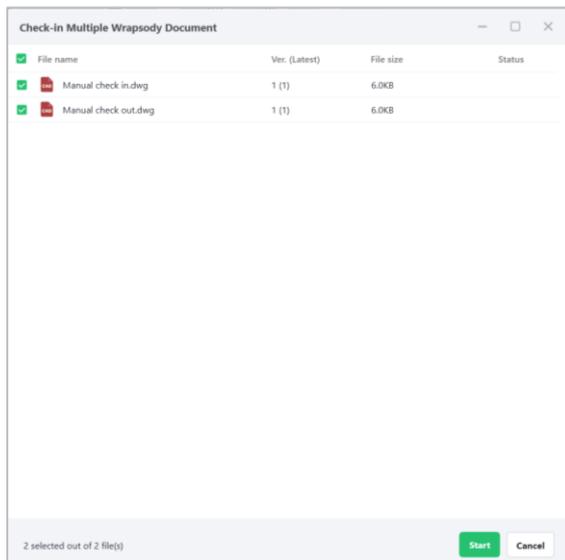
6. Enter a comment if required and click **Check In**.
7. The changes are saved to the server as the latest version.

3.4.9. Manual check-in for multiple files

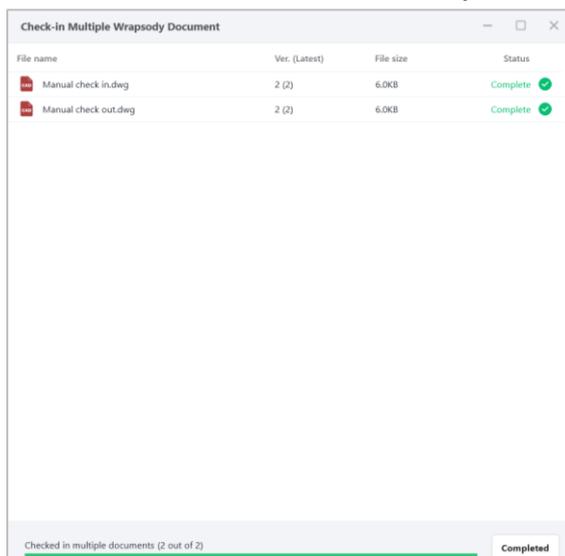
Multiple files that had been manually checked out can be checked in at the same time.

Note: You may check out files without clicking **Check Out** on the **Manage Wrapsody File** window. Just open files, edit each of them and then check them in manually at once. However, using the **manual check-out** feature prevents other users from checking out the same file at the same time.

1. Select and right-click several files edited and checked-out manually.
2. Select **Check-in Multiple Wrapsody Document**.
3. Check the list of target files on the **Check-in Multiple Wrapsody Document** window and uncheck for files not to check in.



4. Click **Start** at the bottom.
5. Check the status of the files and click **Completed** at the bottom.



6. Files with its status '**Completed**' are saved to the server as the latest version.

3.4.10. Cancel manual check-out

You may cancel check-out to maintain the previous version as the latest version on the server and discard the changes of the checked-out file.

1. Save the edits and close the file.
2. Right-click the edited file and select **Manage Wrapsody File**.
3. Click the **Cancel Check-out** button at the top of the **Manage Wrapsody File** window.
4. When the **Cancel Check-out** dialog box shows up, click **Yes**.
5. The check-out is canceled and the previous version is saved as the latest version on the server. However, the modified file is not deleted but saved on the user's PC and managed a separate Wrapsody file.



3.5. Update files

This process involves fetching and storing the latest version from the Wrapsody server when the version of a document stored locally is not the most up-to-date.

Note: Even applications not standardly supported can support updating Wrapsody files. If you intend to use non-standard supported applications, please contact the Wrapsody administrator, as additional configuration may be required.

3.5.1. Update files

Case 1. Standard supported applications

1. Open a Wrapsody file in View mode.
2. Click the **More** button at the top right in View mode.



3. If the currently open file is not the latest version, **Update Document** is activated.
4. Click on **Update Document**.
5. The latest version of the document will open.

Case 2. Non-standard supported applications

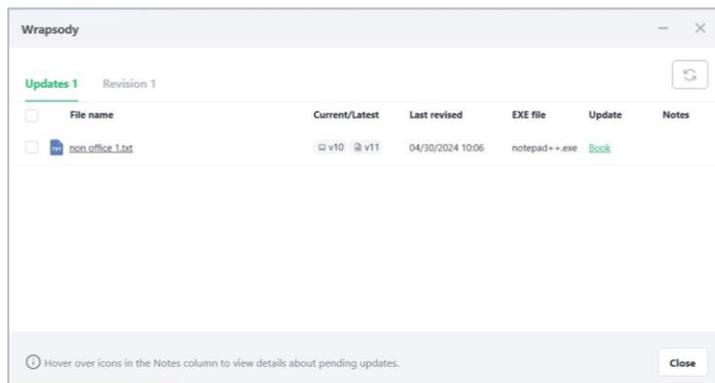
If you open an older version of a file or if another user checks out a file after you've opened it, you can update to the latest version by reserving the update upon application closure or when closing the file. If multiple applications are open, the update alert at the bottom right displays the number of files requiring update among all files open in all applications.

If you make edits to the currently open version and save it while a newer version exists, the file will update upon closing, and simultaneously, the changes made in the currently open version will be saved as its branch file.

1. Launch Wrapsody files in an application.
2. If the latest versions of the files exists, an alert message will appear at the bottom right.



3. Click on the message prompt. Alternatively, right-click the Wrapsody icon  in the system tray and select **View File Updates**.
4. Click the **Book** button for the file you want to update. To update multiple files at once, click the checkboxes next to the files, then click the **Book** button at the top.



5. The update for the files is reserved and will be updated upon application closure.

Note: Once the update is booked, the prompt in the **Update** item will change to **Cancel**. Click the **Cancel** to cancel the update reservation.

3.5.2. Check file update history

When you schedule a file update in non-standard supported applications, the update will proceed upon closing the application or closing the file. You can verify the completion of the update and check the **Details**  and **Folder path**  of the updated files.

1. Click on the **Wrapsody** icon  in the system tray
2. Go to the **Update History** tab.

Note: The update history will be reset when your PC or the Wrapsody application is restarted.

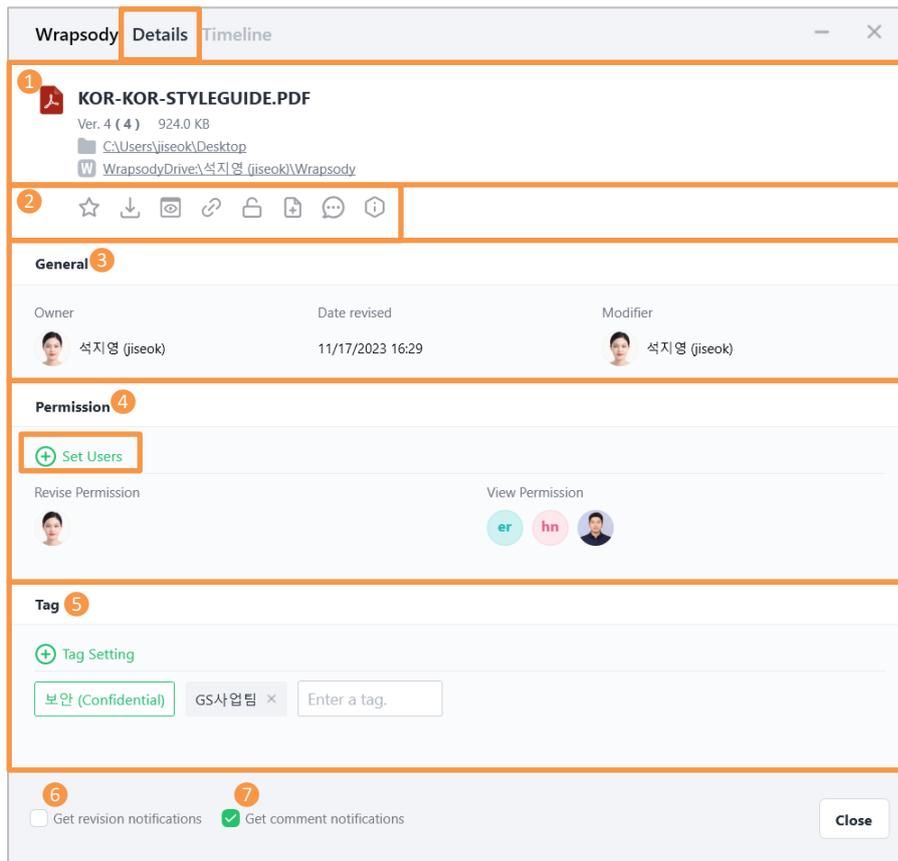
3.6. Manage Wrapsody Files

Note: You must have either **View** or the **Revise** permission for a file to access the **Manage Wrapsody File** window. If you have no permission, a **Request** window will pop up instead of a **Manage Wrapsody File** window. Request permission first through the **Request** window, and open the **Manage Wrapsody File** window once permission is granted (See [Request](#)).

3.6.1. Manage Wrapsody File window

To open the **Manage Wrapsody File** window with **Details** and **Timeline** tabs, right-click a Wrapsody file and select **Manage Wrapsody File**. Manage the file on the desired tab based on the information and features needed. Note that displayed information and features depend on user permissions. For handling multiple Wrapsody files, see [Manage Multiple Files](#).

Details



1 Basic info: Displays essentials details such as the file’s name, version, size, and its location on the user’s PC. Clicking the path opens the folder containing the file in a new window.

Note: For a Wrapsody Drive file, if you have permission for the correspondent folder in Wrapsody Drive, the path in Wrapsody Drive for Desktop will be displayed as well. Clicking the path opens the folder in a new window.

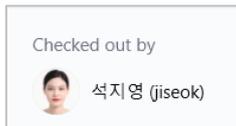
2 Icon menu: Displays features for both using and managing the Wrapsody file.

Icon	Menu	Description
☆	Starred	Store files you frequently use or plan to access soon. You can access the files easily and quickly on the Starred tab on Wrapsody Web whenever you need them later.
↻	Update	Download the latest version from the server if the file is not the latest version. You can update only your owned files.
↓	Download	Download the Wrapsody file to your PC.
👁	Preview	View the file in a Preview window without downloading it to the PC.
🔗	Create Link	Create a link to share the file with other users.
🔒	Export Original	Unwrap a Wrapsody file to export its original file separately. The Details window on Wrapsody Web, however, does not support this feature.
📄+	Create Branch	Create a Wrapsody file which has been derived from the original Wrapsody file. The branch file has its own permissions and version

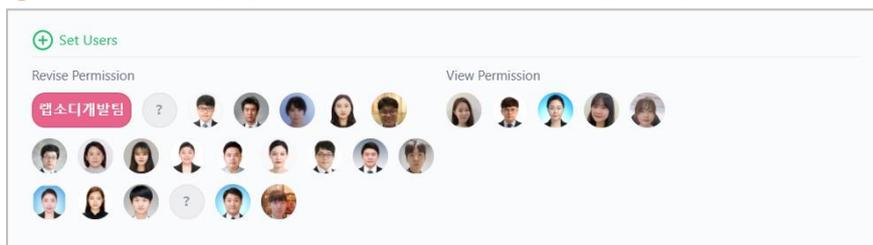
		history. The Details window on Wrapsody Web, however, does not support this feature.
	Document Chat	Chat with users who have View/Revise permissions for the Wrapsody file. The feature is exclusively supported in cases where Fireside is installed.
	Send View Alert	Send an alert encouraging or urging other users (those with Revise/View permission or selected users) to view the file.

3 General: Displays the file info of **Owner**, **Date revised**, and **Modifier**.

- If the selected file is not owned by you, the  button is enabled. Click the button to initiate a request for file ownership transfer from the current owner to yourself.
- If the file is checked out, **Checked out by** is displayed instead of **Modifier**.



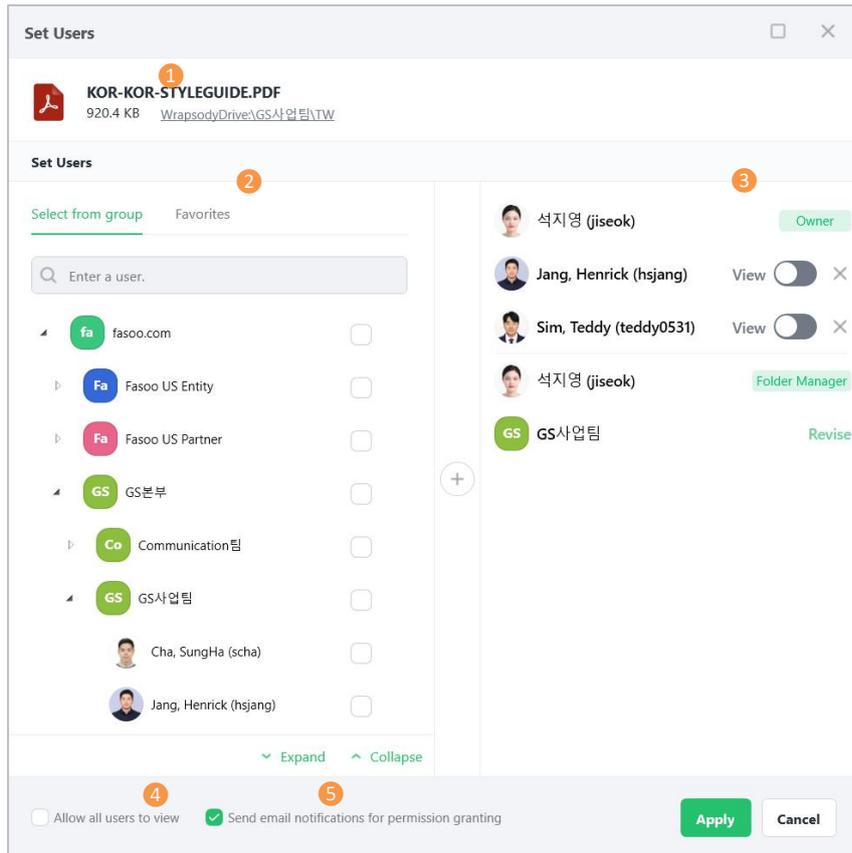
4 Permission: Displays a list of users with each Revise/View permission.



-  is exclusively enabled for users with View permissions but not Revise permissions. Click the button to request Revise permission.
-  is exclusively enabled for the file owner. Click the button to grant Revise or View permissions to users. For information on setting permissions for users or groups, refer to the details in the [Set Users](#) section.
- **5 Tag:** Displays the tag info of the file. The required tags are in deep green with a green border. Optional tags are in black with a grey fill. Tags freely added by the owner are in black with a white fill. If you have Revise permission, you can both add and remove optional tags or any tag you desire (See [Set Tags](#)).
- To add tags, click  under **Tag**. You can add optional tags or create a new one by typing it into the **Enter a tag** text area.
- To remove tags, simply click the X button next to the tag. You can delete either optional tags or tags added by the owner.
- **6 Receive revision notifications:** Select the checkbox to receive a notification when the newest version of a file is checked in.
- **7 Receive comment notifications:** Select the checkbox to receive a comment notification when another user comments on the file.

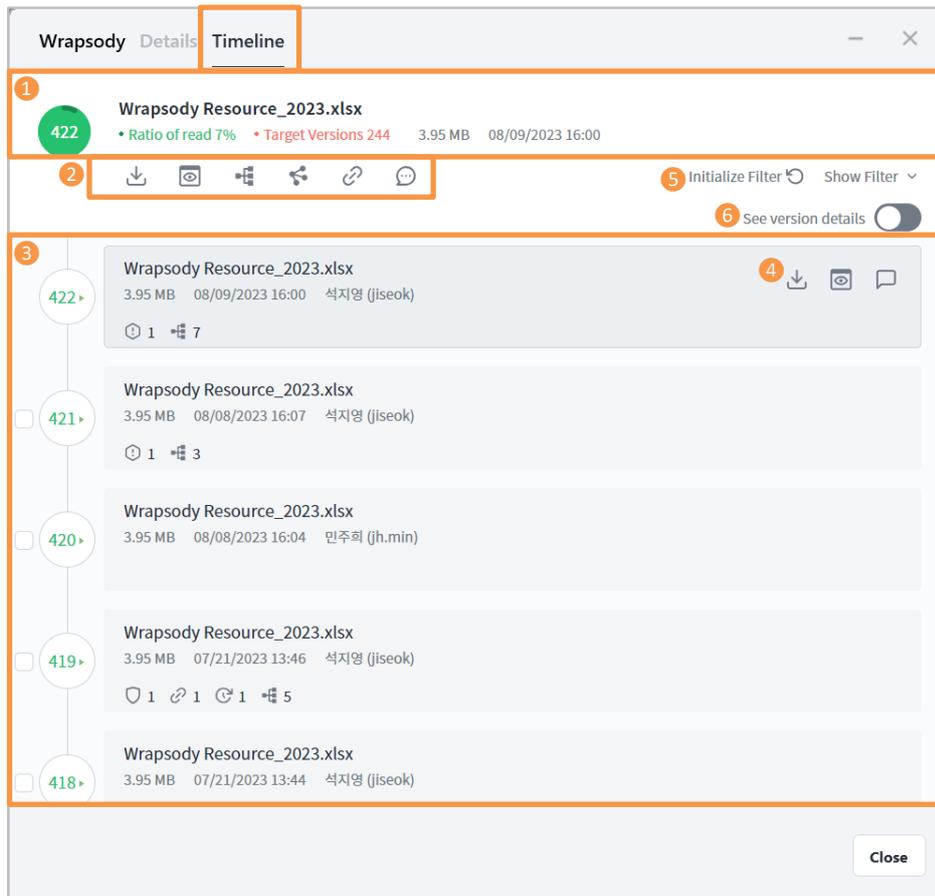
Set Users

In a **Details** window,  is exclusively enabled for the file owner. Click it to grant Revise or View permissions to users.



- 1 **Basic info:** Displays the file's name and size. For Wrapsody Drive files, the path in Wrapsody Drive for Desktop will also be displayed.
- 2 **Select users:** Under the **Select from group** tab, select a group or user, or type the user name/ID or group name in the search text area. Alternatively, you can select a favorite user or group under the **Favorites** tab. Pick users to grant permissions, then click **+** to add them to the list on the right.
 - **Select from group:** Select the desired group or user from the organization chart.
 - **Favorites:** Select a favorite user group that you have previously defined.
- 3 **User list:** Displays a list of users with existing and newly added permissions. Click the toggle button next to a user or group to grant Revise or View permissions. For Wrapsody Drive files, it provides details on folder permissions, including the folder manager and users/groups with Read or Write permissions.
- 4 **Options:** Select if needed.
 - **Allow all users to view:** Grant View permissions to all users. If you add a user with this option selected, Revise permission is automatically granted to the user.
 - **Send email notifications for permission granting:** Send email and notifications to newly added users when permissions are granted.
- 5 **Apply/Cancel:** Click **Apply** to confirm the user settings. If you click **Cancel**, any newly configured permissions will not be applied, and the **Set Users** window will close.

Timeline



1 Basic management info: Displays the latest version's file name, view rate, number of GCC target versions, file size, date of the version created.

- **View rate:** The number of users who viewed the file out of users with View permissions for the file.
- **GCC target version:** Files that are categorized as GCC (Garbage Content) recommended to be managed.
- **File size:** The file size of the latest version.
- **Date of the version created:** The date when the latest version is created as the file is checked-in.

2 Icon menu: Use and manage each version of the file, and explore the Usage Map and Branch Map for each version. See the table below to learn more information on icons. To learn more about features, see [Timeline Features](#).

Icon	Menu	Description
	Download	Download the Wrapsody file to your PC.
	Preview	View the file in a Preview window without downloading it to the PC.
	Usage map	A map that shows the file usage by group/user. It is also available to see the usage trend in the form of a chart by group/user.
	Branch Map	A map that visualizes all relations between a file and its derivative branch files, which are formed since its creation.
	Create Link	Create a link to share the file with other users.
	Document Chat	Chat with users who have View/Revise permissions for the Wrapsody file. The feature is exclusively supported in cases where Fireside is installed.

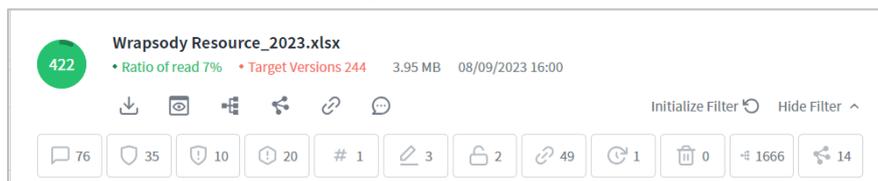
3 Usage history by version: Provides basic info including file name, file size and modifier, and displays usage history through icons. **Download, Preview, Comment, Delete Versions and Copy to the Latest Version** are

available. See the table below to learn more information on icons. To learn more about features, see [Timeline Features](#).

Icon	Menu	Description
	Download	Download the Wrapsody file to your PC.
	Preview	View the file in a Preview window without downloading it to the PC.
	Comment	Leave a comment on the latest version.
	Copy to the Latest Version	The file owner can register one of the previous versions as the latest version.
	Delete Versions	The file owner or the user who created a specific version is able to delete the previous version of the file.

4 Version Management: View and manage previous versions as well as the latest version of a file and designate a previous version as the new latest version.

5 Apply and Reset Filters: Clicking **Show Filter** will reveal filter icons below, each representing the past use and management of the file, along with the number of times each action happened.



Icon	Item	Description
	Comment	Users with View or Revise permissions leave a comment
	Permission	View or Revise permissions are granted or withdrawn
	Request	Requests for View or Revise permissions, Export original, file ownership transfers and End editing are approved or rejected. Request for exporting the original is exclusive to an SE environment.
	Send View Alert	Users with View or Revise permissions request other users to view the file
	Tag	Tags are added or deleted
	Name Change	The file is renamed
	Export Original	The original of the file is exported
	Create Link	A sharable link to share a file is created
	Latest Version	One of previous versions is designated as the new latest version
	Delete	A version is deleted
	View	Users with View or Revise permissions view the file
	Create Branch	A branch file is created

6 See version details: Slide the **See version details** switch to the right to see the usage and management history of the file, along with basic info including when and who performed each action.

3.6.2. Export Original

Unwrap a Wrapsody file and export it as a plain file. Here are the ways to export the original.

Note: You cannot export the original of a Wrapsody file which has been checked out. To unwrap a Wrapsody file, check in the file or cancel the check out. If the file has been checked out by other users, request **End Editing** first (See [Request for Permission or Actions](#) > **4 End Editing**).

Option 1. Manage Wrapsody File window

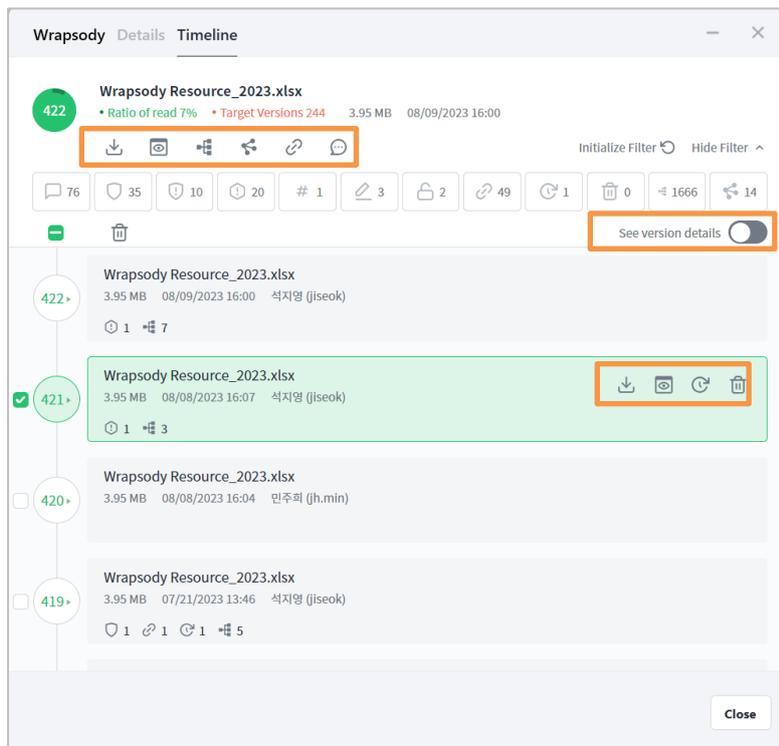
1. Right-click a Wrapsody File, and select **Manage Wrapsody File** > **Export Original**
2. From the **Save As** dialog box, choose a location and specify a file name, and click the **Save** button.
3. The unwrapped original file is generated with the specified name at the designated location.
4. Check if the wrapping overlay icon at the right bottom of the icon is removed.

Option 2. Wrapsody File Manager

1. Double-click the **Wrapsody**  icon from the system tray to open Wrapsody File Manager.
2. Go to the **My PC**  tab (See [Wrapsody File Manager > My PC](#)).
3. Right-click the **More**  icon located to the far right of a desired file in the list and select **Export original**.
4. From the **Save As** dialog box, choose a location and specify a file name, and click the **Save** button.
5. The unwrapped original file is generated with the specified name at the designated location.
6. Check if the wrapping overlay icon at the right bottom of the icon is removed.

3.6.3. Timeline features

In **Timeline**, you can check the history of each version of the file. You can also download or delete any versions, preview them and set them as the latest version. By exploring the **branch map** and **usage map**, you can gain a comprehensive overview of the current file usage.



Download a file

1. Right-click a Wrapsody File, and select **Manage Wrapsody File > the Timeline** tab.
2. Click the **Download**  icon at the top.
3. From the **Save As** dialog box, choose a location and specify a file name, and click the **Save** button.
4. The latest version of the file is generated with the specified name at the designated location.

Preview a file

1. Right-click a Wrapsody File, and select **Manage Wrapsody File > the Timeline** tab.
2. Click the **Preview**  icon at the top.
3. The preview of the latest version will open in a web browser.

Create a sharable link

1. Right-click a Wrapsody File, and select **Manage Wrapsody File > the Timeline** tab.
2. Click the **Create Link**  icon at the top.

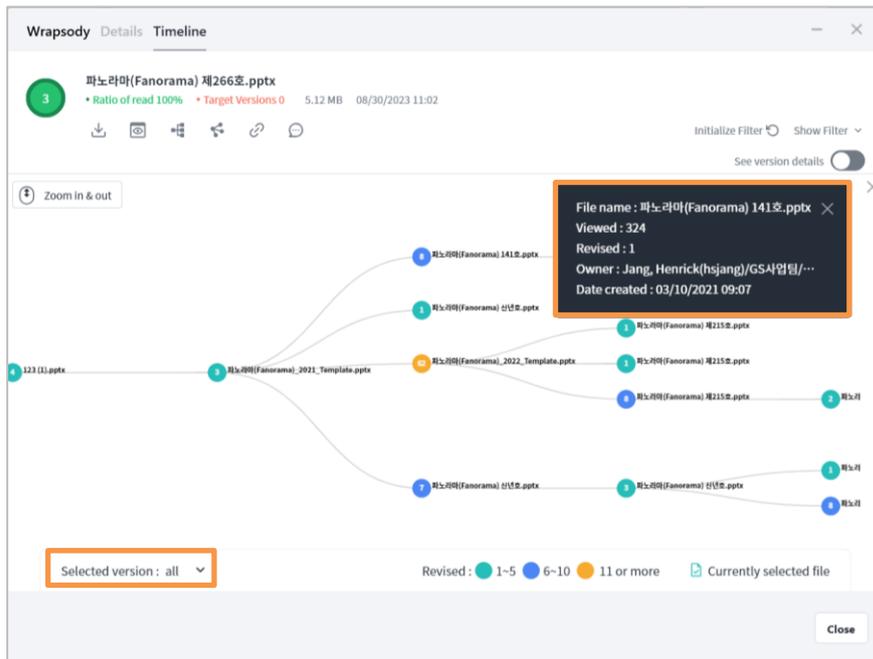
3. A link that can be shared with other users to provide access to the file is copied to the clipboard.

Document Chat

1. Right-click a Wrapsody File, and select **Manage Wrapsody File** > the **Timeline** tab.
2. Click the **Document Chat**  icon at the top.
3. The Document Chat Room, or the Wrapsody Room, will open.

Branch Map

1. Right-click a Wrapsody File, and select **Manage Wrapsody File** > the **Timeline** tab.
2. Click the **Branch Map**  icon at the top.
3. The window below offers a holistic view of the current usage of branch files of the Wrapsody file.



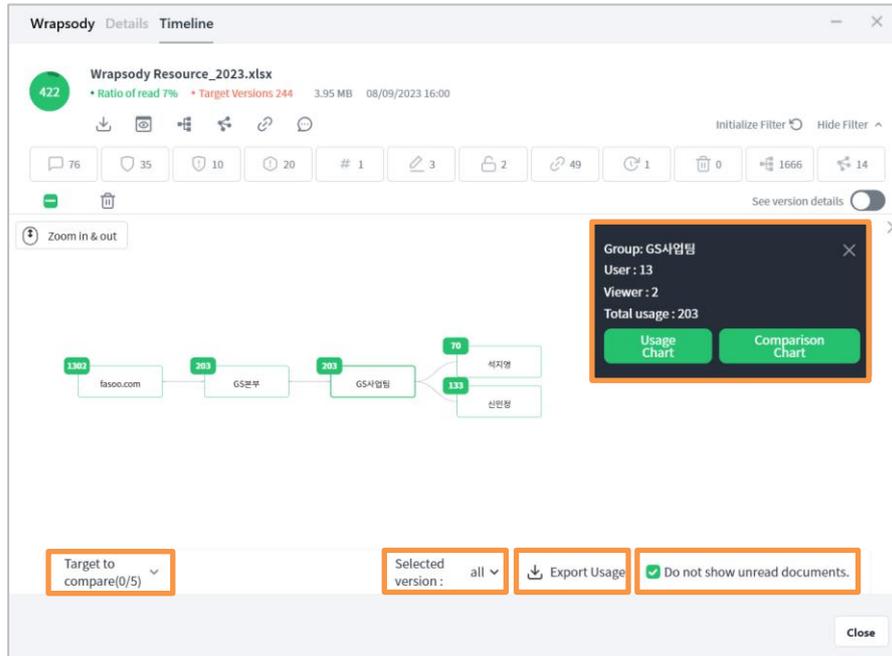
Click the circle to the left of each branch file name to display usage information at the top right of the map. For the description of each item, see the table below.

Item	Description
File name	The name of the latest version of the clicked file
Viewed	The number of times the clicked file has been viewed Note: The View count include instances when a Wrapsody file has been opened regardless of its mode (Revise, View, or Preview). It is all counted in the view count if a user opens a file upon a View request or on hold (before checking in the file).
Revised	The number of times the clicked file has been checked in
File owner	The Name (ID)/Group/Title of the user who originally created the clicked file on the map.
Date created	The time and date when the clicked file on the map was initially created.
Selected version	To view the usage map for all versions, click the downward arrow to select all . Click individual versions to see the usage map specific to that version of the file.

Usage map

1. Right-click a Wrapsody File, and select **Manage Wrapsody File** > the **Timeline** tab.
2. Click the **Usage Map**  icon at the top.

3. The window below offers a holistic view of the current usage of branch files of the Wrapsody file.



Select organization, group, or user boxes to display usage information at the top right of the map. For the description of each item, see the table below.

Item	Description
Group (or User)	Selecting an organization or group box reveals only the Group name whereas selecting a user box reveals both the User and Group names.
User	The number of users with View or Revise permissions
Viewer	The number of users who viewed the file
Total usage	The total view counts that each organization, group, or user viewed the file
Title	When a User box is selected, the user's title is displayed.
Viewed	When a User box is selected, the number of times that the user has viewed the file is shown.
Selected version	To view the usage map for all versions, click the downward arrow to select all . Click individual versions to see the usage map specific to that version of the file.
Export Usage	Export the data of the usage map you are viewing as a file. To save the data as an Excel (.csv) file on your PC, click Export Usage .
Usage Chart	The graph displays the daily view counts for the chosen organization, group, or user.
Comparison Chart	Click Comparison Chart in an info box to add the organization, group, or user to the Target to compare . Adding two or more targets displays the Create Comparison Chart button at the bottom. If you click the button, a usage comparison chart will be created and appear on a new window.
Target to compare	Displays the number of target organizations, groups, or users that can be compared in the form of ' number of added targets/maximum number of targets to compare '.
Do not show unread documents	If the box is checked, groups or users that have not viewed the file will not be displayed on the map.

Download a version

1. Right-click a Wrapsody File, and select **Manage Wrapsody File** > the **Timeline** tab.
2. Hover over the version to download.
3. Click the **Download**  icon on the right.

4. From the **Save As** dialog box, choose a location and specify a file name, and click the **Save** button.
5. The version of the file is generated with the specified name at the designated location.

Preview a version

1. Right-click a Wrapsody File, and select **Manage Wrapsody File** > the **Timeline** tab.
2. Hover over the version to preview.
3. Click the **Preview**  icon on the right.
4. The preview of the version will open in a web browser.

Delete versions

The file owner or the user who created a specific version is able to delete the version of the file.

1. Right-click a Wrapsody File, and select **Manage Wrapsody File** > the **Timeline** tab.
2. If the checkbox to the left of a version is checked, the **Delete Version**  icon will appear at the top. Or hovering over a version to delete reveals the same icon on the right.
3. If you click the **Delete Version**  icon, the **Delete versions** dialog box will pop up.
4. Click **Delete** to delete the version.

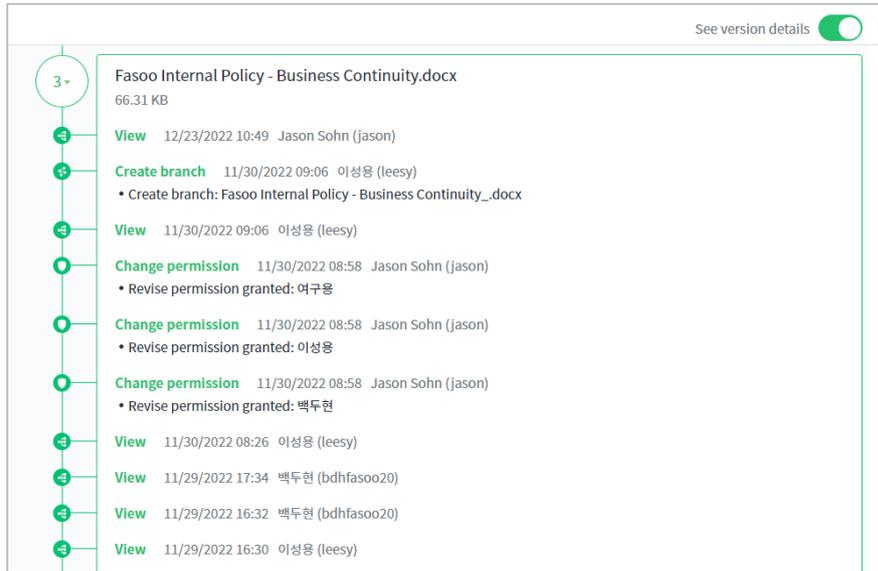
Copy to the latest version

Only the file owner can access this feature.

1. Right-click a Wrapsody File, and select **Manage Wrapsody File** > the **Timeline** tab.
2. Hover over a version to set as the latest version, excluding the current latest version.
3. If you click the **Copy to the Latest Version**  icon, the **Copy to Latest** dialog box will pop up.
4. Click **OK** to set the version as the new latest version.

See version details

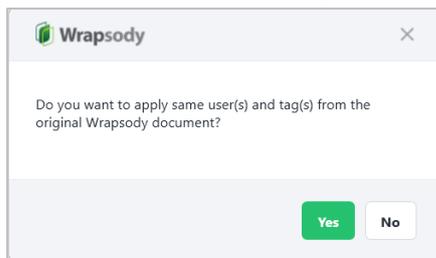
1. Slide the **See version details** switch to the right under **Show filter**.



2. The types of file usage and management actions for each version, including **View**, **Create version**, **Change permission**, **Comment** and **Create Link**, will be displayed, along with when and who performed each action.

3.6.4. Create a branch file

1. Right-click a Wrapsody File, and select **Manage Wrapsody File > the Details** tab.
2. Click the **Create Branch**  icon at the top.
3. From the **Save As** dialog box, choose a location and specify a file name, and click the **Save** button.
4. When the dialog box pops up, click **Yes** to apply the same settings for users and tags as the original file or click **No** to create without any user or tag settings.

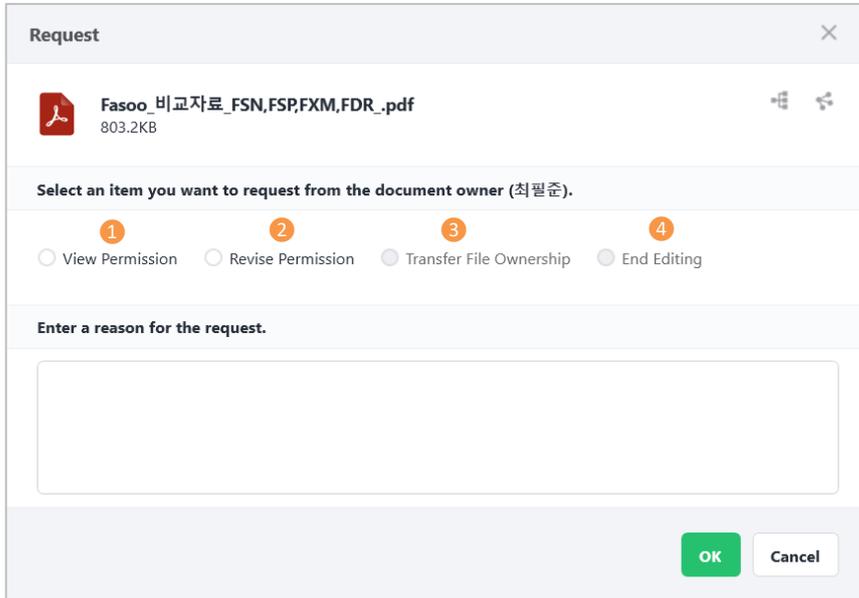


5. After the pop-up message indicating the successful creation of a branch file appears, click the **OK** button.
6. The branch file will be created at a specified location.

3.6.5. Request

If you have no permission for the file, you can obtain them by submitting a request.

1. Right-click a Wrapsody File, and select **Manage Wrapsody File**. The **Request** window will appear as below.



2. Select the request type according to your specific needs.
 - ① **View permission:** When you need View permission (can read) for the file.
 - ② **Revise permission:** When you need Revise permission (can edit) for the file

Note: You also have the option to request View/Revise permission through the web browser (See [Additional menu > Request](#)).

 - ③ **Transfer File Ownership:** When the ownership of a file has to be transferred to you.
 - ④ **End Editing:** When another user has checked out the file.
3. Enter a reason for the request and click **OK**.

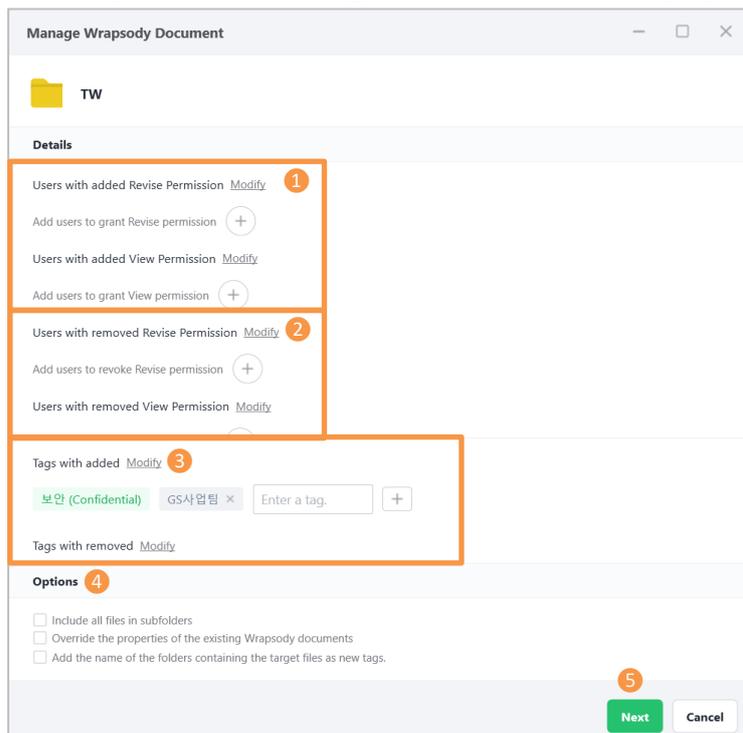
3.6.6. Manage multiple files

Follow the procedures below to change the properties of multiple Wrapsody files at a time.

1. Right-click a folder containing multiple Wrapsody files, or select and right-click multiple Wrapsody files.
Note: Make sure that you do not select an empty folder or plain files when selecting multiple targets. If the target includes plain files, only the properties of Wrapsody files are subject to modification.

2. Select **Manage Wrapsody File**.

Note: Only the owner of the target files is entitled to set the properties as below.



1 To grant either View or Revise permission to a user, click **Modify** to the right of **Users with added Revise permission** or **Users with added View permission** or click **+**.

2 To withdraw View or Revise permissions from users, click **Modify** to the right of **Users with removed Revise permission** or **Users with removed View permission** or click **+**.

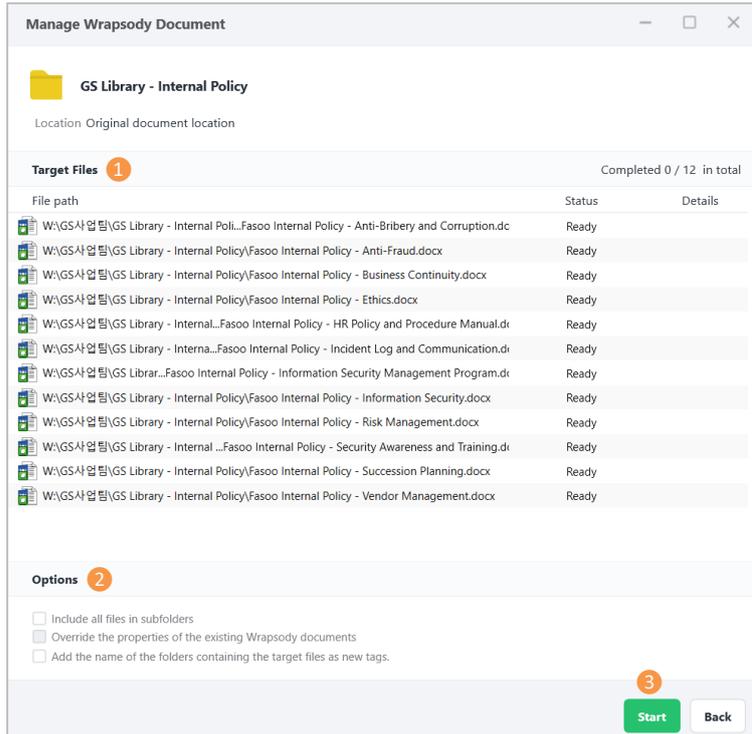
3 Click **+** to the right of **Add tags** to add tags. To delete a tag added before, click the X in the tag box or click **Modify** to the right of **Remove tags**.

4 Choose options.

- **Include all files in subfolders:** The properties of all the files contained in the subfolders of the selected folder are also subject to modification.
- **Override the properties of the existing Wrapsody documents:** The properties of the selected files will be overwritten with the new settings.
- **Add the name of the folders containing the target files as new tags:** The name of the folder containing the target files is added as a new user tag.

5 Click **Next** at the bottom when the settings are completed.

3. Check the properties set at the previous stage in the window as below. Modify options as required.



- 1 Check the **File path**, **Status** and **Details** of target files.
- 2 You can modify options specified at the previous stage.
- 3 Click **Start** at the bottom to apply the settings. When the settings are completed, the **Status** will switch from **Ready** to **Complete**. Click **Close** to close the window. To check the changed settings, right-click each file to choose **Manage Wrapsody File**.

3.6.7. AI Document Helper

Note: Please contact your Wrapsody administrator to utilize this feature.

AI Document Helper analyzes Wrapsody files and Wrapsody Drive files based on AI technology. In the document preview window, you can freely ask questions about files to **AI Document Helper** and easily get answers.

1. Right-click on a Wrapsody file and select **Open Wrapsody File Preview**.
2. The document preview will open in a web browser.
3. Click on the **AI Document Helper**  tab on the right.
4. The **AI Document Helper** window will expand.
5. Click on the guided questions in the window or directly input your question and press Enter.
6. **AI Document Helper** will generate and provide the answer.

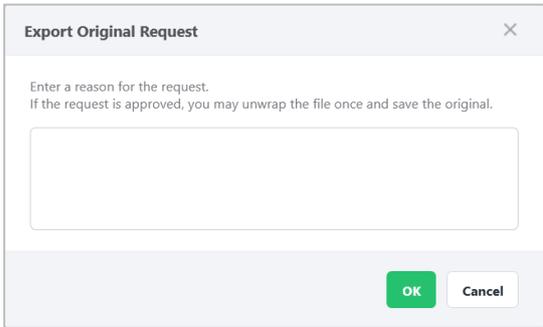
3.7. Features Exclusive for Wrapsody Cloud Enterprise or Higher-level Plans

3.7.1. Request for one-time export of original

In a Wrapsody Cloud Enterprise plan or higher-level plans, exporting the original is restricted. Submit a request for a one-time export of the original to either the file owner or the Wrapsody administrator. If the request is approved, the file will be unwrapped and saved as a separate file only once. If you have no permission for the file, you can request View or Revise permission (see [Request](#)) first and then request a one-time export of the original.

Option 1. Manage Wrapsody File window

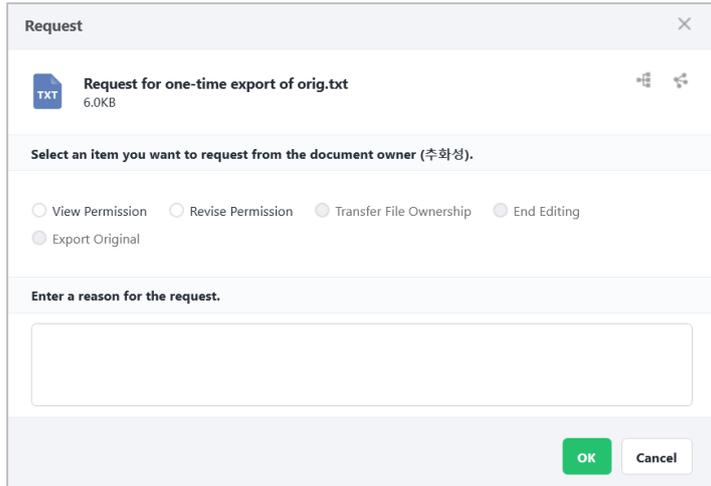
1. Right-click the edited and select **Manage Wrapsody File**.
2. Click the **Export Original**  icon at the top.



3. When the **Request for Export Original** dialog box appears, enter a reason for the request and then click **OK**.

Option 2. Badge menu

1. Open a Wrapsody file in an application.
2. Either from the View or Revise badge menu at the top, click the  button.
3. Select **Request** from the menu. Then the **Request** dialog box will appear as below.



4. Select **Export Original** and enter a reason for the request. Then click the **OK** button at the bottom.
5. When the dialog box indicating that the request has been submitted appears, click the **OK** button.

Option 3. Wrapsody File Manager

1. Double-click the **Wrapsody** icon from the system tray to open **Wrapsody File Manager**.
2. Go to the **My PC** tab (See [Wrapsody File Manager > My PC](#)).
3. Right-click the **More** icon located to the far right of a desired file in the list and select **Export original**.
4. When the **Request for Export Original** dialog box appears, enter a reason for the request and then click **OK**.

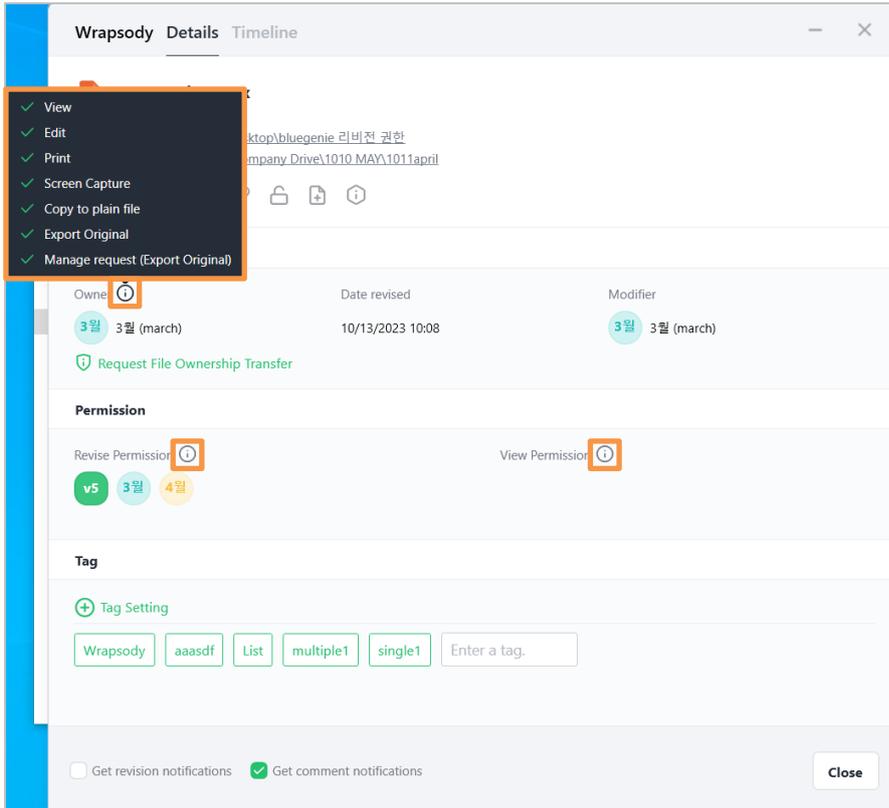
3.7.2. Process the Save As action

In a Wrapsody Cloud Enterprise plan or higher-level plans, a branch file is created through the **Save As** action only when a user possesses **Revise** permission for the file or owns the file. Users who have only **View** permission cannot create a branch file using this action.

3.7.3. Review detailed permissions

In a Wrapsody Cloud Enterprise plan or higher-level plans, detailed capabilities for **Owners**, users with **Revise permission**, and those with **View permission** are presented in the **Details** window of a Wrapsody file. This window is accessible both on the user's PC and the web interface. To view specific details for each permission, hover over the **i** icon next to the respective permission. Please note that this feature will not be supported for plain files.

To open the **Details** window on the user's PC, right-click a Wrapsody file on your PC and select **Manage Wrapsody File**. To access it on Wrapsody Web, hover over a file in the file list and click the **Details** icon.



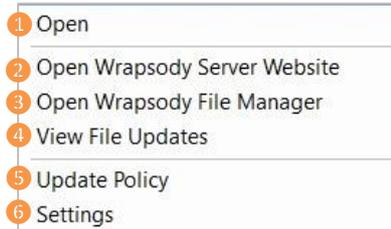
For a description of each detailed permission, refer to the table below.

Item	Description
View	The ability to open and read the Wrapsody file.
Edit	The ability to open and edit the Wrapsody file.
Print	The ability to print the Wrapsody file.
Screen capture	The ability to capture screenshots while the Wrapsody file is open.
Copy to plain file	The ability to copy and paste the contents of the Wrapsody file into a plain file.
Export Original	The ability to unwrap the Wrapsody file and export its original file.
Manage request (Export Original)	The ability for the file owner to process requests from other users for a one-time export of the original file.

4. Wrapsody Client

4.1. System Tray Configuration

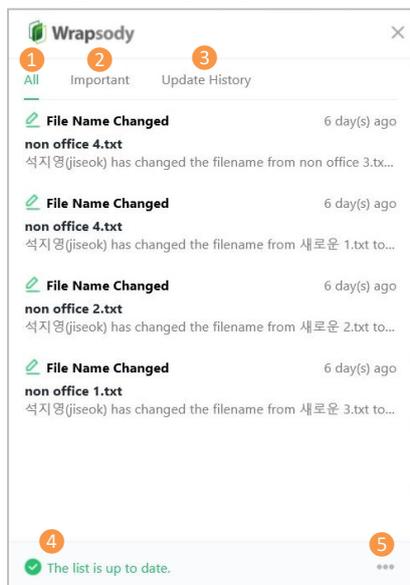
Right-clicking the **Wrapsody** icon on the system tray will show the context menu as below.



- 1 The received notifications are displayed in real time.
- 2 Open [Wrapsody Server Website](#).
- 3 Open [Wrapsody File Manager](#).
- 4 Check for files that can be updated or revised in non-standard supported applications.
- 5 If the Wrapsody Client installed on your PC is not the latest version, update it to the latest.
- 6 Open the [Settings](#) window.

4.2. Notifications

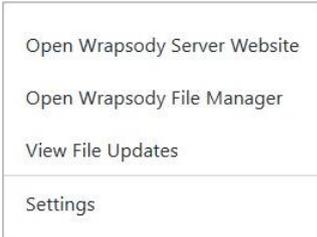
Clicking the **Wrapsody** icon on the system tray will open the Wrapsody notifications window as below.



- 1 **All:** All messages, including **Important** notifications, are displayed. The **Preview** , **Manage Wrapsody File**  and **More**  buttons will show up when hovering over a notification item on the list. The **Download** and **Go to Wrapsody Server** items will appear when clicking the **More** button.
- 2 **Important:** Notifications on request for a user's action (Revise Permission, View Permission, End Editing, Transfer File Ownership, etc.) are categorized and shown on the list. Click the **Approve** or **Reject** button to approve or reject the selected request.
- 3 **Update History:** [Displays the history of updates](#) conducted in non-standard supported applications. You can verify whether the updates were completed successfully or failed.
- 4 One of the following messages are displayed to show whether the notification list is up-to-date or not.
 - The list is up to date.

- Synchronizing...
- You are currently offline.
- Failed to synchronize the list.

5 **More:** The following menu appears when clicking the **More**  button.

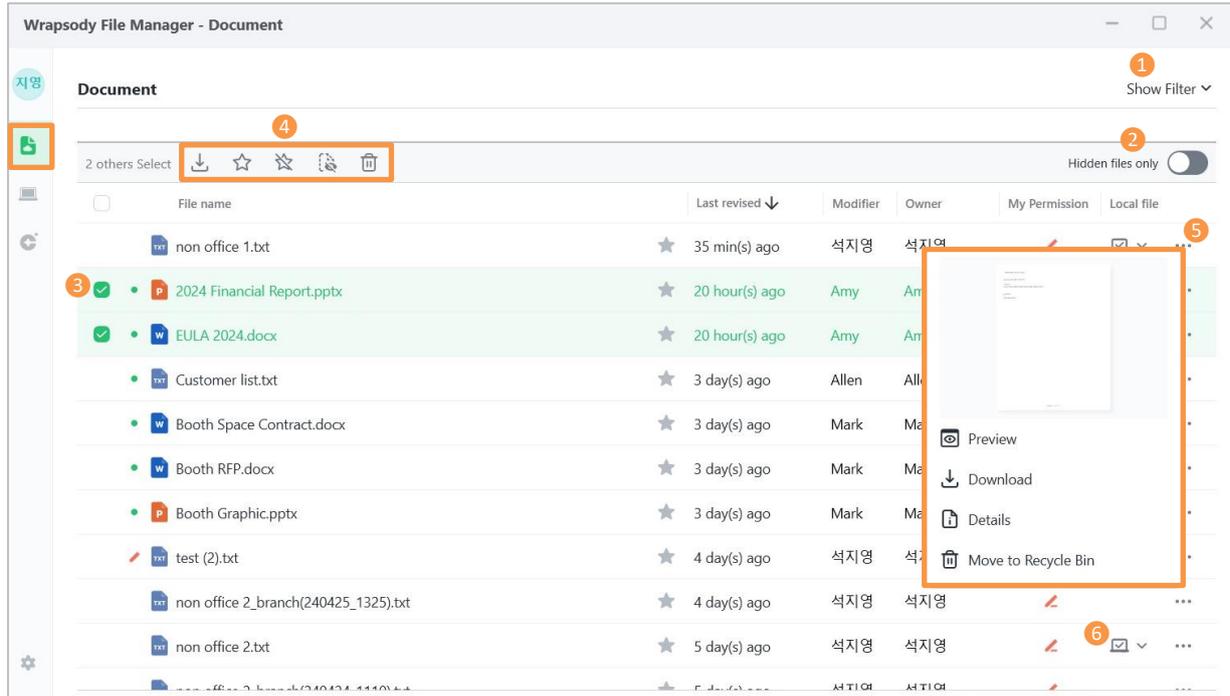


4.3. Wapsody File Manager

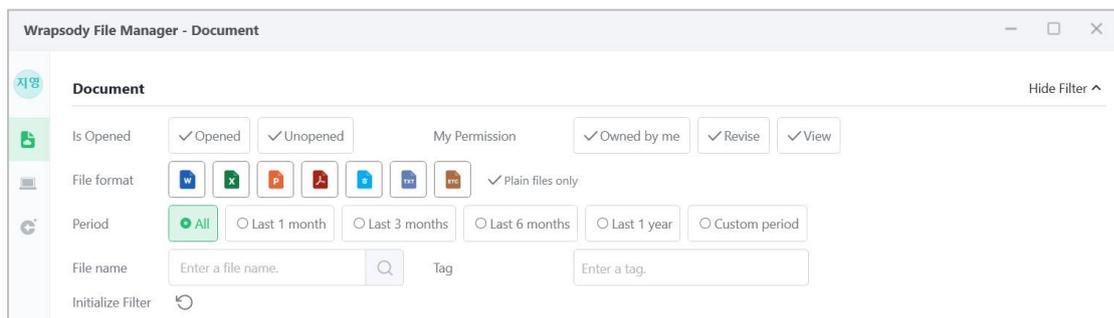
You can find and manage all the Wapsody files on your PC with the **Wapsody File Manager**. To open the File Manager, double-click the **Wapsody** icon on the system tray, or right-click the icon to select **Open Wapsody File Manager**.

4.3.1. Documents

Click the **Document** icon within the **Wapsody File Manager**. **Document** allows you to see all the files for which you have permission.



1 Clicking **Show Filter** shows various filters for locating a file. Choose whether the file is viewed by you, what types of permission you have for the file, file formats, or periods. You can also enter a file name or tag. If you select the **Plain files only** option in **File format**, the search will be limited to plain files located within Wapsody Drive.



2 When you slide the toggle switch to the right to activate **Hidden files only**, it will display files that have been hidden using the **Hide File** feature.

3 When you hover over a file, a checkbox will appear on the left side. To access the **icon menu** with file usage and management features, simply check the box located above the **File name** heading. Click each icon to use the **Download**, **Star**, **Unstar**, **Hide File**, **Move to Recycle Bin** features for the file. See the table below for each feature.

Menu	Item	Description
------	------	-------------

	Download	Download the Wrapsody file to your PC.
	Starred	Store files you frequently use or plan to access soon. You can access the files easily and quickly on the Starred tab in Wrapsody Web whenever you need them later.
	Remove from the Starred list	Remove the file from the Starred list.
	Hide File	Click the icon to hide the file. When you slide the Hidden files only toggle switch to the right located at the top right corner, it will display files that you have hidden.
	Move to Recycle Bin	Delete the file from the Wrapsody Server. It is enabled only when you are the file owner.

5 Clicking the **More**  icon in the list of files shows file usage and management menu including **Preview**, **Download**, **Details**, **Move to Recycle Bin**, alongside the file's thumbnail. **Move to Recycle Bin** is shown only when the file is saved on the PC. See the table below for each feature.

Menu	Item	Description
	Preview	View the file in a Preview window without downloading it to the PC.
	Download	Download the Wrapsody file to your PC.
	Details	Check the details of the Wrapsody file, including the options available in the file management menu. You can check the list of users who have permissions for the file and configure user permissions and tags (See Details).
	Move to Recycle Bin	Delete the file from the Wrapsody Server. If there is the redundant file on your PC, the file will also be deleted from your PC. It is enabled only when you are the file owner and have the file on your PC.
	Plain Document History	This feature is only available for plain files located in Wrapsody Drive. You can review the version creation history of plain files and download the file corresponding to each version.

6 Out of all files, files saved on your PC show this  icon under the **Local file** heading. If you click the downward arrow to the right of the icon, the information of the local file including its **version**, **last update time**, **modifier**, and **local path**. Clicking the **More**  icon located on the far right of the row will display the file usage menu as below.

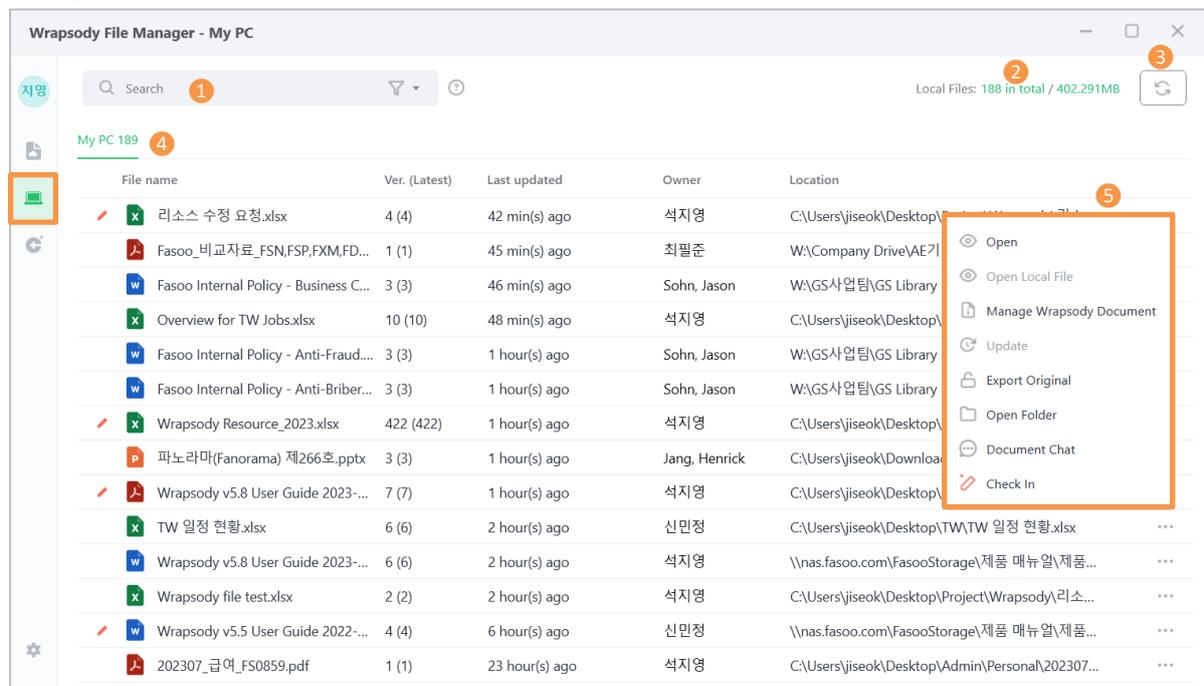
	Open
	Open Local File
	Details
	Update
	Export Original
	Open Folder
	Document Chat

See the table below for features provided by each menu.

Menu	Item	Description
	Open	Open the latest version of the file on the PC.
	Open Local File	Open the version of the file saved on the PC.
	Details	Check the details of the file saved on the PC. You can configure user permissions and tags, and use and manage the file (See Details).
	Update	The fill will be updated to the latest if the file is not the latest version.
	Export Original	Unwrap a Wrapsody file to save its original file separately (See Export Original).
	Open Folder	Open the folder where the file is saved.
	Document Chat	Chat with users who have View/Revise permission for the Wrapsody file. The feature is exclusively supported in cases where Fireside is installed.

4.3.2. My PC

Click the **My PC** icon within the **Wrapsody File Manager**. **My PC** shows a list of files that you have accessed, among all Wrapsody files stored on the PC.



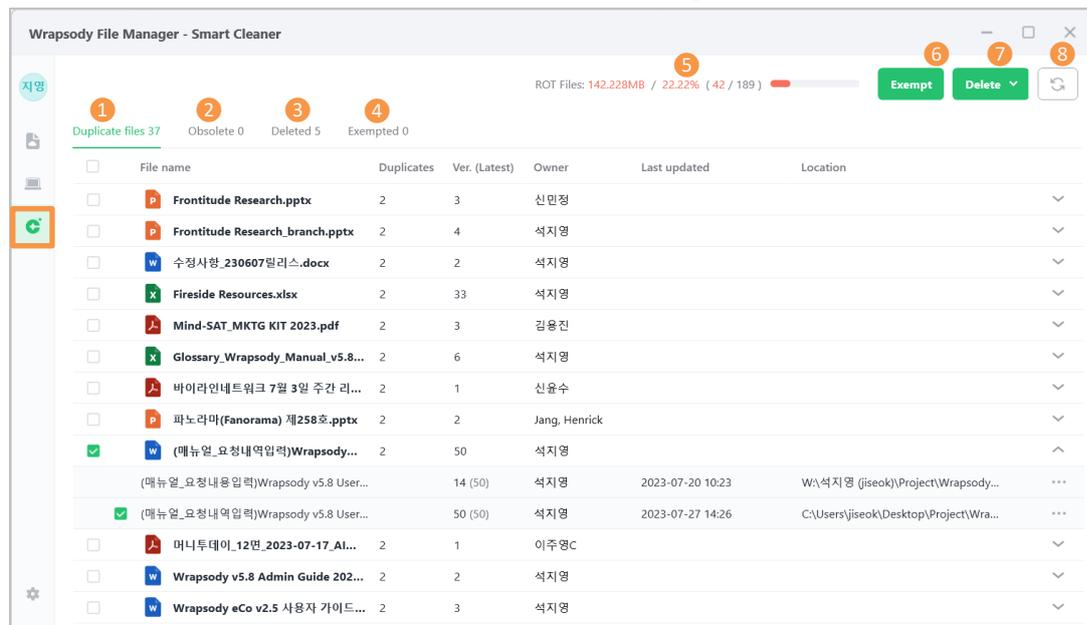
- 1 Enter a keyword into the Search box to find files. You can also adjust extra settings by clicking the **Filter** icon on the right.
- 2 It shows the number and storage space of recently used files.
- 3 Refresh the list.
- 4 File icon, file name, version, last update date, file owner and location are displayed on the search result list.
- 5 Clicking **More** icon on the right side will open the context menu to utilize and manage the local file. See the table below for features provided by each menu.

Menu	Item	Description
	Open	Open the latest version of the file in an application.
	Open Local File	Open the version of the file stored on the PC.

	Manage Wrapsody File	It opens the Details window for the file. You can configure user permissions and tags, and use and manage the file (See Details).
	Update	The file will be updated to the latest if the file is not the latest version.
	Export Original	Unwrap a Wrapsody file to save its original file separately (See Export Original).
	Open Folder	Open the folder where the local file is saved.
	Document Chat	Chat with users who have View/Revise permissions for the Wrapsody file. The feature is exclusively supported in cases where Fireside is installed.
	Check in	It is only enabled when the file is on hold for check-in. Select the option to update the file on hold as the latest version (See Hold Check in).

4.3.3. Smart Cleaner

Click the **Smart Cleaner**  icon within the **Wrapsody File Manager**. You can view the list of duplicate or obsolete Wrapsody files stored on your PC that are the target of cleanup. You have the option to either delete these files or mark them as exceptions to keep them from being cleaned up.



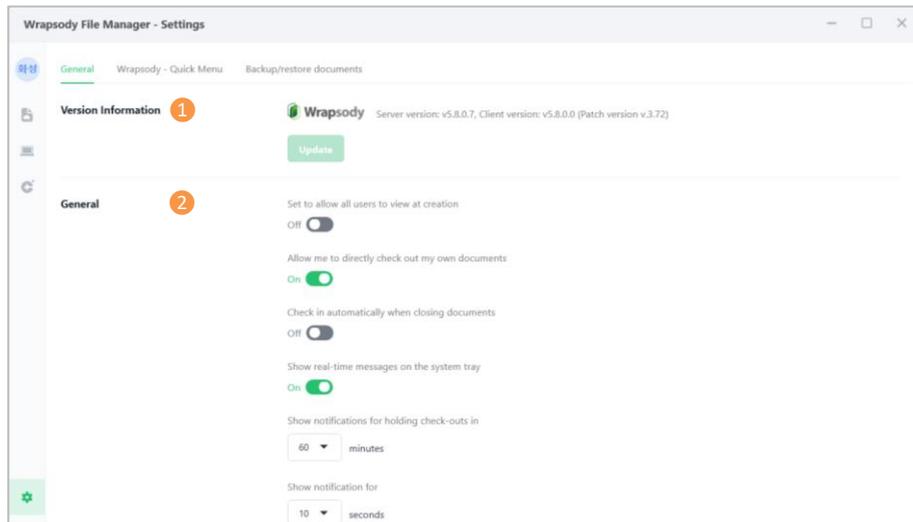
- 1 The **Duplicate files** tab shows a list of files that share identical file info or have the same file ID.
- 2 The **Obsolete** tab shows a list of unused files for specific periods (3 months).
- 3 The **Deleted** tab shows a list of Wrapsody files deleted from the server. You can select files from the list and remove those that have already been deleted from the server and no longer exist there.
- 4 The **Exempted** tab shows a list of files that have been exempted from the Duplicate or Obsolete tab.
- 5 It is displayed in the form of “**Storage space of ROT files/Percentage of ROT files compared to the total files (number of ROT files/number of total files)**”.
- 6 Either in the **Duplicate files** or **Obsolete** tab, choose files by checking their corresponding boxes on the left side. Then click the **Exempt** button located at the top right to remove them from the list of ROT files.
- 7 Either in the **Duplicate files** or **Obsolete** tab, choose files by checking their corresponding boxes on the left side. Then click the **Delete** button located at the top right to delete the ROT files.
- 8 Refresh the list.

4.3.4. Settings

Go to **Settings**  at the bottom left corner in the **Wrapsody File Manager** and configure the settings to use Wrapsody.

General

1. Click the **Settings** tab.
2. Refer to the following content for instructions on configuring each option.



1 Version Information

If the Wrapsody Client installed on your PC is not the latest version, the **Update** button is enabled for the user to update the file to the latest version.

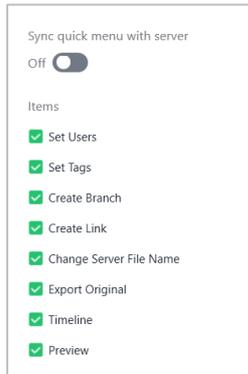
2 General

- **Set to allow all users to view at creation:** If the toggle is switched on, it will be set to allow all the users to view the Wrapsody file when you create.
- **Allow me to directly check out my own documents:** Configure the file to open in Revise mode instead of View mode if you have the exclusive permission to access it. However, according to the company policy established by the administrator, this option may not be visible.
- **Check in automatically when closing documents:** Configure the file to be checked in automatically upon closure after saving changes in Revise mode, without prompting a check-in confirmation dialog box.
- **Show real-time messages on the system tray:** If the toggle is switched on, real-time notification alerts for viewing, revising, or commenting will be displayed in the system tray. You can set the notification types by file on the **Manage Wrapsody File** window (See [Details](#) > [6](#), [7](#) Receive notifications).
- **Show notifications for holding check-outs in:** If you delay the check-in for a file after checking it in, a notification will be sent to remind you to complete the check in. You can set the specific time (in minutes) after which these notifications will be sent. Enter the number of minutes after which you would like the notifications to be sent following your most recent use of the file.
- **Show notifications for:** Specify the duration (in seconds) to display notification and push messages on the screen. Enter the number of seconds after which you would like the notifications to disappear from the screen.

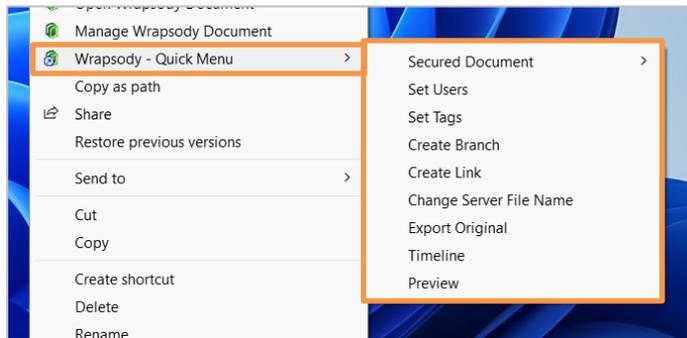
Quick Menu

1. Go to the **Wrapsody - Quick Menu** tab.

2. In the **Edit Quick Menu** section, turn on the toggle of **Sync quick menu with server** to apply the settings defined by the Wrapsody administrator.
3. If you prefer to customize the options, select the checkboxes for each item listed under **Items**. These selections will then appear in the **Quick Menu**.



4. The checked options are shown when you right-click a Wrapsody file and choose **Wrapsody - Quick Menu** as in the image below. See the description below for features provided by each menu item.

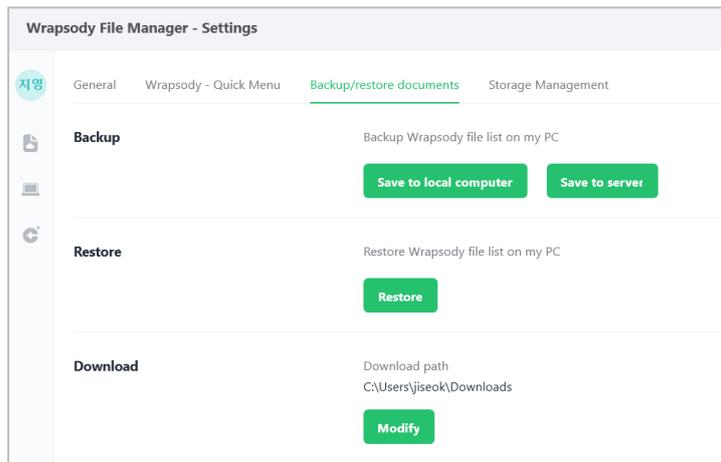


- **Set users:** Designates users who can either view or revise the Wrapsody file (See [Set Users](#)).
- **Set tags:** Set tags for the Wrapsody file (See [Set Tags](#)).
- **Create Branch:** Creates a branch file for the Wrapsody file.
- **Create Link:** A sharable link for downloading the file will be created, enabling you to share it with other users.
- **Change Server File Name:** Overwrite the file name on the server with the file name saved on your local PC.
- **Export Original:** Unwrap the Wrapsody file to create a plain file.
- **Timeline:** Displays the history of usage and management for all versions of the Wrapsody file. You can select a less frequently used version out of the previous versions and delete it from the server. You can access both the **Usage Map** and **Branch Map** for the file here (See [Timeline features](#)).
- **Preview:** Opens the file in a **Preview** window without downloading it to the PC.
- **Document Chat:** Chat with users who have View/Revise permissions for the Wrapsody file. The feature is exclusively supported in cases where Fireside is installed.

Backup files

In case that Wrapsody files are lost or have to be transferred to a new device, export the file list containing information about Wrapsody files stored on your PC as a file.

1. Go to the **Backup/Restore documents** tab.

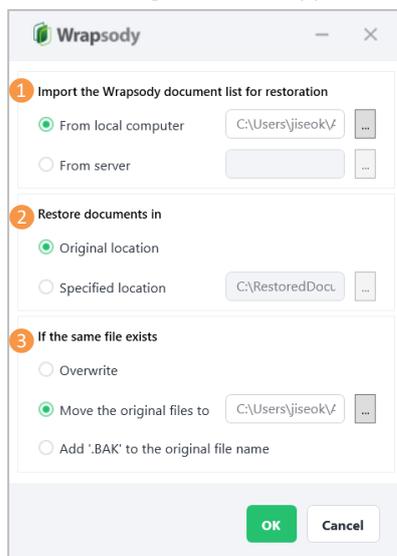


2. Click **Save to local computer** or **Save to server** to save a backup file list for restoration.

Restore files

You can restore the Wrapsody files to a specific location on your PC using the Wrapsody backup file. Follow the procedures below to restore the Wrapsody files.

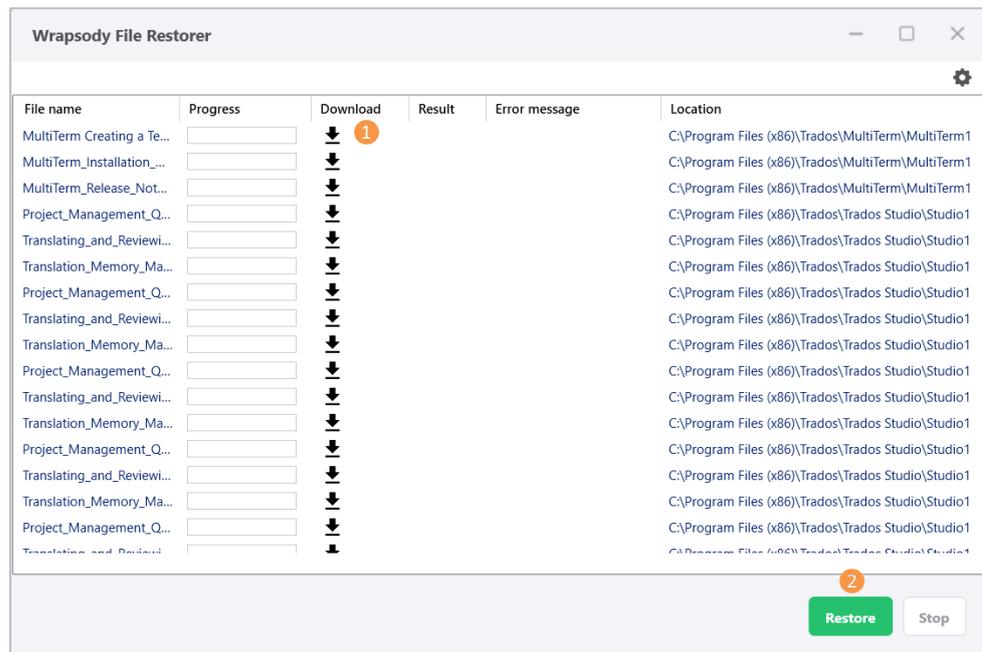
1. Go to the **Backup/Restore documents** tab.
2. Click the **Restore** button.
3. When a dialog box below appears, specify the details needed for restoration.



- 1 Import a backup file list to be used for restoration. Prior to using this restoration feature, it is recommended to perform a backup in order to generate a backup file.
- 2 Specify a location where the restored files will be saved. To save the restored files in their original location, select **Original location**. Or to save the restored files in a specific location, select **Specified location** and enter the path.
- 3 Select the option of how you want to deal with the original files when they still remain in the original location in the case you have selected **Original location** at 2. If you do not want to back up the remaining original files and overwrite them with the backup files, select **Overwrite**. To back up the remaining original files all together in a particular location, select **Move the original files to** and specify the path. Select **Add \'.BAK\' to the original file name** to distinguish between the remaining original files

and those set for restoration in the same location. The remaining files will remain in their current location, with '.BAK' added as a suffix to each file name.

- When all the settings are done, click **OK**.



- The **Wrapsody File Restorer** window appears as below. Click the 1 ↓ icon to restore the files one by one, or click 2 **Restore All** to restore all the files at once.

Specify a download path

Specify the default path for saving a Wrapsody file downloaded from the server.

- Go to the **Backup/Restore documents** tab.
- Click **Modify** in the **Download** section to specify a path for downloading a Wrapsody file and click **OK**.
- When the dialog indicating the path change appears, click **OK**.

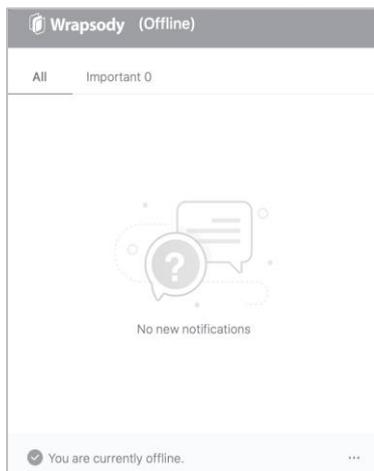
4.4. Settings

You can configure the settings to use Wapsody. The **Settings** page in the Wapsody Client context menu is the same as **Settings** found in the Wapsody File Manager. See [Wapsody File Manager](#) > [Settings](#) for more information.

4.5. Offline mode

You can continue to work on Wapsody files even when switching from online to offline or when the online environment is not available due to some network issues. The changes will be automatically updated to the server when you go online later.

When you run **Wapsody Client** , the text displayed in the title bar includes “(Offline)” at the end and the color of the title bar turns grey.



4.5.1. Create a Wapsody file when offline

If you create and save a new Wapsody file in offline mode, the file is uploaded to the server once it switches from offline to online.

1. Save a new file on the PC and close the file.
2. Right-click the file and select **Create Wapsody File**.
3. Click **Wrap** at the bottom of the Create Wapsody File window. Setting users or tags are not available within the Create Wapsody File window, but required tags are automatically populated.
4. The creation of a Wapsody file is completed.
5. The file will be automatically uploaded to the server as an initial version when it switches to online.

4.5.2. Edit a Wrapsody file when offline

The users can view or review files offline when they have the corresponding permissions. Revisions made offline will be automatically uploaded to the server once it goes back online.

Note: In offline mode, you can access only the files that have been utilized on the PC or personally downloaded from the Wrapsody Client. Files downloaded through Outlook email or web browsers cannot be used in offline mode.

Follow the procedures to update files edited online to the server.

1. Open a Wrapsody file when offline.
2. The file is opened in View or Revise mode according to the permission the user has.
3. Edit and save the file.

Note: If the mode goes back to online while a file is being edited, a dialog box appears upon closing the file. This dialog box offers the options to check in, hold the check-in, or cancel the check-in upon file closing. You can choose either **Check in, Not now,** or **Cancel.**
4. If the mode switches back to online after the file is closed, the file edited offline is automatically updated to the server as the latest version.

4.5.3. Handle a conflict

Wrapsody files revised offline will be attempted to be updated to the server whenever:

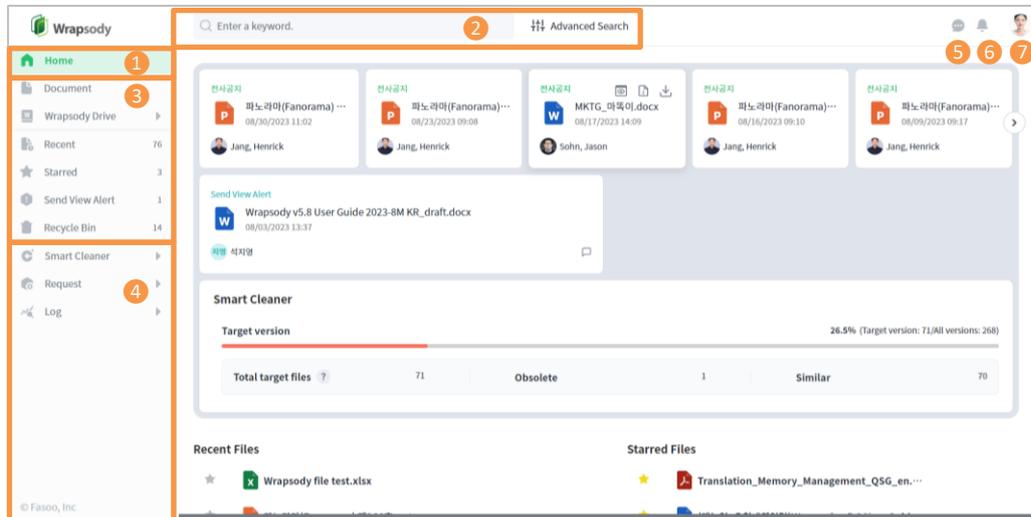
- When switching from offline to online
- When opening the file while online
- When closing the file while online

However, if the attempt to update the changes to the server fails due to a conflict, such as another user having already created a newer version, a confirmation dialog box will appear to ask whether to create a branch file or not.

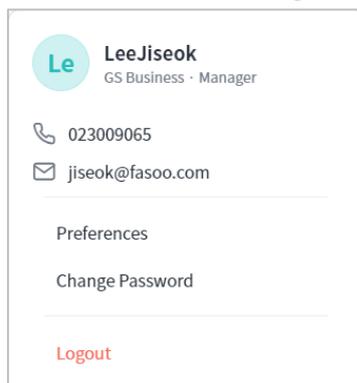
- When you select **Yes:** The file saved offline will be managed as a separate branch file.
- When you select **No:** The file will be only saved on the PC. Subsequently, a message will appear when you open and close the file, asking “Do you want to create a branch document?”.

5. Wrapsody Web

Wrapsody provides users with the convenience of managing their files on the Wrapsody Server through the web interface. To access **Wrapsody Web**, right-click the **Wrapsody** icon on the system tray and select **Open Wrapsody Server Website**. Here's an overview of the **Wrapsody Web** interface.

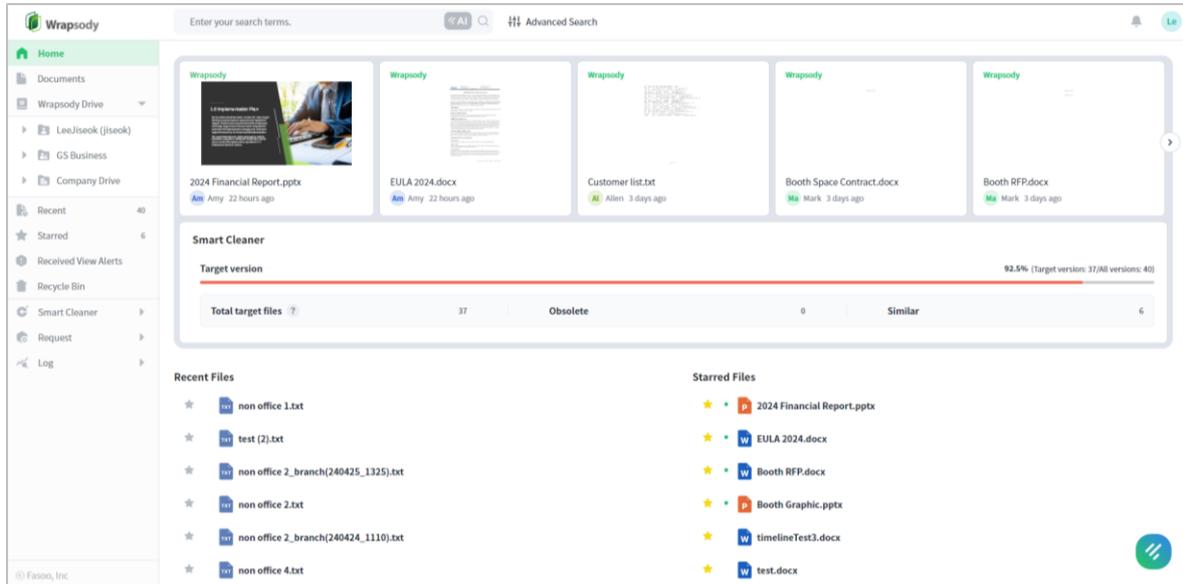


- 1 **Home:** Files related to organizational notices, ROT versions and files, recently viewed files, starred files are displayed.
- 2 **Search:** The user can search for all Wrapsody files on the server using the Search bar.
- 3 **All files:** You can locate and manage not only all the files on the server for which you have permission but also those stored in Wrapsody Drive. Each tab showcases the list of recently checked-in files, starred files, files for which you have received View alerts and files moved to the Recycle bin.
- 4 **Manage:** In **Smart Cleaner**, you can manage ROT files, whereas in **Request**, you can review the history of received requests. The **Log** section provides you with the history of file usage, analytics, and more.
- 5 **Chat:** Connected with Fireside, chatting services are provided.
- 6 **Notification:** It provides a list of Wrapsody notifications that the user has received.
- 7 **User Info:** It displays user details like name, group affiliation, title, phone number, and email. You can also access **Preferences** and **Logout** from here.



5.1. Home

The **Home** section offers users a quick overview of files associated with organizational notices, recently viewed files, starred files, and more. Users can check the ratio of ROT files, recent tags, frequently used files.



For the description of each item, see the table below.

Item		Description
Files associated with organizational notices		Files shared across organization-wide for notifications
Smart Cleaner	Target version	Ratio of ROT versions compared to the total versions of your owned files *ROT file: Files that are redundant, obsolete, or trivial.
	Total target files	The number of ROT files or files with ROT versions among your owned files
	Obsolete	Files that have not been used over a year or files with versions that have not been used over a year among your owned files
	Similar	Files that originate from another file and share the same content with it
Recent Files		The list of files for which the user has recently received View or Revise permission
Starred Files		The list of files that you have starred.
Recent Tags		Tags that have been used twice or more among recently created tags
Frequently Used Tags		Tags that have been used most frequently in the past three days, excluding required tags

5.1.1. Preferences

To streamline the process of checking and previewing file lists, click on your profile icon in the top-right corner and choose **Preferences** from the menu. The settings window will then appear.

- **Default list count:** Click the dropdown icon to select the number of files to be displayed per page on Wrapsody Web. This default count applies to all sections, including **Document** and **Starred**. While you can still adjust the list count for each section at the top right of the page, it will revert to the default count upon page refresh.
- **Open preview in:** Choose whether to open the preview on the web in a new window or a new tab. This selection does not affect cases where you are previewing a file by selecting it on your PC or Wrapsody Drive for Desktop.
- **Action upon clicking:** Select whether a file automatically opens after being downloaded when you click its name on the web. Note that even if you choose the **Download and open a file** option, the file may not open after being downloaded if the **Wrapsody Client** or a supported application is not installed.
- Click the **Save** button to apply the settings, and the settings window will close.

Note: The settings will take effect immediately upon clicking the **Save** button. However, depending on your browser settings, they may apply after the next login.

5.1.2. Log out

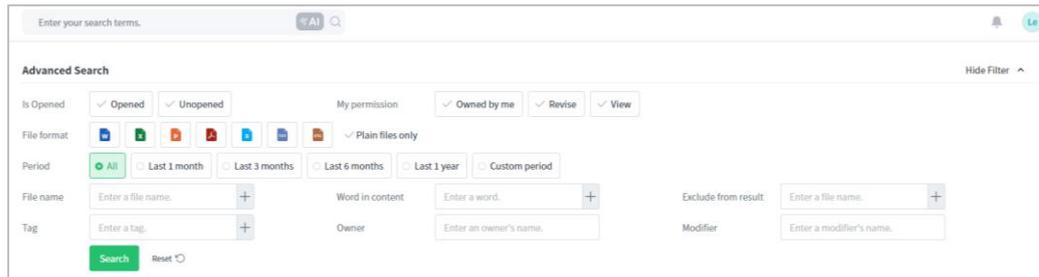
To log out, click your profile icon in the top-right corner, select **Logout**, and you will be immediately taken to the login page. You can then log in with another user account on the web. Keep in mind that logging out from the web interface does not automatically log you out from the Wrapsody Client.

5.2. Search Box

5.2.1. Search for files

Note: You can search for all Wrapsody files saved on the server, including plain files on Wrapsody Drive, using the search bar at the top of the web page. The results will show only the latest versions. To download previous versions, locate the final version of the file and download the desired version in the **Timeline** window. See [Timeline features](#) for more detailed information.

1. Enter a search term in the search bar at the top of the screen and press the Enter key. For a more detailed search, click on **Advanced Search** at the top. Once the advanced search filters appear, select options for each item or enter search terms, and click on **Search** (multiple selections and inputs allowed).



- **Is Opened:** You can choose whether a file has been opened or unopened. Please note that **Plain files only** is disabled when you choose any of the **Is Opened** options.
 - **My permission:** You can multi-select whether the file is owned by you and whether you have Revise or View permission for the file.
 - **File format:** You can multi-select file formats including **Word, Excel, PowerPoint, PDF, Hangeul, Notepad** or other formats excluding the preceding six. If the **Plain files only** option is selected, the search will be limited to plain files located in Wrapsody Drive with the chosen extensions.
 - **Period:** Time elapsed since the last revision. Choose from options such as **Last 1 month, Last 3 months, Last 6 months, Last 1 year**, or Select **Custom period** to set a custom time frame.
 - Items for manual input: Enter search terms in the text area of **File name, Word in content, Exclude from result, Tag** and click **+** to add multiple search terms. You can also input names of **Owner** and **Modifier** manually.
2. If each of **File name, Word in content, Tag, Owner** and **Modifier** contain search terms you entered, the search results will appear by each corresponding item.



3. To perform an advanced search within each search result created for individual items, click **Advanced Search** located at the bottom of each result list.

Note: Icons displayed to the left of the file icon indicate the current status of file usage.

- The file has been revised and updated by another user but not viewed by you.
- The file has been checked out and is being edited by another user.
- You received View alerts for the file but you have not viewed it yet.

Icons displayed under the **My permission** heading indicate that your permission for the file.

- You have View permission for the file.
- You have Revise permission for the file.
- You have no permission for the file.

4. Select the checkboxes of files to use or manage. Just above the **File name** heading, an icon menu will appear, along with the count of selected files. Alternatively, you can hover over a file and click the **More** **⋮** icon on the far right to choose the desired options. For instructions of each option, see [Documents](#).

5.2.2. AI-powered search

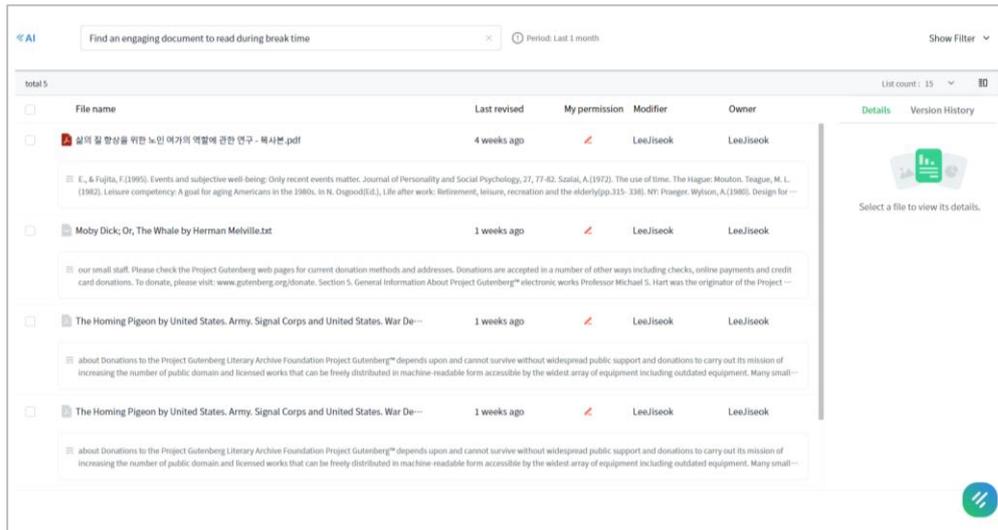
Note: Please contact your Wrapsody administrator to utilize this feature.

You can find the desired files from the Wrapsody server using AI-powered search. By entering content in sentence form, including keywords, you can obtain more relevant search results.

AI-powered search

1. Access the Wrapsody website.
2. Click on the AI Search button **%AI** in the top search bar.

3. The search bar will switch to the AI-powered search mode.
4. Enter the content including keywords and press Enter.
5. Highly relevant files will appear in the search results.



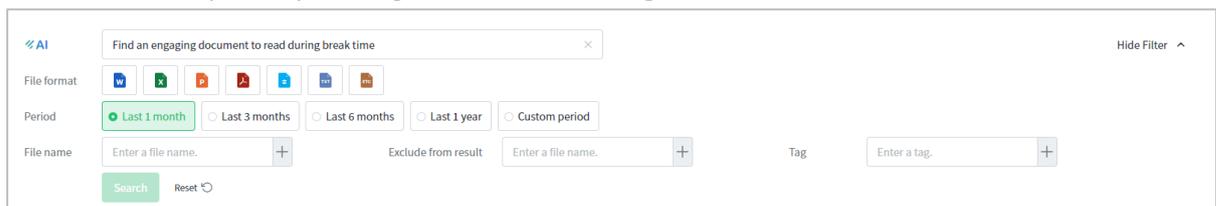
Note: Content related to the search term will appear below the file name. Clicking on the content will open a window where you can view the associated content in its entirety.

AI-powered search using Advanced Search

1. Access the Wrapsody website.
2. Click on the AI Search button  in the top search bar.
3. The search bar will switch to the AI-powered search mode.
4. Enter the content including keywords and press Enter.
5. Highly relevant files will appear in the search results.



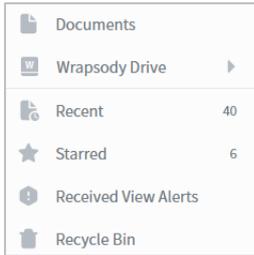
6. Select the desired file type under **File format** and specify the time period for the last update under **Period**. Enter the content to be included in or excluded from the file name in the **File name** and **Exclude from result** sections, respectively. Add tag information under **Tag**.



7. Click on **Search**.
8. The search results that meet the criteria will be displayed.

5.3. Document Sections and File Management

Sections like **Documents**, **Wrapsody Drive**, **Recent**, **Starred**, **Received View Alerts**, and **Recycle Bin** offer you file usage and management features. You can manage files individually or by folder.

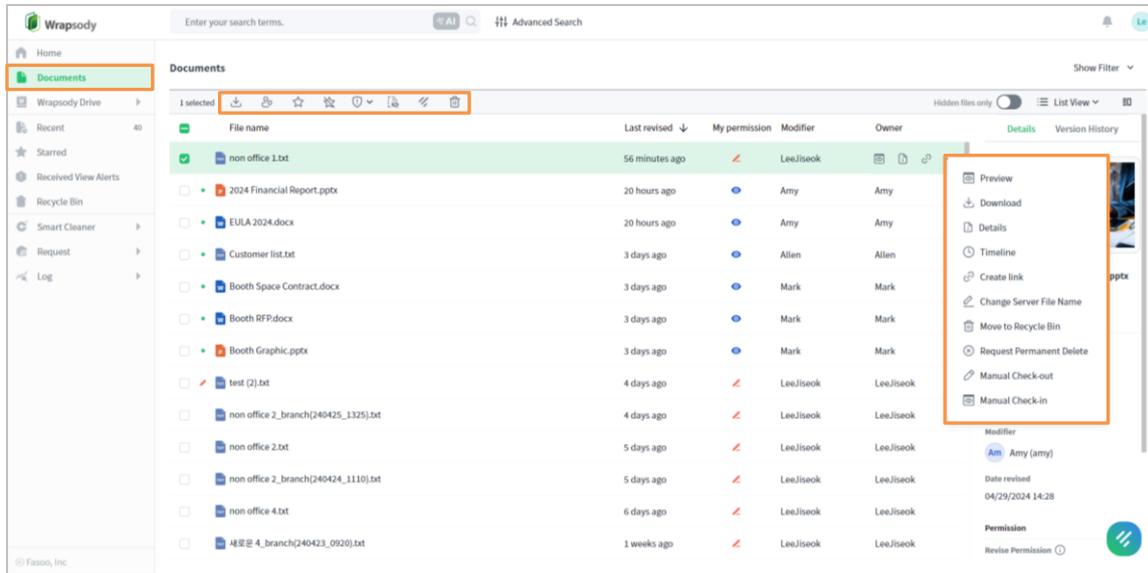


For the description of items or sub items, see the table below.

Item		Description
Documents		The list of all files for which the user have permission for among all the files saved on the server
Wapsody Drive	Personal	Virtual drive for managing the user's personal files.
	Group	Virtual drive for managing files owned by the user's group.
	Company	Virtual drive for managing files owned by the user's company.
Recent		The list of files updated recently among the files for which the logged-in user has permission However, files that are accessible to all users will not appear in the Recent section, even if updates occur.
Starred		The list of files that you have starred.
Received View Alerts		The list of files that you have received view alerts for.
Recycle Bin		The list of files that have been deleted and moved to Recycle Bin

5.3.1. Documents

You can locate all files for which you have permission and access and manage these files using the provided features.



Top icon menu

Choose the checkboxes to the left of the file icons to select files for use or management. Just above the **File name** heading, an icon menu will be enabled. Click each button to use your desired feature for the file.

Menu	Item	Description
	Download	Download the Wapsody file to your PC.
	Change owner	Transfer the file ownership to another user. It is enabled only when you are the file owner.
	Star	Store files you frequently use or plan to access soon. You can access the files easily and quickly on the Starred tab on Wapsody Web whenever you need them later.
	Remove from the Starred list	Remove the file from the Starred list.
	Request	Request permission or desired actions for the file.
	Hide File	Click the icon to hide the file. When you slide the Hidden files only toggle switch to the right located at the top right corner, it will display files that you have hidden.
	AI Document Helper	AI Document Helper analyzes Wapsody files and Wapsody Drive files based on AI technology.
	Move to Recycle Bin	Delete the file from the Wapsody Server. It is enabled only when you are the file owner.

Download a file

1. Choose the checkboxes to the left of the files you wish to download.
2. To download multiple files, click the **Download**  icon at the top. Alternatively, you can click the **More**  icon at the far right and select **Download** to download individual files.
3. The file will be downloaded to the PC.

Change the owner

The action is applicable only when the currently logged-in user is the file owner. Select files you own and change the owner to another user.

1. Choose the checkboxes to the left of the files for which you want to change the owner.
2. When you click the **Change owner**  icon above the **File name** heading, the **Change owner** window will appear.
3. Select a user from the organization chart or search for a user name or ID using the search bar, and click **OK**.
4. The selected user will become the file owner.

Add to/Remove from the Starred list

1. Choose the checkboxes to the left of the files you want to add to or remove from the Starred list.
2. To add a file to the Starred list, click the **Star**  icon located in the top icon menu. To remove from the list, click the **Unstar**  icon.
3. The selected files will be added to or removed from the Starred list.

Request for permission or actions

1. Choose the checkboxes to the left of the files you wish to download.
2. Click the downward arrow to the right of the enabled **Request**  icon located above the **File name** heading. Select a request type (**Revise permission**, **View permission**, **Transfer File Ownership**, **End Editing**) from the context menu. Alternatively, you can click the **More**  icon to the far right to select **Request** and choose a request type.
3. Enter a reason for the request and click **OK**.

Hide File

1. Choose the checkboxes to the left of the files you wish to download.
2. Click the enabled **Hide File**  icon located above the **File name** heading. This action will hide the selected files.
3. When you slide the **Hidden files only** toggle switch to the right located at the top right corner, it will display files that you have hidden.

Move to Recycle Bin

The action is applicable only when the currently logged-in user is the file owner. Select files that you own and utilize the feature.

1. Choose the checkboxes to the left of the files you wish to download.
2. Click the enabled **Move to Recycle Bin**  icon located above the **File name** heading.
3. When the dialog box indicating that the file has been deleted appears, click the **OK** button.
4. The selected files will be relocated to the Recycle Bin.
5. Files stored in the Recycle Bin will be automatically deleted after a specific duration. The duration varies based on the server settings.

Restore from Recycle Bin

See [Recycle Bin](#) > [Restore from Recycle Bin](#).

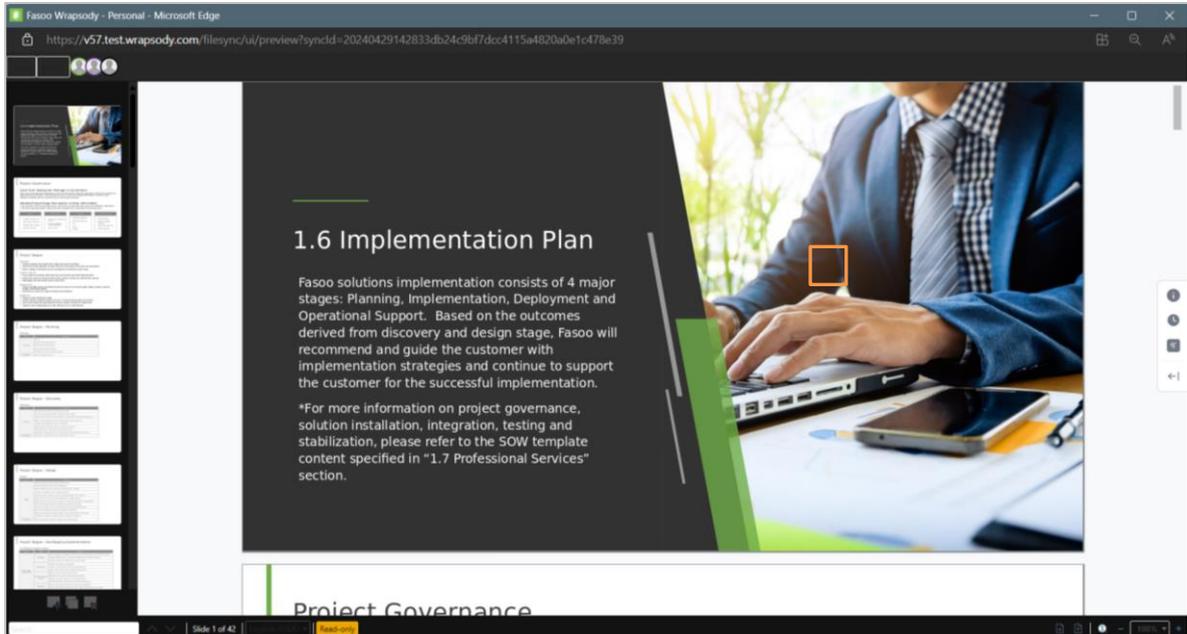
Additional menu

Apart from the icon menu that appears at the top, an additional menu under the **Owner** heading becomes activated when you hover over a file. See the table below for a description of options displayed based on your permissions.

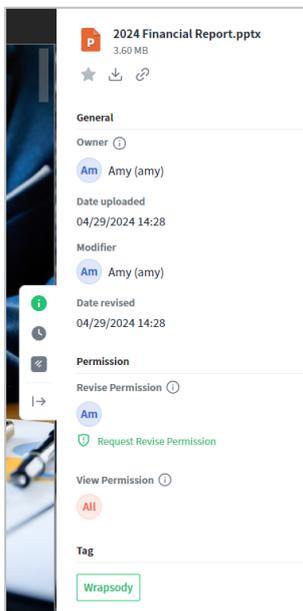
Permission	Item	Description
View or higher	Preview	Opens the file in a Preview window without downloading it to the PC.
	Download	Download the Wrapsody file to your PC.
	Details	Check the details of the Wrapsody file.
	Timeline	Manage Wrapsody files by version. You can also access both the Usage Map and Branch Map for the file here.
	Request	Request permission or desired actions for the Wrapsody file.
	Create link	Create a link to share the Wrapsody file with other users.
	Document Chat	Chat with users who have View/Revise permission for the Wrapsody file. The feature is exclusively supported in cases where Fireside is installed.
Revise or higher	Change Server File Name	Change the name of the Wrapsody file on the server.
	Check out	Edit the file in the web interface without downloading it to the PC. It is active only when the web Office features are connected.
File ownership	Move to Recycle Bin	Delete the file from the Wrapsody Server. It is enabled only when you are the file owner.
	Request Permanent Delete	When the request is approved, the Wrapsody file will be deleted permanently.

Preview

1. When the mouse hovers over a file, a menu set appears in the **Owner** column.
2. Click the **Preview**  icon.
3. You can view the file on the **Preview** window.



4. Click the Expand button  in the right sidebar menu to view detailed information about the file. You can utilize the **Version History**  and **AI Document Helper**  features by clicking on the icons.



Download a file

1. When the mouse hovers over a file, the **More**  icon appears on the far right side.
2. Click the **More** icon and select **Download**.
3. The file will be downloaded to the PC.

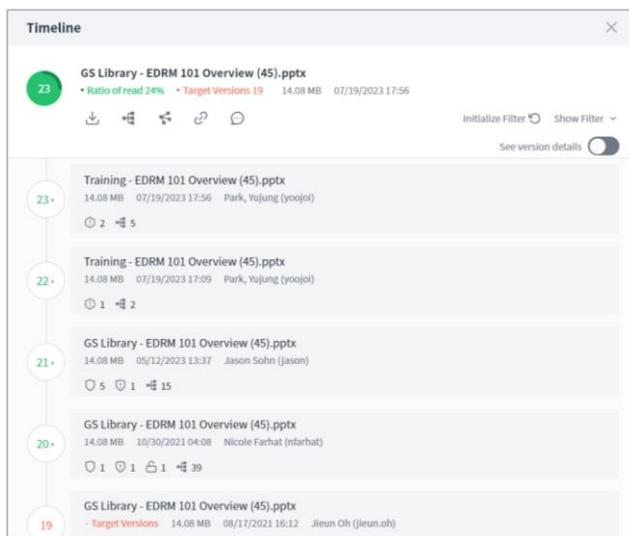
Details

This provides both file info and file management capabilities. The information presented is identical to that from the Wrapsody Client, but the displayed icons may vary based on your permissions for the file. For a detailed description of the window display and provided features, refer to [Details](#). Additionally, find instructions on setting permissions for users in the [Set Users](#) section.

1. When you hover over a Wrapsody file or a plain file, a menu set appears on the right side.
2. Click the **Details**  icon, and a **Details** window will appear.

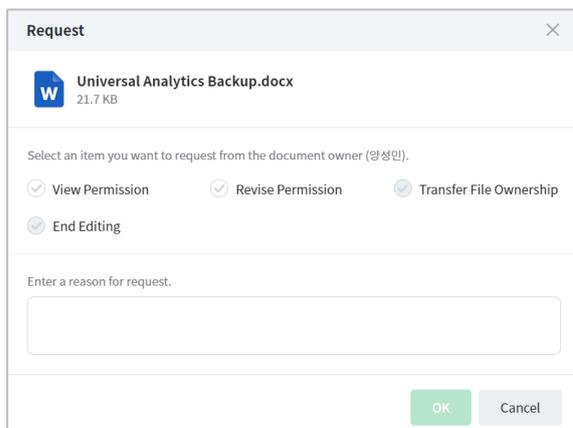
Timeline

1. When you hover over a file, a menu set appears in the **Owner** column.
2. Click the **More**  icon and select **Timeline**.
3. A **Timeline** window appears as below. (See [Timeline](#) and [Timeline features](#) for the description of items and the provided features.)



Request for permission or actions

1. When the mouse hovers over a file for which you want to request usage permission or actions, a menu set appears in the **Owner** column.
2. Click the **More**  icon and select **Request**.
3. When a **Request** window appears, select a request type (**Revise permission**, **View permission**, **Transfer File Ownership**, **End Editing**) and enter a reason for the request.



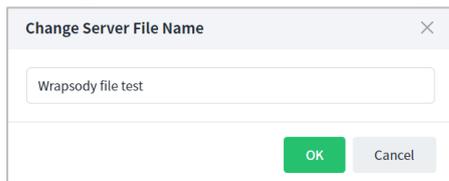
4. Click **OK**.

Create a sharable link

1. When the mouse hovers over a file that you want to share with other users, a menu set appears in the **Owner** column.
2. Click the **Create Link**  icon at the top.
3. The link will be copied to the clipboard.

Change a server file name

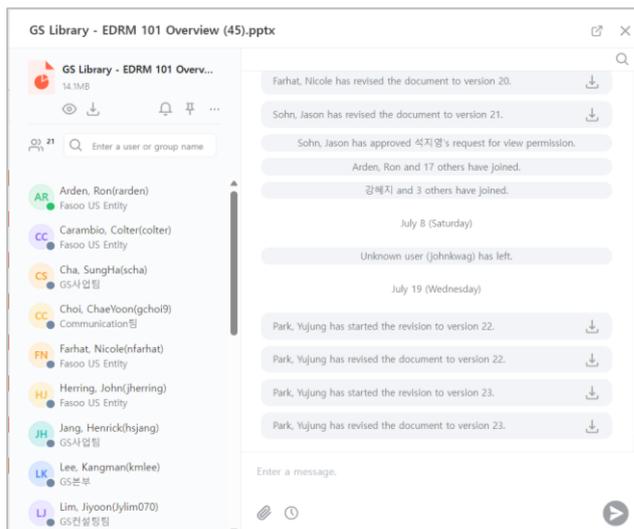
1. When the mouse hovers over a file for which you want to change the name, a menu set appears in the **Owner** column.
2. Click the **More**  icon and select **Change Server File Name**.
3. A **Change Server File Name** window appears.



4. Enter the name you wish to change to and then click **OK**.

Document Chat

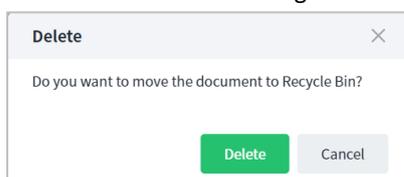
1. When the mouse hovers over a file for which you want to initiate a chat, a menu set appears in the **Owner** column.
2. Click the **More**  icon and select **Document Chat**.
3. A chat room opens with the file name as the title.



4. Enter a message you want to send and press the **Enter** key.

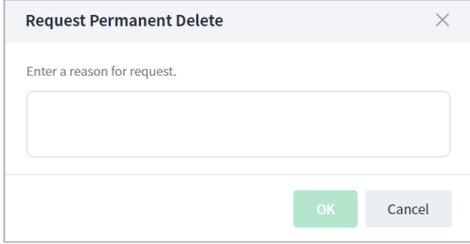
Move to Recycle Bin

1. When the mouse hovers over a file that you want to **move to the Recycle Bin**, a menu set appears in the **Owner** column.
2. Click the **More**  icon and select **Move to Recycle Bin**.
3. When a confirmation dialog box for deletion appears, click **Delete**.



Request permanent deletion

1. When the mouse hovers over a file that you want to delete permanently, a menu set appears in the **Owner** column.
2. Click the **More**  icon and select **Request Permanent Delete**.
3. When a **Request Permanent Delete** window appears, enter a reason for the request.



The dialog box is titled "Request Permanent Delete" and has a close button (X) in the top right corner. Below the title bar, there is a text input field with the placeholder text "Enter a reason for request." At the bottom of the dialog, there are two buttons: "OK" (green) and "Cancel" (grey).

4. Click **OK**.

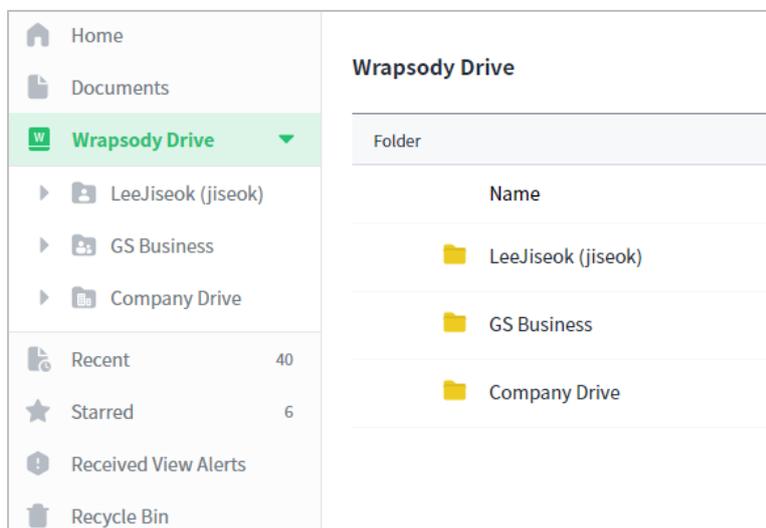
Check out on the web

1. When the mouse hovers over a file that you want to check out on Wrapsody Web, a menu set appears in the **Owner** column.
2. Click the **More**  icon and select **Check out**.
Note: The **Check out** menu is enabled only when the user has Revise permissions for the file. If the file has been checked out on the PC, the **Check out** button on the web will be deactivated and invisible.
3. Click the  button centered on the right side to access the **Details**, **Version History**, and **Document Chat** tabs.
4. Finish editing the file and close the web browser. If multiple users have checked out the file on the web, the file will be checked out with the most recent edits.

Note: If a file is currently being edited on the web by other users, you have the option to request the file owner for End Editing. Conversely, if a user is editing a file and the owner ends the editing, the changes might not be applied automatically.

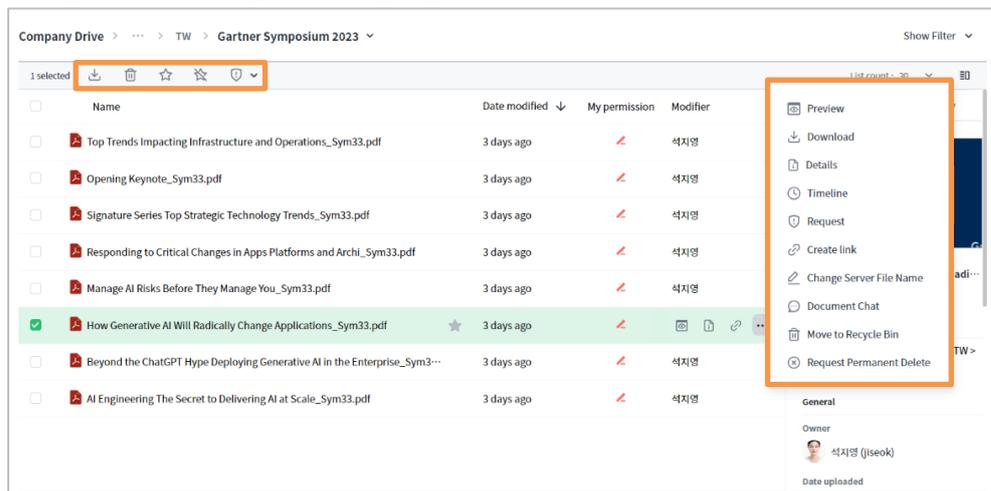
5.3.2. Wrapsody Drive Web

Wrapsody Drive Web is a virtual folder system available through the web interface, providing an efficient way to organize and manage Wrapsody Drive files. It synchronizes in real time with **Wrapsody Drive** and **Wrapsody Drive for Desktop**, ensuring that your Wrapsody Drive files stay up-to-date across all platforms where you access and manage them.



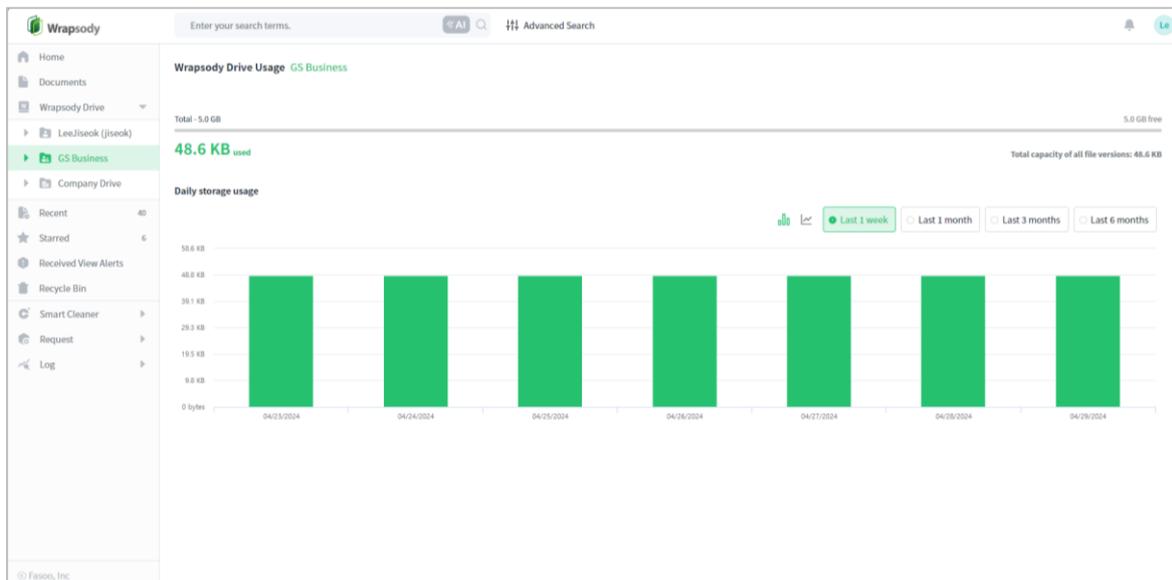
Wrapsody Drive structure

- **Personal Drive:** File management space for the user's files. It is displayed in the form of **User name (User ID)** such as Fasoo Kim (fasoo.kim) for example.
- **Group Drive:** File management space for files owned by the user's group. It is displayed in the form of the team name or the group name. All members in the same group can access the Group drive, but sub-folders can be accessed according to the permission that each user has.
- **Company Drive:** File management space for files owned by the user's company. All members in the same company can access the Company drive, but sub-folders can be accessed according to the permission that each user has.
- **My Group:** If the user holds the position of a direct manager of a group or a higher-level role, they will be granted View permissions for the folders within the Group drive. Even if the manager lacks permission for a specific folder, they can still access and view the group files via the **My Group** drive. They can also request Revise permissions for sub-folders within group folders when necessary. The user's group drive is shown in the **My Group** drive, but its sub-folders will not be displayed there. To check the sub-folders, the manager needs to navigate to the group drive itself.



Wrapsody Drive Usage

You can track the storage status and daily storage usage of Wrapsody Drive for each company, group, and personal drive.



- **Company/Group/Personal Drive Storage**

Displays capacity information, including allocated space and current usage (total size of latest file versions), for the selected drive. It also shows the total size of all versions of each file.

- **Daily storage usage**

Graphically represents the daily storage usage of the selected drive. You can click on the bar graph icon  or line graph icon  to view the data in the desired graph type. Additionally, you can select the time period for drive usage, making it simple to view data for that time.

Follow these steps to check the usage status of each drive.

Check company drive usage

1. Access the Wrapsody website.
2. Click **Drive Usage** from the left pane.
3. Right-click **Company Drive**.
4. Click **Drive Usage**.
5. Check the current company drive usage.

Check group drive usage

1. Access the Wrapsody website.
2. Click **Drive Usage** from the left pane.
3. Right-click the group drive tab, labeled with your group name.
4. Click **Drive Usage**.
5. Check the usage status of your group drive.

Check personal drive usage

1. Access the Wrapsody website.
2. Click **Drive Usage** from the left pane.
3. Right-click on the personal drive tab, labeled with your user name (ID).
4. Click **Drive Usage**.
5. Check the usage status of your personal drive.

Top icon menu

Choose the checkboxes to the left of the file icons to select files for use or management. Just above the **Name** heading, an icon menu set will be enabled. This menu is visible to all, regardless of their permissions for the file. Click each button to use your desired feature for the file. See [Documents > Top icon menu](#) for a more detailed description of each feature.

Menu	Item	Description
	Download	Download the Wrapsody file to your PC.
	Move to Recycle Bin	Delete the file from the Wrapsody Server. This automatically transfers it to the Recycle Bin of the file owner and syncs with Wrapsody Drive, swiftly removing the file from your Wrapsody Drive for Desktop as well.
	Star	Store files you frequently use or plan to access soon. You can access the files easily and quickly on the Starred tab on Wrapsody Web whenever you need them later.
	Unstar	Remove the file from the Starred list.
	AI Document Helper	AI Document Helper analyzes Wrapsody files and Wrapsody Drive files based on AI technology.
	Request	Request permission or desired actions for the file.

Additional menu

In addition to the icon menu at the top, an additional menu under the **Owner** heading becomes active when you hover over a file. Refer to the table below for a description of options displayed based on your permissions. For more detailed information on each feature, please see [Documents > Additional menu](#).

	Item	Description
View or higher	Preview	Opens the file in a Preview window without downloading it to the PC.
	Download	Download the Wrapsody file to your PC.
	Details	Check the details of the Wrapsody file, including the options available in the file management menu. You can check the list of users who have permissions for the file and configure user permissions and tags.
	Timeline	Manage Wrapsody files by version. You can also access both the Usage Map and Branch Map for the file here.
	Request	Request permission or desired actions for the Wrapsody file.
	Create link	Create a link to share the Wrapsody file with other users.
	Document Chat	Chat with users who have View/Revise permissions for the Wrapsody file. The feature is exclusively supported in cases where Fireside is installed.
Revise or higher	Change Server File Name	Change the name of the Wrapsody file on the server, and it will seamlessly synchronize in real time with Wrapsody Drive, immediately displaying the new name on your Wrapsody Drive for Desktop.
	Check out	Edit the file directly in the web interface without downloading it to your PC. This feature is available only when the web Office features are connected and in compliance with company policies.
	Move to Recycle Bin	Delete the file from the Wrapsody Server. This automatically transfers it to the Recycle Bin of the file owner and syncs with Wrapsody Drive, swiftly removing the file from your Wrapsody Drive for Desktop as well.
File ownership	Request Permanent Delete	When the request is approved, the Wrapsody file will be deleted permanently.

Details

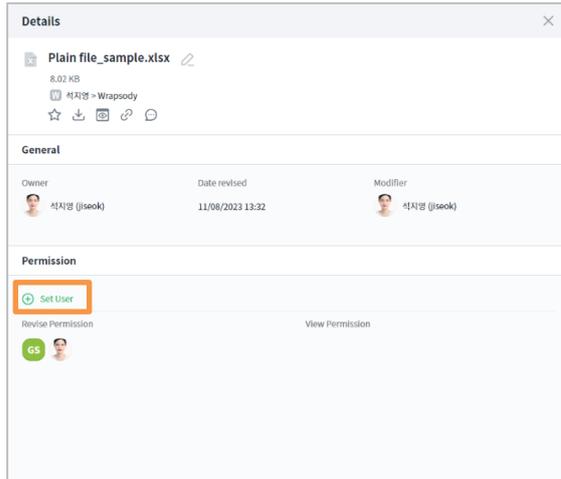
Examine the details of a Wrapsody Drive file on Wrapsody Web. In terms of path information, the **Details** window, accessed through the steps listed below, will exclusively show the path in Wrapsody Drive, even if the file has another path on the user's PC.

1. Click on **Wrapsody Drive** in Wrapsody Web.
2. Select the **Personal, Group** or **Company Drive** tab and go to a folder containing a file you wish to inspect.
3. Hover over a file, and the **Details**  icon will be activated on the right side.
4. Click the icon to reveal the **Details** window. For a description of each item in the **Details** window, see [Details](#).

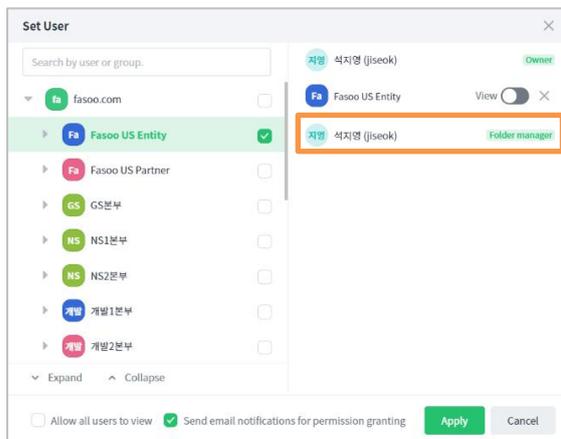
Check permissions for a plain file

The permissions for a plain file within Wrapsody Drive can be inspected only through the following steps within Wrapsody Web.

1. Click on **Wrapsody Drive** in Wrapsody Web.
2. Select the **Personal, Group** or **Company Drive** tab and go to a path containing the file you wish to inspect.
3. Hover over the file, and the **Details**  icon will be activated on the right side.
4. Click the icon to reveal the **Details** window, where you can view users with Revise or View permissions.



5. Click **Set User** to access the **Set User** window as shown below.

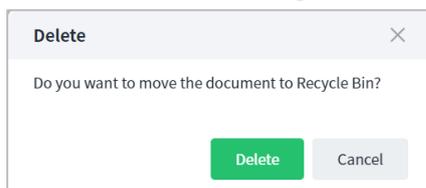


6. To check permissions for a folder containing the plain file, observe the users listed below the users with permissions for the file on the right.

Move to Recycle Bin

To delete a file in the **Wrapsody Drive** section on Wrapsody Web, follow these steps. The deleted file will be relocated to the **Recycle Bin** of the file owner on the server, which is accessible on Wrapsody Web, and it will simultaneously disappear from your Wrapsody Drive for Desktop. If you have Write permission for the folder containing the file, you can delete it, even if you are not the file owner. However, please be aware that the file will move to the **Recycle Bin** for the file owner. Once the file is moved to the Recycle Bin, the file's permissions inherited from the folder will be reset.

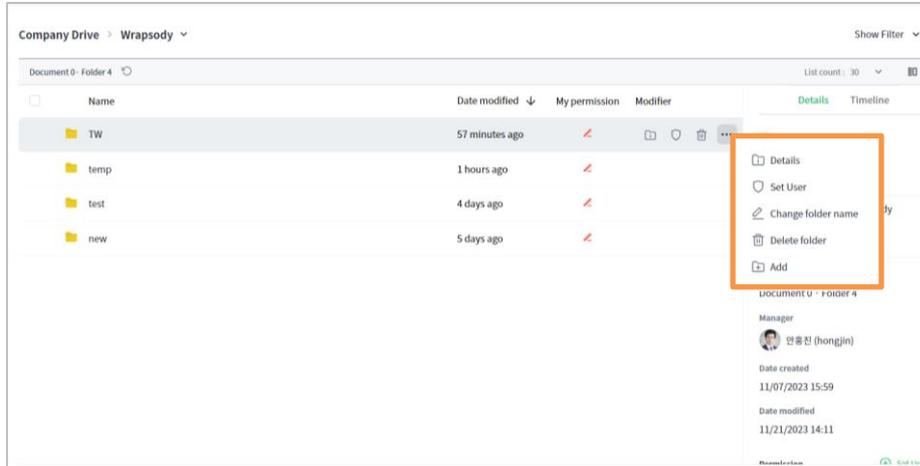
1. Click on **Wrapsody Drive** in Wrapsody Web.
2. Select the **Personal**, **Group** or **Company Drive** tab and go to a path containing the file you wish to delete.
3. Select the checkbox of the file, then click the **Move to Recycle Bin**  icon that appears at the top. Alternatively, hover over a file, then click the **More**  icon activated on the right side and select **Move to Recycle Bin**.
4. When a confirmation dialog box for deletion appears, click **Delete**.



- The file will disappear, being transferred to the **Recycle Bin** of the file owner on the server. To restore the file, refer to [Restore from Recycle Bin](#) and [Restore a Wrapsody Drive file](#).

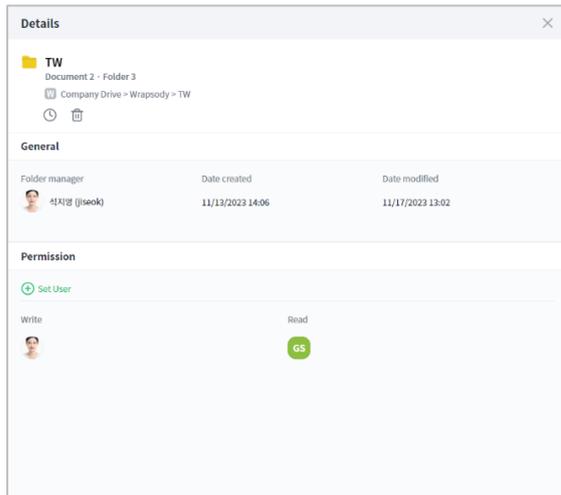
Folder management features

If you hover over a folder, the **More**  icon will be enabled.



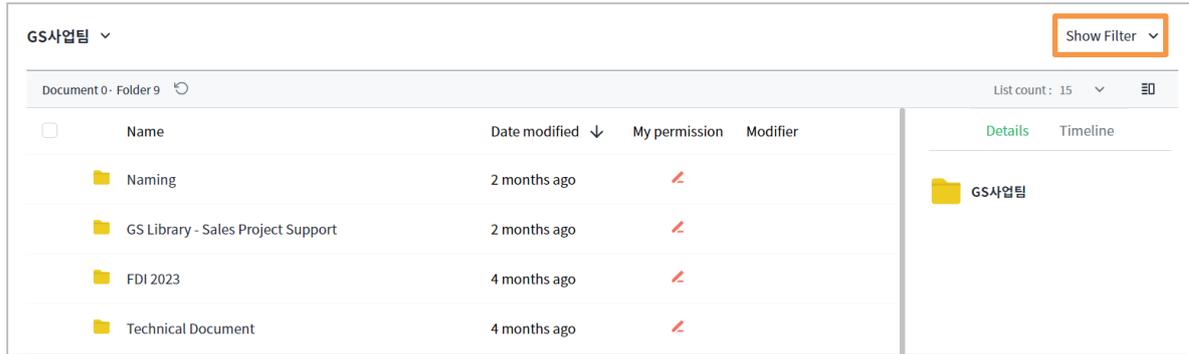
Folder details

- Select the **Wrapsody Drive** tab.
- Select the **Personal, Group** or **Company Drive** tab and hover over a folder.
- Click the **Details**  icon activated on the right side of the folder.
- A **Details** window appears. For a detailed description of items in a folder's **Details** window, refer to [Details](#).

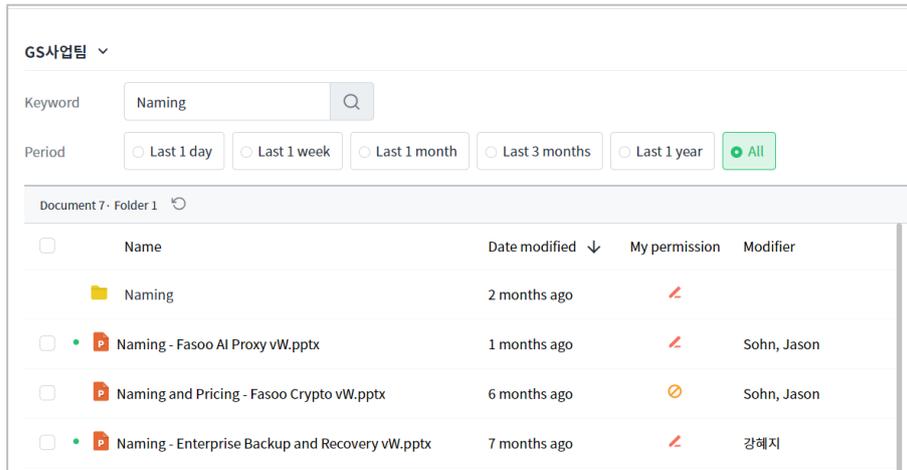


Search files or folders

- Select the **Wrapsody Drive** tab.
- Select the **Personal, Group** or **Company Drive** tab.
- Click **Show Filter** at the top right.



4. Enter a folder or file name in the search box.
5. Search results will be displayed, including both folders and files that contain the entered input.



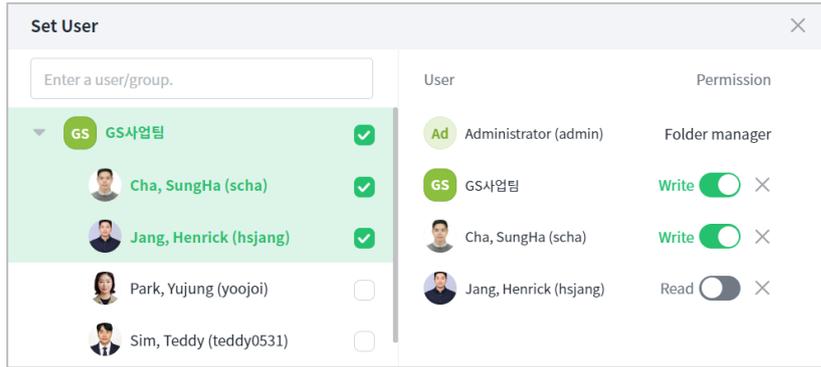
Create, delete or rename a folder

1. Select the **Wrapsody Drive** tab.
2. Select the **Personal, Group** or **Company Drive** tab and hover over a folder.
3. Click an option from the enabled menu on the far right side of the folder to perform following features.
 - **Add:** Add a new folder under the selected folder.
 - **Change folder name:** Rename the selected folder.
 - **Delete folder:** Delete the selected folder.

Change permissions for a folder

1. Select the **Wrapsody Drive** tab.
2. Select the **Personal, Group** or **Company Drive** tab and hover over a folder.

Note: A user can change permissions only for folders for which the user has Write permission.
3. Click the **More** icon activated on the right side of the folder.
4. Click **Set User**.
5. Select the checkboxes on the right side of a group or user for which you intend to change permissions.
6. In the right pane, choose permissions you wish to grant (**Read** or **Write**) by turning on the toggle button for a user or a group.

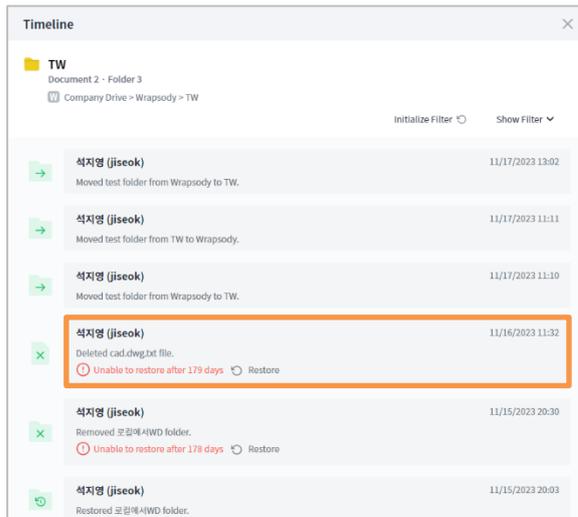


7. Click **Apply** to grant permissions for the selected user or group.

Restore a Wrapsody Drive file

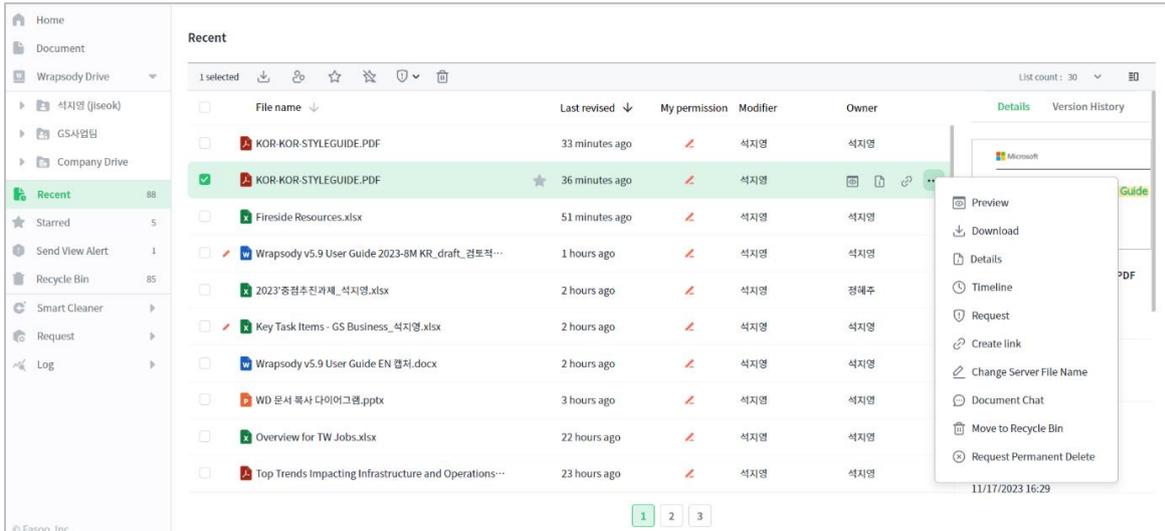
A deleted Wrapsody Drive file can be restored to its original folder.

1. Select the **Wrapsody Drive** tab.
2. Select the **Personal, Group** or **Company Drive** tab and hover over a folder.
3. Click the **Details**  icon activated on the right side of the folder, and the **Details** window will appear.
4. Click the **Timeline**  icon.
5. In the box indicating file deletion within the folder usage history, click the **Restore** button, and the corresponding file will be restored to its original folder.



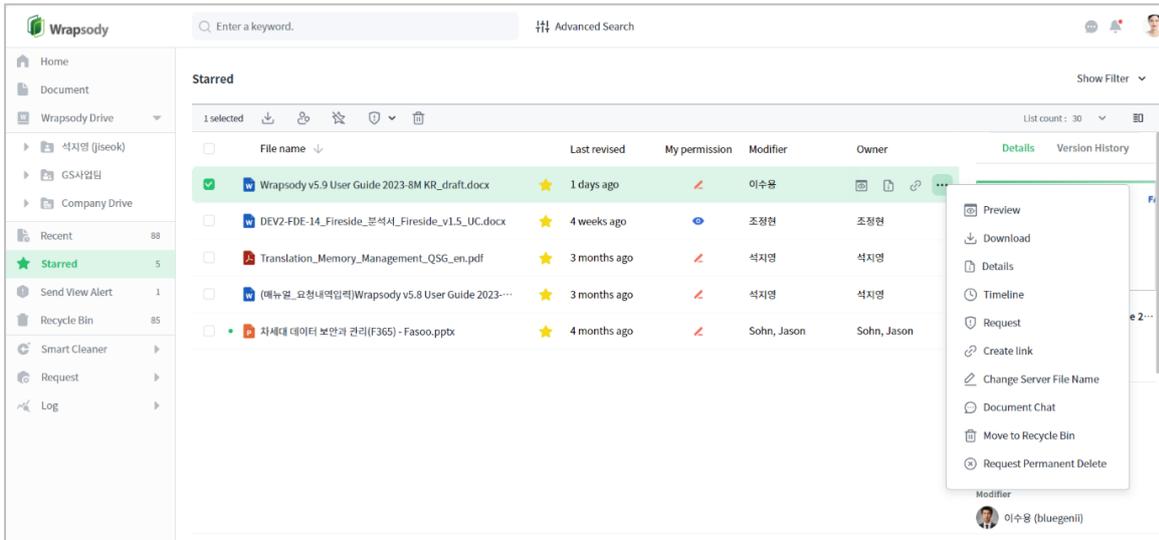
5.3.3. Recent

The list of recently checked-in files among the files for which the logged-in user has permission. However, files that are accessible to all users will not appear in the **Recent** section, even if updates occur. For information about icon and additional menu, see [Document Sections and File Management > Documents](#).



5.3.4. Starred

A list of files added to **Starred** will be displayed. For information about icon and additional menu, see [Document Sections and File Management > Documents](#).

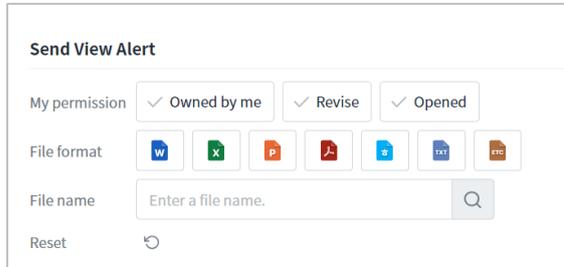


5.3.5. Received View Alerts

A list of files for which other users have requested your viewing will be displayed

1. Go to **Received View Alerts**.

2. Click located at the top right. This action will activate search filters, enabling you to perform a detailed search.



3. Based on the selections you make for **My Permission** and File Format, along with your input for **File Name**, a list of View Requests will be shown.
4. Check the checkboxes of each item on the list and click **Move to Recycle Bin** on the top right to delete the View requests.

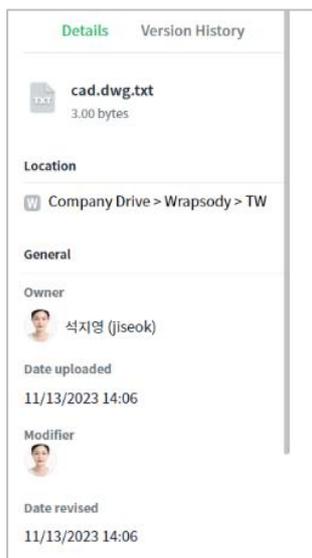
5.3.6. Recycle Bin

A list of files deleted, whether in Wrapsody Web or on Wrapsody Drive for Desktop, will be displayed. You can restore files or request permanent deletion for them.

Review details

When you select the name of a deleted file in the **Recycle Bin**, a **Details** section will emerge on the right, providing file details like owner, uploaded date, and last modifier. For Wrapsody Drive files, the previous location in Wrapsody Drive before being moved to the **Recycle Bin** will be indicated under the **Location** heading.

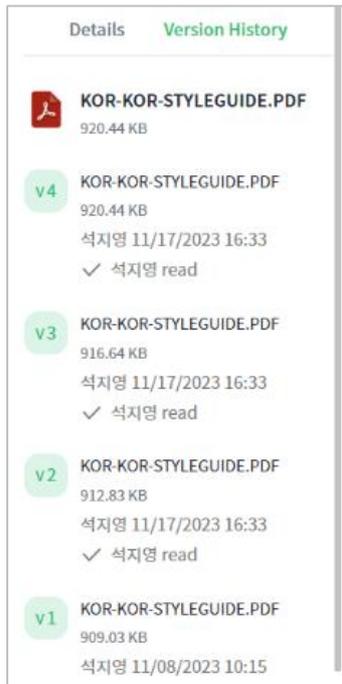
1. Go to **Recycle Bin**.
2. A list of deleted file will be shown.
3. Click on the file name, and the **Details** pane will appear on the right.



Check version history

Review details and usage history for each version of a deleted file.

1. Go to **Recycle Bin**.
2. A list of deleted file will be shown.
3. Click on the file name, and the **Details** pane will appear on the right.
4. Click the **Version History** tab located on the right.



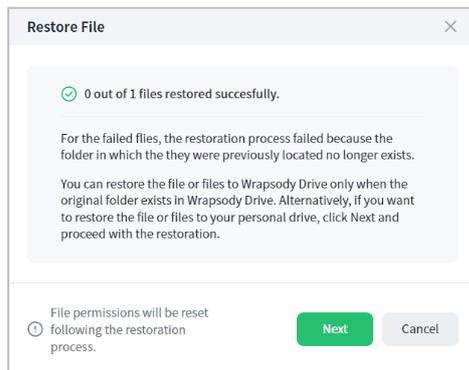
Restore from Recycle Bin

1. Go to **Recycle Bin**.
2. A list of deleted files will be shown.
3. Choose the checkboxes to the left of the files you wish to restore.
4. To restore multiple files, click the **Restore**  icon at the top. Alternatively, for a single file, click the **More**  icon at the far right and select **Restore**.
5. When a restoration confirmation dialog box appears, click **Restore**. Upon successful restoration, the file will no longer appear in the list. For Wapsody Drive files, they will be restored to their previous paths in Wapsody Drive for Desktop as well.

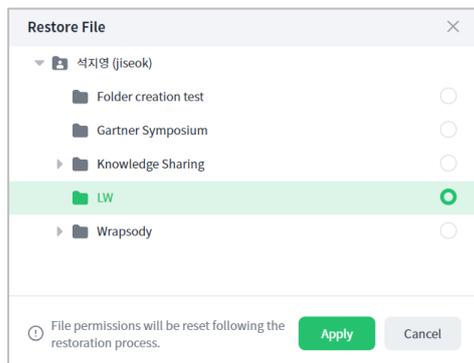
Restore a Wapsody Drive file with no original folder

In situations where the original folder that previously contained a deleted Wapsody Drive file is no longer available, you have two options: either restore the original folder if possible, or alternatively, restore the file to a path in your Personal Drive by following the steps below.

1. Go to **Recycle Bin**.
2. A list of deleted files will be shown.
3. Choose the checkboxes to the left of the files you wish to restore.
4. To restore multiple files, click the **Restore**  icon at the top. Alternatively, for a single file, click the **More**  icon at the far right and select **Restore**.
5. When a restoration confirmation dialog box appears, click **Restore**. Then the **Restore File** window will appear.



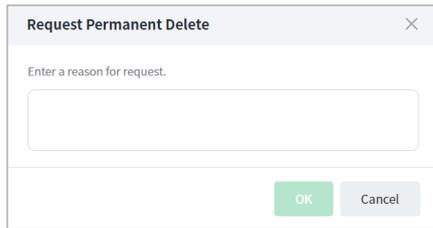
6. Click **Next**.
7. Select a folder within your Personal Drive to restore the file to. Then click **Apply**.



8. The file will be restored to the selected path in both Wapsody Drive Web and Wapsody Drive for Desktop. Note that the file's permissions will inherit from the folder you choose for the new path, while still retaining any previously set permissions through the **Set Users** window (Refer to the [Rules of permissions granted to Wapsody Drive files](#)).

Request permanent deletion

1. Go to **Recycle Bin**.
2. When you hover over a file that you want to delete permanently, a menu set appears on the right.
3. Click the **More**  icon and select **Request Permanent Delete**.
4. When a **Request Permanent Delete** window appears, enter a reason for the request.



5. Click **OK**.

5.3.7. Quick Menu

A context menu set will appear when you right-click a file in the search results. See [Documents](#) > [Additional menu](#) for a more detailed description of each feature.

Item	Description
Preview	The file will be open in a preview mode within web browser.
Download	The file will be downloaded to the PC.
Details	The details about the file will be displayed (See Details).
Timeline	The history of file changes and usage will be displayed in time sequence (See Timeline).
Request	You can request Revise or View permission for the file.
Create link	Create a link to share the file with other users.
Change Server File Name	Change the name of the Wrapsody file on the server.
Document Chat	Chat with users who have View/Revise permissions for the Wrapsody file. The feature is exclusively supported in cases where Fireside is installed.
Check out	The file can be edited in the web interface This feature is visible according to administrative rules.

5.4. AI Document Helper

Note: Please contact your Wrapsody administrator to utilize this feature.

AI Document Helper analyzes Wrapsody files and Wrapsody Drive files based on AI technology. You can freely ask questions about files to **AI Document Helper** and easily get answers.

AI Document Helper can analyze up to five documents simultaneously. It supports various text files including MS Office, Hangul, PDF, and TEXT files.

Route 1. Document list

You can utilize the **AI Document Helper** feature in document lists such as **Home, Documents, Wrapsody Drive, Recent, Starred, Received View Alerts, Group Document** (for group heads only), and search results on the Wrapsody website.

1. Access the Wrapsody website.
2. Click on the desired tab in the navigation menu to navigate to a document list.
3. Select the checkbox next to the document you want to analyze (multiple selections allowed).
4. Click on the **AI Document Helper** button that will appear at the top.
5. The **AI Document Helper** window will appear with the selected document. You can drag and drop additional documents to add them.
6. Click on the guided questions or type your question directly and press Enter.
7. **AI Document Helper** will generate and provide answers.

Note: You can also open the **AI Document Helper** window by clicking the **AI Document Helper** button  at the bottom right of the page displaying a document list. You can then drag and drop documents to add them. On the **Home** page, the **AI Document Helper** window opens only when you click the button.

Route 2. Preview browser

You can utilize **AI Document Helper** within the document preview window as well. However, please note that you can only pose questions related to the document being previewed, and you cannot add additional documents for analysis.

1. Access the Wrapsody website.
2. Click on the desired tab in the navigation menu to navigate to a document list.
3. Click on the More button **...** for the document you want to analyze.
4. Click on **Preview**.
5. Click on the **AI Document Helper**  tab on the right.
6. The **AI Document Helper** pane will expand.
7. Click on the guided questions or directly input your question and press Enter.
8. **AI Document Helper** will generate and provide answers.

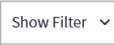
5.5. Smart Cleaner

Smart Cleaner intelligently filters out ROT (Redundant, Obsolete or Trivial) files, significantly reducing redundant and unnecessary files, thereby enhancing productivity and security. **GCC Recommendation** enables you to download, share, organize, exempt and delete files that are recommended for GCC (Garbage Content Collection).

5.5.1. GCC Recommendation

A list of files recommended for GCC is displayed. Select files you wish to organize from the list and either delete or exempt them from GCC.

1. Go to **Smart Cleaner > GCC Recommendation**.
2. Select a tab (**All, Obsolete, Similar, Exempted**) at the top according to the desired GCC type to view.
3. The list below is updated according to the selected tab.

4. Click  to perform a thorough search using file names or tags.
5. Select the checkbox to the left of a file that you intend to organize. This will prompt the following **Download, Exempt and Remove** buttons located just above the **File name** heading



6. Refer to the **GC type** of the selected file to exempt or delete the file.

Item	Description
Similar files	Files that are derived from another document and have identical content to the original.
Obsolete	Files that have not been used for more than a year.

Exempt Obsolete Files

1. Select the checkbox to the left of a file that you intend to exempt from the files recommended for GCC in the **Obsolete** tab.
2. Check the **Counts** column to see the number of unused versions out of total versions.
E.g.: If the count is 1/3, it indicates the file have a total of three versions, with one version being a file that has not been used for an extended period.
3. Click the **View Targets** button on the right of **GC Type**. The button is enabled only for Obsolete-type files.
4. You can review the content of the specific version through the web preview.
5. To exempt a file, select the checkbox to the left of the file and click the enabled **Exempt**  button at the top.
6. The version is excluded from the GCC recommendation list.
7. The files that have been exempted will appear in the **Exempted** tab.

Delete Obsolete Files

1. Select the checkbox to the left of a file that you intend to exempt from the files recommended for GCC in the **Obsolete** tab.
2. Check the **Counts** column to see the number of unused versions out of total versions.
E.g.: If the count is 1/3, it indicates the file have a total of three versions, with one version being a file that has not been used for an extended period.
3. Click the **View Targets** button on the right of **GC Type**. The button is enabled only for Obsolete-type files.
4. You can review the content of the specific version through the web preview.
5. To delete a file, select the checkbox to the left of the file and click the enabled **Remove**  button at the top.
6. When a confirmation dialog box for deletion appears, click **Delete**.
7. The files will be relocated to the **Recycle Bin**.

Exempt Similar Files

1. Select the checkbox to the left of a file that you intend to exempt from the files recommended for GCC in the **Similar** tab (multiple selections allowed).
2. To view the content of GCC target files, click the enabled **Preview**  icon next to the GC Type.
3. Click the  button on the far right side to see a list of similar files that have duplicate content with the GCC target file. By clicking the **Download**  icon of the file for each version, you can compare content with the GC target file.
4. Click the **Exempt**  button if you want to keep the file as the GCC target file.

5. The file will be excluded and disappear from the GCC recommendation list. The files that have been exempted will appear in the **Exempted** tab.

Delete Obsolete Files

1. Select the checkbox to the left of a file that you intend to delete from the files recommended for GCC in the **Similar** tab (multiple selections allowed).
2. To view the content of GCC target files, click the enabled **Preview**  icon next to the GC Type.
3. Click the  button on the far right side to see a list of similar files that have duplicate content with the GCC target file. By clicking the **Download**  icon of the file for each version, you can compare content with the GC target file.
4. Click the **Remove**  icon at the top if you think the file is an unnecessary duplicate.
5. The file will be deleted and relocated to the Recycle Bin.

Cancel Exemption

1. Select the checkbox to the left of a file for which you intend to cancel the exemption from the files recommended for GCC in the **Exempted** tab (multiple selections allowed).
2. Click the **Unexempt**  icon at the top.
3. The file will no longer appear in the **Exempted** tab and will instead be moved back to the **Obsolete** or **Similar** tab.

5.6. Request

You can review requests that you have submitted and are pending approval, or those that you have received and have already been approved or rejected. **My requests** shows the list of requests submitted by the logged-in user. For requests that have not yet been approved, you have the option to withdraw them.

Approve/Reject shows the list of requests the logged-in user has received from other users. Within this section, the logged-in user has the authority to either approve or reject these requests.

5.6.1. My Requests

My requests shows the list of requests submitted by the logged-in user.

1. Go to **Request > My Requests**. Click the **Pending** tab to view the pending requests, and click the **Complete** tab to see the already approved or rejected requests.
2. Click located at the top right. This action will activate search filters, enabling you to perform a detailed search.

3. Select items from **Request type** and specify **Period** by choosing a time option. For **Folder/File name**, enter folder or file names in the search box and then press the **Enter** key to include them as search terms. For **Owner**, you can enter a name in the search box and select the intended user from the search results below.

Request type	Description
End Editing	When approved, the user who has checked out and has been revising the file will cease editing the file.
Transfer File Ownership	When approved, the requester will become the owner of the file.
Revise Permission	When approved, the requester will be granted Revise permission for the file
View Permission	When approved, the requester will be granted View permission for the file
Permanent Deletion	When approved, the file will be deleted permanently from the server.
Transfer Folder Ownership	When approved, the requester will become the owner of the folder.
Export Original	This request type is applicable exclusively in a Wrapsody Cloud Enterprise plan or higher-level plans, where Export Original is restricted. If approved, the requester is permitted to unwrap the file and export it as an original only once.

4. The file list is refreshed based on the specified conditions.
5. To cancel unapproved requests in the **Pending** tab, simply select the checkbox to the left of the request you want to cancel, and then click the **Cancel Request**  icon.

5.5.2. Approve/Reject

Approve/Reject shows the list of requests the logged-in user has received from other users.

1. Go to **Request > Approve/Reject**. Click the **Pending** tab to view the pending requests, and click the **Compete** tab to see the already approved or rejected requests.
2. Click located at the top right. This action will activate search filters, enabling you to perform a detailed search.

3. Select items from **Request type** and specify **Period** by choosing a time option. For **Folder/File name**, enter folder or file names in the search box and then press the **Enter** key to include them as search terms. For **Owner**, you can enter a name in the search box and select the intended user from the search results below.

Request type	Description
End Editing	When approved, the user who has checked out and has been revising the file will cease editing the file.
Transfer File Ownership	When approved, the requester will become the owner of the file.
Revise Permission	When approved, the requester will be granted Revise permission for the file
View Permission	When approved, the requester will be granted View permission for the file
Permanent Deletion	When approved, the file will be deleted permanently from the server.
Transfer Folder Ownership	When approved, the requester will become the owner of the folder.
Export Original	This request type is applicable exclusively in a Wrapsody Cloud Enterprise plan or higher-level plans, where Export Original is restricted. If approved, the requester is permitted to unwrap the file and export it as an original only once.

4. The file list is refreshed based on the specified conditions.
5. To approve or reject **pending** requests in the Pending tab, just check the checkbox next to a request, and then click the respective **Approve** or **Reject** icon.

5.7. Log

Your file usage log is accessible in **My Usage**. In **Owned Document**, you can observe activities performed by other users on files owned by you.

5.7.1. My Usage

1. Go to **Log > My Usage**.
2. The list of the recently used document by the logged-in user is displayed, along with the following search filters positioned at the top.

3. From the **Type** dropdown, select either file usage or management options.

4. Specify **Period** by choosing a time option. To conduct a search by **File name**, input the desired name in the search box and press Enter. Similarly, you can enter a **file owner's** name in the search box and select the intended user from the search results below.
5. The usage history list is refreshed based on the specified conditions.
6. To export the list of your file usage history to an Excel file, click **Export** at the top right corner of the page.

5.7.2. Owned Document

1. Go to **Log > Owned Document**.
2. The list of the files owned by the logged-in user is displayed, along with the following search filters positioned at the top.

The screenshot shows the 'Owned Document' search filters. It includes a 'Type' dropdown menu set to 'View'. The 'Period' section has radio buttons for 'Last 1 month', 'Last 3 months' (which is selected and highlighted in green), 'Last 6 months', 'Last 1 year', and 'Custom period'. The 'File name' section has a search input field with the placeholder 'Enter a file name.' and a search icon. The 'Viewer' section has a search input field with the placeholder 'Enter a viewer's name.'.

3. From the **Type** dropdown, select either file usage or management options.

The screenshot shows the 'Owned Document' search filters with the 'Type' dropdown menu open. The dropdown menu lists various options: 'View' (highlighted in green), 'Change permission', 'Change tag', 'Change owner', 'Export original', 'Link branch', 'Create link', 'Change file name', 'Delete document', 'Copy to the latest version', and 'Delete version'. The background shows a table with columns for 'File name' and 'Version', and rows for files like 'Fireside Reso...', 'Wrapsody v5.', and 'Bus Schedule'.

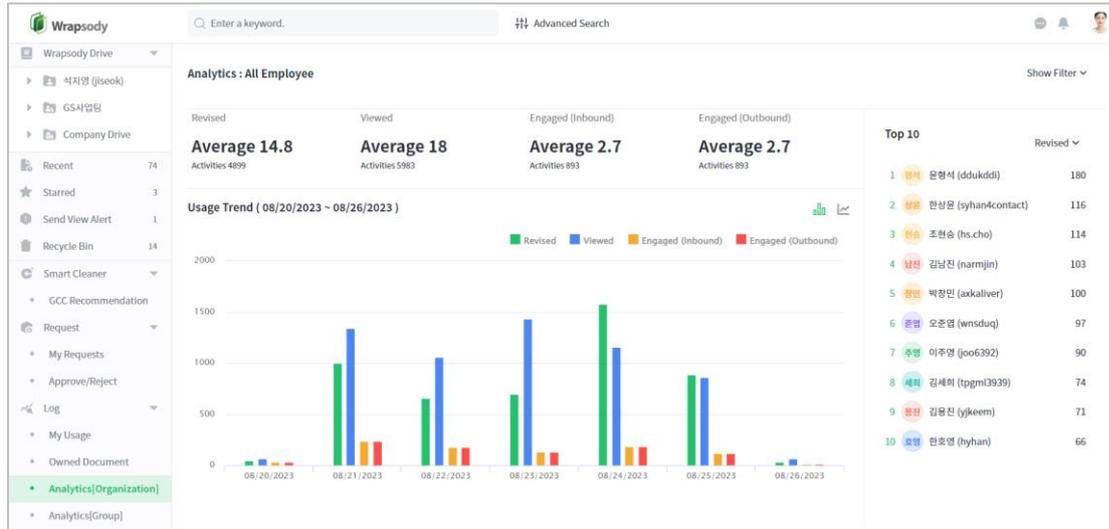
4. Specify **Period** by choosing a time option. To conduct a search by **File name**, input the desired name in the search box and press Enter. Similarly, you can enter a **file owner's** name in the search box and select the intended user from the search results below.
5. The usage history list is refreshed based on the specified conditions.
6. To export the list of your owned file usage history to an Excel file, click **Export** at the top right corner of the page.

5.8. Analytics

In **Analytics**, you can have an at-a-glance view of usage patterns and trend analysis. This can be achieved either across the entire organization or by focusing on specific targets, all based on statistical data.

5.8.1. Analytics[Organization]

Analytics[Organization] shows weekly analysis concerning the comprehensive usage of Wrapsody files across the company.

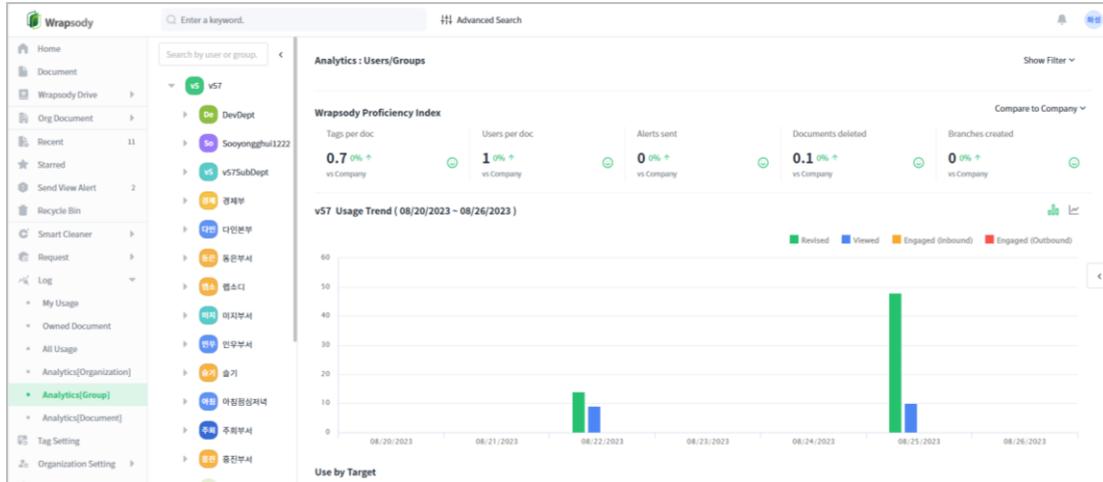


See the table below for additional details regarding the **Analytics[Organization]** section.

Item	Description
Duration	Click <input type="button" value="Show Filter"/> located at the top right corner to view the available Period options. Select from options including Last 1 week , Last 1 month and Last 1 year . The statistical data will be then displayed base on your selected period. Click Custom period and specify the period by setting the Start Date and End Date manually.
Revised	Activities: The total number of times employees have checked in files Average: The total number of Revise divided by the total number of users.
Viewed	Activities: The total number of times employees have viewed files Average: The total number of View divided by the total number of users.
Engaged (Inbound)	Activities: The number of times that the total employees have viewed a file within a period set on the server since the date the file has been checked in. Average: The total count divided by the total number of users
Engaged (Outbound)	Activities: The total count of users who have been granted with View or Revise permissions within the designated period since the date when the file was checked in. Average: The total count divided by the total number of users
Daily Usage Trend	The graph illustrates the daily counts trend of Revised , Viewed , Engaged (Inbound) and Engaged (Outbound) during the selected period.
Top 10 - Revised	Ranking of the top 10 users who have checked in files most often

5.8.2. Analytics[Group]

You can compare your usage analysis results with the average either of the organization or the group you belong to.

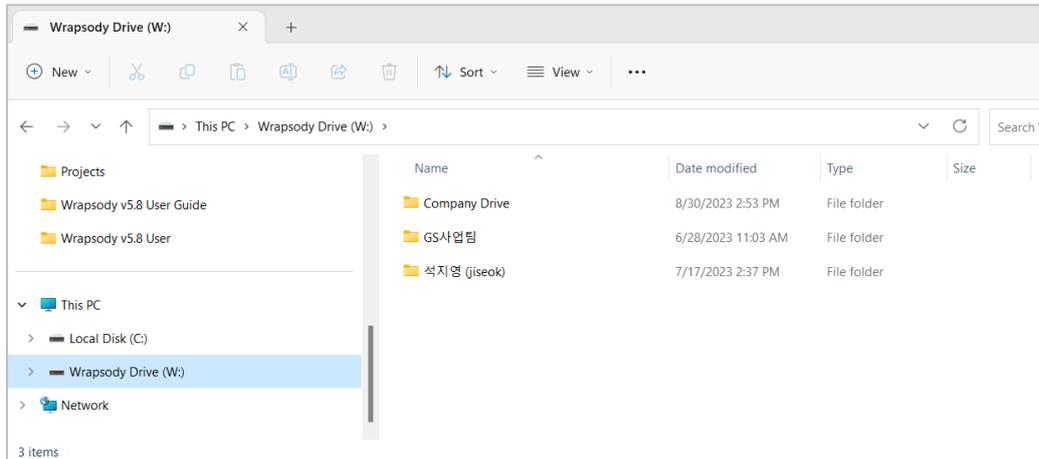


See the table below for additional details regarding the **Analytics[Group]** section.

Item		Description
Duration		Click <input type="button" value="Show Filter"/> located at the top right corner to view the available Period options. Select from options including Last 1 week , Last 1 month and Last 1 year . The statistical data will be then displayed base on your selected period. Click Select period and specify the period by setting the Start Date and End Date manually.
Summary	Revised	The number of times you have checked in files within the selected period.
	Viewed	The number of times you have viewed files within the selected period.
	Engaged (Inbound)	The number of times that you have viewed a file within a period set on the server since the date the file has been checked in.
	Engaged (Outbound)	The total count of users who have been granted with View or Revise permissions within the designated period since the date when the file was checked in.
Wapsody Proficiency Index	Tags per doc	The number of tags added per owned file during a set period (Required, Optional, user tags all combined)
	Users per doc	The number of users you have granted View or Revise permission per owned file during a set period
	Alerts sent	The number of times you have sent a View request during a set period
	Documents deleted	The number of files you have deleted during a set period
	Branches created	The number of times you have created a branch file during a set period
Daily Usage Trend		The graph illustrates the daily counts trend of Revised , Viewed , Engaged (Inbound) and Engaged (Outbound) for chosen users or groups during the selected period.

6. Wrapsody Drive for Desktop

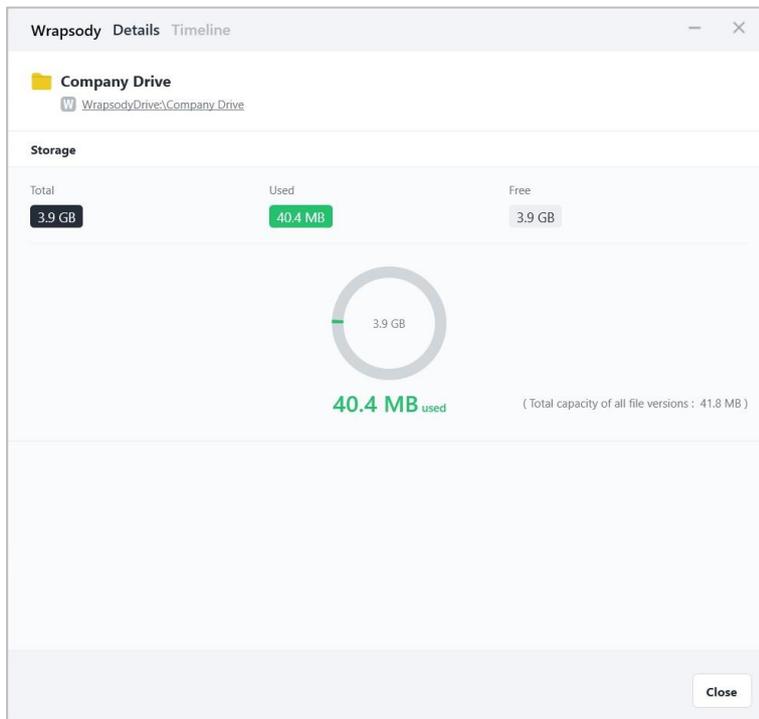
Wrapsody Drive for Desktop, accessible on your PC, is made for efficiently managing all your Wrapsody Drive files in a structure that looks like **File Explorer**. It is presented as **Wrapsody Drive (W:)** in **This PC**, and it syncs smoothly with Wrapsody Drive and Wrapsody Drive Web. The personal drive (displayed by user name and ID), group drive (displayed by group name), and the company drive are visible. Additionally, for group heads, the drive of their managed group is also displayed.



6.1. Check Wrapsody Drive Usage Status

There are storage limits for each company, group, and personal drive in Wrapsody Drive. You can view information about the storage limits and the currently used storage space for each drive.

Note: If storage space is running low, you may not be able to save new files to the drive. However, creating a new version by checking in existing files is still permitted.



- **Total**
The allocated storage limit for the drive.
- **Used**
The storage currently occupied, representing the combined size of the latest versions of files.
- **Free**
The remaining storage space.
- **Total capacity of all file versions**
The total capacity of all versions of all files in the drive.

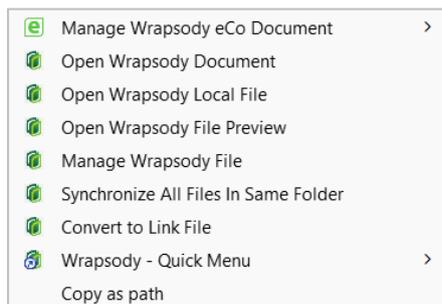
Follow these steps to check the usage status of each drive.

1. Open **File Explorer**.
2. Right-click on the personal, group, or company drive in **Wrapsody Drive (W:)**.
3. Select **Drive Properties**.
4. The details window for the respective drive will appear.

Note: The **Drive Properties** is not enabled for subfolders within each personal, group, or company drive.

6.2. File Management

In Wrapsody Drive for Desktop, you can right-click a file to access a menu for managing files.



6.2.1. Synchronize all files in the same folder

Wrapsody Drive for Desktop automatically syncs with the Wrapsody Server in real time, ensuring files are always up-to-date. Additionally, you can manually synchronize files in Wrapsody Drive for Desktop.

1. Open **File Explorer**.
2. Select the Personal, Group or Company Drive located within **Wrapsody Drive (W:)**.
3. Right-click a file within the drive and select **Synchronize All Files in Same Folder**.
4. All files, including the selected file, in the folder will synchronize.

6.2.2. Manage a file as link files

In Wrapsody Drive for Desktop, you can store files by converting them into link files. Link files occupy zero memory space and function as shortcuts, distinguished by a green overlay mark  at the bottom left of the icon.

E.g.:  or 

Convert to a link file

1. Open **File Explorer**.
2. Select the Personal, Group or Company Drive located within **Wrapsody Drive (W:)**.
3. Right-click on a file within the drive and select **Convert to Link File**.
4. The file will transform into a link file, marked with the green overlay at the bottom left of the icon.

Convert to an actual file

1. Open **File Explorer**.
2. Select the Personal, Group or Company Drive located within **Wrapsody Drive (W:)**.
3. Double-click and launch a file with the green overlay (e.g., .
4. The file will be downloaded from the server and converted into the actual file, with the overlay disappearing.

6.2.3. Manage plain file history

You can view the version history of plain and unwrapped files in Wrapsody Drive and download each version.

1. Open **File Explorer**.
2. Select the Personal, Group or Company Drive located within **Wrapsody Drive (W:)**.
3. Right-click a file within the drive and select **Plain Document History**.
4. The **Plain Document History** dialog pops up, showing the version history.

6.2.4. Rules for Wrapsody Drive File Permissions

- **Inheriting Folder Permissions**
Files in Wrapsody Drive inherit permissions from their respective folders. Write permissions for a folder automatically grant Revise permissions to users for the files within, and Read permissions grant View permissions. If folder permissions change, the corresponding file permissions will adjust accordingly. It is important to note that file owners are unable to delete or change the manager of the folder containing the file.
- **Separate Configuration of Permissions**
File owners can independently configure permissions through the **Set Users** window, and these settings remain unaffected by permissions automatically inherited from the folder. These separately set permissions remain unchanged even if there are changes to the folder permissions.
- **Priority of Permissions**
The user's final permission for a file is decided by whichever is higher between the automatically inherited permissions from the folder and the separately configured permissions set by the file owner. This ultimate permission is displayed in the **Permission** section of the **Details** window.

Example: If you have Revise permission for a file in a folder where you only have Read permission, the inherited permission from the folder is View. However, since you already have Revise permission for the file, the **Details** window will show you as a user with **Revise permission**.

6.2.5. Save a file to Wrapsody Drive

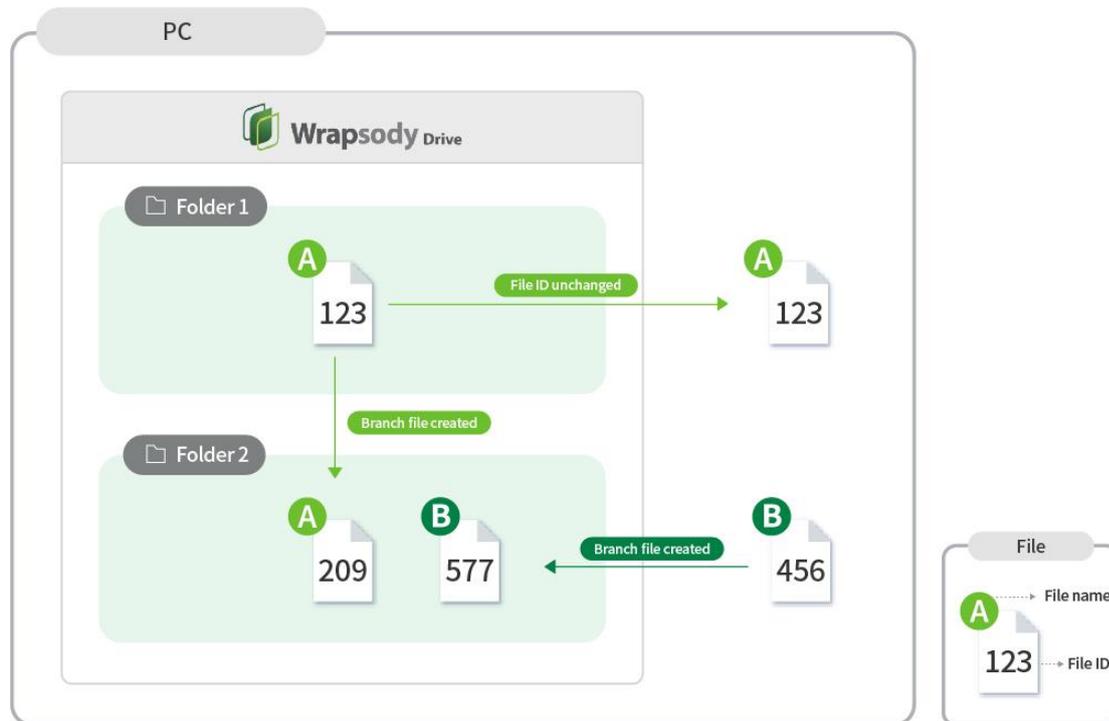
Save your file directly to Wrapsody Drive.

1. Open an application such as **Word** or **PowerPoint** on your PC to create a new file.
2. Enter your content and click the **Save** button.
3. On the **Save** page, click the **Browse** button.
4. Go to a folder in Wrapsody Drive for Desktop, choose a folder where you have Write permissions, and click **Save** in the **Save As** dialog.
5. Your file will be saved in the selected folder. Please note that the user creating and saving the file will be the file owner, and the file permissions will inherit the permissions of the chosen folder (Refer to [Rules for Wrapsody Drive File Permissions](#)).

6.2.6. Copy a file

You can copy a file if you have View or higher permissions (or Revise permissions, depending on the server settings). After copying it, you can paste the file either within your Drive or transfer it between Wrapsody

Drive and external locations. Refer to the accompanying diagram to visually understand the outcomes of copying and pasting a file within Wrapsody Drive or between Wrapsody Drive and external locations.



Outcomes

- **Wrapsody Drive to Local path:** A file with the identical file ID will be created in the local path, retaining the same file permissions.
- **Local path to Wrapsody Drive or Within Wrapsody Drive:** A branch file under the same file name but with a different file ID will be created. The user who copies the file becomes the file owner, and the file permissions set before are reset. The file will inherit the permissions of the destination folder (Refer to [Rules for Wrapsody Drive File Permissions](#)).
- **Plain files:** They remain as plain files after being pasted, or will be wrapped according to the Wrapping policies.
- **Plain files in Wrapsody Drive:** For plain files, which are also Wrapsody Drive files, the file permissions can be checked on Wrapsody Drive Web (Refer to [Check permissions for a plain file](#)).

6.2.7. Move a file

Users with file managing permissions, including the folder owner, file owner, head of group, and administrators, can move files to a folder for which they have Write permissions within Wrapsody Drive. However, this movement is only available within their Personal, Group, or Company drive respectively. The file ID will remain unchanged. Additionally, separately set file permissions will not be changed, inheriting permissions of the destination folder simultaneously (Refer to [Rules for Wrapsody Drive File Permissions](#)).

Note: Moving files directly between Wrapsody Drive and local folders outside the Drive is not possible. If users try to move a file between these locations, the outcomes will mirror those of copying files between them (Refer to [Copy files](#)).

6.2.8. Rename a file in Wrapsody Drive

Rename a file for which you have Revise permission in Wrapsody Drive for Desktop.

1. Open **File Explorer**.
2. Select the Personal, Group or Company Drive located within **Wrapsody Drive (W:)**.
3. Right-click either a plain or Wrapsody file within the drive and select **Rename**.
4. Enter the new name and press the **Enter** key.
5. The file name will change, and the Drive will synchronize, promptly updating the file name on Wrapsody Drive Web to reflect the modification.

6.2.9. Delete a file from Wrapsody Drive

Delete files within a folder where you have Write permission in Wrapsody Drive. If you are not the file owner, an email or push message will be sent to the file owner when the file is deleted.

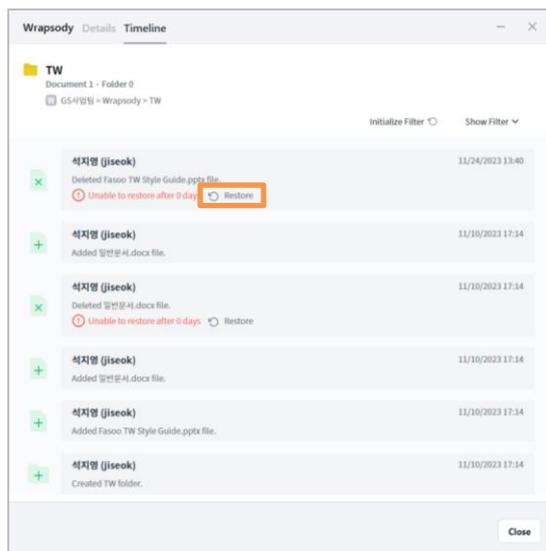
1. Open **File Explorer**.
2. Select the Personal, Group or Company Drive located within **Wrapsody Drive (W:)**.
3. Right-click either a plain or Wrapsody file within the drive and select **Delete**, or simply press the **Delete** key.
4. The file will disappear from Wrapsody Drive for Desktop, relocating to the file owner's **Recycle Bin** on the server.

Note: When a file is deleted from Wrapsody Drive, it goes to the file owner's Recycle Bin on the server, resetting the file permissions inherited from the folder. The file owner can restore the file from the **Recycle Bin** or initiate a request for permanent deletion (Refer to [Restore a Wrapsody Drive file](#), [Restore from Recycle Bin](#), and [Request permanent deletion](#)).

6.2.10. Restore a file to Wrapsody Drive

Users who have Write permissions for a folder can restore a deleted file within the folder.

1. Open **File Explorer**.
2. Right-click the folder that previously contained the deleted file you want to restore in Wrapsody Drive for Desktop and then select **Folder Properties**.
3. When a Wrapsody **Details** window appears, click the **Timeline** tab located at the top.
4. Within the file deletion record box, click **Restore**.



5. The deleted file will be restored.

6.3. Folder Management

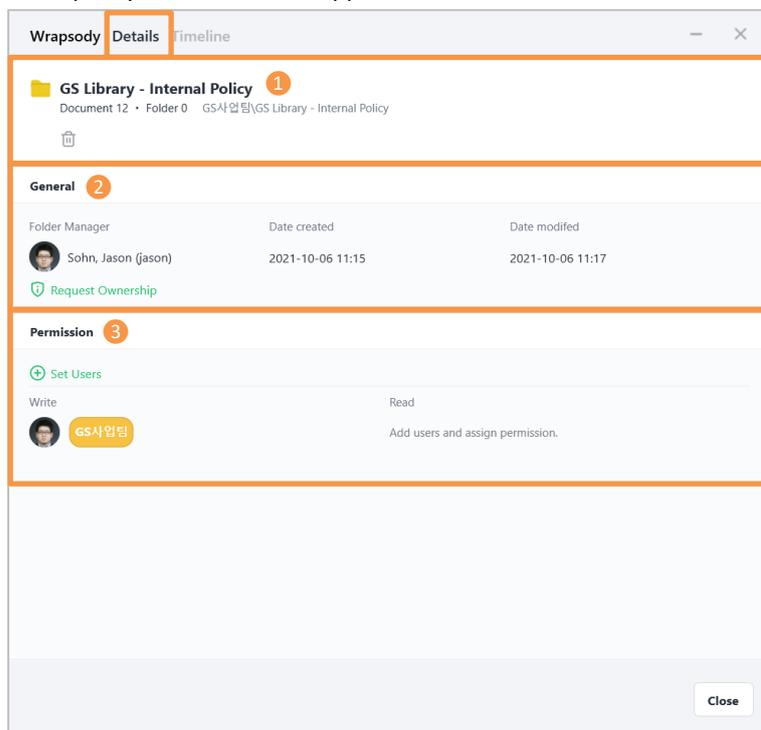
A folder in Wrapsody Drive for Desktop can be administered by either the assigned folder manager or a user with appropriate permissions for that folder. These users have the authority to perform actions such as deleting, moving, and copying the folder, configuring folder permissions, and renaming it. However, the ability to rename, move, delete a folder, and set folder permissions may be granted specifically to the folder manager based on the server settings.

6.3.1. Manage folders

You can manage folders by accessing either the **Details** or **Timeline** tab within the **Properties** window.

Details

1. Open **File Explorer**.
2. Right-click a file in **Wrapsody Drive (W:)** and select **Folder Properties**.
3. A Wrapsody **Details** window appears.



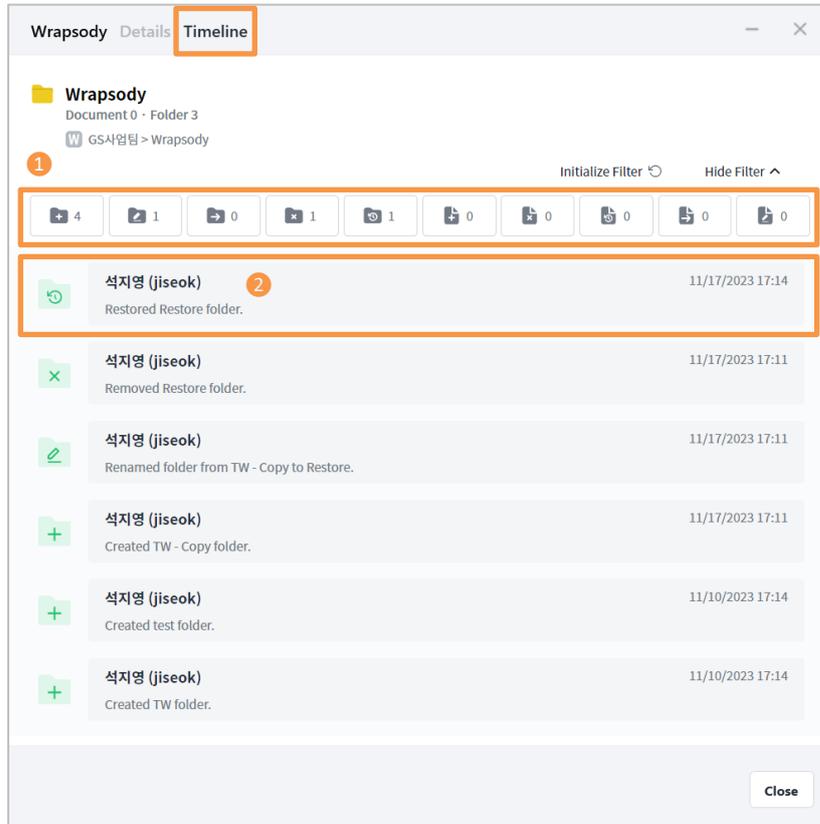
1 Basic info: Displays the folder structure in Wrapsody Drive, indicating the number of nested folders and files, along with the folder path. A **Delete**  icon is visible only to users with the necessary permissions to delete the folder. Note that attempting to delete files by clicking the **Delete** icon within the folder will not work if there are files present.

2 General: Displays information such as the folder manager's identity, creation date and modification date. If you are not the folder manager, **Request Ownership**  will be enabled. For more details, refer to [Request folder ownership](#).

3 Permission: Lists users or groups with Write or Read permissions for the folder. **Set Users**  will be enabled for users who have the authority to configure folder permissions, allowing them to set permissions for each user or group. Please note that this **Set Users** button will be disabled for the Personal Drive, as only the drive owner has the authority over the folders within. For more details, refer to [Set folder permissions](#).

Timeline

1. Open **File Explorer**.
2. Right-click a file in **Wrapsody Drive (W:)** and select **Folder Properties**.
3. When a Wrapsody **Details** window appears, click the **Timeline** tab located at the top.



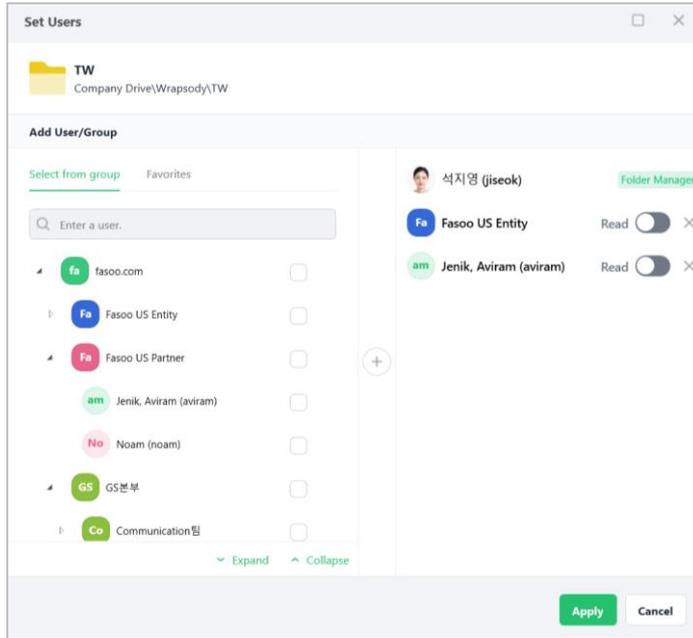
1 Filter: Click at the top right corner of the **Timeline** tab to reveal 10 filters in the form of icons. Hovering over each icon will display the corresponding filter name. When you select filters such as **Create Folders, Change Folder Name, Move Folders, Remove Folder, Restore Folder, Add file, Delete file, Restored file, Move file** and **Renamed file** (from left), whether one or multiple, the history of folder management actions associated with those filters will appear.

2 Folder history: Every history record displays the users who carried out folder management actions, the type of management action taken, and the timestamp of the action.

Set folder permissions

A folder manager or a user with Write permissions for a folder can assign permissions for each user and group. However, this action might be restricted to the folder manager depending on the server settings.

1. Open **File Explorer**.
2. Right-click a file in **Wrapsody Drive (W:)** and select **Folder Properties**.
3. A Wrapsody **Details** window appears.
4. Click in the **Permission** section, and a window will appear as shown below.

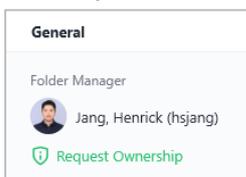


5. Select users or groups either in the **Select from group** or **Favorites** tab, and the chosen users or groups will be added to the list on the right.
6. Click the toggle button to select **Read** or **Write** permission to grant.
7. To apply the newly set or revised permissions, click **Apply**. To discard changes, click **Cancel**.

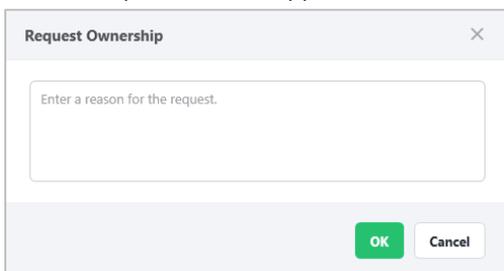
Request folder ownership

Users who are not the manager of a folder but have permissions for it can request folder ownership from the folder manager. Once ownership is transferred, the previous folder manager will be automatically granted Write permission for the folder.

1. Open **File Explorer**.
2. Right-click a file in **Wrapsody Drive (W:)** and select **Folder Properties**.
3. A **Wrapsody Details** window appears.
4. Click **Request Ownership** under the **Folder Manager's** identity in **General**.



5. When a request window appears, enter a reason for the request, and click **OK**.

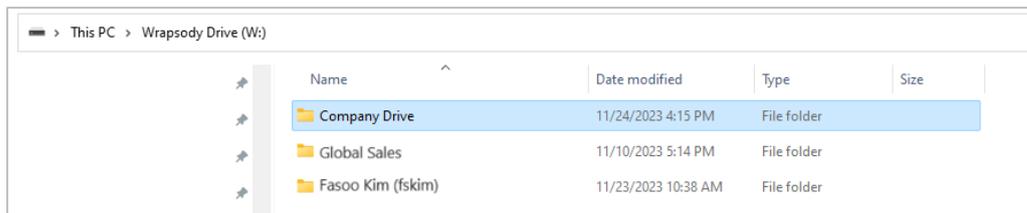


6. When the request completion window appears, click **OK**.
7. If the folder manager accepts the request, the requester will become the new folder manager.

6.3.2. Create a folder in Wrapsody Drive

Users can create a folder in their Personal, Group, or Company Drive. If the folder is created in a location where you have Write permissions within the Group or Company drive, you automatically become the folder manager, inheriting permissions from the parent folder.

1. Go to **File Explorer > Wrapsody Drive (W:)**.
2. Enter either your **Personal Drive** (displayed as "user name (user ID)"), your **Group Drive** (displayed as the group name), or **Company Drive**.



3. Right-click on empty space, select **New** and then **Folder**.
4. Enter the folder name, press the **Enter** key, and the folder with the specified name will be created.

6.3.3. Copy a folder

You can copy a folder if you have View or higher permissions. After copying it, you can paste it within your Drive or transfer it between Wrapsody Drive and external locations.

Outcomes

- **Wrapsody Drive to Local path:** A folder with the identical name will be created in the local path.
- **Local path to Wrapsody Drive or Within Wrapsody Drive:** The user who copies the folder becomes the folder manager, and the folder inherits permissions from the destination folder. Notably, when the copying action occurs within Wrapsody Drive, separately set folder permissions by the original folder manager will not be maintained.
- Files in the folder will act according to the [Copy a file](#) process.

6.3.4. Move a folder

Users with folder managing permissions, including the folder owner, head of group, and administrators, can move a folder to another folder for which they have Write permissions within Wrapsody Drive.

Note: Moving folders directly between Wrapsody Drive and local folders outside the Drive is not possible. If users try to move a folder between these locations, the outcomes will be similar to copying folders between them (Refer to [Copy a folder](#)).

Outcomes

- Even after a folder is relocated, the folder permissions will be maintained.
- Files in the folder will act according to the [Move a file](#) process.

6.3.5. Rename a folder in Wrapsody Drive

A folder manager has the capability to change the name of a folder within Wrapsody Drive. Users with Write permissions for a folder may also rename the folder based on the sever settings.

1. Go to **File Explorer > Wrapsody Drive (W:) > Personal Drive / Group Drive / Company Drive**.
2. Right-click on the folder you want to rename and choose the **Rename** option.
3. Enter the new name and press the **Enter** key.
4. The file name will be updated, and the Drive will promptly synchronize, ensuring that the modified name is reflected on Wrapsody Drive Web.

6.3.6. Delete a folder from Wrapsody Drive

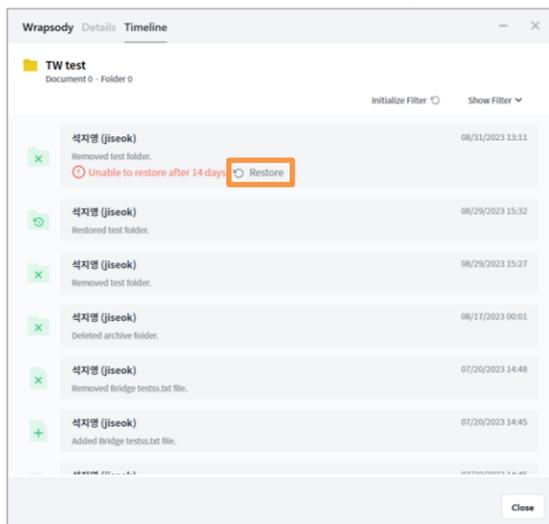
A folder manager or users with Write permissions for a folder can delete the folder. The folder manager may exclusively possess the authority to delete the folder, depending on the server settings. When a folder is deleted, the files within the folder are relocated to the file owner's **Recycle Bin** on the server.

1. Go to **File Explorer > Wrapsody Drive (W:) > Personal Drive / Group Drive / Company Drive**.
2. Right-click on the folder you want to delete.
3. Choose the **Delete** option.
4. In the **Delete Folder** window, click **Yes**.
5. The folder is now deleted and no longer visible in the specified path.

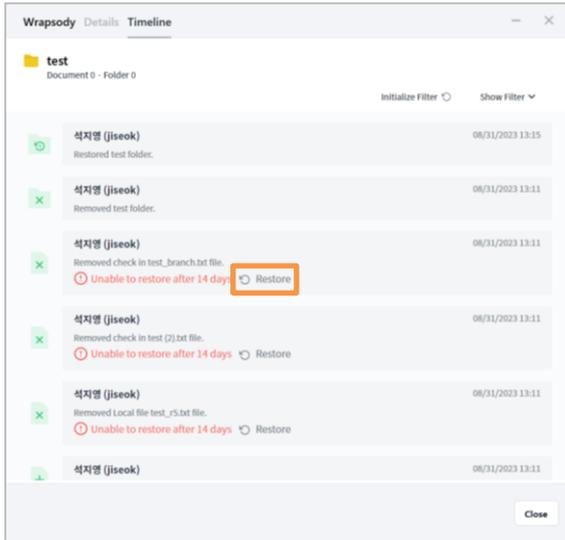
Note: If you attempt to delete the folder using the **Recycle Bin**  icon in the **Details** window accessed through Wrapsody Drive for Desktop, the action will be successful only if there are no files within the folder.

6.3.7. Restore a folder to Wrapsody Drive

1. Open **File Explorer**.
2. Right-click the parent folder of a deleted folder in Wrapsody Drive and then select **Folder Properties**.
3. When a Wrapsody **Details** window appears, click the **Timeline** tab located at the top.
4. Within the folder deletion record box, click **Restore**.



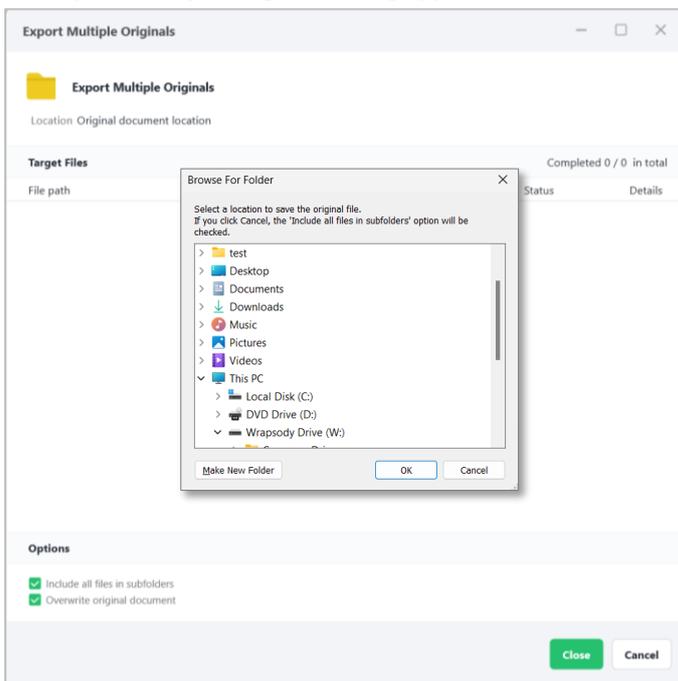
5. The deleted folder is restored. However, the deleted files in the previously deleted folder will not be restored automatically. You will need to manually restore them using the following steps.
6. Right-click a restored folder and select **Folder Properties**.
7. Click the **Timeline** tab.
8. In the folder management history list, find the records of deleted files you want to restore, and click **Restore** in each corresponding box.



6.3.8. Export multiple originals in Wrapsody Drive

This feature enables you to unwrap multiple files from folders within Wrapsody Drive and save their original files to your PC all at once. However, according to the company policy set by the administrator, this feature might not be available.

1. Open **File Explorer**.
2. Right-click a folder in Wrapsody Drive and select **Export Multiple Originals**.
3. The **Export Multiple Originals** dialog appears as below.



4. When the **Browse for Folder** dialog appears, select the folder to save the original files, and click **OK**.
5. Select the checkboxes corresponding to your desired options below the **Options** heading.
6. When you click the **Start** button, the unwrapped original will be saved in the specified location and marked as **Complete** under **Status**.