



# Extranet

## Manual for the online collaboration platform

This document describes the use of the Extranet platform.

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# 01



## General Usage

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The Extranet platform is a webpage that resides on the Domo infrastructure but that is accessible by any internet-enabled device.

To access the application just visit <https://extranet.domo.org> and log on with your short login name (eg kint)

You can choose between these languages to use the system:

- English
- French
- Dutch
- German
- Italian
- Chinese

On an iOS device you can download the 'oodrive' app from the App Store and create a connecting using these details:

<b>Username:</b>	short login name (eg kint)
<b>Password:</b>	your windows password
<b>Domain:</b>	domo
<b>Server:</b>	extranet.domo.org
<b>Use a coded connection:</b>	YES

The platform also works on any Android device using the same connection settings.

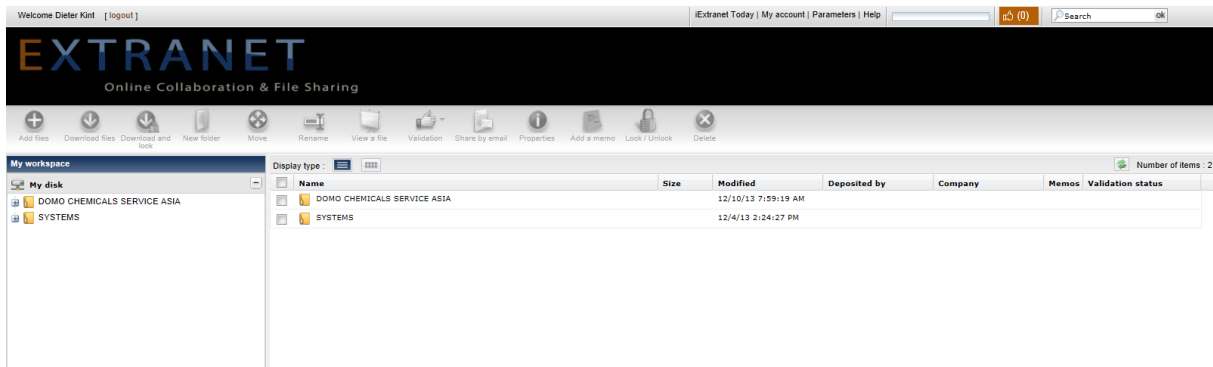
The system has built in viewers, so there is no need to have Word, Excel, Powerpoint,...to view the files

As you will see, the system is very user-friendly and easy to use.

# 02



## Adding Files and folders

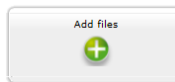


Depending on your access rights, you can add directories, add and delete files,...

- To navigate, just double click on a folder to open it.

- To create a new directory, right-click on a folder and choose '**New Folder**'

- To upload a file, just click the '**Add Files**' button



- There are 2 ways to upload files, a classic transfer for uploading up to 8 files or you can select the JAVA Transfer assistant that allows you to upload entire folders.

- When working on a file, you can select the option '**Download and lock**' to prevent that anyone else can access the file while you are working on it. You can do this manually by clicking on the '**Lock/unlock**' button too.

- To delete a file, just select it and click on the '**Delete**' button.

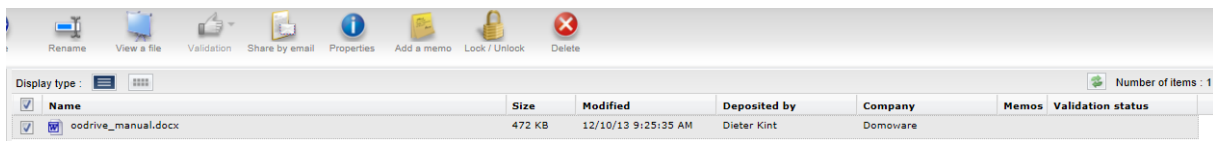
# 01



## Sharing Files

A great extra feature of the extranet is that you can share files with people outside of the organization by following these steps:

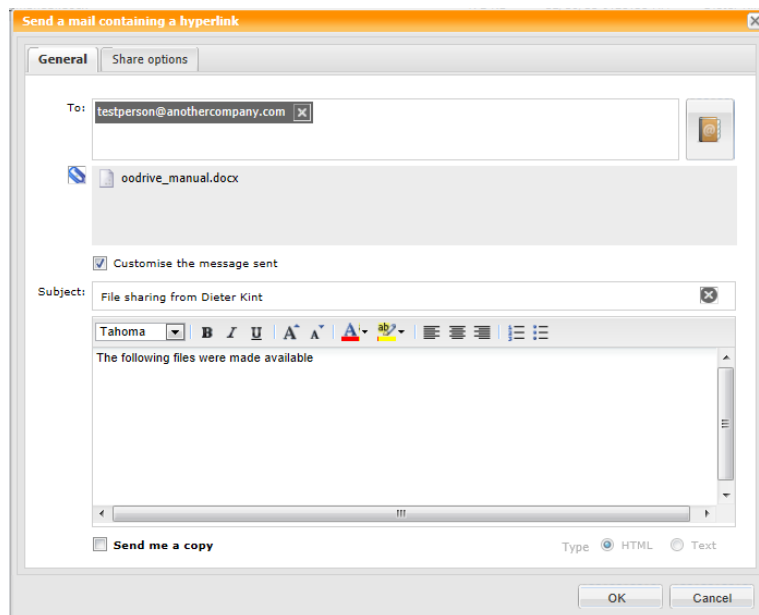
- Select a file (or folder) that you want to share



- Click on the 'Share by email' button.

- Select the option 'Send a link by e-mail'

- You will get the following screen where you can fill in a recipient's address (or choose one from the address book)



- On the second tab (Share options) you can choose how long the link should remain active and if the user requires a password to open the file. You can even choose to get an acknowledgement when your file is being downloaded.