

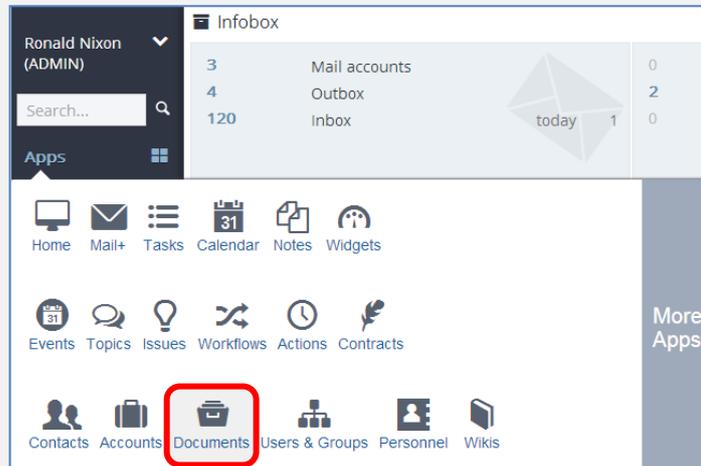
How to manage your documents



How to manage your documents

Comidor offers a complete document management system (DMS) for you organization to manage effectively all your documents and files.

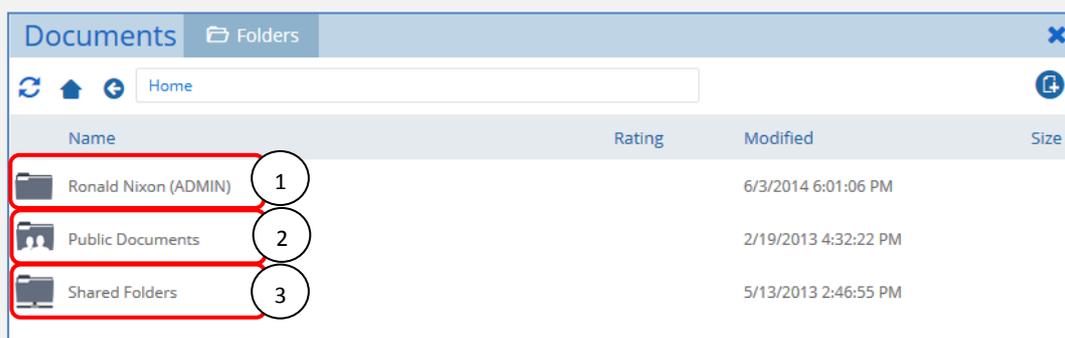
Open the Documents Unit



DMS STRUCTURE

Every user has 3 main folders

1. Personal Folder - your own personal files & folders, no-one else has access to them. If you want someone to have access to a folder, you can share the folder with the person you want (choose folder then click "Share" and select the users you want to share with). This folder will appear in the other user's "Shared Folder".
2. Public Documents – This is your company's documents repository. All files in this folder are available to all employees of the company
3. Share Folders - Folders that other users have shared with you. You can't delete or rename the shared folder.

A screenshot of the 'Documents' unit interface. It shows a table with columns for 'Name', 'Rating', 'Modified', and 'Size'. Three folders are listed, each with a red box around its name and a circled number to its right: 'Ronald Nixon (ADMIN)' (1), 'Public Documents' (2), and 'Shared Folders' (3).

Name	Rating	Modified	Size
Ronald Nixon (ADMIN)		6/3/2014 6:01:06 PM	
Public Documents		2/19/2013 4:32:22 PM	
Shared Folders		5/13/2013 2:46:55 PM	

B

CREATE

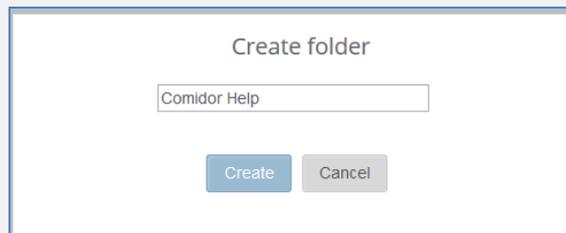
1

Folder

To create a new folder, click the **“Create”** button and choose **“Create Folder”**.



Give a name to the folder and click the **“Create”** button.



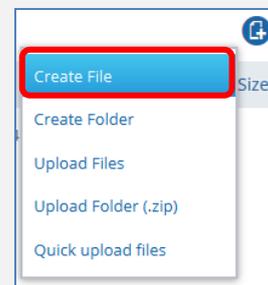
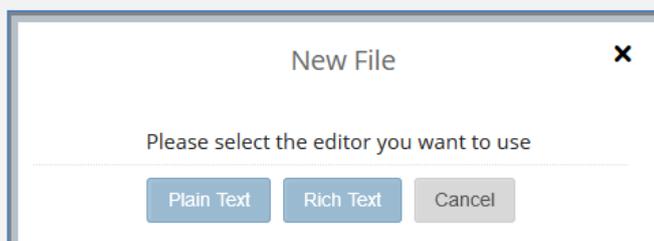
The folder is ready.



2

File

You can easily **create a new file** txt or html document inside Comidor. Just select the **“Create File”** option.



C

UPLOAD

There are 4 ways in Comidor to **upload file(s)**.

1

Drag & drop

Drag & drop any file from your computer in the folder in Comidor

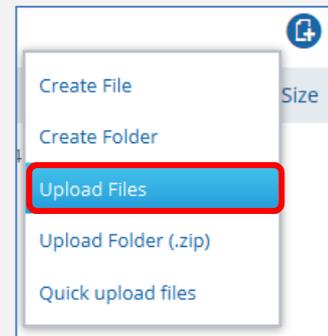


2

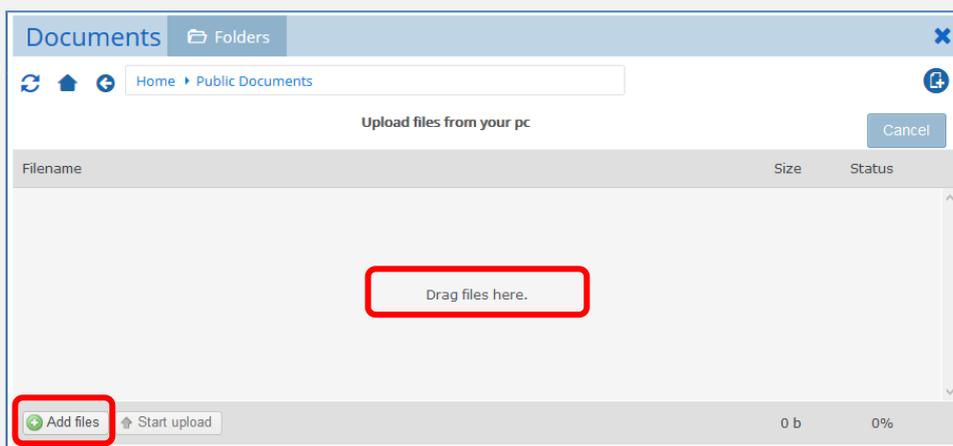
Upload Files

Choose this option when you want to upload files from different folders in your computer at the same time.

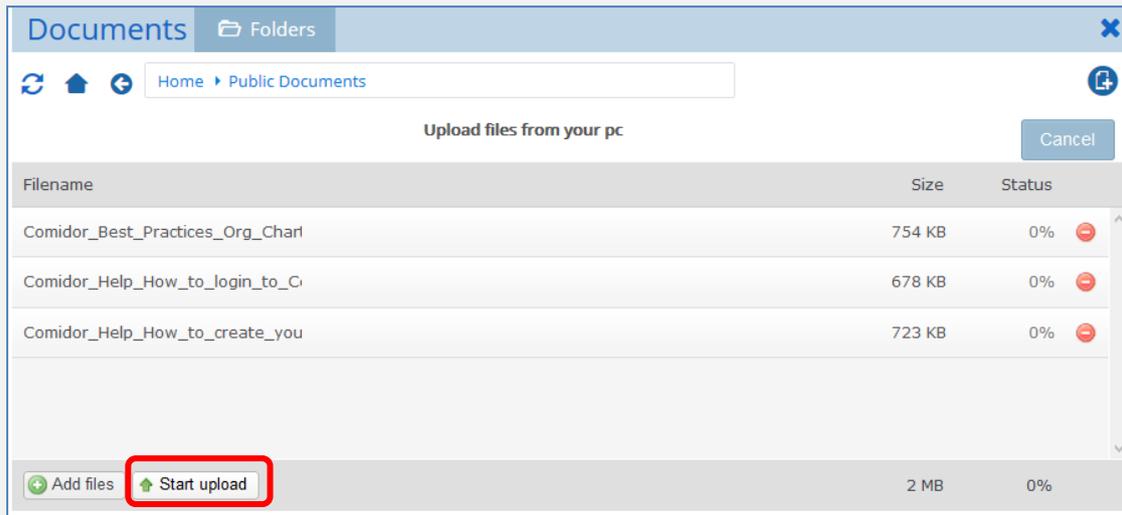
a) Click on the “Create” button and select the “**Upload Files**” option.



b) Drag & drop files in the grey area or click the “Add files” button.



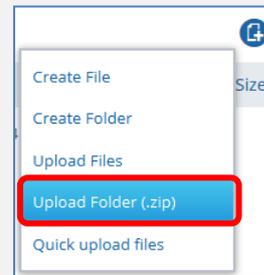
c) When you have chosen all your files, click the “Start upload” button to upload them.



3

Zip

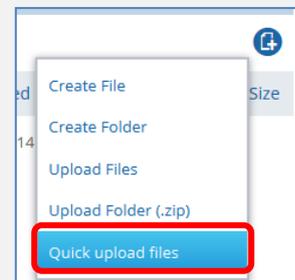
If you have in your computer a lot of folders and files, you could upload them all together. Make them as a zip file in your computer and then in Comidor choose “Upload Folder (.zip)”.



4

Quick Upload Files

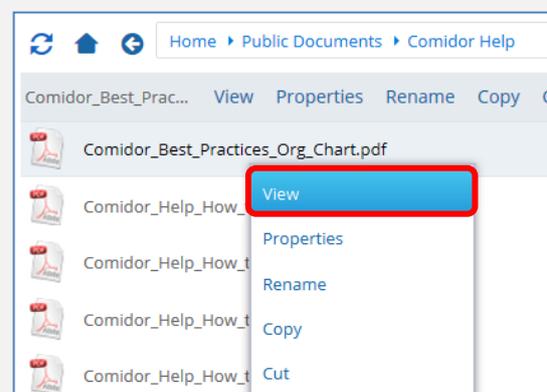
Choose this option when the files you want to upload are on the same folder. Click on the “Create” button and select the “Quick upload files” option. Select any file(s) to be uploaded immediately.



D

VIEW

Win time by opening any document within Comidor's native viewer system, no need to download the file. Right click on the file you want to preview and click “View”.



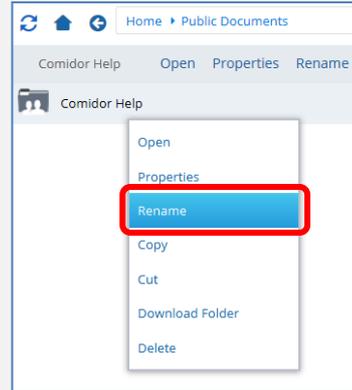
E

EDIT

1

Rename

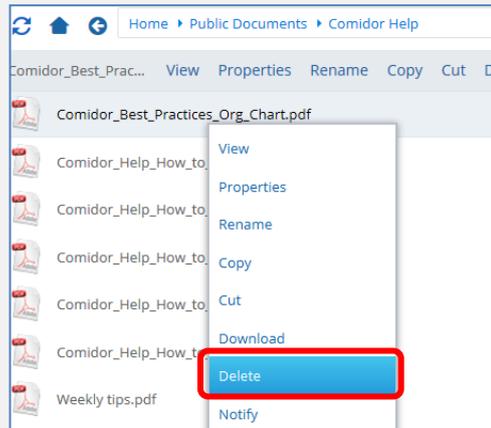
You can **rename** a folder or file. Right click on the folder or file and select the “Rename” option.



2

Delete

You can easily delete a file or folder. Right click on the file (or folder) you want to delete and select the “Delete” option. Alternatively you can choose the file and press the “Delete” button from your keyboard.



3

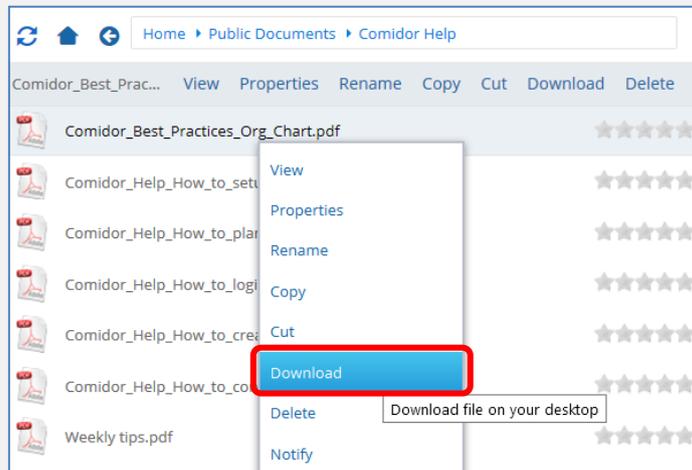
Shortcuts

All the known shortcuts are available in Comidor’s document management system: Ctrl+C (copy), Ctrl +A (select all), Ctrl+V (paste) etc.

F

DOWNLOAD

You can preview a file online or you can download it in your computer. Right click on the file you want to download and click “Download”.





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offering plenty integrated solutions that help
enterprises to run more efficiently!

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