d.velop

d.velop share: Administrator

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1.1. Basic information about the application

This section contains general product information.

1.1.1. About d.velop share

d.velop share and d.velop collaboration enhance your d.3one environment with collaborative functions. Following the installation, you are able to share documents with people outside your organization. You can also send documents by e-mail directly from your d.3one environment or start chats based on documents and dossiers.

d.velop share is designed for on-premises systems and has a smaller scope of functions. d.velop collaboration is designed for cloud and hybrid systems and offers the full scope of functions.

1.2. Installation and uninstallation

In this chapter, you can find information about the deployment of d.velop share.

1.2.1. System requirements

Please refer to the central system requirements for d.velop products (on-premises). You can find deviating or more extensive system requirements in the documentation.

1.2.2. Installing and updating d.velop share

You must install d.velop share on your server before you can use the share function.

This is how it works

1. Download the **dvelop-share.exe** file from the d.velop service portal.
2. Run the file on your server.
3. Follow the setup instructions.

After the installation, the application is automatically entered in d.3 process manager and registered in d.ecs http gateway. You then have the option of sharing documents directly.

If you have already installed an older version of the application, you can update this version with an up-to-date setup.

If you start the setup, the processes are automatically stopped, updated and restarted.

1.2.3. Uninstalling d.velop share

To uninstall the application, run the uninstall wizard on your server.

Then, follow the uninstall wizard instructions.

1.2.4. Enabling the default port for d.velop share

- The port for d.velop share is set as port 4005 by default.

1.3. Configuring d.velop share

In this chapter, you can find information about the configuration of d.velop share.

1.3.1. Enabling "Connect to Microsoft Teams"

The option for connecting documents with Microsoft Teams channels is deactivated by default following the installation. Activate the function if you use Microsoft Teams in your organization.

This is how it works

1. Click **Configuration** on the start page.
2. Choose **Share and chat** below **d.velop share**.
3. Click **Configuration settings**.
4. Activate the option **Document and dossier chat**.
5. Click on **Save**.

Your users can now access the **Chat** context action.

1.3.2. Disabling "Send by e-mail"

The option for sending documents by e-mail is activated by default following the installation. You can deactivate the function if you do not want to use it in your organization.

This is how it works

1. Click **Configuration** on the start page.
2. Choose **Share and chat** below **d.velop share**.
3. Click **Configuration settings**.
4. Deactivate the **Send copy** option.
5. Click on **Save**.

The **Send copy** option is no longer available to your users in the **Share** context action.

1.3.3. Disabling "Send link"

The option for sending documents by e-mail is activated by default following the installation. You can deactivate the function if you do not want to use it in your organization.

This is how it works

1. Click **Configuration** on the start page.
2. Choose **Share and chat** below **d.velop share**.
3. Click **Configuration settings**.
4. Deactivate the **Send link** option.
5. Click on **Save**.

The **Send link** option is no longer available to your users in the **Share** context action.

1.4. Additional information sources and imprint

If you want to deepen your knowledge of d.velop software, visit the d.velop academy digital learning platform at https://dvelopacademy.keelearning.de/.

Our E-learning modules let you develop a more in-depth knowledge and specialist expertise at your own speed. A huge number of E-learning modules are free for you to access without registering beforehand.

Visit our Knowledge Base on the d.velop service portal. In the Knowledge Base, you can find all our latest solutions, answers to frequently asked questions and how-to topics for specific tasks. You can find the Knowledge Base at the following address: https://kb.d-velop.de/

Find the central imprint at https://www.d-velop.com/imprint.