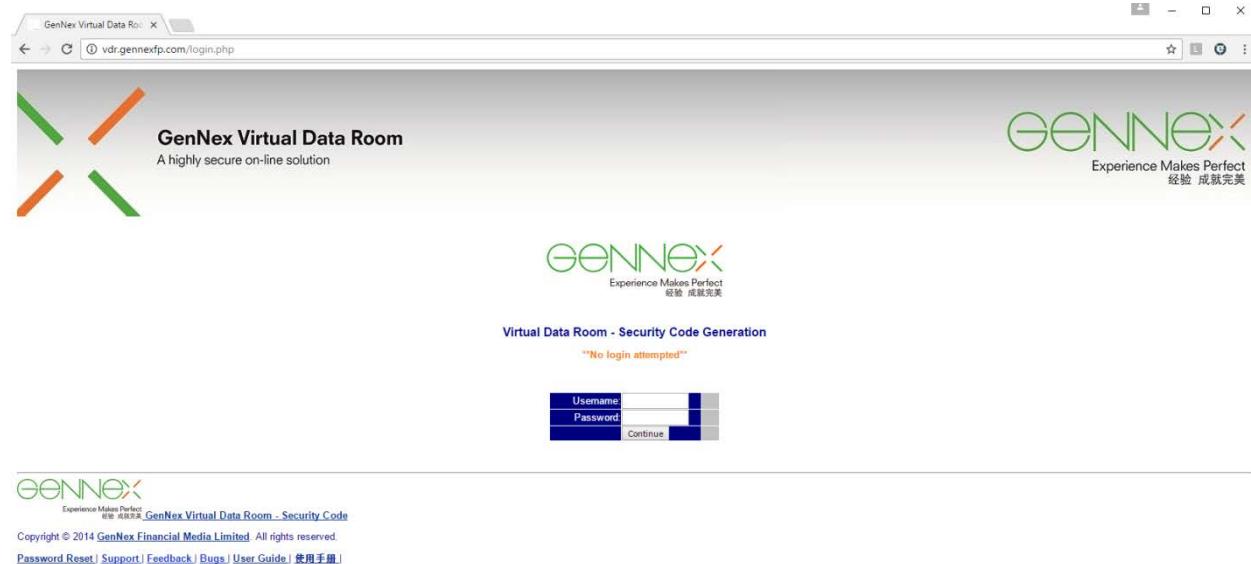


## 部分 1 – 安全码的生成

前往 <http://vdr.gennexfp.com>，并使用用户名和密码登入虚拟数据室

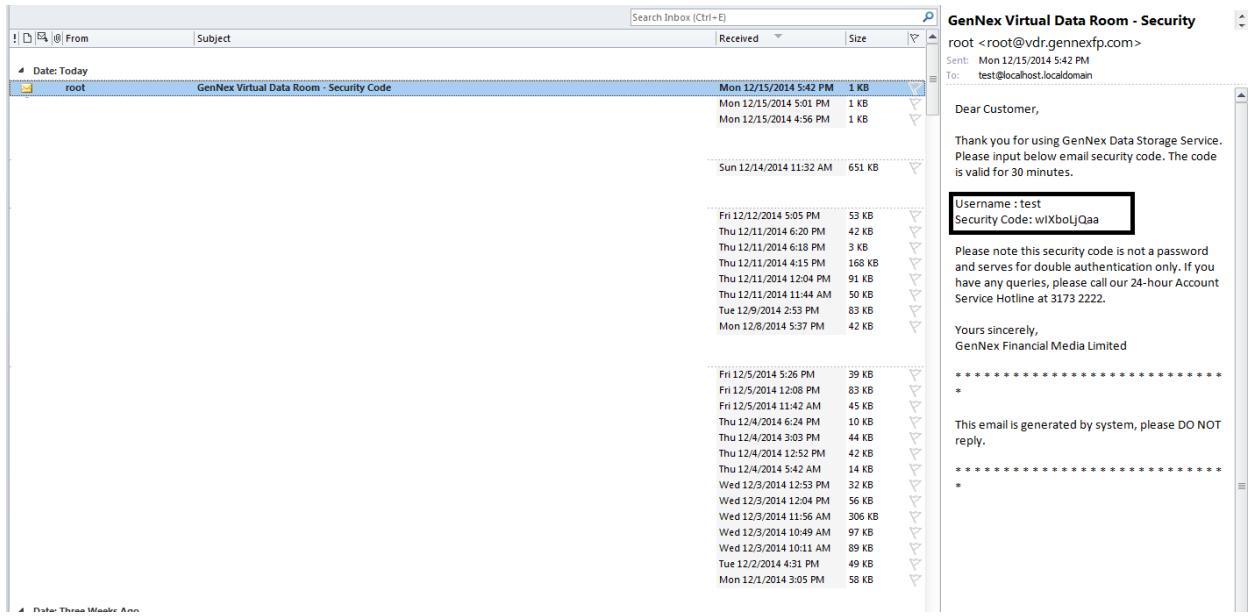


再次输入密码以确认安全码的生成



成功登入之后，用于登入虚拟数据室的安全码将会被生成 并且发送到你的邮箱



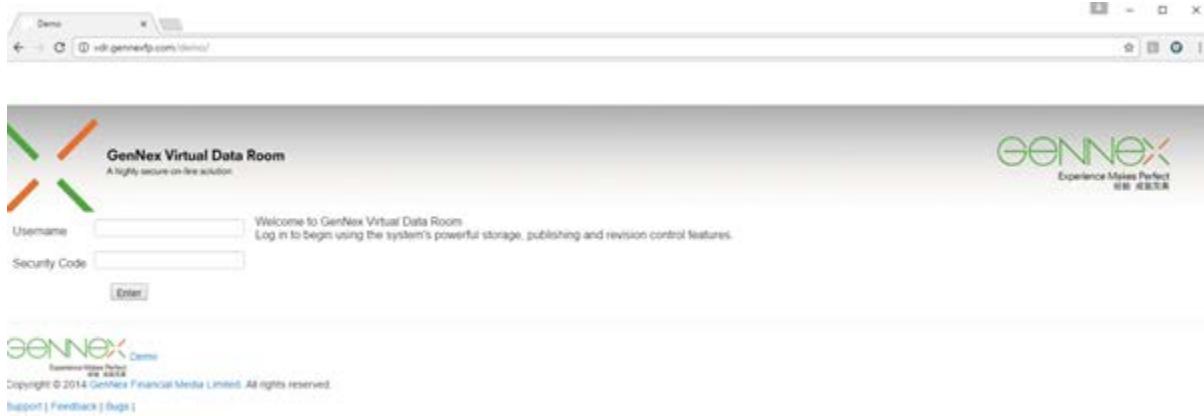


\*一旦我们有了安全码，我们可以点击按钮前往智盛虚拟数据室。请牢记安全码生成之后，只有30分钟的有效时间。但它过期之后，我们必须重新生成。不过，除非我们登出系统，不然只要还在登入中，我们就可以继续使用虚拟数据室。

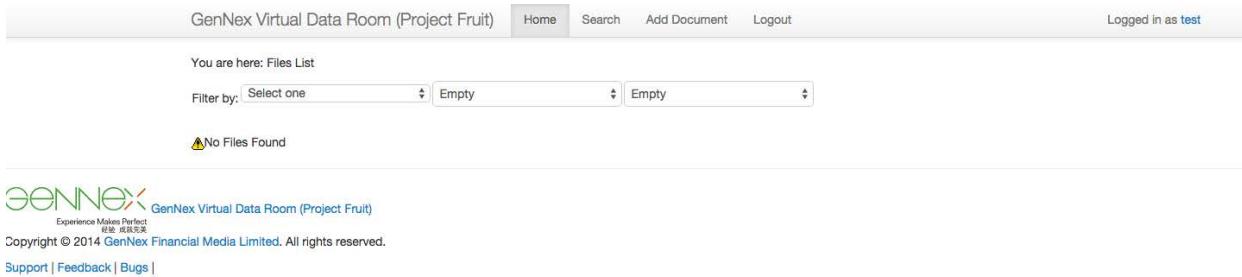
## 部分 2 – 虚拟数据室

### 2.1 使用在邮件中提供的安全码登入

(e.g. 在上面的例子中，用户名= test & 安全码 = wIXboLjQaa)



虚拟数据室的首页：依照不同的访问权限将会有不同功能供选择 (e.g. 只读-R 或者 读写-RW)



V-用户只可以读取、但是不被允许下载和列印虚拟数据室中的文件。

R-用户只可以读取、下载和列印虚拟数据室中的文件，但是不被允许添加文件到虚拟数据室。用户仍然可以修改被文件拥者给予写入权限的特定文件 (i.e. 签入)

RW-用户可以添加文件到虚拟数据室中并且可以分配各种权限给个人和公司用户

\*权限等级

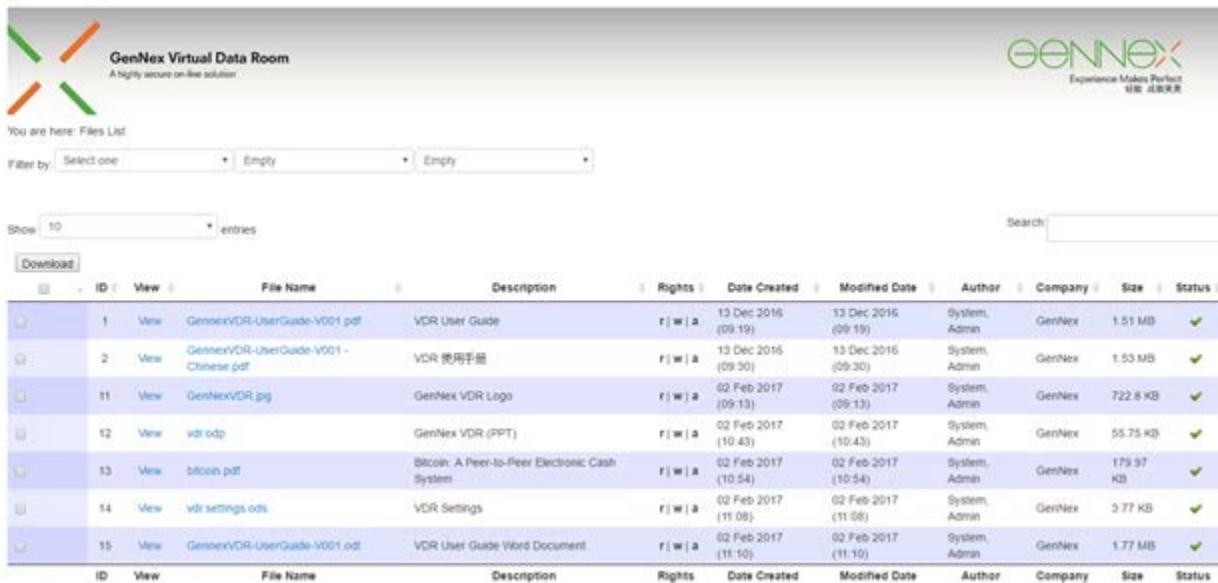
查看-可以阅读在虚拟数据室中的文件但不可以打印或下载,

读取-可以下载和读取在虚拟数据室中的文件

写入-可以改写在虚拟数据室中的文件 (i.e. 签出)

管理(admin)-可以删除和分配文件权限给其他人 (个人和公司)

## 2.2 虚拟数据室的操作



The screenshot shows the GenNex Virtual Data Room interface. At the top, there is a logo with three intersecting lines in green, orange, and red, followed by the text "GenNex Virtual Data Room" and "A highly secure on-line solution". On the right, there is a "GENNEX" logo with the tagline "Experience Makes Perfect" and "经验 成就完美". Below the header, it says "You are here: Files List". There is a "Filter by" dropdown menu with "Select one" and "Empty" options. A search bar is also present. The main area is a table titled "Files List" with the following data:

| ID | View | File Name                              | Description                                    | Rights | Date Created        | Modified Date       | Author        | Company | Size      | Status |
|----|------|--|--|--------|---------------------|---------------------|---------------|---------|-----------|--------|
| 1  | View | GenNexVDR-UserGuide-V001.pdf           | VDR User Guide                                 | r w a  | 13 Dec 2016 (09:19) | 13 Dec 2016 (09:19) | System, Admin | GenNex  | 1.51 MB   | ✓      |
| 2  | View | GenNexVDR-UserGuide-V001 - Chinese.pdf | VDR 使用手册                                       | r w a  | 13 Dec 2016 (09:30) | 13 Dec 2016 (09:30) | System, Admin | GenNex  | 1.53 MB   | ✓      |
| 11 | View | GenNexVDR.jpg                          | GenNex VDR Logo                                | r w a  | 02 Feb 2017 (09:13) | 02 Feb 2017 (09:13) | System, Admin | GenNex  | 722.8 kB  | ✓      |
| 12 | View | vdr.odp                                | GenNex VDR (PPT)                               | r w a  | 02 Feb 2017 (10:43) | 02 Feb 2017 (10:43) | System, Admin | GenNex  | 55.75 kB  | ✓      |
| 13 | View | bitcoin.pdf                            | Bitcoin: A Peer-to-Peer Electronic Cash System | r w a  | 02 Feb 2017 (10:54) | 02 Feb 2017 (10:54) | System, Admin | GenNex  | 179.97 kB | ✓      |
| 14 | View | vdr settings.ods                       | VDR Settings                                   | r w a  | 02 Feb 2017 (11:08) | 02 Feb 2017 (11:08) | System, Admin | GenNex  | 0.77 kB   | ✓      |
| 15 | View | GenNexVDR-UserGuide-V001.odt           | VDR User Guide Word Document                   | r w a  | 02 Feb 2017 (11:10) | 02 Feb 2017 (11:10) | System, Admin | GenNex  | 1.77 MB   | ✓      |

### 2.2.1 增加文档

如果你拥有读写的访问权限，点击增加文档按钮。在所有文件选择完毕和所有输入完成之后，点击提交。文件将会被相应地添加。

当选择文件时通过按住“Control”键，来实现**多个文件同时上传**。

文件位置 - 通过浏览选择我们想要添加到虚拟数据室中文件

分配公司 - 默认分配给作者所在公司。如果有必要，我们可以修改分配的公司。

分类 - 分配用户定义的所想要的分类给文件

权限 - 分配这个被添加的文档的权限给公司和其他个人。权限具体内容在之前章节已经提及。

描述/评论 - 输入作者想要关联该文件的内容

You are here: Add New File

File Location  No file chosenAssign to folder group Category **Edit Folder Group(Department) Permissions**Search: 

|        | Department            | Forbidden                        | None                             | View                  | Read                  | Write                 | Admin |
|--------|-----------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|-------|
| Gennex | <input type="radio"/> | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |       |
| Test   | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |       |

Showing 1 to 2 of 2 entries

Permissions

**Edit User Permissions**Search: 

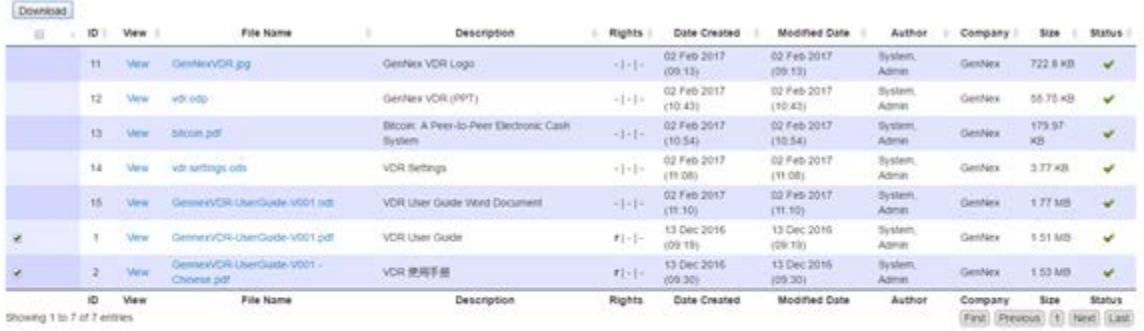
|              | User                  | Forbidden             | View                  | Read                  | Write                            | Admin |
|--------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------------|-------|
| as01, as01   | <input type="radio"/>            |       |
| as02, as02   | <input type="radio"/>            |       |
| bd, bd01     | <input type="radio"/>            |       |
| bd, bd02     | <input type="radio"/>            |       |
| Chen, Gary   | <input type="radio"/>            |       |
| Lam, Jimmy   | <input type="radio"/>            |       |
| Lau, KwanChi | <input type="radio"/>            |       |
| User, Admin  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |       |

Showing 1 to 8 of 8 entries

Description Comment

## 2.2.2 下载文档

如果用户想要读取一个特定的文件，检查框将会被使用。点击每个文件前的检查框，然后点击下载按钮来下载。所有的文件会被逐一下载到用户机器中，用户可在事先设定好的保存下载的文件下找到刚刚下载的文件。（提示：如果浏览器弹出询问是否允许批量下载，请点击“允许”）



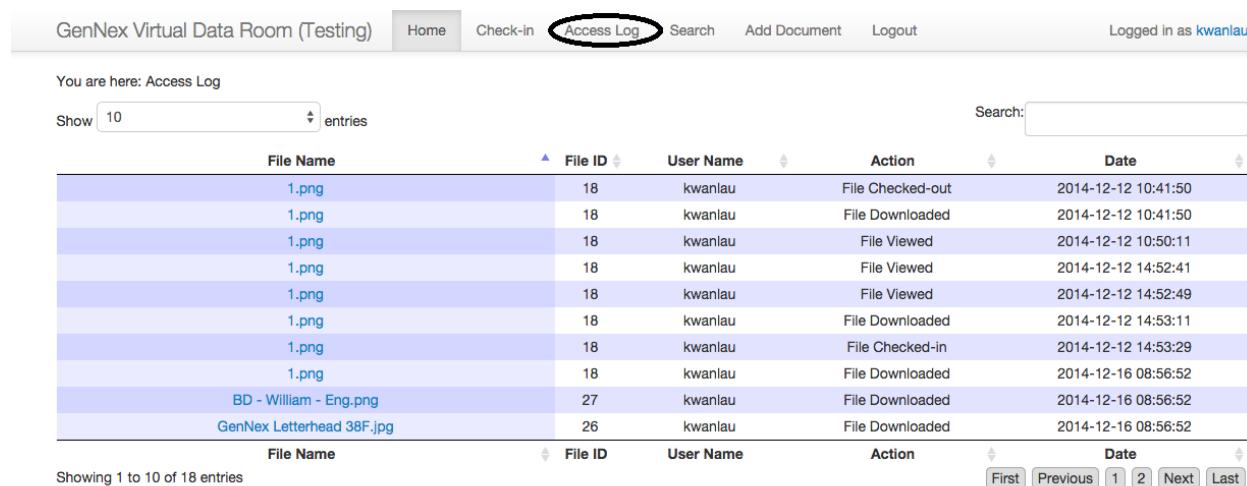
The screenshot shows a file download interface with a table of files. The columns are: ID, View, File Name, Description, Rights, Date Created, Modified Date, Author, Company, Size, and Status. There are checkboxes next to each file name. A download button labeled 'Download' is at the top left. The status column shows green checkmarks for most files. At the bottom, it says 'Showing 1 to 7 of 7 entries'.


The screenshot shows a browser window with the address bar containing two file URLs: 'GennexVDR-UserG.pdf' and 'GennexVDR-UserG.pdf'. The second URL is circled in red.

## 2.2.3 访问记录

拥有读写权限的用户访问虚拟数据室时，将能够看见关于他或她的读写活动的“访问记录”



The screenshot shows the 'Access Log' page of the GenNex Virtual Data Room. The top navigation bar includes 'Home', 'Check-in', 'Access Log' (which is circled in red), 'Search', 'Add Document', and 'Logout'. The status bar on the right says 'Logged in as kwanlau'. Below the navigation is a search bar and a dropdown for 'Show 10 entries'. The main table has columns: File Name, File ID, User Name, Action, and Date. The table shows a list of file interactions for user 'kwanlau'. At the bottom, it says 'Showing 1 to 10 of 18 entries'.

## 2.2.4 文件明细-删除/编辑/签出/历史

作者或者被分配有管理权限的用户拥有一个文件所有的访问权限。通过点击文件名进入文件明细将会看见所有可利用的选择。

You are here: [Files List](#) > File Details

✓ [SDL\\_pb\\_XPP\\_EN\\_LTR\\_hires\\_tcm10-5104.pdf](#)  
Category: test  
Size: 2.49 MB  
Date Created: 16 Dec 2014 (09:01)  
Owner: [Lau, KwanChi](#)  
Description: No description available  
Comment:  
Revision: 1  
[View](#) [Check out](#) [Edit](#) [Delete](#) [History](#)

### 2.2.4.1 删除

删除是指通过点击“删除”链接来删除文件。当弹窗出现时，点击“OK”来确认此次操作。

You are here: [Files List](#) > File Details

✓ [SDL\\_pb\\_XPP\\_EN\\_LTR\\_hires\\_tcm10-5104.pdf](#)  
Category: test  
Size: 2.49 MB  
Date Created: 16 Dec 2014 (09:01)  
Owner: [Lau, KwanChi](#)  
Description: No description available  
Comment:  
Revision: 1  
[View](#) [Check out](#) [Edit](#) [Delete](#) [History](#)



The page at [vdr.gennexfm.com](http://vdr.gennexfm.com) says:  
Are you sure?  
Cancel OK

**Gennex** GenNex Virtual Data Room (Testing)  
Experience. Make. Perfect.  
Copyright © 2014 GenNex Financial Media Limited. All rights reserved.  
[Support](#) | [Feedback](#) | [Bugs](#) |

You are here: [Files List](#)

Document has been removed

Filter by: [Select one](#) [Empty](#) [Empty](#)

Show 10 entries

Search:

| ID | View                 | File Name                 | Description              | Rights    | Date Created        | Modified Date       | Author      | Folder Group | Size      | Status |
|----|----------------------|---------------------------|--------------------------|-----------|---------------------|---------------------|-------------|--------------|-----------|--------|
| 17 | <a href="#">View</a> | apache_pb.gif             | No description available | -   -   - | 11 Dec 2014 (20:34) | 11 Dec 2014 (20:34) | User, Admin | Gennex       | 2.27 KB   |        |
| 20 | <a href="#">View</a> | 3.png                     | No description available | -   -   - | 12 Dec 2014 (15:32) | 12 Dec 2014 (15:32) | User, Admin | Gennex       | 26.87 KB  |        |
| 26 | <a href="#">View</a> | apache_pb.gif             | No description available | -   -   - | 15 Dec 2014 (23:16) | 15 Dec 2014 (23:16) | User, Admin | Gennex       | 2.27 KB   |        |
| 18 | <a href="#">View</a> | 1.png                     | No description available | r   w   - | 11 Dec 2014 (21:53) | 12 Dec 2014 (14:53) | Chen, Gary  | Gennex       | 167.7 KB  |        |
| 26 | <a href="#">View</a> | GenNex Letterhead 3BF.jpg | Uploaded from Will       | r   w   - | 15 Dec 2014 (11:49) | 15 Dec 2014 (12:07) | bd, bd01    | Gennex       | 314.38 KB |        |
| 27 | <a href="#">View</a> | BD - William - Eng.png    | No description available | r   w   - | 15 Dec 2014 (12:22) | 16 Dec 2014 (08:59) | bd, bd01    | Gennex       | 797.92 KB |        |

ID View File Name Description Rights Date Created Modified Date Author Folder Group Size Status

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

## 2.2.4.2 编辑

编辑是指通过点击“编辑”链接来编辑文件权限和信息，这包括文件所属公司，描述，评论等。编辑类似于我们看见的“增加文档”。当完成操作时，点击“保存”。

You are here: [Files List](#) > [File Details](#) > Update File

|                        |  |
|------------------------|--|
| Name                   | apache_pb.gif                            |
| Assign to owner        | <input type="text" value="User, Admin"/> |
| Assign to folder group | <input type="text" value="Gennex"/>      |
| Category               | <input type="text" value="test"/>        |

---

[Edit Folder Group\(Department\) Permissions](#)

---

[Edit User Permissions](#)

---

Description

Comment

### 2.2.4.3 签出

一个拥有写入权限的用户可以签出文件来改写它。在文件签出之后，它的状态将会被改变成“想”（i.e. 签出）以便让其他用户知道该文件已经被签出来修改。这个文件将成为只读状态并且其他人不可以改写它直到他被重新签入（i.e. 一个新的版本可以利用）

GenNex Virtual Data Room (Testing) Home Check-in Access Log Search Add Document Logout

You are here: [Files List](#) > [File Details](#) > Check-out File

Check-out File Click to check out the selected document and begin downloading it to your local workstation

Once the document has completed downloading, you may [Continue](#).

| Show: 10 entries                    | Search: |           |                           |                          |                      |                        |                        |              |        |           |   |
|-------------------------------------|---------|-----------|---------------------------|--------------------------|----------------------|------------------------|------------------------|--------------|--------|-----------|---|
| Download                            |         |           |                           |                          |                      |                        |                        |              |        |           |   |
| ID                                  | View    | File Name | Description               | Rights                   | Date Created         | Modified Date          | Author                 | Folder Group | Size   | Status    |   |
| <input type="checkbox"/>            | 18      | View      | 1.png                     | No description available | r   w   -<br>(21:53) | 11 Dec 2014<br>(21:53) | 12 Dec 2014<br>(14:53) | Chen, Gary   | Gennex | 167.7 KB  | ✓ |
| <input type="checkbox"/>            | 26      | View      | GenNex Letterhead 3BF.jpg | Uploaded from WILL       | r   w   -<br>(11:49) | 15 Dec 2014<br>(11:49) | 15 Dec 2014<br>(12:07) | bd, bd01     | Gennex | 314.38 KB | ✓ |
| <input checked="" type="checkbox"/> | 27      | View      | BD - William - Eng.png    | No description available | r   w   -<br>(12:22) | 15 Dec 2014<br>(12:22) | 15 Dec 2014<br>(12:22) | bd, bd01     | Gennex | 797.92 KB | ✗ |
| <input type="checkbox"/>            | 17      | View      | apache_pb.gif             | No description available | -   -   -<br>(20:34) | 11 Dec 2014<br>(20:34) | 11 Dec 2014<br>(20:34) | User, Admin  | Gennex | 2.27 KB   | ✓ |
| <input type="checkbox"/>            | 20      | View      | 3.png                     | No description available | -   -   -<br>(15:32) | 12 Dec 2014<br>(15:32) | 12 Dec 2014<br>(15:32) | User, Admin  | Gennex | 26.87 KB  | ✓ |
| <input type="checkbox"/>            | 28      | View      | apache_pb.gif             | No description available | -   -   -<br>(23:16) | 15 Dec 2014<br>(23:16) | 15 Dec 2014<br>(23:16) | User, Admin  | Gennex | 2.27 KB   | ✓ |

Showing 1 to 6 of 6 entries First Previous 1 Next Last

### 2.2.4.4 历史

历史显示了已经完成的修改记录包括创建日期，签出，签入等。

You are here: [Files List](#) > [File Details](#) > History

✓ BD - William - Eng.png

Category: Non unique file id

File size: 797.92 KB

Creation date: 15 Dec 2014 (12:22)

Owner: bd, bd01

Description: No description available

Comment: No author comments available

Revision: Latest



History

| Version | Modification date   | By           | Note           |
|---------|---------------------|--------------|----------------|
| current | 16 Dec 2014 (08:59) | Lau, KwanChi |                |
| 1       | 15 Dec 2014 (12:22) | bd, bd01     | Initial import |

## 2.2.5 签入

如果用户拥有文件的写入权限，即使他不能够“增加文档”，也可以可以签入和签出文件。在签出之后，一旦更新完成，用户可以通过点击顶部菜单栏的“签入”选项来重新签入该文件。它显示了被用户签出和等待签入的文件。一旦“签入”被完成，文件的状态将变回正常。

You are here: Check-in

Documents currently checked out by you : 1

| Check-in  | File Name                       | Description              | Date Created        | Owner    | Size      |
|---|---------------------------------|--------------------------|---------------------|----------|-----------|
|  | Check-in BD - William - Eng.png | No information available | 15 Dec 2014 (12:22) | bd, bd01 | 797.92 KB |

You are here: Check-in > Check-in

Filename **BD - William - Eng.png**

Description No description available

File Location

Note for revision log

You are here: Files List

 Document successfully checked in

Filter by:

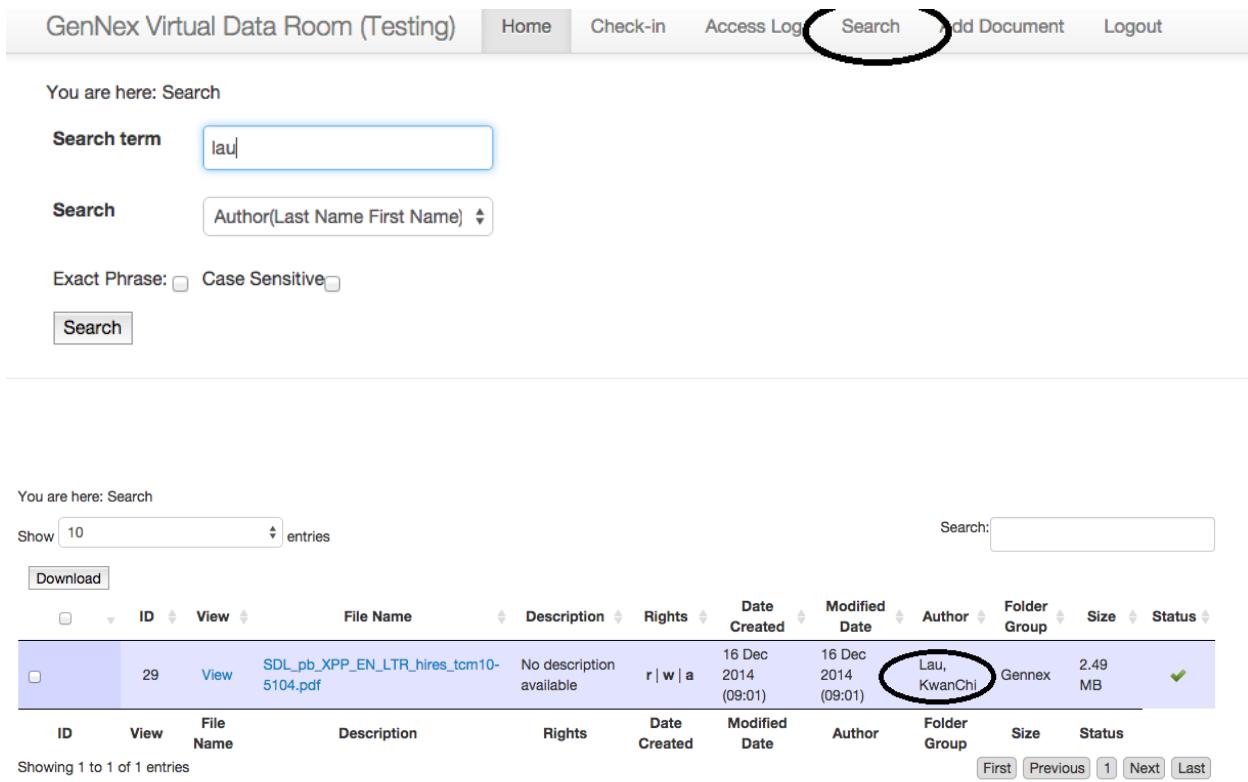
Show  entries Search:

|                          | ID | View                 | File Name                 | Description              | Rights    | Date Created        | Modified Date       | Author      | Folder Group | Size      | Status  |
|--------------------------|----|----------------------|---------------------------|--------------------------|-----------|---------------------|---------------------|-------------|--------------|-----------|---|
| <input type="checkbox"/> | 18 | <a href="#">View</a> | 1.png                     | No description available | r   w   - | 11 Dec 2014 (21:53) | 12 Dec 2014 (14:53) | Chen, Gary  | Gennex       | 167.7 KB  |  |
| <input type="checkbox"/> | 26 | <a href="#">View</a> | GenNex Letterhead 38F.jpg | Uploaded from Will       | r   w   - | 15 Dec 2014 (11:49) | 15 Dec 2014 (12:07) | bd, bd01    | Gennex       | 314.38 KB |  |
| <input type="checkbox"/> | 27 | <a href="#">View</a> | BD - William - Eng.png    | No description available | r   w   - | 15 Dec 2014 (12:22) | 16 Dec 2014 (08:59) | bd, bd01    | Gennex       | 797.92 KB |  |
|                          | 17 |                      | apache_pb.gif             | No description available | -   -   - | 11 Dec 2014 (20:34) | 11 Dec 2014 (20:34) | User, Admin | Gennex       | 2.27 KB   |  |
|                          | 20 |                      | 3.png                     | No description available | -   -   - | 12 Dec 2014 (15:32) | 12 Dec 2014 (15:32) | User, Admin | Gennex       | 26.87 KB  |  |
|                          | 28 |                      | apache_pb.gif             | No description available | -   -   - | 15 Dec 2014 (23:16) | 15 Dec 2014 (23:16) | User, Admin | Gennex       | 2.27 KB   |  |

Showing 1 to 6 of 6 entries

## 2.2.6 搜索

可以利用文件，作者等来进行搜索。下面是利用作者来搜索的一个例子



GenNex Virtual Data Room (Testing) Home Check-in Access Log Search Add Document Logout

You are here: Search

Search term

Search Author(Last Name First Name)

Exact Phrase:  Case Sensitive

---

You are here: Search

Show  entries Search:

| ID | View                 | File Name                              | Description              | Rights    | Date Created        | Modified Date       | Author       | Folder Group | Size    | Status                              |
|----|----------------------|--|--------------------------|-----------|---------------------|---------------------|--------------|--------------|---------|-------------------------------------|
| 29 | <a href="#">View</a> | SDL_pb_XPP_EN_LTR_hires_tcm10-5104.pdf | No description available | r   w   a | 16 Dec 2014 (09:01) | 16 Dec 2014 (09:01) | Lau, KwanChi | Gennex       | 2.49 MB | <input checked="" type="checkbox"/> |

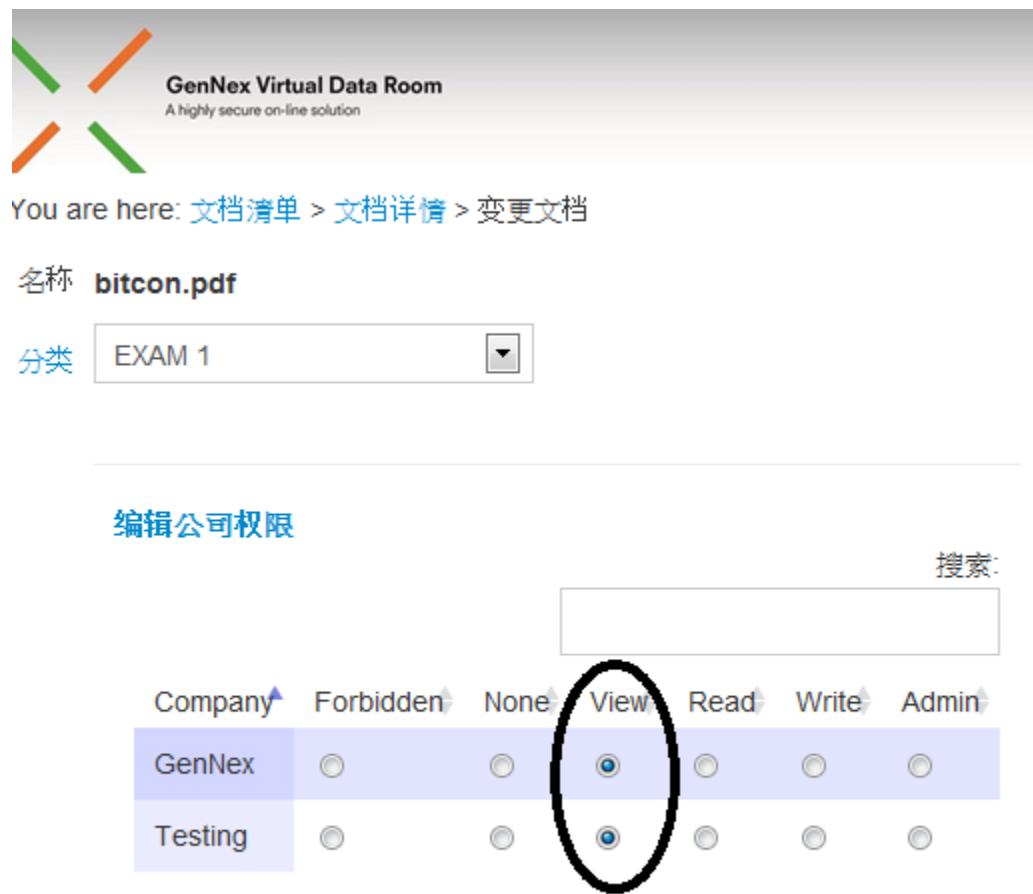
Showing 1 to 1 of 1 entries First Previous 1 Next Last

## 2.2.7 登出

为了安全起见，当完成所有操作后，我们应该从系统中登出。

## 2.2.8 檔案檢視

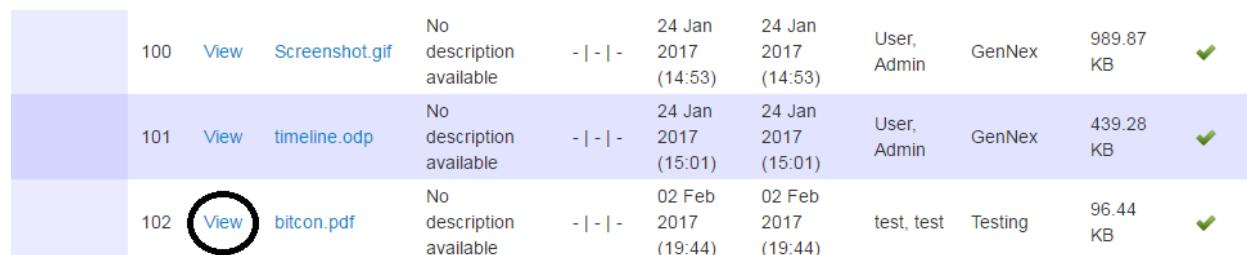
### 2.2.8.1 用戶只有檢視 ‘VIEW’ 權限



The screenshot shows the GenNex Virtual Data Room interface. At the top, there is a logo consisting of four diagonal lines (two green, two orange) forming an 'X' shape, followed by the text 'GenNex Virtual Data Room' and 'A highly secure on-line solution'. Below this, the breadcrumb navigation shows 'You are here: 文档清单 > 文档详情 > 变更文档'. The document name is 'bitcon.pdf'. A classification dropdown is set to 'EXAM 1'. The main area is titled '编辑公司权限' (Edit Company Permissions) and includes a search bar. A table lists permissions for 'GenNex' and 'Testing' companies across 'View', 'Read', 'Write', and 'Admin' columns. The 'View' column for both companies has a radio button selected, which is highlighted with a black oval. The 'Read', 'Write', and 'Admin' columns for both companies have unselected radio buttons.

| Company | Forbidden             | None                  | View                             | Read                  | Write                 | Admin                 |
|---------|-----------------------|-----------------------|----------------------------------|-----------------------|-----------------------|-----------------------|
| GenNex  | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Testing | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

### 权限



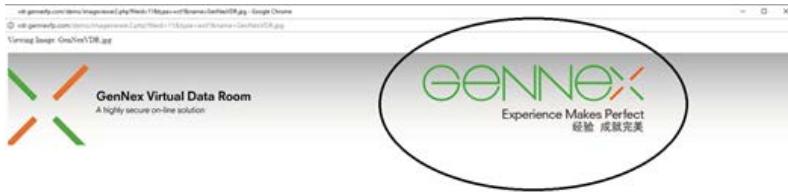
The screenshot shows a list of files with their details and permissions. The columns include ID, View, Name, Description, Last Modified, Created, User, Admin, Size, and a status column. The 'View' column for file ID 102 is highlighted with a black oval. The 'View' column for file ID 100 is also highlighted with a black oval.

|     |                      |                |                          |           |                     |                     |             |         |           |  |
|-----|----------------------|----------------|--------------------------|-----------|---------------------|---------------------|-------------|---------|-----------|--|
| 100 | <a href="#">View</a> | Screenshot.gif | No description available | -   -   - | 24 Jan 2017 (14:53) | 24 Jan 2017 (14:53) | User, Admin | GenNex  | 989.87 KB |  |
| 101 | <a href="#">View</a> | timeline.odp   | No description available | -   -   - | 24 Jan 2017 (15:01) | 24 Jan 2017 (15:01) | User, Admin | GenNex  | 439.28 KB |  |
| 102 | <a href="#">View</a> | bitcon.pdf     | No description available | -   -   - | 02 Feb 2017 (19:44) | 02 Feb 2017 (19:44) | test, test  | Testing | 96.44 KB  |  |

以 **bitcon.pdf** 为例子, 根据上图显示, 该用戶只有检視 ‘VIEW’ 的权限。该用戶可以按 ‘View’ 按键制 (圆圈括号内) 在一个订制的检视器来检视相关文件。该文件会被加上水印, 水印的内容是该用戶的用戶名称和当时的时间 (看下图)。用戶可以在订制的检视内放大或缩小, 往上或往下。但该用戶并不容许把文件下载或打印。。



假设检视影像档: 将会附上一个 "GenNex 公司标志" 的浮水印 , 如下图:



假设检视 open document 的档案就会这样显示 , 如下图:

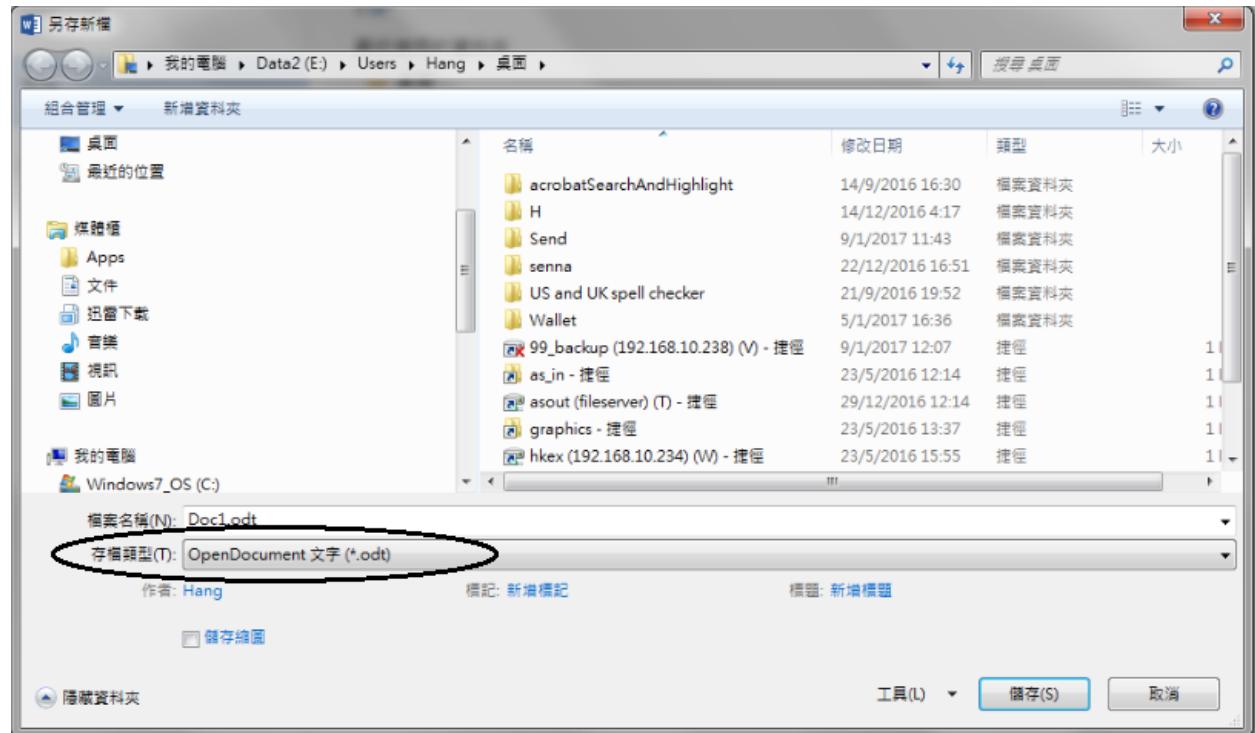
| id | name                 | value                    | validation        |
|----|----------------------|--------------------------|-------------------|
| 1  | debug                | False                    | bool              |
| 2  | demo                 | False                    | bool              |
| 3  | authen               | mysql                    |                   |
| 4  | title                | Demo                     | maxtitle=255      |
| 5  | site_email           | it@gennexpro.com         | email maxsize=128 |
| 6  | root_id              | 1                        | maxsize=100       |
| 7  | datacenter           |                          | maxsize=255       |
| 8  | max_filename         | 800000000                | maxsize=1000      |
| 9  | revision_expiration  | 365                      | maxsize=1000      |
| 10 | file_expired_action  | 4                        | maxsize=1000      |
| 11 | authentication       | False                    | bool              |
| 12 | allow_email          | True                     | bool              |
| 13 | allow_signup         | False                    | bool              |
| 14 | allow_password_reset | False                    | bool              |
| 15 | try_mta              | False                    | bool              |
| 16 | theme                | standard                 |                   |
| 17 | language             | en zh                    | alpha req         |
| 18 | base_url             | http://it.gennexpro.com/ |                   |
| 19 | tempdir              |                          |                   |
| 20 | tempdir              |                          |                   |
| 21 |                      |                          |                   |

\*虚拟数据室 (GenNex VDR)暂时不支援 MS Office 档案格式的文件。就算上传了 MS office 档案格式的文件档也不能被检视。如下图有一个“.xlsx” 的档案上载了, 虽然该用户是拥有该档案的检视’View’ 权限, 但也不能检视档案。因此我们建议用户先将档案转换成 pdf 文件或是 open document 文件才把文件上传到虚拟数据室。

| ID  | 查看   | 文件名                    | 描述   | 权限        | 产生日期                | 修改日期                | 作者          | 公司      | 大小        | 状态 |
|-----|------|------------------------|------|-----------|---------------------|---------------------|-------------|---------|-----------|----|
| 103 |      | excel_file.xlsx        | 没有描述 | - - <br>- | 02 Feb 2017 (20:16) | 02 Feb 2017 (20:16) | test, test  | Testing | 13.9 KB   | ✓  |
| 89  | View | Telephone List_v02.pdf | 没有描述 | - - <br>- | 24 Jan 2017 (12:20) | 24 Jan 2017 (12:20) | User, Admin | GenNex  | 97.22 KB  | ✓  |
| 93  | View | xampp-cloud@2x.png     | 没有描述 | - - <br>- | 24 Jan 2017 (14:06) | 24 Jan 2017 (14:06) | User, Admin | GenNex  | 114.18 KB | ✓  |
| 95  | View | FTP account.ods        | 没有描述 | - - <br>- | 24 Jan 2017         | 24 Jan 2017         | User, Admin | GenNex  | 8.05 KB   | ✓  |

转换文件格式是简单的: 用户只须开启 MS Office (例如 word, excel 或 powerpoint) 再把文件储存成 open document 档案格式。

例如用户要把一个“.docx”文件转换成 open document 格式。只要在存档的时候在“存档类型”选择 open document 格式。如下图:



### 2.2.8.2 拥有“VIEW”和“READ”的权限

如果用户拥有该档案的“READ”的权限，用户可以把该档案下载或检视，该档案并不会加上额外的浮水印。

