Functional Description
d.velop collaboration tools

1 Overview

The d.velop collaboration tools enable customers to share documents with other people both inside and outside their organization.

2 Scope of functions

d.velop collaboration tools provide the ability to share documents and links to documents and files directly from d.velop documents via email, or to make documents available in cloud storage and then provide access through an externally accessible link.

2.1 Sharing Files as E-mail Attachments

The service generates an EML file that contains, among other things, the files as attachments. The EML file is offered for download and can be further processed with a local mail client after downloading.

Customers can send up to 20 files per email. The total file size must not exceed 100 MB.

2.2 Sharing Internal Links that Point to Documents by E-mail

The service generates an EML file that contains the respective links to the documents in the mail body. The EML file is offered for download and can be further processed with a local mail client after downloading.

Customers can share up to 20 documents at the same time.

2.3 Sharing Files Using Links that Point to d.velop cloud storage

Customers can select one or more files, which are then copied into cloud storage. A link to the file in d.velop cloud storage is provided to the customer. To access shared documents from cloud storage, the recipient may be required to complete a free one-time registration.

For the Cloud deployment option (Amazon Web Services), the following quotas apply:

- The total file size of the shared files must not exceed 200 MB.
- The maximum retention period is 180 days.

For the Cloud deployment option (Open Telekom Cloud), the following quotas and restrictions apply:

- The maximum file size per shared file must not exceed 200 MB.
- Maximum storage capacity for shared documents: 100 GB per productive tenant.
- Maximum of 10,000 sharing actions per month and productive tenant.
- Please note: Individuals within the organization of the sharing user who are authorized for link-based sharing (same authorization group as the sharing user) can view shared documents from other users within this group.

2.4 Requirements

A *d.velop documents (On Premises)* environment must be operated in hybrid mode (d.velop platform connect) if the function "sharing files via link pointing to the d.velop cloud storage" is to be used.