

Catalogue

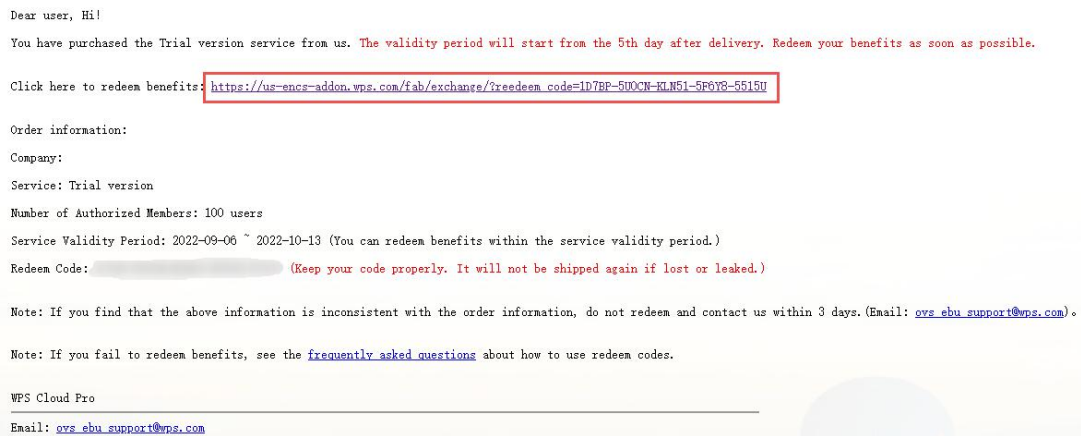
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WPS 365 for Business User Manual

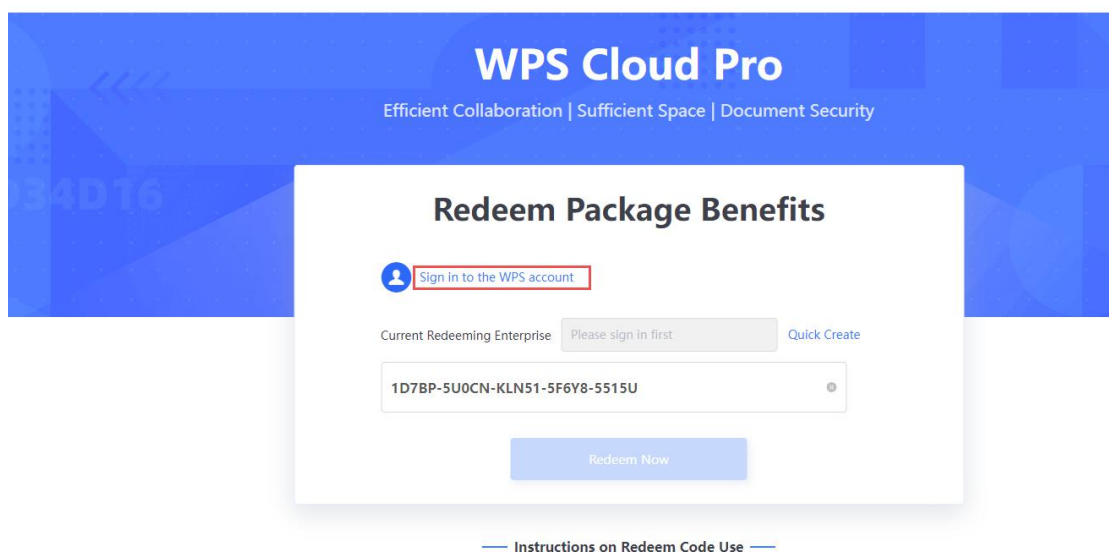
1.WPS 365 for Business Benefits Redeeming

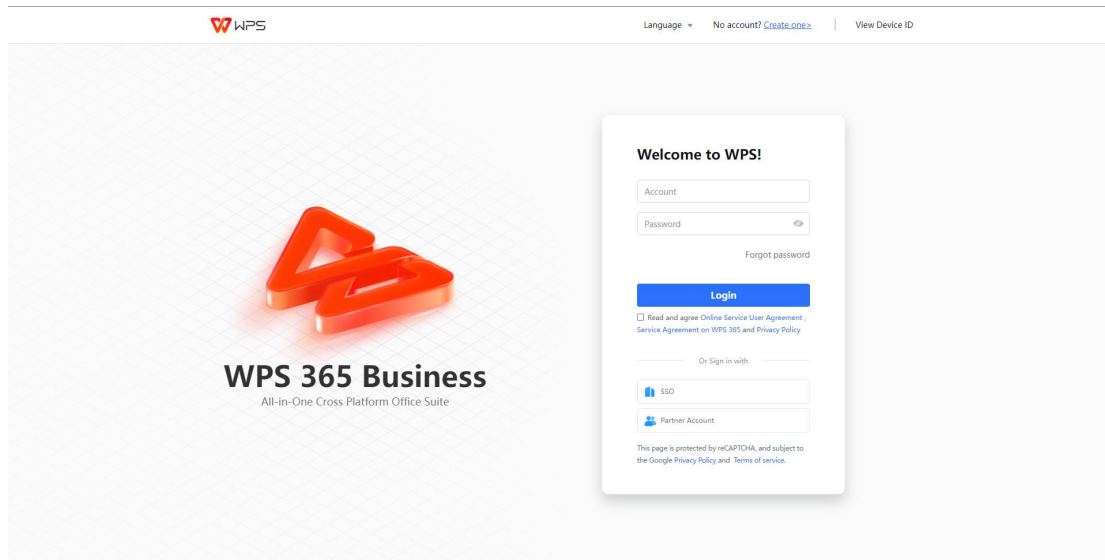
After you purchase a WPS 365 for Business package, click the link in the email received to go to the WPS 365 for Business page.



WPS 365 for Business page

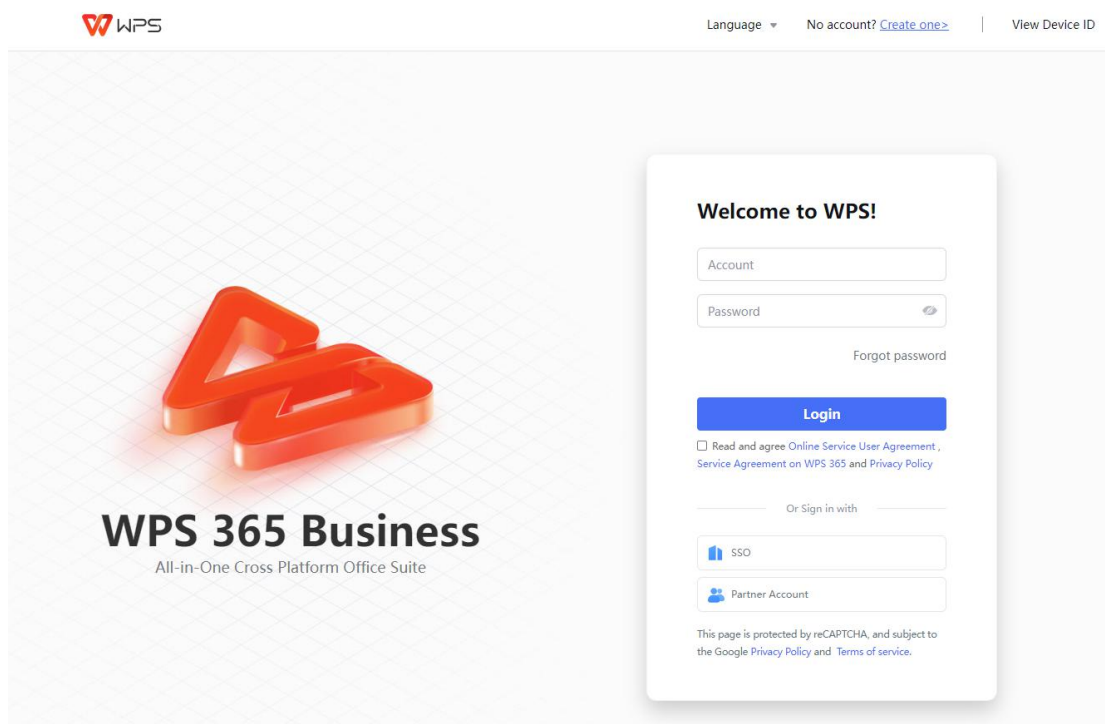
Click [Sign in to the WPS account] to go to the login page.





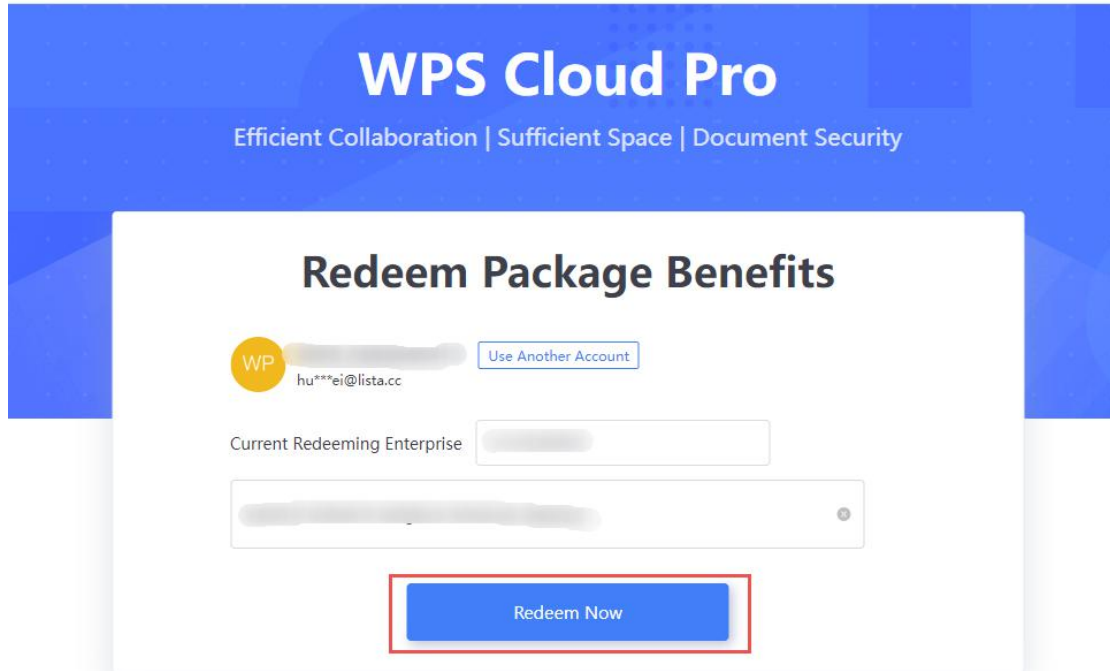
1.1 Login in

You already have a WPS account. On the Login page, you can sign in with your WPS 365 business account.

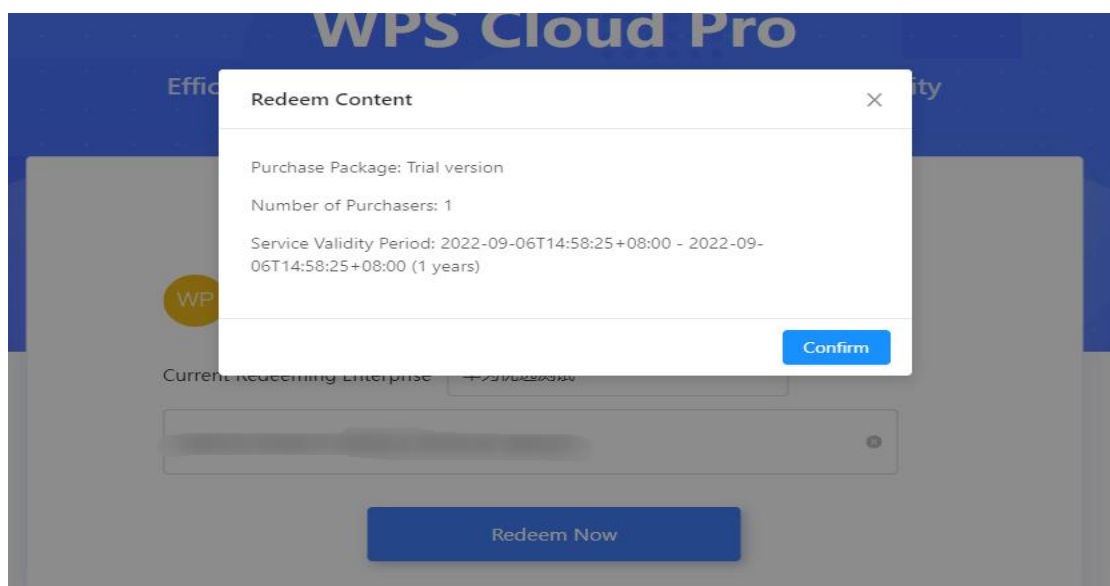


After you sign in, if you have created or joined an enterprise, you will be directed

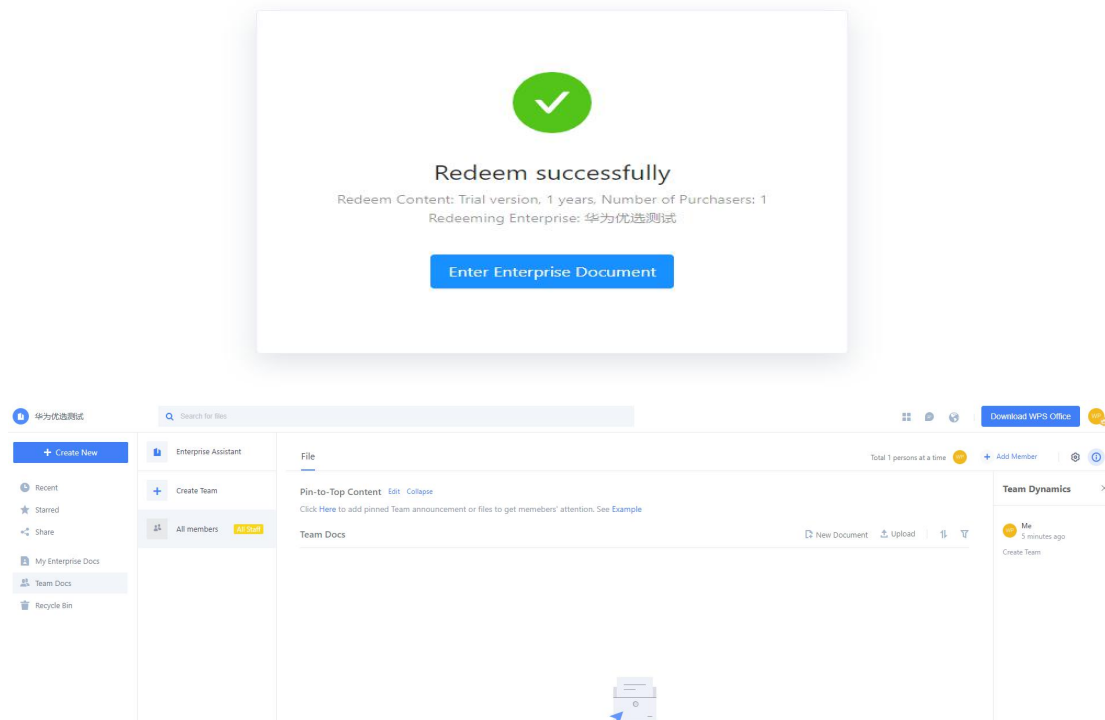
to the benefits redeeming page. After you select an enterprise on the benefits redeeming page, click [Redeem Now] to have the benefits issued.



After you click [Redeem Now], a pop-up window for second confirmation appears. Click [Confirm]. A page appears to indicate that the redeeming succeeded.

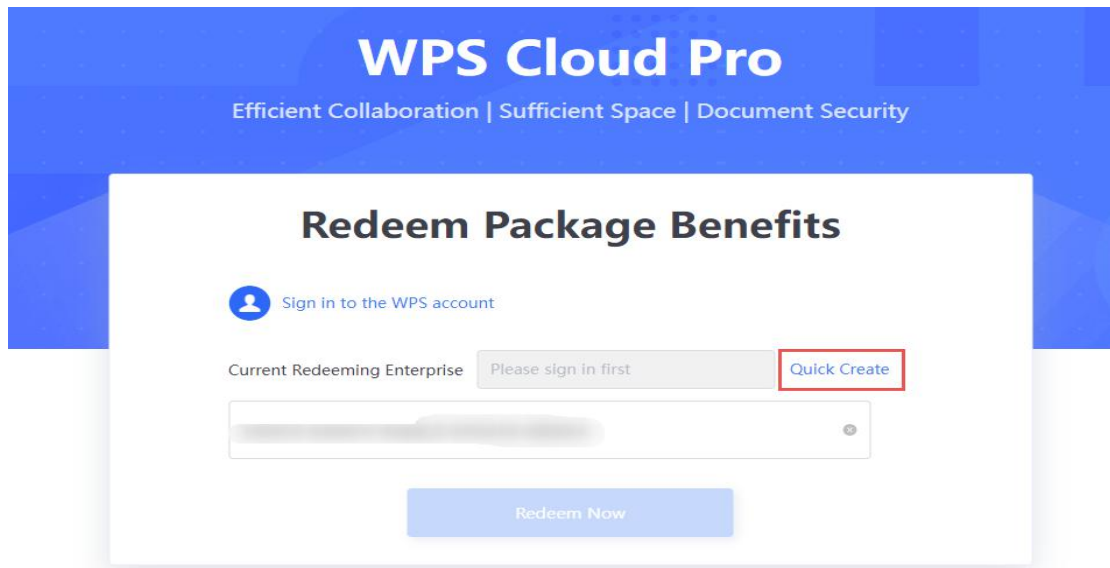


After the benefits are issued, click [Enter Enterprise Document] to go to the WPS 365 for Business home page.

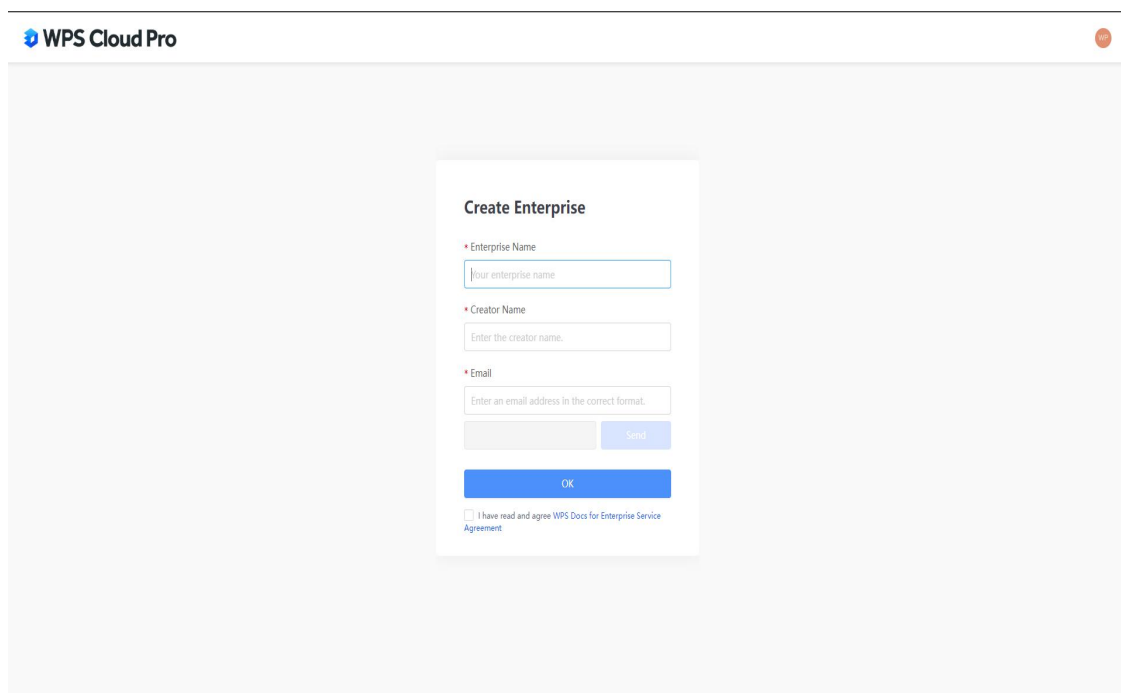


1.2 Create an enterprise

If your company has not created an enterprise, after you sign in and click [Quick Create], you will be directed to the Create Enterprise page.



On the Create Enterprise page, enter the enterprise name, creator's name, and email address. Check to agree to the WPS Docs for Enterprise Service Agreement, and click [Send]. A verification code will be sent to your email address. After you enter the received verification code, click [OK]. The enterprise is created.



After you create the enterprise, click [to exchange] to return to the WPS 365 for

Business benefits redeeming page.

WPS Cloud Pro
Efficient Collaboration | Sufficient Space | Document Security

Redeem Package Benefits

WP [blurred name] hu**ej@lista.cc [Use Another Account](#)

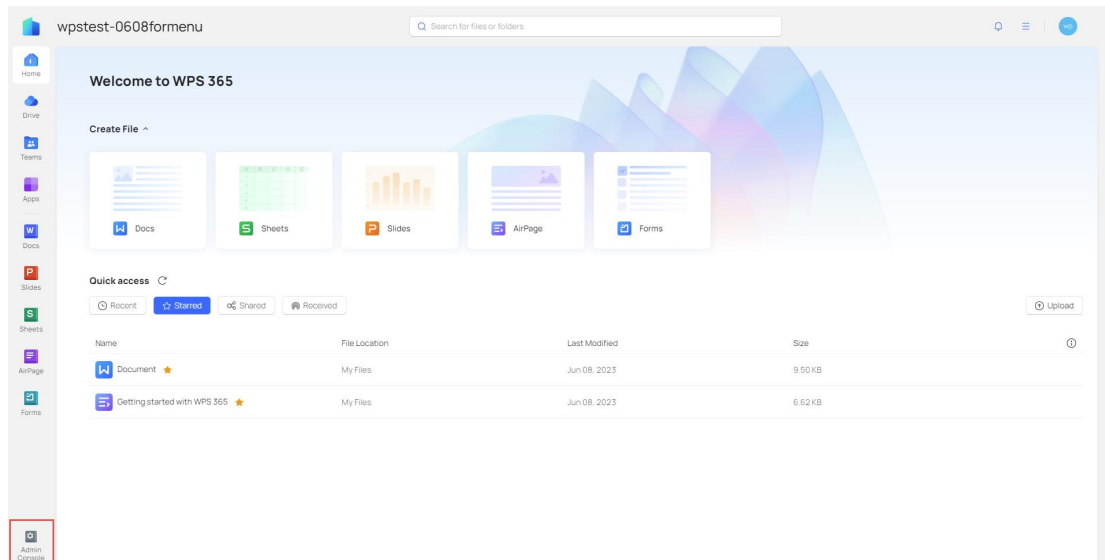
Current Redeeming Enterprise

[Redeem Now](#)

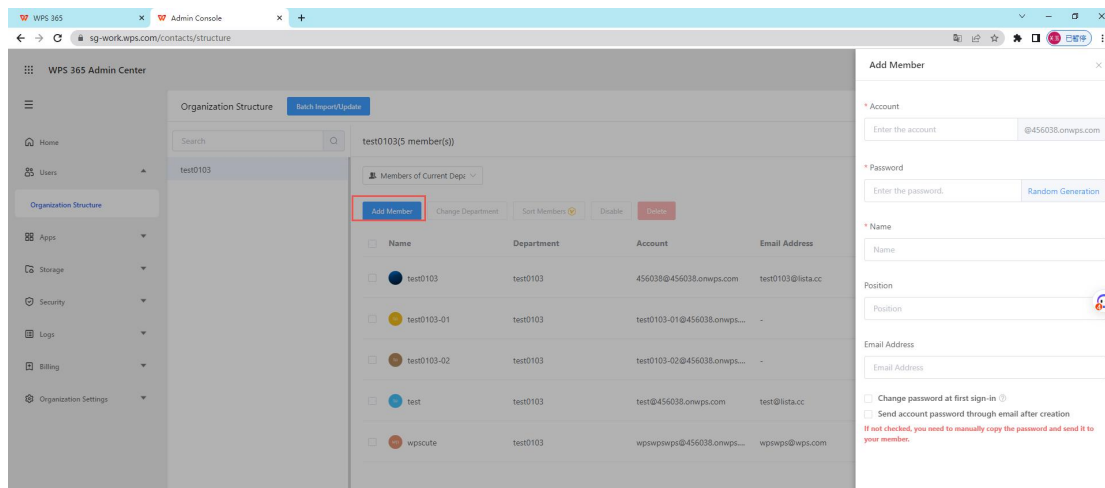
2. Join an Enterprise

If your company has created an enterprise, contact the enterprise administrator to join an enterprise.

click [Admin Console],



And [Add member] On the [Organization Structure] page under [Users] :

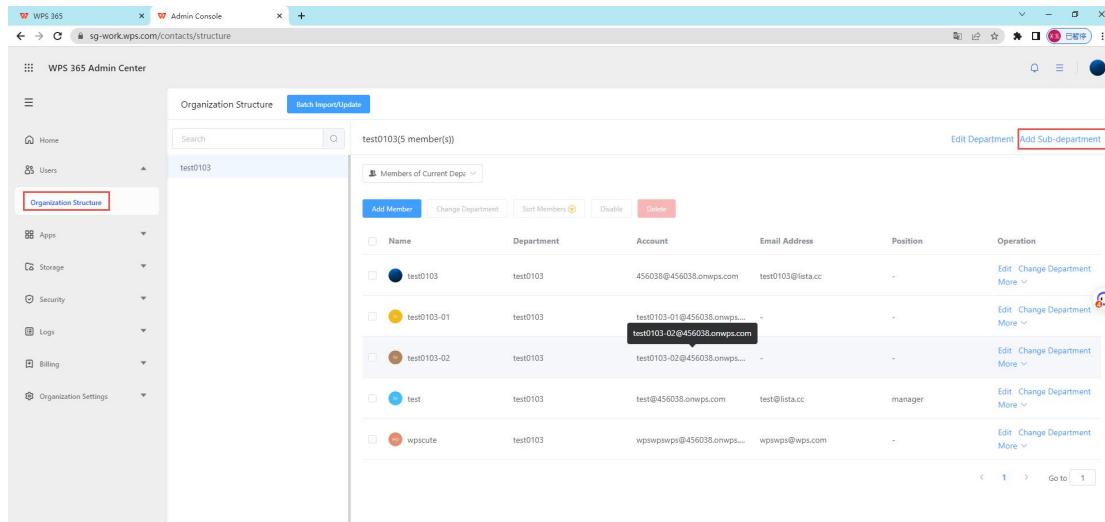


2.1 Manage enterprise organization structure

2.1.1 Add a department

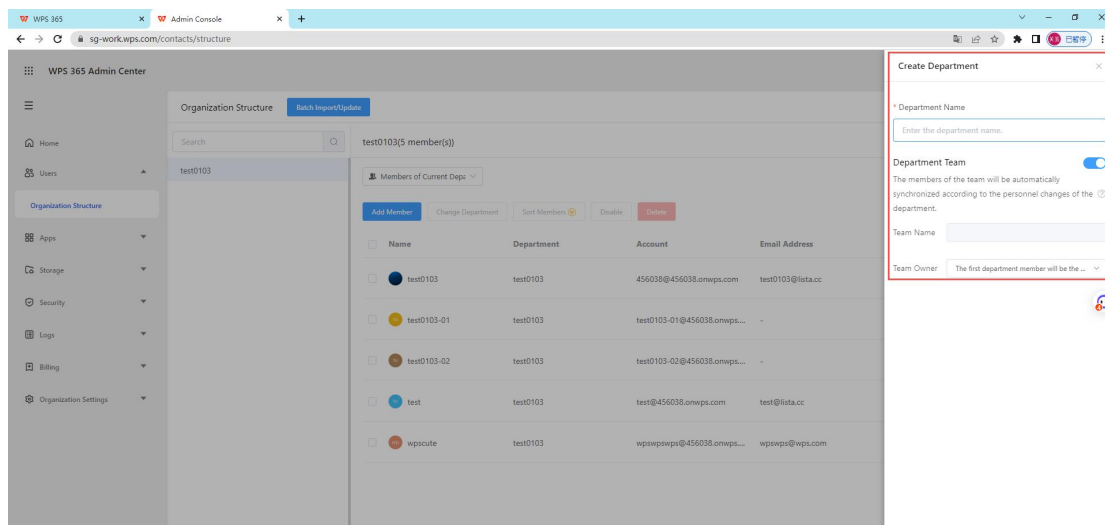
Go to the enterprise Admin Console, click [Organization Structure] under [Users].

On the [Organization Structure] page, click [Add Sub-department] in the upper-right corner.



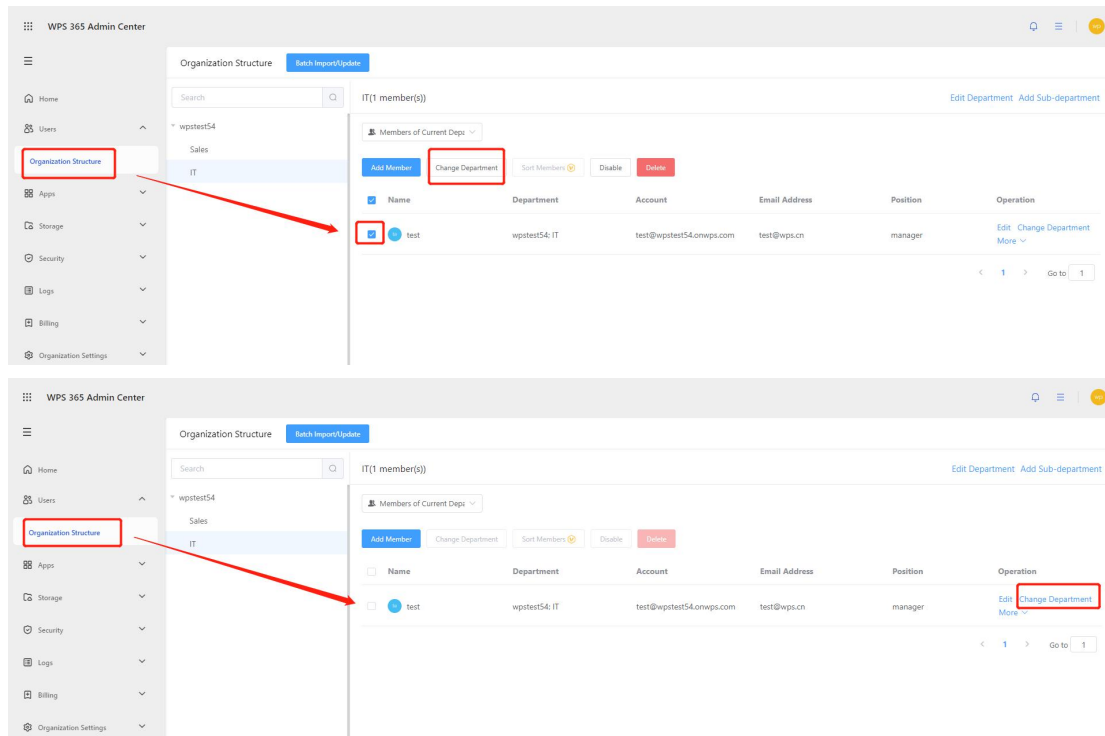
Enter the department name in the pop-up window, and click [OK].

When a new department is created, a department team associated with this department will be automatically created on the frontend of WPS 365 for Business. It is automatically created by default, but you can unselect this option to cancel auto creation. The team name and members are automatically updated as the department changes, and the first department member becomes the owner of the department team.

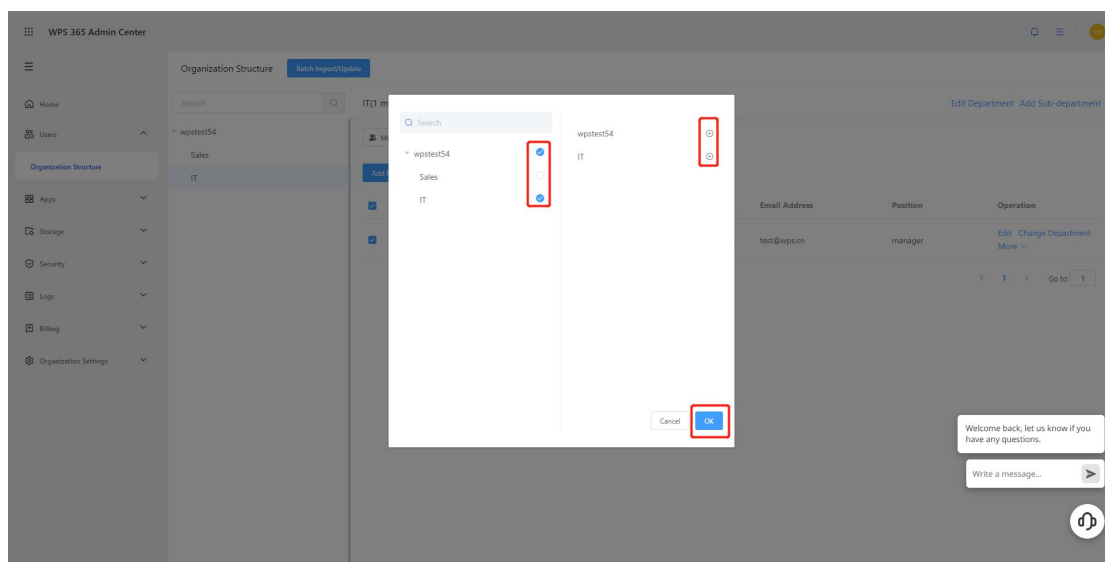


2.1.2 Change the department of a member

Go to the enterprise Admin Console, select the target member, and click [Change Department]:



Select the target departments you want to move the member to, and click [OK]:

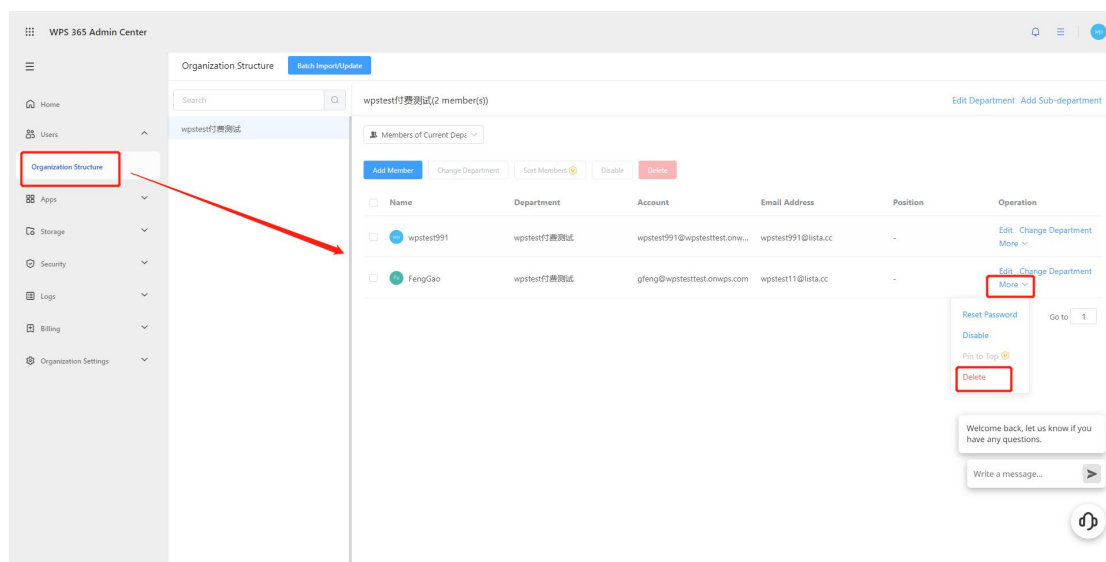
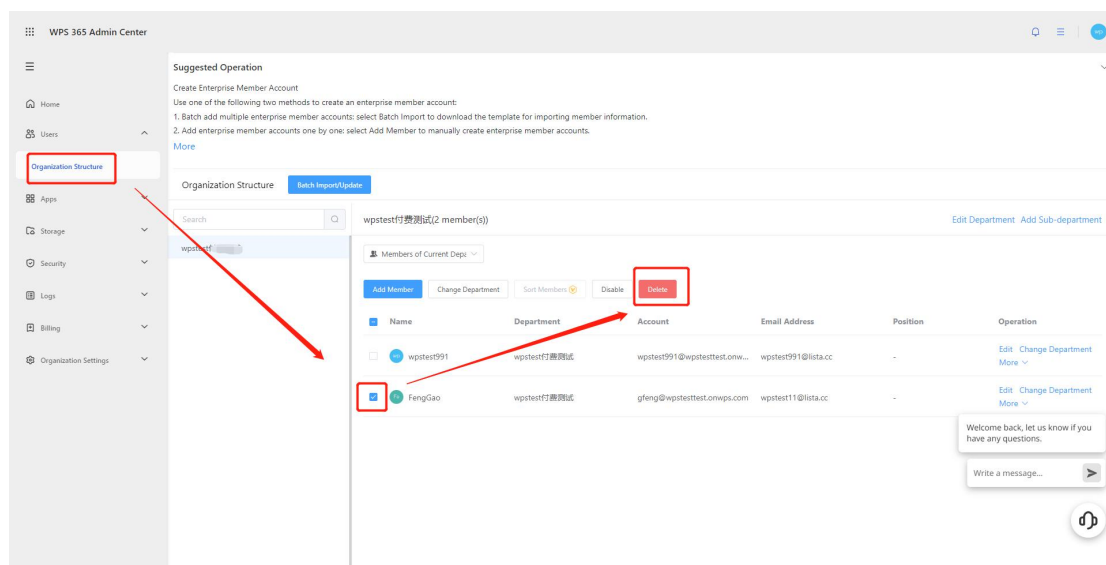


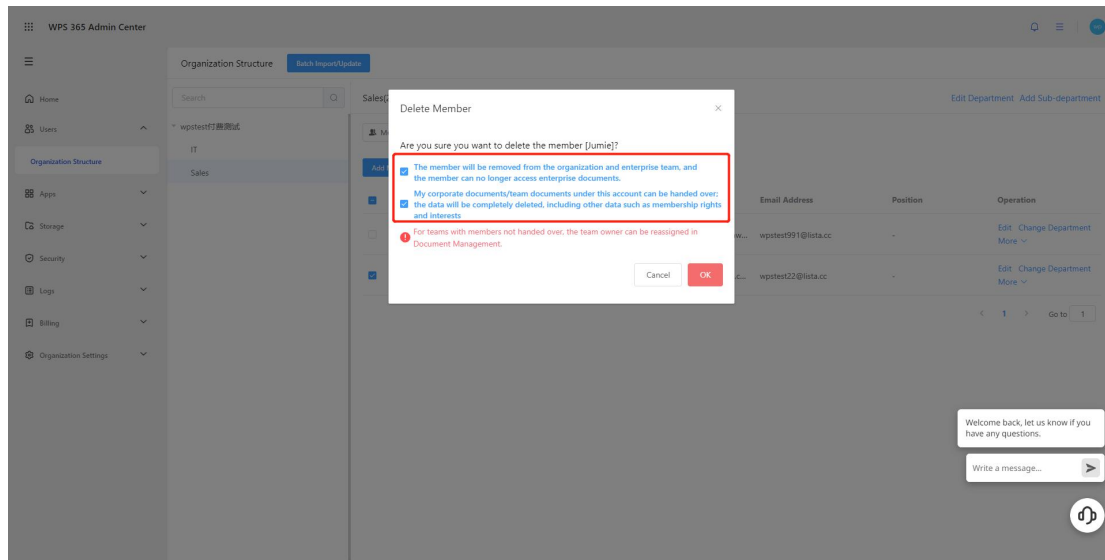
2.1.3 Delete a member

You can use two methods to delete a member:

Method 1: delete a member from the enterprise Admin Console

Go to the enterprise Admin Console, select the member to be deleted, click [Delete], and then click [OK] in the pop-up window to remove the member from the enterprise.

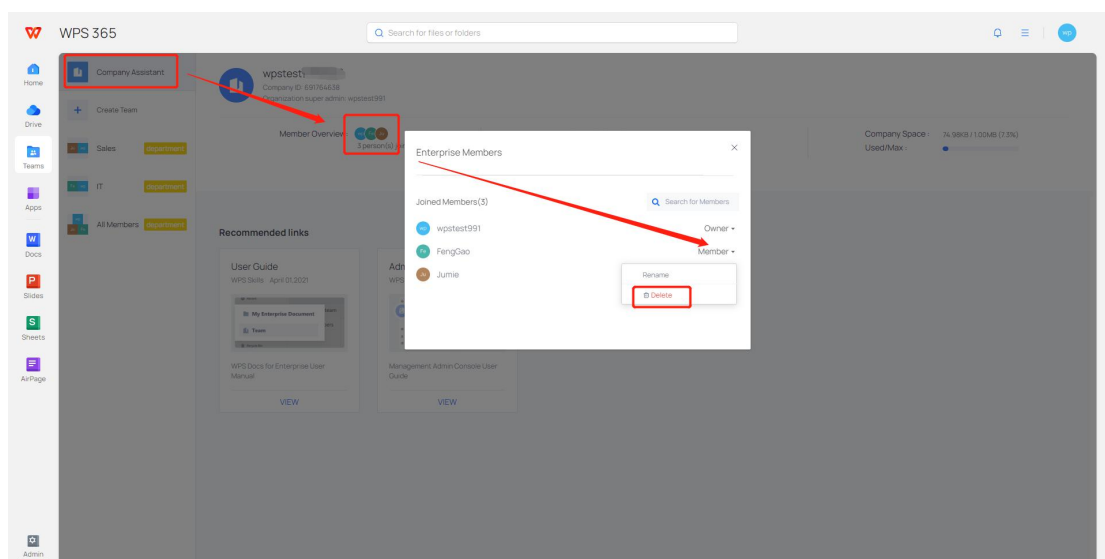




Method 2: delete a member from Enterprise Assistant

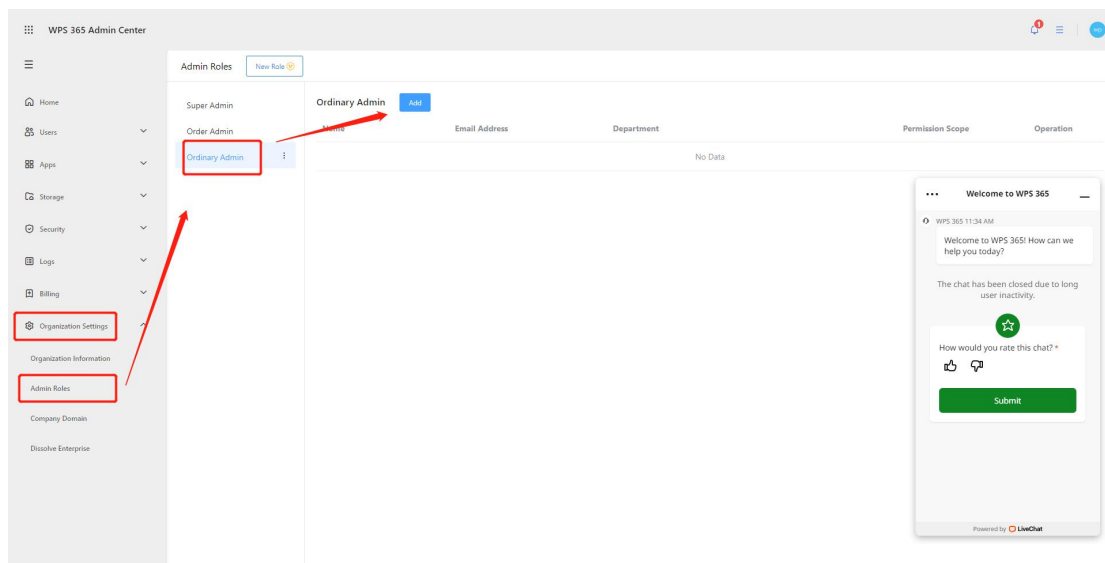
Sign in to WPS 365 for Business. Click [Teams]→[Enterprise Assistant]→[joined X people].

In the pop-up window, click the down-arrow of the [Member] column and click [Delete] in the drop-down list to delete the member.

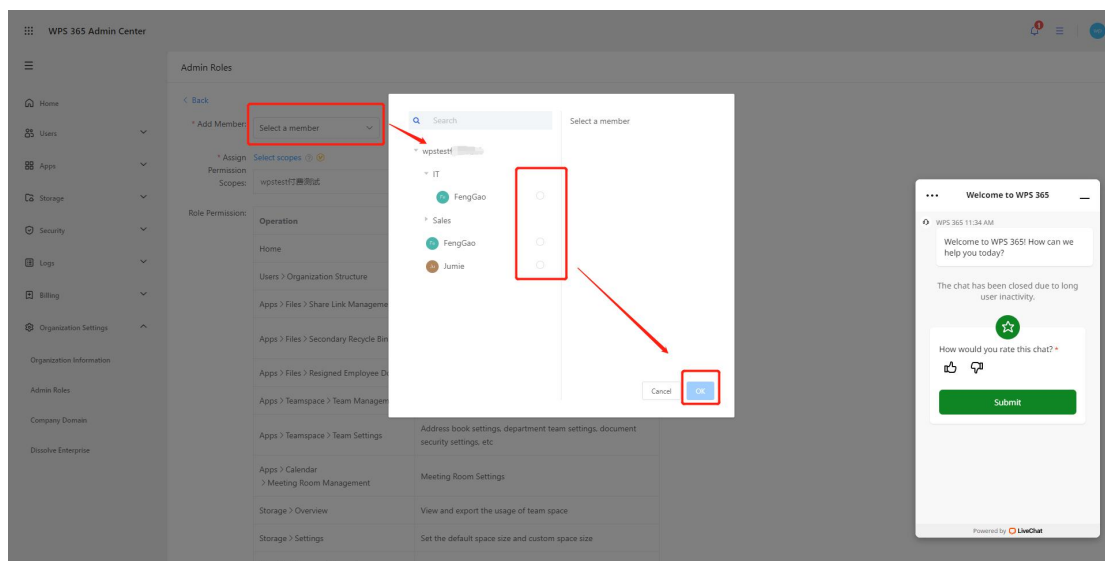


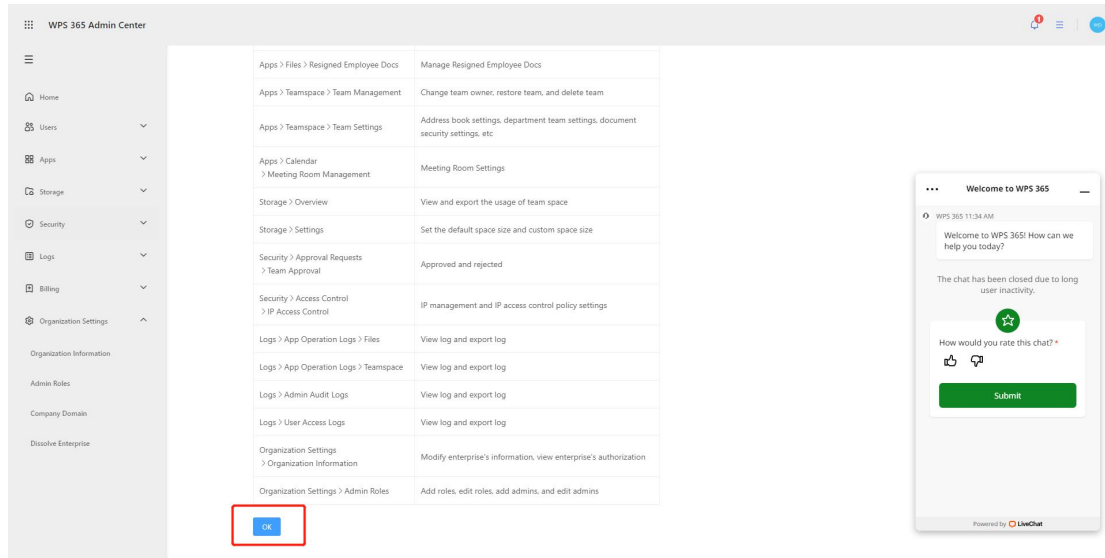
2.2 Set the ordinary administrator of the enterprise

In order to facilitate enterprise management, the enterprise super administrator can set multiple ordinary administrators for the enterprise. The setting method is as follows: Go to the enterprise Admin Console, click [Organization Settings] → [Admin Roles] → [Ordinary Admin] → [Add].



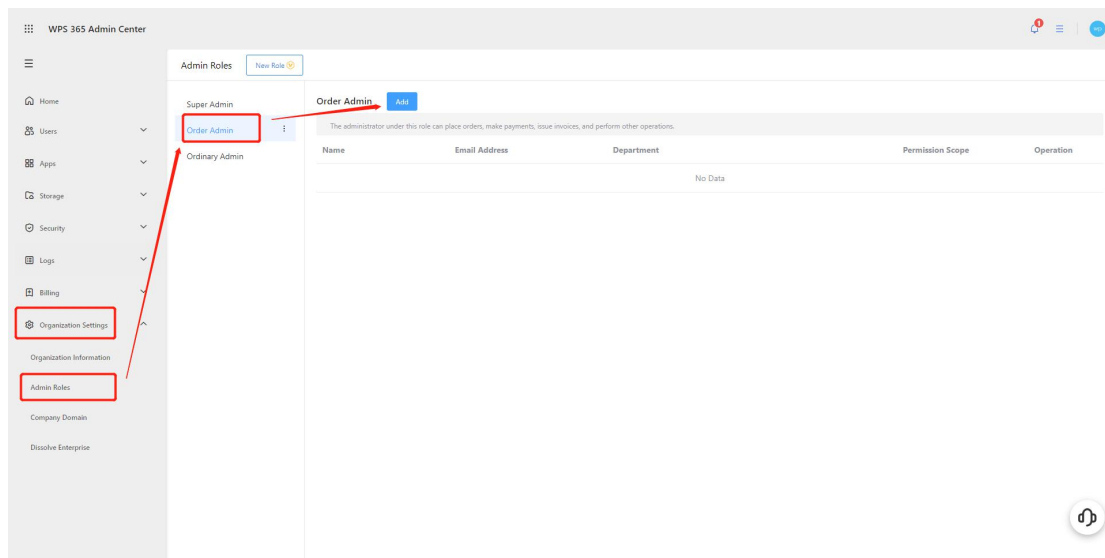
Click the down-arrow of the [Add Member] column, select the member to be added as an ordinary administrator from the new pop-up window, and click [OK]:



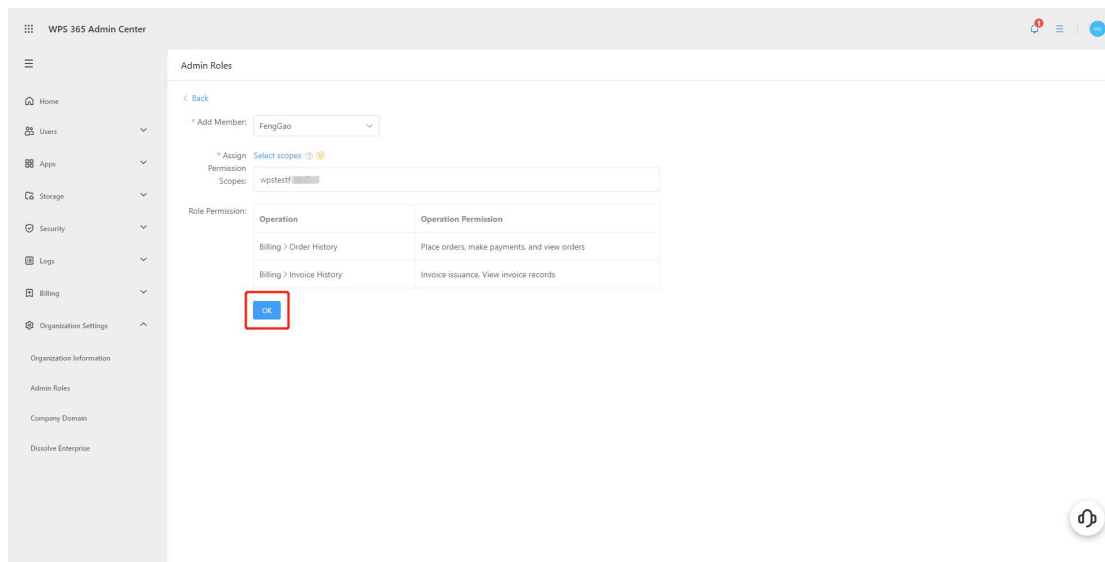
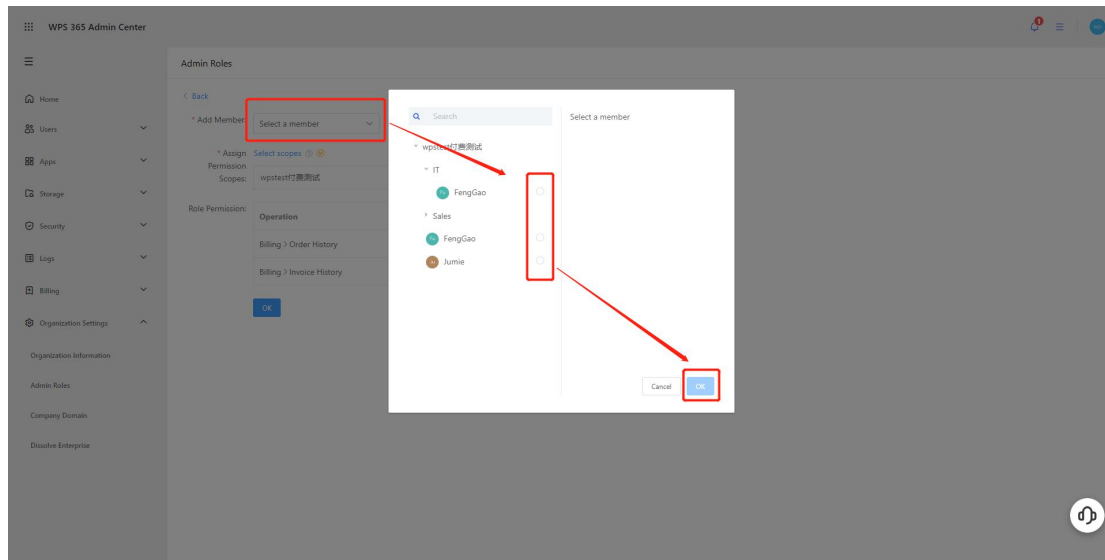


2.3 Set the order administrator of the enterprise

In order to facilitate enterprise management, the enterprise super administrator can set multiple administrators for the enterprise. The setting method is as follows: Go to the enterprise Admin Console, click [Organization Settings]→[Admin Roles]→[Order Admin]→[Add].

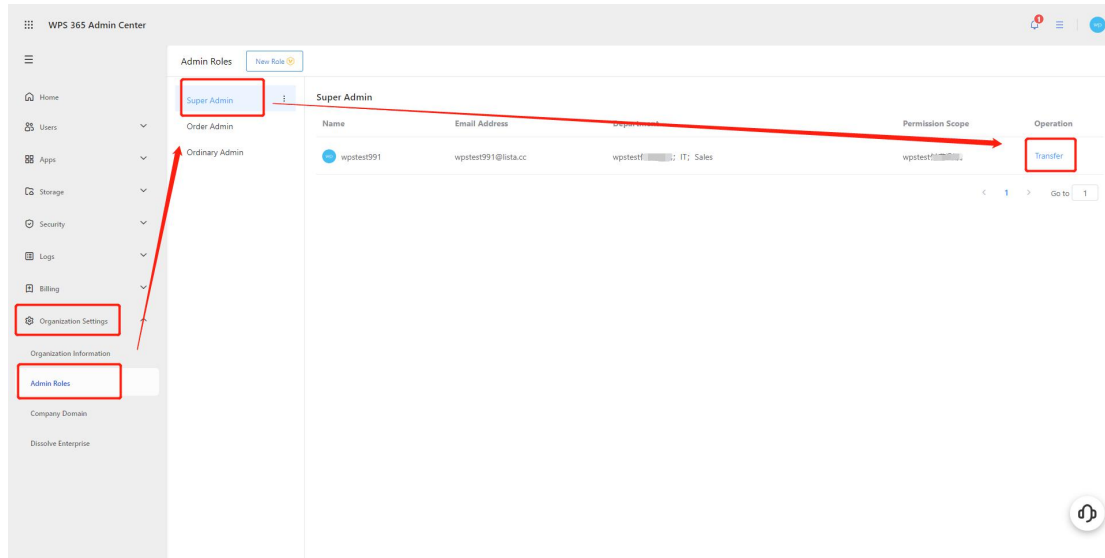


Click the down-arrow of the [Add Member] column, select the member to be added as an order administrator from the new pop-up window, and click [OK]:



2.4 Transfer the super administrator

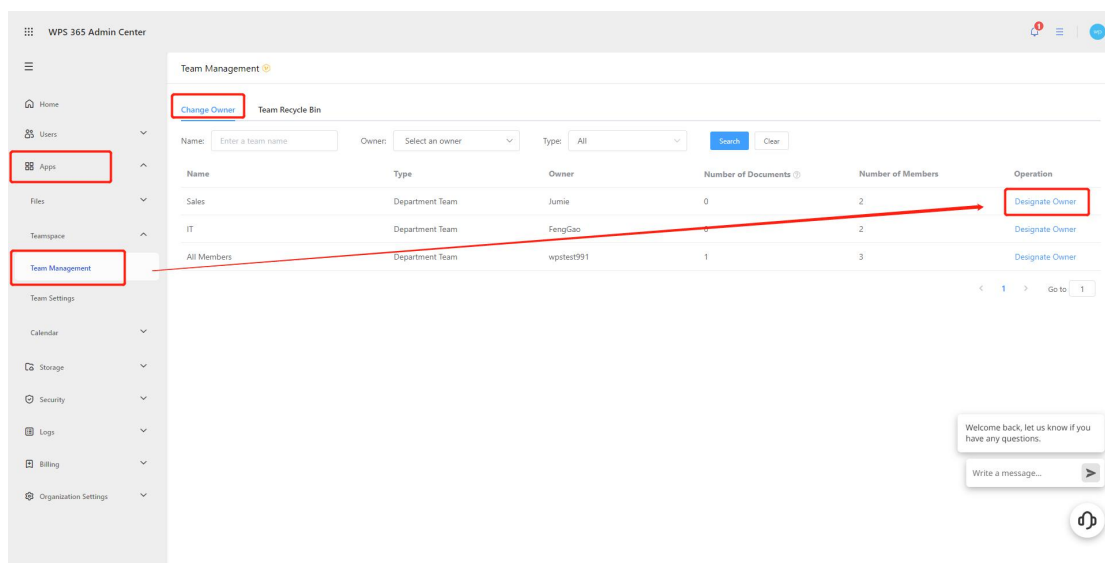
Creator of the enterprise account is considered the super administrator by default, and the super administrator is transferable. The methods are as follows: Go to the enterprise Admin Console, click[Organization Settings]→[Admin Roles] →[Super Admin]→[Transfer], and then follow the prompts to transfer the super administrator.



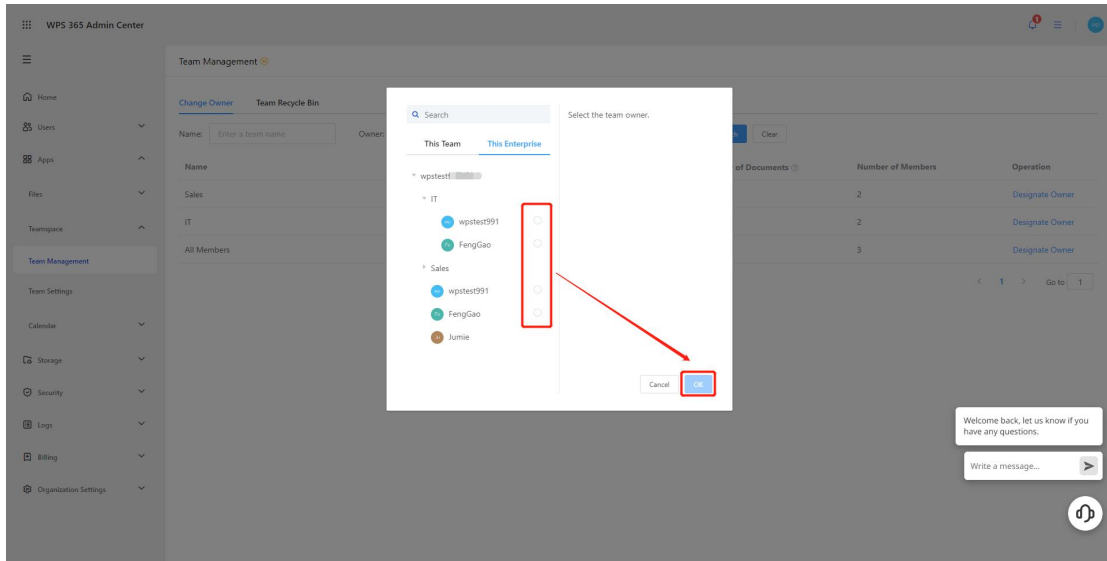
2.5 Designate an owner for the team

The team creator is considered the team owner by default. You can also designate an owner for the team. The methods are as follows:

Go to the enterprise Admin Console, and click [Apps]→[Teamspace]→ [Team Management] . On the [Team Management] page, click [Designate Owner] on the right side of the corresponding team.



Select the team owner from the team member list, and click [OK]:

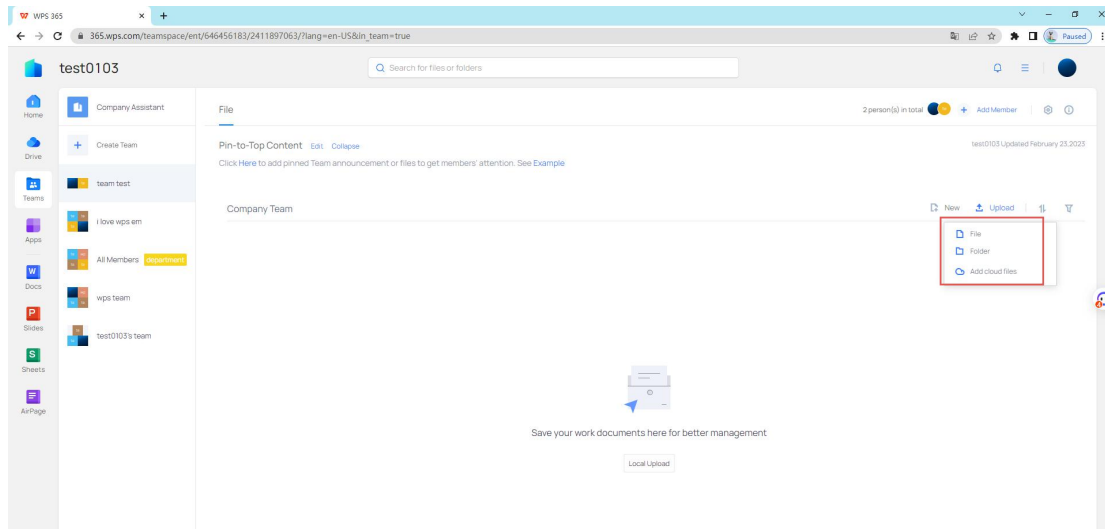


3.Create a Cloud Enterprise Database with Synchronous Backup

3.1 Support all file formats on the Cloud

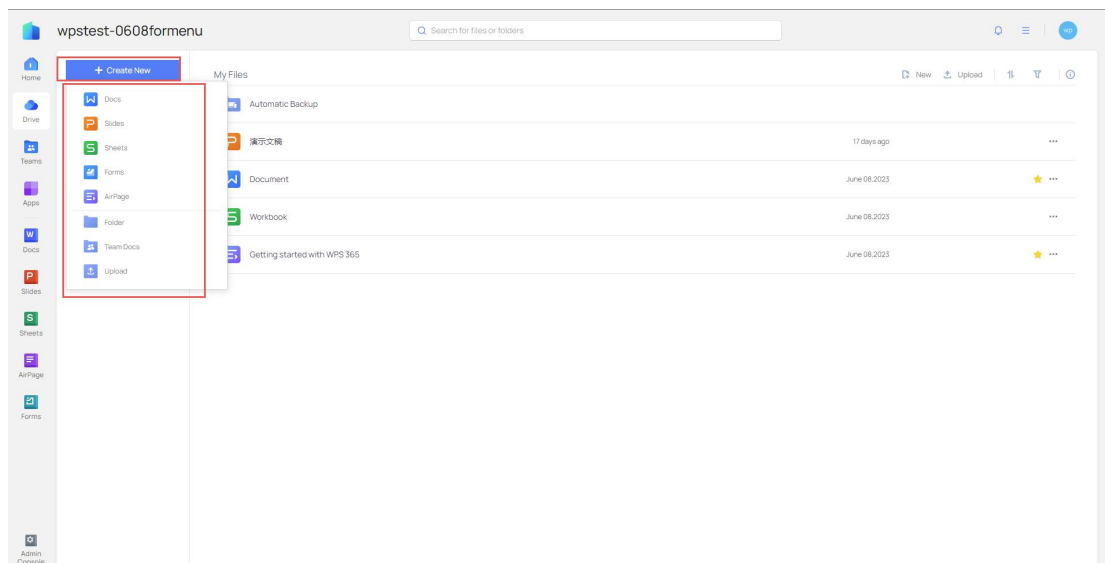
3.1.1 Upload files or folders

Sign in to WPS 365 for Business : 365.wps.com. Go to the corresponding enterprise team, and click the Upload icon on the right side of the page. Click [File] or [Folder] in the list as required, and then follow the prompts to upload the file or folder to the Cloud.



3.1.2 Create files or folders

Click [+ Create New] on the top left corner of the page and select the file type to be created.



3.2 Manage files on the Cloud

You can perform operations such as [Move], [Copy], [Rename] and [Delete] on a document/folder.

[Move]: Click on the right side of the document/folder name, and then click

[Move] in the pop-up window to move the document/folder to the target folder.

[Copy]: Click on the right side of the document/folder name, and then click

[Copy] in the pop-up window to copy the document/folder to the target folder.

[Rename]: Click on the right side of the document/folder name, and click

[Rename] in the pop-up window to rename the document/folder.

[Move to Recycle Bin]: Click on the right side of the document/folder name, and

click [Move to Recycle Bin] in the pop-up window to move the document/folder

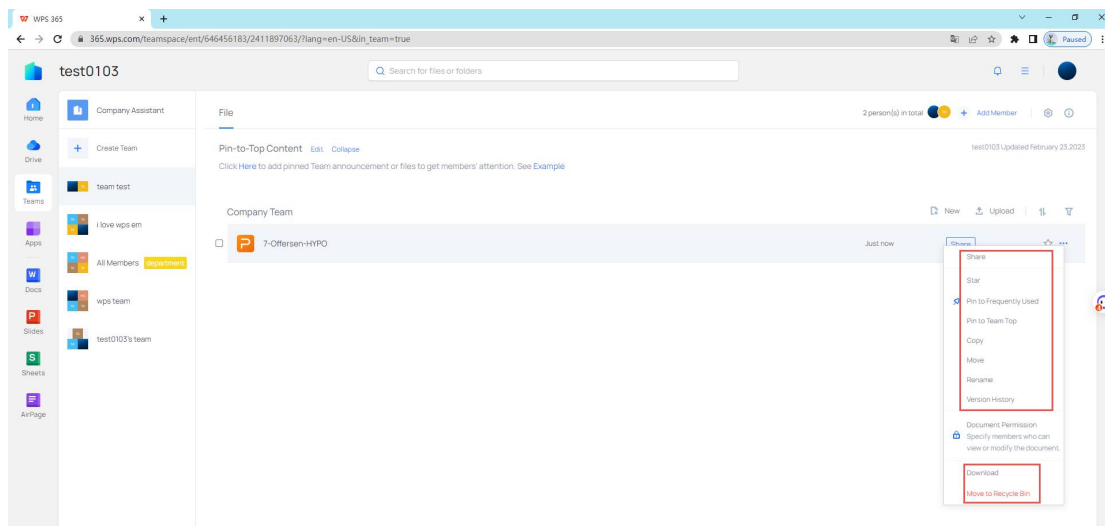
to Recycle Bin.

[Star]: Click on the right side of the document/folder name, and click [Star] in

the pop-up window to add a star mark to the document/folder. You can click

[Starred] in the upper left corner of the page to view starred documents and

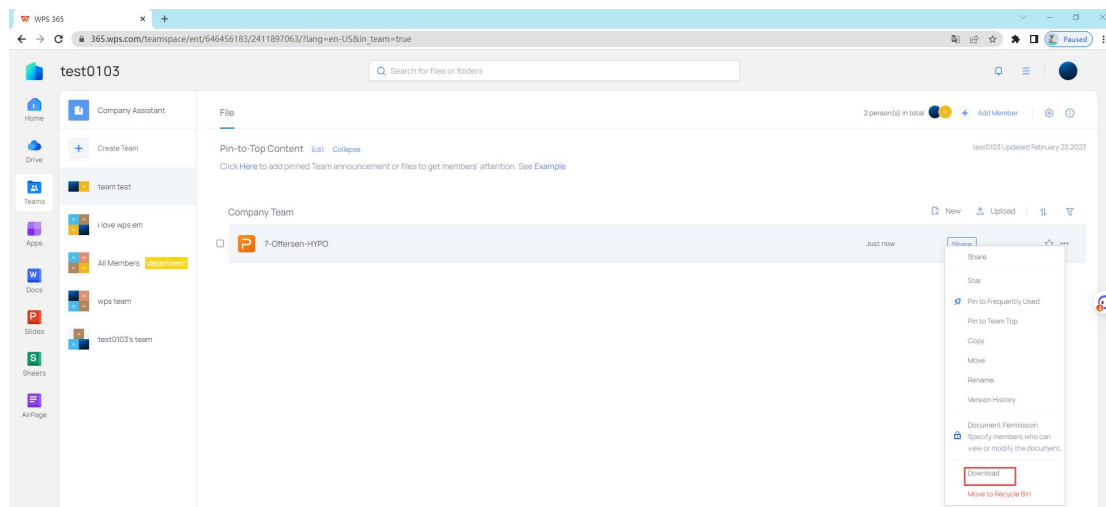
folders.



3.3 Download files

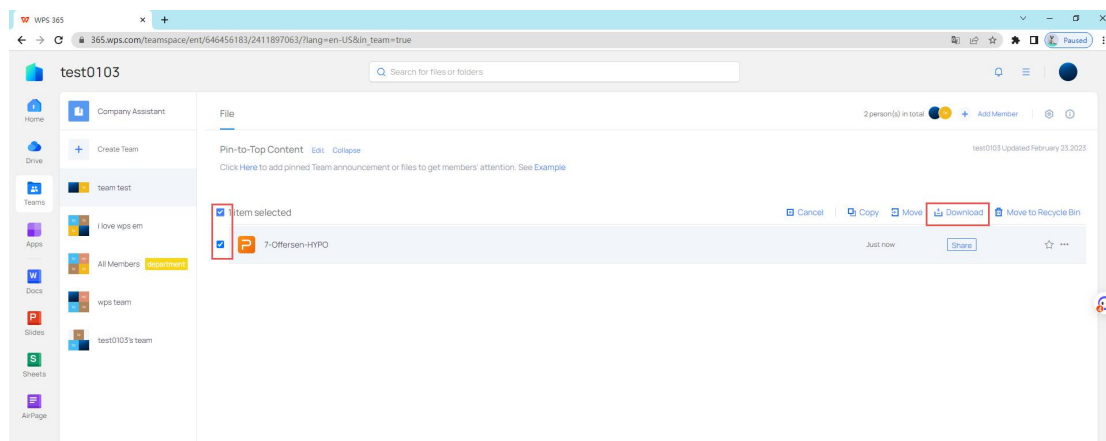
3.3.1 Download a single file

Click on the right side of the document name, and click [Download] in the pop-up window.




3.3.2 Batch download files

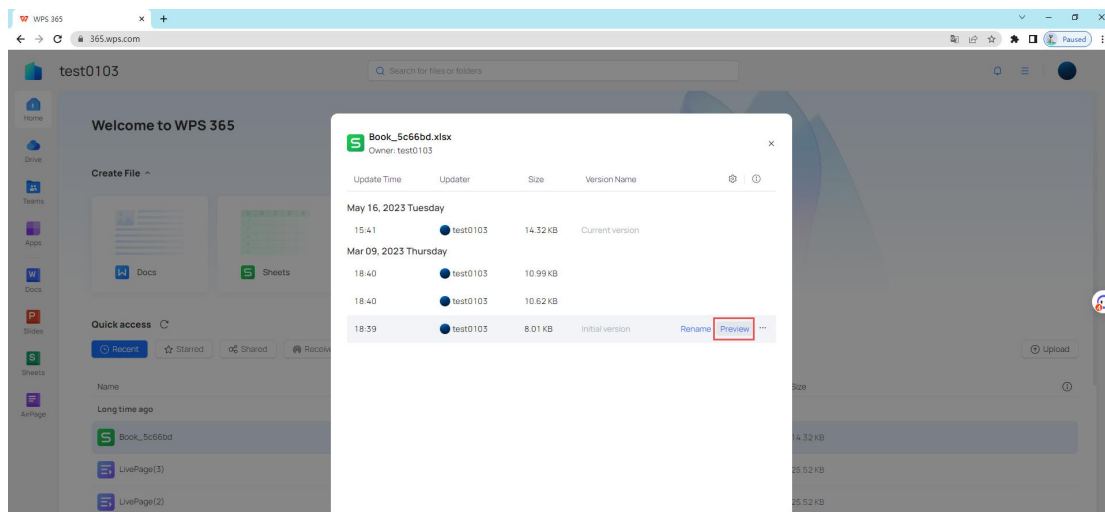
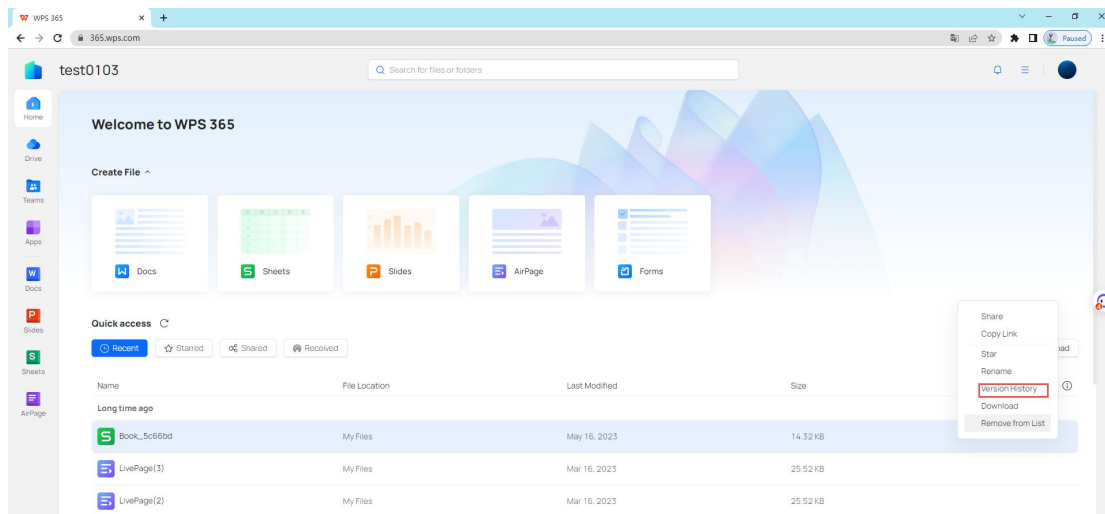
Hover the mouse on the file, select all the files you want to download, and click [Download] on the right side to batch download the selected files.



3.4 Secure storage

3.4.1 View and restore document history version

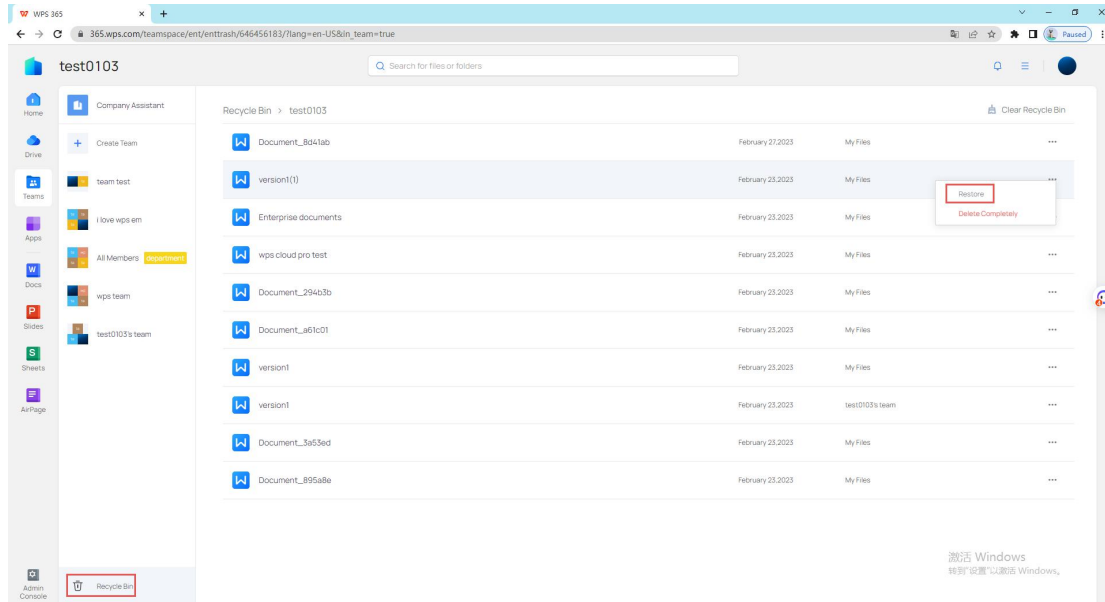
Click  on the right side of the document name, and click [History Version] to view all the historical versions of the document, or you can restore the document to any historical version.



3.4.2 Recycle bin

Use the [Recycle Bin] feature to restore deleted documents. Click [Recycle Bin]

in the lower left corner to find the document to be restored. Click on the right side of the document name, and click [Restore].



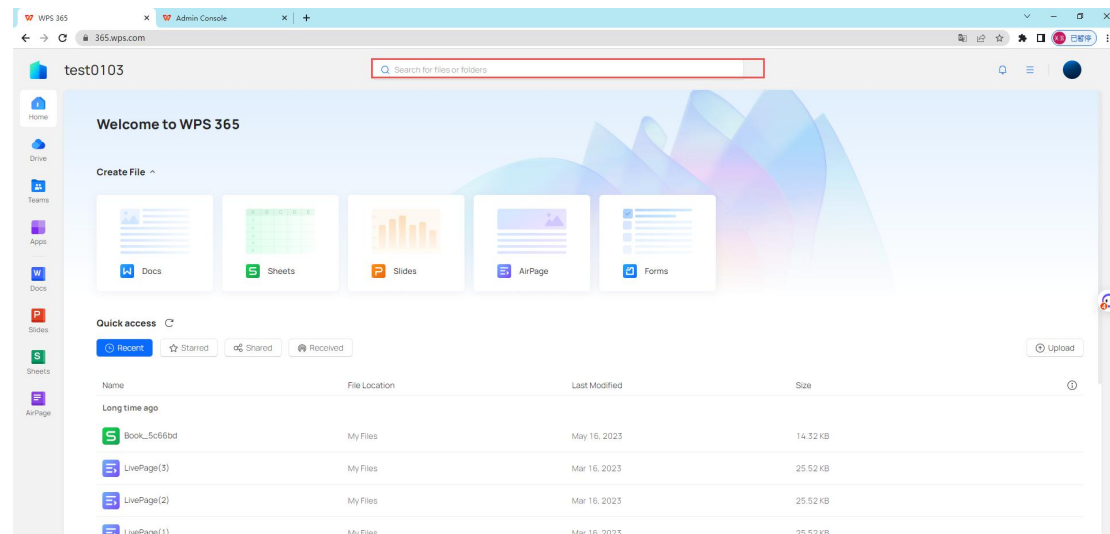
3.4.3 View the team document operation dynamics

On the right side of the team document list, you can view the team document operation dynamics, for example, members who added, uploaded, deleted, or updated documents. The team document dynamics are clear at a glance.

The screenshot displays the WPS 365 interface for a team named 'test0103'. The main chat area shows a message from 'Company Team' with a file named '7-Offensen-HYPO' uploaded 4 minutes ago. The 'Team Dynamics' sidebar on the right lists recent actions: 'Add 4 minutes ago', '7-Offensen-HYPO.pptx', 'Delete Completely 5 days ago', 'team-test-documenta.docx', 'Delete 5 days ago', 'team-test-documenta.docx', 'Move Out February 21, 2023', '7-Offensen-HYPO.pptx', 'Move Out February 21, 2023', 'team-documenta1e1222.docx', and 'Me'. The interface includes a top navigation bar with 'Company Assistant', a search bar, and a left sidebar with navigation options like Home, Drive, Teams, and various application icons.

3.5 Rapid document retrieval

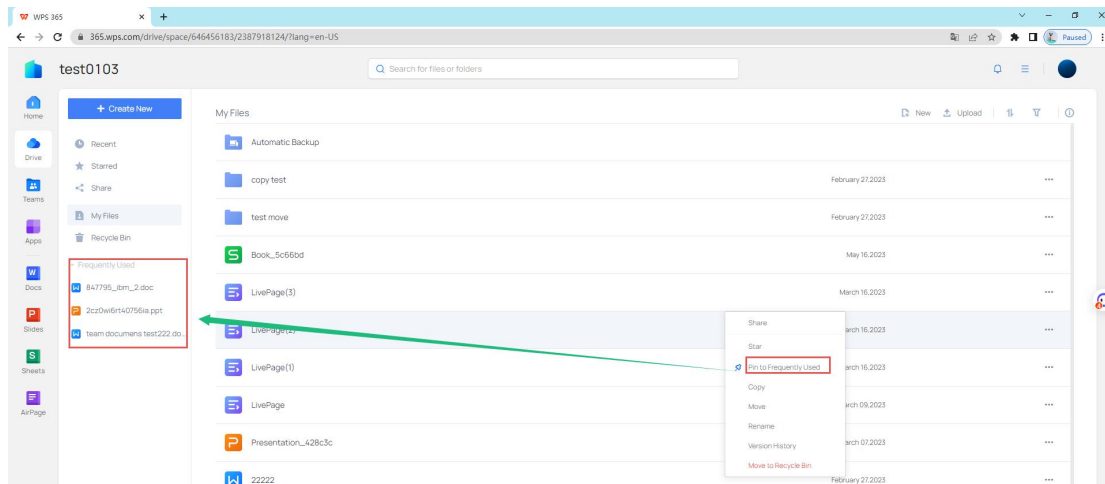
With massive document data of the enterprise stored on the Cloud, you can quickly locate the files you need using keywords. Enter a keyword in the search box, and you can search for documents, folders, and teams that contain the keyword in the name.



3.6 Pin to Frequently Used

For some commonly used files, you can use [Pin to Frequently Used] to fix the files to the most eye-catching location for easy viewing at any time. The operation method is as follows:

Click on the right side of the document/folder name and click [Pin to Frequently Used] on the menu to fix the document/folder to the prominent position on the left side of the page.

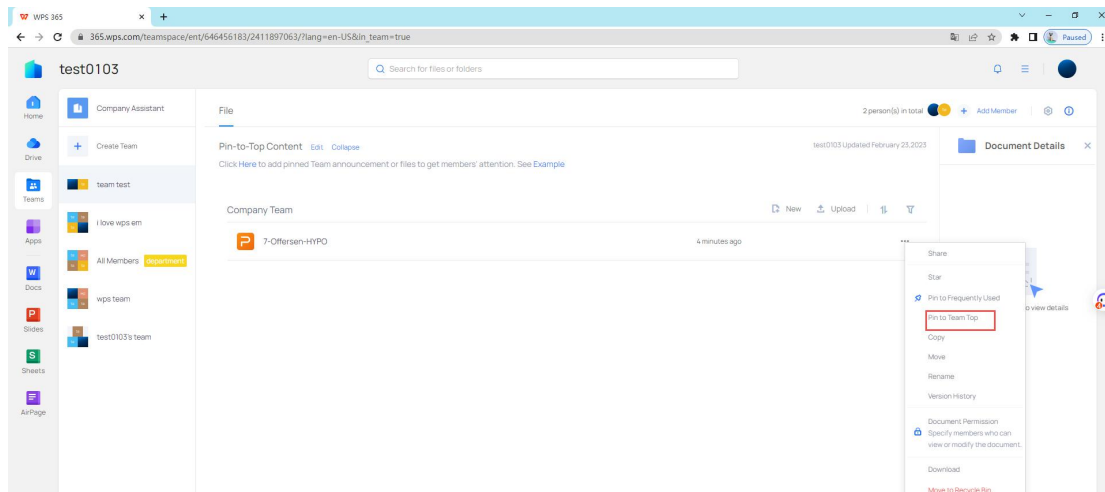


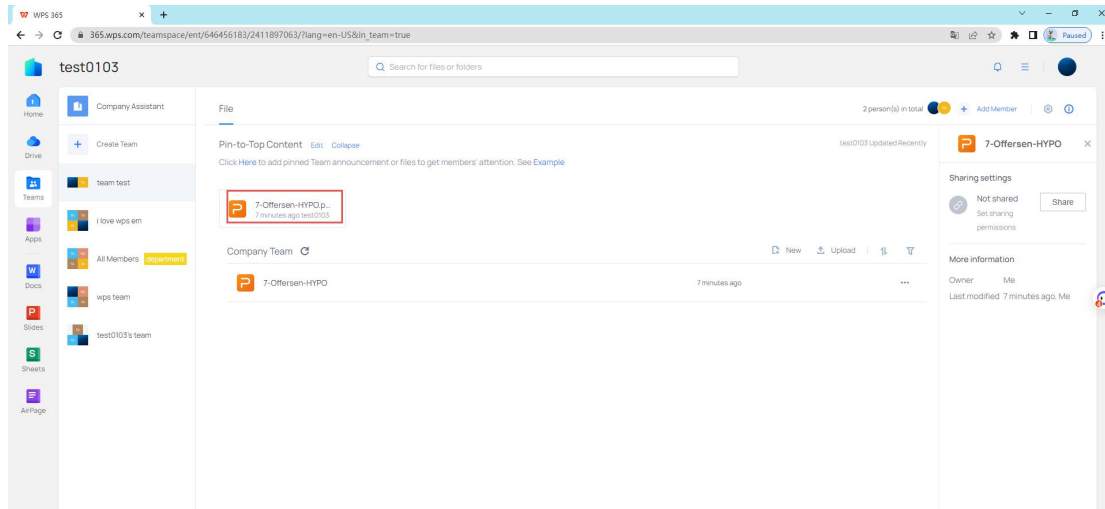
3.7 Pin to Team Top

For some commonly used files in the team, you can use the [Pin to Team Top] feature to put the files at the top of the team page for easy viewing at any time.

The operation method is as follows:

Click on the right side of the document/folder name. Click [Pin to Team Top] in the pop-up window to place the file at the top of the team page.



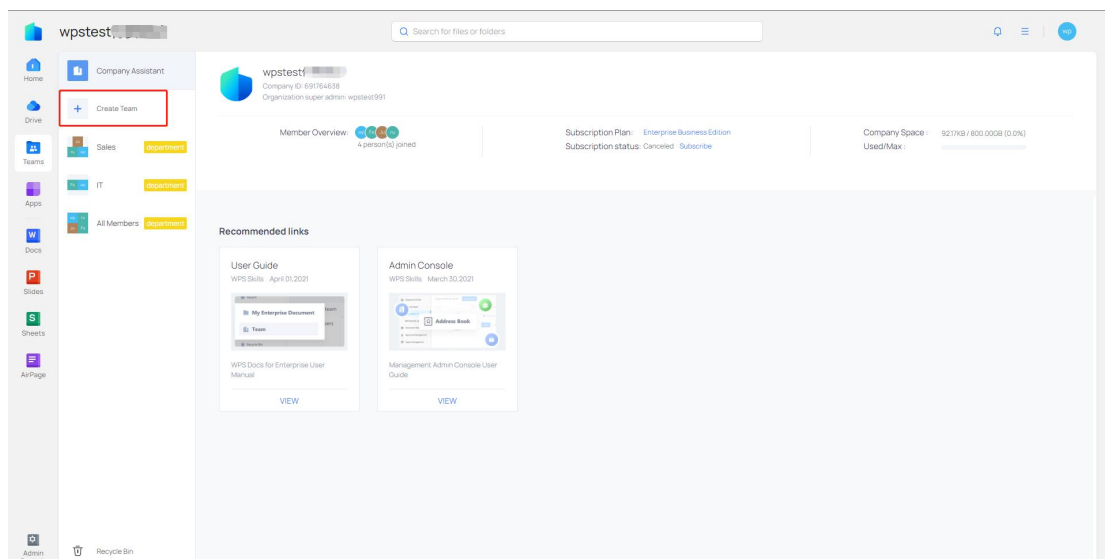


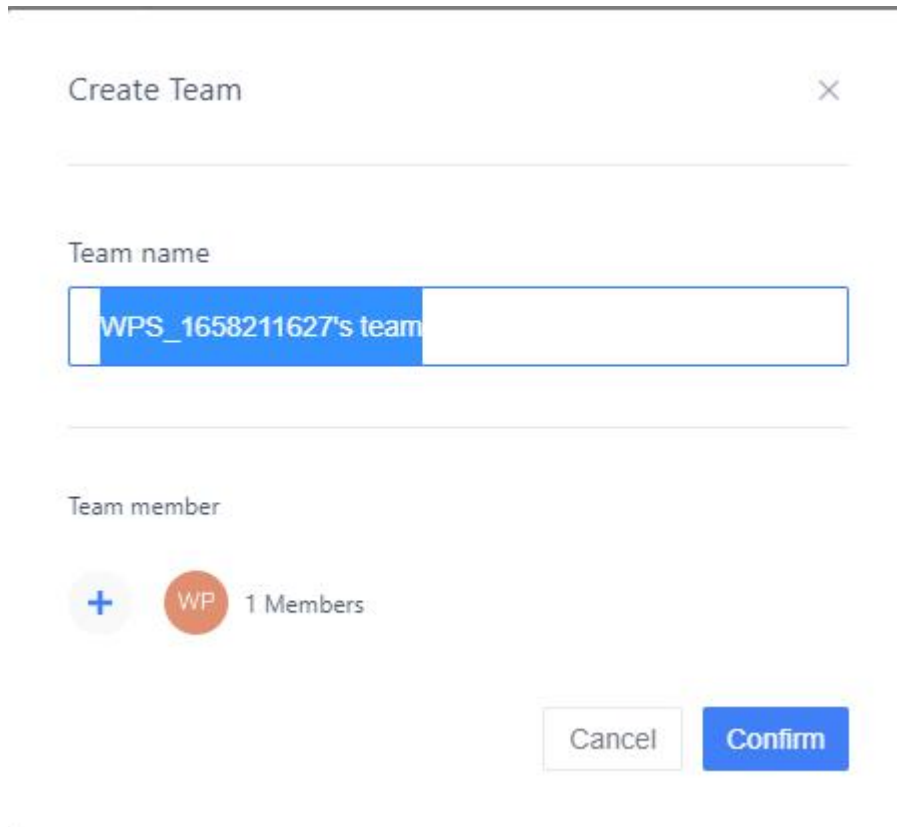
4. Online Sharing and Collaborative Editing

4.1 Collaborative teams

4.1.1 Create a team

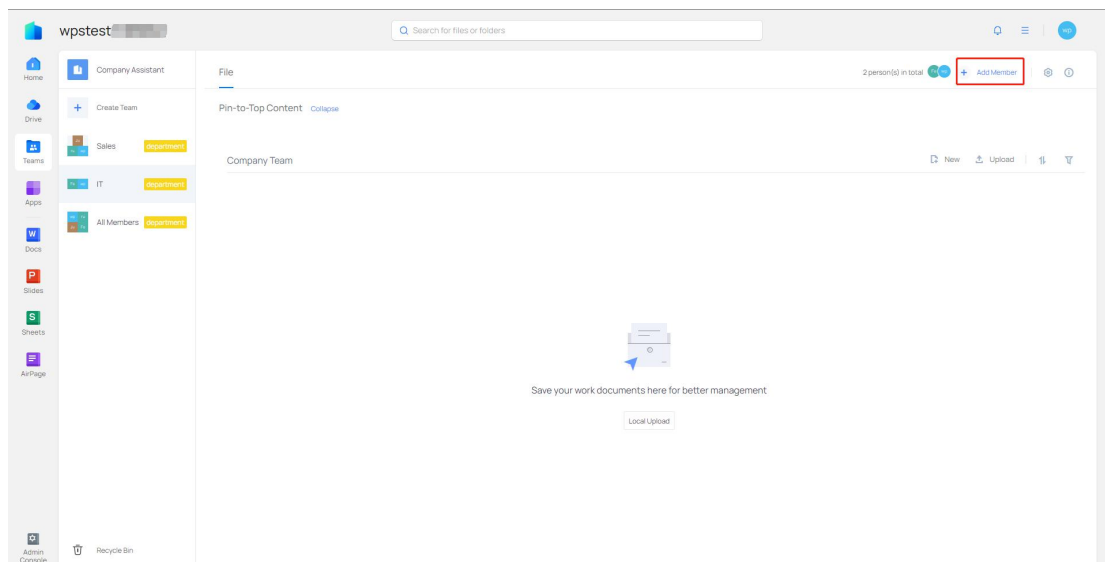
Sign in to WPS 365 for Business, click [+Create Team], enter the team name, and click [Confirm].





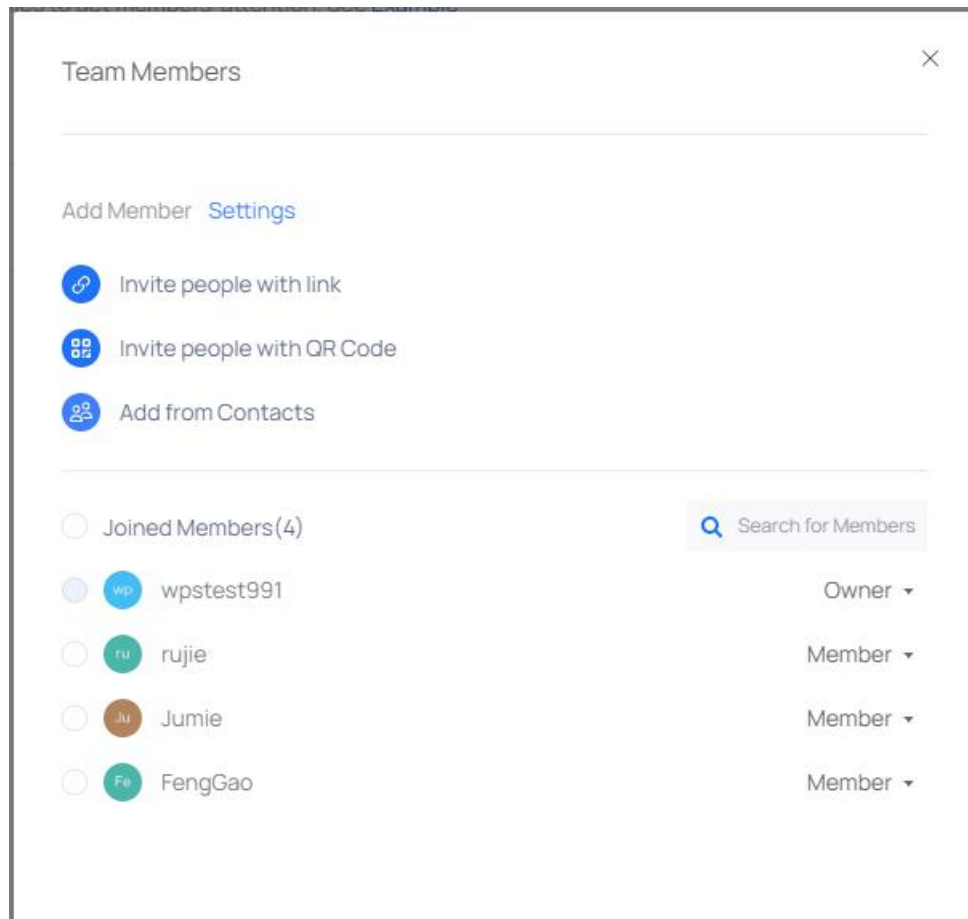
4.1.2 Invite members to join the team

Click the team name, and click the [+Add Member] icon.



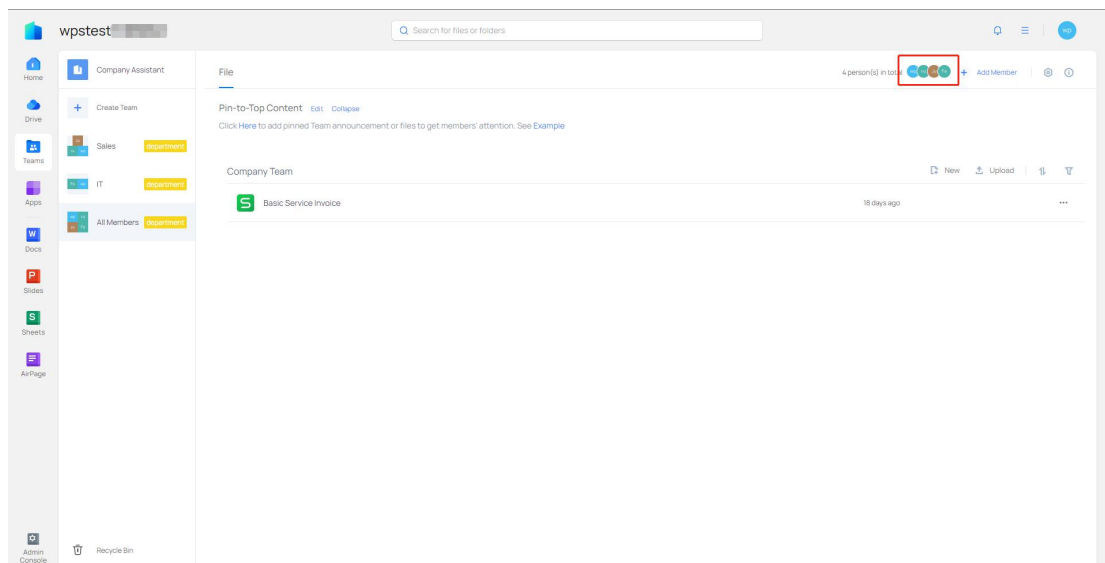
You can invite friends to join the team through a link (★ Note ★: the invited friend

must be a member of the enterprise, otherwise they cannot join the team). You can also invite members to join the team from the enterprise address book. You can also invite members to join the team via a QR code.

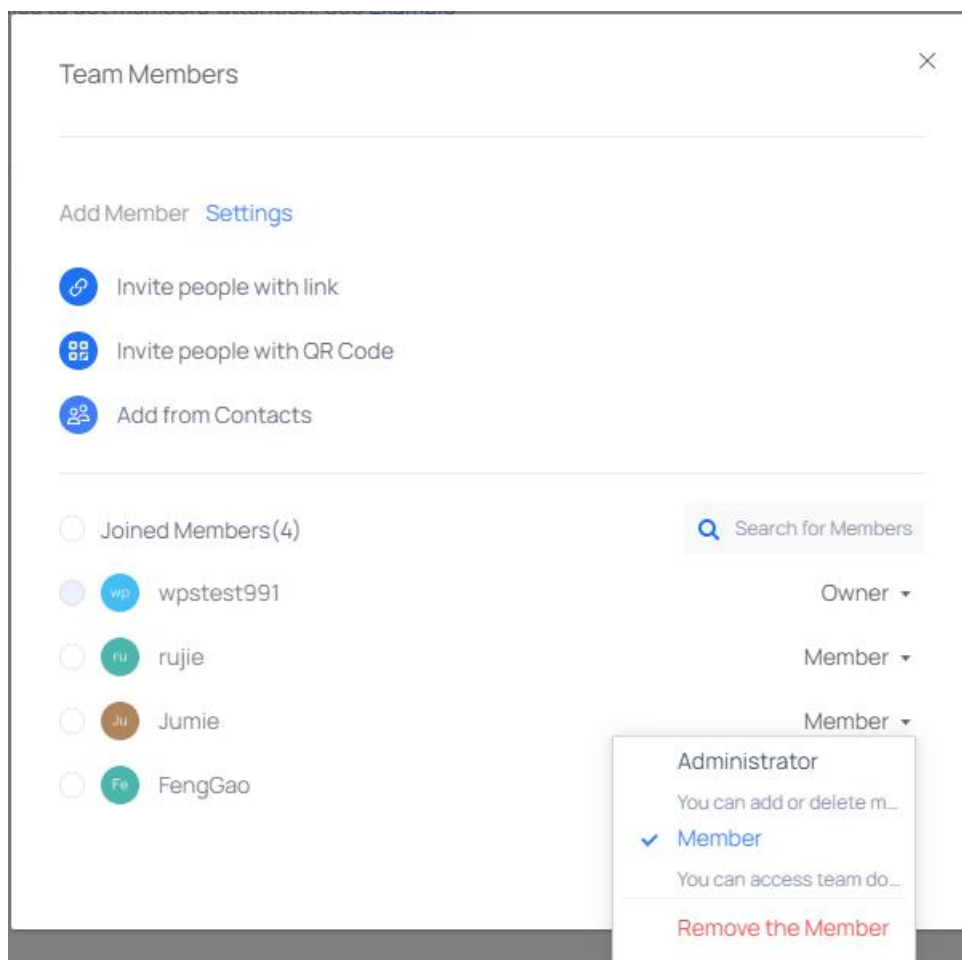


4.1.3 Set different permissions for different members

Click the Team and click the Team Member Settings icon :

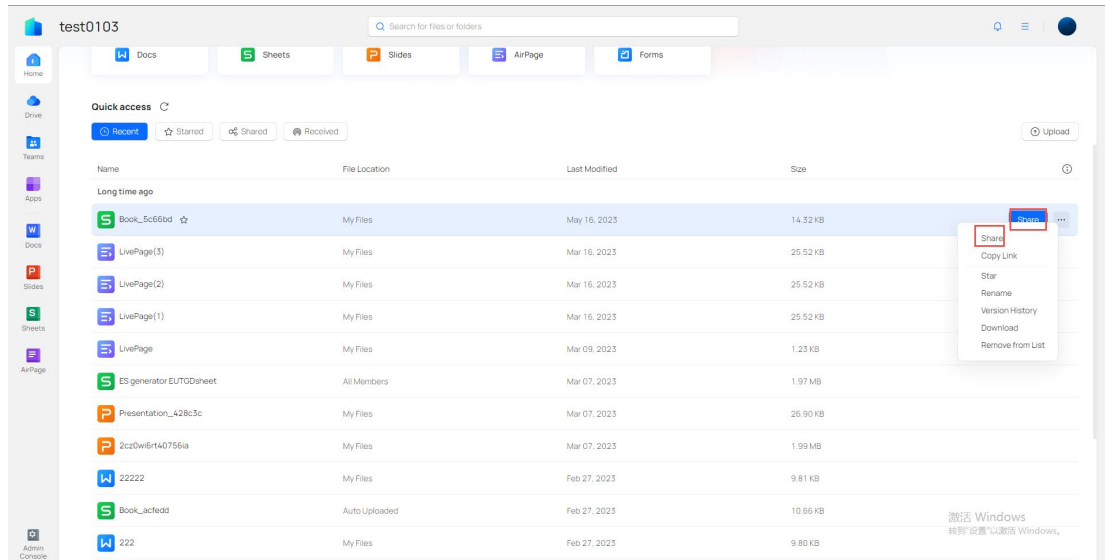


Click the permission settings button on the right of the member to set different viewing/editing permissions for different members.





4.2 Document sharing

Hover the mouse over the document to be shared, and click [Share] on the right side of the document name.





At this time, a document permission setting page will pop up with three main options: [Members of this enterprise can view], [Members of this enterprise can edit], [Only designated people can view/edit]. Select the permission type, and click [Create and share].

Share "Book_5c66bd"  

Send Link

To: username, team name, or email address Can view ▾


 Users with access


 test0103
Creator Can manage

Copy Link

Company member can view ▾ Copy Link

<https://sg-share.wps.com//ciHT8-PfBAa3V4qUG>

 Share with company member ▾

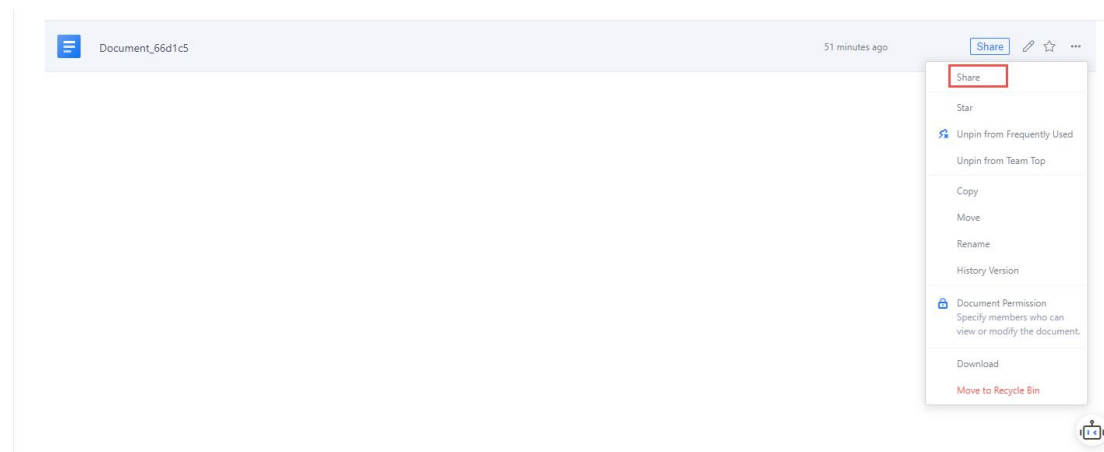
- Anyone
- ✓ Company Member
- Designated User 

4.3 Collaborative editing

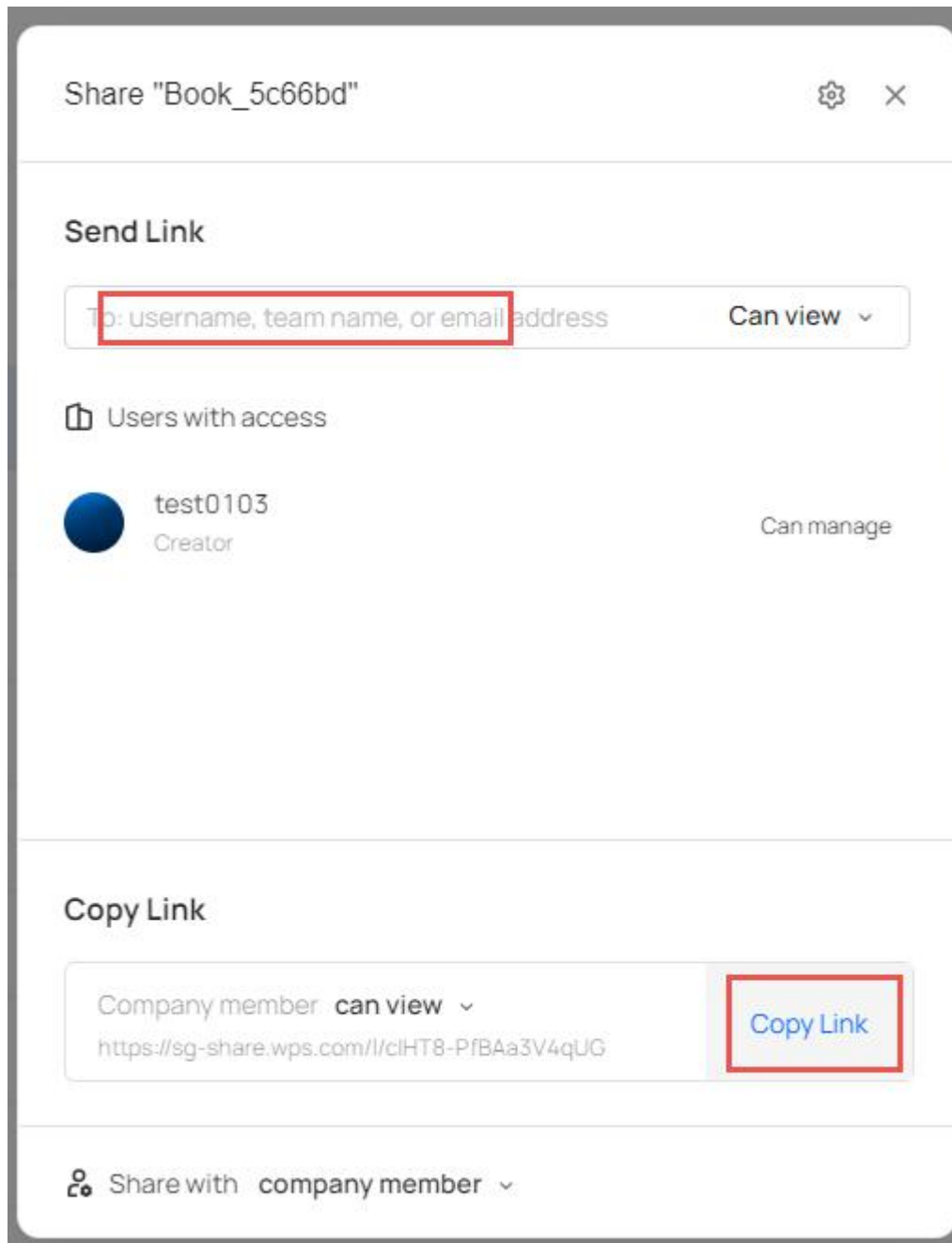
4.3.1 Multi-person collaborative editing

[Invite members to join document collaboration]

Click on the right side of the document name, and click [Share] in the drop-down list.



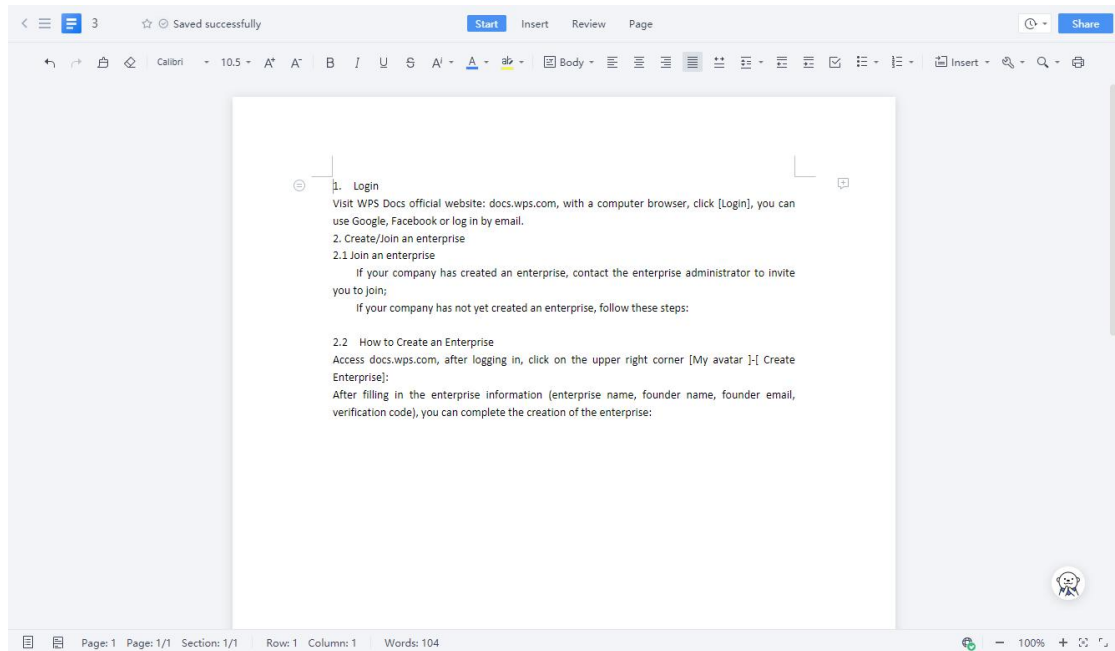
You can invite friends to join the document collaboration using invitation links. You can also invite others to join document collaboration via search.




[Join collaboration]

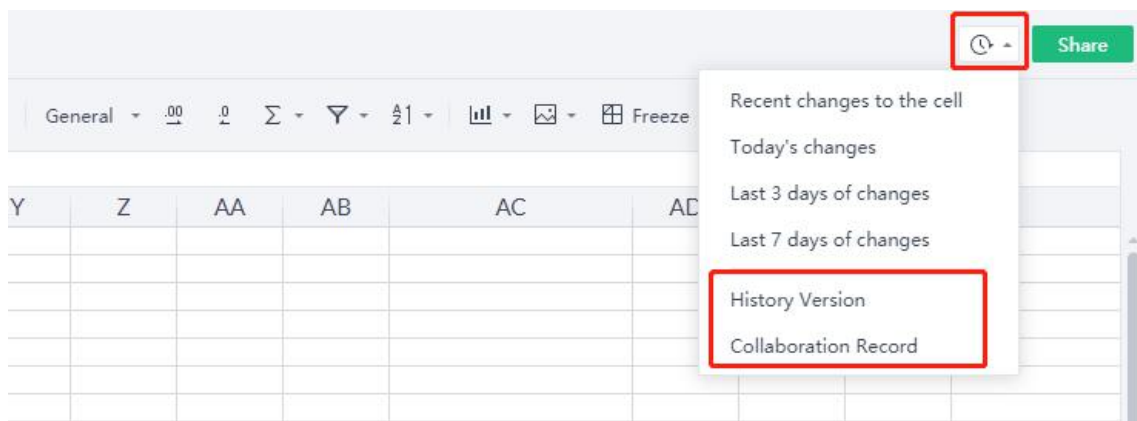
Collaborating members need to open the collaboration document in a web browser, before they can edit it directly with colleagues. When multiple members are editing the same document at the same time, the collaborators' avatars will be displayed at the top right of the document, and the location

where everyone is editing will also be displayed.



4.3.2 Document collaboration records and history version viewing

Open the document and click  on the top right corner to view the [Collaboration Record] and [History Version] of the document, and you can also restore the document to any historical version.

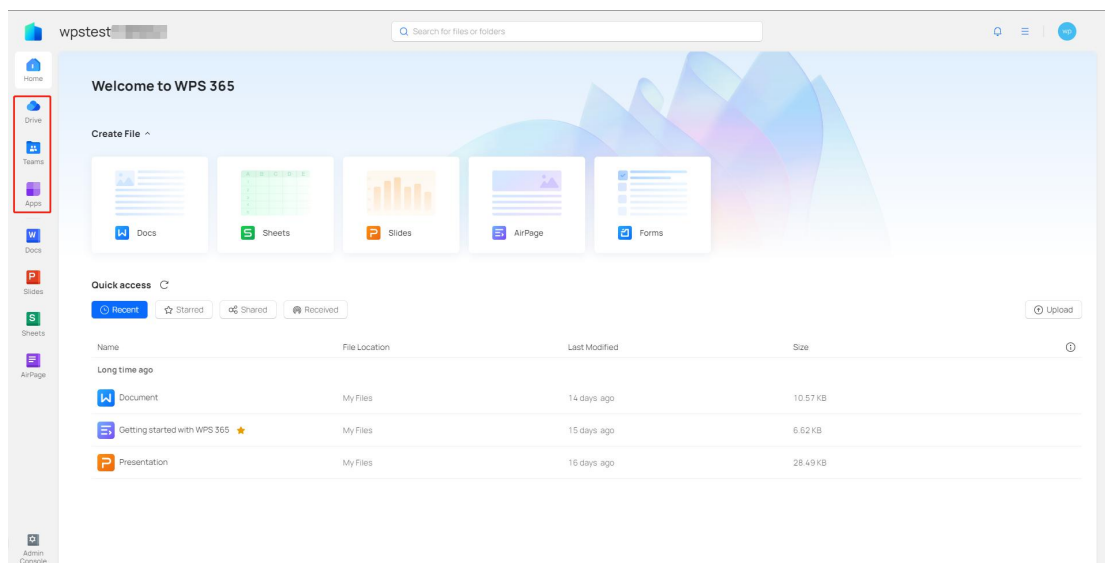


5. Cross-Platform and Multi-Terminal Service Allows you to Work Anytime, Anywhere

Whether you use a web browser, WPS Office Windows client, or WPS Office Android client, you can access and use WPS 365 for Business for Enterprise, and documents are synchronized across platforms to allow you to work anytime, anywhere.

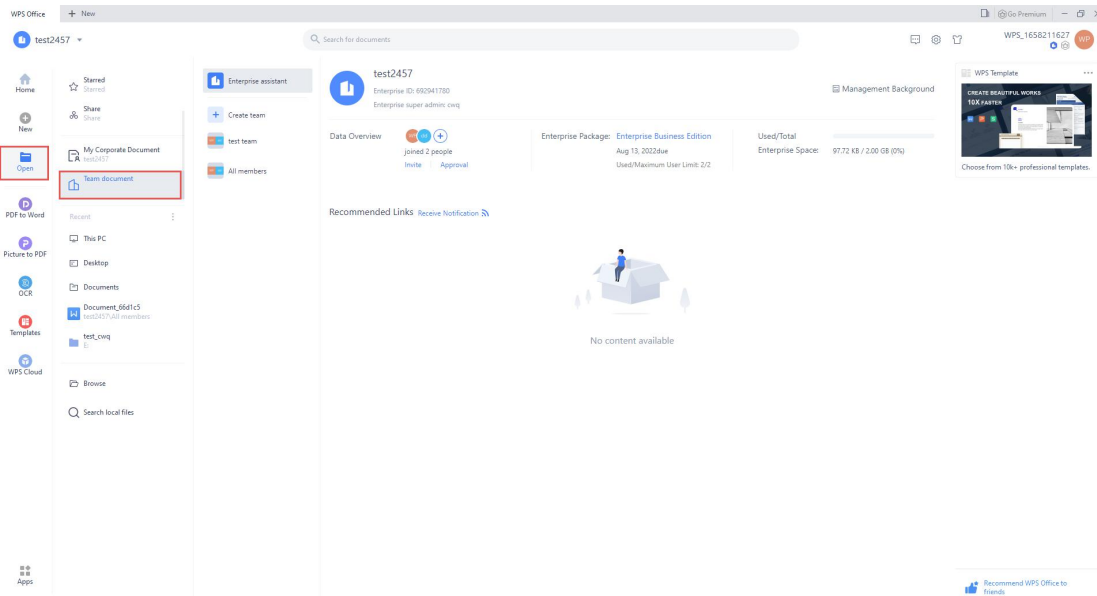
5.1 Web version

Sign in to <https://365.wps.com> with a browser to go to the product usage page:



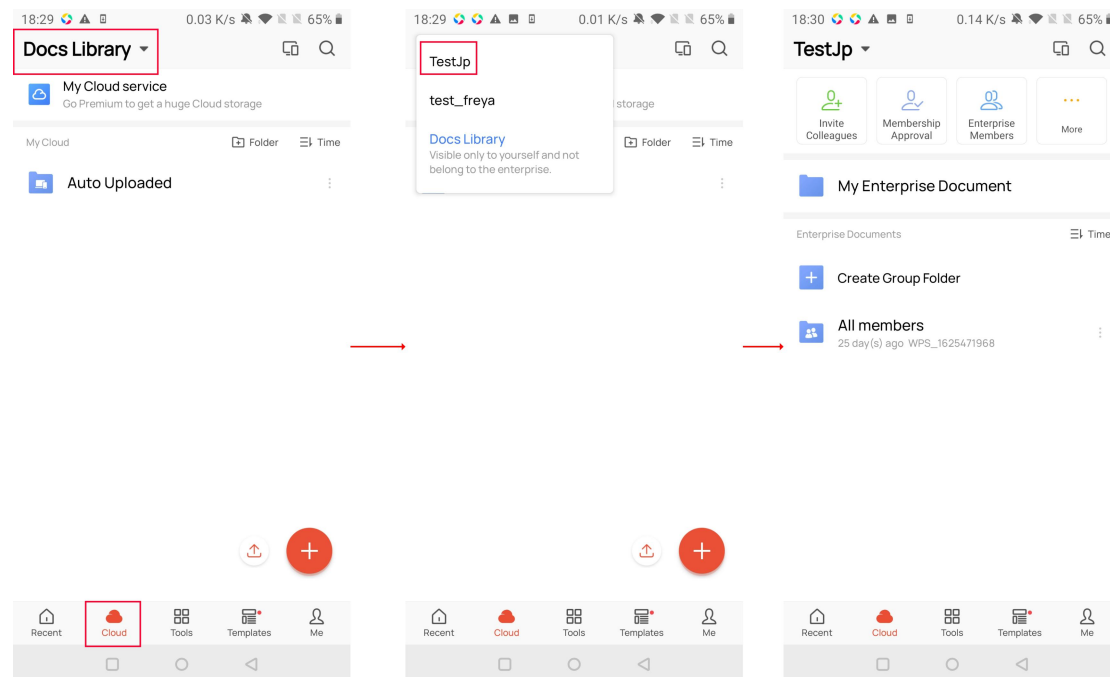
5.2 WPS Office Windows client

Open the WPS Office Windows client and click [Open] in the left menu to go to the product user interface.



5.3 WPS Office Android client

Open the WPS Office Android client, click [Cloud], and select the enterprise from the list on the upper left to go to the enterprise document page.

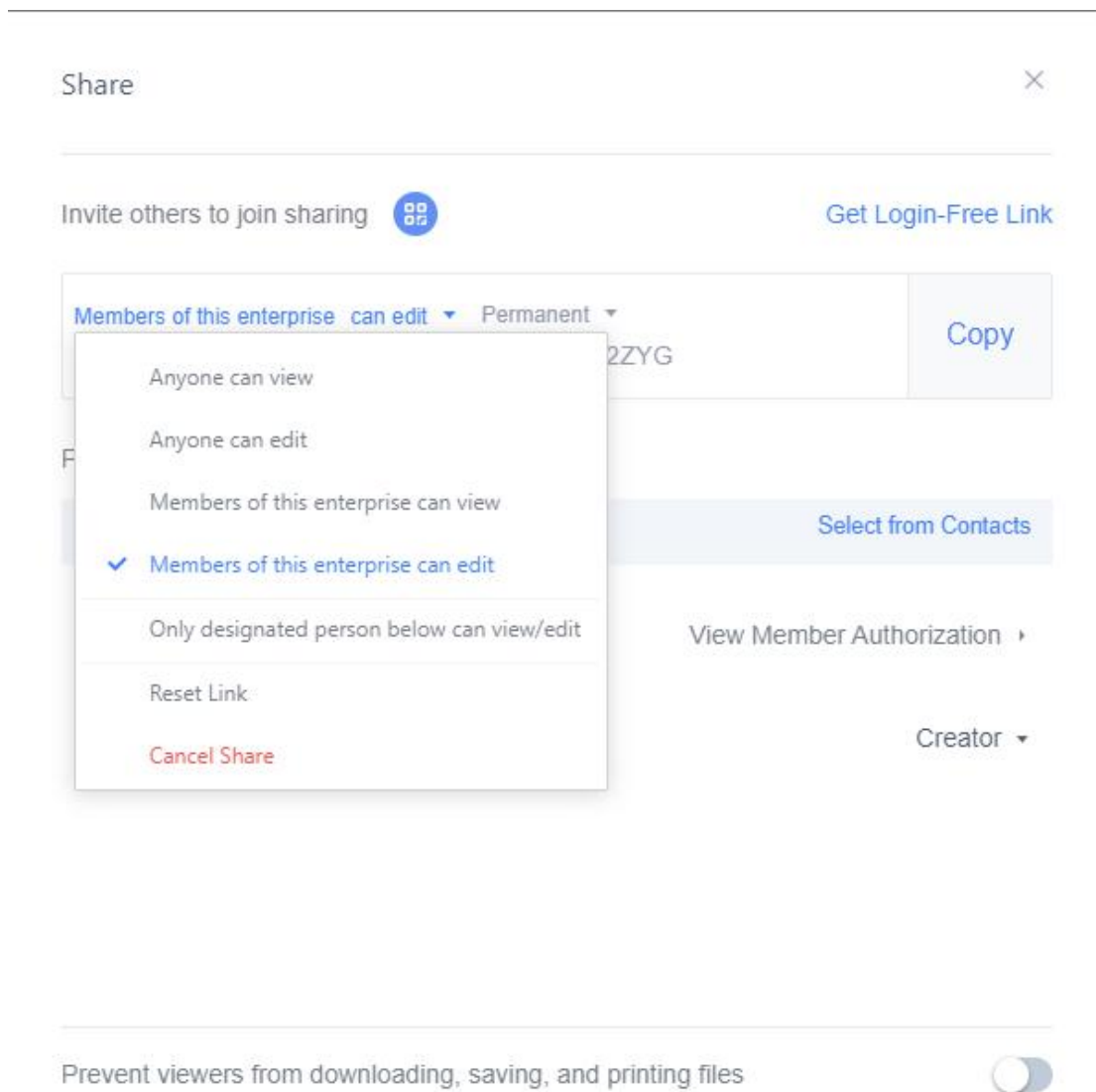


6.Document Security

6.1 Set file and folder operation permissions

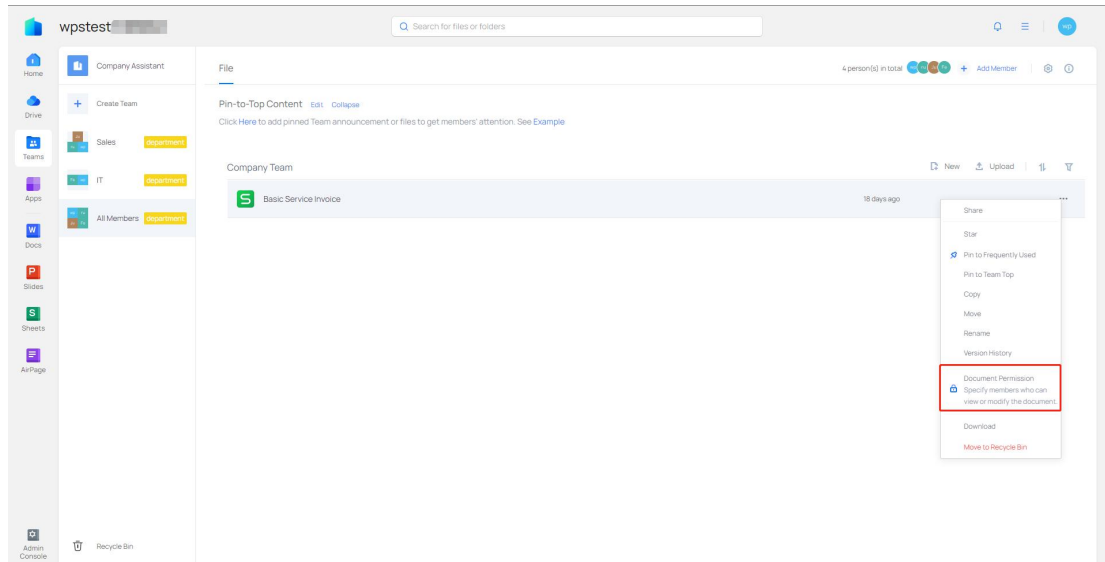
6.1.1 Set document operation permissions

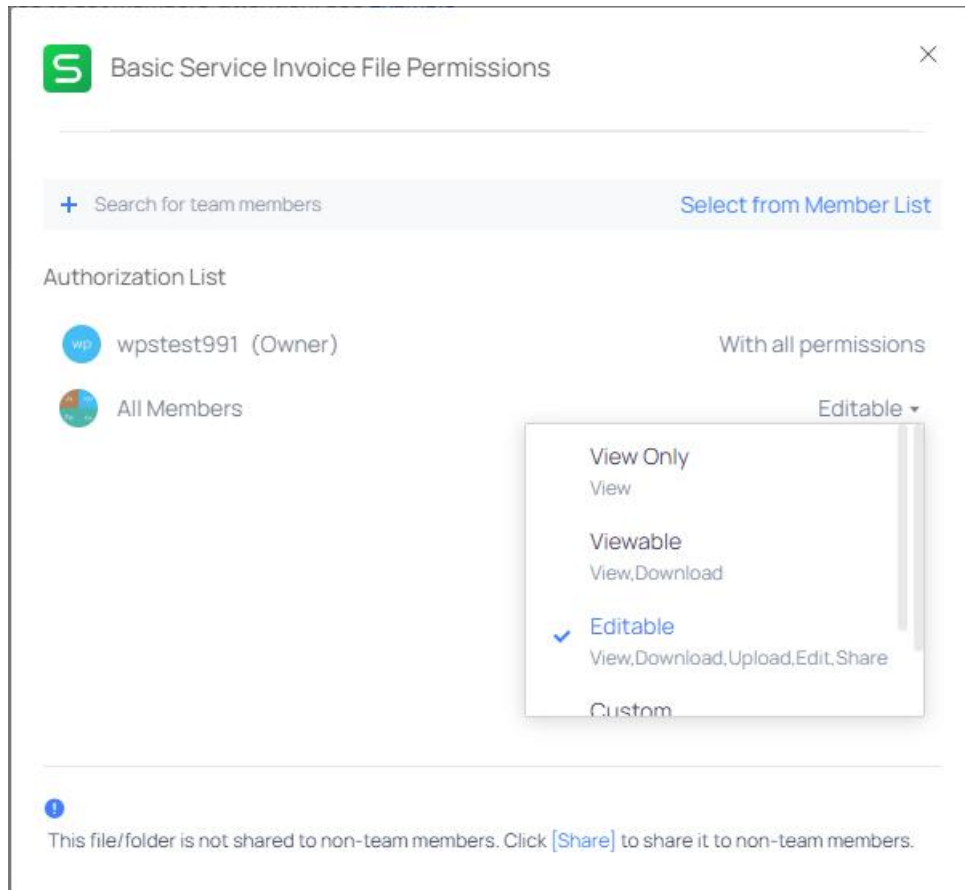
Open the document and click [Share]. Set the operation permissions of the document in the pop-up window.



6.1.2 Set folder operation permissions

Click the right side of the folder name, click [Document Permissions] to set permissions for team members.








S Basic Service Invoice File Permissions ×

+ Search for team members Select from Member List

Authorization List

-  wpstest991 (Owner) With all permissions
-  All Members Editable ▾

- View Only
View
- Viewable
View, Download
- Editable
View, Download, Upload, Edit, Share
- Custom

 This file/folder is not shared to non-team members. Click [\[Share\]](#) to share it to non-team members.

- End -