Edico codes, service options and their features

Edico, selected with **S, SG,** and **Lite** codes, means a service for sharing and presenting files
 – for **direct marketers** and – **remote sellers**
CS or **CSG** refers to sharing of confidential files. The features have been improved so that users' confidential files are shared through the same network folder
 – For **B2B direct sales** and **processing offers for buyers**
The **G** code means that multiple users share access
 – For **teams** and **distributed organizations**
The **C** code means a service for sharing confidential files
 – For **teachers** to collect academic transcripts and for **buyers** to collect offers

When registering for an **Edico** account, you will receive an order confirmation and a key to renew a forgotten password. Personal information is entered into the account. In the account management window, as an entrepreneur or company representative, you can purchase a link to the **SignHero** electronic signature offering account.
In the management section of the **Edico** account, you can create new confidential or open folders for the user account, or you can also delete them. With an **Edico CS** account, you can copy a confidential C folder to an S folder, which enables you to use the corresponding S functions.

All Edico services are also available on smartphone browsers immediately without downloading the application. You can upload files to the web folder from the phone's memory or directly from memory storage provided by other cloud services (e.g. Dropbox), in which case you must first make sure that the application of the service in question is available. You can also download files from the Edico folder to the mentioned memory locations. **This also applies to tablet computers**.

Edico S, CS, and Lite

Edico Lite is intended to be tried for at least 48 hours.
Sharing files in a folder
All participants can deliver their files to the folder, share and present them to each other.
Inviting participants
From Edico, you can send e-mail invitations to participate. If you want the recipient not to have to click on the invitation link in their e-mail message, you can as the inviter send information on how they can log into the session folder reliably and safely via the Edico website. The login page shows a phone number that verifies the caller's identity.
Contact and follow-up
There is an (i)-icon next to the session number, by clicking which you get a window and information about who will participate in the session.
Visitor tracking
From the aforementioned window, you can start visitor tracking. in which case you will receive information about the entrant by e-mail.

S features

Text chat
 The confidential text conversation takes place through the Chat windows.
Discussion memo
You can copy the text of the chat text field to an HTML-formatted file. The copied file appears in the "Files" list of this session folder and can be opened if necessary. The text also remains in the Chat window. Editing requires knowledge of html code.

You can delete the texts from the text area of the Chat window, so that the text goes to a txt file in the list of this session folder. You can modify it between several participants, for example, into a meeting memo.
Presentation and viewing of documents in an open folder
By clicking the "Show" button, you can show the file to yourself and to all the people invited to the session who are in the session at the same time, or come to the session folder at a different time. When you use the "Open" button, the files are not visible to the invited participants, but only to you.
Video conference
 By clicking the "Open video conference" button, you can join the video conference.
Keeping the presentation in an open folder
You can choose to present the document to the participants or only for yourself to see. They can be displayed one after the other in list order with the arrow key back and forth.
Controlling the show by phone
You can join or open a folder with your phone. It is possible to hold a presentation like a PC session.
Managing files in an open folder
You can download files from the computer and from the folder to the computer, delete them and change their presentation order.

G feature

Edico SG *is intended for group use.* **The owner of the Edico account** *can give the username and password to other group members and full ownership rights to the folders, but* **keeps the password change key**. *The G-feature gives all Edico users the opportunity to work simultaneously with the same credentials and utilize the features provided by the account. The possible joint use of folders must be agreed upon.*

C features

Opening a folder
The usage time is set to the time period when the invitees can visit the folder to download their files or view them.

Sending invitations
Invitees will receive a unique link by e-mail with which they can log in to the folder with a random or self-edited password

Downloading and assigning files to invitees
You can upload a file to the folder that is visible only to one of the invitees or to everyone. Those who log in again later must always enter "Previously defined password". If it has been forgotten, you can request a new login option from the owner of the folder (inviter).

C folder owner file management
The owner of the folder can see who has uploaded the files for him to see and which files are visible to all donors.

From a confidential folder to open S and G folders
On the Edico account management page, the C folder can be copied as an S or G folder. The folder is given a random password and session number. You can change the password if necessary.

You can find the Edico Lite user manual at the link:

https://wd1.edico.name/webdav/EdicoLite-Manual.pdf