

Blick Rothenberg Cozone Drive Guidance – Existing Cozone user

Contents

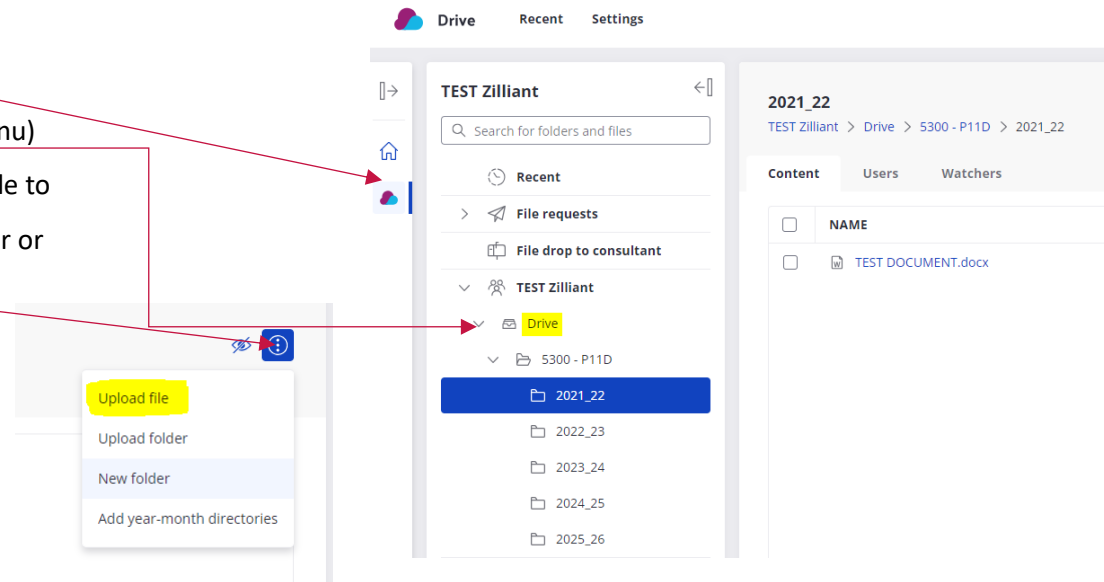
Logging into Drive	1
File Sharing from Drive to Blick Rothenberg	2
File Requests	2
File Sharing from Blick Rothenberg to Drive	4
Approvals	4
FAQS	5

Logging into Drive

- **Existing Cozone Users:** Log into Drive using your existing credentials for Cozone using the link [here](#). Please do not use the existing link as the URL has been updated.

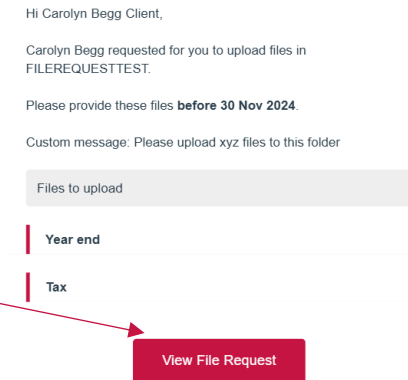
File Sharing from Drive to Blick Rothenberg

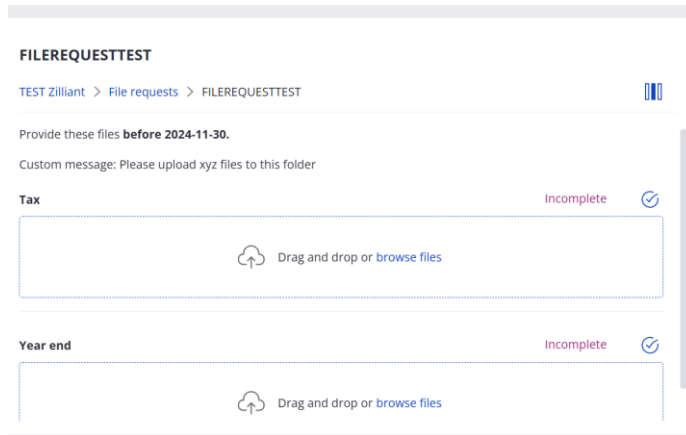
1. Once you are logged in, Click on Drive
2. Click on Drive folder under client name (Left-hand menu)
3. Select Folder and Subfolder (if applicable) to upload file to
4. Either drag and drop file you wish to upload into folder or
 - i. Click on the More Actions menu (3 dots)
 - ii. Click on Upload File
 - iii. Select file you wish to upload
5. Email notification is sent to Blick Rothenberg Assignment Team to inform them the file(s) have been uploaded.



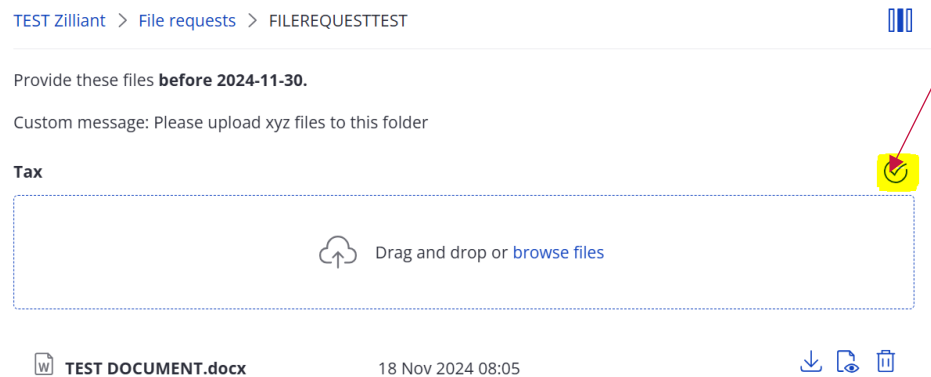
File Requests

1. You may receive a file request from the Blick Rothenberg Assignment Team
It will include the details of files requested and the location for you to upload them to including a date to provide the files by.
2. Email notification will include a link which will take you to the folder in Drive for the documents to be uploaded to.
3. You will then need to upload the file(s) into the relevant section(s) by either drag & drop or browse file on your PC.





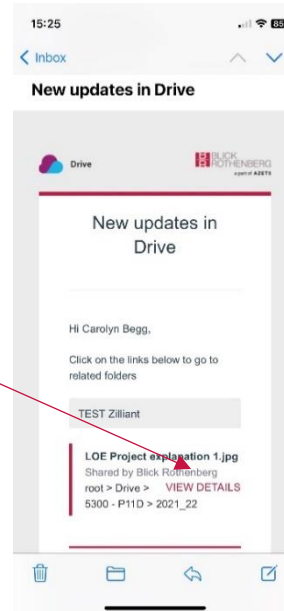
4. Once you have uploaded the required file(s) you will need to click on the 'Complete section' button. You will then need to repeat for each section and close request when all sections have been completed.



5. Email notification is sent to BR Assignment team to inform them the section has been completed and if all sections have been completed that the file request has been closed.

File Sharing from Blick Rothenberg to Drive

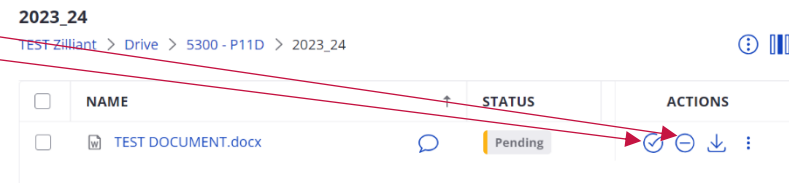
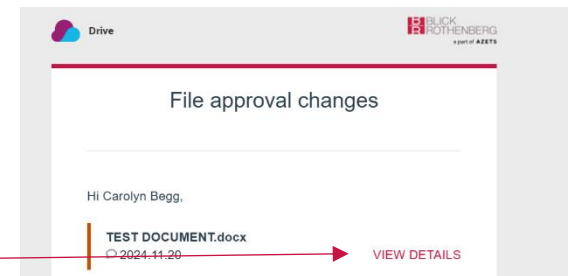
1. When a document is uploaded to Drive from the BR Assignment Team you will receive an email notification.
2. Click on View Details.
3. You will then need to log into Cozone using the credentials you set up when you received in the welcome email to access the File(s).
4. If you are viewing the document on a mobile device you may wish to download it to first to improve the readability.



Approvals

You may be required to approve a document **by the BR assignment team**, see details below. **You do not need to send an approval request to the BR assignment team.**

1. Email notification will be sent titled 'New updates in Drive' along with a subsequent email titled 'File Approval changes' with a link to the document(s) to approve.
2. Click on link in email and log into Drive.
3. Next to the document you will see 2 buttons, click on either Approve or Reject. If rejecting you will need to leave a comment.
4. An email notification will be sent to the BR Assignment Team.



FAQS

I have not received the welcome email, what should I do?

Check it has not gone into your junk emails, if it hasn't then contact your BR representative and they will request for it to be resent.

I need to update my email address, what should I do?

Contact your BR representative and they will request for it to be updated by the Azets Cozone support team.

Am I able to create a new folder in Drive?

No, you will not be able to create a new folder, but you can ask your BR representative to create any folder(s) required.

Do I need to password protect a document before I share it using Drive?

No, Drive is a secure client sharing platform which does not require documents to be password protected.

Does Drive support zip files?

Yes, you can upload zip files into Drive.

I have been using ShareFile what will happen to my files that are stored on ShareFile when I move to Drive?

The project team are working on the transition from ShareFile project, we will update you as soon as possible.