

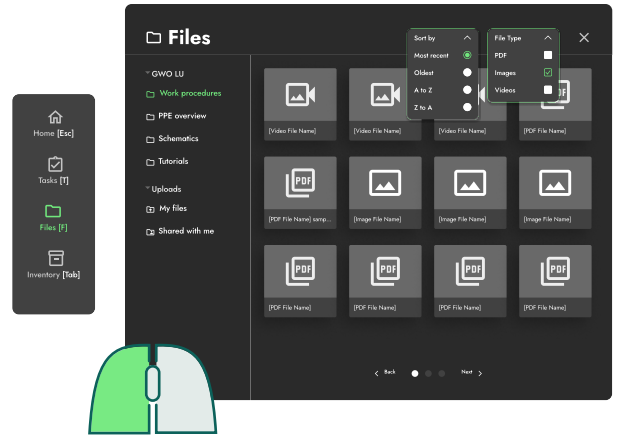
VTP File Viewer

UPLOAD AND VIEW FILES



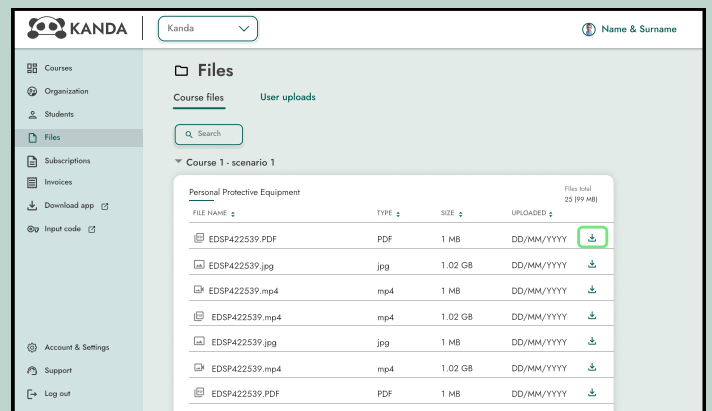
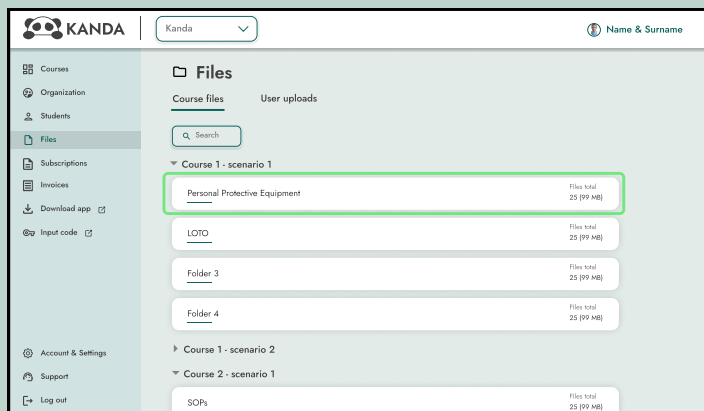
Locate Course Files In Menu

Course files are **located in the menu**. At times, they would be organized through folders. You can sort files by categories or filter through file types.



Download Course Files From Dashboard

You can download course files through **Kanda VTP Dashboard** from organizations you are apart of. Access file manager from **your dashboard** link [\[app.kanda.dk/dashboard\]](http://app.kanda.dk/dashboard).

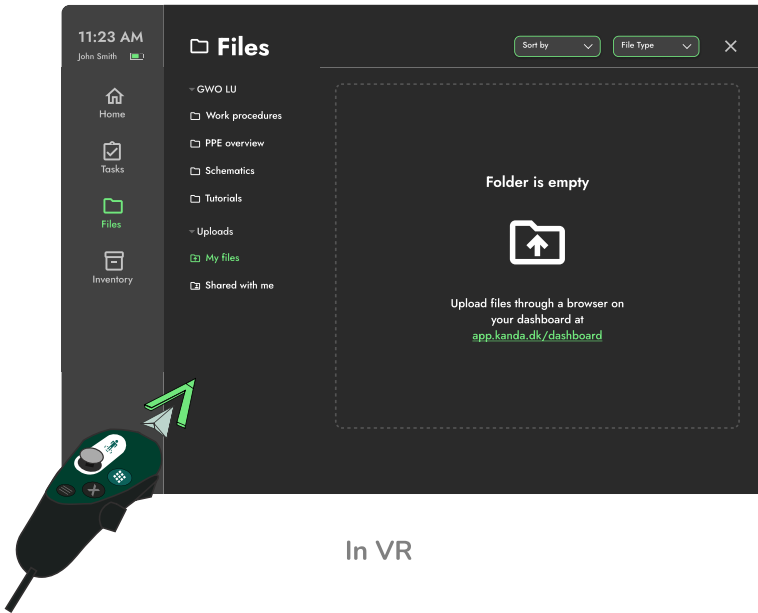


1. Select the folder of a scenario where the desired file is located to **expand view**.
2. Locate the desired file and select the **download button**.
Download of the file would begin momentarily.

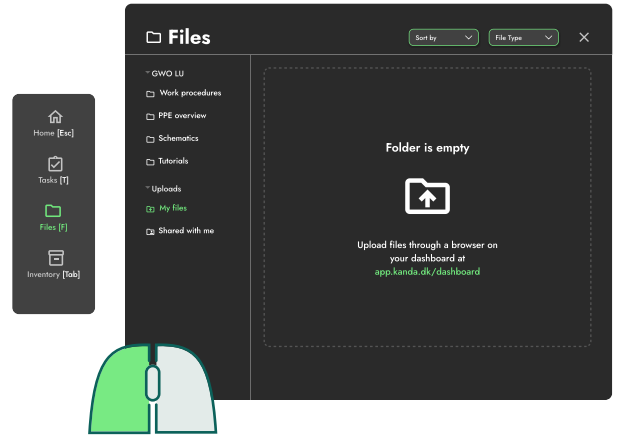
Locate My Files In Menu

User uploaded files are **located in the menu, under Uploads**.

My files are files that the user has uploaded from the dashboard. **Shared with me** are files that other users in the same organization has uploaded and enabled shared with everyone.



In VR



On PC

Upload Files From Dashboard

Only way to upload files is through **Kanda VTP Dashboard**. Access file manager from **your dashboard** link [\[app.kanda.dk/dashboard\]](http://app.kanda.dk/dashboard).



PC

Course files page (files that are automatically in a scenario)

User upload files page

Storage space available

Upload your own files

Private files uploaded by you

Visible only for you and admins (located in My Files in Menu)

Private files uploaded by others

Visible for you if you are an admin (located in Shared with Me in Menu)

Shared files visible for all (located in Shared with Me in Menu)

Navigate multiple pages of files

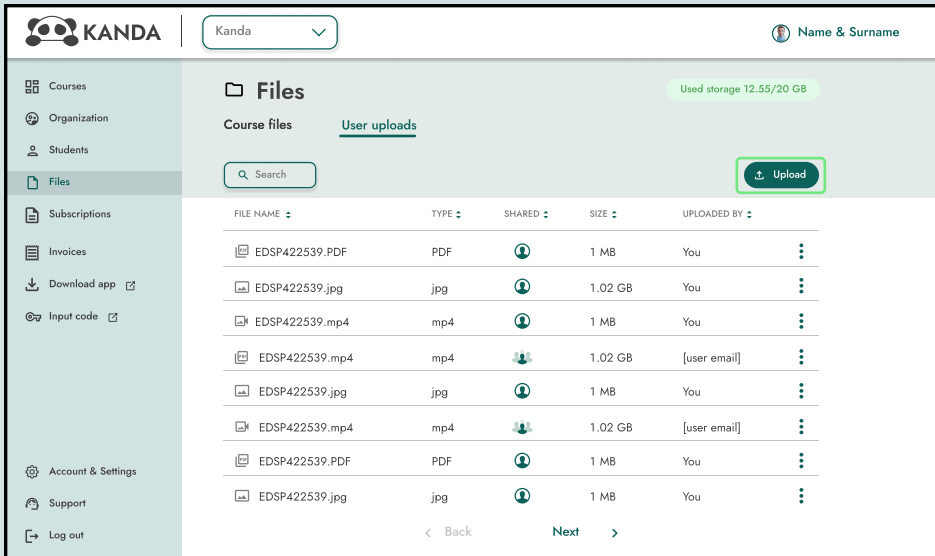
Search bar for files

Used storage 12.55/20 GB

Upload

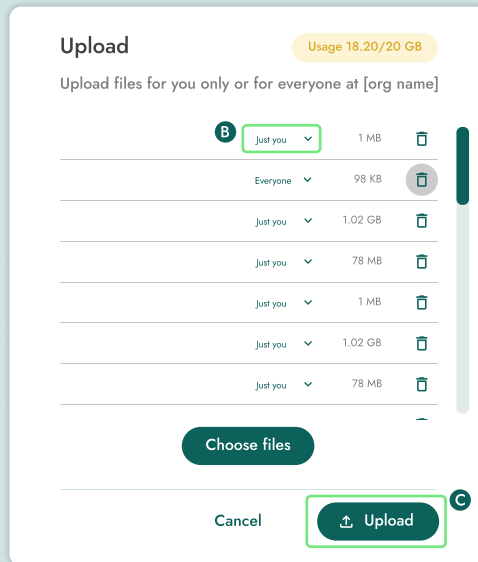
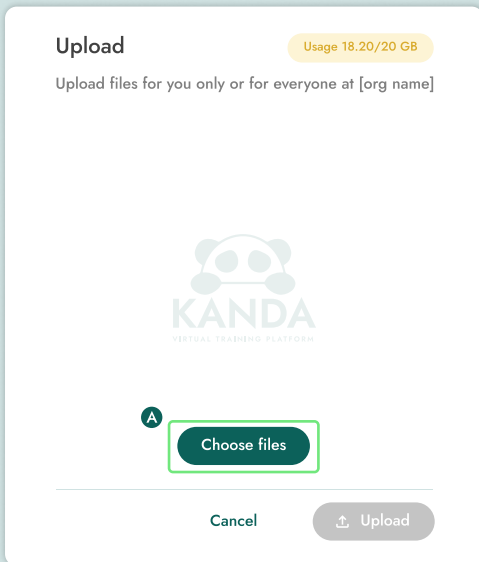
FILE NAME	TYPE	SHARED	SIZE	UPLOADED BY
EDSP422539.PDF	PDF	Visible only to you and admin	1 MB	You
EDSP422539.jpg	jpg	Visible only to you and admin	1.02 GB	You
EDSP422539.mp4	mp4	Visible only to you and admin	1 MB	[user email]
EDSP422539.mp4	mp4	Visible only to you and admin	1.02 GB	[user email]
EDSP422539.jpg	jpg	Visible only to you and admin	1 MB	You
EDSP422539.mp4	mp4	Shared with everyone	1.02 GB	[user email]
EDSP422539.PDF	PDF	Visible only to you and admin	1 MB	You
EDSP422539.jpg	jpg	Visible only to you and admin	1 MB	You

Uploading Files



1. Select upload to start uploading your own files.

PDF, images (jpg or png), and videos (mp4) are the supported file types.



2. A) Select choose files.

B) choose if the file is private (just you) or shared with everyone.

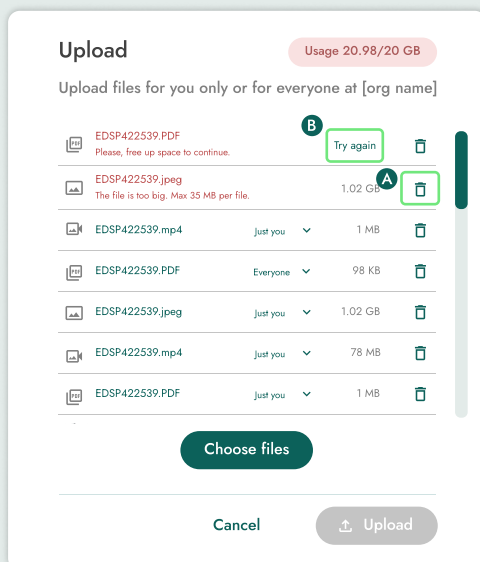
C) Select Upload.

i Max File Size

File size limit is 50 MB.

Avoid uploading PDFs with bookmarks.

Uploading Files Error

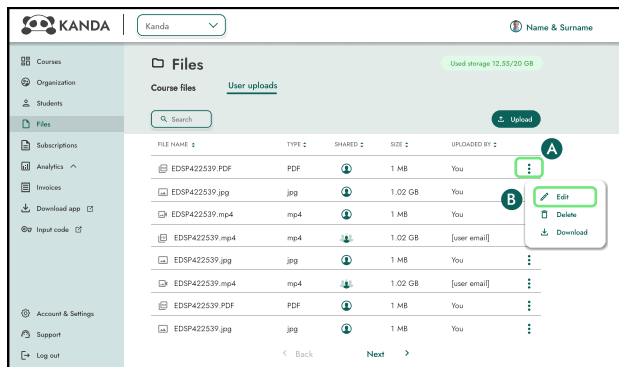


Each organization can store up to 20GB files. If it exceed exceeds the storage limit, an error would occur.

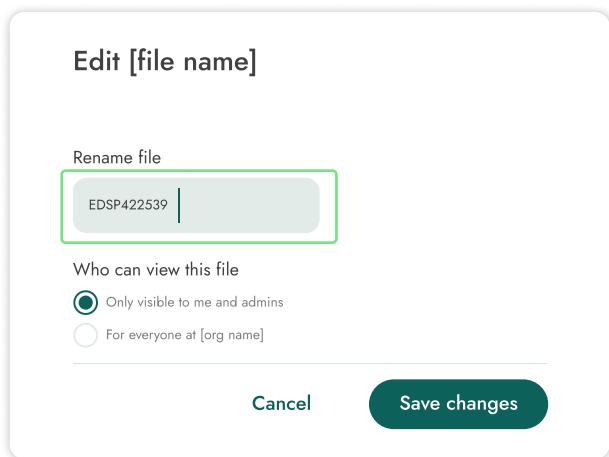
A) Select the delete button to remove a file.

B) or try again (after freeing up space).

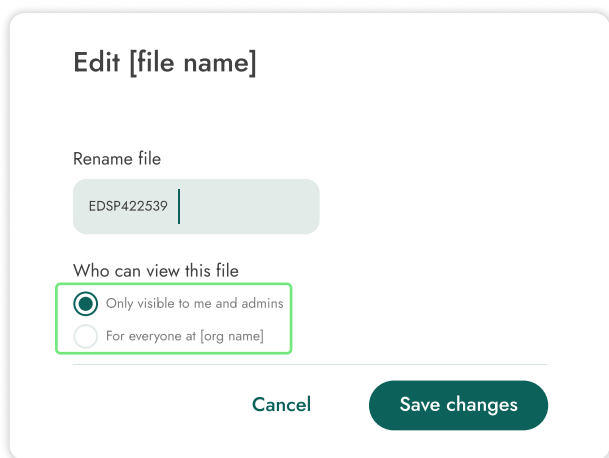
Edit File



1. A) Select **the ** icon to get additional settings.
B) Select **Edit**.

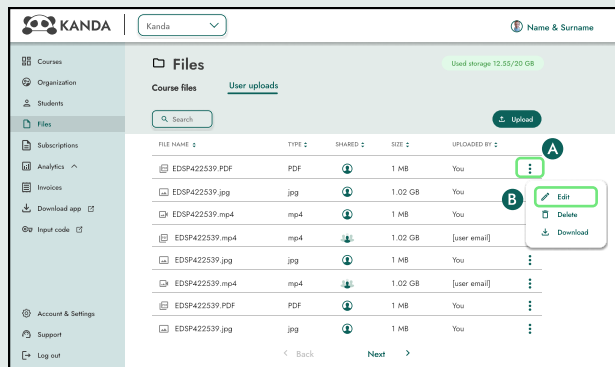



2. **Rename** the file by typing in the textbox.

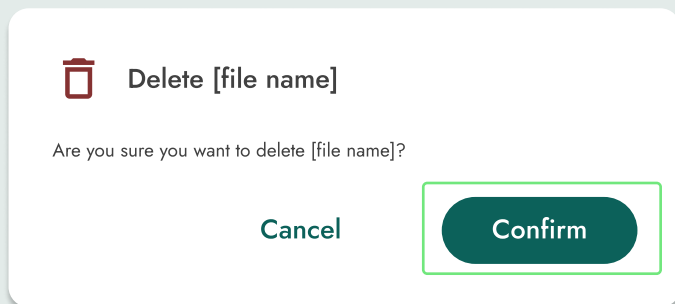


3. **Edit who can view** by selecting the desired button.

Delete Files



1. A) Select **the ** icon to get additional settings.
B) Select **Delete**.



2. **Select confirm** to delete desired file.



For more information, take a look at our FAQ at <https://www.kanda.dk/knowledge/faq>.

Feel free to reach out and contact our customer success specialists.



hello@kanda.dk



+45 31 15 68 36

