

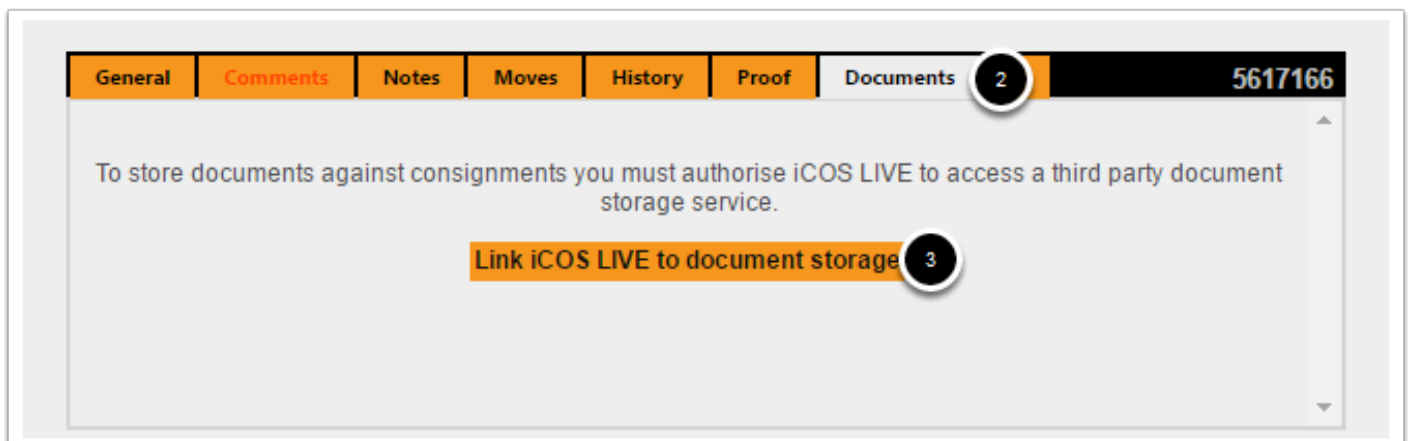
# Document Storage

Modified on: Sun, 14 Apr, 2019 at 2:38 PM

An optional feature is available for all booking types which allows internal and client users to store relevant documents directly in a booking. This feature uses a third party integration with **Drop Box** and requires configuration to be activated.

## Setting up document storage

1. Open an existing job booking of any type, or create a new one
2. Open the **Documents** tab
3. Click the **Link iCOS LIVE to document storage** button
4. Read the **Third Party Integration Agreement**
5. If you accept this agreement click the **Accept** button or click **Cancel** if you do not

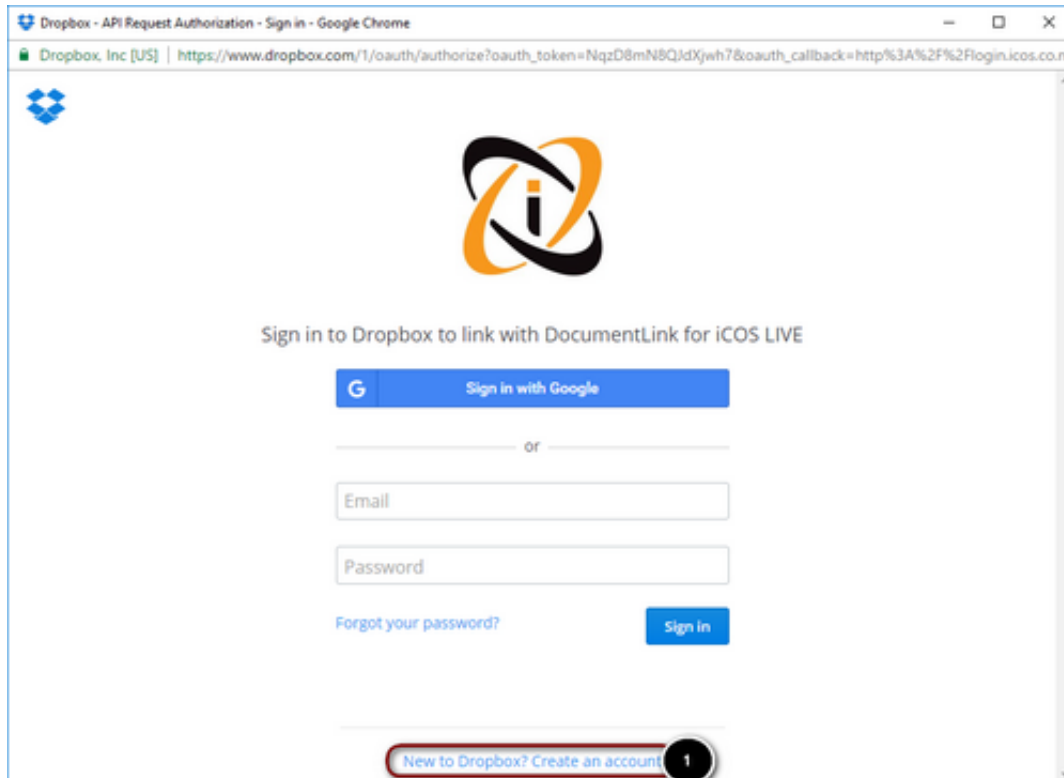


❗ If popups are disabled in your browser the Drop Box account page will not open

## Setting up a Drop Box Account

***Please note that iCOS LIVE is not passed your Drop Box login or password so we cannot retrieve it for you later.***


***If you are creating a new account ensure you record this information in a safe and secure place.***




The screenshot shows a web browser window titled "Dropbox - API Request Authorization - Sign in - Google Chrome". The address bar displays "Dropbox, Inc [US] | https://www.dropbox.com/1/oauth/authorize?oauth\_token=NqzD8mN8QJdXjwh7&oauth\_callback=http%3A%2F%2Flogin.icos.co.n". The page features the Dropbox logo in the top left and a large iCOS LIVE logo in the center. Below the logo, the text "Sign in to Dropbox to link with DocumentLink for iCOS LIVE" is displayed. There are two main sign-in options: "Sign in with Google" (a blue button with a Google 'G' icon) and a standard email/password sign-in form. The form includes fields for "Email" and "Password", a "Forgot your password?" link, and a "Sign In" button. At the bottom, there is a link for "New to Dropbox? Create an account" with a small circular icon containing the number "1".

Dropbox - API Request Authorization - Sign in - Google Chrome

Dropbox, Inc [US] [https://www.dropbox.com/1/oauth/authorize?oauth\\_token=e5gK6EJADTVtJQ&oauth\\_callback=http%3A%2F%2Fk](https://www.dropbox.com/1/oauth/authorize?oauth_token=e5gK6EJADTVtJQ&oauth_callback=http%3A%2F%2Fk)





Sign up for Dropbox to link with DocumentLink for iCOS LIVE


☒ I agree to Dropbox terms [Create an account](#)


[Sign in](#)

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API Request Authorization - Dropbox - Google Chrome

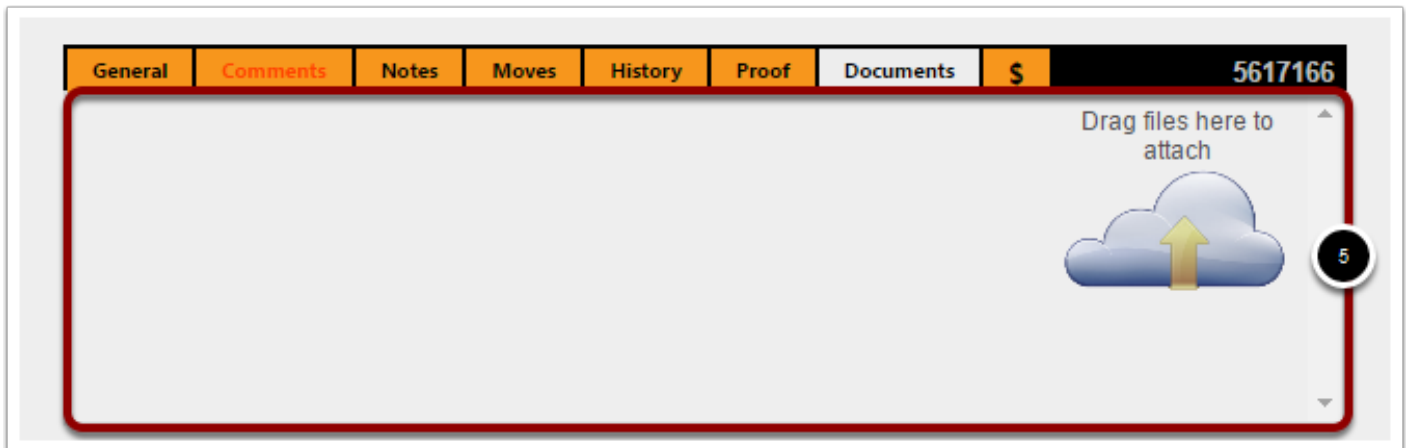
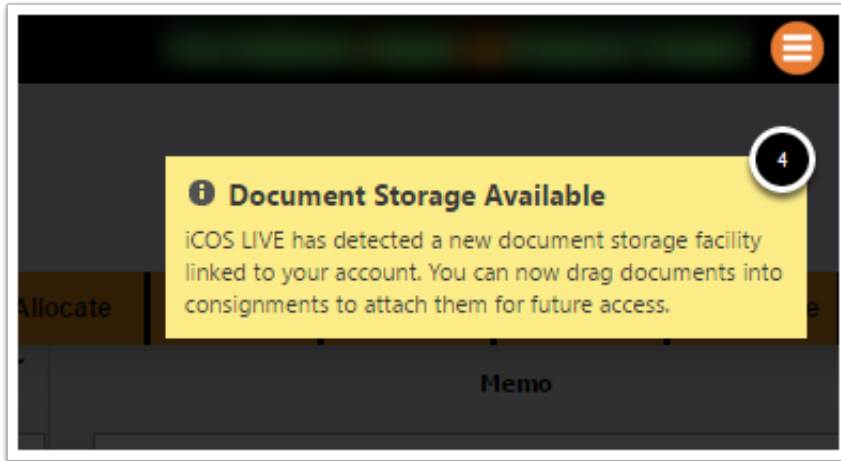
Dropbox, Inc [US] [https://www.dropbox.com/1/oauth/authorize?oauth\\_token=6c0OUZIDFBLyOhd18&oauth\\_callback=http%3A%2F%2Fk](https://www.dropbox.com/1/oauth/authorize?oauth_token=6c0OUZIDFBLyOhd18&oauth_callback=http%3A%2F%2Fk)





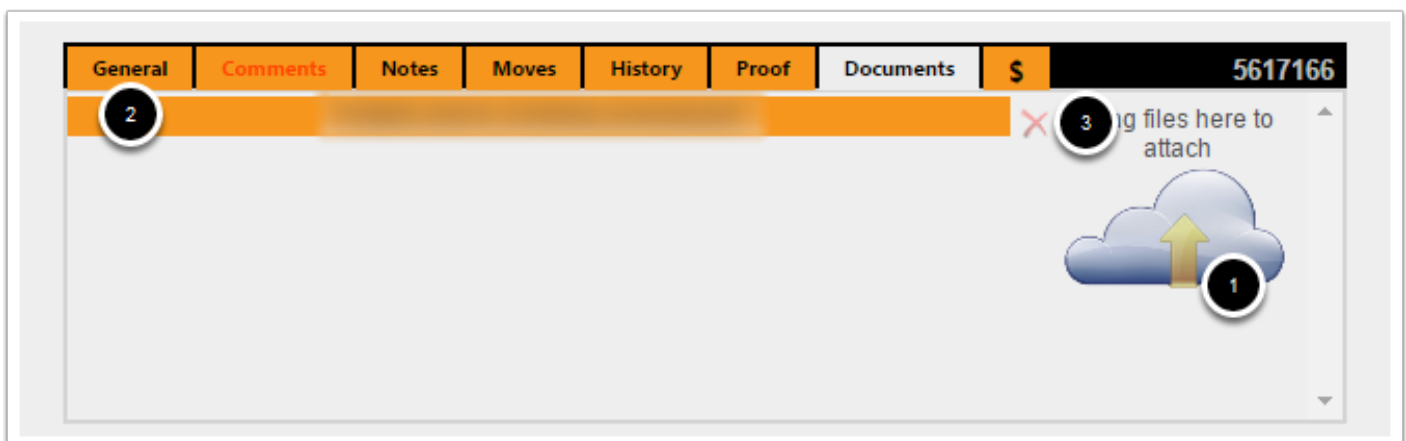
DocumentLink for iCOS LIVE would like access to its own folder, Apps > DocumentLink for iCOS LIVE, inside your Dropbox. [Learn more](#)

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## Attaching and removing a document

1. Click on the cloud icon to open up a file explorer or drag a file from your desktop onto the cloud to upload it
2. Once your document has uploaded it will become available to all iCOS LIVE users with access to the booking *(including client users)*
3. Click the **Red Cross** to remove a document



Preview