

x20.1 Using DocIQ with Office for Sync Users



DocIQ for FileCloud Sync and FileCloud Sync clients is available in FileCloud Server version 18.2 and later.



DocIQ is a Microsoft Office add-in for FileCloud Sync and FileCloud Drive clients.

The screenshot shows the FileCloud DocIQ interface for a file named 'Metadata Integration.docx'. The interface is divided into several sections: 'Information (v1.0.0.31688)' at the top, followed by file details including the path '/My Files/Metadata Integration.docx', date 'Sep 17, 2018 2:32:12 PM', and size '103 KB'. Below this is a 'File is not locked' status bar with a lock icon. Underneath are two toggle switches: 'Lock' (checked) and 'Prevent Download' (unchecked). The 'Shares' section shows a message 'You have PRIVATELY shared this on Oct 2, 2018 06:06 PM' with a 'Manage' link. The 'Versions' section shows 'You created this version on Sep 17, 2018 02:32 PM'. The 'Comments' section at the bottom has a text input field with the placeholder 'Add a comment' and a blue arrow button.

DocIQ works with the following Microsoft Office applications:

- Word
- Excel
- PowerPoint

What does DocIQ do?

DocIQ works with Office documents to help you manage shared files.

DocIQ gives you the ability to:

- manage file locking
- collaborate with your colleagues through comments
- see how shared files are being managed

How do I use DocIQ?

1. You open an Office application such as Word, Excel or PowerPoint.
2. Inside the Office application, you open a file saved to a FileCloud Sync or FileCloud Drive folder.
3. DocIQ displays as a task panel inside the Office application with the following information:
 - File details
 - Lock status
 - File sharing details
 - Comments attached to the file

How do I install and work with DocIQ?

1. [x20.1 Install DocIQ with Sync.](#)
2. [x20.1 Configure DocIQ for Sync.](#)
3. [Work with file locking.](#)
4. [Troubleshoot Doc IQ issues.](#)