



YOUDROP DATA TRANSFER

USER GUIDE

Secure upload, sharing, cloud import, sync and workspace tools



Fast Upload



Direct Links



Email Transfer



Cloud Import



Folder Sync



File Requests



Complete user guide based on the supplied package

Complete end-user workflow

01 Welcome to YouDrop

YouDrop combines file transfer and a private workspace: upload, share, organize, import from cloud services, sync supported folders and manage delivery history from one interface.

Core user features

- Multi-file and folder upload with progress.
- Email delivery, direct links and ZIP bundle links.
- Private workspace with search, Starred, Shared, Deleted and Activity.
- File preview, Photos and image editing tools.

Main navigation

- Home and All files for everyday work.
- Shared for delivered/shared items.
- File requests for incoming uploads.
- Deleted files for restore and cleanup.
- Activity, Help and Settings for history, assistance and preferences.

Quick start

Choose Upload select files/folder/cloud source wait for 100% completion use Transfer, Share, Copy link or email delivery manage the same items later in your workspace.

02 Upload Files, Folders & Sync Sources

The Upload menu includes local files, folder upload, PC sync-folder selection and supported cloud imports. The upload manager keeps active and completed work visible.

Upload options

- Drag and drop or browse from the device.
- Select multiple files in one batch.
- Upload complete folders while keeping structure where supported.
- PC sync folder is described as two-way PC private server sync.
- Real file-type icons identify common document, archive, media and code formats.

Upload Manager

- Track active, completed, failed and paused items.
- View details such as file, size, destination and status.
- Pause, cancel or remove items where controls are shown.
- Retry failed transfers from available transfer controls.
- The public uploader presents a 2 GB free total limit; workspace capacity follows the active plan.

Best practice

Keep the page/app open until every required file is complete, avoid device sleep during large uploads, and keep an original copy until the recipient confirms download.

03 Share, Email & Transfer Links

YouDrop can send uploaded files by email, create direct links, and provide a single ZIP link for a group of files where that option is available.

Sharing methods

- Send by email from the YouDrop flow.
- Copy a direct share link and send it through any channel.
- Use a ZIP bundle link for several uploaded files where supported.
- Selected-file actions can expose Share, Download and Copy link.

Expiry & access

- Temporary public transfers are designed to expire.
- The feature page describes 48-hour auto-delete for temporary public transfers.
- Paid tiers show longer link-expiry periods.
- Controlled-link preferences include 1 day, 7 days, 30 days or no expiry, plus view-only/disable-download preference where supported.

Before sharing

Confirm the recipient, use recognizable file names, keep private links out of public channels and tell the recipient the expiry deadline.

04 Workspace Organization & Search

Folders, Starred, Recent, Shared, bulk selection and smart search keep larger workspaces manageable without turning the main file list into a long unstructured archive.

Organize & filter

- Create a New folder for projects or clients.
- Star important files/folders for quick access.
- Use Recent for recently used items and Shared for delivery-related content.
- Select multiple items for faster move, share, download or delete actions where available.

Smart search

- Search directly by file name.
- Advanced commands include type:image, size:>10mb, starred and shared.
- Use Clear to return to the full result set.
- Combine folder structure + search + stars for the fastest navigation.

Top action	Purpose
Upload	Files, folder, PC sync folder or cloud import.
New folder	Create a workspace folder.
Transfer	Start a transfer using selected content.
Info / More	Details, Activity, Recent, Starred, Shared, Deleted and contextual actions.

05 Preview, Photos & Image Tools

Supported files can be checked before sharing or downloading. Image-focused tools include a photo grid and basic editor controls.

Preview & details

- Quick Preview opens the existing viewer for a selected supported file.
- Open file, Download and Open file location are available from contextual actions where supported.
- View details exposes available metadata such as name, size, destination and transfer status.

Photos & editor

- Browse photos in a thumbnail grid.
- Editor tools include crop, filters, brightness, contrast and saturation.
- Undo and Redo help reverse recent changes.
- Additional image tools expose resize, convert, enhance and sharing workflows.

Editing tip

Keep an original image copy before making permanent changes. Preview first, edit second, then verify the final file before creating a share link.

06 Deleted Files, Restore & Activity

Deleted-item management reduces accidental loss, while Activity records important workspace events and lets you inspect what happened.

Deleted Files

- Deleted items can leave the main workspace without being immediately destroyed.
- Restore selected items when the restore action is available.
- Retention preferences include 30, 60, 90 days or Never auto-delete.
- Empty Trash is a permanent cleanup action and should be used carefully.

Activity Center

- Review uploads, sharing and Starred/favorite changes.
- Details can show file/folder, location, user, date/time and action data.
- Context actions may include Open, Download, Copy link, Share, Mark as read, Hide activity or Report issue.
- Removing an activity entry does not necessarily delete the underlying file.

Recovery workflow

If something disappears: search by name check Recent/Starred open Deleted Files review Activity restore the item or create a fresh transfer if the old link expired.

07 Cloud Import & File Requests

Supported Google and Microsoft connections let you import selected cloud files, while File Requests provide a cleaner way to collect incoming files from other people.

Google Drive / OneDrive

- Choose the cloud provider from Upload or Cloud Import.
- Sign in to the intended provider account and review permissions.
- Browse, select only the required files and choose Import selected.
- Refresh if the provider contents changed.
- Disconnect or revoke access later when no longer needed.

File Requests

- Open File requests from workspace navigation.
- Create or generate a request link for incoming uploads.
- Keep incoming client/user files separate from normal outgoing transfers.
- Share the request only with intended contributors and review received files before moving them into a project folder.

Cloud privacy

Use the minimum provider permissions needed and periodically review connected accounts in Google/Microsoft security settings.

08 Desktop, Mobile, Sync & Offline Access

The package includes web-app installation, a Windows setup flow, desktop sync concepts, mobile install options and a service-worker based offline shell.

Desktop & sync

- Install app gives an app-like browser/PWA experience where supported.
- Download setup provides a Windows installer option.
- Desktop sync can run from the Windows tray and synchronize a selected folder.
- The setup flow describes desktop/startup shortcuts and Windows 10 (64-bit) or later.

Mobile & offline

- Responsive layouts adapt workspace tools across desktop, tablet and mobile.
- The feature page lists an Android APK option as well as web installation.
- Offline mode can cache app pages for repeat visits and a basic offline shell.
- Actual file transfer still needs network access unless data is already cached/synced by the active client.

Sync safety

Use a dedicated sync folder, avoid conflicting bulk renames across devices, and wait for sync completion before shutting down the computer.

09 Advanced User Tools

Advanced YouDrop groups storage analysis, duplicate detection, local workspace commands, transfer helpers and lightweight client-workspace tracking.

Storage & cleanup

- Storage dashboard analyzes visible file sizes.
- Find large files helps identify high-storage items.
- Duplicate detection finds repeated names and matching visible sizes without auto-deleting.
- Version snapshot stores browser-side metadata; full historical file bytes require persistent server support.
- Deleted retention saves cleanup preferences.

Productivity helpers

- Smart assistant runs local commands such as “show images”, “open deleted”, “show starred”, “scan duplicates” and “storage”.
- Auto organization suggests groups by extension.
- Notification center can create local alerts from storage, request and transfer state.
- Transfer center exposes pause/clear/retry actions where matching controls exist.
- Client workspace statuses include In progress, Waiting approval, Revision and Approved.

Important

Some advanced controls are browser-side helpers or preferences. Treat them as workflow aids unless the connected service confirms persistent storage or enforcement.

10 Profile, Settings, Security & Storage

Settings cover profile details, preferences, transfer defaults, storage cleanup, device sessions, sign-in protection and account data.

Profile & preferences

- Profile photo, name, primary/secondary email and linked account.
- Job title and organization fields.
- Language, date/time format, time zone and first day of week.
- Theme, sidebar state, early-access preference, folder-upload default and online-only file preference.

Security & storage

- Logged-in devices with session sign-out controls.
- Two-factor preference, recovery codes, session timeout and password change.
- Allowed IP preference, login history and activity export where supported.
- Used/available storage, large files, trash retention, Empty Trash and default transfer expiry.
- Cookie preferences and account-data download/export/clear tools.

Security note

A local preference is not a guarantee of server-side enforcement. For sensitive sharing, verify the actual link expiry, access behavior and account-security state.

11 Plans, Storage & Billing

The supplied pricing page includes a free 2 GB starter tier and three paid plans. Paid totals are shown with 18% GST in the package.

Plan	Storage	Expiry	Monthly price shown	Highlights
Starter	2 GB	Basic rules	₹0	Basic transfers; browser uploads.
Regular	120 GB	30 days	₹700 + ₹126 GST = ₹826	Regular projects; email delivery; secure links.
Professional	250 GB	60 days	₹1,000 + ₹180 GST = ₹1,180	Production work; priority support; direct links/password option.
Business	4000 GB	90 days	₹1,800 + ₹324 GST = ₹2,124	High-volume workspace and longer retention.

Storage controls

- Track used storage against the active plan.
- Use large-file and duplicate tools before upgrading if cleanup can free space.
- Uploads may be blocked when the available quota is exceeded.
- Emptying Deleted Files can release retained storage depending on backend behavior.

Checkout notes

- The pricing page displays base price, 18% GST and final total before selection.
- Plan selection opens Razorpay checkout in the supplied build.
- The active plan should change only after successful payment verification.
- Always confirm the current in-app total before paying.

Pricing can change

These values are recorded from the supplied package. Use the current pricing screen as the final source before purchase.

12 Troubleshooting & Best Practices

Most issues come from interrupted connections, expired links, account access problems, plan limits or incomplete cloud authorization.

Upload / download issues

- Check the size limit and available storage.
- Keep the app open and use a stable network.
- Retry only the failed item when possible.
- If a link fails, it may have expired or been removed; ask for a fresh link.
- Use the ZIP link for multi-file transfers when provided.

Login / cloud / safety

- Verify sign-in details or use recovery when needed.
- Reconnect Google Drive/OneDrive and re-check permissions if import fails.
- Keep important originals outside temporary transfer storage.
- Tell recipients the expiry deadline and keep private links private.
- Use Help Center, FAQ, Guides, Contact Us, Support or Report an Issue when needed.

Support reference

The package footer lists no-reply@youdrop.in. For interactive help, use the built-in Help/Support pages rather than relying on a no-reply address.