

Tutorial on Using the Download Center



I. Function Overview

By establishing a download center on the merchant management console, achieve unified management and success rate monitoring of file exports from the merchant management console. Make the exported files traceable and the download records queryable. Meanwhile, optimize the query and search experience, implement access control for download management, and prevent the leakage of important data.

Note: 'Task applicants' can view and download the files they initiated, but cannot download files initiated by others; 'Senior administrators/Administrators' can view and download all files.

II. Use Scenarios

During the use of the management console, merchants need to export business - generated information and data, such as live - streaming viewing data and user lists. Merchants can directly initiate a download on the corresponding scenario page. For files with a large number of data entries, the generation time is long, and the download cannot be completed in real - time. In this case, the file needs to be generated first, and then downloaded from the unified download center after the generation is completed.

In addition, when merchants need to find information about downloaded files, they can use the download center to redownload historical files, delete them, and query operation records.

III. Operation Paths

- Direct download: Each business scenario - Select export conditions - Export - Initiate browser download - Download the file
- Asynchronous download: Each business scenario - Select export conditions - Export - Generate the file in the background - Enter the download center - Download the file
- Query: Enter the download center - Query the records of download applications - Enter the operation log - Query the operation records of downloaded files
- Redownload/Delete: Enter the download center - Search for the data file to be redownloaded/deleted - Download/Delete

IV. Usage Tutorial

Step 1: Enter the download center

1. Enter the store management background, find [Data Center - Download Center], and click to enter.

image.png

Step 2: Download information or data

On each page that supports data download or information export (except the material center), screen as needed and click 'Export'. A download task will be initiated, and a download record will be generated in the download center.

****Take live - streaming data as a specific example:**

1. Enter the live - streaming list page, select the live - streaming course for which you need to view the data, and enter the course details page - Data analysis:

image (2).png

2. Select the category of live - streaming data you need to view.

image (2).png

3. Find the data you need to download, select the screening dimension, and click [Export List] to initiate a download request.

When the data volume is small, the file can be generated directly and downloaded via the browser; when the data volume is large, the system will perform an asynchronous export operation. After the file is generated, a prompt will be displayed at the top. At this time, you can click 'Go immediately' to go to the download center page to download the file.

image (3).png

4. After initiating a download request, a prompt will be displayed in the upper - right corner. At this time, you can click [Go immediately] to jump to the download center page to download the file.

image (4).png

5. Go to the download center and click [Download] to download the document locally. You can redownload the file within 30 days.

image (5).png

V. Function Introduction of the Download Center

1. Query download history:

You can query the historical records of download applications by each user in the download center and screen and search by applicant, application time, and file name.

image (6).png

2. Query download progress:

You can query the execution progress (processing, successful, failed, withdrawn) of each download task in the download center. The task applicant can download the tasks he initiated that are in the completed state multiple times. If a task in the processing state cannot be completed within 24 hours, it will change to the failed state.

3. Prohibit download:

Administrators can prohibit the download of all task data packets in the completed state. After the download is prohibited, the data packets cannot be downloaded again, but the task records are still retained. If no action is taken, the data packets will be automatically deleted

after 30 days.

image (7).png

image (8).png

4. Users with access rights to the operation log can click on the download record to jump to the operation log page and query the records of each download and deletion of the task.

image (9).png

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