Files

Description

The web app „Files“ is responsible for viewing and managing your folders and files in the Collaboration Cloud.

- Creating, deleting, renaming and moving folders and files.
- Sharing folders and files with other groups and users via the „Share“ menu item.

Access

Web browser

A web browser can be used to access the web app „Files“ in the Collaboration Cloud of Jade University at https://ccs.jade-hs.de/apps/files. Modern browsers, such as Google Chrome or Mozilla Firefox are also capable of dragging and dropping (Drag & Drop) files from other applications.

Desktop client

With the help of an installed Desktop-Client, all folders & files are automatically visible and can be edited if a network connection is available. In the event of a poor or non-existent network connection, these can also be synchronised locally on your PC - however, this should only be used to a very limited extent.

Smartphone app

- Apple iOS - Apple App Store: Nextcloud
- Google Android
  - F-Droid App Store: Nextcloud
  - Google Play Store: Nextcloud

After installing the smartphone app, set it up as follows:

- Server address: https://ccs.jade-hs.de/
- Username: default login (form: ma1150)
- Password: <your password>

The smartphone apps usually do not synchronise folders and files, the desired file must be selected accordingly in the app.

Use

When using the app for the first time, you will see the following folders in the root directory:

- **Personal**
  - You should set up your personal, company folder and file structure under this folder.
  - From this structure, give other people access as needed via the „Share“ icon.
- **Shares**
  - The folders that other people share with you appear under this folder. Please do not create your own folders here.
- Optional: **Web App Folders**
  - Folders that are required by the web apps offered.
- Optional: **group folders**
  - Folders with special properties that are outside your personal storage area and are authorised by the HRZ for a group.

Note:

- **Do not create directories with the prefix „JHS “** in the root folder. These are reserved for the integration of special Jade University folders, e.g. group folder.
- If you leave the university, your data will be deleted. The folders you have shared will then no longer be available to other participants. You should therefore request a group folder for projects.

File sharing

You can share folders and files for other people:

Public shares

A random URL is created here, which you can send to anyone, e.g. by e-mail.

- Click on the „Teilen“ (ENG: „Share“) icon next to the folder / file to be shared (Show sharing options)
- Click on the + symbol to the right of „Link teilen“ (ENG: „Share link“)
- Enter a password or accept the suggested password
  - Hint: If you want to use the suggested password, save it accordingly - it can no longer be viewed later
- Optional: Activate „Gültigkeit des Links aktivieren“ (ENG: „Activate validity of link“) and enter an expiration date if you want the share to be removed automatically after a period of time
- Click on „Freigabe erstellen“ (ENG: „Create share“)

- Optional: Click on the 3 dots to the right of „Share link“ and specify further sharing options
  - Under „Link anpassen“ (ENG: „Customize link“) you can, for example, edit the sharing

permissions

- Click on the clipboard icon to the right of „Share link“, the generated URL is copied to the clipboard
- Distribute the URL e.g. by e-mail to the relevant persons and paste the URL from the clipboard (CTRL + V) into your e-mail accordingly.
- Distribute the password to the relevant persons via a secure channel.

Internal sharing

Here, an internal-cloud share is created for users and groups.

- Click the Share icon next to the folder/file you want to share
- in the input field „Name, email adress oder Federated-Cloud-ID …“ add the details of the persons with whom the folder is to be shared.
  - As a rule, **enter the person's e-mail address here**
  - For reasons of data protection, you must enter the full e-mail address / full name, the auto-complete function is deactivated.
- You will then see up to three choices
  - letter symbol: release for a person who is not known to the system. Therefore, this person receives an e-mail with a link to the folder / file and another one with the password.
  - **Without symbol / photo of person**: Release for a person known to the system.
  - Group symbol: Release for a group known to the system.
- Click on the 3 dots to the right of the person
- Specify further sharing options

For example, if you want to send a link via email to this folder, you **must not** use the URL displayed in the browser. Use the „Internal Link“ item in the Share menu.

You can find more information in Nextcloud User Manual: Files & Synchronization / File Sharing

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Recycle bin

Deleted files are first moved to a recycle bin in the Collaboration Cloud. If necessary, you can view this as follows:

- Open the website of the Collaboration Cloud and log in.
- As a rule, the „Files“ web app is called up by default.
  - If you have set another web app as the start app, click on the „Files“ web app at the top of the bar.
- At the bottom left of the web app „Files“ you will find the entry „Deleted files“. Here you will find all the folders and files you have deleted.

Note: If you are missing folders and/or files within group folders folders and/or files are always in the recycle bin of the person who deleted them.

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