
Synchronising and Sharing Data with Drive

User Guide

Synchronising and Sharing Data with Drive: User Guide

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1 About this Documentation

The following information will help you make better use of the documentation.

Who is the target group for this documentation?

This documentation is addressed to users who want to use the Drive app to synchronise files and folders on their computer or mobile device with the groupware server.

What is assumed in this documentation?

The documentation has been written under the assumption that the user is familiar with using a mobile device.

Which contents are included in this documentation?

This documentation includes the following information:

- In [What is the purpose of the Drive apps?](#) you will find a description of the Drive apps.
- In [Installing the Drive Apps](#) you will learn how to install and set up an Drive app on your system.
- In [Using the Drive Apps](#) you will find details for the practical usage of the Drive apps.

This documentation describes working with a typical groupware installation and configuration. The installed version and the configuration of your groupware might differ from what is described here.

Further Help

A comprehensive groupware documentation can be found in the Groupware user guide.

2 What is the purpose of the Drive apps?

An Drive app has to be installed locally on your computer or mobile device. This Drive app enables you to access files and folders that are located on the server. The Drive app synchronises data between your local machine or mobile device and the server. You define the data to be synchronised:

- In order to synchronise on a computer, you have to define the following folders:
 - A local folder on your computer.
 - One or multiple folders on the Groupware server.
- On an Android mobile device, you can further define that photos or videos are uploaded to the server. This function is called Camera Upload.

Each change applied on the server is transferred to the computer and the mobile devices. Each change applied on the computer or a mobile device is transferred to the server and other devices.

Depending on the server configuration, you can select the following folders for synchronisation on a computer:

- Personal folders
- Public folders, shared folders

On a mobile device, only the content of your private folder is synchronised.

You can use the Drive apps to cooperate with other users or external partners by sharing files or folders with read or edit permissions.

The following systems are supported:

- Windows
- macOS
- iOS
- Android

3 Installing the Drive Apps



Learn how to install an Drive app:

- [Settings on a Computer \(p. 10\)](#)
- [Installing on a Mobile Device \(p. 11\)](#)

Note: To use this function, Drive has to be available on your groupware server. For details contact your administrator or host.

3.1 Settings on a Computer

How to install an Drive app on your computer:

1. Use the groupware to download the installation program suitable for your [system \[7\]](#). Depending on the Groupware server configuration, the following options are available:
 - Click the **Settings** icon  on the right side of the menu bar. Click on **Connect your device** in the menu.
A wizard will be launched. Follow the instructions in the wizard.
 - Click the **Settings** icon  on the right side of the menu bar. Click the **Settings** menu item. In the side bar, click on **Downloads**.
Follow the download instructions in the display area.

Depending on the Groupware server configuration, widgets with Drive installation information can be found on the Portal page.

2. Launch the installation program. A wizard guides you through the individual steps. Follow the instructions.

As soon as the installation has been completed, the Setup Wizard will be displayed.

3. Follow the instructions on the *Welcome to Drive* page. Depending on the computer, the following details have to be entered:
 - Your Groupware server username or e-mail address.
 - Your Groupware server password.

Click on **Next**.

If the server URL could not be determined, it will be queried.

4. In the next step, you can set the folders to be synchronised and a location on your computer for saving them. To do so, click on **Adjust folder settings**.

On a macOS computer: You can enable **Execute on system startup**.

5. On a macOS computer: Follow the instructions for enabling the Finder extension.

In order to complete the configuration, click on **Start now**.

Result: The folders will be synchronised. Depending on the data volume, this process might take a while.

3.2 Installing on a Mobile Device

How to install an Drive app on your computer:

1. Visit your mobile device's app store. Install the Drive app.

You can also find the download links on the Groupware server when clicking on **Downloads** in the side bar of the groupware settings.

Depending on the Groupware server configuration, widgets with links to the app stores can be found on the Portal page.

2. As soon as the installation has been completed, a wizard guides you through further steps:

- Enter the server URL of the groupware server.
- Enter your credentials for the groupware server.
- On Android mobile devices: You can define whether photos and videos are to be uploaded to the groupware server. You can enable or disable this function in the settings at a later time.

Depending on the Drive app version, the behavior will differ after the configuration has been completed.

- If you installed the Android version, your personal Drive folders will be displayed in the Drive app.
- If you installed the iOS version, you will be asked to add Drive as storage location to the iOS Files app.

As soon as this has been completed, you will see your personal Drive folders in the iOS Files app.

4 Using the Drive Apps

As soon as a Drive app is installed, it works in the background without you having to interfere. For information and configuration purposes, certain functions are available though. The functions will vary depending on whether you use a Drive app on a computer or on a mobile device.

- [Windows or macOS Computers \(p. 14\)](#)
- [Android Mobile Devices \(p. 23\)](#)
- [iOS Mobile Devices \(p. 31\)](#)
- [Usage guidelines \(p. 34\)](#)

4.1 Windows or macOS Computers

The following functions are available on a Windows or macOS computer:

- [Displaying synchronised data \(p. 15\)](#)
- [Changing synchronised folders \(p. 15\)](#)
- [Enabling the Finder extension on macOS \(p. 16\)](#)
On a macOS computer you have to enable the Finder extension before using the functions for opening or sharing.
- [Displaying files in the browser \(p. 16\)](#)
- [Editing Office documents in the browser \(p. 16\)](#)
- You can share files and folders with other users or external partners:
 - [Windows, share data \(p. 17\)](#)
The data will be shared by inviting specific people or by providing a public link.
 - [macOS, sharing with public links \(p. 18\)](#)
You can give this link to other people. The data are shared with read permissions.
 - [macOS, inviting to a shared item \(p. 19\)](#)
The data will be shared with internal users or external partners with read or edit permissions.
- [Pausing the synchronisation \(p. 20\)](#)
- [Closing the Drive app \(p. 20\)](#)
- [Settings on a computer \(p. 21\)](#)

4.1.1 Displaying synchronised data

How to display synchronised data:

1. Open the Drive icon's context menu.
The Drive icon can be found here:
 - on a Windows system: in the notification area in the task bar
 - on a macOS system: in the status menus of the menu bar
2. In the context menu, use those functions:
 - On a Windows system:
To display a list of previously changed data, select **Previously changed data**.
To open the local folder in Windows Explorer, select **Open active Drive folder**.
 - On a macOS system:
To open the local folder in Mac Finder, select **Open Drive folder**.

Related topics:

[Changing synchronised folders \(p. 15\)](#)

4.1.2 Changing synchronised folders

In order to change the synchronised folders, you can do the following:

- You can change the local folder's location.
- You define the folders to be synchronised.

How to change the synchronised folders:

1. Open the Drive icon's context menu.
The Drive icon can be found here:
 - on a Windows system: in the notification area in the task bar
 - on a macOS system: in the status menus of the menu bar
2. Select **Settings** in the context menu.
3. Select **Accounts** in the *Settings* window. Complete the following actions:
 - On a Windows system:
Click on **Change** next to **Storage location of the local folder**. Select a local folder on your computer.
Click on **Change** next to **Synchronised folders**. Define the folders to be synchronised.
 - On a macOS system:
Click on **Change** next to **Synchronised folders**. Define the folders to be synchronised.

Depending on the data volume, the synchronisation can take a while.

Related topics:

[Displaying synchronised data \(p. 15\)](#)

4.1.3 Enabling the Finder extension on macOS

In order to open Office documents or to share objects on a macOS computer with the help of the Finder, the Drive Finder extension needs to be enabled.

This is not necessary if you already enabled the Drive Finder extension when having set up the app.

How to enable the Drive Finder extension on a macOS computer:

1. Open the System Preferences . In the *System Preferences* window, select **Extensions**.
2. In the *Extensions* window, select **Finder**. Enable **Drive Finder Extension**.

Related topics:

- [Displaying files in the browser \(p. 16\)](#)
- [Editing Office documents in the browser \(p. 16\)](#)
- [macOS, sharing with public links \(p. 18\)](#)
- [macOS, inviting to a shared item \(p. 19\)](#)

4.1.4 Displaying files in the browser

You can open files from the local Drive folder in the browser. This is only true if the groupware supports viewing the file formats.

How to display files in the browser:

Note: Before using this function on a macOS computer, you have to enable the Drive Finder extension.

1. Open the local Drive folder in your system's file browser.
2. Open a file's context menu in the local Drive folder.
Select **Open in browser**.

Result: The groupware will be opened in the browser. The file will be displayed.

Related topics:

- [Editing Office documents in the browser \(p. 16\)](#)
- [Enabling the Finder extension on macOS \(p. 16\)](#)

4.1.5 Editing Office documents in the browser

You can open Office documents in the local Drive folder in the groupware to read or edit them.

How to open Office documents:

Note: Before using this function on a macOS computer, you have to enable the Drive Finder extension.

1. Open the local Drive folder in your system's file browser.
2. Select **Edit in browser**.

Result: The groupware will be opened in the browser. The file is displayed in the respective app.

Note: Information on editing Office documents can be found in the Documents user guide.

Related topics:

- [Displaying files in the browser \(p. 16\)](#)
- [Enabling the Finder extension on macOS \(p. 16\)](#)

4.1.6 Windows, share data

You can share data with other users or external partners with read or edit access.

The following options are available:

- You can share folders and files with internal users or external partners with read or edit access by inviting those people to a shared item. You define the permissions for the individual people. These people will automatically receive an E-Mail invitation.
- In addition, you can create a public link and pass it on to other people. People with the public link can read the shared data but not edit them.

Note: If you share a folder, its subfolders will be shared automatically as well.

How to share data with internal users or external partners:

1. Open a folder's or file's context menu in the local Drive folder.

2. Select **Share/Permissions**.

The window for granting permissions opens.

If you already shared the selected item, you can change the sharing parameters during the following steps.

3. To add a person, enter a name or an email address in **Invite people**.

- To set a person's permission, click on **Viewer**. Select a permission.
- To remove a person's permission, click the menu icon on the right hand side border next to the person. Click on **Remove**.

To add an individual message to the invitation email, enable the respective checkbox. Enter the message.

4. If you want to share the data not only with specific people, but with everyone who gets a link to the data, enable the checkbox below **Public link**.

To insert the link to other applications, click on **Copy link**.

To adjust the settings, click on **Link settings**. The following settings are available:

- To set a time limit for the access to the shared data, select a time frame in **Expiration**.
- To protect the access with a password, enter a password in **Password security**. Make sure the recipient of the public link receives the password.

5. Click on **Save**.

Related topics:

[macOS, inviting to a shared item \(p. 19\)](#)

[macOS, sharing with public links \(p. 18\)](#)

4.1.7 macOS, sharing with public links

On a macOS computer, you can share data with read access by creating a public link. You can give this link to other people. Everyone who gets this link can view the data.

The following options are available:

- You can set a password for the access.
- You can define that the link expires after a specific time frame, e.g. after one month.
- You can revoke the public link.

How to share data with read access by using a public link:

Note: Before using this function on a macOS computer, you have to enable the Drive Finder extension.

1. Open the local Drive folder in your system's file browser.
2. Open a folder's or file's context menu in the local Drive folder. Select **Create sharing link**.
A window opens. It contains a public link for read access to the share.
If you already shared the selected item, you can change the sharing parameters during the following steps.
3. To insert the link to other applications, click on **Copy link to clipboard**.
4. The following options are available:
 - By default, the data are shared with read access for an unlimited time. To set a time limit for access to the shared data, enable **Link expires on**. Select a date.
 - To protect access with a password, enable **Access with password only**. Enter a password. To view the password as plain text, click the **Hide or show password** icon.
If you send the public link by E-Mail, the E-Mail contains the password.
 - In order to revoke access to a shared item, click on **Remove link**.
5. Click on **Finish**.

Related topics:

[macOS, inviting to a shared item \(p. 19\)](#)

[Enabling the Finder extension on macOS \(p. 16\)](#)

[Windows, share data \(p. 17\)](#)

4.1.8 macOS, inviting to a shared item

In order to share data on a macOS computer with specific people with read or edit access, you can invite internal users or external partners to a shared item. These people will automatically receive an email invitation. If an external partner accesses the share, the partner will automatically be logged in as guest user.

How to invite internal users or external partners to a share:

Note: Before using this function on a macOS computer, you have to enable the Drive Finder extension.

1. Open a folder's or file's context menu in the local Drive folder.
2. Select **Invite people**.
A window opens. It contains functions for inviting people to a share.
If you already shared the selected item, you can change the sharing parameters during the following steps.
3. Select the **Invite people** tab. Click the **+** icon. Enter a name or an email address.
While entering the recipients, matching suggestions will be displayed. To accept a suggestion, click on it. The email address will be added to the list as internal user, group or guest. Preset permissions are granted.
You can enter an individual text for the invitation email.
4. If you already shared the selected item, you can change the permissions in the **Manage invites** tab. Use one of the following methods:
 - In order to adjust a user role, click on the currently active role next to the name. Select an entry from the menu.
 - In order to remove a permission, click the respective icon next to the name.
5. Click on **Apply**.

Related topics:

[macOS, sharing with public links \(p. 18\)](#)

[Windows, share data \(p. 17\)](#)

[Enabling the Finder extension on macOS \(p. 16\)](#)

4.1.9 Pausing the synchronisation

You can pause and resume the synchronisation.

How to pause the synchronisation:

1. Open the Drive icon's context menu.

The Drive icon can be found here:

- on a Windows system: in the notification area in the task bar
- on a macOS system: in the status menus of the menu bar

2. In the context menu, use those functions:

- On a Windows system:

Select **Pause synchronisation**.

To continue the synchronisation, select **Resume synchronisation**.

- On a macOS system:

Select **Pause**.

To continue the synchronisation, select **Resume**.

4.1.10 Closing the Drive app

How to close the Drive app:

1. Open the Drive icon's context menu.

The Drive icon can be found here:

- on a Windows system: in the notification area in the task bar
- on a macOS system: in the status menus of the menu bar

2. Select **Close Drive**.

4.1.11 Settings on a computer

How to use the Drive client settings on a computer:

1. Open the Drive icon's context menu.
2. Select **Settings** in the context menu.

The settings are different for [Windows](#) and [macOS](#).

Preferences, Windows

▪ **General**

- **Language.** Defines the language of the Drive app's user interface.
- **Autostart.** Defines whether the Drive app is automatically launched at the system start.
- **Windows Explorer Integration.** If enabled, the following functions for folders and files in the Drive folder will be available in Windows Explorer:
 - The synchronisation status for the folders and files will be displayed.
 - From the context menu of the folders and files, you can share data.
 - Depending on the file type, a file's context menu contains functions for displaying or editing the file in the browser.

▪ **Accounts**

An account includes: Server address, login data, server folders, local folders, storage volume. The following functions are available:

- **New account.** Launches the Drive setup wizard for creating an additional account.
- **Pause.** Stops the synchronisation. The button changes to **Continue**.
- **Storage location of the local folder.** If clicking on the displayed folder, it will be opened in Windows Explorer. If clicking on **Change**, you can select a new storage location. If you change the storage location, the synchronisation will be restarted.
- **Synchronised folders.** If clicking on **Change**, you can change the folders to be synchronised for this account.
- **Delete account.** Finishes the synchronisation that has been set up for this account. Deletes the account.
Notes: When using this function, no data is deleted, neither locally nor on the server.

▪ **Notifications**

Shows possible errors that occurred during the synchronisation.

▪ **Advanced**

The following functions are available:

▫ **Debugging and Diagnostics**

- **Server logging.** If this setting is enabled, groupware server notifications are also written to the log file.
- **SQL logging.** If this setting is enabled, notifications about SQL database actions are also written to the log file.
- **View log file.** Opens the current log file in the default text editor. The scope of the log file content depends on the above mentioned settings.
- **Save log files.** Saves log files and various system information as zip archive.
- **Proxy settings.** Allows you to change the proxy settings.

▪ **About**

Shows information about the Drive app version and the update status.

- Version notes, privacy policy, 3rd party software, imprint
- **Automatic updating.** Defines whether the app checks for a new version upon startup.
- **Available updates.** Shows whether the app includes the current updates.

Preferences, macOS

▪ **Account**

An account includes: Server address, login data, server folders, local folders, storage volume. The following functions are available:

- the account's name
- **Local folder:** Shows the local folder. To use another local folder, click on the list. To open the path to the local folder, click the icon next to the list.
- **Synchronised folders:** To use another server folder for this account, click on **Change**.
- **Server URL:** Shows the server web address.
Server version: Shows the server's version number and storage information
- **Sign out.** Finishes the synchronisation that has been set up for this account. Deletes the account. Notes: When using this function, no data is deleted, neither locally nor on the server.

▪ **Notifications**

Shows possible errors that occurred during the synchronisation. If you are notified about a synchronisation interruption, you can click on **Repeat**. If possible, the synchronisation proceeds.

▪ **Proxy**

Shows the proxy settings being used. Allows changing the proxy settings.

▪ **About**

Shows information about the Drive app version and the update status.

- Version notes, privacy policy, 3rd party software, imprint
- **Autostart.** Defines whether the Drive app is automatically launched at the system start.
- **Diagnose mode.** Defines whether comprehensive information are written to the log file. If the diagnose mode is disabled, only shortened information are written. With **Save log files**, you can save the log files to any location.

4.2 Android Mobile Devices

The version for Android mobile devices offer the following functions:

- [Viewing, searching, sorting objects \(p. 24\)](#)
The objects can be located on the server or on the mobile device.
- [Making objects available off-line \(p. 25\)](#)
Those objects are downloaded to the mobile device.
- [Creating new objects \(p. 25\)](#)
Those objects are created on the mobile device and then uploaded to the server.
- [Organising objects \(p. 26\)](#)
You can move, rename or delete objects. Those changes are synchronised with the server.
- [Editing Office documents in the browser \(p. 27\)](#)
Office documents on the server can be edited in the mobile device's browser.
- [Exporting files to the mobile device \(p. 27\)](#)
Files on the server can be exported to the mobile device.
- [Sharing objects \(p. 28\)](#)
Those objects are respectively shared on the server.
- [Using special functions for photos or video \(p. 29\)](#)
- [Settings on an Android mobile device \(p. 30\)](#)

4.2.1 Viewing, searching, sorting objects

In order to view objects, you can use the following functions:

- Display all objects from all folders
- Only display these objects: images, most recently used files, objects available off-line
- Select view: grid or list
- search for objects
- sort objects by name, size or date

How to view objects on Android mobile devices:

1. Open the Drive app menu. In order to display your personal files and folders on the server, select **All files**.

To only display specific objects, additional views are available:

- **All images** shows all images that are available on Drive.
- **Recently opened** only shows files that have been recently used by you.
- **Offline files** only shows the files and folders that you downloaded to the mobile device. Those data are saved locally. This makes those data available even if you have no server connection.
- **My shares** shows your sharing links and your invitations to shared objects.
In this view, you can manage your shared objects.
- **Trash** shows the number of objects in the trash and the storage space used by those objects.
If there is an on-line connection, objects in the trash will be displayed individually. In this case you can restore objects.
Warning: If you delete objects from the trash, those objects are irrevocably lost.
To permanently delete all objects in the trash, tap on **Empty trash**.

2. You can open a folder by tapping on it.
3. Select one of the following functions from the function bar:
 - In order to select a view, tap the menu icon on the right side.
 - In order to sort objects, tap the sort criteria on the left side.
 - In order to search for objects, tap the **Search** icon. Enter a search term.
The objects containing the search term in their names are displayed.


Related topics:

- [Making objects available off-line \(p. 25\)](#)
- [Creating new objects \(p. 25\)](#)
- [Organising objects \(p. 26\)](#)
- [Editing Office documents in the browser \(p. 27\)](#)
- [Exporting files to the mobile device \(p. 27\)](#)
- [Sharing objects \(p. 28\)](#)
- [Using special functions for photos or video \(p. 29\)](#)

4.2.2 Making objects available off-line

You can make objects available off-line by downloading the objects from the server to your mobile device.

How to make individual objects available off-line on Android mobile devices:

1. Browse the files and folders list to find the desired object.
Tap the menu icon next to the object name.
2. Enable **Available offline**.
Those objects are downloaded to the mobile device. They are labeled with the **Available offline** icon .

Tip: To only view objects that are available off-line, open the Drive app menu. Select **Offline files**.

Related topics:


- [Viewing, searching, sorting objects \(p. 24\)](#)
- [Creating new objects \(p. 25\)](#)
- [Organising objects \(p. 26\)](#)
- [Sharing objects \(p. 28\)](#)
- [Using special functions for photos or video \(p. 29\)](#)

4.2.3 Creating new objects

Depending on the mobile device, you can use the following functions to create new objects:

- take a new picture
- create a new folder
- upload files, images or videos

How to create a new object on Android mobile devices:

1. Open the folder in which you want to create the new object.
2. Tap the **Add** icon  at the bottom.
3. Select one of the functions from the menu:
 - In order to take and add a new picture, select **From camera**.
 - In order to create a new folder, select **Create folder**
 - To add existing files, select **Upload files**.

Related topics:

- [Viewing, searching, sorting objects \(p. 24\)](#)
- [Making objects available off-line \(p. 25\)](#)
- [Organising objects \(p. 26\)](#)
- [Sharing objects \(p. 28\)](#)
- [Using special functions for photos or video \(p. 29\)](#)

4.2.4 Organising objects

You can use the following functions for organising objects:

- move or rename single objects or move them to the trash
- move multiple objects or move them to the trash

How to move or rename individual objects or move them to the trash on Android mobile devices:

1. Browse the files and folders list to find the desired object.
Tap the menu icon next to the object name.
2. Select the wanted function in the menu.

How to move or rename multiple objects or move them to the trash on Android mobile devices:

1. You can open the folder that includes the wanted objects.
2. Tap the menu icon on the right side of the function bar. Tap on **Select**.
Checkboxes are displayed next to the objects.
3. Select one or several objects.
Note: Some preset folders cannot be selected.
4. Select the wanted function from the function bar.

Related topics:

- [Viewing, searching, sorting objects \(p. 24\)](#)
- [Making objects available off-line \(p. 25\)](#)
- [Creating new objects \(p. 25\)](#)
- [Editing Office documents in the browser \(p. 27\)](#)
- [Sharing objects \(p. 28\)](#)
- [Using special functions for photos or video \(p. 29\)](#)

4.2.5 Editing Office documents in the browser

Office documents can be edited in the mobile device's browser. To do so, the groupware has to be opened in the mobile device's browser and the document has to be loaded in the respective groupware app.

How to open Office documents:

1. Browse the files and folders list to find the desired object.
Tap the menu icon next to the document name.
2. Select **Edit in browser** in the menu.

Result: The groupware will be opened in the browser. The file is displayed in the respective app.

Note: Information on editing Office documents can be found in the Documents user guide.

Related topics:

[Viewing, searching, sorting objects \(p. 24\)](#)

4.2.6 Exporting files to the mobile device

You can export files to the mobile device. You can select a folder for downloading the file to.

How to export a file to the Android mobile device:

1. Browse to the file wanted.
Tap the menu icon next to the file name.
2. Select **Export to device** in the menu. Define the location on your device for saving the file to.

Related topics:

[Viewing, searching, sorting objects \(p. 24\)](#)

4.2.7 Sharing objects

You can share objects with read or edit permissions on the mobile device. With this function you can share objects on the groupware server.

How to share objects on Android mobile devices:

1. Browse the files and folders list to find the desired object.
Tap the menu icon next to the object name.
2. Select one of the following options:
 - To send an email invitation for accessing a share to internal users or external partners, select **Invite people**. A new page opens.
 - If the item has already been shared with an invitation, the persons' names and permissions are displayed.
 - To invite a person to the share, enter the email address.
If required, enter a message.
 - In order to adjust the permission, tap the menu icon next to the name.
 - In order to finish the process, tap on **Confirm**.
 - In order to use a public link to share data with read access, select **Create Sharing Link**. A new page opens.
 - To pass on the link, tap on **Copy** or **Share link via**.
 - To set the validity for the link and a password, tap on **Link settings**.

How to manage your shared objects on Android mobile devices:

1. Open the Drive app menu. Select **My shares**.
2. Browse the shared items list to the wanted object.
Tap the item.
Edit the shared item.

Note: Comprehensive information on shares and permissions can be found in the groupware user guide.

Related topics:

- [Viewing, searching, sorting objects \(p. 24\)](#)
- [Making objects available off-line \(p. 25\)](#)
- [Creating new objects \(p. 25\)](#)
- [Organising objects \(p. 26\)](#)
- [Using special functions for photos or video \(p. 29\)](#)

4.2.8 Using special functions for photos or video

On a mobile device there are additional functions available for photos and videos:

- Show an overview of your personal photos that exist on the server.
- Copy photos or videos from the server to your mobile phone's photo gallery.

How to display an overview of your personal photos on the server:

1. Open the Drive app menu.
2. Select **All images**. The photos or videos in your personal folder on the server are displayed.
In order to sort the content, tap the sort criterion on the right side of the function bar.
In order to change the view, tap the icon on the right side of the function bar.

How to copy photos and videos from the server to your mobile device's photo gallery:

1. Select a folder with photos or videos. This folder's photos and videos on the server are displayed.
2. Tap the menu icon next to the picture or video name.
Select **Export to device**.
3. You can select a folder.
Tap on **Save**.

Related topics:

[Viewing, searching, sorting objects \(p. 24\)](#)

[Making objects available off-line \(p. 25\)](#)

[Creating new objects \(p. 25\)](#)

[Organising objects \(p. 26\)](#)

[Sharing objects \(p. 28\)](#)

4.2.9 Settings on an Android mobile device

How to use the Drive app settings on an Android mobile device:

1. In the Drive app, tap the menu icon.
2. Select **Settings**.

The following settings are available:

- **Sign out**
Signs you out. Stops the synchronisation. Warning: All app data will be deleted from your device.
- **Storage space**
Shows information about the quota limit on the groupware server.
- **Sync only in WiFi**
Defines whether data will only be transferred if there is a wireless connection.
- **Camera upload settings**
Defines whether new pictures and videos will be uploaded.
- **dark mode**
Defines the colour mode of the user interface.
- **Lock app**
Defines whether the app will be locked when closing it. In addition, you can define whether the lock will be activated after a delay. To unlock the app, use the same method that you use for unlocking your mobile device's screen.
- **Advanced settings**
Includes some rarely used settings.
 - Only transfer files when loading your mobile device
 - Set the cache size
 - Create log file

4.3 iOS Mobile Devices

Learn how to work with the Drive app for iOS mobile devices.

- [Properties of the Drive app for iOS mobile devices \(p. 32\)](#)
- [Using the Drive app for iOS mobile devices \(p. 32\)](#)

4.3.1 Properties of the Drive app for iOS mobile devices

The Drive app for iOS mobile devices has the following properties:

- After the installation and configuration, the Drive will be integrated into the native iOS Files app.
- In the iOS Files app, your personal Drive folders will be available as a storage location.
- With the iOS Files app, you can create, edit, search for and organise folders and files. The Drive app synchronises your changes with the groupware server.
- You can create and edit sharing links.

Related topics:

[Using the Drive app for iOS mobile devices \(p. 32\)](#)

4.3.2 Using the Drive app for iOS mobile devices

The following options are available:

- You can display and edit your Drive data by using the Files app and the iOS functions. If your Drive folder will not be displayed in the iOS Files app, make sure to activate the Drive folder in the iOS Files app as storage location. For instructions on how to do so, tap on **About** in the Drive app. Tap on **Tutorial**.
- You can share objects on the groupware server by creating a sharing link on the mobile device.
- You can edit or remove a sharing link on the mobile device.

How to edit your Drive data:

1. The following options are available for displaying your Drive data:
 - In the Drive app, tap on **Open files**.
 - In the Files app, tap on **Browse**. Tap on **Drive** below **Storage locations**. Your personal Drive folder's content will be displayed.
2. Use the Files app and iOS functions to edit your data. More information on the Files app can be found on the official iOS support web pages.

How to create a sharing link:

1. The following options are available for displaying your Drive data:
 - In the Drive app, tap on **Open files**.
 - In the Files app, tap on **Browse**. Tap on **Drive** below **Storage locations**. Your personal Drive folder's content will be displayed.
2. Place a finger on a file or folder. A menu with quick actions will be displayed.
3. Click on **Create link**.
4. You can set an expiration date or a password for the access. Tap on **Create**. The sharing link for the object will be created. With the functions offered, you can pass on the sharing link to people or apps.

How to edit a sharing link:

1. The following options are available for displaying your Drive data:
 - In the Drive app, tap on **Open files**.
 - In the Files app, tap on **Browse**. Tap on **Drive** below **Storage locations**.
Your personal Drive folder's content will be displayed.
2. Place a finger on an object that includes a sharing link. A menu with quick actions will be displayed.
3. Tap on **Edit link**.
4. You can change the expiration date or the password.
To use functions for passing on the sharing link to people or apps, tap the icon on the upper right side next to the object name.
With the functions offered, you can pass the sharing link on to other people.
To remove the sharing link, tap on **Delete link**.

Related topics:

[Properties of the Drive app for iOS mobile devices \(p. 32\)](#)

4.4 Usage guidelines

Changing the password

You cannot change the password in Drive. Drive uses the same password that you use for accessing the groupware.

Name restrictions

In order to successfully synchronise files and folder, their names must not contain certain characters.

- Files and folders are not synchronised if their names include one of the following characters:
< > : " / \ | ? *
- Files are not synchronised if their name corresponds to a reserved device name:
CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9
- The following files are not synchronised:
desktop.ini, Thumbs.db, .DS_Store, icon\r
files with the name extension .drivepart
certain temporary files, e.g. lock files from Office applications
- The following folders are not synchronised:
.drive

Depending on the development status of the software, additional files and folders might not be synchronised.

Upper and lower case in file names

On some systems the file names in the folders are case sensitive. If you create such files in your local folder, only one of those files will be synchronised. Do not use file names that differ only as regards the upper and lower cases in your local folder.

length of file and path names in Windows

Data on a Windows computer can only be synchronised if the file names or paths do not exceed 255 characters.

Do not edit the same file in more than one location

To avoid loss of data you should not edit a file in the local and the remote folder or on several clients at the same time.

File versions

If you change a file in the local folder, Drive creates a new file version in the remote folder. In the local folder only the current file version is displayed.

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