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# **Synchronising and Sharing Data with Drive**

**User Guide**

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# 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.

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## 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.

- 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.
- Depending on the Drive app version, there is the option on your mobile device to upload media files to the server. This function is called Camera upload (iOS) or Automatic upload (Android).

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:

- My files
- Public files
- Shared files

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

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## 3 Installing the Drive Apps

Learn how to install an Drive app:



- [Settings on a Computer \(p. 4\)](#)
- [Installing on a Mobile Device \(p. 5\)](#)

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

To increase the data security, you can set an application password for the Drive app in the groupware's security settings. Further information can be found in the groupware user guide, topic: application passwords.

## 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 \[2\]](#). 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.  
If the server URL could not be determined, it will be queried.  
On a macOS computer, the server URL will always be requested.
  - Your Groupware server password.

Click on **Next**.

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**.
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.

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, the iOS app will show: "Files" Your personal Drivefolders.



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## 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 an Drive app on a computer or on a mobile device.

- [Windows or macOS Computers \(p. 7\)](#)
- [Android Mobile Devices \(p. 17\)](#)
- [iOS Mobile Devices \(p. 26\)](#)
- [Restrictions \(p. 29\)](#)

## 4.1 Windows or macOS Computers

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

- [Displaying synchronised data \(p. 8\)](#)
- [Changing synchronised folders \(p. 8\)](#)
- [Enabling the Finder extension on macOS \(p. 9\)](#)  
On a macOS computer you have to enable the Finder extension before using the functions for opening or sharing.
- [Viewing or editing files in the browser \(p. 9\)](#)
- You can share files and folders with other users or external partners:
  - [Windows, sharing data \(p. 10\)](#)  
The data will be shared by inviting specific people or by providing a public link.
  - [macOS, sharing with public links \(p. 11\)](#)  
You can give this link to other people. The data are shared with read permissions.
  - [macOS, inviting to a shared item \(p. 12\)](#)  
The data will be shared with internal users or external partners with read or edit permissions.
- [Pause synchronisation \(p. 13\)](#)
- [Closing the Drive app \(p. 13\)](#)
- [Settings on a computer \(p. 14\)](#)

## 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 \(p. 8\)](#)

## 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 can 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** or **Account** in the *Settings* window. Complete the following actions:
  - You can change the local folder on your computer.
  - Define the folders to be synchronised.

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

Related topics:

[Displaying synchronised data \(p. 8\)](#)

### 4.1.3 Enabling the Finder extension on macOS

Before you can use the Finder to open Office documents or share objects on a macOS computer, you need to enable the Drive Finder extension.

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:

- [Viewing or editing files in the browser \(p. 9\)](#)
- [macOS, sharing with public links \(p. 11\)](#)
- [macOS, inviting to a shared item \(p. 12\)](#)

### 4.1.4 Viewing or editing files in the browser

Files in the local Drive folder can be viewed or edited in the browser. This is only true if the groupware supports viewing or editing 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 **View in browser** or **Edit in browser**.

Result: The groupware will be opened in the browser. Depending on the file type, the file will be shown or opened in the edit mode.

Related topics:

- [Enabling the Finder extension on macOS \(p. 9\)](#)
- [Preferences, Windows \(p. 15\)](#)

## 4.1.5 Windows, sharing 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 their permissions. Those 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 invite a person, enter a name or an email address in **Add recipient**.

- 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.

Related topics:

[macOS, inviting to a shared item \(p. 12\)](#)

[macOS, sharing with public links \(p. 11\)](#)

[Preferences, Windows \(p. 15\)](#)

## 4.1.6 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.
  - In order to revoke access to a shared item, click on **Remove link**.

Related topics:

[macOS, inviting to a shared item \(p. 12\)](#)

[Enabling the Finder extension on macOS \(p. 9\)](#)

[Windows, sharing data \(p. 10\)](#)

## 4.1.7 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.

### 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 an 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.

Related topics:

[macOS, sharing with public links \(p. 11\)](#)

[Windows, sharing data \(p. 10\)](#)

[Enabling the Finder extension on macOS \(p. 9\)](#)

### 4.1.8 Pause 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**.

### 4.1.9 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**.



## 4.1.10 Settings on a computer

### How to use the Drive client settings on a computer:

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.

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

## Preferences, Windows

### ▪ Account

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

- Depending on the configuration: **New account**. Launches the Drive setup wizard for creating an additional account.  
If you have set up multiple accounts, the active account and the inactive accounts will be displayed separately.
- **Pause**. Stops the synchronisation.
- **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.
- **Synchronised folders**. If clicking on **Change**, you can change the folders to be synchronised for this account.
- **Remove account**. The account will no longer be synchronised. The account's configuration will be removed from the Drive app.  
Note: When using this function, no data will be deleted from the Drive folders, neither locally nor on the server.

### ▪ Activity log

Shows which synced files and folders have been modified. The following functions are available:

- Filter the log output by a key word. As keyword, you can use the name of a synchronised file or folder.
- Limit the output to own, public or shared files.
- Delete the log

### ▪ Notifications

Shows possible errors that occurred during the synchronisation.

### ▪ Settings

The following functions are available:

- **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.  
See [Windows, sharing data \(p. 10\)](#)
    - Depending on the file type, a file's context menu contains functions for displaying or editing the file in the browser.  
See [Viewing or editing files in the browser \(p. 9\)](#)
  - **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 file**. 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
  - **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.** The account will no longer be synchronised. The account's configuration will be removed from the Drive app.

Note: When using this function, no data will be deleted from the Drive folders, 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.

▫ **Advanced logging.** Defines whether comprehensive information are written to the log file. If this option is disabled, only shortened information will be written. With **Export log file**, you can save the log files to any location.

## 4.2 Android Mobile Devices

The following functions are available for the Android mobile device version:

- [Viewing, searching, sorting objects \(p. 18\)](#)  
The objects can be located on the server or on the mobile device.  
You can view the log of your recent activities.  
You can view files that have been encrypted with Guard.
- [Making objects available off-line \(p. 19\)](#)  
Those objects will be downloaded to the mobile device.
- [Adding objects to favourites \(p. 19\)](#)  
Favourites are only set for the local device. They will not be synchronised with the server.
- [Adding folders to the home screen \(p. 20\)](#)
- [Adding new keys \(p. 20\)](#)  
Those objects will be created on the mobile device and then uploaded to the server.
- [Organising objects \(p. 21\)](#)  
You can move, rename or delete objects. Those changes are synchronised with the server.  
You can restore items from Trash.  
If there are multiple versions of a file, you can manage those.
- [Editing Office documents in the browser \(p. 22\)](#)  
Office documents on the server can be edited in the mobile device's browser.
- [Exporting data to the mobile device \(p. 22\)](#)  
Files on the server can be exported to the mobile device.
- [Sharing objects \(p. 23\)](#)  
Those objects are respectively shared on the server.
- [Using special functions for photos or videos \(p. 24\)](#)  
You can view photos or videos or export them to your device. You can run a slideshow of your pictures.
- [Settings on an Android mobile device \(p. 25\)](#)

## 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 a view: grid or list
- sort objects by names, size or date
- Search for objects

### How to view objects on Android mobile devices:

1. Open the Drive app menu. Select a view.

The following views are available:

- **My files** shows your personal files and folders on Drive.
  - **Public files** displays files and folders that have been publicly shared. In the app settings, you can define whether this view should be available.
  - **Shared files** shows files and folders that have been shared with you by other users. In the app settings, you can define whether this view should be available.
  - **All images** shows all images that are available on Drive. To run a slideshow of your pictures, tap the slideshow icon on the upper right side.
  - **Recently opened** shows files that have been recently used by you.
  - The **Activity log** shows which files and folders have been added or changed within the last 30 days.
  - **Favourites** shows the files and folders that you have marked as favourites.
  - **Offline files** 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 the sharing links and invitations for an object shared by you. In this view, you can manage your shared objects.
  - **Trash** shows the objects in the trash and the storage space used by those objects. You can restore objects by using the menu icon next to an object. 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. Select one of the following functions from the function bar:
    - To toggle the square and list view, tap the icon on the right hand 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. You can select whether all or only specific folders should be searched. The objects containing the search term in their names are displayed.


Related topics:

- [Making objects available off-line \(p. 19\)](#)
- [Adding objects to favourites \(p. 19\)](#)
- [Adding folders to the home screen \(p. 20\)](#)
- [Adding new keys \(p. 20\)](#)
- [Organising objects \(p. 21\)](#)
- [Editing Office documents in the browser \(p. 22\)](#)
- [Exporting data to the mobile device \(p. 22\)](#)
- [Sharing objects \(p. 23\)](#)
- [Using special functions for photos or videos \(p. 24\)](#)

## 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. 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 \(p. 18\)](#)
- [Adding objects to favourites \(p. 19\)](#)
- [Adding folders to the home screen \(p. 20\)](#)
- [Adding new keys \(p. 20\)](#)
- [Organising objects \(p. 21\)](#)
- [Sharing objects \(p. 23\)](#)
- [Using special functions for photos or videos \(p. 24\)](#)

## 4.2.3 Adding objects to favourites

You can add files and folders to favourites to get quick access to frequently used objects.

### How to add individual objects to Favourites on Android mobile devices:

1. Tap the menu icon next to the object name.
2. Enable **Favourites**.  
The object will be marked with an asterisk.

Tip: To access objects that have been marked as favorites, open the Drive app menu. Tap on **Favourites**.

Note: The favourites are only marked locally on the device. They will not be synchronised with the server.

Related topics:

- [Viewing, searching, sorting objects \(p. 18\)](#)
- [Making objects available off-line \(p. 19\)](#)
- [Adding folders to the home screen \(p. 20\)](#)
- [Adding new keys \(p. 20\)](#)
- [Organising objects \(p. 21\)](#)
- [Sharing objects \(p. 23\)](#)
- [Using special functions for photos or videos \(p. 24\)](#)

## 4.2.4 Adding folders to the home screen

On the home screen, you can add a shortcut to a folder to get quicker access to its contents.

### How to add a shortcut on Android mobile devices:

1. Open the folder in question.
2. Tap the menu icon on the right side of the function bar.  
Select **Create shortcut**.
3. Drag the folder icon to the home screen wanted or tap on **Add automatically**.

Related topics:

- [Viewing, searching, sorting objects \(p. 18\)](#)
- [Making objects available off-line \(p. 19\)](#)
- [Adding objects to favourites \(p. 19\)](#)
- [Adding new keys \(p. 20\)](#)
- [Organising objects \(p. 21\)](#)
- [Sharing objects \(p. 23\)](#)
- [Using special functions for photos or videos \(p. 24\)](#)


## 4.2.5 Adding new keys

You can use the following functions:

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

If you take a photo or add files, you can set the folder for uploading the objects to.

### 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:
  - To upload pictures, videos or files, select the respective function.
  - In order to take and add a new photo, select **Take a photo**.
  - In order to create a new folder, select **Create folder**

If you add files that already are on the server, you will be asked whether to overwrite the existing files. If you answer No, the file names of the newly added files will be extended with a consecutive number.

Related topics:

- [Viewing, searching, sorting objects \(p. 18\)](#)
- [Making objects available off-line \(p. 19\)](#)
- [Adding folders to the home screen \(p. 20\)](#)
- [Adding objects to favourites \(p. 19\)](#)
- [Organising objects \(p. 21\)](#)
- [Sharing objects \(p. 23\)](#)
- [Using special functions for photos or videos \(p. 24\)](#)

## 4.2.6 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
- restore items from Trash
- If there are several versions of a file, you can view a version, mark a version as current or delete it.

### 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 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.  
You can also tap and hold an object until checkboxes will be displayed.
3. Select at least one object.  
Note: Some preset folders cannot be selected.
4. Select the wanted function from the function bar.

### How you can restore items from the trash on Android mobile devices:

1. Open the Drive app menu. Tap on **Trash**.
2. Tap the menu icon next to the object name.  
Tap on **Restore**.

### How to manage the file versions on Android mobile devices:

1. Browse the files and folders list to the wanted file.  
Tap the menu icon next to the object name.
2. Tap the menu item **Versions**.  
The versions will be displayed on a new page. The current version is highlighted.
3. Tap on a version. Select the desired function in the menu.

Related topics:

- [Viewing, searching, sorting objects \(p. 18\)](#)
- [Making objects available off-line \(p. 19\)](#)
- [Adding objects to favourites \(p. 19\)](#)
- [Adding folders to the home screen \(p. 20\)](#)
- [Adding new keys \(p. 20\)](#)
- [Editing Office documents in the browser \(p. 22\)](#)
- [Sharing objects \(p. 23\)](#)
- [Using special functions for photos or videos \(p. 24\)](#)



## 4.2.7 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 \(p. 18\)](#)

## 4.2.8 Exporting data to the mobile device

To use data outside of the Drive app, you can export data to the mobile device. You can select a folder for downloading the data to. The following options are available:

- Download a single file or folder. A folder will be downloaded as a zip archive.
- Download multiple files and folders. The objects will be downloaded as a zip archive.

### How to export a single file to the Android mobile device:

1. 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.

### How to export multiple files and folders to the Android mobile device:

1. Tap the menu icon on the right side of the function bar. Tap on **Select**.  
Checkboxes are displayed next to the objects.  
You can also tap and hold an object until checkboxes will be displayed.
2. Select at least one object.
3. Tap the **Download** icon in the function bar.  
Select **Export to device** in the menu. Define the location on your device for saving the objects to.  
The objects will be downloaded as a zip archive.

Related topics:

[Viewing, searching, sorting objects \(p. 18\)](#)

## 4.2.9 Sharing objects

You can share objects with read or edit permissions on the mobile device.

### How to share objects on Android mobile devices:

1. 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 view will be opened.
    - 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 use a public link to share data with read access, select **Create Sharing Link**. A new view will be opened.
    - 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 \(p. 18\)](#)
- [Making objects available off-line \(p. 19\)](#)
- [Adding objects to favourites \(p. 19\)](#)
- [Adding folders to the home screen \(p. 20\)](#)
- [Adding new keys \(p. 20\)](#)
- [Organising objects \(p. 21\)](#)
- [Using special functions for photos or videos \(p. 24\)](#)

## 4.2.10 Using special functions for photos or videos

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

- Show all photos that are located on the server in your private folders, in public or in shared folders.
- Copy photos or videos from the server to your mobile phone's photo gallery.

### How to display an overview of all photos:

1. Open the Drive app menu.
2. Select **All images**. The photos on the server will be displayed.  
To run a slideshow of your pictures, tap the slideshow icon on the upper right side.

### 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 \(p. 18\)](#)
- [Making objects available off-line \(p. 19\)](#)
- [Adding objects to favourites \(p. 19\)](#)
- [Adding folders to the home screen \(p. 20\)](#)
- [Adding new keys \(p. 20\)](#)
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- [Sharing objects \(p. 23\)](#)

## 4.2.11 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:

- **dark mode**  
Defines the colour mode of the user interface.
- **Save media files automatically**  
Defines whether new or already existing pictures, videos and audio files will be uploaded automatically. How to set the following details:
  - The media types that should be uploaded.
  - The contents to be uploaded: new media or existing media only
  - the source folders on the mobile device from which media files are uploaded
  - the target folder on the server
  - Wait for WiFi to upload
- **Shown folders**  
Defines whether the folders **Public files** and **Shared files** will be displayed.
- **start screen**  
Defines the view that will be displayed when launching the app.
- **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.
- **Sync only in WiFi**  
Defines whether data will only be transferred if there is a wireless connection.
- **create log file**  
If tapping on it, a text file with notes will be created which might be helpful for troubleshooting.
- **Sign out**  
Signs you out. Stops the synchronisation. Warning: All app data will be deleted from your device.

## 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 \(p. 27\)](#)
- [Using the Drive app for iOS mobile devices \(p. 27\)](#)

### 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 app will be integrated into the native iOS app. "Files".
- In the iOS app "Files," your personal Drive folders will be available as storage location.
- With the iOS app "Files," 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 \(p. 27\)](#)

### 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 app "Files," make sure that the Drive folder will be enabled as a storage location in the iOS app "Files," . 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 change or remove sharing links.
- You can invite specific people to a shared item with individual read and edit permissions.
- You can change or remove permissions granted when having invited people to a shared item.

#### 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**.
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**.

### How to invite people to a shared item.

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**.
2. Tap and hold an item. A menu with quick actions will be displayed.
3. Tap on **Invite people**.
4. Enter an Email address or a name. You can also select a contact from your local address book by tapping +.  
The invited person will be displayed below **New invitations**.
5. You can use the following functions:
  - You can add an individual message to the invitation email.
  - You can change the access permissions by tapping on the person invited.

### How to edit the invitation to a share:

1. Tap and hold an item that you shared in an invitation. A menu with quick actions will be displayed.
2. Tap on **Edit invitations**.
3. You can use the following functions:
  - To invite an additional person to the shared item, enter an email address or a name. You can also select a contact from your local address book by tapping +.  
You can enter an individual invitation message.
  - To change a person's access permissions, tap on the person.
  - To remove the access permissions, tap on **Revoke access**.

Related topics:

[Properties of the Drive app for iOS mobile devices \(p. 27\)](#)

## 4.4 Restrictions

### Change password

You cannot change the password in Drive. Drive uses the same password that you use for accessing the groupware. If the 2-step verification for your account has been activated, it will not be supported by all apps. Some apps require an application password that can be enabled in the groupware's security settings.

### 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.

### 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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