

# **Filebox**

**A files synchronization and sharing service in TUC Cloud**

**WEB VERSION 1.0**

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## SERVICE ACTIVATION

The Files Synchronization and Sharing Service in TUC Cloud, known as Filebox is not automatically activated for all members of the academic community. In order to gain access, users should create a relevant request, through the helpdesk platform <https://helpdesk.tuc.gr> in the “**Computer, Networks, Computing Infrastructure**” category.

Users will be able to make use of the service after they receive the relevant notification that the service for their institutional e-Services account is activated.

## LOGIN PROCESS

To login in the Files Sync and Sharing Service visit the service site <https://filebox.isc.tuc.gr> and enter your personal e-Services account credentials.

**username:** your e-Services account username

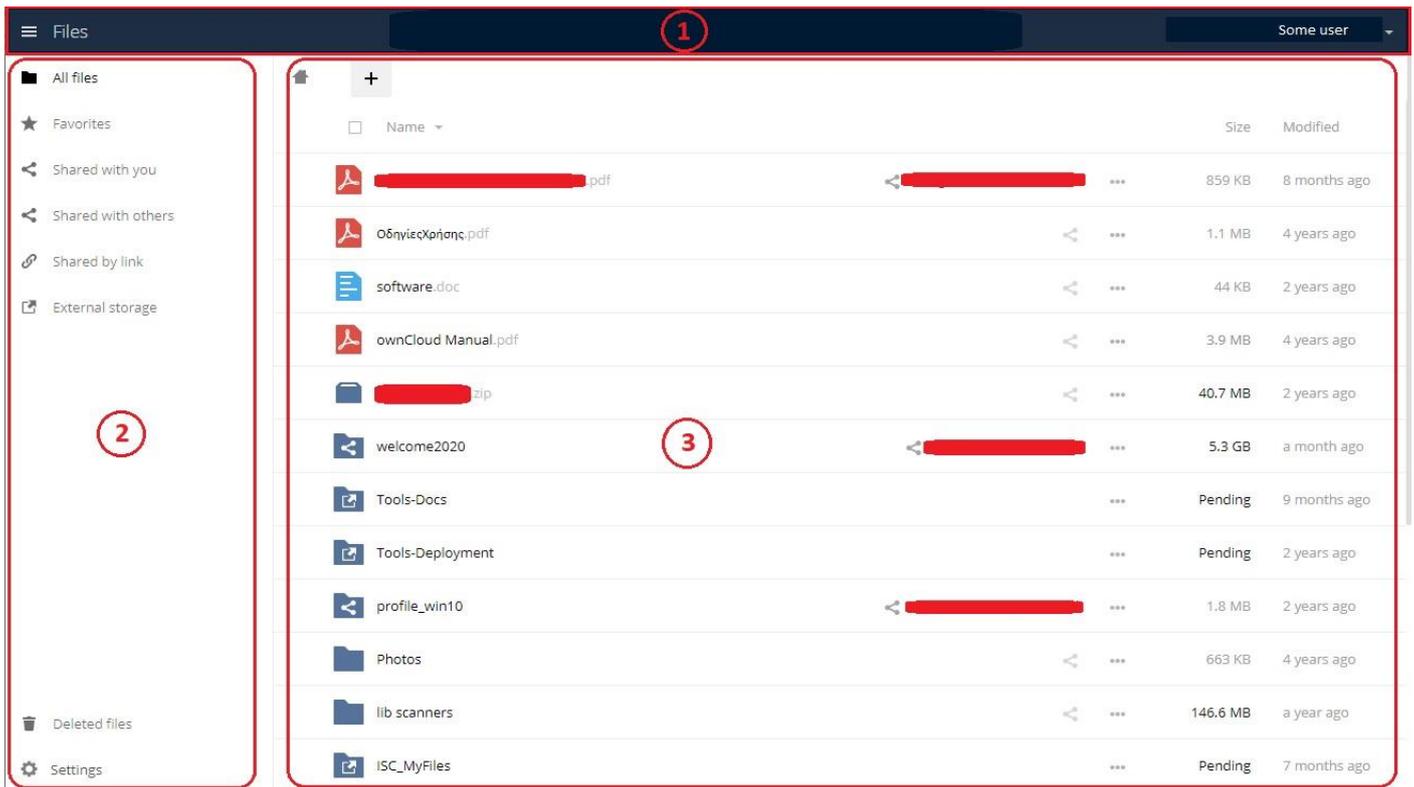
**password:** \*\*\*\*\* (your e-Services account password)

In order to use the service, you should have first activated the service for your account by submitting the relevant request, as described above.

## SERVICE GUIDANCE

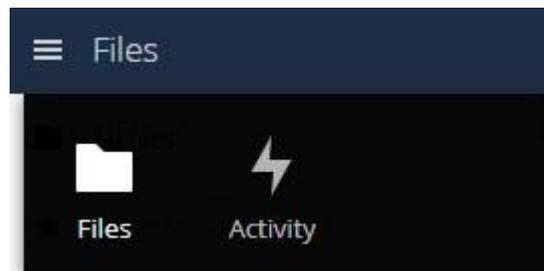
The graphical interface consists of three (3) main parts:

- the horizontal **Options Menu (1)** at the top of the page,
- the **Grouped Options (2)** for quick file access, in the left column and
- the **File Area (3)** with the list of all the folders and files of the user’s area, in the right column.



## Options Menu (1)

By selecting the option **Files** (top left) you see the menu with the main options **Files** and **Activity** and other potential applications that might be available. Whenever you click on the **Files** option, you are transferred to the application's main page.

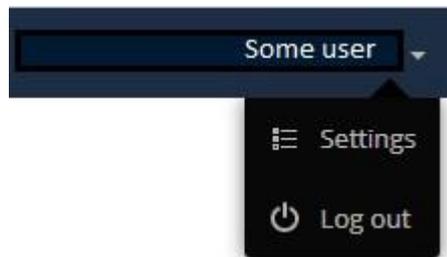


By clicking at the left side of the username, the **file search area** appears and you can search for a file.



By clicking the **Username** icon, you are presented with two options:

- a) **Settings** - with the main options of the service:
  - language
  - connection to external storage (e.g. personal file area of the Computer Center)
  - installation of the application on your pc, tablet, smartphone etc.
- b) **Log out**



## Quick File Access (2)

In this column, you can choose one of the following options:

- all your files
- your favorite files
- files that others have shared with you
- files you have shared with others
- files you have shared with others by link
- files from external storage

In addition, you can view deleted files that have been transferred to the app's recycle bin and restore them.

**CAUTION:** The deleted files remain in the recycle bin for **14 days** before they are permanently deleted.



## File Area (3)

In the **File Area** you can see the list of the folders and files of your personal storage area. On the left of each item there is the symbol of the file type, while on the right there is the size and the date of its last modification.



Name	Size	Modified
 [redacted].pdf	859 KB	8 months ago
 ΟδηγίεςΧρήσης.pdf	1.1 MB	4 years ago
 software.doc	44 KB	2 years ago
 ownCloud Manual.pdf	3.9 MB	4 years ago
 [redacted].zip	40.7 MB	2 years ago
 welcome2020	5.3 GB	a month ago
 Tools-Docs	Pending	9 months ago
 Tools-Deployment	Pending	2 years ago
 profile_win10	1.8 MB	2 years ago
 Photos	663 KB	4 years ago
 lib scanners	146.6 MB	a year ago
 ISC_MyFiles	Pending	7 months ago
 Documents	35 KB	4 years ago
 COVID-19	1 MB	35 minutes ago

9 folders and 5 files Pending

Below icon-symbols are described in detail:



: Back to the original folder



: Option menu for the creation of a new text file, folder and upload of a file



: Folder and file types



: This file or folder belongs to the **Favorites** category



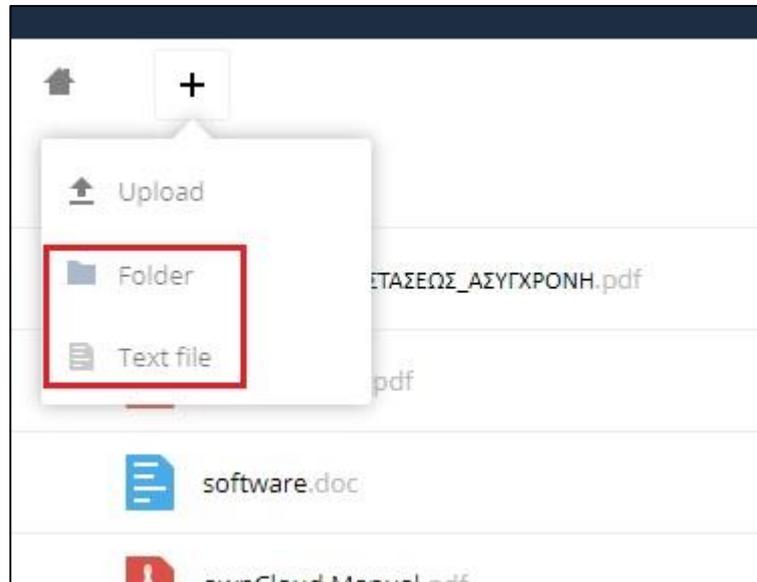
: Information about the file or folder



: File or folder sharing. If the color is bold then the 'Sharing with others' option is activated

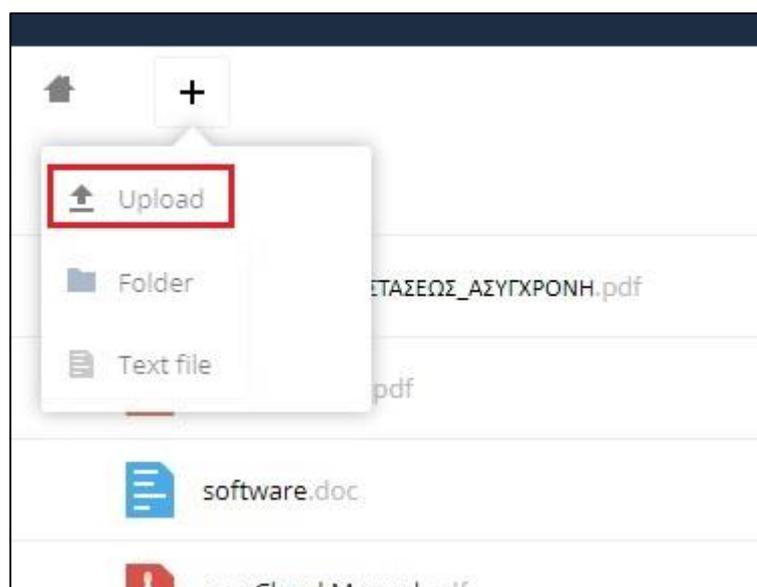
## FILE – FOLDER CREATION

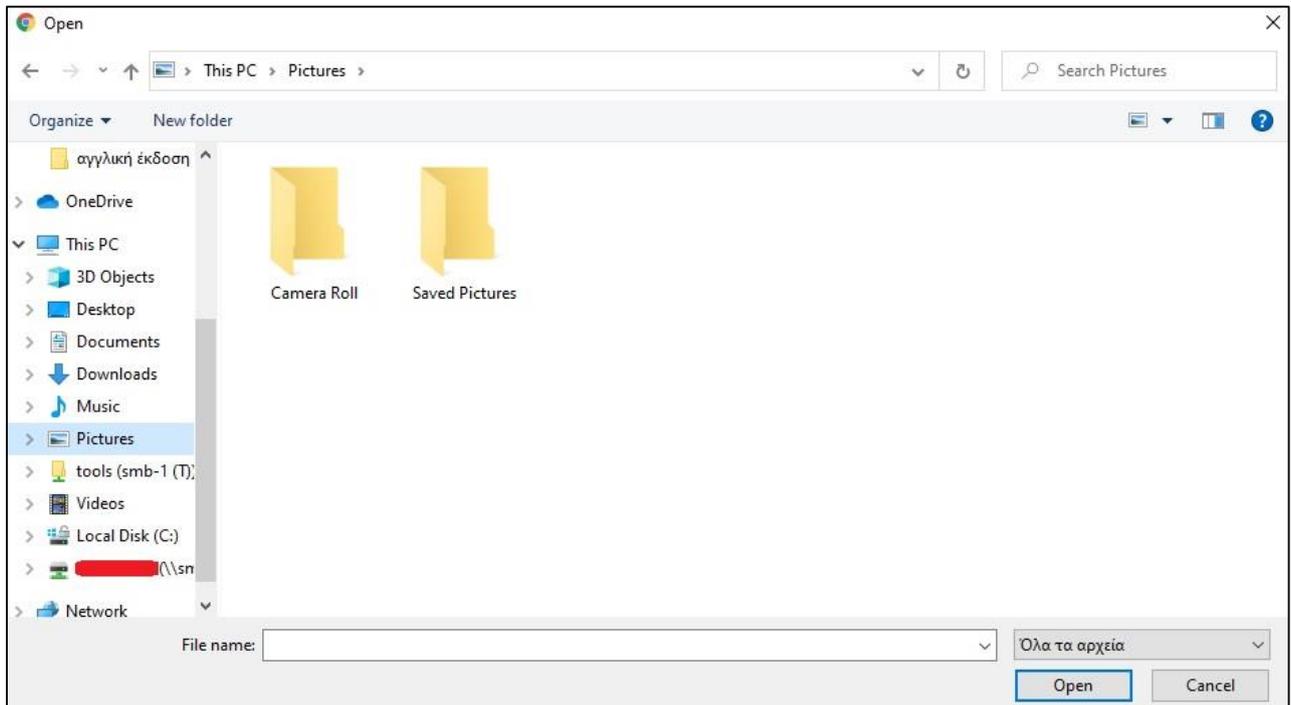
For the creation of a file or folder, press the + icon, as shown below. Choose **Folder** to create a new folder or **Text file** to create a new file with the default file extension (.txt).



## FILE UPLOAD

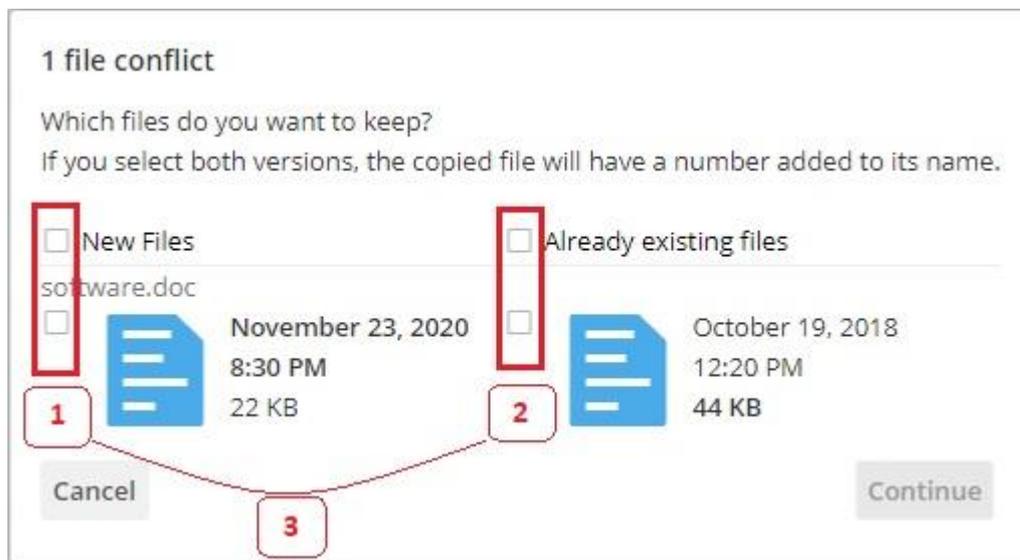
To upload files from your computer or your device press the + icon, as shown below. Then, choose **Upload** of the file or files.



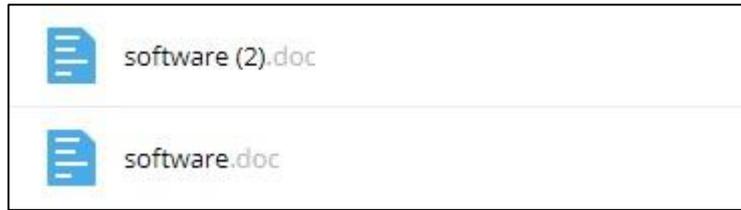


If the file you are about to upload, already exists in your remote storage, you can create different versions of it. More specifically, since there is already in your area a file with the same name and same type, the following options are provided:

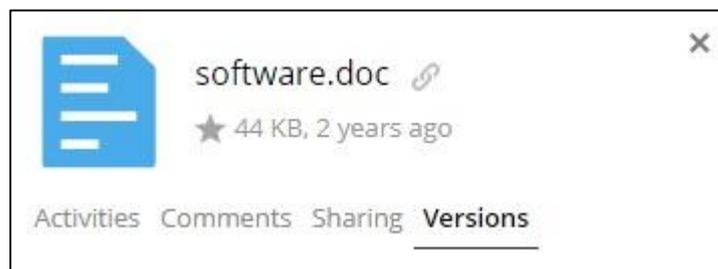
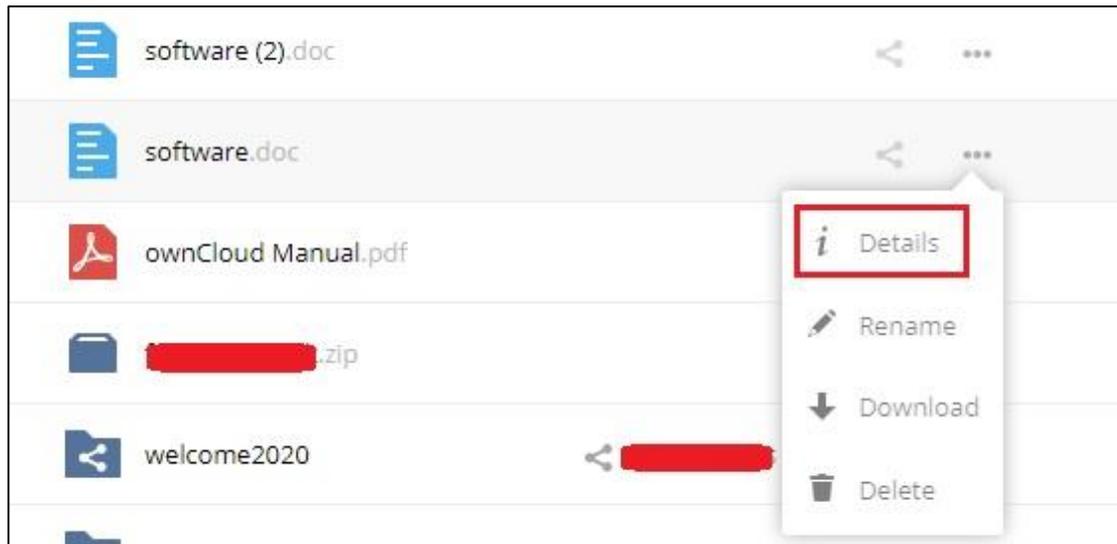
1. by clicking **New Files (1)**, your file is transferred to the remote storage, while the pre-existing one is maintained as an older version of the new file for **7 days**
2. by clicking **Already existing files (2)**, the upload stops and the pre-existing file is maintained



3. by choosing both options **(1) and (2)**, not only the upload of the new file takes place, but also the pre-existing file remains with a different name, as seen in the following screenshot.



To view the versions of a file, click the ... icon and then click on **Details**. On the right column that will appear, choose **Versions**. You will be able to see the older versions, if they exist.

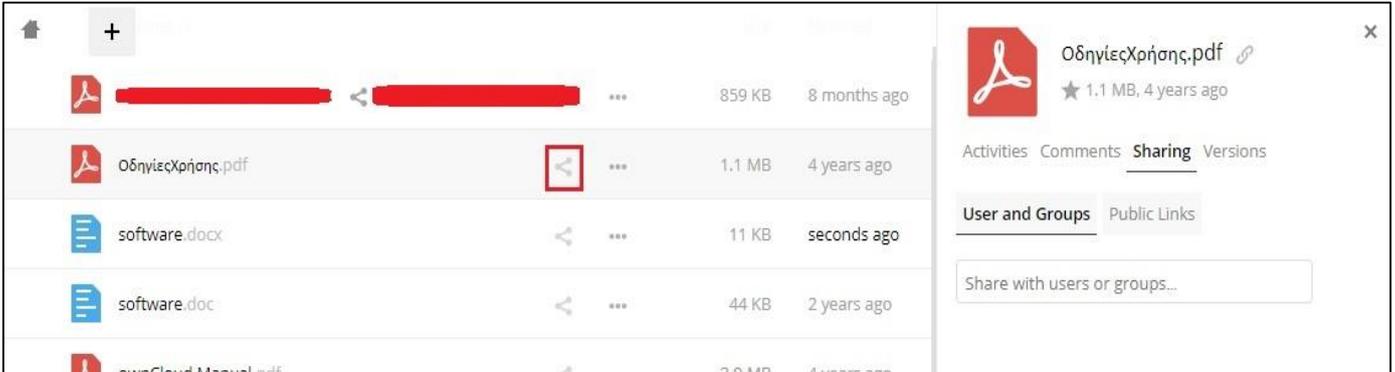


**Caution:**

- The total capacity of the selected files should not exceed the predefined total capacity given.
- The size of an uploaded file must not exceed 1GB.
- The versions of each file are kept in your remote storage for a few days and then deleted automatically. In case the capacity of your account reaches its maximum, then the service will delete file versions of a specific duration of days.

## FILE - FOLDER SHARING

A key feature of the service is the sharing of folders and files. You are able to select users with whom you can share folders or files, set access rights, send emails, set a password and expiration date of this sharing.



More specifically, click on the < icon on the right of the file or folder you want to share and you enter the sharing options, shown above. There are two sharing options:

- **Sharing with registered users or groups of registered users** on the service. These users are members of the academic community, who are registered on the remote access and file sharing service. In this case, you can give access rights to users with whom you will share your data.
- **Sharing with external users**, meaning sharing with other people who are not registered users of this service and aren't member of the same academic community. External users are ONLY able to download any data.

### Sharing with registered users or groups of the academic community

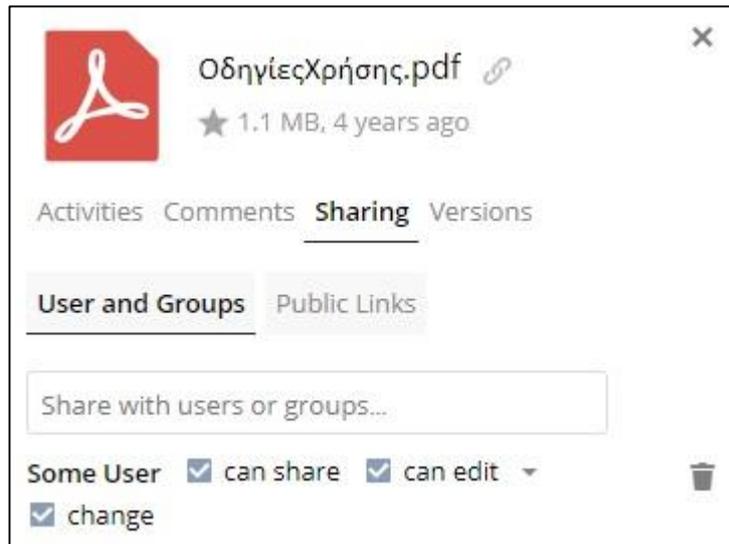
Sharing your file or folder with registered users is achieved by selecting the **Sharing** tab, then in the **User and Groups** tab and enter the username of the user you want to share your file.



This user must have an institutional e-Services account and should be registered on the service. Once you find the user with whom you want to share your file or folder, you can select his access rights:

- Ability to change files - edit, update and create versions of the shared file
- Ability to create – upload, change – edit and delete files in a shared folder

Finally, by clicking on the cabin icon you can remove the selected user from the file or folder sharing.



File sharing rights (a)



Folder sharing rights (b)

### Sharing with non-registered users

If you want to share your files with users who are not registered on the remote access and file sharing service you can make use of the second sharing option, the **Public Links** on the **Sharing** tab. With this option, you can copy the sharing link and send it to non-registered

users. The sharing link has the following form:  
<https://filebox.isc.tuc.gr/index.php/s/nzpyZOXozHltz6Z>

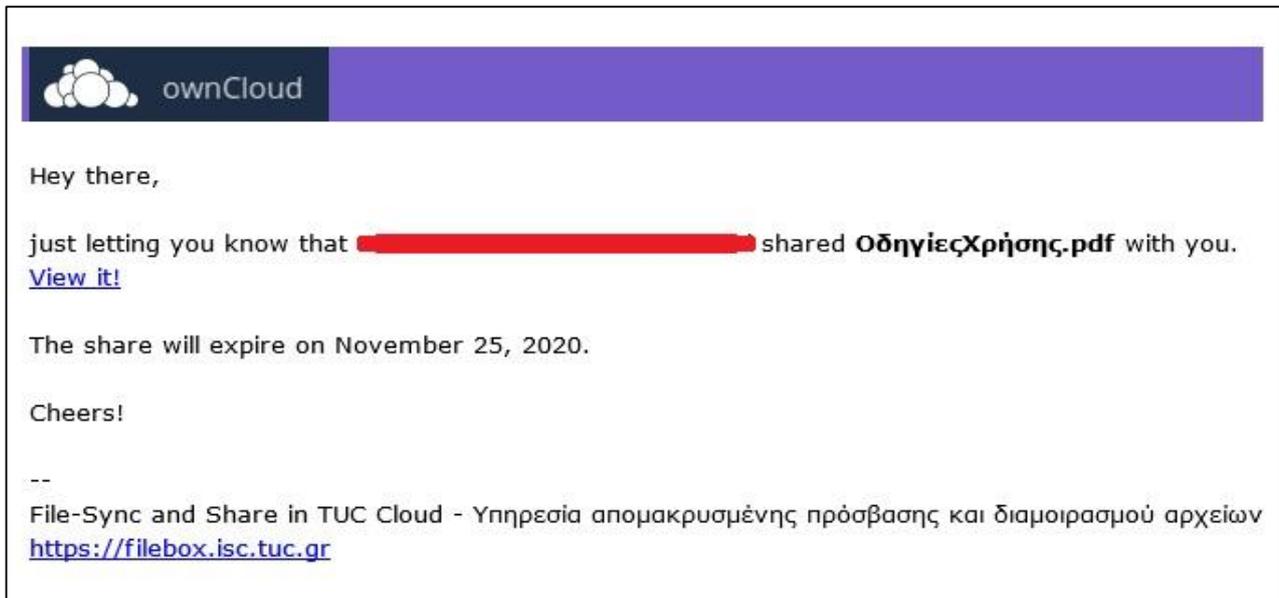
To protect your data, you can set a **password** and **expiration** date of the sharing link. In addition, you can **send the link via email** to the address of a non-registered user.



The screenshot shows the "Create link share" dialog box for the file "/ΟδηγίεςΧρήσης.pdf". The dialog has a title bar with a close button (X). It contains the following fields and options:

- Link name:** A text input field containing "ΟδηγίεςΧρήσης.pdf link".
- Permissions:** A radio button selected for "Download / View", with the text "Recipients can view or download contents." below it.
- Password:** A text input field containing "Choose a password".
- Expiration:** A date input field containing "01-12-2020".
- Send link via email:** A text input field for an email address.
- Buttons:** "Cancel" and "Share" buttons at the bottom.

Users will receive an email from the remote access and file sharing service, as shown below. By clicking on the link "**View it!**" users can access the shared file.



If password-protected link sharing is enabled, users will need to enter the password to read the shared file.

The sharing link has the following form:  
<https://filebox.isc.tuc.gr/index.php/s/Uc1T1bkF9TfJ5Lj/authenticate>



If the expiration date option is enabled, users will not be able to read the file after the expiration date. The application also provides the preview ability for \*.pdf files, image and text files. For any other type of file, the user can see the relevant type icon.



Add to your ownCloud

Download



Download ΟδηγίεςΧρήσης.pdf (1.1 MB)

Direct link <https://filebox.isc.tuc.gr/index.php/s/Uc1T1bkF9Tfj5Lj/download>



Add to your ownCloud

Download



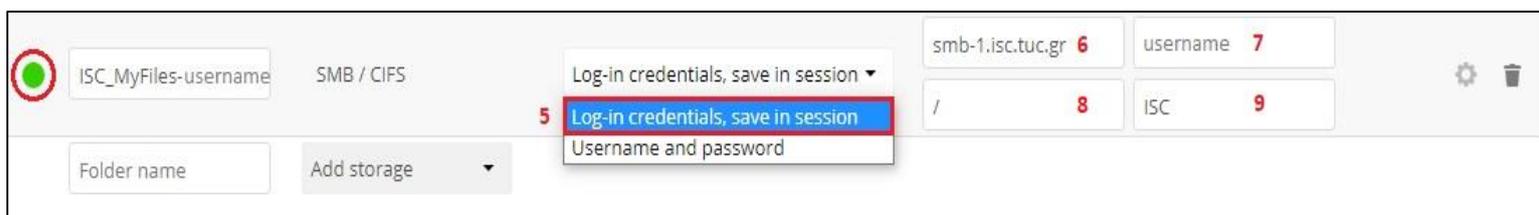
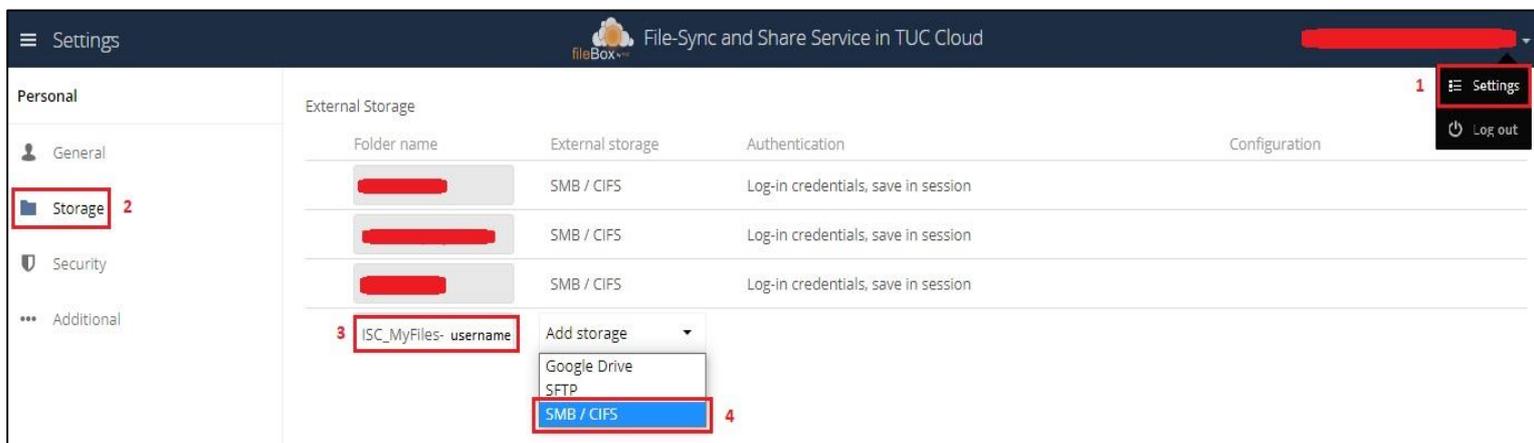
Download Squirrel.jpg (228 KB)

Direct link <https://filebox.isc.tuc.gr/index.php/s/bb0kthAfNMjtnhz/download>

## CONNECTION TO EXTERNAL STORAGE SERVICE ISC\_MYFILES

In the Files Sync and Sharing Service, you can integrate the ISC\_MyFiles storage area (Z drive) of the Computer Center by following these steps:

1. From the main menu, click on **your username** on the top right side and then choose **Settings**.
2. From the left column click **Storage**.
3. At the **Folder name** field type **ISC\_MyFiles-username** (where username is your e-Services account username)
4. As **External storage** choose **SMB/CIFS**
5. Choose **Log-in credential, save in session**.
6. In the **Host** field, write **smb-1.isc.tuc.gr**.
7. In the **Share** field, type your e-Services account username.
8. In the **Remote subfolder** field, write **/**.
9. In the **Domain** field, type **ISC**.



When the connection is established a **green dot** is shown in front of the 'ISC\_MyFiles-username' field.

At the main menu of the files, you can add files to the external storage by pressing the **folder with the arrow** icon (shown below).



**Caution:** The files in this specific area cannot be shared.