



Veilig en eenvoudig bestanden uitwisselen
Enterprise Drive

MANUAL ENTERPRISE DRIVE

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1 Installing Enterprise Drive

The Enterprise Drive mobile application is available for iOS and Android mobile devices and can be downloaded from the Apple App Store and the Google Play store.

The Enterprise Drive desktop application is available for OS X and Windows and can be downloaded from our website: www.drive.ict-concept.nl

2 Starting Enterprise Drive for the First Time

After you have successfully installed and launched Enterprise Drive on your mobile or desktop device select “**Login**” if you are an existing user, or select “**Register now**” to create an account.



Login or register a new account

3 Joining Spaces (Accepting Invitations)

When logging in as an existing user after a fresh installation of Enterprise Drive, you will automatically receive invitations to all Spaces that were active in your most recent Enterprise Drive installation.



New Space invitations

To accept an invitation, swipe the invitation from right to left and select the '✓' (to see more information about the invitation, select the 'i'). Alternatively, to decline an invitation, swipe the invitation from left to right and select the 'x'.

For desktop accept an invitation, click the invitation and select the '✓' (to see more information about the invitation, select the 'i'). Alternatively, to decline an invitation, click the invitation and select the 'x'.



Accepting an invitation

4 Creating Spaces

To create a Space tap '**Create Space**' on the home screen, give the Space a name and tap "**Create Space**". That's it! You can now upload data into your newly created Space.



Creating a Space

To view your Space, navigate to the '**Active Spaces**' tab via the home screen.

Creating a Space automatically invites all of your personal, active Enterprise Drive installations.

5 Adding Files to your Space

There are two methods of adding files to Enterprise Drive.

Method 1

1. Locate the Space you wish to add files to.
2. Import the files directly into the Space using the 'import' button located at the bottom of the window.



Importing files directly into a Space

Method 2

1. Create a new file with an external application and share it with Enterprise Drive.
2. Enterprise Drive will open automatically and notify you that there is an incoming file.
3. Follow the on-screen prompts and upload the file into one of your Enterprise Drive Spaces.

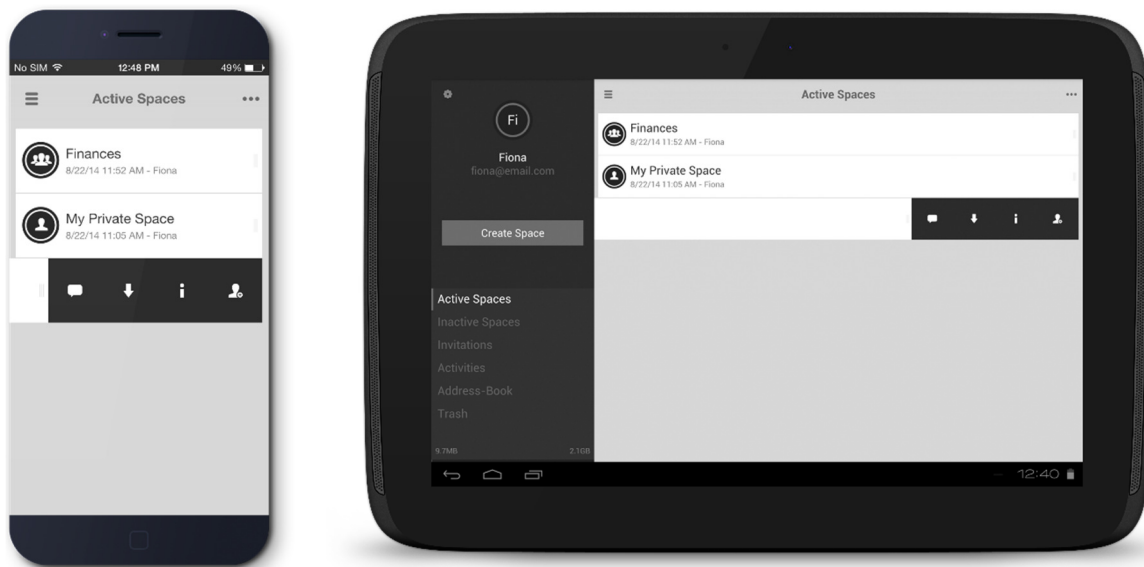
6 Sharing Files (Inviting Friends, Family and Colleagues)

Sharing files is simple and involves zero hassle. To share files, all you need to do is:

1. Find the Space you would like to share and swipe the Space from right to left.
2. Tap the 'invite' symbol located on the far right.

For desktop

1. Find the Space you would like to share and click the arrow pointing down.
2. Click the 'invite' symbol located on the far right.



Inviting users to a Space

3. Enter the username or email address of the friend, family member or colleague you wish to share your files with and press the '+' symbol to add the user to the invitation list.



Entering the username or email address of the invitee

4. Swipe the added username or email address from right to left and select the key symbol to assign user rights (an overview of the different user rights can be found below). For desktop click the arrow pointing down and click the key symbol to assign user rights (an overview of the different user rights can be found below).
5. Press or click **"Invite"**.

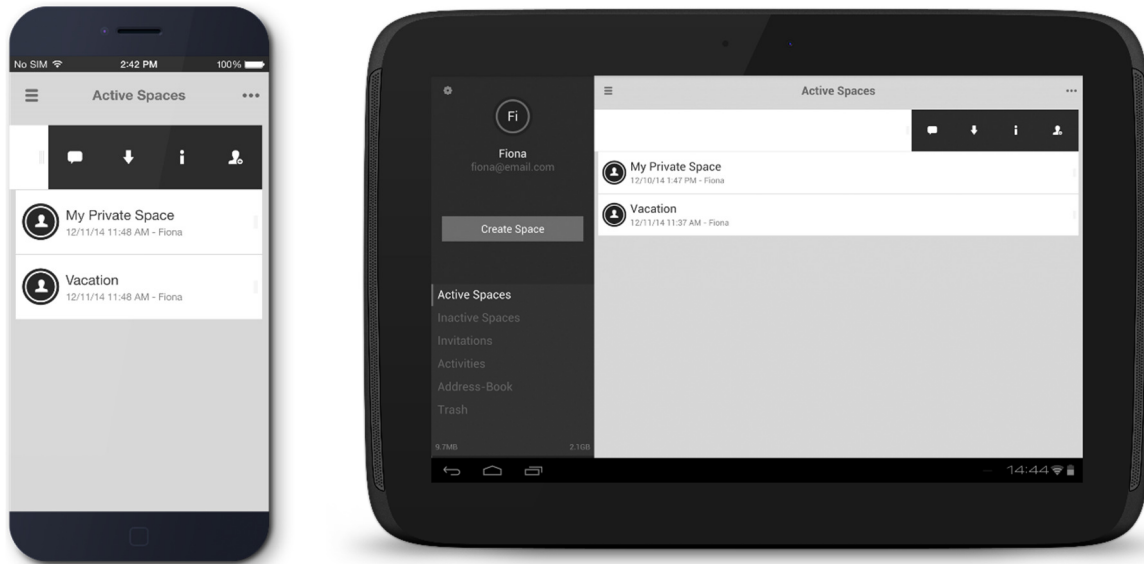


Setting the user rights of the invitee

6.1 Changing a User's Rights and Removing a User from a Space

For mobile: to change a user's rights in a Space, navigate to the Space where you would like to change the user's rights and swipe the Space from right to left and press the 'i' to see the Space's info.

For desktop: to change a user's rights in a Space, navigate to the Space where you would like to change the user's rights and click the Space and press the 'i' to see the Space's info.



Accessing Space info

For mobile tap the “**Members**” button to reveal the list of members, swipe the necessary username from right to left and tap the key symbol to change the user's rights.

For desktop click the “**Members**” button to reveal the list of members, click the necessary username and click the key symbol to change the user's rights.



Select the “Members” button



Change a user's rights

For mobile: To delete a user, swipe the user's username from left to right and select the 'x' to remove the user from the Space.

For desktop: To delete a user, click the user's username and select the 'x' to remove the user from the Space.



Removing a user from a Space

6.2 User Rights Overview

Members with '**Administrator**' rights can:

- view other members in the Space
- invite members into a Space
- remove members from a Space
- change a member's rights within a Space
- delete a Space from the server
- empty the trash (permanently delete the trash's contents from the server)
- publish files
- edit files
- restore files

Members with '**Superuser**' rights can:

- view other members in the Space
- invite members into a Space
- publish files
- edit files
- restore files

Members with '**Read/Write**' rights can:

- view other members in the Space
- publish files
- edit files

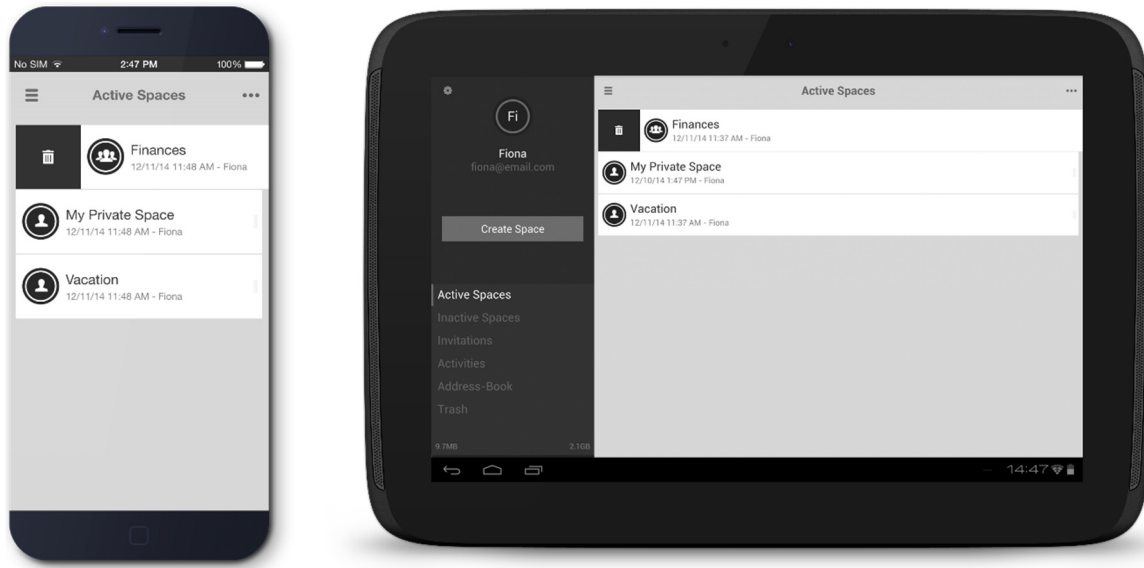
Members with '**Read**' rights can:

- view other members in the Space

Members with '**Read (Anonymous)**' rights can only view the contents of a Space.

7 Deleting Files, Folders or Spaces

To delete files, folders or Spaces, simply swipe the item from right to left and tap the trash symbol.



Deleting a Space

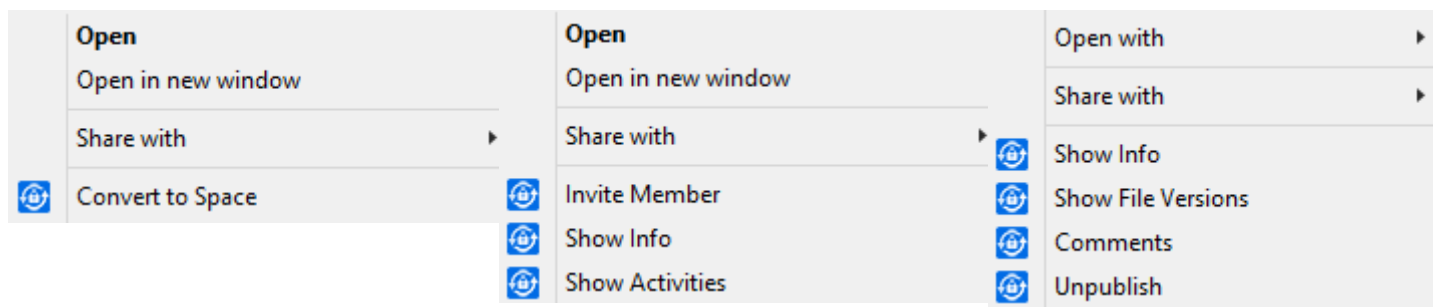
When deleting a Space you will be met with the options to delete the Space locally, delete the Space from the server (if you have administrator rights in the Space) or to cancel the deletion operation.

When deleting a file or folder, the item will be moved to the respective trashcan of that Space. In order to delete files and folders permanently the Space's trash must be emptied. The trash can be found on the home screen.

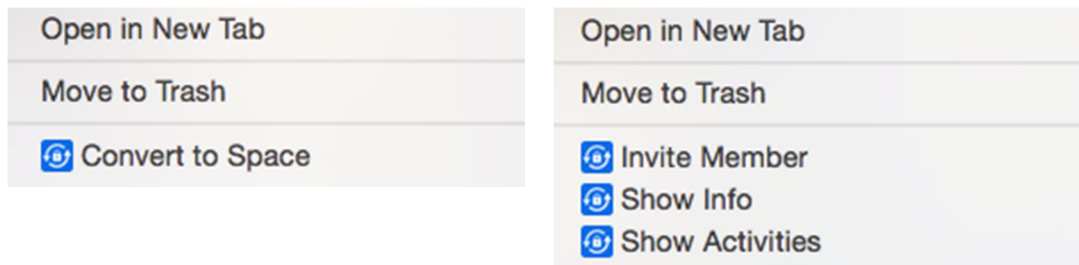
8 Context Menu for desktop

The context menu (available for OS X 10.10 and above as well as for Windows 7 and above) allows you to quickly and easily access Enterprise Drive functions directly from your file system. Use the context menu to quickly **convert an existing folder into a Space**, **invite members to an existing Space**, **comment on a file**, **publish or unpublish a file** and much more.

Once the context menu has been enabled it can be accessed by right-clicking either on a non-Enterprise Drive folder or on a Enterprise Drive Space, sub folder or file. To activate the context menu, for the first time, on Windows you simply need to restart your computer after installing Enterprise Drive. To activate the context menu, for the first time, on OS X you need to enable the Enterprise Drive extension: "System Preferences" > "Extensions".



Context menus as seen on Windows



Context menus as seen on OS X

9 Icon Glossary



There has been recent activity in this Space



There has been no recent activity in this Space



The Space contains a single user



The Space contains multiple users



Cancel an action or decline a Space invitation



Access settings screen



Delete a Space, file or folder



Upload files into a Space or folder.



Accept an invitation, reactivate a deactivated Space or set current file version



An error has occurred. Please click icon for more information



Leave a comment on a Space or file. Shown also when a comment has been left on a Space or file



More info about a Space, file or folder



Invite a user to join a Space



A version of this file has been published



Enable/disable a Space, file or folder's offline availability



Extended options for a file (move/copy/attach to, open in, send to printer, etc.)



This Space, file or folder has been marked as available offline



This Space, file or folder is read only



This Space cannot connect to the host server



Email an existing comment to another user