# Enterprise Drive manual

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# 1    Introduction

Enterprise Drive offers fast, secure, end-to-end encrypted storage for all of your files. Your files can be safely and securely accessed and synchronized via Windows, Mac OS X and Linux desktop and tablet PC devices as well as iOS and Android mobile devices.

Once you have installed Enterprise Drive you can create Spaces from scratch or convert existing folders into Spaces in as little as three mouse clicks. Your files and folders remain in your file system and can be opened and edited as usual. Meanwhile, Enterprise Drive automatically:
- creates encrypted backups of the monitored Space folders and syncs them with the host server.
- synchronizes all (shared) data with invited Space members.
- stores old versions of edited files on the server (file versioning).
- encrypts and compresses your files before they are synchronized.

Enterprise Drive gives you the freedom to create Spaces only for you, for yourself and others or join Spaces created by other users. Cross-platform synchronization removes all barriers and enables synchronization between Windows, Mac OS X, Linux, iOS and Android (mobile) platforms. If you have multiple devices, simply log into Enterprise Drive on each device with your existing username and password to start sharing data with yourself.

# 2    Installation and Best Practices

Enterprise Drive is available for Windows, OS X, Linux, iOS and Android (mobile) devices and can be downloaded from our website, the Apple App Store and the Google Play store. In order to install Enterprise Drive on your desktop or tablet computer, the following minimum requirements need to be met. You will need at least 250MB of free disk space, a valid email address and Internet access for registration and activation. The total amount of local disk space used will depend on the size of your created and joined Spaces.

## 2.1    System Requirements

| Windows | Mac | Linux | iOS | Android |
|---|---|---|---|---|
| 1 GHz Processor Windows 7 and above | Intel Mac OS X 10.10 and above | 64-bit System GLibc 2.9 and above GLibc++ 3.4.11 and above | iOS 8 and above | Android 4 and above |
| 1 GB RAM 250 MB free disk space Direct3D Acceleration | 1 GB RAM 250 MB free disk space | 1 GB RAM 250 MB free disk space | | |

If you have any further questions, you can find answers on the Enterprise Drive website in the FAQ section or on the Enterprise Drive Forum. If you are experiencing problems installing or using Enterprise Drive please contact our Support Team.
To install or update Enterprise Drive please download and run the installation software. Please quit Enterprise Drive before installing an update.

*If you are installing Enterprise Drive for the very first time, an Internet connection is required to register the new account. If you are an existing Enterprise Drive member, an Internet connection is also required to activate the client.*

## 2.2    Enterprise Drive Installer

The following applies to desktop and tablet PC installations only.

After you have successfully downloaded Enterprise Drive, double-click the Enterprise Drive installation file to start the installer (if you have an existing installation of Enterprise Drive on your device, please make sure you have quit Enterprise Drive before running the installer). Once the installer opens you will be able to install Enterprise Drive.

## 2.3 Enterprise Drive Recommended Practices

You should not use Enterprise Drive to synchronize databases. A database is usually stored in a file, which means Enterprise Drive would have to transfer the entire file each time a data record was changed, which would lead to increased traffic and memory consumption on the server.

Avoid deeply nested directory structures. The operating system-specific restrictions on paths and filenames also result in restrictions for Enterprise Drive users.

Filename and path length system-specific limitations:
Windows:
- Maximum length of the entire directory path: 247 characters
- Maximum length of filenames: 259 characters

Linux:
- Maximum length of a path section: 255 Bytes
- Maximum length of a file name: 254 Bytes

Mac OS X:
- Maximum length of a path section: 255 Bytes
- Maximum length of a filename: 255 Bytes

*It is particularly important to be aware of the filename and path length limitations when sharing Spaces with members using an operating system different than yours. Observing the stated limits will help guarantee cross-platform compatibility.*

*The lengths specified in bytes are based on the fact that Unicode is used in these file systems. Consequently, the maximum lengths depend on the characters used. As a rough guideline:*

*- A standard alphabet character (a-z, A-Z) = 1 byte*
*- An extended alphabet character (German umlauts etc.) = 2 bytes*

Avoid storing all of your data in a single Space. By granulating your Spaces more finely, it will be easier to control who has access to which data. This also reduces the need to repeatedly sort files.

If you must store your Space on another drive or partition, please do not manually move the Space to another drive or partition. We recommend using the Enterprise Drive client to change a Space's path to that of another drive or partition.

Do not manually move your Space across partition or drive boundaries as this could result in the loss of Enterprise Drive synchronization data; doing so will cause all meta information to be recreated and it is then no longer possible to track the last time a file was edited nor when.

Avoid using special characters in filenames and paths. It may be that these characters will not be supported on a different platform.

# 3   First Steps

## 3.1 Registering, Entering a Provider Code and Logging In

After you have successfully installed and launched Enterprise Drive, select "**Login**" if you are an existing user or select "**Register now**" to create an account. Entering a Provider Code may or may not be required*.

To create an account you will need to enter a desired username and password. The username must be at least five characters long and may not contain any special characters or spaces. The password must be at least eight characters long and may contain special characters, but no spaces.
After registering your username please be sure to activate your account via the activation link sent to the email address you used to register. Once you have clicked on the activation link, confirm in Enterprise Drive that you have clicked on the activation link and login on the following screen.

*\* If you are a new user registering for the first time, or registering with a new username, it may be essential, depending on your case, that you enter a Provider Code.*

*The Provider Code determines your provider of Enterprise Drive Services. This includes the Registration Service (where your username, password and email address are stored) and your default Enterprise Drive Cloud Storage.*

*You must specify a Provider Code in two cases:*
- *You are using Enterprise Drive for the first time and you wish to use a **particular** Service Provider. In this case, you can obtain the Provider Code from your Service Provider's Website.*
- *You would like to use Enterprise Drive Services provided by a Corporate IT Department. In this case, ask your System Administrator for the Provider Code.*

*If you register without specifying a Provider Code, Enterprise Drive Services will be provided by Enterprise Drive Systems with data storage in the European-Cloud (TMDR). Enter TDUS in the Provider Code field if you would like to have your data stored in the US-Cloud.*

## 3.2    Helpful Essentials

### 3.2.1    Gestures

In some cases gestures are needed to display additional functions for a Space, folder or file. The gestures, however, differ slightly on desktop and mobile devices. Additional functions appear on desktop devices once the mouse rolls over a Space, folder or file whereas on mobile devices the **swipe** gesture must be used to display additional functions.
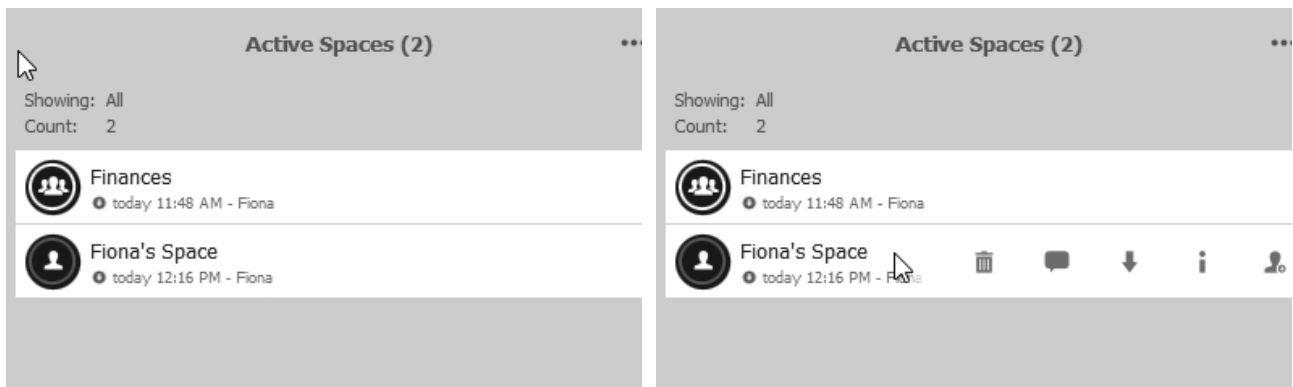


Roll mouse over any Space, folder or file to display additional functions

On mobile devices, swipe any Space, folder or file from either right-to-left or left-to-right to bring up additional options for that item.
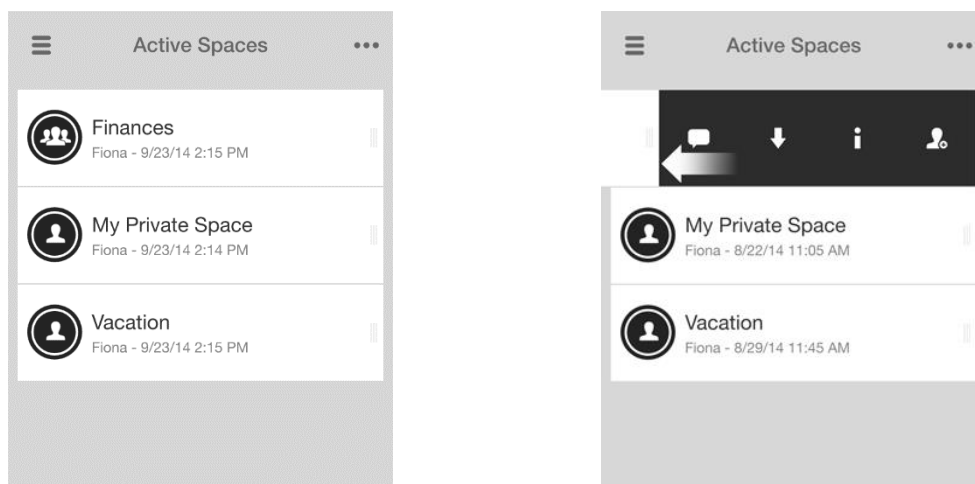


Swipe gesture on mobile devices

### 3.2.2 Tooltips

Tooltips are available for desktop clients. Hover the mouse cursor over the additional functions to view their respective tooltips.

### 3.2.3 Context Menu

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 un-publish 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") if the context menu is not automatically activated after the installation has been completed. Below is a list of the available context menu options on both operating systems, depending on where you right-click.

| Non-Enterprise Drive Folder Level | Enterprise Drive Space Level | Enterprise Drive File Level |
|---|---|---|
| Convert to Space | Commit Local Changes | Show: Info |
| | Invite Member… | Show: File Versions |
| | Show: Info | Show: File Activities |
| | Show: Space Activities | Show: Comments |
| | | Publish: Publish |
| | | Publish: Password Protect… |
| | | Download Current Version |
| | | Lock File |

## 4 Finding your Way around Enterprise Drive

On desktop clients Enterprise Drive can be displayed in either portrait or landscape mode. Landscape mode can be activated via **Settings** > **Advanced Settings**. There you are able to toggle landscape mode on or off.

Enterprise Drive for mobile phones operates in portrait mode whereas Enterprise Drive for mobile tablets operates in landscape mode.

## 4.1 The Home Screen

In landscape mode the home screen is generally always visible. The home screen can be seen in the sidebar on the left. In portrait mode the home screen can be accessed by clicking or tapping the three bars located in the top-left portion of the screen.

The following items can be seen on the home screen.

- **User icon/profile picture**
- **Username**
- **Registration email address**
- **"Create Space" button** (more information can be found in the section "Creating Spaces")
- **Active Spaces**
- **Inactive Spaces**
- **Invitations**
- **Activities**
- **Address book**
- **Trash**
- **Default (Enterprise Drive) host server usage** (at the very bottom of the screen)
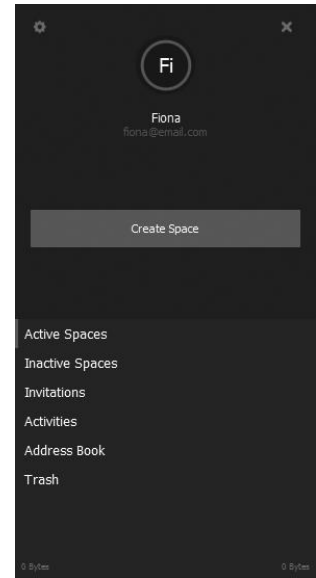
## 4.2 User Profile (Registration Email Address and License Key)

Clicking or tapping on the **user icon/profile picture**, **username** or **registration email address** will bring you to the user profile page. Here you can:

- edit your profile picture.
- change/update your registration email address.
- add your phone number(s).
- view your current license key and type
- set (enter) a license key.
- reset your password.
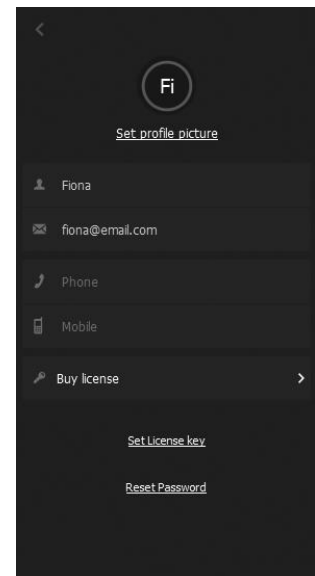
## 4.3 Spaces

### 4.3.1 Creating Spaces

To create a Space click or tap "**Create Space**" on the home screen, give the Space a name and click or tap "**Create Space**". That's it! You can now upload data into your newly created Space. The Space will also be available for use via the local file system.

*Newly created Spaces will be automatically stored on current default storage depot (server). To select which depot a Space should be stored on, please read the following section "Choosing Where a Space Shall Be Hosted".*
To view your Space, navigate to the "**Active Spaces**" tab via the home screen.

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

### 4.3.1.1 Choosing Where a Space Shall Be Hosted

When creating a Space you also have the ability to select where a Space shall be hosted. The section "**Server**" (below the Space 'name' input field) allows you to select which server the Space shall be hosted on.

### 4.3.1.1.1 Adding a Server While Creating a Space

To import or add a WebDAV server or Enterprise Drive Personal Server during the "**Create Space**" process click or tap the '**+**' at the top right-hand corner of the screen. After the server has been added, select the server from the "**Server**" list and create your Space.
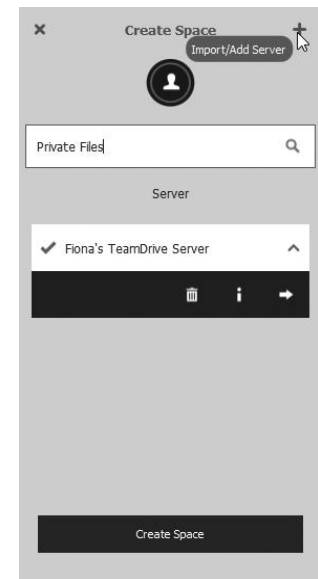
### 4.3.1.2 Web Access

Web access allows you to securely access your browser. You can access your Spaces by logging into Drive.net with your Enterprise Drive username and individually enabled or disabled per Space. When for a Space you have the option to enable, disable or provider's default web access setting. "**Enable**" Space. **"Disable"** disables web access for the selected Enterprise Drive services provider's default web access Enterprise Drive services provider's default setting is access will be automatically enabled for all Spaces. In access for Spaces you would not like to be accessible

Enterprise Drive Spaces via a web https://webportal.Enterprise password. Web access must be configuring web access permissions use your Enterprise Drive services enables web access for the selected Space. "**Provider Default**" uses the setting. For example, if the that web access is "**enabled**", web this case you could disable web via browser.

### 4.3.1.3 Converting an Existing Folder into

Space click "**Create Space**" on the home screen, click for the existing folder and click "**Select Folder**". That's converted to a Space. You can also convert an existing menu. Simply right-click on any non-Enterprise Drive an existing Enterprise Drive Space nor in the select "**Convert to Space**" from the context menu. An into a Space by dragging the folder directly into the Enterprise Drive.

### a Space (Desktop only)

To convert an existing folder into a on the magnifying glass to browse it! Your existing folder is now been folder into a Space using the context folder (any folder that is not inside of Enterprise Drive database) and existing folder can also be converted "**Active Spaces**" section of

*On Windows machines it is possible create or store a Space on a network drive by entering a UNC path, e.g. '\\dss\…\server\share\…', when browsing for a folder you would like to convert into a Space.*

### 4.3.2 Creating Folders

To create a folder within a Space click or tap the "•••" symbol in the upper-right portion of the Enterprise Drive window and select "**New Folder**". Afterwards, name the folder and select "**Create**".

### 4.3.3 Adding Files to your Space

#### 4.3.3.1 Adding Files on Desktop and Tablet Computers

There are two methods of adding files to a Enterprise Drive Space on desktop and tablet computers.

> **Method 1**
>
> 1. In the Enterprise Drive client, locate and open the Space you would like to add files to.
> 2. Drop files or folders directly into the Enterprise Drive client.
>
> **Method 2**
>
> 1. In the local file system, locate and open the Space you would like to add files to.
> 2. Drop files or folders directly into the local Enterprise Drive Space.
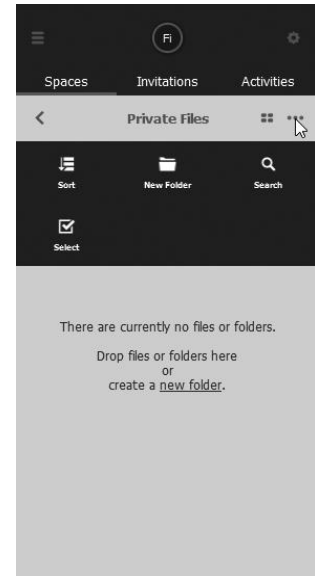
#### 4.3.3.2 Adding Files on Mobile Devices

There are two methods of adding files to Enterprise Drive on mobile devices.

> **Method 1**
>
> 1. Locate the Space you would like to add files to.
> 2. Import the files directly into the Space using the 'import' button located at the bottom of the window.
>
> **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.

Follow the on-screen prompts and upload the file into one of your Enterprise Drive Spaces.
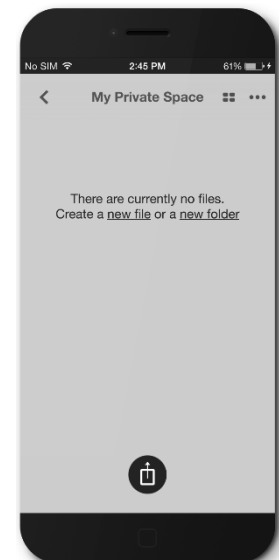
#### 4.3.3.3 File Display Mode

Files can be displayed either in a list or thumbnail view. To change the view within a Space click or tap the thumbnail or list view symbol in the upper-right portion of the Enterprise Drive window. The list and thumbnail view symbols are next to the "•••" symbol.

### 4.3.4 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. Locate the Space you would like to share.
2. Hover the mouse cursor over the Space (desktop) or swipe the Space from right-to-left (mobile).
3. Click or tap the 'invite' symbol located on the far right.
4. Enter the username or email address of the person you wish to share your files with and click or tap the '**+**' symbol to add the user to the invitation list.
5. Hover the mouse cursor over the added username or email address (desktop) or swipe the added username from right-to-left (mobile) and click or tap the key symbol to assign user rights (an overview of the different user rights can be found below)
6. Click or tap "**Invite**".

*To password protect an invitation select "**Message and Protection**" before sending the invitation and enable "**Password Protection**".*
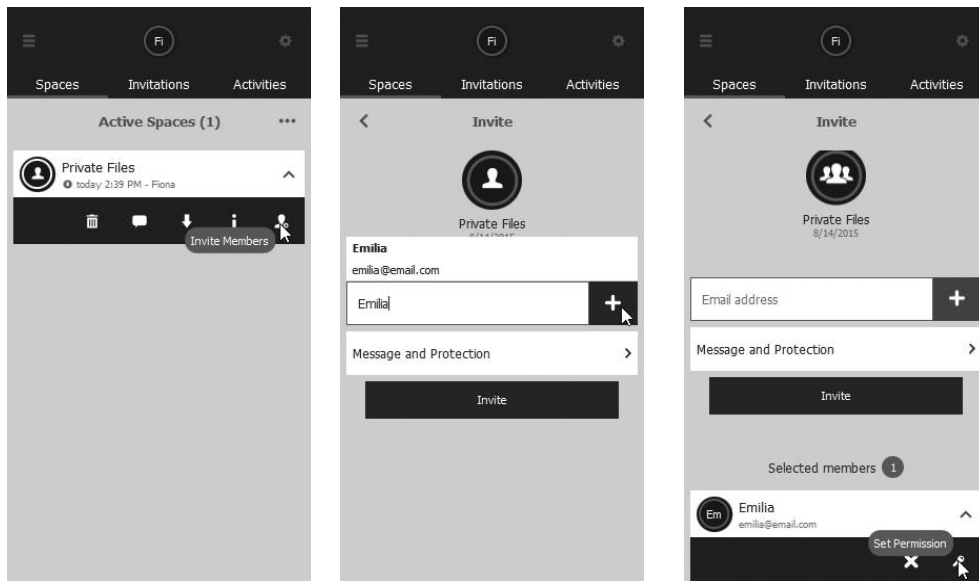
*Non-Enterprise Drive users are invited to join Spaces, and Enterprise Drive, via emails that could potentially be intercepted by malicious third parties. Users sending invites are therefore advised to confirm the email addresses of non-Enterprise Drive users before sending invitations. In addition, the "Password Protection" feature is a viable option for encrypting invitations. Using a password will also help to prevent unintentional invitees, possibly due to misspelled usernames or email addresses, from joining a Space.*
*The invited user will receive a Space invitation notification via email and a Space invitation within the Enterprise Drive client (if they are an existing Enterprise Drive user). Space invitations can only be accepted or declined via the client. In the Space invitation notification email are links to download Enterprise Drive installation software, for use in case Enterprise Drive is not already installed on the recipient's machine.*

*When a Space invitation has been received, the "Invitations" menu item on the home screen will display a blue bubble with a number (the number is indicative of how many unchecked invitations are on the invitation list).*

### 4.3.4.1   *Sharing Files with Existing Space Members (Re-inviting Existing Space Members)*

As an alternative to the above described method of inviting users, existing users can be invited via the following method:

1. Locate the Space you would like to share.
2. Hover the mouse cursor over the Space (desktop) or swipe the Space from right-to-left (mobile).
3. Click or tap 'i' to see more information about the Space.
4. Click or tap "**Members**".
5. Locate the username you wish to re-invite and hover the mouse cursor over username (desktop) or swipe the username from right-to-left (mobile).
6. Click or tap the 'invite' symbol on the left.

### 4.3.4.2   *Changing a User's Rights and Removing a User from a Space*

To change a user's rights in a Space, navigate to the Space, hover the mouse cursor over the Space (desktop) or swipe the Space from right-to-left (mobile) and click or tap the '**i**' to see the Space's info.

Click or tap the "**Members**" button to reveal the list of members, hover the mouse cursor over the user's username (desktop) or swipe the user's username from right-to-left (mobile) and click or tap the key symbol to change the user's rights.

To delete a user, hover the mouse cursor over the user's username (desktop) or swipe the user's username from left-to-right (mobile) and click of tap the '**x**' to remove the user from the Space.
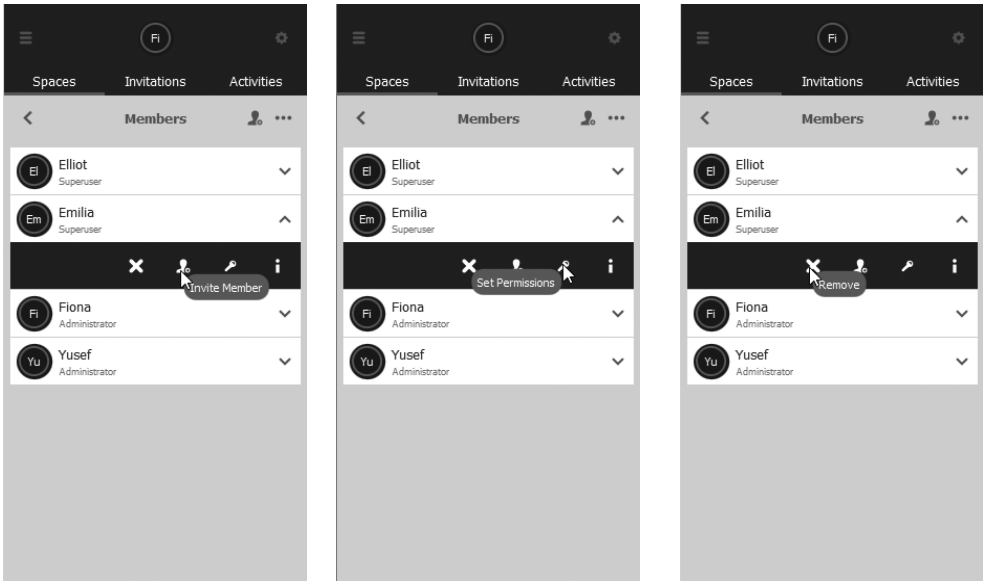
### 4.3.4.3 _User Rights Overview_

| Privileges | Administrator | Superuser | Read/Write | Read | Read (Anonymous) |
|---|:---:|:---:|:---:|:---:|:---:|
| View the contents of a Space. | √ | √ | √ | √ | √ |
| View other members in the Space | √ | √ | √ | √ | |
| Publish files | √ | √ | √ | | |
| Edit files | √ | √ | √ | | |
| Restore files. | √ | √ | √ | | |
| Move files to trash | √ | √ | √ | | |
| Invite members to 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 trash content from          √
server)

## 4.3.5    Joining Spaces (Accepting Invitations)

All invitations sent from other users will appear in the "**Invitations**" section.

To accept an invitation either hover the mouse cursor over the invitation (desktop) or swipe the invitation from right-to-left (mobile) and select the '**√**'. To see more information about the invitation select the '**i**''. To decline an invitation, click the "**x**" (desktop) or swipe the invitation from left-to-right (mobile) and select the '**x**'.
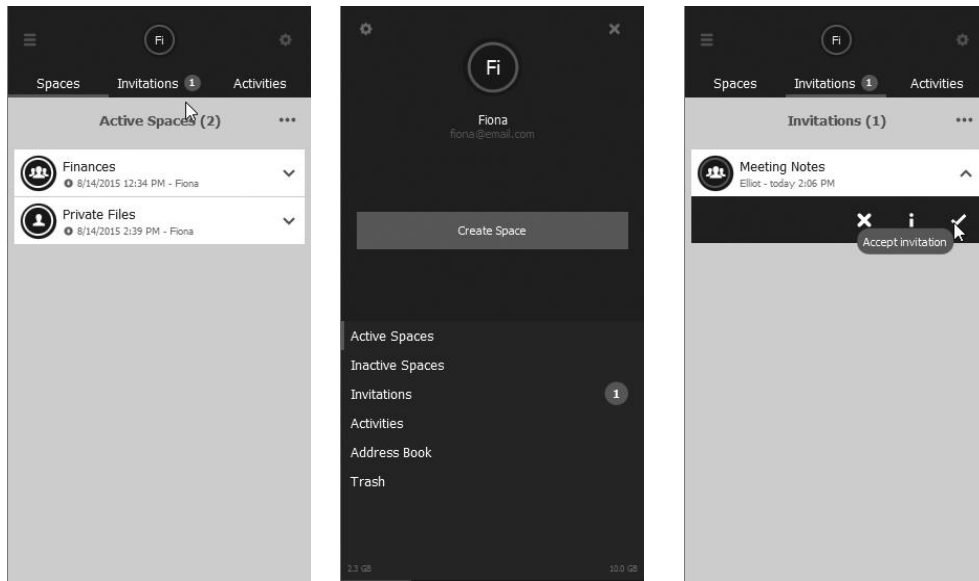


### 4.3.5.1    Joining Previously Joined or Previously Created Spaces

When logging in as an existing user after a fresh installation of Enterprise Drive it is very likely you will not find any Spaces in the section "**Active Spaces**". To reactivate previously joined or previously created Spaces go to the section "**Inactive Spaces**".

*Previously joined or previously created Spaces will only automatically appear in the section "Inactive Spaces" if the Registration Server Key Repository feature is enabled. This feature can be found in Settings > Backup > Back up Keys on the Server.*

Alternatively, you can also invite yourself to your Spaces from any existing Enterprise Drive desktop or mobile installation where you have access to these Spaces. Another option is to use the backup keys from a previous Enterprise Drive installation to import and restore access to your Spaces.

Backup keys can also be imported directly from the **Key Repository,** if this feature is enabled. By default, this feature is turned on. To import backup keys navigate to **Settings** > **Backup** > **Import Keys**.

*Please note that changing your password automatically deletes, for security reasons, all keys stored in your Key Repository at that time. If you change your password before creating a new installation you will not see any Spaces in the section "Inactive Spaces". You will also not be able to import your Space keys from the Key Repository because they will have been deleted.*

*The Key Repository is described the* **Settings** *section of this manual.*
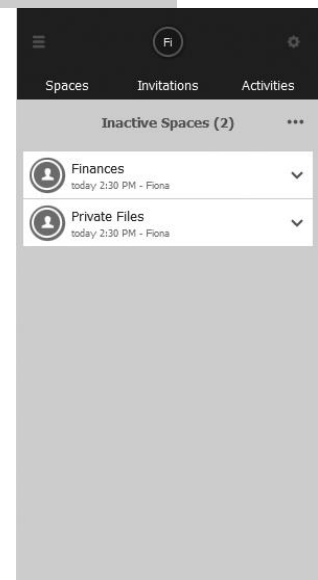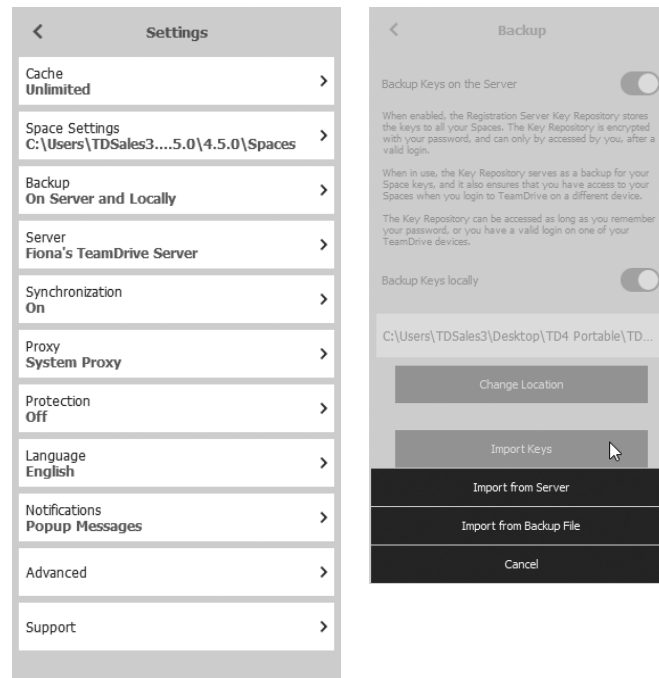
### 4.3.5.2    Restoring a Space

When a Space is restored the latest versions of all files existing on the server will be downloaded. In most cases a backup of the existing local Space folder will be created and stored in the local file system. The naming convention used is *Space name*_backup.

To restore a Space hover the mouse cursor over the desired Space or swipe the desired Space from right-to-left (mobile) and select "**i**" to view to Space's information page. Once there, scroll to the bottom and select "**Restore**".

*Please be advised that upon beginning the restoration process, all pending uploads will be canceled.*

### 4.3.5.3    Space Join Modes: "Advanced…" Option When Joining a Space

To bring up the advanced join options before joining a Space click or tap directly on a Space invitation or deactivated Space and select "**Advanced…**". You will then see the following options: "**Keep files on server**", "**Select Space Location**", "**Copy files from backup**", "**Rejoin from scratch**" (only after clicking or tapping on an inactive or deactivated Space) and  "**Download all files**" (mobile).
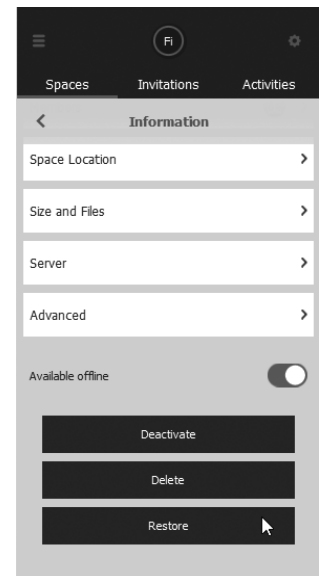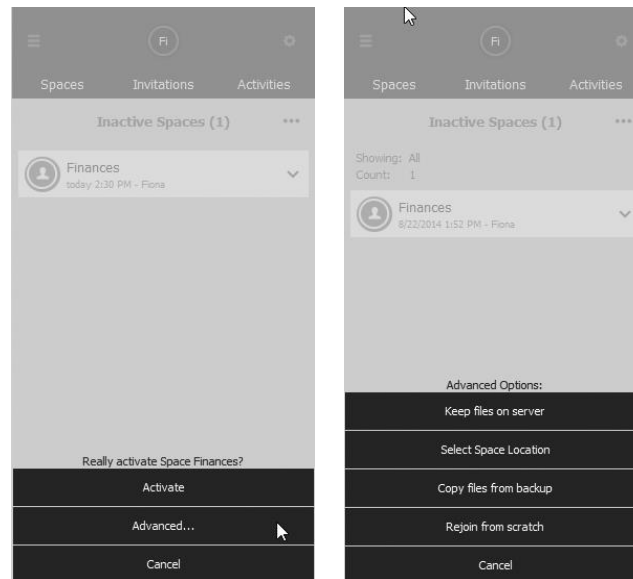
#### 4.3.5.3.1    Keep Files on Server

Files will not be automatically downloaded to the local device. All files will remain on the server and be updated accordingly. Files must be downloaded manually before they can be opened. Once a file has been manually downloaded, it will be automatically updated as soon as a new version of the file is available.

Per default, desktop clients join Spaces using the option "**download all files**", which downloads all files to the local file system. If you do not wish to locally store copies of the files, please join the Space using the "**keep files on server**" option. In the event you have already joined a Space without using the option "**keep files on server**", you simply need to disable the **"offline availability"** for that Space. This will have the same effect as joining a Space using the "**keep files on server**" option.

#### 4.3.5.3.2    Select Space Location

Use this option to select the '**save**' location for a Space. This is useful when you, for example, do not want to store a Space in the default Spaces location.

#### 4.3.5.3.3    Copy Files from Backup: Join/Recover a Space without having to re-download all data from the server (i.e. the data already exist locally on the machine)

In many cases, when joining a Space, the data already exists locally on your device, on a USB stick, on an external hard drive, etc. Using this option alerts Enterprise Drive to the fact that the data already exist locally.

After selecting this option you will need to browse the local file system and select the path where the Space's data already exist. Enterprise Drive will then compare each individual file in the local directory to the Space's files located on the server. If the local version of a file matches the version on the server, the local version will be copied to the directory where the Space you are joining will be saved. If the local version of a file does not match the version on the server, the version from the server will be downloaded.

#### 4.3.5.3.4    Rejoin from Scratch

Rejoining a Space from scratch synchronizes all events since the Space's creation. The Space will not be joined using a Space snapshot. This option is useful in the case that a snapshot is broken and the Space, therefore, cannot be joined or if you would like to synchronize a Space's entire event history to view them in your activities.

#### 4.3.5.3.5    Download All Files (Mobile)

This option is generally the only 'advanced' join option when accepting a Space invitation on mobile devices. Per default, mobile

devices automatically join Spaces using the option "**keep files on server**". If you wish to have all data available on your mobile device at all times i.e. for offline use, please join the Space using the "**download all files**" option. In the event you have already joined a Space without using the option "**download all files**", you simply need to enable the "**offline availability**" for the Space. This will have the same effect as joining a Space using the **"download all files"** option.

### 4.3.6   Relocating or Renaming a Space

#### 4.3.6.1   Moving a Space to a Different Location (Desktop and Tablet Computers Only)

There are two very simple ways to move a Space. One method of moving a Space is to open Enterprise Drive, select "**Active Spaces**", hover the mouse cursor over the Space, select "**Space Location**" and browse to the location you would like to move the Space to. The Space will then be restored at the newly chosen location. Please be advised that during the restoration process all pending uploads will be canceled.

*Restoring a Space may involve data being downloaded from a server (for more information on restoring Spaces please see the section "*[**Restoring a Space**](#)*"). For larger Spaces it is recommended that the second method for relocating a Space be used.*

If you would like to move a Space, without having to restore the Space, please use the following method.

First, quit Enterprise Drive. Once Enterprise Drive is no longer running, move the Space folder to the newly desired location and start Enterprise Drive.

Upon starting, Enterprise Drive will recognize that Space's location has changed and display a blue triangle next to the Space (in the Enterprise Drive client) and the text "**Space path not found**". You will need to set the new path for the Space. To set the new path of the Space, hover the mouse cursor over the Space in Enterprise Drive, select "**i**", "**Space Location**" and browse to the Space's new location. The Space will have now been successfully relocated and continue to sync just as before.
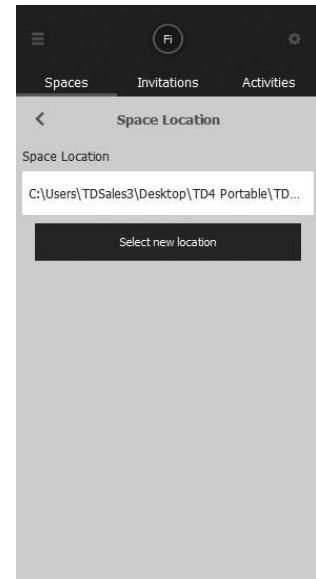
#### 4.3.6.2   Renaming a Space

There are two simple ways to rename a Space. One way to rename a Space is to open Enterprise Drive, select "**Active Spaces**", hover the mouse cursor over the Space (desktop) or swipe the desired Space from right-to-left (mobile), select the Space's name and rename the Space. Afterwards, the Space will be automatically restored with its new name. Please be advised that all pending uploads will be canceled once the Space restore has started.

*Restoring a Space may involve data being downloaded from a server (for more information on restoring Spaces please see the section "*[**Restoring a Space**](#)*"). For larger Spaces it is recommended that the second method of relocating a Space be used.*

If you would like to rename a Space, without having to restore the Space, please use the following method (**desktop and tablet computers only**).

First, quit Enterprise Drive. Once Enterprise Drive is no longer running, rename the Space in the local file system and start Enterprise Drive.

Upon starting, Enterprise Drive will recognize that Space's information has changed and display a blue triangle next to the Space (in the Enterprise Drive client). You will need to set the new path for the Space. To set the new path of the Space, hover the mouse cursor over the Space, select "**Space Location**" and browse to the new Space location. The Space will have now been successfully renamed and continue to sync just as before.

*Renaming a Space is a local change only. This will not change the name of the Space for users already in the Space. If you would like users to also have the new Space name, invite the users, or re-invite them, to the Space using the Space's new name.*
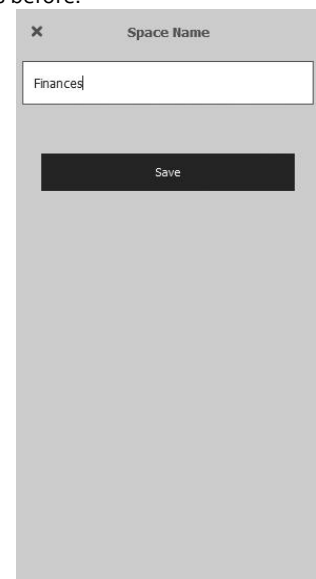
### 4.3.7 Deleting Spaces, Files or Folders

To delete files, folders or Spaces, hover the mouse cursor over the Space (desktop) or swipe the Space from left-to-right (mobile) and click or tap the trash symbol.

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 trash of that Space. In order to delete files and folders permanently, the Space's trash must be emptied. The "**Trash**" section be found on the home screen.

#### 4.3.7.1 Managing a Space's Trash

Each Enterprise Drive Space has its own respective trash. All files in the trash remain on the server until the trash has been emptied. The number of files currently in the trash can be seen in the "**Information**" section under the "**Size and Files**". Under "**Size in Trash**" you can also see how much storage the trashed items occupy on the server.

Under "**Advanced**" (also in the **Information** section) it is also possible configure a Space's trash to empty automatically after a certain amount of time. The available options range from "**never**", "**180 days**", "**90 days**", "**60 days**", "**30 days**", "**14 days**" and "**7 days**".

For more information please view the section "Trash".
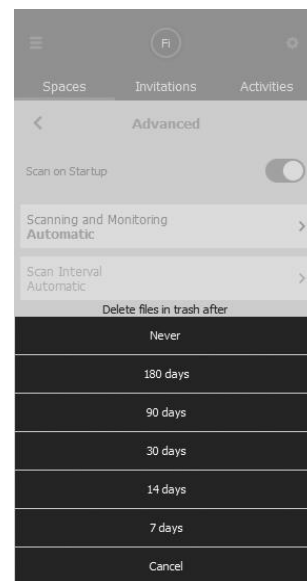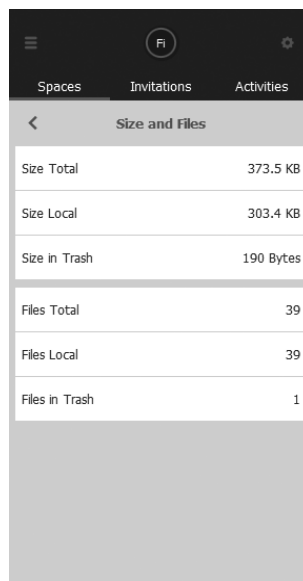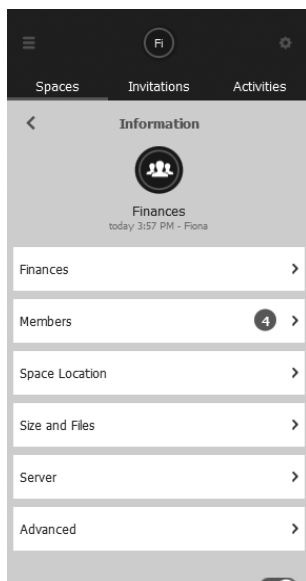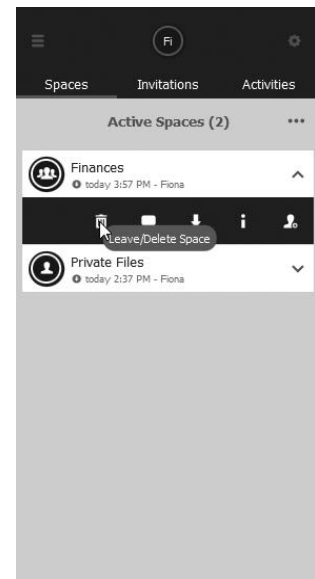
## 4.4 Active Spaces

The "**Active Spaces**" tab displays all currently active Spaces. This is, essentially, Enterprise Drive's main tab.

### 4.4.1 Space Level

Hovering the mouse cursor over a Space (desktop) or swiping a Space from either right-to-left or left-to-right (mobile) will display the following options:

Invite Members

| | |
|---|---|
| Information |  |
| Offline Availability |  |
| Comments |  |
| Leave or Delete Space |  |
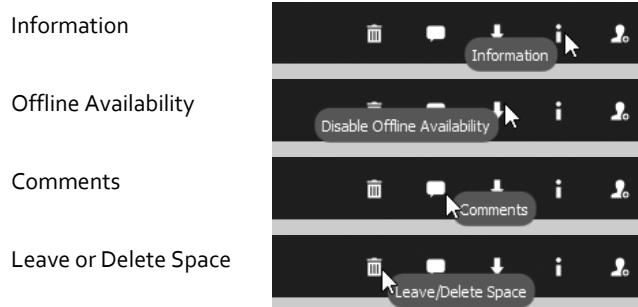
### 4.4.1.1  Invite Members

Enter the username or email address of any friend, family member or colleague you wish to share your files with. Click or tap the '**+**' symbol to add the user to the invitation list. Hover the mouse cursor over the added username/email address (desktop) or swipe the added username/email address from right-to-left and select the key symbol to assign specific user right to the user. Afterwards, click or tap "**Invite**" to invite the user.

### 4.4.1.2  Information

A Space's information screen provides the user with all there is to know about the Space.

- Clicking on the Space's name allows you to rename the Space. More information on this topic can be found in the section "**Renaming a Space**".
- "**Members**" displays a list of existing Space members and allows you to re-invite existing Space members and/or change Space members' rights within the Space.
  - o **Members**

    Hovering the mouse cursor over a Space member (desktop) or swiping a Space member from either right-to-left or left-to-right (mobile) will display the following options:

| | |
|---|---|
| Information |  |
| Set Permissions |  |
| Re-invite |  |
| Remove |  |
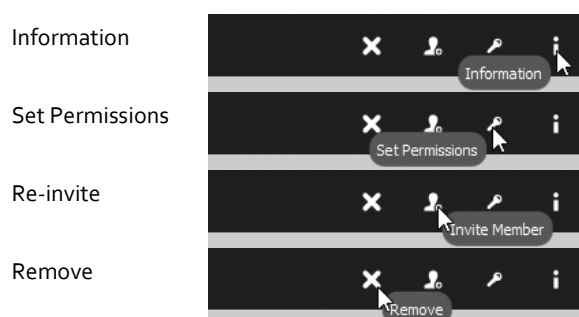
- ▪ **Information**

  - • "**Permissions**" allows you to adjust the user's rights within the Space. For more information on permissions please see the section "**User Rights Overview**".
  - • "**Email**" displays the user's email address.
  - • "**Phone**" displays the user's office or landline telephone number.
  - • "**Mobile**" displays the user's mobile phone number.
  - • "**Activities**" displays the user's activities within the Space
  - • "**Remove**" removes the user from the Space.

- ▪ **Set Permissions**

  This option allows you to adjust the user's right within the Space. For more information on permissions please see the section "**User Rights Overview**".

- ▪ **Re-invite**

This option allows you to re-invite the user to the Space even if an invitation has already been sent or the user has already joined the Space.

- ▪ **Remove**

  Select this option to remove the user from the Space. Administrator rights in the Space are required to perform this action.

- "**Space Location**" displays the local path of the Space. A Space can be moved by changing the local path. More information on this topic can be found in the section "**Moving a Space to a Different Location**".
- "**Size and Files**" displays the total size of the Space on the server, the total size of the Space in the local file system, the total size of the Space's trashed files, the total size of the Space's snapshots, the total number of files in the Space (on the server), the total number of the Space's files on the local device, the total number of trashed files and the total number of snapshots.
- "**Server**" displays the owner of the Space, the Space's ID number, the Space's server URL, the total amount of storage on the depot the Space is hosted on and the amount of storage already used (on the host depot). If the host depot is running out storage, use the "**Inform Owner**" button to notify the Space owner, that their depot is almost full or use the "**Upgrade**" button to purchase more storage if you are the depot owner. The "**Cleanup Storage**" button deletes any incomplete blobs i.e. non-referenced data uploaded to the server. Use this button to help free up storage.
- "**Activities**" displays the synchronization history for the Space. Please see the "**Activities**" section for more information.
- "**Advanced**" displays the option to:
    - o enable or disable the "**Scan on Startup**" option for the Space
    - o switch between automatic and periodic scanning ("**Scanning and Monitoring**"—**periodic scanning is highly recommended for users with Spaces hosted on a network drive**)
    - o set the "**Scan Interval**" (periodic scanning must first be enabled in order to edit the scan interval)
    - o configure the "**Delete Files in the Trash After…**" setting
    - o set a "**Max** [number of] **Versions [**to be] **Stored on** [the] **Server**"
    - o configure the "**Web Access**" settings for the Space:
        - ▪ **Provider Default** – web access settings for the Space are based on the Enterprise Drive service providers default web access setting
        - ▪ **Enabled** – web access for this Space is enabled
        - ▪ **Disabled** – web access for this Space is disabled
    - o view and configure "**Server Snapshots**" as well as use server snapshots to roll the Space back to an earlier time
    - o "**Commit Local Changes**" checks the Space for local changes and adds them to the queue to be synchronized to the server
- "**Available offline**" toggles the Space's offline availability on or off. Please see the sub-section "**Offline Availability**" for more details on offline availability for Spaces.
- "**Deactivate**" deactivates the Space. A deactivated Space still appears in the local file system (if the files were already there before the Space was deactivated), however, the Space will no longer be synchronized. Deactivating a Space disables the synchronization for that Space.
- "**Delete**" deletes a Space either locally or from the server (administrator rights in a Space a necessary in order to delete a Space from the server).
- "**Restore**" downloads a fresh copy of the Space from the server. The existing Space will be renamed to '\***SpaceName\*_backup**'. After the restoration has been completed, the '**_backup**' folder can be deleted. Advanced 'join modes' can be used when restoring a Space. More information on 'join modes' can be found in the section "**Space Join Modes: "Advanced…" Option When Joining a Space**".

### 4.4.1.3    Offline Availability

Use this button to enable or disable the offline availability of a Space.

If the offline availability of a Space is disabled, the Space will no longer be automatically synced to the local file system. The files will, however, still be visible in the Enterprise Drive client and must be individually downloaded by clicking or tapping on them. When the offline availability of a Space is enabled, all changes in the Space, including new files that are added, will be automatically downloaded and marked as "**offline available**" as soon as an internet connection is present.

### 4.4.1.4    Comments

Use this button to leave comments on a Space. Once you have left a comment on a Space hover the mouse cursor over the comment (desktop) or swipe the comment from right-to-left and select the envelope symbol to send the comment via email to other Space members.

### 4.4.1.5    Leave or Delete Space

This option allows you to delete a Space from the server (only users with administrator rights in a Space can delete a Space from the server) or leave a Space (delete a Space from the Enterprise Drive client but keep a local copy in the file system)*.

*It is only possible to retain a Space in the local file system on desktop and tablet computers.*

## 4.4.2    Folder Level

Hovering the mouse cursor over a folder (desktop) or swiping a folder from either right-to-left or left-to-right (mobile) will display the following options:

Offline Availability

Move/Copy/Open/Share

Information

Move to Trash
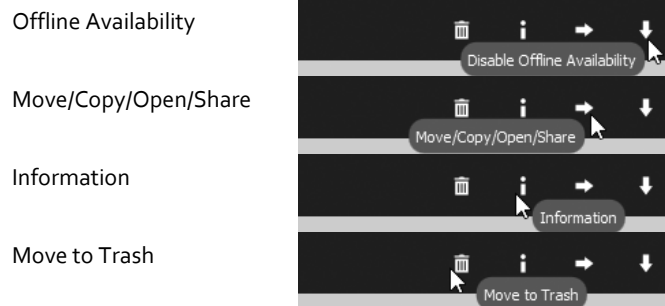


### 4.4.2.1    Offline Availability

Use this button to enable or disable the offline availability of an individual folder.

Even if the offline availability of a Space is enabled, the offline availability for individual folders within the Space can still be disabled. When disabled, however, only the offline availability of the current state of the folder, at that moment, is disabled. If new files are added to the folder, the offline availability for the new files will be enabled, because the Enterprise Drive client will first check for, and acknowledge, the offline availability setting of the Space.

### 4.4.2.2    Move/Copy/Open/Share

- "**Move to Folder**" allows you to move a folder anywhere within a Space. It is not possible to move a folder to another Space.
- "**Show in File System**" (desktop and tablet computers only) shows the folder in the local file system.

### 4.4.2.3    Information

A folder's information screen provides the user with all there is to know about the folder.

- Clicking on the folder's name allows you to rename the folder.
- "**Space**" displays the name of the Space the folder is in.
- "**Size**" displays the size of the folder.
- "**Files**" displays the number of files in the folder.
- "**Available Offline**" toggles the folder's offline availability on or off. Please see the sub-section "<u>Offline Availability</u>" for more details on a folder's offline availability.
- "**Delete**" moves a folder to the Space's trash. Each Space has its own individual trash. All deleted files remain in the trash until the trash is emptied by a Space member with administrator rights.

### 4.4.2.4    Move to Trash

Use this option to moves a folder to a Space's trash. Each Space has its own individual trash. All deleted files remain in the trash until the trash is emptied by a Space member with administrator rights.

### 4.4.3    File Level

Hovering the mouse cursor over a file (desktop) or swiping a file from either right-to-left or left-to-right (mobile) will display the following options:

Offline Availability

Move/Copy/Open/Share

Information

Comments

Move to Trash
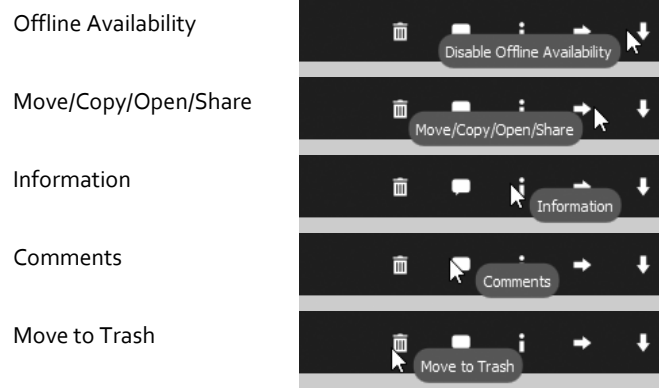


### 4.4.3.1    Offline Availability

Use this button to enable or disable the offline availability of an individual file.

If the offline availability of a file is disabled, the file will no longer be automatically synced to the local file system. The file will, however, still be visible in the Enterprise Drive client and must be manually downloaded. When the offline availability of a file is enabled, all changes to the file will be downloaded automatically as soon as an internet connection is present.

### 4.4.3.2    Move/Copy/Open/Share

- "**Move to Folder**" allows you to move a file anywhere within a Space. It is not possible to move a file to another Space.
- "**Copy to Space of Folder**" allows you to copy a file to any active Space or folder.
- "**Show in File System**" (desktop and tablet computers only) shows the file in the local file system.
- "**Attach to Email**" (mobile devices only) allows you to attach a file to your default email client.
- "**Send to Printer**" (mobile devices only) allows you to print a file directly from your device. After selecting this option, the "**Printer Options**" window will appear. Here you can select the printer and number of copies of the file to be printed.
- "**Open with…/Open in…**" allows you to select which external application you would like to use to open the file.
- "**Save to Photo Album**" (mobile devices only) saves compatible image and video files to your device's photo album.

### 4.4.3.3    Information

A file's information screen provides the user with all there is to know about the file.

- Clicking on the file's name allows you to rename the file.
- "**Space**" displays the name of the Space the file is in.
- "**Size**" displays the size of the file.
- "**Versions**" displays the number of versions the file has.
    - **File Versions**

        Enterprise Drive uses a file versioning system, which creates new versions of a file instead of overwriting the original file. As a default setting, all file versions are stored on the server. Individual versions can, however, be manually deleted. File versioning is managed on a per Space basis. This means that the number of versions of a file to be kept on the server depends on the version settings of the Space the file is in.

        Hovering the mouse cursor over a file version (desktop) or swiping a file version from either right-to-left or left-to-right (mobile) will display the following options:

| Offline Availability | Enable Offline Availability |
| Open/Share | Open/Share |
| Publish | Publish |
| Make Current | Make Current |
| Delete on Server | Delete on Server |
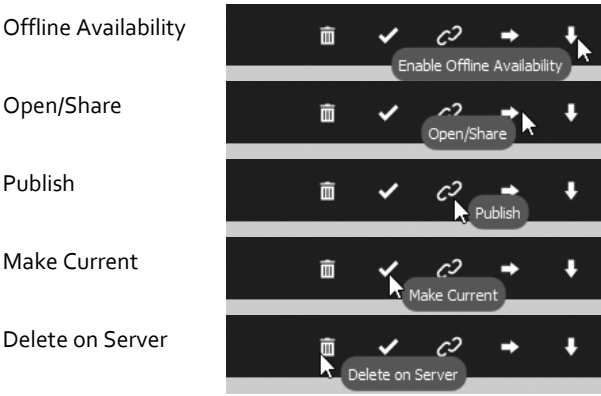
- **Offline Availability**

  The offline availability of a file version can be enabled or disabled here.



- **Open/Share**

  Open an old file version.

- **Publish**

  Publish a specific file version. Set an expiration date for the published link and/or use password protection. Adding a password adds an extra level of security to your published file and is recommended.

- **Make Current**

  Makes the selected version the current version.

- **Delete on Server**

  Permanently deletes the selected version from the server.
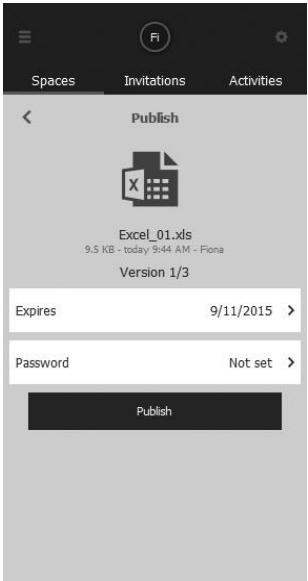
- "**Activities**" displays the synchronization history for the file. Please see the "Activities" section for more information.
- "**Available Offline**" toggles the file's offline availability on or off. Please see the sub-section "Offline Availability" for more details on a folder's offline availability.
- "**Delete**" moves a folder to the Space's trash. Each Space has its own individual trash. All deleted files remain in the trash until the trash is emptied by a user with administrator rights in the given Space.
- "**Publish**" publishes a direct URL to the file. This can be used to share a file with, for example, non-Enterprise Drive users.
- "**Unpublish**" removes the file's previously published URL.
- "**Copy URL**" copies the file's published URL.

### 4.4.3.4 Comments

A comment for a file can be left here. Once you have left a comment on a file, hover the mouse cursor over the comment (desktop) or swipe the comment from right-to-left and select the envelope symbol to send the comment via email to other Space members.

### 4.4.3.5 Move to Trash

Use this option to move a file to the Space's trash. Each Space has its own individual trash. All deleted files remain in the trash until the trash is emptied by a user with administrator rights in the given Space.

## 4.5 Inactive Spaces

The "**Inactive Spaces**" tab displays all deactivated and imported Spaces.

Inactive Spaces are Spaces, which have had their synchronization disabled.  Deactivated Spaces appear in the local file system (if the files were already there) and navigation through a deactivated Space is still possible, however, the Space will no longer be actively synced with the server. With that said, deactivated Spaces will not be locally updated until the Space has been reactivated.

Imported Spaces and deactivated Spaces are both displayed under the section "**Inactive Spaces**". If deactivated and imported Spaces are displayed in the list at the same time, the deactivated Spaces will appear at the top of the list and will be separated from the imported Spaces by a small gap. The imported Spaces will also be 'colorless', i.e. they will have a pale gray tone.

### 4.5.1 Space Level

Hovering the mouse cursor over a deactivated Space (desktop) or swiping a deactivated Space from either right-to-left or left-to-right (mobile) will display the following options:



Information

Comments

Leave/Delete Space

#### 4.5.1.1 Information

A deactivated Space's information screen provides the user with all there is to know about the deactivated Space.

- "**Members**" displays a list of the existing Space members at the time the Space was deactivated.
- "**Space Location**" displays the local path of the Space.
- "**Size and Files** displays the total size of the Space on the server, the total size of the Space in the local file system, the total size of the Space's trashed files, the total size of the Space's snapshots, the total number of files in the Space (on the server), the total number of the Space's files on the local device, the total number of trashed files and the total number of snapshots
- "**Server**" displays the owner of the Space, the Space's ID number, the Space's server URL, the total amount of storage on the depot the Space is hosted on and the amount of storage already used (on the host depot).
- "**Activities**" displays the synchronization history for the Space. Please see the "Activities" section for more information.
- "**Advanced**" displays the option to:
    - o enable or disable the "**Scan on Startup**" option for the Space
    - o view the "**Scanning and Monitoring**" setting
    - o view the "**Scan Interval**" setting
    - o view the setting for "**Delete Files in the Trash After…**"
    - o view the "**Max** [number of] **Versions** [to be] **Stored on** [the] **Server**"
    - o view the "**Web Access**" settings for the Space:
        - ▪ **Provider Default** – web access settings for the Space are based on the Enterprise Drive service providers default web access setting
        - ▪ **Enabled** – web access for this Space is enabled
        - ▪ **Disabled** – web access for this Space is disabled
    - o view "**Server Snapshots**" list
- "**Available Offline**" shows the Space's current offline availability setting.
- "**Activate**" reactivates the Space. Activating a Space re-enables the synchronization for that Space.
- "**Delete**" deletes a Space either locally or from the server.
- "**Restore**" downloads a fresh copy of the Space from the server. The existing Space will be renamed to '*SpaceName*_backup'. After the restoration has been completed, the '_backup' folder can be deleted. Advanced 'join modes' can be used when restoring a Space. More information on 'join modes' can be found in the section "Space Join Modes: "Advanced…" Option When Joining a Space".

### 4.5.1.2 Comments

All comments left on the Space, before the Space's deactivation, can be viewed here. New comments will, however, not be displayed while the Space is in the 'deactivated' state.

### 4.5.1.3 Leave or Delete Space

This option allows you to delete the Space from the server (only users with administrator rights in a Space can delete a Space from the server) or leave the Space (delete the Space from the Enterprise Drive client but keep the local copy in the file system)*.

*It is only possible to retain the Space in the local file system on desktop and tablet computers.*

*In the Enterprise Drive client it is still possible to navigate through a Space after the Space has been deactivated. It is not, however, possible to delete any files in the Space (via the Enterprise Drive client). Due to the Space's synchronization being disabled, the information that a file or folder should be deleted cannot be sent to the host server, thus deleting files from inactive Spaces is disabled for the user as long as the Space is in the 'deactivated' state*

## 4.5.2 Folder Level

Hovering the mouse cursor over a deactivated folder (desktop) or swiping a deactivated folder from either right-to-left or left-to-right (mobile) will display the following options:

Move/Copy/Open/Share

Information

Move to Trash
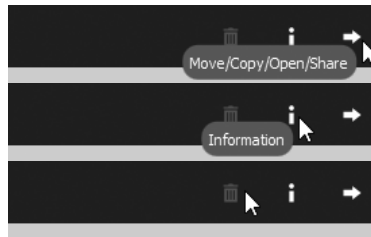


### 4.5.2.1 Move/Copy/Open/Share: Show in File System

Due to the Space's deactivation, file changes within the Space cannot be made. Therefore, the only option available is "**Show in File System**". The folder's presence in the file system is, of course, dependent on whether the Space's data was locally available before the Space's deactivation.

- "**Show in File System**" (desktop and tablet computers only) shows the folder in the local file system.

### 4.5.2.2 Information

A deactivated folder's information screen provides the user with all there is to know about the deactivated folder.

- "**Space**" displays the name of the Space the folder is in.
- "**Size**" displays the size of the folder.
- "**Files**" displays the number of files in the folder.

### 4.5.2.3 Move to Trash

*Due to the Space's synchronization being disabled, the information that a folder should be deleted cannot be sent to the host server, thus this option is disabled.*

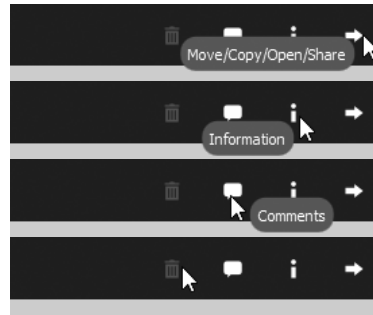## 4.5.3 File Level

Hovering the mouse cursor over a deactivated file (desktop) or swiping a deactivated file from either right-to-left or left-to-right (mobile) will display the following options:

Move/Copy/Open/Share

Information

Comments

Move to Trash

### 4.5.3.1   Move/Copy/Open/Share: Show in File System or Open with…

- "**Show in File System**" (desktop and tablet computers only) shows the file in the local file system, if the file was there when the Space was deactivated.
- "**Open with…/Open in…**" allows you to select which external application you would like to use to open the file. Please note that any changes made to the file will not be synced while the Space is deactivated. It is only possible to open the deactivated file, if the file was locally present before the Space was deactivated.

### 4.5.3.2   Information

A deactivated file's information screen provides the user with all there is to know about the deactivated file.

- "**Space**" displays the name of the Space the file is in.
- "**Size**" displays the size of the file.
- "**Versions**" displays the number of versions the file has.
- "**Activities**" displays the synchronization history for the file. Please see the "**Activities**" section for more information.

### 4.5.3.3   Comments

All comments left on the file, before the Space's deactivation, can be viewed here. New comments will, however, not be displayed while the Space is in the 'deactivated' state.

### 4.5.3.4   Move to Trash

*Due to the Space's synchronization being disabled, the information that a file should be deleted cannot be sent to the host server, thus this option is disabled.*

## 4.6   Invitations

The "**Invitations**" tab shows all unaccepted invitations that have been received. Whenever there are unseen invitations, an asterisk or numbered bubble will be visible on the Enterprise Drive icon(s) on your device. A numbered bubble will also be present in the client next to the text "**Invitations**". Once invitation list has been viewed, the star and numbered bubble will disappear.

A quick way to accept an invitation is to click or tap directly on the invitation.  Hovering the mouse cursor over an invitation (desktop) or swiping an invitation from either right-to-left or left-to-right (mobile) will display the following options:

Accept Invitation

Information

Reject Invitation

### 4.6.1.1   Accept Invitation

Clicking or tapping this option starts the short process of accepting a Space invitation. Afterwards, two additional join options will appear.

- "**Join**" accept the invitation immediately and all data is downloaded from the server.
- "**Advanced…**" offers additional join modes for joining the Space. More information on 'join modes' can be found in the section "**Space Join Modes: "Advanced…" Option When Joining a Space**".

### 4.6.1.2   Information

An invitation's information screen provides the user with all there is to know about the Space before accepting the invitation.

- "**Owner**" displays the username of the Space owner (the Space creator). The Space is also hosted on the owner's storage depot and uses the owner's data quota.
- "**Size**" displays the size of the Space.
- "**Files**" shows how many files are in the Space.
- "**Web Access**" displays the current web access setting for the Space.
    o   **Provider Default** – web access settings for the Space are based on the Enterprise Drive service providers default web access setting
    o   **Enabled** – web access for this Space is enabled
    o   **Disabled** – web access for this Space is disabled
    For more information on web access, please see the section "**Web Access**"
- "**Message**" displays the written message sent with the invitation. You can also see here whether or not the invitation is password protected.
- "**Accept**" accepts the Space invitation. After clicking or tapping "**Accept**" two additional join options will appear, "**Join**" and "**Advanced…**". The "**Advanced…**" join mode allows you to join a Space in a variety of ways. More information on 'join modes' can be found in the section "**Space Join Modes: "Advanced…" Option When Joining a Space**".

### 4.6.1.3   Reject Invitation

This option declines the Space invitation. Afterwards, the invitation will no longer be available in the client. In order to join the Space at a later time the user will need to be re-invited to the Space.

## 4.7   Activities

The "**Activities**" tab displays the recent activity for all joined and active Spaces. By clicking or tapping on "**more**", additional information regarding specific recent events will be displayed. All activities can also be accessed via the local file system by right-clicking on a Space or file and selecting "**Show Activities**".
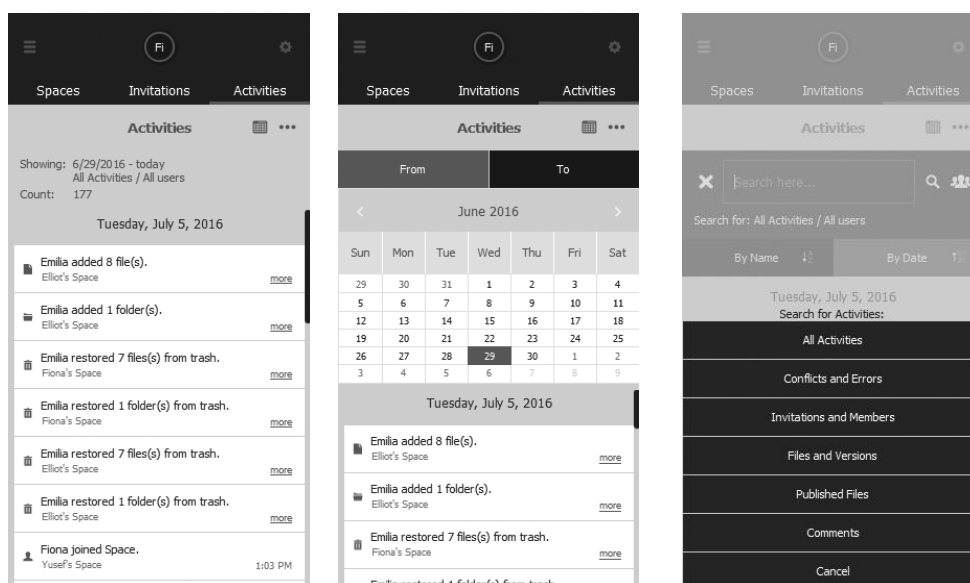
### 4.7.1   Setting a Date Range

A date range for the displayed activities can be set by clicking directly on the date or by clicking on the calendar icon.
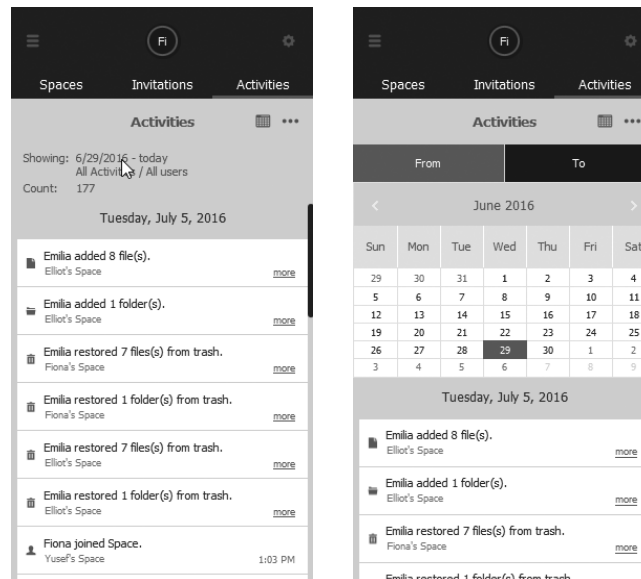


### 4.7.2   Selecting the Event Type

To select the type of event to be displayed, click or tap on "All **Activities**" or open the "**Search**" window in Enterprise Drive and click or tap on the magnifying glass to bring up the different filter options for activities.
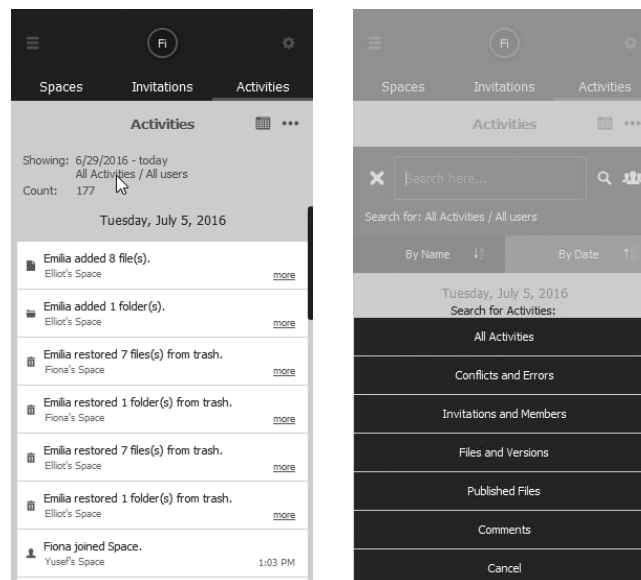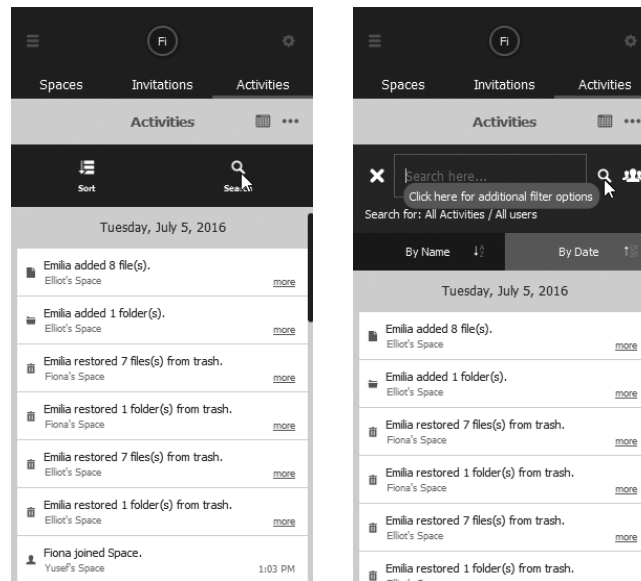
### 4.7.3 Viewing the Activities of Specific Users

To view the activity of specific users, click or tap on "**All Users**" or open the "**Search**" window in Enterprise Drive and click or tap on the group icon to bring up the different filter options for users.
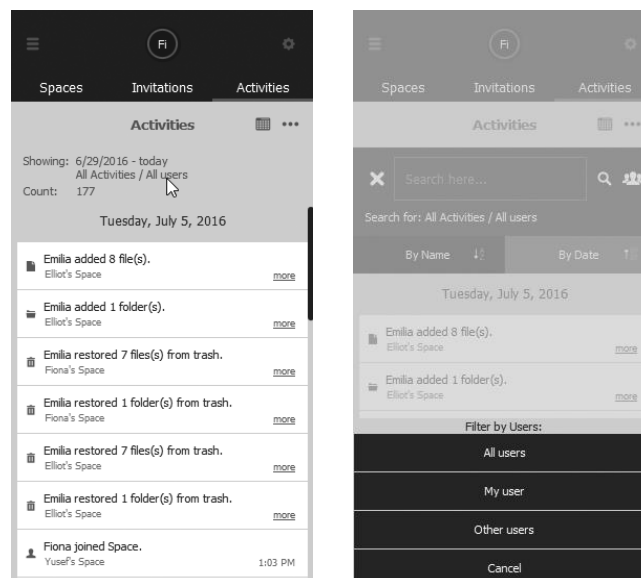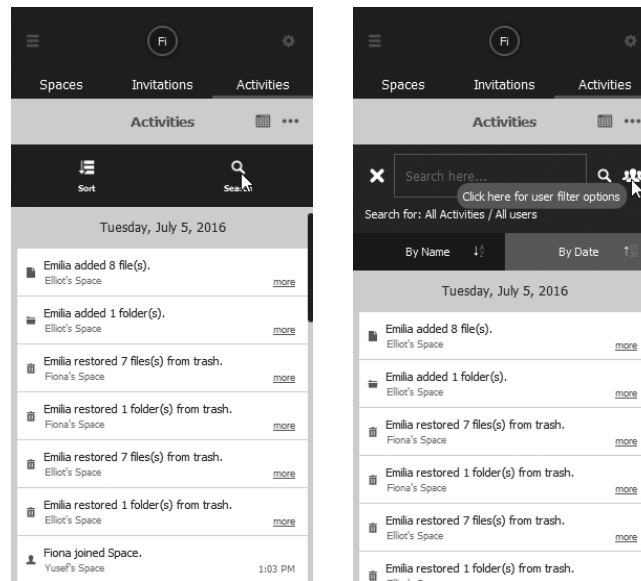
### 4.7.4    Viewing the Activity of Individual Spaces

#### 4.7.4.1    Recent Activity

To view the recent activity of a specific Space, click or tap directly on the Space's circular icon (this must be done from the "**Active Spaces**" tab). A list of the recent events in the selected Space will then be displayed.*

*When there has been recent activity in a Space, the Space's outer rim will be filled with solid color. Then and only then is it possible to click or tap directly on the Space's circular icon and view the recent activity in the Space. When there has been no recent activity in a Space, the Space's outer rim will be white and nothing will be shown if the Space's circular icon is clicked or tapped on.*



#### 4.7.4.2    General Activity

To view the general activity of a specific Space, hover the mouse cursor over the Space (desktop) or swipe the Space from right-to-left, click or tap "**i**" and then select "**Activities**" (this must be done from the "**Active Spaces**" tab). A list of the events generated in the selected Space will then be displayed.*
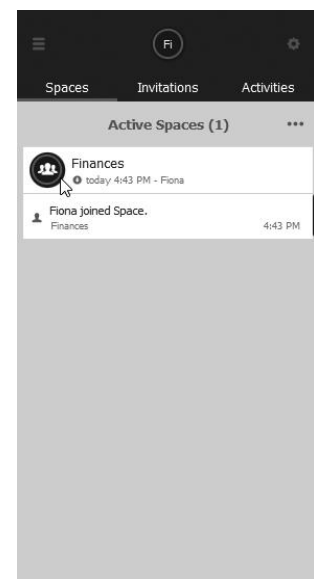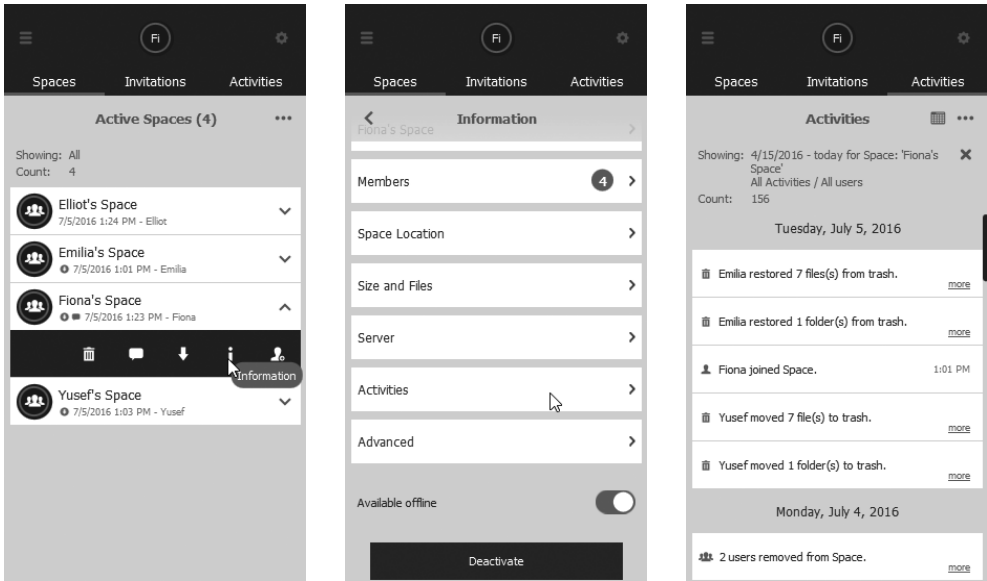
## 4.7.5 Viewing the Activity of Individual Files

To view the activity of a specific file hover the mouse cursor over the file (desktop) or swipe the ile from right-to-left, click or tap "**i**" and then select "**Activities**". A list of events generated for the selected file will then be displayed.
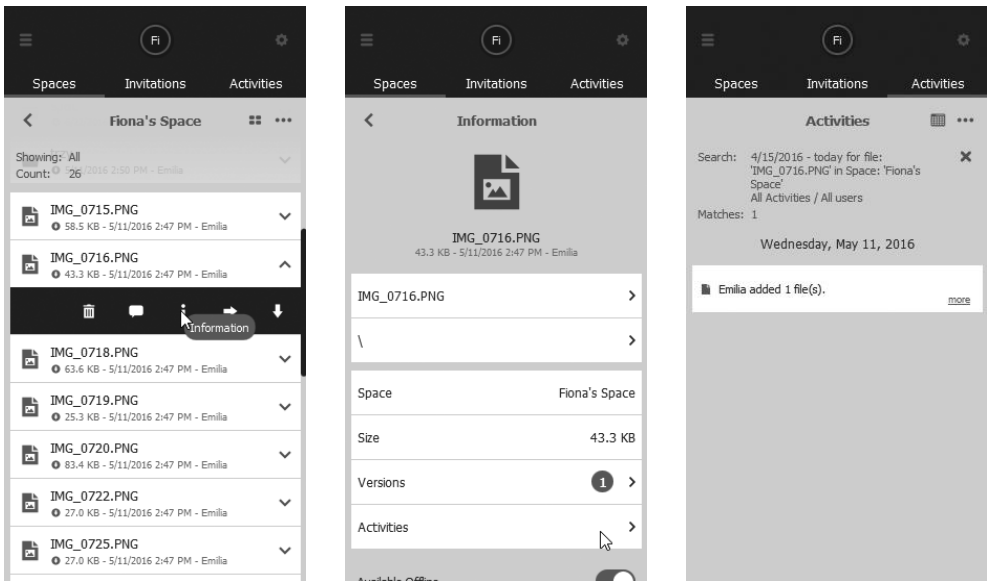


## 4.7.6 Viewing the Activity of Individual Users

The activity of individual users can be viewed via the "**Address Book**". To view the activity of a specific user, go to the "**Address Book**", hover the mouse cursor over the desired user (desktop) or swipe the desired user from right-to-left, click or tap "**i**" and then select "**Activities**". A list of events generated by the selected user will then be displayed.
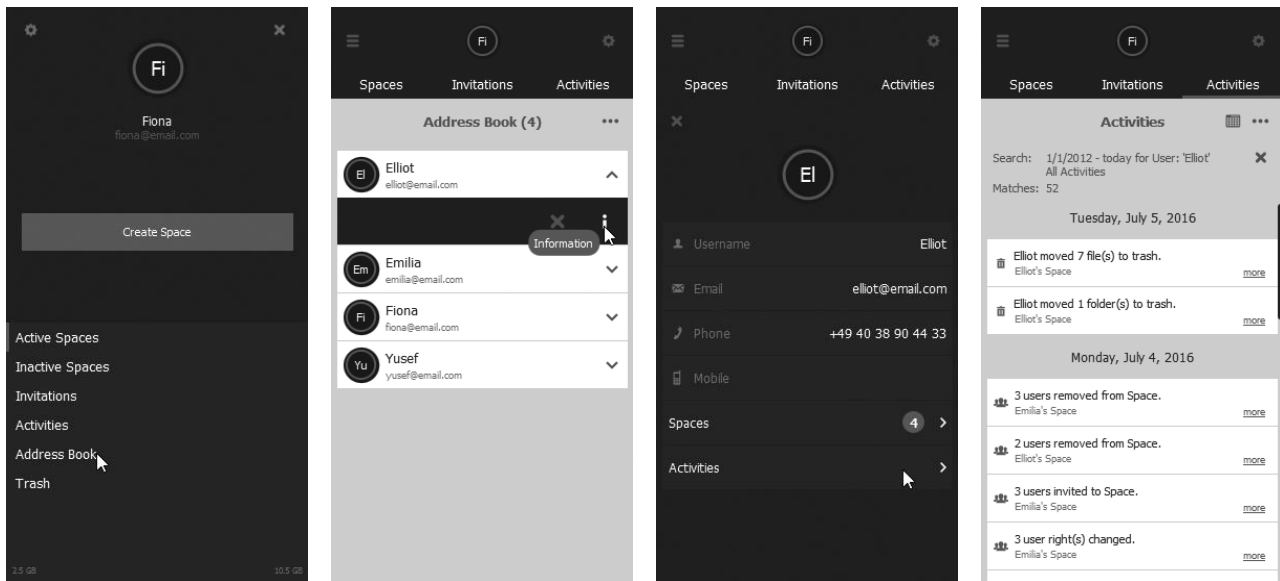
## 4.8    Address Book

The "**Address Book**" tab displays all users who were in, or who are currently in, Spaces you have joined.

Hovering the mouse cursor over a user (desktop) or swiping a user from either right-to-left or left-to-right (mobile) will display the following options:

Information

Remove
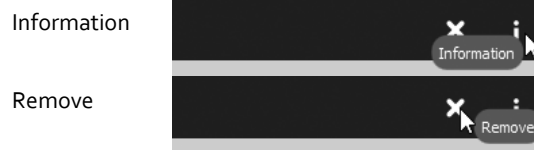


### 4.8.1.1    Information

A user's information screen provides all there is to know about the user.

- "**Username**" displays the user's username.
- "**Email**" displays the user's email address.
- "**Phone**" displays the user's office or landline telephone number.
- "**Mobile**" displays the user's mobile phone number.
- "**Spaces**" displays the Spaces the user is a member of.
  - ○ **Spaces**

    Hovering the mouse cursor over a Space (desktop) or swiping a Space from either right-to-left or left-to-right (mobile) will display the following options:

    Set Permissions

    Re-invite

    Remove

    

    - ▪ **Set Permissions**

This option allows you to adjust the user's right within a Space. For more information on permissions please see the section "**User Rights Overview**".

- **Re-invite**

    This option allows you to re-invite the user to the Space even if an invitation has already been sent or the user has already joined the Space.

- **Remove**

    Select this option to remove the user from the Space (if you have the necessary rights in the Space to remove users).

- "**Activities**" displays the events generated by this user. Please see the "<u>Activities</u>" section for more information.

### *4.8.1.2    Remove*

Select this option to remove a user from your address book. It is only possible to remove a user from your address book if the user is no longer a member of any active Space you are member of.

## 4.9    Trash

The "**Trash**" tab allows you to empty a Space's trash. To empty a Space's trash, hover the mouse cursor over a Space (desktop) or swipe a Space from left-to-right (mobile) and click or tap the trash symbol. All files in the selected Space's trash will then be permanently deleted from the server. It is only possible to empty the trash if you have administrator rights in the given Space. Depending on the amount of trashed files there are, and their size, permanent deletion times may vary.

## 4.9.1    Space Level

Hovering the mouse cursor over a Space (desktop) or swiping a Space from either right-to-left or left-to-right (mobile) will display the following options:



### *4.9.1.1    Information*

A Space's information screen provides the user with all there is to know about the content of a Space's trash.

- "**Size and Files**" displays the total size of the Space's trashed files and the total number of trashed files.
- "**Server**" displays the owner of the Space, the Space ID number, the Space's server URL, the total amount of storage on the depot the Space is hosted on and the amount of storage already used (on the host depot). If the host depot is running out storage, use the "**Inform Owner**" button to notify the Space owner that their host depot is almost full and more storage should be purchased.
- "**Advanced**" displays the option to:
    o enable or disable the "**Scan on Startup**" option for the Space
    o switch between automatic and periodic scanning ("**Scanning and Monitoring**"—**periodic scanning is highly recommended for users with Spaces hosted on a network drive**)
    o view the "**Scan Interval**" setting
    o configure the "**Delete Files in the Trash After…**" setting
    o set a "**Max** [number of] **Versions [**to be**] Stored on** [the] **Server**"
    o configure the "**Web Access**" settings for the Space:
        ▪ **Provider Default** – web access settings for the Space are based on the Enterprise Drive service providers default web access setting
        ▪ **Enabled** – web access for this Space is enabled
        ▪ **Disabled** – web access for this Space is disabled
    o view and configure "**Server Snapshots**" as well as use server snapshots to roll the Space back to an earlier time

  o "**Commit Local Changes**" checks the Space for local changes and adds them to the queue to be synchronized to the server

## *4.9.1.2 Empty Trash*

Emptying the trash will permanently delete the Space's trashed content from the server.

## **4.9.2 Folder Level**

Hovering the mouse cursor over a trashed folder (desktop) or swiping a trashed folder from either right-to-left or left-to-right (mobile) will display the following options:

| | |
|---|---|
| Information | |
| Restore from Trash | |
| Delete on Server | |

## *4.9.2.1 Information*

A trashed folder's information screen provides the user with all there is to know about the trashed folder.

- Clicking on the trashed folder's name allows you to rename the trashed folder.
- "**Space**" displays the name of the Space the trashed folder is in.
- "**Size**" displays the size of the trashed folder.
- "**Files**" displays the number of files in the trashed folder.

## *4.9.2.2 Restore from Trash*

Selecting this option will restore the trashed folder and its contents from the trash.

## *4.9.2.3 Delete on Server*

Selecting this option will permanently delete the trashed folder and its contents from the server.

## **4.9.3 File Level**

Hovering the mouse cursor over a trashed file (desktop) or swiping a trashed file from either right-to-left or left-to-right (mobile) will display the following options:

| | |
|---|---|
| Information | |
| Restore from Trash | |
| Delete on Server | |

## *4.9.3.1 Information*

A file's information screen provides the user with all there is to know about the trashed file.

- Clicking on the trashed file's name allows you to rename the trashed file.
- "**Space**" displays the name of the Space the trashed file is in.
- "**Size**" displays the size of the trashed file.
- "**Versions**" displays the number of versions the trashed file has.
  o **File Versions**

    Hovering the mouse cursor over a trashed file version (desktop) or swiping a trashed file version from either right-to-left or left-to-right (mobile) will display the following options:

    Open/Share

    Publish

    Make Current

    Delete on Server
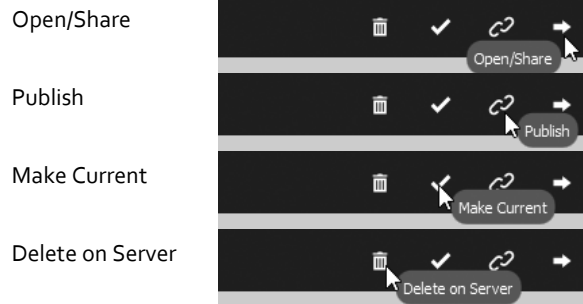
    ▪ **Open/Share**

        This option allows you to open a trashed file version.

    ▪ **Publish**

        This option allows you to view and edit the existing expiration date of the published link to the selected version. It is also possible to set and change the password to the published link.

    ▪ **Make Current**

        Makes the selected trashed version the current version.

    ▪ **Delete on Server**

        Permanently deletes the selected trashed version from the server.

- "**Activities**" displays the synchronization history for the file. Please see the "Activities" section for more information.
- "**Unpublish**" removes the trashed file's previously published direct URL.
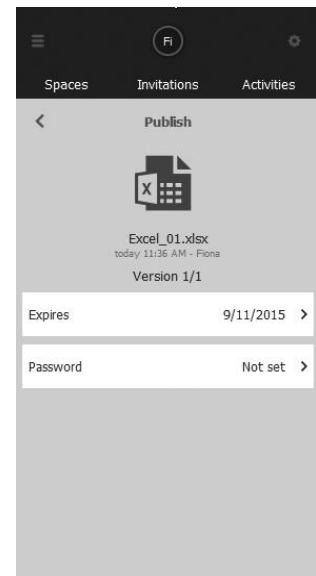
## 4.9.3.2    Restore from Trash

Selecting this option will restore the trashed file from the trash.

## 4.9.3.3    Delete on Server

Selecting this option will permanently delete the trashed file from the server.

## 4.10 Settings

The "**Settings**" section can be accessed from virtually any window in Enterprise Drive by clicking or tapping on the **gear** icon in the upper portion of Enterprise Drive. Once on the "**Settings**" tab you will see a list of settings items.

*If you using landscape mode you will, by default, automatically land in the "Cache" section.*

### 4.10.1 Cache

The "**Cache**" allows you to configure how much of your local hard drive space Enterprise Drive can use to process its synchronization tasks and where the cache shall be stored.

- "**Set Size**" allows you to set a cache limit. On desktop and tablet computers the selectable limits are **500 MB**, **1 GB**, **2 GB**, **5 GB**, **10 GB**, **20 GB**, and **Unlimited**. On mobile devices the selectable limits are **100 MB**, **150 MB**, **200 MB** and **250 MB**.  *Enterprise Drive will not use the complete amount you select. In general, Enterprise Drive will attempt to use half the amount of the selected value. For example, if **20 GB** is selected Enterprise Drive will attempt to use a maximum of **10 GB** for its synchronization tasks. When necessary and when possible, Enterprise Drive will use more than half of the selected value.*
- *"Cache Used" displays how much of the cache is currently being used.*
- *"Default Temporary Data and Cache Location" is the local location where the cache is stored. This is also the location of the Enterprise Drive database directory. The cache is always stored within the Enterprise Drive database directory.*
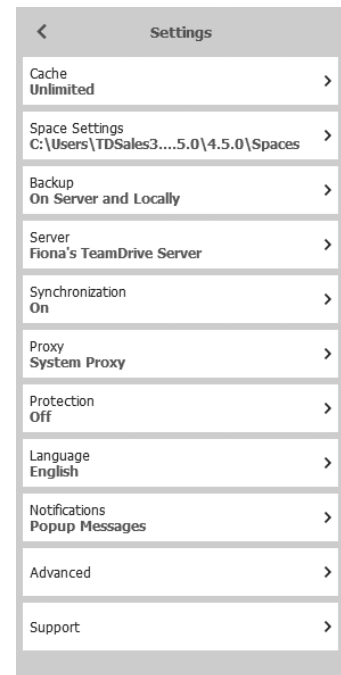- *"Select New Location" allows you to move the cache (and the Enterprise Drive database). It is only possible to move the database using this menu. After moving the database, Enterprise Drive will ask to be restarted and upon restarting the database will be moved. Manually moving the database (moving the database without using the Enterprise Drive client) could result in data loss. Please only move the database using the Enterprise Drive client.*

### 4.10.2 Space Settings

- "**Default Space Location**" displays the default path for Enterprise Drive Spaces.
- "**Select New Location**" allows you to change the default path for Enterprise Drive Spaces and all newly created Spaces.
- "**Reset to Default Location**" changes the Spaces path back to its original location.
- "**Default Space Web Access**" configure the default "**Web Access**" setting for newly created Spaces:
    - **Provider Default** – web access settings for the Space are based on the Enterprise Drive service providers default web access setting
    - **Enabled** – web access for this Space is enabled
    - **Disabled** – web access for this Space is disabled

### 4.10.3 Backup (Importing Spaces)

Enterprise Drive does not make physical backups of your data on your local machine. However, the client does make physical backups of your Space keys. As a default setting, backups of the Space keys are stored in the path **Spaces > Backups**. This path can be changed at any time. We highly recommend making several backups of your keys because Enterprise Drive does not have access to your keys and cannot deliver them to you. However, the **Key Repository** adds an extra emergency way to access your keys anytime you need them.

Again, the access key(s) for your Space(s) are stored on your local client so they should be carefully protected. It is possible to store encrypted backups of your access key(s) on the server using the "**Key Repository**". By default, the "**Key Repository**" is enabled. If you elect to continue using the Key Repository, encrypted backups of your keys will be stored on the server and allow you to regain access to your Spaces after you have created new installations, have had a hard drive failure, etc. More information regarding the Key Repository, and how to disable it, can be found below. If you elect to disable the "**Key Repository**", the access key(s) for your Space(s) will only be stored on your local machine. With that said, they should be carefully protected as they are one of your only means of regaining access to your Spaces!

The following can be seen in the "**Backup**" menu.

- "**Backup Keys on the Server (Key Repository)**" allows you to enable or disable the encrypted storage of your Space keys on our registration server.
  - *When enabled, the Registration Server Key Repository stores the keys to all your Spaces. The Key Repository is encrypted with your password, and can only be accessed by you, after a valid login. When in use, the Key Repository serves as a backup for your Space keys, and it also ensures that you have access to your Spaces when you login to Enterprise Drive on a new/different device. The Key Repository can be accessed as long as you remember your password or have a valid login on one of your Enterprise Drive devices. **Changing your password automatically deletes all keys stored in your key repository at that time.***
- *"**Backup Keys Locally**" allows you to enable or disable the storage of your Space keys on your local device (desktop and tablet computers only).*
- *"**Change Location**" allows you to change path where the local copies of the Space keys shall be stored (desktop and tablet computers only).*
- *"**Import Keys**" allows you to import Space keys from a specified location ("**Import from Backup File**") or from the server ("**Import from Server**"). Once imported, the Space will then be available in the section "**Inactive Spaces**". Go to "**Inactive Spaces**" and click on the imported Space to activate it.*
- *"**Create New Backup**" creates a new back key for your current set of joined Spaces.*
  *Every time a new Space is joined or created, a new backup key, containing all active Spaces in your client at that time, is created. You will not find an individual backup key for each individual Space so do not worry if you have less backup keys than active Spaces in the "**Backups**" folder.*

## 4.10.3.1  Regaining Access to Your Spaces

In the event that your device crashes, your device is lost or stolen, you install a new hard drive, you create a new Enterprise Drive installation on a new device, etc. you will, of course, need to regain access to your Spaces. If you have the "**Key Repository**" enabled you should automatically see your Spaces in the section "**Inactive Spaces**". From there you can reactivate and join your existing Spaces.

## 4.10.3.2  Space Access Keys

A backup file (containing the Space access keys as well as the access keys to the servers the Spaces are stored on) is generated each time a new Space is joined or created. For security reasons Space access keys are linked to the user's username. Space access keys enable the restoration of a Space.

## 4.10.3.3  Server Access Keys

For every server, a server access key is required. This allows users to restore access to the necessary servers where their data are hosted. Server access keys are generally stored, in conjunction with the Space access keys in the Enterprise Drive backup files. Server access keys can also be individually imported and exported via the "**Server**" section of the "**Settings**" menu.

## 4.10.3.4  Backing up Space and Server Access Keys

The backup location of your Space and server keys is defined in the "**Backup**" section of the "**Settings**" menu. You can define a new backup location at any time.

We recommend, if possible, saving your access files to an external storage device. So, in the event of a complete system crash, you can still restore your Enterprise Drive Space(s) and the connection(s) to your server(s). Having the access keys on hand also enables you to set up Enterprise Drive on another computer.

*Passing on Space information to third parties is pointless, as Space information is specific to your account.*
*For file system storage purposes the backup's filename contains your username and a timestamp. To restore a Space or restore access to a server from a backup, the backup file must be imported. Once the backup file has been imported the Space(s) can be restored.*

## 4.10.4  Server (Adding or Importing a Server)

"**Server**" displays a list of all host servers connected to your existing client. The "√" symbolizes which host server is currently set as the default host server. All newly created Spaces will be created on the default host server, unless a different server is selected during the Space creation process.

To add or import a server, select the "**+**" symbol in the upper right-hard corner of the window. You can then add **a compatible WebDAV Server**, a **Enterprise Drive Personal Server (TDPS)**, or **Import** a **Server** from a server backup file.

*If any tests fail while adding a WebDAV server, the server is not compatible with the Enterprise Drive client.*

Hovering the mouse cursor over a host server (desktop) or swiping a host server from either right-to-left or left-to-right (mobile) will display the following options:

Export Server Key

Information

Remove Server



- "**Export Server Key**" exports the key of the selected server. The server key can then be imported using any Enterprise Drive client.
- "**Information**" displays all of the server's available information.  This is also where a server's credentials can be edited. The "**Upgrade**" button on the information page (Enterprise Drive cloud servers only) allows you to purchase more storage.
- "**Remove Server**" removes the server from the current Enterprise Drive installation. As long as you have the server key and/or the server's credentials you will be able to add the server again at a later time.

## 4.10.5  Synchronization

Configure the synchronization options for the Enterprise Drive client.

- "**Synchronization**" allows you to enable or disable synchronization for the entire installation.
- "**Automatic File Download**" allows you to configure whether or not files shall be downloaded automatically.

## 4.10.6  Proxy

A proxy can be configured here.  Enterprise Drive's default setting is to use the system proxy. If you would like to configure a proxy, enter the necessary credentials and click or tap "**Apply**".

## 4.10.7  Protection

"**Protection**" allows you to password protect the Enterprise Drive application. As soon as the app is put into the background (i.e. another app is in the foreground and currently the active app), the protection timer will begin.

The Enterprise Drive application can be secured with either a 4-digit PIN or your login password (**Protection Mode**). "**Lock Screen After Timeout**" provides of list of time intervals as to when Enterprise Drive should lock the application and ask for the password. The intervals are "**Never**", "**Immediately**", "**1 Minute**", "**5 Minutes**" and "**10 Minutes**".

## 4.10.8  Language

Use this tab to change the language of the Enterprise Drive application. After selecting a new language, Enterprise Drive must be restarted before the changes can take effect.

## 4.10.9  Notifications

Use the "**Notifications**" tab to configure Enterprise Drive's built in notification system.

The "**Notification Center**" tab allows you to decide if you would like Enterprise Drive to notify you via popup messages about conflicts and errors, invitations and members, files and versions, comments, and published files. The popup messages uses your operating system's default popup notification system. Enterprise Drive does not separately display its own popup messages.

The "**E-mail Notifications**" tab allows you to decide if, and how often, you would like Enterprise Drive to notify you via e-mail messages about conflicts and errors, invitations and members, files and versions, comments, and published files.

### 4.10.10 Advanced

Use the "**Advanced**" tab to configure miscellaneous settings for Enterprise Drive.

- "**Show Tutorial on Next Startup**" enables or disables the Enterprise Drive tutorial from displaying on the application's next start.
- "**Landscape Mode**" (desktop and tablet computers only) toggles Enterprise Drive's display mode between portrait to landscape mode.
- "**Disable Scan of Spaces in File System on Startup**" prevents Enterprise Drive from automatically scanning local Spaces for changes when the client starts.
- "**Auto Start**" enables or disables the auto start function of Enterprise Drive.
- "**Delay After Auto Start**" sets the time limit for how long Enterprise Drive should wait, after the application's startup, before it begins processing outstanding events and background tasks.
- "**Zoom Factor**" increases or decreases the size of Enterprise Drive's icons and text within the application.

### 4.10.11 Support

The support form can be used to send report requests to the Enterprise Drive support team. Support requests can be sent with or without your client log files attached. "**Attach Log Files**" allows you to attach or detach your log files to the support request.

When filling out the support form, please **describe** the problem with as many details as possible. The more details you provide, the more efficiently we can analyze the problem and the quicker we can get back to you with a solution.

## 5    Select, Sort and Search

The "**Select**", "**Sort**", and "**Search**" functions can be found by clicking or tapping on the "**•••**" symbol located in the top right-hand portion of the Enterprise Drive window. After successfully clicking or tapping on the symbol, the functions "**Select**", "**Sort**", and "**Search**" will be shown.

### 5.1    Selecting Multiple Spaces, Folders or Files

Use the "**Select**" function to select multiple Spaces, folders or files at once. Once you have selected all necessary items, click or tap "**Done**" to proceed to the next step. The options that follow are determined by which section of Enterprise Drive you are in. For example, if you select multiple Spaces in the "**Inactive Spaces**" section you will have the option to simultaneously activate or delete the selected Spaces.
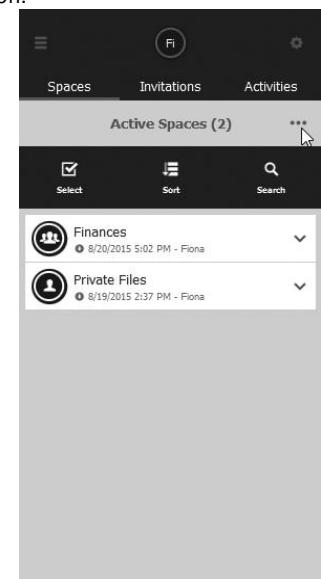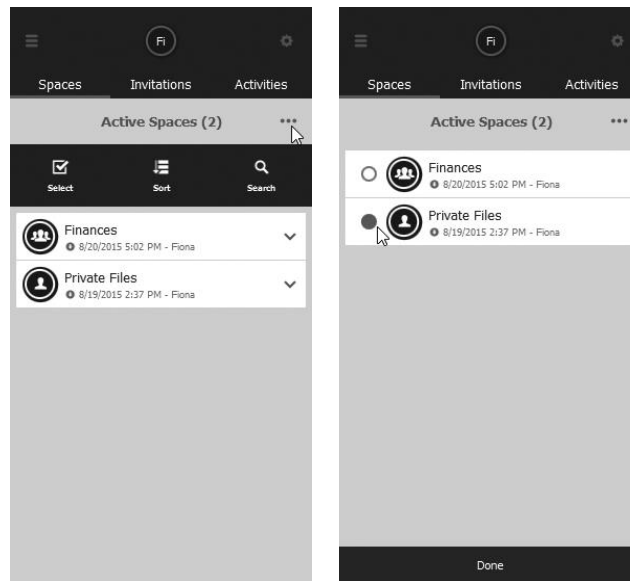
## 5.2  Sorting Items in Enterprise Drive

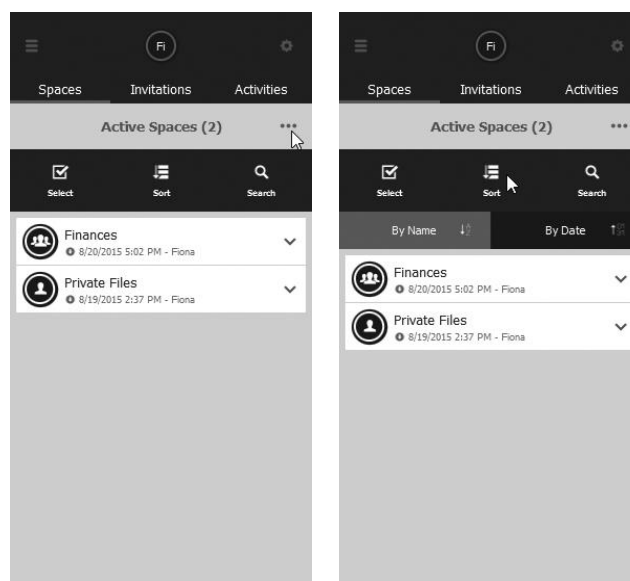To sort items in Enterprise Drive click or tap the "•••" symbol in the upper-right portion of the Enterprise Drive window and select "**Sort**". Items in Enterprise Drive can be sort by either name or date.



## 5.3  Searching in Enterprise Drive

To search for items in Enterprise Drive click or tap the "•••" symbol in the upper-right portion of the Enterprise Drive window and select "**Search**". Searching can be done on Space, folder and file levels. To begin a simple search, enter the necessary search text into the text entry field marked "**Search here…**". To search Enterprise Drive using the filter functions please continue on to the section "<u>Filtering in Enterprise Drive</u>".
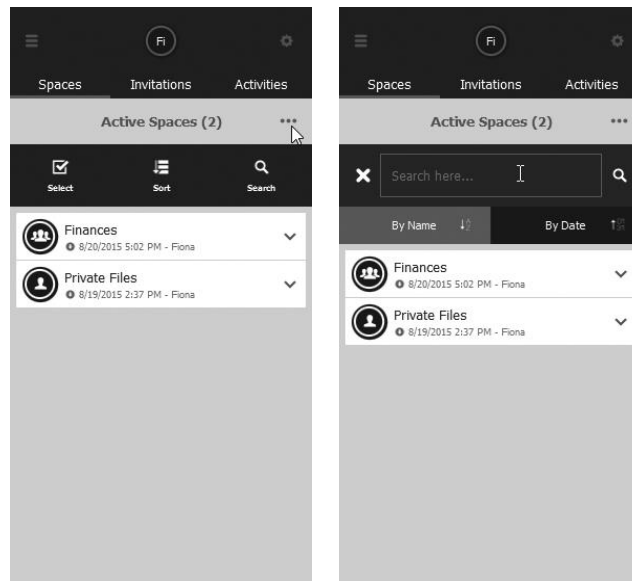
### 5.3.1 Filtering in Enterprise Drive

Filters can be accessed via "**Search**" window in Enterprise Drive. Once the "**Search**" window is open, click or tap on the magnifying glass to bring up the different filter options. To activate a filter, simply click or tap on it. After activating a filter, all files meeting the filter's requirements will be shown. Enter text into the text entry field marked "**Search here…**" to narrow your search even more. It is only possible to set one filter at a time.

- "**All**" searches through all available files in Enterprise Drive.
- "**Conflicted or Invalid Paths**" searches only for files or folders with name, version of invalid path conflicts.
- "**Missing Files or Versions**" searches only for files and versions that should have been downloaded to the local machine, however, due to an error the file or version has not been put into the file system.
- **"Files Not yet Uploaded"** searches for files that have no yet been successfully uploaded.
- "**Published Files**" searches for files, which have currently have a published URL.
- "**Files with Comments**" searches for files with comments.
- "**Locked Files**" searches for files currently in the 'locked' state.
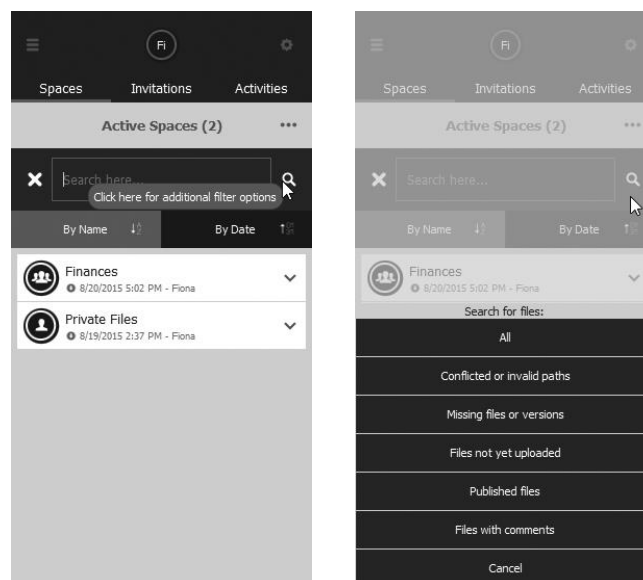
## 6    Conflicts and Errors

Errors in Enterprise Drive are easily identifiable and are marked with a bold exclamation point centered in the middle of a triangle (see icon glossary). The error icon can appear next to Spaces, folders, files and file versions. To see a description of the error, hover the mouse cursor over a Space, folder or file with an error symbol (desktop) or swipe a Space, folder or file with an error symbol from right-to-left (mobile) and go to the "**Information"** screen by selecting "**I**". Once on the "**Information**" screen, click or tap the error icon to reveal an error description at the bottom of the screen.
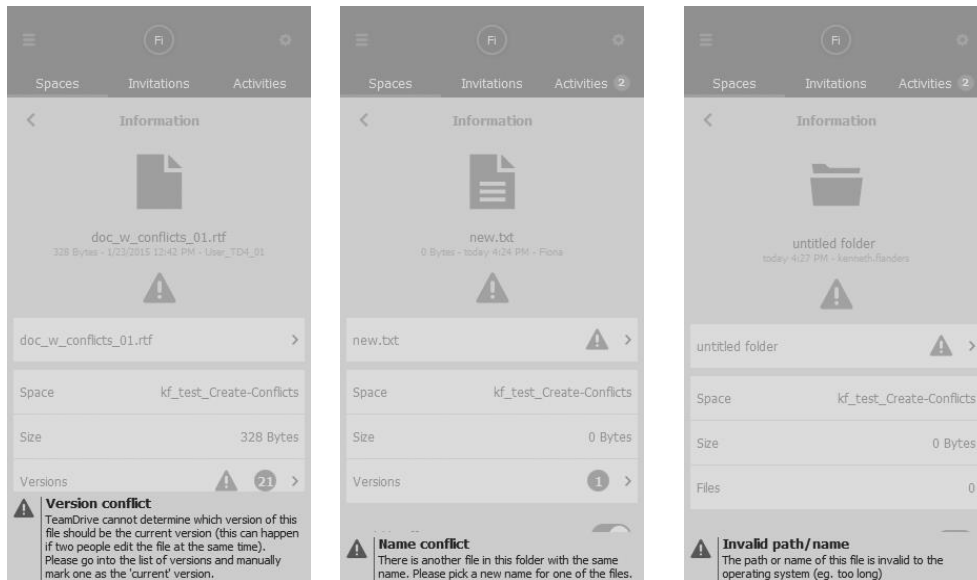


### 6.1.1    Version Conflicts

Version conflicts can occur when a file is simultaneously in use by multiple parties and a new version for the file is saved and uploaded from two separate locations. It is also possible to have version conflicts with a single user if the user has multiple Enterprise Drive installations.

A quick and efficient way to locate version conflicts is to use the search function and filter for "**Conflicted or Invalid Paths**". Version conflicts can be resolved using the "**Make Current**" function in the versions list view. "**Make Current**" makes the selected version the current version and resolves the conflict. Afterwards, Enterprise Drive will recognize the changes and continue to sync the file just as before.

### 6.1.2    Name Conflicts

Name conflicts can occur when two folders, or files, have the same exact name. A quick and efficient way to locate name conflicts is to use the search function and filter for "**Conflicted or Invalid Paths**". To resolve this type of conflict, simply rename one of the folders or files. It is best to rename files and folders via the Enterprise Drive client. This will result in the conflict being resolved much quicker. Afterwards, Enterprise Drive will recognize the changes and continue syncing just as before.

### 6.1.3    File Path Conflicts

File path conflicts can occur when a file's file path exceeds the character limit of the local operating system. A quick and efficient way to locate file conflicts is to use the search function and filter for "**Conflicted or Invalid Paths**". File system character limits can be found in the section "Enterprise Drive Recommended Practices". The only way to remedy file path conflicts is to shorten the path by renaming either the file or some of its parent folders. It is best to rename files and folders via the Enterprise Drive client. This will result in the conflict being resolved much quicker.

## 7    Document Protection and Encryption

Document protection and encryption is managed automatically by Enterprise Drive, allowing the user to concentrate on the actual exchange of data within the virtual network. Thanks to automatic version control, it is always easy to tell which document represents the most recent version. Attached to every version is information detailing the author, version, the preceding version, and the date it was last edited. In addition, a comment can be attached to every version. With the '**version timeline**', you can view all versions of a document, follow the changes made, and resolve conflicts between versions.

*At no time during the exchange of data via Enterprise Drive does non-encrypted data reside on the 16 Enterprise Drive First Steps network. All documents are encrypted before being sent to and saved on the server. The decryption of this data is only possible for team members and cannot be done on the server. This way, Enterprise Drive guarantees optimal protection for your team's documents.*

Although other techniques (for example email with PGP encryption, VPN) enable the secure transfer of data, these methods are complex, time consuming and are too error-prone to be used on a regular basis. Enterprise Drive automatically integrates data encryption into the work process without requiring any user interaction. This is the only way to ensure comprehensive data protection.

*The excellent data protection capabilities of this technology make Enterprise Drive the ideal tool especially for lawyers, financial advisers, researchers, scientists and the medical community. Enterprise Drive not only makes exchanging data fast and easy, it also makes it very secure.*

All local data, including earlier versions, comments and status information is archived on the server by Enterprise Drive.

## 7.1 Security

**The individual client PC or USB device should be adequately protected from third party access. Enterprise Drive is not security software for the PC or your mobile device. All data sent by Enterprise Drive will be highly encrypted before it is actually sent. Local data on your personal device will, most of the time, be unencrypted. In addition to standard security policies like boot passwords, Enterprise Drive can be installed and run on encrypted partitions or containers to increase the security (i.e. TrueCrypt or PGP encrypted volumes). With regard to this, we recommend reading the security tips in this handbook.**

It is important to have a basic understanding of the security requirements of your own computer or any IT or network infrastructure that you use. Security and reliability are two major features of Enterprise Drive. All actions taken by the Enterprise Drive client are highly secure and protected from external access. Most actions take place automatically or are available to the user via the controls.

*We recommend viewing the information provided by the BSI (https://www.bsi.bund.de/EN/Home/home_node.html) for more information on this topic.*

Due to potential security threats and the increasing reliability on IT security measures, all institutions (large or small) have to find a solution for several essential security concerns. The following is our position on the aspects of security directly connected to Enterprise Drive.

*Enterprise Drive takes no responsibility for the security of data on your computer or your server, but guarantees, however, the security of data uploaded and downloaded within the Enterprise Drive network.*

## 7.2 Encryption

The encrypted transfer of data is Enterprise Drive's underlying security feature. The encrypted exchange of data classifies itself into three steps:

**Step 1**: When a member is invited into a Space the Enterprise Drive software receives the public key from the registration server.

**Step 2**: In order to access a (shared) Space, a 'data-key' (256-bit AES key) is created locally and encrypted with the member's public key. It is then sent to the member via a private communication path. At no time is this key located on a relay server.

**Step 3**: Before your data leaves the client PC, the Space's data is encrypted using your data key. This data is then saved on a relay server in an encrypted form. The encryption is such that the Space's data can only be accessed by the Space's members.

Since every member has their own key, they are authorized and can receive data from the Space. This data is then decrypted using their data-key and can then be viewed or edited locally on their machine.

### 7.3 Anti-Virus Software

Enterprise Drive data stored on a computer are guarded by the local antivirus software. The software tests the relevant files when the Enterprise Drive database is accessed. Your current antivirus software should always guard all Spaces in your local file system.

*We recommend having your own local antivirus software. Every Enterprise Drive user quickly acquires many Spaces and files (files potentially accessed and/or edited by every member of the Space) with various different teams. Self-protection is the safest method!*

## 8 Tips Regarding Data Protection and Administration

Enterprise Drive's compliance with data protection regulations is recognized by companies and institutions. In order to enable optimal compliance with data protection regulations, the following advice regarding installation and use of this product should be followed.

The individual client PC should be adequately protected from unauthorized third party access. Regarding this, we suggest reading the "**Document Protection and Encryption**" section of this handbook.

Required for the use of Enterprise Drive is that personal information must be sent to the product manufacturer's registration server. The requirements are an email address, a username and a password. The transfer of this data to the registration server is encrypted, rendering access by a third party impossible as of the current state of technology.

Please be aware that protocol data, as well as data stored in a Space may be subject to legal restrictions. It is the user's responsibility to make sure that any such restrictions are followed.

It is the administrator's responsibility to ensure that all laws and regulations regarding the proper use and protection of data are observed while using Enterprise Drive.

In cases where this product is used without an internal data Space depot, contracts with the provider of the Space depots need to be observed. Here, there are no differences compared to other IT products that use an external database. The contractor has to be carefully chosen and written instructions must be provided. Further information regarding this can be found at http://www.datenschutz.de/privo/partner/projektpartner/. You can also contact us for further help. We can also provide contacts, if you wish to set up an external server.

When using the default cloud services for data storage of Enterprise Drive in Europe, data is automatically stored on servers in Europe. This automatic disk space allocation of users during the registration is based on their IP address during registration. The server mapping is not changed later, no matter where the user is located in the world. Enterprise Drive can change the server mapping at the informal request of the user by email to support@Enterprise Drive.com. The server URL of any space can be seen in the Space's information view in the Enterprise Drive client. All Enterprise Drive cloud URLs pointing to European servers have "**EU**" in their URL.

### 8.1 Notice to Companies Required to Store Confidential Data

Enterprise Drive is designed to store and share confidential data and information. The encryption methods and technology used by the Enterprise Drive client safeguards all data from being accessed by unauthorized third parties.

Unauthorized access to your data can only be initiated by the user. For example, wrongfully assigning user access rights to a Space.

We recommend, to companies required to store confidential data, using password protection, for example, when sending Space invitations. Protecting your invitations with passwords add an additional level of protection and require the invited user to enter the given password before they can accept the invitation. We advise using a password which contains numbers and upper/lowercase letters.

### 8.2 Notice Regarding Secondary/Log Data

Personal data saved as files within a Space can be permanently deleted, together with all their contents, by a member of the Space with administrator privileges. The names of the files remain in the Space log file for as long as the Space exists.

Every user who creates a Space is, by default, the owner and administrator of the Space. If this user deletes the Space from the server, all of the data in the Space, including the log file with all its contents, are deleted (all primary and secondary data are deleted).

If a member leaves a Space, all information in relation to that member (e.g. membership, joining the Space, leaving the Space, which data they edited, etc.) is kept within the log file. The log file will not be deleted as long as the Space exists. If, for example, if a member who is leaving a Space insists that all of their data be deleted, the Space itself must be deleted. If you wish to retain the data in the Space added by other Space members the data must be backed up before the Space's deletion, a new Space must be created and the data must be moved into the new Space.

# 9    Icon Glossary

|  |  |  |  |
|---|---|---|---|
|  | There has been recent activity in this Space |  | Leave a comment on a Space or file. Shown also when a comment has been left on a Space or file |

There has been no recent activity in this Space

More info about a Space, file or folder

The Space contains a single user

Invite a user to join a Space

The Space contains multiple users

A version of this file has been published

Cancel an action or decline a Space invitation

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

Access settings screen

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

Delete a Space, file or folder

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

Upload files into a Space or folder.

This Space, file or folder is read only

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

This Space cannot connect to the host server

An error has occurred. Please click icon for more information

Email an existing comment to another user