

JOUDDRIVE Web Portal User Guide

JOUD Drive Web Portal User Guide

Introduction

Welcome to the JOUD Drive Web Portal User Guide. This guide describes web portal functionality for users in JOUD Drive.

JOUD Drive is a managed file sync and share solution. It differentiates from other file sync and share solution (EFSS) by focusing on the security, control, file server and team collaboration. JOUD Drive does really well in the following areas:

- 1. maintain security and permission of NTFS permission on files and folders
- 2. provide on-demand access that honors read-only, and write permission in real-time.
- 3. mirror local network share on file server to team collaboration in the cloud
- 4. bring windows file server into cloud, maintain security and control, while giving it modern file sync and share capability.

Web portal is an important part of the solution. First of all, most of the management works are done on the web portal. Secondly, downloading other native client agent softwares starts from the web portal. There is some other functionality of the web portal that is covered in this document.

Note

The web portal user guide is updated for version 8.5.4210.38208

JOUD Drive Client Agent Software

The JOUD Drive Clients enable the use of JOUD Drive services. Supported clients include:

- Desktop Client for Windows
- Desktop Client for Mac
- Server Agent for Windows
- iOS client for iPhone and iPad
- Android Client
- Windows Phone Client
- Windows Tablet Client
- Web Client (Internet Explorer, Chrome, Safari, Firefox, and more)

These clients allow native use of cloud storage on the corresponding device through a mapped drive, file share or whatever mechanism is commonly used to access files. This makes it easy for a user to access all their files with any device or share them with users of any device.

Each client tries to keep things familiar for the end user. For example, the server client integrates cloud storage with file shares so that shared cloud folders can be easily published as file shares with access controls that can be based on existing Active Directory identities and the desktop client maintains a mapped drive view of the cloud storage which operates like any other drive on the desktop.

Getting Started

To get started, point your web browser at the JOUD Drive server.

If you are the system administrator for the JOUD Drive server and you are in the server's console, you can point your web browser at *http://jouddrive.com*

Once you are in the web portal, you will be seeing the login page first.



Different Scope of Users

Tenant Administrator

Tenant is a management scope that typically map to a company or a group of users that collaborates on a set of documents. In JOUD Drive, it is referred to as the Tenant Account as well.

On a per-tenant basis, you can create team users inside the tenant; you can setup Active Directory connection per-tenant; you can setup team folder to share among users inside the tenant.

As a JOUD Drive administrator, you can think of tenant as a company, who is your client/customer, which in turn may have some of its own users too.

Team User

Team user are users inside a tenant scope. They have credentials to login to JOUD Drive. They are regular users in a tenant that have home directory and storage quota assigned.

Delegate Administrator

Delegate administrator is a team user itself most of the time. However, delegate administrator can be elevating into full tenant administrator by clicking on the "Manage Team Cloud" link. Here is the list of delegate administrators.

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Default Administrator			· · · · ·
Tenant 6			EDIT
Support@futuretec.me	EDIT	RESET PASSW	ORD
Delegated Administrators		& Add I	New Administrator
User Name Email Admin Admin@futuretec.me			DELETE
	6.0		
Once you added a team user as an administrator, he/she will ha	ve full access to your tea	m account.	•

When a team user (with delegate administrator assignment) logs in, there will be a "Manage Team Cloud" link showing up.

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My Files (MDX)	Service Manuals (Abbas)	Technical (Team Folder)	W Doct.doox	ZIP Final Technical Validaion D	

And when the team user elevates into the Delegate Administrator role, the link will be changed to "Return to My Cloud"

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Guest User

Guest user are users that have credentials to login to JOUD Drive, but these users don't have home directory.

Anonymous User

If the public link and anonymous (no login required) sharing is enabled, users can use a link to come to the web portal and see files and folders that are shared.

Tenant Administrator

Please reference the "Admin Guide" for full documentation of the tenant administration. Here we will go over several commonly touched area for tenant administrators.

Login

After login to the web portal, the file and folder view will show.

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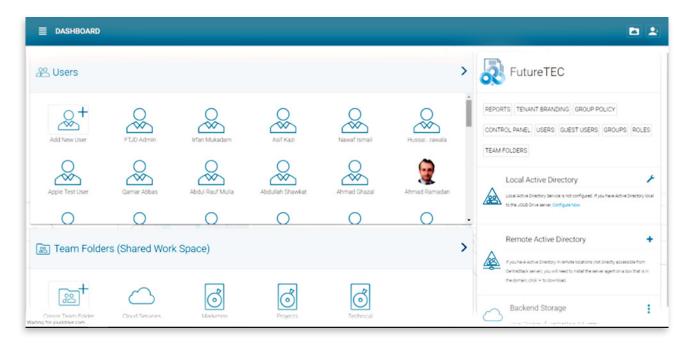
Manage

Tenant manager can switch into the management console by using the "management console" icon.

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Users and Files

After you clicked into the "management console", you will be in the dashboard for the tenant. When you are at the dashboard, the top two objects to manage are users and files.



Users

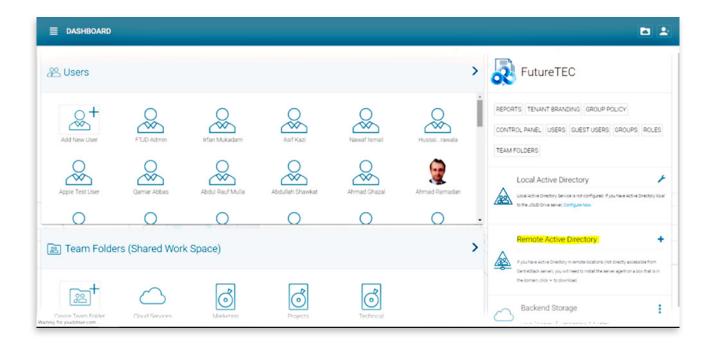
Active Directory - LDAP

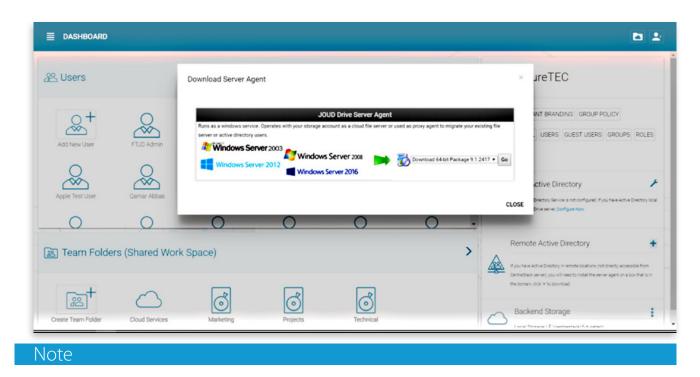
If the users are coming from Active Directory, and the Active Directory server (LDAP) is in the Local Area Network, the first step to take is to use the "Quick Actions", and configure Active Directory.

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器 Users					>	FutureTEC
Add New User	FTJD Admin	Irfan Mukadam	Asif Kazi	Nawaf Ismail	Hussairawala	CONTROL PANEL USERS GUEST USERS GROUPS ROLES
Apple Test User	Qamar Abbas	Abdul Rauf Mulla	Abdullah Shawkat	Ahmad Ghazal	Ahmad Ramadan	Local Active Directory
🔊 Team Folde	rs (Shared Work	(Space)			>	If you have Active Directory in remote locations (not directly accessible from
Create Team Folder Wating for jouddrive com	Cloud Services	Marketing	Projects	Technical		Centratizati server; you will need to install the server agent on a box that is in the domain, diok if to download

Active Directory - Remote

If the users are coming from remote locations, away from the JOUD Drive server (so it is not in the same Local Area Network), the first step to take is to install the "server agent" software on a remote file server, as long as the file server is in the same remote Active Directory domain.





"Server Agent" software can import remote file server network share, and also import remote Active Directory users Once Server Agent is installed and setup in remote location, tenant administrator can use "Manage File Server Access" to import network shares, together with the Active Directory users from remote location.

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器 Users					>	Future TEC
Add New User	FTJD Admin	Irfan Mukadam	Asif Kazi	Nawaf Ismail	Hussal_rawala	REPORTS TENANT BRANDING GROUP POLICY CONTROL PANEL USERS GUEST USERS GROUPS ROLES TEAM FOLDERS
Apple Test User	Qamar Abbas	Abdul Rauf Mulla	Abdullah Shawkat	Ahmad Ghazal	Ahmad Ramadan	Local Active Directory
🔊 Team Folde	rs (Shared Work	Space)			>	Remote Active Directory
Create Team Folder	Cloud Services	Marketing	Projects	Technical		Backend Storage Local Storage (Floentrestack/futuretec)

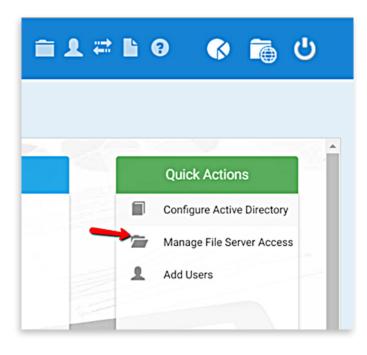
Other Users

Sometimes you will just want to create users from scratch. These will be native JOUD Drive users.

Files

If you are starting from scratch, you can just copy files into the tenant account.

If you have file servers, using the "Manage File Server Access" is easier.



File Servers

If you have existing file server in the Local Area Network, you can import the network share directly to JOUD Drive.



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😤 Group Policy	O File Servers in Local Artic Technol	\$ 90
Reports	Namote File Servers	00
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Or if you have remote file servers, you can install "Server Agent" software first, and after that, the file server will show up in the "Remote File Server" section

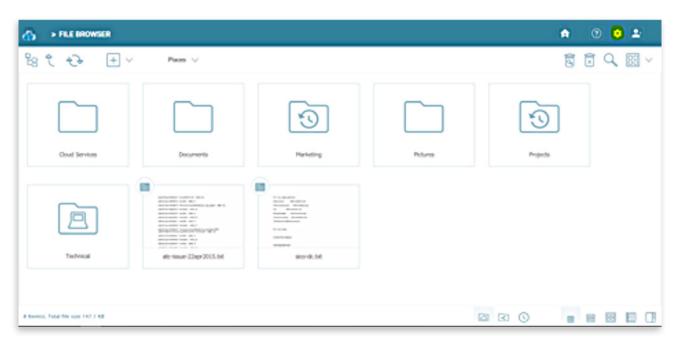
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X Control Panel	SOLID Drive Server Agent Area to a senders areas. Operates with your sharing account as a check the areas or used as press agent to regular your exerting the areas or active directing stars. Windows Server 2003 Windows Server 2008 Windows Server 2006	
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Adding Users

Go to the JOUD Drive server URL and enter the admin credentials to login.



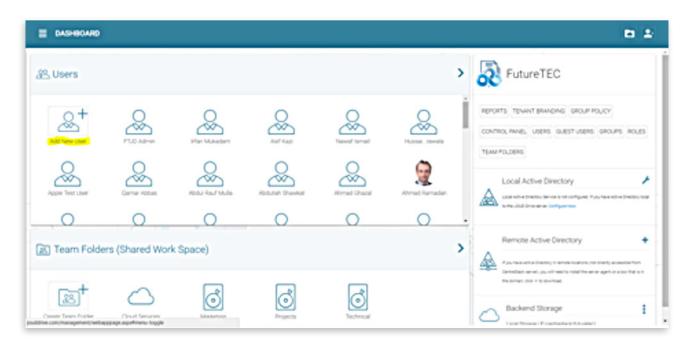
After logging into the portal, select 'Management Console' on the top right corner of the web portal:



Under Management Console, an admin can configure storage, monitor shared objects, create and manage team folders, manage users, configure granular group policies, add new tenant administrators, look at different reports, and under advanced configure AD etc.

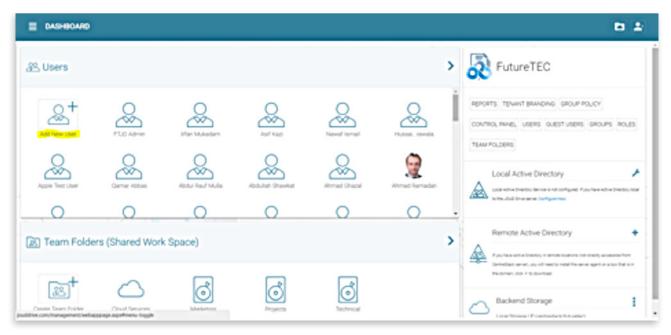
User Manager

You can start manage users by click on the "Manage Users" icon in the users block in the dashboard.



Add User

You can also select 'User Manager' from the left panel and then start adding user by using the "Add User" button.



In 'Add User' window, you will see several options

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×

Sources of New User





CANCEL

Native User

Native user refers to JOUD Drive user that is not related to any active directory.

Batch create users

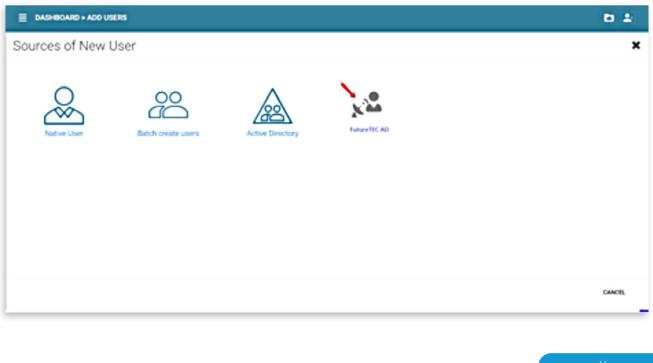
These are native users in a comma separated file that can be paste into a text area so the users can be batch created.

Active Directory

Active Directory means users from Local Area Network (LAN) that is in the same network as the JOUD Drive server.

Server-Agent-Name

If you already have "Server Agent" installed and the server agent is actively connected to JOUD Drive, you will also see the server agents listed by name in the Add User page.



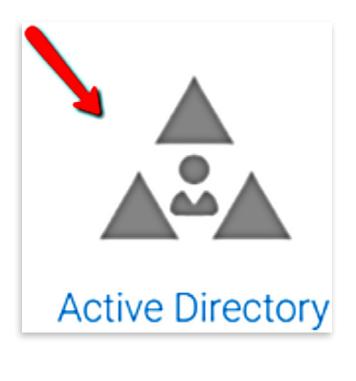
Add Native User

When a new user is created, the administrator will specify the amount of cloud storage the new user is allowed to use. The email address will be to send a welcome email to the new user and will serve as his/her username.

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Please Enter User Information:			
First Name	Last Name		
Email	Quota(08) 0		
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Add Active Directory Users from LDAP

Add Active Directory Users where those users are from local area network. If the Active Directory (LDAP) is not already configured, you will need to configure it first.



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Domain Controller or LDAP Server Address (myhost 389)	
Uber name (used to connect to your Active Directory Service)	
Patteord	
Advanced Settings	

If the Active Directory (LDAP) is already configured, you will see the Active Directory name at the bottom of the icon.

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After the Active Directory is configured, you can use the Add User wizard to import Active Directory users into JOUD Drive.

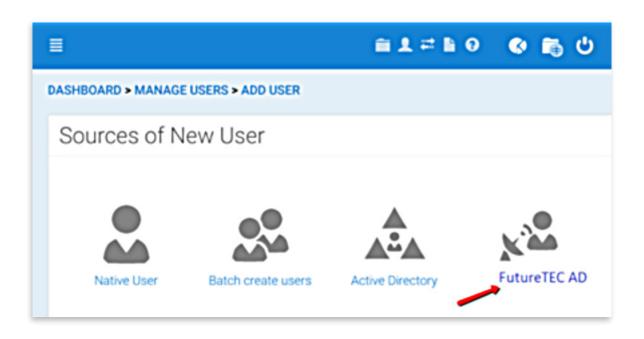
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DASHBOARD > MANAGE USERS > ADD USER

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Add Active Directory Users from Server Agent

When the server agent is available and connect to the specific tenant in the JOUD Drive, the server agent will show up with the server's name at the bottom of the icon.



Click through the server agent icon, you will see the "Add User" wizard and complete the wizard to add users.

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Sel	ect Deselect Undo Queue Selected	BACK	CONTINUE
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Client Agent Software and Downloads

The JOUD Drive Cloud access platform supports several different clients which allow users to leverage cloud storage in ways that make sense for the client. Supported clients include:

- HTML 5 based Web Portal
 - o Chrome
 - o Firefox
 - o Internet Explorer
 - o Opera
 - o Safari
 - o older web browsers such as Internet Explorer 8
- Desktop Client for Windows and Mac
- Server Agent for Windows
- Mobile Clients for iOS (iPad and iPhone)
- Mobile Clients for Android phones
- Mobile Clients for Windows Phone

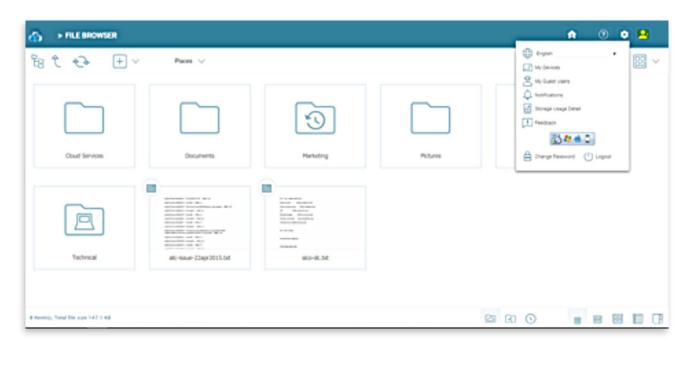
Warning

Internet Explorer 8 is supported for Team User. However for any administrative works (Cluster Admin, Tenant Admin, Delegate Admin), Internet Explorer 8 is no longer supported for any administrative works.

Download Client Agent Software

Most of the Mobile clients will need to be downloaded from the Apple Store, Google Play Store or Windows Phone Market Place.

The Windows and Mac client agent software can be downloaded directly from the JOUD Drive web portal itself.



Folder Legends in Web Interface

There are many different folders in the web interface. Here is a list of them.



Mounted Storage

This folder represents mounted/attached storage. For example, a mounted file server network share or a connected Amazon S3 bucket will look like this.



Sync From Remote

This folder represents synchronization folders from remote PCs or server agents.



Received Shares

This folder represents the root folder of all the shared files and folders from other users.



Received Items

This folder represents a single shared folder received from other users.



Team Folder

This folder represent a team folder that is published to users and viewed from the users who received the team folder.



Version Control

Version folder represents folders that every files inside is under version control.

Note

If a folder doesn't have the version folder icon, doesn't mean it is not a version folder. As long as one of the parent folder is a version folder, everything inside is under version control. If the administrator setup the user as version control from the root, the team user may not see the version folder icon either when version control is on by default.

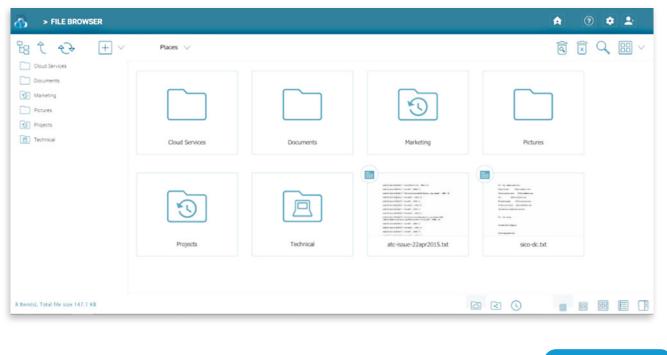
The Web Interface

The web client interface has three panels from left to right, the left tree panel, the middle file and folder panel, and the right information panel. Many of the management functionality are done over the web portal. The web client also has the files and folder's view.

Normal Web Portal View

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With Left Tree View



Switch Between Iconview and Listview

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Cloud Services	Name	Size	Last Modified
Documents Marketing	Cloud Services		Sunday, January 28, 20
Pictures	Documents		Tuesday, December 5, 2
Projects	Marketing		Thursday, March 22, 20
Technical	Pictures		Tuesday, December 5, 2
	Projects		Thursday, January 18, 2
	Technical		Monday, February 5, 20
	ato-issue-22apr2015.txt	139.9 KB	Wednesday, April 22, 20
	sico-dc.txt	7.2 KB	Sunday, July 23, 2017 1
8 Item(s), Total file size:147.1 KB			

When switched into list view. The middle panel looks like a list.

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Cloud Services			Activities Sharing and Collaboration
Marketing			Access Files Seamlessly from My Desktop
Pictures Projects			Ch UPLOADED FILE 5Hours app 41ed6c26-d578-424f8.0_Win/x64/Appent
Technical	Cloud Services	Documents	Agent.cab_Sgladtmp
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Uploading Files

In JOUD Drive, you have different options to upload files and folders. You can upload one file at a time using the 'Upload File' option under Upload You can also upload folders using the 'Upload Folder' option under Upload. Last but not least you can also use 'Upload Folders and Files' to upload multiple files simultaneously, or drag & drop files from a local desktop to the JOUD Drive Cloud web portal to start the upload.

Warning

Different upload methods may have different advantage and disadvantage on different web browsers and different web browser configuration, such as whether it is HTML5 enabled, Java enabled or Flash enabled.

By default, only one upload method was exposed in the web user interface. However, the tenant administrator, based on the kind of web browser the company is using and the kind of configuration the web browser has, can decide which upload method to expose to the end user (Team User).

DASHBOARD 60 D 1 20 Dashboard FutureTEC 28 Users > Team Folders > 🔏 User Manager REPORTS TENANT BRANDING GROUP POLICY Croup Policy CONTROL PANEL USERS GUEST USERS GROUPS ROLES Tenant Branding TEAM FOI DERS Reports Local Active Directory X Control Panel A: Remote Active Directory E Team Folders (Shared Work Space) > 1 ් ୖ 8 ් C Backend Storage 1 3 D 1 ക 22 Dashboard CROUP POLICY HOME 2 E Team Folders Common Settings 🔏 User Manag \oplus \ll 8 Group Policy 0 0 0 Tenant Brand A Reports X Control Panel Account & Logir Folder & Storage Client Control

Below is the Group Policy->Client Control->Web Portal setting administrator can control.

Web Browser - Disable Java Uploader

If the company standardized on Java on every Desktop machine, the Java Uploader can be used.

Web Browser - Disable Flash Uploader

If the company standardized on Flash (or Chrome Web Browser), the Flash Uploader can be enabled.

Web Browser - Disable Local Uploader

The local uploader is for Windows machines, that the web browser will download an executable to upload files.

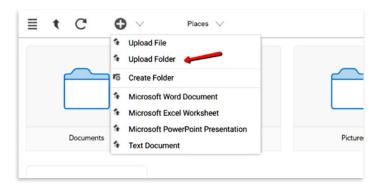
Upload File

The Upload File can upload one file at a time. This is supported on all browsers.

	1 Upload File	
	1 Upload Folder	
	Create Folder	
	Microsoft Word Document	
	Microsoft Excel Worksheet	
D	Microsoft PowerPoint Presentation	
Documents	Text Document	

Upload Folder

The 'Upload Folder' option allows you to upload folders into the JOUD Drive Cloud:



Browse to the folder you want to upload.

Browse For Folder	×
Select Folder to Upload	
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2e3d48566da087aaa5df31c545fdad	
▷ 🍌 bbndk-2.0.1	
blackberry.tools.SDK	
🍌 Config.Msi	
JATA JATA	
Downloads	
🛛 📔 eclipse	
eclipse-SDK-4.2-win32-x86_64	~
< >	
Folder: Documentation	
Make New Folder OK Cancel	

Upload Using Local Uploader

(This is Windows only feature) When uploading big files and big folders, the "upload using local uploader" may be the best option for web browser based upload. It will download a thin local uploader binary first and then the local uploader will do the upload. The local uploader has retried and other reliability measures so to make sure the upload is successful. Basically it uses web browser to download an executable, and the executable does the rest of the uploading work.

Drag and Drop Upload

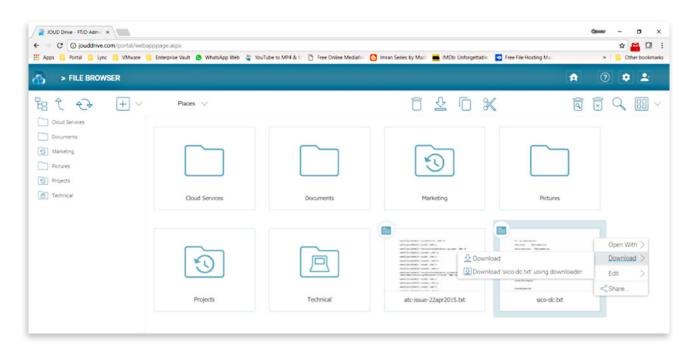
Latest web browsers that support HTML5 drag and drop upload will see "Drop Files Here" in an empty folder. These web browsers allow you to drag & drop multiple files directly to the JOUD Drive Cloud. In latest Google Chrome, Drag and drop folder is also supported while the other HTML5 based web browser support drag and drop multiple files.

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Name			Last Modified
Documents			
Folder From Scratch	Upload Folders and Files	88	
Pictures			
Public Area			
test_tenant_root_folder_marker.tx			
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Downloading Files

There are several ways to download files in JOUD Drive:

- 1. You can double click the file to download it.
- 2. You can also select the file and click the download icon in its row, right click the file and select the download icon from the context menu.
- 3. You can also client the "Download" link on the right panel, when the file is selected.



4. If the file is in a versioned folder, the revisions option is shown here. It enables you to view all revisions for the file or download any previous version of the file.

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Creating Folders

To create a folder, go to the parent folder and click 'Create Folder' on the top menu.

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	Upload File Upload Folder
Documents	6 Create Folder
1	Microsoft Word Document
	Microsoft Excel Worksheet Microsoft PowerPoint Presentation Text Document
Pictures	Public Area

Renaming/Deleting Folders

Rename and deletion can be achieved via the icons on the row of the file/folder or via the right click context menu.

	Name			Size	Last Modified
	Documents				8 days ago
0	Folder From Scratch				2 days ago
	Pictures				8 days ago
0	Public Area		1		8 days ago
T	test tenant, root, folder, marker tyt Open With	> <	⊙ ↓ X (A) ⊡ 🗗	2 bytes	Tuesday, Jan
	Download				
	Download 'test_tenantmarker.txt' using down	loader			
	(A) Rename				
	× Delete				
	Publish as team folder - test_tenantmarker.tr	ct			
	Edit folder permission - test_tenantmarker.tx	t			
	< Share				

User Management

Adding Users

After signup, the administrator will get a login to the JOUD Drive. To setup a team environment, the administrator needs to add team users. Only the administrator or delegated administrators or users that has user manager role assigned can add users.

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8 Item(s), Total file size 147.1 KB	Projects	Technical	atc-issue-22apr2015.bt	sico-dc.bt	

To manage users, go to 'Management Console' under user on the top right:

In the 'Management Console', click 'User Manager':
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2 Users					:	> RutureTEC
Add New User	FTJD Admin	Irfan Mukadam	Asif Kazi	Nawaf Ismail	Hussai_rawala	REPORTS TENANT BRANDING GROUP POLICY CONTROL PANEL USERS GUEST USERS GROUPS ROLES TEAM FOLDERS
Apple Test User	Qarmar Abbas	Abdul Rauf Mulla	Abdullah Shawkat	Ahmad Ghazal	Ahmad Ramadan	Local Active Directory Local Active Directory Service is not configured if you have Active Directory local to the JOUD Drive Service Configure Home
🔊 Team Folde	rs (Shared Work	(Space)			:	Remote Active Directory +
Create Team Folder Waiting for jouddrive.com	Cloud Services	Marketing	Projects	Technical		CenterStack server) you will need to install the server agent on a box that is in the domain, click if is download.

In 'User Manager' window, click the '+' icon or "Add User" on the top right:

■ DASHBOARD > ADD USERS		D 1
Sources of New User		×
Native User Batch create users	Active Directory	
		CANCEL

Deleting Users

When a user leaves the team, administrators can delete the user's login. Just select the user and click Delete icon in 'User Manager' window.

(60 of 60 users found)					<u>्</u> र् क्षे २३ छ
Full Name	Туре	Storage Usage	Last Login	Active	
Abdul Rauf Mulla abdulrauf mulla@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:01:59 AM	•	G 🗣 🗣 🖻 🦉 1 🖷 😚
Abdullah Shawkat abdullah.shawkat@futuretec.me	Proxied AD User	139.64 KB of 2 GB used	3/2/2018 9:34:05 AM	•	G G 🗢 🖻 🦉 1 🖷 4
Administrator administrator@ft-filesrv01	Proxied AD User	0 Bytes	2/5/2018 1:57:02 PM	•	🧟 👒 🖷 🖹 🖉 1 🖷 😚
hmad Ramadan hmad.ramadan@futuretec.me	Proxied AD User	42.22 MB of 2 GB used	4/29/2018 8:33:28 AM		🧟 🕫 🗢 🖹 🛢 🕇 🖷 😚
khmad Ghazal ihmad ghazal@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:01:59 AM	~	Ge 🖙 🗢 🗟 🖉 † 🖷 😚
Ni Kazi ili kazi@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	3/5/2018 4:33:30 PM	•	Ge 🗣 🗣 😰 💆 १ 🖷 😚
Inchal Jaiswal Inchal jaiswal@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	3/5/2018 1:33:59 PM		G 🕞 🗢 🖹 🖉 1 🖷 4
niz Mohammed niz mohammed⊚futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:01:59 AM	*	G 🕞 🗢 🖹 💆 1 🖷 😚
nkita Anand nkita.anand@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:01:59 AM		Ge 🗣 🗣 😰 🦉 १ 🖷 😚
nup George nup@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:02:00 AM	*	Ge 🗣 🗣 😰 🖉 🏌 🗢 😚
Apple Test User user@futuretec.me	Native User	0 Bytes of 1 GB used	3/9/2018 11:10:29 PM		🧟 🕫 🔮 🖹 🔋 † 🖷 😚

Managing User Quotas

Administrators can assign a quota to each user. A user will not be allowed to upload files to JOUD Drive once their quota has been reached.

If the quota is 0 for the user, there is no limit on how much storage the user can use.

Click the 'Management Console' and select 'User Manager'. Click the "Manage User" menu on a user to manage and select "Set Quota"

■ DASHBOARD > MANAGE USERS					a a
(60 of 60 users found)					ଦ୍ ୟ ତ ଛ-
Full Name	Туре	Storage Usage	Last Login	Active	
	User Storage Usage		😵 8 11.01.59 AM	20	Q G O 2 5 1 0 4
	User Storage Distribution (Storage Quota (GB) 2)		9.34:05 AM	2	Q Q • 2 = 1 + 4
	Non Versioned Files	139.64 KB	1:57:02 PM	8	Q - 3 • 2 = 1 • 4
	Files Marked for Deletion Large File Churiks (for efficient, reliable transmission)	0 Bytes 0 Bytes Non Versioned Files	8 8 33 28 AM	8	Q -3 • 2 = 1 + 4
	Trash can Current Versions	0 Bytes 0 Bytes	8 11:01:59 AM	2	Q G 🛛 🖉 🖉 1 🖷 5
	Previous Versions	0 Bytes	433.30 PM	2	Q Q • 2 = 2 = 1 = 4
				×	Q G • 2 = 1 + +
		FORCE REFRESH	8 11:01:59 AM	8	Q R ● 2 8 1 + 4
			8 11:01:59 AM	8	G G ● 2 8 1 + 4
			8 11:02:00 AM	8	Q G • 2 8 7 + 4
				×	Q -

Managing User Credentials

Admins can change user passwords and login emails, if needed. Click 'Management Console' and select 'User Manager'. Click the "manage user" menu icon in the user block. After that, can use "Reset Password" link to help the user.

Account Information Groups Team Folders Storage Roles Devices Shared Objects Tokens	Ð
	EDIT
mar Abbas. (Last Login: 2018-04-29.20:17:52Z)	EDIT
narabbas@futuretec.me EC	DIT RESET PASSWORD
r is allowed to access	SUSPEND
ied AD user	CONVERT TO NATIVE USER

After changing the login password, an email will be sent to notify the user of the change. Admins can choose to include the new password in the email, or exclude the new password from the email. If the password is not included, the admin will need to convey the new password to the user in some other way.

E DASHBOARD > FTJD ADMIN (FTJDADMIN@FU	JTURETEC.ME)	B 1
Account Information Storage Devices	Reset Password O S	÷
	User : ftjdadmin@futuretec.me	
	Password :	
	Confirm Password.	
	Include new password in the email sent to the user.	
	Dont include password in the email sent to the user. I will notify the user. Dont send email to user. I will notify the user.	
	SUBMIT CANCEL	

When either the email or password is changed, please update the corresponding login credentials in JOUD Drive Cloud Desktop or Cloud Server.

Warning

This only applies to native JOUD Drive user. If you have Active Directory users, you will need to manage user's credential the Active Directory way.

Changing The Default Quota For New Users

When creating a new user, admins can define how much storage the user is allowed to consume.

By default, this quota is 0, meaning the user can use as much space as possible. During the user creation process for each user, admins can change their assigned quota.

The default value can also be changed, so that there is no need to change the quota for every user created.

In 'Management Console', select 'Group Policy' and select 'Home Directory' in the central pane.

In the 'Home Directory', change the default storage quota.

a						D 1
B Dashboard	CROUP POLICY HOME					×
 Team Folders User Manager 	Common Settings					
Sroup Policy	Ð	\sim	A		ତି	()
Tenant Branding	Security	Sharing	File Locking	Client Setting Manager	Retention Policy	Anti Virus
Control Panel	Account & Login					
	Folder & Storage					
	合		\Box	∇		
	Home Directory	Folder and Storage	Attached Folder	Filters		
	Client Control					

Group Management

How Groups Work

In JOUD Drive , admins can publish folders to team-users as team folders. Admin can also define access permissions for subfolders in each team folder, for sub users.

Most of the time, the Active Directory is used and Active Directory integration is used so the Active Directory group can be used.

In the case when Active Directory is not in place and when still need to assign groups, the group feature will come in handy.

When working with a large amount of users, it may be tedious to assign permissions to each user. To solve this problem, JOUD Drive uses Groups. Admins can create a group and assign users to the group. When publishing a folder or changing subfolder permissions, instead of selecting each individual user, admins can assign the permissions to a group, then add users to the group. If there is a need to change the permission, just change it for the group and all the users there get the same access.

289	92 trial day(s) left. 🔇 📑 😃
TEAM FOLDERS > CREATE NEW TEAM FOLDER	■± = b
Team Folder Storage Locations(What is this?)	CANCEL
Pefault Tenant Storage Create a new team folder from scratch using default storage. It will be empty to start with and you can put files and folders inside later. Publish Tenant Home Storage As a Team Folder The tenant's home storage will be published to users in the same tenant so they can see file and folder contents from the home storage. Some species servers or remote cloud storage services are not included in this scope.	alized folder such as folders from remote file
S File Servers in Local Area Network	+*0 C
Remote File Servers	+ 0
Cloud Storage	

Creating Groups

Only administrators can manage groups.

Login to the JOUD Drive web portal as the administrator and select 'User Manager' in 'Management Console and click on 'Group Manager' in the middle pane.

a		E
BB Dashboard	(Broug(s) SEARCH	+ CREATE NEW GROUP
🔊 Team Folders	Group Name	
Ver Manager		
Suser Manager		
Croup Manager		
😞 Role Manager		
22 Group Policy		
Tenant Branding		
Control Panel		

In the 'Group Manager' window, click 'Create New Group'.

	Edit Group	10 ±
23 Dashboard	Group Name:	SEARCH + CREATE NEW GROUP
Team Folders	Gro +1	
v 😤 User Manager		
😤 User Manager	No users have added to the group. Please click the 'Add User' above to add the user(s) to the group.	
🙎 Guest User Manager		
& Role Manager		
Sroup Policy		
Tenant Branding		
Reports		
🛠 Control Panel		
	APPLY CANCEL	

Type in the group name and click 'Add Users to the group' to assign a new user to the group.

		Edit Group			00		10 A
20 Dashboard	(0 Group(s)	Group Name:				SEARCH	+ CREATE NEW GROUP
🔝 Team Folders							
		User Name Ali Kazi	Email ali kazi@futuretec.me		-		
		Anchal Jaiswal Aniz Mohammed	anchal jaiswal@futuretec.me aniz.mohammed@futuretec.me		- 60 - 60 - 60		
😤 Guest User Manager							
				APPLY	CANCEL		

Team Folders

What Is a Team Folder?

JOUD Drive enables the creation of team folders which are owned by the administrator and published to other JOUD Drive users.

There are 2 types of folders in JOUD Drive.

Regular Folders

These are the standard folders created by the account administrator in JOUD Drive.

• Versioned Folders

JOUD Drive will maintain the version history of any files uploaded to versioned folders. From JOUD Drive, a user can download any previous versions of a file. From JOUD Drive Desktop/Server Agent, a user can restore previous versions of files and recover deleted files.

To create a versioned folder, click 'Create Versioned Folder' in the JOUD Drive web portal.

≣ t C	Θ \vee Places \vee
	1 Upload File
	1 Upload Folder
	Create Version Folder
	Create Folder

Write the folder name and select 'Create'.

older Name:		
-	under this folder will have versioned backups	
-	under this folder will have versioned backup: ed file. Extra storage space will be consumed	
-		

If you are not seeing the option of "Create Version Folder", it means your whole folder structure is already under version control. This could happen (and be the default) when administrator provisions a team account for you.

Attached Local Folders

These folders are the local folders from the local PC/Mac that JOUD Drive users have attached to JOUD Drive Cloud. Once a local folder is attached, a user can immediately access it in JOUD Drive Cloud. JOUD Drive Cloud will maintain the version history of files in the attached local folder. The local folder is also being synchronized with JOUD Drive ("cloud side").

Both administrators and team users can create versioned folders and attach local folders. However, only administrator can publish his/her folders to users.

Once a folder is published, it is displayed as a team folder to the users who have access permissions. Users can access these folders from JOUD Drive Web or JOUDDrive client agents. The published folder will appear under the user's root folder, and its name will be appended with '(Team Folder)'.

∎ t	C \bullet \vee Places \vee	
	Name	Size Last Modified
	LargeFile	1 minutes ago
	Team A (Team Folder)	11 minutes

Creating A Team Folder

In a team environment, where team members need to collaborate, the JOUD Drive administrator can setup shared Team Folders for users and manage access controls.

To create a new team folder, open the management panel of the JOUD Drive web portal and click 'New', in 'Team Folder(s)'.

E DASHBOARD) > CREATE TEAM I	FOLDER				D 1
器 Users					>	
Add New User	FTUD Admin	Irfan Mukadam	Asif Kazi	Navaf Ismail	Hussail_rawala	REPORTS TENANT BRANDING GROUP POLICY CONTROL PANEL USERS GUEST USERS GROUPS ROLES TEAM POLDERS
Apple Test User	Qamar Abbas	Abdul Rauf Mulla	Abdullah Shawkat	Ahmad Ghazal	Ahmad Ramadan	Local Active Directory
🔊 Team Fold	ders (Shared W	/ork Space)	0	0	>	Remote Active Directory +
Create Team Folder	Cloud Services	Marketing	Projects	Technical		Controllate served you all waters install the server agent on also that all the deman click in to download.

You can also create new team folder from management console->Collaboration->Team Folder

■ DASHBOARD > TEAM FOLDERS				D
(4Published (Team) Folder(s)				It ⊕Q ()
	Cloud Services (1) 🖉 🖥 🅑	🖻 Marketing 🚺 🖉 🖥 🕲	Projects	® / T &
Team folder is a shared workspace to collaborate with team members. You can assign team members, with read/write permissions to the team folders.	MENAB	EECIM	TNAB	
Technical 🚯 🖉 🛱 🍪 🍄				
(EV)				

Default Tenant Storage

This is the easiest way of create a team folder from scratch. The created folder will be empty to start with.

File Servers in Local Area Network

If you have file servers in the same local area network as the JOUD Drive server, you can mount them into JOUD Drive and at the same time convert them to team folder.

Remote File Servers

When you have remote file servers with "Server Agent" software installed, the network shares from those remote file servers can be imported to JOUD Drive as team folders.

Sharing

Sharing vs. Publishing

There are two ways to share files and folders in JOUD Drive – publishing and sharing.

Publishing:

Only available for the administrator who can share any tenant-wide folder. It will only work with teamusers in a specific JOUD Drive account (tenant account). Publishing a team folder can't go outside of the tenant scope.

• Sharing:

Both the administrator and team-users can share files with anyone that has an email address. The recipient of the share will get an email with a link to open the folder or download the file. If the email recipient is also a JOUD Drive Cloud user, he/she can access the shared file or folder directly from the JOUD Drive.

Administrators can prevent team-users from sharing if needed.

Sharing Files And Folders

File Sharing

To share a file, click it and select the Share icon in the row of the file. You can also right click the file and select Share in the context menu. Once the file is selected, if the right panel is open, there is a Share link there too.

A > FILE BROWSER					A 🤉 🗘	<u>•</u>
월 Ĉ � + ∨	Places 🗸		õ <u>2</u> O	*		88 ~
Cloud Services	Documents	Marketing	Pictures]	Projects	
Technical	atc-issue-22apr2015.bt	Normality Sector				
8 Item(s), Total file size:147.1 K8						
◆ FILE BROWSER B t t t t t Coud Services	Invite People : (Email Addres example888@examplemail.com Notes (text will be included in	n		× 	Constant Excellent (Assessed)	
Technical 8 Item(s), Total file size:147.1 KB	Ø æ		CONTINUE	CANCEL		

After clicking 'Share' above, in 'Edit Share' window, click 'Invite User to Share'.

ے 🕂 ایک	ared with the following people	VED F	Portal User Guid	ae 					
ared with the following people	ared with the following people								
ared with the following people	ared with the following people								
ared with the following people	ared with the following people								
ared with the following people	ared with the following people	LE BROWSER > ED	DIT SHARE - PICT	TURES					
ared with the following people	ared with the following people								
		\geq					+	1	s 🗖
		ared with the following	neonle						
				Expiration	Download Noti	Change Notific	Notify User		
				•					

Type the user(s) email where the file will be sent and then click 'Continue'.

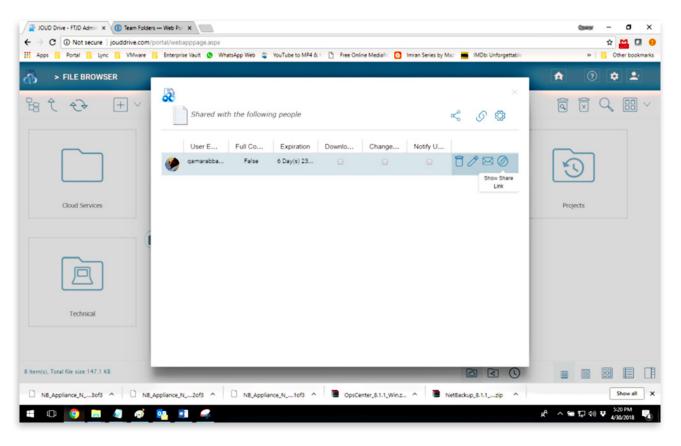
2								
	Shared with	h the followi	ng people				~ 5 🕸	
	User E	Full Co	Expiration	Downlo	Change	Notify U		
۲	qamarabba	False	6 Day(s) 23				0000	

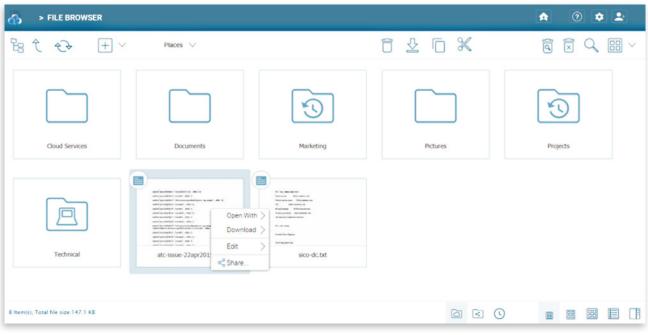
In the 'Invite User to Share' window, you can specify the expiration time and also grant access permissions.

Expires in: 1 Week •	
	0
 View / Read-Only Access View only (download will be disabled) 	Bownload C Edit / Full-Control Acc Only
No Protection	
Password is needed to access	
(Send share password in a separate email One time password))
 Recipient must login to access 	
Send email notification when file is downloaded	
Send email notification when file is uploaded	

Folder Sharing

To share a folder, click it and select the Share icon in its row. You can also right click the file and select 'Share' in the context menu.





Removing shares

During share setup, a user can define its expiration date. Once the share expires, other users will no longer be able to access the shares.

Users can also delete the share manually.

In the JOUD Drive Cloud root folder, the panel on the right shows shared items to others. Users can click 'Manage' to see the list of shared files and folders.

FILE BROWSER			A 0 ¢ L
體 € € + ~	Places \lor		
			Activities Sharing and Collaboration
		S	A team Folder(s) A team folder is a shared workspace to collaborate with team members. You can assign team members, with read/write permissions.
Cloud Services	Documents	Marketing	Q ^O _c 4 Shared Item(s) Securely send links of files and folders to share with people.
			The browsenbased file explorer provides most of the basic functionality. For a
	S		richer; native experience; you can download native clients.
Pictures	Projects	Technical	
8 Item(s), Total file size:147.1 KB			

In 'Management Console' -> 'Collaboration', click 'Shared Objects' to open a summary window for all shared objects. Here, you can edit the share to change permissions. You can also delete the share.

ക	> Fi	E BROWSER > MANAGE SHARED OBJECTS	0	٥	•
		Location	Туре		
1	Ò	/Projects	Share		×/
2		sico-dc txt	Share		×/
3	Ò	//Projects	Public U	Url	×
4		/sico-dc.txt	Public U	Url	×

Accessing 'Files/Folders Shared with Me'

When a file or folder is shared with the user, he/she will get an email. The link in the email can be used to open the file or folder.

If the user has a JOUD Drive account with the given email address, the shared files and folders will appear under the 'Files shared with me' folder, in both the JOUD Drive Cloud web portal and JOUD Drive Cloud Desktop.

JOUD Drive Web Portal

ക	> FILE BROW	SER					A	0	٥	2	
83	£ 47	+ ~	Places V Files shared >						Q		~
				(Folder is empty)							
0 Item(s	s), Total file size 0 byte	•			<	0	8	88	88	E	

JOUD Drive Desktop

ile Home Share	Drive Tools JOUD Drive (View Manage	k)				-	
> -> 🛧 🛃 > Thi	s PC > JOUD Drive (J:)				v Ö	Search JOUD Drive (J:)	م
^	Name	Date modified	Туре	Size			
A Quick access	Baas	2/12/2018 8:38 PM	File folder				
🐉 Dropbox	Files shared with me	4/30/2018 5:30 PM	File folder				
	JoudDrive	3/26/2018 11:27 AM	File folder				
OneDrive	JOUDDrive Setup	3/26/2018 11:45 AM	File folder				
This PC	JOUDDrive_Share	3/27/2018 7:18 PM	File folder				
3D Objects	My Files (LON-L29)	3/17/2018 1:48 AM	File folder				
Desktop	My Files (MIX)	3/4/2018 11:09 PM	File folder				
Cocuments	Service Manuals (Abbas)	3/15/2018 5:19 PM	File folder				
Downloads	Technical (Team Folder)	2/5/2018 1:57 PM	File folder				
Music							
E Pictures							
Videos							
S (C:)							
_ Data (D:)							
ESXI-6_5_0- (F:)							
JOUD Drive (J:)							
🛫 qamar.abbas (\\							
T Department (U:)							
ESXI-6_5_0- (F:)							

If the user has write permission to the folder shared, he can modify the files in the folder.

Preventing Users From Sharing

Sometimes for security reasons, users should not be allowed to share files/folders.

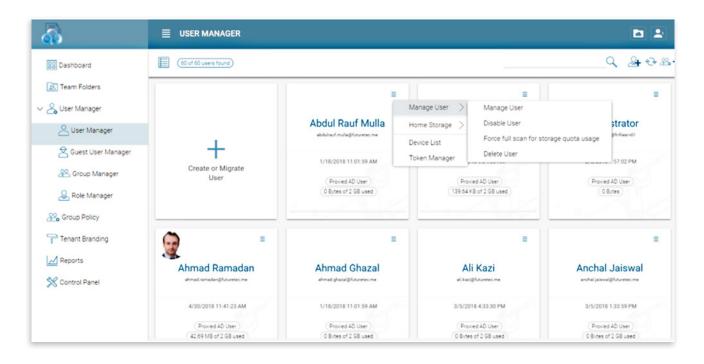
There are two types of files and folders a user can access.

• User's own folders, including versioned folders and attached local folders from the user's desktop.

When an administrator creates new users, he/she can check 'Disable sharing home directory content with external party, to prevent the newly created user from sharing his/her own files and folders.

■ DASHBOARD > ADD USERS			E 2
Please Enter User Information:			
First Name Test	Last Name test		
Email test@futuretec.com.kw	Quota(GB) 0		
		CONTINUE	CANCEL
USER MANAGER > ADD USER			1 = h
User Creation Options:			
Let system generate password (password will be sent via email)			
User must change password at next logon			
Disable sharing home directory content with external party			
Send welcome email to user after the user is created			
Force all folders to be versioned			
Enable offline access for all folders			
This will automatically download ALL folders and files to the user's device and automatic significant increase in network traffic, especially during the initial download of all folders.	ally updated them whenever they are changed	anywhere in the network. This wil	l cause a
	BACK	CONTINUE	CANCEL

If the user is already created, administrator can edit the quota for the user. It also has the checkbox to disable sharing.



Configure User Home Directory	8
Set home directory quota for: administrator@ft-filesrv01	
New Quota(GB) (0 - unlimited) Current Quota (GB) :0	
Disable the sharing of home directory content with external parties	
APPLY CHANGE	CANCEL

• Team Folders shared to the user

Now in the team folder editing dialog:

a	TEAM FOLDERS > EDIT - CLOUD SERVICES	
Dashboard	Collaborators External Sharing Folder Permissions Settings Two-way Sync Storage	Ũ
 Team Folders User Manager 	Display Name: Cloud Services	
Subser Manager	O_Settings	
Suest User Manager	Create CIFS Share Cisable Offline Access	
Role Manager	• Permissions	
Croup Policy	C Secure Data Room	
Reports	O IP White List	
💥 Control Panel	Quota and Retention Policy	

For existing team folders, administrator can edit it and check the 'Disable further sharing' there too. When both flags are selected, team-users cannot share any files or folders to public anymore.

Protecting Shares by Requiring Login

When a user shares a file or folder, JOUD Drive will generate a URL. By default, anyone can use the URL to access the share.

Administrators can protect shares by requiring login credentials. Once enabled, when a user accesses the share URL, he /she will be prompted to login to the JOUD Drive Cloud. After login, the user can view the file/ folder shared with him/her under 'Files shared with me'.

a		
Dashboard	GROUP POLICY HOME > SHARING	
😰 Team Folders		
V 😋 User Manager	User must login to access file/folder shared to him/her. When this setting is enabled, the user must login to his/her account in order to access	
O User Manager	the "Files shared with me" folder.	
😤 Guest User Manager	Disable user's ability to share home directory content externally	
😤 Group Manager	When this setting is disabled, you can enable/disable the sharing on per-user basis.	
😞 Role Manager	Enable internal public share URL	
Croup Policy	Disable Public Link	
Tenant Branding	Show guest user creation option	•
Control Panel	Enable distribution group detection in the file/folder sharing's user interface	
	Show user list in sharing dialog When this option is enabled, the user list will be shown in the recipient dropdown list.	

Notifications

Subscribing To Change Notifications For Team Folders

Users can subscribe change notifications for Team Folders. Once subscribed, whenever a file or folder is changed in the team folder, the user will get an email with a list of changes. This notification only applies when the change is done by other users. It will not send out the notification email when the changes are done by the user himself/herself.

Visit the root of the team folder. On the right panel, select 'I want to receive notification for changes made in this folder (and subfolder)', to subscribe the change notification.

Team A	\odot
Description:	Edit
I want to receive notification for changes made in subfolder)	this folder (and
1 Team Folder Member(s)	Edit

Reporting and Auditing

A tenant admin can take a look at the overall usage statistics along with auditing under reports.

Upload Report

The upload report shows charts for files that have been uploaded in 30 days, a week, last 24 hours, and the last 60 minutes.



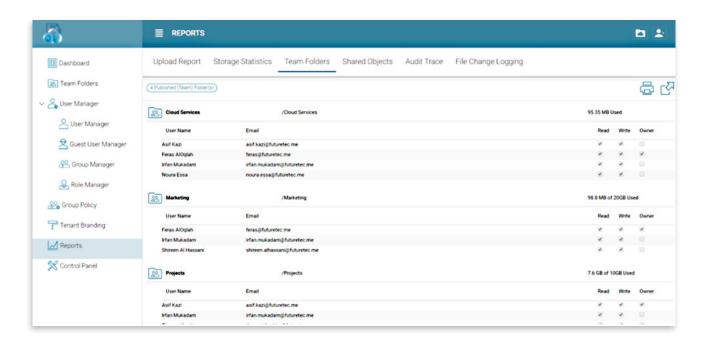
Storage Statistics

Here admin can take a look at overall storage usage statistics, size distribution, file type distribution, and users who are using the most storage on the system.

Iter Manager Iter Manager<			
Luser Manager Total Folders 958 Guest User Manager Cotal File Size 10.31 GB 4500KB 1264 28.07% 4500KB 1264 28.04% 4500KB 1264 28.04% 4500KB 1264 28.04% 550KB 1264 28.04% 51MB 550KB 1264 800W 550KB 1264 800W 50MB 1264 800W 50MB 1264 50MB 1264 50MB 1264 50MB 4468 0 50MB 4468 0 126 Hussain Mewarawala@Iuturetec.me) <t< td=""><td></td><td></td><td>Ī</td></t<>			Ī
Luser Manager Total File Size 1031 GB			
Total File Size 10.31 G8 260K8 1264 28.04% & Group Manager 2.34 MB			
	4		
	9		
Control Panel File Type Distribution Users who used the most storage Image: Control Panel	/		
Broup Policy File Type Distribution Users who used the most storage Reports .pdf 1406 31.19% docx 1080 23.96% xlax 374 8.3% ong 272 6.03% mpp 208 4.61% doc 172 2.84%			
Areports .pdf 1406 31.19% Max 1080 23.96% Max 374 8.3% prg 272 6.03% mpp 208 4.61% doc 172 2.84%			
docx 1080 23.96% Hussain Mewarawala@futuretec.me) 1080 X Control Panel xdsx 374 8.3% Qamar Abbas (gamar abbas@futuretec.me) 1080 png 272 6.03% Infan Mukadam (infan mukadam@futuretec.me) 160 thor 172 2.94% 172 172			
X Control Panel .docx 1080 23.96% Hussain Mewarawala (hussain mewarawala (hus	GB 2	25	50
X Control Panel xdsx 374 8.3% Qamar Abbas (qamar.abbas@futuretec.me) 25 png 272 6.0% Irfan Mukadam (irfan mukadam@futuretec.me) 16 mpp 208 4.6% Hady Medhat (hady medhat@futuretec.me) 16 Hady Medhat (hady medhat@futuretec.me) 384 172 172			20
png 272 6.03% Irfan Mukadam (irfan mukadam @futuretec.me) 16 mpp 208 4.61% Hady Medhat (hady medhat@futuretec.me) 16 Hady Medhat (hady medhat@futuretec.me) 28.46 Hady Medhat (hady medhat@futuretec.me) 16			
mpp 208 4.61% Hady Medhat (hady medhat@futuretec.me)			20
dag 170 0.04b			20
Addo 173 3.04% Feras AlOqlah (feras@futuretec.me)		_	50
140 0170			20

Team Folders

Team folders tab gives an overview of all the team folders in the tenant, users who have access to team folders, and the permissions assigned to the users.



Audit Trace

Audit trace shows the activity in the tenant. Audit trace can be generated for a specific user using the user's email address, by username, by trace content, and the action. There are many different selections under action for which a trace can be generated for example 'stop sharing', 'delete group' etc. A trace can be generated for different time periods.

Action	 Publish Team Folder 	
	Publish Team Folder	
	Edit Team Folder	
	Add Guest User	
	Send Share Email	
	Stop Sharing	
	Start Sharing	
	Add User	
	Add Group	
	Edit Group	
	Delete Group	
	Edit Delegate Amdin List	
	Unpublish Team Folder	
	Delete User	
	Purge User Storage	
	Delete Guest User	
	Create Version Folder	
	Attach Cloud Storage	
	Attach Local Storage	
	Enable Public Link	
	Disable Public Link	

The generated trace shows the user's email, action taken by that user, filename, client name, and time of the action. An admin can also download the trace as a CSV file for reporting purposes.

3							E 2
Dashboard	Upload Report	Storage Statistics	Team Folders Shared	Objects Audit Tra	File Change Loggin	g	
) Team Folders User Manager				Trace Co	ontents • All Records •		SEARCH
Subser Manager	Action	Trace		Time	Server Time	User Email	Full Name
Suest User Manager							
😤 Group Manager							
& Role Manager							
Group Policy							
^a Tenant Branding							
^b Tenant Branding Reports							
^a Tenant Branding Reports							
Control Panel							
^b Tenant Branding Reports							

File Change Logging

File change logs also helps an admin to see the activity by the users in the tenant.

BB Dashboard	U	pload Report Storage	e Statistics	Team Folders	Shared Objects	Audit Tra	File Change Lo	gging	
🖹 Team Folders	•	250 Item(s) found					in Last 1 Year • Ac	tion • Update File	SEARCH DOWNLOAD AS CEV F
Suser Manager		User Email	Action	Relative Fil	Absolute Fi	Note	Client Name	Time	Local Time(Web Server)
😫 Guest User Manager	1	nishant.panchal@futu	updatefile	Nishant/OpsCe	Nishant/OpsCe	51498	Nishant-PC	2018-04-29 15:11:30Z	4/29/2018 6:11:30 PM
2 Group Manager	2	change monitor	updatefile	41ed6c26-d5f8	41ed6c26-d5f8		cloud change	2018-04-16 10:07:37Z	4/16/2018 1:07:37 PM
& Role Manager	3	nishant.panchal@futu	updatefile	Nishant/OpsCe	Nishant/OpsCe	3437	Nishant-PC	2018-04-29 15:11:31Z	4/29/2018 6:11:31 PM
2 Group Policy	4	nishant.panchal@futu	updatefile	Nishant/OpsCe	Nishant/OpsCe	6835	Nishant-PC	2018-04-29 15:11:32Z	4/29/2018 6:11:32 PM
Tenant Branding	5	nishant.panchal@futu	updatefile	Nishant/OpsCe	Nishant/OpsCe	1344	Nishant-PC	2018-04-29 15:11:32Z	4/29/2018 6:11:32 PM
Reports	6	nishant.panchal@futu	updatefile	Nishant/OpsCe	Nishant/OpsCe	10377	Nishant-PC	2018-04-29 15:11:33Z	4/29/2018 6:11:33 PM
Control Panel	7	nishant.panchal@futu	updatefile	Nishant/OpsCe	Nishant/OpsCe	13666	Nishant-PC	2018-04-29 15:11:33Z	4/29/2018 6:11:33 PM
	8	nishant.panchal@futu	updatefile	Nishant/OpsCe	Nishant/OpsCe	2588	Nishant-PC	2018-04-29 15:11:33Z	4/29/2018 6:11:33 PM
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