



**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.

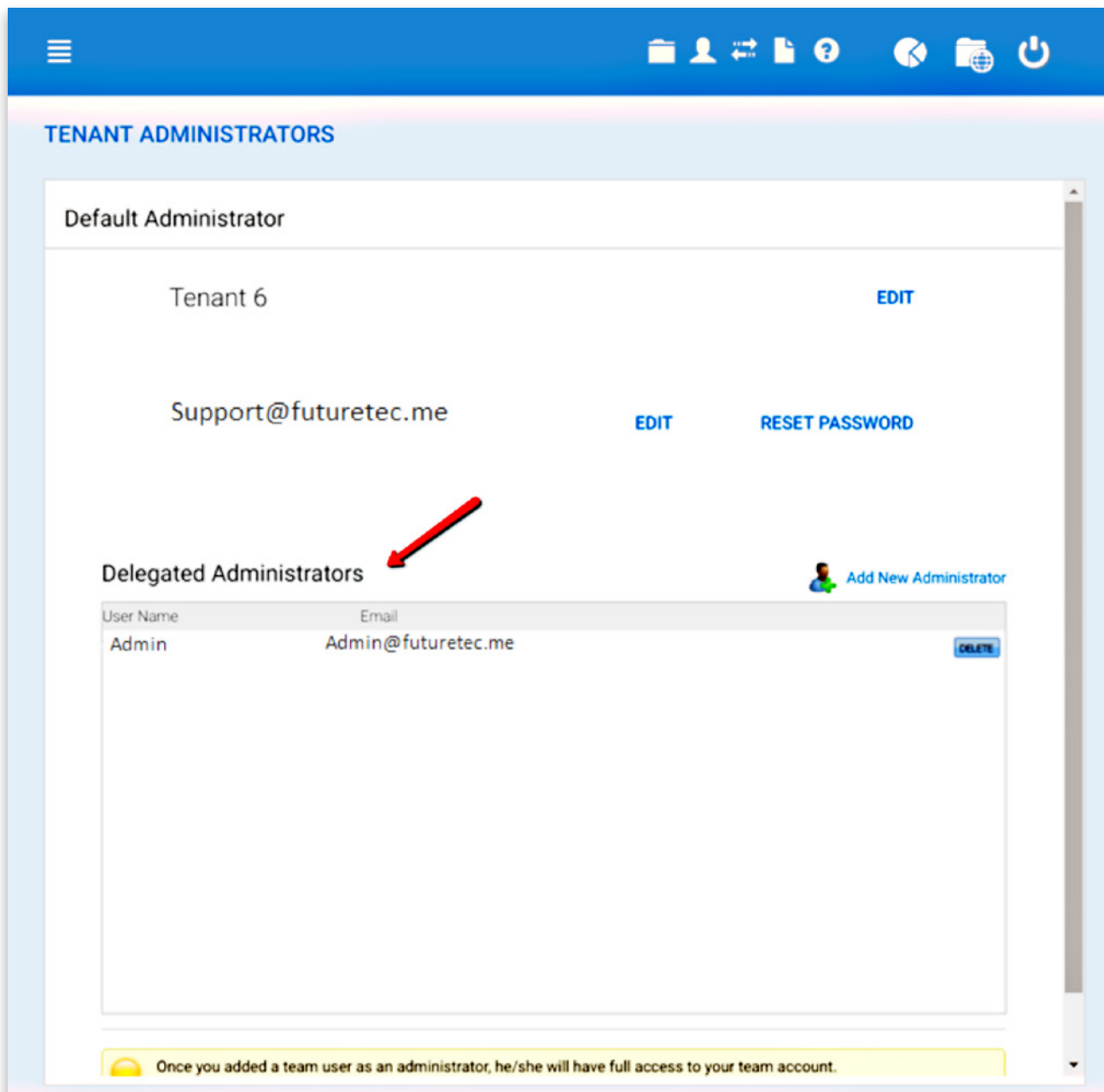
As a JOUD Drive administrator, you can think of tenant as a company, who is your client/customer, which in turn may have some of its own users too.

### 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.



**TENANT ADMINISTRATORS**

Default Administrator

Tenant 6 [EDIT](#)

Support@futuretec.me [EDIT](#) [RESET PASSWORD](#)

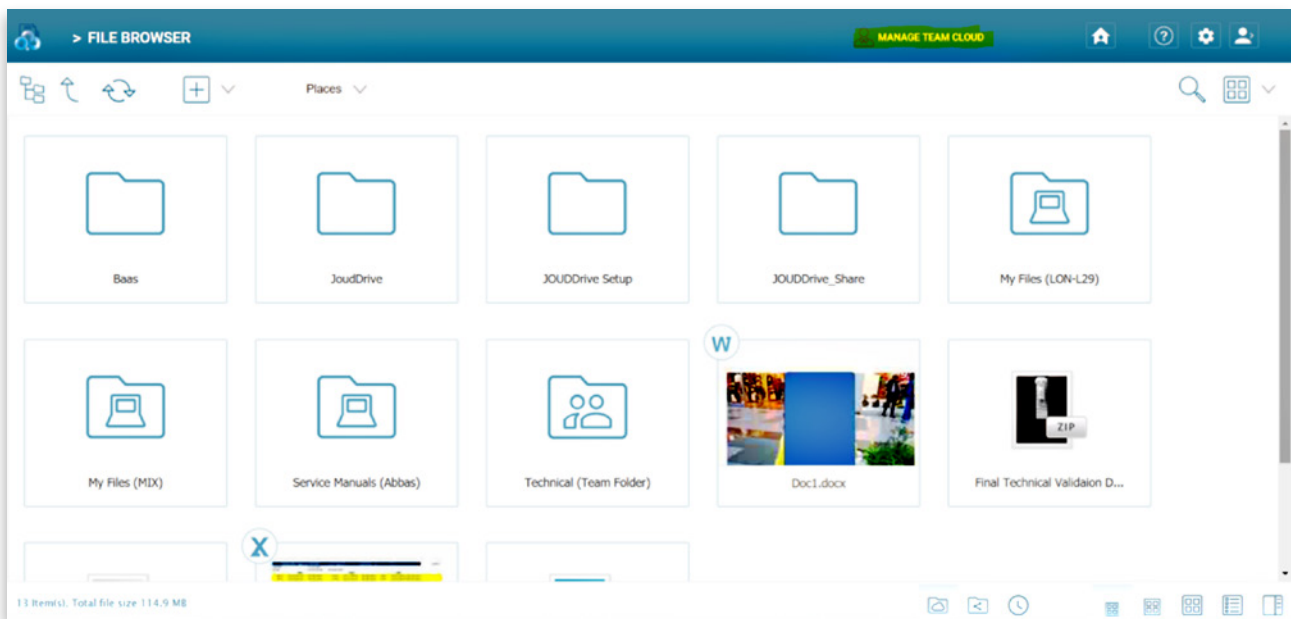
**Delegated Administrators** [Add New Administrator](#)

User Name	Email
Admin	Admin@futuretec.me

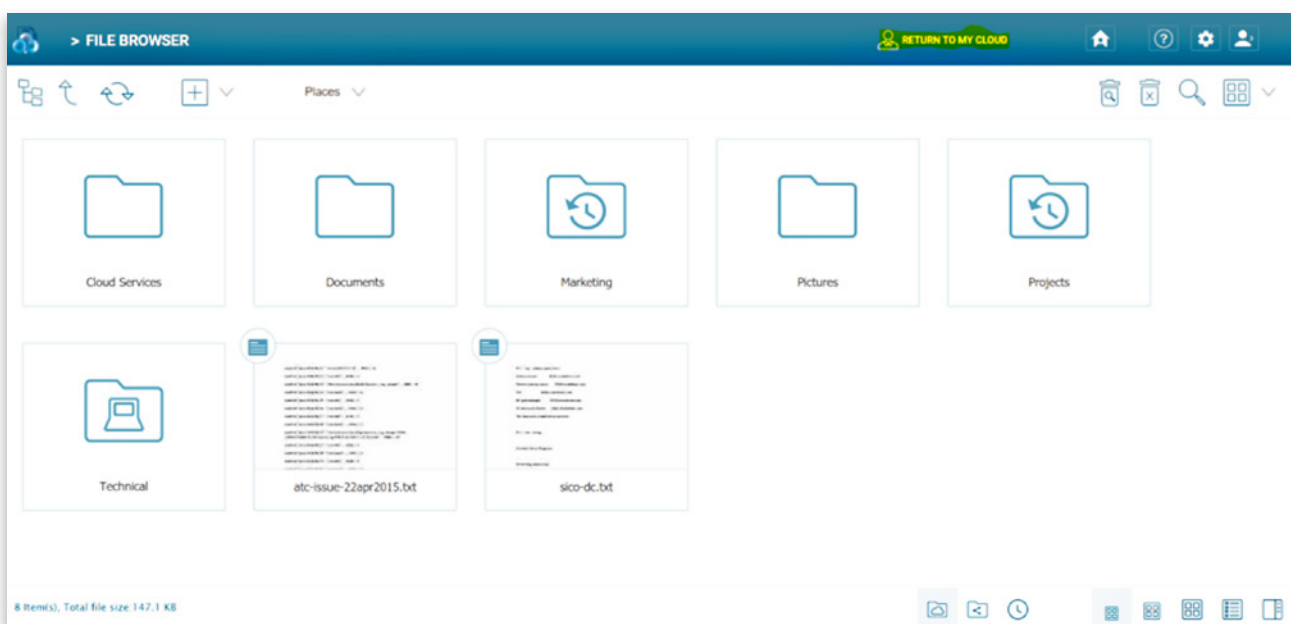
[DELETE](#)

Once you added a team user as an administrator, he/she will have full access to your team account.

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



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



## Guest User

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

## Anonymous User

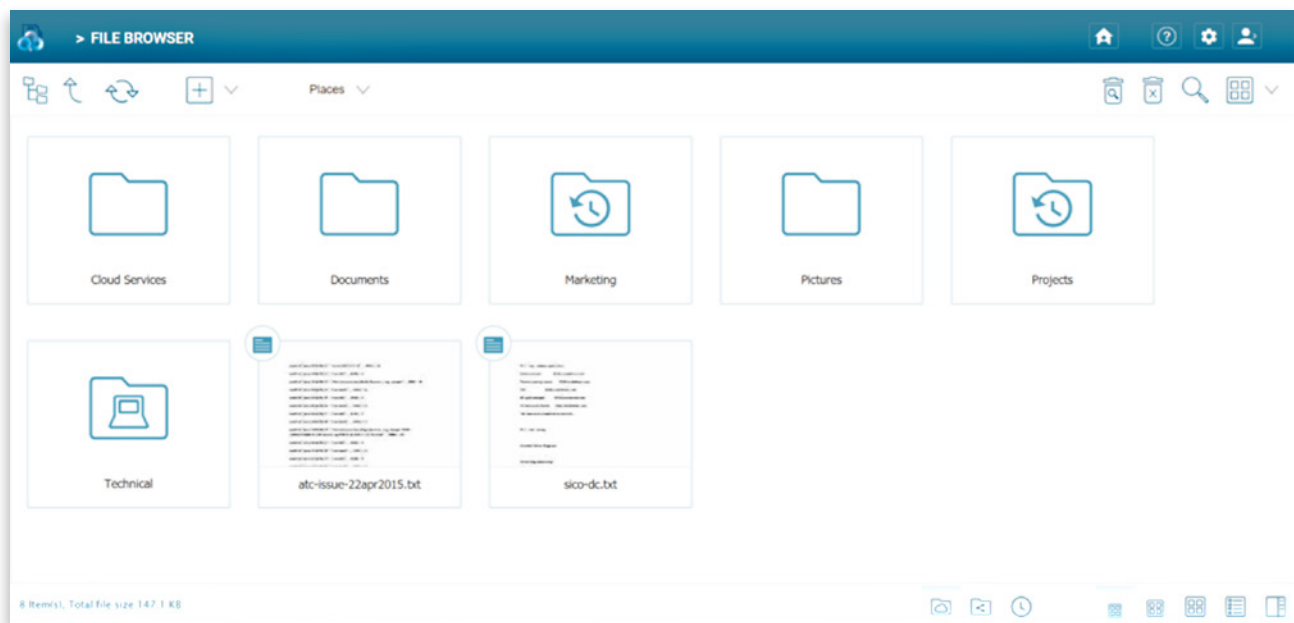
If the public link and anonymous (no login required) sharing is enabled, users can use a link to come to the web portal and see files and folders that are shared.

## 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.

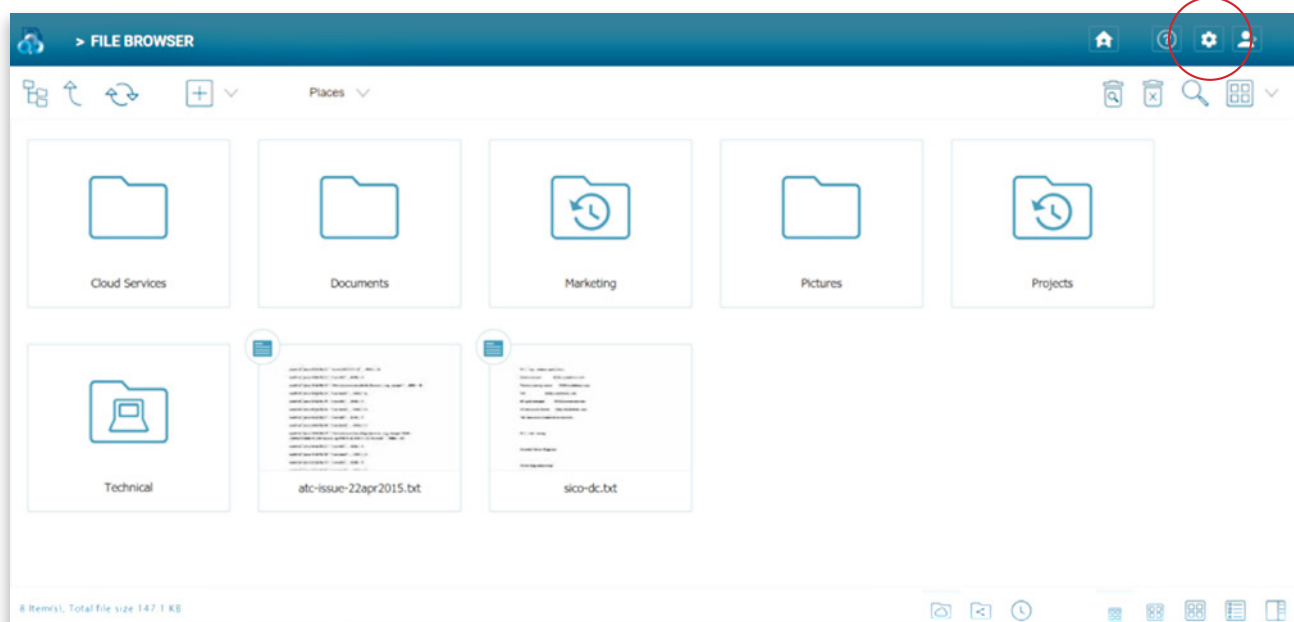
### Login

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



### Manage

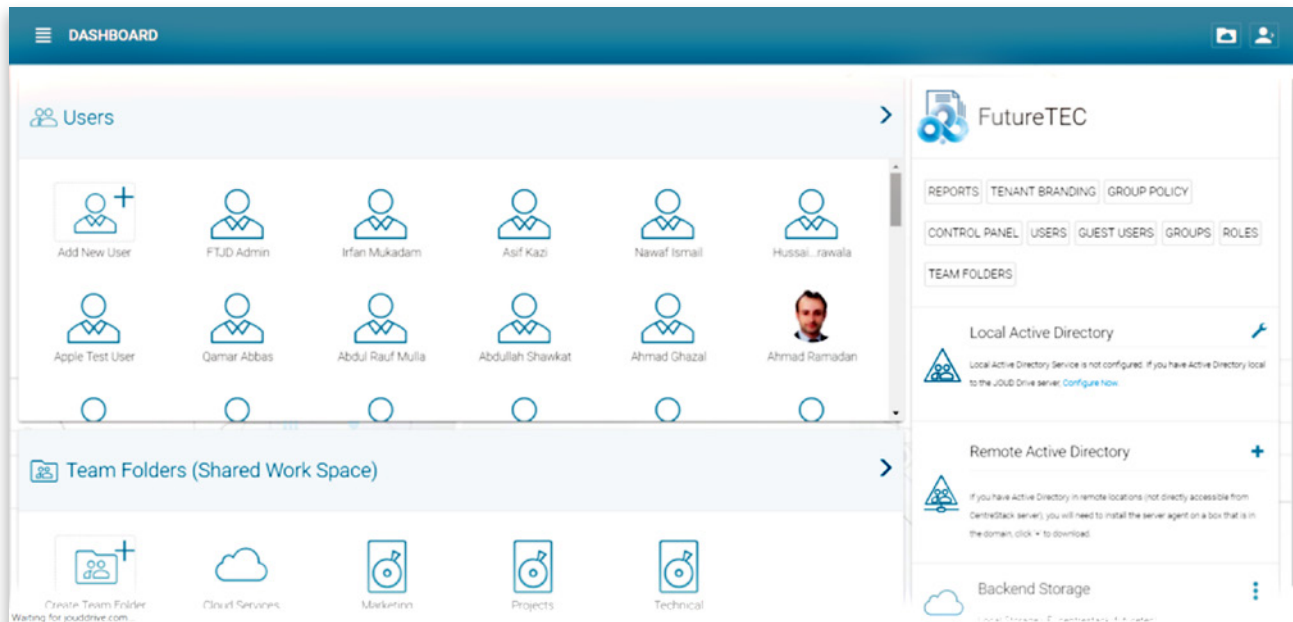
Tenant manager can switch into the management console by using the “management console” icon.





## Users and Files

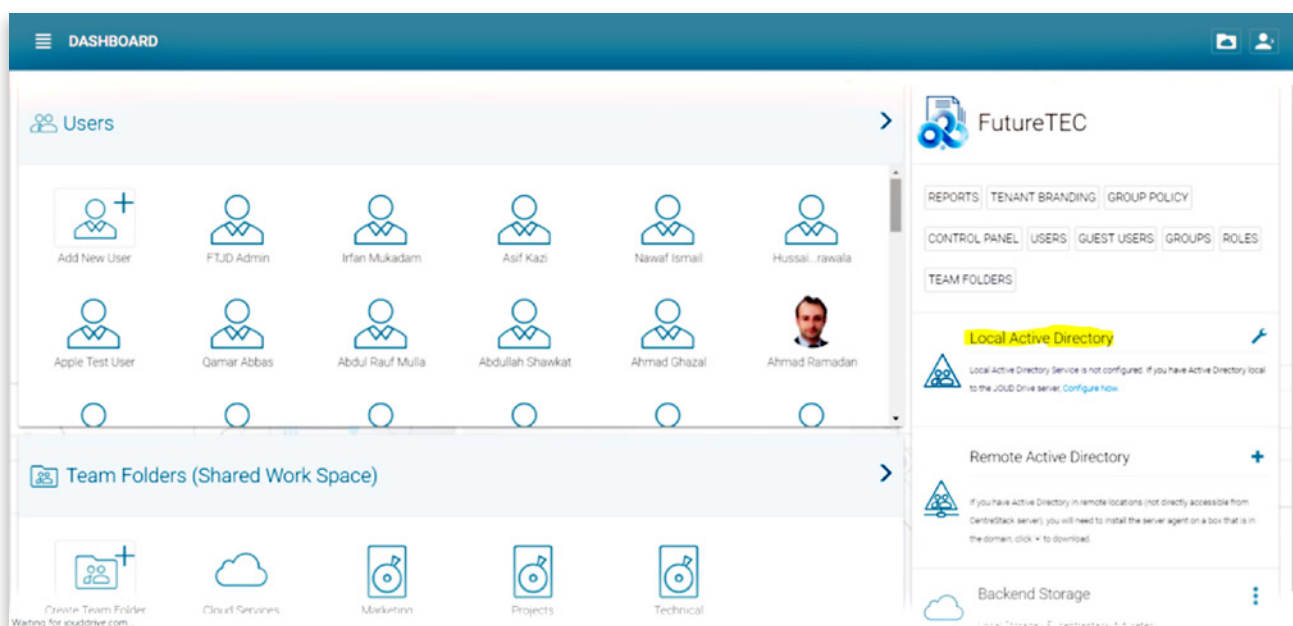
After you clicked into the “management console”, you will be in the dashboard for the tenant. When you are at the dashboard, the top two objects to manage are users and files.



## Users

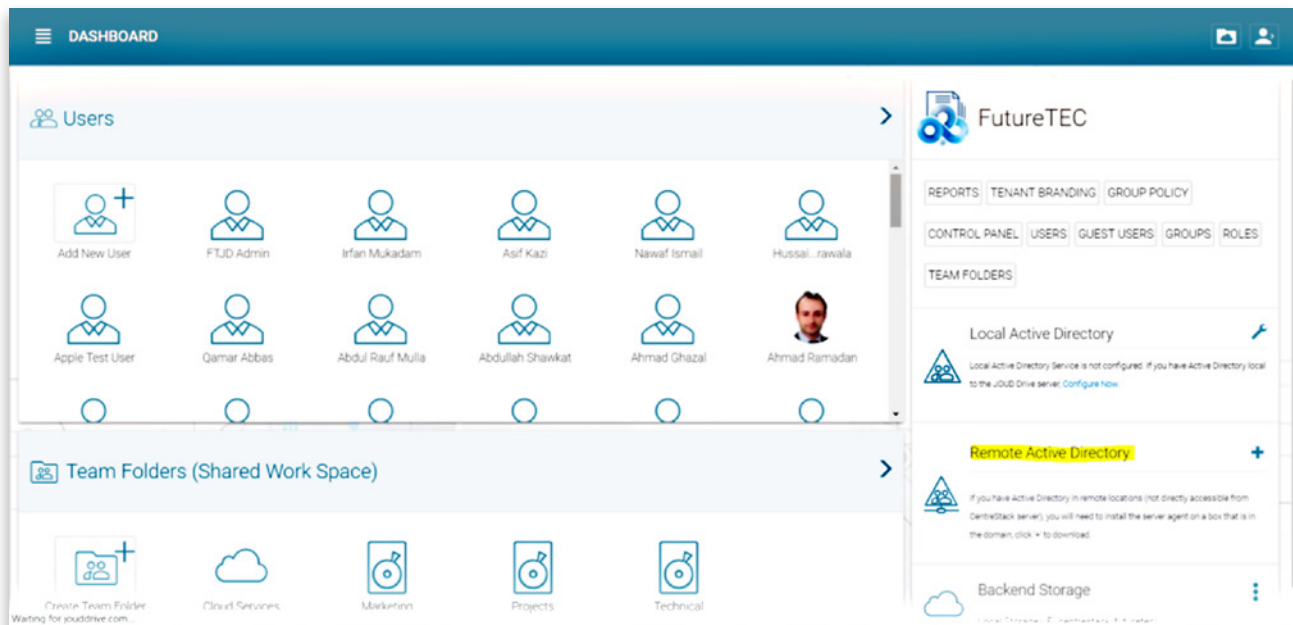
### Active Directory - LDAP

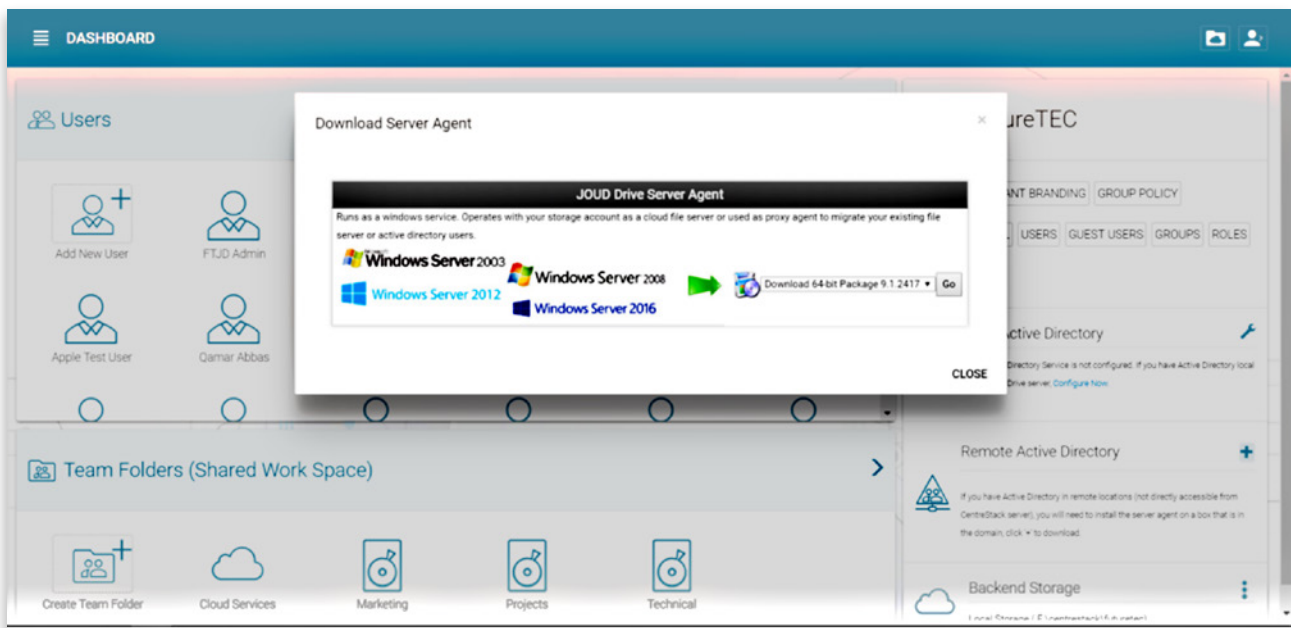
If the users are coming from Active Directory, and the Active Directory server (LDAP) is in the Local Area Network, the first step to take is to use the “Quick Actions”, and configure Active Directory.



## Active Directory - Remote

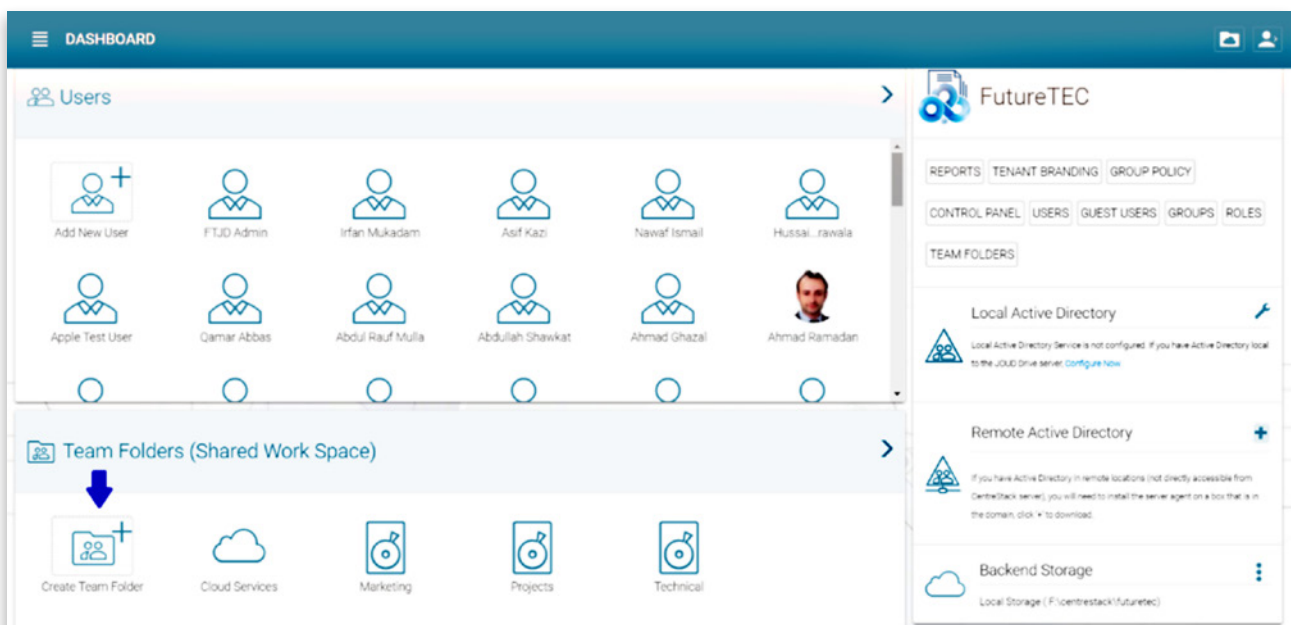
If the users are coming from remote locations, away from the JOUD Drive server (so it is not in the same Local Area Network), the first step to take is to install the “server agent” software on a remote file server, as long as the file server is in the same remote Active Directory domain.





## Note

*“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.*



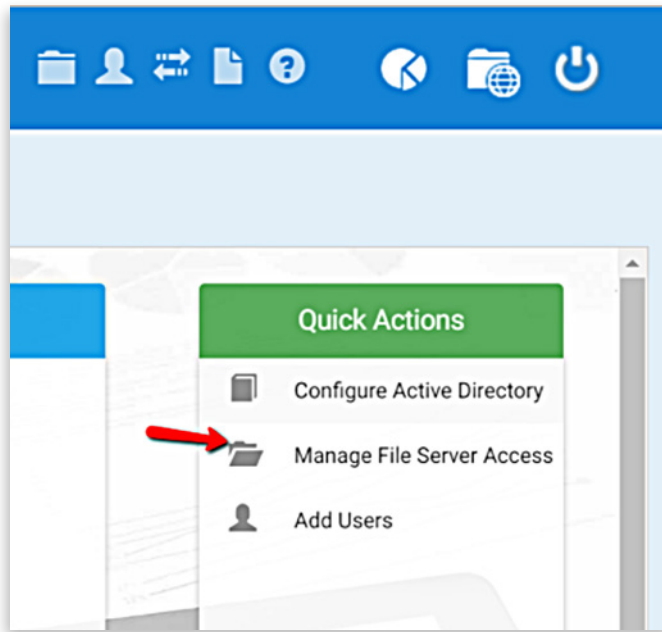
## Other Users

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.

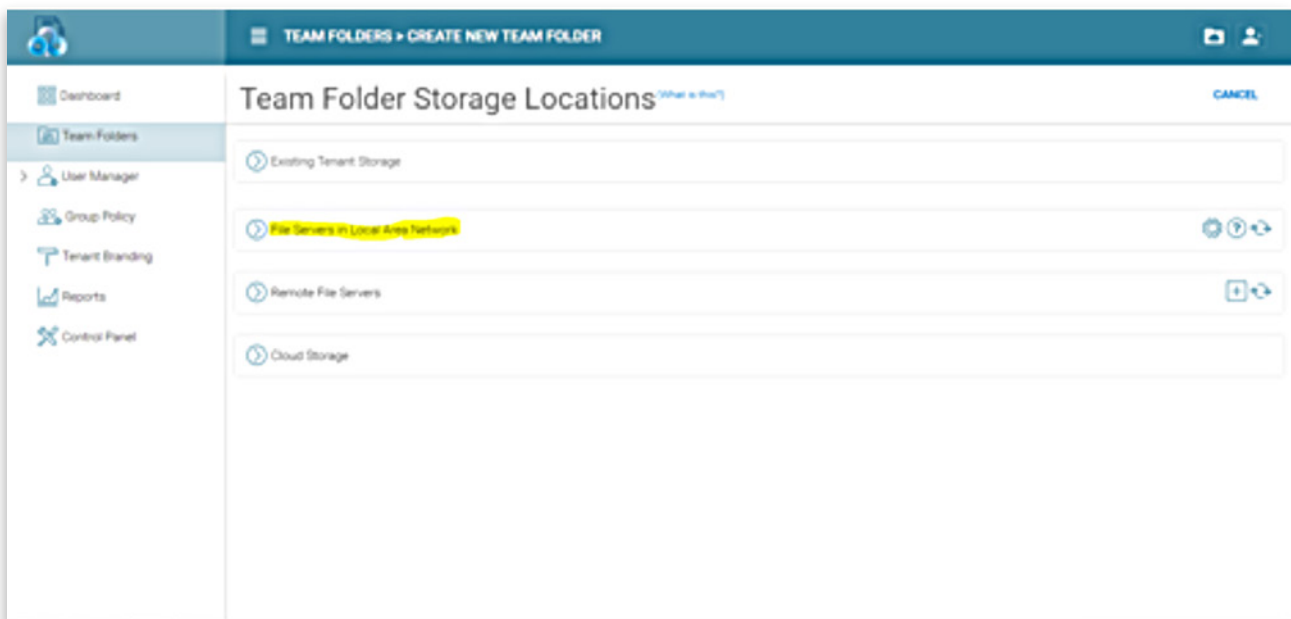
If you have file servers, using the “Manage File Server Access” is easier.



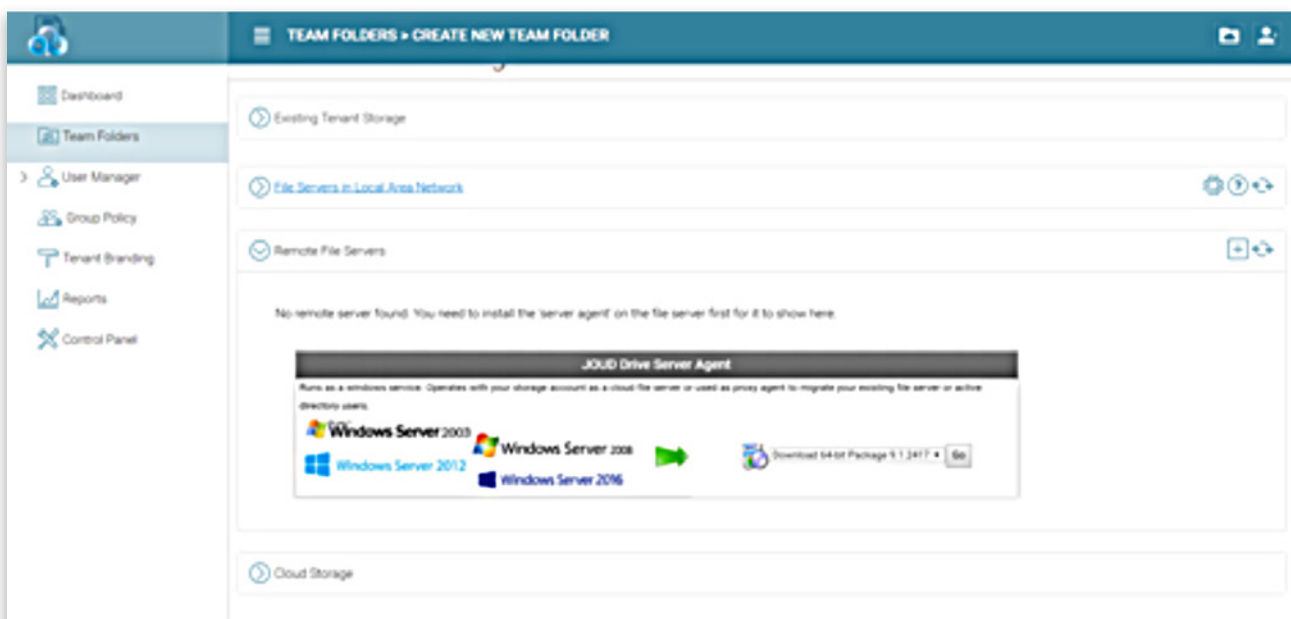
## File Servers

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





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

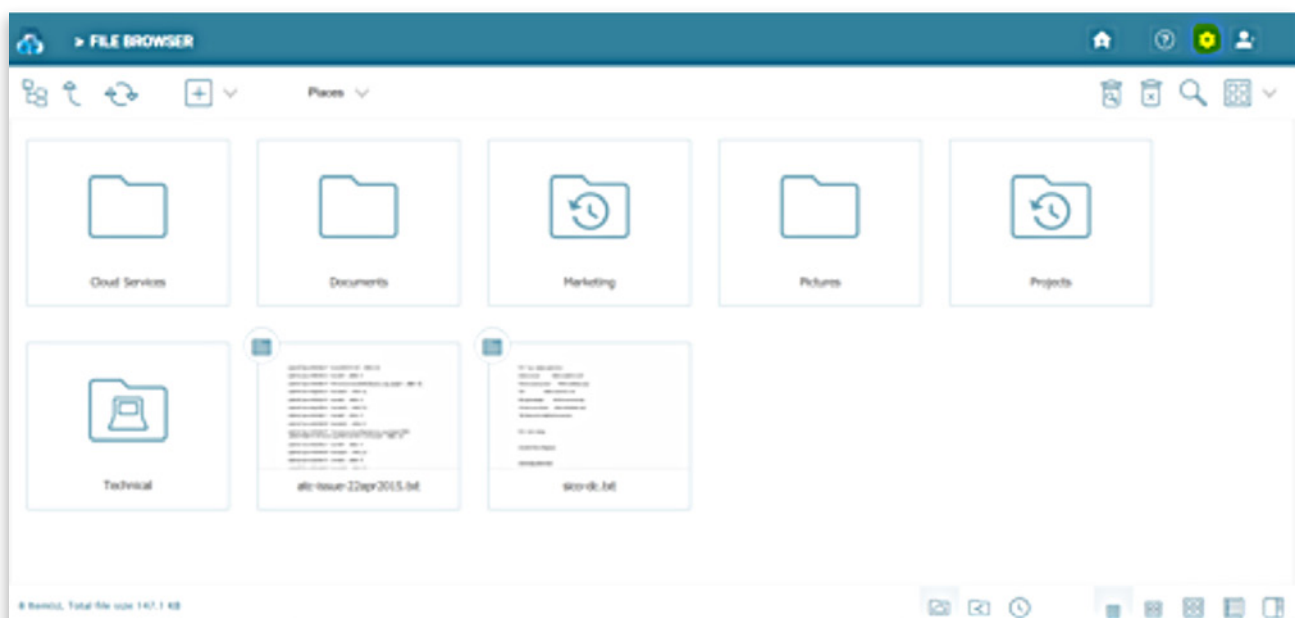


## Adding Users

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



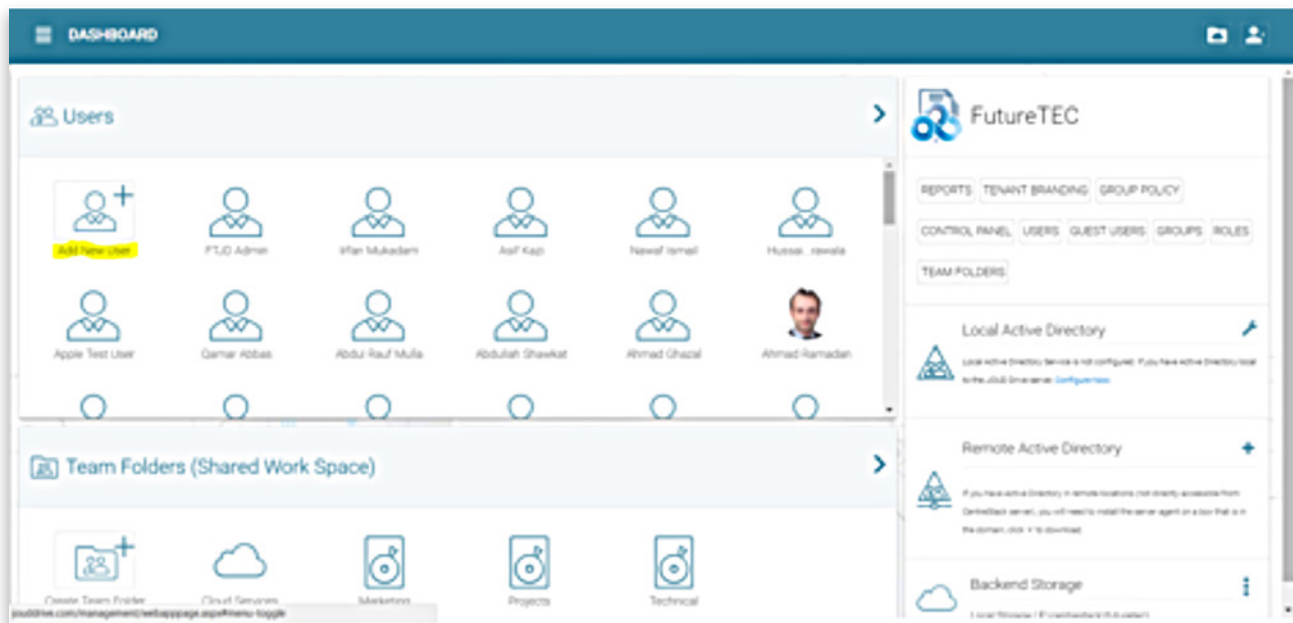
After logging into the portal, select 'Management Console' on the top right corner of the web portal:



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.

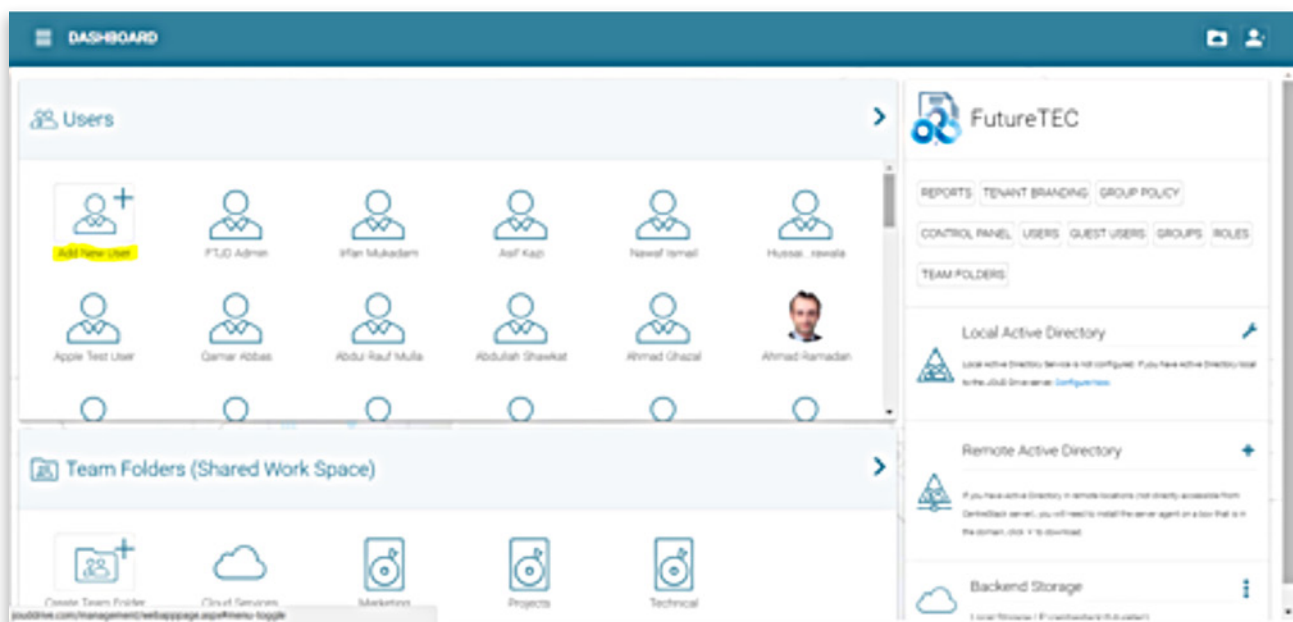
## User Manager

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

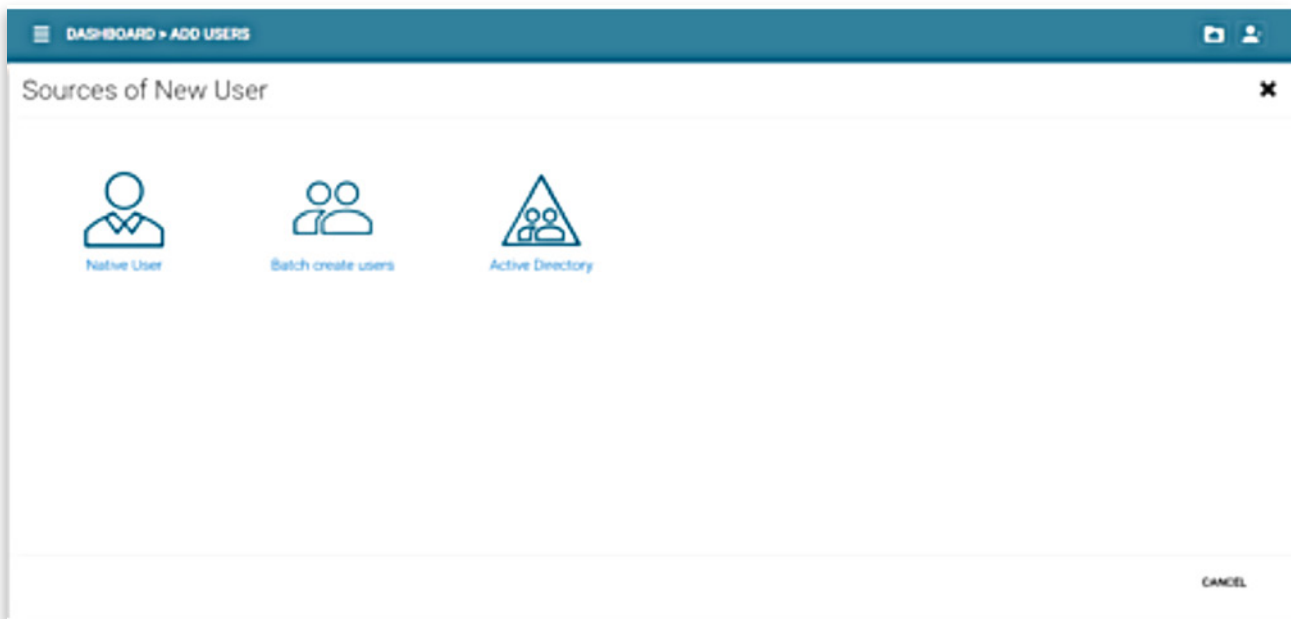


## Add User

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

**Native User**

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

**Batch create users**

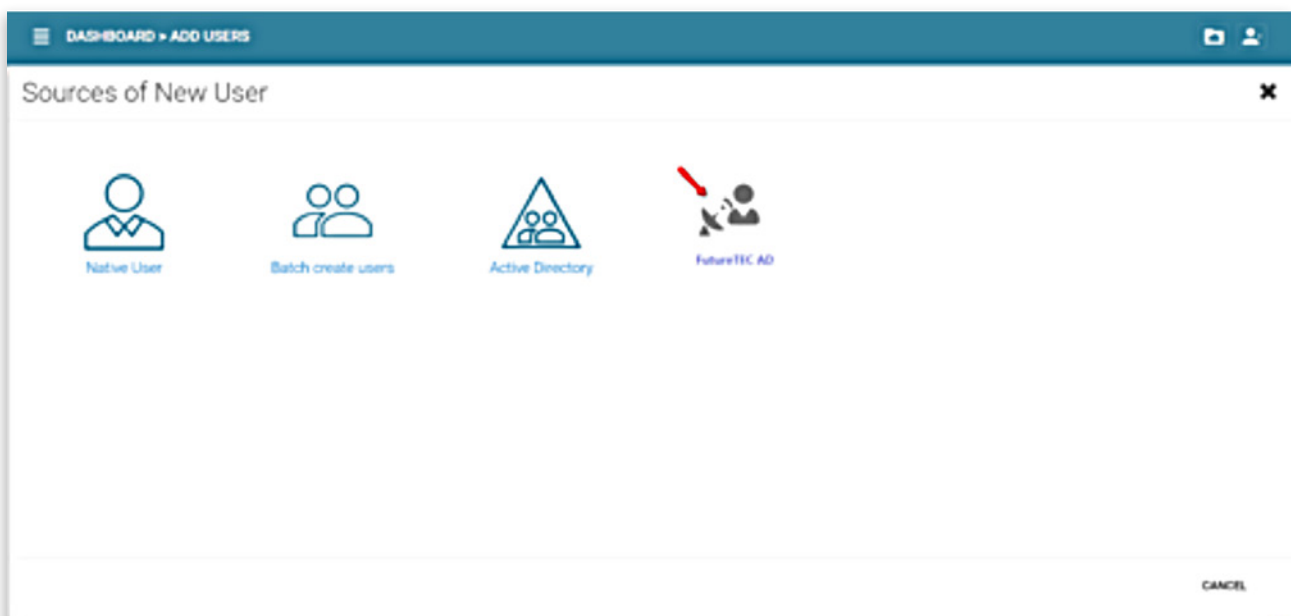
These are native users in a comma separated file that can be paste into a text area so the users can be batch created.

**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**

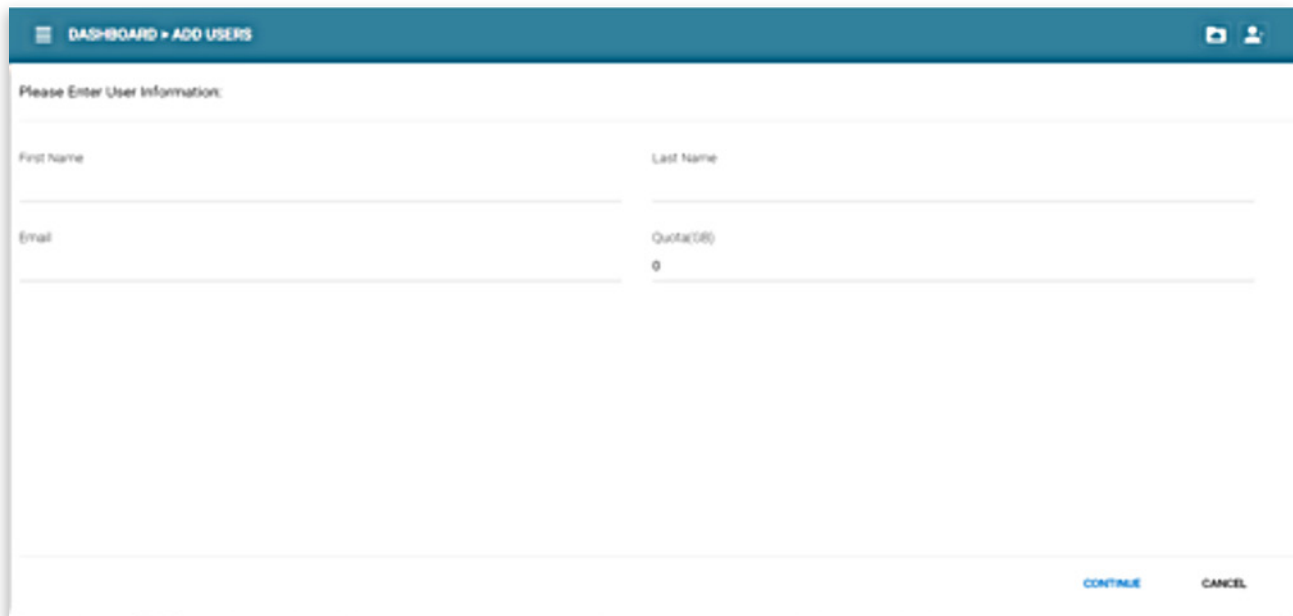
If you already have "Server Agent" installed and the server agent is actively connected to JOUD Drive, you will also see the server agents listed by name in the Add User page.





## Add Native User

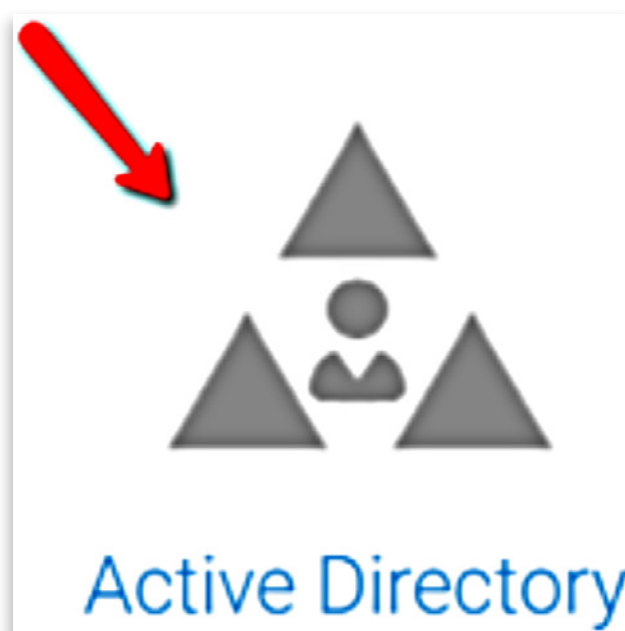
When a new user is created, the administrator will specify the amount of cloud storage the new user is allowed to use. The email address will be to send a welcome email to the new user and will serve as his/her username.

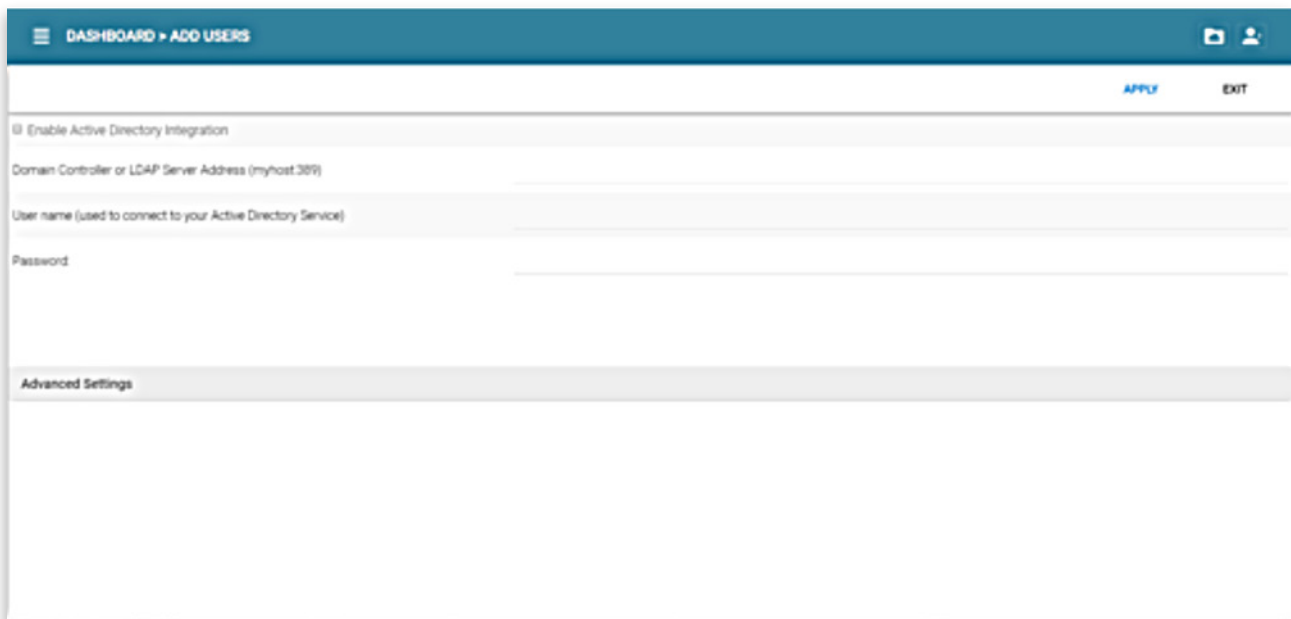


The screenshot shows a web interface titled 'DASHBOARD > ADD USERS'. Below the title bar, there is a section titled 'Please Enter User Information:'. This section contains four input fields arranged in a 2x2 grid: 'First Name', 'Last Name', 'Email', and 'Quota(GB)'. The 'Quota(GB)' field has a value of '0' entered. At the bottom right of the form, there are two buttons: 'CONTINUE' and 'CANCEL'.

## 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.





DASHBOARD > ADD USERS

APPLY EXIT

Enable Active Directory Integration

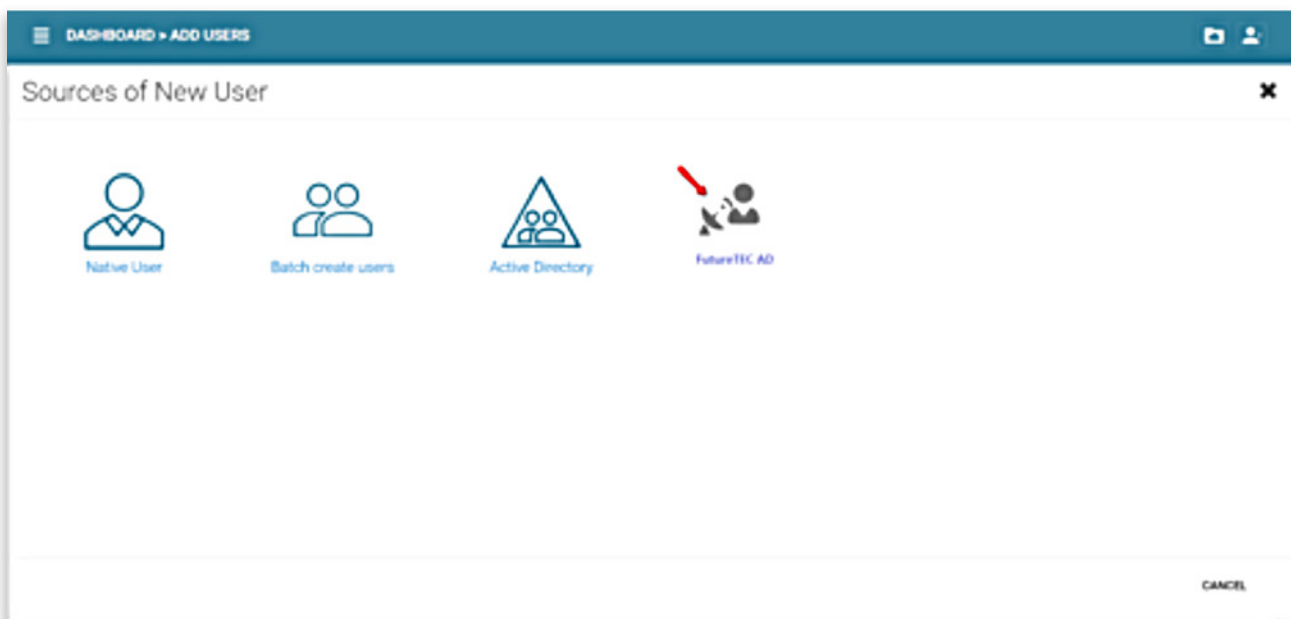
Domain Controller or LDAP Server Address (myhost.389)

User name (used to connect to your Active Directory Service)

Password

Advanced Settings

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



DASHBOARD > ADD USERS

Sources of New User

Native User

Batch create users

Active Directory

FutureTTC AD

CANCEL

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

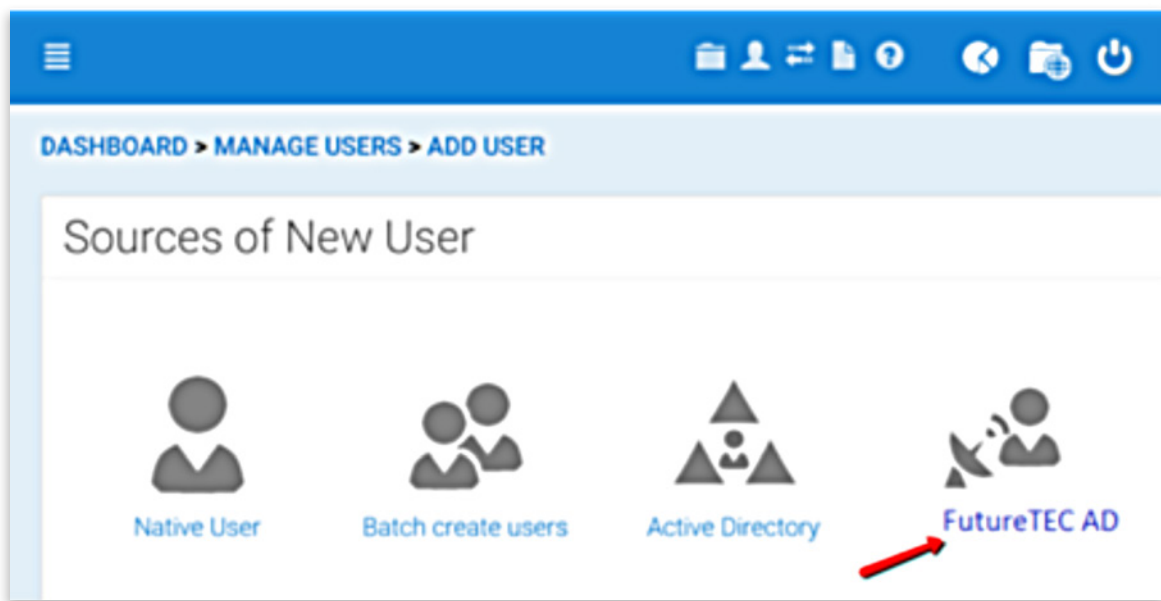
**DASHBOARD > MANAGE USERS > ADD USER**

	Full Name ↑	Email	
1	Qamar Abbas	qamar.abbas@futuretec.me	<input checked="" type="checkbox"/>
2	Asif Kazi	Asif.Kazi@futuretec.me	Added
3			<input checked="" type="checkbox"/>
4			<input checked="" type="checkbox"/>
5			<input checked="" type="checkbox"/>
6	Domain Controllers	Organizational-Unit	Browse
7			Browse
8	Hosting	Organizational-Unit	Browse
9			Added
10	Microsoft Exchange Security Groups	Organizational-Unit	Browse
11			<input checked="" type="checkbox"/>
12			Added
13			<input checked="" type="checkbox"/>
14			Added
15			Added

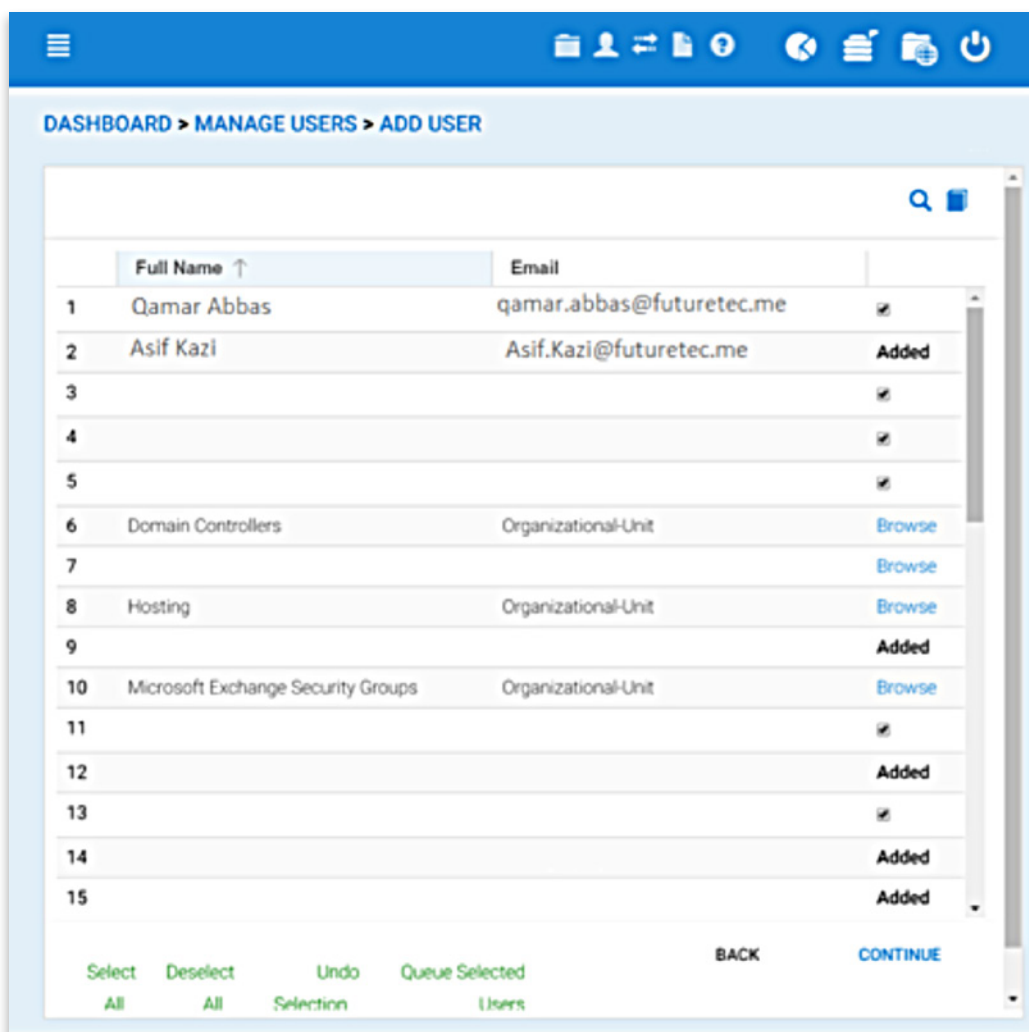
Select All    Deselect All    Undo Selection    Queue Selected Users    BACK    CONTINUE

## 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.



## 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
  - Chrome
  - Firefox
  - Internet Explorer
  - Opera
  - Safari
  - 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

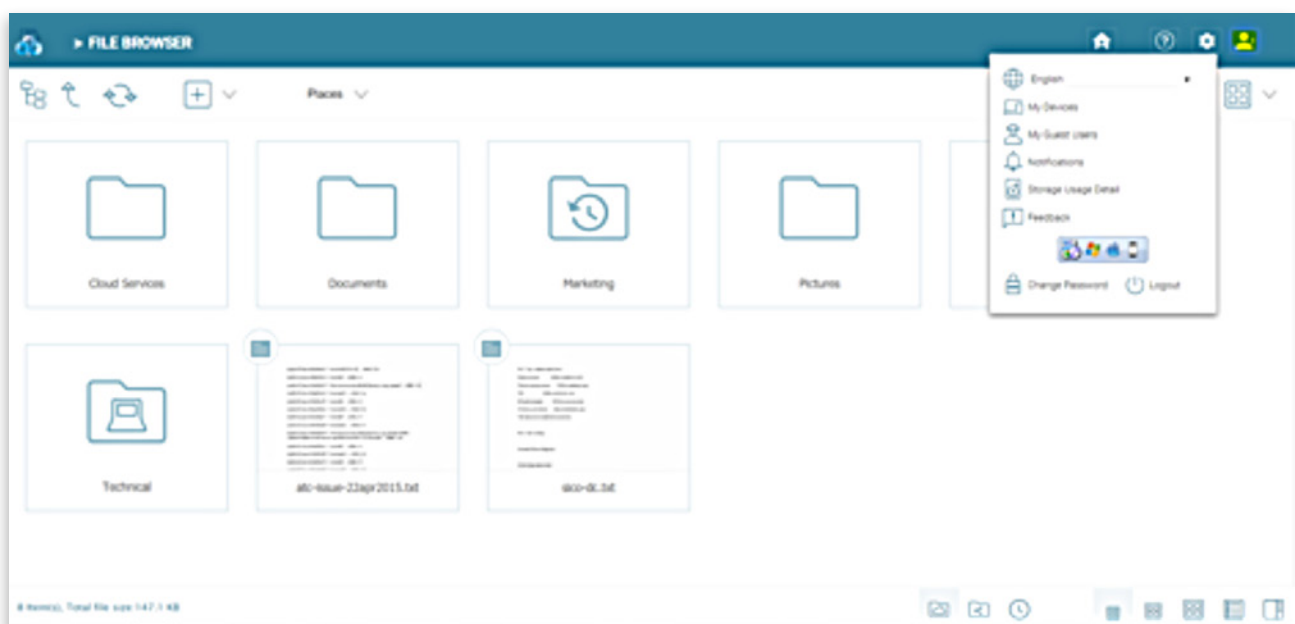
### Warning

*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.*

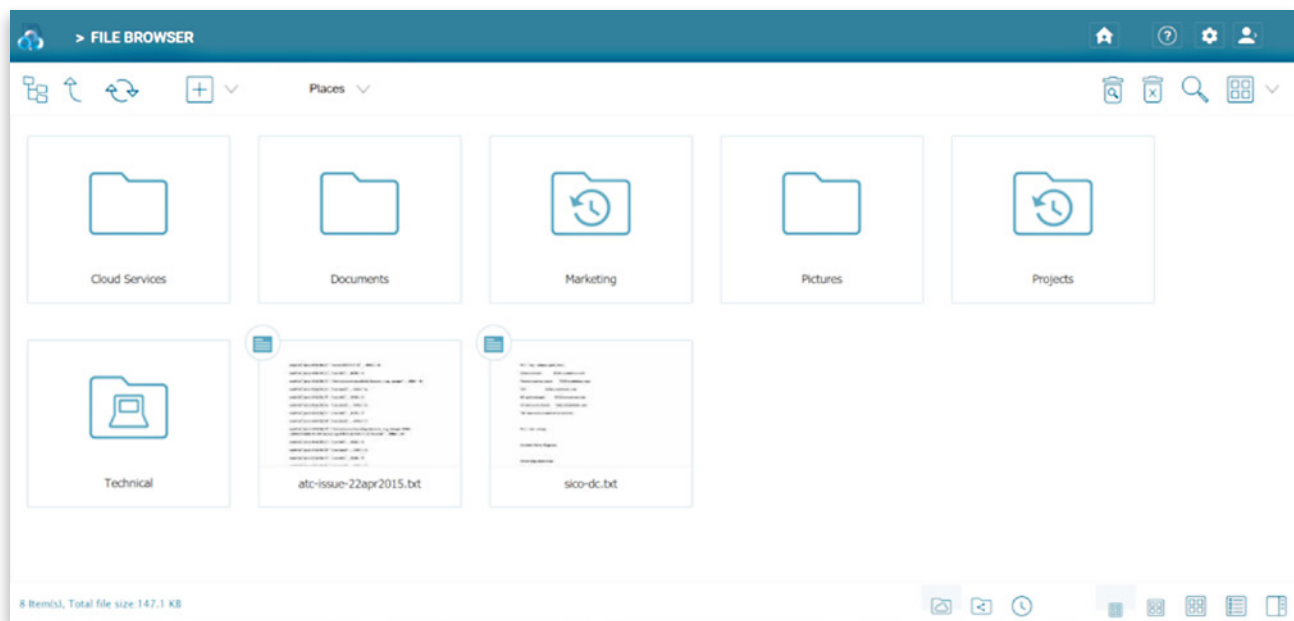
*As long as one of the parent folder is a version folder, everything inside is under version control.*

*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.*

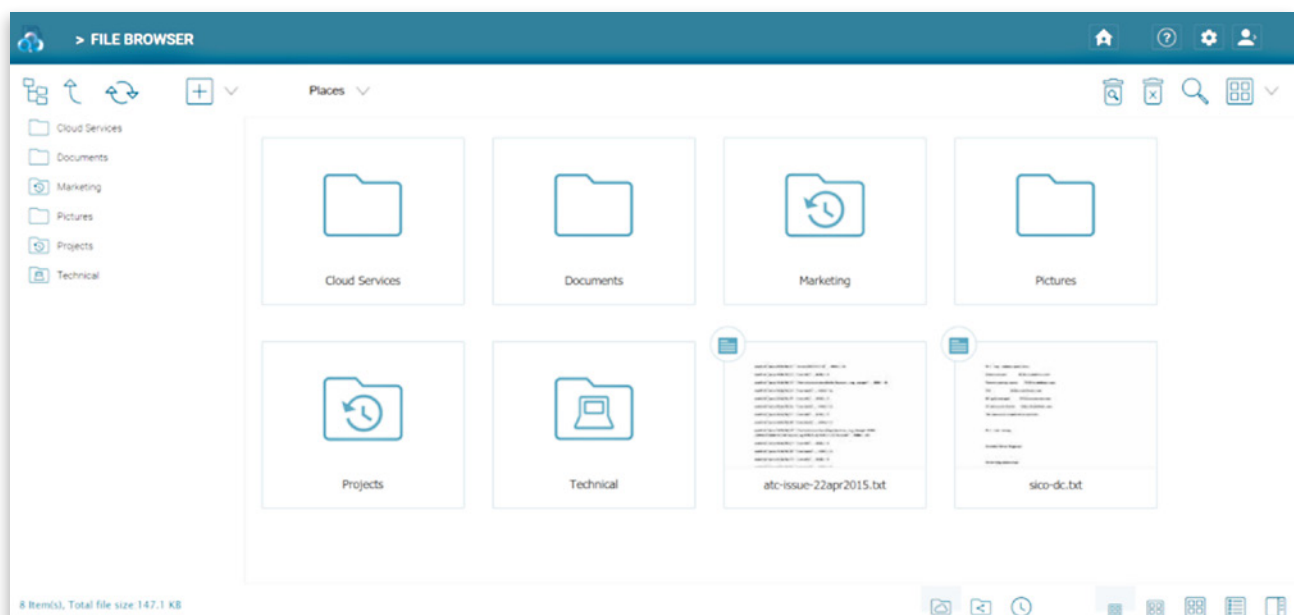
## The Web Interface

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.

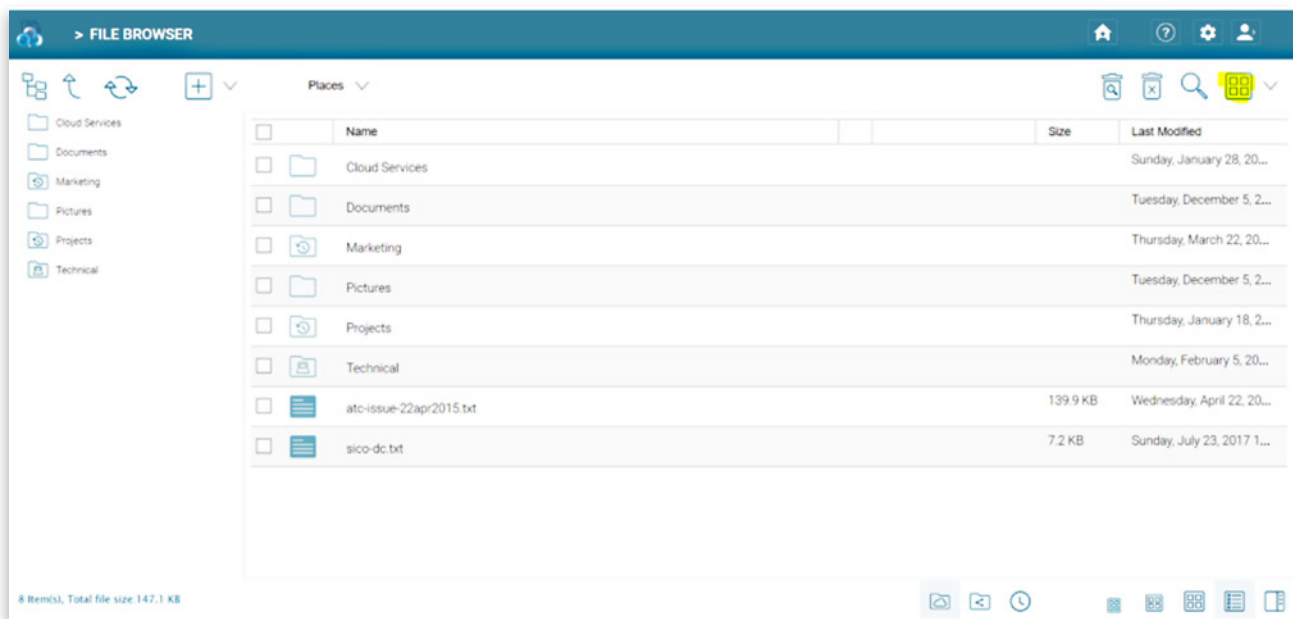
### Normal Web Portal View



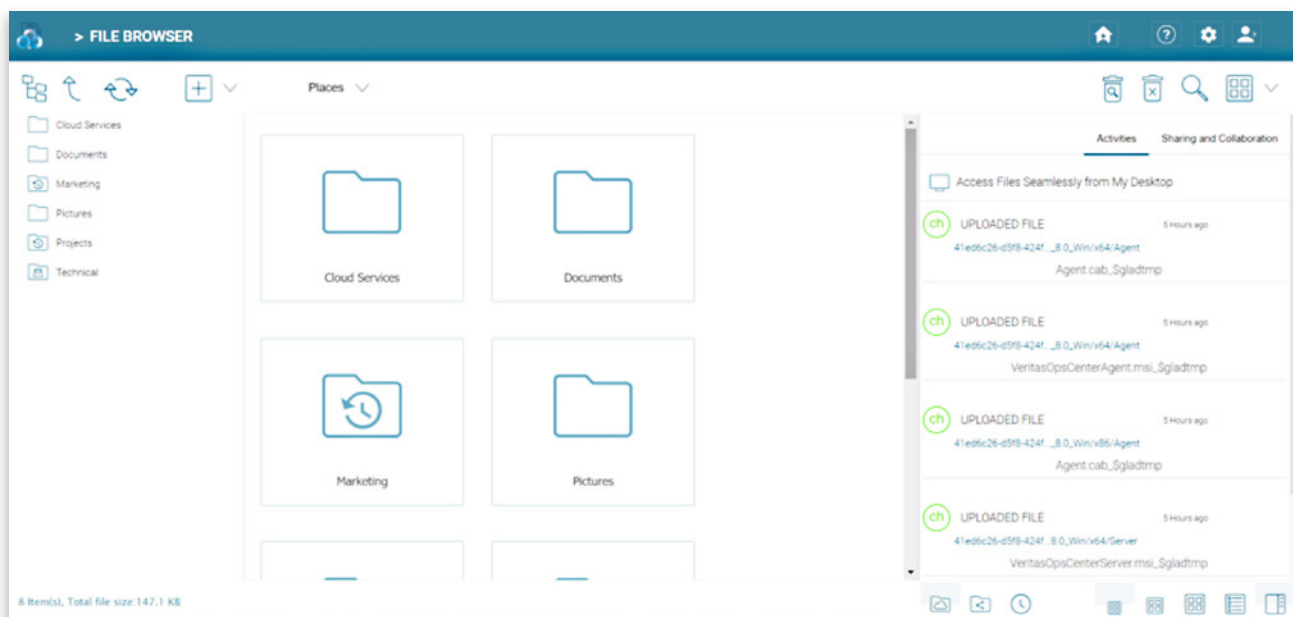
### With Left Tree View



## Switch Between Iconview and Listview



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



## 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.

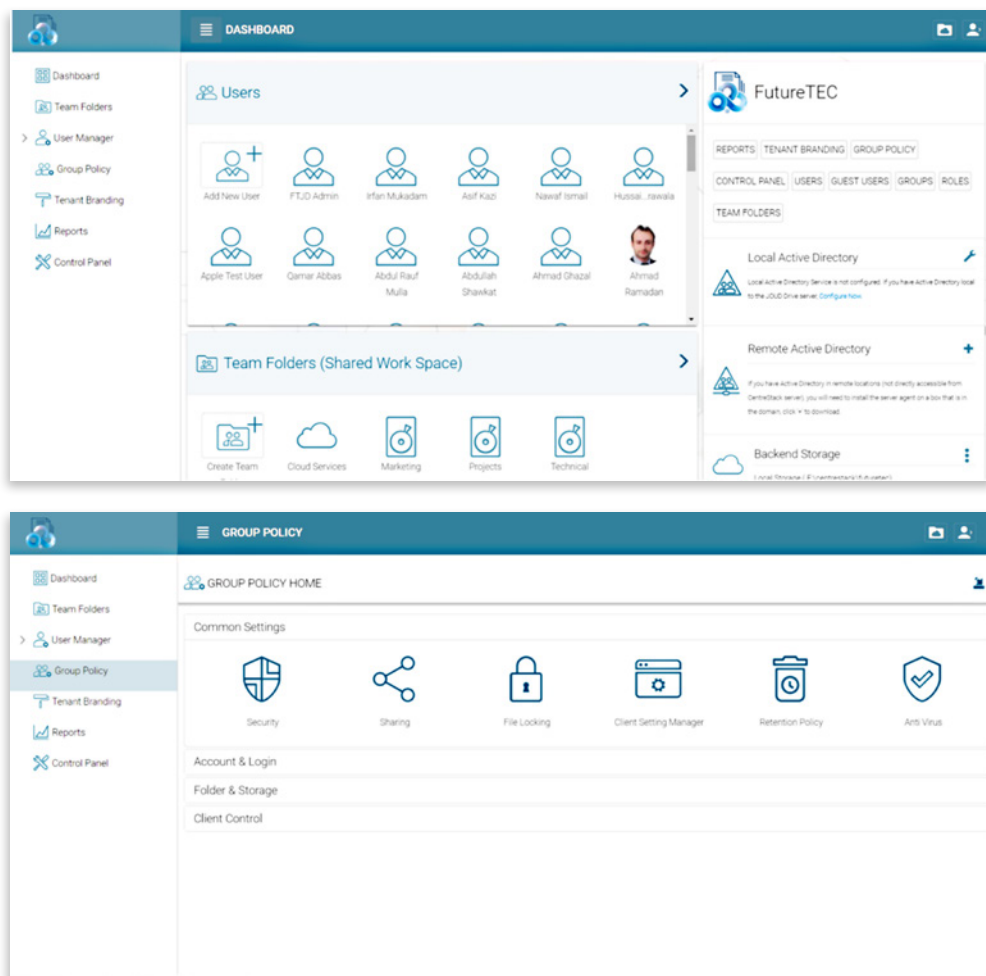


## Warning

*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).*

*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*

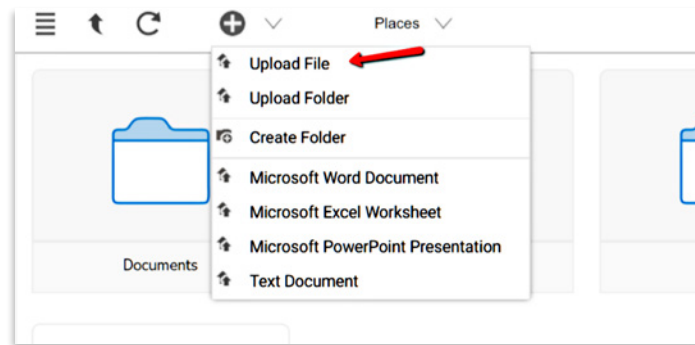
*If the company standardized on Flash (or Chrome Web Browser), the Flash Uploader can be enabled.*

*Web Browser - Disable Local Uploader*

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

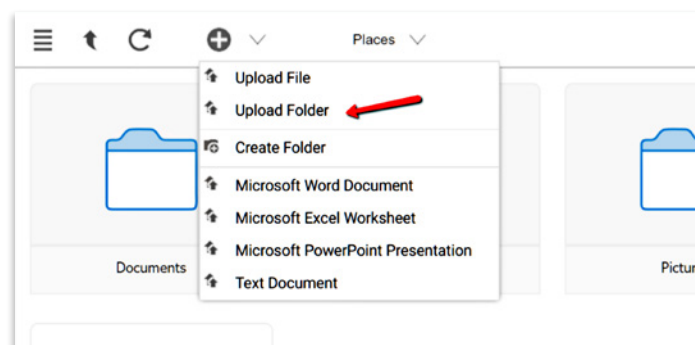
## Upload File

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

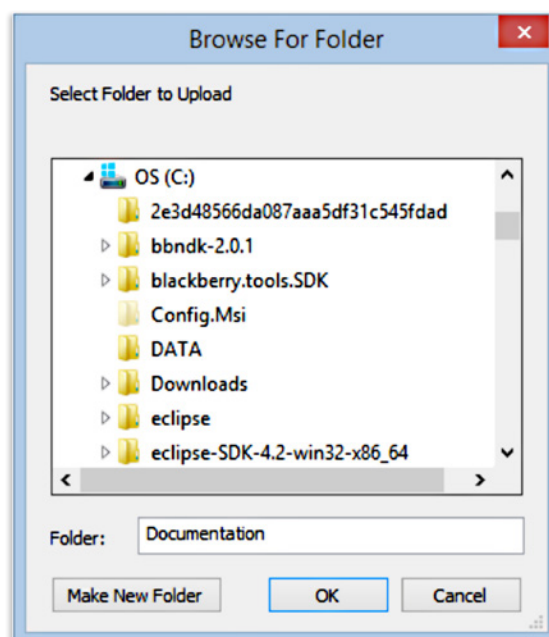


## Upload Folder

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



Browse to the folder you want to upload.

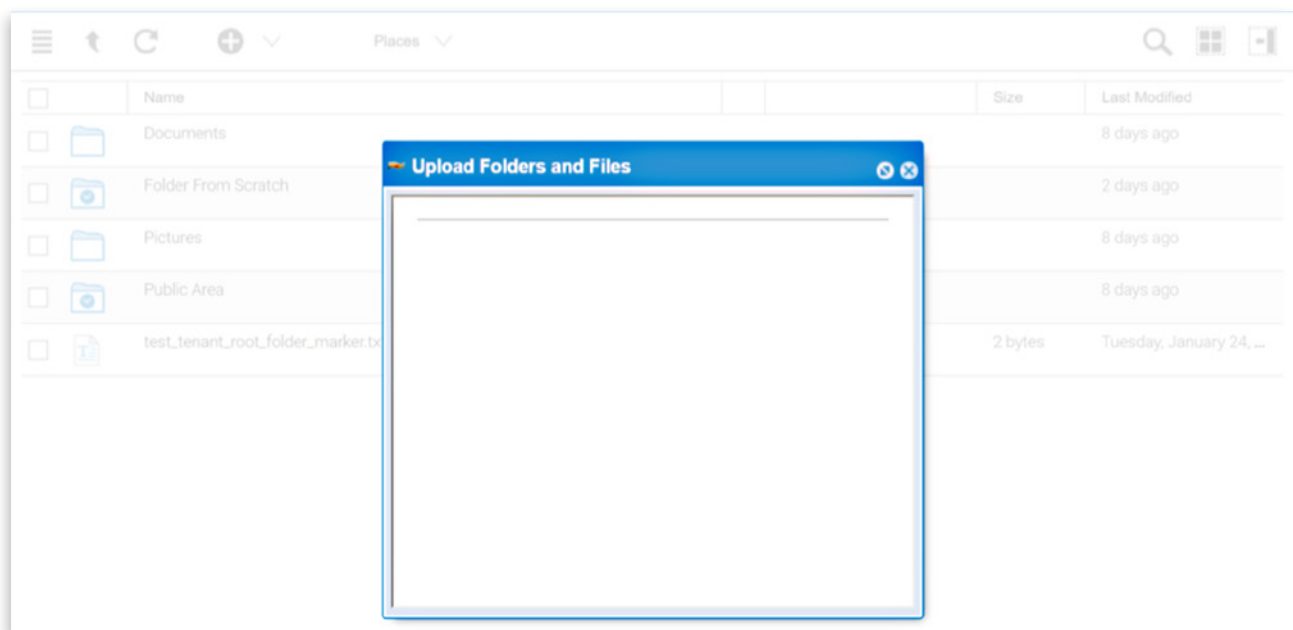


## Upload Using Local Uploader

(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

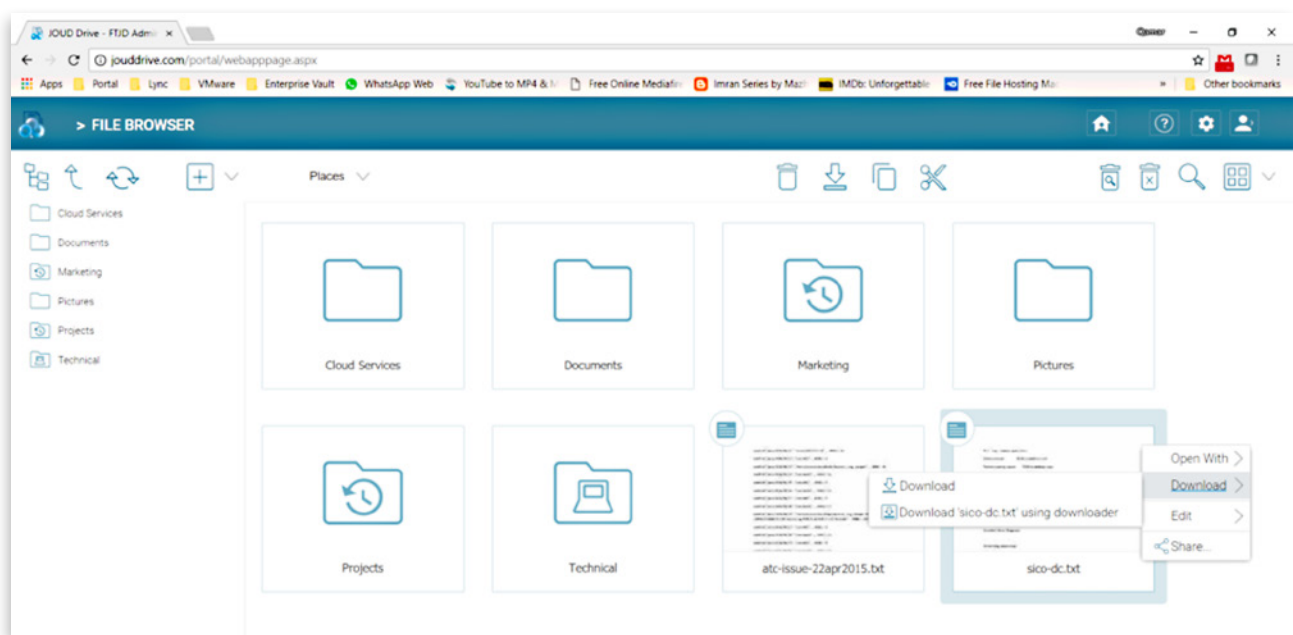
Latest web browsers that support HTML5 drag and drop upload will see “Drop Files Here” in an empty folder. These web browsers allow you to drag & drop multiple files directly to the JOUD Drive Cloud. In latest Google Chrome, Drag and drop folder is also supported while the other HTML5 based web browser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



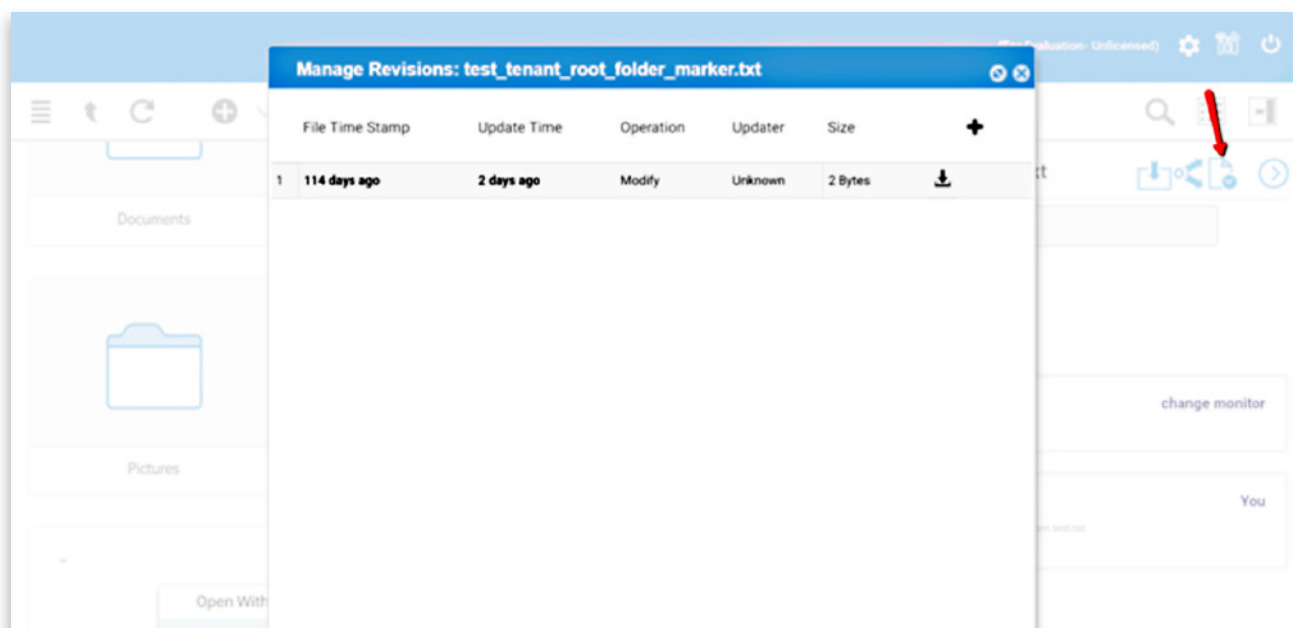
## Downloading Files

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 click the "Download" link on the right panel, when the file is selected.

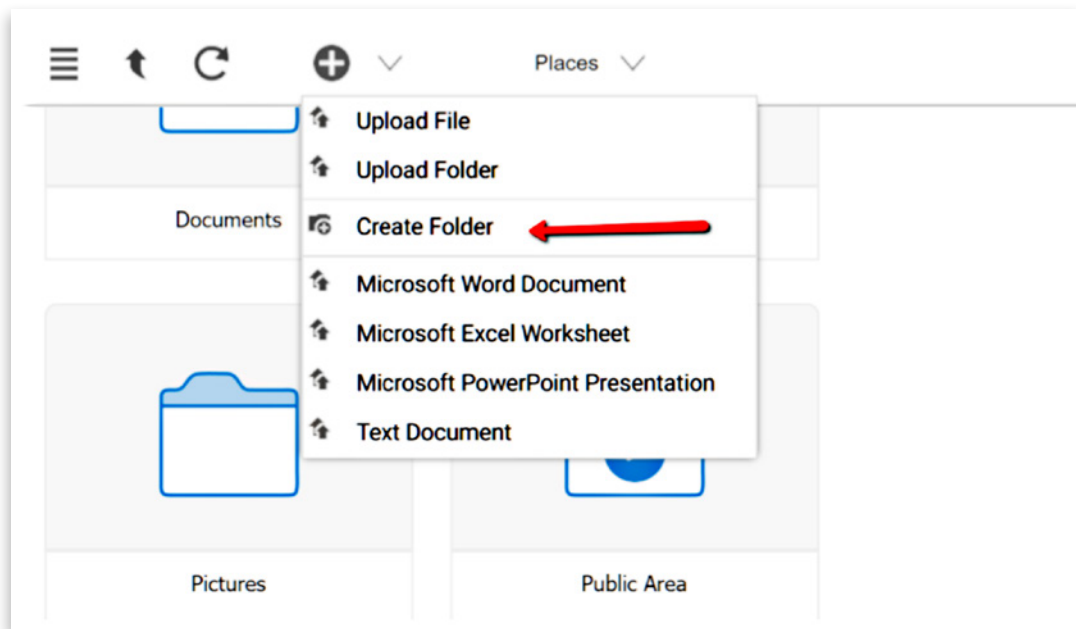


4. If the file is in a versioned folder, the revisions option is shown here. It enables you to view all revisions for the file or download any previous version of the file.



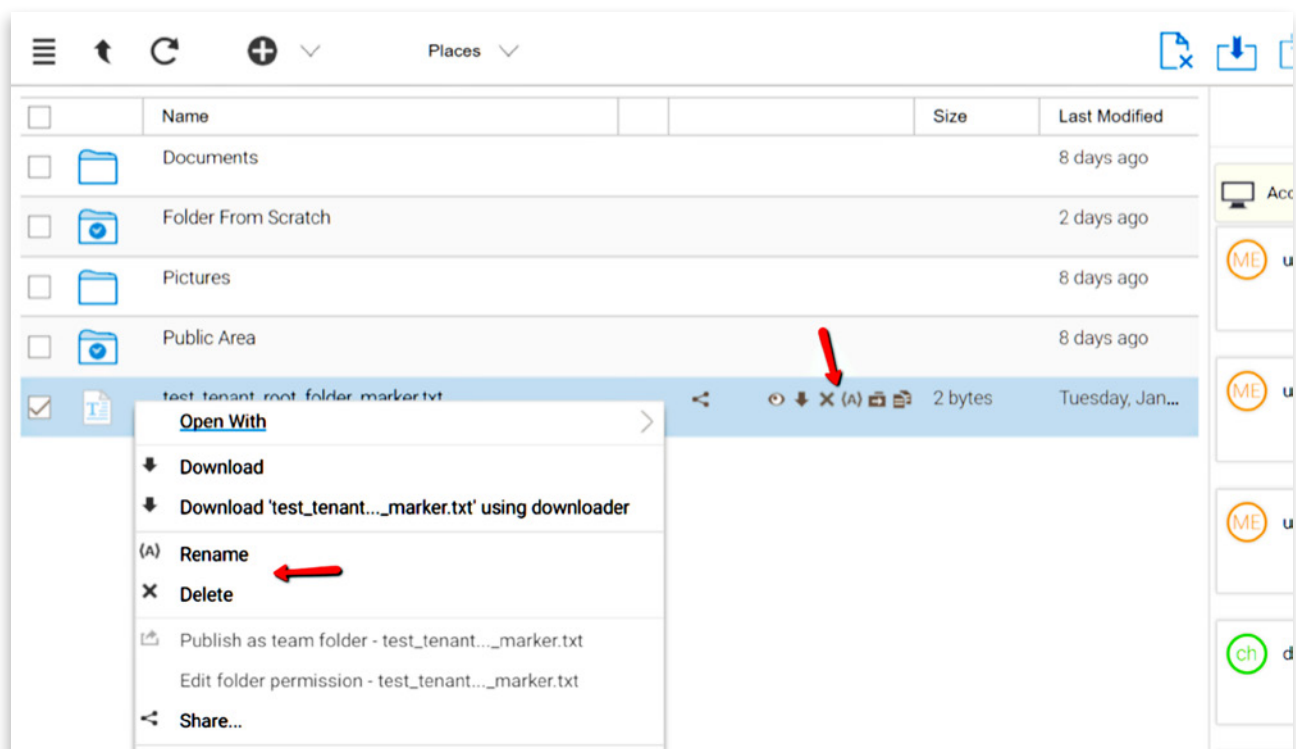
## Creating Folders

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



## 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.

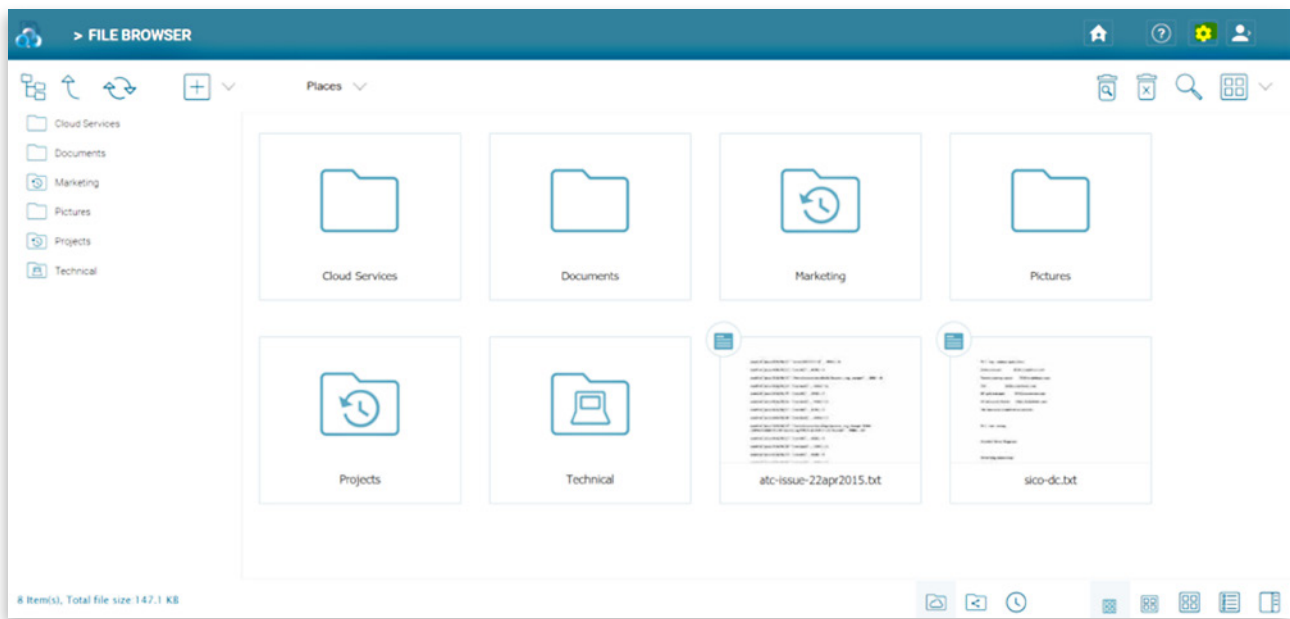


# User Management

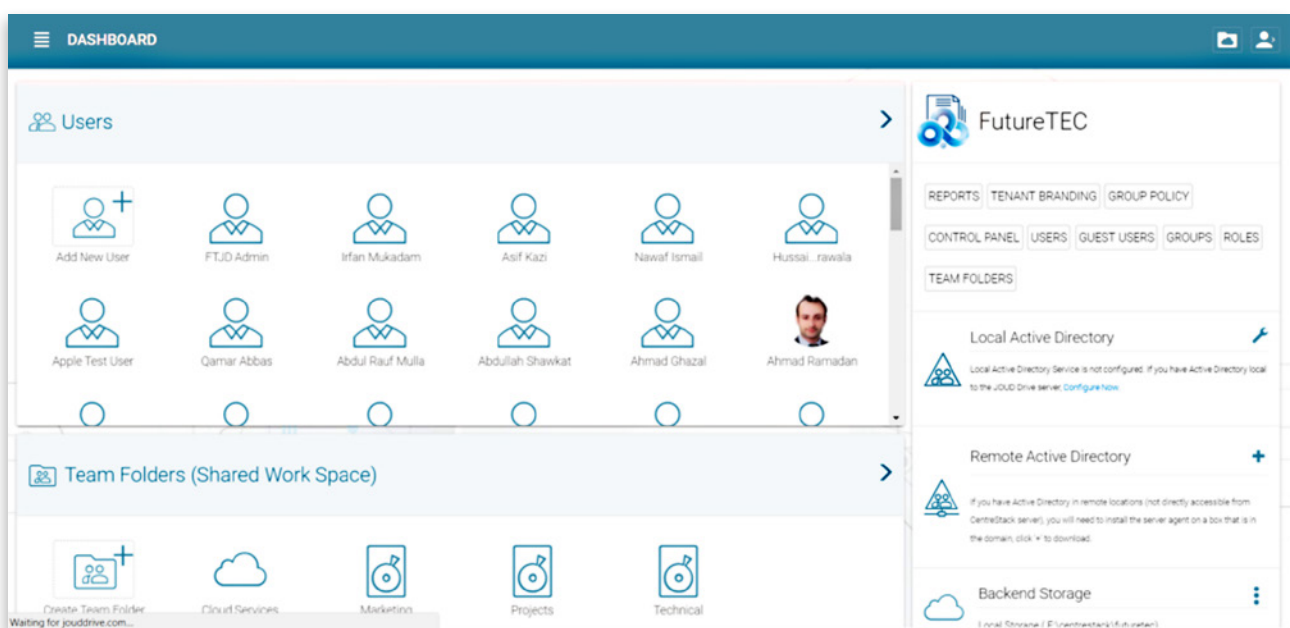
## Adding Users

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.

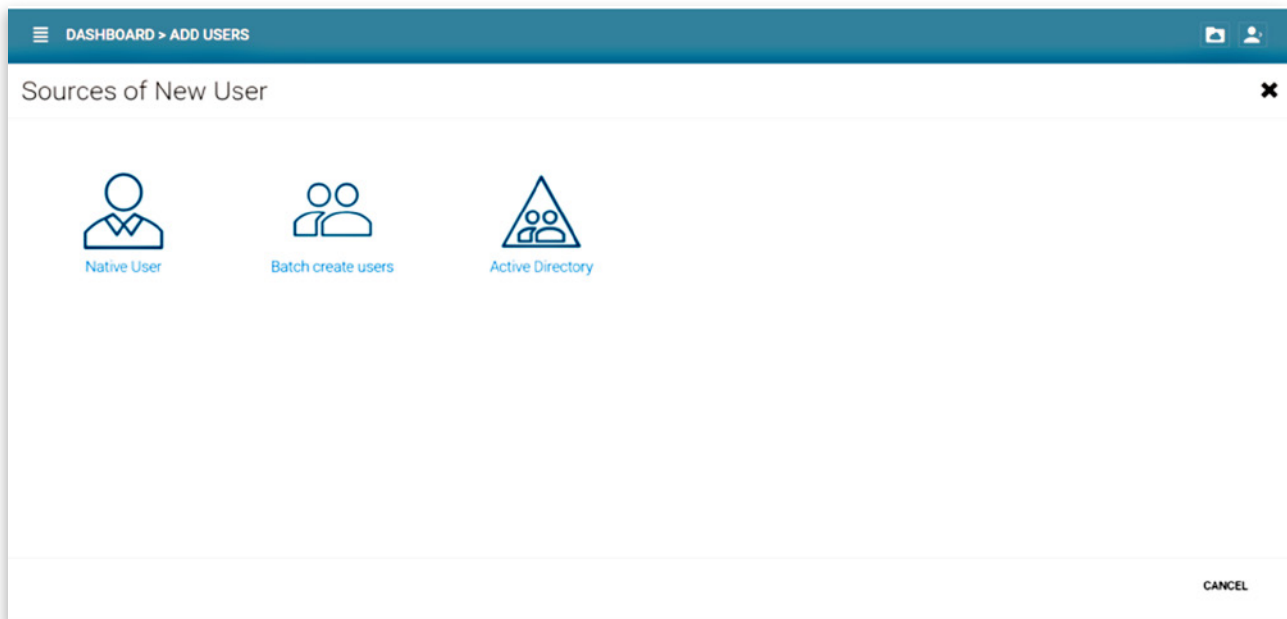
To manage users, go to 'Management Console' under user on the top right:



In the 'Management Console', click 'User Manager':


























































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



## 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.

DASHBOARD > MANAGE USERS					
60 of 60 users found					
Full Name	Type	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	<input checked="" type="checkbox"/>	    
Abdullah Shawkat abdullah.shawkat@futuretec.me	Proxied AD User	139.64 KB of 2 GB used	3/2/2018 9:34:05 AM	<input checked="" type="checkbox"/>	    
Administrator administrator@ft-filesrv01	Proxied AD User	0 Bytes	2/5/2018 1:57:02 PM	<input checked="" type="checkbox"/>	    
Ahmad Ramadan ahmad.ramadan@futuretec.me	Proxied AD User	42.22 MB of 2 GB used	4/29/2018 8:33:28 AM	<input checked="" type="checkbox"/>	    
Ahmad Ghazal ahmad.ghazal@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:01:59 AM	<input checked="" type="checkbox"/>	    
Ali Kazi ali.kazi@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	3/5/2018 4:33:30 PM	<input checked="" type="checkbox"/>	    
Anchal Jaiswal anchal.jaiswal@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	3/5/2018 1:33:59 PM	<input checked="" type="checkbox"/>	    
Aniz Mohammed aniz.mohammed@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:01:59 AM	<input checked="" type="checkbox"/>	    
Ankita Anand ankita.anand@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:01:59 AM	<input checked="" type="checkbox"/>	    
Anup George anup@futuretec.me	Proxied AD User	0 Bytes of 2 GB used	1/18/2018 11:02:00 AM	<input checked="" type="checkbox"/>	    
Apple Test User user@futuretec.me	Native User	0 Bytes of 1 GB used	3/9/2018 11:10:29 PM	<input checked="" type="checkbox"/>	    

## 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"

The screenshot shows the 'MANAGE USERS' dashboard. A modal titled 'User Storage Usage' is open, displaying a 'User Storage Distribution' pie chart and a table of storage components. The table shows 'Non Versioned Files' at 139.64 KB, while all other categories (Files Marked for Deletion, Large File Chunks, Trash can, Current Versions, Previous Versions) are at 0 Bytes. A 'FORCE REFRESH' button is visible below the chart.

Full Name	Type	Storage Usage	Last Login	Active
Abdul Rauf Mulla abdulemaul@futuretec.me			3/9/2018 11:01:59 AM	<input checked="" type="checkbox"/>
Abdullah Shawkat abdullah.shawkat@futuretec.me			9/3/2018 9:34:05 AM	<input checked="" type="checkbox"/>
Administrator administrator@ft-filesv01			3/9/2018 1:57:02 PM	<input checked="" type="checkbox"/>
Ahmad Ramadan ahmad.ramadan@futuretec.me			3/8/2018 8:33:28 AM	<input checked="" type="checkbox"/>
Ahmad Ghazal ahmad.ghazal@futuretec.me			3/9/2018 11:01:59 AM	<input checked="" type="checkbox"/>
Ali Kazi ali.kazi@futuretec.me			3/9/2018 4:33:30 PM	<input checked="" type="checkbox"/>
Anchal Jaswal anchal.jaswal@futuretec.me			3/9/2018 1:33:59 PM	<input checked="" type="checkbox"/>
Aniz Mohammed aniz.mohammed@futuretec.me			3/9/2018 11:01:59 AM	<input checked="" type="checkbox"/>
Ankita Anand ankita.anand@futuretec.me			3/9/2018 11:01:59 AM	<input checked="" type="checkbox"/>
Anup George anup@futuretec.me			3/9/2018 11:02:00 AM	<input checked="" type="checkbox"/>
Apple Test User user@futuretec.me	Native User	0 Bytes of 1 GB used	3/9/2018 11:10:29 PM	<input checked="" type="checkbox"/>



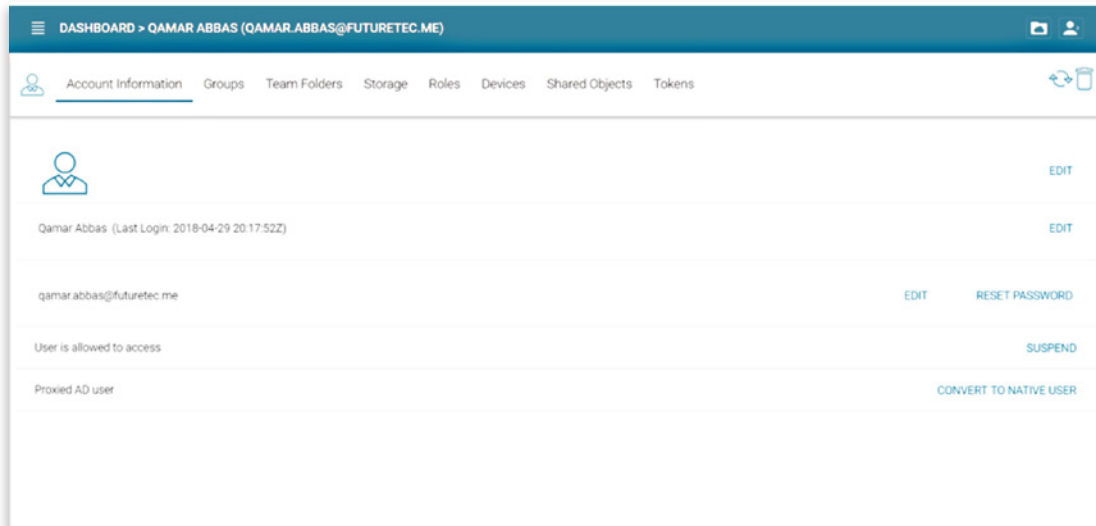
## Managing User Credentials

Admins can change user passwords and login emails, if needed.

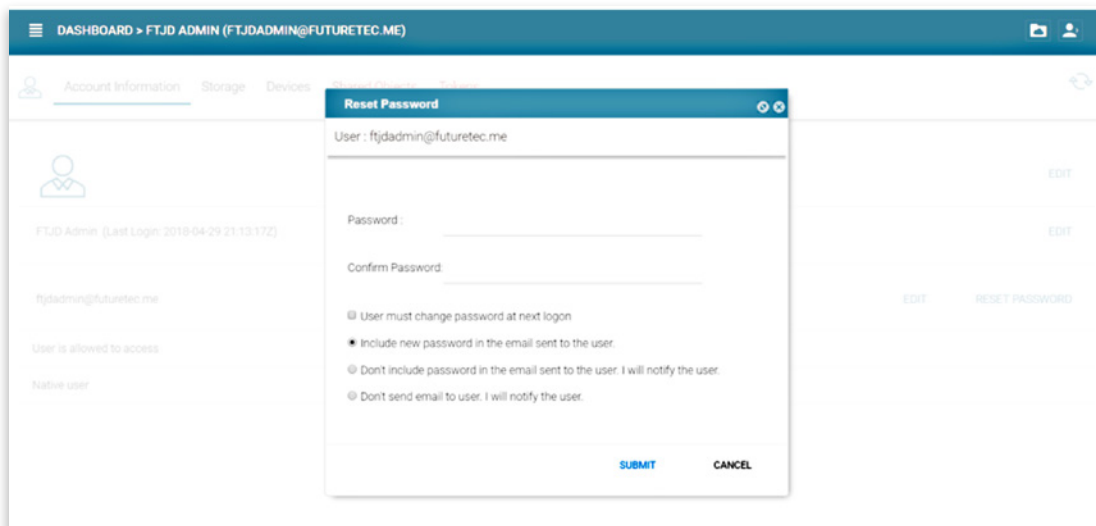
Click 'Management Console' and select 'User Manager'.

Click the "manage user" menu icon in the user block.

After that, can use "Reset Password" link to help the user.



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.



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

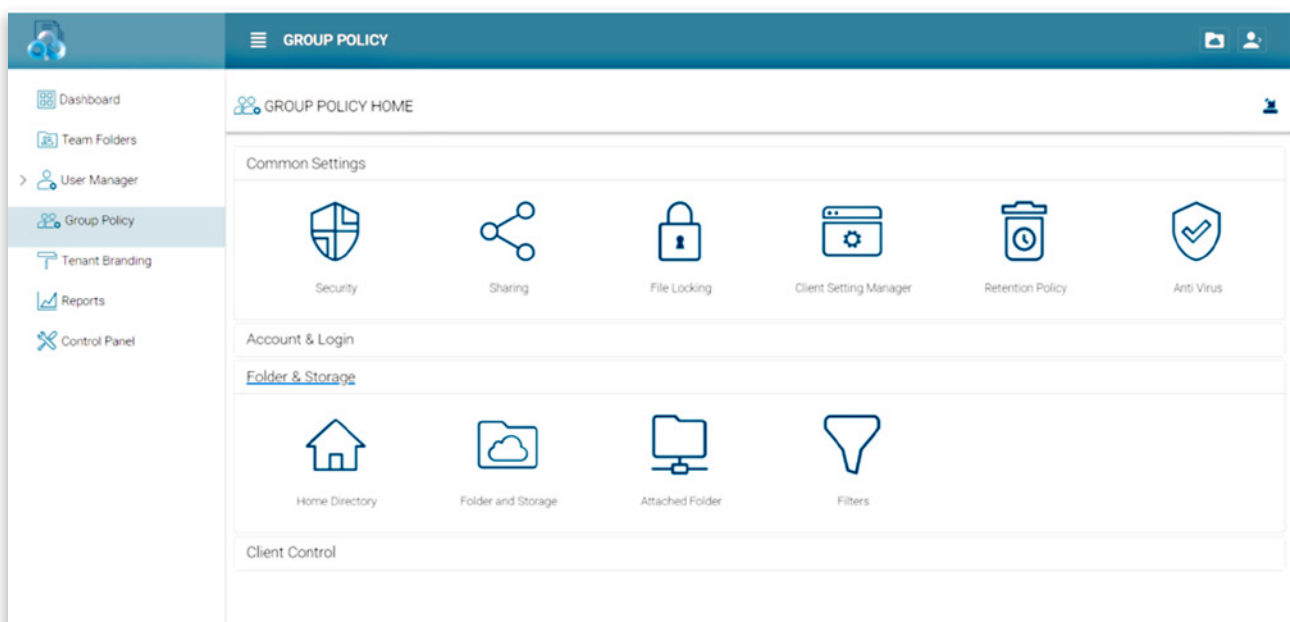
When creating a new user, admins can define how much storage the user is allowed to consume.

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.



# Group Management

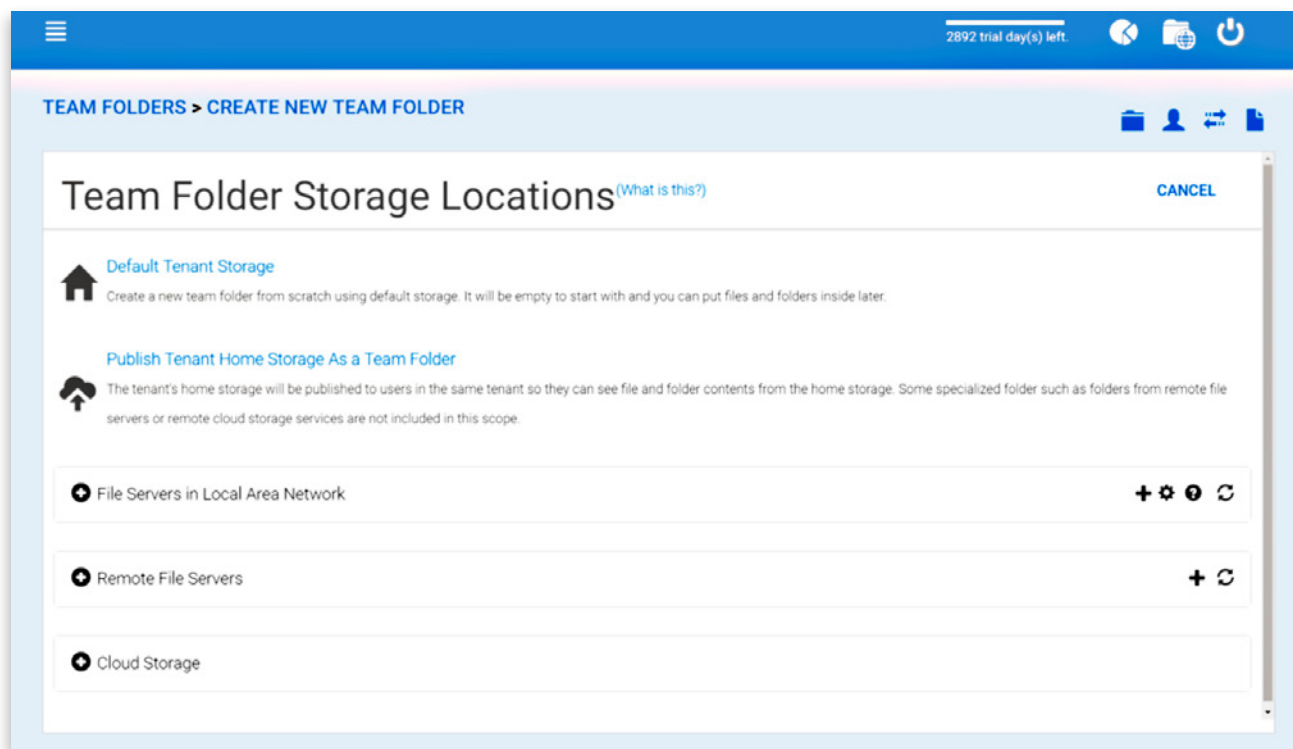
## How Groups Work

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.

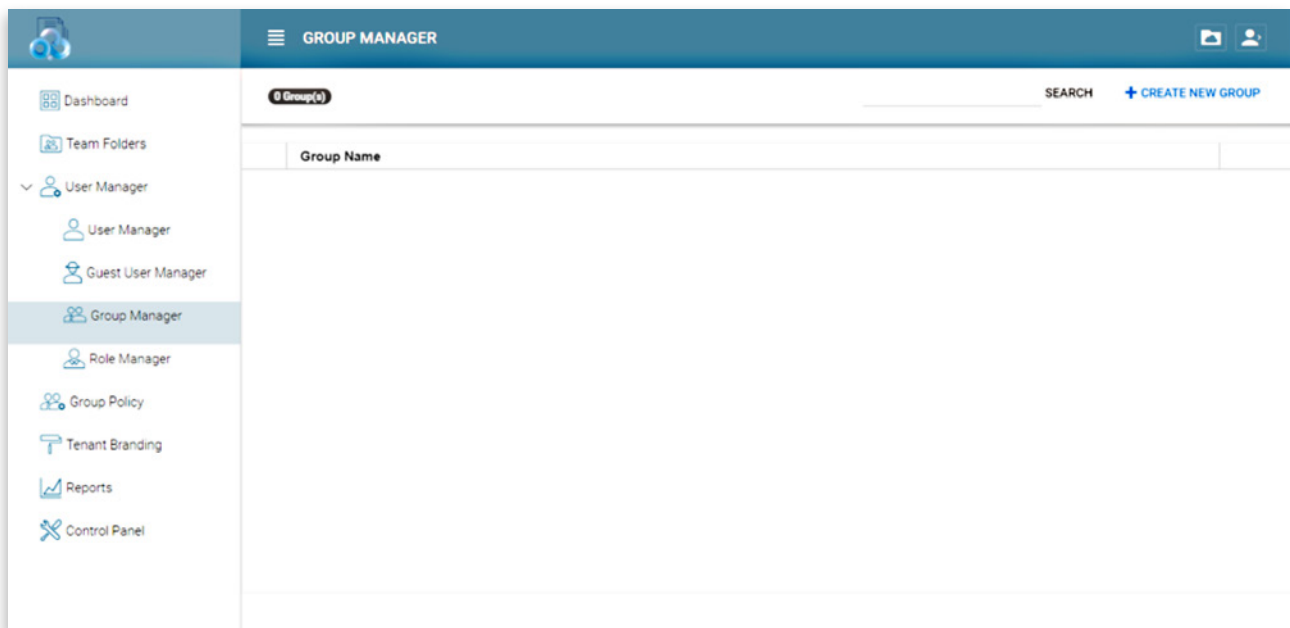
When working with a large amount of users, it may be tedious to assign permissions to each user. To solve this problem, JOUD Drive uses Groups. Admins can create a group and assign users to the group. When publishing a folder or changing subfolder permissions, instead of selecting each individual user, 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.



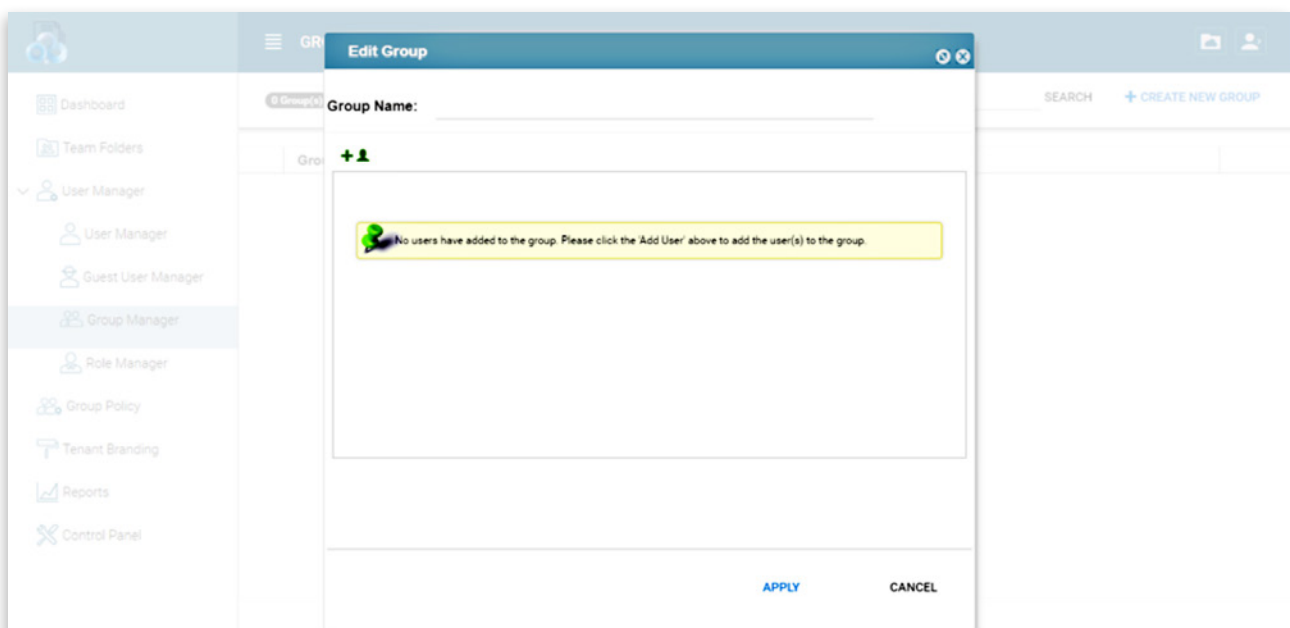
## Creating Groups

Only administrators can manage groups.

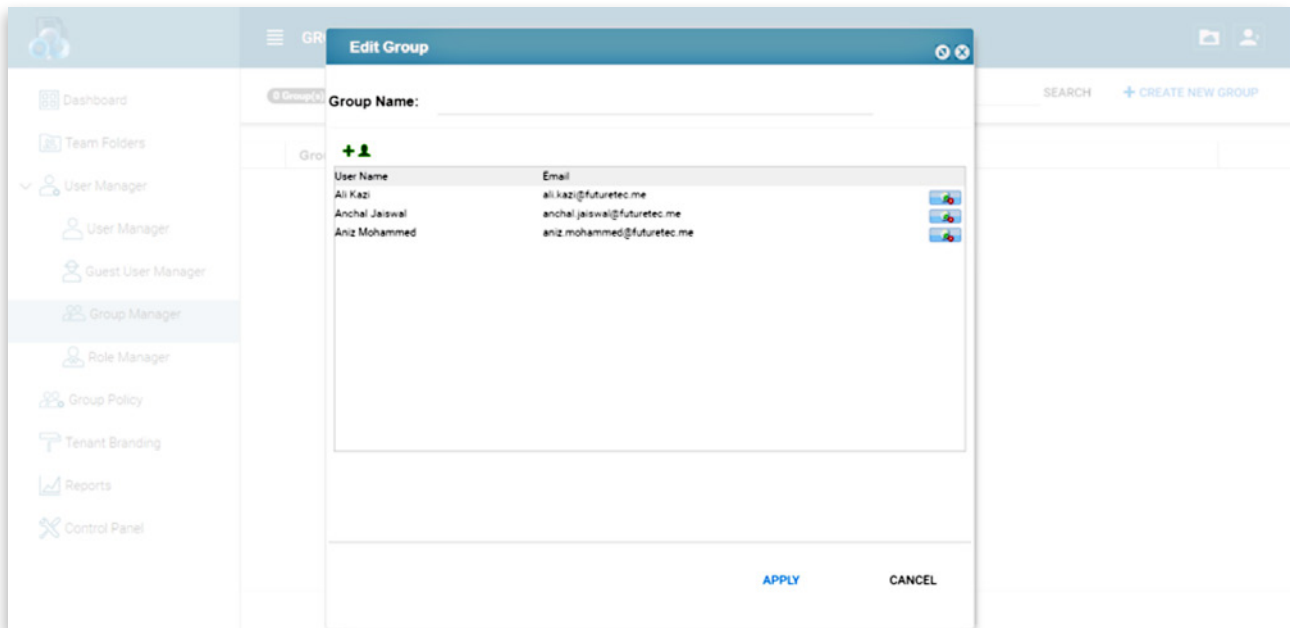
Login to the JOUD Drive web portal as the administrator and select 'User Manager' in 'Management Console' and click on 'Group Manager' in the middle pane.



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



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



## Team Folders

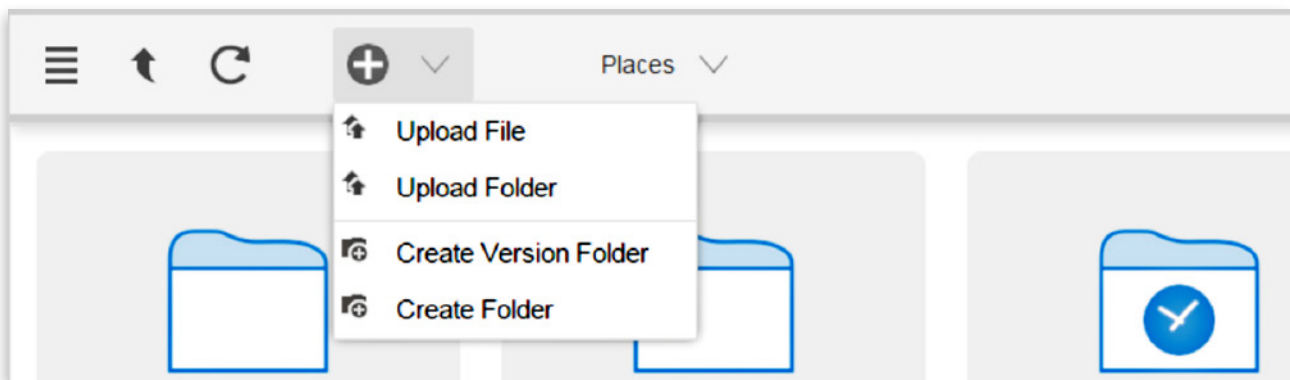
### What Is a Team Folder?

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

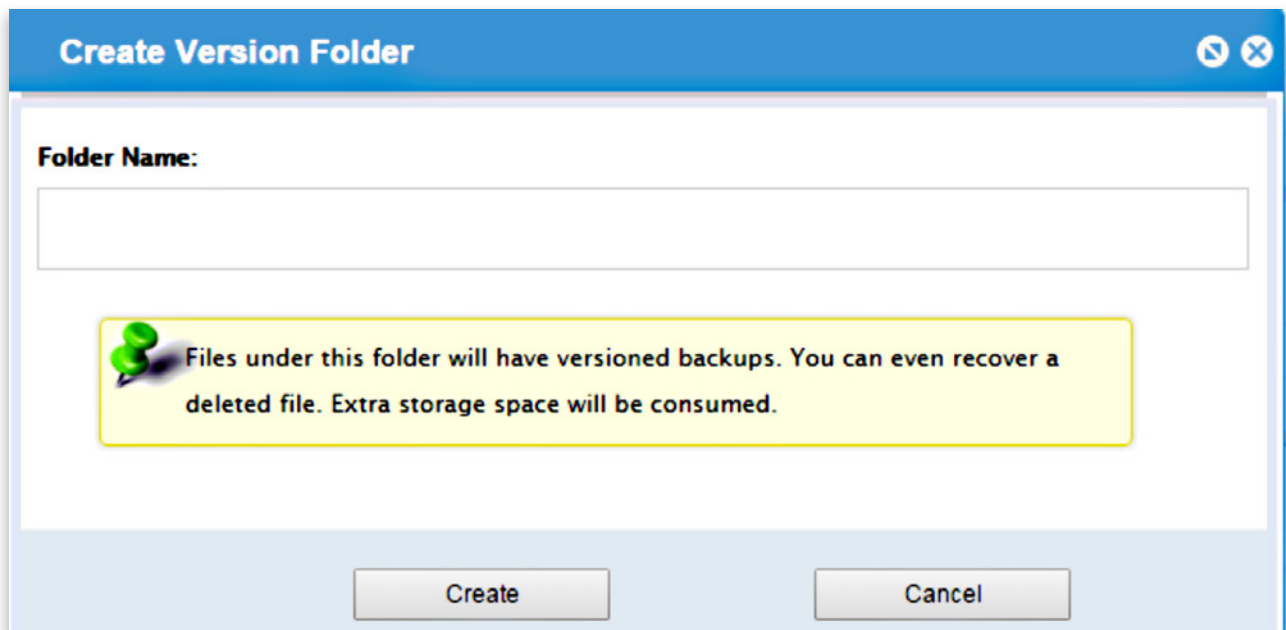
There are 2 types of folders in JOUD Drive.

- **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.



Write the folder name and select 'Create'.



**Create Version Folder**

**Folder Name:**

Files under this folder will have versioned backups. You can even recover a deleted file. Extra storage space will be consumed.

Create Cancel

## Note

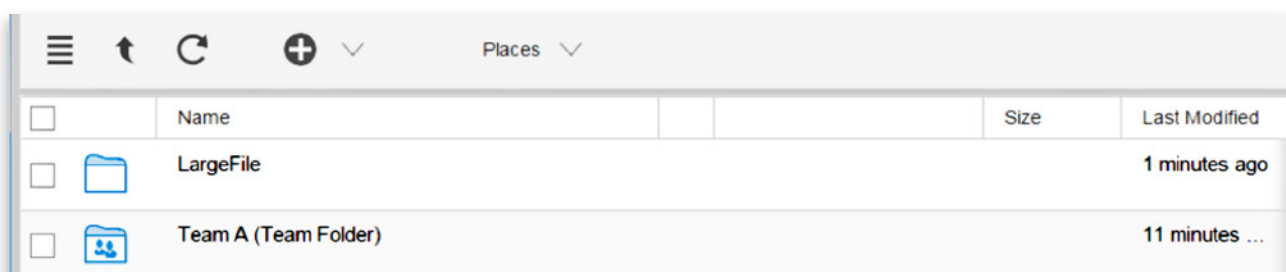
If you are not seeing the option of “Create Version Folder”, it means your whole folder structure is already under version control. This could happen (and be the default) when administrator provisions a team account for you.

- 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)’.

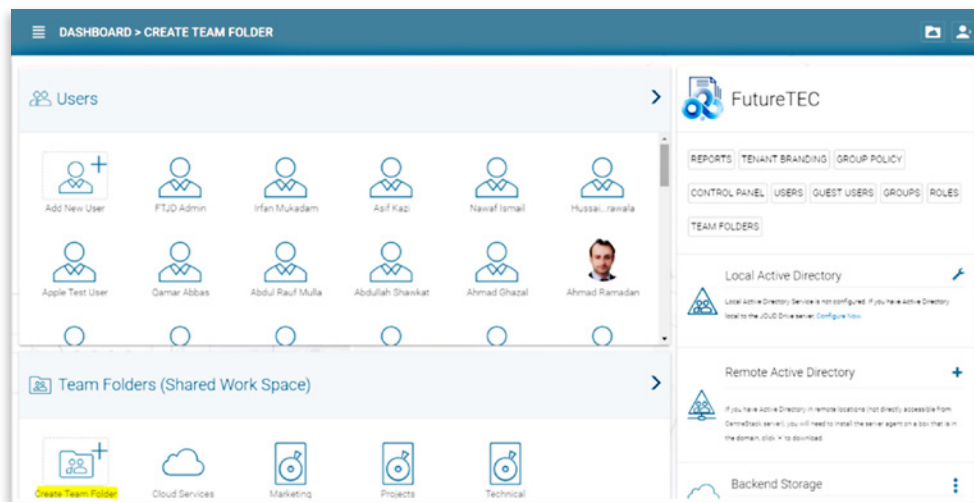


	Name	Size	Last Modified
<input type="checkbox"/>	LargeFile		1 minutes ago
<input type="checkbox"/>	Team A (Team Folder)		11 minutes ...

## 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)'.



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



### 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.

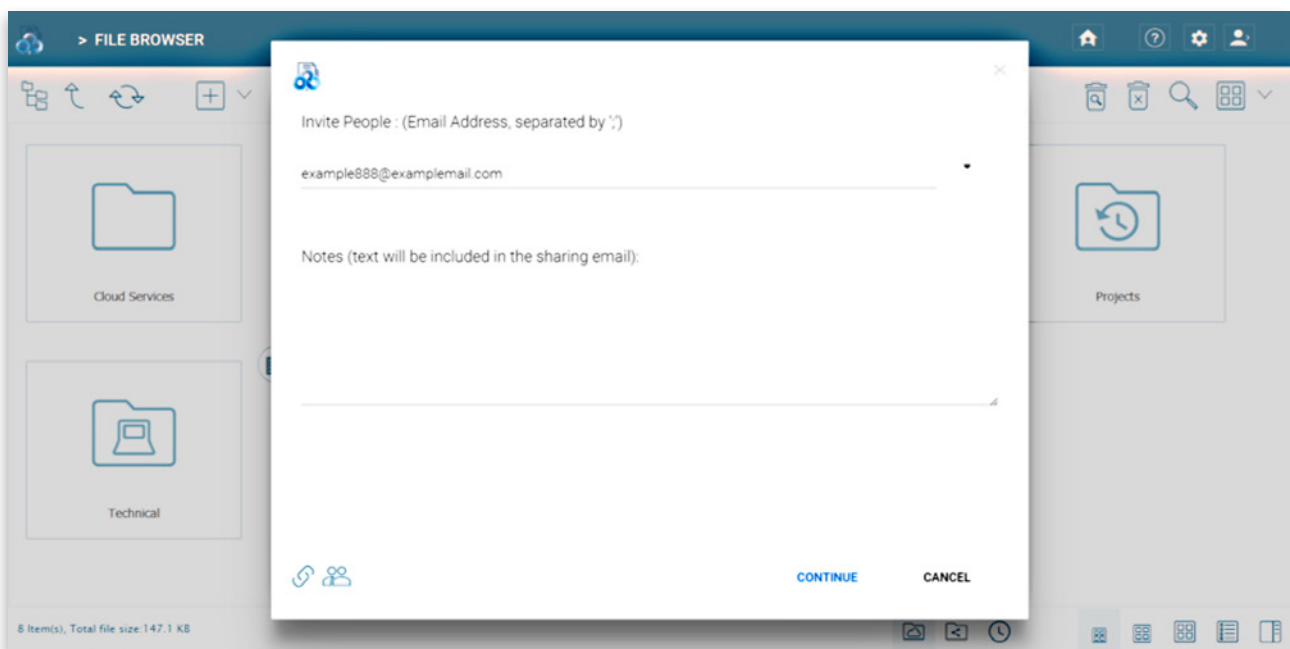
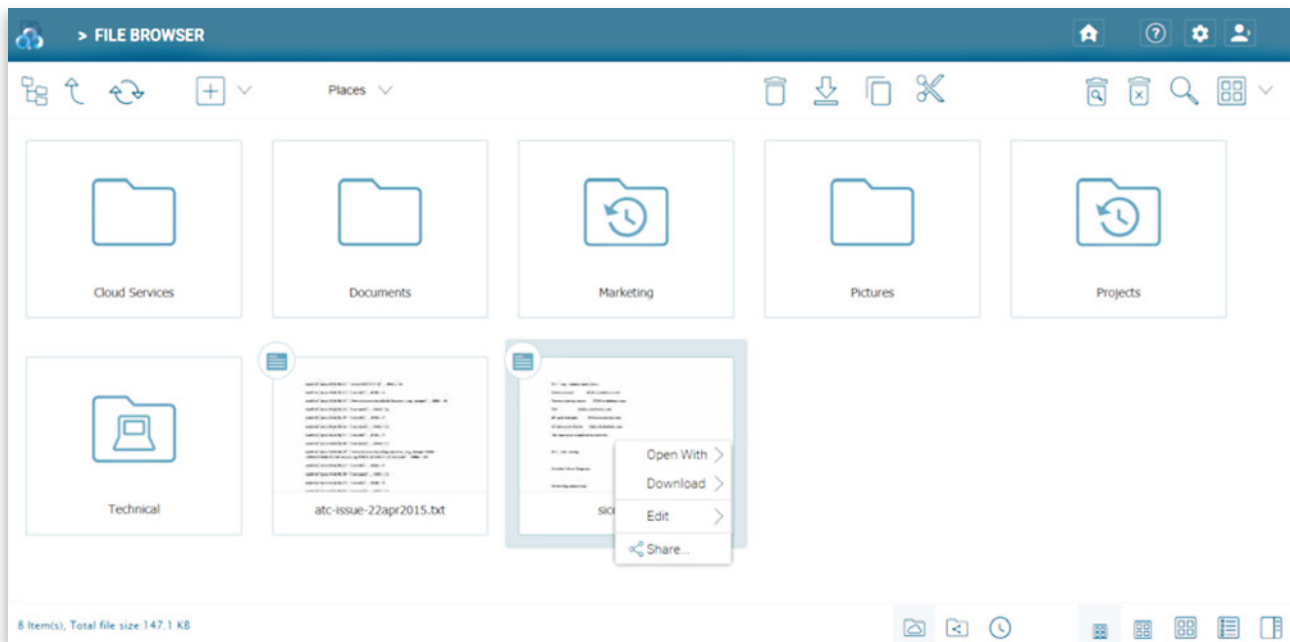
- **Publishing:**  
Only available for the administrator who can share any tenant-wide folder. It will only work with team-users in a specific JOUD Drive account (tenant account). Publishing a team folder can't go outside of the tenant scope.
- **Sharing:**  
Both the administrator and team-users can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

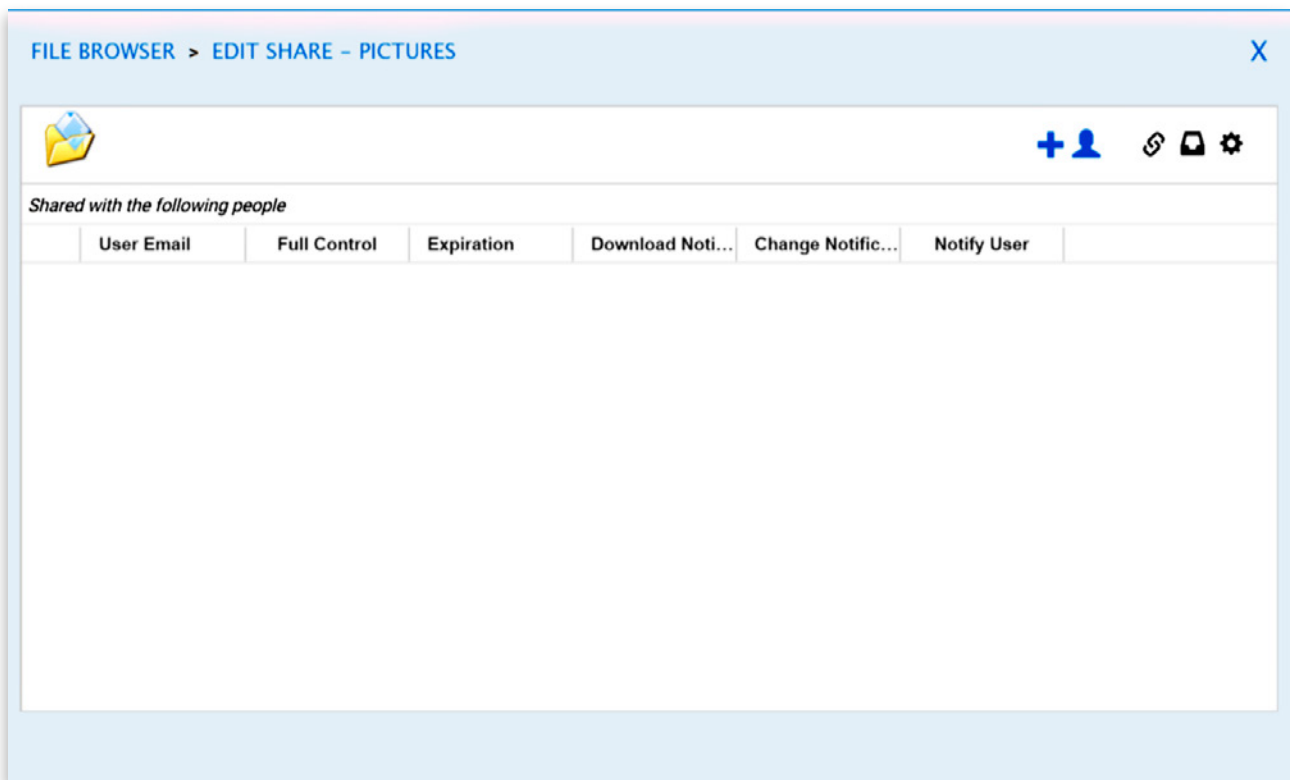
## Sharing Files And Folders

### File Sharing

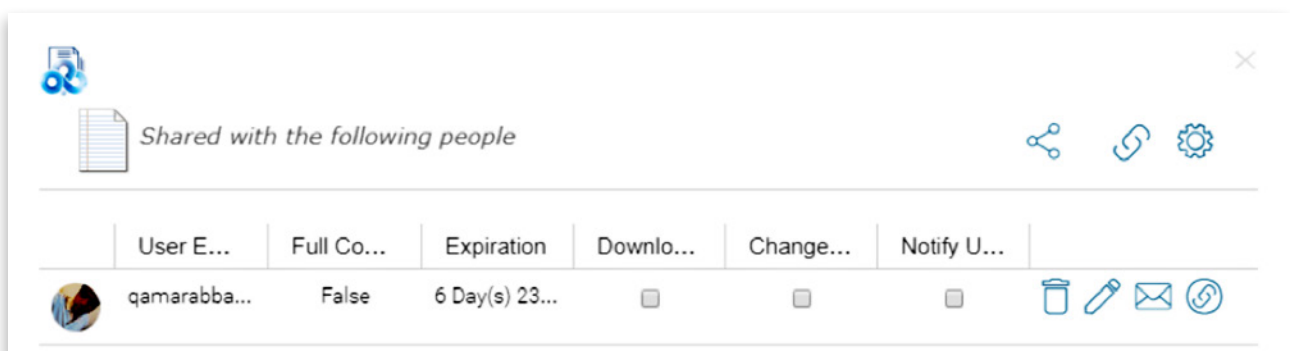
To share a file, click it and select the Share icon in the row of the file. You can also right click the file and select Share in the context menu. Once the file is selected, if the right panel is open, there is a Share link there too.



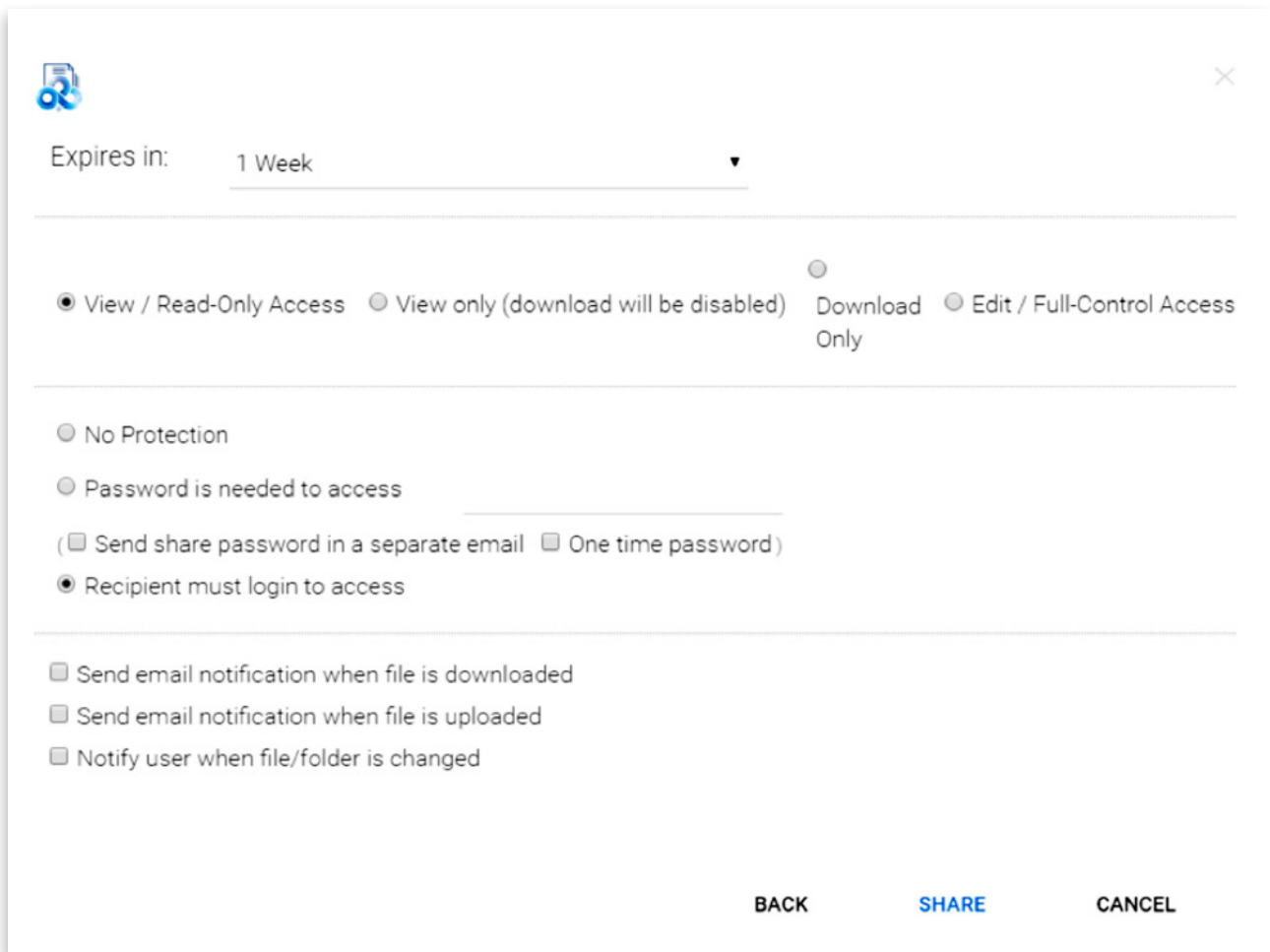
After clicking 'Share' above, in 'Edit Share' window, click 'Invite User to Share'.



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



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



A share dialog box with a close button (X) in the top right corner. It features a share icon in the top left. The 'Expires in:' field is set to '1 Week'. Below this, there are four radio button options for access levels: 'View / Read-Only Access' (selected), 'View only (download will be disabled)', 'Download Only', and 'Edit / Full-Control Access Only'. A horizontal separator line follows. Below the line are three radio button options for protection: 'No Protection', 'Password is needed to access' (selected), and 'Recipient must login to access' (selected). Under 'Password is needed to access', there are two checkboxes: 'Send share password in a separate email' and 'One time password'. Below these are three checkboxes for notifications: 'Send email notification when file is downloaded', 'Send email notification when file is uploaded', and 'Notify user when file/folder is changed'. At the bottom right are three buttons: 'BACK', 'SHARE' (highlighted in blue), and 'CANCEL'.

Expires in: 1 Week

☒ View / Read-Only Access ☐ View only (download will be disabled) ☐ Download Only ☐ Edit / Full-Control Access Only

☐ No Protection ☒ Password is needed to access ☒ Recipient must login to access

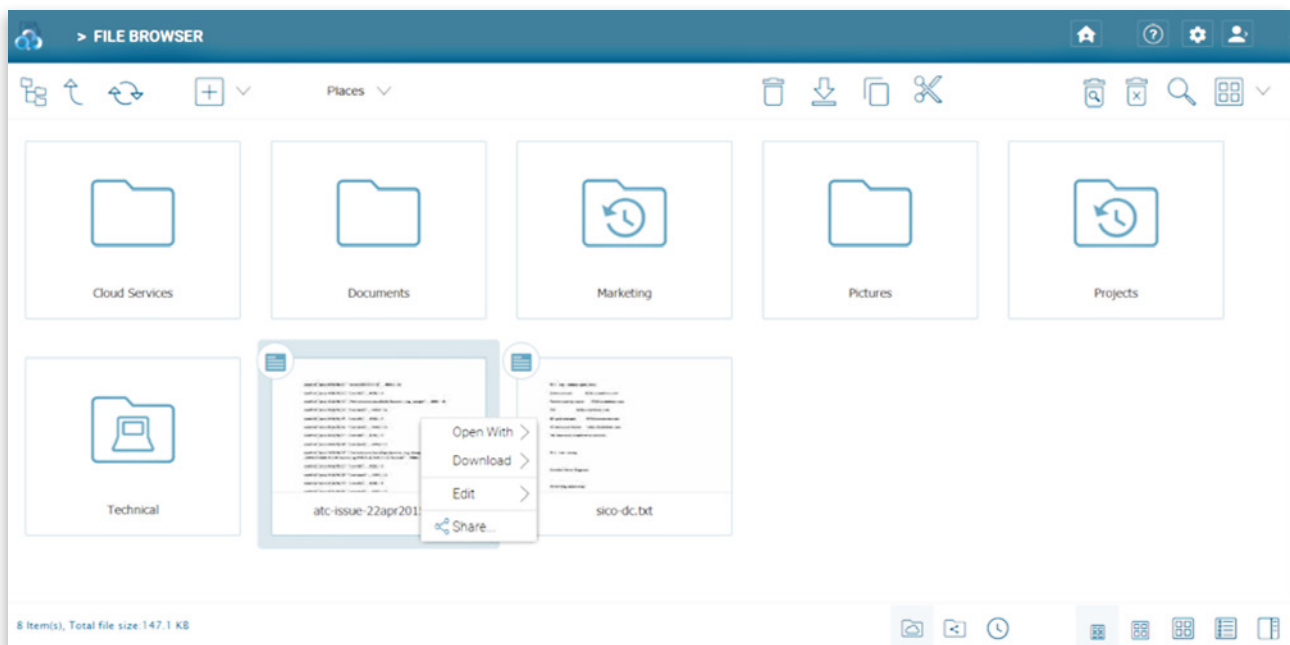
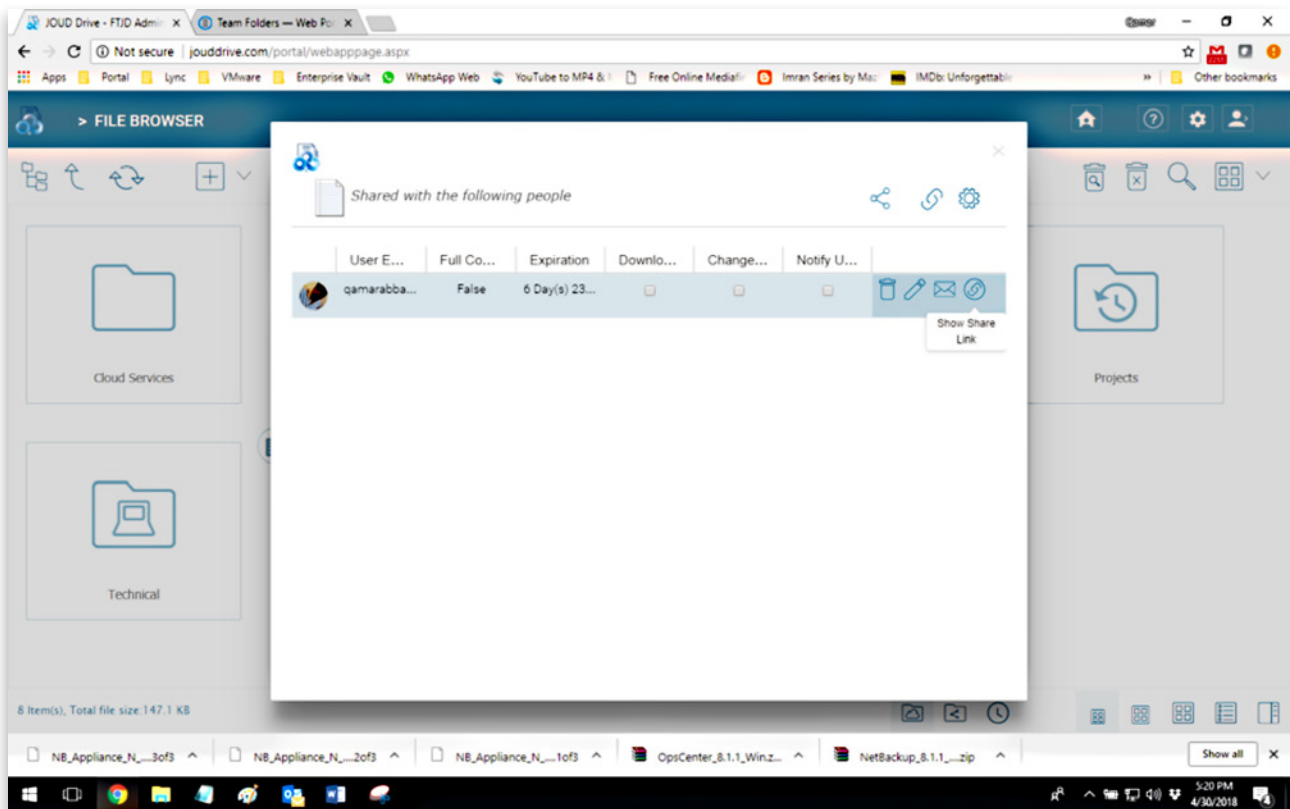
(☐ Send share password in a separate email ☐ One time password)

☐ Send email notification when file is downloaded  
☐ Send email notification when file is uploaded  
☐ Notify user when file/folder is changed

BACK SHARE CANCEL

## 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.

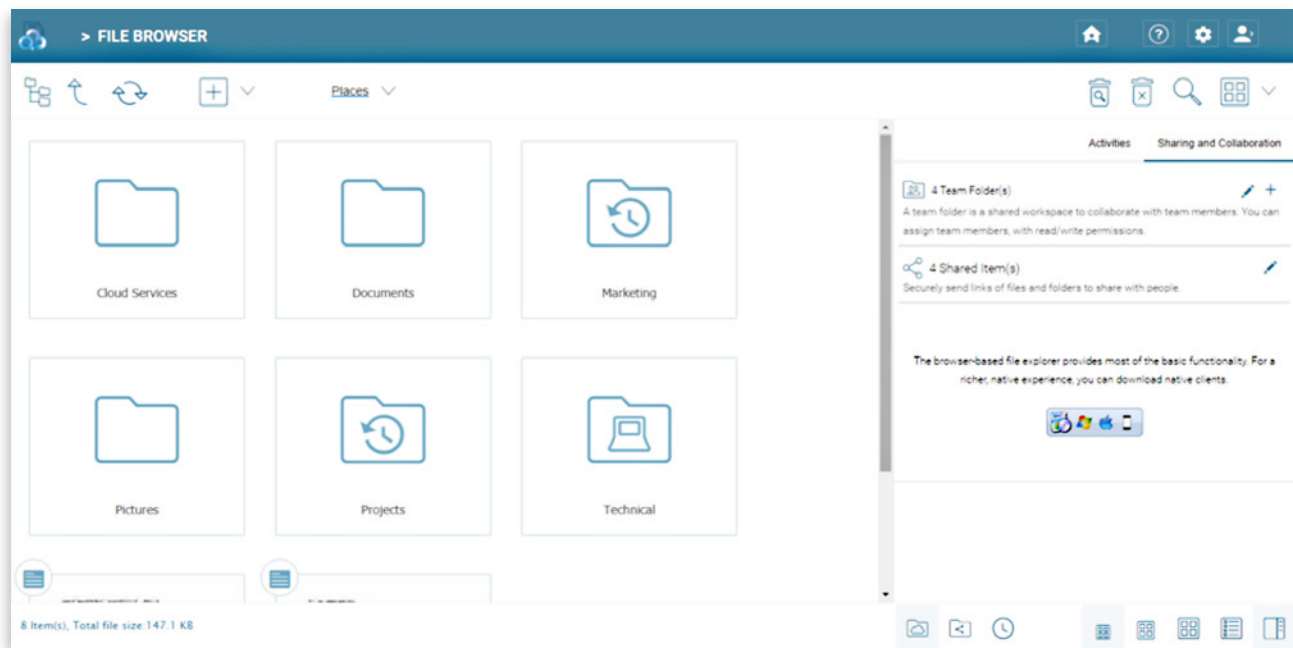


## Removing shares

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.



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.

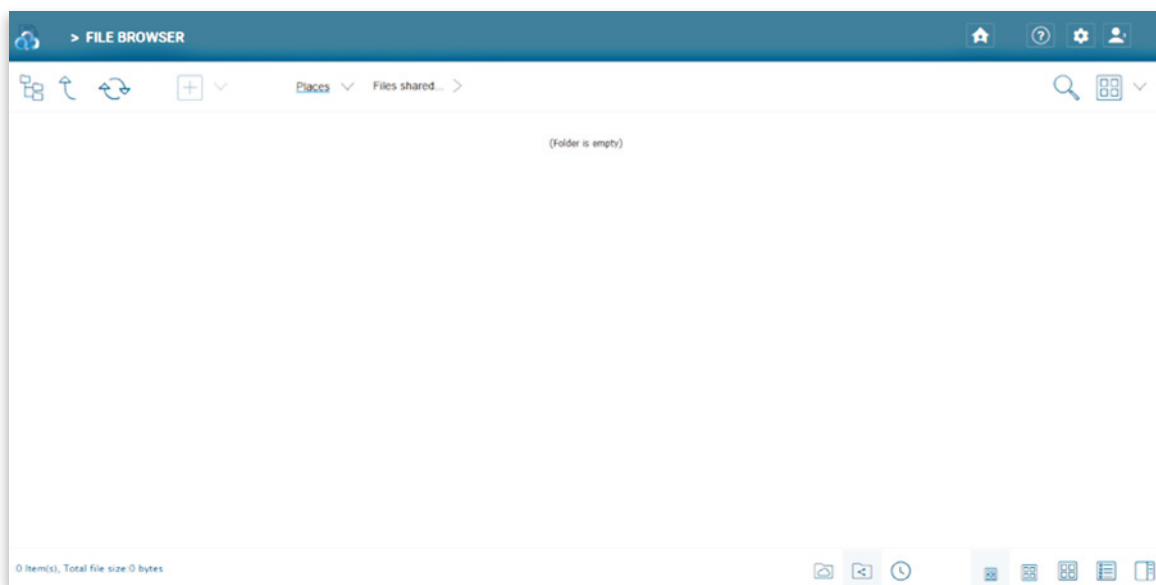
> FILE BROWSER > MANAGE SHARED OBJECTS			
	Location	Type	
1	 /Projects	Share	 
2	 sico-dc.txt	Share	 
3	 //Projects	Public Uri	
4	 /sico-dc.txt	Public Uri	

## Accessing 'Files/Folders Shared with Me'

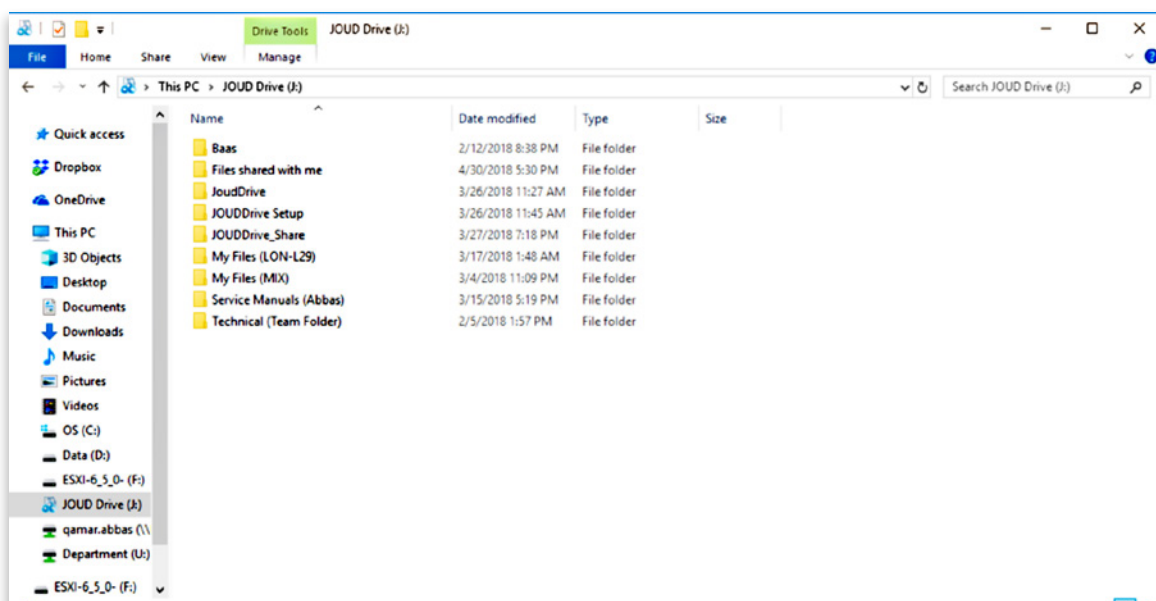
When a file or folder is shared with the user, he/she will get an email. The link in the email can be used to open the file or folder.

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



### JOUD Drive Desktop



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**

Please Enter User Information:

First Name Test	Last Name test
Email test@futuretec.com.kw	Quota(GB) 0

[CONTINUE](#) [CANCEL](#)

**USER MANAGER > ADD USER**

**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 automatically updated them whenever they are changed anywhere in the network. This will cause a significant increase in network traffic, especially during the initial download of all folders.

[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.



The screenshot displays the 'USER MANAGER' interface. On the left is a sidebar with navigation options: Dashboard, Team Folders, User Manager (selected), Guest User Manager, Group Manager, Role Manager, Group Policy, Tenant Branding, Reports, and Control Panel. The main area shows a list of users. A context menu is open for 'Abdul Rauf Mulla', listing actions: Manage User, Home Storage, Device List, and Token Manager. The menu also includes sub-options: Manage User, Disable User, Force full scan for storage quota usage, and Delete User. Below the menu, four user cards are visible: Ahmad Ramadan, Ahmad Ghazal, Ali Kazi, and Anchal Jaiswal. Each card shows the user's name, email, last login time, and storage usage (e.g., 'Provided AD User', '0 Bytes of 2 GB used').

### Configure User Home Directory

Set home directory quota for:  
administrator@ft-filesrv01

**New Quota(GB) (0 - unlimited)**  
Current Quota (GB) 0

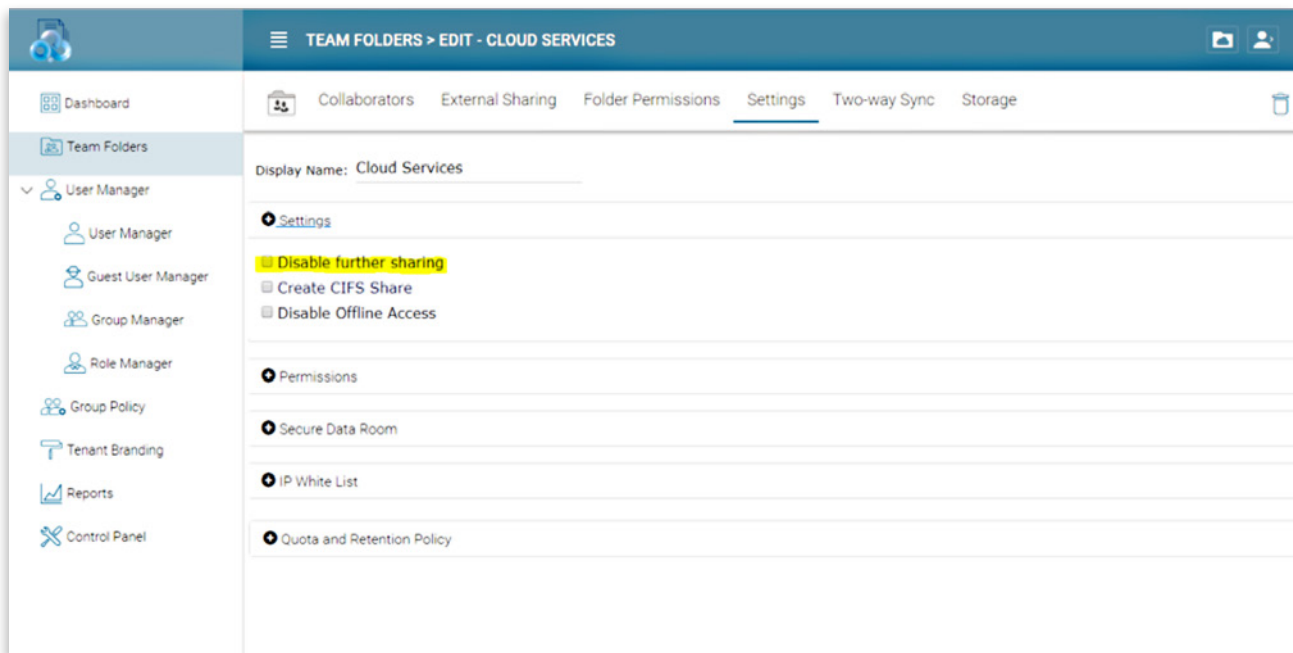
1

☐ 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:

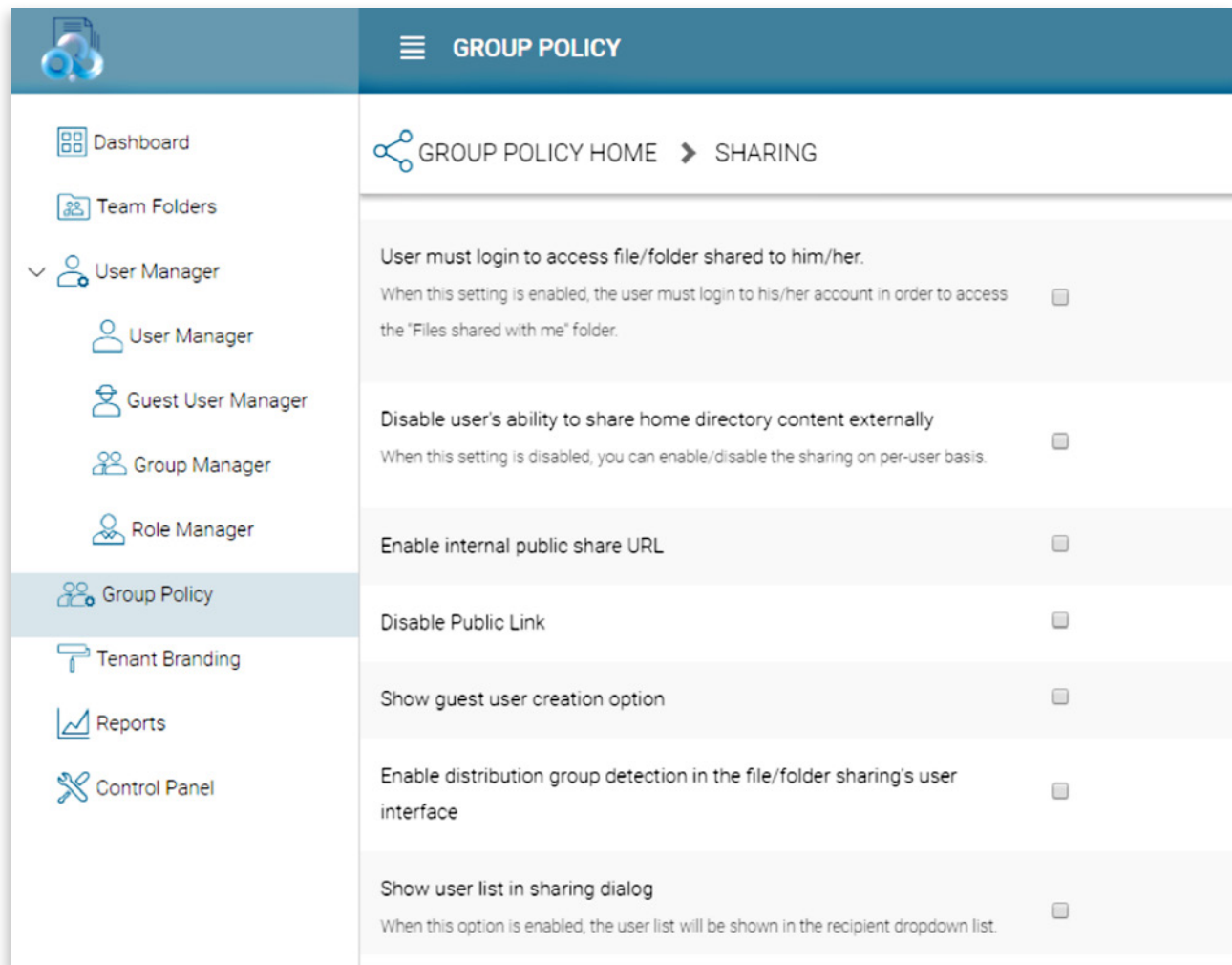


For existing team folders, administrator can edit it and check the 'Disable further sharing' there too. When both flags are selected, team-users cannot share any files or folders to public anymore.

## 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'.



The screenshot shows the 'GROUP POLICY' settings page in the JOUD Drive Web Portal. The left sidebar contains navigation links: Dashboard, Team Folders, User Manager (expanded), User Manager, Guest User Manager, Group Manager, Role Manager, Group Policy (selected), Tenant Branding, Reports, and Control Panel. The main content area is titled 'GROUP POLICY HOME > SHARING' and lists several settings, all of which are currently disabled (checkboxes are unchecked).

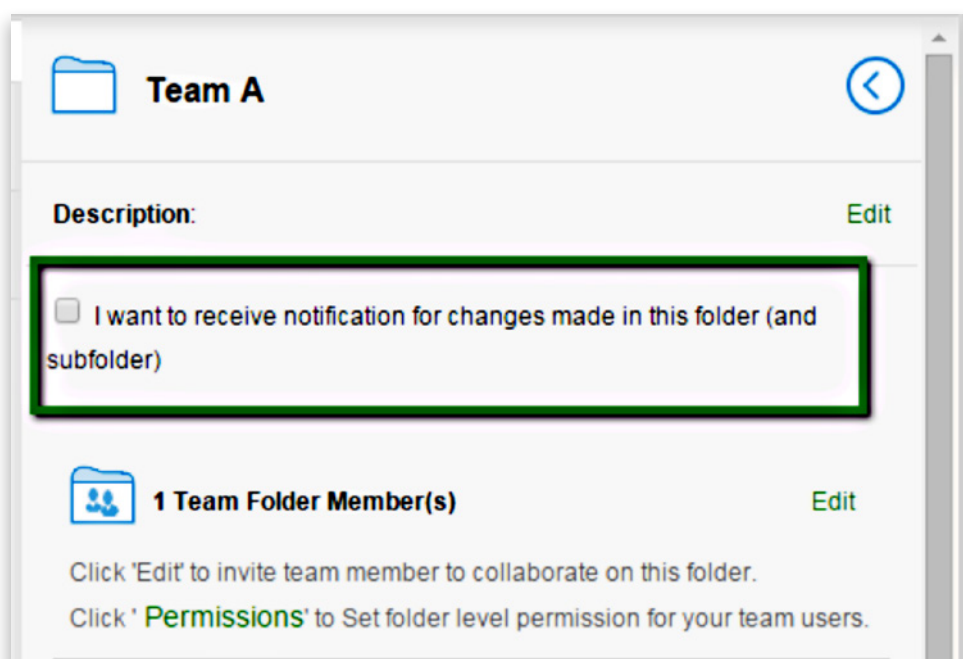
Setting	Enabled
User must login to access file/folder shared to him/her. When this setting is enabled, the user must login to his/her account in order to access the "Files shared with me" folder.	<input type="checkbox"/>
Disable user's ability to share home directory content externally When this setting is disabled, you can enable/disable the sharing on per-user basis.	<input type="checkbox"/>
Enable internal public share URL	<input type="checkbox"/>
Disable Public Link	<input type="checkbox"/>
Show guest user creation option	<input type="checkbox"/>
Enable distribution group detection in the file/folder sharing's user interface	<input type="checkbox"/>
Show user list in sharing dialog When this option is enabled, the user list will be shown in the recipient dropdown list.	<input type="checkbox"/>

## 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.



## Reporting and Auditing

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

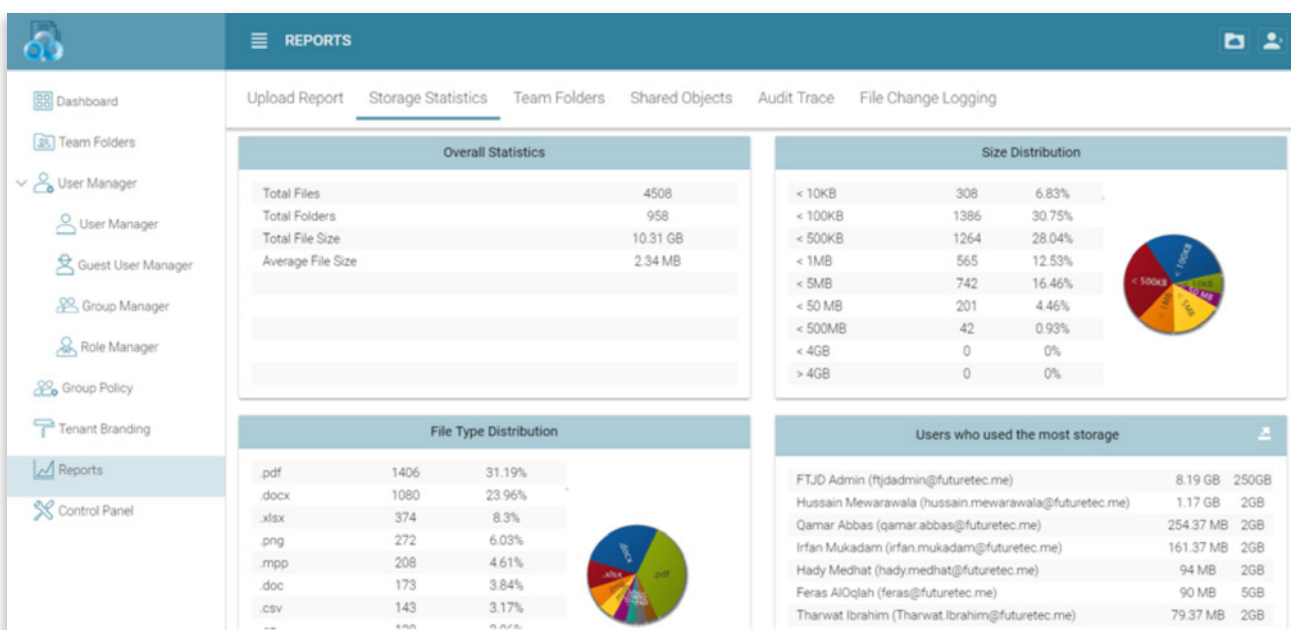
### Upload Report

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



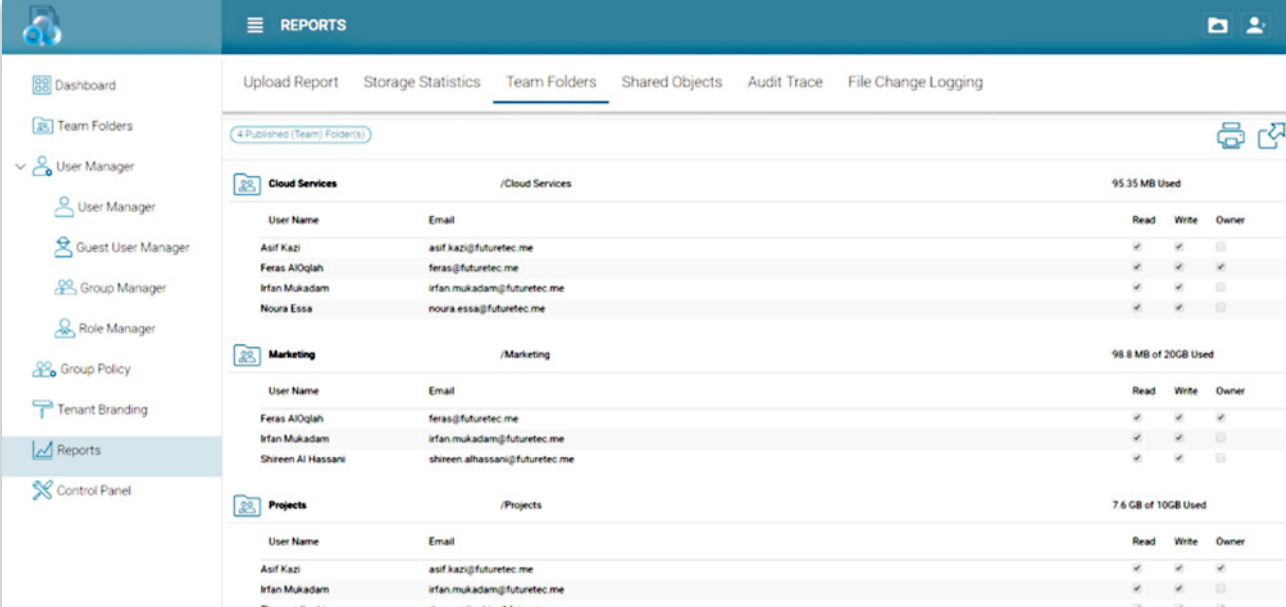
### Storage Statistics

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.



## 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.



The screenshot shows the 'Team Folders' tab under the 'REPORTS' section. The sidebar on the left contains navigation links: Dashboard, Team Folders, User Manager (with sub-links for User Manager, Guest User Manager, Group Manager, and Role Manager), Group Policy, Tenant Branding, Reports (highlighted), and Control Panel. The main content area has tabs for Upload Report, Storage Statistics, Team Folders (active), Shared Objects, Audit Trace, and File Change Logging. A notification bar indicates '4 Published (Team) Folders'. Below this, three tables are displayed:

Cloud Services		95.35 MB Used		
User Name	Email	Read	Write	Owner
Asif Kazi	asif.kazi@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feras AlOqlah	feras@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Irfan Mukadam	irfan.mukadam@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noura Essa	noura.essa@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

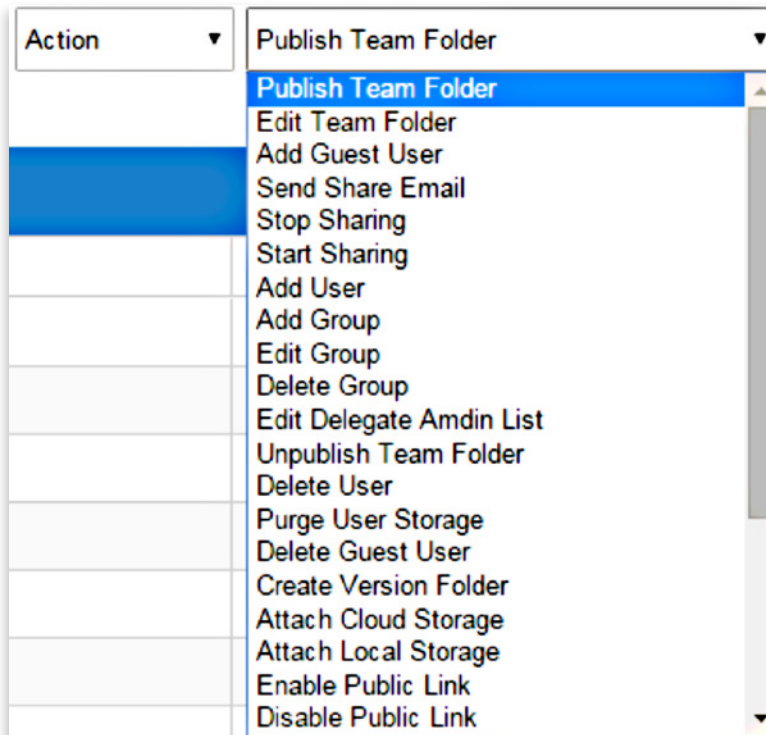
Marketing		98.8 MB of 20GB Used		
User Name	Email	Read	Write	Owner
Feras AlOqlah	feras@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Irfan Mukadam	irfan.mukadam@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shireen Al Hassani	shireen.alhassani@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

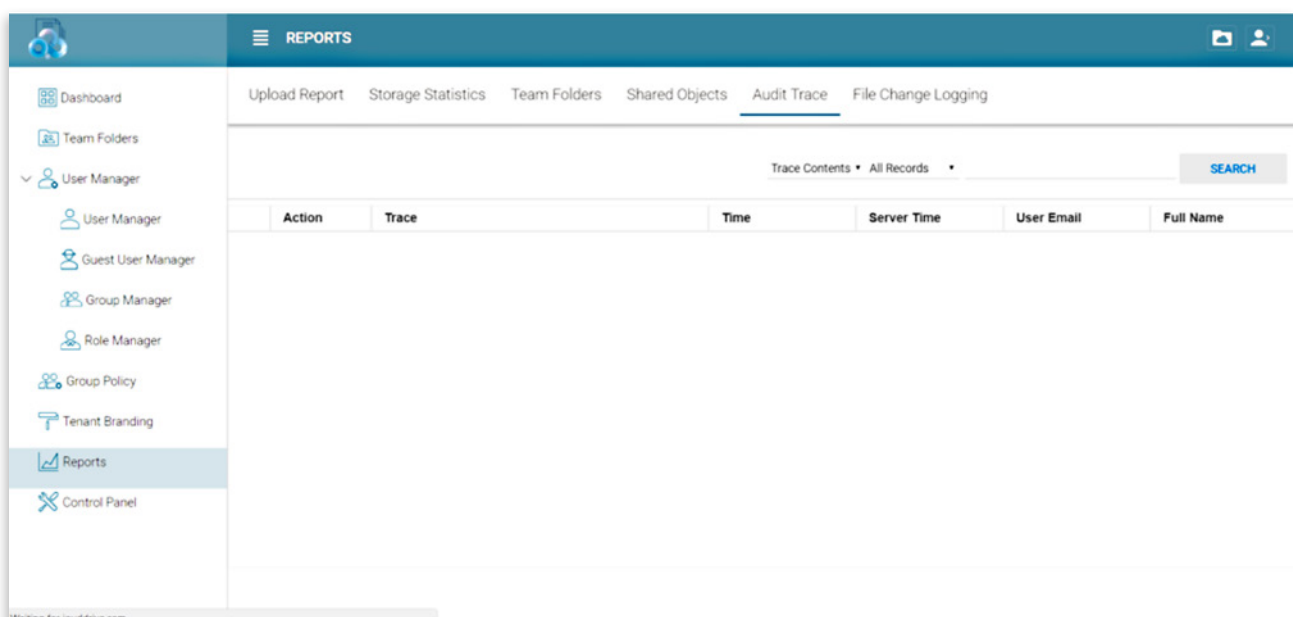
Projects		7.6 GB of 10GB Used		
User Name	Email	Read	Write	Owner
Asif Kazi	asif.kazi@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Irfan Mukadam	irfan.mukadam@futuretec.me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 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.



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.



## File Change Logging

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

REPORTS								
<div> <div>Dashboard</div> <div>Team Folders</div> <div>User Manager</div> <div>User Manager</div> <div>Guest User Manager</div> <div>Group Manager</div> <div>Role Manager</div> <div>Group Policy</div> <div>Tenant Branding</div> <div>Reports</div> <div>Control Panel</div> </div> <div> <div>Upload Report</div> <div>Storage Statistics</div> <div>Team Folders</div> <div>Shared Objects</div> <div>Audit Trace</div> <div>File Change Logging</div> </div>								
<div>250 Item(s) found</div> <div>in Last 1 Year</div> <div>Action</div> <div>Update File</div> <div>SEARCH</div> <div>DOWNLOAD AS CSV FILE</div>								
	User Email	Action	Relative Fil...	Absolute FI...	Note	Client Name	Time	Local Time(Web Server)
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	change monitor	updatefile	41ed6c26-d5f8...	41ed6c26-d5f8...		cloud change ...	2018-04-16 10:07:37Z	4/16/2018 1:07:37 PM
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
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
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
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
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