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# **Synchronising and Sharing Data with Drive**

**User Guide**

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## **Synchronising and Sharing Data with Drive: User Guide**

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# 1 About this Documentation

The following information will help you make better use of the documentation.

## **Who is the target group for this documentation?**

This documentation is addressed to users who want to use the Drive app to synchronise files and folders on their desktop or mobile device with the groupware server.

## **What is assumed in this documentation?**

The documentation has been written under the assumption that the user is familiar with using a mobile device.

## **Which contents are included in the documentation?**

This documentation includes the following information:

- In *What is the Purpose of the Drive Apps?* you will find a description of the Drive apps.
- In *Installing the Drive Apps* you will learn how to install and set up an Drive app on your system.
- In *Using the Drive Apps* you will find details for the practical usage of the Drive apps.

This documentation describes working with a typical groupware installation and configuration. The installed version and the configuration of your groupware might differ from what is described here.

## **Further Help**

A comprehensive groupware documentation can be found in the Groupware User Guide.



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## 2 What is the Purpose of the Drive Apps?

An Drive app is installed locally on your workstation or mobile device. This Drive app enables you to access files and folders that are located on the server. The Drive app synchronises data between your local machine or mobile device and the server. You define the data to be synchronised:

- In order to synchronise on a workstation, you have to define the following folders:
  - A local folder on your workstation.
  - One or multiple folders on the Groupware server.
- On a mobile device, you select the objects to be synchronised by marking those objects as available off-line.
- On a mobile device, you can further define that photos or videos are uploaded to the server. This function is called photostream.

Each change applied on the server is transferred to the workstation and the mobile devices. Each change applied on the workstation or a mobile device is transferred to the server and other devices.

The following changes are synchronised:

- new files
- file content changes
- file renamings
- file deletions
- new folders
- folder renamings
- folder deletions

On the server, you can select the following folders for synchronising:

- Personal folders
- Public folders, shared folders

Depending on the server configuration, some folders cannot be synchronised.

You can use the Drive apps to cooperate with other users or external partners by sharing files or folders with read or edit permissions.

The following systems are supported:

- MS Windows
- Mac OS
- iOS
- Android





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## 3 Installing the Drive Apps



Learn how to install an Drive app:

- on your [workstation](#)
- on your [mobile device](#)

Note: To use this function, Drive has to be available on your groupware server. For details contact your administrator or host.

## 3.1 Installing on a desktop client

### How to install an Drive app on your workstation:

1. Use the Groupware to download the installation program suitable for your [system \[7\]](#). Depending on the Groupware server configuration, the following options are available:
  - Click the **system menu** icon  on the right of the menu bar. Click on **Connect your device** in the menu.  
A wizard will be launched. Follow the instructions in the wizard.
  - Click the **system menu** icon  on the right of the menu bar. Click on **Settings** in the menu. Click on **Downloads** in the side bar.  
Follow the download instructions in the display area.

Depending on the Groupware server configuration, widgets with Drive installation information can be found on the Portal page.

2. Launch the installation program. A wizard guides you through the individual steps. Follow the instructions.

As soon as the installation is completed, the *Setup Wizard* is displayed.

3. On the *Welcome to Drive* page, enter the following details:

- Your Groupware Server's web address (URL).
- Your username and password for the Groupware Server.

Click on **Login**. You will be logged in to the Groupware Server.

4. The procedure for defining the folders to be synchronised is different for each operating system running on the workstation:

- On an MS Windows workstation, you can define the local folder and the folders on the server that are to be synchronised with each other. You can do so on the *Drive has been successfully configured and can be started now* page. To do so, click on **Customise folder settings**. The *Folder settings* page opens.

- To select the local folder, click on **Change** next to *Local folder*. Enter a local folder.
- To select the folders on the server, click on **Change** next to *Synchronised folders*. Select one or multiple folders on the server.

To complete the folder settings, click the icon at the bottom.

- On a MAC OS workstation you are asked which folders you want to synchronise.

You can re-define those folders after the installation.

When defining a local folder that already contains data, that data is moved to a local subfolder. You are respectively informed.

5. In order to complete the configuration, click on **Start now**.

Result: The folders are synchronised. Depending on the data volume this process might take a while.

## 3.2 Installing on a Mobile Device

### How to install an Drive app on your workstation:

1. Visit your mobile device's app store. Install the Drive app.

You can also find the download links on the Groupware server when clicking on **Downloads** in the side bar of the groupware settings.

Depending on the Groupware server configuration, widgets with links to the app stores can be found on the Portal page.

2. As soon as the installation is completed, a wizard guides you through additional steps:
  - Enter the server URL of the groupware server.
  - Enter your credentials for the groupware server.
  - You can define whether photos and videos are to be uploaded to the groupware server. You can enable or disable this function in the settings at a later time.

As soon as the configuration has been completed, your personal Drive folders are displayed. In order to make a folder available off-line, proceed as follows:

- a. Tap the menu icon next to the folder.
- b. Enable the menu item **Available off-line**.

Result: The folders are synchronised. Depending on the data volume this process might take a while.

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## 4 Using the Drive Apps

As soon as an Drive app is installed, it works in the background without you having to interfere. For information and configuration purposes, certain functions are available though. The functions will vary depending on whether you use an Drive app on a workstation or on a mobile device.

- [Functions on a workstation](#)
- [Functions on a mobile device](#)
- [Usage guidelines](#)

## 4.1 On a Workstation

The following functions are available on a workstation:

- [display](#) synchronised data
- [change](#) synchronised folders
- [set up](#) additional accounts to synchronise additional folders
- [open](#) files from the local folder in the browser
- [open](#) Office documents from the local folder in the browser
- You can share files and folders with other users or external partners:
  - use [public links](#) to share with read permissions
  - send an [invitation to a share](#) with read or write permissions
- [stop or resume](#) the synchronisation.
- [close](#) the Drive app
- [customise](#) settings

Note: In order to use the functions for opening or sharing on a Mac OS workstation, the Drive Finder Extension needs to be [enabled](#).

## 4.1.1 Displaying synchronised data

### How to display synchronised data:

1. Open the Drive icon's context menu.
2. Use the following options:
  - To display a list of previously changed data, select **Previously changed data**.
  - To open the local folder in your system's file browser, select **Open Drive folder**.

Tip: Depending on the installation, you can also open the local folder with the Drive desktop icon.

Also see

[Changing synchronised folders \(p. 15\)](#)  
[Setting up additional accounts \(p. 15\)](#)

## 4.1.2 Changing synchronised folders

You can change the folders that are to be synchronised.

### How to change the folders on a workstation that are to be synchronised:

1. Open the Drive icon's context menu.
2. Select **Settings** in the context menu.
3. On the *Settings* page, select **Sync Option**. The settings are displayed separately for each account. To change the folders that are to be synchronised, click on the respective buttons.

Also see

[Displaying synchronised data \(p. 15\)](#)  
[Setting up additional accounts \(p. 15\)](#)

## 4.1.3 Setting up additional accounts

You can set up additional accounts to synchronise data located in other folders.

### How to set up an additional account:

1. Open the Drive icon's context menu.
2. Select **Settings** in the context menu.
3. On the *Settings* page, select **Account**.  
Click on **New account**. The settings wizard opens.
4. Enter the server address and your credentials. Click on **Login**.  
On the next page, click on **Customise folder settings**. Select the folders to be synchronised.

Also see

[Displaying synchronised data \(p. 15\)](#)  
[Changing synchronised folders \(p. 15\)](#)

## 4.1.4 Enabling the Finder Extension on Mac OS

In order to open Office documents or to share objects on a Mac OS workstation with the help of the Finder, the Drive Finder Extension needs to be enabled.

**How to enable the Drive Finder Extension on a Mac OS workstation:**

1. Open the System Preferences . In the *System Preferences* window, select **Extensions**.
2. In the *Extensions* window, select **Finder**. Enable **Drive Finder Extension**.

## 4.1.5 Displaying files in the browser

You can open files from the local Drive folder in the browser.

**How to display files in the browser:**

Note: Before using this function on a Mac OS workstation, you have to [enable](#) the Drive Finder Extension.

1. Open the local Drive folder in your system's file browser.
2. Open a file's context menu in the local Drive folder.  
Select **Open in browser**.

Result: The groupware will be opened in the browser. The file will be displayed.

Also see

[Editing Office documents in the browser \(p. 16\)](#)

## 4.1.6 Editing Office documents in the browser

You can open documents in the local Drive folder in the groupware to read or edit them.

**How to open Office documents:**

Note: Before using this function on a Mac OS workstation, you have to [enable](#) the Drive Finder Extension.

1. Open the local Drive folder in your system's file browser.
2. Select **Edit in App Suite**.

Result: The groupware will be opened in the browser. The file is displayed in the respective app.

Note: Information on editing Office documents can be found in the Documents user guide.

Also see

[Displaying files in the browser \(p. 16\)](#)



## 4.1.7 Sharing with public links

You can share data with read access by creating a public link. You can give this link to other persons. Everyone who gets this link can view the data.

The following options are available:

- You can set a password for the access.
- You can define that the link expires after a specific time frame, e.g. after one month.
- You can revoke the public link.


### How to share data with read access by using a public link:

Note: Before using this function on a Mac OS workstation, you have to [enable](#) the Drive Finder Extension.

1. Open the local Drive folder in your system's file browser.
2. Open a folder's or file's context menu in the local Drive folder. Select this function:
  - **Drive > Invite people** on an MS Windows system
  - **Invite people** on a Mac OS system

If you already shared the selected item, you can change the sharing parameters during the following steps.

A window opens. It contains a public link for read access to the share.

3. To share the link, the following options are available:
  - To insert the link into other applications, click the **Copy link to clipboard** icon  next to the link.
  - In order to directly send the link by E-Mail, click on **Send by e-mail**. Enter the desired E-Mail addresses. If required, enter a message.
4. The following options are available:
  - By default, the data are shared with read access for an unlimited time. To set a time limit for access to the shared data, enable **Link expires on**. Select a date.
  - To protect access with a password, enable **Access with password only**. Enter a password. To view the password as plain text, click the **Hide or show password** icon. If you send the public link by E-Mail, the E-Mail contains the password.
  - In order to revoke access to a shared item, click on **Remove link**.
5. Click on **Finish**.

Also see

[Inviting to a shared item \(p. 18\)](#)

## 4.1.8 Inviting to a shared item

In order to share data with specific people with read or edit access, you can invite internal users or external partners to a shared item. The users will receive an E-Mail invitation. If an external partner accesses the share, the partner will automatically be logged in as a guest user.

### How to invite internal users or external partners to a share:


Note: Before using this function on a Mac OS workstation, you have to [enable](#) the Drive Finder Extension.

1. Open the local Drive folder in your system's file browser.
2. To send an E-Mail invitation for accessing a share to internal users or external partners, select this function:
  - **Drive > Invite people** on an MS Windows system
  - **Invite people** on a Mac OS system

A window opens. It contains functions for inviting people to a share.

3. Enter a name or E-Mail address in the *Create invitations* tab. While entering the recipients, matching suggestions are displayed. To accept a suggestion, click on it. The E-Mail address will be added to the list as internal user, group or guest. Preset permissions are granted.

If required, enter a message.

4. To edit the permissions, the following options are available:
  - In order to adjust a user role, click the **Current role** icon next to the name. Select an entry from the menu.
  - In order to remove a permission, click the **Remove** icon  next to the name.
5. If you already shared the selected item, you can change the sharing parameters. To do so, select the *Manage invitations* tab.
6. Click on **Finish**.

Also see

[Sharing with public links \(p. 17\)](#)

## 4.1.9 Pausing the synchronisation

You can pause and resume the synchronisation for all accounts or for one single account.

### How to stop the synchronisation for all accounts:

1. Open the Drive icon's context menu.
2. Select **Pause synchronisation**.  
To continue the synchronisation, select **Resume synchronisation**.

### How to stop the synchronisation for a single account:

1. Open the Drive icon's context menu.
2. Select **Settings** in the context menu.
3. On the *Settings* page, select **Sync Option**. The settings are displayed separately for each account. Complete the following actions:
  - On an MS Windows system:  
To stop the synchronisation for an account, click the **Sync on** icon in the account settings. The synchronisation stops. The icon's label changes to **Sync off**.  
To resume the synchronisation, click on **Sync off**. The icon's label changes to **Sync on**.
  - On a Mac OS system:  
Open an account's settings.  
Disable the checkbox **Allow syncing files in this account**.

## 4.1.10 Drive Closing an app

### How to close the Drive app:

1. Open the Drive icon's context menu.
2. Select **Close Drive**.

## 4.1.11 Settings on a workstation

### How to use the Drive client settings on a workstation:

1. Open the Drive icon's context menu.
2. Select **Settings** in the context menu.

The settings are different for [MS Windows](#) and [Mac OS](#).

Preferences, MS Windows

#### ▪ **General**

- *Language*. Defines the language of the Drive app's user interface.
- *Autostart*. Defines whether the Drive app is automatically launched at the system start.
- *Windows Explorer Integration*. If this function is installed, icons in the Windows Explorer indicate the synchronisation status of folders and files.

#### ▪ **Account**

An account includes: Server address, login data, server folders, local folders, storage volume. In order to synchronise multiple server folders and local folders or data on multiple servers, set up several accounts. The following functions are available:

- *Edit account* button. Opens a window that allows you to newly enter your password. Use this function after having changed your password on the groupware server.
- *Remove account* button. Finishes the synchronisation that has been set up for this account. Deletes the account.  
Notes: When using this function, no data is deleted, neither locally nor on the server.
- *New account* button. Launches the Drive setup wizard for creating a new account.

#### ▪ **Sync Option**

Specifies the folders to be synchronised. Stops or starts the synchronisation. The following functions are available:

- *Local folder*. Shows the local folder. To use another local folder for this account, click on **Change**.
- **Disconnect** button. If clicking on the button, the account's synchronisation is stopped. The button changes to **Resume Sync**. If clicking on the button, the synchronisation continues.
- *Drive*. Shows the server address. To use another server folder for this account, click on **Change**.

#### ▪ **Notification**

Shows possible errors that occurred during the synchronisation. If you are notified about a synchronisation interruption, you can click on **Repeat**. If possible, the synchronisation proceeds.

#### ▪ **Proxy**

Shows the proxy settings being used. Allows changing the proxy settings.

- **About**

Shows information about the Drive app version and the update status. Defines the content of the log files that can help with troubleshooting. The following functions are available:

- **Debugging and Diagnostics.** The following functions are available:
  - **Server Logging.** If this setting is enabled, groupware server notifications are also written to the log file.
  - **SQL Logging.** If this setting is enabled, notifications about SQL database actions are also written to the log file.
  - **Open log file.** Opens the current log file in the default text editor. The scope of the log file content depends on the above mentioned settings.
  - **Save log files.** Saves log files and various system information as zip archive.
- **Automatic update.** Defines whether the app checks for a new version upon startup.
- **Available updates.** Shows whether the app includes the current updates.

## Settings, Mac OS

▪ **General**

- *Language*. Defines the language of the Drive app's user interface.
- *Autostart*. Defines whether the Drive app is automatically launched at the system start.
- *Windows Explorer Integration*. If this function is installed, icons in the Windows Explorer indicate the synchronisation status of folders and files.

▪ **Account**

An account includes: Server address, login data, server folders, local folders, storage volume. In order to synchronise multiple server folders and local folders or data on multiple servers, set up several accounts. The following functions are available:

- *Edit account* button. Opens a page where you can enter the server's web address (URL), your username and your password.
- *Unlink account* button. Finishes the synchronisation that has been set up for this account. Deletes the account.  
Notes: When using this function, no data is deleted, neither locally nor on the server.
- *Add new account* button. Launches the Drive setup wizard for creating a new account.

▪ **Sync settings**

Allows changing the local folder and the server folders for any account. The following functions are available:

- **Allow syncing files in this account** checkbox. Defines whether a synchronisation takes place for this account.
- *Drivefolder on this Mac*. Shows the local folder. To use another local folder for this account, click on **Change folder**.
- *Select the folders to be synchronised*. To use another server folder for this account, click on **Select folders**.

▪ **Notification**

Shows possible errors that occurred during the synchronisation. If you are notified about a synchronisation interruption, you can click on **Repeat**. If possible, the synchronisation proceeds.

▪ **Proxy tab**

Shows the proxy settings being used. Allows changing the proxy settings.

▪ **About tab**

Shows information about the Drive app version and the update status. The following functions are available:

- **Diagnose mode**. Defines whether comprehensive information is written to the log file. If the diagnose mode is disabled, only shortened information is written. The log files are located in the same directory as the Drive app.
- **Automatically install updates**. Defines whether the app is automatically updated as soon as a new version is available.

## 4.2 On a Mobile Device

The following functions are available on a mobile device:

- [show, search, sort](#) objects on the server or on the mobile device.
- [make objects available off-line](#) Those objects are downloaded to the mobile device.
- [create](#) new objects like folders or photos Those objects are created on the mobile device and then uploaded to the server.
- [organize](#) objects, e.g.: move, rename, delete Those changes are synchronised with the server.
- use [shares](#) to share files and folders with other users or external partners. Those objects are respectively shared on the server.
- use special functions for [photos or video](#)
- [customise](#) settings

## 4.2.1 Viewing, searching, sorting objects

In order to view objects, you can use the following functions:

- select the objects to be displayed: all objects, specific objects like photos or recently used files, off-line available objects, deleted objects
- select view: grid or list
- use search terms to find objects
- sort objects by name, size or date

### How to display objects on mobile devices

1. In the Drive app, tap the menu icon. In order to display your personal files and folders on the server, select **All files**.

To only display specific objects, additional views are available:

- **All images** only shows images and videos.
- **Recently opened** only shows files that have been recently used by you.
- **Offline available** only shows the files and folders that you downloaded to your mobile device. This data is saved locally. This makes the data available even if you have no server connection.
- **Camera Import** shows locally saved photos and videos that have been uploaded to the server with the function *Camera Upload*. On the server, you will find those photos and videos in the *PhotoStream* folder.
- **My Shares** only shows the files and folders that you shared with other persons on the server.
- **Trash** shows the objects in the trash.  
**Warning:** If you delete objects from the trash, those objects are irrevocably lost. To permanently delete those objects, tap on **Remove all**.

2. You can open a folder by tapping on it.

Note: Depending on the selected view, folders might not be available.

3. Select one of the following functions from the function bar:

- In order to select the view, tap the menu icon on the right side. Depending on the view selected, one of the following functions is available: **List view**, **Preview view**.
- In order to sort objects, tap the menu icon on the right side. Tap on **Sort**.
- In order to search for objects, tap the **Search** icon. Enter a search term. The objects containing the search term in their names are displayed.

Note: Depending on the selected view, there are different functions available.

4. In order to display an object's detail view, tap the object.

Also see

[Making objects available off-line \(p. 25\)](#)

[Creating new objects \(p. 25\)](#)

[Organising objects \(p. 26\)](#)

[Sharing objects \(p. 27\)](#)

[Using special functions for photos or video \(p. 28\)](#)



## 4.2.2 Making objects available off-line

On mobile devices, you can make objects available off-line by downloading the objects from the server to your mobile device. All object changes are synchronised as soon as the objects are available off-line.

### How to make individual objects available off-line on mobile devices:

1. In the Drive app, tap the menu icon. Select **All files** or another suitable view.
2. Browse the files and folders list to find the desired object.  
Tap the menu icon next to the object.
3. Enable the menu item **Available offline**.  
Those objects are downloaded to the mobile device. They are labeled with the *Available offline* icon<sup>Ⓢ</sup>.

Tip: To only view the objects that are available off-line, tap the menu icon. Select **Offline**.

Also see

- [Viewing, searching, sorting objects \(p. 24\)](#)
- [Creating new objects \(p. 25\)](#)
- [Organising objects \(p. 26\)](#)
- [Sharing objects \(p. 27\)](#)
- [Using special functions for photos or video \(p. 28\)](#)

## 4.2.3 Creating new objects

Depending on the mobile device, you can use the following functions to create new objects:

- create a new folder
- add an existing picture or video or a new picture

### How to create a new object on mobile devices:

1. In the Drive app, tap the menu icon. Select **All files**.
2. Open the folder in which you want to create the new object.
3. Tap the **Add** icon<sup>+</sup> at the bottom.
4. Select one of the functions from the menu:
  - In order to take and add a new picture, select **From camera**.
  - In order to create a new folder, select **Create new folder**
  - In order to add an existing picture or video, select **Image or video**.

Also see

- [Viewing, searching, sorting objects \(p. 24\)](#)
- [Making objects available off-line \(p. 25\)](#)
- [Organising objects \(p. 26\)](#)
- [Sharing objects \(p. 27\)](#)
- [Using special functions for photos or video \(p. 28\)](#)

## 4.2.4 Organising objects

On mobile devices you can use the following functions for organising objects:

- move, rename or delete single objects
- move or delete multiple objects

### How to move, rename or delete individual objects on mobile devices:

**Warning:** If you delete an object on the Drive app, this object will also be deleted on the server and on all other clients.

1. In the Drive app, tap the menu icon. Select **All files** or another suitable view.
2. Browse the files and folders list to find the desired object.  
Tap the menu icon next to the object.
3. Select one of the functions from the menu:
  - To rename the object, select **Rename**.
  - To move the object, select **Move**.
  - To delete the object, select **Delete**.

### How to move or delete multiple objects on mobile devices:

**Warning:** If you delete an object on the Drive app, this object will also be deleted on the server and on all other clients.

1. In the Drive app, tap the menu icon. Select **All files** or another suitable view.
2. You can open a folder by tapping on it.
3. Tap the menu icon on the right side of the function bar. Tap on **Select**.  
Checkboxes are displayed next to the objects.
4. Select one or multiple objects by tapping on an object.
5. Select one of the following functions from the list:
  - In order to delete the selected objects, tap **Delete**.
  - In order to move the selected objects, tap **Move**.  
Select the folder for moving the objects to.

Also see

[Viewing, searching, sorting objects \(p. 24\)](#)

[Making objects available off-line \(p. 25\)](#)

[Creating new objects \(p. 25\)](#)

[Sharing objects \(p. 27\)](#)

[Using special functions for photos or video \(p. 28\)](#)

## 4.2.5 Sharing objects

You can share objects with read or edit permissions on the mobile device. With this function you can share objects on the groupware server.

### How to share objects on mobile devices:

1. In the Drive app, tap the menu icon. Select **All files** or another suitable view.
2. Browse the files and folders list to find the desired object.  
Tap the menu icon next to the object.
3. Select one of the following options:
  - To send an E-Mail invitation for accessing a share to internal users or external partners, select **Invite people**. A new page opens.  
If the item has already been shared with an invitation, the persons' names and permissions are displayed.  
To invite a person to the share, enter the E-Mail address and a message. Tap a preset permission to customise it. To complete the procedure, tap **Invite people** at the bottom.
  - In order to use a public link to share data with read access, select **Get a link**. A new page opens. You can define a validity period for the link and set a password for the access. Click on **Get a link**. The item will be shared on the server.  
As soon as the synchronisation is done, the following buttons are displayed:
    - **Copy link**. If clicking on the button, the link is copied to the clipboard.
    - **Open in app**. If clicking on the button, a page with available apps opens. Commit the link to the wanted app by selecting the latter.

Note: Comprehensive information on shares and permissions can be found in the groupware user guide.

### How to manage your shared objects on mobile devices:

1. In the Drive app, tap the menu icon. Select **My shares**.
2. Browse the files and folders list to find the desired object.  
Tap the share icon next to the object.  
Tap the wanted function in the menu.

Note: Comprehensive information on shares and permissions can be found in the groupware user guide.

Also see

- [Viewing, searching, sorting objects \(p. 24\)](#)
- [Making objects available off-line \(p. 25\)](#)
- [Creating new objects \(p. 25\)](#)
- [Organising objects \(p. 26\)](#)
- [Using special functions for photos or video \(p. 28\)](#)

## 4.2.6 Using special functions for photos or video

On a mobile device there are additional functions available for photos and videos:

- Display an overview of photos or videos that have been uploaded to the server.
- Show an overview of your personal photos or videos that exist on the server.
- Copy photos or videos from the server to your mobile phone's photo gallery.

### How to display an overview of the uploaded photos or videos:

1. In the Drive app, tap the menu icon.
2. Select **Camera import**.

Result: The *Camera Import* page shows locally saved photos and videos that have been uploaded to the server with the *Camera Upload* function.

Note: Other functions are not available in this view.

On the server, you will find those photos and videos in the *Photostream* folder.

### How to display an overview of your personal photos or videos on the server:

1. In the Drive app, tap the menu icon.
2. Select **All images**. The photos or videos in your personal folder on the server are displayed.  
To sort the content or to change the view, tap the menu icon on the right side of the function bar.

### How to copy photos and videos from the server to your mobile device's photo gallery:

1. In the Drive app, tap the menu icon.
2. Select **All files**. Select **Photostream** or another folder with photos or videos. This folder's photos and videos on the server are displayed.
3. Tap the menu icon on the right side of the function bar.  
Depending on the device, select the following function:
  - On Android mobile devices: **Save to device**
  - On iOS mobile devices: **Save to Camera Roll**Checkboxes are displayed next to the photos. Select single photos or videos or tap on **Select all**.
4. Tap on **Save**. The photos are copied to the to the **Drive** subfolder in the local photo gallery .

Also see

[Viewing, searching, sorting objects \(p. 24\)](#)

[Making objects available off-line \(p. 25\)](#)

[Creating new objects \(p. 25\)](#)

[Organising objects \(p. 26\)](#)

[Sharing objects \(p. 27\)](#)

## 4.2.7 Settings on a mobile device

### How to use the Drive app settings on a mobile device:

1. In the Drive app, tap the menu icon.
2. Select **Settings**.

The following settings are available:

- **Sign out**  
Signs you out. Stops the synchronisation.
- **Quota**  
Displays information about the quota limit on the groupware server.
- **General**  
Shows various settings and information.
  - **Sync on application start.** Sets whether the synchronisation is automatically started after the app start.
  - **Sync changes automatically.** Sets whether the synchronisation is automatically started after a change.
  - **Limit cache size to.** Specifies the space volume that should be reserved for synchronised data.
  - **Server URL.** Shows the address of the server that is used for the synchronisation.  
In order to change the address, tap **Change**.
- **Camera import**  
Sets whether photos or videos taken with the mobile device are transferred to the server.
  - **Camera import.** Enables or disables the upload.
  - **Include videos.** Videos are uploaded too.
  - **All photos.** Transfers all photos or videos on the mobile device and all photos or videos taken from now on.
  - **Only new photos.** Limits the import to photos or videos that were taken after this function was enabled.
  - **Enable background upload.** Transfers photos or videos to the server even if the Drive app is not opened.
- **Battery**  
Specifies the battery status that must be met to allow the synchronisation to occur.
  - **Sync only while charging.** Only synchronises while charging the battery.
  - **Pause sync while below.** Sets whether the synchronisation pauses if the battery capacity falls below a certain level.
- **Network**  
Determines which type of connection is to be used for synchronising.
- **Support**  
Displays this user guide.  
**Warning:** If clicking on **Reset app**, all synchronised data within the app are locally deleted. The data on the server will be kept. In order to use the data on the mobile device again, you have to re-synchronise.

## 4.3 Notes

### Changing the password

You cannot change the password in Drive. Drive uses the same password that you use for accessing the groupware.

### Name restrictions

In order to successfully synchronise files and folders, their names must not contain certain characters.

- Files and folders are not synchronised if their names include one of the following characters:  
<> : " / \ | ? \*
- Files are not synchronised if their name corresponds to a reserved device name:  
CON, PRN, AUX, NUL, COM1, COM2, COM3, COM4, COM5, COM6, COM7, COM8, COM9, LPT1, LPT2, LPT3, LPT4, LPT5, LPT6, LPT7, LPT8, LPT9
- The following files are not synchronised:  
desktop.ini, Thumbs.db, .DS\_Store, icon\ files with the name extension .drivepart  
certain temporary files, e.g. lock files from Office applications
- The following folders are not synchronised:  
.drive

Depending on the development status of the software, additional files and folders might not be synchronised.

### Upper and lower case in file names

On some systems the file names in the folders are case sensitive. If you create such files in your local folder, only one of those files will be synchronised. Do not use file names that differ only as regards the upper and lower cases in your local folder.

### Do not edit the same file in more than one location

To avoid loss of data you should not edit a file in the local and the remote folder or on several clients at the same time.

### File versions

If you change a file in the local folder, Drive creates a new file version in the remote folder. In the local folder only the current file version is displayed.