SEAFILE – EXCHANGE OR SHARE DATA WITH OTHERS

ERDA Seafile is a file/folder synchronisation and data sharing service similar to Dropbox/OneDrive/Google Drive/iCloud – but with the advantage that your data are stored internally and securely at UCPH. Via ERDA Seafile, you can exchange data via Sharelinks with arbitrary persons and share data with internal and external collaboration partners.

This intro requires that you are registered with ERDA Seafile (see Seafile intro on https://erda.ku.dk).

LOG IN TO ERDA SEAFILE	Log in to ERDA and click the "Seafile" app (if you do not have the app on your ERDA front page, you can add it using "Add").
EXCHANGE DATA WITH ARBITRARY PERSONS VIA "SHARE LINK"	You can easily and quickly exchange data – a whole library, a folder or a specific file – using Share Link. The Share Link method is good for one-off exchanges of data with others or with collaboration partners who are not ERDA or ERDA Seafile users. With Share Link, you can, in fact, share data with arbitrary recipients, i.e. the recipient does not need to have an ERDA Seafile account. The procedure is the same, whether you want to share a library, folder or file. In the example below, a file is shared via Share Link. Click on the library in which the file is stored
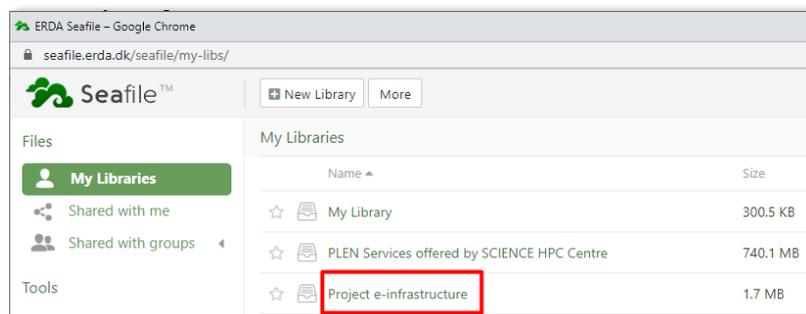
Hold the cursor above the specific file you want to share. Click the "Share" icon
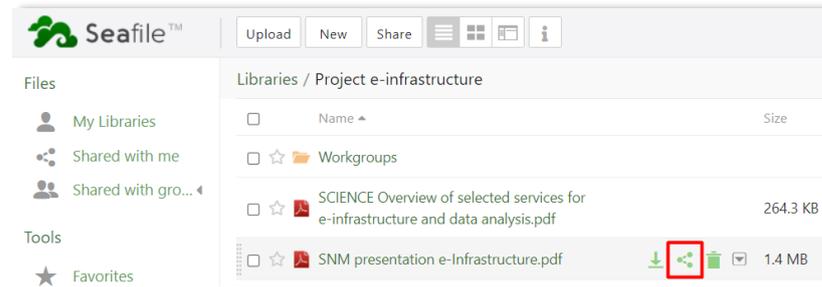
You can further secure the Share Link exchange with a password and an expiry date. Tick the respective field if you want to add either of the two additional security features.

Click "Generate"
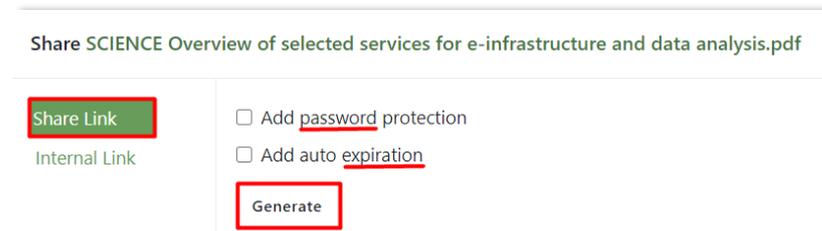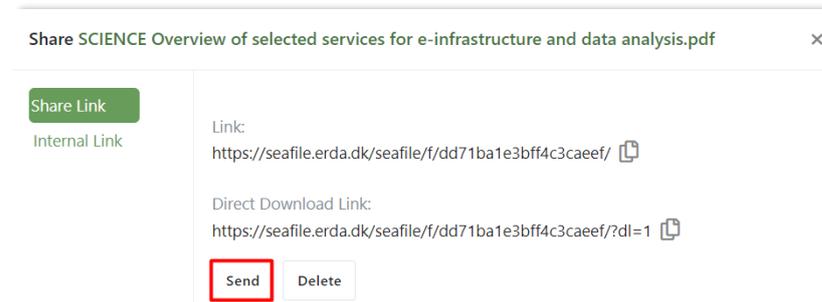
Click "Send"

Write the email addresses of the recipients.
Optionally write a short message in the "Message" field. Click "Send".
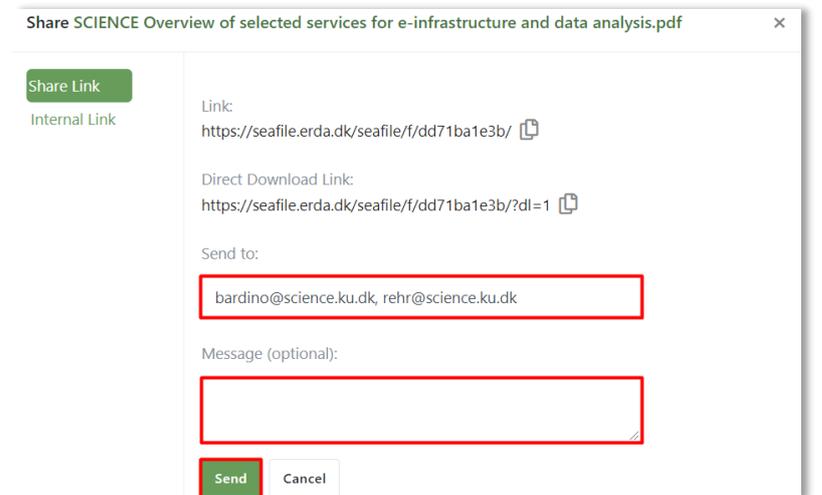
An email will be sent to the selected recipients containing a link to the selected file.

| **SHARE DATA WITH COLLA-BORATION PARTNERS VIA "SHARE TO..."** | You can share a whole Seafile library, a folder or simply a file with internal or external collaboration partners. This is done via "Share to user/group", and this method is well suited for more permanent sharing needs. The method presumes that the recipient has an ERDA Seafile account.

Share library or folder
The procedure for sharing a library or a folder is the same. In the example below, a whole library is shared.

Hold the cursor above the library you want to share. Click the "Share" icon
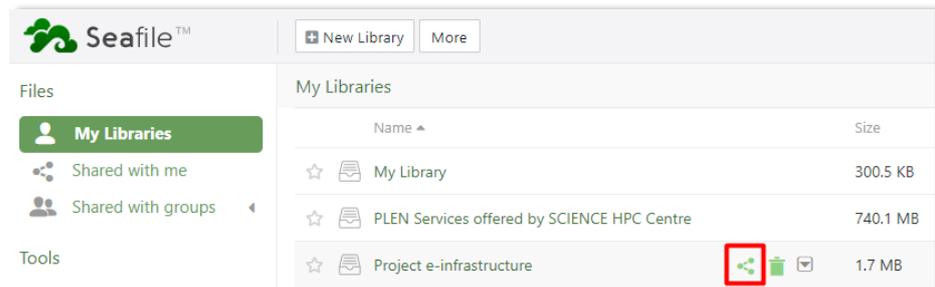
You now have two different options for sharing your library: "Share to user" and "Share to group".

Share to user
Click "Share to user".

Write the recipient's Seafile email in full in the "User" field, and your desired recipient will appear. Click the name or email appearing.

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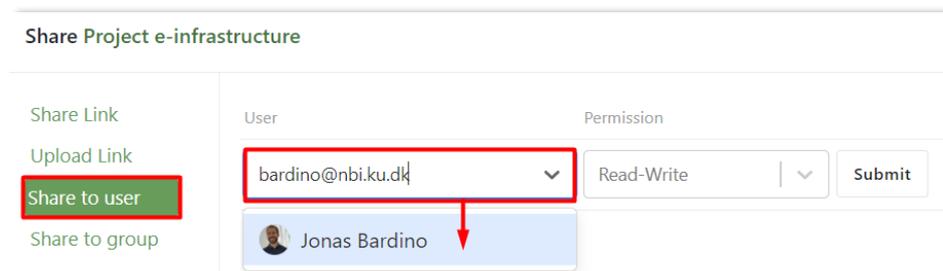
Click the arrow under "Permission" and select whether the recipient is to have "Read-Write" or "Read-Only" access. Click "Submit".

If you subsequently regret the rights granted to the recipient, you can change this by clicking the pencil icon. If the recipient is no longer to have access, you can delete the access by clicking "X".

Under "Shared with me", your collaboration partners can see what you have shared with them.
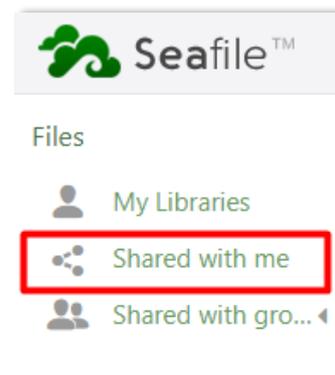
Share to group
If you have created a Group in Seafile with some internal or external collaboration partners, you can easily share your library with them (see the section "Create group" below).

Click "Share to group".

Click the arrow under "Group" and find the Group with which you want to share. Click the specific "Group"
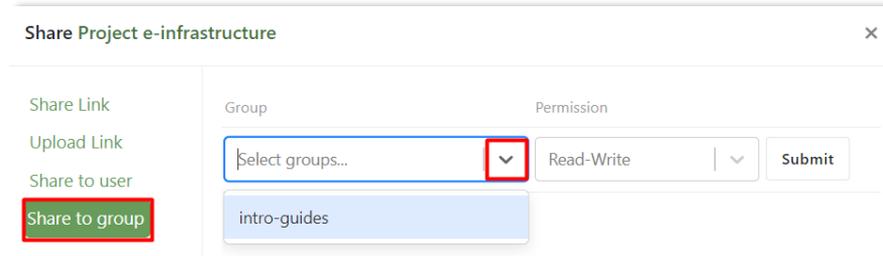
Assess under "Permission" whether the recipients are to have "Read-Write" or "Read-Only" access. Click "Submit".
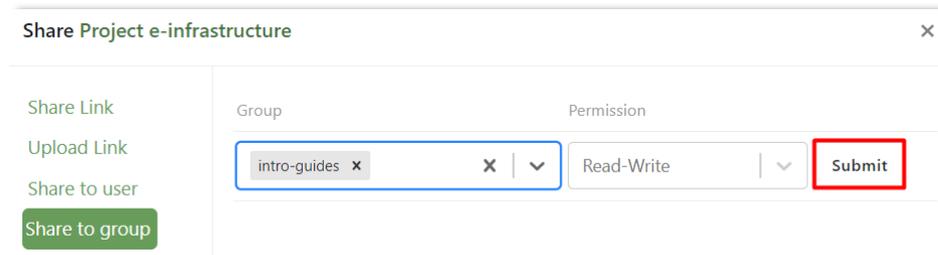
Under "Shared with groups", your collaboration partners can see what you have shared with them.
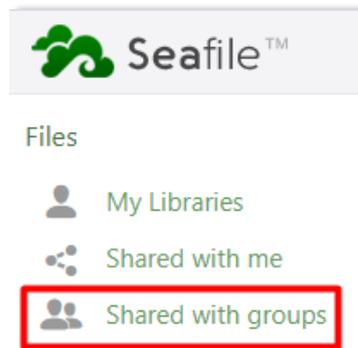
Create group
You can create a "Group" by clicking the arrow under "Shared with groups" and then "All Groups".

Click "New Group"
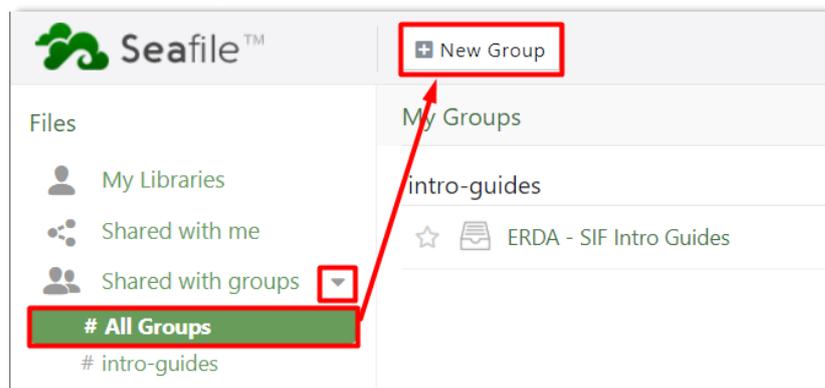
Give the group a name. Click "Submit"
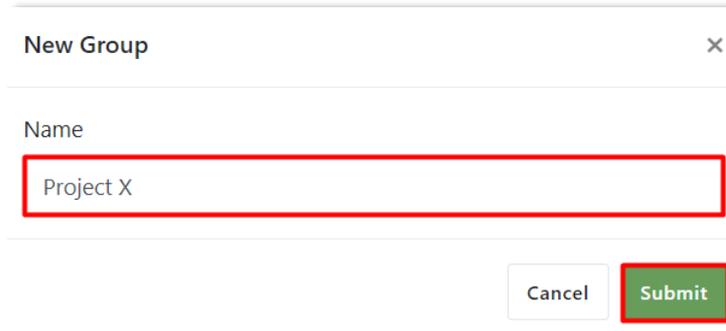
You can add members to the group by clicking the settings icon and then "Manage Members".
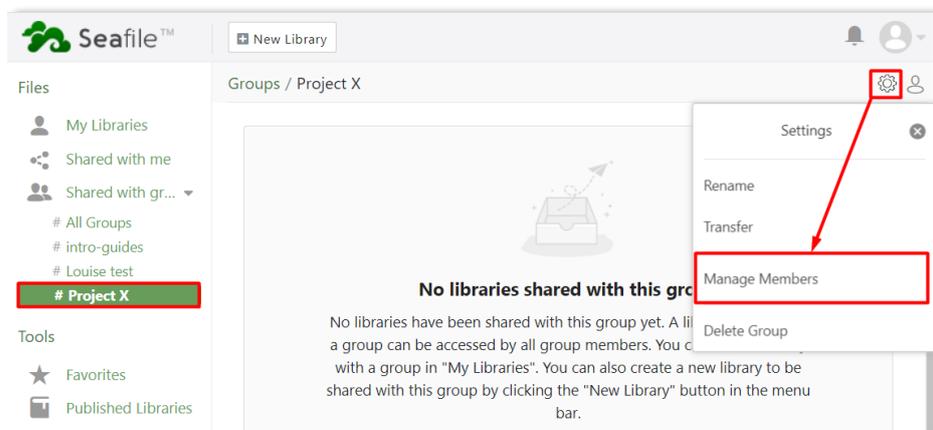
Write the recipient's Seafile email in full in the "Add group member" field, and your desired recipient will appear. Click the name or email appearing.

Click "Submit"
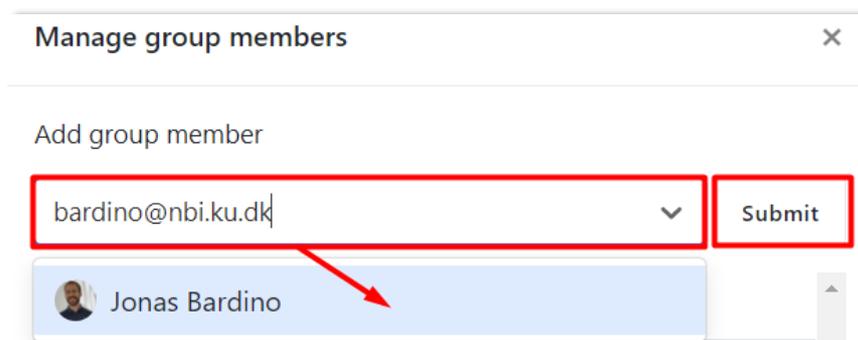
Share file

Click on the library in which the file is stored
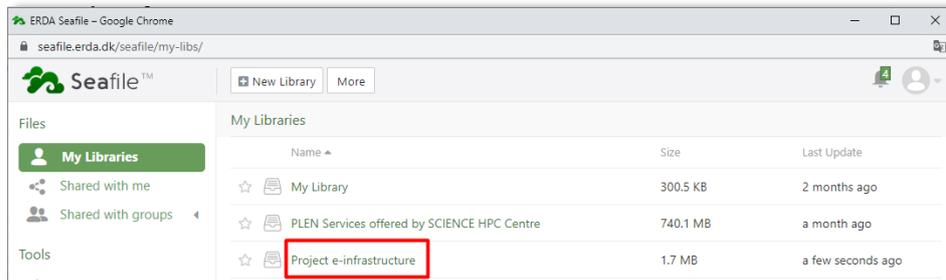
Hold the cursor above the specific file you want to share. Click the "Share" icon
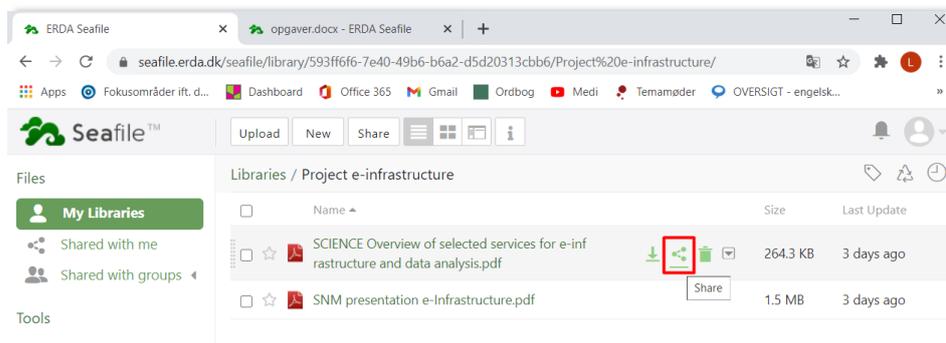
Click "Internal Link".

Click "Copy" to create a direct link to the file. You can then share the link in, for example, an email or chat message.

RECEIVE DATA FROM OTHERS WITH "UPLOAD LINK"	With "Upload Link", you can invite arbitrary acquaintances or collaboration partners to upload files or folders directly to a selected location in your Seafile Library. The method does *not* require the recipient to have an ERDA Seafile account.
	The example below is "Upload link" to a folder.
	Hold the cursor above the specific folder in which you want to receive data from others. Click the "Share" icon

Click "Upload Link".

You can further secure the sharing with a password and an expiry date. Tick the respective field if you want to add either of the two additional security features.

Click "Generate"

Click "Send".

Write the email address of the recipient and optionally a short message in the "Message" field. Click "Send"

The recipient will now be able to upload files or folders to your Seafile library. It looks like the following.

TIPS	**View file history** A file history can be extra useful when working together with others on data. Hold the cursor above the specific file. Click the arrow-down icon. Click "History" and see previous versions of the file.

Find deleted file/folder
Click the recycle icon "Trash" to retrieve deleted files or libraries

View library history
Open your library and click the clock icon "History"

HELP	See more at https://erda.ku.dk/ or for personal help, email support@erda.dk