



esnCloud User Manual

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INTRODUCTION

Welcome to **esnCloud**: document management online

esnCloud is an online document management system of Eastern University.

It enables you to back up all your documents in order for you to be able to access them using any internet enabled device and from any part of the world. This is very important especially when you do not want to carry your computer everywhere with you.

Some of the benefits of esnCloud are:

Share: You are able to share documents, photos and files with the individuals in the esnCloud system as well as with group or groups (for example: Academic Staff, FSC Academic Staff, CAA, etc.) as you need. Whether you want to share a single photo or an entire folder with hundreds of documents, esnCloud allow you to easily share files with just a few clicks. You can share the document with some level of access rights.

Access: The other benefit of esnCloud system is the fact that you can access your documents from most internet enabled devices. esnCloud system has been made compatible to many devices to enable all users of the application to have access to their documents from anywhere. This means that you do not have to carry your computer around to access the files you have on esnCloud system.

Security: Another most important advantages of esnCloud system is the fact that it is a secure way of storing your data. This is because no one can access your account if you they do not have the access details. With online storage services, data is encrypted both during transmission and while at rest, ensuring no unauthorized users can access the files.

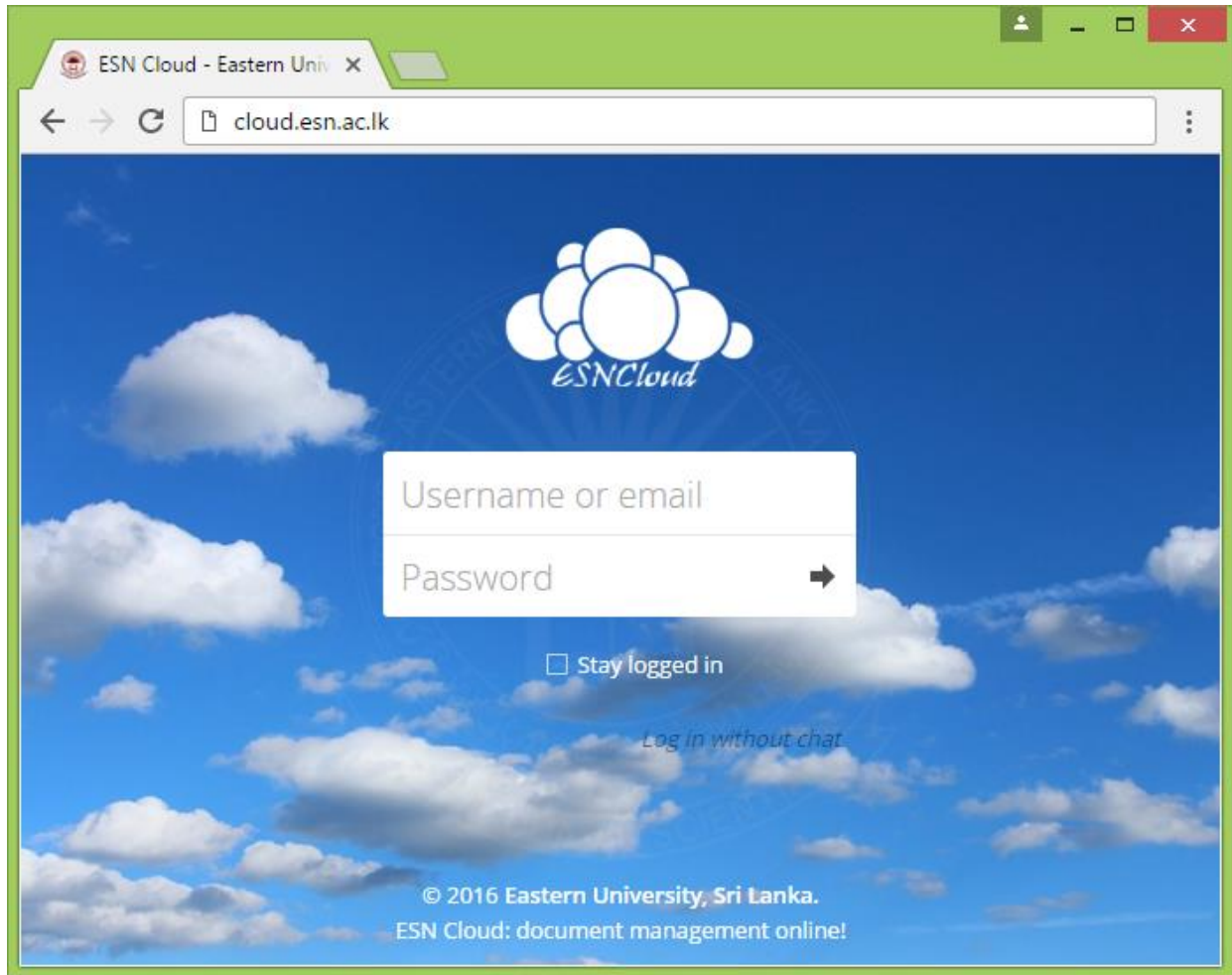
Collaboration: esnCloud also provides facility to edit a document collaboratively. It allows multiple people to edit and collaborate on a single file or document. You don t have to worry about tracking the latest version or who has made what changes.

Bandwidth: You can avoid emailing files to individuals and instead send a web link to recipients through your email.

THE esnCloud WEB INTERFACE

You can connect to your esnCloud server using any Web browser; just point it to <http://cloud.esn.ac.lk> server and enter your username and password. Supported Web browsers are:

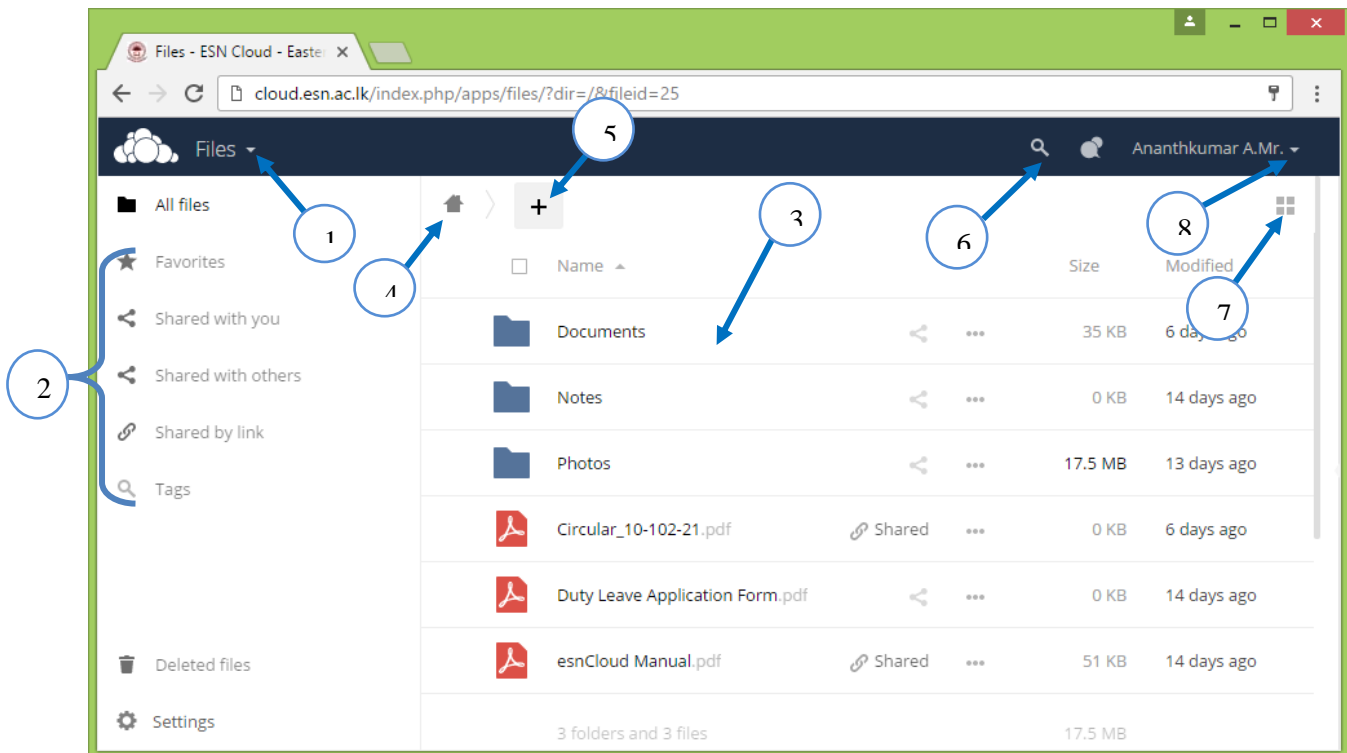
- Firefox 14+
- Chrome 18+
- Safari 5+
- IE11+ (except Compatibility Mode)



Navigating the Main User Interface

By default, the esnCloud Web interface opens to your Files page. You can add, remove, and share files, and make changes based on the access privileges set by the server administrator.

The esnCloud user interface contains the following fields and functions:



- (1) **Apps Selection Menu:** Located in the upper left corner, click the arrow to open a dropdown menu to navigate to your various available apps.
- (2) **Apps Information field:** Located in the left sidebar, this provides filters and tasks associated with your selected app. For example, when you are using the Files apps you have a special set of filters for quickly finding your files, such as files that have been shared with you, and files that you have shared with others. You'll see different items for other apps.
- (3) **Application View:** The main central field in the esnCloud user interface. This field displays the contents or user features of your selected app.
- (4) **Navigation Bar:** Located over the main viewing window (the Application View), this bar provides a type of breadcrumbs navigation that enables you to migrate to higher levels of the folder hierarchy up to the root level (home).
- (5) **New button:** Located in the Navigation Bar, the New button enables you to create new files, new folders, or upload files.

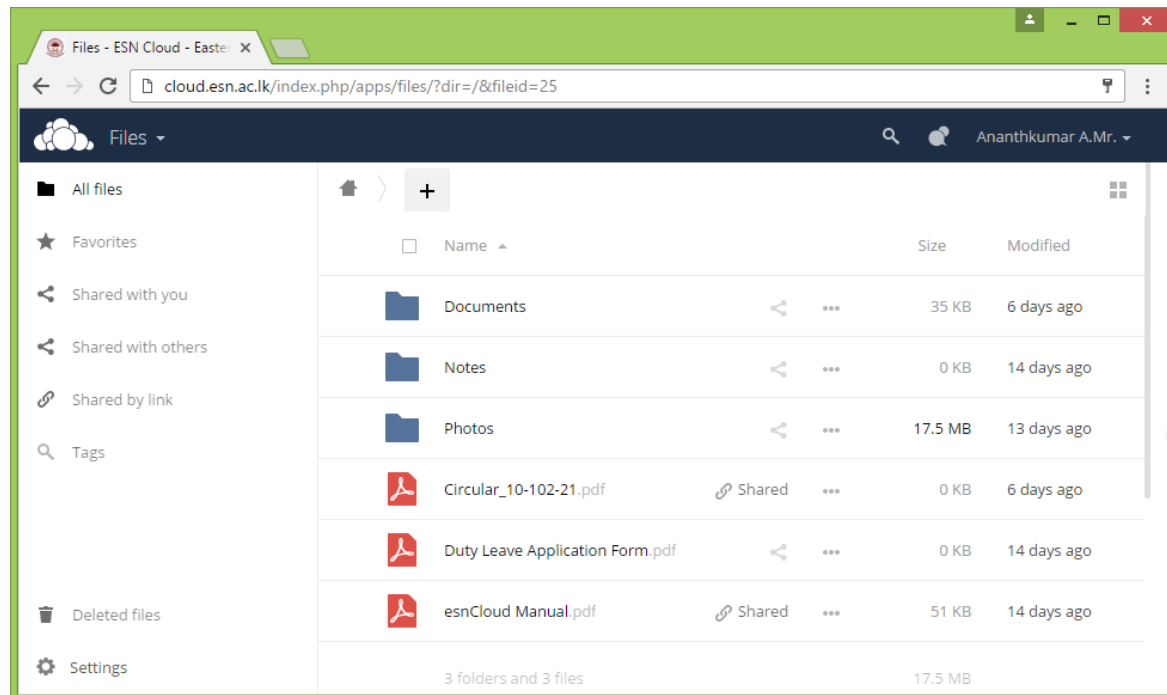
Note: You can also drag and drop files from your file manager into the esnCloud Files Application View to upload them to esnCloud. Currently, the only Web browsers that support drag-and-drop folders are Chrome and Chromium.

- (6) **Search field:** Click on the magnifier in the upper right hand corner of to search for files.
- (7) **Gallery button.** This looks like four little squares, and takes you directly to your image gallery.
- (8) **Personal Settings menu:** Click on your esnCloud username, located to the right of the Search field, to open your Personal Settings dropdown menu. Your Personal page provides the following settings and features:
 - Name, email, and profile picture settings
 - Manage connected browsers and devices
 - Links to download desktop and mobile apps
 - Re-run the First Run Wizard
 - Server usage and space availability
 - Password management
 - Group memberships

FILES & SYNCHRONIZATION

Accessing your Files Using the esnCloud Web Interface

You can access your esnCloud files with the esnCloud Web interface and create, preview, edit, delete, share, and re-share files. The esnCloud administrator has the option to disable these features.



Tagging Files

You can assign tags to files. To create tags, open a file to the Details view. Then type your tag name. To enter more than one tag press the return key after creating each tag. All tags are system tags, and are shared by all users on your esnCloud server.

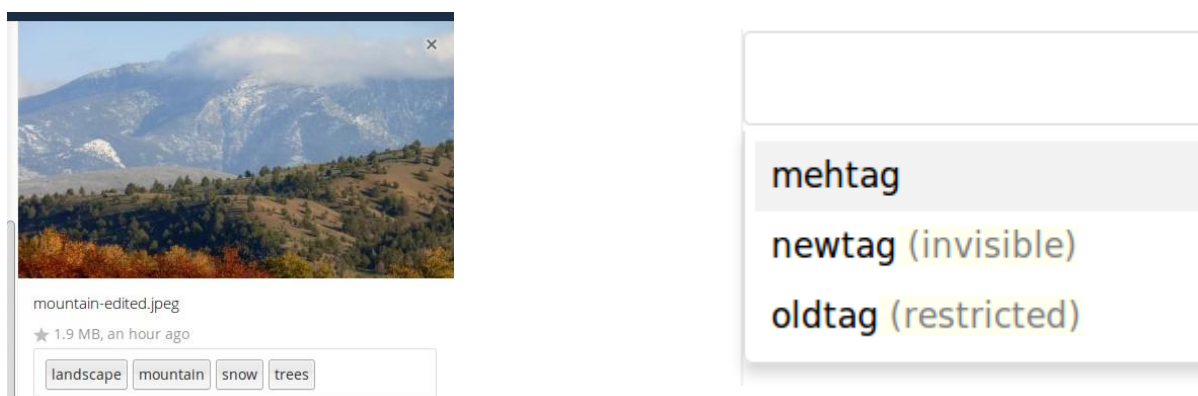
Then use the Tags filter on the left sidebar of your Files page to filter files by tags. There are three types of tags:

Visible means that all users may see, rename, and apply these tags to files and folders.

Restricted means tags are assignable and editable only to the user groups have permission to use them. Other users can filter files by restricted tags, but cannot tag files with them or rename them. The tags are marked (restricted).

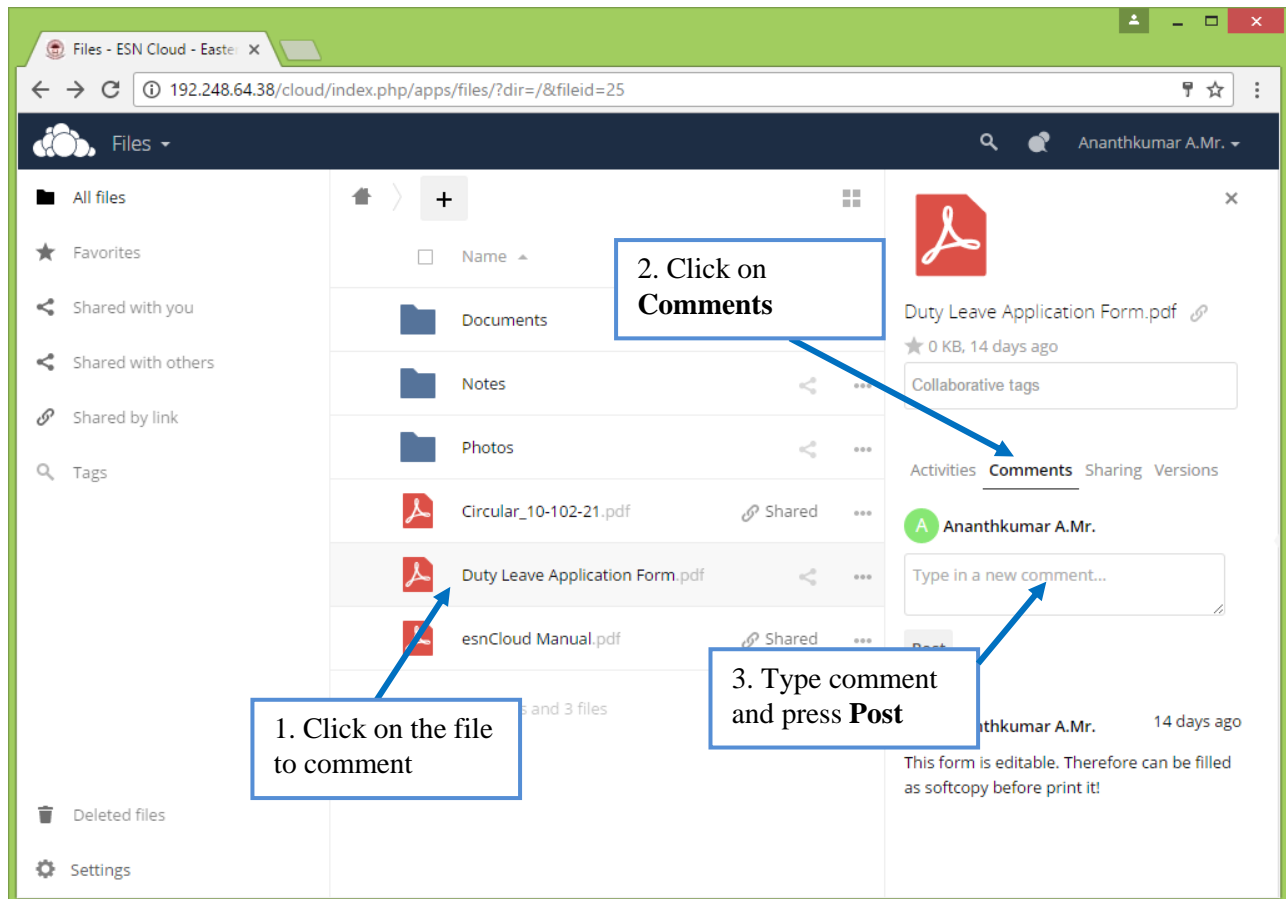
Invisible means visible only to esnCloud admins.

When you use the Tag filter on your Files page you'll see something like the following image. If you do not have Admin rights then you will not see any invisible tags.



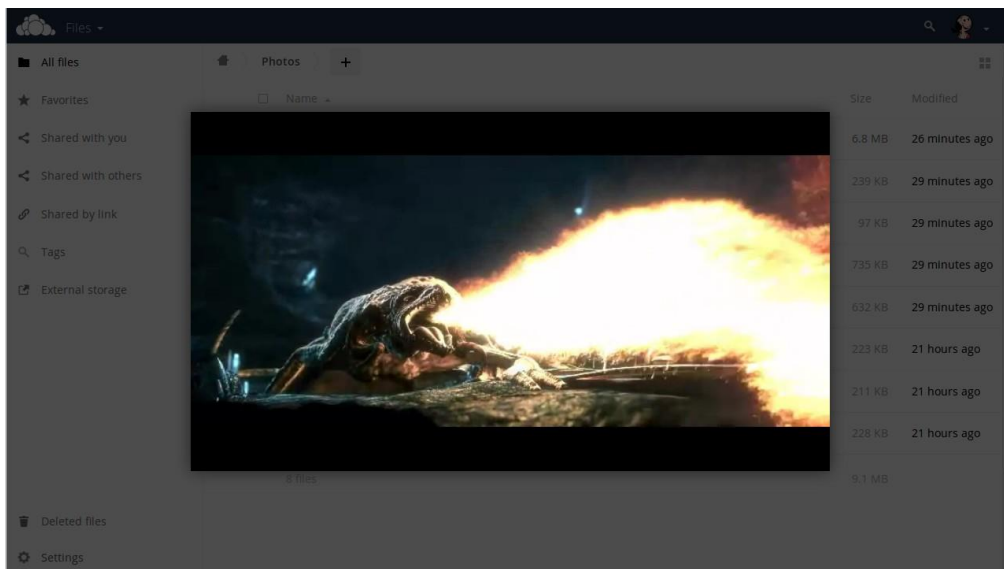
Comments

Use the Details view to add and read comments on any file or folder. Comments are visible to everyone who has access to the file.



Video Player

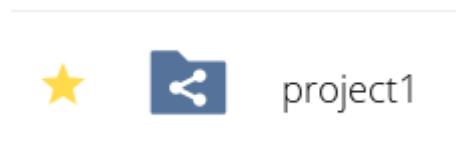
You can play videos in esnCloud with the Video Player app by simply clicking on the file. Video streaming by the native esnCloud video player depends on your Web browser and the video format



File Controls

esnCloud can display thumbnail previews for image files, MP3 covers, and text files, if this enabled by administrator. Hover your cursor over a file or folder to expose the controls for the following operations:

Favorites Click the star to the left of the file icon to mark it as a favorite, and quickly find all of your favorites with the Favorites filter on the left sidebar.



Share Share the file or folder with a group or other users, and create public shares with hyperlinks.

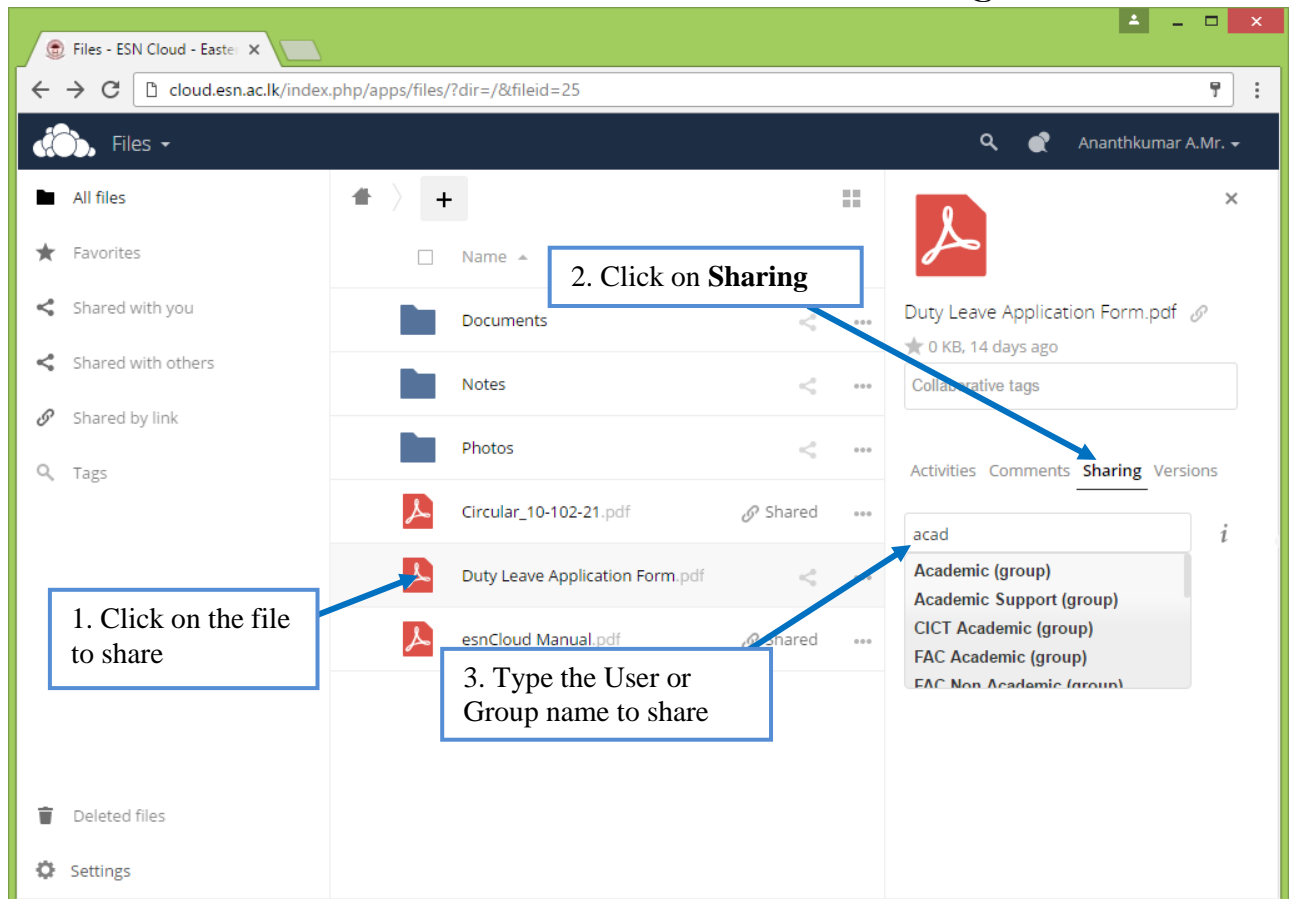
You can also see who you have shared with already, and revoke shares by clicking the trash can icon.

Note: You can see all re-shares of your original file shares. If username auto-completion is enabled, when you start typing the user or group name esnCloud will automatically complete it for you. If email notifications enabled, you can send an email notification of the new share from the sharing screen.

❖ User groups are defined by the esnCloud Administrator (*See Annexure for the list of groups*)

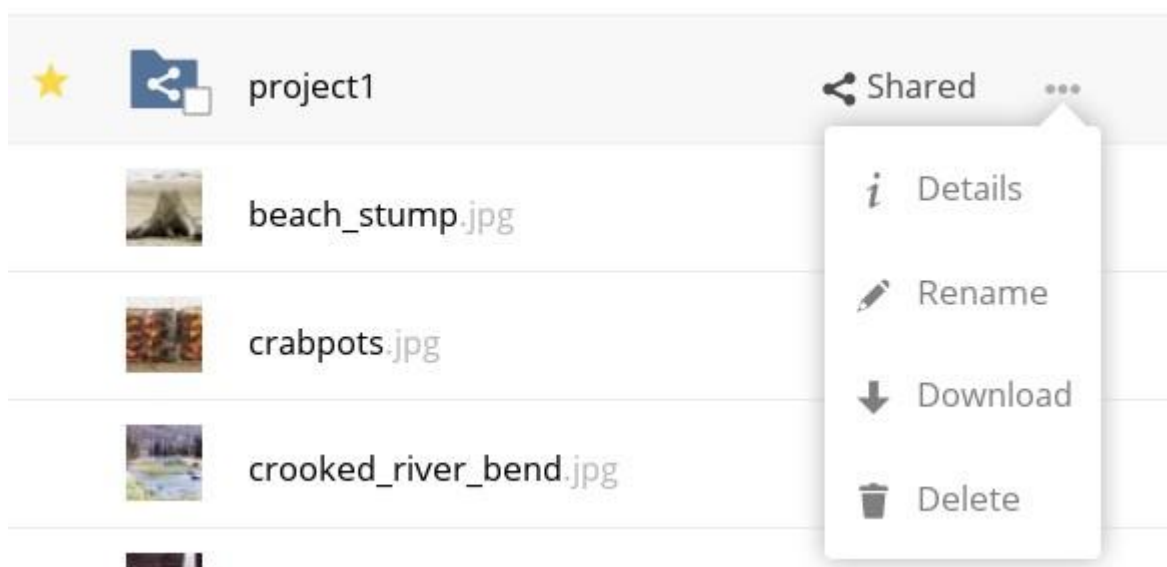
You have five share permissions:

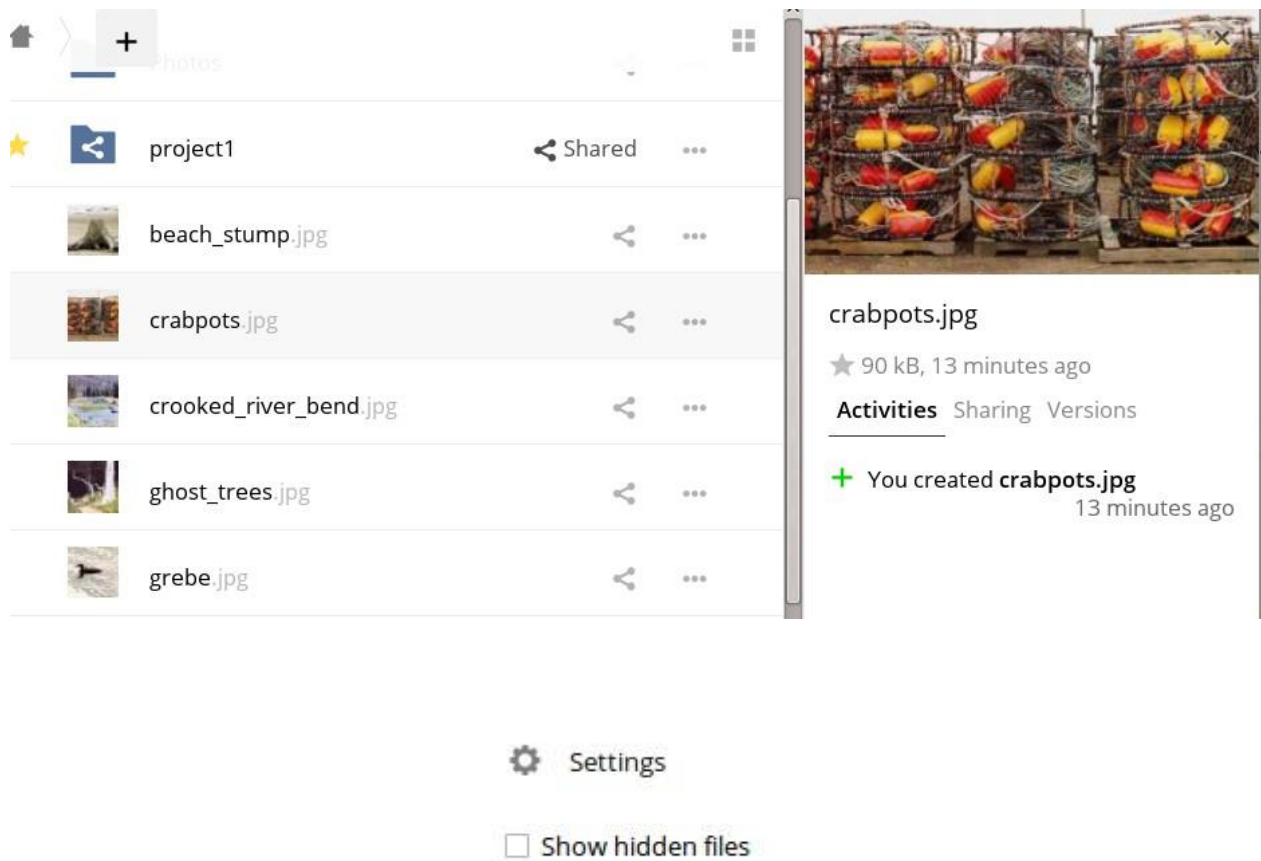
- Can share; allows the users you share with to re-share.
- Can edit; allows the users you share with to edit your shared files, and to collaborate using the Documents app.
- Create; allows the users you share with to create new files and add them to the share.
- Change; allows uploading a new version of a shared file and replacing it.
- Delete; allows the users you share with to delete shared files.



Overflow Menu The Overflow menu (three dots) displays file details, and allows you to rename, download, or delete files.

The **Settings** gear icon at the lower left allows you to show or hide hidden files in your esnCloud Web interface. These are also called dotfiles, because they are prefixed with a dot, e.g. .mailfile. The dot tells your operating system to hide these files in your file browsers, unless you choose to display them. Usually these are configuration files, so having the option to hide them reduces clutter.





Previewing Files

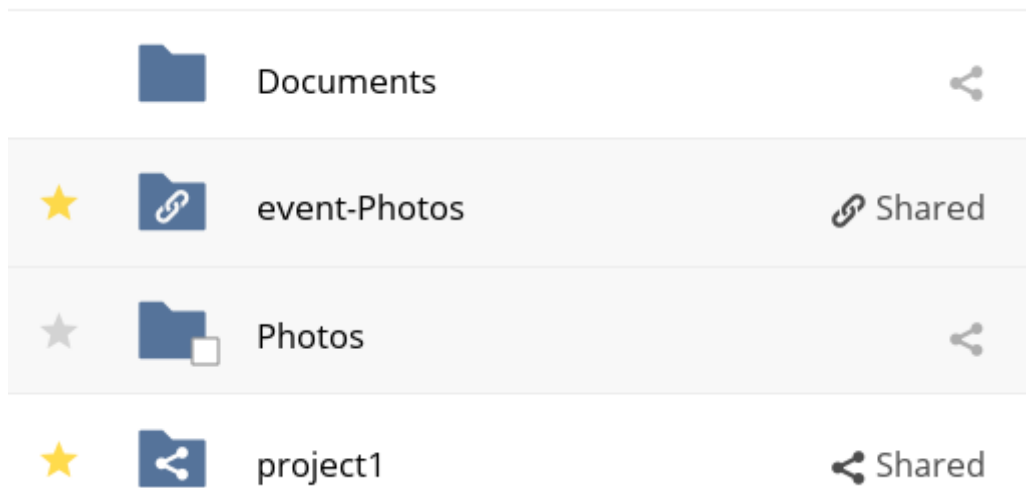
You can display uncompressed text files, OpenDocument files, videos, and image files in the esnCloud embedded viewers by clicking on the file name. There may be other file types you can preview which are enabled by esnCloud administrator. If esnCloud cannot display a file, it starts a download process and downloads the file to your computer.

Navigating Inside Your esnCloud

Navigating through folders in esnCloud is as simple as clicking on a folder to open it and using the back button on your browser to move to a previous level. esnCloud also provides a navigation bar at the top of the Files field for quick navigation.

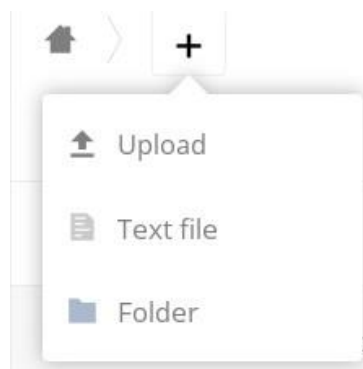
Sharing Status Icons

Any folder that has been shared is marked with the Sharedoverlay icon. Public link shares are marked with a chain link. Un-shared folders are blank.



Creating or Uploading Files and Directories

Upload or create new files or folders directly in an esnCloud folder by clicking on the *New* button in the Files app. The *New* button provides the following options:



Upload: Upload files from your computer into esnCloud. You can also upload files by dragging and dropping them from your file manager.

Text file: Creates a new text file and adds the file to your current folder.

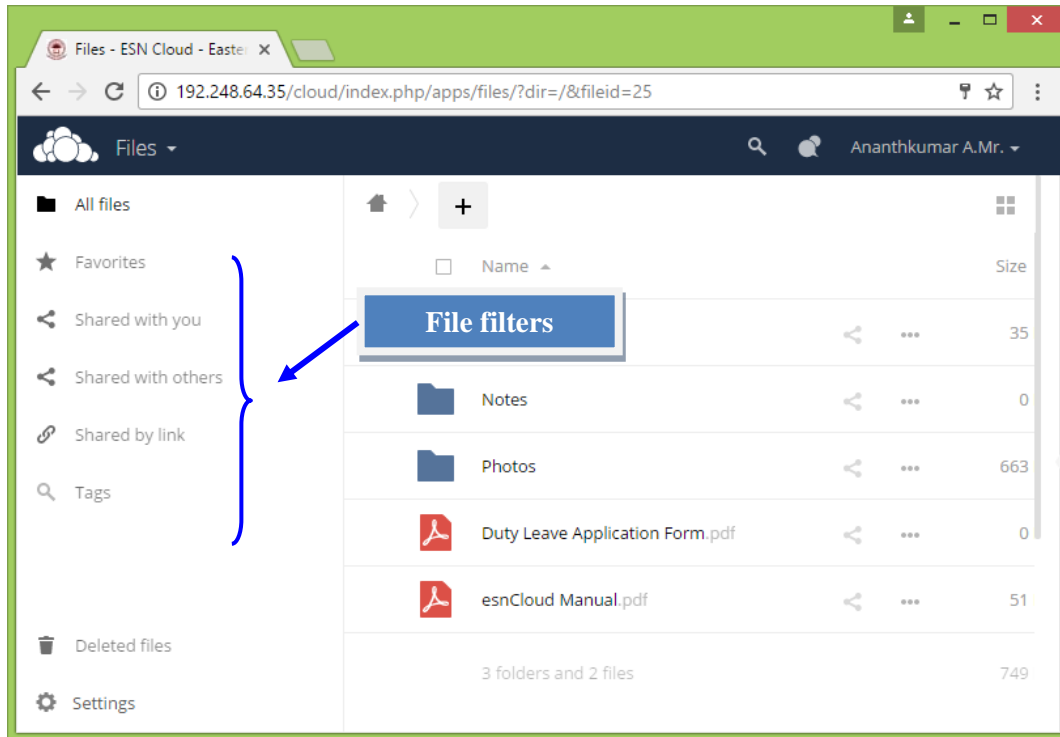
Folder: Creates a new folder in the current folder.

Selecting Files or Folders

You can select one or more files or folders by clicking on their checkboxes. To select all files in the current directory, click on the checkbox located at the top of the files listing.

When you select multiple files, you can delete all of them, or download them as a ZIP file by using the Delete or Download buttons that appear at the top.

Filtering the Files View



The right sidebar on the Files page contains several filters for quickly sorting and managing your files.

All files The default view; displays all files that you have access to.

Favorites Files or folders marked with the yellow star.

Shared with you Displays all files shared with you by another user or group.

Shared with others Displays all files that you have shared with other users or groups.

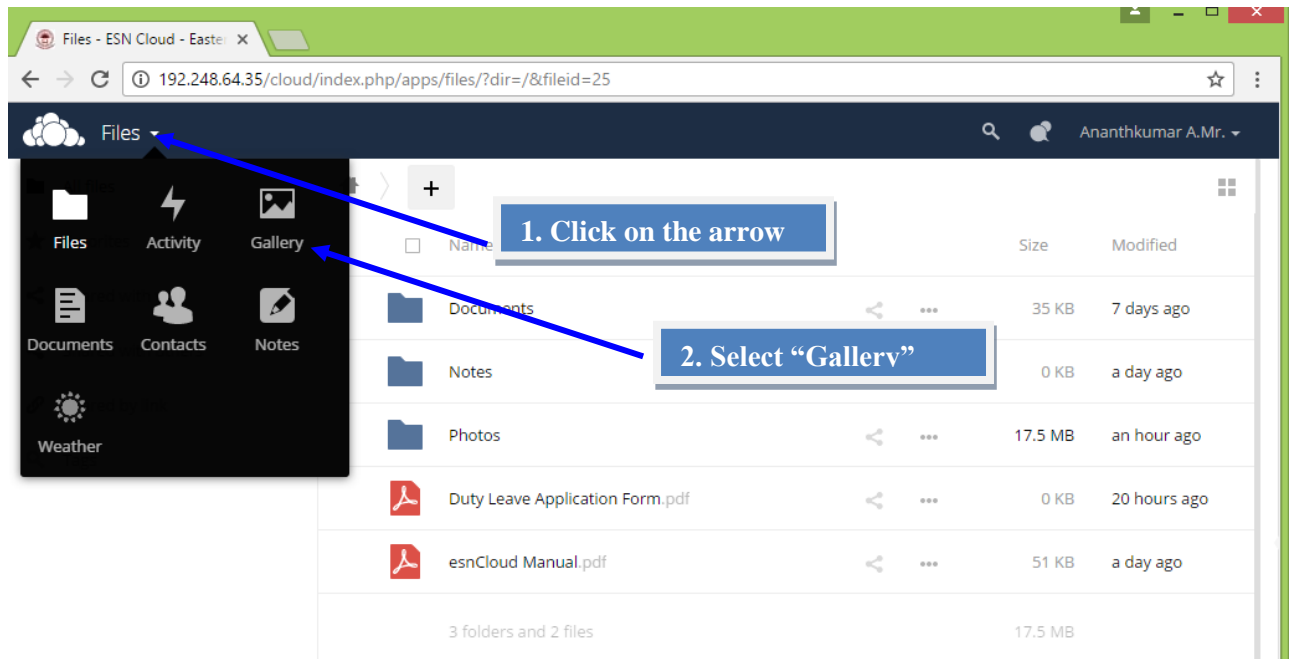
Shared by link Displays all files that are shared by you via public link.

Moving Files

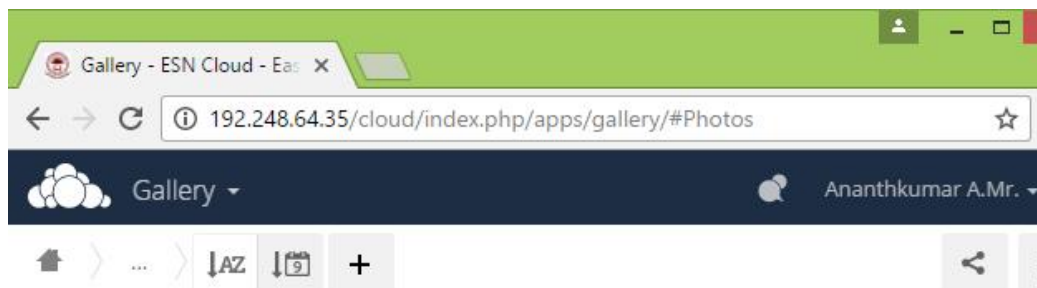
You can move files and folders by dragging and dropping them into any directory.

GALLERY APP

The Pictures app called Gallery app is available in the esnCloud platform. It supports more image formats, sorting, zoom, and scrolling. It also supports advanced customizations via a simple text file.



On your main esnCloud Files page, click the little icon at the top left shown in above to open your Gallery. The Gallery app automatically finds all images in your esnCloud folders, and overlays the thumbnails with the folder names. Click on the folder thumbnails to open the folders. At the top left you have two sorting options, alphabetical and by date.



After entering any folder, click on any image to open it in slideshow mode. This has the following features: a download button at the top center, forward and back buttons at the right and left sides, an

automatic slideshow button at the bottom right, and a close button at the top right.

MANAGING DELETED FILES

When you delete a file in esnCloud, it is not immediately deleted permanently. Instead, it is moved into the trash bin. It is not permanently deleted until you manually delete it, or when the Deleted Files app deletes it to make room for new files.

Find your deleted files by clicking on the **Deleted files** button on the Files page of the esnCloud Web interface. You'll have options to either restore or permanently delete files.

Quotas

Deleted files are not counted against your storage quota. Only files that originate with users count against their quotas, not files shared with them that originate from other users.

What Happens When Shared Files Are Deleted

Deleting files gets a little complicated when they are shared files, as this scenario illustrates:

1. User1 shares a folder "test" with User2 and User3
2. User2 (the recipient) deletes a file/folder "sub" inside of "test"
3. The folder "sub" will be moved to the trashbin of both User1 (owner) and User2 (recipient)
4. But User3 will not have a copy of "sub" in her trash bin

When User1 deletes "sub" then it is moved to User1's trash bin. It is deleted from User2 and User3, but not placed in their trash bins.

When you share files, other users may copy, rename, move, and share them with other people, just as they can for any computer files; esnCloud does not have magic powers to prevent this.

How the Deleted Files app Manages Storage Space

To ensure that users do not run over their storage quotas, the Deleted Files app allocates a maximum of 50% of their currently available free space to deleted files. If your deleted files exceed this limit, esnCloud deletes the oldest files (files with the oldest timestamps from when they were deleted) until it meets the memory usage limit again.

esnCloud checks the age of deleted files every time new files are added to the deleted files.

By default, deleted files stay in the trash bin for 180 days. esnCloud calculates the maximum available space every time a new file is added. If the deleted files exceed the new maximum allowed space esnCloud will expire old deleted files until the limit is met once again.

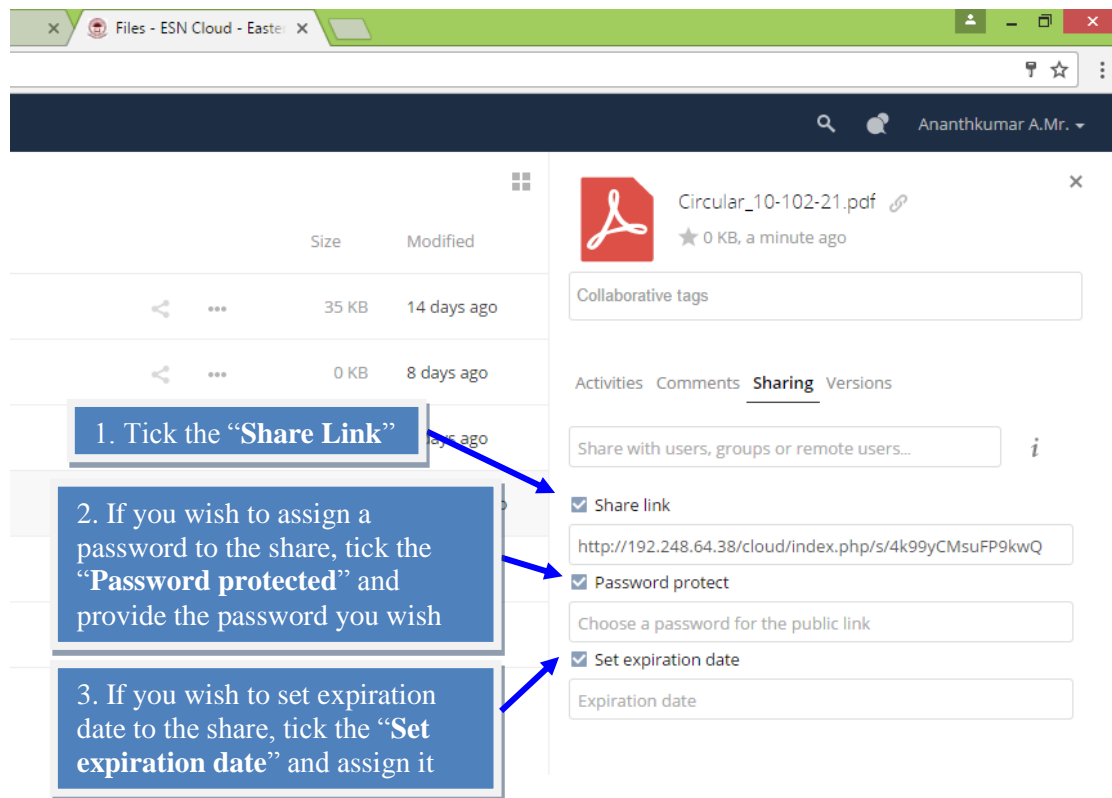
USING FEDERATION SHARES

Federation Sharing allows you to mount file shares from remote esnCloud servers, in effect creating your own cloud of esnCloud. You can create direct share links with users on other esnCloud servers.

Creating a New Federated Cloud Share via Email

Use this method when you are sharing with users on esnCloud.

What if you do not know the username or URL? Then you can have esnCloud create the link for you and email it to your recipient.

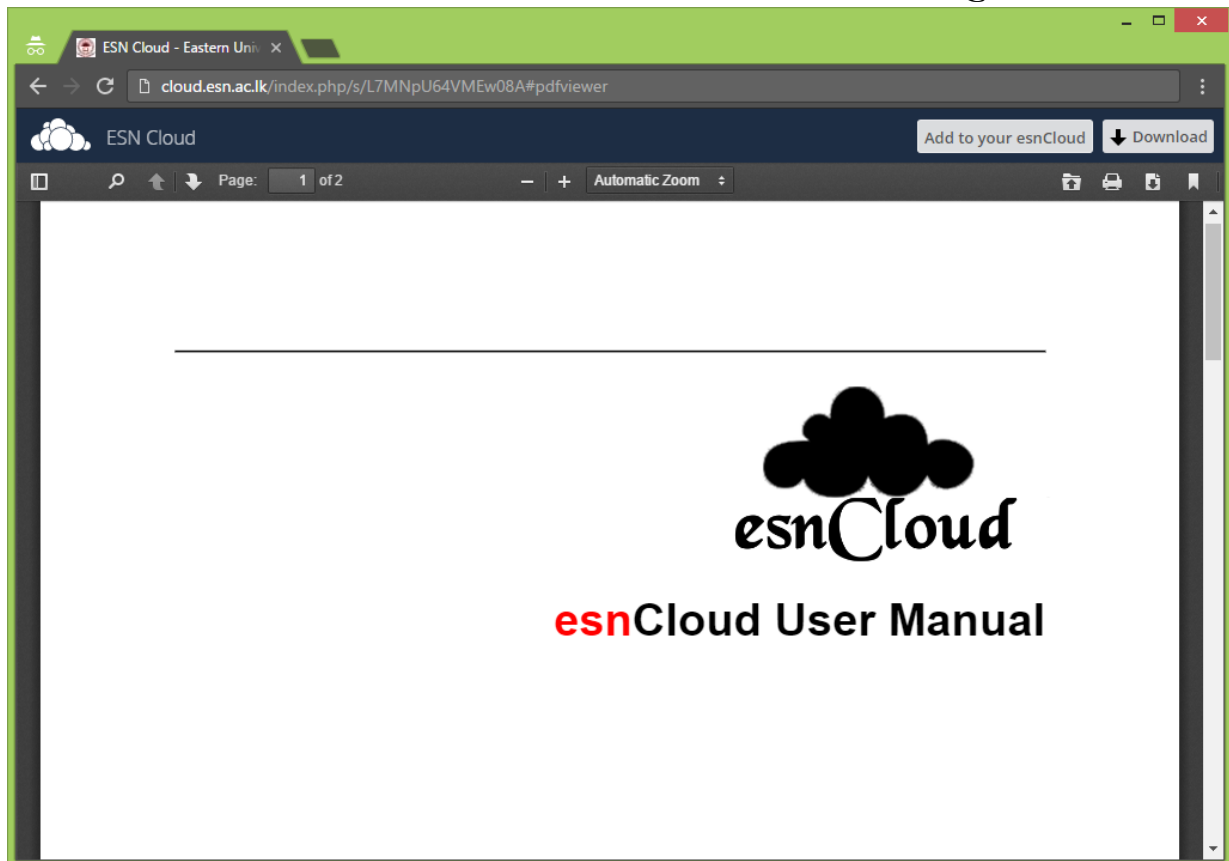


When your recipient receives your email they will have to take a number of steps to complete the share link. First they must open the link you sent them in a Web browser, and then click the **Add to your esnCloud** button.

The **Add to your esnCloud** button changes to a form field, and your recipient needs to enter the URL of their esnCloud server in this field and press the return key, or click the arrow.

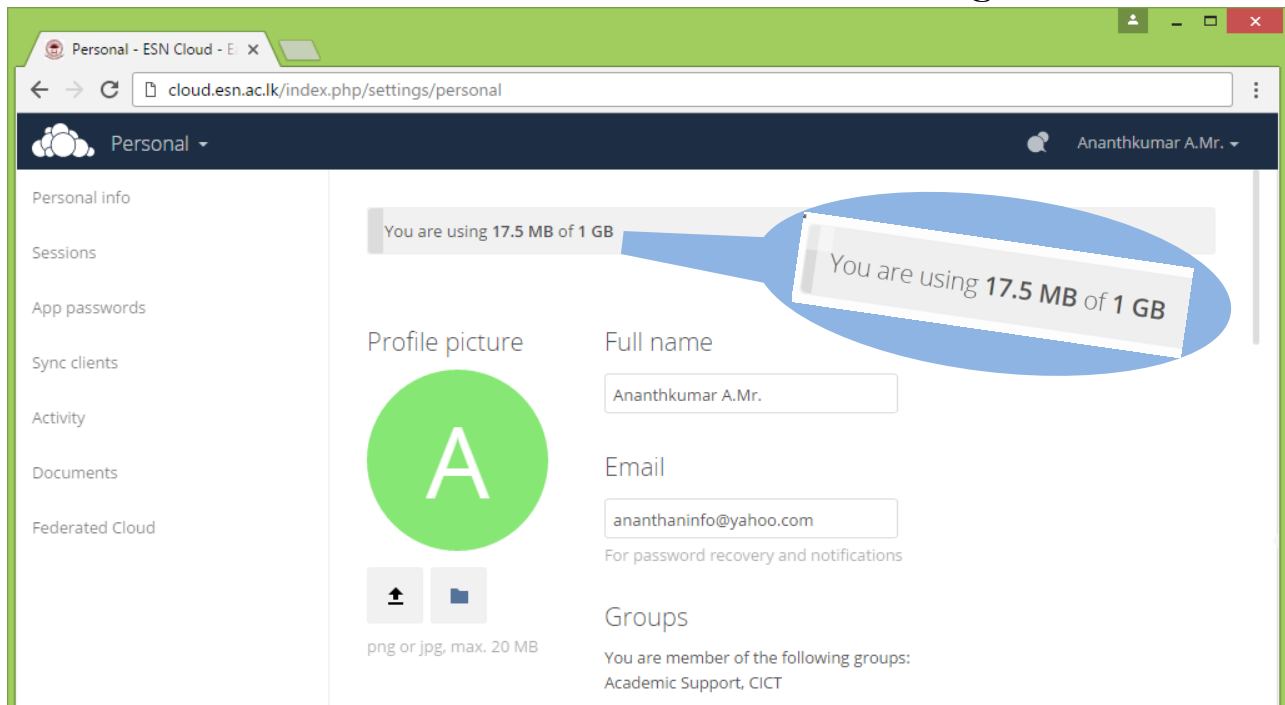
Next, they will see a dialog asking to confirm. All they have to do is click the **Add remote share** button and they’re finished.

Remove your linked share anytime by clicking the trash can icon. This only unlinks the share, and does not delete any files.



STORAGE QUOTA

Your esnCloud admin has the option to set a storage quota on users. Look at the top of your Personal page to see what your quota is, and how much you have used.



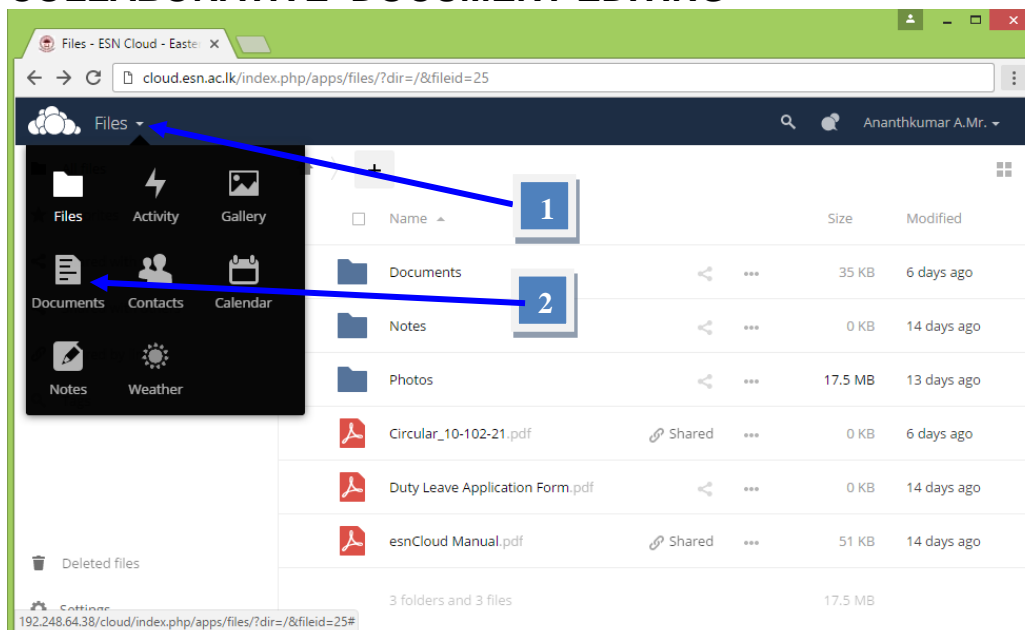
It may be helpful to understand how your quota is calculated.

Metadata (thumbnails, temporary files, cache, and encryption keys) takes up about 10% of disk space, but is not counted against user quotas. Some apps store information in the database, such as the Calendar and Contacts apps. This data is excluded from your quota.

When other users share files with you, the shared files count against the original share owner's quota. When you share a folder and allow other users or groups to upload files to it, all uploaded and edited files count against your quota. When you re-share files shared with you, the re-share still counts against the quota of the original share owner.

Deleted files that are still in the trash bin do not count against quotas. The trash bin is set at 50% of quota. Deleted file aging is set at 30 days. When deleted files exceed 50% of quota then the oldest files are removed until the total is below 50%.

COLLABORATIVE DOCUMENT EDITING

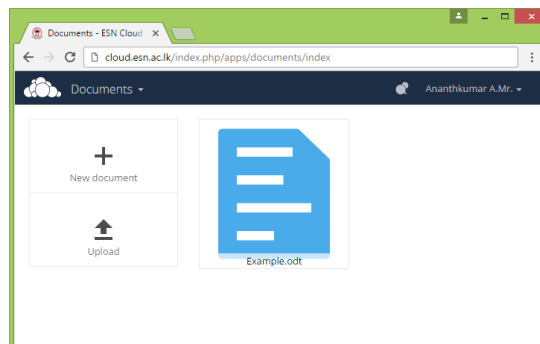


The Documents application supports editing documents within esnCloud, without the need to launch an external application. The Documents app supports these features:

- Cooperative edit, with multiple users editing files simultaneously.
- Document creation within esnCloud.
- Document upload.
- Share and edit files in the browser, and then share them inside esnCloud or through

a public link. Supported file formats are *.odt*, *.doc*, and *.docx*.

The main interface

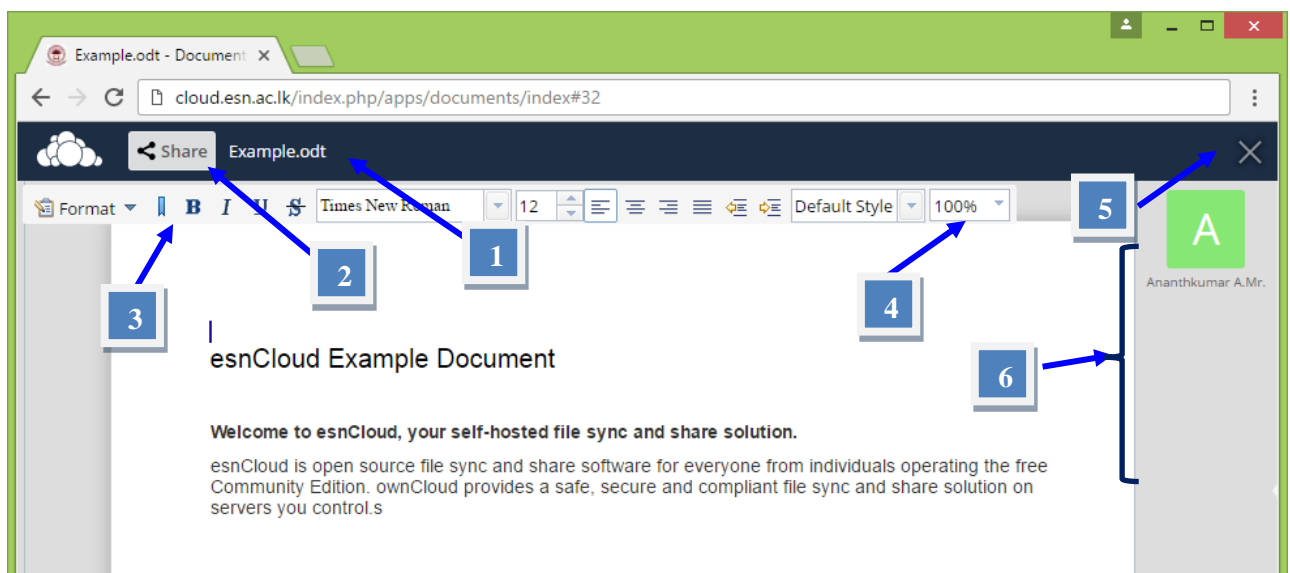


Create or Upload a Document

In the Documents application, you can upload an existing document or create a new one. The *New document* button creates a document named “New document.odt”. The extension ODT is an OpenDocument format, which is supported by most word processors including Microsoft Word, LibreOffice Writer, and OpenOffice Writer.

Edit a Document

To edit a document, access the Documents app from your Apps menu at the top left of your esnCloud window.



1. Click on the file name to change it.

2. Share your document
3. Formatting toolbar.
4. Zoom in/out
5. Close and save.
6. Users currently editing this document.

Collaboratively Editing a Document

To edit a file collaboratively, it must be shared with everyone who needs editing permissions. Multiple users can edit it at the same time, and changes appear as they are made. The cursor of each user is the same color as the border color of their user picture.

If a user is not a local user (e.g accessing the file using public link), they will be shown as guest in the user list, automatically named Guest 1, Guest 2, and so on. Guests can change their nicknames at any time by clicking on their names or thumbnails in the user list.

Delete a Document

You can't delete a document from inside the Document app, but must go to your Files page and delete it from there. You'll find it in your default documents directory, which is configured on your esnCloud Personal page

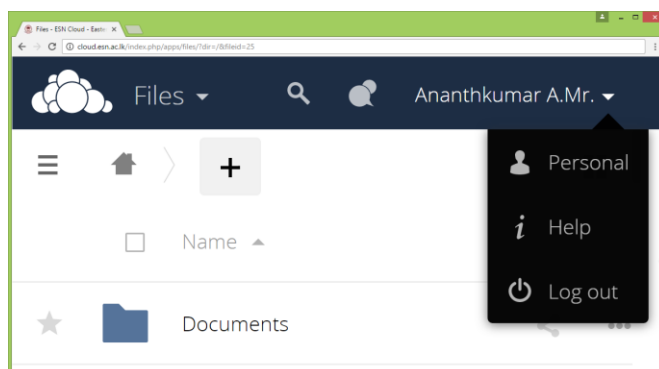
Share a Document

Document sharing has the same options as when sharing other files. While editing a document, you can use the *Share* button to enable other users to edit the document. This button will display all available options to share.

SETTING YOUR PREFERENCES

As a user, you can manage your personal settings. To access your personal settings:

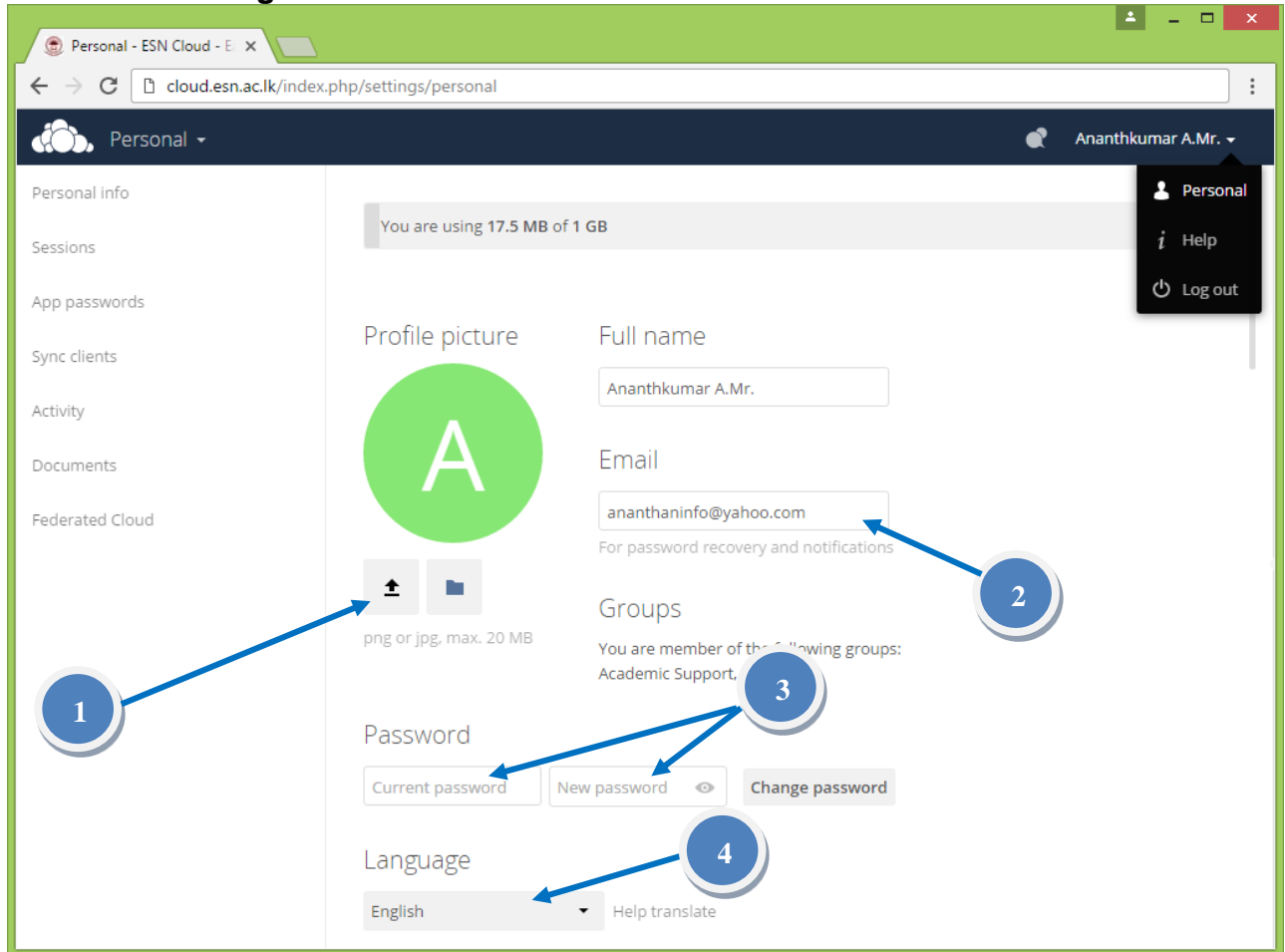
1. Clicking on your username in the top, right corner of your esnCloud instance. The Personal Settings Menu opens.



Personal Settings Menu

2. Choose *Personal* from the drop down menu.

Personal Setting:

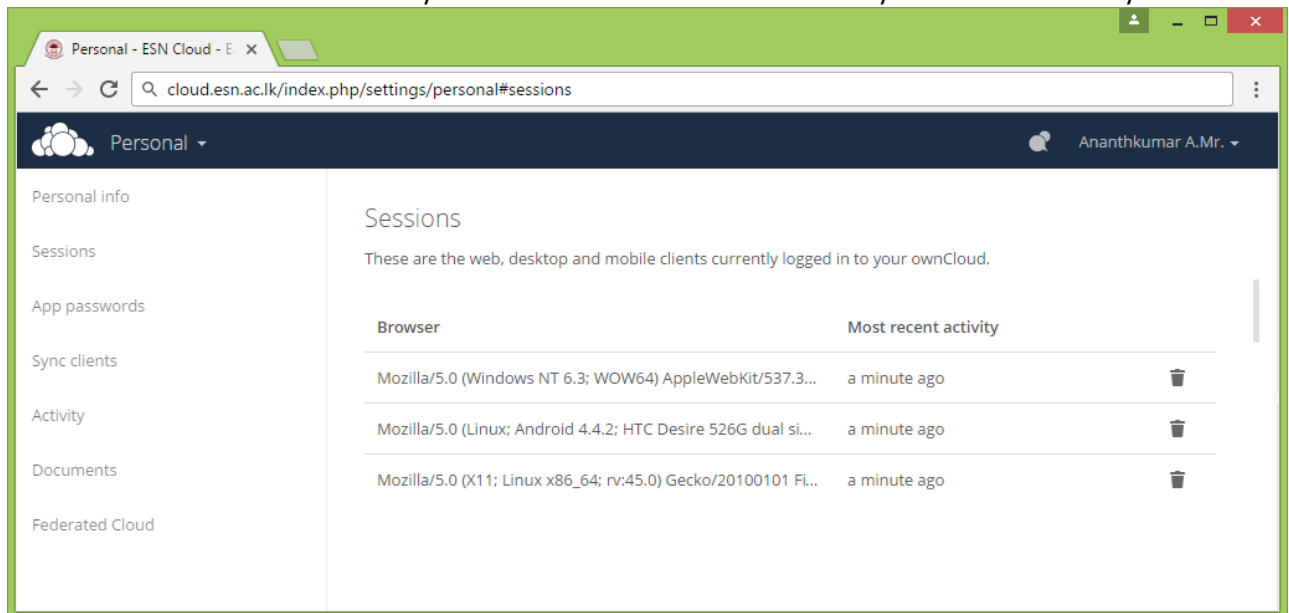


- Click on the **Upload New** button (1) and select the picture to change your esnCloud account profile picture,
- You can add/ edit your contact email address by placing it in the text box (2)
- To change your esnCloud password, use the text boxes indicated by (3) and click on **Change password**
- To change your esnCloud default Interface language, use the combo box indicated by (4)
- Other settings and futures are
 - Manage notifications
 - Federated Cloud ID
 - Social media sharing buttons

MANAGE CONNECTED BROWSERS

The personal settings page allows you to have an overview on the connected browsers and devices.

In the list of connected browsers you see which browsers connected to your account recently:



You can use the trash icon to disconnect any of the browsers in the list.

Annexure: List of User Groups in esnCloud

SN	Group Name	Group Description
01	Academic	Academic Staff
02	Academic Support	Academic Support Staff
03	Administrative	Administrative Staff
04	Non-Academic	Non-Academic Staff
05	FAG Academic	Academic Staff, Agriculture
06	FAC Academic	Academic Staff, Arts & Culture
07	CICT Academic	Academic Staff, CICT
08	FCM Academic	Academic Staff, Commerce & Management
09	FHCS Academic	Academic Staff, Health-Care Sciences
10	FSC Academic	Academic Staff, Science
11	CGU	Career Guidance Unit
12	CEDEC	Center for External Degrees and Extension Courses
13	CICT	Centre for Information & Communication Technology
14	ELTU	English Language Teaching Unit
15	Agriculture	Faculty of Agriculture
16	Arts & Culture	Faculty of Arts & Culture
17	Commerce & Management	Faculty of Commerce & Management
18	Health-Care Sciences	Faculty of Health-Care Sciences
19	Science	Faculty of Science
20	Agricultural Biology	Department of Agricultural Biology
21	Agricultural Chemistry	Department of Agricultural Chemistry
22	Agricultural Economics	Department of Agricultural Economics
23	Agricultural Engineering	Department of Agricultural Engineering
24	Animal Science	Department of Animal Science
25	Arabic	Department of Arabic
26	Botany	Department of Botany
27	Chemistry	Department of Chemistry
28	Clinical Sciences	Department of Clinical Sciences
29	Commerce	Department of Commerce
30	Comparative Religion & Social Harmony	Department of Comparative Religion & Social Harmony
31	Crop Science	Department of Crop Science
32	Economics	Department of Economics
33	Education & Childcare	Department of Education & Childcare
34	Fine Arts	Department of Fine Arts
35	Geography	Department of Geography
36	Hindu Civilization	Department of Hindu Civilization
37	History	Department of History
38	Human Biology	Department of Human Biology
39	Islamic Studies	Department of Islamic Studies
40	Languages	Department of Languages
41	Management	Department of Management
42	Mathematics	Department of Mathematics
43	Medical Education & Research	Department of Medical Education & Research
44	Pathophysiology	Department of Pathophysiology

45	Physics	Department of Physics
46	Primary Health Care	Department of Primary Health Care
47	Social Sciences	Department of Social Sciences
48	Supplementary Health Sciences	Department of Supplementary Health Sciences
49	Zoology	Department of Zoology
50	Administration	Administration Branch
51	Agriculture Farm	Agriculture Farm
52	Clerk	Clerk
53	CAA	Computer Application Assistant
54	Driver	Driver
55	Electrician	Electrician
56	Electricity	Electricity Department
57	Establishments	Establishments
58	Examinations	Examinations
59	Technical Officer	Technical Officer
60	FAG Non-Academic	Non-Academic Staff, Agriculture
61	FAC Non-Academic	Non-Academic Staff, Arts & Culture
62	FCM Non-Academic	Non-Academic Staff, Commerce & Management
63	FHCS Non-Academic	Non-Academic Staff, Health-Care Sciences
64	FSC Non-Academic	Non-Academic Staff, Science
65	Finance	Finance division
66	Health Centre	Health Centre
67	Hostel	Hostel Staff
68	Laboratory Attendant	Laboratory Attendant
69	Labourer	Labourer
70	Library	Library
71	Maintenance	Maintenance Division
72	Physical Education	Physical Education Unit
73	Security	Security
74	Senate	Senate Members
75	Stenographer	Stenographer
76	Stores & Supplies	Stores & Supplies
77	Sub-Warden	Sub-Warden
78	Water Supply	Water Supply
79	Welfare	Welfare Division
80	Senate	Senate Members
81	SMC	Senior Management Committee
82	GEE	Gender Equity & Equality Cell
83	MISC	Management Information System Committee
84	WEB	EUSL Web Representatives
85	Convocation	Convocation Committee
86	QMEU	Quality Monitoring & Enhancement Unit
87	SPSU	Strategic Planning & Statistical Unit
88	UHDC	University Higher Degree Committee
89	PBSL	Probationary Study Leave Committee
90	LAC	Leave and Award Committee