TeamDrive First Steps

Version 2.4

DIRECTORY

Introduction

TeamDrive enables the fast, easy and secure exchange of data between two or more computers. After installing the TeamDrive software you can create new SharedSpace folders, or convert a regular folder into a monitored SharedSpace folder with as little as three mouse clicks. Your files and folders remain in your filesystem and can be used and edited as usual. Meanwhile, TeamDrive automatically:

- creates encrypted backups of the monitored folders on the internet
- synchronizes all their data with the other Space members you have invited
- saves older versions of edited files
- encrypts files as they are transferred and saved

As a TeamDrive member, you will be invited to join SharedSpaces, or you can create your own Spaces and invite others to join them. Additionally, you can synchronize data across multiple computers on which you have registered under the same name.

Installation and registration

In order to install TeamDrive on your computer, you will need at least 250 MB of free disk space, a valid email address, and internet access. The amount of disk space that you end up using will depend on the size of the Spaces that you become a member of.
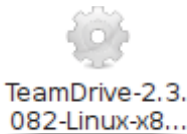
1.1 System requirements

WINDOWS	MAC	LINUX
1 GHz PC with Windows XP/Vista	Intel Mac with Leopard 10.5.3 or higher	1 Ghz X86 processor KDE, GNOME
512 MB Ram	1 GB Ram	521 MB Ram
250 MB free disk space	250 MB free disk space	250 MB free disk space
internet connection	internet conection	internet connection
Details can be found in the TeamDrive Windows forum	Details can be found in the TeamDrive Mac forum	Details can be found in the TeamDrive Linux forum

You will also need an email address for authentication.

If you have further questions, you can find answers on the TeamDrive website under FAQ´s, or in the im TeamDrive Forum. If you are experiencing problems installing or using TeamDrive, please turn to our Support.

To install or update TeamDrive, please download the installation-program onto your computer and start it by double-clicking on it.

WINDOWS	MAC	LINUX
Install TeamDrive_V 2.3.083	InstallerTeamDrive	TeamDrive-2.3. 082-Linux-x8…

Img.1: The installation of TeamDrive can be started by double-clicking the application icon

TIP: after you have installed TeamDrive, you will need an internet connection in order to register.

If this is your first time using TeamDrive, you will need to create a TeamDrive account. TeamDrive cannot be used without an account. To create this account, you need to provide a username and a password. The username must be at least 5 characters long, and may not contain any special characters or spaces. The password must be at least 8 characters long and may contain special characters, but no spaces.

2   First Steps

2.1 Monitoring folders

After installing TeamDrive and creating an account, the TeamDrive explorer will start with the SharedSpaces view. In order to share files with someone and work together with them in a SharedSpace, you need to create a SharedSpace. In order to do so, click "create" in the toolbar, or select "file" > "create" in the menu.
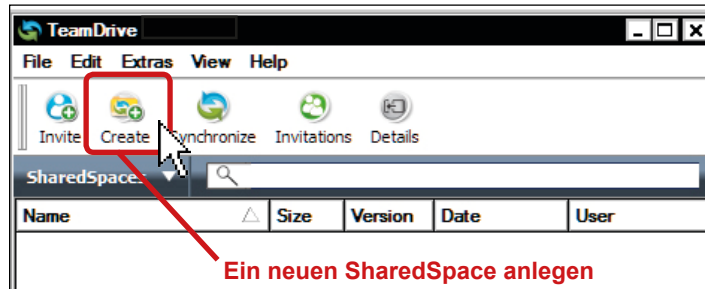
Img.2: Click on "create" to open the Space Wizard

On the first page of the Space-assistant, you need to decide if you wish to create a new folder, or convert an existing folder into a SharedSpace. If you choose to create a new SharedSpace, a new folder will be created within the TeamDrive directory on your computer. If you would like to convert a folder, simply select it in your filesystem.
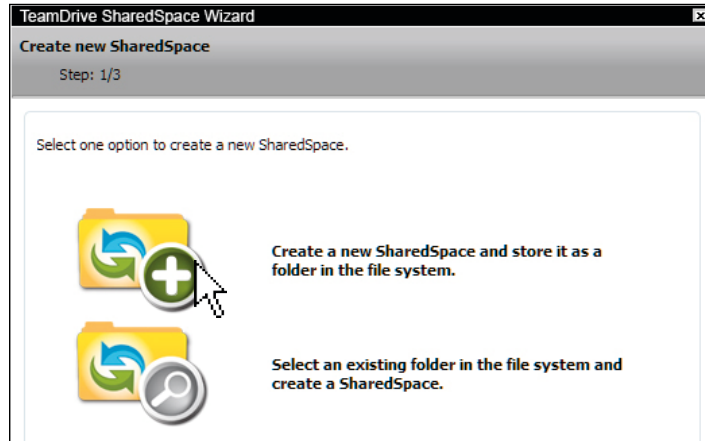
Img.3: the SharedSpace wizard startup page
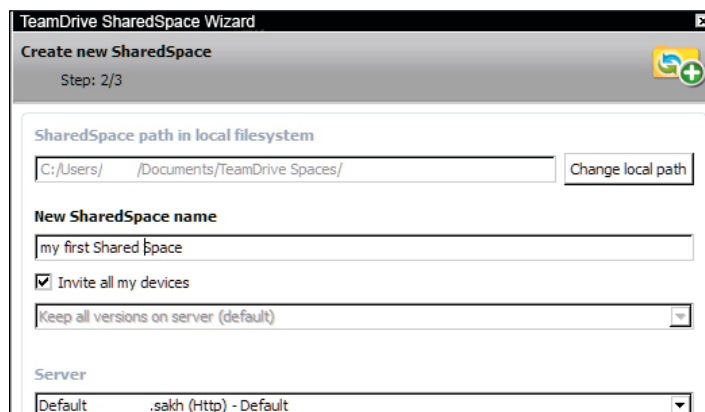
Img.4: Entering the Space name

After entering a name for your Space, click on "next" to create the SharedSpace and display a summary of information about the Space.
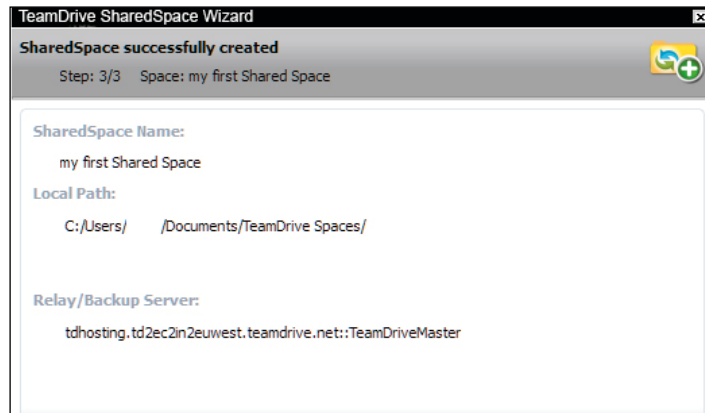
Img.5: the SpaceWizard summary

The TeamDrive explorer will now display the new Space. To find this Space in your filesystem, select the Space and choose "**Edit**" > "**show in filesystem**" from the menu.
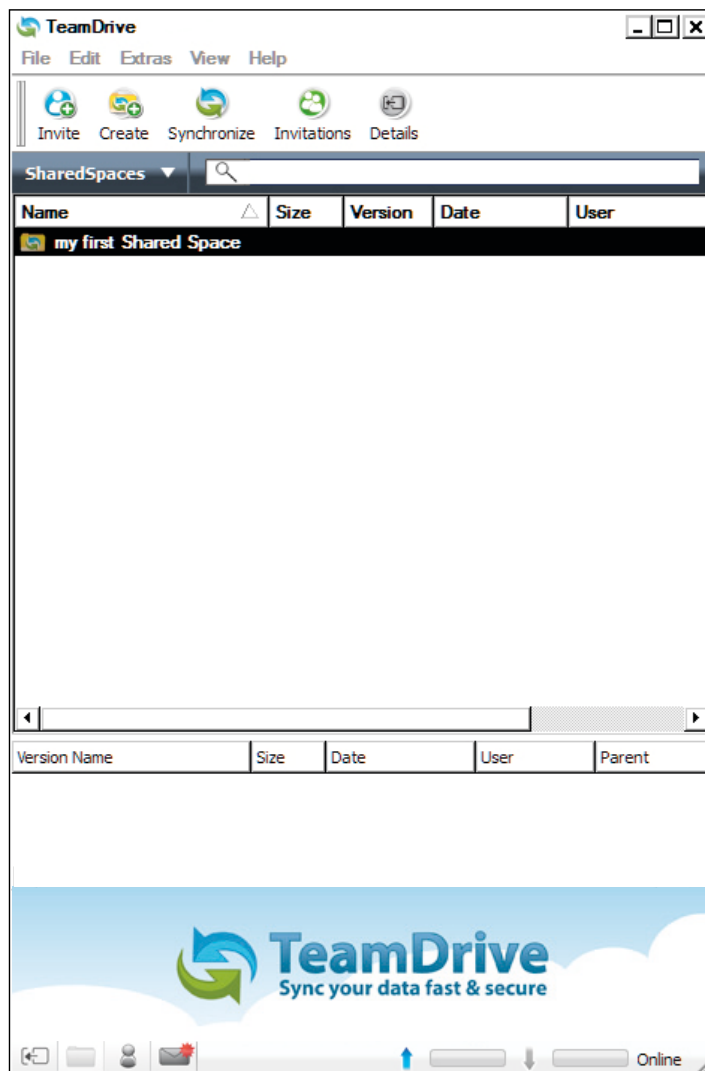
Img.6: The Space is shown in the TeamDrive explorer.

Img.7.1: The created Space in the windows-explorer
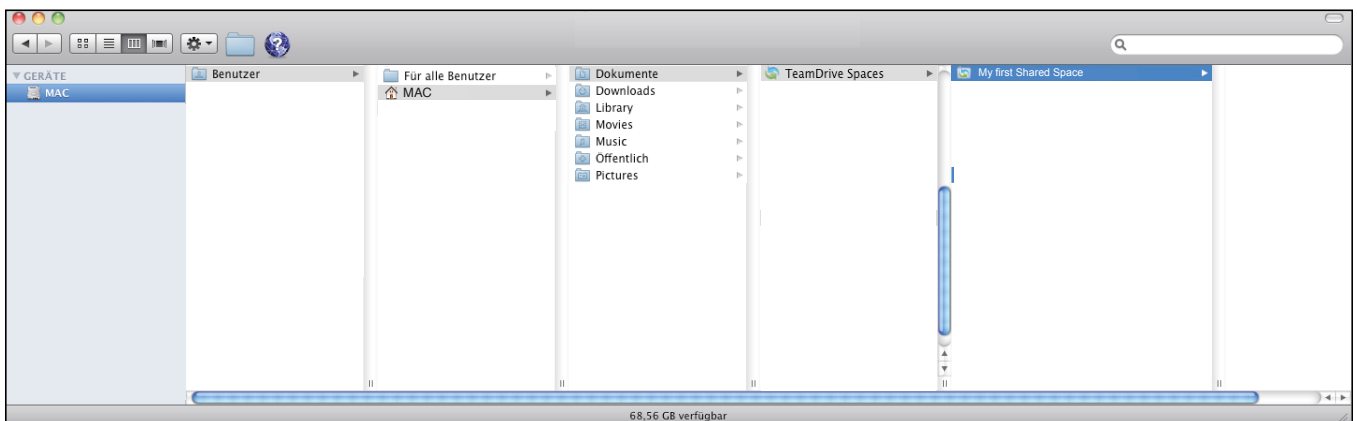
Img.7.2: The created Space in the mac-explorer
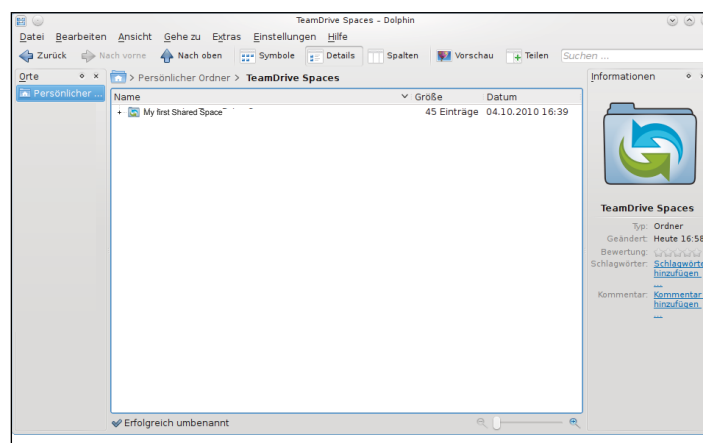
Img.7.3: The created Space in the linux-explorer

2.2 Inviting Users

Having created a Space, you can invite another user to the Space to collaborate with.To do so, select the Space in the TeamDrive explorer and click on "**invite**" in the toolbar.
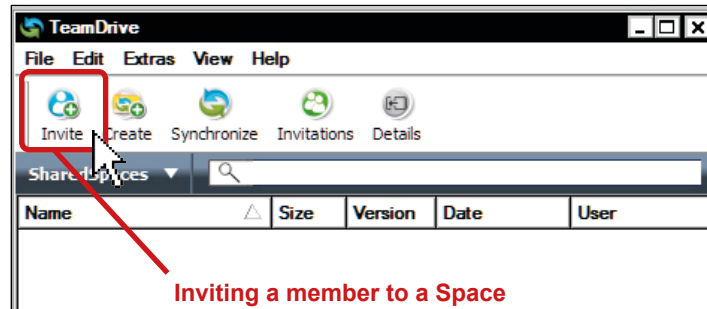
Img.8: Inviting a member to a Space

Using the invitation-assistant, you can invite another user via their username or their email address. Simply enter their username or email add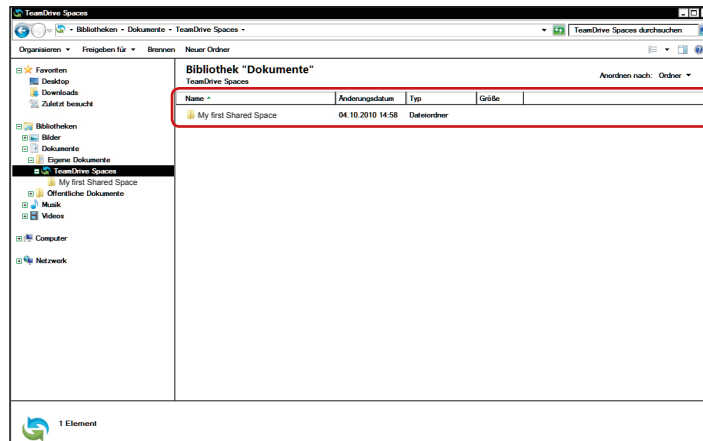ress into the input field, and click "**add**". You can then enter an invitation message, and set the users privileges within the Space. You may invite as many people as you like simultaneously. To finish the invitation process, simply click "**finish**".
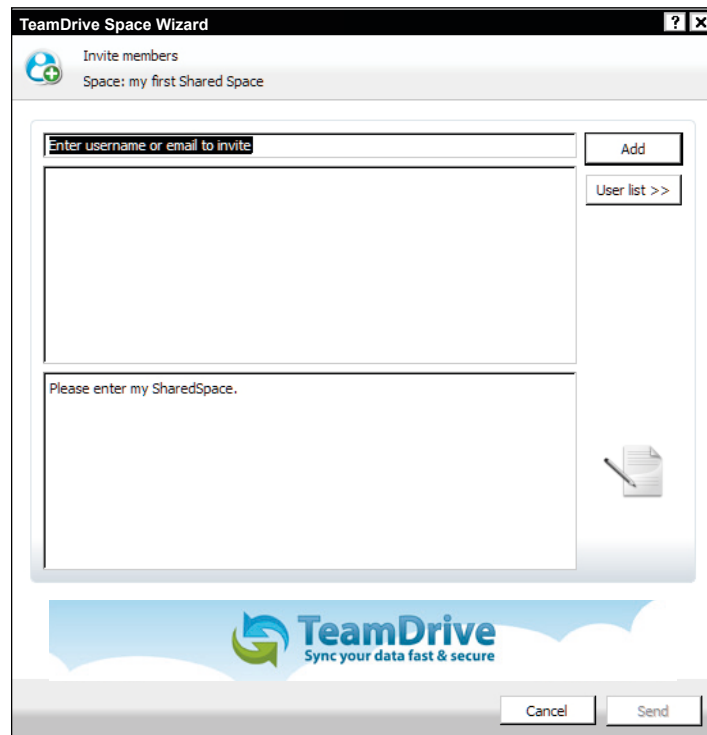
Img.9: the invitation wizard

After clicking "**finish**" you will briefly see an information bubble regarding the sending of the invitation.
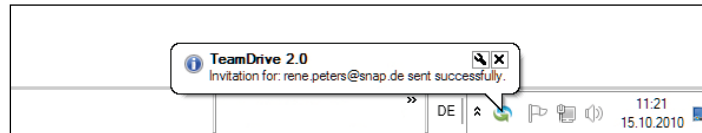
Img.10: Tooltip regarding the sending of the invitation

TIP: To receive these information bubbles in the Apple operating system, you can install the Growl add-on.

3   Der TeamDrive Explorer

3.1   Die SharedSpaces Ansicht

The SharedSpace view is the main view in the TeamDrive explorer. Virtually all TeamDrive functions can be called from here, like creating Spaces and inviting members.

Please select the Space for which you wish to take an action, such as inviting members or (de-)activating Space synchronization. You can also take these actions from the context-menu, which is activated by right-clicking the Space name or icon. You can also find the same options by selecting "**edit**".
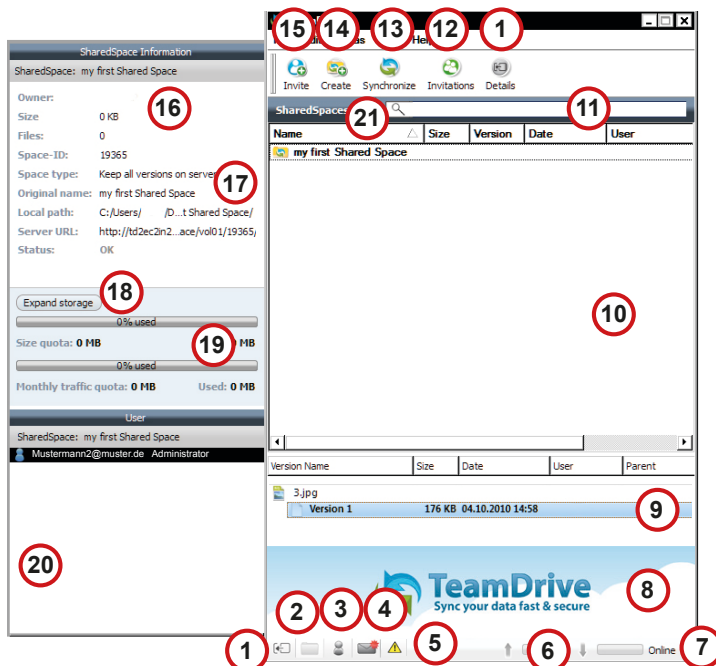
1. Show / Hide Side Window
2. Shortcut to Space Window
3. Shortcut to Member Window
4. Shortcut to Messages Window
5. Warning! Files are opened. This files are not synchroniesed
6. Up- / Download Information
7. Status of TeamDrive
8. Banner Window (only in free version)
9. Versioning, Comments, Version Information
10. TeamDrive Explorer View
11. Filter & Search Field
12. Show Invitation List
13. Synchronise TeamDrive
14. Create a SharedSpace
15. Invite a User
16. SharedSpace Meta Information
17. SharedSpace Path Information
18. Add more Space & Space Administration
19. Server status Information
20. User in the particular Space
21. Shortcut Menue

Img.11: SharedSpace-view function overview.

Some of the settings in the context menu can only be used with an active internet connection. If you are not connected to the internet, you will get error messages. Otherwise, the context menu provides commands to manage your Spaces. These are commands that can also be found in the TeamDrive explorers menus.

The menu item "details" will give you information on the current status of the selected Space.
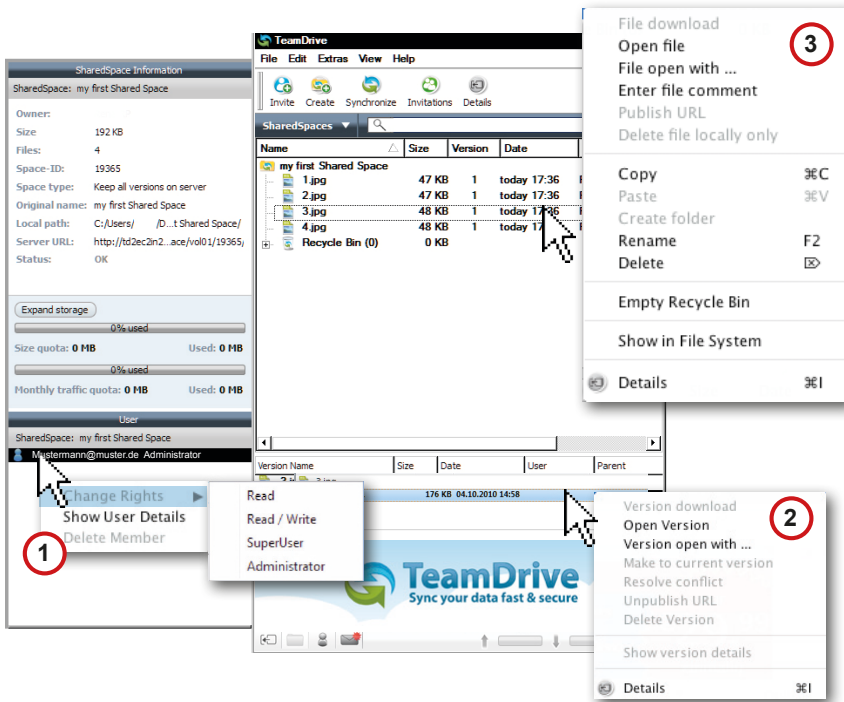
1. Context menu - Member
2. Context menu - Versions controller
3. Context menu - TeamDrive Explorer

Img.12: the context menus in the SharedSpace view

3.1.1 meaning of user icons

	The user in the Space The symbol representing you.
	Space member Normal Space member
	Invited member A member who has been invited to the space, but has not joined yet.
	Unknown member A member who does not yet have a TeamDrive account. This could occur if, for example, the member was invitedvia email.

By right-clicking on a member, you can access commands regarding the member, such as changing user privileges.

3.2   The messages view

The "messages" TAB has three windows: Messages, the upload-list, and the download-list. Each window has several status indicators. After making a selection, the corresponding status will be received in the list-field and/or shown as "to be sent". The windows show you the status of data transfers (sending/receiving). This allows you to easily control the transfer of data.
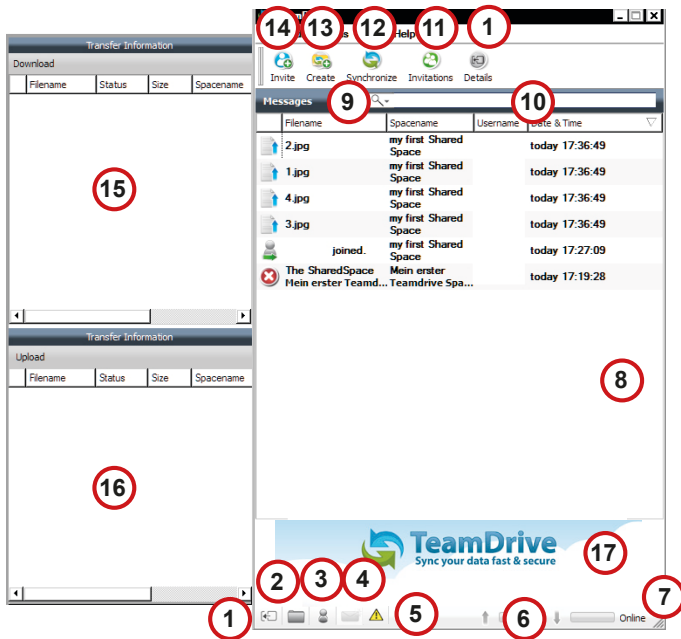
1. Show / Hide Side Window
2. Shortcut to Space Window
3. Shortcut to Member Window
4. Shortcut to Messages Window
5. Warning! Files are opened. This files are not synchroniesed
6. Up- / Download Information
7. The Status of TeamDrive
8. Transfer Information
9. Shortcut Menue
10. Filter & Search Field
11. Show Invitation List
12. Synchronise TeamDrive
13. Create a SharedSpace
14. Invite a User
15. Data / Files in Download

16 . Data / Files in Upload
17. Banner Window (only in free version)

Img.13: Overview of the functions in the news view

Received data shows you the status of data that has been received. This list has a column for "filename", "status", and "SharedSpace-Name". You can sort the list by column entry by clicking on the title in the corresponding column.

Files to be sent shows you the status of data that is to be sent. This list contains column for "filename", "status", and "SharedSpace-Name". You can sort the list by column entry by clicking on the title in the corresponding column.

3.2.1   Context menu messages

This menu shows six different types of messages that can be sent and received by TeamDrive.

1. Context menu - Message Window

Img.14: The News-view context menu

TIP: TeamDrive will only show the last 1000 events (this does not apply to error messages, which are kept until the error is resolved). Older events will be archived in the database.

3.3 The Members view

Under members you will be shown an overview of which users are members in what Space.
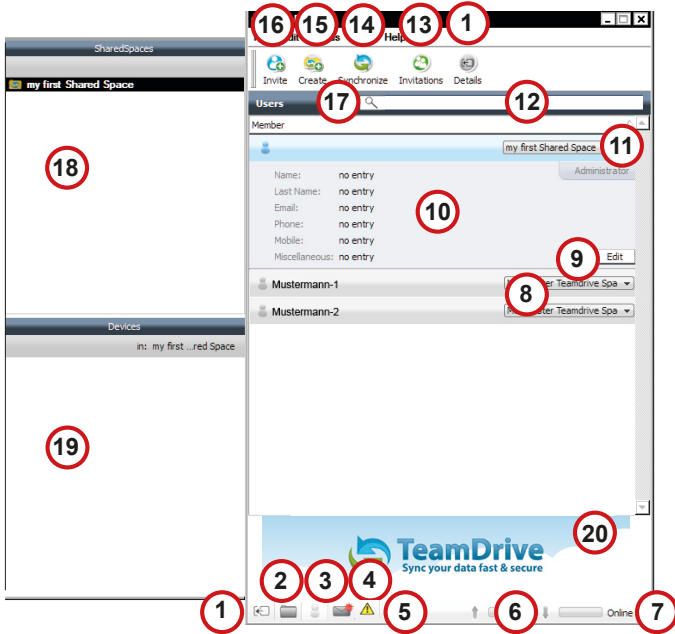
1. Show / Hide Side Window
2. Shortcut to Space Window
3. Shortcut to Member Window
4. Shortcut to Messages Window
5. Warning! Files are opened. This files are not synchroniesed
6. Up- / Download Information
7. The Status of TeamDrive
8. List of Users
9. Button to edit the User Profile
10. Details of the User Profile
11. Show list of spaces for the member
12. Filter & Search Field
13. Show Invitation List
14. Synchronise TeamDrive
15. Create a SharedSpace
16. Invite a User
17. Shortcut Menue.
18. View of Spaces where the selectect User is a Member
19. View of the Devices where the User has Spaces
20. Banner Window (only free version)

Img.15: overview of the members view functions
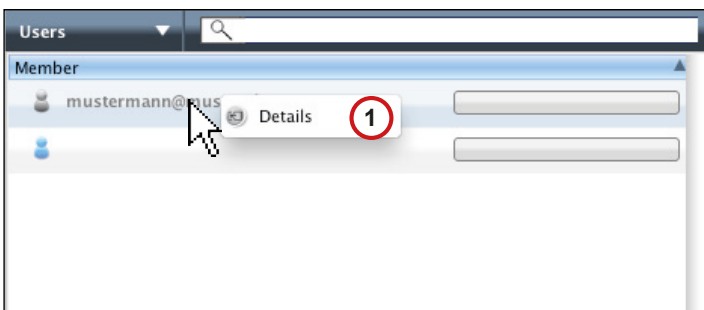
1. context menu - Member View

Img.16: The Member View context menu

3.4   Server Selection

There are two different protocols to choose between when establishing a connection to a server.

HTTP	If you wish to use TeamDrive to manage larger amounts of data and/or a large number of users, and you want to optimize the speed of data transfers between members, as well as data security, you will probably want to use TeamDrive HTTP-servers. These servers use the HTTP protocol and port 80. • this is a good protocol if you are using a firewall • you have the options of using proxy-servers • easy accessibility can be ensured via monitored servers This protocol is pre-set after installation
Web DAV	A WebDAV-server provides all users with a standardized work environment. TeamDrive can make working with these servers significantly more comfortable and secure. No passwords or access data have to be sent to your own WebDAV server, and all data on the server is automatically encrypted. • no server installation is required • TeamDrive is the best client for any WebDAV server • WebDAV access information only need to be set once

NOTE: The login-data for WebDAV servers will not be transferred in encrypted for when an HTTP transfer takes place. Unauthorized access to this data is still not possible, however, because TeamDrive itself heavily encrypts data (256 bit AES), before they are transferred to a server. Protocolwise, there is a theoretical possibility of third-party access to the WebDAV server password. The data that TeamDrive stores on the server nevertheless remains untouchable.

TIP: As off the personal license, you can configure WebDAV servers via HTTPS, which means that even the login information will be encrypted.

4   Data Backup

The access keys for your SharedSpaces are only found on your local client, so they should be carefully proteted.

4.1   SharedSpace key-files

For every Space, a key-file is created (*.pss). For security reasons, there are tied to the activation of the member. The key-files enable the restoration of a Space.

4.2   Server Access Key Files

For every server, a server access key is created (*.sak*). These files allow you to restore the connection to a server.

4.3   Backing up .pss and .sak* files

Under "**settings**">"**further settings**">"**Space & archive settings**" you can determine where your .pss and .sak* files will be saved by going to "backup Spacefiles". After choosing a location path for these files to be saved to, they will automatically be saved there.
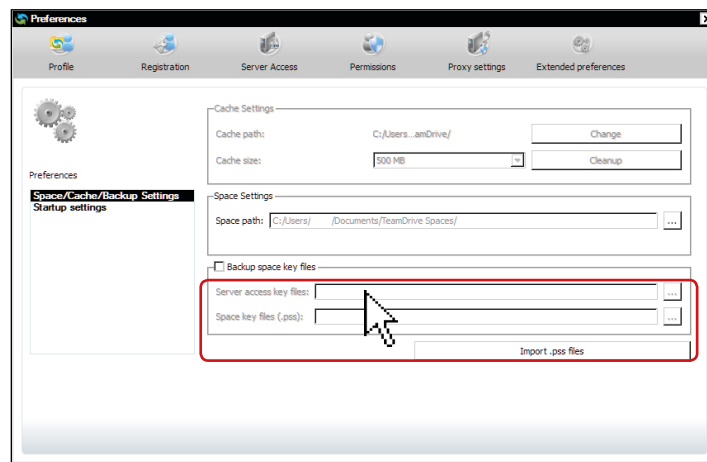
Img.17: The Space & Archive settings

RECOMMENDATION: Save your *.pss and .sak files to an external storage device, if possible. This means that even in the event of a complete system crash on your computer, you can still restore your TeamDrive Spaces and servers.

It also enables you to set up TeamDrive on another computer.

NOTE: Passing on SharedSpace information (*.pss files) to third parties is pointless, as they onlyapply to you account.

4.4   Restoring and activating a SharedSpace

In case you have left a Space locally, re-installed your computer, or wish to use another computer, such as a notebook, with your account, you can use the corresponding .pss file to restore the SharedSpace.
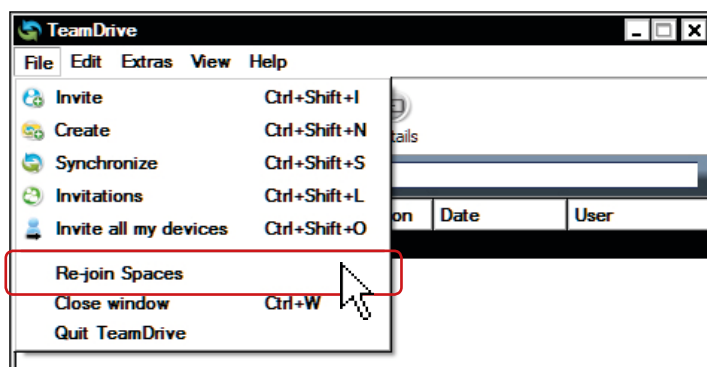
Img.18: The file menu

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Exceptions: If the SharedSpace has been removed from the server (and the SpaceDepot-server), restoration is no longer possible. A administrator can prevent a members access to data by excluding the member from the Space. For this member, all data from this SharedSpace on the members computer will be erased the next time an internet connection is established. The restoration of the Space will not be possible for this member.

4.5   Importing a server access key

Under "**extras**">"**settings**">"**server access**" you can import a server access key by clicking on "**import server access keys**" and selecting the .**sak file**.
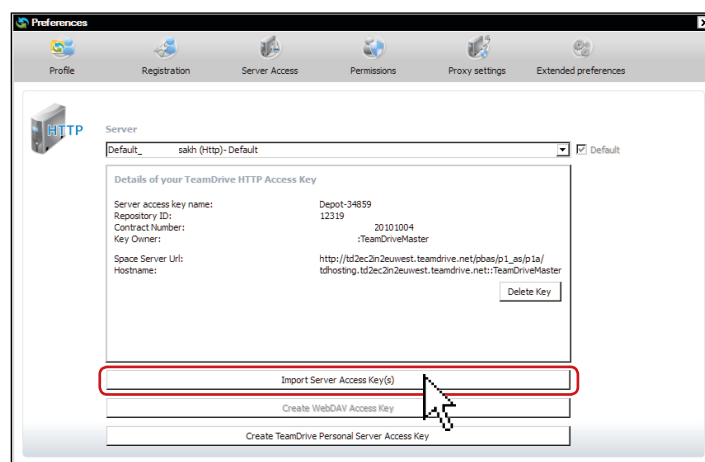
Bild 19: Der Import der Server Access Key

5 Document protection and encryption

Document protection and encryption is automatically managed by TeamDrive, allowing the user to concentrate on the actual exchange of data within the virtual network. Thanks to the automatic version control, its always easy to tell which document represents the most recent version. Attached to every version is information listing the author, the version, the preceding version, and the date it was last edited. In addition, every version can have a comment attached to it. Through this version-timeline, you can view all versions of a document, follow the changes made, and resolve conflicts between versions.

> **NOTE:** At no time during the exchange of data via TeamDrive do non-encrypted documents reside on the 16 TeamDrive First Steps network. All documents are encrypted before they are sent and saved on the server. The decryption of this data is only possible for team members, and cannot be done on the server. This way, TeamDrive guarantees optimal protection for your teams documents.

Even though other techniques (for example e-mail with PGP encryption, VPN) technically enable the secure transfer of data, these methods are complex, take up too much time, and are too error-prone to be used on a regular basis. TeamDrive automatically integrates data encryption into the work process, without requiring any user interaction. This is the only way to ensure comprehensive data protection.

> **NOTE:** The excellent data protection capabilities of this technology make the intelligent TeamDrive the ideal tool especially for lawyers, financial advisers, researchers, scientists, and the medical community. TeamDrive not only makes exchanging data easy and fast, it also makes it very secure.

All local data including earlier versions, comments, and status information are archived on the server by TeamDrive.

5.1 Security

The individual client-PC or USB-device should be adequately protected from third-party access. TeamDrive is no security software for the PC or your Mobile device. All data which is sent by Team-Drive will be highly encrypted before sending. Local data on your personal device will be unencrypted most of the time. In addtion to standard security policies like boot passwords, TeamDrive can be installed and run in encrypted partitions or containers to increase the security, i.e. Trypcrypt or PGP encrypted volumes. In regards to this, we recommend reading the security tips in this hand-book.

It is important to have a basic understanding of the security requirements of your own computer and any IT- / network-infrastructure that you use. Security and reliability are two mayor features of TeamDrive. All actions taken by TeamDrive are highly secure and protected from external access, for the most part automatically or via the controls available to the user.

TIP: On this topic we recommend the literature of the (*https://www.bsi.bund.de/EN/Home/home_node.html*).

In the face of the potential dangers and the increasing reliance on IT-security all institutions, large or small, have find solutions to several central concerns. The following is our position on the aspects directly connected to TeamDrive.

> **NOTE:** TeamDrive takes no responsibility for the security of data on your computer or your server, but guarantees the security of data uploaded and downloaded within the TeamDrive-network.

5.2   Encryption

Encrypted transfer of data is TeamDrive's underlying security feature. The encrypted exchange of data is divided into three steps:

1st Step: When a member is invited to a SharedSpace, the TeamDrive-software receives the Public key from the registration-server.

2nd Step: In order to access a (shared) SharedSpace a "data key" (256 bit-AES-key) is created locally, is encrypted with the member's public key, and is then sent to the member via a private communication path. At no time is this key located on a relay-server.

3rd Step: As soon as you leave the client-PC, the SharedSpace's data is encrypted using your data-key This data is then saved on a relay-server in encrypted form. The encryption means that the SharedSpace's data can only be accessed by the Space's members. Because every member has his/her own key, they are authorized and will receive data from the SharedSpace. This data is then decrypted using their data-key and can then be viewed/edited.

5.3   Anti-Virus Software

TeamDrive data stored on a computer is guarded by the local antivirus-software. The software tests the relevant file when the TeamDrive-database is accessed. Your current antivirus software should always guard all SharedSpaces in your local file system.

TIP: We recommend having your own local Antivirus-software, because every TeamDrive userquickly acquires many Spaces with various different teams. Self-protection is the safest method!

6   Tips regarding data protection and tips for administrators

TeamDrive's compliance with data-protection regulations is recognized by concerns and institutions. In order to enable optimal compliance with data-protection regulations, the following advice regarding installation and use of this product should be followed.

The individual client-PC should be adequately protected from unauthorized third-party access. Regarding this, we suggest the safety-tips section of this handbook.

Required for the use of TeamDrive is that personal information be sent to the product-manufacturers registration-server. Required are an email-address, a password and a username. There is also the option of providing first- and last name, an honorific (Mrs., Mr. etc.), and a password-recovery question. The latter is used to quickly regain access to data in case of a lost password. Providing firstand last names simply helps with communication and information between members, as well as support purposes. The transfer of this data to the registration-server is encrypted, rendering access by a third party impossible as of the current state of technology.

Please be aware that protocol data, as well as data stored in a SharedSpace may be subject to legal restrictions. It is the users responsibility to make sure that any such restrictions are followed.

It is the administrators responsibility to ensure that all laws and regulations regarding the proper use and protection of data are observed when using TeamDrive.

In case this product is used without an internal data-SpaceDepot, contracts with the provider of the Space Depots need to be observed. In this there are no differences compared to other IT-products that use an external database. The contractor has to be carefully chosen, and written instructions have to be provided. Further information regarding this can be found, for example, att http://www.datenschutz.de/privo/partner/ projektpartner/. You can also contact us for further help. We can also provide contacts if you wish to set up

7 Icon-Glossar

Spaces

	TeamDrive Spaces
	TeamDrive Space Meta-Data. Data is on the server only file information are local.
	TeamDrive Read Only Space. Data in this Space will be only downloaded
	Create a new Space
	Select an existing folder in the system and create a new Space
	Notification about a successful creation of a Space
	Notification that a Space will be deleated
	Space synchronisation is off
	Notification about an error during the synchronisation. (More Information in the side windows in the status field)

Users

	Member in an Space
	The Member itself in an Space
	Inviteted Member with an existing TeamDrive registration
	Notification in the Message Window that an Member hat taken the invitation
	Notification in the Message Window that an Member left the Space
	Inivte all my own divices
	Notification in the Message Window that an Member was deleted
	Inviteted Member by email without an TeamDrive registration
	Device with an TeamDrive installation
	Divice with an TeamDrive installation (Your PC)

Folders

	Folder in an Space
	Create an new folder in an Space
	Deleate an folder in an Space
	TeamDrive recycle bin (Files are only finialy deleted when the recycle in is exhausted)
	Restore files out of the recycle bin

Files

	File
	Copy File (TeamDrive Explorer)
	Received File (Message window view)
	Sendet File (Message window view)
	Deleted File (Message window view)

Files

	The file is opened by an application. The file will not be synchronised until you close the file in the application
	Create a copy of an opened file

Statusbar

	Show / Hide Side Window
	Warning! Files are opened. This files will be not synchronised
	Open Message Window
	New Messages are in the message list
	Open Space Window
	Open Member Window

Toolbar

	Invite Member
	Create Space
	Synchronise manually
	Check for invitations
	Show / Hide Side Window

Tray

	TeamDrive is running
	The syncronisation is switched off
	The syncronisation is switched off, not all files are synchronised
	TeamDrive has no internet connection or is not able to reach spaces
	TeamDrive has not internet connection or is not able to reach spaces and not all data is synchronised.
	TeamDrive is synchronising data

Other

	Download updates
	Search for updates
	TeamDrive Installer for Mac

	Das rote Icon an einer Datei zeigt einen entstandenen Konflikt an. Der Konflikt kann im Versionsbaum aufgelöst werden
	Das graue Icon zeigt an das sich die Datei nicht auf dem lokalem Computer befindet. Die Datei kann über das Kontextmenü her- untergeladen werden.
	Die Datei befindet sich im Upload und es gibt noch keine Bestätigung vom Server über einen erfolgreichen Upload.

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