

TeamDrive 3

Manual

Last modified: October 29, 2014

*This manual was updated for the TeamDrive Desktop client
version 3.2.1.809*

Table of Contents

1	Introduction.....	4
2	Installation and Registration.....	4
2.1	System Requirements.....	4
2.2	TeamDrive Installer.....	5
2.3	TeamDrive Recommended Practices.....	5
3	First Steps	6
3.1	Registering, Entering a Provider Code and Logging In.....	6
3.2	Monitoring Folders (Creating Spaces).....	7
3.3	Inviting Users and Accepting Invitations.....	9
3.4	Inviting Yourself to Your Previously Created Spaces	12
3.5	Joining (or Recovering) a Space.....	13
3.5.1	How-to: Join/Recover a Space without having to re-download all of the data from the server (i.e. the data already exist locally on the machine)	13
3.5.2	How-to: Join a Space that already exists locally on your machine or in TeamDrive's database.....	14
3.6	Cancel Joining a Space (Archiving a Space while Joining).....	16
3.7	Relocating and Renaming a Space Folder	16
3.7.1	Relocating a Space Folder	16
3.7.2	Renaming a Space Folder.....	16
3.8	Re-inviting a User	17
4	The TeamDrive Explorer	18
4.1	The Spaces View	18
4.1.1	Black Circle Overlay (Black Dot).....	18
4.1.2	Managing Versions	19
4.1.3	Managing the Trash.....	20
4.1.4	Icon Descriptions.....	21
4.2	The Activity View.....	22
4.2.1	Event Messages These icons and their descriptions are displayed on the following page(s).....	23
4.2.2	Logging Out of TeamDrive	25
4.3	The Members View	25
4.3.1	Changing Member Rights	26
4.3.2	Removing a Space Member	26
4.4	Server Selection	27
4.5	Versions Comments	28

4.6	Publishing a File.....	30
4.7	Conflicts.....	31
4.7.1	Version Conflicts.....	31
4.7.2	Name Conflicts.....	32
5	Settings.....	32
5.1	General Settings.....	32
5.2	Registration.....	33
5.3	Space Settings.....	34
5.4	Backup.....	34
5.5	Server Access (Adding Additional Servers).....	35
5.6	Proxy Settings.....	36
5.7	Permissions (Professional license).....	36
5.8	Notifications.....	37
6	Data Backup.....	37
6.1	Regaining Access to Your Spaces.....	37
6.2	Space Access Keys.....	38
6.3	Server Access Keys.....	38
6.4	Backing up Space and Server Access Keys.....	38
6.5	Key Repository.....	39
6.6	Restoring and Activating a Space.....	40
6.6.1	Cancel Recovering a Space (Archiving a Space while Recovering).....	41
6.6.2	Archiving a Space.....	42
6.7	Importing a Server Access Key.....	43
6.8	Importing a Space.....	43
6.9	Deleting a Space.....	45
7	Document Protection and Encryption.....	46
7.1	Security.....	46
7.2	Encryption.....	47
7.3	Anti-Virus Software.....	47
7.4	Notice Regarding Secondary/Log Data.....	48
7.5	Notice to Companies Required to Store Confidential Data.....	48
8	Tips Regarding Data Protection and Administration.....	48
8.1	Notice Regarding Secondary Data/Log Data.....	49
8.2	Notice to Companies Required to Store Confidential Data.....	49
9	Icon Glossary.....	51

1 Introduction

TeamDrive enables the fast, easy and secure exchange of data between two or more computers. Once TeamDrive is installed you can create Space folders from scratch, or convert existing folders into Space folders, in as little as three mouse clicks. Your files and folders remain in your file system and can be opened and edited as usual. Meanwhile, TeamDrive automatically:

- Creates encrypted backups of the monitored Space folders on the Internet.
- Synchronizes all (shared) data with the other invited Space members.
- Saves older versions of edited files (file versioning).
- Encrypts files as they are transferred and saved.

As a TeamDrive member you have the choice of creating your own Spaces and deciding whether or not to invite others to join them. You also have the choice of joining Spaces that you are invited into. Additionally, you can synchronize data across multiple computer platforms (Windows, Mac OS X and Linux) and/or mobile devices (iOS and Android) on which you are using a TeamDrive client registered under the same username.

2 Installation and Registration

In order to install TeamDrive your computer will need to meet the minimum system requirements. You will need at least 250MB of free disk space, a valid email address and Internet access. In the end, the total amount of disk space used will depend on the size of your created and/or joined Spaces.

2.1 System Requirements

WINDOWS	MACINTOSH	LINUX
1 GHz Processor Windows XP/Vista/7/8	Intel Mac 10.6 (Snow Leopard) or newer	1 GHz x86 Processor KDE, GNOME
512 MB RAM 250 MB free disk space	1 GB RAM 250 MB free disk space	512 MB RAM 250 MB free disk space
Internet connection Details can be found on the TeamDrive Windows forum	Internet connection Details can be found on the TeamDrive Mac forum	Internet connection Details can be found on the TeamDrive Linux forum

You will also need a valid email address for registration and activation.

If you have any further questions, you can find answers on the TeamDrive website in the [FAQ](#) section or on the [TeamDrive Forum](#). If you are experiencing problems installing or using TeamDrive please contact our [Support Team](#).

To install or update TeamDrive please download and run the installation software.



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

**Note:**

If you are installing TeamDrive for the very first time, an Internet connection is required to register. If you are an existing TeamDrive member, an Internet connection is also required to activate the client.

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

2.2 TeamDrive Installer

After you have successfully downloaded TeamDrive, double-click the TeamDrive installation file to start the installation. Once the TeamDrive installer opens you will be able to install TeamDrive. For more help on installing TeamDrive, please refer to the [tutorial videos](#) on our website.

2.3 TeamDrive Recommended Practices

You should not use TeamDrive to synchronize databases. A database is usually stored in a file, which means that TeamDrive would have to transfer the entire file each time a data record was changed, which would lead to increased traffic and memory consumption on the server.

Avoid deeply nested directory structures. The operating system-specific restrictions on paths and file names also result in restrictions for TeamDrive users.

Microsoft Windows:

- Maximum length of the entire directory path: 247 characters
- Maximum length of file names: 259 characters

Linux:

- Maximum length of a path section: 255 Bytes
- Maximum length of a file name: 254 Bytes

OSX:

- Maximum length of a path section: 255 Bytes
- Maximum length of a file name: 255 Bytes

**CAUTION:**

If you share a Space with members with different operating systems, please observe the limits stated on file names in order to guarantee cross-platform compatibility.



NOTE:

The lengths specified in Bytes are based on the fact that Unicode is used in these file systems. Consequently, the maximum lengths depend on the characters used. As a rough guideline:

- A standard alphabet character (a-z, A-Z) = 1 Byte
- An extended alphabet character (German umlauts etc.) = 2 Bytes

Avoid storing all your data in just one Space. By granulating your Spaces more finely, it will be easier to control who has access to which data. This also reduces the need to re-sort files.

Do not move your Spaces to other drives or partitions; instead, use the "**Recover Space**" function. If you must store your Space on another hard drive or partition, choose "**Space**" > "**Recover Space**" in the TeamDrive Explorer and specify the new storage location.

Do not move your Space manually across partition or drive boundaries, as this could result in the loss of TeamDrive synchronization data because all meta information is re-created and it is then no longer possible to track which file was edited for the last time and when.

Avoid using special characters in file names and paths. It may be that these characters will not be supported on a different platform.

3 First Steps

3.1 Registering, Entering a Provider Code and Logging In

After starting TeamDrive you will see the options "**I am already a TeamDrive user**" and "**I am new to TeamDrive**". Below these two options is a field where you can enter a Provider Code. As an existing user you can enter your provider code if you know it. If you do not know your Provider Code it is enough to simply click "**Continue**" and log in. Your Provider Code will automatically be recognized via your login credentials.

If you are a new user registering for the first time or registering with a new username it may be essential, depending on your case, that you enter a Provider Code.

The Provider Code determines your provider of TeamDrive Services. This includes the Registration Service (where your username, password and email address are stored) and your default TeamDrive Cloud Storage.

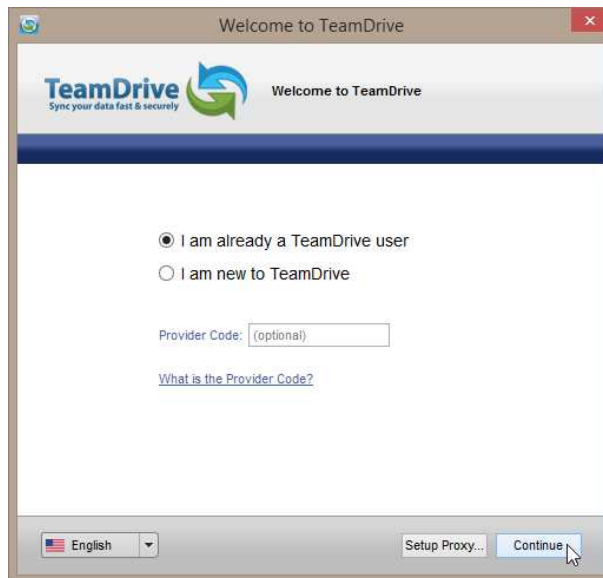
You must specify a Provider Code in two cases:

- You are using TeamDrive for the first time and you wish to select a particular Service Provider. In this case, you can obtain the Provider Code from your Service Provider's Website.
- You would like to use TeamDrive Services provided by a Corporate IT Department. In this case, ask your System Administrator for the Provider Code.

If you register without specifying a Provider Code, TeamDrive Services will be provided by TeamDrive Systems with storage in the European Cloud (enter TDUS for the North American Cloud).

After registering your username please be sure to activate your account via the activation link sent to your registered email address. After clicking the activation link confirm in TeamDrive that you have clicked the activation link

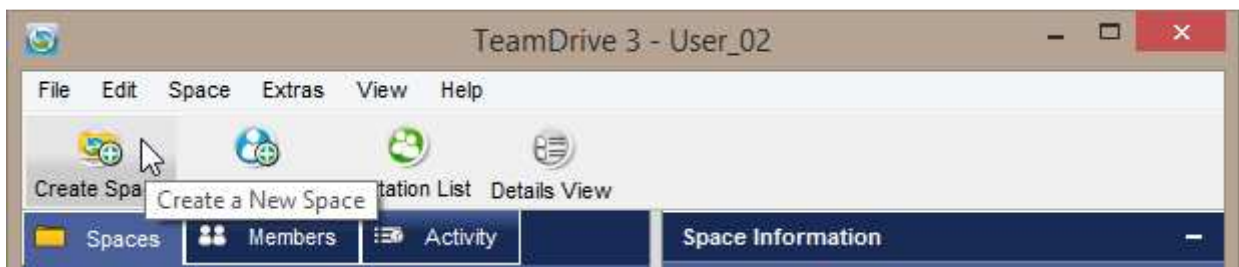
and login on the following screen.



Registering, entering a provider code and logging in

3.2 Monitoring Folders (Creating Spaces)

After installing TeamDrive, creating a user account and logging in, the TeamDrive Explorer will start in the “**Spaces**” view. In order to share files and/or work together with someone in a Space, you will first need to create or join a Space. To create a Space, click “**Create Space**” on the toolbar (you can also navigate through the file menu by selecting “**File**” > “**Create Space...**”).



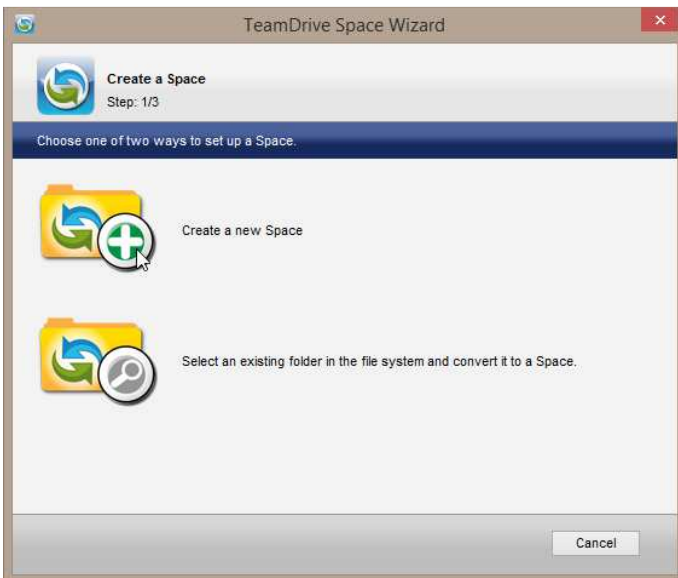
Click “Create Space” to open the Space Wizard and create a Space

On the first page of the SpaceWizard, you will need to decide whether you wish to create a new Space or convert an existing folder on your computer into a Space. If you create a new Space a new folder will be created within the Spaces directory on your computer.

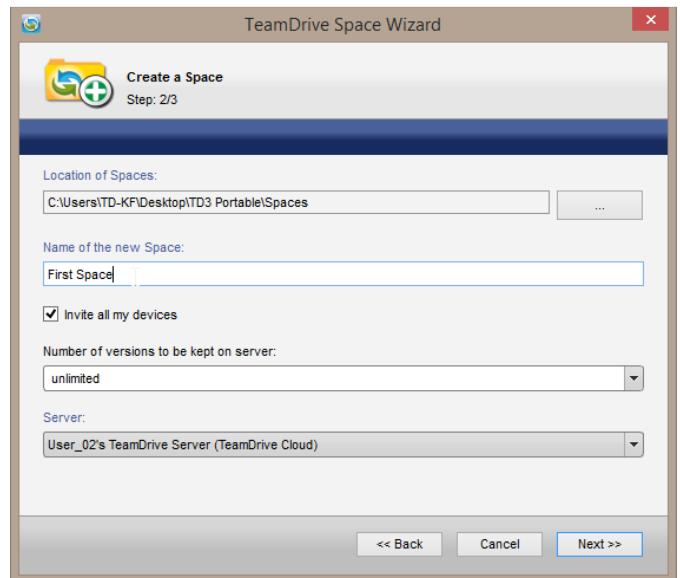


Note: A Professional license allows you to create or store a Space on a network drive with a UNC path, e.g. '\\dss\...\server\share\...'.

If you would like to convert an existing folder into a Space simply select it from your file system or network drive.

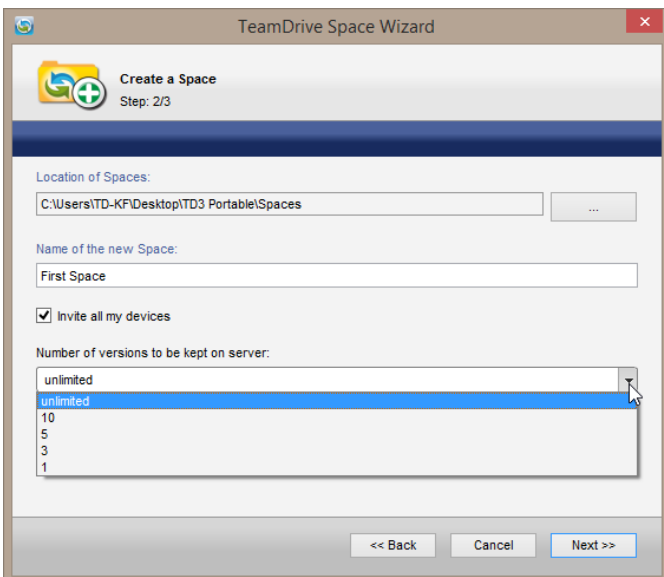


Space Wizard Step 1: Create a new Space or select an existing folder to convert into a Space

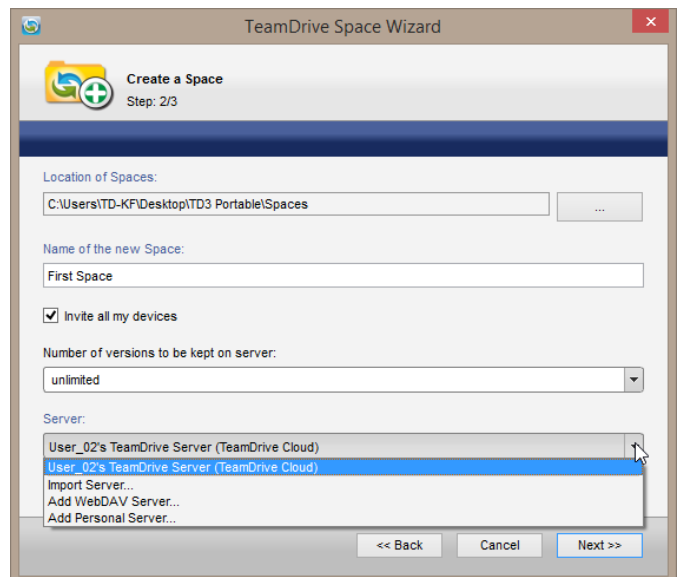


Space Wizard Step 2: Enter a Space name

With a TeamDrive Professional license you also have the ability to select how many versions are stored on the server. There are proposed values of 1, 3, 5, 10 and unlimited. You also have the ability to enter a custom number of versions to be stored on the server. To do so, highlight **“unlimited”** and either erase the proposed value or just start to enter a value. The value you enter will be saved in the settings file of the client and remain as a selectable option for future Spaces you create.



Space Wizard Step 3: Select number of versions to be stored on the server

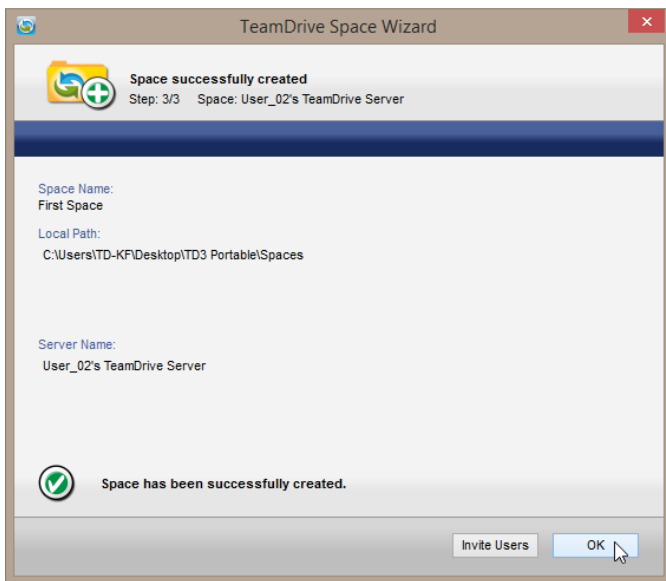


Space Wizard Step 4: Select the server to host the Space on

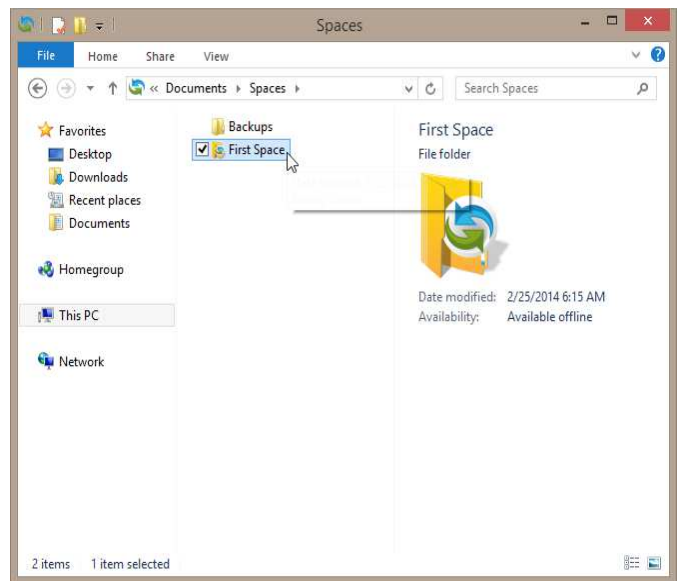
You also have the ability to select where the Space shall be hosted. **“Server”** allows you to select whether to use your default TeamDrive storage depot, a WebDAV server or a TeamDrive Personal Server. If you have not yet added a WebDAV or TeamDrive Personal Server, you may do so here.

After entering a name for your Space, click **“Next”** to create the Space. A summary detailing the Space name, location and server name will be displayed. At this screen it is also possible to invite users to your newly created Space.

The new Space will now be displayed in the TeamDrive Explorer. To locate the Space in your file system, right-click on the Space and select **"Show in File System"**.



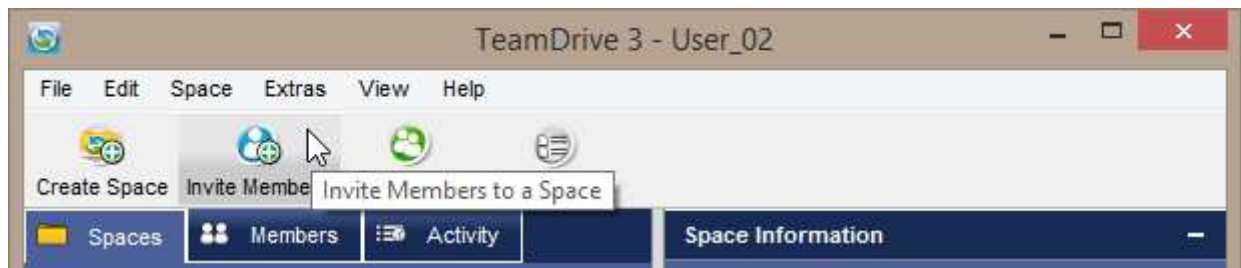
Space successfully created



Space displayed in file system (Windows)

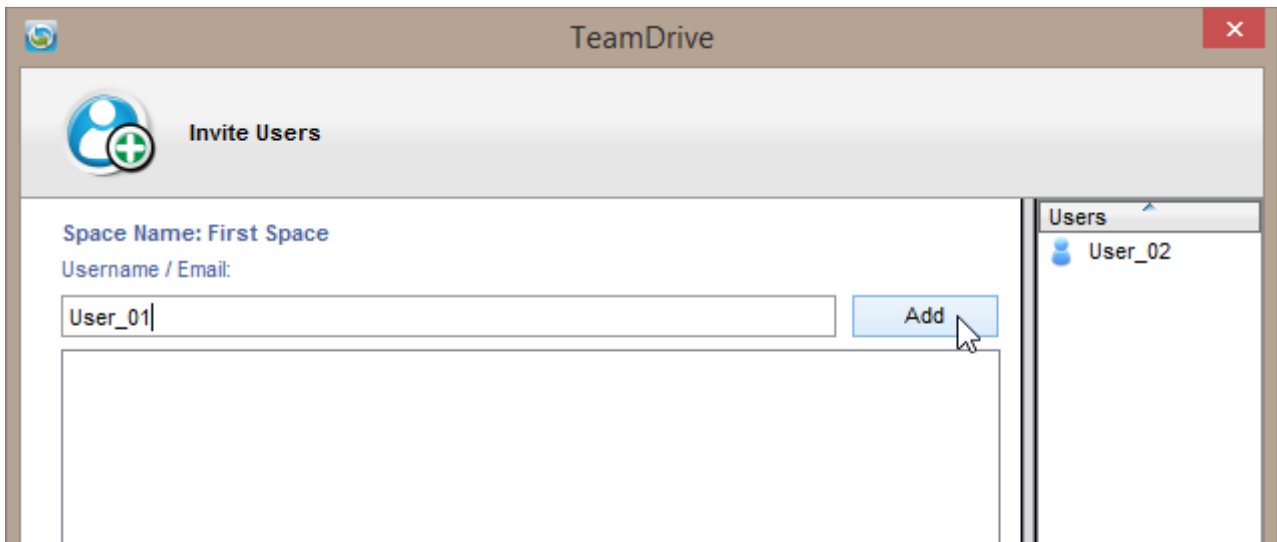
3.3 Inviting Users and Accepting Invitations

To invite other users into a Space select the desired Space in the TeamDrive Explorer and click **"Invite Members"** on the toolbar. Alternatively, right-click on the Space and select **"Invite Members..."**.



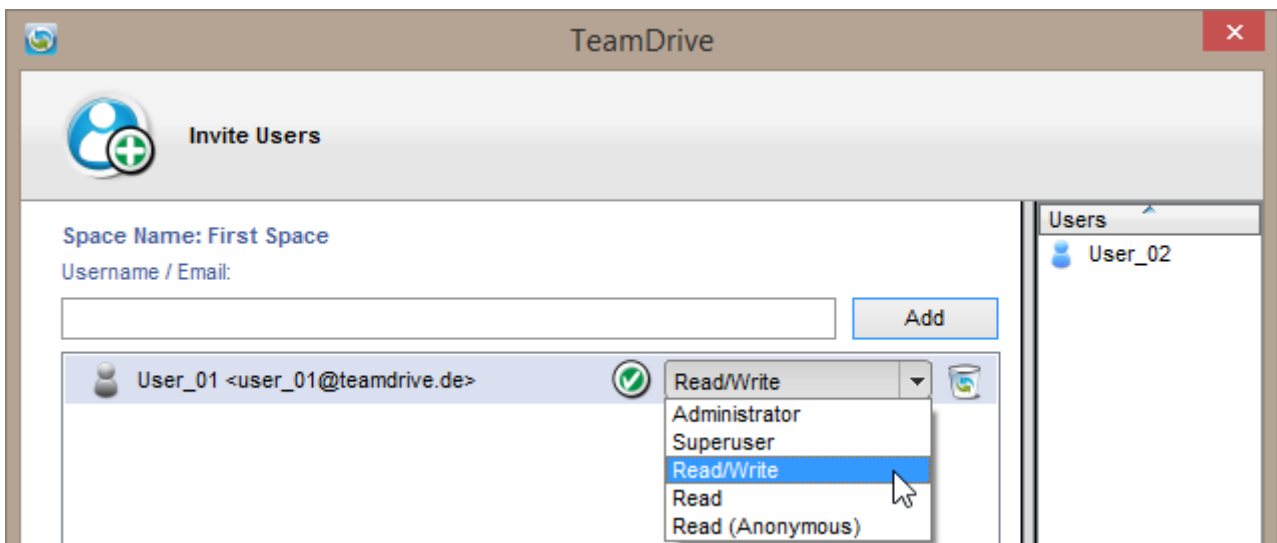
Invite a user

Using the Invitation Wizard you can invite users via their username OR their email address (you DO NOT need to enter both the username and email address on the same line). Enter the user's username or email address into the input field and click **"Add"**. The Space you are inviting users to will also be displayed in the top-left corner of the Invitation Wizard. If you have changed the name of the Space locally you will have the option to choose which Space name the invitee receives. They will not know your local name you have chosen for the Space unless you invite them to the Space using the local name.



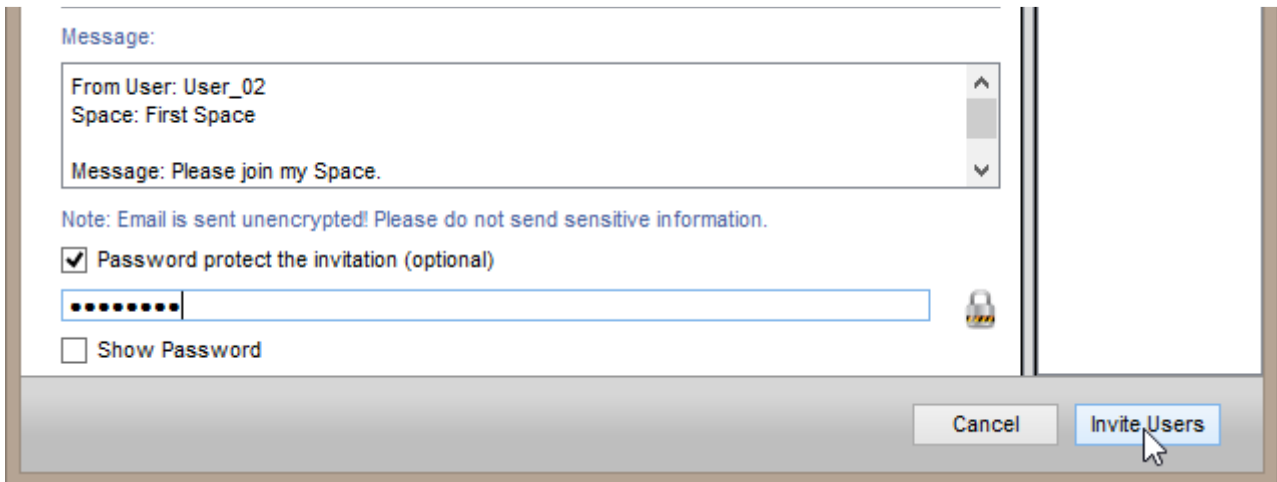
Add a user to invitation list

You can then set the user's privileges within the Space, enter an invitation message (or use the generic one created by TeamDrive) and optionally password protect the invitation. Password protecting invitations is useful in cases where you are unsure of a user's username, you are inviting a user via their email address or you simply want to add more security to your Space invitation. Users will not be able to join the Space without first entering the required password. You may invite multiple users at once.



Set user rights

To complete the invitation process click "**Invite Users**".



Complete invitation process and invite the user

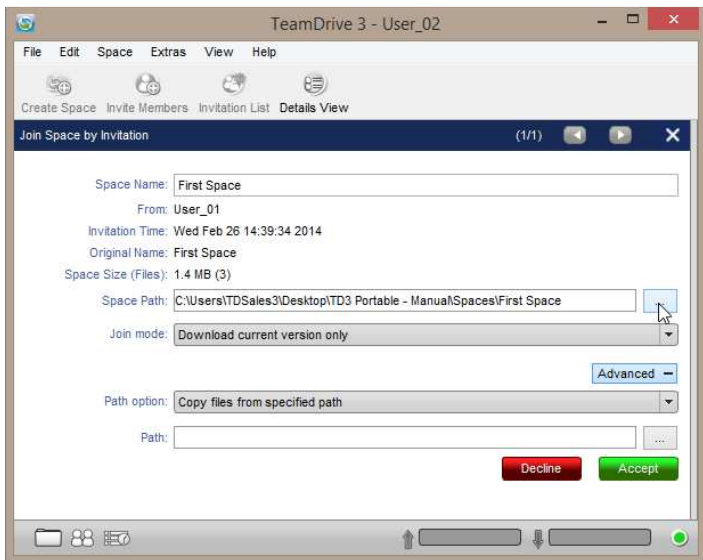


Note:

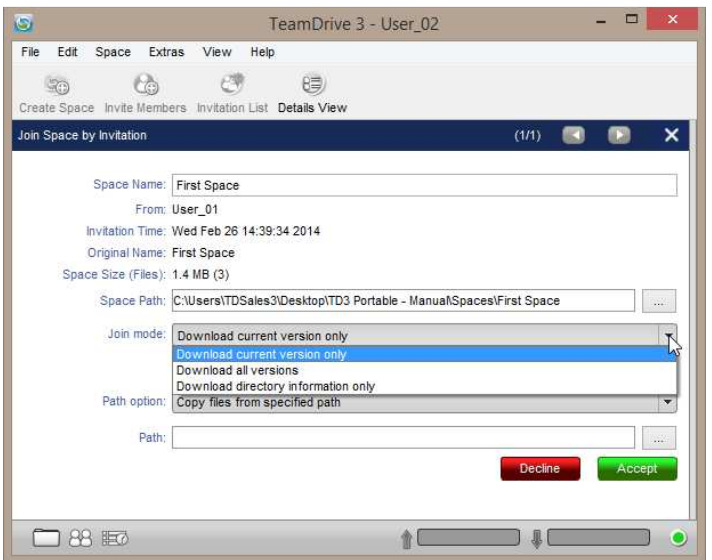
Non-TeamDrive members are invited to join Spaces, and TeamDrive, via emails that could potentially be intercepted by malicious third parties. Members sending invites are therefore advised to confirm the email addresses of non-TeamDrive members before sending invitations. In addition, the **“password protect the invitation”** feature is a viable option for encrypting invitations. Using a password will also help to prevent unintentional invitees, possibly due to misspelled usernames or email addresses, from joining a Space.

The invited user will receive a Space invitation notification via email and a Space invitation within the TeamDrive client. Space invitations can only be accepted or declined via the client. Within the Space invitation notification email are links to download TeamDrive installation software; for use in case TeamDrive is not already installed on the recipient’s machine.

When a Space invitation is received, the **“Invitation List”** icon on the toolbar will display a red asterisk. Before accepting the invitation you have the opportunity to rename the Space folder, select a new path where the Space shall be saved and select whether you would like to download all file versions or only the current versions of files. The available options depend on the license type (Free, Personal or Professional). You will have the option to: **“download current version only”**, **“download all versions”** or **“download directory information only”** (Professional license only).

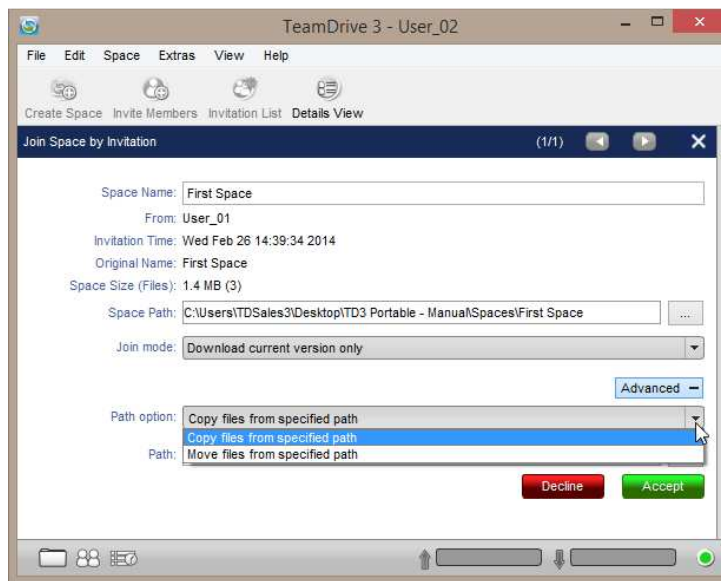


Accept an Invitation: Selecting the Space path



Accept an Invitation: Select Space join mode

Lastly, before finally accepting the invitations and joining the Space, if the files contained in the Space you are about to join already exist on a local or external drive TeamDrive can copy or move the files from that location to the new location where the Space will be joined. More information on this method of joining a Space can be found in section "[Joining \(or Recovering\) a Space](#)".



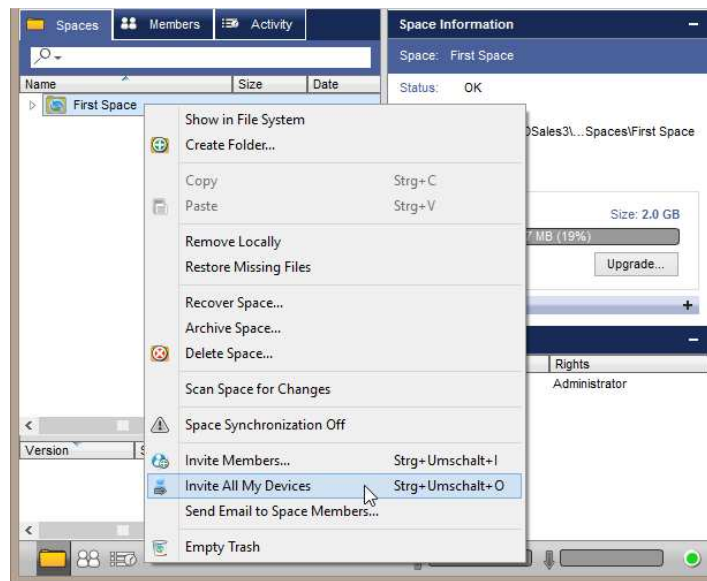
Accept an Invitation: Copy or move Space data from an alternate location

Once the Space invitation has been accepted, the files will begin to sync.

3.4 Inviting Yourself to Your Previously Created Spaces

If you have just installed a TeamDrive client on a new machine and are wondering why you are unable to see Spaces you have already created/joined, it is important that you invite yourself to your previously created/joined Space(s). Via your existing TeamDrive client installation, right-click on the Space you wish to invite yourself to (or

highlight all of your Spaces and right-click on them) and select **“Invite All My Devices”**. An invitation will then be sent to all of your currently activated TeamDrive clients.



“Invite All My Devices”

Alternatively, you can use the backup files from a previous TeamDrive installation to import and restore access to your Spaces, and their server settings, on a new TeamDrive client installation. More information on restoring Spaces can be found in the section [“Restoring and Activating a Space”](#).

Backup files can also be imported from the **Key Repository** if you have this function turned on. By default, this feature is turned on. More information on the **Key Repository** can be found in the section [“Key Repository”](#).

You can also invite yourself to your Spaces using the TeamDrive app for mobile devices.

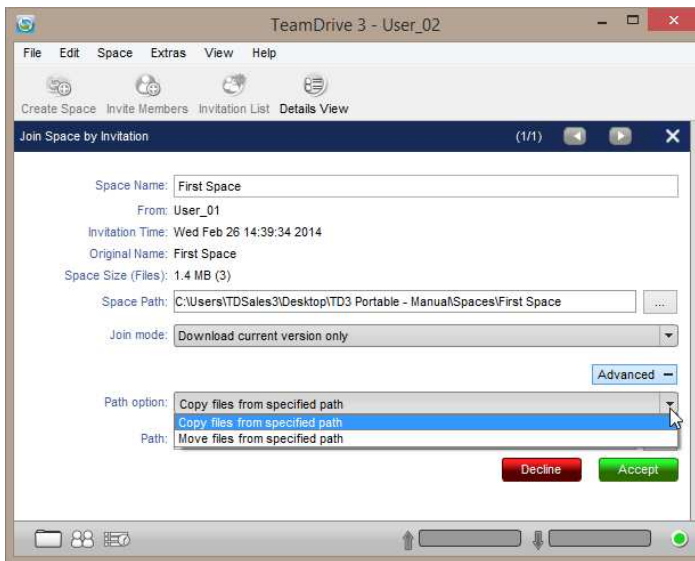
3.5 Joining (or Recovering) a Space

3.5.1 How-to: Join/Recover a Space without having to re-download all of the data from the server (i.e. the data already exist locally on the machine)

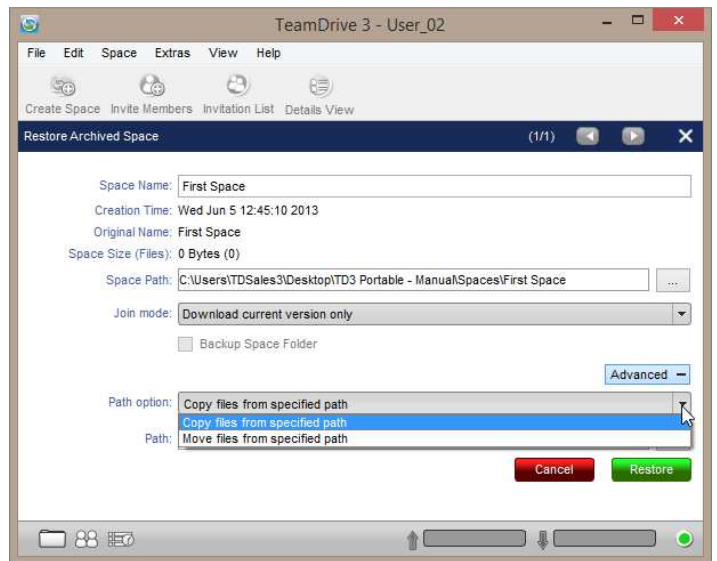
In many cases, when joining or recovering a Space, the data already exist locally on your hard drive, on a flash drive, external hard drive, etc. This can also be the case when one master account has created Spaces, uploaded data and would like to share this data with their friends, colleagues or coworkers without them having to download all of the files from the server. In an office of 20-30 people, everyone downloading the same amount of data at once may put some strain on the network, especially if the files are big. To ease this process TeamDrive allows users, when joining or recovering a Space, to alert TeamDrive to the fact that the data already locally exist. You can then have TeamDrive copy or move the data from this location to the new location where the Space will be stored.

First, users need to be, of course, invited into the Space (if the Space is being recovered from a backup file, the backup file(s) need(s) to be imported). When joining or recovering a Space, the data can be downloaded completely from the server, restored from the existing Space folder on your machine (if the Space is being recovered) or copied or moved from any other existing folder on your local machine or an external hard drive. To view and select one of these options click the **“Advanced”** button in the **“Space Invitation”/“Recovery”** window. You will then see a drop down menu with the options, **“copy files from backup”** (if you are recovering the Space), **“copy**

files from specified path”, and “move files from specified path”. Select the desired option, and file path if necessary, and click “Accept”/“Recover”.



Join Space via invitation



Join Space via restore/recover

TeamDrive will then compare the local versions of the data with the latest versions on the data on the server. If the versions match, the local data will be copied or moved to the Space. If the versions do not match, the versions from the server will be downloaded.

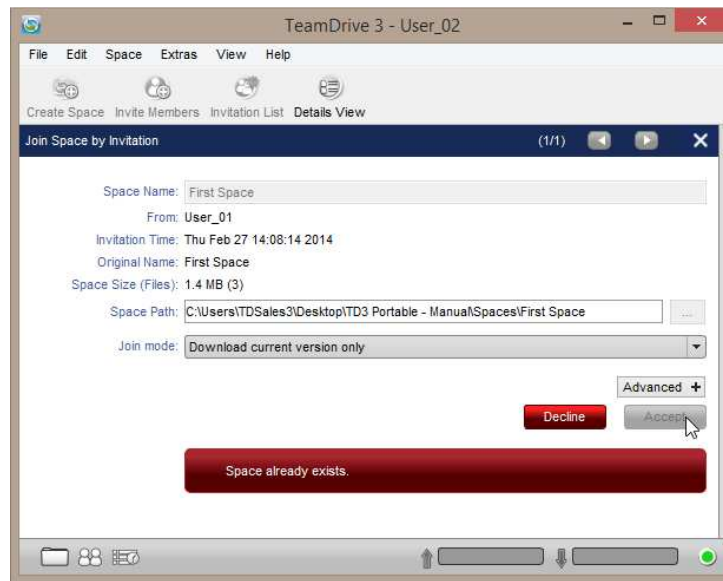
3.5.2 How-to: Join a Space that already exists locally on your machine or in TeamDrive’s database.

There exist different scenarios where you may attempt to join a Space and TeamDrive tells you “**Space already exists**”, “**The Space folder already exists**” or “**Space folder already exists**”.

“**Space already exists**” lets you know that this particular Space ID already exists in the database. This can be the case for different reasons, e.g. multiple users share a single TeamDrive installation and are trying to join the same Space with their respective accounts, a single user with multiple TeamDrive accounts is trying to join the same Space with multiple accounts, a user with only one account deleted the Space in the file system, and not via TeamDrive, and is trying to join the Space, etc. To get passed this error message and be able to successfully join the Space, the Space needs to be deleted in the TeamDrive database.

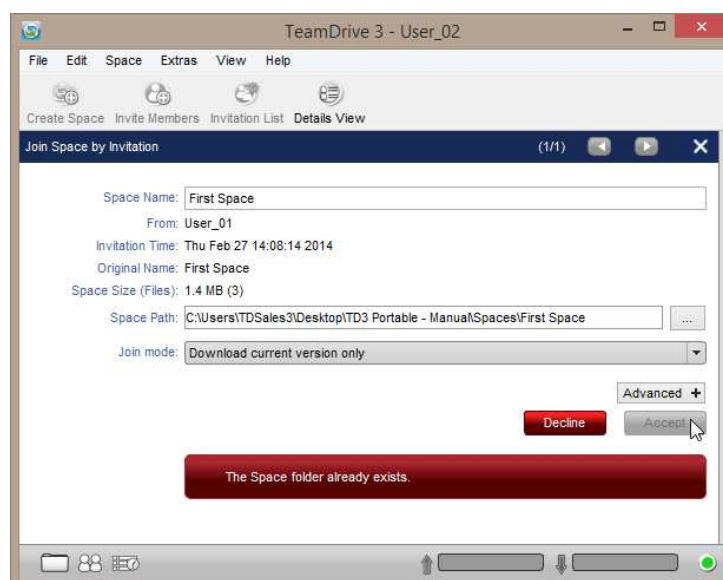
An easy way is to uninstall and re-install TeamDrive. This will then, of course, clear all Spaces from the database and all Spaces Extras will have to be rejoined. This is, yes, an easy way but not the most desirable. Instead, the user who joined the Space on that respective machine needs to log in and delete the Space via TeamDrive. The Space will then be removed from the database and other users will be able to join the Space on that machine. If the Space no longer appears in TeamDrive when the necessary user logs in, this user needs to first restore the Space and then delete it. It is not necessary to rejoin the Space completely. You can start the recovery/join process and then select “Cancel Joining a Space (Archiving a Space while Joining)”.

It is also possible to use a portable installation of TeamDrive to allow multiple users to join the same Space on the same machine. It is possible to achieve this with a portable installation because the TeamDrive database for a portable installation is stored in a different location as the database of the standard TeamDrive installation.



"Space already exists"

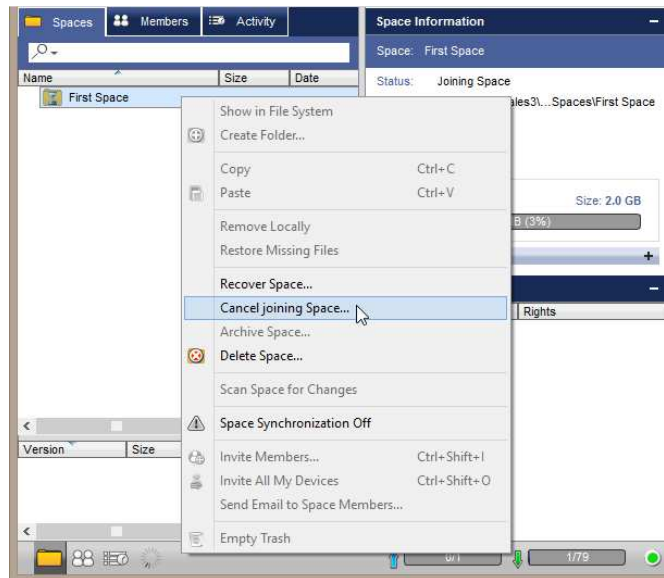
"The Space folder already exists" and **"Space folder already exists"** let you know that there is a folder or Space, in the directory where you are attempting to save the Space, with the same name. This can occur if you delete a Space via TeamDrive and elect not to delete the Space folder locally, if you are migrating data from one computer to another by copying the Spaces folder from computer 1 to computer 2 etc. (section "[How-to: Join/Recover a Space without having to re-download all of the data from the server \(i.e. the data already exist locally on the machine\)](#)"). You can either rename the existing folder in that directory, save the Space you are joining to a different directory or rename the Space you are joining.



"Space folder already exists"

3.6 Cancel Joining a Space (Archiving a Space while Joining)

While joining a Space it is possible to cancel the join process. This will actually archive the Space and allow you to recover the Space at your earliest convenience. To cancel joining a Space, right-click on the Space during the join process and select **“Cancel joining Space...”**. This option, however, will not become available until the events of that Space have begun to be downloaded. Once TeamDrive has begun downloading the folder’s events from the log, it is possible to cancel joining the Space.



“Cancel joining Space...”

3.7 Relocating and Renaming a Space Folder

3.7.1 Relocating a Space Folder

Relocating a Space folder is a simple and straightforward process. To move a Space folder, first you need to shut down the TeamDrive client. After the client has been shut down, move the Space folder to the newly desired location in the file system and start TeamDrive after that.

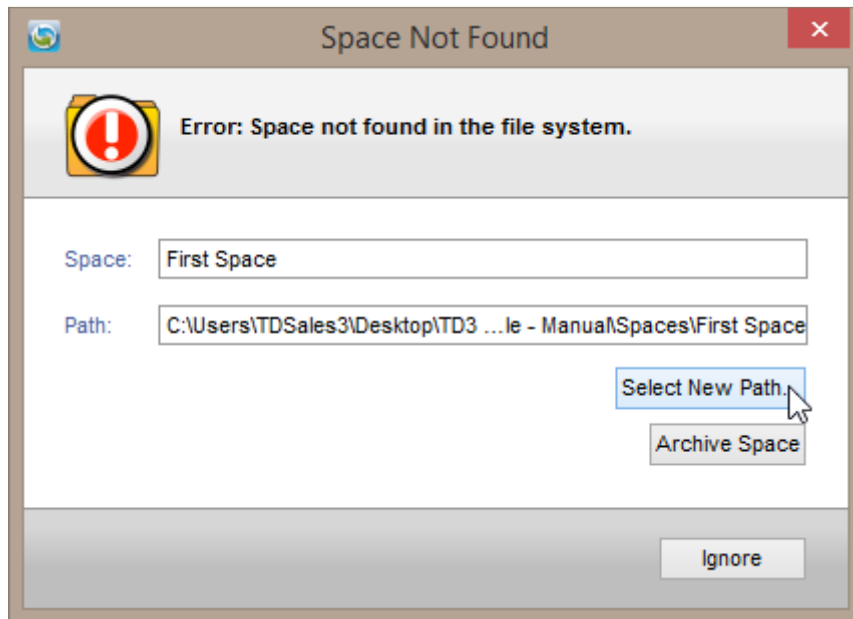
Upon starting, TeamDrive will recognize that the location of a Space folder has changed and will ask you for the new location of the Space folder. Browse to the new location of the Space folder, select it and that’s it!

Your Space folder has now been relocated.

3.7.2 Renaming a Space Folder

To rename Space, first you need to shut down the TeamDrive client. After the client has been shut down, rename the Space folder, in the file system, and start TeamDrive.

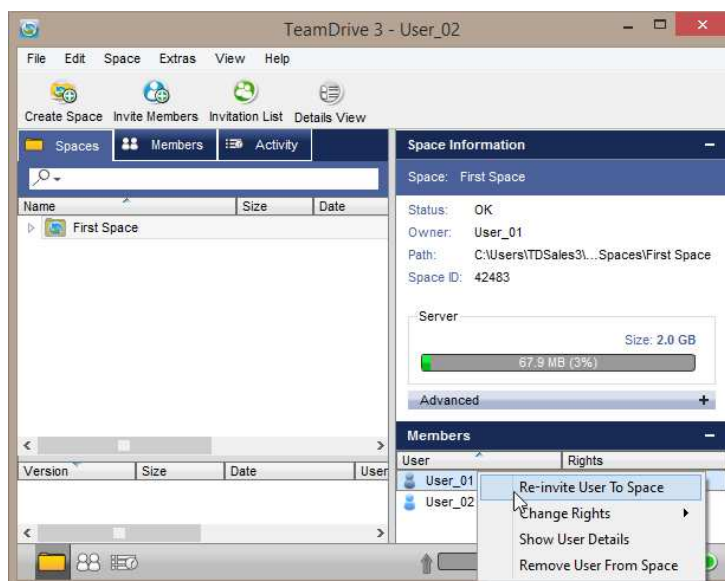
Upon starting, TeamDrive will recognize that the location of a Space folder has changed and will ask you for the new location of the Space folder. Browse to the newly named Space folder, select it and that’s it! Your Space folder has now been renamed.



Relocating/Renaming a Space folder

3.8 Re-inviting a User

In some cases you may often need to invite the same user to a Space over and over again. The reasons for this can of course vary: the user left the Space by accident, the user has a new TeamDrive installation, etc.. Instead of going through the entire invite process using the Invitation Wizard you can simply right-click on the desired user and select **“Re-invite User To Space”**. If you click on the **“Spaces”** tab the users will be displayed on the right side of the screen in the **“Members”** window. If you are on the **“Members”** tab you will see a list of all members in your address book. When the invitation has been sent you will receive an ‘invitation sent’ notification as usual and the user will receive an invitation to the Space.



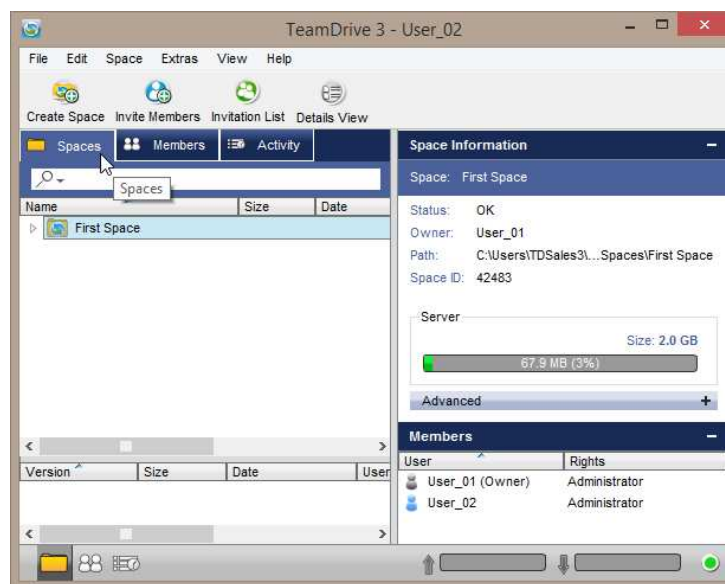
Re-inviting a user to a Space

4 The TeamDrive Explorer

4.1 The Spaces View

The “**Spaces**” view is the default view of the TeamDrive Explorer. Virtually all of the TeamDrive functions can be called up from here (i.e., creating Spaces, inviting members, etc.). First, select a Space of your choice, then either select “**Space**” on the menu bar or right-click on the Space name, or icon, to execute actions for the selected Space.

The context menus provide commands to manage your Spaces. Some of the settings in the context menus can only be used with an active Internet connection. If you are not connected to the Internet, you will receive error notifications. The commands from the context menus can also be found in the TeamDrive Explorer menus. Once you click on a Space, more information about the Space is shown in the windows on the right.



Spaces View

4.1.1 Black Circle Overlay (Black Dot)

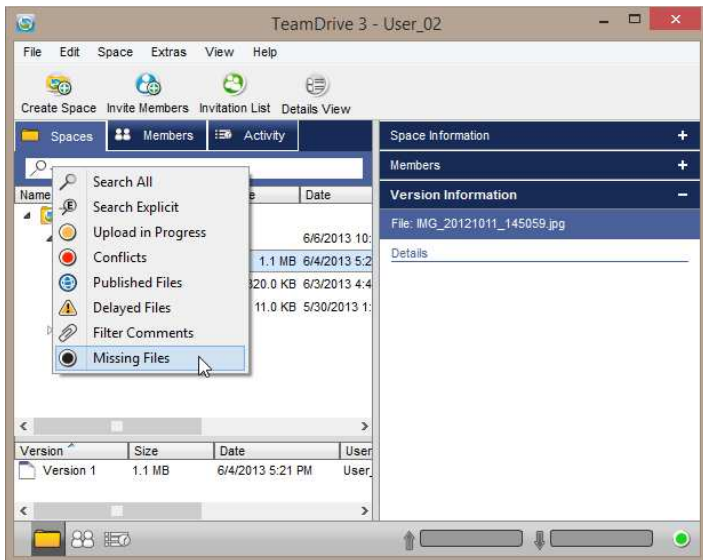


The transfer of data on a server includes the exchange of metadata and the actual data. The metadata (the contents and context of data files, i.e.: filenames, modification date, etc.) is usually the first data that is sent to and received from a server. So, before your TeamDrive client actually downloads the actual data, the metadata is already on your computer.

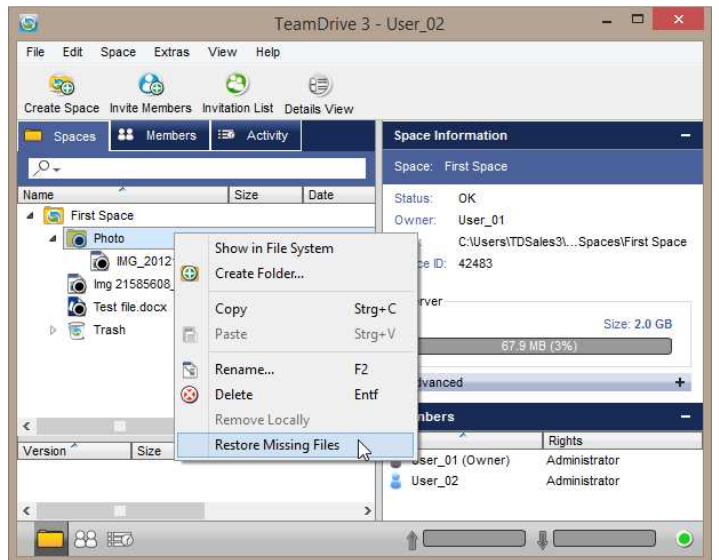
With the metadata you have the details of the file, however, the file is not actually in your file system yet. Here is where the black circle overlay (black dot) comes into play. The black circle overlay symbolizes that the metadata of that particular file has been received, BUT the data has not yet been downloaded to your file system. The download will usually take place after a short moment or is already in progress. If TeamDrive has not downloaded the data after an extended period of time (or if you do not have time to wait for TeamDrive to retrieve the data) right-click on the file, or the Space folder, and select “**Restore Missing Files**”. The file, or all files (if you clicked on the Space folder) with the black circle overlay will then be retrieved from the server and fully synced with your client.

You may not always know when files have not been retrieved from the server. TeamDrive does not alert you to this situation. Files with the black circle overlay are usually noticed while going through Space folders. There is a simple way to locate all files that have a black circle overlay.

In the 'search' bar (while on the "Spaces" tab), change the filter (the arrow pointing down under the magnifying glass) setting to "Missing Files". All missing files in all Spaces (if any) will then show up where your Space folders previously were.



Black Circle Overlay: Show only missing files



Black Circle Overlay: Restore missing files

4.1.2 Managing Versions

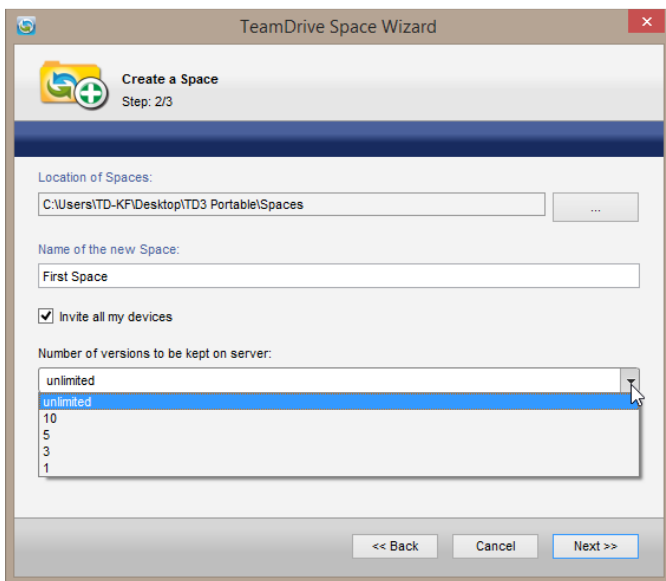
TeamDrive uses a file versioning system, which creates new versions of a file instead of overwriting the original file. By default, all file versions are stored on the server. File versioning is managed on a per Space basis. This means that the number of version to be kept for a file depends on the version settings of the Space the file is in. During the creation of a Space you have the ability to select how many versions of files contained in the Space will be stored on the server. Again, by default, all versions are kept on the server.

Individual versions can be manually deleted by right-clicking on a version in the version tree and selecting "Delete". It is only possible to delete a file version when it is not set as the current version.

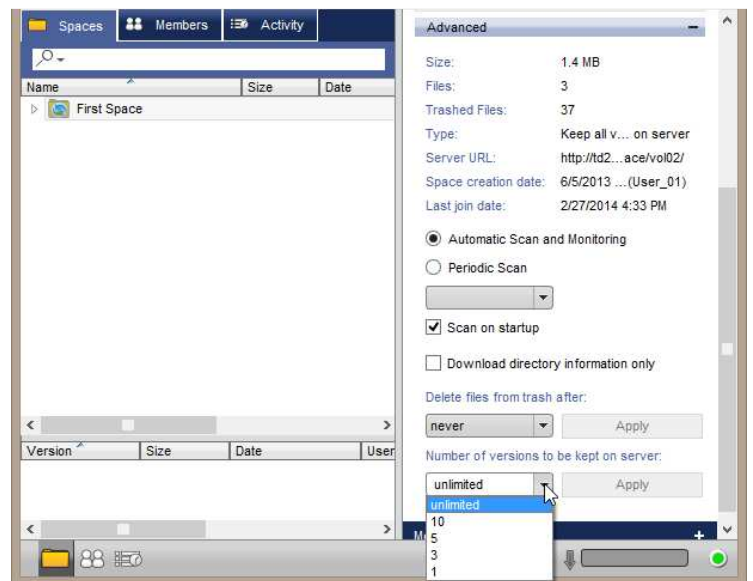


Managing Versions: Deleting a single version

With a Professional license it is possible to change the version settings of a Space even after a Space has been created. This can be done by clicking on the Space and clicking on **“Advanced”** on the right in the window **“Space Information”**. Scroll down to **“Number of versions to be kept on server”** and alter the number of versions to be stored on the server.



Managing Versions: Select versions during Space creation

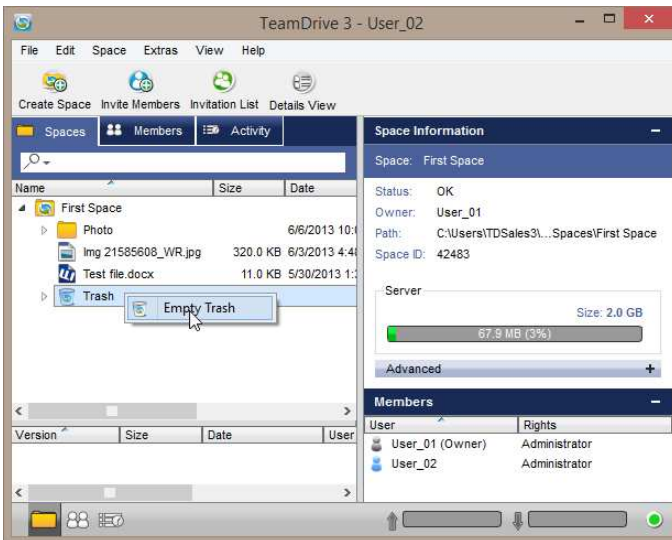


Managing Versions: Change number of versions for a Space

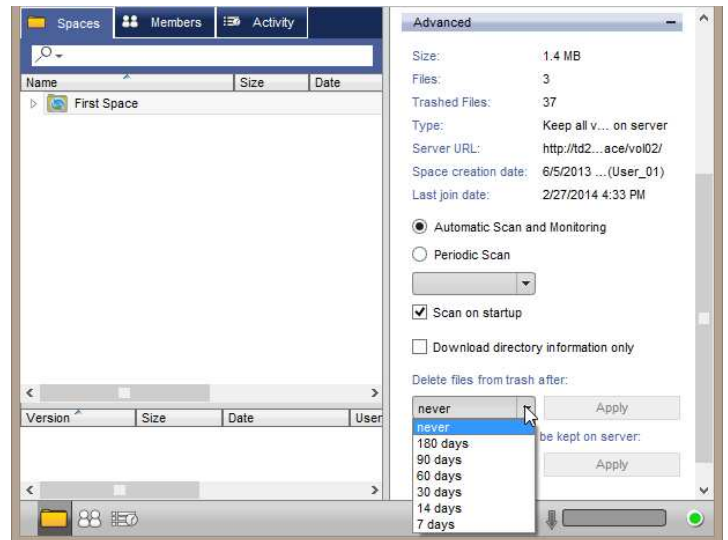
4.1.3 Managing the Trash

Each TeamDrive Space has its own respective trash can. All files in the trash remain on the server until the trash is emptied. The number of files currently in the trash can be seen in the window **“Space Information”** under the section **“Advanced”**. You do not see, however, how much Space on the server the files in the trash occupy. The value displayed next to **“Size”** represents the total size of file versions, residing in that Space, currently stored on your machine. To empty the trash, right-click on the trash of a Space and select **“Empty Trash”**. All files in the trash can will then be permanently deleted from the server. It is only possible to empty the trash can if you have administrator rights in a Space.

With a Professional license it is also possible to have the trash emptied automatically after a set amount of time. The options range from **“never”**, **“180 days”**, **“90 days”**, **“60 days”**, **“30 days”**, **“14 days”** and **“7 days”**. These settings can be found in the window **“Space Information”** under the section **“Advanced”** > **“Delete files from trash after”**.



Managing the Trash: Emptying a Space's trash



Managing the Trash: Setting trash to automatically empty itself

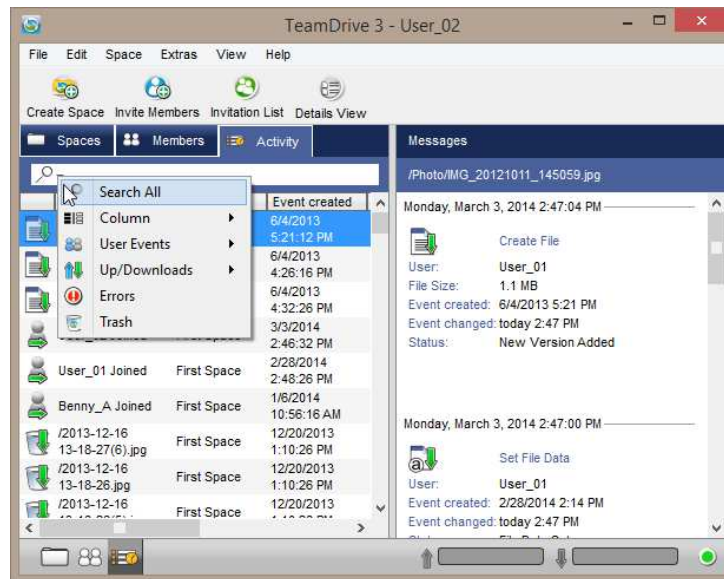
4.1.4 Icon Descriptions

	<p>The user in the Space The icon representing you.</p>
	<p>Space Member Normal Space member.</p>
	<p>Invited Member A member who has been invited to the Space but has not yet joined.</p>
	<p>Unknown User A user who does not have a TeamDrive account yet. This icon could be seen if a member has been invited via email.</p>

By right-clicking on a member, you can view user-related options such as changing user rights (If you have the rights to do so).

4.2 The Activity View

The “**Activity**” view has two windows: the messages window and the upload/download list window. Both windows have status indicator icons. After making a selection, the corresponding status is shown in the “**Messages**” window under “**Status**”. The two windows display the status of data transfers (sending/ receiving). The messages window displays live upload/download progress while the list window simply displays the file’s upload/download status. This allows you to easily monitor the transfer of data.



Activity View

4.2.1 Event Messages

These icons and their descriptions are displayed on the following page(s).

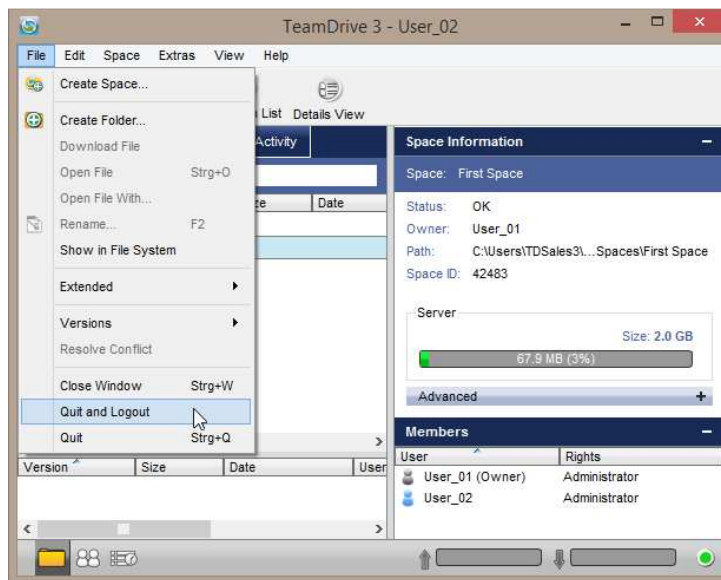
	File download.		File upload.
	File download incomplete and in progress.		File upload incomplete and in progress.
	File download incomplete.		File upload incomplete.
	Download incomplete.		Upload incomplete.
	Download in progress.		Upload in progress.
	Show all downloads.		Show all uploads.
	"Remove User" incomplete.		Progress.
	Non-registered user invited via email.		File upload failed.
	User join incomplete.		File download failed.
	User "leave Space" incomplete.		User invite failed.
	Self invite incomplete.		New folder creation event processed.
	(Trash Event) download.		New folder creation event received but not yet processed.
	(Trash Event) upload.		New folder creation event sent and confirmed.
	(Trash Event) download incomplete.		New folder creation event sent but not yet confirmed.
	(Trash Event) upload incomplete.		Folder move event received and processed.
	(Trash Event) request received but not yet processed (in progress).		Folder move event received but not net processed.
	(Trash Event) request sent but not yet confirmed (in progress).		Folder move event sent and confirmed.
	(Trash Event) download permanently deleted.		Folder move event sent but not yet confirmed.
	(Trash Event) upload permanently deleted.		Document move event received and processed.
	(Trash Event) upload incomplete/permanently deleted.		Document move event received but not yet processed.



	Document move event sent and confirmed.		Restore from trash event sent and confirmed.
	Document move event sent but not yet confirmed.		Restore from trash event sent but not yet confirmed.
	Folder rename event received and processed.		
	Folder rename event received but not yet processed.		
	Folder rename event sent and confirmed.		
	Folder rename event sent but not yet confirmed.		
	File rename event received and processed.		
	File rename event received but not yet processed.		
	File rename event sent and confirmed.		
	File rename event sent but not yet confirmed.		
	File version merge event received and processed.		
	File version merge event received but not yet processed.		
	File version merge event sent and confirmed.		
	File version merge sent but not yet confirmed.		
	File attribute, or access rights, change event received and processed.		
	File attribute, or access rights, change event received but not yet processed.		
	File attribute, or access rights, change event sent and confirmed.		
	File attribute, or access rights, change event sent but not yet confirmed.		
	Restore from trash event received and processed.		
	Restore from trash event received but not yet processed.		

4.2.2 Logging Out of TeamDrive

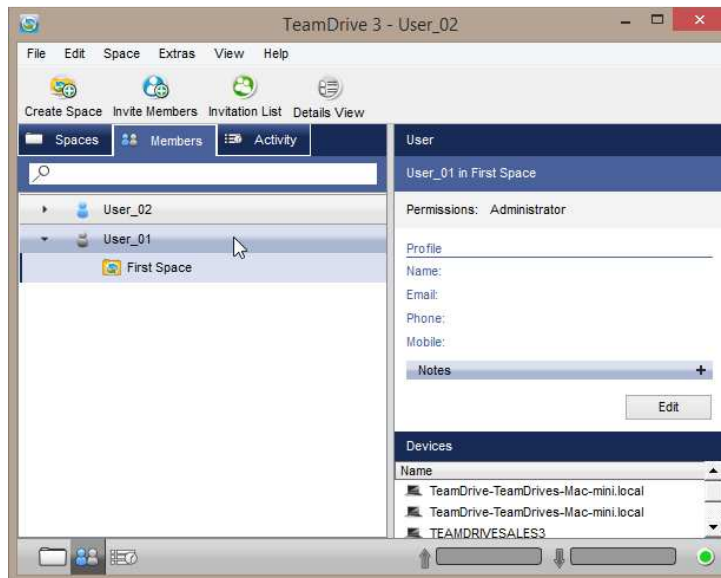
At any given time you have the possibility to log out of TeamDrive on your local machine. To log out of TeamDrive select **"File" > "Quit and Logout"**. The current user account will then be logged out on that machine. Logging out of TeamDrive gives another user the possibility to login with their TeamDrive account on the same machine. You also have the possibility to register a new TeamDrive account. After you have logged out of TeamDrive, start the application again. When TeamDrive starts you will see the same login screen you normally see when you first install TeamDrive and start it for the first time. At this screen you can register, login with a new user or login with your usual account.



Logging Out of TeamDrive

4.3 The Members View

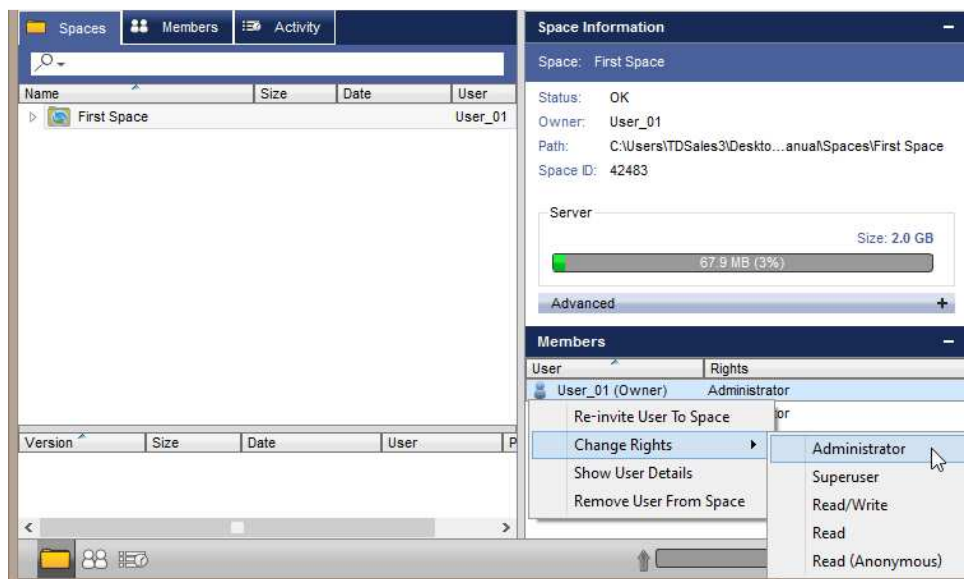
In the **"Members"** view you will see an overview of which users are members of which Spaces. Also, users who are no longer members of Spaces you are a member of are also displayed here. To remove a user from this list, right-click on the user and select **"Delete User from Addressbook"** (a member can be deleted from your address book if and ONLY if the user is no longer a member of any of the Spaces you are a member of).



Members View

4.3.1 Changing Member Rights

The “**Spaces**” view has three windows. After selecting a Space, all members in the Space are displayed in the “**Members**” window. Right-click on a member whose rights are to be changed. Select “**Change Rights**” from the context menu and apply the desired user rights. The change is then synchronized with all clients connected to the Space. Members can be modified only by users with administrator rights.

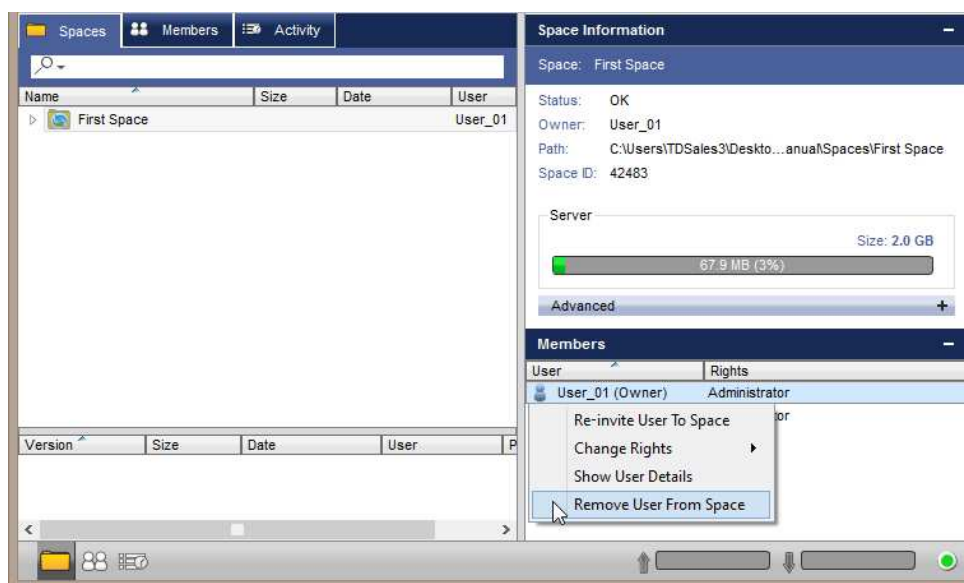


Changing Member Rights

4.3.2 Removing a Space Member

The “**Spaces**” view has 3 windows. After selecting a Space, all members in the Space are displayed in the “**Members**” window. Right-click on the member you wish to remove from a Space. Select “**Remove User**” from the context menu to remove the member from the Space. Once a member is removed from a Space re-entry into the particular Space (without receiving a new invitation to the Space) is not possible, even if the deleted member at-

tempts to restore the Space using their backup file. Members can only be removed by users with administrator rights.



Removing a Space Member

4.4 Server Selection

There are two different protocols that can be chosen when establishing a connection to a server.



If you wish to use TeamDrive to manage larger amounts of data and/or a large number of users and 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 option of using proxy-servers.
- Easy accessibility can be ensured via monitored servers.

This protocol is pre-set after installation



A WebDAV server provides all users with a standardized working 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 needs to be set only once.



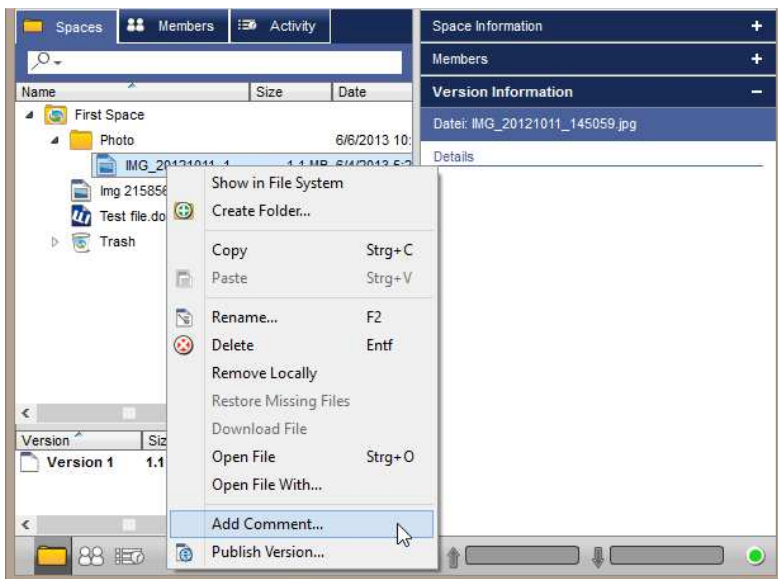
Note:

The login information for WebDAV servers will not be transferred in encrypted form when an HTTP transfer takes place. Unauthorized access to your TeamDrive data is still not possible, however, because TeamDrive itself heavily encrypts data (256-bit AES) before it is transferred to a server. Protocol-wise, there is a theoretical possibility of third party access to the WebDAV login information. The data TeamDrive stores on the server, nevertheless, remains untouchable.

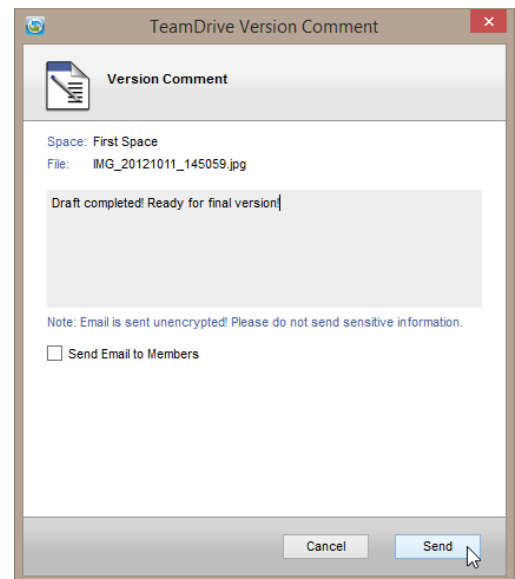
Within the TeamDrive client you can configure WebDAV servers via HTTPS which means that even the login information will be encrypted.

4.5 Versions Comments

TeamDrive also offers you the ability to leave **'version comments'**. Comments can consist of anything. For example, a reference made to the processing status of a shared document: **"50% completed"**. Comments, and the version number the comments are related to, are displayed when the file is selected. Comments can be easily dispatched via email to Space members depending on the license you have.

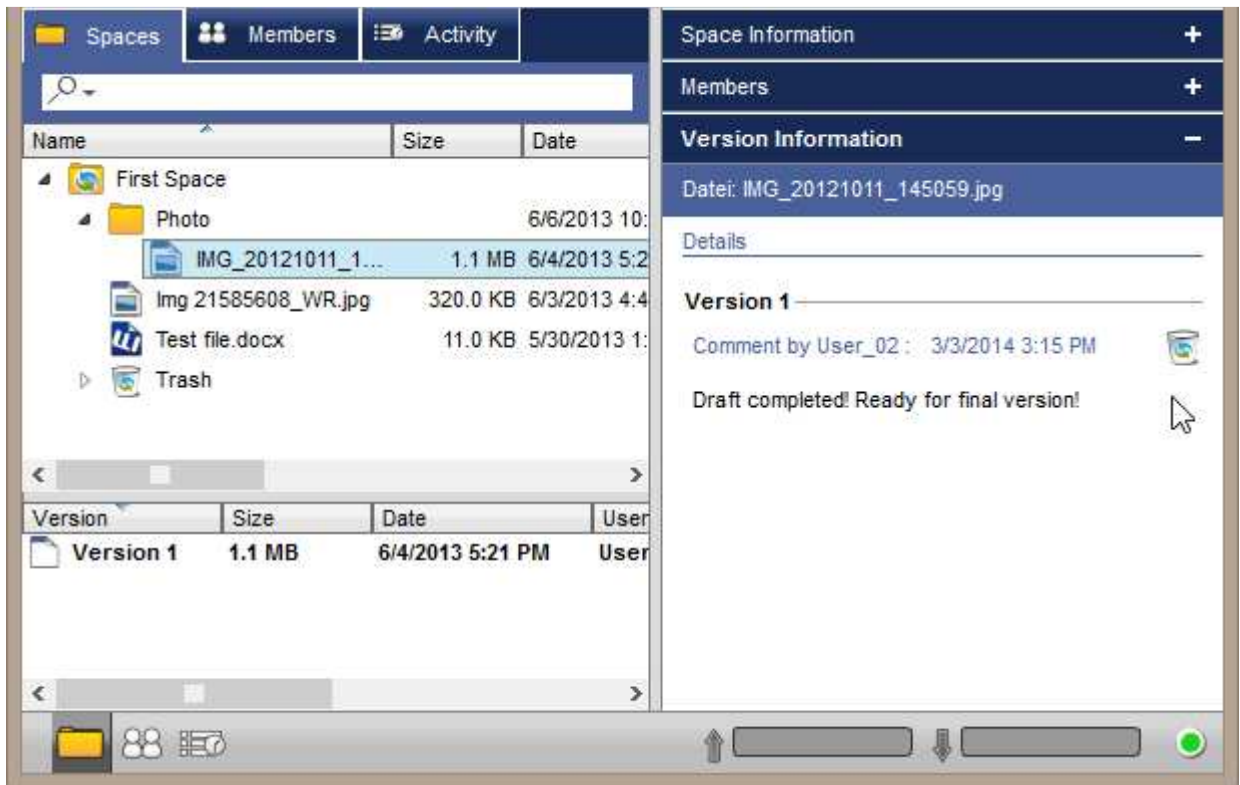


Version Comments: Add a comment



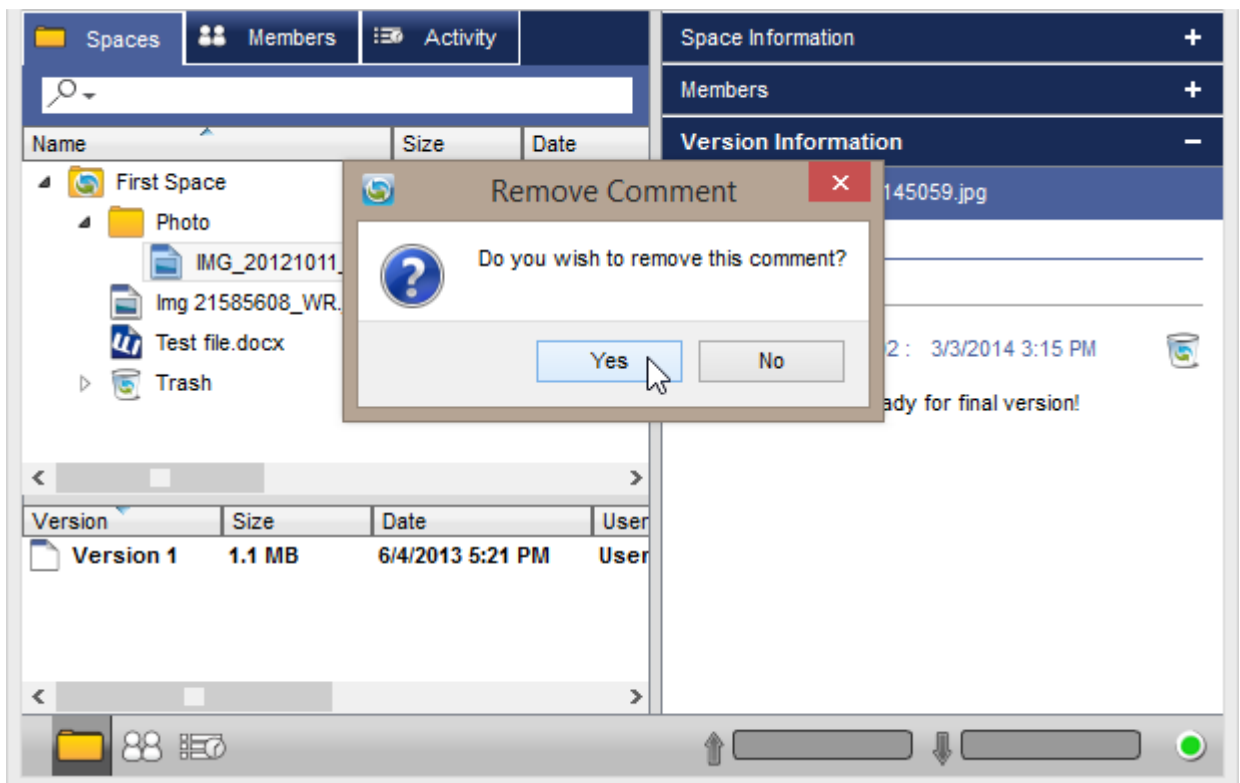
Version Comments: Entering a comment

A maximum of 140 characters are allowed in the text-box. If you decide to share the comment via email (Professional license) please note that the comment will be transmitted in an unencrypted form.



Version Comments: Viewing a version comment

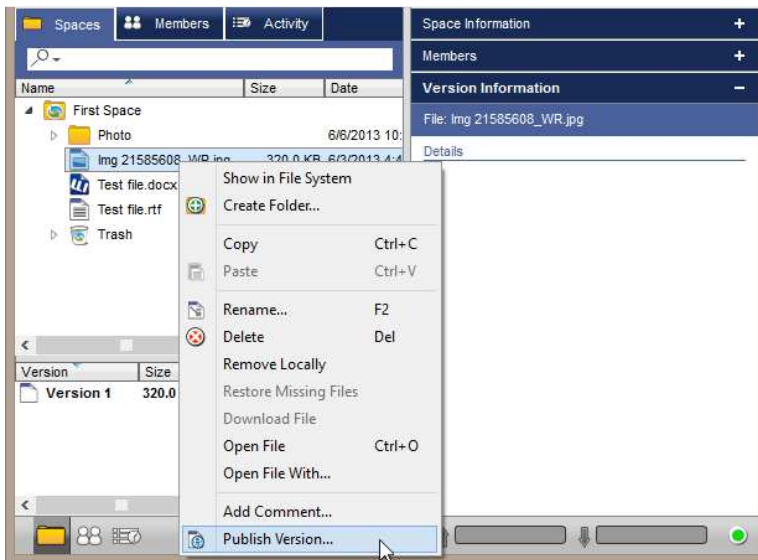
To delete a version comment simply click on the trash can in the comment window. Click "Yes" to confirm the deletion of the comment.



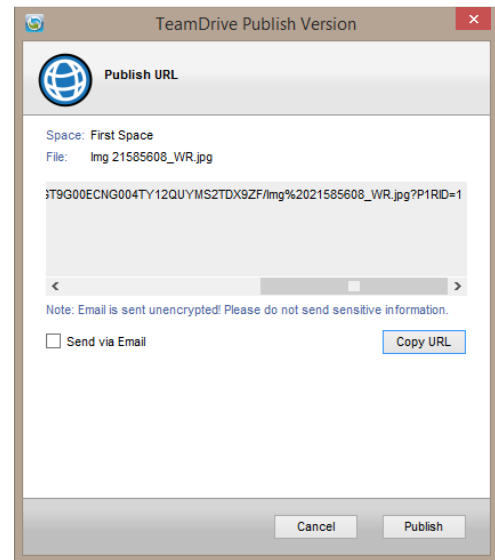
Version Comments: Deleting a comment

4.6 Publishing a File

The ability to publish a file to the web is available depending on the license you have. Right-click on the file you would like to publish and select **"Publish Version"** from the context menu (this action can also be carried out through the **"Edit"** menu on the menu bar). A new window will open displaying the generated URL.

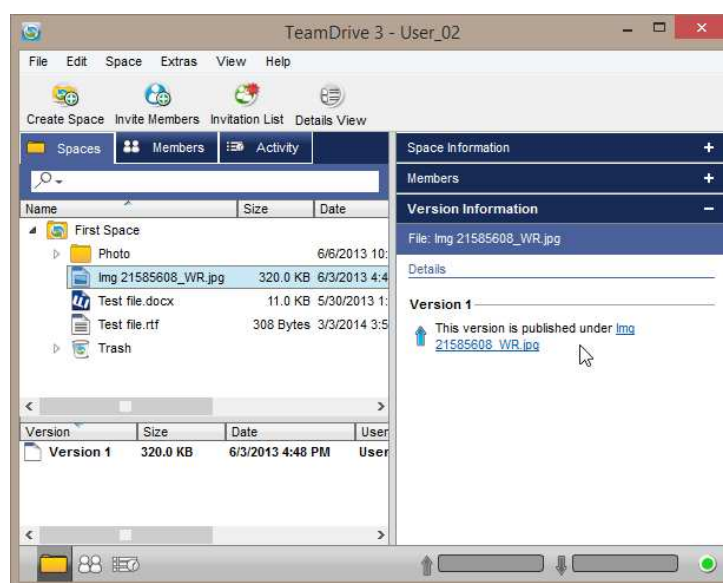


Publishing a Version



Publishing a Version

By selecting **"Publish"** the file will be uploaded to the server in an unencrypted form. This function cannot be used with WebDAV servers. The file's address can also be dispatched via email. To 'unpublish' a file, first navigate to the desired file in TeamDrive. Looking in the version tree, find the version of the file that has been published, right-click on the file and select **"unpublish"**. Published files can be quickly found using the search filters. You can find more info on search filters in the section **"The Spaces View"**.

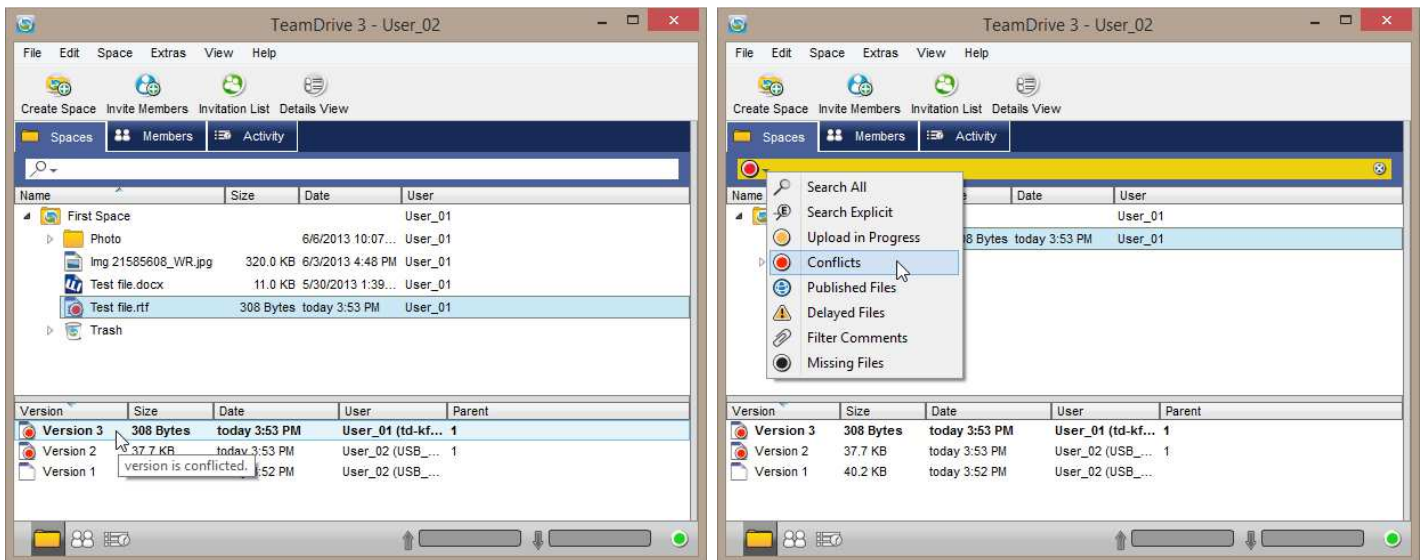


Publishing a Version

4.7 Conflicts

4.7.1 Version Conflicts

Version conflicts can occur when a file is simultaneously in use by multiple parties and a new version for the file is saved and uploaded from two separate locations. It is also possible to have version conflicts with a single user if he/she has multiple installations.

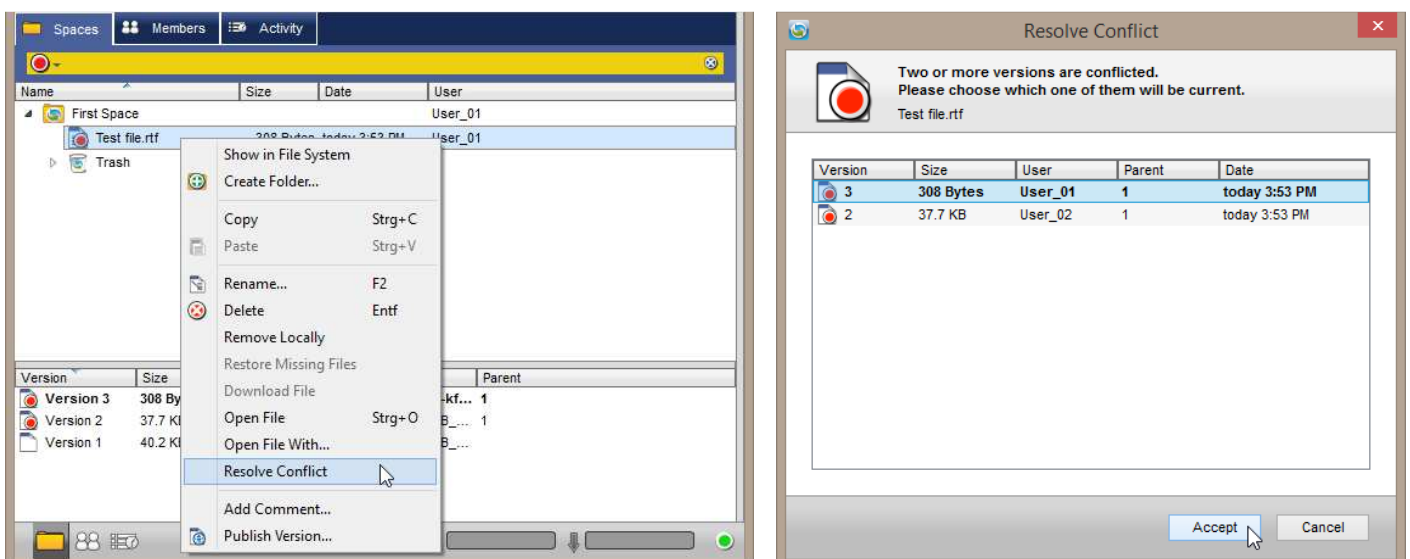


Version Conflicts

Version Conflicts: Filtering for conflicts

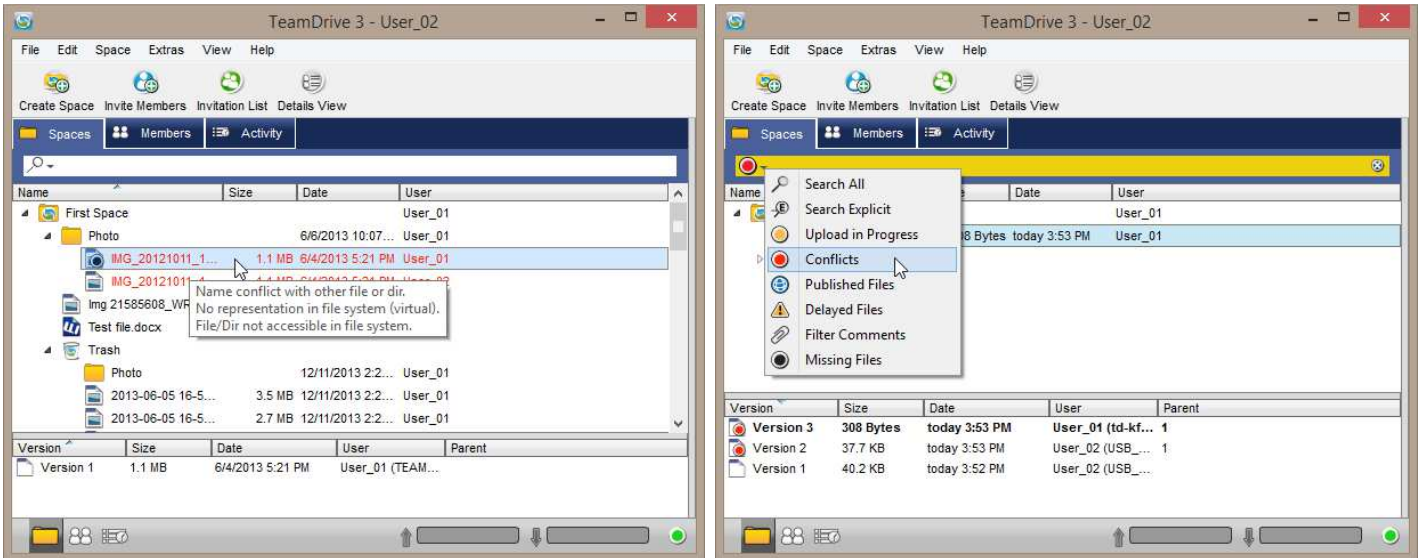
An easy way to find files marked with the red 'conflict' overlay is to use the filter function. There is a filter function on every tab (Spaces, Members, Activity) but you should use the filter on the "**Spaces**" tab. Just below the "**Spaces**" tab you will see a magnifying glass with a text field to the right of it. Click the dropdown arrow next to the magnifying glass and select "**Conflicts**". All files labeled with the red 'conflicts' overlay will then be sorted.

From there you can select which version should be the latest version and TeamDrive will recognize the changes and continue to sync the file as normal.



4.7.2 Name Conflicts

In the event that TeamDrive no longer syncs due to files having too long file/path names, or there are two files or folders in a Space that have the same name, you simply need to find the files/folders and rename them.



Name Conflicts

Name Conflicts: Filtering for conflicts

An easy way to find files marked with the red 'conflict' overlay is to use the filter function. There is a filter function on every tab (Spaces, Members, Activity) but you should use the filter on the **"Spaces"** tab. Just below the **"Spaces"** tab you will see a magnifying glass with a text field to the right of it. Click the dropdown arrow next to the magnifying glass and select **"Conflicts"**. All files labeled with the red 'conflicts' overlay will then be sorted.

From there you can rename the files/folders and TeamDrive will recognize the changes and continue to sync as normal.

5 Settings

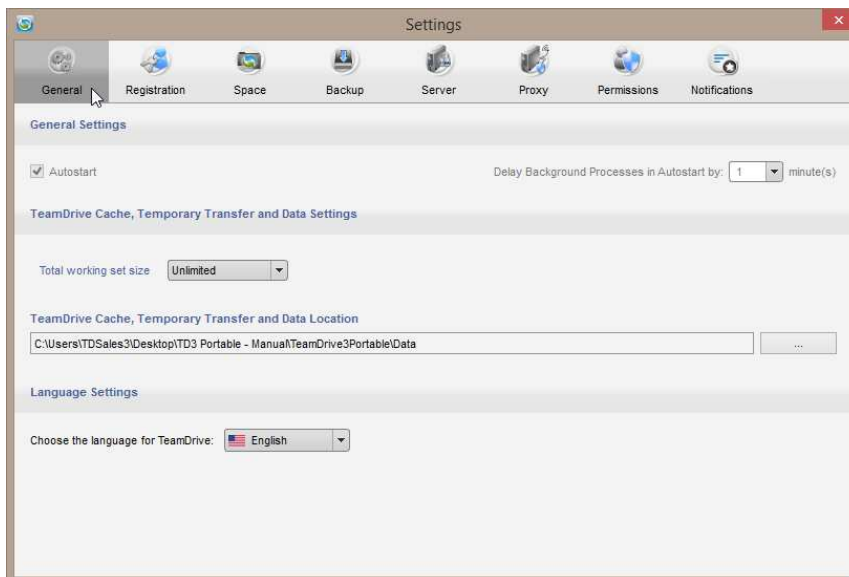
5.1 General Settings

In the toolbar under **"Extras"** → **"Settings..."** you can reach all the settings of the TeamDrive client. The **"Autostart"** function allows TeamDrive to start automatically after the start of the computer. If you do not wish to have TeamDrive start automatically you need to uncheck the **"Autostart"** box.

The **Total working set size** is the maximum size of the folder where TeamDrive temporarily and permanently stores data necessary to work and function properly. As a general rule of thumb TeamDrive needs at least double the size it attempts to synchronize and it is recommended to use around triple that size. This is why the default value is 5 GB with our free 2 GB account. With that you could e.g. synchronize one 2 GB file or two 1 GB files if you are so inclined.

Upon installing TeamDrive a path for the database and the required cache is defined. The default path is located, on Windows, on the 'C' drive. If the database and the cache location need to be changed for any reason, the new path can be selected here. Once you have changed the file path to where you want the database to be stored, a short notification stating "**Data location will be moved on restart**" will appear.

Here you also have the ability to change/select the display language for TeamDrive. The current available languages are: **English, Finnish, French, German, Norwegian** and **Spanish**.

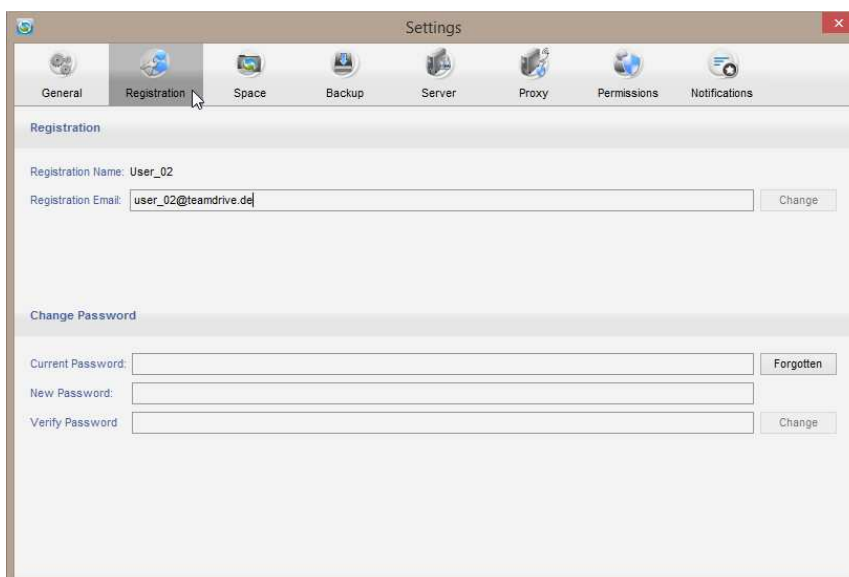


Settings: General

5.2 Registration

Here you have the ability to change your registration email address. Simply type in the new email address you would like to use and click "**Change**".

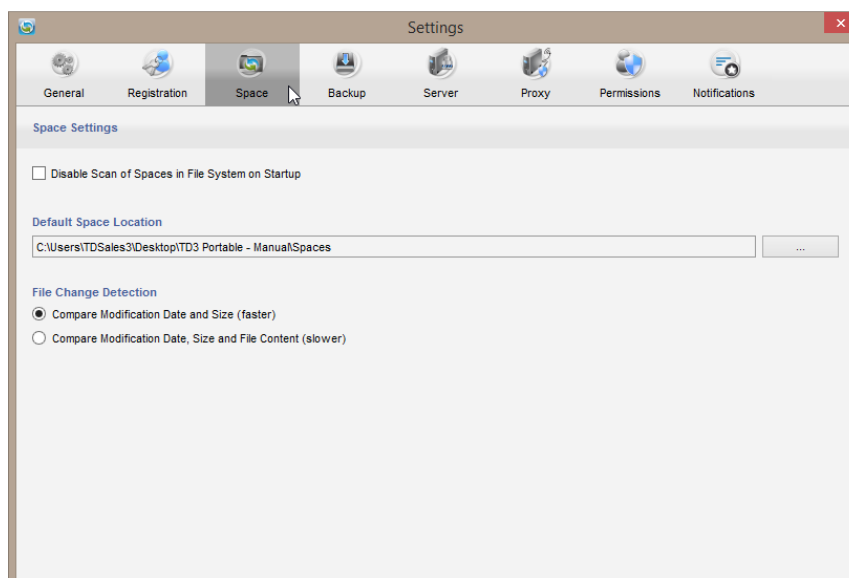
If you have forgotten your password please select "**Forgotten**" in the "**Change Password**" section. You will then see a notification indicating that a temporary password has been sent to your registered email address (be sure to check you SPAM folder for the email). Enter the temporary password in the required field and then enter your new password. The password must be at least 8 characters long and may contain special characters, but no spaces.



5.3 Space Settings

Here you can change the default Space location and disable the scan of Spaces in the file system on startup. TeamDrive's default setting is to scan the Spaces in the file system on startup. Here, that can be disabled. To disable this function check the **"Disable Scan of Spaces in File System on Startup"** box. Once selected, TeamDrive will no longer scan the Spaces in the file system when the application starts.

The default storage location for your Spaces can also be changed here. To change the location as to where Spaces are stored, click the **"..."** button on the right and browse to the folder where you wish to store your Spaces.

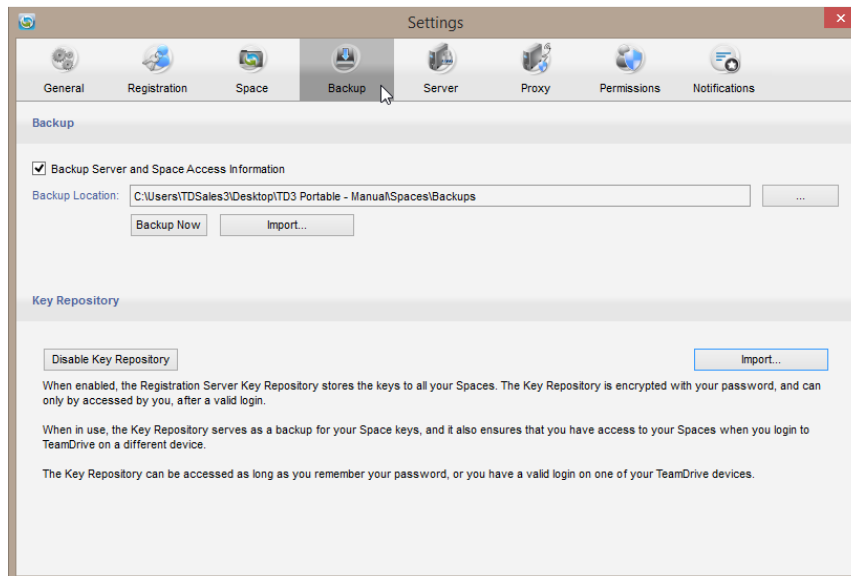


Settings: Space

5.4 Backup

Here you can decide whether to backup server and Space access information. By default, TeamDrive creates backups of server and Space access information. This can be disabled here by unchecking the **"Backup Server and Space Access Information"** box.

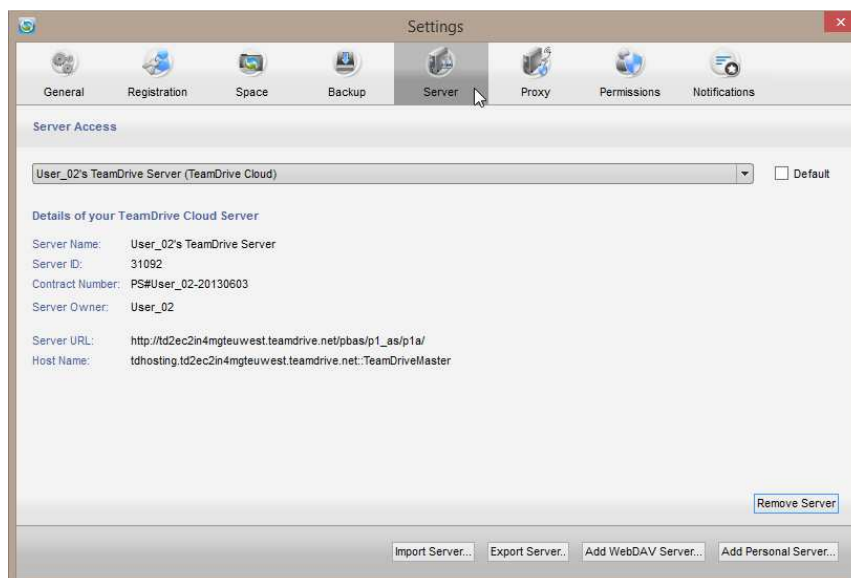
You can also define the location of where your Space and server access keys are saved. By default a **"Backups"** folder is created in your **"Spaces"** folder. You can change the storage location of your backups at any time. For more information on data backup, please see the section **"Data Backup"**.



Settings: Backup

5.5 Server Access (Adding Additional Servers)

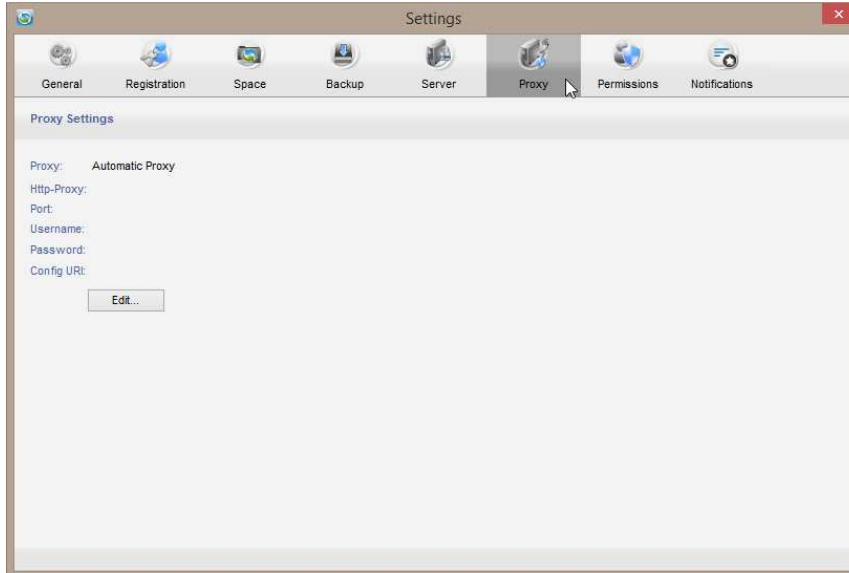
Your server information is displayed here. If you have more than one server available for use you can also set the default server here. The options to import, export and add a WebDAV or TeamDrive Personal Server are also available on this tab. Only server files ending with ***.tdsv**, ***.sakh**, ***.sakhs**, ***.sakw**, ***.sakws** and ***.sakup** can be imported. When exporting a server, servers are exported as ***.tdsv** files. There is also the possibility to remove a server (the ability to add a WebDAV server depends on which license you are using: Free, Personal or Professional).



Settings: Server

5.6 Proxy Settings

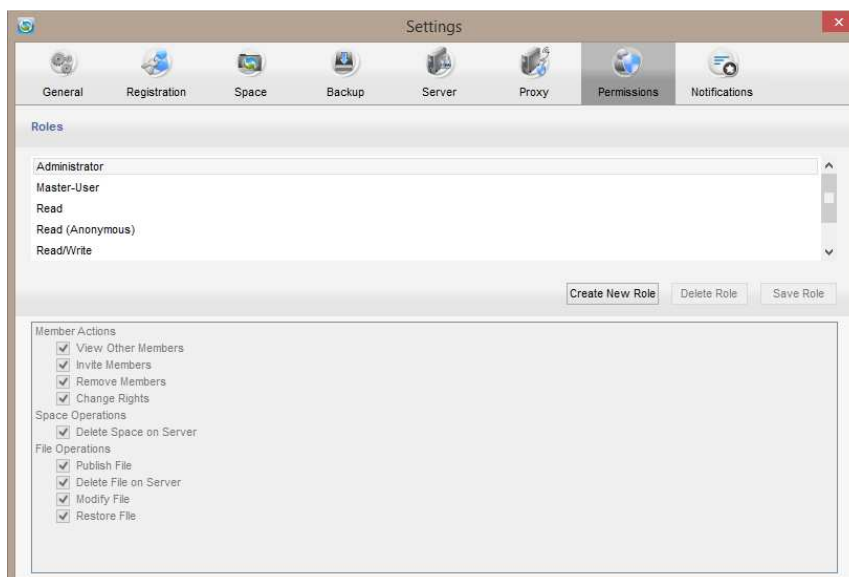
If necessary, a proxy can be setup on this tab. We have also added the ability to setup an automatic proxy configuration URI using PAC files. A **Proxy Automatic Configuration (PAC)** file is a file that acts as a URL or site routing control file for a web browser. Simply put: The PAC controls how the browser retrieves an object - directly, bypassing the proxy or via a proxy. The PAC can also return different proxy servers based on conditions found in the file.



Settings: Proxy

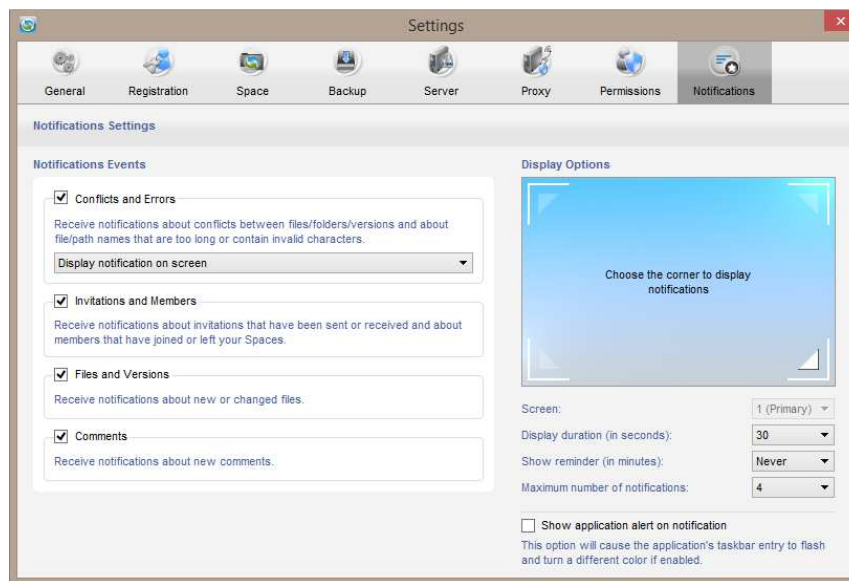
5.7 Permissions (Professional license)

TeamDrive offers the ability to create new roles and apply custom **“Member Actions”**, **“Space Operations”** and **“File Operations”** permissions to them. You can also delete roles here. However, you can only delete roles you have created. The default roles cannot be deleted. Default roles include **Administrator**, **Superuser**, **Read/Write**, **Read** and **Read (Anonymous)**. Full descriptions of the privileges of each role can be found in the TeamDrive client in the **Permissions** section.



5.8 Notifications

The **Notifications** tab allows users to configure TeamDrive's built in notification system. Here you can decide if you would like TeamDrive to notify you about **conflicts and errors, invitations and members, files and versions and comments**. With a Professional license you can even elect to be notified about **conflicts and errors via email**. You can also configure in which corner of the screen the pop-up notification should appear (and on which screen if you are using multiple monitors), the duration of the pop-up notification, if you would like to be reminded that you have received pop-up notifications and the maximum number of notifications that can be seen on-screen at once. Once the max notifications has been reached, the notifications are grouped into their respective categories and a general message is displayed.



Settings: Notifications

6 Data Backup

The access key(s) for your Space(s) are stored on your local client so they should be carefully protected. It is possible to store encrypted backups of your access key(s) on the server using the "Key Repository". By default, the "Key Repository" is enabled. If you elect to continue using the Key Repository, encrypted backups of your keys will be stored on the server which will allow you to regain access to your Spaces after you have created new installations, have had a hard drive failure, etc. More information regarding the Key Repository, and how to disable it, can be found in the section "Key Repository". If you elect to disable the "Key Repository", the access key(s) for your Space(s) will only be stored on your local machine. With that said, they should be carefully protected as they are one of your only means of regaining access to your Spaces!

6.1 Regaining Access to Your Spaces

In the event that your device crashes, your device is lost or stolen, you install a new hard drive, you create a new TeamDrive installation on a new device, etc. you will, of course, need to regain access to your Spaces. If you have

the “[Key Repository](#)” enabled you should automatically receive invitations to your Spaces. If it is not enabled you will need to refer to “[Importing a Space](#)” as well as “Restoring and Activating a Space” or simply refer to “[Joining \(or Recovering\) a Space](#)” via an invitation. You can also use “[Inviting Yourself to Your Previously Created Spaces](#)” or “[Inviting Users and Accepting Invitations](#)”.

6.2 Space Access Keys

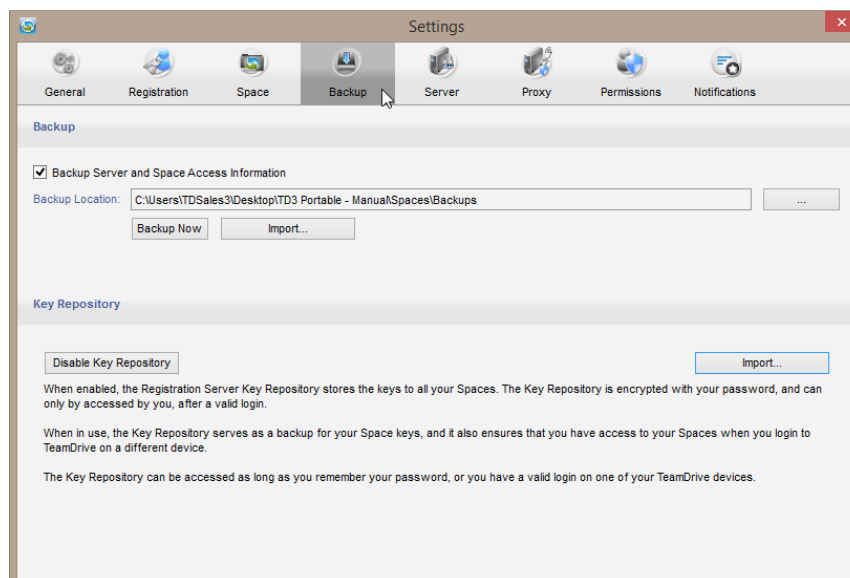
A backup file (containing the Space access keys as well as the access keys to the servers the Spaces are stored on) is generated each time a new Space is joined or created. For security reasons they are tied to the activation of the member. The key entries enable the restoration of a Space.

6.3 Server Access Keys

For every server, a server access key is required. This allows users to restore access to the necessary servers. Server access keys are generally stored, in conjunction with the Space access keys, in the TeamDrive backup files. Server access keys can also be individually imported and exported via the TeamDrive client.

6.4 Backing up Space and Server Access Keys

Under “**Settings**” > “**Backup**” > you can define the location of where your Space and server access keys are stored. By default a “**Backups**” folder is created in your “**Spaces**” folder. You can change the location of the backup at any time.



[View backup directory in TeamDrive](#)

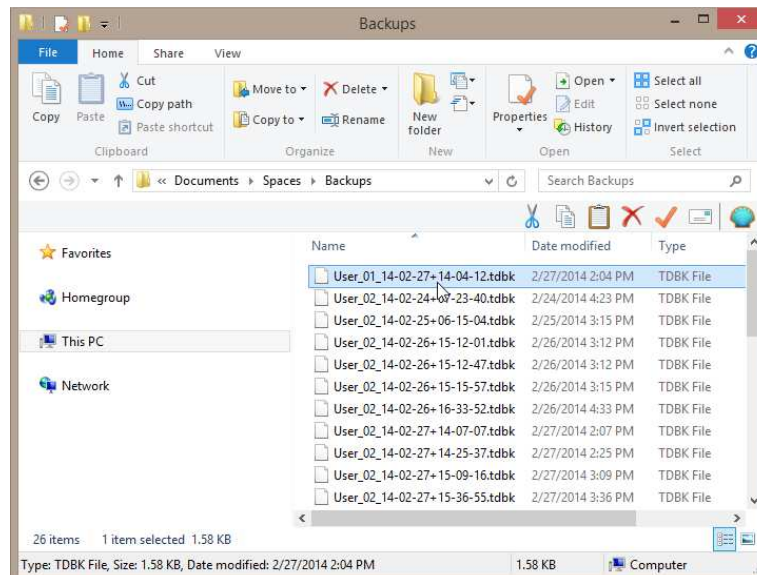
We recommend, if possible, saving your access files to an external storage device. So, in the event of a complete system crash, you can still restore your TeamDrive Space(s) and the connection(s) to your server(s). It also enables you to set up TeamDrive on another computer.



Note:

Passing on Space information to third parties is pointless, as Space information is specific to your account.

For file system storage purposes the backup's filename contains your username and a timestamp. To restore a Space or access to a server from a backup, the backup file must be imported. Once the backup file has been imported the Space(s) can be restored.



'Backups' folder in file system

6.5 Key Repository

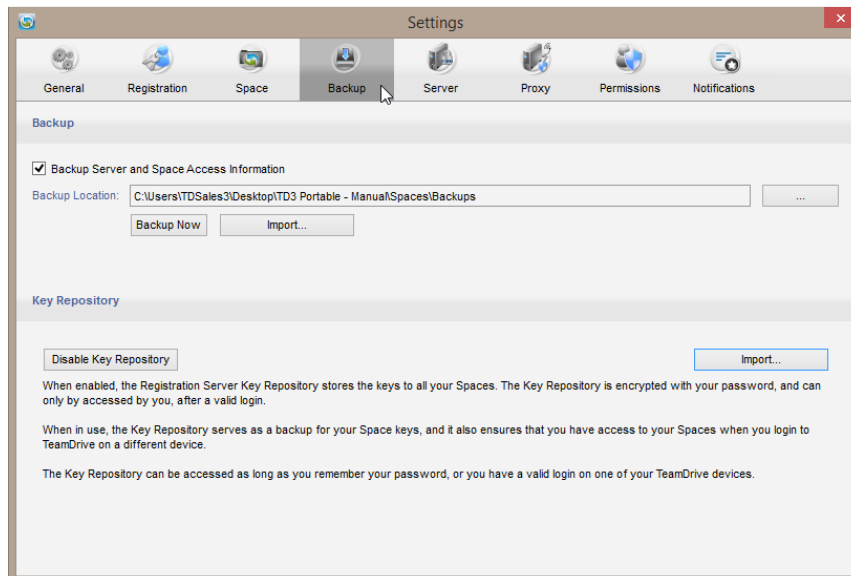
The Key Repository allows you to store encrypted backups of your Space keys on the server. This is useful in the event that your device crashes, your device is lost or stolen, you install a new hard drive, you create a new TeamDrive installation on a new device, etc., and you do not have access to your backup files. By default, the Key Repository will be enabled. To disable the Key Repository please select "**Disable Key Repository**". By that all keys stored on the server will be deleted. If you decide to re-activate the feature again in the future all keys to all Spaces that you currently have on the device you are activation the feature on will be uploaded again after you create a Space event like creating or deleting a Space.

When enabled, the Registration Server Key Repository stores the keys to all your Spaces. The Key Repository is encrypted with your password, and can only be accessed by you, after a valid login.

When in use, the Key Repository serves as a backup for your Space keys, and it also ensures that you have access to your Spaces when you login to TeamDrive on a new/different device.

The Key Repository can be accessed as long as you remember your password, or have a valid login on one of your TeamDrive devices.

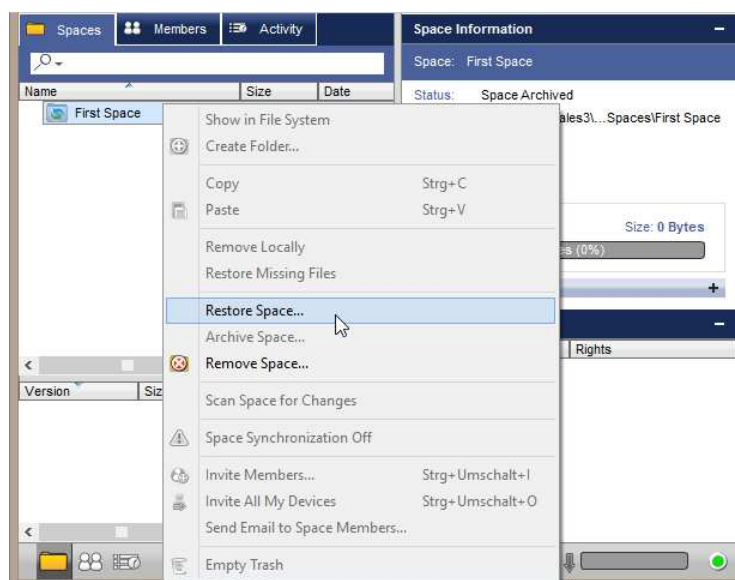
With the Key Repository enabled you will automatically receive invitations to Spaces you have previously joined, after you have created a new TeamDrive installation. In the event you do not receive invitations to all of your Spaces, you can manually import the remaining Spaces by selecting "**Import**" in the "**Key Repository**" area of the "**Backup**" section on the "**Settings**" panel.



Settings > Backup > Key Repository

6.6 Restoring and Activating a Space

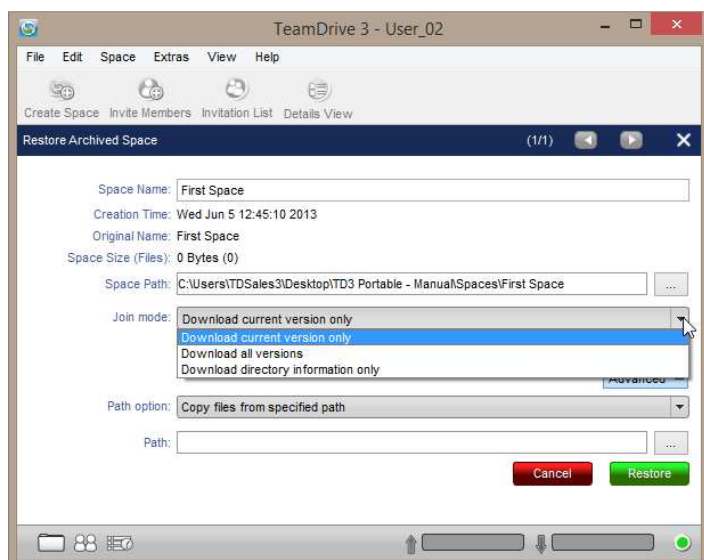
In the event that you have left a Space locally, reinstalled TeamDrive or your operating system or simply wish to use your TeamDrive account on another computer (such as a notebook), you can use the corresponding backup files (*.tdbk) to import and restore the Space. Detailed information regarding importing Spaces is outlined in the section "[Importing a Space](#)".



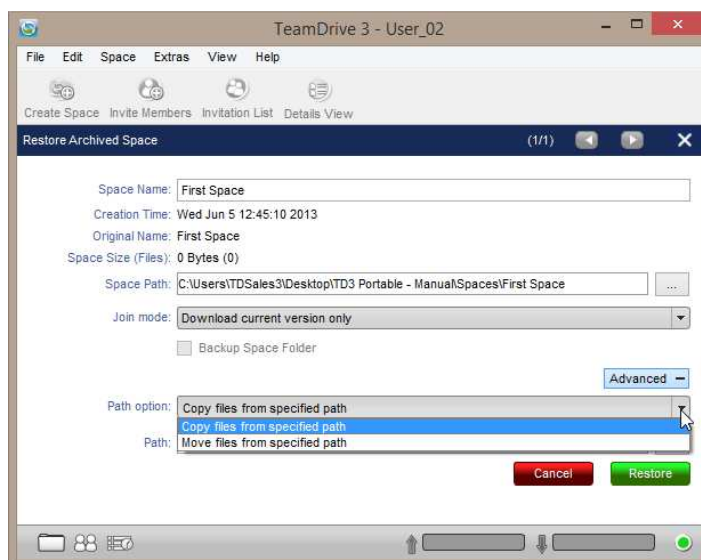
Restoring a Space

Exceptions: If the Space has been removed from the server (and the SpaceDepot server) restoration is no longer possible. An administrator can revoke a member's access to data by removing the member from the Space. All data from this Space on the member's computer will be erased the next time an Internet connection is established. The restoration of the Space will not be possible for this member.

Upon importing a Space using a backup file (section “[Importing a Space](#)”), the Space will have the same appearance as that of an archived Space (‘greyed’ out). To begin the Space restoration process right-click on the Space and select “**Restore Space**”. When restoring the Space data, the data can be downloaded completely from the server, restored from the existing Space folder on your machine or copied or moved from any other existing folder on your local machine or an external hard drive. To view and select one of these options click the “**Advanced**” button. You will then see a drop down menu with the options, “**copy files from backup**”, “**copy files from specified path**”, and “**move files from specified path**”. Select the desired option, and file path if necessary, and click “**Restore**”.



Restoring a Space: Join mode

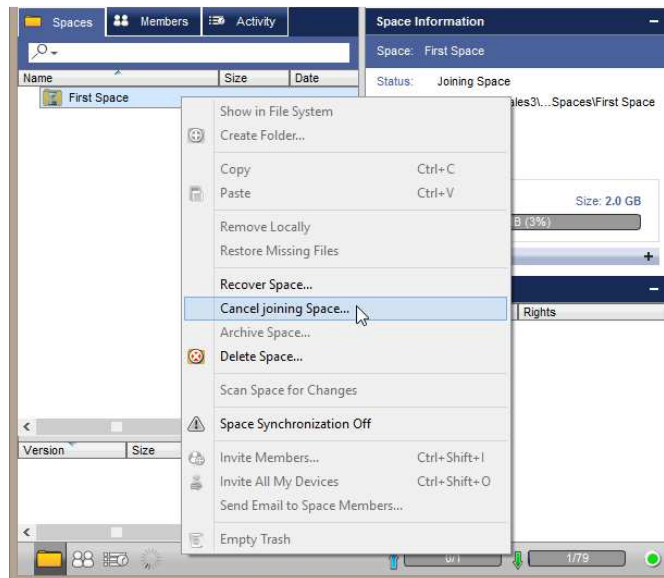


Restoring a Space: Copy/Move files from an alternate location

Members who have been deleted from a Space are not able to restore the Space using their backup file. Once a member is removed from a Space, re-entry into the particular Space (without receiving a new Space invitation) is not possible, even if the deleted member attempts to restore the Space using their backup file.

6.6.1 Cancel Recovering a Space (Archiving a Space while Recovering)

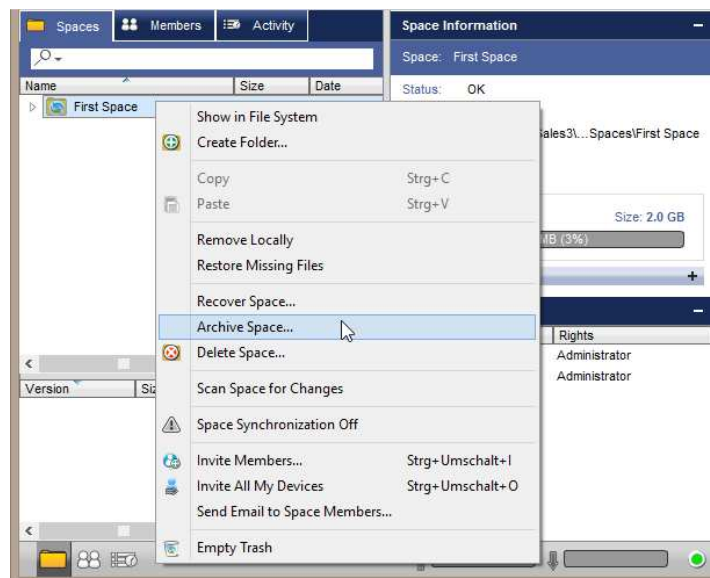
While recovering a Space it is possible to cancel the recovery process. This will actually archive the Space and allow you to recover the Space at your earliest convenience. To cancel recovering a Space, right-click on the Space during the recovery process and select “**Cancel joining Space...**”. This option, however, will not become available until the events of that Space have begun to be downloaded. Once TeamDrive has begun downloading the folder’s events from the log, it is possible to cancel joining the Space.



Cancel Recovering a Space

6.6.2 Archiving a Space

TeamDrive allows you to archive Spaces at your leisure. If, for example, a project has been completed and the data on the local disk is no longer needed, the data can be safely and securely archived for later use. To archive a Space, either right-click on the Space and select **“Archive Space”** from the context menu or select **“Archive Space”** from the **“Space”** menu on the menu bar while the Space is selected.

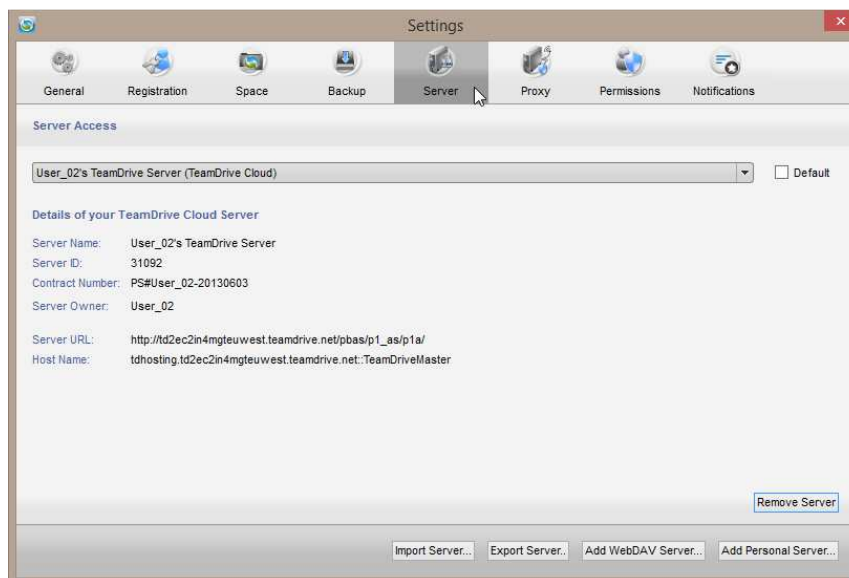


Archiving a Space

Afterwards, you will see a prompt asking whether you would like to remove the data stored locally in the file system. If nothing is checked, the data will remain in the file system. Once a Space is archived the data remains on the server at all times.

6.7 Importing a Server Access Key

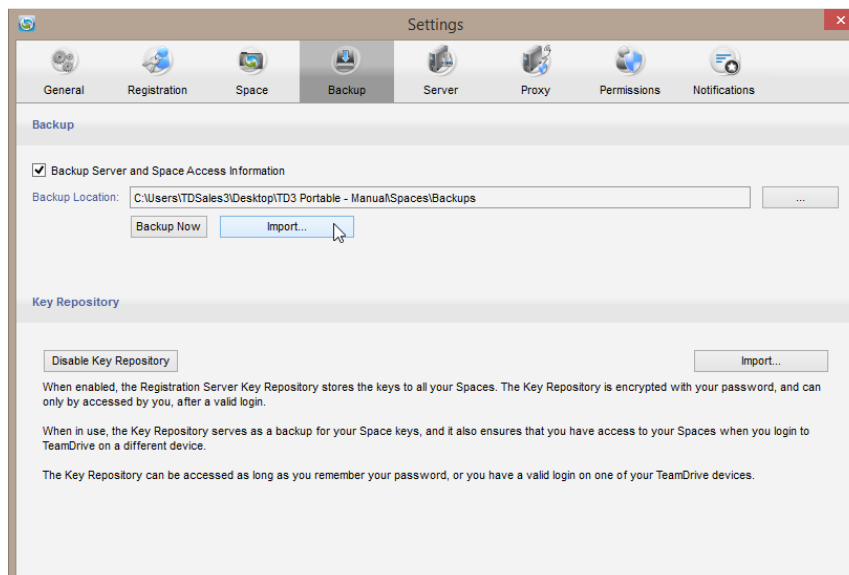
A **“Server Access Key”** can be imported by navigating to the **“Settings”/“Preferences”** window and selecting **“Server Access” > “Import Server...”** and selecting the file containing the server access key.



Importing a Server

6.8 Importing a Space

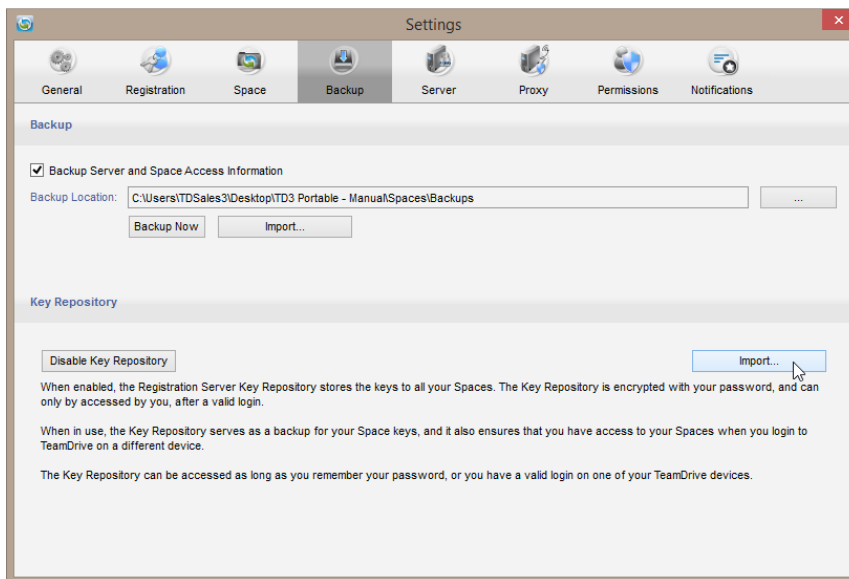
In the event that you have left a Space locally, reinstalled TeamDrive (or your operating system) or simply wish to use your TeamDrive account on another computer (such as a notebook), you can use the corresponding backup file to import the Space.



Import a Space from a backup file

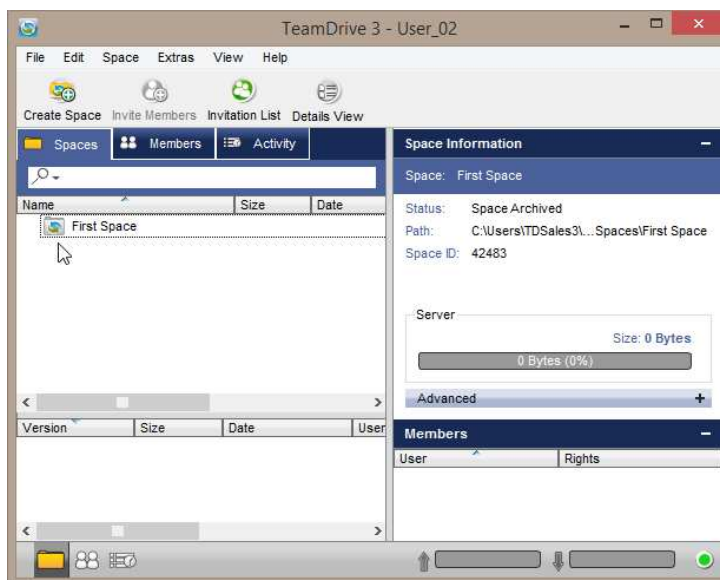
To import a Space, navigate to the **“Backup”** tab in the **“Settings/Preferences”** area. If you have your backup files handy you can select **“Import from Backups...”**, and choose the desired backup file(s) (you have the ability to se-

lect multiple backup files at once) you would like to import. If you do not have your backup files available to you, and you have the **“Key Repository”** turned on, you can use the **“Import”** button from the **Key Repository** section below. A dialog will then appear listing all Spaces that can be imported from the backup file(s) you have selected.



Import a Space from the Key Repository

By default, all Spaces will be checked. To deselect all of the Spaces right-click and select **“Select None”** or deselect **“All”**. To select all, check the **“All”** check-box or right-click and select **“Select All”**. **“Import Servers”** and **“Import Address Book”** are also checked by default. They contain your server information and all members who appear under the **“Members”** tab. When you are finished selected the Spaces to be imported select **“Import”**. The Spaces will then appear under the Spaces tab, ready to be restored.

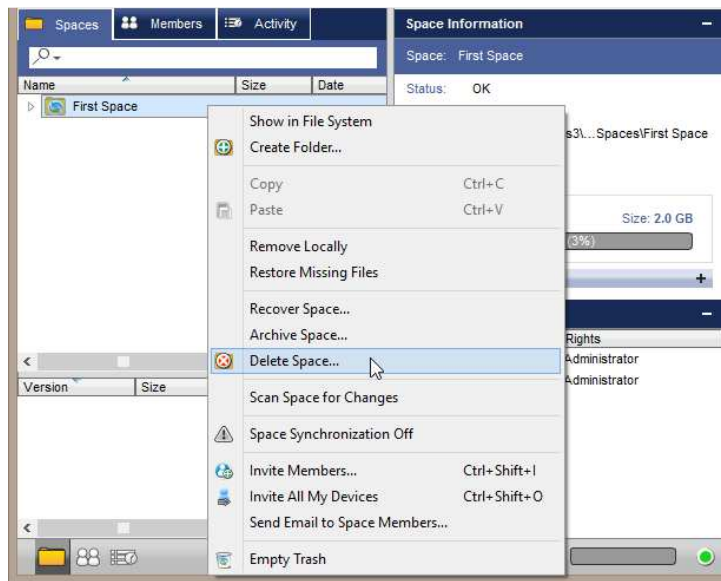


Space imported

Detailed information regarding restoring and activating a Space is outlined in the section [“Restoring and Activating a Space”](#).

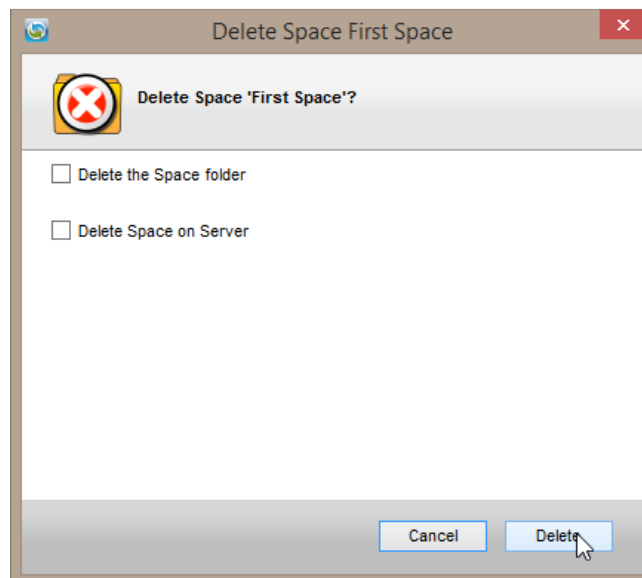
6.9 Deleting a Space

To delete a Space, right-click on the Space, or click on **"Space"** on the main menu toolbar and select **"Delete Space..."**.



Deleting a Space

To delete the Space locally, check **"Delete the Space folder"**. To delete the Space on from the server, check **"Delete Space on Server"**. To delete the Space both locally and on the server, check both boxes. Checking nothing will remove the Space from the **"Spaces"** view of the TeamDrive client. The Space won't be synchronized anymore and you leave the Space but it will still exist locally and on the server.



Deleting a Space locally, from the server or only from the TeamDrive client

7 Document Protection and Encryption

Document protection and encryption is managed automatically by TeamDrive, allowing the user to concentrate on the actual exchange of data within the virtual network. Thanks to automatic version control, it is always easy to tell which document represents the most recent version. Attached to every version is information detailing the author, version, the preceding version, and the date it was last edited. In addition, a comment can be attached to every version. With the **'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 does non-encrypted data reside on the 16 TeamDrive First Steps network. All documents are encrypted before being sent to 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 team's documents.

Even though other techniques (for example email with PGP encryption, VPN) enable the secure transfer of data, these methods are complex, time consuming 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 TeamDrive the ideal tool especially for lawyers, financial advisers, researchers, scientists and the medical community. TeamDrive not only makes exchanging data fast and easy, it also makes it very secure.

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

7.1 Security

The individual client PC or USB device should be adequately protected from third party access. TeamDrive is not security software for the PC or your mobile device. All data sent by TeamDrive will be highly encrypted before it is actually sent. Local data on your personal device will, most of the time, be unencrypted. In addition to standard security policies like boot passwords, TeamDrive can be installed and run on encrypted partitions or containers to increase the security (i.e. TrueCrypt or PGP encrypted volumes). In regard to this, we recommend reading the security tips in this handbook.

It is important to have a basic understanding of the security requirements of your own computer or any IT or network infrastructure that you use. Security and reliability are two major features of TeamDrive. All actions taken by the TeamDrive client are highly secure and protected from external access. Most actions take place automatically or are available to the user via the controls.



Note:

We recommend viewing the information provided by the BSI (https://www.bsi.bund.de/EN/Home/home_node.html) for more information on this topic.

Due to potential security threats and the increasing reliability on IT security measures, all institutions (large or small) have to find a solution for several essential security concerns. The following is our position on the aspects of security directly connected to TeamDrive.



Note:

TeamDrive takes no responsibility for the security of data on your computer or your server, but guarantees, however, the security of data uploaded and downloaded within the TeamDrive network.

7.2 Encryption

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

Step 1: When a member is invited into a Space the TeamDrive software receives the public key from the registration server.

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

Step 3: Before your data leaves the client PC, the Space's data is encrypted using your data key. This data is then saved on a relay server in an encrypted form. The encryption is such that the Space's data can only be accessed by the Space's members. Since every member has their own key, they are authorized and can receive data from the Space. This data is then decrypted using their data-key and can then be viewed or edited locally on their machine.

7.3 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 Spaces in your local file system.



Note:

We recommend having your own local antivirus software. Every TeamDrive user quickly acquires many Spaces and files (files potentially accessed and/or edited by every member of the Space) with various different teams. Self-protection is the safest method!

7.4 Notice Regarding Secondary/Log Data

Personal data saved as files within a Space can be permanently deleted, together with all their contents, by a member of the Space with administrator privileges. The names of the files remain in the Space log file for as long as the Space exists.

Every user who creates a Space is, by default, the owner and administrator of the Space. If this user deletes the Space from the server, all of the data in the Space, including the log file with all its contents, are deleted (all primary and secondary data are deleted).

If a member leaves a Space, all information in relation to that member (e.g. membership, joining the Space, leaving the Space, which data they edited, etc.) is kept within the log file. The log file will not be deleted as long as the Space exists. If, for example, if a member who is leaving a Space insists that all of their data be deleted, the Space itself must be deleted. If you wish to retain the data in the Space added by other Space members the data must be backed up before the Space's deletion, a new Space must be created and the data must be moved into the new Space.

7.5 Notice to Companies Required to Store Confidential Data

TeamDrive is designed to store and share confidential data and information. The encryption methods and technologies used by the TeamDrive client safeguards all data from being accessed by unauthorized third parties.

Unauthorized access to your data can only be initiated by the user. For example, wrongfully assigning user access rights to a Space.

We recommend, to companies required to store confidential data, using password protection, for example, when sending Space invitations. Protecting your invitations with passwords add an additional level of protection and require the invited user to enter the given password before they can accept the invitation. We advise using a password which contains numbers and upper/lowercase letters.

8 Tips Regarding Data Protection and Administration

TeamDrive's compliance with data protection regulations is recognized by companies 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 reading the "[Document Protection and Encryption](#)" section of this handbook.

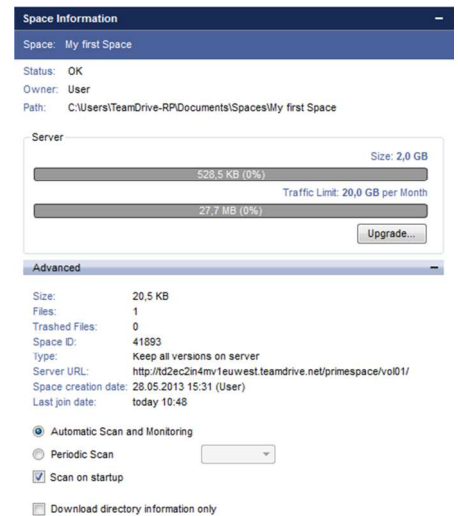
Required for the use of TeamDrive is that personal information must be sent to the product manufacturer's registration server. The requirements are an email address, a username and a password. The transfer of this data to the registration server is encrypted, rendering access by a third party impossible as of the current state of technology.

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

It is the administrator's responsibility to ensure that all laws and regulations regarding the proper use and protection of data are observed while using TeamDrive.

In cases where this product is used without an internal data Space Depot, contracts with the provider of the Space Depots need to be observed. Here, there are no differences compared to other IT products that use an external database. The contractor has to be carefully chosen and written instructions must be provided. Further information regarding this can be found at <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 an external server.

When using the default cloud services for data storage of TeamDrive in Europe, data is stored automatically on servers in Europe. This automatic disk space allocation of users during the registration is based on their IP address during registration. The server mapping is not changed later, no matter where the user is located in the world. TeamDrive can change the server mapping at the informal request of the user by email to support@teamdrive.com. The server URL of any space can be seen in the Space's detail view in the TeamDrive Explorer. All TeamDrive cloud URLs pointing to European servers have "EU" in their URL.



Img. 40: Space information in the inspector

8.1 Notice Regarding Secondary Data/Log Data

Personal data saved as files within a Space can be permanently deleted, together with all their contents, by a member of the Space with administrator privileges. The names of the files remain in the Space log file for as long as the Space exists.

Every user who creates a Space is, by default, the owner and administrator of the Space. If this user deletes the Space from the server, all of the data in the Space, including the log file with all its contents, are deleted (all primary and secondary data are deleted).

If a member leaves a Space, all information in relation to that member (e.g. membership, joining the Space, leaving the Space, which data they edited, etc.) is kept within the log file. The log file will not be deleted as long as the Space exists. If, for example, if a member who is leaving a Space insists that all of their data be deleted, the Space itself must be deleted. If you wish to retain the data in the Space added by other Space members the data must be backed up before the Space's deletion, a new Space must be created and the data must be moved into the new Space.

8.2 Notice to Companies Required to Store Confidential Data

TeamDrive is designed to store and share confidential data and information. The encryption methods and technologies used by the TeamDrive client safeguards all data from being accessed by unauthorized third parties.

Unauthorized access to your data can only be initiated by the user. For example, wrongfully assigning user access rights to a Space.

We recommend, to companies required to store confidential data, using password protection, for example, when sending Space invitations. Protecting your invitations with passwords add an additional level of protection and require the invited user to enter the given password before they can accept the invitation. We advise using a password which contains numbers and upper/lowercase letters.







9 Icon Glossary

File Descriptions

	File.
	Copy file (TeamDrive Explorer).
	Received file (Message window view).
	Sent file (Message window view).
	Deleted file (Message window view).
	The file is currently open. The file will not be synchronized until it has been closed.
	Creating a copy of a file that is currently open.













Status Bar

	Warning! Files are currently open/in use. These files will not be synchronized until they are closed/no longer in use.
	Open Message window.
	Open Space window.
	Open Members window.



Toolbar

	Invite a member.
	Create a Space.
	Synchronize manually.










User Descriptions

	Normal Space member.
	The user in the Space.
	Invited a member with an existing TeamDrive account.
	Notification in the Message window that a member has accepted the invitation.
	Notification in the Message window that a member has left the Space.
	Invite all my devices.
	Notification in the Message window that a member has been deleted.
	Invited a member via email who does not have a TeamDrive account.
	Device with a TeamDrive installation.
	Device with a TeamDrive installation (your PC).
	Device with a TeamDrive installation.
	Device with a TeamDrive installation (your PC).


Toolbar

	Check for invitations.
	Show/Hide side window.

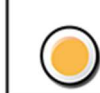



Space Descriptions

	TeamDrive. Spaces.
	Archived TeamDrive Space.
	TeamDrive Space metadata. Data is on the server (only file information is stored locally).
	TeamDrive read-only Space. Data in this Space will only be downloaded.
	Space is offline.
	Space synchronization is off.
	Notification of the successful creation of a Space.
	Notification that a Space will be deleted.
	Notification of an error during synchronization (more information is displayed in the status field of the file in the Activity window).
	Create a new Space.
	Create a new Space using an existing folder in the file system.




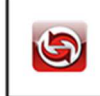


Folder Descriptions

	Folder in a Space.
	Create a new folder in a Space.
	Delete a folder in a Space.
	TeamDrive recycle bin (files are only permanently deleted when the recycle bin is emptied).

File Overlays

	(File State) Conflict.
	(File State) Not available (the file is in the cache or on the server but not in the local file system).
	(File State) Unconfirmed.
	File in the file system cannot be replaced.
	TeamDrive cannot access the file.
	File has been deleted.
	Processing file.

Tray

	TeamDrive is running and currently synchronizing data.
	Synchronization has been switched off.
	Synchronization is off and all files have not been synchronized.
	TeamDrive does not have an internet connection or is not able to connect to your Space(s).
	TeamDrive does not have an internet connection or is unable to reach your Space(s) and all data has not been synchronized.
	TeamDrive is synchronizing data.