

# **dokoni SYNC & SHARE User Manual**

**version 10.0.7**

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## Introduction

**Welcome to dokoni SYNC & SHARE: the file sync and share solution.**

dokoni SYNC & SHARE is a file sync and share software. dokoni SYNC & SHARE provides a safe, secure, and compliant file synchronization and sharing solution.

You can share one or more files and folders on your computer, and synchronize them with your dokoni SYNC & SHARE server. Place files in your local shared directories, and those files are immediately synchronized to the server and to other devices using the dokoni SYNC & SHARE Desktop Sync Client, Android app, or iOS app. .. 10.0.7 replace:: 10.0.7

## What's New in dokoni SYNC & SHARE 10.0.7

- Option to hide or expose hidden files in the Web GUI
- Requires to use at least desktop client version 2.0 by default.

## External Storage

### *Configuring External Storage*

The External Storage application allows you to mount external storage services, such as Google Drive, Dropbox, Amazon S3, SMB/CIFS file servers, and FTP servers in dokoni SYNC & SHARE. Your dokoni SYNC & SHARE server administrator controls which of these are available to you.

### *Connecting to SharePoint*

Native SharePoint support has been added to dokoni SYNC & SHARE as a secondary storage location for SharePoint 2007, 2010 and 2013. To the user, these appear as normal dokoni SYNC & SHARE mounts, with bi-directional updates in any dokoni SYNC & SHARE client: desktop, mobile, or Web. There is one difference, and that is dokoni SYNC & SHARE sharing is intentionally disabled for SharePoint mountpoints in order to preserve dokoni SYNC & SHARE access controls, and to ensure that content is properly accessed as per SharePoint rules.

Your dokoni SYNC & SHARE admin may optionally allow users to mount their own SharePoint libraries.

### *Accessing SharePoint Folders*

When you first log in to dokoni SYNC & SHARE, the Web interface shows a gray bar behind all SharePoint folders. The gray bar disappears when the mountpoint is verified by the server. If you see a red error bar, you'll see either an hourglass that indicates a connection error, or a key to indicate that authentication is required.

Your dokoni SYNC & SHARE admin has the option to configure SharePoint credentials so that you are authenticated automatically, or you may be required to enter your credentials. If you have to enter your credentials, click the red bar and you'll get a login window. You should only have to do this once, as dokoni SYNC & SHARE will store your credentials.

If your SharePoint login ever changes, go to your Personal page to update it in the Sharepoint Personal Configuration section.

### *Personal Page*

You can manage your SharePoint connections in the Sharepoint Personal Configuration section of your dokoni SYNC & SHARE Personal page. You'll see two sections: the Admin added mount points section lists SharePoint mounts controlled by your dokoni SYNC & SHARE admin. If users have permissions to mount their own SharePoint libraries you'll also see a Personal mount points section.

There are two types of authentication available to you. If you have multiple SharePoint libraries that use the same authentication, enter your credentials in `Sharepoint Personal Configuration`. Then follow these steps to add your libraries:

- Enter the name of your local mountpoint in the `Local Folder Name` column.
- Enter your SharePoint server URL.
- Click the little refresh icon to the left of the `Document Library` field. If your credentials and URL are correct you'll get a dropdown list of SharePoint libraries to choose from.
- Select the document library you want to mount.
- Select "Use user credentials".
- Click the `Save` button, and you're done

You may elect to use different authentication credentials for some of your SharePoint libraries. For these, you must first select `use custom credentials`, and then fill in the mountpoint and SharePoint site URL. Then dokoni SYNC & SHARE can authenticate you, and you can click the refresh icon to see your libraries. Then select the library you want to mount and click the `Save` button.

## Files & Synchronization

### *Accessing dokoni SYNC & SHARE Files Using WebDAV*

dokoni SYNC & SHARE fully supports the WebDAV protocol, and you can connect and synchronize with your dokoni SYNC & SHARE files over WebDAV. In this chapter you will learn how to connect Linux, Mac OS X, Windows, and mobile devices to your dokoni SYNC & SHARE server via WebDAV. Before we get into configuring WebDAV, let's take a quick look at the recommended way of connecting client devices to your dokoni SYNC & SHARE servers.

### *dokoni SYNC & SHARE Desktop and Mobile Clients*

The recommended method for keeping your desktop PC synchronized with your dokoni SYNC & SHARE server is by using the dokoni SYNC & SHARE Desktop Client. You can configure the dokoni SYNC & SHARE client to save files in any local directory you want, and you choose which directories on the dokoni SYNC & SHARE server to sync with. The client displays the current connection status and logs all activity, so you always know which remote files have been downloaded to your PC, and you can verify that files created and updated on your local PC are properly synchronized with the server.

The recommended method for syncing your dokoni SYNC & SHARE server with Android and Apple iOS devices is by using the dokoni SYNC & SHARE mobile Apps.

To connect to your dokoni SYNC & SHARE server with the dokoni SYNC & SHARE mobile apps, use the base URL and folder only:

```
example.com/folder
```

In addition to the mobile apps provided by dokoni SYNC & SHARE, you can use other apps to connect to dokoni SYNC & SHARE from your mobile device using WebDAV. [WebDAV Navigator](#) is a good (proprietary) app for [Android devices](#), [iPhones](#), and [BlackBerry devices](#). The URL to use on these is:

```
example.com/folder/remote.php/dav/files/USERNAME/
```

### *WebDAV Configuration*

If you prefer, you may also connect your desktop PC to your dokoni SYNC & SHARE server by using the WebDAV protocol rather than using a special client application. Web Distributed Authoring and Versioning (WebDAV) is a Hypertext Transfer Protocol (HTTP) extension that makes it easy to create, read, and edit files on Web servers. With WebDAV you can access your dokoni SYNC & SHARE shares on Linux, Mac OS X and Windows in the same way as any remote network share, and stay synchronized.



## Note

In the following examples, You must adjust **example.com/** to the URL of your dokoni SYNC & SHARE server installation.

## Accessing Files Using Linux

You can access files in Linux operating systems using the following methods.

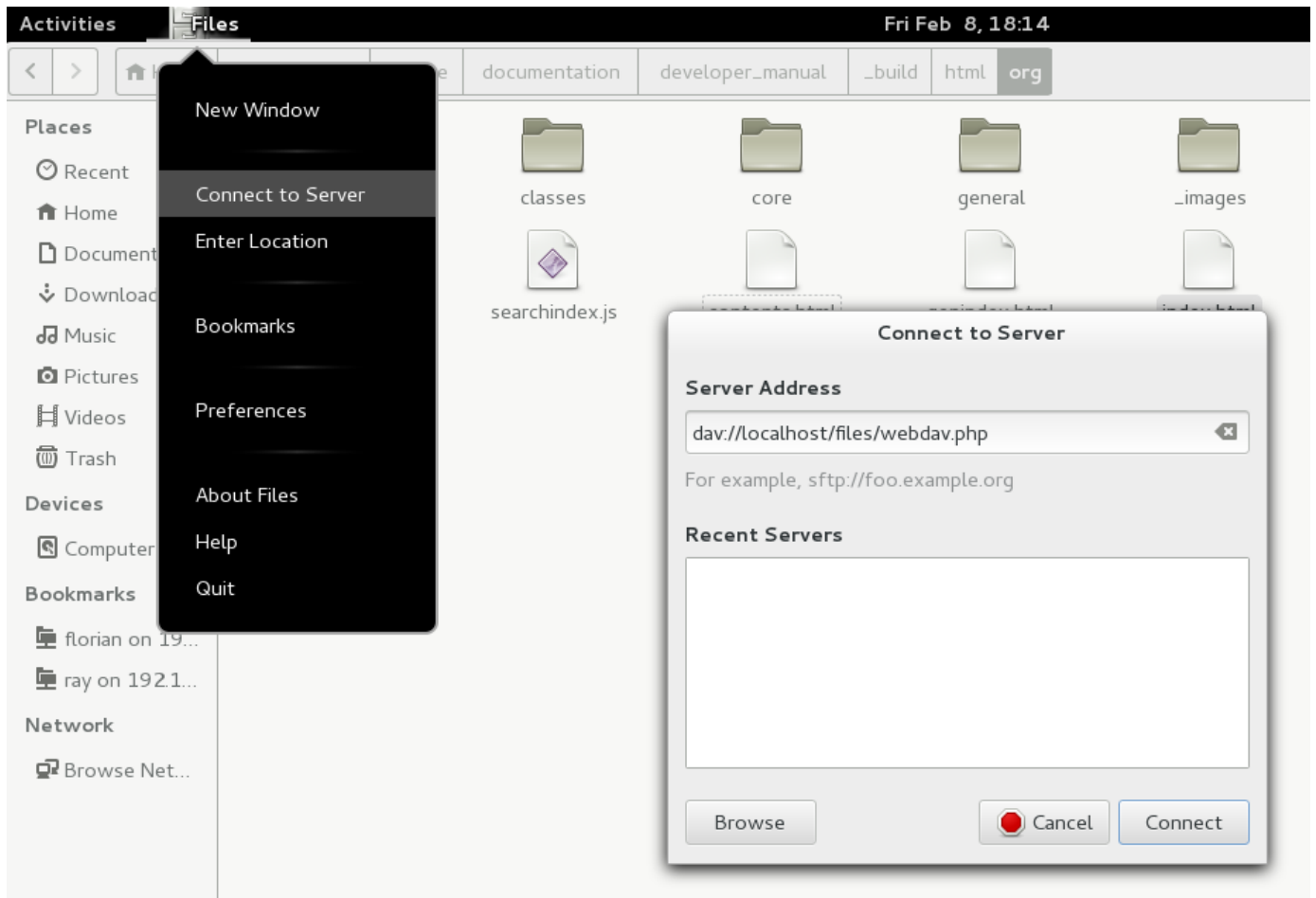
### Nautilus File Manager

Use the `davs://` protocol to connect the Nautilus file manager to your dokoni SYNC & SHARE share:

```
davs://example.com/folder/remote.php/dav/files/USERNAME/
```

## Note

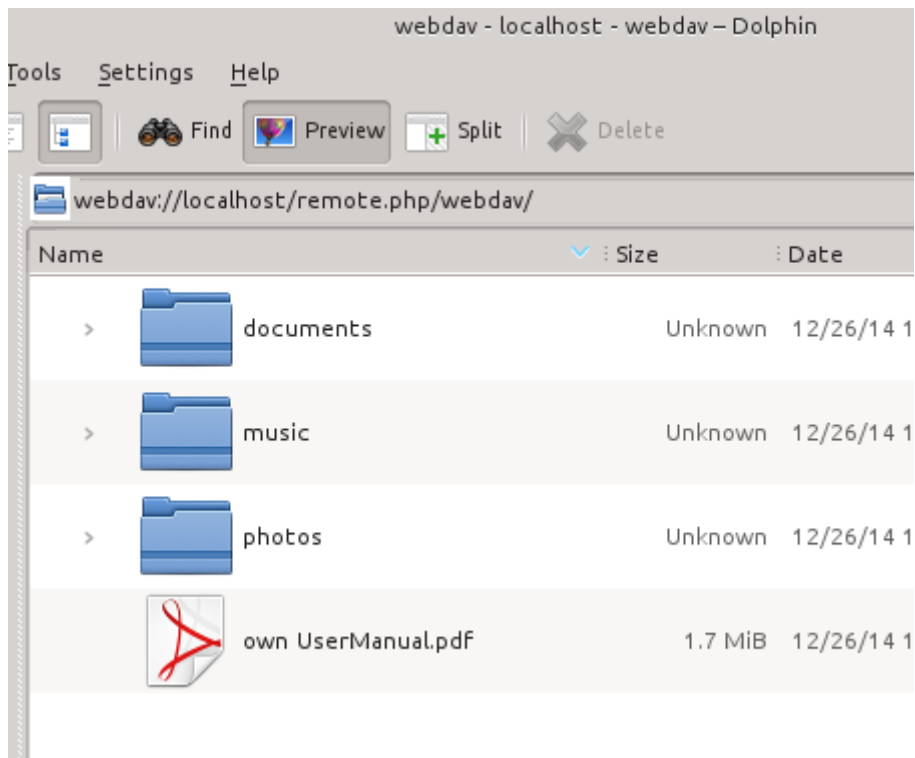
If your server connection is not HTTPS-secured, use `dav://` instead of `davs://`.



### Accessing Files with KDE and Dolphin File Manager

To access your dokoni SYNC & SHARE files using the Dolphin file manager in KDE, use the `webdav://` protocol:

```
webdav://example.com/folder/remote.php/dav/files/USERNAME/
```



You can create a permanent link to your dokoni SYNC & SHARE server:

1. Open Dolphin and click “Network” in the left hand “Places” column.
2. Click on the icon labeled **Add a Network Folder**. The resulting dialog should appear with WebDAV already selected.
3. If WebDAV is not selected, select it.
4. Click **Next**.
5. Enter the following settings:
  - Name: The name you want to see in the **Places** bookmark, for example dokoni SYNC & SHARE .
  - User: The dokoni SYNC & SHARE username you used to log in, for example admin.
  - Server: The dokoni SYNC & SHARE domain name, for example **example.com** (without **http://** before or directories afterwards).
  - Folder – Enter the path `folder/remote.php/dav/files/USERNAME/`.
6. (Optional) Check the “Create icon checkbox” for a bookmark to appear in the Places column.
7. (Optional) Provide any special settings or an SSL certificate in the “Port & Encrypted” checkbox.

### Creating WebDAV Mounts on the Linux Command Line

You can create WebDAV mounts from the Linux command line. This is useful if you prefer to access dokoni SYNC & SHARE the same way as any other remote filesystem mount. The following example shows how to create a personal mount and have it mounted automatically every time you log in to your Linux computer.

1. Install the `davfs2` WebDAV filesystem driver, which allows you to mount WebDAV shares just like any other remote filesystem. Use this command to install it on Debian/Ubuntu:

```
apt-get install davfs2
```

2. Use this command to install it on CentOS, Fedora, and openSUSE:

```
yum install davfs2
```

3. Add yourself to the `davfs2` group:

```
usermod -aG davfs2 <username>
```

3. Then create an `dokoni` directory in your home directory for the mountpoint, and `.davfs2/` for your personal configuration file:

```
mkdir ~/dokoni
mkdir ~/.davfs2
```

4. Copy `/etc/davfs2/secrets` to `~/.davfs2/`:

```
cp /etc/davfs2/secrets ~/.davfs2/secrets
```

5. Set yourself as the owner and make the permissions read-write owner only:

```
chown <username>:<username> ~/.davfs2/secrets
chmod 600 ~/.davfs2/secrets
```

6. Add your dokoni SYNC & SHARE login credentials to the end of the `secrets` file, using your dokoni SYNC & SHARE server URL and your dokoni SYNC & SHARE username and password:

```
example.com/folder/remote.php/dav/files/USERNAME/ <username> <password>
```

7. Add the mount information to `/etc/fstab`:

```
example.com/folder/remote.php/dav/files/USERNAME/ /home/<username>/dokoni
davfs user,rw,auto 0 0
```

8. Then test that it mounts and authenticates by running the following command. If you set it up correctly you won't need root permissions:

```
mount ~/dokoni
```

9. You should also be able to unmount it:

```
umount ~/dokoni
```

Now every time you login to your Linux system your dokoni SYNC & SHARE share should automatically mount via WebDAV in your `~/dokoni` directory. If you prefer to mount it manually, change `auto` to `noauto` in `/etc/fstab`.

### Known Issues

#### Problem

Resource temporarily unavailable

#### Solution

If you experience trouble when you create a file in the directory, edit `/etc/davfs2/davfs2.conf` and add:

```
use_locks 0
```

#### Problem

Certificate warnings

#### Solution

If you use a self-signed certificate, you will get a warning. To change this, you need to configure `davfs2` to recognize your certificate. Copy `mycertificate.pem` to `/etc/davfs2/certs/`. Then edit `/etc/davfs2/davfs2.conf` and uncomment the line `servercert`. Now add the path of your certificate as in this example:

```
servercert /etc/davfs2/certs/mycertificate.pem
```

### Accessing Files Using Mac OS X

## Note

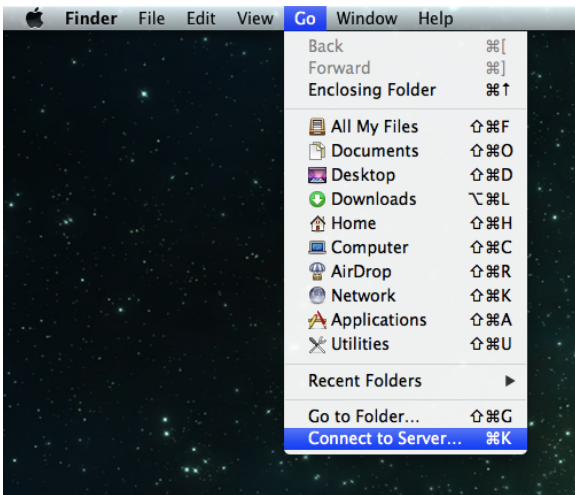
The Mac OS X Finder suffers from a [series of implementation problems](#) and should only be used if the dokoni SYNC & SHARE server runs on **Apache** and **mod\_php**, or **NGINX 1.3.8+**.

To access files through the Mac OS X Finder:

1. Choose **Go > Connect to Server**.

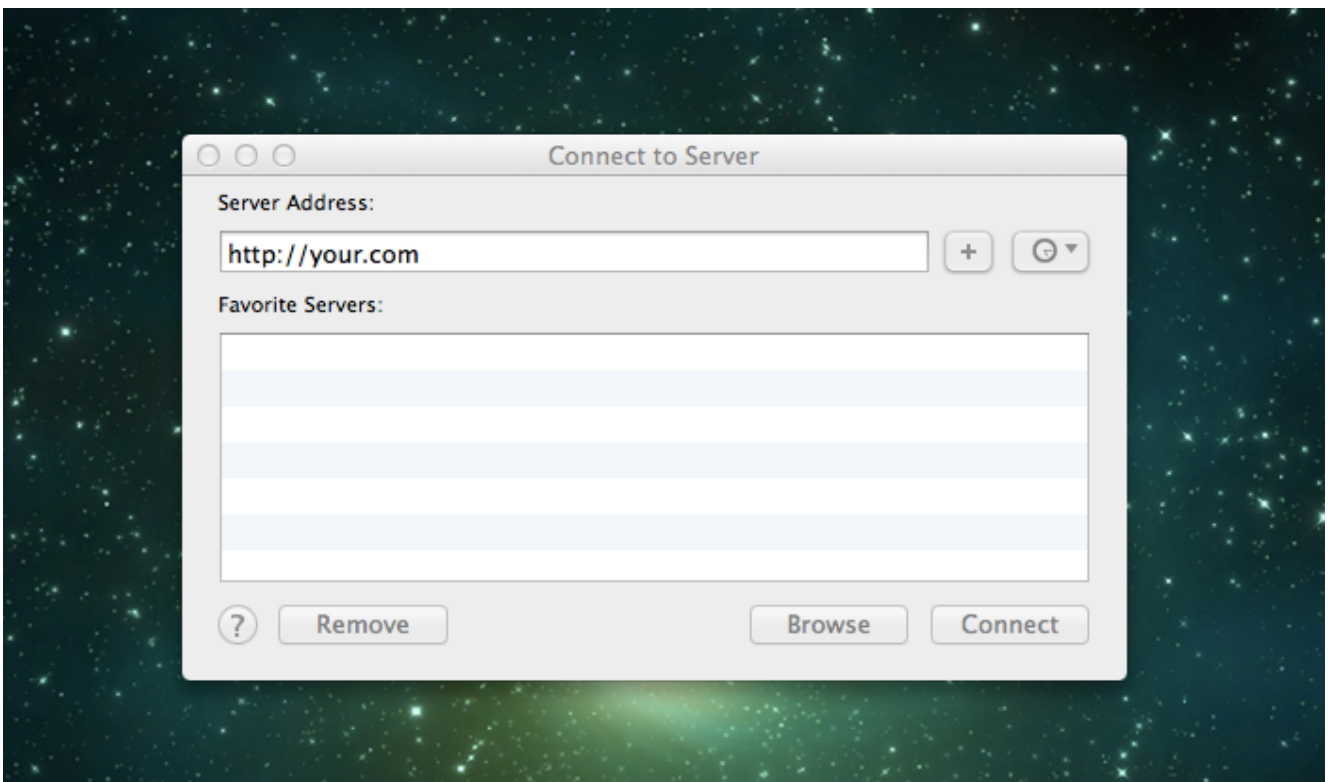
The “Connect to Server” window opens.

2. Specify the address of the server in the **Server Address** field.



For example, the URL used to connect to the dokoni SYNC & SHARE server from the Mac OS X Finder is:

```
https://example.com/folder/remote.php/dav/files/USERNAME/
```



3. Click **Connect**.

The device connects to the server.

For added details about how to connect to an external server using Mac OS X, check the [vendor documentation](#)

## Accessing Files Using Microsoft Windows

It is best to use a suitable WebDAV client from the [WebDAV Project page](#) .

If you must use the native Windows implementation, you can map dokoni SYNC & SHARE to a new drive. Mapping to a drive enables you to browse files stored on an dokoni SYNC & SHARE server the way you would files stored in a mapped network drive.

Using this feature requires network connectivity. If you want to store your files offline, use the dokoni SYNC & SHARE Desktop Client to sync all files on your dokoni SYNC & SHARE to one or more directories of your local hard drive.

### Note

Prior to mapping your drive, you must permit the use of Basic Authentication in the Windows Registry. The procedure is documented in [KB841215](#) and differs between Windows XP/Server 2003 and Windows Vista/7. Please follow the Knowledge Base article before proceeding, and follow the Vista instructions if you run Windows 7.

## Mapping Drives With the Command Line

The following example shows how to map a drive using the command line. To map the drive:

1. Open a command prompt in Windows.
2. Enter the following line in the command prompt to map to the computer Z drive:

```
net use Z: https://<drive_path>/remote.php/dav/files/USERNAME/ /user:youruser  
yourpassword
```

where <drive\_path> is the URL to your dokoni SYNC & SHARE server.

For example: `net use Z: https://example.com/folder/remote.php/dav/files/USERNAME/  
/user:youruser yourpassword`

The computer maps the files of your dokoni SYNC & SHARE account to the drive letter Z.

### Note

Though not recommended, you can also mount the dokoni SYNC & SHARE server using HTTP, leaving the connection unencrypted. If you plan to use HTTP connections on devices while in a public place, we strongly recommend using a VPN tunnel to provide the necessary security.

An alternative command syntax is:

```
net use Z: \\example.com@ssl\folder\remote.php\dav /user:youruser  
yourpassword
```

## Mapping Drives With Windows Explorer

To map a drive using the Microsoft Windows Explorer:

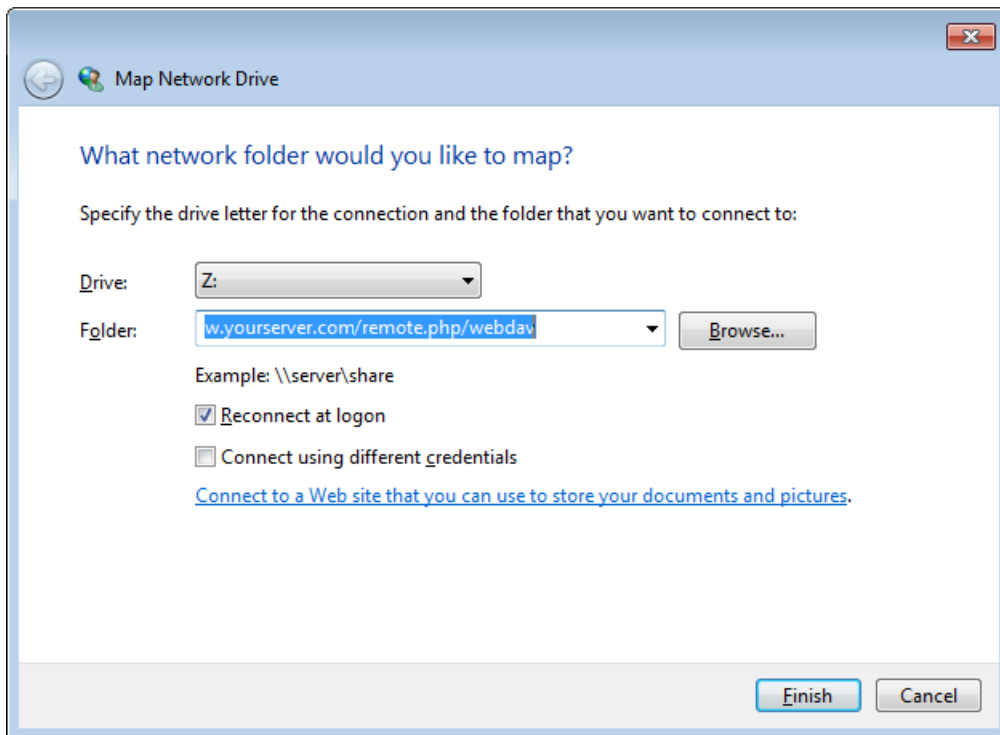
1. Migrate to your computer in Windows Explorer.
2. Right-click on **Computer** entry and select **Map network drive...** from the drop-down menu.
3. Choose a local network drive to which you want to map dokoni SYNC & SHARE.
4. Specify the address to your dokoni SYNC & SHARE instance, followed by **/remote.php/dav/files/USERNAME/**.

For example:

```
https://example.com/folder/remote.php/dav/files/USERNAME/
```

## Note

For SSL protected servers, check **Reconnect at logon** to ensure that the mapping is persistent upon subsequent reboots. If you want to connect to the dokoni SYNC & SHARE server as a different user, check **Connect using different credentials**.



5. Click the `Finish` button.

Windows Explorer maps the network drive, making your dokoni SYNC & SHARE instance available.

## Accessing Files Using Cyberduck

**Cyberduck** is an open source FTP and SFTP, WebDAV, OpenStack Swift, and Amazon S3 browser designed for file transfers on Mac OS X and Windows.

## Note

This example uses Cyberduck version 4.2.1.

To use Cyberduck:

1. Specify a server without any leading protocol information. For example:

```
example.com
```

2. Specify the appropriate port. The port you choose depends on whether or not your dokoni SYNC & SHARE server supports SSL. Cyberduck requires that you select a different connection type if you plan to use SSL. For example:

```
80 (for WebDAV)
```

```
443 (for WebDAV (HTTPS/SSL))
```

3. Use the 'More Options' drop-down menu to add the rest of your WebDAV URL into the 'Path' field. For example:

```
remote.php/dav/files/USERNAME/
```

Now Cyberduck enables file access to the dokoni SYNC & SHARE server.

## Accessing public shares over WebDAV

dokoni SYNC & SHARE provides the possibility to access public shares over WebDAV.

To access the public share, open:

```
https://example.com/folder/public.php/dav
```

in a WebDAV client, use the share token as username and the (optional) share password as password.

## Known Problems

### Problem

Windows does not connect using HTTPS.

### Solution 1

The Windows WebDAV Client might not support Server Name Indication (SNI) on encrypted connections. If you encounter an error mounting an SSL-encrypted dokoni SYNC & SHARE instance, contact your provider about assigning a dedicated IP address for your SSL-based server.

### Solution 2

The Windows WebDAV Client might not support TLSv1.1 / TLSv1.2 connections. If you have restricted your server config to only provide TLSv1.1 and above the connection to your server might fail. Please refer to the [WinHTTP](#) documentation for further information.

### Problem

You receive the following error message: **Error 0x800700DF: The file size exceeds the limit allowed and cannot be saved.**

### Solution

Windows limits the maximum size a file transferred from or to a WebDAV share may have. You can increase the value **FileSizeLimitInBytes** in **HKEY\_LOCAL\_MACHINE\SYSTEM\CurrentControlSet\Services\WebClient\Parameters** \*\* by clicking on **\*\*Modify**.

To increase the limit to the maximum value of 4GB, select **Decimal**, enter a value of **4294967295**, and reboot Windows or restart the **WebClient** service.

### Problem

Accessing your files from Microsoft Office via WebDAV fails.

### Solution

Known problems and their solutions are documented in the [KB2123563](#) article.

### Problem

Cannot map dokoni SYNC & SHARE as a WebDAV drive in Windows using self-signed certificate.

### Solution

1. Go to the your dokoni SYNC & SHARE instance via your favorite Web browser.

2. Click through until you get to the certificate error in the browser status line.
3. View the cert, then from the Details tab, select Copy to File.
4. Save to the desktop with an arbitrary name, for example `mydokoni.cer`.
5. Start, Run, MMC.
6. File, Add/Remove Snap-In.
7. Select Certificates, Click Add, My User Account, then Finish, then OK.
8. Dig down to Trust Root Certification Authorities, Certificates.
9. Right-Click Certificate, Select All Tasks, Import.
10. Select the Save Cert from the Desktop.
11. Select Place all Certificates in the following Store, Click Browse,
12. Check the Box that says Show Physical Stores, Expand out Trusted Root Certification Authorities, and select Local Computer there, click OK, Complete the Import.
13. Check the list to make sure it shows up. You will probably need to Refresh before you see it. Exit MMC.
14. Open Browser, select Tools, Delete Browsing History.
15. Select all but In Private Filtering Data, complete.
16. Go to Internet Options, Content Tab, Clear SSL State.
17. Close browser, then re-open and test.

### **Problem**

You cannot download more than 50 MB or upload large Files when the upload takes longer than 30 minutes using Web Client in Windows 7.

### **Solution**

Workarounds are documented in the [KB2668751](#) article.

### **Problem**

Error 0x80070043 "The network name cannot be found." while adding a network drive.

### **Solution**

Make Windows service **WebClient** start automatically:

1. Open **Control Panel**.
2. Go to **Administrative Tools**.
3. Launch **Services**.
4. Find **WebClient** service.
5. Right-click on it and choose **Properties**.
6. Select **Startup type: Automatic**.
7. Click **OK** button.

Or in command prompt (as Admin):

```
sc config "WebClient" start=auto
sc start "WebClient"
```

### **Accessing Files Using cURL**

Since WebDAV is an extension of HTTP cURL can be used to script file operations.



To create a folder with the current date as name:

```
$ curl -u user:pass -X MKCOL "https://example.com/folder/remote.php/dav/files/USERNAME/$(date)"
```

To upload a file `error.log` into that directory:

```
$ curl -u user:pass -T error.log "https://example.com/folder/remote.php/dav/files/USERNAME/$(date)"
```

To move a file:

```
$ curl -u user:pass -X MOVE --header 'Destination: https://example.com/folder/remote.php/dav/files/USERNAME/$(date)'
```

To get the properties of files in the root folder:

```
$ curl -X PROPFIND -H "Depth: 1" -u user:pass https://example.com/folder/remote.php/dav/
<?xml version="1.0" encoding="utf-8"?>
<d:multistatus xmlns:d="DAV:" xmlns:oc="http://URL.org/ns" xmlns:s="http://sabredav.org/ns">
  <d:response>
    <d:href>/folder/remote.php/dav/files/USERNAME/</d:href>
    <d:propstat>
      <d:prop>
        <d:getlastmodified>Tue, 13 Oct 2015 17:07:45 GMT</d:getlastmodified>
        <d:resourcetype>
          <d:collection/>
        </d:resourcetype>
        <d:quota-used-bytes>163</d:quota-used-bytes>
        <d:quota-available-bytes>11802275840</d:quota-available-bytes>
        <d:getetag>"561d3a6139d05"</d:getetag>
      </d:prop>
      <d:status>HTTP/1.1 200 OK</d:status>
    </d:propstat>
  </d:response>
  <d:response>
    <d:href>/folder/remote.php/dav/files/USERNAME/welcome.txt</d:href>
    <d:propstat>
      <d:prop>
        <d:getlastmodified>Tue, 13 Oct 2015 17:07:35 GMT</d:getlastmodified>
        <d:getcontentlength>163</d:getcontentlength>
        <d:resourcetype/>
        <d:getetag>"47465fae667b2d0fee154f5e17d1f0f1"</d:getetag>
        <d:getcontenttype>text/plain</d:getcontenttype>
      </d:prop>
      <d:status>HTTP/1.1 200 OK</d:status>
    </d:propstat>
  </d:response>
</d:multistatus>
```

To get the file id of a file, regardless of location, you need to make a PROPFIND request. This request requires two things:

1. A PROPFIND XML element in the body of the request method.
2. The path to the file that you want to find out more about

Here's an example PROPFIND XML element, which we'll store as `propfind-fileid.xml`.

```
<?xml version="1.0"?>
<a:propfind xmlns:a="DAV:" xmlns:oc="http://URL.org/ns">
  <!-- retrieve the file's id -->
  <a:prop><oc:fileid/></a:prop>
</a:propfind>
```

**Note**

You could pass this directly to the Curl request. However, it can often be easier to create, maintain, and to share, if it's created in a standalone file.

With the file created, make the request by running the following Curl command:

```
curl -u username:password -X PROPFIND \
-H "Content-Type: text/xml" \
--data-binary "@propfind-fileid.xml" \
'http://localhost/remote.php/dav/files/admin/Photos/San%20Francisco.jpg'
```

This will return an XML response payload similar to the following example. It contains the relative path to the file and the fileid of the file.

```
<?xml version="1.0"?>
<d:multistatus xmlns:d="DAV:" xmlns:s="http://sabredav.org/ns" xmlns:cal="urn:ietf:params:xm
  <d:response>
    <d:href>/remote.php/dav/files/admin/Photos/San%20Francisco.jpg</d:href>
    <d:propstat>
      <d:prop>
        <oc:fileid>4</oc:fileid>
      </d:prop>
      <d:status>HTTP/1.1 200 OK</d:status>
    </d:propstat>
  </d:response>
</d:multistatus>
```

**Note**

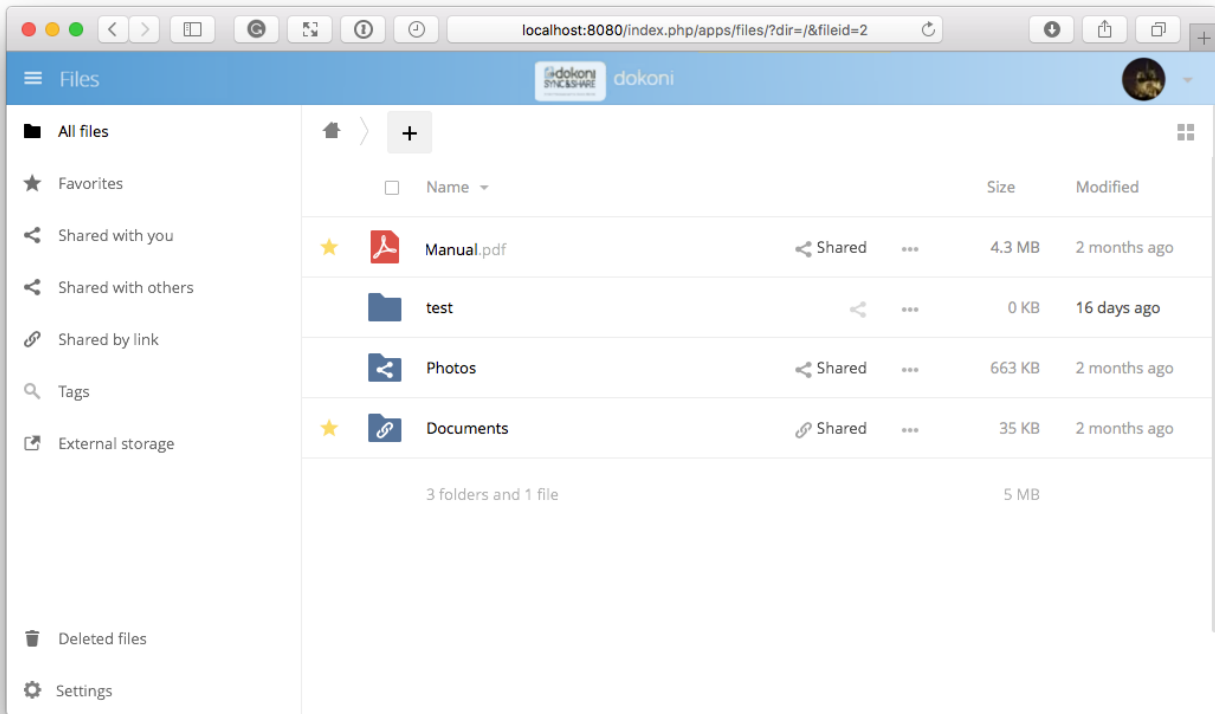
The example above's been formatted for readability, using `xmllint`, which is part of `libxml2`. To format it as it is listed above, pipe the previous command to `xmllint --format -`.

**Using the dokoni SYNC & SHARE Web Interface****WebUI Overview**

You can access your files with the dokoni SYNC & SHARE Web interface, as well as: *create*, *preview*, *edit*, *delete*, *share*, and *re-share* files.

**Important**

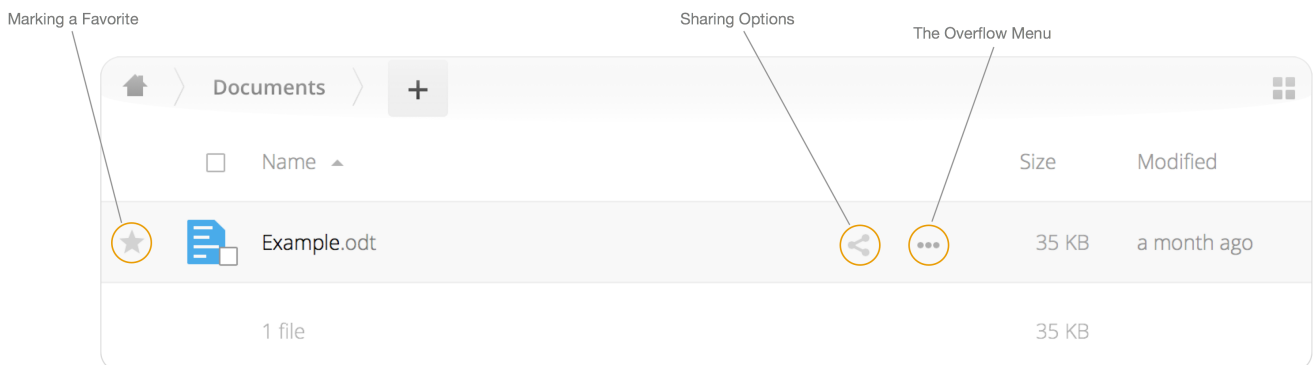
Your dokoni SYNC & SHARE administrator has the option to disable these features. If any of them are missing on your system ask your server administrator.



## File Controls

When you mouseover, or hover over, a file in the Files view, as in the image below, dokoni SYNC & SHARE displays three file controls. These are:

1. Marking Favorites
2. Sharing Files
3. The Overflow Menu



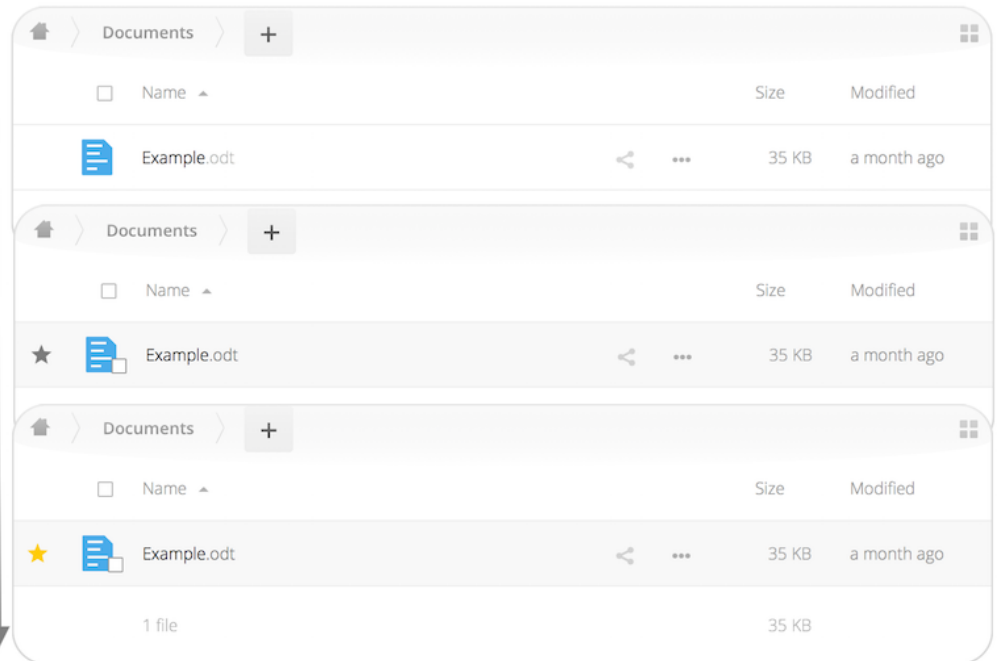
## Marking Favorites

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

By default, a file will not be a favorite.

First, hover over the file's row to see the favorite star,

Then click the star to mark the file as a favorite.



### Sharing Files

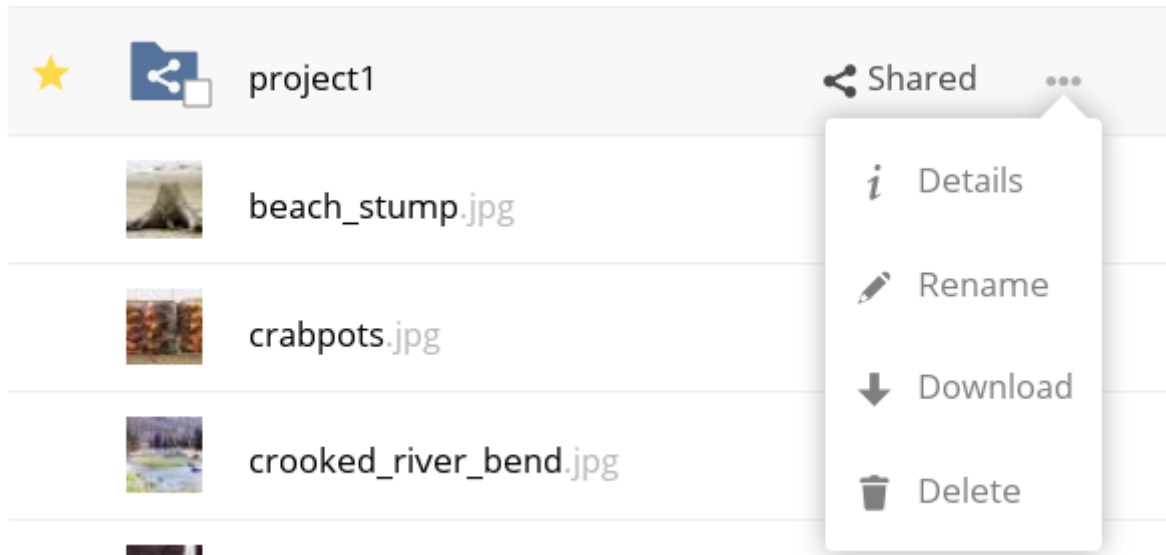
The sharing files control is a shortcut to the file and folder sharing functionality within dokoni SYNC & SHARE. dokoni SYNC & SHARE sharing supports:

- Sharing files and folders with users or groups
- Creating public shares with hyperlinks
- Listing recipients of existing shares
- Deleting existing shares

### The Overflow Menu

The Overflow Menu allows you to:

- [Display File Details](#)
- Rename files
- Download files
- Delete files

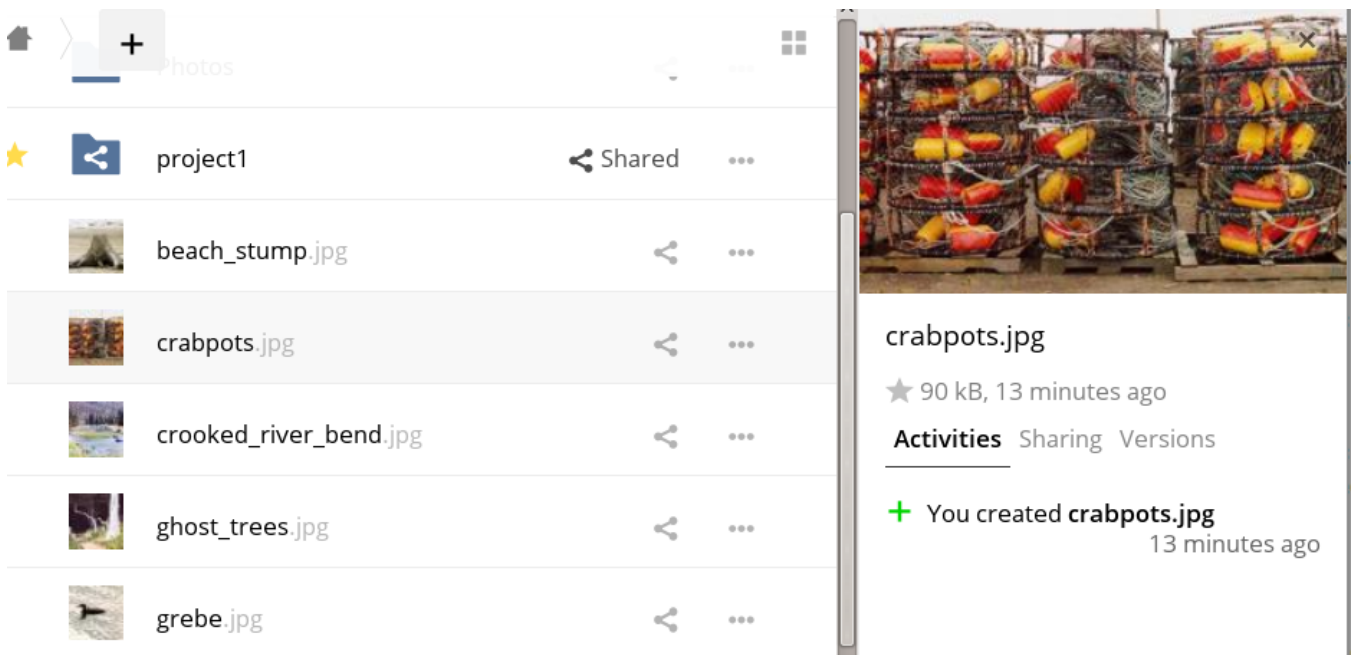


### Display File Details

When you display details about a file, by clicking “Details” in the Overflow Menu, a set of tabs (or views) are available. These are:

View	Description
Details	This shows details about a file, such as its name, size, and when it was created or last updated.
Activity	This shows a history of activity on the file, such as when it was created, updated, and shared.
Sharing	It’s here that shares are managed. To know more, refer to the <a href="#">Sharing Files</a> section.
Version	This shows a history of all the versions of the file. This is not available for folders.

You can see an example of the Activity view in the image below.

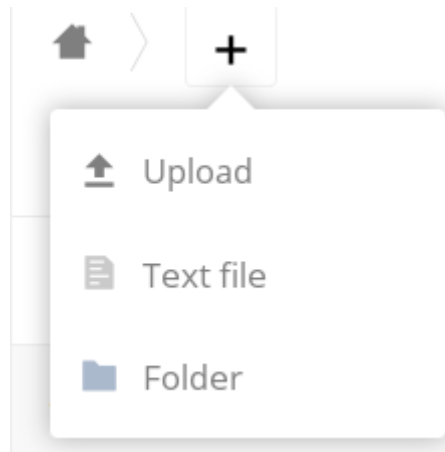


### Navigating the WebUI

Navigating through folders in dokoni SYNC & SHARE is as simple as clicking on a folder to open it and using the back button on your browser to move to a previous level. This section walks you through how to navigate the dokoni SYNC & SHARE UI.

### Create and Upload Files and Directories










At the top of the Files view is a navigation bar. This contains links to uploading new files, and creating new files and folders.



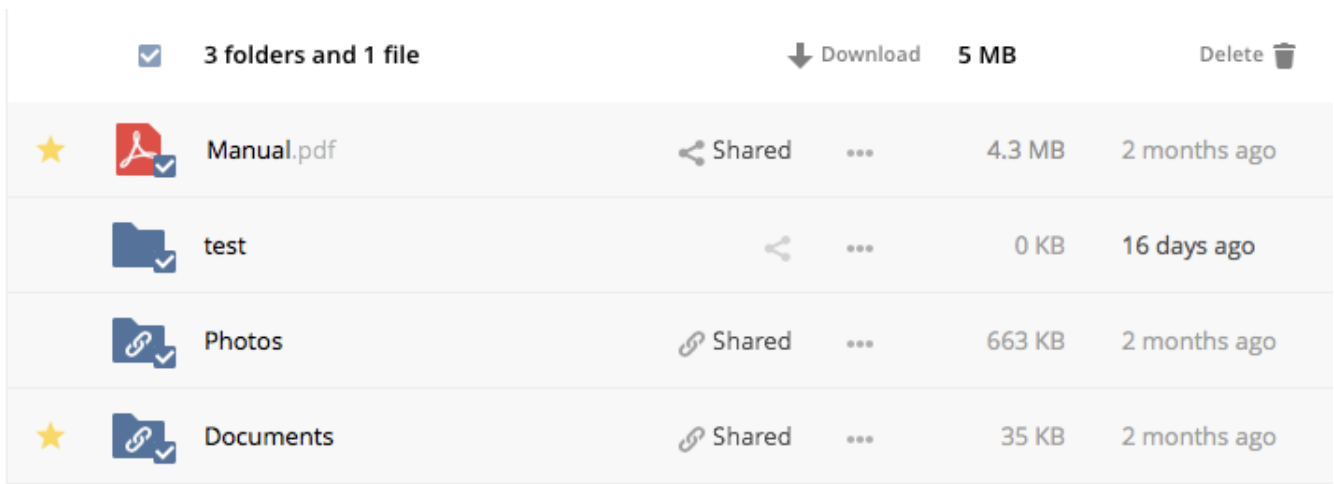
To upload or create new files or folders directly in an dokoni SYNC & SHARE folder click on the *New* button in the navigation bar (this is the + button). There, as in the image above, you can see links to:

- **Upload a new file:** This uploads files from your computer into dokoni SYNC & SHARE. You can also upload files by dragging and dropping them from your file manager.
- **Create a new text file:** This creates a new text file and adds the file to your current folder.
- **Create a new folder:** This creates a new folder in the current folder.

### Select Files or Folders

<input type="checkbox"/>	Name ▾		Size	Modified
<input checked="" type="checkbox"/>	  Manual.pdf	 Shared ...	4.3 MB	2 months ago
<input type="checkbox"/>	 test	 ...	0 KB	16 days ago
<input type="checkbox"/>	 Photos	 Shared ...	663 KB	2 months ago
<input checked="" type="checkbox"/>	 Documents	 Shared ...	35 KB	2 months ago

You can select one or more files or folders by hovering over them (as in the image below) and clicking on their checkboxes. To select all files in the current directory, click on the checkbox located at the top of the files listing.



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

### Note

If the `Download` button is not visible, the administrator has disabled this feature.

### Filter the Files View

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

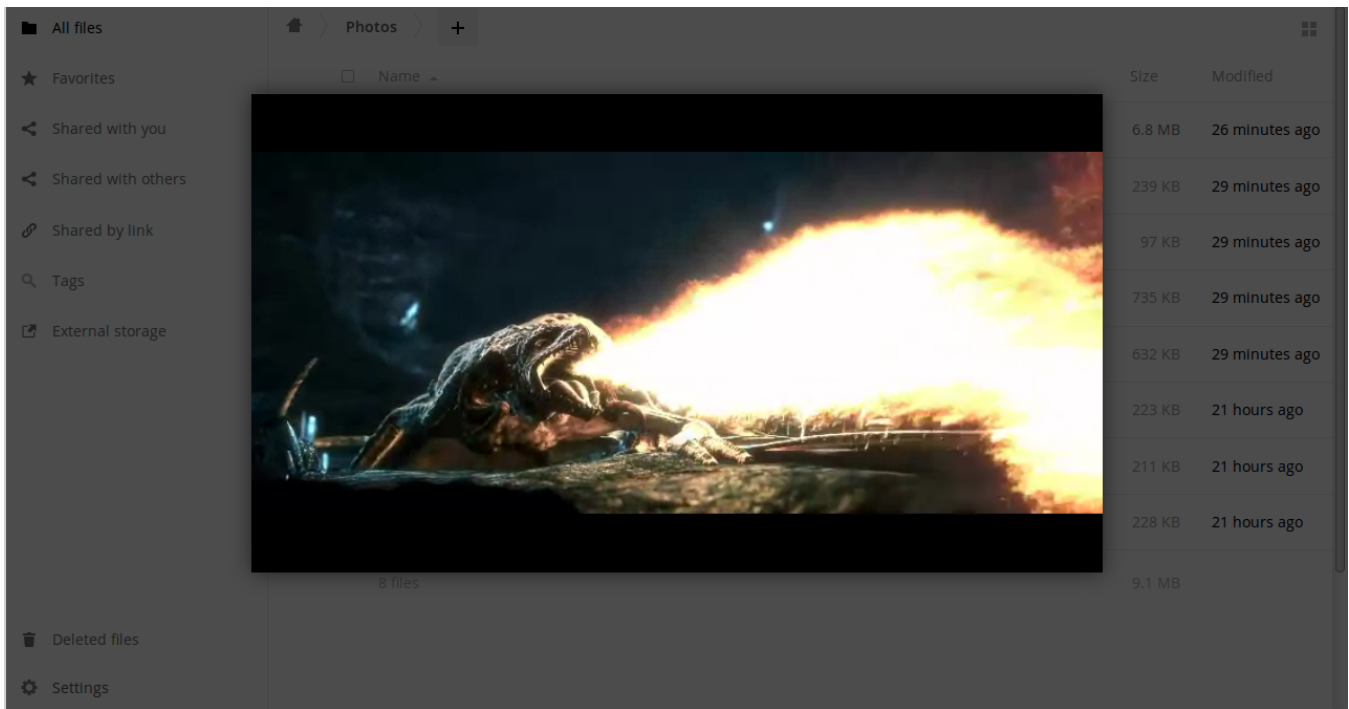
Option	Description
All files	The default view; displays all files that you have access to
Favorites	Files or folders marked with the yellow star
Shared with you	Displays all files shared with you by another user or group
Shared with others	Displays all files that you have shared with other users or groups
Shared by link	Displays all files that are shared by you via public link
External Storage	Files that you have access to on external storage devices and services such as Dropbox, Google, and Amazon S3

### Move Files

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

### Play Videos

You can play videos in dokoni SYNC & SHARE with the Video Player app, by clicking once on the file. Please note, video streaming by the native dokoni SYNC & SHARE video player depends on your Web browser and the video's format.



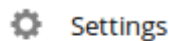
### Note

If your dokoni SYNC & SHARE administrator has enabled video streaming, and it doesn't work in your Web browser, it may be a browser-related issue.

### Settings

The **Settings** gear icon, in the lower left-hand corner of the dokoni SYNC & SHARE window, allows you to show or hide hidden files in your dokoni SYNC & SHARE Web interface. These are also called dotfiles, because they are prefixed with a dot, e.g. `.mailfile`.

The dot tells your operating system to hide these files in your file browsers, unless you choose to display them. Usually, these are configuration files, so having the option to hide them reduces clutter.



Show hidden files

### Preview Files

dokoni SYNC & SHARE can display thumbnail previews for *images*, *MP3 covers*, and *text files*, if this is enabled by your server administrator. You can also display *uncompressed text*, *OpenDocument*, *videos*, and *image* files in the dokoni SYNC & SHARE embedded viewers by clicking on the file name. There may be other file types you can preview if your dokoni SYNC & SHARE administrator has enabled them. If dokoni SYNC & SHARE cannot display a file, it will start a download process and downloads the file to your computer.

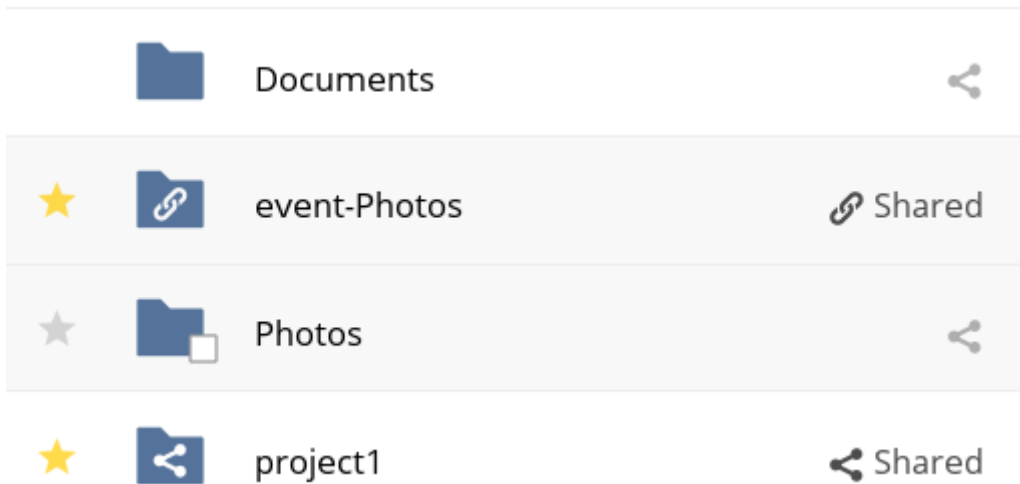
### Sharing Files

Clicking the share icon on any file or folder opens the Details view on the right, where the Share tab has focus.

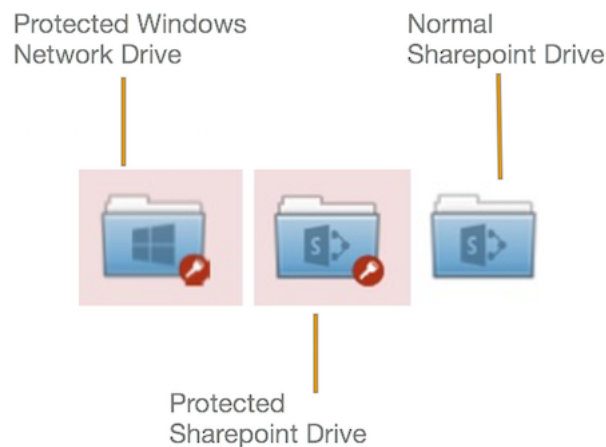
### Sharing Status Icons

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





You may also have access to Sharepoint and Windows Network Drive file shares. These have special status icons. An icon with a red plug-in and background means you have to enter a login to get access to the share.



### Creating Shares

To share a file or folder, immediately below the Share tab, you will see a text field. In this field, you can enter any number of users (whether local to your dokoni SYNC & SHARE server or remote) or groups who you would like to share the file or folder with.

If username auto-completion is enabled, when you start typing the user or group name dokoni SYNC & SHARE will automatically complete it for you, if possible.

After a file or folder has been shared, [Share Permissions](#) can be set on it. In the image below, you can see that the directory “event-Photos” is shared with the user “pierpont”, who can *share*, *edit*, *create*, *change*, and *delete* the directory.

The screenshot shows a file manager interface. On the left, a folder named "event-Photos" is selected, showing its contents: "Photos" folder, "project1" folder, and five image files: "beach\_stump.jpg", "crabpots.jpg", "crooked\_river\_bend.jpg", "ghost\_trees.jpg", and "grebe.jpg". The folder is marked as "Shared".

On the right, a sharing sidebar is open for the "event-Photos" folder. It shows the folder icon, name, size (189 kB), and time (39 minutes ago). The "Sharing" tab is active. A user named "pierpont" is listed as the sharer. The sharing settings include:
 

- notify by email
- can share  can edit
- create  change  delete
- Share link
- Link: `http://localhost/owncloud/index.p`
- Password protect
- Allow editing
- Email: `brandon@example.com`
- Set expiration date

### What Happens When Share Recipients Move Files and Folders?

If a share recipient has **“can edit”** privileges and moves files or folders out of the share, dokoni SYNC & SHARE stores a backup copy of the moved file/folder in the Deleted Files (Trash) of the share’s owner. The user who moved the file/folder out of the share still has the original copy there, along with its attached metadata.

That way, the files/folders are not permanently lost. By clicking the **Restore** link, next to the respective file or folder, dokoni SYNC & SHARE will restore these files/folders to their original location.

The screenshot shows a "Deleted" view of a file. The file is named "saml\_2.0\_sso-renamed.png" and was deleted "16 minutes ago". A "Restore" button, represented by a circular arrow icon, is highlighted with an orange box. The interface also shows a "Name" dropdown and a "Deleted" dropdown.

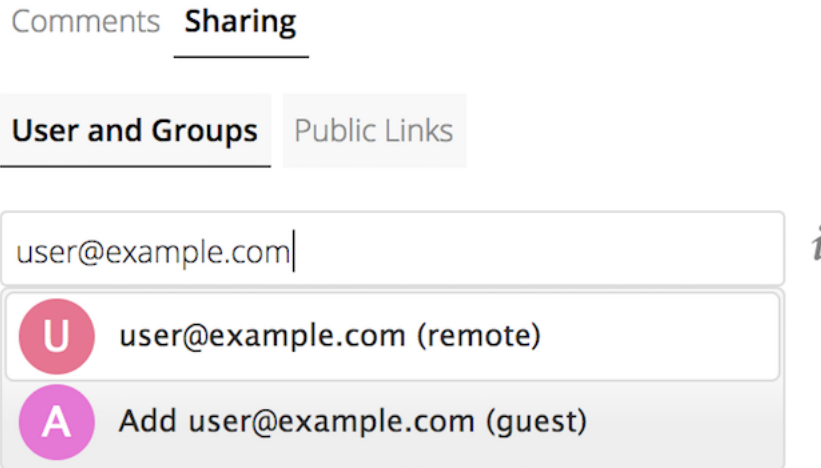
### Note

Restoring files restores the backup copy for **all users**, including the user that originally moved them, into the original folder.

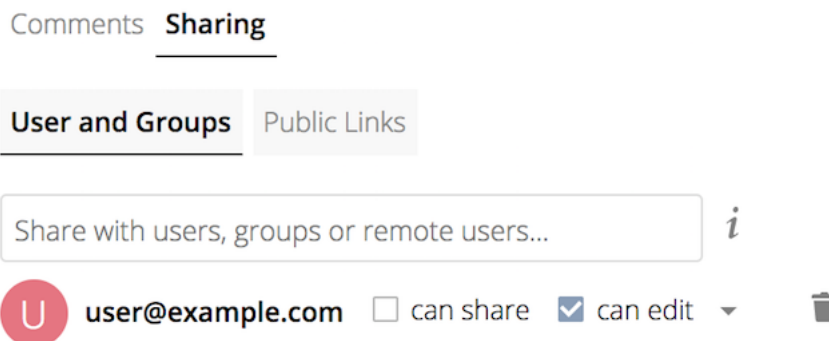
### Sharing Files with Guest Users

Users can also share files and folders with guest users. To do so, your dokoni SYNC & SHARE administrator will need to have installed `the Guest application`_.`

If it's already installed, in the **"User and Groups"** field of the **"Sharing"** panel, type the email address of a user who is not already a user in your dokoni SYNC & SHARE installation. You will then see a popup appear with the suffix (guest), as in the screenshot below.



After you do that, the content will be shared with the user with all permissions applied, except for the ability to share with other users.



### Updating Shares

To change any of the properties of a share, again, you first need to view the Share tab. From there, you can:

- Delete a user's access to a share
- Give more users access to a share
- Change a user's share permissions
- Add or remove password protection
- Set or remove a share's expiration date

As this functionality is already described in other parts of the [Sharing Files](#) section, it won't be specifically covered here.

### Deleting Shares

Despite the name of this section, you don't actually delete a share. Rather what you do is remove the access of user's to whom it's already been shared with. When all users access to a shared resource has been removed, the resource is no longer shared.

To do that, you need to click on the rubbish bin icon, on the far right-hand side of the name of each user it's been shared with, who should no longer have access to it.

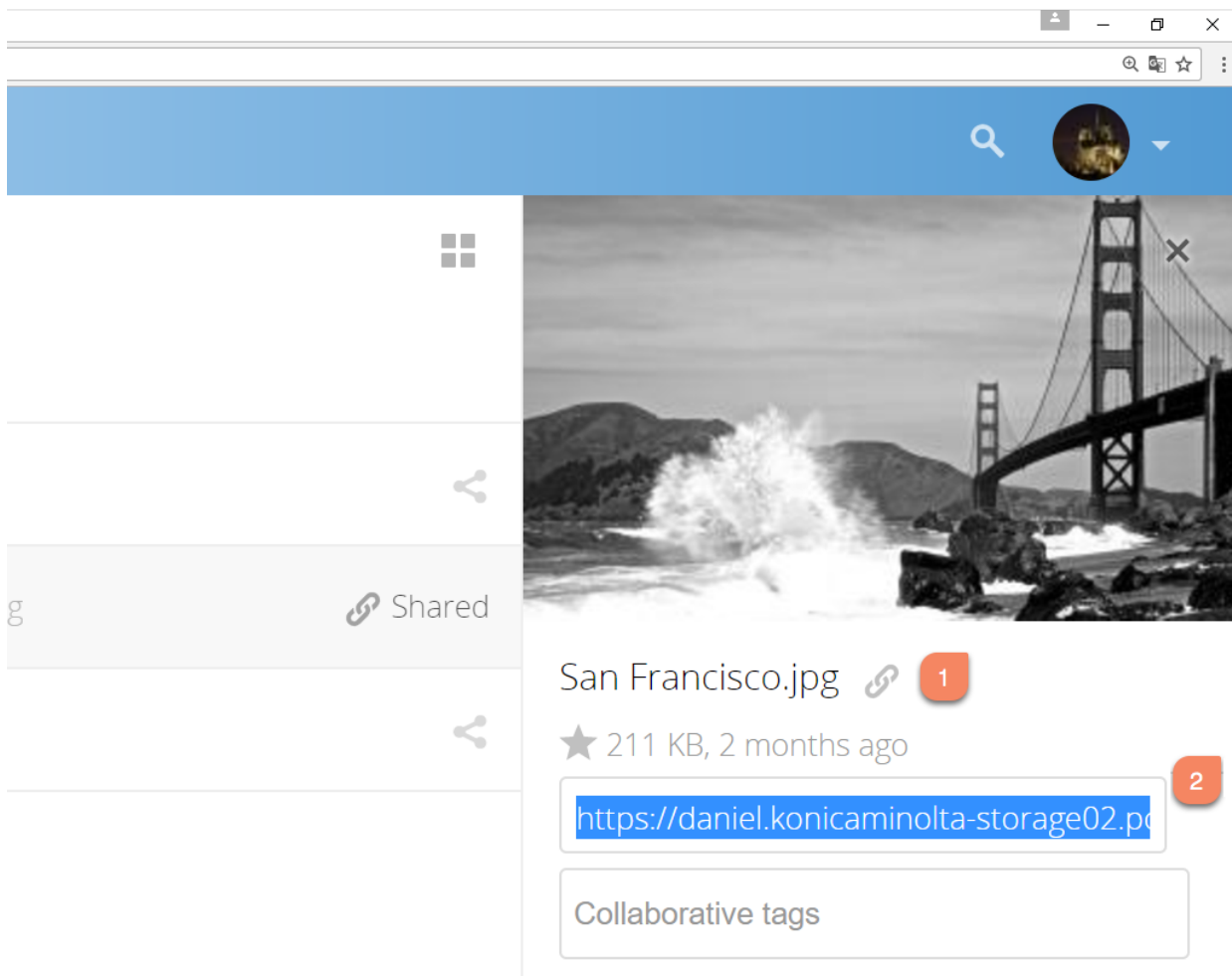
### **Password Protecting Files**

It's also possible to password protect shared files and folders. If you want to do so, then you need to enable this functionality. Specifically, click the checkbox labeled "Password protect" under the "Share Link" section.

When you do so, you'll see a password field appear. In there, add the password that the user will need to enter to access the shared resource and press the return key.

### **Using Private Links**

Another way to access a file or folder is via a private link. It's a handy way of creating a permanent link for yourself or to point others to a file or folder, within a share, more efficiently. To access the private link, in the Sharing Panel for a file or folder, next to its name you'll see a small link icon (1), as in the screenshot below.



If you click it, a new textbox will appear above the "Collaborative tags" field, populated with the link's URI (2).

#### **Note**

Only people who have access to the file or folder can use the link.

### **Changing The Share Expiration Date**

- You can *only* set an expiration date on public shares
- Local shares do not expire when public shares expire
- A local share can only be "expired" (or deleted) by clicking the trash can icon

## Creating or Connecting to Federation Share Links

Federated Cloud Sharing allows you to mount file shares from remote dokoni SYNC & SHARE servers, and manage them just like a local share.

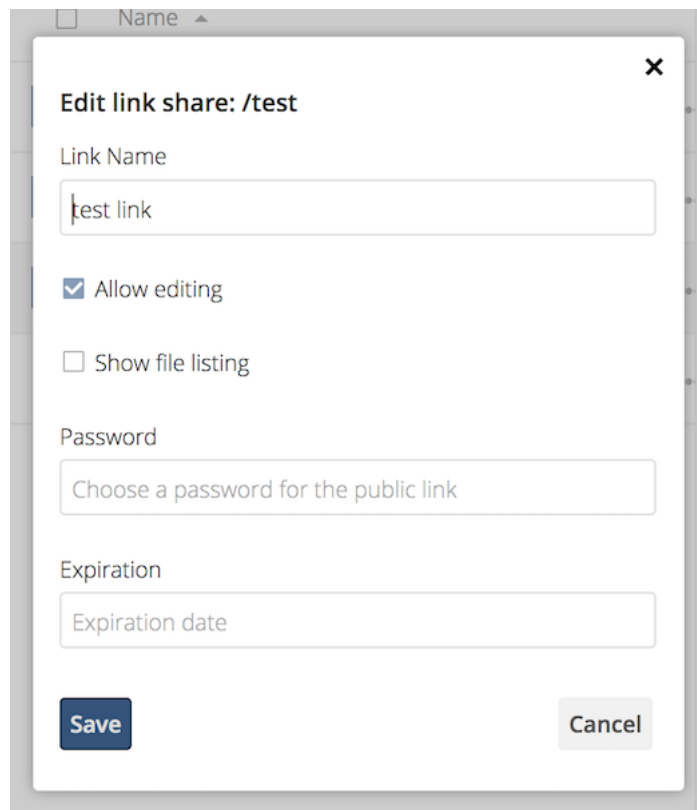
## Share Permissions

Shares can have a combination of the following five permission types:

Permission	Definition
can share	Allows the users you share with to re-share
can edit	Allows the users you share with to edit your shared files, and to collaborate using the Documents app
create	Allows the users you share with to create new files and add them to the share
change	Allows uploading a new version of a shared file and replacing it
delete	Allows the users you share with to delete shared files

## Creating Drop Folders

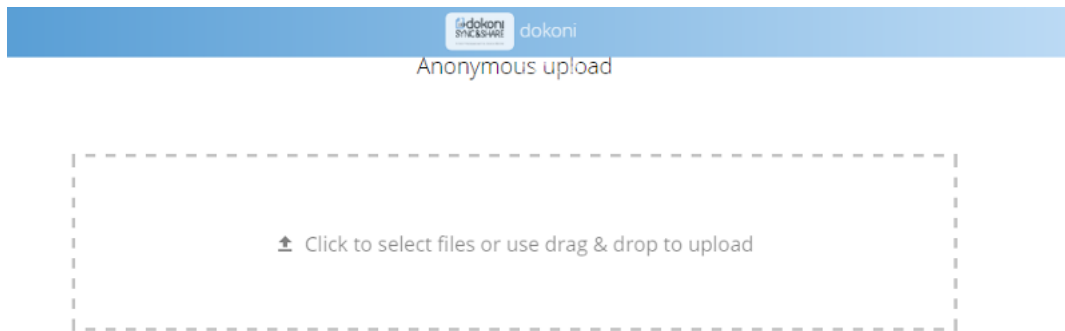
As of dokoni SYNC & SHARE version 10.0.2, users can create upload-only, public shares (otherwise known as “Drop Folders”). Drop Folders allow users to upload files to a central location, but don’t allow them to either see or change any existing files, which already have been uploaded.



To create one:

1. View the sharing panel of the folder that you want to share as a Drop Folder, and under “**Public Links**” select “**Create public link**”.
  2. As with other shares, provide the name in the “**Link Name**” field.
  3. Check “**Allow editing**”, un-check “**Show file listing**”, and then un-check “**Allow editing**”.
  4. Finally, click “**Save**” to complete creation of the share.
- Now, as with other public links, you can copy the link to the share and give it out, as and when necessary.

## Using Drop Folders



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Giving Choice to Users

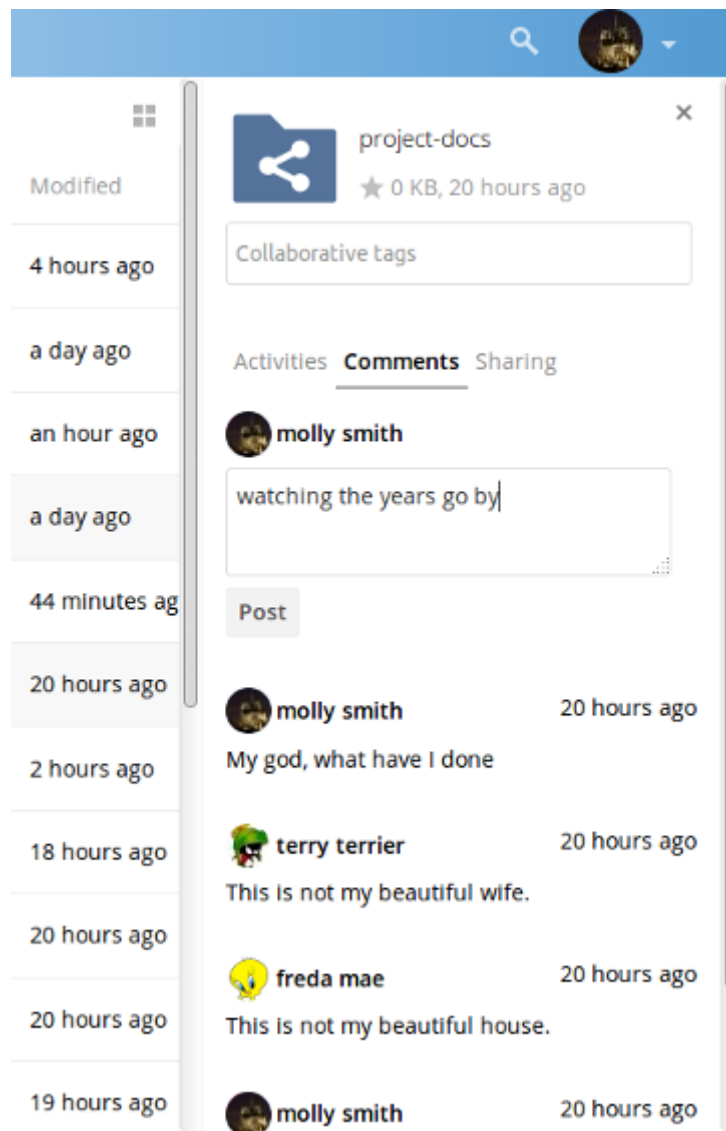
When users open the share link, they will see a page where they can either click to select files to share, or drag-and-drop files directly to share them. After the file's been successfully uploaded, they'll see (where possible) a preview of the file that has been uploaded.

## Comments

In dokoni SYNC & SHARE, you can add one or more comments on both files and folders. This section describes how to add, edit, and delete comments.

## Add Comments

Use the Details view, in The Overflow Menu, to add and read comments on any file or folder. Comments are visible to everyone who has access to the file or folder. To add a comment, as in the example below, click the **Comments** tab in the Details view, write a comment in the New Comment field, and click "Post".



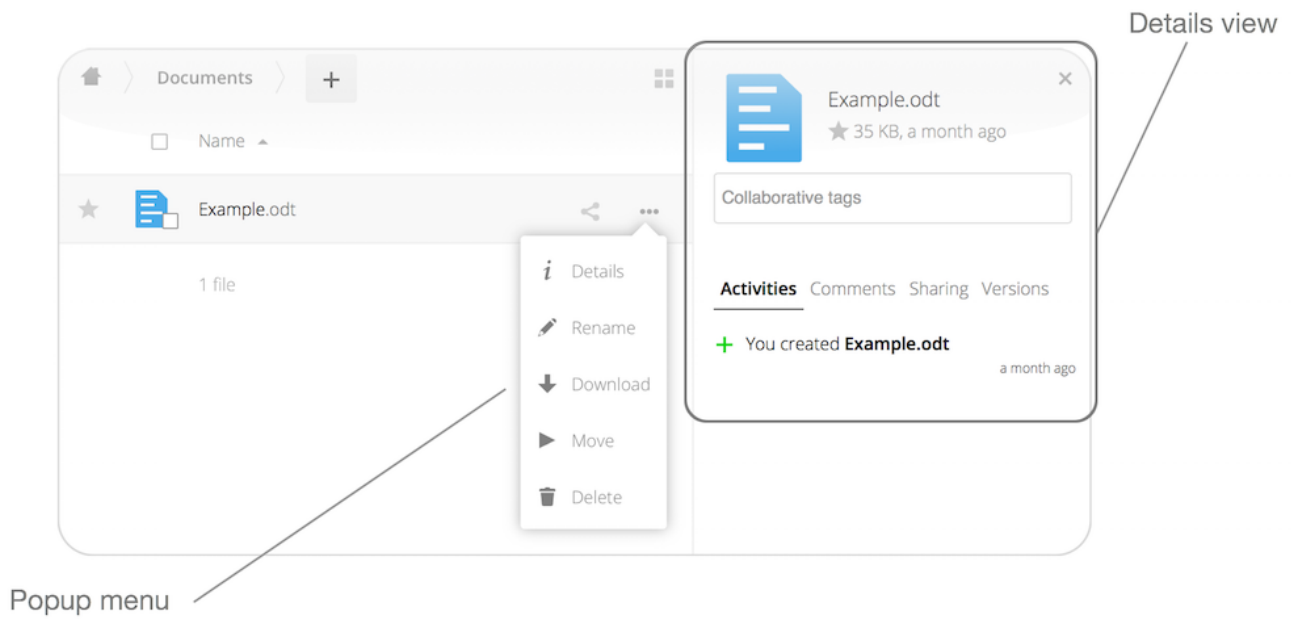
### **Edit Comments**

To edit an existing comment on a file or folder, hover the mouse over the comment and you will see a pencil icon appear. By clicking on the pencil, the *“Edit Comment”* field will appear, pre-filled with the comment text. Change the text as necessary and click *“Save”*. If you change your mind, just click *“Cancel”*.

### **Delete Comments**

To delete an existing comment on a file or folder, as with editing comments, hover the mouse over the comment and you will see a pencil icon appear. Click the pencil, and a rubbish bin icon appears on the far right-hand side of the comment author’s name, above the *“Edit Comment”* text field. Click the rubbish bin, and the comment will be deleted after a few seconds.

### **Tagging Files**

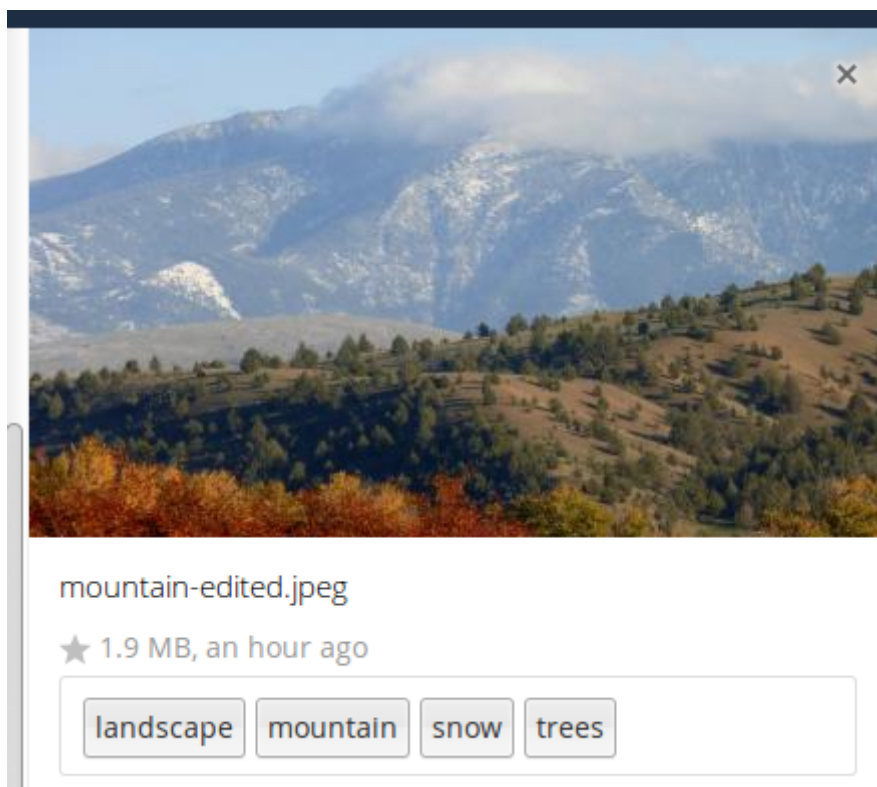


In dokoni SYNC & SHARE, you can assign one or more tags to files and folders. To do so, go to the “**Details**” view, inside The Overflow Menu. There, you’ll see a text field, with the placeholder text “**Collaborative tags**” if no tags have yet been added, below the file’s icon, name, and other details.

In that field, type the tag’s name. If you want to use multiple words, there is no need to use single or double-quotes. Type as many words as you want for the tag name. When you press the return key your tag will be saved.

### Note

All tags are system tags, so they are shared by all users on your dokoni SYNC & SHARE server.



When you place the cursor inside the tags field, and as you type the tag name, a list of the system tags will appear. If you type a new tag name, the visible tags list will be filtered, based on the text that you’ve typed.



If you see a tag in the list which is what you had intended to type, or is a better fit than what you had in mind, click on it, and it will be added to the file or folder's tag list. This can save you a lot of time and effort.

### Untag a File or Folder

If a file or folder is already tagged, the tag names in the popup list will have a check mark to the left of the tag's name. To remove that tag from the file or folder, click the tag's name. You will see that the check mark disappears.

### Edit Tags

To edit a tag, click the pencil icon on the far right-hand side of the tag's name, in the tags popup list. This will display a text box, containing the tag's name. Be sure that you want to change the tag's name, as it will be updated for all users.

### Delete Tags

To delete a tag, as above, click the pencil icon on the far right-hand side of the tag's name, in the tags popup list. Next to the text box containing the tag's name, you will also see a delete icon.

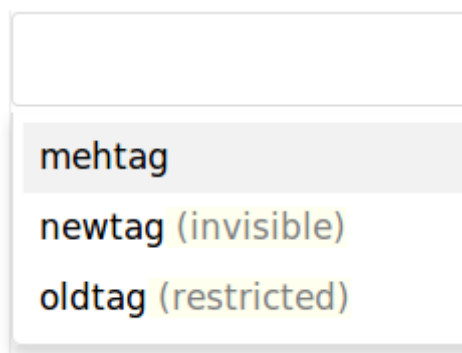
Click this to remove the tag from the system tag's list. As with renaming a tag, remember that deleting a tag removes it for all users. So please be sure that you want to do this.

### Filter By Tag

To filter by tag, use the **Tags** filter on the left sidebar of the Files page. There are three types of tags:

Tag	Description
Visible	All users may see, rename, and apply these tags to files and folders
Restricted	Tags are assignable and editable only to the users and groups which have permission to use them. Other users can filter files by restricted tags, but cannot tag files with them or rename them. The tags are marked (restricted)
Invisible	Visible only to dokoni SYNC & SHARE admins

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



### Storage Quota

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

You have used **70.6 MB** of the available **5 GB**

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

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

Encrypted files are a little larger than unencrypted files; the unencrypted size is calculated against your quota. Deleted files that are still in the trash bin do not count against quotas. The trash bin is set at 50% of quota. Deleted file aging is set at 30 days. When deleted files exceed 50% of quota then the oldest files are removed until the total is below 50%.

When version control is enabled, the older file versions are not counted against quotas. If you create a public share via URL, and allow uploads, any uploaded files count against your quota.

### **Quotas Are Neither Hard Nor Soft**

Quotas are not strictly hard quotas, but nor are they soft quotas either. They're more hard quotas with the exception of always being able to restore deleted files.

Why? Well, say that a user's Trash bin contains one or more files. The user uploads several files and in the process reaches their quota limit.

If hard quotas were enforced, the user would be prevented from being able to restore any deleted file. However, with the Trash bin exception in place, files can always be restored, but no new files can be uploaded, once a quota has been reached.

This user workflow may sound peculiar, but not allowing a user to restore files would make for a poor user experience. Given that, this exception is allowed.

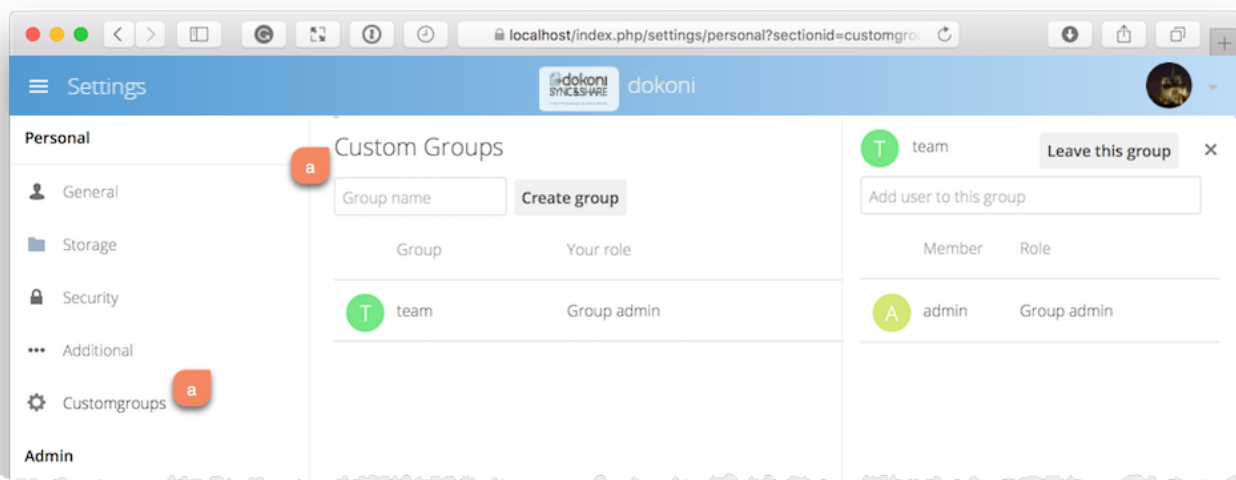
### **Custom Groups**

In previous versions of dokoni SYNC & SHARE, if you wanted to share a file or a folder with more than one person, you had to share it either with many people individually, or share to one or more groups. However, you could only share with groups which your dokoni SYNC & SHARE administrator had already created.

This wasn't the most efficient way to work. To address that, as of dokoni SYNC & SHARE 10.0, you can now create your own groups on-the-fly, through a feature called "Custom Groups". Here's how to use it.

### **Creating Custom Groups**

Assuming that your dokoni SYNC & SHARE administrator's already ``enabled custom groups`_`; under the admin menu, in the top right-hand corner, click "**Settings**" (1). Then, in the main menu on the settings page, in "**Personal**" section, click the option: "**Customgroups**" (2). This will take you to the "**Custom Groups**" admin page.

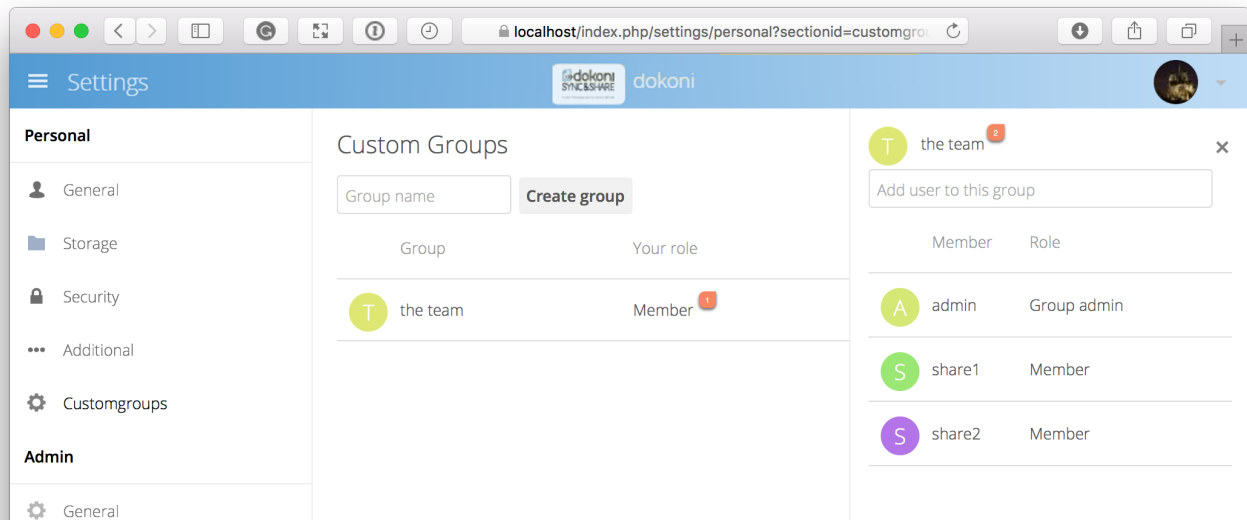


To create a new custom group, in the text field at the top where you see the placeholder text: "**Group name**", add the group name and click "**Create group**". After a moment or two, you'll see the new custom group appear in the groups list.

## Note

Please be aware of two things: 1) Custom groups are visible **only** to members of the group, but **not** to anyone outside the group and 2) dokoni SYNC & SHARE administrators can see and modify all custom groups of an instance.

## Managing Group Members



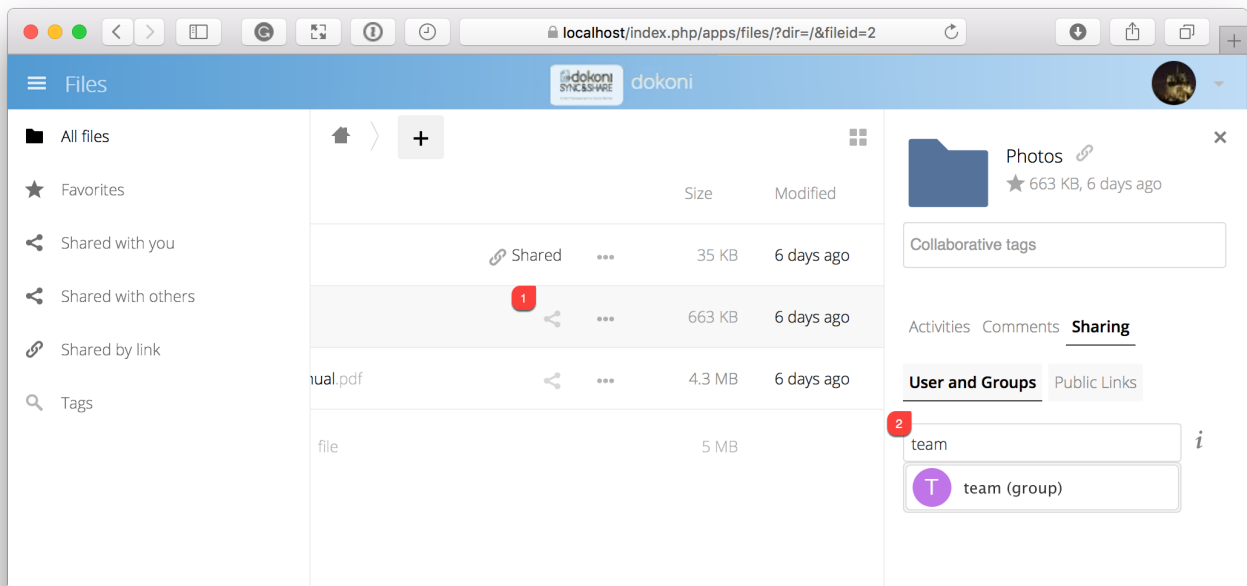
To add or remove users in a custom group, click your role (1), which will likely be “**Member**” (at least at first), and you’ll see a panel appear on the right-hand side listing the group’s users and their roles. In the “**Add user to this group field**” at the top of the panel (2), start typing the name of the user that you want to add.

After a moment or two, you’ll see a list of users that match what you’ve typed appear (if there are any) in a popup list. Click the one that you want, and they’ll be added to the group. Finally, you’ll see a confirmation at the top of the page (3), indicating that the user’s been added to the custom group.

## Note

Members can only use a group for sharing, whereas group admins can manage a group’s members, change a group’s name, change members’ roles, and delete groups.

## Sharing with the Group

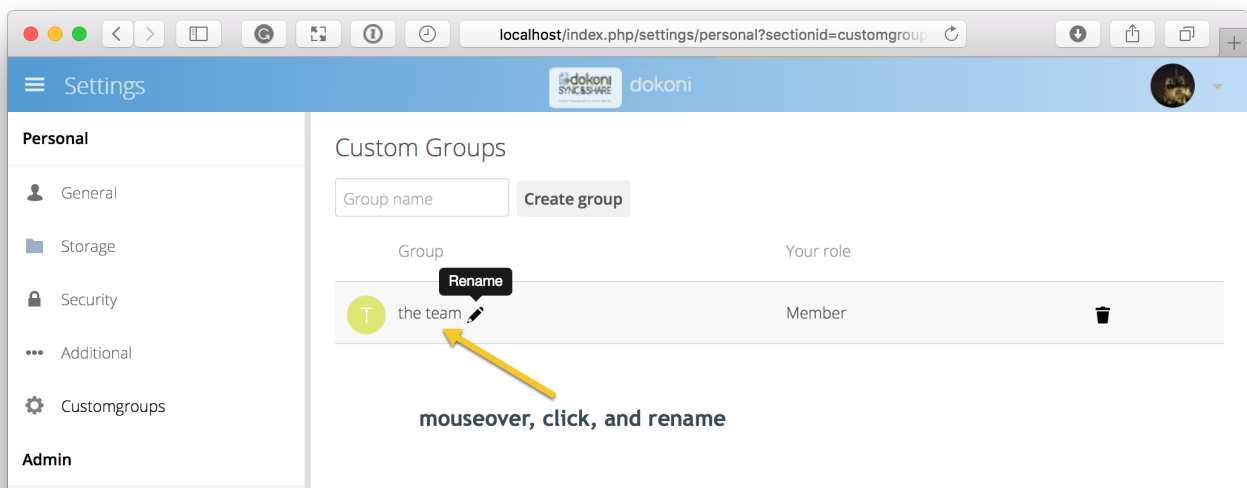


To share a file or folder with your custom group, open the sharing panel (1). Then, in the “**User and Groups**” field (2), type part of the name of the custom group and wait a moment or two.

The name of the group should be displayed in a popup list, which you can see in the screenshot above. Click on it, and the file or folder will then be shared with your custom group with all permissions initially set.

### Changing Group Names

If you want to change the name of the custom group, mouseover the group’s name in the custom groups list, where you will see a pencil appear to the right of the existing name. Click it, and a text field will appear, pre-populated with the existing name. Change the name and click enter, and the name will be changed.



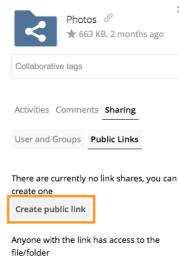
### Public Link Shares

With dokoni SYNC & SHARE (10.0), we introduced the ability to create multiple public links per file or folder. This offers a lot of flexibility for creating different kinds of share links for a single file or folder, such as *different passwords*, *expiry dates*, and *permissions*.

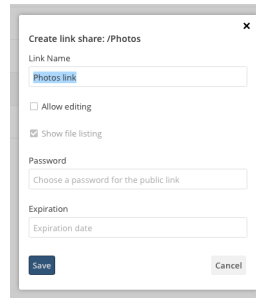
As of dokoni SYNC & SHARE version 10.0.2 you can create Drop Folders, where users can upload files to a central location, but not be able to change any existing ones, nor see other files which already have been uploaded.

### Creating Public Link Shares

To create a public link share, first view the Sharing Panel of the file or folder that you want to create a public link share for, and under **“Public Links”** click **“Create public link”**.



Then, as with other shares, provide the name in the **“Link Name”** field, and fill out the options that suit what you want the link to support. You can find details of what each option does below.



Finally, click **“Save”** to complete creation of the share. Now that the share is created, you can:

- Copy the link to the share and give it out
- Update the share’s settings
- Share the link via social media and email
- Delete the public link

### Share Settings Explained

Setting	Description
Allow editing	It also allows renaming, deleting, and moving.
Show file listing	The option allows recipients to list the files in the shared folder. If you don't give permission to view the files you have a drop folder.
Password	Sets a password for protecting the link.
Expiration	Sets an expiry date for the link.

### Desktop and Mobile Synchronization

For synchronizing files with your desktop computer, we recommend using the dokoni SYNC & SHARE Desktop Client for Windows, Mac OS X and Linux.

The dokoni SYNC & SHARE Desktop Sync Client enables you to connect to your dokoni SYNC & SHARE Server. You can create folders in your home directory, and keep the contents of those folders synced with your dokoni SYNC & SHARE server. Simply copy a file into the directory and the dokoni SYNC & SHARE desktop client does the rest. Make a change to the files on one computer, it will flow across the others using these desktop sync clients. You will always have your latest files with you wherever you are.

#### Mobile Clients

Visit your Personal page in your dokoni SYNC & SHARE Web interface to find download links for Android and iOS mobile sync clients. ... 10.0.7 replace:: 10.0.7

### Encrypting Your dokoni SYNC & SHARE Files

dokoni SYNC & SHARE includes an Encryption app, and when it is enabled by your dokoni SYNC & SHARE administrator all of your dokoni SYNC & SHARE data files are automatically encrypted. Encryption is server-wide, so when it is enabled you cannot choose to keep your files unencrypted. You don't have to do anything special, as it uses your dokoni SYNC & SHARE login as the password for your unique private encryption key. Just log in and out and manage and share your files as you normally do, and you can still change your password whenever you want.

Its main purpose is to encrypt files on remote storage services that are connected to your dokoni SYNC & SHARE server, such as Dropbox and Google Drive. This is an easy and seamless way to protect your files on remote storage. You can share your remote files through dokoni SYNC & SHARE in the usual way, however you cannot share your encrypted files directly from Dropbox, Google Drive, or whatever remote service you are using, because the encryption keys are stored on your dokoni SYNC & SHARE server, and are never exposed to outside service providers.

If your dokoni SYNC & SHARE server is not connected to any remote storage services, then it is better to use some other form of encryption such as file-level or whole disk encryption. Because the keys are kept on your dokoni SYNC & SHARE server, it is possible for your dokoni SYNC & SHARE admin to snoop in your files, and if the server is compromised the intruder may get access to your files.

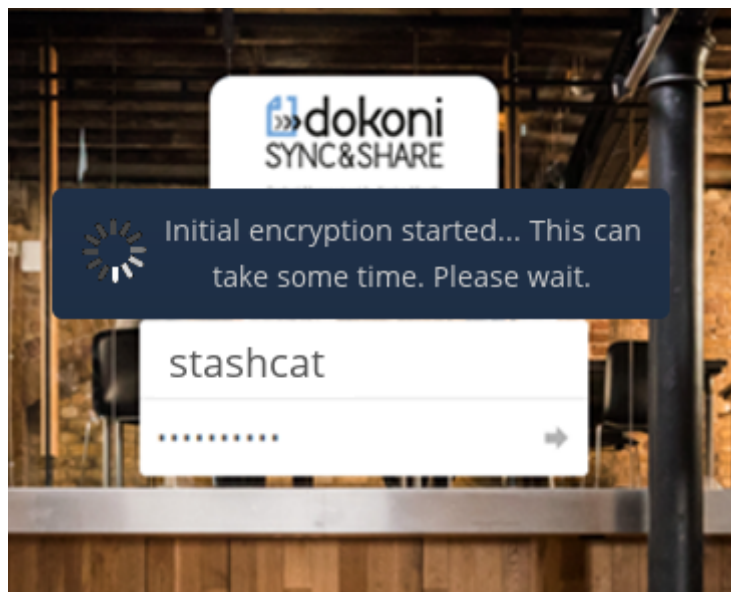
### Using Encryption

dokoni SYNC & SHARE encryption is pretty much set it and forget it, but you have a few options you can use.

When your dokoni SYNC & SHARE admin enables encryption for the first time, you must log out and then log back in to create your encryption keys and encrypt your files. When encryption has been enabled on your dokoni SYNC & SHARE server you will see a yellow banner on your Files page warning you to log out and then log back in.

**Encryption App is enabled but your keys are not initialized, please log-out and log-in again**

When you log back in it takes a few minutes to work, depending on how many files you have, and then you are returned to your default dokoni SYNC & SHARE page.



### Note

You must never lose your dokoni SYNC & SHARE password, because you will lose access to your files. Though there is an optional recovery option that your dokoni SYNC & SHARE administrator may enable; see the Recovery Key Password section (below) to learn about this.

### Sharing Encrypted Files

Only users who have private encryption keys have access to shared encrypted files and folders. Users who have not yet created their private encryption keys will not have access to encrypted shared files; they will see folders and filenames, but will not be able to open or download the files. They will see a yellow warning banner that says “Encryption App is enabled but your keys are not initialized, please log-out and log-in again.”

Share owners may need to re-share files after encryption is enabled; users trying to access the share will see a message advising them to ask the share owner to re-share the file with them. For individual shares, un-share and re-share the file. For group shares, share with any individuals who can't access the share. This updates the encryption, and then the share owner can remove the individual shares.

### **Recovery Key Password**

If your dokoni SYNC & SHARE administrator has enabled the recovery key feature, you can choose to use this feature for your account. If you enable “Password recovery” the administrator can read your data with a special password. This feature enables the administrator to recover your files in the event you lose your dokoni SYNC & SHARE password. If the recovery key is not enabled, then there is no way to restore your files if you lose your login password.

## Encryption

Enable recovery key (allow to recover users files in case of password loss):

<input type="password"/>	Recovery key password
<input type="password"/>	Repeat Recovery key password
<input checked="" type="radio"/> Enabled	
<input type="radio"/> Disabled	

### **Files Not Encrypted**

Only the data in your files is encrypted, and not the filenames or folder structures. These files are never encrypted:

- Old files in the trash bin.
- Image thumbnails from the Gallery app.
- Previews from the Files app.
- The search index from the full text search app.
- Third-party app data

There may be other files that are not encrypted; only files that are exposed to third-party storage providers are guaranteed to be encrypted.

### **Change Private Key Password**

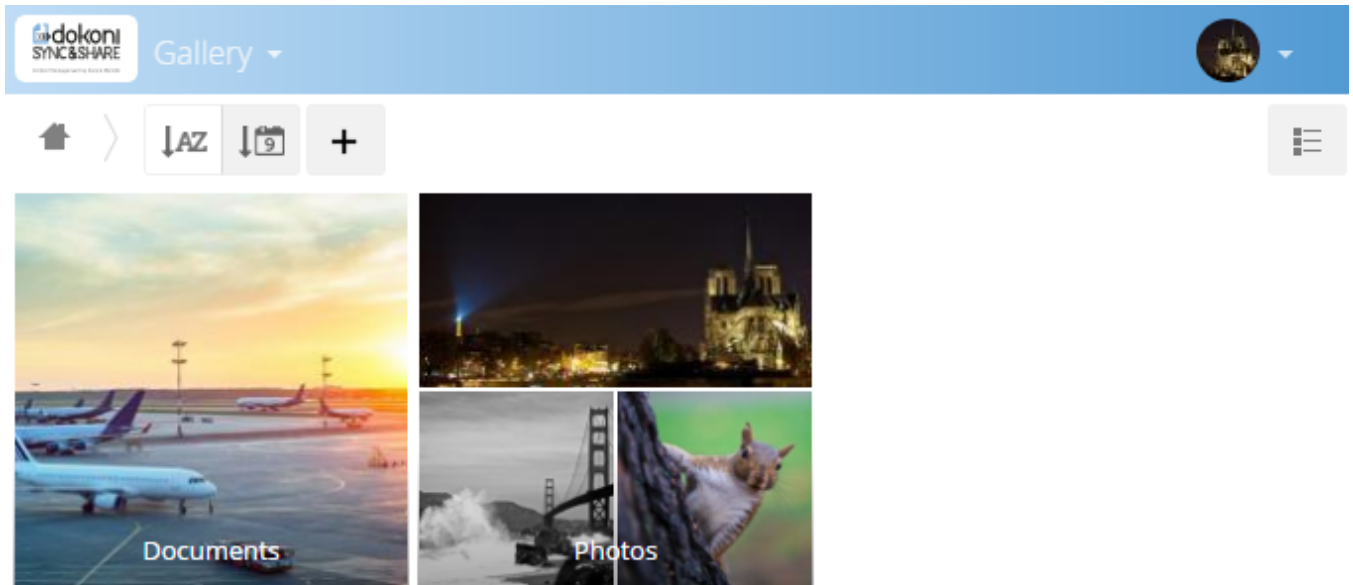
This option is only available if your log-in password, but not your encryption password, was changed by your administrator. This can occur if your dokoni SYNC & SHARE provider uses an external user back-end (for example, LDAP) and changed your login password using that back-end configuration. In this case, you can set your encryption password to your new login password by providing your old and new login password. The Encryption app works only if your login password and your encryption password are identical.

### **Gallery App**

The Pictures app has been rewritten and improved, and is now called the Gallery app. It supports more image formats, sorting, zoom, and scrolling. It also supports advanced customizations via a simple text file.

## Files & Synchronization

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



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





### Custom Configuration

You may customize a Gallery album with a simple text file named **gallery.cnf**, which contains parameters structured using the [Yaml](#) markup language. You may have multiple **gallery.cnf** files; you need one in your own root dokoni SYNC & SHARE folder (your Home folder) that defines global features, and then you may have individual per-album **gallery.cnf** files if you want to define different behaviors in different albums.

### Features

The following general features are currently implemented:

- Native SVG support.
- Access to external shares.

The following album features are currently implemented:

- Adding a link to a file containing a description.
- Typing a simple copyright statement directly in the configuration file.
- Adding a link to a file containing a copyright statement.
- Defining a sort type and order.
- Defining the colour of the background.
- Defining if sub-albums will inherit the configuration.

The following slideshow features are currently implemented:

- Showing a button which lets you pick which background, either black or white, to use for the picture you are currently viewing (for images with transparent backgrounds).

## Setup

The configuration file has to be named **gallery.cnf**. You may have multiple per-album **gallery.cnf** files. To enable global features, place one in your top-level folder, which is symbolised in the Web GUI by the home icon. (This puts it in `data/<user>/files/.`) See an example below in the **Global features** section.

## Note

You need to refresh your browser after changing your configuration to see your changes.

## Format

UTF-8, **without BOM**. A file created from within the dokoni SYNC & SHARE Web GUI works.

## Structure

You should include a comment in the file, so that people stumbling upon the file know what it's for. Comments start with `#`.

Spacing is created using 2 spaces. **Do not use tabs.**

Take a look at the [YAML Format documentation](#) if you are getting error messages.

Here is an example *gallery.cnf*:

```
# Gallery configuration file
# Created on 31 Jan 2016 by dokoni User
features:
  external_shares: yes
  native_svg: yes
  background_colour_toggle: yes
design:
  background: "#ff9f00"
  inherit: yes
information:
  description: This is an album description which is only shown if there
  is no `description_link`
  description_link: readme.md
  copyright: Copyright 2003-2016 [interfaSys sàrl](http://www.interfasys.ch),
  Switzerland
  copyright_link: copyright.md
  inherit: yes
sorting:
  type: date
  order: des
  inherit: yes
```

## Supported Variables

### Global Features

Place this in your root dokoni SYNC & SHARE folder, which is your Home folder.

- **external\_shares**: Set to **yes** in your root configuration file if you want to load images stored on external locations, when using the **files\_external** app.
- **native\_svg**: Set to **yes** in your root configuration file to enable rendering SVG images in your browser. This may represent a security risk if you can't fully trust your SVG files.
- **background\_colour\_toggle**: Set to **yes** in your root configuration file to enable a button that toggles between black and white backgrounds on transparent images.

## Note

External shares are 20-50 times slower than local shares. Be prepared to wait a long time before being able to see all the images contained in a shared album.

## Album Configuration

Each album can be individually configured using the following configuration sections. Use the **inherit** parameter to pass configurations on to sub-albums.

### Design

- **background:** Defines the colour of the background of the photowall using the RGB hexadecimal representation of that colour. For example: “**#ffa033**”. You must use quotes around the value or it will be ignored. It is strongly recommended to use a custom theme, with a CSS loading spinner if you intend to use this feature. You can use [this colour wheel](#) to find a colour you like.
- **inherit:** Set to **yes** if you want sub-folders to inherit this part of the configuration.

### Album Presentation

- **description:** A markdown-formatted string which will be displayed in the info box. It can spread over multiple lines using the Yaml markers.
- **description\_link:** A markdown file located within the album which will be parsed and displayed in the info box instead of the description.
- **copyright:** A markdown-formatted string. This supports links to external resources.
- **copyright\_link:** Any file (e.g. copyright.html), in the album itself, which will be downloaded when the user clicks on the link
- **inherit:** Set to **yes** if you want sub-folders to inherit this part of the configuration.

See <http://www.markitdown.net/markdown> for the markdown syntax.

## Note

Do not add links to your *copyright* string if you use the **copyright\_link** variable.

## Sorting

- **sorting:** **date** or **name**. **date** only works for files.
- **sort\_order:** **asc** or **des** (Ascending or descending).
- **inherit:** Set to **yes** if you want sub-folders to inherit this part of the configuration.

## Notes

- When only the sort **type** variable has been set, the default sort order will be used.
- When only the sort **order** variable has been found, the sort configuration will be ignored and the script will keep looking for a valid configuration in upper folders.
- To enable a feature such as native SVG in a public share, you need to create in that folder a configuration file containing that feature.
- If you share a folder publicly, don't forget to add all the files you link to (e.g. `description.md` or `copyright.md`) inside the shared folder as the user won't have access to files stored in the parent folder.
- Since people can download a whole folder as an archive, it's usually best to include all files within a shared folder, rather than adding text directly in the configuration file.

## Examples

## Sorting Only

Applies to the current folder only:

```
# Gallery configuration file
sorting:
type: date
order: asc
```

Short description and link to copyright document, applies to the current folder and all of its sub-folders. This also shows you the syntax you can use to spread a description over multiple lines:

```
# Gallery configuration file
information:
description: | # La Maison Bleue, Winter '16
  This is our Winter 2016 collection shot in Kyoto
  Visit our [website](http://www.secretdesigner.ninja) for more information
copyright: Copyright 2015 La Maison Bleue, France
copyright_link: copyright_2015_lmb.html
inherit: yes
```

## Load Images From External Clouds

### Note

Features can only be defined in the root folder.

You can add standard configuration items to the same configuration file:

```
# Gallery configuration file
features:
external_shares: yes
```

## Enabling native SVG

### Note

Special features can only be defined in the root folder.

You can add standard configuration items to the same configuration file:

```
# Gallery configuration file
features:
native_svg: yes
```

## Possible Future Extensions

Different sorting parameters for albums.

## Managing Deleted Files

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

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

## Quotas

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

### ***What Happens When Shared Files Are Deleted***

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

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

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

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

### ***How the Deleted Files app Manages Storage Space***

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

dokoni SYNC & SHARE checks the age of deleted files every time new files are added to the deleted files. By default, deleted files stay in the trash bin for 180 days. The dokoni SYNC & SHARE server administrator can adjust this value in the `config.php` file by setting the `trashbin_retention_obligation` value. Files older than the `trashbin_retention_obligation` value will be deleted permanently. Additionally, dokoni SYNC & SHARE calculates the maximum available space every time a new file is added. If the deleted files exceed the new maximum allowed space dokoni SYNC & SHARE will expire old deleted files until the limit is met once again.

### ***Large File Uploads***

When uploading files through the web client, dokoni SYNC & SHARE is limited by PHP and Apache configurations. By default, PHP is configured for only 2 megabyte uploads. As this default upload limit is not entirely useful, we recommend that your dokoni SYNC & SHARE admin increase the dokoni SYNC & SHARE variables to sizes appropriate for users.

Modifying certain dokoni SYNC & SHARE variables requires administrative access. If you require larger upload limits than have been provided by the default (or already set by your administrator):

- Contact your administrator to request an increase in these variables

### ***Troubleshooting***

#### ***Error Messages***

Listed here are the most common errors you may encounter while attempting to upload files, along with what they mean, and possible workarounds.

#### ***Error while copying file to target location (copied bytes: xxx, expected filesize: yyy)***

This error is most likely due to an issue with the target storage location. During file uploads the file data is read from PHP input and copied into a part file on the target storage. If the target storage is not local (eg: FTP) and that storage is slow, not available, or broken it is likely that the operation will fail either at the beginning, or in the middle of the copy. Other reasons for this message can be that, when writing to external storage, the connection took too long to respond or the network connection was flaky.

#### ***Sharing sidebar does not show “Shared with you by ...” for remote shares***

In some scenarios, when users share folders and files with each other they cannot be scanned. There are a variety of reasons why this happens, which can include firewalls and broken servers. In these situations, when the initial scan did not complete successfully, the mount point cannot appear in the dokoni SYNC & SHARE web UI. This is because dokoni SYNC & SHARE was not able to generate a matching file cache entry, nor retrieve any metadata about whether it's a folder or file (mime type), etc.

## Using Federation Shares

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

### Important

Sharing to groups from federated dokoni SYNC & SHARE instances is not supported.

## How Federated Sharing Works

Federated sharing, conceptually, is not that sophisticated a concept. Here's how it works.

Say we have three users: *James*, *Mary*, and *Paul*. James has a folder (Majorca-Holiday-Pics) which he shares with Mary, who's on a separate dokoni SYNC & SHARE instance. Mary, in turn, (re)shares the folder with Paul, who's on the same dokoni SYNC & SHARE instance as Mary.

You might think that there are two — even three — copies of the shared folder. In reality, there's only one. *In effect* there are three — all owned by the original sharer (James).

The key point to keep in mind is that when a share is re-shared, it's shared, internally, on behalf of the original owner. To keep track of all this, during the share process references are created between the shares, that show:

- James was the original owner of the shared resource
- James shared a copy with Mary and Mary re-shared a copy with Paul.

## Creating a New Federation Share

Federation sharing is enabled on new or upgraded dokoni SYNC & SHARE installations by default. Follow these steps to create a new share with other dokoni SYNC & SHARE servers:

1. Go to your **Files** page and click the Share icon on the file or directory you want to share. In the sidebar enter the username and URL of the remote user in this form: <username>@<dokoni-server-url>. In this example, that is layla@remote-server/dokoni. The form automatically echoes the address that you type and labels it as "remote". Click on the label.

Comments **Sharing** Versions

layla@remote-server

layla@remote-server (remote)

Share link

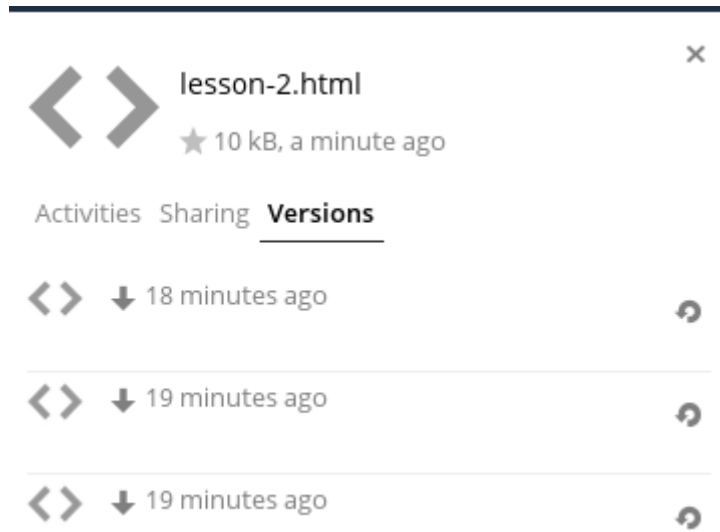
2. When your local dokoni SYNC & SHARE server makes a successful connection with the remote dokoni SYNC & SHARE server you'll see a confirmation. Your only share option is **Can edit**.

Click the Share button anytime to see who you have shared your file with. Remove your linked share anytime by clicking the trash can icon. This only unlinks the share, and does not delete any files. .. 10.0.7 replace:: 10.0.7



## Version Control

dokoni SYNC & SHARE supports simple version control system for files. Versioning creates backups of files which are accessible via the Versions tab on the Details sidebar. This tab contains the history of the file where you can roll back a file to any previous version. Changes made at intervals greater than two minutes are saved in data/[user]/versions.



To restore a specific version of a file, click the circular arrow to the left. Click on the timestamp to download it.

The versioning app expires old versions automatically to make sure that the user doesn't run out of space. This pattern is used to delete old versions:

- For the first second we keep one version
- For the first 10 seconds dokoni SYNC & SHARE keeps one version every 2 seconds
- For the first minute dokoni SYNC & SHARE keeps one version every 10 seconds
- For the first hour dokoni SYNC & SHARE keeps one version every minute
- For the first 24 hours dokoni SYNC & SHARE keeps one version every hour
- For the first 30 days dokoni SYNC & SHARE keeps one version every day
- After the first 30 days dokoni SYNC & SHARE keeps one version every week

The versions are adjusted along this pattern every time a new version gets created.

The version app never uses more than 50% of the user's currently available free space. If the stored versions exceed this limit, dokoni SYNC & SHARE deletes the oldest versions until it meets the disk space limit again.

## Manage Connected Browsers and Devices

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

### Managing Connected Browsers

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

Personal info

Sessions

App passwords

Sync clients

Activity

Federated Cloud

### Sessions

These are the web, desktop and mobile clients currently logged in to your ownCloud.

Browser	Most recent activity	
Mozilla/5.0 (Windows NT 10.0; WOW64) App...	seconds ago	
Mozilla/5.0 (Windows NT 6.1; Win64; x64) Ap...	13 minutes ago	
Mozilla/5.0 (Windows NT 6.1; Win64; x64) Ap...	4 hours ago	
Mozilla/5.0 (Windows NT 10.0; WOW64; Trid...	20 hours ago	

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

## Managing Devices

In the list of connected devices you see all the devices and clients you generated a device password for and their last activity:

Personal info

Sessions

Devices

Sync clients

Federated Cloud

### Devices

You've linked these devices.

Name	Most recent activity	
Android	10 days ago	
unknown client	3 days ago	
unknown client	3 days ago	

A device password is a passcode that gives an app or device permissions to access your ownCloud account.

### Language

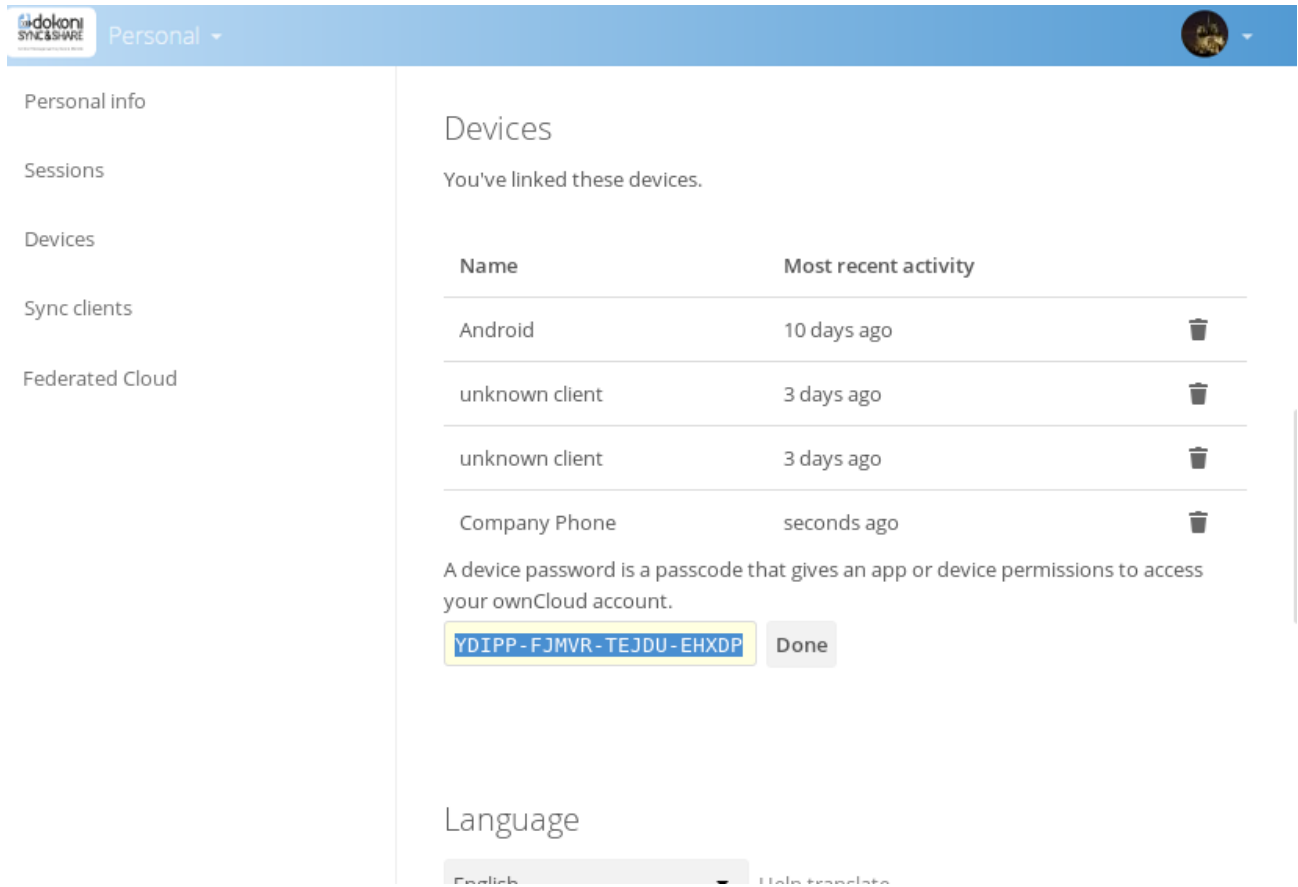
English [Help translate](#)

Get the apps to sync your files

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



At the bottom of the list you find a button to create a new device-specific password. You can choose a name to identify the token later. The generated password is used for configuring the new client. Ideally, generate individual tokens for every device you connect to your account, so you can disconnect those individually if necessary.



Personal info

Sessions





Devices

Sync clients

Federated Cloud

### Devices

You've linked these devices.

Name	Most recent activity	
Android	10 days ago	
unknown client	3 days ago	
unknown client	3 days ago	
Company Phone	seconds ago	

A device password is a passcode that gives an app or device permissions to access your ownCloud account.

**YDIPP - FJMVR - TEJDU - EHXDP** Done

### Language

English Help translate

### Note

You have only access to the device password when creating it, dokoni SYNC & SHARE will not save the plain password, hence it's recommended to enter the password on the new client immediately.

### Note

If two-factor authentication is enabled for your account, device-specific passwords are the only way to configure clients. The client will deny connections of clients using your login password then.

## The Web Interface

You can connect to your dokoni SYNC & SHARE server using any Web browser; just point it to your dokoni SYNC & SHARE server and enter your username and password. Supported Web browsers are:

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

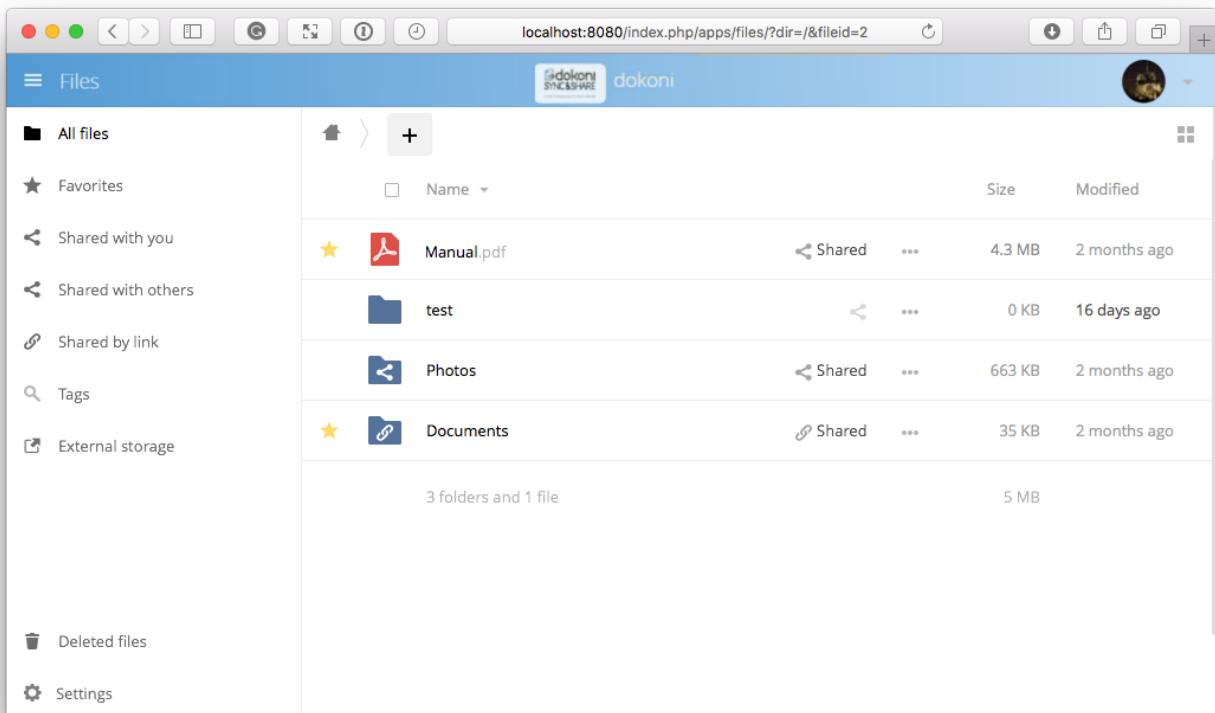


**Note**

Some apps like `files_external` or `encryption` will disable the **Stay logged in** checkbox.

**Navigating the Main User Interface**

By default, the dokoni SYNC & SHARE Web interface opens to your Files page. You can add, remove, and share files, and make changes based on the access privileges set by you (if you are administering the server) or by your server administrator.



The dokoni SYNC & SHARE user interface contains the following fields and functions:

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

### Note

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

- **Search field:** Click on the magnifier in the upper right hand corner of to search for files.
- **Gallery button.** This looks like four little squares, and takes you directly to your image gallery.
- **Personal Settings menu:** Click on your dokoni SYNC & SHARE username, located to the right of the Search field, to open your Personal Settings dropdown menu. Your Personal page provides the following settings and features:
  - Links to download desktop and mobile apps
  - Re-run the First Run Wizard
  - Server usage and space availability
  - Password management
  - Name, email, and profile picture settings
  - Manage connected browsers and devices
  - Group memberships
  - Interface language settings
  - Manage notifications
  - Federated Cloud ID
  - Social media sharing buttons
  - SSL certificate manager
  - dokoni SYNC & SHARE Version information

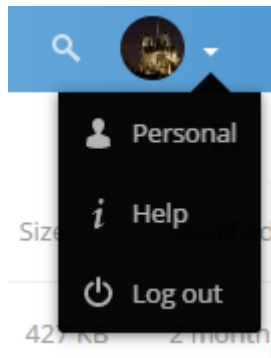
See Setting Your Preferences section to learn more about these settings.

## Setting Your Preferences

As a user, you can manage your personal settings.

To access your personal settings:

1. Clicking on your username in the top, right corner of your dokoni SYNC & SHARE instance.  
The Personal Settings Menu opens.




*Personal Settings Menu*

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

You are using 698 KB of Unlimited

Profile picture



Full name

Email

For password recovery and notifications

Groups

You are member of the following groups:  
graphics, users, video

Password

**Note**

If you are an administrator, you can also manage users and administer the server. These links do not appear to a non-admin user.

The options listed in the Personal Settings Page depend on the applications that are enabled by the administrator. Some of the features you will see include the following.

- Usage and available quota

## Setting Your Preferences

- Manage your profile picture.
- Full name. You can make this anything you want, as it is separate from your dokoni SYNC & SHARE login name, which is unique and cannot be changed.
- Email address.
- Lists your Group memberships.
- Manage your password.
- Setting Your Preferences.
- Choose the language for your dokoni SYNC & SHARE interface.
- Links to desktop and mobile apps.
- Manage your Activity stream and notifications.
- Default folder to save new documents to.
- Your Federated sharing ID.
- Social sharing links.
- dokoni SYNC & SHARE version.