



SEAFILE – EXCHANGE OR SHARE DATA WITH OTHERS

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

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

LOG IN TO ERDA SEAFILE

Log in to ERDA and click the “Seafile” app (if you do not have the app on your ERDA front page, you can add it using “Add”).

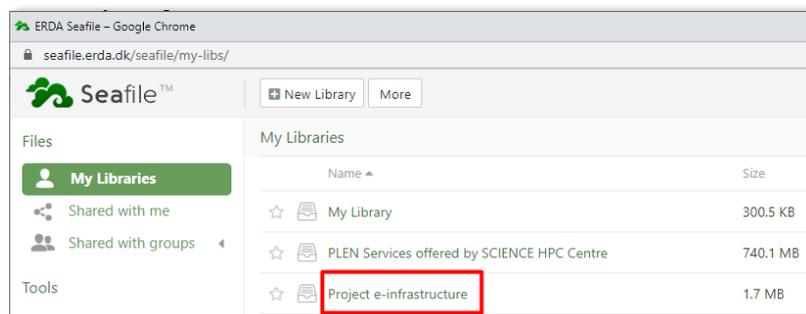


EXCHANGE DATA WITH ARBITRARY PERSONS VIA “SHARE LINK”

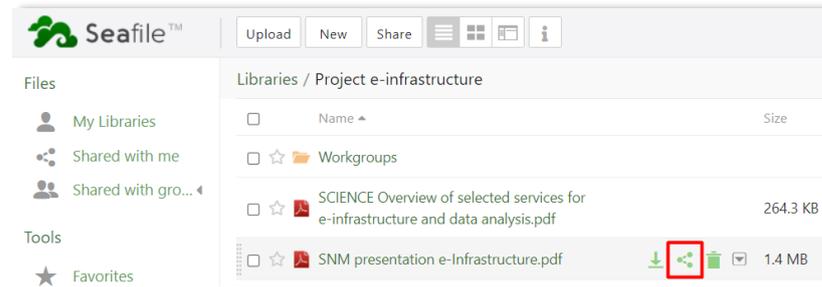
You can easily and quickly exchange data – a whole library, a folder or a specific file – using Share Link. The Share Link method is good for one-off exchanges of data with others or with collaboration partners who are not ERDA or ERDA Seafile users. With Share Link, you can, in fact, share data with arbitrary recipients, i.e. the recipient does not need to have an ERDA Seafile account.

The procedure is the same, whether you want to share a library, folder or file. In the example below, a file is shared via Share Link.

Click on the library in which the file is stored

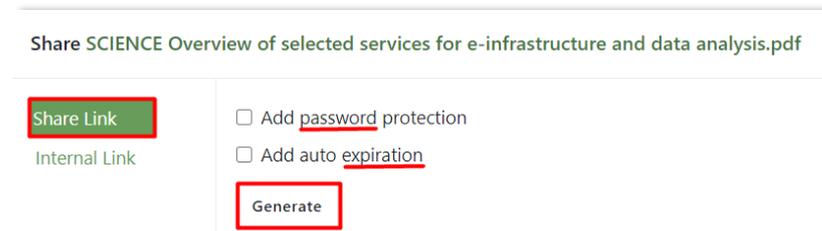


Hold the cursor above the specific file you want to share. Click the “Share” icon

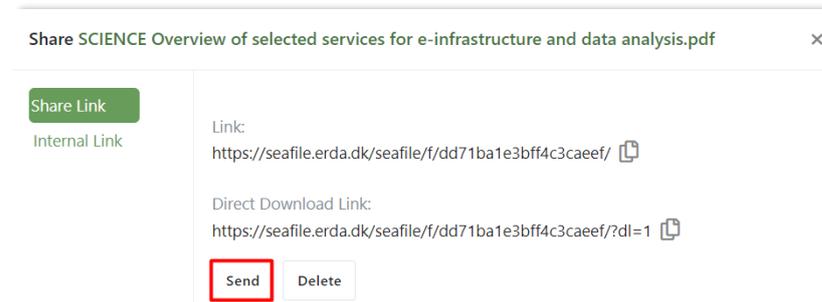


You can further secure the Share Link exchange with a password and an expiry date. Tick the respective field if you want to add either of the two additional security features.

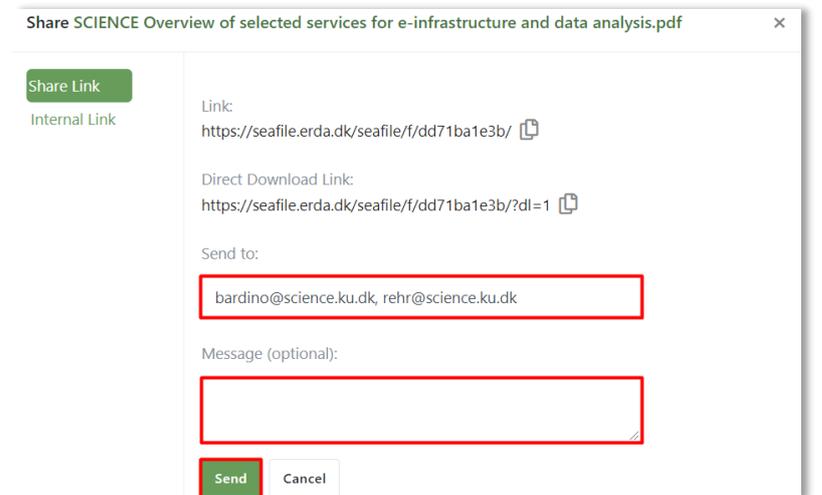
Click “Generate”



Click “Send”



Write the email addresses of the recipients. Optionally write a short message in the “Message” field. Click “Send”.



An email will be sent to the selected recipients containing a link to the selected file.

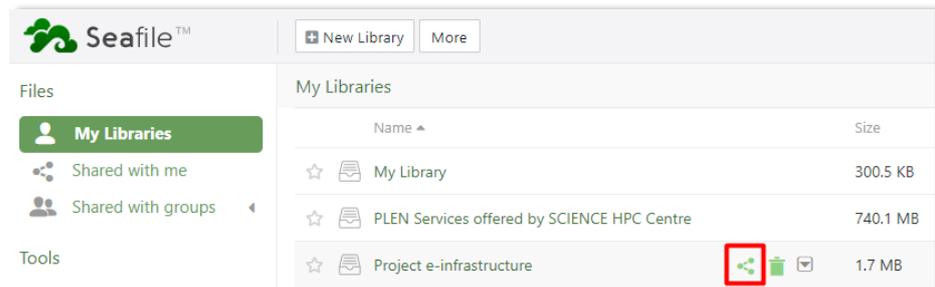
SHARE DATA WITH COLLABORATION PARTNERS VIA “SHARE TO...”

You can share a whole Seafile library, a folder or simply a file with internal or external collaboration partners. This is done via “Share to user/group”, and this method is well suited for more permanent sharing needs. The method presumes that the recipient has an ERDA Seafile account.

Share library or folder

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

Hold the cursor above the library you want to share. Click the “Share” icon



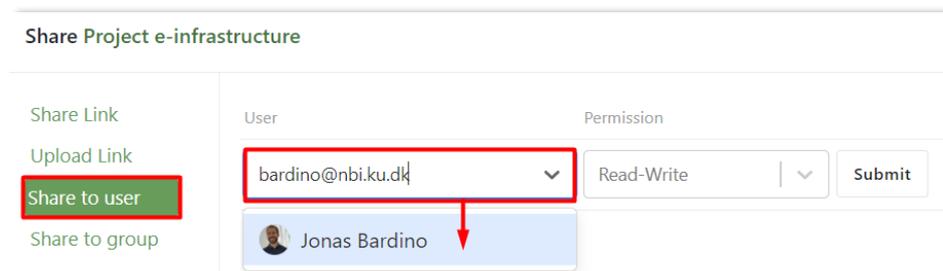
You now have two different options for sharing your library: “Share to user” and “Share to group”.

Share to user
Share to group

Share to user

Click “Share to user”.

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



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

Share Project e-infrastructure

Share Link
Upload Link
Share to user
Share to group

User: Jonas Bardino x

Permission: Read-Write | v Submit

Read-Write
User can read, write, upload, download and sync files.

Read-Only
User can read, download and sync files.

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

Share Project e-infrastructure x

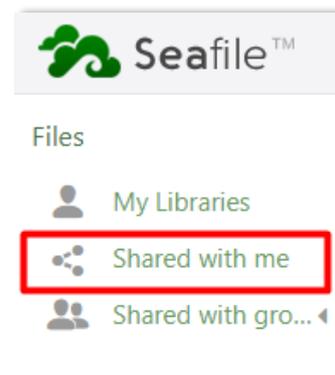
Share Link
Upload Link
Share to user
Share to group

User: Select users... v

Permission: Read-Only | v Submit

Jonas Bardino Read-Only [pencil] [X]

Under “Shared with me”, your collaboration partners can see what you have shared with them.

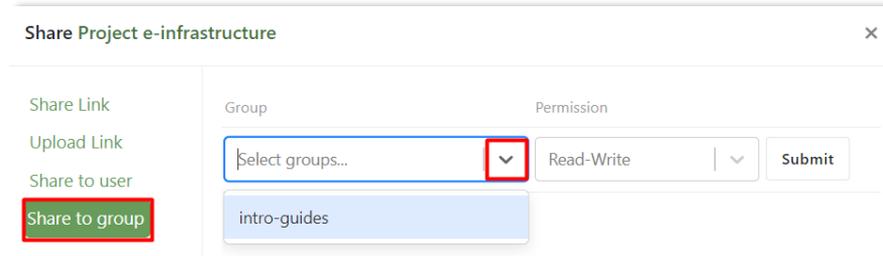


Share to group

If you have created a Group in Seafile with some internal or external collaboration partners, you can easily share your library with them ([see the section “Create group” below](#)).

Click “Share to group”.

Click the arrow under “Group” and find the Group with which you want to share. Click the specific “Group”



Share Project e-infrastructure

Share Link

Upload Link

Share to user

Share to group

Group

Permission

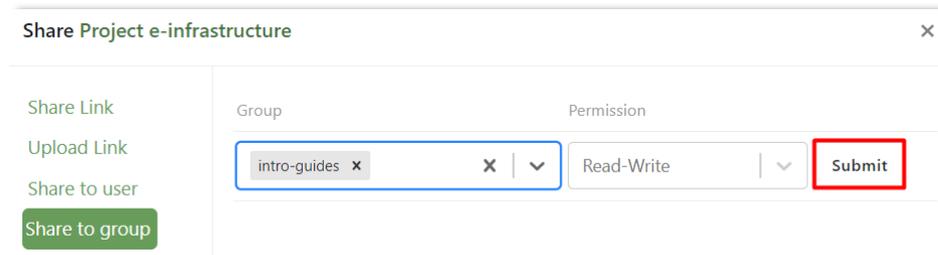
Select groups...

intro-guides

Read-Write

Submit

Assess under “Permission” whether the recipients are to have “Read-Write” or “Read-Only” access. Click “Submit”.



Share Project e-infrastructure

Share Link

Upload Link

Share to user

Share to group

Group

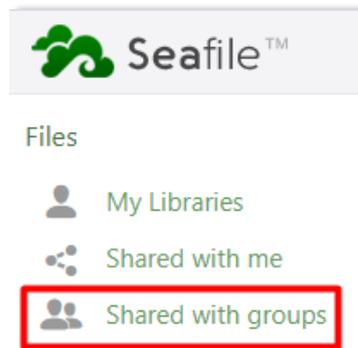
Permission

intro-guides

Read-Write

Submit

Under “Shared with groups”, your collaboration partners can see what you have shared with them.



Seafile™

Files

My Libraries

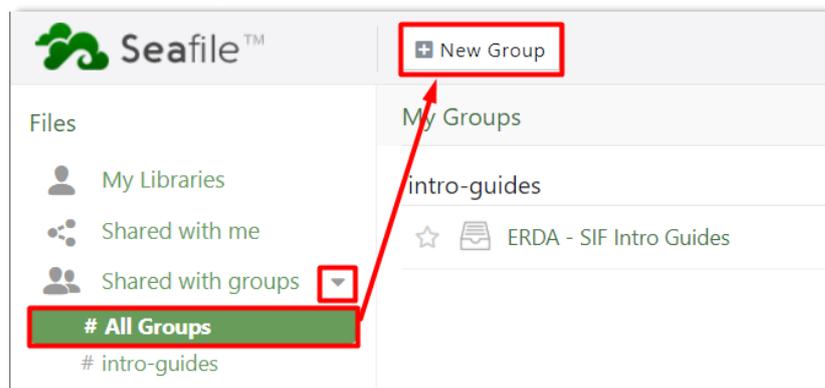
Shared with me

Shared with groups

Create group

You can create a “Group” by clicking the arrow under “Shared with groups” and then “All Groups”.

Click “New Group”



Seafile™

+ New Group

Files

My Libraries

Shared with me

Shared with groups

All Groups

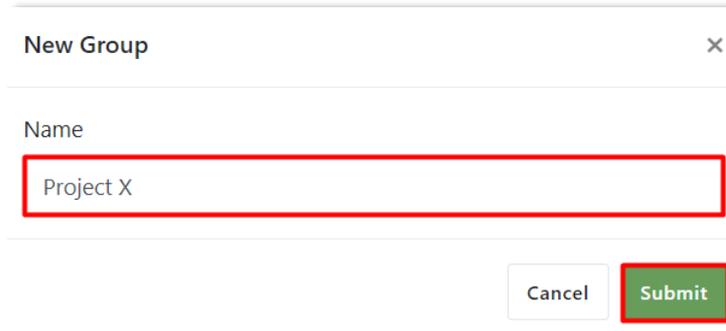
intro-guides

My Groups

intro-guides

ERDA - SIF Intro Guides

Give the group a name. Click "Submit"



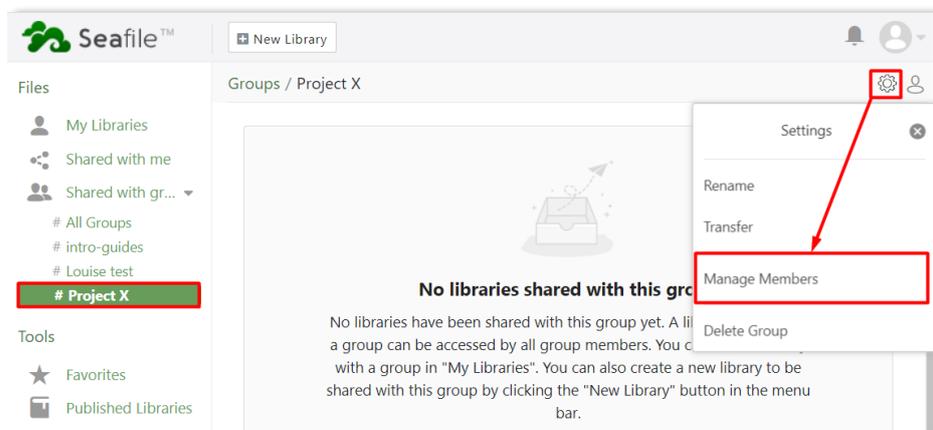
New Group

Name

Project X

Cancel Submit

You can add members to the group by clicking the settings icon and then "Manage Members".



Seafile™

New Library

Files

- My Libraries
- Shared with me
- Shared with gr...
- # All Groups
- # intro-guides
- # Louise test
- # Project X

Tools

- Favorites
- Published Libraries

Groups / Project X

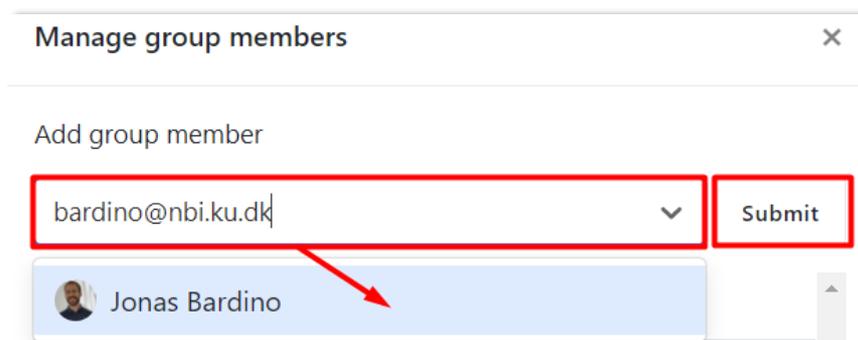
Settings

- Rename
- Transfer
- Manage Members
- Delete Group

No libraries shared with this group yet. A library shared with a group can be accessed by all group members. You can share a library with a group in "My Libraries". You can also create a new library to be shared with this group by clicking the "New Library" button in the menu bar.

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

Click "Submit"



Manage group members

Add group member

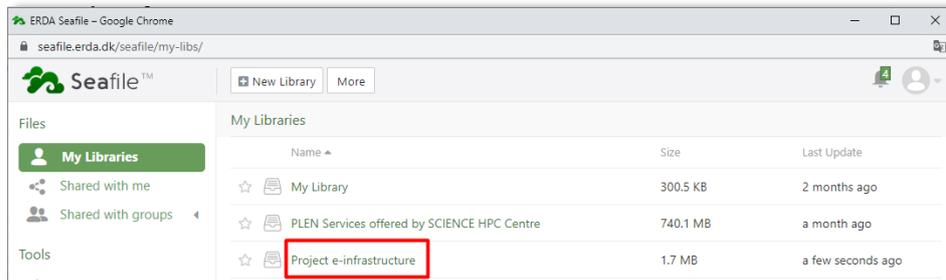
bardino@nbi.ku.dk

Submit

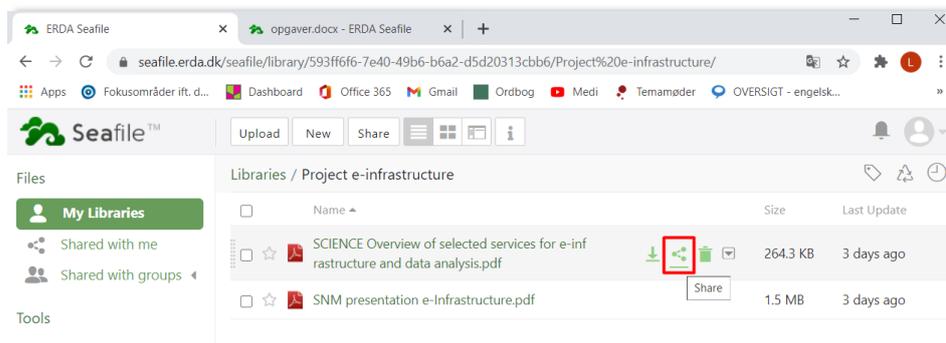
Jonas Bardino

Share file

Click on the library in which the file is stored



Hold the cursor above the specific file you want to share. Click the “Share” icon



Click “Internal Link”.

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



RECEIVE DATA FROM OTHERS WITH “UPLOAD LINK”

With “Upload Link”, you can invite arbitrary acquaintances or collaboration partners to upload files or folders directly to a selected location in your Seafiler Library. The method does *not* require the recipient to have an ERDA Seafiler account.

The example below is “Upload link” to a folder.

Hold the cursor above the specific folder in which you want to receive data from others. Click the “Share” icon

Seafile™

Upload New Share

Files

Libraries / Project e-infrastructure

Name	Size
Workgroups	
SCIENCE Overview of selected services for e-infrastructure and data analysis.pdf	264.3 KB
SNM presentation e-Infrastructure.pdf	1.4 MB

Click "Upload Link".

Share Link

Upload Link

Share to user

Share to group

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

Click "Generate"

Share Project e-infrastructure

Share Link

Upload Link

Share to user

Share to group

Add password protection

Add auto expiration

Generate

Click "Send".

Share Project e-infrastructure

Share Link

Upload Link

Share to user

Share to group

Upload Link:
<https://seafile.erda.dk/seafile/u/d/160416fee2/>

Send Delete

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

Share Project e-infrastructure

Share Link
Upload Link
Share to user
Share to group

Upload Link:
https://seafile.erda.dk/seafile/u/d/160416fee2/

Send to:
louiseoutzen@gmail.com

Message (optional):

Send Cancel

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

Upload files to Project e-infrastructure

shared by: alo

+ Add Files + Add folder Cancel All

1. File Drag & Drop is supported for Chrome, Safari 5.0+, Firefox 4.0+, IE 10.0+
2. Folder Drag & Drop is supported for Chrome

TIPS

View file history

A file history can be extra useful when working together with others on data.

Hold the cursor above the specific file. Click the arrow-down icon.

Click "History" and see previous versions of the file.

Seafile™

Upload New Share

Files

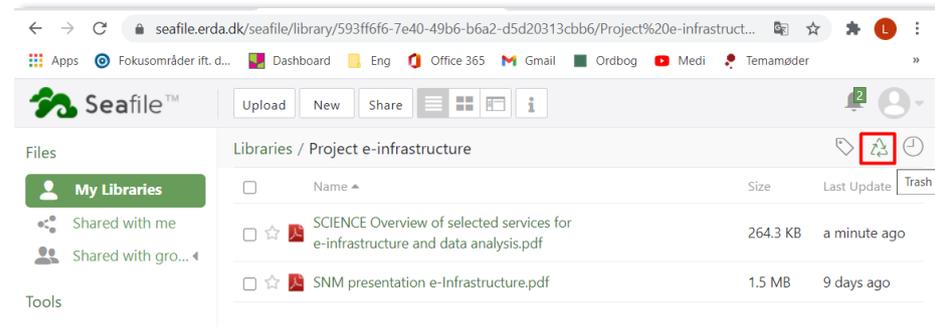
Libraries / Project e-infrastructure

	Name	Size	Last U
<input type="checkbox"/>	Workgroups		3 days
<input type="checkbox"/>	SCIENCE Overview of selected services for e-i nfrastructure and data analysis.pdf	264.3 KB	10 da
<input type="checkbox"/>	SNM presentation e-Infrastructure.pdf	1.4 MB	10 da

Rename
Move
Copy
Tags
Comment
History
Open via Client

Find deleted file/folder

Click the recycle icon “Trash” to retrieve deleted files or libraries

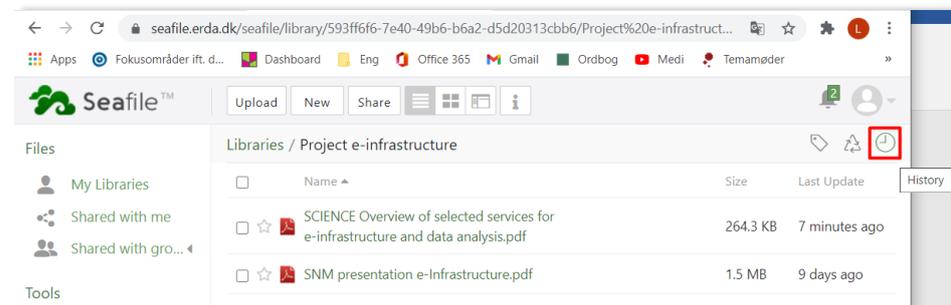


The screenshot shows the Seafiler web interface. The browser address bar displays the URL: seafiler.erd.dk/seafiler/library/593ff6f6-7e40-49b6-b6a2-d5d20313cbb6/Project%20e-infrastruct.... The interface includes a top navigation bar with 'Upload', 'New', and 'Share' buttons. On the left, there are sections for 'Files' (My Libraries, Shared with me, Shared with gro...) and 'Tools'. The main content area is titled 'Libraries / Project e-infrastructure' and contains a table of files. A red box highlights the 'Trash' icon in the top right corner of the file list area.

	Name ^	Size	Last Update	Trash
<input type="checkbox"/>	SCIENCE Overview of selected services for e-infrastructure and data analysis.pdf	264.3 KB	a minute ago	
<input type="checkbox"/>	SNM presentation e-Infrastructure.pdf	1.5 MB	9 days ago	

View library history

Open your library and click the clock icon “History”



The screenshot shows the Seafiler web interface, similar to the previous one. The browser address bar displays the URL: seafiler.erd.dk/seafiler/library/593ff6f6-7e40-49b6-b6a2-d5d20313cbb6/Project%20e-infrastruct.... The interface includes a top navigation bar with 'Upload', 'New', and 'Share' buttons. On the left, there are sections for 'Files' (My Libraries, Shared with me, Shared with gro...) and 'Tools'. The main content area is titled 'Libraries / Project e-infrastructure' and contains a table of files. A red box highlights the 'History' icon (a clock) in the top right corner of the file list area.

	Name ^	Size	Last Update	History
<input type="checkbox"/>	SCIENCE Overview of selected services for e-infrastructure and data analysis.pdf	264.3 KB	7 minutes ago	
<input type="checkbox"/>	SNM presentation e-Infrastructure.pdf	1.5 MB	9 days ago	

HELP

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