



ERDA SEAFILE – SIGN UP AND SYNCHRONISE FILES

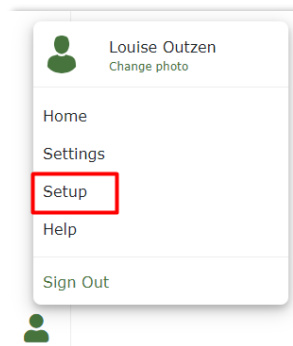
ERDA Seafile is a file/folder synchronisation and data sharing service similar to Dropbox/OneDrive/Google Drive/iCloud – but with the advantage that your data are stored internally and securely at UCPH.

See also the ERDA overview intro, which a.o. explains the advantages of ERDA Seafile, as well as the intro on Seafile sharing and exchange of data (you can find intro guides on <https://erda.ku.dk>)

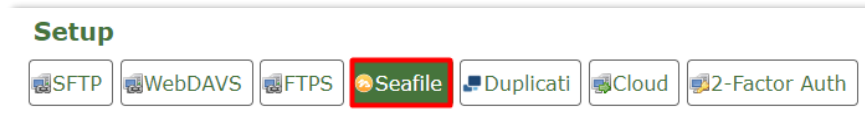
SIGN UP FOR SEAFILE AND INSTALL CLIENT

REGISTER YOUR ACCOUNT ON ERDA SEAFILE

Log on to ERDA and click the green avatar icon in the bottom left corner. Click “Setup”



Click “Seafile”



Create a new separate password for your Seafile access in the “Choose password” field. The password must consist of at least eight characters and must contain a combination of lowercase and uppercase letters, digits and special characters (at least three of the four types mentioned). Confirm the password in “Confirm password”.

Click “Register”

Seafile Synchronization on UCPH ERDA

You can register a Seafile account on UCPH ERDA to get synchronization and sharing features like those known from e.g. Dropbox. This enables you to keep one or more folders synchronized between all your computers and to share those files and folders with other people.

Register UCPH ERDA Seafile Account

Seafile Username:

Choose Password:

Confirm Password:

and wait for email confirmation before continuing below.

Login and Install Clients

Once your UCPH ERDA Seafile account is in place to it and install the client available there on any computers where you want folder synchronization. Optionally also install it on any mobile device(s) from which you want easy access. Then return here and with the client set up and UCPH ERDA integration.

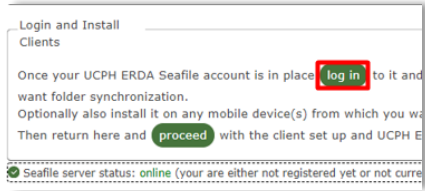

Seafile server status: online (you are either not registered yet or not currently logged in)

The registration is completed and the ERDA administrators are notified to activate your Seafile account.

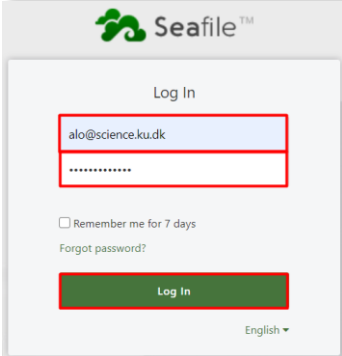
Registration complete, please wait for administrator to activate your account.

You will receive an email when your account is ready.

Click “log in” on the Seafile Setup page when you have received an email that your Seafile account has been activated – or use the direct “Log In” link in the email.

The Seafile Setup page	Email
	

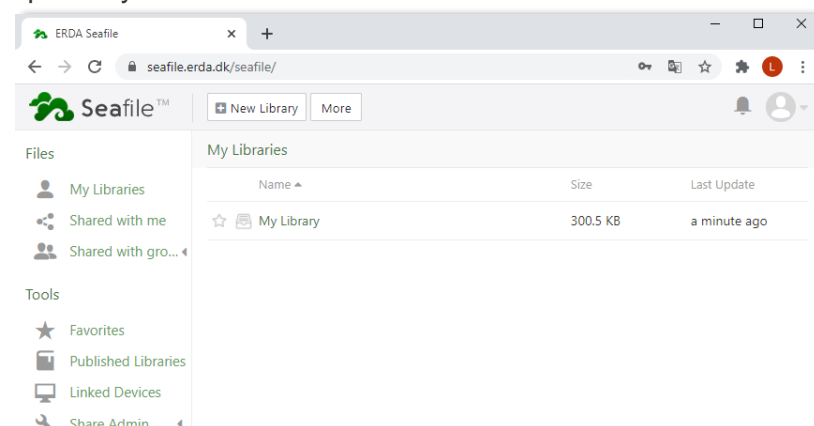
Enter your email address and your newly chosen password for your Seafile account. Press “Log In”



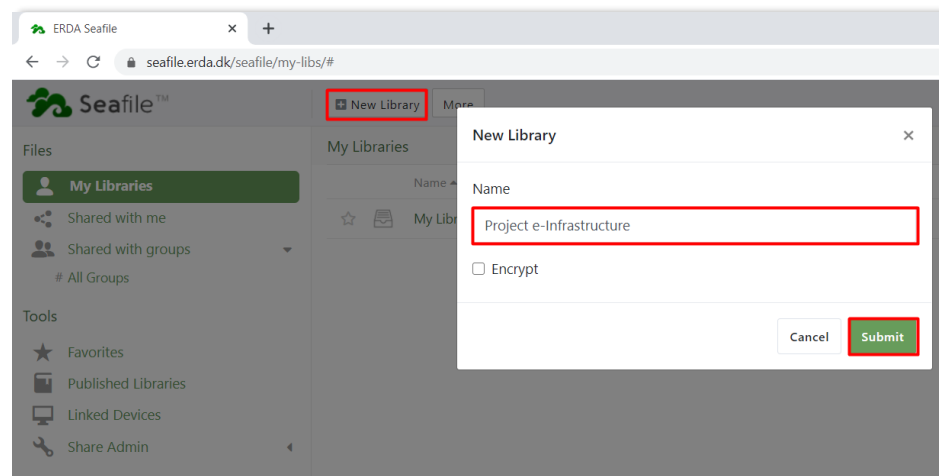
You are now logged in to the web administration for your Seafile account. You can manage your account and manually upload/download files. Automatic synchronisation of data requires that you install and run the Seafile client.

ABOUT LIBRARIES

Seafile organises your folders and files in “Libraries”. This is a logical collection of folders and files, that makes them easier to manage and optionally share with others.

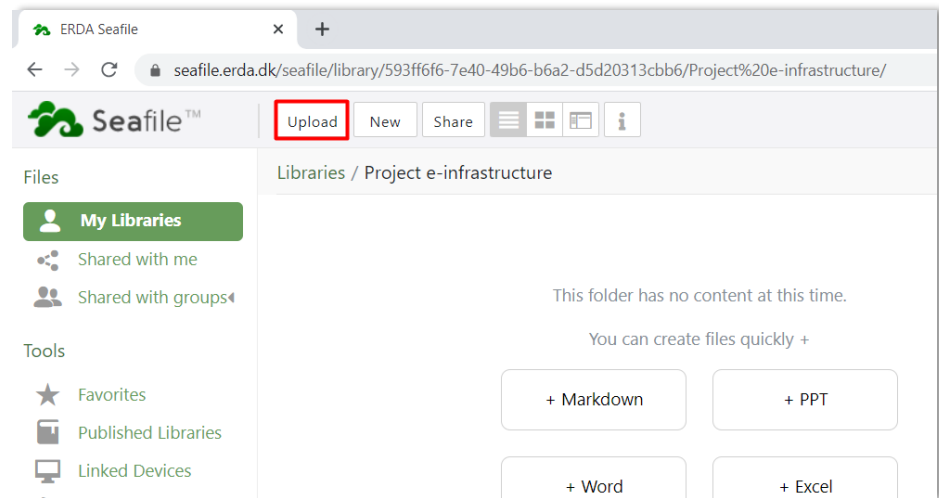


Create a new library by clicking “New Library”, write a descriptive title and click “Submit”.



In the above, you can choose to tick “Encrypt” and create a separate encryption password. Your data will then automatically be encrypted before being saved centrally.

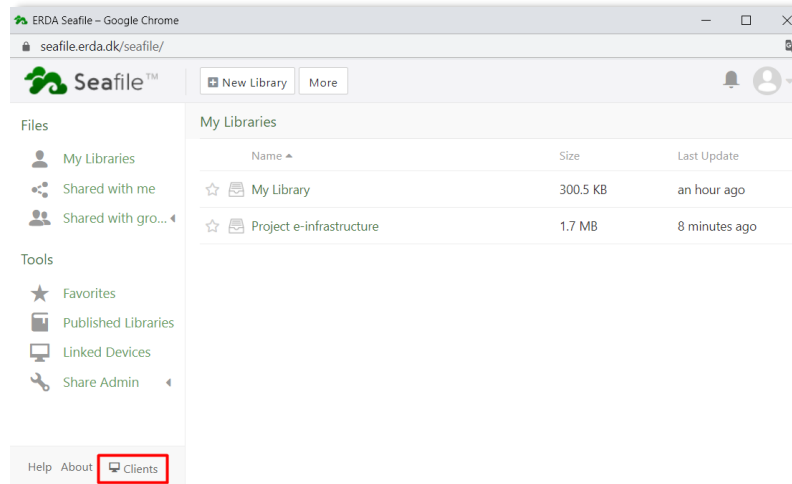
In your new library, you can manually upload the files and folders that you want to synchronise or share. In that case, click “Upload” and select the files you want to add to your library. You can also simply install the Seafiler client and use it to enter data automatically from your computer.



INSTALL SEAFILER CLIENT

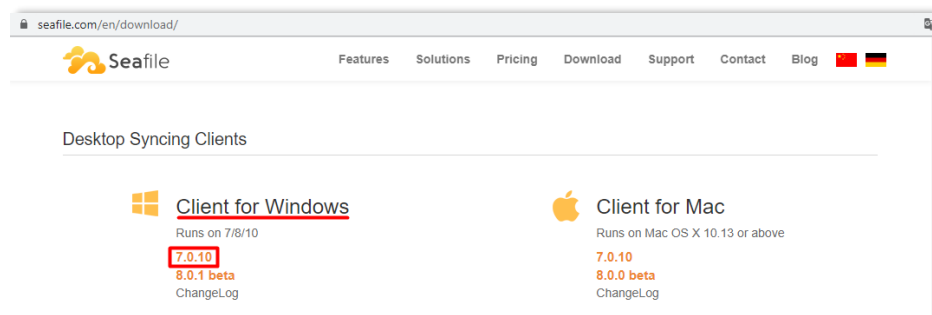
To synchronise Seafiler Library data with your desktop or laptop, you must download and install the Seafiler *client*. You can install the client on as many computers as you like.

Click “Clients” in the bottom left corner of the web administration.



You will now enter <https://www.seafile.com/en/download/>, where you will find the client for Windows, Mac and Linux. This guide shows the installation for Windows, but they are very similar to each other.

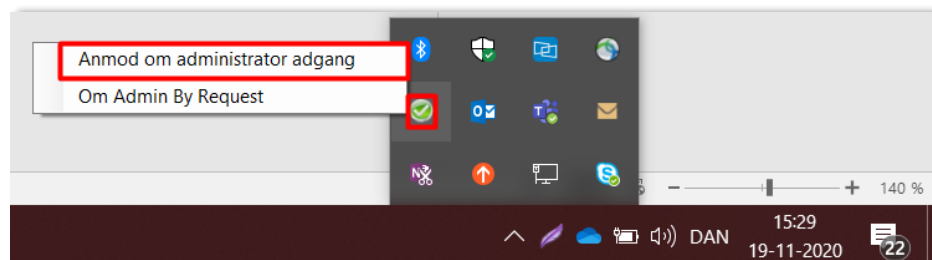
Click the top version under “Client for Windows”. In this case “7.0.10”.



Run the file that appears and follow the installation guide.

TIPS FOR INSTALLATION

On a standard UCPH computer (B machine), you have access to installing programs by clicking “Request administrator access” in the bottom right-hand corner.



If you have a special, secure UCPH computer (A machine), you may contact UCPH IT to install the two programs.

SET UP SEAFILE CLIENT

During the installation process, you will be requested to “Add an account”, where, among other information, you must fill in the field “Server” and “Username” (the screenshot follows further down).

You can find the server and username on your Seafile Setup page. Find the Setup page and click “proceed”.

Setup

SFTP WebDAVS FTPS **Seafile** Duplicati Cloud 2-Factor Auth

Seafile Synchronization on UCPH ERDA

You can register a Seafile account on UCPH ERDA to get synchronization and sharing features like those known from e.g. Dropbox. This enables you to keep one or more folders synchronized between all your computers and to share those files and folders with other people.

Register UCPH ERDA Seafile Account

Seafile Username

Choose Password

Confirm Password

Register and wait for email confirmation before continuing below.

Login and Install Clients

Once your UCPH ERDA Seafile account is in place **log in** to it and install the client available there on any computers where you want folder synchronization. Optionally also install it on any mobile device(s) from which you want easy access. Then return here and **proceed** with the client set up and UCPH ERDA integration.

Seafile server status: **online** (you are either not registered yet or not currently logged in)

Here you can find **your own** server address and username.

Seafile Client Setup

Details

You need to enter the following details to actually configure the Seafile client(s) you installed in the previous step.

Server

Username

Password

You can always **go back** to that registration and install step if you skipped a part of it or just want to install more clients. You can also directly open your **Seafile account** web page. After the setup you can use your Seafile account as a standalone synchronization and sharing solution.

Copy what the instructions state in the field “Server” and “Username” and insert the information in the respective fields in the below pop-up window with “Add an account”.

Enter your newly chosen password for your Seafile account in the Password field. The “Computer Name” field has been filled in automatically, but you can change it to a descriptive name for your computer.

Click “Login”

Add an account

Add an account

Server:

For example: https://seacloud.cc
or http://192.168.1.24:8000

Email / Username:

Password:

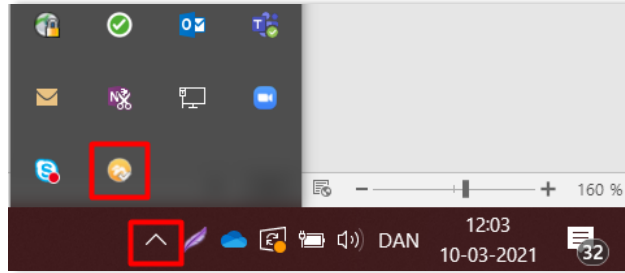
Automatic Login

Computer Name:

e.g. Jim's laptop

Single Sign On **Login** Cancel

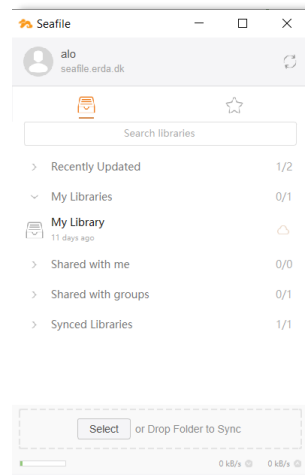
Once the client has been installed, a tiny orange Seafile icon will be displayed in your system tray.



SYNCHRONISE FILES

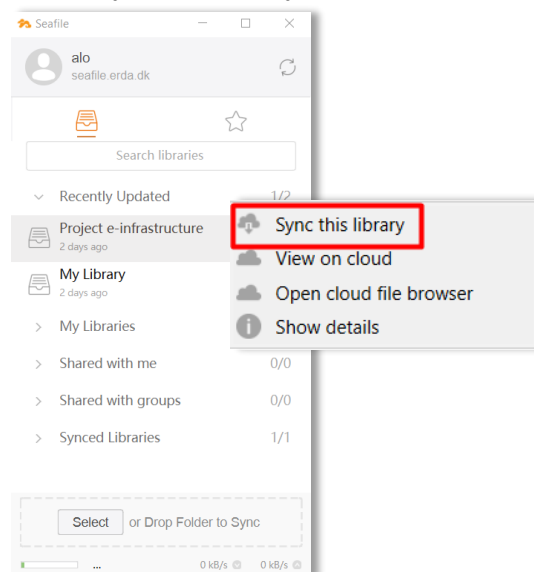
SYNCHRONISE FILES

Click the orange icon in your system tray to open and manage your Seafile client.

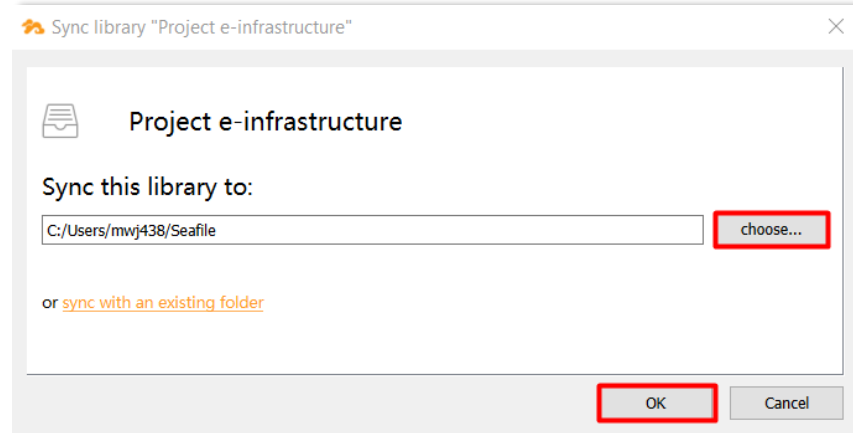


Right-click your Seafile client in the library you want to synchronise. In the example below, a library has been set up with the title “Project e-infrastructure”.

Select “Sync this library”



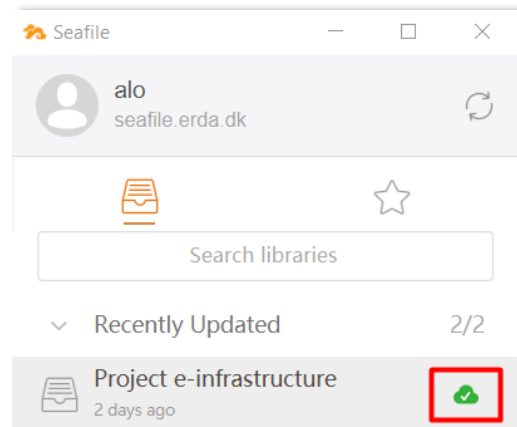
Select which path on your hard drive to synchronise to. Click “OK”



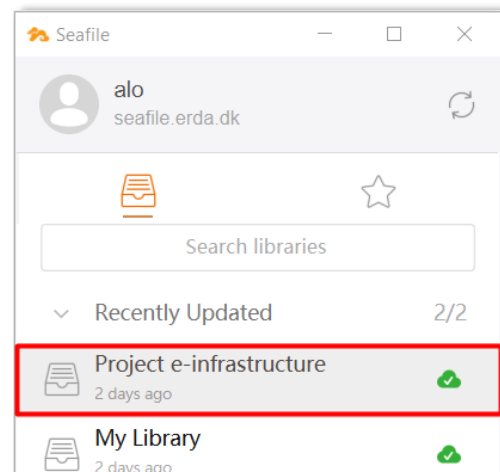
In the above, you can also click the orange text “sync with an existing folder” to enter your existing data directly via the Seafile client rather than using “Upload” via the web administration.

When the synchronisation of a library is initiated, the cloud icon will change to show the progress, and the cloud will turn green as shown when the process is complete.

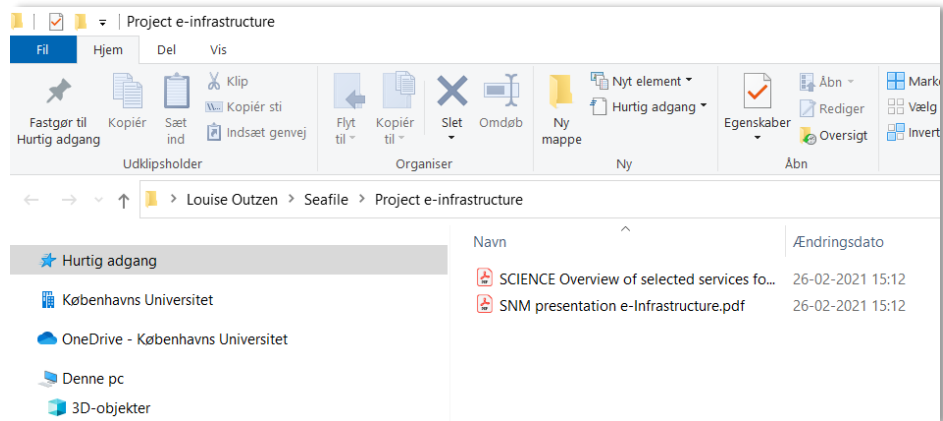
You can also follow the activity on the Seafile icon in the system tray.



Double-click your library in the Seafile client to open the folder with your local synchronised version of the selected library on your computer.



Below, you can see two files, which are the content of the "Project e-infrastructure" folder.



As you can see, you now have a synchronised library, i.e. files and folders from there are stored in a folder locally on your computer in addition to being stored in ERDA Seafile.

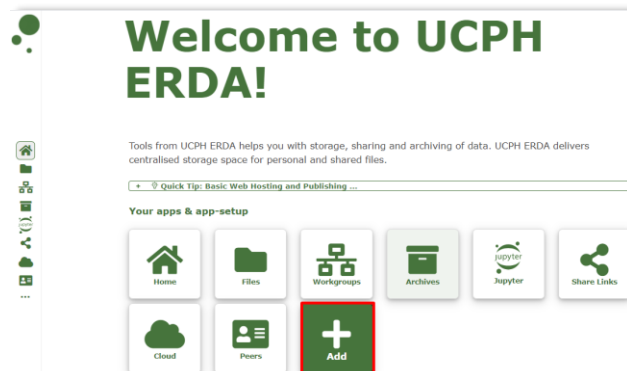
This includes the following advantages:

- ✓ Files and folders that you copy or move to your synchronised local folder are automatically copied to the ERDA Seafile version of your library. All changes or deletions in the folder on your computer will also automatically be reflected in the version on ERDA Seafile.
- ✓ Correspondingly, all changes you might make in the ERDA Seafile web administration are automatically synchronised to your local folder on your computer.
- ✓ Files and folders you delete in the folder locally or via the web administration are automatically removed in both places, but the built-in versioning means that you can later restore them to, for example, the latest edition.
- ✓ Data from the selected libraries will automatically be synchronised between all the computers on which you install and set up the Seafile client.

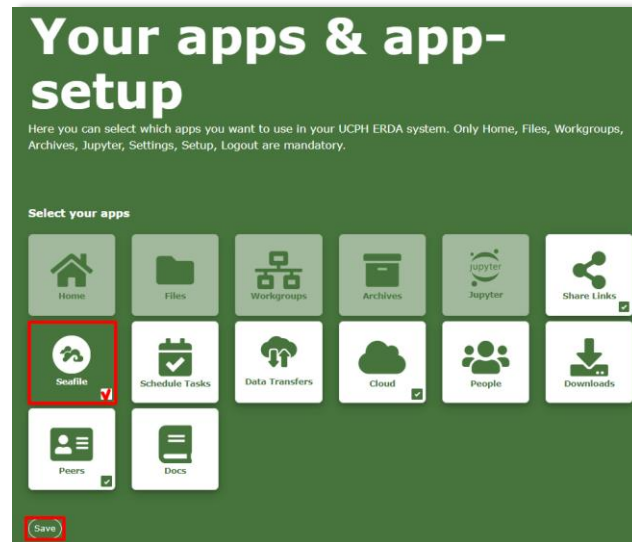
Note! All synchronisation requires an Internet connection, but local changes you make offline will simply be synchronised the next time you are online.

TIPS

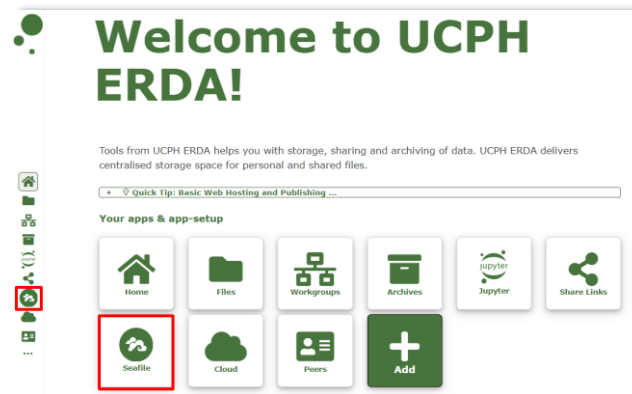
Enable Seafile in your Apps at ERDA Home. Click "Add".



Tick the "Seafile" checkbox. Click "Save".



From then on you can open the Seafile web administration directly from your ERDA pages using either the Seafile App-icon on Home or the smaller icon in the navigation to the left.



HELP

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