



**TEAMDRIVE**  
secure collaboration

**User Manual VERSION 5**

April 2023



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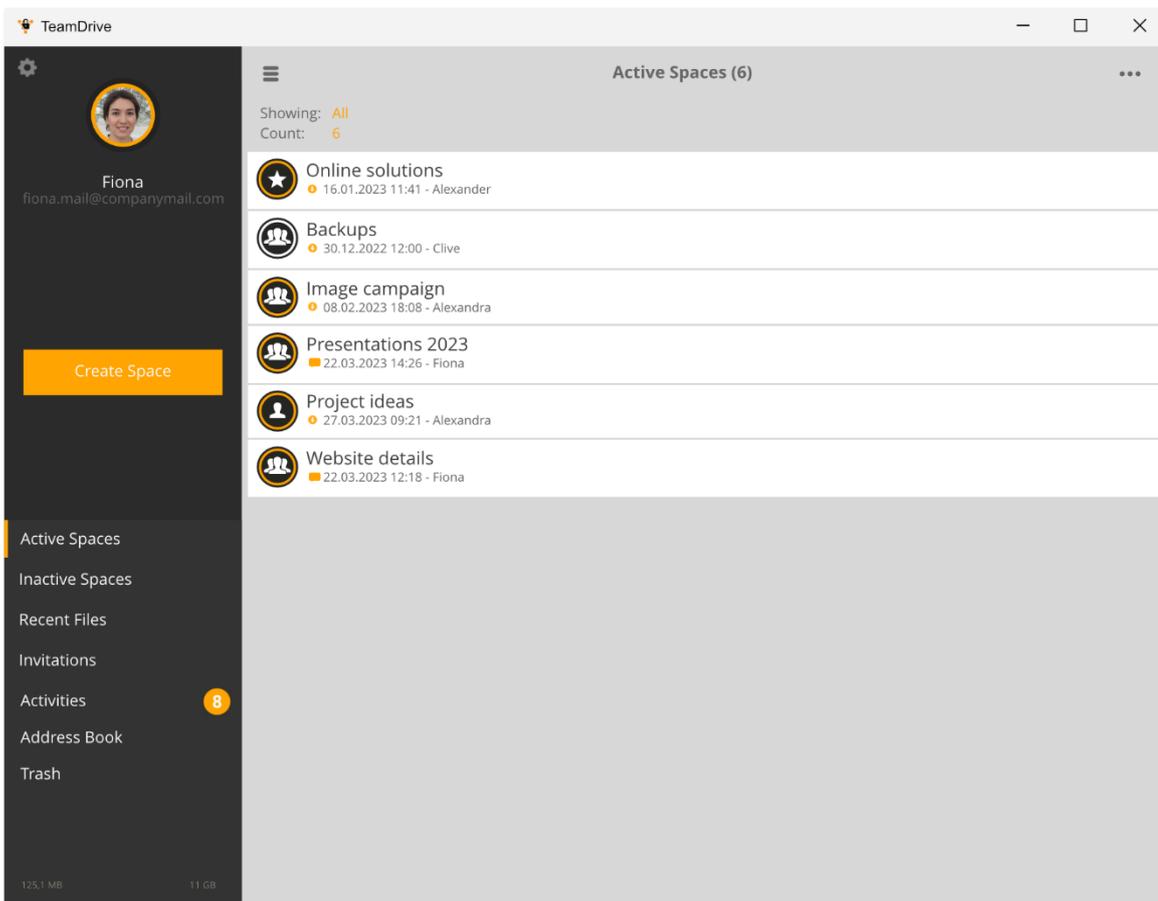


# 1. Introduction

The TeamDrive Professional app for computers provides fast, secure, end-to-end encrypted storage for all your files. You can securely access and synchronize your files via Windows, Mac OS X, Linux desktop and tablet PC devices, as well as iOS and Android mobile devices with the TeamDrive Mobile app. Once you have installed TeamDrive, you can create data spaces, hereafter referred to as Spaces, from scratch or convert existing folders into Spaces with just three mouse clicks. Your files and folders remain in your file system and can be opened and edited as usual. TeamDrive takes care of the following steps automatically:

- - creates encrypted backups of the monitored Space folders and synchronizes them with the host server.
- - synchronizes all (shared) data with invited Space members.
- - stores old versions of edited files on the server (file versioning).
- - encrypts and compresses your files before they are synchronized.

You can log into TeamDrive with your username on several devices to synchronize your files.



*The TeamDrive start window with navigation area (black colored area on the left)*



## 2. Installation

TeamDrive is available for Windows, OS X, Linux, iOS and Android devices (mobile devices) and can be downloaded from our website, the Apple App Store and the Google Play Store. To install TeamDrive on your desktop or tablet computer, the following minimum requirements must be met. You need at least 250 MB of free storage space, a valid email address and internet access for registration and activation. The total amount of local storage used depends on the size of the Spaces created and connected. The free storage should therefore be at least twice the size of the largest Space, as the data is encrypted locally before synchronization.

### 2.1. System Requirements

Windows	Macintosh	Linux	Apple iOS	Android
1 GHz Processor Windows 7 or higher	Intel Mac OS X 10.14 or higher	64-Bit-System GLibc 2.9 or higher GLibc++ 3.4.11 or higher	iOS 8 or higher	Android 5 or higher
1 GB RAM 250 MB free Space Direct3D Acceleration	1 GB RAM 250 MB free Space	1 GB RAM 250 MB free Space		

If you have further questions, you can find answers on the TeamDrive website in the FAQ section or in the TeamDrive forum. If you encounter any problems installing or using TeamDrive, please contact our support team.

To install or update TeamDrive, download and run the installation software. Quit TeamDrive before installing an update.

*When you install TeamDrive for the first time, an internet connection is required to register the new account. After registration, an internet connection is still required to activate the TeamDrive app and synchronize files.*

### 2.2. TeamDrive-Installation

The following instructions and information only concern the desktop and tablet PC installations, i.e. the TeamDrive Professional App. The functions for the TeamDrive Professional Mobile app are largely identical. Special features of the mobile app are dealt with in chapter 9.

### 2.3. Info on the initial Installation

Prerequisite for the installation of the TeamDrive Professional App is the prior purchase via our web shop <https://teamdrive.com/shop>. You can also find information about the test installation on our homepage <https://teamdrive.com/>.

If you have already purchased TeamDrive Professional via our shop, you will receive the following instructions for a smooth installation of the TeamDrive Professional app for your computer or laptop.

The TeamDrive app for smartphones is available via the corresponding app stores (Android/Apple).

#### 2.3.1. Instructions for Installation

##### 2.3.1.1. App Download

In the download area on our website, you should automatically be offered the correct download for your system (Windows, Apple, Linux). Please feel free to check this again. Now click on the download button.

After you have downloaded the desired TeamDrive Professional app for your computer, the download will be on your hard drive. You will find it either in the download area of your computer or via your browser download.

##### 2.3.1.2. Local Installation

Now navigate to the downloaded TeamDrive file (e.g.: Install-TeamDrive-5.XXX.XX\_TMDR.exe). To carry out the installation, you should have administrator rights for your computer so that all components are installed correctly. Now double-click on the file and the installation will start.



You can find more information and detailed instructions in our tutorials.

### 2.3.1.3. Options during Installation

Follow the installation instructions and accept the license agreement.

During the further installation, TeamDrive offers you three selection options. By default, these are ticked for installation. You can accept these without further ado. Here is just a hint what they do:

- Virtual file system: allows you to set up a virtual file system with only temporarily locally stored data as an alternative to local file storage.
- Shell Extensions: allows the use of a TeamDrive context menu in your data management program (Windows Explorer/Finder) and enables quick access from there.
- TeamDrive in Auto start: This option is very helpful, especially when the TeamDrive app is closed. This maintains synchronization in the cloud and displays notifications and actions by team members.

A restart of the computer may be required after installation. Perform this before working with TeamDrive Professional.

### 2.3.1.4. Registration

Since you have already purchased TeamDrive, you should be registered in the TeamDrive cosmos with an email address and password. Use these credentials for your first TeamDrive login. If you do not yet have any login data, the TeamDrive Professional app also offers you the option of registering here when you log in for the first time.

### 2.3.1.5. TeamDrive Usage

You can now use TeamDrive immediately, make folders into TeamDrive Spaces or invite people to join a team. Would you like a tutorial to help you? Then take a look at our video tutorials. For the first steps, we recommend the tutorial "TeamDrive - First steps": <https://youtu.be/CWenSBRxEJY>

## 2.4. Recommended TeamDrive Methods

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

Avoid deeply nested directory structures. The operating system specific restrictions for paths and file names also lead to restrictions for TeamDrive users.

File name and path length system-specific restrictions:

#### Windows:

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

#### Linux:

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

#### Mac OS X:

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

*It is especially important to be aware of file name and path length limitations when sharing Spaces with members using a different operating system than yours. Adhering to the specified limits will help ensure cross-platform compatibility.*

*The lengths given in bytes are based on the fact that Unicode is used in these file systems. Consequently, the maximum lengths depend on the characters used. The following calculation can serve as a rough guideline:*

*- A standard character (a-z, A-Z) = 1 byte - An extended character (German umlauts etc.) = 2 bytes*

Avoid storing all your data in a single Space. If you granulate your Spaces more precisely, it is easier to control who has access to which data. This also reduces the need to sort files repeatedly.



If you need to store your Space on another drive or partition, do not manually move the Space to another drive or partition. It is recommended that you use the TeamDrive app to change the path of a Space to the path of another drive or partition.

Do not manually move your Space across partition or drive boundaries as this may result in the loss of TeamDrive synchronization data. This will recreate all meta information and it will then no longer be possible to track file changes.

Avoid using special characters in file names and paths. These characters may not be supported on another platform.



## 3. First Steps

### 3.1. Register and Login

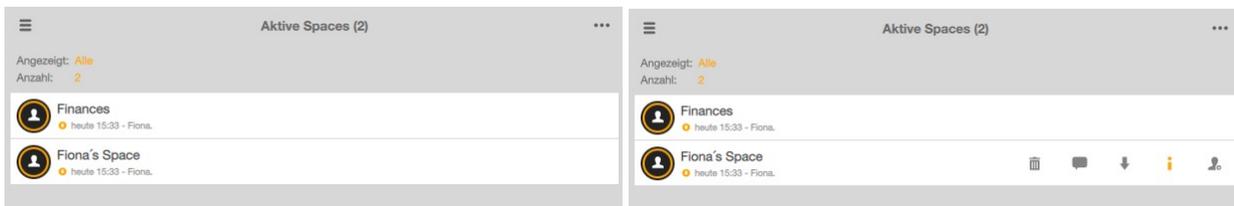
After you have successfully installed and started TeamDrive, select "**Log in**" if you are an existing user or select "**Register now**" to create an account. To create an account, you must enter a desired username and password. The username must be at least five characters long and cannot contain special characters or spaces. The password must be at least eight characters long and can contain special characters but no spaces.

After you have registered your username, please be sure to activate your account using the activation link sent to the email address you used to register. Once you have clicked on the activation link, confirm in TeamDrive that you have clicked on the activation link and log in on the following screen.

### 3.2. Helpful Basics

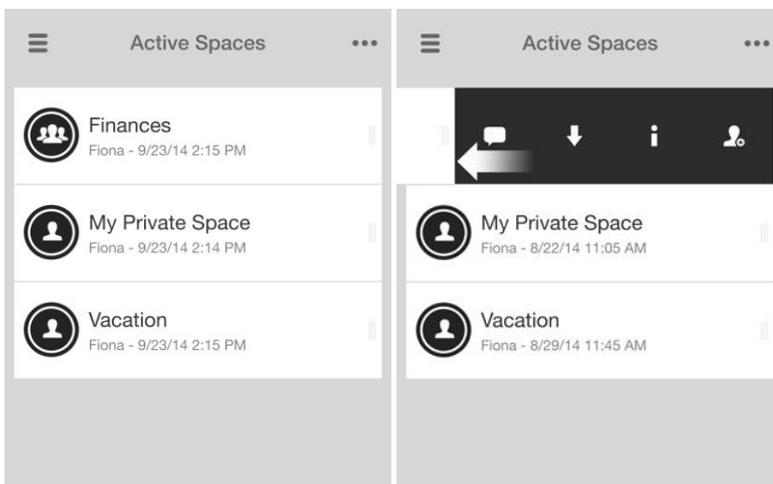
#### 3.2.1. Gestures

In some cases, gestures are needed to display additional functions for a space, folder or file. However, the gestures differ slightly on desktop and mobile devices. Additional functions are displayed on desktop devices as soon as the mouse points to a space, folder or file, while on mobile devices the swipe gesture must be used to display additional functions.



*Point with the mouse to any space, folder or file to display additional functions*

On mobile devices, swipe any space, folder or file from right to left or left to right to view additional options for that item.



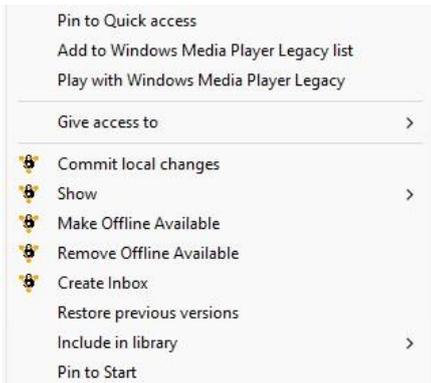
#### 3.2.2. Quick Info

Tooltips are available for desktop apps. Move the mouse pointer over the additional functions to display the respective tooltips.

#### 3.2.3. Context Menu for Windows Explorer and Apple Finder

The context menu (available for OS X 10.14 and higher and for Windows 10 and higher) gives you quick and easy access to TeamDrive functions directly in your file system (Windows Explorer and Apple Finder). Use the context menu to quickly convert an existing folder into a Space, invite members to an existing Space, comment on a file, publish or delete a file and much more.

Once activated, the context menu can be accessed with the right mouse button. This allows you to either convert a non-TeamDrive folder to a TeamDrive Space or access subfolders or a file. To activate the context menu, you must restart your computer after the initial installation of TeamDrive on Windows.



To activate the context menu, you must activate the TeamDrive extension ("System Preferences" > "Extensions") for the first time on OS X if the context menu is not automatically activated after completing the installation. Below is a list of the available context menu options on both operating systems, depending on where you right-click.

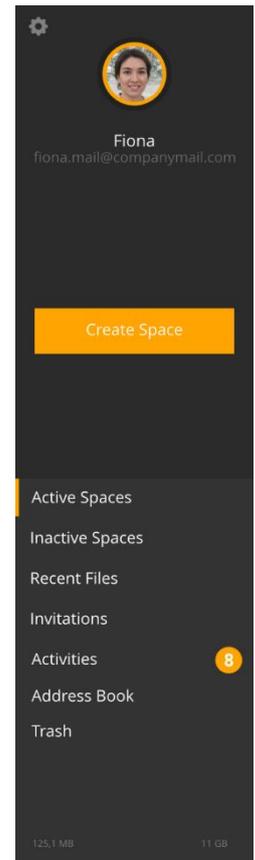
Non-TeamDrive Folder Level	TeamDriveSpace	TeamDrive File Level
Convert to Space	Commit local changes	Show: Info
	Invite member...	Show: File versions
	Show: Info	Show File activities
	Show: Space Activities	Show Comments
	Show: Trash	Copy File Reference
	Make available offline	Publish
	Remove available offline	Download current version
		Lock file
		Confirm read
		Remove Offline Available



## 4. TeamDrive Representation

On the desktop app, TeamDrive can be displayed in either portrait or landscape format. Landscape mode can be activated via **Settings > Advanced Settings**. There you can switch landscape mode on or off.

TeamDrive for cell phones works in portrait mode, TeamDrive for tablets in landscape mode.



### 4.1. TeamDrive Navigation Area

When you start TeamDrive, the navigation area is usually always visible in landscape format. This can be seen in the sidebar on the left (the section shown in black). In portrait format, the navigation area can be accessed by clicking or tapping on the three bars in the upper left part of the screen.

The following elements are shown in the navigation area:

- **User icon/profile picture**
- **Username**
- **Registration e-mail address**
- **"Create Space" button** (for more information, see the section "Create Space")
- **Active Spaces**
- **Inactive Spaces**
- **Recent files (received)**
- **Invitations**
- **Activities**
- **Address book**
- **Trash**
- **Standard host server usage** (TeamDrive) (at the bottom of the screen)

### 4.2. User Profile (Registration Email Address and License Key)

Clicking or tapping on the user **icon/profile picture**, the **username** or the **registration email address** will take you to the user profile page. Here you can:

- Edit your profile picture.
- Change/update your registration email address.
- Add your phone number(s).
- View the current license key and license type.
- Set (enter) a license key.
- Reset your password.

### 4.3. Spaces

In TeamDrive Professional, files stored in folders monitored by TeamDrive are synchronized to the cloud. These folders monitored by TeamDrive Professional are referred to as "Spaces" in TeamDrive and in this manual. This creates a TeamDrive-specific distinguishing feature from classic folders. A Space is therefore always a folder in your directory structure that is monitored by TeamDrive. TeamDrive data automatically encrypts or decrypts the data and synchronizes the data with the cloud.

#### 4.3.1. Creating Spaces

To create a Space, click on **"Create Space"** in the navigation area, give the Space a name and click or tap on **"Create Space"**. That's it! You can now upload data to your newly created Space by copying files and folders to the Space folder via the local file system.

*Newly created Spaces are automatically stored in the current TeamDrive standard storage depot (server/cloud). To select on which repository a Space should be stored, please read the following section "Selecting where to host a Space".*

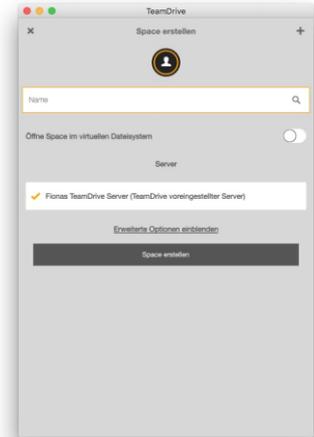
To display your Space, navigate to the **"Active Spaces"** tab via the navigation area.



Creating a Space automatically loads all active TeamDrive installations of your other devices, if available. You will then find this newly created Space on the other devices in "Inactive Spaces". You can activate them there if necessary.

### 4.3.1.1. Selecting Where to Host a Space

When creating a Space, you can also select where a Space is to be hosted. In the section "Server" (below the entry field "Name of Space") you can select on which server the Space should be hosted.



#### 4.3.1.1.1. Adding a Server when Creating a Space

To import or add a WebDAV server or TeamDrive Personal Server during the "Create Space" process, click on the '+' in the upper right corner of the screen. After the server has been added, select the server from the "Server" list and create your Space.

### 4.3.1.2. Advanced Options

To view a list of advanced options for the Space you wish to create, click on "view advanced options".

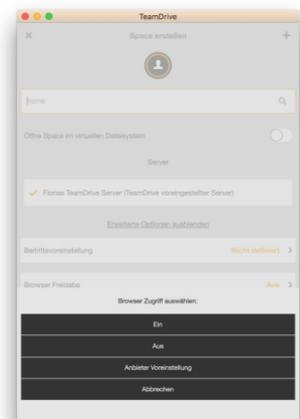
#### 4.3.1.2.1. Default Join Mode

Here you specify how invited users should join the Space. This is stored as a global setting on the server.

- "Provider default" is the default setting. This setting means that the Space will connect using the default settings used for your platform type. If you are using a desktop device that uses a traditional Windows, Mac OS X or Linux operating system, the Space will be joined using the "available offline" setting. This means that all Space data is available for editing and viewing on your local device, even if there is no internet connection. If you use a mobile iOS or Android device or the TeamDrive web client, the Space is connected with the setting "not available offline". This means that all Space data is not available for editing or viewing on local devices unless there is an internet connection. The offline availability of a Space can be changed at any time after a Space has been created.
- "Offline available" configures the Space to be associated with the "offline available" setting. This means that all Space data is available for editing and display on local devices, even if there is no internet connection.
- "Not available offline" specifies that the Space should be connected to the setting "Not available offline". This means that all Space data is not available for editing or viewing on the local device unless there is an internet connection.
- "Virtual" configures the Space to be provisioned with the virtual file system (VFS). VFS Spaces are automatically associated with "Not available offline". To connect a Space to the VFS, a professional TeamDrive license is required. For users without a professional TeamDrive license, the option "not available offline" is switched on when joining a Space marked in this way. This is because the user does not meet the license requirements for using the VFS feature.

#### 4.3.1.2.2. Web Access

With Web access, you can securely access your TeamDrive Spaces via a web browser. You can access your Spaces by logging in to <https://webportal.teamdrive.net> with your TeamDrive username and password. Web access must be enabled individually for each Space. When you configure web access permissions for a Space, you have the option to enable, disable, or use the default web access setting from your TeamDrive service provider. "Enabled" enables web access for the selected Space. "Disable" disables web access for the selected Space. "Provider default" uses the default setting for the web access of the TeamDrive service provider.



#### 4.3.1.2.3. A Retention Period

The "retention period" gives you the option of specifying a period of time during which the data within the Space remains on our servers before it can be permanently deleted. This makes the Space GoBD-compliant. This period can only be defined when creating a new Space. You can find further information here: <https://teamdrive.com/gobd/>

### 4.3.1.3. Convert an Existing Folder into a Space (Desktop Only)

To convert an existing folder into a Space, click on the magnifying glass on the navigation area on "Create Space" to search for the existing folder and click on "select folder". That's it! Your existing folder has now been converted to a Space. You can also convert an existing folder into a Space via the context menu in the file system. Simply right-click on any folder that is not yet monitored by TeamDrive and select "convert to space" from the context menu. An existing folder can also be converted into a Space by dragging the folder directly into the "active spaces" section of TeamDrive.



On Windows computers it is possible to create or save a Space on a network drive by entering a UNC path, for example. `\server\share\...\server\share\...`

### 4.3.2. Creating Folders

To create a folder in a Space, click on the "---" icon in the upper right area of the TeamDrive window and select **"new folder"**. Then name the folder and select **"create"**.

### 4.3.3. Adding Files to Your Space

#### 4.3.3.1. Adding Files on Desktop and Tablet Computers

There are two methods for adding files to a TeamDrive Space on desktop and tablet computers.

##### Method 1

- In the TeamDrive app, locate and open the Space to which you want to add files. Drag files or folders directly in the TeamDrive app.

##### Method 2

- In the local file system, search for and open the Space to which you want to add files.
- Drop files or folders directly into the local TeamDrive Space.

#### 4.3.3.2. Adding Files on Mobile Devices

There are two methods for adding files to TeamDrive on mobile devices.

##### Method 1

- Locate the space to which you want to add files.
- Import the files directly into the space using the "import" button at the bottom of the window.

##### Method 2

- Create a new file with an external application and share it with TeamDrive.
- TeamDrive opens automatically and notifies you that there is a new file.

Follow the instructions on the screen and upload the file to one of your TeamDrive Spaces.

#### 4.3.3.3. File Display Mode

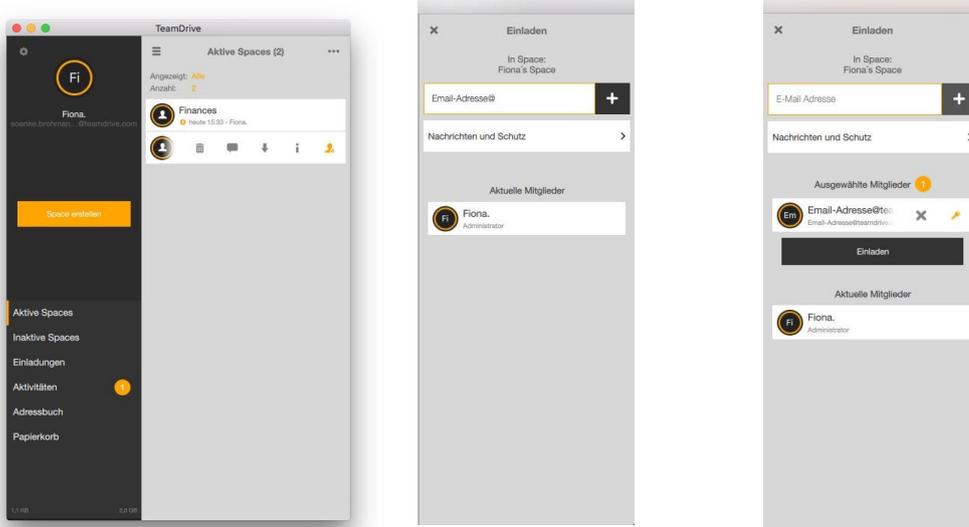
Files can be displayed either in a list or in a thumbnail view. To change the view in a Space, click on the thumbnail or list view icon in the upper right area of the TeamDrive window. The list and thumbnail icons are located next to the "" icon.

### 4.3.4. Sharing Files (inviting friends, family and colleagues)

When sharing files, please note the following:

1. Locate the Space you want to share.
2. Move the mouse pointer over the Space (desktop) or swipe the Space from right to left (mobile).
3. Click or tap on the **"Invite"** icon on the far right.
4. Enter the username or email address of the person you want to share your files with and click or tap the '+' icon to add the user to the invitation list.
5. Move the mouse pointer over the added username or email address (desktop) or swipe the added username from right to left (mobile) and click or tap the key icon to assign user rights (see below for an overview of the different user rights).
6. Click or tap on **"Invite"**.

*To protect an invitation, select "Message and Protection" before sending the invitation and activate "Password Protection".*



*Non-TeamDrive users are invited to join Spaces and TeamDrive via emails that could potentially be intercepted by malicious third parties. Users sending invitations are therefore advised to confirm the email addresses of non-TeamDrive users before sending invitations. In addition, the "password protection" function is a practical option for encrypting invitations. Using a password will also help prevent unintended invitees from joining a Space, possibly due to misspelled usernames or email addresses.*

*The invited user will receive a Space invitation notification via email and a Space invitation within the TeamDrive app (if they are an existing TeamDrive user). Space invitations can only be accepted or declined via the TeamDrive app. In the Space invitation notification email, there are links to download the TeamDrive installation software if TeamDrive is not already installed on the recipient's computer.*

#### 4.3.4.1. Sharing Files with Existing Space Members (Re-inviting Existing Space Members)

As an alternative to the method described above for inviting users, existing users can be invited using the following method:

Locate the Space you wish to share.

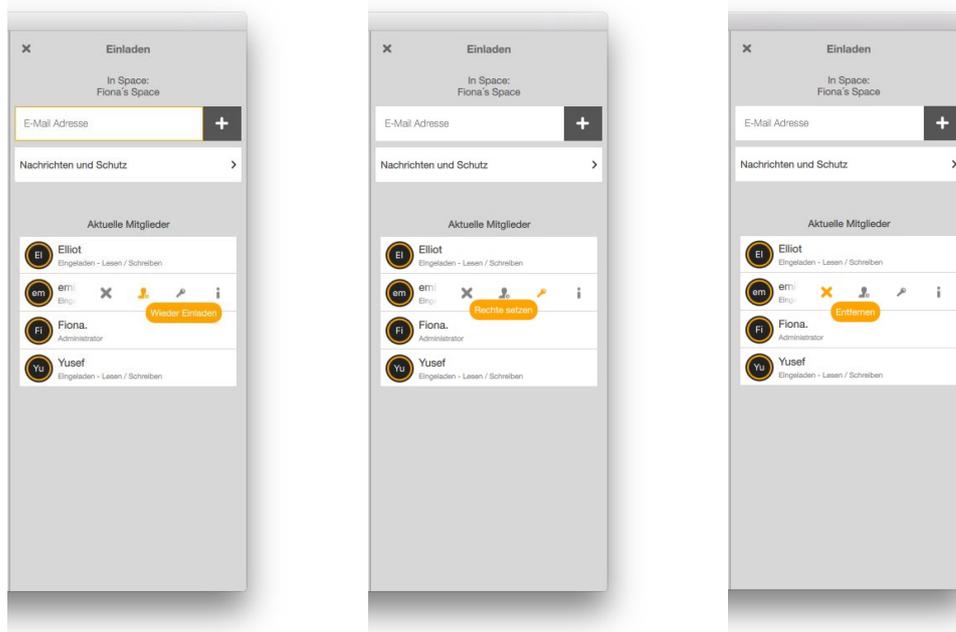
1. Move the mouse pointer over the Space (desktop) or swipe from right to left (mobile).
2. Click or tap 'i' to display more information about the Space.
3. Click or tap on '**Members**'...
4. Find the username you want to re-invite and hover over the username (desktop) or swipe the username from right to left (mobile).
5. Click or tap on the "**Invite**" icon on the left.

#### 4.3.4.2. Changing the rights of a user and removing a user from a Space

To change the permissions of a user in a Space, navigate to the Space, hover the mouse pointer over the Space (desktop) or swipe the Space from right to left (mobile) and click or tap the 'i' to display the Space's information.

Click or tap the Members button to view the list of members, hover over the user's username (desktop) or swipe the user's username from right to left (mobile) and click or tap the key icon to change user permissions.

To delete a user, hover over the user's (desktop) name or swipe the user's name from left to right (mobile) and tap "x" to remove the user from Space.



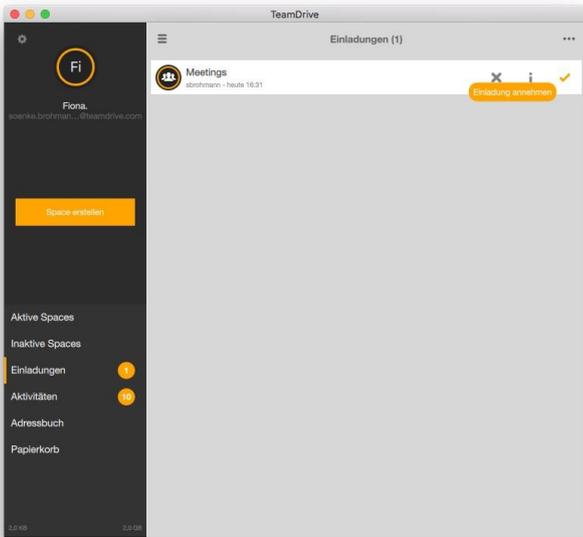
### 4.3.4.3. User Rights

	Admin	Superuser	Read/Write	Read only	Read (anonymous)
<b>Rights</b>					
View the contents of a Space.	✓	✓	✓	✓	✓
Show other members in the Space	✓	✓	✓	✓	
Publish files	✓	✓	✓		
Edit files	✓	✓	✓		
Restore files	✓	✓	✓		
Move files to the trash	✓	✓	✓		
Invite/remove members from a Space	✓	✓			
Remove items from a Space	✓				
Change member rights within a Space	✓				
Delete a Space from the server	✓				
Empty the trash (permanently delete trash contents from the server)	✓				

### 4.3.5. Joining a Space (Accepting Invitations)

All invitations sent by other users are displayed in the "Invitations" section.

To accept an invitation, either hover over the invitation (desktop) or swipe the invitation from right to left (mobile) and select the "accept invitation." option. To see more information about the invitation, select 'I'. To decline an invitation, click the 'x' (desktop) or swipe the invitation from left to right (mobile) and select the 'x'.



### 4.3.5.1. Joining Previously Connected or Previously Created Spaces.

If you log in as an existing user after reinstalling TeamDrive, it is very likely that you will not find any Spaces in the "active Spaces" section. To reactivate previously joined or previously created Spaces, go to the "inactive Spaces" section.

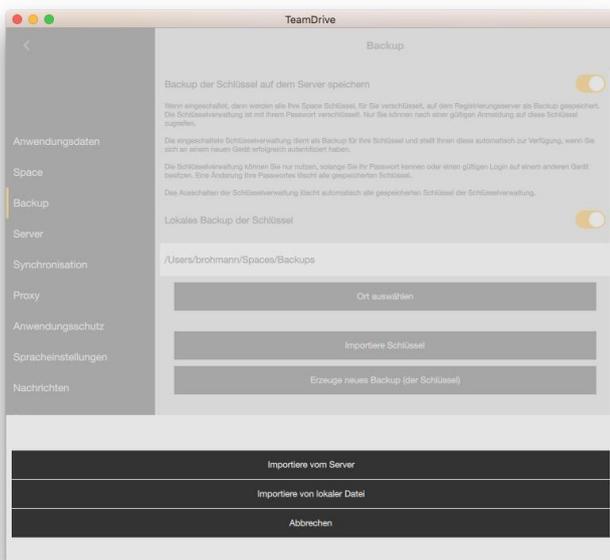
*Previously joined or previously created Spaces will automatically appear in the Inactive Spaces section only if the Registry Server Key Repository feature is enabled. This feature can be found under Settings > Backup > Back Up Keys to Server.*

Alternatively, you can invite yourself to your Spaces from any existing TeamDrive installation where you have access to these Spaces. Another option is to use backup keys from a previous TeamDrive installation to import and restore access to your Spaces.

Backup keys can also be imported directly from **Key Repository** if this feature is enabled. By default, this feature is enabled. To import backup keys, navigate to **settings > backup > import keys**.

*Please note that changing your password will automatically delete all keys stored in your Key Repository at that time for security reasons. If you change your password before creating a new installation, no Spaces will appear in the inactive Spaces section. You also cannot import your Space keys from the Key Repository because they have been deleted.*

*The Key Repository is described in the Settings section of this guide.*





### 4.3.5.2. Restore a Spaces

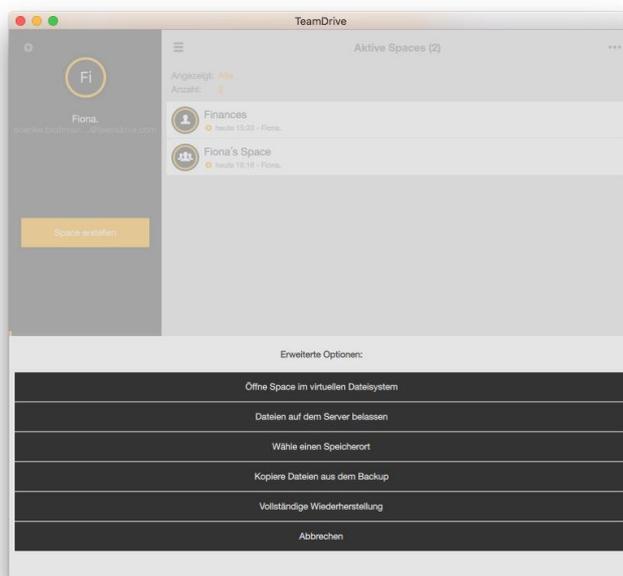
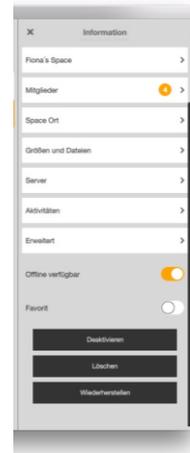
When a Space is restored, the latest versions of all files present on the server are downloaded. In most cases, a backup of the existing local Space folder is created and stored in the local file system. The naming convention used is **\*Spacename\_backup**.

To restore a Space, hover over the desired Space, or swipe the desired Space from right to left (mobile) and select "i" to display the information page from the Space. Once there, scroll down and select **"restore"**.

*Please note that all pending uploads will be cancelled at the beginning of the restore process. Relevant files can be found in the "Spacename\_backup" folder. You can copy them to the Space after the restore if needed.*

### 4.3.5.3. "Advanced..." Option When Joining a Space

To list the advanced joining options, click on a Space invitation or disabled Space and select "advanced...". You will then see the following options: **"keep files on server"**, **"choose a location"**, **"copy files from backup"**, **"full restore"** (only after clicking or tapping on an inactive or disabled Space) and **"download all files"** (mobile).



#### 4.3.5.3.1. Keeping Files on the Server

Files are not automatically downloaded to the local device. All files remain on the server and are updated only when necessary. Files must be downloaded manually before they can be opened. Once a file is manually downloaded, it is automatically updated when a new version of the file is available.

By default, desktop apps join Spaces with the **"download all files"** option, which downloads all files to the local file system. If you do not want to store copies of the files locally, please join with the "keep files on server" option. In case you have already joined a Space without using the **"keep files on the server"** option, you simply need to disable the **"offline availability"** for that Space. This has the same effect as joining a Space with the **"keep files on the server"** option.

#### 4.3.5.3.2. Selecting Space Location

Use this option to select the location for a Space. This is useful, for example, if you do not want to save the Space in the default Space folder.

#### 4.3.5.3.3. Copy files from backup: Join/restore a Space without having to re-download and decrypt all the data from the server (i.e. the data already exists locally on your computer).

In many cases, when you join a Space, the data already exists locally on your device, on a USB stick, on an external hard drive, etc. With this option, TeamDrive copies the files to the Space and only differences from the state in the cloud are synchronized.

After selecting this option, you need to browse the local file system and select the path where the Space data already exists. TeamDrive will then compare each file in the local directory with the files on the server. If the local version of a file matches the



version on the server, the local version is copied to the directory where the Space you are joining is stored. If the local version of a file does not match the version on the server, the version is downloaded from the server.

#### 4.3.5.3.4. Full Restore

When you fully restore a Space, all events since the Space was created are synchronized. The Space is not linked using a Space snapshot. This option is useful if a snapshot is broken and therefore the Space cannot be joined, or if you want to synchronize the entire event history of a Space to display them in your activities.

#### 4.3.5.3.5. Download All Files (Mobile)

This option is generally the only "advanced" join option when you accept a Space invitation on a mobile device. By default, mobile devices automatically use the "**keep files on server**" option. If you want to have all data available on your mobile device at all times, i.e. for offline use, please join using the "**download all files**" option. In case you have already joined a Space without using the "**download all files**" option, you simply need to enable offline availability for the Space. This has the same effect as joining a Space with the "**download all files**" option

### 4.3.6. Moving or Renaming a Space

#### 4.3.6.1. Moving a Space to Another Location (Desktop and Tablet Computers Only)

There are two very simple ways to move a Space. One method of moving a Space is to open TeamDrive, select "**active Spaces**", move the mouse pointer over the Space, select "**Space location**" and navigate to the location you want to move the Space to. The Space will then be restored to the newly selected location. Please note that during the restore process, all pending uploads will be cancelled.

*When restoring a Space, data can be downloaded from a server (for more information on restoring Spaces, see the section "Restoring a Space"). For larger Spaces, it is recommended to use the second method for moving a Space.*

If you want to move a Space without having to restore the Space, please use the following method.

First, quit TeamDrive. Once TeamDrive is no longer running, move the Space folder to the newly desired location and start TeamDrive.

Upon startup, TeamDrive will detect that the location from the Space has changed and display a colored triangle next to the Space (in the TeamDrive app) and the text "**Space path not found**". You need to set the new path for the Space. To set the Space's new path, hover over the Space in TeamDrive, select "i", "**Space location**", and navigate to the Space's new location. The Space has now been successfully relocated and synchronized as before.





### 4.3.6.2. Renaming a Space

There are two easy ways to rename a Space. One way to rename a Space is to open TeamDrive, select **"active Spaces"**, move the mouse cursor over the Space (desktop) or swipe the desired Space from right to left (mobile), select the Space name and rename the Space. After that, the Space will be automatically restored with its new name. Please note that all pending uploads will be canceled once the Space restore is started.

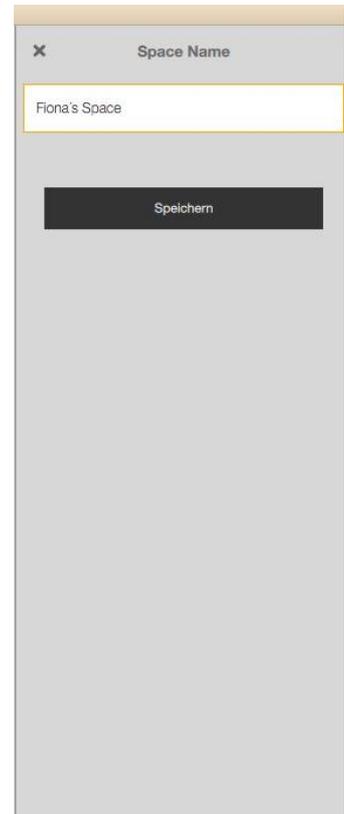
*When restoring a Space, data can be downloaded from a server (for more information on restoring Spaces, see the section "Restoring a Space"). For larger Spaces, it is recommended to use the second method for moving a Space.*

If you want to rename a Space without having to restore the Space, please use the following method (**desktop and tablet computers only**).

First, quit TeamDrive. Once TeamDrive is no longer running, rename the Space in the local file system and start TeamDrive.

At startup, TeamDrive detects that Space's information has changed and displays a colored triangle next to Space (in the TeamDrive app). You need to set the new path for the Space. To set the Space's new path, hover over the Space, select **"Space location"**, and navigate to the new Space location. The Space has now been successfully renamed and synchronized as before.

*Renaming a Space is a local change only. This does not change the name of the Space for users who have already joined the Space. If users should also have the new Space name, invite or re-invite them to the Space under the Space's new name.*

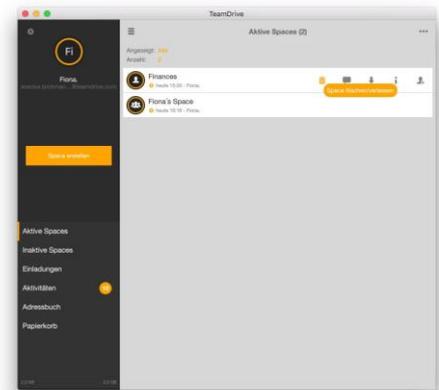


### 4.3.7. Deleting Spaces, Files or Folders

To delete files, folders, or Spaces, hover over the Space (desktop) or swipe the Space from left to right (mobile) and click or tap the trash icon.

When deleting a Space, you are given the options to delete the Space locally, delete the Space from the server (if you have administrator privileges in the Space), or cancel the delete operation.

When deleting a file or folder, the item is moved to the trash. In the trash itself, the Space is mapped as a reference with the deleted file. To permanently delete files and folders, the trash must be emptied as a whole or by deleted Spaces. The section **"trash"** is located in the navigation area.



#### 4.3.7.1. Managing the Trash of a Space

Each TeamDrive Space has its own trash. All files in the trash remain on the server until the Trash is emptied. The number of files currently in the trash can be viewed in the **"information"** section under the **"size and files"**. Under **"size in trash"** you can also see how much memory the deleted files occupy on the server.

Under **"advanced"** (also in the Information section) it is also possible to automatically empty the Trash of a Space after a certain time. The available options are **"never"**, **"180 days"**, **"90 days"**, **"60 days"**, **"30 days"**, **"14 days"** and **"7 days"**.

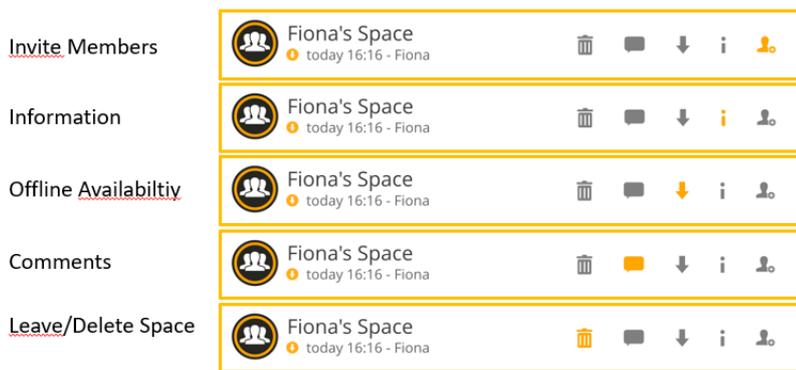
For more information, see the ["trash"](#) section.

## 4.4. Active Spaces

All currently active Spaces are displayed under **"active Spaces"**.

### 4.4.1. Space Options

When you move the mouse pointer over a Space (desktop) or swipe a Space from right to left or from left to right (mobile), the following options are displayed via different icons:



What happens when you select the icons is described below.

#### 4.4.1.1. Invite Members

Enter the username or email address of a friend, family member, or colleague with whom you want to share your files. Click or tap the '+' icon to add the user to the invitation list. Hover over the added username/email address (desktop) or swipe from right to left on the added username/email address and select the key icon to assign a specific user right to the user. Then click or tap **"invite"** to invite the user.

#### 4.4.1.2. Information

Here you can find all relevant information about the selected Space.

- If you click on the name of the Space, you can rename the Space. For more information on this topic, see the section ["Renaming a Space"](#).
- **"Members"** displays a list of existing Space members and allows you to re-invite existing Space members and/or change Space member permissions within the Space.

Hovering over a Space item (desktop) or swiping a Space item from right to left or left to right (mobile) displays the information, set permissions, re-invite, and remove options.

- **Information**

- **"Permissions"** allows you to customize the user's permissions within the Space. For more information on permissions, see the ["User Rights Overview"](#) section.
- **"Email"** displays the user's email address.
- **"Phone"** displays the user's office or landline phone number.
- **"Mobile"** displays the user's cell phone number.
- **"Activities"** shows the user's activities within the Space.
- **"Remove"** removes the user from the Space.

- **Set permissions**

This option allows you to customize the user's permissions within the Space. For more information on permissions, see the ["User Rights Overview"](#) section.

- **Invite again**

This option allows you to re-invite the user to the Space, even if an invitation has already been sent or the user has already joined the Space.

- **Remove**

Select this option to remove the user from the Space. Administrator rights are required in the Space to perform this action.

- **"Space location"** displays the local path of the Space. A Space can be moved by changing the local path. For more information on this topic, see the section ["Moving a Space to a Different Location"](#).
- **"Size and files"** shows the total size of the Space on the server, the total size of the Space on the local file system, the total size of the Space's deleted files, the total size of the Space's snapshots, the total number of files in the Space, the total number of files on the local device, the total number of deleted files, and the total number of snapshots.



- **"Server"** shows the owner of the Space, the ID number of the Space, the Server URL of the Space, the total amount of storage on the depot where the Space is hosted, and the amount of storage already used (on the host depot). If there is a risk of running out of storage on the host depot, use the "inform owner" button to notify the owner of the Space that their depot is almost full, or use the **"upgrade"** button to buy more storage if you are the owner of the depot. The **"cleanup storage"** button deletes all incomplete blobs, that is, unreferenced data that has been uploaded to the server. Use this button to free up storage space.
- **"Read confirmations"** displays all files within the Space that have been viewed by Space members since read receipts was enabled. **"Read confirmations"** are displayed per file, and each user who viewed the file is listed. Clicking **"read confirmations"** displays the options to view or export read confirmations for all files in Space. Please note that **"Read confirmations"** is not visible at first. **"Read confirmations"** must be enabled before this option becomes visible. **"Read confirmations"** can be enabled by going to **"advanced"** and enabling this feature.
- **"Activities"** displays the synchronization history for the Space. For more information, see the ["activities"](#) section. Clicking **"activities"** displays the options to view or export the Space's activities. Only users with administrative privileges in the Space can export activities.
- **"Advanced"** displays the following options:
  - Enable or disable the **"scan at startup"** option for the Space.
  - Switch between automatic and regular scanning (**"scan and monitor" regular scanning is strongly recommended for users with Space hosted on a network drive**)
  - Set **"scan interval"** (periodic scanning must be enabled first to edit the scan interval)
  - Configure the **"delete files in trash after..."** Setting
  - Set a "Maximum number" of versions that will be stored on the server.
  - Configure the "Web access " settings for the Space:
    - **Provider default** - Web access settings for the Space are based on the default TeamDrive service provider web access setting.
    - **Enabled** - web access for this Space is enabled.
    - **Disabled** - web access for this Space is disabled.
  - - View and configure **"server snapshots"** and use server snapshots to reset the Space to an earlier point in time.
  - - Use **"read confirmations"** to enable/disable and configure the maximum age of **"read confirmations"**.
  - **"Transfer locally changed files now"** checks the Space for local changes and adds them to the queue to be synchronized with the server.
- **"Offline available"** toggles offline availability of the Space on or off. For more information on offline availability for Spaces, see the ["Offline Availability"](#) subsection.
- **"Disable"** disables the Space. A disabled Space is still visible in the local file system (if the files existed before the Space was disabled), but the Space is no longer synchronized.
- **"Delete"** deletes a Space either locally or from the server (administrator rights in a Space are required to delete a Space from the server).
- **"Restore"** downloads a new copy of the Space from the server. The existing Space will be renamed to **"\*SpaceName\*\_backup"**. After the restore is complete, the 'backup' folder can be deleted. Advanced "join modes" can be used when restoring a Space. For more information on advanced joining modes, see the section **"joining a Space: "advanced..."** [options when joining a Space](#).

#### 4.4.1.3. Offline Availability

Use this button to enable or disable the offline availability of a Space.

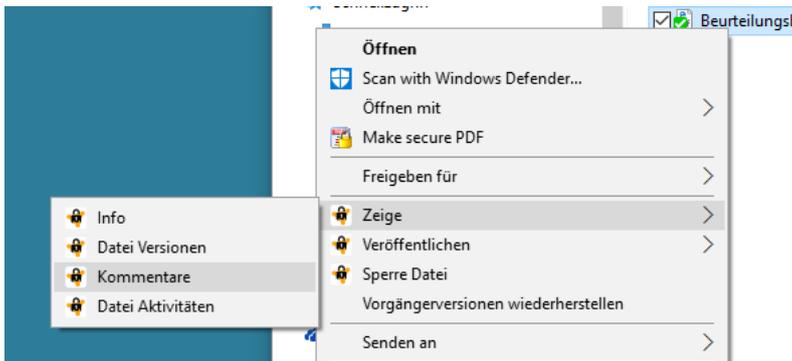
If the offline availability of a Space is deactivated, the Space is no longer automatically synchronized with the local file system. However, the files are still visible in the TeamDrive app and must be downloaded individually by clicking or tapping on them. When offline availability of a Space is enabled, all changes in the Space, including new added files, are automatically downloaded and

#### 4.4.1.4. Comments

Use this button to add comments to a Space. After you have deposited a comment in a Space, hover over the comment (desktop) or swipe the comment from right to left and select the envelope icon to email the comment to other Space members.



The TeamDrive comment feature makes it easy to **organize small workflows**. Comments can be attached to files and Spaces. In addition to being displayed in TeamDrive, comments can also be forwarded to team members via email. Thanks to the new notification function, comments can also be displayed as a pop-up. You always keep an **overview** and can work in a **time saving** manner.



#### 4.4.1.5. Leave or Delete Space

This option allows you to delete a Space from the server (only users with administrator privileges can delete this Space from the server) or leave a Space (delete a Space from the TeamDrive app, but keep a local copy in the file system)\*.

*\*It is only possible to keep a Space in the local file system on desktop and tablet computers.*

#### 4.4.2. Folder Level

Hovering over a folder (desktop) or swiping a folder from right to left or from left to right (mobile) will display the offline availability, move/copy/open/share, information and move to trash options:

##### 4.4.2.1. Offline Availability

Use this button to enable or disable the offline availability of an individual folder.

Even if the offline availability of a Space is enabled, the offline availability for individual folders within the Space can still be disabled. However, when this option is disabled, only the offline availability of the current folder state is disabled. When new files are added to the folder, offline availability is enabled for the new files, as the TeamDrive app first checks and confirms the offline availability setting of the Space.

##### 4.4.2.2. Move/Copy/Open/Share

- **"Move to folder"** allows you to move a folder to any location within a Space. It is not possible to move a folder to another Space.
- **"Show in file system"**(desktop and tablet computers only) shows the folder in the local file system.

##### 4.4.2.3. Information

Here you can find all relevant information about the selected folder.

- If you click on the folder name, you can rename the folder.
- **"Space"** shows the name of the space where the folder is located.
- **"Size"** displays the size of the folder.
- **"Files"** displays the number of files in the folder.
- **"Offline available"** toggles the offline availability of the folder on or off. For more information about the offline availability of a folder, see the "Offline Availability" subsection.
- **"Delete"** moves a folder to the trash of the Space. Each Space has its own trash. All deleted files remain in the Trash until the Trash is emptied by a Space member with administrator privileges.

##### 4.4.2.4. Move to Trash

Use this option to move a folder to the Trash of a Space. Each Space has its own Trash. All deleted files remain in the Trash until the Trash is emptied by a Space member with administrator rights.



### 4.4.3. File level

Hovering over a file (desktop) or swiping a file from right to left or left to right (mobile) will display the Offline Availability, Move/Copy/Open/Share, Information, Comments, and Move to Trash options:

#### 4.4.3.1. Offline Available.

Use this button to enable or disable offline availability of a single file.

When the offline availability of a file is disabled, the file is no longer automatically synchronized with the local file system. However, the file is still visible in the TeamDrive app and must be downloaded manually. If the offline availability of a file is enabled, all changes to the file are automatically downloaded as soon as an Internet connection is available.

#### 4.4.3.2. Move/Copy/Open/Share

- **"Move to folder"** allows you to move a file to any location within a Space. It is not possible to move a file to another Space.
- **"Copy to Space or folder"** allows you to copy a file to any active Space or folder.
- **"Show in file system"** (desktop and tablet computers only) shows the file in the local file system.
- **"Attach to email"** (mobile devices only) allows you to attach a file to your default email client.
- **"Send to printer"** (mobile devices only) allows you to print a file directly from your device. After you select this option, the printer options window will appear. Here you can select the printer and the number of copies.
- **"Open with.../open in..."** allows you to select which external application you want to use to open the file.
- **"Save to photo album"** (mobile devices only) saves compatible image and video files to your device's photo album.

#### 4.4.3.3. Information

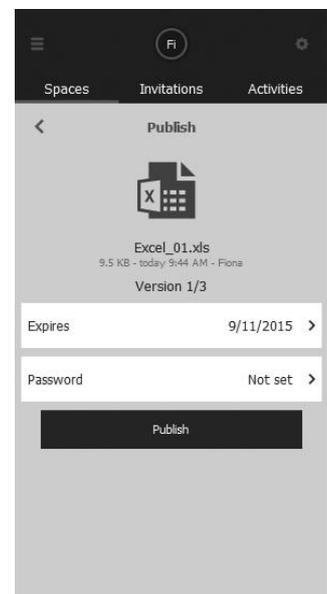
Here you will find all relevant information about the selected file.

- If you click on the name of the file, you can rename the file.
- **"Space"** shows the name of the space where the file is located.
- **"Size"** displays the size of the file.
- **"Versions"** displays the number of versions the file has.
  - File versions

TeamDrive uses a file versioning system that creates new versions of a file instead of overwriting the original file. By default, all file versions are stored on the server. However, individual versions can be deleted manually. File versioning is managed on a per-space basis. This means that the number of versions of a file to be stored on the server depends on the version settings of the Space where the file is located.

When you hover over a file version (desktop) or swipe a file version from right to left or left to right (mobile), the options Turn on offline availability, open/share, publish, make current version, and delete on server are displayed:

- **Turn on offline availability**  
Offline availability of a file version can be enabled or disabled here.
- **Open/share**  
Open an old file version.
- **Publish**  
Publish a specific file version. Set an expiration date for the published link and/or use password protection. Adding a password further increases security for the published file and is therefore recommended.
- **Make current version**





Makes the selected version the current version.

- **Delete from server**

Permanently deletes the selected version from the server.

- **"Activities"** displays the synchronization history for the file. For more information, see the "[activities](#)" section.
- **"Offline available "** toggles the offline availability of the file on or off. For more information on the offline availability of a file, see the "[Offline Availability](#)" subsection.
- **"Delete"** moves a folder to the trash of the Space. Each Space has its own trash. All deleted files remain in the trash until the trash is emptied by a user with administrator privileges in the specified Space.
- **"Publish"** publishes a direct URL to that file. This can be used to share a file with non-TeamDrive users, for example.
- **"Unpublish"** removes the previously published URL of the file.
- **"Share URL"** copies the published URL of the file to the clipboard.

#### 4.4.3.4. Comments

A comment for a file can be left here. After leaving a comment for a file, move the mouse pointer over the comment (desktop) or swipe the comment from right to left and select the envelope icon to email the comment to other Space members.

#### 4.4.3.5. Move to Trash

Use this option to move a file to the trash of the Space. Each Space has its own trash. All deleted files remain in the Trash until the Trash is emptied by a user with administrator privileges in the specified Space.

## 4.5. Inactive Spaces

The "**inactive Spaces**" tab displays all disabled and imported Spaces.

Inactive Spaces are Spaces whose synchronization has been deactivated. Deactivated Spaces appear in the local file system (if the files already existed) and navigation in a deactivated Space is still possible, but the Space is no longer synchronized with the server. As a result, deactivated Spaces are not updated locally until the Space is reactivated.

Imported or deactivated Spaces are both displayed under the "**inactive Spaces**" section. When deactivated and imported Spaces are displayed in the list at the same time, the deactivated Spaces are displayed at the top of the list and separated from the imported Spaces by a small space. The imported Spaces will also be "colorless", that is, they will have a light gray tone.

### 4.5.1. Space Layer

When you move the mouse pointer over a disabled Space (desktop) or swipe a disabled Space from right to left or from left to right (mobile), the options information, comments and exit/delete Space are displayed:

#### 4.5.1.1. Information

Here you can find all relevant information about the deactivated Spaces.

- **"Members"** displays a list of existing Space members at the time the Space was deactivated.
- **"Space location"** shows the local path of the Space.
- **"Size and files"** displays the total size of the Space on the server, the total size of the Space in the local file system, the total size of the deleted files of the Space, the total size of the Space snapshots, the total number of files in the Space (on the server), the total number of Space files on the local device, the total number of deleted files and the total number of snapshots.
- **"Server"** shows the owner of the Space, the Space's ID number, the Space's server URL, the total amount of storage on the depot hosting the Space, and the amount of storage already in use (on the host depot).
- **"Read confirmations"**: displays all files within the Space that have been viewed by individual Space members since read confirmations was enabled. The "**read confirmations**" are displayed per file, and each user who viewed the file is listed. Clicking "**read confirmations**" will display the options to view or export read confirmations for all files in Space. Please note that "read confirmations" are not visible at first. "**Read confirmations**" must be enabled before this option becomes visible. "**Read confirmations**" can be enabled in the "**advanced**" section.



- **"Activities"** displays the synchronization history for the Space. For more information, see the "[activities](#)" section. Clicking **"activities"** displays the options to view or export the Space's activities. Only users with administrative privileges in the Space can export activities.
- **"Advanced"** displays the following options:
  - Enable or disable the **"scan after reboot"** option for the Space.
  - **"Scan and watch"**
  - Show **"scan interval"** setting
  - **"Delete files in trash after..."**
  - **"Max number of versions on server"**
  - **"Web access "** Here you define if the Space can be opened in a browser:
    - **Provider default**- Web access settings for the Space are based on the default TeamDrive service provider web access setting.
    - **Enabled** - Web access for this Space is enabled.
    - **Disabled** - web access for this Space is disabled
  - **"Server snapshots"**
  - Use **"Read Snapshots"** to enable/disable and configure the maximum age of "Read Snapshots".
- **"Offline available"** shows the current offline availability setting of the Space.
- **"Activate"** reactivates the Space. Activating a Space re-enables synchronization for that Space.
- **"Delete"** deletes a Space either locally or from the server.
- **"Restore"** downloads a new copy of the Space from the server. The existing Space will be renamed to **'\*SpaceName\*\_backup'**. After the restore is complete, the **'\_backup'** folder can be deleted. Advanced 'join modes' can be used when restoring a Space. For more information on 'joining modes', see the section **"Space joining modes: Advanced..."**["Options when joining a Space"](#).downloads a new copy of the Space from the server.

#### 4.5.1.2. Comments

All comments left on the Space before it was deactivated can be viewed here. However, new comments will not be displayed as long as the Space is in the "deactivated" state.

#### 4.5.1.3. Exit or Delete Space

This option allows you to delete the Space from the server (only users with administrator rights in a Space can delete a Space from the server) or exit the Space (delete the Space from the TeamDrive app, but keep the local copy in the file system)\*.

*\*It is only possible to keep Space in the local file system on desktop and tablet computers. In the TeamDrive app, it is still possible to navigate in a Space after the Space has been disabled. However, it is not possible to delete files in the Space (via the TeamDrive subscription). Since Space synchronization is disabled, the information that a file or folder is to be deleted cannot be sent to the host server, so deleting files from inactive Spaces is disabled for the user while the Space is in the disabled state.*

### 4.5.2. Folder Level

Hovering over a disabled folder (desktop) or swiping a disabled folder from right to left or left to right (mobile) displays the move/copy/open/share, information, and move to trash options:

#### 4.5.2.1. Move/Copy/Open/Share: Show in File System

Due to the disabling of the Space, no file changes can be made within the Space. Therefore, the only available option is **"show in file system"**. Of course, the presence of the folder in the file system depends on whether the Space's data was available locally before the Space was deactivated.

- **"Show in file system"** (desktop and tablet computers only) shows the folder in the local file system.

#### 4.5.2.2. Information

Here you can find all relevant information about the deactivated folders.

- **"Space"** shows the name of the space where the folder is located.



- **"Size"** shows the size of the folder.
- **"Files"** displays the number of files in the folder.

#### 4.5.2.3. Move to Trash

*Since Space synchronization is disabled, the information that a folder is to be deleted cannot be sent to the host server, so this option is disabled.*

### 4.5.3. File Level

Hovering over a disabled file (desktop) or swiping a disabled file from right to left or left to right (mobile) displays the Move/Copy/Open/Share, Information, Comments, and Move to Trash options:

#### 4.5.3.1. Move/Copy/Open/Share: Show in file system or with...

- **"Show in file system"** (desktop and tablet computers only): Displays the file in the local file system if the file existed when the storage was disabled.
- **"Open with.../open in..."** allows you to select which external application you want to use to open the file. Please note that any changes made to the file will not be synchronized while the Space is disabled. It is only possible to open the disabled file if the file existed locally before the Space was disabled.

#### 4.5.3.2. Information

Here you can find all relevant information about the deactivated files.

- **"Space"** shows the name of the Space where the file is located.
- **"Size"** shows the size of the file.
- **"Versions"** shows the number of versions the file has.
- **"Activities"** displays the synchronization history for the file. For more information, see the ["activities"](#) section.

#### 4.5.3.3. Comments

All comments that remain in the file before Space is deactivated can be viewed here. However, new comments will not be displayed as long as the Space is in the "deactivated" state.

#### 4.5.3.4. Move to Trash

*Since Space synchronization is disabled, the information that a file is to be deleted cannot be sent to the host server, so this option is disabled.*

The **"Invitations"** tab displays any unaccepted invitations that have been received. Whenever there are invisible invitations, an asterisk or a number will be displayed on the TeamDrive icon on your device. The number will also be displayed in the TeamDrive app next to the "invitations" entry. Once the invitation list has been displayed, the numbers will be removed.

A quick way to accept an invitation is to click or tap directly on the invitation. Hovering over an invitation (desktop) or swiping an invitation from right to left or left to right (mobile) displays the accept invitation, information, and decline invitation options:

#### 4.5.3.5. Accept invitation

Clicking or tapping this option will start the short process of accepting a Space invitation. After that, two additional linking options will be displayed.

- **"Activate"** The invitation will be accepted immediately and all data will be downloaded from the server.
- **"Advanced..."** provides additional options for joining the Space. For more information, see the section ["options when joining a Space"](#).

#### 4.5.3.6. Information

Here you can find all relevant information about the invitation to the Space.

- **"Owner"** displays the username of the Space owner (the Space creator). The Space is also hosted in the owner's storage repository and uses the owner's data quota.



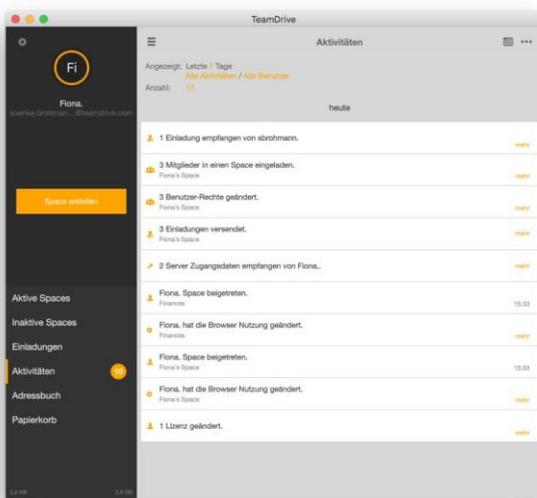
- **"Size"** displays the size of the Space.
- **"Files"** shows how many files are in the Space.
- **"Web access"** displays the current web access setting for the Space.
  - **Provider default**- Web access settings for the Space are based on the default TeamDrive service provider web access setting.
  - **Enabled** - Web access for this Space is enabled.
  - **Disabled** - Web access for this Space is disabled.For more information on web access, see the "[Web access](#)" section.
- **"Message"** displays the written message that was sent with the invitation. You can also see here if the invitation is password protected or not.
- **"Accept"** accepts the Space invitation. After clicking or tapping **"accept"**, you will see two additional options, **"enable"** and **"advanced..."**. Under **"advanced..."** you will find several options to join the Space. For more information, see the **"advanced..."** section, **"options when joining a Space"**.

#### 4.5.3.7. Decline invitation

With this option, the Space invitation is no longer displayed. After that, the invitation is no longer available in the TeamDrive app. To join the Space at a later time, the user must be invited to the Space again.

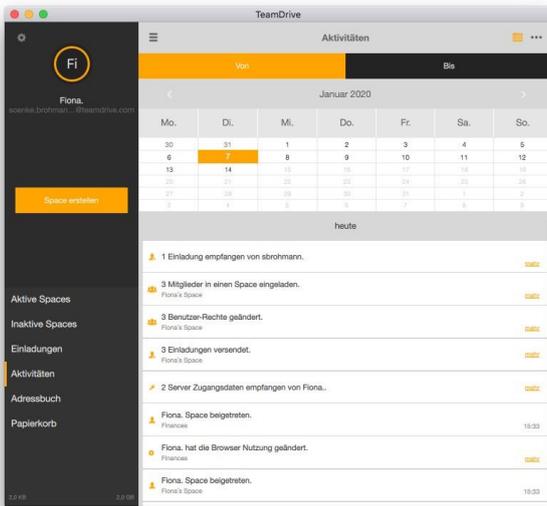
## 4.6. Activities

The **"activities"** tab displays the latest activity for all connected and active Spaces. Clicking or tapping on **"more"** will display additional information about specific recent events. All activities can also be accessed from the local file system by right-clicking on a Space or file and selecting **"view activities"**.



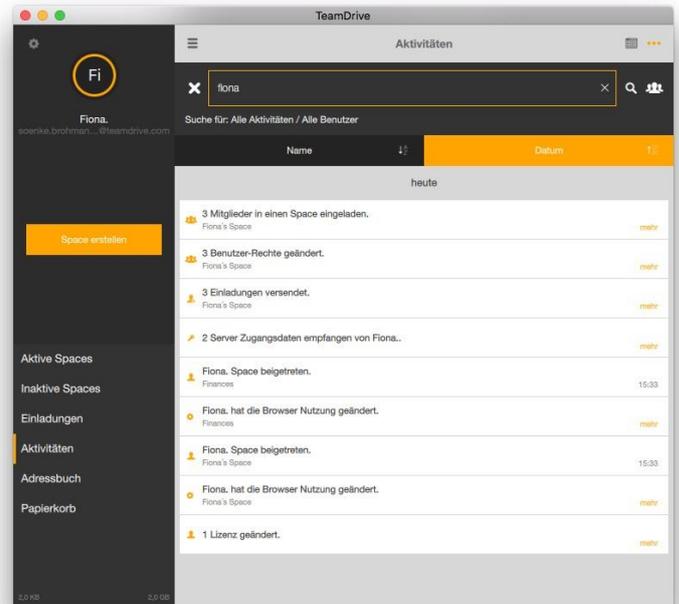
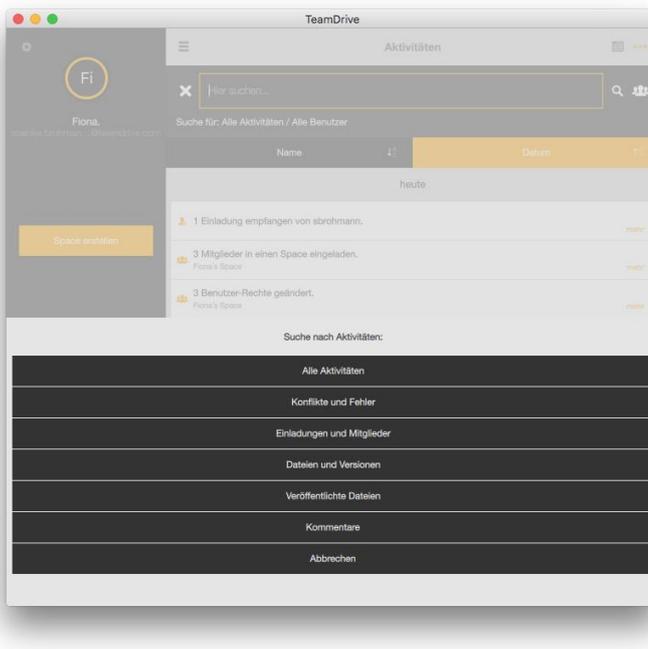
### 4.6.1. Setting a Date Range

A date range for the displayed activities can be set by clicking directly on the date or by clicking on the calendar icon.



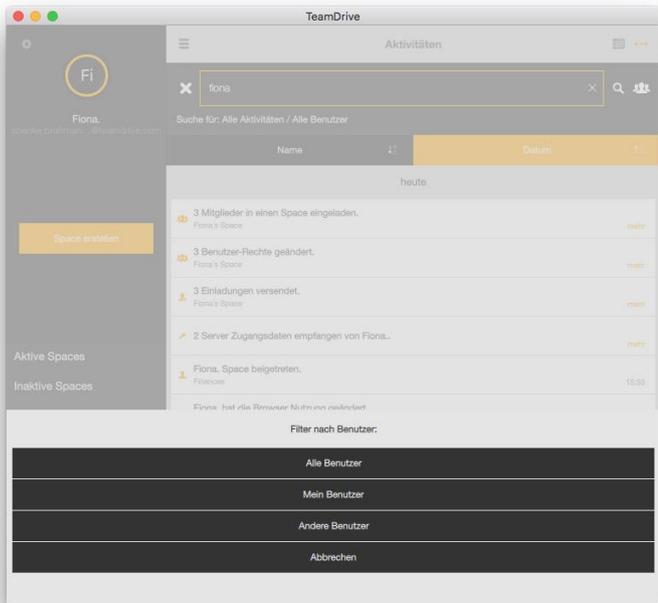
### 4.6.2. Selecting the Event Type

To select the type of event to display, click or tap **"all activities"** or open the search window in TeamDrive and click or tap the magnifying glass to reveal the different filtering options for activities.



### 4.6.3. Viewing the Activity of Specific Users

To view the activity of specific users, click or tap on **"all users"** or open the **"search"** window in TeamDrive and click or tap on the group icon to view the various filter options for users.



## 4.6.4. Viewing the Activity of Individual Spaces

### 4.6.4.1. Recent Activity

To view the recent activity of a particular Space, click or tap directly on the Space's circular icon (this must be done on the active Spaces tab). A list of recent events in the selected Space will then be displayed.\*.

*\*If there have been recent activities in a Space, the outer border of the Space will be filled orange. Only then is it possible to click or tap directly on the Space's circular icon to view the current activities in the Space. If there have been no current activities in a Space, the outer border of the Space is white. No activities can be displayed by clicking on the icon.*

### 4.6.4.2. General Activity

To view the general activity of a particular Space, hover over the Space (desktop) or swipe the Space from right to left, click or tap "i", and then select "**activities**". A list of events present in the selected Space will be displayed.

## 4.6.5. Viewing the Activity of Individual Files

To view the activity of a specific file, hover over the file (desktop) or swipe from right to left, click or tap "i", and then select "**Activities**". A list of events generated for the selected file is then displayed.

## 4.6.6. Viewing the Activity of Individual Users

The activity of individual users can be viewed from the address book. To view the activity of a specific user, go to the address book, hover over the desired user (desktop) or swipe the desired user from right to left, click or tap "i" and then select "**activities**". A list of events generated by the selected user will then be displayed.

## 4.7. Address Book

The address book tab displays all the users that are in the Spaces that you have joined.

When you hover over a user (desktop) or swipe a user from right to left or left to right (mobile), the information and remove options are displayed:

### 4.7.1. Information

Here you can find all relevant information about the user.

- "**Username**" displays the username.
- "**Email**" displays the email address.



- **"Phone"** displays the office or landline phone number.
- **"Mobile"** displays the cell phone number.
- **"Spaces"** displays the Spaces to which the user belongs.
  - Hovering over a Space (desktop) or swiping a Space from right to left or left to right (mobile) displays the set permissions, re-invite, and remove options:
    - **Set permissions.**

This option allows you to customize the user's permission within a Space. For more information on permissions, see the "user permissions overview" section.
    - **Invite again**

This option allows you to re-invite the user to the Space, even if an invitation has already been sent or the user has already joined the Space.
    - **Remove**

Select this option to remove the user from the Space (if you have the necessary rights).
- **"Activities"** displays the events generated by this user. For more information, see the "[activities](#)" section.

### 4.7.2. Remove

Select this option to remove a user from your address book. It is only possible to remove a user from your address book if the user is no longer a member of an active Space to which you belong.

## 4.8. Trash

On the **"Trash"** tab you can empty the trash of a Space. To empty a Space's trash, hover over a Space (desktop) or swipe a Space from left to right (mobile devices), and click or tap the trash icon. All files in the trash of the selected Space will then be permanently deleted from the server. It is only possible to empty the trash if you have administrator rights in the Space.

### 4.8.1. Space Layer

When you move the mouse cursor over a Space (desktop) or swipe a Space from right to left or from left to right (mobile), the information and empty trash options are displayed:

#### 4.8.1.1. Information

Here you can find all relevant information about the Trash of a Space.

- **"Size and files"** shows the total size of the Space's deleted files and the total number of deleted files.
- **"Server"** displays the owner of the Space, the Space ID number, the Space's server URL, the total amount of storage on the depot where the Space is hosted, and the amount of storage already in use (on the host depot). When the host depot runs out of space, use the "Inform Owner" button to inform the Space owner that their host depot is almost full and more storage should be purchased.
- **"Read confirmations"**, when enabled, will show all files within the Space that have been read by individual Space members since Read confirmations was enabled. **"Read Confirmations"** are displayed per file, and each user who viewed the file is listed. Clicking **"read confirmations"** displays the options to view or export read confirmations for all files in the Space. Please note that "Read confirmations" is not visible at first. **"Read confirmations"** must be enabled before this option becomes visible. **"Read confirmations"** can be enabled by going to **"advanced"** and enabling this feature.
- **"Activities"** displays the synchronization history for the Space. For more information, see the "[activities](#)" section. Clicking **"activities"** displays the options to view or export the Space's activities. Only users with administrative privileges in the Space can export activities.
- **"Advanced"** displays the following options:
  - Enable or disable the **"scan at startup"** option for the Space.
  - Switch between automatic and regular scanning (**"scan and watch" regular scanning is strongly recommended for users with Spaces hosted on a network drive**)



- Show "**scan interval**" setting
- Configure the "**delete files in trash after...**" setting
- set the maximum number of versions on the **server**
- configure the "**web access**" settings for the Space:
  - **Provider default** - web access settings for the Space are based on the default TeamDrive service provider web access setting.
  - **Enabled** - web access for this Space is enabled.
  - **Disabled** - web access for this Space is disabled
- View and configure "**server snapshots**" and use server snapshots to reset the Space to an earlier point in time.
- Use "**read confirmations**" to enable/disable and configure the maximum age of "**read confirmations**".
- "**Transfer locally changed files now**" checks the Space for local changes and adds them to the queue to be synchronized with the server.

#### 4.8.1.2. Emptying the Trash

Emptying the Trash permanently removes the deleted Spaces from the server.

### 4.8.2. Folder Level

Hovering the mouse cursor over a deleted folder (desktop) or swiping a deleted folder from right to left or left to right (mobile) will display the information, restore from trash and delete to server options:

#### 4.8.2.1. Information

Here you can find all relevant information about the trash of a folder.

- If you click on the name of the deleted folder, you can rename the deleted folder.
- "**Space**" shows the name of the space where the deleted folder is located.
- "**Size**" displays the size of the deleted folder.
- "**Files**" displays the number of files in the deleted folder.

#### 4.8.2.2. Restore from Trash

If you select this option, the deleted folder and its contents will be restored from the trash.

#### 4.8.2.3. Delete on the Server

If you select this option, the deleted folder and its contents will be permanently deleted from the server.

### 4.8.3. File Level

Hovering the mouse cursor over a deleted file (desktop) or swiping a deleted file from right to left or left to right (mobile) displays the information, recover from trash, and delete to server options:

#### 4.8.3.1. Information

The information screen of a file provides the user with everything there is to know about the deleted file.

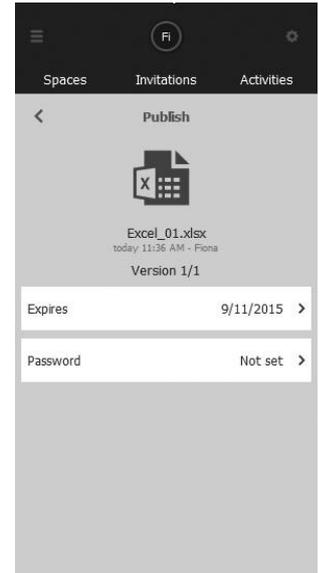
Here you can find all the relevant information about the deleted file.

- If you click on the name of the deleted file, you can rename the deleted file.
- "**Space**" shows the name of the space where the deleted file is located.
- "**Size**" displays the size of the deleted file.
- "**Versions**" displays the number of versions the deleted file has.
  - File versions



When you hover over a deleted file (desktop) or swipe from right to left or left to right (mobile), the open/share, publish, make current version, and delete to server options are displayed:

- **Open/share**  
Use this option to open a deleted file version.
- **Publish**  
This option allows you to view and edit the existing expiration date of the published link to the selected version. It is also possible to set and change the password on the published link.
- **Make current version**  
Makes the selected deleted version the current version.
- **Delete on server**  
Permanently deletes the selected deleted version from the server.



- **"Activities"** displays the synchronization history for the file. For more information, see the "[activities](#)" section.
- **"Unpublish"** removes the previously published direct URL of the deleted file.

#### 4.8.3.2. Restore from Trash

Selecting this option restores the deleted file from the Trash.

#### 4.8.3.3. Delete on the Server

If you select this option, the deleted file will be permanently deleted from the server.

### 4.9. Settings

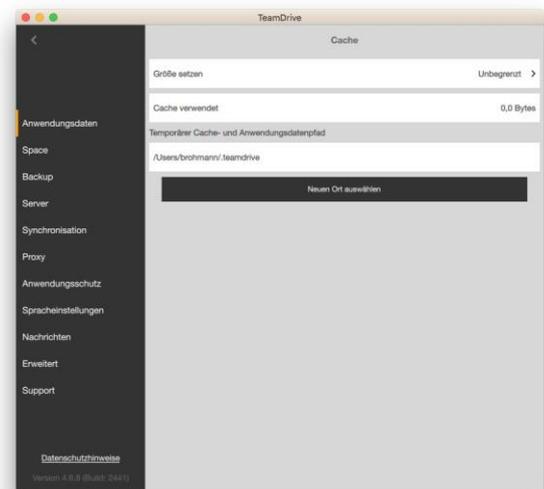
The settings section can be accessed from virtually any window in TeamDrive by clicking or tapping the gear icon at the top of TeamDrive. Once you're on the **settings tab**, you'll see a list of settings items.

*If you are using landscape mode, you will see the Application Data section.*

#### 4.9.1. Application Data

**Cache** allows you to configure how much of your local disk space TeamDrive can use to process its synchronization tasks and where the cache should be stored.

- You can set a cache limit with "**set size**". On desktop and tablet computers, the selectable limits are **500 MB, 1 GB, 2 GB, 5 GB, 10 GB, 20 GB**, and **unlimited**. On mobile devices, the selectable limits are **100 MB, 150 MB, 200 MB**, and **250 MB**.



*TeamDrive does not use the total amount you selected. In general, TeamDrive tries to use half of the selected value. For example, if 20 GB is selected, TeamDrive will try to use a maximum of 10 GB for its synchronization tasks. However, when necessary and when possible, TeamDrive will use more than half of the selected value.*

*"Cache used" shows how much cache is currently being used.*

*"Temporary cache and application data path" is the local location where the cache is stored. This is also the location of the TeamDrive database directory. The cache is always stored in the TeamDrive database directory.*

*"Select new location " allows you to move the cache (and the TeamDrive database). It is only possible to move the database using this menu. After moving the database, TeamDrive will be prompted to restart, and after restarting, the database will be moved. Moving the*



database manually (moving the database without using the TeamDrive app) may result in data loss. Move the database only using the TeamDrive app.

### 4.9.2. Space

- **"Default Space location"** displays the default path for TeamDrive Spaces.
- **"Select new location"** allows you to change the default path for TeamDrive Spaces and all newly created Spaces.
- **"Reset to default location"** changes the Space path back to its original position.
- **"Default web access"** configure the default "web access" setting for newly created Spaces:
  - **"Provider default"** - web access settings for the Space are based on the default TeamDrive service provider web access setting.
  - **Enabled** - web access for this Space is enabled.
  - **Disabled** - web access for this Space is disabled.

### 4.9.3. Backup (Importing Spaces)

TeamDrive does not create physical backups of your data on your local computer. However, the app creates physical backups of your Space keys. By default, backups of Spaces are stored in the path **Spaces > backups**. This path can be changed at any time. It is strongly recommended that you create multiple backups of your keys, as TeamDrive does not have access to your keys and cannot deliver them to you. However, the **key repository** provides an additional emergency option for accessing your keys when you need them.

Again, the access keys for your Space(s) are stored with your local app so they should be carefully protected. It is possible to store encrypted backups of your access keys on the server using **"key repository"**. By default, **"key repository"** is enabled. If you wish to continue using key repository, encrypted backups of your keys will be stored on the server and will allow you to access your Spaces again after you have created new installations, had a hard drive failure, etc. For more information on key repository and how to disable it, see below. If you deactivate **"key repository"**, the access keys for your Space(s) will only be stored on your local computer. Therefore, you should back up the keys carefully, as they are one of your only means to regain access to your Space(s)!

The following can be seen in the **"backup"** menu.

- **"Backup keys on server storage (key repository)"** allows you to enable or disable the encrypted storage of your Space keys on our registration server.

*If this option is activated, the registration server key repository stores the keys for all Spaces. The key repository is encrypted with your password and can only be accessed by you after a valid login. When key repository is used, it acts as a backup for your Space keys and also ensures that you have access to your Spaces when you log into TeamDrive on a new/different device. The key repository can be accessed as long as you remember your password or have a valid login on one of your TeamDrive devices. If you change your password, all keys stored in your key repository are automatically deleted at this time.*

*"Local backup of keys" allows you to enable or disable the storage of your Space keys on your local device (desktop and tablet computers only).*

*"Select location" allows you to change the path where you want to store the local copies of the Spaces (desktop and tablet computers only).*

*"Import key" allows you to import Spaces from a specified location ("import from local file") or from the server ("import from server"). After the import, the Space is then available in the "inactive Spaces" section. Go to "inactive Spaces" and click on the imported Space to activate it.*

*"Create new backup of keys" creates a new key for your active Spaces. Each time a new Space is connected or created, a new backup key is created that contains all active Spaces in your app at that time.*

#### 4.9.3.1. Regaining Access to Your Spaces

In the event that you install TeamDrive on a new device, you will need access to your Spaces again. If you have activated **key repository**, you should automatically see your Spaces in the **"inactive Spaces"** section. From there you can reactivate and connect your existing Spaces. If not, import the keys from the server or from a backup file to be able to reactivate the Spaces from the inactive Spaces.



### 4.9.3.2. Local Backup of the Space Keys

A backup file containing your keys is generated each time a new Space is connected or created. For security reasons, the keys are linked to the user's username.

### 4.9.3.3. Server Access Keys

A server access key is required for each server. This allows users to restore access to the required servers on which their data is hosted. Server access keys are usually stored in conjunction with the Space keys in the TeamDrive backup files. Server access keys can also be imported individually and exported via the "[server](#)" section of the "**settings**" menu.

### 4.9.3.4. Backing Up Space and Server Access Keys

The backup location of your space and server keys is defined in the "[backup](#)" section of the "**settings**" menu. You can define a new backup location at any time.

We recommend, if possible, to store your access files on an external storage device. So in the event of a complete system crash, you can still restore your TeamDrive spaces and connections to the server. You can also use the access keys to set up TeamDrive on another computer.

*Sharing space information with third parties is pointless because space information is specific to your account.*

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

## 4.9.4. Server (Add or import a Server)

"**Server**" displays a list of all host servers connected to your app. The character "√" symbolizes which host server is currently set as the default host server. All newly created Spaces are created on the default host server unless another server is selected during the Space creation process.

To add or import a server, select the "+" icon in the upper right corner of the window. You can then **import a compatible WebDAV server**, a **TeamDrive Personal Server (TDPS)** or a server from a **server** backup file.

*If tests fail when adding a WebDAV server, the server is not compatible with in the TeamDrive app.*

When you hover over a host server (desktop) or swipe a host server from right to left or left to right (mobile), the export server key, information and delete server options appear:

- "**Export Server Key**" exports the key of the selected server. The server key can then be imported with any TeamDrive app.
- "**Information**" displays all available information of the server. The login information of a server can also be edited here. The "upgrade" button on the information page (TeamDrive cloud servers only) allows you to purchase more memory.
- "**Delete server**" removes the server from the current TeamDrive installation. As long as you have the server key and/or server login information, you can add the server again at a later time.

## 4.9.5. Synchronization

Configure the synchronization options for the TeamDrive app.

- "Synchronization" allows you to enable or disable synchronization for the entire installation.
- "Automatic file download" allows you to configure whether files should be downloaded automatically.

## 4.9.6. Proxy

A proxy can be configured here. The default setting of TeamDrive is to use the system proxy. If you want to configure a proxy, enter the required login information and click or tap on "Apply".

## 4.9.7. Application Protection

"**Application protection**" allows you to password protect the TeamDrive app. As soon as the app is moved to the background (i.e. another app is in the foreground), the protection timer starts.



The TeamDrive app can be secured either with a 4-digit PIN or your login password (protection mode). "**Lock screen after timeout**" contains a list of time intervals when TeamDrive should lock the app and ask for the password. The intervals are "**never**", "**immediately**", "**1 minute**", "**5 minutes**" and "**10 minutes**".

These extensions, such as two-factor authentication or encryption of local data, can be configured by the user in the settings (application protection). Alternatively, the account manager can set desired minimum requirements for their team on the TeamDrive website.

### 4.9.8. Language Settings

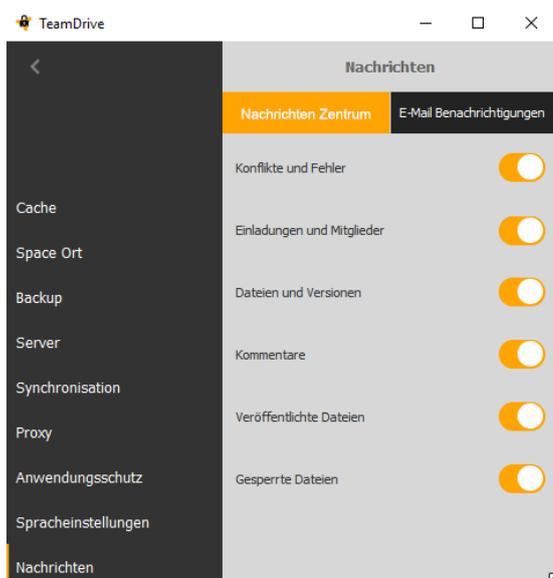
Use this tab to change the language of the TeamDrive application. After selecting a new language, TeamDrive must be restarted before the changes can take effect.

### 4.9.9. Messages

Use the "**Messages**" tab to configure TeamDrive's integrated notification system.

On the "**messages center**" tab, you can decide whether TeamDrive should notify you via pop-up messages about conflicts and errors, invitations and members, files and versions, comments and published files. The pop-up messages use the standard pop-up notification system of your operating system. TeamDrive does not display its own pop-up messages separately.

On the "**email notifications**" tab, you can decide whether and how often TeamDrive should notify you by email message about conflicts and errors, invitations and members, files and versions, comments and published files.



### 4.9.10. Advanced

Use the "**advanced**" tab to configure various settings for TeamDrive.

- "**Show tutorial on next start**" activates or deactivates the TeamDrive tutorial the next time the application is started.
- "**Landscape mode**" (desktop and tablet computers only) switches the display mode of TeamDrive between portrait and landscape.
- "**Switch off scanning of spaces in the file system after a restart**" prevents TeamDrive from automatically scanning local spaces for changes when the app is started.
- "**Switch on write protection function in file system**": With this function, the information as to whether a file is open is transmitted to other participants in the Space. A file marked in this way can then only be opened as a write-protected file. This is to prevent version conflicts.
- "**Auto start**" activates or deactivates the auto start function of TeamDrive.
- "**Delay after auto start**" sets the time limit for how long TeamDrive should wait after starting the application before starting to process pending events and background tasks.



- **"Auto cleanup period"**: Set whether temporary files should be automatically deleted after a specified period of time. This function only applies to Spaces stored in the virtual file system.

#### 4.9.11. Support

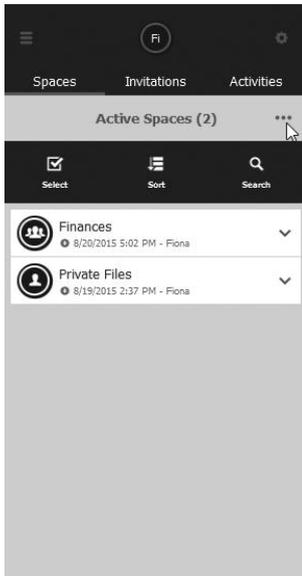
The support form can be used to send report requests to the TeamDrive support team. Support requests can be sent with or without app log files attached. **"attach log files"** allows you to attach your log files to the support request.

When filling out the support form, describe the problem with as much detail as possible. The more details you provide, the more efficiently we can analyze the problem and the faster we can get back to you with a solution. If it is a synchronization problem, we need the space name in any case, if possible also the exact name of a file that is affected.



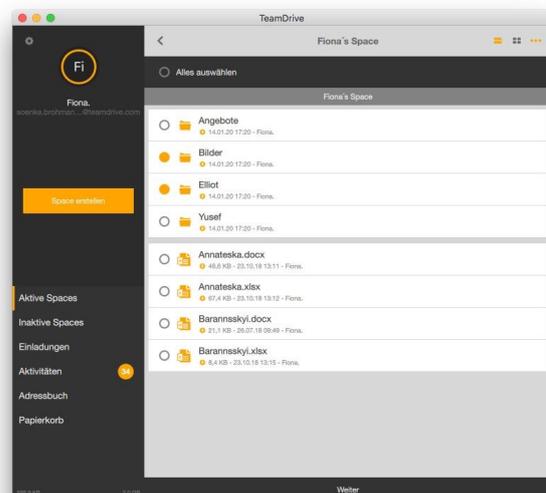
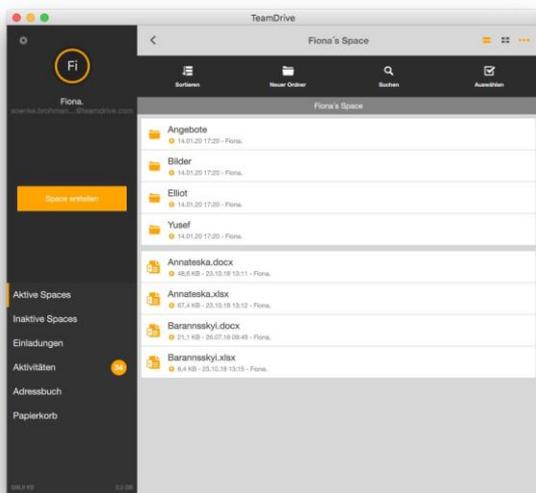
## 5. Select, Sort and Search

The functions "**select**", "**sort**" and "**search**" can be found by clicking or tapping on the symbol "⋮" in the upper right part of the TeamDrive window.



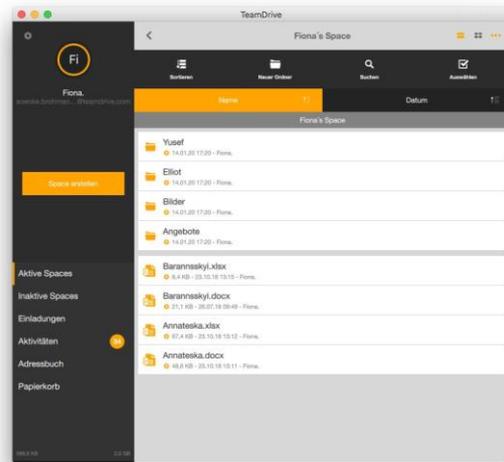
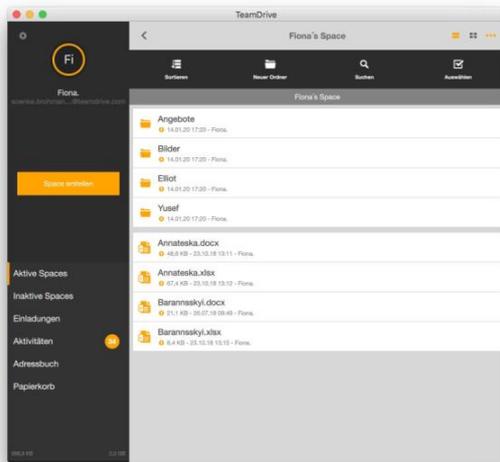
### 5.1. Selecting Several Spaces, Folders or Files

Use the "**select**" function to select several Spaces, folders or files at the same time. Once you have selected all the required items, click or tap "**done**" to proceed to the next step. The following options are determined by the section of TeamDrive you are in. For example, if you select multiple Spaces in the "**inactive Spaces**" section, you will have the option to activate or delete the selected Spaces at the same time.



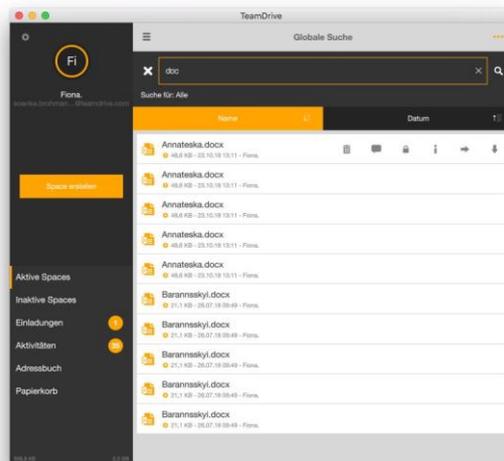
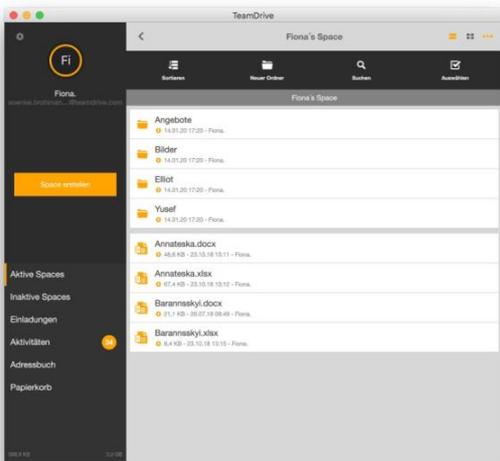
### 5.2. Sorting Elements in TeamDrive

To sort items in TeamDrive, click or tap the "⋮" icon in the upper right-hand area of the TeamDrive window and select "**sort**". Items in TeamDrive can be sorted by name or date.



## 5.3. Searching in TeamDrive

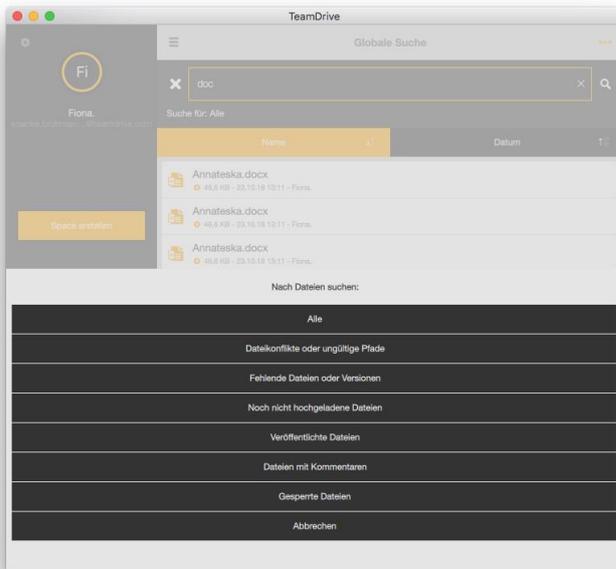
To search for items in TeamDrive, click or tap the "..." icon in the upper right-hand area of the TeamDrive window and select "search". The search can be performed at space, folder and file level. To start a simple search, enter the required search text in the text input field labelled "search here...". To search TeamDrive using the filter functions, continue with the section "filtering in TeamDrive".



### 5.3.1. Filtering in TeamDrive

Filters can be accessed via the "search" window in TeamDrive. Once the "search" window is open, click or tap on the magnifying glass to list the different filter options. To activate a filter, simply click or tap on it. After activating a filter, all files that match the filter's requirements will be displayed. Enter text in the text entry field labelled "search here..." to narrow your search even more. It is only possible to set one filter at a time.

- "All" searches all available files in TeamDrive.
- "File conflicts or invalid paths" searches for files or folders with conflicts or invalid paths.
- "Missing files or versions" searches for files and versions that should have been downloaded to the local computer but could not be added to the file system due to an error.
- "Files not yet uploaded" searches for files that have not yet been successfully uploaded.
- "Published files" searches for files that currently have a published URL.
- "Files with comments" searches for files with comments.
- "Locked files" searches for files that are currently in the 'locked' state.





## 6. Useful Functions and Assistance

### 6.1. Group Function

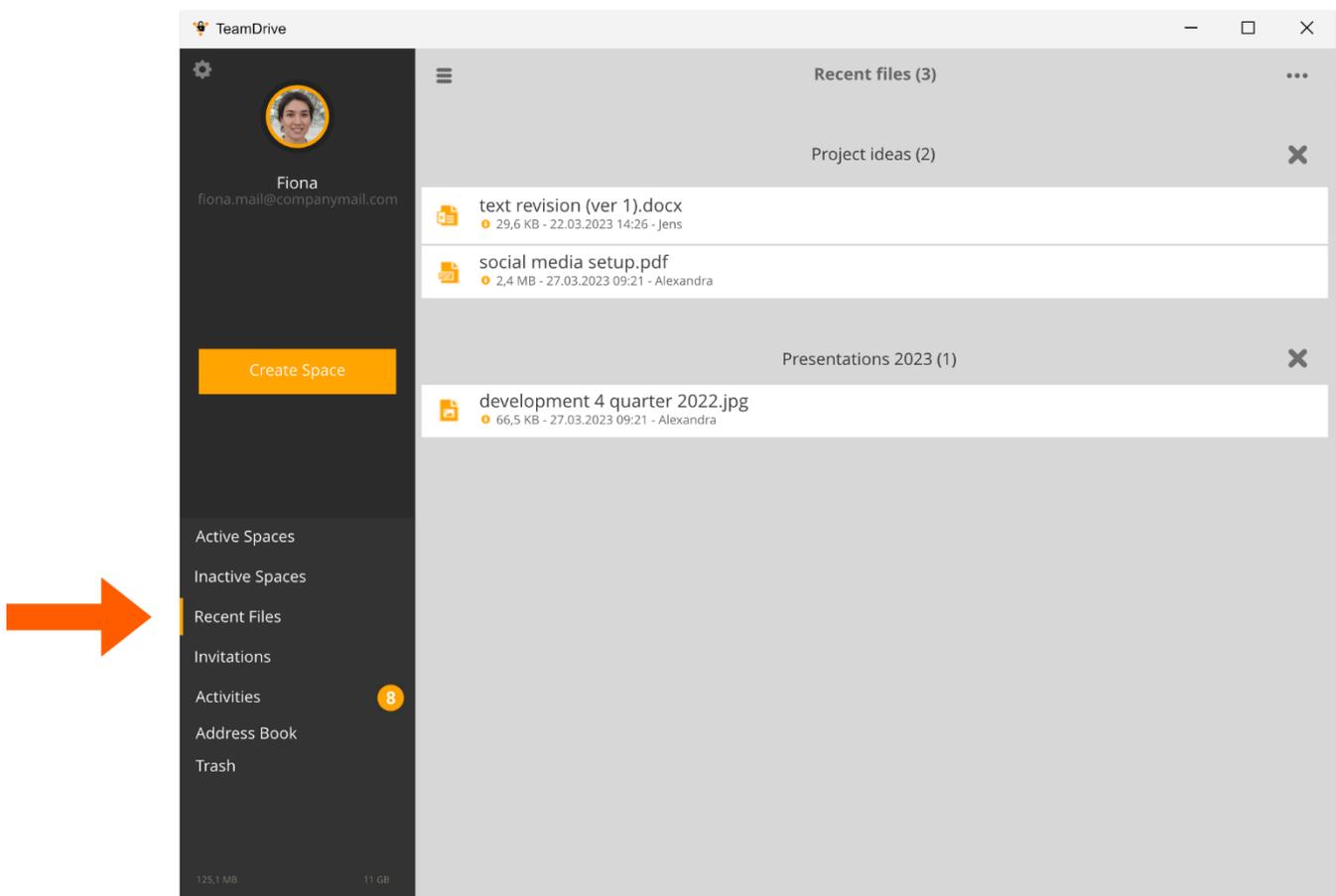
This feature allows users to invite predefined groups into a Space. The groups can be created and managed by the account manager in the TeamDrive administration console without the account manager needing to know which Spaces the groups are invited to. When the account manager adds or removes a group member, the TeamDrive app will automatically invite or remove those members.

The group can then be made available to a Space administrator, who will use it to send an invitation to the Space for the members of that group. Via the information about this group, the Space administrator receives knowledge about the group members.

With such a distributed administration we preserve the "zero knowledge" principle of TeamDrive.

### 6.2. Recent Files

TeamDrive contains a new function with which a list of the last files received from other members can be displayed (analogous to "activities"). For this purpose, an entry "last files (received)" has been added in the main menu directly under the entries "active Spaces" and "inactive Spaces". In the settings under "advanced" you can determine whether the list of "recent files" should be grouped by Spaces or not.



### 6.3. Space Action Icon: Activities or Files

A fixed component of TeamDrive Spaces is the "**action symbol**" (the ring around the Space symbol). The color of the icon generally indicates whether activities have taken place in the corresponding Space (orange: new activities, white: no activities).

New in this context is another selection entry in the settings under the menu item "**Space**". There is an entry called "Space overview mode" which determines which changes the orange indicator ring should refer to - "**activities**" or "**files**".



## 6.4. Protection Against Ransomware with Point in Time Recovery

Folder contents monitored by TeamDrive and synchronized into the cloud now receive a fully fledged data backup in addition to synchronization. The system automatically creates a snapshot of the data every four hours across all computers included in the service. In the professional version, the backup can even take place every 30 minutes. In the event of data loss or a ransomware attack, this does not mean a complete loss of data for you - you can restore previously backed up data in a few simple steps. The periodic data backup is carried out without manual intervention, so that you cannot accidentally forget to back up your data.

The restore is done in 2 steps. Select the server snapshot that was created before the time of the attack and point to the entry with the mouse. Click on the second icon (the eye) with the tooltip "load snapshot preview". After clicking, the state of the Space at the selected time is created on this local device. This does not yet change the content of the Space. During this process, the existing local Space folder in the file system is renamed to "Spacename\_backup" (this folder retains your locally changed data, which would then have to be moved manually to the new Space folder) and a new Space folder is created with the original name.

If the state of the Space is not the correct one, navigate back to the server snapshot list, select the loaded server snapshot and click on the "X". The Space will then be restored to the last state of the Space on the server locally.

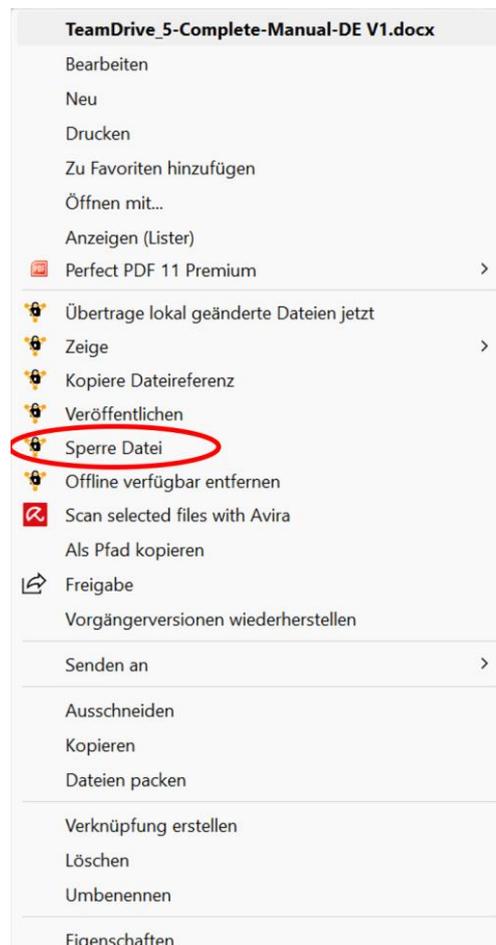
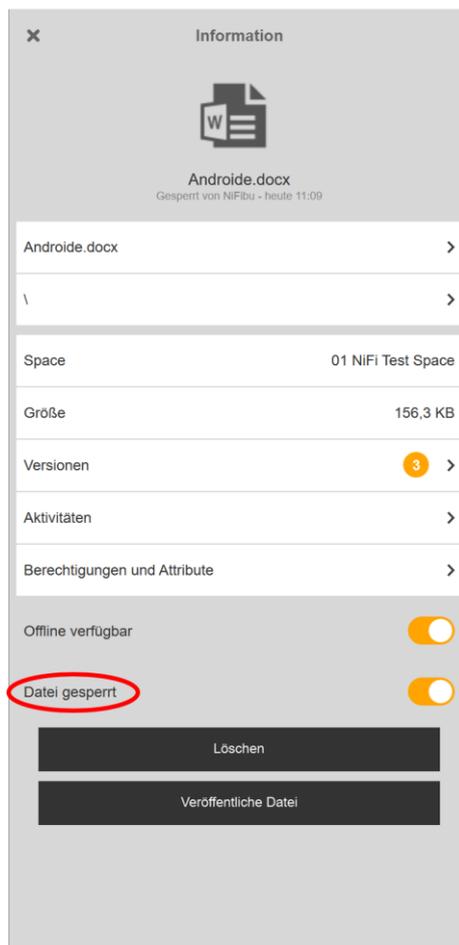
If you want to accept the state of the Space, click on the tick instead of the "X" as described above. The status will then be accepted for all Space members. Once this has been done, all Space members must restore the Space locally in order to continue synchronizing changes in the Space.

## 6.5. Avoiding Conflicts - Locking Files

Locking files is a notification function that informs other team members that a file is in progress to avoid conflicts. Better information increases your productivity. Selectable via

**A)** the TeamDrive app or

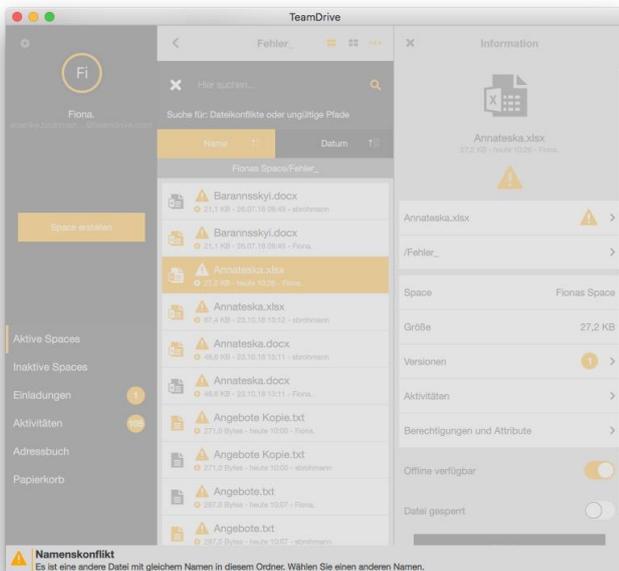
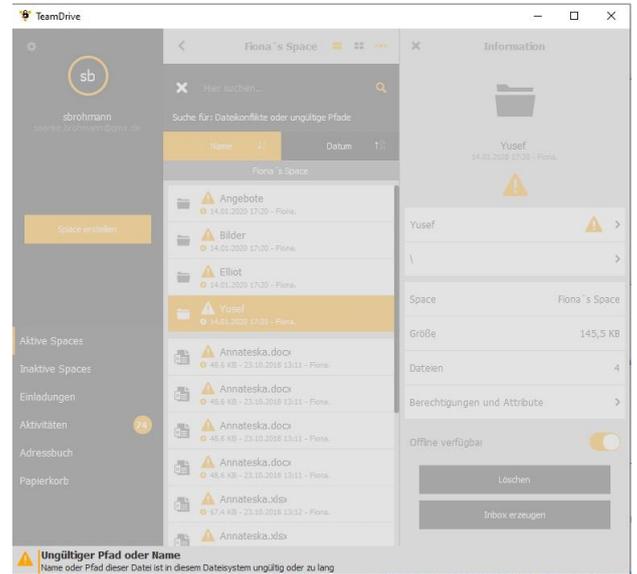
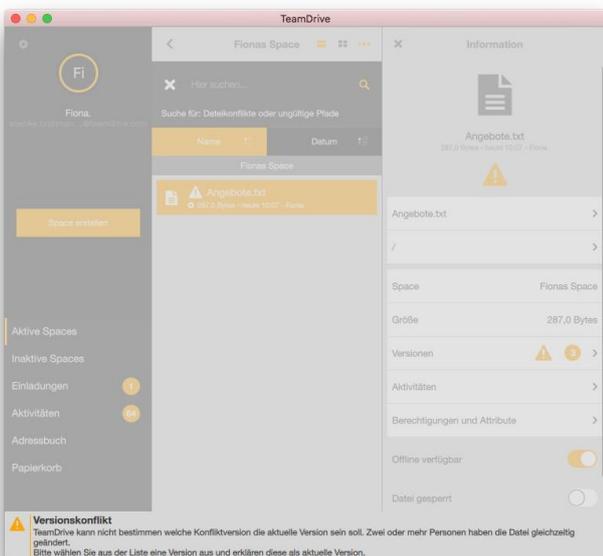
**B)** the context menu (Apple Finder/Windows Explorer)





## 7. Conflicts and Errors

Errors in TeamDrive are easy to identify and are marked with a bold formatted exclamation mark centered in the middle of a triangle (see icon glossary). The error icon can be displayed next to Spaces, folders, files and file versions. To display a description of the error, move the mouse pointer over a Space, folder or file with an error symbol (desktop) or swipe a Space, folder or file with an error symbol from right to left (mobile) and go to the **"information"** screen by selecting **"i"**. Once on the "information" screen, click or tap on the error icon to display an error description at the bottom of the screen.



### 7.1.1. Version Conflicts

Version conflicts can occur when a file is used by multiple parties at the same time and a new version for the file is saved and uploaded from two separate locations. It is also possible to have version conflicts with a single user if the user has multiple TeamDrive installations.

A quick and efficient way to find version conflicts is to use the search function and filter for **"file conflict or invalid paths"**. Version conflicts can be resolved using the **"make current version"** function in the version list view. **"Make current version"** makes the selected version the current version and resolves the conflict. TeamDrive then recognizes the changes and synchronizes the file as before.



### 7.1.2. Name Conflicts

Naming conflicts can occur when two folders or files have the same exact name. A quick and efficient way to find name conflicts is to use the search function and filter for "**file conflict or invalid paths**". To resolve this type of conflict, simply rename one of the folders or files. It is best to rename files and folders via the TeamDrive app. This will result in the conflict being resolved quickly. Afterwards, TeamDrive recognizes the changes and continues synchronization as before.

### 7.1.3. File Path Conflicts

File path conflicts can occur when the file path of a file exceeds the character limit of the local operating system. A quick and efficient way to find file conflicts is to use the search function and filter for "**file conflict or invalid paths**". File system character limits can be found in the section "**recommended TeamDrive methods**". The only way to fix file path conflicts is to shorten the path by renaming either the file or some of its parent folders. The best way to do this is to rename files and folders via the TeamDrive app. This will result in the conflict being resolved quickly.



## 8. Safeguards

### 8.1. Version Control

In TeamDrive, all data - including previous versions - including metadata is stored on a server. Automatic version control means that the current version of a document can be accessed at any time. For each version of a document, detailed information on the author, version, previous version and date of the last change is stored. In the version overview, all versions of a document can be displayed and conflicts between different versions can be resolved. Data is never transmitted unencrypted within the TeamDrive network. All documents are first encrypted before they are saved and sent. Decryption of data is only possible by members in a Space.

### 8.2. Security

Stored data on your computer is usually unencrypted. All data that you save and send in TeamDrive is AES-256 bit encrypted. To further increase security, TeamDrive can be installed and used on an encrypted partition (e.g. on a TrueCrypt or PGP encrypted data carrier).

The use of IT systems involves general risks. You can read how to protect yourself effectively against risks on the website of the Federal Office for Information Security [https://www.bsi.bund.de/DE/Home/home\\_node.html](https://www.bsi.bund.de/DE/Home/home_node.html)

TeamDrive is not security software for your computer or mobile device.

*TeamDrive assumes no responsibility for the security of your data on your computer or your server. TeamDrive guarantees the security of your data within the TeamDrive network.*

### 8.3. Encryption

Encrypted data transfer is the underlying security function of TeamDrive. The encrypted data exchange is divided into three steps:

**Step 1:** When you invite a user to a Space, the TeamDrive software uses a public key. The public key is stored on the TeamDrive registration server. When a user is invited to a Space, the TeamDrive registration server transmits the public key to the TeamDrive software. The public key encrypts the data.

**Step 2:** To use a Space as a member, a private key (AES-256 bit encrypted) is generated. A key pair is generated from the private and public key and stored on the server. The private key decrypts the data and is only for the user.

**Step 3:** If you share data with other users, your data is encrypted and stored on the server. Each member of a Space has their own key. Members of a Space are authorized to access data within a Space. The encryption method is designed so that the data in a Space can only be read by the Space members.

### 8.4. Antivirus Software

The task of the antivirus software installed on your computer is to protect your data from malware. TeamDrive data is also subject to this protection. Make sure that the latest version of the anti-virus software you use is always installed on your computer.

TeamDrive Systems GmbH accepts no liability for data on your computer or mobile device infected by malware.

### 8.5. Automatic Removal of Deleted Users From Spaces.

TeamDrive apps from version 5 onwards now automatically remove Space members when their user account is deleted in the TeamDrive system. Our "zero knowledge" principle is maintained with this automatic removal of deleted users from Spaces.



## 9. TeamDrive Mobile App

As an alternative to the TeamDrive computer app, TeamDrive can also be used on the move. You can find the corresponding downloads in the well-known Apple and Google app stores.

Most of the functions of the TeamDrive computer app can also be used on the mobile apps. However, the mobile end devices are of particular importance due to the security architecture and the application scenarios. Therefore, there are some specific features that are only available on mobile devices.

### 9.1. File Storage on Mobile Devices

TeamDrive Spaces can be added as a storage location in the Android/iOS file system. This means that files from Microsoft Word, Excel or PowerPoint, for example, can be stored in a TeamDrive Space directly from the application.

<https://youtu.be/n2kEOyngEI>

In the TeamDrive mobile app for iOS and Android: TeamDrive Spaces can be added as a storage location in the Android or iOS file system as of release 4.7.4. This means that files that are changed or newly created on a mobile end device can be stored in a TeamDrive Space directly from the respective applications, such as Microsoft Word, Excel or PowerPoint. Existing files in TeamDrive Spaces can also be accessed.

You can find out how to make the settings for this new function on mobile devices and how to use it in our video tutorial under the heading [TeamDrive tutorials](#): TeamDrive - External File Access for iOS and Android.



## 10. Notes on Data Security

The conformity of TeamDrive with applicable data security regulations is widely recognized, for example by the "Deutsche Anwaltverein e. V." and the "Unabhängiges Landeszentrum für Datenschutz Schleswig-Holstein". To ensure the greatest possible conformity with data protection regulations, follow the instructions below for installing and using the TeamDrive software.

Make sure that your computer is secured against unauthorized access by third parties. Observe the notes in the section protective measures.

To use TeamDrive, it is necessary to send personal information to the registration server of the product manufacturer. A username, a valid e-mail address and a password are required. The transmission of your data to the registration server is encrypted (AES 256-bit). According to the current state of the art, unauthorized access by third parties to the data transmission is not possible. It is the user's responsibility to ensure that the applicable restrictions are followed.

It is the responsibility of the administrator to ensure that all laws and fundamentals for the appropriate use and protection of data are complied with when using TeamDrive.

In cases where TeamDrive is used with external space storage solutions (e.g. on a WebDAV server or a hosted server), the legal principles of the contractual partner apply. Choose your contractual partner carefully and observe their data protection guidelines. You can find more information on the topic of data protection at <http://www.datenschutz.de>. We have provided a detailed DSGVO info sheet for the use of our TeamDrive software. <https://teamdrive.com/dsgvo-infoblatt-zu-teamdrive/>

If you need support, contact us directly at <mailto:support@teamdrive.com>.

If you use the TeamDrive cloud for data storage in Europe, your data will be stored on servers in Germany. The automatic storage allocation during registration is based on the IP address during registration. The server allocation does not change during the term of use, regardless of where you use the service. The server allocation can be changed by TeamDrive upon request via email to [support@teamdrive.com](mailto:support@teamdrive.com).

You can change the server URL under active Spaces → <Space name> → information → server → URL in the TeamDrive software.

### 10.1. GoBD Compliant Spaces

The **abbreviation GoBD** stands for the principles for the proper keeping and storage of books, records and documents in electronic form as well as for data access. When creating a Space in TeamDrive Professional, you have the option of specifying retention periods of up to thirty years, for example, in order to comply with legal requirements or contractual regulations within the scope of a project.

In any case, the data backups are automatically consolidated so that no unnecessary storage space is wasted even with long retention periods.

### 10.2. Note on Secondary Files and Log Files

Only members with administrator rights can permanently delete data in a Space. The names of the data remain in the log file of the Space until the Space is deleted.

Each user who creates a Space is, by default, the owner and administrator of a Space. When the user deletes a Space from the server, both primary and secondary data are completely deleted from the server.

When a member leaves a Space, information that provides information about membership in a Space (e.g. date of joining, date of leaving, what data was edited) is stored in the log files. The log files are not deleted as long as the Space continues to exist. If a member leaves a Space, his/her data can only be deleted if the Space is also deleted. If data of other members is to remain available, the data must be backed up before deletion and moved to a new Space.

### 10.3. Storage of Confidential Data

TeamDrive was developed to store and share confidential data and information. The technologies used by TeamDrive protect all your data from access by unauthorized third parties.



We recommend protecting invitations to a Space with a password when saving confidential data. Password protection provides additional security. We recommend using passwords with numbers, special characters and lower and upper case letters.

## 10.4. Data Security on Mobile Devices

On mobile end devices, unauthorized access to downloaded files is only prevented if the TeamDrive SecureOffice program is used.



## 11. Icon Glossary

	Since the last time the Space was opened in the TeamDrive app, there have been activities in this Space		Leave a comment on a Space or a file. Also displayed when a comment has been left in a Space or a file.
	There has been no activity in this Space since the Space was last opened in the TeamDrive app.		More information about a space, file or folder
	The Space contains a single user		Inviting a user to join a Space
	The Space contains several users		A version of this file was published
	The Space is marked as a favorite		Activating/deactivating the offline availability of a space, file or folder
	The Space contains a retention period (GoBD)		Advanced options for a file (move/copy/attach to, open, send to printer, etc.)
	Canceling an action or declining a Space invitation		This storage space, file or folder has been marked as available offline
	TeamDrive Settings		This space, file or folder is write-protected
	Deleting a Space, File or Folder		This Space cannot connect to the host server
	Upload or download files or folders to a Space		This Space cannot connect to the host server
	<ul style="list-style-type: none"> <li>- Accept invitation</li> <li>- Activate Space again</li> <li>- Set current file version</li> </ul>		This Space cannot connect to the host server



	Set rights		The file has been successfully synchronized and is up to date.
	The file is currently being synchronized or updated.		The read confirmation is enabled.
	The file has been published.		There is a newer version of the file. The file may be on the server, but not locally on the computer (e.g. VFS).
	The file is locked.		A conflict exists and must be manually resolved.
	File with read confirmation not viewed or read confirmation enabled.		

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