

# USING THE PAU CLOUD FILE SHARING SYSTEM

## 1. System Login and General Overview

When you log in to the system, the **All Files** screen welcomes you. This screen lists the existing folders and files in your cloud storage. To upload a file or create a new folder, use the (+) **New** button in the top menu.

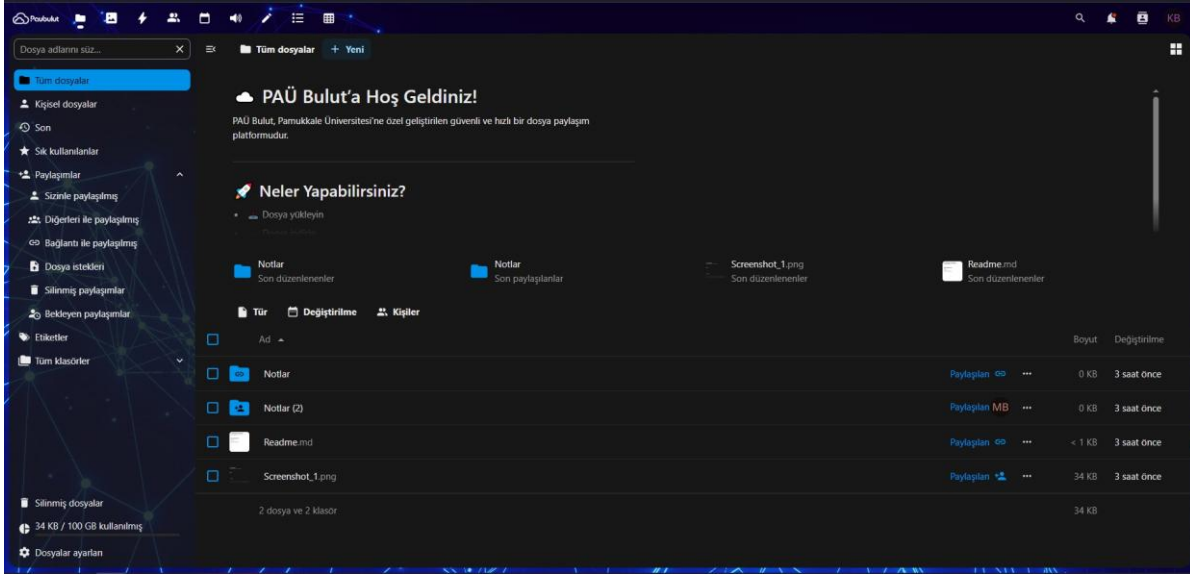


Figure 1: PAU Cloud Home Screen and File Management Interface

## 2. Accessing Personal Files

The menu tree on the left allows you to categorize your files. By clicking the “**Personal files**” tab, you can quickly access files that belong only to you, excluding shared files.

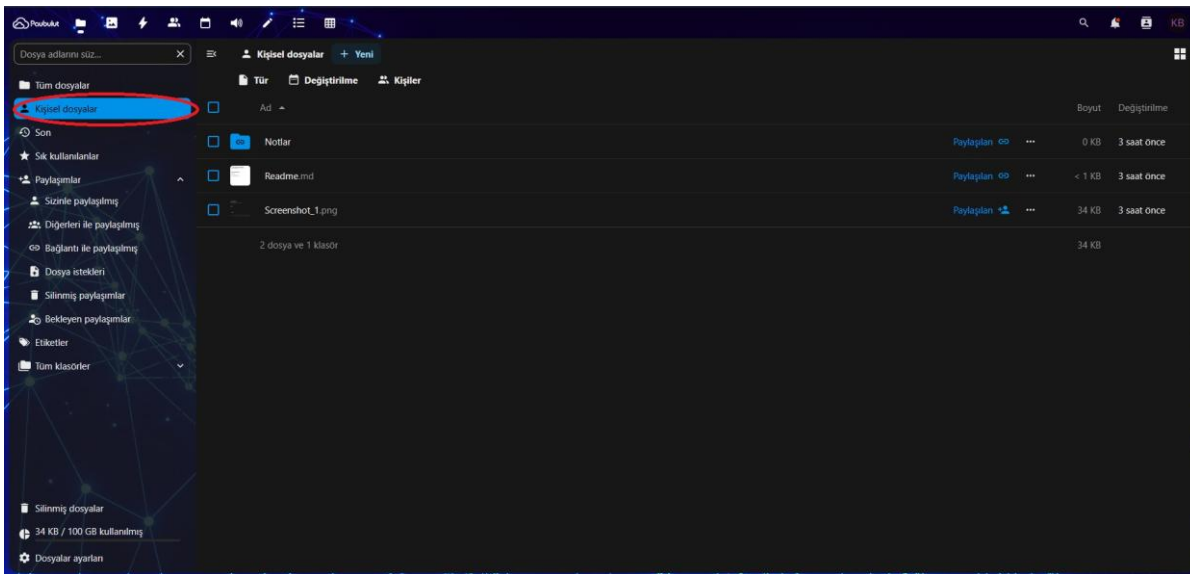


Figure 2: Personal Files Menu and Access Area

### 3. File Operations

When you click the three-dot (...) icon at the far right of any file or folder, the action menu opens. From this menu, you can rename the file, download it to your computer, delete it, or view its details.

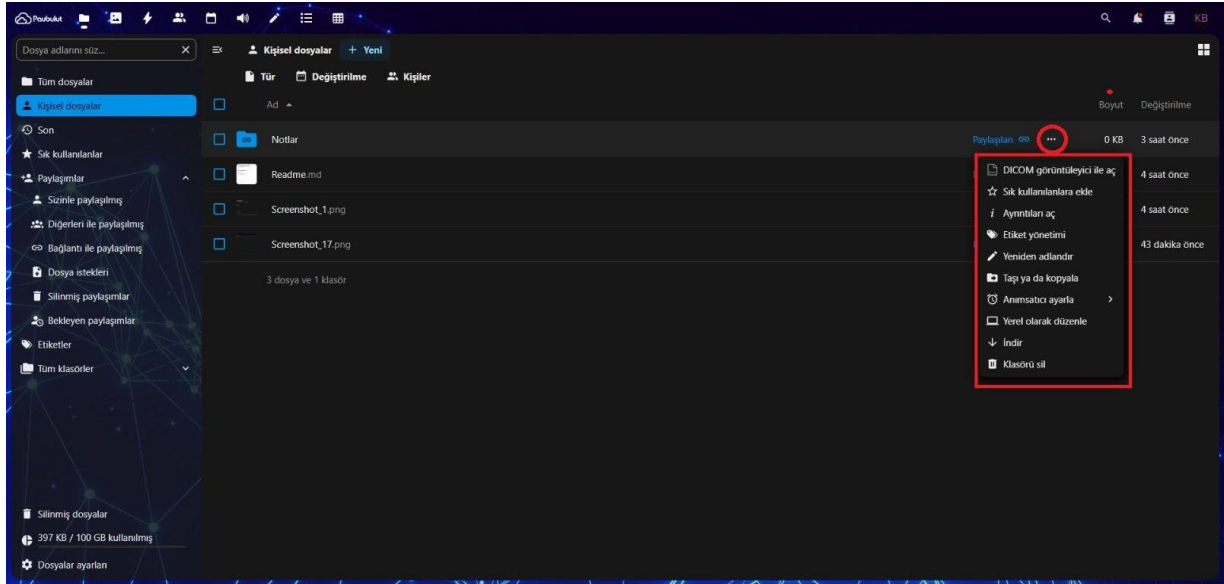


Figure 3: File Action Menu and Management Options

### 4. File Sharing

To share your files with internal or external users, use the “Sharing” tab in the right panel.

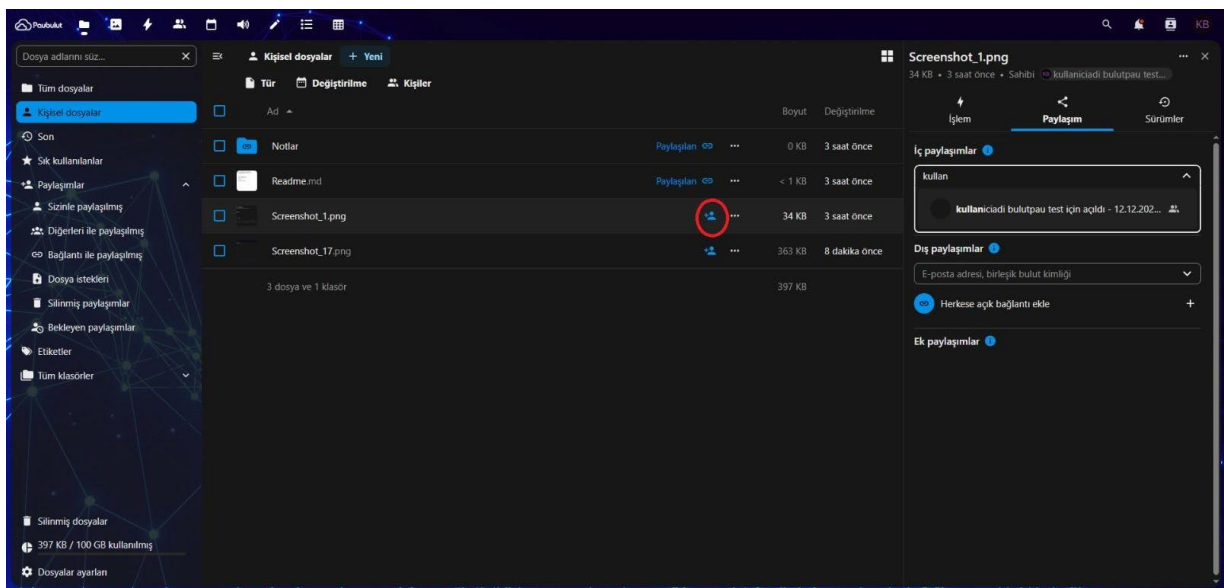


Figure 4: Sharing and User Search Screen

## 4.1. Internal Shares

This area is used to share files with staff or other users within the institution.

1. In the search box under the “**Internal shares**” heading in the sharing panel, type the name of the user or group you want to share with.
2. Select the relevant user from the list and enable sharing for the file.

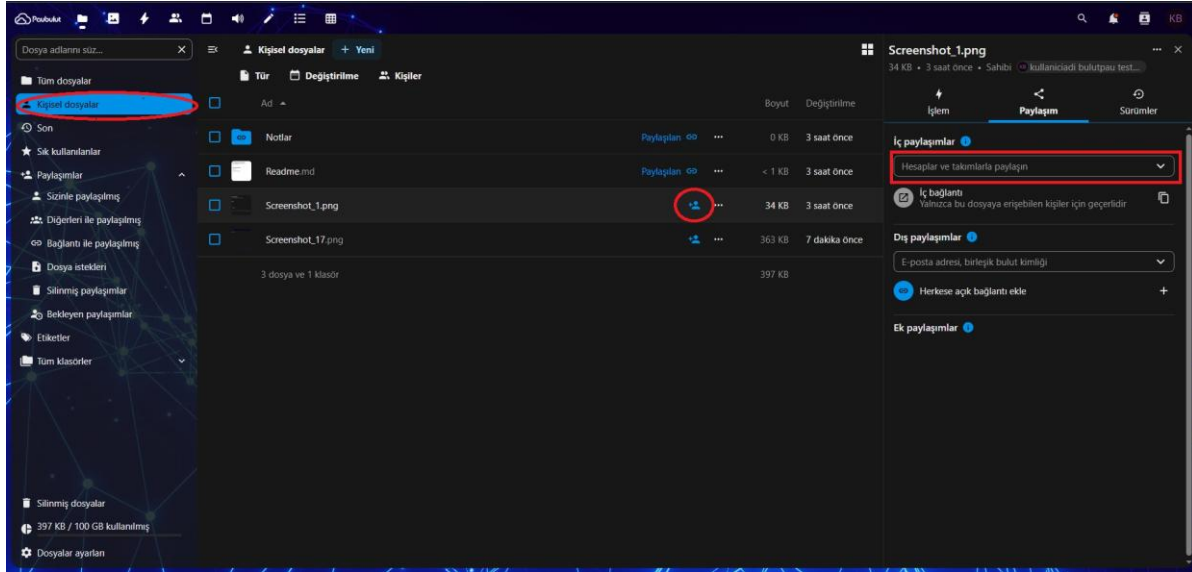


Figure 5: Internal Sharing and User Search Screen

After sharing has been enabled, you can edit the permissions by clicking the (...) menu next to the user's name to determine the user's rights over the file:

- **View only:** The user can only read the file and cannot modify it.
- **Allow editing:** The user can make changes to the file.
- **Custom permissions:** Detailed permissions, such as whether the file can be reshared with others or deleted, are configured here.

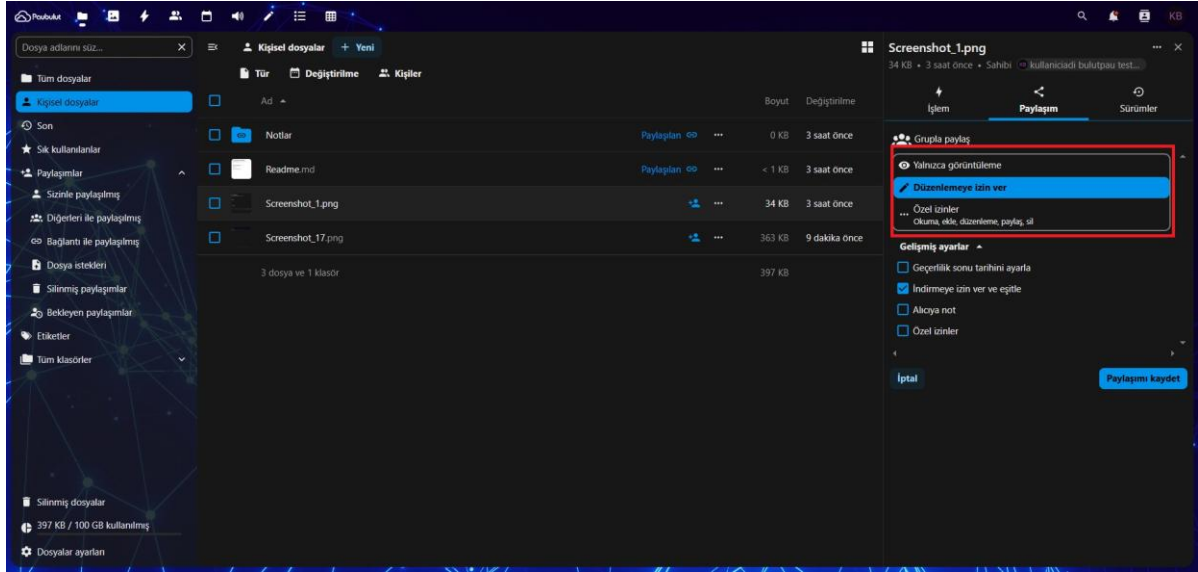


Figure 6: Sharing Authorization

## 4.2. External Shares

The “**External shares**” area is used to share files with people who are not members of the system or who are outside the institution.

1. **Sharing by Email:** You can send a direct invitation by entering the recipient’s email address in the relevant box.
2. **Sharing by Link:** You can create a sharing link by clicking the (+) button next to the “Add public link” option, then copy this link and send it to the other party.

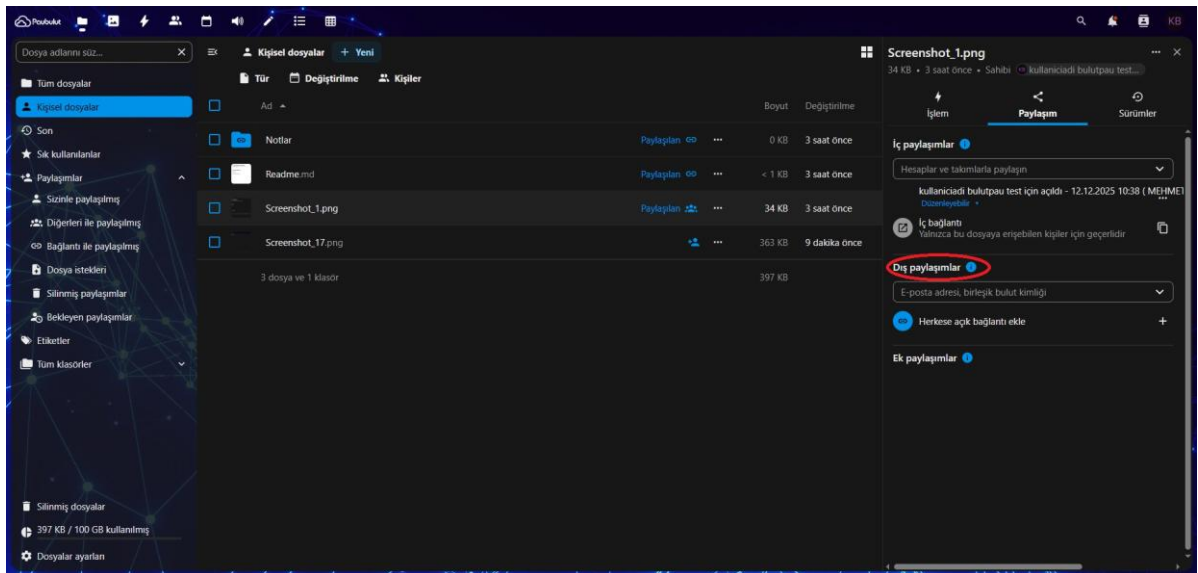


Figure 7: External Sharing Options

Advanced security settings are available to ensure data security in external shares. You can take the following precautions by clicking the sharing settings:

- **Set password:** Requires a password to open the file.
- **Set expiration date:** Ensures that the share is automatically closed after a specified date.
- **Hide download:** Prevents the other party from downloading the file to their computer.

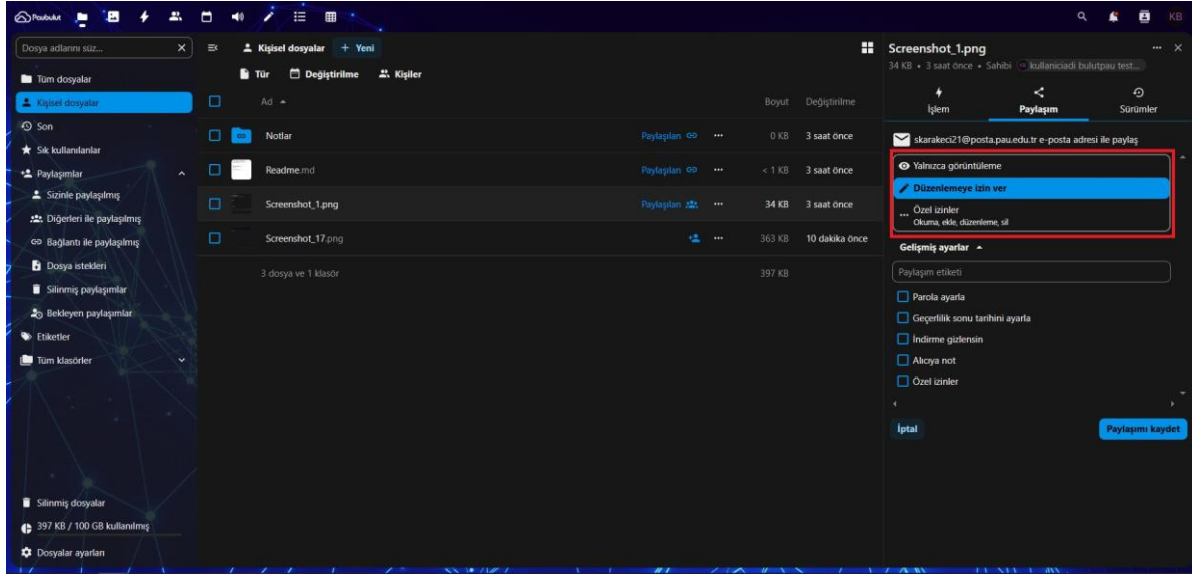


Figure 8: External Sharing Security Settings

## 5. Activity History

When you click the “Activity” (lightning icon) tab at the top of the panel, the file’s creation date, who updated it, with whom it was shared, and comments made on the file are listed in chronological order. This area is used to monitor activity on the file.

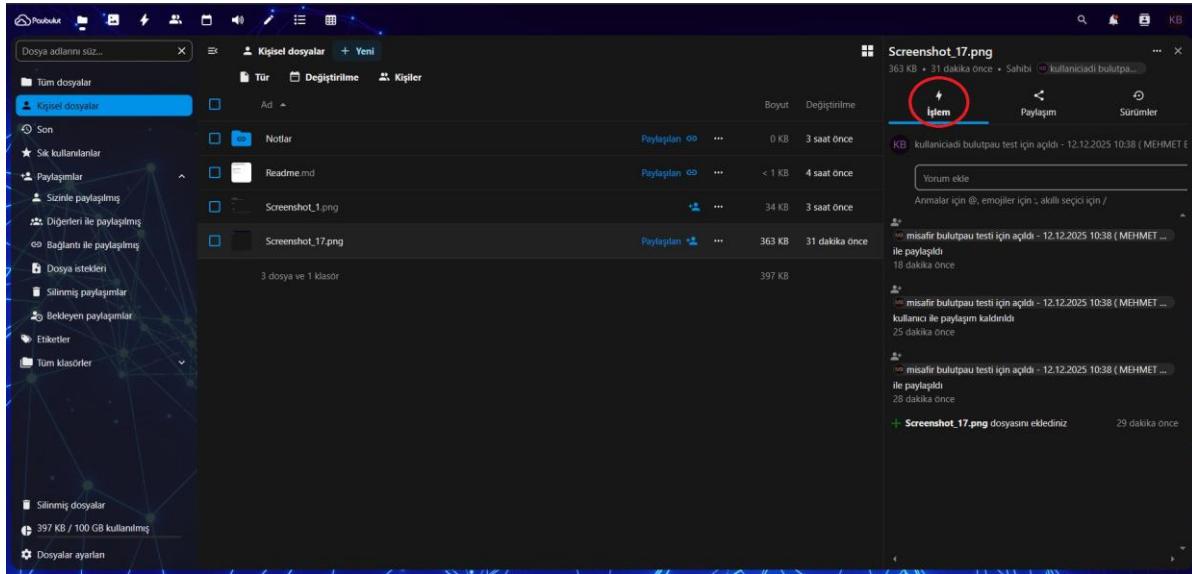


Figure 9: File Activity History and Activity Records

## 5. Versions and Restore

The system saves every change made to a file as a new version. When an incorrect change is made or an older version is needed, the “**Versions**” (clock icon) tab is used.

The file’s previous versions are listed here. To revert to an older version, simply click the restore (circular arrow) icon next to the relevant date.

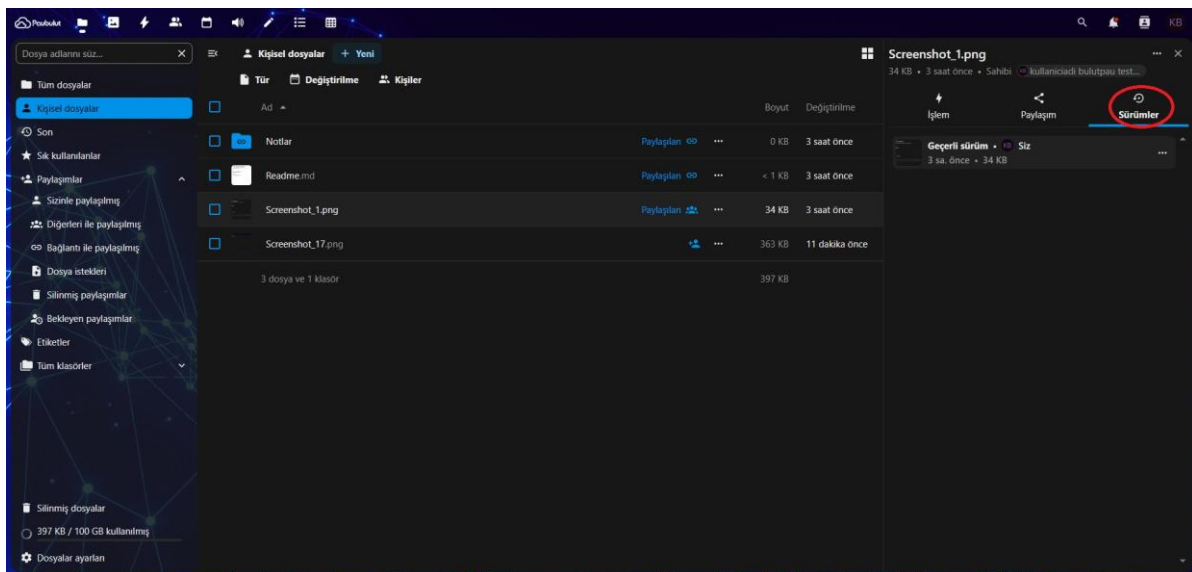
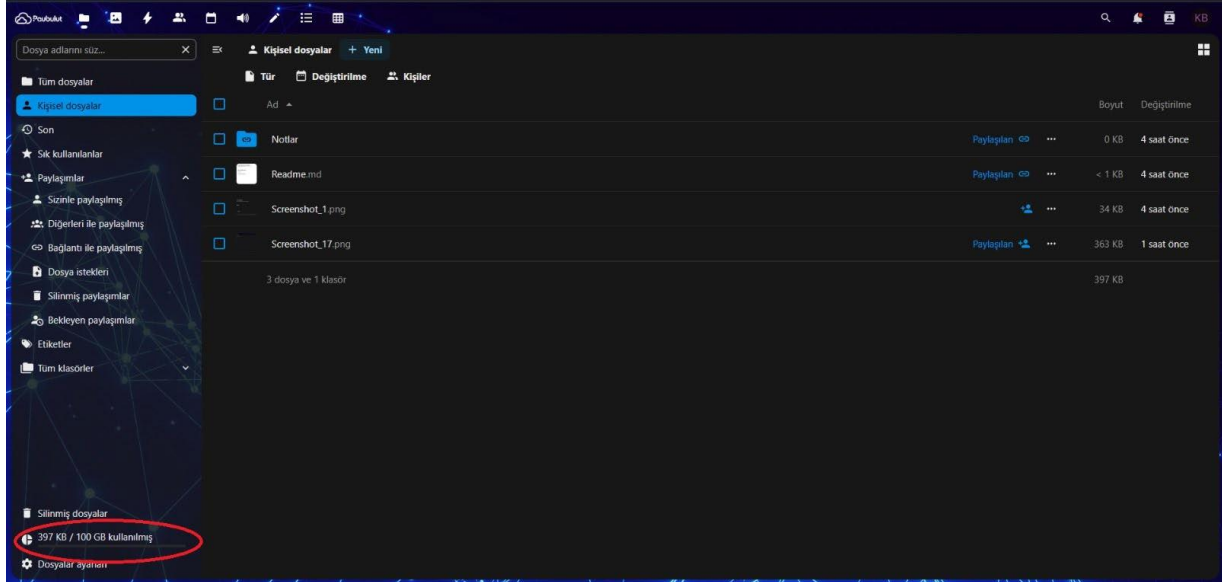


Figure 10: File Version Tracking and Restoring a Previous Version

## 6. Storage Space and Quota Tracking

To track the total storage limit assigned to your account and your current usage amount, check the bottom of the main menu on the left.

The indicator shown here displays your occupancy rate in the **[Used Amount] / [Total Quota]** format.



**Figure 11:** Total Storage Space and Quota Usage Indicator