

Jstorage-2018 Manual

Web Browser Operational Guide

Ver.1

2019/5/15

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I Introduction

You can access Jstorage-2018 services using any of the following,

- Web browsers
- Client software

The available features with each are shown in the table below.

	Uploading and Downloading files	Sharing files and folders with other ※1	Synchronizing local folders with Jstorage-2018 server
Web browsers	○	○	×
Client software	○ ※2	○	○※3

※1: The shared settings are effective regardless of the way used later to access.

※2: Adding, deleting or updating your files and folders in the selected local folders will directly be synchronized with your Jstorage-2018 contents.

※3: Some software or devices as smartphones might not be supported.

This document describes the how to use web browsers to access the services.

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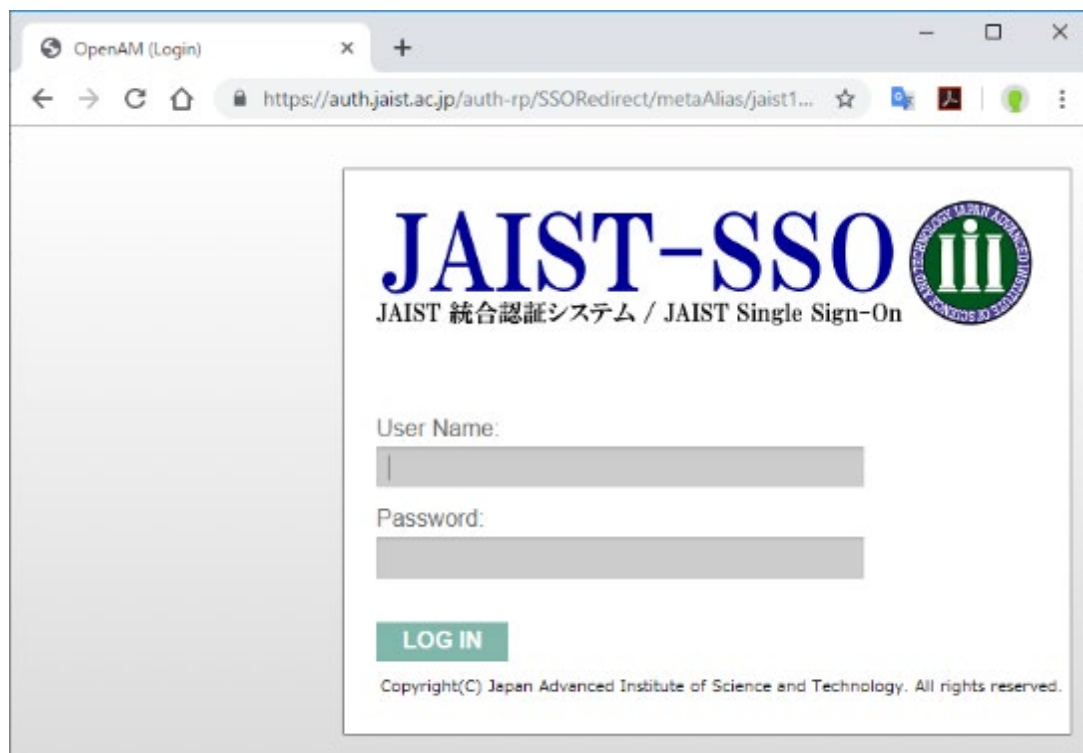
II How to login

You can login Jstorage-2018 using web browsers (e.g. Internet Explorer).

Open the browser and type Jstorage-2018 server URL shown below.

<https://jstorage-2018.jaist.ac.jp>

In the login screen, please input your username and password, and click login the (⇒) button.



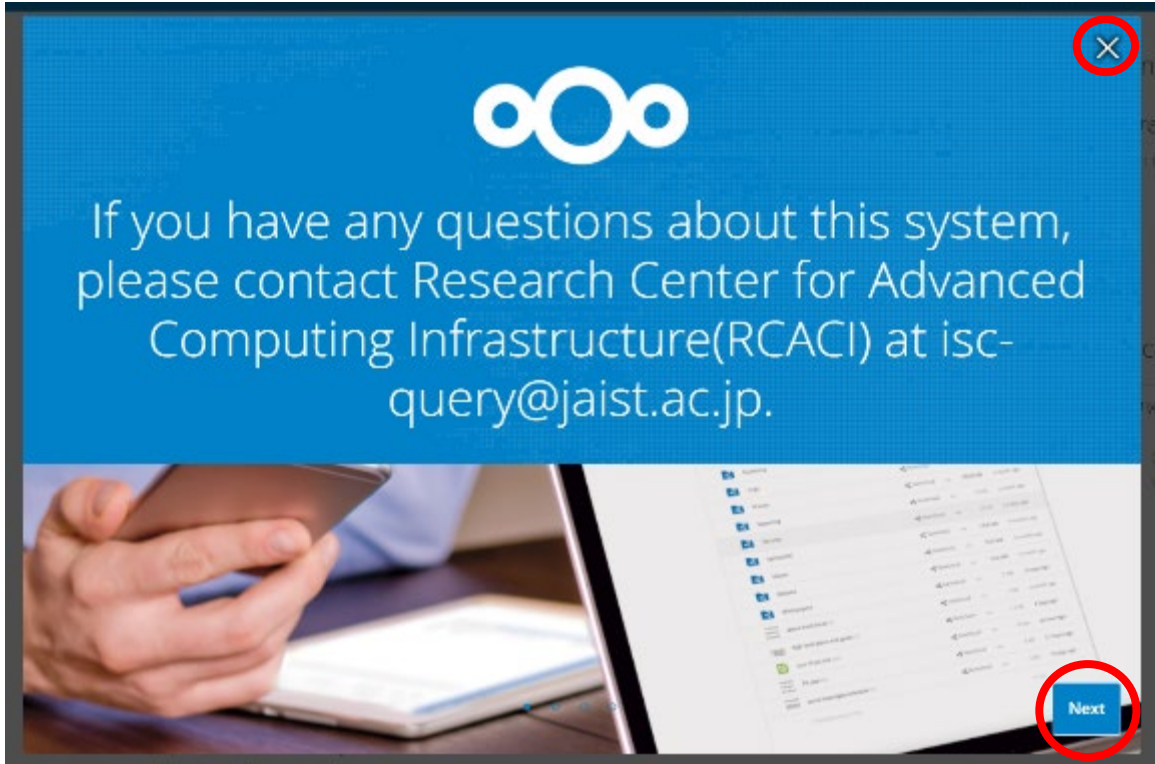
※ If you are accessing from outside the campus network (except when using the campus VPN), you will be prompted to enter one-time password afterwards. Please refer to the following link and make the prepares in advance.

<https://www.jaist.ac.jp/iscenter/useraccount/otp/>

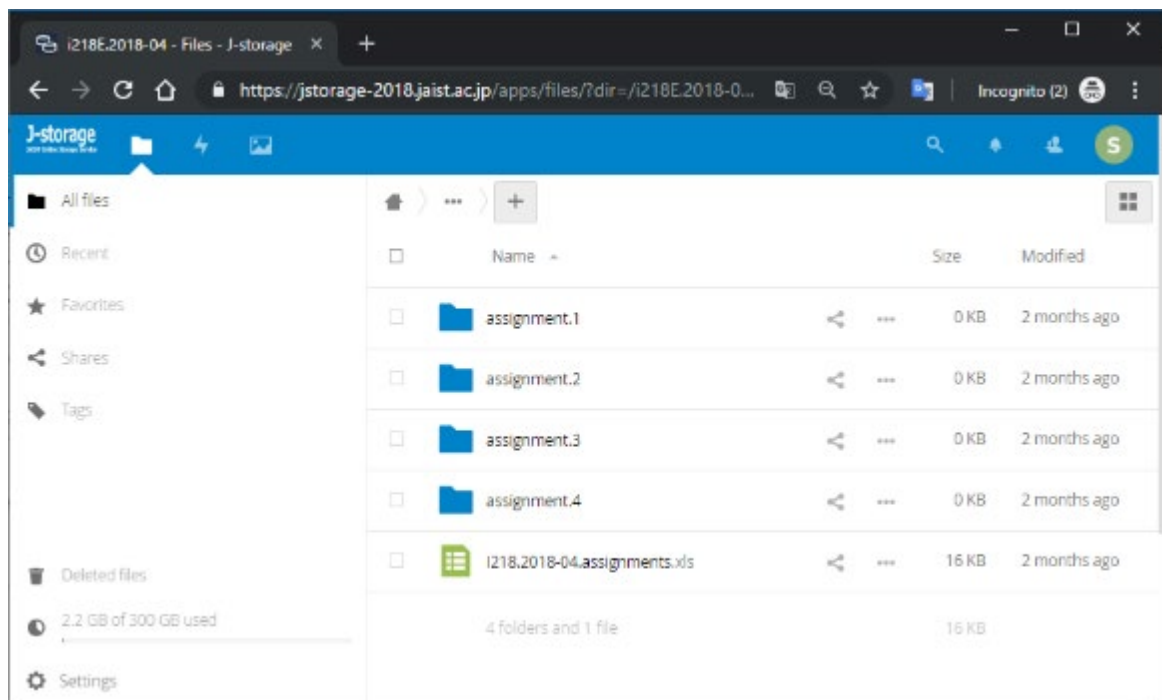
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After you log in, the file management screen will appear.

- Only at your first login, the welcome wizard window will appear, please click “Next” to go through the wizard. You can also close the wizard window, by clicking [x] in the upper right corner.



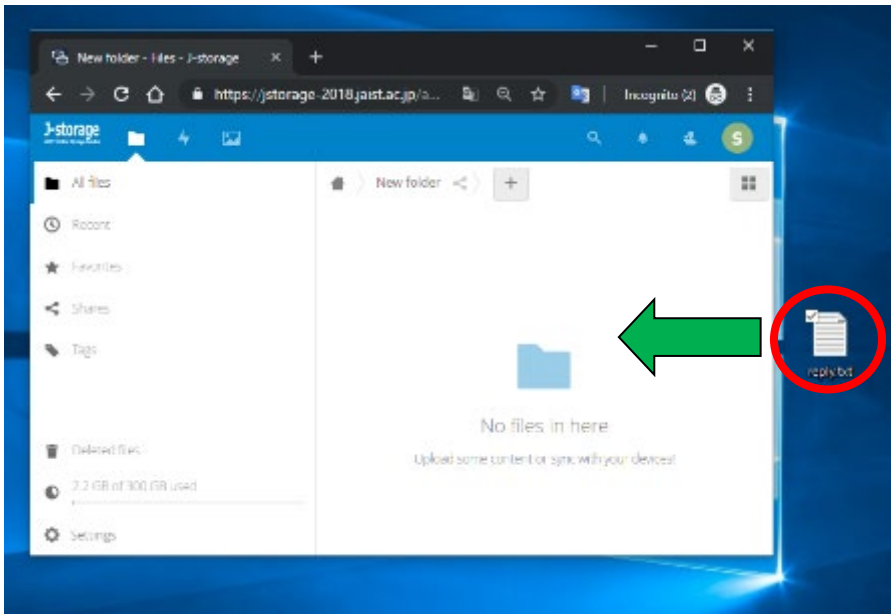
- After the first login, the file management screen will be displayed directly.



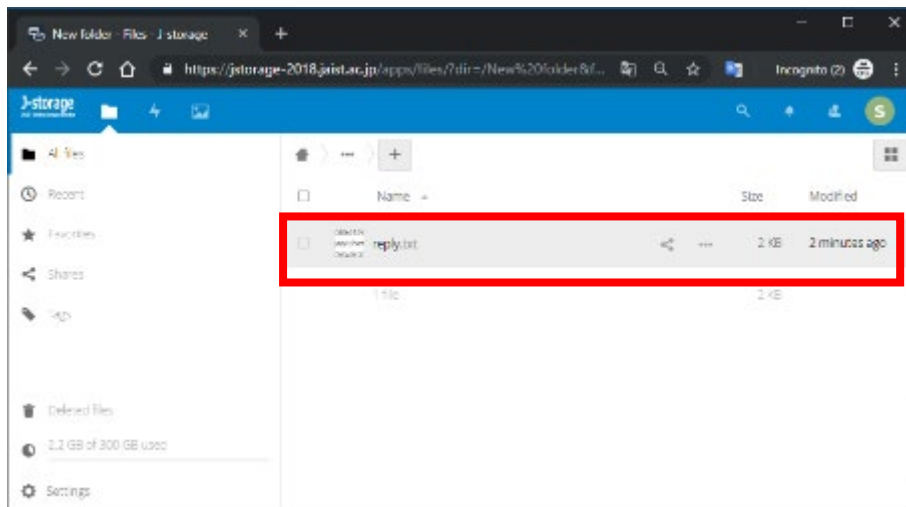
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III Uploading files

Just drag the file(s) and/or folder(s) and drop it into the web file management inside the browser screen.



When upload is completed, the file will appear on the web browser.

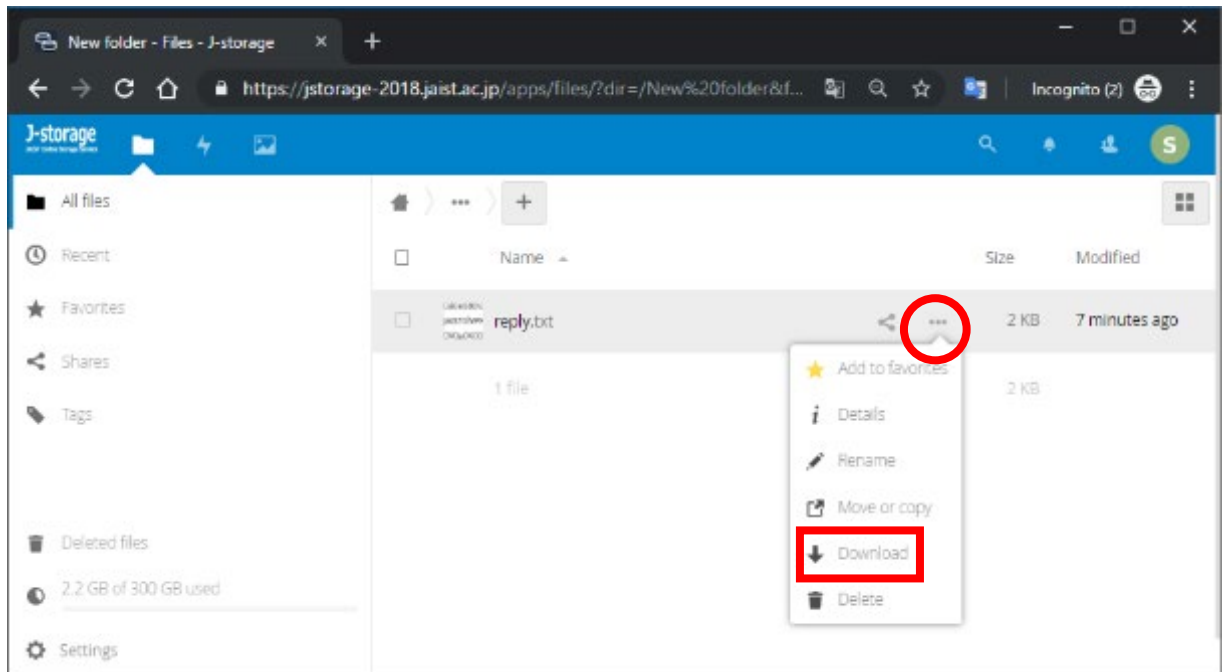


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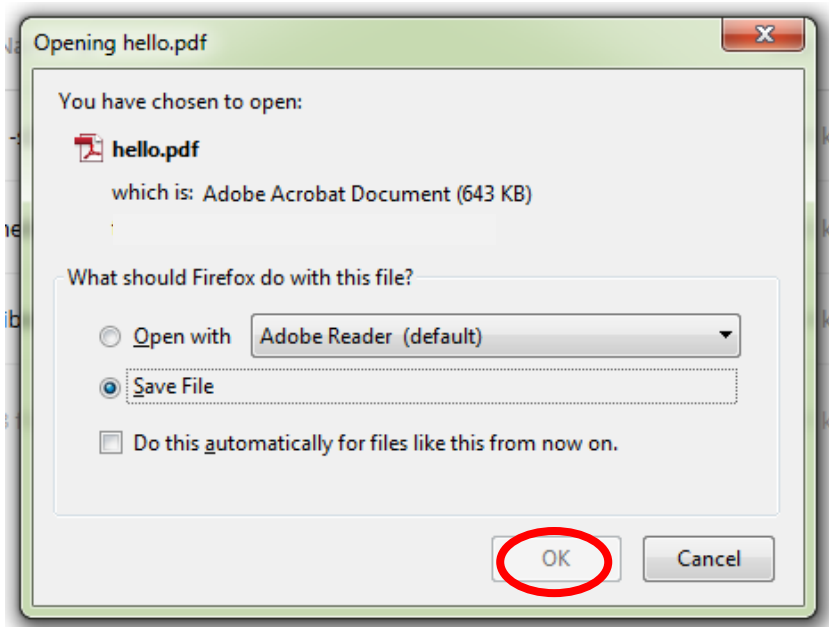
IV Downloading files

IV.1. Single file

In the browser screen, click the “...” beside the files you want to display the web context menu, then click “Download” (down icon).



If a download window appears, please click 「Ok」 (depending on the browser) and the file will start downloading.

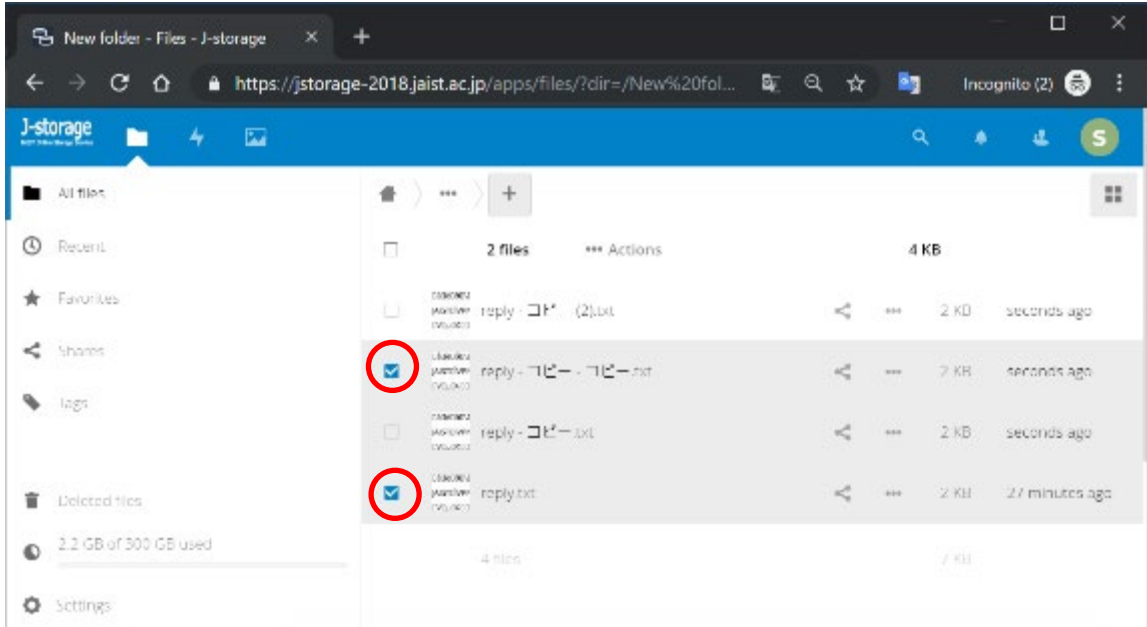


※ The download destination depends on the settings of the browsers.

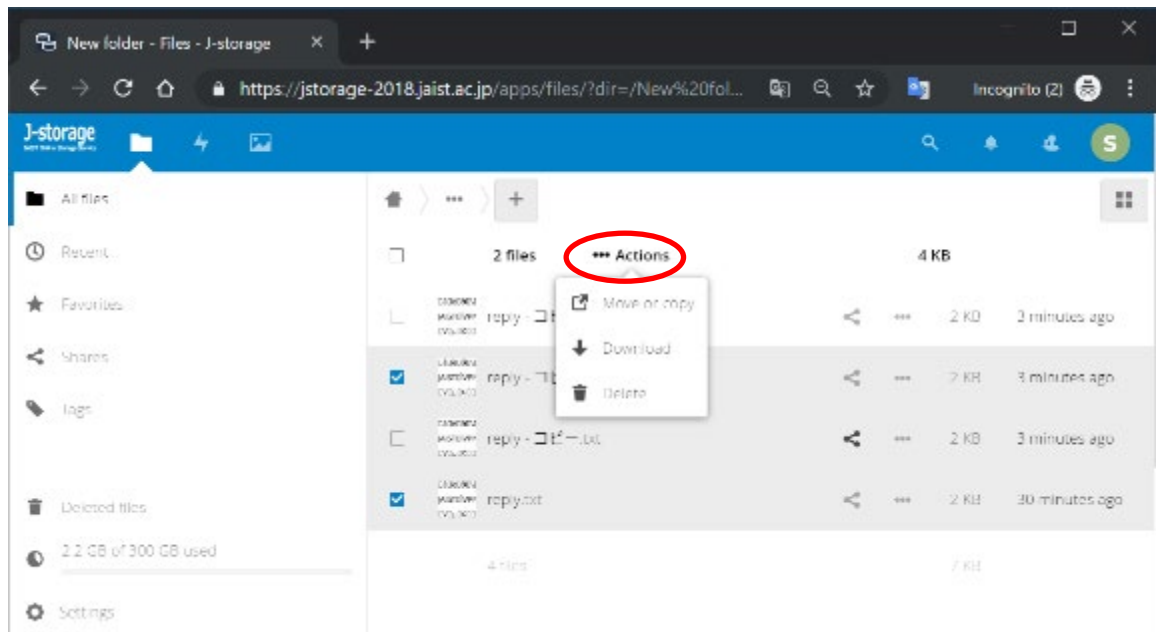
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IV.2. Downloading a folder or multiple files one time

You can download multiple files and/or folders. Please tick the checkbox(es) on the left of the required files and/folders.



When you finish selecting, click “... Actions” displayed at the top of the screen to display the web context menu. Then click “Download” (down icon).



The selected files and/or folders will first be compressed into Zip format and then download will begin.

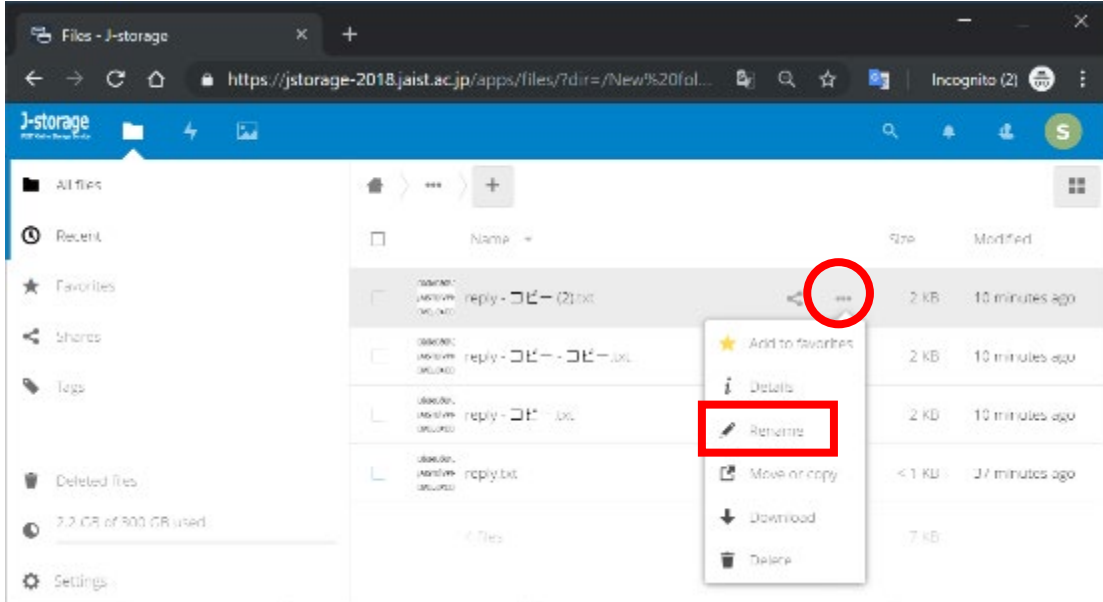
※ The download destination depends on the settings of the browsers.

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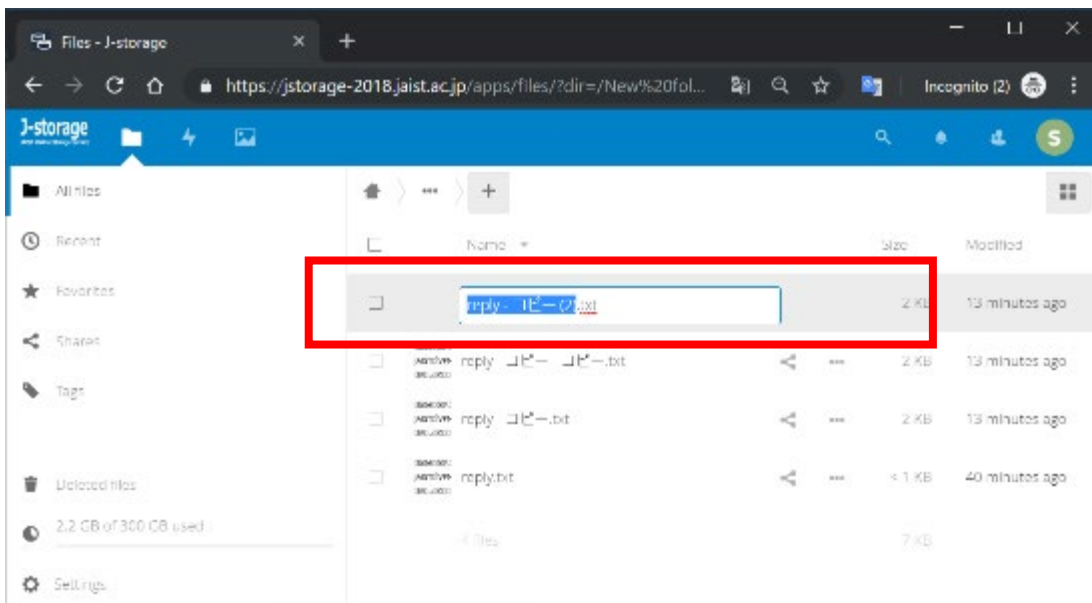
V Renaming files or folders

Click the “...” next to the file or folder that you want to rename, the web context menu will be displayed.

Then click “Rename” (a pencil icon).



Enter the new name of the file or folder. Then, press Enter.

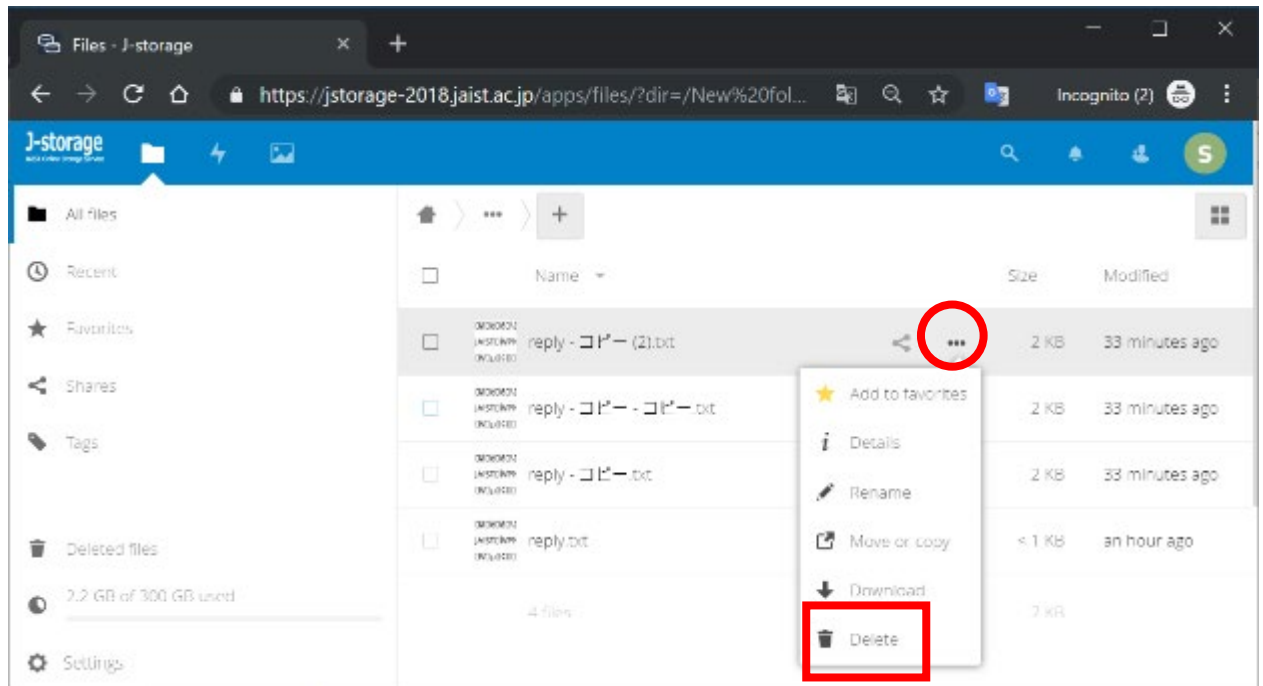


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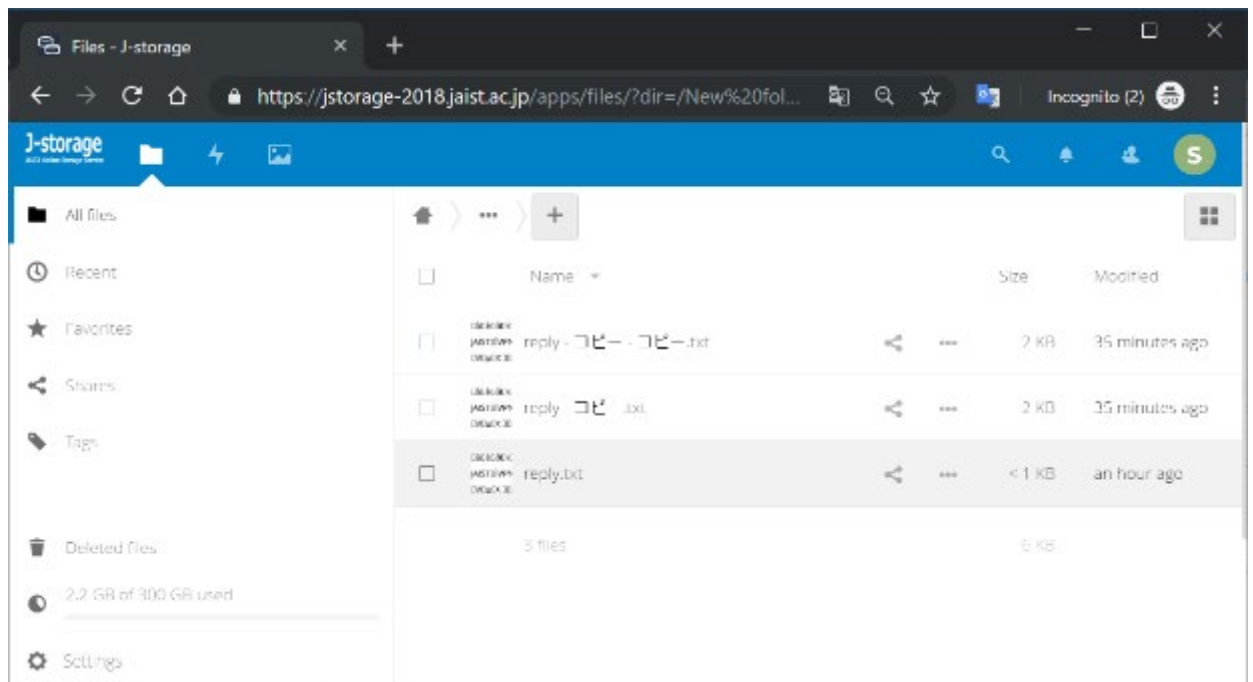
VI Deleting files and/or folders

Click the “...” next to the file or folder that you want to rename, the web context menu will be displayed.

Then click “Delete” (trash bin icon).



The file or folder will be deleted.



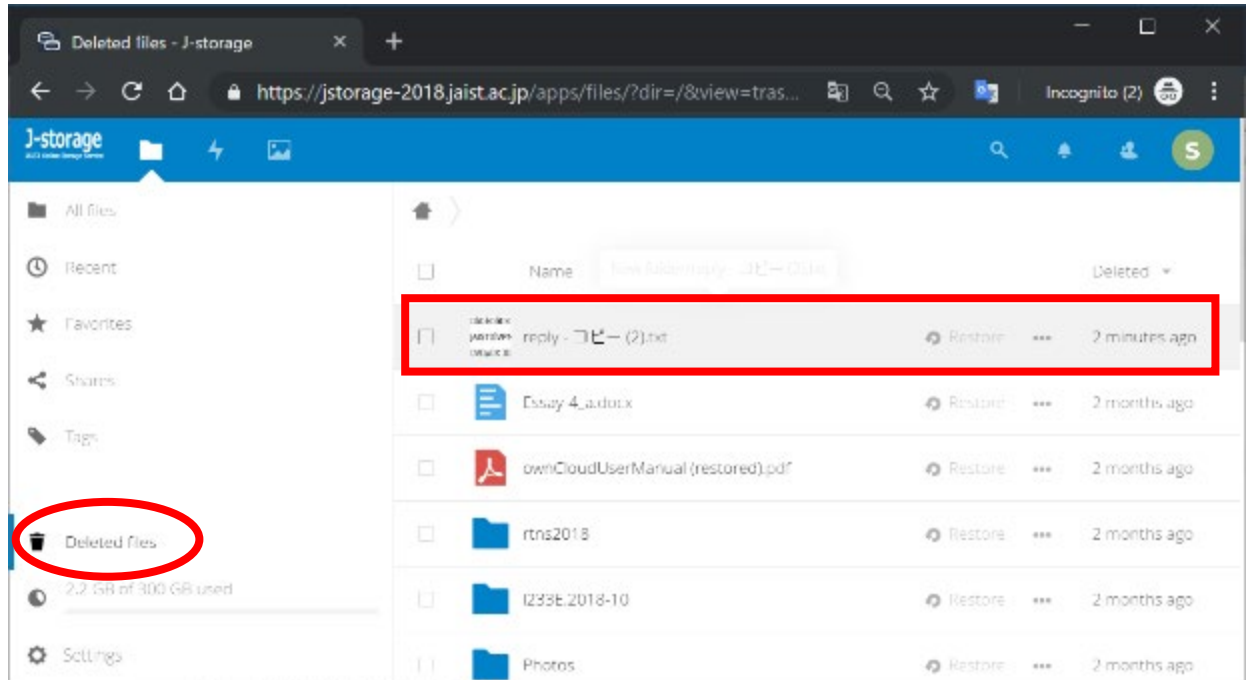
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VII Managing the trash bin

The deleted files are kept in the “Deleted files”. It can be restored to the original locations.

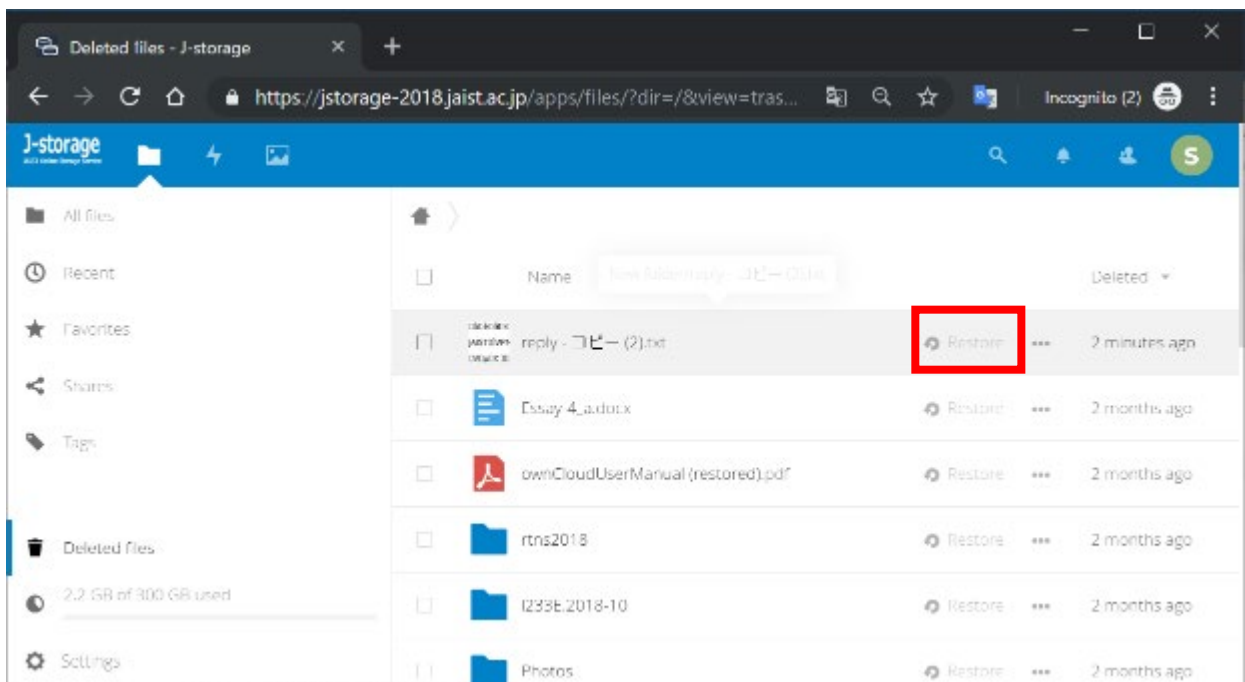
VII.1. Restoring the deleted file

Click “Deleted files” near the bottom left corner (trash bin icon).



The deleted files will be displayed.

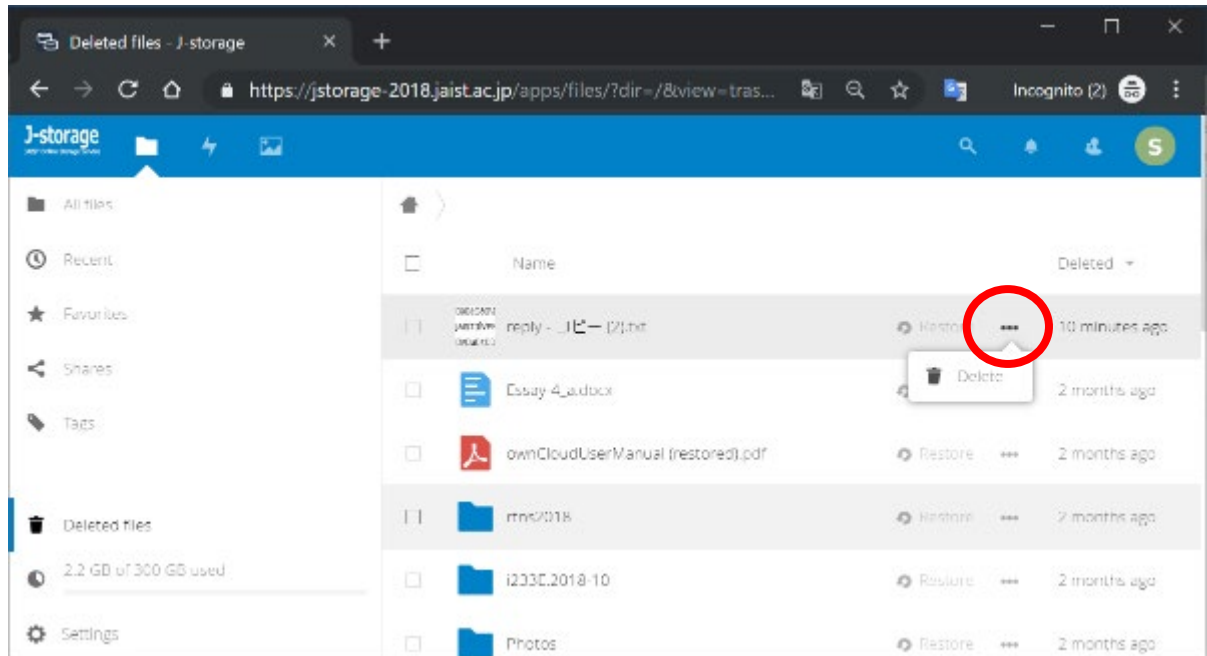
Click “Restore” displayed next to the file you want to restore.



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VII.2. Irrecoverable deleting

If you want to really delete the file or folder, click the “...” next to the file or folder that you irrecoverably delete, the web context menu will be displayed. Then click “Delete” (trash bin icon).

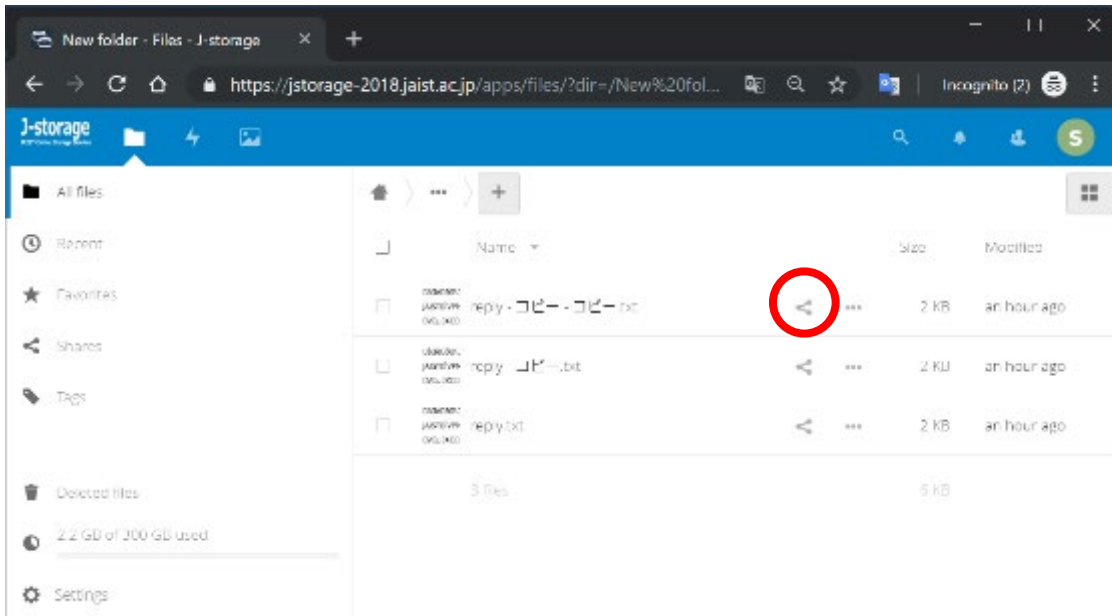


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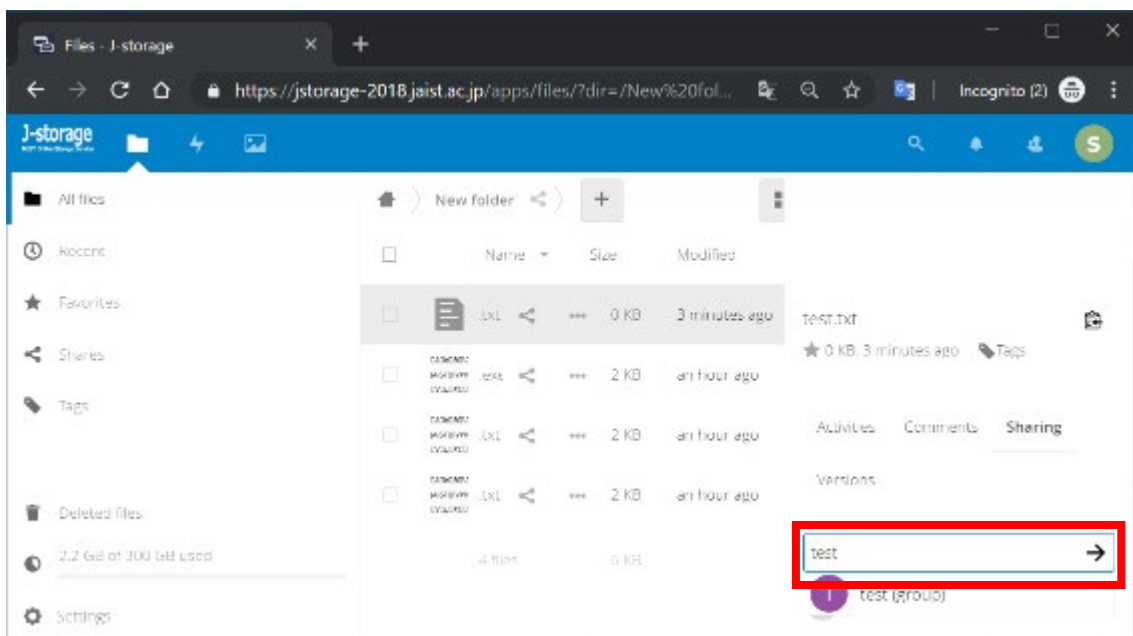
VIII File sharing

VIII.1. File or folder sharing with other Jstorage-2018 accounts

Click the *share icon* displayed next to the file or folder you want to share.

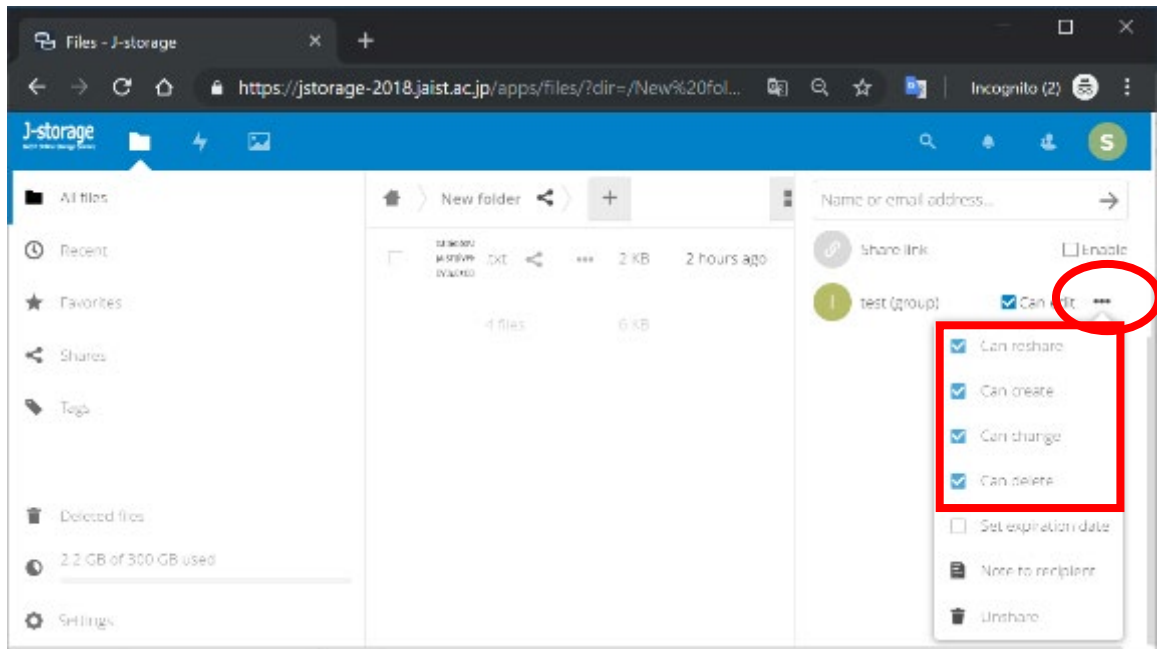


The “Sharing” setting screen will be displayed on the right side of the screen, enter the user names or group names you want to share with.

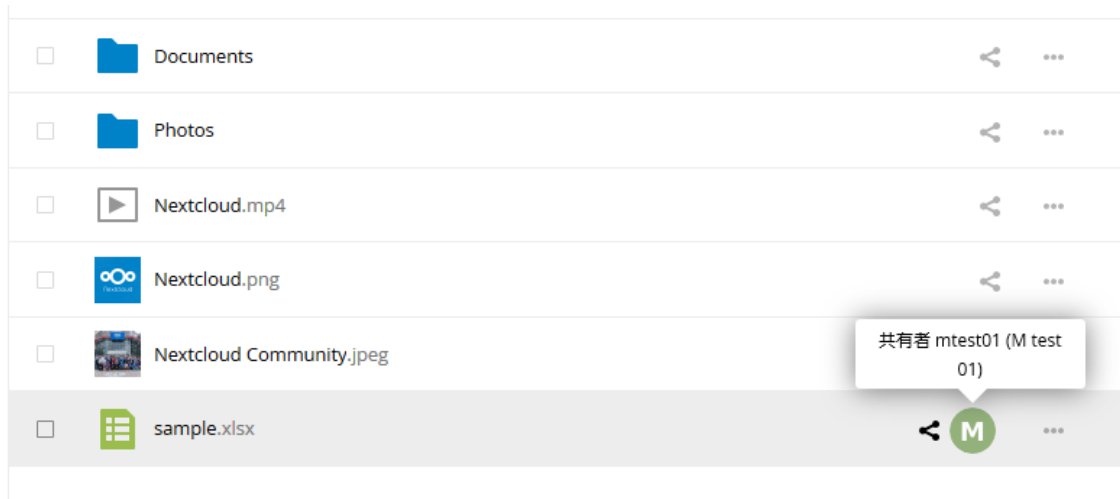


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After choosing the user or group to share with, the permission setting screen will be shown. You can change the editing permission “Can edit”. For folders, you can also set upload rights to the folder, etc.

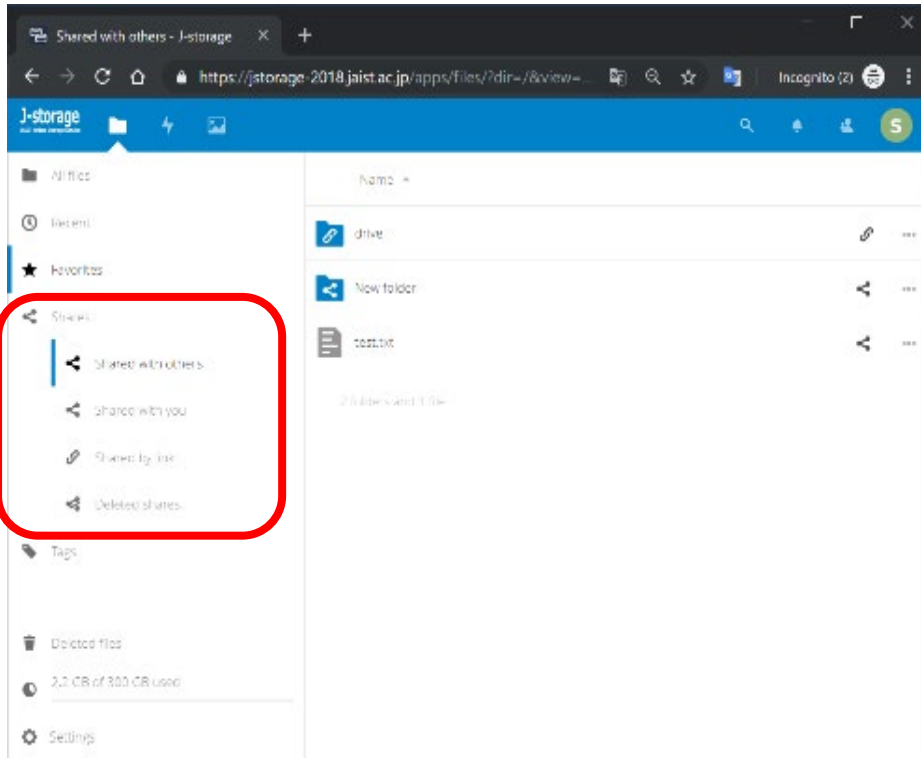


The users you share your contents with will see the shared file or folder in their home folder. Clicking share icon displays the user name of the sharer.

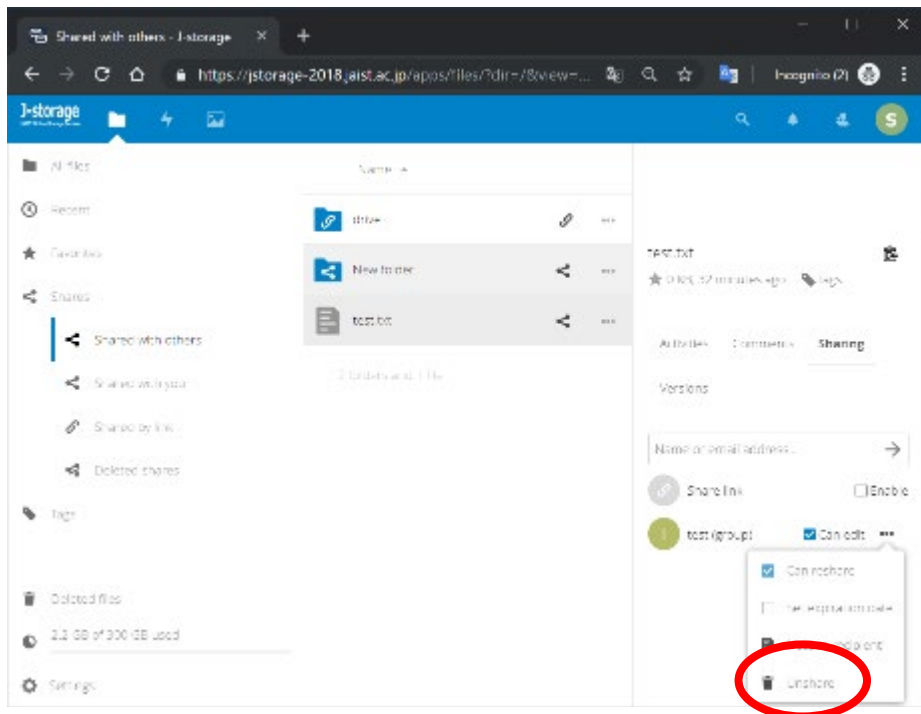


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By clicking the left arrow “▶” beside “Shares”, the share menu list will be displayed, and you can view files or folders “shared with others”, “shared with you”, “shared by link” or “Deleted shares” .



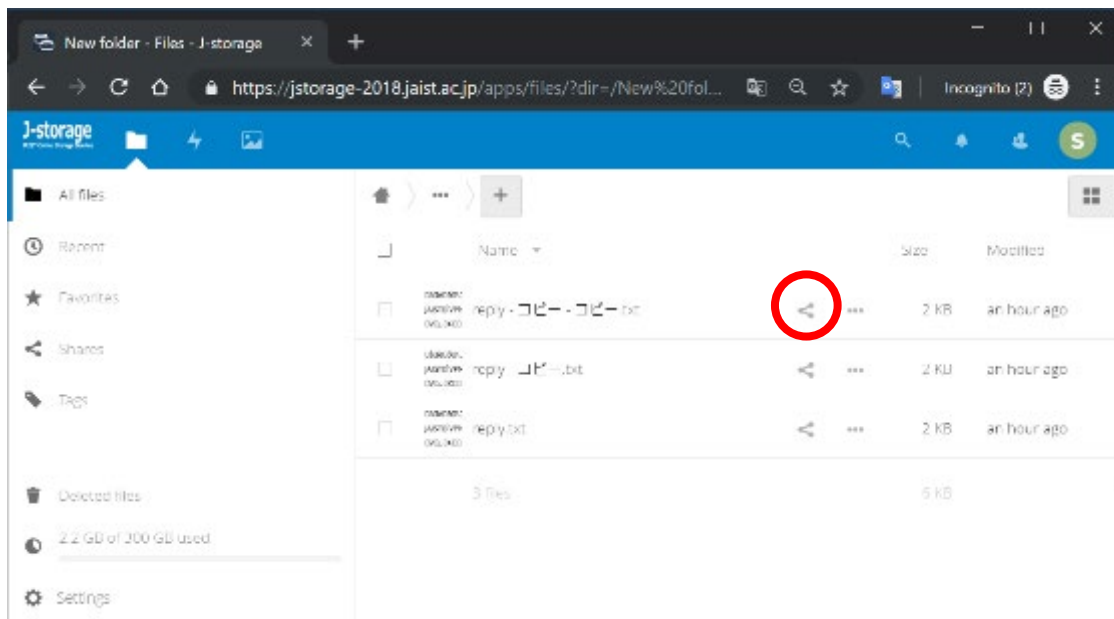
[Notice] If you want to revoke sharing, click “Unshare” (trash bin icon) in the “Sharing” setting.



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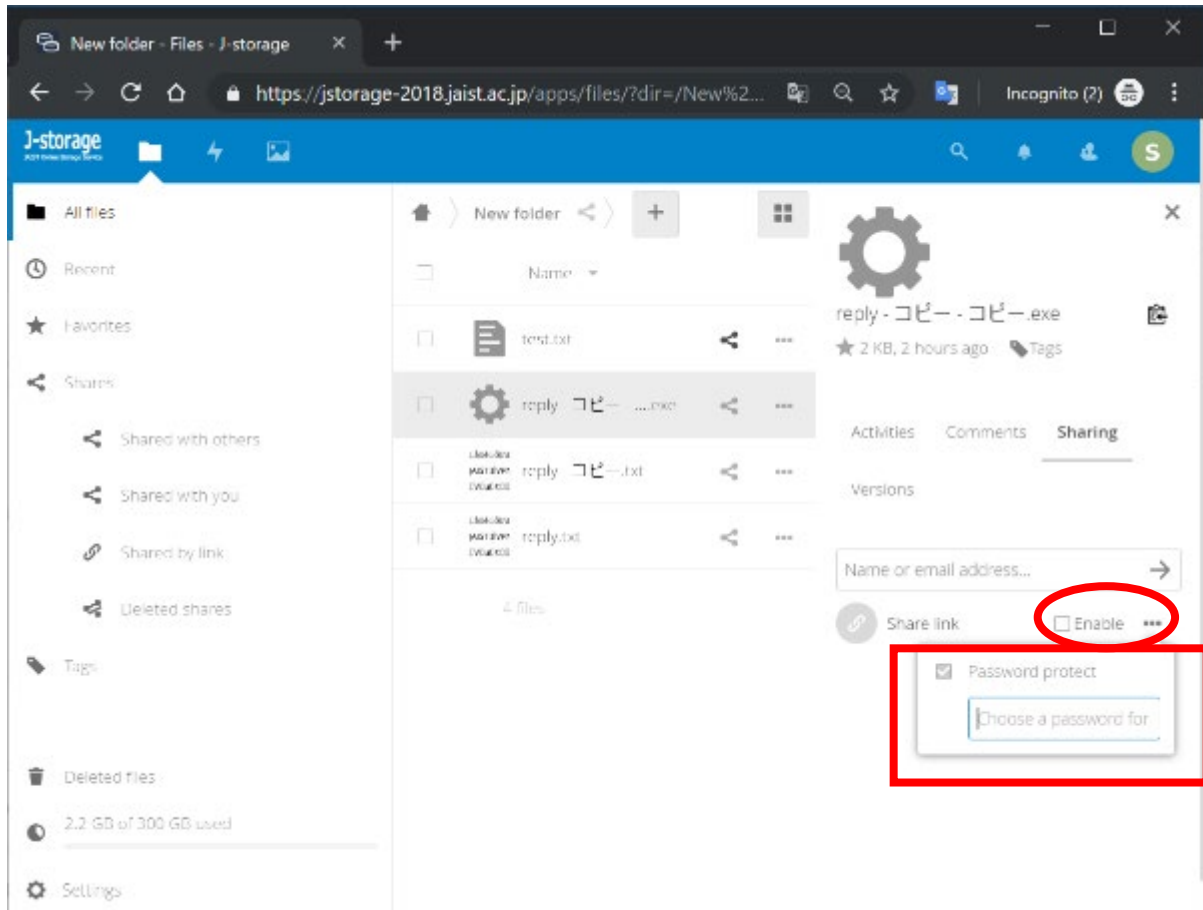
VIII.2. File sharing with others not having a Jstorage-2018account (sharing by URL link)

Click the *share icon* displayed next to the file or folder you want to share.



Click “Enable” check box next to “Share link”

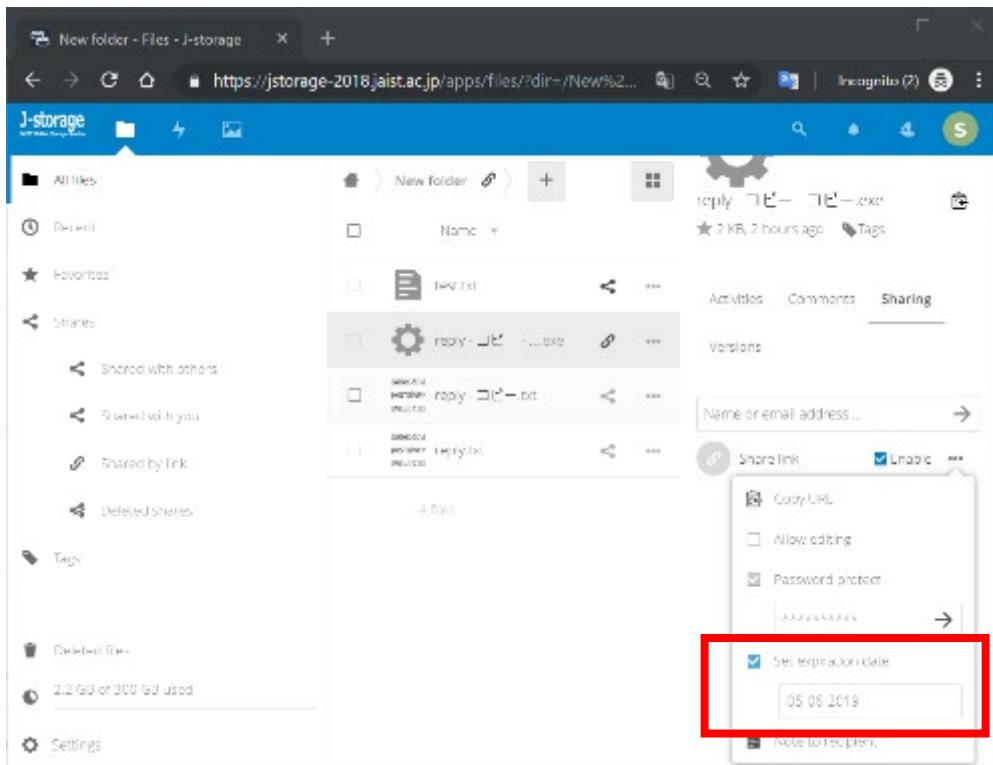
Enter any password and press the Enter key.



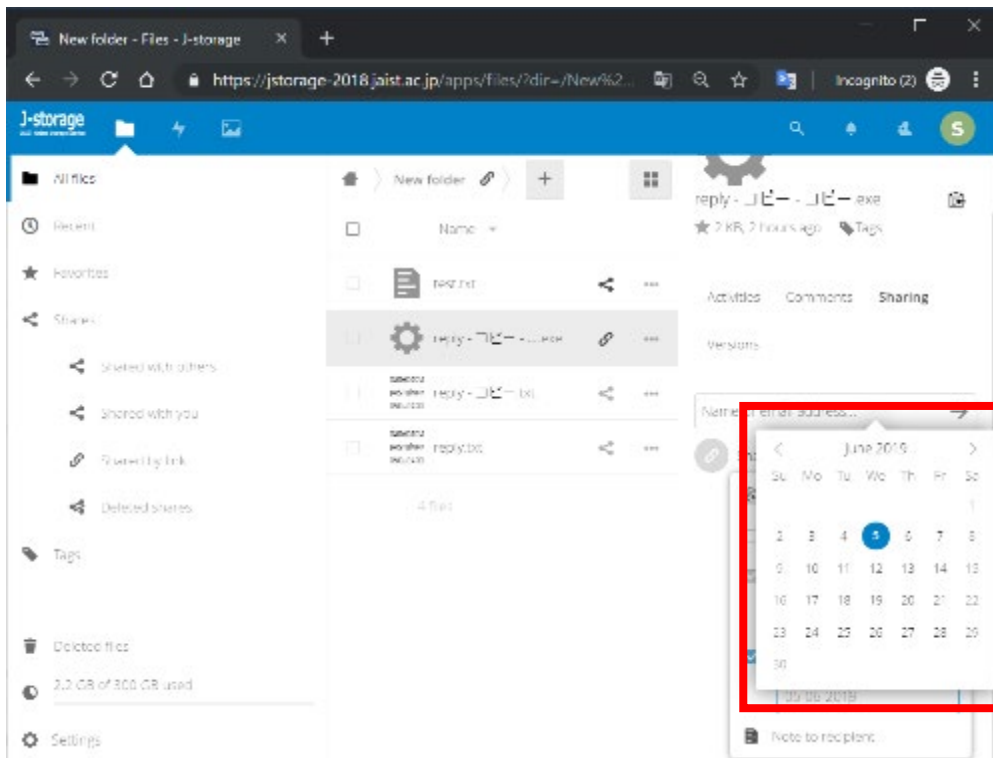
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The expiration date is set by default to one week. If you want to change it in “Set expiration date”.

※ The date is displayed in day-month-year format. (20 Styles Inc./JAIST)

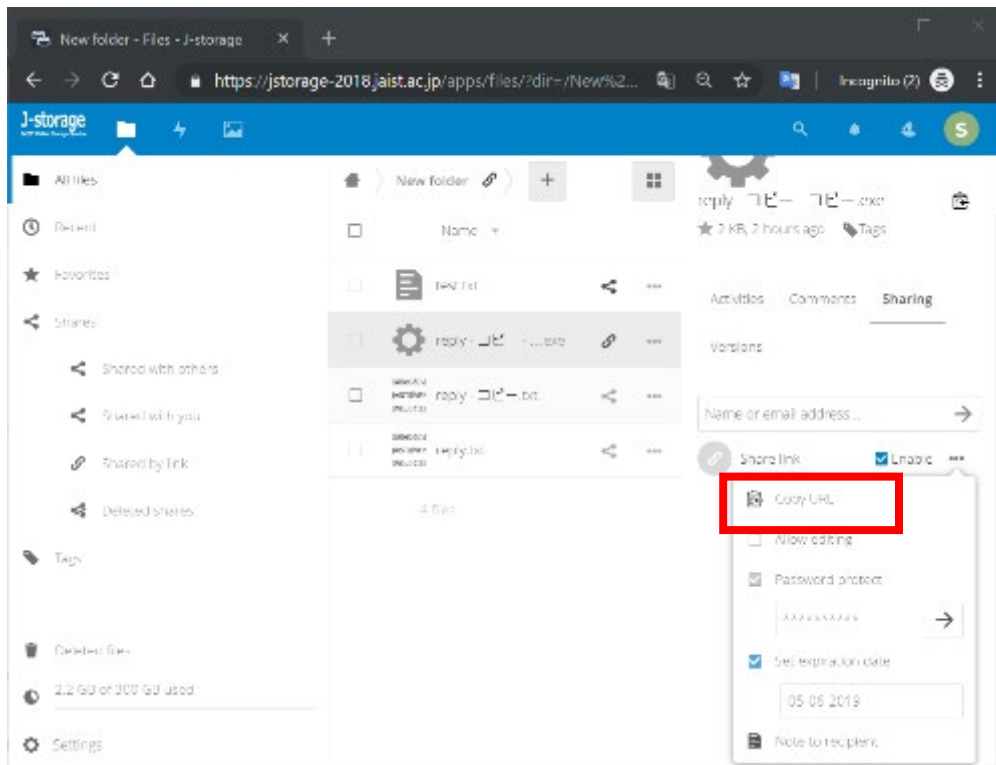


If you click the date field a calendar will be displayed to choose the required date. After choosing the date, it will be updated in the expiration date field above.

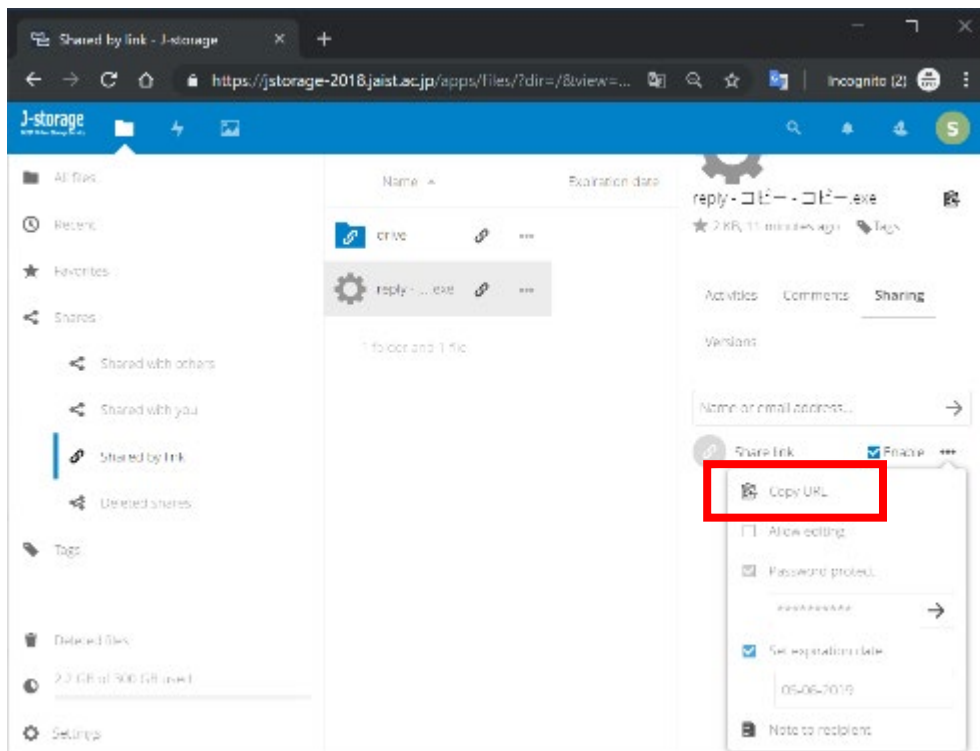


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Use “Copy URL” to get the link in the clipboard. You can send the link to the others you want to share with by e-mail or other ways and inform them of the password.

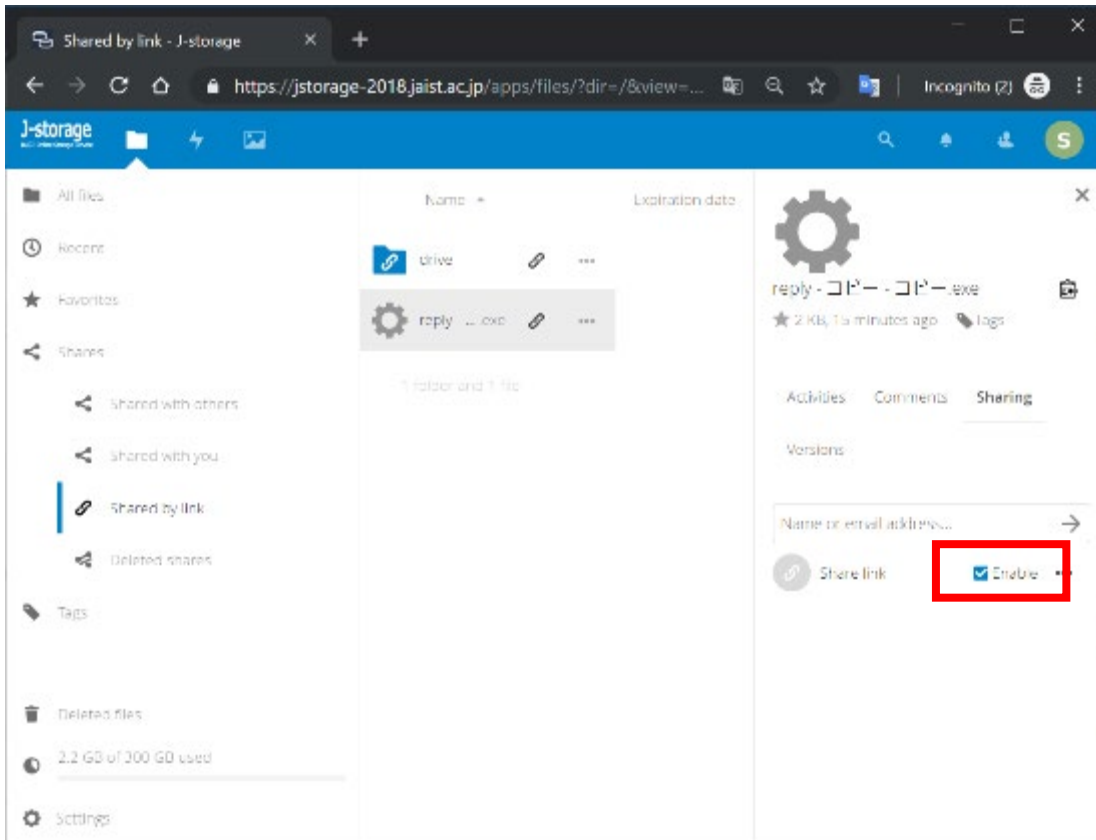


You can also get the link from the navigation side screen, (Shared by link).



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At the expiration date the sharing will be revoked automatically. If you want to revoked before the expiration date, uncheck "Enable" displayed next to "Share link".



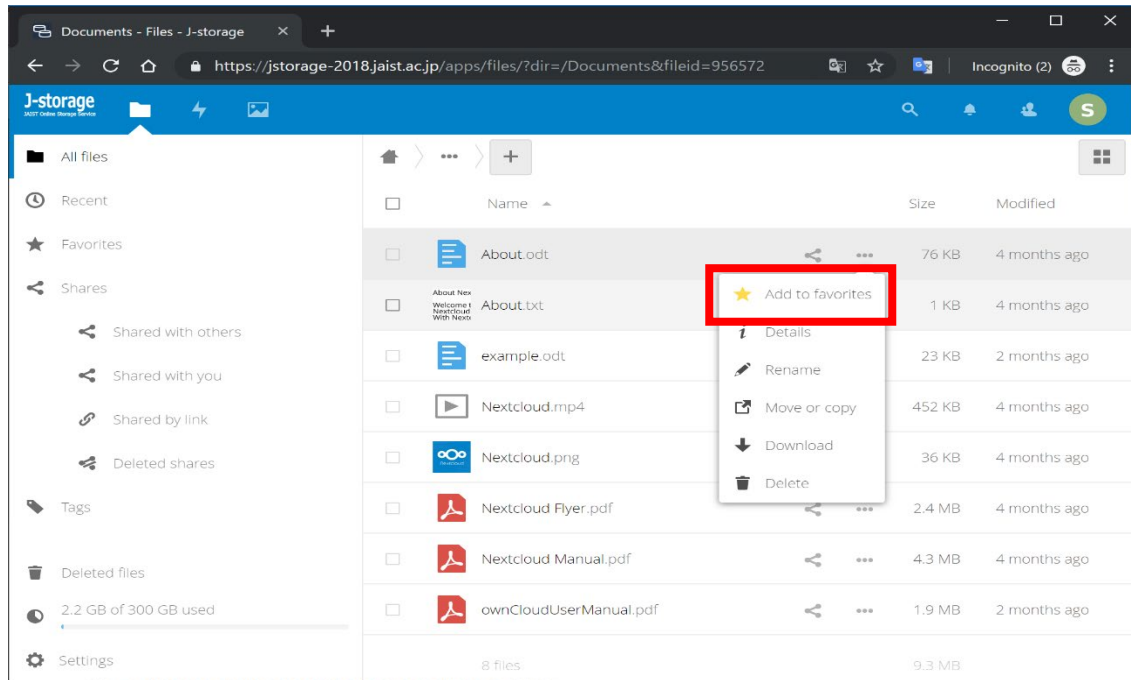
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IX Favorites

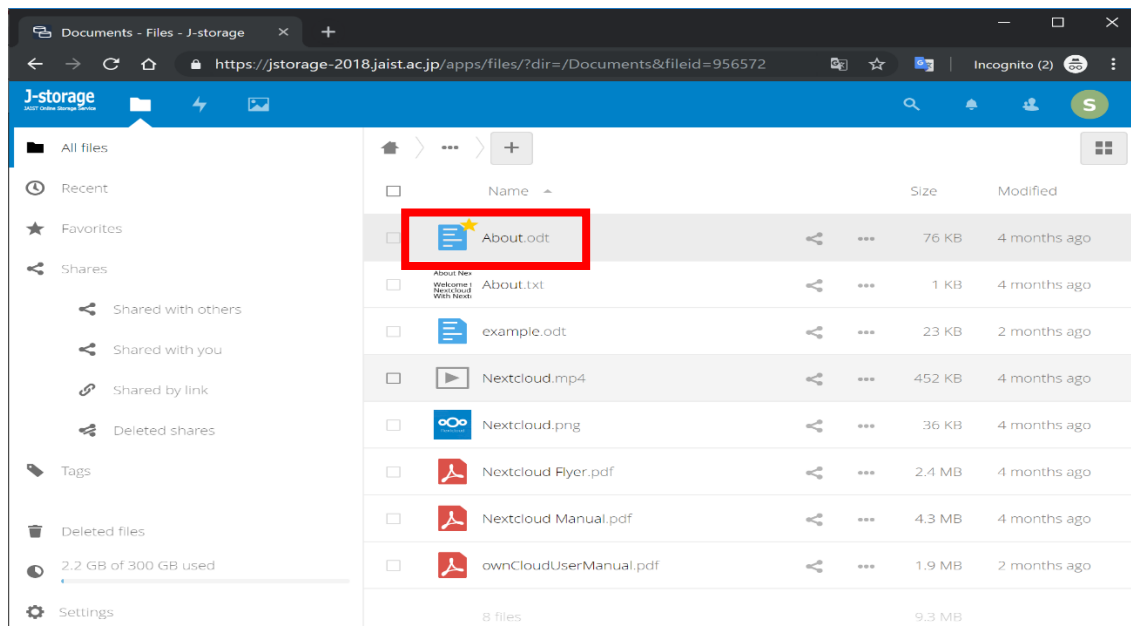
By registering a frequently accessed folder and file in favorites, you can access it faster and directly without needing to navigate to find it.

IX.1. Saving to favorites

Click the “...” next to the file or folder that you want to add, the web context menu will be displayed. Then click “Add to favorites” (☆ icon).



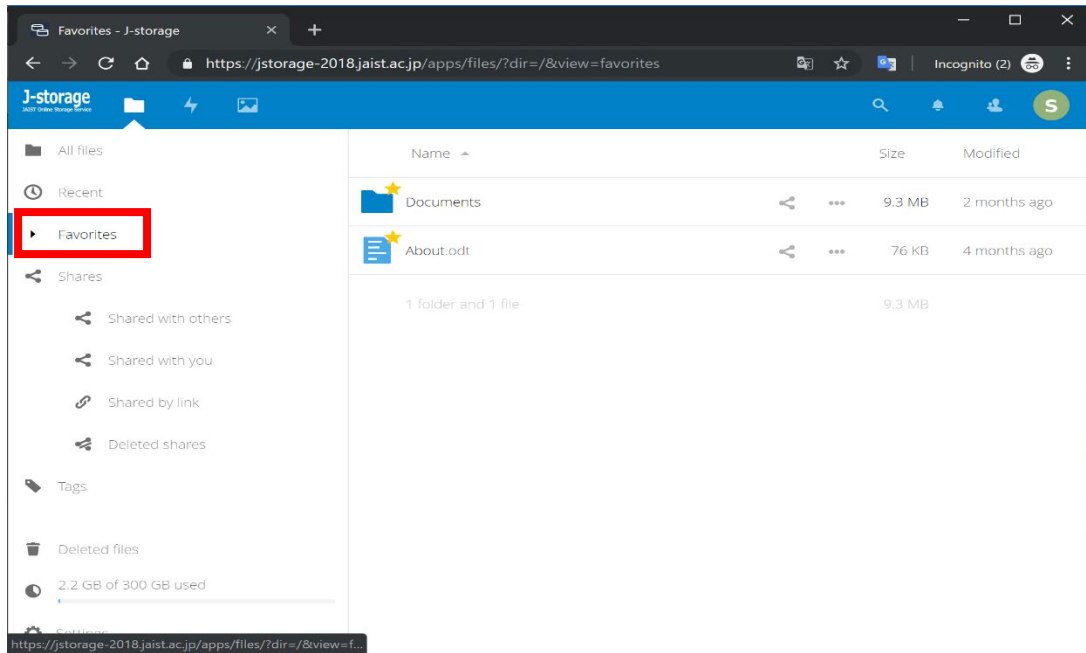
A yellow star ☆ will be displayed on the right top corner of the file (folder) icon.



Save as favorites. Once saved, you can see the colored ☆ mark next to the icon.

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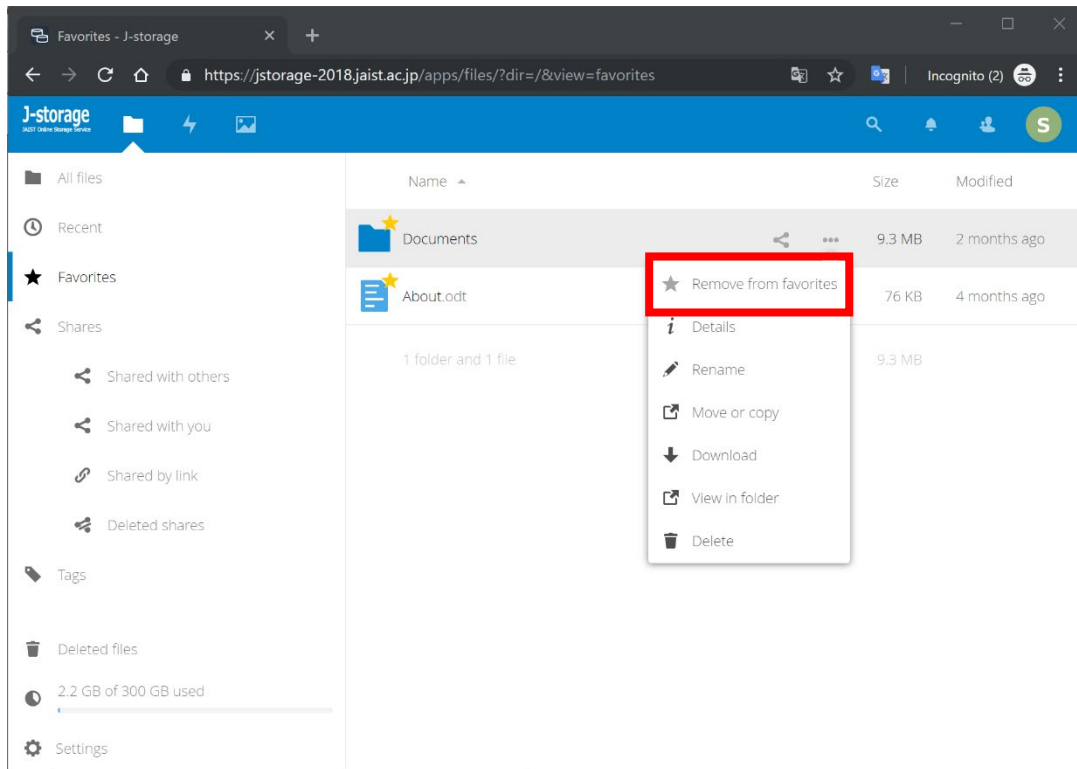
You can quickly find files and folders registered as favorite from the “Favorites” list in the left sidebar.



IX.2. Removing from favorites

Click the “...” next to the file or folder that you want to remove, the web context menu will be displayed.

Then click “Remove from favorites” (☆ icon).



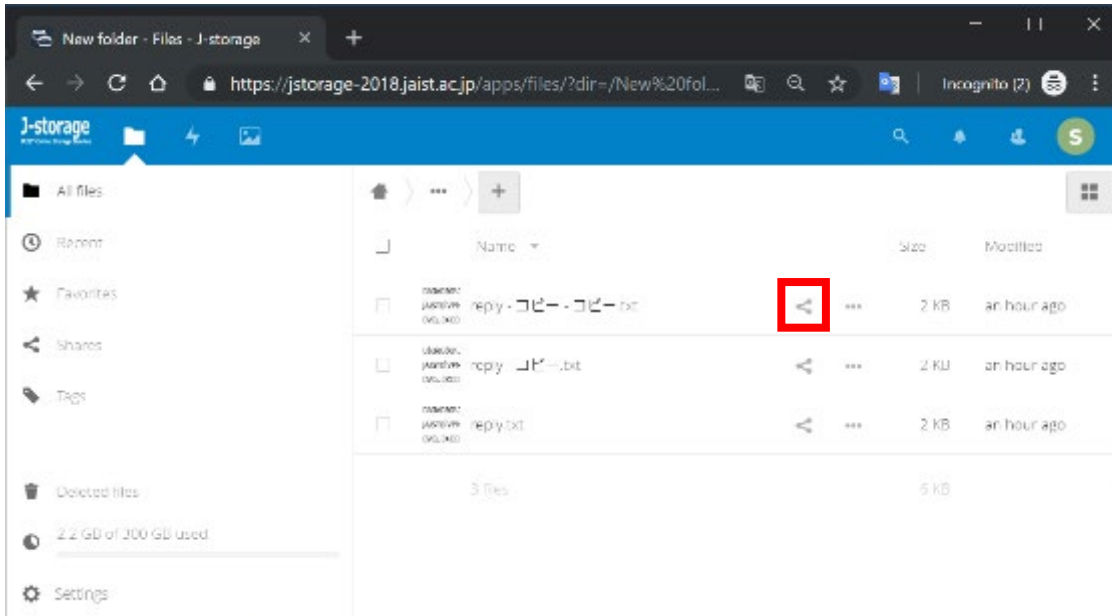
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X Tagging files and folders

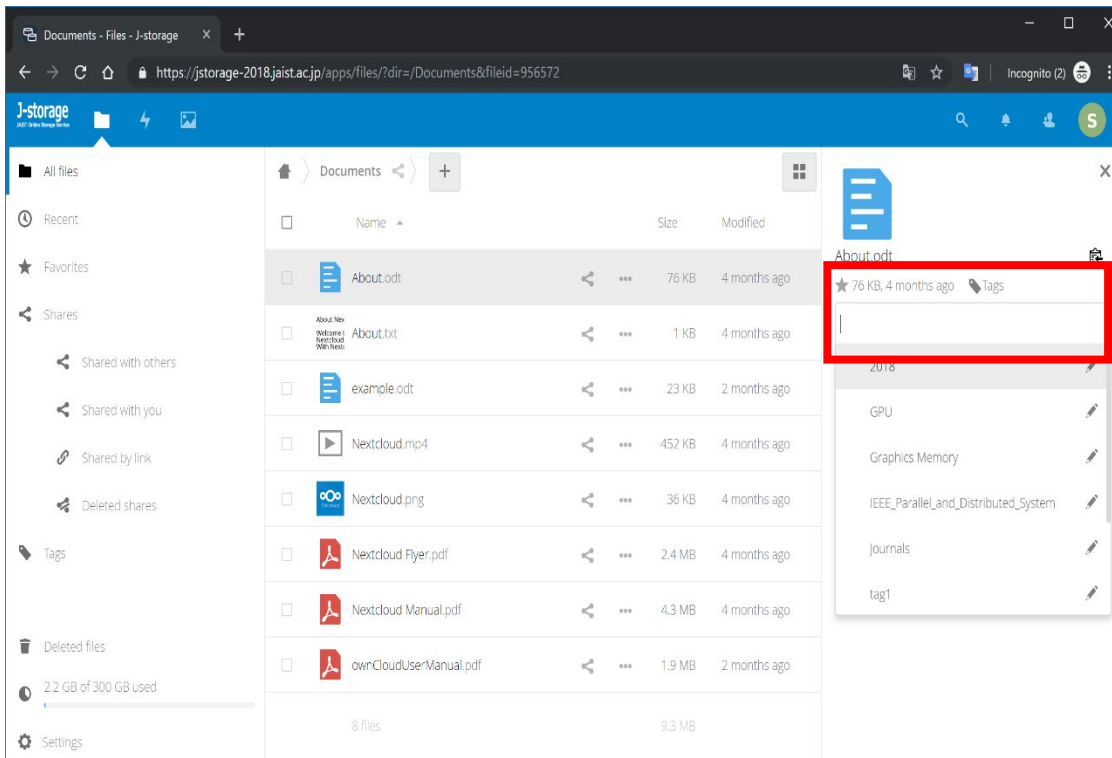
By assigning tags, you can filter the displayed files and folders.

X.1. Assign tags

Click the *share icon* displayed next to the file or folder you want to assign it a tag.



The right sharing/tag panel will be displayed, click in the text field “Collaborative tags” then type the tag or choose from the suggestions.

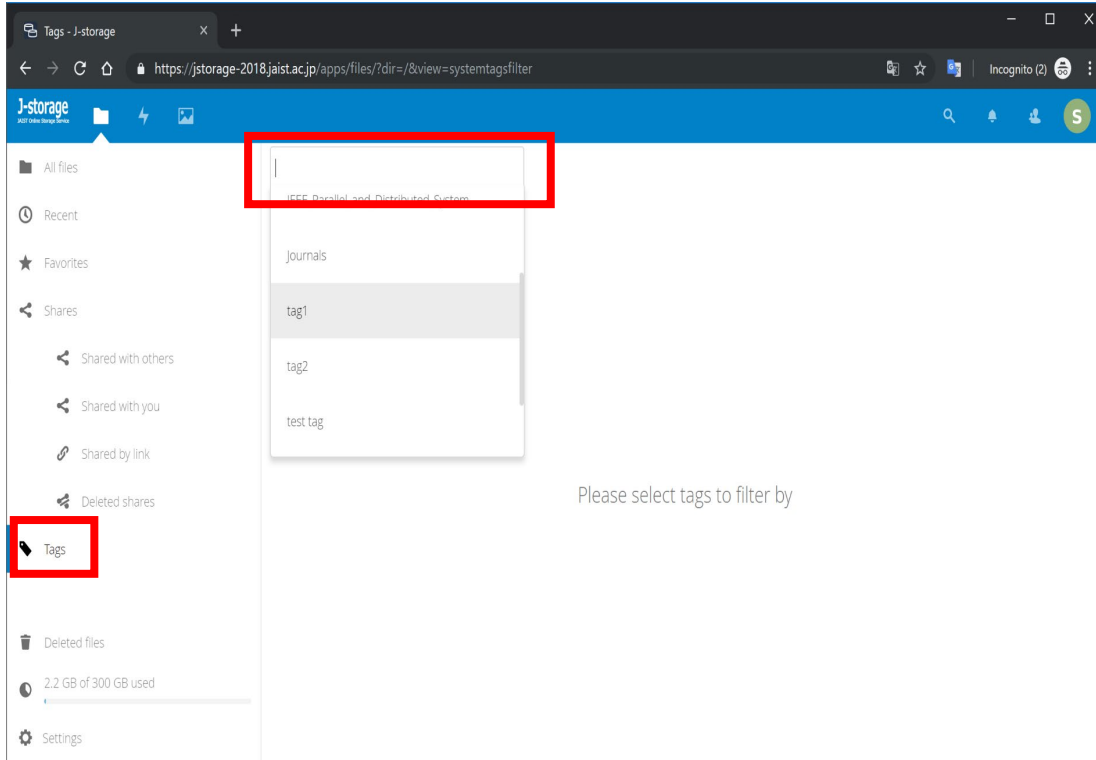


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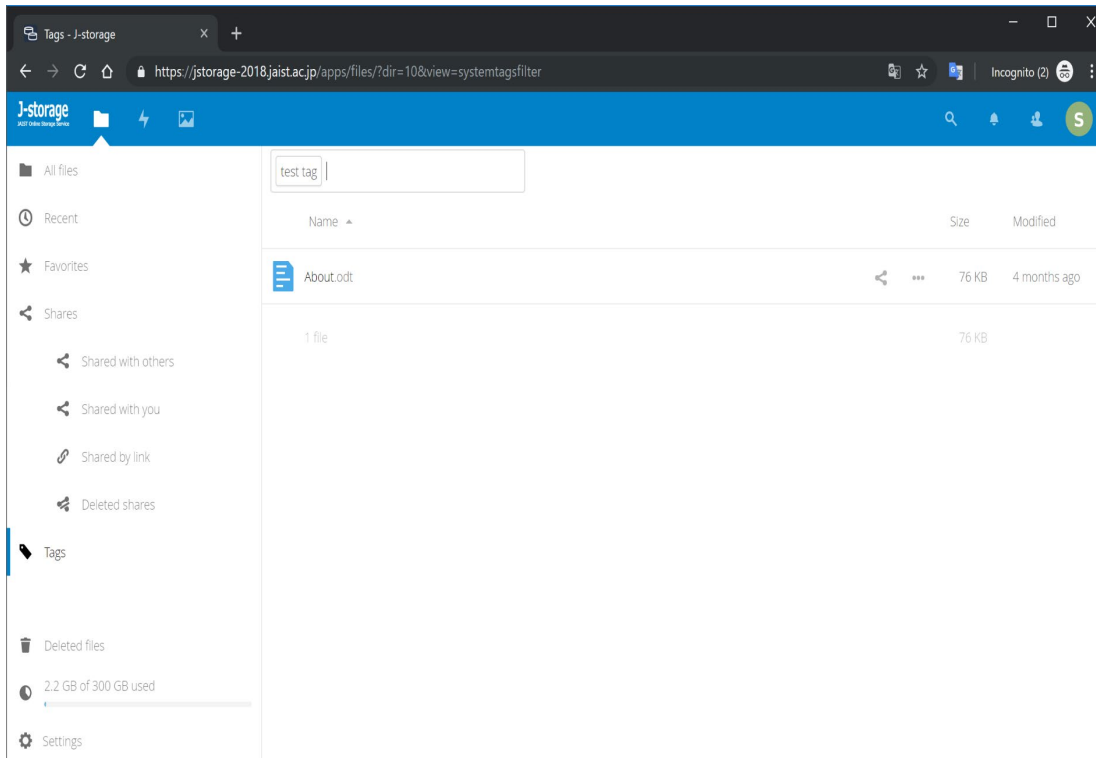
X.2. Searching for tagged files and folders

Click “Tag” in the left navigation panel.

Click in the “Select tags to filter by” text field, then type the tag or choose from the suggested list.



A list of files and folders having selected tag(s) will be displayed.



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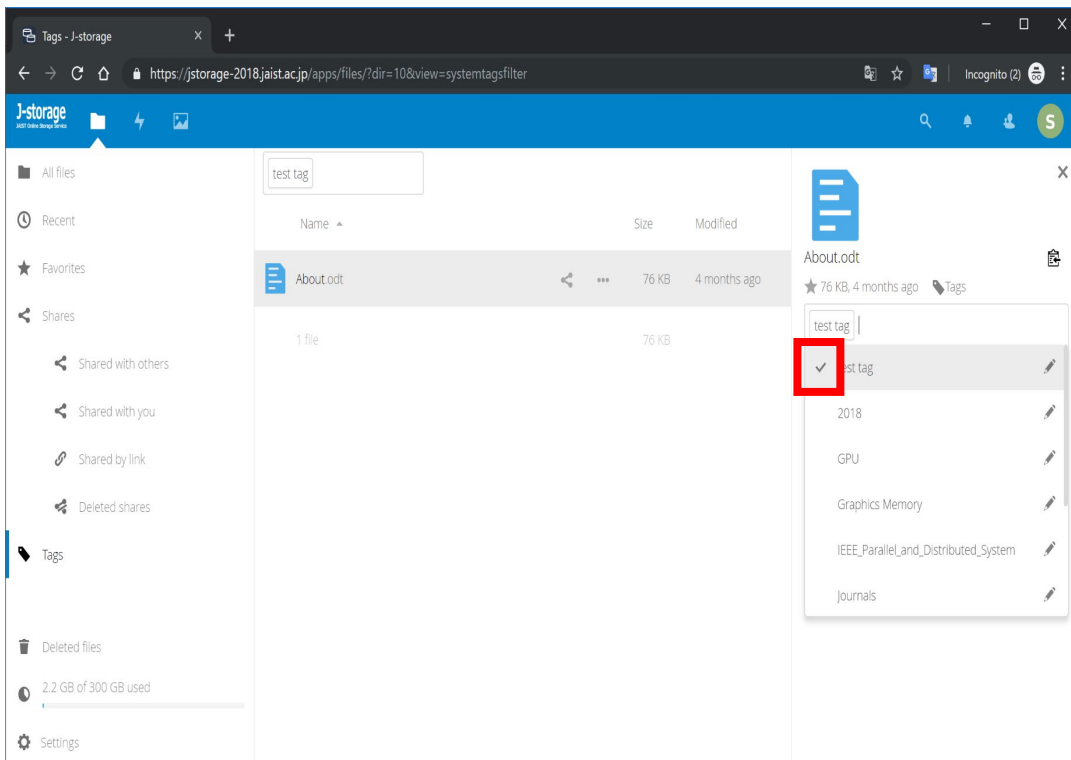
X.3. Removing tags from a file/folder

Click the *share icon* displayed next to the file or folder you want to edit/remove its tag.

In the right sharing/tag panel, click in the tag text field. A list of the assigned tags to that object will be displayed as checked on top of other tag suggestions displayed as unchecked.

Uncheck the tag(s) you want to remove from that file/folder. When the check beside the tag is removed, the tag will be removed from that object.

You can also edit the tag (pencil icon) or add new tag(s).



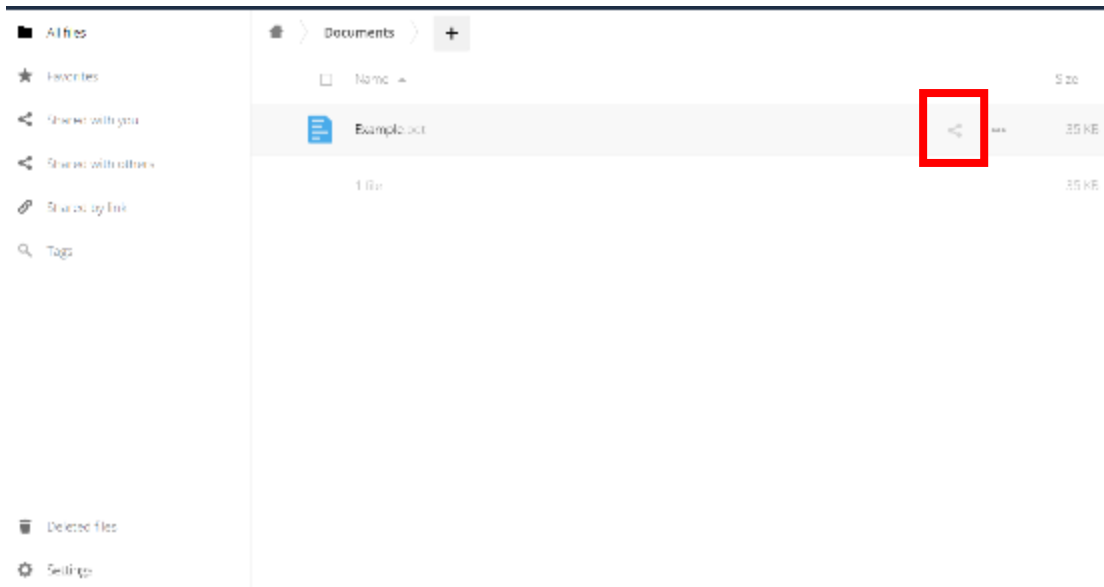
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XI Commenting files

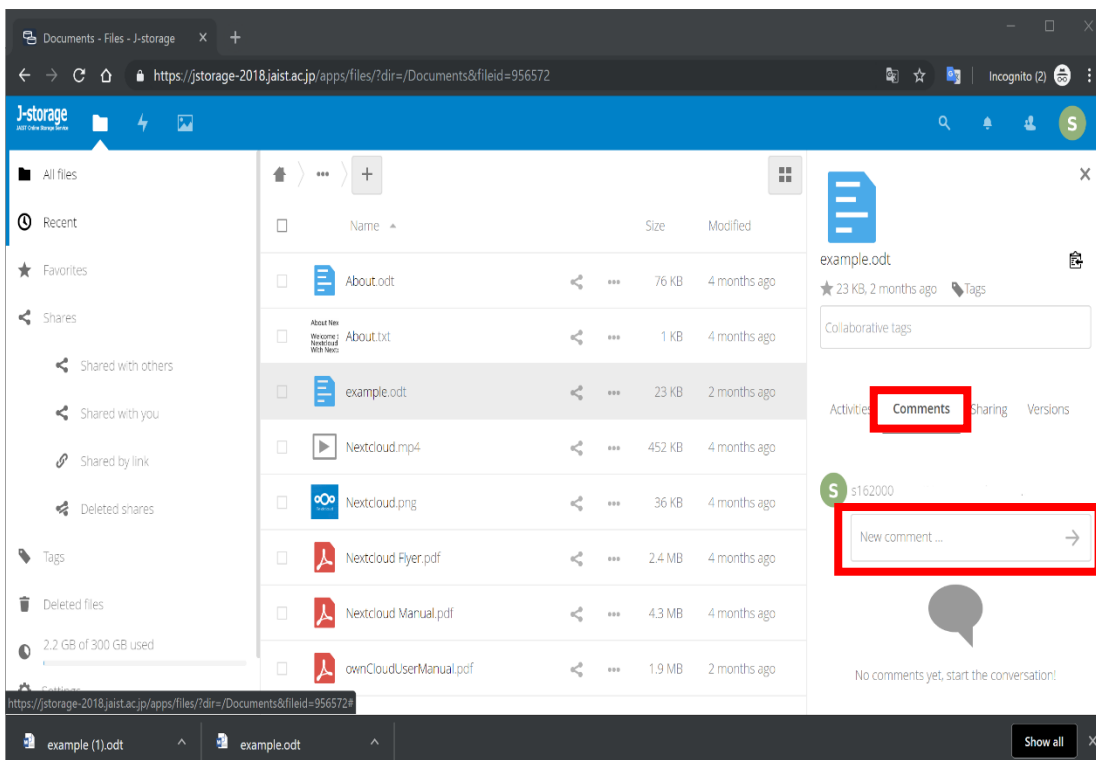
You can add comments on files and/or folders.

XI.1. Comment on your files

Click the share icon displayed next to the file or folder you want to assign a comment.

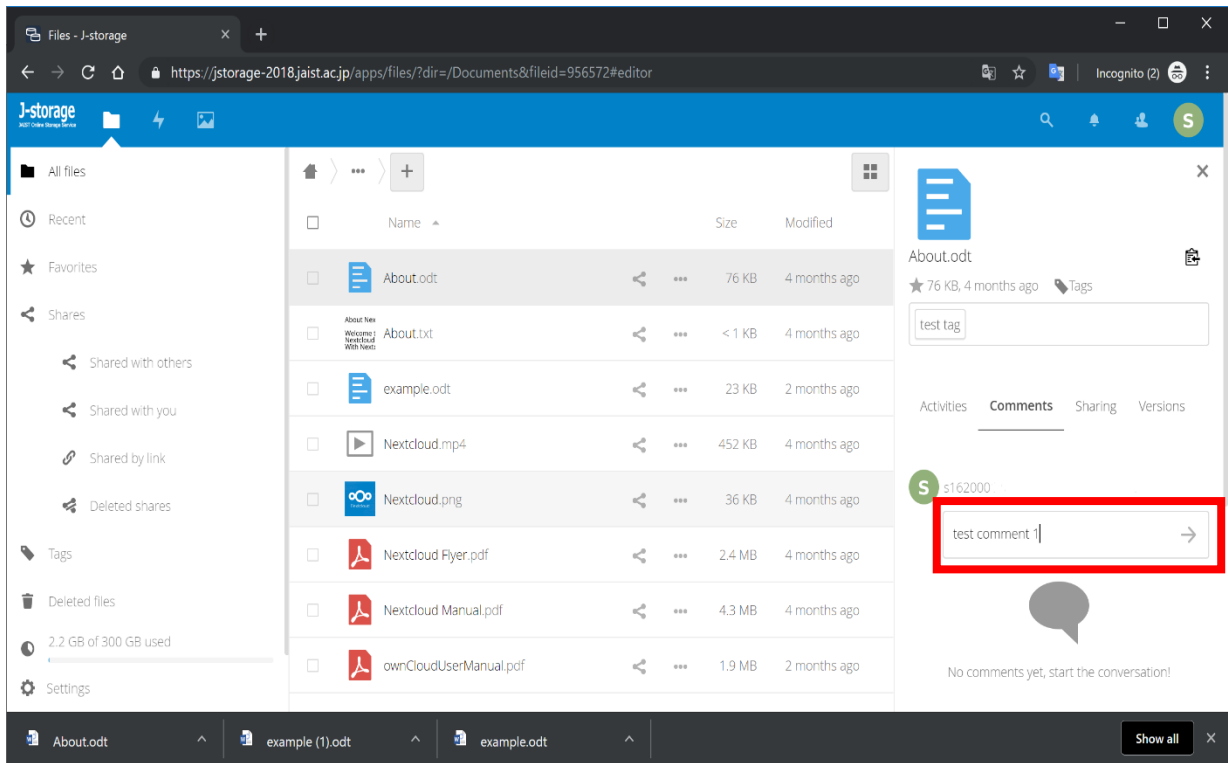


The right sharing panel will be displayed, click “Comments” to show the comments text field (New comment).

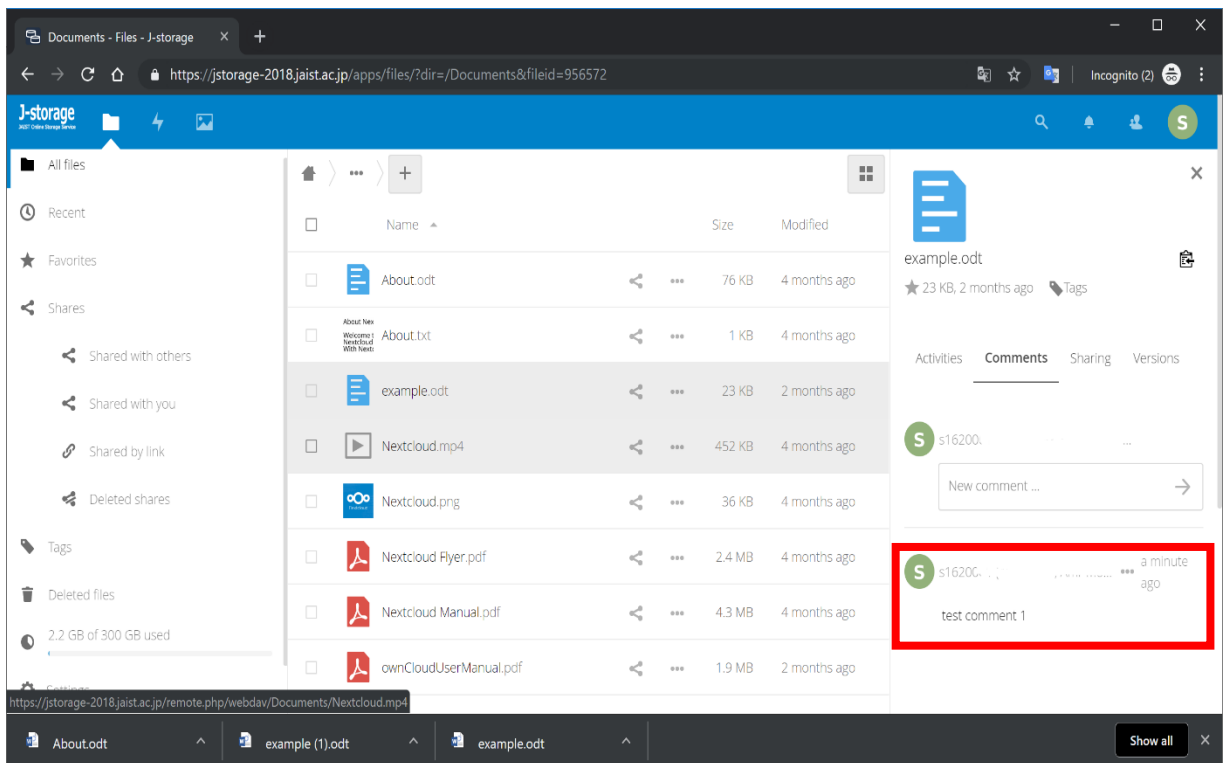


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Type in the comment you want to leave and press Enter or click the arrow on the right of the text field.



The new comment will be posted.

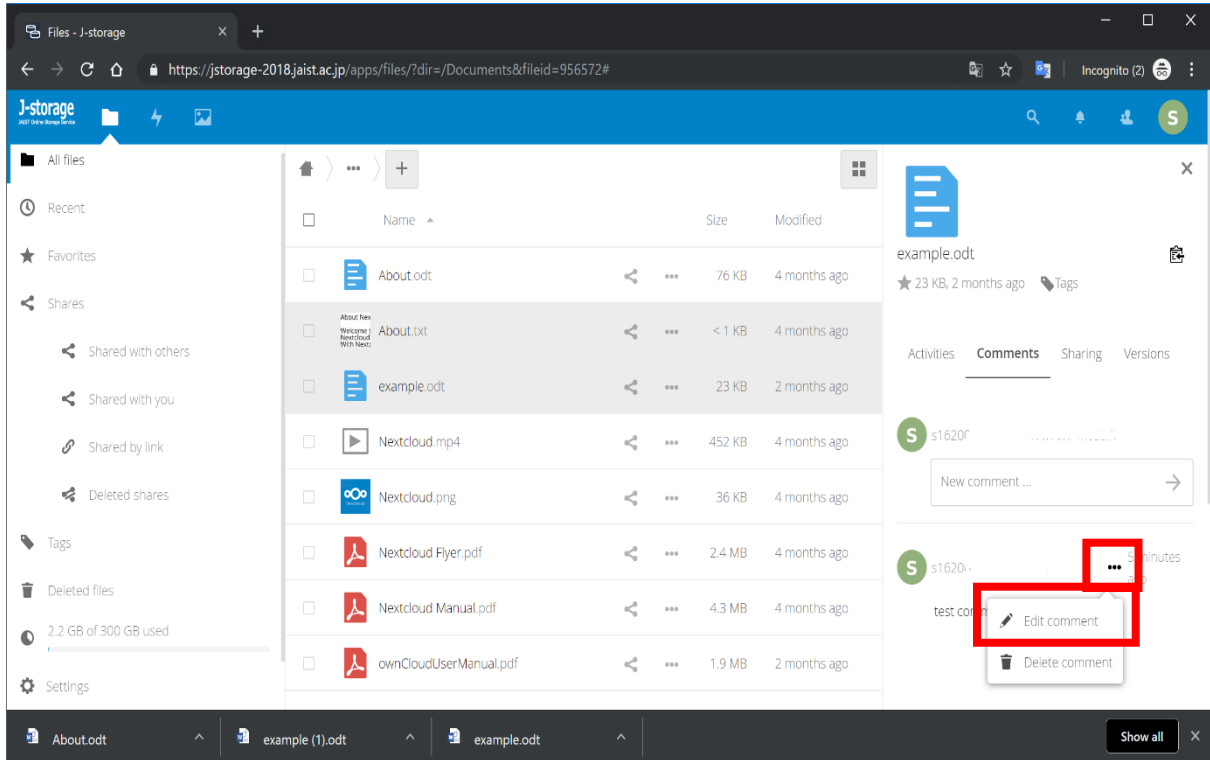


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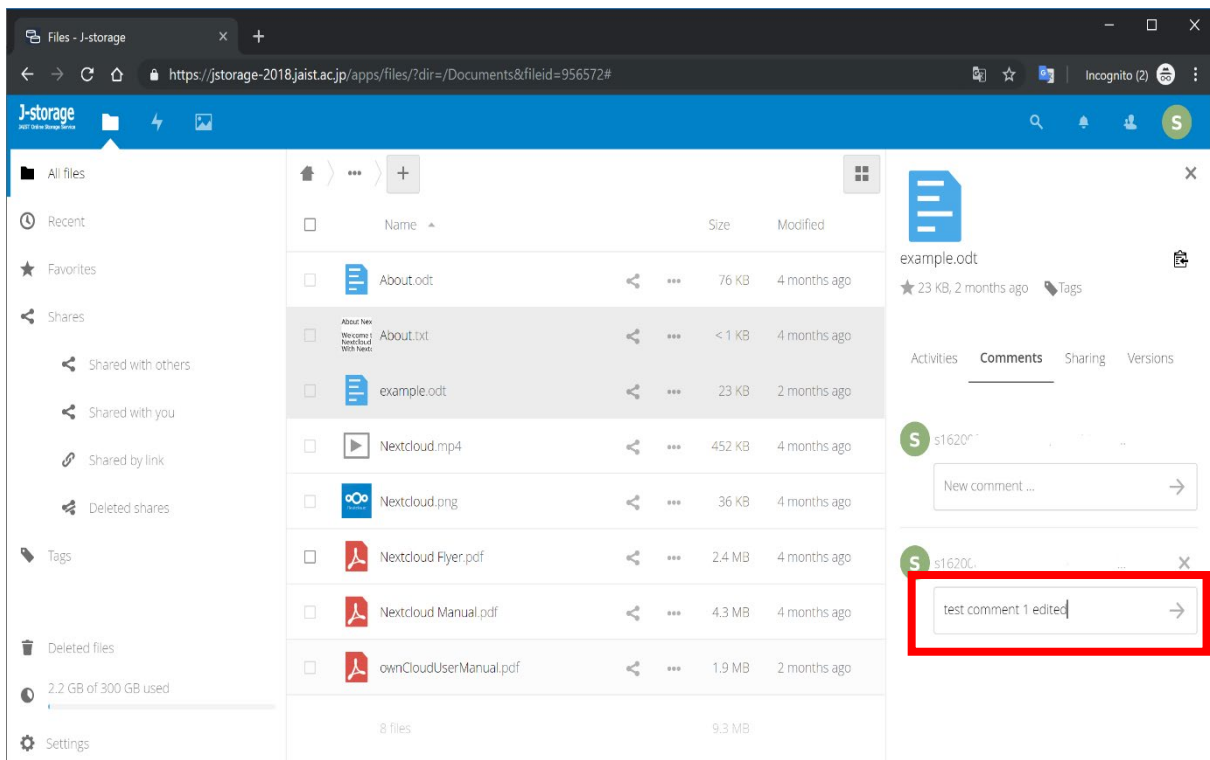
XI.2. Edit the comment

You can edit your comments after posting it.

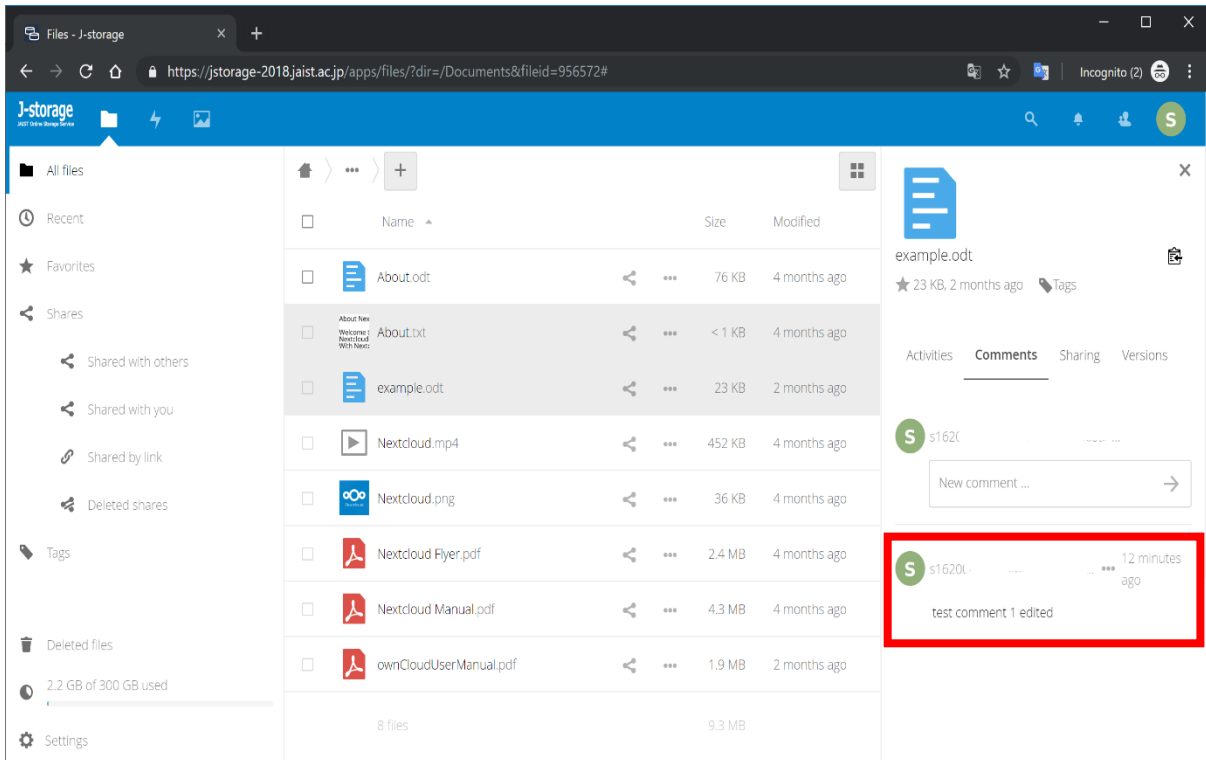
Click “...” next to the comment that should be edited, the context menu will be displayed, so click “Edit comment”.



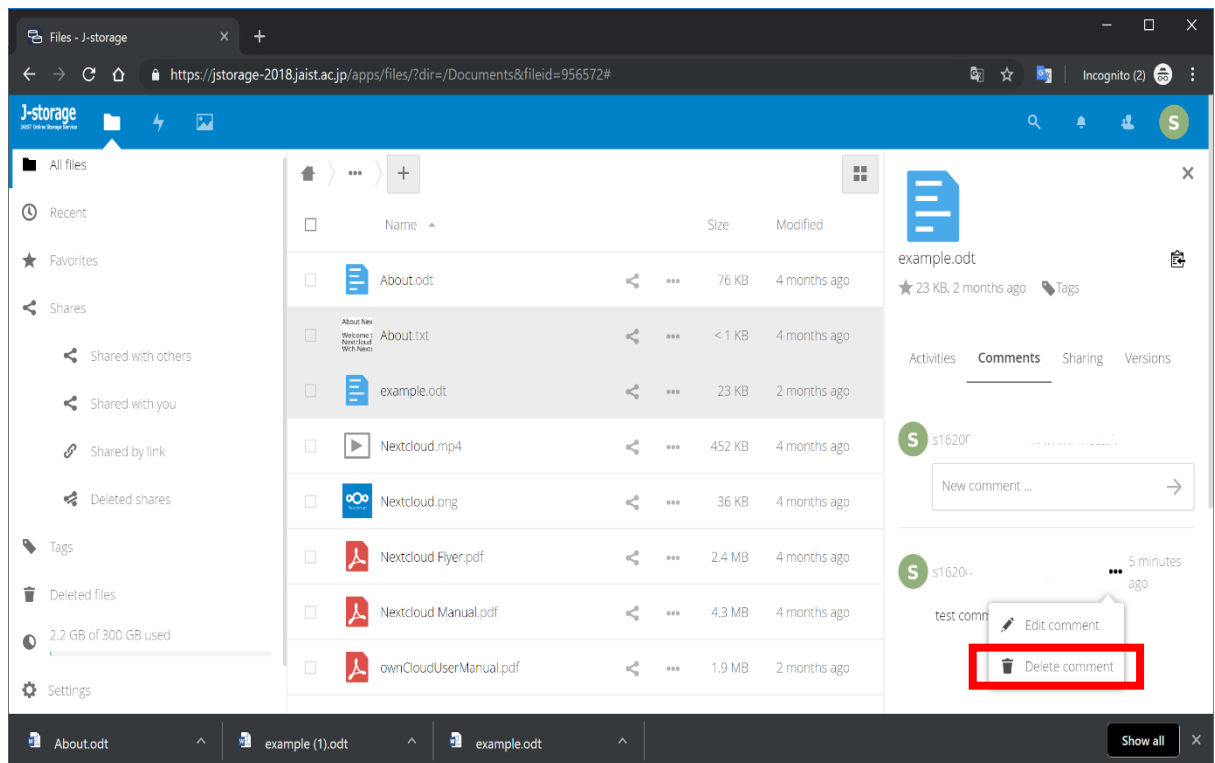
Edit the comment in the text field and press Enter or click the right arrow.



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To remove the comment, click “Delete comment” (trash box icon).



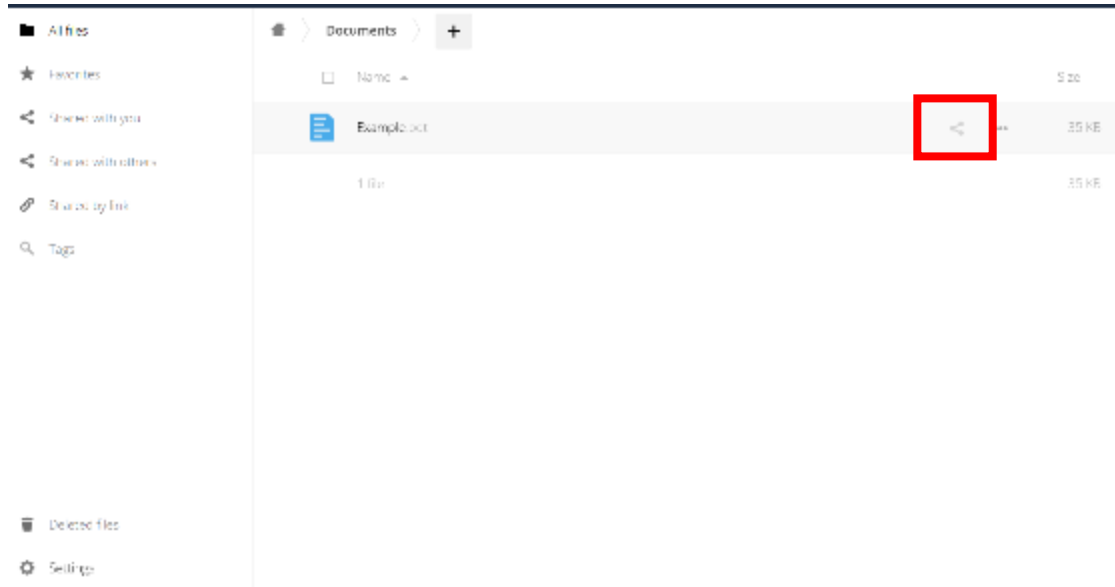
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XII Version Control

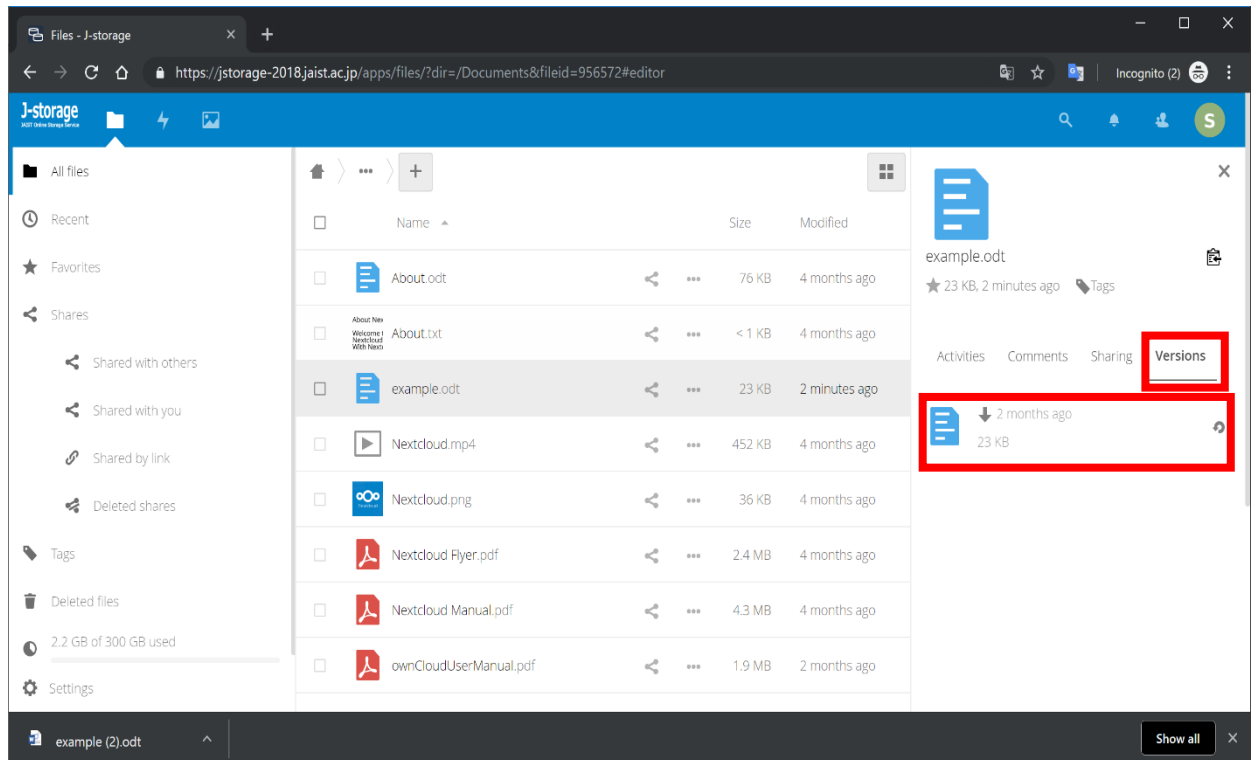
You can overwrite (reuse the same file name) for new one when uploading or copying to have different versions.

XII.1. Checking previous version(s) of a file

Click the share icon displayed next to the file or folder.

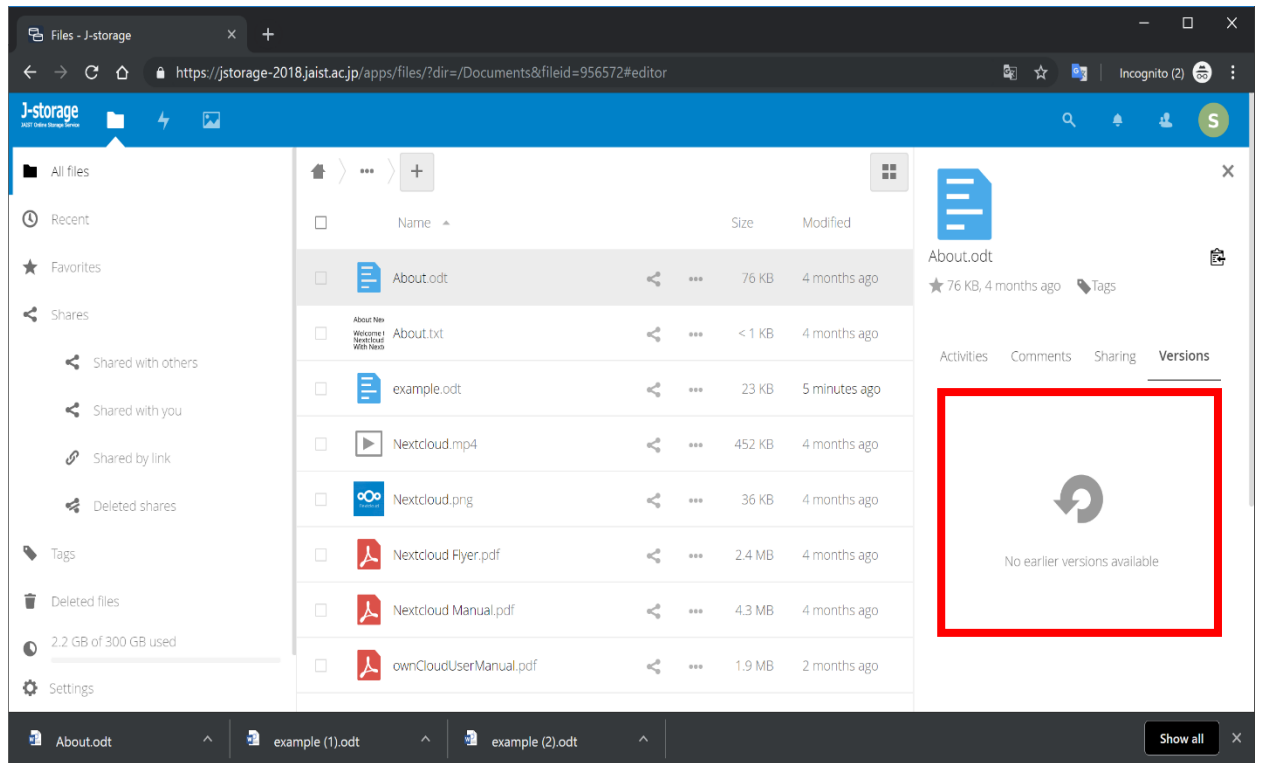


The right sharing panel will be displayed, click “Versions”. If previous versions exist, the list of versions will be displayed.



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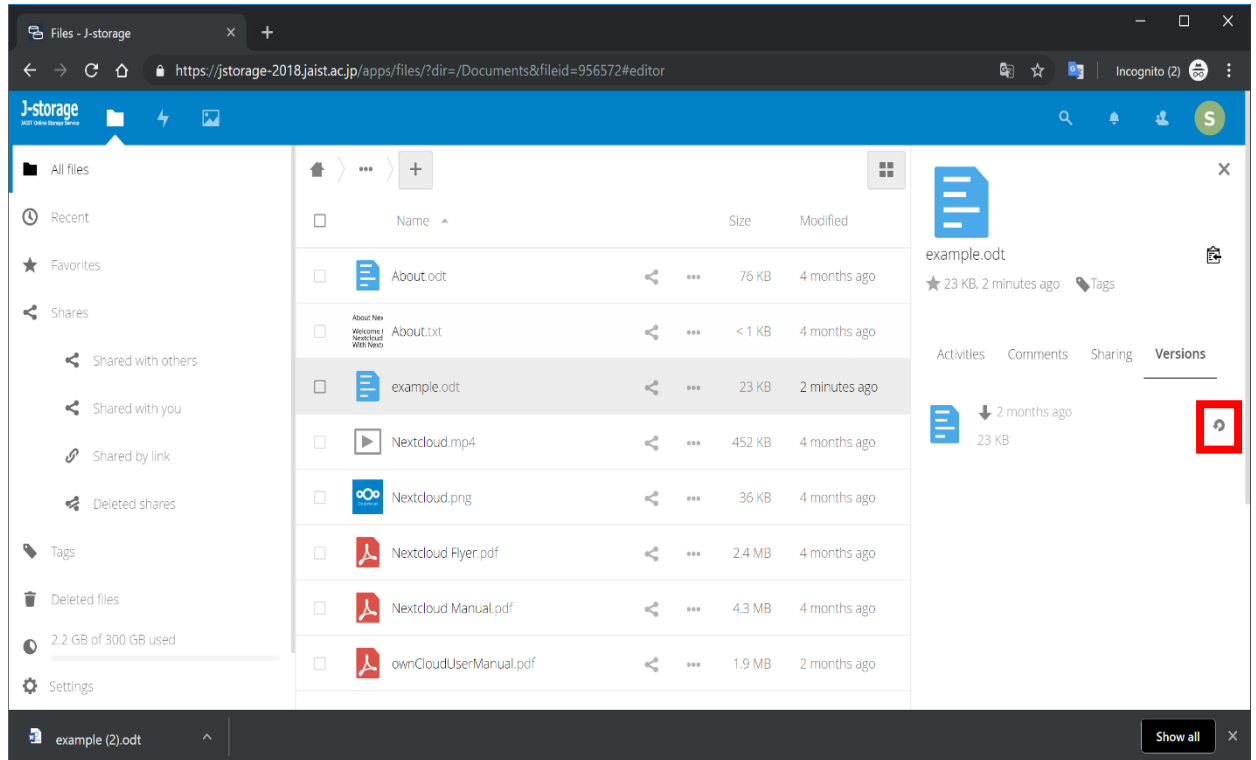
If there are no older versions the following message will be displayed.



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XII.2. Restoring a previous version

To restore a file to a previous version, clicking the “recycle icon”.



The current up-to-date version, after restoring will become the latest one. You can also directly download an old version without restoring it (download icon beside the old version).

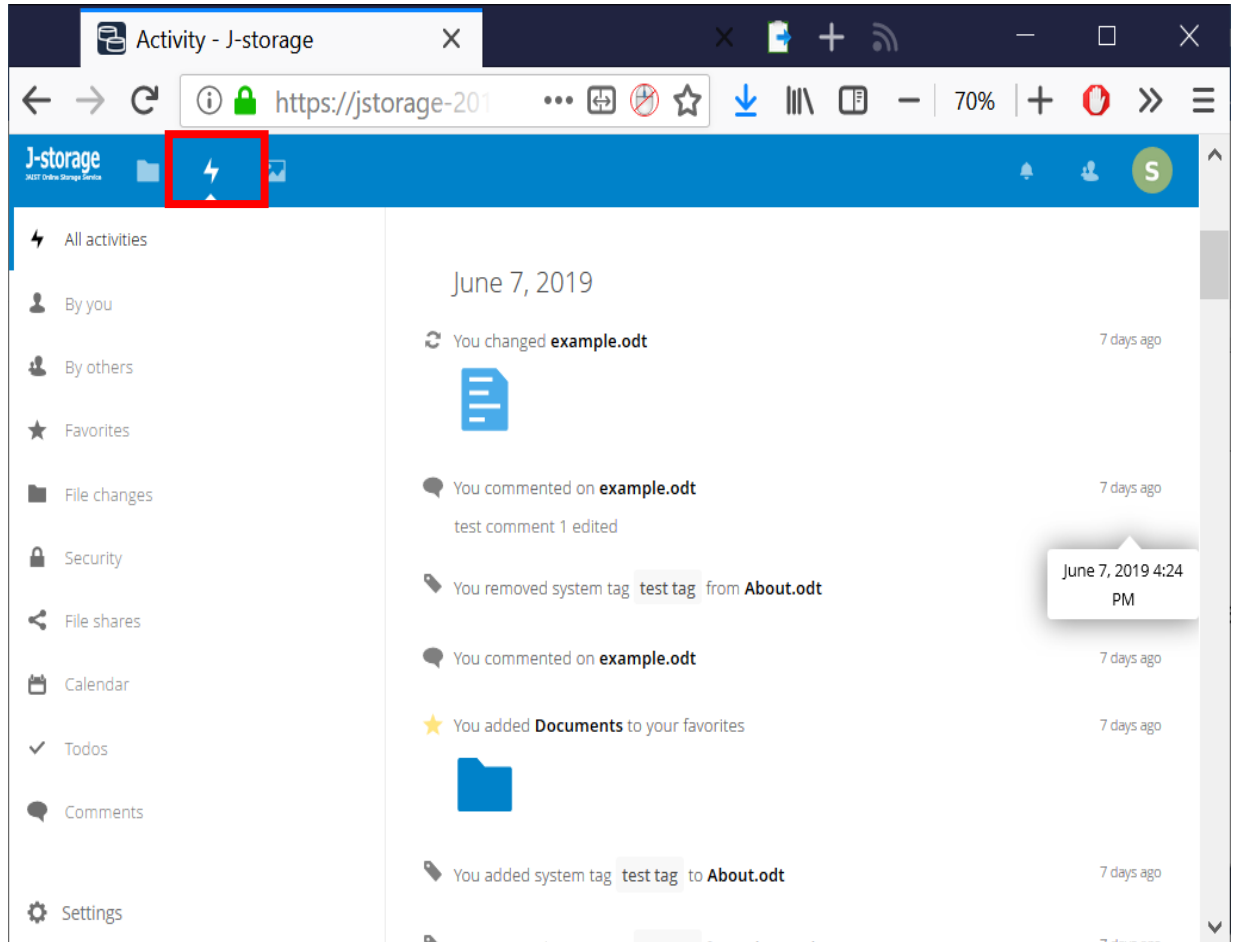
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XIII Activities and Notifications

You can track changes of files and/or folders.

XIII.1. Opening the Activity screen

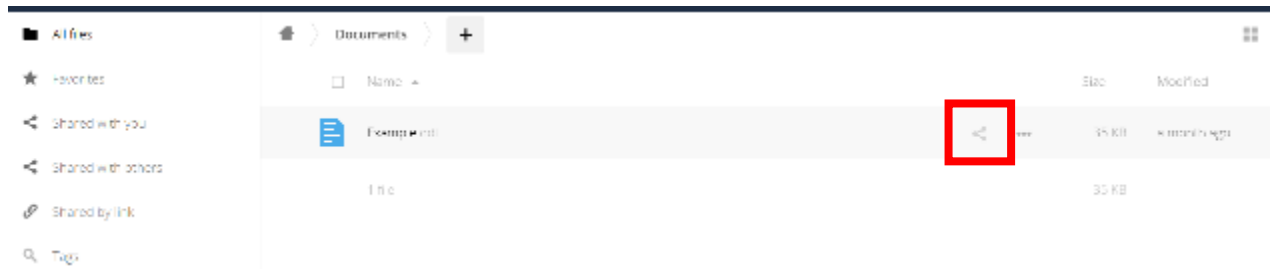
Click “Activity” (lightening spark icon in the top left web menu). The activity history will be displayed.



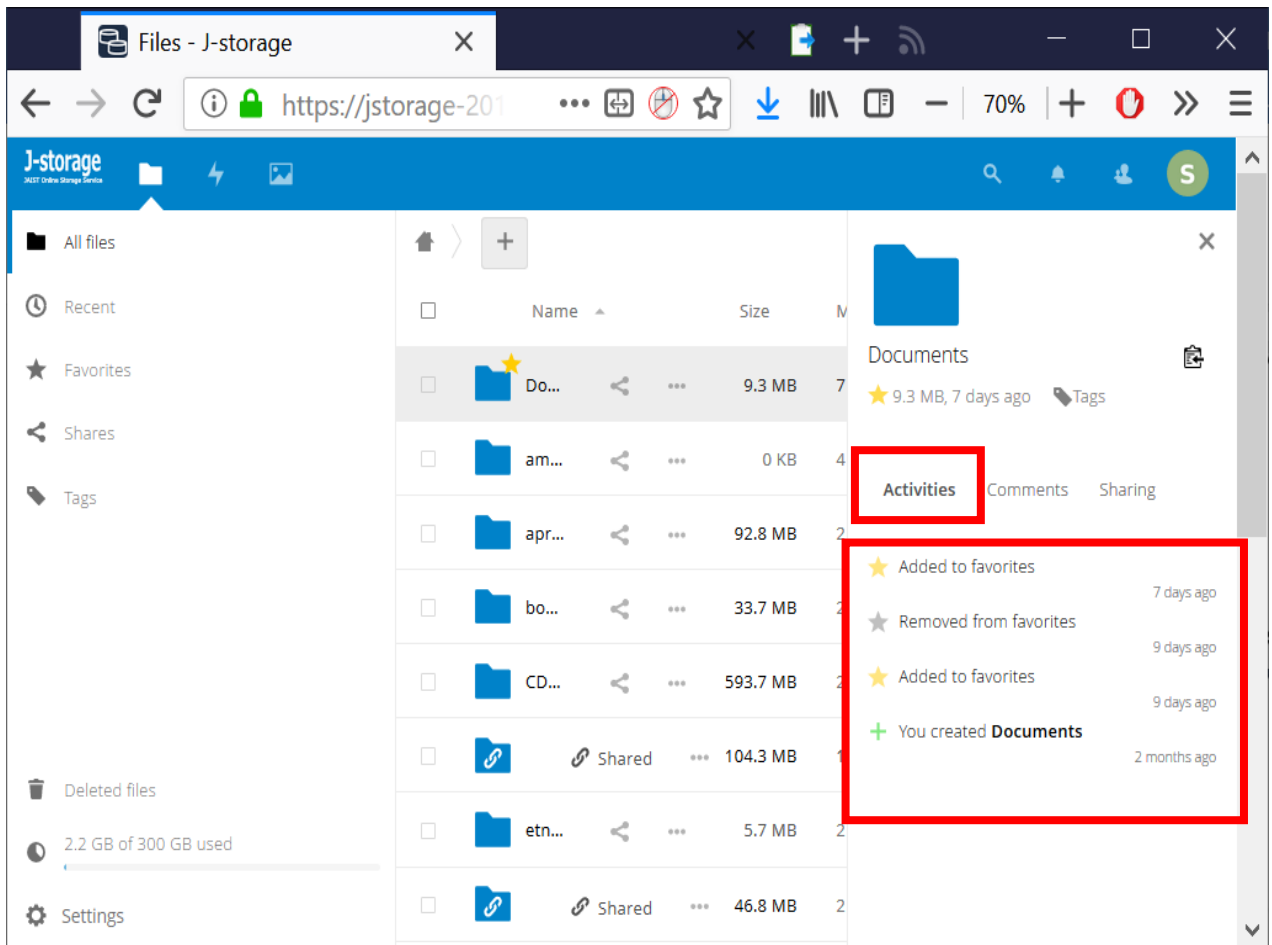
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XIII.2. Activities of the specific file or folder

Click the share icon displayed next to the file or folder you want to assign a comment.



In the right panel, click “Activities” to display the activities history of that selected file or folder.



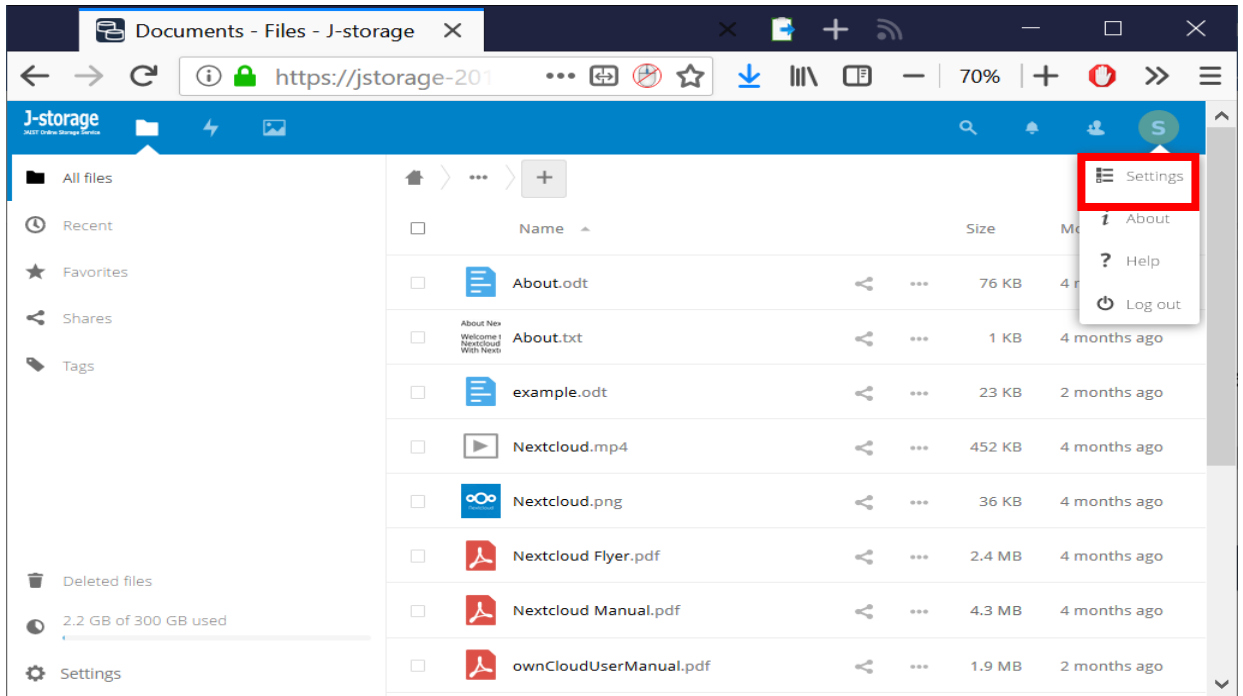
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XIV Personal Settings

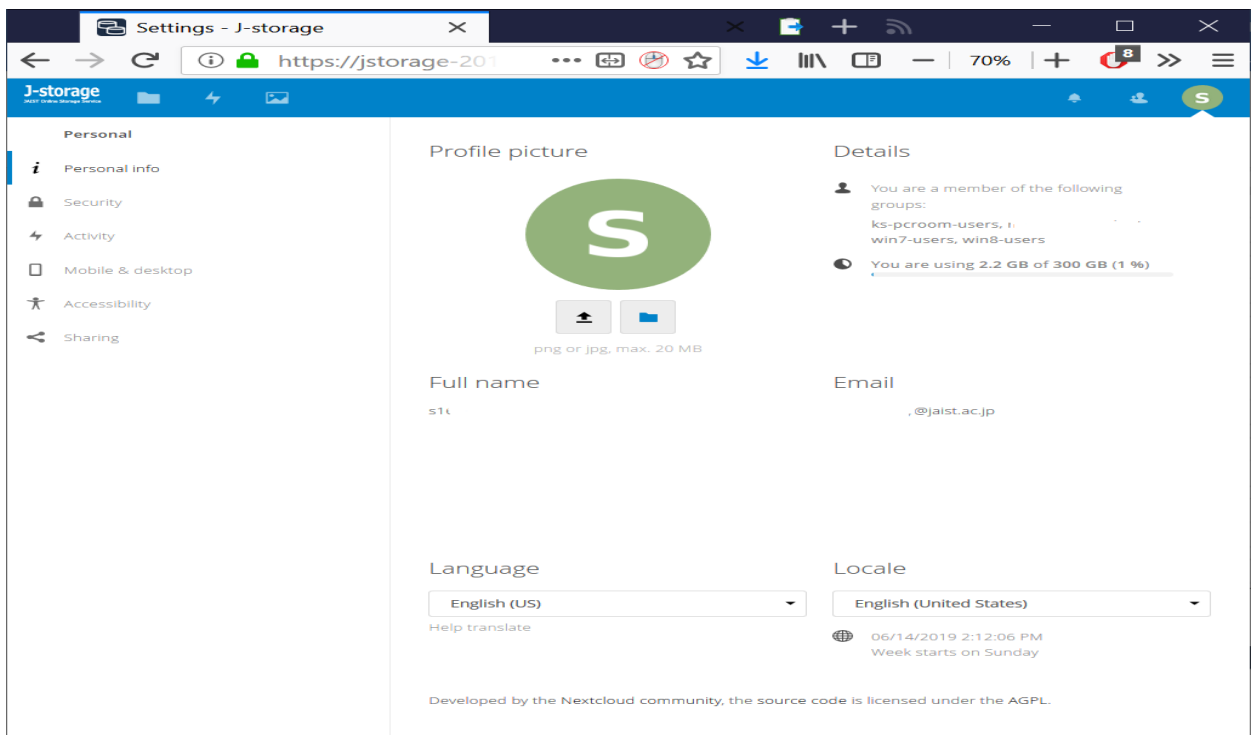
Every user can set the language for his own web interface as well notifications.

XIV.1. Accessing the “Personal” settings control page

Click the user menu in the right top corner of the web screen to display the user menu then click “Settings” submenu item.



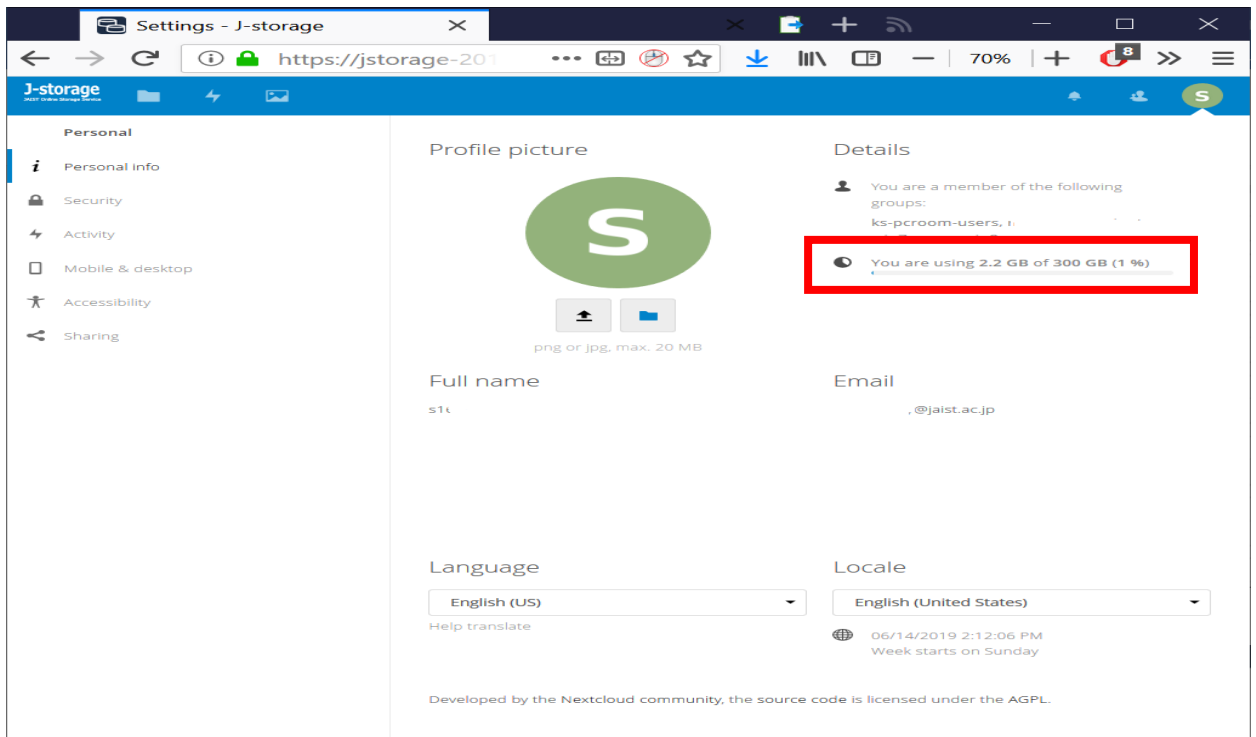
The “Personal” settings page will be displayed.



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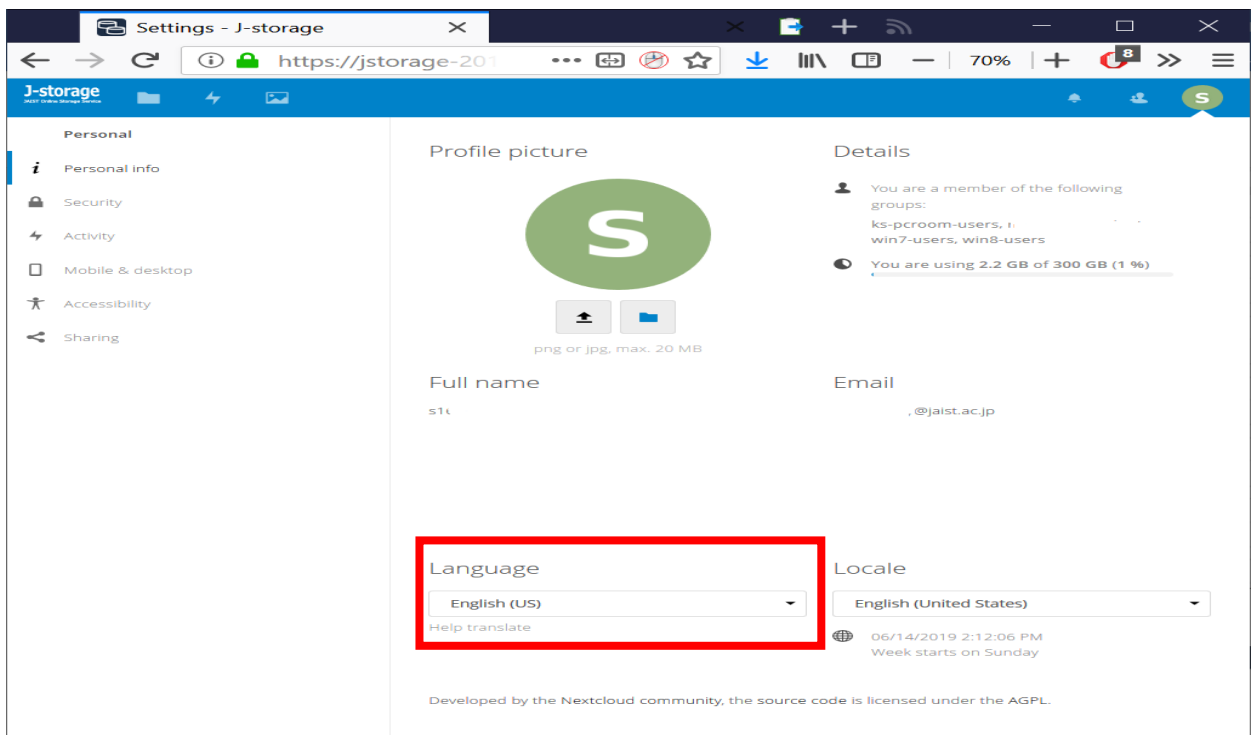
XIV.2. Checking the currently used capacity.

In the “Personal” settings page, the currently used capacity is shown in the middle of right most panel.



XIV.3. Changing the default language

In the “Personal” settings page, the user can set the language for his individual web interface. The user can select from a many supported languages by setting it in the “Language” drop down menu box.



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XIV.4. Notifications

The user can set notifications for the contents in jstorage-2018.jaist.ac.jp

In the “Personal” settings page, click “Activity” in the left navigation panel to display the “Activity” notification page, listing the available notifications for the contents of jstorage-2018.jaist.ac.jp.

