OwnCloud web interface

OwnCloud's web user interface comes with a completely new design that is more user-friendly and intuitive.

Info

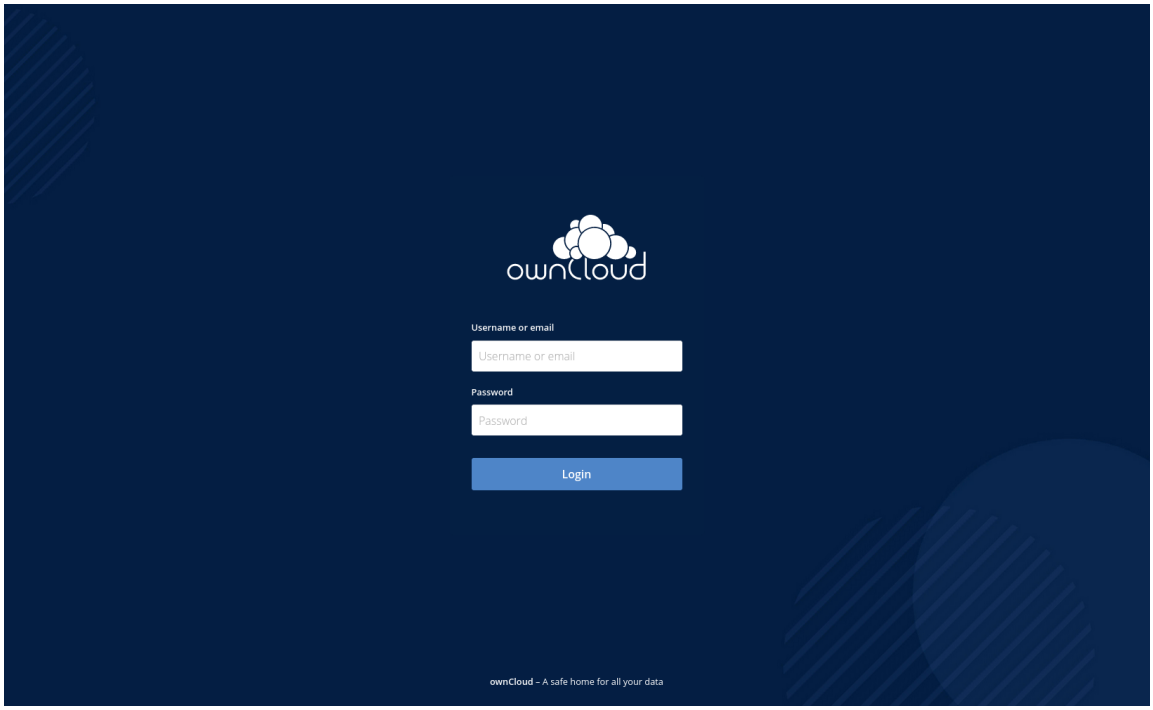
From here you can access your files, as well as: create, preview, edit, delete, share and re-share files.

Note

Your OwnCloud administrator has the option to disable some features. If you see any of the following missing in your system, ask your OwnCloud administrator directly.

Logging in from the web interface

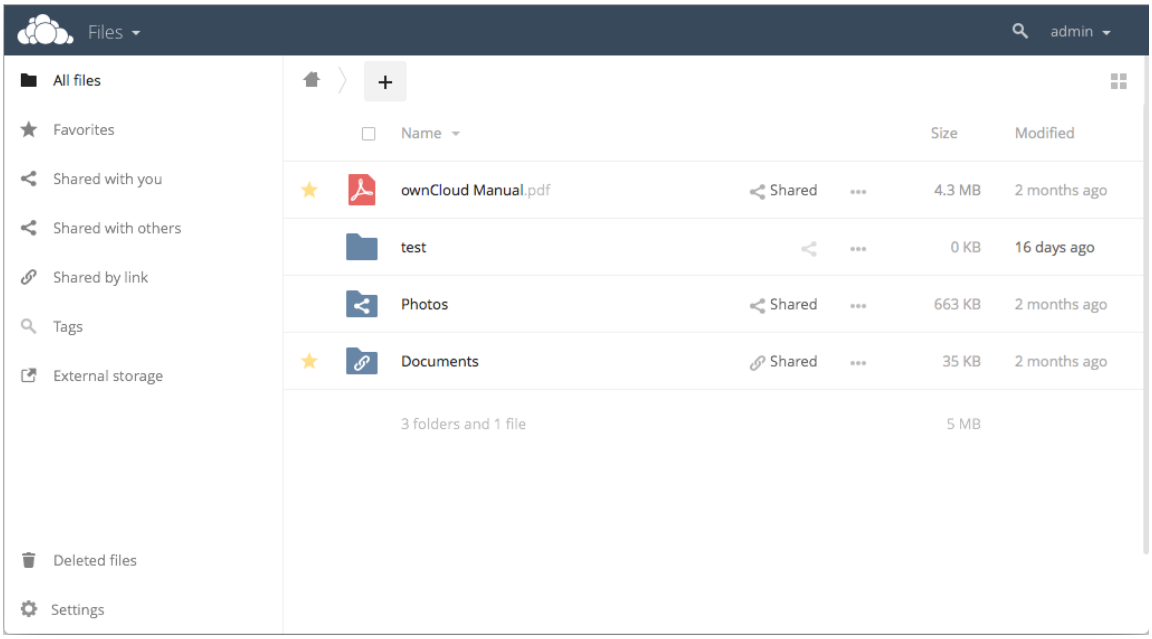
You will need to log in with your ITER credentials at the following url: https://owncloud.iter.es



Info

OwnCloud currently uses LDAP for user authentication so we only need to log in to be registered.

Once we have logged in we will find the following screen:



Info

By default, the OwnCloud web interface opens on the Files page. You can add, delete and share files, and make changes depending on the access privileges set by your OwnCloud administrator.

Navigating the Main User Interface

The OwnCloud user interface contains the following fields and functions:

- **Apps Selection Menu:** Located in the upper left corner, click the arrow to open a dropdown menu to navigate to your various available apps.
- **Apps Information Field:** Located in the left sidebar, this provides filters and tasks associated with your selected app. For example, when you are using the Files apps you have a special set of filters for quickly finding your files, such as files that have been shared with you, and files that you have shared with others. You'll see different items for other apps.

- **Application View:** The main central field in the OwnCloud user interface. This field displays the contents or user features of your selected app.
- **Navigation Bar:** Located over the main viewing window (the Application View), this bar provides a type of breadcrumbs navigation that enables you to migrate to higher levels of the folder hierarchy up to the root level (home).
- **New Button:** Located in the Navigation Bar, the New button enables you to create new files, new folders, or upload files.

> **Note**
>
> You can also drag and drop files from your file manager into the OwnCloud Files Application View to upload them to OwnCloud. Currently, the only Web browsers that support drag-and-drop folders are Chrome and Chromium.

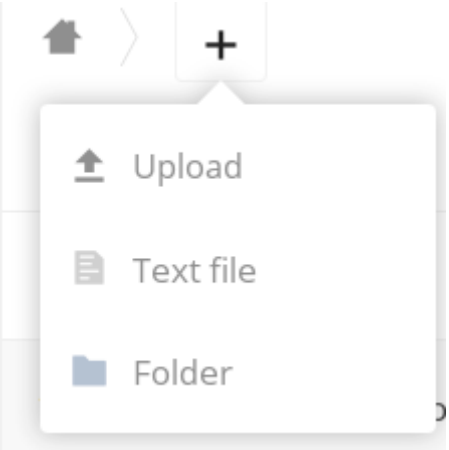
- **Search Field:** Click on the magnifier in the upper right-hand corner of to search for files.
- **Personal Settings Menu:** Click on your OwnCloud username, located to the right of the Search field, to open your Personal Settings dropdown menu. Your Personal page provides the following settings and features:
  - Links to download desktop and mobile apps
  - Re-run the First Run Wizard
  - Server usage and space availability
  - Password management
  - Name, email, and profile picture settings
  - Manage connected browsers and devices
  - Group memberships
  - Interface language settings
  - Manage notifications
  - Federated Cloud ID
  - Social media sharing buttons
  - SSL certificate manager
  - OwnCloud Version information

Navigating the WebUI

Navigating through folders in OwnCloud is as simple as clicking on a folder to open it and using the back button on your browser to move to a previous level. This section walks you through how to navigate the OwnCloud UI.

Create and Upload Files and Directories

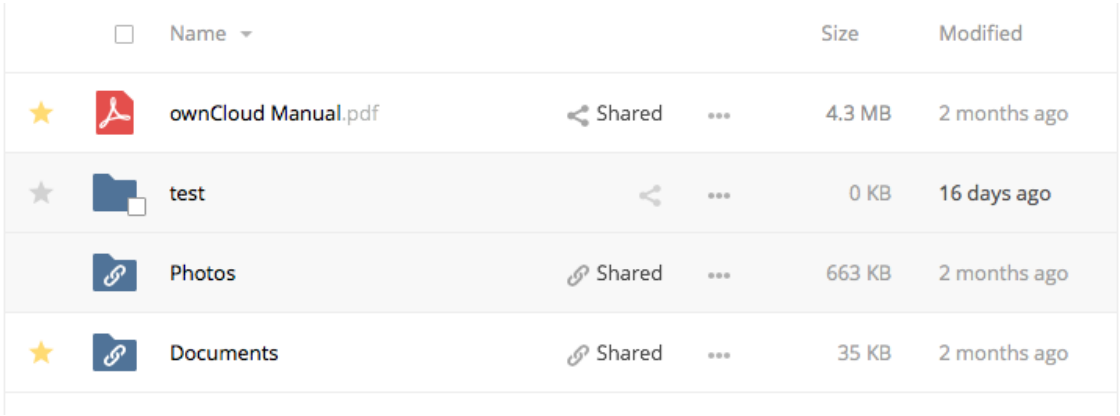
At the top of the Files view is a navigation bar. This contains links to uploading and creating new files and folders.



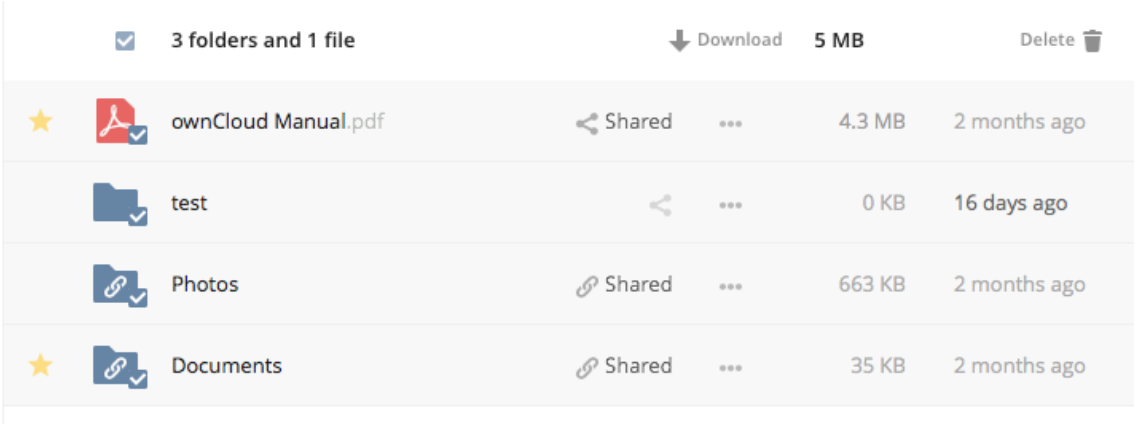
To upload or create new files or folders directly in an OwnCloud folder, click on the New button in the navigation bar (this is the + button). There, as in the image above, you can see links to:

- [**Upload a new file**] - This uploads files from your computer into OwnCloud. You can also upload files by dragging and dropping them from your file manager.
- [**Create a new text file**] - This creates a new text file and adds the file to your current folder.
- [**Create a new folder**] - This creates a new folder in the current folder.

Select Files or Folders



You can select one or more files or folders by hovering over them (as in the image below) and clicking on their checkboxes. To select all files in the current directory, click on the checkbox located at the top of the files listing.



Info

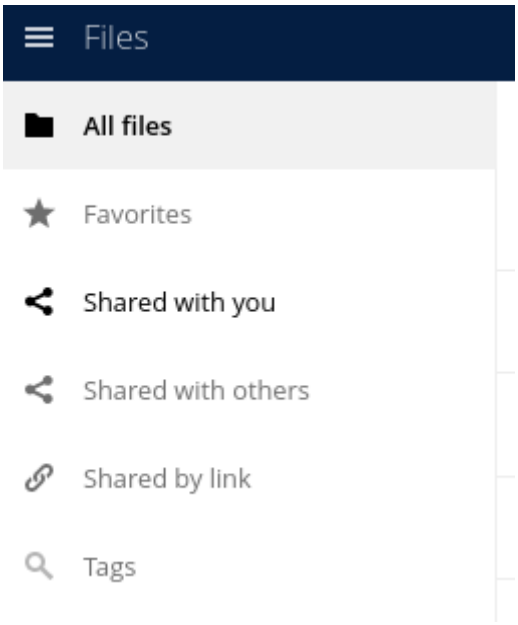
When you select multiple files, you can delete all of them, or download them as a ZIP file by using the [**Delete**] or [**Download**] buttons that appear at the top.

Note

If the [**Download**] button is not visible, the administrator has disabled this feature.

Filter the Files View

The left sidebar on the Files page contains several filters for quickly sorting and managing your files.



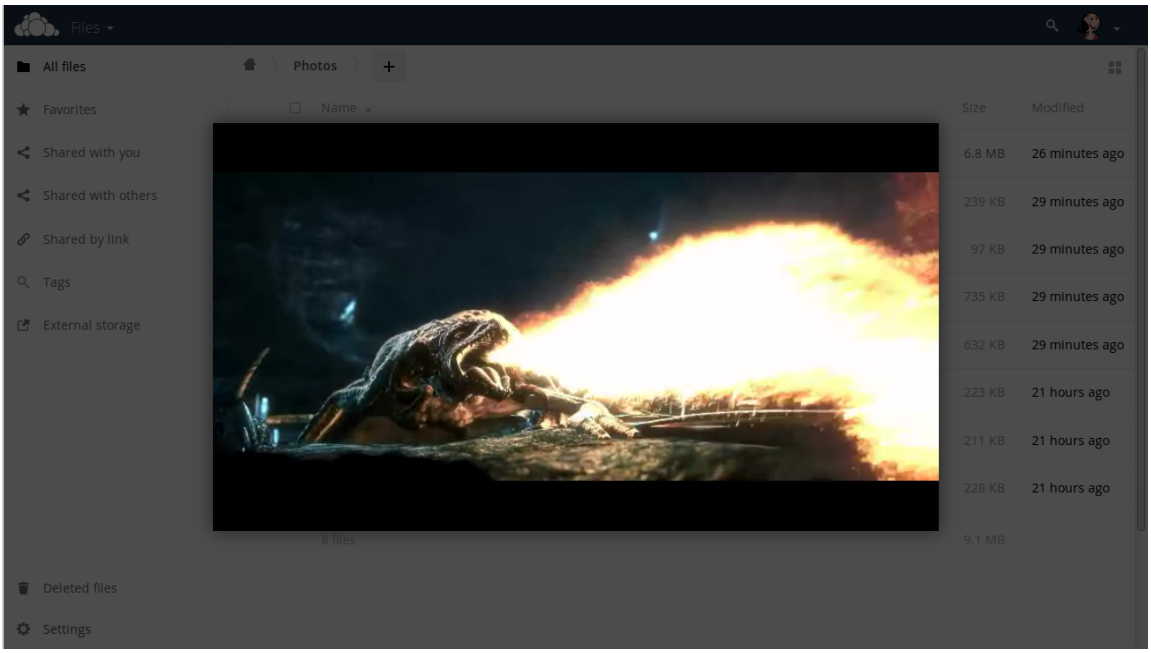
Option	Description
All files	The default view; displays all files that you have access to
Favorites	Files or folders marked with the yellow star
Shared with you	Displays all files shared with you by another user or group
Shared with others	Displays all files that you have shared with other users or groups
Shared by link	Displays all files that are shared by you via public link
External Storage	Files that you have access to on external storage devices and services such as Dropbox, Google, and Amazon S3

Move Files

You can move files and folders by dragging and dropping them into any directory.

Play Videos

You can play videos in OwnCloud with the Media Viewer app by clicking once on the file. Please note, video streaming by the OwnCloud Media Viewer depends on your web browser and the video’s format.



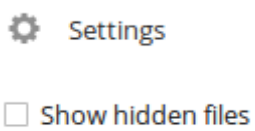
Note

If your OwnCloud administrator has enabled video streaming, but it doesn't work in your Web browser, it may be a browser-related issue. See Mozilla's Browser Compatibility Guide for supported multimedia formats in Web browsers.

Settings

The Settings gear icon in the lower left-hand corner of the OwnCloud window allows you to show or hide hidden files in your OwnCloud Web interface. These are also called dotfiles, because they are prefixed with a dot, e.g. .mailfile.

The dot tells your operating system to hide these files in your file browsers, unless you choose to display them. Usually, these are configuration files, so having the option to hide them reduces clutter.



Preview Files

OwnCloud can display thumbnail previews for images, MP3 covers, and text files, if this is enabled by your OwnCloud administrator. You can also display uncompressed text, OpenDocument, videos, and image files in the OwnCloud embedded viewers by clicking on the file name. There may be other file types you

can preview if your OwnCloud administrator has enabled them. If OwnCloud cannot display a file, it will start a download process and downloads the file to your computer.

For further information, please refer to the official guide