

User Manual

Hamilton Medical ownCloud

Date	April 30, 2018
Version	2.4.0
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Introduction

OwnCloud is our new tool to synchronize and share files with one another, which will replace Secure Data Space (SDS).

The data cloud enables you to access all relevant documents such as operator's manuals, e-books, bibliographies, etc. You are able to sync documents from the cloud with a local folder, so you still have the latest documents available when you are offline.

Most of you have the right to read documents only. Selected users have admin rights to upload and delete documents. These users can place files in their local sync folder and these files are immediately synced with the server, then with other PCs.

Please note that our ownCloud environment is not a collaboration platform where you can all work on the same documents, nor should it be used for document storage. The data will not be backed up.

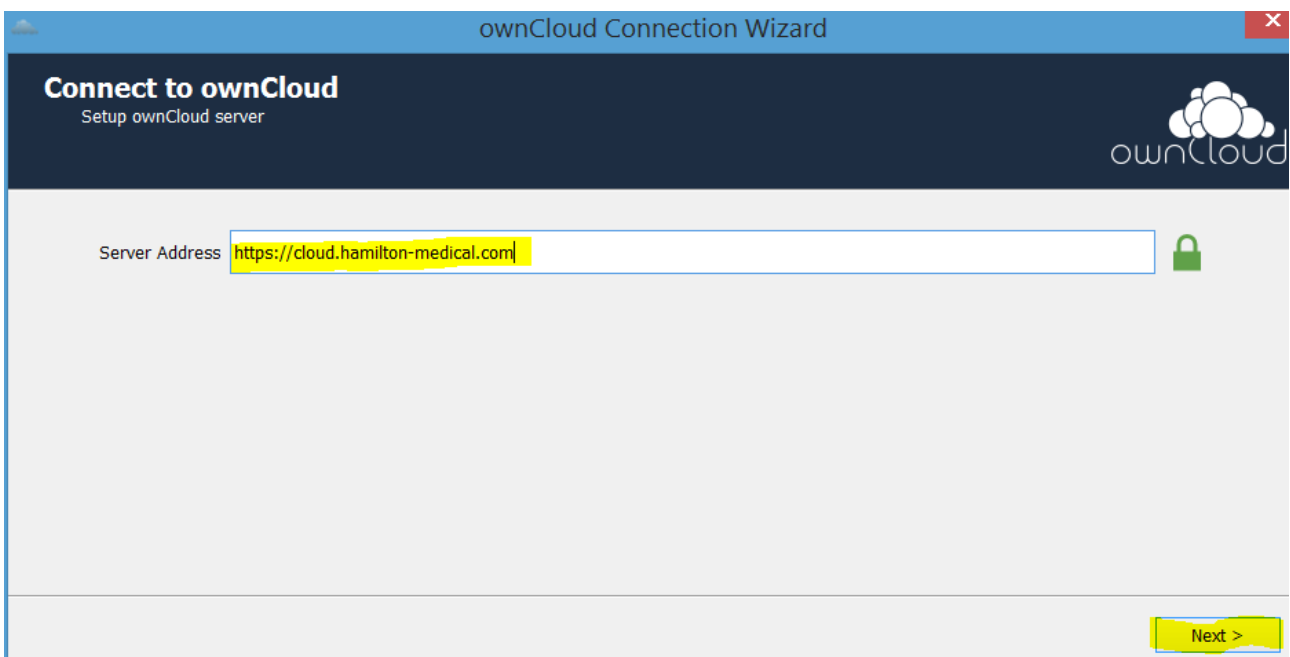
Please do not upload any confidential documents.

First login

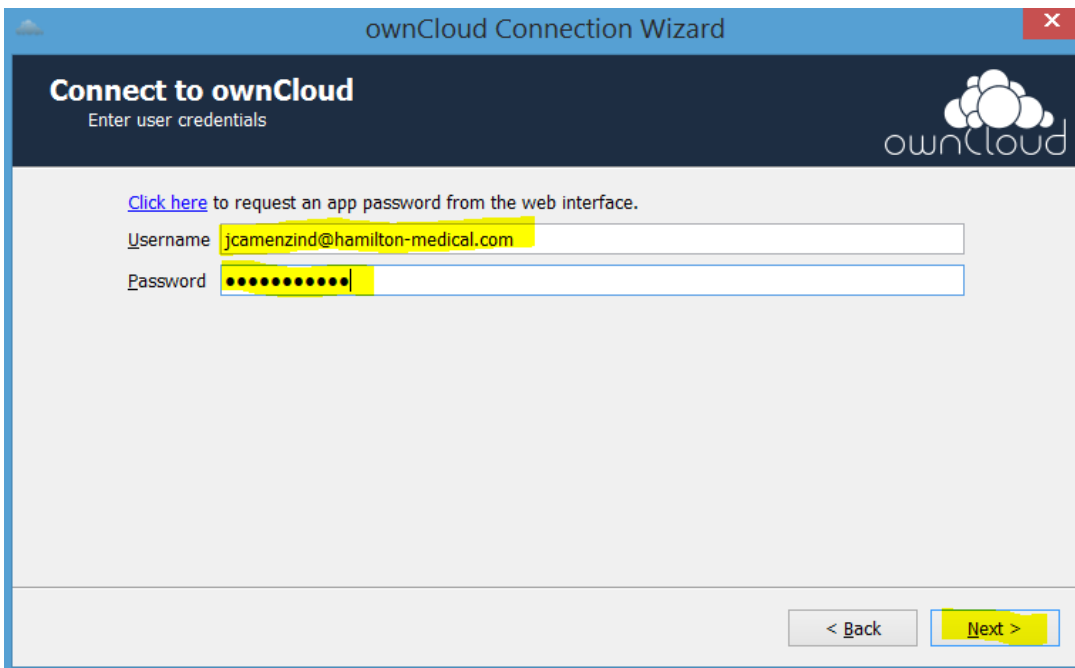
- Go to your Desktop and type in ownCloud
- Click on the icon to open the software
- For those staff who are not supported by the IT department in Bonaduz, please read Appendix 1, Installing the software



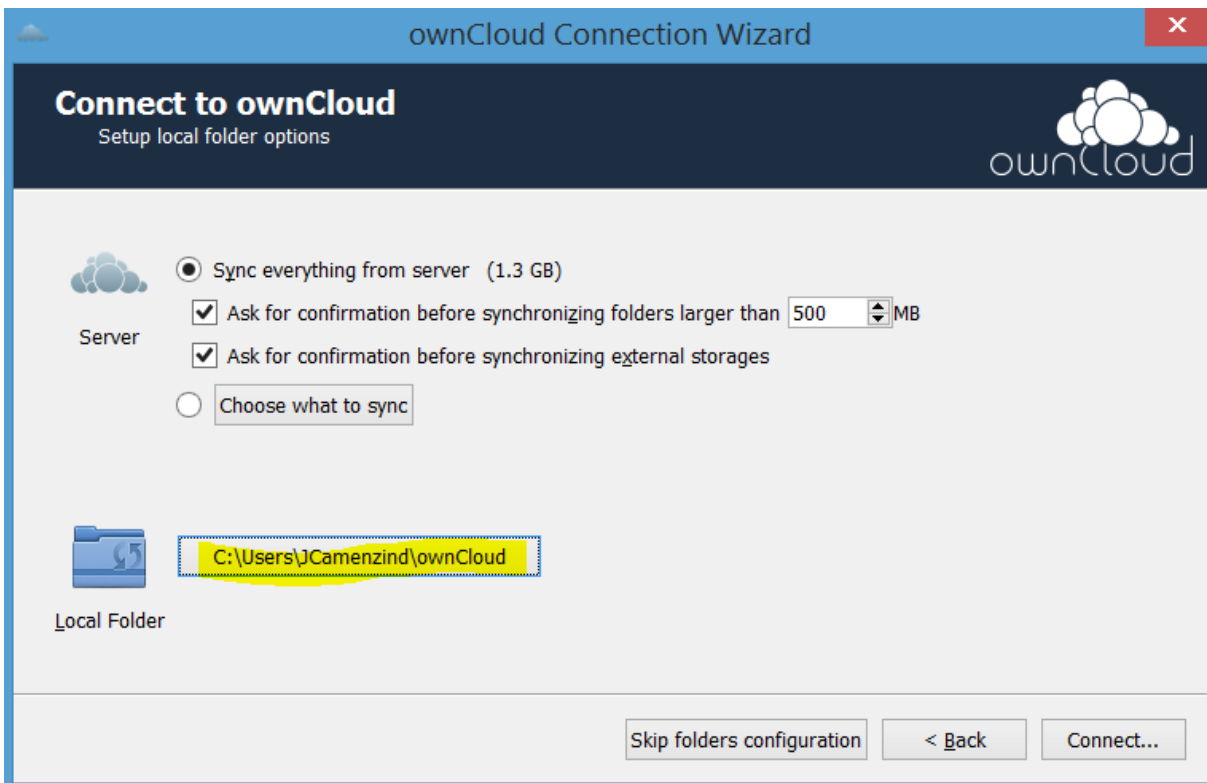
- Copy the following server address and paste it into the corresponding field
<https://cloud.hamilton-medical.com>
- Click **Next**



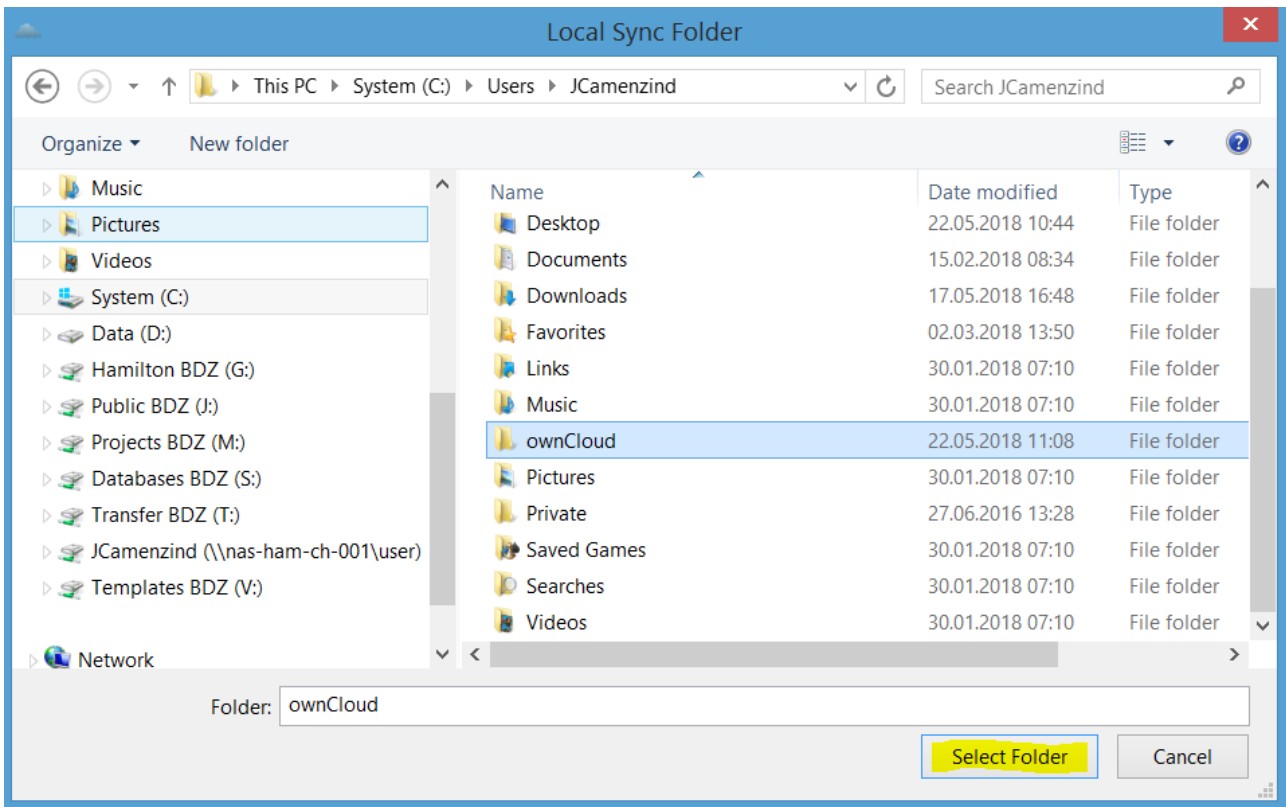
- Type in your Partner-Net username
- Type in your Partner-Net password
- Click **Next**



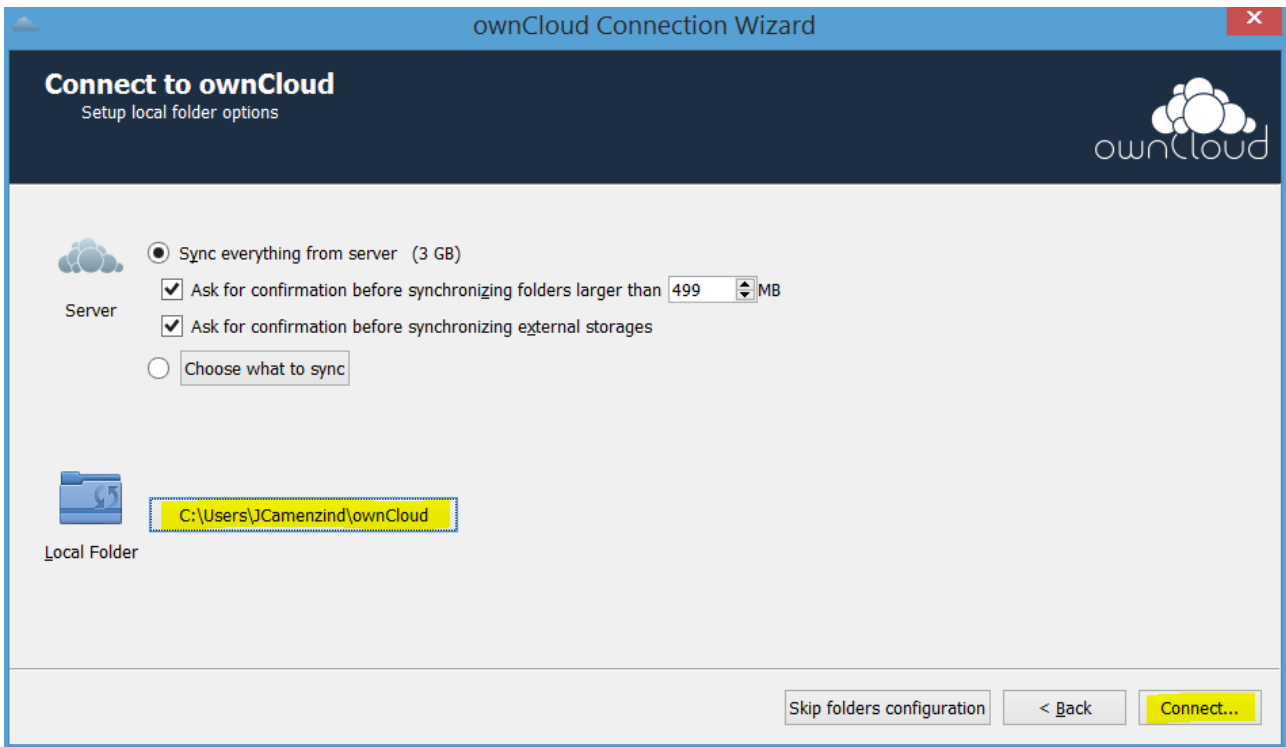
- A new window appears showing a default folder for synchronization
- Click on this path to define a new folder where documents will be synchronized



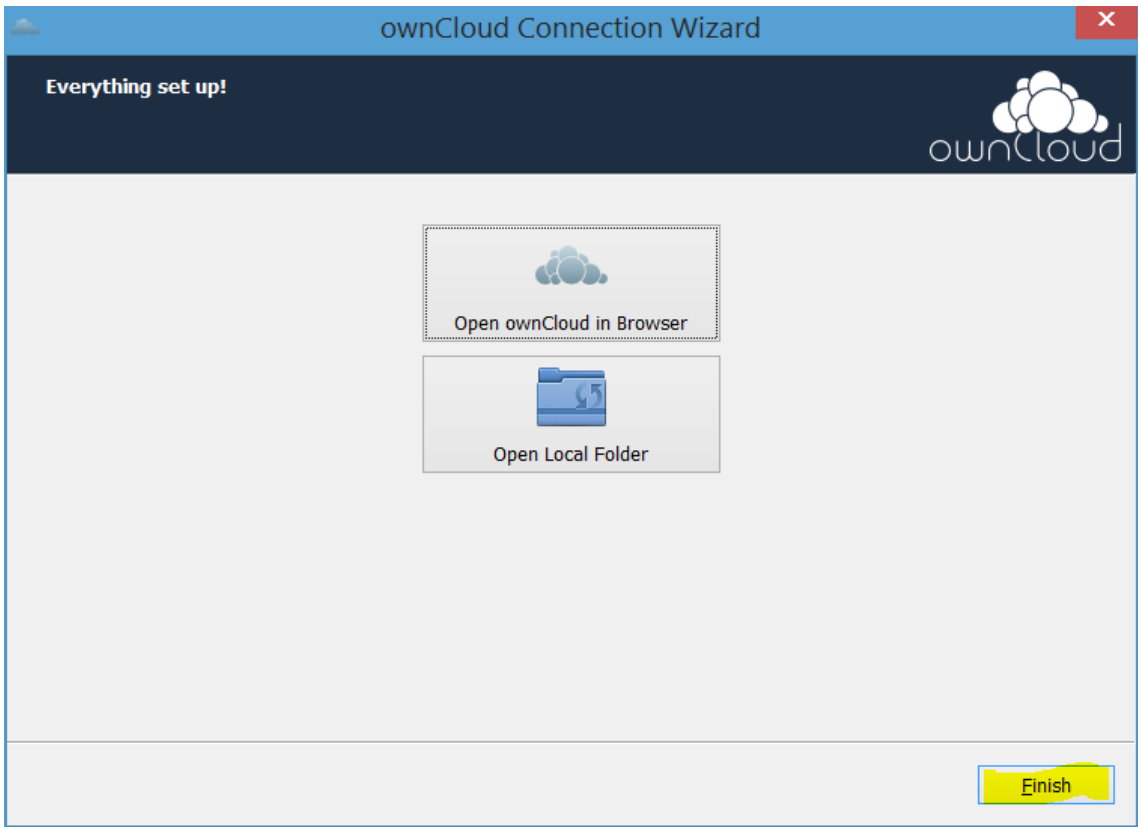
- Choose an existing folder or create a new one, then click on **Select Folder**



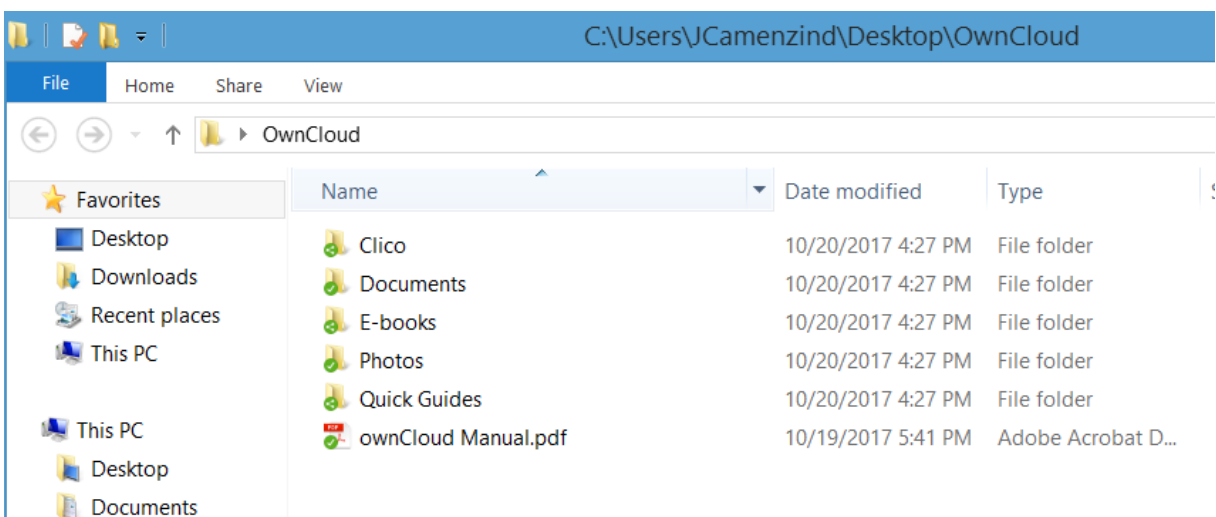
- Check if the specified folder appears
- Confirm by clicking on **Connect**



- Click on **Finish** to confirm

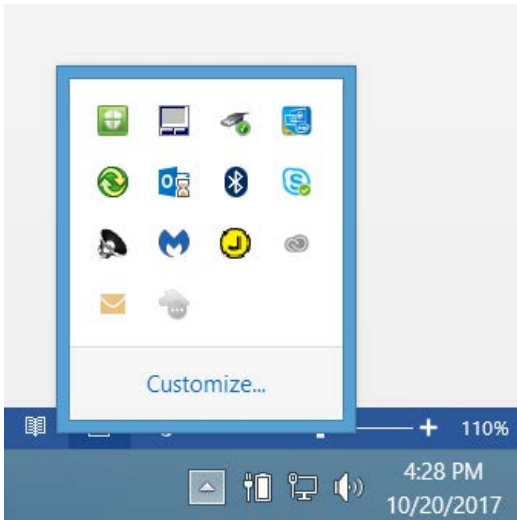


- The sync folder can now be opened
- You now have access to all documents
- If you have been assigned the appropriate rights, you are also able to upload and delete documents and folders in this section.

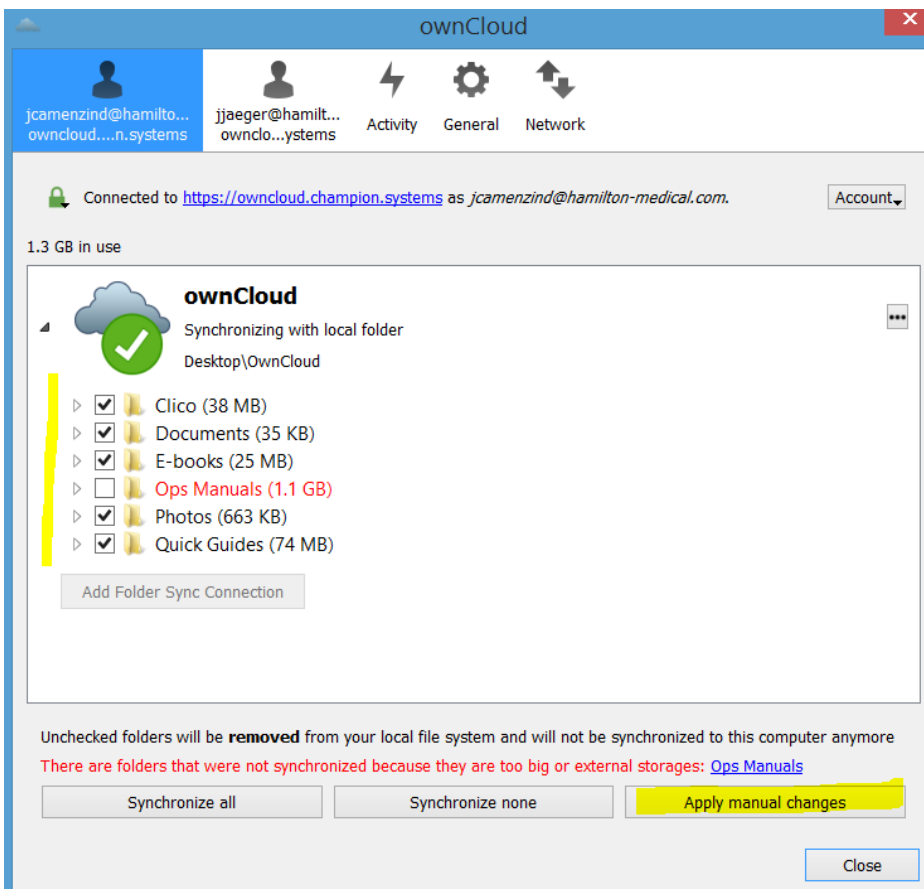


Changing settings

- To change settings, open ownCloud in the tasklist



- Here you can select which folders are relevant for you and you would like to synchronize
- Click on **Apply manual changes**



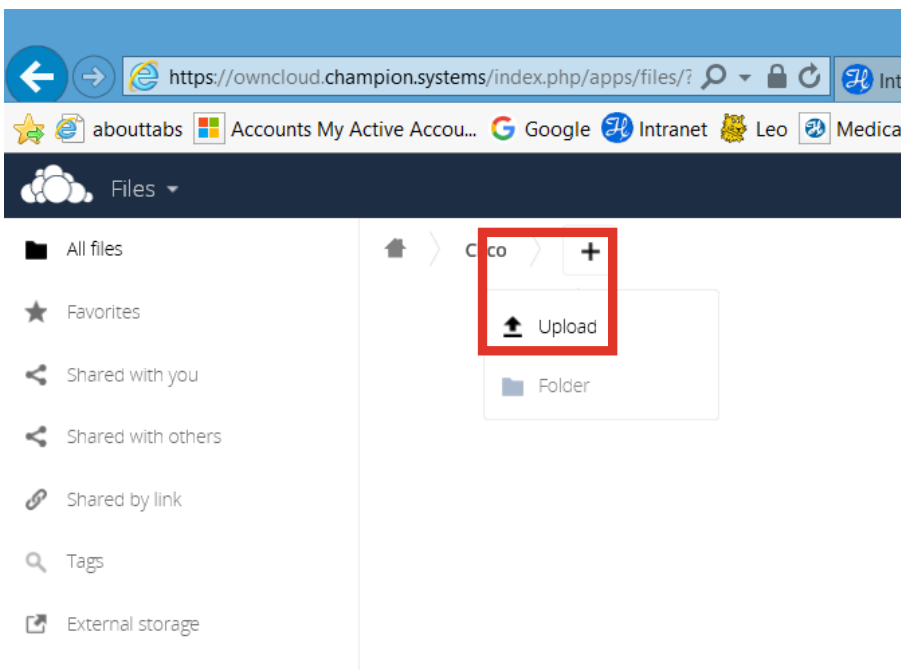
Uploading and sharing documents for Hamilton employees

Only Hamilton Medical employees have rights to upload and delete documents.

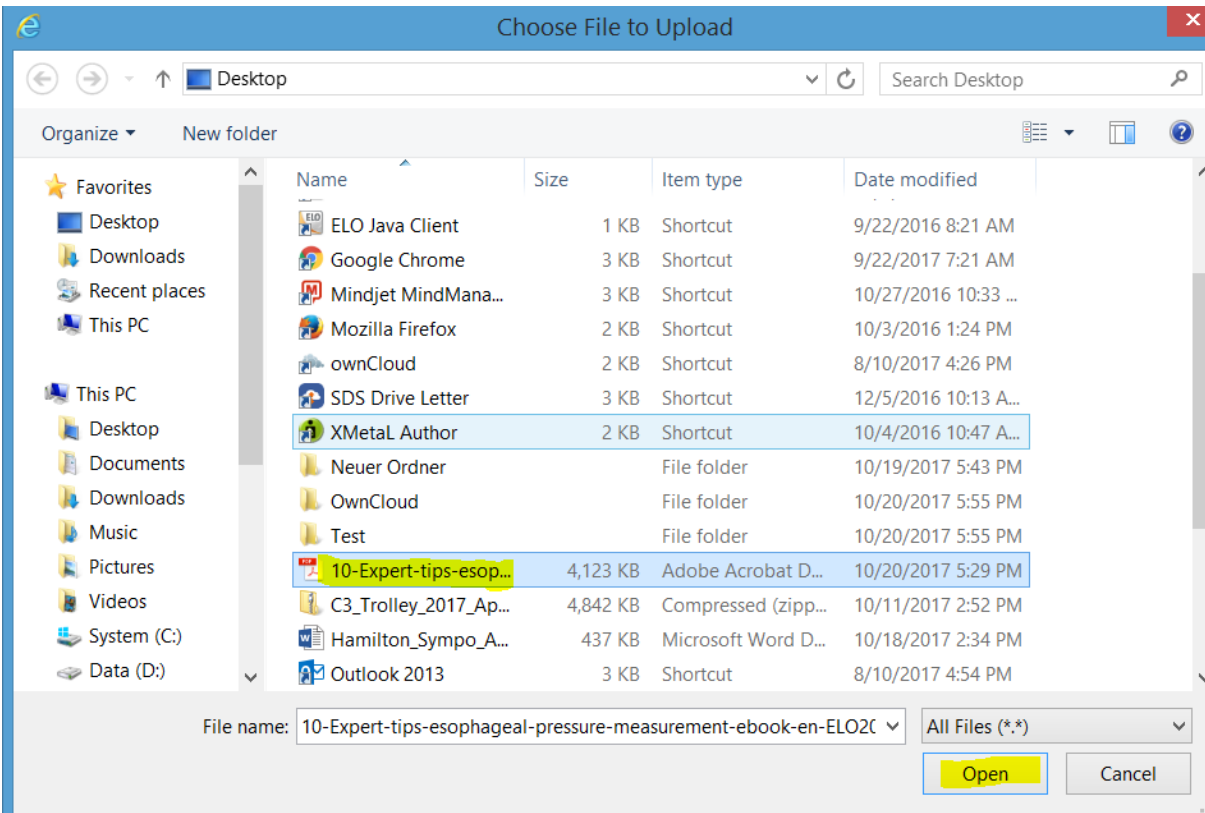
- You can upload documents from your local folder or from the web client
- To use the web client, click on the link below and type in your login data
<https://cloud.hamilton-medical.com>



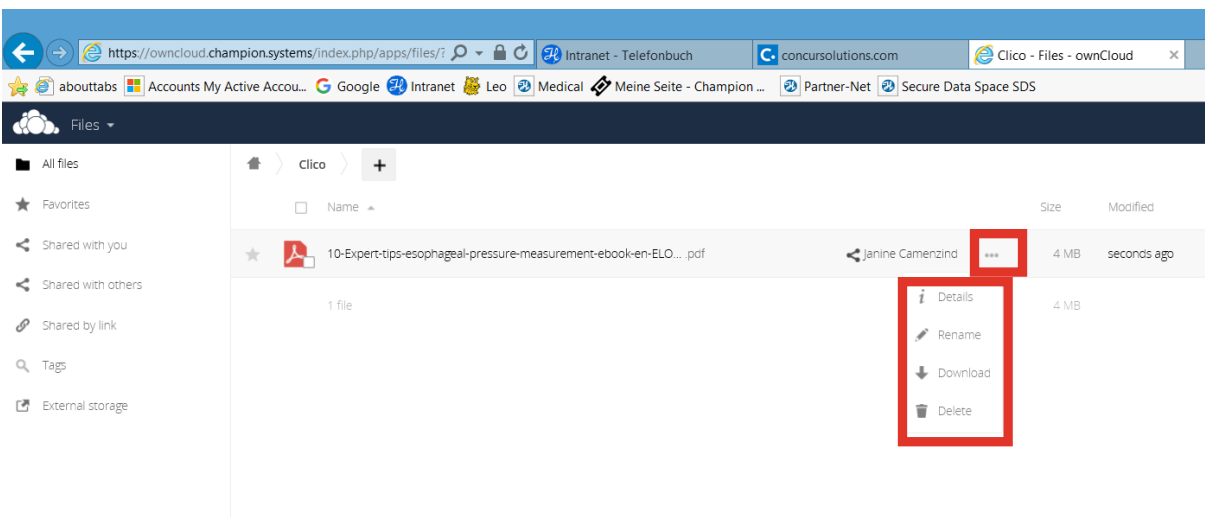
- Click on the plus symbol and choose **Upload**



- Select a file
- Click on **Open**



- You can delete files from the server and download documents by clicking on the More Options icon



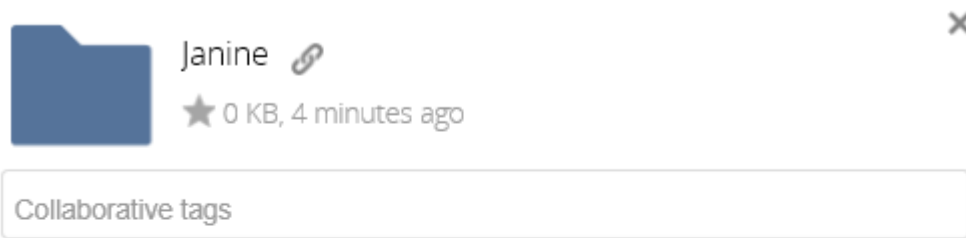
- If you want to delete something from your view only, select it and delete it by clicking on the recycle bin in the top right corner.



- To share documents or folders with internal colleagues, select a folder and click on the Share icon



- Click on **Sharing**
- Select a user or a user group

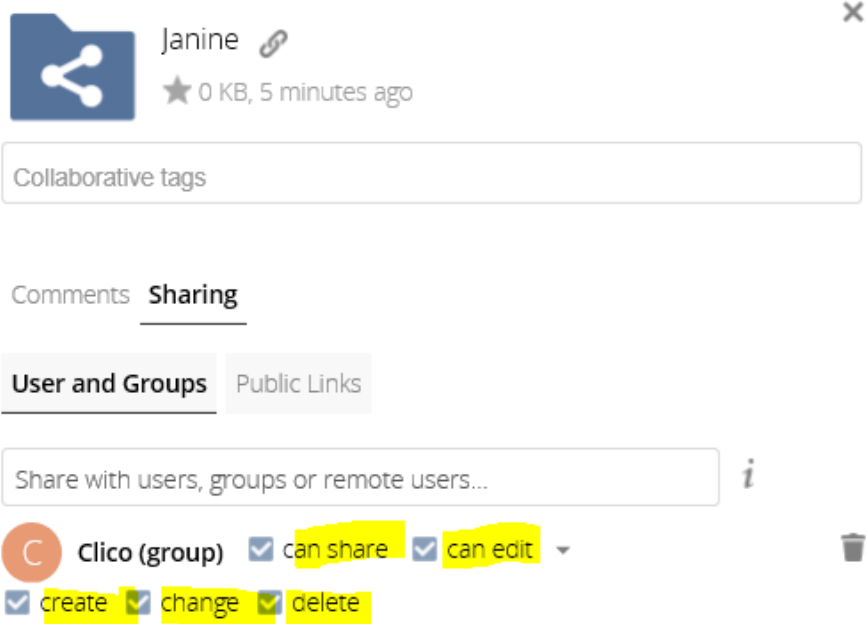


Comments **Sharing**

User and Groups Public Links

Clico *i*

- Define the rights

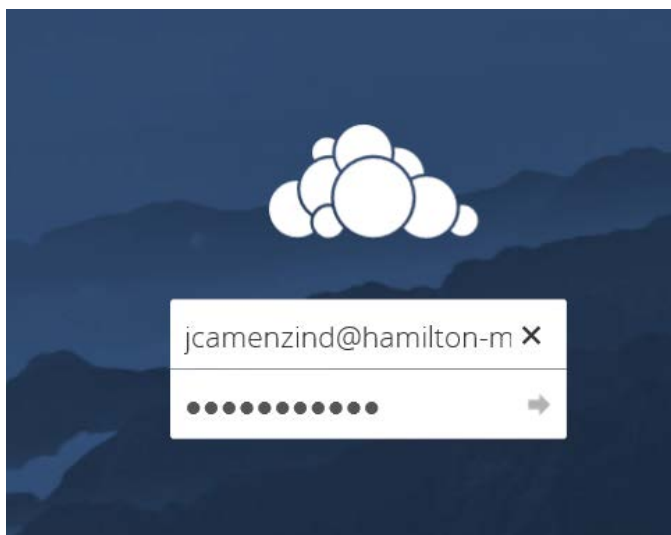


The screenshot shows a file sharing interface for a folder named "Janine". The folder icon is a blue square with a white share symbol. To the right of the folder name, there is a lock icon and a close button (X). Below the folder name, it says "0 KB, 5 minutes ago". There is a text input field labeled "Collaborative tags". Below this, there are two tabs: "Comments" and "Sharing", with "Sharing" being the active tab. Under the "Sharing" tab, there are two sub-tabs: "User and Groups" and "Public Links". Below these, there is a text input field labeled "Share with users, groups or remote users...". To the right of this field is an information icon (i). Below the input field, there is a list of users and groups. The first entry is "C Clico (group)" with a red circle icon. To its right, there are two checkboxes: "can share" and "can edit", both of which are checked. Below this, there are three more checkboxes: "create", "change", and "delete", all of which are checked. To the right of the list is a trash can icon.

Sharing documents with external colleagues and partners

Some folders and documents can be shared by all users with external colleagues and partners.




- Go to the web client and type in your login data
<https://cloud.hamilton-medical.com>



- Click on the Share icon

Name	Size	Modified
Biographies	153 MB	a month ago
Clio	4 MB	an hour ago
Documents	42 MB	3 days ago
E-books	346 MB	a month ago
10-Expert-tips-esophageal-pressure-meas...	0 KB	2 minutes ago
Ops Manuals	1.1 GB	4 minutes ago
OwnCloud Documents	42 MB	3 days ago
Quick guides	738 MB	a month ago

- Click on **Sharing**
- Select **Public Links**
- Choose **Create public link**


 10-Expert-tips-esophageal-pressure-meas...  

★ 4 MB, a minute ago

Collaborative tags

Comments **Sharing** Versions

User and Groups **Public Links**

There are currently no link shares, you can create one

Create public link

Anyone with the link has access to the file/folder

- Define a document name
- Create a password
- Choose an expiration date
- Click **Save**

Create link share: /Clio/10-Expert-tips-esophageal-pressure-measurement-ebook-en-ELO20150701N.10.pdf 

Link Name

10-Expert-tips-ebook

Password

...

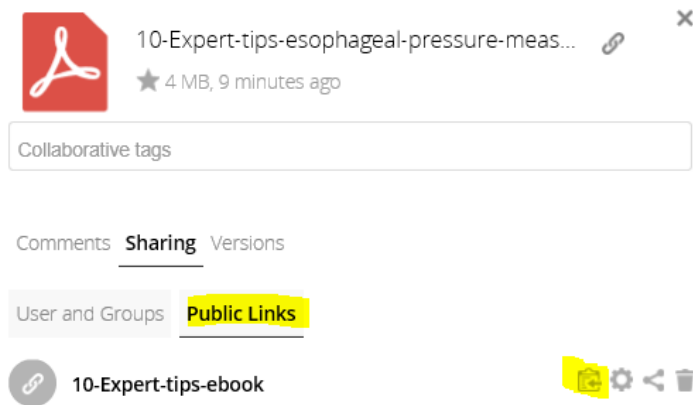
Expiration

31-10-2017

Save

Cancel

- Copy the link and paste it into an e-mail
- Don't forget to inform your partner about the password. They will need it to download the document.



Be up to date all the time and everywhere

You can also download an app to your mobile device.

Link for iPhone

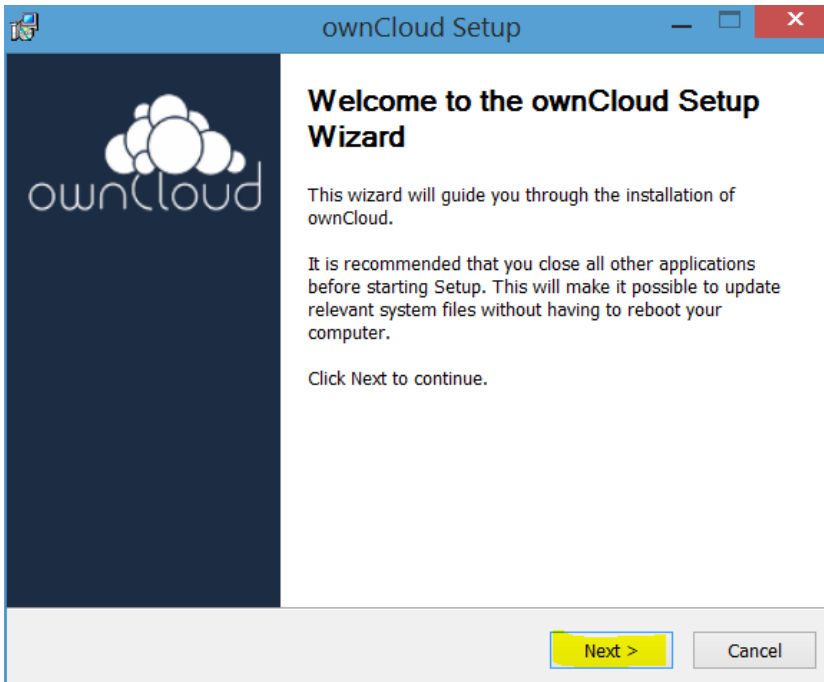
<https://itunes.apple.com/us/app/owncloud/id543672169?mt=8>

Link for Android

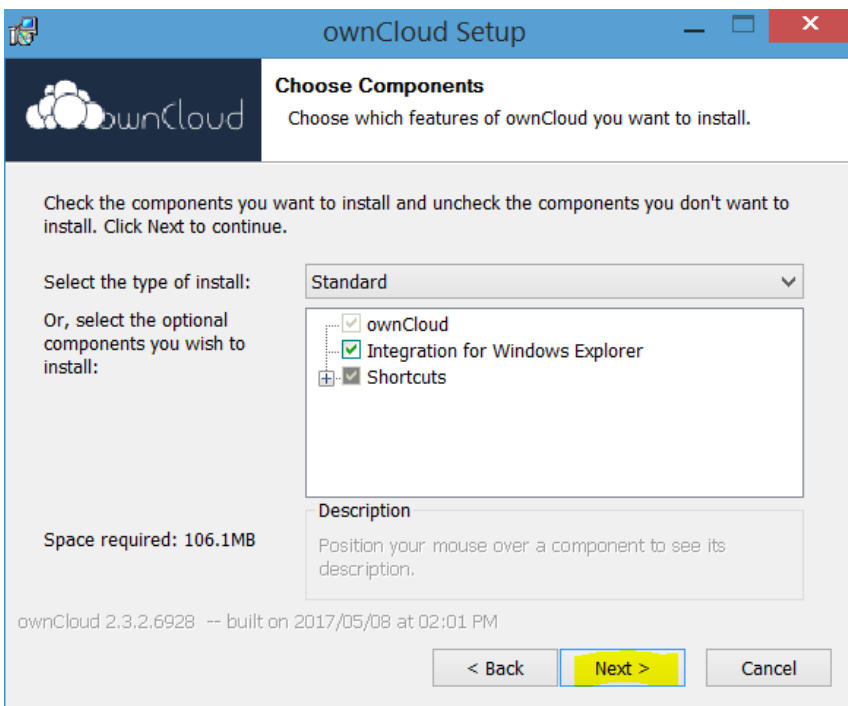
<https://play.google.com/store/apps/details?id=com.owncloud.android>

Appendix 1, Installing the software

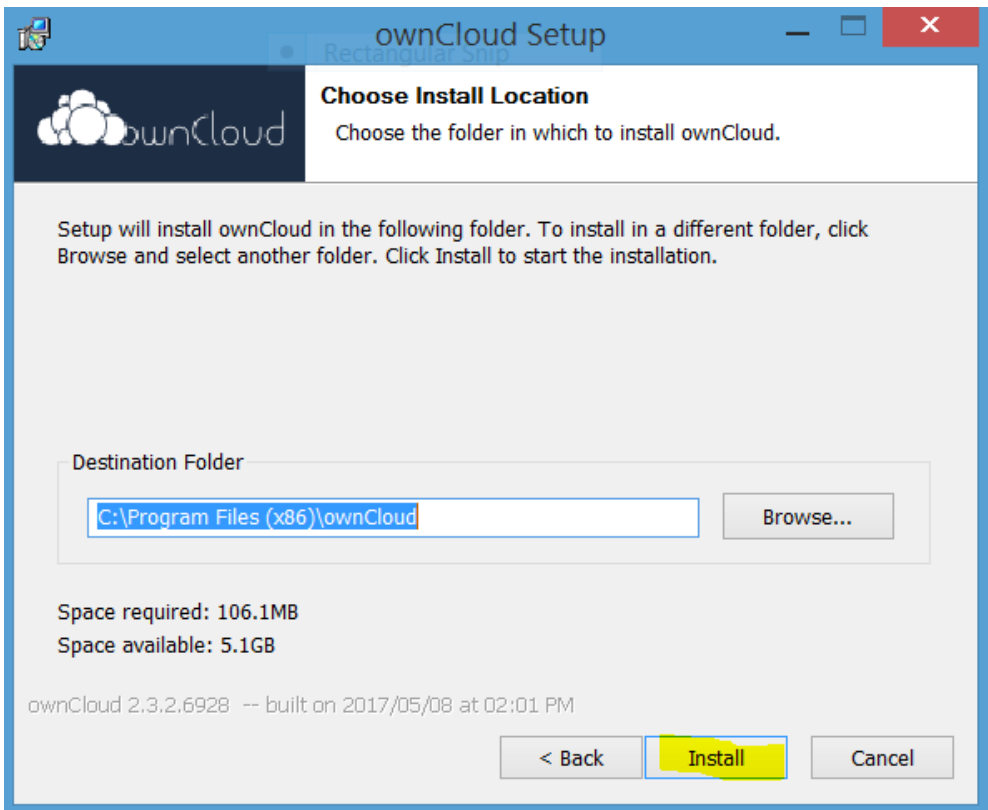
- Download the software with the following link
<https://owncloud.org/download/#owncloud-desktop-client>
- Double click on the exe file to open it
- Click **Next**



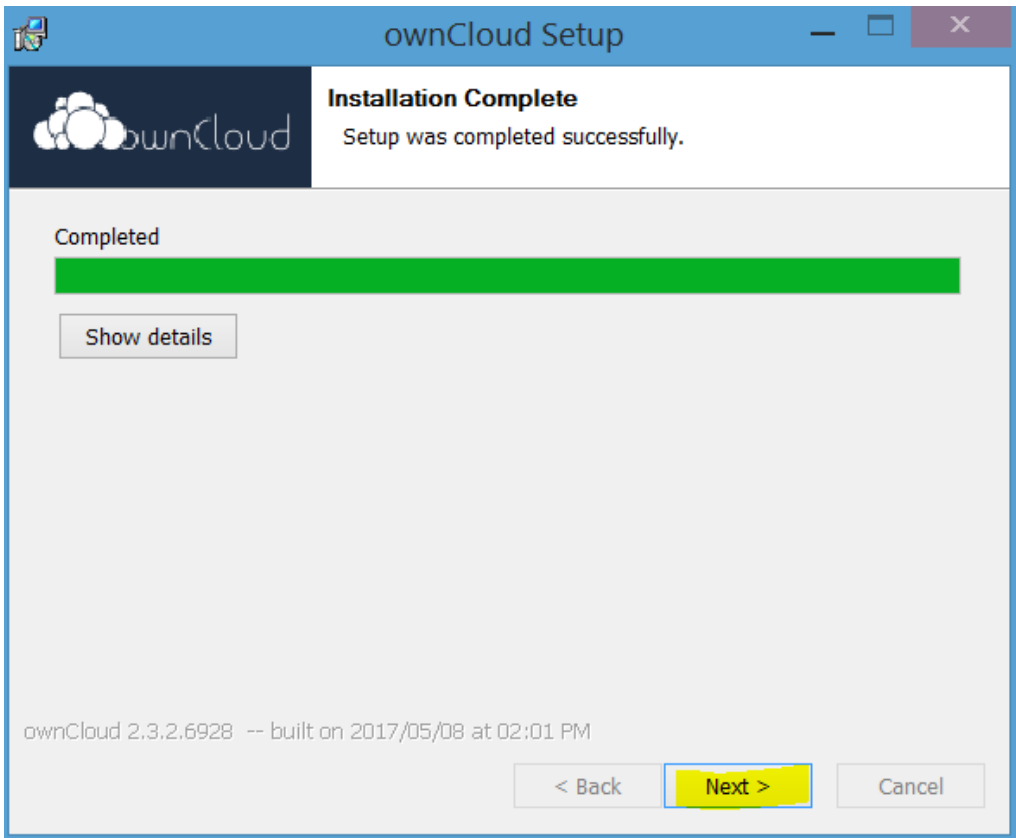
- Click **Next**



- Click on **Install**



- Click on **Next**



- Click **Finish** to run ownCloud

