

## Nextcloud - Core UnitRDM Cloud Guide

**Nextcloud** is an open-source platform for secure file sharing, collaboration, and cloud storage. It allows users to access and manage their files from any device while maintaining full control over data privacy and security.

**Metadata usage** in Nextcloud enhances file organization and searchability by storing information about files, such as creation date, author, tags, and file type. This enables more efficient data management, advanced search capabilities, and automated workflows, improving overall productivity and data governance.

### Register

Click on register



Enter your mail and credentials. A mail will be sent to you. The cloud admin grants access to the cloud.



## Login

Use your credentials to login to nextcloud



## Dashboard

Upon logging into the cloud, the first view presented is the dashboard. It provides a customizable overview, including recent activities, notes, appointments, and even the weather. The dashboard can be tailored to fit individual preferences, offering a personalized workspace at a glance.

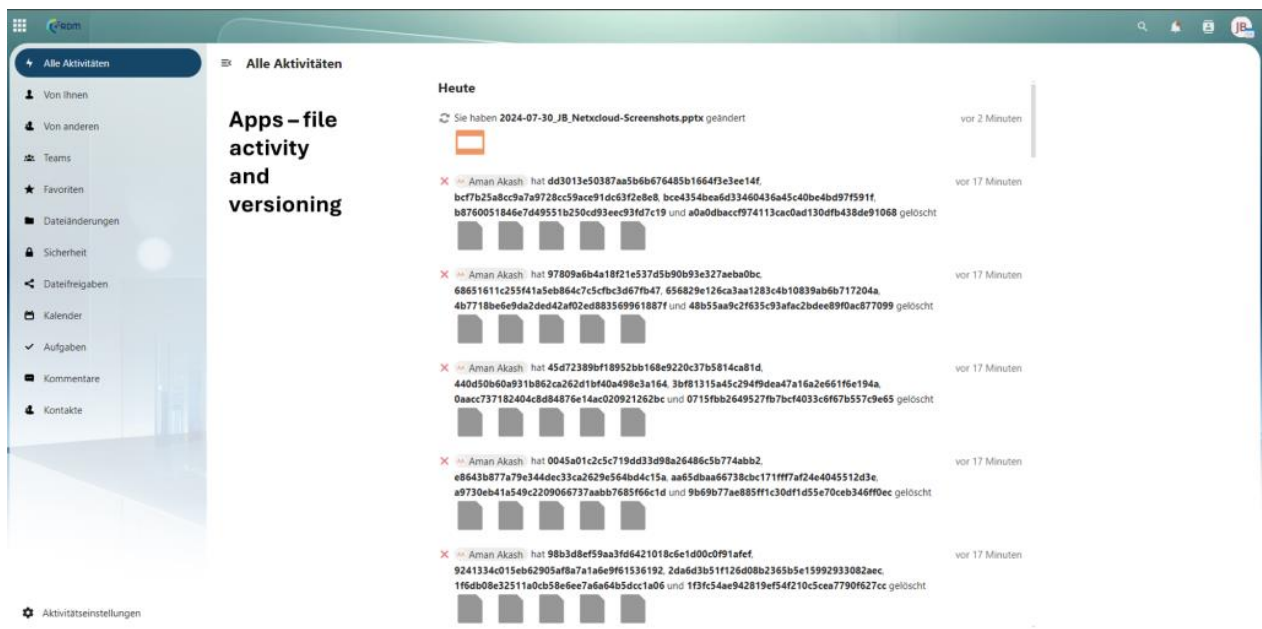


## Apps

On the left side of your landing page, you'll find the apps button, which opens a list of installed or related applications.

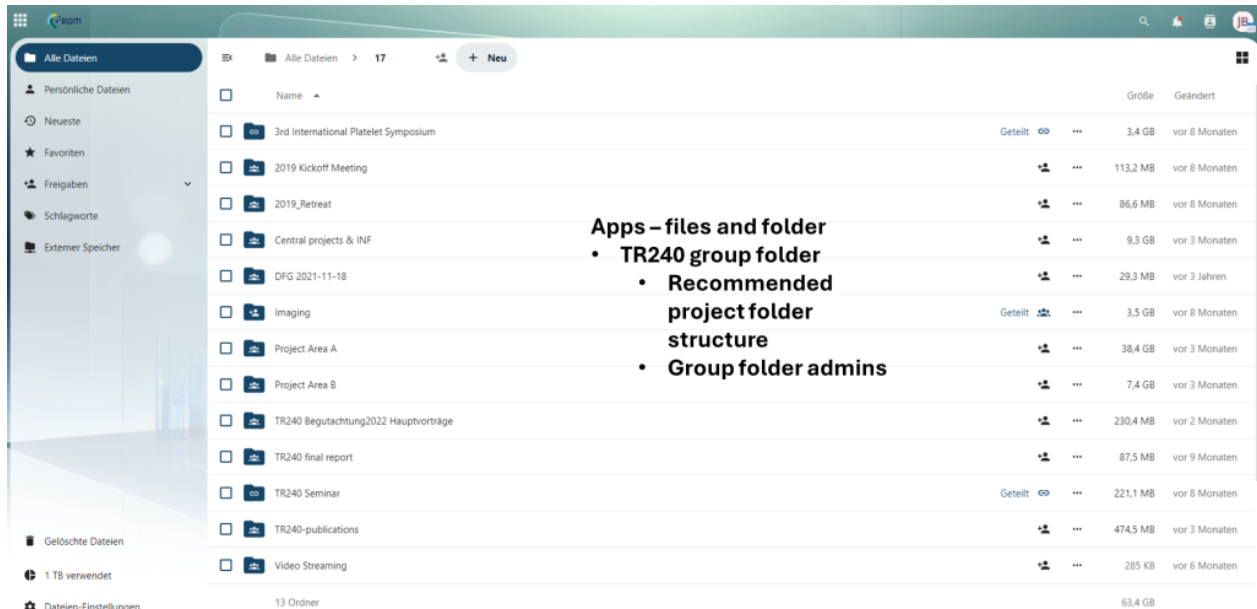


The activity app shows the latest file activities, changes, and version history

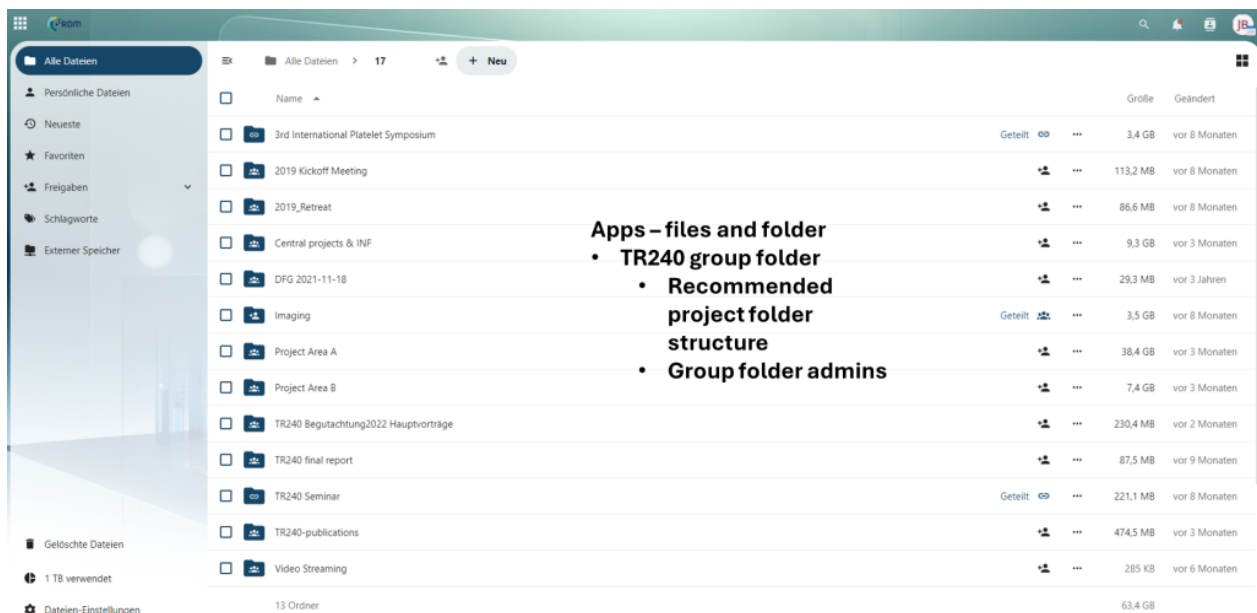


## files

The files app is a key component of the cloud. Here you will find the folder structures and the folder you have access to including public, private, and group folders



The CoreUnitRDM recommends a standardized folder structure that can be easily adapted to meet the specific needs of each project. This approach ensures consistency while allowing flexibility to accommodate various project requirements.



For instance, for the TR240 (Platelet Research Consortium), we established a group folder for each subproject. We can assign project group admins who will have full control over their respective project folders.



**Apps – files and folder**

- TR240 subproject folder

Name	Größe	Geändert
B01 – Platelet-dependent inflammation and functional recovery of ischaemic myocardium and brain	1 GB	vor 6 Monaten
B02 – Platelet-dependent inflammation and functional recovery of ischaemic myocardium and brain often	510 MB	vor 8 Monaten
B03 – Platelet CypA RAGE as modulators of inflammation and immune responses during myocardial remodelling	356,7 MB	vor 6 Monaten
B04 – Role of platelets in tissue remodelling and functional recovery after experimental cerebral ischemia	10,6 MB	vor 8 Monaten
B05 – Role of platelets for initiation, progression and maintenance of cholangiocarcinoma metastasis	2 KB	vor 8 Monaten
B06 – Platelets as modulators of neuro-inflammation in the ischaemic brain	552,7 MB	vor 3 Monaten
B07 – Mechanisms of platelet-dependent pulmonary inflammation in the Acute Respiratory Distress Syndrome (ARDS)	4,4 GB	vor 8 Monaten
B08 – Platelets in resolution of liver inflammation and tissue regeneration	344,9 MB	vor 8 Monaten
B09 – Platelet-derived inflammatory mediators in degenerative aortic valve disease and subclinical endocarditis	210,1 MB	vor 8 Monaten
B10 – The impact of platelets on the maintenance of pancreatic $\beta$ cell mass and development of diabetes	< 1 KB	vor 8 Monaten
B12	77,5 MB	vor 8 Monaten
Readme (2).md	< 1 KB	vor 3 Jahren

Each subproject is organized and standardized according to NFDI guidelines and project requirements. In these folders, data is stored alongside project documentation, data documentation, analysis scripts, and tutorial videos.

**A07 – Mechanisms of platelet receptor regulation and disintegration**

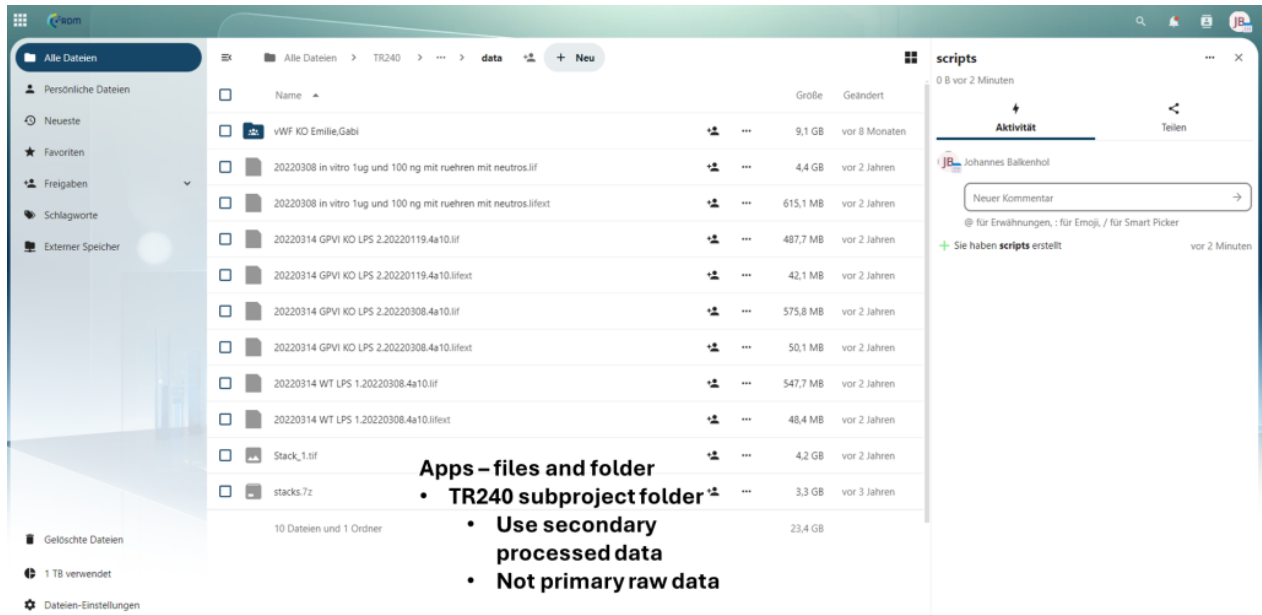
We have discovered that distinct antibodies efficiently trigger a new mechanism of platelet receptor regulation in vivo, namely the 'disintegration' (uncoupling) of cytoskeleton-connected trans-membrane proteins, most notably  $\beta_3$ - and  $\alpha_1$ -Integrins, but also GPVI and possibly many more. We postulate that this receptor 'disintegration' represents a basic mechanism to regulate platelet adhesiveness and thus provides an interesting target to modulate platelet function. In this project, we will decipher the molecular machinery that mediates integrin- and GPVI-'disintegration' in vivo and in vitro by using transgenic mice, super-resolution microscopy and proteomic approaches.

**Apps – files and folder**

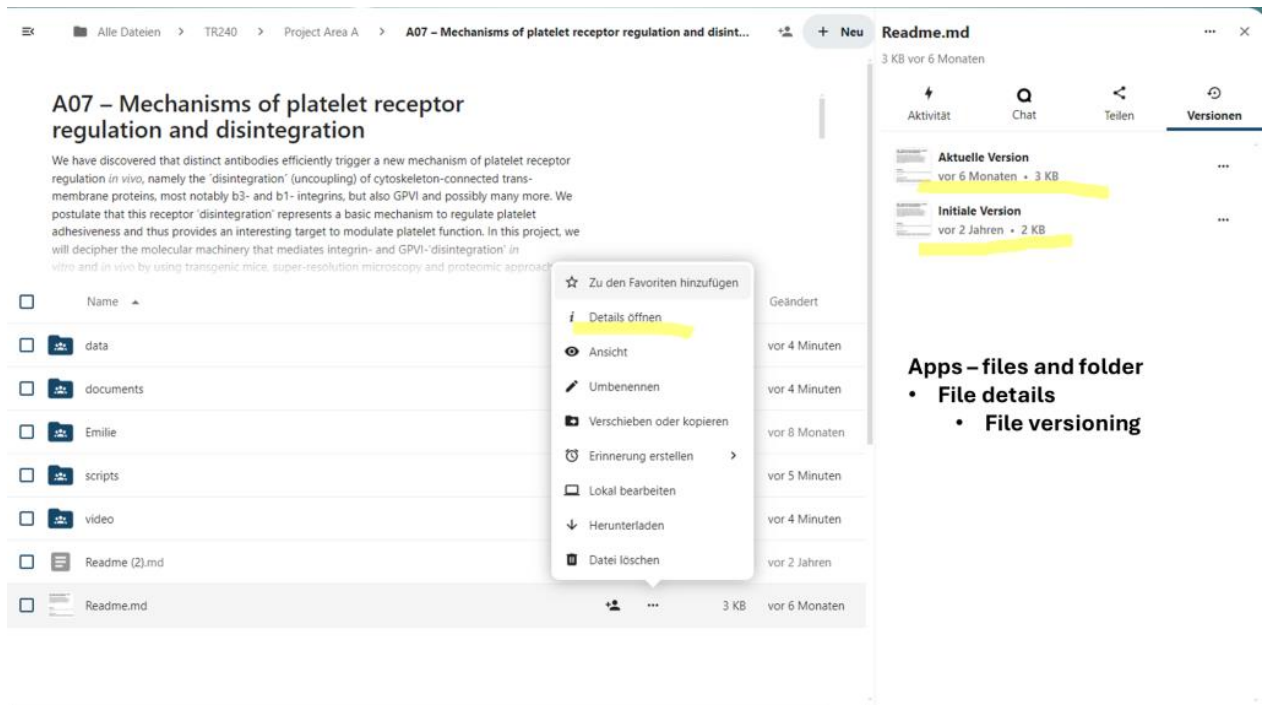
- TR240 subproject folder
  - Recommended project folder structure
    - Data + scripts + data description (documents, videos, .md, tutorial)
    - Project description (.md file)

Name	Größe	Geändert
data	6,7 GB	vor 3 Monaten
documents	558,6 MB	vor ein paar Se...
Emilie	5,6 GB	vor 8 Monaten
scripts	Ausstehend	vor ein paar Se...
video	957,8 MB	vor 3 Monaten
Readme (2).md	< 1 KB	vor 2 Jahren
Readme.md	3 KB	vor 6 Monaten

This is just an example of the deposited data. Please use secondary processed data rather than all the raw files generated by the institute.



Each file or folder has a details window where information such as the file version history is displayed. You can also recover previous versions of files from this window.



Nextcloud offers various sharing options, including public links, internal links (recommended), and customizable access rights.

**A07 – Mechanisms of platelet receptor regulation and disintegration**

We have discovered that distinct antibodies efficiently trigger a new mechanism of platelet receptor regulation *in vivo*, namely the 'disintegration' (uncoupling) of cytoskeleton-connected transmembrane proteins, most notably b3- and b1- integrins, but also GPVI and possibly many more. We postulate that this receptor 'disintegration' represents a basic mechanism to regulate platelet adhesiveness and thus provides an interesting target to modulate platelet function. In this project, we will decipher the molecular machinery that mediates integrin- and GPVI- 'disintegration' *in vitro* and *in vivo* by using transgenic mice, super-resolution microscopy and proteomic approaches.

Name	Größe	Geändert
data	23,4 GB	vor 5 Minuten
documents	562 MB	vor 5 Minuten
Emilie	5,6 GB	vor 8 Monaten
scripts	Ausstehend	vor 5 Minuten
video	1,8 GB	vor 5 Minuten
Readme (2).md	< 1 KB	vor 2 Jahren
Readme.md	3 KB	vor 6 Monaten

**Apps – files and folder**

- File sharing
  - Public link
  - Internal link (most safe)
  - Customize access rights

**Readme.md** (3 KB vor 6 Monaten)

Aktivität | Chat | **Teilen** | Versionen

Nach Freigabeempfängern suchen

Name, E-Mail-Adresse oder Federated-Cloud-ID ...

- Link teilen
- Andere mit Zugriff
- Interner Link (Funktioniert nur für Personen mit Zugriff auf diese Datei)

Gruppenordner | Lesen | Schreiben | Löschen | Freigeben

- TR240\_INF (Gruppe)
- admin (Gruppe)
- A07 (Gruppe)

+ Erweiterte Berechtigungsregel hinzufügen

This example shows that files can be easily shared with other users or groups

**A07 – Mechanisms of platelet receptor regulation and disintegration**

We have discovered that distinct antibodies efficiently trigger a new mechanism of platelet receptor regulation *in vivo*, namely the 'disintegration' (uncoupling) of cytoskeleton-connected transmembrane proteins, most notably b3- and b1- integrins, but also GPVI and possibly many more. We postulate that this receptor 'disintegration' represents a basic mechanism to regulate platelet adhesiveness and thus provides an interesting target to modulate platelet function. In this project, we will decipher the molecular machinery that mediates integrin- and GPVI- 'disintegration' *in vitro* and *in vivo* by using transgenic mice, super-resolution microscopy and proteomic approaches.

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**Apps – files and folder**

- File sharing
  - Public link
  - Internal link (most safe)
  - Customize access rights
  - E.g. give access to users and groups

**Readme.md** (3 KB vor 6 Monaten)

Aktivität | Chat | **Teilen** | Versionen

Nach Freigabeempfängern suchen

Name, E-Mail-Adresse oder Federated-Cloud-ID ...

- Özge\_Osmanoglu
- Özge Osmanoglu
- katzer
- Aman Akash
- TR240

admin (Gruppe)

A07 (Gruppe)

+ Erweiterte Berechtigungsregel hinzufügen

This example demonstrates that public links can be customized by setting a password, defining an expiration date, and specifying access rights.

Alle Dateien > TR240 > Project Area A > A07 – Mechanisms of platelet receptor regulation and disint... + Neu **Readme.md** 3 KB vor 6 Monaten

## A07 – Mechanisms of platelet receptor regulation and disintegration

We have discovered that distinct antibodies efficiently trigger a new mechanism of platelet receptor regulation *in vivo*, namely the 'disintegration' (uncoupling) of cytoskeleton-connected trans-membrane proteins, most notably b3- and b1- integrins, but also GPII and possibly many more. We postulate that this receptor 'disintegration' represents a basic mechanism to regulate platelet adhesiveness and thus provides an interesting target to modulate platelet function. In this project, we will decipher the molecular machinery that mediates integrin- and GPII- 'disintegration' *in vitro* and *in vivo* by using transgenic mice, super-resolution microscopy and proteomic approaches.

Name	Größe	Geändert
<b>Apps – files and folder</b>		
• <b>File sharing</b>		
data	23,4 GB	vor 7 Minuten
documents	562 MB	vor 7 Minuten
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Readme (2).md	< 1 KB	vor 2 Jahren
Readme.md	3 KB	vor 6 Monaten

- Public link
- Internal link (most safe)
- Customize access rights
  - E.g. customize external link (pw, access rights)

Link teilen

- Nur anzeigen
- Bearbeitung erlauben
- Benutzerdefinierte Berechtigungen** (Lesen, teilen)

Erweiterte Einstellungen

Freigabe-Label

- Passwort festlegen
- Ablaufdatum setzen
- Download verbergen
- Notiz an Empfänger
- Downloads begrenzen
- Benutzerdefinierte Berechtigungen
  - Lesen
  - Bearbeiten

Abbrechen Freigabe aktualisieren

Additionally, files can be discussed using the chat and comment features.

Alle Dateien > TR240 > Project Area A > A07 – Mechanisms of platelet receptor regulation and disint... + Neu **Readme.md** 3 KB vor 6 Monaten

## A07 – Mechanisms of platelet receptor regulation and disintegration

We have discovered that distinct antibodies efficiently trigger a new mechanism of platelet receptor regulation *in vivo*, namely the 'disintegration' (uncoupling) of cytoskeleton-connected trans-membrane proteins, most notably b3- and b1- integrins, but also GPII and possibly many more. We postulate that this receptor 'disintegration' represents a basic mechanism to regulate platelet adhesiveness and thus provides an interesting target to modulate platelet function. In this project, we will decipher the molecular machinery that mediates integrin- and GPII- 'disintegration' *in vitro* and *in vivo* by using transgenic mice, super-resolution microscopy and proteomic approaches.

Name	Größe	Geändert
<b>Apps – files and folder</b>		
• <b>Comments and conversations on files and folders</b>		
data	23,4 GB	vor 8 Minuten
documents	562 MB	vor 8 Minuten
Emilie	5,6 GB	vor 8 Monaten
scripts	Ausstehend	vor 9 Minuten
video	1,8 GB	vor 8 Minuten
Readme (2).md	< 1 KB	vor 2 Jahren
Readme.md	3 KB	vor 6 Monaten

Chat

Anruf starten

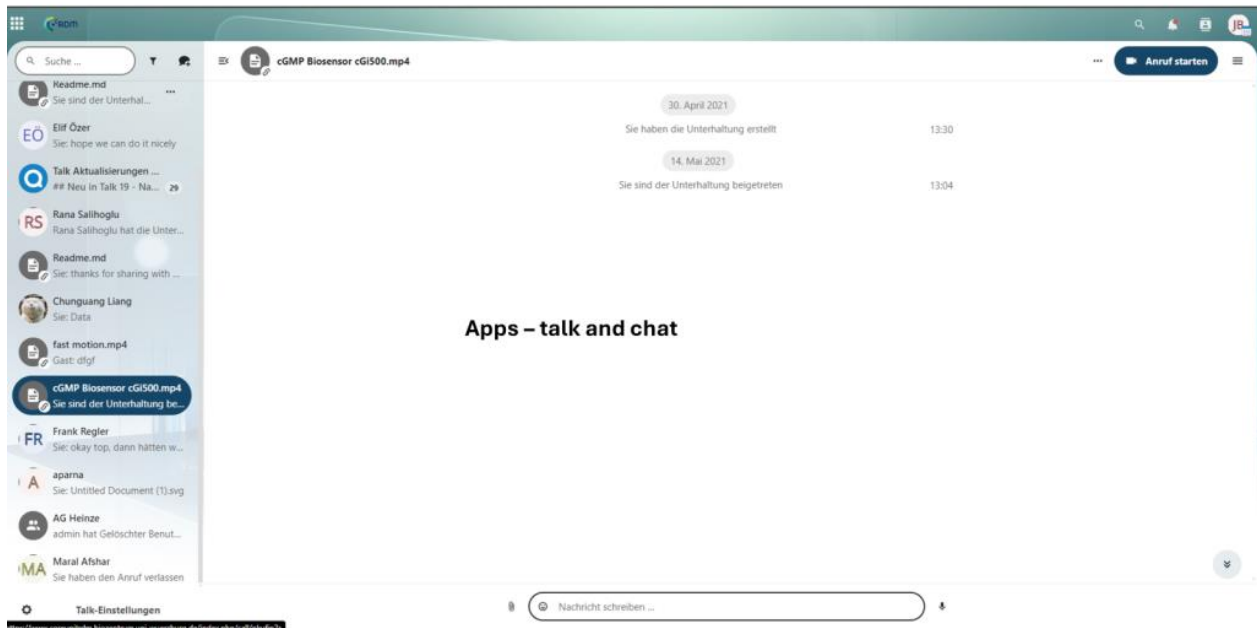
Heute, 13. August 2024

- Sie haben die Unterhaltung erstellt 13:44
- Ungelesene Nachrichten
- Sie sind der Unterhaltung beigetreten 13:50

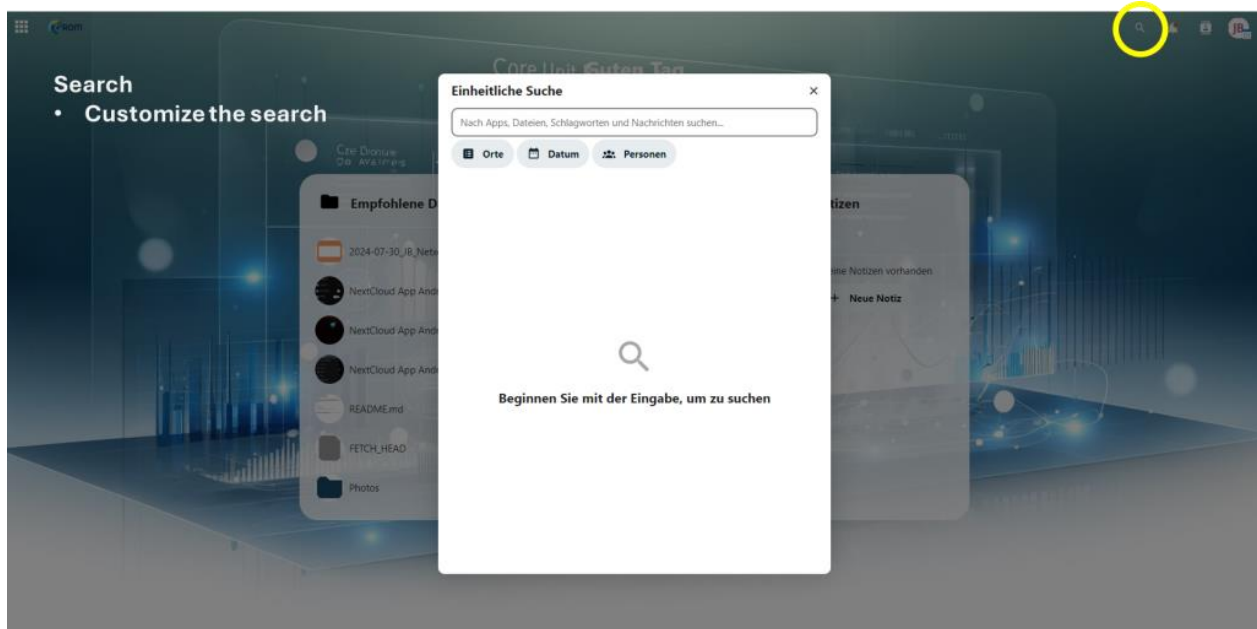
Nachricht schreiben ...

All conversations and users can also be accessed through the Talk app.





Another important feature of Nextcloud is the Search app. Searches can be customized, and when combined with the tagging system, files can be easily located. Additionally, the Elastic Search add-on enhances search speed by indexing files for even faster retrieval.



The **Profile Setup** allows users to customize their personal information, preferences, and notifications. Through the **Admin Panel**, administrators can manage system performance, security settings, storage, and user permissions. The **App Setup** section enables the installation and configuration of various apps to enhance Nextcloud's functionality. Finally, **User Management** lets administrators control user accounts, roles, and access levels to maintain security and efficiency across the platform.



Additionally, we provide links to key resources, such as our CoreUniRDM homepage, which offer valuable information on Research Data Management (RDM).



We also provide a link to an RDM survey we designed to assess the status of Research Data Management in the UseCase, as well as to gather details about the research data.

**Survey on Research Data Management Practices**

1. Which consortium are you affiliated with?

- TRR 1583
- TRR 221
- TRR 295
- TRR 225
- SFB 1525
- SFB 1583
- GRK
- GoFM
- Other (please specify)

2. What is your project number?

3. What is your current job level?

**Apps – links**

- Useful RDM tools
  - RDM survey (access RDM info)

An RDM planner assists in creating a Research Data Management plan right before a project begins.

**Data Management Plan of the DFG Project Example Project**

**1. Data description**

1.1 Introduction

To best profit from open data, it is necessary not only to store data but to make data Findable, Accessible, Interoperable and Reusable (FAIR).

The aim of this document is to provide guidelines on principles guiding the data management in the Example Project and what data will be stored by using the responses to the DFG Data Management Plan (DMP) checklist to generate a DMP document.

The detailed DMP instructs how data will be handled during and after the project. The Example Project DMP is modified according to the DFG data management checklist.

1.2 How does your project generate new data?

Data of different types or of different domains will be generated differently. For example:

**Apps – links**

- Useful RDM tools
- RDM planner

1 Basic Information:

1.1 What is the project name or acronym?

Example Project

1.2 Please briefly state the topic of the research project

Example Topic

and the overall aim of the project (what do you want to achieve?)

Example Aim

Who is the most likely to benefit from the data?

Industry, politicians and students can also use the data for different purposes.

1.3 Other DMP Metadata

User Name:

Example User

User Email:

email

Data Officer Name:

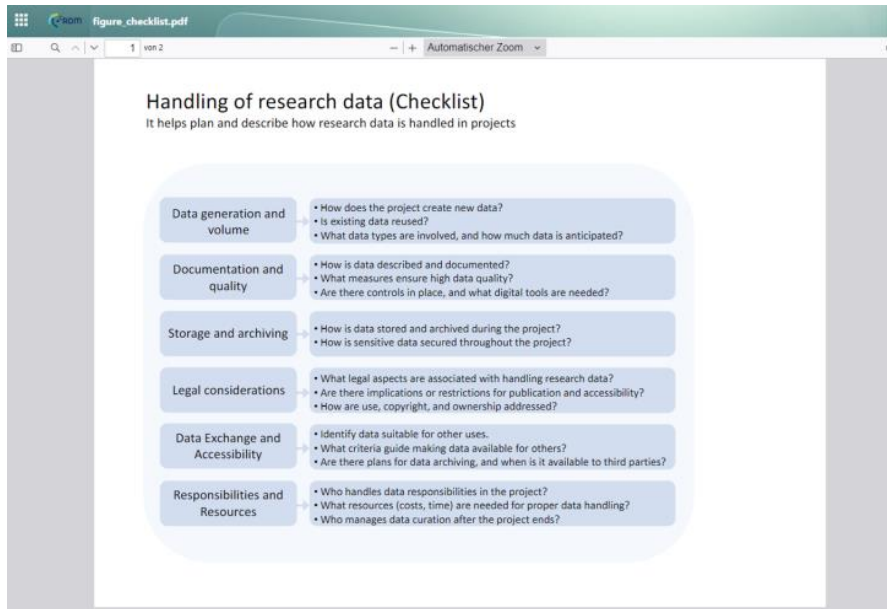
Example data officer name

Funding Programme:

action number or funding programme name

DMP Creation Date:

An RDM checklist helps ensure that all important points are addressed before uploading data to the cloud.



**Apps – links**

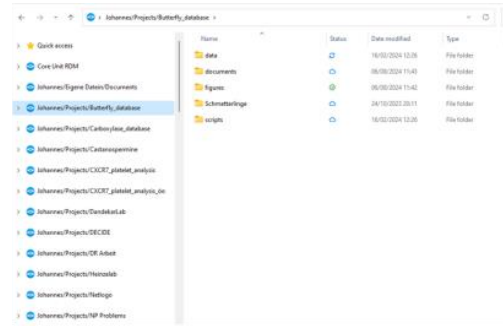
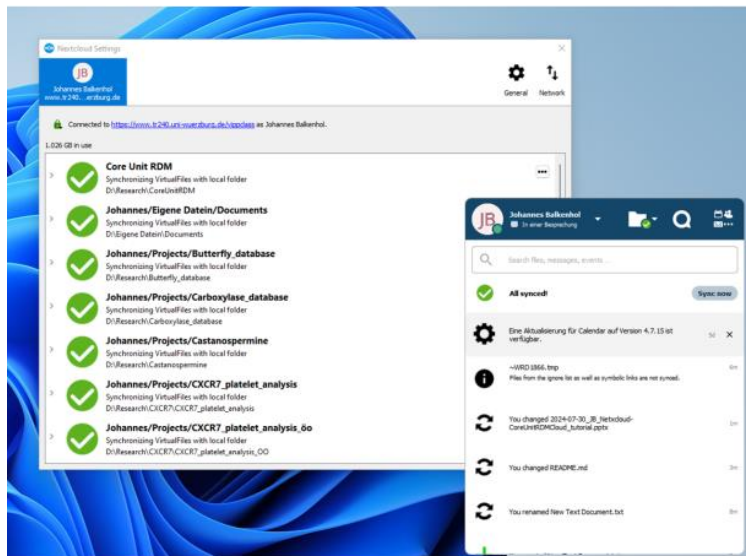
- **Useful RDM tools**
  - **RDM Checklist**
  - **Steps to do before I upload my data**

The Metadata Generator queries a set of recommended metadata inspired by the DataCite schema (<https://schema.datacite.org/meta/kernel-4.4/>). These metadata fields, formatted as key-value pairs, can be customized to fit each specific use case. The Metadata Generator then produces an XML file that can be attached to the uploaded data. XML is a standard metadata format and can be integrated with various other RDM tools, such as the VRE Charité.



Nextcloud has also developed a desktop app, similar to those offered by Google Drive, OneDrive, and Dropbox. This app allows you to connect to multiple Nextcloud instances and synchronize your entire cloud with a desktop folder or customize synchronization by sharing specific project folders, as demonstrated in this example. This feature is particularly useful for collaborating on shared projects.

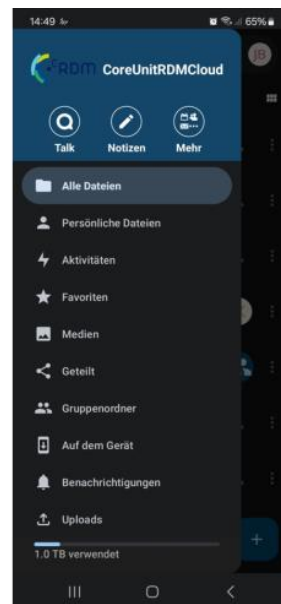
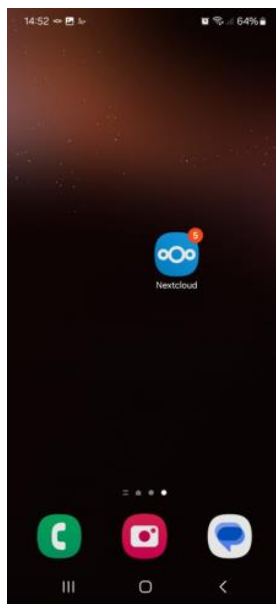




### Desktop client

- Synchronize your data with your computer
- <https://nextcloud.com/de/install/>

Communication, file sharing, and activity logging are made even easier with the Nextcloud Android app, allowing seamless access to the cloud directly from your smartphone.



### Desktop app - android

- Synchronize your data with your computer
- <https://nextcloud.com/de/install/>

...and much more! With Nextcloud, you can explore a wide range of features including video and photo viewing, 3D image support (such as DICOM and .wrl files), and file conversion options like ZIP. You can also take advantage of integrated tools like OnlyOffice. Discover the full potential of Nextcloud by exploring the extensive app store at <https://apps.nextcloud.com>.