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.
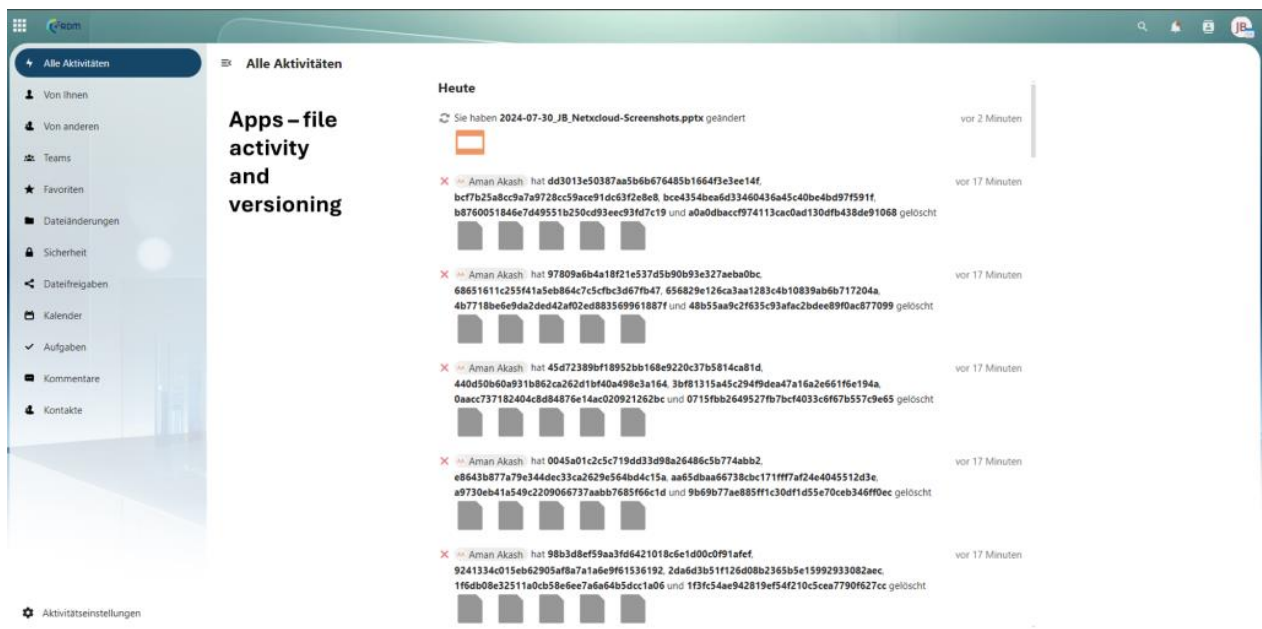
Apps

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 actvities, 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
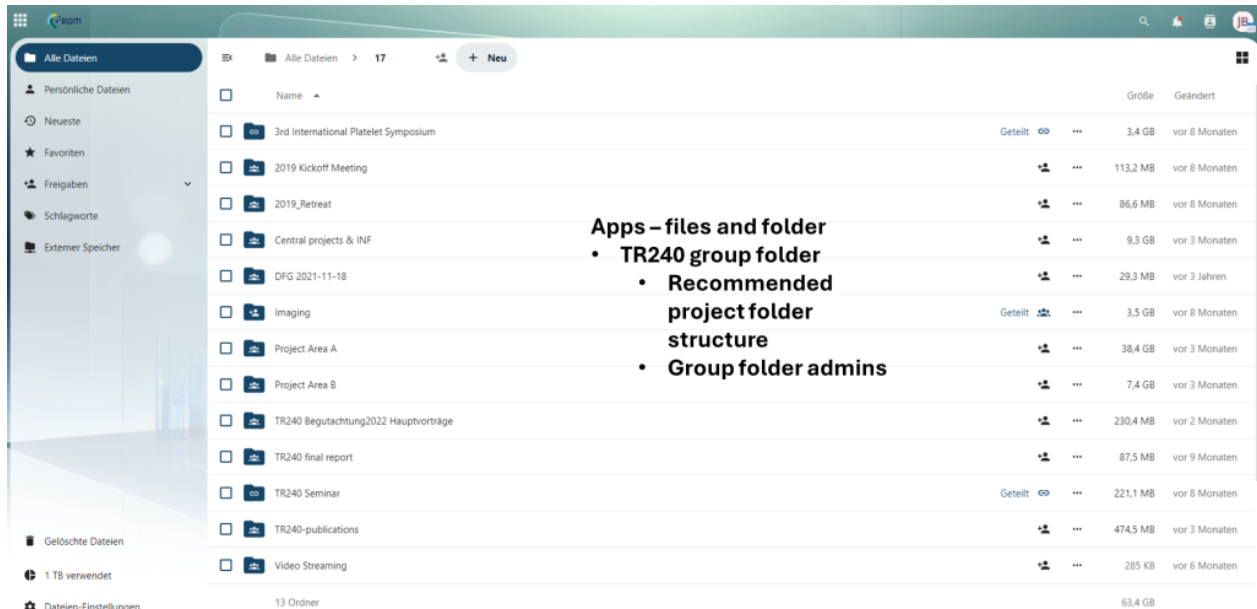
The CoreUnitRDM recommends a standardized folder structure that can be easily adapted to meet the specific needs of each project. This approach ensures consistency while allowing flexibility to accommodate various project requirements.
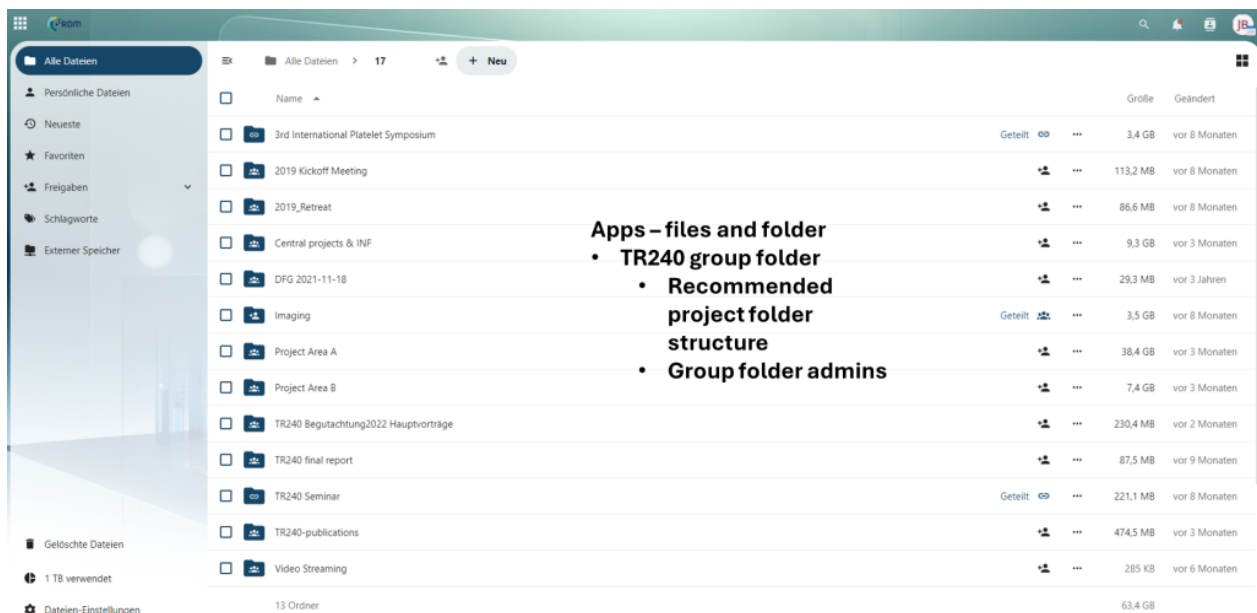
For instance, for the TR240 (Platelet Research Consortium), we established a group folder for each subproject. We can assign project group admins who will have full control over their respective project folders.

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.

This is just an example of the deposited data. Please use secondary processed data rather than all the raw files generated by the institute.
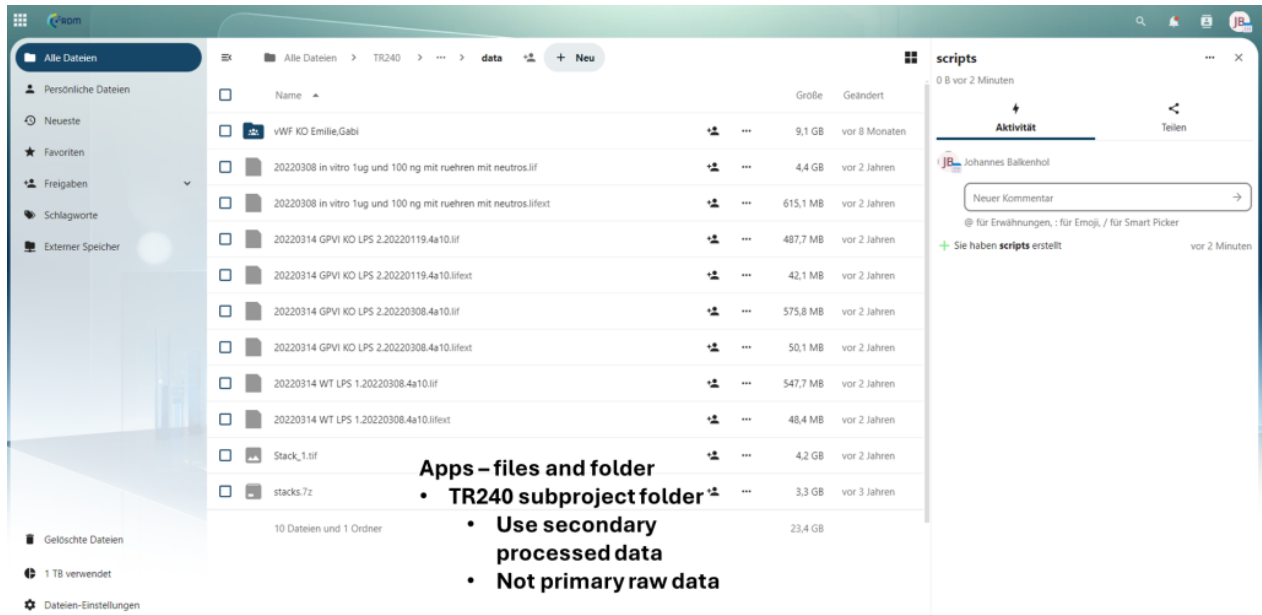
Each file or folder has a details window where information such as the file version history is displayed. You can also recover previous versions of files from this window.
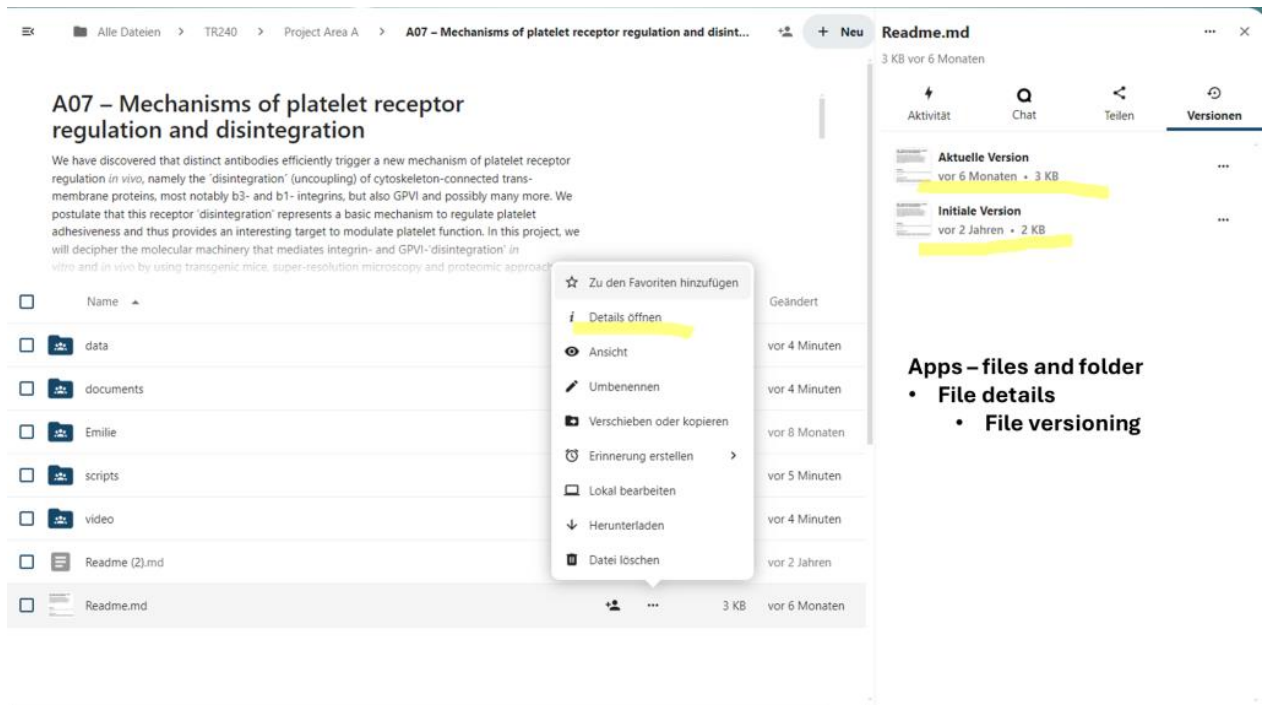
Nextcloud offers various sharing options, including public links, internal links (recommended), and customizable access rights.

This example shows that files an be easily shared with others users or groups

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

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

All conversations and users can also be accessed through the Talk app.
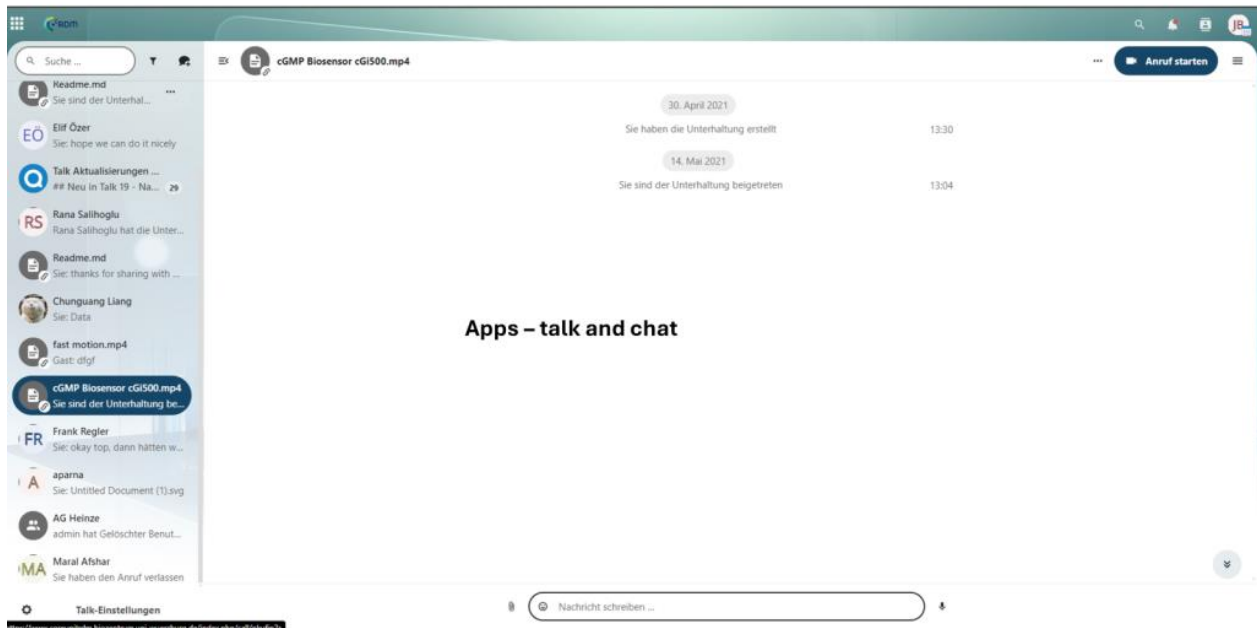
Another important feature of Nextcloud is the Search app. Searches can be customized, and when combined with the tagging system, files can be easily located. Additionally, the Elastic Search add-on enhances search speed by indexing files for even faster retrieval.
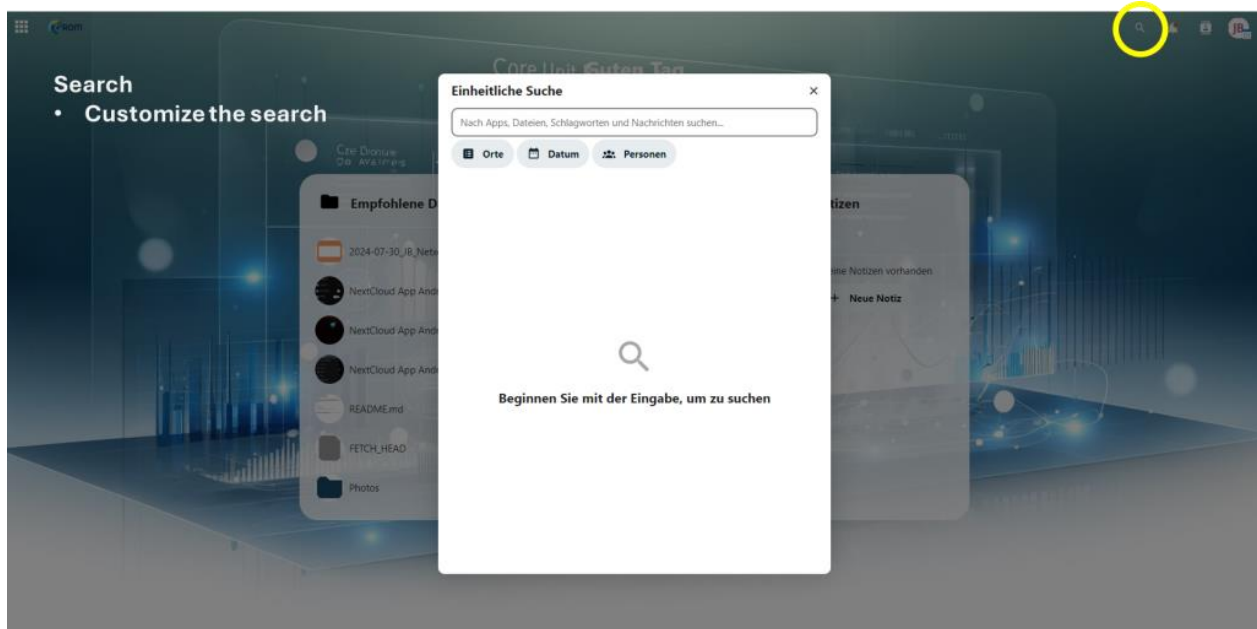
The **Profile Setup** allows users to customize their personal information, preferences, and notifications. Through the **Admin Panel**, administrators can manage system performance, security settings, storage, and user permissions. The **App Setup** section enables the installation and configuration 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.

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

An RDM checklist helps ensure that all important points are addressed before uploading data to the cloud.
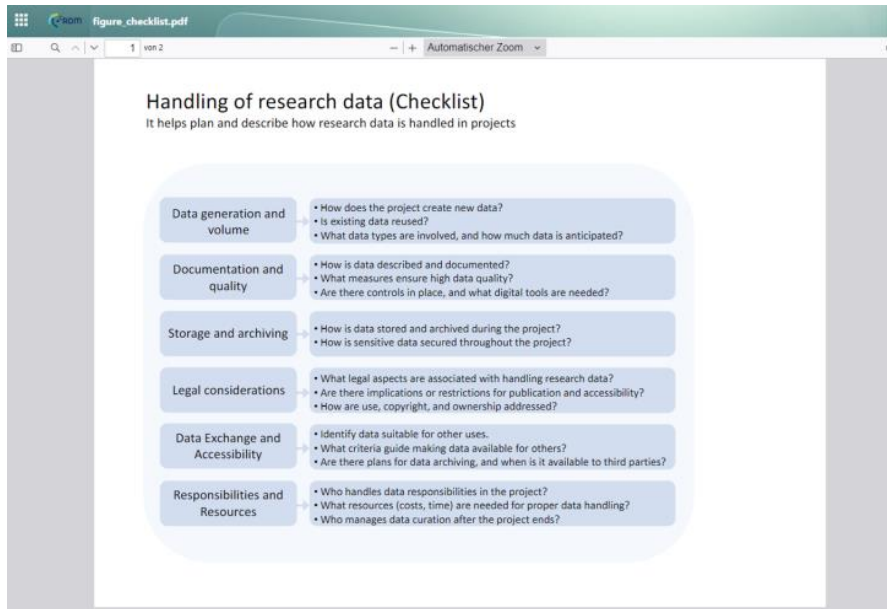
The Metadata Generator queries a set of recommended metadata inspired by the DataCite schema (https://schema.datacite.org/meta/kernel-4.4/). These metadata fields, formatted as key-value pairs, can be customized to fit each specific use case. The Metadata Generator then produces an XML file that can 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.
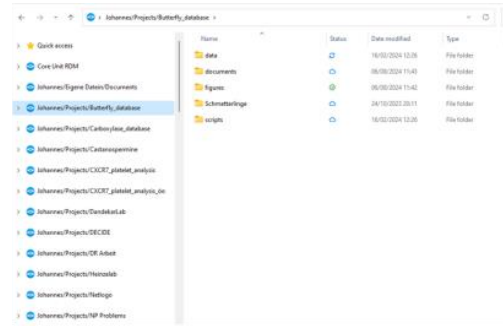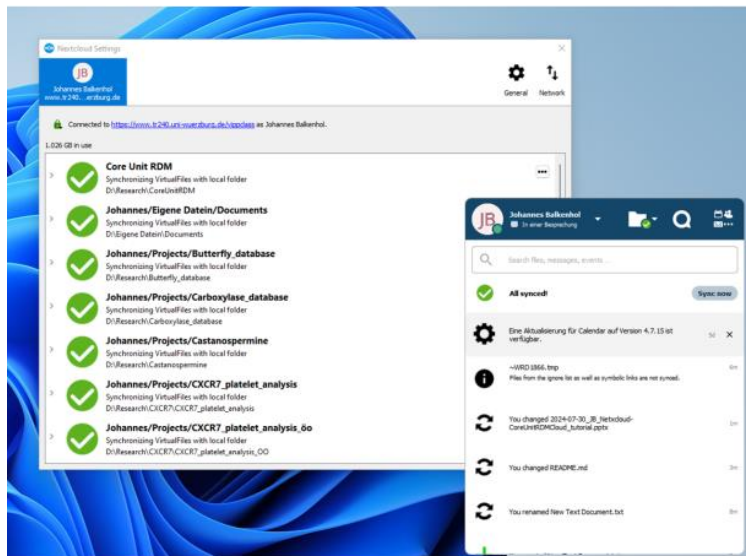
Desktop client
- **Synchronize your data with your computer**
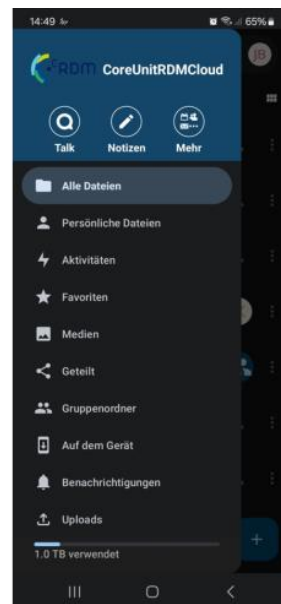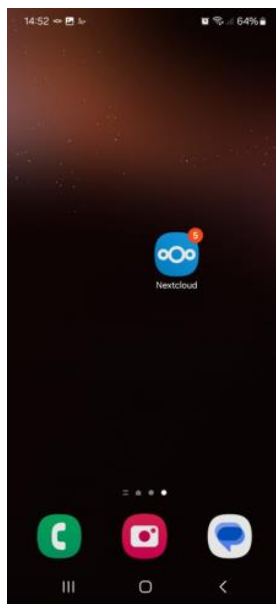- https://nextcloud.com/de /install/

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.