# 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



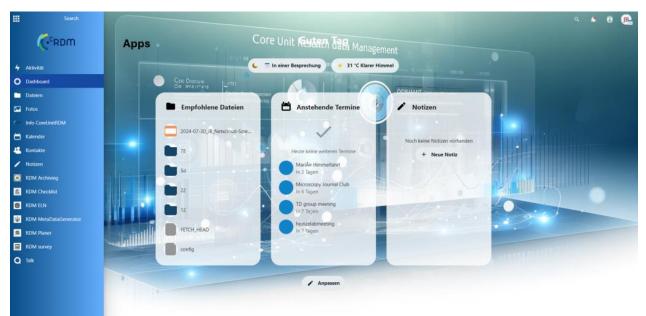
### Dashboard

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

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#### 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

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Alle Dateien	EK III Alle Datein > 17 ** + Neu		
Persönliche Dateien	Name -		Größe Geändert
③ Neueste	3rd International Platelet Symposium	Geteilt GD	3,4 GB vor 8 Monater
* Favoriten	🖸 💼 2019 Kickoff Meeting	· <b>4</b> ···	113,2 MB vor 8 Monater
<ul> <li>★▲ Freigaben ✓</li> <li>Schlagworte</li> </ul>	2019_Retreat	·± …	86,6 MB vor 8 Monater
Externer Speicher	Central projects & INF	· <b>±</b> ···	9,3 GB vor 3 Monater
	<ul> <li>TR240 group folder</li> <li>Becommended</li> </ul>	· <b>4</b> ···	29,3 MB vor 3 Jahren
	Imaging     project folder	Geteilt 🤷 …	3,5 GB vor 8 Monater
	🗆 🖻 Project Area A Structure	· <b>±</b> …	38,4 GB vor 3 Monater
	Group folder admins     Group folder admins	· <b>4</b> ···	7,4 GB vor 3 Monater
	TR240 Begutachtung2022 Hauptvorträge	• <b>±</b>	230,4 MB vor 2 Monater
	🗌 🔯 TR240 final report	·±	87,5 MB vor 9 Monater
	TR240 Seminar	Geteilt 😁 🚥	221,1 MB vor 8 Monater
Gelöschte Dateien	IR240-publications	·±	474,5 MB vor 3 Monater
1 TB verwendet	C 🙇 Video Streaming	·±	285 KB vor 6 Monater
Dateien-Einstellungen	13 Ordner		63,4 GB

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.

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Persönliche Dateien	Name *		Größe	Geändert
③ Neueste	Irod International Platelet Symposium	Geteilt GD		vor 8 Monaten
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<ul> <li>Freigaben</li> <li>Schlagworte</li> </ul>	2019_Retreat	÷ <b>±</b> -	86,6 MB	vor 8 Monaten
Externer Speicher	Central projects & INF Central projects & IN	÷ <b>±</b> -	9,3 GB	vor 3 Monaten
	<ul> <li>TR240 group folder</li> <li>Becommended</li> </ul>	÷.	29,3 MB	vor 3 Jahren
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	Project Area A     Structure	<u>.</u>	38,4 GB	vor 3 Monater
	Group folder admins     Group folder admins	÷.	7,4 GB	vor 3 Monaten
	IR240 Begutachtung2022 Hauptvorträge	<u>.</u>	230,4 MB	vor 2 Monaten
	TR240 final report	÷ <b>±</b> -	87,5 MB	vor 9 Monater
	TR240 Seminar	Geteilt 😁	221,1 MB	vor 8 Monaten
Gelöschte Dateien	TR240-publications	÷ <b>±</b> -	474,5 MB	vor 3 Monaten
Geloschte Dateien	Uideo Streaming	-2		vor 6 Monaten
Dateien-Einstellungen	13 Ordner		63,4 GB	

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.

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Alle Dateien	EX M Alle Dateien > 17 > 5 🎿 + Neu Apps – files and folder			:
Neueste	Notizen, Listen oder Unks hinzufügen • TR240 subproject folder			
★ Favoriten	Name A		Größe	Geändert
Schlagworte	B01 – Platelet-dependent inflammation and functional recovery of ischaemic myocardium and brain	+ <b>±</b>	 1 GB	vor 6 Monaten
Externer Speicher	B02     Gridee 101 - Platelet-dependent inflammation and functional recovery of ischaemic myocardium and brain officen     B02	•±	 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 Monater
	B06 - Platelets as modulators of neuro-inflammation in the ischaemic brain	•±	 552,7 MB	vor 3 Monater
	B07 – Mechanisms of platelet-dependent pulmonary inflammation in the Acute Respiratory Distress Syndrome (ARDS)	•±	 4,4 GB	vor 8 Monater
	B08 – Platelets in resolution of liver inflammation and tissue regeneration	•±	 344,9 MB	vor 8 Monater
	B09 - Platelet-derived inflammatory mediators in degenerative aortic valve disease and subclinical endocarditis	•=	 210,1 MB	vor 8 Monater
Gelöschte Dateien	B10 – The impact of platelets on the maintenance of pancreatic β cell mass and development of diabetes	•±	 < 1 KB	vor 8 Monater
1 TB verwendet	■ B12	•±	 77,5 MB	vor 8 Monater
Dateien-Einstellungen	Readme (2).md	•=	 < 1 KB	vor 3 Jahren

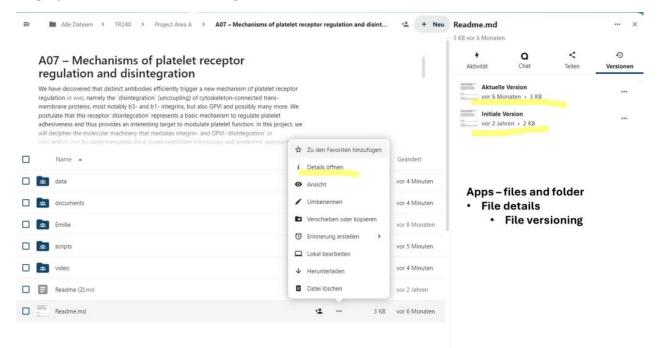
Each subproject is organized and standardized according to NFDI guidelines and project requirements. In these folders, data is stored alongside project documentation, data documentation, analysis scripts, and tutorial videos.

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Alle Dateien     Personliche Dateien	🗷 🖿 Alle Dateien > TR240 > Project Area A > A07 - Mechanisms of platelet receptor regulation and disint 🐁 🕂 Neu	0 B vor 64 Sekunden
Neueste      Favoriten      Freigaben.      Schlagworte      Externer Speicher	A07 – Mechanisms of platelet receptor regulation and disintegration We have discovered that disint atbodies efficiently trigger a new mechanism of platelet receptor regulation in vivo, namely the 'diaintegration' (uncoupling) of cytoskeleton-connected trans- membrane proteins, most cubably b3- and b1-integrinis, 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 trapet to modulate platelet function. In this project, we will decipher the molecular machinery that mediates integrin- and GPVI-'diaintegration' in	Aktivität Teilen      (JBm fohannes Balkenhol      Neuer Kommentar →      ⊕ für Erwähnungen; tür Emoji, / für Smart Picker + Sie haben scripts erstellt vor ein paar Sekund
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	data description 🛃 957,8 M8 vor 3 Monaten (documents,	
	Videos, .md,	
Gelöschte Dateien	🗆 🧮 Readme.md tutorial) 🤹 🚥 3 K8 vor 6 Monaten	
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This is just an example of the deposited data. Please use secondary processed data rather than all the raw files generated by the institute.

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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.

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

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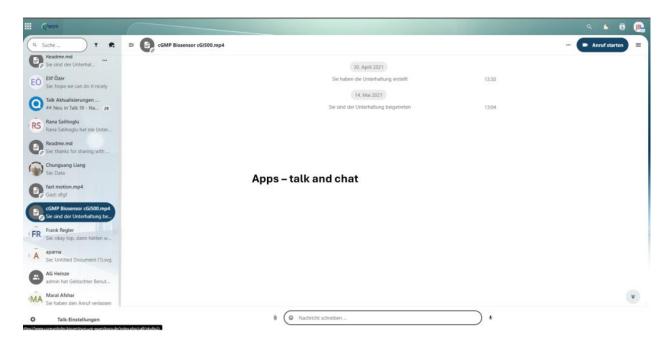
This example demonstrates that public links can be customized by setting a password, defining an expiration date, and specifying access rights.

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regulation in vi membrane pro postulate that I adhesiveness a will decipher th	ered that distinct antibodies efficiently trigger a new mechanism of platelet receptor vo, namely the 'disintegration' (uncoupling) of cytoskeleton-connected trans- teins, most notably b3- and b1- integrins, but also GPVI and possibly many more. We his receptor 'disintegration' represents a basic mechanism to regulate platelet in thus provides an interesting target to modulate platelet function. In this project, we e molecular machinery that mediates integrin- and GPVI-'disintegration' in by using transgenic mice, super-tesolution microtocopy and proteomic approaches.				<ul> <li>CD Link teilen</li> <li>Nur anzeigen</li> <li>Bearbeitung erlauben</li> <li>Benutzerdefinierte Berechtigungen Lesen, teilen</li> </ul>
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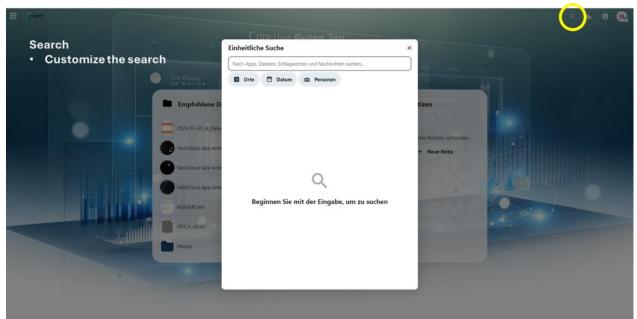
## Additionally, files can be discussed using the chat and comment features.

We discovered that distinct antibodies efficiently trigger a new mechanism of platelet receptor regulation in vico, namely the 'disintegration' (uncoupling) of yotseleton-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 function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the modulate platelet function. In this project, we will declepted the m	regulation and disintegration				Aktivität	Q Chat	< Teilen	• Versionen
Image: Comments and folder +2   · Comments and conversations on files and +2   · Comments and conversations on files and +2   · Comments · · · · · · · · · · · · · · · · · · ·	We have discovered that distinct antibodies efficiently trigger a new mechanism of platelet receptor regulation <i>in vivo</i> , namely the 'disintegration' (uncoupling) of cytoskeleton-connected trans- membrane 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, w will decipher the molecular machinery that mediates integrin- and GPVI-'disintegration' <i>in</i>					leute, 13. August 2024 haben die Unterhaltun	g erstellt	13:44
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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.



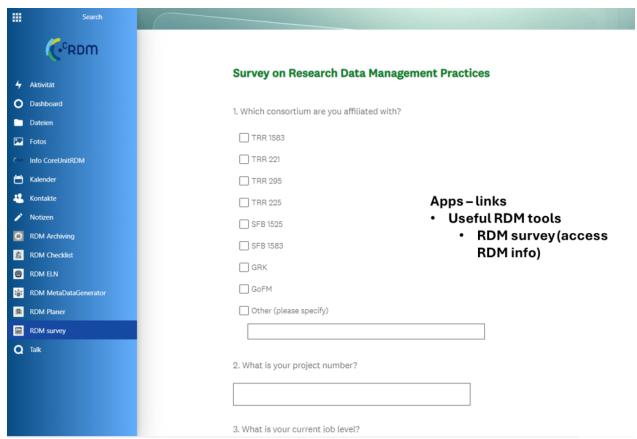
The **Profile Setup** allows users to customize their personal information, preferences, and notifications. Through the **Admin Panel**, administrators can manage system performance, security settings, storage, and user permissions. The **App Setup** section enables the installation and configuration 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.



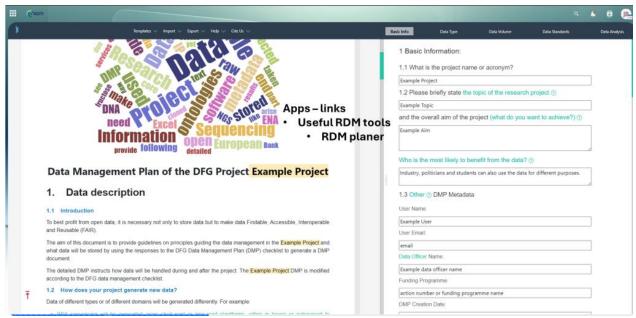
Additionally, we provide links to key resources, such as our CoreUniRDM homepage, which offer valuable information on Research Data Management (RDM).



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.



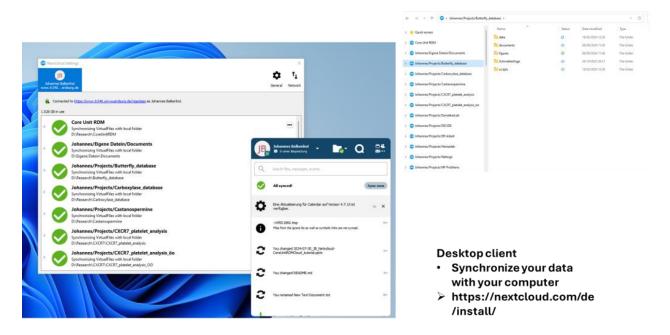
An RDM checklist helps ensure that all important points are addressed before uploading data to the cloud.

	Caom figure_checklist.pdf			
80	Q		- + Automatischer Zoom ~	
			rrch data (Checklist) w research data is handled in projects	
	Data	generation and volume	How does the project create new data?     Is existing data reused?     What data types are involved, and how much data is anticipated?	Apps – links
	Docu	umentation and quality	How is data described and documented?     What measures ensure high data quality?     Are there controls in place, and what digital tools are needed?	<ul> <li>Useful RDM tools</li> <li>RDM Checklist</li> </ul>
	Storag	ge and archiving	• How is data stored and archived during the project? • How is sensitive data secured throughout the project?	Steps to do before l upload my data
	Legal	l considerations	What legal aspects are associated with handling research data?     Are there implications or restrictions for publication and accessibility?     How are use, copyright, and ownership addressed?	
		a Exchange and Accessibility	Identify data suitable for other uses.     What criteria guide making data available for others?     Are there plans for data archiving, and when is it available to third parties?	
	020055	oonsibilities and Resources	Who handles data responsibilities in the project?     What resources (costs, time) are needed for proper data handling?     Who manages data curation after the project ends?	

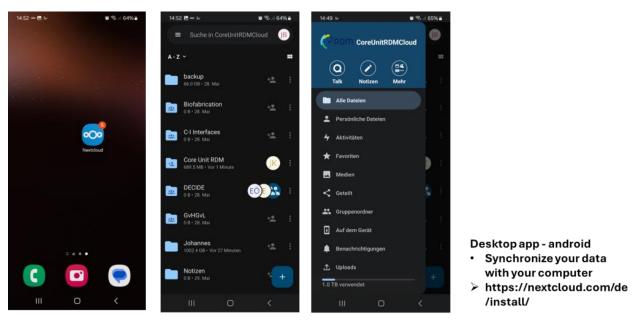
The Metadata Generator queries a set of recommended metadata inspired by the DataCite schema (https://schema.datacite.org/meta/kernel-4.4/). These metadata fields, formatted as key-value pairs, can be customized to fit each specific use case. The Metadata Generator then produces an XML file that can 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.

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+ Recommended Elements		Apps – links	
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		Useful RDM tools	
References:		Meta data generator	

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.



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.



...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.