

TeamDrive  Android
Manual

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version 3.0.216*

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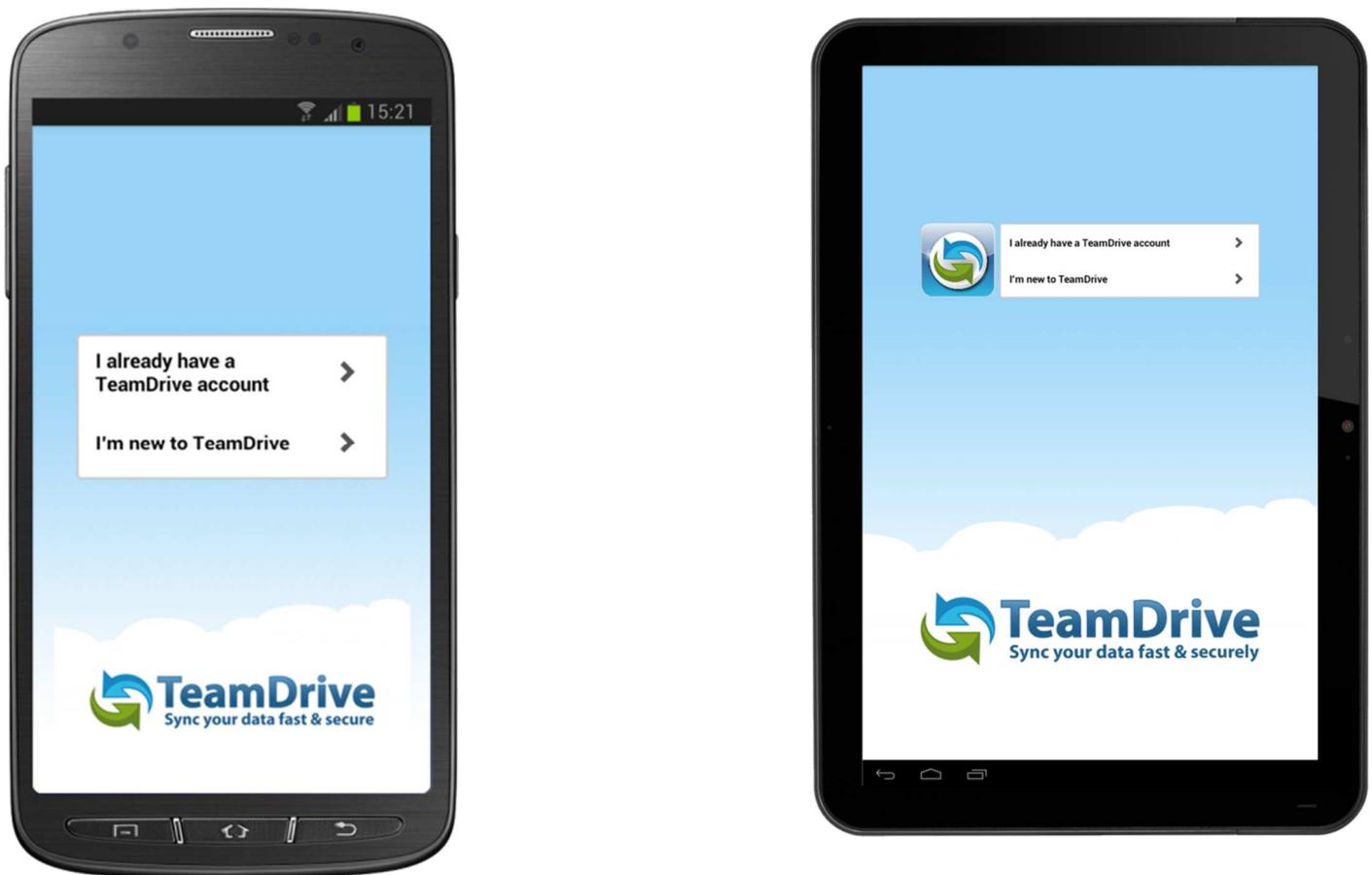
1 Starting TeamDrive for Android for the First Time

After you have successfully installed TeamDrive for Android on your Android smartphone or tablet, open TeamDrive. If you are an existing TeamDrive user select **"I already have a TeamDrive account"***, otherwise select **"I'm new to TeamDrive"****.

**To login as an existing TeamDrive user an existing user account is required.*

***Selecting "I'm new to TeamDrive" will allow you to create a new account.*

Enter your username and password at the login screen. You will receive an activation notification after you have successfully logged in. Tap **"Continue"**.



Img. 1: First start

At the registration screen you can create a TeamDrive account if you do not already have one or if you would like to create a new one.

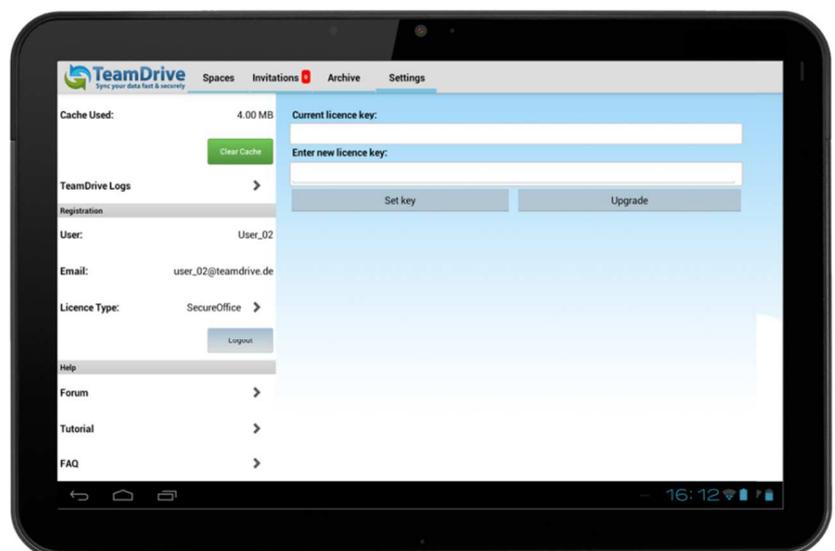
To create an account, you will need to enter a desired username and password. The username must be at least 5 characters long and may not contain any special characters or spaces. The password must be at least 8 characters long and may contain special characters, but no spaces. After entering your desired username and password, press **"Register"** to create your new account. You will receive a notification once your registration has been successfully completed.



Img. 2: The login screen

1.1 Entering a License Key

To enter a license key, or to view your current license type and/or license key, navigate to the **“Settings”** tab. Scroll down until you see **“License Type”**. You will then see which type of license you currently have. To enter a license key, or to view your current license key, tap anywhere on the row where **“License Type”** is displayed. You will then see your license key. To enter a new license key, simply enter the key in the empty field and tap **“Set key”**.



Img. 3: License key input

1.2 Adding Previously Created Spaces

If you are an existing member and are wondering why you are unable to see the Space(s) you have already created, it is important that you invite yourself to your Space(s)*. On your Windows, Mac OS X or Linux TeamDrive client right-click on the Space you wish to invite yourself to (or highlight and right-click on all of your Spaces) and select **“Invite All My Devices”**. An invitation will then be sent to all of your currently activated TeamDrive installations.



Img. 4: TeamDrive Spaces view

**It is also possible to invite yourself via the TeamDrive for Android or the TeamDrive for iOS apps. You would, of course, need to have a previous installation on either device as well as be a member of the Space(s) you wish to invite yourself to. From within either app, navigate to the desired Space and tap (hold on Android devices) the corresponding button to view more information about the Space. Where the members of the Space are displayed, select your username and re-invite yourself to the Space. An invitation will then be sent to all of your currently activated TeamDrive installations.*



“Spaces” tab

Space folders are displayed here. Initially *only the metadata* (contents and context of data files) of files are shown unless you have made certain data available offline.



“Invitations” tab

All unaccepted Space invitations are listed here.



“Archive” tab

Archived Spaces are listed here.

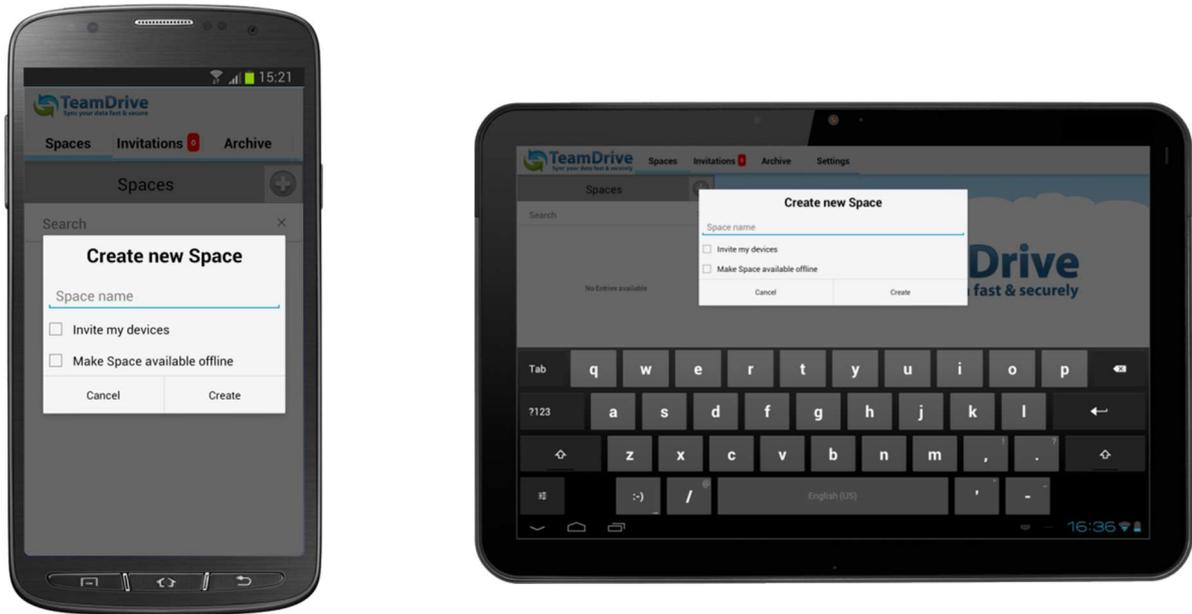


“Settings” tab

TeamDrive's settings can be seen and configured here.

1.3 Creating a Space

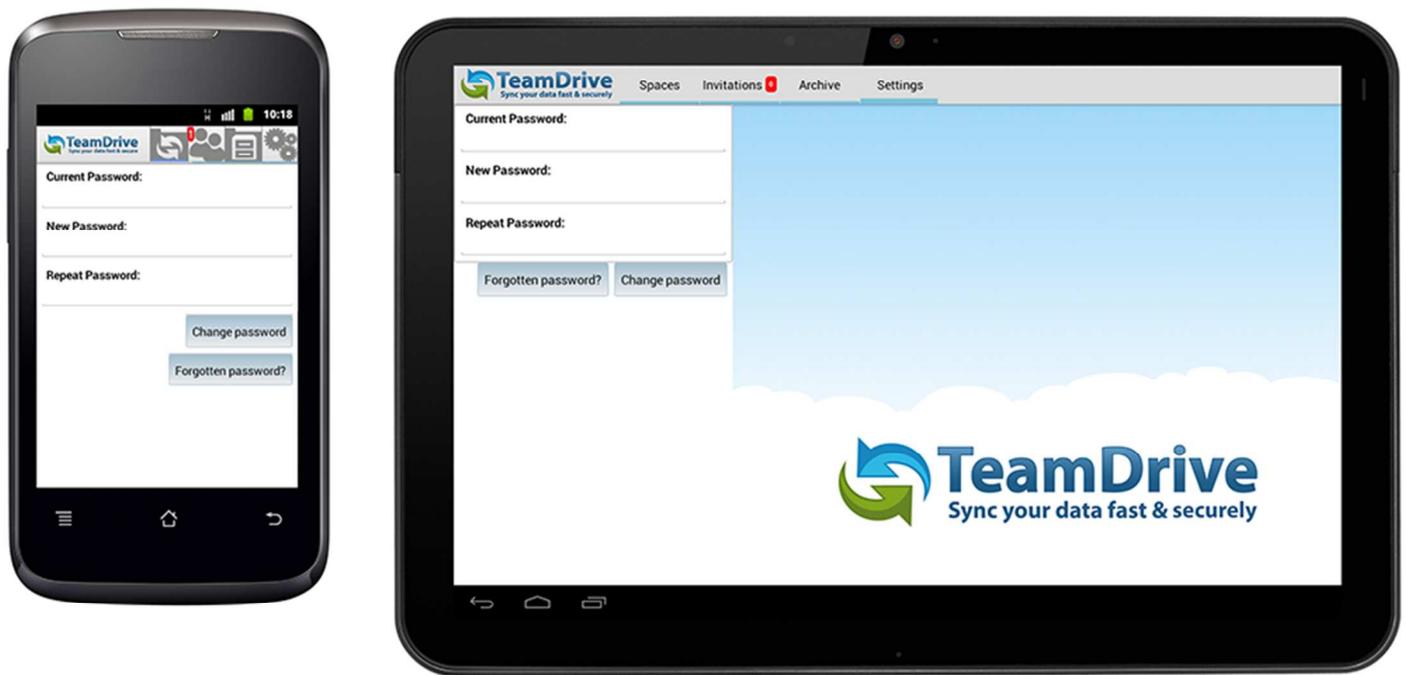
To create a Space, navigate to the **"Spaces"** tab. Next to the header at the top of the screen you will see a "+" sign. Tap the "+" to create a new Space. Enter a name for your new Space. Below the field where you enter the name for your Space you will see two options. Here you can decide if you would like to invite all of your devices to this new Space and if you would like to make the Space available offline. Below these two options you will also be able to select the number of versions you would like to have kept on the server. When you are finished with the settings for the new Space, tap **"Create"**. You have now created a new Space.



Img. 5: Creating a new Space

1.4 Resetting of Changing Your Password

In TeamDrive for Android it is possible to reset your password at the initial login screen or change your password on the **"Settings"** tab. At the login screen you can access the password reset password screen by **"Forgotten password?"**. From there you can request a temporary password, by simply tapping **"Request temp password"** after you have entered your username, or enter the temporary password you received in order to reset your password. After entering your new password twice, tap **"Login"**.



Img. 6: Resetting and changing your password

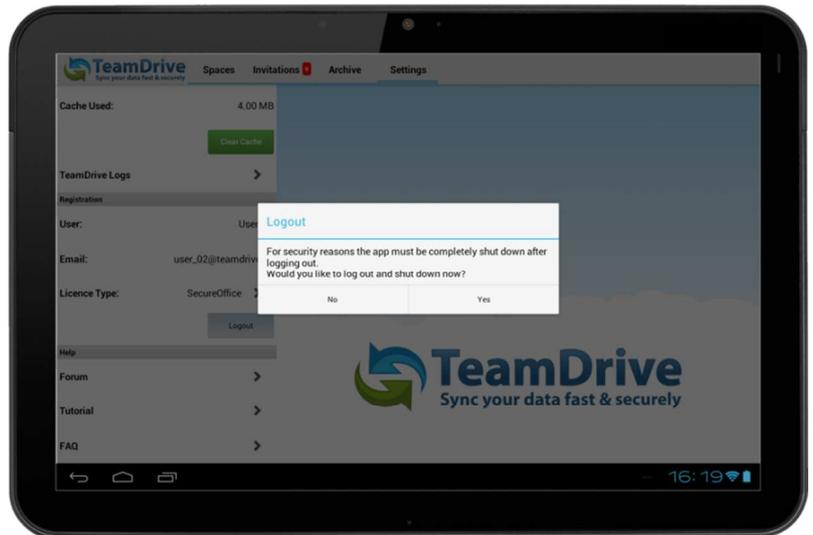
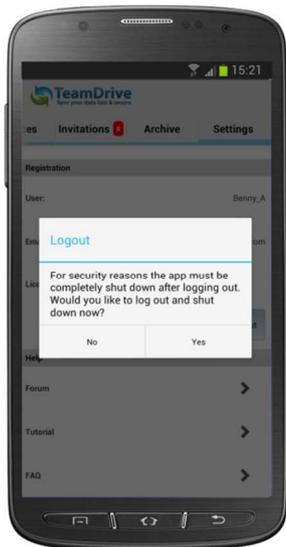
To change your password you must already be logged in. In TeamDrive, select the **“Settings”** tab and select **“Change account password”**. From there you can change your password by entering your current password first and your new password (a minimum of eight characters) twice beneath it. After entering your new password twice, tap **“Change password”**. In the event that you have forgotten your password you can request a temporary password to use to reset your password. A temporary password can be requested by tapping **“Forgotten password?”**.

1.5 Proxy Settings

Proxy settings must be setup through the device itself. On your Android mobile device, click on **“Settings”**. Navigate to the **“Wi-Fi”** or **“Wireless & Networks”** section. Also, please be aware that individual devices may name this section differently depending on the manufacturer of the mobile device. Once you are in the **“Wi-Fi”** section, tap and hold the wireless connection where you need to set the proxy and select **“Modify network”**, or the equivalent, when it pops up. From there, scroll down and select **“Show advanced options”**, or the equivalent, and scroll down. From there you will be able to enter the proxy settings.

1.6 Logging Out of TeamDrive

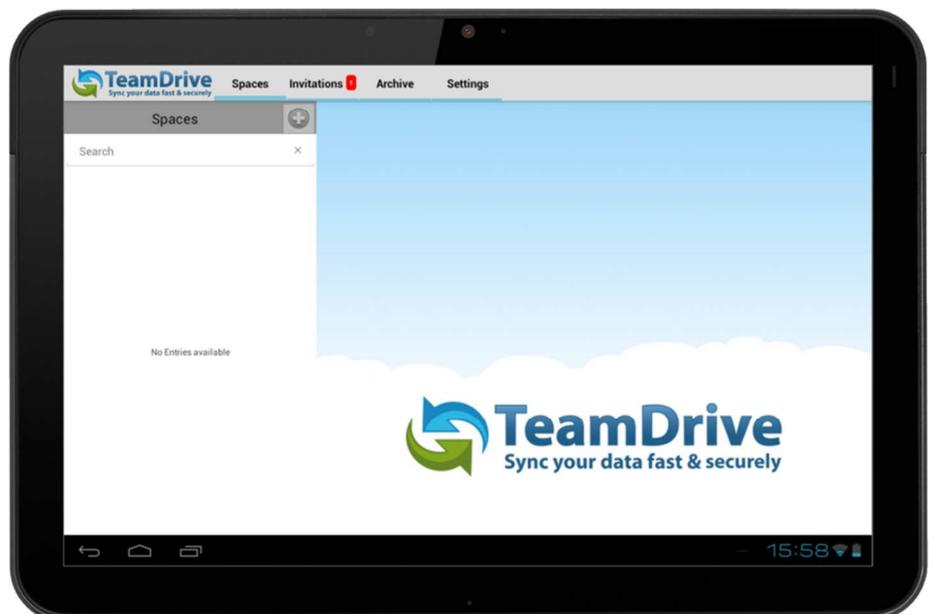
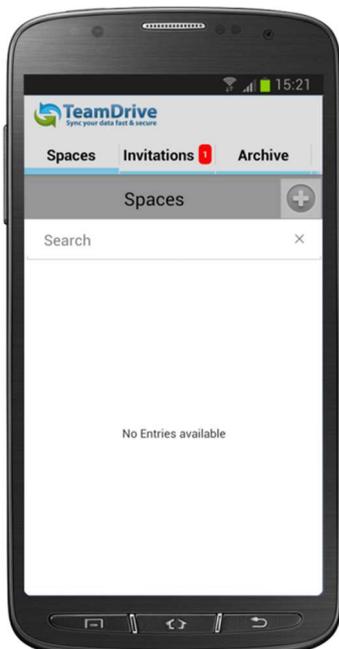
To logout of TeamDrive navigate to the **“Settings”** tab. In the **“Registration”** section you will see **“Logout”**. Tap **“Logout”**. A short message will then appear letting you know that in order to successfully logout of TeamDrive you need to exit the application and shut it down. When you are sure you want to logout, tap **“Yes”**.



Img. 7: Logout confirmation window

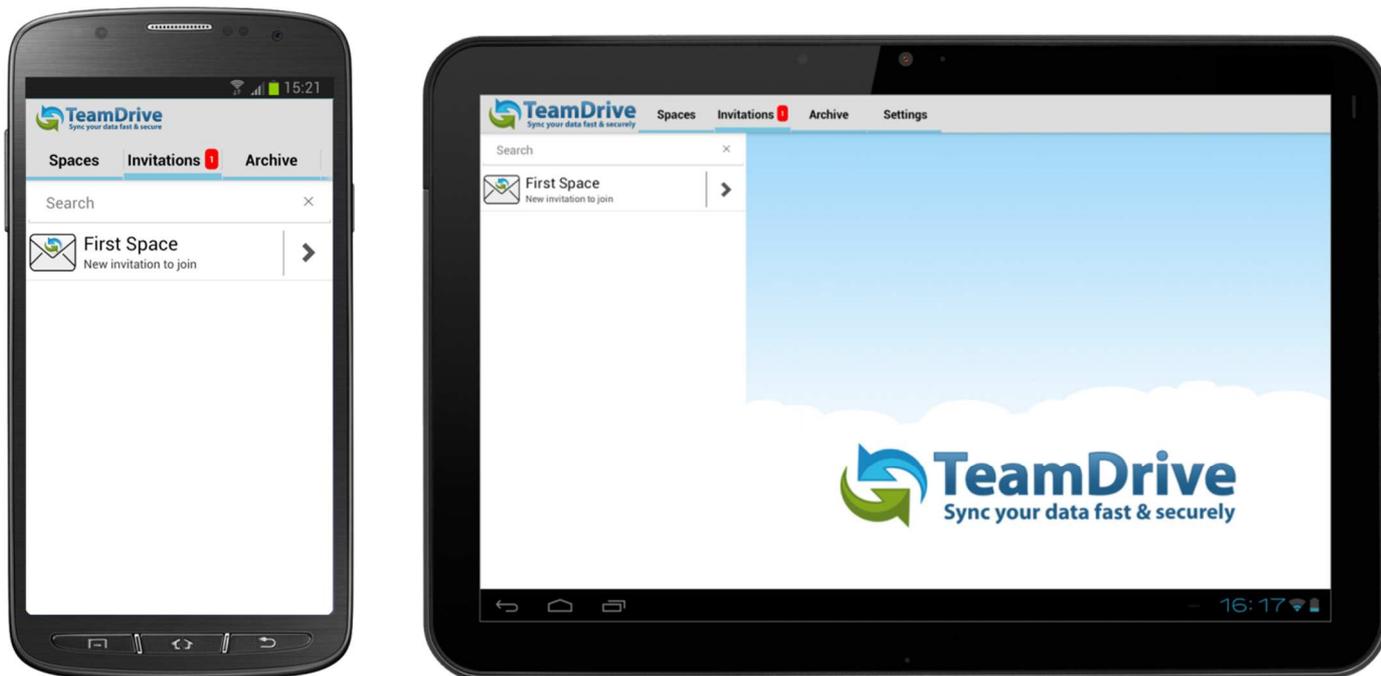
2 Invitations

When an invitation is received, an invitation notification appears on the **"Invitations"** tab or icon.



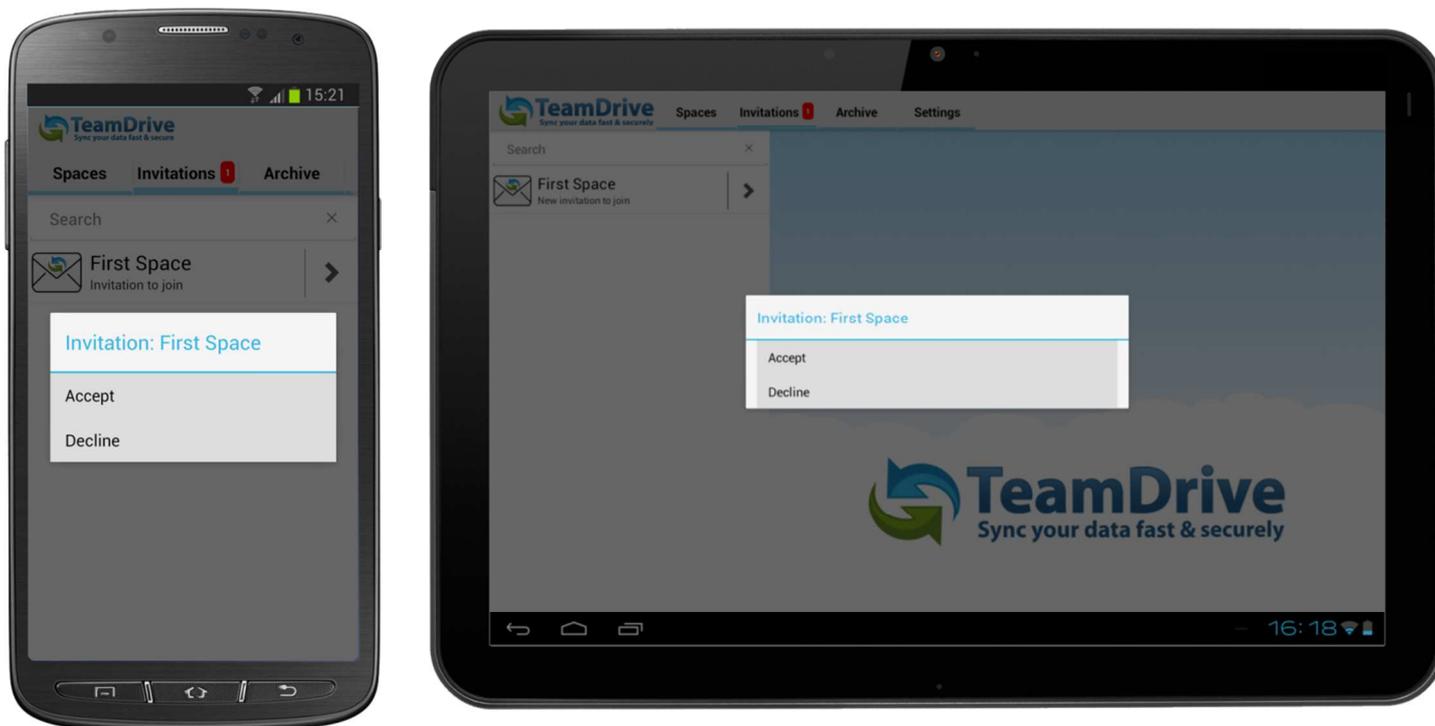
Img. 8: Space invitation received

A red, numbered, indicator displays the number of new invitations you have that have not yet been accepted or viewed. Tapping the **"Invitations"** icon will display all unaccepted Space invitations (both new and old).



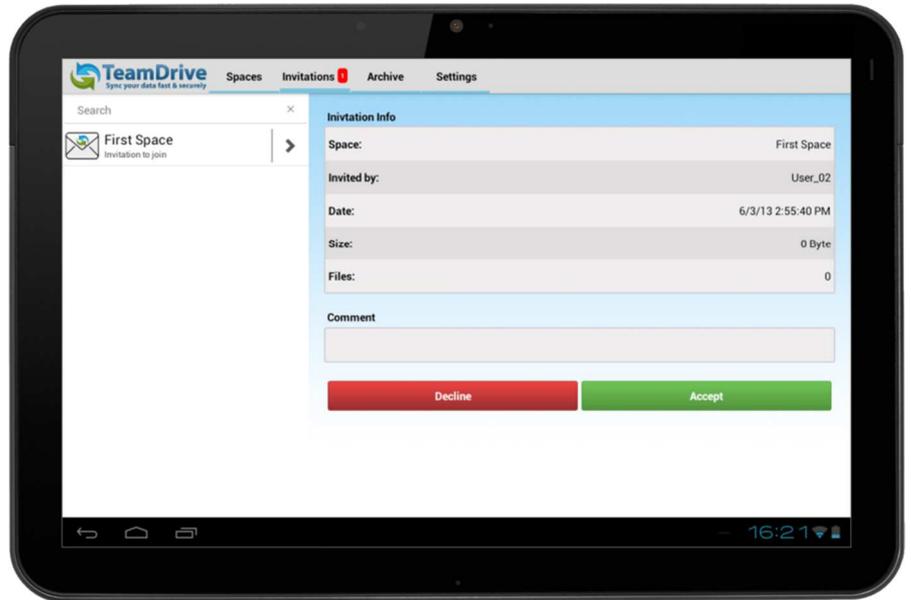
Img. 9: Space invitation visible

After you have decided which Space you would like to join tap and hold the Space's name. **"Accept"** should appear, giving you the option to accept the invitation.



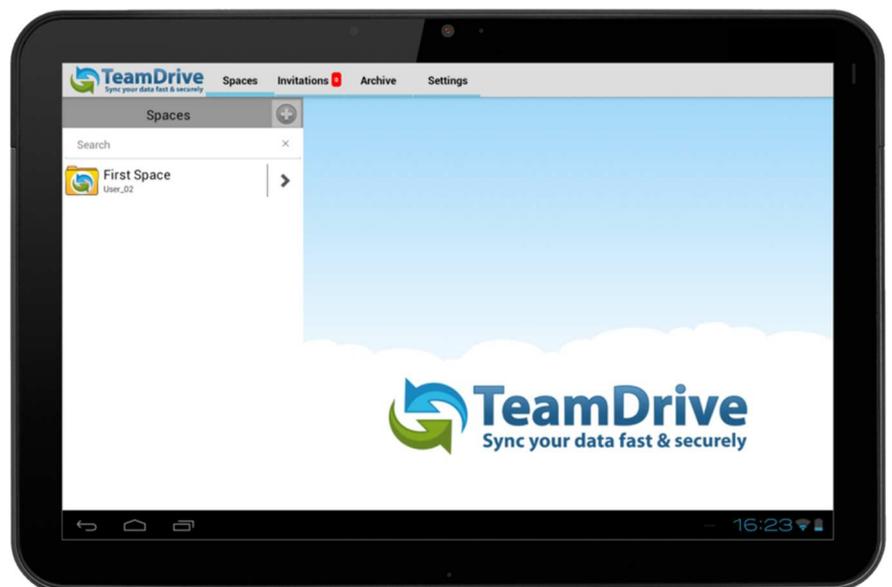
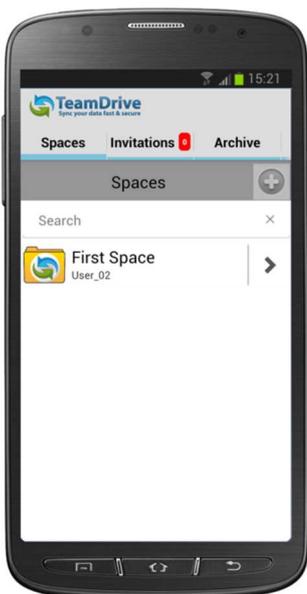
Img. 10: Accept or decline an invitation by tapping and holding the Space's name

Tapping the arrow to the right of the invitation displays more information about the Space (i.e., who sent the invitation, when it was created, its size, etc.) and gives you the option to accept or decline the invitation. If the Space invitation has been password protected you must enter the password after you have accepted the invitation.



Img. 11: Accept or decline an invitation by tapping the arrow to the right of the Space's name

After the invitation has been accepted it is removed from the "Invitations" list. The Space is then displayed on the "Spaces" tab (where joined Spaces are displayed).

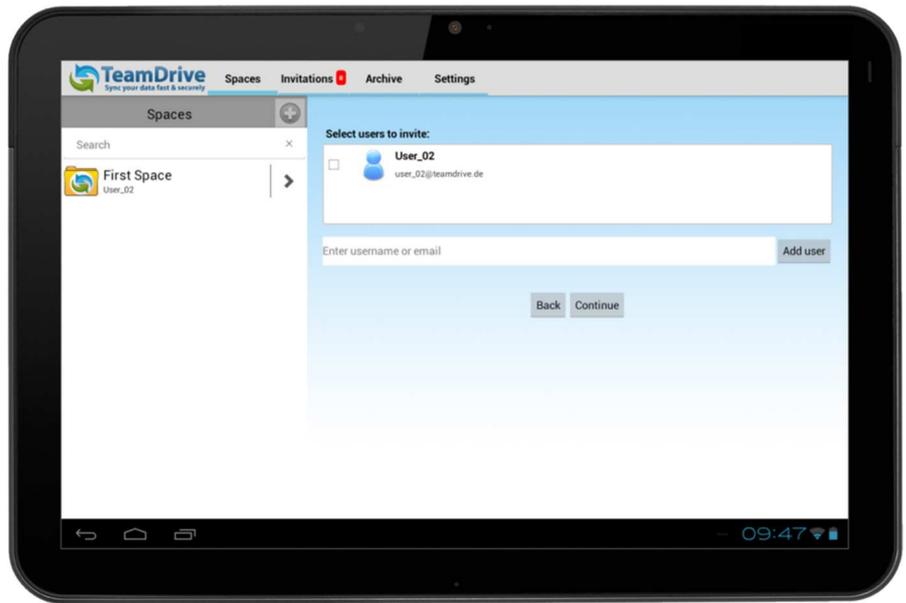


Img. 12: Space joined successfully

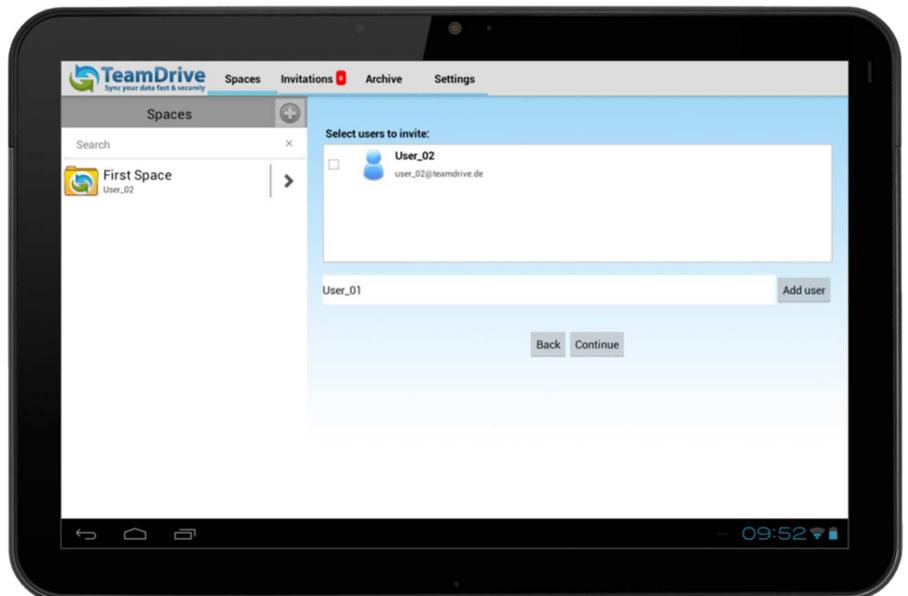
Depending on the amount of data contained in the Space folder, folder download and data access times may vary.

2.1 Inviting Members

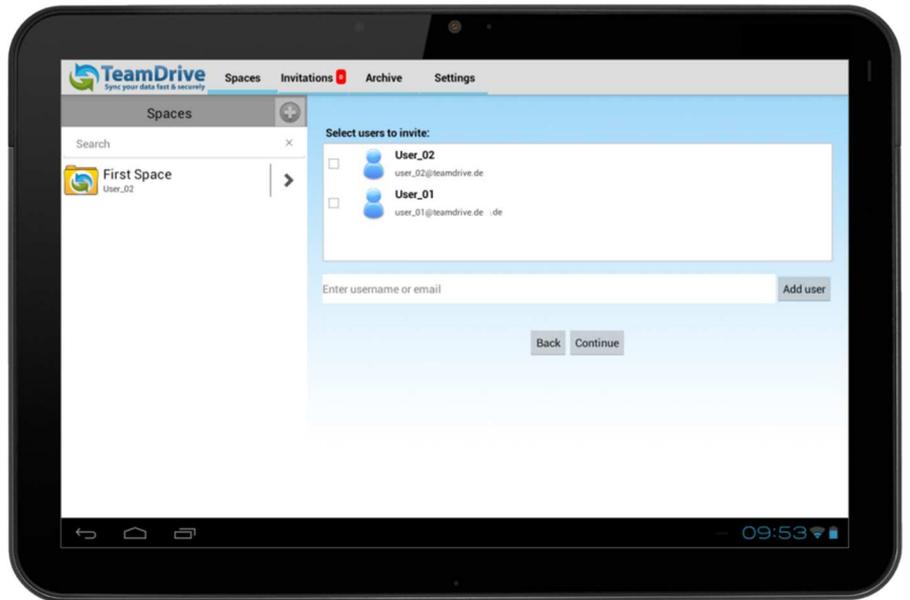
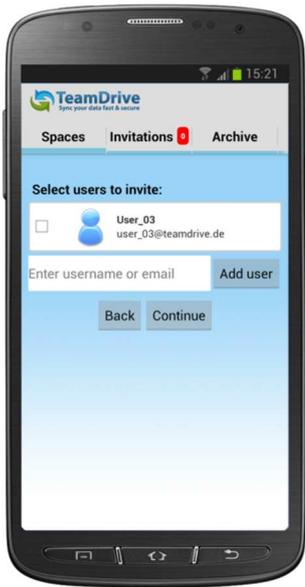
Inviting members on TeamDrive for Android is a simple process. First, select the Space you would like to invite members into. Tap the arrow to the right of the Space to reveal more information. The Space's members will be displayed at the bottom of the screen. To invite a member select **"Invite Users"**. You will then be able to enter the user's email address, or username, and add them to your invitation list. Once the user is on your invitation list select **"Continue"** to see and/or adjust their member rights. Adjust their member rights as you see fit and select **"Send Invitation"** when you are ready to send the Space invitation.



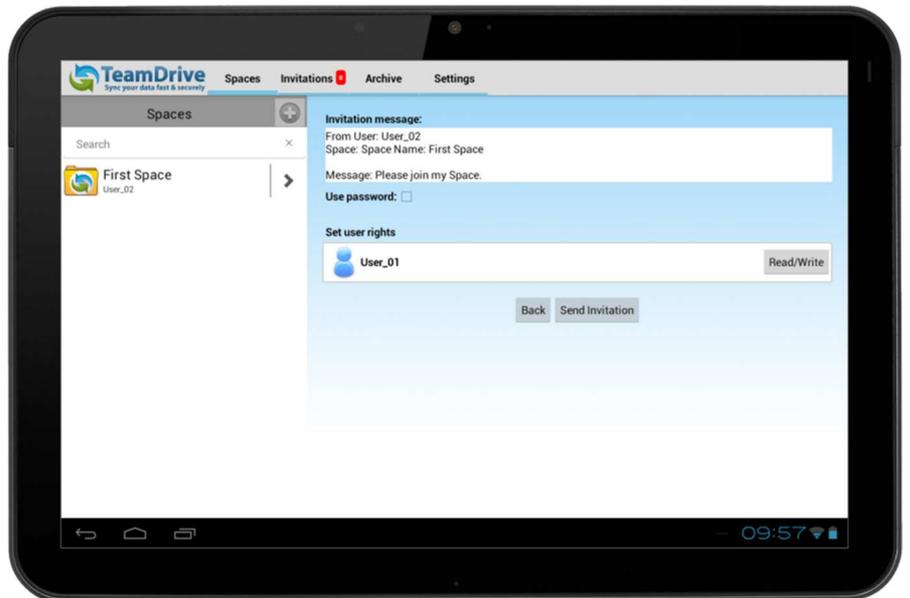
Img. 13: Inviting a new user



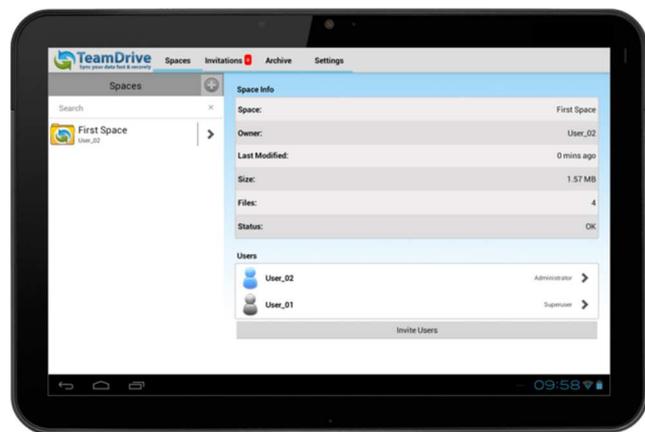
Img. 14: Typing in the username



Img. 15: Finding the username



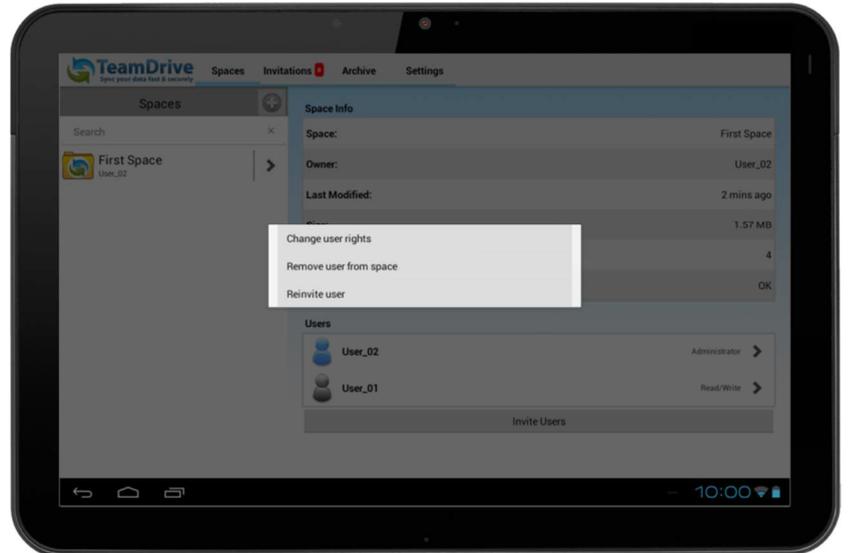
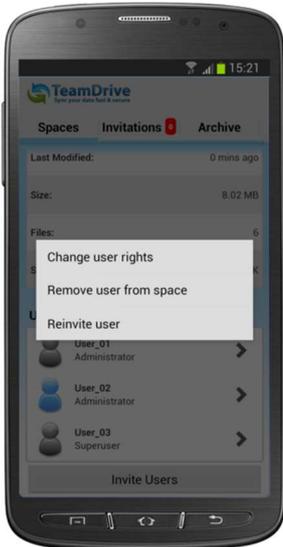
Img. 16: Sending out an invitation



Img. 17: User joined the Space

2.2 Re-inviting a User to a Space

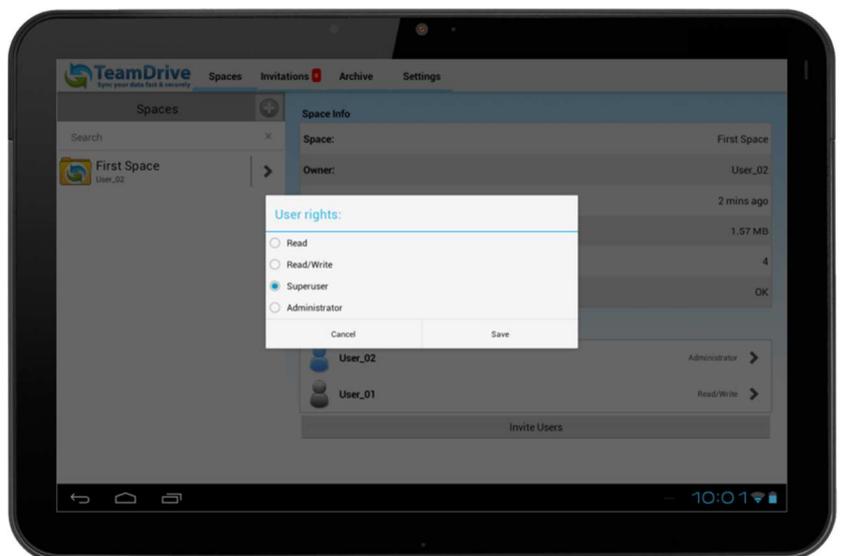
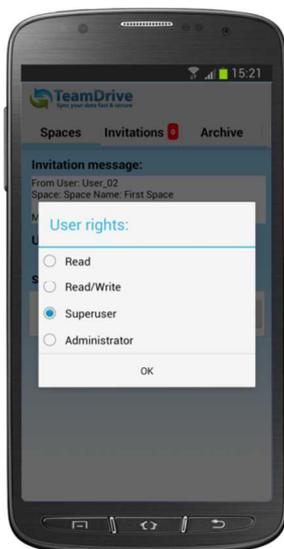
To re-invite a user to a Space, navigate to the Space you would like to re-invite the user to. Tap the arrow to the right of the Space to reveal more information. The Space's members will be displayed at the bottom of the screen. Find the member's username and tap and hold it. A menu will then appear displaying different actions you can perform on the user. Select **"Reinvite User"**. The user has now been re-invited to the Space.



Img. 18: Re-invite a user

2.3 Changing Member Rights

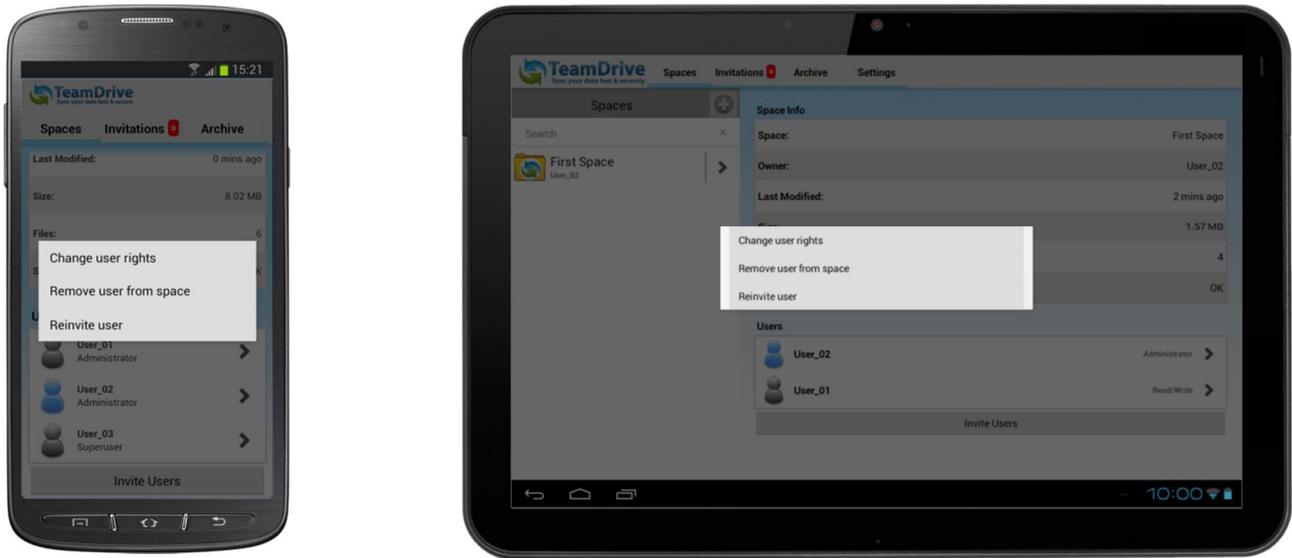
To change a member's rights, first select the Space where you would like to change the user's rights. Tap the arrow to the right of the Space to reveal more information. The Space's members will be displayed at the bottom of the screen. Find the member's username and tap and hold it. A menu will then appear displaying different actions you can perform on the user. Select **"Change user rights"**. You will then see a drop down list displaying all of the available member rights that can be assigned to the user. Finally, select the member right you wish to assign to that user. The member's rights have now been successfully changed.



Img. 19: Changing user rights

2.4 Removing a User from a Space

To remove a user from a Space, navigate to the Space you would like to remove the user from. Tap the arrow to the right of the Space to reveal more information. The Space's members will be displayed at the bottom of the screen. Find and select the member's username. A menu will then appear displaying different actions you can perform on the user. Select **"Remove user from space"**. The user has now been removed from the Space.

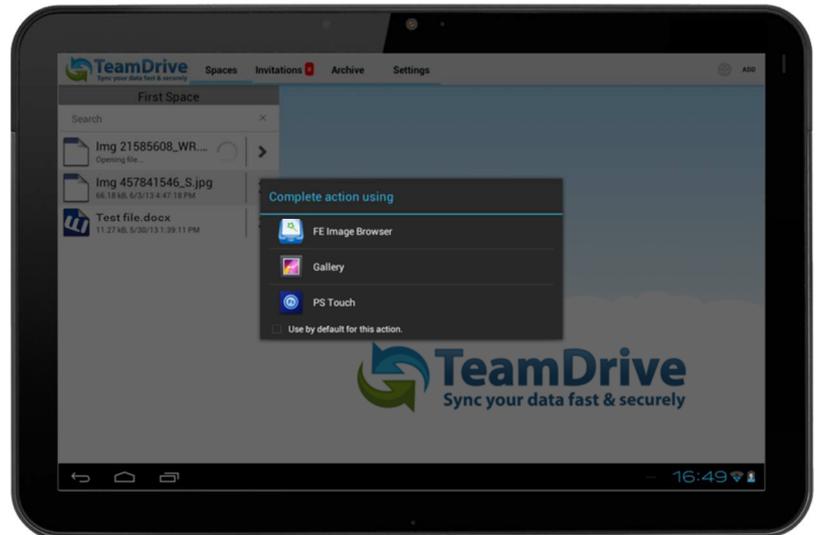


Img. 20: Remove user from Space

3 Data in TeamDrive

Initially, TeamDrive only transmits a Space's metadata (contents and context of data files). The metadata contain details such as: filenames, version numbers, modification dates, etc. To load the actual data from the server, tap the file. TeamDrive will begin to retrieve the file from the server. The spinning wheel, which appears after tapping the file, symbolizes that the file is being downloaded from the server.

Upon completion, a **"Complete action using"** dialog-box will appear (if there are multiple applications that can open the file), allowing you to select which application you would like to use to open the file (provided there is an application to open the file). If there is no application on your Android device to handle the file, you will receive a notification. Once you have chosen an application to open the file in, the selected application will open the selected file.



Img. 21: Open file with

4 Using the Camera App and the Gallery

4.1.1 Loading Images and/or Videos from the Camera App

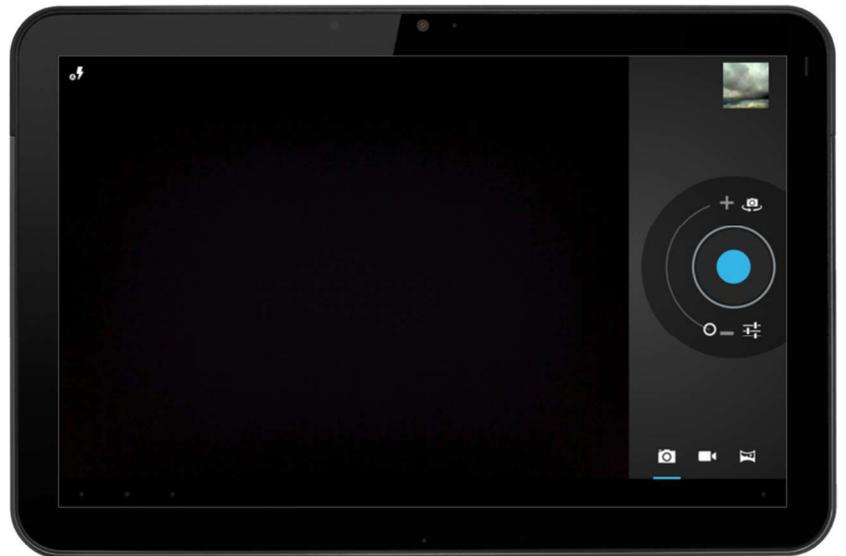
TeamDrive for Android offers the possibility to load images and/or videos directly from your **Camera** app or **Gallery** directly into a Space. To initiate a photo/video upload session, open the **Camera** app (uploading a photo/video from the **Gallery** is explained below).

After you have taken a photo or recorded a video, a thumbnail of the last photo or video you created appears on the screen (at the top of the screen on tablets and at the bottom of the screen on smartphones). On a smartphone, tapping the thumbnail opens the **Gallery** app. Instructions for using the **Gallery** app with TeamDrive are below. On a tablet, tapping the thumbnail brings up a list of applications that can be used to interact with the newly created photo or video; TeamDrive will be among them. After tapping the TeamDrive icon the "**Spaces**" window will appear, displaying your Spaces.

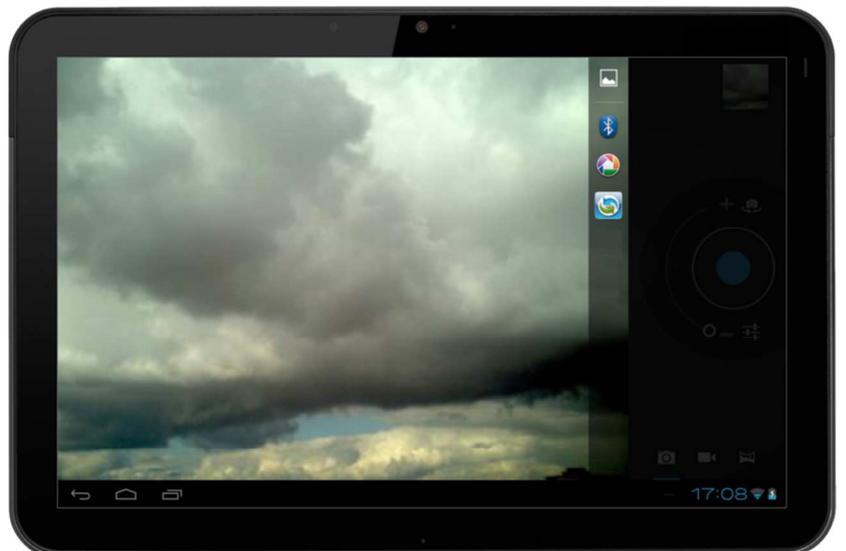
Select the Space where you would like to upload the photo or video. The data currently in the Space folder will then be shown, just tap "**Next**". The photo or video you would like to upload is displayed (only the filename). To edit the filename before uploading it, tap and hold the filename, select "**Rename**" and edit it. When you have finished editing the file name, press OK. Now, tap "**Next**". The file will now be uploaded into the desired Space folder. When the upload has completed, tap "**Next**" to close the TeamDrive window.

4.1.2 Loading Images and/or Videos from the Gallery

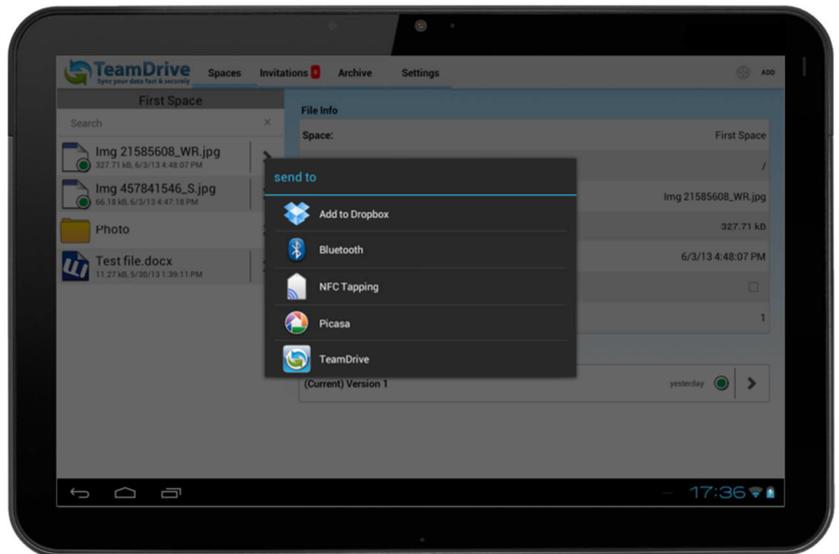
To upload a photo/video from the Gallery, first open the Gallery app. Navigate to the desired folder (i.e. Camera, Screenshots, Scrapbook Photos, etc.). Select the desired photo(s) and/or video(s) you wish to upload. To upload multiple photos or videos at once, tap and hold the photos or videos until you have selected all the photos or videos you wish to upload. After completing your selection tap the "Share" button (located in the top right-hand corner on tablets and without the title "Share"). The "Share" button then brings up a list of applications that can be used to interact with the selected media, TeamDrive will be among them.



Img. 22: Opening the camera app



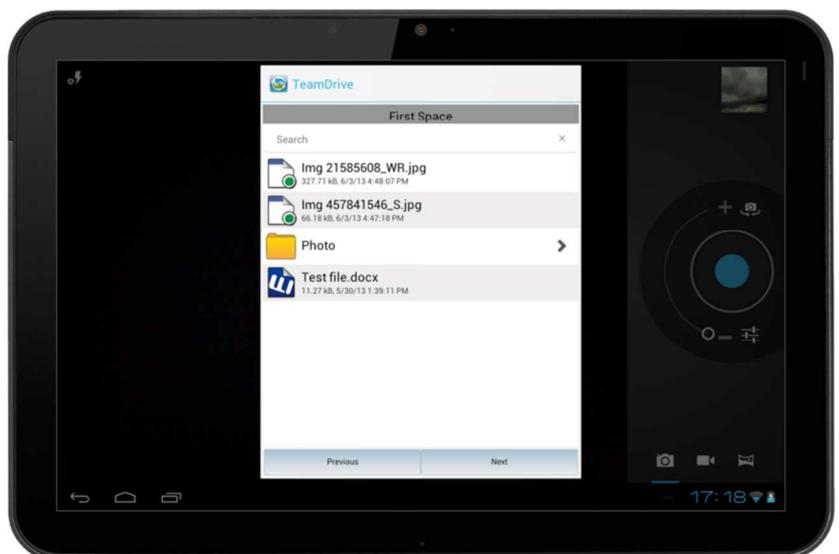
Img. 23: Taking or selecting a picture



Img. 24: Sending the file to TeamDrive

After tapping the TeamDrive icon the **"Spaces"** window will appear displaying your Spaces. Select the Space where you would like to upload the photos or videos. The data currently in the Space folder will then be shown, just tap **"Next"**. The photo or video you would like to upload is displayed (only the filename). To edit the filename before uploading it just tap the filename.

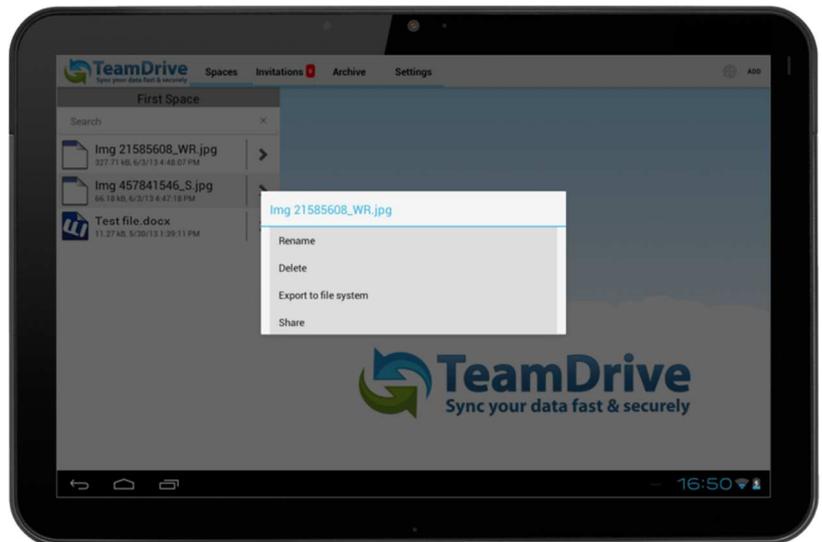
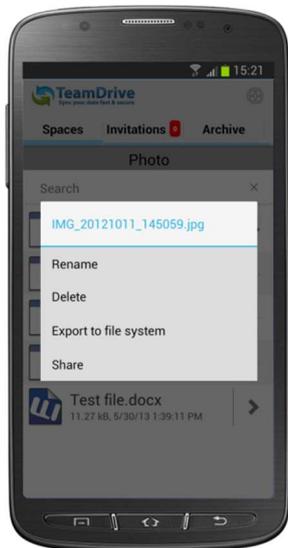
When you have finished editing the file name press the return key. Now, tap **"Next"**. The file will now be uploaded to the desired Space folder. When the upload is finished, tap **"Next"** to close the TeamDrive window.



Img. 25: Selecting the right Space folder

4.2 Deleting a File or Folder

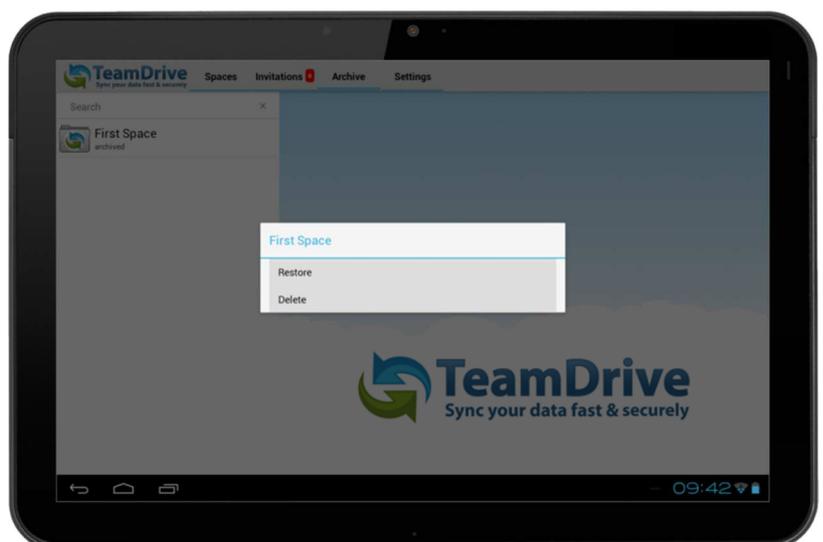
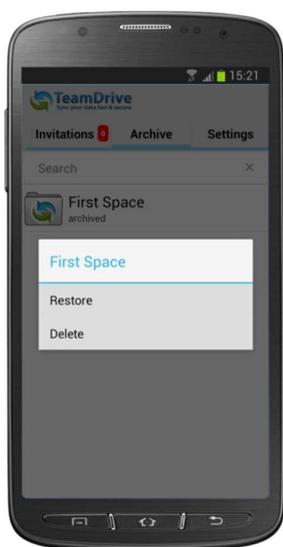
To delete a file or folder, navigate into the Space where you would like to delete a file or folder. After you have decided which file or folder you wish to delete, tap and hold on the file or folder. A dialog-box containing “Delete” will appear. Tap “Delete”. Deleting a file or folder on TeamDrive for Android does not delete the file or folder from the Server. On Windows, Mac OS X and Linux clients, the deleted file or folder will appear in the Space’s “Trash”.



Img. 26: Deleting a File

4.2.1 Deleting a Space

To delete a Space, tap and hold on the Space. The option to delete the Space will then appear, tap it. If you are not an administrator or the owner of the Space, the Space will be immediately deleted. If you are an administrator or the owner of the Space you will receive the options to delete the Space from the server or to only delete the Space locally.



Img. 27: Deleting a Space

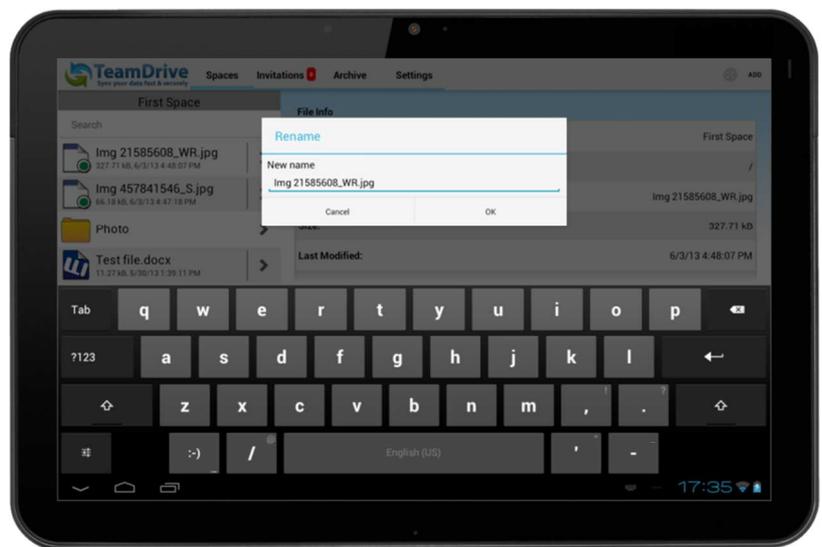
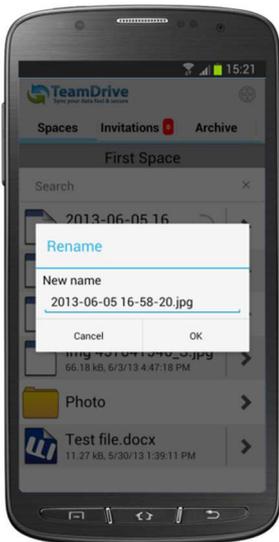
4.3 Renaming a File or Folder

To rename a file or folder tap and hold one the file or folder. A dialog-box containing “**Rename**” will appear. Tap “**Rename**”. The keyboard will then appear to allow you to enter a new name for the file or folder. After you have finished entering text, tap the return key. When you are satisfied with the name of the file tap “**OK**”.



Attention:

Be careful NOT to change the file extension (*.doc, *.docx, *.jpg, etc.) when changing the filename.



Img. 28: Renaming a file

4.4 Making Data Available for Offline Use

Locate the data you wish to use while offline. Tap the arrow to the right of the file or folder you wish to set as ‘available offline’. Details of the file or folder will then be shown. Use “**Available Offline**” or “**Make available offline**” to toggle offline availability on. Afterwards, a yellow check mark will appear on the data symbolizing that the data is being downloaded. When the download is complete, a green check mark will appear on the data. The data is now available offline. When offline availability is disabled the data will no longer be available offline.

Data set to be available offline is automatically updated when a new version is synced. However, the offline availability of newly added data to a folder must be manually set. The newly added data will not be updated automatically like the rest of the data in the folder until it is set as ‘available offline’. It is only possible to make a folder available offline with a TeamDrive Personal or Professional license.



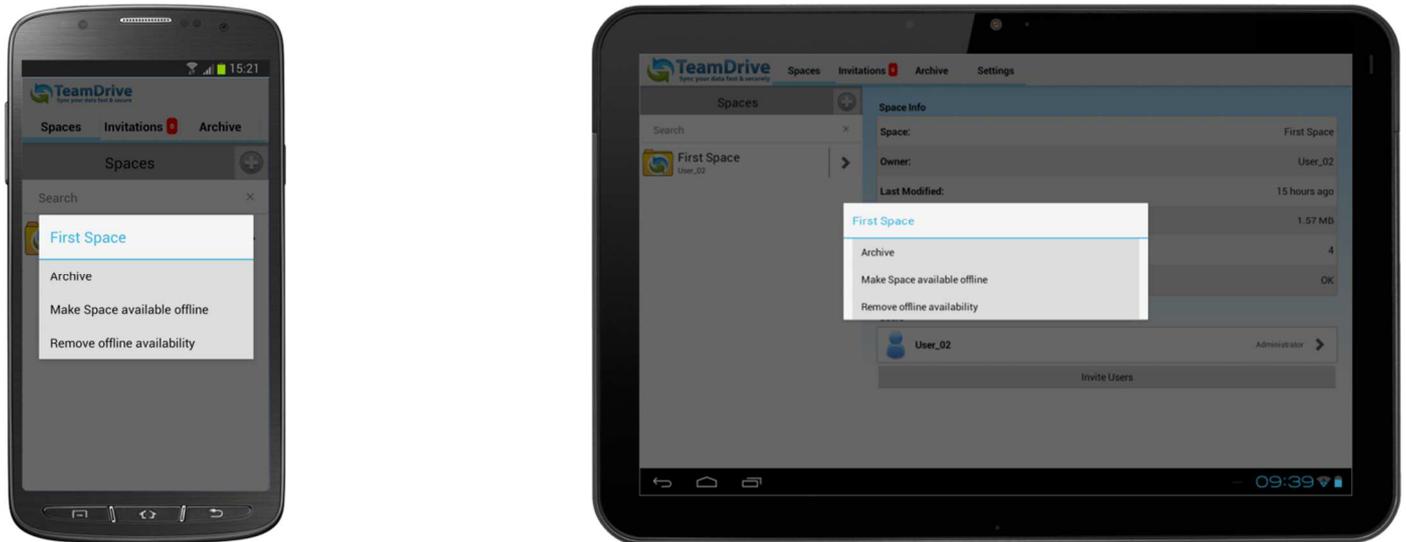
Note:

Making data available offline: Files are packed into BLOBs (binaly large objects). If you mark a file or folder for offline availability the BLOB containing the file version you want is downloaded and kept on your device. The BLOB may contain other files and if so they will appear as being local as well.

4.4.1 Making a Space Available for Offline Use

To make a Space available offline tap and hold on the Space. A dialog-box containing “**Make Space available offline**” will appear. Tap it to make the Space available offline.

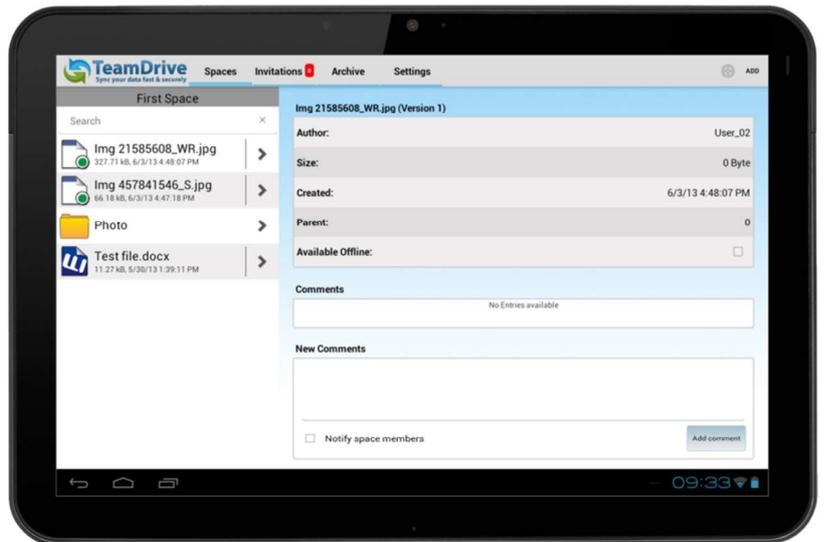
When a Space is set to be available offline all new versions and files in that Space will be automatically updated and synchronized once an internet connection is available.



Img. 29: Make Space available offline

4.4.2 Making Only One Version Available for Offline Use

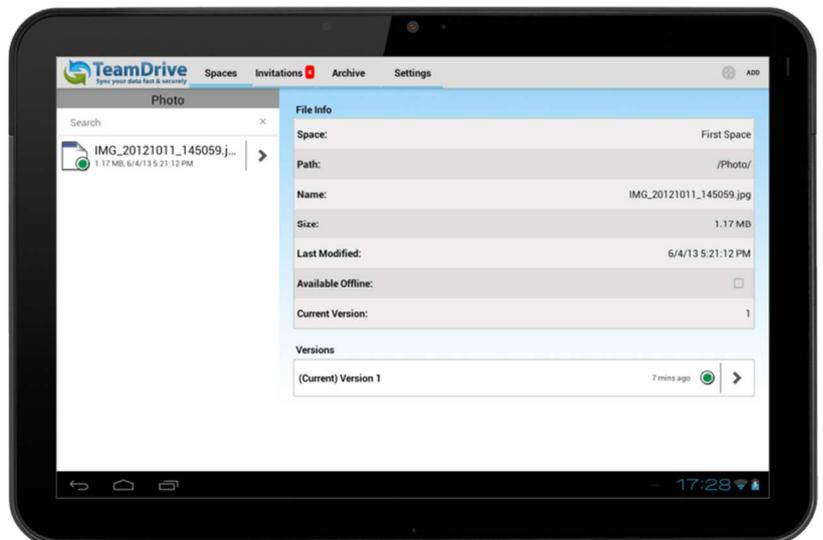
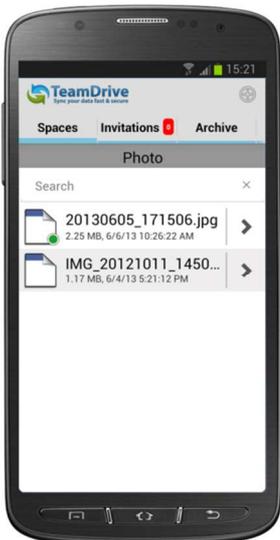
To make one version of a file available offline, first, tap the arrow to the right of the file. More information about the file will be displayed. The versions of the file will also be displayed towards the bottom of the screen. After you have decided which version you would like to make available offline tap the arrow to the right of it. More information about the file version will be displayed as well and a checkbox to toggle the offline availability (“**Available Offline**”) of that version. To make the version available offline, check the checkbox.



Img. 30: Make a specific version available offline

4.4.3 Accessing Data without an Internet Connection

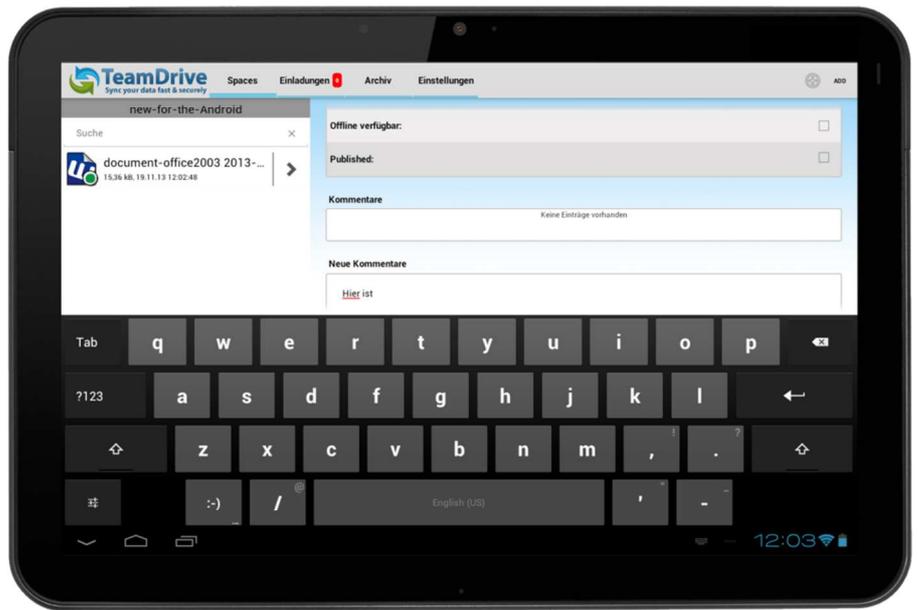
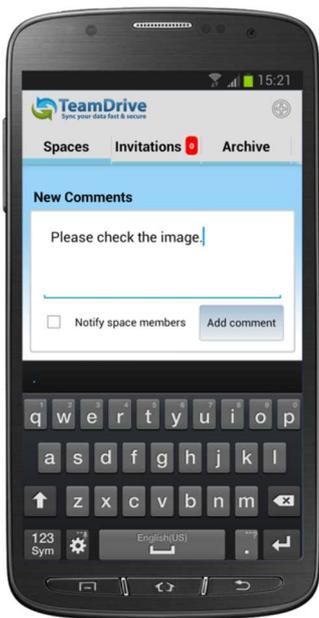
Only data made available offline can be accessed when no internet connection is present.



Img. 31: Files that are available offline

4.5 Adding a Comment to a File

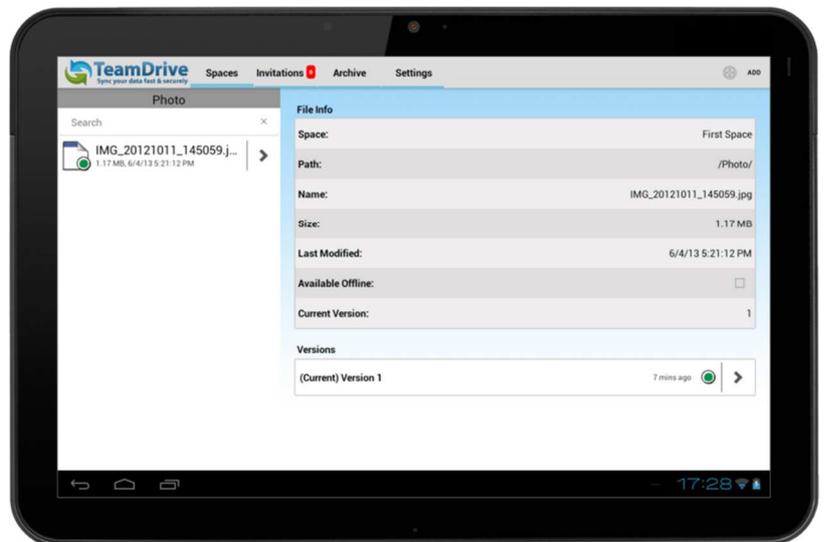
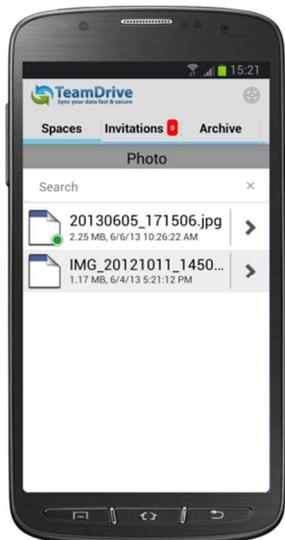
Locate the file you would like to add a comment to. To add a comment tap the arrow to the right of the file. Details of the file will then be shown. Under "**Versions**" there will be another arrow, tap it for the respective version you wish to add a comment to. More details about the version will then be displayed. On the details screen you will find a comment box. Tap the comment box to bring up the keyboard and add a comment to the file. When you have finished entering a comment tap "**Add comment**". If you would like a notification of your new comment to be sent to the members of the Space, check the "**Notify space members**" checkbox.



Img. 32: Adding a comment to a file

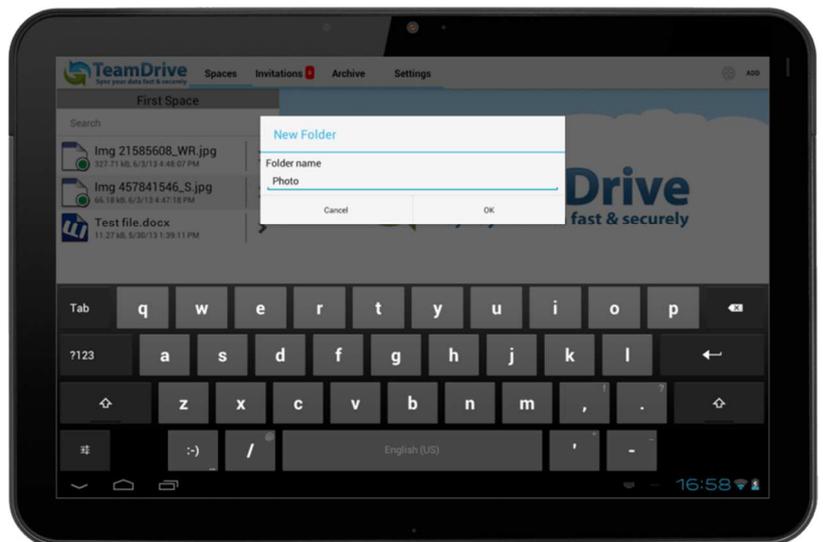
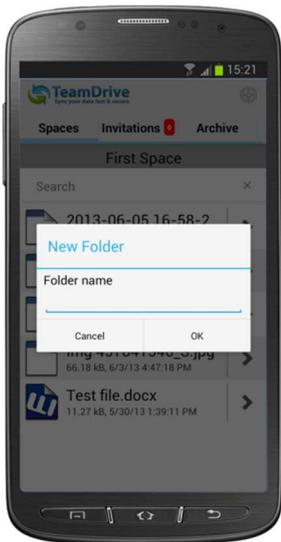
5 Creating a New folder within a Space

To create a new folder within a Space, tap the “(+)**ADD**” button.



Img. 33: Creating a new Space

Once the new folder has been created you will be required to name the folder. Enter a name for the folder and tap “OK”.



Img. 34: Naming the new Space

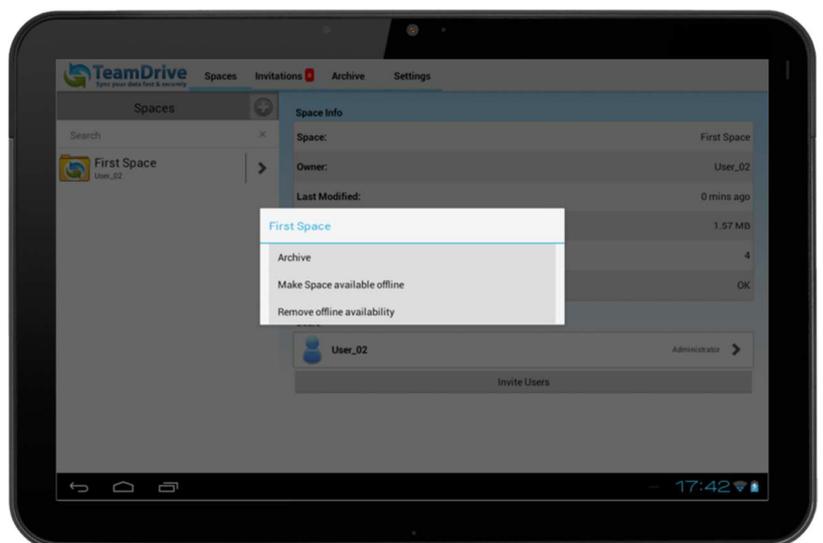
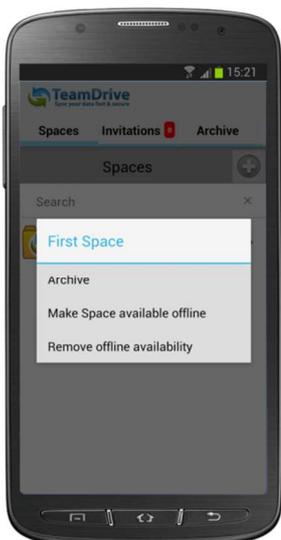
5.1 Uploading Existing Data into a Space

To upload existing data into a Space, tap “(+) **ADD**”. Once the file (or files, if you decide to upload multiple files at once) has been selected, tap the floppy disk image to save the into the Space.

5.2 Archiving, Restoring and Deleting Spaces

TeamDrive for Android offers the ability to archive and delete Spaces. Once a Space has been archived you have the option to either restore it, if the Space is again needed, or to completely delete it from your device. It is also possible to delete Spaces directly from the “**Spaces**” tab. This is described in chapter 4.2.1 “Deleting a Space”.

To archive a Space, tap and hold it. A dialog-box will then appear giving you the option to Archive the Space. Tap “**Archive**”. Once the Space has been archived it will now appear on the “**Archive**” tab (along with other archived Spaces).

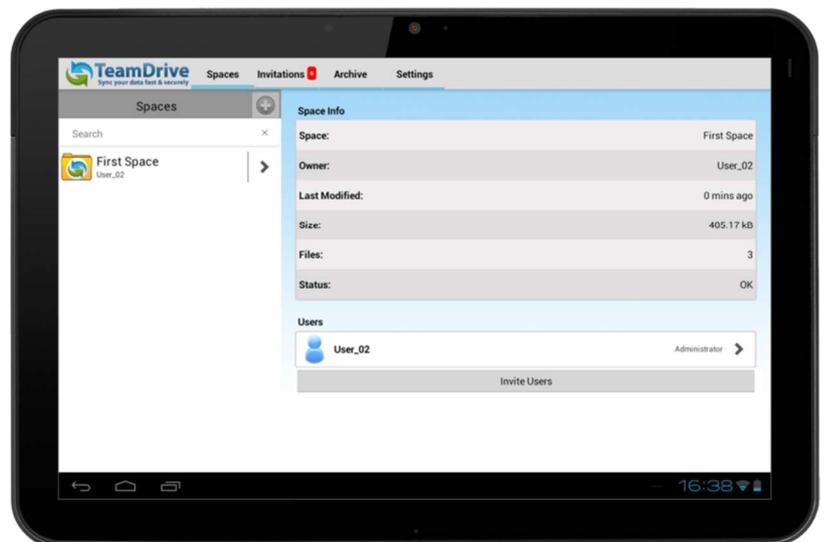


Img. 35: Archiving a Space

On the **“Archive”** tab you have the ability to restore or delete archived Spaces. To restore or delete a Space, tap and hold it and select **“Restore”** or **“Delete”**.

5.3 Displaying Space and Member Details

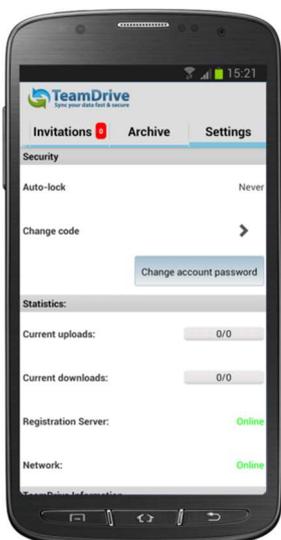
All active Spaces on TeamDrive for Android are displayed on the **“Spaces”** tab. To get more information about a Space, and its members, tap the arrow to the right of it. More details regarding the Space will then be shown. Scroll down to view the members of the Space. If more information about a Space member is desired, tap the respective username and more details about the user (if any details have been entered) will be shown. You can also edit your member information here by tapping on your username.



Img. 36: Space information

6 Settings

All TeamDrive for Android information is displayed here.



Img. 37: Settings tab

6.1 Log Files

If you are experiencing difficulties with the TeamDrive for Android app, it may be necessary to send the log files to the Support Team in order to assist in analyzing the issue. In the event that log files need to be sent, please send the log files to the [TeamDrive Support-Team](mailto:support@teamdrive.com).

To view the log-files tap "**TeamDrive Logs**" on the "**Settings**" tab. The log-file is then copied to the root folder of the default system storage card.

The log-file's name is written in this format: **YYYYMMDD_123456_log.log** (e.g. 20121008_140734_log.log). There may also be other log files (from other applications) in the root folder so it is important to pay attention to the time the log file was created (when you copied it). If you do not remember the time you can easily copy the log file again and the time should reflect the last time you copied it.

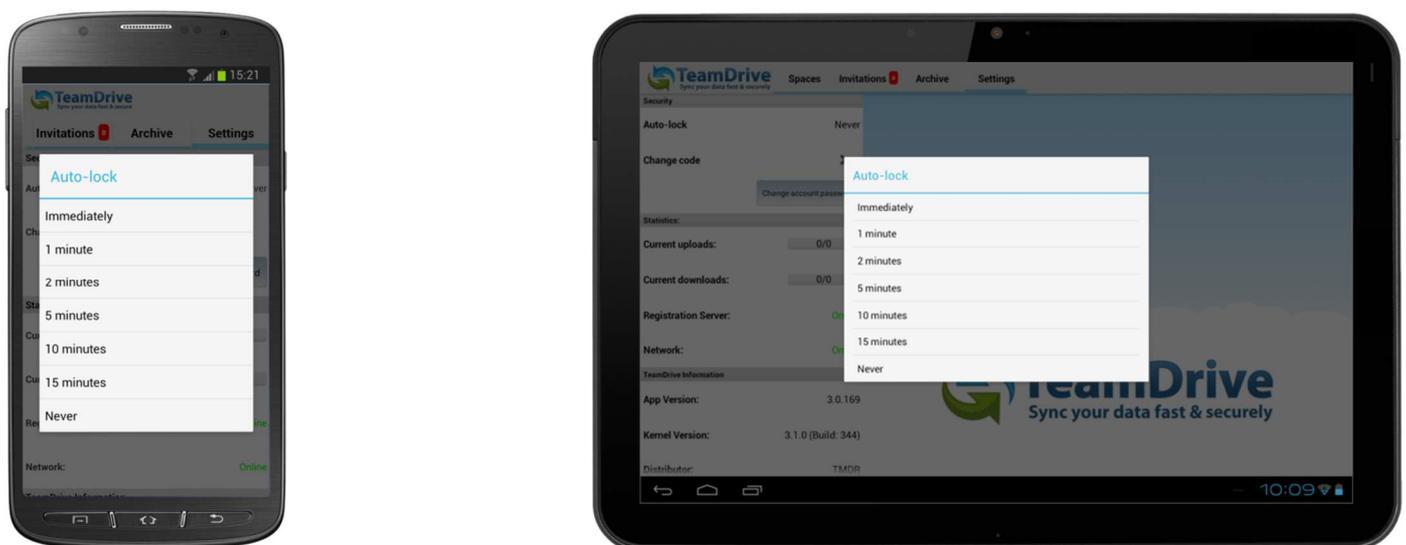
Open your e-mail application, attach the log file and send the log file to support@teamdrive.com. If you would like to view the log-file before sending it, simply open the log file in the file system

6.2 Auto-lock

The "**Auto-Lock**" function can be used to protect your app from unwanted access. To activate the auto-lock function go onto the "**Settings**" tab and "**Auto-Lock**" will be located at the top of the list. To setup the auto-lock function tap "**Auto-Lock**". You will now be able to decide how much time should pass before TeamDrive automatically locks itself. Afterwards, you will be asked to enter your TeamDrive password (to make changes to the auto-lock settings you will be required to enter your TeamDrive password).

If you would rather not enter your TeamDrive password to unlock TeamDrive for Android you can also create a four-digit PIN to unlock the app and make changes to the auto-lock settings. This can be done by selecting "**Change code**". If you enter your four-digit PIN incorrectly 3 times you will have to unlock the app using your TeamDrive password.

The auto-lock function offers various possibilities as to how much time should pass before it activates (up to 15 minutes).



Img. 38: Auto-Lock time settings

7 Privacy Protection and Encryption

Document protection and encryption is managed automatically by TeamDrive, allowing the user to concentrate on the actual exchange of data within the virtual network. Thanks to automatic version control, it is always easy to tell which document represents the most recent version. Attached to every version is information detailing the author, version, the preceding version, and the date it was last edited. In addition, a comment can be attached to every version. With the 'version timeline', you can view all versions of a document, follow the changes made, and resolve conflicts between versions.



Note:

At no time during the exchange of data via TeamDrive does non-encrypted data reside on the 16 TeamDrive First Steps network. All documents are encrypted before they are sent to and saved on the server. The decryption of this data is only possible for team members and cannot be done on the server. This way, TeamDrive guarantees optimal protection for your team's documents.

Even though other techniques (for example email with PGP encryption, VPN) enable the secure transfer of data, these methods are complex, time consuming and are too error-prone to be used on a regular basis. TeamDrive automatically integrates data encryption into the work process without requiring any user interaction. This is the only way to ensure comprehensive data protection.



Note:

The excellent data protection capabilities of this technology make TeamDrive the ideal tool especially for lawyers, financial advisers, researchers, scientists and the medical community. TeamDrive not only makes exchanging data fast and easy, it also makes it very secure.

All local data, including earlier versions, comments and status information is archived on the server by TeamDrive.

7.1 Security

The individual client PC or USB device should be adequately protected from third party access. TeamDrive is not security software for the PC or your mobile device. All data sent by TeamDrive will be highly encrypted before it is actually sent. Local data on your personal device will be unencrypted most of the time. In addition to standard security policies like boot passwords, TeamDrive can be installed and run on encrypted partitions or containers to increase the security (i.e. True Crypt or PGP encrypted volumes). In regards to this, we recommend reading the security tips in this handbook.

It is important to have a basic understanding of the security requirements of your own computer or any IT/ network infrastructure that you use. Security and reliability are two major features of TeamDrive. All actions taken by the TeamDrive client are highly secure and protected from external access. Most actions take place automatically or available to the user via the controls.



Note:

We recommend viewing the information provided by the BSI (https://www.bsi.bund.de/EN/Home/home_node.html) for more information on this topic.

Due to potential security threats and the increasing reliability on IT-security measures, all institutions (large or small) have to find a solution for several essential security concerns. The following is our position on the aspects of security directly connected to TeamDrive.



Note:

TeamDrive takes no responsibility for the security of data on your computer or your server, but, guarantees, however, the security of data uploaded and downloaded within the TeamDrive-network.

7.2 Encryption

The encrypted transfer of data is TeamDrive's underlying security feature. The encrypted exchange of data classifies itself into three steps:

Step 1: When a member is invited into a Space the TeamDrive software receives the public key from the registration server.

Step 2: In order to access a (shared) Space, a 'data key' (256-bit AES key) is created locally and encrypted with the member's public key. It is then sent to the member via a private communication path. At no time is this key located on a relay server.

Step 3: Before your data leaves the client PC, the Space's data is encrypted using your data key. This data is then saved on a relay server in an encrypted form. The encryption is such that the Space's data can only be accessed by the Space's members. Because every member has their own key, they are authorized and can receive data from the Space. This data is then decrypted using their data-key and can then be viewed/ edited on their machine.

7.3 Antivirus Software

TeamDrive data stored on a computer is guarded by the local antivirus software. The software tests the relevant file when the TeamDrive database is accessed. Your current antivirus software should always guard all Spaces in your local file system.



Note:

We recommend having your own local antivirus software. Every TeamDrive user quickly acquires many Spaces and files (files potentially accessed and/or edited by every member of the Space) with various different teams. Self-protection is the safest method!

7.4 Notice Regarding Secondary/Log Data

Personal data saved as files within a Space can be permanently deleted, together with all their contents, by a member of the Space with administrator privileges. The names of the files remain in the Space log file for as long as the Space exists.

Every user who creates a Space is, by default, the owner and administrator of the Space. If this user deletes the Space from the server, all of the data in the Space, including the log file with all its contents, are deleted (all primary and secondary data are deleted).

If a member leaves a Space, all information in relation to that member (e.g. membership, joining the Space, leaving the Space, which data they edited, etc.) is kept within the log file. The log file will not be deleted as long as the Space exists. If, for example, if a member who is leaving a Space insists that all of their data be deleted, the Space itself must be deleted. If you wish to retain the data in the Space added by other Space members the data must be backed up before the Space's deletion, a new Space must be created and the data must be moved into the new Space.

7.5 Notice to Companies Required to Store Confidential Data

TeamDrive is designed to store and share confidential data and information. The encryption methods and technologies used by the TeamDrive client safeguards all data from being accessed by unauthorized third parties.

Unauthorized access to your data can only be initiated by the user. For example, wrongfully assigning user access rights to a Space.

We recommend, to companies required to store confidential data, using password protection, for example, when sending Space invitations. Protecting your invitations with passwords add an additional level of protection and require the invited user to enter the given password before they can accept the invitation. We advise using a password which contains numbers and upper/lowercase letters.

7.6 Encrypting Your Device and SD Card

To provide a higher level of security for your data we recommend encrypting your device and the data stored on your SD Card.

This function is only available for Android Tablets and Smartphones. Android Tablets must be using Android version 3 or later and Android Smartphones must be using Android version 4 or later. The option to encrypt your device can generally be found in the respective settings menu of the device under the section for security.

8 Tips Regarding Privacy Protection and Administration

TeamDrive's compliance with data protection regulations is recognized by companies and institutions. In order to enable optimal compliance with data protection regulations, the following advice regarding installation and use of this product should be followed.

The individual client PC should be adequately protected from unauthorized third party access. Regarding this, we suggest reading the safety tips section of this handbook.

TeamDrive requires that personal information be sent to the product manufacturer's registration server. The requirements are an email address, a username and a password. The transfer of this data to the registration server is encrypted, rendering access by a third party impossible as of the current state of technology.

Please be aware that protocol data, as well as data stored in a Space may be subject to legal restrictions. It is the user's responsibility to make sure that any such restrictions are followed.



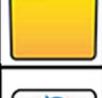
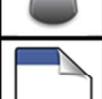
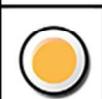
It is the administrator's responsibility to ensure that all laws and regulations regarding the proper use and protection of data are observed while using TeamDrive.

In cases where this product is used without an internal data Space Depot, contracts with the provider of the Space Depots need to be observed. Here, there are no differences compared to other IT products that use an external database. The contractor has to be carefully chosen and written instructions have to be provided. Further information regarding this can be found at <http://www.datenschutz.de/privo/partner/projektpartner/>. You can also contact us for further help. We can also provide contacts, if you wish to set up an external server.

When using the default cloud services for data storage of TeamDrive in Europe, data is stored automatically on servers in Europe. This automatic disk space allocation of users during the registration is based on their IP address during registration. The server mapping is not changed later, no matter where the user is located in the world. TeamDrive changes the server mapping at the informal request of the user by email to support@teamdrive.com. The server URL of any space can be seen in the Space's detail view in the TeamDrive Explorer. All TeamDrive cloud URLs pointing to European servers have "**EU**" in their URL.

9 Icon Glossary

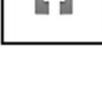
General

	Active (joined) TeamDrive Space.
	TeamDrive read-only Space. Data in this Space will be only downloaded.
	Archived TeamDrive Space.
	Folder within a Space.
	Space invitation.
	The user in the Space.
	Normal Space member.
	Data.
	Data is being made available offline.
	The data is now available offline.
	The data is located on the server and not locally in the device's cache.
	The data is located locally in the device's cache.

Other

	TeamDrive for Android icon.
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Navigation

	Add data.
	Create a new folder within a Space.
	Camera.
	Gallery.
	Save.
	Search.
	Copy an existing file from the file system into TeamDrive.