**Amsterdam University
of Applied Sciences**

**Research Drive Manual
Work locally on your device
(for Self-managed AUAS laptop/PC)**

Introduction

Research Drive is a data storage service for researchers. This data storage environment is located in the Cloud and gives researchers a place to store their research data securely and reliably. Research Drive makes it possible for researchers inside and outside AUAS to collaborate easily with each other.

A software programme can be installed on the device you use for your work, i.e. your laptop or PC, to give you access to the Research Drive data storage service. The software programme allows you to easily work locally on a device even though the data is stored in the cloud. You use the software to link a folder on your device with Research Drive. You can create folders, organise them and synchronise the contents of the local folder with the Research Drive environment. Changes are automatically synchronised. You can use a browser to work in Research Drive rather than work locally on your device, however this can result in a slight loss of speed when working with large files.

This manual explains how to install, configure or uninstall the software programme and how to remove folders and files from your device.

This manual is intended for anybody who works with a self-managed AUAS laptop. In this situation, you are able to install the software yourself.

1. Install the software programme

Research Drive has been set up on the ownCloud platform. Proceed as follows to install and configure the software programme:
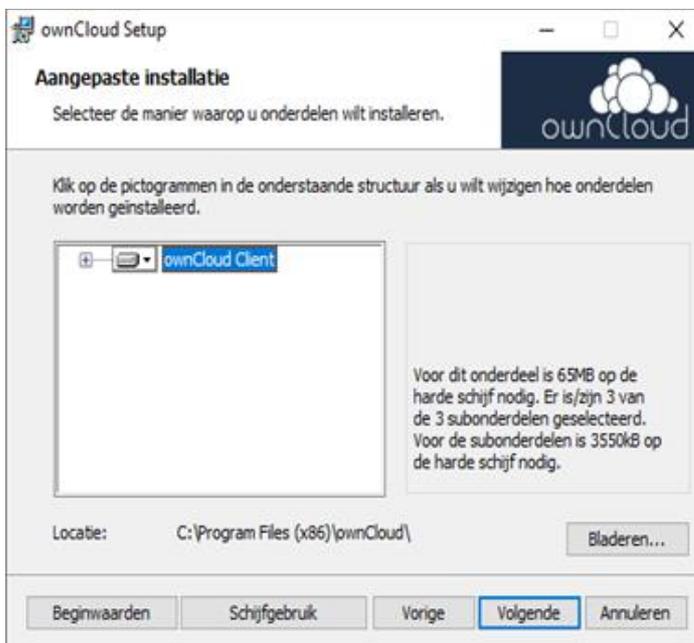
Download the ownCloud software.

Double-click the downloaded file to start setup. This file can often be found in the 'Downloads' folder, marked in blue in the image.
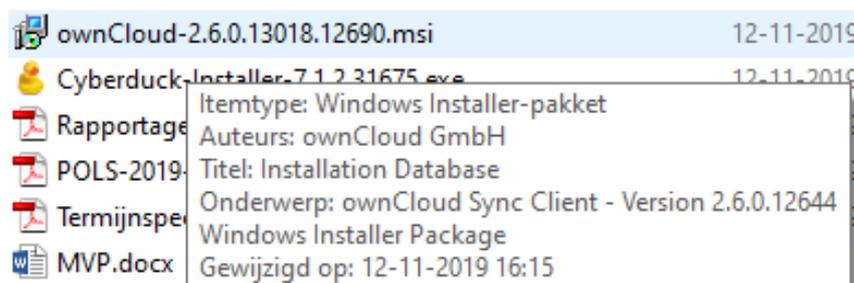
Tip: keep this setup utility, because it also allows you to delete the software programme.
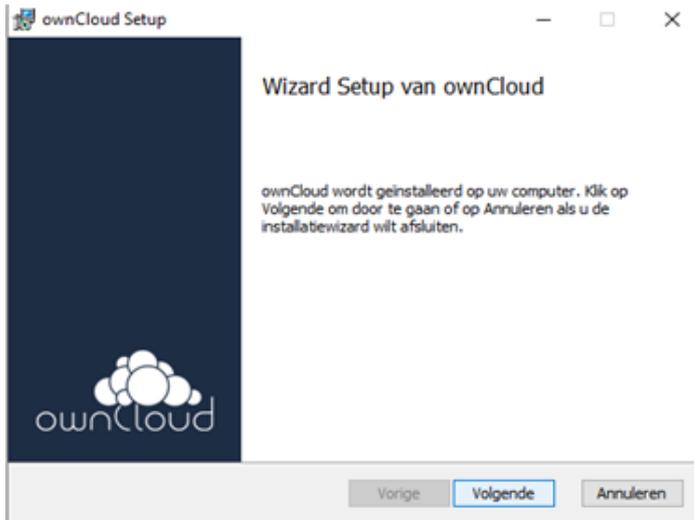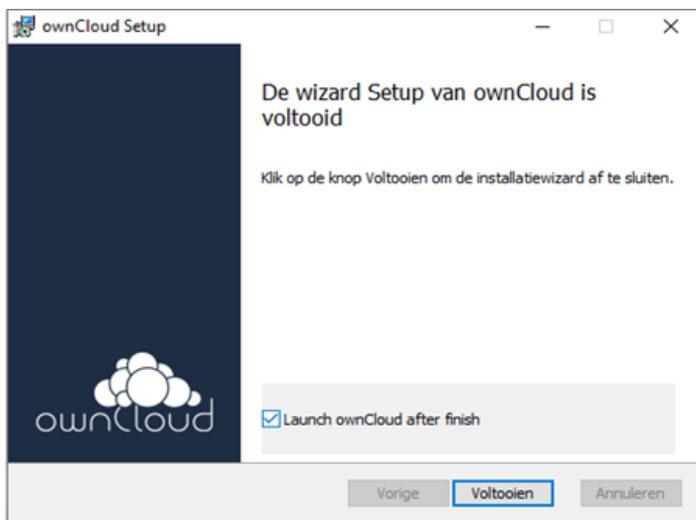
Click *Volgende* (Next).

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Click *Installeren* (Install).

Note: do not forget to put a tick in the checkbox for *Launch ownCloud after finish* option, as shown in the example above.

Click *Voltooien* (Finish) and the 'Verbinden met ownCloud' (Connect with ownCloud) screen will appear.

A message appears on your screen asking you whether you want to restart the workstation. We will not do so yet.

Choose *Nee* (No).
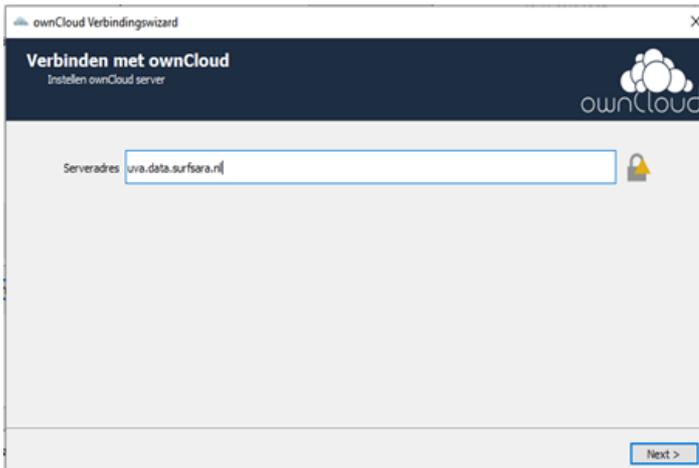
Enter hva.data.surfsara.nl the address line to establish a connection with the Research Drive server. The https:// is automatically put in front of it in the address line.
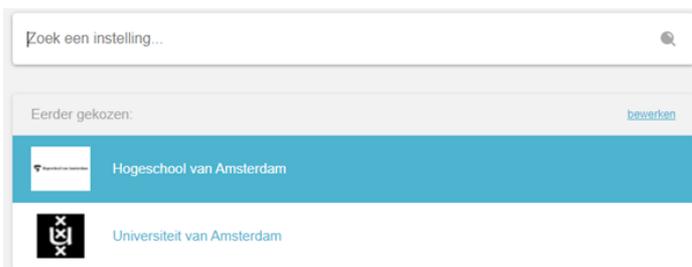
Click *Next.*

This takes you to the Research Drive web environment.

If you are an external employee, select the *Log dan hier in met uw gastaccount* (Log in here with your guest account) option.

An external employee is defined as somebody without a AUAS university account, who logs in with a Gmail or Outlook email address.
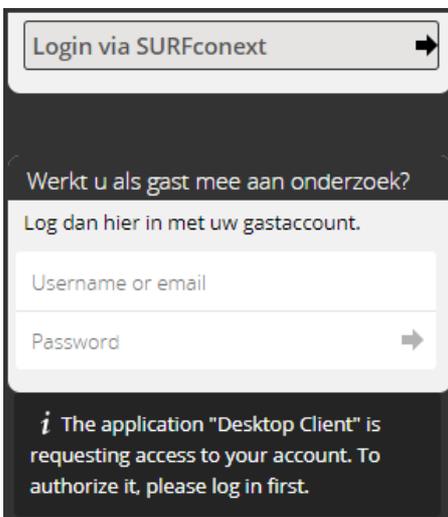
Choose the *Login via SURFconext* option.

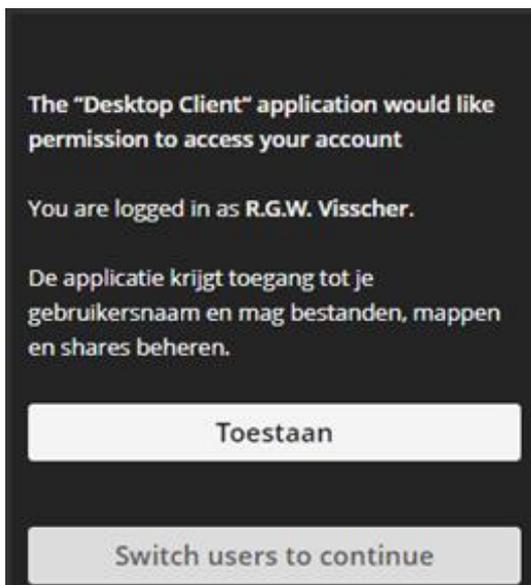Choose the *Hogeschool van Amsterdam* option.

This takes you to the AUAS' server.
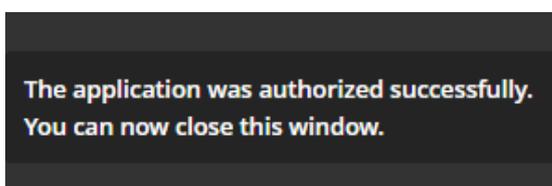
Log in with your AUAS-ID.

Two-factor authentication is required. You must log in the second time with the SURFSecureID code that is sent to you to give you access to Research Drive.

Enter the second authentication code under *SURFSecureID*.

This opens the next screen.

Click *Toestaan* (Allow). You have now accessed Research Drive via your device.

Now you see a message stating that authorisation was successful and that you can close this window.
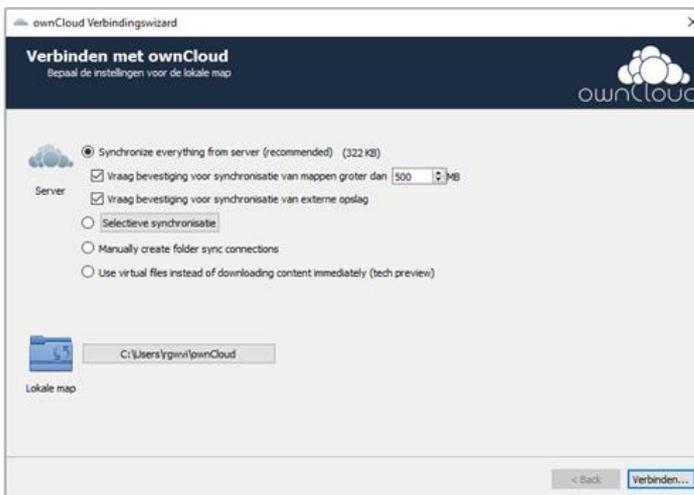After closing this window, you must carry on configuring the software programme.

2. Configure the software programme

The ownCloud icon is still visible in the taskbar.

When you move the mouse to the icon, the following window opens on your screen.

Tip: if you do not want to synchronise specific folders, you can selectively disable them.

Save these settings or note which local folder you want to use for synchronisation. If required, click the text next to 'lokale map' (local folder) to change the location.
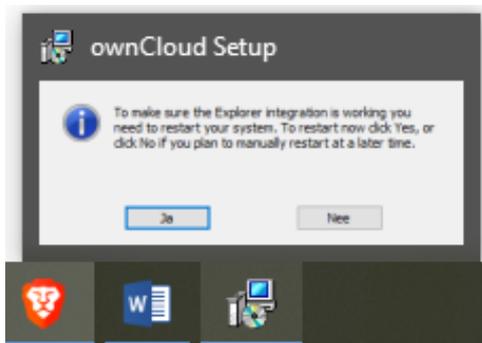
Click *Verbinden* (Connect).
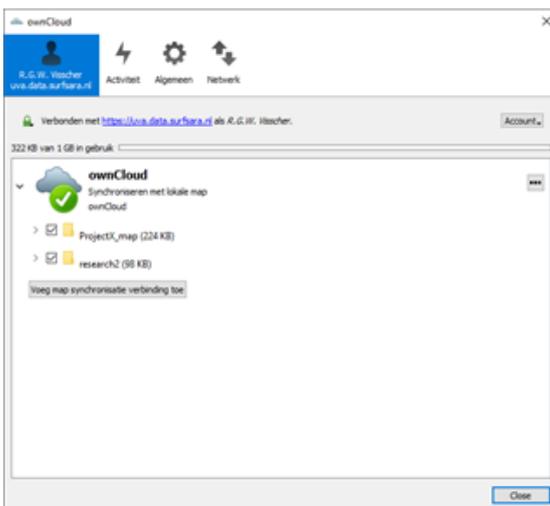
The window shown above appears and synchronisation with the folders in Research Drive starts

straight away.

Synchronisation has now been set up.

Click the *setup icon* in the taskbar.

Now you can restart your workstation to complete the installation and setup procedure.

Click *Ja* (Yes).

Your PC/laptop will restart now. Installation and configuration has now been completed successfully.
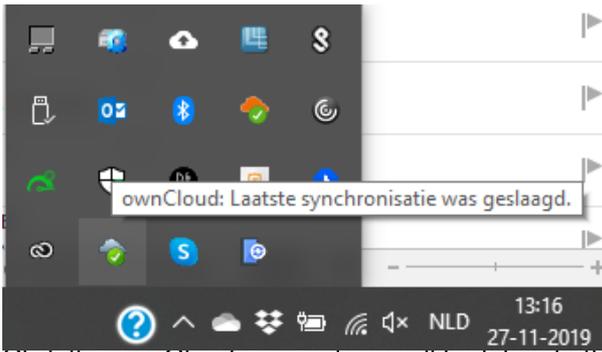
3.   Uninstall the software programme

You can uninstall the software programme and remove folders and files that remain after removal of the client.

Tip: if you still have the original setup file in your 'Downloads' folder, you can also use it to uninstall the software programme. If not, use the method below.

Note: in the images, the ownCloud icon is the same as the software programme for Research Drive.

Click on the ^ *symbol* at the bottom right of the screen to display all the applications that have been launched.
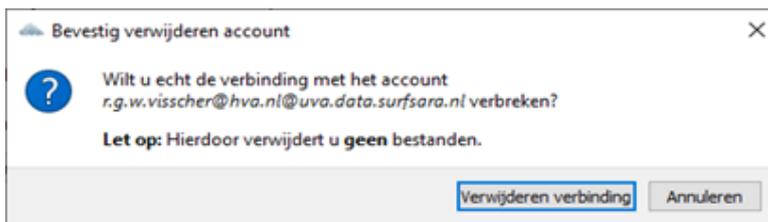
Click the *ownCloud icon* and you will be taken to the main Research Drive screen.
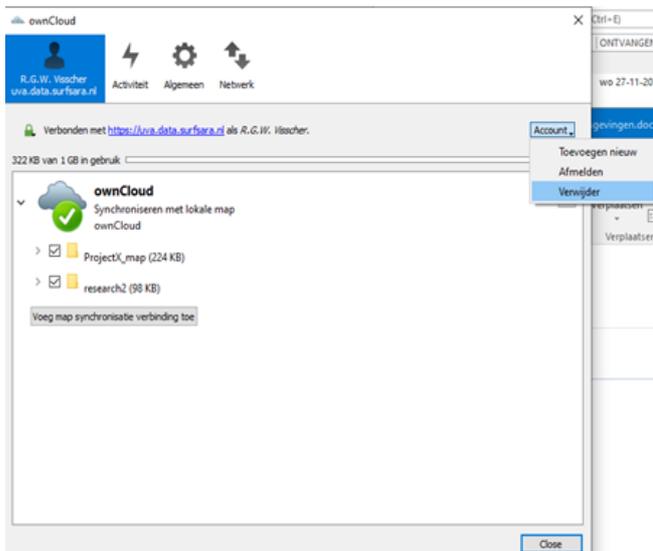
Click the *Account* button; this opens a dropdown menu.

Select *Verwijder (Delete).*

If you are sure you want to delete the software programme, select *Verwijderen verbinding* (Delete connection).

Note: this will **not** delete any files. The procedure for removing folders and files is described at the end of this document.

After removing the connection, you are taken to the screen where you can connect with ownCloud again.
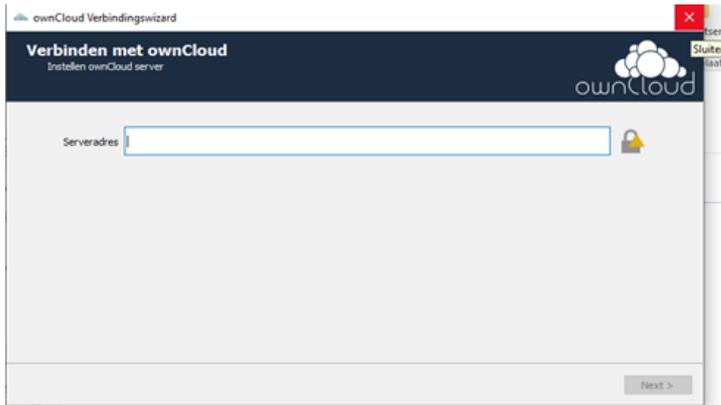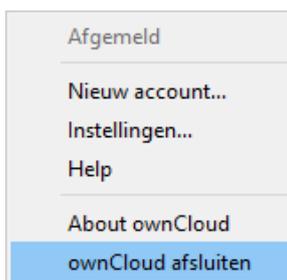
Now click *the cross* at the top right to close the window.

Having done so, click the *ownCloud icon* again at the bottom right of your screen.
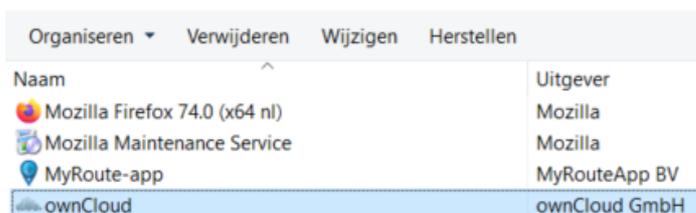

Now right-click the ownCloud icon and select *ownCloud afsluiten* (Close ownCloud).

Click the *Windows icon* at the bottom left of your screen to navigate to the Windows Control Panel and uninstall the application.

Go to *Programma's* (Programs) and click *Een programma verwijderen* (Uninstall a program).

Place your mouse on *ownCloud* and select *Verwijderen* (Delete).

The software programme has now been removed from your device.

Remove files
Even though the software programme has been removed, the associated folders and files are still on the device. To remove them, restart your device first.

The next step is to delete the local ownCloud folders on the device.

NB. Because synchronisation no longer takes place, **no** files in the Research Drive cloud environment will be deleted. The original files remain available on Research Drive.

Open Explorer on the bottom left of your screen and navigate to *C:\drive* (Windows).

Go to *Gebruikers/users.*

This folder contains a file that is related to your Windows account.
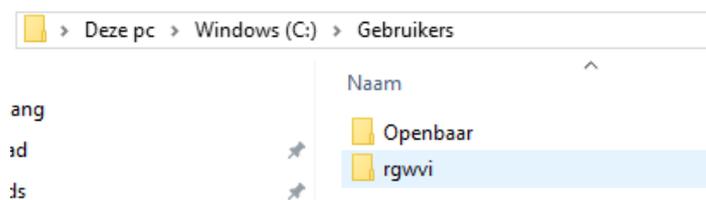
Click your account name and choose *the folder with the cloud symbol*. Note: if you used a name other than the default ownCloud name during installation, you will obviously see that other name.

Place the mouse on the folder, right-click and select *Verwijderen* (Delete).

The files are now moved to the recycle bin in Windows. If you want to delete all the files completely, empty the recycle bin.

All the local research data has now been deleted from your device.