

Datashare - Collaborative editing of files

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FAQ-Artikel-Ausdruck

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Schlüsselwörter

Datashare Collaboration Office Collabora Nextcloud

Lösung (öffentlich)

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Open Datashare in your browser at [1]<https://datashare.tu-dresden.de/>.

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Log in with your ZIH account credentials.

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Now open an editable file by clicking on the title or create a new file, for example in the "Documents" folder, using the "+New" button. The following formats are possible: .odp (presentation), .ods (spreadsheet), .md (text file), .odg (diagram), .odt (document).

Screenshot Datashare: All files

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You are now in editing mode for the file. Click on "Share" in the top right corner.

Screenshot Datashare: Editing mode for the document

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You are now in the "Sharing" tab. Under "Internal shares", you can share the document with other TU Dresden users (e.g., by entering their email address) or TUD groups (these must be approved for the Datashare service via group management in the self-service portal). Select the desired permissions (e.g., edit and share) and click on "Save share".

Screenshot Datashare: Internal share

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"External shares" can be made via email addresses or public links. To create a public share link, click on the "plus" icon behind "Create public link". The link is simultaneously saved to the clipboard so that you can send it to the desired recipients via email, for example.

Screenshot Datashare: Create public link

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Now select the desired permissions for the shared link. For example, you can set an expiration date or password and grant editing permissions. Save your entries by clicking "Update share".

Screenshot Datashare: Permissions for shared link

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Distribute the share link and, if necessary, the password (separately) to the people who are to edit the document.

[1] <https://datashare.tu-dresden.de/>