



INGENIUM
European University

INGENIUM Repository Guidelines



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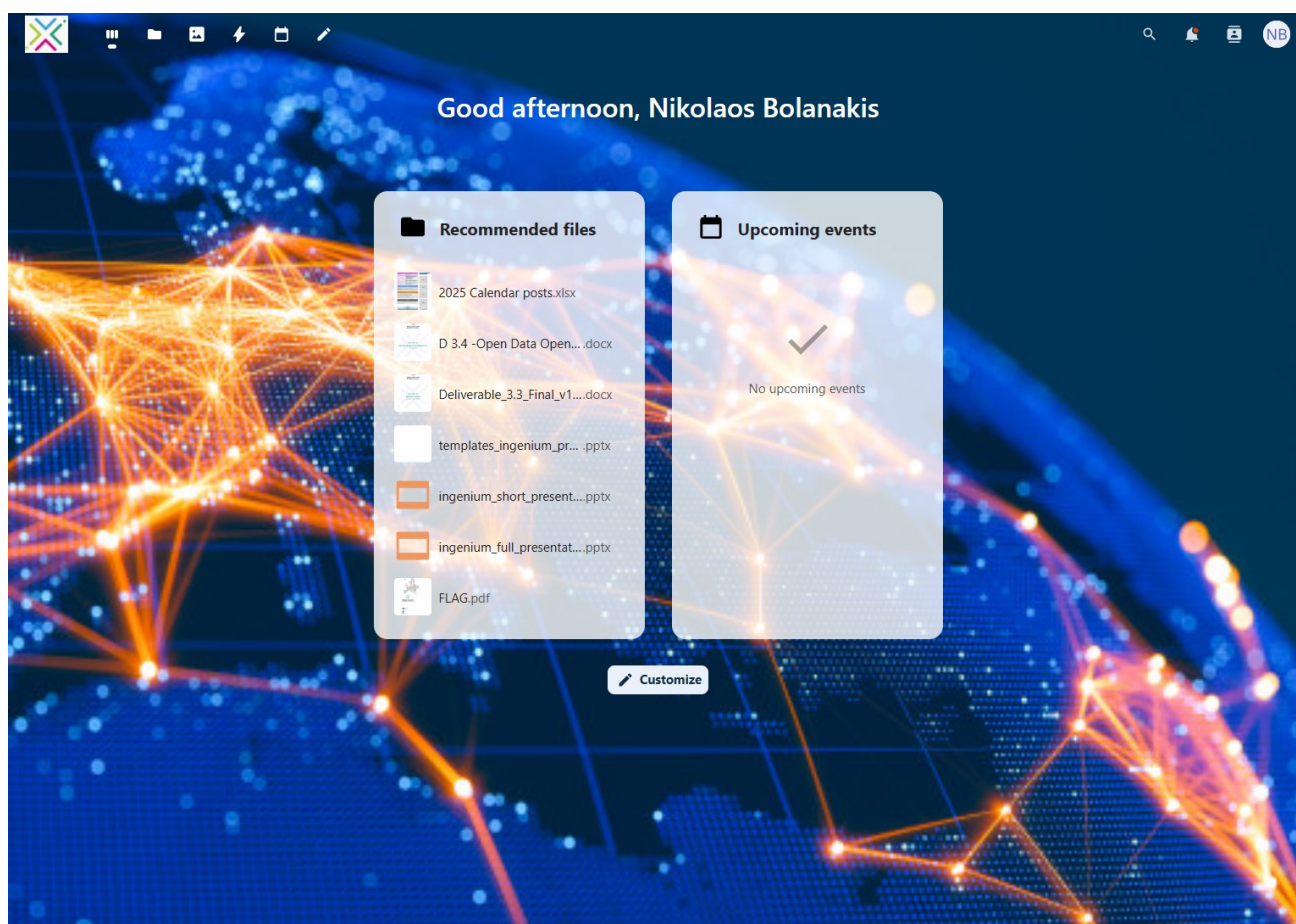
Project URL: <https://ingenium-university.eu/>

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1. Introduction



1.1. Purpose of the INGENIUM Repository

The INGENIUM Repository is a secure digital platform designed to support the storage, organization, sharing, and collaborative use of digital resources within the INGENIUM European University Alliance.

The repository supports:

- Academic collaboration
- Research and project documentation
- Administrative workflows
- Secure file sharing across institutions

1.2 Platform Technology

The INGENIUM Repository is implemented using Nextcloud, an open-source, GDPR-compliant collaboration platform widely adopted by European research and education institutions.

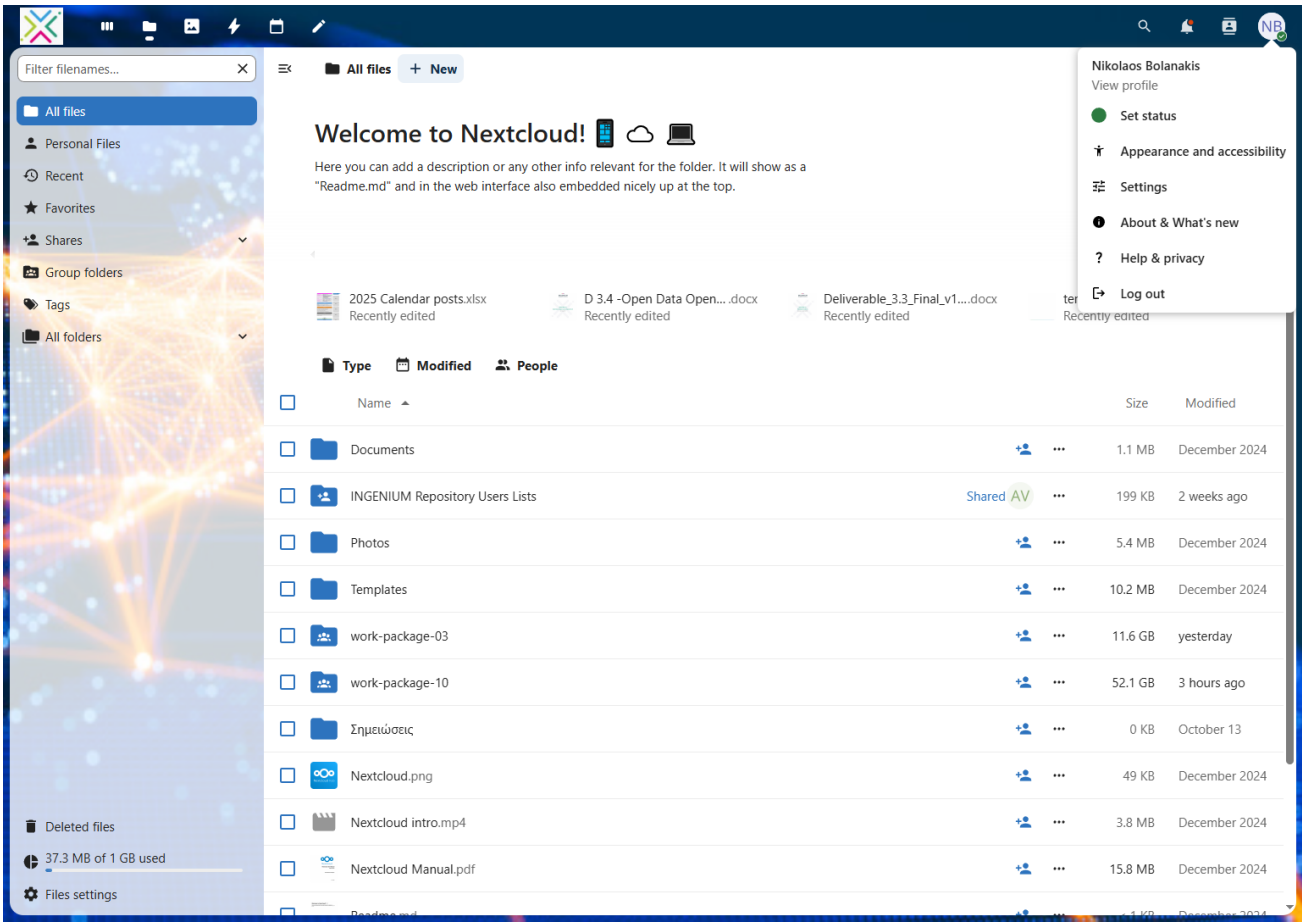
2. Accessing the INGENIUM Repository

2.1 Web Access

1. Open a modern web browser (Chrome, Firefox, Edge, Safari).
2. Navigate to the official INGENIUM Repository URL
(<https://repo.ingenium-university.eu>).
3. Select your University.
4. Enter your institutional username and password.
5. Click Log in.

Access credentials are provided by your home institution or the INGENIUM IT coordination team.

3. User Interface Overview



After logging in, the interface consists of:

Area	Description
Top Navigation Bar	Access to Files, Photos, Talk, Calendar, and other enabled apps
Main Content Area	Displays files, folders, or application content
Left Sidebar	Filters, shared items, tags, and quick access
User Menu	Profile, settings, security, and logout

4. Repository Structure & Folder Organization

4.1 Logical Organization

The INGENIUM Repository follows a **structured, hierarchical folder model**, typically organized by:

- Project
- Work Package (WP)
- Task
- Institution
- Deliverable type

Users should **not modify top-level folders** unless explicitly authorized.

4.2 Naming Conventions (Recommended)

To ensure consistency and traceability:

- Use descriptive file names
- Avoid special characters
- Include version numbers and dates where applicable

Example:

WP3_Task2_Deliverable_D3.1_v1.2_2025-03-10.pdf

5. File & Folder Management

5.1 Uploading Files

You can upload files by:

- Dragging and dropping files into the browser window
- Clicking **+ New → Upload file**

5.2 Creating Folders

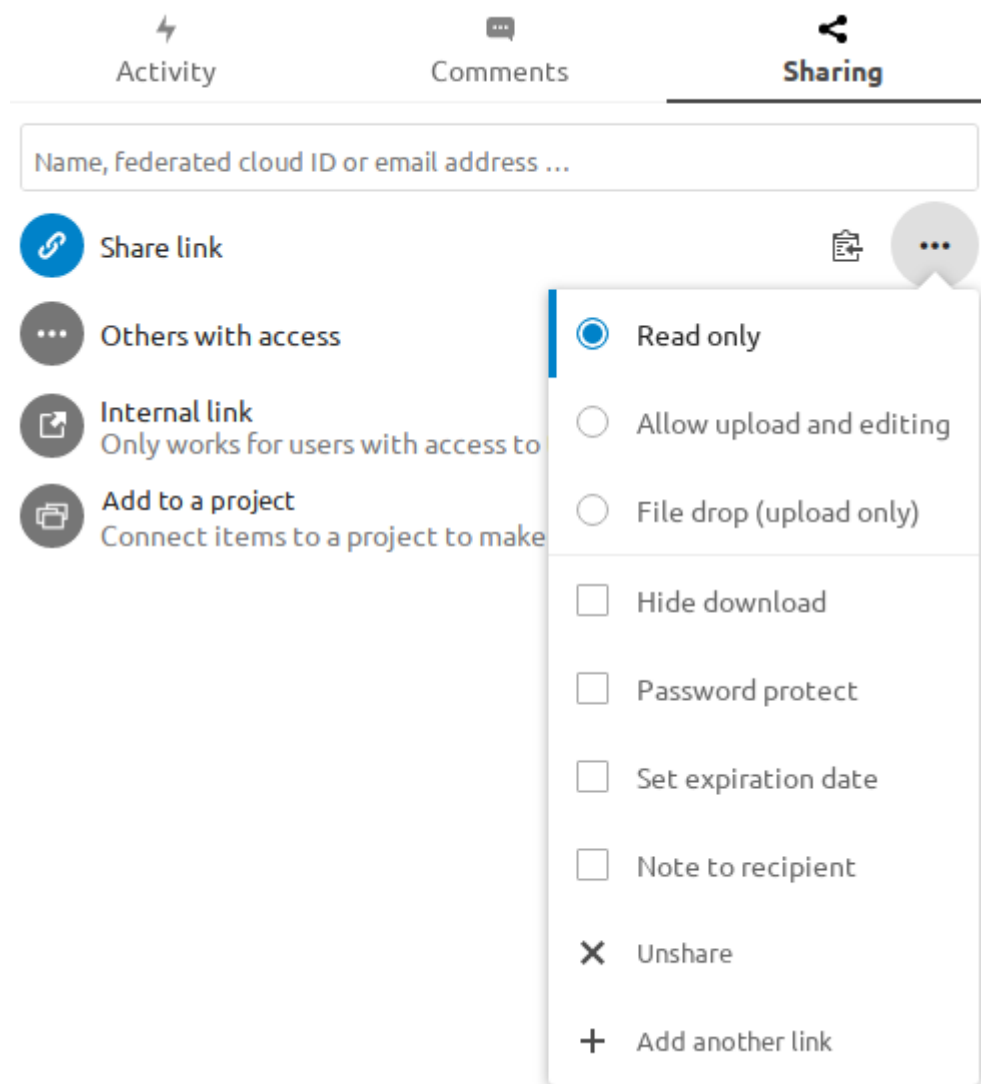
1. Click **+ New**
2. Select **New folder**
3. Enter a descriptive name
4. Click **Create**

5.3 Downloading Files

- Click the **three dots (!)** next to a file

- Select **Download**

6. Sharing & Access Control



6.1 Internal Sharing (INGENIUM Users)

Files and folders can be shared with:

- Individual users
- Groups (e.g. WP teams)

Permissions include:

- View only
- Edit

- Create
- Delete

6.2 External Sharing (When Allowed)

Public sharing links may be enabled for:

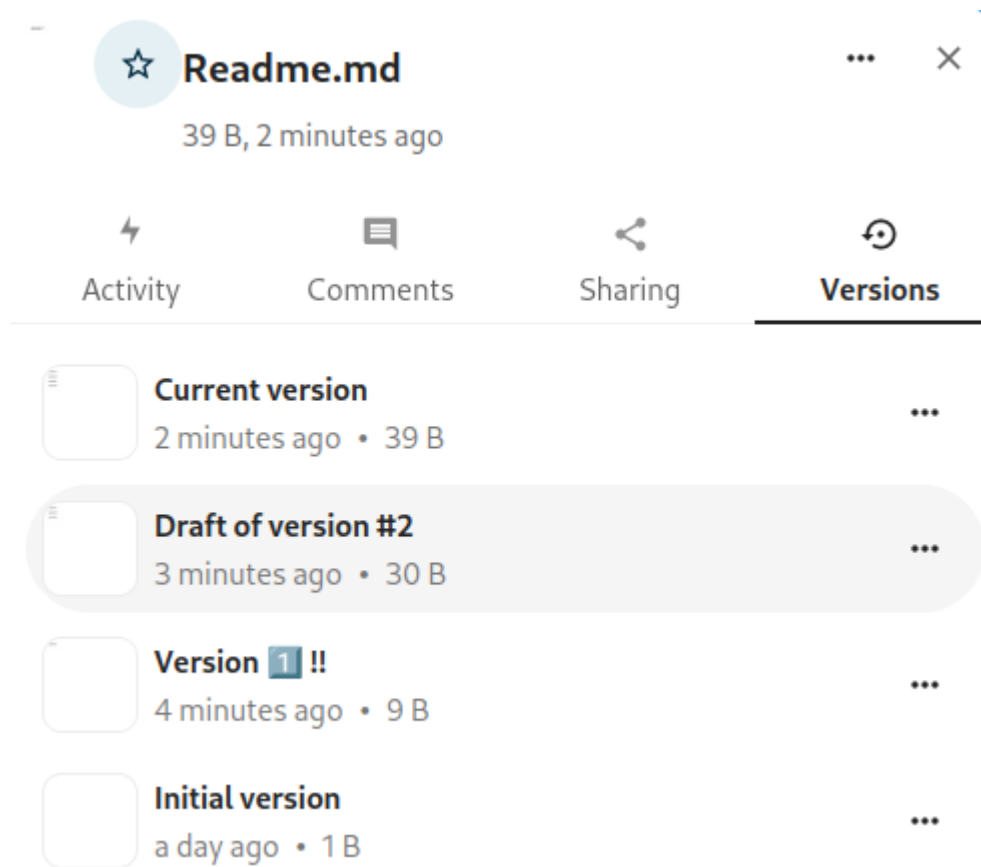
- External reviewers
- Auditors
- Project officers

Security options:

- Password protection
- Expiration date
- Read-only access

Important: External sharing must comply with INGENIUM data governance policies.

7. Versioning & File Recovery



7.1 File Version History

Nextcloud automatically stores previous versions of files:

- Restore earlier versions
- Compare changes
- Prevent accidental data loss

7.2 Deleted Files

- Deleted files are moved to **Deleted files**
- Files can be restored within the retention period
- Permanent deletion occurs automatically after expiration

8. Collaboration & Communication Tools

8.1 Comments & Mentions

- Add comments directly on files
- Use **@username** to notify collaborators
- Ideal for peer review and feedback

8.2 Nextcloud Talk

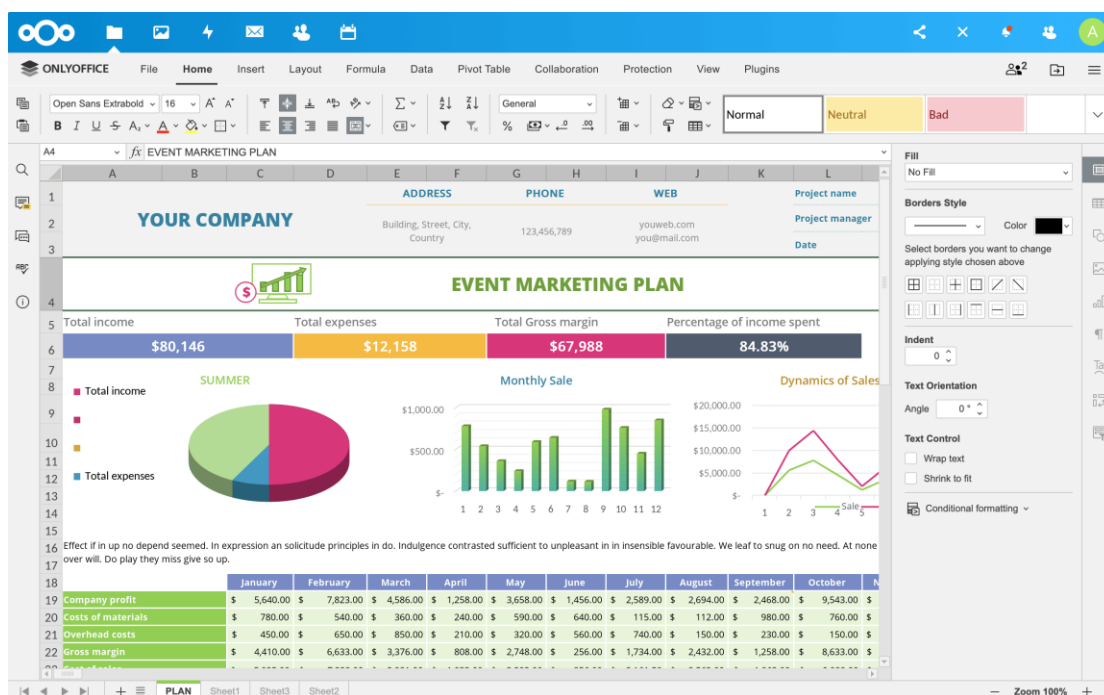
Enables:

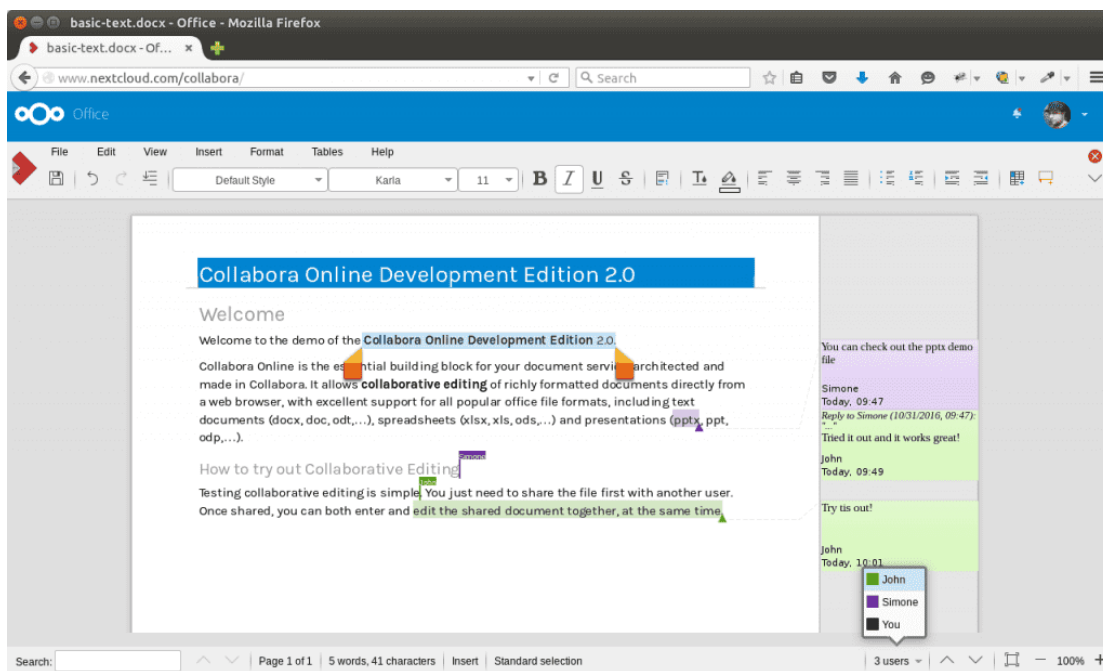
- One-to-one and group chats
- Audio and video meetings
- Screen sharing

Suitable for:

- WP coordination
- Online meetings
- Cross-institution collaboration

9. Document Editing & Co-authoring





The repository supports **online document editing** (depending on configuration):

- Text documents
- Spreadsheets
- Presentations

Features:

- Real-time collaboration
- Change tracking
- Commenting

10. Search, Tags & Metadata

10.1 Search Function

- Global search bar
- Searches file names and content (supported formats)

10.2 Tags

Users can apply tags to files to:

- Improve discoverability

- Group related resources
- Support cross-project searching

12. User Settings & Security

12.1 Personal Settings

Users can manage:

- Profile information
- Language and timezone
- Accessibility options

12.2 Security Features

- Secure HTTPS connections
- Session management
- Two-Factor Authentication (2FA)

Strongly recommended: Enable 2FA for all INGENIUM accounts.

13. Data Protection & Compliance

The INGENIUM Repository:

- Complies with **GDPR**
- Supports European data sovereignty
- Applies role-based access control

Users are responsible for:

- Uploading appropriate content
- Respecting confidentiality levels
- Following institutional data policies

14. Best Practices for INGENIUM Users

- ✓ Follow agreed folder structures
- ✓ Use clear file naming conventions

- ✓ Avoid duplicate uploads
- ✓ Regularly review shared permissions
- ✓ Do not store personal or sensitive data without authorization

15. Troubleshooting

Issue	Recommended Action
Cannot log in	Check credentials or contact IT support
Upload fails	Check file size and quota
Missing file	Check Deleted files or Versions
Sync issues	Restart client and check connection