Texas A&M AgriLife

AgDrive

User Guide

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Introduction

AgDrive is a remote access and share service for data files stored on the Texas A&M AgriLife Enterprise File Service platform. This service provides AgriLife employees with access to files currently stored on their P, S, and W network drives from any mobile device or web browser. AgDrive provides the same functionality as commercial services such as Dropbox and Google Drive, and is currently the only approved cloud file share service available to AgriLife employees.

All AgriLife Extension and AgriLife Research employees have access to this service along with the majority of the College of Agriculture and Life Sciences departments. Please check with your department IT support staff to determine if your College department can utilize the AgDrive service.

Note: **AgDrive** **shall not** **be used to share any files that contain confidential, FERPA, or export control restricted information. Any users in violation of this rule could be subject to disciplinary actions as described under Texas AgriLife and Texas A&M University rules and procedures related to the disclosure of confidential information.**

Accessing AgDrive

AgDrive can be accessed from any computer with a web browser or via a mobile device. Mobile apps for Android and iOS phones are available for use. All other mobile phone brands can utilize the browser interface on the phone.

The server name and URL for accessing AgDrive is: https://agdrive.tamu.edu

Following is the login screen:
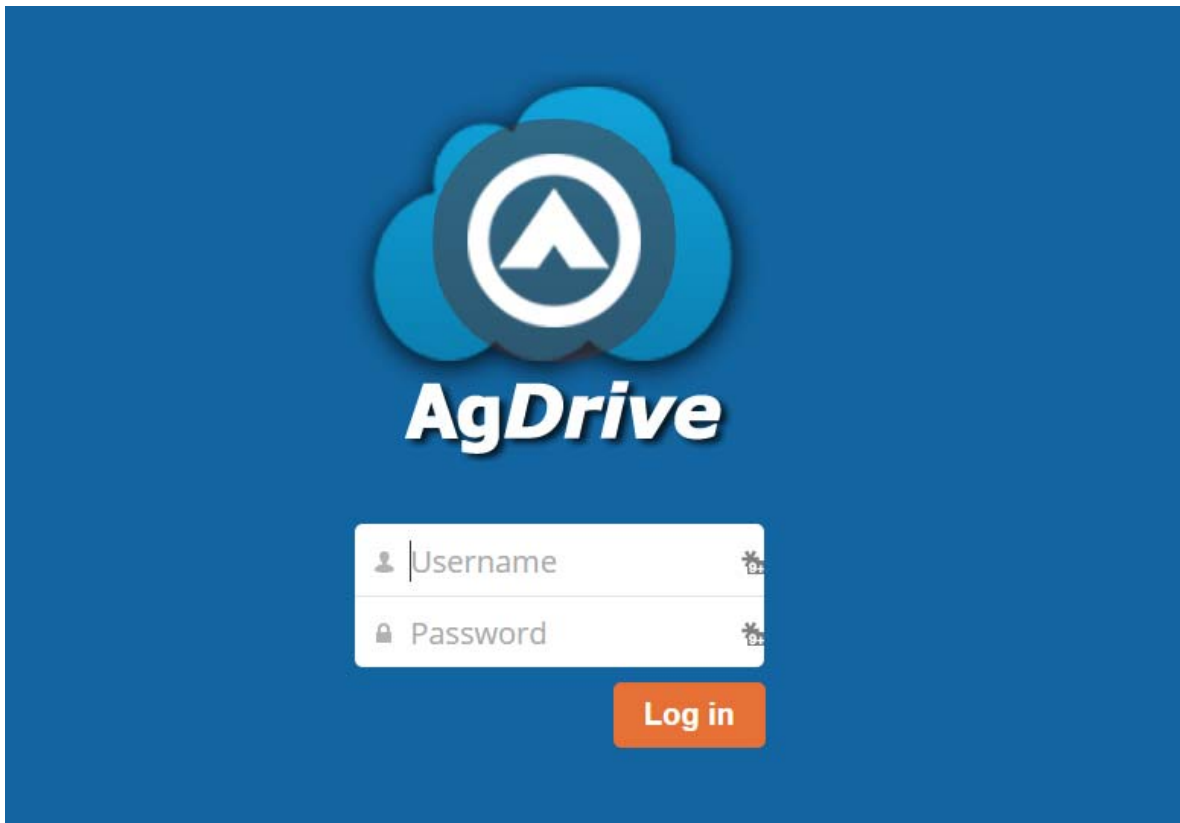
Username: Should be Enter in the form of firstname.lastname (this is your Agnet ID)
Password: Enter your Agnet Account password

Using the AgDrive Web Interface

Once you are logged in, you should see three links to the enterprise file server for your department. During your first login, each link will display in a red color with a warning sign. This indicates you have not yet logged in and provided access credentials for each drive.
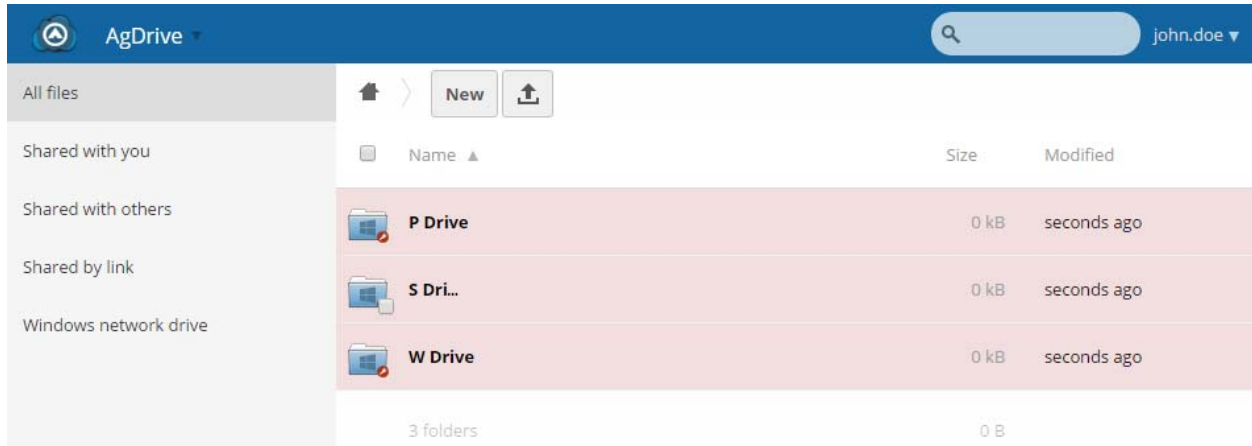

Click on each of the links to enter your username and password. You will only need to do this once.

After access credentials have been entered, you can now browse the same P, S, and W network drives that you have access to from your office computer, and any networked computer or mobile device.

General Navigation

In the upper left corner, you will notice the "AgDrive" icon. This can be clicked at any time to return to the home folder view shown above. When the "down arrow" icon ▼ is clicked, next to the word AgDrive, the options "Files" and "Pictures" will be displayed. Pictures will change the view to only show folders with pictures or graphic files. **Note:** It may take several minutes after your first login for the AgDrive system to catalog your directories. The Files view returns the view filter to show all files.
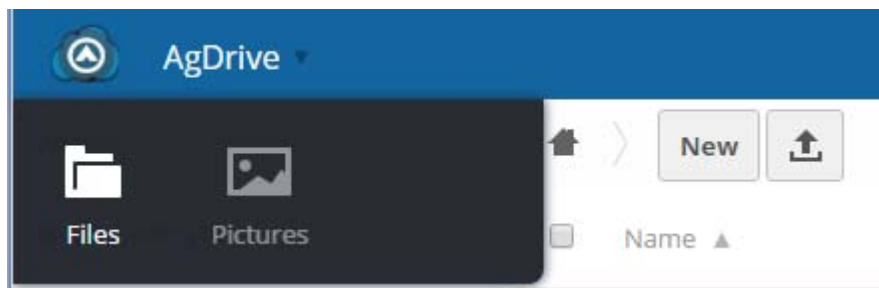
Creating New Folders and Uploading Files

The "New" button will allow you to create a new text file, or folder. The "up arrow" icon ▲ provides for the ability to upload a file.

Note: The AgDrive system will allow you to create a folder or text file in the home folder. However no files or editing can be performed in the home folder. All folders or files must be created in one of the network drives (P, S, or W). Uploading can only occur within one of the network drives.

Uploading can be performed by dragging a file from your computer desktop to your browser while logged into AgDrive. **Note:** uploads will only occur if you are dropping the file in one of the network folders.
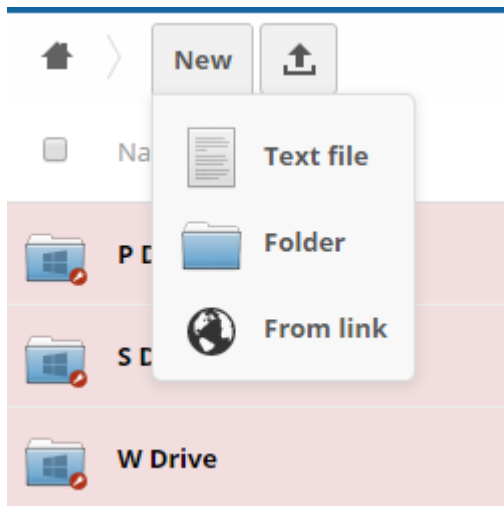
On each row, a filename or directory will be listed. On each row showing a file name or directory, three options can be performed:

- Download
- Share
- Delete

Downloading Files

Downloading can be performed by clicking on the word "Download." This will download the file in your web browser to your local machine.

Sharing files

Unlike other cloud file services such as Dropbox and Google drive, AgDrive provides two methods of sharing. One method is for to share with internal users directly and the other is sharing with external users via email links.

Sharing with an Internal User

The first is to share with an internal "user or group". This method can only be used to share with other AgriLife employees. You can type in either a first name, last name or both to select a user in the AgriLife directory.
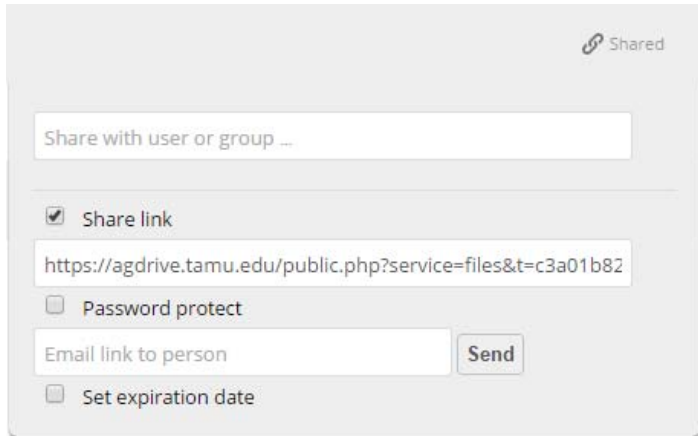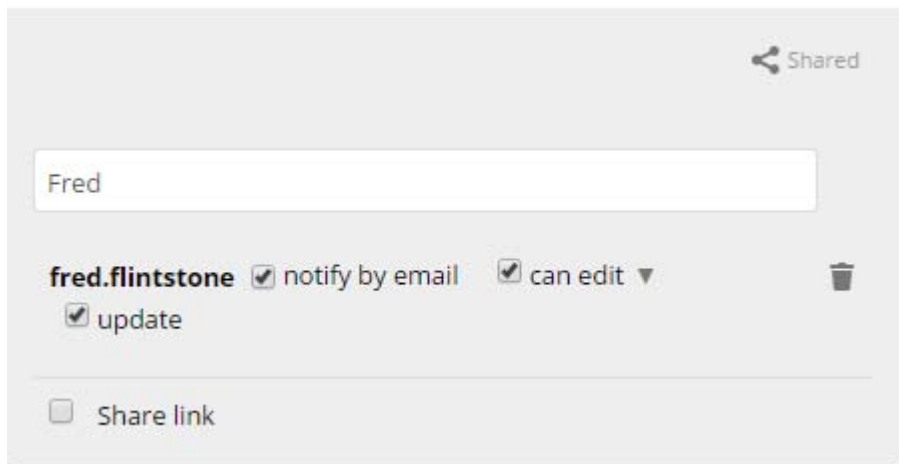

Note: In order to notify a user that you are sharing a file internally you need to click the "notify by email" checkbox. Otherwise, the user will not realize you have shared a file with them until they login to the AgDrive interface.

Additionally, you can select whether the user has the ability to edit or update the file. These are checked by default.

Sharing by Link (External Users)

The second sharing method is called "Share link." This method can be used to share a file or folder to ANYONE with an email address.

You can enter one or several emails (separated by a comma) to send the file share link to. **Note**: You can also set an expiration date and password to protect the availability of the share link.

If you select password protect, you will need to send the password to the recipient in a separate email. If the expiration date options is selected, the link will no longer be available to the recipient past the date chosen.

The user that receives the shared link will see an email in the following format.

Deleting Files and Folders

On the end of each row displaying a directory or file name is a "trashcan" icon for the purpose of performing deletion. **Please take caution in selecting this option as an immediate deletion of the file OR folder will be performed.** If you mistakenly delete a file or folder, please contact the FIRSTCALL SERVICE desk IMMEDIATELY so that a restoration process can be performed.

How to Unshare a File or Folder

Once you have shared a file or folder with a user the share is permanent unless the file is deleted or the share was made with a termination date specified.
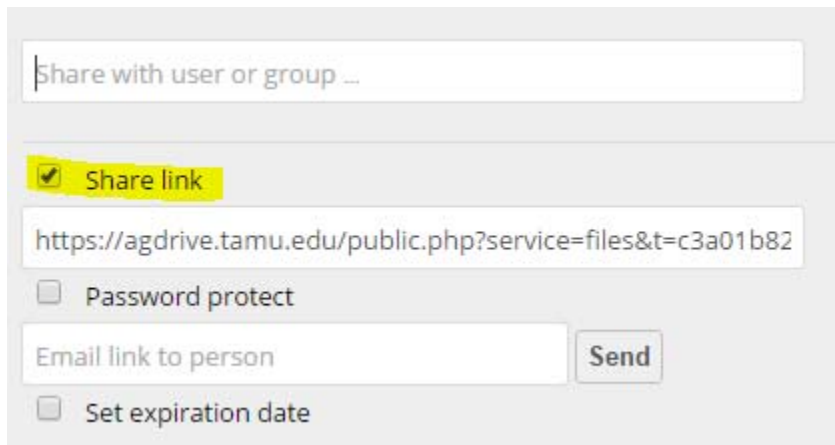
In order to unshare a file or folder follow these steps:

1. On the left hand navigation click on "Shared with Others" view.
2. All the files and folders you have currently shared should be displayed.
3. Click on the "Shared with Name" or "Share" link on the row of the file or folder you want to unshare.
4. If the file or folder was shared internally, you will see a listing of each person the file was shared with. To the right of each name will be a "trashcan" icon. Select that icon, and the share to that person will be disabled (see below).
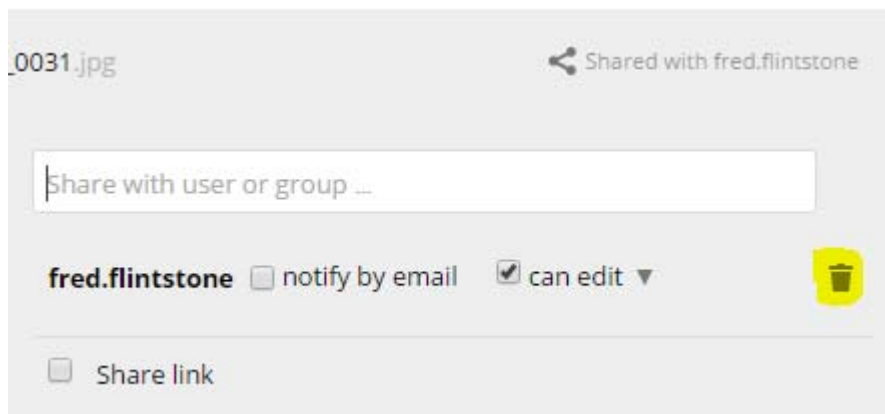
> **NOTE:** **DO NOT select the "trashcan" icon at the end of the row showing the file name. This will delete the filename or folder.**

5. If the file or folder was shared with a person via an email link, uncheck the "Share Link" button. (See below)
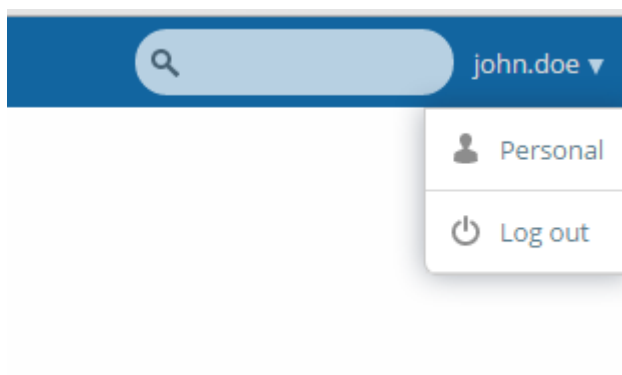

6. Once you have unshared the files or folders click on the left hand navigation "Shared with Others" link to obtain an updated listing. Any files or folders that were unshared will no longer be listed.

How to Log Out of AgDrive

To log out of AgDrive, select your name in the upper right corner of the web browser interface on any screen.

This will present a Log Out option.

Downloading and Using the AgDrive Mobile App

Mobile applications exist for the Android and Apple iOS platforms. Currently there is no app available for other mobile platforms.

NOTE: **Prior to using the Android or iOS App, you must login to the AgDrive web portal to activate your account and provide access credentials for your P, S, and W network drive links. The mobile app will be unable to access your network files until this action is performed.**

Android App

The android app for AgDrive has been customized and branded. You can download the app by going to the Google Play store and searching for "**AgDrive.**"

Once you have installed the AgDrive android application, the interface will prompt for your username and password.

Username: Enter in the form of firstname.lastname (this is your AgNet ID)
Password: Enter your AgNet Account password

After logging in, you should be presented with the P, S, and W network drive links to your department enterprise file server. Navigation can be performed by clicking on the appropriate drive link.

To share a file, simply press and hold on the file or folder you wish to share. A menu to share, rename, move, remove, or send the file will appear. Select the appropriate action you want to perform. When selecting "share link" the application will ask which application you want to use to share the file or folder. You can select your email app, texting app or other app presented.

iOS App

Currently there is not a branded version of the AgDrive app available for iOS platforms. Users will need to download the generic OwnCloud app from Apple App store.

Simply search using the term "OwnCloud."

Download and install the app.

Once installed the app, will prompt for the server address enter: https://agdrive.tamu.edu

Next, you will need to provide your username and password:

Username: Enter in the form of firstname.lastname (this is your AgNet ID)
Password: Enter your AgNet Account password

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