

Guide to the use of Seafile

Web interface, core functions & file recovery

Brief description of the system

Seafile is an open source software for storing and managing files. It provides a central platform on which files can be stored, organized and shared with other users. By versioning files, previous versions can be restored, which is particularly useful for collaborative working.

Important functions of Seafile:

1. **File storage and synchronization:**
 - Seafile allows users to store files in libraries.
2. **File sharing:**
 - Users can share files and folders (libraries) with others, both within and outside the organization. Different authorizations can be assigned (e.g. read or edit only).
3. **Versioning of files:**
 - Seafile offers comprehensive versioning of files so that users can restore previous versions if they accidentally make changes or errors occur.
4. **Collaboration:**
 - Seafile supports real-time collaboration on files, especially through the ability to organize files in shared libraries and edit them with Onlyoffice.
5. **Web interface:**
 - Seafile offers a user-friendly web interface that allows users to manage their files directly via the browser.

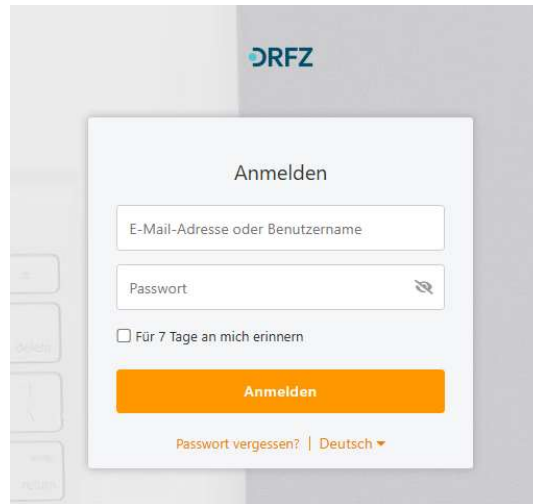
Here is a step-by-step guide to using Seafile via the web interface:



Seafile web interface: Basic operation

1. Login

1. Open the web browser and enter the URL to access the Seafile web interface (<https://coo.drfz.de>).
2. Enter user name (not e-mail address) and password and click on “Login”.



2. Default page and navigation

After logging in, the start page of the Seafile instance opens. The user interface consists of several areas:

- **Libraries:** All file storage and shared libraries can be found in this area.
- **Searchbox:** This field can be used to search for files or folders.
- **Notifications:** Here you can see important messages, e.g. about new shares or changes to files.
- **Settings:** The account can be managed here, e.g. customizing the language of the web interface.



3. Libraries and folders

Seafile organizes files in so-called “libraries”. A library can contain several folders.

- **Show libraries:** Click on “Libraries” to see a list of all the libraries you own or have been shared with.

- **Open a folder:** Click on a folder to view its contents.
- **Create a new library:**
 1. Click on “New library” or “Create library”.
 2. Enter the name for the library and click “Create”.
- **Create a folder:**
 1. Click on the “New folder” button.
 2. Enter the name for the folder and confirm with “Create”.

4. Upload and manage files

- **Upload files:**
 1. Open the folder to which the files are to be uploaded.
 2. Click on “Upload files” and drag the files directly into the web interface.
 3. Select the desired files on the computer and click on “Open”.
- **Download files:**
 1. Right-click on a file.
 2. Select “Download” in the context menu.
- **Delete files:**
 1. Right-click on the file or folder to be deleted.
 2. Select “Delete” from the context menu.

Note: Deleted files are in the recycle bin and can be restored later.

- **Rename files:**
 1. Right-click on the file or folder.
 2. Select “Rename” and enter the new name.

5. Sharing and collaboration

- **Create links to shared files:**
 1. Select the file or folder
 2. Click on “Share” and then on “Generate link”.
 3. Specify options (password, time limit and authorization).
 4. Copy the generated link and send it to the desired persons.

Freigeben test.docx

Freigabe-Link

Interner Link

← Link generieren

☐ Passwort hinzufügen

☐ Befristung hinzufügen

Berechtigung festlegen

☒ Vorschau und Herunterladen

☐ Nur Vorschau erlaubt

☐ Bearbeiten online und Herunterladen

Erstellen

6. File versions and history

Seafile makes it possible to manage different versions of a file. A more detailed description of this functionality can be found further down in this document.

- **Show older versions:**
 1. Right-click on the file.
 2. Select “Versions”.
 3. Here you can view the different versions of the file and restore an older version if required.
- **Recover a file:**
 1. If an older version is to be restored, click on the desired version.
 2. Click on “Restore” to bring the version up to date.

< **test.docx** Versionen

Änderungsdatum	Bearbeiter	Größe
2025-01-15 13:50:31 (aktuelle Version)	seafile-admin	25.4 KB
2025-01-15 13:49:21	seafile-admin	25.4 KB
2024-11-27 11:50:40	seafile-admin	25.4 KB
2024-11-27 11:50:24	seafile-admin	0 bytes

Wiederherstellen

Herunterladen

Anzeigen

Verbundenen Schnappschuss ansehen

7. Logout

Click on the user name at the top right and select “Log out” to log out of the web interface.

Restoring files or folders (libraries) in Seafile

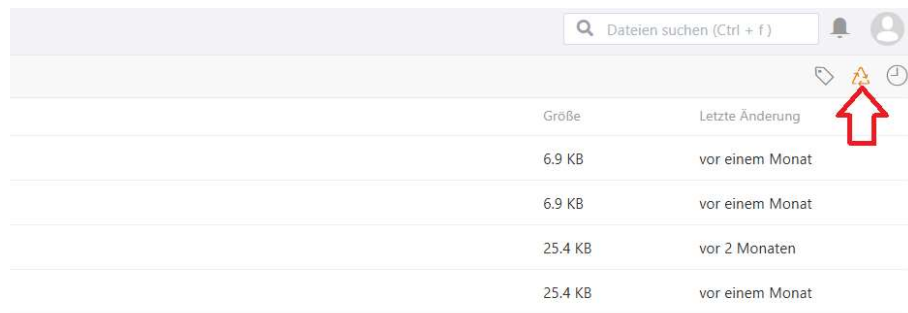
Seafile offers various methods for restoring files and folders or complete libraries that have been accidentally deleted or overwritten. Below is a step-by-step guide on how to restore files and folders or libraries from Seafile.

1. Checking the trash

If a file / library has been deleted in Seafile, it may initially be in the recycle bin and can be restored there.

Steps:

1. **Log in to your Seafile account:**
 - Go to your Seafile web portal and log in with your credentials as explained above.
2. **Navigate to the recycle bin:**
 - Click on the “Trash” folder on the top right-hand side.
 - Here you will find all deleted files and folders.
3. **Recovery of files:**
 - Select the file(s) or folder you want to restore.
 - Click on “Restore”.



	Größe	Letzte Änderung
	6.9 KB	vor einem Monat
	6.9 KB	vor einem Monat
	25.4 KB	vor 2 Monaten
	25.4 KB	vor einem Monat

< Meine Bibliothek Papierkorb



Aktueller Pfad: Meine Bibliothek				Leeren
Name	Original path	Löschdatum	Größe	
FS Antje.pdf	/	2024-12-06	130.4 KB	
test.txt	/	2024-11-27	11 bytes	Wiederherstellen

The file is then restored to its original location.

2. Versioning (recover file versions)

If you have overwritten a file and want to restore an older version, you can access versioning in Seafile.

Steps:

- 1. Open the folder with the file inside:**
 - Go to the folder in which the file was saved.
- 2. Show file versions:**
 - Right-click on the file and select “Version history”.
- 3. Recovery of an older file version:**
 - In the version history, you will see all previous versions of the file.
 - Select the version you want to restore and click on “Restore”.



	Name	Größe	Letzte Änderung
☐	antje.docx	6.9 KB	vor einem Monat
☐	saidas.docx	6.9 KB	vor einem Monat
☐	test.docx	25.4 KB	vor 2 Monaten
☐	test123.docx	25.4 KB	vor einem Monat

Meine Bibliothek Versionen

Hinweis: Bei jeder Änderung wird ein Schnappschuss erzeugt, der den Zustand der Bibliothek nach der Änderung enthält.

Beschreibung	Änderungsdatum	Bearbeiter	Gerät / Version
Die Bibliothek wurde zurückgesetzt auf den Stand von 2024-12-06 09:03:09. Details	2025-01-15	seafile-admin	API / --
Die Bibliothek wurde zurückgesetzt auf den Stand von 2024-11-27 11:38:29. Details	2025-01-15	seafile-admin	API / --
Geändert: "saidas.docx". Details	2024-12-06	seafile-admin	API / --
Neu: "saidas.docx". Details	2024-12-06	seafile-admin	API / --
Gelöscht: "FS Antje.pdf". Details	2024-12-06	seafile-admin	API / --
Geändert: "test123.docx". Details	2024-12-06	seafile-admin	API / --
Neu: "FS Antje.pdf". Details	2024-12-06	seafile-admin	API / --
Geändert: "test123.docx". Details	2024-12-06	seafile-admin	API / --
Geändert: "test123.docx". Details	2024-12-06	seafile-admin	API / --
Neu: "test123.docx". Details	2024-12-06	seafile-admin	API / -- Schnappschuss ansehen

The selected version is saved in its original location.

3. Recovery by the administrator (server side)

If none of the previous methods work, you can contact DRFZ-IT (it-helpdesk@drfz.de). IT has the option of accessing server logs or backups and restoring the data.

1. Contact the IT via ticket:

- Explain the problem and provide all relevant details (e.g. name of the file/library, time of deletion or overwriting).

Further notes:

• Avoidance of future problems:

- Make sure that you do regular backups of your Seafile libraries to avoid data loss. It is best to save important files in parallel on the Datastor.

Summary of the recovery methods:

1. **Trash (recycle bin):** Deleted libraries and files can be restored there.
2. **Versioning:** Older versions of a library or file can be reset.
3. **Administrative support:** Your administrator (IT) can access server-side options if all else fails.