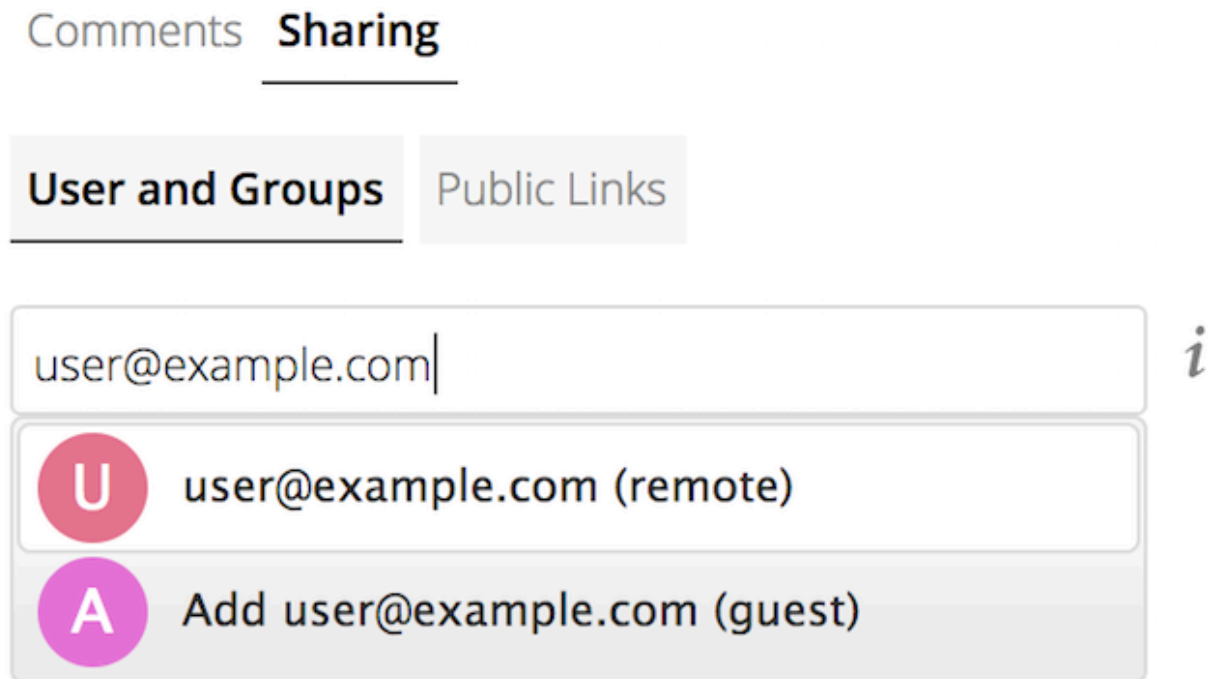


Instructions polybox collaboration and features

The first part of these instructions refers to collaborative work. The second part demonstrates polybox's most important features.

New Feature: Sharing Files with Guest Users

You can share files and folders with guest users. To do so, in the "User and Groups" field of the Sharing panel, type the email address of a user that has no polybox account (without ETH account). You will then see a pop-up appear with the suffix (guest), as in the screenshot below.



An account will be created with a click on the "(guest)" entry.

The content will be shared with the user with all permissions applied, except for the ability to share with other users ("can share").

The rights "can share", "can edit", "create", "change" and "delete" can be changed manually for every guest user.

Comments Sharing

User and Groups Public Links

Share with users, groups or remote users...



user@example.com



can share



can edit



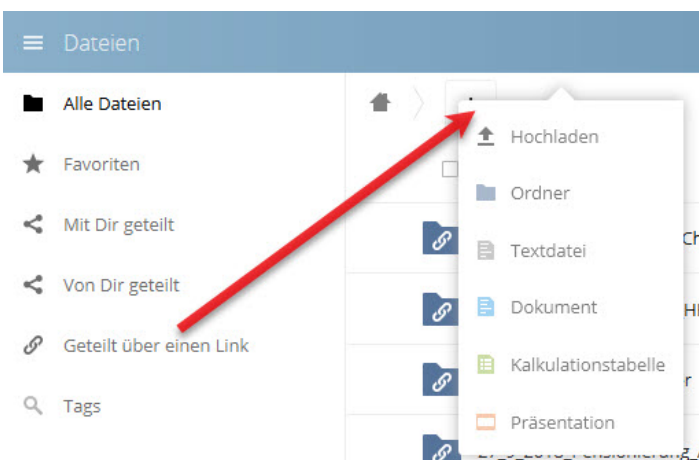
The guest user receives an email with a link of polybox, where he can set his own password. After the password is set successfully, the guest user can use polybox like an internal user, expect from the fact that the guest user has not an own quota.

A detailed step-by-step instruction can be found here:

<https://www.youtube.com/watch?v=6JiXSuoOYoM>

Collaborative work in polybox

After logging into polybox (polybox.ethz.ch), select an existing document or create a new file (click on the Plus symbol).



Instructions polybox collaboration and features

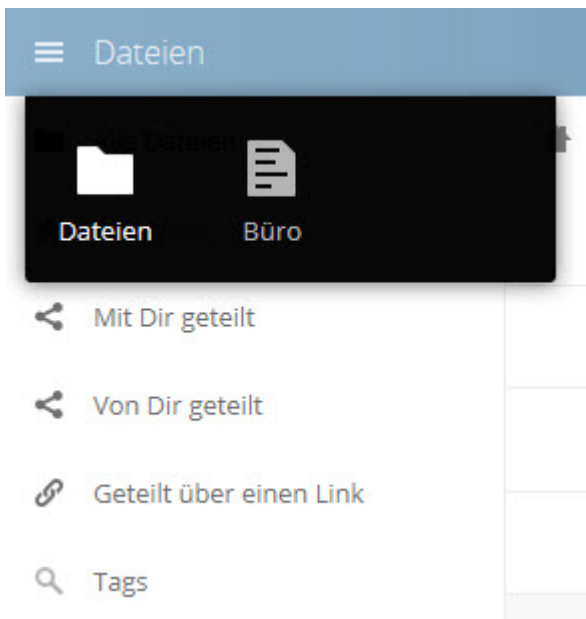
For licensing reasons, you can only edit documents with ETH members online. To share the folder with other ETH users and to edit documents together, click on the Share button (left-rotated triangle in the line of the folder/document). This opens a menu on the right.



On the "Users and groups" tab, enter the name or email address of the ETH person in the "Share with users, groups or remote users" field. After setting what the person is allowed to do with the file, you can notify them by email.

Shared files

If there are shared documents, they will also appear in "Office" menu (top right, next to "Files").



If you click on the shared document, the Office interface will open in Collabora Online (see example below, may differ slightly depending on the file format). If you want to track the changes in the document, tick the "Show and record" option under "Edit > Track changes".

Instructions polybox collaboration and features

The screenshot shows a web browser window with the Collabora Online interface. The document is titled 'V2.odt' and contains a diagram labeled 'Abbildung1: Ringgeometrie'. The diagram illustrates a ring geometry setup with a source ('Quelle'), a lead shield ('Bleischildung'), a scatterer ('Streuer'), and a detector ('Szintillationszähler'). Below the diagram is a text block explaining the geometry and a table of calculated values.

Abbildung1: Ringgeometrie

Es waren zwei verschiedene Ringgrößen gegeben, zum einen ein Ring mit einem Außendurchmesser von 20cm und zum anderen ein Ring mit einem Außendurchmesser von 15 cm. Hiermit waren die Werte für r bereits gegeben und zusammen mit den vorgegebenen Winkeln konnte man nun den Abstand d berechnen. Hierbei nutzen wir den gemittelten Durchmesser der ~~kleinen~~ Ring für die 20° Messung und den großen Ring für die 50° Messung. Durch den trigonometrischen Bezug ließen sich nun d und a ermitteln.

$$d = r / \tan(\theta/2) \quad a = \sqrt{d^2 + r^2}$$

Winkel	r [cm]	d [cm]	a [cm]	Vring[cm ²]
50°	9,25 ± 0,005	19,84 ± 0,011	21,08 ± 0,012	130,77 ± 0,25
20°	6,75 ± 0,005	38,23 ± 0,028	38,82 ± 0,029	95,43 ± 0,61

Important features of polybox

Web client

Open the page polybox.ethz.ch in your web browser and log in with your ETH user name and ETH password for web applications, AAI (LDAP).

polybox main menu

The screenshot shows the polybox main menu interface. The 'Files' tab is selected. The left sidebar contains navigation options: All files, Favorites, Shared with you, Shared with others, Shared by link, Tags, Deleted files, and Settings. The main content area shows a list of files and folders. The 'Project Office' folder is highlighted with a blue box, and the 'test.odt' file is highlighted with a green box. The 'Deleted files' option in the sidebar is highlighted with a red box.

Drag and drop

You can use drag and drop to add files and folders to your polybox and to move your files around as you like.

Select all files/folders

If you want to select all of the files in your polybox, click on the white field at the top next to "Name". If all of the files have a blue check mark next to them, you can download or delete them all at once (top right, "Download" or "Delete").

Create new folder/file



If you click on the plus symbol (blue box in the image above), you will get a drop-down menu with "Folder, text file, document, spreadsheet and presentation". After creating one of these, you can give it a file name there.

Add a new file from the drive

In addition to drag and drop, you can click on the plus symbol to upload your files and save them in polybox.

Back to main menu/top file level



Click on "Files" in the top left-hand corner (orange-yellow box in the image above) to go to the main menu.

Search feature



Enter the name of the file you are looking for in the search field (yellow box in the image above) to find it.

Account information/log out



Click on your name/email address in the top right-hand corner (black box in the image above). Select "Settings" to view and change information such as storage location and language.

In the "Settings" drop-down menu you will find the link to "Log out".

Share files/folders



To the right of each file, on the same line, you will find several editing features. Click Share (left-rotated triangle, purple box in the image above) to share files or folders.

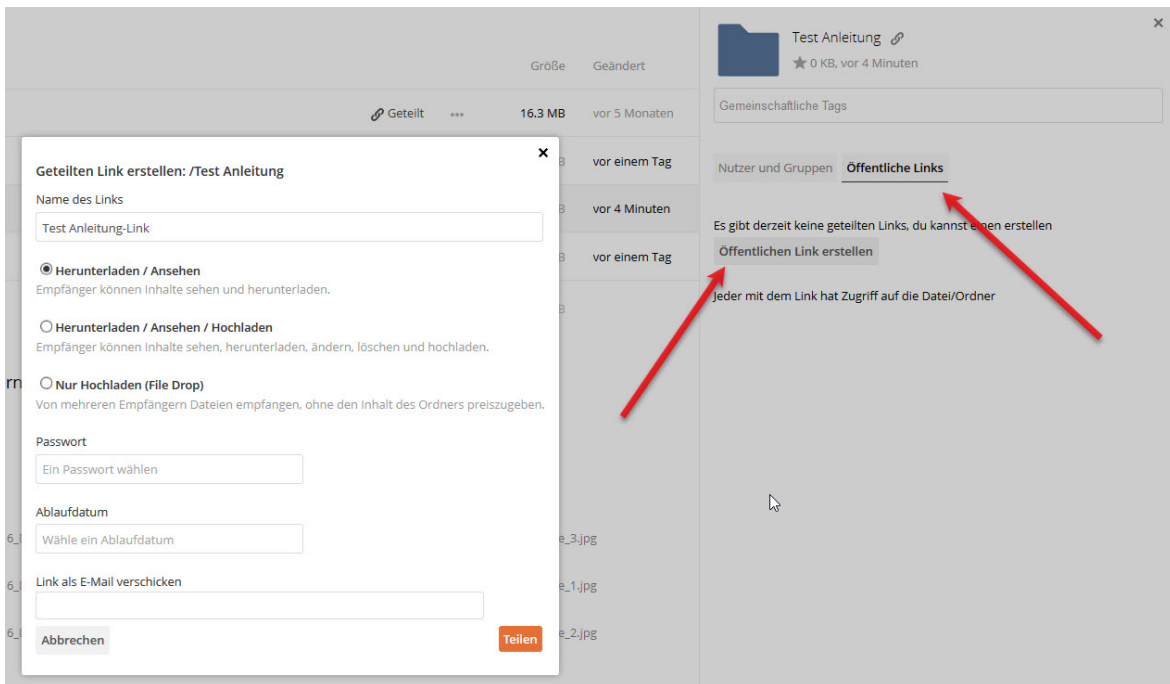
Sharing with ETH members for collaboration

On the "Users and groups" tab, enter the name or email address of the ETH person in the "Share with users, groups or remote users" field. Set what the person is allowed to do with the file: "share, edit, change and/or delete". You can then notify the person by email.

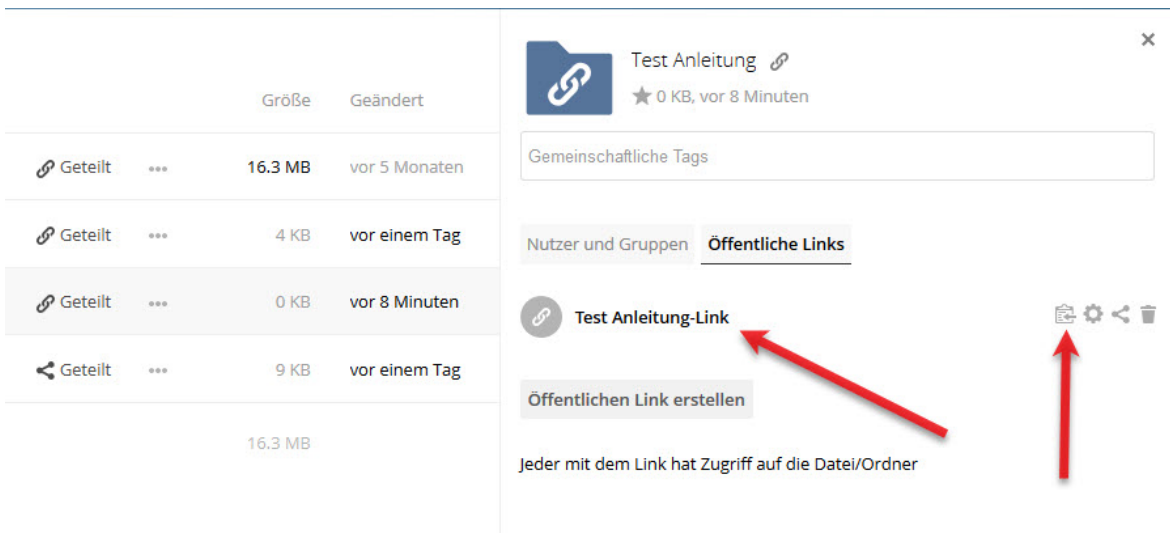
Sharing with ETH members or non-ETH members

If you only want to send and share files or folders with people, click on "Public links > Create public link". A pop-up will open: "Edit shared link: ...". Click on what the person is allowed to do with the file. You have the option to assign a password and set an expiration date. You can now enter the desired email address.

Instructions polybox collaboration and features



If you do not want to enter an email address because you would rather use the link in an email or document, click on the orange "Share" button. On the right side under "Public links", the name of the file will now appear. Click on the first symbol on the right, "Copy to clipboard". You can now paste the shared URL anywhere.

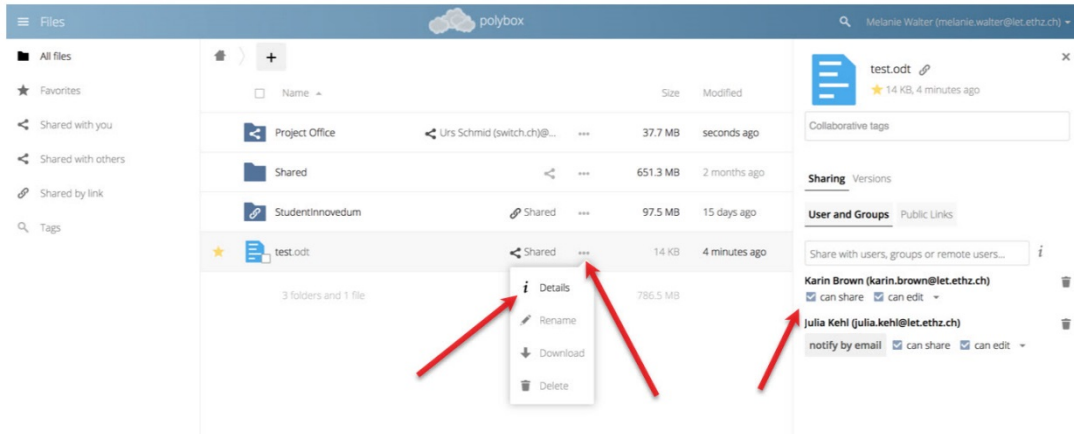


More options

If you click on the three dots (behind the left-rotated triangle) on the line of a file, further options will appear.

Click on "Details" or "i" for more information about the file or folder. You can see here who you shared the file or folder with, and what settings were made for sharing ("can share, edit, change and/or delete").

Instructions polybox collaboration and features



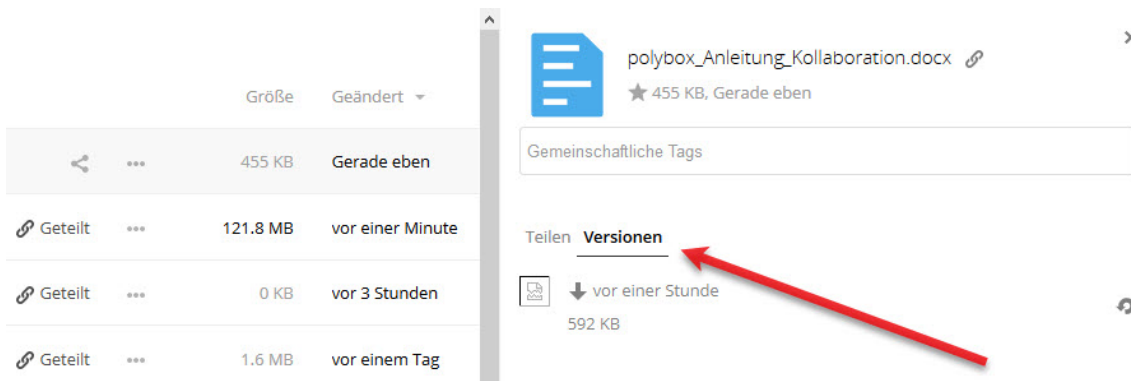
You can also rename and download files and folders.

Deleted files

When you click the recycle bin icon, the file/folder is deleted without a confirmation prompt. You can still find them in the recycle bin for a limited time (bottom left-hand corner in the application). The recycle bin also acts as a backup (the last 6 days) of "deleted files".

Versions

If you click on "Details" for a document (drop-down box below the 3 dots on the line of the document), a menu opens on the right. Click on "Versions" next to the "Share" tab. If a file has been changed, the old version of the file is saved there for 7 days and can be restored.



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