

## **User Manual of DARIAHdocs** (written in DARIAHdocs)

For further information check also:

- Collabora Video: <https://youtu.be/sZpYXUD1ZVM>
- Collabora Presentation: <https://people.gnome.org/~michael/data/2017-08-25-nextcloud.pdf>
- NextCloud User Manual: every user has it in his cloud space (NextCloudManual.pdf) or you can check also: [docs.nextcloud.com/server/15/user\\_manual/webinterface.html](https://docs.nextcloud.com/server/15/user_manual/webinterface.html)

### **Introducing dariahdocs.daasi.de**

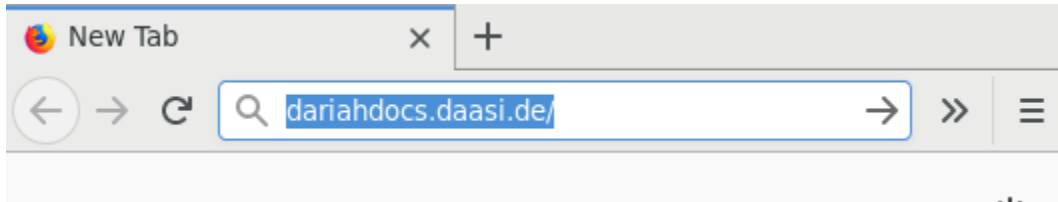
DARIAH offers free cloud storage to all its users. Anyone who can authenticate via the DARIAH AAI can use this NextCloud instance.

Special features of the cloud are its *online office features*: Text Documents, Spreadsheets, Presentations. These features are available after registration of your account for DARIAHdocs. DARIAHdocs is hosted and maintained by DAASI International, a German IT service provider for open source Identity and Access Management, actively supporting research and development in the Digital Humanities.

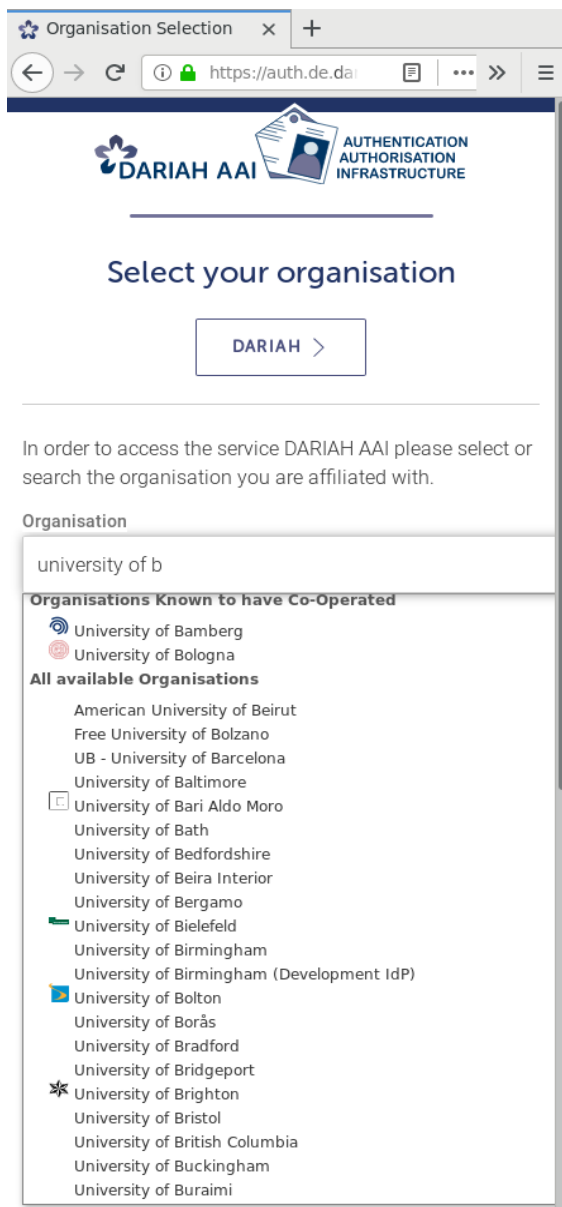
For further information check [www.daasi.de](http://www.daasi.de).

## General Access

1. Access the DARIAHdocs server: [dariahdocs.daasi.de](https://dariahdocs.daasi.de)



2. Choose your research institution from the list by typing its name (bild "CDS")



If your institution is not in the list, or if login does not work for you, you can apply for a DARIAH account and choose DARIAH instead of an institution (button oben rot markieren) → register for a dariah account at [auth.dariah.eu](https://auth.dariah.eu) (if you haven't already)

### 3. Log in at your institution or at the DARIAH Server

Login to DARIAH AAI

Authentication  
Authorisation  
Infrastructure

## Login to DARIAH AAI

Name

Password

**LOGIN**

[Forgot your password?](#)

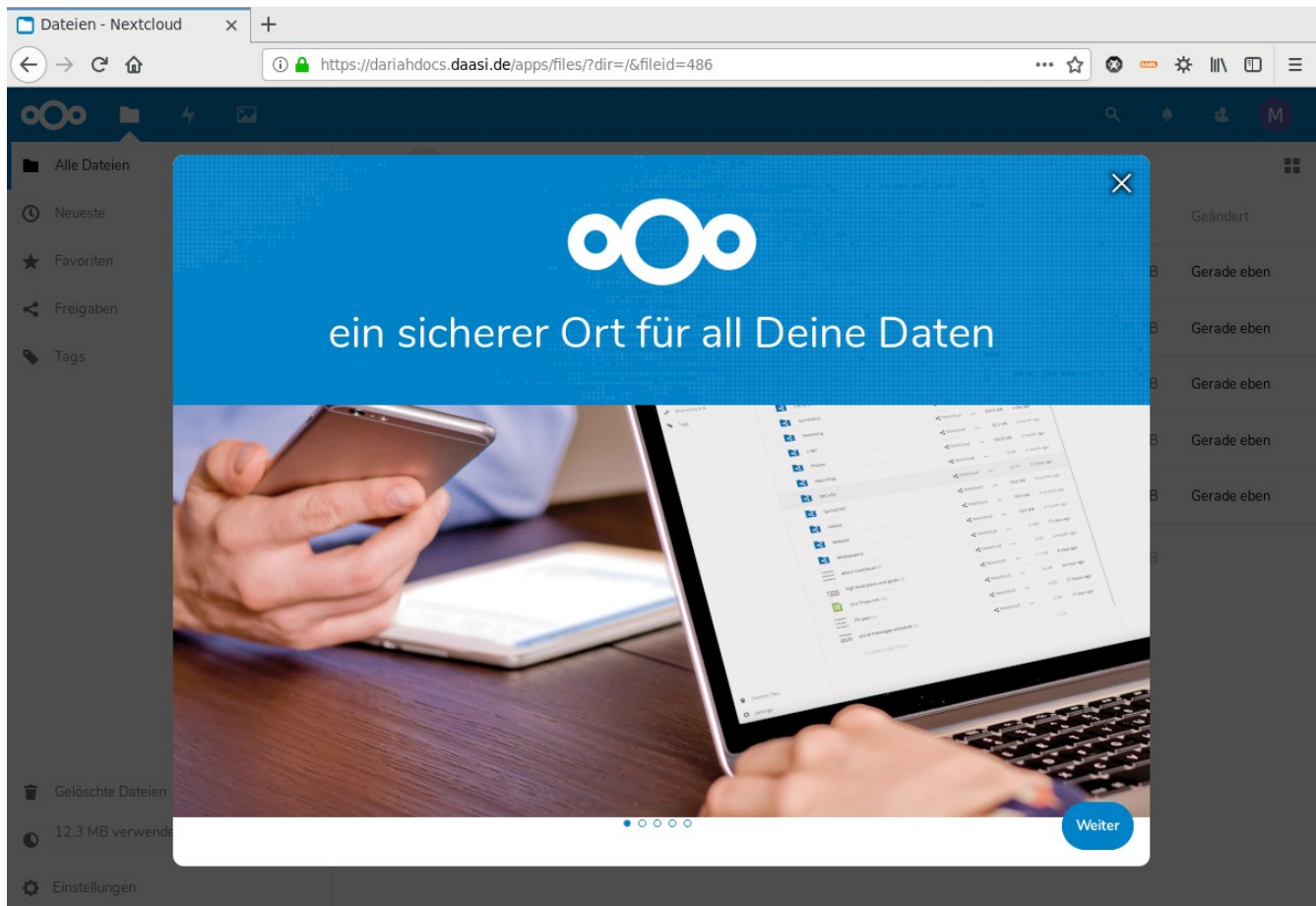
- [Contact](#)
- [Request an Account](#)
- [Edit your User Data](#)
- [Forgot your Password?](#)
- [DARIAH-DE Portal](#)
- [DARIAH-EU Website](#)
- [DARIAH-DE Privacy Policy](#)

Please do not bookmark this page. We would like to ask you to bookmark the page of the service you would like to use instead. Your login might fail otherwise.

[Impressum](#) [Datenschutz](#) [Kontakt](#) [Sitemap](#)

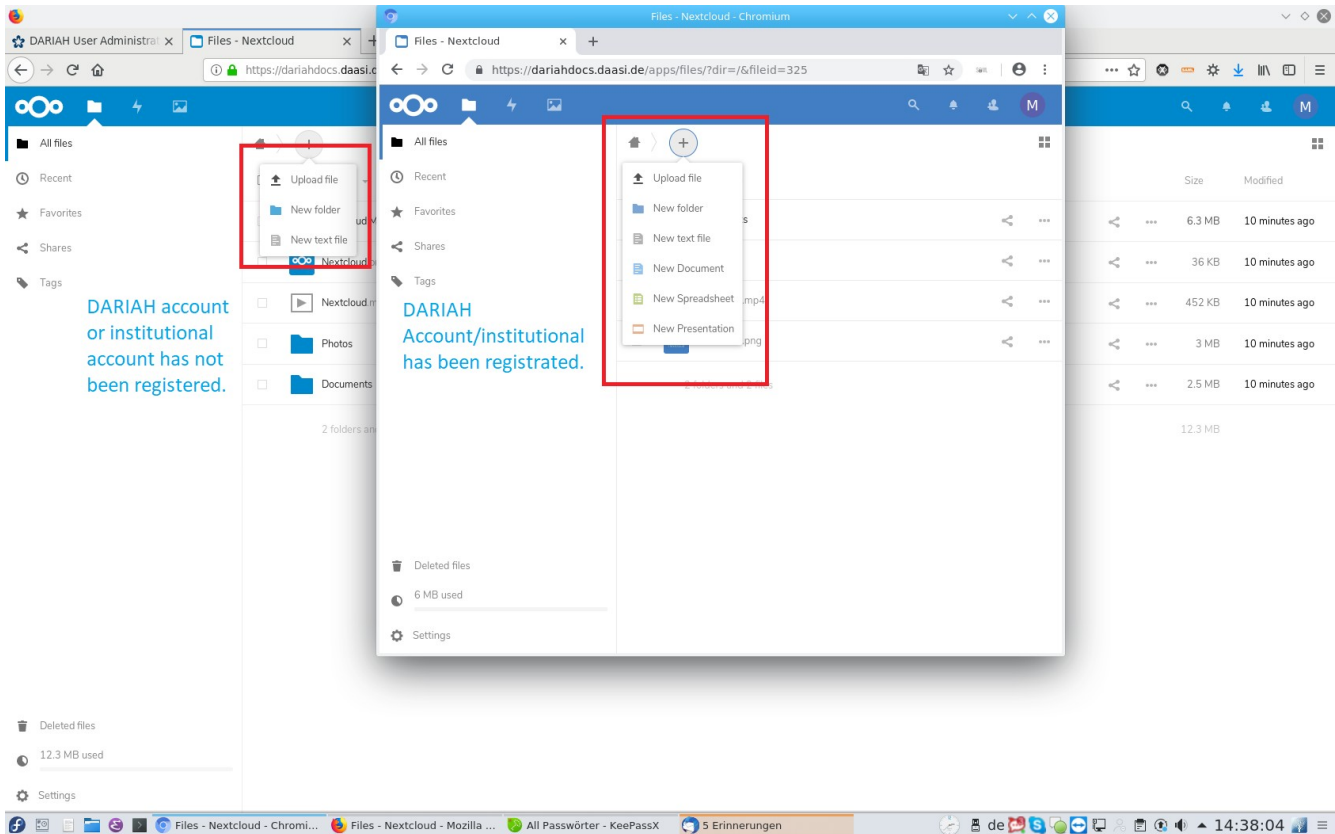
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4. If everything was entered correctly, welcome screen will appear



## Access DARIAHdocs Online Office features

If you do not see the "New Document" option when hitting "+" in NextCloud, your DARIAH account or institutional account has not been registered yet for the service.



So, You need to apply for the service first:

1. Log in to the DARIAH SelfService at [auth.dariah.eu](https://auth.dariah.eu) (hit "Login", then follow the same procedure as above)

## 2. Apply for the DARIAHdocs service group.

My DARIAH Groups

Logged in as MartinHaaseTest

DARIAH Self Service / DARIAH Groups

Help texts

Start

My User Data

Set new Password

Manage Groups

Group Membership Requests

Manage Access Tokens

Log out

### My DARIAH Groups

Here you can administrate groups and your group memberships.

If you are the owner of a group, you can administrate this group. If you are a member, you can leave the group. If you are no member, you can join a group instantly, or apply for its membership, depending on how the owner has configured it.

Please use the search filter to find a particular group.

dariahdocs

Group	Description	
DARIAHdocs LibreOfficeOnline Users	Members of this group are allowed to use the DARIAH-EU DARIAHdoc pilot at <a href="https://dariahdocs.daasi.de">https://dariahdocs.daasi.de</a>	Apply for membership

Showing 1 to 1 of 1 rows

Apply for membership in a DARIAH Group

Logged in as MartinHaaseTest

DARIAH Self Service / Apply for membership

Help texts

Start

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### Apply for membership in a DARIAH Group

Please fill in the form and click on 'Apply'. Your request will be processed shortly.

Group: DARIAHdocs LibreOfficeOnline Users

Remarks:

Apply

Support - Privacy Policy - About  
Developed by DAASI International

3. Your request will be processed by DARIAH Helpdesk and you will receive a confirmation e-mail shortly.

## **Sharing Documents**

You can share your documents with individual users and/or with the users of your DARIAH *project groups*. Just use the "share" functionality of NextCloud and type the user name or group name, e.g. "John Doe" or "myproject-users".

If you want to create a new group for your DARIAH-related project, you can do so via the SelfService at [auth.dariah.eu](https://auth.dariah.eu) → "Manage Groups" → "+ new group" at the bottom of that page (Bild: "Apply", den Button rot markieren). You will become the owner of the new group and can add members to it, both DARIAH accounts and institutional accounts. In the DARIAHdocs service you can use all groups known in the DARIAH AAI.