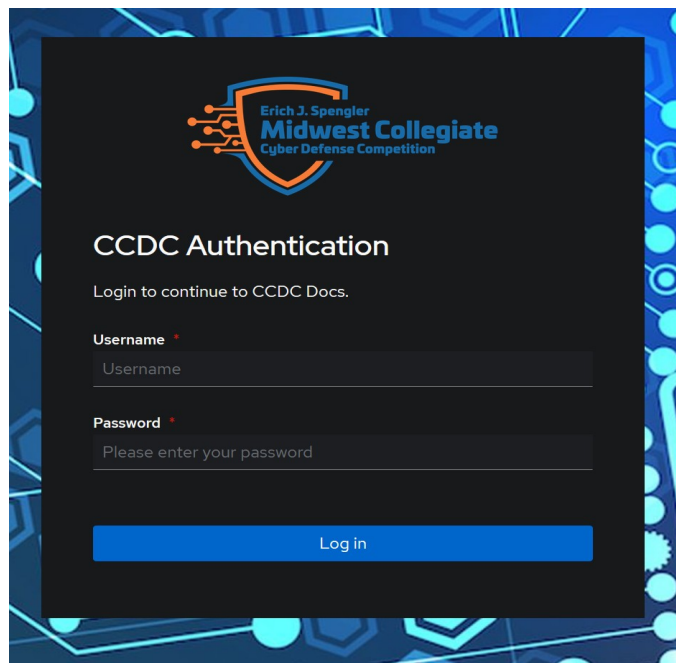# Nextcloud How-To

About

Nextcloud[1] is a self-hosted file storage system that is similar to commercial products such as OneDrive and Google Drive. Nextcloud can integrate with several other applications as configured by the server administrator. The CCDC Nextcloud server has enabled two applications in addition to files, Talk and Forms. Talk is a chat application, and Forms allows users to create/respond to standard form items like a survey. In the CCDC configuration Blue teams can only participate in Talk/Forms. White/Black/Green teams will be responsible for creation of any necessary chats.

Logging In

CCDC Docs is using Authentik[2] as the Identity Provider (IdP) for the competition. Blue team members should be given accounts prior to the start of the competition with a username like team01a. Blue team accounts will automatically be tied to a group for their team to limit access to only their group. White/Black/Green team members will have their own individual accounts, with some spares available for the day of the competition.

Users will need to go to https://docs.ccdc.events/ to bring up the login page for the first time. The login page should look like the following.

Once the user enters a valid username/password, they will be redirected to the Nextcloud user interface.
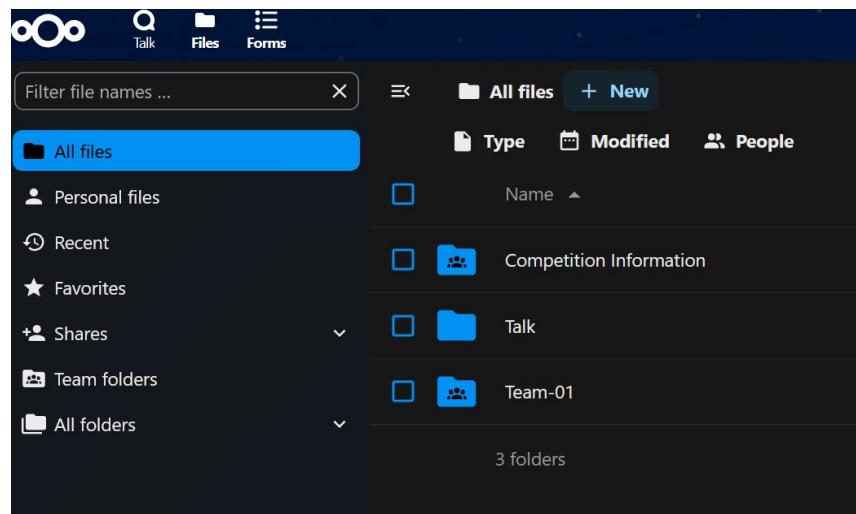

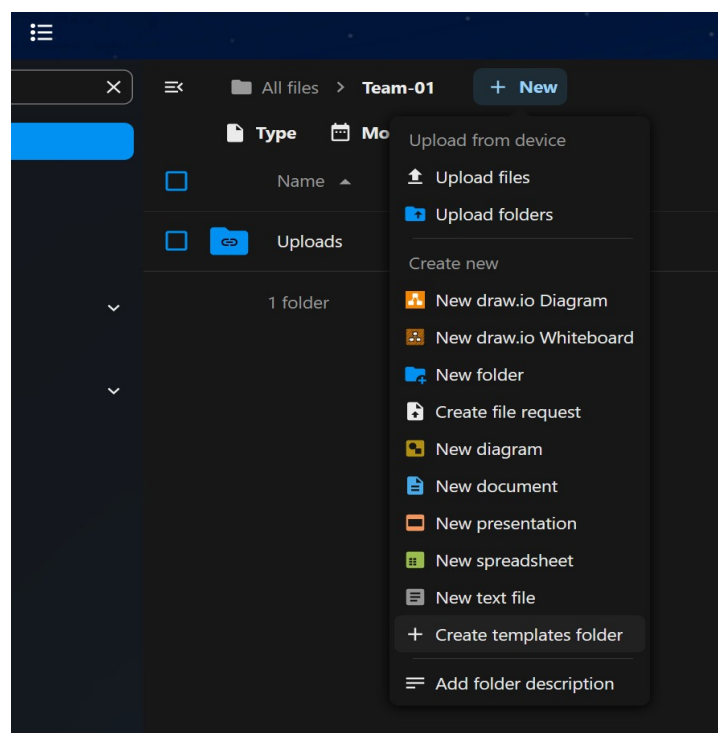
1   https://nextcloud.com/
2   https://goauthentik.io/

User Interface

In the top left corner the user will be shown three icons for Talk, Files, and Forms. If you hover over the icons you will see text descriptions. By default the user will be in the Files application. This application will show the user's personal files, as well as shares the user has access to.

- Competition Information: This folder is used for putting out competition wide information, such as a copy of the team pack.

- **Team-XX**: This folder contains documents that are shared with other members of the same Blue team. **This should be the primary folder used by all members of a Blue team**.
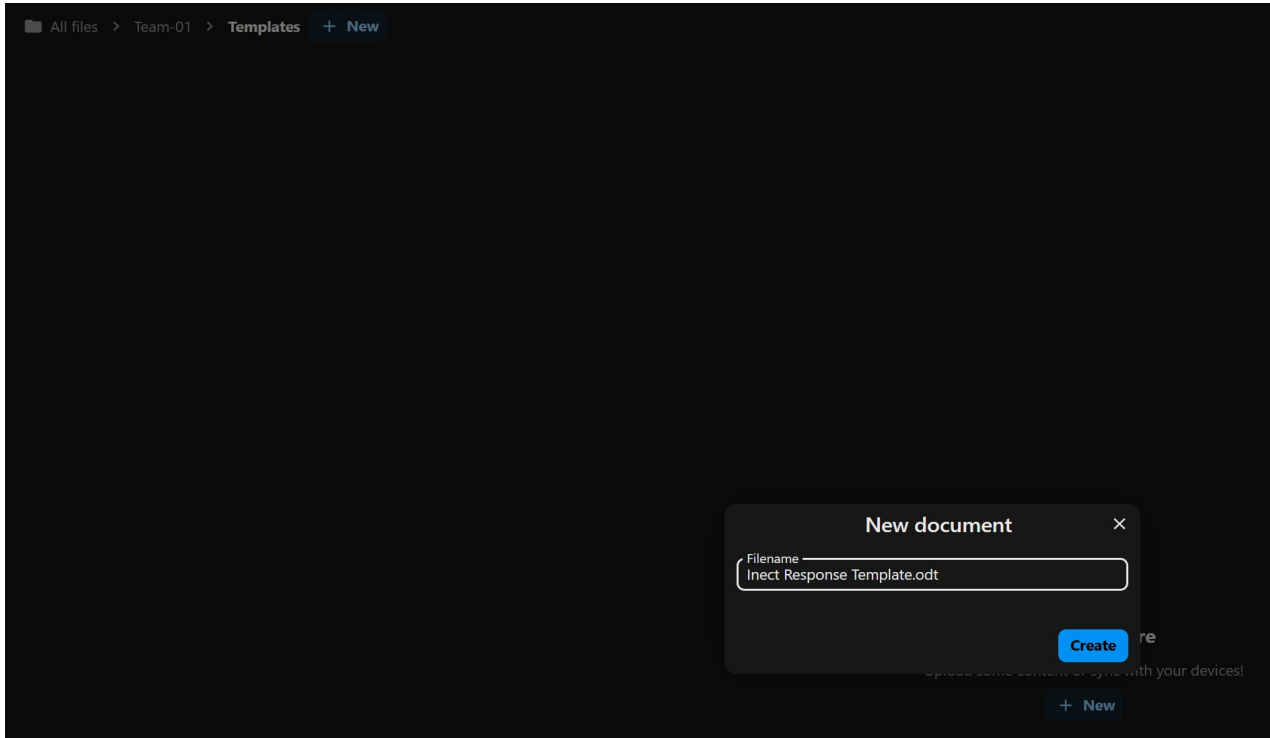

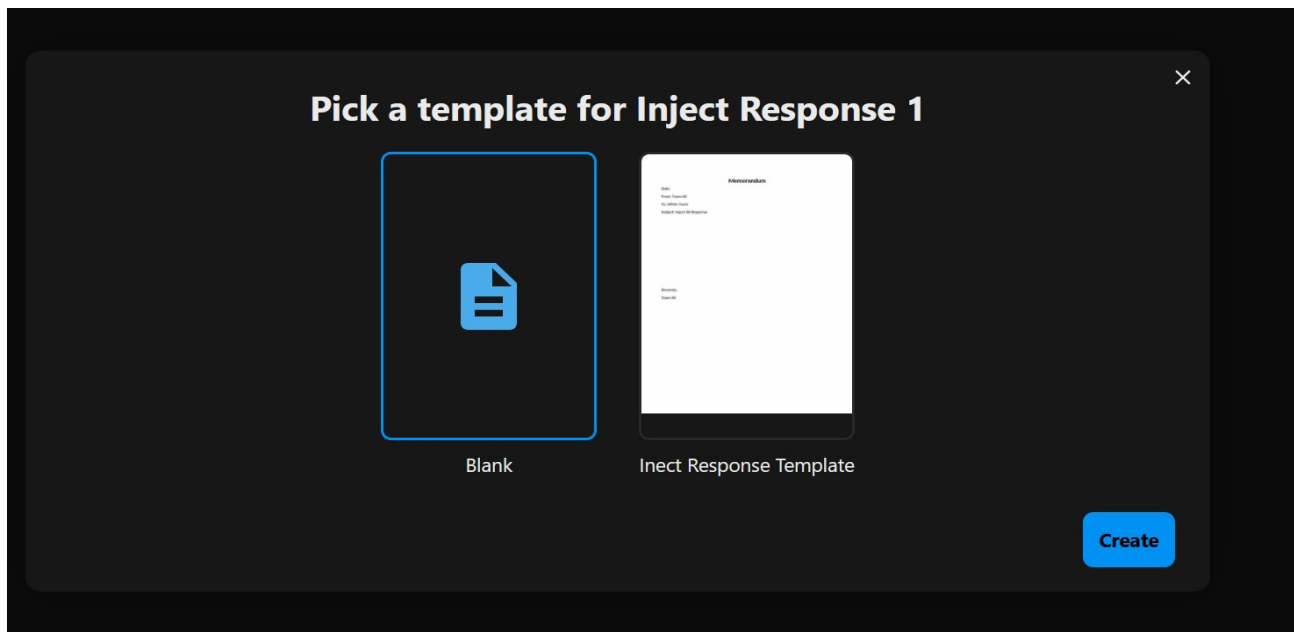Users can create different types of documents using the "+ New" button at the top of the folder listing.

Templates Folder

Blue teams should initially create a templates folder, and create any documents within the templates folder that may be routinely used throughout the event. For example, an inject response template document.
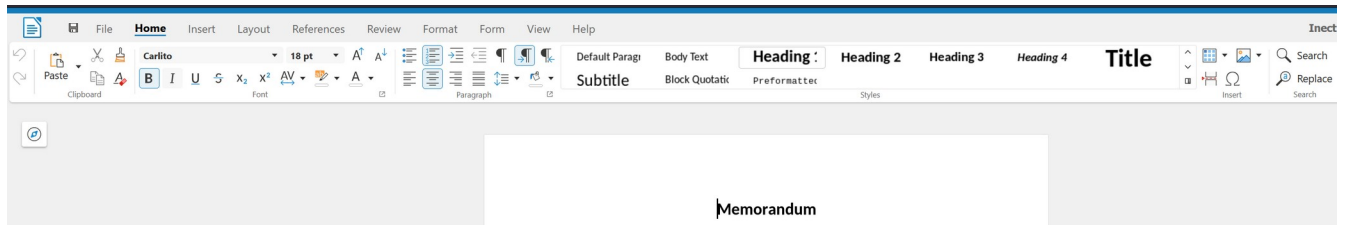

Once templates have been created, teams can return to their team folder and create a new document. The user will be prompted to create a blank document, or a copy of a template.
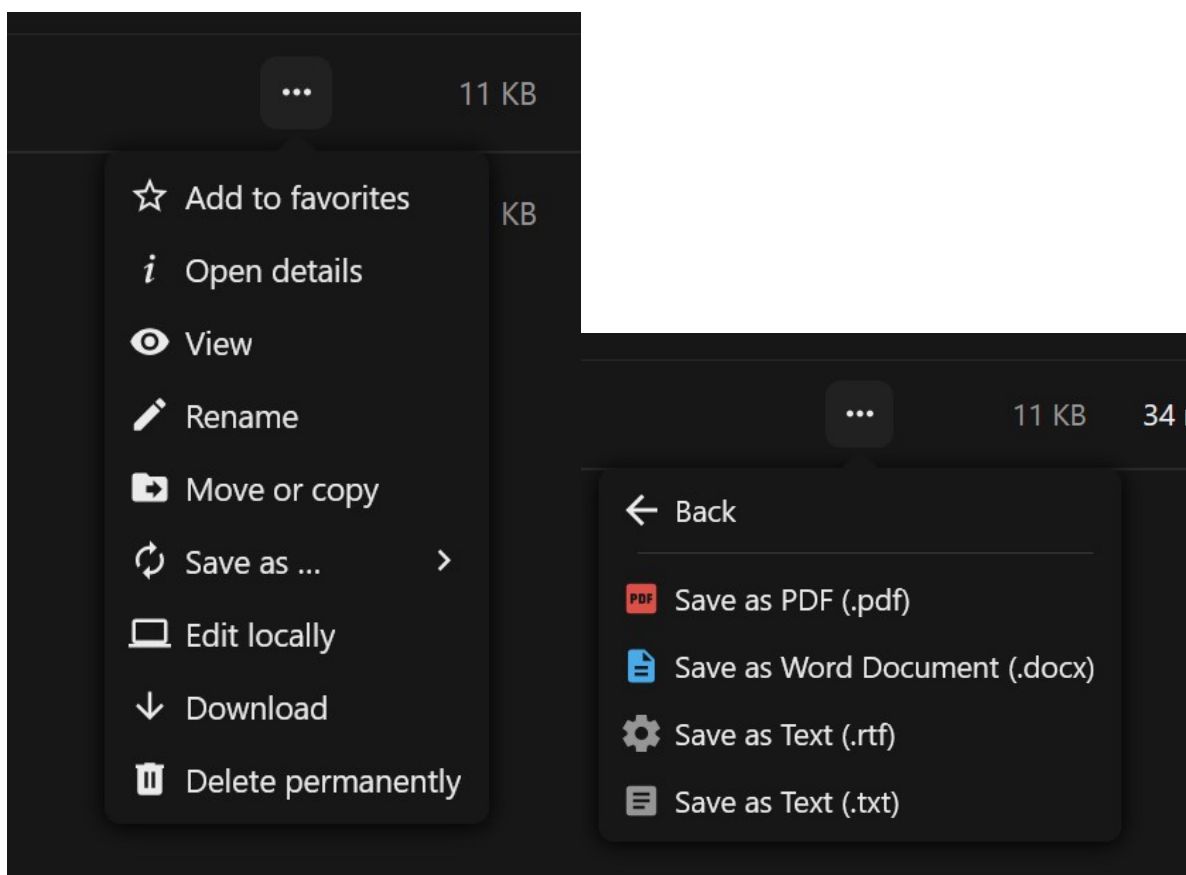
Editing Documents

When a user clicks on a document, it will open up within the web browser using a Collabora Online Development Environment (CODE)[3] server. The user interface is similar to that of LibreOffice[4]. Multiple users should be able to work on the same document together, in real time.

Convert document to PDF

Some documents, such as odt files, can be converted to a PDF. In the file listing click the 3 dots at the right of the file, and select "Save as..." You can then select "Save as PDF" and the system will save a PDF document in the same folder from the document you selected.

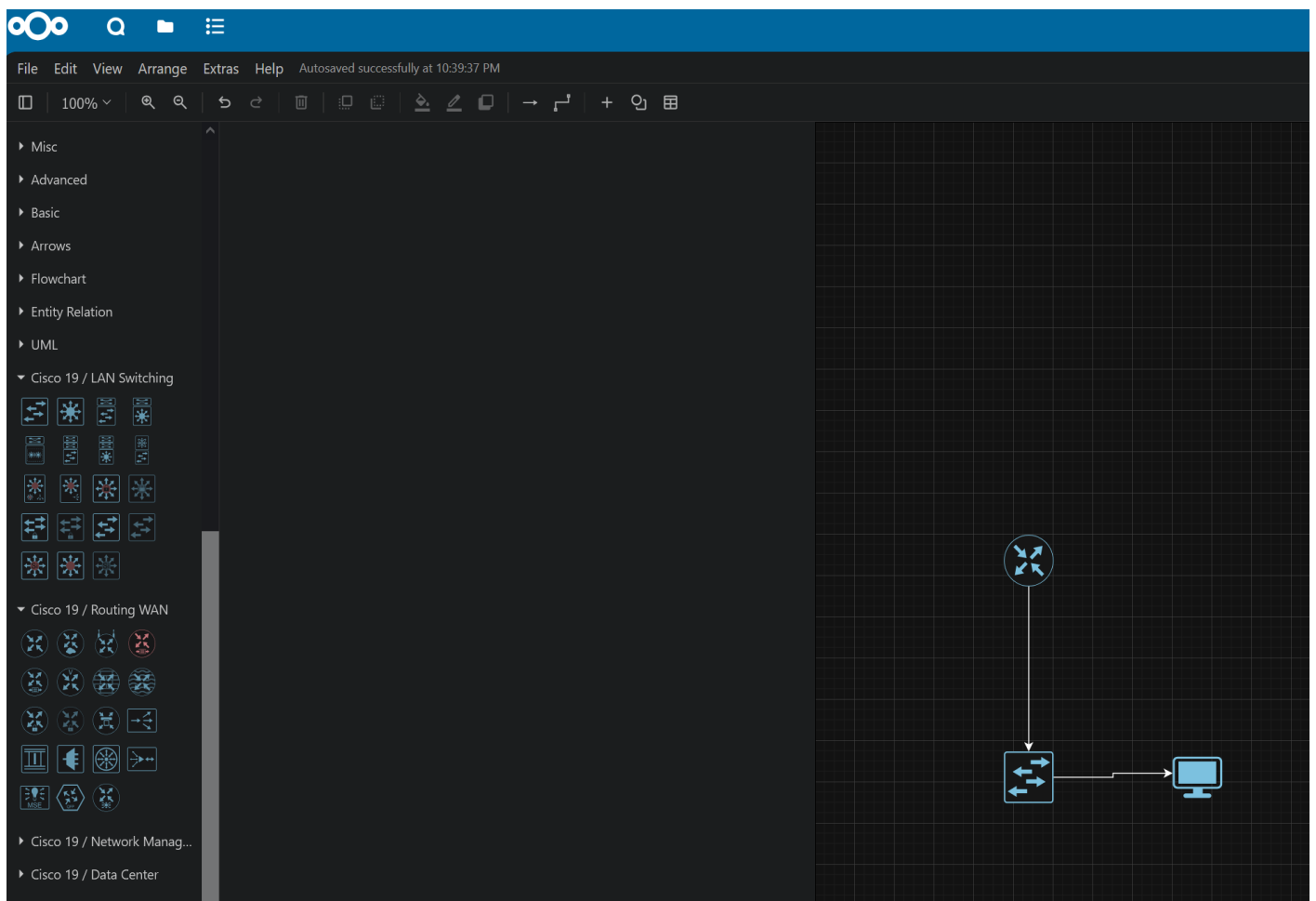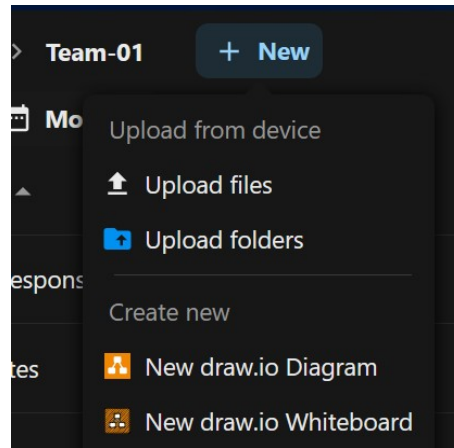3   https://www.collaboraonline.com/code/
4   https://www.libreoffice.org/

Creating Diagrams

CCDC Docs has enabled integration with draw.io[5] to enable users to create diagrams within the web browser, and stored on the CCDC Docs server. Users can create a new diagram from the "+ New" icon. You can get additional shapes within draw.io by clicking on "+ More Shapes" on the bottom left.
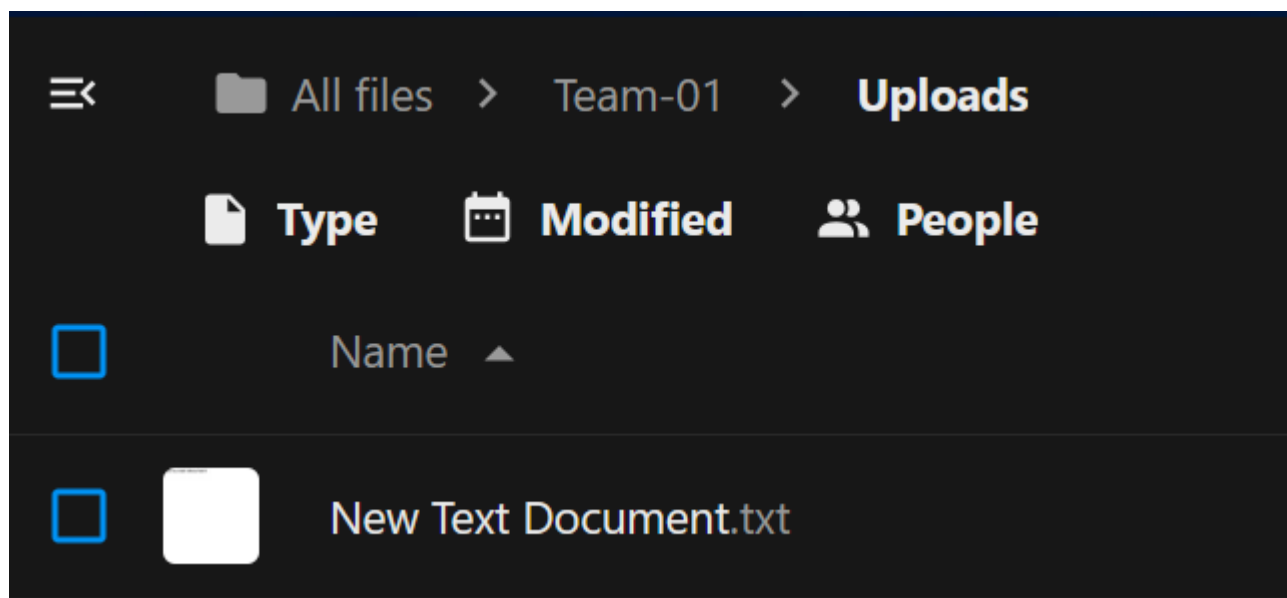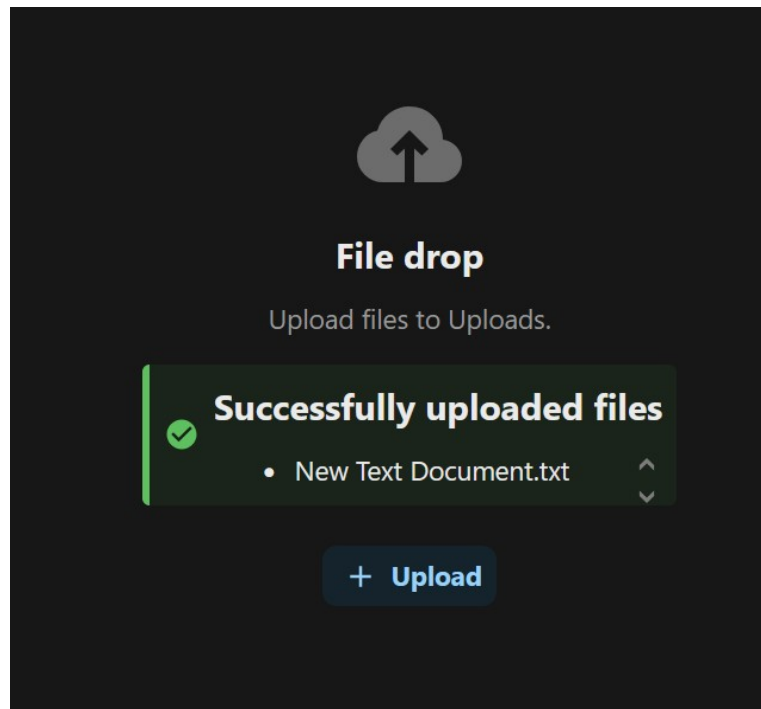

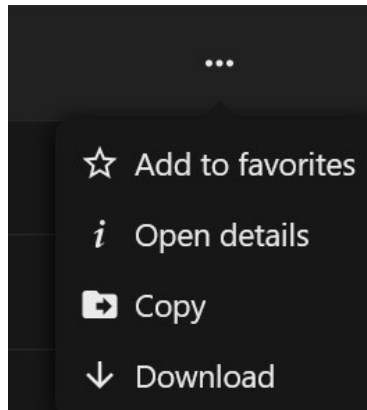

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5   https://app.diagrams.net/

Uploading to CCDC Docs

Blue teams will be given a short link unique to their team that will provide unauthenticated file upload only access to the "Uploads" folder within their team share. This link *should* be accessible from within the competition environment. This will allow competitors to upload items from within the environment to the CCDC Docs server. Files uploaded can not be edited/deleted from the uploads folder. Users will need to download the file to their local machine if they need to work on it, and can upload the modified version to their team folder.
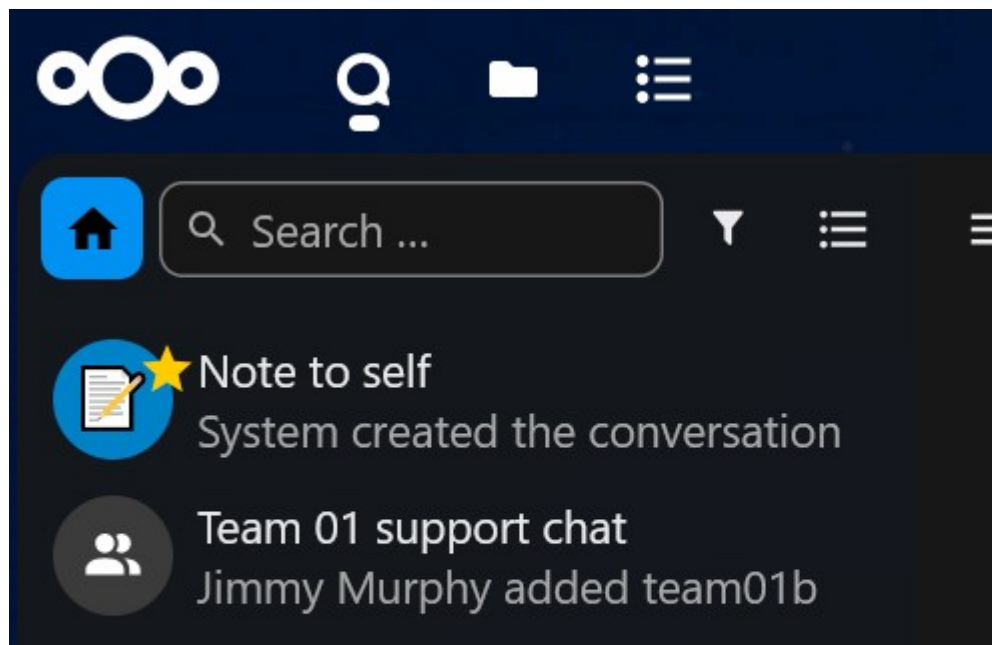
Document Retention

Files created under Blue team folders will be backed up temporarily at the end of a competition in case they're needed for a dispute. All blue team accounts/files will be deleted from the server shortly after the close of an event. Should teams wish to retain their own copy of documents they can go to the root files, and click the "…" to the right of the Team-XX folder. They can then click Download to get a zip archive of the entire folder. This should be done near the end of an event, before blue team accounts/files are purged from the system.

Technical Support Chat

Blue team members should be added to group support chats under the Talk application within CCDC Docs. Black, Green, Orange, and White team members can create new group chats, and add individual users or groups into the chat. Calling features may not be reliable at this time, but they are enabled for calls and screen sharing. If you use them, and run into issues, please provide feedback.
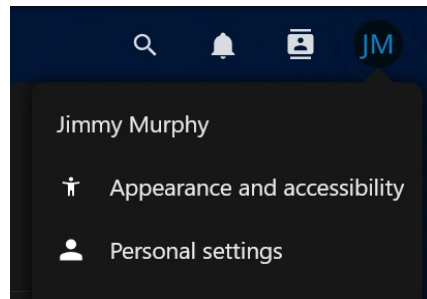

Teams can use the support chat to communicate with members of the support teams if they are
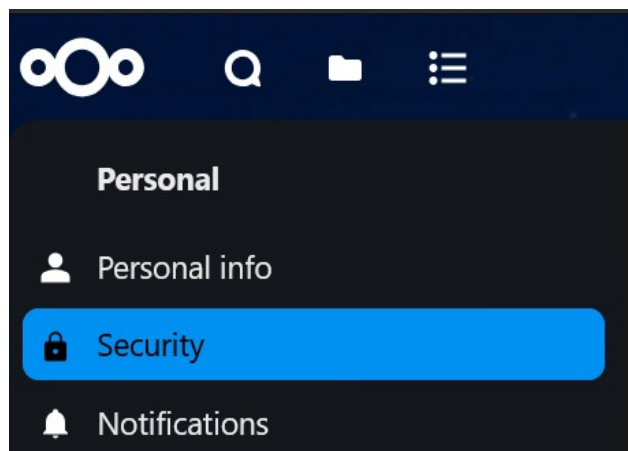
having internal issues. Orange team may use the chat as one of many methods to reach out to teams as part of their role within the competition.

Nextcloud Talk App on Phone

Those supporting the event (White, Orange, Green, Black teams) are welcome to install the Nextcloud Talk application[6] on their phones if they would like a mobile interface. Once the app is installed, it should give you an option to scan a QR code. From your web browser, login to CCDC Docs and click your profile icon in the top right corner. Then select "Personal settings".

Once you're in settings, navigate to Security.

Under "Devices & sessions" you can create an app specific password. Give the application a name, and click "Create new app pass…"

The application password will be displayed. Click on "Show QR code for mobile apps"

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6   https://apps.apple.com/us/app/nextcloud-talk/id1296825574 or https://play.google.com/store/apps/details?id=com.nextcloud.talk2&hl=en-US

Scan the QR code that is displayed on your mobile phone with the Nextcloud Talk application. You should be immediately logged in. You may need to refresh the chat list by dragging down on the screen.

Issues/Feedback

Issues with the CCDC Docs system should be communicated within the support chat if possible. If unable, please raise the issue through an out of bands method such as the competition Zoom. Feedback is always welcome, and should be directed towards Jimmy Murphy.

Thank You

We appreciate you trying out this new system! We hope it's beneficial to the teams competing in the event. If it proves useful, we'll work to continue to improve the system for future events.