



Noswork Administrator Manual for File Transfer

This manual provides detailed instructions for Noswork administrators on how to perform file and calendar transfers between selected users. The Ownership Transfer functionality allows efficient and controlled migration of content from one user to another.

Prerequisites

To perform the transfer procedure, the user must have:

- Administrator credentials for Noswork Workspace
- Access to the network where the system is hosted
- Knowledge of the users involved in the transfer
- Sufficient privileges to perform transfer operations

Transfer Procedure

1- Access the Noswork workspace URL with administrator credentials

2- Access the administrator profile and select "Administration settings"







3- Select "Ownership transfer" in the dropdown menu



4- Selection of users and information type

- 1. In the **Ownership transfer** window, select:
 - Source User: The user whose files/calendars will be transferred
 - Use the search field to find the user by name or email
 - **Destination User**: The user who will receive the files/calendars
 - Use the search field to find the user by name or email
- 2. Select the type of information you want to transfer:





- "Files" option: To transfer files and folders
- Calendar" option: To transfer events and calendars



5- Complete Transfer

If you want to transfer **all** files or **all** calendars:

- 2. Click directly on the "Transfer" button
- 3. A confirmation dialog will appear. Review the information and click "Confirm"





🗄 Vista general	1
Soporte	Ownership Transfer
Ajustes básicos	Transfer data from one user to another.
Compartir	Source User Destination User
Seguridad	ED ejemplo de prueba $\times \checkmark = \rightarrow$ T Testtres $\times \checkmark$
Integración LDAP/AD	Elles Colendar 😃 Contacts
Tema	
Inteligencia Artificial	Files Transfer
& Groupware	You can transfer all the files from the source user to the
8 AppAPI	
Privilegios de administración	Choose a folder
Actividad	
Sitios externos	Calendar Transfer
Notificaciones	destination user, or choose a specific one to transfer.
Flujo	Choose a calendar
 Flujo de trabajo de aprobaciones 	
Talk	Transfer

6- Selective Transfer

If you want to transfer specific files or calendars:

For specific files:

- 1. In the transfer configuration window, click on **Choose a folder**
- 2. The folder structure of the source user will be displayed
- 3. Select the folder(s) you want to transfer





ED	ejemplo de prueba		
Name	Size	Modified	
Documents	1,1 MB	hace 2 días	
Photos	5,4 MB	hace 2 días	
Plantillas	10,4 MB	hace 2 días	
Nextcloud.png	49 KB	hace 2 días	
Nextcloud intro.mp4	3,8 MB	hace 2 días	
Nextcloud Manual.pdf	12,3 MB	hace 2 días	
Readme.md	< 1 KB	hace 2 días	
Reasons to use Nextcloud.pdf	954 KB	hace 2 días	
Templates credits.md	2 KB	hace 2 días	

For specific calendars:

- 1. In the transfer configuration window, click on **Choose a calendar**
- 2. The list of available calendars from the source user will be displayed
- 3. Select the calendar(s) you want to transfer





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Choose the calendar to transfer

Personal		
probar importación 3 events		
	probar importación	

7- Transfer Confirmation

- 1. Once the specific files/calendars have been selected, click on the **Transfer** button
- 2. Carefully review the information in the confirmation dialog:
 - Source user
 - Destination user
 - Elements to transfer (type and quantity)
- 3. If the information is correct, click Confirm





	Confirm the transfer
	(ED) ejemplo de prueba 🔶 🕧 Testtres
	Files: 🖿 All the files
	Calendar: 🗖 All the calendars
	All the selected data will be moved from the source user to the destination user.
•	The source user won't have access to this data anymore. The files sharing settings will be preserved. Please note that the files transfer might take some time to complete.
	The calendar sharing settings might change. You should check the calendar shares after the transfer if you want to keep them.
Car	Confirm

8- Transfer Verification

To verify files transfer:

- 1. Access the destination user's account or request verification
- 2. Check that a transfer folder has been created in their storage space
- 3. Verify that the transferred files are present and accessible
- 4. Try opening some files to confirm their integrity





Ξ¢	Todos los archivos + Nuevo
	Welcome to Nextcloud!
	Talk Image: Nextcloud.png Readme.md F Editado recientemente Editado recientemente Editado recientemente E
	Nombre •
	Documents
	Photos
	Plantillas
	Se transfirió desde ejemplo de prueba en 2025-03-10 16-50-03
	Talk.

To verify calendar transfer:

- 1. Access the destination user's account or request verification
- 2. Check that the transferred calendars appear in their calendar list
- 3. Verify that events are correctly scheduled
- 4. Check that calendar settings have been maintained







1 Important Notes about shared elements

- Files shared by the source user:
 - Files that the source user has shared with third parties **will remain shared** with those third parties after the transfer.
 - The destination user will become the new owner of these shared files.
- Files shared with the source user:
 - Files that have been shared **with** the source user **are not transferred** to the destination user during the operation.
 - These files remain under the ownership of their original owners.
- Calendars shared by the source user:





- Calendars that the source user has shared with third parties **will remain shared** with those third parties after the transfer.
- The destination user will become the new owner of these shared calendars.
- Calendars shared with the source user:
 - Calendars that have been shared **with** the source user **are not transferred** to the destination user during the operation.
 - These calendars remain under the ownership of their original owners.