

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

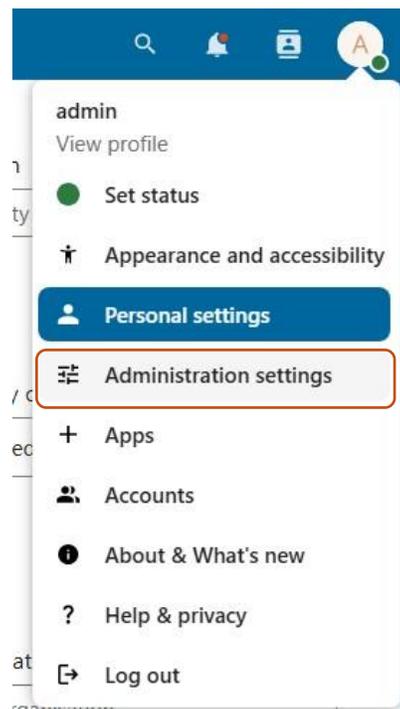
To perform the transfer procedure, the user must have:

- 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

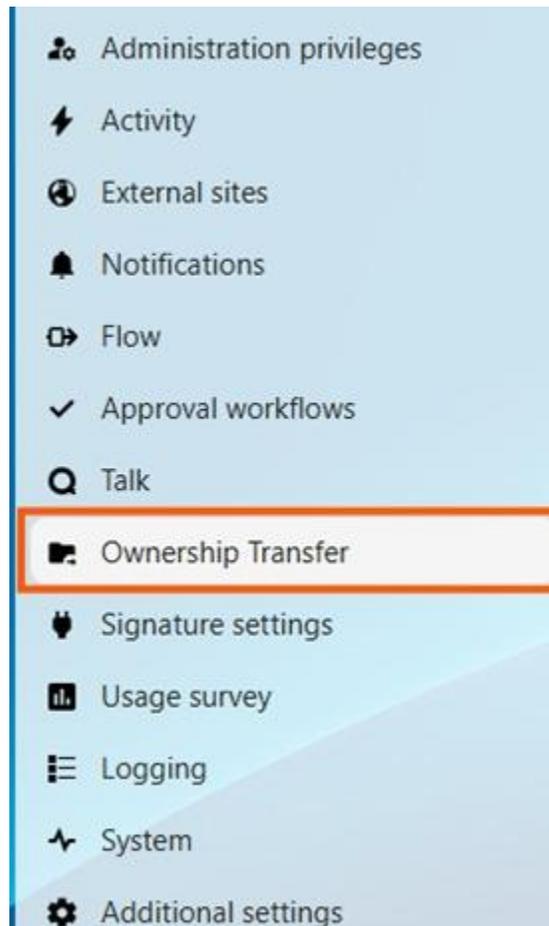
Transfer Procedure

1- Access the Noswork workspace URL with administrator credentials

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



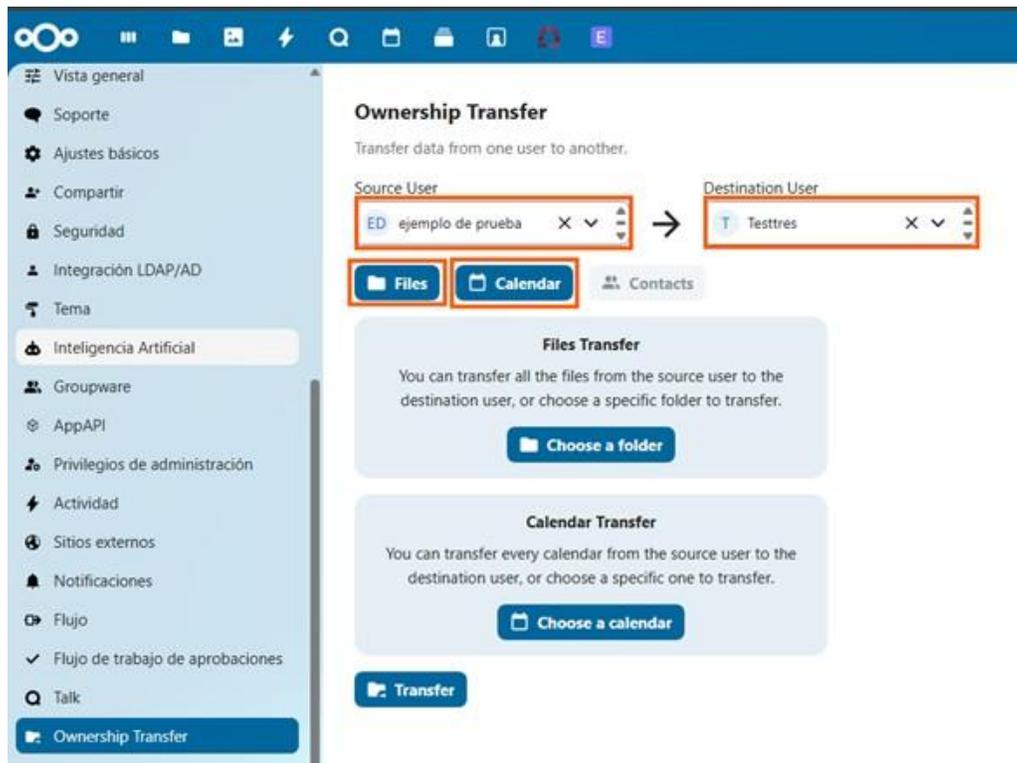
3- Select "Ownership transfer" in the dropdown menu



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:

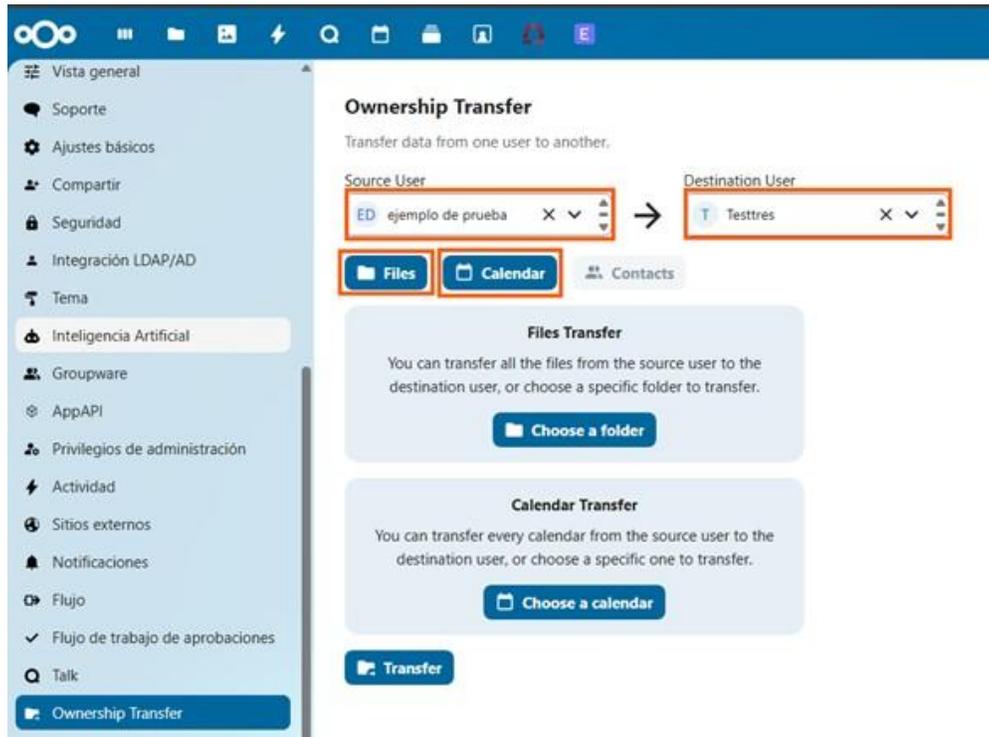
- "Files" option: To transfer files and folders
- "Calendar" option: To transfer events and calendars



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"

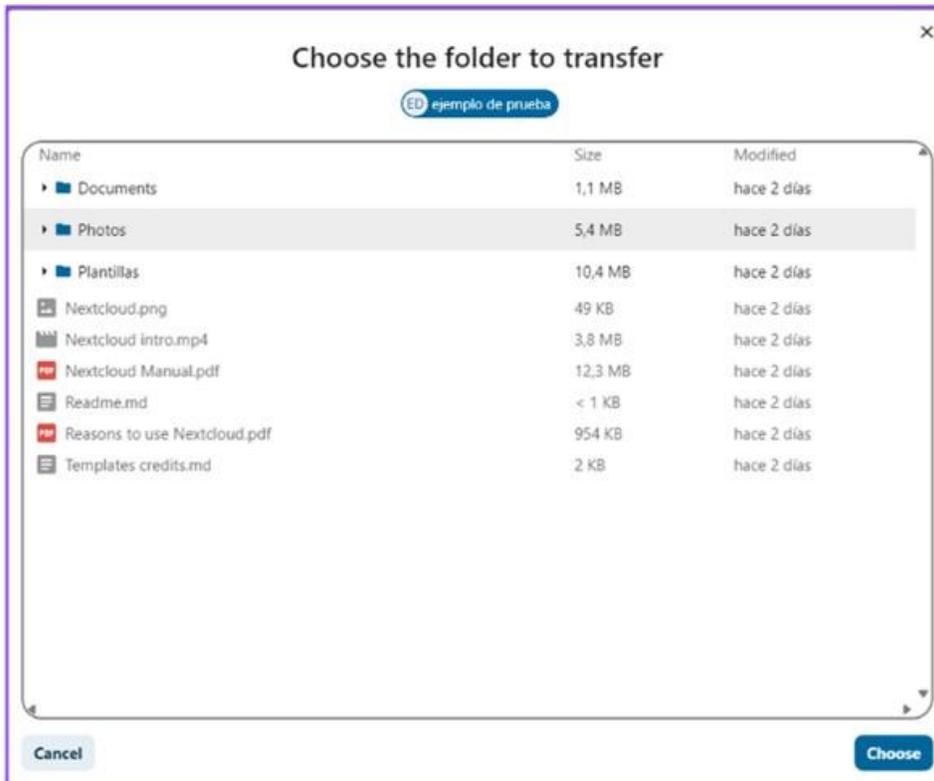


6- Selective Transfer

If you want to transfer specific files or calendars:

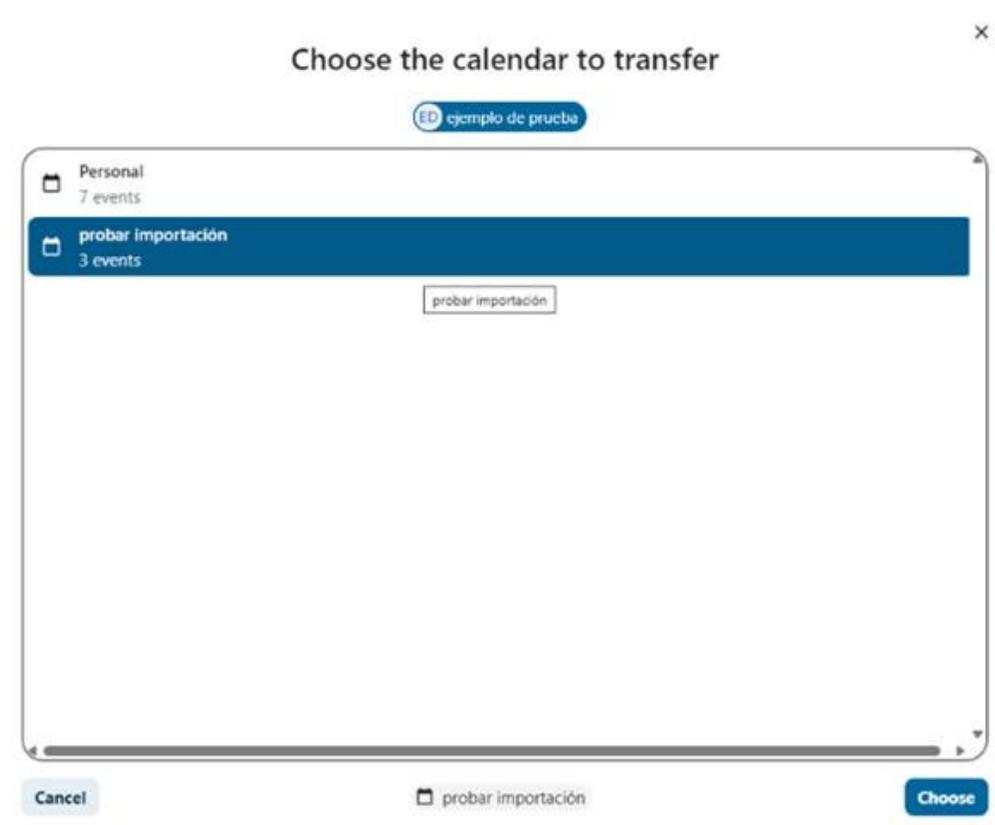
For specific files:

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



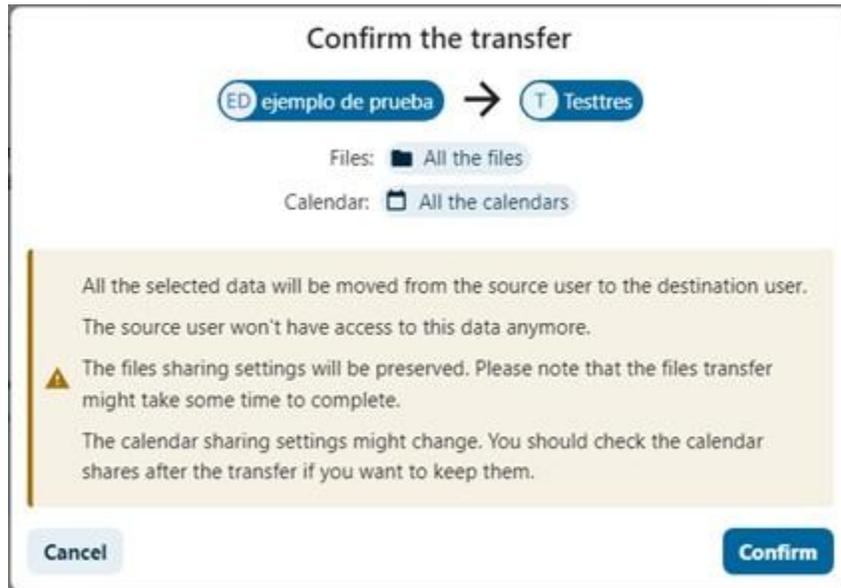
For specific calendars:

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



7- Transfer Confirmation

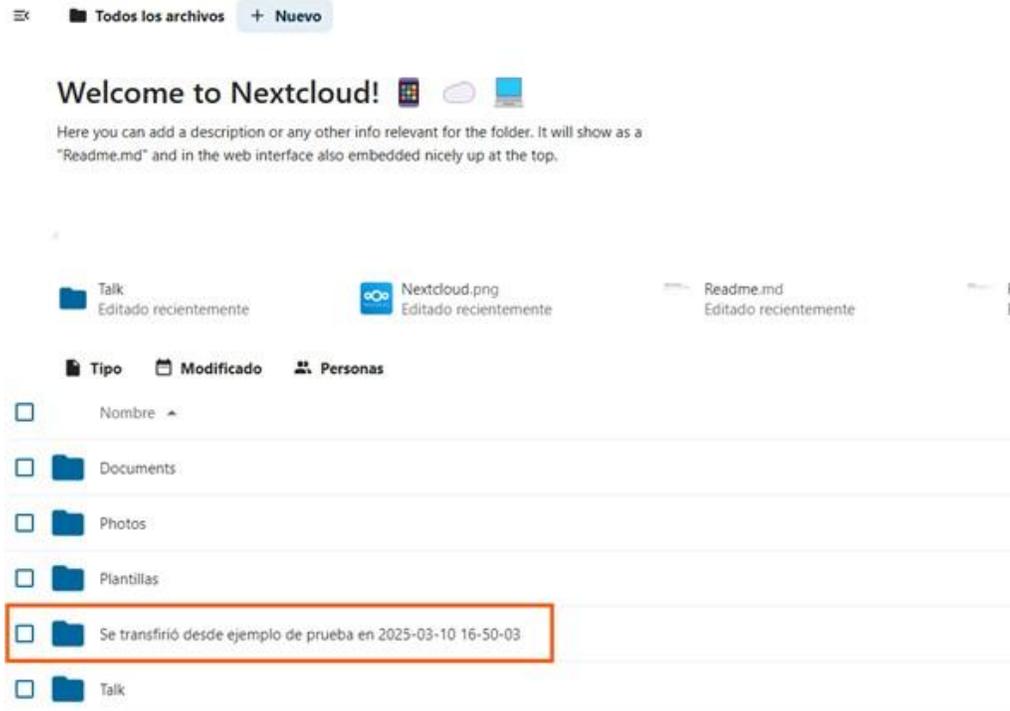
1. Once the specific files/calendars have been selected, click on the **Transfer** button
2. Carefully review the information in the confirmation dialog:
 - Source user
 - Destination user
 - Elements to transfer (type and quantity)
3. If the information is correct, click **Confirm**



8- Transfer Verification

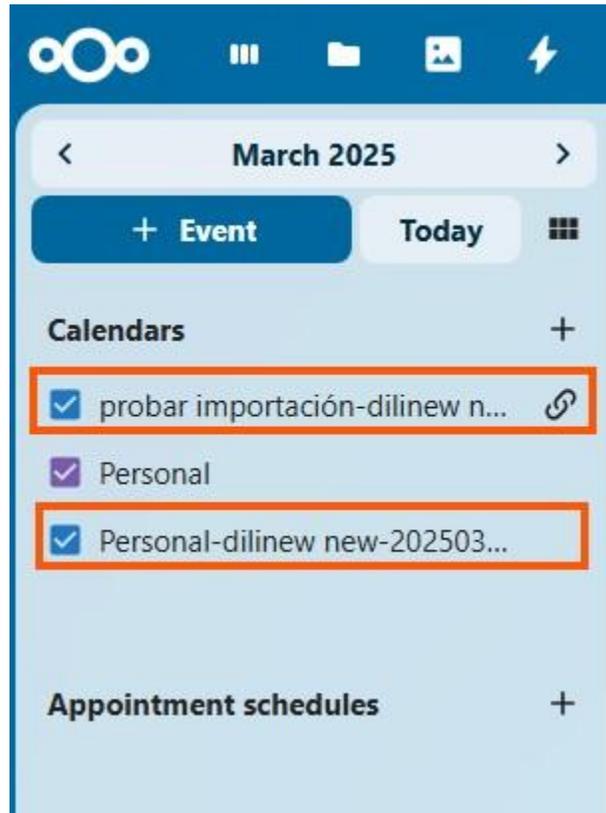
To verify files transfer:

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



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



⚠ 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.