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Cloud Storage : Store and Share Content with your Team (Part II)

Sharing information with you team but also with partners like consultants is key in nowadays businesses.

The good news is that capabilities and features that were reserved to big corporations with servers and IT services are now available for anyone.

Information access means saving time for you and your team/partners as they don't have to bother you each time they need to check an information.

Your office in your pocket?

It is literally what you can expect if your information storage is setup and organized properly. But it goes through some important rules we will detail below

In part I, we talked about :

- Where to store?

- File format to use.

- Organize folders hierarchy and file naming

You can access this first article here : <https://www.bug-vision.com/download/store-and-share-data-within-the-company-part-i-.pdf>

Synchronization and backup

Synchronize CloudDrive↔Computer

Most of online storage solutions have synchronization extension apps to allow you to manage the cloud files the same way as the ones stored on your computer hard drive. You will find on the drive provider website the extension to download on your computer which gives you access to your cloud files in your computer file explorer.

Synchronization means that there is usually a copy of all the files on your hard drive too.

This allows you to work off line on these files.

Synchronization rules

But as soon as your device get back on the network, it does a synchronization which means:

- The server is comparing your cloud drive folder on your device with your cloud storage and looking for differences.

- Adding a file =>When a file is added on one of the devices using the cloud storage, it is duplicated on the cloud storage and on cloud storage folder of all the devices.

- Editing a file => System saves the file based on the latest version according to the "updated" file metadata (date+time). Changes may be lost if 2 persons work simultaneously on the same file especially when off line.

Deleting a file => If you delete a file, it get deleted permanently on the cloud storage and on all the devices synching with it.
Backup (frequency is up to you) is important because even with redundancy, there could always be an issue on the cloud service.
The good thing is if one of your devices broke, your files are safe and you can get them back on a new device in less than an hour.

Control access

Access and role management could be a complete article topic.

We will try to describe it short :

One user for a company account

The first level is to have a single user account for the administrator of the company.

Then organize your folders according to :

Departments of your company (Administration, Production, Experimentation, Archive...)

Services in each department (customer relations, book keeping...)

etc...

This way, your folders match with your company hierarchical organization and give access to your managers according to their hierarchy levels (see example below where users have access to any child of their folder).

Company Name => Owner, President, CEO...

Administrative => Administrative manager

Customer relations => Marketing

Book keeping folder => Book keeper

Production => Head grower

Nursery => Nursery Grower

Shipping => Shipping manager

To give permissions, the admin of the cloud drive has to share the folders with one or more managers (using their email address). The permission is usually given with your choice between read, update or delete capabilities.

Online drives also provide “corporate plans” featuring more capabilities and tracking who makes the changes as well as automatic backup to revert changes if necessary.

Conclusion

Online Cloud Drives are very convenient and allow real time sharing to boost your team productivity.

You have to make your choice on the solutions available on the market but more important you have to prepare and organize the way you want to structure it.

It might be interesting to involve all your team during meetings to work on file naming for example. They will participate more in a system they helped to create.

Want our support to implement it in your business?

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