



ShareTech

MyCloud Administrator Manual

Version 6.1.9

LAN default IP and Password	
IP Address	192.168.1.1
Account / Password	admin / admin

MyCloud Setting Administrator

It come with a slick cloud storage solution for SMB to have their own private cloud ensuring safety, integrity and real-time availability. My Cloud satisfies users with easy access, multi-language support, real-time file synchronization, group accounts management, priority-based control, and online data storage of all type of files. Users can store, share and access their important business files anytime, anywhere using any number of compatible devices and almost any browser. (Figure 1)

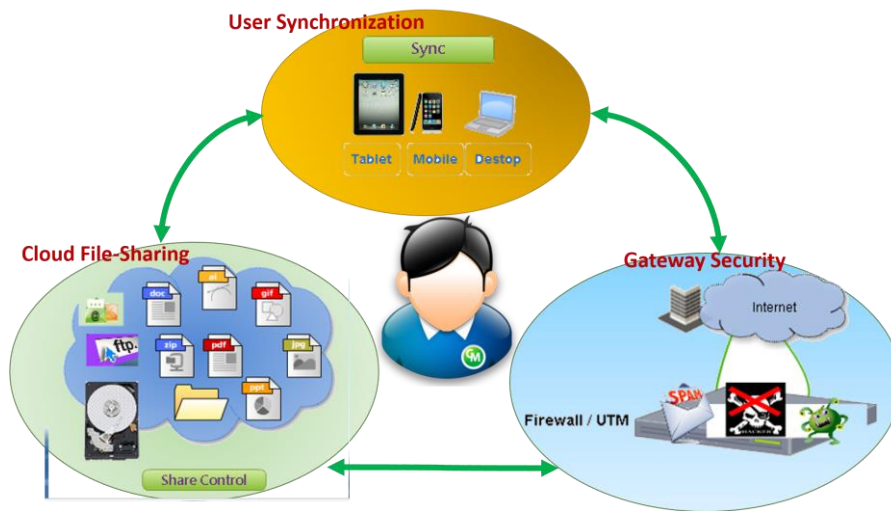


Figure 1 My Cloud

MyCloud Setting

Select Configuration > My Cloud Setting > MyCloud Setting (Figure 2)

MyCloud Setting

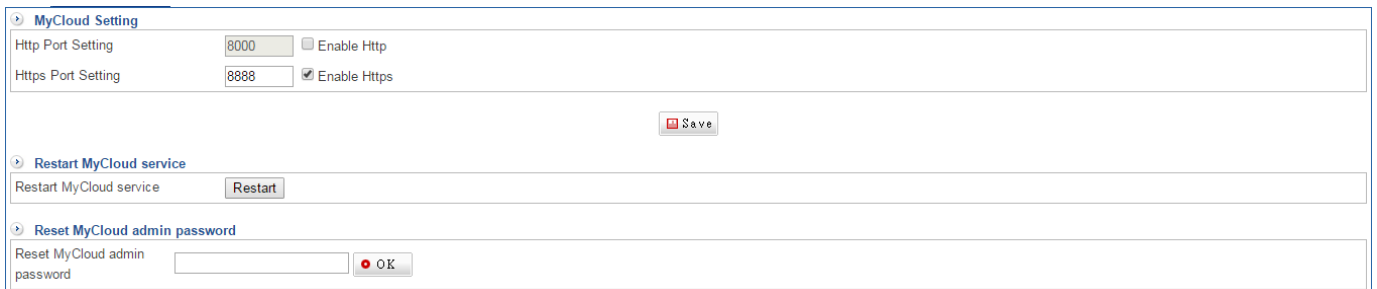
- Http Port Setting: allow Http when you enabled it
- Https Port Setting: allow Https when you enabled it

Restart MyCloud service

- Restart MyCloud service:

Reset MyCloud admin password

- Reset MyCloud admin password: enter a password for admin
- ❌ Default password is "admin"



The screenshot shows the MyCloud Setting web interface. It is divided into three sections:

- MyCloud Setting:** Contains two rows of settings. The first row is for 'Http Port Setting' with a text input field containing '8000' and a checkbox for 'Enable Http' which is unchecked. The second row is for 'Https Port Setting' with a text input field containing '8888' and a checkbox for 'Enable Https' which is checked. A 'Save' button is located below these settings.
- Restart MyCloud service:** Contains a 'Restart MyCloud service' label and a 'Restart' button.
- Reset MyCloud admin password:** Contains a 'Reset MyCloud admin password' label, a text input field, and an 'OK' button.

Figure 2 MyCloud Setting

You are able to login MyCloud as the following steps:

1. Administrator can click on [MyCloud](#) to login MyCloud system. (Figure 3)



Figure 3 Menu Bar



2. Or open the browser; enter Port 1, or Port 2 IP in the address bar. (Figure 4)
Default username / Password: admin/ admin

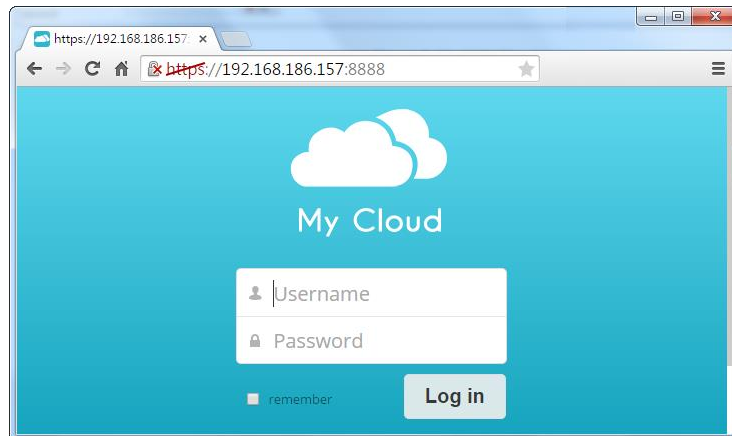


Figure 4 enter IP to login My cloud

Login completed (Figure 5)

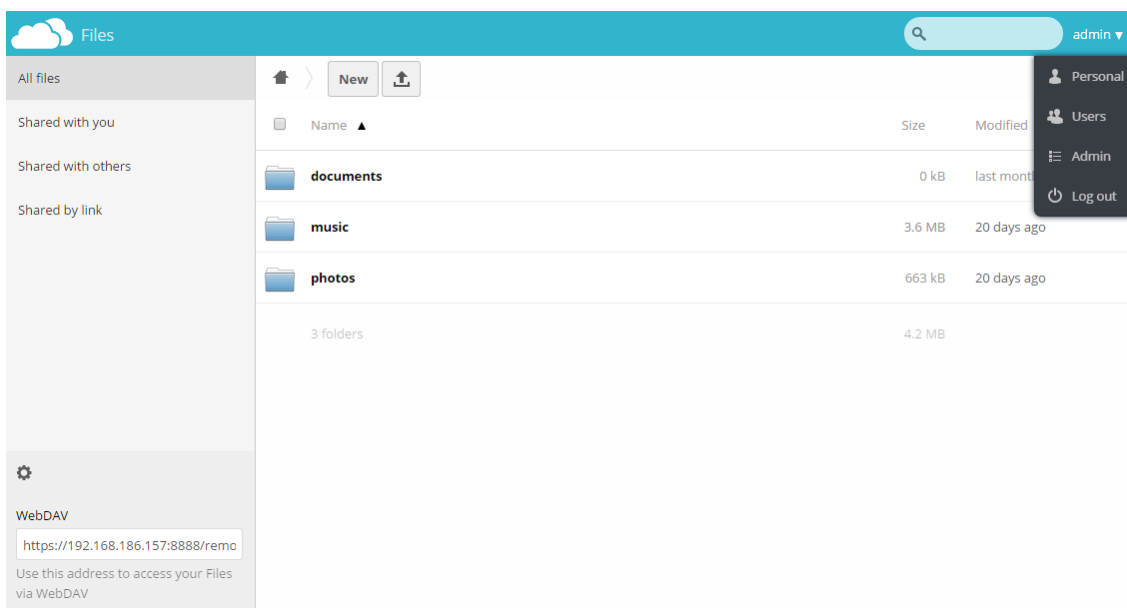
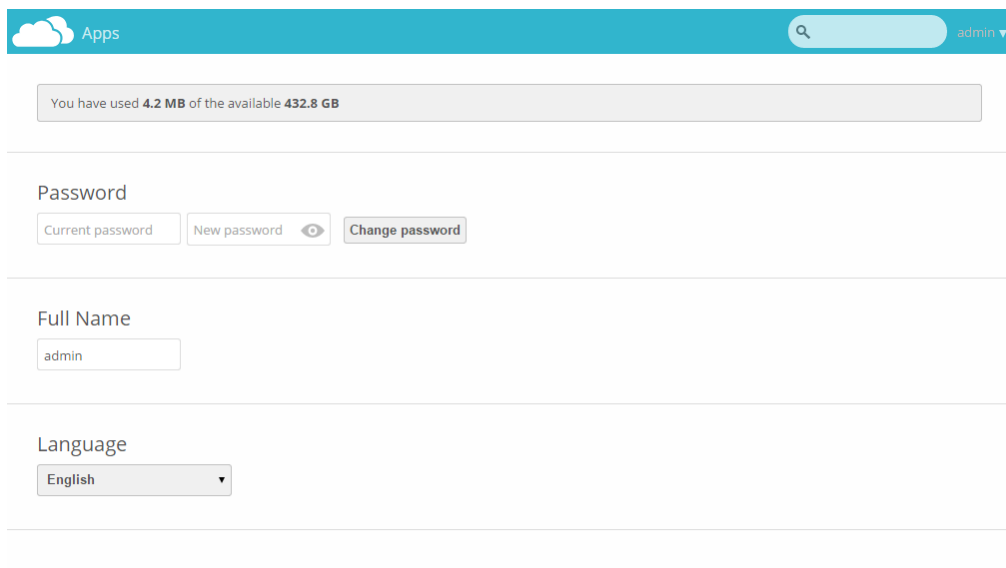


Figure 5 MyCloud Homepage Information

Personal

- Personal
- Users
- Admin
- Log out


- Password: set up Administrator's password (Figure 6)
- Full Name: set up Administrator's username (Figure 6)
- Language: Choose your native language (Figure 6)



Apps admin

You have used **4.2 MB** of the available **432.8 GB**

Password

Current password New password  **Change password**

Full Name

admin

Language

English ▼

Figure 6 Password, Full Name, and Language



Users

- Personal
- Users**
- Admin
- Log out

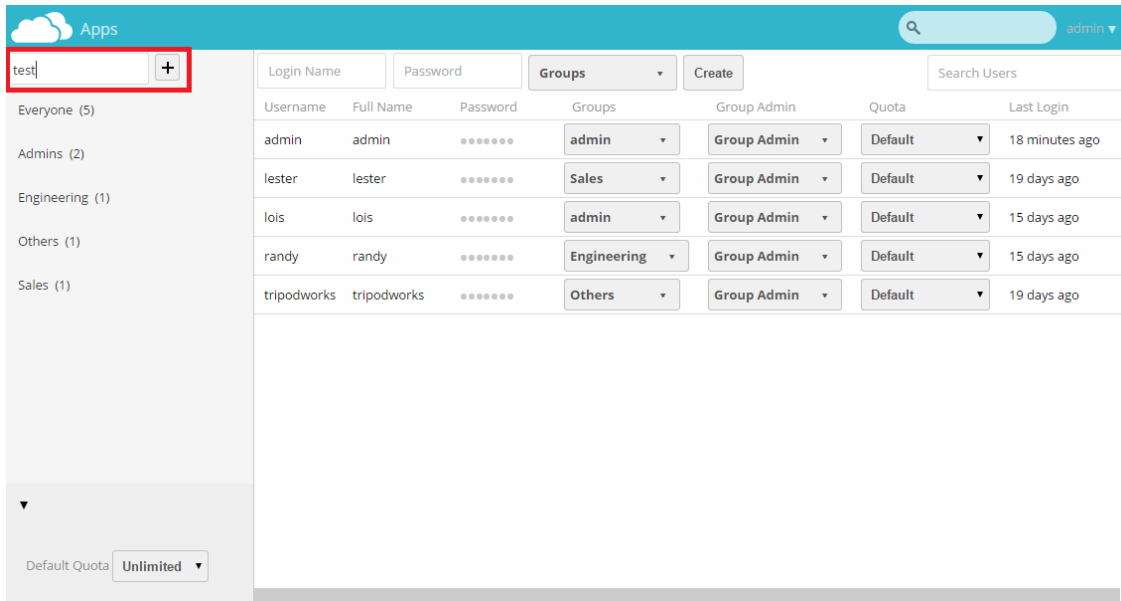
Shows every group and its members

⚠ Members who are in Group (admin) have high permission to manage settings. (Figure 7)

Username	Full Name	Password	Groups	Group Admin	Quota	Last Login
admin	admin	admin	Group Admin	Default	16 minutes ago
lester	lester	Sales	Group Admin	Default	2 hours ago
lois	lois	admin test	test	Default	2 hours ago
peter	peter	Groups	Group Admin	Default	1 hours ago
randy	randy	Engineering	Group Admin	Default	19 minutes ago
test1	test1	test	Group Admin	5 GB	3 hours ago
tripodworks	tripodworks	Others	Group Admin	Default	12 hours ago

Figure 7 High Permission to manage settings.

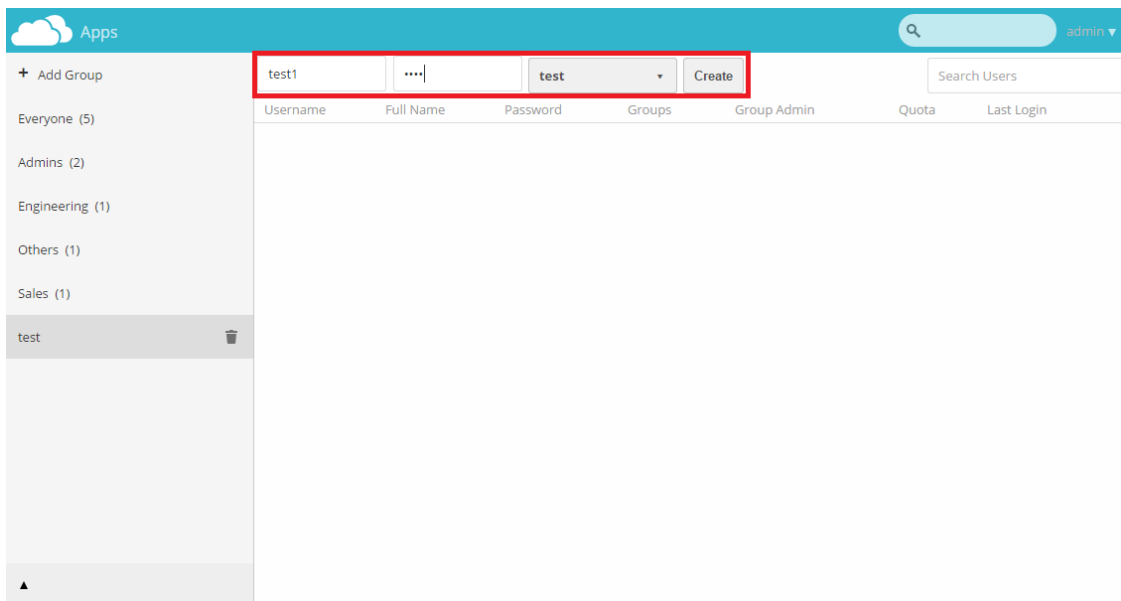
■ Add a New Group(Figure 8)



Username	Full Name	Password	Groups	Group Admin	Quota	Last Login
admin	admin	admin	Group Admin	Default	18 minutes ago
lester	lester	Sales	Group Admin	Default	19 days ago
lois	lois	admin	Group Admin	Default	15 days ago
randy	randy	Engineering	Group Admin	Default	15 days ago
tripodworks	tripodworks	Others	Group Admin	Default	19 days ago

Figure 8 Add a new GroupAdd a new member into the group.

■ Add a New member into a group (Figure 9)



Username	Full Name	Password	Groups	Group Admin	Quota	Last Login
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Figure 9 Add a new member

■ Set up users' Quota (Figure 10)

📌 Default Quota: unlimited

The screenshot shows a user management interface with a table of users. The table has columns for Username, Full Name, Password, Groups, Group Admin, Quota, and Last Login. A dropdown menu is open for the user 'test1', showing options for Quota: Default, Unlimited, 1 GB, 5 GB (highlighted), 10 GB, and Other... The '5 GB' option is highlighted with a red box.

Username	Full Name	Password	Groups	Group Admin	Quota	Last Login
admin	admin	admin	Group Admin	Default	11 minutes ago
lester	lester	Sales	Group Admin	Default	2 hours ago
lois	lois	admin, test	test	Default	2 hours ago
peter	peter	Groups	Group Admin	Default	56 minutes ago
randy	randy	Engineering	Group Admin	Default	14 minutes ago
test1	test1	test	Group Admin	5 GB	3 hours ago
tripodworks	tripodworks	Others	Group Admin	Default	12 hours ago

Figure 10 Set Up user's Quota

■ A member is able to be with more than a group (Figure 11)

The screenshot shows the same user management interface. The user 'lois' is highlighted, and the 'Groups' dropdown menu is open, showing a list of groups: 'test, admin', 'admin', 'test', 'Engineering', 'Others', 'Sales', and '+ add group'. The 'test, admin' group is selected and highlighted with a red box.

Username	Full Name	Password	Groups	Group Admin	Quota	Last Login
admin	admin	admin	Group Admin	Default	15 minutes ago
lester	lester	Sales	Group Admin	Default	15 minutes ago
lois	lois	test, admin	Group Admin	Default	15 days ago
randy	randy	admin	Group Admin	Default	15 days ago
test1	test1	test	Group Admin	5 GB	17 minutes ago
tripodworks	tripodworks	Others	Group Admin	Default	9 hours ago

Figure 11 a member is included two groups

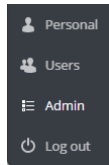


Group Admin: group leader (Figure 12) Others are its' members.

	Login Name	Password	Groups	Create	Search Users	
Everyone (6)	admin	admin	admin	Group Admin	Default	15 minutes ago
Admins (2)	lester	lester	Sales	Group Admin	Default	15 minutes ago
test (2)	lois	lois	test, admin	test	Default	15 days ago
Engineering (1)	randy	randy	Engineering		Default	15 days ago
Others (1)	test1	test1	test		5 GB	17 minutes ago
Sales (1)	tripodworks	tripodworks	Others		Default	9 hours ago

Figure 12 Group admin

Admin



HDD usage: it shows total HDD usage (Figure 13)

⚠ Depend on your HDD usage. Default is 320G

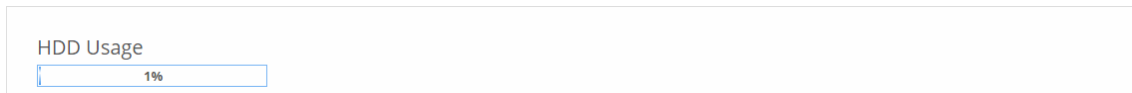


Figure 13 HDD usage

File handling (Figure 14)

⚠ maximum Upload possible: 2 GB

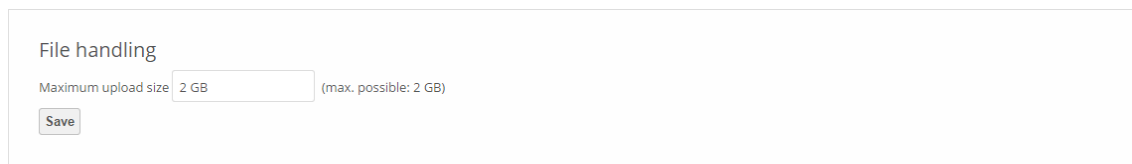
A form titled 'File handling' with a text input field for 'Maximum upload size' containing '2 GB' and '(max. possible: 2 GB)' to its right. Below the input is a 'Save' button.

Figure 14 File handling

Remote Shares

- Allow other instances to mount public links shared from this server
- Allow users to mount public link shares

Upload Logo

- Login Logo (Figure 15)



Figure 15 Login Logo

- Logged Logo(Figure 16)

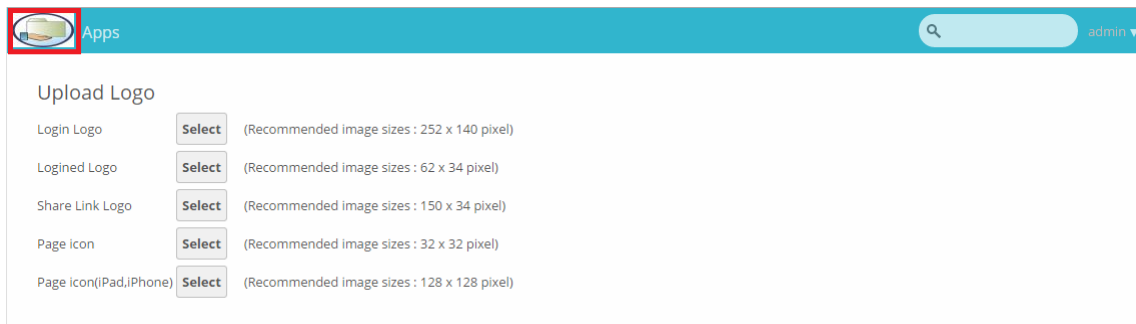


Figure 16 Logged Logo

■ Share Link Logo(Figure 17)

When you copy your file link and share it with your friends, your friends will

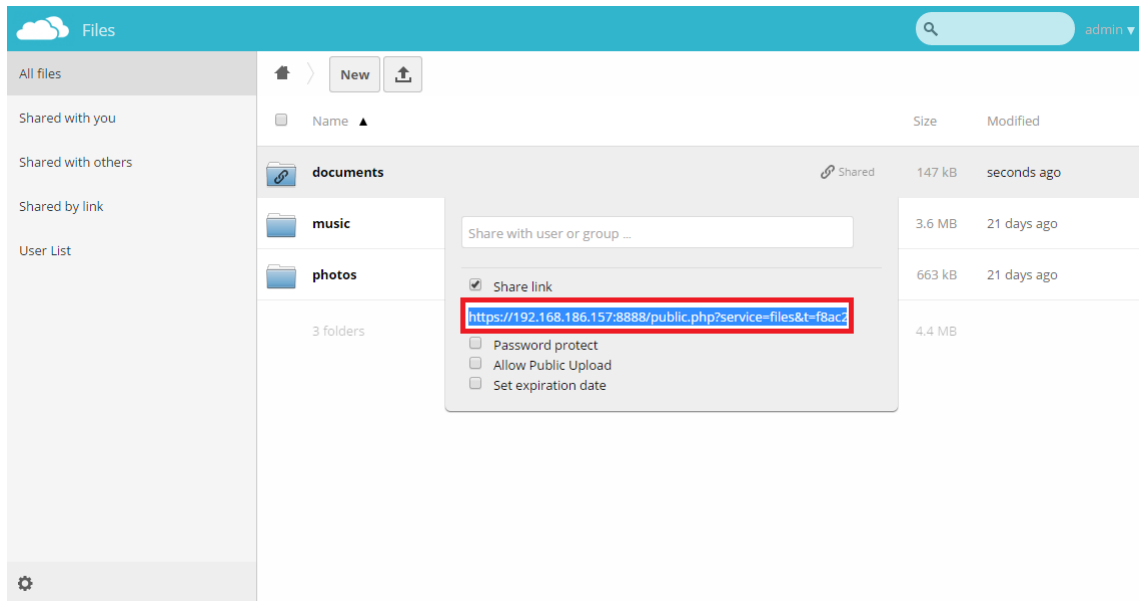


Figure 17 Copy Link

Your friends will open the browser; enter share link in the address bar, (Figure 18) will see this logo which you uploaded

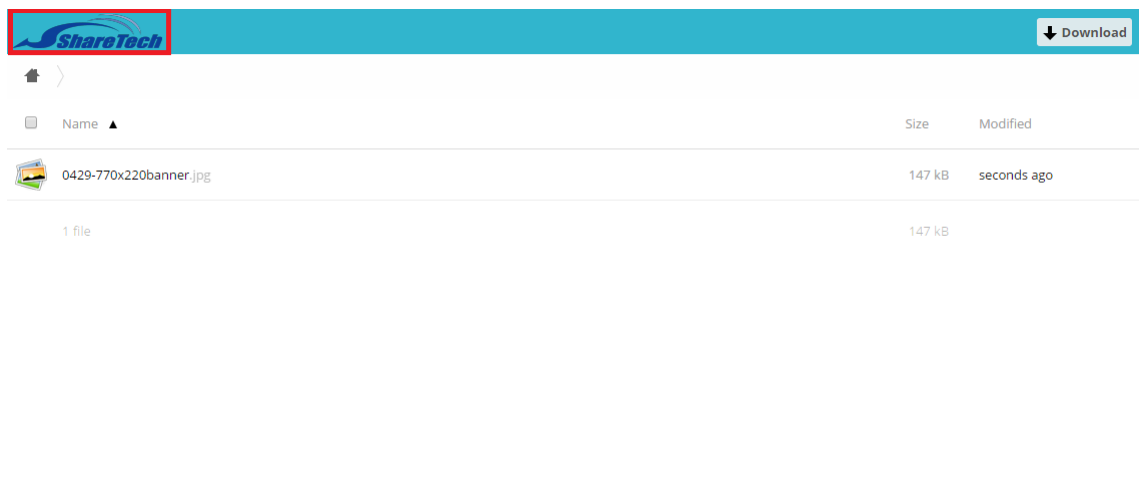


Figure 18 Share Link Logo

■ Page icon (Figure 19)

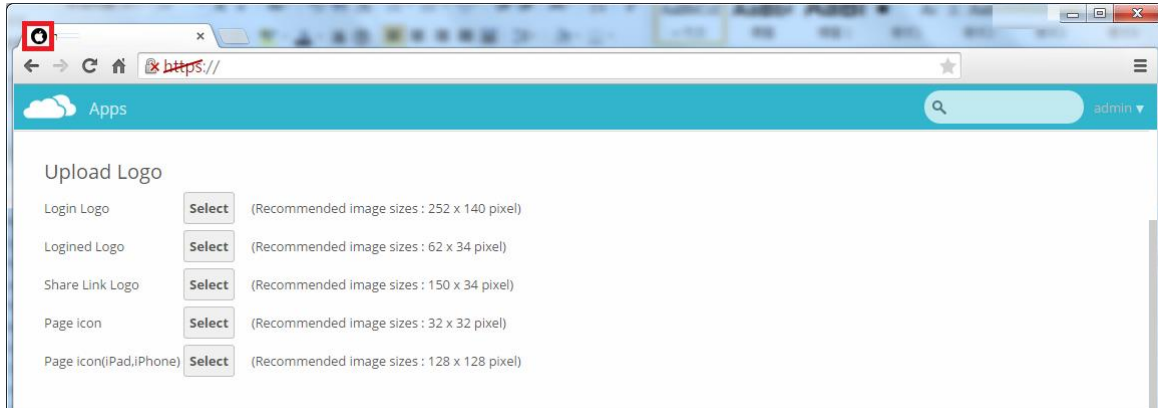


Figure 19 Page icon

Background Color (Figure 20)

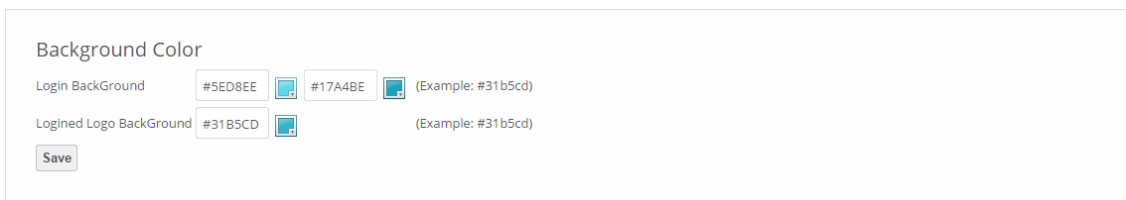


Figure 20 Background Color

■ Login BackGround: Default is #5ED8EE and #17A4BE

🟢 Example: #E9EE5E #BE1717(Figure 21)

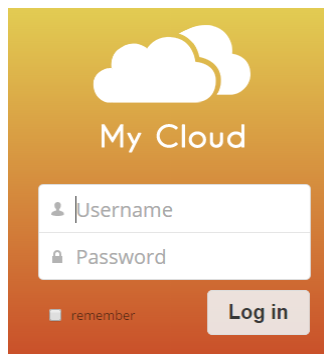


Figure 21 Login BackGround

■ Logged Logo BackGround: default #31B5CD

▶ Example: #4B31CD(Figure 22)

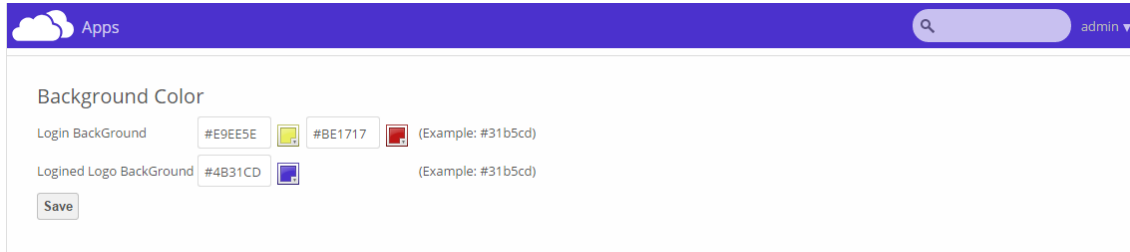


Figure 22 Logged logo BackGround

Upload User Manual

■ Upload User Manual: upload a file which guide user how to use their cloud files. (Figure 1-12.24)

✘ File extension: pdf, and only one file existed (Figure 23)

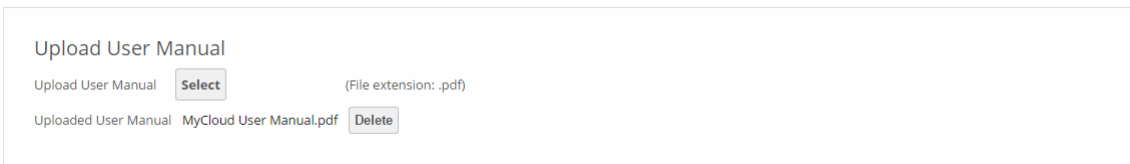


Figure 23 Uploaded User Manual

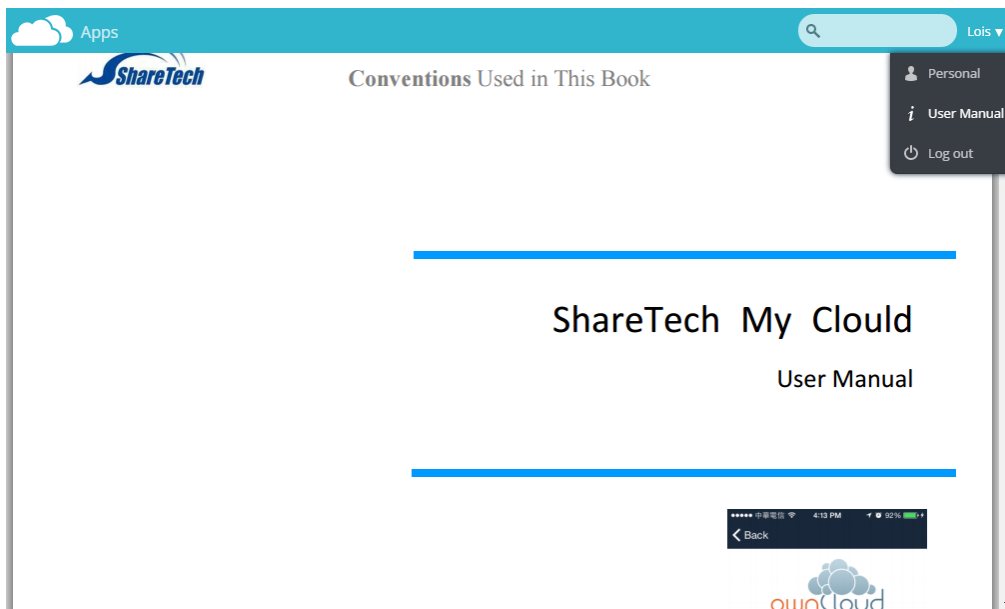


Figure 24 i User Manual

User List (Figure 25)

- Enable User List: every users has permission to see each other
- ⚠ Members who are in Admin Group have high to manage settings.
- ⚠ Default: disable

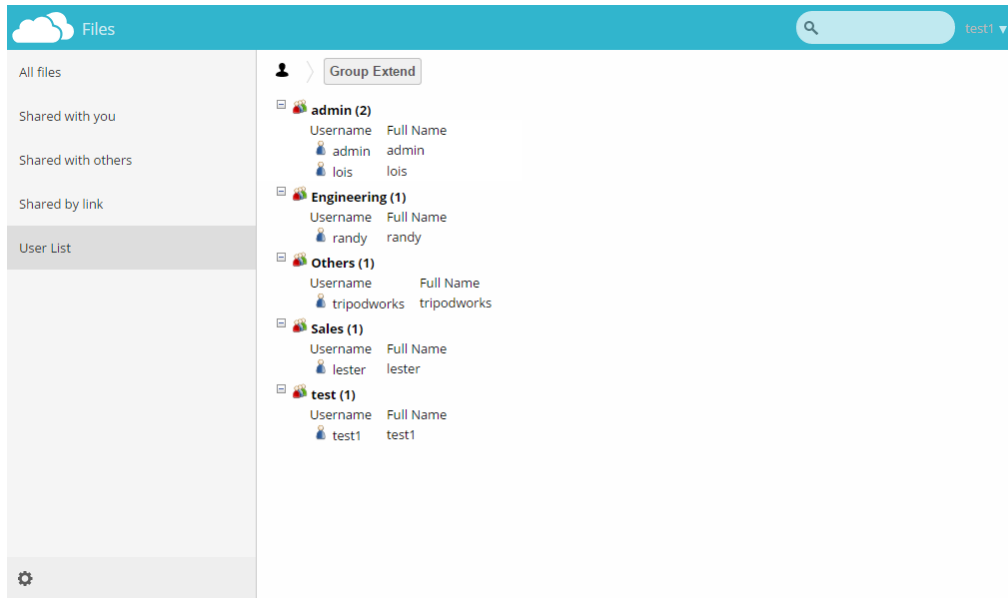


Figure 25 User List

Sharing

- Allow apps to use the Share API
- Allow users to share via link
- ▶ Enable (Figure 26) (Figure 27)
- ▶ Disable (Figure 28) (Figure 29)

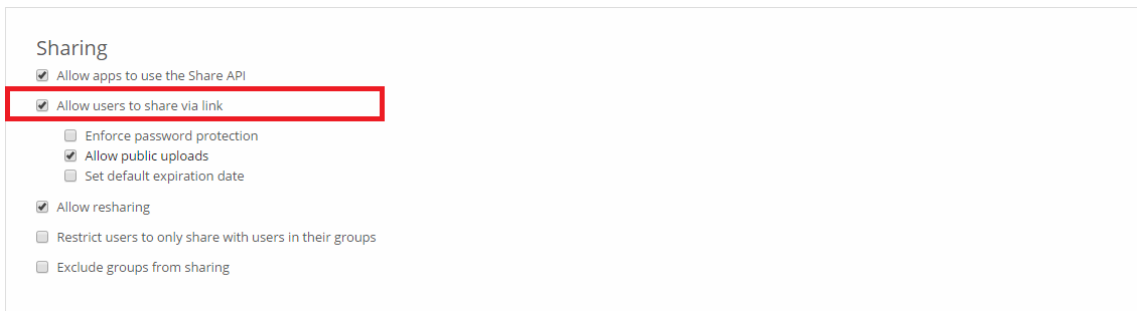


Figure 26 Allow users to share via link-1

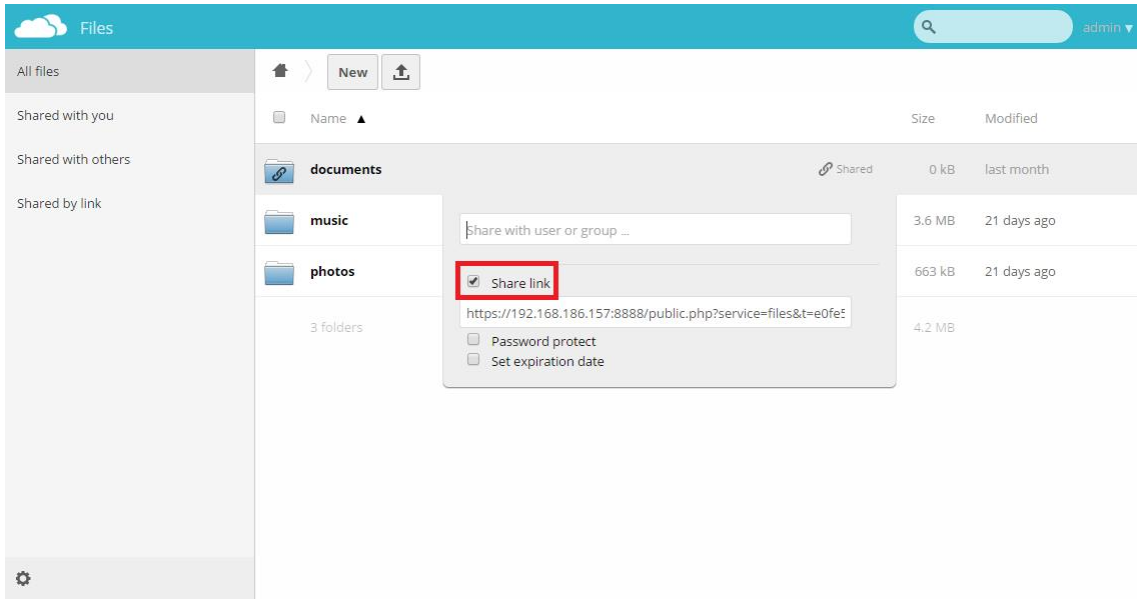


Figure 27 Allow users to share via link-2

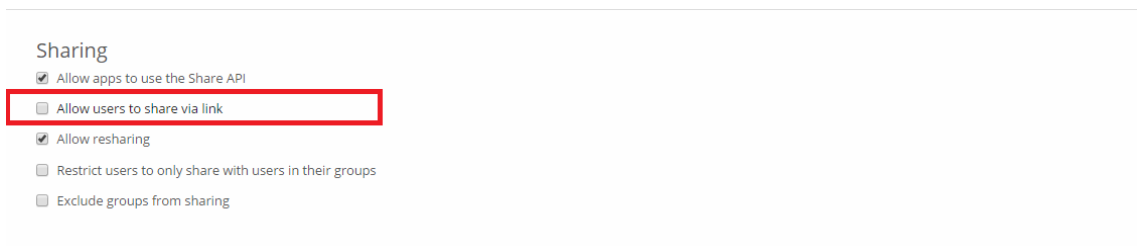


Figure 28 disable "Allow users to share via link"-1

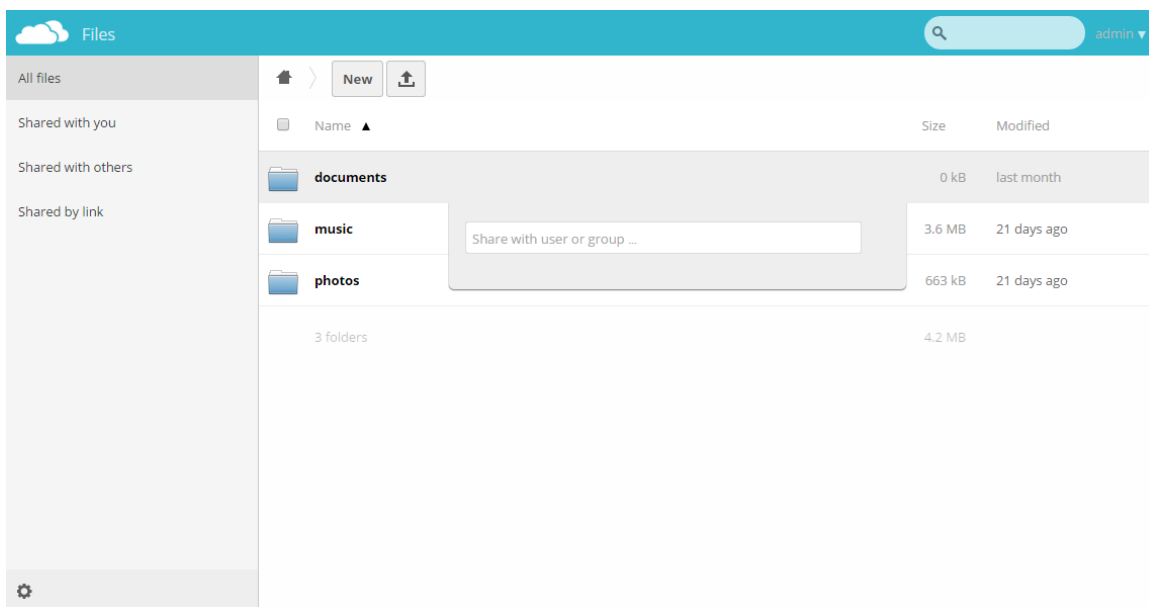


Figure 29 disable "Allow users to share via link"-2

1. Enforce password protection: must enter password for protecting. (Figure 30)

🔔 Default: Disable

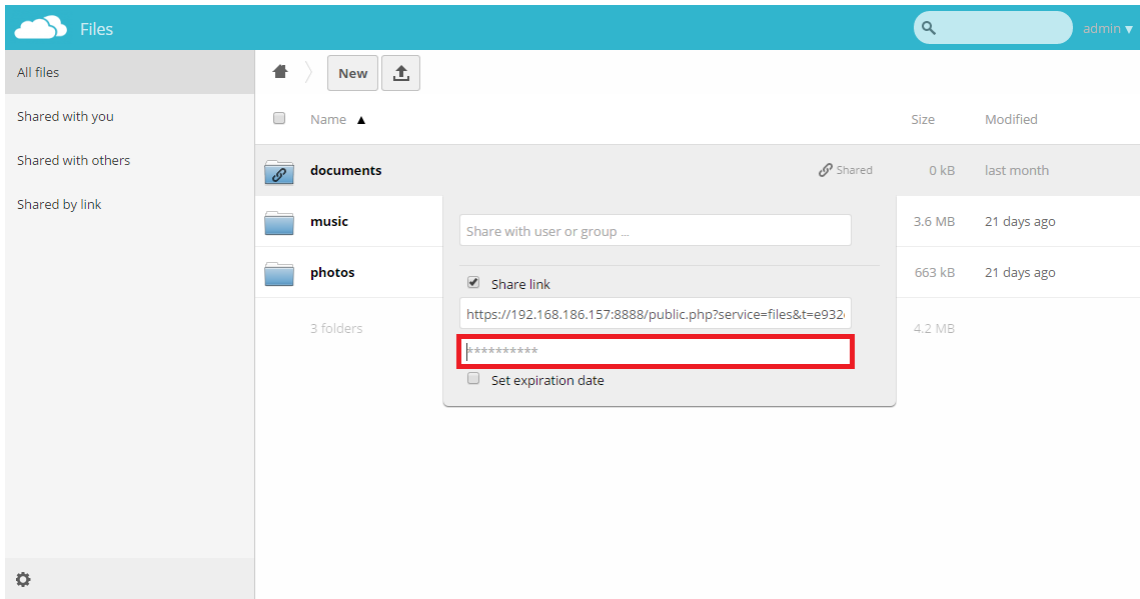


Figure 30 Enforce password protection

2. Allow public uploads: users are able to decide whether others upload files or not (Figure 31)

🔔 Default: Enabled

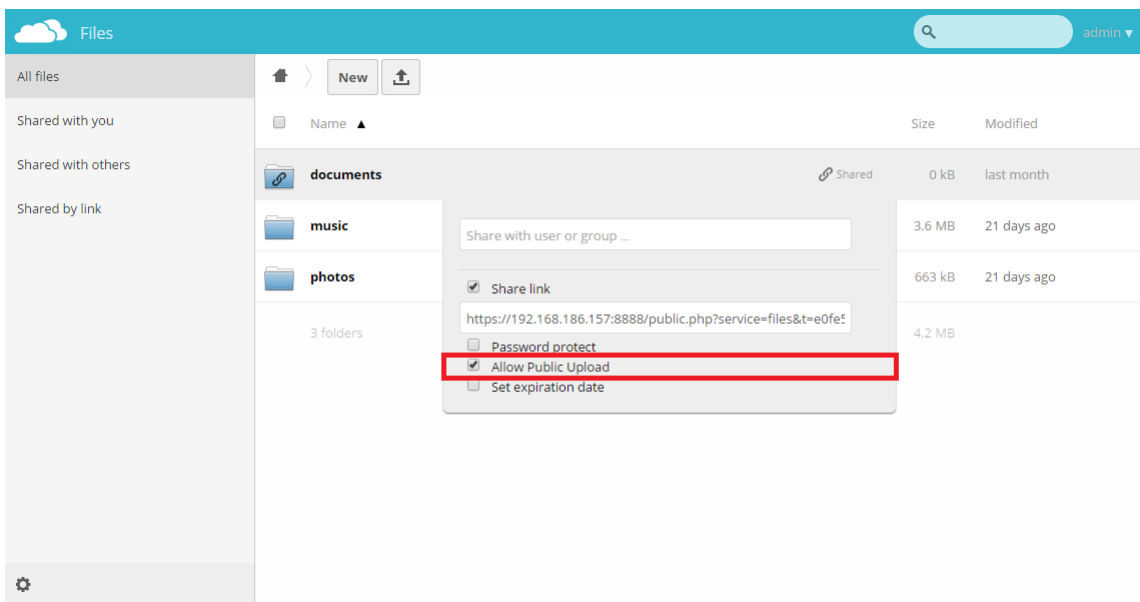


Figure 31 Allow public upload

3. Set default expiration date: The public link will expire no later than 7 days after it is created(Figure 32)

🚨 Default: Disable

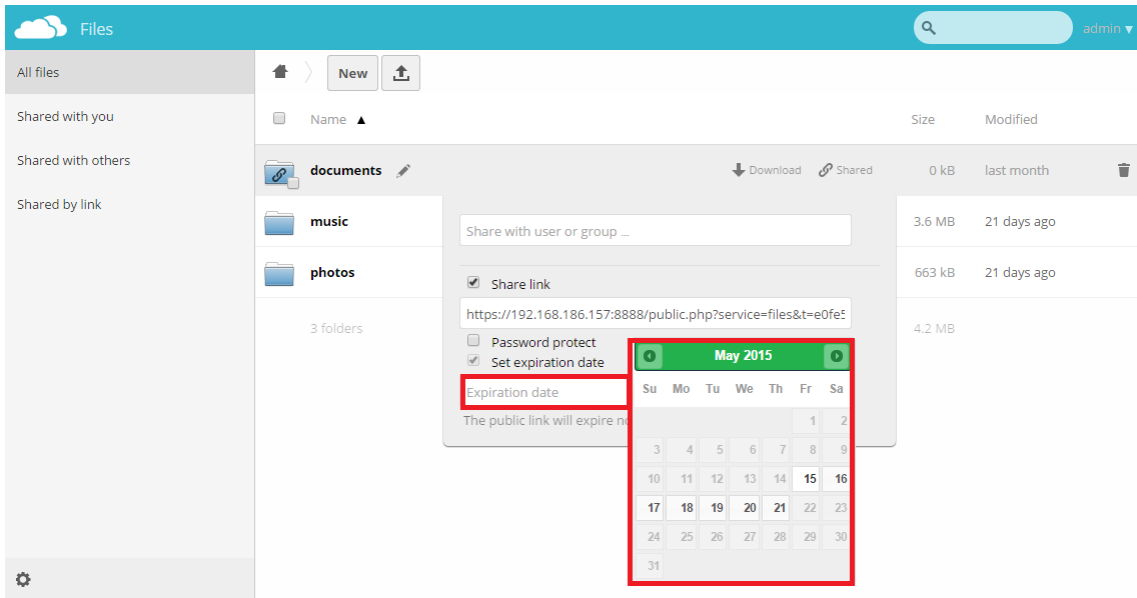


Figure 32 Set default expiration date

■ Allow resharing

🚨 Default: Enabled

■ Restrict users to only share with users in their groups

🚨 Default: Enabled(Figure 33)

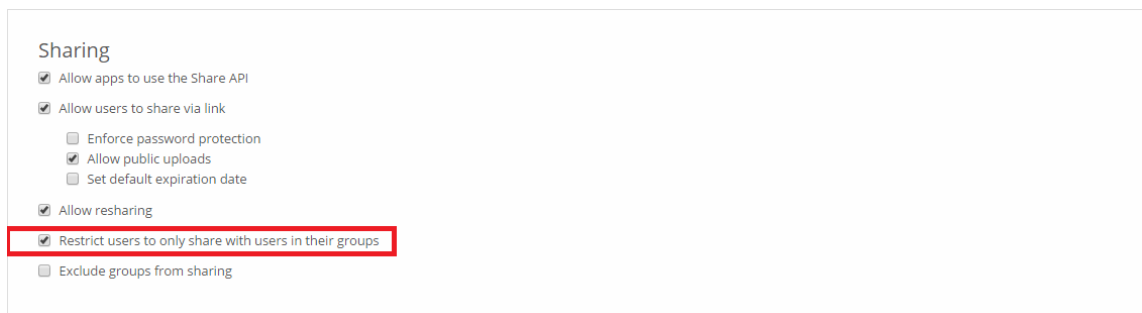


Figure 33 Restrict users to only share with users in their groups-1

admin and lois are in the same group so that they can share files each other only. However, both admin and lois are not able to share files to others. (Figure 34)

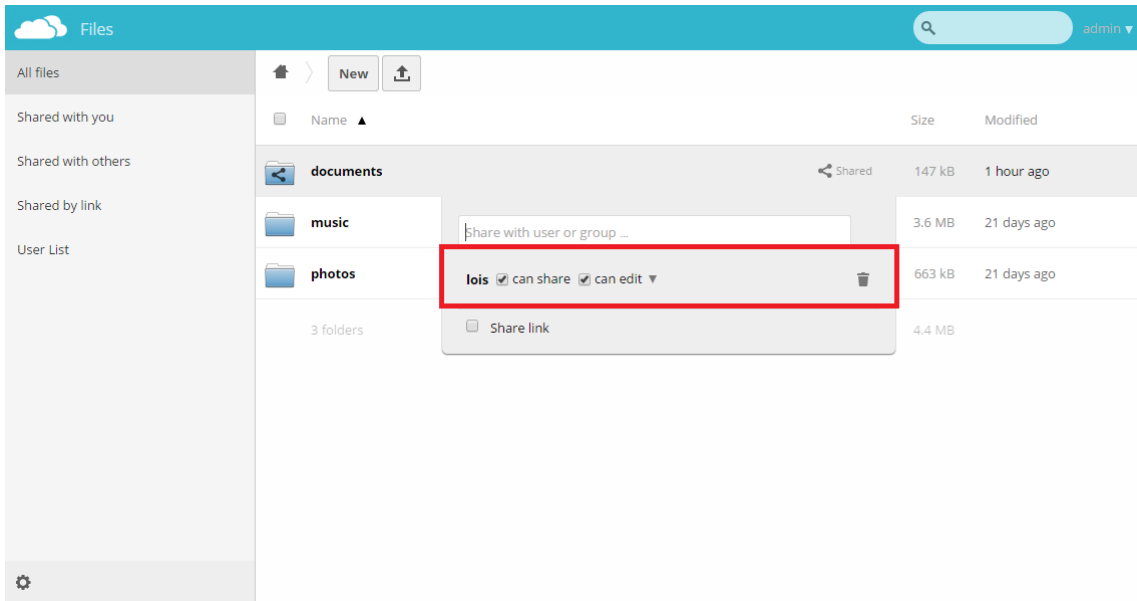


Figure 34 Restrict users to only share with users in their groups-2

▶ Here is the other example, Disable(Figure 35)

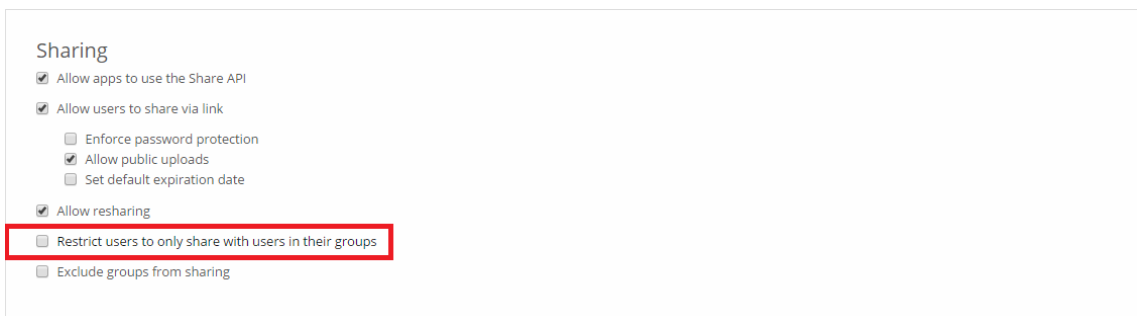


Figure 35 Disable “Restrict users to only share with users in their groups”

admin is able to share its files with others even if different groups. (Figure 36)

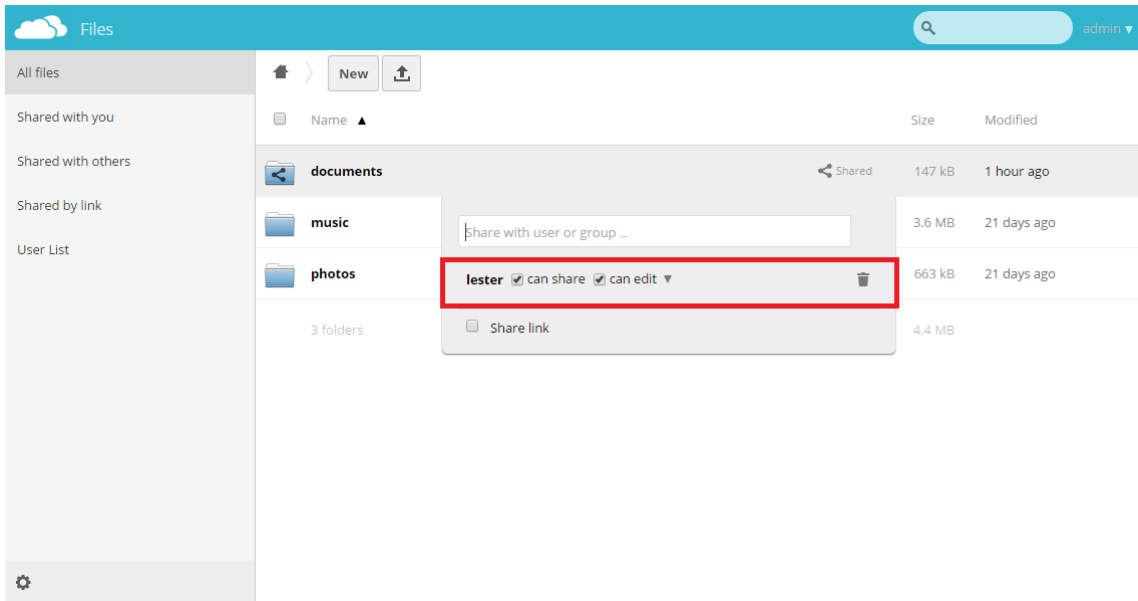


Figure 36 admin able to share its file with others

- Exclude groups from sharing: These groups will still be able to receive shares, but not to initiate them. (Figure 37)

🚫 Default: Disable

▶ Example: Enable it, let's see what's happened.

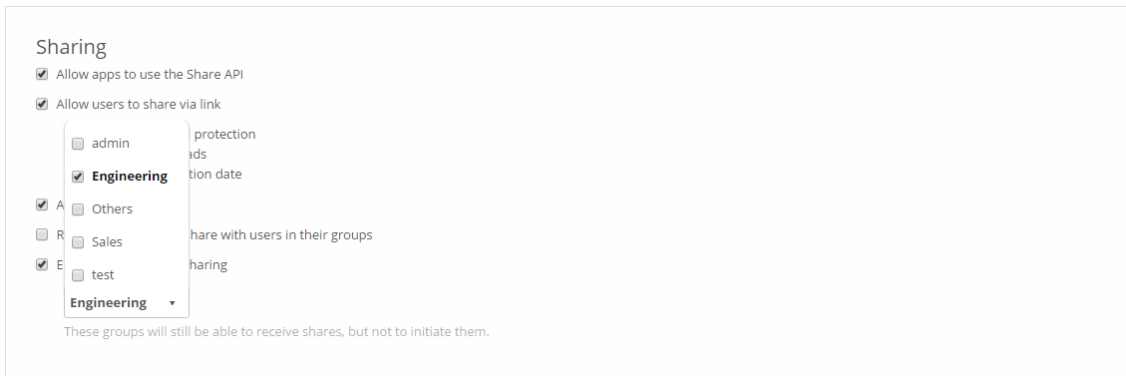


Figure 37 Enable “Exclude groups from sharing”

- ▶ So others are still share their own file with Randy, however, Engineering group members who are not able to share their files to others. (Figure 38)

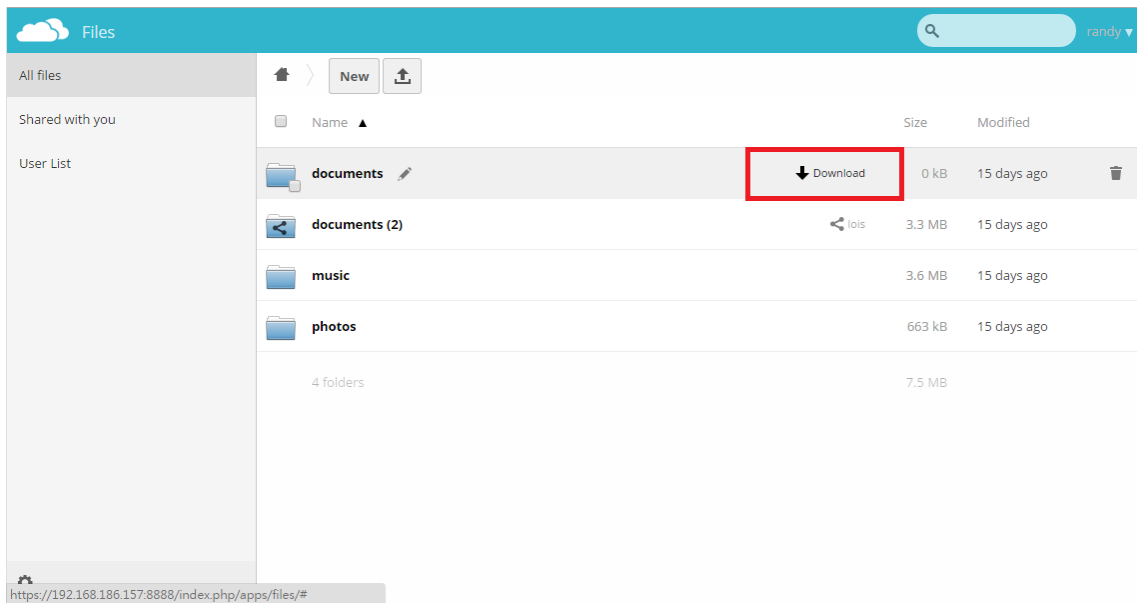


Figure 38 Exclude groups from sharing

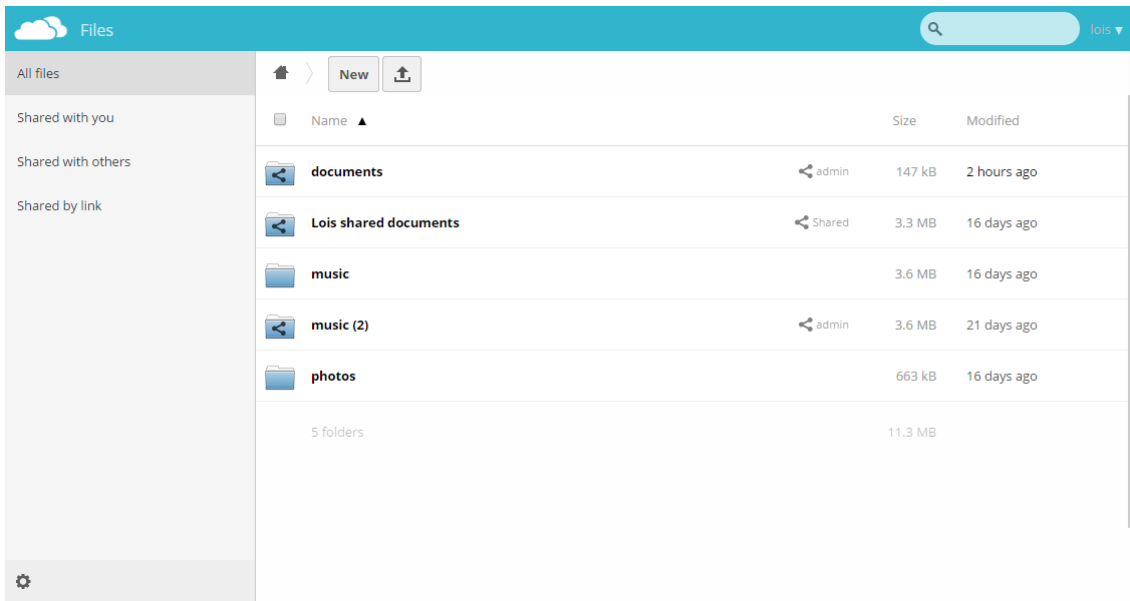
Security

- Enforce HTTPS: Forces the clients to connect to via an encrypted connection.

My Cloud Homepage Information:



All files (Figure 39)



The screenshot shows a cloud storage interface with a teal header bar. On the left is a navigation sidebar with categories: 'All files', 'Shared with you', 'Shared with others', and 'Shared by link'. The main area displays a list of folders with columns for Name, Size, and Modified. The folders listed are: 'documents' (147 kB, 2 hours ago), 'Lois shared documents' (3.3 MB, 16 days ago), 'music' (3.6 MB, 16 days ago), 'music (2)' (3.6 MB, 21 days ago), and 'photos' (663 kB, 16 days ago). A summary row at the bottom indicates '5 folders' with a total size of '11.3 MB'. The interface includes a search bar, a user profile 'lois', and a settings gear icon.

Name	Size	Modified
documents	147 kB	2 hours ago
Lois shared documents	3.3 MB	16 days ago
music	3.6 MB	16 days ago
music (2)	3.6 MB	21 days ago
photos	663 kB	16 days ago
5 folders	11.3 MB	

Figure 39 All files

Shared with you (Figure 40)

you are able to click on   to unshare it.

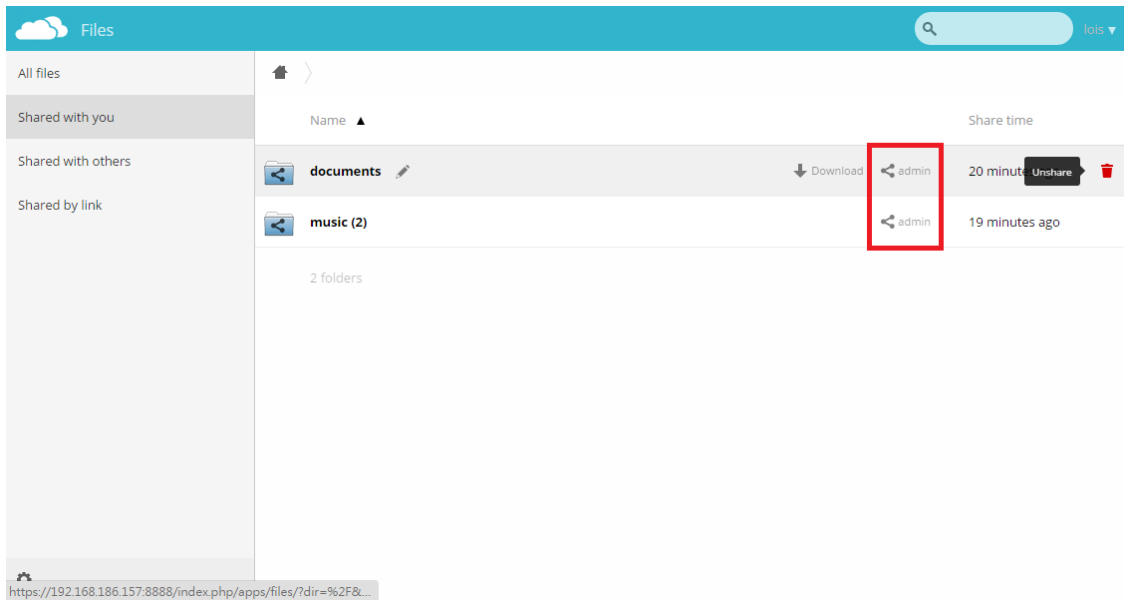


Figure 40 Shared with you

Shared with others

 You have shared this documents with randy(Figure 41)

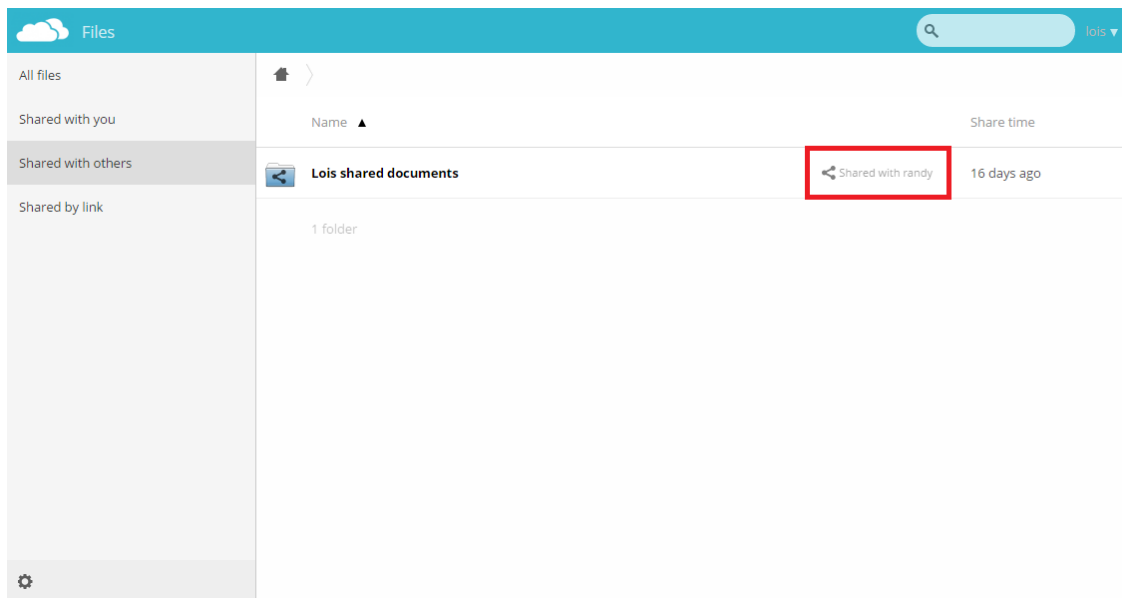



Figure 41 Shared with others



Shared by Link

 You haven't shared any files by link yet. (Figure 42)

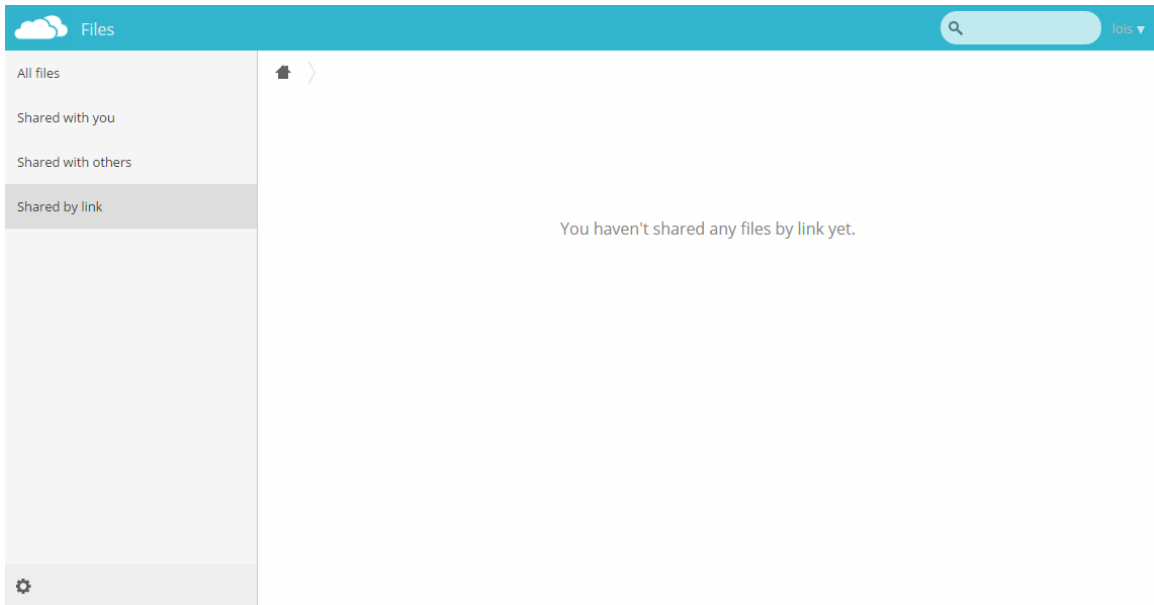


Figure 42 Shared by Link