

Introduction and Purpose

Hive is a project management system where SMHI employees can easily share files/folders/information with external parties.

The following documents provide guides specific to SMHI's Hive tool.

Feel free to [see https://docs.nextcloud.com/](https://docs.nextcloud.com/) for guides created by Nextcloud.

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SMHI users

New external user

SMHI employee invites external user and assigns rights in Hive

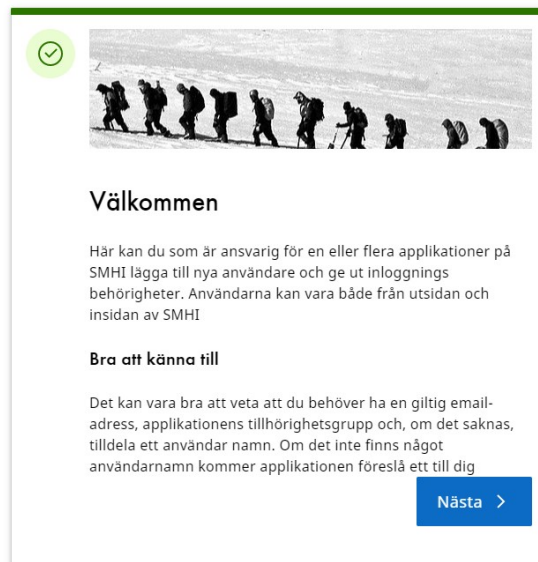
An SMHI employee should add an external user who will later be able to collaborate in Hive. For example, by sharing folders and documents.

1. SMHI employee logs into Hive
2. Click the invitation icon at the top of the Hive menu



3. The Hive invitation service is now being started. follow the flow.

SMHI SSUPP inbjudan



The screenshot shows a web form titled "Välkommen" (Welcome) for SMHI SSUPP. It includes a header image of people walking in a line. The text explains that users can add new users and manage permissions. A section titled "Bra att känna till" (Things to know) provides instructions on email requirements and naming conventions. A blue "Nästa >" (Next) button is at the bottom right.

Välkommen

Här kan du som är ansvarig för en eller flera applikationer på SMHI lägga till nya användare och ge ut inloggningsbehörigheter. Användarna kan vara både från utsidan och insidan av SMHI

Bra att känna till

Det kan vara bra att veta att du behöver ha en giltig email-adress, applikationens tillhörighetsgrupp och, om det saknas, tilldela ett användar namn. Om det inte finns något användarnamn kommer applikationen föreslå ett till dig

Nästa >

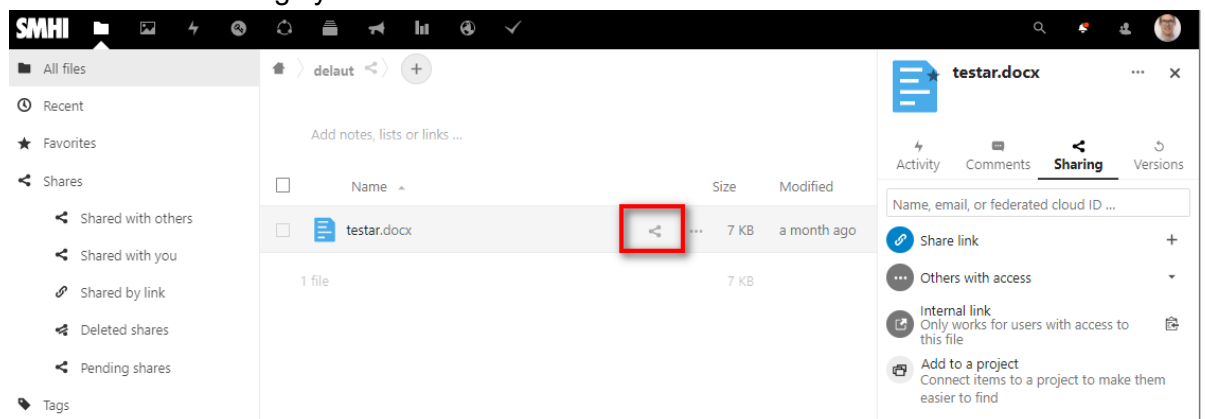
4. Redo the form to add more external users.
5. Two invitation emails are now sent to the new external user. In one of the emails there is a link that the external user should click on to set up their account
6. Note! It may take up to 60 minutes for external users to be available in Hive. Because users must be synced between AD (Active Directory) and Hive.

Tips!

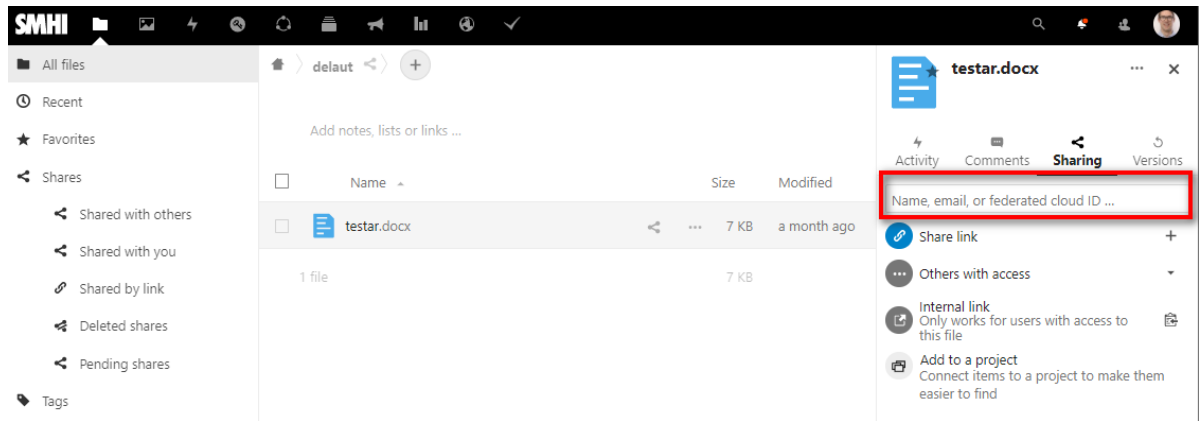
Do not use "copy -paste" functionality when registering an external user. But always enter e.g. Names and phone numbers by hand in the forms.

7. Now that external users are invited to Hive, you can start handing out rights so the user can access your or your project's folders and files.

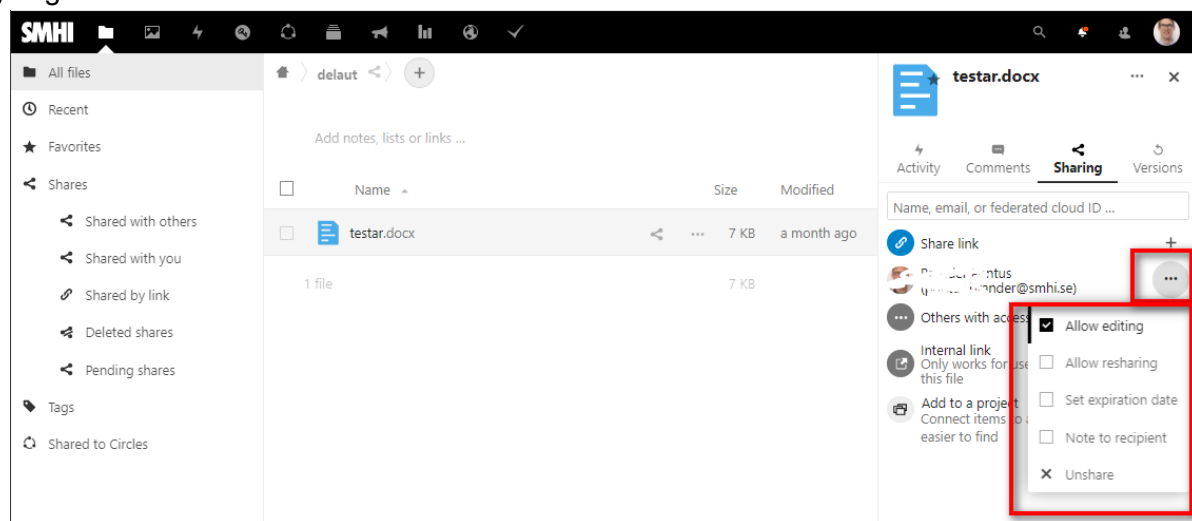
8. Click the sharing symbol



9. Search for users (users must be invited in Hive to be found here)



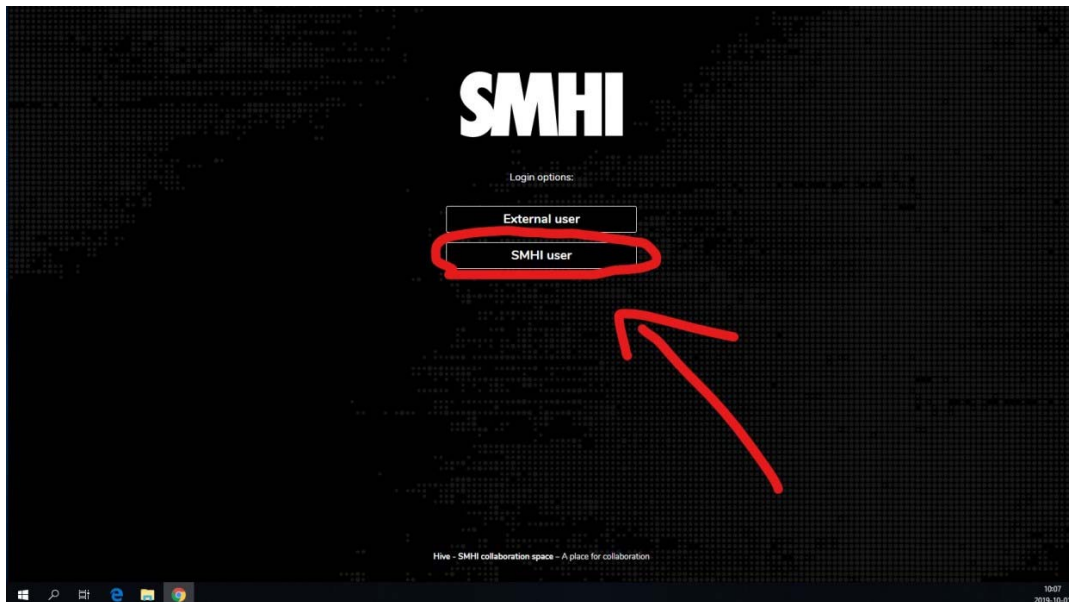
10. Assign rights



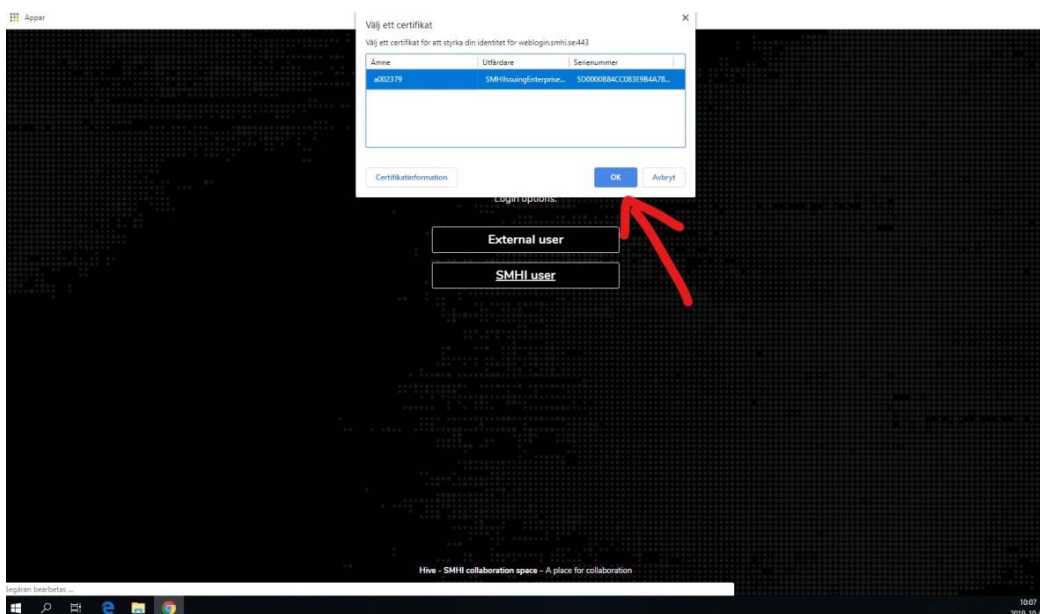
How to log in to Hive as an EMPLOYEE at SMHI

All employees at SMHI are already included in Hive, which means that no registration is needed. An SMHI user does the following to log in to the hive:

1. Surf to <https://hive.smhi.se>, there is a link to the website on SMHI's intranet but you can also hold the Ctrl button on the keyboard and click on the blue address above.
2. You will then arrive at this page. Then click on "SMHI user".



3. After that, a window will appear and you will need to verify your certificate by clicking on "ok".

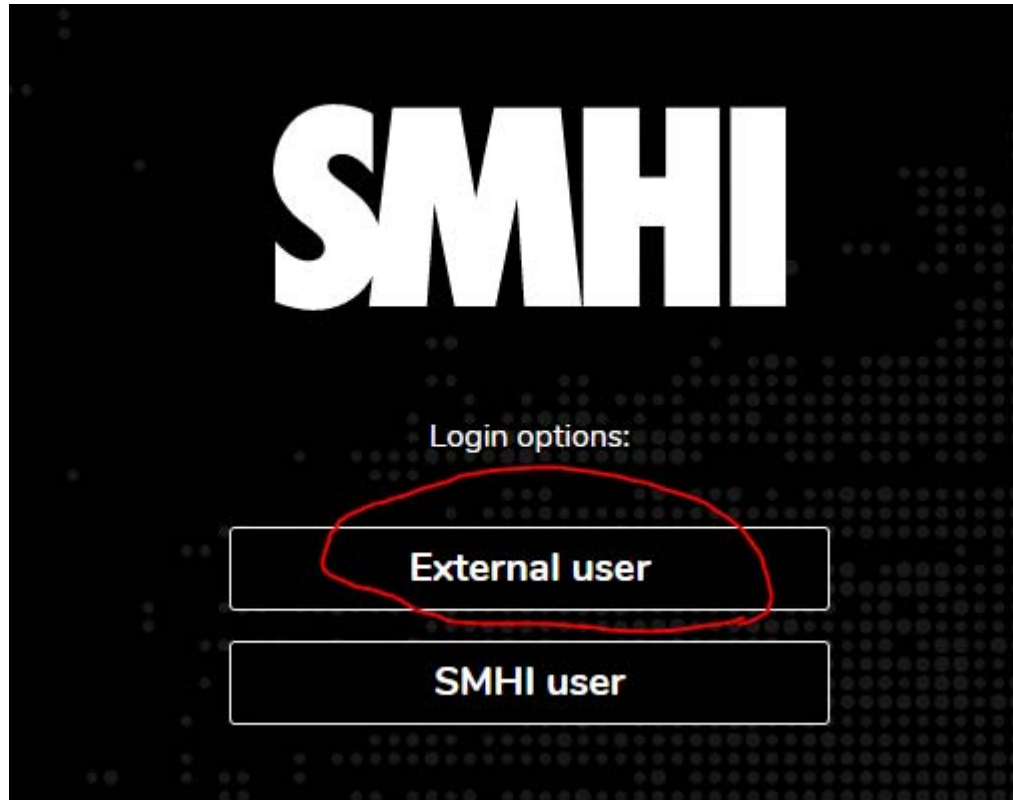


1. Done! you are now logged in to Hive and ready to use the system.

External User

Sign in to Hive

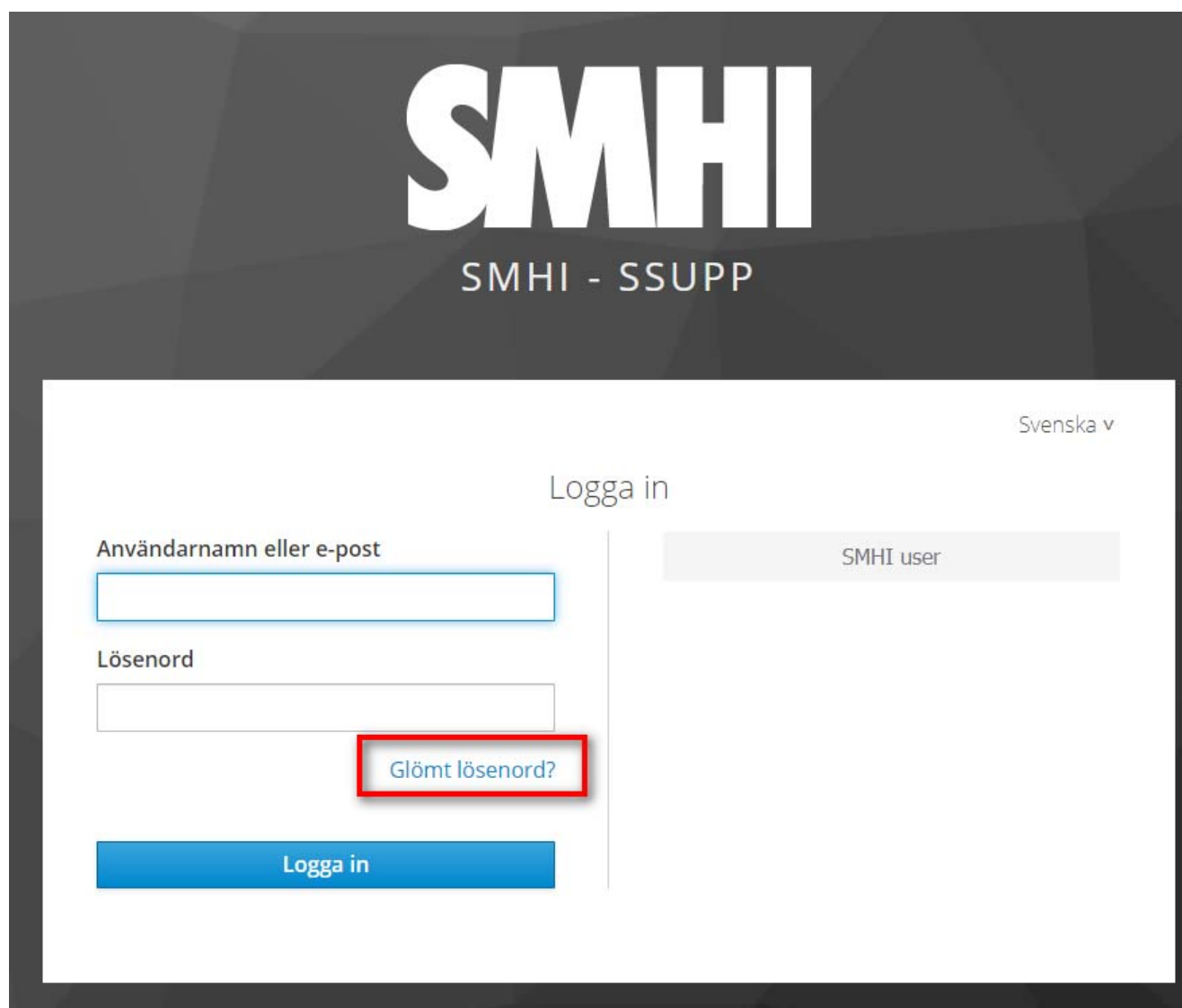
1. User browsing to <https://Hive.smhi.se>
2. Click on "External user"



1. Fill in
 1. Username = e-account. For example, ***e0000 or the user's email***
 2. Use password and OTP code and log in.

External user should change password

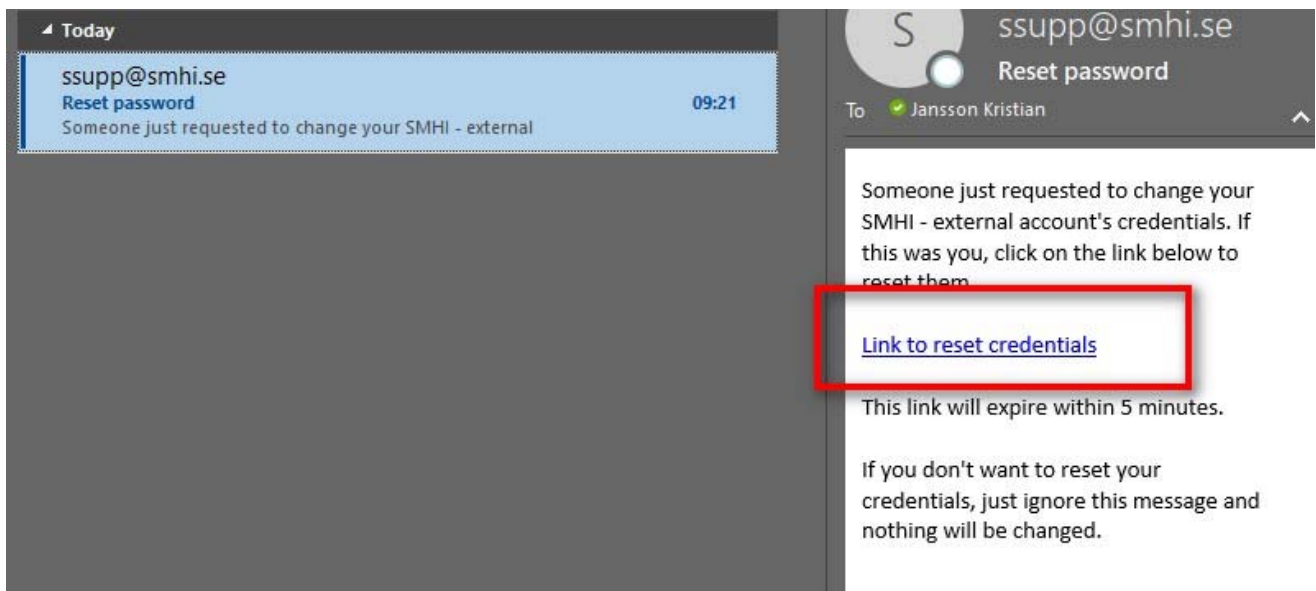
1. User browsing to [Https://Hive.smhi.se](https://Hive.smhi.se)
2. Click "External users"
3. Click "Forgot password"



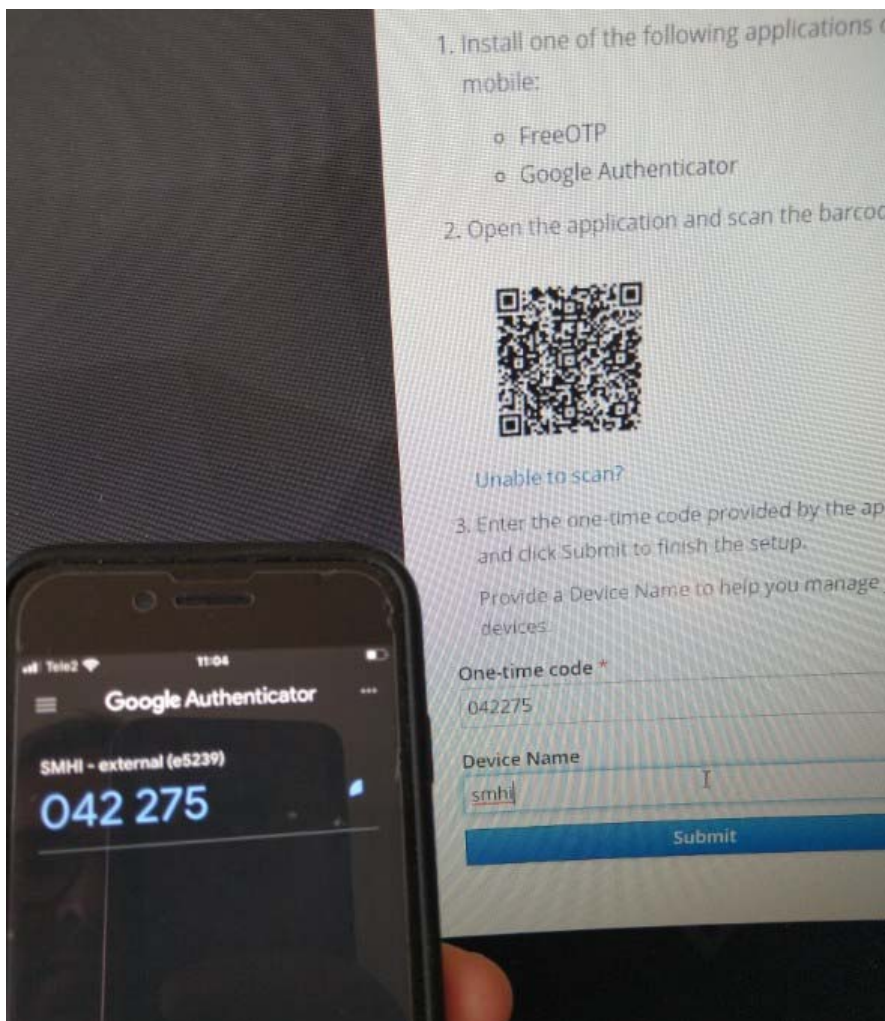
The screenshot shows the SMHI login interface. At the top, the SMHI logo is displayed in large white letters, with 'SMHI - SSUPP' underneath. In the top right corner, there is a language selector 'Svenska v'. The main heading is 'Logga in'. On the left, there are two input fields: 'Användarnamn eller e-post' and 'Lösenord'. Below the password field is a red-bordered button labeled 'Glömt lösenord?'. At the bottom left is a blue 'Logga in' button. On the right side, there is a grey button labeled 'SMHI user'.

fill in your email address and click Send

now sends an email to your email address. click on the link in the email.



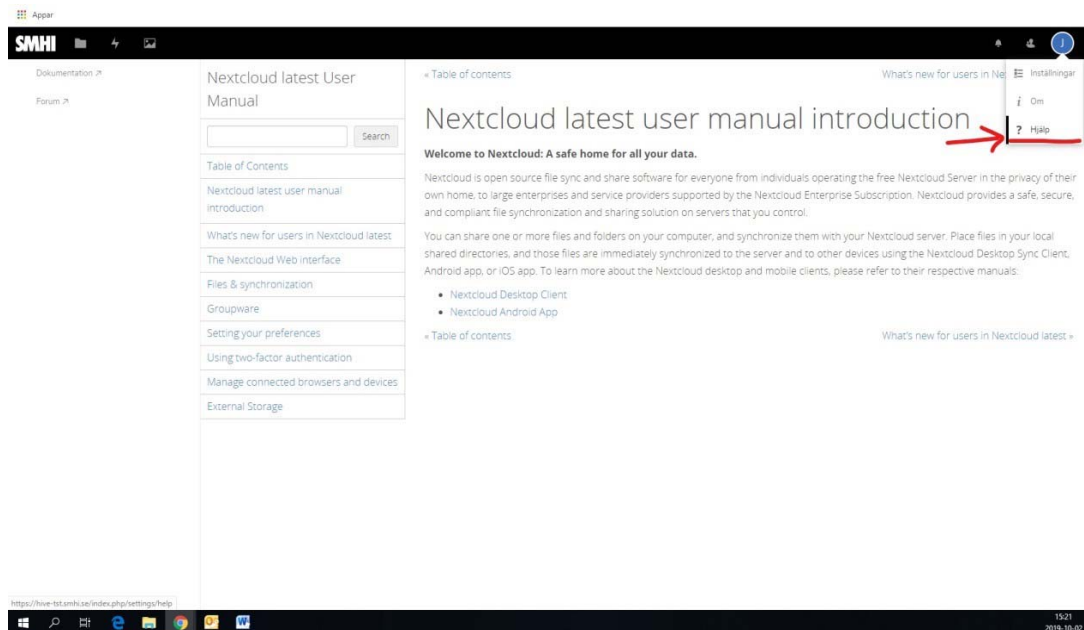
Take a picture of the QR code with your authentication application and enter your one-time code in Hive. Then write a brief descriptive text in the "Device Name" field. click on "Submit"



1. You will then have to update your password.

Help and guides

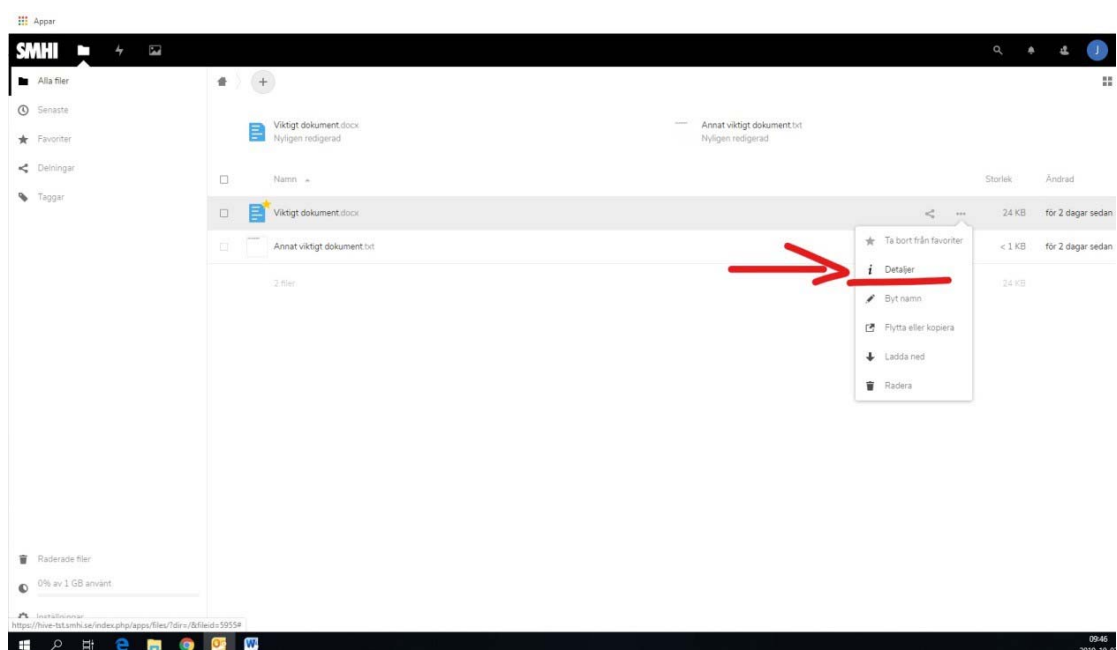
Click on "Help" and a manual for Nextcloud (Hive) in English will come up.



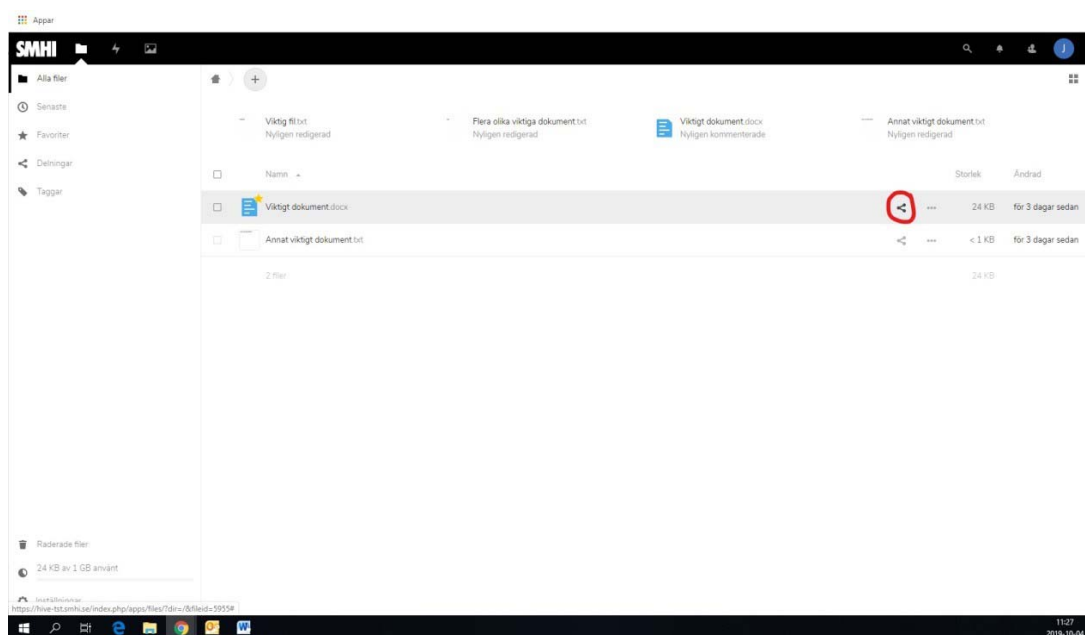
How to share files with a link in Hive

Note that all links only work for 50 days, from the time you create them. This is because of Security. If you want to long-term share files, you should invite the user to Hive and share the link.

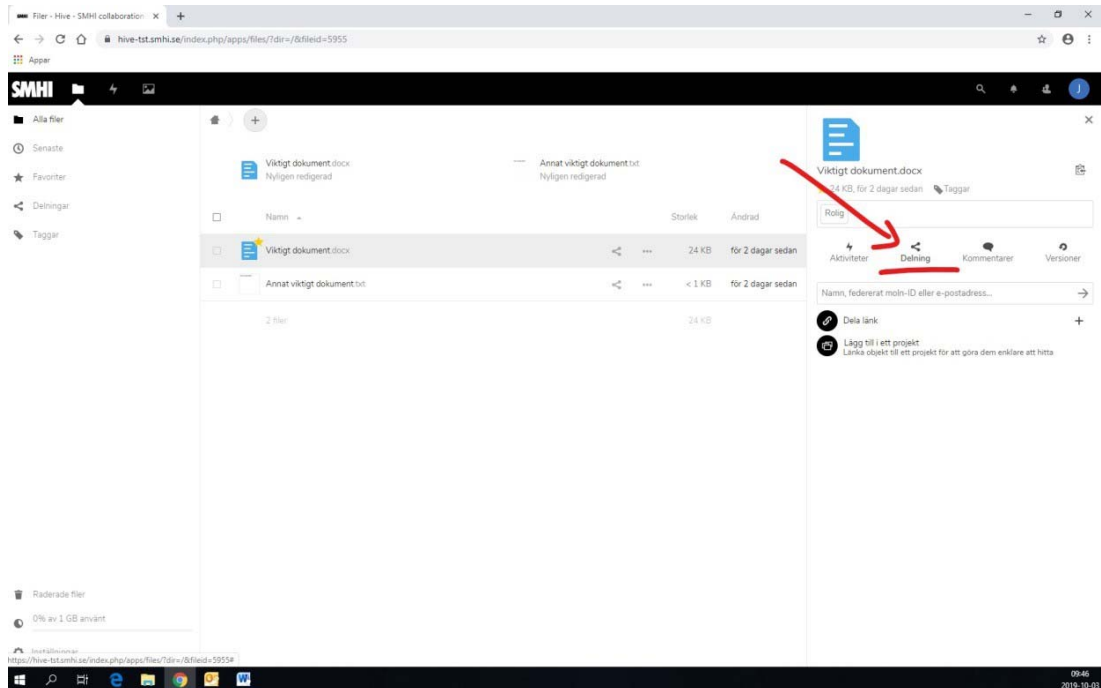
1. Right-click or click the 3 dots on the folder/file you want to share. Then click on "Details".



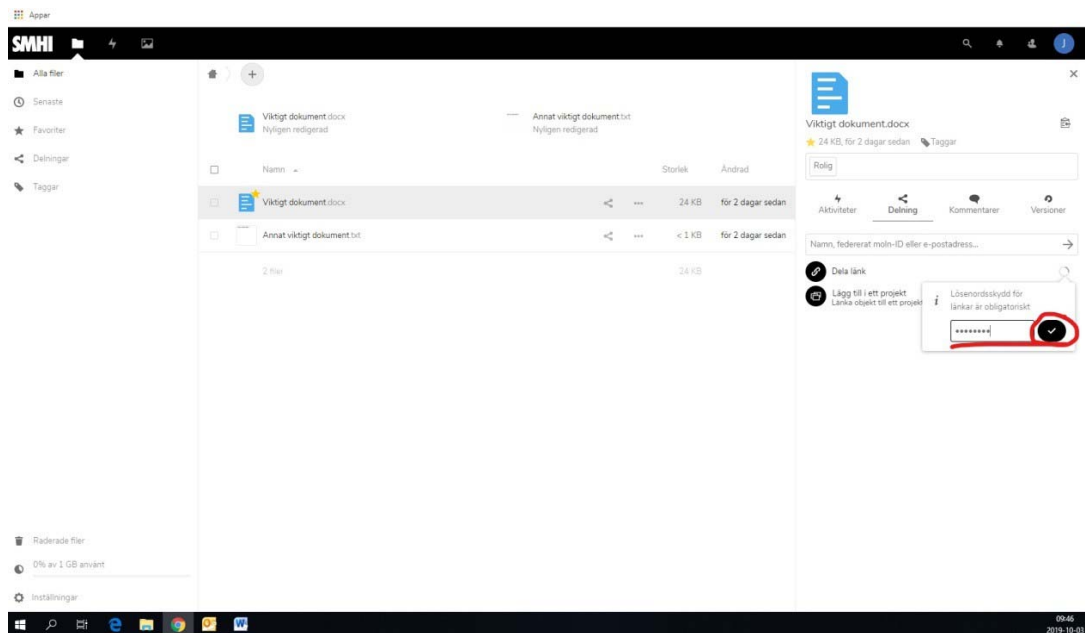
1.a Alternatively, you can directly click on the small "Sharing" symbol to the right of the file.



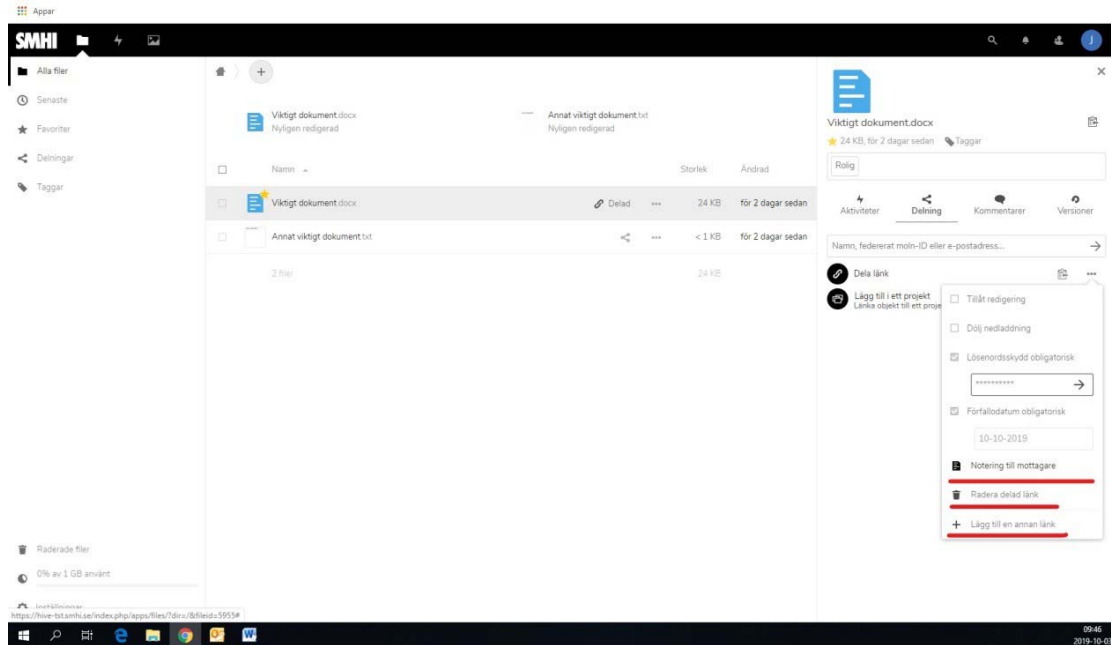
1. After that, click "Sharing" to get closer to link sharing.



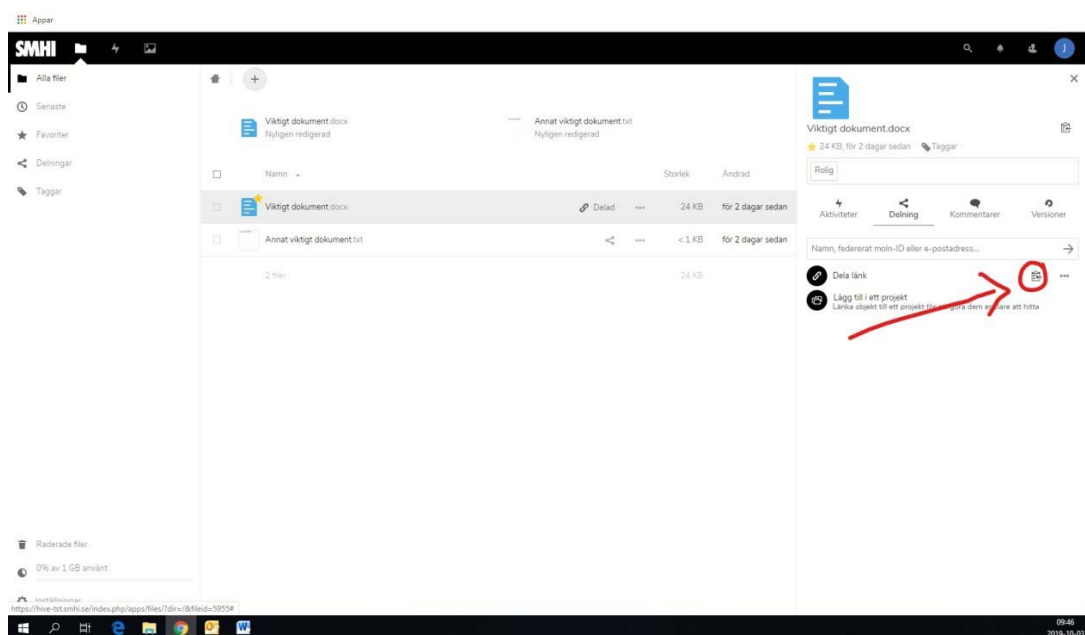
1. Then click on the plus at "Share link". You will then be prompted to add one, at least, 8 character long password (the password must not be among the 1 million most common). This password will be required by those who click on your link to get to the folder/file. After entering the password, just click the check mark to the right of the password bar.



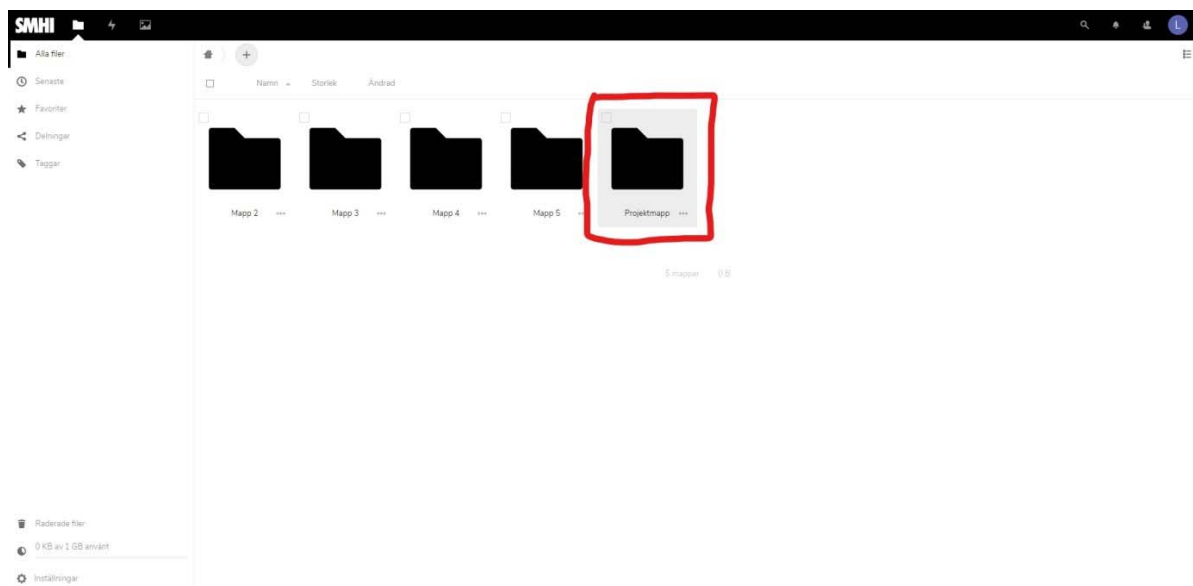
1. In the next menu that pops up, you can add notes to the one that goes into your link, remove the link you just created, and add another link. Note that a link only works for 50 days after it is created! After 50 days, a new link must be created to share the folder/file. Just click on the three dots right of "Share link" to bring up this menu at a later time.



1. Finally, just copy the link by clicking on the small icon to the right of "Share link". After that, you can paste the link into a message or email to send to the person you want to share the folder/file with.



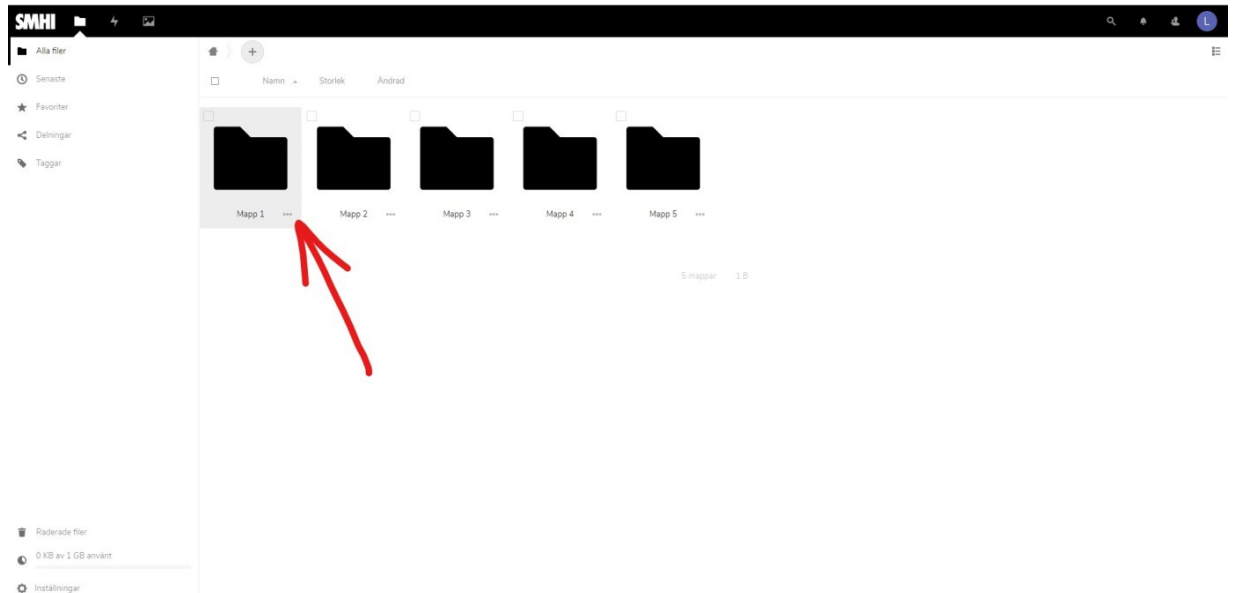
2. Done!



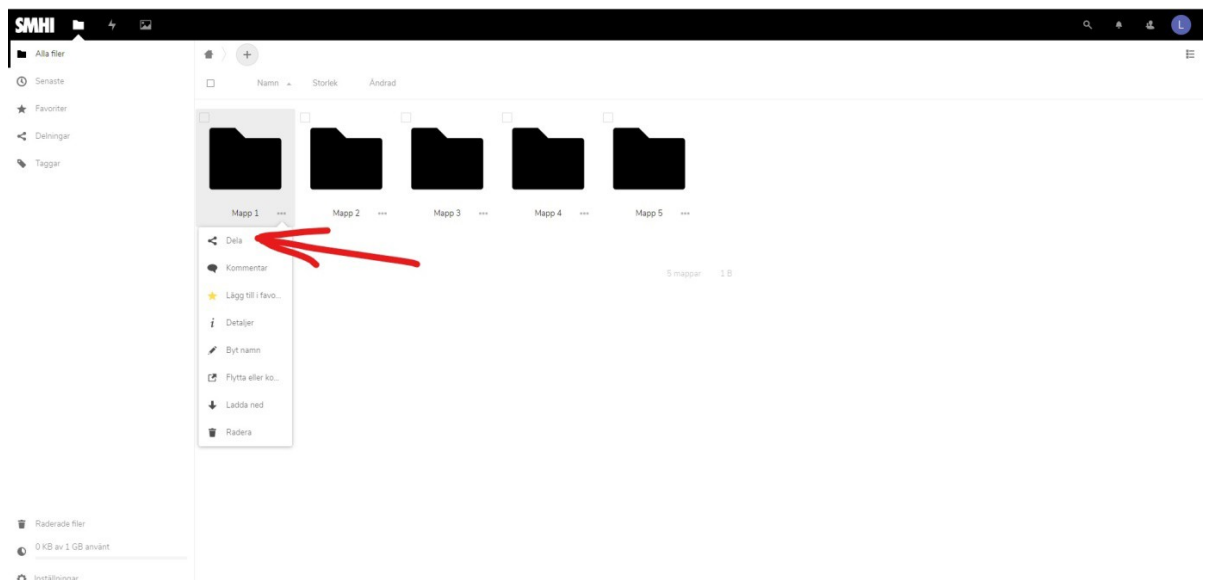
Share a project, file, or folder to specific users in Hive

If you want to share a project, file, or folder to some users but not others, you can invite them directly to the document in Hive.

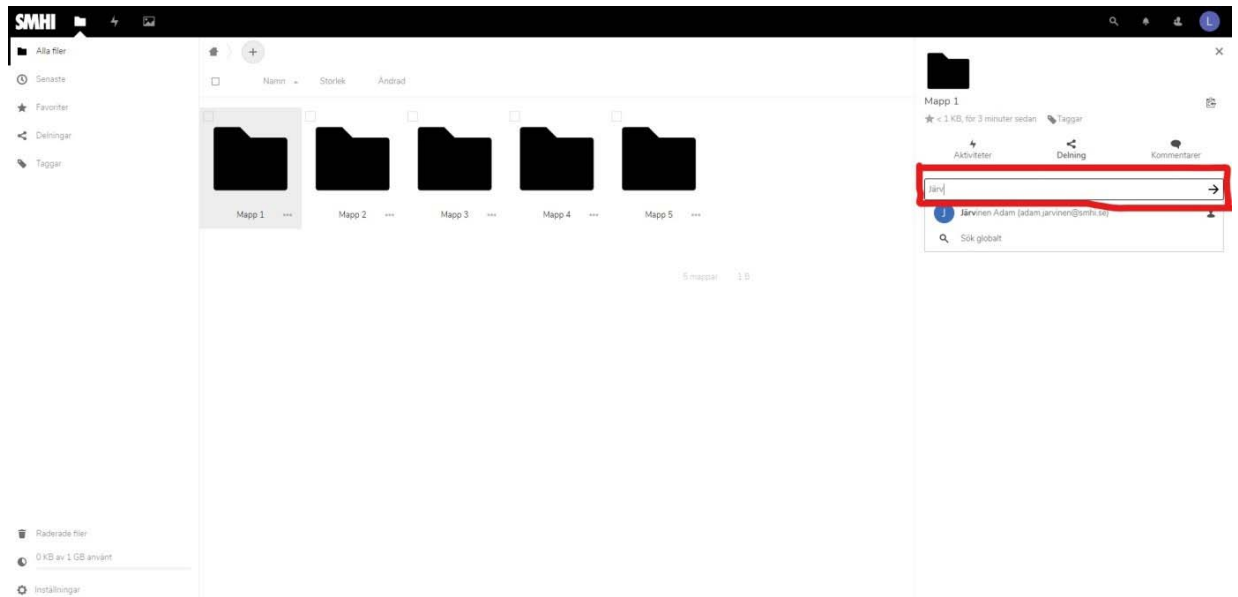
Tap the three dots at the bottom right corner of the project.



Tap Share in the menu that comes up.



Click the search box and search for your name, cloud ID, or email address. Then click the arrow on the far right.

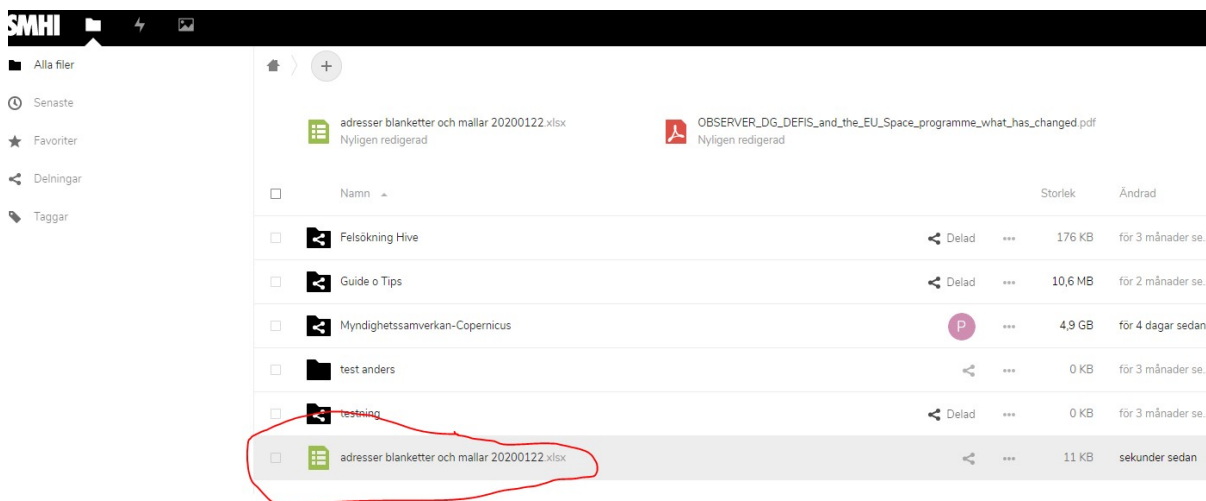


done! Now you'll see that the folder is split on the icon on the project, file, or folder.



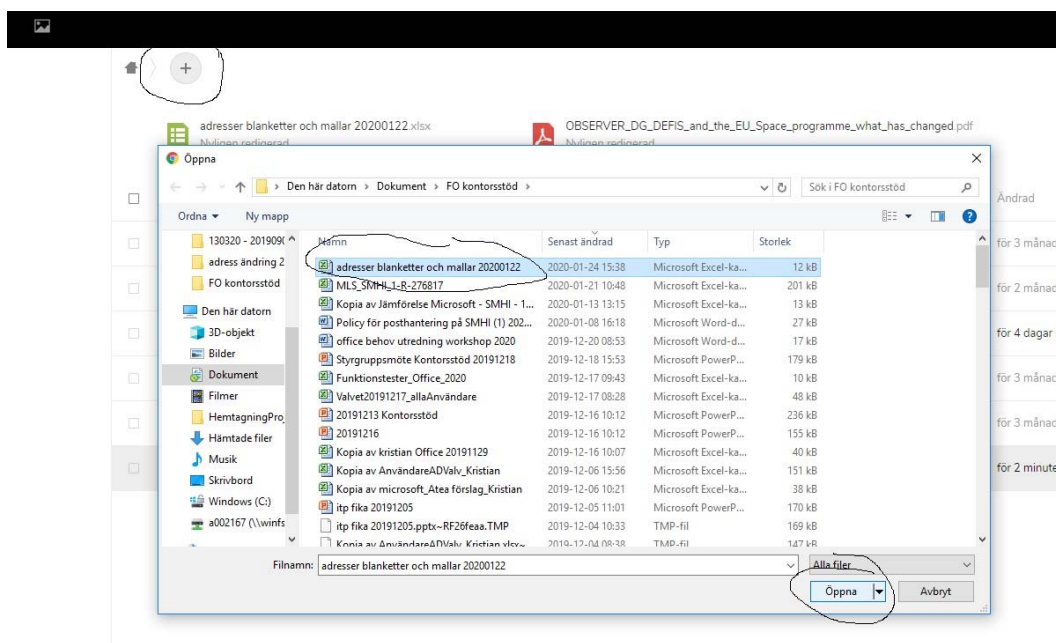
Upload new versions of files/documents in Hive

Prerequisites: As an example in this quick reference, the file "adresser blanketter och mallar 20200122.xlsx" is used, the file is uploaded in hive home directory:

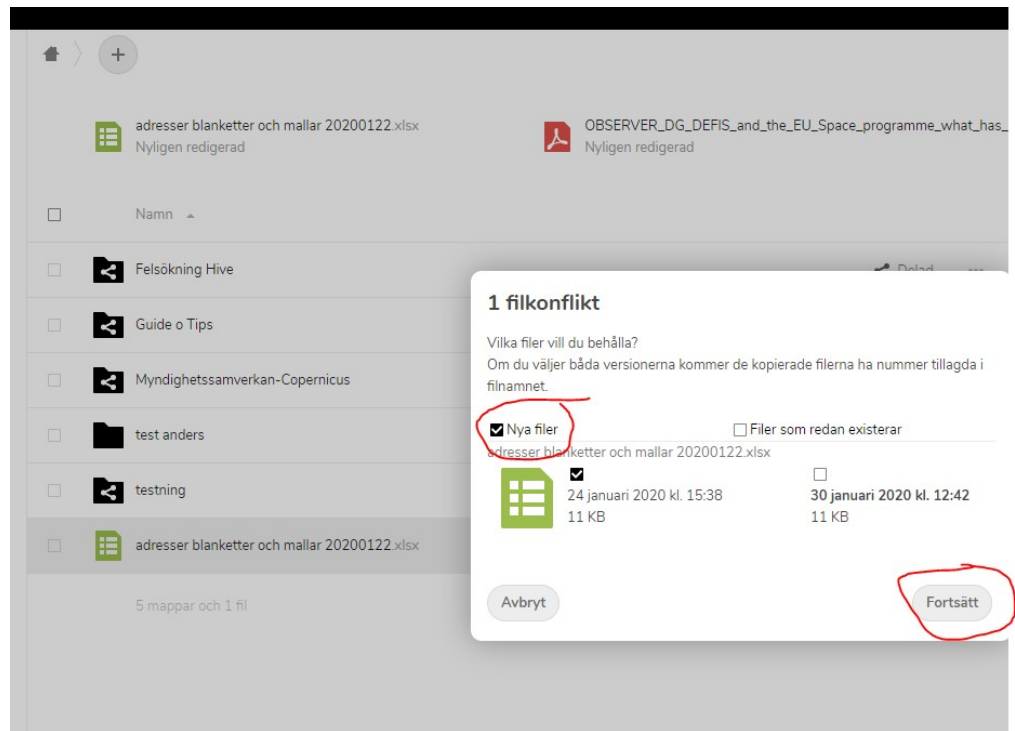


Now I want to upload a new version of the same document.

1. Click plus the character ladda up file select/select the same file (same name) that is uploaded in Hive click "Open"



1. You now get a new form, click in as shown:
Click in "New Files"
Click "Continue"

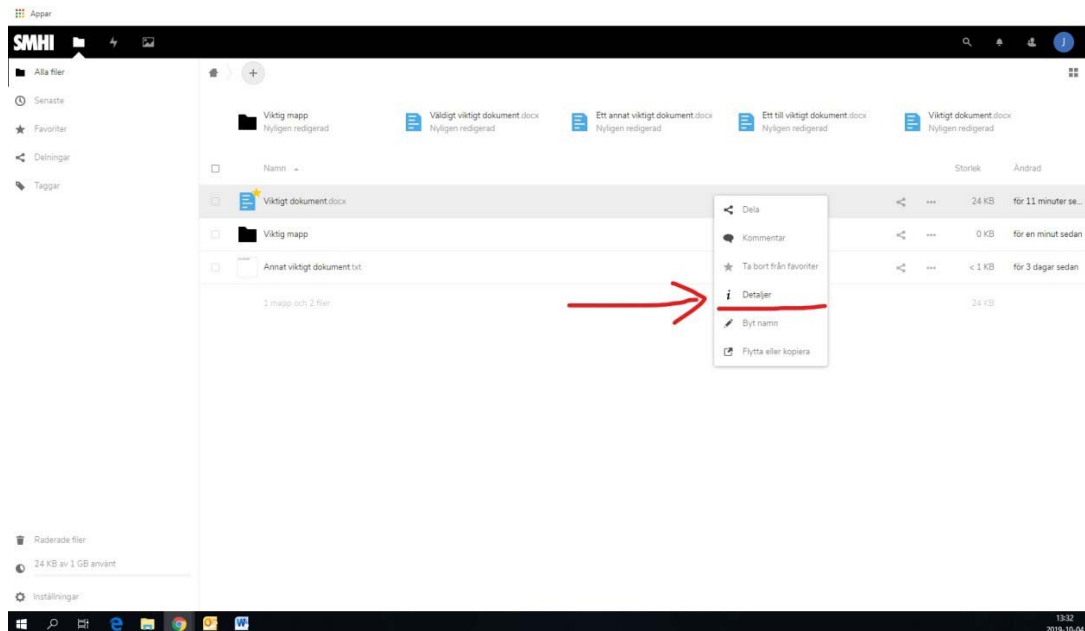


1. The new version has now been uploaded.

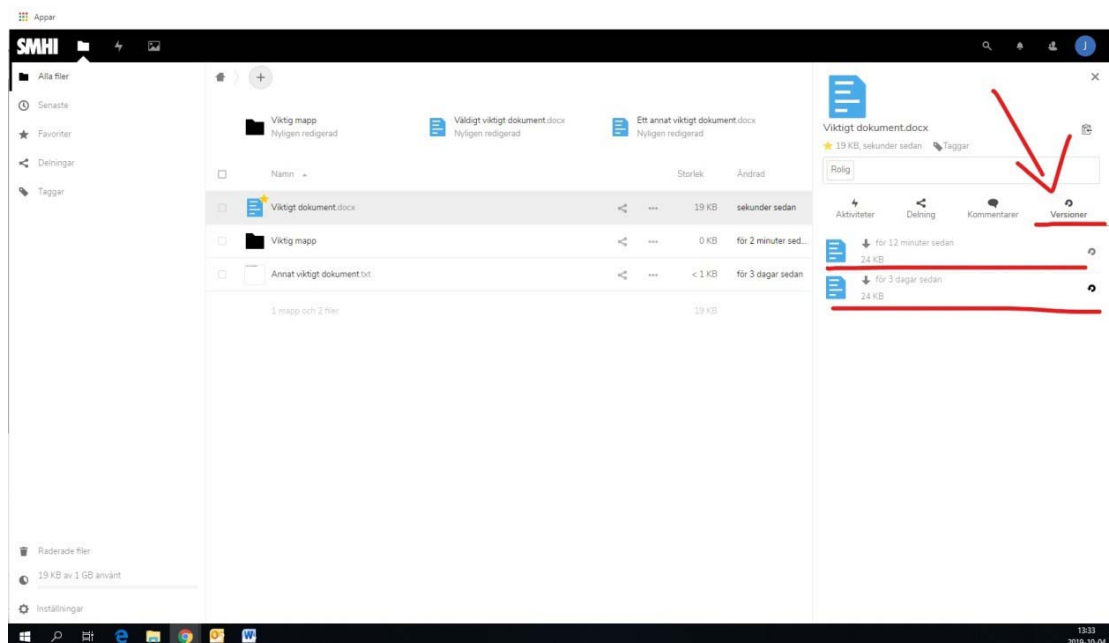
Different versions of files in Hive

When updating files, you may realize that the previous version of the document was better and want to change the file back to the previous version. This is easy to do in Hive.

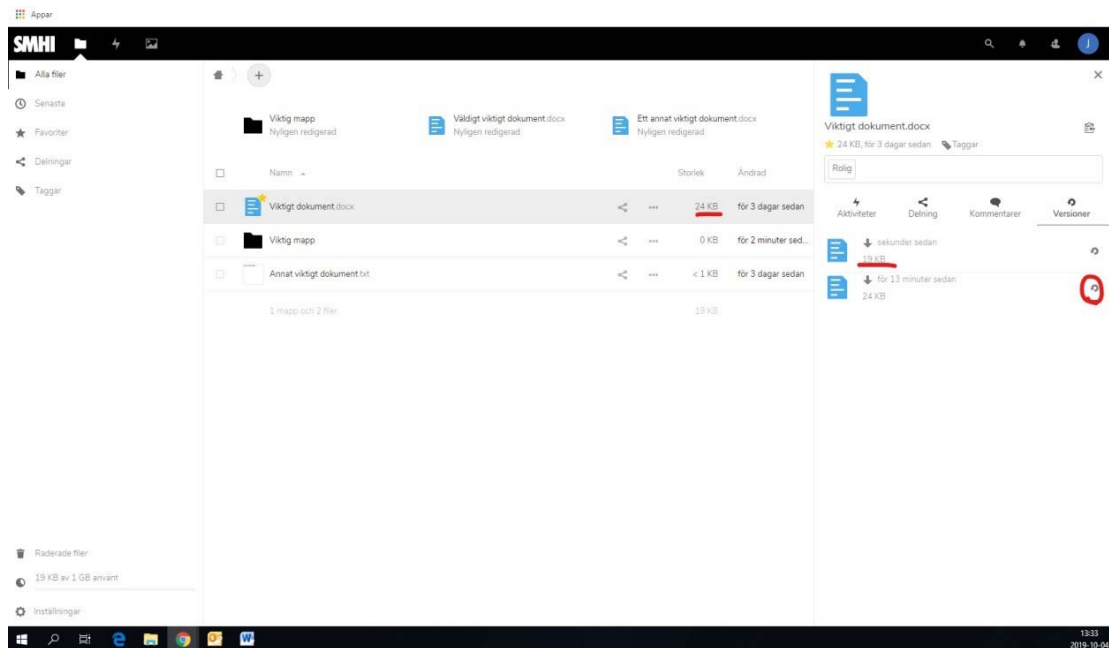
1. Right-click on the file or click on the icon that looks like three dots to the right of the file, and then click "Details".



Next, click on "Versions" to get to the different versions that the file has gone through.



In this view, you'll see all the different versions that the file went through, when it was updated, and how large the files were in each version. By clicking on the small "Recreate" arrow to the right of a version, you can recreate the version you want.



1. I clicked on the arrow for the earliest version, note that the size was updated and that the version I wrote over ended up under "Versions" and that you can easily go back Any version if you make a mistake.