

# Advanced Features and Power User Tips

Take your Junovy Cloud Storage experience to the next level with these advanced features and workflows. This page covers automation, backup strategies, mobile optimisation, and professional tips to maximise your productivity.

## Understanding Advanced Features

Advanced features help you work smarter, not harder, by automating routine tasks and optimising your workflows:

**Automation:** Streamline repetitive file operations **Backup Strategies:** Protect your data with multiple safety nets **Mobile Workflows:** Optimise cloud storage for mobile productivity **Monitoring:** Track usage and performance for better organisation

## Step 1: File Automation and Workflows

### Business & Enterprise Subscription Requirement

**Important:** File automation and workflows are available as an add-on feature for Business and Enterprise subscriptions. If you're interested in connecting external storage services to your Junovy Cloud Storage, please contact our support team to discuss adding this feature to your account.

### Automatic File Organisation

Set up rules to automatically organise incoming files:

#### Auto-Upload Rules:

1. **Configure mobile apps** to upload photos to specific folders
2. **Set up date-based folder creation** (YYYY-MM format)
3. **Use file type sorting** to automatically categorise uploads
4. **Enable duplicate detection** to prevent redundant files

## Workflow Automation Examples

### Client File Processing:

```
Incoming Client Files/  
├─ Auto-sort by file type
```

- └─ Apply client tags automatically
- └─ Move to project folders based on filename patterns
- └─ Send notifications to relevant team members

### Photo Management Workflow:

1. **Auto-upload** photos from mobile devices
2. **Sort by date** into monthly folders automatically
3. **Apply location tags** based on GPS data
4. **Generate thumbnails** for quick browsing

## Step 2: Backup and Version Control Strategies

### Multi-Layer Backup Approach

Implement a comprehensive backup strategy to protect your data:

#### Layer 1: NextCloud Built-in Versioning

- **Automatic version history** for all file changes
- **Restore previous versions** easily from the web interface
- **Configure retention** (typically 30 days or 10 versions)

#### Layer 2: Local Synchronisation

- **Desktop sync clients** act as local backups
- **Multiple device sync** provides redundancy
- **Selective sync** for important folders

#### Layer 3: External Backup (Business & Enterprise Add-on)

- **Automated backups** to external storage (S3, Google Drive)
- **Regular backup schedules** (daily, weekly, monthly)
- **Offsite storage** for disaster recovery

## Version Control Best Practices

### File Naming for Versions:

- Use consistent version numbering (v1, v2, v3)
- Include dates for major revisions (2024-08-30-v1)
- Tag significant milestones (DRAFT, REVIEW, FINAL)

### Project Backup Workflow:

1. **Weekly project archives** to backup folders

2. **Monthly client deliverable backups**
3. **Quarterly full system backups**
4. **Annual archive cleanup** and long-term storage

## Step 3: Mobile Workflow Optimisation

### Smart Mobile Synchronisation

Configure mobile apps for optimal productivity whilst managing storage:

#### **Selective Sync Strategy:**

- **Always sync:** Active projects, templates, essential documents
- **On-demand sync:** Archive folders, large media files
- **Never sync:** Temporary files, system backups

### Mobile Productivity Workflows

#### **Field Work Setup:**

1. **Download essential files** for offline access before going mobile
2. **Enable auto-upload** for photos and documents captured on-site
3. **Use favourites** for frequently accessed files
4. **Configure notification settings** for urgent shares

#### **Travel Workflow:**

- **Star important documents** (travel docs, presentations, contacts)
- **Download presentations** for offline access
- **Set up mobile hotspot sharing** for team access
- **Enable low-data mode** when using mobile networks

### Mobile Security Best Practices

**Device Security:**  **Enable app PINs** or biometric locks  **Use automatic logout** after inactivity  **Avoid public WiFi** for sensitive file access  **Regular app updates** for security patches

## Step 5: Advanced Search and Discovery

### Power Search Techniques

Master advanced search to find files quickly in large storage systems:

## Search Operators:

- **Filename:** `name:budget` (finds files with 'budget' in name)
- **File type:** `type:pdf` OR `type:image`
- **Date range:** `modified:>2024-08-01` (files modified after date)
- **Size:** `size:>10MB` (files larger than 10MB)
- **Tags:** `tag:urgent` (if tagging system enabled)

## Complex Search Examples:

```
type:pdf modified:>2024-08-01 name:proposal  
(PDFs modified after Aug 1st with 'proposal' in filename)
```

```
size:>50MB type:video  
(Video files larger than 50MB)
```

```
modified:<2024-01-01  
(Files not modified since New Year)
```

## Saved Searches and Smart Collections

Create reusable searches for common queries:

- **Recent client work:** Files modified in last 30 days with client tags
- **Large files for cleanup:** Files over 100MB older than 6 months
- **Pending reviews:** Files with 'review' or 'draft' in names

# Step 6: Integration and Automation Tools

## Business & Enterprise Subscription Requirement

**Important:** Integration and automation tools are available as an add-on feature for Business and Enterprise subscriptions. If you're interested in connecting external storage services to your Junovy Cloud Storage, please contact our support team to discuss adding this feature to your account.

## Third-Party Integrations

Enhance your workflow with external tool integrations:

### Productivity Integrations:

- **Calendar sync** for file sharing schedules
- **Email integration** for automatic file attachments
- **Task management** linking files to project tasks
- **Time tracking** integration for client billing

## Creative Workflow Integrations:

- **Adobe Creative Cloud** sync (if supported)
- **Design asset management** through external tools
- **Automated thumbnail generation**
- **Metadata extraction** for media files

## Automation Examples

### Client Onboarding Automation:

1. **New client folder** created automatically
2. **Template files** copied to client folder
3. **Standard sharing permissions** applied
4. **Notification sent** to account manager

### Project Completion Automation:

1. **Archive project files** to completed projects folder
2. **Generate project summary** with file statistics
3. **Create backup** to external storage
4. **Update project tracking** systems

# Step 7: Advanced Security Configuration

## Business & Enterprise Subscription Requirement

**Important:** Advanced security options are available as an add-on feature for Business and Enterprise subscriptions. If you're interested in connecting external storage services to your Junovy Cloud Storage, please contact our support team to discuss adding this feature to your account.

## Enhanced Security Settings

Configure advanced security features for professional use:

### Two-Factor Authentication:

- **Enable 2FA** for all team members
- **Use authenticator apps** rather than SMS
- **Configure backup codes** for account recovery
- **Regular security reviews** and updates

### Access Control:

- **IP restrictions** for sensitive shares (if available)
- **Time-based access** controls for temporary projects

- **Device management** and trusted device lists
- **Regular permission audits** and cleanup

[Screenshot: Advanced security settings showing 2FA and access control options]

## Compliance and Auditing

### For Business & Enterprise Users:

- **Activity logging** for all file operations
- **Share audit trails** for compliance reporting
- **Data retention policies** for different file types
- **Regular security assessments** and documentation

## Best Practices Summary

### ☐ Automation:

- Set up consistent auto-upload rules across devices
- Use automated backup strategies with multiple layers
- Implement workflow automation for repetitive tasks
- Monitor automation performance regularly

### ☐ Performance:

- Maintain organised folder structures for optimal speed
- Use selective sync strategically on mobile devices
- Monitor storage usage and clean up regularly
- Optimise network usage for large file operations

### ☐ Security:

- Enable comprehensive security features (2FA, device management)
- Regular audits of shares and permissions
- Keep apps and systems updated
- Document security procedures for team consistency

## Next Steps

You've now mastered the advanced features of Junovy Cloud Storage! These power-user techniques will help you maintain an efficient, secure, and well-organised cloud storage system. Consider documenting your custom workflows and sharing best practices with your team to maximise the benefits across your organisation.

For ongoing optimisation, review your setup quarterly and stay updated with new NextCloud features as they're released in future Junovy Cloud Storage updates.

---

Revision #1

Created 30 August 2025 18:57:42 by Junovy Support

Updated 30 August 2025 19:04:41 by Junovy Support