

# Committee file manual

Version 4 November 2022

In November the CompuCie launched the new committee FTP. This significantly improves the ability for committee members to access their files. You can use this manual to refer how to access your files.

## 1 COMMITTEE DRIVE

### 1.1 ACCESSING FILES THROUGH THE WEB-PORTAL

The committee drive website gives access to your personal association and committee files. You can reach the website with the following web address: <https://drive.isaacnewton.nl/>. Here you can sign in with your student number, and your password. If this is the first time signing in you will have to set a new password, for which you sign in with the password you have received over e-mail by the CompuCie.

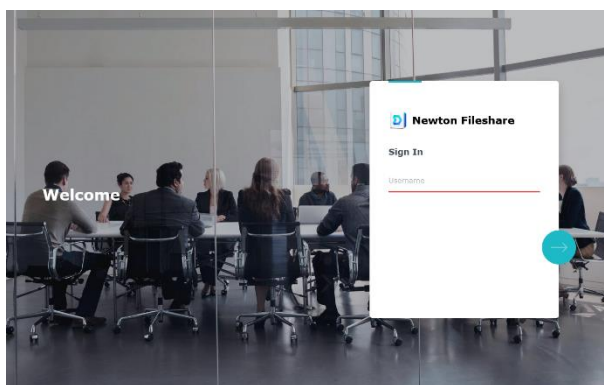


Figure 1 - Signing in at the web portal

After signing in you will be presented with your personal files. You will be able to see your committee files by navigating to: 'Team folders/shares', where you will be presented with the committee folders assigned to you.

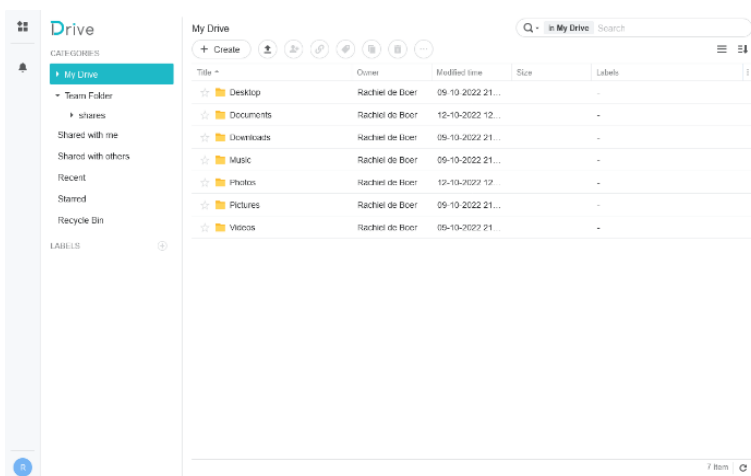


Figure 2 - Personal files

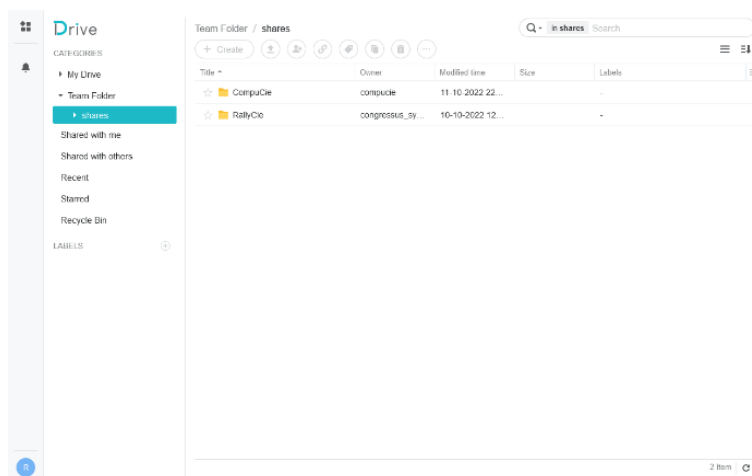


Figure 3 - Shared committee folders

## 1.2 SYNCHRONISING FILES WITH YOUR PERSONAL COMPUTER

In addition to your files being accessible online, you can synchronise the online files with your personal computer and/or phone. For this you must download the following application: <https://www.synology.com/en-global/dsm/feature/drive>.

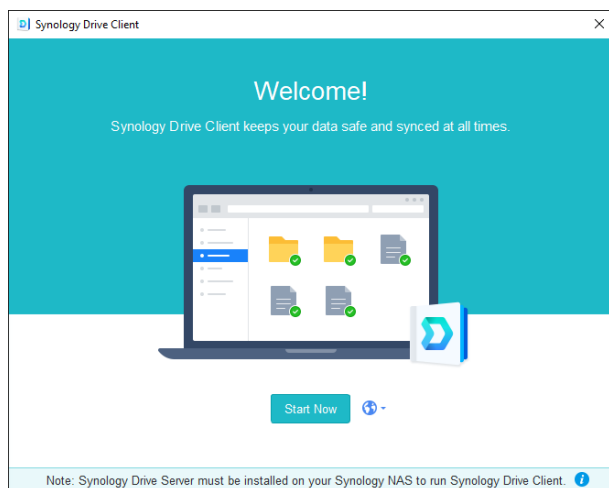


Figure 4 - Welcome screen

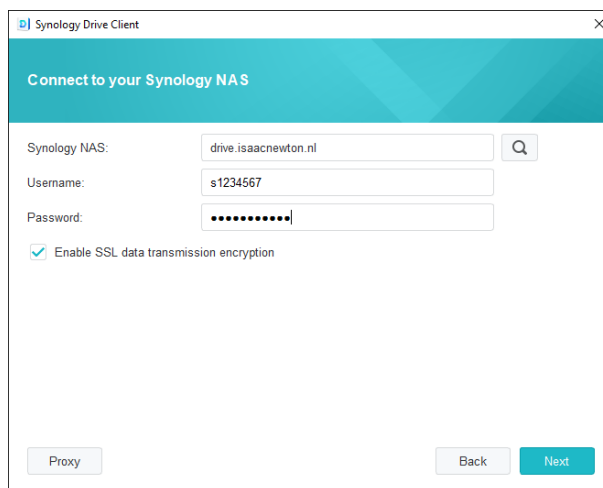


Figure 5 - Server settings

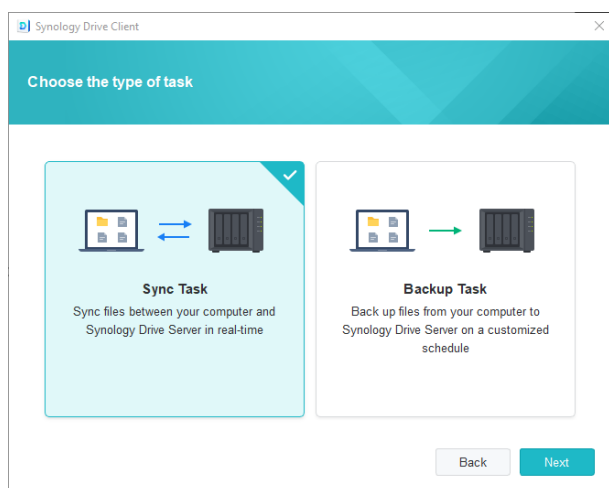


Figure 6 - Synchronisation task

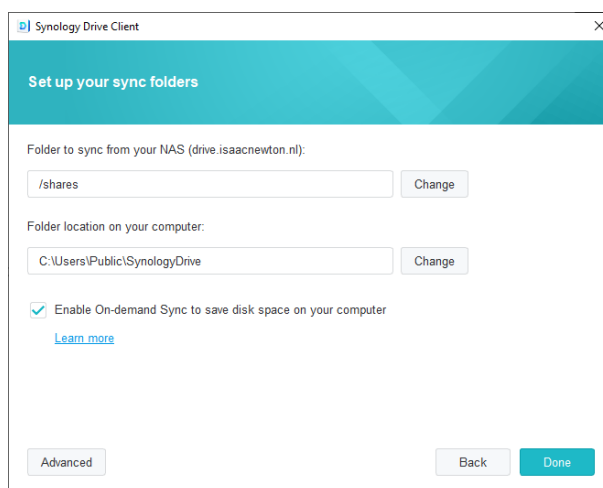


Figure 7 - Synchronise committee folders

## 1.3 ACCESS COMMITTEE FILES THROUGH WINDOWS EXPLORER

As you are used to you can still access your files through windows explorer. The Newton FTP will only be available in the same network as the Newton-server. This is automatically the case if you are connected to Eduroam on the UT campus. If not, you can connect to it by running the VPN. If you do not already have the VPN installed you can do so by following [this manual](#). If this is all running, navigate to this PC in Windows explorer and select Computer in the menu above and select map network drive in this menu:

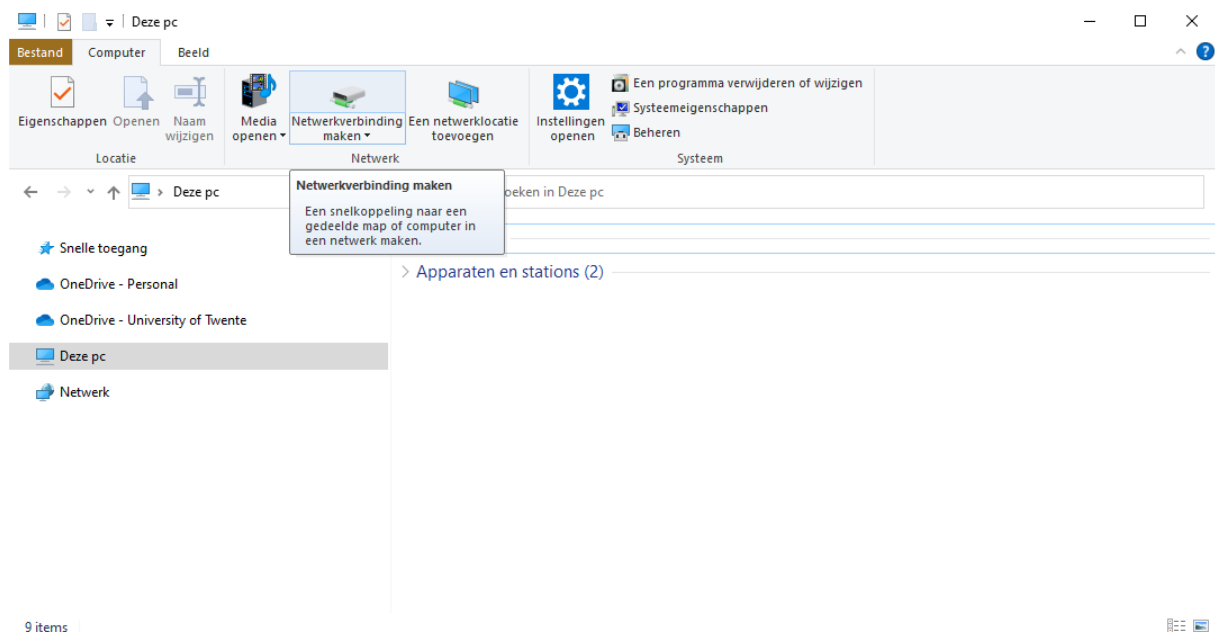


Figure 8 - Map a network drive

The pop-up below will now. The address you must fill in is [\\newtonserver1.roaming.utwente.nl\shares](https://newtonserver1.roaming.utwente.nl/shares). Make sure you deselect Reconnect at sign-in and select Connect using different credentials. This will enable you to log-in with Newton credentials and makes sure that you PC will not try to connect on startup (before your VPN is active).

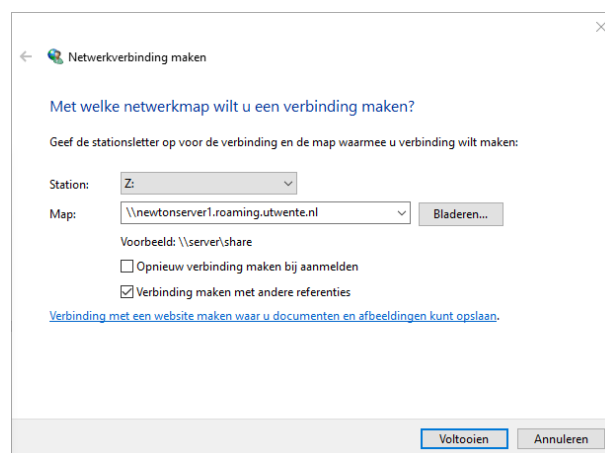


Figure 9 - Connection settings

When you select finish you might get a window similar as in the figure below. The username should 'NEWTON\' followed by your student number. As Windows often fills in your network credentials s1234567@utwente.nl instead of NEWTON\s1234567, make you click 'More choices' to change your login name.



Figure 10 - User credentials

Your committee folders are now under the disk homes, as shown in figure 5. Every night the access to committee folders is synchronised. This means that when you join a new committee, the folder will automatically be added the next day, given the board has entered you on the website.

## 2 PHOTOS

As of November, we will stop hosting the photos on the main Newton website, as we will be moving the photos to <https://photos.isaacnewton.nl>. You will be able to sign in with your personal account, by hitting the sign-in button, and signing in with your student number.

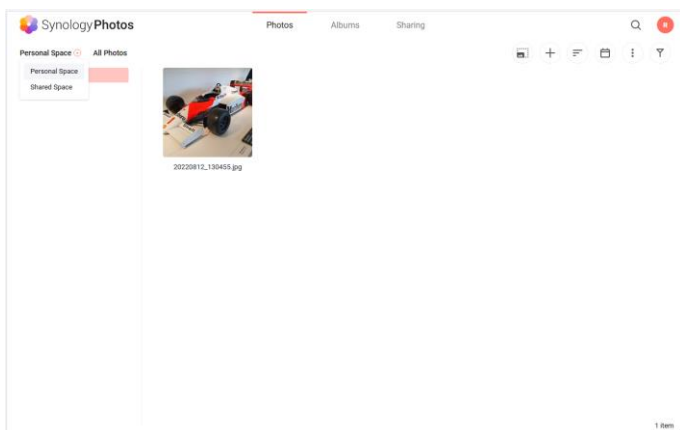


Figure 11 - Personal photos

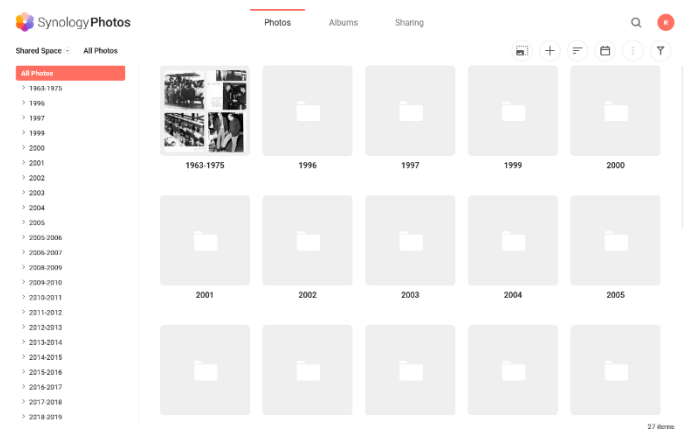


Figure 12 - Association Photos

You can access association photos captured by the FotoCie by selecting the 'Shared Space' in the drop-down menu under the 'Personal space' menu.

### 3 COMPUTERS NEWTON ROOM

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In addition to using your own computer, each active member has access to the computers in the Newton room. You can sign in with your student number and password. Here you will have access to your committee files and personal files, and several applications which can be used during your committee work.

### 4 CLOSURE

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The CompuCie hopes all your questions will have been answered, however, if you have any remaining questions do not hesitate to ask or email one of the committee members at [compucie@isaacnewton.nl](mailto:compucie@isaacnewton.nl), or the board.

Sincerely,

The CompuCie