govDrive

Storage as a Service for the Government of India

Desktop Client Application

User Manual

(End-User)

Submitted by:

NIC एनआईसी
National
Informatics
Centre

Website: https://www.nic.in/

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Introduction

This manual contains a stepwise procedure of understanding how to download, install, and, use GovDrive desktop client application.

Purpose

GovDrive Desktop Client application provides users with various features and functionalities like data synchronization across different platforms offering GovDrive service and public network based access to GovDrive Web and ZOHO Mail (For Non-ZTA users).

Prerequisites:

Following are the pre-requisites to use GovDrive Desktop Client:

- Users must be registered on GovDrive Service to use its core functionalities including One-way and Two-way Sync. Refer the link: https://drive.gov.in/static/assets/UserManual.pdf to view the stepwise procedure "How to Register on GovDrive Service"
  {**Note:** Email users can use GovDrive Desktop Client to access New Mail without even registering their mail account to GovDrive but they still need to complete the device registration process to use client app.}
- User needs to download the GovDrive Desktop client Application using the link: https://drive.gov.in/downloads/desktopclient (Accessible only through NICNET) and there, user needs to click the "Get Client App" link to view the download options and choose any of them according to their device OS from the pop-up.(Refer Fig. 1)
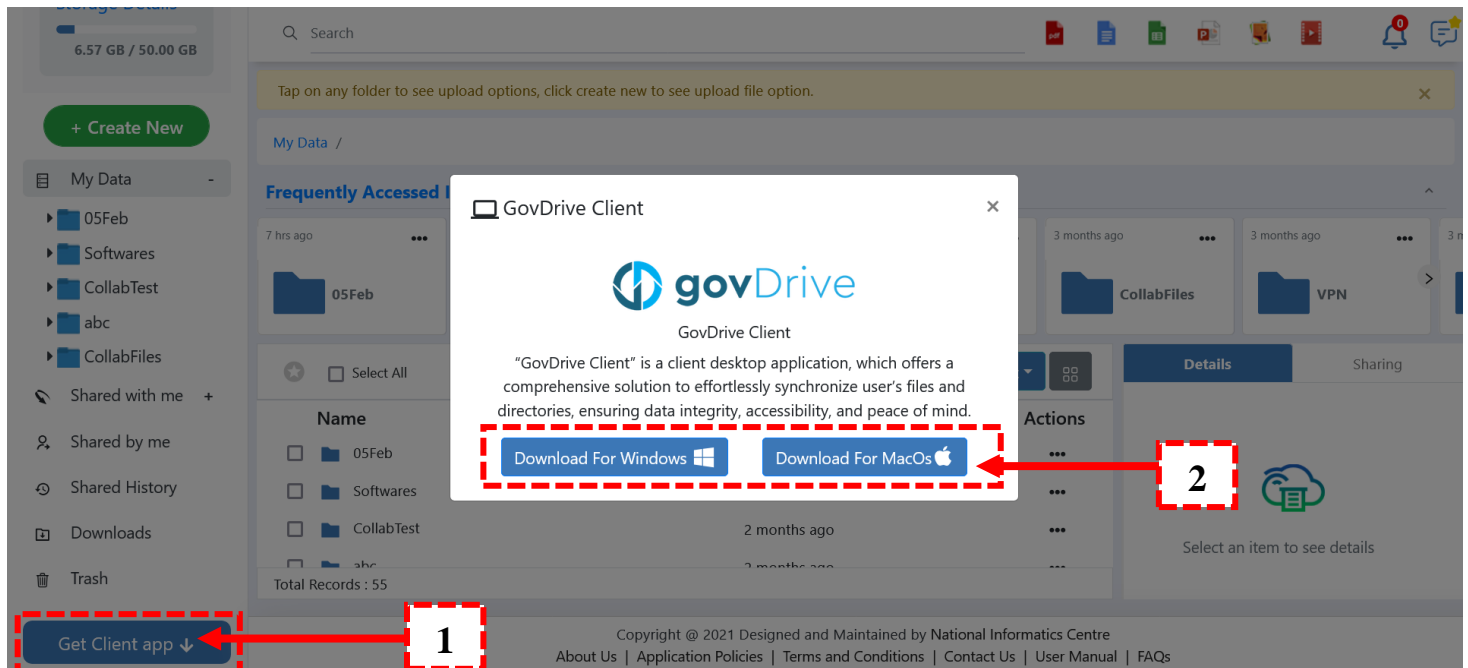

Fig. 1

Clicking any of the options will start the download for **Govdrive-Setup** file.

Steps to Install & Configure GovDrive Desktop Client

For Windows OS:

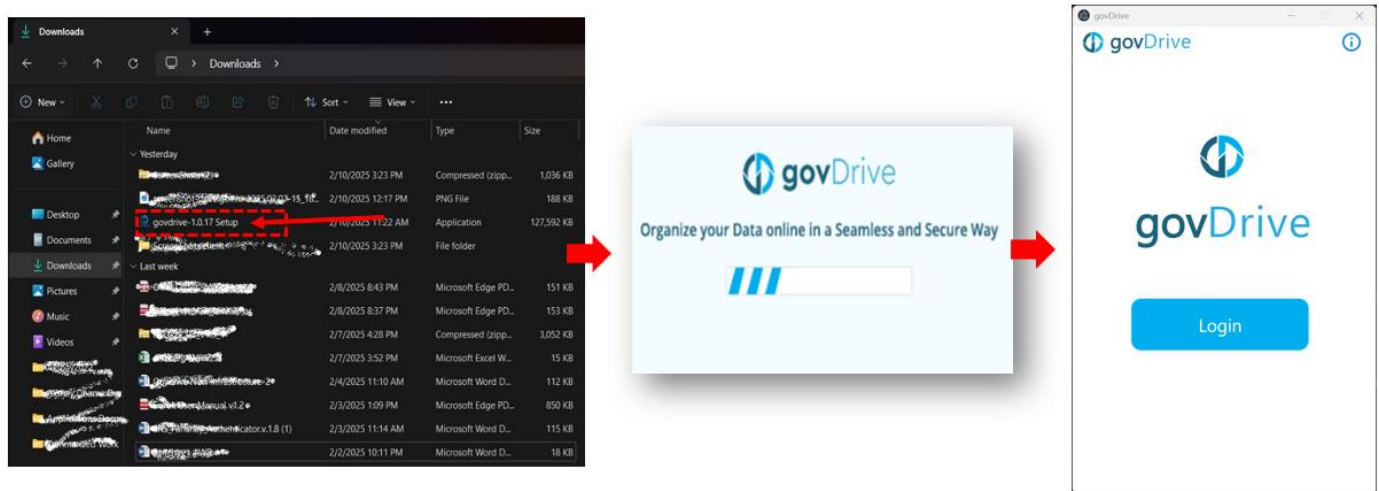a. Right-click the "govdrive setup.exe" file and choose the "**Run**" option. (Refer Fig. 2)   `

Fig. 2

For Mac OS:

Post downloading the GovDrive Client App, follow the steps given below for installation:

a. Search "GovDrive" app on your Mac and then click the "GovDrive" icon.

Fig. 3.1

>> A pop-up will appear on the screen.
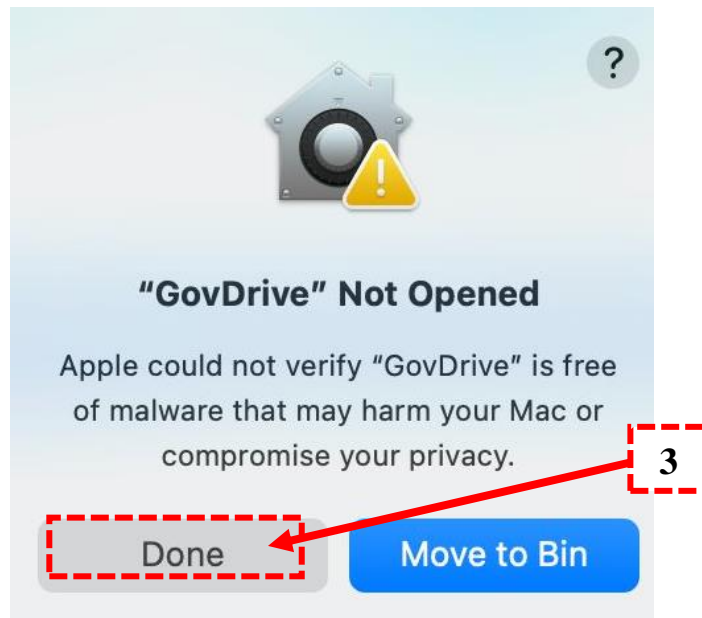
b. Click "done" button to close the pop-up.

Fig. 3.2

c. Now, open the "Privacy and Security" settings and click the "Open Anyway" option given in front of "**GovDrive was blocked to protect your Mac**" text to proceed.
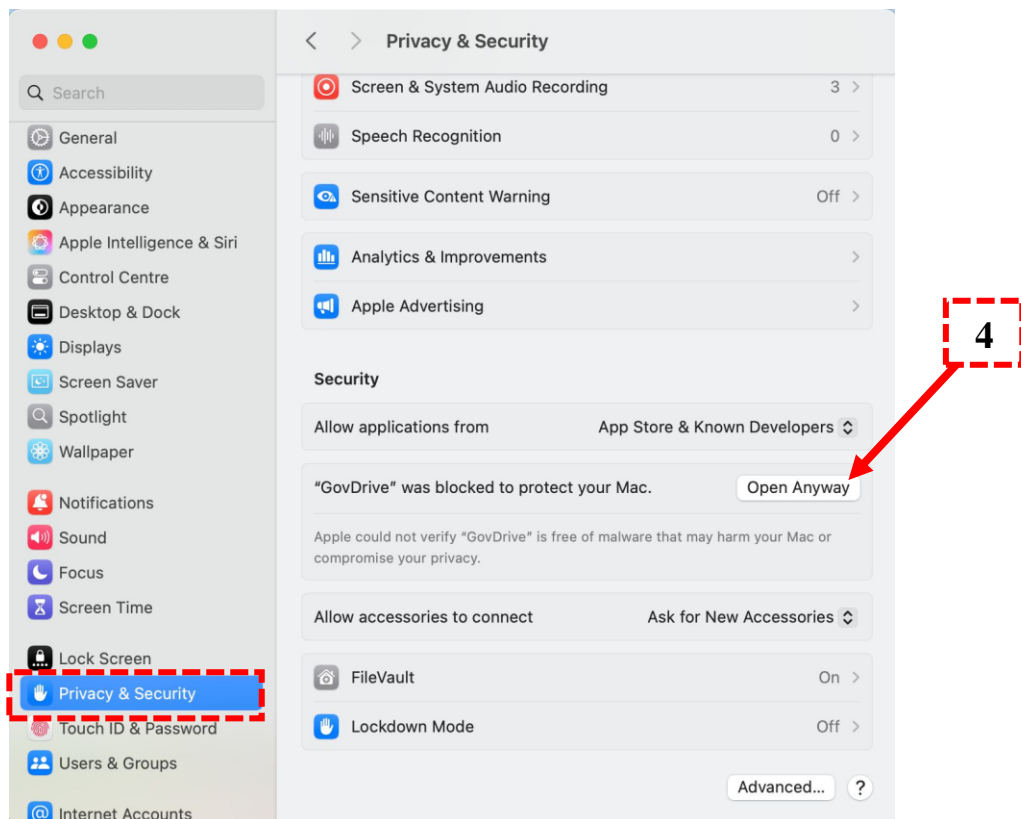

Fig. 3.3

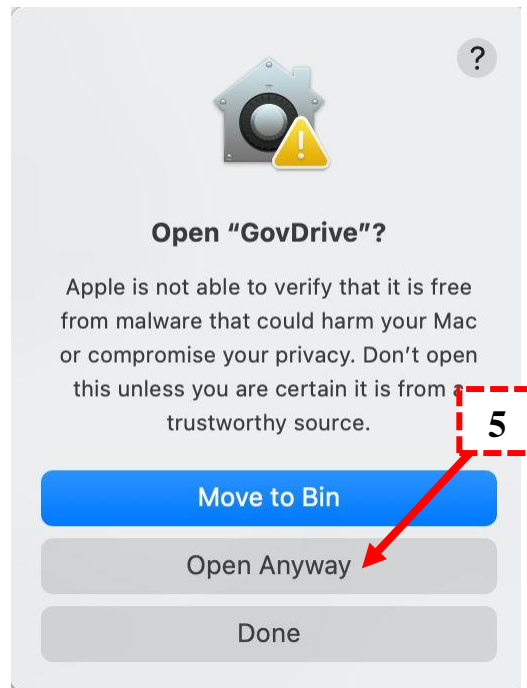d.   Now, choose the "Open Anyway" option from the confirmation pop-up.

Fig. 3.4

e.   Drag the "**govdrive-setup.dmg**" file to "**applications**" tab on your Mac to install. (Refer Fig. 1.5)
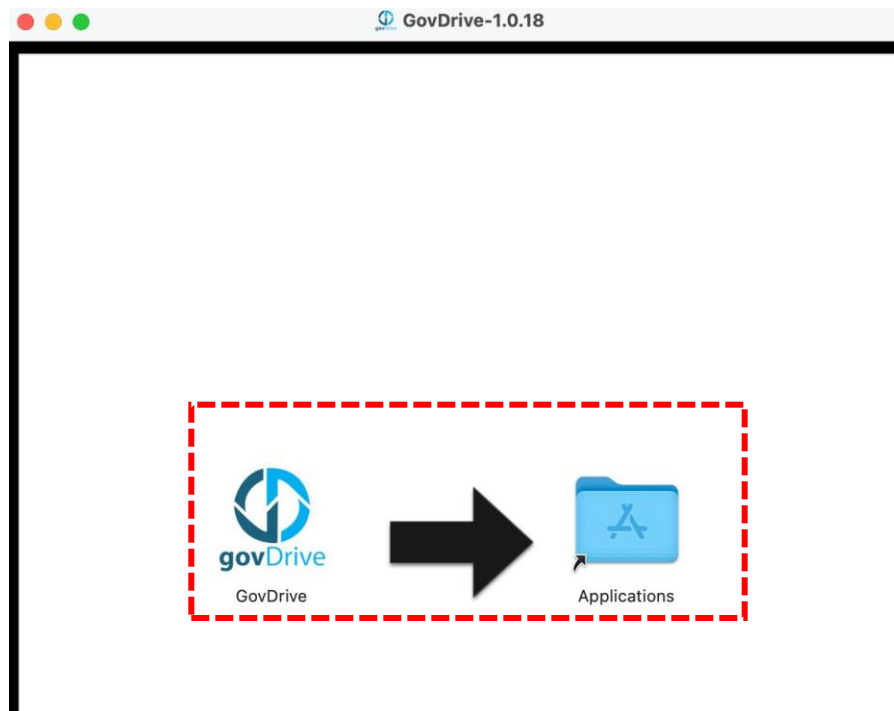

Fig. 3.5

Post successful Installation, user needs to login using their Parichay credentials to use the following functionalities of GovDrive Client Application.

Work Flow and Functionalities:

1. Device Registration & Login

Following are the steps to register device for GovDrive Desktop Client account:

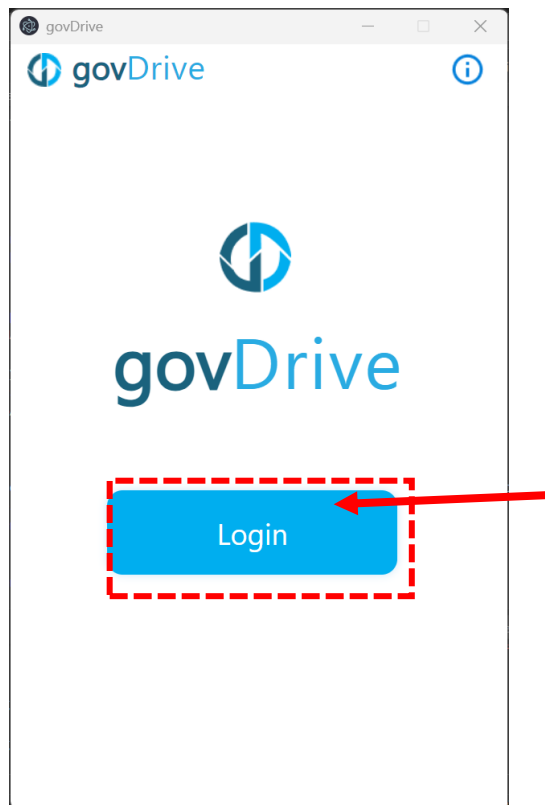Step 1: Click the "**Login**" button. (Refer Fig. 8)

Fig. 8

Parichay Authentication Page will appear on the screen >>

Step 2: Enter Parichay Credentials, Mark Checkbox "I Consent to Parichay Terms Of Use," and Click the "Next" button. (Refer Fig. 9)
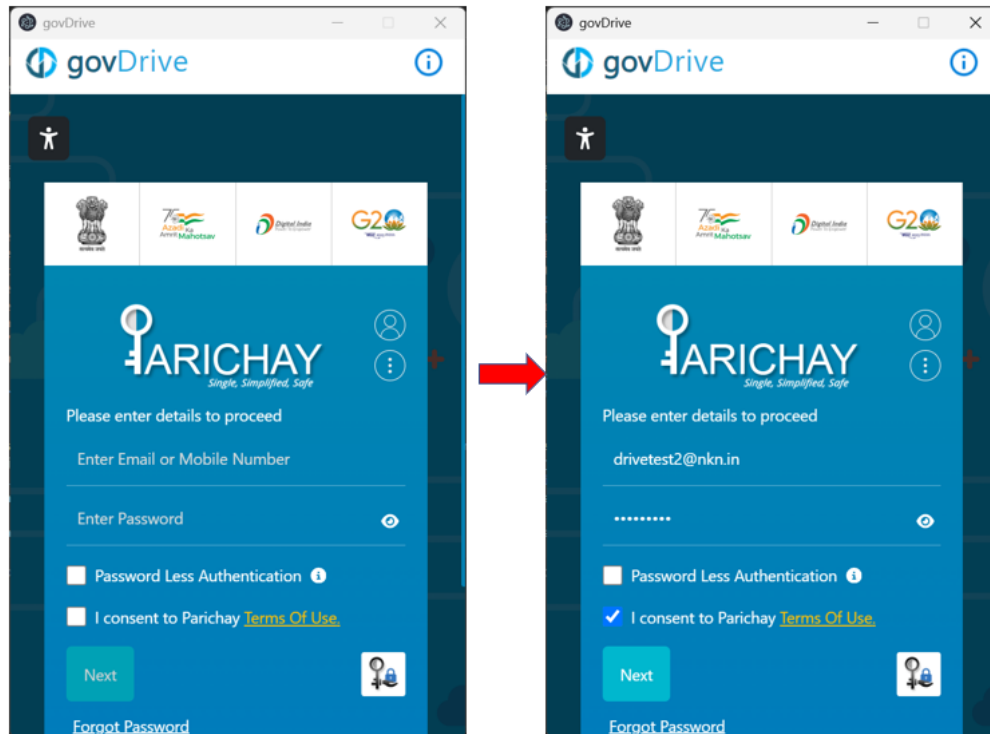
Fig. 9

Multi-factor authentication options will appear on the screen >>

Step 3: Choose from MFA options (For ex: OTP as SMS and on Sandes), enter OTP received on registered Mobile Number, and click on the **Next** button to continue. (Refer Fig. 10)
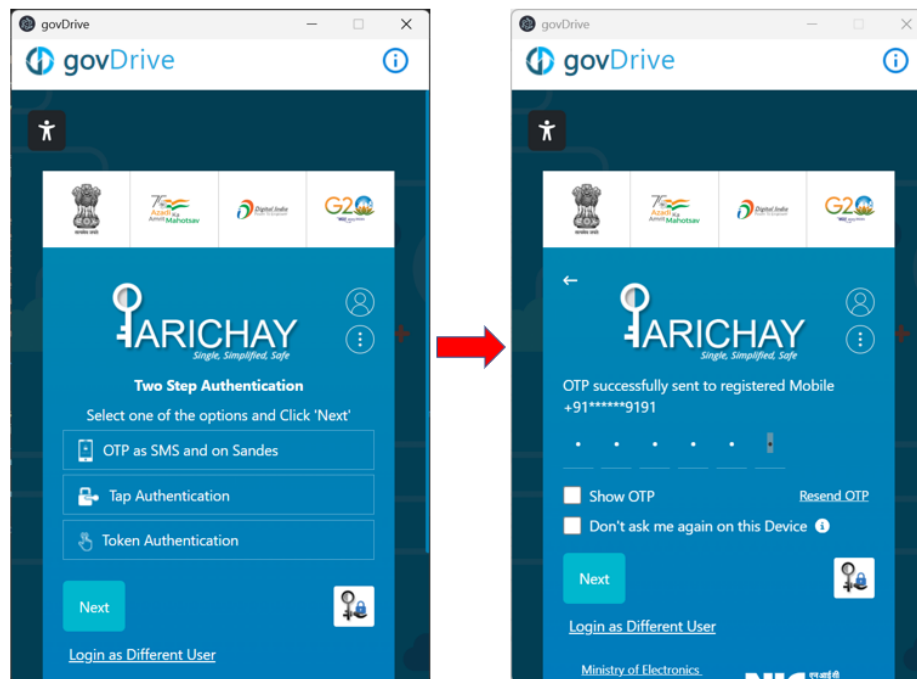

Fig. 10

Permissions page will appear on successful authentication >>

Step 4: Now, select Mandatory Permissions and click the **Allow** button to proceed. (Refer Fig. 11)
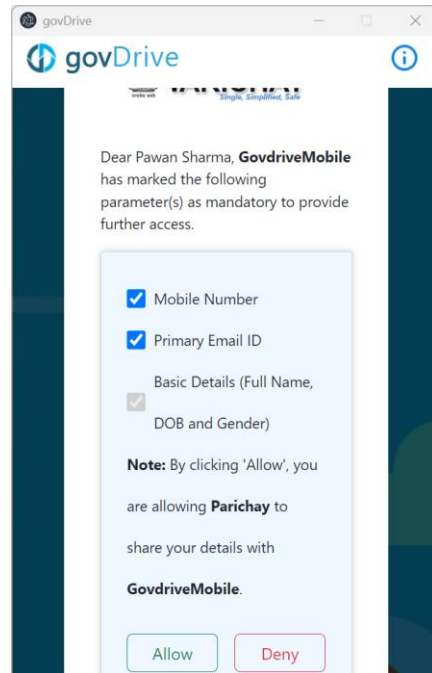

Fig. 11

A pop-up will appear stating "New Device Registration Request is Generated and Awaiting Admin Approval". (Refer Fig. 12)
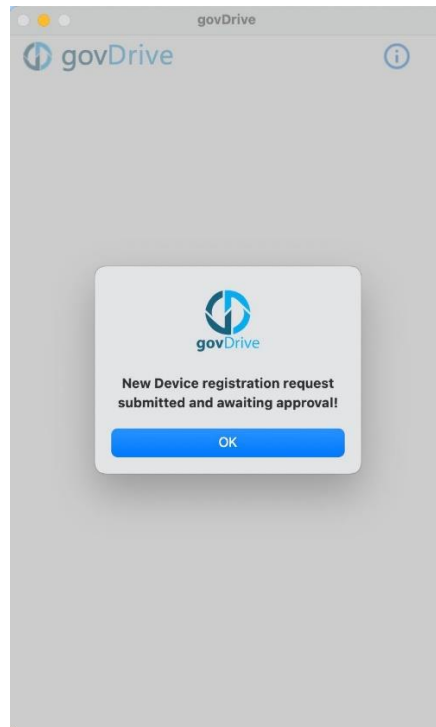

Fig. 12

Now, the user needs to wait for the Admin's approval or contact respective department admin to complete the registration process.

>> Post-successful registration, users need to follow the same process to login and use various functionalities of GovDrive Desktop Client app.

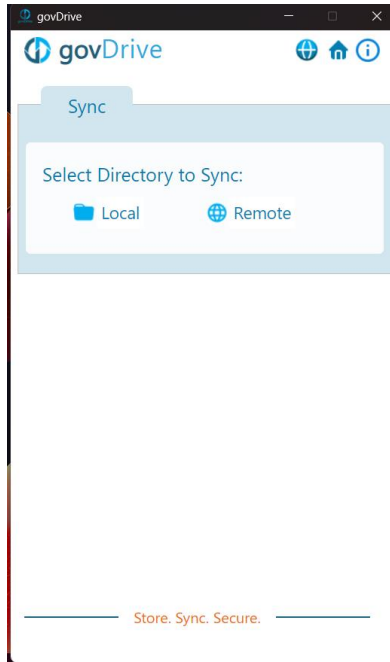>> Post-successful login, Application will proceed to GovDrive Client App **Home Screen**

Fig.

2. GovDrive Web and Mail

2.1 GovDrive Web

Users can click the "GovDrive Web Application" icon to open the URL roam.drive.gov.in and use various features and functionalities of GovDrive Web Service. (Refer Fig. 17)

(**Note:** Email users whose accounts are not migrated to GovDrive can click this icon to open their GovDrive account but will not be able to view or use the "Email Preview" functionality.)
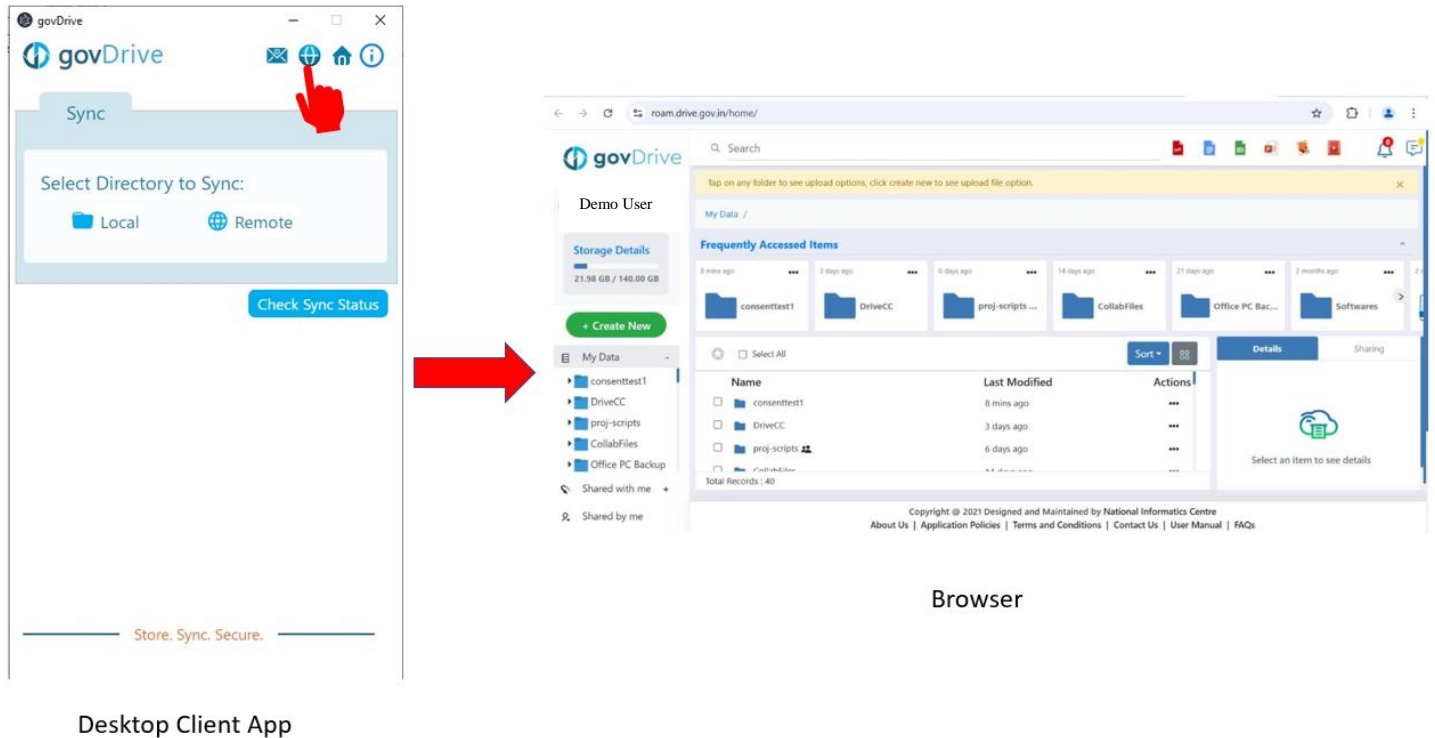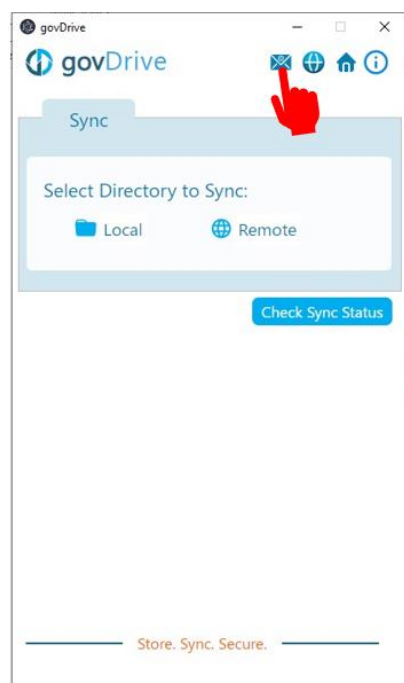

Fig. 17

2.2 GovDrive Mail

For Non-ZTA Users

Users can click the "GovDrive Mail Application" icon to open the URL email.drive.gov.in and use various features and functionalities of GovDrive Mail Service. (Refer Fig. 18)

Desktop Client App
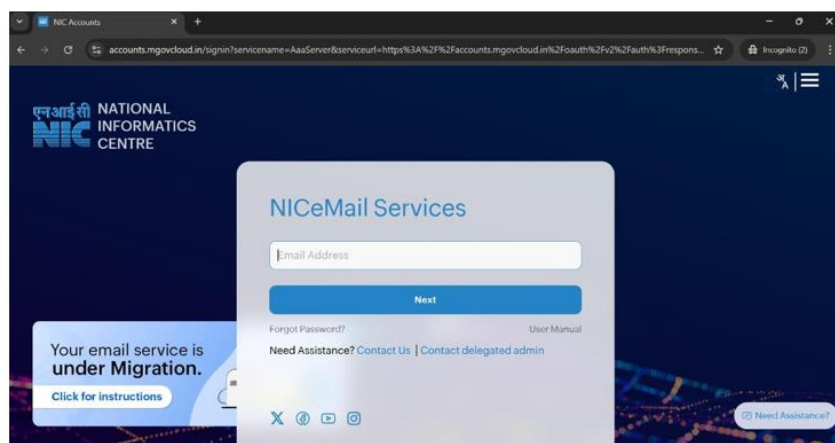
Browser

Fig. 18.1

For ZTA Users

Users accessing new email via ZTA should continue accessing GovDrive Email through ZTA and the link provided on ZOHO Mail.
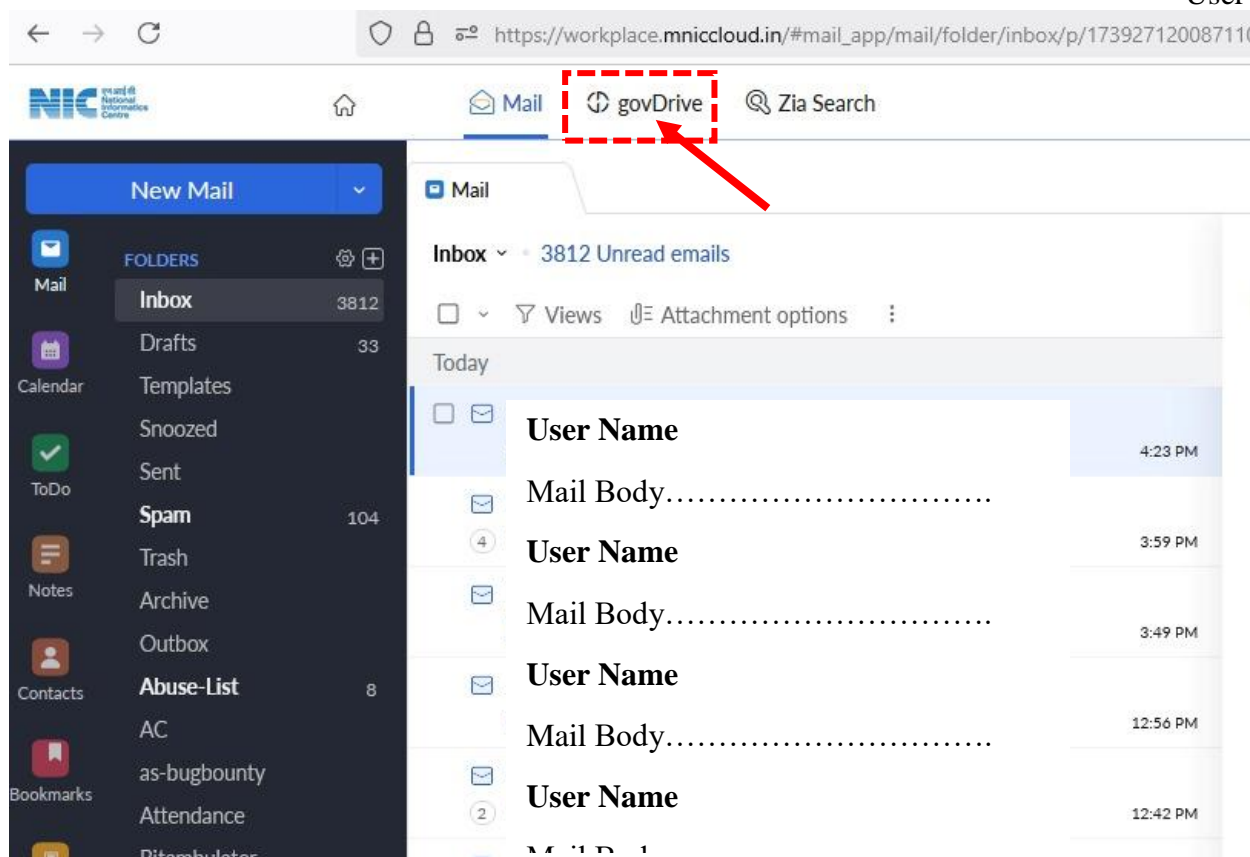
Fig. 18.2

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3. Sync Feature

Users can choose from the Sync Directory options provided on the Home Screen. (Refer Fig. 19)
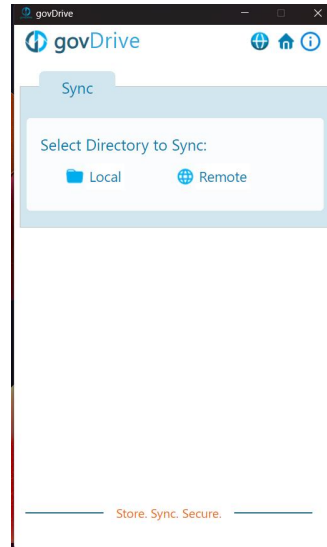
Select Directory to Sync:
* Local   or * Remote

Fig. 19

3.1 Local

The option helps users to enable synchronization of files and folders saved in local directory with GovDrive Server. Following is the step-wise process to select and enable sync for local directory: (Refer Fig. 20)

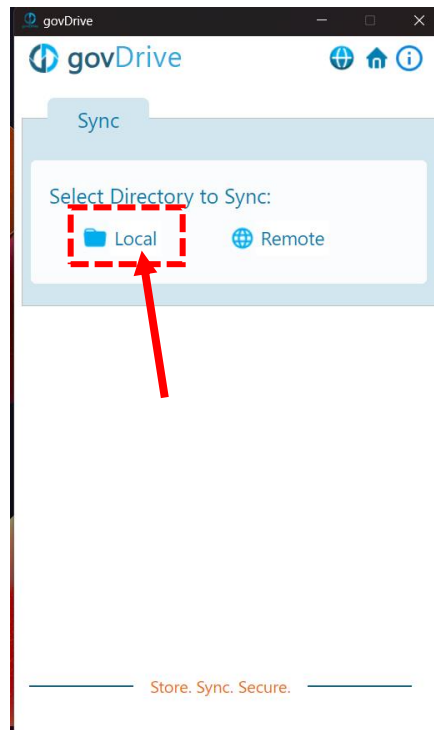Step 1: Click on Local Icon (From Local to Server)

Fig. 20

>> Sync Summary will appear on the screen where Remote Directory is already selected.

Step 2: Now, Select the Local Folder from system, you want to Sync on Server. (Refer Fig. 21)

- **Back button** will take you back to the Home screen

- **Start button** will start the Syncing Process to the Server

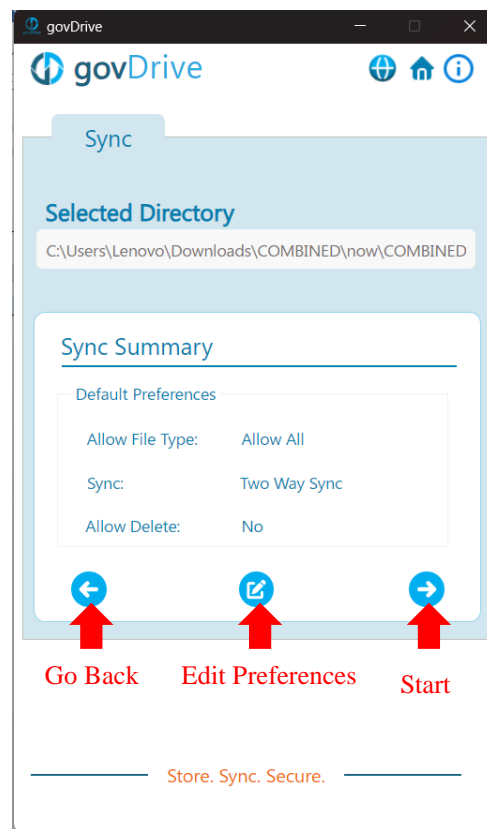- **Edit Preference** icon will allow you to select preferences for the directory

Fig. 21

>>

Preferences (Local to Server)

User can click the "Edit Preference" button to view/edit the sync preferences like: (Refer Fig. 22)

- Selecting between file types if you want to upload certain types of file or Allow All to select all file types

- Enable One-Way Sync (local to server or server to local) and Two-Way Sync (both local to server and vice versa)

- Enable delete files option by choosing either:

- **No**: To remove the delete file feature for the file/folder to be synced

- **Prompt:** To enable a prompt based confirmation whenever delete command is used

- **Yes:** To add the delete file feature for the file/folder to be synced
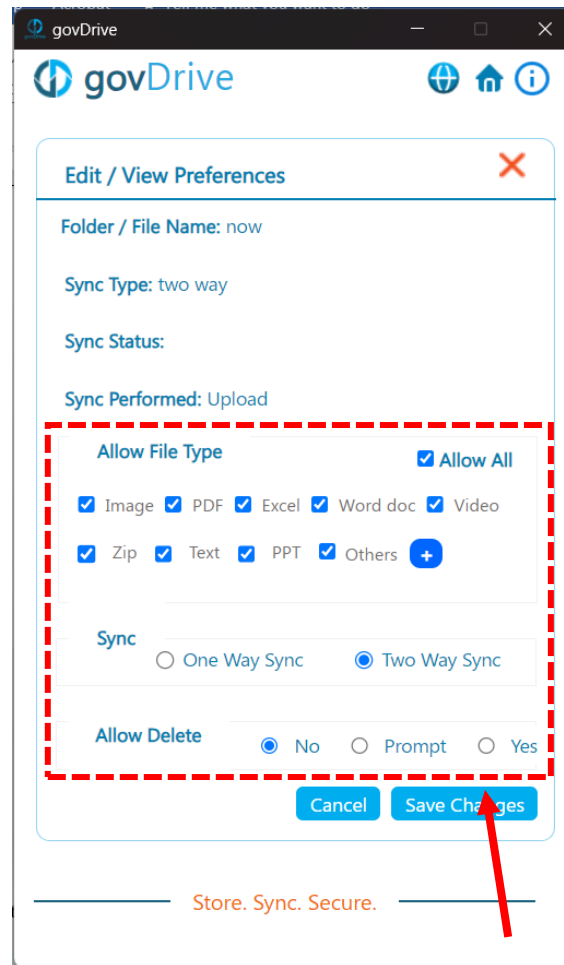

Fig. 22

>>

Step 3: After setting the preferences by clicking the "Save Changes" button, click the start button to continue.

Sync Status

Sync Status Screen displays the status of Sync from Local or remote, users can also click to use the various icons: (Refer Fig. 23)

Stop/Pause ⏸ : To stop the sync process for the respective folder

Delete ✕ **:** To delete the sync process for the respective folder

Modify preferences ⚙ **:** To modify the sync preferences selected earlier for the respective folder

Check Status of Syncs *i* : To check the status of sync process for the respective folder
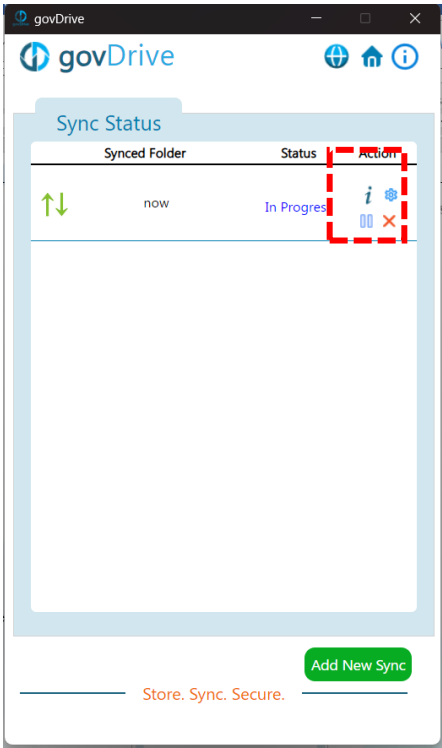

Fig. 23

Add New Sync
Use Add New Sync Button to start another sync. (Refer Fig. 24)

Fig. 24

3.2 Remote

The option helps users to enable synchronization of files and folders saved in a directory already uploaded on GovDrive Server. Following is the step-wise process to select and enable sync for Remote directory:

Step 1: Select the "Remote" option to synchronize folders and files from the server to your local machine. (Refer Fig. 25)
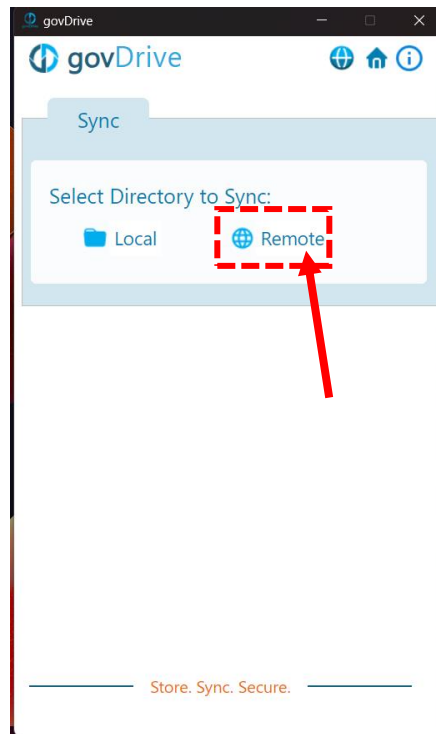
Fig. 25

Remote Folder list will appear on the screen (Remote folder List Screen is where files and Folders from the Server side is being listed and can be synced in the local environment) >>

Step 2: Select the folder you want to start sync for and click the **"Next"** button. (Refer Fig. 26)

- **Back Option** takes you back to the Home Screen

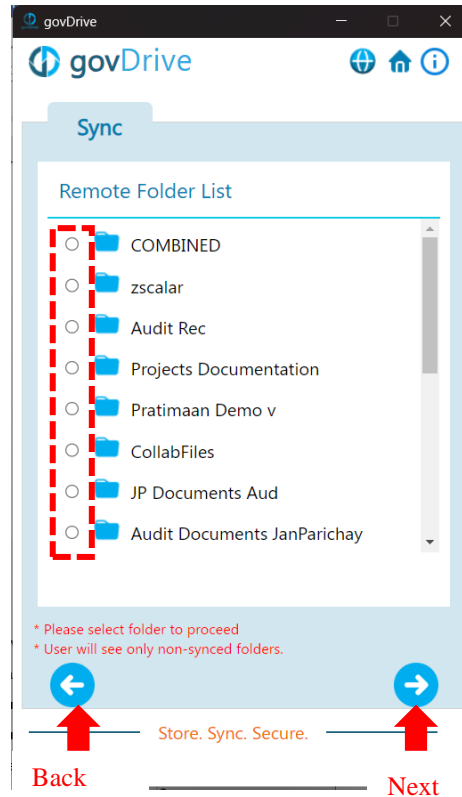- **Next Button** will take you to the Download Sync Screen

Fig. 26

>> Sync Summary will appear on the screen where Remote Directory is already selected: (Refer Fig. 27)

Step 3: Now, choose the Local Directory where we want to sync the folder in local environment.

- **Back button** will take you back to the Home screen

- **Start button** will start the Syncing Process to the Server

- **Edit Preference** icon will allow you to select preferences for the directory
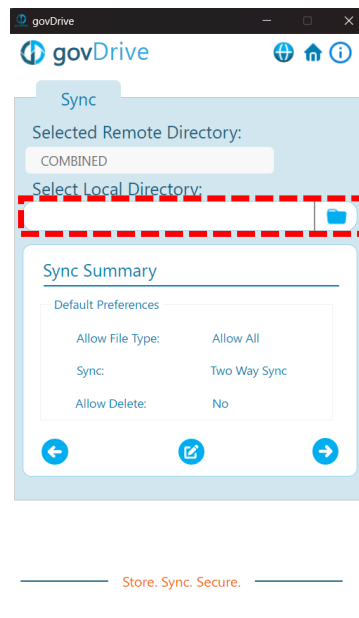
Fig. 27

Preferences (Remote to Server)

User can click the "Edit Preference" button to view/edit the default sync preferences like: (Refer Fig. 28)

• Selecting between file types if you want to upload certain types of file or Allow All to select all file types

• Enable One-Way Sync (local to server or server to local) and Two-Way Sync (both local to server and vice versa)

• Enable delete files option by choosing either:

> • **No**: To remove the delete file feature for the file/folder to be synced

> • **Prompt:** To enable a prompt based confirmation whenever delete command is used

> • **Yes:** To add the delete file feature for the file/folder to be synced

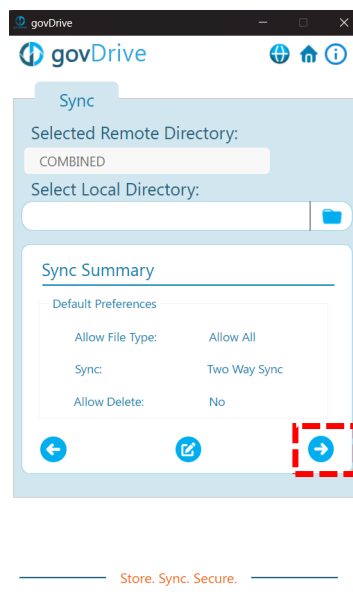Step 4: Now, click the "Start" button to start the sync for selected folder.

Fig. 2

Sync Status

Sync Status Screen displays the status of Sync from Local or remote, users can also Stop, Delete, Modify preferences or check Status of Syncs for their selected folders using the respective icons. (Refer Fig. 29)
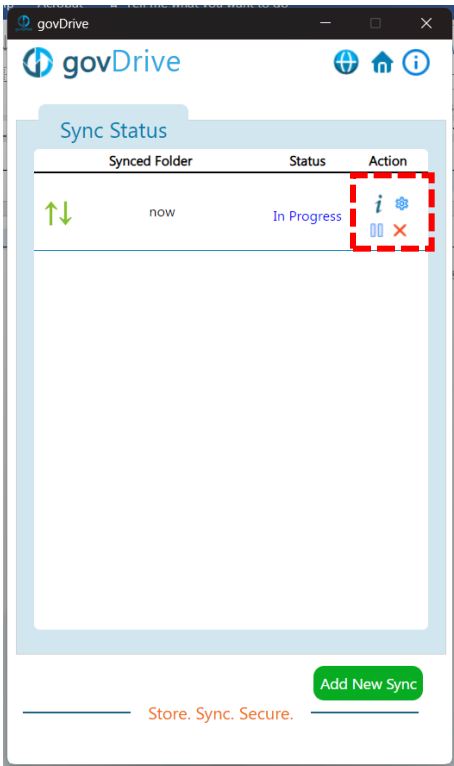
Fig. 29

Add New Sync

Use Add New Sync Button to start another sync. (Refer Fig. 30)

Fig. 30

4. Main Menu

Users can choose from the following functionalities provided in the main menu: (Refer Fig. 31)

- About GovDrive

- Profile Details

- Storage Availability

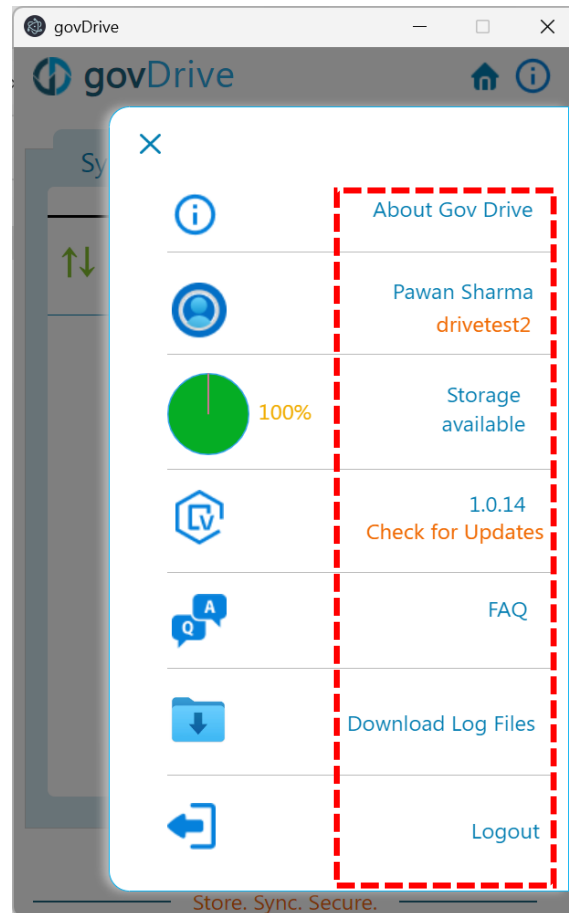- Application Update Status

- FAQ

- Download Log Files

- Logout

Fig. 31

4.1 About GovDrive

- Users can click the "About GovDrive" option from the main menu list to view a detailed overview of the features and capabilities of GovDrive, along with comprehensive documentation. (Refer Fig. 32)

- It also offers an in-depth overview of the application's purpose, how it functions, and the various tools and resources available to users.
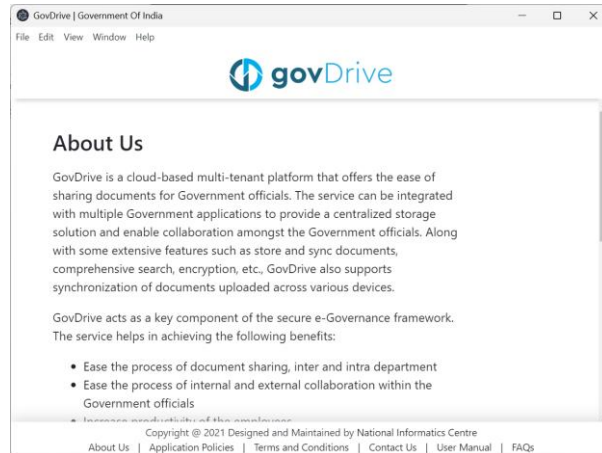

Fig. 32

4.2 Download LogFiles

- By clicking the "Download LogFiles" option, you will be able to initiate the download of log files, which include detailed error logs and other pertinent information associated with their device or account.
- These logs can provide valuable insights into the system's performance and any issues that may have occurred, helping with troubleshooting and analysis. (Refer Fig. 33)
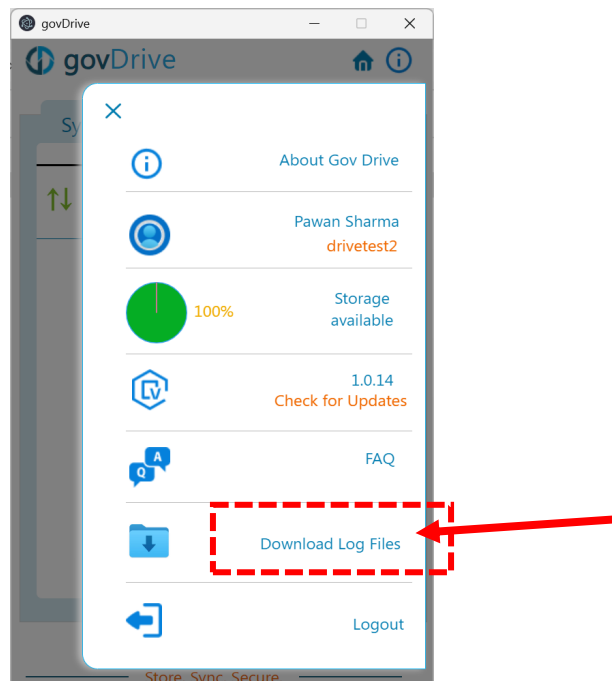

Fig. 33

4.3 Logout

By clicking the "Logout" button, you will be logged out of your current session and redirected to the Login screen, where you can re-enter your credentials to access the application again. (Refer Fig. 34)

Fig. 34