Cloud Drive
de CloudSpace

CLOUDSPACE · FILES

FILES AND COLLABORATION · ON YOUR INFRASTRUCTURE

Your organization's files, under your rules.

- ✓ At Nube4 or in your data center
- ✓ No per-user charge
- ✓ Spanish and English
- ✓ Anti-virus on every file

3 permissions

view, edit or manage, on every file, folder or team space

1000 devices

syncing at once for 15 minutes without a single error (measured load test)

0 charges

per user, per link or per edited document: the price does not grow with your team

THE CHALLENGE

Files are everywhere.
Control is nowhere.

Contracts in email attachments, the right version on someone's laptop, folders shared with everyone and links nobody remembers creating. Meanwhile, the cloud storage bill grows with every new hire.

Which version is the right one?

Everyone works on their own copy, by email. In the end nobody knows which is the latest, and the previous one is gone.

Links that never expire

To send something to a client, people use whatever is at hand. The link stays open years later, for anyone who has it.

Someone leaves, and so do their files

What they kept in a personal account or on their laptop disappears with the account, and months of work with it.

THE REAL QUESTION

It is not "where do we keep our files", but "who can see them, who shared them, and what happens to them when someone leaves".

THE PLATFORM

Cloud Drive stores, shares and edits your organization's files

It runs in the browser, with nothing to install. Each person has their files, each team its space, and everything is shared with a clear permission. It works on its own or as part of CloudSpace, alongside Cloud Mail and Cloud Meet.

01

Store

Uploads that survive drops, versions, trash, previews and full-text search.

Versions · Anti-virus

02

Share

With people and groups, or with password-protected, expiring links for people without an account.

Permissions · Links

03

Collaborate

Office documents co-edited in the browser, and spaces with their own team and quota.

Editor · Spaces

04

Control

Users, quotas, policies and an audit trail of what was done, from a single screen.

Policies · Audit

ONE INSTALLATION, YOURS ALONE

On Nube4 infrastructure or in your data center, on your domain. Interface, sign-in page, error messages and user manual in Spanish and English.

01 · STORE

Upload whole folders, even if the network drops

Drag files or entire folders onto the list. Large uploads resume where they left off when the connection returns, and nothing is lost by uploading the same thing twice.

- ✓ **Entire folders.** By drag and drop or with "New"; several files at once, with progress and retry.
- ✓ **Nothing is overwritten without asking.** If the name exists: skip, keep both or replace, and what is replaced stays as a version.
- ✓ **Versions to go back.** Every replace and every editor save keeps the previous copy, ready to download or restore.
- ✓ **A forgiving trash.** Deleted items return to their folder in one click. It empties itself after 30 days, or the period you choose.

WHAT PROTECTS EVERY FILE

Anti-virus	Every upload is scanned; a virus is quarantined	**Always**
Versions	When a file is replaced or saved from the editor	**Every time**
Trash	Restore to its folder, or delete for good	**30 days**
Quota	A warning, with the figure, before it fills up	**80 · 95 %**
Move and copy	By dragging, never overwriting anything with the same name	**Safe**

01 · STORE · FIND

Find a file by what it says, not just by its name

Search looks at names, tags and the text of documents, across everything you can see: your files, your spaces and what was shared with you. And every file can be viewed without downloading it.

- ✓ **Inside documents.** PDF, office documents and text: each result highlights the passage that matched.
- ✓ **Filters that narrow it down.** By type, by date modified and by tags, sorted by relevance, date or name.
- ✓ **Shared tags.** Words like "contracts" or "2026", visible to everyone with access to the file.
- ✓ **Only what you can see.** Search respects permissions: nobody finds what was not shared with them.

PREVIEW, WITHOUT DOWNLOADING

Images
The arrow keys move to the next one in the folder

PDF
Page by page, inside Cloud Drive

Video and audio
Played in the browser

Text
Text files; for very large ones, the beginning

Office documents
Word, Excel, PowerPoint and OpenDocument open in the editor

02 · SHARE

Share just enough, with whoever needs it

With people and groups in your organization, with a clear permission, or with a link for people without an account. Removing access or deleting a link takes effect at once.

People and groups

Can view, can edit or can manage. On a folder, the permission covers everything inside, including what is added later.

View · Edit · Manage

Public links

For a client or a supplier, no account needed. Each link with its own permission, password and expiry date, and several per file.

Password · Expiry · Instant

A drop box to receive

A "Can only upload" link to a folder: whoever has it sends files without seeing what is inside. Ideal for third-party documents.

Upload only · No account

SHARING NEVER GIVES MORE THAN YOU HAVE

Only the owner or someone with "Can manage" can share. Not even an administrator can share another person's files: they can only remove shares.

03 · COLLABORATE · DOCUMENTS

Several people in the same document, without emailing it around

Cloud Drive includes an editor for documents, spreadsheets and presentations in the browser. Anyone allowed to edit opens it at the same time as you and sees everyone's changes as they happen.

- ✓ **Co-editing.** Each person's changes show up at once, in the same file and without copies.
- ✓ **It saves itself.** Every save keeps the previous copy as a version, to go back if needed.
- ✓ **It respects permissions.** People who can only view open the document read-only.
- ✓ **Nothing to install.** No Office and no add-ins: a browser on any computer is enough.

WHAT "NEW" CREATES

Document	Microsoft Office or OpenDocument	.docx · .odt
Spreadsheet	Microsoft Office or OpenDocument	.xlsx · .ods
Presentation	Microsoft Office or OpenDocument	.pptx · .odp

The editor is based on Collabora Online and runs inside your installation: documents never go out to a third-party service.

03 · COLLABORATE · TEAMS

Every team its space, and every change its author

A project space is the shared folder of a department, a client or a project, with its members and its quota. It does not belong to one person: if someone leaves the team, the files stay.

Project spaces

Members who can view, edit or manage, an own quota with warnings at 80 % and 95 %, and deletion only by typing its name.

Members · Own quota

Activity

Who created, uploaded a version, renamed, moved, shared or deleted each item, and when. Also for a single file or folder.

Who · What · When

Notifications your way

Each person chooses which notifications they want in the app and which by email, and whether they arrive instantly or in a daily or weekly digest.

Bell · Email · Digest

WHAT HAPPENS, AS IT HAPPENS

The bell lets you know without reloading the page when something is shared with you, when someone accepts or declines what you shared, and when the anti-virus quarantines one of your files.

03 · COLLABORATE · CONNECT

Your files, also from your computer's file manager

Besides the browser, Cloud Drive opens as a network drive on Windows, macOS and Linux, and from apps that speak WebDAV. Each device signs in with its own app password.

- ✓ **Just another drive.** In Windows File Explorer, the macOS Finder or the Linux file manager.
- ✓ **App passwords.** One per device, revocable at once: if a laptop is lost, only that access is cut.
- ✓ **A synced copy.** With tools such as rclone, using the same address and the same app password.
- ✓ **Always with your permissions.** Over WebDAV you see and change exactly what you can in the browser.

CONNECTS WITH

Windows
File Explorer → Add a network location

macOS
Finder → Connect to Server

Linux
Files, Dolphin and other file managers, with davs://

WebDAV apps
Cyberduck, WinSCP, rclone and others

04 · CONTROL · ADMINISTRATION

You decide what can be done, and see it on a single screen

Administrators add people, assign quota, create spaces and write the rules. What happens is recorded in an audit trail that is never erased.

Users, groups and quotas

Accounts with a user or administrator role, quota per person and per space, groups for sharing, and deactivation without deleting anything.

Quotas · Groups · Deactivate

Policies

Rules checked before a download or a share, for example "every public link expires". They are tested against a sample case before being switched on.

Open Policy Agent · Test first

Audit

Sign-ins, file changes, shares, links and administrative changes, filtered by person, action and dates.

Who · Filters · Retained

ONE SWITCH FOR PUBLIC LINKS

From System, every public link is turned off at once, including those created by other suite apps. They are not deleted: they work again when it is switched back on.

04 · CONTROL · SECURITY

Security that does not depend on everyone remembering

Protection is built into every piece, not left to a checkbox in the settings. It is on from day one, for everyone.

Accounts

Passwords of 12 characters or more, never common ones. Ten failed attempts lock the account for 15 minutes, and changing the password signs out every other session.

12+ characters · Lockout

Files

Anti-virus on every upload, with quarantine. Downloads use signed, expiring addresses, and a password-protected link locks after ten failed attempts.

Anti-virus · Signed links

Access from other apps

Cloud Mail and Cloud Meet always act as the person, with a pass of 5 minutes at most: they only see what that person can see.

As you · 5 minutes

TESTED BEFORE EVERY RELEASE

Every release passes more than 1200 automated server tests, plus the web app's, before it reaches an installation.

PART OF CLOUDSPACE

One account for email, files and meetings, and files where they are needed

Paired with CloudSpace, Cloud Drive takes accounts, groups and departures from it, and works with Cloud Mail and Cloud Meet.

Single sign-on

"Continue with Cloud Space" and you are in. The organization can require sign-in this way only, with a fallback entrance for administrators.

Single sign-on · Suite launcher

Team folders

A CloudSpace group gets its folder in Cloud Drive. Whoever joins the group sees it, and whoever leaves loses access in under a minute.

Groups · Group role · Quota

When someone leaves

Their files go to whoever the administrator chooses, with folders, versions and shares. Their links keep working as before.

No files moved · Links intact

With Cloud Mail and Cloud Meet

Attachments are saved to Drive, files are attached from Drive and recordings arrive on their own. Always as the person: they only see what that person can see.

Attachments · Recordings · As you

THE DIFFERENCE

Your files do not share a server with millions of accounts

Cloud Drive is installed for you alone, on Nube4 infrastructure or in your own data center. Documents, previews, the editor and search all run inside it.

SOVEREIGNTY

Everything inside your installation

Database, files, anti-virus, search and document editor, on your domain. Even fonts and logos are served from it: nothing is loaded from third parties.

PRICE

No per-user charge

The whole team gets in, with as many collaborators as needed. The price does not change when headcount grows or when more is shared.

LANGUAGE

Truly bilingual

Interface, sign-in page, error messages and user manual in Spanish and English. Each person picks theirs, and it is remembered on every device.

In a cloud file service, your organization is one account among millions. **With Cloud Drive the installation is yours alone, on Nube4 infrastructure.**

HOW IT IS DELIVERED

A complete installation, with a single front door

Only the web entrance, with its TLS certificate, faces the Internet. Internal services talk over a private network, and none is exposed.

ENTRANCE

TLS for your domain

One address for the web app, the manual and WebDAV.

API gateway

Checks the session and the policies before reaching the data.

Only two ports

Only 80 and 443 face the Internet.

APPLICATION

Web app and manual

Files, sharing and administration, in Spanish and English.

Identity and data

Accounts, permissions and files, on PostgreSQL.

Notifications and activity

Real-time bell, emails and a record of changes.

PROCESSING

Anti-virus and text

Every new file is scanned and indexed for search.

Document editor

Collabora Online, inside the installation.

Search

OpenSearch, on an isolated network inside the installation.

Your files on your disk · on Nube4 infrastructure or in your data center, with the quota you decide

COMMERCIAL MODEL

One fixed price.
Everything else is included

You contract an installation and its capacity. There is no charge per user, per link or per edited document: the bill is the same the month the whole team joins.

INSTALLED BY NUBE4

On Nube4 infrastructure

Nube4

operates and maintains the installation

Your own installation and domain, with no server to maintain.

- ✓ No per-user charge
- ✓ Capacity to fit

ON YOUR PREMISES

In your data center

Your servers

with the same installation

For those who need the data on their own machines.

- ✓ The same features
- ✓ No per-user charge

YOUR CHOICE

Standalone or in the suite

CloudSpace

with Cloud Mail and Cloud Meet

Cloud Drive works on its own, or paired with CloudSpace with a single account.

- ✓ Single sign-on
- ✓ Manual in Spanish and English

NO SURPRISES ON THE BILL

Users, groups, spaces, links and document editing, with no extra charge. The variable is capacity, and everyone sees it at the foot of their screen.

COMPARISON

What you expect from a cloud service, without paying for every user

The traditional file server is cheap, but it neither shares safely nor allows co-editing; cloud services do, with per-user pricing and your files in the provider's cloud. Cloud Drive sits in between.

CRITERION	CLOUD DRIVE	CLOUD FILE SERVICE (SAAS)	FILE SERVER
Cost model	✓ Fixed price, no per-user charge	– Per user, every month	✓ Just the server
Where the files are	✓ At Nube4 or in your data center	– In the provider's cloud	✓ On your server
Links with password and expiry	✓ Included	✓ Depends on the plan	✗ No
Co-editing in the browser	✓ Included	✓ Included	✗ No
Policies and audit	✓ Included	– Depends on the plan	– Limited

Qualitative comparison. Third-party prices and terms change: check them before putting them in writing.

FREQUENTLY ASKED QUESTIONS

The questions that come up on every call

Can someone outside see my files?

Only through a link you create, and you can give it a password and an expiry date. The administrator can turn off all public links at once.

What if I delete something by mistake?

It stays in the trash for 30 days, or the period your organization chooses. If you replaced or edited it, you get the previous version back.

Do I need Microsoft Office?

No. The browser editor opens and creates documents, spreadsheets and presentations in Office and OpenDocument formats.

Can it be used without the browser?

Yes: over WebDAV it opens as a network drive on Windows, macOS and Linux, with one app password per device.

What language is it in?

Spanish and English: the interface, the sign-in page, error messages and the user manual. Each person picks theirs, and it is remembered on every device.

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NEXT STEP

Your files, on your domain, at a price that does not change.

A 30-minute demo with your own files: upload, share with a link and co-edit a document with a colleague. Then a pilot with a real team.

Book a demo | Start a pilot | Request a quote