



## Drive Quick Reference Guide

Task	Procedure
<b>Always Available Offline</b>	In Windows Explorer, right click on the file. Click on 'Always Available Offline' from the shortcut menu. The file will always be available on that mapped drive letter, even when disconnected from the network.
<b>Create Intellittach (Email)</b>  To send a document via email. The document will be intellittached through a link or ticket.	In Windows Explorer, right click on the file. Click on 'Create Intellittach...' from the shortcut menu. In the dialog box that opens, click to select to send either a 'Link' or 'Ticket' If sending a link, click on the 'Link Options' button. You may choose use the default permissions on the file or to change the permissions. If sending a Ticket, click on the 'Ticket Options' button. You may choose to grant 'Read and Write' or 'Read Only' permissions. You may choose the 'Lifetime' to be 'Limited to' a certain time period, or choose the 'Lifetime' to be 'Unlimited'. In both cases you have the choice of making the options the default settings. Click on 'Ok' to set options and then click on 'Ok' to start up an email message with the file Intellittached.
<b>Help</b>	To receive help information, you must have an active internet connection. Click on the 'Xyθος Drive' icon located in the 'Notification Area' on the right side of your Windows Taskbar. In the 'Xyθος Drive' dialog box, click on the 'Help' button located in the lower left corner. The help directory from the Xyθος corporate web site will open in your web browser.
<b>Lock File</b>  To set a file as read-only to prevent unwanted changes from other users.	In Windows Explorer, right click on the file. Click on 'Lock file...' from the shortcut menu. In the dialog box that opens, you may select how long you want to have the file locked. Enter a number in the number box. Click on the drop-down arrow and select the time period (hours, days, or weeks.) Click on the 'Ok' button when finished.

Enhanced Shortcut (right-click) Menu for Files on a JeffShare Drive
<b>Open</b>
Edit
New
Print
Scan for Viruses...
Open With ▶
Sharing...
Lock File...
Create Intellittach...
Always Available Offline
Copy URL to Clipboard
Versioning ▶
Subscriptions
Comments
File Access Log
Manage
Send To ▶
Cut
Copy
Create Shortcut
Delete
Rename
Properties

Task	Procedure
<b>Sharing (Setting Permissions)</b>  To share a file or folder with someone in the JeffShare system you first need to give a user permissions to that file or folder.	In Windows Explorer, right click on the file. Click on 'Sharing' from the shortcut menu. The 'Sharing Options' dialog box opens. Click on the 'Add' button. The 'Search and add users' dialog box opens. In the 'Search for' box, type in at least the first name of the person for whom you wish to add permissions. Click on the 'Search' button. Select the name from the list that appears in the 'Users found' box on the right-hand side and click on the 'Add selected users' button. In the 'Sharing Options' dialog box, with the users name highlighted, select which permissions to be assigned to that user by clicking in the associated check box. If additional users are to be added, click on the 'Apply' button. Click on the 'Add' button and repeat the above procedure. When finished, click on the 'Ok' button in the 'Sharing Options' dialog box.
<b>Versioning</b>  To save earlier versions of a document.	In Windows Explorer, right click on the file. Point to 'Versioning' on the shortcut menu. Click on 'List Version History'. Select the version you want to save and click on the 'Save As' button. Choose the location the file is to go, type in a name for the file and click on the 'Save' button.
<b>Viewing Drive Status</b>  To quickly see if a file or folder is locked or available offline.	In order to view JeffShare information concerning your files and folders in Windows Explorer, you must be in 'Details' view. Click on 'View' in the menu bar and select 'Details'. The JeffShare detail then needs to be added to the column headers. Click on 'View' in the menu bar and select 'Choose Details...'. In the 'Choose Details' dialog box, scroll down to near the bottom of the list. Click in the check box next 'Xyθος Drive Status' and click on the 'Ok' button.
<b>Subscriptions, Comments, Log, Manage</b>	Invoking these remaining shortcuts open the Web User Interface (WebUI). See the WebUI documentation for further information.