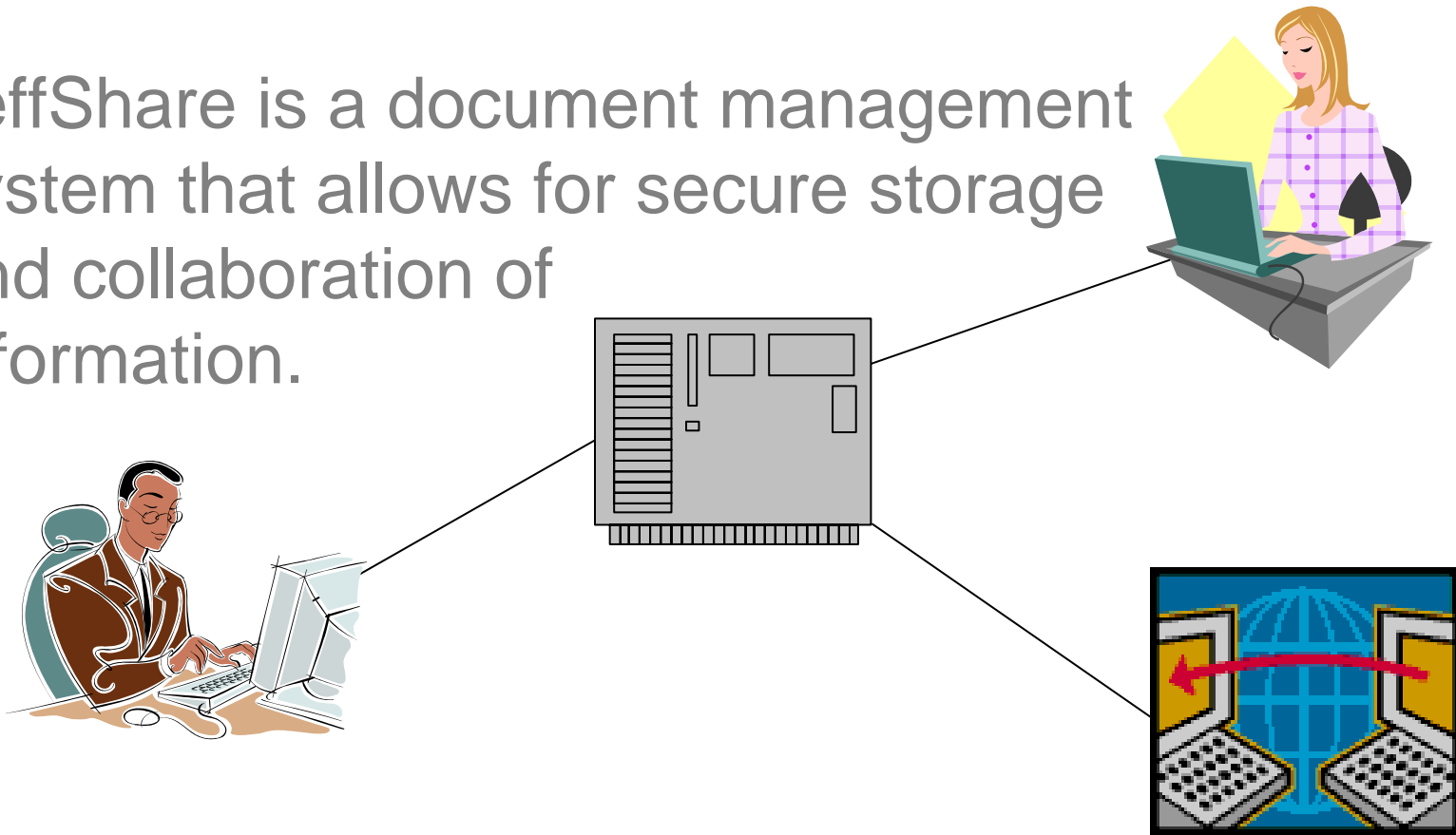


# Welcome to Introduction to JeffShare

# JeffShare: What Is It?

JeffShare is a document management system that allows for secure storage and collaboration of information.



## What Doesn't It Change?

- Opening and Saving files in MS Office
- Work with files and folders in Windows Explorer
- Send email (without attachments)



## **What Does It Do?**

- Acts as a network drive, offering collaborative tools seamlessly integrated with Windows Explorer and Microsoft Office Applications (Drive)
- Offers collaborative tools through an easily navigable web user interface (WebUI) that allows for access to and sharing of your files from office, home, or travel locations.

## What Does It Do?



- Share access of files through JeffMail
  - Use tickets and links instead of attaching entire documents
  - Not limited to 30Mb file size
  - File size does not count against your mail storage quota

# WebUI Orientation

- To access the Web User Interface (WebUI)
  - Enter “jeffshare.jefferson.edu” in Internet Explorer address bar and hit enter
    - Save to your favorites for later access
  - Log in with your campus key and password
  - Campus key folder (home drive will be displayed)
    - Departmental and other folders may be saved in JeffShare Bookmarks

# WebUI Orientation



- JeffShare Toolbar (configurable)
  - File and Folder Management
  - JeffShare Tools
  - To use, first place check in check box in Directory Contents for document of interest

## WebUI Orientation

- Directory Contents (main window frame)
  - Show files and subdirectories and information about them
  - Fully JeffShare functional shortcut menu
  - Column headers active and configurable

Name	Date Last Modified	Size	Shared To	Lock	Tags
------	--------------------	------	-----------	------	------

## **Getting Started – Uploading Files**

- Upload files using Windows Explorer and Applications
  - Drag and drop your files onto the JeffShare drive
  - Save your files directly from applications to the JeffShare drive
- Upload files using WebUI
  - Upload by selecting one at a time or via drag and drop

## Getting Started – Sharing

- File
- Folder
  - Collaborators may place documents in shared folder if given “Contributor” access
- Collaborators
  - Fellow JeffShare Users
  - People outside the university

# Getting Started – Share Wizard

- Select File or Folder
- Click on Share button to start wizard
- Add Users
  - Names or email addresses of fellow JeffShare users
    - Link sent – requires log in
  - Email addresses of people outside JeffShare
    - Ticket sent – contains hyperlink and authentication



## Getting Started – Share Wizard

- Share (Set permissions)
  - Viewer (Read Only)
  - Contributor (Read, Write, Delete)
  - Full Access (Read, Write, Delete, Administer)
- Ticket Options
  - Set for Viewer or Contributor only
  - Edit name
  - Set lifetime
  - Password protect

## Getting Started – Share Wizard

- Email
  - May choose not to send email
  - May remove recipients
  - May edit subject and body of email message
  - No call to local email client
  - May send a copy to yourself for your records




# WebUI Orientation

- Manage
  - Locks
  - Comments
- Refresh
- Bookmarks
  - Folders and files
  - Add Bookmark Button or manually enter
    - Departmental Share Folder



# Drive Orientation

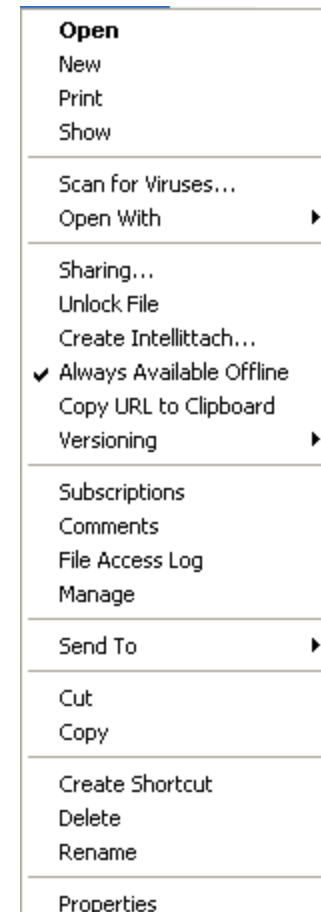
- Drive status detail in Windows Explorer

Name ▲	Size	Type	Date Modified	Xythos Drive Status
 Charsheet	21 KB	Microsoft Excel Wor...	4/26/2007 1:59 PM	
 Class Test	24 KB	Microsoft Word Doc...	4/20/2007 9:01 AM	
 Introduction	9 KB	Microsoft PowerPoi...	4/25/2007 9:04 AM	

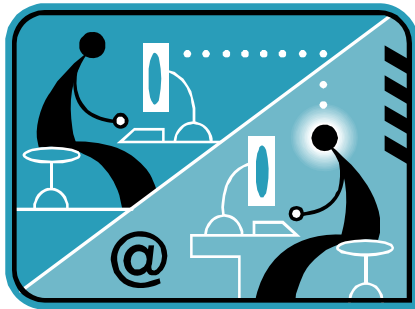
- Status Monitor pop-up when file opening or saving

# Drive Orientation

- Extended functionality in shortcut menu
  - Many open up Web User Interface



## Drive Orientation



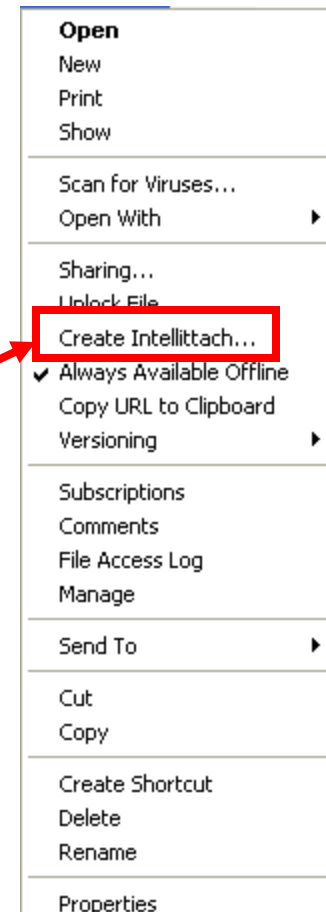
- Permissions
  - Owner
  - Users
  - Public

- Lock
  - Can manually set
    - Has one week time limit

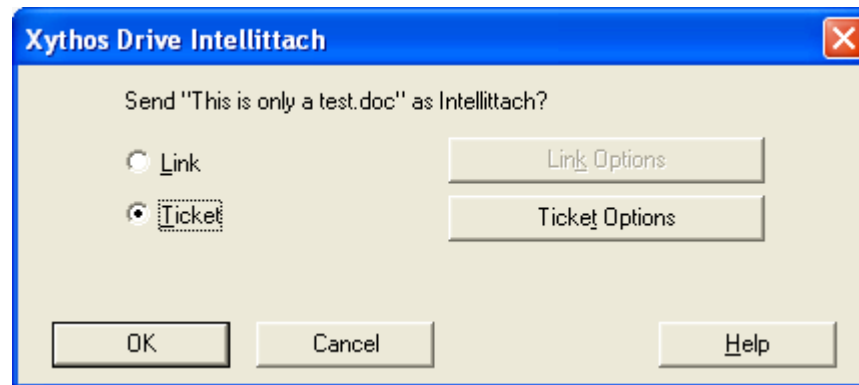


# Drive – Email File Attachments

- Initiate via right-click in Windows Explorer
- Select “Create Intellittach...” from the file’s shortcut menu



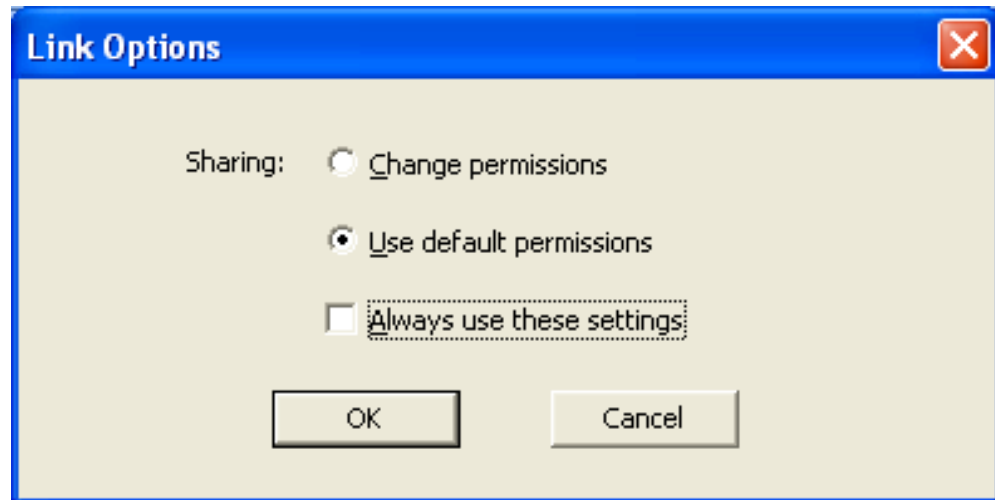
# Drive – Email File Attachments



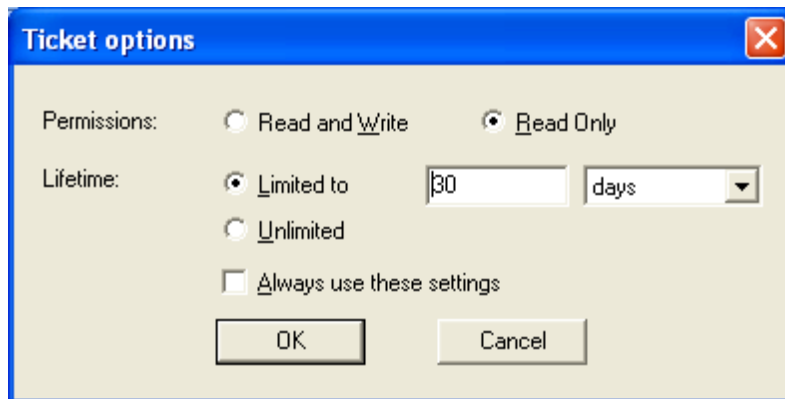
- Intellittach options
  - Link
  - Ticket

## Drive – Email File Attachments

- Link options include changing permissions or using the default permissions of the person or group

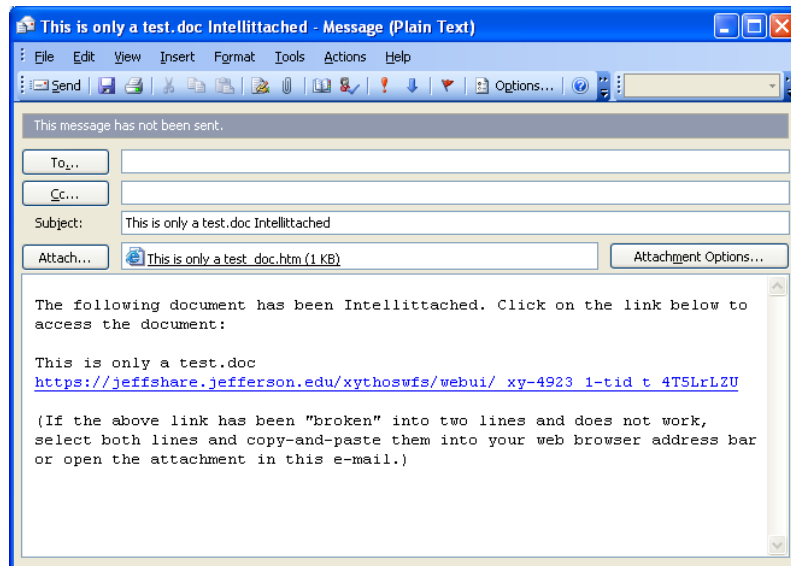


## Drive – Email File Attachments



- Ticket options require setting custom permissions and also allow the setting of a time limit on access to the file

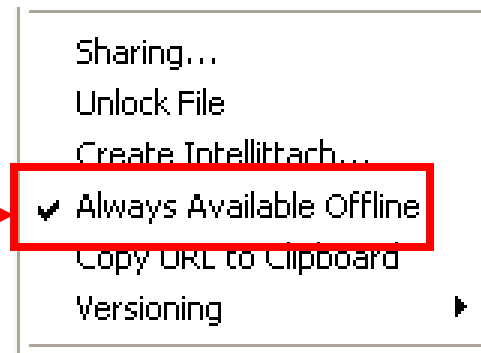
# Drive – Email File Attachments



- An email message will be created with the file Intellittached, not attached
- Address the message and add any additional information to the body of the email

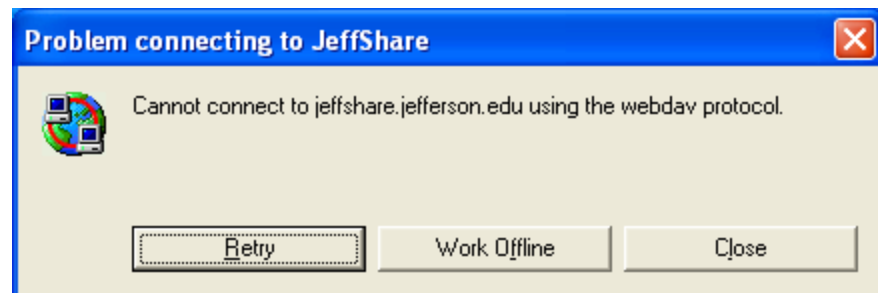
# Drive – Working Offline

- Set documents to be Always Available Offline via Windows Explorer
- Documents will be available on the same drive letter



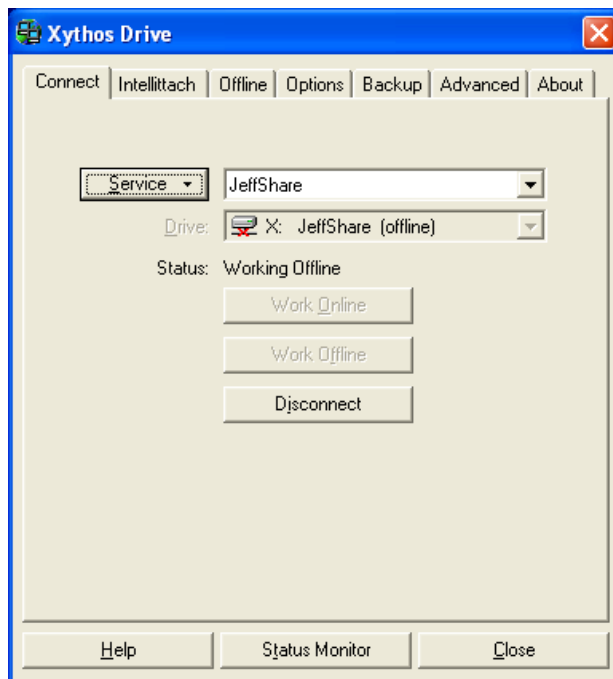
# Drive – Working Offline

- Turn off laptop
  - Sync occurs automatically
- Turn on laptop with no network or internet connection
  - Prompted to 'Work Offline'



## JeffShare

# Drive – Working Offline



- Finish working offline
  - shut down laptop
- Reconnecting to the network
  - Reboot - online automatically
  - Restoring network connection - open 'Xythos drive'
    - click on 'Disconnect'
    - click on 'Work Online'

## **Additional Features**

- Allows you track changes and view previous versions of saved documents
- Set up subscriptions to notify you when a document is viewed or modified
- Create workflows to route documents and assign tasks
- Allows you to work offline and automatically sync your documents

## Home Drive Migration

- Existing X: drive data to be available on current home drive mapping letter (L:)
  - X: drive letter to be removed
  - Broken links – change X: to L:
- Existing home drive data in home drive subfolder “old\_drive”
  - Broken links – move data from “old\_drive” folder to home drive root

# Security Concerns

- HIPAA and/or Financial Information
  - Share only to those who need it
  - Never share with Authenticated Users or Public
  - Password protect all tickets



## Help

- Help Link in WebUI title bar
  - Brings up overall help menu
- ‘?’ Button on right side
  - Brings up context-specific help
- ‘Help’ Button in Drive dialog box
- [www.jefferson.edu/jeffit](http://www.jefferson.edu/jeffit)