

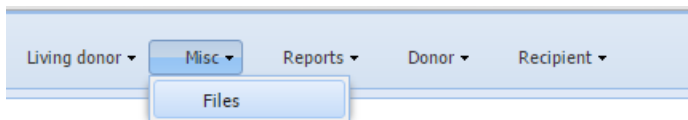
User manual

File upload and sharing

1. Enter the file menu

File upload and sharing is done from the menu, Misc (miscellaneous), which is accessible if authorized to the current login. If you do not have access, please contact the office.

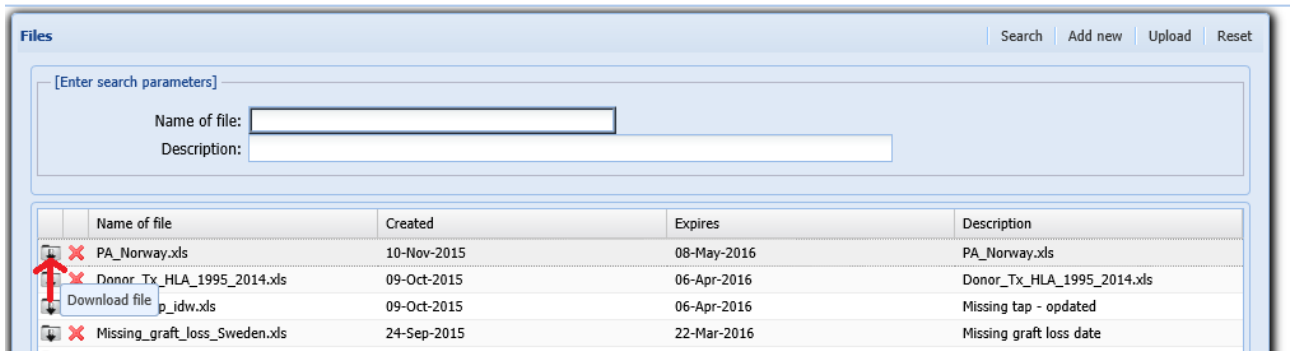
1. Choose the menu Misc
2. Choose the menu, Files







A list of existing files (already uploaded) are shown; e.g. the file, *PA_Norway.xls*, which was uploaded 10th of November 2015.

2. Download

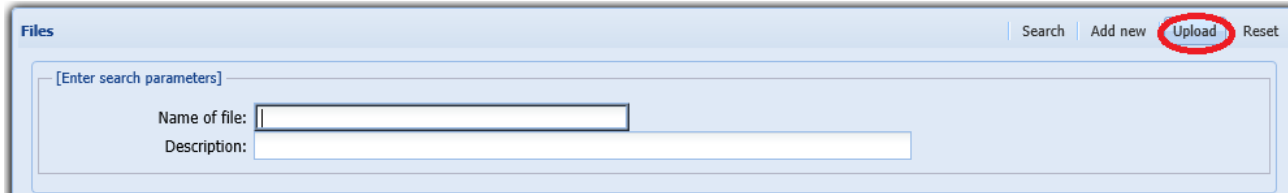
If you wish to download/open a file on the list click on the 'download file' icon to the left.

A screenshot of the 'Files' page in a web application. At the top right, there are buttons for 'Search', 'Add new', 'Upload', and 'Reset'. Below these is a search box with the placeholder text '[Enter search parameters]'. The search box has two input fields: 'Name of file:' and 'Description:'. Below the search box is a table with the following columns: 'Name of file', 'Created', 'Expires', and 'Description'. The table contains several rows of data. A red arrow points to the 'Download file' icon in the first column of the third row.

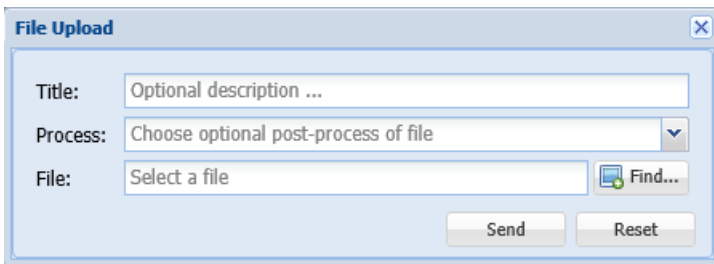
	Name of file	Created	Expires	Description
	PA_Norway.xls	10-Nov-2015	08-May-2016	PA_Norway.xls
	Donor_Tx_HLA_1995_2014.xls	09-Oct-2015	06-Apr-2016	Donor_Tx_HLA_1995_2014.xls
	Download file p_idw.xls	09-Oct-2015	06-Apr-2016	Missing tap - opdated
	Missing_graft_loss_Sweden.xls	24-Sep-2015	22-Mar-2016	Missing graft loss date

3. Upload

1. To upload a new file click on 'Upload', in order to access the upload-functionality.



The screenshot shows the 'Files' interface with a search bar and two input fields: 'Name of file:' and 'Description:'. The 'Upload' button is circled in red in the top right corner.



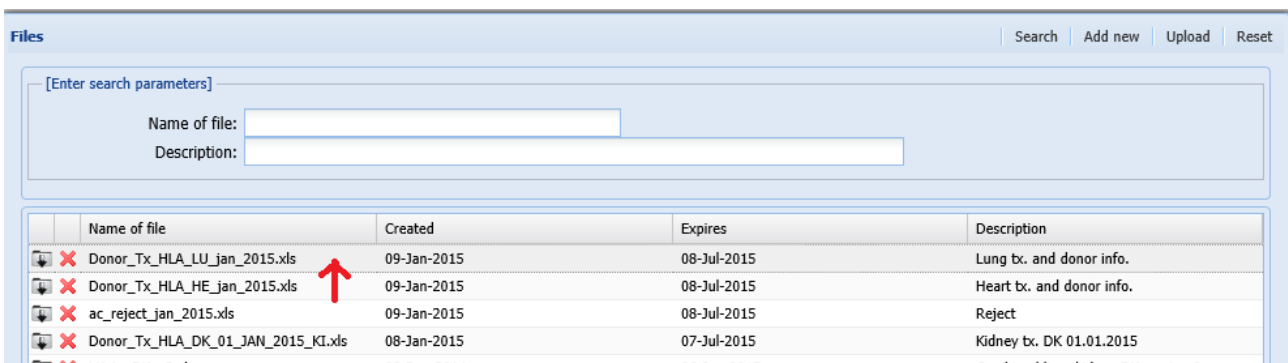
The 'File Upload' dialog box contains the following fields and buttons:

- Title: Optional description ...
- Process: Choose optional post-process of file
- File: Select a file (with a 'Find...' button)
- Buttons: Send, Reset

2. If you wish to add an extra description to the file, you can enter it into the 'Title' field
3. Leave the 'Process' field empty
4. Click on the Find-button, to select the specific file on your computer that you wish to upload (share).
5. The file is uploaded by clicking the Send-button.

4. Share

To share a file you need to upload the file first. When you have uploaded the file you wish to share, click on the line with the name of the file.



The screenshot shows the 'Files' interface with a search bar and two input fields. Below the search bar is a table of uploaded files. A red arrow points to the first row of the table.

	Name of file	Created	Expires	Description
	Donor_Tx_HLA_LU_jan_2015.xls	09-Jan-2015	08-Jul-2015	Lung tx. and donor info.
	Donor_Tx_HLA_HE_jan_2015.xls	09-Jan-2015	08-Jul-2015	Heart tx. and donor info.
	ac_reject_jan_2015.xls	09-Jan-2015	08-Jul-2015	Reject
	Donor_Tx_HLA_DK_01_JAN_2015_KI.xls	08-Jan-2015	07-Jul-2015	Kidney tx. DK 01.01.2015

A new window will appear (number 1 below) if you click on the line below 'User' a search window will appear (number 2).

Enter the name on the user to whom you wish to share the file with and press search. Click on the user and it will be transferred to the 'Shared with' list.

When you have selected the person(s) you wish to share the file with, click on the 'save' button.

The screenshot shows a window titled "Files administration" with buttons for "Back", "Save", and "Reset". The file name is "all_wl_transactions.html", created on "20-Apr-2016", with a type of ".html" and expires on "17-Oct-2016". A table titled "Shared with" has columns for "User" and "Expires". The first row is selected, and a red arrow points to the "User" column. Below the table is a "Description" field containing "All waiting list Notifications and Withdrawals". A red number "1" is in the top left corner.

The screenshot shows a window titled "File-users" with a "Search" button highlighted in a red box and a "Reset" button. It features a search input field with the placeholder "[Enter search parameters]" and a "Name:" field containing "IIsel". Below the search field is a table with a "Name" column. At the bottom, there are navigation controls: "Page 1 of 1", "Order by:" with a dropdown arrow, and "Displaying 1 - 3 of 3". A red number "2" is in the top left corner.