

User manual

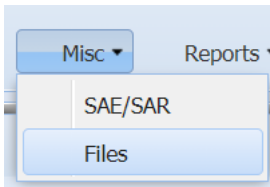
File upload and sharing

(22. June 2021)

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.

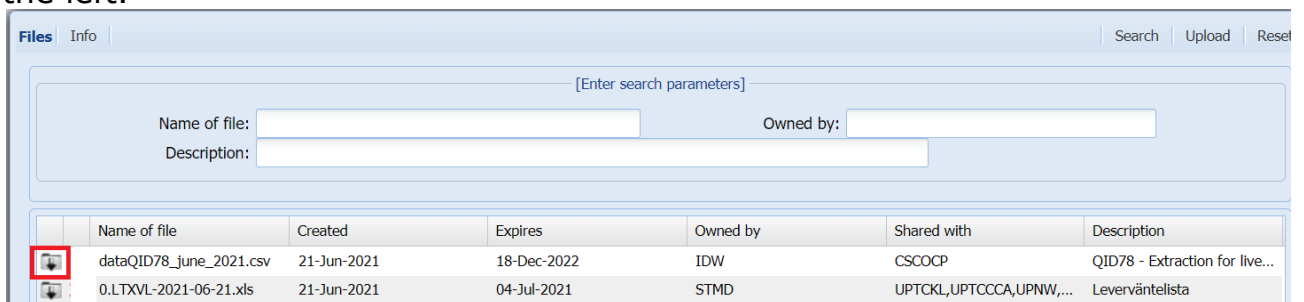
1. Choose the menu Misc
2. Choose the menu, Files





A list of existing files (already uploaded) are shown; e.g. the file, *dataQID78_June....csv*, which was uploaded 21st of June 2021.

2. Download

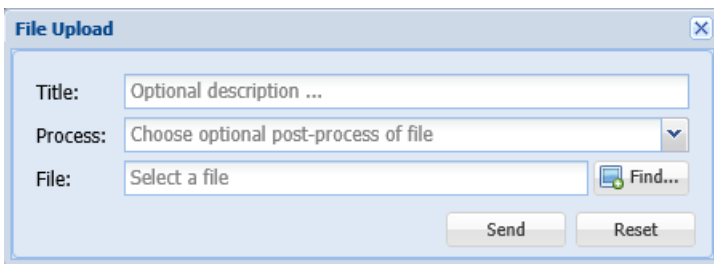
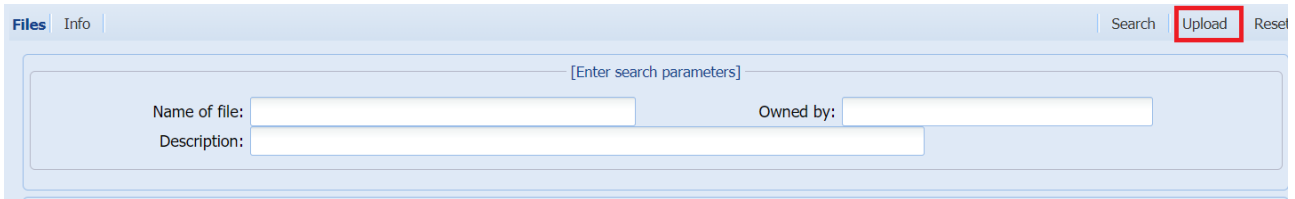
If you wish to download/open a file on the list click on the 'download file' icon to the left.

A screenshot of a file management interface. At the top, there are tabs for 'Files' and 'Info', and buttons for 'Search', 'Upload', and 'Reset'. Below the tabs is a search area with the text '[Enter search parameters]'. There are input fields for 'Name of file:', 'Owned by:', and 'Description:'. Below the search area is a table with the following columns: 'Name of file', 'Created', 'Expires', 'Owned by', 'Shared with', and 'Description'. The first row of the table is highlighted, and a red box is drawn around the download icon in the first column of this row.

	Name of file	Created	Expires	Owned by	Shared with	Description
	dataQID78_june_2021.csv	21-Jun-2021	18-Dec-2022	IDW	CSCOCP	QID78 - Extraction for live...
	0.LTXVL-2021-06-21.xls	21-Jun-2021	04-Jul-2021	STMD	UPTCKL,UPTCCCA,UPNW,...	Leverväntelista

3. Upload

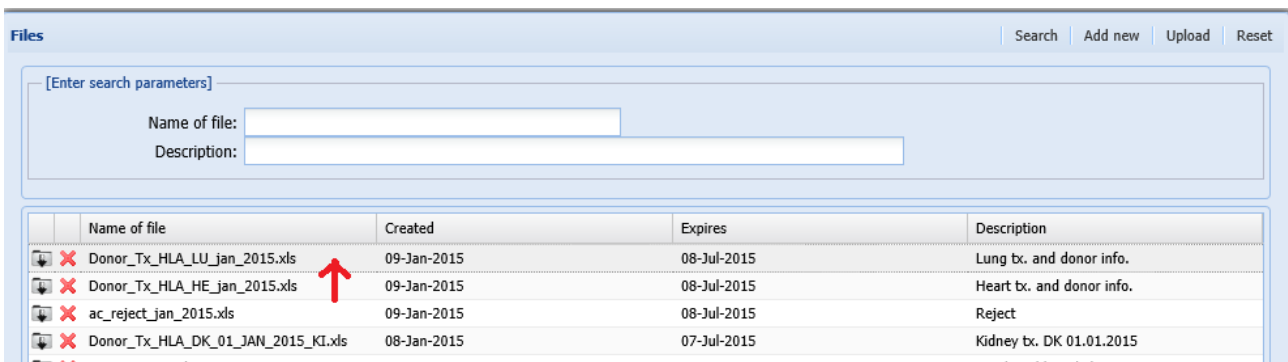
1. To upload a new file click on 'Upload', in order to access the upload-functionality.



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.



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 the 'Files administration' window. At the top, there are tabs for 'Files administration' and 'Info', and a red '1' in a circle. On the right, there are buttons for 'Back', 'Save', 'Reset', and 'Publish'. The main area contains the following fields:

- Name of file: non-bead.xlsx
- Created: 22-Jun-2021
- Type of file: .xlsx
- Expires: 19-Dec-2022
- Shared with: [dropdown menu]

Below these fields is a table titled 'Shared with' with two columns: 'User' and 'Expires'. The 'User' column contains a single entry with a checkbox to its left. A red arrow points to this checkbox. Below the table is a 'Description' field containing 'non-bead.xlsx'.

The screenshot shows the 'File-users' search window. At the top, there are tabs for 'File-users' and 'Info', and a red '2' in a circle. On the right, there are buttons for 'Search' (highlighted with a red box) and 'Reset'. The main area contains the following elements:

- [Enter search parameters with % as wildcard; e.g. %Oslo%]
- Name: %ilse%

Below the search area is a table with one column: 'Name'. At the bottom, there are navigation controls: 'Page 1 of 1', 'Order by: [dropdown]', and 'Displaying 1 - 3 of 3'.