



## Collaborating using Shared Links (UWGB users)

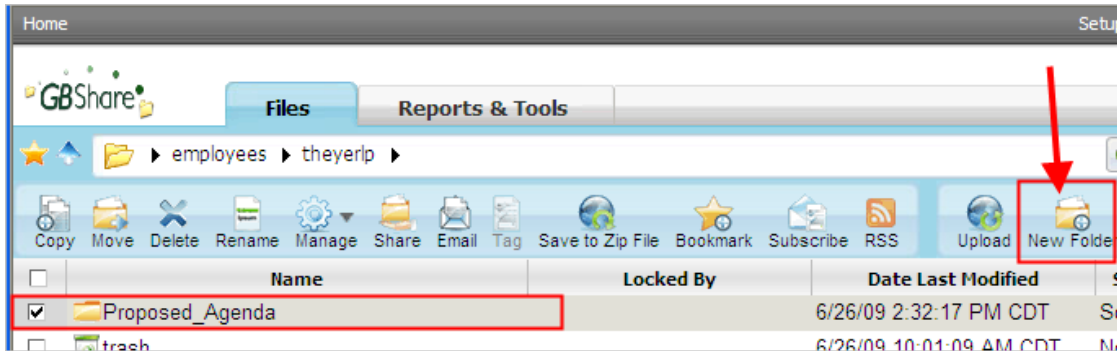
When multiple people will be responsible for editing the same document(s), steps must be taken to ensure that only one person at a time has “checked out” the document for updating. In addition, the administrator of the group may want to turn on Versioning so that as revisions of a document are uploaded to GBShare, backups of previous versions are saved.

NOTE: This quick guide details the following steps for the administrator and the group members. The following table summarizes the responsibilities of each:

Administrator Roles & Responsibilities	Group Members
<ol style="list-style-type: none"><li>1. CREATE the folder structure.</li><li>2. Set appropriate folder PERMISSIONS for users.</li><li>3. UPLOAD documents. Set specific individual document permissions if needed.</li><li>4. Turn on VERSIONING.</li><li>5. EMAIL A LINK to the <b>folder</b> with instructions on how to safely update the document. (Note: Recipients cannot lock files for updating if you email a file link.)</li><li>6. If you wish, you can set a quota limit on any folder to which others have write access.</li></ol>	<ol style="list-style-type: none"><li>1. OPEN the folder link via email.</li><li>2. LOG IN to GBSHARE.</li><li>3. Bookmark the folder for future access.</li><li>4. CHECK to make sure the document to be updated is not locked by someone else. <b>If the document is locked, do not proceed. Wait until it is unlocked and available.</b></li><li>5. LOCK the document.</li><li>6. SAVE the document locally.</li><li>7. EDIT the document.</li><li>8. UPLOAD or OVERWRITE the original document in GBSHARE.</li><li>9. UNLOCK the document.</li></ol>

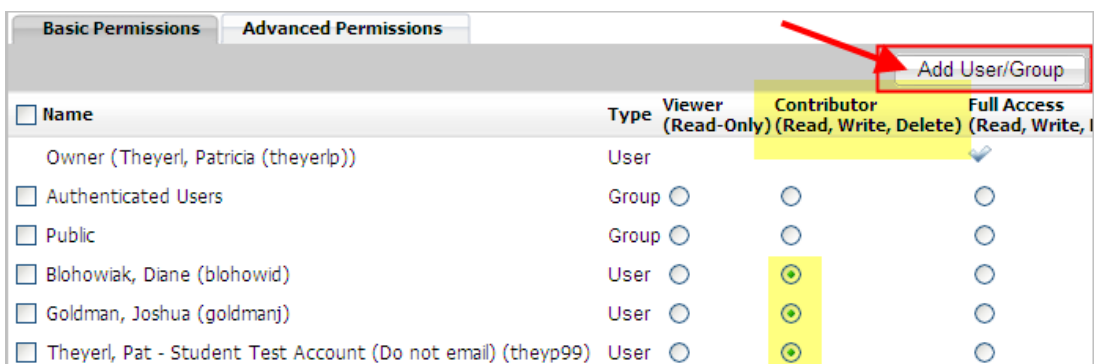
## Administrator Roles & Responsibilities

- (1) CREATE the folder structure (example: the folder “Proposed\_Agenda” is created.)

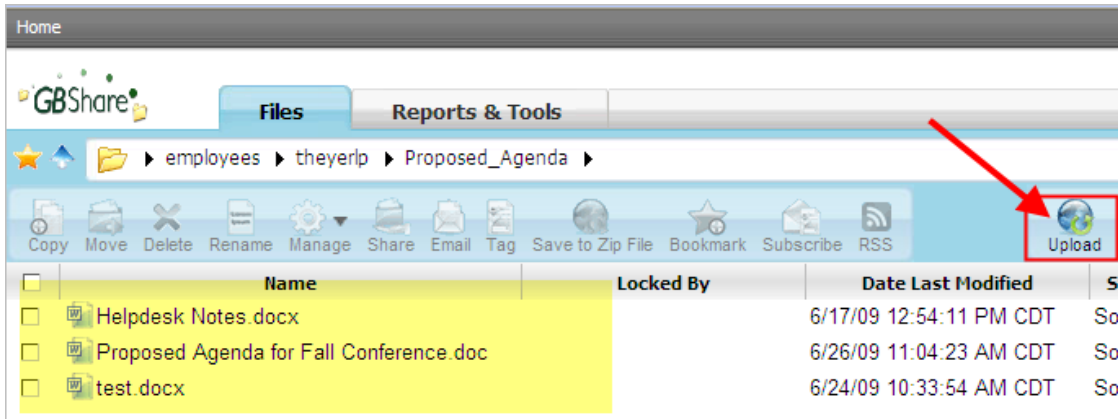



- (2) SET PERMISSIONS for committee members to this folder. If you would like the committee members to have write access to all files in the folder, set the folder permissions to **Contributor**. (Read, Write, Delete) If you wish to grant write access to only certain files within the folder, set the folder permissions to Read, and then grant Write access to those select files. In either case, when setting folder permissions, make sure that the option is selected to apply the permissions to the subdirectories and files within the folder also.

In the example below, users were given Read, Write, and Delete permissions (Contributor) to the ‘Proposed\_Agenda’ folder. You can also create a distribution list or use any of the UWGB global distribution lists when setting permissions.

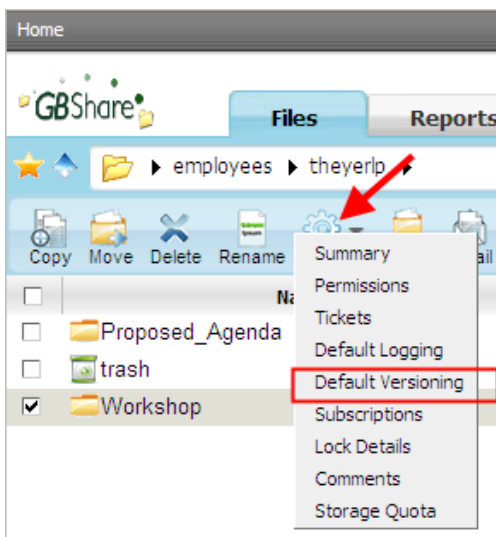


- (3) UPLOAD any documents you wish to the folder. (Example: 3 documents have been uploaded.) If you set the folder permissions as directed in step 2, all uploaded files will inherit the same permissions as the containing folder. You may set different permissions for individual files if you wish.

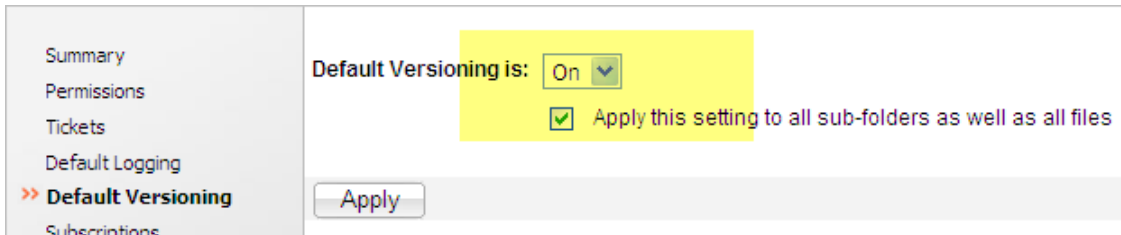


TURN on VERSIONING for this file, or turn on versioning for the entire folder if *all* documents within the folder will be edited by multiple people. (If you turn versioning on for a folder, all files within the folder will have versioning on.) To enable versioning, click on the **Manage** icon for the folder or file where you would like to track different versions.  Each time an individual uploads a new version of a document, the previous version will be saved.

**NOTE:** Use of the versioning feature will take up additional space as each version is created – keep an eye on your quota limits.

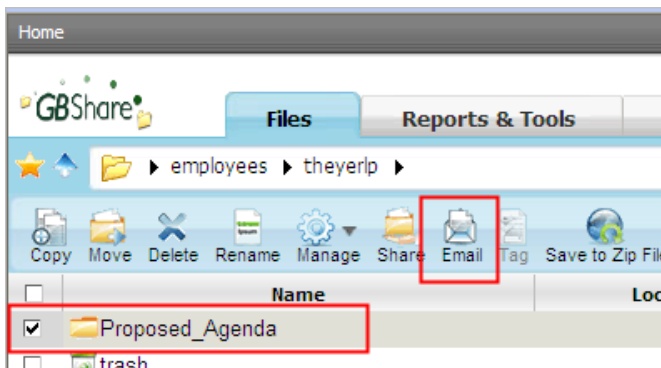


Select **ON** next to the “Versions:” label .



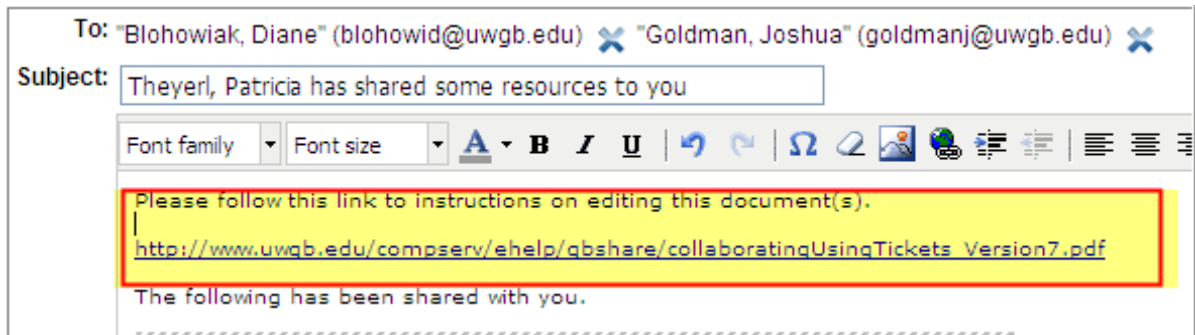
- (4) From within GBSHare, email a LINK to the “Proposed\_Agenda” folder to the committee members. **Also include the following link to these instructions so that they will know how to edit the GBSHare documents.**

[http://www.uwgb.edu/compserv/ehelp/gbshare/CollaboratingUsingTickets\\_Version7.pdf](http://www.uwgb.edu/compserv/ehelp/gbshare/CollaboratingUsingTickets_Version7.pdf)

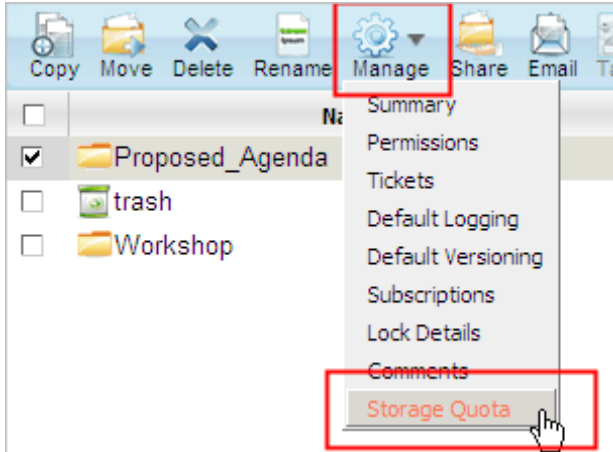


Note: If you send an email link to a file rather than a folder, the recipients will not be able to lock the file for editing. Therefore, we recommend that you always send a link to the **folder** containing the file instead.

**Select Email.** Select the recipients, add a link to the documentation, and then click on **SEND**.

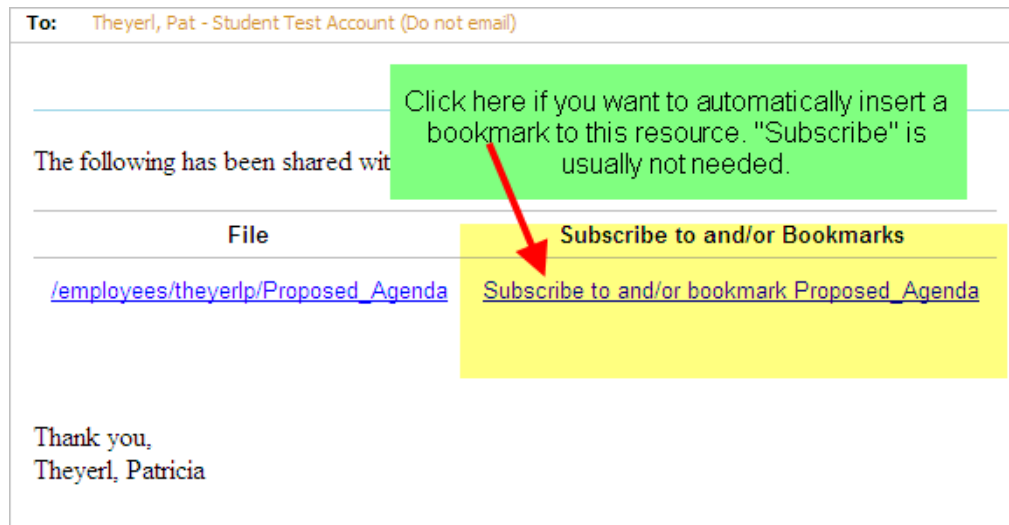


- (5) If you are concerned about the space that may be used in your GBShare account by others who are uploading files, you can set a quota limit on the folder to which others have write access. To do so, click the **Manage** icon for the folder, click on Storage Quota, and enter the quota limit.

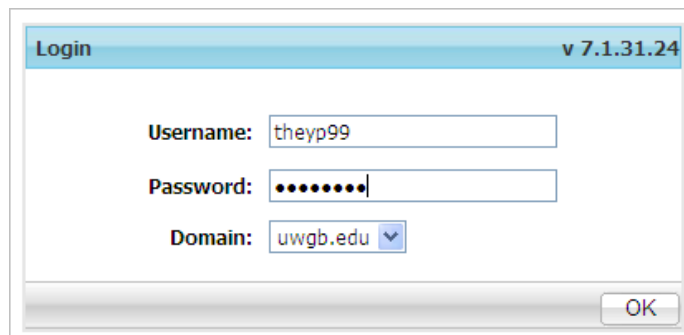


## Group Members: Instructions to edit the document

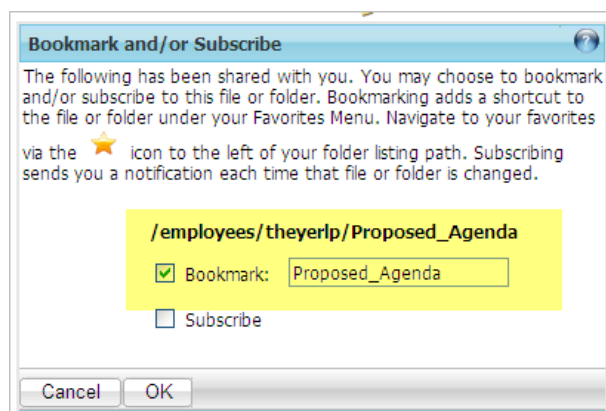
- (1) **CLICK** the link to the folder in the EMAIL.



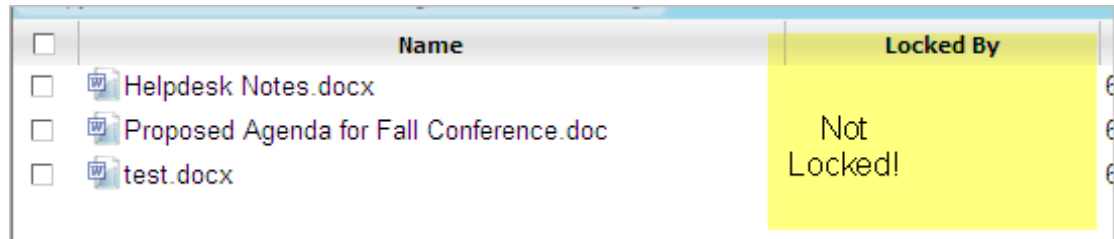
- (2) **LOG IN** to GBShare with your campus network username and password.



- (3) Bookmark the folder to facilitate access in the future.

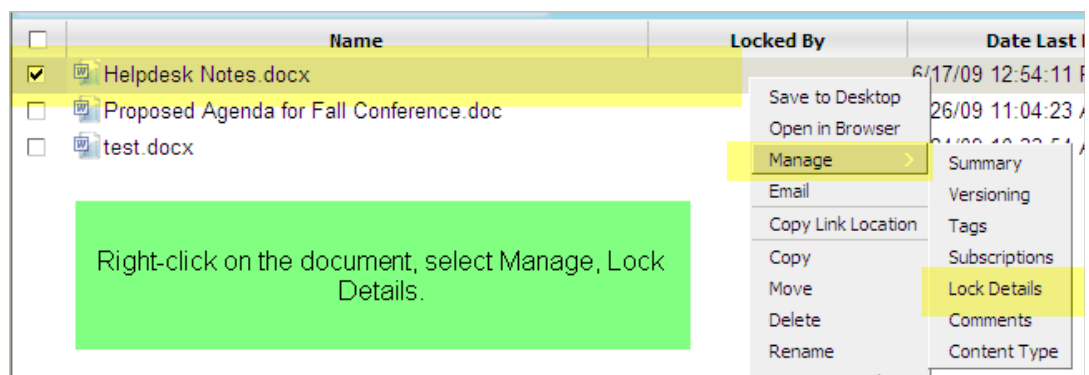


- (4) Check to make sure the document you wish to edit is not locked by another user. If it is, wait until the document is available before downloading/saving it for updating.



	Name	Locked By
<input type="checkbox"/>	Helpdesk Notes.docx	Not Locked!
<input type="checkbox"/>	Proposed Agenda for Fall Conference.doc	
<input type="checkbox"/>	test.docx	

- (5) **LOCK** the document.



- (6) **SAVE** the document to your local computer or network share. Depending on your settings, you may or may not be prompted to “save” or “open”.

- (7) **EDIT** the document.

- (8) If you have write access to the folder in which the document resides, you are able to use the



**UPLOAD** command on the main toolbar to upload the document to GBSHARE. Make sure you check ‘Overwrite file if it already exists’. You will be notified that your upload was successful.

- (9) **UNLOCK** the document so that it’s available for others to update. (see Step 5)