

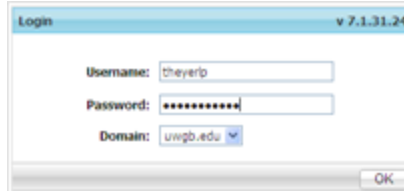


Quick Start Guide

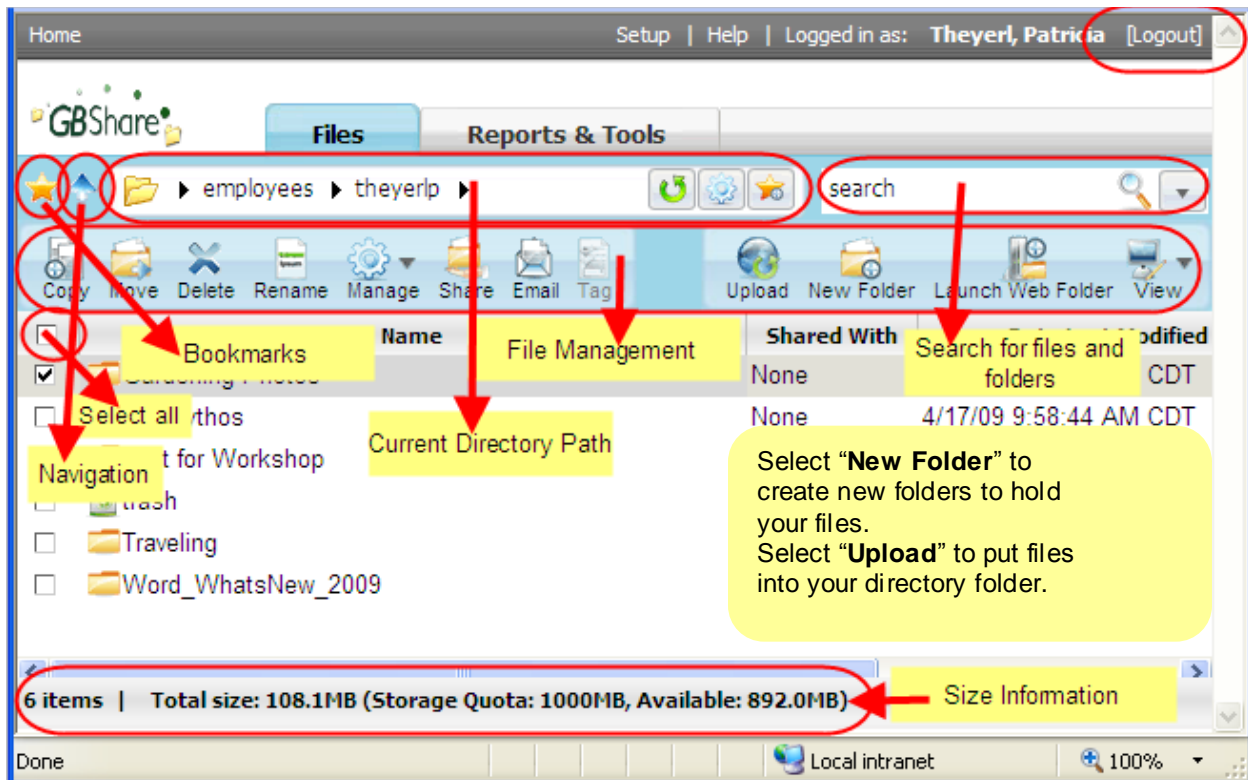
file storage, storage, and collaboration via the web

Access GBShare via an internet connection: <http://gbshare.uwgb.edu>. A link to GBShare is found on both the “Faculty & Staff” and “Current Student” main page of uwgb.edu.

Login to GBShare:



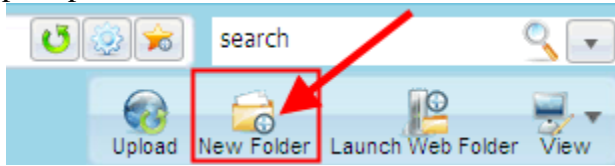
You will then be presented with GBShare’s Document Manager Window:





CREATING DIRECTORIES & UPLOADING FILES

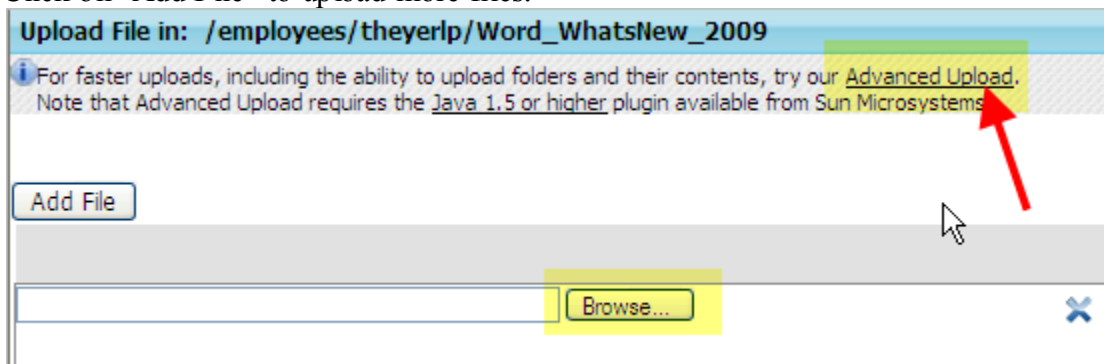
To Create a New Directory:

- Click on the “**New Folder**” icon in the main screen and enter a folder name at the prompt. Select **Finish**.



To Upload Files:

1. From the main screen, click on the directory where you want to upload files. 
2. Click on the **Upload** in the navigation menu. 
3. Click on Advanced Upload for an easy drag and drop method of uploading files.
4. Or Click on the **Browse** button(s) to locate the file you want to upload into the directory. Click on “Add File” to upload more files.



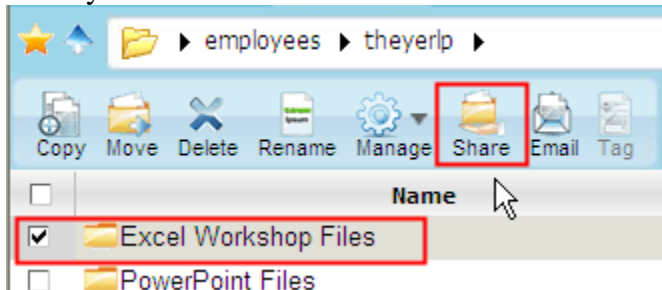
5. Click **Start Upload**.

Using the Sharing Wizard to Share & Notify Users.

**This is the BEST method to use in creating LINKS and TICKETS.*

The **Sharing Wizard** guides you through sharing and notifying users. You may follow each step of this wizard, skip through to the desired step or end the wizard at any time.

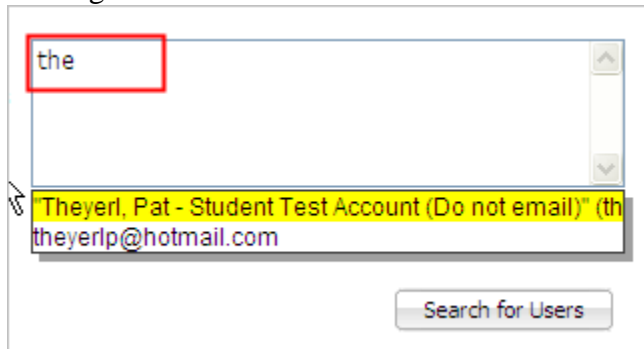
1. Within the **Document Manager** put a checkmark in the box associated to the file or folder you would like to share.



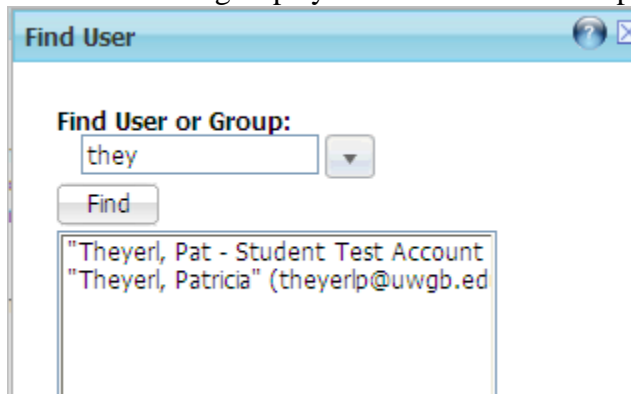
2. Click the **Share** button, or right click on the file or folder and select the **Share** option.
3. You are now in the **Sharing Wizard**.

Add Users

1. Add users with whom you would like to share the file or folder.
2. Either begin typing in the user information in the box provided, or use the find utility by clicking on the **Search for Users** button.



3. All users and/or groups you have selected will appear in the box.



4. Click **Next**

Share

1. Select your preferred sharing options.
2. You may select the following options: Viewer, Contributor, or Full Access.
3. If you are sharing a folder, you will need to determine whether this access should apply to the current folder only, or this folder and all sub-folders by clicking on the appropriate radio button.
4. *Optional: Click **Back** to return to the previous step, or click **Next** to skip the Share portion of the wizard, or click **Finish** to exit the Wizard.*
5. Click **Next**.

Email

1. You will be brought to the **Email** screen.
2. Create an email to notify users of the new share.
3. *Optional: Click **Back** to return to the previous step, or click **Finish** to exit the Wizard. Be aware that if you do not uncheck the **Send the below email when I click Finish** option, the email shall be sent to all users listed.*
4. Click **Finish**.

Note: Sharing directories differs from sharing files in terms of setting scope. When sharing a directory, select a scope for applying permissions. The scope represents how permission settings will be applied to sub-directories and files within this directory.

Name	Type	Viewer (Read-Only)	Contributor (Read, Write, Delete)
Theyerl, Pat - Student Test Account (Do not email) (theyp99)	User	<input type="radio"/>	<input checked="" type="radio"/>

Apply the changed permissions to this folder as well as its sub-folders and files.
 Apply the changed permissions to this folder only.

- **Apply the changed permissions to this directory as well as its sub-directories and files.**
Any changed permissions will be applied to this directory and any existing files and directories within it.
- **Apply the changed permissions to this directory only.**
The permissions set will be applied to this directory (level) only. All sub-directories and files created in the future within this directory will be granted permissions based on this directory's Inheritable Permissions. (The Inheritable Permissions are simply the *default* permissions for all new directories and uploaded files. Check Inheritable Permissions by clicking on the “Set Inheritance” icon in the top menu bar.)

COLLABORATE OUTSIDE THE UWGB ORGANIZATION: Tickets

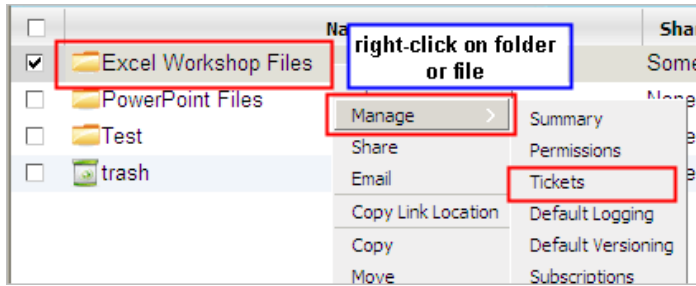
A ticket allows both non-UWGB and UWGB users access to your folders and files. There are several ways in which tickets can be created and used.

Tickets can be created for one file or folder, or any combination of multiple files and multiple folders.

Create a ticket

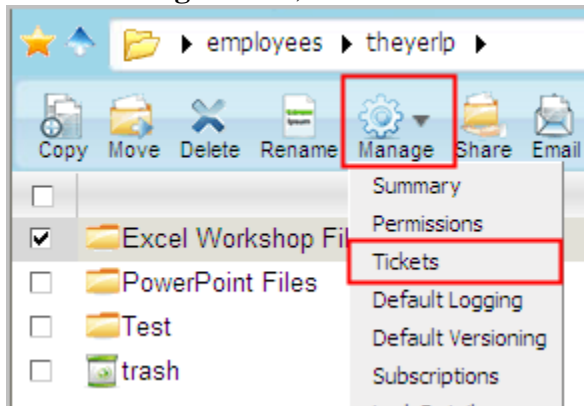
During the creation of a new ticket, the file or folder's **Permissions** screen is updated with the new permissions.

1. On the **Document Manager** screen, **Right-Click** the selected file or folder, and then click the **Manage -> Tickets** option.



- OR -

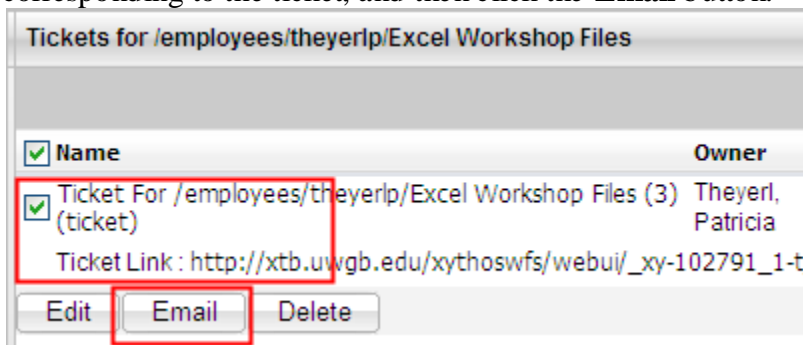
On the **Manage** screen, select the **Tickets** link.



2. Click the **New Ticket** button located on the right.
3. A new window will appear with default ticket values. You may modify the following:
 - o Permissions
 - o Lifetime
 - o Name
 - o Password

When you are satisfied with the values, click **Ok** to create the ticket.

4. The ticket is now listed in your **Tickets** screen. You may copy and paste the URL for the ticket into your preferred e-mail client, or simply place a checkmark in the box corresponding to the ticket, and then click the **Email** button.



Default Ticket Values

If choosing to accept the default values of a ticket, your ticket has the following default properties:

Property	Default Value	Available Values
Permissions	Viewer (Read Only)	Viewer (<i>Read Only</i>) or Contributor (<i>Read, Write and Delete</i>)
Lifetime	30 days	1 minute to an unlimited time
Name	System-determined. The default name is "Ticket For <folder_name> <file_name> <appended_number>" where <folder_name> is the folder's name, <file_name> is the file name, and <appended_number> is a generated identifier, should you create more than one ticket for this folder or file on a particular day.	Any name that has not already been used for another ticket
Password	none	Passwords do not have a minimum length.

What happens when I e-mail this ticket?

If you have created a ticket in the above manner and have clicked the **Email** button, an e-mail message is automatically created with the link. From here, you may send ANY user (UWGB or non-UWGB) this e-mail. Once the user receives the e-mail, he/she will be able to click on this link and see the folder listing or open the file, depending on whether the ticket was created for one or more files or one or more folders. The user will be able to perform functions according to the permissions granted on the ticket. The user needs to retain this email message in order to have continued access to the folder or file\.

What happens when I send a password-protected ticket?

If you have created a ticket in the above manner, you may send ANY user (UWGB or non-UWGB) this e-mail. Once the user receives the e-mail, that user must enter the correct password before being granted access to the folder's listing or the file. If the user enters the correct password, the folder listing or file will be displayed.

If the wrong password is entered, a message will display on the GBShare screen informing the user of the incorrect password. This screen will remain in the browser window until the user enters the correct password. There is no limit to the number of incorrect password attempts.

E-mail an existing ticket

1. Right-Click on the file or folder, and then select Manage -> Tickets.
2. Within the Tickets screen, place a check mark in the associated box, and then click the Email button.
3. Your default e-mail client will open and will include the link to the ticket. *NOTE: this will only occur if you have "My Default Email Client" select in your settings rather than "GBShare Web-based Email solution".* Otherwise the GBShare web-based email functionality will appear.
4. The full path and file name of the ticket will be listed, along with an intellilink which does not require a GBShare account to access.

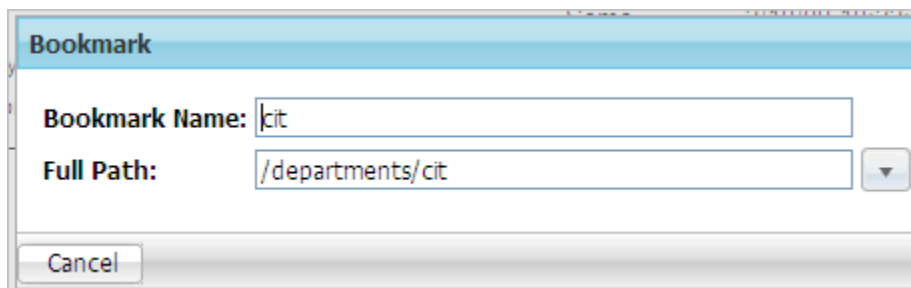
5. Click the Exit button in order to exit the Ticket screen.

BOOKMARKS: SHORTCUTS TO STORAGE DIRECTORIES

Bookmarks are shortcut links to directories within your GBShare account. Using Bookmarks, you can conveniently create shortcuts to your most frequently accessed directories. You can also create shortcuts to other users' directories you have been allowed to access.

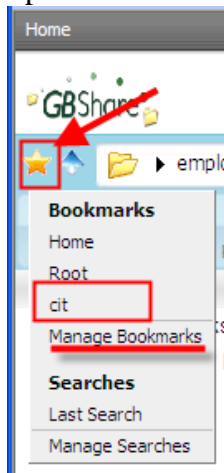
Bookmark a file or folder

1. On the Document Manager screen, Right-Click the selected file or folder, and then click the **Bookmark** option.
2. Provide a name for the Bookmark **Note: This will be provided for you if you have selected the file or folder first.*



The image shows a 'Bookmark' dialog box with two input fields. The first field, labeled 'Bookmark Name', contains the text 'cit'. The second field, labeled 'Full Path', contains the text '/departments/cit'. There is a small downward arrow button to the right of the 'Full Path' field. At the bottom left of the dialog, there is a 'Cancel' button.

3. Click **Ok**.
4. Newly created bookmarks display in the Bookmarks and Saved Searches section in alphabetic order.



HAVE QUESTIONS OR NEED HELP?
Computing Help Desk 920.465.2309 email: helpdesk@uwgb.edu