

FolderShare Introduction

(Hands on)

Session overview

Goal is to familiarize you with FolderShare's

- User interface
- File/folder organization & manipulation
- Annotation
- Sharing

Your website

<http://firstname.sandbox.seedmelab.org>

Sites for listed people

First name	Last name	Site address
Jeff	D'Ambrogia	jeff-dambrogia.sandbox.seedmelab.org
Jeff	Sale	jeff-sale.sandbox.seedmelab.org
Jin Soug	Yoo	jin-soug.sandbox.seedmelab.org
Juan Carlos	Villasenor-Derbez	juan-carlos.sandbox.seedmelab.org
Md Shahrier	Hasan	md-shahrier.sandbox.seedmelab.org
Michael	Boyle	michael-boyle.sandbox.seedmelab.org
Michael	Briden	michael-briden.sandbox.seedmelab.org
Omar Zintan	Mwinila-Yuori	omar-zintan.sandbox.seedmelab.org
Yohn jairo	Parra bautista	yohn-jairo.sandbox.seedmelab.org

Backup website

<http://firstname.sandbox.seedme.org>

<http://yoursite.sandbox.seedme.org>

Log in to your site

Login: demo
Password: demo

Data page: File lists

Personal files – Top level items owned by you or shared with you

Public files – Top level site wide public items owned by anyone

Personal files

Hierarchy icon

Name	Modified	Owner	Size
0 items			

All files – All files are visible only to data admin

Personal files

Lists >

- Personal files
- Public files
- All files

Name	Modified	Owner	Size
0 items			

Review an existing folder

Open *Personal files*

- Click to open “Sample folder”
 - See listing of files
 - See textual description about this folder
 - Click to open any item

Personal files

Name	Modified	Owner	Size
Sample folder	Aug 7, 2019 at 6:23 PM	Demo Guy	5.40 MB

Add description to any file or folder via 'Edit description'

1 items

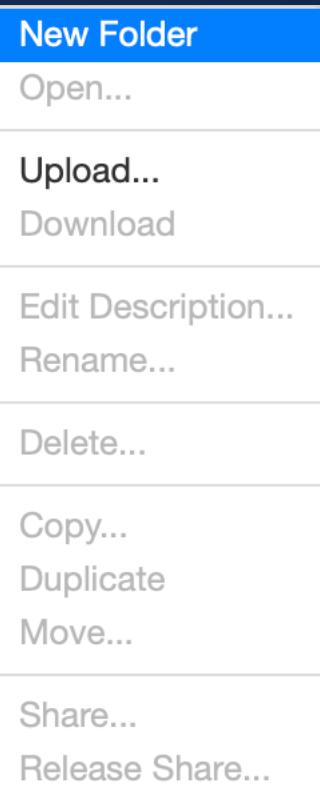
Personal files: Add top level folders

Home » Folders

Personal folders

Menu icon

Name	Modified	Owner	Size
0 items			



Create folders

- Click menu icon or in right click menu
 - Choose “*New Folder...*”
- Repeat again to create another folder

Personal files

The screenshot shows a file manager interface with a dark blue header and a light gray content area. At the top left are icons for sorting and search, followed by a search bar containing "Search folder...". Below the header is a table with four columns: Name, Modified, Owner, and Size. The table lists three items: "New folder", "New folder 1", and "Sample folder". The "New folder" and "New folder 1" entries were created on August 8, 2019, at 3:01 PM, while "Sample folder" was created on August 7, 2019, at 6:23 PM. All items are owned by "Demo Guy" and have a size of 0 bytes, except for "Sample folder" which is 5.40 MB. A note at the bottom says "Add description to any file or folder via 'Edit description'".

Name	Modified	Owner	Size
New folder	Aug 8, 2019 at 3:01 PM	Demo Guy	0 bytes
New folder 1	Aug 8, 2019 at 3:01 PM	Demo Guy	0 bytes
Sample folder	Aug 7, 2019 at 6:23 PM	Demo Guy	5.40 MB

Add description to any file or folder via 'Edit description'

3 items

Rename folders

- Select “*New folder*”
 - Click menu icon or right click menu
 - Choose “*Rename Folder...*”
 - Set New name as: Earth
 - Click “*Rename*”

Rename "New folder"

Change the name of the file or folder.

New name: *

Names must be unique among all of your top-level files and folders.

Rename

Personal files

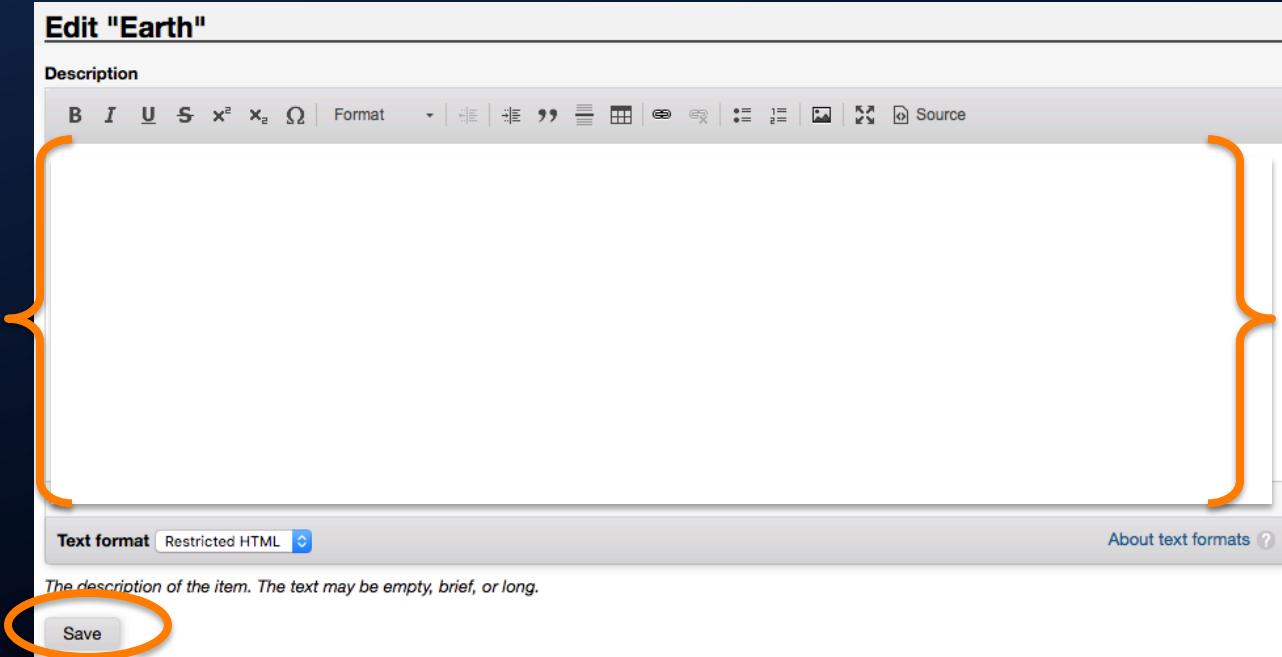
Name	Modified
Earth	Aug 8, 2019 at 12:00 PM
Moon	Aug 8, 2019 at 12:00 PM
Sample folder	Aug 7, 2019 at 12:00 PM

Add description to any file or folder via 'Edit description'

3 items

Add description to a folder

- Select “Earth”
 - Click menu icon or in right click menu
 - Choose “Edit Description”
 - Add description and format it
 - Click “Save”



Folder view

Earth

Name	Modified	Owner	Size
0 items			

Nulla vitae elit libero, a pharetra augue: Nullam id dolor id nibh ultricies vehicula ut id elit. Sed posuere consectetur est at lobortis.

- Donec ullamcorper nulla non metus auctor fringilla.
- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean eu leo quam.
- Pellentesque ornare sem lacinia quam venenatis vestibulum.

Company	Contact	Country
Alfreds Futterkiste	Maria Anders	Germany
Centro comercial Moctezuma	Francisco Chang	Mexico
Ernst Handel	Roland Mendel	Austria

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus.

Folder view

Home » Folders » Personal folders

Breadcrumbs also show hierarchy

Earth

Folder hierarchy icon

Name	Modified	Owner	Size
Earth			
Personal folders			
Folders			

0 items

Search folder...

Nulla vitae elit libero, a pharetra augue: Nullam id dolor id nibh ultricies vehicula ut id elit. Sed posuere consectetur est at lobortis.

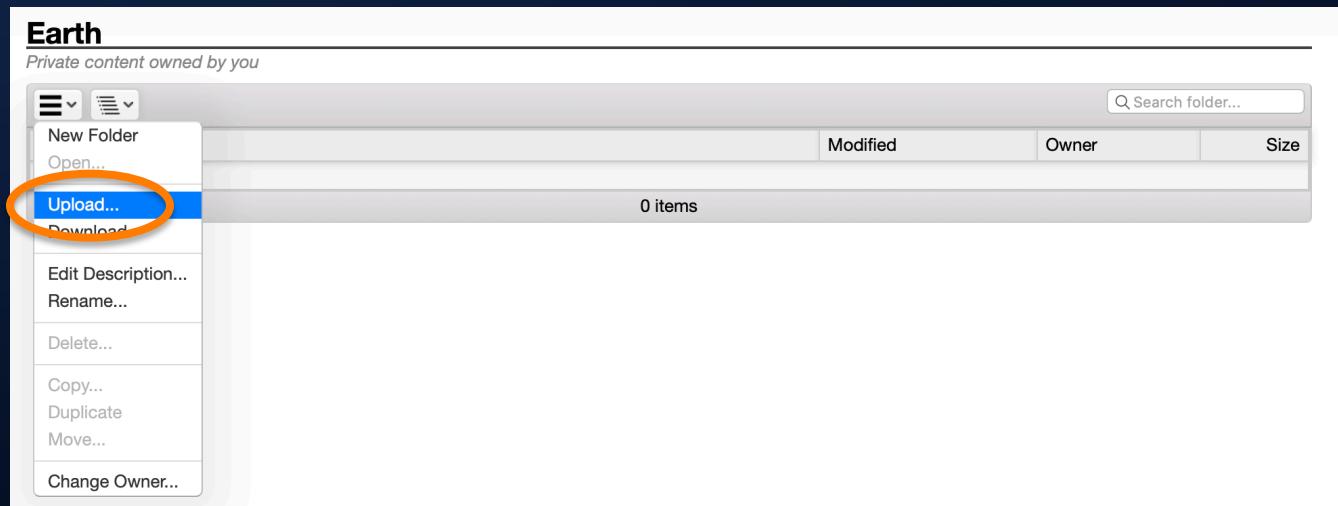
- Donec ullamcorper nulla non metus auctor fringilla.
- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean eu leo quam.
- Pellentesque ornare sem lacinia quam venenatis vestibulum.

Company	Contact	Country
Alfreds Futterkiste	Maria Anders	Germany
Centro comercial Moctezuma	Francisco Chang	Mexico
Ernst Handel	Roland Mendel	Austria

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus.

Upload files with dialog

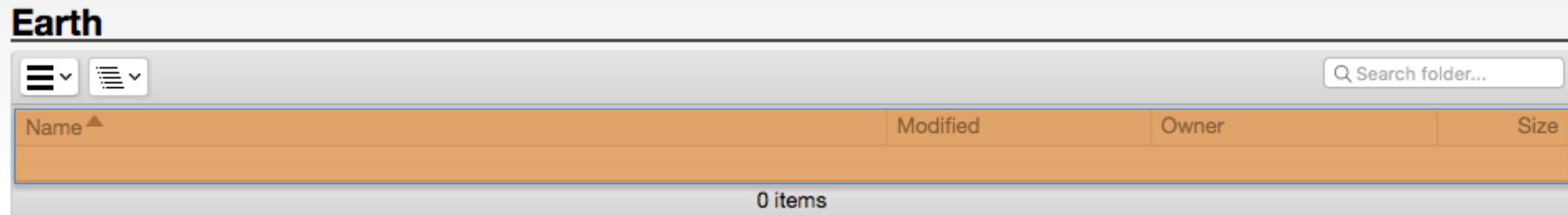
- Inside “Earth” folder
- Click menu icon
 - Choose “Upload to this Folder...”
 - Select multiple files to upload



Upload files with drag-n-drop

- Inside “*Earth*” folder page
- In table region
 - Drag and drop multiple files

(Note: Folders cannot be uploaded this way)



Download files

- Select one or more files and folders
- Click menu icon or in right click menu
 - Choose “Download”

(Multiple items are downloaded as zipped file)

Duplicate files

- Select one or more files or folders
- Click menu icon or in right click menu
 - Choose “Duplicate ...”

(Duplicated items names are appended with numeric increments)

Move files with a dialog

- Create another folder
 - Click menu icon or in right click menu
 - Choose “*New folder*”
- Move items
 - Select any files/folders
 - Click menu icon or in right click menu
 - Choose “Move ...”
 - Browse and select destination folder as “Moon”
 - Click “*Move*”

Move files with drag and drop

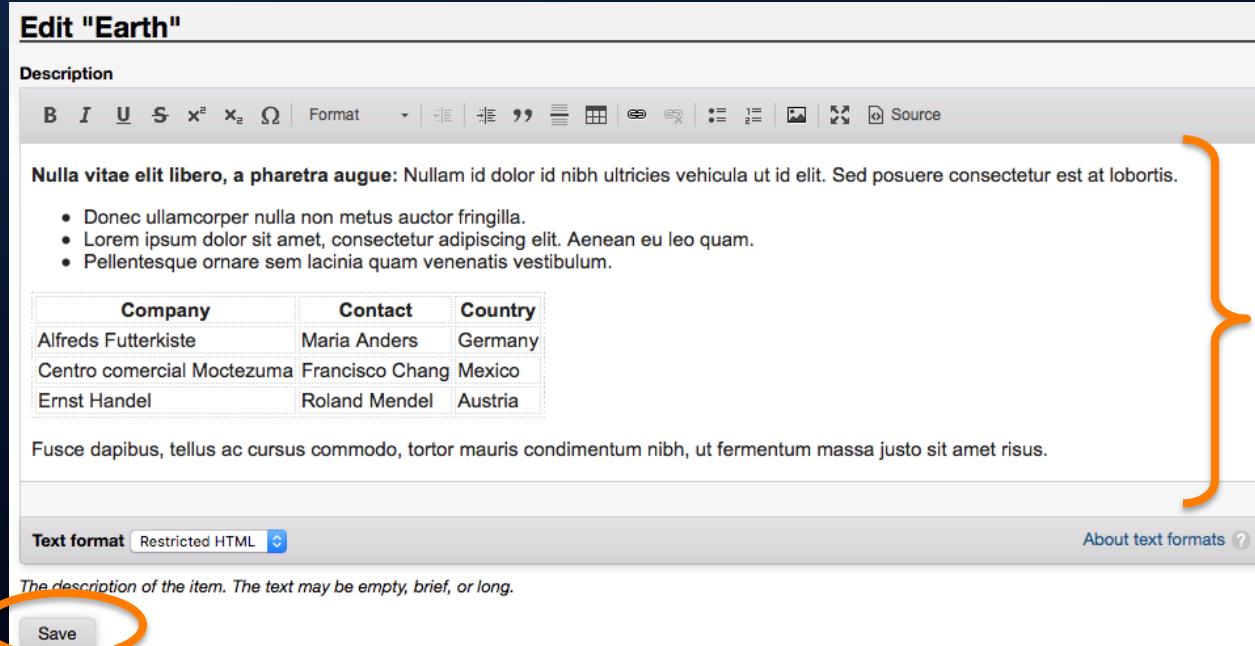
- Select any files/folders
- Drag them into any other folder

Delete files/folders

- Select any files/folders
- In UI menu or right click menu
 - Choose “*Delete ...*”

Add description to a file

- Select one file
- Click menu icon or in right click menu
 - Choose “Edit ...”
 - Add description and format it
 - Click “Save”



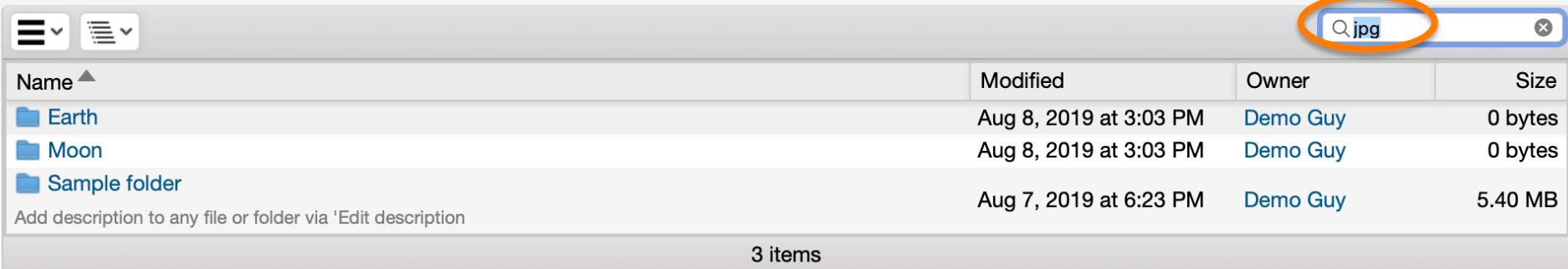
Search

Search indexing happens hourly

- Open *Personal Folders*
 - In search box enter the following
 - jpg
 - csv

(Note: Partial words or wildcards search is not supported)

Personal files



Name	Modified	Owner	Size
Earth	Aug 8, 2019 at 3:03 PM	Demo Guy	0 bytes
Moon	Aug 8, 2019 at 3:03 PM	Demo Guy	0 bytes
Sample folder	Aug 7, 2019 at 6:23 PM	Demo Guy	5.40 MB

Add description to any file or folder via 'Edit description'

3 items

Sharing

Sharing works at folder tree level

- i.e. Top folder and its children have same privileges

Sharing may be set from top folder or any level inside

Three permissions available to users

- None – Default, all content is private
- View – Read & Download content
- Author – Write, Update, Delete & Download content

Share a folder tree

- Open Personal folders
 - Select “Earth” folder
 - Click menu icon or in right click menu
 - Choose Share ...
 - Grant *View* privilege to Everyone that can access this website (aka public)
 - Search for lorem
 - Grant *Author* priveleges to Lorem Ipsum

Share folder

Adjust share shared access "Earth", and all of its contents.

Users with "View" access may view, copy, and download files and folders.
 Users with "Author" access may view, copy, download, edit, rename, move, delete, and upload files and folders.

Share with: Add

Display name, username, email	access	status	operation
Everyone that can access this website	<input checked="" type="radio"/> None <input type="radio"/> View <input type="radio"/> Author		

View content as anonymous user

- Log out from Demo Guy account
- Visit Data page as anonymous user
 - Open Public folders
 - We should see “*Earth*” folder in the listing
 - Open “*Earth*” folder
 - Explore available actions
 - » View
 - » Download

Q & A