Sharefile is a file sharing system used to share large files remotely.

Safeguarding our Ministry

We are all responsible for protecting FMOLHS information. Patient Health Information (PHI), Personal Identifiable Information (PII), Protected Credit Card data (PCI) or any sensitive information <u>should not</u> be shared through this portal unless you receive permission from your local privacy/compliance team.

You are responsible for this information if it is lost. Ensure <u>all information</u> on this site is removed after you have completed the project you are working on. If it doesn't need to be there, please delete it.

Log in to your account

From a web browser, navigate to https://fmolhs.sharefile.com

Modern web browsers work best with the ShareFile web application.

1. Logon using the "Employee Login" option (left side). The Client Login is reserved for non-domain accounts and administration.

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н	EALTH SYSTEM
Employee Login 🔒	Client Login
Single Sign-On	Email:
This system is property of Franciscan Missionaries of Our Lady Health System, Inc. or its atfiliates. Only authorited access is allowed. All access is monitored and logged for administrative and security purposes and these low made wallable to large Forcement as	Password:
necessary. Use signifies consent to such monitoring and agreement to preserve the confidentiality, integrity, and availability of the nesources accessed. Unauthorized access is prohibited and subject to prosecution. If you need assistance, please contact the IS Support Center at 1466-632.4772.	Engot your password?

2. Enter your Team Mail (Active Directory) credentials when prompted and click Log On

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Sign in belc	ow using the format: first.last@fmolhs.org
Password	

Create a Folder and Sub Folder

- 1. Click on the Home tab in the upper left.
- 2. You will now be in the Dashboard. Click on the "Personal folders" icon.

FRANCISCAN MISSIONARIES OF OUR LADY HEALTH SYSTEM					Q Help Log Out
Dashboard	BP Hello Br	itani Add profile picture	E.	_	B Edit Dashboard
Folders >	Recent Files	Shortcuts			
<u>So</u> People >		ڪ	5	(2)	22
O Personal Settings		Share Files	Request Files	Personal Folders	Shared Folders
	Files you recently accessed will appear here.	\$			
	Go to Shared Folders	Favorites			

3. To create a folder, hover over the blue + sign and click "Create Folder".

Dashboard	Personal Folders More Options		
Folders Personal Folders			
ా Shared Folders	A file retention policy has been set for this folder. All files stored here will be deleted 30 day(s) after they are uploaded		
☆ Favorites	Name ▼ Size	Uploaded Cre	ator 🗮 💠
File Box	🗌 🏠 🛅 Security Management 0 B	9/13/19 B.1	Pinckard

4. Type a name for your folder and a description if needed. Place a check next to "Add People to Folder" if you are wanting to share it at this time.

Create Folder	\times
Name:	
Details	
^	
~	
Character limit: 1000	
Add People to Folder	
Create Folder Cancel	

5. If you selected to add people, Type the email address of the person you are wanting to share the folder with. Place a check next to their name. Do this for each person you want to add. Select the folder permissions and alerts you want. Click "Add"

	Folder Permissions
Start typing to find users	Download
	Upload
Apply parmissions to:	Delete
Apply permissions to.	Admin
WL Landry@fmolhs.org	Folder Alerts
	Email users when files are downloaded
	Email users when files are uploaded
	Notify added users Apply setting <u>Edit Message</u> subfolders

6. The folder will now be ready to store/share files.

Upload a File

1. In the folder you created, click on "Upload Files"



2. Here you can either drag and drop files from windows explorer or click on "Browse files" to search for them.

Drag files here Browse files	
Overwrite files with the same name. <u>Switch to Java Uploader</u>	J

3. Once you've added the files you want, click on "Upload".

1 item <u>Clear All</u>	+ Add more
× voc test.docx	13.98 KB <u>Edit</u>
Overwrite files with the same name. Switch to Java Uploader	

4. These file will now be available for anyone with access to this folder.

Send a File

1. Place a check mark next to the file you are wanting to send and click Share.

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Folders	\sim	上 Dowple	ad 🖄 🖄 Share	🔟 Delete	i View	Details	••• More		+	
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☆ Favorite	25		Name 🔻			Size	Uploaded	Creator	\equiv	::
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Recycle	Bin	🗆 🗘 🛅	Security Management			0 B	9/13/19	B. Pinckard		

- 2. This will create a drop down giving you the options to Email with ShareFile or Get a Link.
 - a. If you select Email with Citrix, start typing the recipient's last name in top left corner.



b. When you see the correct person, click on their name. Repeat for each person you want to send this to.

Recipients:	* Required	1 item <u>Clear All</u>
Select	Į.	× 🛅 test
Subject:		
Message: (optional)		
	^	
	~	
	Character limit: 3999	
Edit Message Options		

- c. Add your email subject, include a message and click "Send".
- 3. If you choose "Get a Link", Click on Get a Link.
- 4. Click on "Copy Link"

https://	fmolhs.sharefile.com/d-sacbcd30bd1d4651b	
1		
S Edit U	nk Options	

5. You can now past the link to your file in and Email or document.

Download a file

- Choose the folder that the file is in you want to download.
 Place check mark next the file/files you want to download and click "Download".

	Dashboard		Personal Folde	rs > Pelco Software					
	Folders	\sim	Pe	elco Software	··· More Option	S			
2	Personal Folders		🗇 Items in	this Folder _ &⁺ People on th	his Folder				6
ŝ	Shared Folders		🚽 🕹 Downlo	ad 🖄 Share	Delete	i View Details	···· More		
\$	Favorites		🚺 A file	retention policy has been se	t for this folder. All	files stored here will be	e deleted 30 day	(s) after they are up	loaded
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	Inbox	>	Storage use	d: 0% of 10GB	Email me whe	n a file is: 🔽 Downloa	ded from this fo	older 🔽 Uploaded	to this folder
22	People	>							

3. This will download the file into your default folder which is usually the Downloads folder under your ID.

View Activity Log

View Activity Log

1. Click the folder you want to view. Click the 'More Options' and scroll to 'Activity Log'

	Personal Folder More Options		
	→ Download	View Details ···· More	
	A file retention policy has been set for this folder. All files	stored here will be deleted 30 day(s) after they are	e uploaded
	Name 🔻	Size Uploaded Creator	Ξ
\rightarrow	🗸 📩 🛅 test	14 KB 11:49 AM B. Pinckard	
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2. Use the filters to change and review who has accessed the documents.

older		User	Date
Personal Fol	ders Edit	All Users	Last 1 week 🗸 🗸
Include activit	y log of subfolders		
ctivity Types			
🗸 Download/Vie	ew 🔽 Move Files/Folders 🛛	Create URLs	
🗸 Upload	Restore Files/Folders	Check In/Check Out	
✓ Delete Files/F	olders 🗹 Create Folders		
- Edit	Create Notes		
Activity Log fo	or "Personal Folders"		[→ Export to Exce
Date	Item Name	Activity	User
11:49 AM	/Britani.Tullier@FMOLHS.o	rg/test Create Folde	r B. Pinckard