# ShareFile Web Application

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.
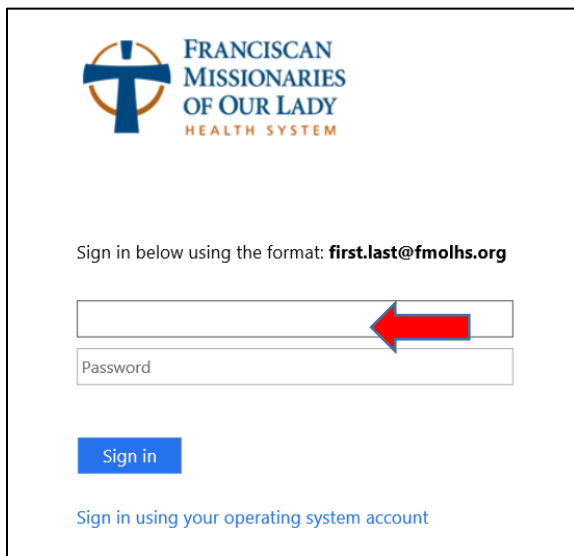
## Log in to your account

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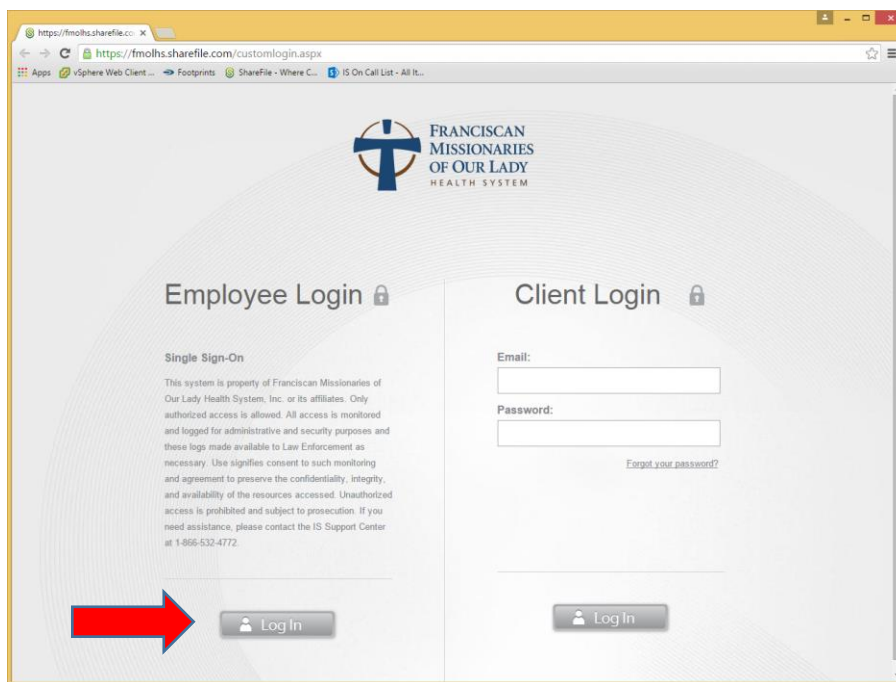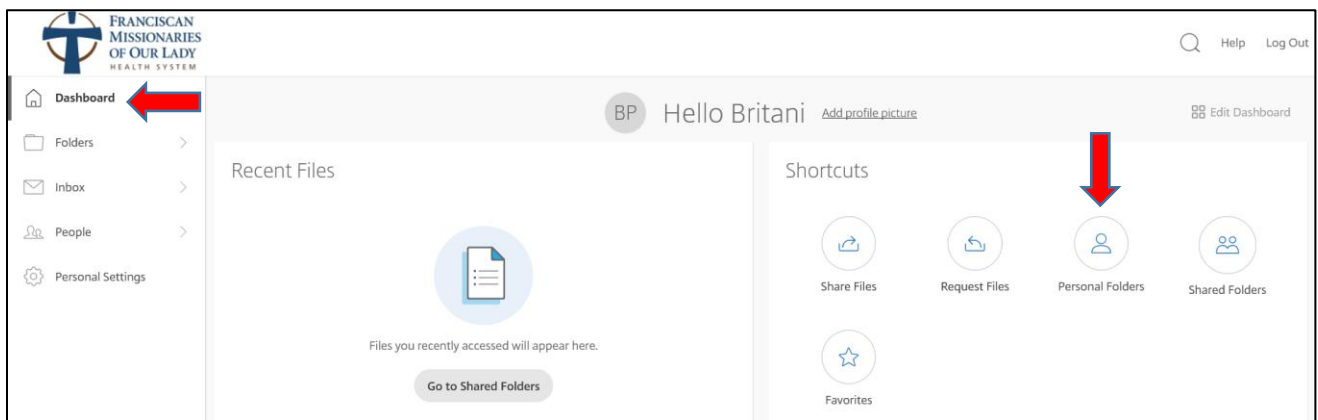


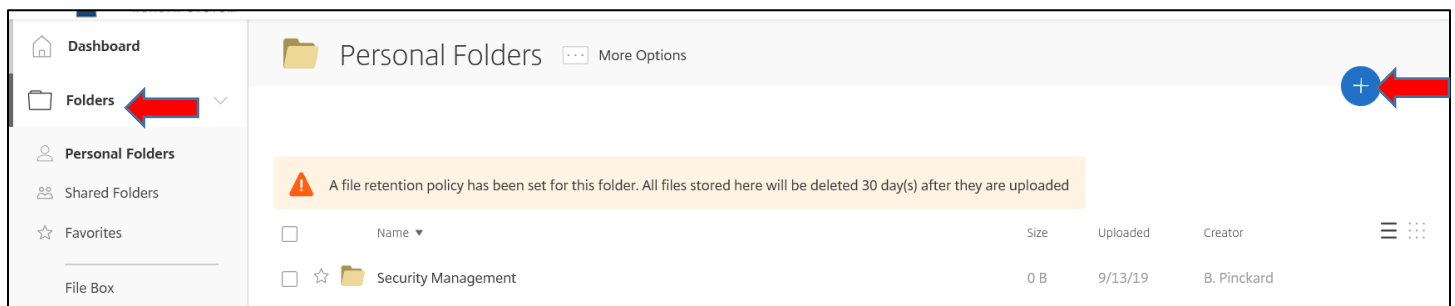2. Enter your Team Mail (Active Directory) credentials when prompted and click Log On
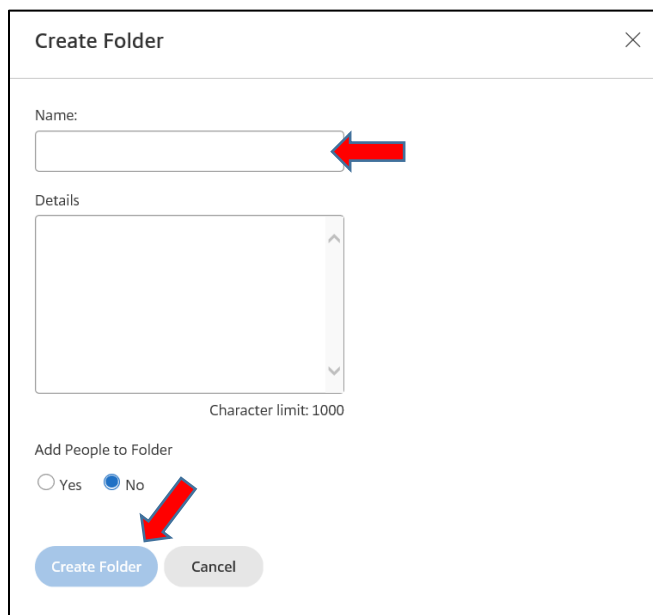
## Create a Folder and Sub Folder

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



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



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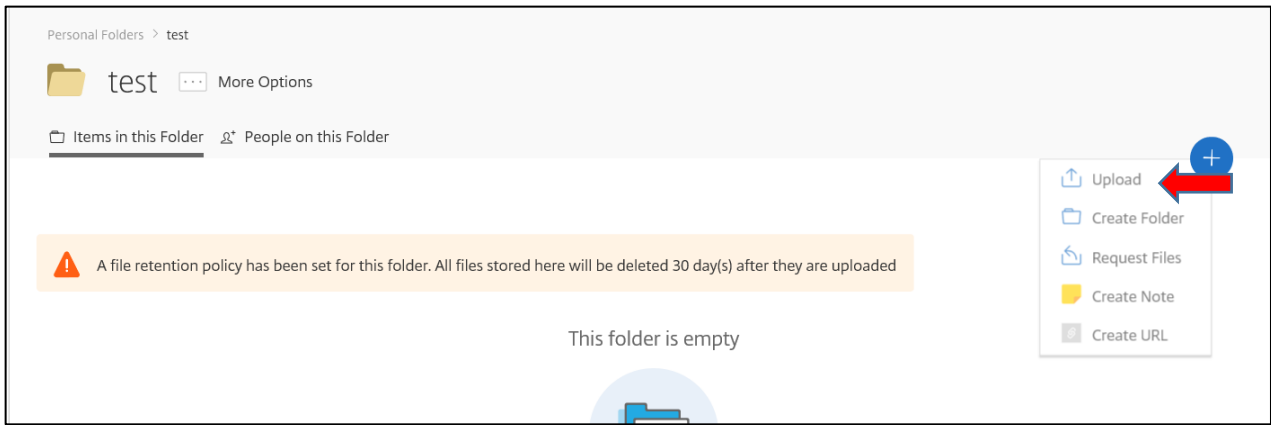
5. If you selected to add people, Type the email address of the person you are wanting to share the folder with. Place a check next to their name. Do this for each person you want to add. Select the folder permissions and alerts you want. Click "Add"
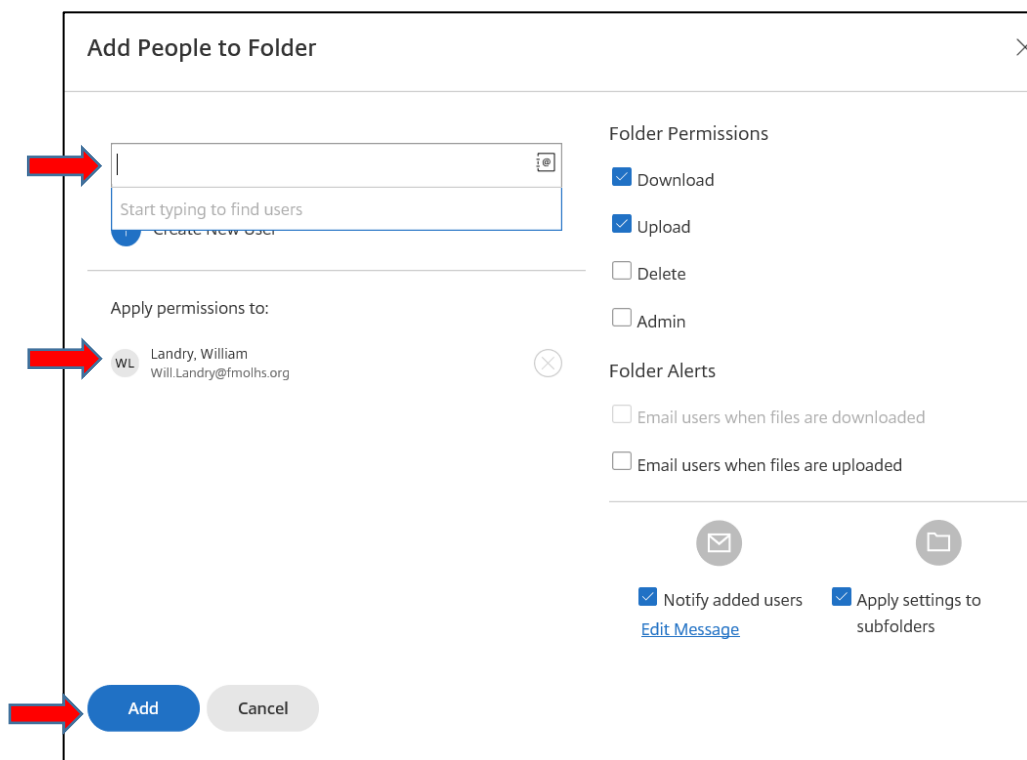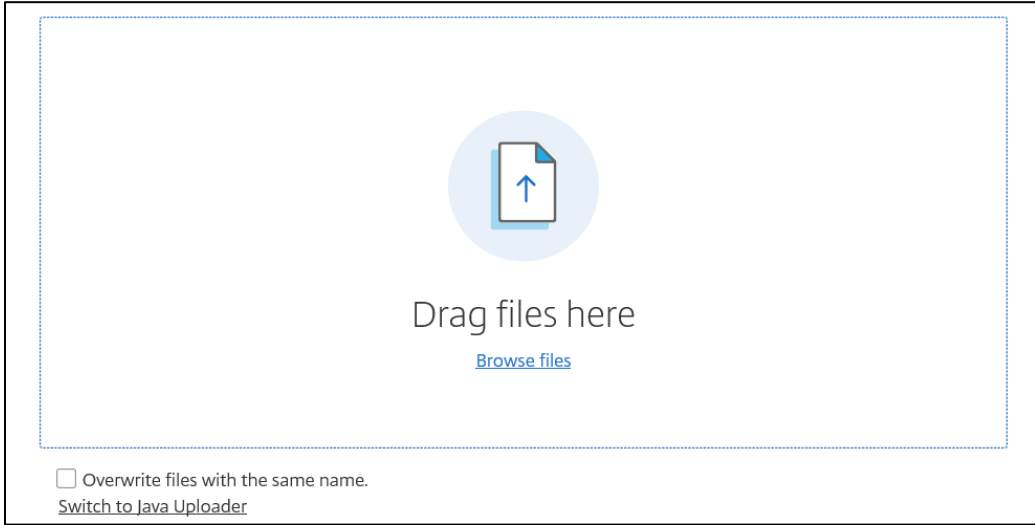


6. The folder will now be ready to store/share files.
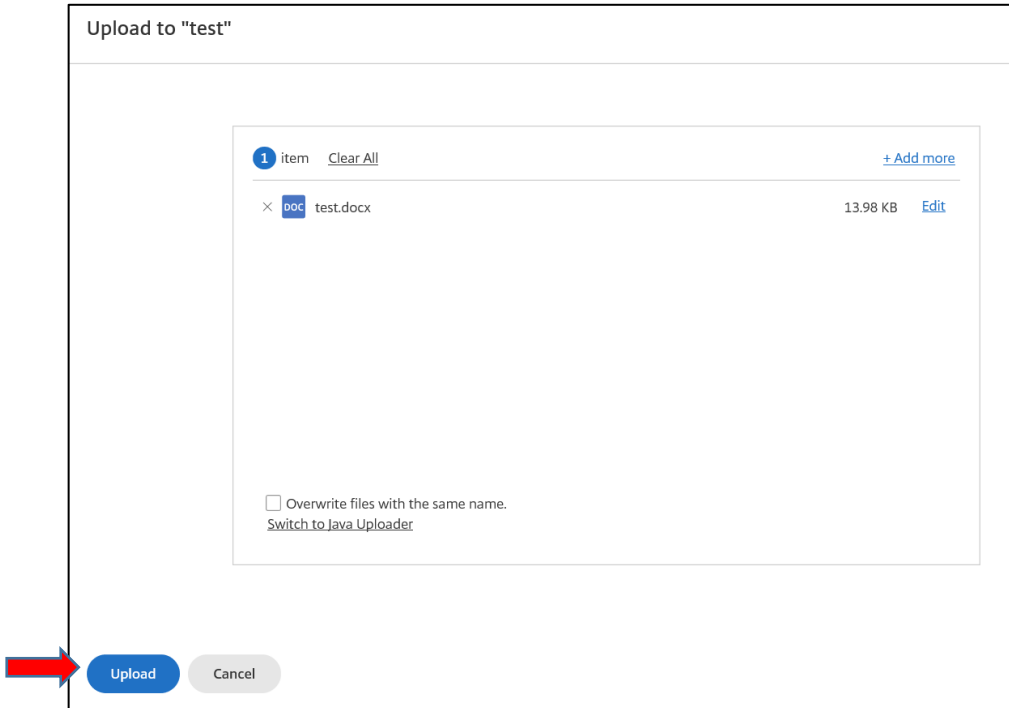
## Upload a File

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.
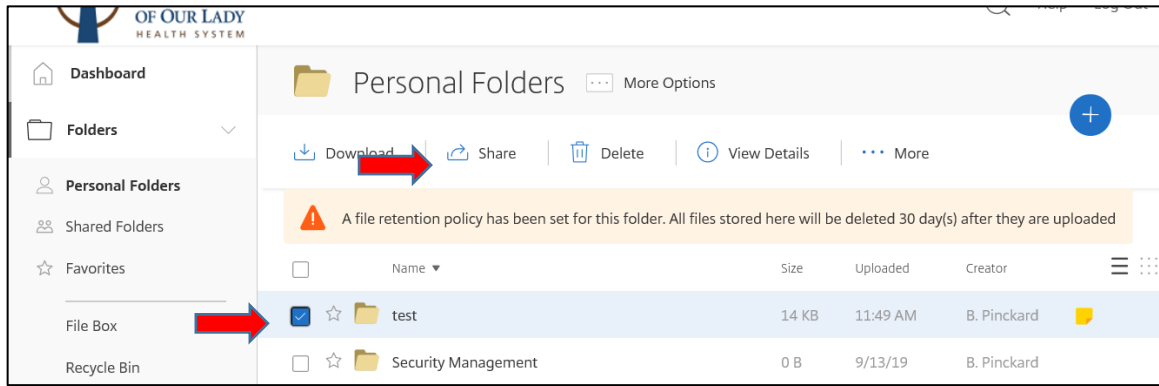


3. Once you've added the files you want, click on "Upload".



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.



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.
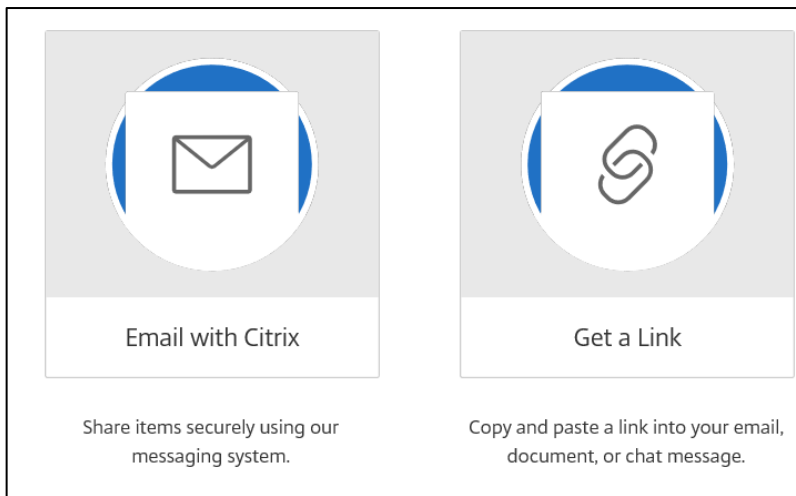


   b. When you see the correct person, click on their name. Repeat for each person you want to send this to.

## Email with Citrix ShareFile

Recipients:                                               * Required

Select...                                    @

Subject:

Message: (optional)

Character limit: 3999

⚙ Edit Message Options

**Send**    Cancel

1 item    Clear All

✕ 📁 test

    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"

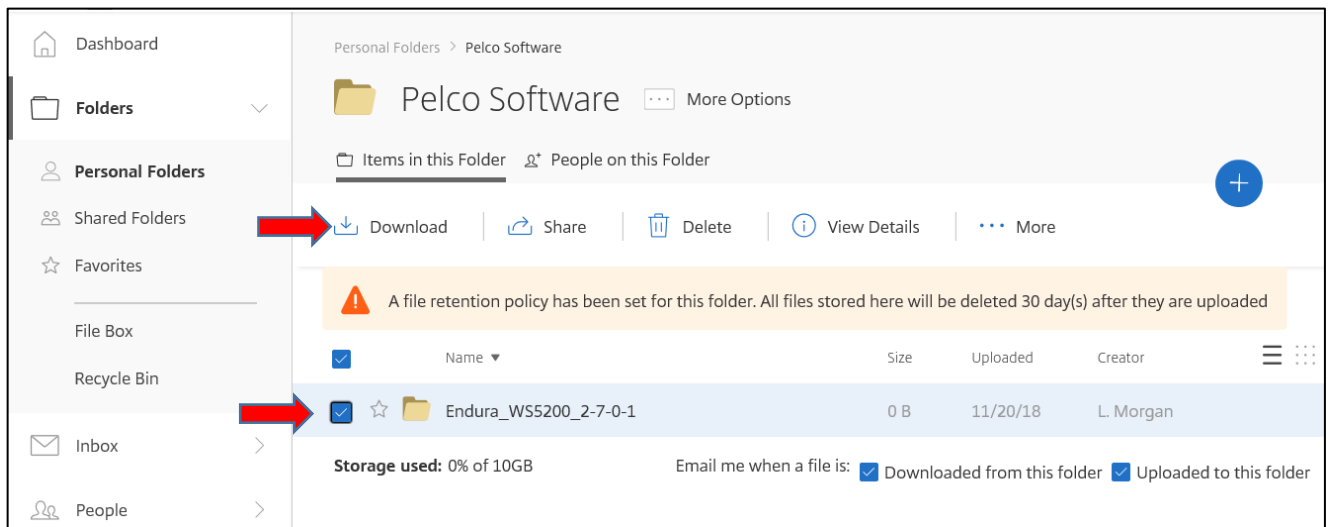https://fmolhs.sharefile.com/d-sacbcd30bd1d4651b    **Copy Link**

⚙ Edit Link Options

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

## Download a file

1. Choose the folder that the file is in you want to download.
2. Place check mark next the file/files you want to download and click "Download".
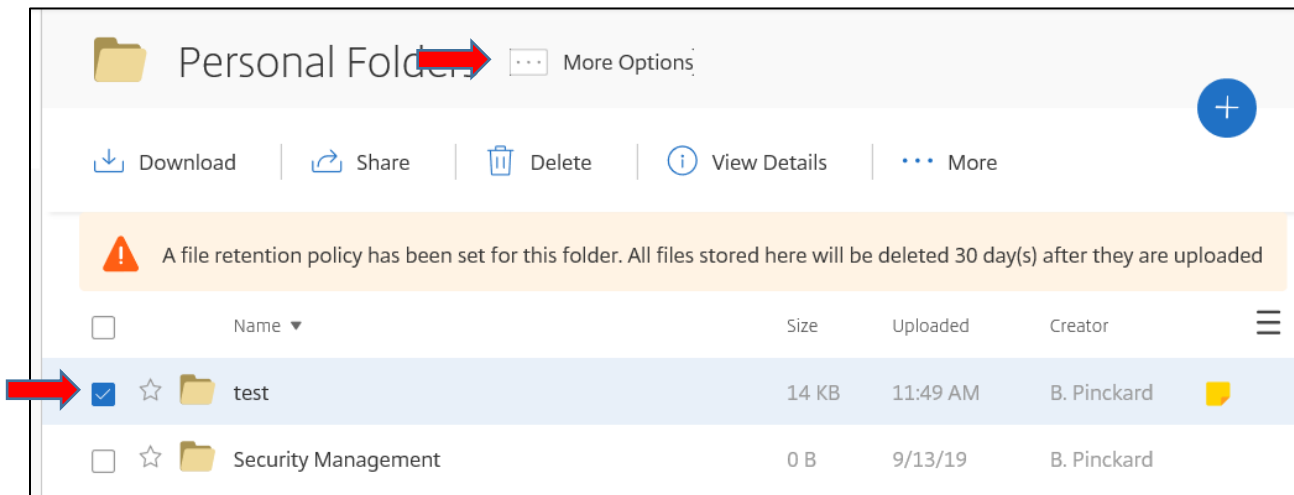
3. This will download the file into your default folder which is usually the Downloads folder under your ID.

# View Activity Log

View Activity Log

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



2. Use the filters to change and review who has accessed the documents.

# Folder Activity Log

**Folder**

📁 Personal Folders     *Edit*

**User**

All Users

**Date**

Last 1 week ⌄

☐ Include activity log of subfolders

**Activity Types**

☑ Download/View    ☑ Move Files/Folders    ☑ Create URLs

☑ Upload    ☑ Restore Files/Folders    ☑ Check In/Check Out

☑ Delete Files/Folders   ☑ Create Folders

☑ Edit    ☑ Create Notes

## Activity Log for "Personal Folders"

↗ Export to Excel

| Date | Item Name | Activity | User |
|------|-----------|----------|------|
| 11:49 AM | /Britani.Tullier@FMOLHS.org/test | Create Folder | B. Pinckard |