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.

N	RANCISCAN IISSIONARIES F OUR LADY E AUTH 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 authorized access is allowed. All access is monitored and logged for administrative and security purposes and these logs made available to Lam Enforcement as	Password:
necessary. Use signifies consent to such monitoring and agreement to preserve the confidentially, integrity, and availability of the resources accessed. Unauthorized access is prohibited and subject to prosecution. If you need assistance, please contact the IS Support Center at 1.466-652-4772.	Europit your passions?
	Log In

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

Ŷ	FRANCISCAN MISSIONARIES OF OUR LADY HEALTH SYSTEM
Sign in belo	w 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		_	Edit Dashboard
Folders >	Recent Files	Shortcuts			
<u>Sa</u> People >			(5)	(2)	88 8
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	eator 🗧 💠
File Box	🗌 🏠 🛅 Security Management 0 B	9/13/19 B. I	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. Switch to Java Uploader	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 Edit
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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☆ Favorite	25		Name 🔻			Size	Uploaded	Creator	\equiv	::
File Box		. 🔽 🕁 🛅	test			14 KB	11:49 AM	B. Pinckard	•	
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://fi	nolhs.sharefile.com/d-sacbcd30bd1d4651b	Copy Lin	ık 🔻
ြဲ <u>Edit Lin</u>	k 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 Folders > Pelco Software				
Folders	\sim	📄 Pelco Software	··· More Options			
🖄 Personal Fold	ders	🗇 Items in this Folder 🔬 People on th	is Folder			6
光 Shared Folder	rs 📃	Download 🖄 Share	Delete i View Details	··· More		
☆ Favorites						
File Box		A file retention policy has been set	t for this folder. All files stored here will	l be deleted 30 day	/(s) after they are upl	oaded
Recycle Bin		Name 🔻	Size	Uploaded	Creator	\equiv :::
		▶ 🗹 🏠 🛅 Endura_WS5200_2-7-0-1	0 B	11/20/18	L. Morgan	
M Inbox	>	Storage used: 0% of 10GB	Email me when a file is: 🗹 Down	loaded from this fo	older 🔽 Uploaded t	o this folder
<u> </u> 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'

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🕁 Download 🛛 🖒 Share 🔲 De	elete i View D	etails	••• More		
A file retention policy has been set for this	s folder. All files stored h	ere will be	deleted 30 day(s)	after they are upl	oaded
Name 💌		Size	Uploaded	Creator	Ξ
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2. Use the filters to change and review who has accessed the documents.

Folder		User	Date	Date	
Personal Fol	ders Edit	All Users	Last 1 week	\sim	
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"		[→ Expo	rt to Exce	
Date	Item Name	Activity	User		
11:49 AM	/Britani.Tullier@FMOLHS.o	rg/test Create Fold	er B. Pinckard		