



BIG RED ROOSTER FLOW

Filesharing User Guide

FileSharing

FileSharing is a simple and effective way to send files to multiple users, saving both time and money by automating package delivery and eliminating the need to manually burn and ship CDs or other physical media. FileSharing quickly and easily delivers large files containing vital company information, allowing employees to save time, reduce project costs and ensure files reach their destination securely.

Files can be released both to individuals or predefined groups, and is available for download to anyone with a standard web browser and internet access.

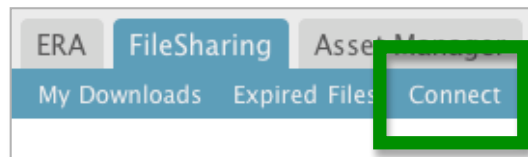
The process of using FileSharing to transmit files between users can be broken down into three areas:

- **Upload files.** This consists of getting the files you want to share up to the FileSharing website.
- **Assign files.** Once a file has been uploaded, you must select which users you want to be able to download the file.
- **Download files.** After a file has been assigned, those users will log into the system and download the file.

Uploading Files – using WebDAV

Uploading files to FileSharing is as easy as copying files from one folder on your computer to another. FileSharing provides an easy-to-use connector that provides users with a folder browser in which they simply drag-and-drop files into to complete uploads.

- From the FileSharing tab, select the **Connect** link in the header bar. This will begin the automatic connection process.

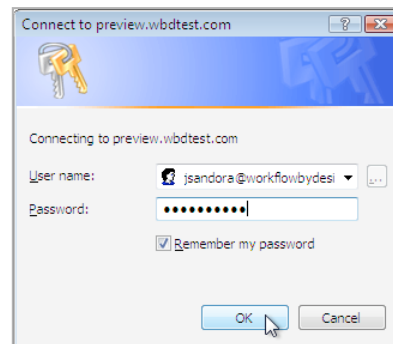


Note: If this is your first time connecting to FileSharing, please download and install the **WebDav connector software**. Instructions for this process can be found on Pg4 of this guide.

- A pop-up window will open requesting a username and password. Enter the same information used to log into the workflow website and select the **Connect** button.



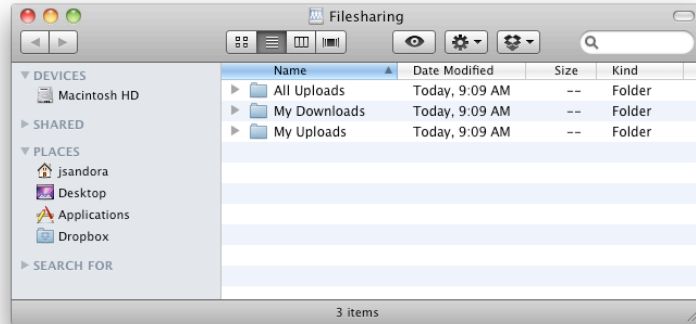
Max OSX login



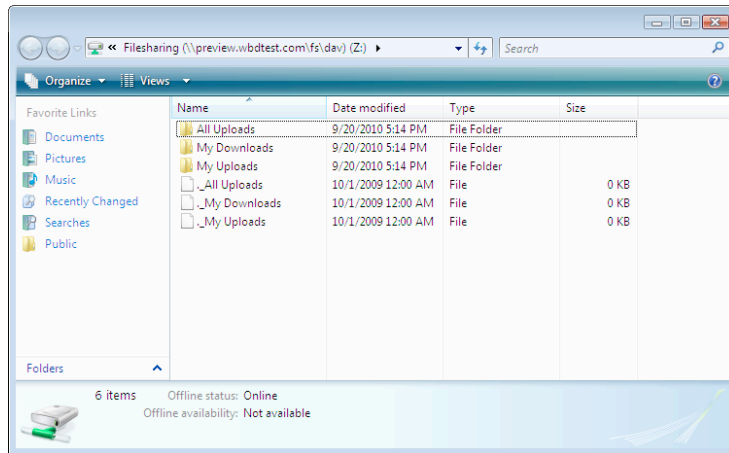
Windows login

- The FileSharing folder window will now open. There are three available folders: All Uploads, My Uploads and My Downloads. Some users may not see the All Uploads folder; this is normal and only because they lack the necessary privileges.

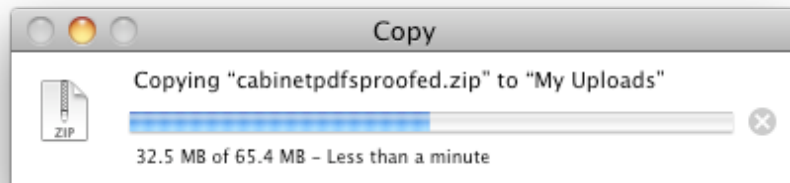
Mac OSX folder window



Microsoft Windows folder window



- Now just drag-and-drop the file(s) you wish to upload to the My Uploads folder in this new folder window. You'll see a progress window open that shows the status of your file uploads. When this progress window closes, your uploads are done.



Note: You can drag multiple files at once onto the My Uploads folder.

- Back in your browser window, click the My Uploads link to continue with assigning files to users.

Installing WebDAV connector

In order to connect to FileSharing using the WebDAV connector, most user computers will require the installation of the connector software. This is a quick and easy installation that usually does not require administrative access to your machine to complete.

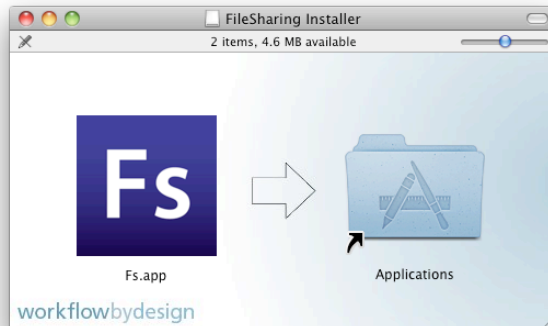
To determine if you need the connector software installed, click the Connect link under the FileSharing tab. If the software is not available on your machine, you'll get an error.

BRR FLOW's system will automatically detect what type of operating system you're using and provide a download link to the software you'll need to use the WebDAV connection. Click this link to download the software.



Mac OSX Install

Mac users, you have it easy. Click that link from the Connect page, and you'll see this pop-up window:

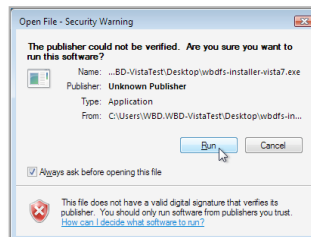


Now just drag that FS icon to the right about three inches, and drop it on top of the Applications folder in that same window. Guess what? Your installation is complete. Hit Refresh on your browser or re-click the Connect link and the WebDAV window will launch.

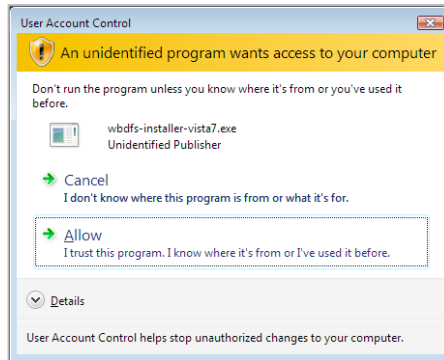
Windows Install

Installation for Windows machines involves a few more steps, but still pretty easy.

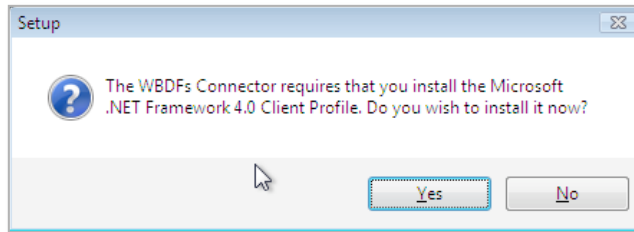
- Start off by clicking the **Download WBDFs** link from the Connect page. Choose to **Save** the file somewhere you'll be able to find it easily – desktop or Downloads folder. When that's done saving, double-click the **wbdfs-installer** application. This will begin the installation process.
- Select to **Run** the program.



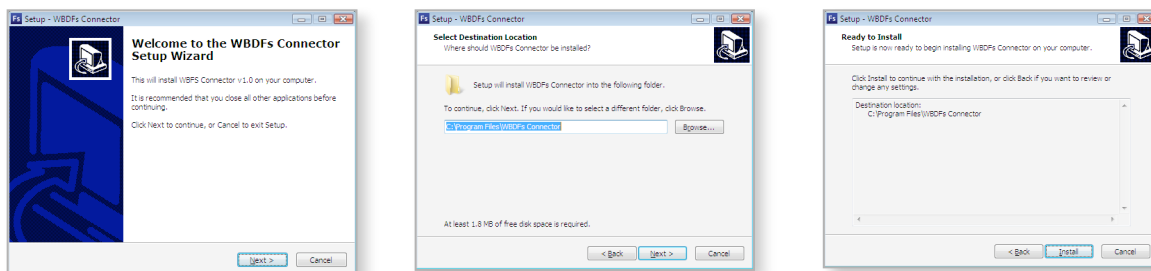
- Most user machines will ask if you want to trust the application. Select **Allow** to continue with the installation. You can trust us. Really!



- At this point you may be asked to update your version of Microsoft's .NET framework. Select OK to do this – its necessary to install and use the WebDAV connector.



- Once the .NET Framework installation is complete, the system will jump over into the installation of WebDAV. You'll get a series of windows verifying installation parameters – locations and such. Just click **Next** through these windows until it the process and complete. You'll then need to reboot your machine to complete the process.



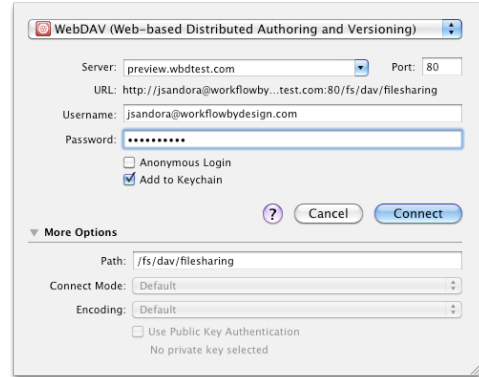
- Once your computer has restarted, head back to the FileSharing website and click the **Connect** link under the FileSharing tab. You should now be able to connect using the WebDAV connector and upload files.

Uploading Files – using FTP applications

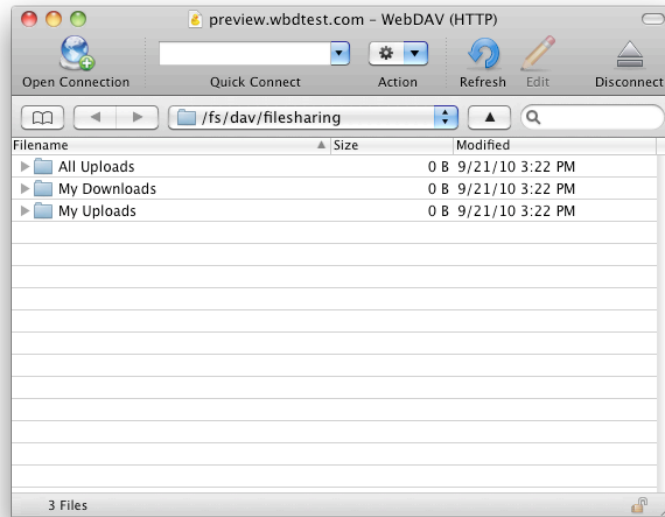
While using the built-in WebDAV connector is the easiest way to upload files to FileSharing, BRR FLOW made sure that certain FTP applications can still be used. As long as the FTP application supports WebDAV connections (such as CyberDuck for Mac OSX or BitKinex for Windows machines), you can use it to upload to FileSharing.

When using an FTP application, use the following settings:

- Select WebDAV as the protocol instead of the usual FTP option.
- For the server, use the same address as before <http://thdbrands.brrflow.com>
- Same username and password you would use to access the site. Be sure to use your email address, not just a username.
- Under the More Options area, add “/fs/dav/filesharing” to the Path.



After entering these settings, select the Connect button to complete the connection. You'll then get a window that shows the three folders in FileSharing: All Uploads, My Downloads and My Uploads. Now just drag files to the My Uploads folder to upload files.



Assigning Files

After a file has been uploaded, users must assign an uploaded file to other users and/or Teams of users for download. These steps outline the process of assigning a file to users.

Edit File Details

File: SmartReview Quick Guide APR10.pdf (1.8MB) Availability:

Uploaded: Tue, 21 Sep 2010 09:25:31 -0400

Expires: 10/12/2010

Reference #: G78345

Notes: User guide for SmartReview application.

Reference Files: There are no reference files

Send Notification: Yes

Reply-To: Jay Sandora

Available:

- Group: Admin
- Group: Designers
- Group: ERA Coordinators
- Group: ERA Initiators
- Group: Kaz Healthcare test
- Group: MBD
- Group: Status testing
- User: David David
- User: David Irving
- User: Jennifer Cuddeback (MBD)
- User: Jennifer Cuddeback (WBD)
- User: Joseph Excite
- User: Kim Burns
- User: Maria Dubuc (MBD)

Selected:

- User: David Irving (WBD)
- User: Jay Sandora

Select All Clear

This file will be made available to any users or groups placed in the right-hand box.

Add Reference File Save Changes

- From the My Uploads main page, select the **Assign & Edit Details** link located under the Actions column. This will open the Edit File Details page. On this page, users can edit the details of the file:
 - **Expires.** If the user has appropriate privileges, the Expires field will be editable, allowing the user to decide how long the file will be available for download by selected users.
 - **Reference.** A reference number can be assigned to the file download.
 - **Notes.** Enter any desired message or instructions to accompany the file. If the uploaded file name was changed (to eliminate spaces in the filename), this field will automatically populate with that information.
 - **Reference File.** Users are able to attach a reference file to a file they upload to the FileSharing system. Assigned users will then be able to download this reference file along with the original file. Select the Browse button to find the file to attach to the download.
 - **Send Notification.** This drop-down menu determines if the system sends an email to assigned users notifying them that a file has been assigned to them in FileSharing. This email contains a link to directly download the file.
 - **Reply-To.** Users can determine which person assigned to the file should receive replies to the notification email that is sent to users assigned to the download.
- The **Availability** section on the right side of the page contains names and Teams of individuals to whom this file can be assigned. Select a User or Group in the left column and click the arrow pointing to the right to move the selected name into the right column (“Selected”).
 - Alternately, should a name need to be removed, select the name in the right column and click the left arrow button to move it back to the Available list.
- Select the **Save Changes** button to make the file available to the names listed in the right column.

Downloading Files

The FileSharing application provides two methods for downloading files from the site: using the email link that assigned users will receive, or by visiting the FileSharing tab itself.

Email Link

When a user is assigned as a recipient of a file uploaded to FileSharing, they will receive an email notification informing them that the file is available for them to download. This email will contain a link that, when selected, will initiate the file download. Users will need to enter their username and password for the FileSharing site in order to complete the download.

My Downloads

Files that have been assigned to a user also appear in the My Downloads area of FileSharing. From this table, users simply select the link under the File column – this will automatically start the file download.

FileSharing tab

The main FileSharing tab itself provides users with fast, easy access to a variety of information regarding file uploads. It's a convenient way to see what's been released to users and who has downloaded available files.

Assignment & Activity	File	Upload	Details	Actions
<ul style="list-style-type: none"> Jennifer Cuddeback (WBD) (0 downloads) Maria Dubuc (WBD) (0 downloads) 	ProjectWorkflow.pdf (349kB)	Tue, 21 Sep 2010 09:24:52 -0400 by Jay Sandora	Expires: Oct 22, 2010	<ul style="list-style-type: none"> Assign & Edit Details Delete
<ul style="list-style-type: none"> David Irving (WBD) (2 downloads) Jay Sandora (4 downloads) 	SmartReview Quick Guide APR10.pdf (1.8MB)	Tue, 21 Sep 2010 09:25:31 -0400 by Jay Sandora	Expires: Oct 12, 2010 Reference #: G78345 Notes: User guide for SmartReview application.	<ul style="list-style-type: none"> Assign & Edit Details Delete
	Boulevard Panels-High Bay_v3 Collection.zip (343kB)	Tue, 21 Sep 2010 10:01:29 -0400 by Jay Sandora	Expires: Sep 28, 2010	<ul style="list-style-type: none"> Assign & Edit Details Delete
<ul style="list-style-type: none"> Joseph Excite (0 downloads) Nulty White (1 downloads) 	cabinetpdfsproofed.zip (62.4MB)	Tue, 21 Sep 2010 10:01:40 -0400 by Jay Sandora	Expires: Oct 8, 2010 Reference File: WBD_example.xlsx (30kB) Reference #: G74984 Notes: Proofed files for cabinet packaging. For archival once its sent to the printer.	<ul style="list-style-type: none"> Assign & Edit Details Delete

- **Assignment & Activity.** This column displays users the file has been assigned to. The link next to the user names indicates how many times that user downloaded the file – and clicking the link opens a pop-up that will show you when those downloads occurred.
- **File.** The File column displays the actual file uploaded to FileSharing. The File name appears as a link, which, when selected, will download the file.
- **Upload.** This contains information about the file upload, including the user performing the upload and when the file was uploaded.
- **Details.** The Details column contains the metadata related to the file upload. This metadata is entered when a user Assign/Edits the file details.
- **Actions.** This column contains links for the different Actions related to a file upload, including Assign & Edit Details and Delete.