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## **How to Access Your Account**

Hi welcome to **BUSINESSEvoult**! By now you should have received an email from your administrator with your account information. This will include your username and password.



Go to "yourcomanyname.businessEvault.com" and log in.

ᆂ Login		
Username/Email:		
Password:		
	FORGOT PASSWORD?	LOG IN

Great! Now you should be logged in. You will see your personal dashboard where you can upload, download, share, and collaborate on files.

My Files	Logged in as <u>Christopher Sferla</u>	zza 🔮 Dow	nload App	1 L	.ogout
	Files	Shares	Backups		ty Log
Browse Files   Files >				(here)	
+ Create Folder III Upload Files	search files	🖧 Sho	ow Deleted 📿	×	Ŵ
Name †		Modified	s	ize	
GreenOnionShare		-			
Manager Team Share					
News		-			
Post Sales		-			

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# **How to Upload Files**

To upload a file, navigate to the "Upload Files" button on the top left of your screen.

Browse Files 🏠 > Files >					
+ Create Folder	search files	🖏 Show Deleted	2	Ж	Ű
Name ↑		Modified	Size		

Once "Upload Files" is clicked it will redirect to a new page where you can drag and drop files to sync up to the cloud.



	Files	Shares	Backups	Activity Log
Upload Files  🏠 > Files >				
File upload				
Filename			Size	Status
Drag f	les here.			
ADD FILES UPLOAD - BACK			0 b	0%

An alternate way to upload is to click "Add Files" and search for files manually on your machine.

	🕹 File Upload	
	Desktop	- 4 Search Desktop
Jpload Files 👔 〉Files 〉	Organize  Vew folder	≝≂ ▼ 🔟 🔞
File upload	★ Favorites     Desktop     Downloads     Recent Places     System Folder     System Folder	
	System Folder System Folder	nter
ADD FILES UPLOAD BACK	Computer Scale Karter	in Plus
	File name:	

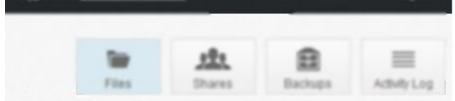
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# How to Download the Desktop Sync Folder

One of the main values of a file sync solution is being able to access files from all devices. So not only will you have your files in the cloud, but on local machines as well.

On the top right of the dashboard you will find a link "Download App". This is where you will click to install the agent for offline file access.





Once you click "Download App" it will redirect you to a page to either download *Windows*, *Mac*, *iOS*, and *Android* apps.

🐚 My Files		hi di kantan Mata Kasa	Logged in a	as <u>Christopher Sferl</u>	<u>azza</u> 🕛 Dov	vnload App	A Logout
				Files	Shares	Backups	Activity Log
Download							
	<b>P</b> Windows Agent	é Mac Agent	Android App	ios			

Choose the appropriate OS (Operating System) and follow the installation instructions to install on your local machine or device. After you finish installation it will ask for your credentials to log in.

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### **Sync Folder**

The files in the cloud will then propagate down to that machine. Each file will show a blue icon, which means the file is now syncing. You can also upload files to the cloud by dropping files into your sync folder.



Organize 👻 Include	in library      Share with      Burn New feet	older		
🖌 🚖 Favorites	Name	Date modified	Туре	Size
E Desktop	🚴 GreenOnionShare	4/12/2013 2:40 PM	File folder	
Downloads	😹 Manager Team Share	3/20/2013 1:25 PM	File folder	
Sa Recent Places	🔒 News	4/1/2013 3:13 PM	File folder	
🔕 SyncedFolder	🔒 Post Sales	4/9/2013 10:40 AM	File folder	
	😹 Sferlazza Family Share	3/22/2013 8:14 AM	File folder	
	Anchor MyDrive Cloud Solution.pptx	2/12/2013 9:48 AM	Microsoft PowerP	1,221 KB
🖌 🥽 Libraries	Credentials for Social Sites(Christopher c	3/28/2013 3:56 PM	Text Document	1 KE

Once files are done syncing down to the local machine, they will change to a green checkmark as seen below.

Organize 🕶 Include	in library  Share with  Burn New for	older		
🖌 🚖 Favorites	Name	Date modified	Туре	Size
📃 Desktop	🚴 GreenOnionShare	4/12/2013 2:40 PM	File folder	
🐌 Downloads	😹 Manager Team Share	3/20/2013 1:25 PM	File folder	
🔢 Recent Places	👌 News	4/1/2013 3:13 PM	File folder	
SyncedFolder	🚽 🛃 Post Sales	4/9/2013 10:40 AM	File folder	
	🌙 Sferlazza Family Share	3/22/2013 8:14 AM	File folder	
	Anchor MyDrive Cloud Solution.pptx	2/12/2013 9:48 AM	Microsoft PowerP	1,221 Ki
🖌 🥽 Libraries	Credentials for Social Sites(Christopher c	3/28/2013 3:56 PM	Text Document	1 K

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## How to Share a File

There are two different ways to share files. The first way is called a 3<sup>rd</sup> party share. Using the 3<sup>rd</sup> party share you can share files with people who are not a user in the system. It will send a secure link to download the file. This would replace the obstacle of sharing large files through email.

The second way is called a team-share. Team-shares are used to share a folder with a specific group of users. The administrator can create these shares for your team.



## **3rd Party Share from Web UI**

To share a file with an individual or group is simple. Just right click on any file or folder and click Share.

	Cloud Solution.pptx	February 12, 2013 at 11:48AM	
Download	Christopher collision	March 28, 2013 at 05:56PM	236b
Activity     Activity     Rename     Move	xt	April 04, 2013 at 12:05PM	297b
Share	backup.txt	March 28, 2013 at 12:01PM	523b
K Erase Revis	ions	April 12, 2013 at 04:22PM	328.45k

When you click share it will redirect to a form. Fill out all email addresses to share the file with. You can add an expiration date for the share to expire. Once the share expires the link will no longer be available. We also allow you to add a message if needed. If "Send unique link to each person?" is checked you will be able to track who opens and downloads the file.

Share "New Text	Document.txt"	
Send Link To		
add names	or emails	
Expires		
		1
Message		
	e link to each p	

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After the "Share" button is clicked, a message will say, "Share links were sent successfully." You will be left on a page that gives an option to download the file to your local machine, remove the share, go to your files, or track your shares.



MY FILES	MY SHARES	_		REMOVE SHARE	DOWNLOAD	SHARE
		✓	Share links were sent successfully.			
			New Text Document.txt			
			DOWNLOAD			
			COPY URL			

## **3rd Party Share from Sync Folder**

Sometimes it is easier to do a 3<sup>rd</sup> party share directly from the sync folder. Just right click on the file, navigate to "Synced Tool", and click "Share link". This will redirect to the same form as above.

鬕 SyncedFolder	🍌 Sferlazza Fami	nily Sh	are	3/22/2013 8:14 AM	File folder	
	🕖 Anchor MyDri	rive C	loud Solution.pptx	2/12/2013 9:48 AM	Microsoft PowerP	1,221 KB
🥃 Libraries	凝 Credentials fo	or Soc	ial Sites(Christopher c	3/28/2013 3:56 PM	Text Document	1 KB
Documents	🔊 Credentials fo	or Soc	ial Sites.txt	4/4/2013 10:05 AM	Text Document	1 KB
👌 Music	oifference bet 🖉	tweer	n sync and backup.txt	3/28/2013 10:01 AM	Text Document	1 KB
Pictures	🕎 enduserguide.docx			4/12/2013 2:22 PM	Microsoft Word D	329 KB
📑 Videos	🔊 fileservervalueprop.txt			3/20/2013 2:11 PM	Text Document	1 KB
	🖉 New Text Doc	cume	nt tvt	3/13/2013 11-03 AM	Text Document	1 KB
💻 Computer	🕖 SaaS user co		Open		Aicrosoft Excel W	12 KB
			Print			
📬 Network			Open with Free File Viewe	er		
			Show how to open this fi	le		
		0	Send to Bluetooth			
		<u>6</u>	Scan with Microsoft Secu	irity Essentials		
			Open with		•	
			Share with		•	
		9	SyncedTool		View revisions	
			Restore previous versions	;	Share link	

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## **Team-Share from Web UI**

As we discussed earlier, Team-shares are used for team collaboration. These are different than personal folders. A team-share folder will have an icon with people on it. You know a folder is a team-share when this icon is visible. Anytime you change a file in this folder it will then update across everyone's



devices that are attached to that share. This allows collaboration in real time. You will also be able to access older versions of files which are called "revisions"

Name t		
GreenOnionS	<u>nare</u>	
Manager Tean	1 Share	

## **Team-Share from Sync Folder**

As long as you have permission, you can access your team-share from your sync folder. Same as the web UI, anytime you change a file it will propagate to all other devices and users associated with the share.

Sector Christoph	er ► SyncedFolder ►	_	_
Organize 🔻 🛛 🛜 Open	Include in library 🔻 Share with 🔻	E-mail Burn New folder	
🖌 🚖 Favorites	Name	Date modified Type	Size
🧮 Desktop	🚴 GreenOnionShare	4/12/2013 2:40 PM File folder	
🗼 Downloads	🐉 Manager Team Share	3/20/2013 1:25 PM File folder	
🖳 Recent Places	🛃 News	4/1/2013 3:13 PM File folder	
鬕 SyncedFolder	🛃 Post Sales	4/9/2013 10:40 AM File folder	

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## **Tracking Your Shares**

You can track and view all of your team-shares and 3<sup>rd</sup> party shares. Just click on the "Shares" tab. On the top portion you will see your team-shares, and below your 3<sup>rd</sup> party shares.



					Files	Shares	Backups		tivity Lo
Sh	ares								
ea	m Shares								
	Share				Created		Browse		
Files	/GreenOnionShare		Febr	uary 04, 2013			-		
ile	s You Have Shared								
ile	s You Have Shared	# Views	# Download	5	Expire	s		Ма	anage
File ⊳		# Views 0	# Download 0	5	Expire None	s		Ma	anage X
⊳	File			8		s			
	File Files/New Text Document.txt	0	0	8	None	S		R	×
	File Files/New Text Document.txt Files/News	0	0 3	8	None	S		22. 23.	×
	File Files/New Text Document.txt Files/News Files/Manager Team Share	0 0 0	0 3 0	8	None None None	S		21. 21. 21.	× × ×

Only an administrator can delete a team-share. From the shares page you can browse your team-share files.

eam Shares		
Share	Created	Browse
Files/GreenOnionShare	February 04, 2013	

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For 3<sup>rd</sup> party shares you can delete, track, and view your shares.



s You Have Shared	ou Have Shared Track who views or downloads a file					
File	# Views	# Downloads	Expires		Ma	anage
Files/New Text Document.bt	0	0	None	Download File	a.	×
Files/News	0	3	None		23.	×
eric@	0	3	Link	Delete a share.	⇒	×
susan@	0	0	Link			×
jamie@	0	0	Link			×
Files/Manager Team Share	0	0	None		22	x
	Files/New Text Document.bt Files/News eric@ susan@ jamle@	File     E Views       Files/New Text Document.bt     0       Files/News     0       eric@     0       susan@     0       jamle@     0	File     ¥ Views     # Downloads       Files/New Text Document bt     0     0       Files/News     0     3       eric@     0     3       susan@     0     0       jamle@     0     0	File     ¥ Views     # Downloads     Expires       Files/New Text Document.bt     0     0     None       Files/NewS     0     3     None       eric@     0     3     Link       susan@     0     0     Link       jamle@     0     0     Link	File       # Downloads       Expires         Files/New Text Document.bd       0       0       None       Download File       Image: Comparison of the state of	File     ¥ Views     # Downloads     Expires     Mail       Files/New Text Documentbt     0     0     None     Download File     1       Files/News     0     3     None     Download File     1       eric@     0     3     Link     Delete a share.     1       susan@     0     0     Link     Delete a share.     1

# **Deleting a File**

Generally users aren't allowed to delete their own files unless they have permission. If you right click and press "Delete" the file will still be on the server.

PPTX	Anchor MyDr	ive Cloud Solution.pptx	February 12, 2013 at 11:48AM	1.19M
	Credentials fo	r Social Sites(Christopher collision	March 28, 2013 at 05:56PM	236b
	Credentials	Download     Revisions	April 04, 2013 at 12:05PM	297b
	difference be	C Activity   Rename	March 28, 2013 at 12:01PM	523b
Docx.	enduserguid	Move Share Kerase Revisions	April 12, 2013 at 04:22PM	328.45k
	fileservervalu	Crase Revisions  Delete	March 20, 2013 at 04:11PM	428b

If you accidently deleted or need to find the file again it is easy to restore. On the top right of the screen next to the file search bar, you will find "Show Deleted".

Create Folder	Upload Files	search files	🔒 Show Deleted	2 %
---------------	--------------	--------------	----------------	-----

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After you click "Show Deleted", all deleted files will show up faded out.

PPTX)	Anchor MyDrive Cloud Solution.pptx	February 12, 2013 at 11:48AM	1.19M
	Credentials for Social Sites(Christopher collision	March 28, 2013 at 05:56PM	
TXT	Credentials for Social Sites.txt	April 04, 2013 at 12:05PM	297b



# **What Are Revisions**

Revisions or versions of file changes are kept. You can go back to older versions of files very easily. From the web UI right click on the file and click "Revisions".

.TXT	Cred	entia	Is for Social Sites/Chr	ristopher collision	March 28, 2013 at 05:56PM	236b
	Crei		Download Revisions		April 04, 2013 at 12:05PM	297ь
	diffe		Activity Rename Move	up.txt	March 28, 2013 at 12:01PM	523b
	end		Share Erase Revisions		April 12, 2013 at 04:22PM	328.45k
TXT	files	0	Delete		March 20, 2013 at 04:11PM	428b

## How to Restore a Previous Version

Once you click "Revisions" it will redirect to a screen where you can download older versions or restore an older version to the current revision. The most current version will be highlighted in green.

				Files	Shares	Backups Activity Log
Browse File Revis	sions - enduserguide.docx					
Tiles						
Revisions for e	nduserguide.docx					
Filename	Received	File Size	Full Size	Delta Size	Download	Restore
enduserguide.docx	April 12, 2013 at 07:07PM	836,89k	751.42k		Download Current	Current Revision
enduserguide.docx	April 12, 2013 at 04:22PM	328.45k	309.84k	216.07k	Download Revision	Restore Revision
enduserguide.docx	April 10, 2013 at 06:59PM	240.17k	211.30k	13.61k	Download Revision	Restore Revision
enduserguide.docx	April 09, 2013 at 06:57PM	239.17k	210.36k	11.62k	Download Revision	Restore Revision
enduserguide.docx	April 09, 2013 at 06:41PM	51.67k	48.11k		Download Revision	Restore Revision
Currently Displaying Re	visions For 5 File(s)					



# What is the Backups Tab?

As long as you have permission to you can use the "Backups" tab. Backups are used if you have files on your local machine that you don't want to sync but still want a backup copy of. You can use our backup feature to choose folders or files which will sync to the server only. Any changes made to a document will also sync to the server. If you need to restore a backup, you can navigate to your "Backup" tab. Just find the file you need and click restore.



Backups			
Backups + Create Backup			
Folder	Created		Browse
C:\Manager Folder	April 15, 2013	×	Ø
			Restore Backup

## **Difference between Backups and Sync**

#### File Sync:

- File Sync allows remote file access from anywhere on all devices
- Revisions (File versioning)

#### Backup:

- Backups are files that aren't in the "sync folder"
- Remotely backup files on your local machine.
- These files are saved on the server not in your "sync folder"
- Any time the file changes on the local machine it creates a revision on the server.
- You can restore backups from the Web UI under "Backups" tab.
- No file access remotely.

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# **Activity Log**

The activity log is used to track all usage across the system. You can see when you deleted a file, made a change, or any other activity.



	-	121		=
	Files	Shares	Backups	Activity Log
Activity Log				
Show Activity In: Files •				
Christopher Sferlazza (CHRISTOPHER-PC) created file teamsharesyncfolder.png			April 1	2, 2013 at 07:07P
Christopher Sferlazza (CHRISTOPHER-PC) created file teamshareicon.png			April 1	2, 2013 at 07:07P
Christopher Sferlazza (CHRISTOPHER-PC) created file syncedfoldergreenchecks.png			April 1	2, 2013 at 07:07P
Christopher Sferlazza (CHRISTOPHER-PC) created file Login.png			April 1	2, 2013 at 07:07P
Christopher Sferlazza (CHRISTOPHER-PC) created file syncedfolder.png			April 1	2, 2013 at 07:07P
Christopher Sferlazza (CHRISTOPHER-PC) created file downloadapp11.png			April 1	2, 2013 at 07:07P
Christopher Sferlazza (CHRISTOPHER-PC) created file downloadapp.png			April 1	2, 2013 at 07:07P
Christopher Sferlazza (CHRISTOPHER-PC) created file downloadapp.xcf			April 1	2, 2013 at 07:07P
christopher Sferlazza (CHRISTOPHER-PC) created file dashboarddownloadapp.png			April 1	2, 2013 at 07:07P
Christopher Sferlazza (CHRISTOPHER-PC) created file dashboard2.png			April 1	2, 2013 at 07:07P

# Conclusion

**Anytime, Anywhere Access** - Accessing and syncing files between their devices – laptops, desktops, smartphones and tablets – is a priority for enterprise employees.

**Easy Collaboration: Externally & Internally –** The ability to share and collaborate on files with both internal and external constituents.

**Most importantly** - You are getting a cloud storage, sync and collaboration solution that is guaranteed by your service provider.

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