



ExtraShare User's Guide

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Searching:

You can search through user or file information. The tool will look for users whose names contain the text string which you enter or for files which have names or descriptions which contain the text string which you enter.

Home:

Clicking on the buttons along the left-hand side of your browser will take you to the indicated ExtraShare feature. The buttons in the upper right-hand corner allow you control your interaction with the ExtraShare by editing your profile and logging out. All design features, such as colors and logos can be edited in the Design Administrator. Only site administrators have access to this feature. If you wish to contact a site administrator, use the Contact List feature.

Bulletins:

Bulletins are system messages that can be sent to all users of this ExtraShare or only to specific users. To read a bulletin, click on the subject. To delete a bulletin, click on the red "X" under Action. You can also delete all the bulletins by clicking on the "Delete All Bulletins" command underneath the bulletin listing. To send a bulletin, click on "Post Bulletin" next to this Help button.

Directories

Directories are indicated by yellow folders. A directory can contain files and/or sub-directories.

Initially, the Root directory is displayed. Click on the name of any sub-directory to view its contents. To navigate back through the directories, click on the name of any directory in the hierarchical listing in the title bar.

Click on the red "X" icon in the Action column to delete a directory. A directory that contains files cannot be deleted. Deleting a directory is immediate and irreversible.

To edit a directory, click on the pencil icon in the Action column. Then modify both the name and Description of the selected directory.

To create a new directory within the current directory, click on the link at the bottom of the page.

Files

Anyone with access to a directory can see all the files in it. System icons represent file types. Graphic files may also show a thumbnail of their image. Files can be viewed by clicking on their name.

If you intend to modify a file, you must check it out. This can only be done if the file is "In," indicated in the Status column. Click on the "In" icon and the file will be checked out, as shown by the "Out" icon. A file can only be checked back in by the person who checked it out.

In order to download a file, right-click on its name and select "Save Target As..." Then, indicate the destination for the file. Any user can download a file with access to its directory, but only the user who checked out the file can upload it.

To initiate an Idea Exchange about a file, click on the notepad in the Action column. If an Idea Exchange has already begun, then click on the cartoon blurb to join in the discussion.

To edit a file, click on the pencil icon in the Action column. You can then modify both the name and Description of the selected file.

To move a file to a different directory, click on the pointing hand icon in the Action column. You will be presented with a list of possible destinations.

Click on the red "X" icon in the Action column to delete a file. Deleting a file is immediate and irreversible.

Checked out files cannot be edited, deleted, or moved. Only users with Read/Write permission can edit, delete, or move files. Executable files and ASP files cannot be shared. You can re-sort directories and files by name or by description clicking on the up and down arrows in the title bar.

Upload File

Enter the name and description of the file. Use the "Browse" button to select a file from your computer. Click on the "Thumbnail Image" checkbox if the file listing should display a thumbnail of a .jpg or .gif file that is being uploaded.

If other users with access to this directory should be notified that a file has been added, click on the "Send Notification" checkbox. Notice can

be sent via bulletin, internal to the ExtraShare, or via email, external to the ExtraShare. Then, enter the body of the notification.

Click on "Upload File" when all necessary information has been provided.

Upload Multiple Files

Up to five files can be uploaded at once. Enter the name and description of each file. The names do not have to correspond to the filenames. Use the "Browse" buttons to select the files from your computer. Click on the "Thumbnail Image" checkboxes if the file listing should display thumbnails of the .jpg or .gif files that are being uploaded.

Click on "Upload Files" when all necessary information has been provided.

Contact List/send Email

The contact list is central list of users who belong to the current ExtraShare. Preceding each user name is a representative icon, defined at the bottom of the page.

Clicking on a user name will show the current user profile.

To send a personal email, use the check boxes located to the right of the users name and indicate the recipients as primary (TO), carbon copy (CC), or blind carbon copy (BCC). To select all users, use the 'Select all users' checkbox located at the bottom of the list. Then click on the "Send Email" button at the bottom of the page. Alternatively, click on a user's email address if there will only be a single recipient. Recipients who are not users of the current ExtraShare can be entered manually.

Re-sort groups or users by clicking on the arrows in their title bars.

Calendar

The ExtraShare calendar offers a complete time management system. Three months are shown across the top of the page with a view of the current month, the previous month and the next month. The current date is highlighted. The months can be scrolled by clicking on << and >>. Click on any date and it becomes the focus of the expanded calendar, which takes up the bulk of the page.

The date that is the focus of the calendar is placed at the center of the first week. Initially, the current date is the focus. One, two, three or four weeks can be viewed by selecting the numbered view icon from the title bar.

Click on a particular event to see its start time, end time, and details.

To schedule a meeting, event, or reminder, select "New Event" at the top right corner of the selected month.

Select "My Calendar" to view all scheduled events for the current user in the current ExtraShare.

At the bottom of the calendar, the single arrows (< and >) will change the move the focus date by three days. The double arrows (<< and >>) will change the view by seven days.

Clicking on "Show events for all my shares" will show scheduled events for the current user regardless of the ExtraShare.

Idea Exchange

The Idea Exchange is a public forum for discussion and consultation. Discussions are organized by topic and posts can be made on a topic, a file, or on another post. All entries bear the date and time of creation along with the name of the poster.

To comment on any topic, select the cartoon blurb icon under the Action column. You then type in a subject and comments. Save your contribution. The contribution is automatically attached to the originating topic. If there are comments made to a topic, a + icon will appear next to the subject title on the Idea Exchange Topics first page. By clicking on the + icon, all contributions to that topic will appear. You can view any comments and then respond if desired. If there is no + icon on a Topic, no comments have been made. You can either comment on the original entry by clicking the Reply Icon, or you can reply to a reply. Any time there is a + icon means that there are more comments under that particular subject. To go back up a level, select the up arrow icon that appears next to the current subject title.

New Topics

To initiate a topic, select "Create New Topic." Type in a subject and message, and then click on "Save Topic." The new topic will be added to the Idea Exchange and anyone can read or comment on the

subject. The entire description text entry will show for the original entry and any subsequent comments.

Topic Not Found

The selected topic has been removed from the Idea exchange by another user. Click on the up arrow in the title bar to return to the Idea Exchange.

Group Administrator

Users can be organized into groups in order to facilitate user selection where offered throughout the ExtraShare. To view the members of a group, click on the group name. A window will pop up that will show all individuals in that group. Users can be deleted from a group in that window. To create a group, select "Add New Group." To modify group, select the pencil icon from the Action column. Click on the red "X" icon in the Action column to delete a group. You can re-sort groups by clicking on the arrows in the title bars. The All Users Group cannot be edited.

Add New User Group

Enter a name for the new group, and select all members that should be in the group. If you want all members to be selected, go to bottom of list and click on the "Select All" button. After selections have been made, click on "Save Group." If you want to start over on the group, select "Clear" and proceed with the selection.

Edit User Group

To edit the group name, use the top textbox and "Save Group Name" button. Current members of the group can be dropped from the group with or without their directory permissions and their calendar event invitations. Non-members can be added to the group with or without granting directory permissions and inviting to calendar events. Make each selection and ExtraShare will automatically update the list. Current group members can be re-sorted by clicking on the arrows in their title bar.

Edit Site Title

This section is used to change the title, which appears under the logo on all the ExtraShare pages. Click on "Save Title" to preserve any changes.

Design Administrator: Edit Homepage

Homepage Content

Each ExtraShare homepage has space for three sections of public news and information. Enter each title and body, and then click on "Save News" to preserve any changes. If you wish to turn off a section, leave it blank.

Affiliate Logos

Up to three affiliate logos can appear on the ExtraShare homepage. Use the "Browse" button to select a graphic from your computer. If you wish to remove any images, click on "Remove Logo." To overwrite the image, click on the appropriate "Upload Logo" button.

Design Administrator: Edit Public Thumbnails

Public Images

Up to nine images can appear on the ExtraShare homepage. Use the "Browse" button to select a graphic from your computer. The caption appears beneath the graphic. To see the layout grid of the images, click on the picture icon at the end of the title bars. If you wish to remove any images, click on "Remove Image." To overwrite the image, click on the appropriate "Upload Image" button. "Save Caption Only" will just overwrite the caption. Images can be moved around on the layout grid by selecting a new position and clicking the "Move Image" button. Note that any image in the destination will be deleted.

Design Administrator

Color Scheme

This section of the Design Administrator is used to alter the color scheme of the current ExtraShare. Hexadecimal codes must be entered for each color. Click on the picture icon at the right side of the title bar to bring up a color chart, which will help with determining appropriate color codes. "Restore ExtraShare Default Colors" will return the color settings to a default blue and white color scheme. The current ExtraShare will have its colors updated to the entered settings when "Save Color Scheme" is clicked. The "Test Colors" button will show an example of the entered colors without saving them.

Edit Logo

This section is used to change the logo, which appears on all the ExtraShare pages. Use the "Browse" button to select the graphic from your computer. The logo must be the size and shape desired. Logos must be in .jpg or .gif format and their size cannot exceed 100 kilobytes. The logo on the current ExtraShare's homepage can be

made click able by entering an active URL in the link field. If you wish to turn off the link, leave it blank. To preserve any changes, click on the appropriate Save button.

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User Administration

Preceding each user name is a representative icon, defined at the bottom of the page.

Clicking on a user name will show the current user profile.

Clicking on the yellow folder icon will bring up the list of directories in the current ExtraShare with checks next to the ones, which that user can view. Altering directory permissions is accomplished by adding and removing the checks for the requisite directories.

To edit user information, go to the action column and click on the pencil icon.

To delete a user from the current ExtraShare, click on the red "Delete" icon. Use caution when deleting users, it is instant and irreversible.

Clicking on "Add a New User" will bring up a page for the creation of a user who has no access to any other ExtraShare. To grant access to the current ExtraShare to a user of another ExtraShare, click on "Grant Access."

You can re-sort groups or users by clicking on the arrows in their title bars.

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