

Uploading & Downloading with Sharefile

You will receive a notice from ShareFile

	DigitalWarRoom
F	Paulette,
v	Velcome! You have been added to the account for Digital WarRoom.
	A nole from Justin : Tve added you to my ShareFile account!
n	ctivaling your account will allow you to create your password. This link is unique to you and ust be used within the next 30 days.
	Activate Account
h	rouble with the above link? You can copy and paste the following URL into your web browser: ttps://dwr.sharefile.com/?a=1238a7b88411cf8i&uh=bp
S p a	hareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a asseword-protected area for sharing information with clients and partners, and it's an easy way to send files that e too large to e-mail.
Р	owered By Citrix ShareFile 2022

Click Activate Account and provide information and choose a password:

DigitalWa	rRoom	DigitalWarRoom 2 Your username is paulette@ggollc.com.		
		Please create a pa	ssword.	
Welcome! Please confirm your personal information.		Passwords must meet the following requirements: × at least 1 upper case letter × at least 1 lower case letter		
First Name : * Paulette	* Required	 X at least 1 number X at least 1 special characters X at least 8 characters in length X Passwords should match 		
Last Name: *		We'll also perform an additional streng	th check on save. (?)	
Company :		Confirm Password:		
Gallivan, Gallivan O'Melia				
Contin	nue	Back S	ave and Sign In	

Double Click to Open Your Folder





Uploading & Downloading with Sharefile

Drag and drop zipped files to the folder (we highly recommend zipping the documents first)



A progress bar will track the upload of the documents.



A shortcut is on the DWR Server Desktop to access ShareFile. Open from the Server to upload files for your local use and to download files for processing into DWR.





From the DWR Server, select the file(s) to be downloaded. When selecting multiple files ShareFile will zip the files before downloading. When the files are already zipped, download each zip separately.

Folders > Digital WarRoom										
📁 Digital WarRoom …										
Lownload 🖸 Share 🔟 Delete 💿 Preview … More										
A file retention policy has been set for this folder. All files stored here will be deleted 60 day(s) after they are uploaded										
V Name 🔺	Size Up	lploaded	Creator							
🔽 🏠 _Sample Data.zip	13 MB 12	2:44 PM	p. Keheley							

Be sure to select the XFER shortcut on your desktop to direct the documents to save:

🚱 Save As									
\leftarrow \rightarrow \checkmark \uparrow 🗔 $ ightarrow$ This	s PC > Desktop	×	・ Ö Search Deskto	pp	P				
Organize 🔻 New folder	r				?				
FreyBuck ^	Name	Date modified	Туре	Size					
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o Creative Cloud Fil	T XFER	3/31/2022 1:59 PM	Shortcut	2 KB					
💻 This PC									
🧊 3D Objects 🗸 🗸									
Elle anno Comm	la Data ain								
File name:	ne Data.zip				~				
Save as type: ZIP File	e (*.zip)				~				

Once the download is completed, documents can be processed into DWR.