NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

Information Technology

Share Manual

Revised: August 2013

Training and Empowerment

Table of Contents

Share Manual

Share Manual

1   Why use Share?

Before Share we relied on our P: or H: drives to save documents. The drawback was that other users didn't have access to our P: or H: drives. With Share this issue is addressed and more functionality is available to manage our documents with ease.

The advantages of Share:

- You can access your documents from anywhere in the world.
- You can manage your documents with ease:
  - No need to email or use USB devices.
  - You can see who is currently working on a document.
  - No more duplication of documents.
  - Versioning enables effective tracking of document changes.

2   How to log into Share

- Open your Internet browser (Firefox is the preferred browser because of speed).
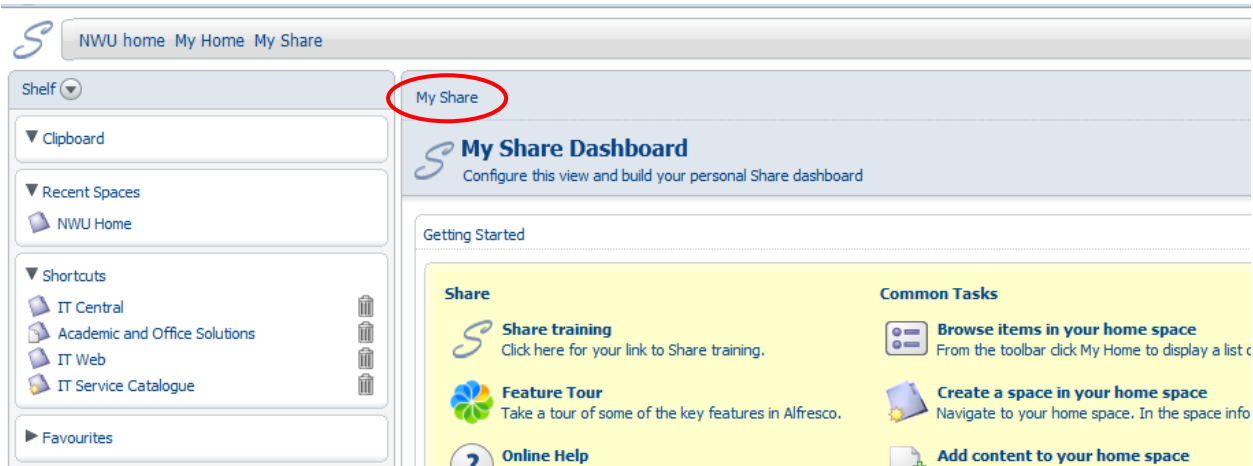- In the navigation field type the link for share: **share.nwu.ac.za** and press Enter.

The following login screen will appear

- **User Name:** is your NWU#
- **Password:** is your Network password

- Click on **Login**

The following screen will appear

Every time you login to Share you will be navigated to the **My Share** space.

The **My Home** space refers your own individual space much like your P: or H: drive. Other persons will not have access to the content of this space unless you invite them. If a person is invited to your space it will be visible to them under **NWU home > User Homes**.

The **NWU home** space is the area where information is kept that is shared within or between departments.

3   How to view content in Share

*Navigate to the space where the information is that you want to view. In the example we will view content in the **NWU Home > Ad hoc payment** space. This is where Finances keep the information of the daily ad hoc payments they make.*
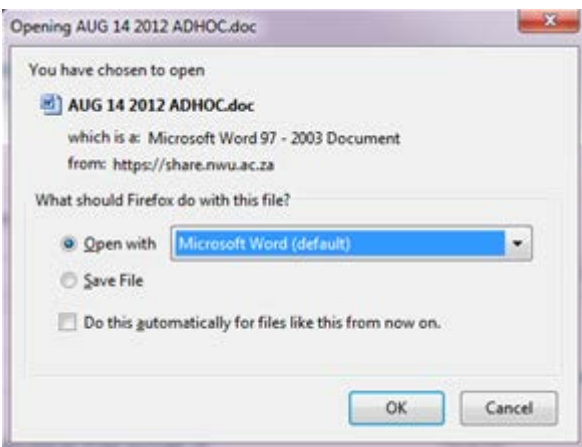
- Click on the **NWU Home** space.
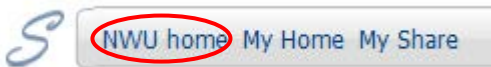
- Click on the **Ad hoc payments space**.

- Click on any file name to view the information. For this example we clicked on the file name **AUG 14 2012 ADHOC.doc**.

- You may have to scroll to the next page by using the Page Navigation bar at the bottom of the list.
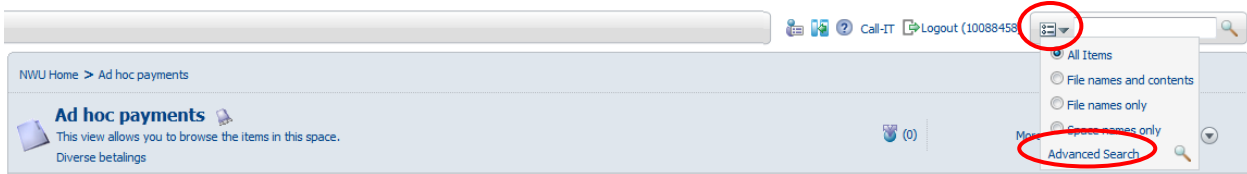

The following screen will appear.

- Click on **Open with** and then on **OK**.

The document will now open in MS Word for you to view the information. When done you may close the document.

4   How to search for content in Share

*You don't have to be in a specific space to search for content in Share. In this example we will search for content in the **NWU Home > Ad hoc payments** space, specifically for payments made to a specific company.*
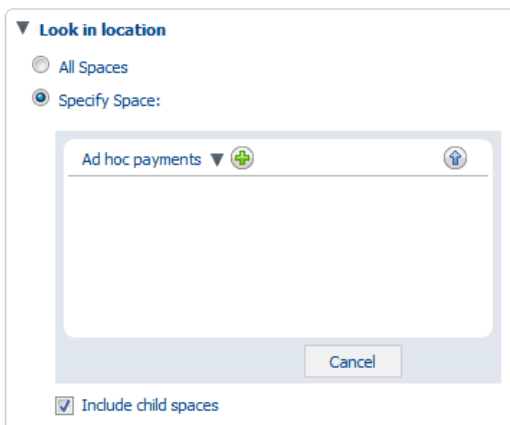
- Click on the **Options** button (in the top right hand corner of the screen) and then choose **Advanced Search**.

The following screen will be displayed:
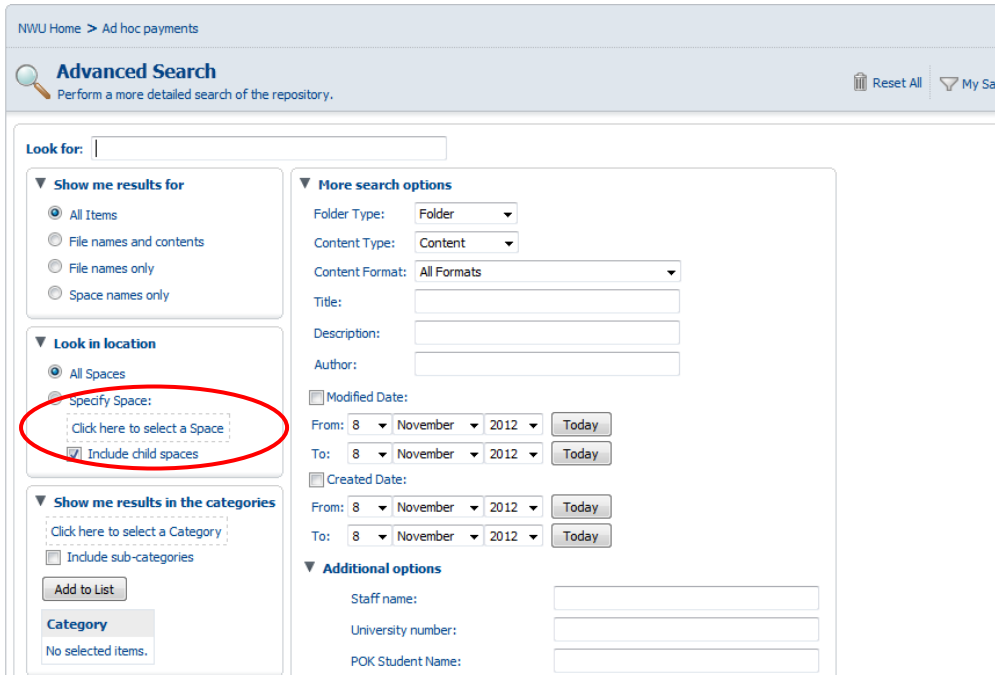
- To narrow the search to the **NWU Home > Ad hoc payments** space, tick the **Specify Space:** and then click on **Click here to select a Space**.

- The following screen will be displayed:

- Click on the **green cross**.

- Now add the name of the company in the **Look for** field.
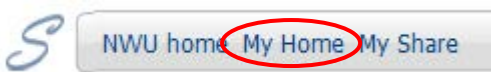

- Click on the **Search** button.

All the files containing the company name will now be displayed. You can also narrow the search by selecting Create Date From and To.
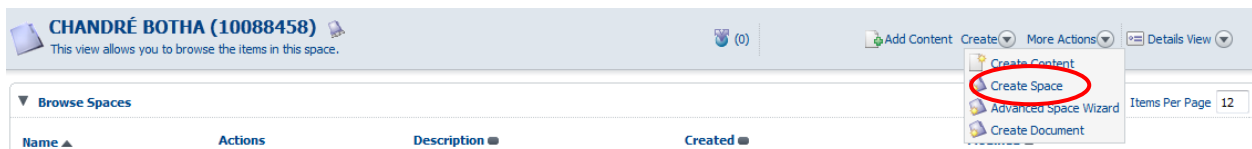
5 How to create a space in Share

Navigate to the space where you want to create a space. In this example we will create a space called ***Training*** *in* ***My Home****.*

- Click on **My Home**.

- Click on **Create** and the **Create Space** option.

The following screen will be displayed:

- Type a **Name:** for the space.
- Type a **Title:** for the space.
- Type a **Description:** for the space.
- Choose an icon
- Click on the **Create Space** button.

The **Training** space will now appear in the list. Note the difference between the **Name** and the **Description**.
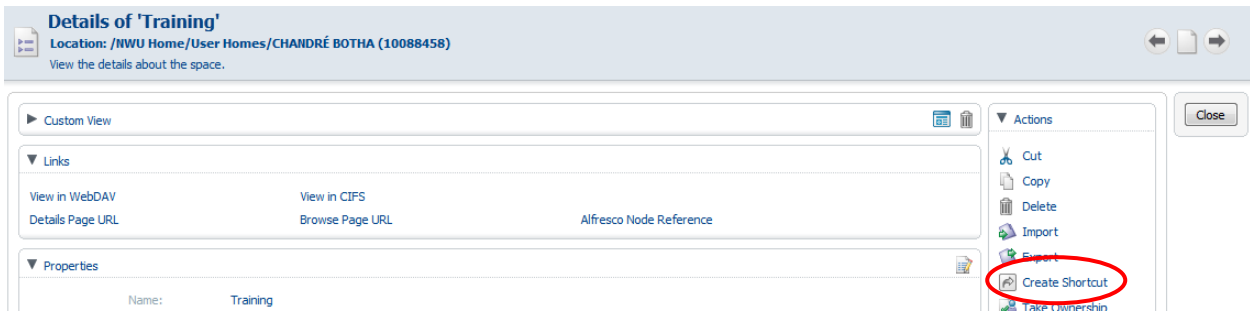

6 How to create a shortcut in Share

In this example we will create a shortcut for the ***Training*** *space created in the previous section of this document.*
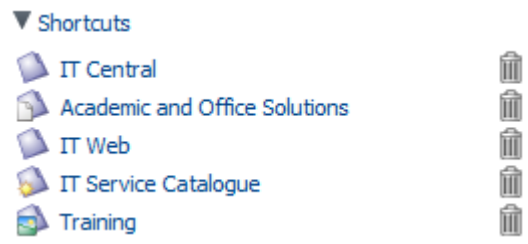

- Click on the **View Details** button under **Actions** to the right of the **Training** space.

The following screen will be displayed:

- Click on the **Create Shortcut** option.
- Then click on the **Close** button.

A shortcut for the **Training** space will now display in the list of shortcuts on the left side of the screen.
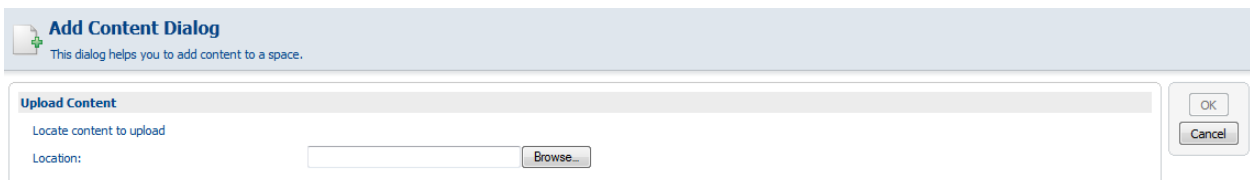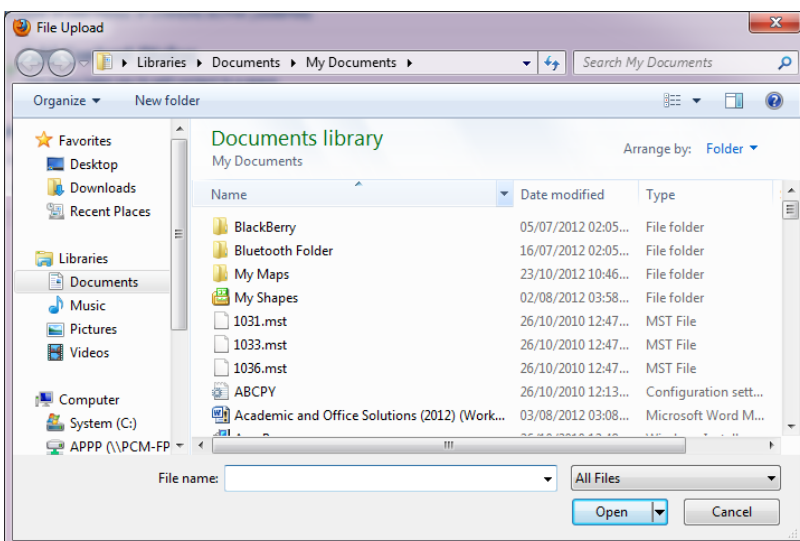

7   How to upload content in Share

*Navigate to the space where you want to upload content to. In this example we will upload content to **My Home**.*

- Click on the **My Home** space.
- Click on **Add Content**.

The following dialog box will be displayed:

- Click on the **Browse** button and locate the file (content) that you want to upload.

- In the **File Upload** dialog box, choose your file and click on **Open**.
- Back in Share, click on **OK**.

The following screen will be displayed:

- Type a **Title:** The globe next to title indicates that the option is searchable.

- In the **Description:** field, type key words that will enable efficient searches in Share. The globe next to title indicates that the option is searchable.

- In the **Author:** field, type the Author's name to enable efficient searches in Share. The globe next to title indicates that the option is searchable.

- Your file will now be visible in **My Home.**

- Click on **OK**.

Your file has now been uploaded will now display in the list.

8   How to create a document in Share using the NWU templates

The NWU templates are used when creating formal documentation for the NWU. They contain the NWU logo as well as the formal paragraph styles used at the NWU. There is a separate NWU template course where the working of templates is explained. In this example we will be using the **P_A4 Standard Documentation_e.docm** *template and will be creating a document in the* **My Home** *space.*

- Click on the **My Home** space.

- Click on **Create** and the **Create Document.**

The following screen will be displayed: In this example a **Share Manual** document is created.

- Select the **P_A4 Standard Documentation_e.docm** under **Document Template**.

- Type a **Name:** for the document.

- Type a **Title:** for the document.

- Type a **Description:** for the document.

- Click on the **Create Document** button.

The created document will now display in the list. Note the difference between the **Name** and the **Description**.

Name ▲	Actions	Description ▭	Size ▭	Created ▭	Modified ▭
Share Manual.docm ⓘ	🖉🖉⬆☰🗑▼	This manual will be used in Training	102.72 KB	8 November 2012 14:37	8 November 2012 14:37

9 How to edit content in Share

*There are different options available to edit content in Share. In this example we will be editing the file created in the previous section of this document namely **Share Manual.docm** in the **My Home** space.*
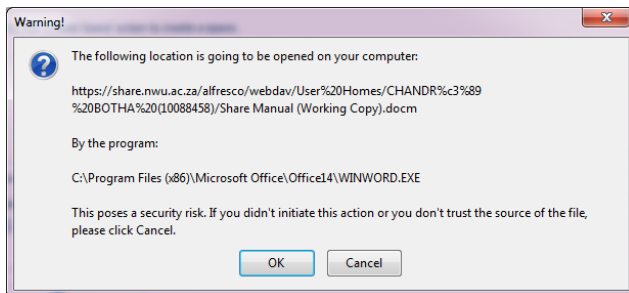
9.1 Online

- Click on the **My Home** space.

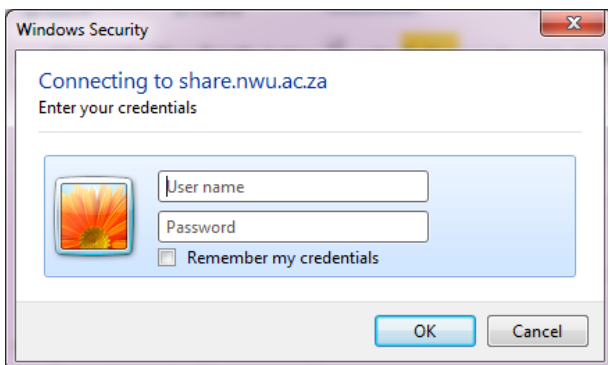| Name ▲	Actions	Description ▭	Size ▭	Created ▭	Modified ▭
Share Manual.docm ⓘ	🖉🖉⬆☰🗑▼	This manual will be used in Training	102.72 KB	8 November 2012 14:37	8 November 2012 14:37

- Click on the **Edit Online** button 🖉 under **Actions** to the right of **Share Manual.docm**.

The following screen will be displayed:

```
Warning!                                                    ☒

The following location is going to be opened on your computer:

https://share.nwu.ac.za/alfresco/webdav/User%20Homes/CHANDR%c3%89
%20BOTHA%20(10088458)/Share Manual (Working Copy).docm

By the program:

C:\Program Files (x86)\Microsoft Office\Office14\WINWORD.EXE

This poses a security risk. If you didn't initiate this action or you don't trust the source of the file,
please click Cancel.

                    [  OK  ]    [ Cancel ]
```

- Click on **OK**.

The following screen will be displayed:

```
Windows Security                                            ☒

Connecting to share.nwu.ac.za
Enter your credentials

        [User name            ]
        [Password             ]
        ☐ Remember my credentials

                    [  OK  ]    [ Cancel ]
```

- **User Name:** is your NWU#

- **Password:** is your Network password

- Click on **OK**

Because this is a document created with a NWU template, MS Word will open with a dialog box asking the name of the document.

- Type a name for the document and click on **OK.**

You may now edit the document in MS Word. When done you can save and close the document.

- Back in Share, note that two entries for the file is shown.

Name ▲	Actions	Description ⬤	Size ⬤	Created ⬤	Modified ⬤
Share Manual (Working Copy).docm ⓘ		This manual will be used in Training	102.72 KB	8 November 2012 14:47	8 November 2012 14:47
Share Manual.docm ⓘ		This manual will be used in Training	102.72 KB	8 November 2012 14:37	8 November 2012 14:47

- Share Manual (Working Copy).docm – This is the actual file you edited.
- Share Manual.docm – This version has a lock, and when pointing the mouse to the lock, will show that it is edited by you (in this case).
- To complete the **Edit Online** you have to inform Share that you are done editing the file. To do so click on the **Done Editing** button . Should you decide that you don't want to save the changes, click on the **Cancel Editing button** .

It is very important to check a file in after editing. Failure to do so will keep the file locked and no other person will be able to edit the file.

9.2 Offline

- Click on the **Edit Offline** button

The following screen will be displayed:

✎ **Download of 'Share Manual.docm' for offline editing.**

If your document does not start downloading in **0** seconds then click here
If you do not want files to start downloading automatically when you select offline editing then click here
② For help on offline editing click here

[Close]

... and the next window will appear. If it doesn't, click on the **click here** option in the screen above.

Opening Share Manual.docm

You have chosen to open

📄 **Share Manual.docm**

which is a: Microsoft Word Macro-Enabled Document
from: https://share.nwu.ac.za

What should Firefox do with this file?

○ Open with   Microsoft Word (default)   ▼
◉ Save File

☐ Do this automatically for files like this from now on.

[OK]   [Cancel]

- Choose **Save File** and click on **OK**. For this example we will save the file on the Desktop.

You may now edit the file in MS Word and when completed, close the file in MS Word.

Name ▲	Actions	Description ⬤	Size ⬤	Created ⬤	Modified ⬤
Share Manual (Working Copy).docm ⓘ		This manual will be used in Training	116.23 KB	9 November 2012 11:56	9 November 2012 11:56
Share Manual.docm ⓘ		This manual will be used in Training	116.23 KB	8 November 2012 14:37	9 November 2012 11:56

- Back in Share, click on the **Upload new version** button .

The following screen will be displayed:

⬆ **Upload new version of 'Share Manual (Working Copy).docm'**

Local copy location
Locate your document for upload
Location: [Browse...]

[OK]
[Cancel]

- Click on the **Browse** button and navigate to the desktop and choose your file and click on **Open**.

The following screen will be displayed:

- To complete the **Edit Offline** you have to inform Share that you are done editing the file. To do so click on the **Done Editing** button . Should you decide that you don't want to save the changes, click on the **Cancel Editing button** .

10 How to email a document as an attachment from Share

*In this example we will email the NWU Training Manual.docm file as an attachment from the **My Home** space.*

- Click on the **NWU Home** space.

- Click on the **View Details** button under **Actions** next to the **NWU Training Manual.docm** file.
- At the bottom right hand of the screen click on .

- Type the name/surname/NWU# and click on **Search**.
- In the list that appears, click on the name of the person you wish to invite.
- Click on the **Add** button. You may now search for additional persons and add them to the list.
- The click on the **Next** button.
- You may add a subject and message.
- Click on the **Next** button.
- Click on **Finish**.

The email (with the document as attachment) will now be sent from Share.

11 How to invite users to your Share space

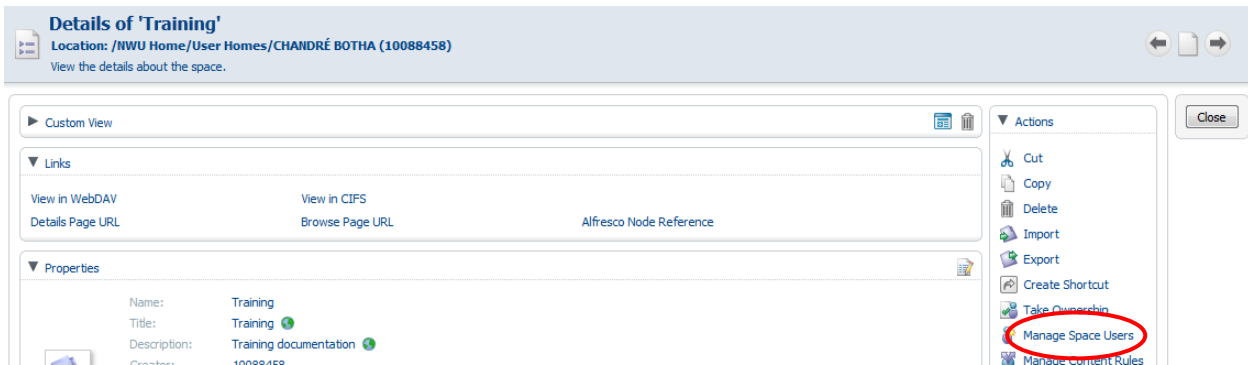*In this example we will invite a user to the **My Home > Training** space.*

Because you can see spaces and files in share, implies that you were invited to them (granted access).
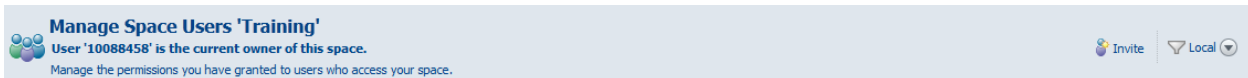
- Click on the **NWU Home** space.

- Click on the **View Details** button under **Actions** next to the **Training** space.
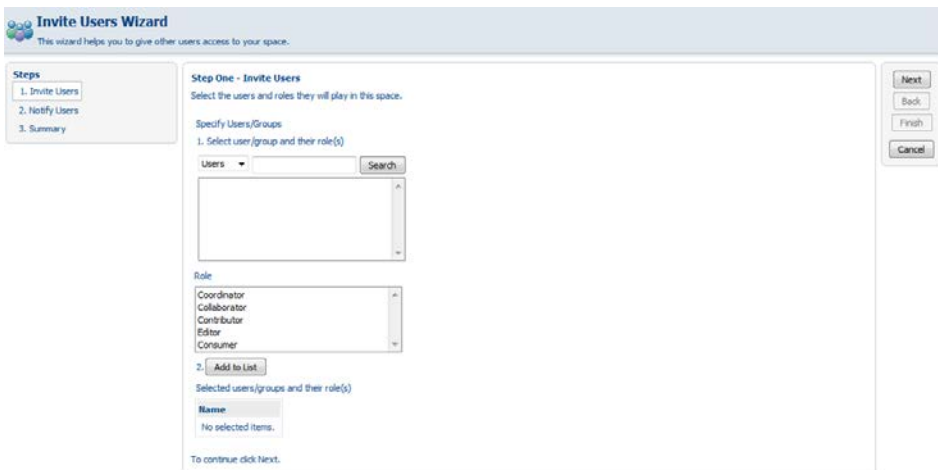
The following screen will be displayed:

- Click on **Manage Space Users**.

- Then click on the **Invite** button at the top right hand side of the screen.

The following screen will be displayed:

- Type the name/surname/NWU# and click on **Search**.

- In the list that appears, click on the name of the person you wish to invite.

- Click on a **Role** for the person as indicated in the table below.

	Roles					
	Consumer	Editor	Contributor	Collaborator	Coordinator	Owner
View all spaces and content	X	X	X	X	X	X
Update/edit content		X		X	X	X
Add new content			X	X	X	X
Delete content					X	X
Edit properties		X		X	X	X
Invite others					X	X
Take ownership					X	X

- Click on the **Add to List** button. You may now search for additional persons you wish to invite and add them to the list. Ensure that you select a role for each person before adding them to the list.

- The click on the **Next** button.

- You may now choose to have an email sent to the person(s) you have invited.
- Click on the **Next** button.

The persons you have invited will now be able to view the **Training** space in Share.
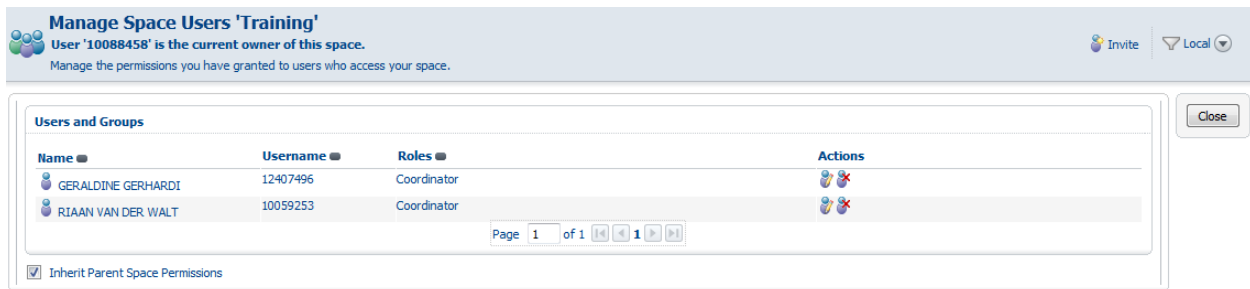

You may remove persons by clicking on the **Remove** button under **Actions** or change their roles by clicking on the **Change Roles** button under **Actions**.

It is important to note that the persons you invite will have access to all the content in the space as well as sub spaces. If you rather wish to give a person access only to a specific file, follow the same procedure, but only for the file.

12 How to use versioning in Share

In this example we will turn versioning ON for the Share Manual.docm file in **My Home** *space.*
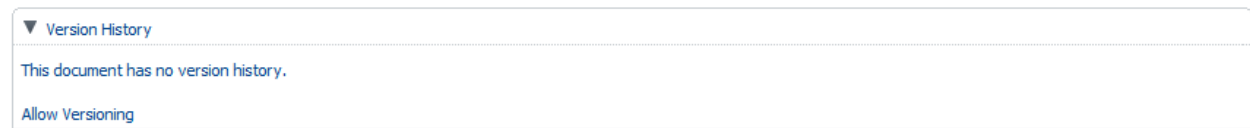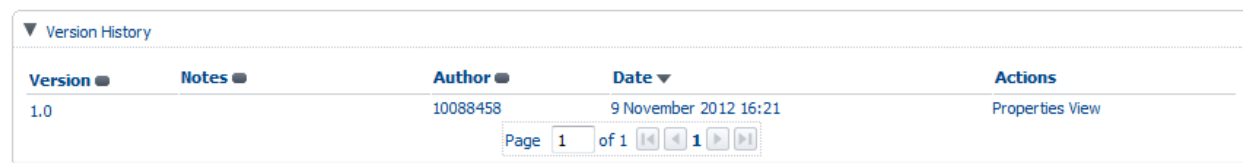
- Click on the **NWU Home** space.
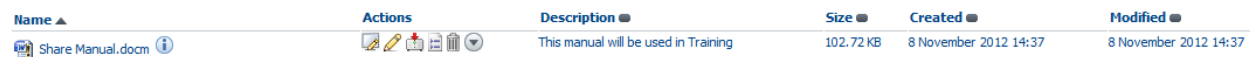
- Click on the **View Details** button ☰ under **Actions** next to the **Share Manal.docm** file.

- At the bottom of the screen click on the **Version History** option.

- Click on **Allow Versioning**.

- Click on the **Close** button.

Versioning has now been turned on for the **Share Manal.docm** file.

13 How to log out of Share

- Click on the **Logout** option.

You will now be logged out of Share.