

## To upload and share a file in FileLocker

1. Save Cognos report output onto one of your secured network drives (“I” or “O” drives).
2. Go to <https://filelocker.purdue.edu>
3. Login using your Purdue Career account information
4. Click the Upload Button

The screenshot shows the FileLocker web interface. At the top left is the FileLocker logo. Below it is the 'My Files' section with three buttons: 'Upload', 'Manage Groups', and 'Delete'. An orange arrow points to the 'Upload' button. Below these buttons is the 'Uploaded Files' section with a table header: 'Name', 'Size', and 'Expires'. Below that is the 'Files Shared with You (1)' section with a table header: 'Name', 'Size', and 'Expires'. The table contains one entry: 'Camtasia Studio for Windows.zip' with a size of 243 MB and an expiration of 'Never'. Below this is the 'Upload Requests (0)' section. On the right side, there is a Purdue University logo and a survey notice: 'Where possible use compression software to combine multiple files into a single archive to share. Filelocker allows you to share files with other people both inside and outside of Purdue University. It is a temporary and secure storage system for sharing files and data. Security is evaluating the future of Filelocker. Please complete this survey to help us understand how you use Filelocker.'

5. On the pop-up window that appears you will want to do the following:
  - a. Select an expiration date – Until the date that you select is when the individual you are sharing the file with, will be able to access the uploaded document
  - b. Any note that you want to write to the individual
  - c. Then Click Browse and Upload to select the file that you saved on your “I” or “O” drive.

The screenshot shows the 'Upload a File' pop-up window. It has a title bar with a close button. The main content area contains the following elements: 'Expiration date:' with a text input field containing '04/22/2016'; 'Add notes to file:' with a large text area; 'Other options:' with a checked checkbox labeled 'Scan for viruses?'; and a 'Browse and Upload' button at the bottom.

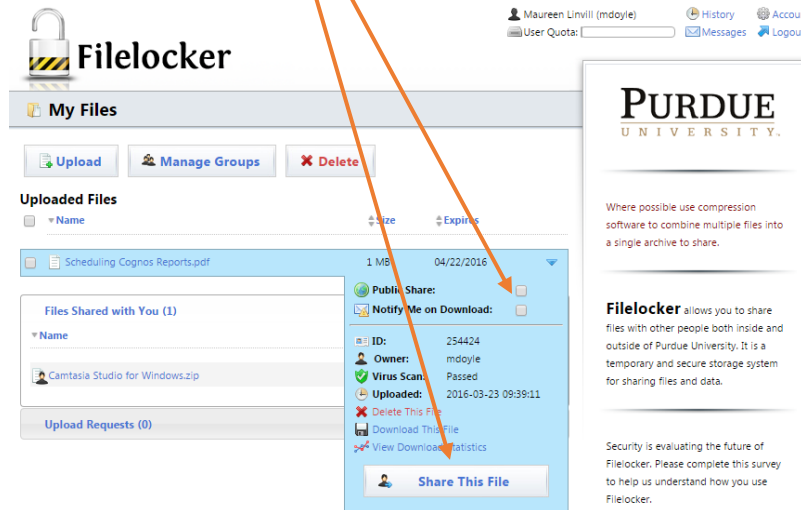
6. After you successfully upload the file, it will appear on your FileLocker page

The screenshot shows the FileLocker interface. At the top, there is a lock icon and the text 'Filelocker'. Below this is a navigation bar with 'My Files' and buttons for 'Upload', 'Manage Groups', and 'Delete'. The main content area is titled 'Uploaded Files' and contains a table with columns for 'Name', 'Size', and 'Expires'. The first row shows a file named 'Scheduling Cognos Reports.pdf' with a size of 1 MB and an expiration date of 04/22/2016. A blue downward-pointing arrow is positioned to the right of the expiration date. Below the 'Uploaded Files' section are sections for 'Files Shared with You (1)' and 'Upload Requests (0)'. On the right side of the page, there is a Purdue University logo and a survey notice.

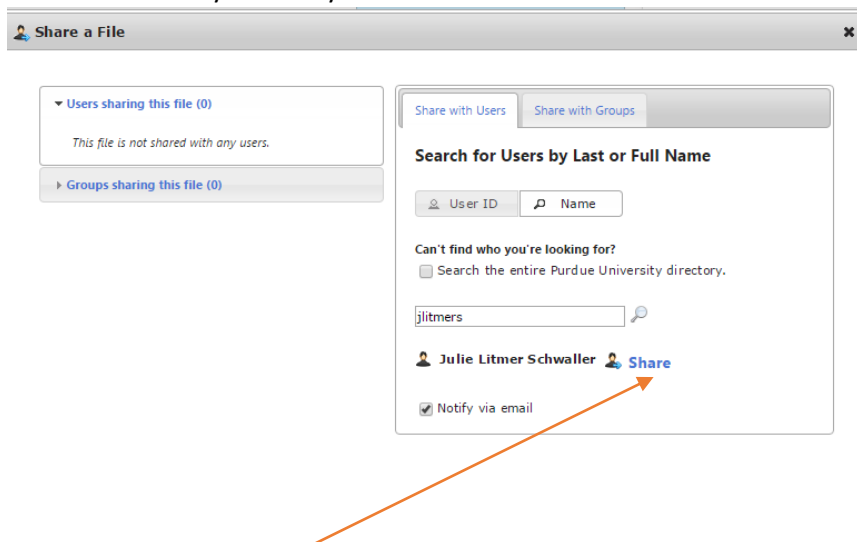
7. To share the uploaded file, you will click the blue down arrow to the right of the expiration date:

This screenshot is identical to the one above, but the blue downward-pointing arrow is now larger and more prominent, clearly indicating the action to be taken to share the file. The rest of the interface, including the file list and navigation elements, remains the same.

8. A drop down will appear, and you will click “Share this file”
  - a. It is also a good idea to click “notify me on download” so you will be notified when a user downloads the file you shared.

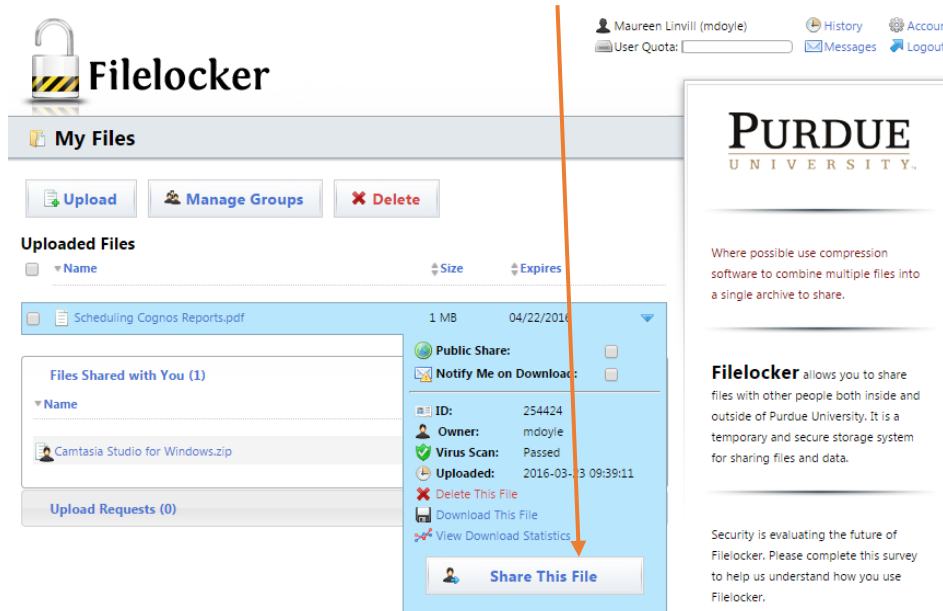


9. You click “name” on the search page and type the individuals full name, once you click on the individuals name from the list, it will list their name and have “Share” listed next to it. If you cannot find the person, click the box to Search the entire Purdue University directory.

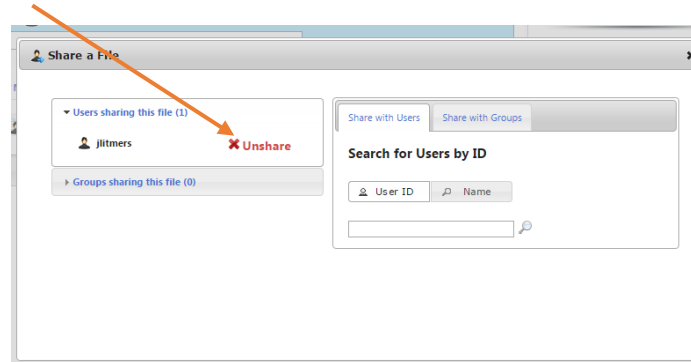


10. Click Share and the document will be shared with the individual until the expiration date that you selected.

11. If you selected an individual in error, you can cancel the share by clicking “Share this File” again:



12. And then click “Unshare” next the individuals Purdue Career account name:



## To Access a file that has been shared with you:

1. You will receive an email letting you know that a file has been shared with you (see example of email below):

Maureen Linvill (mdoyle) has shared the following files with you on Filelocker:

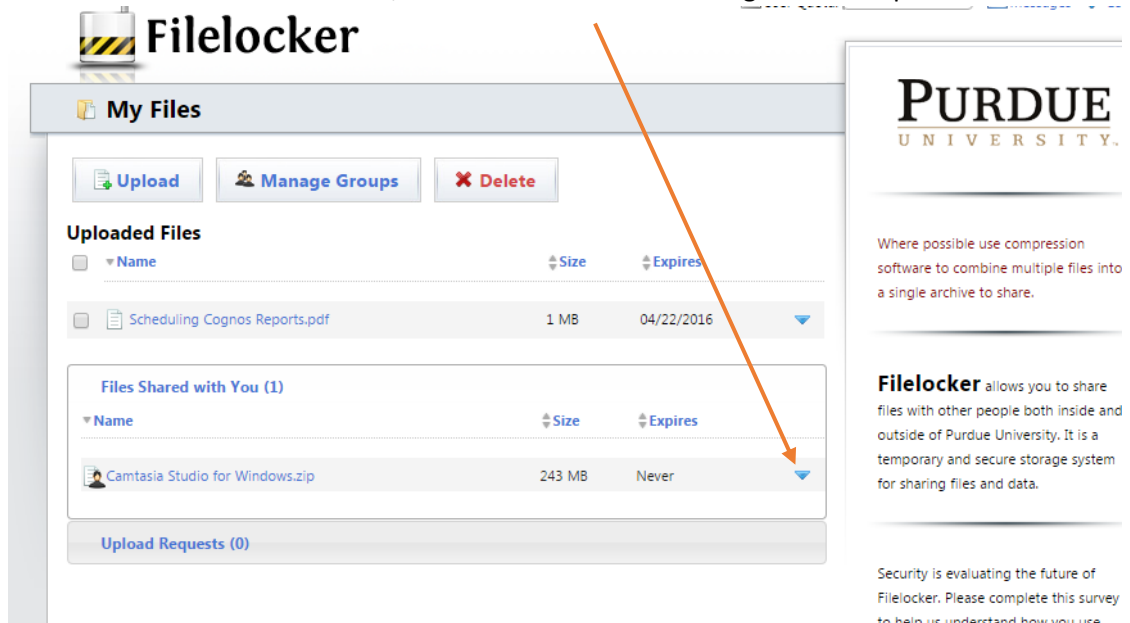
Scheduling Cognos Reports.pdf

To view and download these files, please log in to Filelocker.

To access Filelocker, please copy the following link and paste it into your browser's URL bar, removing any spaces:

filelocker.purdue.edu

2. Go to <https://filelocker.purdue.edu>
3. Under the section "Files Shared with You", click the Blue arrow to the right of the expiration:



The screenshot shows the Filelocker web interface. At the top, there is a "Filelocker" logo and a "My Files" header. Below the header are three buttons: "Upload", "Manage Groups", and "Delete". The main content area is divided into three sections: "Uploaded Files", "Files Shared with You (1)", and "Upload Requests (0)".

The "Uploaded Files" section contains a table with the following data:

Name	Size	Expires
Scheduling Cognos Reports.pdf	1 MB	04/22/2016

The "Files Shared with You (1)" section contains a table with the following data:

Name	Size	Expires
Camtasia Studio for Windows.zip	243 MB	Never

An orange arrow points to the blue downward-pointing arrow next to the "Never" expiration date in the "Files Shared with You" table.

On the right side of the interface, there is a Purdue University logo and a sidebar with the following text:

Where possible use compression software to combine multiple files into a single archive to share.

**Filelocker** allows you to share files with other people both inside and outside of Purdue University. It is a temporary and secure storage system for sharing files and data.

Security is evaluating the future of Filelocker. Please complete this survey to help us understand how you use

4. Click the “Download this File” button:

The screenshot shows the Filelocker web interface. At the top left is the Filelocker logo. Below it is a navigation bar with 'My Files'. There are three buttons: 'Upload', 'Manage Groups', and 'Delete'. Below these are sections for 'Uploaded Files' and 'Files Shared with You (1)'. The 'Files Shared with You' section contains a table with one entry: 'Camtasia Studio for Windows.zip'. This entry is highlighted in blue, and a detailed view is shown to its right. This view includes the file size (243 MB), expiration date (Never), owner (taplicensing), virus scan status (Passed), upload date (2014-09-17 10:16:39), and several action buttons: 'Hide This Share', 'Take Ownership (to Reshare)', and 'Download This File'. An orange arrow points from the top of the page down to the 'Download This File' button. On the right side of the interface is a Purdue University banner with text about compression software and a survey link.

**Filelocker**

User Quota: | Messages | Login

**My Files**

Upload | Manage Groups | Delete

**Uploaded Files**

Name	Size	Expires
Scheduling Cognos Reports.pdf	1 MB	04/22/2016

**Files Shared with You (1)**

Name	Size	Expires
Camtasia Studio for Windows.zip	243 MB	Never

**Upload Requests (0)**

**Download This File**

**PURDUE UNIVERSITY.**

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[https://purdue.qualtrics.com/SE/?SID=SV\\_012f3ah0U5xQLrL](https://purdue.qualtrics.com/SE/?SID=SV_012f3ah0U5xQLrL)

5. Document will either open or will show down at the left hand corner of your computer screen when it downloaded.