

File Share

File Share is tool for managing files and collaborate among colleague and external by email.

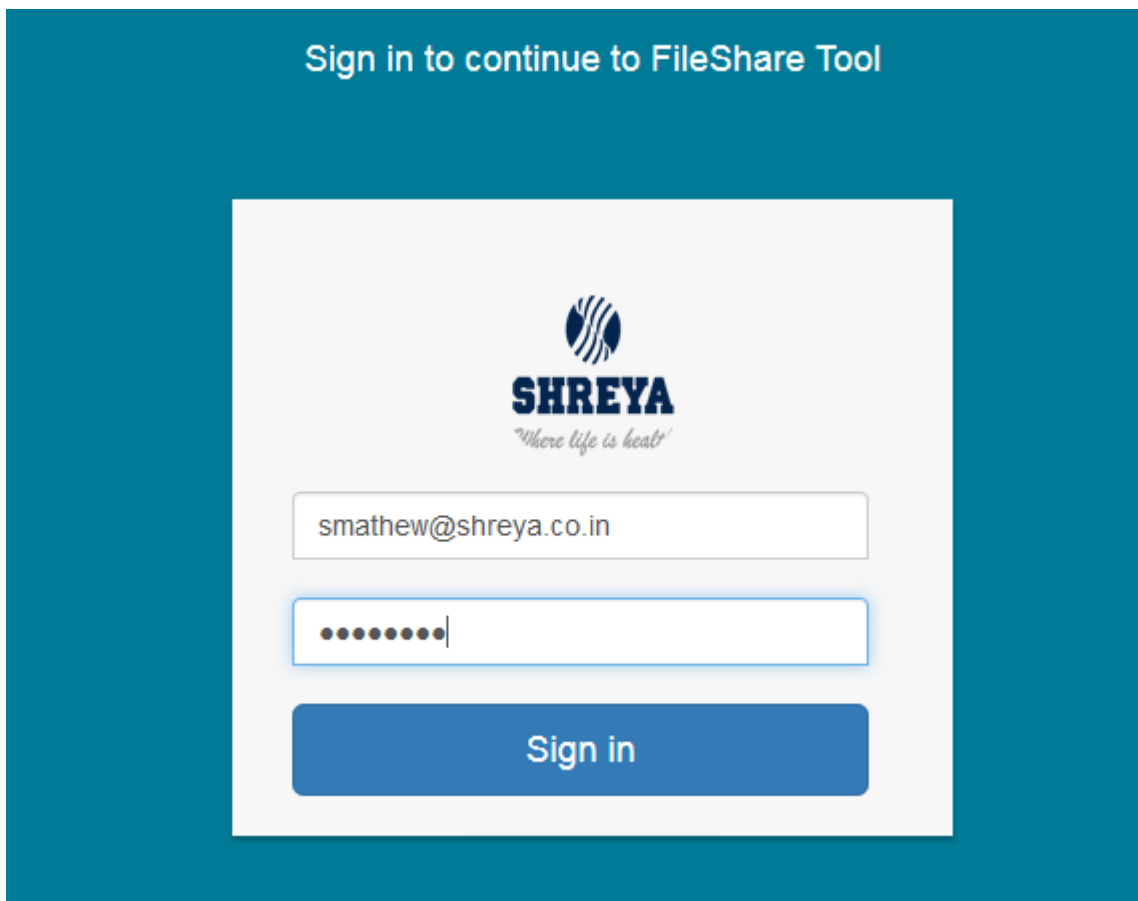
This tool helpful when the scenario where you want to send certain files big in size and unable to send by email. Each shreya user can login to this tool and manage their portfolio of files and share with permitted

people who can access it. Also there is option to share the file by email link with password protected so that nobody can misuse your file .

Here by I am demonstrating the features of this tool.

You can access this tool from link <http://shreya.co.in/fileshare/>

You will get following screen.



Sign in to continue to FileShare Tool

SHREYA
Where life is heat

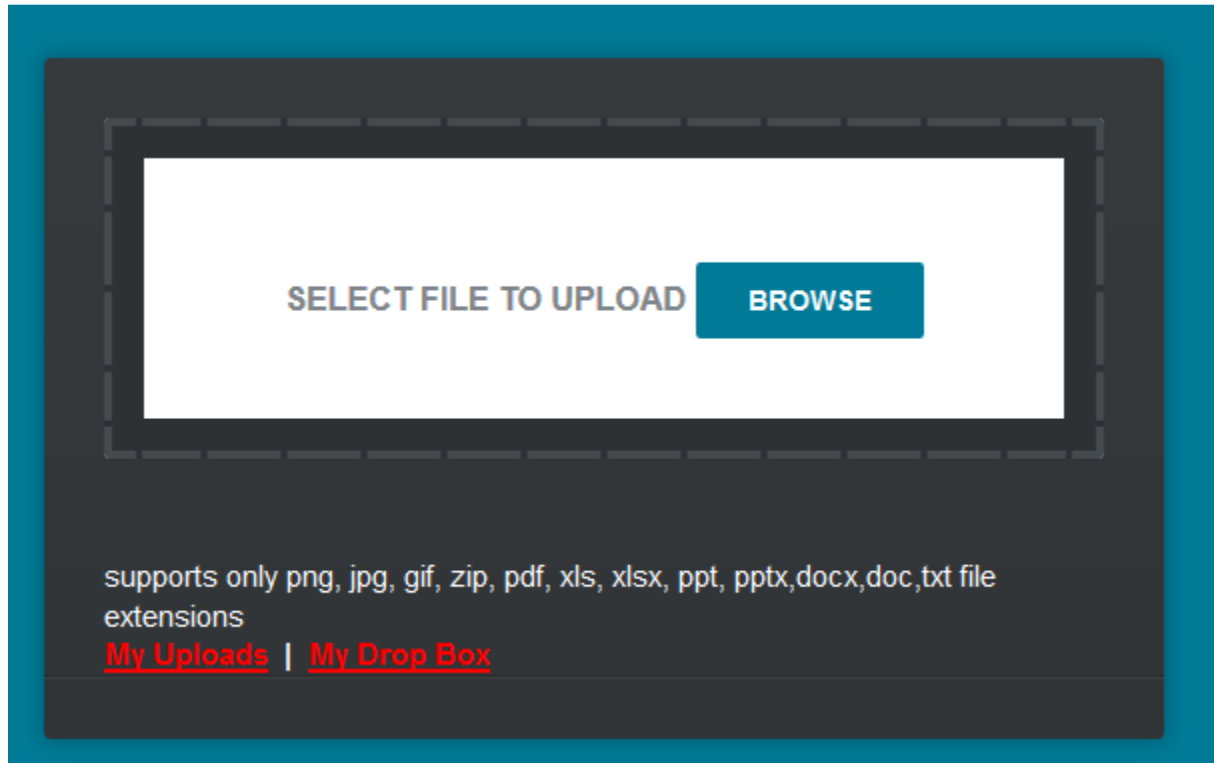
smathew@shreya.co.in

.....|

Sign in

Here you can put your email id and password. Here the password you must use the which you accessing ebis,samir or the password of old email etc.. otherwise it will not work.

User dashboard you will get following screen if login is success.



This can be used to upload your files. At a time multiple files upload also supported. For demonstrate the same uploading one file and you will get screen like below.

SELECT FILE TO UPLOAD

[BROWSE](#)

supports only png, jpg, gif, zip, pdf, xls, xlsx, ppt, pptx, docx, doc, txt file extensions

[My Uploads](#) | [My Drop Box](#)

JV BONUS PROVISION 2015-16.xls

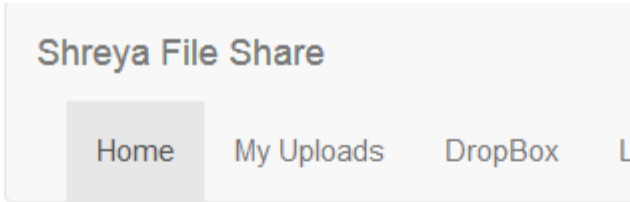
4.00 MB JV BONUS PROVISION 2015-16.xls

✓

I can view my upload files by clicking My Uploads link which is red in color. And screen will like below.

File Name	Uploaded On
License_Information_of_Microsoft.xlsx	2016-07-19 16:03:07
Laptop_List_as_on_11_March_15.xlsx	2016-07-19 16:02:02
hQ_MASTER1617.xlsx	2016-07-14 12:26:36
PWD_Shreya.xlsx	2016-08-01 17:14:25
license_keys_Itanium.jpg	2016-07-19 16:03:07
...	...

You can see all the files uploaded in your login here. Now you want to share the file with your colleague you have to click on share button and select the shreya employee id you want share with as below



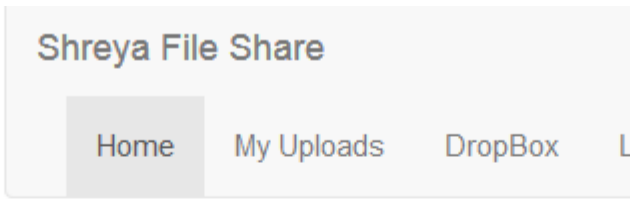
Select the colleague which you want to share with

You must type first part of email id to share with Example to share with smathew@shreya.co.in type only sm on his dropbox.

- achhelaltripathi
- drvijaybaghel
- helpdesk
- helpdesk_aur
- helpdesk_bhi
- hr_helpdesk
- shelat
- shelendras
- tjshelatkar
- vikasshelke

Example to share with smathew@shreya.co.in type only sm

When you select one employee and click on share below screen will come.

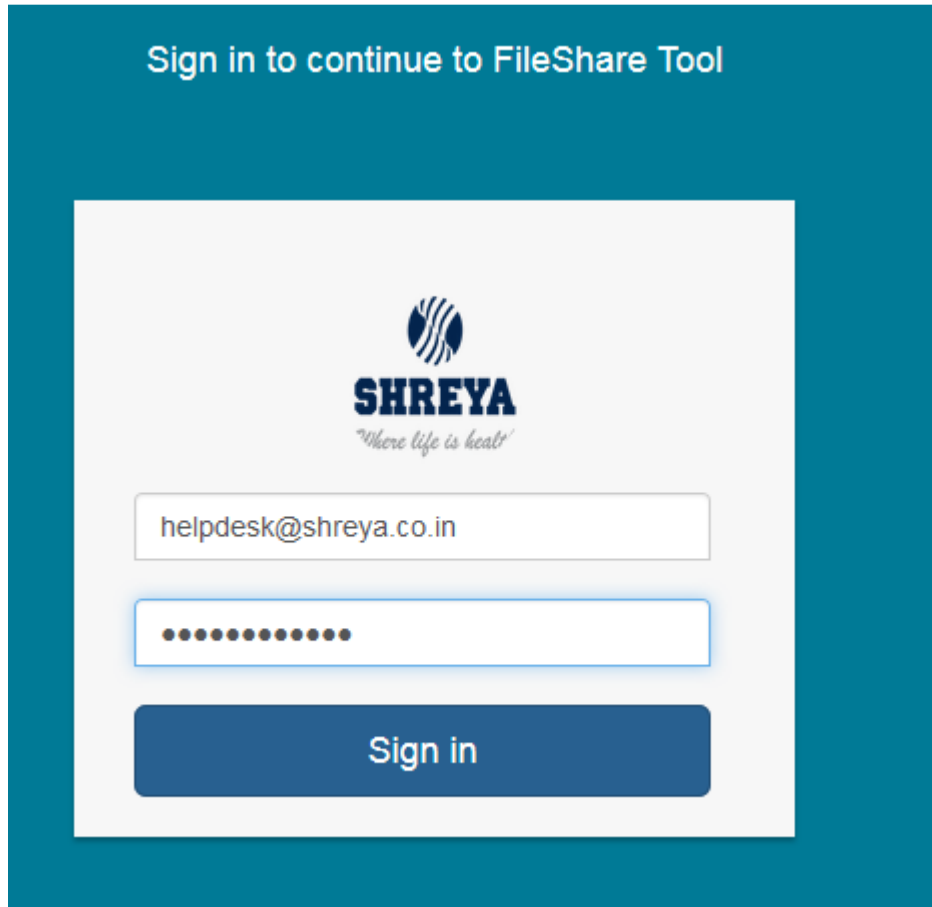


Select the colleague which you want to share with

File has been sucessfully shared with helpdesk

You must type first part of email id to share with Example to share with smathew@shreya.co.in type only sm on his dropbox.

Now I am login with the employee helpdesk as below



The image shows a login interface for the FileShare Tool. At the top, it says "Sign in to continue to FileShare Tool". Below this is the SHREYA logo, which consists of a circular icon with vertical lines, the word "SHREYA" in bold, and the tagline "Where life is heat!". There are two input fields: the first contains the email address "helpdesk@shreya.co.in" and the second contains a masked password represented by ten dots. A blue "Sign in" button is located below the password field.

Helpdesk got below screen after login now to access the file which smathew shared I have to click on **My Drop Box**

SELECT FILE TO UPLOAD BROWSE

supports only png, jpg, gif, zip, pdf, xls, xlsx, ppt, pptx, docx, doc, txt file extensions

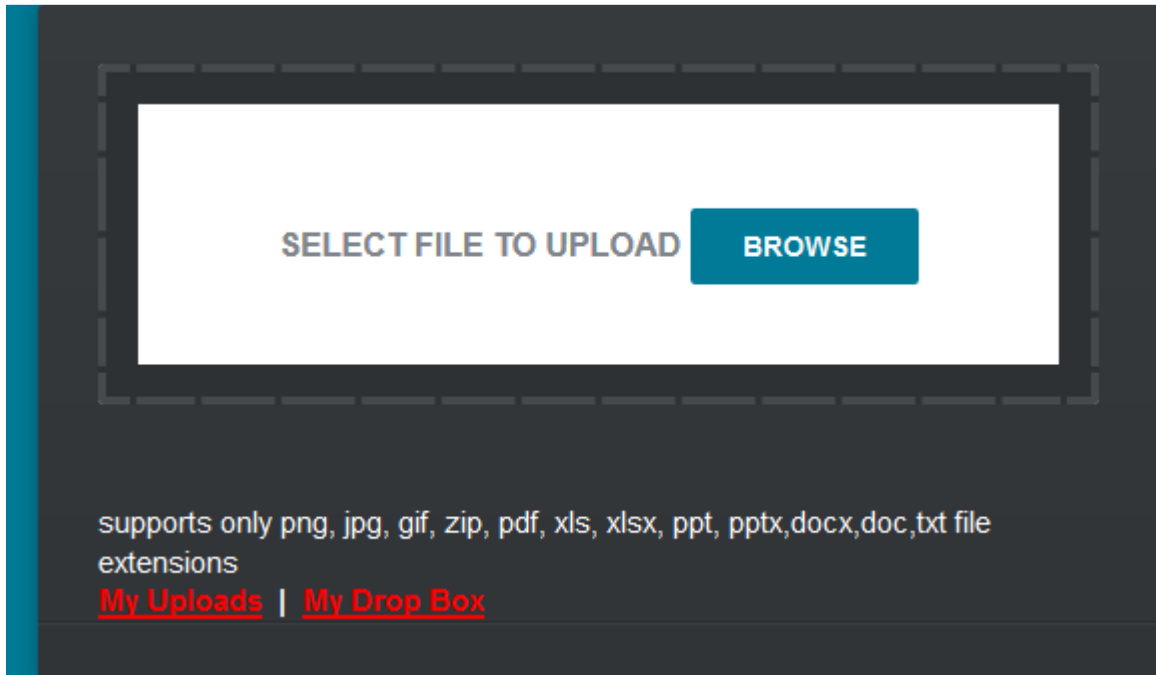
[My Uploads](#) | [My Drop Box](#)

Now you can see the file shared by mathew is available to helpdesk drop box for download click on the file name .If you want further share the same with anybody you can share again.

File Owner	File Name	Shared On
smathew	erp_setup.exe	2016-07-22 1
smathew	dllreg_64.exe	2016-07-22 1
smathew	dllreg_32.exe	2016-07-22 1
smathew	snd_setup.exe	2016-07-22 1
smathew	erp_bin_26072016.zip	2016-07-26 1
smathew	MRPAdmin.exe	2016-07-29 1
smathew	JV_BONUS_PROVISION_2015_16.xls	2016-08-03 1

How to share the file with email after upload

Login to your account here I am using smathew You will get user dashboard for upload



If you want to share the file uploaded by you by email click on My Upload ,If you want to share the file in your drop box by email click on My Drop Box

Here I am using MyUpload I get following screen



File Name	Uploaded On	Share
License_Information_of_Microsoft.xlsx	2016-07-19 16:03:07	🔗
Laptop_List_as_on_11_March_15.xlsx	2016-07-19 16:02:02	🔗
hQ_MASTER1617.xlsx	2016-07-14 12:26:36	🔗
PWD_Shreya.xlsx	2016-08-01 17:14:25	🔗
license_keys_Itanium.jpg	2016-07-19 16:03:07	🔗
Microsoft F License Shreya Life Sciences Pvt Ltd .pdf	2016-07-19 16:03:07	🔗

Suppose you want to share the file [License_information_of_Microsoft.xlsx](#) to email id stm0490@gmail.com click on email icon on same row. You will get following screen.



Email ID

stm0490@gmail.com

Share Password

••••

Message to convey

This is Microsoft License You can download the file from link and password with this mail

Share

Click on Share



Shreya File Share

Home

My Uploads

DropBox

Lo

Email ID

stm0490@gmail.com

Share Password

••••

Message to convey

This is Microsoft License You can download the file from link and password with this mail
Thanks

Share

Your File has been shared successfully in email

Now email has been sent successfully to stm0490@gmail.com I will show how the email receives on below screen From Name will be FileShare Shreya

Gmail ▾



More ▾

COMPOSE

Inbox (2,506)

Starred

Primary



Social 50+ new

arshad shaikh, Twitter, Popular in your...

FilShare Shreya

File Shared for Download - This is Micro

If I open look like below.

File Shared for Download



Inbox x



FilShare Shreya <fileshare@shreya.co.in>

to me ▾

This is Microsoft License You can download the file from link and password with this mail Thanks Santhosh
Link to Download File [Download File](#)

Your Access Password is 1234

If receiver click on Download Files below screen appear. He must put the password received in the email here it is 1234 you can see in the email. It will be the password which you setting while sending.

Type Password You Got in Email

Download

Click on download


Type Password You Got in Email



Download

Opening License_Information_of_Micros

You have chosen to open:

 **License_Information_of_Micros**

which is: Microsoft Office Excel Worksh

from: http://14.141.226.110:8080

What should Firefox do with this file?

Open with Microsoft Office Excel (

Save File

Do this automatically for files like this

You have done.

Thanks You