



# BEAR DataShare

## Installation Guide for Windows

Advanced Research Computing

V1.1 FINAL

OPEN

## Document History

This document relates to the BEAR DataShare service which is based on the product PowerFolder, version 11.5.625 (some screenshots are from v10.3.191).

This document is subject to change and will be updated as the product and service develops and in response to user feedback. Your comments are of great value to us in improving our computer services and the supporting documentation.

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## Introduction

BEAR DataShare is part of the Birmingham Environment for Academic Research; a set of services designed to support the University's researchers.

BEAR DataShare is a file synchronisation and sharing service provided by IT Services. Based on [PowerFolder](#) - the service allows you to securely save and sync your files with your colleagues and partners anywhere in the world, from any device.

There are two ways to use BEAR DataShare:

- Web based
- Application (Client) based – allows files to be synced locally onto your device

Both methods are covered in our User Guide:

<https://intranet.birmingham.ac.uk/it/teams/infrastructure/research/bear/documents/public/BEAR-DataShare-User-Guide-v3.1.pdf>

This document is a guide to installing and setting up the application (Client) on a Windows PC.

## Installing the BEAR DataShare Client

How you go about installing BEAR DataShare will depend on whether you have:

- A University of Birmingham managed desktop/laptop /device or
- A non-University/personal desktop/laptop/device (should be encrypted)

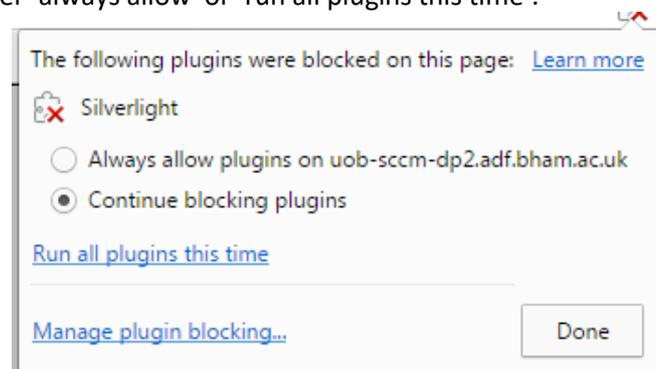
The main difference is the lack of administrator privileges on University managed devices, so the Client needs to be installed via the Application Catalogue.

### Getting the Client onto a Managed Device

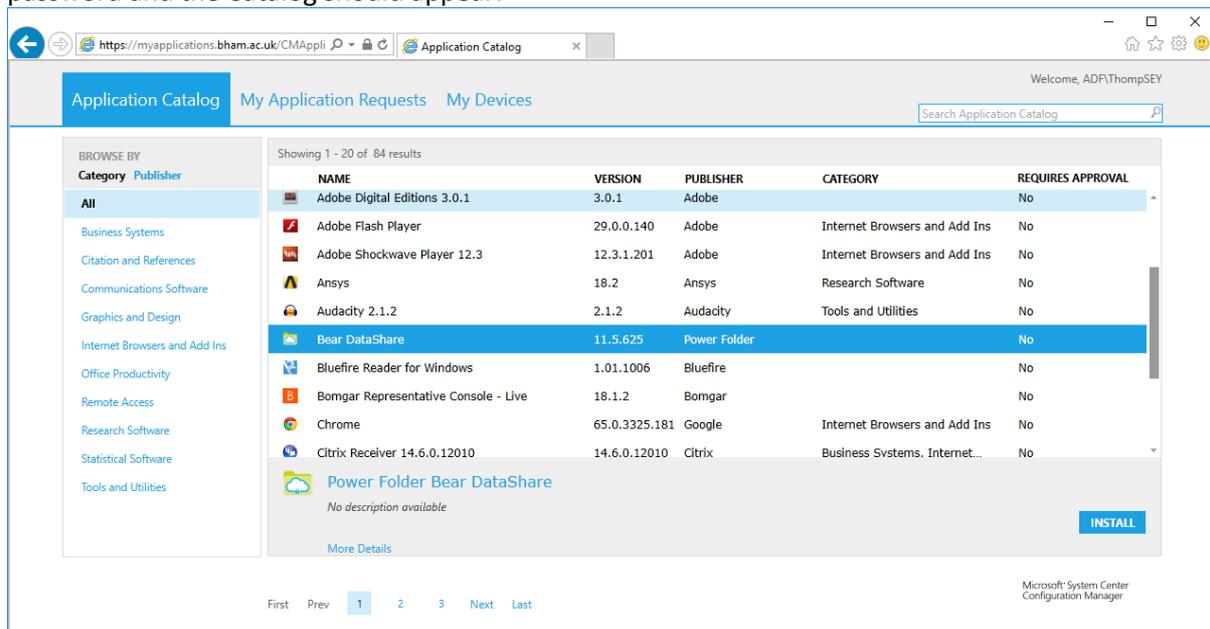
If you have a University managed device then you will need to install the client from the Application Catalogue from the Software Centre. Either copy and paste the link into your browser or click on the link below:

<https://myapplications.bham.ac.uk/CMAApplicationCatalog/#/SoftwareCatalog>

You may see a warning message (see below) that Silverlight needs permission to run, to enable this select the URL bar in the browser (Internet Explorer) and select the jigsaw piece with the red cross on it. Then select either 'always allow' or 'run all plugins this time'.

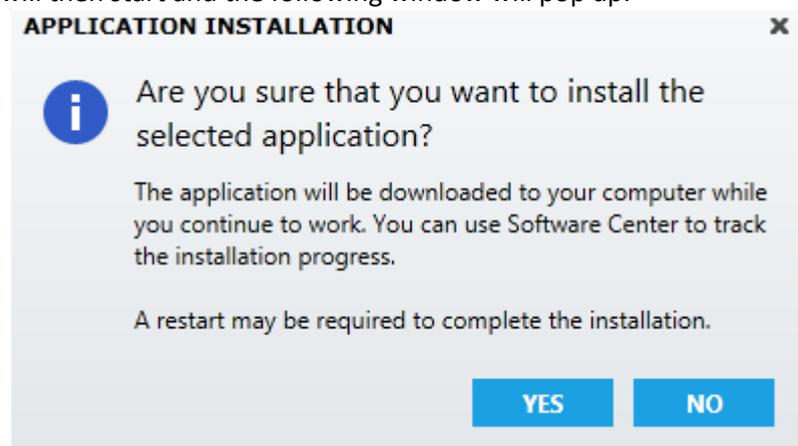


A window will pop up asking for authentication, enter your University of Birmingham username and password and the Catalog should appear:

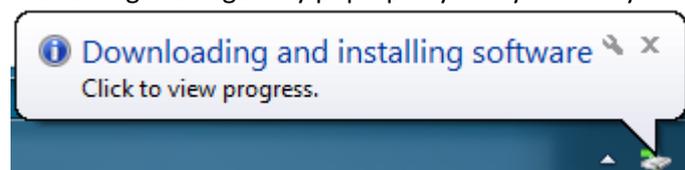


You may need to scroll down the page or search for it using the 'Search Application Catalogue' option. Once found, highlight the application BEAR DataShare, and select the 'INSTALL' button on the bottom right hand side of the webpage.

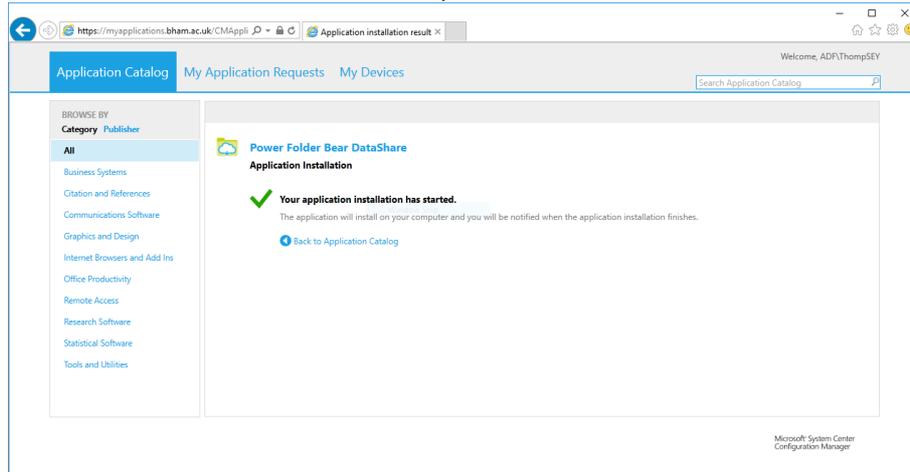
The installation will then start and the following window will pop up:



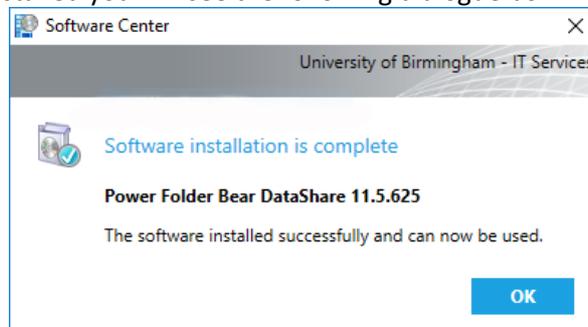
Once you click yes, the following message may pop-up In your system tray:



The main window on the Software Centre will report:



Once the application is installed you will see the following dialogue box:



Your device may or may not then request a reboot. If not, we would still recommend that you reboot your device.

## Getting the Client onto a non-University Managed Device

Pre-requisites: Administrator account required!

To get the BEAR DataShare client, open a web browser and enter the following address:

<https://beardatashare.bham.ac.uk>



Username/Email:

Password:

Login

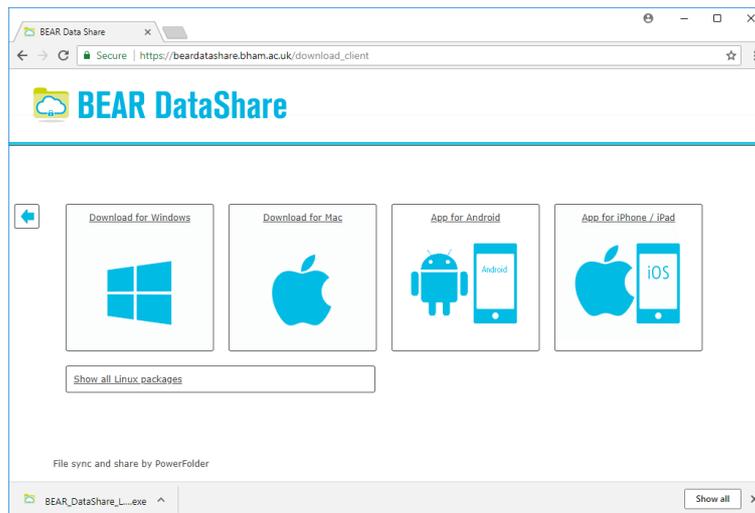
[Recover password](#)

[Download Clients](#)

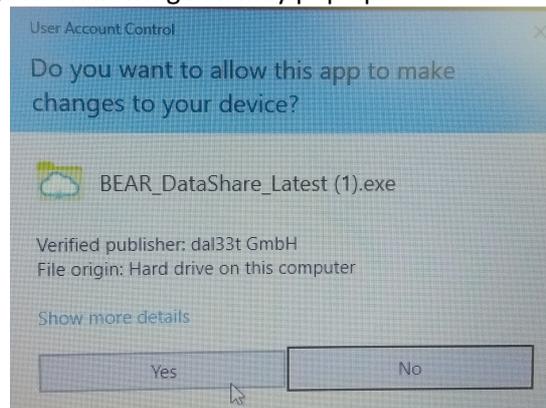
- Welcome to the University of Birmingham DataShare Cloud -

In this web interface you can easily upload, access and share files.

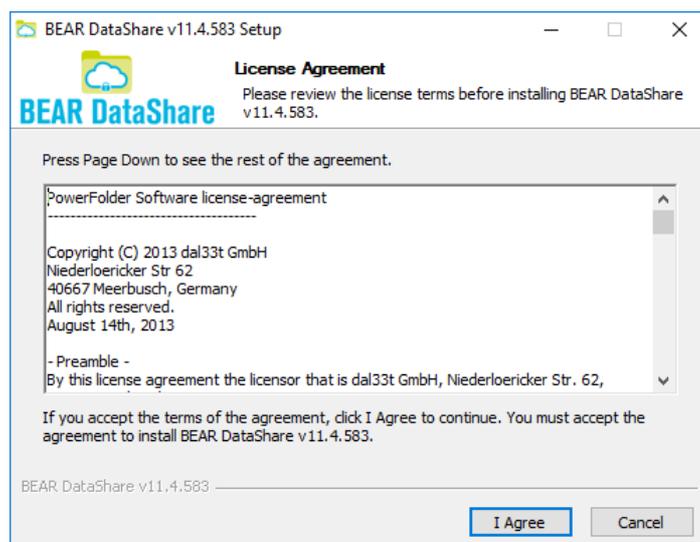
Click on the link 'Download Clients' on the bottom left-hand side and then click on 'Download for Windows':



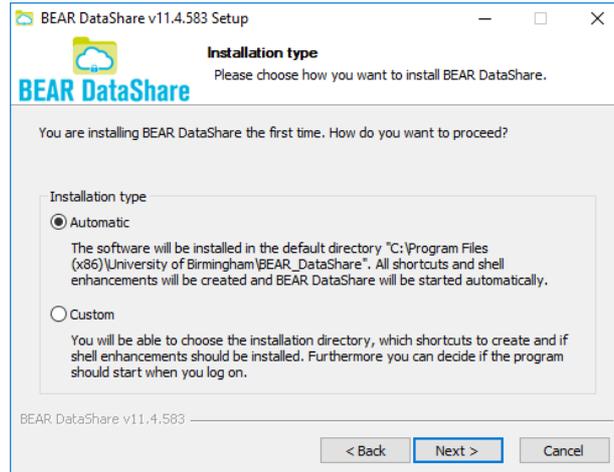
Navigate to where the file has downloaded and open it (in Chrome you may be able to see it on the bottom left of your screen). The following box may pop up:



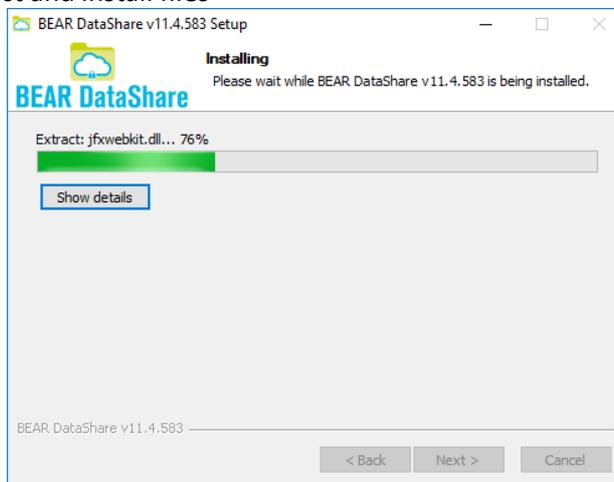
Upon clicking 'Yes', the setup for BEAR DataShare will begin. Select 'I Agree' on the initial License Agreement screen.



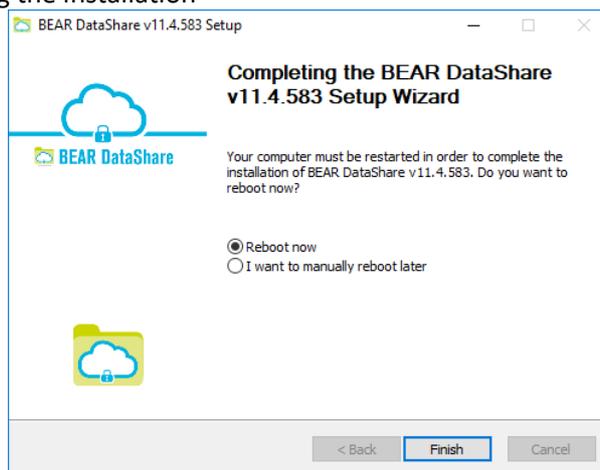
On the 'Installation type' screen leave the default of 'Automatic' and select next.



Allow the setup to extract and install files

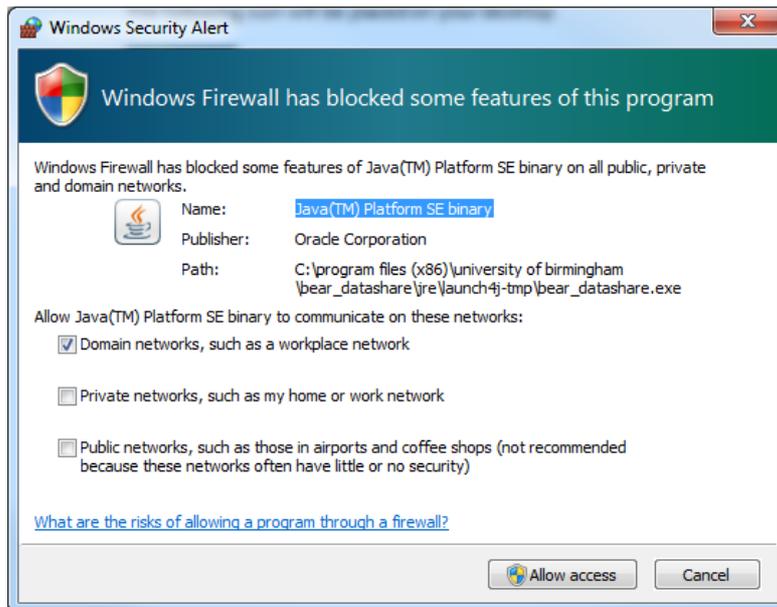


Select 'Finish' completing the installation



**NOTE:** It is essential to reboot your PC to complete the installation.

A 'Windows Security Alert' may appear notifying that 'Windows Firewall has blocked some features of this program' (see next page):



Leave the default selected 'Domain networks, such as a workplace network' and select 'Allow Access'.

## Configuring BEAR DataShare

After installation, the following icons will be placed on your desktop:



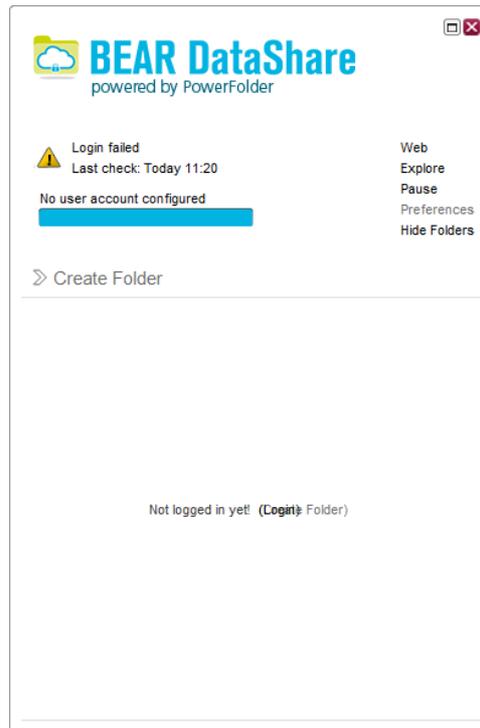
Links to the application



Links to the data

Now BEAR DataShare is installed, open up the Application.

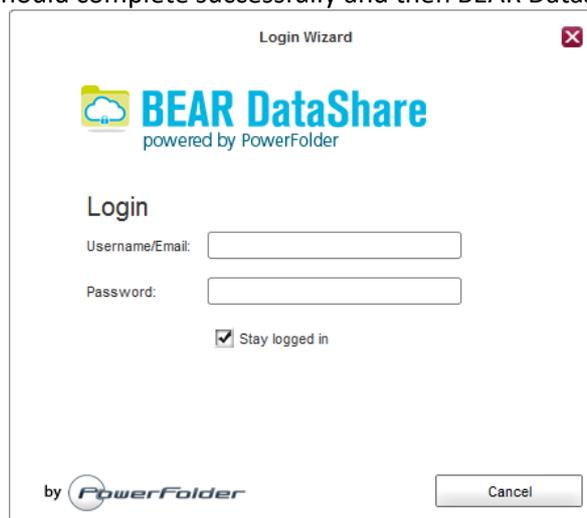
If you see the window (below) saying login failed then you will need to enter your login details, so please click on 'No User account configured':



On the 'Activation' screen (below):

- If you have registered for your own account through the Service Desk (or are a researcher/research student in EPS), enter your UoB username and associated password.
- If you are using the service as an invited person then enter the email address and password that you created in order to access the shared files.

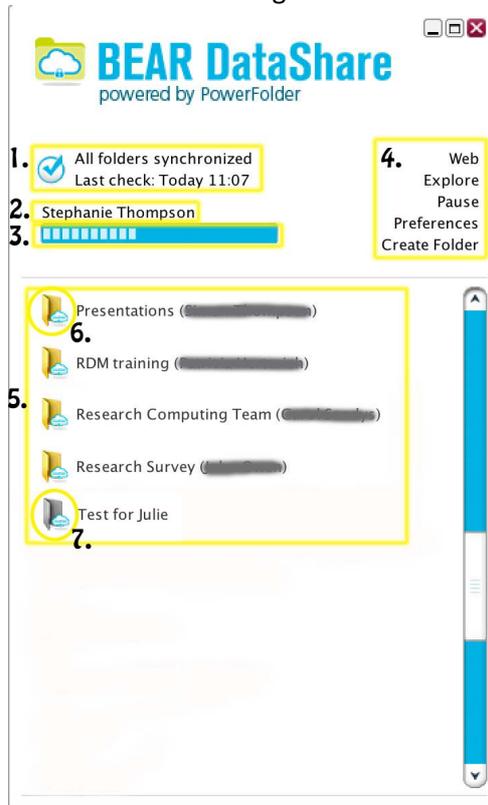
Select 'Next', activation should complete successfully and then BEAR DataShare logs in.



A Windows Explorer window then pops up which shows you any folders that have already been shared with you. Clicking on the files will open them.

## Application icons and buttons described

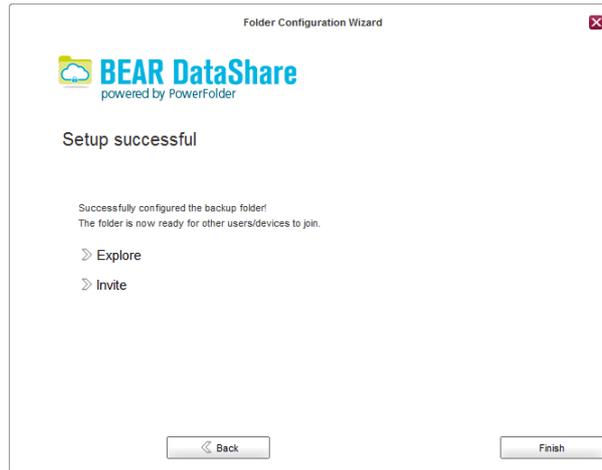
Once successfully logged in you will see the following window:



Any folders you are already a member of should appear (with the owner in brackets). If you have access to many folders then it may take a few minutes to fully synchronise.

1. Status and last check - shows if your folders are synchronised and when the status was last checked.
2. User account - shows the username the Client was activated with.
3. Quota bar - shows how much space you have used out of your 25GB quota. By clicking on the bar, you are taken to the web portal which shows used storage, file history storage and free space.
4. Auxiliary menu:
  - a. Web - takes you to the user account folder list in the cloud.
  - b. Explore - takes you to the default folder path using your default file browser (e.g. Windows Explorer on Windows).
  - c. Pause – pauses all checking and synchronisation activities.
  - d. Preferences – allows you to configure the Client settings including setting advanced options. To be able to view file history click on 'Preferences', then on the 'General' tab check the tick box next to 'Show advanced options'.
5. Folder list - shows all available and synchronised folders.
6. Synchronised folder - click on the folder to view more information about it.
7. Available (unsynchronised) folder - click on the folder to synchronise it locally.

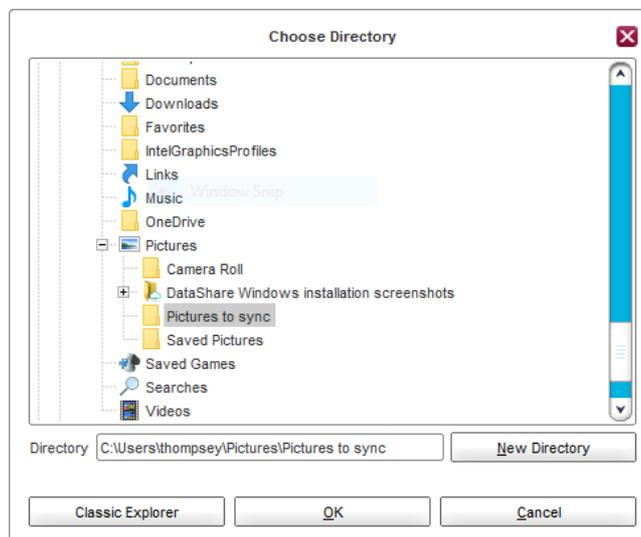




Select 'Finish' completing the setup. BEAR DataShare will now synchronise this folder with the BEAR DataShare server. You can add files to it either through Windows Explorer (make sure the Client is running) or on the web portal.

## Synchronising existing folders between devices

You may already have existing folders which you wish to sync, so that you can access the data via the web portal or through other devices which have the Client installed. To sync existing folders, follow the steps for creating a folder above but instead of clicking on 'New Directory', navigate to the folder you wish to sync, select it and then click 'OK'. It may take some time to sync the folder, depending on the size of the files to be uploaded.



**NOTE:** Do not sync folders such as 'Documents' or 'Desktop', as if syncing multiple devices, they will all have their own 'Documents' folder and DataShare will struggle to identify which 'Documents' belong to which device. Make sure folders that you sync have different names on the different devices.

Do not sync whole network drives – DataShare makes local copies of your folder and you may end up going over your College quota.

## Further Help and Advice

We have a series of FAQs on the BEAR web site. Please check for answers here:

<https://intranet.birmingham.ac.uk/it/teams/infrastructure/research/bear/QandA/bear-data-share-faq.aspx> before logging a call via the IT Service Desk.

To log a call on the ServiceDesk please go to <https://universityofbirmingham.service-now.com>

- Select 'Make a Request'
- Then select 'Log a Fault with BEAR/CaStLeS'
- Select 'BEAR DataShare' as the service.
- Please fill in the boxes to provide information on the problem you are experiencing.
- This will be passed to the BEAR DataShare team.