



## BEAR DataShare

### Guidance : Guide for Web Portal

#### Document Details

<b>Document Number:</b>	ITSRCT-USR-001
<b>Document Author:</b>	Jenny Harrison – Research Data Specialist
<b>Last Reviewed By:</b>	Aslam Ghumra – Research Data Manager
<b>Date Last Reviewed:</b>	
<b>Next Review Date:</b>	

#### Version History

Revision	Author	Version History	Date
0.1	Jenny Harrison	1 <sup>st</sup> Draft	23/06/16

## INTRODUCTION

This document is designed to provide information regarding BEAR DataShare web portal.

### Why Should I use BEAR DataShare Web Portal?

The web portal is easy to use and is possibly all that you will need for your sharing requirements. BEAR DataShare web portal can be accessed from anywhere using any supported web browser. Please view the [Features Matrix](#) below to view the features of the Web portal.

## INFORMATION CLASSIFICATION OVERVIEW

The University Information Classification Standard defines data into three categories (more information can be found in [Guidelines for Information Handling](#) on the IT Services Policies web page <https://intranet.birmingham.ac.uk/it/governance/policy/index.aspx>) :

- Open
- Restricted
- Confidential

## IMPORTANT INFORMATION

### IMPORTANT:

UNDER NO CIRCUMSTANCES SHOULD YOU PLACE SENSITIVE/CONFIDENTIAL DATA WHICH IS NOT ENCRYPTED IN BEAR DATASHARE. AS OF THIS WRITING, FILES ARE NOT AUTOMATICALLY ENCRYPTED AND MUST BE ENCRYPTED USING 7-ZIP OR OTHER ENCRYPTION SOFTWARE.

### IMPORTANT:

IF IN DOUBT, SEEK ADVICE FROM IT SUPPORT. IT CAN ADVISE ON ANY DATASHARE PROBLEMS THAT YOU MAY HAVE.

## GENERAL TIPS

1. It is **STRONGLY RECOMMENDED** that a copy of data, **not the original**, is transferred.
  - a. For file encryption, copy the file to be encrypted and encrypt the copy. **ENSURE THAT THE ORIGINAL COPY IS NOT ENCRYPTED AND REMAINS ON THE FILE STORAGE SYSTEMS.**
2. Do not re-use passwords for encrypting files. The most secure method is to have entirely unique passwords for each encrypted file. Just a reminder, never give out your password.

You must be a research academic or post graduate researcher at the University of Birmingham or an invited participant. Submit a request via the Service Desk at <https://universityofbirmingham.service-now.com/>






# Features Matrix









There are two versions of BEAR DataShare, the client and the web portal. The chart below will give an idea as to which version might be best for your requirements. In many cases, the web portal will be all that you need especially if you are working on a personal laptop/tablet or a home machine.






	Client	Web
Create new folders	✓	✓
Invite and manage users	✓	✓
Change permissions to files and folders	✓	✓
Share links to files and folders	✓	✓
Upload multiple files via drag and drop	✓	✓
Download files via browser		✓
Download folders as ZIP		✓
Open, create, edit documents, spreadsheets, presentations		✓
Play media files		✓
View Images		✓
Change password		✓
Revoke file links		✓
Restore deleted files		✓
Download client / apps		✓
Rename files, folders		✓
Resume uploads / downloads	✓	
Data recovery of previous versions and deleted files	✓	
Data recovery of previous versions to alternative locations	✓	
Instant change detection to automatically uploaded locally changed files	✓	
Enable/Disable peer to peer sync	✓	
Create log files	✓	
Controlled data-synchronization	✓	
Define automatic start and exit behaviour	✓	

**NOTE:** Folder and directory are used interchangeably throughout the document. In these instances, they have the same meaning.

# Icon Quick Reference

Local Navigation Links	
	Folders
	Links
	Download clients
	Account
	Logout

Within Specific Folders	
 or 	Create folder
	Show deleted files
	Switch to a detailed table view of folders
	Switch to gallery view of pictures
	Plays media files in web player
	Manage members
	Settings

Folders Page	
	Invite or remove members to this folder
	Download as a zip file
	Get link
	Rename
	Delete folder

# Web Browsers Supported

Web Browsers - minimum specifications

- Internet Explorer ( v11 )
- Google Chrome ( version 50 )
- Mozilla Firefox ( version 45 )
- Safari ( OS X version 10.9 )

## Quick Steps

1. [Log into BEAR DataShare](#)
2. [Create a new Folder](#)
3. [Invite individuals to read, read/write, or have admin permissions](#)
4. [Adding files to the folder](#)
5. [Logging out](#)

## Logging into BEAR DataShare

1. Using the link below, you can log into BEAR Data Share using your ADF username and password.

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

An example:

**BEAR DataShare**

Username:  x

Password:

☐ Stay logged in

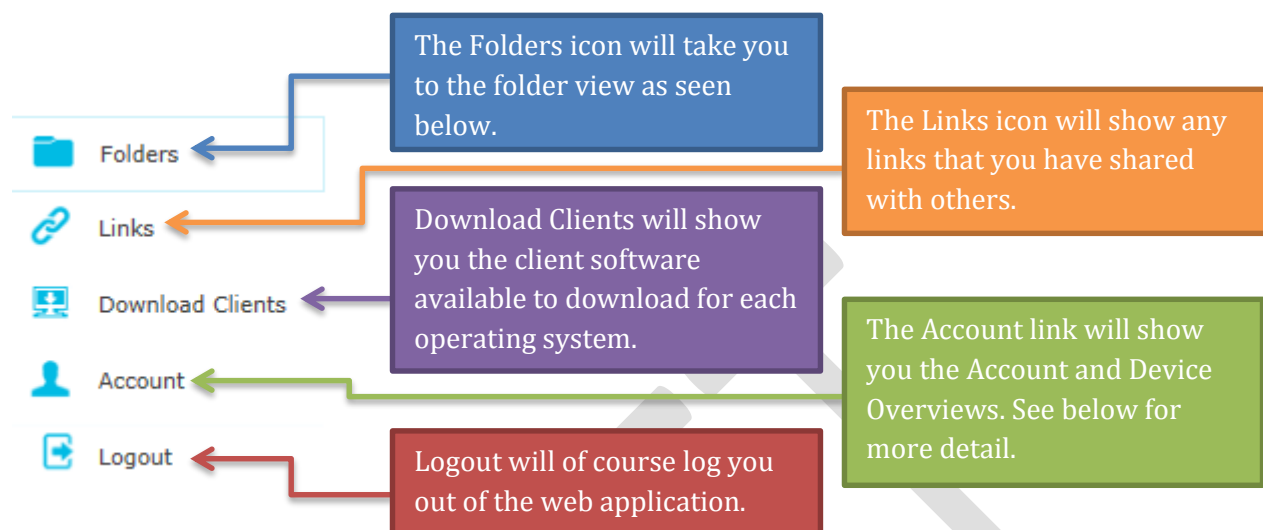
**Welcome to BEAR DataShare**

This service is only available for registered University of Birmingham members.

University of Birmingham users should login with their **ADF username and password** (not email address). External users who have had files shared with them should use the email address which was used to share the files.

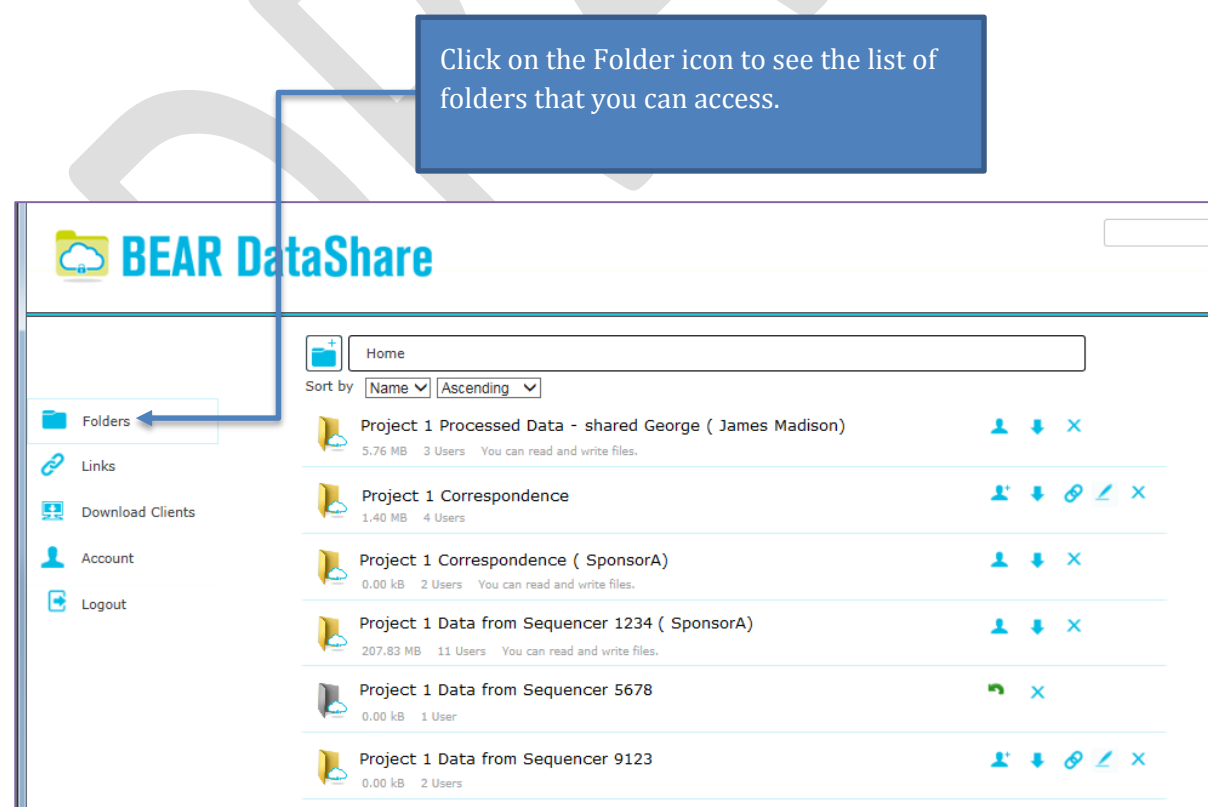
Click Login to continue.

# Local Navigation Icons

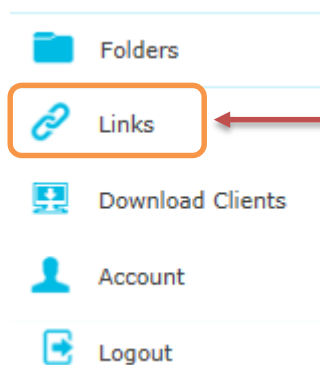


## Folders Icon

To view the folders that you have access to, click the Folder icon in the web portal. This shows any folder that you have setup and any folders that have been shared to you.

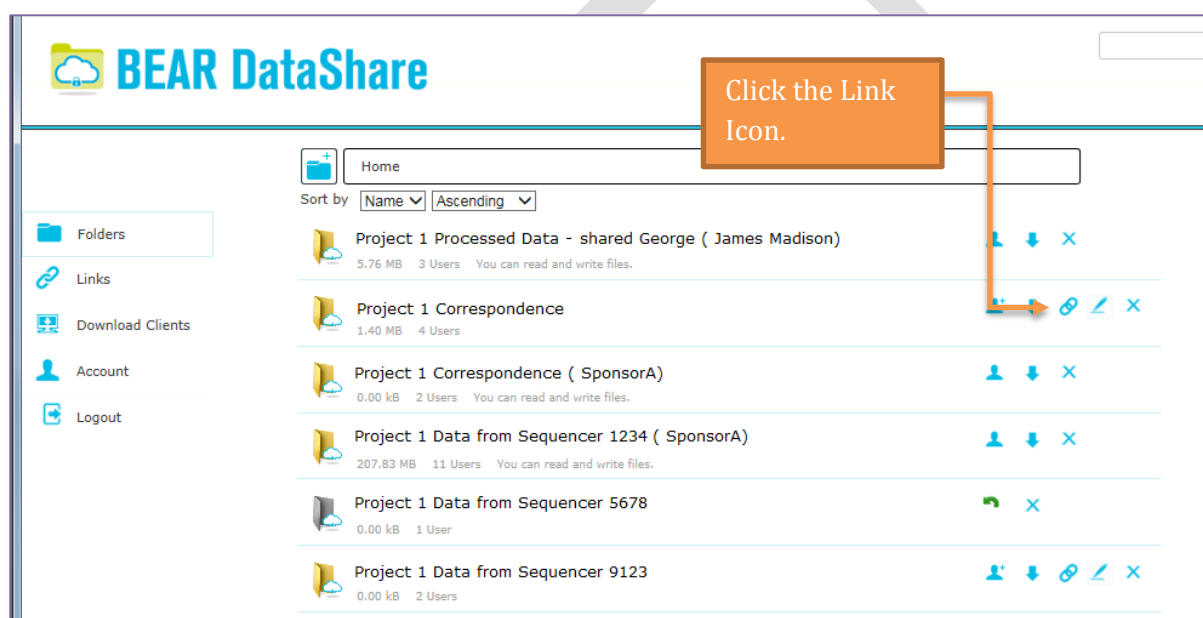


## Links Icon







Links are short cuts to the files located in DataShare that can be forwarded to someone else.

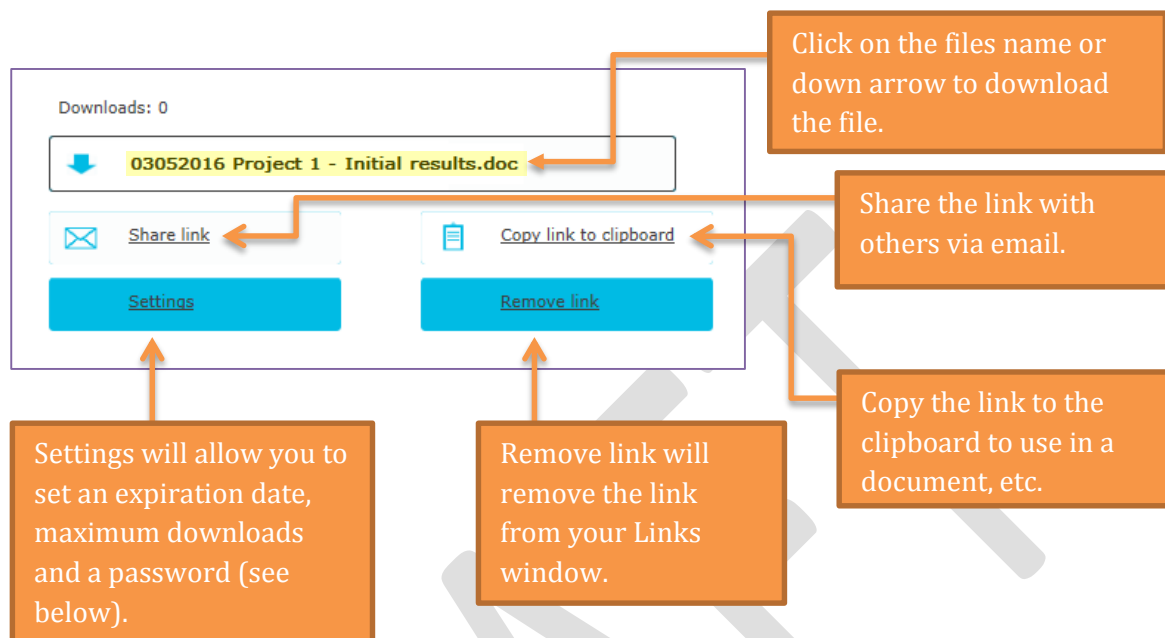
You can create a link, while in the Folders window. These links can be shared with others and can be set with a limited time or password.



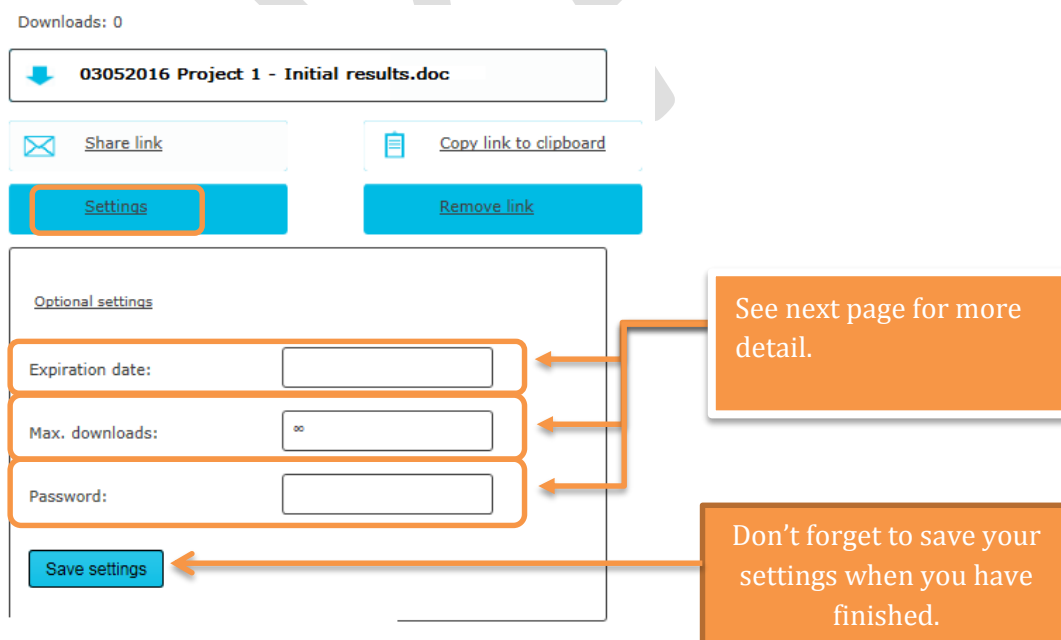
By clicking Links icon, you will see any links to the folder that have been created.

Sort by: Name Ascending						
Name	Folder	Downloads	Created at	Expires	Created by	
 03052016 Project 1 - Initial results.doc	Project 1 Correspondence	0	24 May 16		James Mad	
 Project 1 Correspondence	Project 1 Correspondence	0	06 Jun 16		James Mad	

If you click on the link (03052016 Project 1 – Initial results.doc) in the window above, a window similar to the one below will open. This will enable you to Share the link with another individual or copy the link to the clipboard.



### Link Settings (Optional)





## Expiration date

If you choose to set an expiration date, this will allow any member to download this file until the expiration date has been reached. After that period, the file will no longer be available for download from that link.

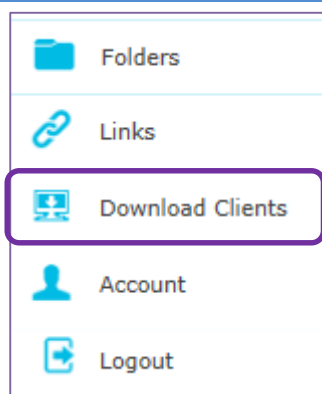
## Max. Downloads

The current setting for downloads is infinite, you can change this by setting a specific number of times that the document can be downloaded.

## Password

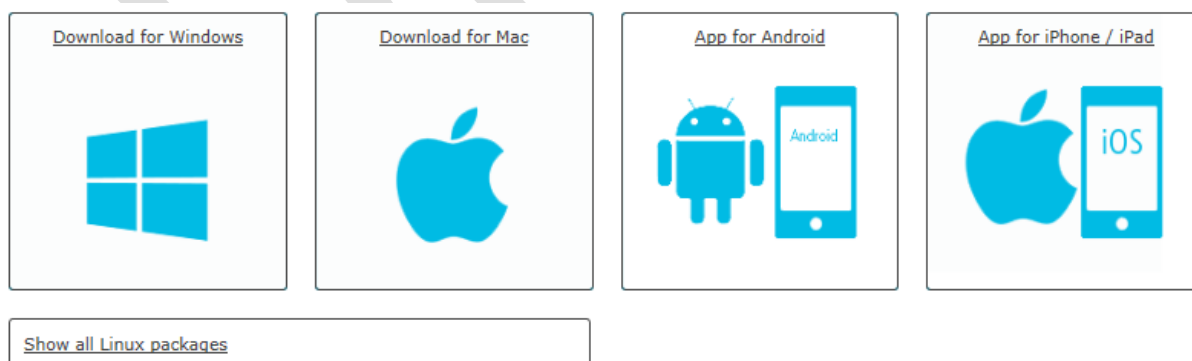
You can password protect your file by setting a password that you will need to share with the person(s) downloading the file.

### Download Clients



Download the client if you require the features that the web portal doesn't offer. Please see the [Feature Matrix](#).

1. Client software can be downloaded from this link for Windows, Mac, Android, iPhone/iPad and Linux.

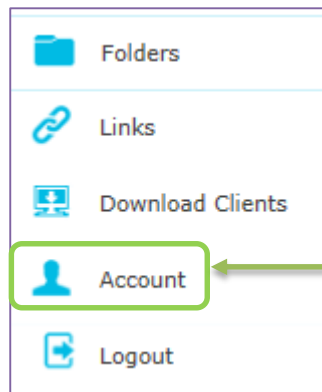


**NOTE:** If you are using a University managed Windows PC/Laptop/Tablet you can download the client using the SCCM portal located at:

<https://myapplications.bham.ac.uk/CMApplicationCatalog/#/SoftwareLibrary/AppListPageView.xaml>

You will find BEAR DataShare located in the listing for download.

## Account



For information about your account, click the Account icon.

## Account Overview



1. This window shows your full name, user name, email address, etc.

A screenshot of the 'Account Overview' page. At the top, there are two tabs: 'Account Overview' (highlighted with a red box) and 'Device Overview'. Below the tabs is a profile section with a placeholder image and a 'Delete picture' button. To the right of the image are fields for 'Full name:' (James Madison), 'Username:' (madisoj), 'Emails:' (a dropdown menu showing 'madisoj@adf.bham.ac.uk' with a close button), 'Add Email:' (a text input field with an 'Add Email' button and a plus sign), and 'Organization:'. Below this is a storage summary bar showing 'Used storage: 1.42 MB', 'File History: 16.2 kB', and 'Free space: 20 GB', with an 'Upgrade/renew' button. Below the storage bar is a 'Clear file history' button, which is highlighted with a green box and a green arrow points from a text box to it. At the bottom, there is a 'Language:' dropdown menu set to 'English' and a 'Groups' section stating 'No groups found.'






You can clear the history and view Used / Free space.

## Device Overview

1. This window shows where you have installed the client software and which computer you are using now.


Account Overview		Device Overview	
Device		Version	Last seen
 BEAR-MAC-laptops-MacBook-Pro.local			12 Oct 15 09:13
 its-l153069		10.5.391	now

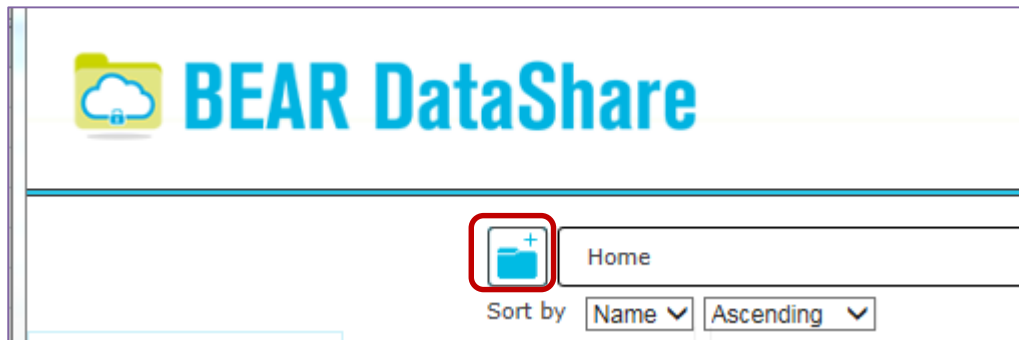
## Logout

 Folders
 Links
 Download Clients
 Account
 Logout

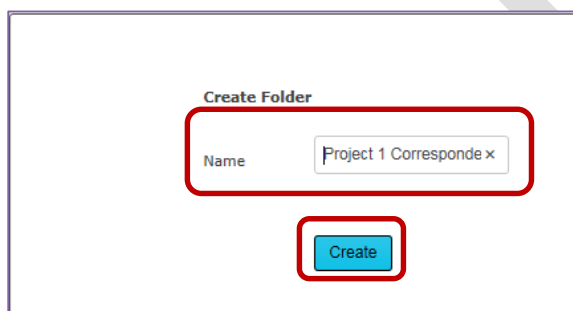
You can log out of the web application by clicking the Logout icon which will end your session.

# Adding Directories (Folders)

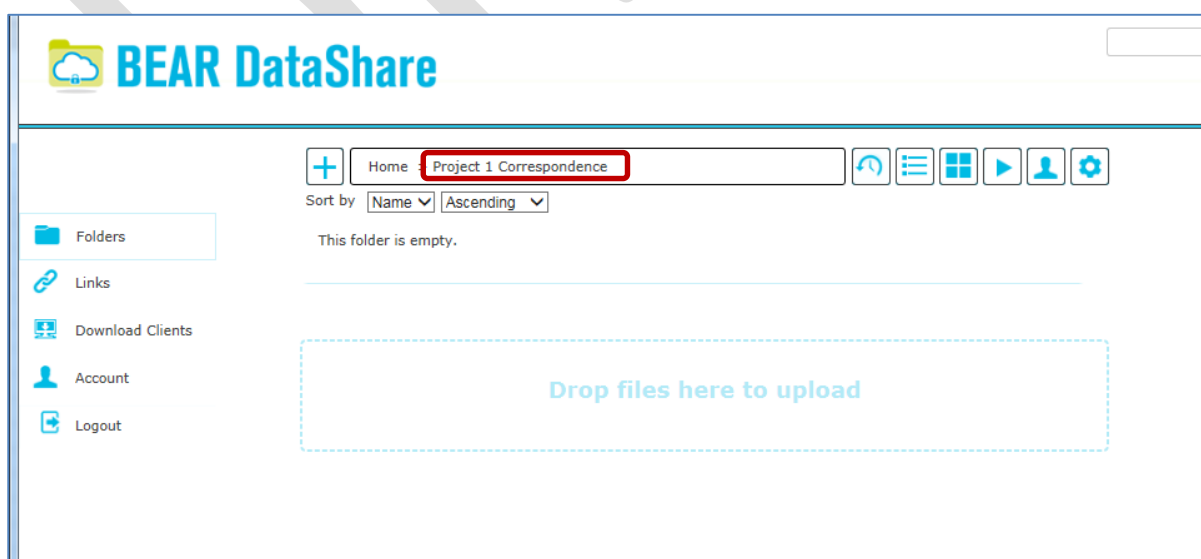
1. From the Folder listing, you will be able to add folders by clicking the  icon.



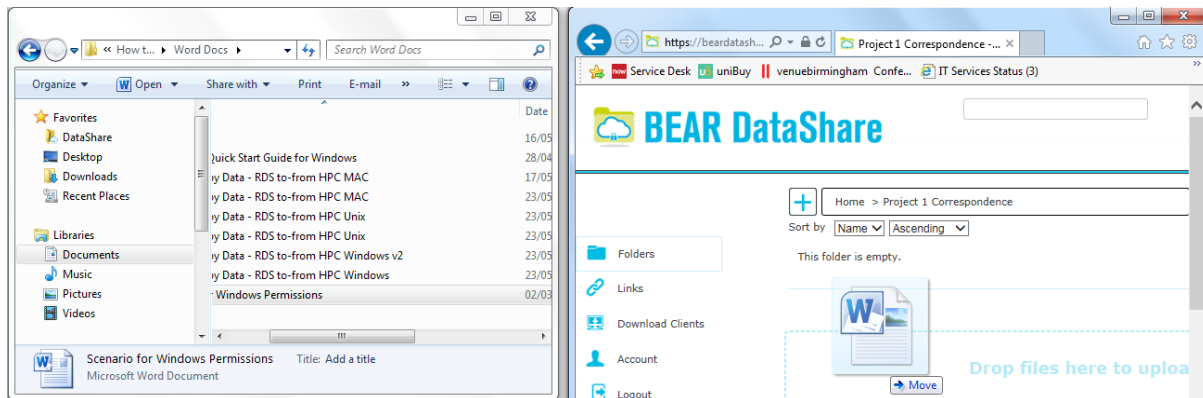
2. Type the name of the folder that you would like to create and click 'Create' to continue.



3. A window similar to the one below will open showing your new directory (folder) and enabling you to drag files from a Windows Explorer window and drop these files into this directory (folder).



4. To drag a file from Windows Explorer, highlight the file and using the mouse, drag the file from Windows Explorer to the BEAR Data Share window and release.



## New Folders – Understanding the Icons

This icon will show files that have been deleted from this folder and allow you to recover older versions.

This icon will switch to a detailed table view of folders.

This icon switches to a gallery view of pictures.

This icon plays media files in a web player.

This icon will allow you to manage members.

This icon will allow you to modify settings. (See below)

## Settings

1. This window will show you folder settings. It lists the owner, number of members who have been invited to see the folder/files, etc.

The screenshot displays the 'Settings' page for a folder named 'Project 1 Correspondence'. The breadcrumb navigation shows 'Home > Project 1 Correspondence'. The settings are organized into sections:

- Folder:** Project 1 Correspondence (with an edit icon). It states 'You are the owner.'
- Members:** 1 member. An 'Invite' button is present.
- Public file/folder access:** A checkbox for 'allowed for entire folder' is unchecked. A 'Get link' button is available.
- Backed up online:** 100.0 % and 0 kB. A 'Delete online' button is present.
- Size:** 0 kB (0 files).
- File history:** A dropdown menu is set to '5 Versions' with '0 kB' of space used. A 'Delete online' button is present.
- WebDAV URL:** https://beardatashare.bham.ac.uk/webdav/Project\_1\_Correspondence

Callout boxes provide additional instructions:

- Blue box:** You can invite others by clicking the 'Invite' button.
- Red box:** You can delete online backups by clicking on this button.
- Purple box:** You can change the number of versions that you save and delete online file history.

**NOTE:** The File history is currently set at '5 versions'; however, if you need to store a lot of files then we would recommend this value set to '1 version'. This will give you more space.

# Folder View - Understanding the Icons

## Folder List

1. By clicking Folders icon, you will see the list of folders that you have created and the folders that you been invited to view.

The screenshot shows the BEAR DataShare interface. On the left is a sidebar with navigation links: Folders, Links, Download Clients, Account, and Logout. The main area displays a list of folders under the 'Home' view. The folders listed are:

- Project 1 Processed Data - shared George ( James Madison) (5.76 MB, 3 Users, You can read and write files.)
- Project 1 Correspondence (1.40 MB, 4 Users)
- Project 1 Correspondence ( SponsorA) (0.00 kB, 2 Users, You can read and write files.)
- Project 1 Data from Sequencer 1234 ( SponsorA) (207.83 MB, 11 Users, You can read and write files.)
- Project 1 Data from Sequencer 5678 (0.00 kB, 1 User)
- Project 1 Data from Sequencer 9123 (0.00 kB, 2 Users)

Each folder entry has a set of icons to its right. A callout box points to the 'Project 1 Data from Sequencer 5678' entry, highlighting the icons. The callouts explain the following actions:

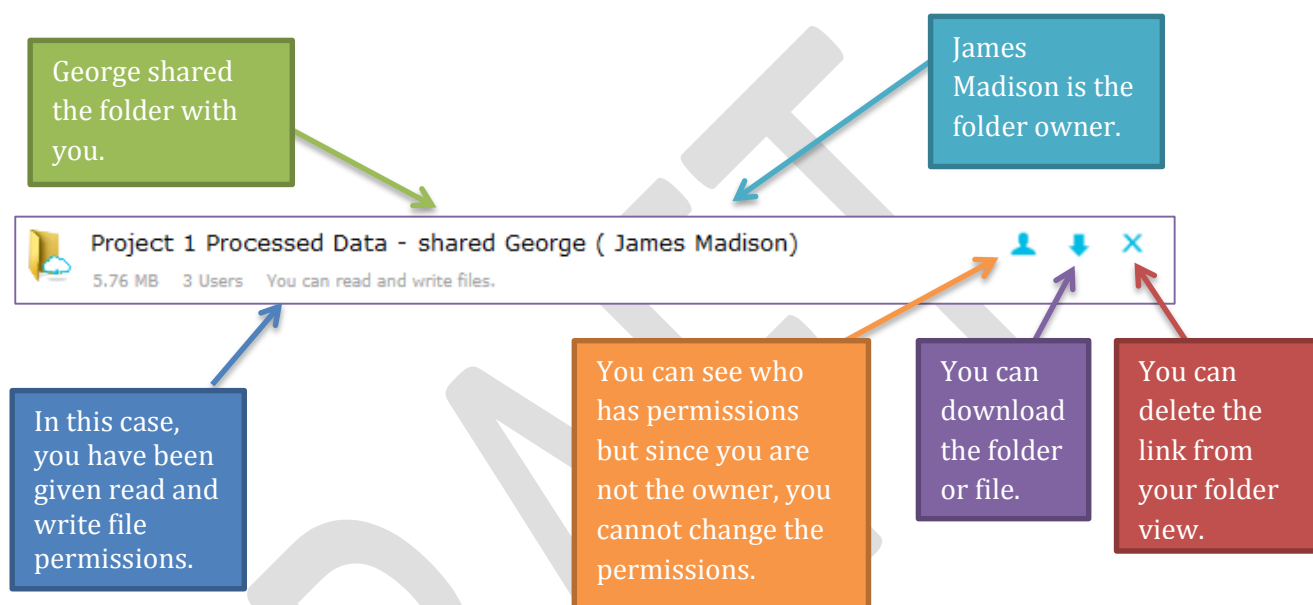
- Click this icon to restart folder backup that was stopped. (Icon: Refresh/Restart)
- Click this icon to show member(s) and their permission(s). (Icon: People/Permissions)
- Click this icon to download the file or directory to your local. (Icon: Download)
- Click this icon to share the folder link with others. (Icon: Link/Share)
- Click this icon to rename the file or folder. (Icon: Pencil/Edit)
- Click this icon to delete the file or folder. (Icon: X/Delete)

The icons that you see are dependent upon who created the folder and how it is shared to you.

If you create the folder, you will have access to all of the icons. An example:

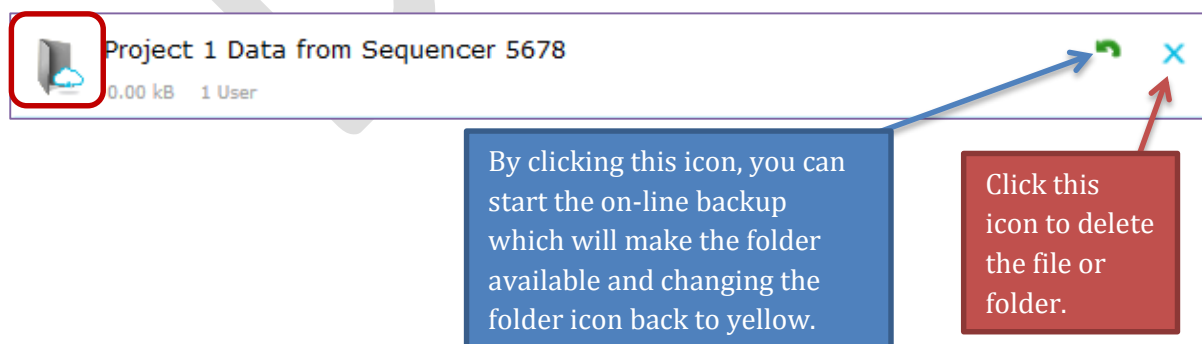


When someone else has created the folder and shared it with you, you will see a limited number of icons. In the case below, the folder was setup by James Madison and George invited you to share the folder. An example:



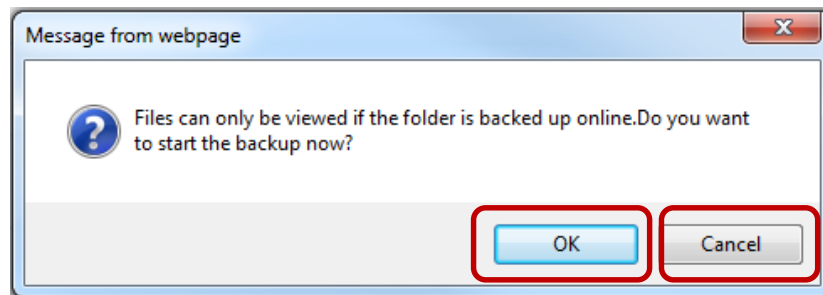
## Grey Folder

If you see a grey folder, it basically means that the folder is not being backed up on line. In order to access the folder, you will need to click on the directory (folder) and start the backup.





By clicking on the file name 'Project 1 Data from Sequencer 5678' you will be asked if you want to start the backup now. Click 'OK' to continue or 'Cancel' to go back to the Folder view.



**SUPPORTING DOCUMENTATION****UNIVERSITY POLICIES & STANDARDS**

All IT Policies & Standards can be found at

<https://intranet.birmingham.ac.uk/it/governance/policy/index.aspx>

[University of Birmingham Information Security Policy](#)

[Guidelines for Information Handling](#)

**UNIVERSITY GUIDANCE DOCUMENTATION**

[Guidelines for Information Handling](#)

[Information Security Reference Card](#)

**GUIDANCE DOCUMENTATION**

ITSRCT-USR-001 – DataShare Web Portal

ITSRCT-USR-002 – DataShare Client – Req\_Inst

ITSRCT-USR-003 – DataShare Client – Login\_Conf

ITSRCT-USR-004 – DataShare Client - Menus

ITSRCT-USR-005 – Moving Folders 2 DataShare