



Guidance : Quick Start Guide for
BEAR DataShare Client –
Log in and Configure

Document Details

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INTRODUCTION

This document is designed to provide information regarding BEAR DataShare client installation.

INFORMATION CLASSIFICATION OVERVIEW

The University Information Classification Standard defines data into three categories (more information can be found in [Guidelines for Information Handling](https://intranet.birmingham.ac.uk/it/governance/policy/index.aspx) 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.

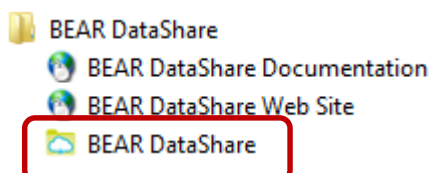
You must be a research academic or post graduate researcher at the University of Birmingham or an invited participant. Submit a request via the Service Desk at <https://universityofbirmingham.service-now.com/>


Features Matrix

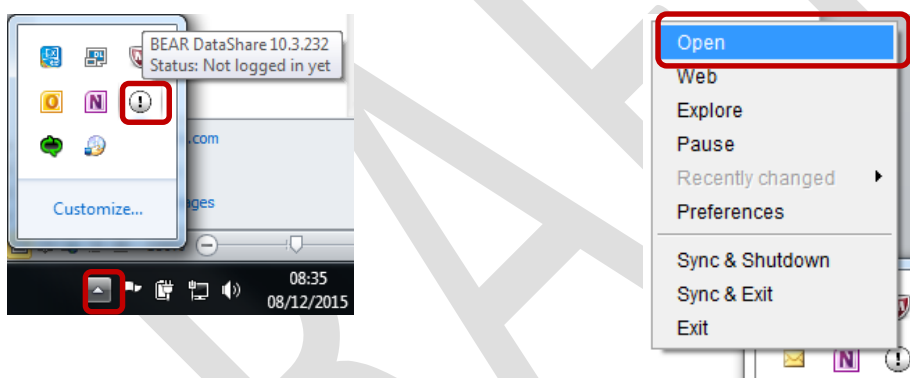
	Client	Web
Create new folders	✓	✓
Invite and manage users	✓	✓
Change permissions to files and directories (folders)	✓	✓
Share links to files and directories (folders)	✓	✓
Upload multiple files via drag and drop	✓	✓
Download files via browser		✓
Download directories (folders) as ZIP		✓
Open, create, edit documents, spreadsheets, presentations		✓
Play media files		✓
View Images		✓
Change password		✓
Revoke file links		✓
Restore deleted files		✓
Download client / apps		✓
Rename files, directories (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	✓	

Logging into BEAR DataShare

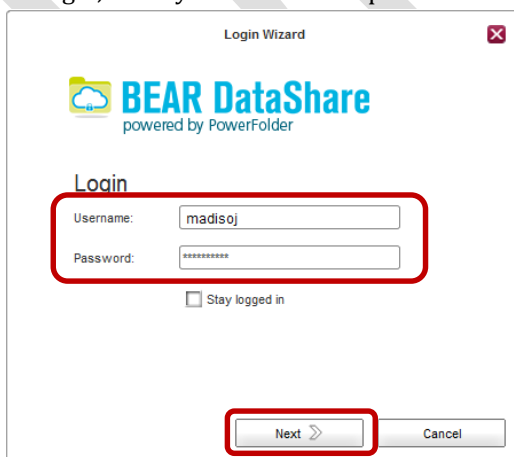
1. Click the Start button (), go to All Programs and you will see BEAR DataShare. Click 'BEAR DataShare' to open the program.



2. When the program starts, you will see this icon  in your system tray (Windows), again, the version number may be different from the one below. If you click the up arrow, you can use your mouse to hover over the icon to see the Status. In this case, it lets you know that a login is required. Right-click while hovering over the icon and select 'Open'.



3. To login, enter your UserID and password and click 'Next' to continue.

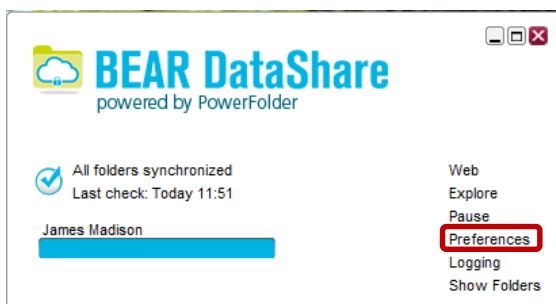


Configure BEAR DataShare Client

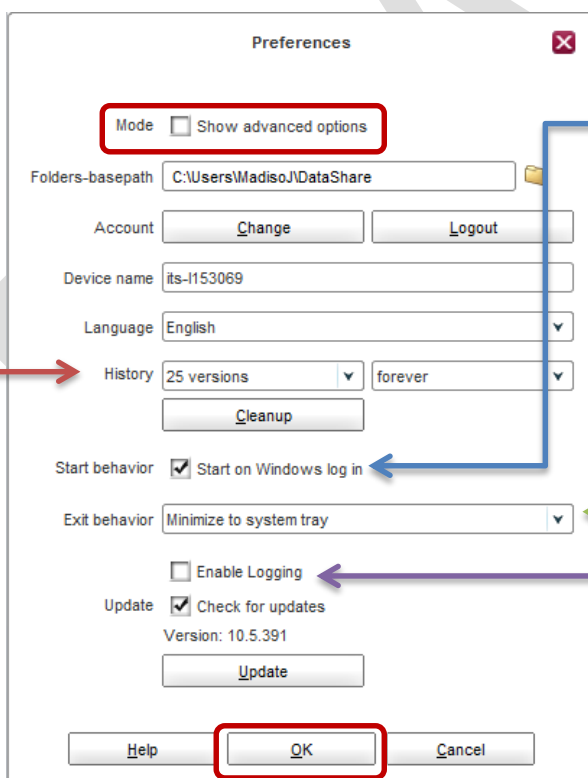
Setting Preferences

Setting Preferences will allow you to see more advanced options which we recommend.

1. From the BEAR DataShare main window, click 'Preferences'.



2. A window similar to the one below will open. Tick the box next to 'Show advanced options' which will allow you to have more options. Click 'OK' to continue. The program may want to restart at this point for the advanced options to be available.



You can also untick the Start behaviour to stop the program from starting when you log into Windows.

You can also change the Exit behaviour, the options are:

- Exit
- Minimize to system tray.

Logging can be enabled in the Preferences window but is only recommended if it is requested by IT for troubleshooting. Logging, if enabled and not turned off can quickly fill up your hard disk.

In this window, you also have the option to change the number of historical versions that are kept on the system as well as how long the versions are kept. The options are:

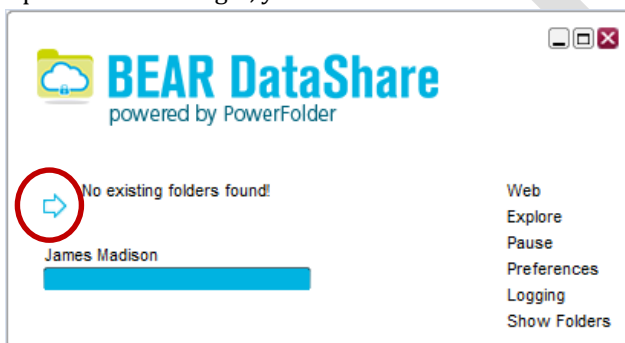
Number of Version	Length of Time Versions are Kept
Disable	1 day
1 version	1 week
5 versions (recommended)	1 month
25 versions	1 year
100 versions	forever
Unlimited	

NOTE: The number of versions should be reduced to 5, as it will rapidly eat up your 20GB quota, however if you have a lot of files, you may want to consider dropping this back to 1.

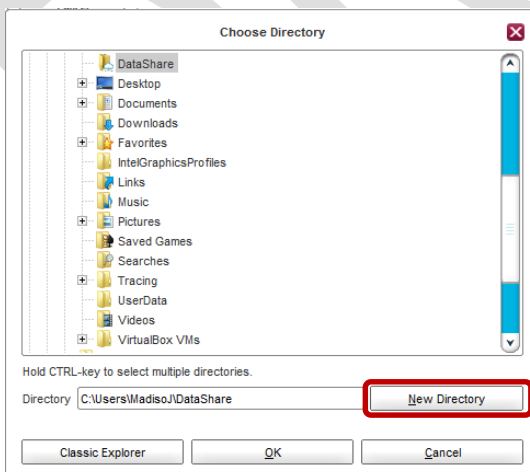
Adding Directories (Folders)

Adding directories (folders) will allow you to structure your data within BEAR DataShare. You can setup these folders in whatever way you would choose.

1. Upon successful login, you will see a window similar to the one below. Click  to add folders.



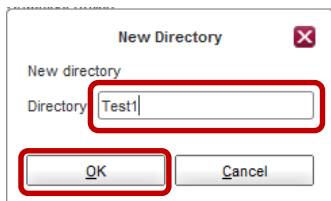
2. A window similar to the one below will be seen. Click 'New Directory' to add a folder.



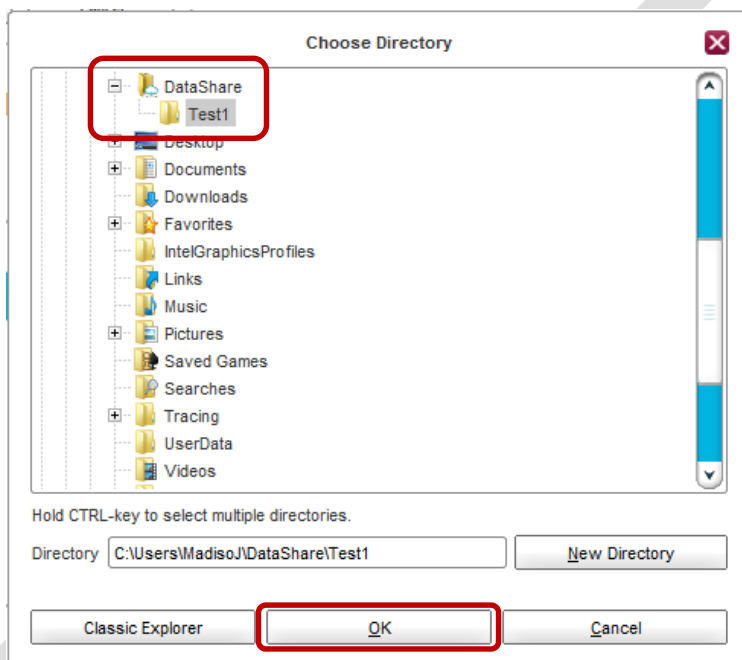
NOTE: Be sure that you are using the base folder when adding new directories (folders). Normally, the base folder is similar to this, or your local U drive:

\\its-rds\201x\Plusername-0x\directory

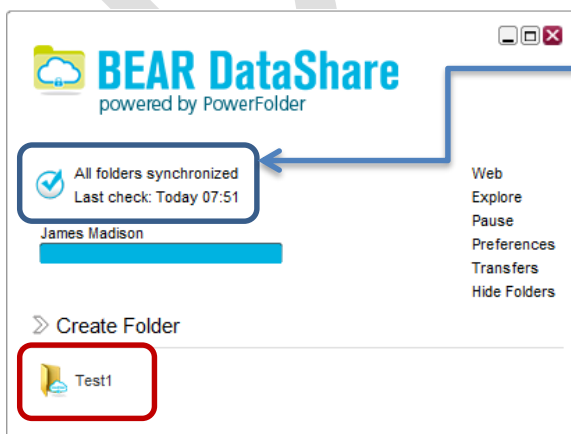
3. Type the name of the directory (folder) and click 'OK' to continue.



4. You will then see a window similar to the one below showing the directory (folder) that was setup. At this point, you can create more directories (folders) by click 'New Directory', or click 'OK' to continue.



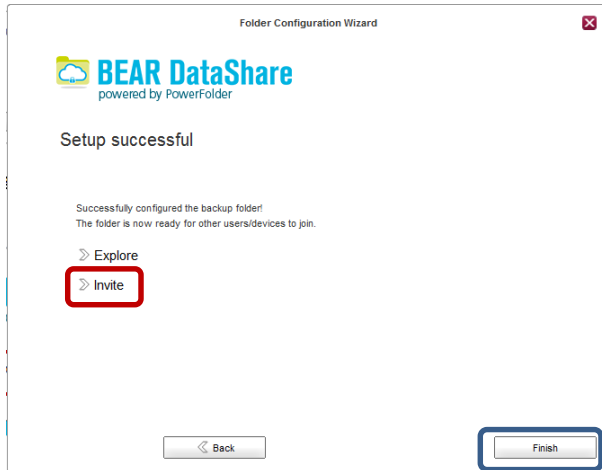
5. The main window will show the new directory (folder) that you created.



This window will also show whether your folder(s) have been synchronized and when.

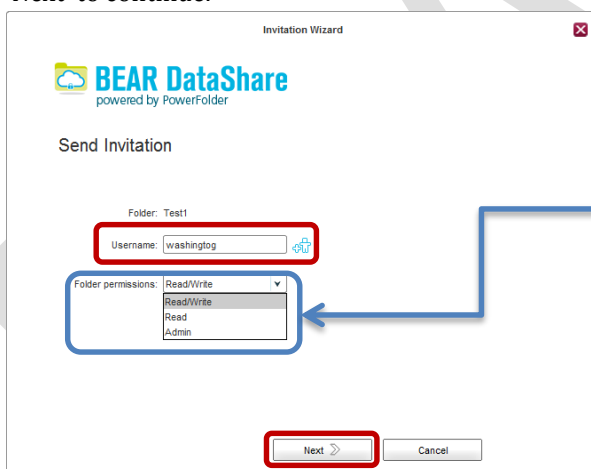
Inviting Others and Granting Permissions to Directories (Folders)

1. Once your directory (folder) has been setup, a window like the one below will be shown where you can either click 'Explore', 'Invite', 'Back' or 'Finish'. If you click Invite, you can invite others and give read, read/write, or admin access to the directory (folder).



Clicking Finish will take you to Step 2 below.

2. To invite others, type the UserID or email address of the internal or external individual(s) that you would like to invite. A message is sent to the individuals inviting them to the folder. Click 'Next' to continue.



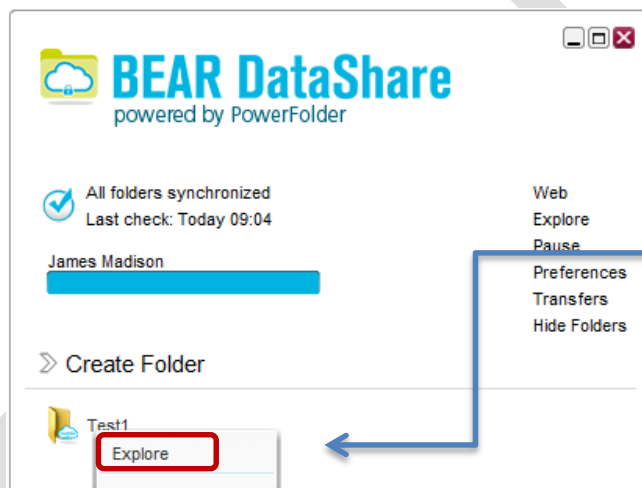
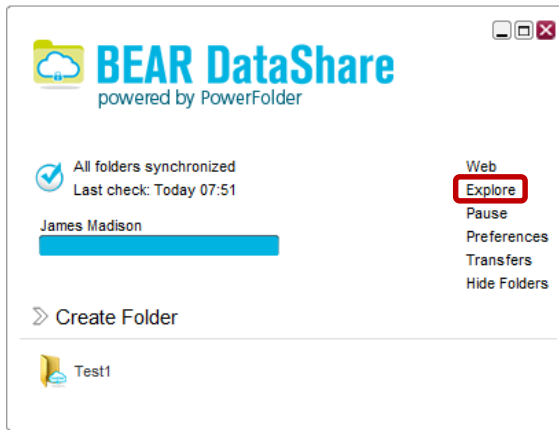
In this window, you can also assign directory (folder) permissions to specific individuals. Options are:

- Read/Write
- Read
- Admin

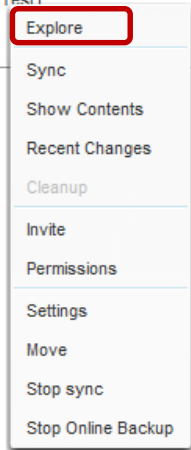
If you choose not to invite others now, you have the option to do so at a later time. In many cases, it is best to invite others later so that you can drop files into the directory (folder) first.

Moving/Adding files to a directory

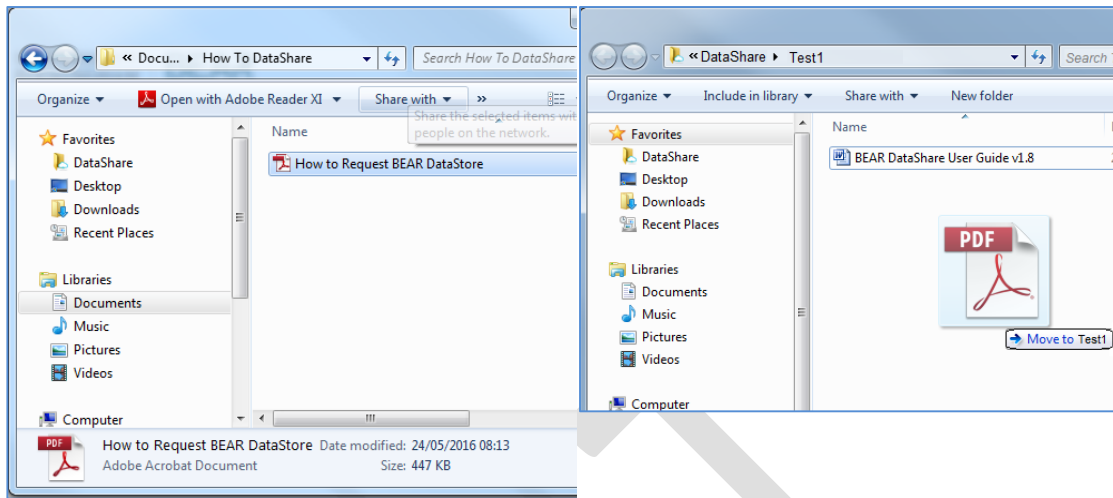
1. To move/add files into your new directory (folder) click 'Explore' to open an Explorer window where you can drag and drop your files.



You can also right-click on your folder which will open a menu allowing you to explore, sync, show contents and changes, invite, change permissions, etc. To add files/documents into the folder, click Explore.



- a. At this point, you could open multiple Explorer windows to drag and drop files into your new directory (folder).



NOTE: Because this is a Windows Explorer window, you cannot invite others from this window.

SUPPORTING DOCUMENTATION

Guidance : Guide for BEAR DataShare Client - Menus