

File Share Area for NSITSP

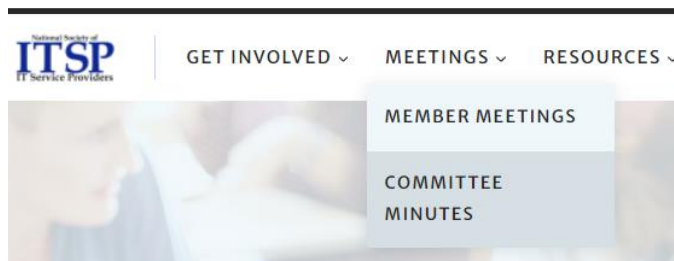
We now have a file-sharing place on the NSITSP.org web site. Please familiarize yourself with this simple file-sharing area.

Rather than have NSITSP data placed in various members' One Drives, Drop Boxes, Google Drives, etc., **please use this as the one place to share information**. We can fine tune the tool as needed.

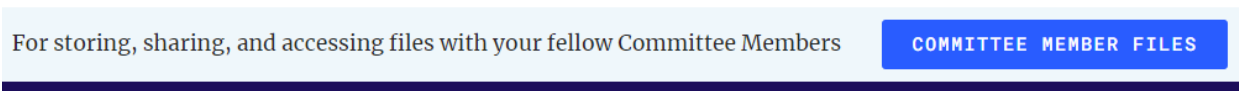
The site is: <https://www.nsitsp.org/file-dashboards>

There is a link at the bottom of the "Minutes" page. This link is only visible to board and committee members. You must be logged in to access your file area. Here's how to browse there:

Go to the Meetings menu and select **Committee Minutes**.



At the bottom of the Committee Minutes page is a link to the File Share area.



This is a very basic file sharing system. It does not have the functionality of Azure, Egnyte, or any other commercial file sharing service. At some point we will probably move to a more full-featured service. But that requires a budget.

Permissions are very simple:

- Board members have access to all files for the board and all committees
- Committee members have access to all committee-level files.

A Few Tips for Using the File Share Area

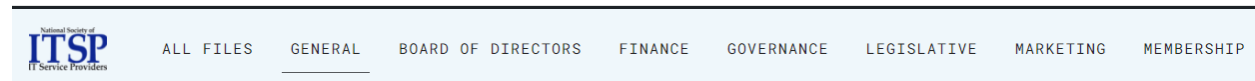
The file share area is a great place post any documents you wish to share with your committee or other committees. This includes draft documents and any “working papers” related to your committee.

When a document is no longer “current” or relevant, place contact Karl or his team to have them relabel the document as old, or to delete it.

Please see the following YouTube video for a walk-through of the file share area and functionality:

- <https://www.youtube.com/watch?v=EA1HB9fRwWE>

Across the top you will see the list of top-level folders:



If you click the **Upload** button, you’ll see a more detailed view of the file structure:

Categories

<input type="checkbox"/> Board of Directors	<input type="checkbox"/> Governance Committee
<input type="checkbox"/> Agendas and meeting materials	<input type="checkbox"/> Legislative Committee
<input type="checkbox"/> Finance Committee	<input type="checkbox"/> Marketing Committee
<input type="checkbox"/> General	<input type="checkbox"/> Graphics
<input type="checkbox"/> COE Taskforce 2022	<input type="checkbox"/> Presentations
<input type="checkbox"/> Operations and Procedures	<input type="checkbox"/> Video
	<input type="checkbox"/> Membership Committee

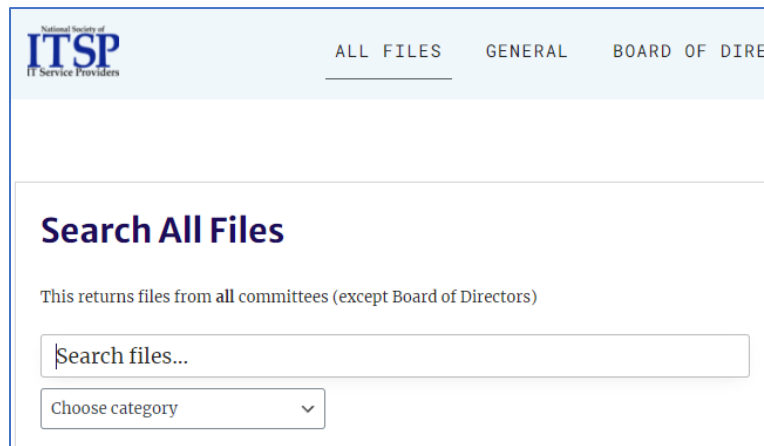
Uploading is very simple. You select one or more files, choose the file area target, and click the **Submit** button. Note that you can give the document a title and description. These are not required. In many cases, a document’s name will be descriptive enough.

Note also that you can bookmark files and then you’ll have quicker access to those files. You will need to refresh the page for your bookmarks to show up.

Search

The file share area also has a good, fast search. Note that it searches all information available on a file. This includes the name, description, and related information tags.

When you're in the "All Files" area, you'll see the search tool. You can narrow your search by a specific category or file area. If you do not choose a category, your search will be site-wide.



The screenshot shows the 'Search All Files' section of the NSITSP website. At the top, there is a navigation bar with the NSITSP logo on the left and three menu items: 'ALL FILES' (which is underlined), 'GENERAL', and 'BOARD OF DIRECTORS'. Below the navigation bar, the main content area has the heading 'Search All Files' in a large, bold, dark blue font. Underneath the heading, a line of text states: 'This returns files from all committees (except Board of Directors)'. Below this text, there is a search input field with the placeholder text 'Search files...'. At the bottom of the search area, there is a dropdown menu labeled 'Choose category' with a downward-pointing arrow.

You'll find the search to be very fast. As you type each letter, the search will narrow.

If you have any problems or concerns, please email karlp@nsitsp.org.