

NetSharer.com

NETSHARER **LITE** USER GUIDE

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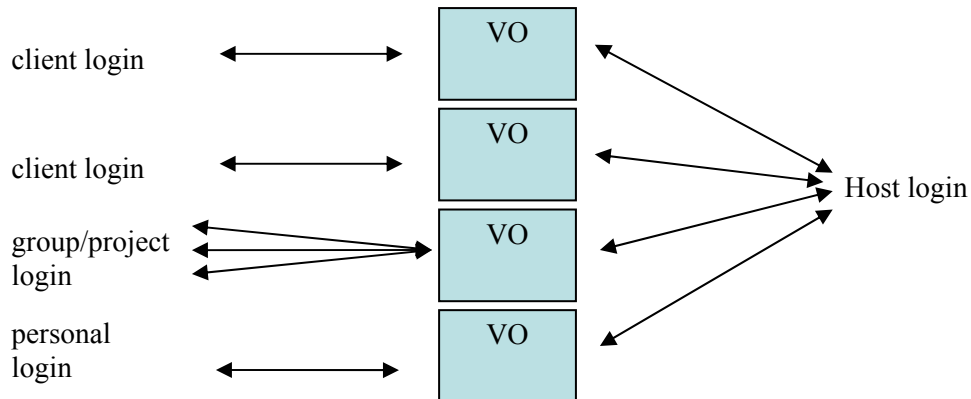
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A About NetSharer LITE

NetSharer LITE is a hosted service that enables individuals, groups and businesses to work together online in a secure environment. As host, you can invite clients to log in to one of your Virtual Office internet workspaces to use the system. Each Virtual Office has two access points, or logins, one for the client, group or individual, the other for the host.



Each client has a unique login to his/her own Virtual Office, but the host login can be used to access all the client Virtual Offices.

All logins are multi-user and each Virtual Office can be accessed simultaneously by several individuals using the client login and several individuals using the host login.

NetSharer LITE does not have its own System Admin feature. Therefore you cannot add new clients and hosts and assign clients to different hosts, as you can with NetSharer PRO. Also you cannot access and bulk email the client database.


Default login names and passwords have been set up for your clients, and these can be changed by either you as host or your clients. In particular, the email addresses need to be specified so that you can take advantage of the automatic email notification features. The initial default login names are not valid email addresses. A client should use his/her email address as the login user name.

The NetSharer LITE system is sited at a central URL, (unlike NetSharer PRO which is sited at its own directory with a unique personalised URL).

B Using NetSharer LITE

B1 How to access your Client's Virtual Office

1. Go to your admin URL which will read something like this:
www.pluginoffice.com/johnsmith/admin
The web page will contain your login box.



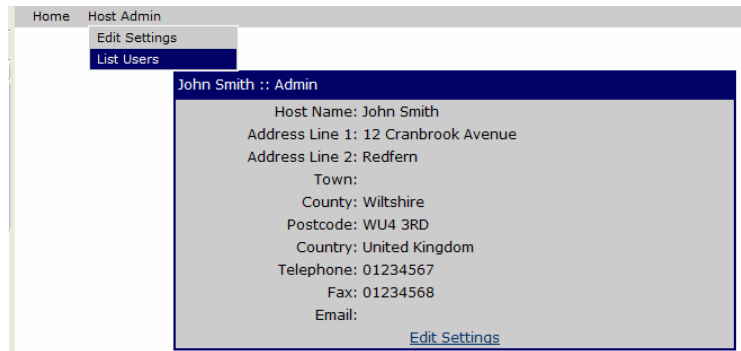
Stand Alone Virtual Office Test Site :: Login

Username: johnsmith

Password:

Submit

2. Log in using your host admin user name and password.
You will then see a web page like the one below, containing some menu options.



Home Host Admin

Edit Settings

List Users

John Smith :: Admin

Host Name: John Smith

Address Line 1: 12 Cranbrook Avenue

Address Line 2: Redfern

Town:

County: Wiltshire

Postcode: WU4 3RD

Country: United Kingdom

Telephone: 01234567

Fax: 01234568

Email:

[Edit Settings](#)

3. Select 'List Users' from the Host Admin menu, and you will then see a list of all the Clients/Users assigned to your login.
4. Select and click on the Client/User you wish to work with, and you will then see the control page for that Client's Virtual Office.

From the control page you can access any area of the Client's Virtual Office.

B2 How to publish folders to your Client's Virtual Office

The illustration below shows the control page for a Client's Virtual Office.

The screenshot shows a web interface titled "Virtual Office" in a "Secure Section". The page is for user "Bill Grant" and is dated "Tuesday 17th June 2003". The main heading is "Welcome To Your Virtual Office". Below this is a section for "User Subscriptions" with four options, each with a checked checkbox:

- Shared Client/Host**
You can upload and download here
- Client-only Filing/Storage**
Clients can upload and download here
- Client Data Access (download only)**
Clients can only view and download from this area
- General**

An "Update" button is located at the bottom of the subscription list. On the left side, there is a "User Details" box for Bill Grant, including his address (25 Blenheim Crescent, Townley, Dorset, DA12 2RW), telephone (01234567), fax (01234568), and an email link. A navigation menu on the left includes "Sign Out", "Host Admin", "List Users", and a folder structure: "Shared Client/Host", "Client-only Filing/Storage", "Client Data Access", and "General". An image of a computer monitor and keyboard is also visible on the right side of the page.

From here you can publish (or unpublish) any folders you wish to the Client's Virtual Office by ticking (or unticking) the relevant boxes and clicking the 'Update' button (the screen will refresh).

If all folders are removed (by unticking all boxes) the Client/User will be unable to access his/her Virtual Office.

The process of publishing any folder will set up the Virtual Office again so that the User can access it.

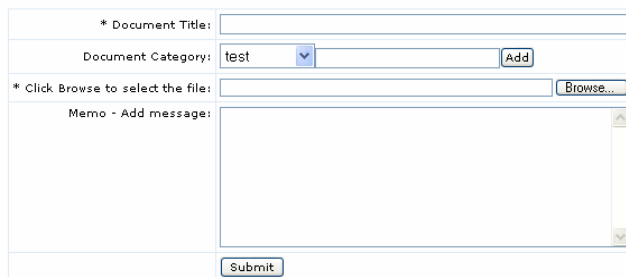
B3 How to view and upload and download files and documents (to and from your Client's Virtual Office)

Upload

1. Enter your Client's Virtual Office and then the folder you wish to upload into.
2. Click on the 'Upload New Document' area.
The screen illustrated below will appear.

Upload Folder 1 Document

To upload a file from your PC click on the Browse button to select a file and give it a title.



* Document Title:

Document Category: test

* Click Browse to select the file:

Memo - Add message:

3. Click on the browse button and select a file or document on your PC or network.
4. Give the file or document a Title and, if you wish, a Category to assist in filing and retrieving at some stage in the future. You can set up new categories if you wish, by using the Add option.
5. You can also attach a text message to the document. This message will appear in the document information bar and will also be sent as part of the automatic email notification to the User/Client when the document is uploaded.
6. Click on the 'Submit' button to upload the document to your client's Virtual Office. The document will appear in the Virtual Office. The Virtual Office system will automatically email the User/Client that the document has been uploaded.

View and/or Download

To view a file select and click the document you wish to view. To download it click on Select > Edit/Download. More information is given below under 'Managing files and documents and sending messages'.

B4 Managing files and documents and sending messages

Virtual Office Secure Section

Sign Out Host Admin List Users

Tuesday 17th June 2003 Bill Grant

Virtual Office > Shared Client/Host

Shared Client/Host

Filter by: Select a category

Order by: Latest Date First

[Upload New Document](#)

Status	Title	Type	Category	Size	Date	Version	Memo	Author	Action
<input type="checkbox"/>	July Report		Reports	19.5KB	6/17/2003	1		Host	Select...
<input type="checkbox"/>	Expense Claim July		Expenses	13.5KB	6/17/2003	1		Host	Select...
<input type="checkbox"/>	Company logo_5		Creative	28.5KB	6/17/2003	1		Host	Select...

User Details

Bill Grant
25 Blenheim Crescent
Townley
Dorset
DA12 2RW
T: 01234567
F: 01234568
E: Email User

Each file or document is shown within a bar which contains associated text messages and other useful information. The locking function preserves the integrity of the document and ensures that client and host cannot simultaneously make changes to the document. If either client or host selects the edit/download option, the document automatically locks to the other user. This means that it becomes read-only, and although the other user can view the document he/she cannot make any changes to it.

Documents can also be manually locked and unlocked (to the other user) by checking the status box next to the lock icon. Some functions like **Delete** only become available when the document is locked to the other user.

Bars with a grey background indicate that they have been locked by the host (perhaps have been downloaded to the host's PC) and are therefore locked and read-only to the client.

Bars with an orange background indicate that they have been locked by the client (perhaps have been downloaded to the client's PC) and are therefore locked and read-only to the host.

Colour coding:

Bars with a blue background contain new and unopened documents. Once opened the background colour changes to white. This enables you to see at a glance which documents are new.

B4 Managing files and documents and sending messages (Continued)

Version Control

When you upload the same document more than once but with changes the Virtual Office will keep track of the version number. To upload a new version of an existing Virtual Office document click on Select> Upload New Version. You can revert to any earlier version number by clicking on Select>Undo Upload, as long as the other user hasn't edited the document. To perform the functions above you may need to first lock the file to the other user.

More useful tips:

Downloading

To download a file click on Select> Edit/Download. The Document is now in read only mode. If you make changes to the document from here they will not be saved. If you want to make changes to the document you must select "save this to disk" first (refer to editing instructions below).

Editing

To make changes to a document click on Select> Edit/Download. Then select the "Save this file to disk" option. You can then save the document on your PC. You can then make changes to it. Save your changes in the normal way then upload the document as a new version. Use Select>Upload New Version.

Deleting

You can only delete a Virtual Office file after you have locked it to the other user. To delete a file click on Select> Delete Document. If the version number is greater than 1 you will have to first click on Select> Undo Upload to undo recent uploads.

Messages

You can send a message or query relating to any file at any time by clicking on Select>Send Message. To view a message click on the Memo icon. You can also email the other user if you wish by clicking on Email.

C NetSharer Information for your clients/other users

Introduction to your NetSharer Virtual Office

Your Virtual Office is a private, secure smart online workspace set up exclusively for you. It enables you and your host to work together online in a secure environment. Your Virtual Office uses industry standard 128-bit SSL encryption, as used for online banking.

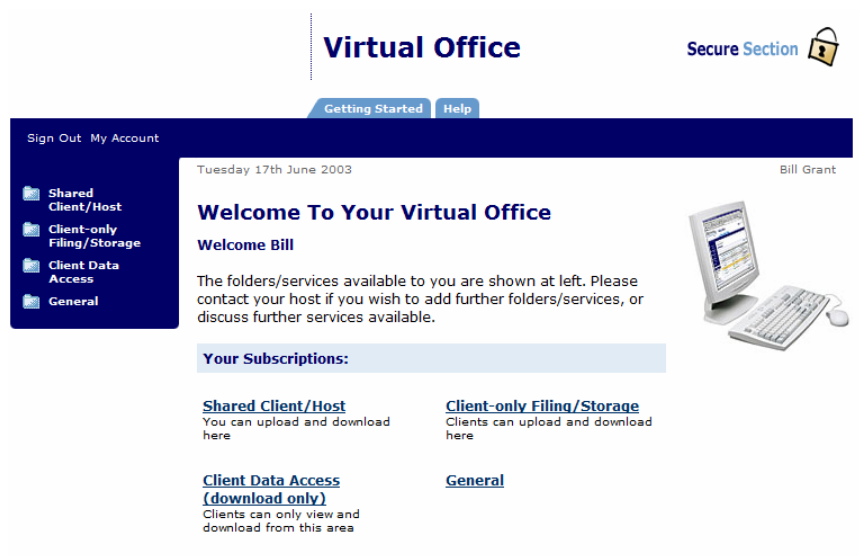
You can use your Virtual Office to store, file, exchange and share any type of PC file or document with your host. It can be used for letters, spreadsheets, reports, statements and more.

How to access your Virtual Office

Your Virtual Office can be accessed via the login box at the URL given to you by your host.

Enter the user name (or email address) and password provided to you.

You will then see the Home Page of your Virtual Office.



From here you can access all your folders and view all your documents.

Within your Virtual Office it is easy to upload and download files and documents from your PC or network. You can file an unlimited number of documents in your Virtual Office.

Being web-based, your Virtual Office is accessible from home or office, on the move, from anywhere and at any time.

The folders in your Virtual Office

Within your Virtual Office there are four folders.

1 Shared Client/Host folder

You can upload as well as download with this type of folder. It is only for you and your host, and used for sharing files and documents with us. From here you can open reports and other documents and view and discuss them online simultaneously with your host, regardless of where you or your host are located, and at any time of day or night.

2 Client-only Filing/Storage folder

You can upload as well as download with this type of folder. This type is private and for your own use only. You can use it for filing and storing your own important files and documents, and perhaps backups of your data. As it is web-based you can access your files and documents from anywhere, at any time, from home as well as work as well as on the move.

3 Client Data Access

You can only view or download from this type of folder. It is private and used for giving you access to your correspondence, statements, reports and other files, documents and information that your host holds on file. As with the other folders you can access the information from anywhere and at any time.

4 General

This folder can be shared. Your host will advise you on its use.

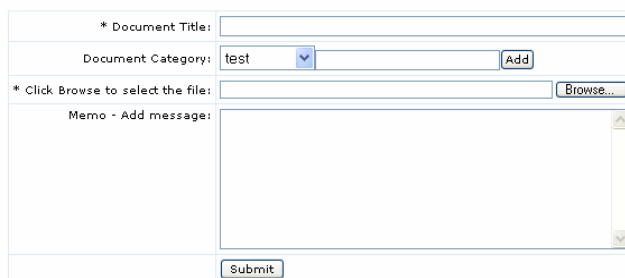
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3. Click on the browse button and select a file or document on your PC or network.
4. Give the file or document a Title and, if you wish, a Category to assist in filing and retrieving at some stage in the future. You can set up new categories if you wish, by using the Add option.
5. You can also attach a text message to the document. This message will appear in the document information bar and will also be sent as part of the automatic email notification to the Host when the document is uploaded. If the document is for the attention of a specific person you should note this in the text message.
6. Click on the 'Submit' button to upload the document into the Virtual Office folder. The document will appear in the folder. The Virtual Office system will automatically email the Host that the document has been uploaded.

View and/or Download

To view a file select and click the document you wish to view. To download it click on Select > Edit/Download. More information is given below under 'Managing files and documents and sending messages'.

Managing files and documents and sending messages

The screenshot shows the Virtual Office interface. At the top, there is a navigation bar with 'Sign Out', 'Host Admin', and 'List Users'. Below this, the date 'Tuesday 17th June 2003' and the user name 'Bill Grant' are displayed. The main content area is titled 'Shared Client/Host' and includes a filter dropdown set to 'Select a category' and an order dropdown set to 'Latest Date First'. A 'User Details' sidebar on the left shows contact information for Bill Grant. The main area contains a table of documents with columns for Status, Title, Type, Category, Size, Date, Version, Memo, Author, and Action.

Status	Title	Type	Category	Size	Date	Version	Memo	Author	Action
<input type="checkbox"/>	July Report		Reports	19.5KB	6/17/2003	1		Host	Select...
<input type="checkbox"/>	Expense Claim July		Expenses	13.5KB	6/17/2003	1		Host	Select...
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Managing files and documents and sending messages (Continued)

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