



Clark County Water Reclamation D I S T R I C T

Information Technology Solutions

CCWRD EXTERNAL SHARE REPOSITORY (EXTERNAL)

CCWRD External Share | User Guide

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CHANGE HISTORY

Version	Date	Changed By	Change Description
1.00	02/01/2021	Genesis Layco	Initial Release
1.10	02/23/2021	Leslie Lainez	Updates to Uploading File Workflow

INTRODUCTION

SCOPE AND APPLICATION

This document describes how an external user will be able use the CCWRD External Share repository to view, download or upload files as requested by CCWRD staff.

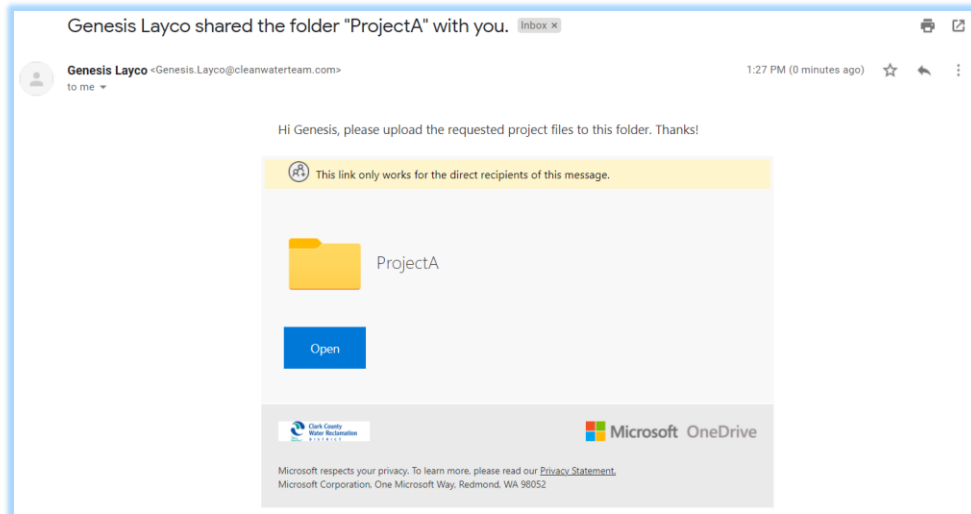
PRE-REQUISITES

- CCWRD staff will email external users a link to the CCWRD External Share repository.

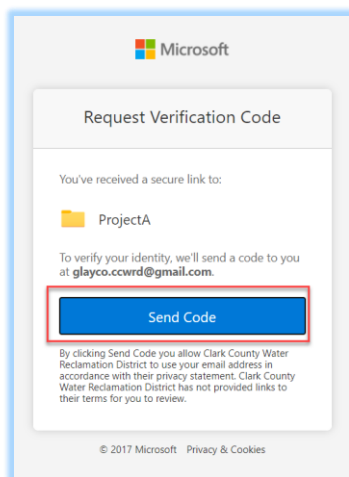
PROCEDURE

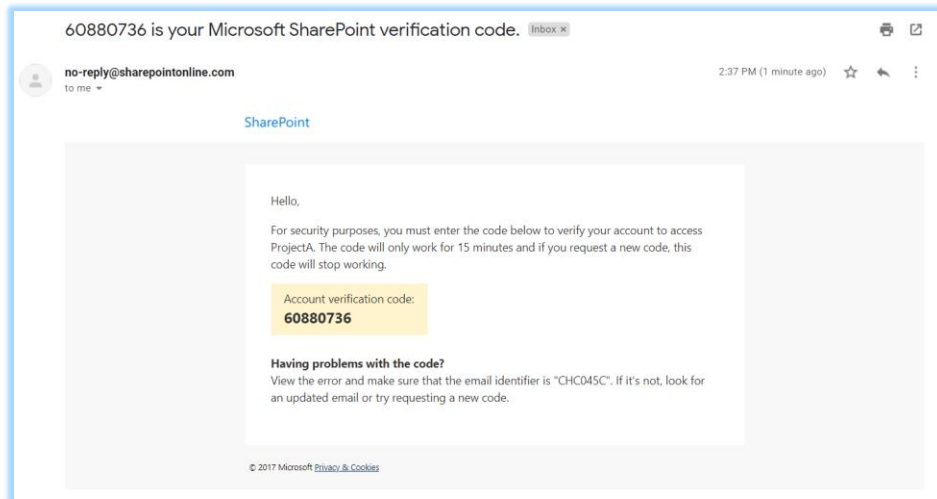
ACCESSING THE CCWRD EXTERNAL SHARE REPOSITORY

1. Check email for the CCWRD External Share invitation. It will look like the screenshot below. Click on the open button to open the CCWRD External Share repository.
 - **HINT:** If email is not seen in your **INBOX**, check the **SPAM** folder. The email will always be from the CCWRD staff that shared out the folder to you.



- **TIP:** If you need additional people to access the shared folder, inform the CCWRD staff that originally shared out the folder to you. They will need the email address so they can provision access to the shared folder.
2. Follow instructions to verify your identity. Click on Send Code button. A verification code will be sent to the email address used.

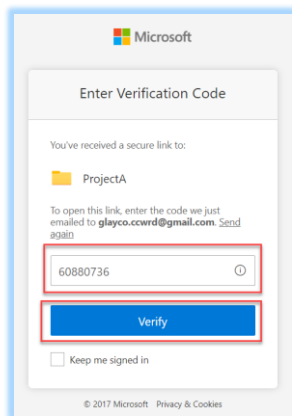




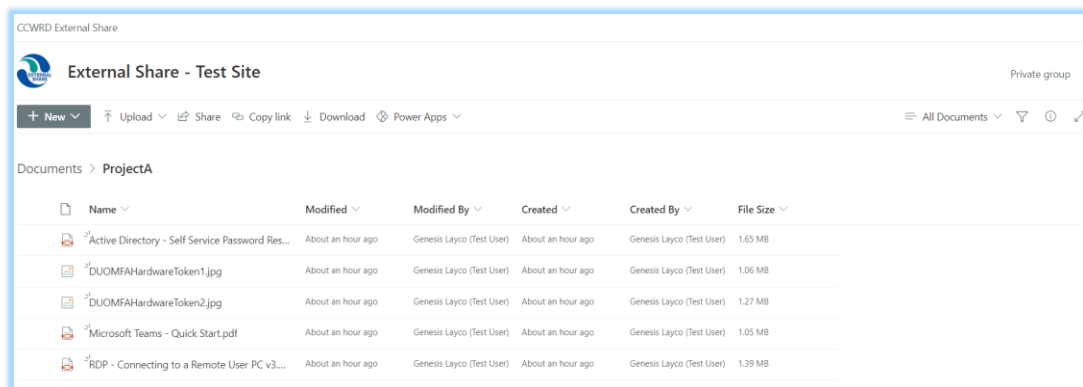
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- **HINT:** If the above email is not seen in your **INBOX** within 5 minutes, check the **SPAM** folder.

3. Input the code to verify your identity. Click on the Verify button to continue.

- **NOTE:** Authentication verification is valid for 5 consecutive days. After 5 days, you will be prompted to re-do email authentication verification. This is browser cookie based, so if new browser used or history deleted, re-verification will be required.

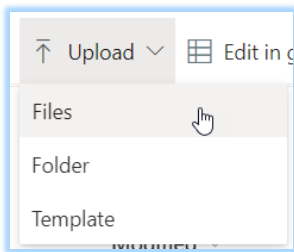
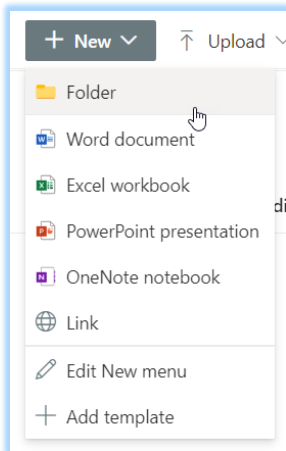


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- The shared folder loads.

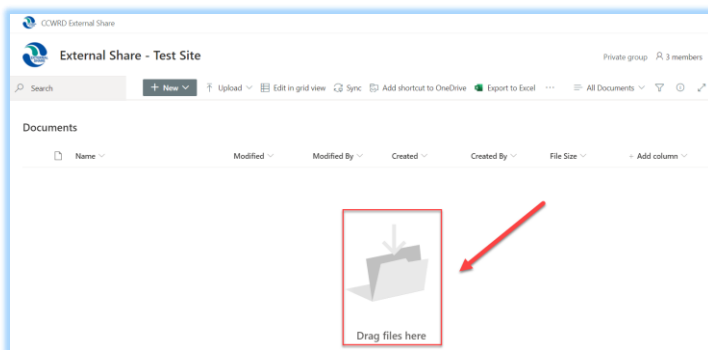


UPLOAD FILE(S) OR FOLDER(S)

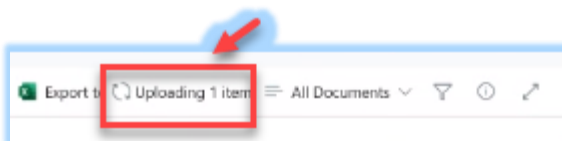
1. Access the external share repository page.
2. Click on New button to create new files/folders or click on Upload button to upload files/folders.



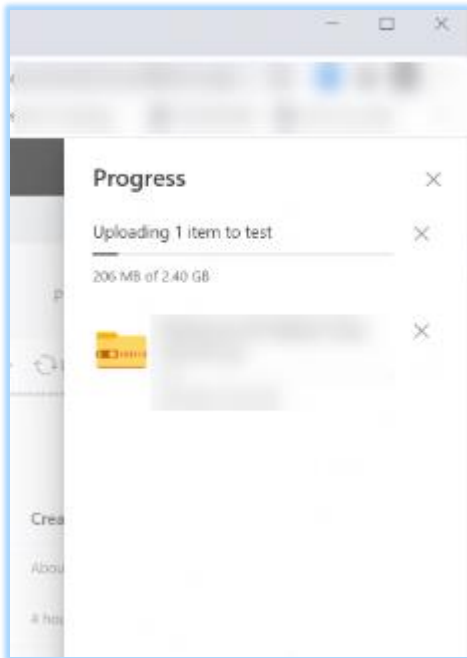
- Alternatively, you can simply drag files to the area that says “Drag files here”. Do not have any side windows opened



HINT: A progress indication will be seen on the right-hand side of menu bar to show files are being uploaded.



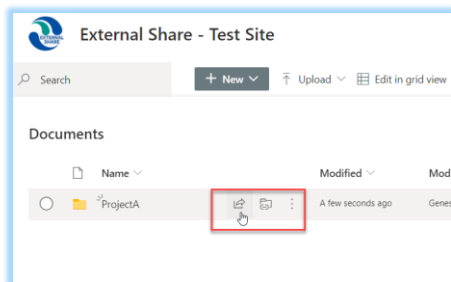
Opening progress indication area will open a side window to show all items uploading.



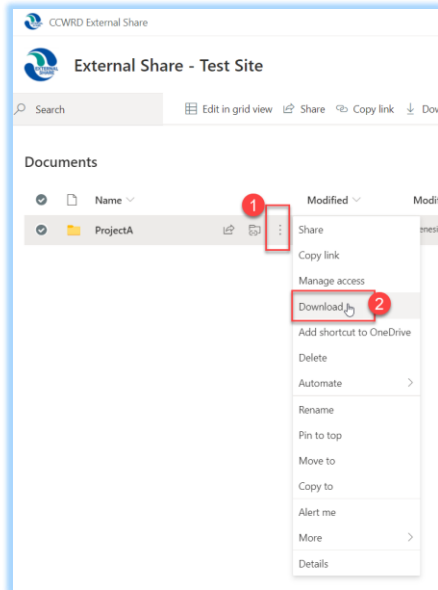
NOTE: While **Progress** side window is open, you can't upload additional files by dragging file(s).

DOWNLOAD FILE(S) OR FOLDER(S)

1. Access the external share repository page.
2. Hoover the mouse over the file or folder, the action buttons will appear.



3. Click on the 3 vertical dots (1), the menu appears, click on Download (2). The file will download to the default save location of your browser.



- **TIP:** When downloading a folder, the entire contents will be downloaded as a ZIP file. Simply unzip the file to access the contents of the folder.

SUPPORT

If you need assistance with using the CCWRD External Share repository, please contact the CCWRD staff that sent you the external share link.

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