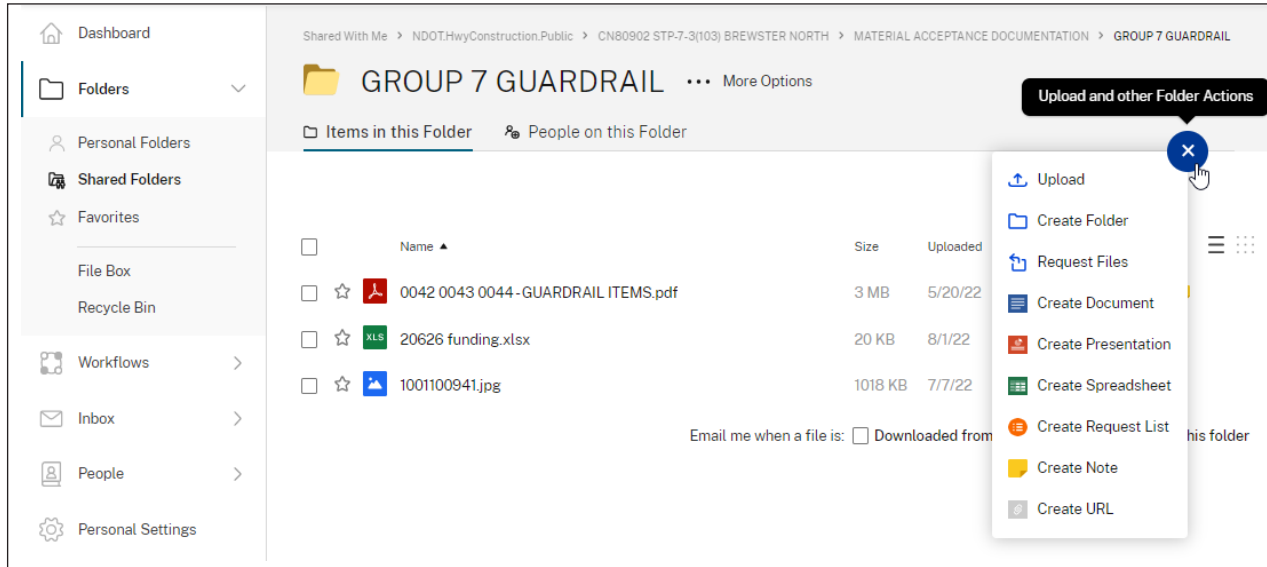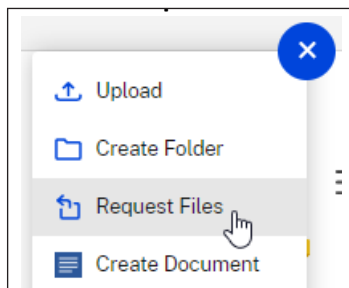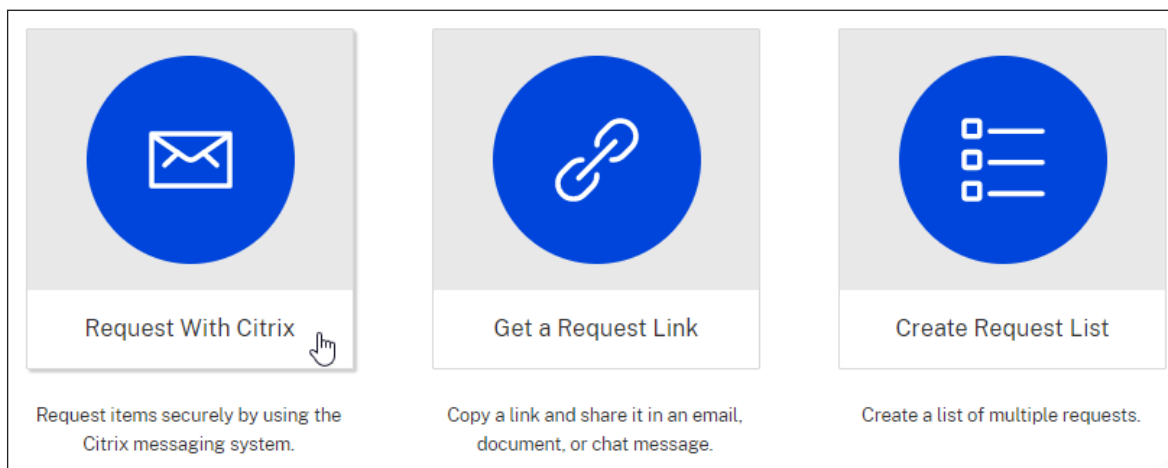**1.** Locate the folder where the requested files will be uploaded, click on the round blue button.



**2.** Click on Request Files.



**3.** Click on Request **With** Citrix.
Request Files to "GROUP 7 GUARDRAIL"



| Request With Citrix | Get a Request Link | Create Request List |
|---|---|---|
| Request items securely by using the Citrix messaging system. | Copy a link and share it in an email, document, or chat message. | Create a list of multiple requests. |

**4.** Fill in the fields.



**5.** Click on Edit Message Options, make your selections, click Done.

**6.** Click Send, a notification will be displayed confirming the request has been sent.
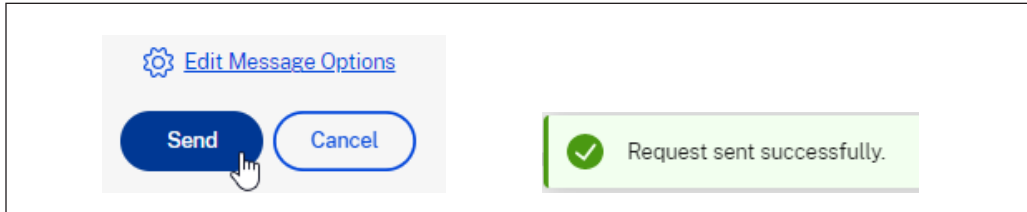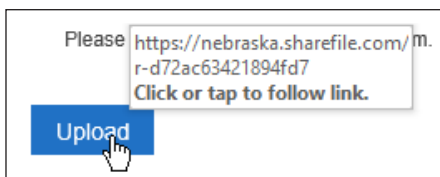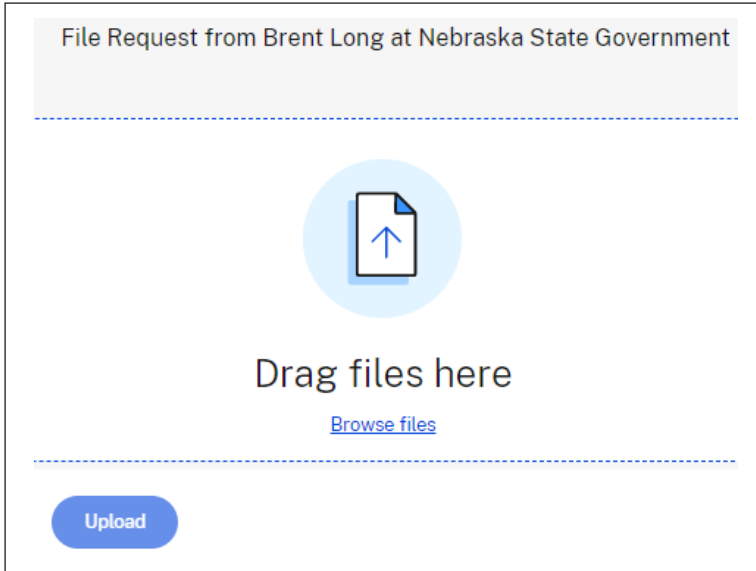


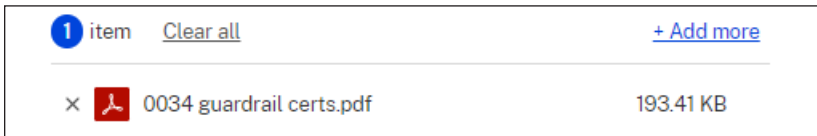**7.** The recipient(s) will receive an email like this.
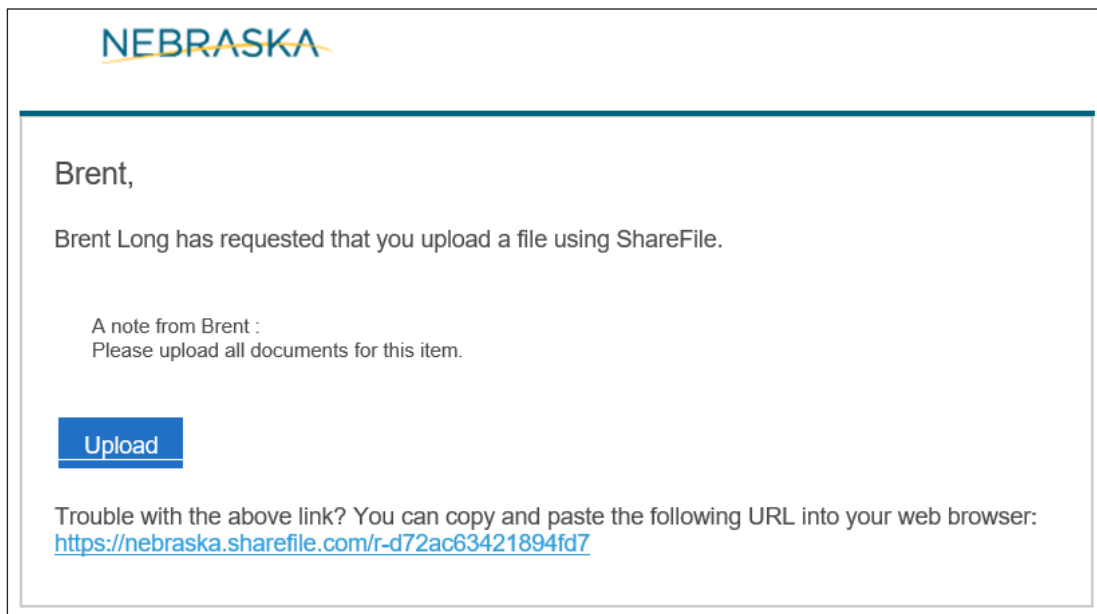




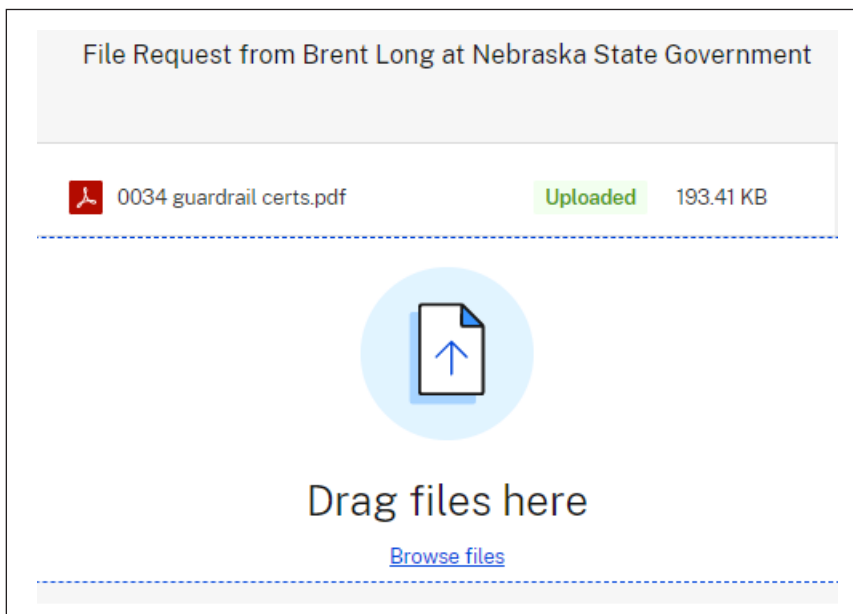**8.** Click Upload.

**9.** The default web browser should open, drag and drop the files, or use Browse files.
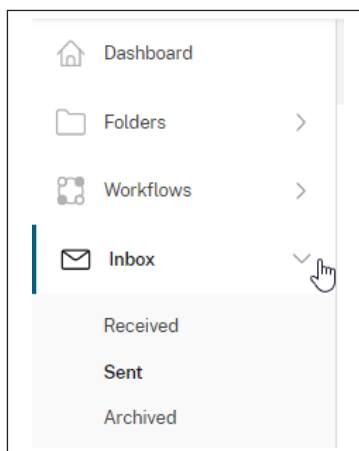


**10.** Added files are displayed in a list. You can continue to drag and drop files or click + Add more.



**11.** Click Upload and the list will display Uploaded. Continue to add more files.

12. Reviewing history of requested files and more. Return to the dashboard and click the inbox on the left side of the screen.



13. Selecting the Sent from the Inbox will display a list of your requests. If you check the box beside the request, 3 options appear above, allowing you to resend, expire the link, or edit message options. Edit message options allows you to change when the request link expires and to notify you if the files have been accessed.
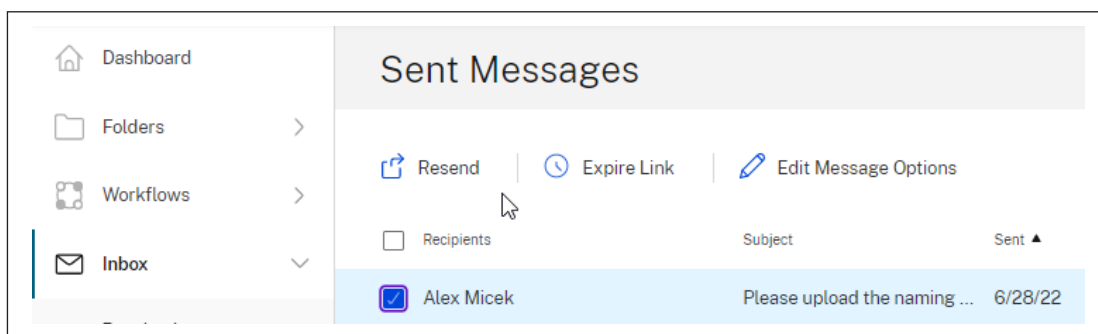


14. You can archive received messages by checking the box beside the message and selecting archive. The message can be moved back to the received folder by checking the box beside the message and selecting move to inbox.
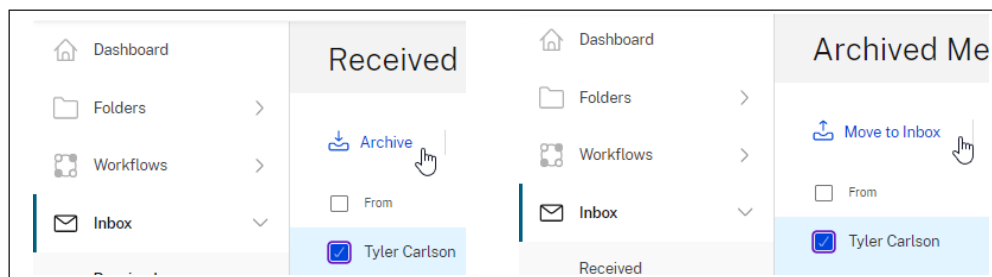


. If you require any technical support, please contract us at ndot.awprojectsupport@nebraska.gov Or call 402-479-4760