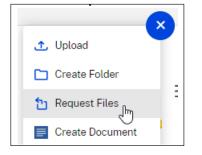


Technical support email ndot.awprojectsupport@nebraska.gov or call 402-479-4760

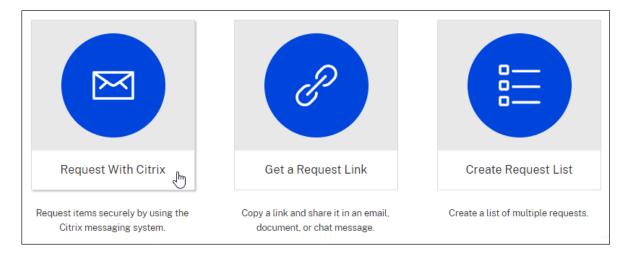
1. Locate the folder where the requested files will be uploaded, click on the round blue button.

6	Dashboard		Shared	With Me	> NDOT.HwyConstruction.Public > CN80902 STP-	-3(103) BREWSTER NORTH >	MATERIAL	CCEPTANCE D	OCUM	IENTATION > GROUP 7 GU	ARDRAIL
	Folders	\sim		GF	OUP 7 GUARDRAIL	••• More Options				Upload and other Fold	der Actions
~	Personal Folders		🗅 Ite	ems in t	his Folder 🏾 🎤 People on this Folde	r					×
6	Shared Folders								₾	Upload	G
ŝ	Favorites		_							Create Folder	
	File Box				Name 🔺		Size	Uploaded	២	Request Files	= :::
	Recycle Bin		<u>่</u> ป	3 7	0042 0043 0044 - GUARDRAIL ITEMS.pdf		3 MB	5/20/22	≡	Create Document	I
0.00			<u>่</u> ป	XLS	20626 funding.xlsx		20 KB	8/1/22	<u>e</u>	Create Presentation	
	Workflows	>	□ 1	ን 🔼	1001100941.jpg		1018 KB	7/7/22		Create Spreadsheet	
	Inbox	>				Email me when a file is:	Downle	oaded from	€	Create Request List	his folder
8	People	>								Create Note	
ŝ	Personal Settings								Ş	Create URL	

2. Click on Request Files.



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



Last Updated: 2/17/2023



Technical support email ndot.awprojectsupport@nebraska.gov or call 402-479-4760

4. Fill in the fields.

Request With Citrix	
To B Select	* Required
Subject	
Message	
کې Edit Message Options	0/3999

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

Request With	
	Message options
To B Select	Remember subject and message
	Access options
Subject	Require recipients to sign in ⑦
	Access expires
Message	after a year
	Notifications
	Email me when files are accessed
ැරි Edit Message Opt	
	Done Cancel



Technical support email ndot.awprojectsupport@nebraska.gov or call 402-479-4760

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

없 Edit Message Options	
Send Cancel	Request sent successfully.

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

Please upload the BOL for this item		
mail@sf-notifications.com To @ Long, Brent	← Reply	≪ Reply All
EXTERNAL SENDER - This email originated from outside of the State of Nebraska Enterprise Email System. Even if you re unless you know the content is safe.	cognize the sende	r, DO NOT open ATT
NEBRASKA		
Brent,		
Brent Long has requested that you upload a file using ShareFile.		
Please upload all documents for this item.		
Upload Trouble with the above link? You can copy and paste the following URL into your web brows https://nebraska.sharefile.com/r-d72ac63421894fd7	ser:	

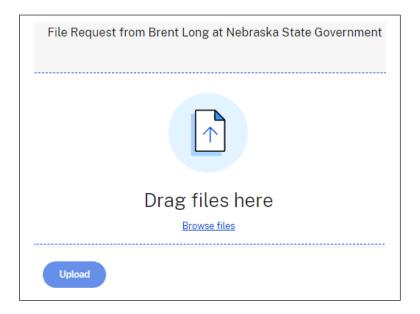
8. Click Upload.

	https://nebraska.sharefile.com/n r-d72ac63421894fd7 Click or tap to follow link.		
Upload			



Technical support email ndot.awprojectsupport@nebraska.gov or call 402-479-4760

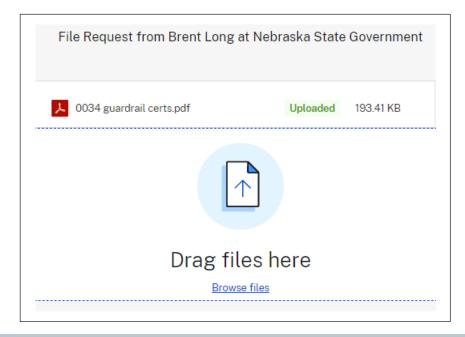
9. The default web browser should open, drag and drop the files, or use Browse files.



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.

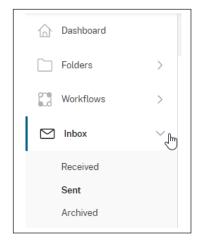


Last Updated: 2/17/2023



Technical support email ndot.awprojectsupport@nebraska.gov or call 402-479-4760

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.

Dashboard	Sent Messages		
Folders >			
Workflows >	岱 Resend 🛛 🕓 Expire Link	🖉 Edit Message Options	
🗹 Inbox 🗸	Recipients	Subject	Sent 🔺
	V Alex Micek	Please upload the naming	6/28/22

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.

Dashboard		Received	Dashboard		Archived Me
Folders	>		Folders	>	
🔀 Workflows	>	📥 Archive	Workflows	>	🕹 Move to Inbox
M Inbox	~	From	🖂 Inbox	\sim	From
- mbox	Ť	🔽 Tyler Carlson			🔽 Tyler Carlson
		_	Received		

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