

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

1. After opening the project folder, you can give more users access following these instructions. From the Project Folder, click on People on this Folder.

*This can be done while in any folder to limit what the added users have access to.



2. From here you can view the current list of people on this folder with permission settings and add people. Click on Add People to Folder. *Avoid giving users Admin or Delete permissions.

6	Dashboard		s	hared With Me 🗦 NDOTHwyConstruction.Public 🗲 Project Folder Templates 🗲 CO	NTROL NU	MBER PROJ	ECT NAME 1				
	Folders	~		CONTROL NUMBER PROJECT	NA	ME 1	••• More Op	otions			
8	Personal Folders		C	Items in this Folder							
08 ☆	Shared Folders Favorites		[Q. Search folder users							
	File Box Recycle Bin		(Clone User Notify Users Remove Selected Add Peop	ole to Fol	der					
	Workflows	>		Name	View	Download	Download Alerts	Upload	Upload Alerts	Delete	Adm
	Inbox	>		Babin, Nick (Nebraska Office of the CIO) (owner) NDOT BTSD Construction Systems	У У	У У		л Л		√ √	1
				. NDOT Construction Division							

3. Search for people to add, select the person, set permissions, set notifications. Click Add (bottom left of window *Avoid giving users Admin or Delete permissions)

8 brent	View
BL Levinson, Brent	Download
Long, Brent	- Upload
BrentLong@Nebraska.gov	Delete
BL brentlong.test@outlook.com	Admin
Masten, Brent brentm@jsberrylaw.com	Folder Merte
BM Matthew, Brent	Email users when files are downloaded
	Email users when files are uploaded
	B B
	Notify added users Apply settings to Edit Message subfolders
	Notify added users Apply settings to Edit Message subfolders



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

4. If the person isn't in the search, you can add them by clicking on Create New User.

Add People to Folder
Select

5. Fill out the required fields and click Add (below the company field), then set permissions, set notifications. Click Add (bottom left of window)
 *Avoid giving users Admin or Delete permissions.

dd New User	Folder Permissions
Email Address (required)	Oownload
First Name (required)	Delete
Last Name (required)	Admin
	Folder Alerts
Company	Email users when files are downloaded
Add	Email users when files are uploaded
	Notify added users Apply settings to
	Notify added users Apply settings to Edit Message subfolders

The person would receive an email if you checked the box (Notify added users) Refer to email example from ShareFile QRG for new users, Step 1.

If you require any technical support, please contract us at ndot.awprojectsupport@nebraska.gov

Or call 402-479-4760