GROUPBOX SYSTEM

QUICKSTART MANUAL

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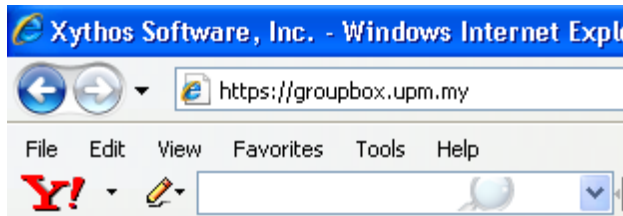
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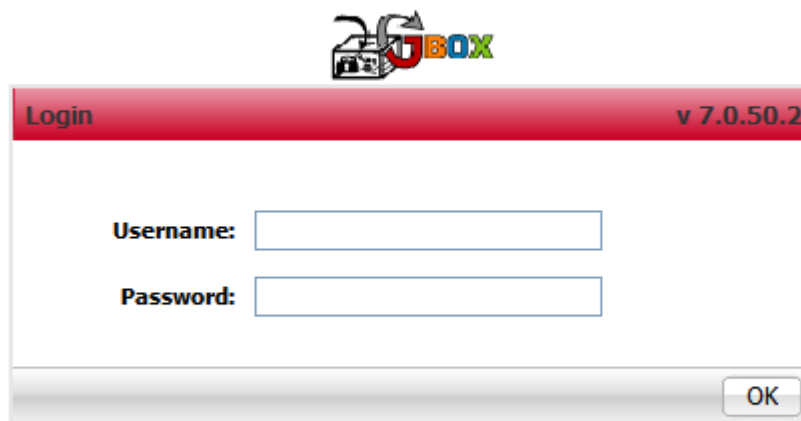
Content

Step 1 – Accessing Groupbox

1. **Groupbox** can be easily access using Internet browser available in your Windows desktop

2. just key-in url address http://putra.edu.my and click GROUPBOX or

   http://groupbox.upm.my

3. Once connected, key-in your username and password.

4. Press OK to login into the GROUPBOX

Step 2 – Getting familiar with Action Buttons

1. Upon log-in, you will find a familiar 'file manager' interface with list folders and documents listed. Folder may contain sub-folders in it and more documents in it.

2. **At the top-right-side**, you will see Action Buttons - to create new folder Upload Document

3. **On the top-left-side** are for you to manage and set the properties/behaviour of the folder/documents that you choose to work on.

4. **Above this Action Buttons on the left-side**, you will see your name appearing under the department, the faculty or the organization you belonged to. This screen (workspace) is also called your Home folder (directory); starting locations for all your folders and document files that belong to you, as the owner.
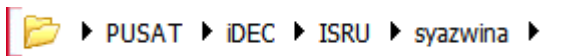
5. The first small folder beside your organization name in this panel is the GROUPBOX Admin folder that may contain resources for your references as provided by GROUPBOX Administrator to all GROUPBOX users.

6. **Further left beside this small Admin Folder**, there is an UP arrow button. Use it to move one layer up from wherever location you are currently situated in your directory tree (hierarchy).

7. **Finally, at the left-most side beside the UP arrow, is the Star Button**, which will list all Bookmarks (a short cut link pointing straight to some folder or documents locations that you have access to the resources in it. This is similar concept with the Internet Bookmark where you save its pointer to bring you straight to the favourites and frequently visited sites!

GROUPBOX Action Button can also be **triggered by pressing your right-click button of your mouse** while pointing at the particular folder or documents

Step 3 – Change Password

1. Change your password after the first time you login into GROUPBOX

2. To change your password, press Setup at the top-right-side and click password
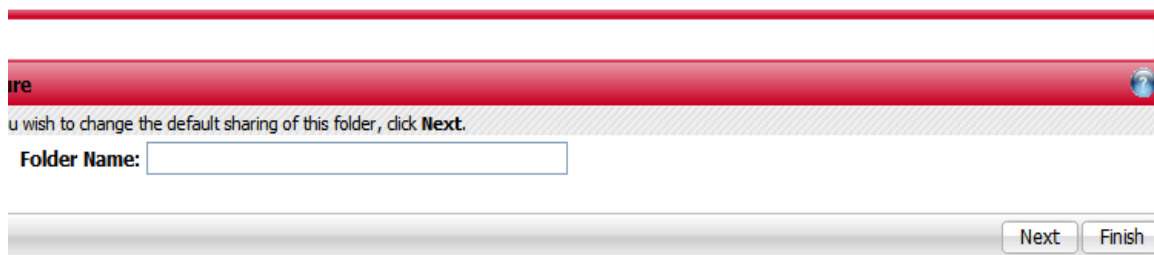
    Setup | Help | Logged i

3. Change your old password and then Apply

Step 4 – Creating Folder and uploading

1. Click on the Create Folder action button and a window will pop-up asking you to give a name to the folder. Click Finish and its done!.
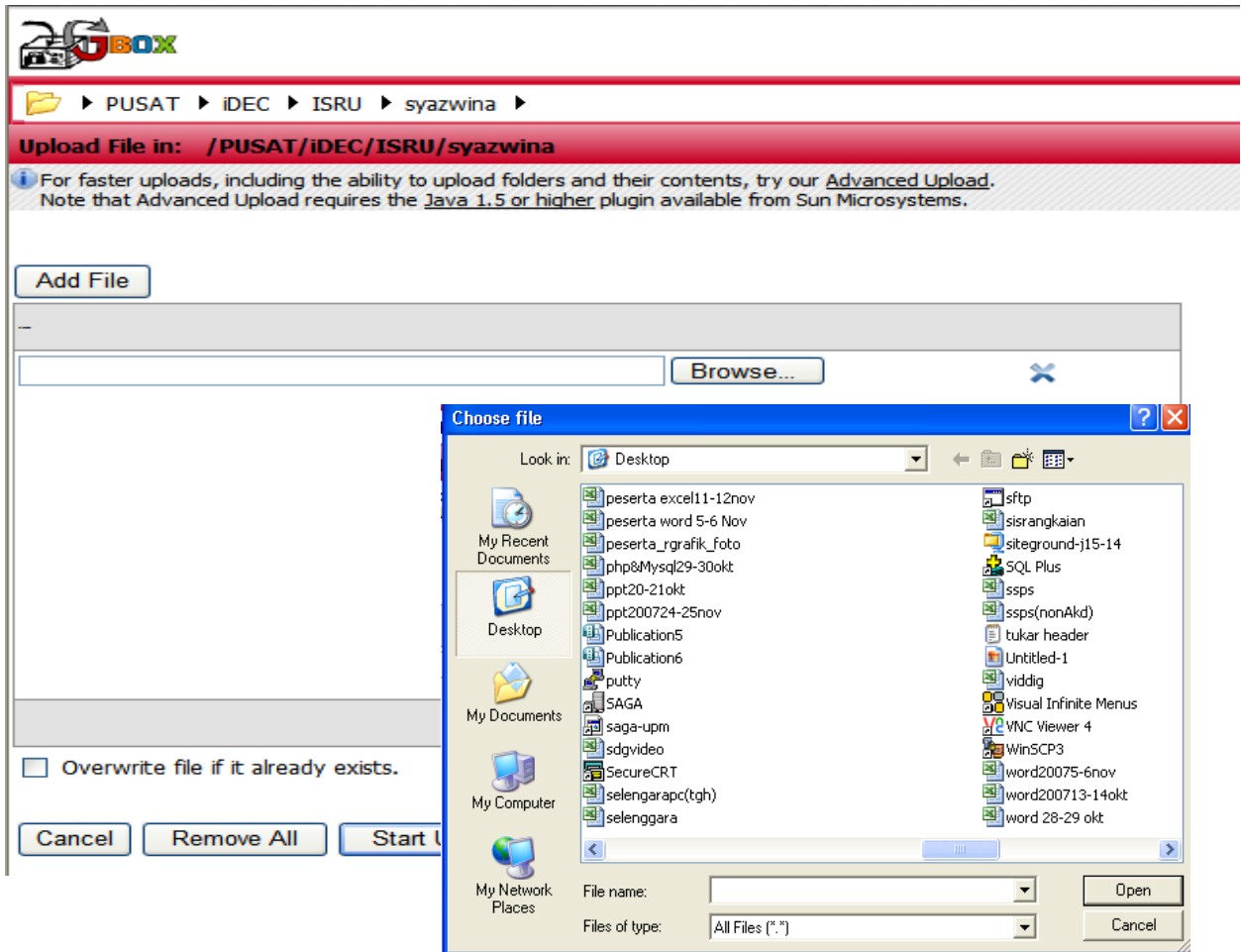

2. The system also offers you option to continue straight to the next step of uploading files etc etc.

3. You will then notice a new folder has been added to your home workspace.
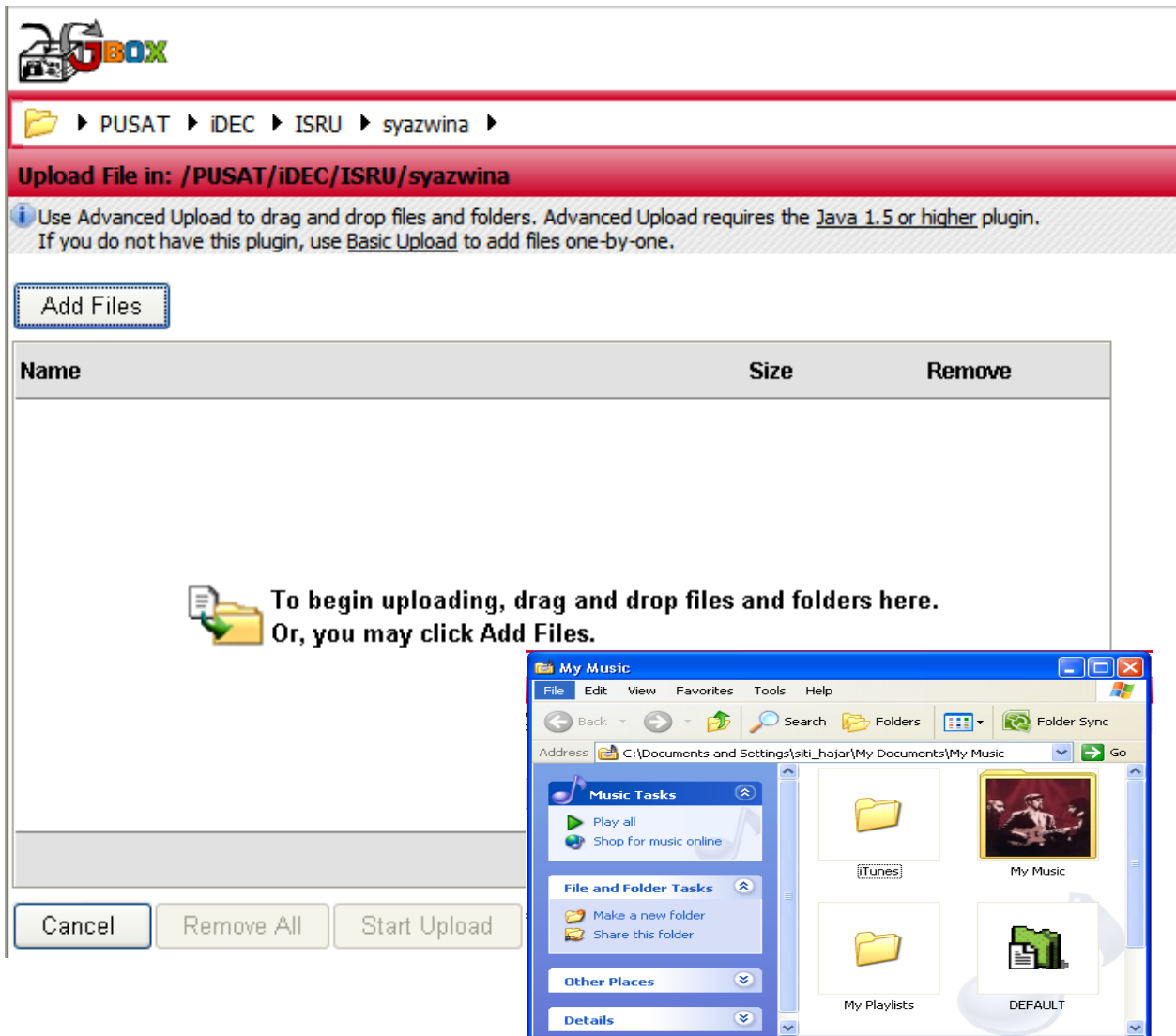
Step 4 – Creating Folder and uploading files

(i) Basic upload

1. To add files into this new folder, click on the folder and its content will be displayed. Obviously for now, there are none as yet. Click on the Upload action

2. Depending on how many files you want to upload, click on Add Files button as many times as you need.

3. You may then press the **Browse** button in this Add Files box to see the list of files available.   The name of the files will appear in the Add Files box

4. Click on Start Upload button below the Add Files box to starting transferring the files into the folder. Xythos.

5. Once the uploading (transferring) of the files completed, GROUPBOX will immediately display the files in the folder from which you start the upload function.

Step 4 – Creating Folder and uploading

(ii) Advanced Upload

1. If you want to upload one folder or more, you can use advanced upload.

2. Click Advanced Upload, choose the folder that you want to upload. Then drag and drop the folder. The name of the files in the folder will appear in the Add File box.

> For faster uploads, including the ability to upload folders and their contents, try our Advanced Upload. Note that Advanced Upload requires the Java 1.5 or higher plugin available from Sun Microsystems.

3. Click on Start Upload button

Step 4 – Creating Folder and uploading

(iii) Upload using WebDAV method

1. GROUPBOX also provide the option of moving folder and files back and forth between GROUPBOX web folder and your local Windows folder by mapping GROUPBOX 's webspace in your familiar local Window folder interface.

2. If you are using IE as your browser, you will notice an action Button "Launch Web Folder" beside the Create Folder button.

3. After clicking on it, a normal familiar Window folder will appear with all your GROUPBOX folder/documents in it! You can then drag-and-drop files between this GROUPBOX folder and your local folder, back and forth!

Step 5 – Sharing folder/documents

1. To share a folder (which may contain many documents) or a particular file, just select it and click the **Share action button**.

2. A new window will pop-up asking you to specify username (a valid registered user in GROUPBOX system) that you like to give permission of access to.

Add Users
To share with users or groups, enter the user's or group's name or email address. To share with users outside of the system, enter that user's email address.

Separate users by commas or semicolons.

Or you may search: [   ] [▲] [Find]

Search: [Users and groups ▼]
where: [Name or Email ▼]

MOHD FUAD B MATORI (mfuad@vet.upm.e
RAMLAH BT HAMZAH (ramlah@educ.upm.e
A RAHIM RAHMAT (arahimr@putra.upm.edu
AB AZIZ SHUAIB (abazizs@putra.upm.edu.m
AB RAHIM BAKAR (abrb@putra.upm.edu.my
AB RAHIM BIN BAKAR (arb@educ.upm.edu.i
ABANG ABDULLAH ABANG ALI (aaaa@putra.
ABANG AHMAD ABANG ABAI (abgamd@puti
ABD AZIZ SAHAREE (abdaziz@vet.upm.edu.
ABD FATAH B ADB MALEK (abdpatah@educ

3. You may search the valid GROUPBOX user in the system by clicking the button Find and highlight the username and press Add Selected Users to add into the list of users you like to give access permission.

4. Press Next to start specifying the kind of permission you like to grant to the users you above selected. You may give **Viewer (Read-Only), Contributor (Read, Write, Delete) or Full Access (Read, Write, Delete and Administer)**

Name	Type	Viewer (Read-Only)	Contributor (Read, Write, Delete)
Owner (siti syazwina binti mohd yusof (syazwina))	User		
Authenticated Users	Group	○	○
Public	Group	○	○

⟩ Apply the changed permissions to this folder as well as its sub-folders and files.
⟩ Apply the changed permissions to this folder only.

5. You may either decide to notify the recipient/s later on or immediately by pressing Next to email notifying the recipient straight away.

6. A simplified email interface screen with the valid email id of the recipients will automatically be stated under the **send "To".** You also have the option to make few notation in the email to be sent below in the email message area.

Step 5 – Sharing folder/documents

7. A simplified email interface screen with the valid email id of the recipients will automatically be stated under the **send "To".** You also have the option to make few notation in the email to be sent below in the email message area.

8. **Click Finish** to start sending the email notification to the specified recipients.

Step 5 – Sharing folder/documents

Sharing folder/documents with user/s outside of GROUPBOX system using ticket

1. To share a folder and documents with people outside your organization, you may create ticket for those particular folder/documents and email the ticket to the person.

2. To create ticket, select the folder or document you wanted to share and click **Manage Action Button** and choose the option **Ticket.**
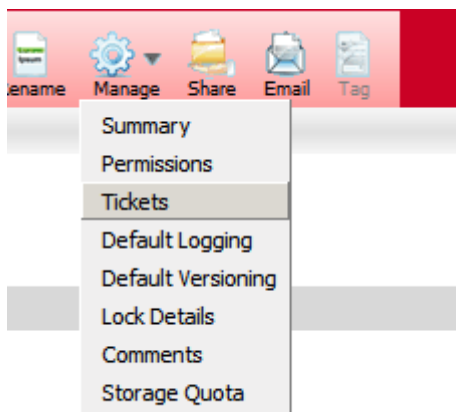
3. Click the New Ticket on the top right corner of the pop-up window.
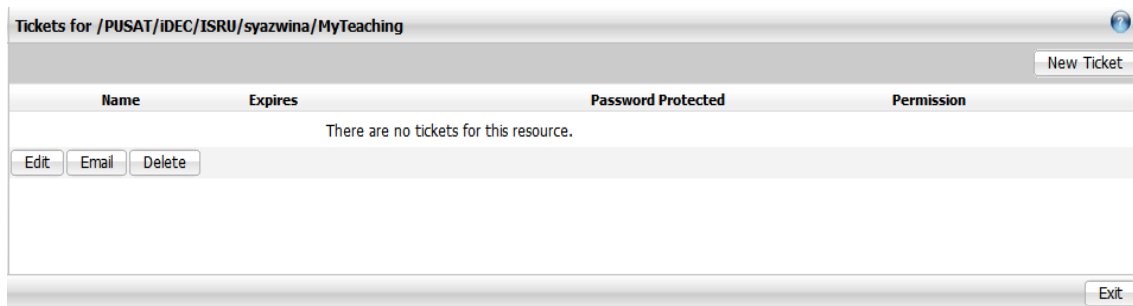
Step 5 – Sharing folder/documents

4. You may then specify few parameters for the ticket such as **Share Permission Level**, **Lifetime validity period** or even specify a **password requirement** for the recipient to open the folder/document.

Name	Type	Viewer (Read-Only)	Contributor (Read, Write, Delete)
Owner (siti syazwina binti mohd yusof (syazwina))	User		
Authenticated Users	Group	○	○
Public	Group	○	○

⟩ Apply the changed permissions to this folder as well as its sub-folders and files.
⟩ Apply the changed permissions to this folder only.

5. You may then email the ticket to the recipient by typing in their full email id and address (such as xyz@yahoo.com)

Step 5 – Sharing folder/documents

More functions to manage folder & files:

Version check and Log info

1. They are few other features that user can carry out about the folder and documents such as keeping track of the folder/document version and keeping track of the document's log, which is history information of what has actually taken place on the folder/documents, such as who read/access it, when it is access and w
2. hat actions being done on it.

Adding Tag and Locking the folder/document

1. Add few other keywords to be associated with the particular folder/files. This is to provide user with a much quicker search of the documents/folder should later on there are just too many folders and sub-folders and files all over places in your webspace.

2. You may also decide the lock a particular folder/ for a certain period.

Subscribe to any change of events to the folder/files

1. To be informed of what has taken place on particular folder/documents, you may subscribe to the change of events that has taken place on the folder/files.

2. Just select the folder/document you want to be notified of any changes happening, and click on the Manage action button and further select the Subscribe item to set the notification request.

3. You may then select different kind of info to be notified to you. These notification messages will be emailed to you every time some events take place on the folder/document.

Step 5 – Sharing folder/documents

More functions to manage folder & files: Email documents straight to user

1. From within GROUPBOX itself, you can straight away email any particular documents by clicking on the Email action button.
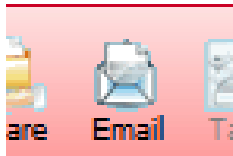
2. Key in the recipients user email id in the Send To field. For GROUPBOX valid user, typing only the username is fine. You may also type few words in the message typing area.

3. Depending on the user status, GROUPBOX will automatically display and you may now click the Send button to send. An email notification will be sent to all users indicated. If the user is not valid registered the organization, GROUPBOX will automatically provide a step to issue ticket to these out users.

4. This feature saves you time by not having to first download the files from your webspace into your local computer, run your email application, compose and attached back the files to be sent!

Step 6 – Searching for your folder/documents

1. To search for folder/files of your interest, you may key-in the keyword in the search bar at the top right corner of your GROUPBOX window with the magnifying glass by click on it.

search

2. GROUPBOX will then list all the folder and files with that folder/filename. It will also list documents with that keyword available in the body of the document.

3. To add more criteria to your search string, you may click the small pointing downwards arrow which will pop-up a more detail search window to fill-up.

4. This search window panel also allow you to save your Search String for your future quick search that will be listed when you click the Star button on the top-left-side of your GROUPBOX window.
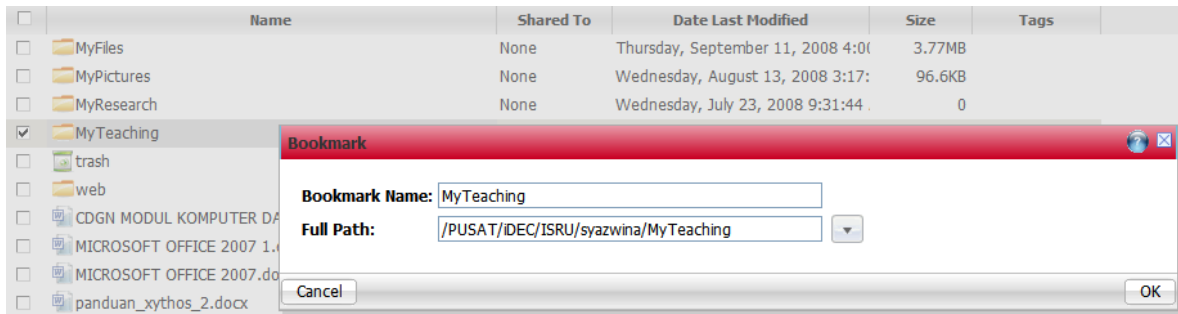
Search

The file or folder name | contains ▼ | | ✖

File content contains | | ✖

Add More Search Criteria ▼

where all these conditions are met ▼ and order by: Best Match ▼ | Search

16

Step 7 – Bookmark for quick location of the folder/documents

1. Just like Internet browser, you can bookmark the folder/documents that you are currently working on and therefore need a quick access to it.

2. Click the **Action Button Bookmark** and point to the location of your folder/documents. You may also give a name to this bookmark to make it easily recognised by you in the near future.

	Name	Shared To	Date Last Modified	Size	Tags	
☐	MyFiles	None	Thursday, September 11, 2008 4:0(	3.77MB		
☐	MyPictures	None	Wednesday, August 13, 2008 3:17:	96.6KB		
☐	MyResearch	None	Wednesday, July 23, 2008 9:31:44	0		
☑	MyTeaching					
☐	trash					
☐	web					
☐	CDGN MODUL KOMPUTER D/					
☐	MICROSOFT OFFICE 2007 1.(					
☐	MICROSOFT OFFICE 2007.do					
☐	panduan_xythos_2.docx					

Bookmark

Bookmark Name: MyTeaching

Full Path: /PUSAT/iDEC/ISRU/syazwina/MyTeaching ▼

Cancel   OK

Step 8 – Creating wiki Panel

Wiki   Discussion   History

Welcome to Strategy Six

Edit Panel

Team **Strategy Six** is a group of consultants specializing in business plan development, market strategy and research.

Team Members: *Please welcome Maria Miller as our newest team member.*

1. Paul Axelrod
2. Margot Hirsch
3. Keith Kohls
4. Colleen Malloy
5. Scott Quinn
6. Maria Miller

Current Projects:

No.	Project	Due	Status	Team Lead
1	Business Plan - Florals Inc.	Jan 15	50% complete	Margot
2	Pricing Strategy for Light Bulbs	Jan 30	25% complete	Keith
3	Competitive Analysis - Food Industry	Feb 15	Initiated	Scott

Customer Account and Billing Information: Use the following on demand services.

- Salesforce.com CRM
- QuickBooks Online

Step 8 – Creating wiki Panel

GROUPBOX allows you to create a wiki. A wiki is, essentially its own website that enables both you and properly permission users to add, remove, edit and change content. Wiki allows for linking among any number of pages. When you create a wiki using GROUPBOX, a folder which shares the name of your wiki is automatically created in your Document Manager.

1. On the **Document Manager** click **New Wiki** button
2. Determine the location of the New Wiki by typing or browsing to the **Wiki Home Folder**.
3. **Name** your Wiki.
4. Click the **Finish** button.

Adding Content

Within a Wiki you must create content; that call Panel. There are various types of panels

The Text Editor   allows you to enter plain text. The text editor also allows you to add images and links to external file

Saved Search Result displays the resulting files found for the chosen search. The list of searches is your saved searches. To add an additional search, define through the web view.

The Upload Files panel gives you the ability to upload files are then displayed in the panel as a list of the file names that are links to the actual files.

Step 8 – Creating wiki Panel

Text Editor Panel

1. After providing a name for the panel, click the **Content** Tab
   - Type content into available box.
2. Add Panel to continue adding content, or click **Finish**

Saved Search Panel

1. After providing a name for the panel, select available saved search from the drop down menu.
2. Add Panel to continue adding content, or click **Finish**

Upload File Panel

1. After providing a name for the panel, **click Add Files**
2. Use Upload features in order to add files
3. Add Panel to continue adding content, or click **Finish**

Sharing

1. Click the Permission tab
2. Add users and groups as Viewers and Contributors
3. Click Finish Button once all sharing configuration is complete

Email

1. Use the **To** button to add additional users. By default all users with whom you have shared this resource will be list
2. *Optionally* specify a *subject*
3. *Optionally* provide a personalized message. Be certain to leave the "*Wiki Link*" item within the email so that it may be automatically generated.
4. Click the **Finish** button
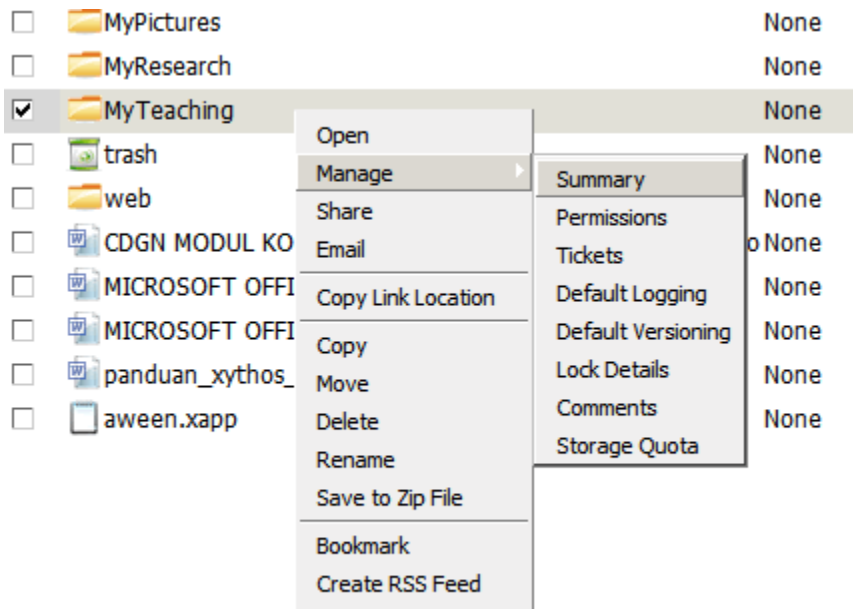
Step 9 – Sharing wiki

Sharing

1. Click the Permission tab
2. Add users and groups as Viewers and Contributors
3. Click Finish Button once all sharing configuration is complete

Email

1. Use the **To** button to add additional users. By default all users with whom you have shared this resource will be list

2. *Optionally* specify a *subject*

3. *Optionally* provide a personalized message. Be certain to leave the *"Wiki Link"* item within the email so that it may be automatically generated.

4. Click the **Finish** button

Step 10 – Summarized view of a particular folder/document

To have a summarized page of all the info regarding a particular folder/document, select the folder/document and click

Manage and choose Summary.

Through this page, you can also zoom into its particular properties/setting and make the necessary changes.

Online Xythos Digital Locker Resources

Online Resources are also provided in the GROUPBOX Resources Folder which you can find by clicking the Folder icon beside your organization Name in the top left panel. The available resources are:

Online tutorial video are also available and can be accessed through the following links:

EDMS Classification:

http://groupbox.upm.my/Xythos_Resources/Training%20Videos/EDMS%20Classification%20/EDMS%20Classification.html

EDMS Sharing:

http://groupbox.upm.my/Xythos_Resources/Training%20Videos/EDMS%20Sharing/EDMS%20Sharing.html

EDMS Tags:

http://groupbox.upm.my/Xythos_Resources/Training%20Videos/EDMS%20Tags/EDMS%20Tags.html

EDMS Upload Files:

http://groupbox.upm.my/Xythos_Resources/Training%20Videos/EDMS%20Upload%20Files%20/EDMS%20Upload%20Files.html

EDMS Web Interface:

http://groupbox.upm.my/Xythos_Resources/Training%20Videos/EDMS%20Web%20Interface%20/EDMS%20web%20interface.html

EDMS Wiki:

http://groupbox.upm.my/Xythos_Resources/Training%20Videos/EDMS%20Wiki/EDMS%20Wiki.html

EDMS Workflow:

http://groupbox.upm.my/Xythos_Resources/Training%20Videos/EDMS%20workflow/EDMS%20workflow.html

Contact Person

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   03-8947 1668