



Using the Freedom CAD ShareFile System

ShareFile is a secure web-based file storage and transfer utility that allows large files to be shared between Freedom CAD and our customers.

Feature Overview:

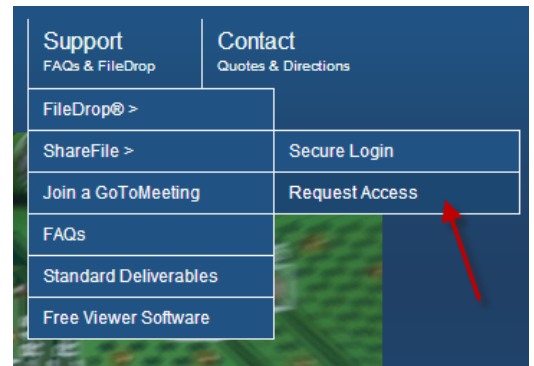
- **Security:** All active transfers of data in and out the ShareFile system are encrypted using 256 bit SSL (Secure Socket Layer). Files are stored with 128-bit RC4 encryption on SSAE-16 compliant servers and are securely deleted 7 days after upload.
- **File Sizes:** Files up to 10GB (10,000MB) in size may be uploaded, sent, or stored on ShareFile.
- **File Retention:** All files uploaded to the ShareFile system will be securely deleted after 7 days. If you require a longer (or shorter) file retention period we can modify it to fit your requirements.
- **Notifications:** The ShareFile system supports notifications of both uploads and downloads, directions for use can be found on the following pages.
- **ShareFile vs. FTP:** ShareFile uses a completely different method of transferring files than FTP. Unlike FTP, which transfers files and passwords in clear text for anyone to see, ShareFile uses SSL encryption to protect the privacy of passwords and files. ShareFile can also be accessed using any web browser that can access the internet and does not require the opening of additional ports or the installation of special software to use it.
- **FTP Access:** FTP access to your ShareFile account is available upon request.
- **Compatibility (Officially Supported Browsers)**
 - Internet Explorer 6, 7, 8, 9. IE 6 & 7 are limited to file sizes of 2GB.
 - Mozilla FireFox 3.5+
 - Safari 4+
 - Google Chrome 6+

Continue to Page 2 for Instructions on using the ShareFile System.

Call or email your Freedom CAD contact if additional assistance is required.

Requesting a ShareFile Account

1. From the FCS Website: Under the "Support" menu, click on **ShareFile > Request Access** or [click here](#) to be taken directly to the page.
2. You will receive an e-mail at the address you've provided with your username, temporary password, and a link to the login page.
3. The first time you login you will be asked to choose a permanent password and verify your information.



Logging In

You may log in from one of two places:

1. <https://freedomcad.sharefile.com>
2. From the FCS Website: Under the "Support" menu, click on **ShareFile > Secure Login**
3. Bookmark this page for quick access in the future.

If you have not received your password or have forgotten it:

1. Click on the "**Forgot your password?**" link from the login page (<https://freedomcad.sharefile.com>), you will receive an email with a link to reset your password.

Home Screen

1. When you login you will see a list of all files that have been uploaded to your company's folder, who uploaded them, their size, and when they were uploaded. Here you can click on a file to download it, upload a new file, delete a file, or create a subfolder to organize new uploads if you have multiple projects.
2. Below the file list are your notification settings; here you can choose to be notified when a file is uploaded to your company folder by checking the appropriate box. When this is turned on you will receive an email with a link to download the file, by default these notifications are turned OFF.
3. At the bottom of your Home Screen is a list of everyone within your company that has access to the folder. By default, only full-time U.S. Freedom CAD employees are given access to your folder. If you are working with a Freedom CAD contractor they will be given access to your folder when needed.

Home | Manage Users | Send a File | Request a File

Folders > XYZ Company

XYZ Company

Upload Files Add Subfolder

Download Send More Actions List View Thumb View

Title	MB	Uploaded	Creator
ABC Project	0.00	10/23/12	B. White
allegro free viewer 16-5.exe	16.41	10/23/12	B. White

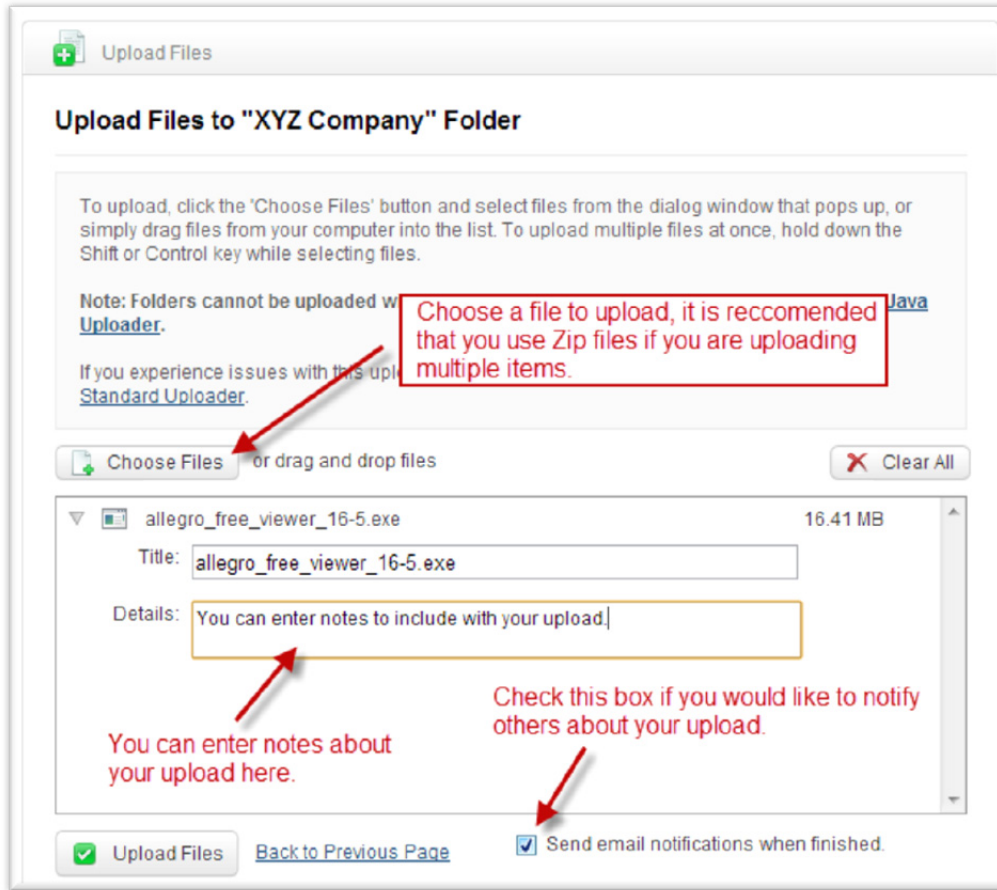
Email me whenever a file is: Downloaded from this folder Uploaded to this folder

Folder Access Edit

Name	Download	Download Alerts	Upload	Upload Alerts	Delete	Admin
White, Brian (Freedom CAD Services) [owner]	✓	⊘	✓	⊘	✓	✓

Uploading Files & Sending Notifications

1. Click on the **"Upload Files"** button from you home screen or click on the subfolder you would like to upload files to.
2. Click the **"Choose Files"** button or drag and drop the file from your desktop to the upload window. If you are adding multiple files (drawings, schematics, etc.) for a single project it is recommended that you combine them in a Zip file.
3. If you selected **"Choose Files,"** click the **"Browse"** button and select a file from your computer.
4. It is recommended that you enter a relevant title and description for your upload by clicking the small arrow to the left of your file in the upload window.
5. If you check the box to email users, you will have the option to send a notification of the upload to specific users using the **"Send email notifications when finished"** option. You can send notifications to anyone with access to your company folder including Freedom CAD employees.
6. Click the **"Upload"** button.



Using Folders to Organize Uploads

1. Folders are useful for organizing your uploads into specific project folders, especially when multiple people within your organization are using the ShareFile system for different projects.
2. From your Home Screen, click the **"Add Subfolder"** button and give the folder a name.
3. Once it is created you will automatically be entered into the new folder.
4. Click on the **"Upload Files"** button to upload files into the folder using the same methods shown above.
5. To exit the folder click the back arrow or click on the main company folder at the top of the file browser highlighted by the red boxes in the screenshot below.

