

20.1 Public Share Options for Files



In the User Portal, you can configure how you share a file and with which users.

You can configure share options when:

- You first create the Share using *Advanced Options* - this button is available on the window that opens after you right-click a file and then select Share.
- After you create the share using *Manage Share* - this button is available in Shared Files after you select a file that is already being shared.

Both of these options open the Manage Share window. The Manage Share window contains two panels for configuring access.

SHARE OPTIONS panel

Share Options

Shared File/Folder

/me/Sub1/DICOM_Video.mp

Share Name

xZa4aasFcLAzHIBq

Expires (Optional)

☒ Never Expires ☐ Expires

Restrict Downloads (Optional)

☒ No Restrictions ☐ Restrict to

Email File Change Notifications

☒ YES ☐ NO

Enable Password Protection

☐ YES ☒ NO

Update

SHARE PERMISSIONS panel

Share Permissions

☒ Allow Everyone

☐ Allow Selected Users/Groups

Guest

Group

Add Guest

Guest	Allow View	
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Share permitted for all. No guests selection needed

What Do You Want to Do?

Click on a topic to expand it.



[Video of Public Share Advanced Options](#)

In the Manage Share for file window, you can set the following SHARED OPTIONS:

Option	Settings	Description
Share File /Folder	current location of the file	Although you can type in this field and click Update, you cannot change the folder path here. To change the location of the file, right-click and select Move.
Share Name	a randomly-generated name	
Expires	<ul style="list-style-type: none"> Never Expires Expires 	By default, this is set to Never Expires. If set to Expires, identifies a date in the future when this file is no longer shared. When a share expires, the link only becomes unusable to other users. The file is not removed or changed when the sharing link expires.
Restrict Downloads	<ul style="list-style-type: none"> No Restrictions Restricted mode 	<ul style="list-style-type: none"> No Restrictions - allows any user to download a file an unlimited number of times. This is the default setting. Restricted mode - allows any users to download a file a limited number of times.
Email File Change Notifications	<ul style="list-style-type: none"> YES NO 	By default, this is set to YES. <ul style="list-style-type: none"> If set to YES, then an email notification is sent when a file is opened or downloaded for a public share.
Enable Password Protection	<ul style="list-style-type: none"> YES NO 	By default, this is set to NO. If set to YES, then a user who wants to access this file must provide a password first. When you share this link through the FileCloud email template, the password information will be given.

To configure how a file is shared:

1. Open a browser.
2. Log on to the User Portal.
3. If the file is not yet being shared, click *My Files*, select the file, then click *Share*.
4. If the file is already being shared, click *Shared Files*, select the file, then click *Manage Share*.
5. On the *Manage Share for file* window, in *Share Options*, to set a date when you want to stop sharing the file, select *Expires* and then either select a date using the calendar icon or type in a future date.
6. If you want to restrict the number of times a file can be downloaded, select *Restrict To* and then type in a number between 0 and .
7. To disable sending an email notification when a file is opened or downloaded, in *Email File Change Notifications*, select No.
8. To require a user to enter a password before accessing the file, in *Enable Password Protection*, select YES. You can either use the randomly generated password or type in one of your own.
9. To save your changes, click *Update*.

In the Manage Share window, you can configure who can access the file in the SHARE PERMISSIONS panel.



For public sharing, select *Allow Everyone*. If you want more security, you can use the SHARE OPTIONS panel to set a password.

To configure public file sharing with everyone:

1. Open a browser.
2. Log on to the User Portal.
3. If the file is not yet being shared, click *My Files*, select the file, then click *Share*.
4. If the file is already being shared, click *Shared Files*, select the file, then click *Manage Share*.
5. On the *Manage Share for file* window, in the *Share Permissions* panel, select *Allow Everyone*.
6. To require a user to enter a password before accessing the file, in the *Share Options* panel, in *Enable Password Protection*, select YES.
7. You can either use the randomly generated password or type in one of your own.
8. To save your changes, click *Update*.