



My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

Section 6: Sharing Items

Sharing items in TFS Hub is essential. Sharing lets others see the items you have created or uploaded and lets them contribute. If you are the owner/creator of an item, you can give permissions to other, or give them less influence.

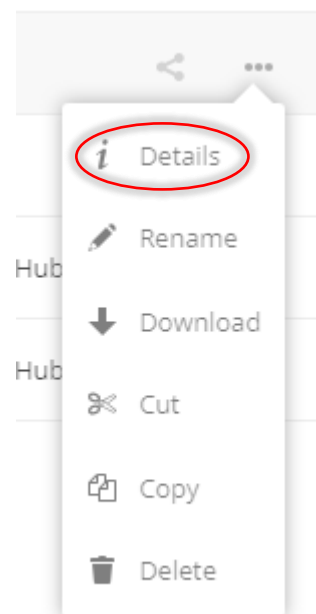
From the homepage, choose the folder or item you wish to share. You may have to go through folders to do this.

The screenshot shows the TFS Hub interface. On the left is a sidebar with navigation options: All files, Favorites, Shared with you, Shared with others, Shared by link, Tags, External storage, Deleted files, and Settings. The main area displays a list of files and folders. The 'Documents' folder is highlighted with a red circle. Below it, there is a folder named 'TFS Accounting Services Pty Limited'. At the bottom, it says '3 folders' and '4.9 MB'.

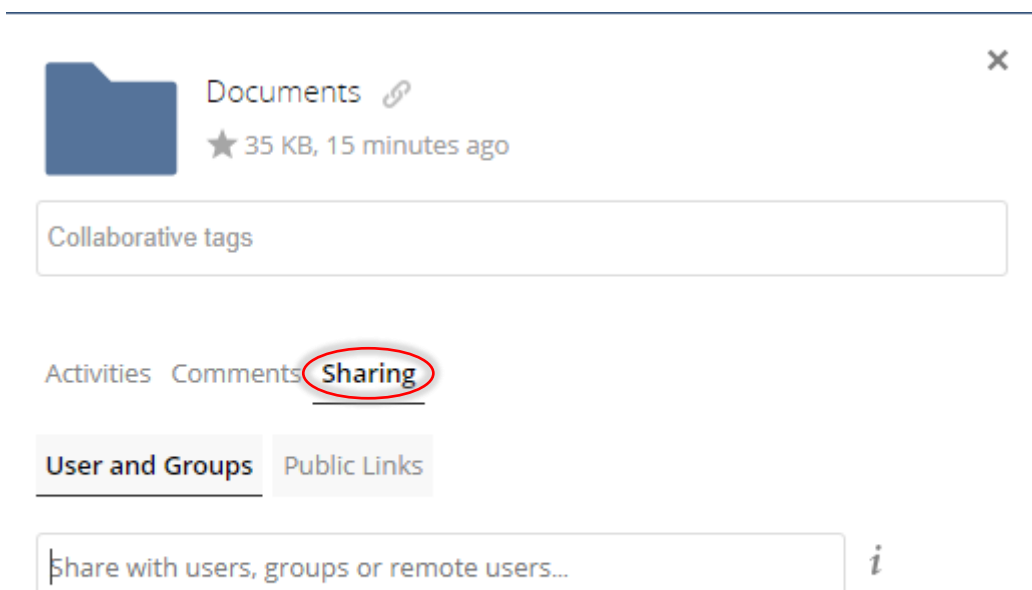
Name	Size	Modified
Photos	4.7 MB	2 days ago
Documents	36 KB	2 days ago
TFS Accounting Services Pty Limited	162 KB	a year ago

On the right-hand side of the page, you can see more information on each folder/item. Click on the three dots to bring up more options. Choose 'Details'.

	Size	Modified ▾
...	4.7 MB	2 days ago
...	36 KB	2 days ago
...	162 KB	a year ago

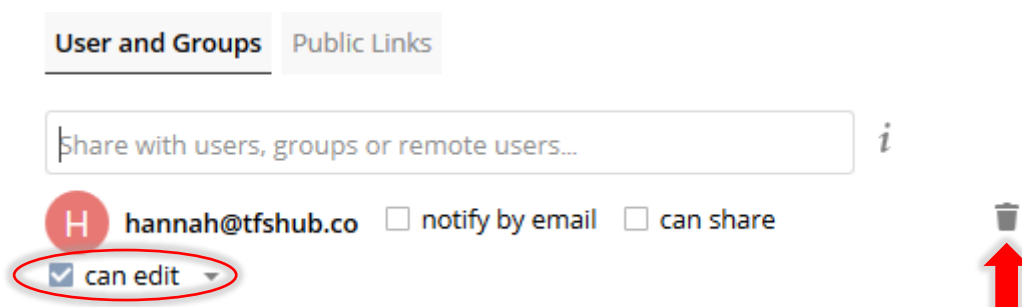


This will bring up a menu giving more information on this item on the right-hand side of the page. Selecting the 'Sharing' option in this menu will show the current people it is shared with, if there is any.



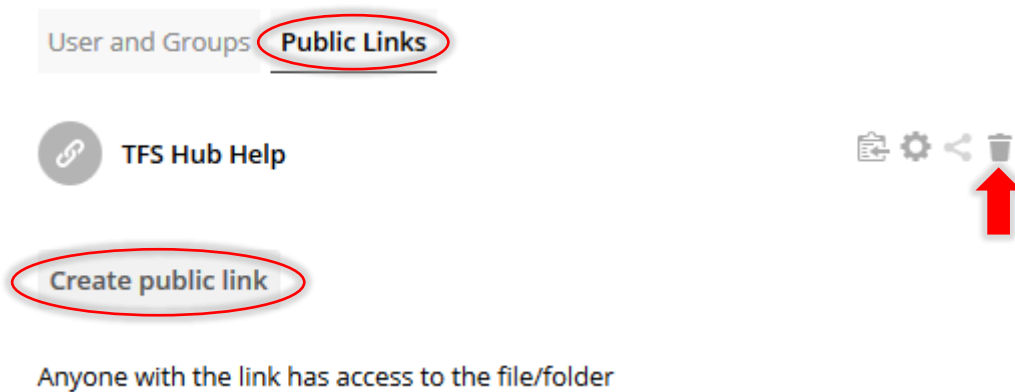
To share, type in the TFS Hub username of the people you want it shared with one at a time. When the name is typed in, the user should come up as an option. If it doesn't, you may have entered it incorrectly.

After the user has been selected, they will appear below under the search bar. There will be permissions that they will/will not have, depending on whether you have ticked the box relating to said permission. You can simply untick or tick these to change them.



You can also click the trash can at the end of the panel to unshare the item with them.

If you want to make a link to this item that can be used by many, click on the 'Public Links' tab, next to the 'Users and Groups' tab. This tab will give you the ability to make a link to the item. This link will give access to anyone how clicks it, so be careful which items you give this permission to. Click 'Create public link' to make the link.



If you want to delete a link that you have made, simply click the trash can at the end of panel.

You can see the files you have shared by link by clicking on 'Shared by link' from the sidebar on the left-hand side.

