FEX Usage Guide

A safe file exchange solution offered by SMI for UKW researcher or external members with an active research collaboration with a UKW researcher. This guide is made on my experience as an internal member and the documentation available on the dracoon website <u>https://server.support.dracoon.com/</u>.

Register

Fill out the User Application form from SMI at: <u>https://intranet.ukw.de/GB-St/SMI/Formulare_SMI/Seiten/default.aspx</u>

This form is only accesible from the intranet and it is in German only, but some browers (e.g., chrome) can automatically translate it.

in About Us For	imployees Business areas Central facilities Staff positions Care Clinics & Centers Cooperation	Diese Seite durchsuchen
anet Business areas, cen	ral facilities and staff units SMI Forms SMI	
ks and goals	O 24.11.2023 Adapted from: Wenzl, Robert	University Hospital Würzburg
ephone failure concept		Medical Informatics Service Center
ployee Self-Service S)	Forms SMI	
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earch infrastructure		Contact
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rmation security		SMI, Usermanagement
met presence	User Applications	SMI-Benutzerverwaltung@ukw.de
oile devices	All users who require access to the hospital's central servers and services must request the creation of a user account	
vorkstation	using the INTERNAL or EXTERNAL user applications.	
ning		A
I information material		Applications/Extensions
RELESS INTERNET	User application INTERNAL 🦰	
ÆSS	The digital INTERNAL user application is only intended for employees and trainees of the clinic. They can apply for	Internal persons
	authorizations for all systems used in the UKW, including:	User application INTERNAL (form center)
	 Clinical applications (e.g. COPRA, Meona, swisslab/LAURIS, ZAA) 	
	 SAP (including SAP-HR for shift planners) 	External persons
	Remote access (including OWA)	External persons
	 Email mailboxes, group drives and permission groups 	User application EXTERNAL
	 Account extension beyond the end of the employment relationship 	
		Remote service EXTERNAL (especially companies)
	EXTERNAL user application	
	The EXTERNAL user application is to be used by all external users, e.g. employees of the university, UKW Service	Other forms *** My tools
	1: Formulare SMI landing page	

You will recieve an email notification once SMI has approved the application form and created a personal data room for you.

Accessing FEX

You can now access FEX from any browser and internet connection by following this link and using your UKW credentials: <u>https://fex.ukw.de/</u>

Uniklinikum Würzburg	Uniklinikum Würzburg
Username* machorro_m Password*	
Forgot username? Forgot password?	
Help Imprint Data privacy	

2: FEX landing page with option to change language



3: FEX dashboard

Working with files and folders

Uploading files

Navigate to your personal content folder. On the top right, click upload, you can either upload files or folders. A pop-up window will appear

Downloading files

Select a file or folder by ticking the check boxes on the left-hand side next to its name. A menu will open on the right side of the screen. From this menu, you can select options such as Download, Copy, Move, Delete, and Add a Comment. The menu also displays file information, including size, version, last updated date, and expiration date.

Name	• ↑		Updated	Size			-
	Email downloads		July 10, 2024 by Mariana Marquez Mac	981.3 KB			< Share
	Testing FEX		May 29, 2024 by Mariana Marquez Mac	33.4 KB			
	VRE deployment code		June 10, 2024 by Mariana Marquez Mac	61.1 MB			Move
	2024-07-05_MMM_SVA_Docker-Intro-Training	•	8 minutes ago by Mariana Marquez Mac	485.4 KB			Delete
D	2024-07-23_MMM_VRE-UsageGuide.md	•	July 23, 2024 by Mariana Marquez Mac	6.8 KB	\leq		File information
		Rov	vs per page: 25 💌	1 - 5 of 5	<	>	 4 saved versions Editor Mariana Marquez Machorro
							Updated July 23, 2024
							Size 6.8 KB

4: Upload and download options

Managing file versions and deletions

FEX allows you to view and recover different versions of a file, though the exact duration for which past versions are retained is unspecified. Alternatively, users can set a retention period after which the items in the recycle bin are permanently deleted (settings).

All Files > Personal Content > Machorro_M						
Name 个		Share		Size		
Email downloads		Request files	z Mac	981.3 KB		
Testing FEX	య	Open in DRACOON app	z Mac	33.4 KB		
VRE deployment code		Copy WebDAV path	z Mac	61.1 MB		
2024-07-05_MMM_SVA_Docker-Intro-Train		Copy path	z Mac	485.4 KB		
2024-07-23_MMM_VRE-UsageGuide.md	ల	Display all data rooms	z Mac	6.8 KB		
	•	Permissions	Ŧ	1 – 5 of 5	<	>
	\$	Settings				
	Ð	Recycle bin				

5: Settings

All Files > Personal Content > Machorro_M > Settings

	Internal	
Standard classification:		
	0	
Storage duration of items in the recycle bin:	Unlimited	Day(s)
	Standard classification: Storage duration of items in the recycle bin:	Storage duration of items in the recycle bin:

6: Setting up a recycle bin duration

File sharing

Creating download shares

After selecting a file or folder and clicking the share button, the following window will be display:

Share file			
ShareFileT 485.4 KB - U	est.pdf pdated: July 30, 2024		
Share settings			
Expiration date	Aug 29, 2024		
Password			
Advanced settin	ıgs		
		Cancel	Create share link
	7: Share fil	e menu	

• Expiration Date

Sets when the download will no longer be available. The download share is removed after this date, but the item remains saved in FEX.

• Without Expiration Date

If checked, the download share stays active until manually deleted.

Password Protection

Choose a password to protect the file download. The recipient must enter this password on the download page. If not selected, anyone with the URL can download the file. When enabled, you'll be prompted to enter and verify the password. The password is not sent by email; it should be shared via another method, such as phone or chat.

For files classified as "confidential" or "strictly confidential," password protection is mandatory for the Download Share.

This restriction applies only to shares created in the Web Client, not in mobile apps or via the Outlook add-in.

Further advanced settings are available:

• Show name of creator publicly

Check this box to display the creator's first and last name on the download page.

• Limit number of downloads

Set a limit for the number of downloads. For example, entering "5" means the item can only be downloaded five times before the download share expires and is deleted.

Viewing active download shares

You can view all download shares you have created by clicking the Shares option on the left.

U	Wurzburg	Search	٩	
	All Files Favourites Shares File requests Uploads	Shares Search share Q M Reset filter Name ↑	My shares Creation date Created	
_	Chicago	ShareFileTest.pdf All Files > Personal Content > Macho	rro_M 7 minutes ago by Mariana Marquez Mac Rows per page: 25 ▼ 1 − 1 of 1	< >

8: Shares menu

When selecting a file or folder, the following information is visible on the right:

- Created By Name of the person who created the download share
- Created On Date the download share was created
- Expires At Date the download share will expire and be removed. The item remains saved in FEX

• Downloads

Number of times the item has been downloaded. If there's a download limit, it will be shown here

• Additional Activated Settings For example, email notifications are activated for downloads

Created 18 minutes ago Expires Aug 29, 2024 Path Machorro_M Number of downloads 2 Additional activated settings Notify on download

9: Download share information

Sending download shares by email

Download shares can be retroactively be sent by email by following these steps:

- 1. Select the Download Share. Click on the download share you wish to send by email.
- 2. A menu will appear on the right side of the screen.
- 3. Click on the "Send link by email" option in this menu.
- 4. A popup window will appear. Enter all the relevant information.
- 5. Send.

Send share link of your file

Recipient	
coreunitrdm@ukw.de 🛞 Enter email addresses	
Language of the recipient	
English	*
Message	
I have shared a file on FEX with you.	
Mariana Marquez Machorro	
	1.

10: send share link of your file menu

Send

Close