
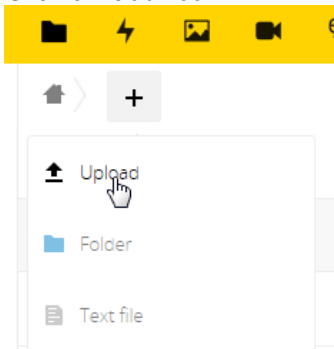

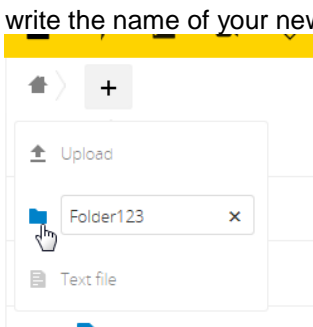


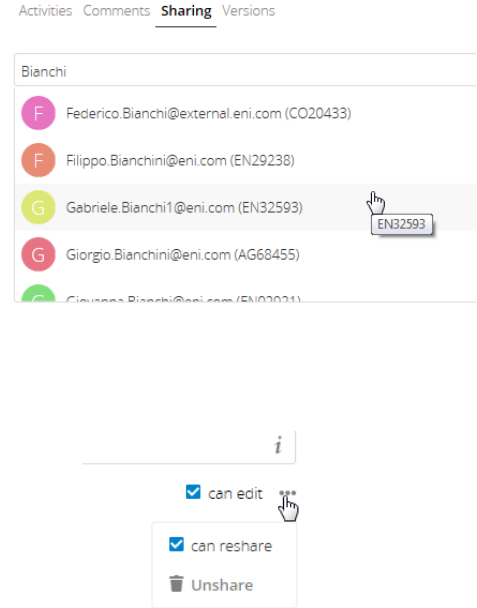

	ENI: User Guide TSDrive – Abstract	
Preparato da: Diego Cattaneo/ErioBrenaggi Verificato da: Approvato da:	Unit: DAAS/DAEX Document Type: User Manual -Abstract	Creation Date: 17/10/14 Version: 0.2 06/02/17 Status:

TSDrive: User Guide (Abstract)


Requirements	<ul style="list-style-type: none"> - The Userid must be present within the ENINET and eni.pri domain (ENINET credential requests should be addressed to Mbx User Management) - TSDrive is reachable by INTRANET (Eni Network) - LOGIN = USERID + PASSWORD_ENINET
Browser required	Explorer 9, Firefox 32, Chrome 38 or greater Preferred browser: Firefox. (not available by Explorer 6 and Explorer 7)
File Sharing : requirements	eni e-mail address present in AD (Active Directory) within ENINET domain: in case the mentioned address doesn't appear , please contact your ICT reference of Affiliate , for request the AD updating with the above value
Tool Access	1) connect with your browser : https://tsdrive.eni.com , 2) USERID / PASSWORD_of_ENINET (or Password_of_windows)
UPLoad	<p>Click on 'add' icon  then on Upload on the pull-down menu</p>  <p>Select your <u>files</u> from the dialog window (or <u>drag-drop</u> your <u>files</u>).</p> <p>Remark: currently is <u>NOT</u> possible upload of <u>folders</u> WARNING: the files retention is limited to 3 days, after which the files are automatically deleted.</p>
Folder Creation	<p>Click on 'add' icon  then on folder on the pull-down menu and write the name of your new folder.</p> 
Sharing/Unsharing File or Folder	Requirement: e.mail address present in AD (Active Directory) within ENINET or eni.pri domain...as mentioned above.

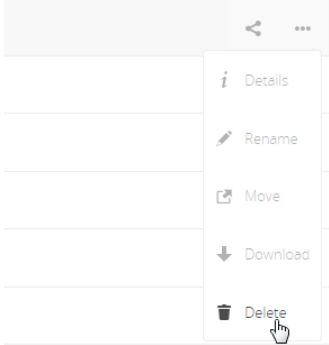
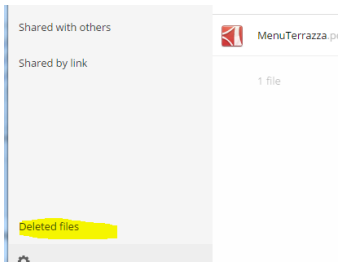

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	<p>Click on 'share' icon</p>  <p>Then</p> <ol style="list-style-type: none"> 1) Choose the user (ENI group) target of the sharing : After you select a name some options should appear when you click on the three dots on the right of the name (can reshare , can edit and the <u>UNSHARE</u> whether you decide to stop the share)  <ol style="list-style-type: none"> 2) Insert the e.mail address (ENI) target of the sharing. <ul style="list-style-type: none"> - Remark1 : it's possible to notify the shared object by e.mail notification - Remark2 : It's possible to set the sharing expiration date
Sharing/Unsharing file/folder by link via generic e-mail	<p>Receiver requirement: generic e.mail address (eni or external) + connection to INTRANET eni</p> <p>If you like to share to external e.mail addresses : click on <input type="checkbox"/> Share link</p> <p>Then type the <u>address</u> within the properly field and select the row marked by (email)</p>

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	<div data-bbox="531 387 1082 784"> <p>1.8 MB, 2 years ago Tags</p> <p>Activities Comments Sharing Versions</p> <div> <input type="text" value="carlobianchi@gmail.com"/> </div> <div> <div>carlo.bianchi@gmail.com (remote)</div> <div>carlo.bianchi@gmail.com (email)</div> </div> <div> <input type="checkbox"/> Password protect <input checked="" type="checkbox"/> Set expiration date <div>11-02-2017</div> <p>The public link will expire no later than 5 days after it is created</p> </div> <p>The target e.mails , should receive a message with the LINK to the shared object (File /Folder) : for opening the above 'link' for the time being it's necessary an Intranet connection (eni-network)</p> <p>The <u>Max.</u> expiring date of above sharing is <u>5 days</u></p> <p>Unsharing:</p> <p>Click on the dots near the name of the user</p> <div> <p>Activities Comments Sharing Versions</p> <div> <input type="text" value="Share with users, groups, remote users or by mail..."/> </div> <div> <div>carlo.bianchi@gmailg.com (email)</div> <div>***</div> </div> <div> <input checked="" type="checkbox"/> Share link <div>https://st-tsdrive.eni.com/cloud/index.php/s/Ljav1To6Q07F3XY</div> </div> </div> <p>then select Unshare from the pull-down menu</p> <div> <p>Activities Comments Sharing Versions</p> <div> <input type="text" value="Share with users, groups, remote users or by mail..."/> </div> <div> <div>carlo.bianchi@gmailg.com (email)</div> <div>***</div> <div>Unshare</div> </div> <div> <input checked="" type="checkbox"/> Share link <div>https://st-tsdrive.eni.com/cloud/index.php/s/Ljav1To6Q07F3XY</div> </div> <div> <input type="checkbox"/> Password protect </div> </div> </div>
Deleting Folders/ Files	Delete: For deleting Folders/Files : simply select the File/Folder , then click on the dots on the right and select "Delete" from the pull-down menu

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	 <p>The deleted object will be moved to the 'Deleted files' stage area .</p>  <p>Delete Permanently : go to the 'Deleted files' stage area , then select the object and finally click on </p>
Documents Retention	You can store documents up to 5 days (then they will be removed automatically)

A complete version of User Manual should be stored on the Home Page of every user