



File Sharing

The File Sharing on the Employer Web site facilitates file sharing of ad hoc reports between SPA and your agency. The 'File Sharing' functionality is available to Agency Users and SPA Users. Users will be able to upload/download files. When uploading/downloading to FileShare, the Agency User can specify who they want to share the file with. Files uploaded/downloading for Basic Users will also be visible to Agency Administrator Users. Files loaded for an Administrator will not be visible to Basic Users.

Loading Reports to File Share

Step 1: Choose an Agency

Agency Secure Environment

Step 1: Choose an Agency

Select Agency/Group ID

12701

Step 2: Choose a Section/Task

- Employee Inquiry**--See employee HR indicative data.
- Smart Forms**--Process employee HR indicative data updates.
- Your Reports**--Download or upload reports.
- File Sharing**--Share files with SPA or other agencies.

This page will display the five most recent files. All 'Unread' files will be shown in 'Red' and all 'Read' files will be shown in 'black'. The list of files will be sorted in the descending order of 'Date Posted'. Each of the following column headers will be a link which will allow the user to sort the list on the basis of selected column header:

- Date Posted
- File Title
- File Size
- File Type
- Expiration Date

File Sharing

Current as of 01-09-2008

Choose a row to archive a file or change the expiration date.

Date Posted ▼	File Title	File Size	File Type	Expiration Date
<input type="checkbox"/> 07-15-2008	Benefit Deductions File	150KB	txt	<input type="text" value="12-31-2008"/>
<input type="checkbox"/> 04-19-2008	Imputed Income File	150KB	xls	<input type="text" value="12-31-2008"/>

[View Archived Files](#)

Step 2: Upload File

To upload a file to share, the user must click on the 'Upload a File' link to be routed to the Upload File page. On this page, the user can select the agencies for which it would like to share files with, the specific user group who can see the file, and either share an existing file or browse his/her desk top to share a new file.

Home
Employee Inquiry
Smart Forms
Your Reports
File Sharing
Agency Profile
Audit L

Upload File

Agency/Group ID

User Group Agency Basic Agency Administrative

File Title

OR

File

File Expiration Date (mm-dd-ccyy)

Comments/Summary

Step 3: Upload Complete

After clicking the Upload File button, the 'Completed Successfully' page will appear.

Home
Employee Inquiry
Smart Forms
Your Reports
File Sha

Upload File

Completed Successfully

The report has been uploaded successfully.

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Transaction Recap

Agency	State Personnel Administration (123)
User Group	Agency Basic
Report Title	Data Exception Report
File	EmployeeContReport.pdf
Report Expiration Date	02-12-2004

Archiving Files

The 'Archive Files' button allows users to move reports to an 'Archived' view. The user can click on 'View Archived Files' link to see the list of archived files. The user can also restore the archived files back to the default view by selecting a file and then clicking the 'Restore Archived files' button.

The Expiration date is the date after which the file will not be available through the Web site Web user interface. The user will specify this date when uploading a file.

<u>Date Posted</u> ▼	<u>File Title</u>	<u>File Size</u>	<u>File Type</u>	<u>File Expiration Date</u>	<u>Comments/Summary</u>
<input type="checkbox"/> 09-15-2008	Data Exception File	150KB	txt	12-31-2008	TBA edit file comments.
<input type="checkbox"/> 08-15-2008	Data Exception File	150KB	txt	12-31-2008	TBA edit file comments.
<input type="checkbox"/> 04-19-2008	Data Exception File	150KB	xls	12-31-2008	TBA edit file comments.
<input type="checkbox"/> 03-21-2008	Data Exception File	150KB	xls	12-31-2008	TBA edit file comments.
<input type="checkbox"/> 03-21-2008	Data Exception File	150KB	xls	12-31-2008	TBA edit file comments.
<input type="checkbox"/> 02-13-2008	Data Exception File	150KB	xls	12-31-2008	Filed versus actual contributions from agencies.

Restore Archived Files

Total Audits: 30 ◀ ◁ 1 | 2 | 3 | 4 | 5 ▶ ▷

The Search Files feature will allow the user to search files based on a given criterion. The search will be done within the files which are available in the default view. Files which have been archived will not be part of the search results. The search criterion can consist of the following fields:

- File Title
- Date Posted Range (From—To)
- Agency ID – The Agency ID will be the one which the user specified after logging in to the Web site.

If multiple search criteria are provided (e.g., title and date range) then the audit log activities will be searched by applying 'AND' between the fields.

If the only field specified is the 'From' date, then the search will be done between the user given 'From' date and the system (today's) date. Correspondingly, if the only field specified is the 'To' date then the search is conducted among all the activities performed before or on the 'To' date.

The 'Change Expiration Date' button on the 'Your Files' page will allow the user to change the expiration date of the selected file. But, the expiration can not be more than twelve months from the date of upload. For a given file, only the user who has uploaded the file can change the expiration date.

Search Criteria

Date Range 07-01-2008 to 07-31-2008

File Title

Search Results

Choose a row to archive a file or change the expiration date.

<u>Date Posted</u> ▼	<u>File Title</u>	<u>File Size</u>	<u>File Type</u>	<u>Expiration Date</u>	<u>Comments/Summary</u>
<input type="checkbox"/> 07-15-2008	Data Exception File	150KB	txt	<input type="text" value="12-31-2008"/>	TBA edit file comments.

 [View Archived Files](#)

Return to [File Sharing](#)

Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the SPA Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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