iShare Connect Portal

External Participants Guide

Accepting Invitation

- Prior to logging in to iShare Connect, accept the invitation sent to you via email[1]. Please ensure you note the email address detailed in the invitation you receive as this will be used for logging into the system.
  1. Accept the invite by selecting the "Accept Invitation" button in the lower section of the email.
  2. From the window[2] presented, enter your first and last name and then enter a password (Please ensure you make a note of it to allow you to log in to iShare Connect).

Signing in

- Navigate to https://secure.objectiveconnect.co.uk/login.
- On the log in page[3]:
  1. In the "Email address" field, enter the email address provided in the invitation email.
  2. In the "Password" field, enter the password you created when you accepted the invitation.

Displaying Shared Workspaces

- Once logged in, you are presented with your "Objective Connect My Workspaces" window[4].
- Under the heading of "My Workspaces" are the areas you have been provided with by your contact within the Welsh Government.
- If no areas are listed under the "My Workspaces" area, speak with your Welsh Government contact.

Accessing a document

- From the "My Workspaces" area:
  1. Select the workspace you wish to access.
  2. You will then be presented with the contents of that workspace.
  3. If a folder structure has been created, open the appropriate folder to view its contents.
  4. Select the document[5] you wish to view by clicking the "Download" button next to it.

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1 Annex A – Invitation Email
2 Annex B – Password
3 Annex C - Log in Page
4 Annex D - Workspaces
5 Annex E - Documents

Upload a document

- From the "My Workspaces" area:
    1. Select the Workspace you wish to upload your document(s) to.
    2. Within the Workspace click on the "Upload Some Documents" link, or if already showing select the round green "+" button. The "UPLOAD" box will then appear.
    3. Open a "Windows Explorer"/"My Computer" window and navigate to the document you wish to upload.
    4. Adjust your screen so you able to see both the iShare Connect and "Windows Explorer" windows[6].
    5. Drag and drop the document(s) into the Connect window in the "+" area of the window.
    6. The document will then appear within the Workspace. This is also now available to your Welsh Government contacts within their iShare software.

Add a new version of a document

- From the "My Workspaces" area:
    1. Select the Shared Workspace you wish to upload your document(s) to.
    2. Navigate to and select the document you wish to update (please ensure not to click on "Download").
    3. Select the + icon button to view the "UPLOAD[7]" box.
    4. Position your "Windows Explorer"/"My Computer" window on top of your web browser to enable you to see both windows[8].
    5. Drag and drop the document(s) into the Connect window in the "+" area of the window.
    6. The new version you added will appear alongside the original document[9] via the "Versions" drop down arrow.

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6 Annex F – Upload a Document

7 Annex G – Upload New Version

8 Annex H - Windows

9 Annex I – New Version

Annex A

Objective CONNECT

Objective Connect Invitation

Llywodraeth Cymru
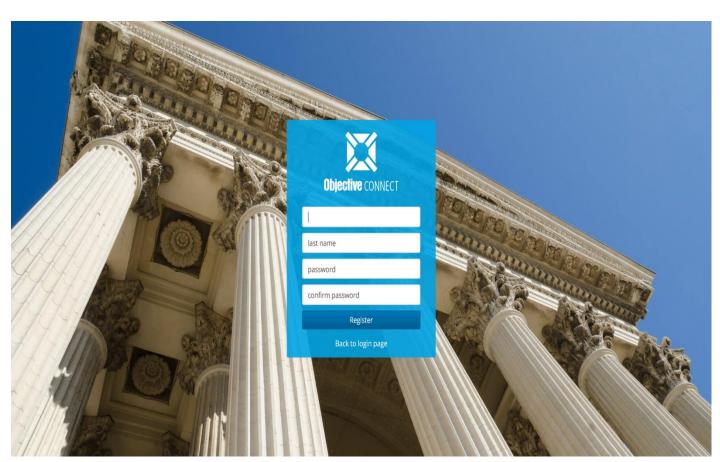Welsh Government

Dear   [Name removed]@gov.wales

[Name removed] has invited you to the Workspace **TG - Training - Publication** using Objective Connect.

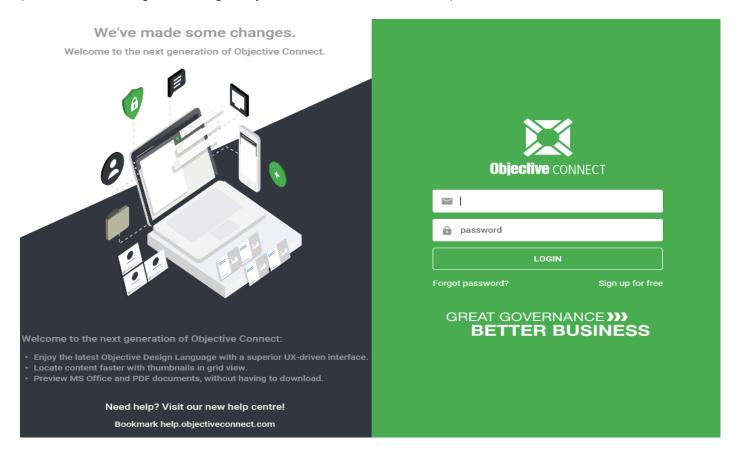To accept this invitation please complete the single step registration.

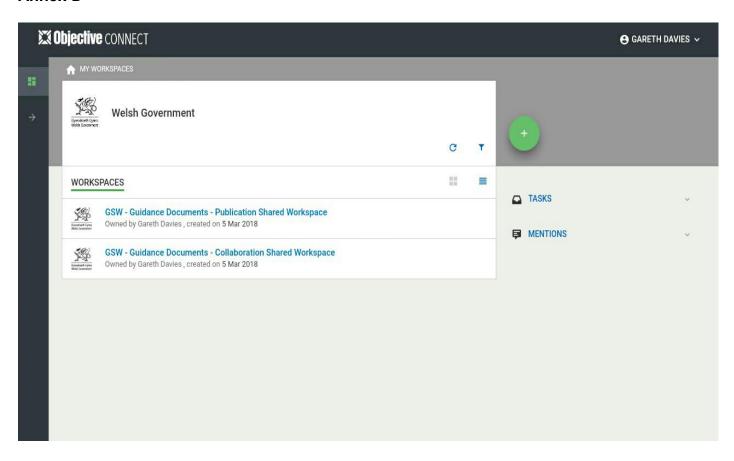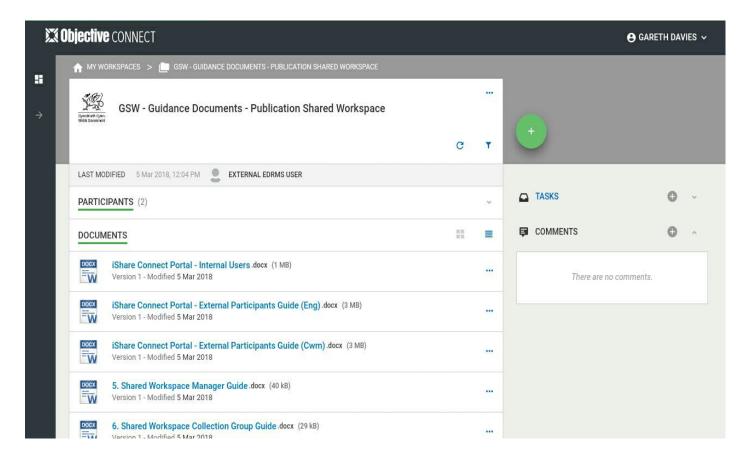**Accept Invitation**

Thank you,
Objective Connect

Annex B

Objective CONNECT

last name

password

confirm password

Register

Back to login page

Annex C

(Please note, background image may differ from that shown below)
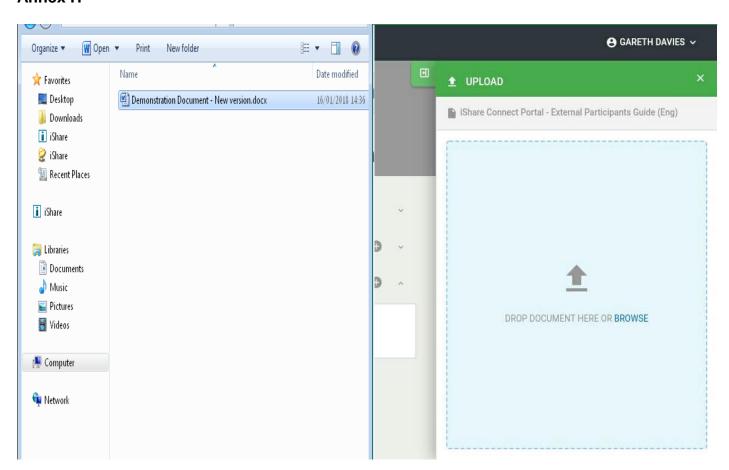

Annex D

Annex E

Annex F

Annex G

Annex H

Annex I