

iShare Connect Portal

External Participants Guide

Accepting Invitation

- Prior to logging in to iShare Connect, accept the invitation sent to you via email¹. 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 window² 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 page³:
 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” window⁴.
- 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 document⁵ you wish to view by clicking the “Download” button next to it.

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” windows⁶.
 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 windows⁸.
 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 document⁹ via the “Versions” drop down arrow.

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 Invitation



Llywodraeth Cymru
Welsh Government

Dear [Name removed]@gov.wales

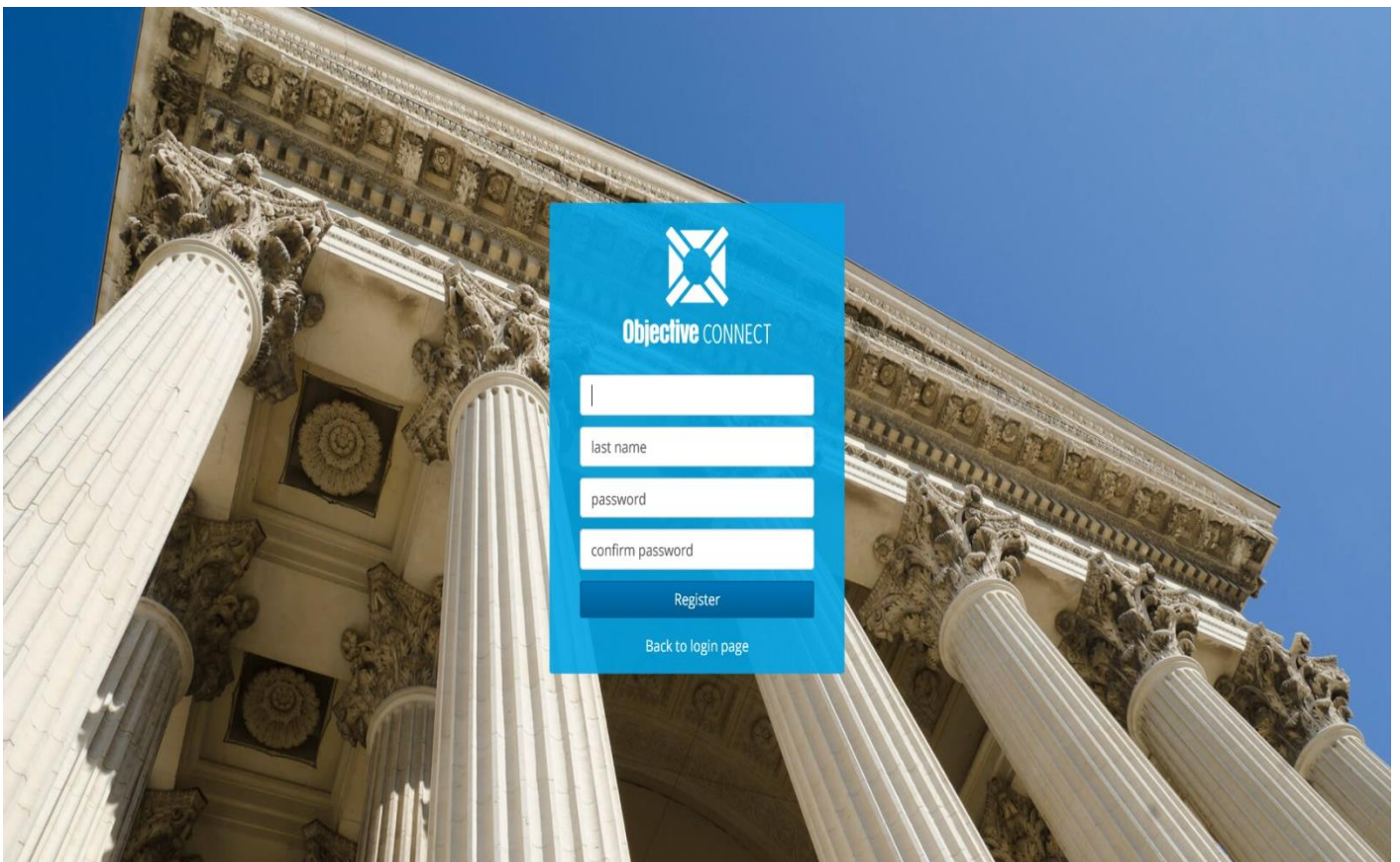
[Name removed] has invited you to the Workspace **TG - Training - Publication** using Objective Connect.

To accept this invitation please complete the single step registration.

[Accept Invitation](#)

Thank you,
[Objective Connect](#)


Annex B



Annex C

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


We've made some changes.
Welcome to the next generation of Objective Connect.



Welcome to the next generation of Objective Connect:

- Enjoy the latest Objective Design Language with a superior UX-driven interface.
- Locate content faster with thumbnails in grid view.
- Preview MS Office and PDF documents, without having to download.

Need help? Visit our new help centre!
Bookmark help.objectiveconnect.com

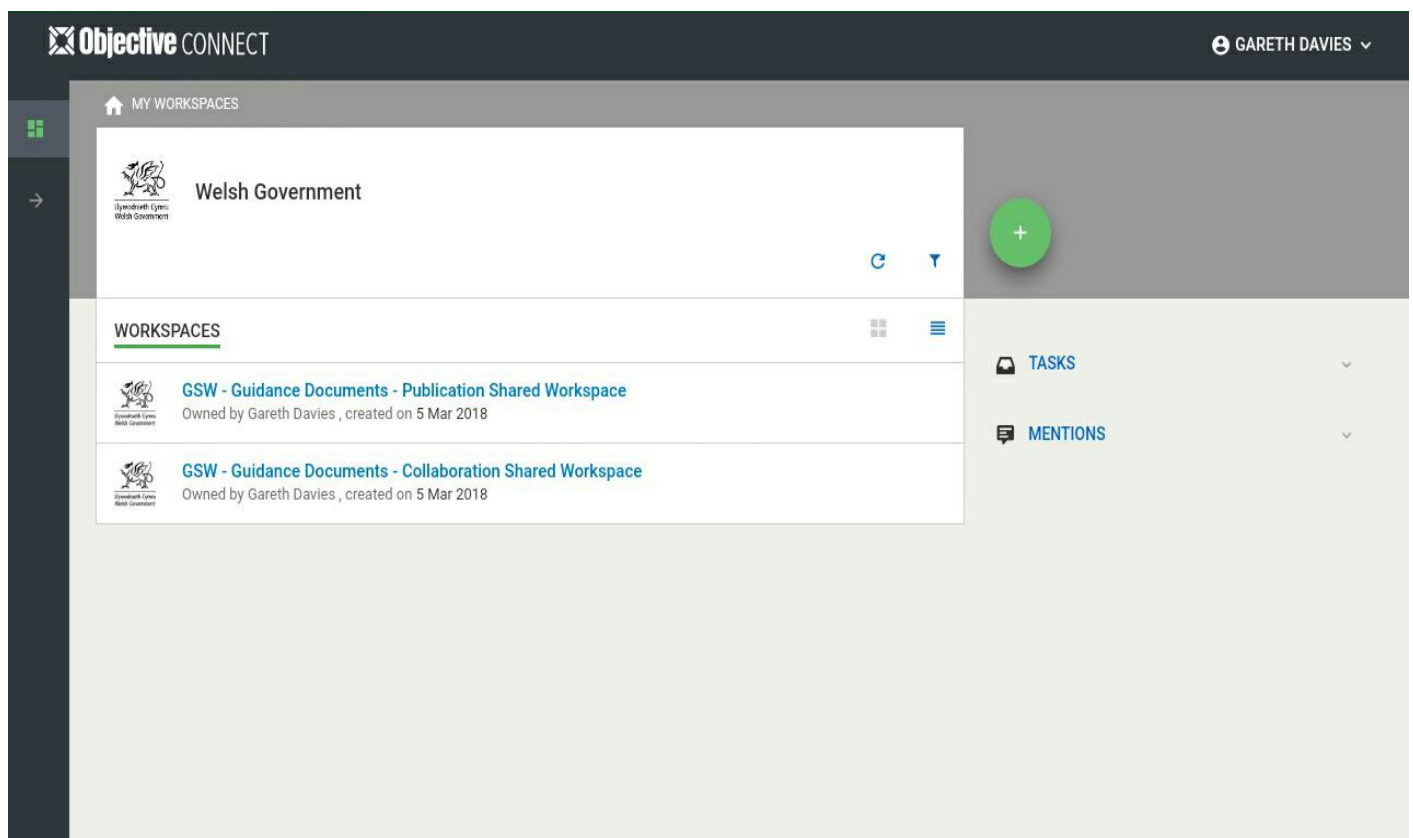


Objective CONNECT

[Forgot password?](#) [Sign up for free](#)


**GREAT GOVERNANCE >>>
BETTER BUSINESS**

Annex D





Objective CONNECT GARETH DAVIES ▾

MY WORKSPACES

 **Welsh Government** ↻ ⌵

WORKSPACES ⌵ ☰

-  **GSW - Guidance Documents - Publication Shared Workspace**
Owned by Gareth Davies, created on 5 Mar 2018
-  **GSW - Guidance Documents - Collaboration Shared Workspace**
Owned by Gareth Davies, created on 5 Mar 2018

+

TASKS ▾

MENTIONS ▾

Annex E

The screenshot shows the Objective CONNECT interface for a workspace titled "GSW - Guidance Documents - Publication Shared Workspace". The workspace is managed by "EXTERNAL EDRMS USER" and was last modified on 5 Mar 2018 at 12:04 PM. The document list includes:

- iShare Connect Portal - Internal Users .docx (1 MB) - Version 1 - Modified 5 Mar 2018
- iShare Connect Portal - External Participants Guide (Eng) .docx (3 MB) - Version 1 - Modified 5 Mar 2018
- iShare Connect Portal - External Participants Guide (Cwm) .docx (3 MB) - Version 1 - Modified 5 Mar 2018
- 5. Shared Workspace Manager Guide .docx (40 kB) - Version 1 - Modified 5 Mar 2018
- 6. Shared Workspace Collection Group Guide .docx (29 kB) - Version 1 - Modified 5 Mar 2018

On the right side, there are sections for "TASKS" and "COMMENTS". The comments section currently displays "There are no comments." and has a green plus icon for adding new comments.

Annex F

The screenshot shows a Windows File Explorer window with a file named "Demonstration Document - Uploading New Document.docx" (16/01/2018 14:36). An "UPLOAD" dialog box is overlaid on the right side of the window. The dialog box has a green header and contains the text "Uploaded Documents" and a large dashed box with an upward arrow and the instruction "DROP DOCUMENTS HERE OR BROWSE".

Annex G

The screenshot shows the Objective Connect web interface. At the top left is the logo 'Objective CONNECT'. At the top right, the user name 'GARETH DAVIES' is displayed with a dropdown arrow. Below the header, a breadcrumb trail shows the path: 'MY WORK...' > 'GSW - GUIDANCE DOCUMENTS - COLLABORATION S...' > 'ISHARE CONNECT PORTAL - EXTERNAL PARTICIP...'. The main content area displays a document viewer for 'iShare Connect Portal - External Participants Guide (Eng).docx'. Below the title, there is a 'DOWNLOAD 3 MB' link and 'VERSION: 1'. A metadata bar shows 'LAST MODIFIED 5 Mar 2018, 12:12 PM' and the user 'Gareth Davies'. The document viewer shows 'Page 1 of 8' at 100% zoom. The document content includes the title 'iShare Connect Portal External Participants Guide', a section 'Accepting Invitation' with a bulleted list of instructions, and a section 'Signing in' with a bulleted list of instructions. On the right side of the interface, there are sections for 'VERSIONS', 'TASKS', and 'COMMENTS'. The 'COMMENTS' section contains the text 'There are no comments.'

Annex H

The screenshot is split into two parts. On the left is a Windows File Explorer window. The 'Favorites' pane on the left shows 'Desktop', 'Downloads', 'iShare', and 'Recent Places'. The main pane shows a table with columns 'Name' and 'Date modified'. The table contains one entry: 'Demonstration Document - New version.docx' with a date of '16/01/2018 14:36'. On the right is an Objective Connect interface showing an 'UPLOAD' dialog box. The dialog has a green header with an 'UPLOAD' button and a close 'X' button. Below the header, the document name 'iShare Connect Portal - External Participants Guide (Eng)' is shown. The main area of the dialog is a light blue dashed box containing an upward-pointing arrow icon and the text 'DROP DOCUMENT HERE OR BROWSE'.

Annex I

Objective CONNECT GARETH DAVIES ▾

MY WORK... > GSW - GUIDANCE DOCUMENTS - COLLABORATION S... > ISHARE CONNECT PORTAL - EXTERNAL PARTICIP...

iShare Connect Portal - External Participants Guide (Eng).docx

DOWNLOAD 3 MB VERSION: 2

LAST MODIFIED 5 Mar 2018, 3:17 PM Gareth Davies

GENERATING PREVIEW

VERSIONS

Version 2 5 Mar 2018, 3:17 PM	Gareth Davies	...
Version 1 5 Mar 2018, 12:12 PM	Gareth Davies	...

TASKS + ▾

COMMENTS + ▾

There are no comments.