

## Guidelines for Assessors using ShareFile

IS21

ShareFile is set up to temporarily house required documents for the Assessment process from organisations; to which Assessors and INAB Staff can access. This eliminates the step of organisations preparing paper packs and sending them into INAB and INAB sending on those paper packs to the relevant team members. It also eliminates the use of email to transmit relevant information, relating to the visits.

It has distinct benefits -

- eliminates paper, issues with attachments and email size (spam, undelivered items)
- all relevant information is IMMEDIATELY accessible to the whole team
- makes the process more efficient

Each organisation has its own secure folder, which is only ever accessible by the organisation itself and the assessment team assigned to a particular visit set up by INAB. The organisation accesses the folder via logging into a unique account using a username and password; organisations then upload the relevant documents (PS10/Corrective actions) for that visit. The Assessor /INAB officer can then access the documents for download.

### **Points to note and useful facts:**

- Sharefile accounts are intended to be for single users, please do not share your password / login details. Please be reminded of AP16 mobile IT device usage statement for all INAB information.
- Always remember to only log in to sharefile from the internet site as follows.  
<https://inab.sharefile.com/login.aspx>
- If you login into sharefile from an email notification, please note you may not have access to all documents.
- You can down load the sharefile app to your phone and mobile device, if you so wish.
- If you are having difficulty using sharefile, please contact your INAB officer.

## Let's get started:

### Assessors - what you need

- A secure account / username (the email you have provided to INAB as your contact person/email) and password (temporary password sent to you by email from INAB and then to change your password on activating your account)
- To access relevant documents (PS10 / Corrective Actions)
- To follow the guidelines for downloading documents - See page 4

## Activating your Account

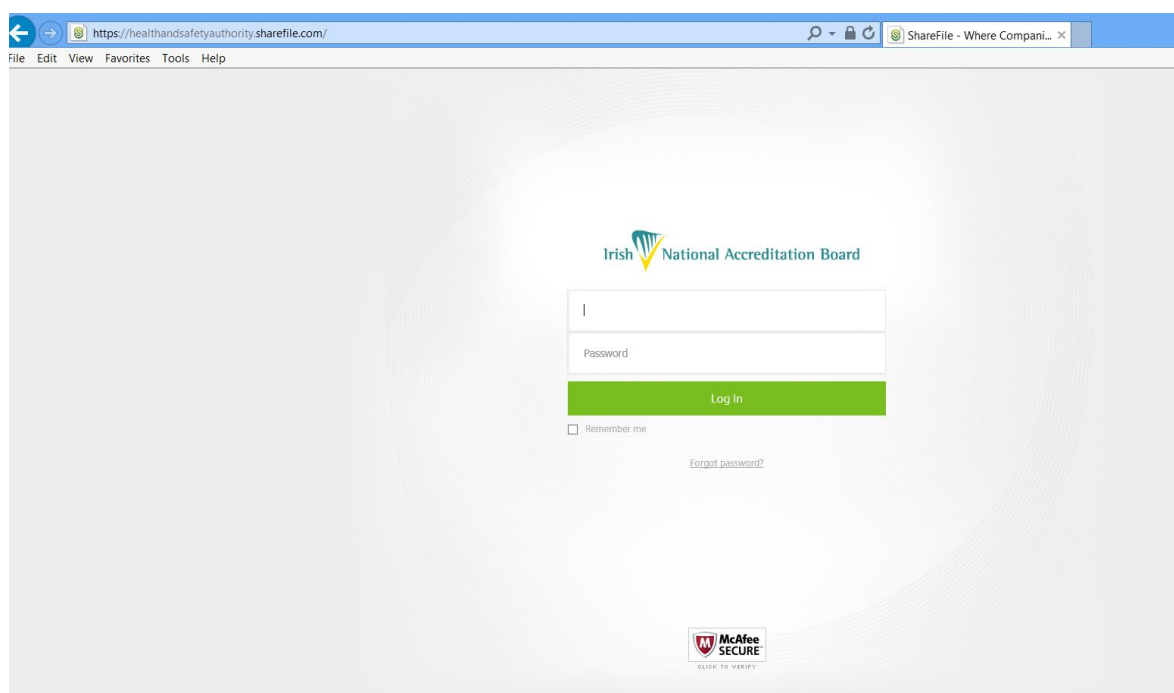
When an account is created for you, you will receive an email asking you to activate your account.

The first time you log in, you will be prompted to choose a permanent password.

## Logging In

You have been set up with a client user account. To login you can do so from the following locations:

- <https://inab.sharefile.com/login.aspx> - provided to you when your client account was set up



**Username:** This is your email address

**Password:** Your temporary password to get started will be emailed to you by the user that set up your client user account.

If you have not received your password, you may either:

1. Ask the user that set up your client user account or
2. Click on the "Forgot your password?" link under the login (if this permission is enabled for your client user account).

The first time you log in, you will be prompted to choose a permanent password.

## My Settings

### 1. Change Password

You may also reset your password.

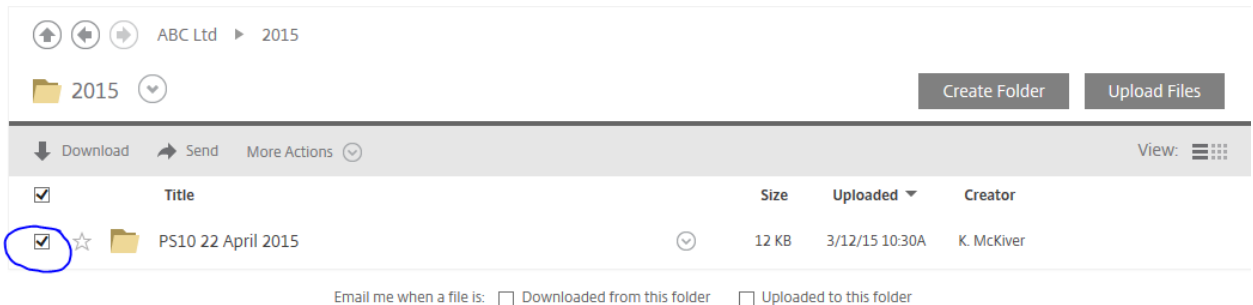
- Must have at least 8 characters
- Must contain both upper and lower case letters.
- Must contain at least 1 number(s) 4.

The screenshot shows a web browser window with the URL <https://healthandsafetyauthority.sharefile.com/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the browser is the header for the Irish National Accreditation Board, featuring a logo and the text "Irish National Accreditation Board". A navigation menu contains links for Home, Manage Users, Send a File, Request a File, Admin, My Settings, and Apps. On the left side, a sidebar lists various settings options: Edit Basic Info, Add/Edit Email Addresses, Change Password (highlighted with a red circle), Change Security Question, Edit Upload Preferences, FTP Settings, WebDAV Settings, My Connections, Address Book, and Distribution Groups. The main content area is titled "Change Password" and includes a sub-header: "To make your account as secure as possible, we recommend choosing a password that contains letters, numbers, and punctuation marks." Below this are three input fields: "Old Password: \*", "New Password: \*", and "Confirm Password: \*". To the right of the "New Password" and "Confirm Password" fields are three bullet points: "Must have at least 8 characters", "Must contain both upper and lower case letters.", and "Must contain at least 1 number(s)". At the bottom of the form are two buttons: a green "Save" button and a "Cancel" button.

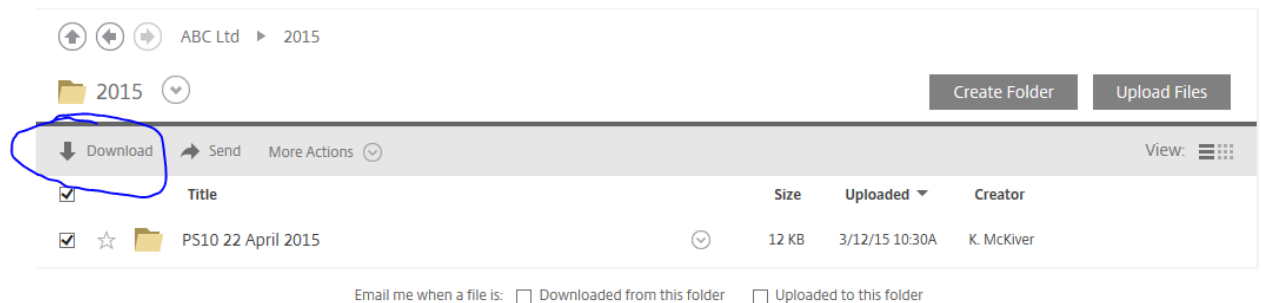
## To Download Folders/Documents

### Downloading Files

- Using the boxes next to files and folders in the ShareFile account, select the files and folders you wish to download.



- Click "Download". To download an individual file, you can also click the file name.



- Depending on your web browser, you may see the file name displayed on the bottom of your screen, or a pop-up will appear prompting you to save or open the file. Select to save or open the file
- If you choose to open the file rather than save, you can save the file to your computer once it is open