

# Division Archives Presentation



**American Nuclear Society**



**ANS**

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ANS Communications & Outreach Dept. Administrator

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# ANS

All division officers should have received an e-mail exactly like this one on July 9, 2015 with a username and password to their division archive.

Send	To...	
	Cc...	
Subject:	FW: ANS - File Archiving for ANS Professional Divisions	
Attached:	ArchiveStorageSystemDocumentation.pdf (407 KB)	

**From:** Toni Bishop  
**Sent:** Thursday, July 09, 2015 2:09 PM  
**To:** 'glover.14@osu.edu'  
**Subject:** ANS - File Archiving for ANS Professional Divisions

Dear Sam Glover,

Attached are the instructions that you will need to use the new file archive storage system specifically set up for the Biology and Medicine Division. I have included screen shots to help clarify the process where I felt it was needed.

A folder structure was created to help facilitate the management of the data being stored and will help in being able to find things easily. Some folders provide sub-folders to provide storage of some materials "by year." For example, annual reports, minutes, and officer information should be filed by year. If you want to archive documents from a year not listed in the folder structure, you can add a new folder and label with the appropriate year.

Each user will be given their own personal login name and password for the system. Due to certain system limitations, you will not be able to change your password yourself. If you have the need to do so, please contact us and we will change it for you.

Your title: BioMed - Vice Chair  
Your user name: xxxxxxxx  
Your password: xxxxxxxx

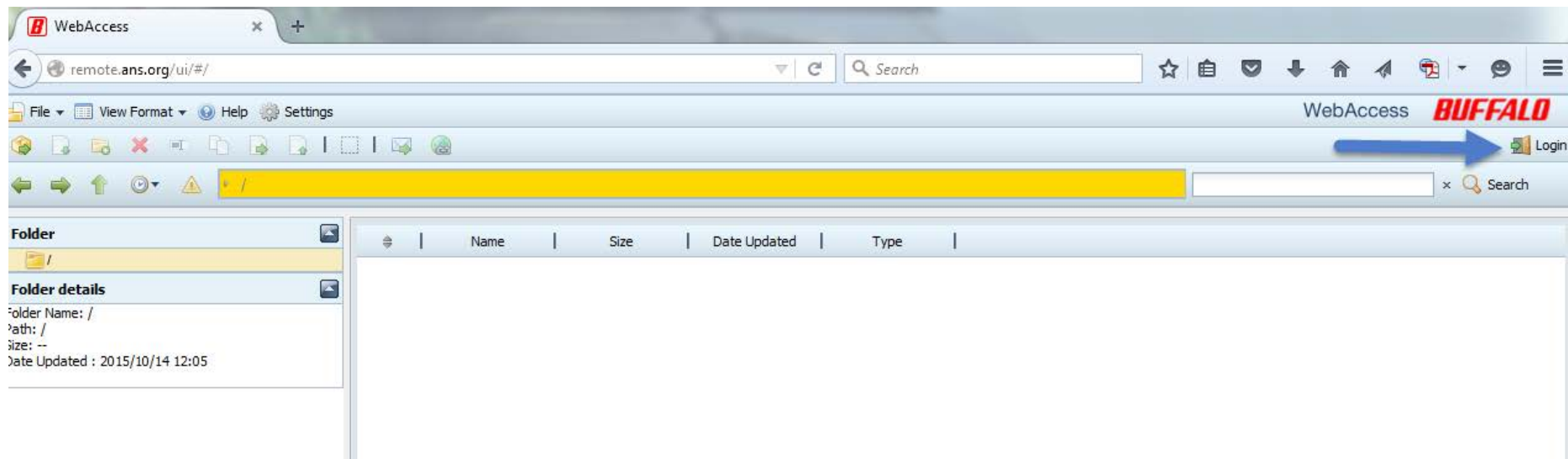
We hope that the ARCHIVE will be relatively intuitive and easy to use. If you have questions or problems using the ARCHIVE system or suggestions, please contact Toni Bishop at [tbishop@ans.org](mailto:tbishop@ans.org) or 708-579-8251. She will pass information along to me as required.

Best Regards,

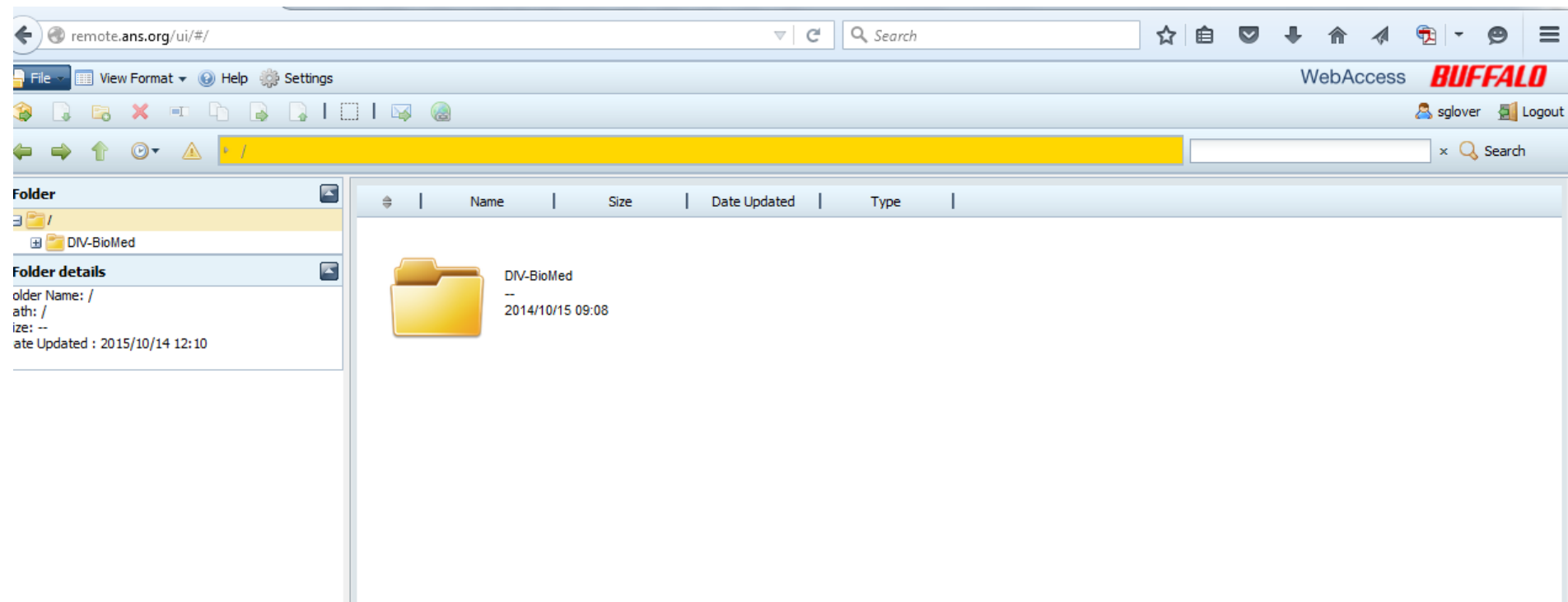
ANS Network Administrator

Type “remote.ans.org” in your browser – you should be taken to this page

Log in with the username and password given to you in the e-mail



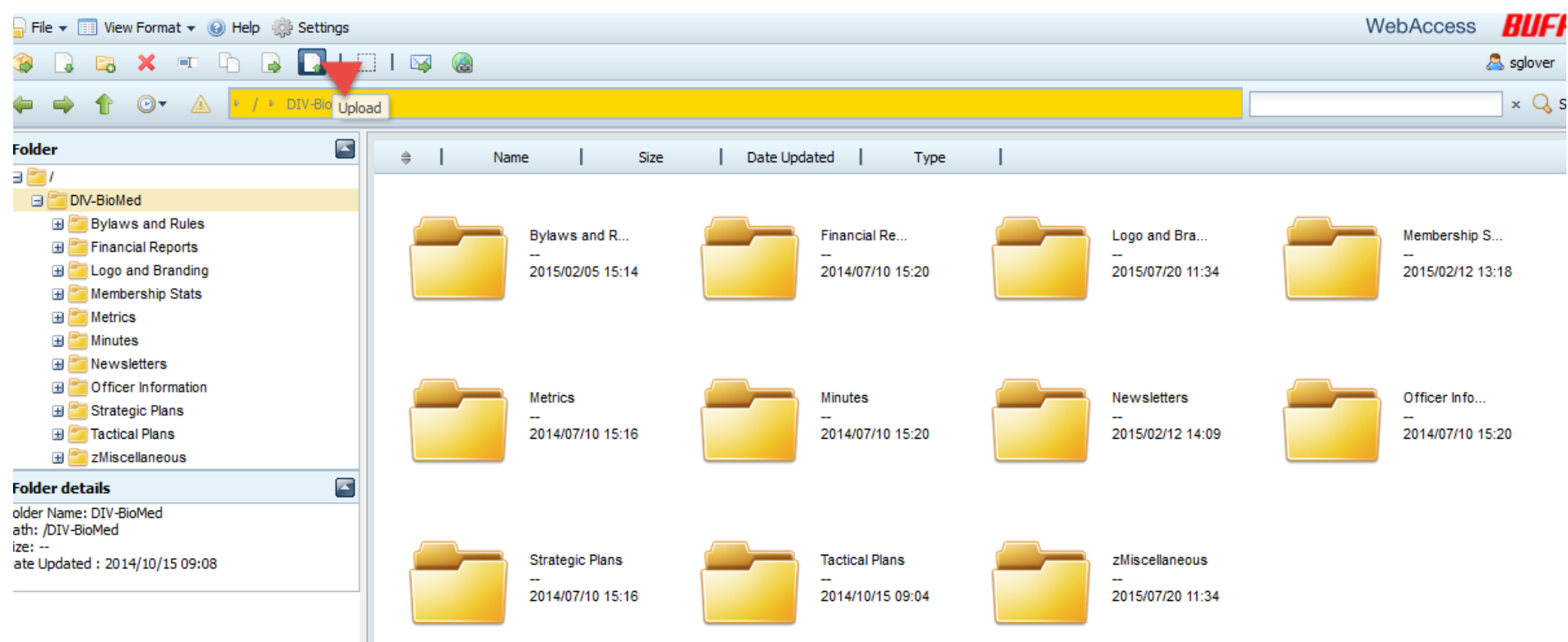
The next screen you should see is a page particular to your division with one main folder – click on that folder.....



The screenshot shows a web-based file explorer interface. The browser address bar displays `remote.ans.org/ui/#/`. The interface includes a menu bar with 'File', 'View Format', 'Help', and 'Settings'. The top right corner shows 'WebAccess' and 'BUFFALO' branding, along with a user profile 'sglover' and a 'Logout' button. The main content area displays a folder named 'DIV-BioMed' with a yellow folder icon. The folder details on the left indicate the folder name is '/', the path is '/', the size is '--', and the last updated date is '2015/10/14 12:10'. The main table lists the folder with the following details:

Name	Size	Date Updated	Type
DIV-BioMed	--	2014/10/15 09:08	

...and you should now see all the folders within your main division folder.  
 You can upload files by right-clicking and a drop down menu will appear...



The screenshot shows a web-based file manager interface. The top navigation bar includes 'File', 'View Format', 'Help', and 'Settings'. The user is logged in as 'sglover'. The current path is '/ DIV-BioMed' and an 'Upload' button is visible. The main area displays a list of folders within the 'DIV-BioMed' directory.

Name	Size	Date Updated	Type
Bylaws and Rules	--	2015/02/05 15:14	Folder
Financial Reports	--	2014/07/10 15:20	Folder
Logo and Branding	--	2015/07/20 11:34	Folder
Membership Stats	--	2015/02/12 13:18	Folder
Metrics	--	2014/07/10 15:16	Folder
Minutes	--	2014/07/10 15:20	Folder
Newsletters	--	2015/02/12 14:09	Folder
Officer Information	--	2014/07/10 15:20	Folder
Strategic Plans	--	2014/07/10 15:16	Folder
Tactical Plans	--	2014/10/15 09:04	Folder
zMiscellaneous	--	2015/07/20 11:34	Folder

**Folder details**  
 Folder Name: DIV-BioMed  
 Path: /DIV-BioMed  
 Size: --  
 Date Updated: 2014/10/15 09:08



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The screenshot shows a file explorer window with a left sidebar and a main content area. The sidebar contains a tree view with the following items:

- V-BioMed (selected)
- Bylaws and Rules
- Financial Reports
- Logo and Branding
- Membership Stats
- Metrics
- Minutes
- Newsletters
- Officer Information
- Strategic Plans
- Tactical Plans
- zMiscellaneous

Below the sidebar, the address bar shows the path: `...ails`  
: DIV-BioMed  
ioMed  
d : 2014/10/15 09:08

The main content area displays a grid of folders with the following columns: Name, Size, Date Updated, and Type. The folders are:

Name	Size	Date Updated	Type
Bylaws and R...	--	2015/02/05 15:14	Folder
Financial Re...	--	2014/07/10 15:20	Folder
Logo and Bra...	--	2015/07/20 11:34	Folder
Metrics	--	2014/07/10 15:16	Folder
Minutes	--	2014/07/10 15:20	Folder
Newsletters	--	2015/02/12 14:09	Folder
Strategic Plans	--	2014/07/10 15:16	Folder
Tactical Plans	--	2014/10/15 09:04	Folder
zMiscellaneous	--	2015/07/20 11:34	Folder

A context menu is open over the 'Strategic Plans' folder, listing the following actions:

- Open
- Download
- Create a new folder
- Delete
- Rename
- Copy
- Move
- Upload
- Refresh Thumbnails
- Share file by email
- Share files
- View Format

A large blue arrow points from the text below to the context menu.

You can right click to get this menu to manage your folders



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...or you can use the toolbar at the top to manage your folders.

remote.ans.org/ui/#/DIV-BioMed

File View Format Help Settings

WebAccess BUFFA

sglover

Create a new folder DIV-BioMed

Folder

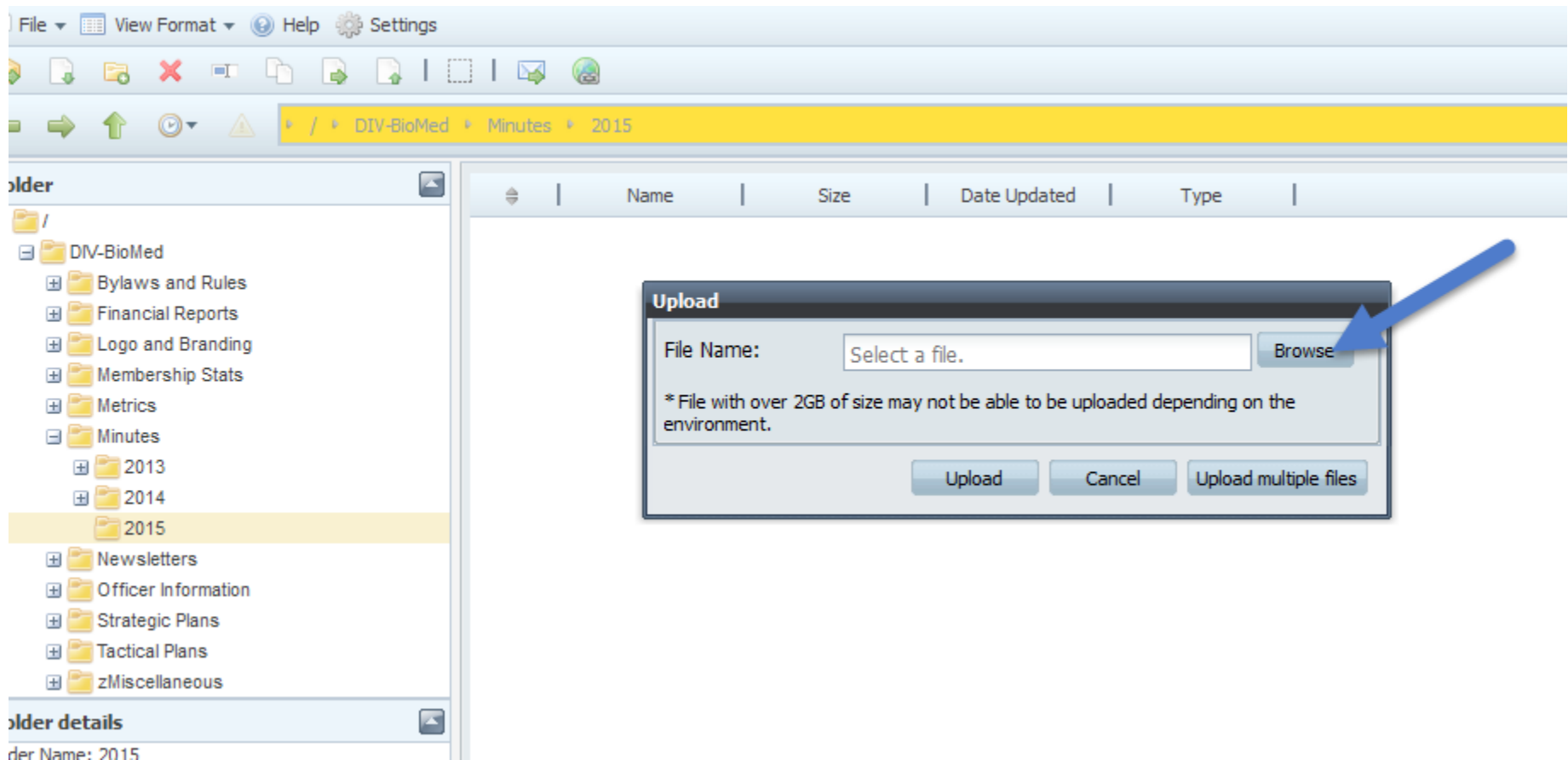
Name	Size	Date Updated	Type
Bylaws and R...	--	2015/02/05 15:14	
Financial Re...	--	2014/07/10 15:20	
Logo and Bra...	--	2015/07/20 11:34	
Membership S...	--	2015/02/12 13:18	
Metrics	--	2014/07/10 15:16	
Minutes	--	2014/07/10 15:20	
Newsletters	--	2015/02/12 14:09	
Officer Info...	--	2014/07/10 15:20	
Strategic Plans	--	2014/07/10 15:16	
Tactical Plans	--	2014/10/15 09:04	
zMiscellaneous	--	2015/07/20 11:34	

Folder details

Folder Name: DIV-BioMed  
Path: /DIV-BioMed  
Size: --  
Date Updated: 2014/10/15 09:08

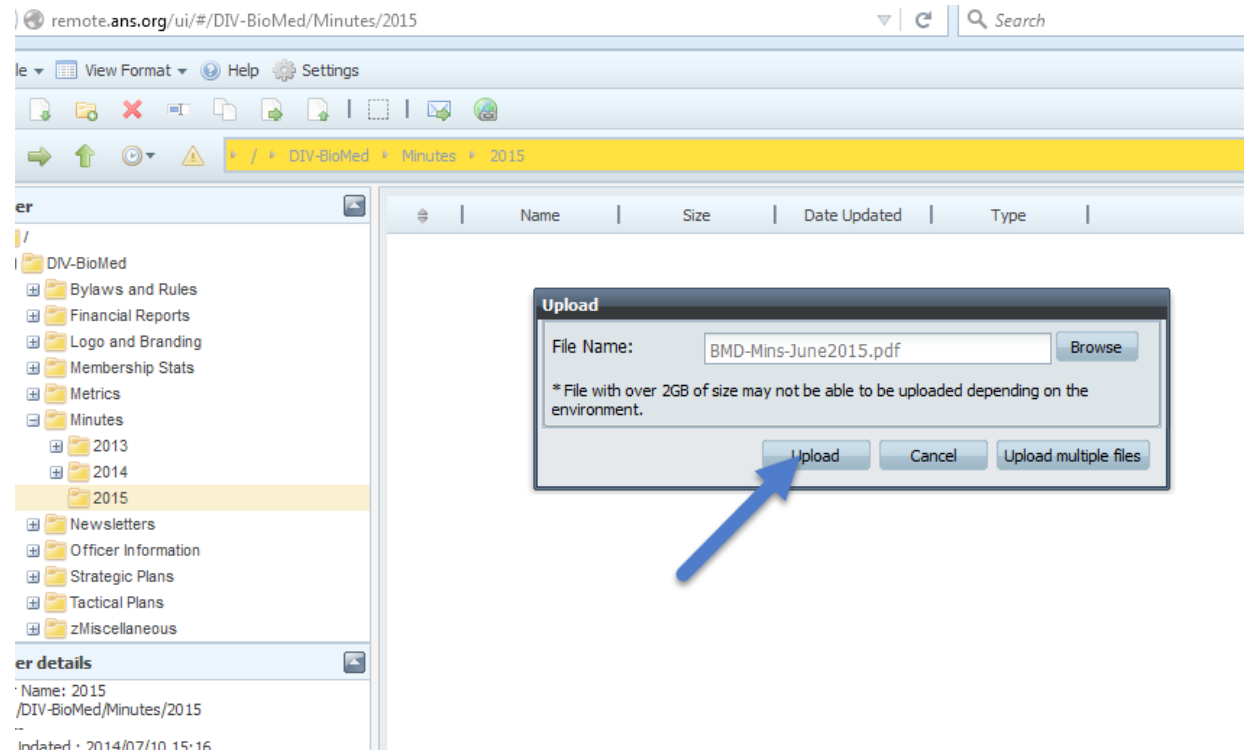


To upload a file, either choose “Upload” from the tool bar or the drop-down menu. You can then browse for the file to upload



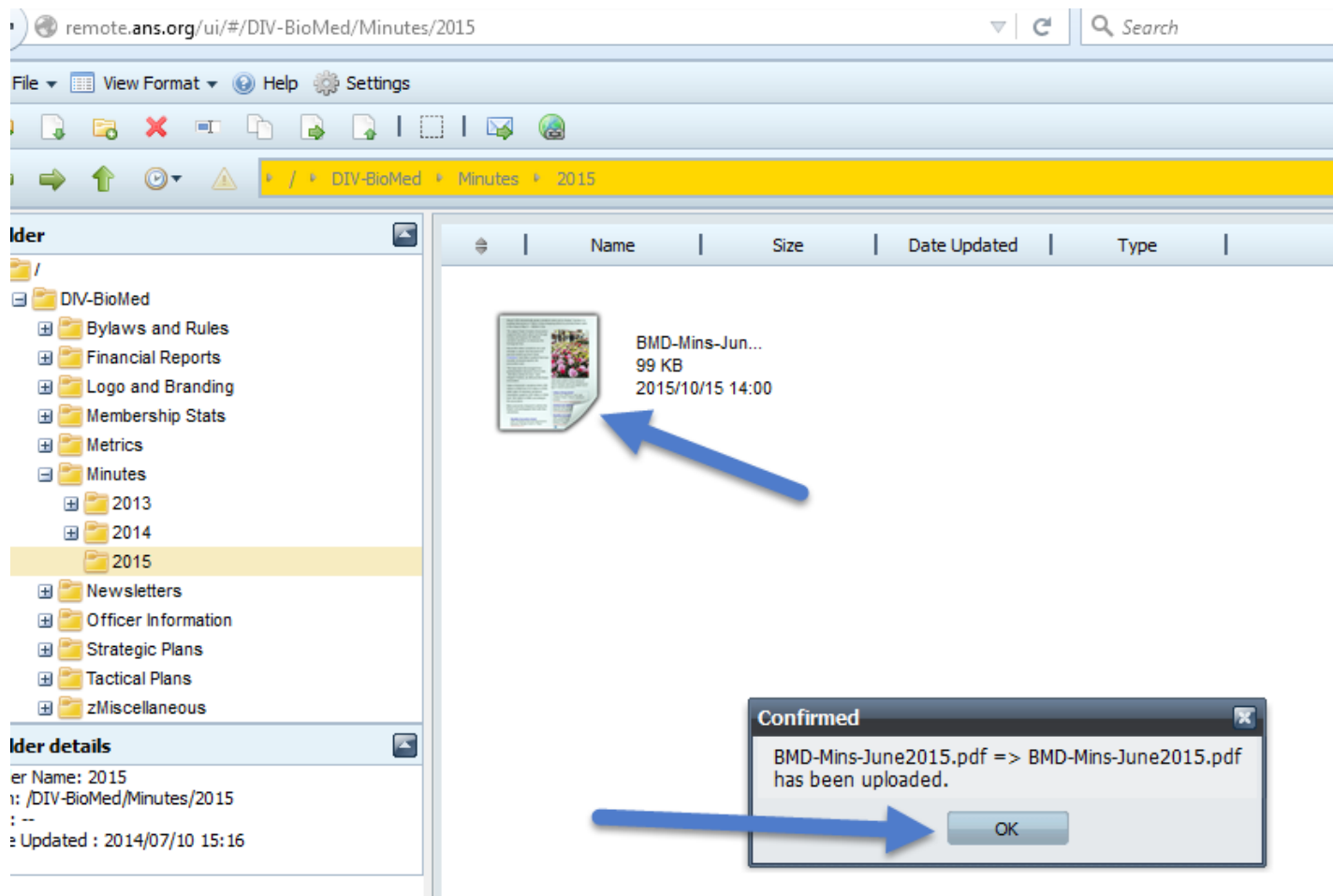
The screenshot shows a file management application window. The top menu bar includes 'File', 'View Format', 'Help', and 'Settings'. The address bar shows the path: / > DIV-BioMed > Minutes > 2015. The left sidebar displays a folder tree with 'DIV-BioMed' expanded, showing subfolders like 'Bylaws and Rules', 'Financial Reports', 'Logo and Branding', 'Membership Stats', 'Metrics', 'Minutes', 'Newsletters', 'Officer Information', 'Strategic Plans', 'Tactical Plans', and 'zMiscellaneous'. The '2015' folder under 'Minutes' is selected. The main content area shows a table with columns for 'Name', 'Size', 'Date Updated', and 'Type'. An 'Upload' dialog box is open in the foreground, featuring a 'File Name' input field with the placeholder 'Select a file.', a 'Browse' button, and a warning message: '\* File with over 2GB of size may not be able to be uploaded depending on the environment.' At the bottom of the dialog are 'Upload', 'Cancel', and 'Upload multiple files' buttons. A blue arrow points to the 'Browse' button.

Once you have chosen the file you want to upload and the filename appears, click on “Upload”.



The screenshot shows a web browser window at the URL `remote.ans.org/ui/#/DIV-BioMed/Minutes/2015`. The interface includes a navigation pane on the left with a tree view of folders: DIV-BioMed, Bylaws and Rules, Financial Reports, Logo and Branding, Membership Stats, Metrics, Minutes (2013, 2014, 2015), Newsletters, Officer Information, Strategic Plans, Tactical Plans, and zMiscellaneous. The 2015 folder is selected. The main content area displays a table with columns for Name, Size, Date Updated, and Type. An "Upload" dialog box is open in the foreground, showing the file name "BMD-Mins-June2015.pdf" in a text field with a "Browse" button. Below the text field is a warning message: "\* File with over 2GB of size may not be able to be uploaded depending on the environment." At the bottom of the dialog are three buttons: "Upload", "Cancel", and "Upload multiple files". A blue arrow points to the "Upload" button.

Your file will upload to the folder and a “confirmation” will appear.  
Click on “OK”.

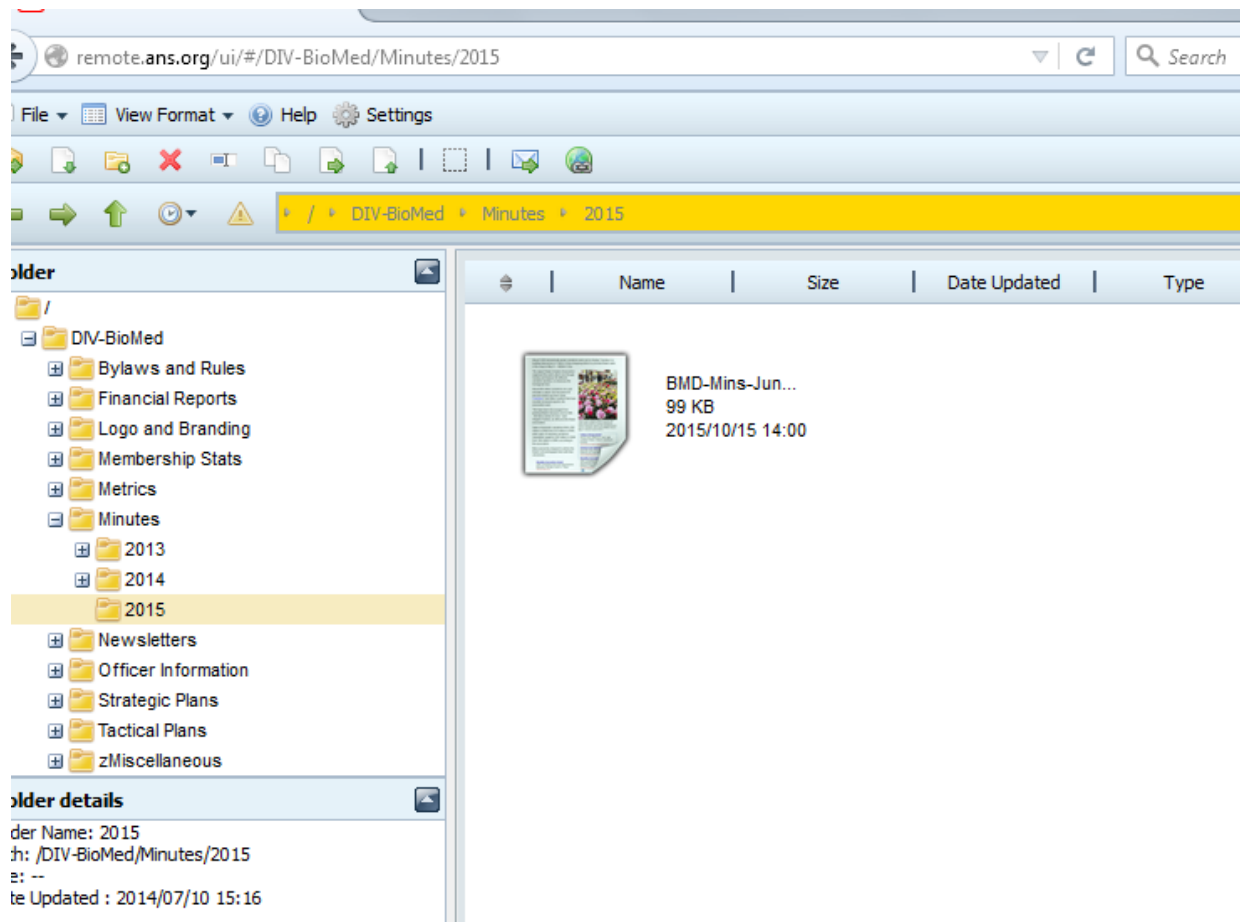


The screenshot shows a web browser window displaying a file manager interface. The address bar shows the URL `remote.ans.org/ui/#/DIV-BioMed/Minutes/2015`. The interface includes a menu bar with options like 'File', 'View Format', 'Help', and 'Settings'. A navigation pane on the left shows a tree view of folders, with '2015' selected under 'Minutes'. The main content area displays a table with columns for 'Name', 'Size', 'Date Updated', and 'Type'. A file named 'BMD-Mins-Jun...' (99 KB, updated 2015/10/15 14:00) is listed. A blue arrow points to this file. In the bottom right corner, a 'Confirmed' dialog box is open, displaying the message: 'BMD-Mins-June2015.pdf => BMD-Mins-June2015.pdf has been uploaded.' A blue arrow points to the 'OK' button in the dialog box.

Name	Size	Date Updated	Type
BMD-Mins-Jun...	99 KB	2015/10/15 14:00	

**Confirmed**  
BMD-Mins-June2015.pdf => BMD-Mins-June2015.pdf has been uploaded.  
OK

The file is now ready to be shared with your current and future division officers.





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Don't forget to log out!

Be sure to use the archive system so that your historical information can be passed on to future division members.



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