



# VA | ITOPS

## SFFX

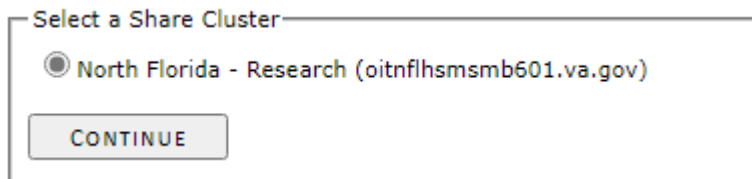
Shared Folder and File Exchange

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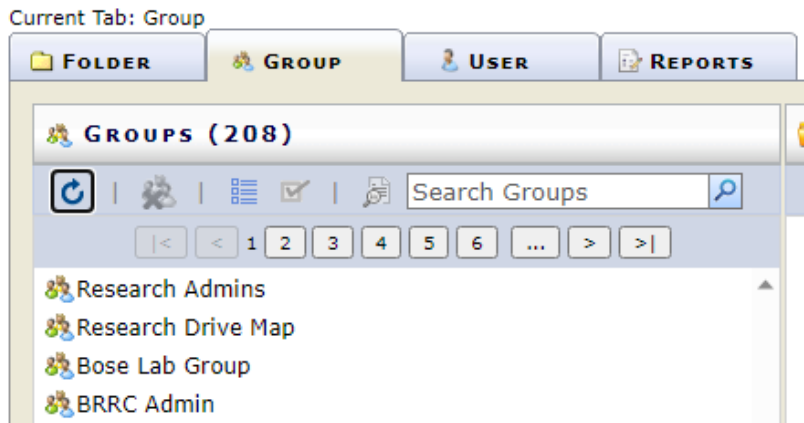
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- The link to SFFX is: <http://oitnflhmsffx01.v08.med.va.gov/sffx>
  - There are multiple ways to learn about SFFX. From a VA networked computer you can:
    1. View a 1-hour orientation video:  
\\r01scrhsmr01.r01.med.va.gov\ESL\_Services\Storage ESL\SFFXHelp\Videos\SFFXTraining.mp4
    2. And access other tutorial documents and videos:  
\\r01scrhsmr01.r01.med.va.gov\ESL\_Services\Storage ESL\SFFXHelp
    3. When logged into SFFX, there is a “Help” tab under “Actions” on the right side of the screen. The contents of the Help tab change based on which SFFX section you are viewing. You will have access to specific “How-To” tutorials, as well as the full User Manual.
  - A crucial concept with SFFX is that permissions are granted to groups, not to individuals (though technically a group could have just one member). Therefore, when configuring permissions it is important to think about creating groups of users who all share the same permissions.
  - SFFX can grant permissions independently for the top three levels of the folder structure. All subfolders under Level 3 will adopt the permissions of Level 3 (see the section on Understanding Folder Levels).
  - The site administrators (David Clark, Michael Merritt, Helen Vaillancourt), can assign a “manager” role to Principal Investigators and other approved personnel. Managers can add and remove users from their own folders, and set read/write privileges.
  - If a group is only being granted ‘write’ permission at a Level 2 or 3 folder, then you should also grant the group ‘read’ permissions to the higher level folder(s). This will prevent a situation where folders or files that are accidentally misplaced to a higher level become invisible to the group.
  - When creating a new group, under the “Volume Share” field choose Research. It actually doesn’t matter, but Research is the logical choice.

## Adding or Removing Personnel in SFFX (Shared Folder and File eXchange)

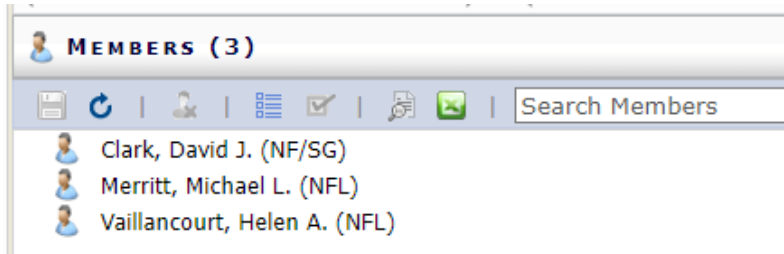
1. Go to SFFX website at <http://oitnflhmsmffx01.v08.med.va.gov/sffx>
2. Select “North Florida - Research” and then click “Continue”.




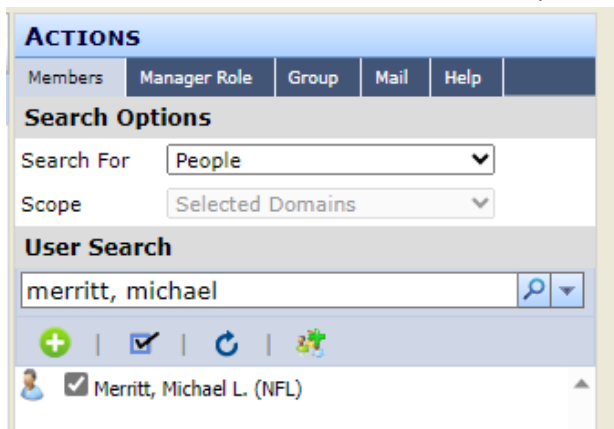
3. Click “Group” tab and search for the group you want to edit. Click on group name to select it.




4. Current persons in this group will show in the “Members” pane (bottom middle) once the group is selected. **If you wish to add people, continue to Step 5. To remove people, go directly to Step 8.**

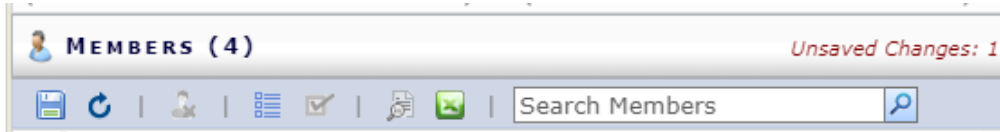


5. **To add a new person to a group:** In the “Actions” pane (top right), type the name of the person you wish to add. In the list of results, check the box next to that person’s name, then click the “plus”  button to add them.




6. You MUST save changes to the group after adding a person. No changes are actually registered until after you save.

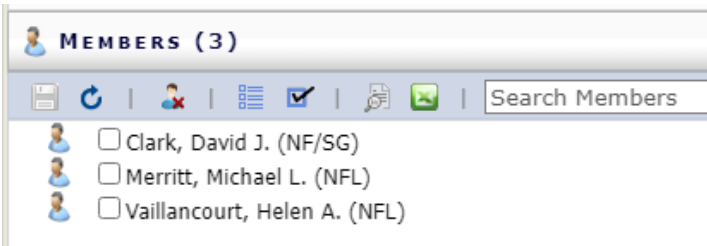
Go back to the “Members” pane (bottom middle). You should see a note indicating unsaved changes. Click the  icon to save the changes.




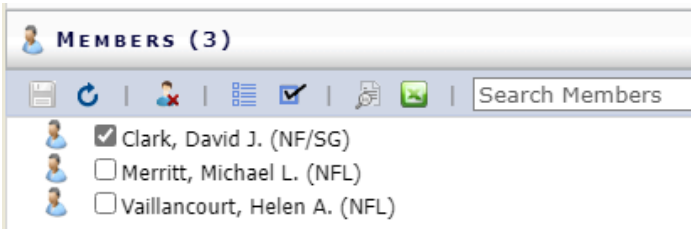
7. You will be asked to confirm changes. If confirmed, you will receive an alert listing the changes that were applied. **After applying changes, the new group member has been added. You may make additional changes or exit SFFX.**




8. **To remove a person from a group:** In the “Members” pane (bottom middle), click the “Show/Hide Checkboxes”  icon to show boxes next to each person’s name.



9. Find the name of the person you wish to remove (you can use the Search box to help with this in large groups). Check the box next to that person’s name. Next, click the “Remove Checked”  icon to remove the selected person(s).

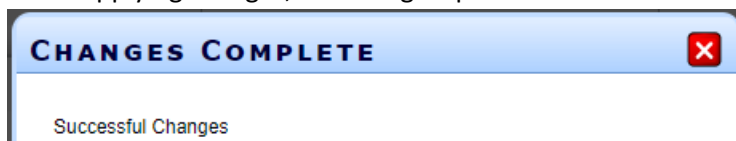


10. You MUST save changes to the group after adding a person. No changes are actually registered until after you save.

Go back to the “Members” pane (bottom middle). You should see a note indicating unsaved changes. Click the  icon to save the changes.



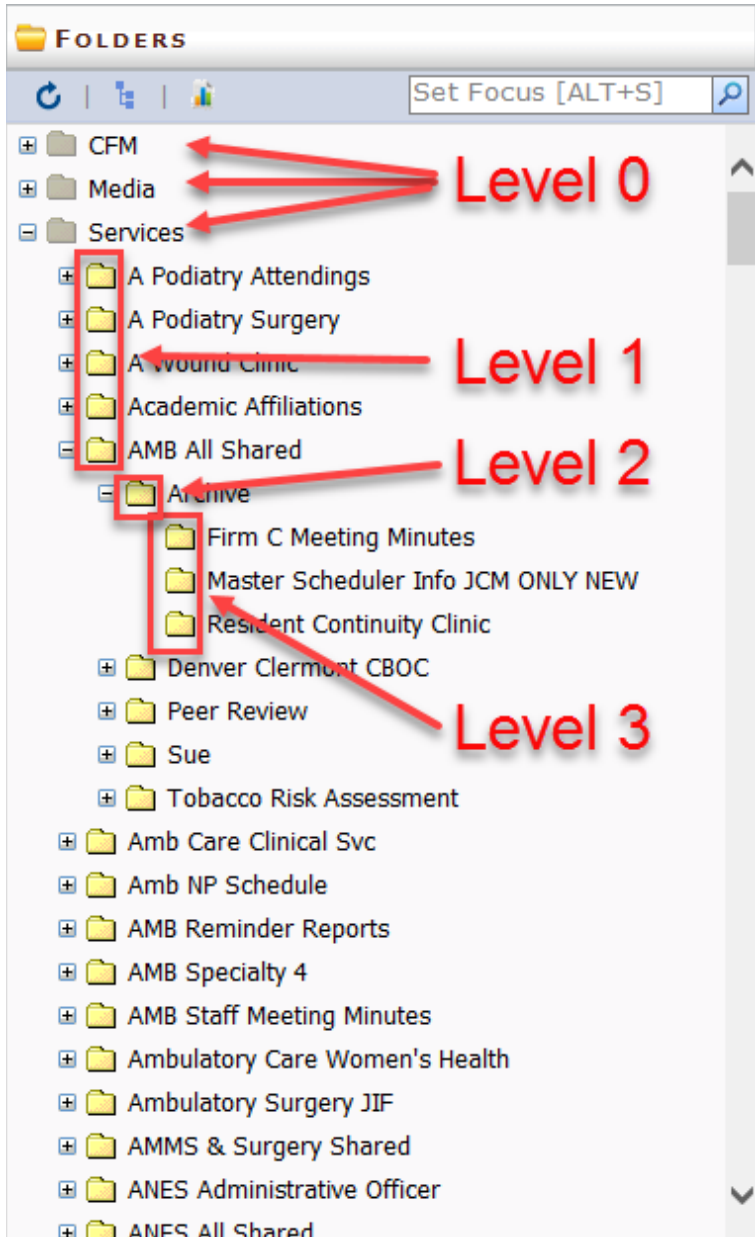
11. You will be asked to confirm changes. If confirmed, you will receive an alert listing the changes that were applied. **After applying changes, the new group member has been added. You may make additional changes or exit SFFX.**



# Understanding folder levels

Folder levels refer to the depth at which the folder is located within the folder structure.

- **Level 0:** Root Share. These are not editable through SFFX
- **Level 1:** Have a quota (a maximum capacity or size) assigned to them. Request them to be created via a Service Now ticket
- **Level 2:** Can have unique permission and can be created by you via SFFX or in Windows Explorer
- **Level 3:** Can have unique permission and created by you via SFFX or in Windows Explorer.
- **Level 4 and below:** Inherits permissions from parent level 3 folder. These folders are not managed in SFFX and can only be created in Windows Explorer.





## VA | ITOPS SFFX Shared Folder and File Exchange

### What is SFFX and why do we use it?

- If you have access to a server, a file access system is being rolled out and your site may have it. Here are details.
- The Shared Folder and File Exchange (SFFX) is a VA developed and maintained web application for managing shared user data access and security.
- Folder management allows you to create folders that are restricted (e.g., only those in your group approved for a particular study can have access) and open folders to people outside of your group, even at other VAs for data sharing.
- It gives local data owners (e.g., the ACOS, the PI's, the HRPP personnel) the ability to alter security permissions to shared data without having to elicit help from local OI&T resources.
- To do that, you have to take an easy training and get approval locally.
- SFFX allows managers to assign folder access to local users and those at other VISNs.
- Each service can elect one or more persons to perform this administrative role thereby cutting down the amount of time and energy needed to keep the data safe.
- By giving the data owners this ability they have much greater control of how and by whom their data is accessed.
- SFFX has been adopted as the standard means by which shared data will be managed and is currently in the process of being deployed at every site across the country.
- SFFX is a website console that controls your site's server access. This is configured by OIT ESL Storage team.