



## VA | ITOPS SFFX Shared Folder and File Exchange

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

- 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.
- 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.

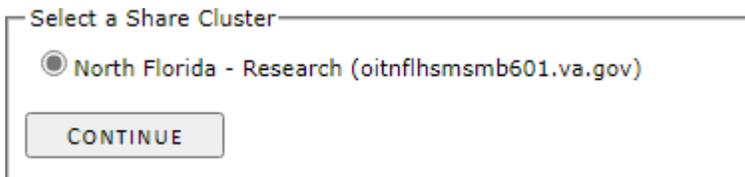
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## General Information and Tips

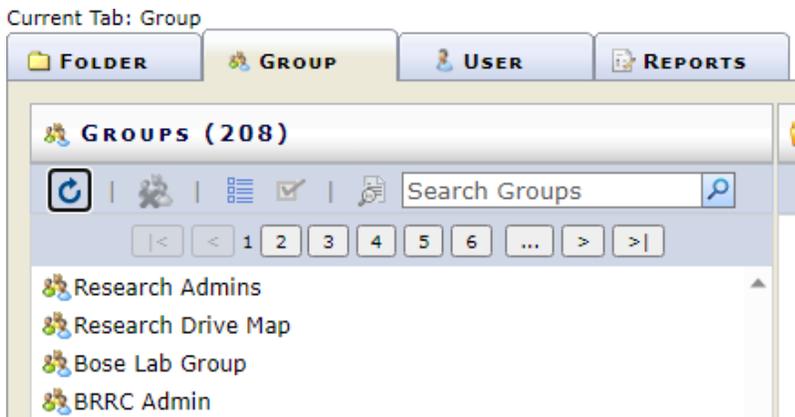
- The link to SFFX is: <http://oitnflhmsffx01.v08.med.va.gov/sffx>
- The purpose of SFFX is to control who can access each folder on the R drive. SFFX is not used for creating folders or organizing files. It is exclusively for controlling folder access permissions. A crucial concept with SFFX is that 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.
- The Research Service webpage contains video tutorials for using SFFX, such as creating and editing groups and managing folder access. Instructions for adding or removing a group member are also shown below. This is the most common action that is performed in SFFX. Also, 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.
- IMPORTANT! - 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, Yi Zhang), can assign a “group manager” role to Principal Investigators and other approved personnel. Managers have the ability to add and remove users from their group.
- When creating a new group, under the “Volume Share” field choose Research.
- If you want a group to have ‘write’ permission at a Level 2 or 3 folder, then you must also grant them permissions (typically read or list access) to the higher level folder(s). Here is a description of what different folder access levels mean:
  - Write – If a group is granted “write” access to a folder, they will be able to create, edit, save, delete, and download files that are within that folder.
  - Read – If a group is granted “read” access to a folder, they will be able open and download files that are within that folder.
  - List – If a group is granted “list” access to a folder, they will be able to see the list of files within the folder, but will NOT be able to open the files.

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

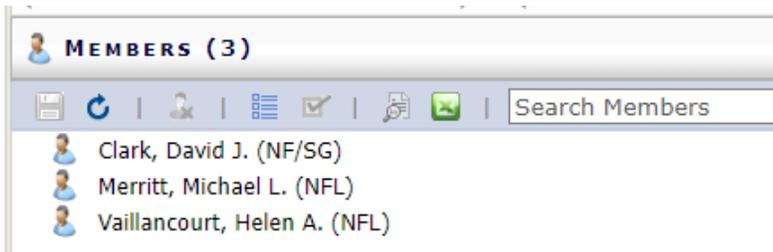
1. Go to SFFX website at <http://oitnflhmsmffx01.v08.med.va.gov/sffx>
2. Select “North Florida - Research” and then click “Continue”.



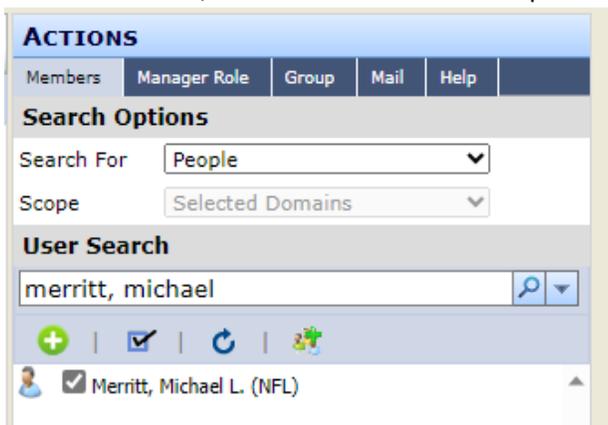
3. Click “Group” tab and search for the group you want to edit. Click on group name to select it.



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.**

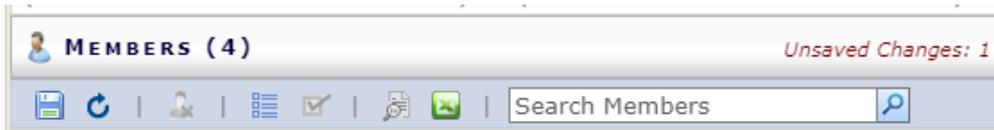


5. **To add a new person to a group:** In the “Actions” pane (top right), type the name of the person you wish to add. In the list of results, check the box next to that person’s name, then click the “plus”  button to add them.



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

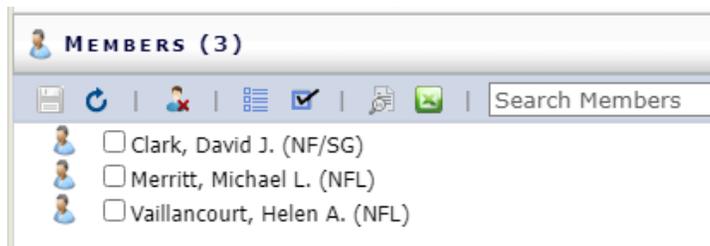
Go back to the “Members” pane (bottom middle). You should see a note indicating unsaved changes. Click the  icon to save the changes.



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.

