

Using Box

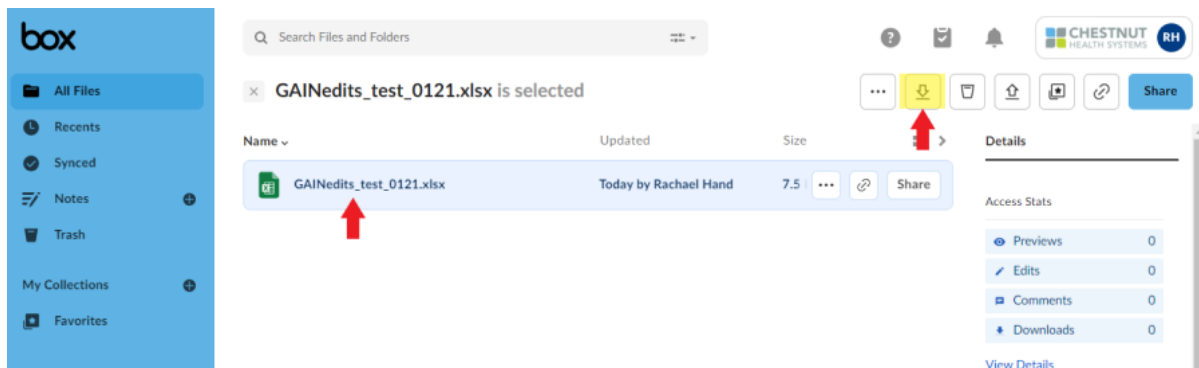
Box.com is a quick, secure and user friendly service for file exchange. Nothing is needed to install on your computer. Instead, each user is required to set up a user account with the website (similar to setting up a free email account). We recommend using either Google Chrome or Mozilla Firefox to access Box.

Your data team lead will send you an invite to view your agency's specific Box folder. The invite will come directly from Box (noreply@box.com). Click on the link in the invitation and follow the on screen directions to set up an account. Your login will be the email address used to contact you here; your password will be one you set up in the system. *Note: Chestnut will not have access to your password, only the specific folder(s) we have created to share files with you.* Once your account is set up, you will be redirected to your site folder on Box. We recommend bookmarking that page in your web browser for quick access in the future. The data team will also include this link in the GAIN Edit notification emails sent out each month.

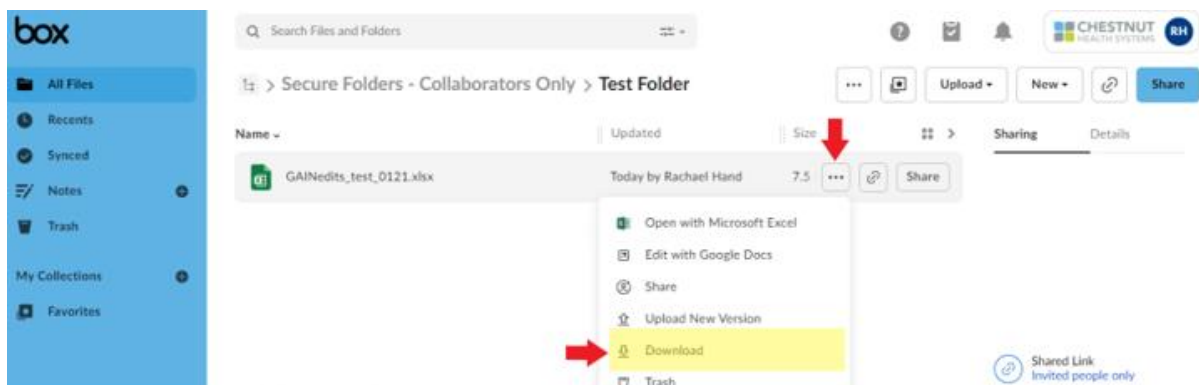
Once you have logged into Box, you will see your agency's folder with your specific files (SPSS data files, GAIN Edits, etc). *If you do not see these files, ensure you are in your agency's folder and not at your home page.*

To download a file from Box:

Option 1: Select the file and click the Download button.



Option 2: Select the button to the right of the file with three dots. Clicking on this will bring up a number of options. Choose Download.

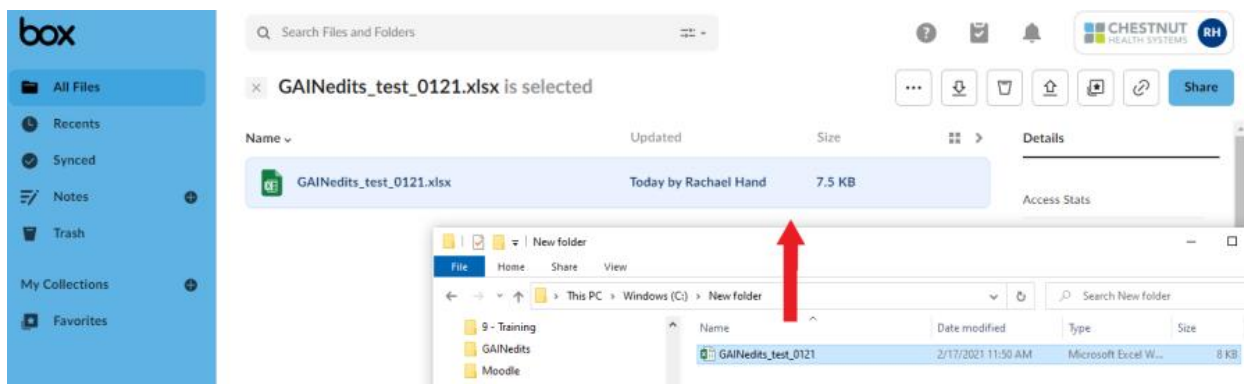


Once the file has downloaded to your computer, navigate to where the file was downloaded to, open the GAIN Edits file, and begin your review/updates.

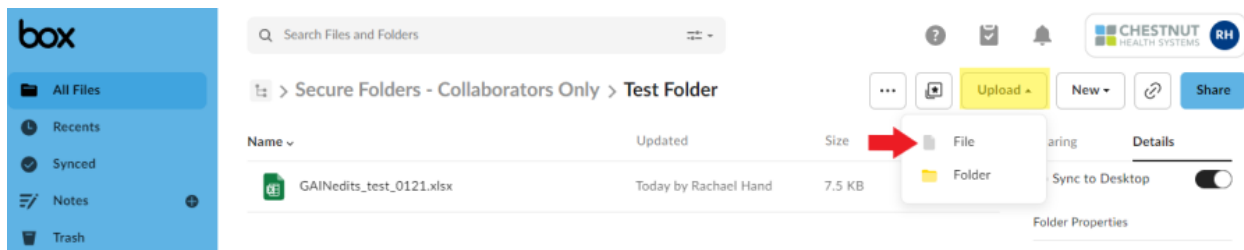
When you have finished making all updates in GAIN ABS based on the GAIN Edits file, save the Edits file as **GAINedits_yoursiteID_MMY_reply.xls**.

To upload a file to Box:

Option 1: Log into Box and navigate to your agency's folder. Drag the file from your file folder on your computer to your site folder on Box.

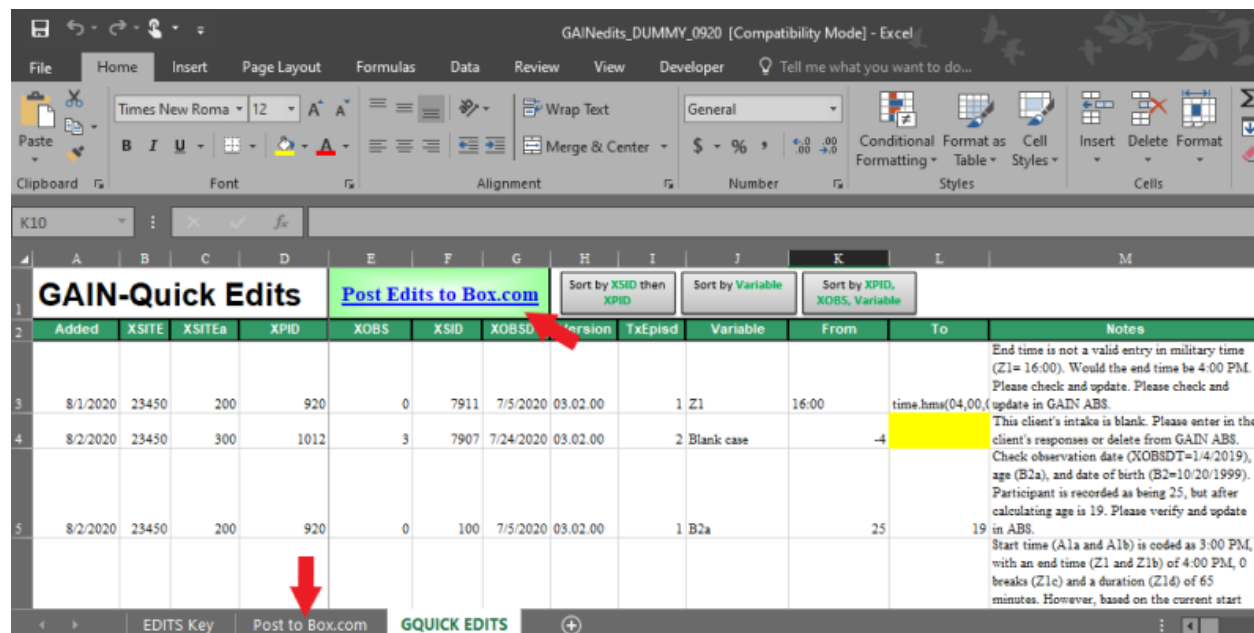


Option 2: Choose the Upload button, then files, and navigate to where the GAIN Edit reply file is saved on your computer.



Option 3: Using the link found in your GAIN Edits file

Your GAIN Edits file will include a direct link to your agency's Box account. To use this link, you will need to have your security setting to "Enable all macros." Once you have finished updating the GAIN Edits for your agency and are ready to post your file, simply click on the link at the top of the GAIN Edits page – **Post Edits to Box.com** (see image below). This will navigate you to a tab in the GAIN Edits file called **Post to Box.com**.



On this tab, you will see instructions and helpful reminders about the process. A button has been added named **Save File**. This will save a copy of your completed GAIN Edits with the appropriate naming convention (_reply) in the **same location** as where you have been working on the file.

A new window will open to that location, making it easier for you to drag and drop your file onto the Box site. The **Post to Box.com** tab will now also list out the path location for easy access to navigate to the file if needed, or to copy/paste in the upload window on Box.

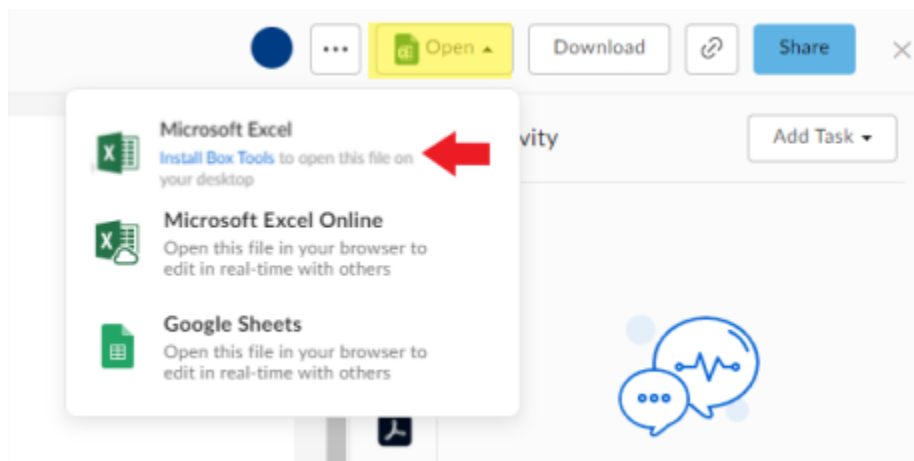
You can then click on the **Post File To Box.com** link, which will automatically navigate to your program specific folder on Box (you will need to log in at this point if you aren't already) and you can drag and drop your file to complete the posting process.

	A	B	C	D	E	F	G	H	I	J	K			
1	Posting GAIN Edits to Box.com													
2														
3														
4	Posting Instructions:													
5		Use the following instructions to post your GAIN Edit Reply file to your Box.com folder												
6														
7	1)	Click the button to the right to save you GAIN Edit reply file with the appropriate file name, and open the folder location:							Save File					
8		Current file location: C:\New folder\												
9														
10	2)	Click the link to the right to navigate to your Box.com shared folder.							Post File to Box.com					
11														
12	Drag your GAIN Edit reply file 'GAINEdits_7900_0121_Reply.xls' from your computer													
13	3)	folder to the Box.com page.												
14														
15	Send notification email to DataSubmit@chestnut.org letting us know that your file has been posted. Your subject line should be													
16	4)	"SYT-ED SiteID Agency Name - Reply File Posted"												
17														
18														
19												Contact Information:		
20		If you have any questions, please contact: DataSubmit@chestnut.org												
21														

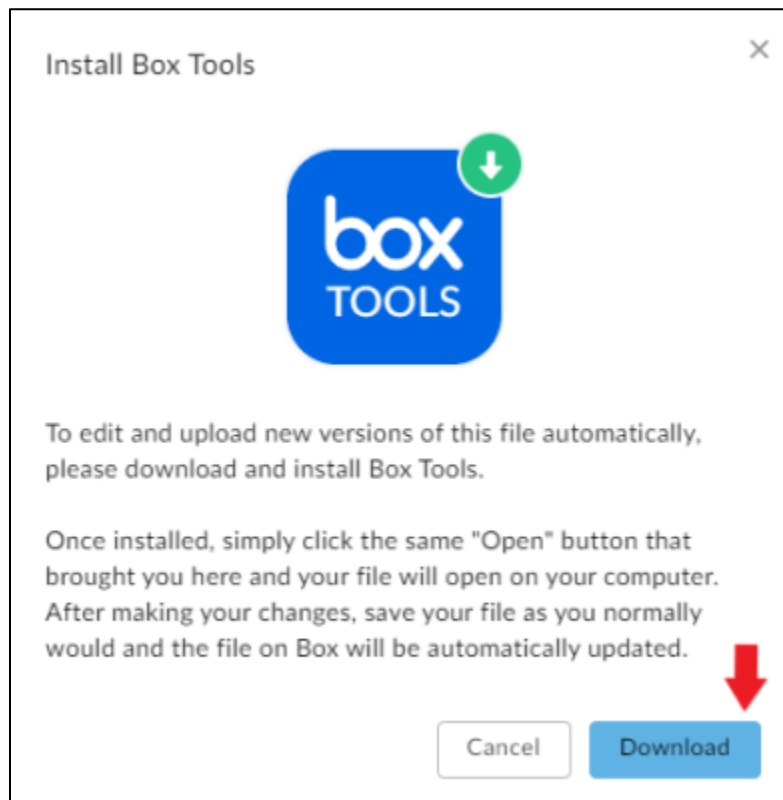
Option 4: Using Box Tools

Box Tools allows you to open your GAIN Edits file in your Box folder and make updates directly. There is no need to download the file to edit or re-upload once you are finished. Anytime the file is saved, Box Tools will automatically upload the latest version of the file. (This works with other files as well, such as Word documents, SPSS, etc).

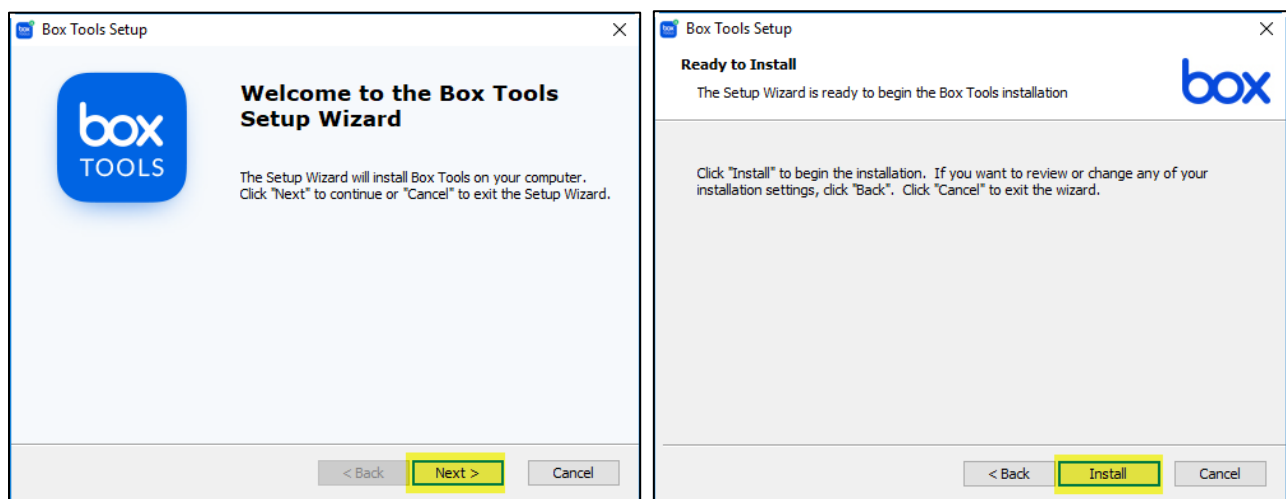
To set up Box Tools, double click the file you wish to edit. When you preview the file, click on the **Open** option in the top right hand corner.



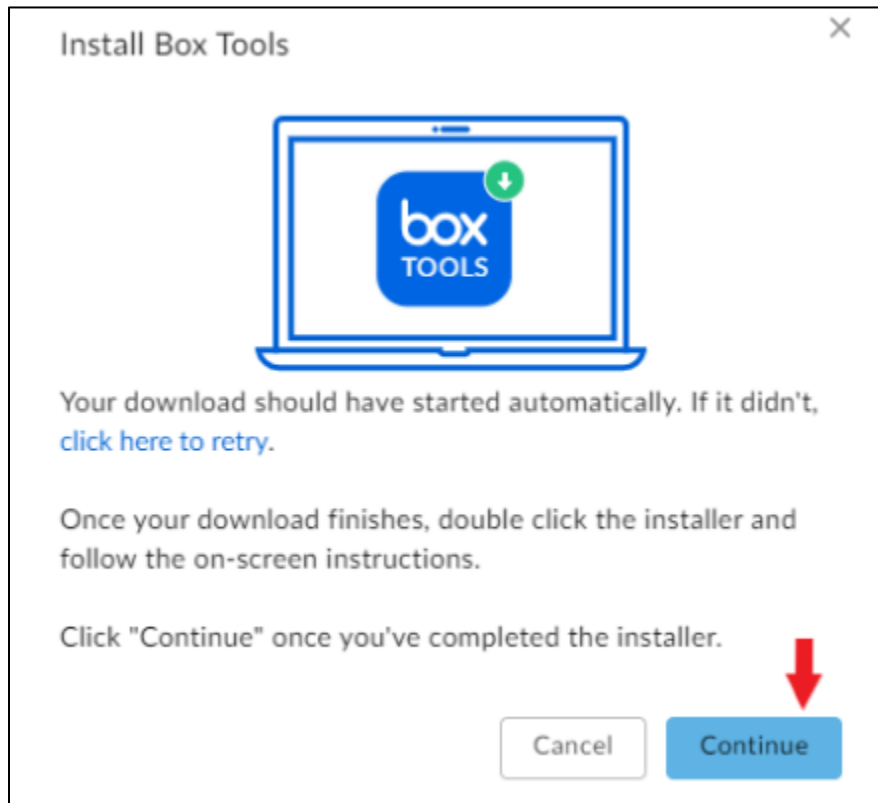
Select **Install Box Tools**. A pop-up will appear asking you to install Box Tools. Choose the **Download** button.



Once your download finishes, double click the installer and the **Box Tools Setup Wizard** will appear. Follow the on screen instructions.

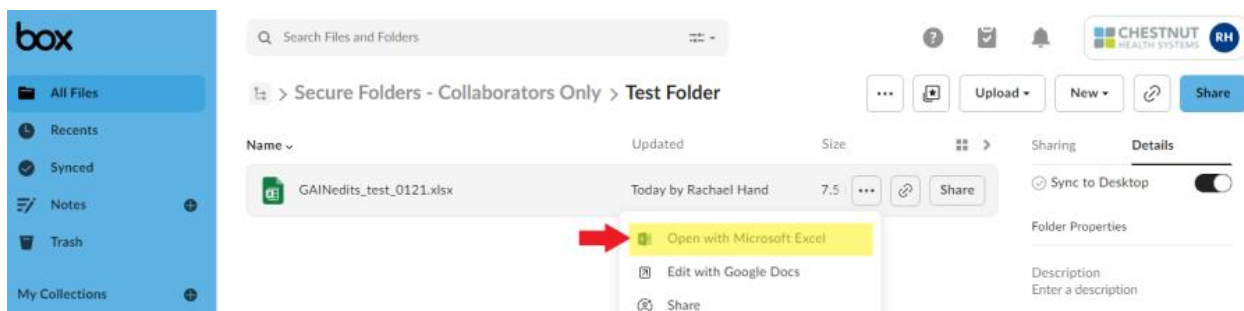


Then select **Continue**.

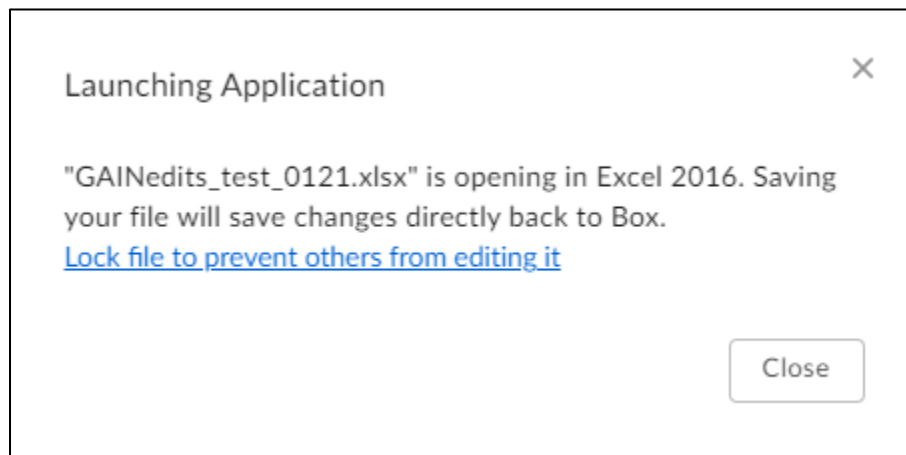


Once the Box Setup is complete, you should see a new option when accessing your GAIN Edits file. Depending on the file type, the "Open with" option may change.

If you do not see this option, (for example, if you only see **Edit**), close and re-open your browser. If using Google Chrome, you will need to allow pop ups for Box Tools to work.



When you choose **Open with Excel**, a message will pop up letting you know any changes will be automatically uploaded to Box. If multiple staff have access to the Box folder, an option to **Lock file** is available.



Box FAQ's:

Our first line of information security is that the files we share with you through Box are free of any client identifying information (name, SSN, etc.), so no personal health information (PHI) is being shared. We do not export any confidential data from your program's assessments so that there are no files outside of the GAIN ABS system on our end that can connect a client to their ID number. The only files that are generally posted to Box by us are GAIN Edit files and SPSS Analytic data files (without confidential data).

Box also offers a higher level of security by using user specific logins instead of a group login. Chestnut controls who has access to each Box folder, and can see who is accessing the files.

Box is considered HIPAA and HITECH compliant and has been approved by our internal HIPAA compliance officer. If you would like more information on Box, you can see their FAQ at <https://support.box.com/hc/en-us/articles/360044194833-Box-HIPAA-and-HITECH-Overview-and-FAQ>.