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

1. Go to SFFX website at http://oitminhsmsffx01.v23.med.va.gov/SFFX/Select.aspx

2. Select "Research" and then click "Continue".
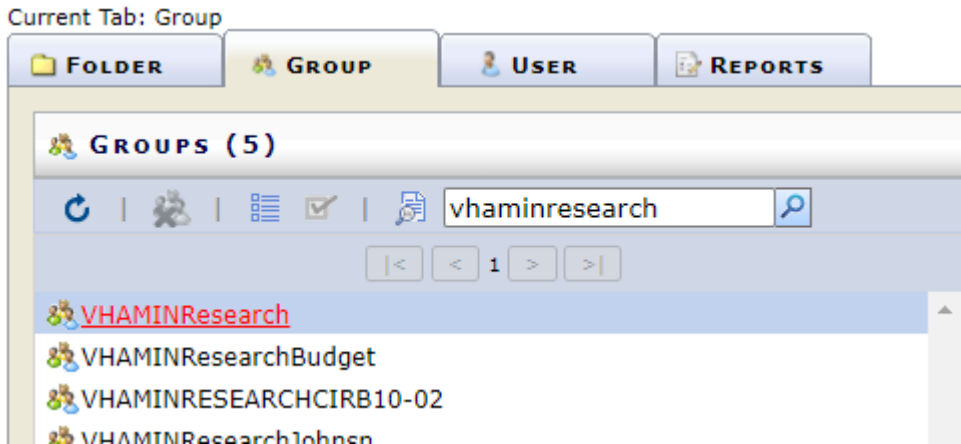
    ┌─ Select a Share Cluster ─────────────────────────
    │
    │   ○ Minneapolis VA HCS (oitminhsmsmb602.va.gov)
    │
    │   ● Research (oitminhsmsmb602.va.gov)
    │
    │   ┌──────────────┐
    │   │ CONTINUE   │
    │   └──────────────┘
    │

3. Click "Group" tab (top left pane) and search for the group you want to edit. Click on group name to select it.

    Current Tab: Group

📁 FOLDER	🐜 GROUP	👤 USER	📄 REPORTS

    🐜 GROUPS (5)

    ⟳ | 🐜 | ☰ | ☑ | 📰 | vhaminresearch | 🔍
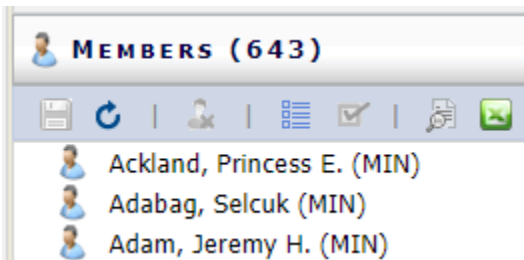
    |< | < | 1 | > | >|

    🐜 VHAMINResearch
    🐜 VHAMINResearchBudget
    🐜 VHAMINRESEARCHCIRB10-02
    🐜 VHAMINResearchIohnsn

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.**
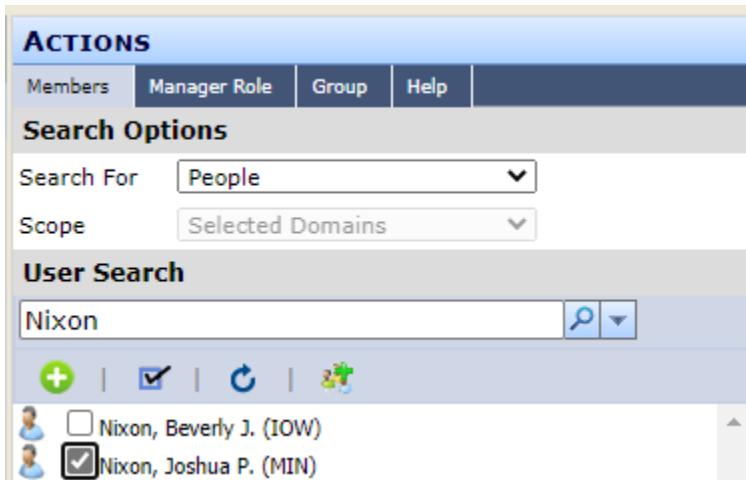
    👤 MEMBERS (643)

    💾 ⟳ | ✂ | ☰ | ☑ | 📰 📗

    👤 Ackland, Princess E. (MIN)
    👤 Adabag, Selcuk (MIN)
    👤 Adam, Jeremy H. (MIN)

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 green ➕ button to add them.

    ACTIONS

Members	Manager Role	Group	Help

    Search Options

    Search For   People ▼

    Scope   Selected Domains ▼

    User Search

    Nixon   🔍 ▼

    ➕ | ☑ | ⟳ | 🏃
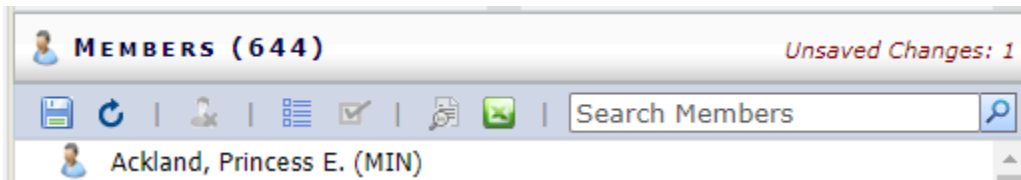
    👤 ☐ Nixon, Beverly J. (IOW)
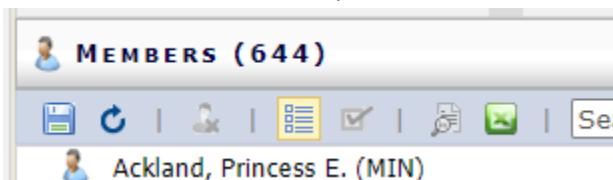   👤 ☑ Nixon, Joshua P. (MIN)

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.
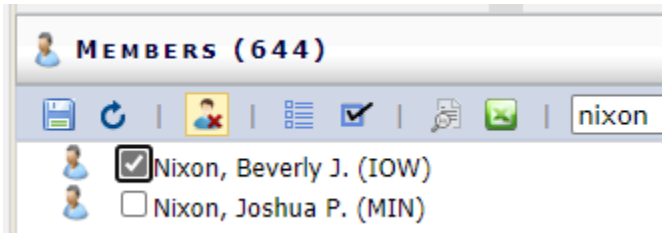

7. You will be asked to confirm changes. If confirmed, you will receive an alert listing the changes that were applied. **After applying changes, the new group member has been added. You may make additional changes or exit SFFX.**


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 removing a person. No changes are actually registered until after you save. You should see a note at the top of the "Members" pane indicating unsaved changes. Click the 💾 icon to save the changes.
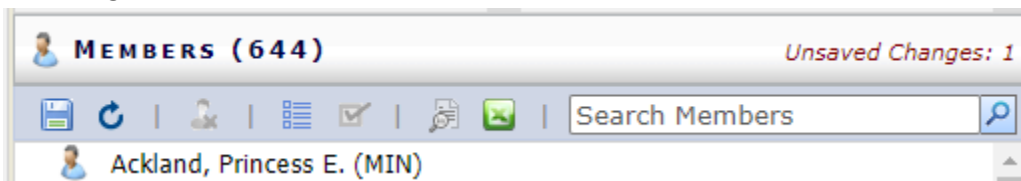
11. You will be asked to confirm changes. If confirmed, you will receive an alert listing the changes that were applied. **After applying changes, the group member has been removed. You may make additional changes or exit SFFX.**