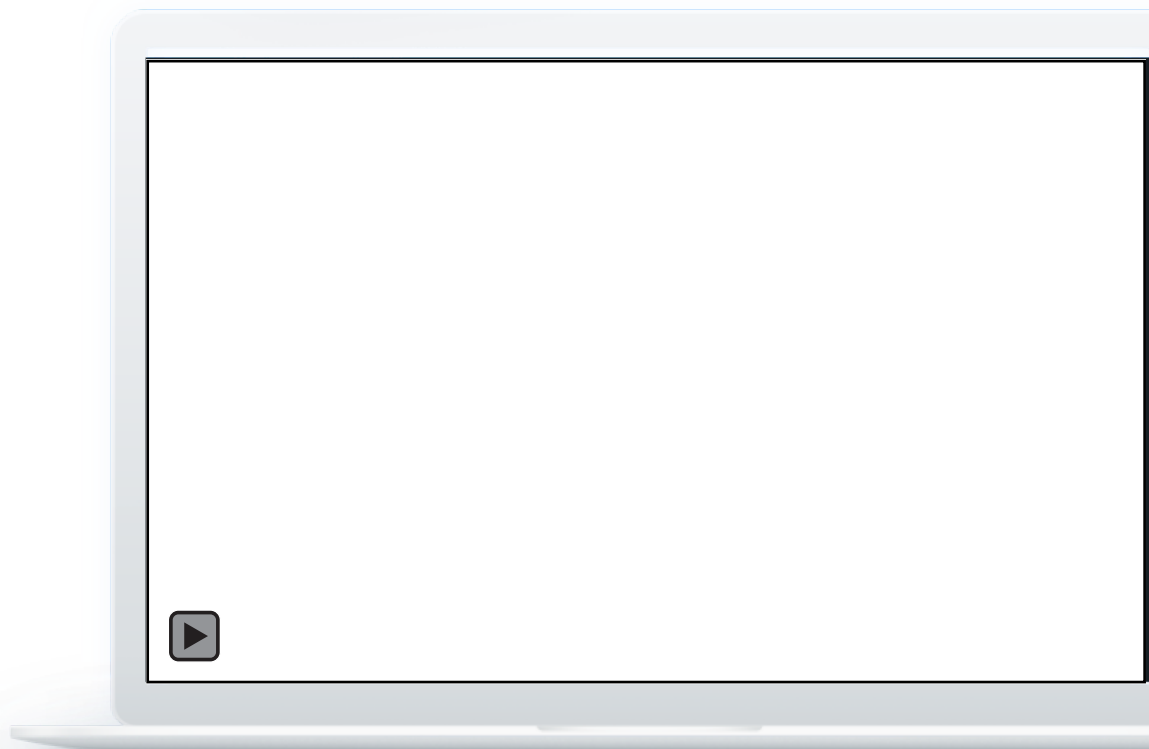




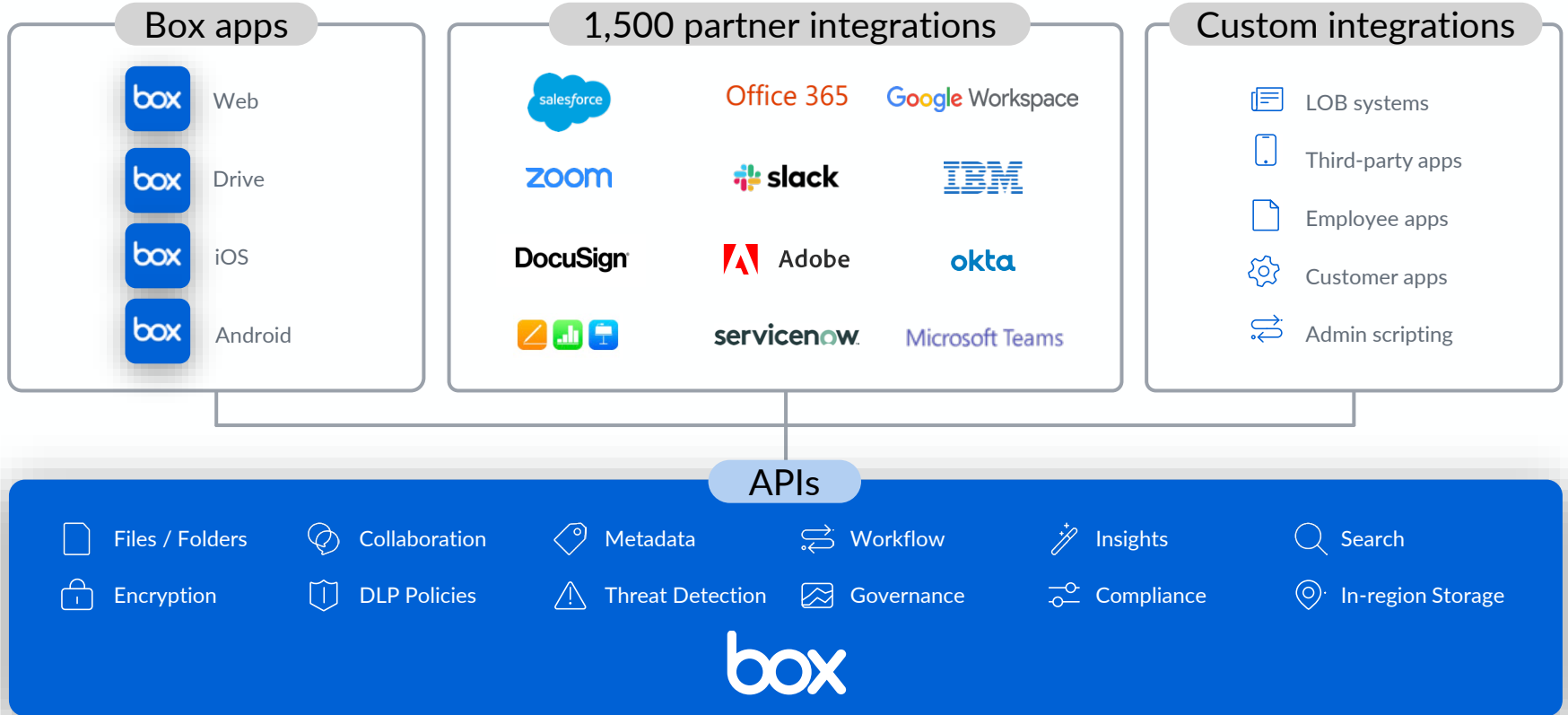
Using Box at UNMC

Getting started / refresher,
advanced tips & Q&A

8/10/2022



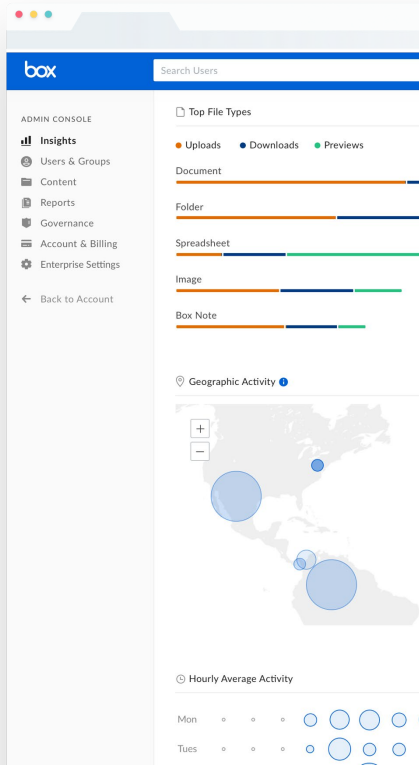
One platform that works securely with any app, on any device



Infrastructure



Capabilities



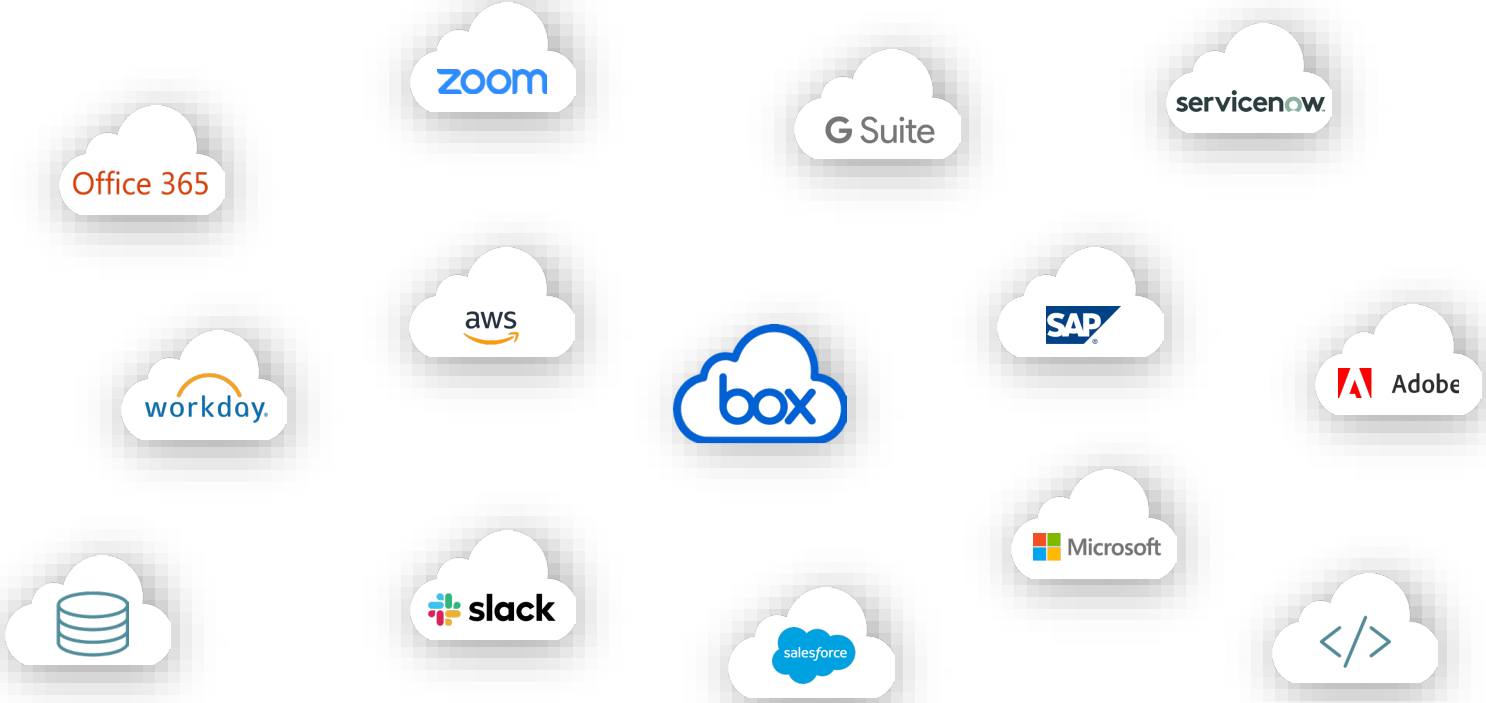
Compliance



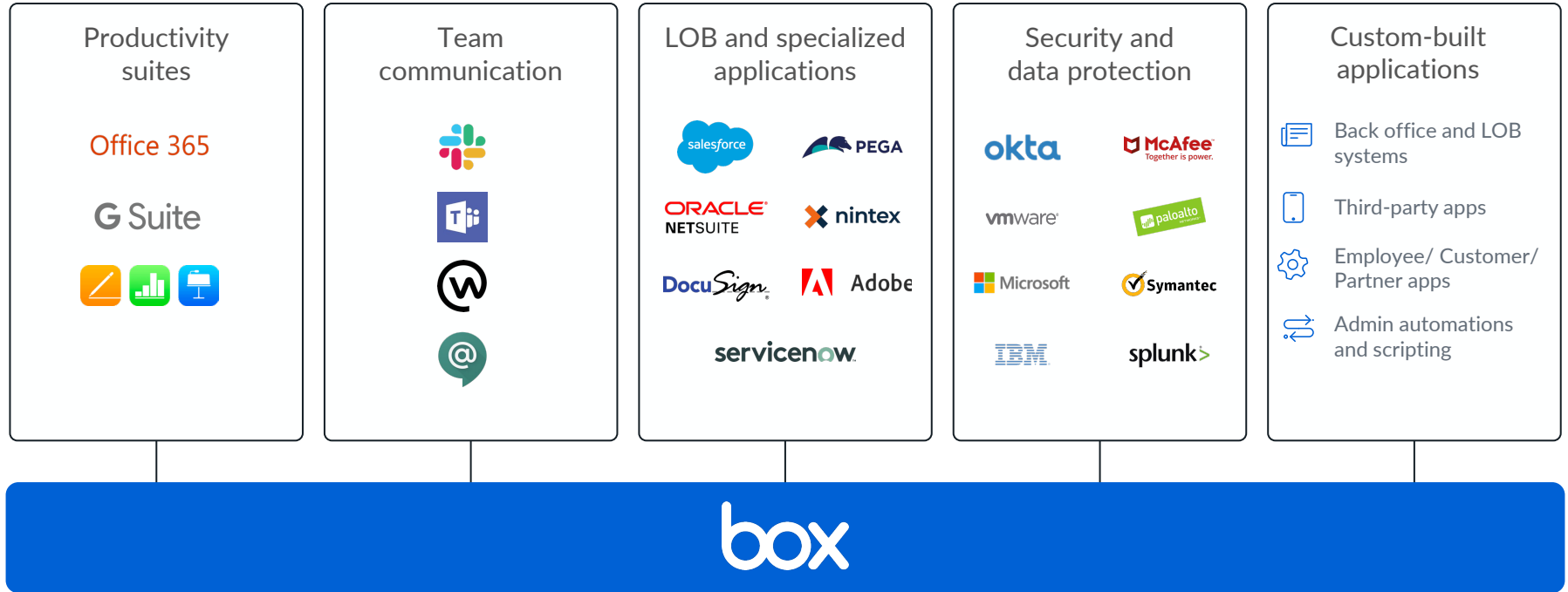
Partners



Our business processes now extend to many clouds



Box is the only platform that unifies content across your apps and systems

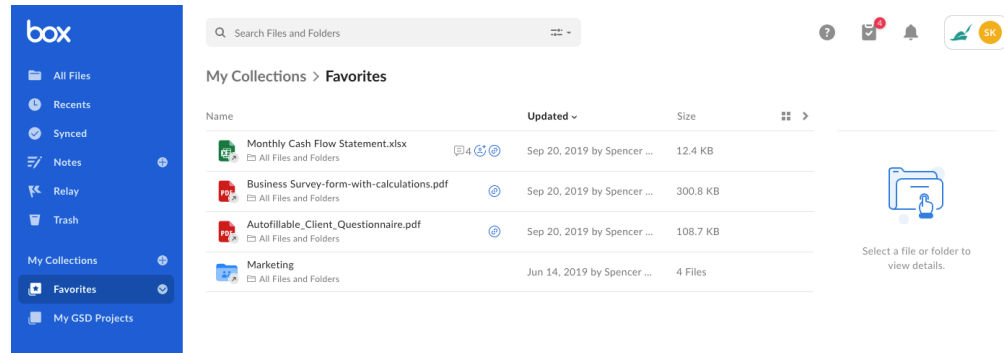
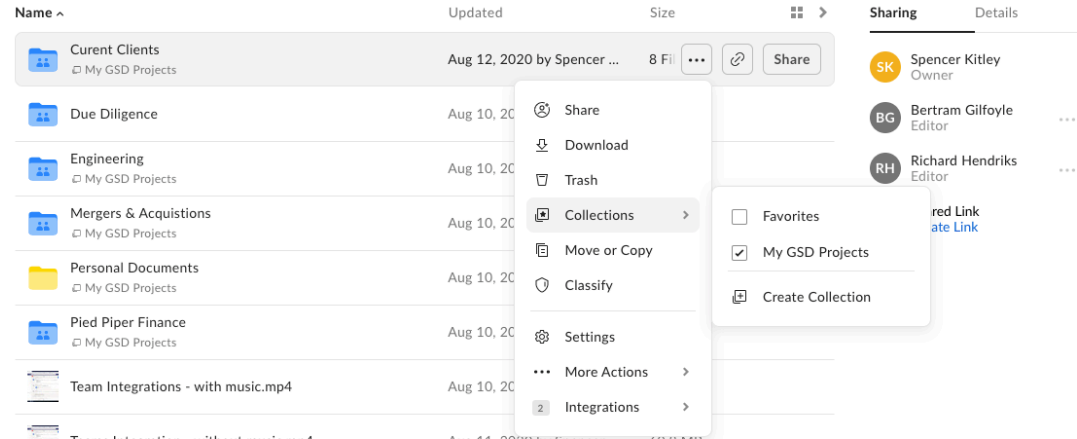




General

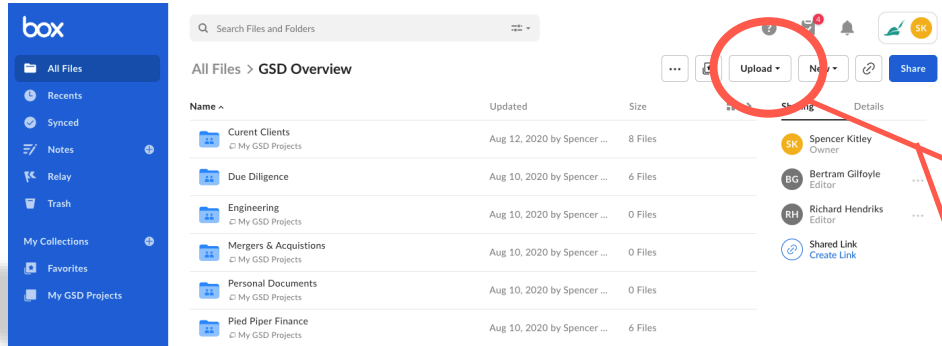
Favorites & Collections

- Create shortcuts to commonly used files to avoid the need to search or navigate through folders
- Create Collections to group content in the way you prefer

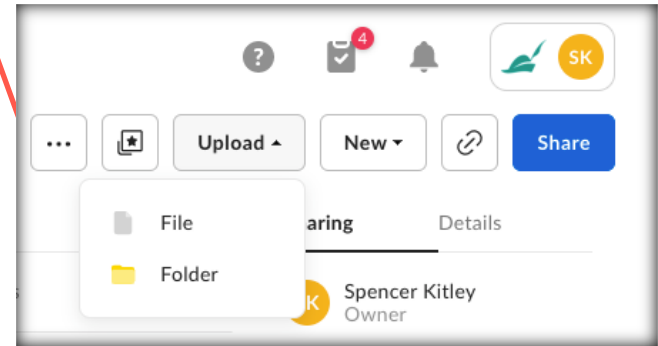


How to use Box

Upload to Box with the file browser



1. Click **Upload** in the upper-right hand corner.
2. Select **Files** or **Folders**, depending on what you'd like to upload.
3. Select the file(s) or folder you'd like to upload.
4. You can select multiple files for upload by holding the **Command** or **Control** key (Mac or Windows) while selecting files. You can only select one folder at a time for upload.
5. Click Open or Upload.





Folder Structure Best Practices

Box Folder Structure Basics

Functionality Review

Content Ownership	<ul style="list-style-type: none">• Content in Box is owned by one user account• Whichever account owns a top level root folder owns all the content in that folder
Access Control	<ul style="list-style-type: none">• Users are granted access to content by being added as a collaborator to a folder – this applies for internal as well as external users• Every end user's "All Files" or "Root" view of Box will look different
Waterfall Permissioning	<ul style="list-style-type: none">• The permissions you grant a user will trickle down from the point of invitation to all folders and content beneath

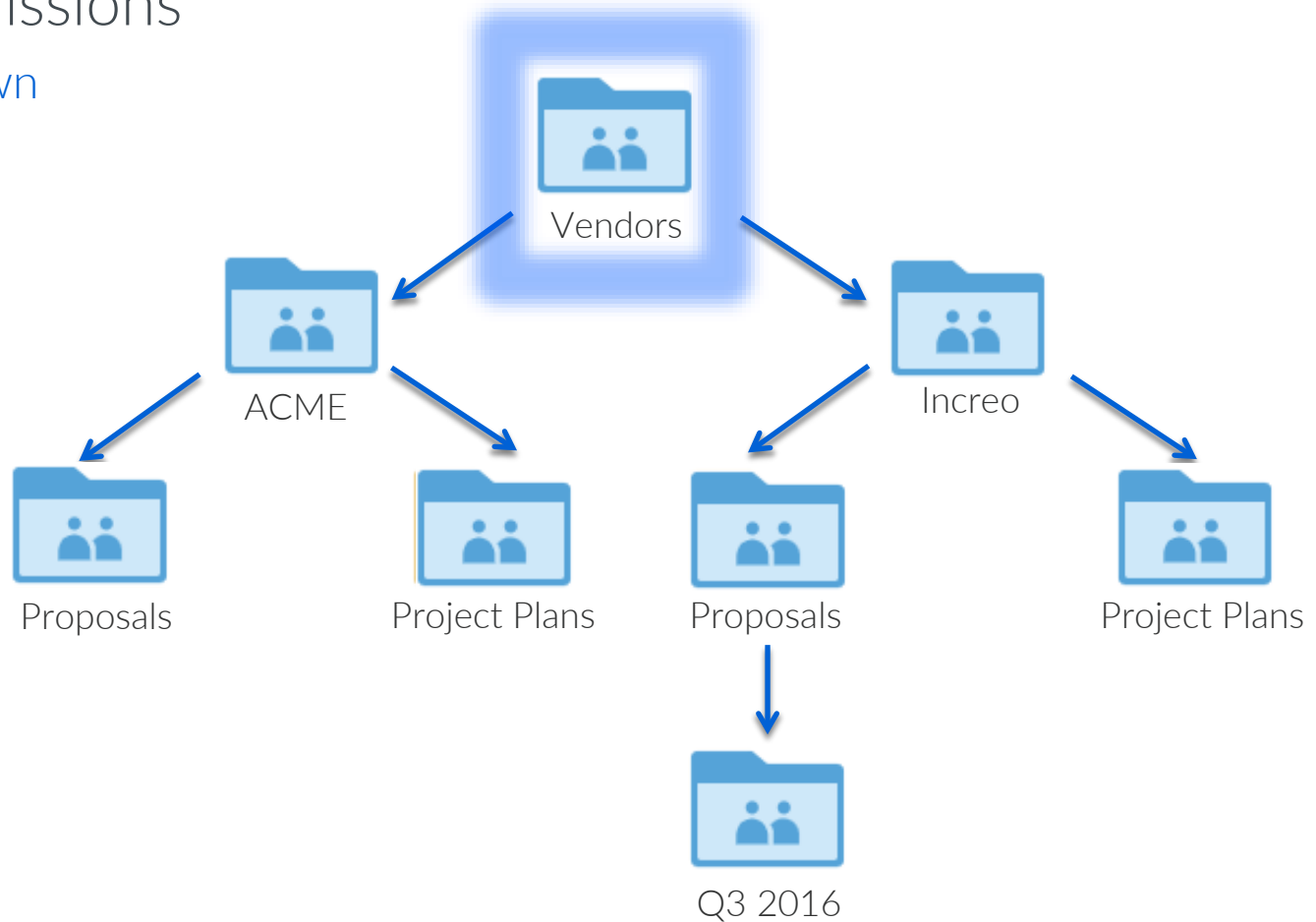
Waterfall Permissions

Access Trickles Down



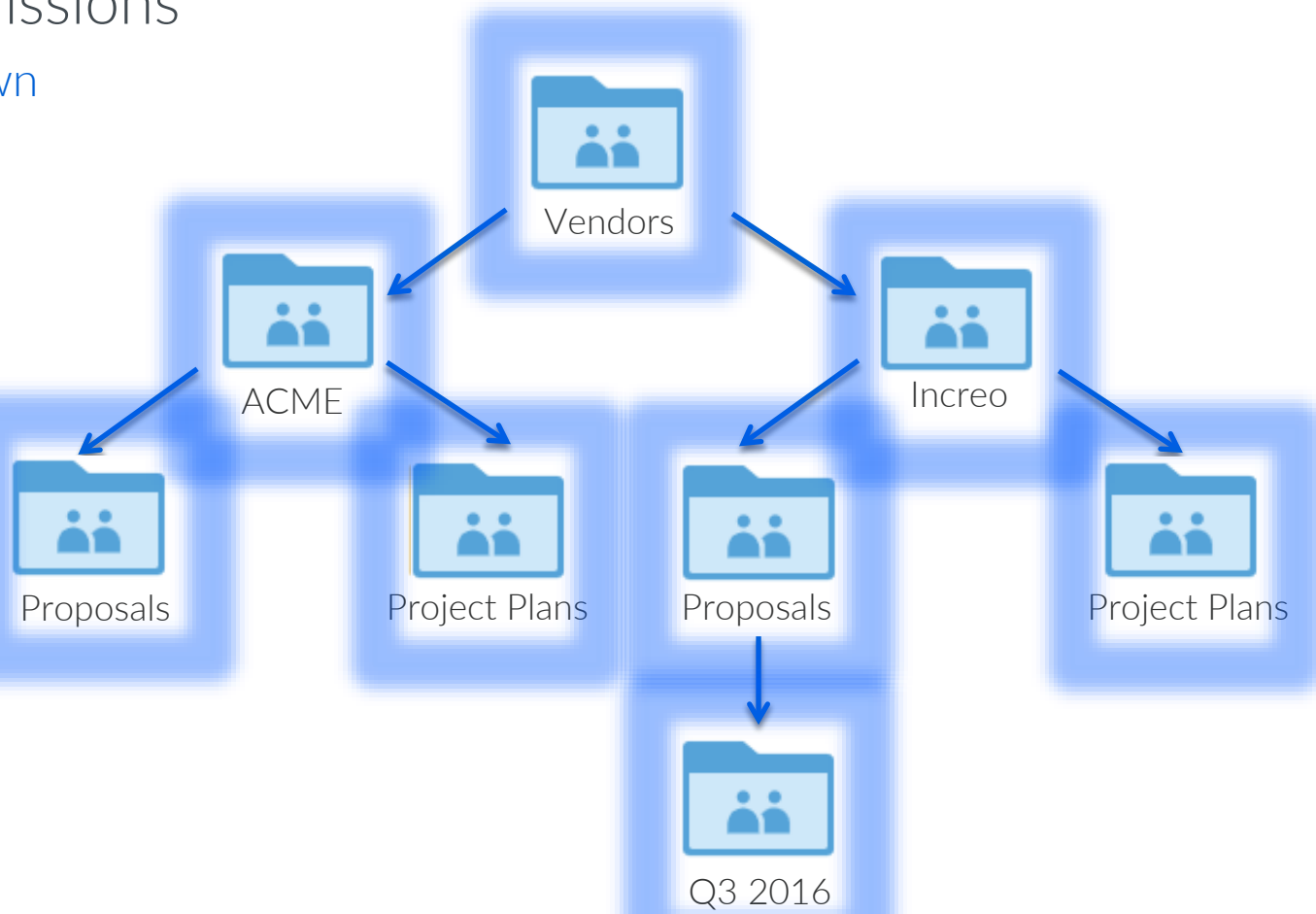
Waterfall Permissions

Access Trickles Down



Waterfall Permissions

Access Trickles Down



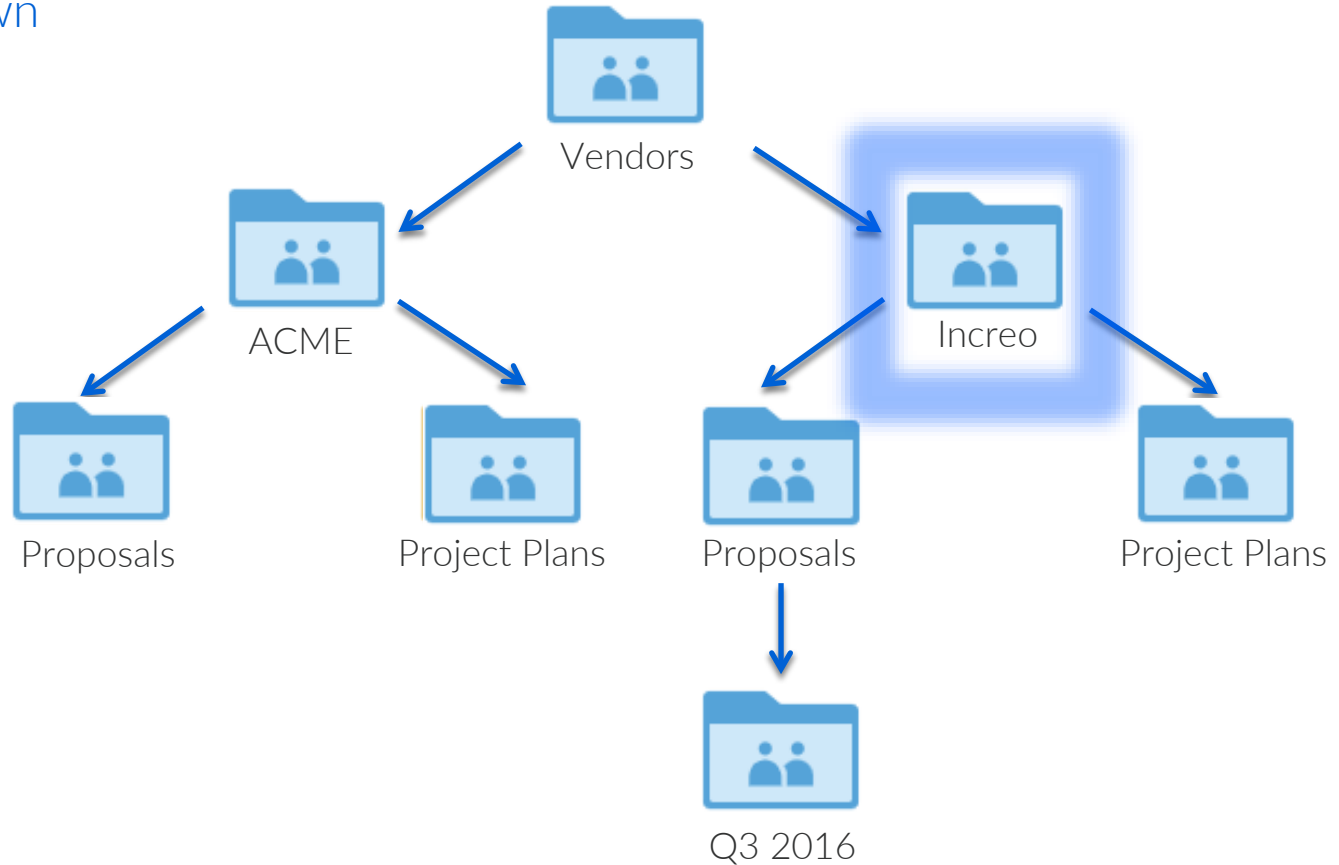
Waterfall Permissions

Access Trickles Down



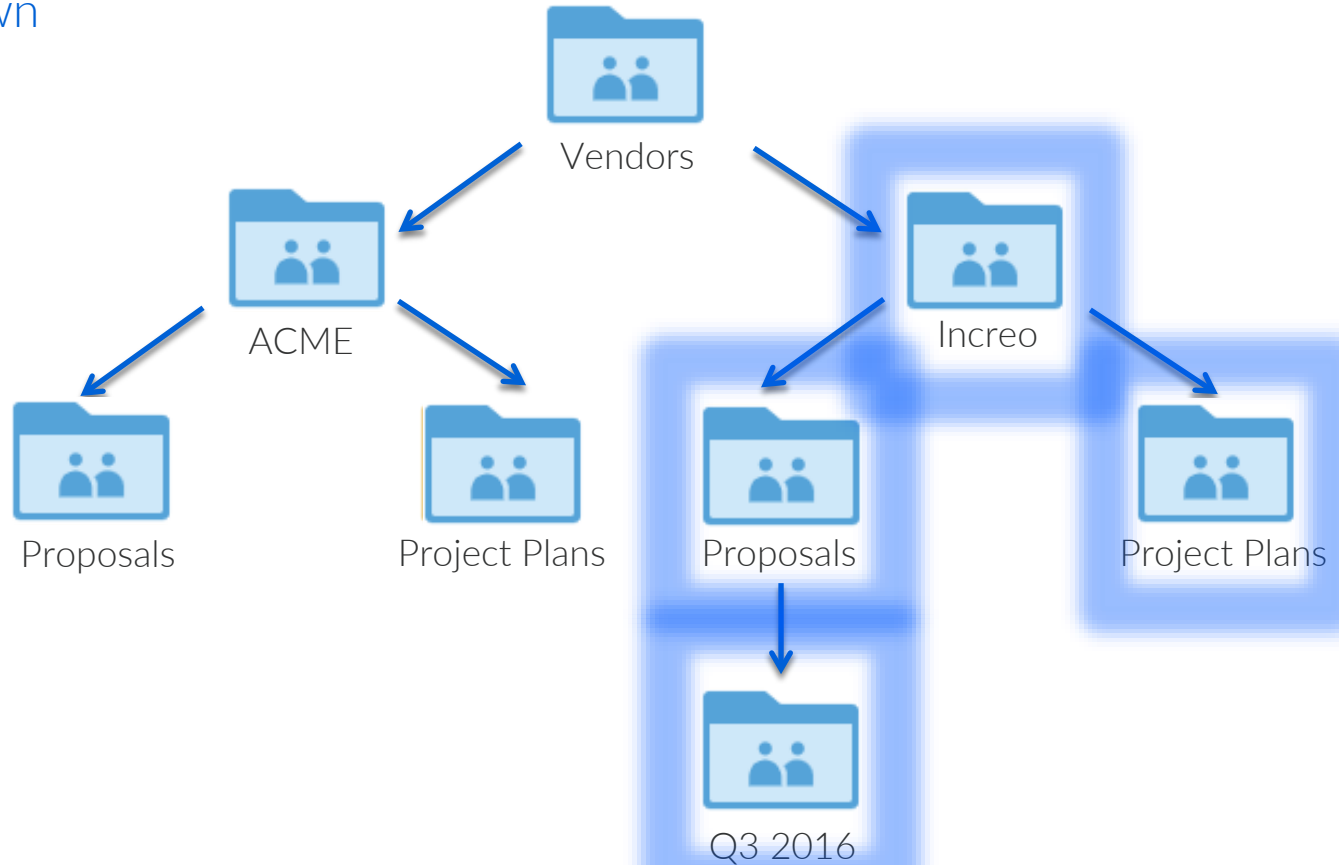
Waterfall Permissions

Access Trickles Down



Waterfall Permissions

Access Trickles Down



Folder Structure Best Practices

- **Ensure naming conventions are extremely clear**
 - Users will be invited into all of these folders at different points
- **Keep the structure as flat as possible**
 - No more than 4 layers deep
- **Everyone's root will look different**
 - Reduce the number of folders users are invited into individually
- **Private vs Public content, Internal vs External content**

Folder Level Security Settings

Locking things down at a more granular level

- Folder security settings only managed by folder owner/co-owner
- Security settings “trickle down” to subfolders
- Watermarking
- Restricting or limiting sharing

The screenshot shows the Box interface for a folder named 'GSD Overview'. A red box highlights the three-dot menu icon in the top right corner. A red arrow points from this icon to the 'Settings' option in the dropdown menu. Another red box highlights the user profile for 'Richard Hendriks, Editor' in the sharing list. Below the folder list, the 'Settings' dialog is open, showing various security options. A red handwritten note says 'Can be configured by Owners, Co-Owners only'.

All Files > GSD Overview

Name ^	Updated	Actions
Curent Clients My GSD Projects	Aug 12, 2020	Download Trash Move or Copy Classify
Due Diligence	Aug 10, 2020	Settings More Actions >
Engineering My GSD Projects	Aug 10, 2020	Integrations >
Mergers & Acquisitions My GSD Projects	Aug 10, 2020	

Sharing

- SK Spencer Kitley
Owner
- BG Bertram Gilfoyle
Editor
- Richard Hendriks**
Editor

Settings

Invitation Restrictions
Choose who can collaborate in this folder and how they can join.

- Only folder owners and co-owners can send collaborator invites
- Restrict collaboration to within Kitley Demo
- Allow anyone who can access this folder from a shared link to join as a collaborator

Allow users to join as: Editor

Commenting
Disable and hide comments on content in this folder.

- Disable commenting for this folder
Note: This also hides any comments that are currently in this folder.

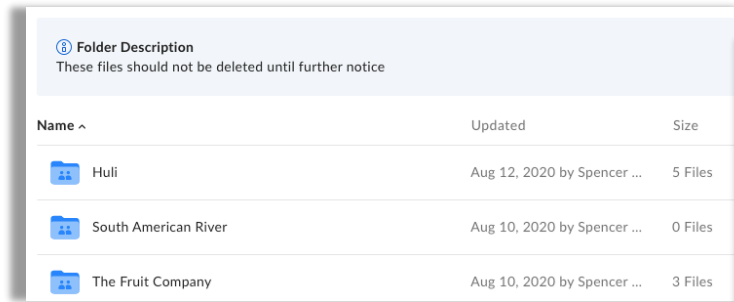
Shared Link Access
Restrict who can access this folder via shared links

- Only collaborators can access this folder via shared links

Can be configured by Owners, Co-Owners only

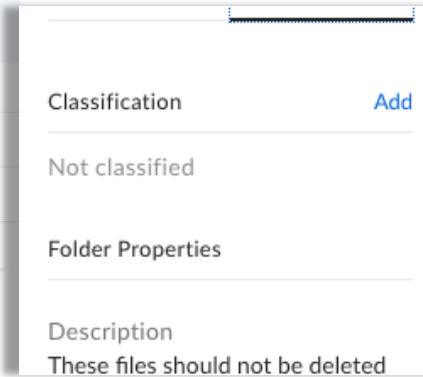
Folder and File Descriptions

- Add text to provide instructions to users on folder usage guidelines or general information
- Provide a description on individual files to give alerts or high level information
- Possible other policies or classifications



Folder Description
These files should not be deleted until further notice

Name ^	Updated	Size
Huli	Aug 12, 2020 by Spencer ...	5 Files
South American River	Aug 10, 2020 by Spencer ...	0 Files
The Fruit Company	Aug 10, 2020 by Spencer ...	3 Files

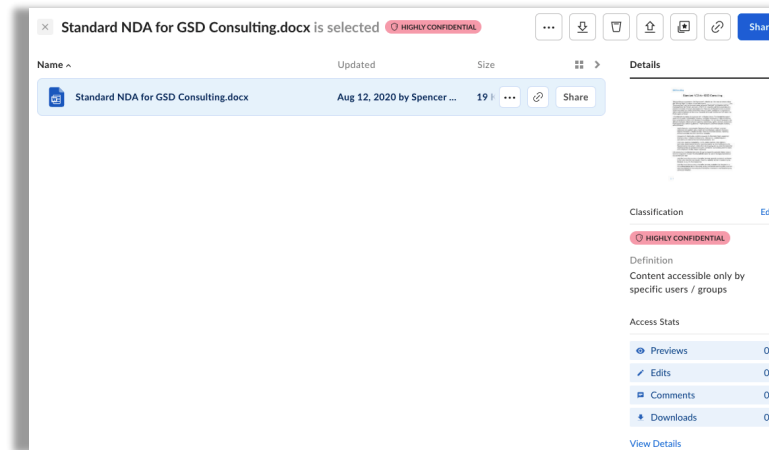


Classification [Add](#)

Not classified

Folder Properties

Description
These files should not be deleted



Standard NDA for GSD Consulting.docx is selected **HIGHLY CONFIDENTIAL** [Share]

Name ^	Updated	Size	Details
Standard NDA for GSD Consulting.docx	Aug 12, 2020 by Spencer ...	191	[Share]

Details

Classification [Edit](#)

HIGHLY CONFIDENTIAL

Definition
Content accessible only by specific users / groups

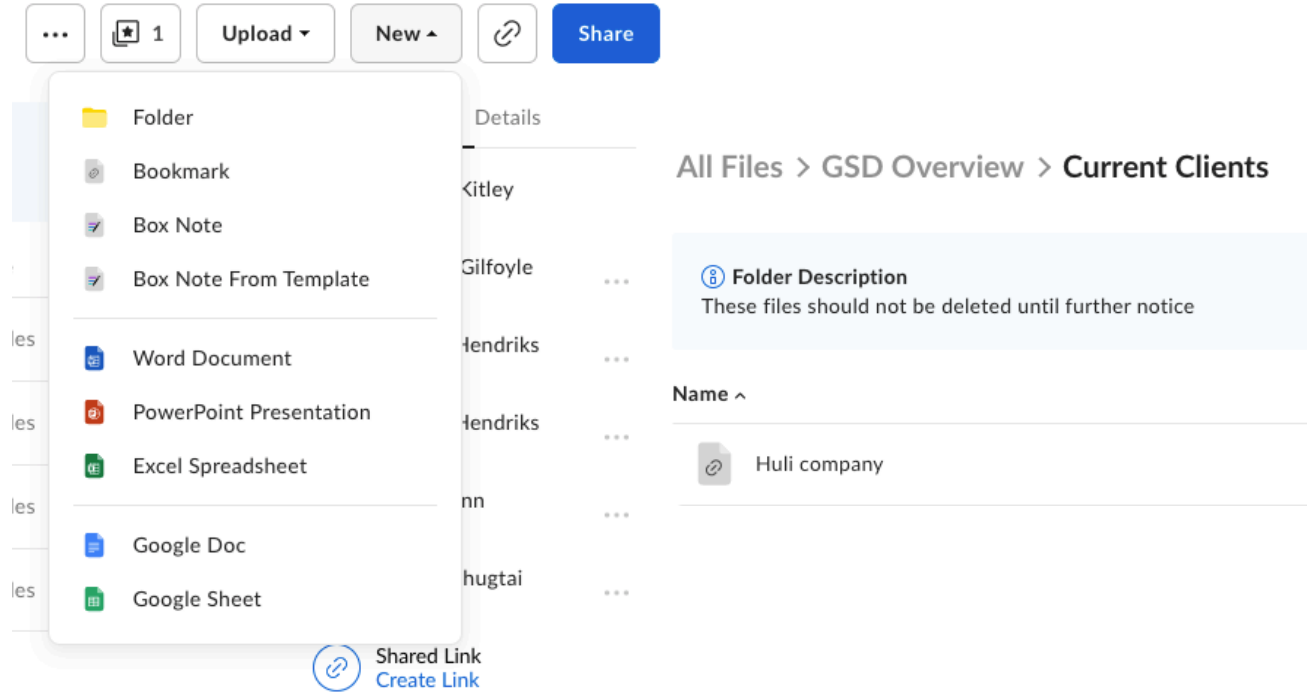
Access Stats

Previews	0
Edits	0
Comments	0
Downloads	0

[View Details](#)

Bookmarks

- Take favorites a step further – create bookmarked links directly to files or sites!
- Keep a single source of truth document with file version history and link it in additional areas





Sharing Simply & Securely

How to use Box

Edit a file & track version history

The screenshot displays the Box web interface. The left sidebar contains navigation options: All Files, Recents, Synced, Notes, Relay, Trash, My Collections, Favorites, and My GSD Projects. The main content area shows a file list with columns for Name, Updated, Size, and Details. The file 'Project Plan.xlsx' is selected and highlighted. A context menu is open over this file, showing options like 'Open with...', 'Share', 'Upload New Version', 'Download', 'Trash', 'Collections', 'Move or Copy', 'Classify', 'Lock', 'Start a workflow', 'Properties', 'More Actions', and 'Integrations'. Blue arrows point from the 'Open with...' and 'Upload New Version' options in the context menu to the 'Edit' text on the right. Another arrow points from the 'View All' link in the 'Access Stats' section to the 'Edit' text. The 'Access Stats' section shows a table with the following data:

Access Stats	Count
Previews	3
Edits	2
Comments	0
Downloads	1

Version History
View previous
versions of a file

Edit
Use 'Open with'
to edit a file or
upload a new
version

How to use Box

Share a link to a file or folder – no more email attachments!

The screenshot shows the Box web interface. The left sidebar contains navigation options: All Files, Recents, Synced, Notes, Relay, Trash, My Collections, Favorites, and My GSD Projects. The main content area displays a search bar and a file list. The file 'Project Plan.xlsx' is selected, and its details are shown in the right-hand panel. The details panel includes a 'Classification' section with a 'SENSITIVE' label and an 'Edit' link. Below this is the 'Definition' section, which states 'Sensitive company information'. The 'Restrictions' section indicates 'Sharing restriction applies' and provides a 'View All' link. The 'Access Stats' section shows the following data:

Access Stat	Count
Previews	3
Edits	2
Comments	0
Downloads	1









A 'View Details' link is located below the access stats. The 'File Properties' section shows '3 Saved Versions' and a 'Description' field.

Share a file
Send a collaborator a shared link to ensure they're always accessing the latest file version

File Access Stats
View details on who has previewed or downloaded a file








Sharing with Box

Sharing Two Ways

Name ^	Updated	Size	⌵ >
 1. Project Overview	Aug 12, 2020 by Spencer ...	0 Files	
 2. Financials	Aug 12, 2020 by Spencer ...	0 Files	
 3. Internal Communications	Aug 12, 2020 by Spencer ...	0 Files	
 4. Real Estate and Assets	Aug 12, 2020 by Spencer ...	0 Files	
 5. Material Agreements	Aug 12, 2020 by Spencer ...	1 File	
 6. Shared with Client	Today by Spencer Kitley	3 Fil ...  	
 Onboarding Template.boxnote	Aug 12, 2020 by Spencer ...	2.8 KB	

Sharing

Details

-  **Spencer Kitley**
Owner
-  **Bertram Gilfoyle**
Editor ...
-  **Richard Hendriks**
Editor ...
-  **Richard Hendriks**
Editor ...
-  **Jared Dunn**
Editor ...
-  +3 People
-  **Shared Link**
Create Link

 Shared Link

 Invite People to Folder

Choose the best method of Sharing

T.A.P. – Time Account Permission



TIME

How long do they
need access?



ACCOUNT







Do they have an
account?









PERMISSION

What do they need
to be able to do?

Choose the best method of Sharing T.A.P.

	Shared Link	Invite to Folder
Time	 Short Term	
Account	 No Account Needed	
Permission	 Preview, Download	

Choose the best method of Sharing T.A.P.

	Shared Link	Invite to Folder
Time	 Short Term	 Long Term
Account	 No Account Needed	 Account Needed
Permission	 Preview, Download	 Upload, Edit, Delete, Preview, Download

Collaboration Roles and Permissions

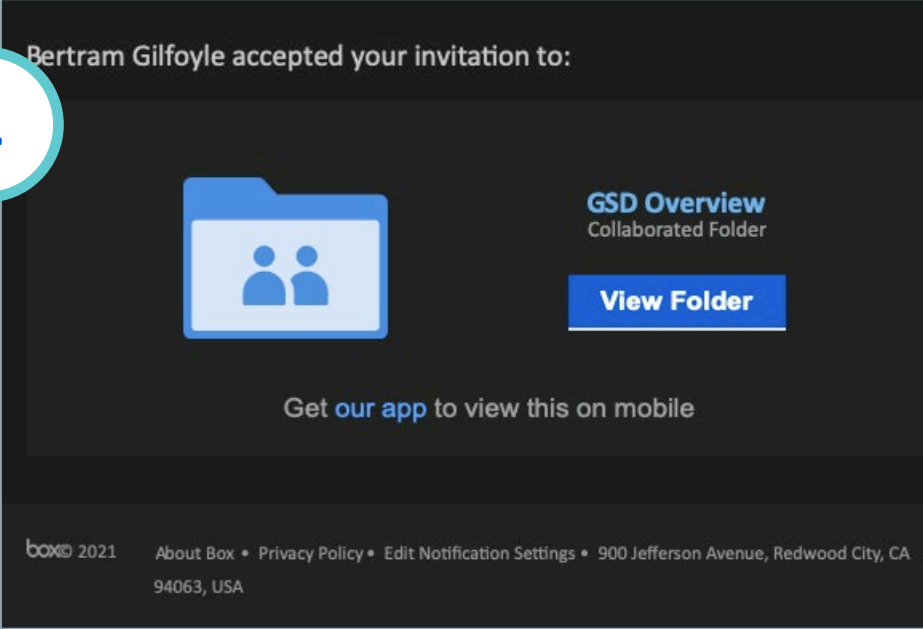
- In any given folder, collaborators will have a “role” assigned to them and role remains the same in all subfolders.
- A user must have *at least* ‘Editor’ access or above (Owner, Co-Owner) to be able to invite collaborators. (This can be further restricted at the folder level for sensitive folders such as Finance or HR)

Roles	Upload	Download	Preview	Get Link	Edit	Delete	Owner Permissions
Co-Owner	✓	✓	✓	✓	✓	✓	✓
Editor	✓	✓	✓	✓	✓	✓	
Viewer Uploader	✓	✓	✓	✓	✓		
Previewer Uploader	✓		✓				
Viewer		✓	✓	✓			
Previewer			✓				
Uploader	✓						


What happens once you're invited to the folder?

1

Bertram Gilfoyle accepted your invitation to:



2

 GSD Overview

See Folder in Box

Email Notification

How to use Box

Upload to Box through email

You can easily upload files or send attachments to a specific Box folder by email when you enable **Allow uploads to this folder via email** option. To enable:

- Right-click (or click the "...") the folder in which you would like to enable email uploads, and click **Settings**.
- On the Folder Settings page, under **Uploading > Email Uploads**, check the box next to "Allow uploads to this folder via email"

Uploading

Email Uploads
Allow people in this folder to upload files via email.

Allow uploads to this folder via email ⓘ

Upload Email Address

Only allow email uploads from collaborators in this folder

Overwrite files with the same name when uploading by email or widget

File Request Link feature

Great for larger files

The screenshot illustrates the Box File Request feature. On the left, the Box interface shows the 'All Files' view with a search bar and a list of folders. A context menu is open over the 'Engineering' folder, with 'File Request' selected. An inset window titled 'File Request' shows a shareable link: <https://kitleydemo.app.box.com/f/f653f5be981c4>. A second inset window shows the 'EOQ data count submission' form with fields for description, email address, template name, and date completed.

*No account needed

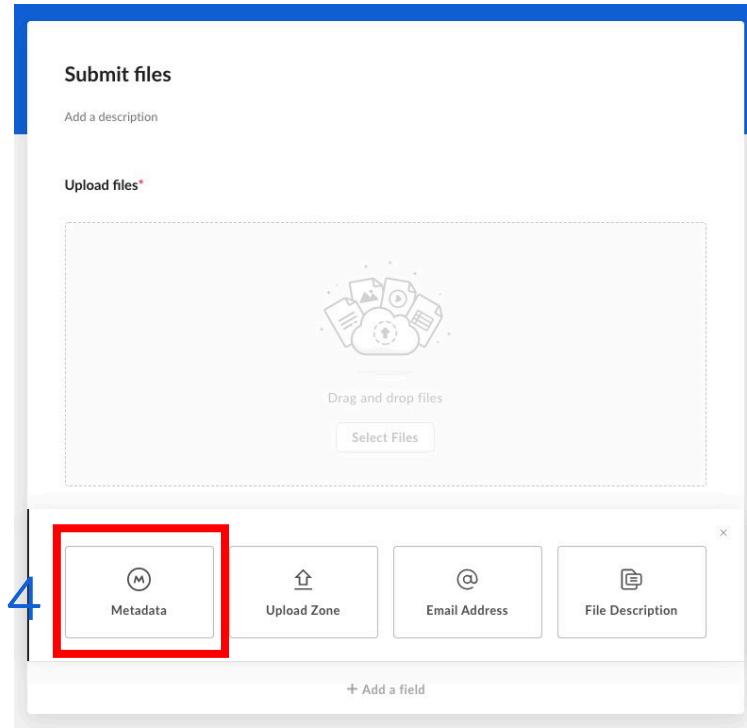
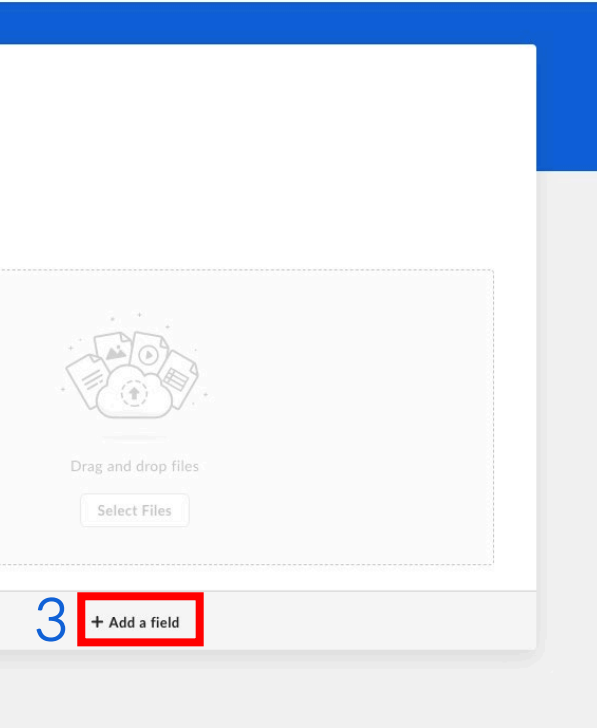
Using Metadata in File Request Forms

The screenshot shows the Box file management interface. At the top, there are navigation icons including a help icon, a notification bell with a red '16' badge, a checkmark icon, and a user profile icon labeled 'CB'. Below these are buttons for 'More options' (three dots), 'Add' (plus icon), 'Share' (link icon), 'New +' (plus icon), and 'Share' (arrow icon). The main area displays a list of files with columns for 'UPDATED ↓', 'SIZE', and 'Sharing'. The first file is 'May 31, 2022 by Box Sign' with a size of 66.4 KB. The 'Sharing' column for this file is expanded, showing a list of users: Chessa Blower (Owner), David Williams (Editor), Gabriella Rossi (Editor), John Smith (Editor), and Marcus Johnson (Editor). At the bottom of this list, the 'File Request' option is highlighted with a red box and a large blue number '1' next to it.

UPDATED ↓	SIZE	Sharing
May 31, 2022 by Box Sign	66.4 KB	CB Chessa Blower Owner DW David Williams Editor GR Gabriella Rossi Editor JS John Smith Editor MJ Marcus Johnson Editor Shared Link Create Link File Request Enabled
May 31, 2022 by Box Sign	277.6 KB	
May 18, 2022 by Box Sign	65.9 KB	
May 18, 2022 by Box Sign	156.2 KB	
May 18, 2022 by Chessa Blower	27.3 KB	
May 18, 2022 by Chessa Blower	27.3 KB	
May 18, 2022 by Chessa Blower	27.3 KB	
May 18, 2022 by Chessa Blower	27.3 KB	
May 18, 2022 by Chessa Blower	27.3 KB	

The screenshot shows the 'File Request' dialog box. It has a title bar with a close button (X). The main text says 'Share this link to a webpage so others can upload files to this folder.' Below this is a visual representation of a folder with a dashed border and a blue upload icon in the center. At the bottom, there is a toggle switch for 'Link is enabled' which is turned on. To the right of the toggle is a 'Settings' link. Below the toggle is a text input field containing the URL 'https://app.box.com/f/d5148a4d34da4964b772a!' with 'Copy' and '</>' buttons. Below the URL is a note: 'This webpage is publicly available to anyone with the link.' At the bottom right, there are 'Preview' and 'Edit' buttons, with the 'Edit' button highlighted by a red box and a large blue number '2' next to it.

Using Metadata in File Request Forms (cont.)



Select Metadata

Select a metadata template and specific metadata field uploaders to fill these fields. [Learn more about metadata](#)

Pick a template

- File Request Template | Contractor Info
- ITAR Metadata Details
- Virus Scan

5

End Result of Metadata Ingestion

The screenshot shows a web browser window displaying a document titled "03 - Box News.pptx" in the Box interface. The document content is a blog post titled "What is new? Box Developer Blog" with a list of updates. A "Metadata" tooltip is visible over the document. On the right side, a "Metadata" panel is open, showing a "Custom Metadata" entry with the value "John Smith" for the field "Customer Name".

03 - Box News.pptx | Powered x +

https://app.box.com/file/603994788805?sb=/metadata

V1 03 - Box News.pptx
All Files and Folders · Updated Today by Cristiano Betta

Open Download Share

Metadata Add

Custom Metadata

Customer Name
John Smith

BoxNews

What is new?
Box Developer Blog
medium.com/box-developer-blog

- New Sidebar UI Element
- Launch of Open-With UI Element
- Python SDK is now tier 1 supported
- CLI v2.0 Launched

Box Developer Blog
What's new in the Box CLI

box:skills

1000 Skills and counting

box:skills

box:skills



Box Relay

Box Relay

Empower automation across the business

- No-code, intuitive 'IFTTT' automation builder for all users
- Summary view to drive process improvement
- Designed for business users to implement in minutes

Accelerate core business processes

- Range of trigger and outcome options, including metadata
- Automate sequential and parallel processes
- Runs alongside the native collaborative capabilities of Box

The screenshot displays the Box Relay interface for a workflow titled "Quarterly Sales Enablement", last modified on Oct 28, 2018, by Varun Parmar. The workflow is shown as a vertical sequence of steps:

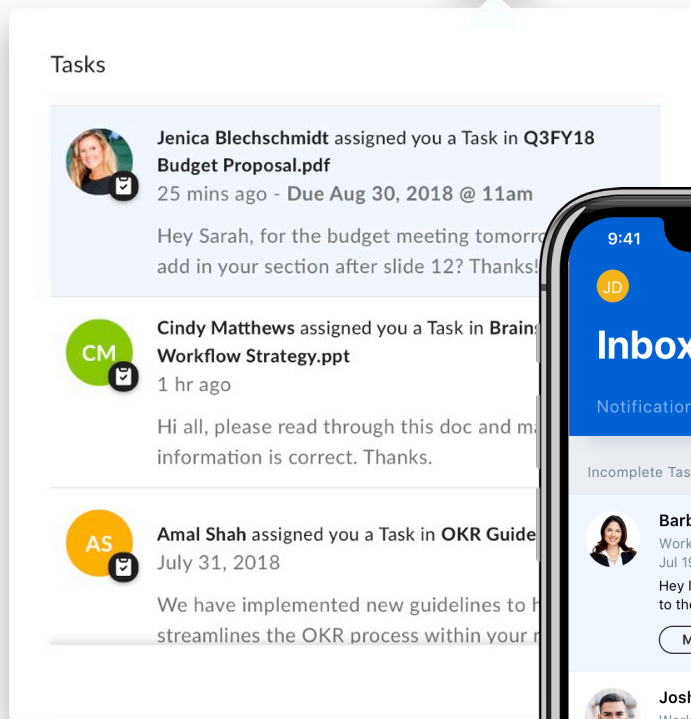
- Trigger:** Upload the Quarterly Sales Deck
- Outcome 1:** Review and update team sections
- Outcome 2 (Current):** Director approval. Assigned to Andrew Dunn and Sarah Yau. Task type: Approval Task. Duration: 3 days to complete. Task details: Quarterly Sales Enablement Deck.
- Outcome 3:** Apply metadata labels
- Outcome 4:** Publish deck to the sales portal

The right-hand panel shows the configuration for "Outcome 2". It includes a "What is the next action?" section with four options: "A File Action", "A Folder Action", "Add Metadata", and "Assign A Task" (which is selected). Below this is a "What type of task would you like to assign?" section with "Approval Task" selected. The "What are the task details?" section shows assignees Andrew Dunn and Sarah Yau, a checked option for "Require all assignees to complete the task", and a message field containing the text: "Please approve the sales training deck and update your respective sections. Thank you."

Box Relay

Integrated with Tasks capabilities

- One-step review and approvals
- Dedicated task inbox, ensuring no to-do's fall through the cracks
- Push notifications to complete tasks on mobile



Box Relay

Track and report on progress

- View progress on every running workflow
- View details about who created, updated or deleted workflows
- Exportable audit history
- Inherit power of Box security and compliance

The screenshot displays the Box Relay interface. At the top, there is a search bar for 'Search Automations'. Below it, a navigation sidebar on the left includes options like 'All Files', 'Recents', 'Synced', 'Trash', 'Feed', 'Notifications', 'Notes', 'Relay', and 'Favorites'. The main area shows a table of workflows under the heading 'Relay > Tracking: Expense Pre-approvals'. The table has columns for 'Flow Title', 'Status', and 'Date'. A modal window titled 'Activity Report - Quarterly Sales Enablement' is open in the center, listing several events:

- A metadata template was added to a file** (November 5, 2018 at 1:28 PM): The 'Sales Materials' metadata template was added to Sales Training.ppt in Published Sales Decks.
- File is moved** (November 5, 2018 at 1:28 PM): Sales Training.ppt was moved to Published Sales Decks.
- David Leeb approved an approval task** (November 5, 2018 at 1:28 PM).
- An approval task was assigned** (November 5, 2018 at 1:28 PM): To: David Leeb. Please review and approve the updated quarterly sales training deck. Upon approval, the deck will be distributed to the entire sales team. Thanks! Due: Oct 8, 2018.

The modal has 'Close' and 'Export' buttons at the bottom. The background table shows various workflow entries with their respective status icons (blue for 'In Progress', green for 'Completed', red for 'Stalled').

Relay workflow triggers

File Events

- Upload / Download
- Move
- Copy
- Share (Add collaborator)
- Delete
- Preview
- Lock / Unlock
- Apply / Remove watermark

Folder Events

- Create / Download
- Move
- Copy
- Share (Add collaborator)
- Delete

Tasks

- Completed
- Approved
- Rejected

Metadata

- Metadata applied
- Attribute value changed

Manual Start

- Specify task assignees
- Specify collaborators

File Request

- File(s) submission
- Metadata conditions

Scheduled Event

Sign Event

- Completed
- Expired
- Cancelled
- Declined

Relay workflow outcomes

File Action

- Move
- Copy
- Share (Add collaborator)
- Delete
- Lock / Unlock
- Apply / Remove watermark
- Apply classification

Folder Action

- Create / Delete
- Move
- Copy
- Share (Add collaborator)
- Rename / restore
- Apply classification

Metadata

- Metadata Action
 - Add template
- Attribute Action
 - Add value

Tasks & Notifs

- Create general task
- Create approval task
- Notification

Realize the benefits of automating business processes



Accelerate cycle times

Identify redundancies, speed up processes and track status in real-time

30% time saved



Improve user & IT productivity

Allow staff and management to focus on value-added projects

25% productivity improved



Standardize key processes

Eliminate circumvention of business rules, reduce rework & risk of improper process

35% errors reduced



Improve compliance

Ensure consistent data protection & improve compliance with audit trails

23% risk reduced

What process is a good candidate for Relay?



Content-centric

Tied to content on Box



Collaborative

Involves multiple individuals,
internal or external to the
organization



Routine

Doesn't require significant modification
per execution



Frequent

Runs often – hourly / daily /
weekly / monthly



Lab change control process

Regulated process to control and manage laboratory equipment change requests

Stakeholders

- Requestor
- Department Manager
- Implementor
- Quality Manager
- Project Manager

Process

- Change Request form submission
- Review and approval
- Archival

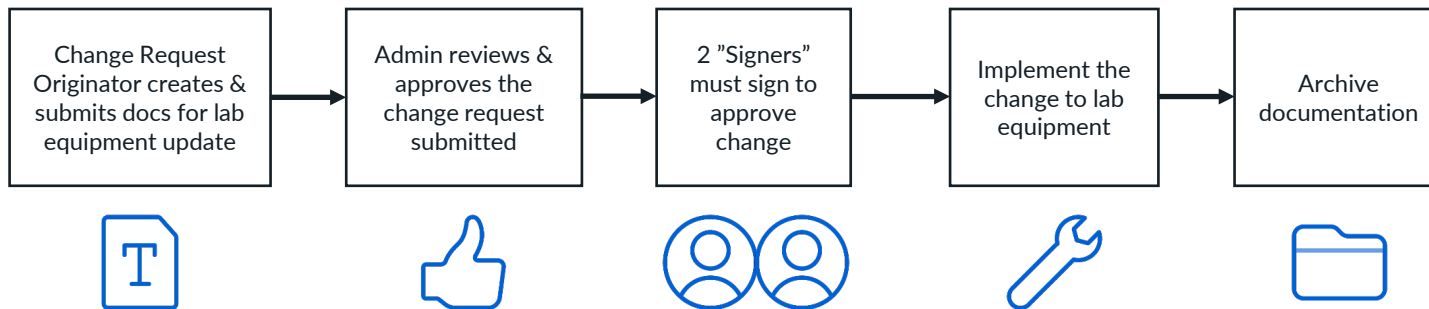




Review and approvals

Customer Story: IDEXX

Lab Equipment Change Control Process



Before Relay

- Confusion of where it was in the process
- Had to spend significant FTE hours to manage process

After Relay

- Streamlined process and reduced approval time
- Transparent Compliance - exportable logs of requested changes and approvals



Box Sign

Introducing Box Sign

Secure, seamless e-signatures where your content lives



Natively integrated
e-signatures

As part of the content
journey in the Box Content
Cloud, and extensible via
APIs



Included in Box
subscription*

E-signatures for the entire
org, no matter the line-of-
business or industry vertical



Secure and
compliant

Industry-leading Box
security and compliance
baked in

* Feature set varies by plan

Native e-signatures

Seamless sender experience right within Box

- All major file types (incl. PDF, Office, images)
- 10 standard fields: signature, initials, stamp, date, checkbox, text, name, title, company and email
- Self-sign or request for one/many signatures on a document
- Reusable templates with ability to lock fields

The screenshot displays the Box e-signature interface. The main document is titled "Non-Disclosure & Confidentiality Agreement - Mary Parker" and is categorized as "Signed NDAs". A signature field is highlighted with a green box and labeled "Name". A configuration panel is open over this field, showing the following settings:

- Name Field**: Name fields are all connected.
- Field Name (Label)**: Name
- Assign to**: John Doe (johndoe@box.com)
- Field Settings**: Required Field (checked)
- Input Formatting**: 13pt, Sans Serif
- Advanced**: (expandable)

The document text includes sections for "AGREEMENT and acknowledgment", "Whereas, the Discloser agrees...", "Whereas, the undersigned agrees...", and "BE IT KNOWN, that the Discloser has or shall furnish...". The interface also features a "Send Request" button and a sidebar with options for "Add Recipients", "Drag & Drop Fields", "Customize Email", "Save to Folder", and "Manage Settings".

E-sign workflows

Flexible options to address your e-signature flow needs

- Support for serial/parallel routing, or a combination
- Recipient permissions: sign, approve, copy, and in-person
- Email reminders and deadline notifications
- Send copy of signed documents to anyone

The screenshot shows a web browser window with the title "COVID Property Entry Advisory and Declaration - Visitor". The document is a "CORONAVIRUS PROPERTY ENTRY ADVISORY AND DECLARATION - VISITOR" (C.A.R. Form PEAD-V, 6/2/20) from the California Association of Realtors. The document text includes sections on risks of exposure, government orders, real estate activities, visitor advisory, purpose of entry, and property entrant rules. At the bottom, there are two rows of signature fields. The first row is for Mary Parker, with fields for print name, signature, and date. The second row is for rparker@email.com, also with fields for print name, signature, and date. On the right side of the browser window, there is a sidebar with a "Documents" section showing the current document, a "Recipients" section with a list of recipients (John Doe, Mary Parker, and rparker@email.com) and their roles, and a "Specify signing order" option. Below the recipients list are sections for "Signature & Fields", "Email Notification", and "Options".

COVID Property Entry Advisory and Declaration - Visitor

CALIFORNIA ASSOCIATION OF REALTORS®

CORONAVIRUS PROPERTY ENTRY ADVISORY AND DECLARATION - VISITOR
(C.A.R. Form PEAD-V, 6/2/20)
(A new declaration should be obtained from each visitor, each time they enter a property) (May be used for more than one property visited on the date this form is signed, provided a copy is delivered to each Listing Broker/Property Manager.)

Property Address(es)

- RISKS OF EXPOSURE:** The Coronavirus (COVID-19) pandemic is a worldwide risk to human health. COVID-19 is highly contagious, has a high mortality rate compared to many other illnesses and can spread easily. While people of all ages are at risk of catching COVID-19, persons with compromised immune systems and older persons may be at particular risk.
- A. GOVERNMENT ORDERS:** In order to reduce the spread of COVID-19, elected representatives and health officials from the State of California, as well as many California cities and counties have issued "Stay Home" Orders and other mandates and recommendations (collectively, "COVID-19 Directives"), limiting activities that can be engaged in by businesses and members of the public.
- B. REAL ESTATE ACTIVITIES:** Under Federal and California guidelines, activities required to facilitate a real estate transaction are considered essential activities. Nevertheless, this designation does not make them free from COVID-19 risks or COVID-19 Directives. All persons must still practice "social distancing" and take all steps necessary to protect themselves and others. In addition, some county and city orders are more restrictive than, and may take precedence over, Federal and State guidelines.
- C. VISITOR ADVISORY:** Visitors are advised that if you engage in any activities in violation of any COVID-19 Directives, you are acting against the advice of Broker. Brokers and agents (i) will comply with COVID-19 Directives, notwithstanding any Party's instructions and (ii) will obey all Fair Housing laws while pursuing safe COVID-19 practices. Nothing contained in this form shall be construed to allow an activity that is otherwise prohibited by any law.
- PURPOSE OF ENTRY:** The purpose of the entry is for either: (i) viewing or inspecting a Property or performing an activity or providing services in furtherance of or to facilitate a real estate transaction or service, or (ii) allowing prospective purchasers or tenants to view or inspect the Property (Property may also be referred to as Premises in lease documents, and both carry the same meaning), making necessary or agreed repairs to the Property, or completing a pre-move-in or pre-move-out inspection of the Property, or other service in furtherance of a property management agreement.
- PROPERTY ENTRANT RULES:** Whether the person signing below is a prospective or actual buyer or tenant, real estate agent, or other person whose services facilitate the completion of a real estate transaction or lease/rental agreement or provide a property management or other service ("Signer"), Signer is voluntarily entering the Property. Signer agrees to take all reasonable and necessary precautions to protect Signer and others from the spread of COVID-19, including, but not limited to, the following ("Posted Rules of Entry"):
 - Following all Federal, State, and local laws and Stay at Home Orders, even though they may be changing rapidly;
 - Exercising care to protect yourself, and assessing your own risks, by considering your age, underlying health conditions, recent travel, possible exposure to COVID-19, doctor's recommendations, and local, State and Federal recommendations. You agree and understand that it is your responsibility to evaluate the risks and protect yourself;
 - Washing your hands with soap and water or using hand sanitizer, immediately upon entry and before touring or inspecting the Property. Remember to not touch your eyes, nose or mouth;

By signing below, you, the Signer, the person entering the Property, acknowledge that you have read, understand, voluntarily agree to the foregoing and will adhere to the Posted Rules For Entry, and have received a copy of this Coronavirus Property Entry Advisory and Declaration - Visitor.

Mary Parker (print name) **Mary Parker** (signature) **Date**

rparker@email.com (print name) **rparker@email.com** (signature) **Date**

Documents

COVID Property Entry Advisory and Decl...

Recipients

Add a recipient

Name or email address

John Doe (realtor) 2

Mary Parker (buyer 1) 1

rparker@email.com (buyer 2) 1

Specify signing order

Signature & Fields

Email Notification

Options

Signer experience

Smooth and easy signing experience on any device

- Anyone can sign, even those without a Box account
- Sign on web or mobile
- Draw, type, or upload signatures
- Automatically receive copy of executed document





Box Notes

Collaborate in real-time with Box Notes

The image illustrates the Box Notes interface on both a laptop and a smartphone. The laptop screen displays a document titled "Launch Event Plan" with a sidebar on the left containing various document categories like "Meeting Notes", "Checklist", "Product Roadmap", and "Presentation Outline". The main content area includes a table with columns "Activity", "Budget", and "Owner", and a comment bubble from Andrew Stevens. The smartphone screen shows a mobile-optimized view of the same document, highlighting the "Budget Updated" section and the table.

Launch Event Plan

Activity	Budget	Owner
Social Media buys	\$5,000	Jonathon
Advertising costs	\$20,000	Priya
Agency fees		Reed

Budget Updated

Andrew Stevens
11/14/2017 at 8:47 AM
We may need to ask for more budget.
Will confirm shortly.

Venue
Location: 900 Jefferson Ave, Redwood City, CA 94063
Requirements:
 Keynote Room: 500 people
 3 Breakout Rooms

Launch Event Plan

Budget Updated

Activity	Budget	Owner
Social Media buys	\$5,000	Jonathon
Advertising costs	\$20,000	Priya
Agency fees	\$15,000	Reed

Venue
Location: 900 Jefferson Ave, Redwood City, CA 94063
Requirements:
 Keynote Room: 500 people
 3 Breakout Rooms

Inbox

Quickly access the notes that have changed since you last viewed them

- Box Zones Strategy** ★
Edited 1 hour ago by Aaron Levie
📁 All Files
- Meeting Notes 6-12** ★
Edited 2 days ago by Brad Monroe
📁 All Files
- Weekly PM Sync** ★
Edited 1 hour ago by Anna Min
📁 All Files
- Use Cases and Patterns** ★
Edited 7 days ago by Chirag Rajan
📁 All Files
- Demo Feedback: 9-28** ☆
Edited 4 days ago by me
📁 My Box Notes
- Platform Marketing Deck Outline** ★
Edited yesterday by Jeetu Patel
📁 All Files
- Keynote Content Draft** ★
Edited 4 hours ago by me
📁 My Box Notes
- Box Drive Ongoing Status Updates** ☆
Edited 2 days ago by Matt Hewes
📁 All Files
- User Survey Results** ☆
Edited yesterday by Vandy Pai
📁 All Files

Box Zones Strategy

box ZONES
Strategy Newsletter #4

Overview

Box Zones is designed for organizations with certain local data residency, protection, and privacy concerns. It enables organizations in Europe, Asia, Australia, and Canada as well as multi-national firms to benefit from cloud content management and collaboration.

Current locations	New Locations
<input checked="" type="checkbox"/> Frankfurt	<input type="checkbox"/> Osaka
<input checked="" type="checkbox"/> Dublin	<input type="checkbox"/> Melbourne
<input checked="" type="checkbox"/> Tokyo	<input type="checkbox"/> Toronto
<input checked="" type="checkbox"/> Sydney	
<input checked="" type="checkbox"/> Montreal	

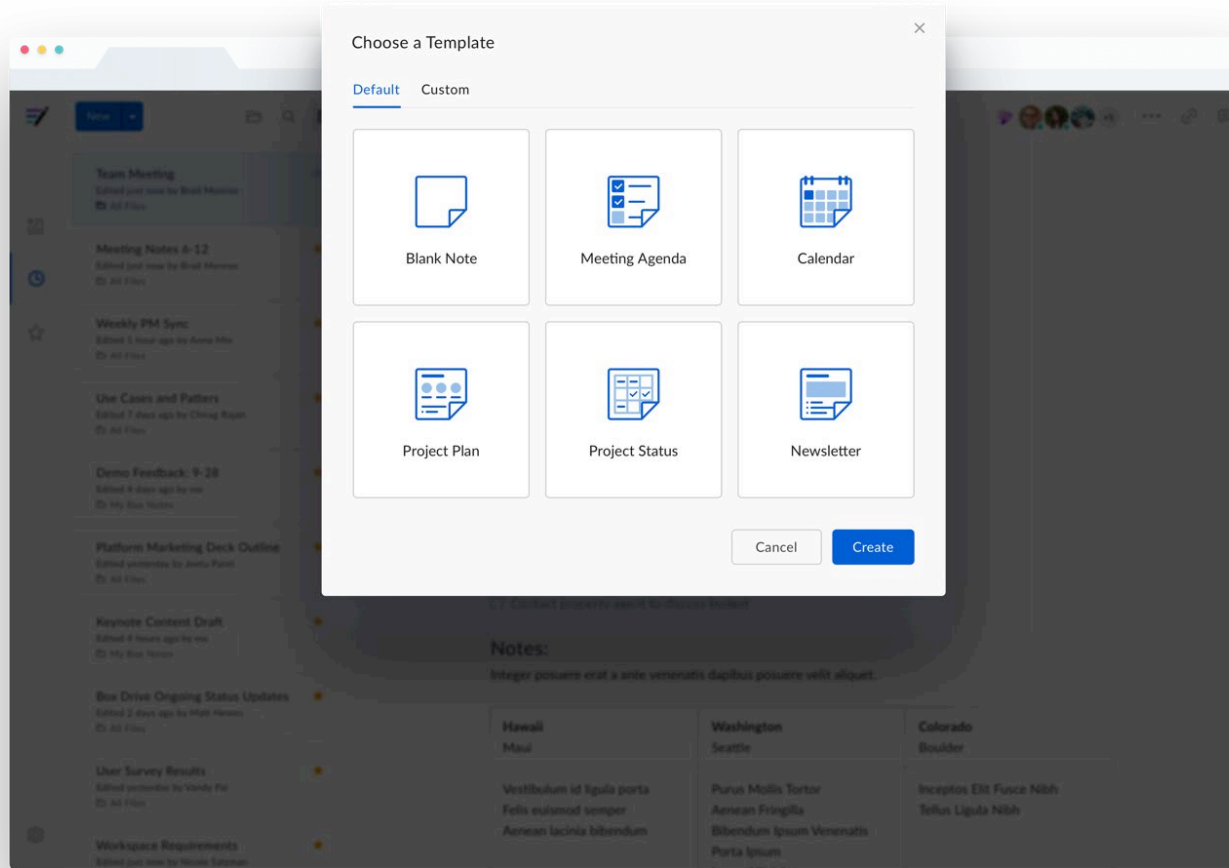
Strategic Differentiators

1. Built on a strong foundation for international data protection and privacy
2. Choice of cloud storage providers, including AWS and IBM Cloud
3. No additional effort for administrators and transparent to end users
4. Option for customers to independently control their own encryption keys

New Zones Evaluation Criteria

Templates

Easily start a note from a library of common templates or custom ones you've saved (meeting agendas, to-do lists, planning documents, etc.)



Differences

See what's changed in the note itself since you last opened it

The screenshot shows a Notion workspace with a meeting page titled "Team Meeting". The left sidebar contains a list of notes, with the top one being "Team Meeting" edited by Brad Monroe. The main content area shows the meeting title, date (10/9/2017), and attendees (Brad Monroe, Clara Peter, Janette Heisinger, Lu Liu). A "New topics" list is overlaid on the page, containing four items with checkboxes. Below the topics is a "Notes" section with a table of budget details.

Team Meeting
Edited just now by Brad Monroe
📎 All Files

Date: 10/9/2017

Attendees:
Brad Monroe, Clara Peter, Janette Heisinger, Lu Liu

New topics:

- Get final budget estimate from @Brad
- Prepare presentation slides for the board
- Discuss inspection criteria
- Contact property agent to discuss budget

Notes:
All budget details still need to be run by Finance Team.

Hawaii	Washington	Colorado
Maul	Seattle	Boulder

Presence

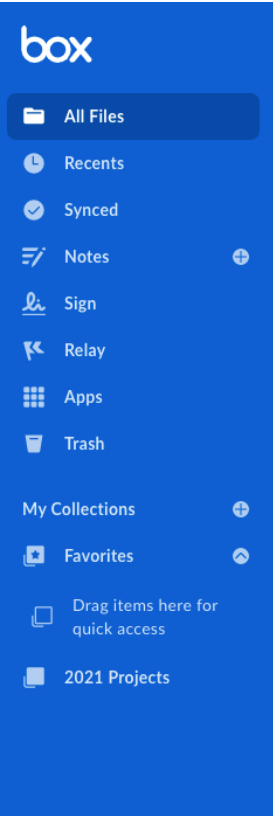
See who's currently in your notes or has edited and viewed your notes in the past and when

The screenshot shows a Notion workspace with a 'Team Meeting' note. The note content includes a date (10/9/2017), attendees (Brad Monroe, Clara Peter, Janette), an agenda (Last week's action items: Go over Hawaii location pictures, Security concerns, Possible Construction changes), new topics (Get final budget estimate for the Hawaii HQ from @Brad, Prepare presentation slides for the board, Discuss inspection criteria, Contact property agent to discuss budget), and notes (Integer posuere erat a ante venenatis dapibus posuere velit aliquet). A table at the bottom lists locations: Hawaii (Maui), Washington (Seattle), and Colorado (Boulder). A 'Recent Activity' popup is overlaid on the right, showing a list of users and their activity:

- Brad Monroe** Edited Just Now
- Vandy Pai** Active now
- Shikhar Mohan** Edited 3 hours ago
- Jacob Thomas** Active yesterday
- Ciara Peter** Active 2 days ago

Buttons for 'Invite People' and 'Copy Link' are visible at the bottom of the popup.

Getting started using notes



box

- All Files
- Recents
- Synced
- Notes
- Sign
- Relay
- Apps
- Trash
- My Collections
- Favorites
- Drag items here for quick access
- 2021 Projects

Search Files and Folders

All Files

Recent Files

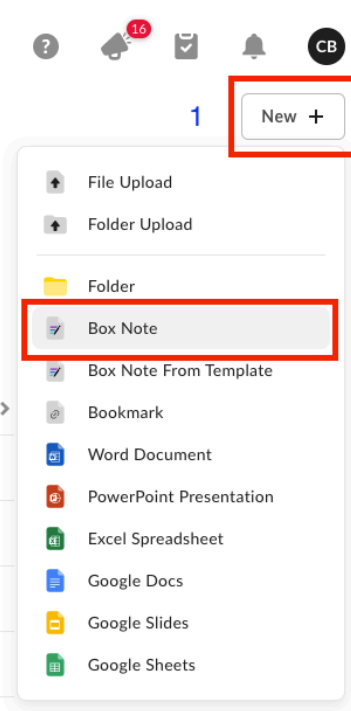


Professional Ser... ***

shared_links_run... ***

shared_links_run... ***

NAME	UPDATED ↓	SIZE
My Sign Requests	Jun 6, 2022 by Box Sign	5 Files
Asset Library	Jun 3, 2022 by Julia Huang	151 Files
My Signed Documents	May 31, 2022 by Box Sign	2 Files
HR Workspace	May 31, 2022 by Box Sign	9 Files
Box Reports	Mar 31, 2022 by Chessa Blower	0 Files
Contractor onboarding	Jan 7, 2022 by Chessa Blower	1 File



1 New +

- File Upload
- Folder Upload
- Folder
- Box Note
- Box Note From Template
- Bookmark
- Word Document
- PowerPoint Presentation
- Excel Spreadsheet
- Google Docs
- Google Slides
- Google Sheets

2



Box Drive

Box Core Applications

Box Drive

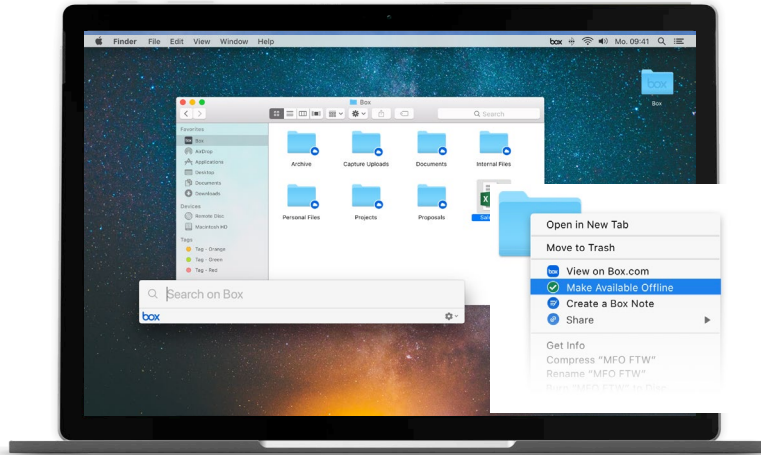


With **Box Drive**, you can:

- **Search and view** your entire Box folder tree from your desktop
- **Upload** content to and open files from any Box folder
- **Work offline** by marking specific folders or files for offline work and have them update on Box as soon as you reconnect to the internet

Box Drive

An unlimited cloud drive on the desktop



Available
online only



Available
offline

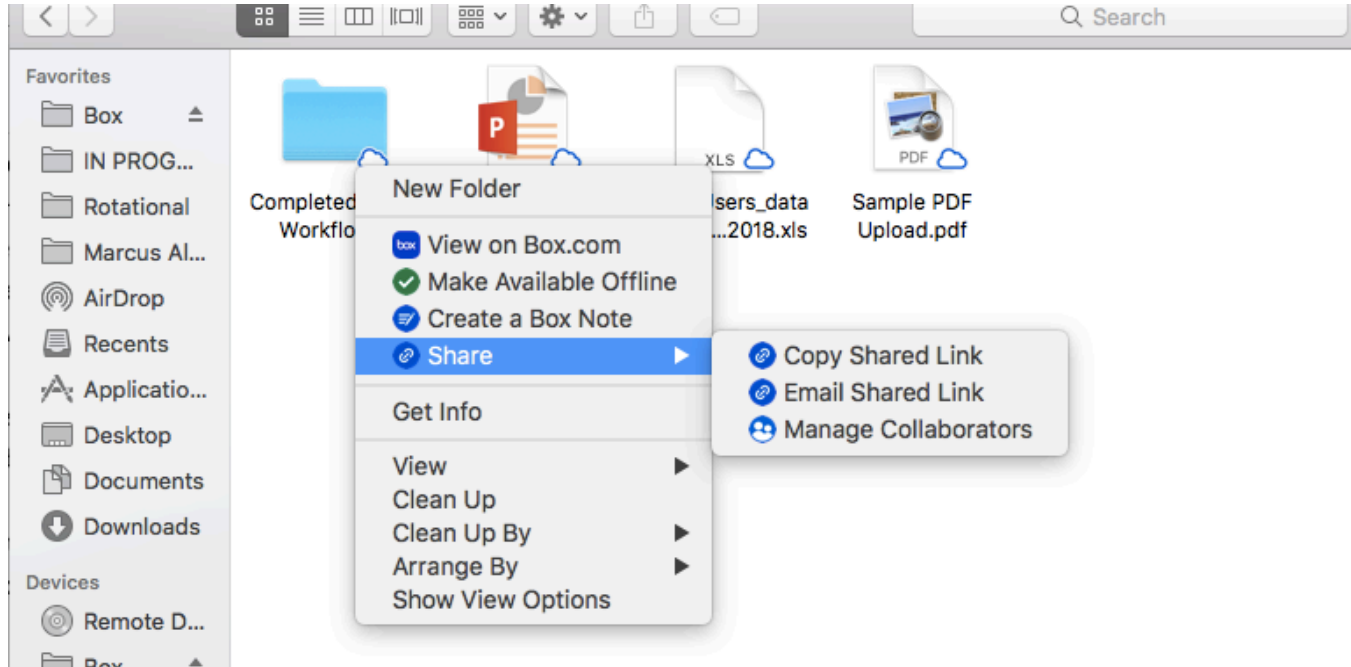


Pending

- **Stream your stuff, seamlessly work in the cloud**
 - With all your content streamed to your desktop, it's fast and easy to access your files.
- **Fits the way you work**
 - Box Drive is natively integrated into Windows Explorer and Mac Finder, so it is built into the way you work.
- **Easy to share your workspace**
 - Right click any folder to open on box.com and invite your team to collaborate.
- **Never lose a file again**
 - A stolen laptop or hard drive crash doesn't have to mean lost files. Safely store your work documents and projects in Box Drive.

Box Drive

Cloud functionality from the desktop



box

Question and Answer



Thank you!

Contact your UNMC IT team with further questions!