PI and Lab Member Workflow in Box

How to Create an Upload Widget for Lab Members to Upload Files into Folder

To access the embed upload widget option, go to the folder drop down menu and select “Upload Options” and “Embed Upload Widget”:

Or if you are within the folder, go to the More drop down menu and select “Upload Options” and select “Embed Upload Widget”:  

![Embed Upload Widget](image1.png)

![Embed Upload Widget](image2.png)
You will then want to set up the upload widget and customize the “Title” and “Instructions for your uploaders” field to help the lab members with the upload instructions. You will also want to require the lab members enter their email address so you can identify who uploaded the documents.

You can then preview the widget by selecting “Preview this widget”
You’ll then want to copy and paste the URL pointing to this upload widget and create a bookmark in the same upload folder and send out the shared link to the lab members to bookmark on their browser for easy access for research uploads:

Create a “New Bookmark”:
Paste the preview widget URL into the “Address of page/content” field and consider giving a name to the bookmark to provide context.

Once you click “Okay”, a bookmark will be generated and you will want to select “Share” to enable a shared link that you can then provide to the lab members. You’ll want to make sure that the shared link permission is set to “Open” to allow the lab members to access the link without a Box account.
How to Create an Open Access Shared Link to a Folder to share with Lab Members

You can get to the shared link of the folder on the right navigation side and then click on “Link” to set access to “Open”:

Or you can at the folder level, go to “Share” and it will generate a shared link and expand the “Access” options to select “Open”: