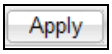
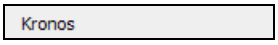
Access and Navigate Xythos

1.	Navigate to http://iSpace.utmb.edu. Enter "**iSpace**" in the **Address** text box.
2.	Navigate to Xythos iSpace. Click the **Go** button.
3.	Enter your username. This will typically be the same as your email and UTMB-USERS-M username. For this topic, use a demo username. Enter "**jdemo**" in the **Username** text box.
4.	Enter a password. Enter "**train1**" in the **Password** text box.
5.	Log in to your account. Click the **OK** button.
6.	This is the Xythos web view Home screen.
7.	The **Main Menu** provides account options and assistance in using Xythos iSpace. Within the main menu are links to **Home, Setup**, **Help**, **Logout**. **Home** Clicking on the Home link will return you to your home folder.
8.	**Setup** Clicking the **Setup** link will bring you to your account management functions, such as: • My Settings • My Contacts • Workflow Templates (if enabled) • Roles (if enabled) • Classification (if enabled) • Records Management (if enabled)
9.	**Help** Clicking the **Help** link will display Xythos help topics.
10.	**Logout** Always logout to close your Xythos session.

11.	Change your account preferences. Click the **Setup** link.
12.	Verify your user information.
13.	Add additional toolbar buttons. Click the **Toolbar Buttons** link.
14.	Add the button, **Save to Zip** files to the toolbar. Click the **Save to Zip File** checkbox.
15.	Click the **Apply** button. 
16.	Return to your home folder. Click the **Home** link.
17.	Open the help menu. Click the **Help** link.
18.	Finish viewing Help and return to your home folder. Click the **Close** button.
19.	The **Navigation Toolbar** displays your current working folder as well as the folders above it. For example, if you are in the **/users/jsmith/plant/flower/orchid** folder, your navigation toolbar will show as follows: › users › jsmith › plant › flower › orchid ›
20.	Clicking the black arrow will display all sub-folders to the immediate right of that particular arrow. Click the **Subfolder** expansion arrow.
21.	Clicking on a subfolder will navigate to that folder. Click the **Kronos** folder. 

22.	Clicking on a folder name in the Navigation Toolbar will navigate you instantly to that folder. Click the **rbfreas** folder.
23.	Searches allow you to search for files within your Xythos iSpace account. You may search for files you own as well as files that are not owned by you but for which you have access permission. There are three types of searches: **Quick Search**, **Search** and **Advanced Search**. **Quick Search** is based on the file name and file contents only; **Search** includes expanded options and **Advanced Search** can be conducted based on multiple file criteria. You may both save and edit searches.
24.	Enter "**docs**" in the **Search** field.
25.	Perform a Quick Search. Click the **Search** button.
26.	The search did not return any results. Perform a search with additional options. Click the **Open Search Options** button.
27.	Search for files and folders with "xythos" contained in the name. Enter "**xythos**" in the **file or folder name** text box.
28.	Click the **Add More Search Criteria** button.
29.	Click the drop-down button to expand the **Property** list.
30.	These are the standard properties that can be added to the search criteria as desired.
31.	Advanced search options based on search criteria conditions can also be chosen.
32.	Perform the search. Click the **Search** button.
33.	Navigate to view the contents of the **Xythos Training** folder. Double-click the **Xythos Training** folder.

34.	Return to the main folder. Click the **rbfreas** folder.
35.	The **Document Manager Grid** contains all of the contents of the current folder and shows information pertaining to each item. Each file or folder is listed on a separate row and, by default, contains the item's **Name**, **Share** status, **Lock** status, **Date Last Modified**, and **Size**.
36.	The **Footer** contains file size information, number of files, and storage quota information. **Item count** - The total number of files and folders within the current folder. **Total Size** - The sum of the size of all files and the size of all sub-folders, including each sub-folder's contents. **Quota** - The maximum amount of information that can be saved in the current folder. **Available** - The difference between the total size and the quota, i.e. how much space remains available for you to use for saving files and folders within the current folder. **None** - The current folder does not have a Quota set and is instead inheriting the parent folder's Quota setting
37.	Always remember to log out of Xythos iSpace when you end your session. Click the **Logout** link.
38.	**Congratulations!** You have completed this topic on how to access and navigate within Xythos iSpace. **End of Procedure.**