

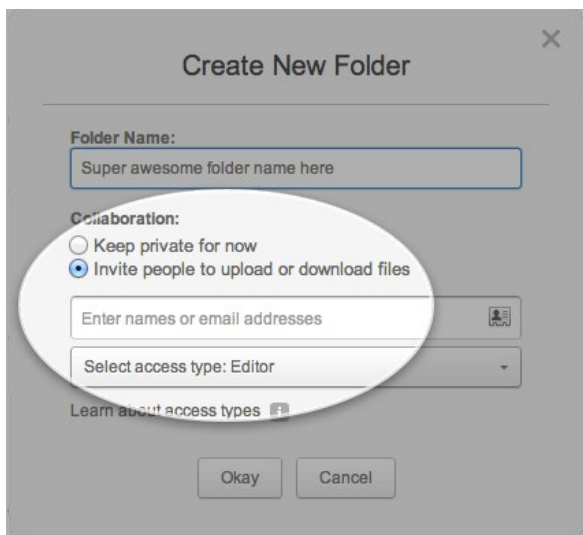
## Transferring Digital Archives to Box

Please make sure to review the **Archives Guidelines** and the **Archives Guidelines Checklist** before transferring any digital files.

This document contains instructions on how to create a folder, how to transfer ownership of folder, and how to run folder reports to create file list in LAUC's Box account (<https://app.box.com/files/0/f/3550701007/LAUC>)

### How to Create a Folder

1. Click the New button or right-click in the Files and Folders screen
2. Select New Folder from the dropdown menu
3. Enter a name in the Folder Name field
4. You can select to either keep the folder private or invite collaborators. If you would like to invite collaborators, enter their names or email addresses in the field and select the access level they will have.
5. Click **Okay**

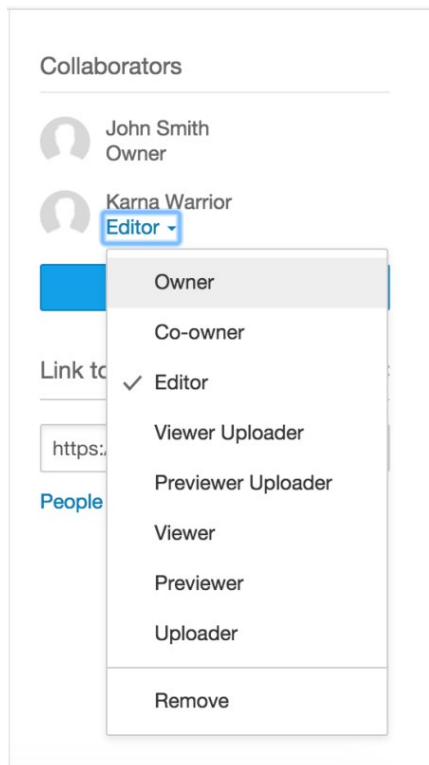


For additional information visit <https://community.box.com/t5/tkb/articleprintpage/tkb-id/GetHelpManage/article-id/15>

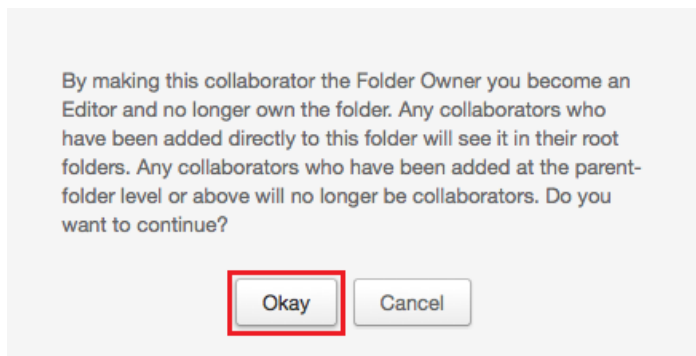
## How to Transfer Ownership of a Shared Folder

### Option 1:

1. Click on the folder you own.
2. You will see a list of Collaborators in the right pane. If you are the owner you will notice that you are designated as the "Owner" for this folder and it will be displayed underneath your name.
3. Click on the collaborator's Role (access level). See <https://community.box.com/t5/Collaboration-and-Sharing/What-Are-The-Different-Access-Levels-For-Collaborators/ta-p/144>
4. A drop down list of all the different Roles (access levels) will be displayed. Click on "Owner".

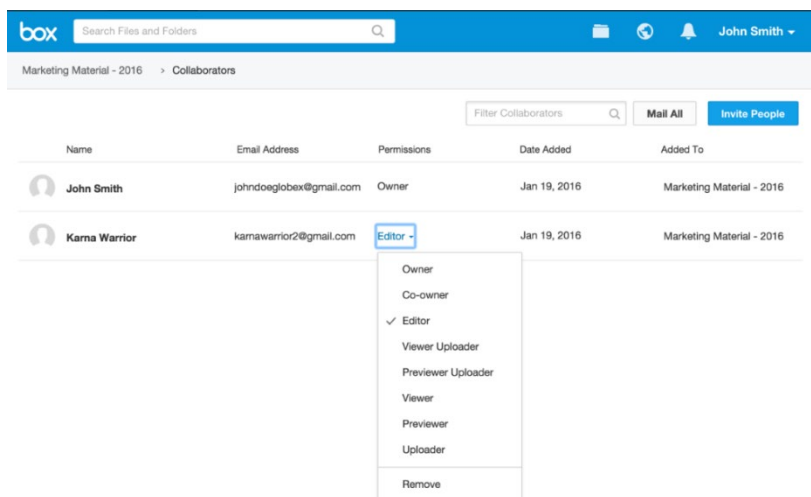


5. A pop up message will be displayed confirming your action and letting you know the implications of this action. To confirm the change click "Okay".

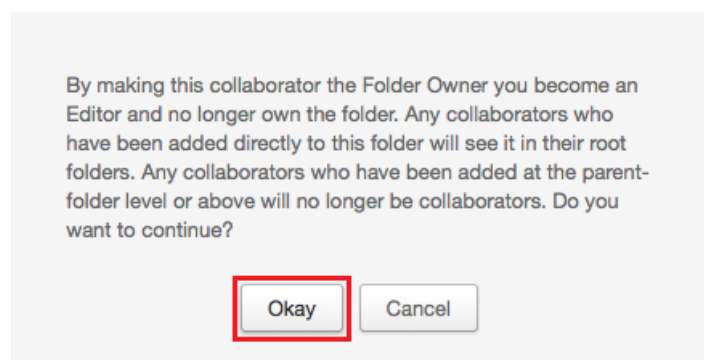


### Option 2:

1. Click on the folder you own.
2. You will see a list of Collaborators in the right pane. If you are the owner, you will notice that you are designated as the "Owner" for this folder.
3. Click the collaborator's name to view all the collaborators in this folder.
4. Under **Permissions**, Click the role (access level) and a drop-down will be displayed. (See <https://community.box.com/t5/Collaboration-and-Sharing/What-Are-The-Different-Access-Levels-For-Collaborators/ta-p/144> )
5. Click on "Owner".



6. A pop up will be displayed confirming your action and letting you know the implications of this action. To confirm the change click "Okay".



### Additional Notes

- Once completed, the collaborator you designate will be the new "Owner" of the folder and your access level will be downgraded to "Editor". The contents of the folder will no longer count against your account's storage allowance.

- If you are transferring a private folder, you will first need to invite the user to this folder before you can transfer ownership. See <https://community.box.com/t5/Managing-Your-Content/How-Do-I-Create-New-Files-and-Folders/ta-p/318>
  - Large folders (containing 10k files or more) may cause the transfer to time out. If you experience any issues, submit a support case so Box can assist with the transfer (<https://community.box.com/t5/Account-Information/How-Do-I-Contact-Box-User-Services/ta-p/31>)

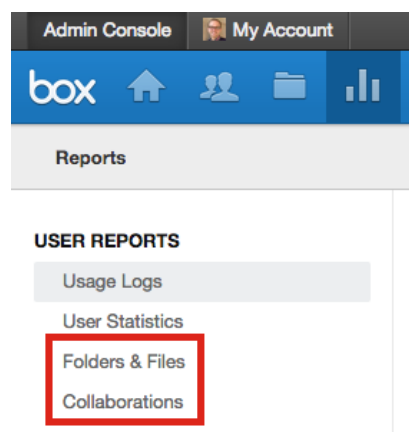
## Reports

All Box **business** accounts are equipped with powerful – yet simple – reporting functionality. The Reports tab is where you can run a variety of account-wide reports: usage logs, file/user statistics and security audits.

Here's how:

1. Click the **Reports** tab in the blue header bar
2. Switch to the tab for to the type of report you need, enter the necessary date range, then click **Run Report**
3. Your report will appear below the date range fields. Need more detailed, focused data? Just click on any blue-highlighted result to sort by that value.
4. If you prefer your report in spreadsheet form, press Export Report (also shown above), and it'll go straight to a My Box Reports folder in your account

Folder & File Tree Report– You can download this report to see the architecture of your folder structure and owners.



For additional information visit <https://community.box.com/t5/tkb/articleprintpage/tkb-id/GetHelpForAdmins/article-id/11>