



ISM Shared Files in the Cloud-2019

INTERNATIONAL SCHOOL OF MANAGEMENT (ISM)
UNIVERSITY OF THE THAI CHAMBER OF COMMERCE

What we did in ISM

- ▶ ISM found that we are facing the problem that our new staff and foreign staff do not have information how to process the work inside of UTCC. Therefore, Dean has assigned in the meeting that we should do **work flow or Standard-Operation-Procedures concerning our student activities work and budget using** as our KM for this academic year. Since we have done **IC Number in the Cloud for our KM in Academic Year 2018 and it was successful**, we keep going on with other important files to share with our staff by using cloud system in Academic Year 2019.
- ▶ Sharing and exchange information how to use **Standard-Operation-Procedures concerning our student activities work and budget us** files in OneDrive of the cloud Office 365 for ISM staff.
- ▶ Test using the shared files by some of our staff to find out how it is better than using it in the server. Make sure that everyone know how to use it before the one in the server is deleted and start using the new way.
- ▶ Inform the staff to use the shared files via messenger app and follow up with them how they like using it comparing between the one in the OneDrive and the one in the server (IC DATA).
- ▶ Make a conclusion and post in UTCC KM System and ISM website in the item of Knowledge Management Academic Year 2019

The Problems We Found When Sharing Files in the Computer Server

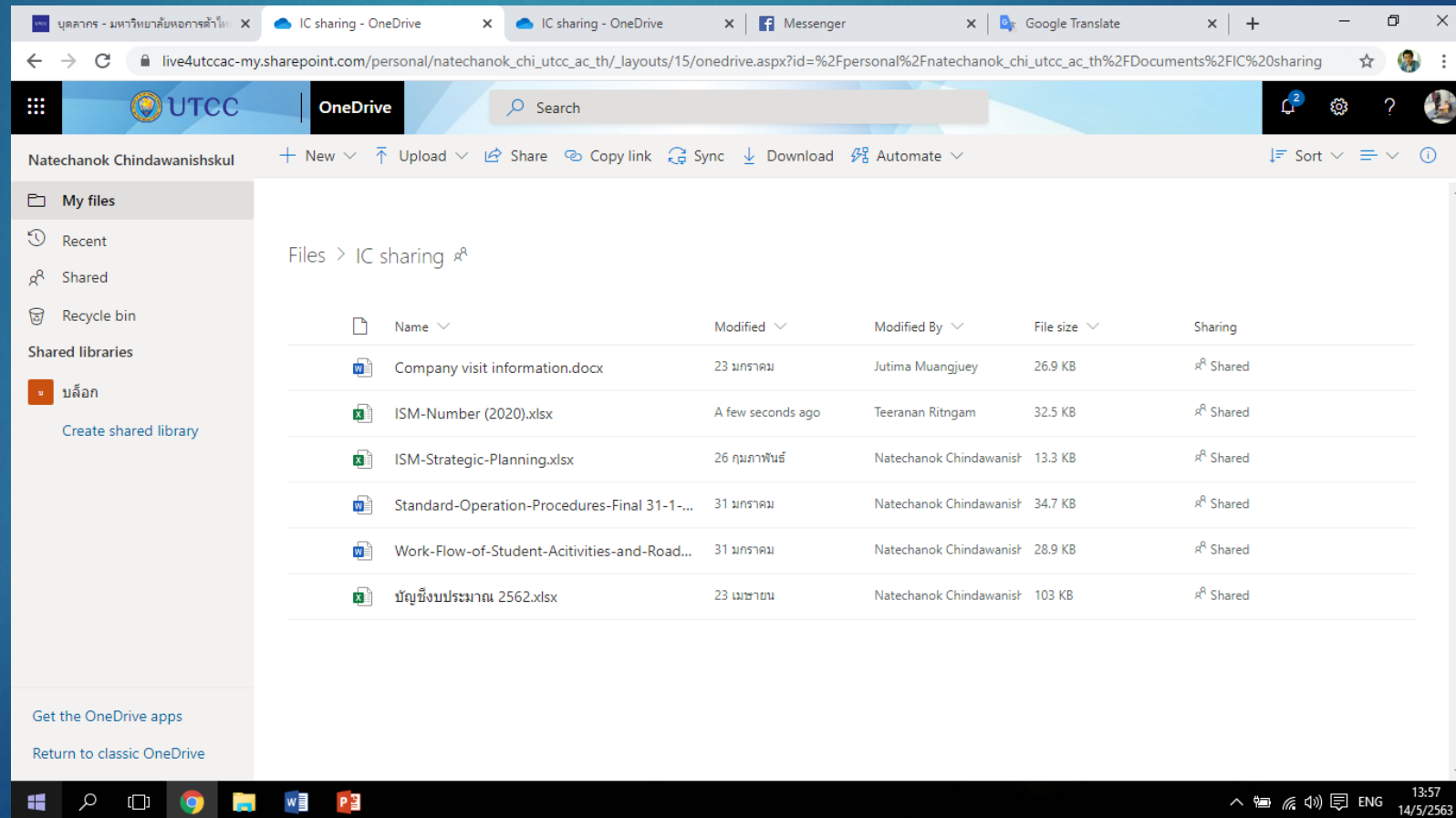
- ▶ The server computer is frequently changed the place and it causes the linked network problems. We often call the technician to reset it.
- ▶ Only can be used with computers in the office that have already been set up to see the computer server. **So it will not help if we need to work from home during the COVID-19 situation.**
- ▶ It cannot be used at the same time with another users. If someone forgets to close the file, another person will not be able to open that file. We have to find out the person who is using the file and ask him to close it first.
- ▶ A file conflict occurs when it is modified between PC and McIntosh.

Budget File in ISM SERVER (IC Data) before using OneDrive



When We Were Sharing Our Knowledge and Trying to Create the Share File in OneDrive

1. The creator creates a file in OneDrive



The screenshot displays a web browser window with multiple tabs, including 'IC sharing - OneDrive' and 'Google Translate'. The main content area shows the OneDrive interface for 'Natechanok Chindawanishkul'. The left sidebar contains navigation options like 'My files', 'Recent', 'Shared', 'Recycle bin', and 'Shared libraries'. The main area shows a list of files under the 'IC sharing' folder. The files are listed in a table with columns for Name, Modified, Modified By, File size, and Sharing status.

Name	Modified	Modified By	File size	Sharing
Company visit information.docx	23 มกราคม	Jutima Muangjuey	26.9 KB	Shared
ISM-Number (2020).xlsx	A few seconds ago	Teeranan Ritngam	32.5 KB	Shared
ISM-Strategic-Planning.xlsx	26 กุมภาพันธ์	Natechanok Chindawanish	13.3 KB	Shared
Standard-Operation-Procedures-Final 31-1~...	31 มกราคม	Natechanok Chindawanish	34.7 KB	Shared
Work-Flow-of-Student-Acivities-and-Road...	31 มกราคม	Natechanok Chindawanish	28.9 KB	Shared
บัญชีงบประมาณ 2562.xlsx	23 เมษายน	Natechanok Chindawanish	103 KB	Shared

2. Share that file to some members

The screenshot shows a web browser window with multiple tabs. The active tab is 'live4utccac-my.sharepoint.com/personal/natechanok_chi_utcc_ac_th/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnatechanok_chi_utcc_ac_th%2FDocuments%2FIC%20sharing'. The OneDrive interface is displayed, showing a list of files in the 'IC sharing' folder. A pop-up window shows the view history for the file 'บัญชีงบประมาณ 2562.xlsx'.

Files > IC sharing

Name	File size	Sharing
Company visit information.docx	6.9 KB	Shared
ISM-Number (2020).xlsx	2.5 KB	Shared
ISM-Strategic-Planning.xlsx	3.3 KB	Shared
Standard-Operation-Procedures-Final 31-1-...	4.7 KB	Shared
Work-Flow-of-Student-Acivities-and-Road...	8.9 KB	Shared
บัญชีงบประมาณ 2562.xlsx	103 KB	Shared

บัญชีงบประมาณ 2562

150 Views

[See details](#)

6 Viewers · 150 Views

- You viewed this Apr 24
- Pasnicha Chuaplaiwech viewed this Apr 22
- Angsana Urachatamas viewed this Apr 8
- Chawachon Lalitwacheewong viewed this Feb 24
- Nattapon Kongma viewed this Oct 24, 2019
- Teeranan Ritngam viewed this Sep 12, 2019

Windows taskbar at the bottom shows the time as 13:59 on 14/5/2563.

budlakar - มหาวิทยาลัยหอการค้าไทย

IC sharing - OneDrive

IC sharing - OneDrive

Messenger

Google Translate

live4utccac-my.sharepoint.com/personal/natechanok_chi_utcc_ac_th/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnatechanok_chi_utcc_ac_th%2FDocuments%2FIC%20sharing

UTCC

OneDrive

Search

2

Natechanok Chindawanishkul

New

Upload

Share

Copy link

Sync

Download

Automate

Sort

My files

Recent

Shared

Recycle bin

Shared libraries

บล็อก

Create shared library

Get the OneDrive apps

Return to classic OneDrive

Files > IC sharing

Name	File size	Sharing
Company visit information.docx	6.9 KB	Shared
ISM-Number (2020).xlsx	2.5 KB	Shared
ISM-Strategic-Planning.xlsx	3.3 KB	Shared
Standard-Operation-Procedure...	4.7 KB	Shared
Work-Flow-of-Student-Acivities-and-Road...	8.9 KB	Shared
บัญชีงบประมาณ 2562.xlsx	03 KB	Shared

Standard-Operation-Procedures-Final 31-1-2020

21 Views

See details

Inside look

Time to read: 12 min

Your conversations

Thomas E. Fernandez-Freercks, You, Jutima M...
Re: Natechanok Chindawanishkul shared "S...
Dear Khun Nok, I cannot access the files linke...
Feb 8

9 Viewers · 21 Views

Pasnicha Chuaplaiwech viewed this
Feb 27

Windows taskbar

System tray

Navigation bar: บุดการ - มหาวิทยาลัยหอการค้าไทย, IC sharing - OneDrive, IC sharing - OneDrive, Messenger, Google Translate

Address bar: live4utccac-my.sharepoint.com/personal/natechanok_chi_utcc_ac_th/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fnatechanok_chi_utcc_ac_th%2FDocuments%2FIC%20sharing

UTCC | OneDrive | Search

Natechanok Chindawanishkul | + New | Upload | Share | Copy link | Sync | Download | Automate | Sort

My files

- Recent
- Shared
- Recycle bin

Shared libraries

- บล็อก
- Create shared library

Files > IC sharing

Name	File size	Sharing
Company visit information.docx	6.9 KB	Shared
ISM-Number (2020).xlsx	2.5 KB	Shared
ISM-Strategic-Planning.xlsx	3.3 KB	Shared
Standard-Operation-Procedures-Final 31-1-...	4.7 KB	Shared
Work-Flow-of-Student-Acivities-and-Road...	8.9 KB	Shared
บัญชีงบประมาณ 2562.xlsx	03 KB	Shared

ISM-Strategic-Planning

48 Views

9 Viewers · 48 Views

See details

- You viewed this Apr 23
- Guest user viewed this Mar 16
- Zhixi Li viewed this Feb 13
- Chawachon Lalitwacheewong viewed this Feb 7
- Mingliang Wang viewed this Jan 22
- Sonia Vanny Sieng You viewed this Jan 21

Get the OneDrive apps

Return to classic OneDrive

Windows taskbar: 14:04, 14/5/2563

2. Two members are testing it in OneDrive.

The screenshot shows a Facebook Messenger chat window. The top bar includes navigation icons and the user's name 'Natechanok'. The left sidebar lists contacts: Gig Pasnicha, Miroslav Kalniev, UTCCISM Unstoppable team, Rakky Twenty-Two BOM, Jakarin Srimoon, Charlie Chawachon, Jaoaoh Ketbunrungporn, Marioly, lovely family, and Nut Phraenban. The main chat area shows a conversation with Gig Pasnicha. The messages include:

- A PDF file named '20190404100318861.pdf'.
- A screenshot of an Excel spreadsheet titled 'บัญชีงบประมาณ 2562' (2019 Budget) with a table of data.
- Text messages in Thai: 'ขอทรายได้ เพื่อประกันถามคะ 29 คน 2,138,806.25 บาท' (I want to get a receipt to guarantee the question, 29 people, 2,138,806.25 Baht), 'แบบนี้ได้มีคะ ฟีนก' (This type has it, Fenk), 'ได้เลยคะ' (Yes, yes), and 'เป็นการทดลองการใช้ KM 2019 ค่ะ' (It is a trial use of KM 2019).

The right sidebar contains options for the conversation: Search in Conversation, Edit Nicknames, Change Color, Change Emoji, PRIVACY & SUPPORT (Notifications, Ignore Messages, Block Messages, Something's Wrong), and SHARED FILES (20190404100318861.pdf, 20190806161626366.pdf, บัญชีงบประมาณ 2561 (ครั้งที่ 2).xlsx, บัญชีงบประมาณ 2561 (ครั้งที่ 1).xlsx, บัญชีงบประมาณ 2561 (ครั้งที่ 3).xlsx).

3. Other files sharing in groups

The screenshot displays the Microsoft OneDrive web interface within a browser window. The address bar shows the URL: https://live4utccac-my.sharepoint.com/personal/natechanok_chi. The browser's top bar includes standard navigation and utility icons. The OneDrive interface features a left-hand navigation pane with options like 'My OneDrive', 'Recent', 'Shared', and 'Recycle bin'. The main content area is titled 'Files > IC sharing' and lists several documents: 'Company visit information.docx', 'ISM-Number (2020).xlsx', 'ISM-Strategic-Planning.xlsx', and 'บัญชีงบประมาณ 2562.xlsx'. A context menu is open over the 'Company visit information.docx' file, showing sharing options and a list of recent viewers. The 'Company visit information.docx' file has 479 views and a 'Time to read: 2 min' indicator. The 'Activity highlights' section shows that 'Jutima Muangjuey' edited the file on Friday at 11:44 AM. The '8 Viewers - 479 Views' section lists the following users and their viewing times: Jutima Muangjuey (Tue at 4:10 PM), Sonia Vanny Sieng (Jan 20), Nattapon Kongma (Oct 24, 2019), Guest user (Oct 11, 2019), Zhixi Li (Oct 4, 2019), and You (Oct 4, 2019). The right-hand pane shows the 'Sharing' and 'Activity' tabs, with the 'Activity' tab currently selected, displaying a list of recent activities for the file.

UTCC OneDrive

Search

Natechanok Chindawanishkul

Files > IC sharing

Company visit information.docx

ISM-Number (2020).xlsx

ISM-Strategic-Planning.xlsx

บัญชีงบประมาณ 2562.xlsx

Company visit information

479 Views

Time to read: 2 min

Activity highlights

Jutima Muangjuey edited

Fri at 11:44 AM

Open

8 Viewers - 479 Views

Jutima Muangjuey viewed this

Tue at 4:10 PM

Sonia Vanny Sieng You viewed this

Jan 20

Nattapon Kongma viewed this

Oct 24, 2019

Guest user viewed this

Oct 11, 2019

Zhixi Li viewed this

Oct 4, 2019

You viewed this

Oct 4, 2019

Sharing Activity

Jutima Muangjuey edited - 23 มกราคม

Teeranan Ritngam edited - About an hour ago

Get the OneDrive apps

Return to classic OneDrive

16:34 30/1/2563

Browser window showing a SharePoint site (https://live4utccac-my.sharepoint.com/personal/natechanok_chi) with a OneDrive tab open. The page displays a file named "Company visit information.docx" in the "IC sharing" folder. A context menu is open over the file, showing options like "Share the selected item with other people", "Time to read: 2 min", "Activity highlights", and a list of viewers (8 Viewers - 479 Views).

The file list includes:

- Company visit information.docx
- ISM-Number (2020).xlsx
- ISM-Strategic-Planning.xlsx
- บัญชีงบประมาณ 2562.xlsx

The activity highlights section shows:

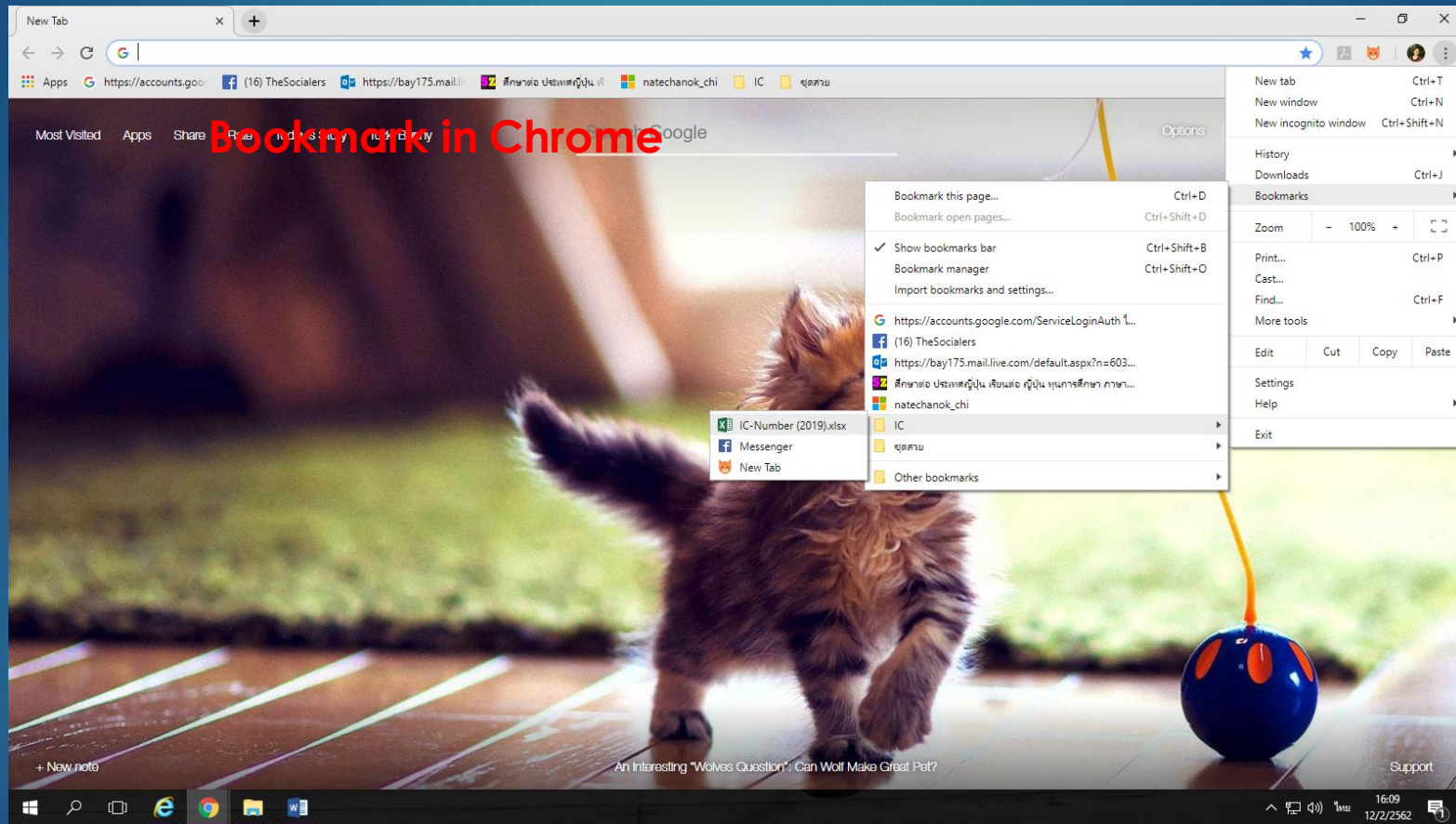
- Jutima Muangjuey edited (Fri at 11:44 AM)
- Teeranan Ritngam edited (About an hour ago)

The viewers list includes:

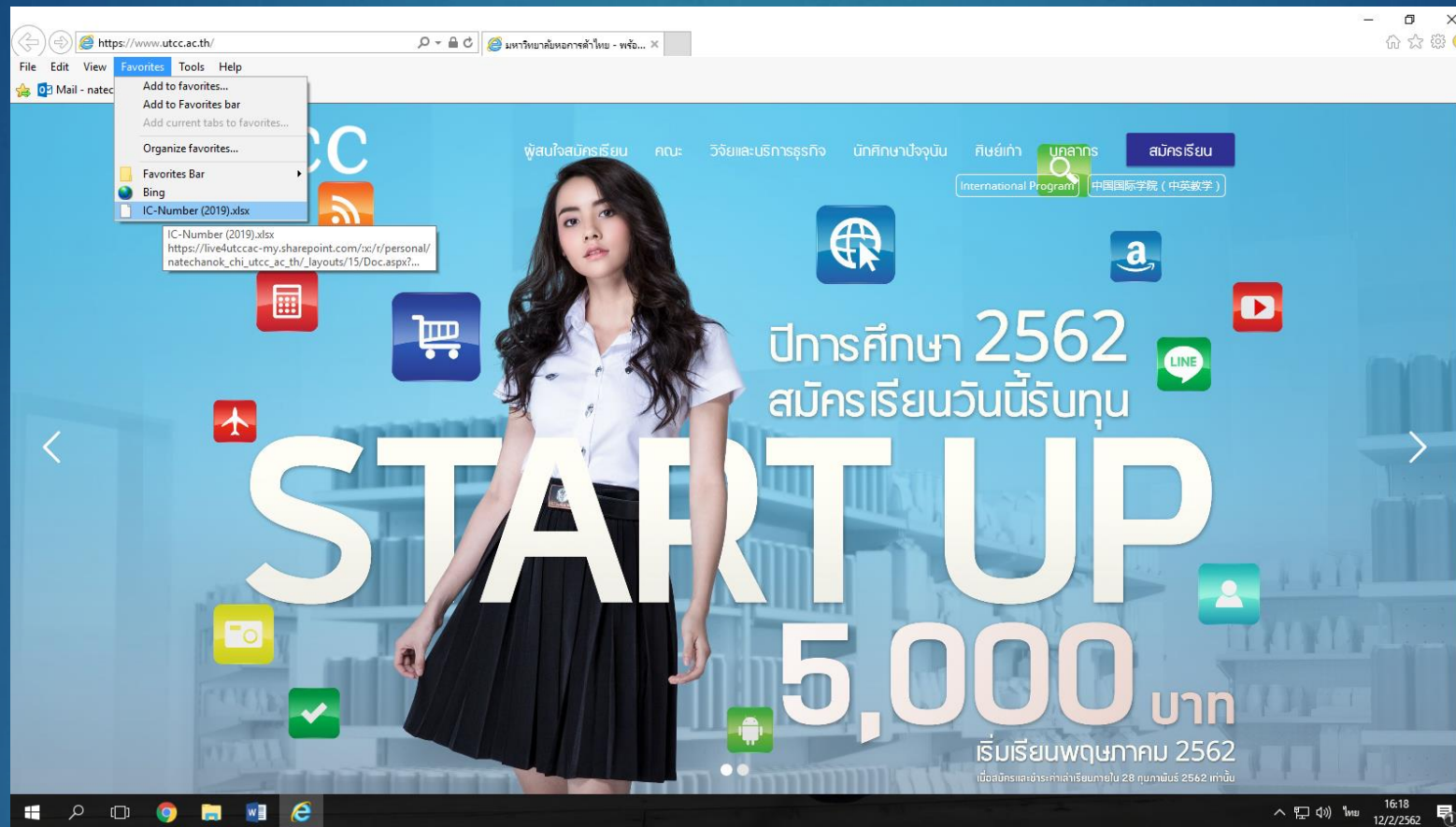
- Jutima Muangjuey viewed this (Tue at 4:10 PM)
- Sonia Vanny Sieng You viewed this (Jan 20)
- Nattapon Kongma viewed this (Oct 24, 2019)
- Guest user viewed this (Oct 11, 2019)
- Zhixi Li viewed this (Oct 4, 2019)
- You viewed this (Oct 4, 2019)

The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying 16:34 on 30/1/2563.

4. After sharing the file to all members, ask them to Bookmark in Chrome or Favorites in Internet Explorer for their easier usage.



Favorites in Internet




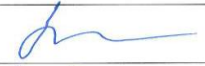




5. The creator communicated with the member and fixed the problem immediately.

The Advantages of Sharing Files in the OneDrive

- ▶ No need to use a computer as a server
- ▶ Can be used at anywhere that has internet
- ▶ Can be used at the same time by many persons
- ▶ Can see the other users and know who are they
- ▶ It immediately alerts the creator, if someone cannot open to the file.
- ▶ No conflict between using the file between PC and McIntosh and no need to save the file after edited.
- ▶ It works so well during our COVID-19 situation that we need to work from home.

Evaluation by the users how they like the new way of file sharing

Since ISM Knowledge Management 2019 is about sharing and doing KPI annual plan and SOPs in Cloud System together, we would like to have your decision KPI annual plan and SOPs doing via OneDrive of the Cloud System.

No.	Name	Score satisfaction Min 1 to Max 5	Suggestion (If any)
1	Miroslav Kalniev	5	
2	Natechanok Chindawanishkul	5	
3	Chawachon Lalitwacheewong	5	fu 2.
4	Anoulack Chanthavong	5	
5	Passnicha Chuaplaiwech	5	มีหลาย 8.
6	Naruporn Panchan	5	ไม่มีอะไร 6.01.2019
7	Teeranan Ritngam	5	ไม่มี
8	Jutima Muangjuey	5	ไม่มี
9	Angsana Uratchatamas	5	ไม่มี
10	Thotsaphit Langsui	5	ไม่มี
11	Li Zhixi	5	
12	Mingliang Wang	5	ไม่มี
13	Aung Kaung Pyae	5	
14	Sonia Vanny Sieng You	5	

For ISM Members

- ▶ If you have other files that will be useful to the others in our office, you can use this way to share your files instead of using ISM DATA (Server).
- ▶ It is also another channel for sharing files among our group in addition to the applications that we are using now.
- ▶ For the other files in our Server or any important files, they will be shared via OneDrive later.