

Image not found

it.ucsf.edu/sites/it.ucsf.edu/themes/custom/it_new/logo.png


Published on it.ucsf.edu (<https://it.ucsf.edu>)

[Home](#) > [New Box Experience](#)

New Box Experience



Jennifer Thi on February 14, 2020

 Box is retiring their old user interface (UI) in September, so we will be moving all UCSF Box users to the new UI on Monday, September 4, 2017.

The new Box UI streamlines navigation, improves search, and enhances preview. You can try out the new UI by visiting <https://ucsf.app.box.com/on/allnewbox> ^[1]. To temporarily revert to the old UI before September 4, simply visit <https://ucsf.app.box.com/on/legacy> ^[2].

Comparison of the old Box experience versus the new Box experience.

(click on screenshots to enlarge)



Search Files



All Files ▾

↑ Upload

+ New



New Box Test Owner

Created today by Jennifer Pham 0



UCSF Box

Updated today by Erik Wieland 1095



Sourcing

Updated today by Antonio Giansante 4952



Jennifer Pham

Updated Jun 2, 2017 by Jennifer Pham 163



My Box Notes

Created May 31, 2017 by Jennifer Pham 0



Secure-jennifer.pham@ucsf.edu

Updated Mar 24, 2017 by Jennifer Pham 2

For UCSF Sensitive Data



CipherCloud-Quarantine

Created Jun 13, 2016 by CipherCloud SVC-Box 1



test.boxnote

Updated May 31, 2017 by Jennifer Pham 817 B



PowerPoint Test.pptx.ccsecure

vs Updated May 3, 2017 by Jennifer Pham 38.3 KB



testing .pptx

Updated May 1, 2017 by Jennifer Pham 76.1 KB

New Box Experience:



Search Files and Folders



- All Files
- Recents
- Favorites
- Synced to Desktop
- Trash
- Messages (5)
- Collaborators
- Box Notes

All Files ▾

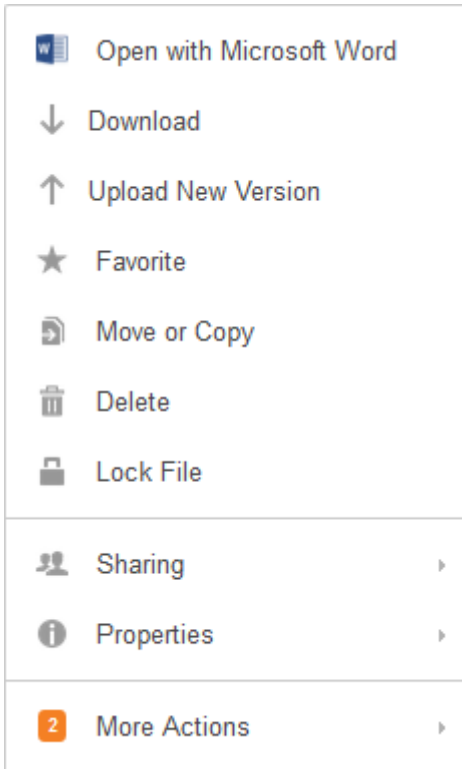
Name	Updated ▾
New Box Test	Today by Jenn
UCSF Box	Today by Erik
Sourcing	Today by Anto
Jennifer Pham	Jun 2, 2017 by
My Box Notes	May 31, 2017
Secure-jennifer.pham@ucsf.edu	Mar 24, 2017
CipherCloud-Quarantine	Jun 13, 2016
test.boxnote	May 31, 2017
PowerPoint Test.pptx.ccsecure V5	May 3, 2017 b
testing .pptx	May 1, 2017 b

[4]

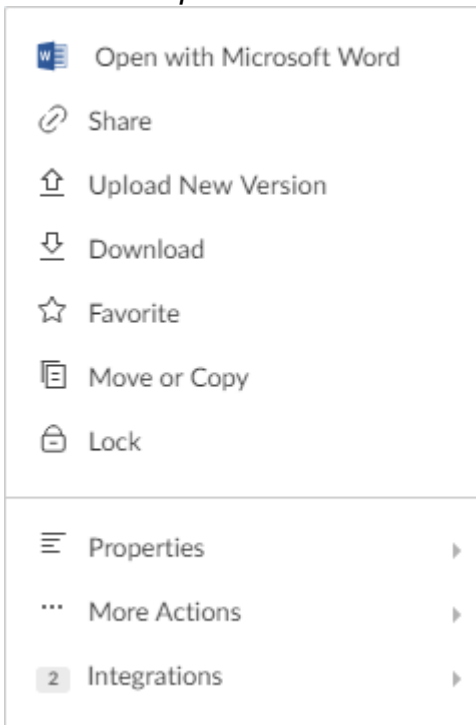
Changes to the More Actions menu

With the new Box experience, the button is no longer visible by default, but it will appear when you hover over the file or folder you would like to interact with.

Old Box Experience:

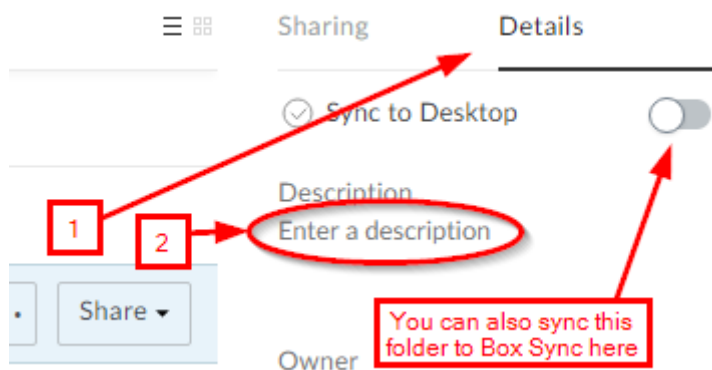


New Box Experience:



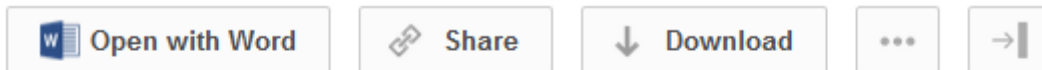
- The **Delete** link has been moved from the main area of the drop-down menu to the **More Actions** submenu and renamed from **Delete** to **Trash**. If you are selecting a folder of which you are a collaborator, but not an owner of, this all still applies except that **Delete** has been renamed to **End Collaboration**.
- The **Embed Widget** link has been moved from the **Sharing** submenu to the **More Actions** submenu.
- The **Set Expiration** and **Watermarking** links have been moved from the **Properties** submenu to the **More Actions** submenu.

- The **Add / Edit Tags** link has been moved from the **Properties** submenu to the **More Actions** submenu and renamed as **Add or Edit Tags**. Adding a new tag with the new Box Experience is slightly different compared to the old Box experience. With the old Box experience, you used to separate each tag by typing a comma in between them. With the new Box experience, you separate your tags by pressing **Enter**. Once you are satisfied with the way you have your tags set up, click **Save** to save your changes.
- The **Properties > General Info** link has been removed from folders in the new Box experience. If you would like to change the description of a folder, you can edit it by selecting the folder, selecting the **Details** tab, and then editing the area that says **Enter a description**.

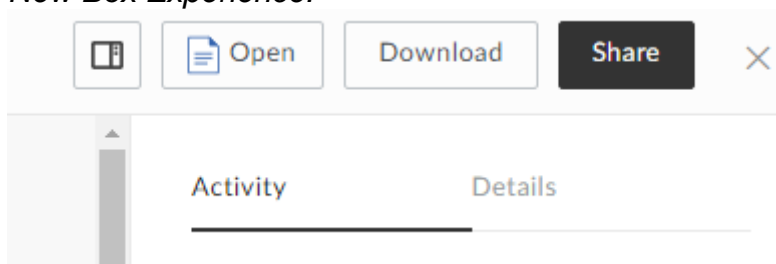


Changes to Preview

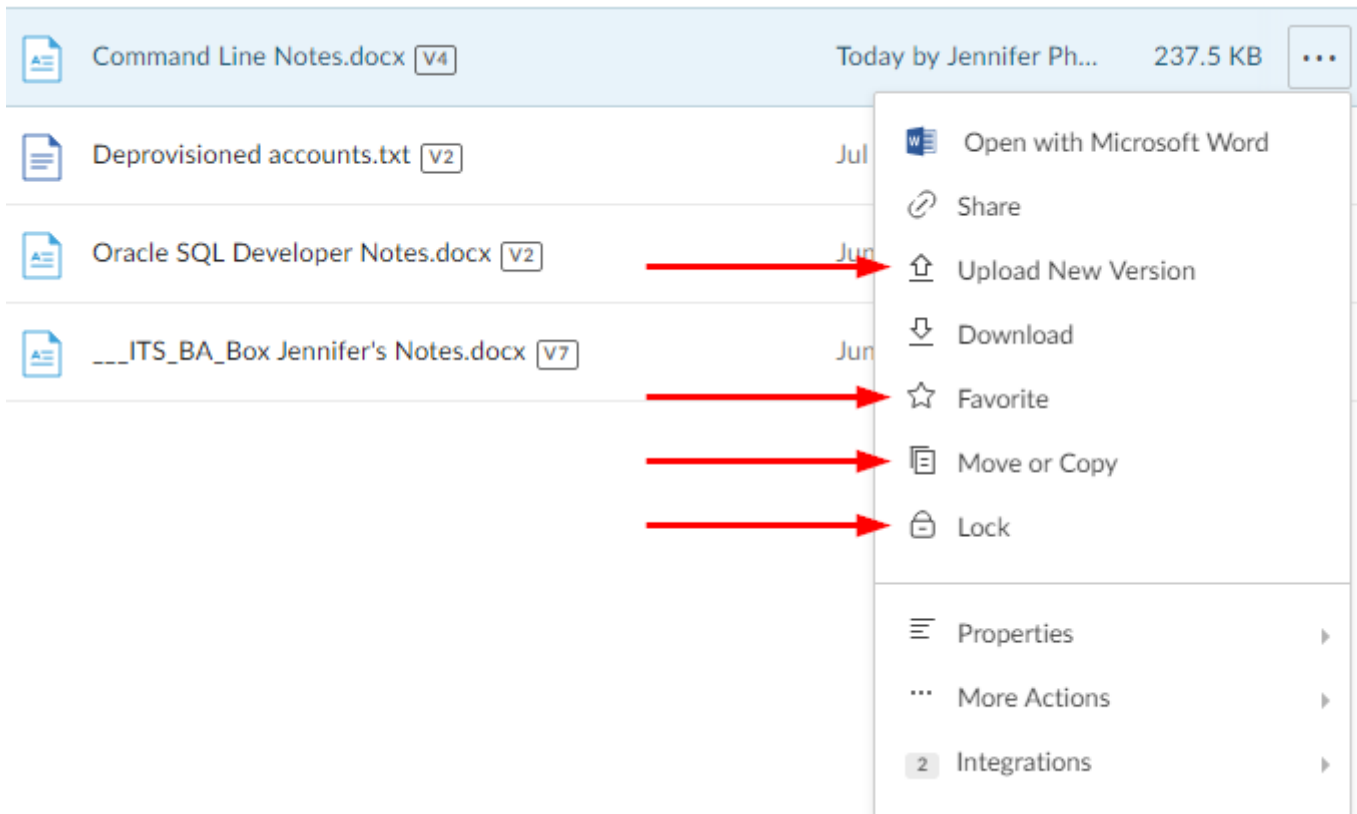
Old Box Experience:



New Box Experience:

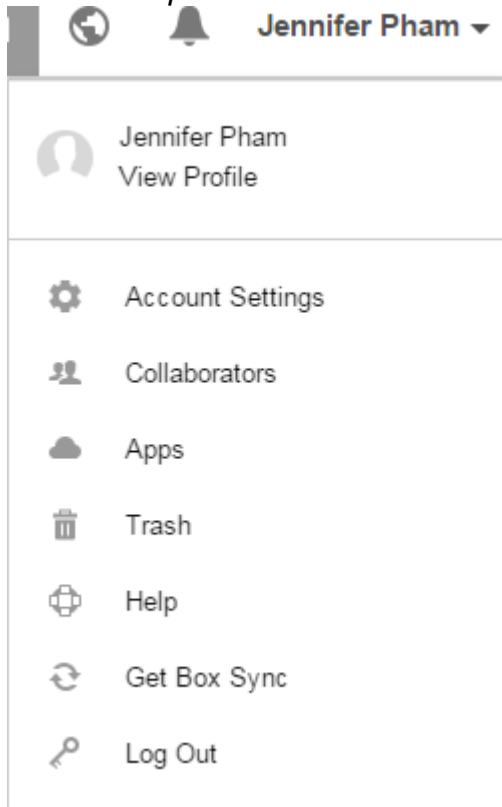


- The **...** button is no longer in file previews. The same features, such as **Lock file**, **Favorite**, **Move / Copy**, and **Upload new version** are still available outside of the file under the main **More Actions** menu before you preview it. **Send Feedback** has been moved to the front page under the **?** icon and has been renamed to **Provide Feedback**.

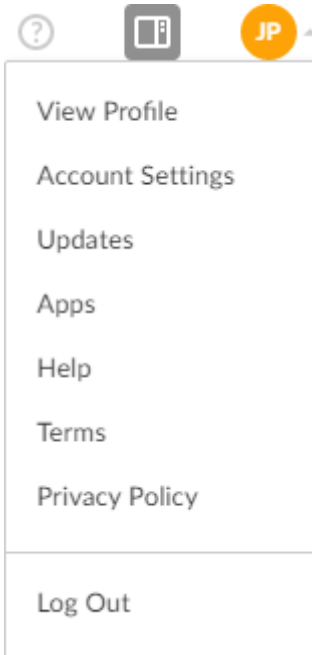


Changes to Profile drop-down menu

Old Box Experience:

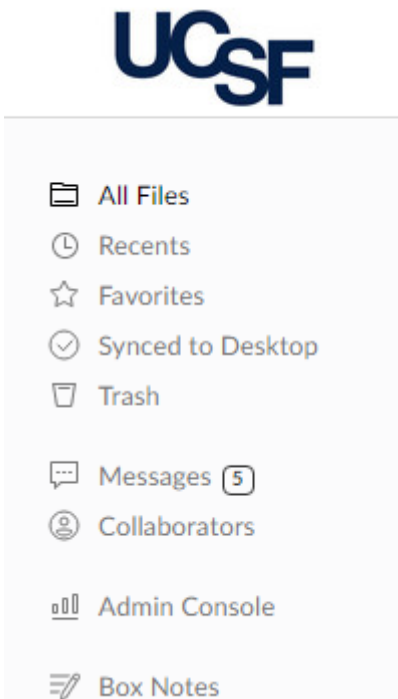


New Box Experience:



- The **Collaborators** and **Trash** links have been moved from the Profile drop-down menu to the left side of the front page.
- The **Get Box Sync** link has been removed from the Profile drop-down menu. Box Sync ^[5] can still be downloaded at Box's downloads ^[6] page.

New Features



With the new Box Experience, Box has moved most links to the left of the front page for an easier to navigate layout. In addition, Box has also added a few new features.

- **Recents** is a list of the most recent updates you have made to your files.

- **Synced to Desktop** is a list of all of the folders you have selected to sync to your Box Sync ^[5] application
- **Box Notes** is a list of every Box Note you have on your account for easy access.

- Box has introduced Grid View, making it easier to sort through your images.

All Files > Jennifer Pham > ☆ 16-10 Esther's Posters ▾

Sort by Updated ▾



FILES



IMG_6136.JPG
Jan 13, 2017 by Jennifer Pham ...
3.7 MB



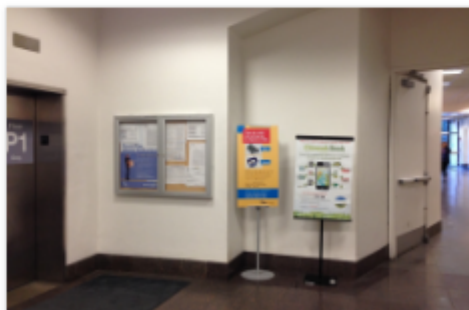
IMG_6141.JPG
Jan 13, 2017 by Jennifer Pham ...
1.9 MB



IMG_6121.JPG
Jan 13, 2017 by Jennifer Pham ...
2.1 MB



IMG_6125.JPG
Jan 13, 2017 by Jennifer Pham ...




IMG_6119.JPG
Jan 13, 2017 by Jennifer Pham ...




IMG_6124.JPG
Jan 13, 2017 by Jennifer Pham ...


- Box has also made it easier to search for things with a new and improved Search filter. You can now narrow down your searches by **File Type**, **Date Updated**, **Owners**, and selecting to search only within the folder you are currently in.
 - **File Type** allows you to search by the type of file it is such as if it was an audio, image, document, or spreadsheet. You can search by **Audio**, **Box Note**, **Document**, **Drawing**, **Folder**, **Image**, **PDF**, **Presentation**, **Spreadsheet**, **Video**, and **3D**.
 - **Date Updated** allows you to search by the date and time you saved the file. If you don't remember the exact time frame, but you remember that you saved it sometime within the week, you can select **Past Week** to search through only the files you have updated this past week. You can search by **Any Time**, **Past Day**, **Past Week**, **Past Month**, **Past Year**, and **Custom Range**.

- **Owners** allows you to search through folders owned by the collaborator you specify.
- **Only search inside of "..."** allows you to search only in the folder you are currently in.

Search Files and Folders 

Content Filters Metadata

File Type(s)
Any Type 

Date Updated
Any Time 

Owners
Enter a set of names or email addresses

Only search inside of "16-10 Esther's Posters"

Questions?

Contact the UCSF Service Desk by either calling 415-514-4100 or by visiting this link [\[7\]](#).

Required Service Information

UCSF BoX [\[8\]](#)

Images



All Files ▾

↑ Upload

+ New

**New Box Test** Owner

Created today by Jennifer Pham 0

**UCSF Box**

Updated today by Erik Wieland 1095

**Sourcing**

Updated today by Antonio Giansante 4952

**Jennifer Pham**

Updated Jun 2, 2017 by Jennifer Pham 163

**My Box Notes**

Created May 31, 2017 by Jennifer Pham 0

**Secure-jennifer.pham@ucsf.edu**

Updated Mar 24, 2017 by Jennifer Pham 2

For UCSF Sensitive Data**CipherCloud-Quarantine**

Created Jun 13, 2016 by CipherCloud SVC-Box 1

**test.boxnote**

Updated May 31, 2017 by Jennifer Pham 817 B








**PowerPoint Test.pptx.ccsecure**vs Updated May 3, 2017 by Jennifer Pham 38.3 KB**testing .pptx**

Updated May 1, 2017 by Jennifer Pham 76.1 KB








- All Files
- Recents
- Favorites
- Synced to Desktop
- Trash
- Messages 5
- Collaborators
- Admin Console
- Box Notes



All Files ▾


Name	Updated ▾
New Box Test	Today by Jenn
UCSF Box 	Today by Erik
Sourcing 	Today by Anto
Jennifer Pham 	Jun 2, 2017 by
My Box Notes	May 31, 2017
Secure-jennifer.pham@ucsf.edu 	Mar 24, 2017
CipherCloud-Quarantine	Jun 13, 2016
test.boxnote 	May 31, 2017
PowerPoint Test.pptx.ccsecure v5	May 3, 2017 b
testing .pptx	May 1, 2017 b

-  Open with Microsoft Word
-  Share
-  Upload New Version
-  Download
-  Favorite
-  Move or Copy
-  Lock

-  Properties ▶
-  More Actions ▶
-  2 Integrations ▶

-  Open with Microsoft Word
-  Download
-  Upload New Version
-  Favorite
-  Move or Copy
-  Delete
-  Lock File

-  Sharing ▶
-  Properties ▶

-  2 More Actions ▶



Jennifer Pham ▾



Jennifer Pham
View Profile



Account Settings



Collaborators



Apps



Trash



Help



Get Box Sync



Log Out



View Profile

Account Settings

Updates

Apps

Help

Terms

Privacy Policy

Log Out

- All Files
- Recents
- Favorites
- Synced to Desktop
- Trash
- Messages (5)
- Collaborators
- Admin Console
- Box Notes

All Files ▾

Nar

Jen

UC:

Neu

Sou

All Files > Jennifer Pham > ☆ 16-10 Esther's Posters ▾

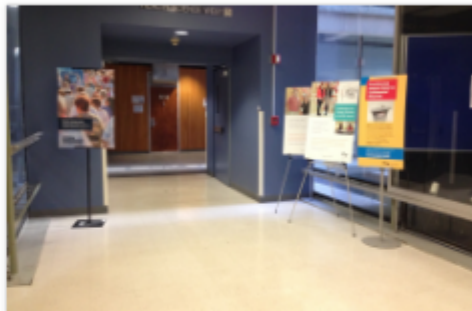
Sort by Updated ▾



FILES



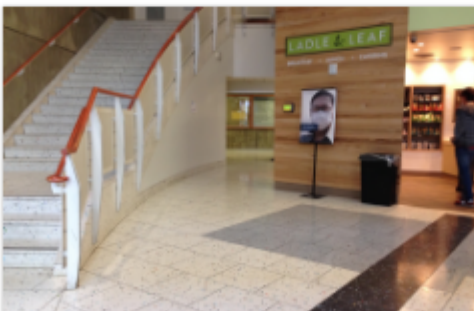
IMG_6136.JPG
Jan 13, 2017 by Jennifer Pham ...
3.7 MB



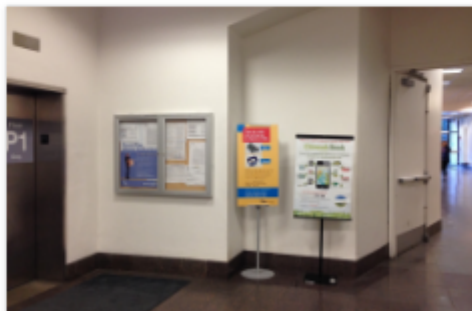
IMG_6141.JPG
Jan 13, 2017 by Jennifer Pham ...
1.9 MB



IMG_6121.JPG
Jan 13, 2017 by Jennifer Pham ...
2.1 MB



IMG_6125.JPG
Jan 13, 2017 by Jennifer Pham ...



IMG_6119.JPG
Jan 13, 2017 by Jennifer Pham ...



IMG_6124.JPG
Jan 13, 2017 by Jennifer Pham ...



Search Files and Folders



Content Filters

Metadata

File Type(s)

Any Type

Date Updated

Any Time

Owners

Enter a set of names or email addresses

Only search inside of "16-10 Esther's Posters"

Open with Word

Share

Download



Activity

Info



Open

Download

Share



Activity

Details



Sharing

Details

Sync to Desktop



Description
Enter a description

Share

Owner

- All Files
- Recents
- Favorites
- Synced to Desktop
- Trash
- Messages 5
- Collaborators
- Box Notes

All Files ▾

Name	Updated
New Box Test	Today by Jenn
UCSF Box	Today by Erik
Sourcing	Today by Anto
Jennifer Pham	Jun 2, 2017 by
My Box Notes	May 31, 2017
Secure-jennifer.pham@ucsf.edu	Mar 24, 2017
CipherCloud-Quarantine	Jun 13, 2016
test.boxnote	May 31, 2017
PowerPoint Test.pptx.ccsecure v5	May 3, 2017 b
testing .pptx	May 1, 2017 b



Sharing

Details

✓ Sync to Desktop

Description
Enter a description

1

2

Share ▾

You can also sync to Box Sync here

Owner

☰ ☰ Sharing Details

✓ Sync to Desktop

1 2 Description
Enter a description

Share ▾

Owner You can also sync this folder to Box Sync here

📄 Command Line Notes.docx [v4] Today by Jennifer Ph... 237.5 KB ⋮ Share

📄 Deprovisioned accounts.txt [v2] Jul

📄 Oracle SQL Developer Notes.docx [v2] Jun

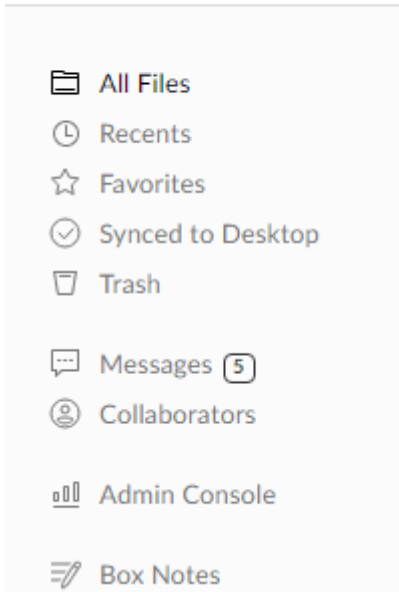
📄 ___ITS_BA_Box Jennifer's Notes.docx [v7] Jun

- 📄 Open with Microsoft Word
- 🔗 Share
- 📄 Upload New Version
- ⬇️ Download
- ☆ Favorite
- 📁 Move or Copy
- 🔒 Lock

- ☰ Properties ▶
- ⋮ More Actions ▶
- 2 Integrations ▶



- 📁 All Files
- 🕒 Recents
- ☆ Favorites
- ✓ Synced to Desktop
- 🗑️ Trash
- 💬 Messages (5)
- 👤 Collaborators
- 🔧 Admin Console
- 📝 Box Notes



GET IT HELP. Contact the Service Desk online, or phone 415.514.4100

[Site Login](#) [Site Index](#)

[Suggest an IT Improvement](#) | © UC Regents

*//-->

Source URL: <https://it.ucsf.edu/services/ucsf-box/additional/new-box-experience>

Links

- [1] <https://ucsf.app.box.com/on/allnewbox>
- [2] <https://ucsf.app.box.com/on/legacy>
- [3] https://it.ucsf.edu/sites/it.ucsf.edu/files/new_box_1.png
- [4] https://it.ucsf.edu/sites/it.ucsf.edu/files/new_box_12.png
- [5] <https://it.ucsf.edu/services/ucsf-box/additional/box-sync>
- [6] <https://www.box.com/resources/downloads>
- [7] <https://ucsf.service-now.com/ess/home.do>
- [8] <https://it.ucsf.edu/services/ucsf-box>