# Introducing Nimbus

Nimbus is the open source file share software that the City of Naperville, TED Business Group will be using to allow applicants (or their representatives) to transfer files to the City's Project Managers for electronic plan review (eReview). Nimbus provides a safe, secure, and compliant file sharing solution.

Invitation to Shared Folder

The City of Naperville's Project Managers will create project folders and invite the applicant to the shared folder. The applicant will create an account to access the shared folders and upload the required plan submittals in the appropriate format.

# 1st email – Initial Invite to Activate Account

The invitee will receive two emails, the first email will contain the invitation to the Shared folder and include instructions on activating their guest account. Information contained within the invitation email includes:
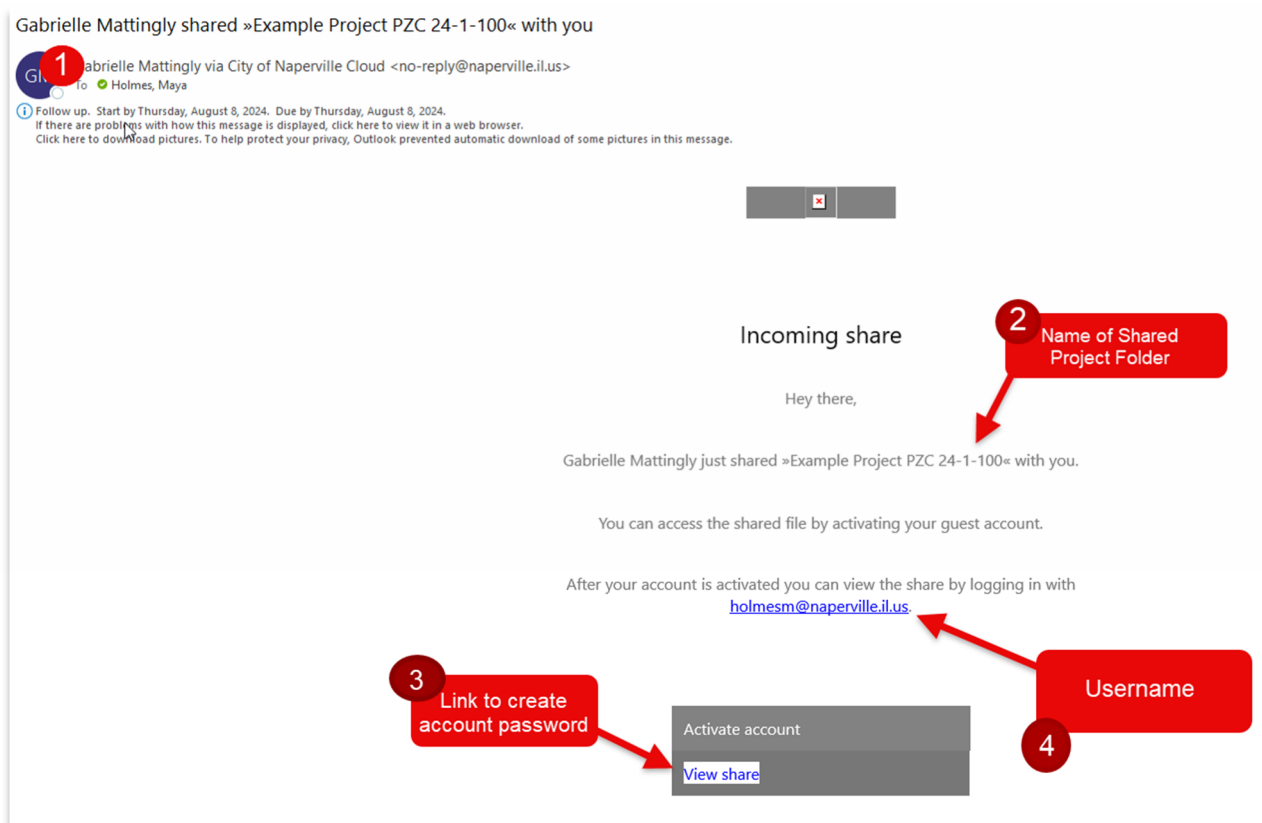

1. Sender name: i.e. *"ProjectManagerName via City of Naperville Cloud" no-reply@naperville.il.us*
2. The Name of the Shared Project Folder
3. Link to set Account Password which will activate the account
4. User Name to use for account (email address)

Activating Guest Account

Click "view share" link, the following Nimbus screen appears:
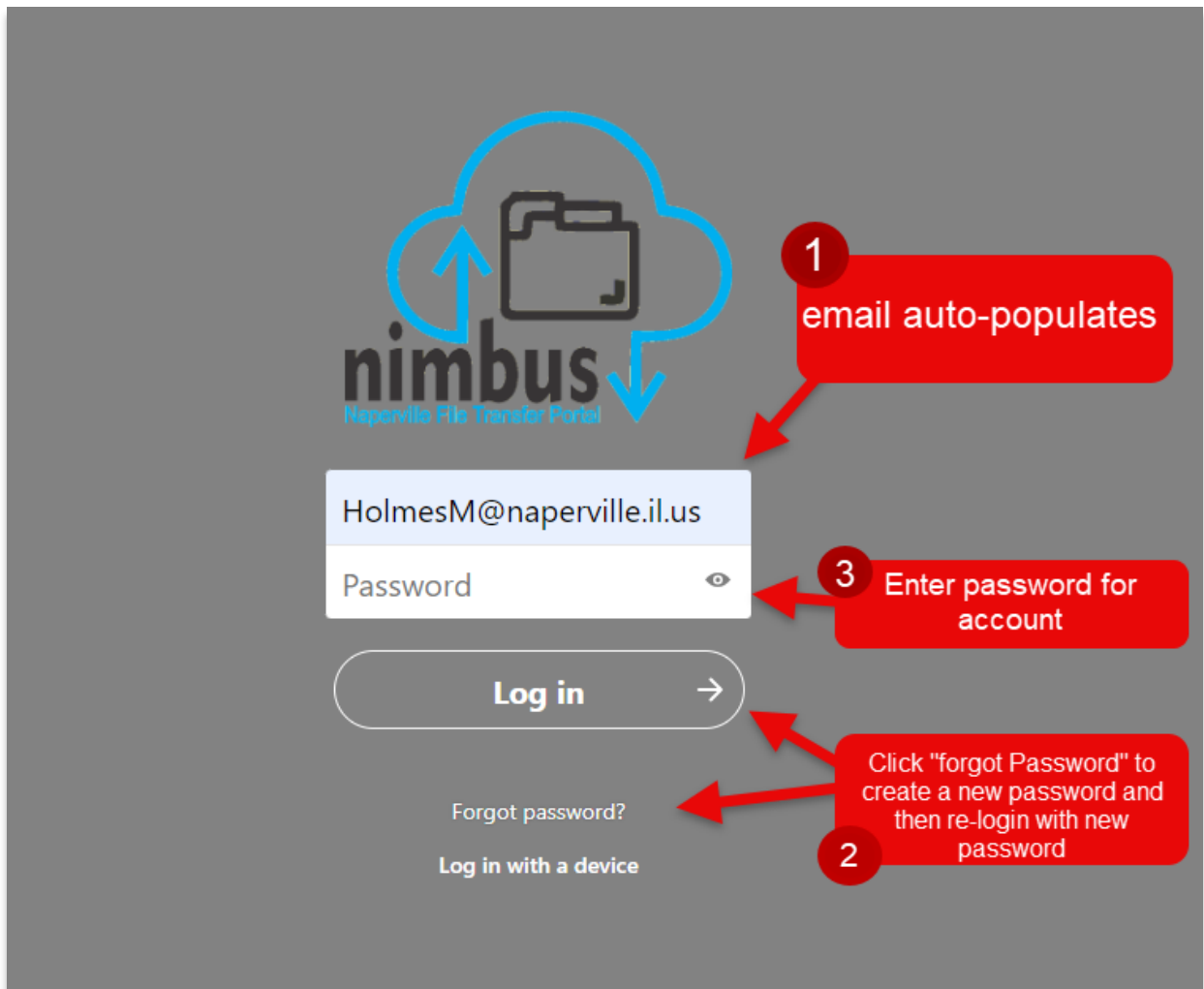
1. Email is auto-populated in sign-in screen
2. Select "forgot password" to create a new password for Nimbus Account and then Re-login with new password and auto-populated Email
3. Press <Enter> button to activate account, the following screen appears:
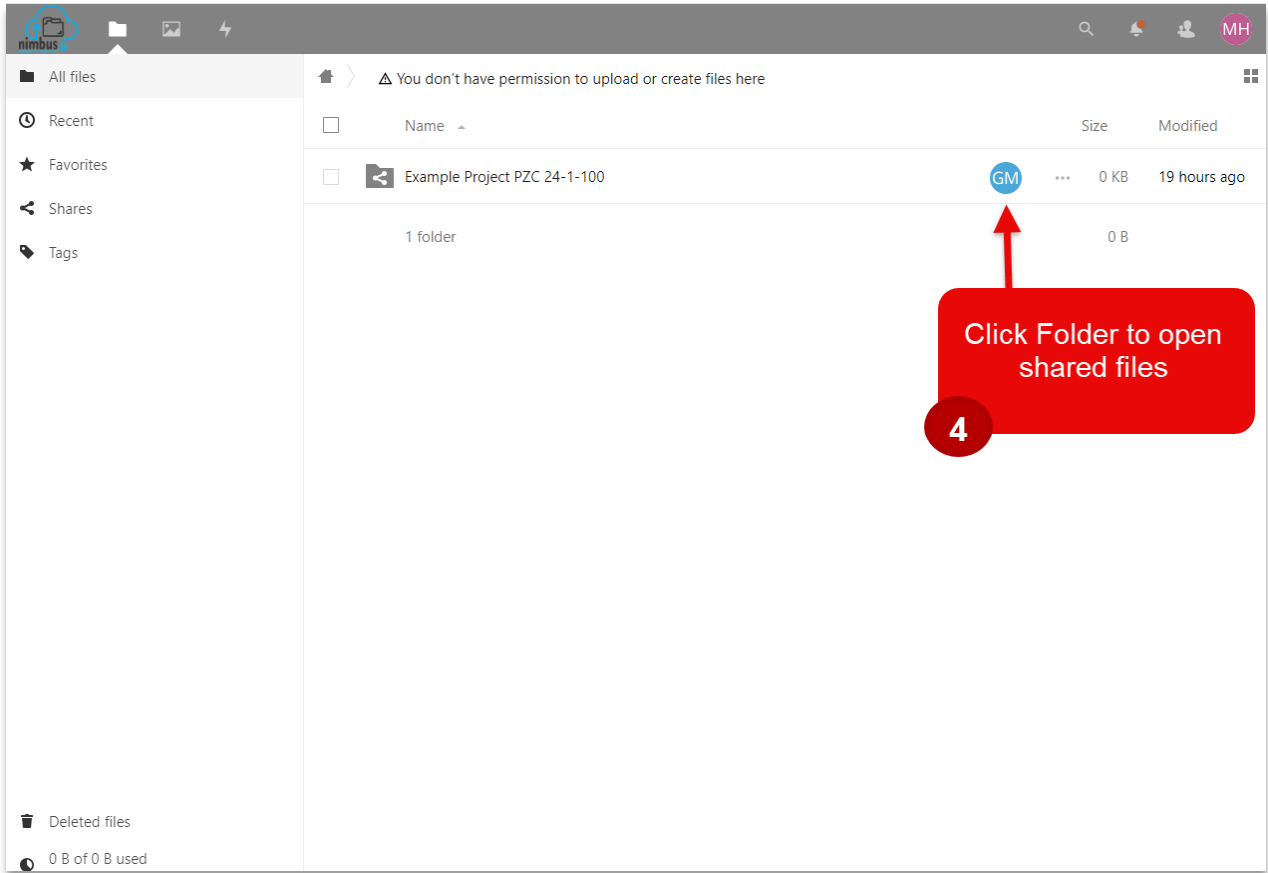
4. Click the shared folder – you are now able to access the folder and any sub-folders created

2nd email - Notification Email

The second email is simply a notification email with a link to the shared folder.

1. It is from the sender: "Project Manager name VIA City of Naperville Cloud"
2. Contains link to folder

Folder will not be accessible until account is activated per the 1st email
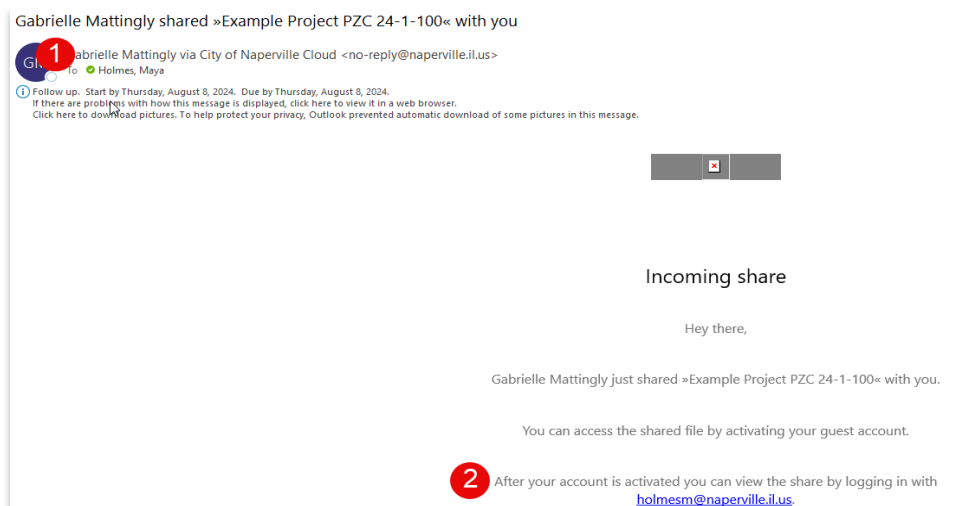
Upload Files

To upload files, click on the folder name into which you want to upload the files to. If this is the first submittal for the project upload the files into the "1st Submittal" sub-folder. If it is the second submittal for the project upload the files into the 2nd submittal sub-folder, etc.

1. Click on the Project File Name,
2. Click on the sub-folder 1st Submittal
3. Click on the "+" symbol for the "Upload" command
4. Click "Upload file"
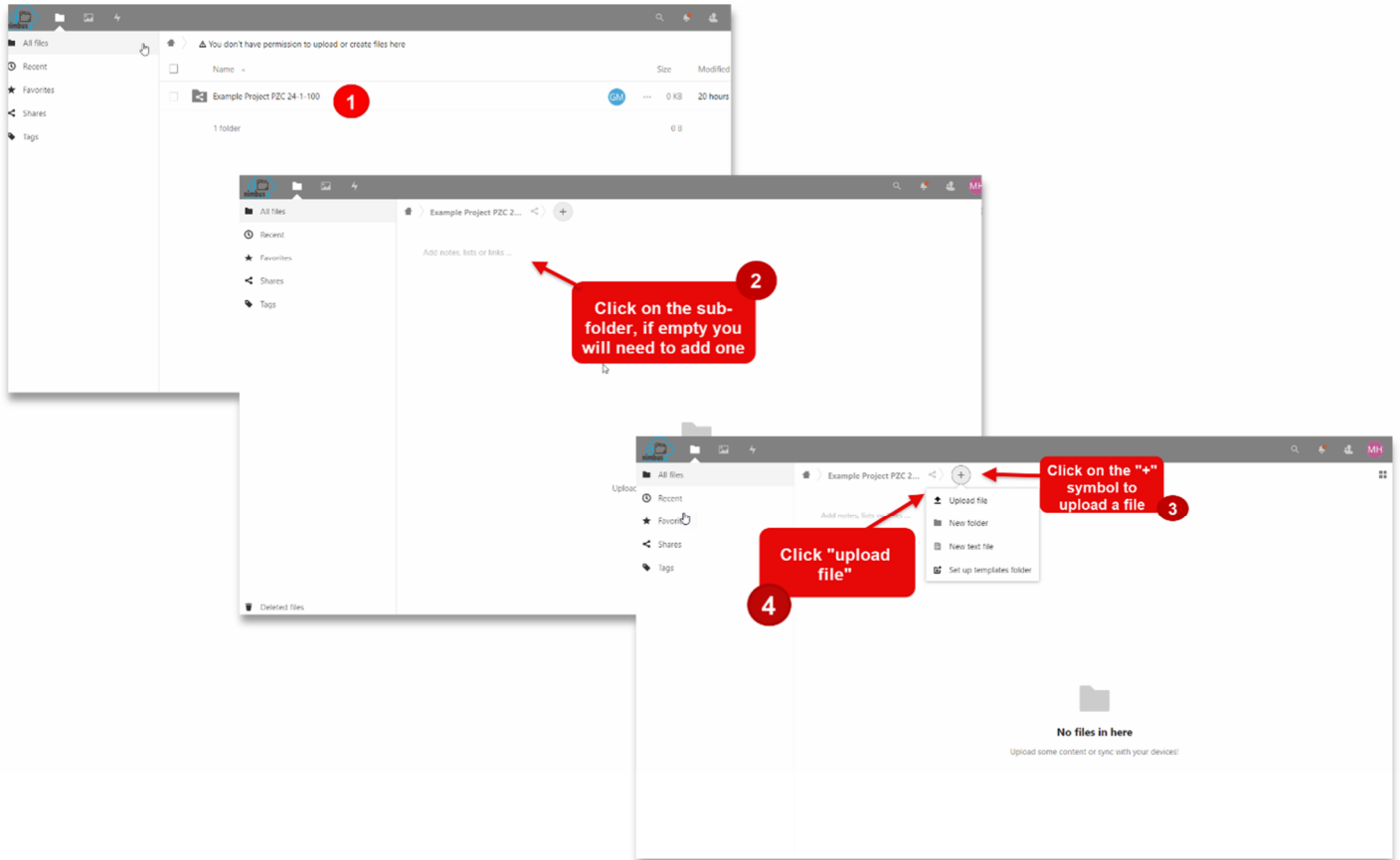
File Explorer opens, navigate to location of files to upload
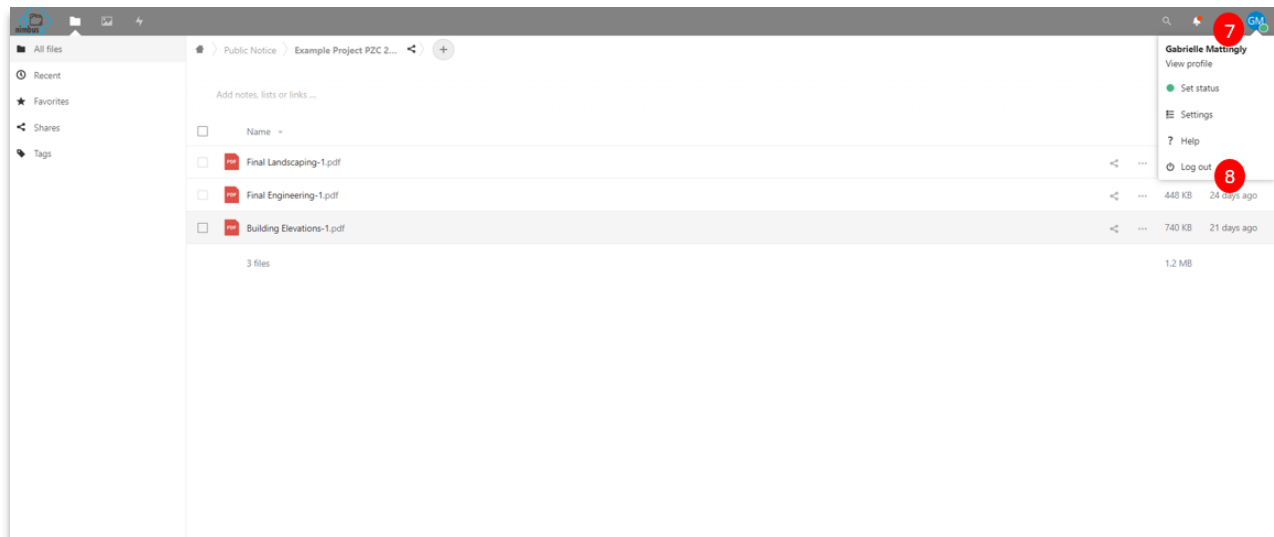
      5.   Select Files and

      6.   click "Open" button.
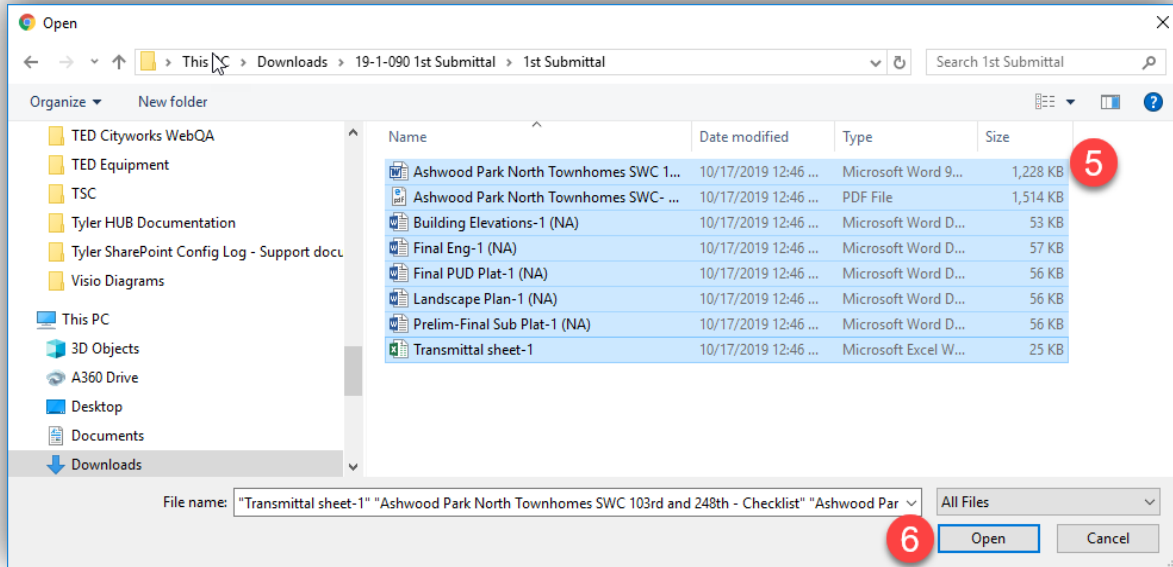
After the files are uploaded., confirm all files are present and if they are,

      7.   Click username and then

      8.   Click logout.

      Email the PM to notify them that you have uploaded plans to the Project Folder.
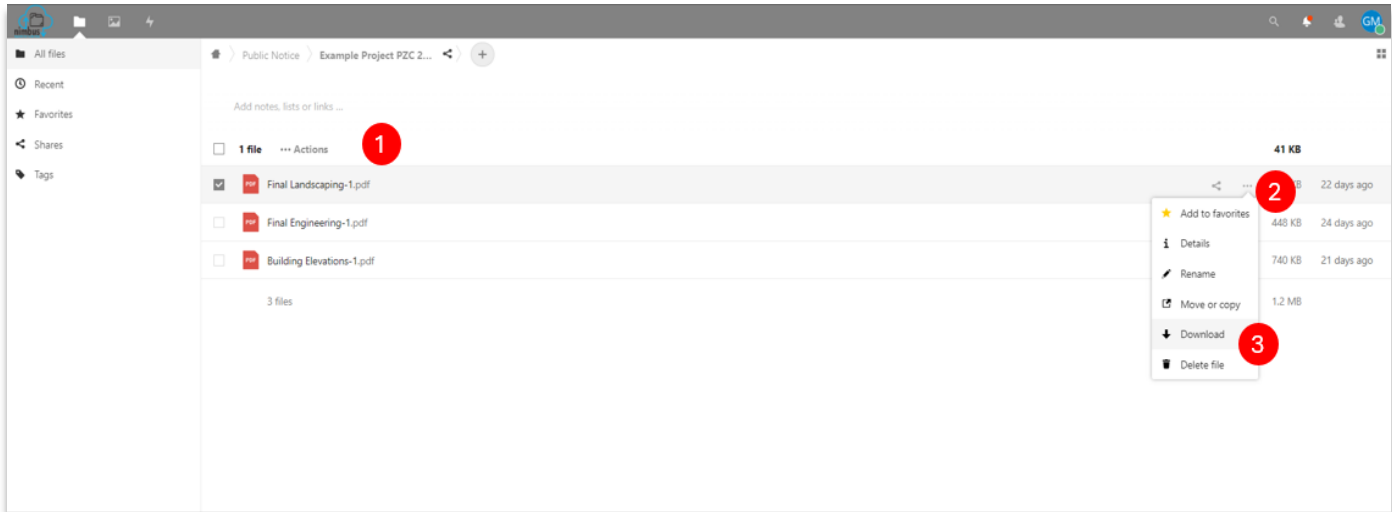

Project will not be routed for eReview until all required files are uploaded.

To Download an Individual File/Folder
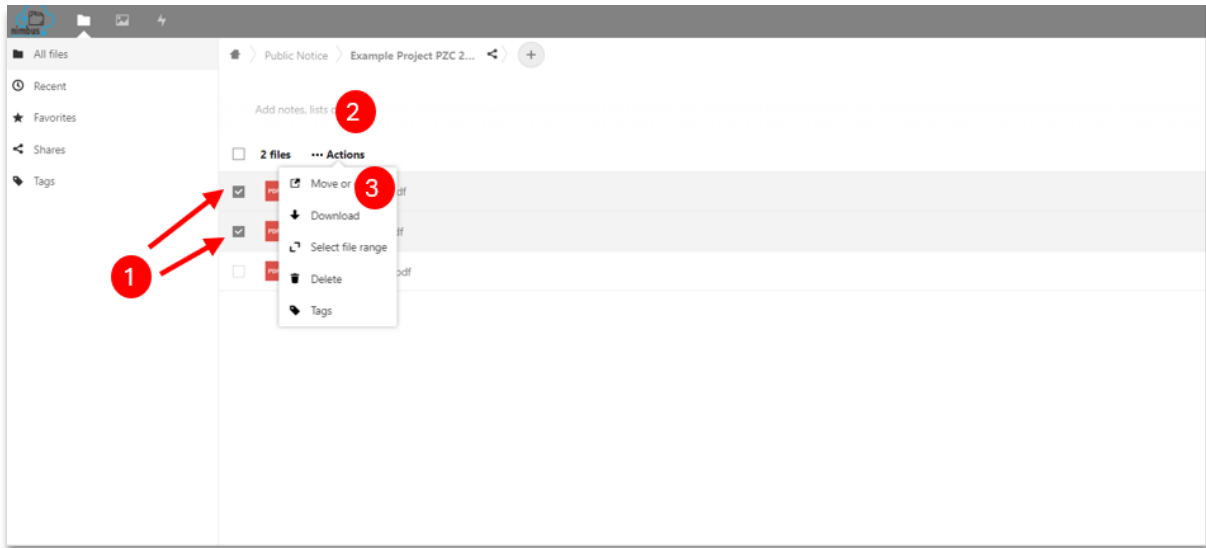
To download files:

1. Select the file or folder you wish to download.
2. Click the overflow button (3 dots)
3. From the context menu that appear, click download

The file will download to your default download folder, if you selected a folder to download it will package the files in a .zip file first – the name of the .zip file will be the same as the individual file or folder selected.

To Download Multiple Files

1. Hover over or mouse over the file icon, click the checkbox next to the file/folder to select
2. Click "actions"
3. Click download

The multiple files/folders selected will be packaged into a .zip file and saved to your default download folder – the name of the .zip file will be the name of the folder/sub-folder from which the files/folders were selected from. In this example – the .zip file would be named 1st Submittal.zip

If you have any questions, contact your assigned Project Manager or email DRT@naperville.il.us