

# Ofisu taku-fairu-bin

Operating manual for User

How to download Files and using Upload URL

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## 1. Definition

Term	Description
Account or user.	Accounts and users are treated as synonyms. In this manual, it is referred to as an account.
Sender	The person who sends the file.
Recipient (destination).	The person who receives the file. (Account registration is not required.)
User	The account (user) to which the general user's privileges have been granted.
The upload URL	The ability to issue a URL to upload a file when you want to send it to yourself. A URL that is valid only once.

### Supplementation

Information such as e-mail addresses is masked in the image diagram described in the manual.

### 1.1 Target User of this manual

This manual is intended for the following users.

- A user who wants to download a file sent from the sender
- A user who has been sent an "upload URL" for uploading a file from the sender and wants to send the file by the "upload URL".

## 2. Downloading Files

A download URL and download password are required to download the file.

- The URL for downloading is notified by e-mail with the following subject line:

Subject: [File Delivery Service] Dear XXX keeps a file.

- The download password is notified by the system or is notified by the sender.

Subject: [File Delivery Service] Download password informed by the user.com...

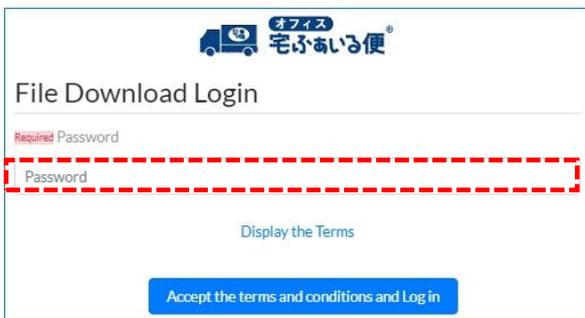
- ① From the system, you receive an e-mail message [File Delivery Service] Dear XXX keeps a file.

Click the URL listed in the e-mail.

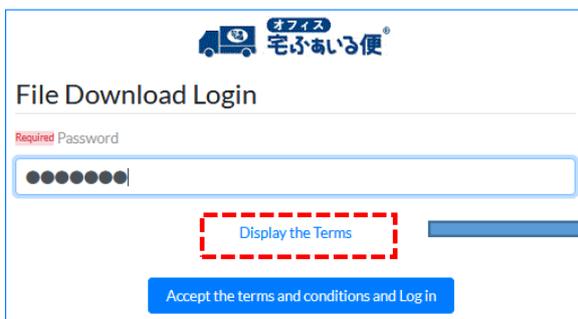


- ② Confirm the download password described in the message " [File Delivery Service] Notification of download password"... Alternatively, confirm the download password notified by e-mail from the sender.

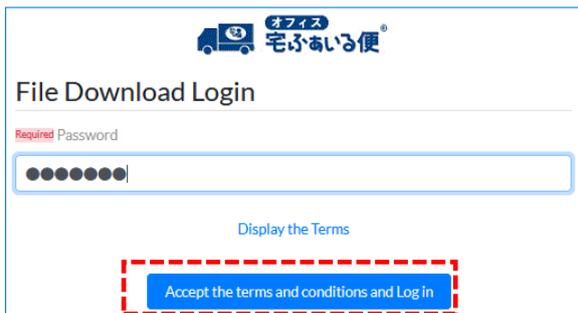
- ③ The file download login screen is displayed. Enter the download password in the "Password" field on the login screen.



- ④ Click on the "Display the Terms" link. Then check the terms and click "Close" button.



- ⑤ Then click the "Accept the terms and conditions and Log in" button.



- ⑥ Click the Download button to receive the file.

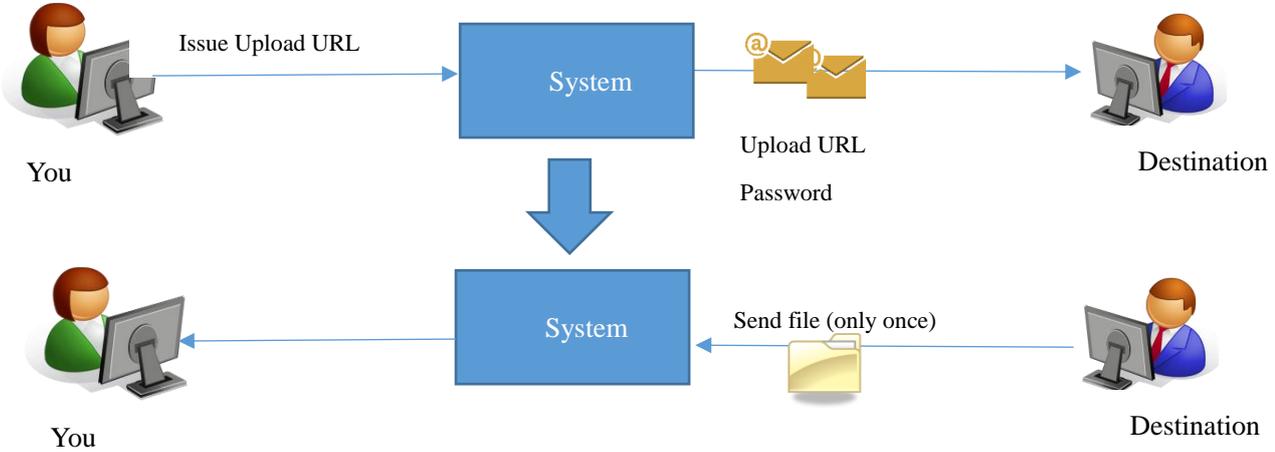
File Name	File Size	Number of Times Downloadable	Download status	Operation
officeTakufile.txt	0 Byte	1	Not Downloaded	<input type="button" value="Download"/>

NOTE:

- There is a limit to the number of times a file can be downloaded.
- File downloads have an expiration date.

### 3. Upload URL

This section describes how to upload files using the upload URL. For details on creating an upload URL, refer to "4. Issue Upload URL".



#### 3.1 Using the Upload URL

- ① Click the file upload URL in the "Notice of file upload URL" e-mail that you received. ※ The upload URL expires for five days (\* default value).  
※ The default value can be changed on the administrator screen by a person with administrator privileges. For details, refer to the administrator's description page (parameter).

■ "Notice of file upload URL"

[Message to You]

-----

Please visit the website below for Login.

<https://XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX>

■ "Notice of Upload password"

[Password]

SB9Re1)w

[Password Expiration date]

until 2020-08-26 08:17

- ② The login screen is displayed. Click the "Dispay the Terms" button.
- ③ Read the service terms and conditions and click the Close button.

- ④ If you agree to the Service Terms, check "Agree to the Terms"
  - ※ If you have not clicked the "Close" button in the previous screen, the check box will not appear.
- ⑤ Enter the passwords contained in the "Notice of Upload password" e-mail delivered by the system and click on the "Login" key.
- ⑥ Select a file. By dragging and dropping a file into the frame of the transmission screen, you can specify the file to be sent as it is. Or click the "Select a File" button to specify the file on the PC.
- ⑦ When a file is selected, the file name and file size are displayed. The total file size is 10GB (\* default value). If you also check "Receive Notice", you will receive an e-mail notifying you that the upload destination has downloaded the file. If it is not necessary, clear the check box.
  - ※ The default value can be changed on the administrator screen by a person with administrator privileges. For details, refer to the administrator's description page (parameter).
- ⑧ If necessary, enter a message.
- ⑨ When you have finished, click the Upload Confirmation button.
- ⑩ Review the content and, if appropriate, check Confirm and click the Upload button.
- ⑪ If the upload is successful, the Upload Completion screen appears.