Ofisu taku-fairu-bin

Operating manual for User

Version 1.2.0

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Table of Contents

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.
Temporary user	A limited-time account (user). The user registers a temporary user. Temporary user is restricted.
Approver	The account registered in the approver column of the applicant. Approver is displayed in the menu.
Applicant	The account where the approver is registered. Approval of the approver is required when sending the file. Applicants is displayed in the menu.
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.

2. Menu Description

The menu display depends on the contract details and settings and authority of the account.

Menu Name	Description
Send File	
Send File	You can send a file to a destination.
Issue Upload URL	You can issue a URL that allows you to upload a file when you want to send it from a destination.
Address Book	You can manage the address of the recipient.
Create Temporary User	If you receive a file multiple times from a destination, you can issue a limited-time user.
Temporary User List	You can view a list of created temporary users. (Only temporary users within the valid period are displayed.)
Cancel	
Cancel File Sending	You can disable the download URL for sent files.
Cancel File Send After Approved	You can disable download URLs for submitted files after approval in a workflow.
Cancel Upload URL	If the upload URL is unused, you can disable it.
Resend	
Resend File Transmit	After sending the file, you can resend the email with the download URL and password.
History	
File Transmit History	You can check the history that you sent yourself and whether or not you downloaded the sent file.
Upload URL History	You can check the history of upload URLs issued by yourself.
File Transmit Failure History	After sending a file, you can check the history of failed transmissions. (File transmission failure due to virus detection, etc.)
Workflow	
List of Approvals	You can check the history of your approval.
List of Applications	You can check the history of the file submission by yourself.
Miscellaneous	
Help	You can view the manual.

3. Send File

Sends a file to the specified e-mail address.

The recipient is notified by e-mail of the URL where the sent file can be downloaded.

A download password is required to download the outbound file.

The download password notification can be one of the following: (Depending on site settings.) Reference: page 7 Image of password notification method

① From the menu, click the File Submit tab.

② Enter at least one "E-mail Address" and one "Name" in the address field.

Required E-mail Address1	
Required Name1	

※ You can select an address from the address book (enter it as a destination).

You can select an e-mail address from the Address Book by clicking the "Select from Address Book" button in the upper right corner.

・ Select an address. (Check the check box.)

・ Click the Select button.

Show 10 ✓ entries				Search:
Select	Destination E-mail Address ▲	Destination Name ⬍	Keyword ⬍	E-mail Language ⬍
☐	aa@aa	aa		Japanese
☐	bb@bb	b		Japanese
☐	cc@cc	c		Japanese
Showing 1 to 3 of 3 entries				Previous 1 Next

Back   Select

・ The selected address is set on the Send File screen.

③ Select the language of the e-mail to be sent from the pull-down list. (Select the language of the sentence in the form of an e-mail)

| Required E-mail Language	Japanese
	Japanese
	English
	Chinese

④ Select a file. By dragging and dropping a file into the frame of the File Send 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.

File(s) to Send

Required Send File SizeSum10 GBto

Drag and Drop a File. Or   🖻Select a File

Drag & Drop
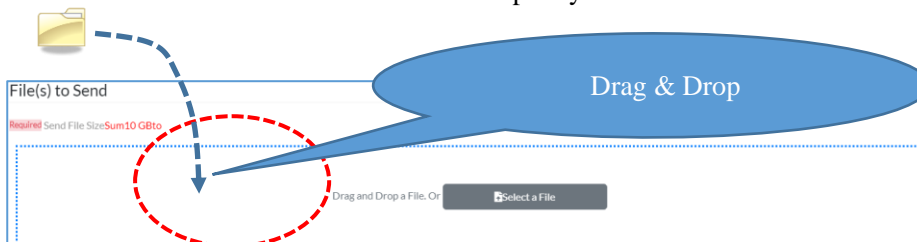
⑤ When a file is selected, the file name and file size are displayed. The total file size is 10GB (* default value). If you select the "Receive Notice" check box, the system will send you an e-mail notifying you that the recipient has downloaded the file. If it is not necessary, clear the check box.

　※ The default values can be changed on the administrator screen by a person with administrator privileges. For details, refer to the administrator's description page (parameter).

⑥ If necessary, enter a message.

⑦ When you have finished, click the Confirm Content button.

⑧ Review the content and, if appropriate, check "Confirm" and click the "Send" button.
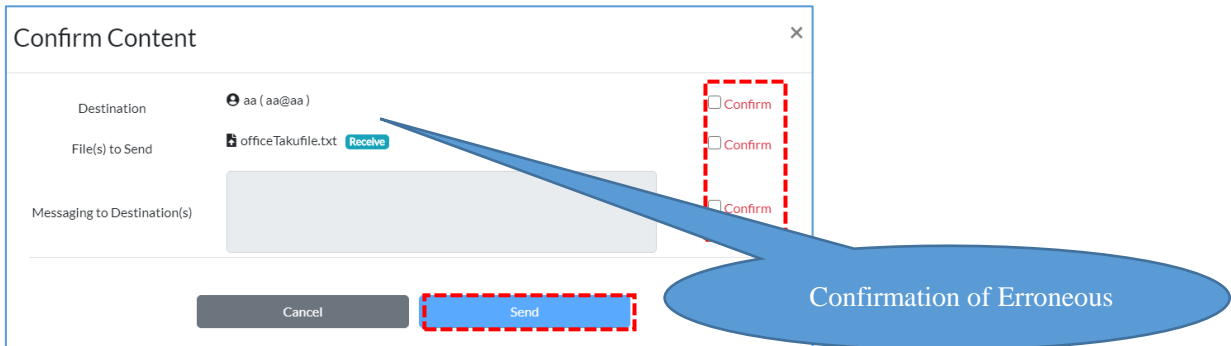
⑨ When transmission is successful, the File Send Accepted Complete screen is displayed.
The completion screen varies depending on the site settings.

In the case of the completion screen on the left, the download password is notified from the system to the destination.
See Notification 1 on the next page.

On the completion screen on the left, contact the recipient by e-mail with the download password.
See Notification 2 on the next page.

⑩　When transmission is completed, the system notifies you by e-mail "Notification of completion of file sending".
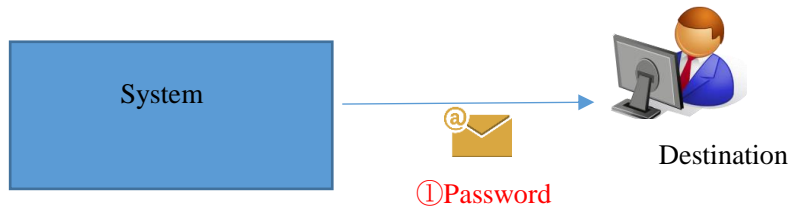
Important :

A password is required to download the outbound file. The password must be notified to the destination. There are two ways to notify a destination of a password.

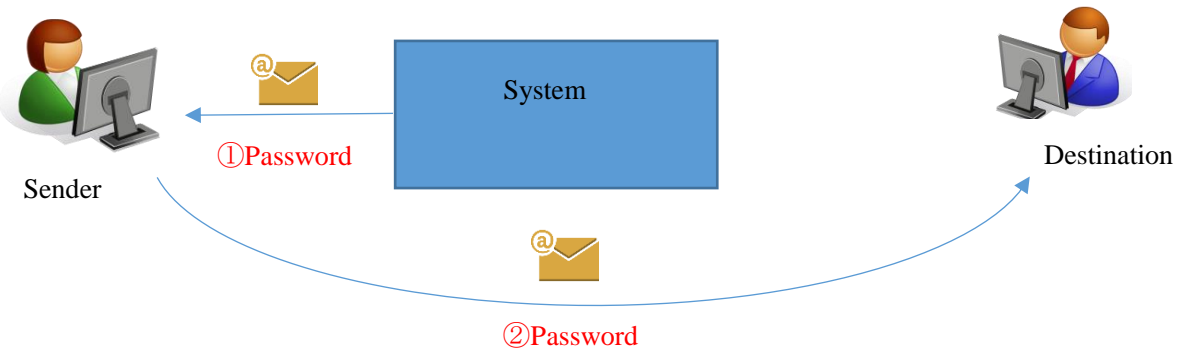Image of Password Notification Method

(after completion of file transmission)

Notification 1: The system notifies you of the password by e-mail to the destination.

Notification 2: The system notifies the sender of the password by e-mail. Password to Destination

You must be notified by e-mail.

4. Issue Upload URL

This is used when you want to send a file from the destination (upload file). When you perform this operation, the system notifies the recipient by e-mail of the URL where the file can be uploaded. This allows the recipient to send the file to you only once.

①　Click the Issue Upload URL tab from the menu.

②　Enter at least one "E-mail Address" and one "Name" in the address field.

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　※ Click the "Select from Address Book" button in the upper right to select the registered e-mail address and name from the Address Book. For details, refer to the explanation page of the Address Book.

③　Select the e-mail language from the pull-down list. The e-mail subject and template body are sent in the selected language. ※ The text to be entered is not translated.
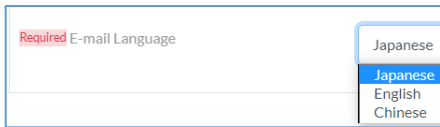
④　If necessary, enter a message.

⑤　When you have finished, click the "Confirm Content" button.

⑥　The confirmation screen of Issue upload URL is displayed.

⑦　Review the content and, if appropriate, check the "Confirm" and click the "Issue" button.
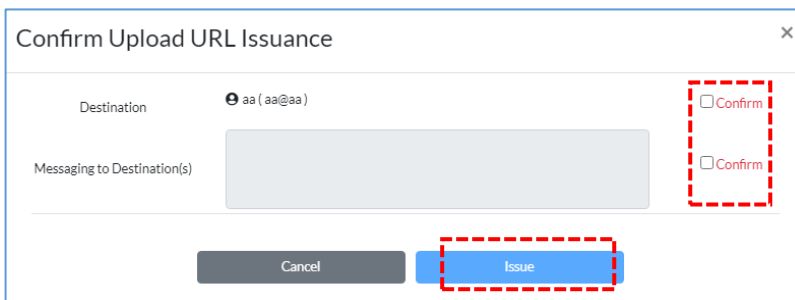
⑧　If it is processed normally, the Upload URL Issuance Complete screen appears.
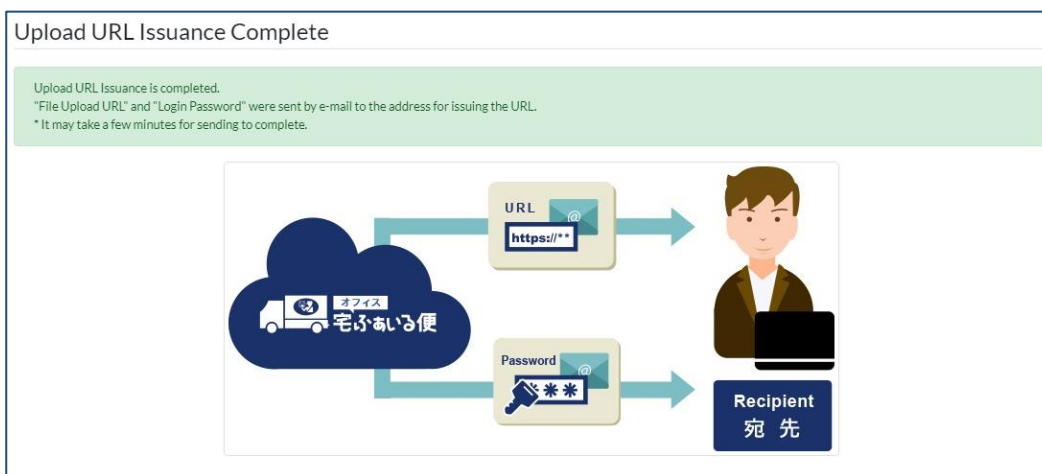
5. Address Book

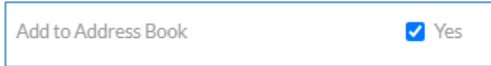Registering the recipient's e-mail address in the address book makes it easy to set the recipient in the File Send screen. Up to 300 items can be registered.

5.1   How to register addresses

There are three ways to register to the Address Book.

Method 1: On the Send File screen, select the "Add to Address Book" check box to send.

Method 2: Registering e-mail addresses individually in the Address Book.

Method 3: How to upload an address book as an Excel file.

　Address Book ⇒Bulk Administration Button

5.2   (Method 1) On the Send File screen, select the "Add to Address Book" check box to register

①   When you send a file with a check mark, it is registered in the address book.

5.3   (Method 2) Adding e-mail addresses individually to the Address Book

①   From the menu, click the Address Book tab.

②   Registered data

Item	Required	Description
Destination E-mail Address	○	Enter a e-mail address.
Destination Name	○	Enter the name of the address.
Keyword		Optionally enter a keyword for the search.
E-mail Language	○	Select either Japanese, English, or Chinese.

After entering the above, click the "Register" button in the upper right to display the registered address in the list.

5.4   (Method 3) Bulk Address Book Administration

①   From the menu, click the "Address Book" tab ⇒"Bulk Administration" button.

②   Click the Download tab in the Address Book.

③   Click the Download button.

Save the downloaded Excel file somewhere on your PC.

④ Open the Excel file downloaded in step ③.

⑤ Adds an address to the Excel file.

Excel file description

Item	Required	Description
Mail address	○	Enter a mail address.
Full name	○	Enter the name of the address.
Keywords		Optionally enter a keyword for the search.
Mail language	○	Enter either JA, EN, or ZH.

※ Do not change the first line of Excel because it becomes a header line.

⑥ Excel file image

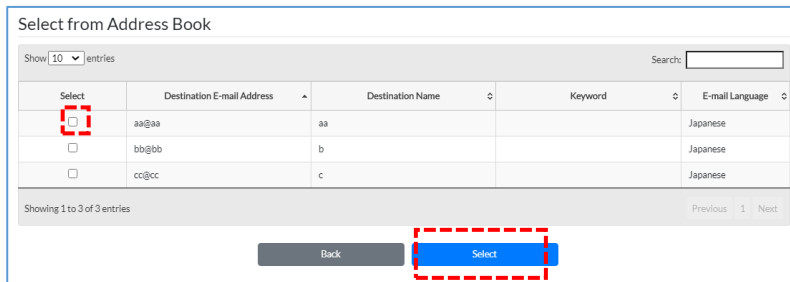| Mail address	Full name	Keywords	Mail language
abc@test.local	OGIS TARO		JA
123@test.com	HANAKO OGIS		EN

⑦ Click the Upload tab.

⑧ Drag and drop the Excel file you just created to register the file.

5.5　Select a recipient from the Address Book

To select a recipient from the Address Book, you can use it on the "File Send" screen, the "Issue Upload URL" screen, or the "Create Temporary User" screen.

① **Select from Address Book**　　Click the button.

② A list of address books is displayed.
- ・ Select an address. (Check the check box.)
- ・ Click the Select button.

- ・ The selected address is set on the Send File screen.

5.6　Remove Addresses from Address Book

① From the menu, click the Address Book tab.

② Select the address to remove from the list.

③ Click the Remove Button.

6. Creating and Managing Temporary Users

Temporary users are limited-time accounts that allow you to temporarily access "Ofisu taku-fairu-bin".
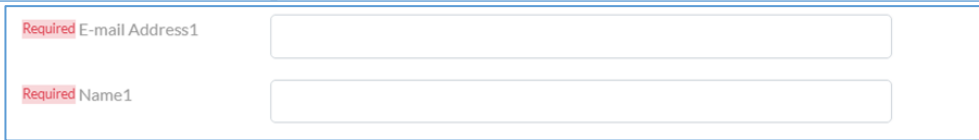Temporary users are subject to the following restrictions in terms of security:
- ・ After registration, it will be removed automatically after 7 days (* default value) have elapsed.
- ・ Temporary users cannot register other temporary users
- ・ Temporary users are limited in their destinations.
(Only mail domains registered in advance in the company can be sent.)
※ The default values can be changed on the administrator screen.
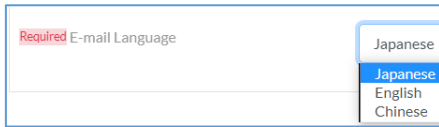
6.1　Creating Temporary Users

① From the menu, click the Create Temporary User tab.

② Enter the "E-mail Address (required)" and "Name (required)" of the temporary user to be registered.

Required E-mail Address1	
Required Name1	

　　※ Click the "Select from Address Book" button in the upper right to select the registered e-mail address and name from the Address Book. For details, see "5.5 Select a recipient from the Address Book".Select a recipient from the Address Book

③　Select the language of the e-mail to notify the temporary user of the registration.

Required E-mail Language	Japanese
	Japanese
	English
	Chinese

④　If necessary, enter the comment information of the temporary user to be registered.

⑤　Confirm that there is no mistake in the registered contents, and click the "Register" button.
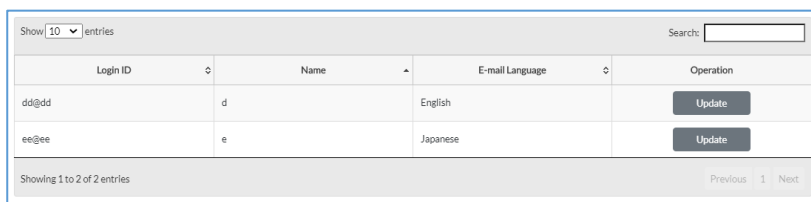
Back	Register

⑥　When the registration is successful, an e-mail is sent to both the "registered user" and "newly registered temporary user" indicating that the user registration has been completed. This completes the creation of the temporary user.

6.2　Temporary User List

You can check the list of temporary users that you have created. Temporary users are removed after a certain period of time.

①　Click the "Temporary User List" tab from the menu.

②　Temporary users created by yourself are listed.
　　Temporary users that have been removed are not displayed.

Show 10 ∨ entries　　　　　　　　　　　　　　　　　　　　　Search:

Login ID	Name	E-mail Language	Operation
dd@dd	d	English	Update
ee@ee	e	Japanese	Update

Showing 1 to 2 of 2 entries　　　　　　　　　　　　　　　Previous　1　Next

7.　Cancel File Sending

You can cancel the sent file. If you cancel sending, the downloadable URL is disabled, and the destination (recipient) cannot download the sent file.
However, the destination (recipient) may have been downloaded before canceling. Please note.

①　Click the Cancel File Sending tab from the menu.

② Click the Details button next to the file name you want to cancel.

③ The file details are displayed.

④ Verify that the download URL is valid and check Select Destination.
   (If it is invalid, the download URL has already been cancelled.)

⑤ If there is message input when sending, a message will be displayed here.

⑥ Confirm the contents, and then click the Cancel button.

⑦ When you click the "Yes" button on the confirmation screen, an e-mail notifying the recipient and the applicant (sender) that the sending has been cancelled is delivered. The download URL is now disabled.

8. Cancel File Send After Approved

You can cancel approved files by the workflow function. If you cancel the transmission after approval, the URL that can be downloaded is invalidated, and the destination (recipient) cannot download the transmission file. Note: This operation disables URLs that can be downloaded after approval from the requester's file submission. (After approval, it was found to be an inappropriate transmission file, etc.) However, it may have already been downloaded to the destination (recipient) before canceling. Please note. Also, only the approver can cancel it.

① Click the Cancel File Send After Approved tab from the menu.

② Click the Details button.
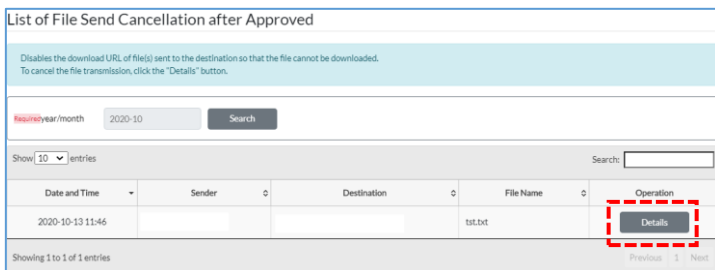
③ Confirm that the download URL is "Valid", and check "Select" in the cancel destination.
   (If it is invalid, the download URL has already been cancelled.)
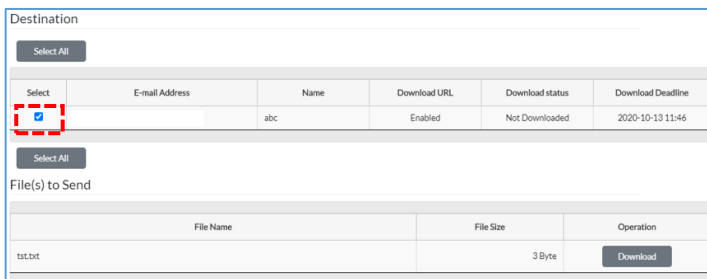
④ Confirm the contents, and then click the Cancel button.

Back	Cancel

⑤ When you click the "Yes" button on the confirmation screen, an e-mail notifying the recipient and the applicant (sender) that the sending has been cancelled is delivered. The download URL is now disabled.

9. Cancel Upload URL

You can cancel the upload URL. You cannot cancel an upload URL that has already been used.

① Click the Cancel Upload URL tab from the menu.

② Click the Details button.
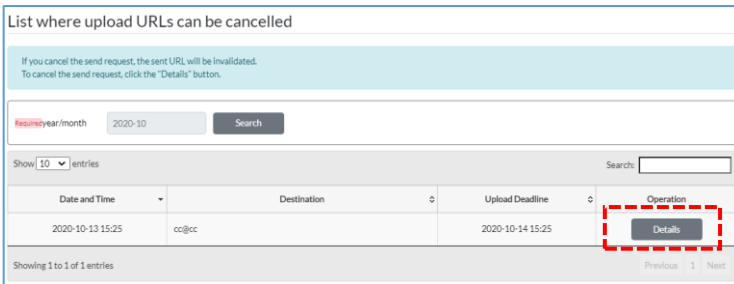
③ The details of the upload URL are displayed.

Select	E-mail Address	Name	Upload URL	upload status	Upload Deadline
☐	cc@cc	cc	Enabled	Not Uploaded	2020-10-14 15:25

④ Verify that the upload URL is valid and check Select Destination.
(If disabled, the upload URL has already been cancelled.)

Select	E-mail Address	Name	Upload URL	upload status	Upload Deadline
☐	cc@cc	cc	Enabled	Not Uploaded	2020-10-14 15:25

⑤ If necessary, enter a message.

⑥ Confirm the contents, and then click the Cancel button.

Back	Cancel

⑦ When you click the "Yes" button, an e-mail is sent to the recipient and the requester (sender) indicating that sending has been cancelled. The target upload URL is now disabled.

10. Resend File Transmit

The Resend File Transmit List shows the transmission history which the file is currently saved in the server. You can resend the download URL and password mail for the displayed items that have not passed the download period.

10.1 Checking Download Status

① From the menu, click the Resend File Transmit tab.

② "Year/Month" selects the date to be searched.

For Download Status, select Not Downloaded and click the Search button.

③ Click the Details button.

※ The download URL is disabled if you cancel or disable the file transmission on the system. In this case, retransmission is not possible. Please retry from sending the file again.

④ Press the Back button to return to the list screen.
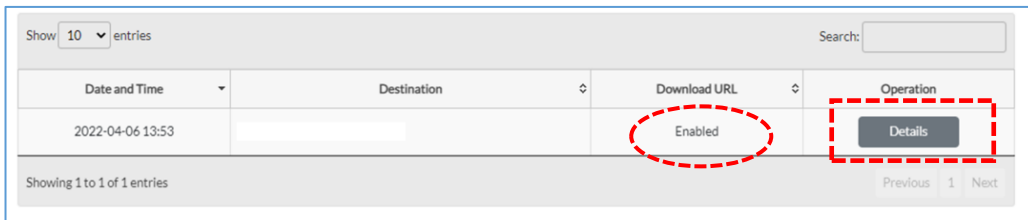
10.2 Resending Download URL and Password Emails

If you lose the download URL or password mail, you can resend the mail.

① From the menu, click the Resend File Transmit tab.

② Select "Year/Month" or "Download status", and click the Search button.

Required year/month	2022-04	Required Download status ⦿ Not Downloaded ◯ Downloaded	Search

③ Click the Details button.
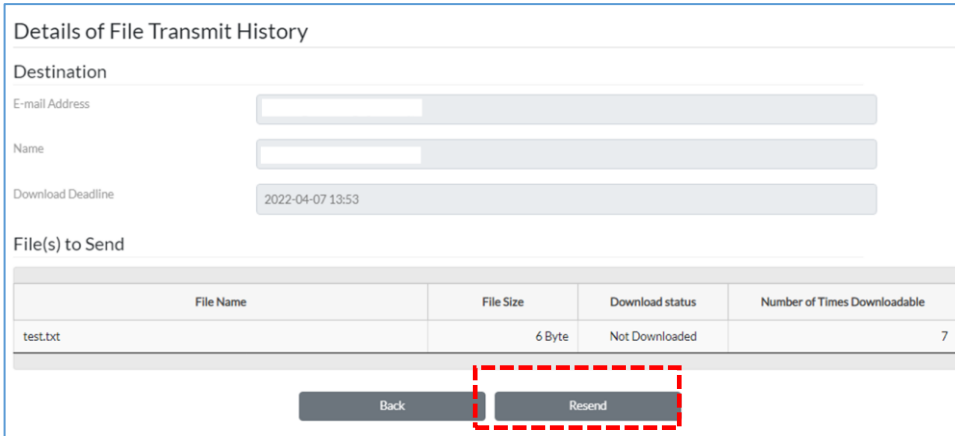
Show 10 ⌄ entries			Search:
Date and Time ▼	Destination ⬍	Download URL ⬍	Operation
2022-04-06 13:53		Enabled	Details

Showing 1 to 1 of 1 entries   Previous 1 Next

※ The download URL is disabled if you cancel or disable the file transmission on the system. In this case, retransmission is not possible. Please retry from sending the file again.

④ Click the Resend button.

Details of File Transmit History

Destination

E-mail Address	
Name	
Download Deadline	2022-04-07 13:53

File(s) to Send

File Name	File Size	Download status	Number of Times Downloadable
test.txt	6 Byte	Not Downloaded	7

Back   Resend

※If the download period has expired, the Resend button is not displayed. Please retry from sending the file again.

11.File Transmit History

You can view the history of your own file transmission. You can confirm that the destination (recipient) downloaded the file. Operations that fail to send files are not recorded in this history.
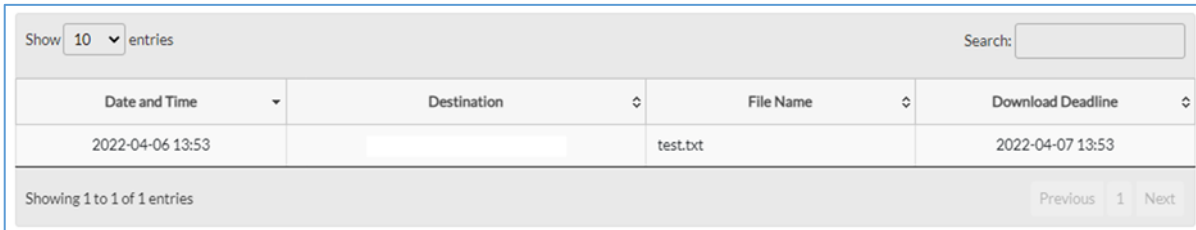
① From the menu, click the File Transmit History tab.

② "Year/Month" selects the date to be searched.

Select Not Downloaded and click the Search button.

③ If it is displayed, the destination (recipient) have not received your file.

12. Upload URL History

You can view the history after issuance your own upload URL. You can check whether the destination (recipient) sent the file to you from the destination (recipient) using the upload URL.

① From the menu, click the Upload URL History tab.

② "Year/Month" selects the date to be searched.

For Upload Status, select Unuploaded and click the Search button.

③ If it is displayed, the destination (recipient) will not be sent to you using the upload URL.

13. File Transmit Failure History

You can view the history of unsuccessful sending of your own files.

① Click the " File Transmit Failure History" tab from the menu to display the list.

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Virus detection may be displayed as the reason for failure. Viruses and suspicious traces are detected.

14. Workflow

14.1 What Is a Workflow?

Refers to a function that allows an applicant who submits a file to confirm the content of the file transmission and judge "Approval" or "Reject" after submitting the file transmission request.

File transmission application   Approve   File transmission complete

Applicant   Approver   Reject   Failure to send files
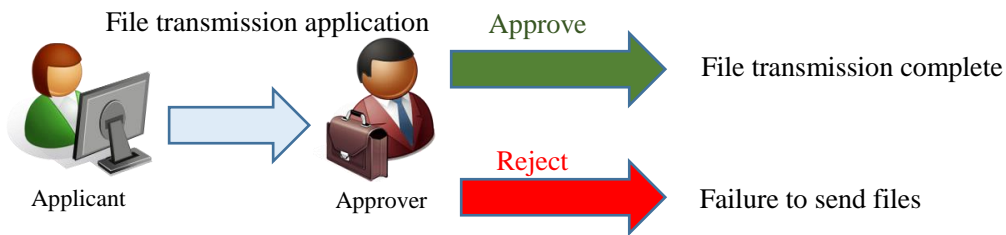
■ Approver
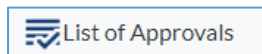
List of Approvals   When this menu is displayed, it is registered as an approver.

■ Applicant
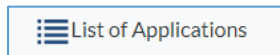
List of Applications   If this menu is displayed, it is registered as the requester.

The operation for requesting a file transmission is the same as the normal file transmission operation.

14.2 Application for file transmission

The file transmission request is the same as the normal file transmission operation.

14.3 File transmission authorization

① Click the List of Approvals tab from the menu. If there are files to be approved, the number of approved files is displayed here.
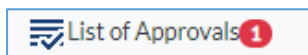
List of Approvals ❶   The number of unapproved items is displayed as shown below.

② Click the "Details" button in the file transmission approval list to display the file details.

③ Confirm the contents of the file and click the "Reject" button or "Approve" button.

14.4 File Sending Request List

①　From the menu, click the List of Applications tab.

②　The list of files submitted by itself is displayed, and the current month is displayed by default. Search if you want to view past requests.

③　Specify the search criteria and click the Search button.

④　List of search result is displayed.

Approval Status shows the current status of the file submission request.
- ・ Appling　　　　It has not yet been approved. The file has not been sent.
- ・ Cancel　　　　It was cancelled before it was approved. The file has not been sent.
- ・ Reject　　　　It is rejected. The file has not been sent.
- ・ Approved　　　You are approved. The file has been sent.

⑤　Click the Details button if you want to see the details of the file submission request.

14.5 Canceling a Request for Sending a File

①　From the menu, click the List of Applications tab.

②　Click the "Details" button in the file send request list.

③　You can check the details.

④　To cancel, click the Cancel button.

⑤　Click the "Yes" button on the confirmation screen.

⑥　The status changes to Cancel. The system also sends a "Cancel File Sending" e-mail to the requester (sender) and all approvers. This completes the cancellation.

15. 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.

[File Download]
　URL for downloading files
https://xxxxxxxxxxx

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.
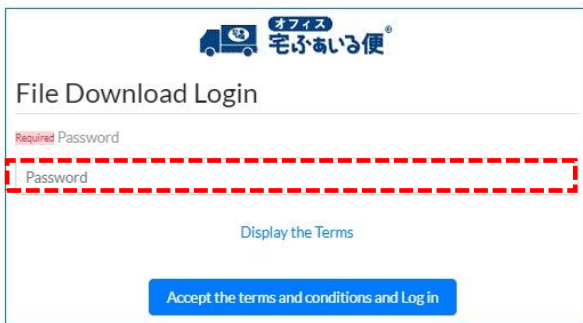
④ Click on the "Dispay the Terms" link. Then check the terms and click "Close" button.
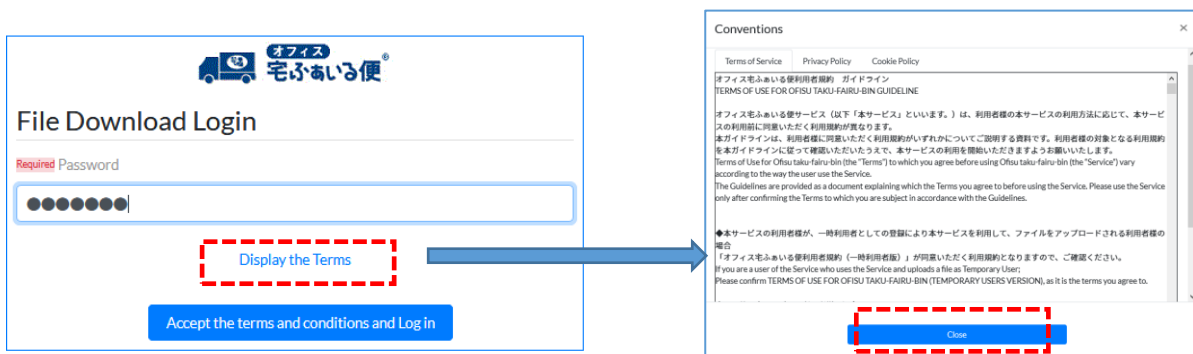
⑤ Then click the "Accept the terms and conditions and Log in" button.
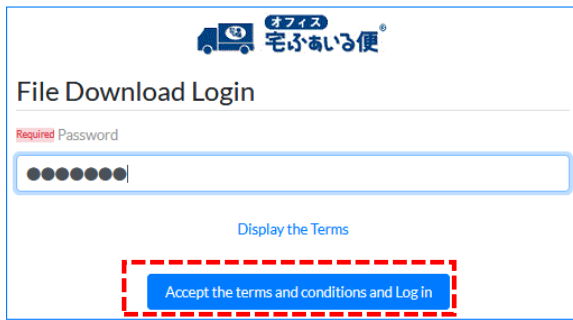
⑥ Click the Download button to receive the file.

File Name	File Size	Number of Times Downloadable	Download status	Operation
officeTakufile.txt	0 Byte	1	Not Downloaded	Download

NOTE:

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

16. Temporary User

A temporary user is a user who can temporarily use "Ofisu taku-fairu-bin".

This function is used when files are continuously exchanged. You can issue a limited-time account to the other party. This account is called a temporary user.

Temporary users are subject to the following restrictions in terms of security:

・ After registration, it will be removed automatically after 7 days (* default value) have elapsed.

・ Temporary users cannot register other temporary users

・ Temporary users cannot send files outside the company.

※ 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).

For details on creating temporary users, refer to "6. Creating and Managing Temporary Users".Creating and Managing Temporary Users
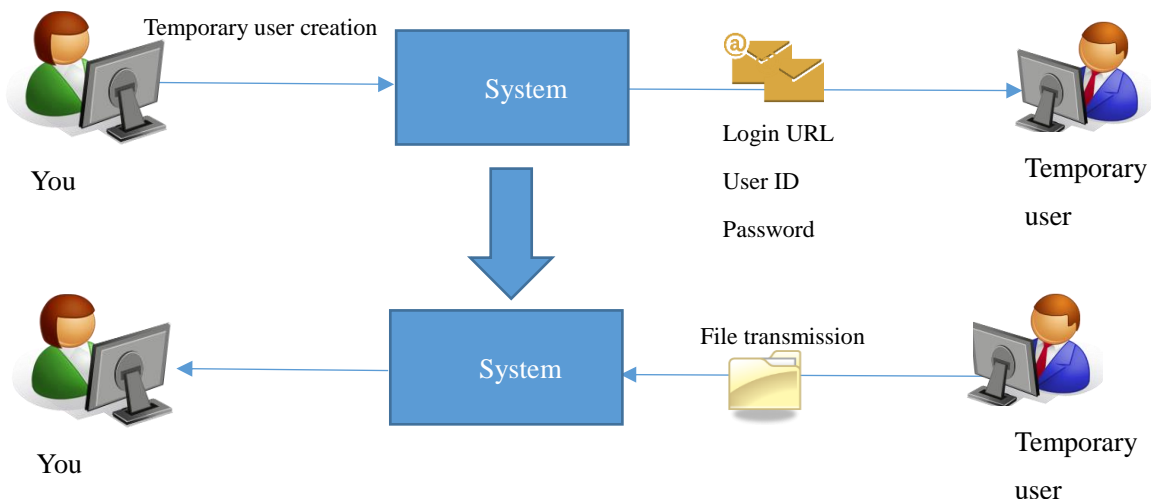
16.1 Using Temporary Users

① You will receive an "Notice of account issuance" e-mail and "Temporary password notification" e-mail from the system.

■ "Notice of account issuance"

[Login ID]

  XXXXXX

Until 2020-08-28T07:51:20+09:00[Asia/Tokyo]

※The temporary password for login is notified by another e-mail.

Please access the following URL and login.

  https://xxxxxxxxxxx

■ "Temporary password notification"

We issued a temporary password for login.

[Temporary password]

@%~V:7cL

----

② Click the URL below the text " Please access the following URL and login." in the "Notice of account issuance" e-mail.

③ Enter the ID described in the "Notice of account issuance" e-mail and the password described in the "Temporary password notification" e-mail, and click the "Login" button.

④ The password update screen is displayed. Enter the current password and the new password.

⑤ Click the Update button.

⑥ Upon successful completion, the screen changes to the File Send screen.

⑦ You can send files from the File Send screen. For details on how to send files, refer to "3. Send File".

17. 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".
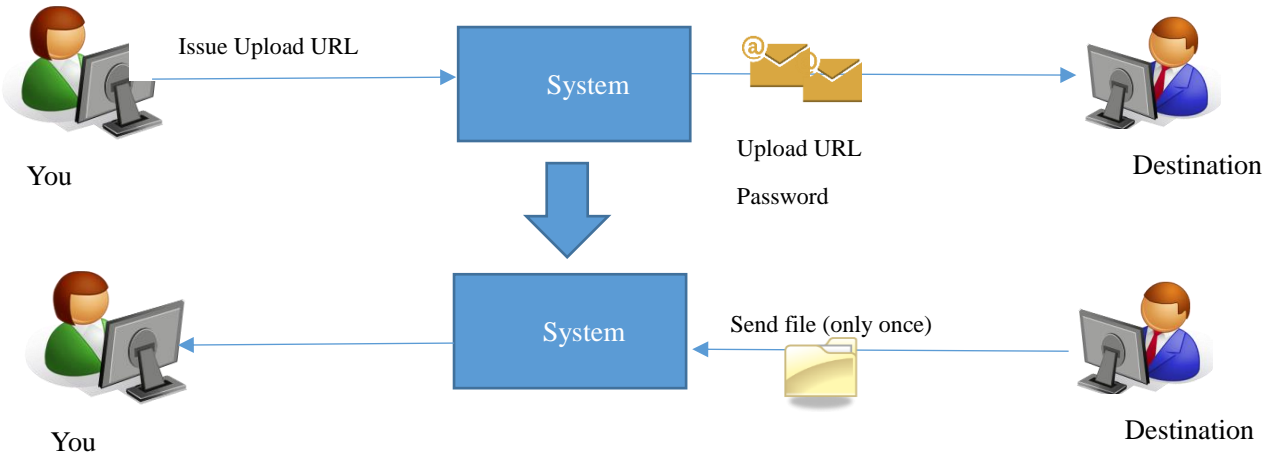
17.1 Using the Upload URL

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://XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

■ "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.