# Cloud File Server Backup Option Service Operation Manual [General User Edition]

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1.1	Apr 01 <sup>th</sup> , 2019	•"5.1. Login" (1)	
		Welcome screen updated.	
1.2	Feb 19 <sup>th</sup> , 2020	The following item was updated.	
		•"3. Position of the Manual"	
1.3	Sep 28 <sup>th</sup> , 2021	Added a reference screenshot of two-factor authentication to	
		the following section.	
		•"5.1. Login"	

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owners.

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#### 1. Getting Started

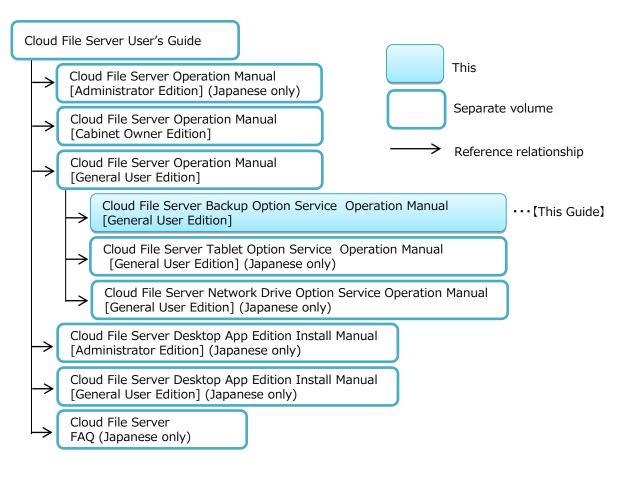
Backup option service (hereafter backup service) offers the backup function of Cloud File Server (hereafter file server). In addition, the operation functions such as files and folders backed up are offered.

#### 2. Objectives of the Manual

This objectives of the Manual is provide General User of the Cloud File Server Backup Option Service operation manual for the Backup Service. This Manual is used with separate volume "<u>Cloud</u> File Server User's Guide" and "Cloud File Server Operation Manual [General User Edition]".

#### 3. Position of the Manual

Reference relationship between this Manual and the other documents is shown below. According to the need, please refer to relevant document.



#### 4. What Can Backup service User Do?

In this chapter, you learn functions accessible to Backup service.

The General User can use the following function for the file and the folder backed up. Moreover, file and folder preserved in the version management and recycle bin can be operated. The user who has file server manager and cabinet owner's authorities can also use it.

(1) Backup generation's display switch

This function manages the backup data in the generation at the acquisition date of the backup. Three generations or less can be preserved. When the backup data of two generations or more is preserved, the display is switched to each generation's backup data.

- (2) Download(Save)
   This function allows User to download files and folders from the Backup Service and save it to the PC.
- (3) Download(Open)This function allows User to open a file on the PC.

# (4) Search for the fileThis function allows User to search files by file name.

#### (5) Lock information

This function allows User to display lock information on the file backed up.

- (6) Version managementThis function allows User to download files from version management.
- (7) Recycle bin

This function allows User to download files or folder from recycle bin.

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# 5. Login and Logout

In this chapter, you learn how to login and logout to the Backup service.

# 5.1. Login

You log it in in user ID and the password used for the backup service in the user facility.

(1) When it accesses URL in the user facility, "Welcome to Cloud File Server" screen (hereafter Welcome screen) is displayed. Here, click [Open Backup]. When the file server manager is setting the backup service to "Use it", [Open Backup] button is displayed.

d File Server	Language : <u>Japanese</u>
Nelcome to Cloud File Server	
About the desktop application (Recommended)	
If you would like to use the desktop application for Windows, you need to install it on your Windows PC at firs Key features of the desktop application are as follows.	t.
<ul> <li>◇ Support for Proxy Authentication. The browser application does not support for Proxy Authentication.</li> <li>◇ Web Browser is not required. Windows OS is only required.</li> <li>◇ Available on Windows10. Incorrect page layout problem could be encountered due to display driver issue in some models such as Surface if you use the browser application on windows10.</li> </ul>	
On how to install and get the desktop application started, refer to <u>the user manual</u> . <u>Click here</u> to download the desktop application.	
If you would like to use the browser application, please follow the instructions below.	
Terms of Use	
In order to use this application its URL has to be added to list of "Trusted Sites" of Internet Explorer.	
[Settings changes required] Select [Trusted Sites] zone from [Internet Options] settings [Security] tab. Than click [Sites] button. Enter URL of this application to [Add this web site to the zone] text field and click [Add] button.	
Additional notices for Internet Explorer users	
When using Internet Explorer 11, you need to change security settings of Internet options in the browser.	
[Settings changes required] Select [Internet Options] settings [Advanced] tab. Uncheck [Do not save encrypted pages to the disk] check box in the [Security] section. Than press [OK] butto	n.
Please confirm FAQ when the error screen is displayed, and the login screen is not displayed when the button Open Cloud File Server Open Backup	below is clicked.
Confirmation of connected right or wrong to Cloud File Server	
Please do connected confirmation when you limit the connection destination by proxy and the firewall of the n	etwork environment used.
Network Connectivity Test	

(2) The log in screen of the backup service is displayed. Please input user ID and the password and click [Login]. You can switch to an English display by the language list.

loud File Se	erver Backup	
	ſ	
User ID:		
Password:		
Language:	English	•
		ogin
municipht 2014 EL	JITSU LIMITED	ពារពិភេទា

(3) When two-factor authentication has been enabled on your account, the screen on the left will be displayed. Enter verification code (a six-digit number) that appears in the authentication app on your smart device, and then click [Confirm].

	ation app on your smartphone, 6-digit authentication code that On Smart Device ■ Authenticator +
 r ID:	クラウドファイルサーバー認… Confirm
Enabling Two-Factor	Refer to "28.2 Enable Two-Factor Authentication" of "Cloud File
Authentication	Server Operation Manual [General User Edition]".
Disabling Two-Factor Authentication	Refer to "Cloud File Server Operation Manual [Administrator Edition]" (Japanese only)" or "28.3 Disable Two-Factor Authentication (Cancellation)" of "Cloud File Server Operation Manual [General User Edition]".

(4) When log in succeeds, the operation screen of the backup data is displayed.

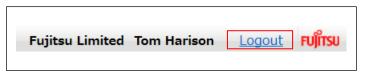
Cloud File Server Backup						Fujitsu Limited	Tom Harison	Logout	FUI๊กรม
Edit Backup Data									Help
Cabinet 04_Sales	Name	Update by	Date of Update	Size	Lock		File Name S	earch	
Drawer									
01_Pamphlet									
02_Marckting									
03_Customer									
04_Old Pamphlet									

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# 5.2. Logout

Click [logout] in the upper-right corner of the screen (header area) to the logout from the backup service.

(1) Click [ logout ].



(2) When you logout, the Login page will appear.

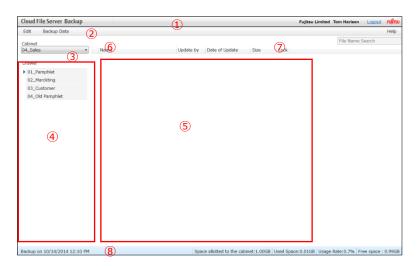
wor Backup	
1	
English	•
Login	

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#### 6. Backup service structure

In this chapter, you lean backup service portal structure.

The backup data operation screen is displayed when succeeding in login. The backup data operation screen is composed of the following eight areas.



- 1 Header
- 2 Operation Menu
- ③ Cabinet List
- ④ Drawer
- 5 Files and Folders
- 6 Files and Folders Path
- ⑦ File name search box
- 8 Footer

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## 7. Portal Layout and functions

In this chapter, you learn each area of the Backup service Portal.

#### (1) Header

It is displayed in the uppermost part of the screen, and a corporate name and the name of the user of the user who is logging it in are displayed. In addition, [logout] link to logout is displayed.

#### (2) Operation menu

The operation menu display selection area is composed of three menus.

Menu	Description	
Edit	Provides functions for files and folders operations, such as download.	
Backup data	The generation of the displayed backup data is selected.	
Help	Displays Manual and information on current version of the Backup service	
	portal.	

#### (3) Cabinet List

This area displays a list of cabinets that can be used by logged in User. Select cabinet you want to use from the list box.

#### (4) Drawer

This area displays a list of drawers of the selected cabinet. If there are Sub-Drawers, it will be indicated by  $[\triangleright]$  on the left side of the drawer. When you click  $[\triangleright]$ , a list of Sub-Drawers of the drawer will be displayed.

#### (5) Files and Folders

In this area, when you click a Drawer or Sub-Drawer, subsidiary files and folders of the Drawer or Sub-Drawer will be displayed. This area allows the User to perform file operations such as download.

#### (6) Files and Folder Path

Displays full path of the currently displayed files and folders.

#### (7) File name search box

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Enter the target file name.

#### (8) Footer

Results, availability, and the free space of capacity and the use capacity to be able to use the cabinet that begins to be backed up are displayed.

Moreover, the acquisition date of the backup is displayed. The acquisition date is a backup beginning date.

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#### 8. Change generation of backup data

In this chapter, you learn how to change generation of backup data.

When the backup service is logged in, the latest generation of the backup is displayed. When the backup generation is preserved for two generations or more, the Selection of the backup generation who displays it can be done. The generation switch of the backup data can be done by the following operations.

(1) Select the acquisition date of the displayed backup from the backup data menu.

Backup Data	
Backup on 9/27/2014 8:50 PM	
Backup on 9/25/2014 8:50 PM	
Backup on 9/22/2014 10:20 PM	

(2) The cabinet list of the generation who selects it is displayed in the cabinet list display selection area.



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#### 9. Select Cabinet

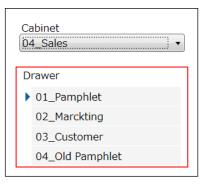
In this chapter, you learn how to select cabinet.

The access authority to the cabinet is set to the unit of the user depending on the cabinet owner. The cabinet where the access was permitted is displayed when logging it in in user ID to which the access authority is set. The cabinet is not displayed in the cabinet list display selection area when there is no access authority in all cabinets.

(1) Select the cabinet to be used.

Cabi	net
01_	Management Dept 🔹 🔹
01_	Management Dept
02_	Development Project
03_	Outsourcing
04_	Sales

(2) The drawer list of the cabinet is displayed.



#### <Caution!>

Please ask the cabinet owner when the cabinet name used for the cabinet display selection

area is not displayed.

#### 10. Select Drawer, Sub-Drawer, and Folder

In this chapter, you learn how to select a drawer and sub-drawer and how operate its subsidiary folders.

The drawer and Sub-Drawer that the access authority (update authority or reference authority) is being set by the log in user at the time of that begins to be backed up are displayed. Neither the drawer or Sub-Drawer that the access authority is not set at the time of that begins to be backed up are displayed.

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#### 10.1. Select Drawer and Sub-Drawer

(1) Click the accessed drawer.

_	Cabinet 01_Management Dept •		
D	rawer		
	01_General Manager		
	02_Accounting		
	03_Planning		
	04_Purchasing		
	05_Corporate Planning		
	06_Schedule		

(2) The list of the folder and the file that the subordinate of the drawer has is displayed.

Cabinet	/				
01_Management Dept •	Name	Update by	Date of Update	Size	Lock
	😑 01 Master Schedule				
Drawer	😑 02 Schedule Management				
01_General Manager					
02_Accounting					
03_Planning					
04_Purchasing					
05_Corporate Planning					
06 Schedule					

#### (3) Select the folder.

abinet	_ /				
1_Management Dept	Name	Update by	Date of Update	Size	Lock
	🗀 01 Master Schedule				
Drawer	😑 02 Schedule Management				
01_General Manager					
02_Accounting					
03_Planning					
04_Purchasing					
05_Corporate Planning					
06_Schedule					

(4) File and folder list under the control of the folder are displayed.

abinet	/01 Master Schedule			
1_Management Dept	<ul> <li>Name</li> </ul>	Update by	Date of Update	Size Lock
	👔 (Back to parent folder)			
rawer	📄 work			
01_General Manager	MasterSchedule1.xlsx	Tom Harison	10/14/2014 2:11 PM	15 KB
02_Accounting	MasterSchedule2.xlsx	Tom Harison	10/14/2014 2:13 PM	15 KB
03_Planning				
04_Purchasing				
05_Corporate Planning				
06_Schedule				

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#### **10.2.** Select Sub-Drawer and Folder

Sub-Drawer exists when [ • ] is displayed on left side of the drawer name. Sub-Drawer is displayed to click [ • ] on left side of the drawer name.

(1) Please click [ • ] on left side of the drawer.

Ca	binet
01	_Management Dept 🔹
Dr	awer
	01_General Manager
	02_Accounting
	03_Planning
	04_Purchasing
	05_Corporate Planning
Þ	06_Schedule

(2) Sub-Drawer list of the clicked drawer is displayed. [>] on left side of the drawer name changes into [.] when Sub-Drawer is displayed.



(3) When Sub-Drawer is clicked, the list of folder and file that the subordinate has is displayed.

Cabinet 11_Management Dept	Name	Update by	Date of Update	Size	Lock
Drawer	01 Master Schedule 02 Schedule Management				
01_General Manager					
02_Accounting					
03_Planning					
04_Purchasing					
05_Corporate Planning					
06_Schedule					
01 Team A					
02 Team B					
03 Team C					

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(4) Click the folder under the control of Sub-Drawer.

Cabinet	/				
01_Management Dept •	Name	Update by	Date of Update	Size	Lock
Drawer	O1 Master Schedule     O2 Schedule Management				
01_General Manager					
02_Accounting					
03_Planning					
04_Purchasing					
05_Corporate Planning					
▼ 06_Schedule					
01 Team A					
02 Team B					
03 Team C					

(5) File and Folder list under the control of the folder are displayed.

Cabinet	/01 Master Schedule				
01_Management Dept	<ul> <li>Name</li> </ul>	Update by	Date of Update	Size	Lock
	👔 (Back to parent folder)				
Drawer	📄 work				
01_General Manager	MasterSchedule1.xlsx	Tom Harison	10/14/2014 2:11 PM	15 KB	
02_Accounting	MasterSchedule2.xlsx	Tom Harison	10/14/2014 2:13 PM	15 KB	
03_Planning					
04_Purchasing					
05_Corporate Planning					
<ul> <li>06_Schedule</li> </ul>					
01 Team A					
02 Team B					
03 Team C					

-

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### 11. Download

In this chapter, you learn how to display on your PC or download and save files and folders stored on the backup service to the PC (hereafter Download).

In download, the following functions are provided.

- The content of the file backed up is displayed (hereafter download and open).
- The file and the folder backed up are preserved in the personal computer (hereafter download and save).

Save it by operating pertinent software when you preserve the file that the download display is done in the personal computer. Download is decoded on the personal computer side and displays or is preserved. It is possible to download it by the following operation.

- (1) Download and open
  - It downloads it from the edit menu.
  - It downloads it from the context menu.
  - The file is double-clicked directly and downloaded.
- (2) Download and save
  - · It downloads it from the edit menu.
  - It downloads it from the context menu.

Download contents for each operation are shown below

Operation	File	Folder
Download and Open from the Edit Menu	0	×
Download and Open from the Context Menu	$\bigcirc$	×
Download and Open by directly clicking the file	0	×
Download and Save from the Edit Menu	$\bigcirc$	0
Download and Save from the Context Menu	0	0

The procedure after clicking [Download (open)] and [Download (save)] from the Context Menu is same as the procedure after clicking [Download (open)] and [Download (save)] from the Edit Menu. It is not possible to download with Drag&Drop and Copy&Paste.

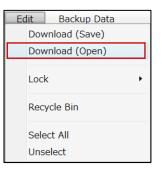
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# 11.1. Performing Download and open

(1) Select the downloaded file. The file that can be selected is one.

dit Backup Data						 		Help
cuit Dackup Data								
abinet	1					Search 0:	1_General M	lanager
1_Management Dept •	Name			Size				
rawer	Cloud FileServer Introduction.pptx	Tom Harison	10/14/2014 2:55 PM	30 I	KB			
01_General Manager								
02_Accounting								
03_Planning								
04_Purchasing								
05_Corporate Planning								
06_Schedule								
ckup on 10/14/2014 2:58 PM			e allotted to the cabine					

(2) Click [download (Open)] from the edit menu.



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(3) The content of the selected file is displayed.



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# 11.1. Download and Open by Directly Clicking File

(1) Do the downloaded file in [double-click].

Cloud File Server Backup						Fujitsu Limit	eu tommaniso	Logout	FUITS
Edit Backup Data									Help
Cabinet	1						Search 0	1_General M	anager,
01_Management Dept •	Name	Update by	Date of Update	Size	Lock				
	Cloud FileServer Introduction.pptx	Tom Harison	10/14/2014 2:55 PM	1	30 KB				
Drawer									
01_General Manager									
02_Accounting									
03_Planning									
04_Purchasing									
05_Corporate Planning									
06_Schedule									
Backup on 10/14/2014 2:58 PM		Space	e allotted to the cabi	net:1.00	IGB Used Spa	ce:0.00GB Usa	age Rate:0.1%	Free space :	1.000

(2) The content of the file is displayed.



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# 11.2. Performing Download and Save

(1) Select downloaded file and folder. You can select two or more files and folders.

Cloud File Server Backup					Fujit	su Limited	Tom Hariso	n Logout	FUITSU
Edit Backup Data									Help
Cabinet	/						Search (	1_General M	lanager,
01_Management Dept •	Name	Update by	Date of Update	Size	Lock				
	Cloud FileServer Introduction.pptx	Tom Harison	10/14/2014 3:35 PM	102,403	KB				
Drawer									
01_General Manager									
02_Accounting									
03_Planning									
04_Purchasing									
05_Corporate Planning									
06_Schedule									
Backup on 10/14/2014 3:50 PM		Spac	e allotted to the cabin	et:1.00GB	Used Space:0.10	GB Usage	Rate:9.8%	Free space :	: 0.90G

(2) Please click [download (Save)] from [edit] menu.



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(3) It is displayed download destination screen for the PC ahead. Please select download folder ahead. you cannot download it by changing the file name.

Browse For Folder	×
🔺 🖳 Computer	<b>^</b>
Floppy Disk Drive (A:)	
🛛 🚢 Local Disk (C:)	
🎍 PerfLogs	Ξ
Program Files	
Program Files (x86)	
🍶 Purchasing	
Der State St	
▶ Windows	Ŧ
Make New Folder OK Cance	اللہ ا

(4) Download is begun.

<u>ا</u>	3
Downlading	
0 %	
Cloud FileServer Introduction.pptx	
45 %	
Cancel	

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# 12. Display the lock information

In this chapter, you learn how to displays lock information.

(1) Select the locked file.

Cloud File Server Backup			Fujitsu Limited Tom Harison Logout Fuji
Edit Backup Data			Hel
Cabinet	1		Search 01_Pamphlet
04_Sales •	Name	Update by Date of Update Size	Lock
	BOOK1.xlsx	Tom Harison 10/14/2014 11:46 AM 9 KB	
Drawer	T CFS_UserManual.pdf	Tom Harison 10/14/2014 11:47 At 2,952 KB	
01_Pamphlet	Cloud FileServer Introduction.pptx	Tom Harison 10/14/2014 2:55 PM 30 KB	
02_Marckting	salesmanual.docx	Tom Harison 10/14/2014 11:48 AM 15 KB	- fit
	a) test.xlsx	Tom Harison 10/14/2014 11:48 AM 9 KB	
03_Customer	USER-guide.chm	Tom Harison 10/14/2014 11:49 At 3,880 KB	
04_Old Pamphlet			
ackup on 10/14/2014 2:58 PM		Space allotted to the cabinet:1.00GB U	

(2) Click [lock] - [lock information] from [edit menu].

Edit Backup Data	
Download (Save) Download (Open)	/
Download (open)	• Name
Lock	<ul> <li>Lock information</li> </ul>
	Claud FileCarrier Tates du
Recycle Bin	Cloud FileServer Introduce Salesmanual.docx
	test.xlsx
Select All	
Unselect	USER-guide.chm

(3) Lock information is displayed.

_		×
		Lock Info
	File Name	salesmanual.docx
	Locked By	Tom Harison
	Lock Type	Manual lock
	Lock Date	2014/10/14 14:14
		Close

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#### 13. Version Management

In this Chapter you will learn how to use Files Version Management Function.

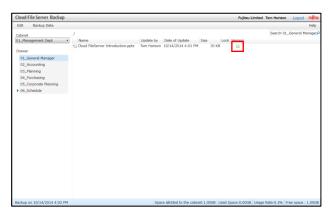
As follows, you can operate it for the file from which the version number is managed.

- Download and Save
- Download and Open

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#### 13.1. Download

(1) Click the icon of "Versions" row.



(2) The pop up screen of the version management is displayed.Select the downloaded file.

Edit					
aved date	Name	Update by	Date of Update	Size	
	Cloud FileServer Introduction.pptx	Tom Harisor	10/14/2014 3:58 F		
<i>u</i> , 14, 2014 4:00 F	Cloud FileServer Introduction.pptx	Ioni Rafisol	10/14/2014 3:58 F	30 KB	

(3) Click [edit] menu - [download (Save)] or [download (Open)].

Edit	
Download (Save)	
Download (Open)	

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# 14. Recycle bin

In this Chapter, you will learn how to use Recycle bin Function.

As follows, you can operate it for the file and the folder preserved in the Recycle bin.

- Download(Save)
- Download(Open)

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# 14.1. Download

(1) Move to the Drawer or Sub-Drawer that displays the Recycle bin.

Cloud File Server Backup						Fujitsu Limited	Tom Harison	Logout	FUĴĨTSU
Edit Backup Data									Help
Cabinet	1						Search 01	1_Pamphlet	Q
Cabinet Out_sales Drawer 01_Pamphlet 02_Marckting 03_Customer 04_Old Pamphlet	Name BOOKLxbax CrS_UserManual.ddf crSausermanual.docx test.xbax USER-guide.chm	Tom Harison Tom Harison Tom Harison	Dete of Update 10/14/2014 11:46 AP 10/14/2014 11:47 AP 10/14/2014 11:48 AP 10/14/2014 11:48 AP 10/14/2014 11:49 AP	2,952 KE 15 KE 9 KE	3 3 📠 3	ion			
		-						-	
Backup on 10/14/2014 4:10 PM		Spac	e allotted to the cabine	et:1.00GB U	used Space:	0.01GB Usage	Rate:0.7%	Free space :	0.99GB

(2) Click [Recycle bin] of the edit menu.

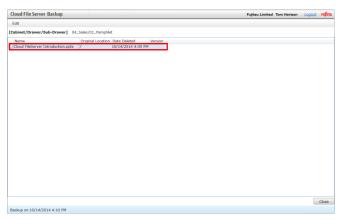
Edi	it Backup Data
1	Download (Save)
	Download (Open)
	Lock +
	Recycle Bin
	Select All Unselect

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(3) File and the folder of the Recycle bin are displayed.

		Fujitsu Limited	Tom Hanson	Logout	rujitsu
_Sales/01_Pamphle	t				
/	10/14/2014 4:09 PM				
					Close
	Original Location	Original Location Date Deleted Version	Original Location Date Deleted Version	Original Location Date Deleted Version	Organi Location Date Delated Version / 10/14/2014 4.09 PM

(4) Select downloaded file or folder.



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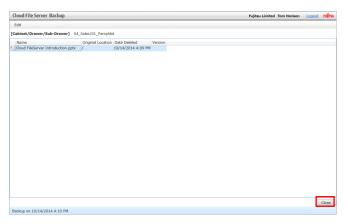
(5) Click [Download (Save)] from the edit menu.

E	dit
	Download (Save)
	Download (Open)
	Select All
	Unselect

(6) It is displayed download destination folder for the PC ahead. Please click destinationfolder ahead. It is not possible to download it by changing the file name.

Browse For Folder	×
🔺 🌉 Computer	*
🗅 📑 Floppy Disk Drive (A:)	
🛛 🚣 Local Disk (C:)	
🍌 PerfLogs	=
Program Files	
Þ 🍌 Program Files (x86)	
🌗 Purchasing	
Users	
▶ 퉲 Windows	-
Make New Folder OK Cance	

(7) Shut the Recycle bin with [Close] button when download is completed.



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# 15. Search for the file

In this chapter, you learn how to search for the file.

User can search for a file with its exact name or partial name. You cannot use following half size symbols such as (\*, ? etc.] for the search. The range of search is following.

- •Under the Drawer
- •Under the Sub-Drawer
- •Under the folder

You can also do the following operations from search result screen to found file.

- Download (to save)
- ·Download (to display)
- •Move to the directory where the file is stored (Drawer, Sub-Drawer, Folder).

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# 15.1. Search for the file

(1) Select the Drawer or Sub-Drawer or the folder that becomes the range of the retrieval.Here, select the drawer.

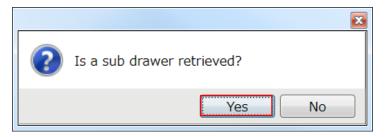
oud File Server Backup						Fujitsu Limited	Tom Hanson	n Logout	rufn
dit Backup Data									Help
binet	/						Search 0	1_General M	anage
_Management Dept •	Name	Update by	Date of Update S	ze	Lock Ver	sion	-		
	Soud FileServer Introduction.pptx	Tom Harison	10/14/2014 4:01 PM	30 K	3				
rawer									
01_General Manager									
02_Accounting									
03_Planning									
04_Purchasing									
05_Corporate Planning 06. Schedule									
05_Schedule									
kup on 10/14/2014 4:10 PM		Soac	e allotted to the cabinet	1.00GB	Used Space	0.00GB Usage	Rate: 0.1%	Free space :	1.00

(2) Input the search for the file name, and press the "Enter" key.

Cloud File Server Backup				Fujitsu L	imited Tom Hariso	n <u>Logout</u>	FUJITSU
Edit Backup Data							Help
Cabinet 01_Management Dept •		ate by Date of	Jpdate Size	Lock Version	Schedule		
Draver 01_General Manager 02_Accounting 03_Planning 04_Furchasing 05_Schedule 06_Schedule	0 1 Mester Schedule 0 2 Schedule Management						
Backup on 10/14/2014 4:10 PM		Space allotted	to the cabinet: 1.00GB	Used Space:0.00GB	Usage Rate:0.1%	Free space :	1.00GB

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(3) When the Sub-Drawer exists under the drawer, you get inquired whether to search for the Sub-Drawer or not. To search, click [Yes].



#### (4) Searched file will be displayed in the list.

Cloud File Server Backup - Result of file search	property				
Name	Drawer	Update by	Date of Update	Size	Lock
01 Master Schedule Location:/	01 Team A				
01 Master Schedule Location:/	06_Schedu	le			
02 Schedule Management Location:/	01 Team A				
02 Schedule Management Location:/	06_Schedu	le			
MasterSchedule1.xlsx Location:/01 Master Schedule/	01 Team A	Tom Harison	10/14/2014 2:11 PM	15 K	В
MasterSchedule1.xlsx Location:/01 Master Schedule/	06_Schedu	leTom Harison	10/14/2014 2:11 PM	15 K	В
MasterSchedule2.xlsx Location:/01 Master Schedule/	01 Team A	Tom Harison	10/14/2014 2:13 PM	15 K	В
MasterSchedule2.xlsx Location:/01 Master Schedule/	06_Schedu	leTom Harison	10/14/2014 2:13 PM	15 K	В
					lose

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### 15.2. Download from the search result

#### (1) Select the file that is downloaded (Open) or downloaded (Save).

Cloud File Server Backup - Result of file search	and in				- 🗆 🗙
Edit					
Name	Drawer	Update by	Date of Update	Size	Lock
01 Master Schedule Location:/	01 Team A				
01 Master Schedule Location:/	06_Schedul	e			
02 Schedule Management Location:/	01 Team A				
02 Schedule Management Location:/	06_Schedul	e			
MasterSchedule1.xlsx Location:/01 Master Schedule/	01 Team A	Tom Harison	10/14/2014 2:11 PM	1	15 KB
MasterSchedule1.xlsx Location:/01 Master Schedule/	06_Schedul	eTom Harison	10/14/2014 2:11 PM	i	15 KB
MasterSchedule2.xlsx Location:/01 Master Schedule/	01 Team A	Tom Harison	10/14/2014 2:13 PM	1	15 KB
MasterSchedule2.xlsx Location:/01 Master Schedule/	06_Schedul	eTom Harison	10/14/2014 2:13 PM	1	15 KB
					Close

(2) When [download (Open)] or [download (Save)] is clicked from edit menu, download will be begun.

Cloud File Server Backup - Result of file search	-				X		
Edit							
Download (Save)	Drawer	Update by	Date of Update	Size	Lock		
Download (Open)	01 Team A						
Open file location Location:/	ation 06_Schedule						
02 Schedule Management Location:/	01 Team A						
02 Schedule Management Location:/	06_Schedul	e					
MasterSchedule1.xlsx Location:/01 Master Schedule/	01 Team A	Tom Harison	10/14/2014 2:11 PM	15 KB			
MasterSchedule1.xlsx Location:/01 Master Schedule/	06_Schedul	eTom Harison	10/14/2014 2:11 PM	15 KB			
MasterSchedule2.xlsx Location:/01 Master Schedule/	01 Team A	Tom Harison	10/14/2014 2:13 PM	15 KB			
MasterSchedule2.xlsx Location:/01 Master Schedule/	06_Schedul	eTom Harison	10/14/2014 2:13 PM	15 KB			
				CI	ose		

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# 15.3. Move to the location where the file is stored

#### (1) Select the file and click [Open file location] in the [Edi]t Menu.

Edit								
Download (Save)	Drawer	Update by	Date of Update	Size	Lock			
Download (Open)	01 Team A							
Open file location Location:/	06_Schedu	le						
02 Schedule Management Location:/	01 Team A							
02 Schedule Management Location:/	06_Schedu	le						
MasterSchedule1.xlsx Location:/01 Master Schedule/	01 Team A	Tom Harison	10/14/2014 2:11 PM	15 KI	3			
MasterSchedule1.xlsx Location:/01 Master Schedule/	06_Schedu	leTom Harison	10/14/2014 2:11 PM	15 KI	3			
MasterSchedule2.xlsx Location:/01 Master Schedule/	01 Team A	Tom Harison	10/14/2014 2:13 PM	15 KI	3			
MasterSchedule2.xlsx Location:/01 Master Schedule/	06_Schedu	leTom Harison	10/14/2014 2:13 PM	15 KI	3			
					lose			

#### (2) Move to the folder where the file is stored.

Cloud File Server Backup						Fujitsu Limite	d Tom Hariso	on Logout	FUJITSU
Edit Backup Data									Help
Cabinet	/01 Master Schedule		1				Search	01 Master Sch	edule 🔎
01_Management Dept •	Name	Update by	Date of Update	Size	Lock	Version			_
Drawer	😢 (Back to parent folder) 🚞 work								
01_General Manager	MasterSchedule1.xlsx		10/14/2014 2:11 PM		5 KB				
02_Accounting	MasterSchedule2.xlsx	Tom Harison	10/14/2014 2:13 PM	15	5 KB				
03_Planning									
04_Purchasing									
05_Corporate Planning									
<ul> <li>▼ 06_Schedule</li> <li>01 Team A</li> </ul>									
02 Team B									
03 Team C									
Backup on 10/14/2014 4:10 PM		Spac	e allotted to the cabin	et:1.00G	B Used Sn	ace:0.00GB Usa	ne Rate:0.1%	Free space :	1.00GB

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# 16. Browse Manual

In this chapter, you learn how to browse the Operation Manual.

(1) Click [help] menu.

	Help
User's Guide	
Operation Manual [General User Edition]	
Operation Manual [Cabinet Owner Edition]	
Operation Manual [Backup Edition]	
Version	

(2) The Operation Manual will be displayed in PDF format file.

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