

Cloud File Server Backup
Option Service Operation Manual
【General User Edition】

Version 1.3

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FUJITSU LIMITED

<Change history>

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1.0	Oct 8 th , 2014	—
1.1	Apr 01 th , 2019	•“5.1. Login” (1) Welcome screen updated.
1.2	Feb 19 th , 2020	The following item was updated. •“3. Position of the Manual”
1.3	Sep 28 th , 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

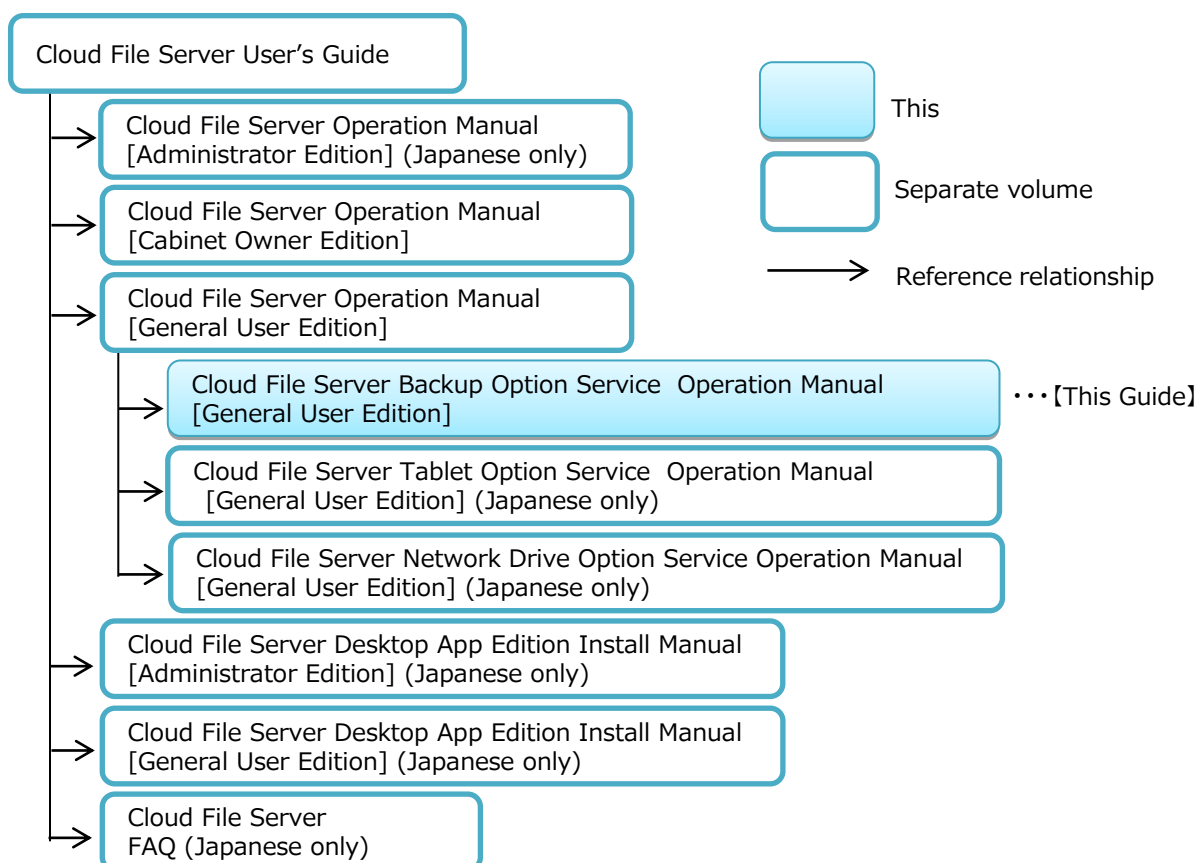
Backup option service (hereafter backup service) offers the backup function of Cloud File Server (hereafter file server). In addition, the operation functions such as files and folders backed up are offered.

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 "[Cloud 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 file

This 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 management

This function allows User to download files from version management.

(7) Recycle bin

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

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.

Cloud File Server Language : Japanese [FUJITSU](#)

Welcome 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 first. Key features of the desktop application are as follows.

- ◇ Support for Proxy Authentication.
The browser application does not support for Proxy Authentication.
- ◇ Web Browser is not required.
Windows OS is only required.
- ◇ 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.

On how to install and get the desktop application started, refer to [the user manual](#).
[Click here](#) 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.
Then 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. Then press [OK] button.

Please confirm [FAQ](#) when the error screen is displayed, and the login screen is not displayed when the button below is clicked.

[Open Cloud File Server](#) [Open Backup](#)

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 network 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.

- (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].

Enabling Two-Factor Authentication	Refer to "28.2 Enable Two-Factor Authentication" of "Cloud File 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.

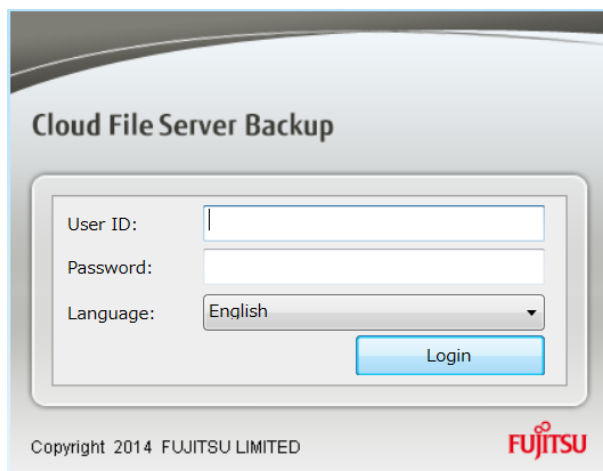
5.2. Logout

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

- (1) Click **logout**.



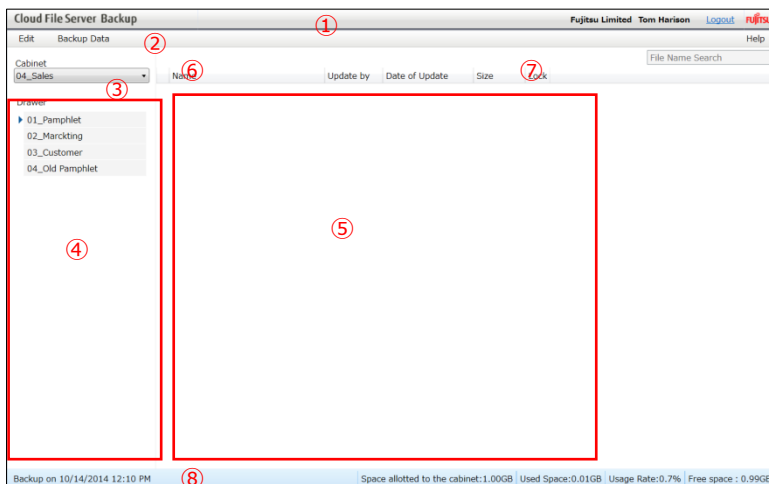
- (2) When you logout, the Login page will appear.



6. Backup service structure

In this chapter, you learn 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

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 [▶] on the left side of the drawer. When you click [▶], 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

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.

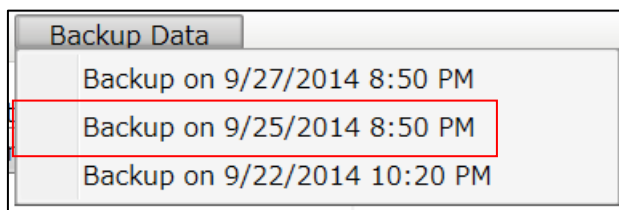
Moreover, the acquisition date of the backup is displayed. The acquisition date is a backup beginning date.

8. Change generation of backup data

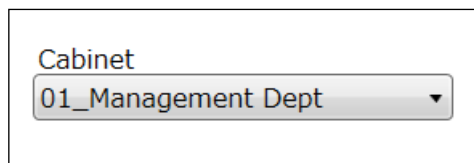
In this chapter, you learn how to change generation of backup data.

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.



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

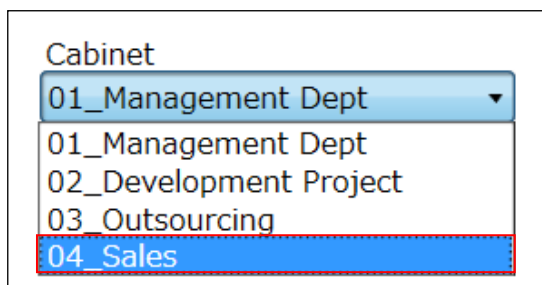


9. Select Cabinet

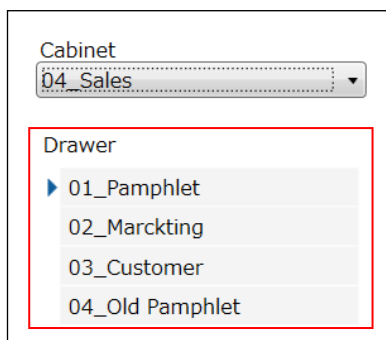
In this chapter, you learn how to select cabinet.

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.



- (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.

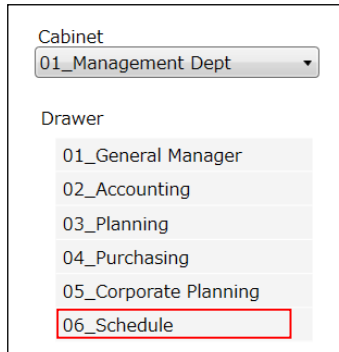
10. Select Drawer, Sub-Drawer, and Folder

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

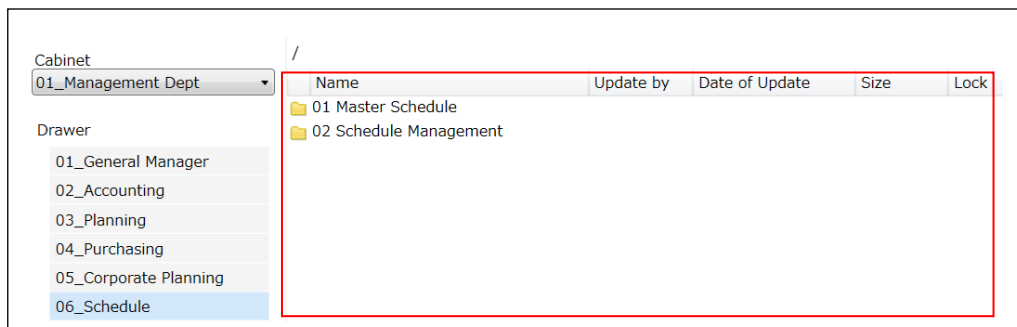
The drawer and Sub-Drawer that the access authority (update authority or reference authority) is being set by the log in user at the time of that begins to be backed up are displayed. Neither the drawer or Sub-Drawer that the access authority is not set at the time of that begins to be backed up are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

10.1. Select Drawer and Sub-Drawer

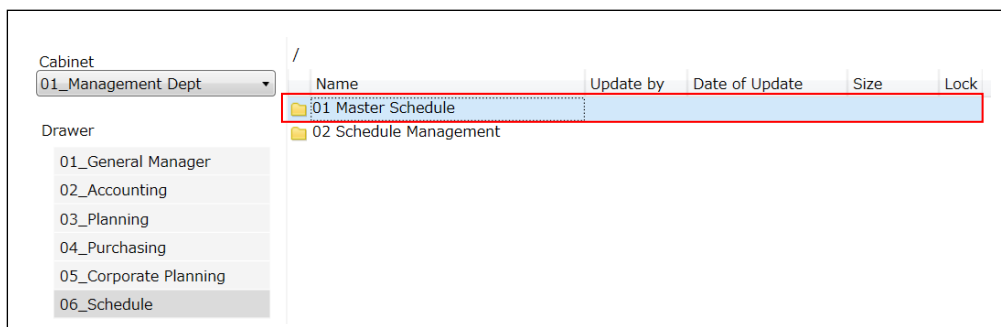
- (1) Click the accessed drawer.



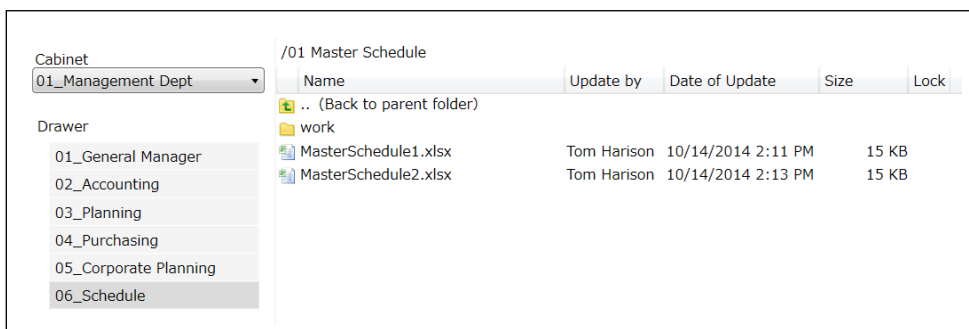
- (2) The list of the folder and the file that the subordinate of the drawer has is displayed.



- (3) Select the folder.



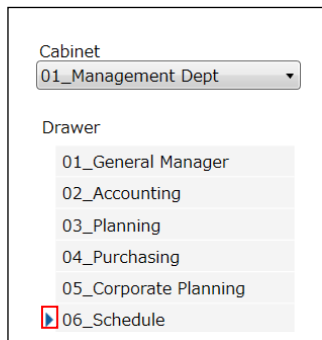
(4) File and folder list under the control of the folder are displayed.



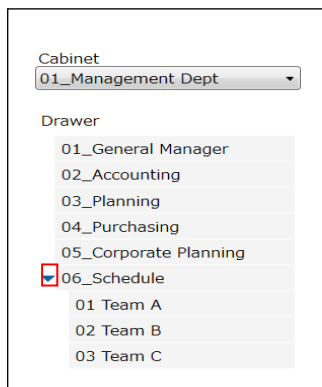
10.2. Select Sub-Drawer and Folder

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.

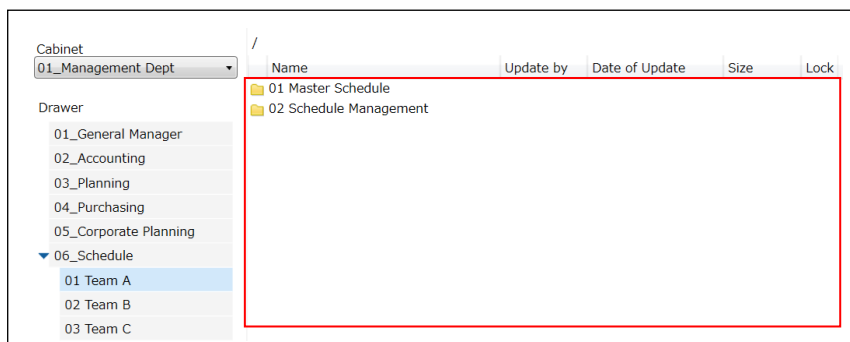
- (1) Please click 【▶】 on left side of the drawer.



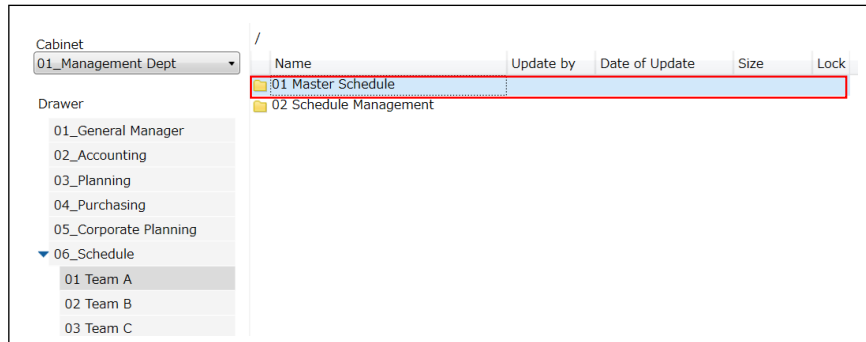
- (2) Sub-Drawer list of the clicked drawer is displayed. 【▶】 on left side of the drawer name changes into 【▼】 when Sub-Drawer is displayed.



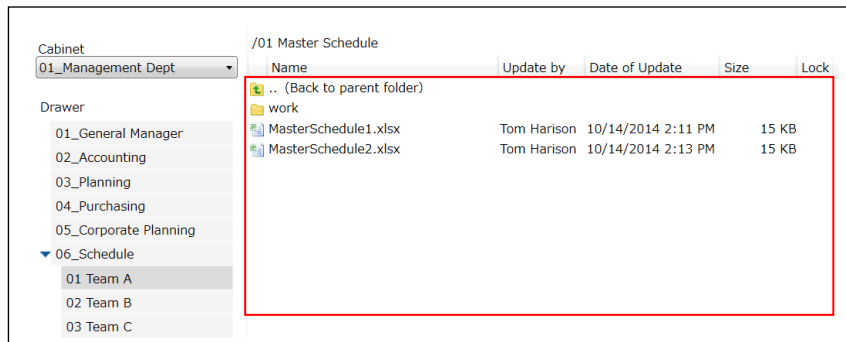
- (3) When Sub-Drawer is clicked, the list of folder and file that the subordinate has is displayed.



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



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



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.

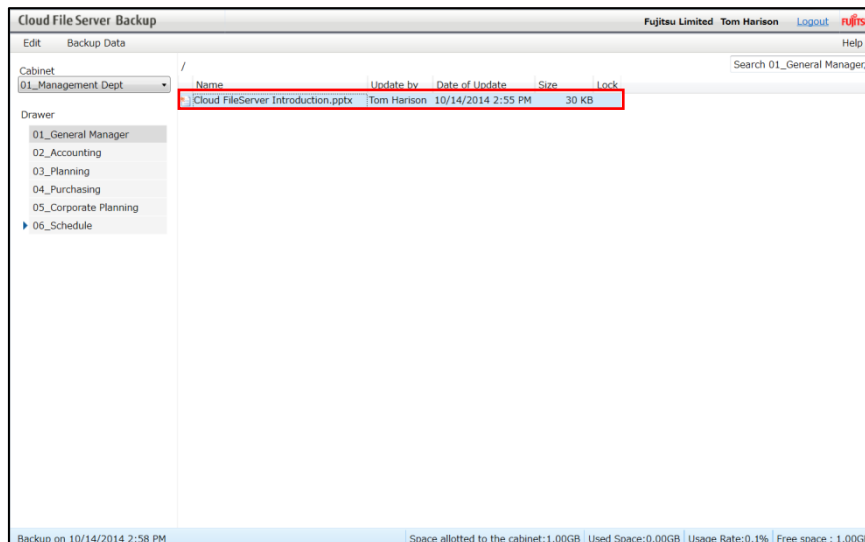
Download contents for each operation are shown below

Operation	File	Folder
Download and Open from the Edit Menu	○	×
Download and Open from the Context Menu	○	×
Download and Open by directly clicking the file	○	×
Download and Save from the Edit Menu	○	○
Download and Save from the Context Menu	○	○

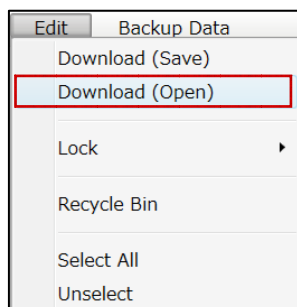
The procedure after clicking 【Download (open)】 and 【Download (save)】 from the Context Menu is same as the procedure after clicking 【Download (open)】 and 【Download (save)】 from the Edit Menu. It is not possible to download with Drag&Drop and Copy & Paste.

11.1. Performing Download and open

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



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

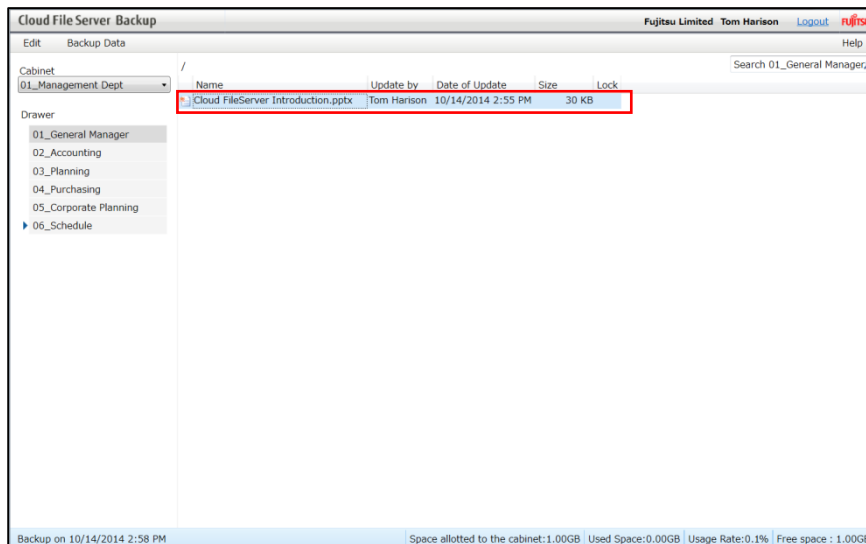


- (3) The content of the selected file is displayed.



11.1. Download and Open by Directly Clicking File

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

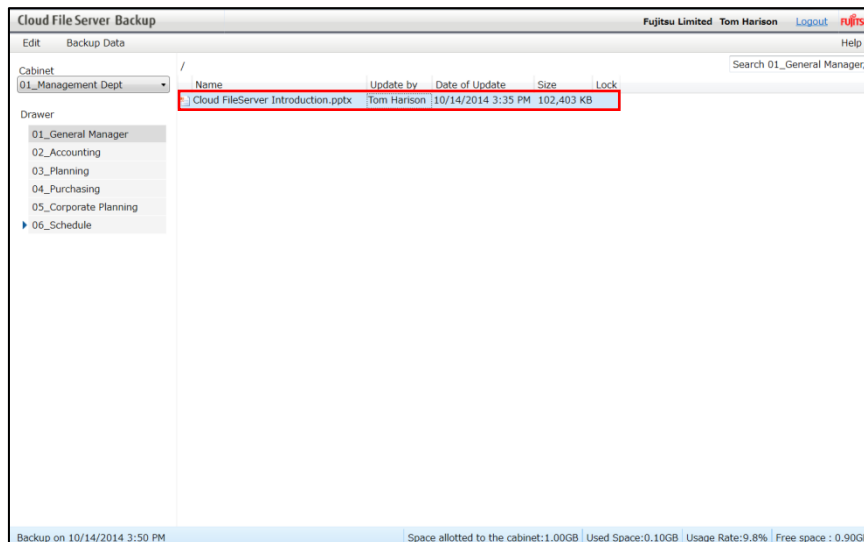


- (2) The content of the file is displayed.

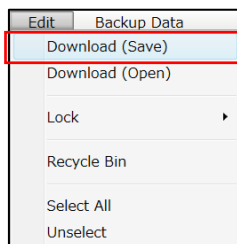


11.2. Performing Download and Save

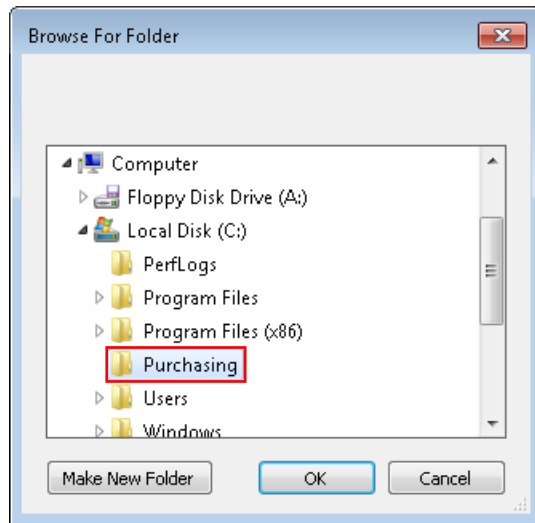
- (1) Select downloaded file and folder. You can select two or more files and folders.



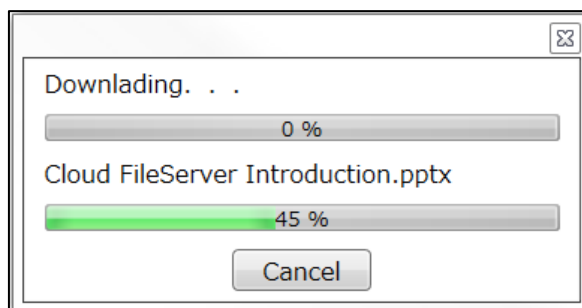
- (2) Please click [download (Save)] from [edit] menu.



- (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.



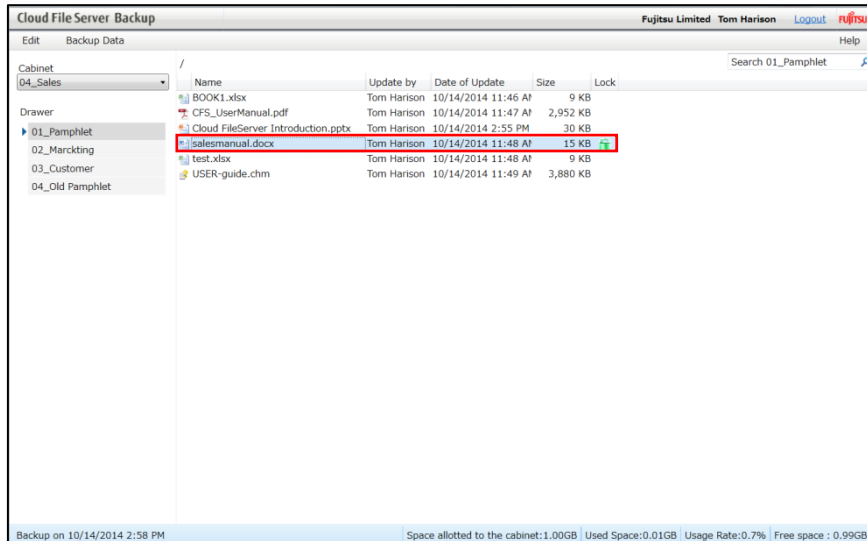
- (4) Download is begun.



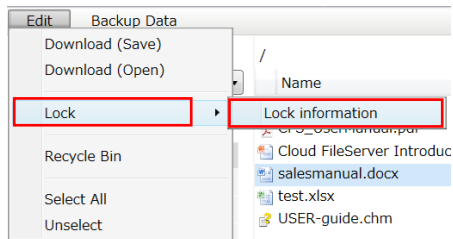
12. Display the lock information

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

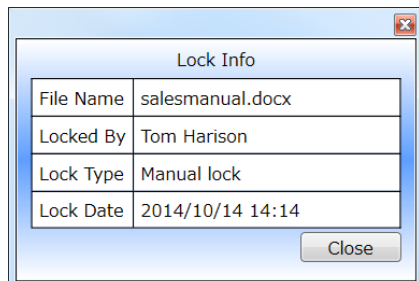
- (1) Select the locked file.



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



- (3) Lock information is displayed.



13. Version Management

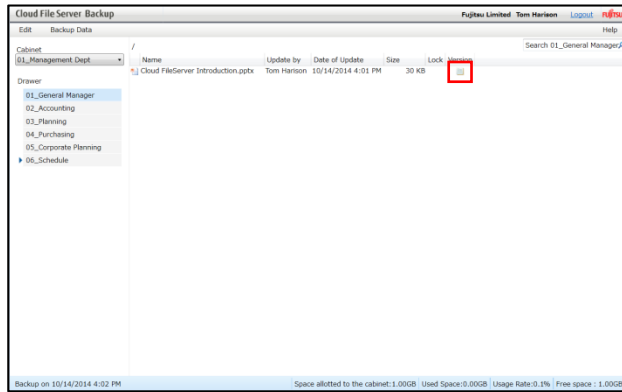
In this Chapter you will learn how to use Files Version Management Function.

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

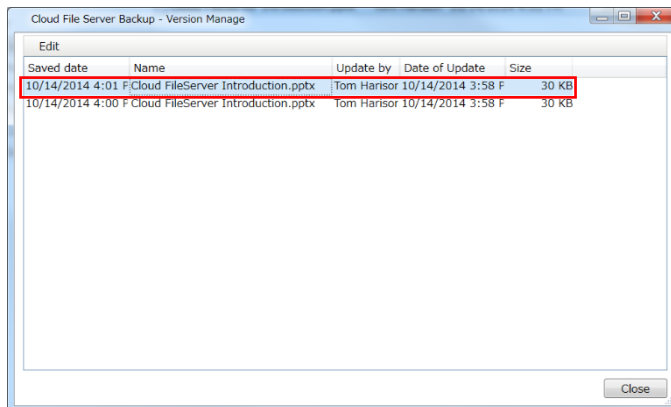
- Download and Save
- Download and Open

13.1. Download

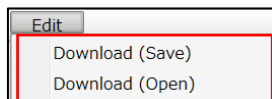
- (1) Click the icon of "Versions" row.



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



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



14. Recycle bin

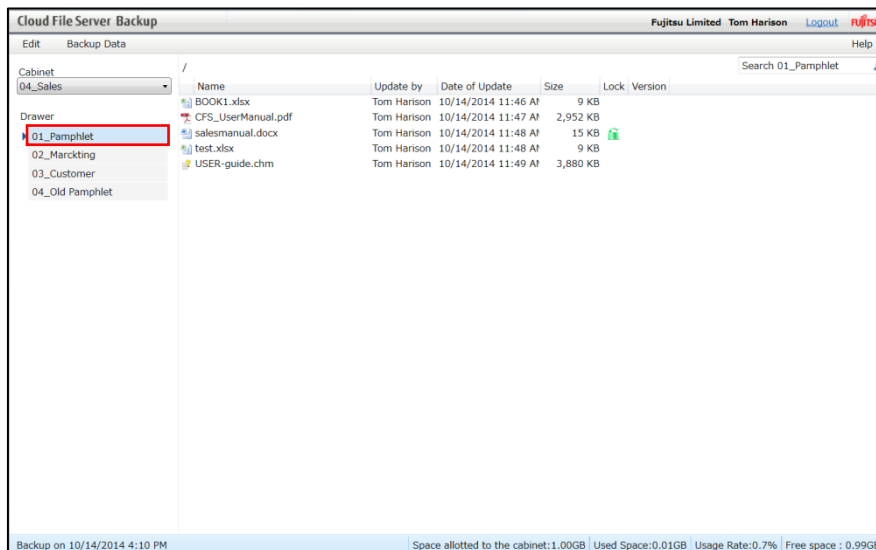
In this Chapter, you will learn how to use Recycle bin Function.

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

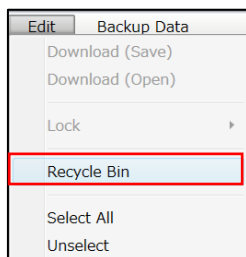
- Download(Save)
- Download(Open)

14.1. Download

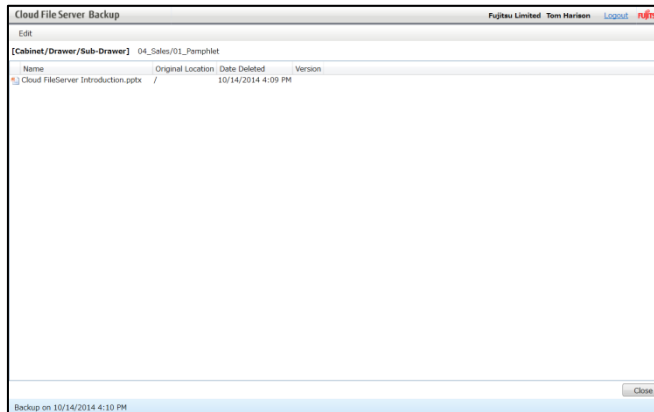
- (1) Move to the Drawer or Sub-Drawer that displays the Recycle bin.



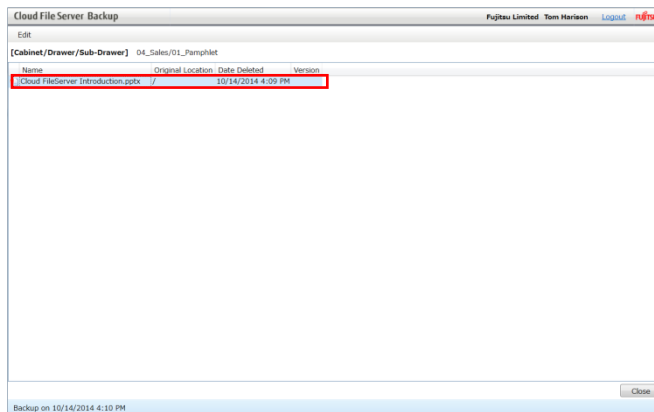
- (2) Click [Recycle bin] of the edit menu.



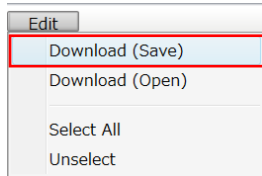
(3) File and the folder of the Recycle bin are displayed.



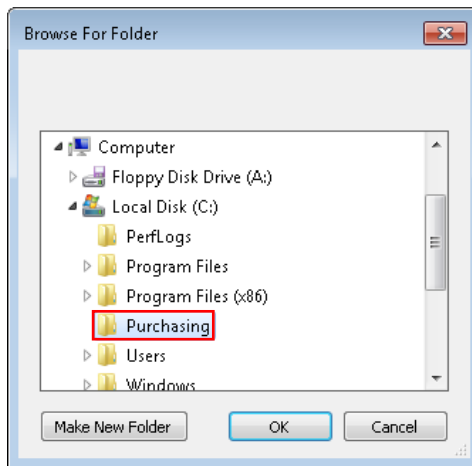
(4) Select downloaded file or folder.



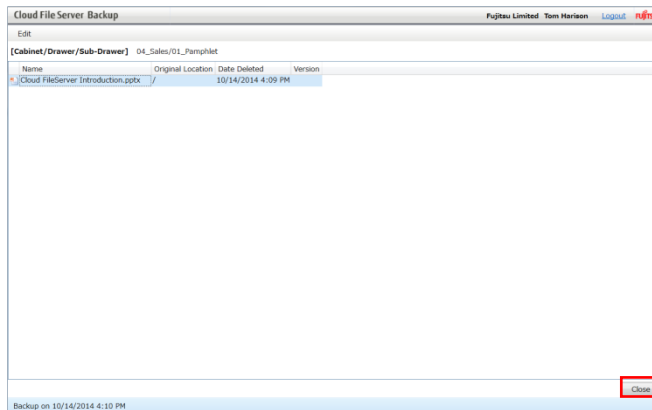
- (5) Click **Download (Save)** from the edit menu.



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



- (7) Shut the Recycle bin with **Close** button when download is completed.



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.

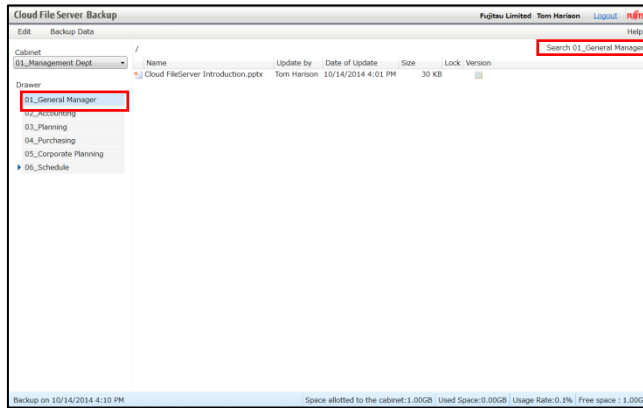
- Under the Drawer
- Under the Sub-Drawer
- Under the folder

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

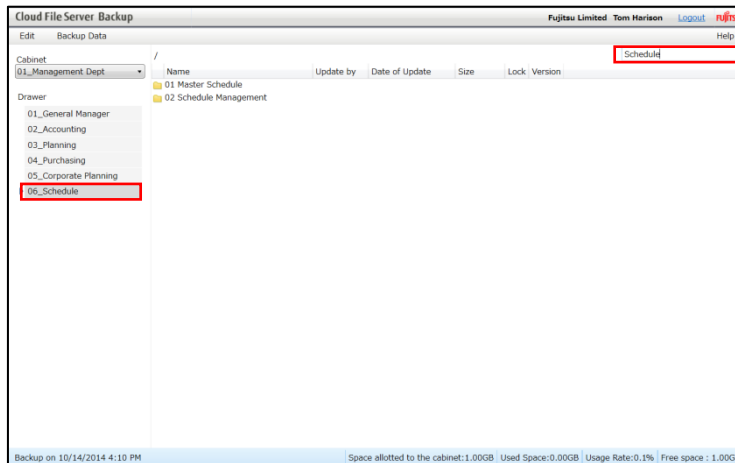
- Download (to save)
- Download (to display)
- Move to the directory where the file is stored (Drawer, Sub-Drawer, Folder).

15.1. Search for the file

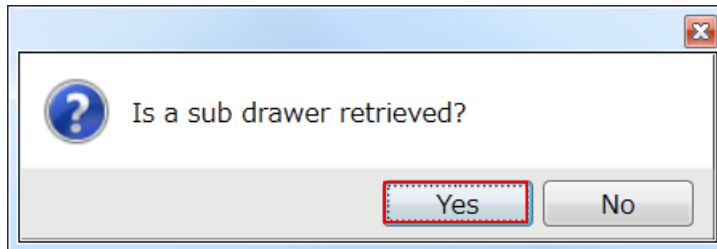
- (1) Select the Drawer or Sub-Drawer or the folder that becomes the range of the retrieval.
Here, select the drawer.



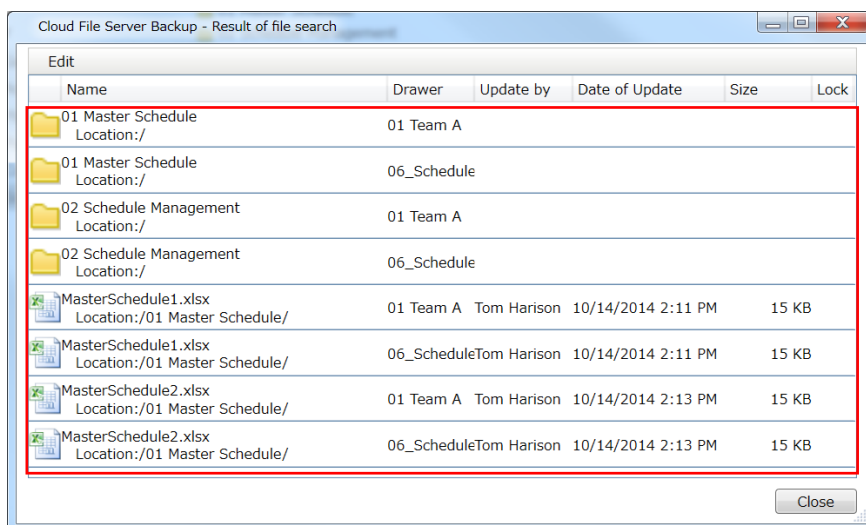
- (2) Input the search for the file name, and press the "Enter" key.



- (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].

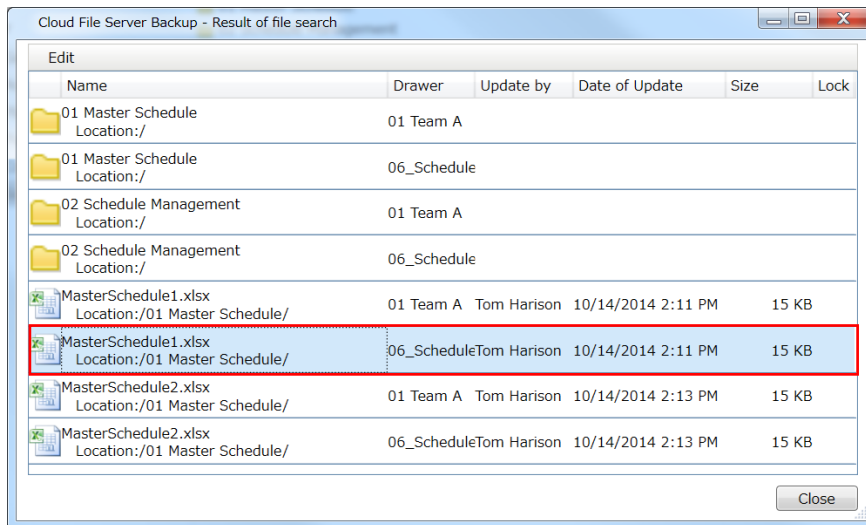


- (4) Searched file will be displayed in the list.

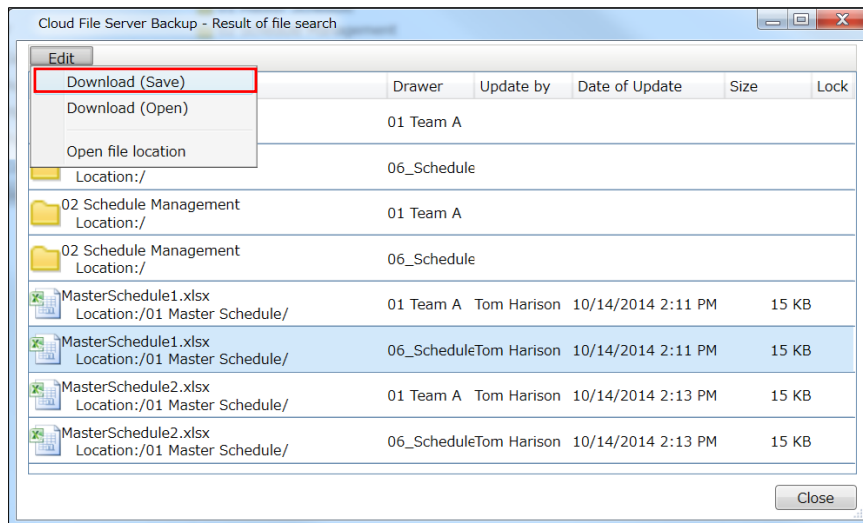


15.2. Download from the search result

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

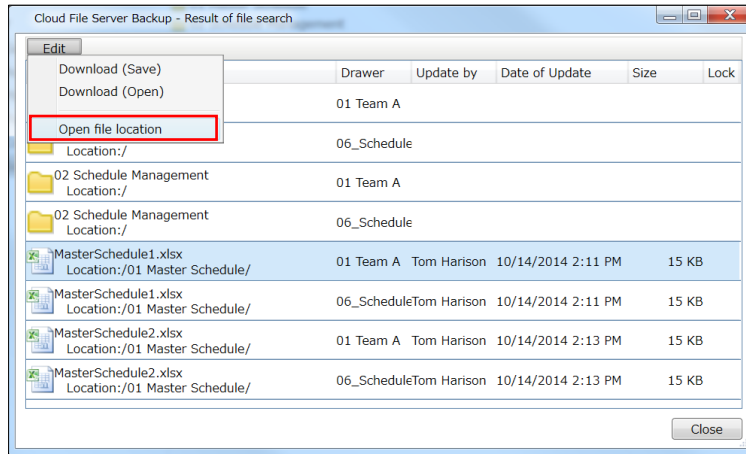


- (2) When [download (Open)] or [download (Save)] is clicked from edit menu, download will be begun.

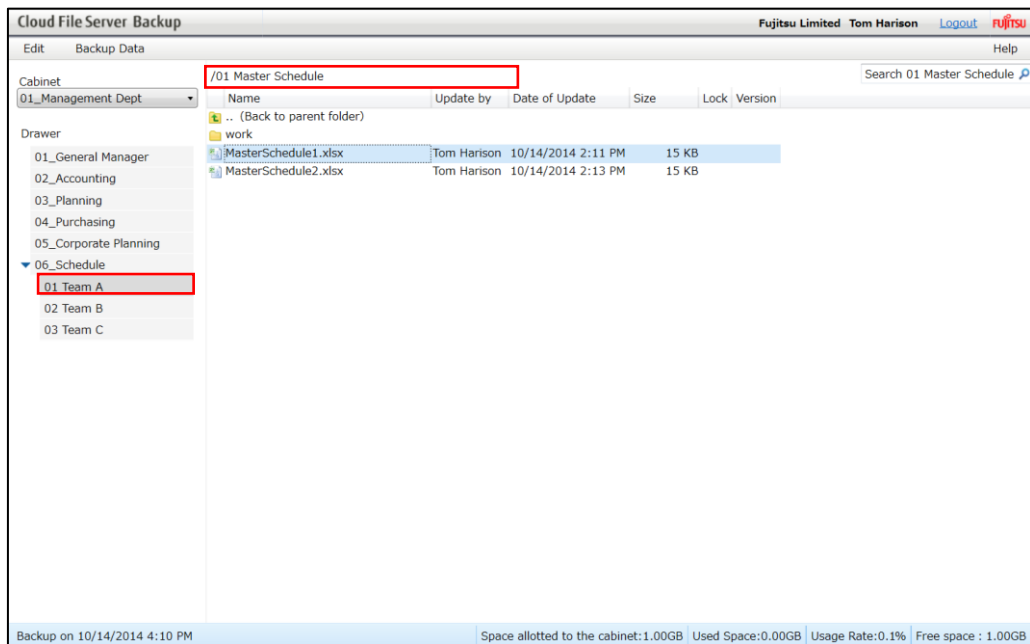


15.3. Move to the location where the file is stored

- (1) Select the file and click [Open file location] in the [Edit] Menu.



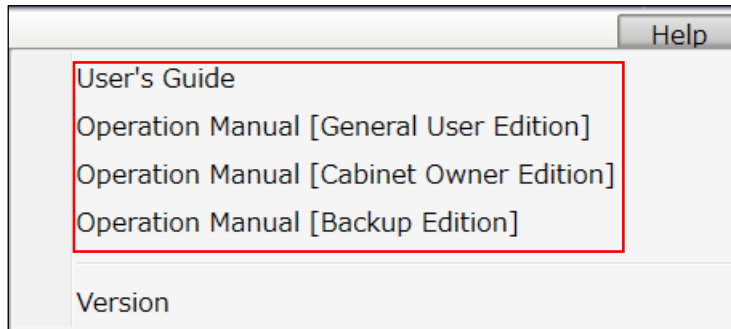
- (2) Move to the folder where the file is stored.



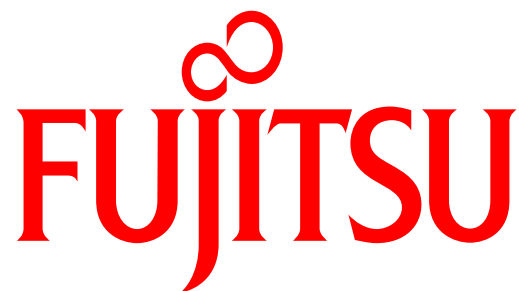
16. Browse Manual

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

- (1) Click [help] menu.



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



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