

Cloud File Server Operation Manual

【General User Edition】

Version 2.8

Sep 28, 2021

FUJITSU LIMITED

<Change history>

version	Issue date	Changed Contents
1.2	July 16 th , 2013	<ul style="list-style-type: none"> •[5.1. Login] (1)and(2). Login Screen is modified to support English menu. •[2. Logout] (2). Login Screen is modified to support English menu.
2.0	Oct. 10 th 2013	<ul style="list-style-type: none"> •[4. t Can General User Do?] (10) and (17). Add Lock file. Add "File name search". •Add "18. Lock the file and unlock the file". •Add "24. Search for file".
2.1	Mar 14 th 2014	<ul style="list-style-type: none"> •[4. What Can General User Do?](18). Add "Operation Environment Setting Function". •[7. Portal Layout and Functions](2). Add "Operating Environment Setting". •[12. Download]. Add "Files Double Clicking Operations". •[12.2. Download and Open by Directly Clicking File] Add "Files Double Clicking Operations". •[13. Directly Editing File] Add "Files Double Clicking Operations". •[27. Perform Operating Environment Setting]
2.2	Apr 13 th 2014	<ul style="list-style-type: none"> •[13. Direct Editing File] Delete "Microsoft Word 2003", "Microsoft Excel 2003", "Microsoft PowerPoint 2003". add " Microsoft Word 2013", "Microsoft Excel 2013", "Microsoft PowerPoint 2013".
2.3	Aug 05 th 2014	<ul style="list-style-type: none"> •[4. What Can General User Do?](20) Add "Version management function" and "Display existence of der tree". •[11.2 Uploading Files and Folders with same name] Add Explanation of management versions. •[13.1 Perform direct edit](4) Add Explanation of management versions.

		<ul style="list-style-type: none"> •「14. Copy file or folder」 Add Explanation of management versions. •「15. Moving file or folder」 Add Explanation of management versions. •Add “19. Version management” •「27. Perform Operating Environment Setting」 Add Explanation of folder tree display. •Add “28. Folder tree operation”
2.4	July 30 th 2015	<ul style="list-style-type: none"> •「26.Change Password」(4) Add Explanation of the password combination character.
2.5	Apr 01 th 2019	<ul style="list-style-type: none"> •“5.1. Login” (1) Welcome screen updated.
2.6	Feb 19 th 2020	<p>The following items were updated.</p> <ul style="list-style-type: none"> •“3. Position of the Manual” •“13. Directly Editing File”
2.7	Jan 26 th 2021	<p>The following items were updated.</p> <ul style="list-style-type: none"> •“4. What Can General User Do?” •“32. Copy URL of Selected Folder or File”
2.8	Sep 28 th 2021	<p>The following items were updated.</p> <ul style="list-style-type: none"> •“28.2 Enable Two-Factor Authentication” •“28.3 Disable Two-Factor Authentication (Cancellation)”

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1. Getting Started

Cloud File Server (hereafter File Server) is a files storage / sharing service using Cloud Computing technology.

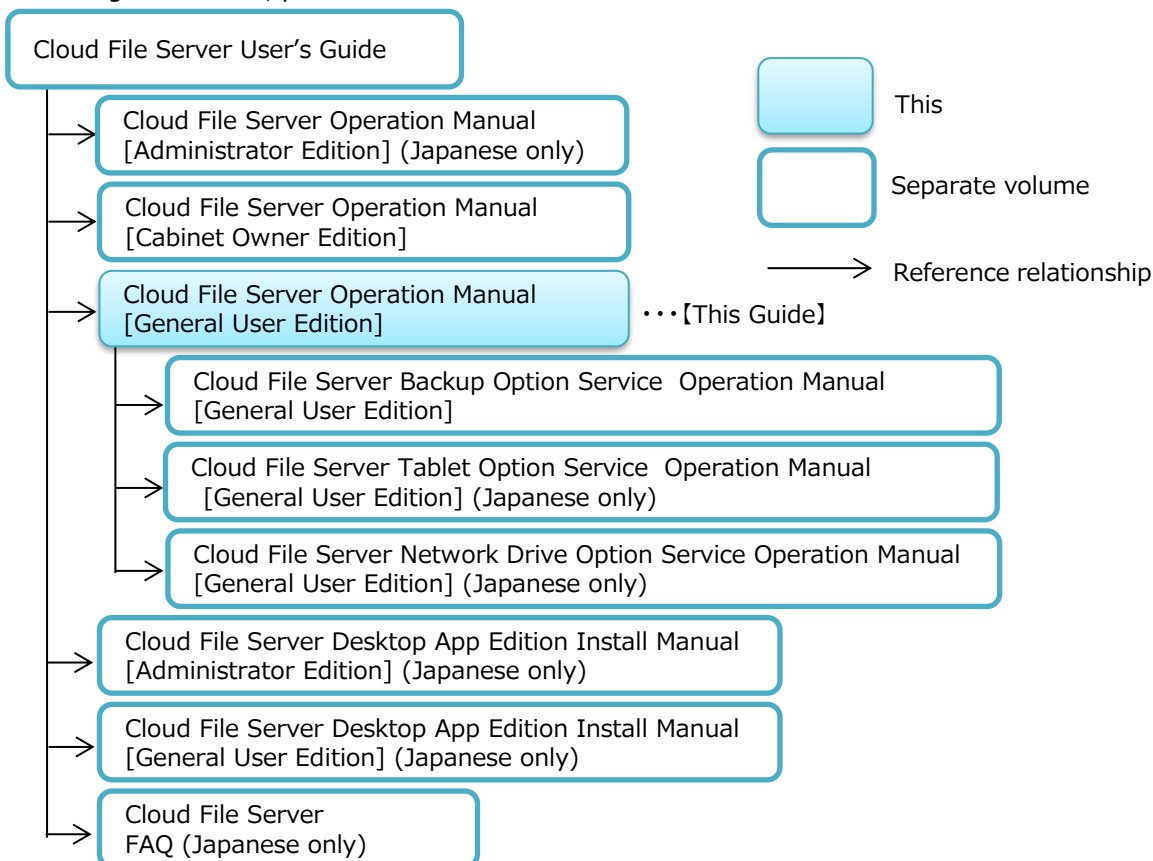
2. Objectives of the Manual

The objective of this Manual is to provide General User of the File Server operation manual for the File Server. This Manual is used with separate volume [“Cloud File Server User’s Guide”](#).

3. Position of the Manual

Reference relationship between this Manual and other documents is shown below.

According to the need, please refer to relevant document.



4. What Can General User Do?

In this chapter, you learn functions accessible to General User.

General User can utilize following functions. Moreover, User functions can be also used by User possessing File Server Administrator Rights or Cabinet Owner Rights.

(1) Upload

This function allows User to upload files and folders from User's Client PC (hereafter PC) to the File Server.

(2) Download (save)

This function allows User to download files and folders from the File Server and save it to the PC.

(3) Download (open)

This function allows User to open a file on the PC.

(4) Direct Edit

This function allows User to directly edit files on the File Server. The edited file will be saved (overwritten) to the File Server. The file will not be saved to the PC.

(5) Copy

This function allows User to copy files or folders on a drawer or folder and paste it to the other drawer or folder.

(6) Move

This function allows user to move files and folders on a drawer or folder to the other drawer or folder.

(7) Create New Folder

This function allows User to create a folder which files can be saved to.

(8) Rename

This function allows User to rename files and folders.

(9) Delete

This function allows User to delete files and folders stored on the File Server. The deleted files and folders are stored in Recycle Bin. The Recycle Bin is located in each drawer and sub-drawer. The deleted files and folders are stored in the Recycle Bin where they are deleted.

(1 0) Lock the file

Lock a specific file.

This function allows User to download and edit the file exclusively after locking it.

(1 1) Explore Recycle Bin

This function allows User to explore the files and folders which are deleted and saved to the Recycle Bin.

(1 2) Restoration From Recycle Bin

This function allows User to restore the deleted files and folders to their original location.

(1 3) Empty Recycle Bin

This function allows User to completely delete the files and folders from the Recycle Bin. The files and folders deleted from the Recycle Bin cannot be restored.

(1 4) Refresh

This function allows User to refresh the displayed list of files and folders.

(1 5) Select All

This Function allows User to select all the files and folders displayed on the list.

(1 6) Unselect All

This Function allows User to unselect the selected files and folders.

(1 7) File name search

This function allows User to search files by file name.

(1 8) Operation Environment Setting Function

This function allows to perform Operating Environment Setting in the User Portal. Allows to perform Operations Setting for Communication Environment Operations and Files Double Clicking and Display existence of folder tree.

Operating Environment Setting can be performed in User Setting Unit.

(1 9) Change Password

This Function allows User to change their old password to new password.

(2 0) Version management function

It is a function (hereafter, version management) to manage the file overwritten when the file of the same name exists by up-loading, editing directly, moving, and copying it as a versions of past. The file from which the version is managed can be restored to the file and the folder display selection area. It is an effective function for the restoration of the file overwritten by mistake. The version number management becomes effective for the setting of the file server manager of the version management from the optional service management menu, "Use it".

(2 1) Show Path

This function allows the user to display the location (Path) of a selected folder or file.

(2 2) Copy URL

This function allows the user to copy a URL to view and open a selected folder or file.

5. Login and Logout

In this chapter, you learn how to login to User Portal and logout.

5.1. Login

Login using User ID and password.

- (1) When you access User Portal's URL, "Welcome to Cloud File Server" screen (hereafter Welcome screen) will be displayed. Click [Open the Cloud File Server].

Cloud File Server Language : [Japanese](#)

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.

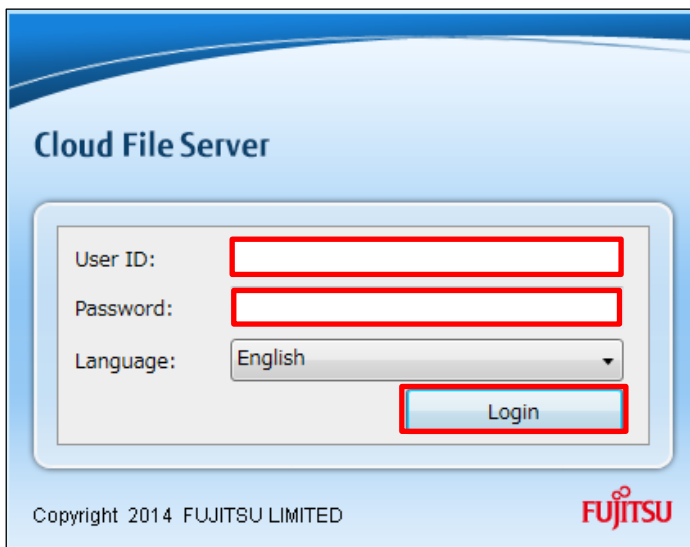
[Settings changes required]
Select [Internet Options] settings [Advanced] tab.
Uncheck [Do not save encrypted pages to the disk] check box in the [Security] section. Then press [OK] button.

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

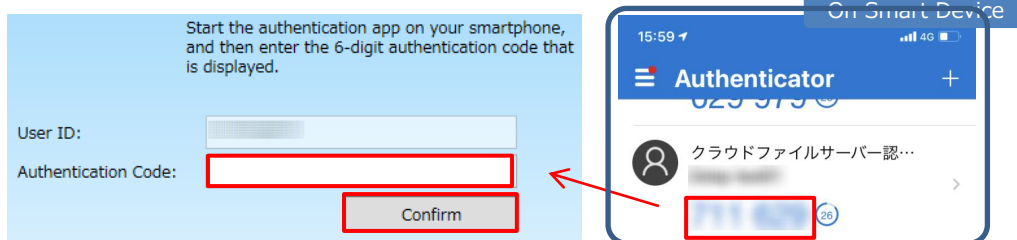
Confirmation of connected right or wrong to Cloud File Server

Please do connected confirmation when you limit the connection destination by proxy and the firewall of the network environment used.

- (2) The Login Page of the User Portal will be displayed. Enter User ID and password and click [Login].

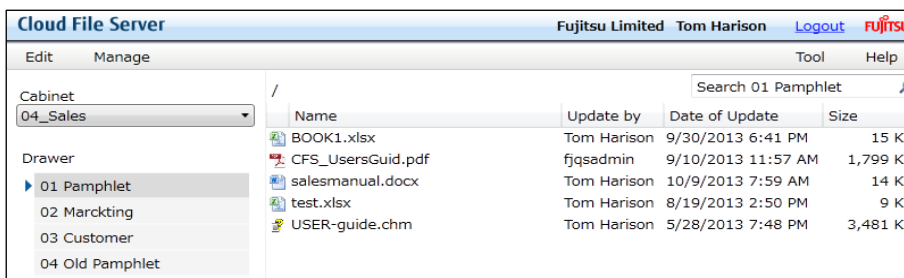


- (3) When two-factor authentication has been enabled on your account, the screen on the left will be displayed. Enter verification code (a six-digit number) that appears in the authentication app on your smart device, and then click [Confirm].



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]".

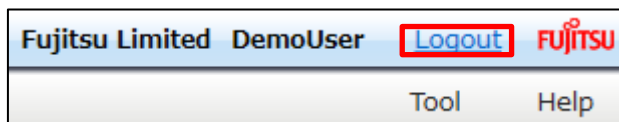
- (4) When you login successfully, the User Portal will be displayed.



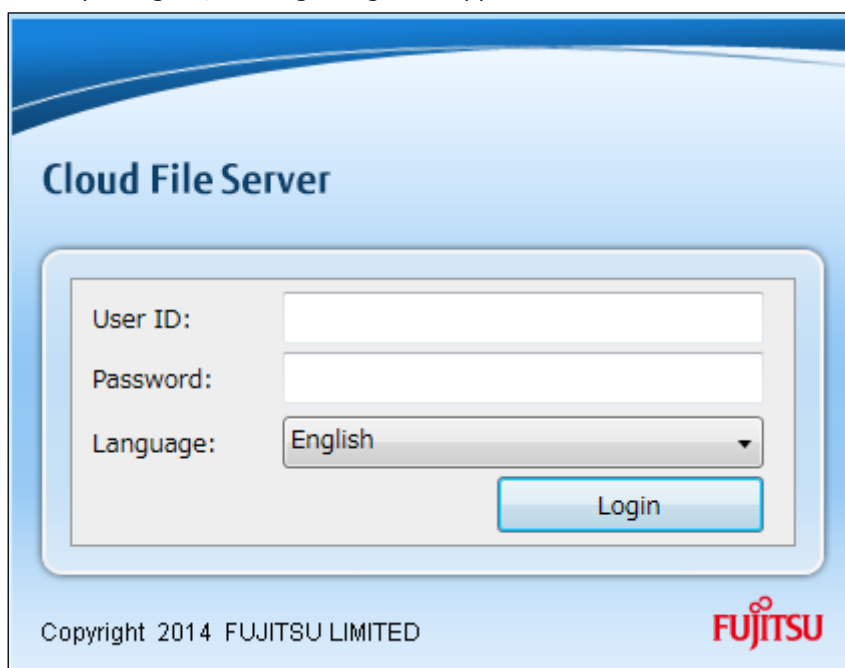
5.2. Logout

To logout from the User Portal, click [Logout] on the upper right corner of the page (Header).

- (1) Click [Logout].



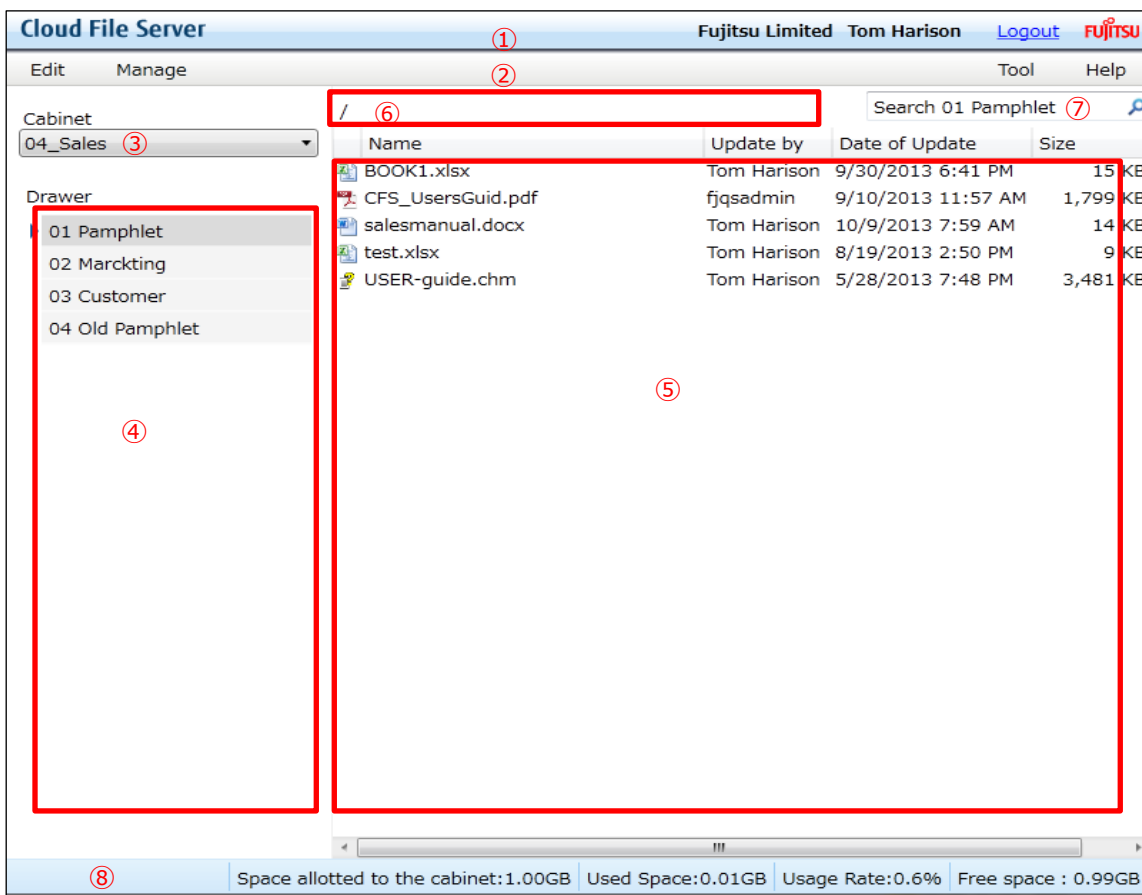
- (2) When you logout, the Login Page will appear.



6. User Portal Structure

In this chapter, you learn User Portal structure.

When you login successfully, the User Portal will be displayed. The User Portal is composed of following 7 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 Portal.

(1) Header

The Header is located on the top of the Portal and displays the corporate name and the User name of logged in User. [Logout] link is also displayed on the Header.

(2) Operation Menu

The Operation Menu is composed of 4 menus.

- [Edit] Menu
Provides functions for files and folders operations, such as upload and download.
- [Manage] Menu
Function for the Cabinet Owner. It cannot be used by User without the Cabinet Owner Rights.
- [Tool] Menu
Operating Environment Setting, Password Changing at Login In to File Server in the User Portal.
If Password has been changed by File Server Administrator, Administrator Password will be also changed.
- [Help] Menu
Displays Manual and information on current version of the User Portal.
User can access "Cloud File Server User's Guide", "Cloud File Server Operation Manual [General User Edition]" and "Cloud File Server Operation Manual [Cabinet Owner Edition]".

(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 upload and download.

(6) Files and Folders Path

Displays full path of the currently displayed files and folders.

(7) File name search box.

Enter the target file name .

(8) Footer

Displays available space, used space, usage rate, and free space of the currently displayed cabinet.

8. Select Cabinet

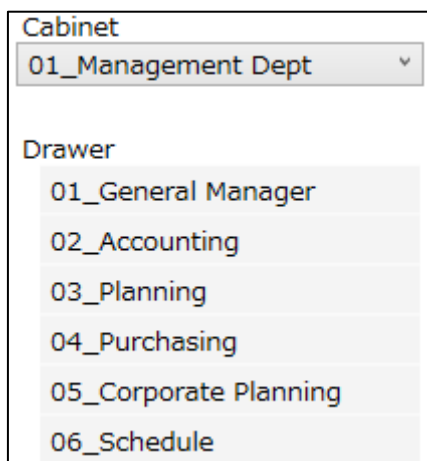
In this chapter, you learn how to select cabinet.

Cabinets you can access are displayed in the Cabinet List in form of list box.

- (1) Select a cabinet you want to use.



- (2) List of drawers in the selected cabinet will be displayed in the Drawer.



<Caution!>

In case the name of cabinet you want to use is not displayed in the Cabinet List, please contact the Cabinet Owner of the cabinet.

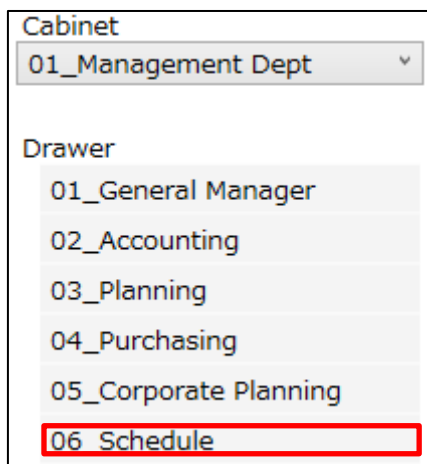
9. Select Drawer, Sub-Drawer, and Folder

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

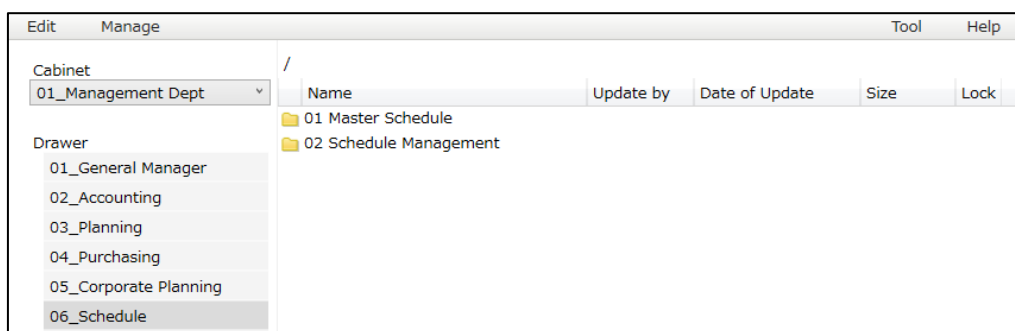
The drawers and sub-drawers you are accessible are displayed in the Drawer. These drawers and sub-drawers are the ones of which the logged in User has Drawer Access Rights (Update Rights or Read Only Rights).

9.1. Selecting Drawer and Folder

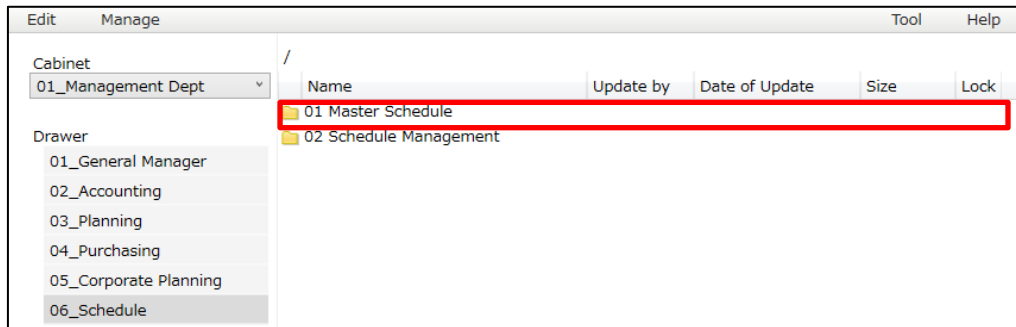
- (1) Click a drawer you want to use from the Drawer.



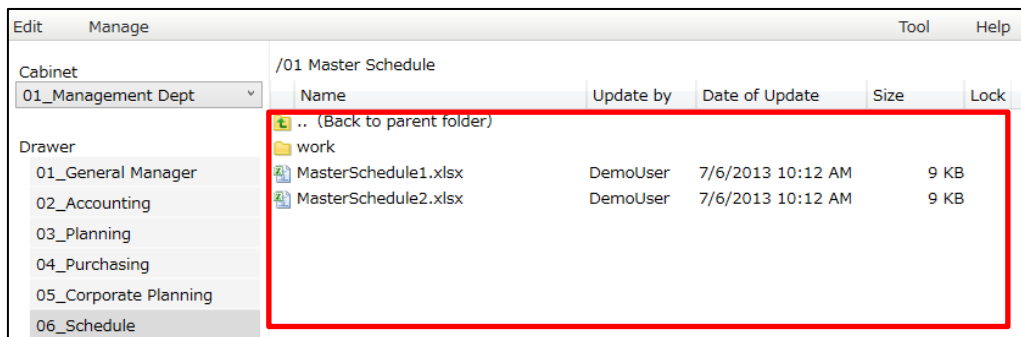
- (2) A list of files and folders subsidiary to the selected drawer will be displayed.




(3) Select a folder subsidiary to the drawer.

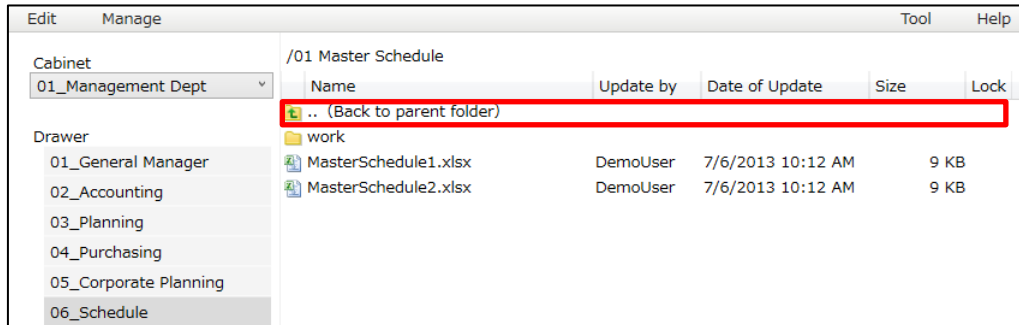


(4) A list of subsidiary files and folders will be displayed.

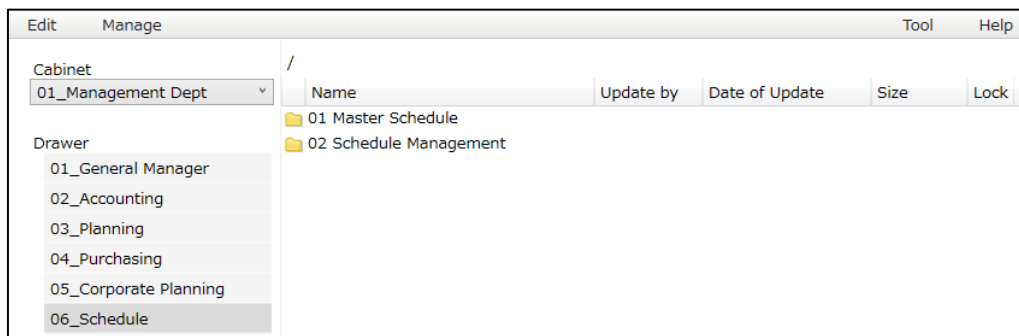


9.2. Returning to Parent Folder

- (1) Click [ .. (Back to parent folder)] in the Files and Folders.



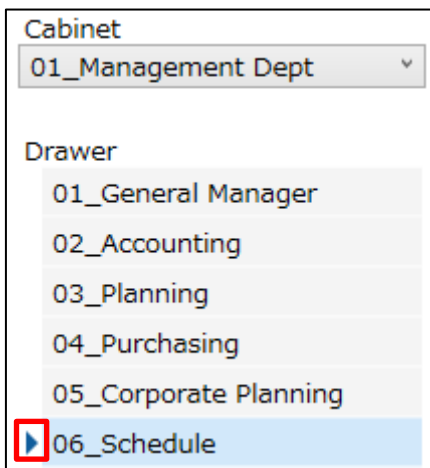
- (2) You will return to the parent folder.



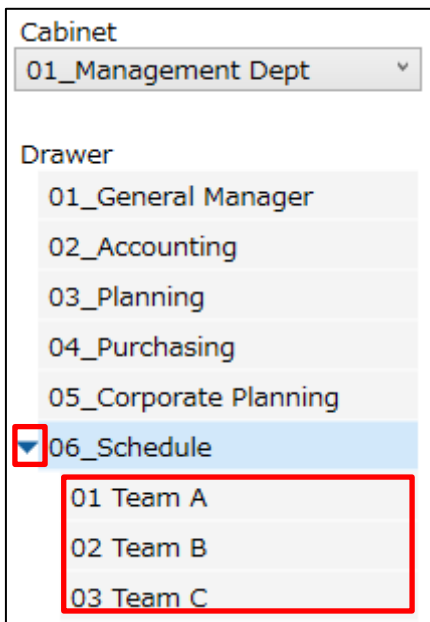
9.3. Selecting Sub-Drawer and Folder

Sub-drawers can be created within drawers according to the need. The [▶] mark on the left side of a drawer name indicates that there is a sub-drawer inside the drawer. The sub-drawer will be displayed when you click [▶] on the left side of drawer.

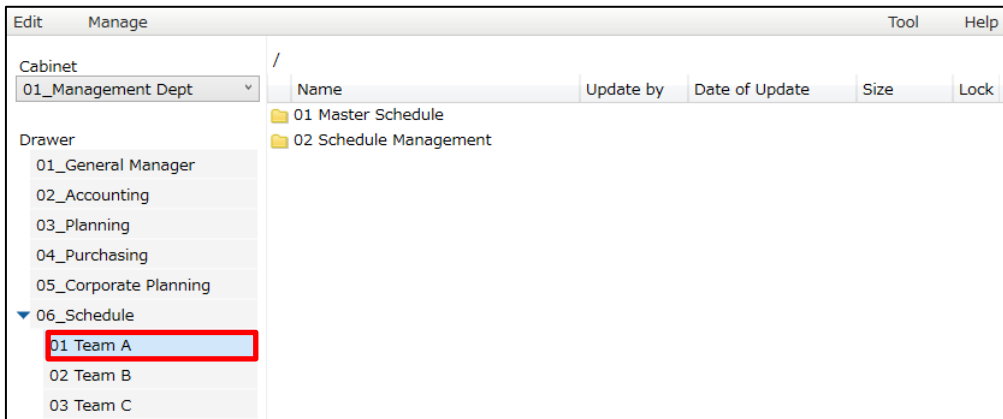
- (1) Click [▶] on the left side of drawer.



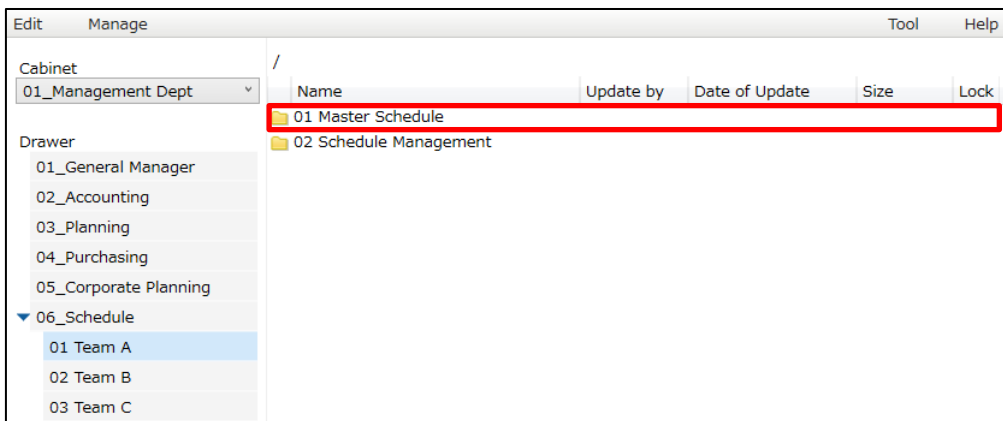
- (2) A list of sub-drawers of the selected drawer will be displayed. When the sub-drawer is displayed, [▶] on the left side of drawer will turn into [▼].



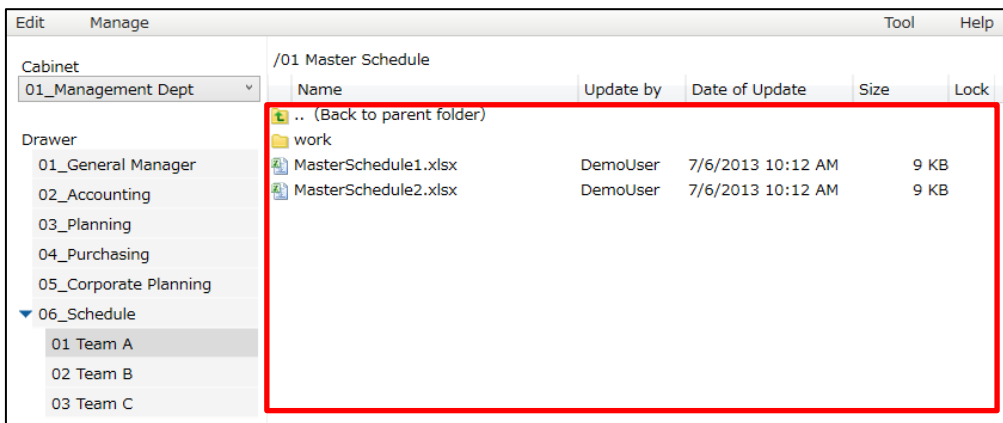
(3) When you click a sub-drawer, a list of subsidiary files and folders will be displayed.



(4) Select a subsidiary folder.



(5) A list of subsidiary files and folders will be displayed.



10. Create Folder

In this chapter, you learn how to create folder.

A new folder can be created directly in a drawer, sub-drawer or folder.

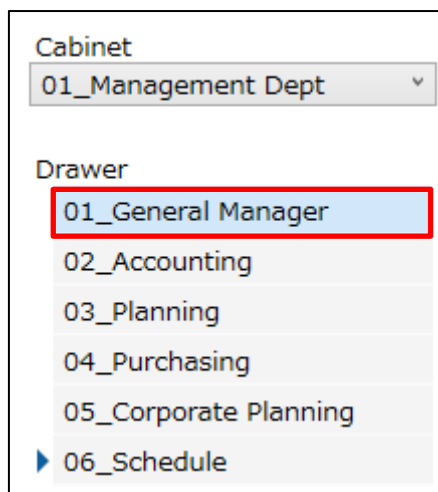
You can use one of following operations to create a folder.

- Create a folder by using the Edit Menu.
- Create New Folder from left click menu (hereafter Context Menu) in the Files and Folders.

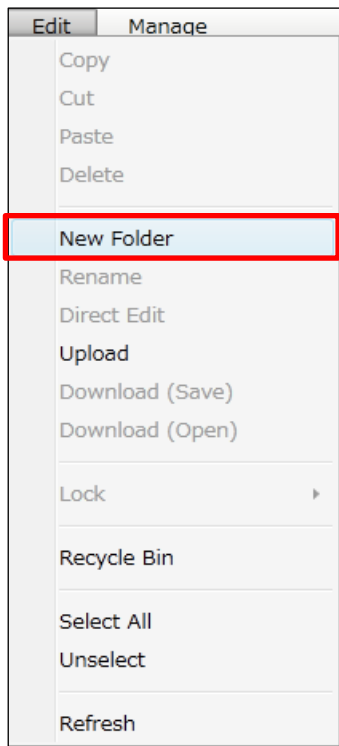
The procedure after clicking [New Folder] in the Context Menu is same as the procedure after clicking [New Folder] in the Edit Menu.

10.1. Creating Folder Directly in Drawer

- (1) Select a drawer.



- (2) Click [New Folder] from [Edit] Menu.

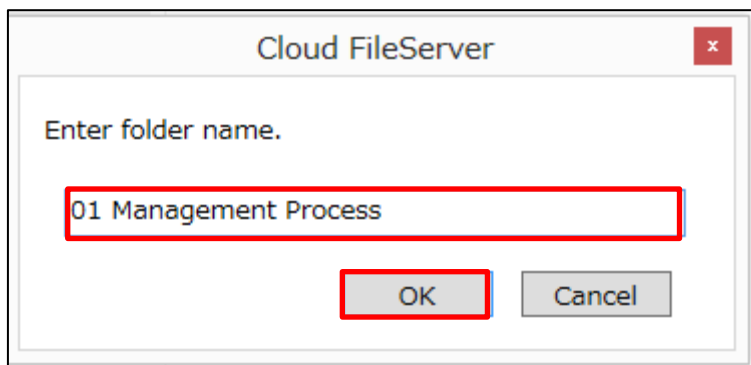


- (3) Enter folder name.

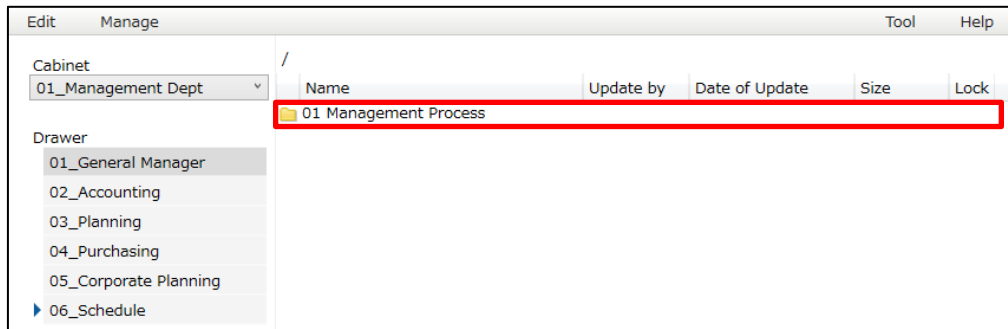
You cannot use following half size symbols for the folder name.

¥/:*?"<>|

Moreover, you cannot use "." (dot) at the beginning and the end of folder name.

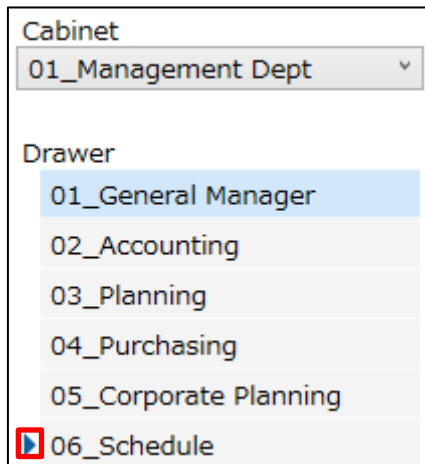


(4) A new folder will be created.

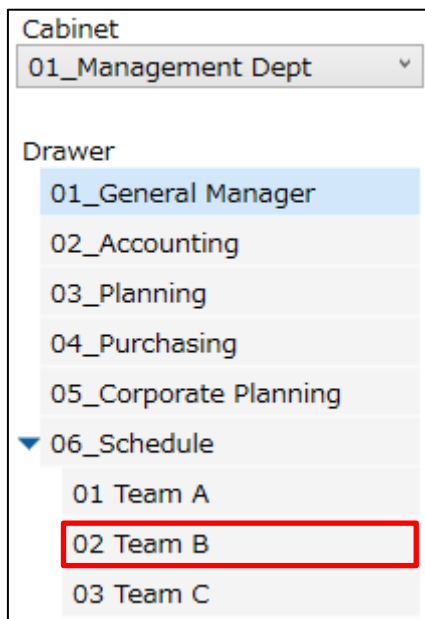


10.2. Creating Folder Directly in Sub-Drawer

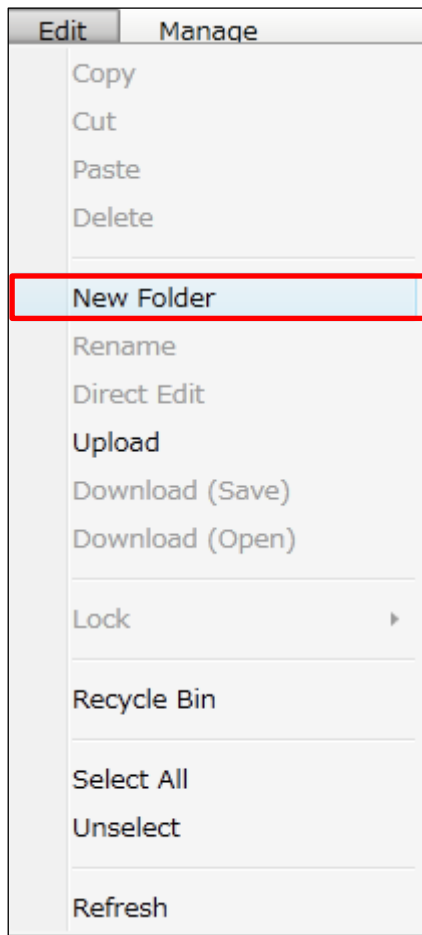
- (1) Click [▶] on the left side of a drawer.



- (2) Select a sub-drawer.



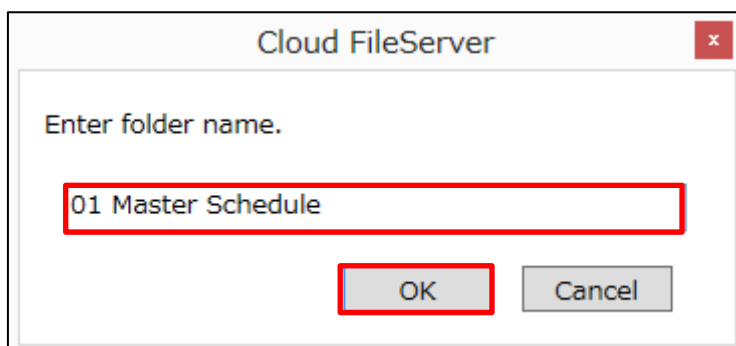
- (3) Click [New Folder] from [Edit] Menu.



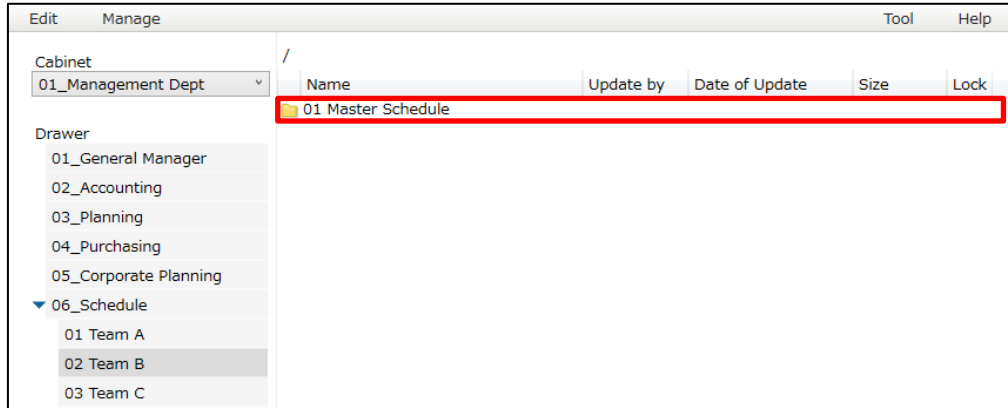
- (4) Pop-up box for the folder name entry will appear. Enter [Folder Name].
You cannot use following half size symbols for the folder name.

¥ / : * ? " < > |

Moreover, you cannot use "." (dot) at the beginning and the end of folder name.



(5) A new folder will be created.



11. Upload

In this chapter, you learn how to upload files and folders from your PC to the File Server and save them (hereafter Upload).

You can upload files and folders to a drawer, sub-drawer, and folder in the File Server. For the Upload, you can select multiple files and folders on your PC.

You can use one of the following operations to perform the Upload.

- Upload from the Edit Menu
- Upload from the Context Menu.
- Upload by Drag&Drop.
- Upload by Copy&Paste.

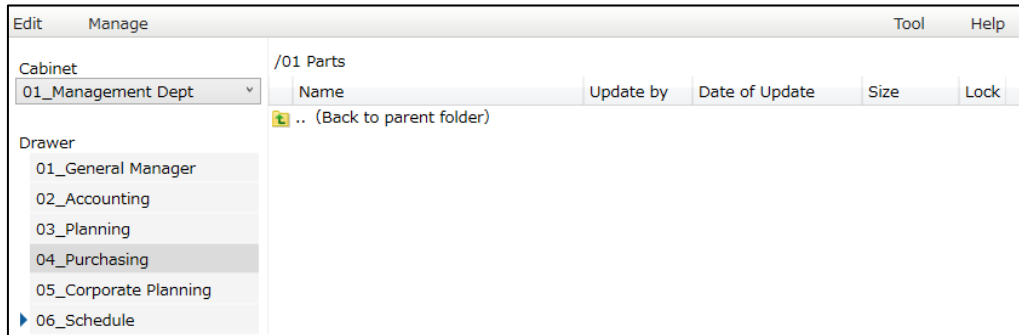
Upload contents for each operation are shown below.

Operation	File	Folder
Upload from the Edit Menu	○	×
Upload from the Context Menu	○	×
Upload by Drag&Drop	○	○
Upload by Copy&Paste	○	○

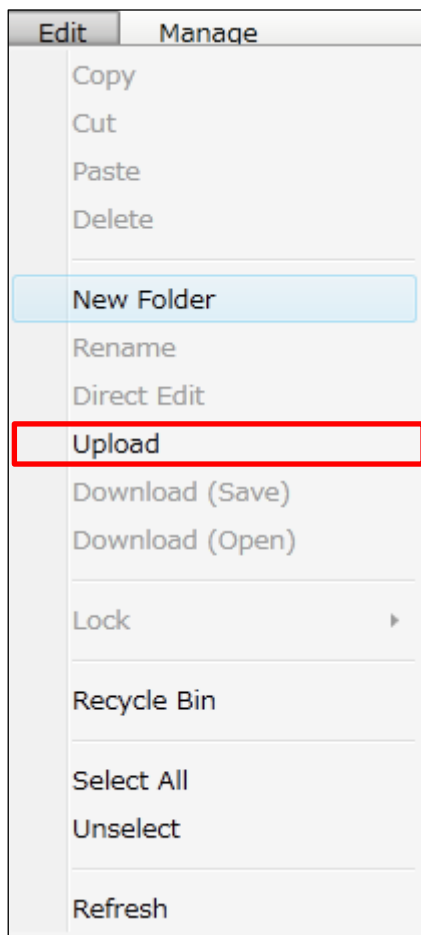
The procedure after clicking [Upload] in the Context Menu is same as the procedure after clicking [Create Folder] in the Edit Menu. The Upload through Drag&Drop and Copy&Paste is performed between Windows Explorer and Files and Folders of User Portal. This operation is performed similarly to usual Windows Explorer operations.

11.1. Performing Upload

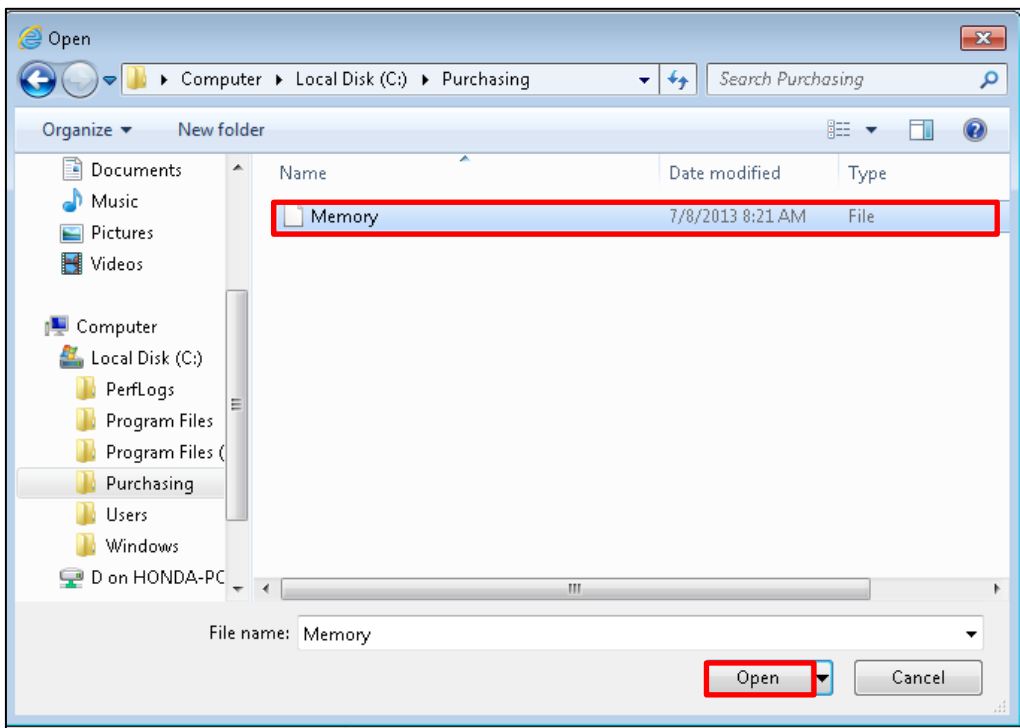
- (1) Select upload destination. The destination can be a cabinet, drawer or folder.



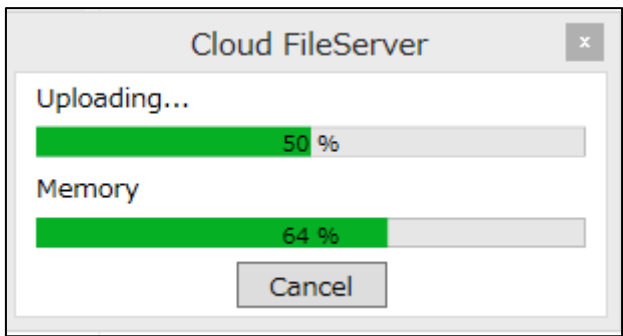
- (2) Click [Upload] from the Edit Menu.



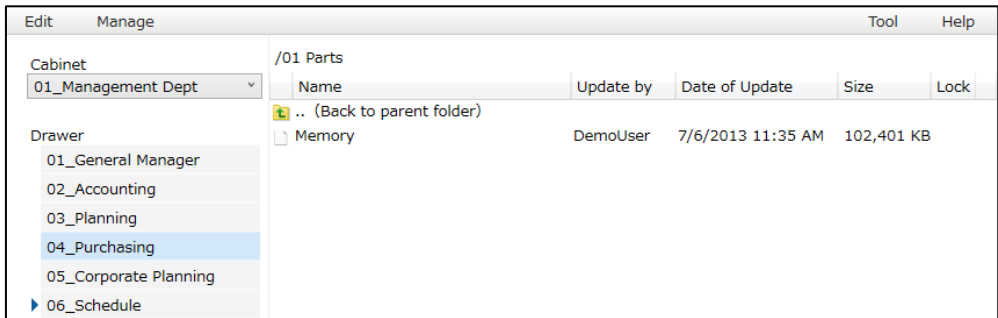
(3) A PC file browse screen will be displayed. Select files and folders to upload.



(4) The Upload will start.



(5) After the Upload is completed, the Portal will be refreshed.



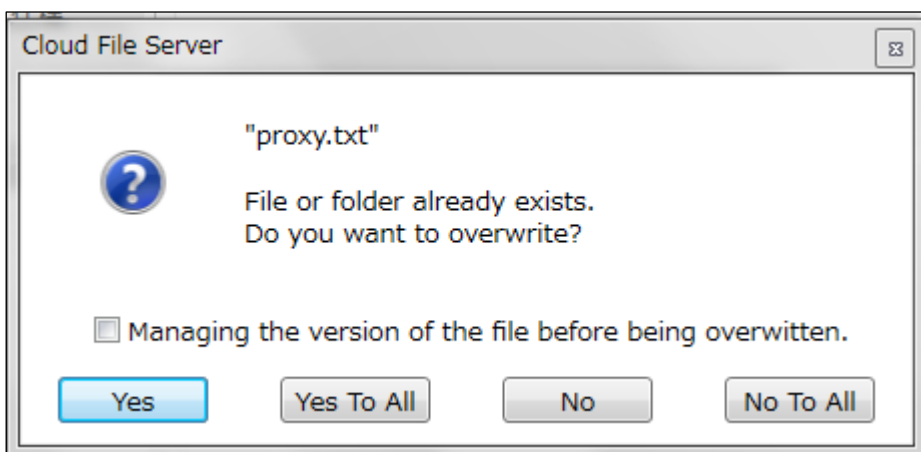
<Caution!>

Prior to the Upload, the uploading file is encrypted on your PC. It is impossible to upload files whose size is larger than the available space on the destination cabinet. In case the size of files exceeds the available space, the Upload will be canceled.

11.2. Uploading Files and Folders with the Same Name

If a file or folder with the same name as the uploading ones already exist in the destination drawer, sub-drawer or folder, confirmation message will be displayed, asking whether you want to overwrite or not.

If there are uploaded files existing in Drawer, Sub-drawer and Folder with the same name, you will get inquired whether to overwrite files or not. If you have chosen *overwrite*, Checkbox dialog "Managing the version of the file before overwritten" will be displayed. If you press On "Managing the version of the file before overwritten ", file to overwrite will be treated as existing version file. This file will be revised in already existing version Checkbox "Managing the version of the file before overwritten" should be activated by Server Administrator ("To Use"). If this setting is not completed or is set as "no use", (it becomes) inactive display. For more details please refer to "19 Revision Control" of this Manual. There is no impact using small or big letters.



The action for each button is explained as follows.

Button	Action taken in case of uploading files and folders with the same name
Yes	Overwrites the file or folder with the same name. If you upload multiple files and folders and the name of those are the same as the ones already exist, the overwrite confirmation message will be displayed every time uploading the files and folders.
Yes to all	Overwrites the file or folder with the same name. If you upload multiple files and folders and the name of those are the same as the ones already exist, the overwriting will be performed without displaying the overwrite confirmation message.
No	The files or folders with the same name will not be overwritten. If uploading the folder, subsidiary files or folders will not be overwritten too. If you upload multiple files and folders and the name of those are the same as the ones already exist, the overwrite confirmation message will be displayed every time uploading the files and folders.
No to all	The files or folders with the same name will not be overwritten. If you upload multiple files and folders and the name of those are the same as the ones already exist, the overwriting will not be performed without displaying the overwrite confirmation message.

If you press “Yes” or “Yes for All” the steps are as follow:

Revision Control Checkbox	Handle Files with the same name
On	Make revision control of files to be overwritten
Off	Overwrite files with the same name. No revision control

12. Download

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

There are following Download functions.

- Opens a file stored on the File Server (hereafter Download and Open).
- Saves files and folders stored on the File Server to the PC (hereafter Download and Save)

To save the opened file to the PC, save with the function of the application by which the file is opened. Files are opened or saved after decrypted on the PC. To perform the Download, use the following operations:

(1) Download and Open

- Download from the Edit Menu.
- Download from the Context Menu.
- Download by double clicking the file in Files and Folders.

Operation Environment allows also to change Files Double Clicking Operations into Direct Editing. Initial setting after Double-Clicking File is Download (Display).

For more details please refer to 27. *Performance Operation Environment Setting* of this Manual.

(2) Download and Save

- Download from the Edit Menu.
- Download from the Context Menu.

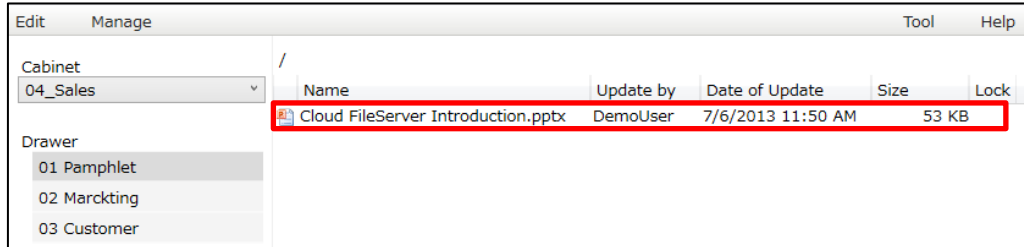
Download contents for each operation are shown below

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	○	○

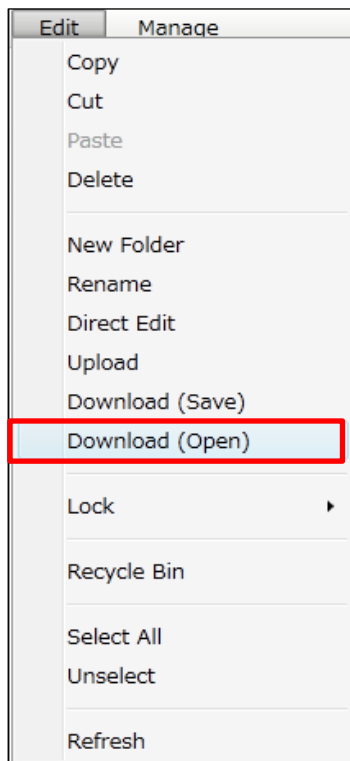
The procedure after clicking [Download (open)] and [Download (save)] from the Context Menu is same as the procedure after clicking [Download (open)] and [Download (save)] from the Edit Menu. It is not possible to download with Drag&Drop and Copy&Paste.

12.1. Performing Download and Open

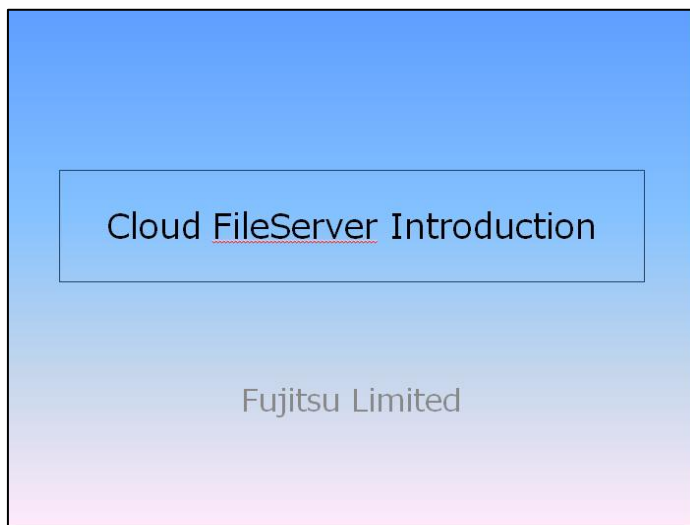
- (1) Select a file you want to download in the Files and Folders. You can select only one file.



- (2) Click [Download (open)] from the Edit Menu.



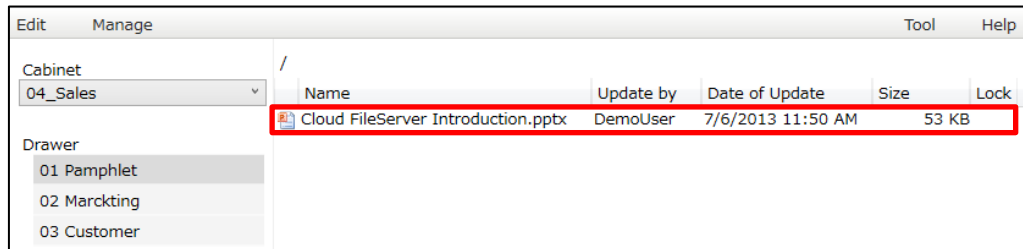
- (3) The content of selected file will be opened.



12.2. Download and Open by Directly Clicking File

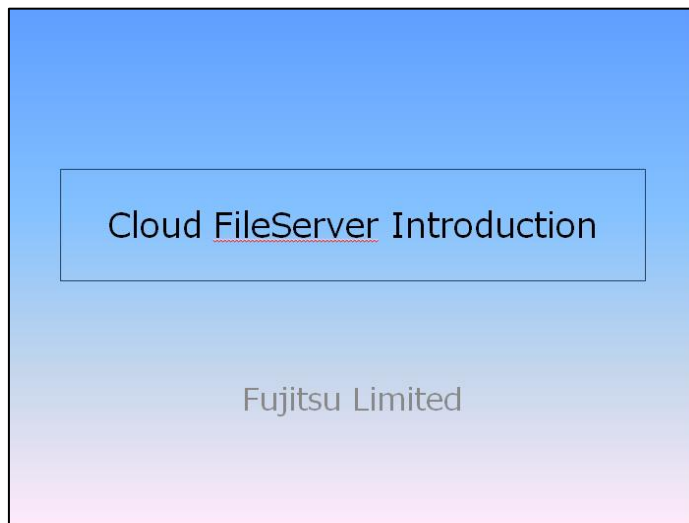
- (1) Double-click a file you want to download in the Files and Folders.

For Operating Environment Setting related to Double-Click Operations please refer to *27. Performance Operating Environment Setting* of this Manual.



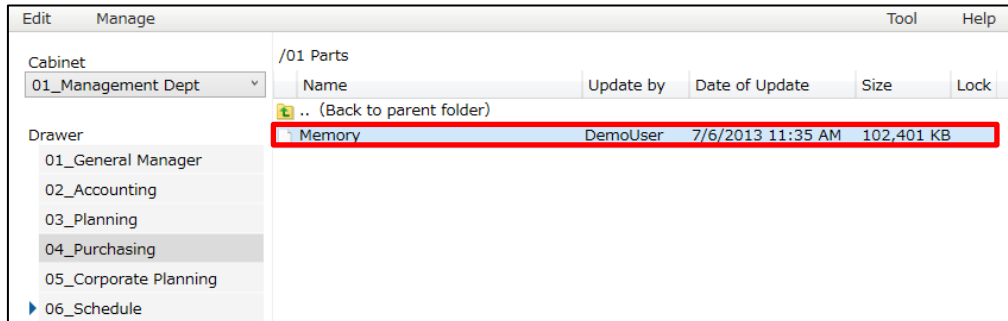
Name	Update by	Date of Update	Size	Lock
Cloud FileServer Introduction.pptx	DemoUser	7/6/2013 11:50 AM	53 KB	

- (2) The content of selected file will be opened.

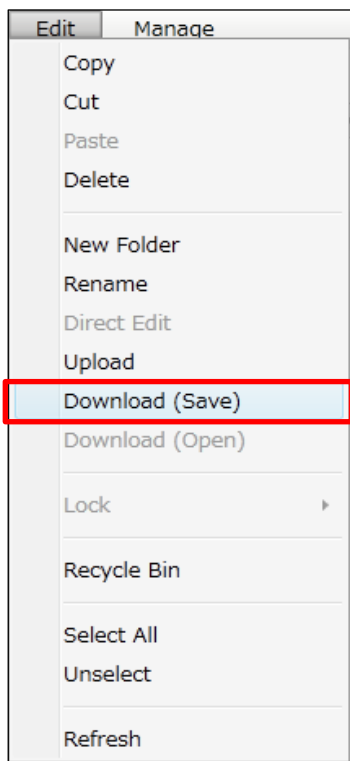


12.3. Performing Download and Save

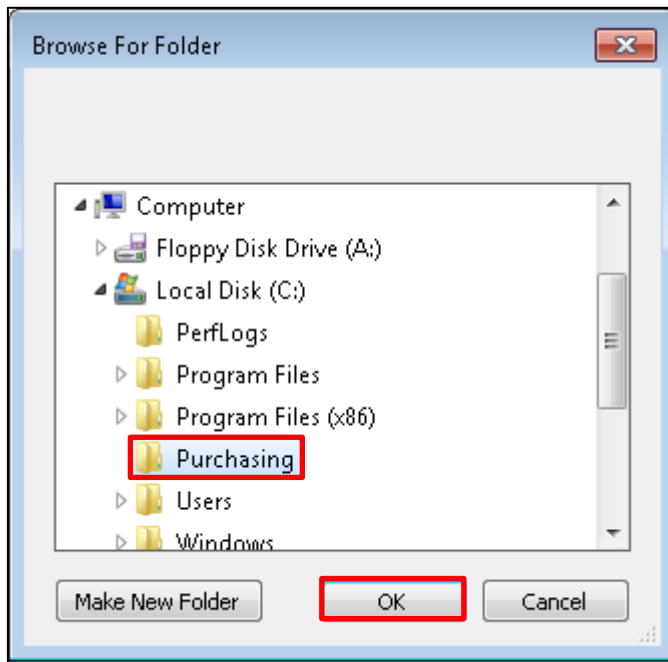
- (1) Select a file or folder you want to download in the Files and Folders.



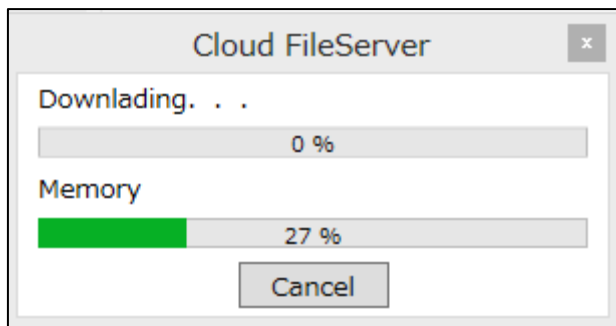
- (2) Click [Download (save)] from [Edit] Menu.



- (3) Download destination screen for the PC will appear. Select a destination folder. It is impossible to change the file name during the Download.



- (4) The Download will start.



13. Directly Editing File

In this chapter, you learn how to directly edit files stored on the File Server.

Due to exclusive control (hereafter Lock) during direct editing, other Users are not able to directly edit the file. When the direct editing is finished, the file will be unlocked and available for direct edit.

Files created by following software can be edited directly.

Software	File Extension
Microsoft Word 2013 / 2016 / 2019 / Microsoft 365	doc and docx
Microsoft Excel 2013 / 2016 / 2019 / Microsoft 365	xls andxlsx
Microsoft PowerPoint 2013 / 2016 / 2019 / Microsoft 365	ppt and pptx
Windows Notes	txt

You perform following operations to edit directly.

- *Directly edit from the Edit Menu.*
- *Directly edit from the Context Menu.*
- *Double- Click File*

There is necessary to configure Directly Editing after Double- Clicking Operations. It can be set in the Operating Environment Setting. Initial Setting of Files Double-Clicking is Download (display). For more details please refer to 27. Performance Operating Environment Setting of this Manual.

The procedure after clicking [Direct Edit] from [Context] Menu is same as the procedure after clicking [Direct Edit] from [Edit] Menu.

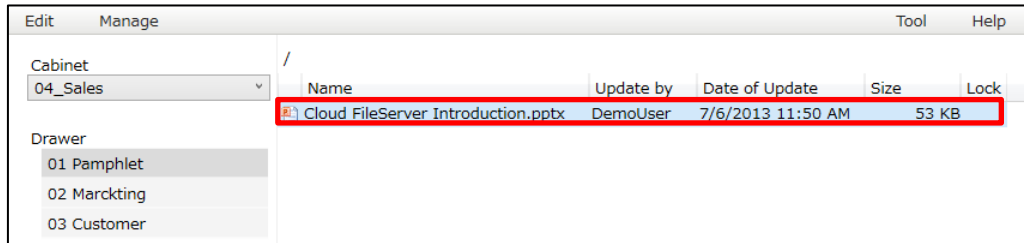
<Caution!>

For Excel files, enabling the "Share Workbook" feature may prevent overwriting or updating the file. In such cases, follow the steps below:

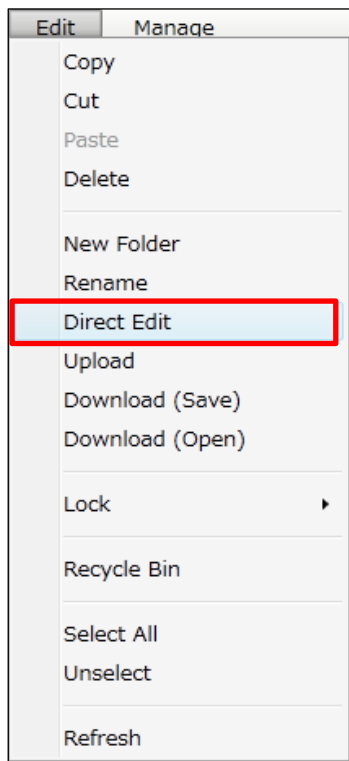
1. Download the Excel file to your computer.
2. Disable the "Share Workbook" feature.
3. Save the Excel file.
4. Upload the Excel file to the file server.

13.1. Performing Direct Edit

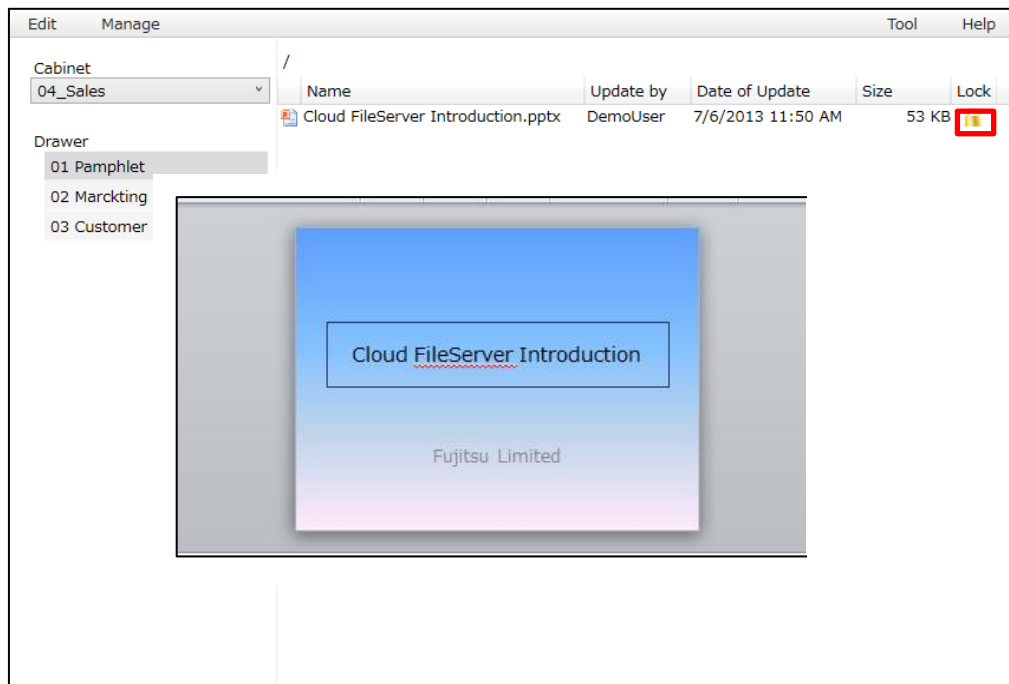
- (1) Select a file to edit directly.



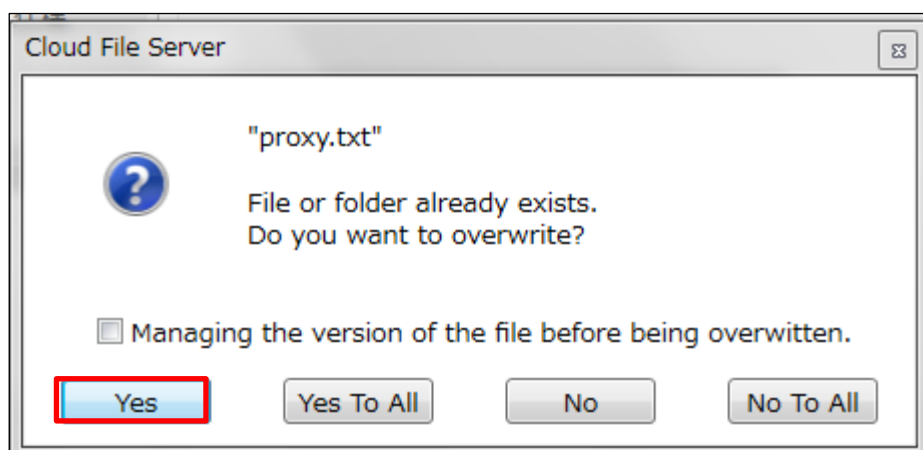
- (2) Click [Direct Edit] from the Edit Menu



- (3) The file will be opened by an appropriate application initiated on the PC. The Lock mark will appear on the editing file in the Files and Folders.



- (4) Click [Yes] to Save Overwritten Application and Files after Editing. When you close the application, Updating Pop Up Dialog will be displayed. Click [Yes].
- If you press "Managing the version of the file before overwritten", files will be saved as already existing version. For more details please refer to "19. Version management" of this Manual.



- (5) The file is updated, and the Lock mark will disappear.

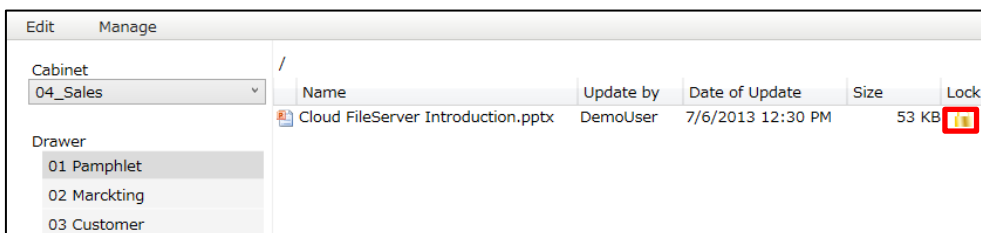
Edit Manage		Tool Help				
Cabinet		Name	Update by	Date of Update	Size	Lock
04_Sales		Cloud FileServer Introduction.pptx	DemoUser	7/6/2013 12:30 PM	53 KB	<input type="checkbox"/>
Drawer						
01 Pamphlet						
02 Marckting						
03 Customer						

13.2. Unlock the Direct Edit

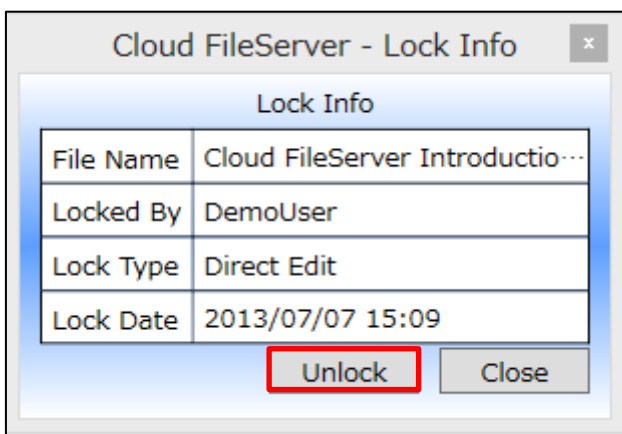
If the directly editing file is not able to be unlocked due to the error, you can forcibly unlock with the following procedures. The following Users are able to unlock.

- General User who is directly editing the file
- Cabinet Owner

(1) Click the lock mark that appears for the editing file in the Files and Folders.

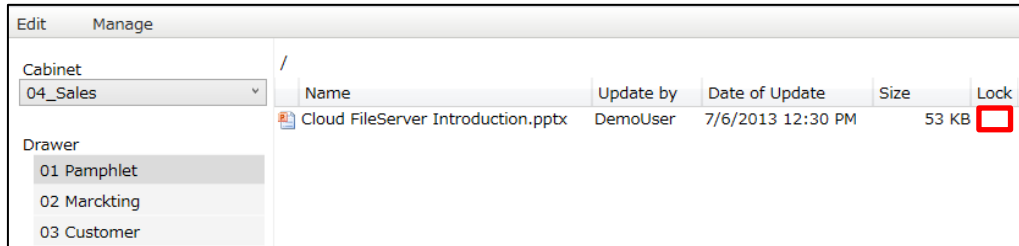


(2) Lock information pop-up box will be displayed. Click [Unlock]



Items	Explanation
File name	Displays the file name which the User is directly editing.
Locked By	Displays the User name who is editing directly.
Lock type	[Direct edit] will be displayed.
Lock time	Displays the start time of the Lock.

- (3) The Lock mark will disappear from the edited file in the Files and Folders and the file will be unlocked.



Edit Manage		Name	Update by	Date of Update	Size	Lock
Cabinet	04_Sales	Cloud FileServer Introduction.pptx	DemoUser	7/6/2013 12:30 PM	53 KB	<input type="checkbox"/>
Drawer	01 Pamphlet					
	02 Marckting					
	03 Customer					

14. Copy File or Folder

In this chapter, you learn how to copy and paste files and folders stored on the File Server to other location of the File Server.

You can copy and paste to following locations:

- Other folder in the same cabinet / drawer
- Other drawer in the same cabinet
- Other cabinet

It is possible to copy and paste multiple files and folders with a single operation.

When there are copied files and folders existing with the same name “11.2 Upload Files and Folders with the same Name”, the message “overwrite or no” and Revision Control confirmation Pop Up Dialog will be displayed. For Version management Functions please refer to “19 Revision Control” of this Manual.

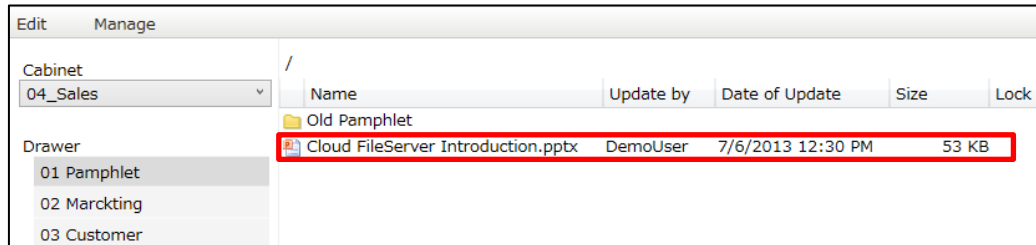
You can copy and paste files and folders using following operations:

- Copy from the Edit Menu.
- Copy from the Context Menu.

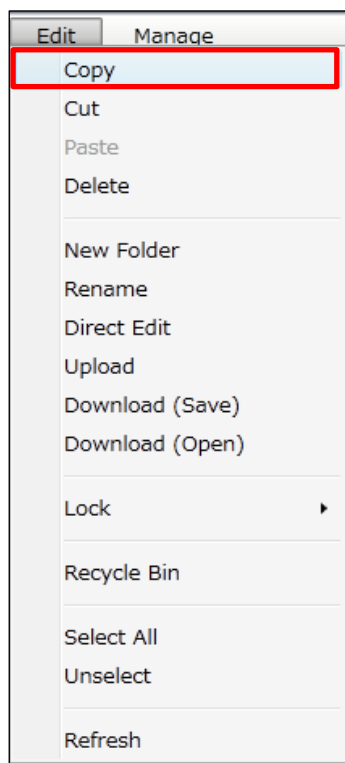
The procedure after clicking [Copy] from [Context] Menu is same as the procedure after clicking [Copy] from [Edit] Menu.

14.1. Copying to Other Folder

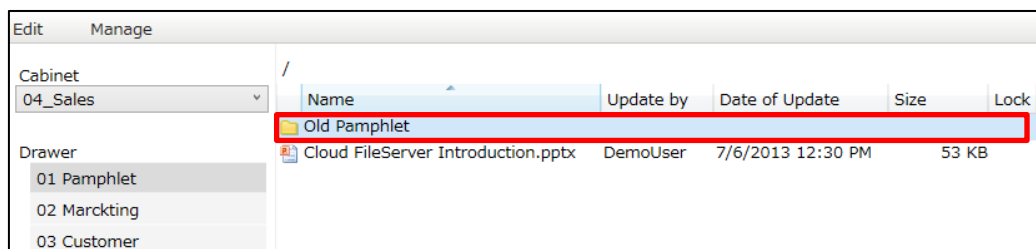
- (1) Select a file to copy.



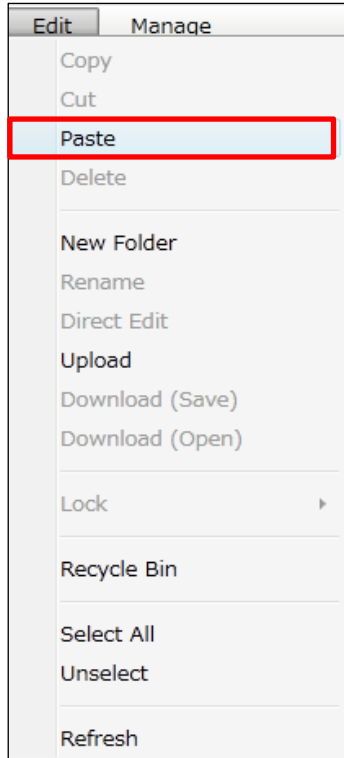
- (2) Click [Copy] from [Edit] Menu.



- (3) Go to the destination folder.

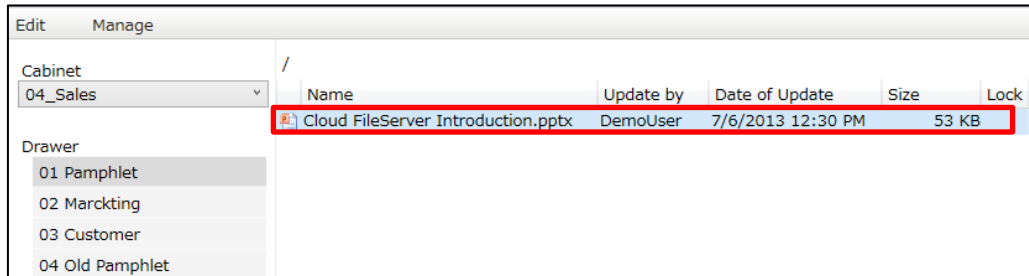


- (4) The copying and pasting will start as you click [Paste] from [Edit] Menu.

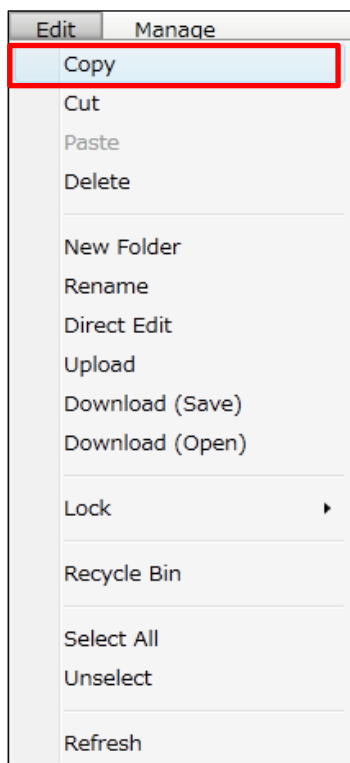


14.2. Copying to Other Drawer

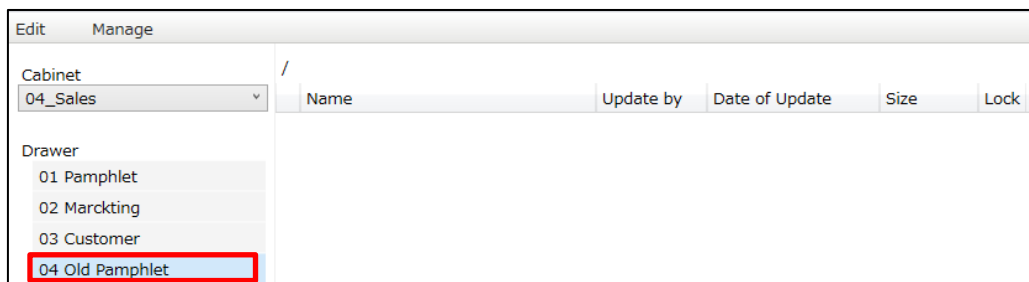
- (1) Select a file to copy.



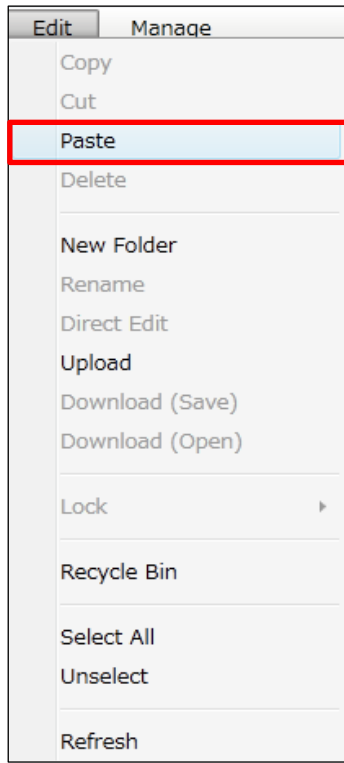
- (2) Click [Copy] from [Edit] Menu.



- (3) Go to the destination drawer.

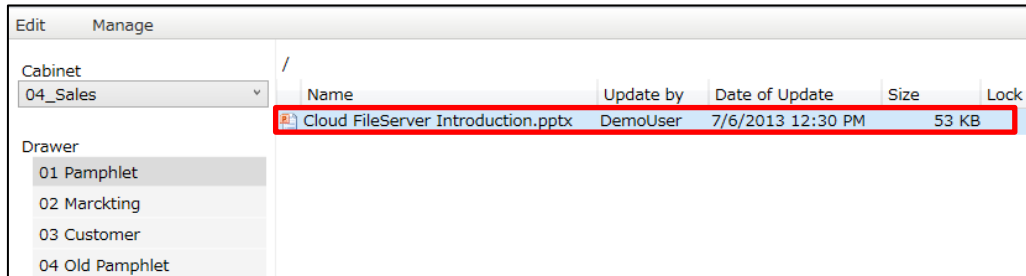


- (4) The copying and pasting will start as you click [Paste] from [Edit] Menu.

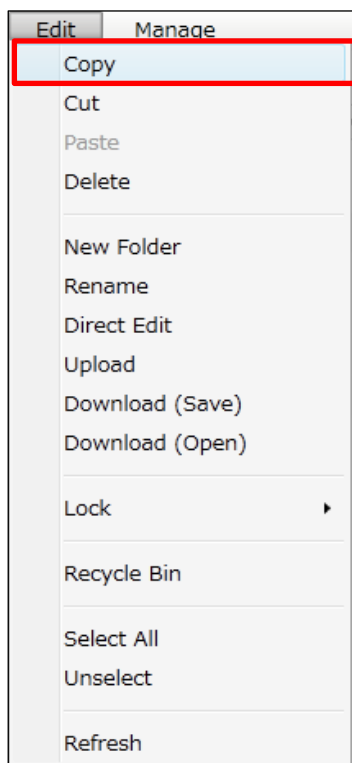


14.3. Copying to Other Cabinet

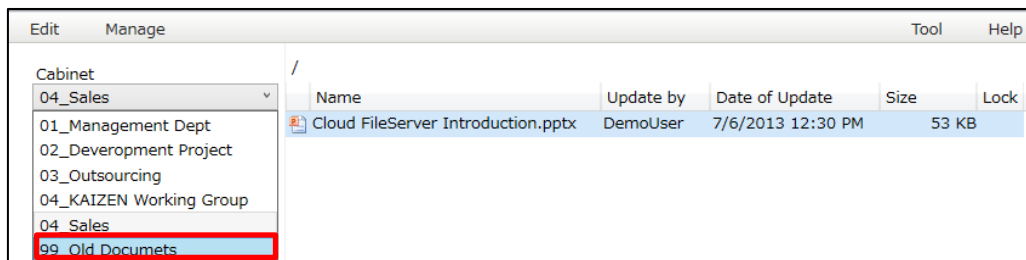
- (1) Select a file to copy



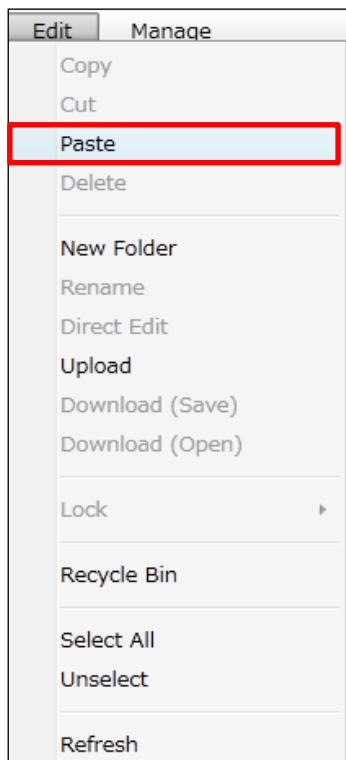
- (2) Click [Copy] from [Edit] Menu.



- (3) Move to the destination cabinet.



(4) The copying and pasting will start as you click [Paste] from [Edit] Menu.



<Caution!>

It is impossible to copy a drawer or sub-drawer. It is impossible to copy files whose size is larger than available space on the destination cabinet. In case the size of files exceeds the available space, the copying will be canceled.

15. Moving Files and Folders

In this chapter, you learn how to move files and folders stored on the File Server to other location on the File Server.

You can move files and folders to following locations:

- Other folder in the same cabinet / drawer
- Other drawer in the same cabinet
- Other cabinet

It is possible to move multiple files or folders with a single operation.

When there are moved files and folders existing with the same name "*11.2 Upload Files and Folders with the same Name*", confirmation message "overwrite or no" and "version management" pop up dialog will be displayed. For Revision Control Functions please refer to "*19 Version management*" of this Manual.

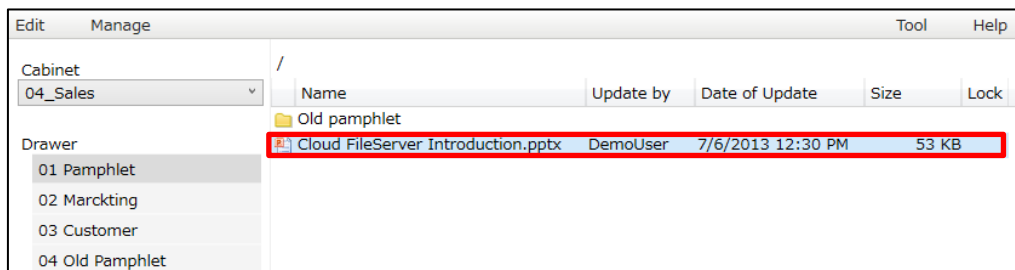
You can move files and folders using following operations:

- Move from the Edit Menu.
- Move from the Context Menu.

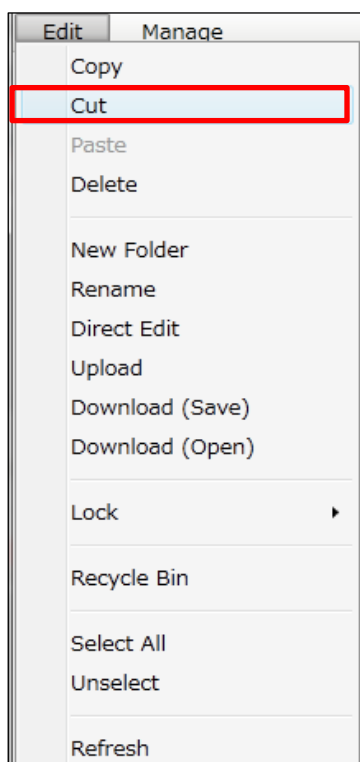
The procedure after clicking [Move] from [Context] Menu is same as the procedure after clicking [Move] from [Edit] Menu.

15.1. Moving to Other Folder

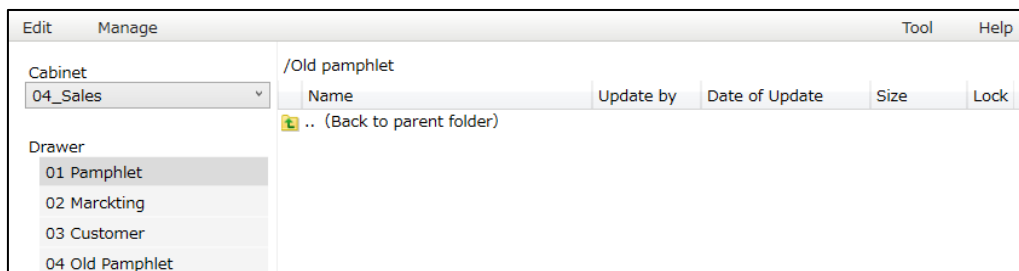
- (1) Select a file you want to move



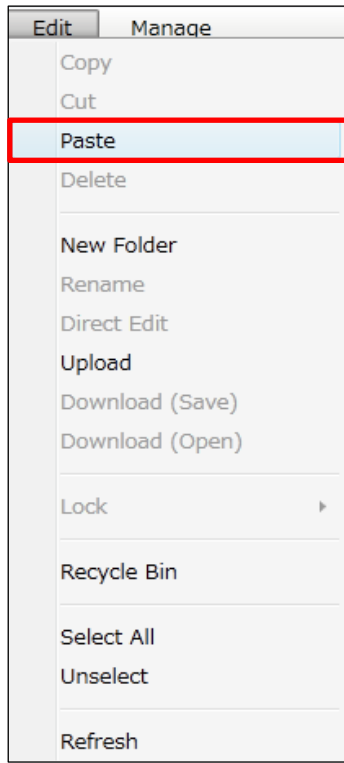
- (2) Click [Cut] from [Edit] Menu.



- (3) Go to the destination folder.

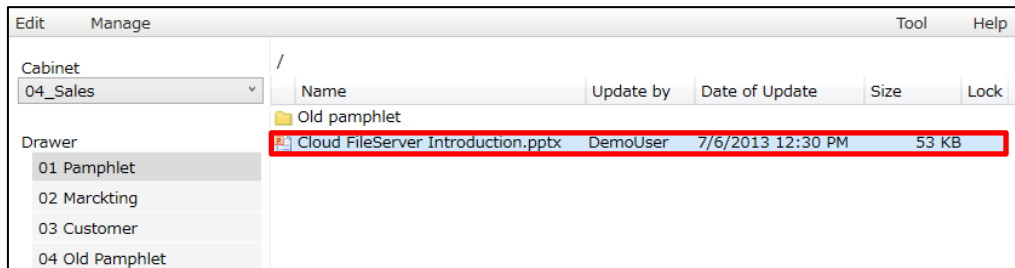


- (4) The moving will start as you click [Paste] from [Edit] Menu.

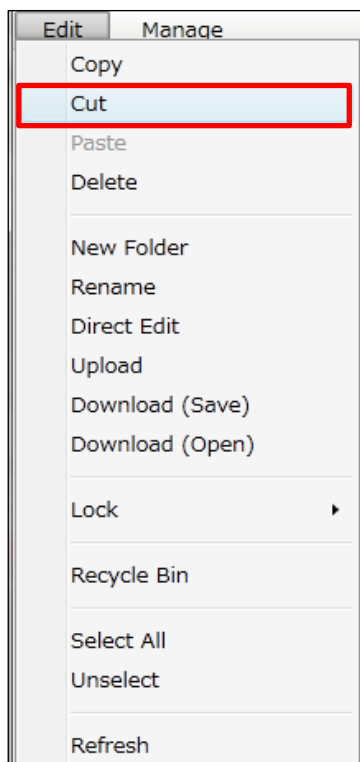


15.2. Moving to Other Drawer

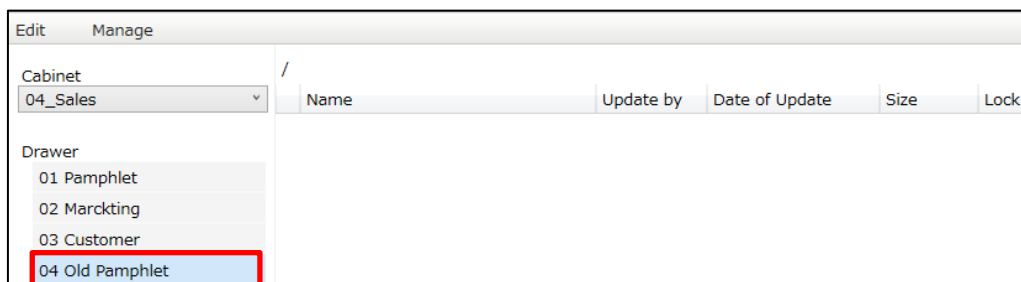
(1) Select a file you want to move.



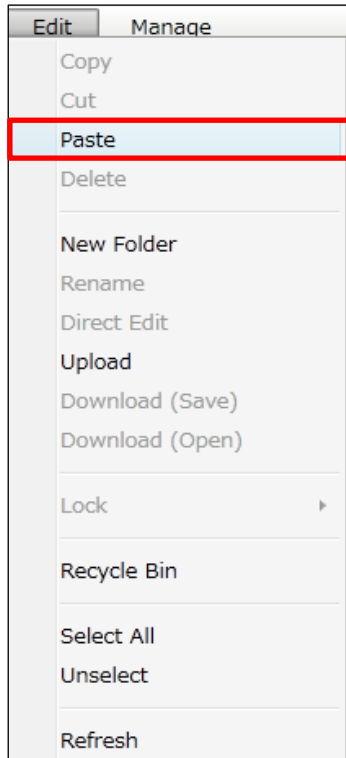
(2) Click [Cut] from [Edit] Menu.



(3) Go to the destination drawer.

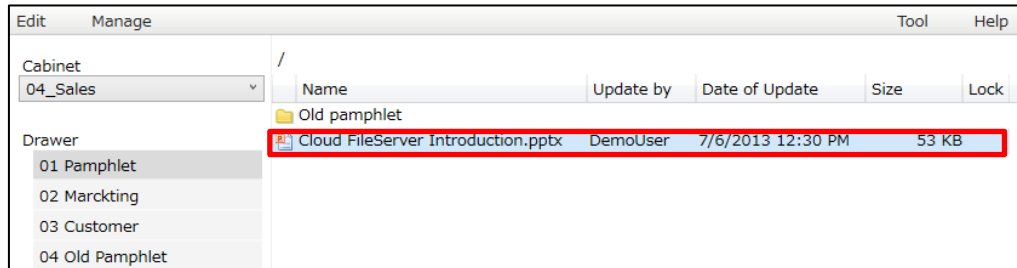


(4) The moving will start as you click [Paste] from [Edit] Menu.

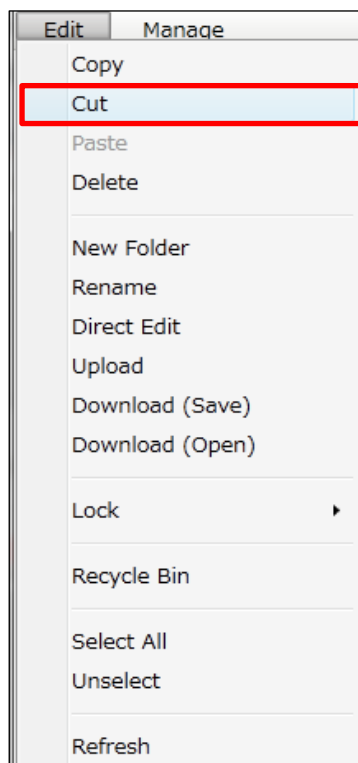


15.3. Moving to Other Cabinet

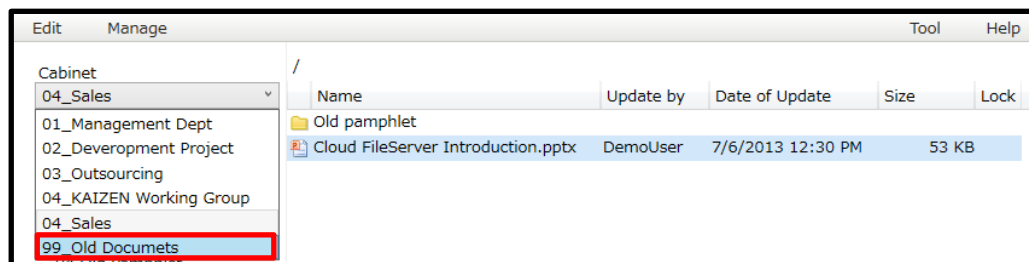
- (1) Select a file you want to move.



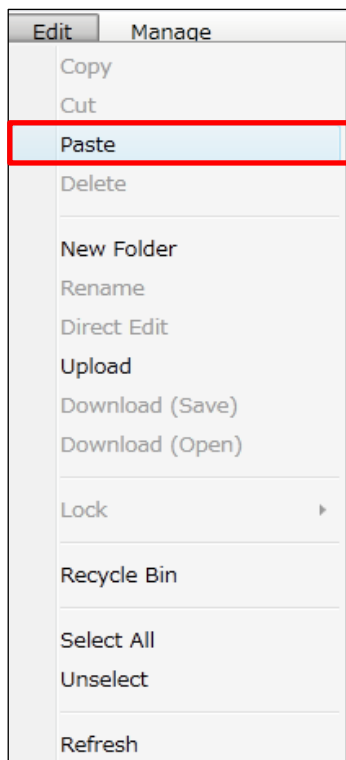
- (2) Click [Cut] from [Edit] Menu.



- (3) Go to the destination cabinet.



(4) The moving will start as you click [Paste] from [Edit] Menu.



<Caution!>

It is impossible to move a drawer or sub-drawer. It is impossible to move files whose size is larger than available space on the destination cabinet. In case the size of files exceeds the available space, the moving will be canceled.

16. Rename Files and Folders

In this chapter, you learn how to change name of files and folders.

You cannot use the following half size symbols for the name of files and folders:

¥/:*?"<>|

Moreover, you cannot use "." (dot) at the beginning and the end of the folder name.

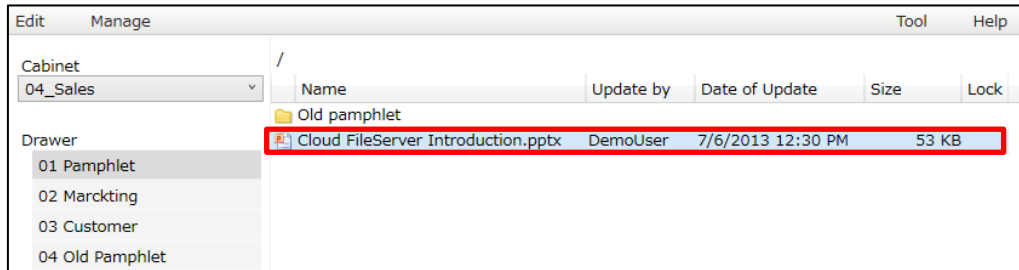
Use following operations to rename files and folders:

- Rename a file or folder from the Edit Menu
- Rename a file or folder from the Context Menu.

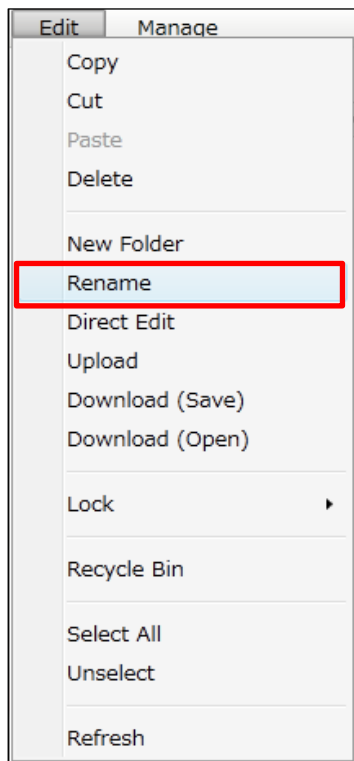
The procedure after clicking [Rename] from [Context] Menu is same as the procedure after clicking [Rename] from [Edit] Menu.

16.1. Renaming File

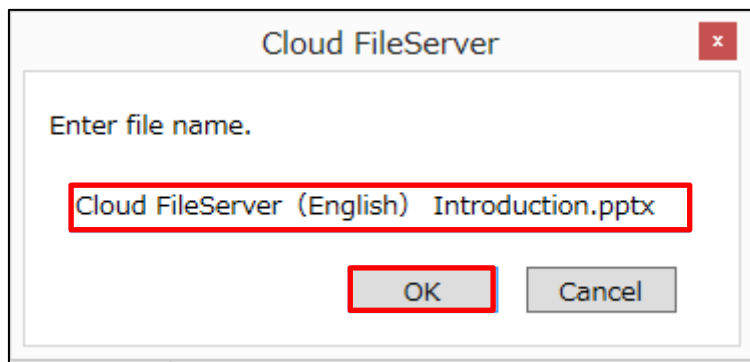
- (1) Select a file to rename.



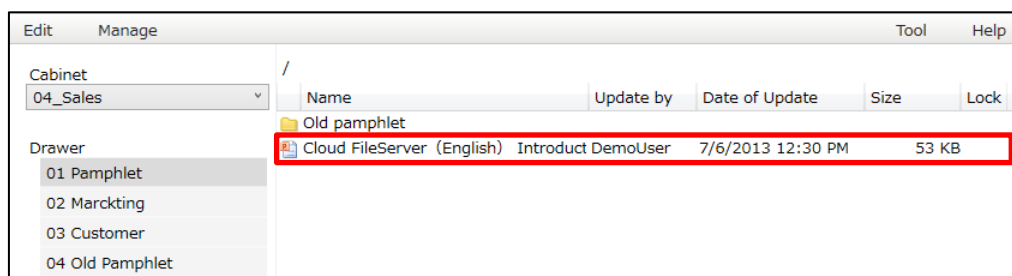
- (2) Click [Rename] from [Edit] Menu.



- (3) Text box for new name entry will appear. In the text box, the current file name including the file extension will be displayed. Be cautious not to change the extension. Enter the name and click [OK].



- (4) The file name will be changed.



<Caution!>

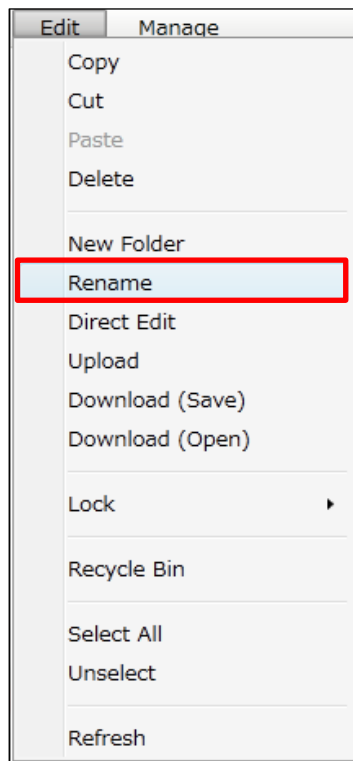
If you change the file extension (e.g.. doc and xls), the file will not be opened correctly when performing Download and Open, and Direct Edit.

16.2. Renaming Folder

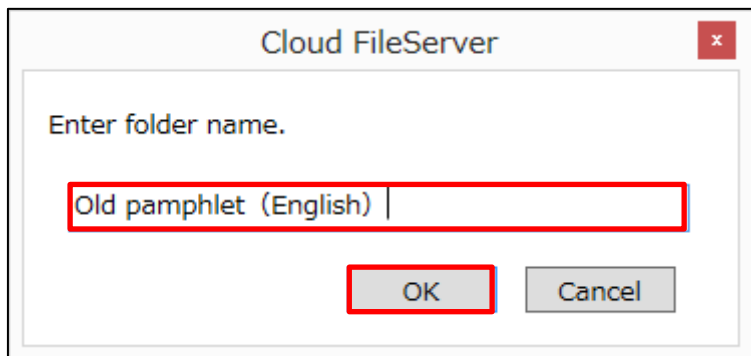
- (1) Select a folder to rename.



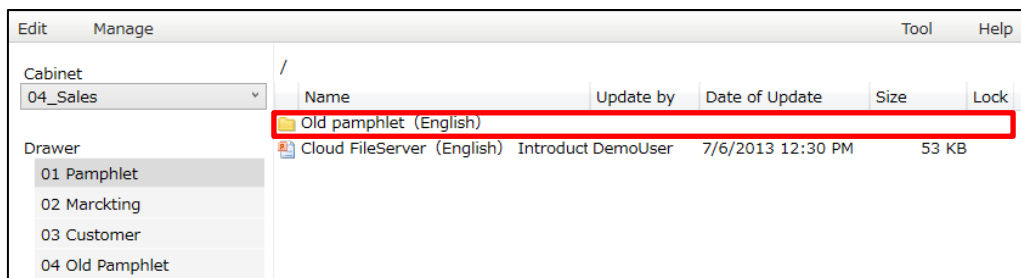
- (2) Click [Rename] from [Edit] Menu.



- (3) Text box for new name entry will appear. In the text box, the current folder name will be displayed. Enter the name and click [OK].



- (4) The folder name will be changed.



17. Delete Files and Folders

In this chapter, you learn how to delete files and folders.

Deleted files and folders are stored in the Recycle Bin. The Recycle Bin is located in each drawer and sub-drawer.

Deleted files and folders are stored in the Recycle Bin located in the corresponding drawer or sub-drawer.

Files and folders stored in the Recycle Bin can be restored using the operation described in 21. *Restore From Recycle Bin* of this Manual.

Files and folders stored in the Recycle Bin can be deleted by using the operation described in 22. *Delete From Recycle Bin* of this Manual.

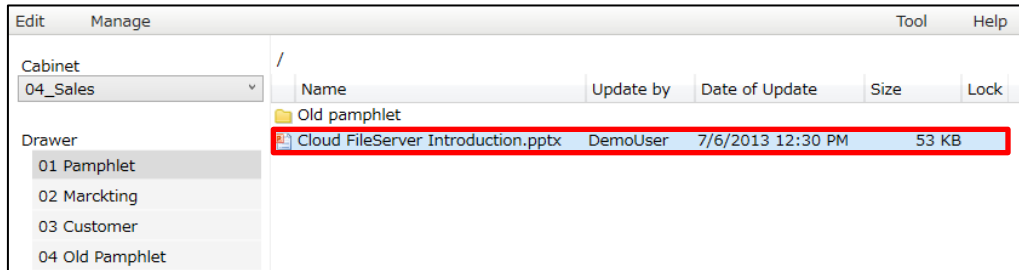
Use the following operations to delete files and folders:

- Delete files and folders from the Edit Menu.
- Delete files and folders from the Context Menu.

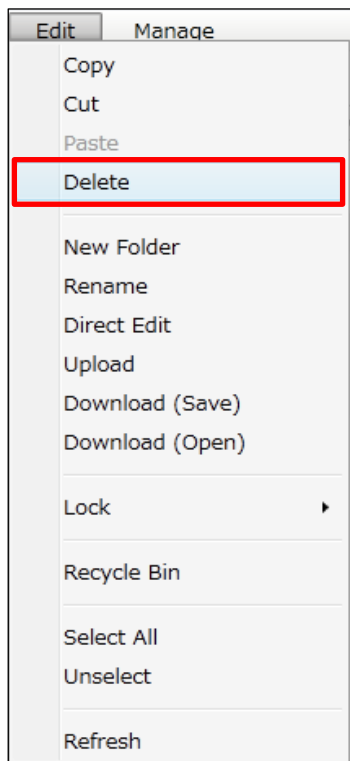
The procedure after clicking [Delete] from [Context] Menu is same as the procedure after clicking [Delete] from [Edit] Menu.

17.1. Deleting Files

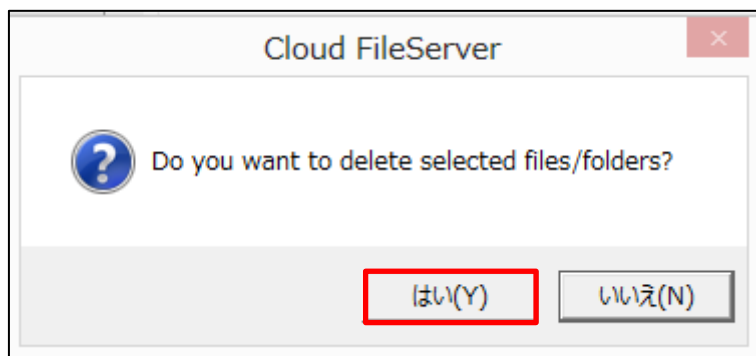
- (1) Select a file to delete.



- (2) Click [Delete] from [Edit] Menu.

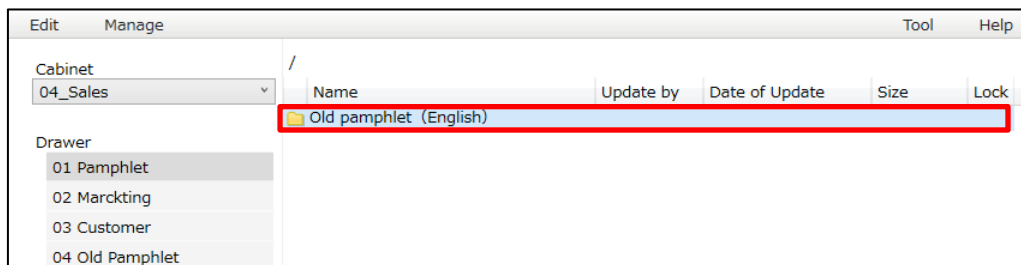


- (3) The file will be deleted and moved to the Recycle Bin as you click [OK].

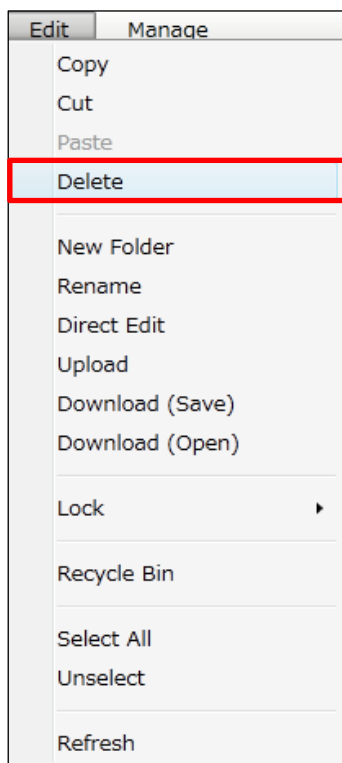


17.2. Deleting Folders

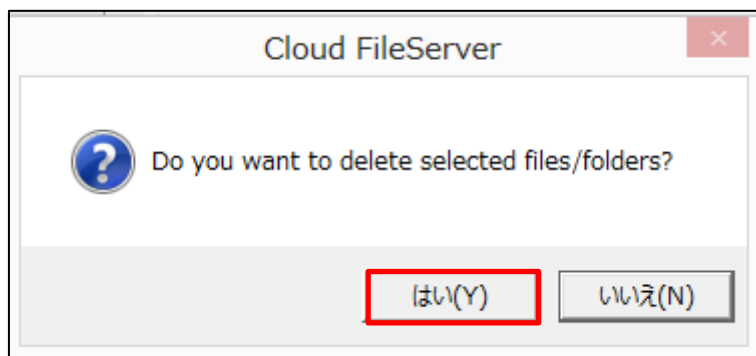
- (1) Select a folder to delete.



- (2) Click [Delete] from [Edit] Menu.



- (3) The folder will be deleted and moved to the Recycle Bin as you click [OK].



18. Lock and unlock the file

In this chapter, you learn how to lock and unlock the file.

The lock is the function that locks the specific file and prohibiting other Users to edit it.

User who is able to lock the file is the User or Cabinet Owner possessing renewal rights of drawer or sub-drawer storing the file. Anyone other than User or Cabinet Owner who locked the file cannot overwrite and upload or move the file.

The lock is continued even if the User logged off. It is effective when the User wants to download file and edit it for a long period of time. Furthermore, it is also effective when the User wants to lock the file that is unavailable for direct edit by downloading it to exclusively edit it.

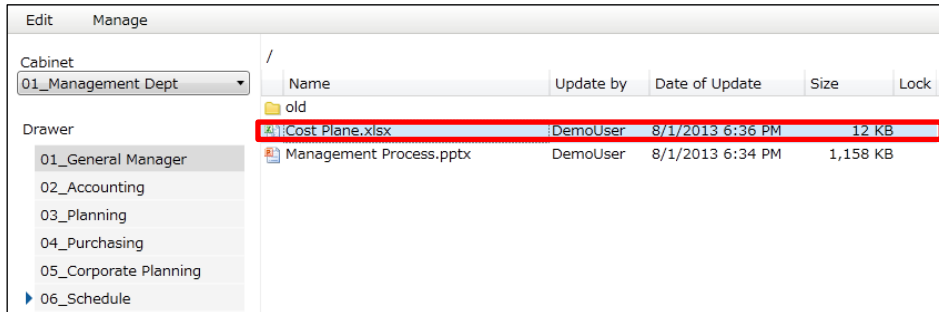
The unlock is the function that unlocks the file. User or Cabinet User who locked the file is capable of the operation.

Operational functions for locked file are following.

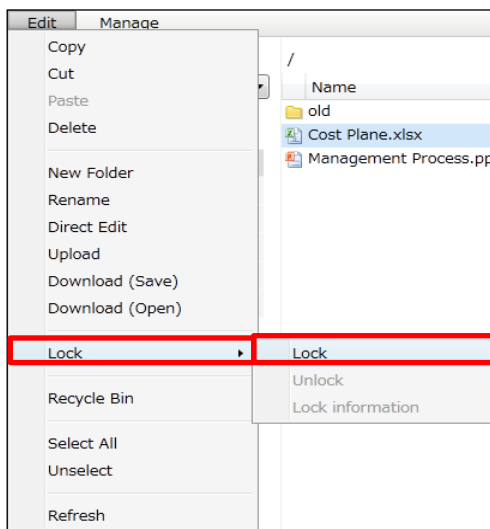
Function \ User function	User locked the file	Anyone other than User locked the file	Cabinet Owner
Upload (overwrite)	○	×	○
Download (save)	○	○	○
Download (display)	○	○	○
Directly edit	×	×	×
Copy	○	○	○
Move	×	×	×
Change name	×	×	×
Delete	×	×	×
Search for file name	○	○	○
Unlock the file	○	×	○

18.1. Lock the file

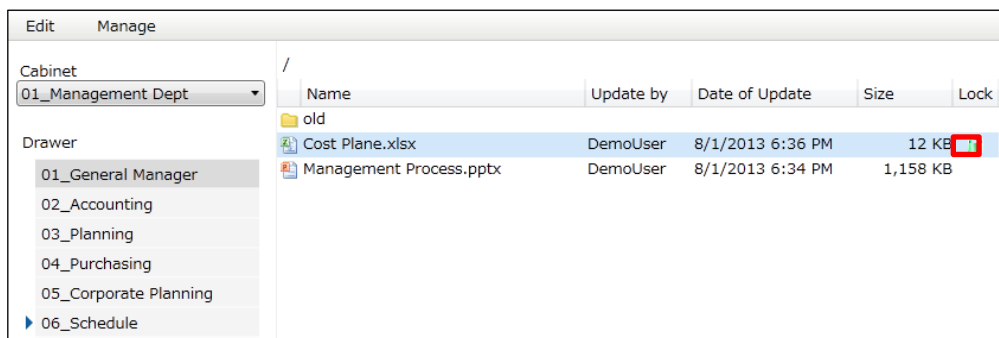
- (1) Select the file to lock.



- (2) From the [Edit] pane, select [lock].

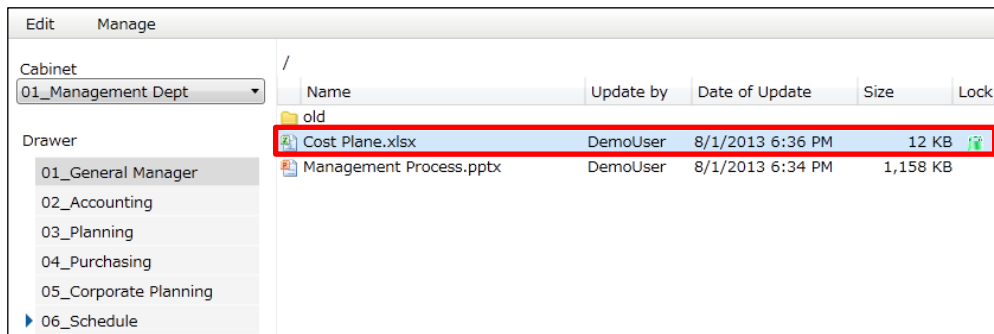


- (3) The lock mark will appear on the locked file in lock column.

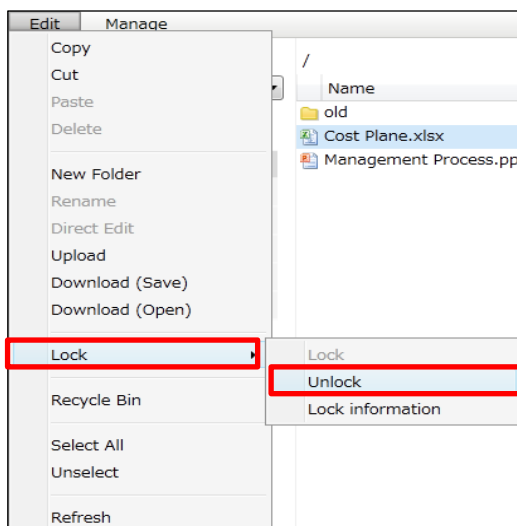


18.2. Unlock the file

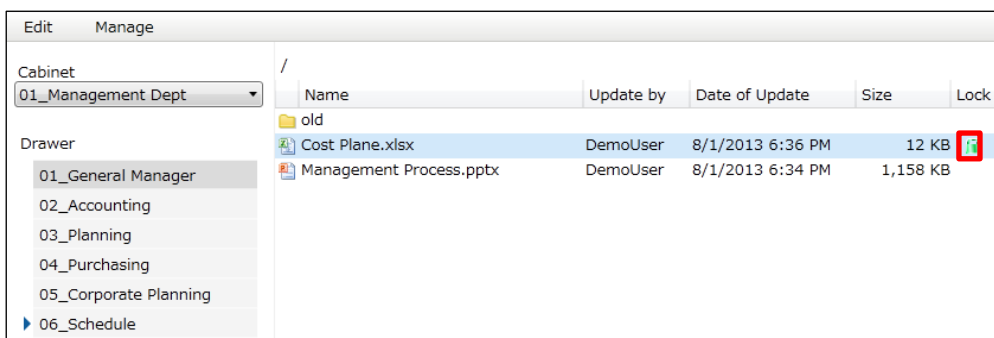
- (1) Select the locked file.



- (2) From the [Edit] pane, select [Lock] and click [Unlock].

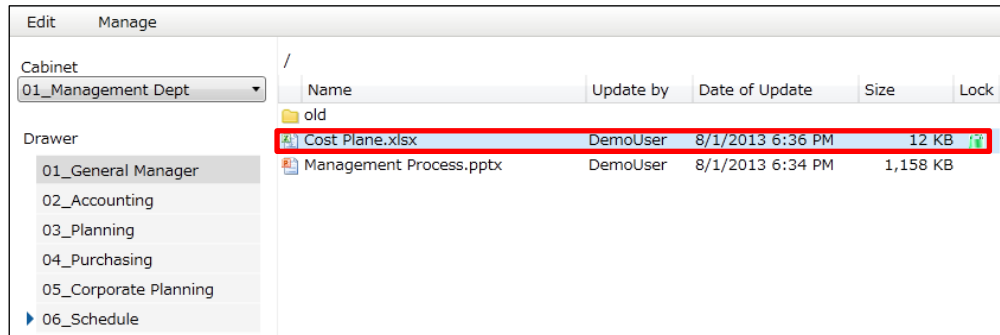


- (3) The file will be unlocked and the lock mark will disappear. You can also unlock the file from [Lock information] in the next chapter.

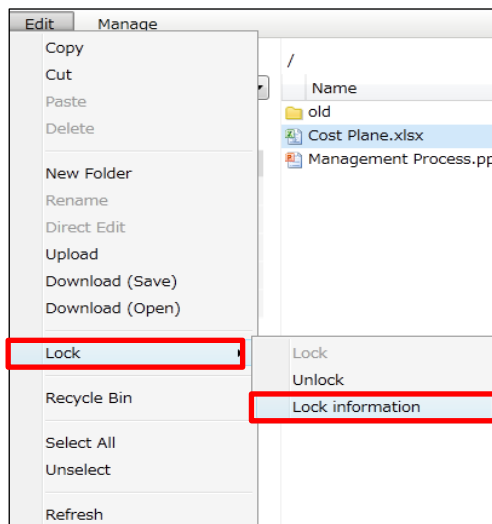


18.3. Display the lock information

(1) Select the locked file,

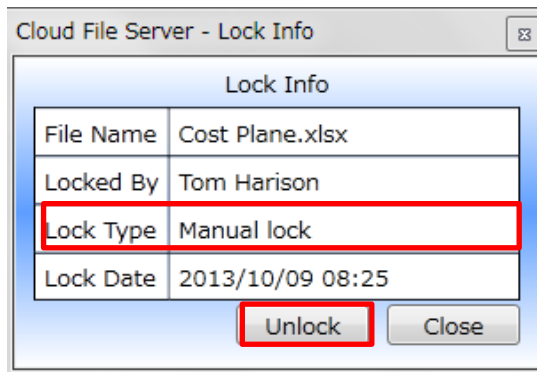


(2) From the [Edit] pane, select [Lock] and click [Unlock].



- (3) Lock information pop-up dialog box will appear.

The file lock will be displayed as “Manually Locked” in the lock category. Lock edited directly will be displayed as “Directly Edited”. When you click [Unlock], you are able to unlock.



19. Version management

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

This function allows to save files with the same name as already existing version (overwritten). Revised files can be restored from Version management to Files and Folders. (hereafter Restore). This function is effective also to restore files which have been overwritten by unintentional mistake. The number of versions is unlimited.

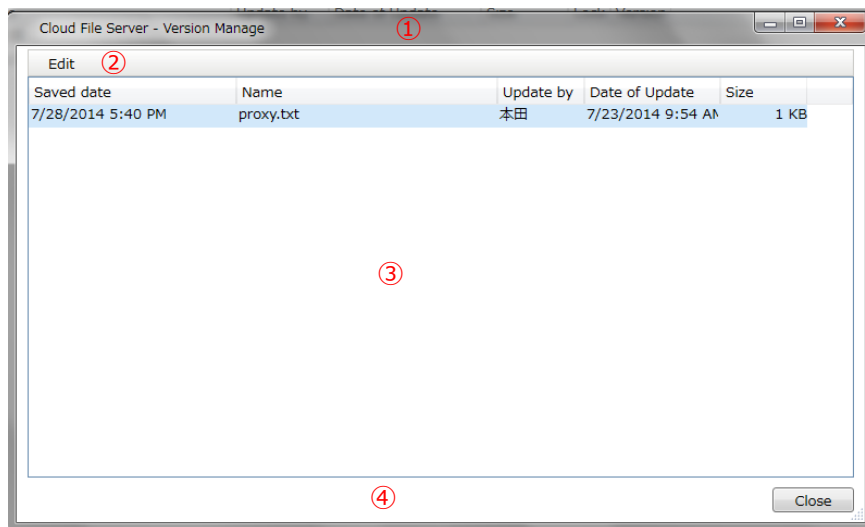
This function must be activated by Server Administrator. When Server Administrator did not activate this function, it will be unavailable. Capacity of revised files is the subject to capacity charged. Version management Function is applicable for following activities:

Upload

- Direct Edit
- Copy
- Move

19.1. Display Layout and Structure

Display Layout and Structure is as follow:



① Header

Displays on the top of the screen, displays CFS Repository

② Operation Menu

Operation Menu is composed of following 1 Menu:

- 「Editing」Menu

Provides following functions for recovered, downloaded and revised files

- Restore (To go back to Files and Folders Operation Menu)
- Download (to Save)
- Download (to Display)
- Remove
- Remove for All

By right-clicking, Context Menu will be displayed.

③ Files Operation Menu

Displays already stored (revised) files. Enables to recover and download files.

④ Footer

Displays [Close Repository] Bottom.

Operation type of revised files depends on Drawer, Sub-drawer User Access Rights . (Updated Access or Referenced Access)

○:possible ×:impossible

Operation Name	Updated Authorization/Cabinet Owner	Reference Access Right
Recover	○	×
Download (to display)	○	○
Download (to save)	○	○
Remove	○	×
Remove for All	○	×

Locking Operations (by Direct Editing and Manual Locking) are as follow:

○ : Possible to work × : Impossible to work - :No Authorization

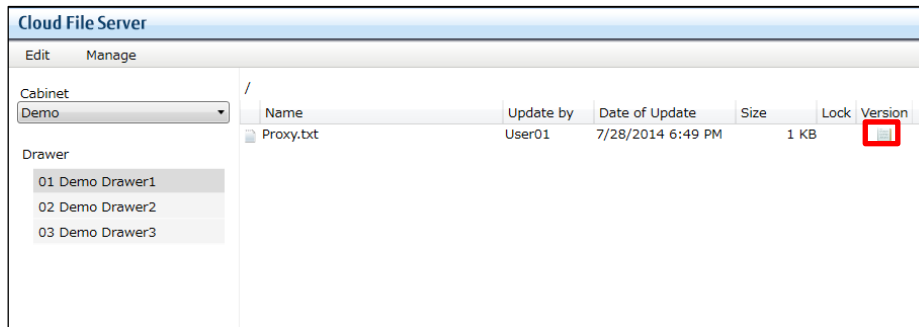
Operation name	Direct Editing		Manual Lock		Other User (except Locking Users)	
	Updated Authorization	Referenced Access Right	Updated Authorization	Referenced Access Right	Updated Authorization	Referenced Access Right
Restore	×	-	○		×	×
Download (to display)	○	-	○		○	○
Download (to save)	○	-	○		○	○
Remove	○	-	○		×	×
Remove for All	○	-	○		×	×

When you move files already saved as previous version, this previous version will be also moved. However you cannot copy and download previous version. In addition files saved on previous version can be removed to the previous location and will be moved to Recycle Bin. When you want to restore them from the Recycle Bin, previous version will be restored.

19.2. Open Version management

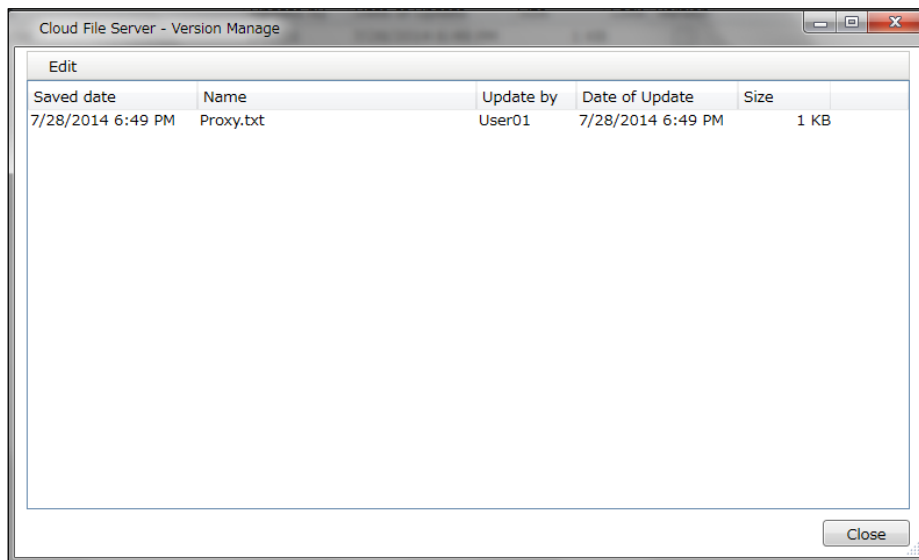
File Icon of Version management will be displayed in the Files and Folders Operation Menu.

- (1) The icon of "Version" row is clicked.



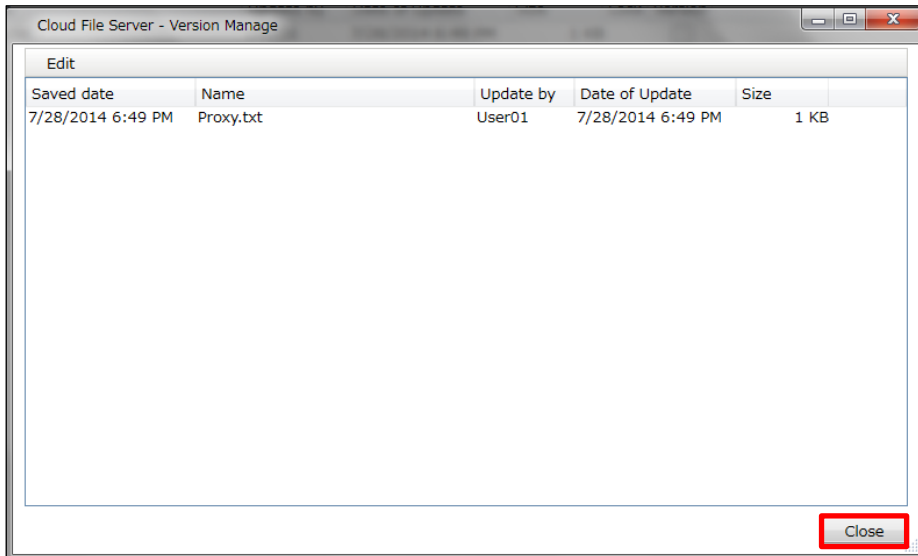
- (2) The pop up screen of the version is displayed.

Saved date that is overwrite a file concerned directly in the edit etc., and was preserved as a past number of versions is shown at the saved date and time. The file from which the version number is managed is displayed in a new descending order at the saved date and time.



19.3. Close Version management

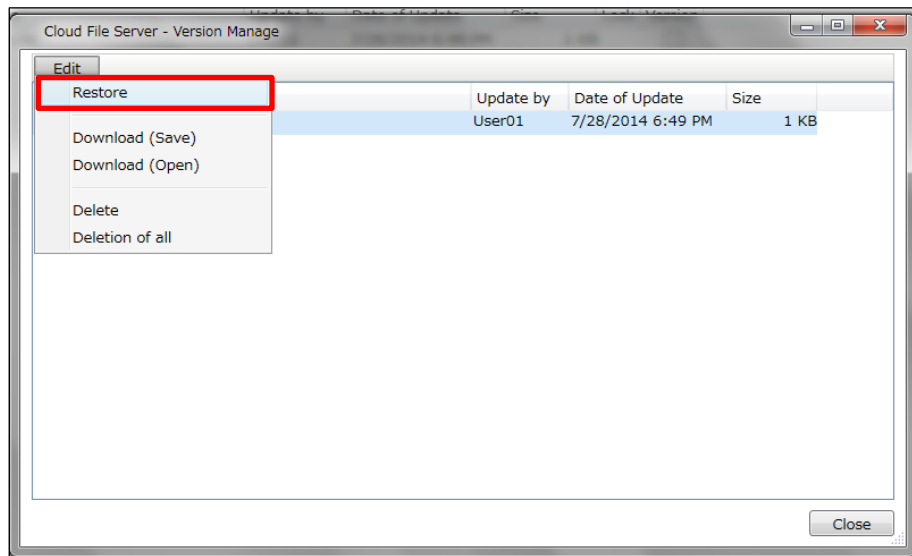
- (1) Click [Close] Bottom in the Footer



19.4. Restore function

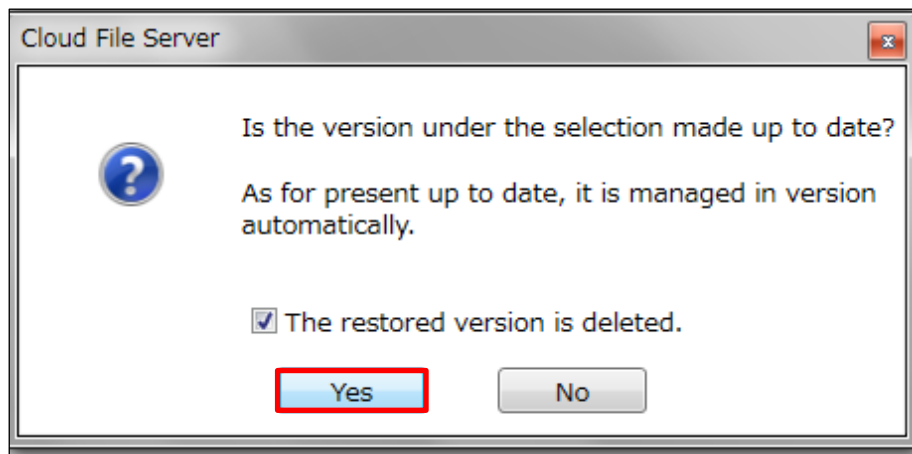
This function allows to restore files from Version management to Files and Folders.

- (1) Select the files to restore and click [Restore] in the [Edit] Menu.



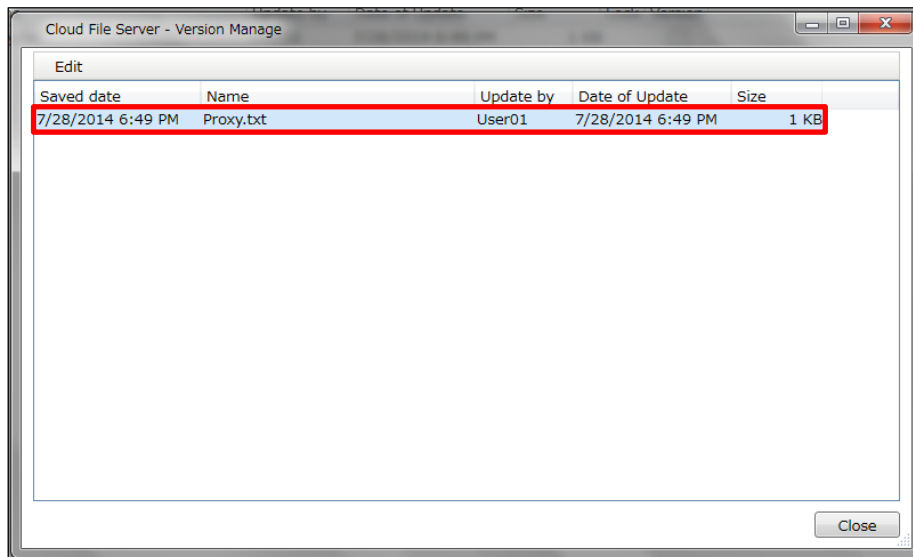
- (2) Restore Pop Up Dialog will be displayed.

Files to restore which are displayed in the Operation Menu, will be saved in Version management. In addition, when you click [On] in [Remove restored files], restored files will be deleted (removed) from Version management. When you click [Off], restored files will be maintained in Version management. The default is off.

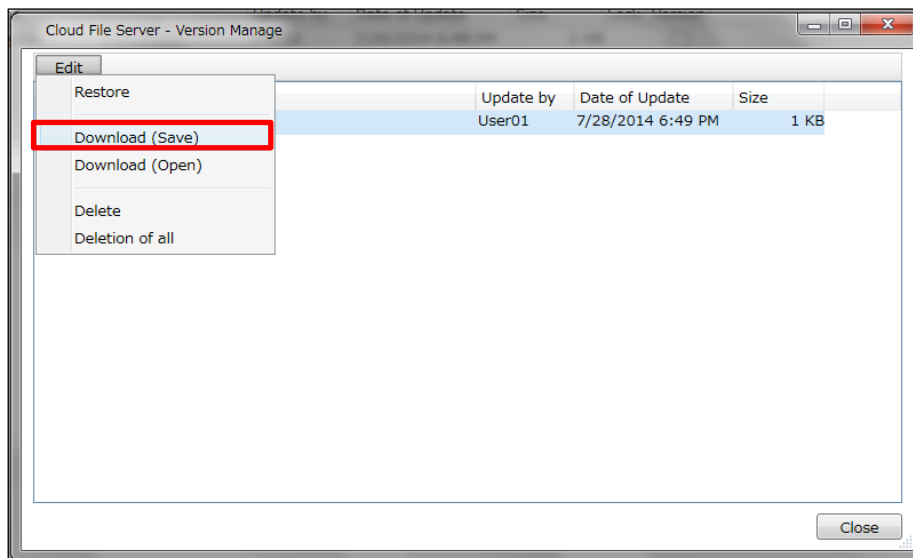


19.5. Download

- (1) Select file you want to download.

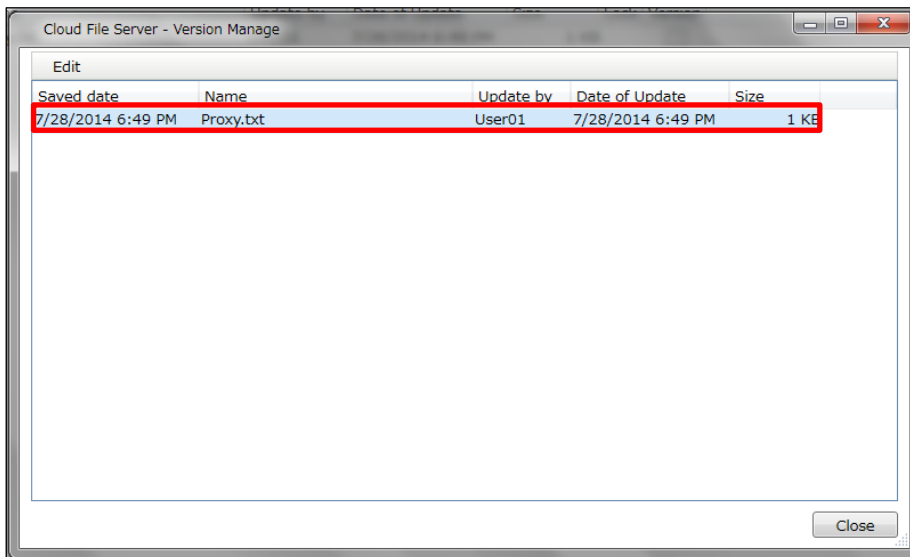


- (2) Select [Download (to view)] or [Download (to save)] in the [Edit] Menu.

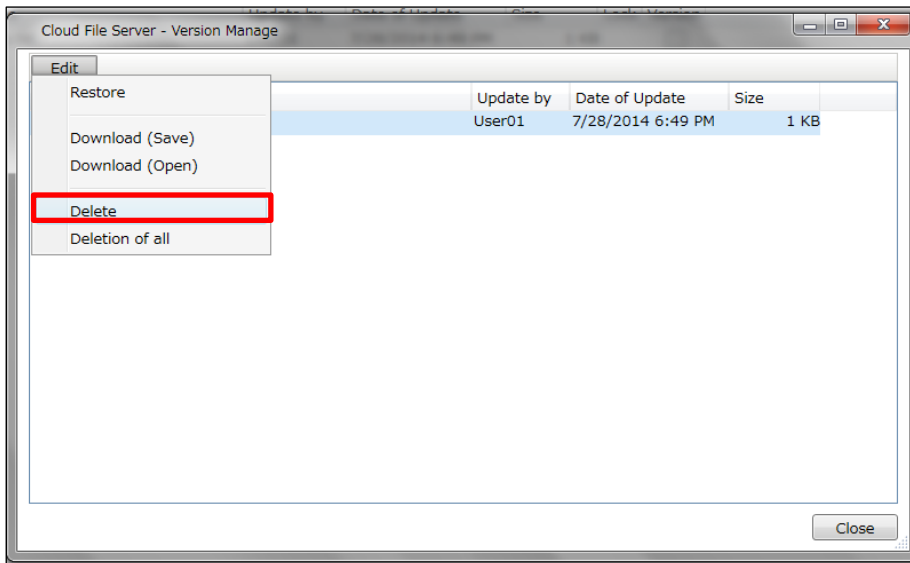


19.6. Delete file

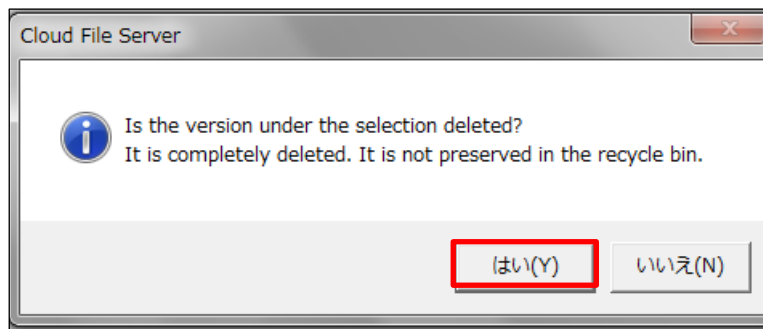
- (1) Select File you want to delete.



- (2) Click [Delete] in the [Edit] Menu.



- (3) Delete Confirmation Pop Up Dialog box will be displayed. Click [Yes].



20. Explore Files and Folders Stored in Recycle Bin

In this chapter, you learn how to explore the Recycle Bin.

Deleted files and folders are stored in the Recycle Bin located in relevant drawer or sub-drawer

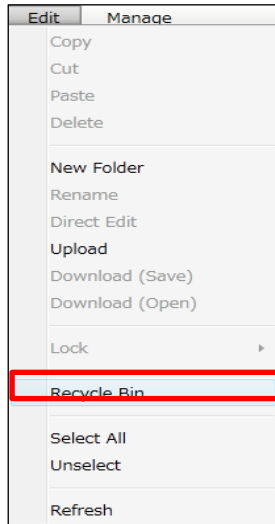
Use following operations to display files and folders stored in Recycle Bin.

- Explore Recycle Bin from the Edit Menu.
- Explore Recycle Bin from the Context Menu.

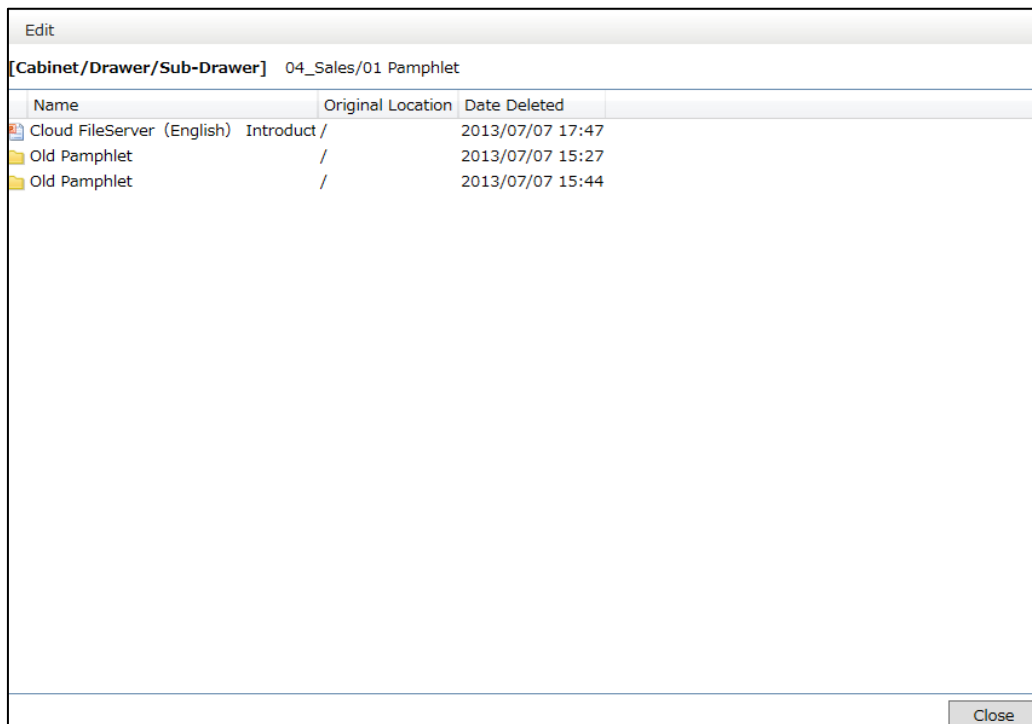
The procedure after clicking [Recycle Bin] from [Context] Menu, is same as the procedure after clicking [Recycle Bin] from [Edit] Menu.

20.1. Exploring Recycle Bin

- (1) Go to a drawer or sub-drawer with the Recycle Bin you want to explore, then click [Recycle bin] from the Edit Menu.



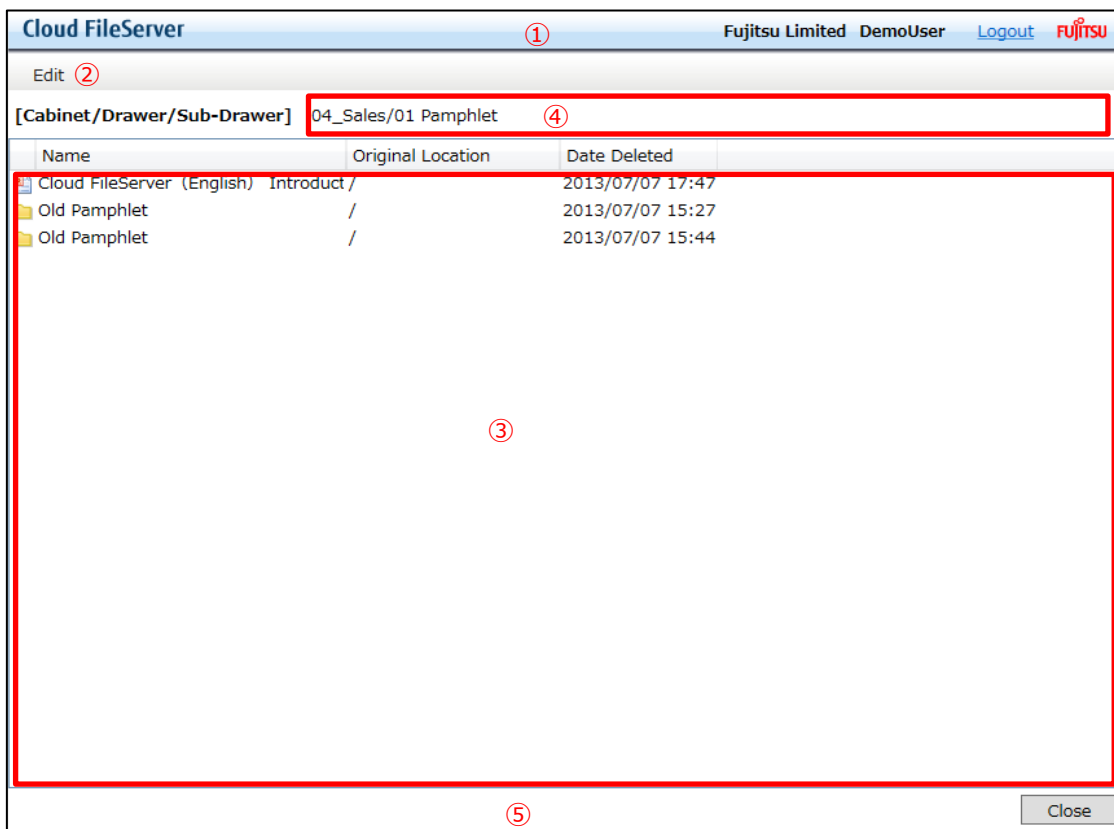
- (2) The files and folders inside the Recycle Bin of the drawer or sub-drawer will be displayed.



21. Structure of Recycle Bin Screen

In this chapter, you learn the Recycle Bin screen structure.

The Recycle Bin screen is composed of following 5 areas.



- ① Header
- ② Recycle Bin Menu
- ③ Recycle Bin Files and Folders
- ④ Recycle Bin Path
- ⑤ Footer

21.1. Layout and Functions of Recycle Bin Screen

Areas of the Recycle Bin screen are described below.

① Header

The Header is located at the top of the screen and displays the corporate name and the name of logged in User. [Logout] link used for logout is also displayed on the Header.

② Recycle Bin Menu

Provides functions to restore files and folders to original location and completely delete.

③ Recycle Bin File and Folders

In this area, deleted files and folders are displayed. You can restore or completely delete the files and folders. Following content is displayed:

- Name
The Name of deleted file or folder
- Original location
The original path of deleted files and folders begins from the drawer or sub-drawer where the files and folders located. The files and folders will be restored to this location.
- Date
Date when the files and folders were deleted.

④ Recycle Bin Path

Displays the path of the current Recycle Bin in the following form: [Cabinet Name / Drawer Name] or [Cabinet Name / Drawer Name / Sub-drawer Name].

⑤ Footer

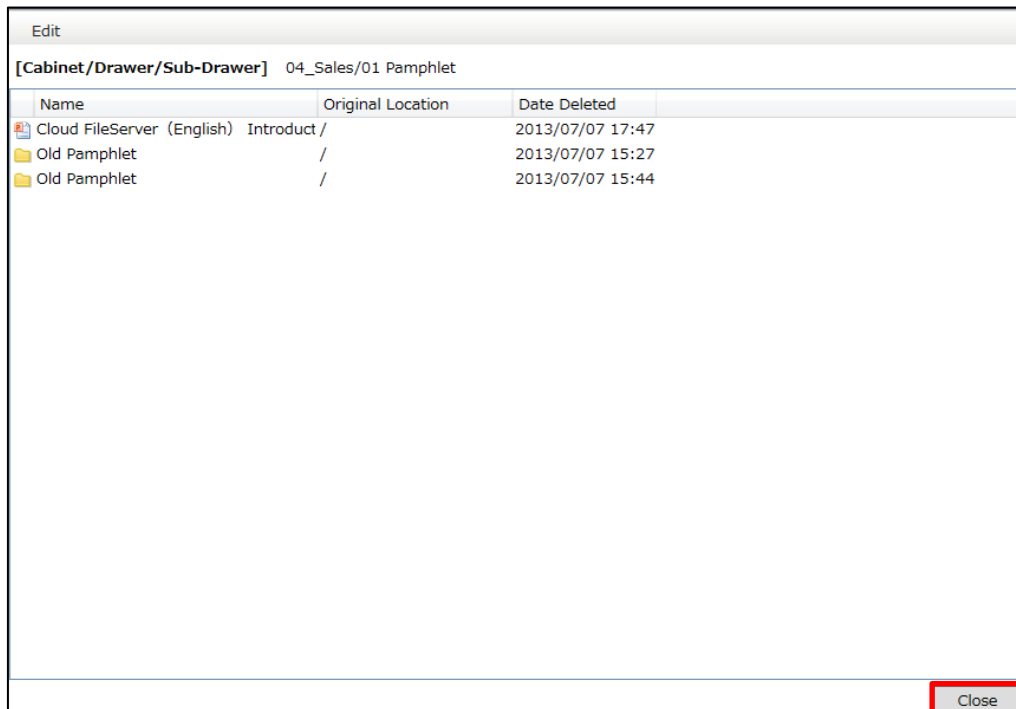
The Footer is located at the bottom of the Recycle Bin screen and displays [Close] button used for closing the Recycle Bin screen.

22. Close Recycle Bin

In this chapter, you learn how to close the Recycle Bin screen.

To close the Recycle Bin screen, do the following operation:

- (1) Click [Close] in the Footer.



23. Restore From Recycle Bin

In this chapter, you learn how to restore files and folders from the Recycle Bin.

The restoration from the Recycle Bin means restoring deleted files and folders to the locations where they originally existed.

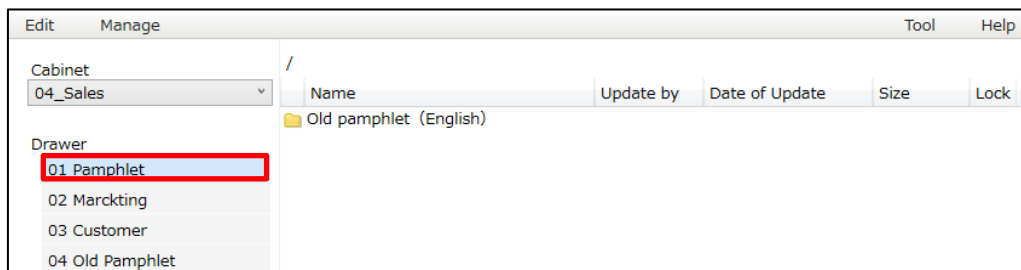
Use the following method to restore deleted files or folders.

- Restore files and folders from the Edit Menu
- Restore files and folders from the Context Menu

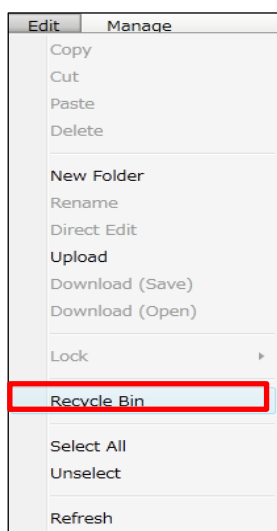
The procedure after clicking [Restore] from [Context] Menu is same as the procedure after clicking [Restore] from [Edit] Menu.

23.1. Restoring from Recycle Bin

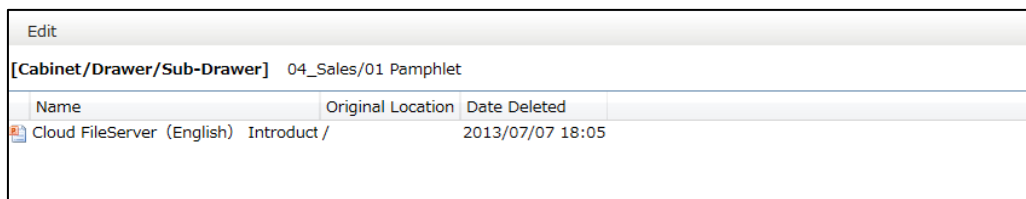
- (1) Go to a drawer or sub-drawer of the files or folders you want to restore.



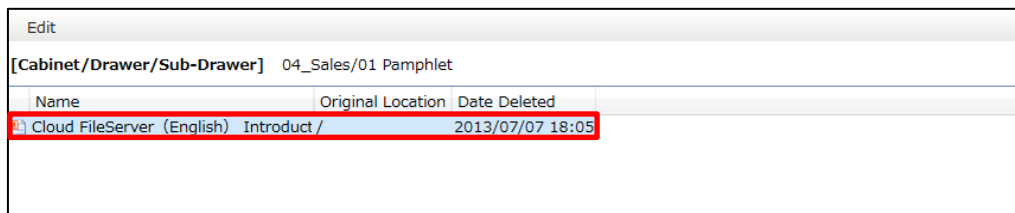
- (2) Click [Recycle Bin] from the Edit Menu and go to the Recycle Bin.



- (3) A list of the deleted files and folders will be displayed.

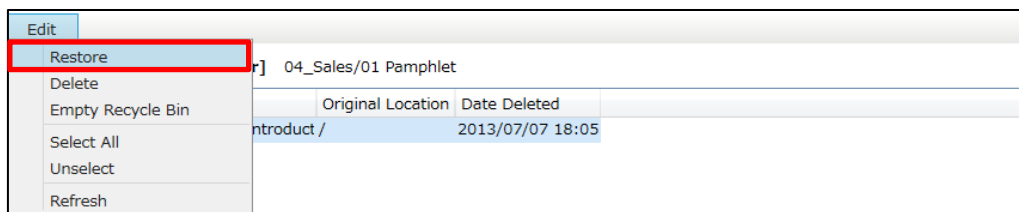


- (4) Select the files or folders to restore. To restore all files and folders from the Recycle Bin, click [Select All] from the Edit Menu.

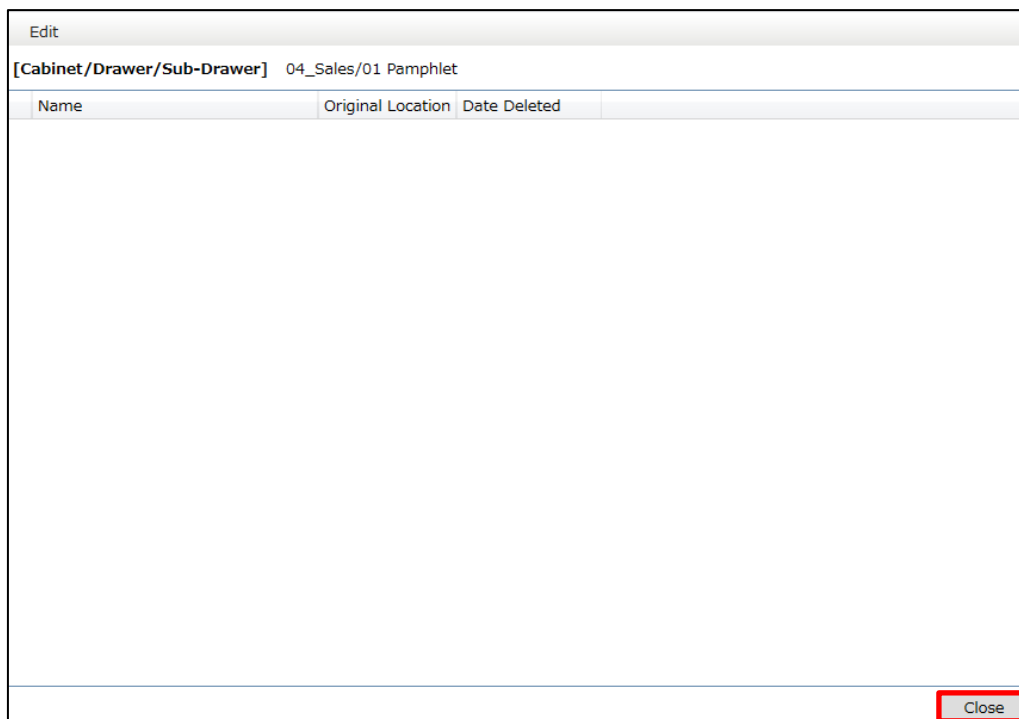


- (5) The destination to which the files or folders get restored is displayed as [Original Location] in the Recycle Bin Files and Folders.

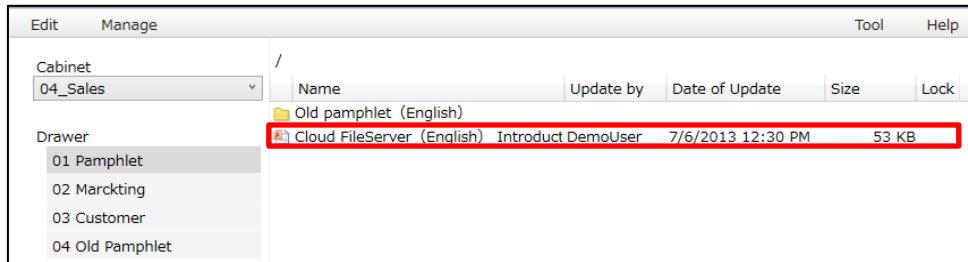
Click [Restore] from the Edit Menu of the Recycle Bin. The restoration will start.



- (6) After the restoration, click [Close] button in the Footer to close the Recycle Bin screen.



(7) Go to the destination and verify if the deleted files and folders are restored.



The screenshot shows a file management interface with a table of files. The table has columns for Name, Update by, Date of Update, Size, and Lock. A red box highlights the file 'Cloud FileServer (English)' with update by 'Introduce DemoUser', date '7/6/2013 12:30 PM', and size '53 KB'.

Cabinet		/				
04_Sales		Name	Update by	Date of Update	Size	Lock
Drawer		Old pamphlet (English)				
01 Pamphlet		Cloud FileServer (English)	Introduce DemoUser	7/6/2013 12:30 PM	53 KB	
02 Marckting						
03 Customer						
04 Old Pamphlet						

24. Delete from Recycle Bin

In this chapter, you learn how to completely delete files and folders from the Recycle Bin.

Delete completely from the Recycle Bin means completely deleting files and folders stored in the Recycle Bin from the File Server. It is not possible to restore the completely deleted files and folders.

Perform the following operations to completely delete files and folders from the Recycle Bin:

- Delete from the Edit Menu of Recycle Bin.
- Delete from the Context Menu of Recycle Bin.

There are 2 ways to perform the delete operation. Select files and folders and click [Delete] from the Edit Menu of Recycle Bin or click [Empty Recycle Bin]. If you click [Empty Recycle Bin], all the files and folders stored in the Recycle Bin will be completely deleted.

The procedure after deleting from [Context] Menu is same as the procedure after clicking [Delete] or [Empty Recycle Bin] from the Edit Menu of Recycle Bin.

24.1. Deleting from Recycle Bin

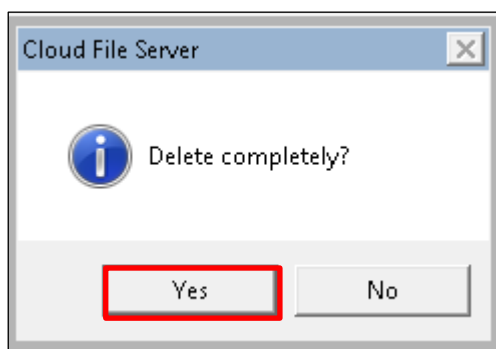
- (1) Select a file or folder to delete completely. To completely delete all the files and folders stored in the Recycle Bin from the File Server, click [Select All] from the Edit Menu of Recycle Bin. If you click [Empty Recycle Bin], all the files and folders stored in the Recycle Bin will be completely deleted from the File Server (even though they are not selected).

Name	Original Location	Date Deleted
Cloud FileServer (English)	Introduce /	2013/07/07 18:26
Old pamphlet (English)	/	2013/07/07 18:26

- (2) Click [Empty Recycle Bin] from the Edit Menu of Recycle Bin.

Name	Original Location	Date Deleted
Cloud FileServer (English)	Introduce /	2013/07/07 18:26
Old pamphlet (English)	/	2013/07/07 18:26

- (3) Delete confirmation pop-up box will be displayed. When you click [Yes], all the files and folders will be deleted from Recycle Bin.



25. 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. For example, if you want to search "Business report.docx", enter as following.

- Enter [Business report.docx] for an exact match.
- Enter [Business], [Business reporting] or [Business report] for a partial match.

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 cannot search for the whole File Server or each Cabinet.

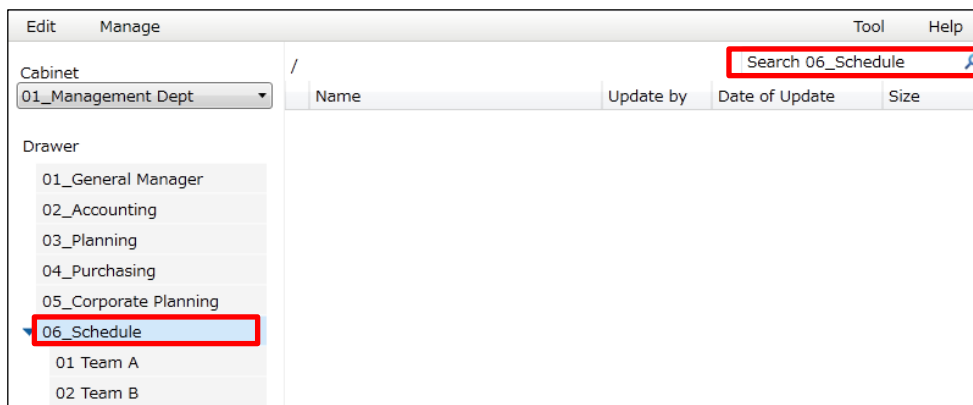
You can also do the following operations from search result screen to found file.

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

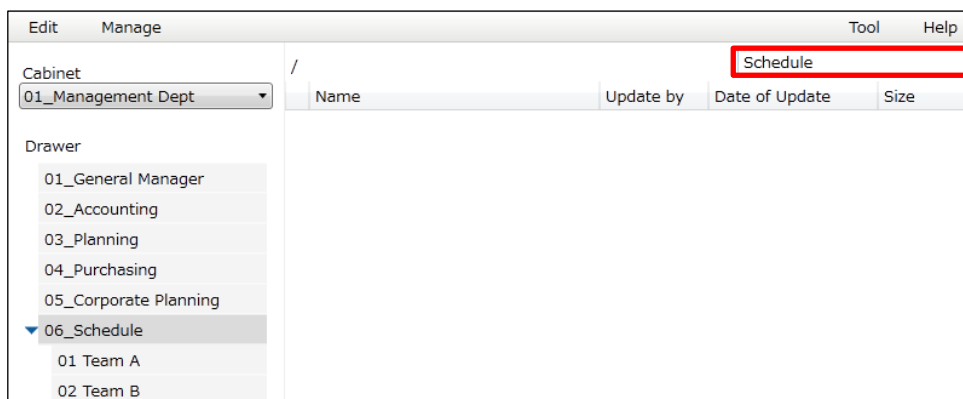
25.1. Search for the file

- (1) Select the search range of Drawer , Sub-Drawer or Folder. A Drawer is selected for instance

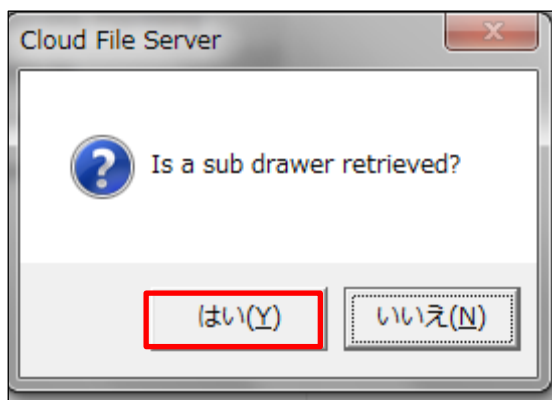
The selected Drawer name will appear in the file name search box and under the Drawer will be subject of search.



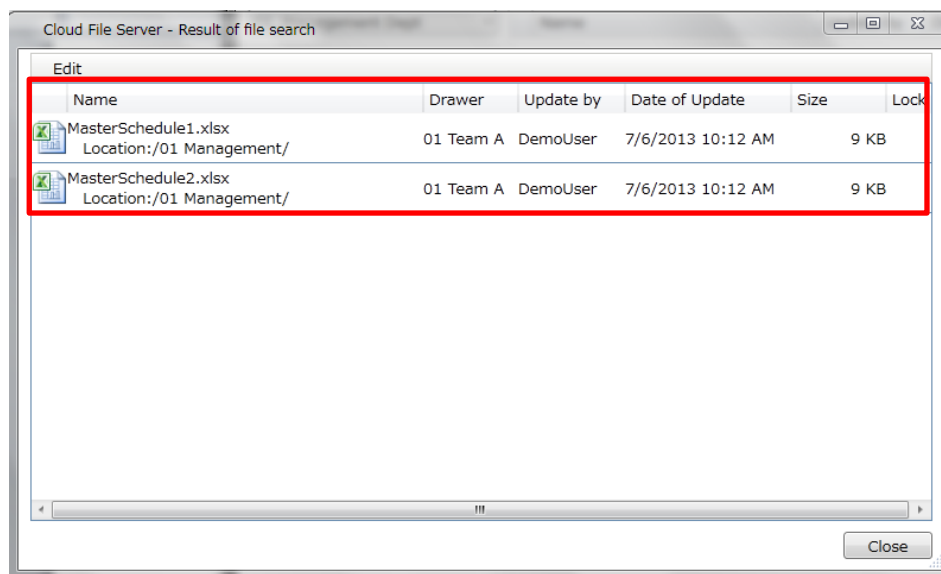
- (2) Enter the file name you want to search in the file name search box. Enter partial match here and click [Enter] key.



- (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].



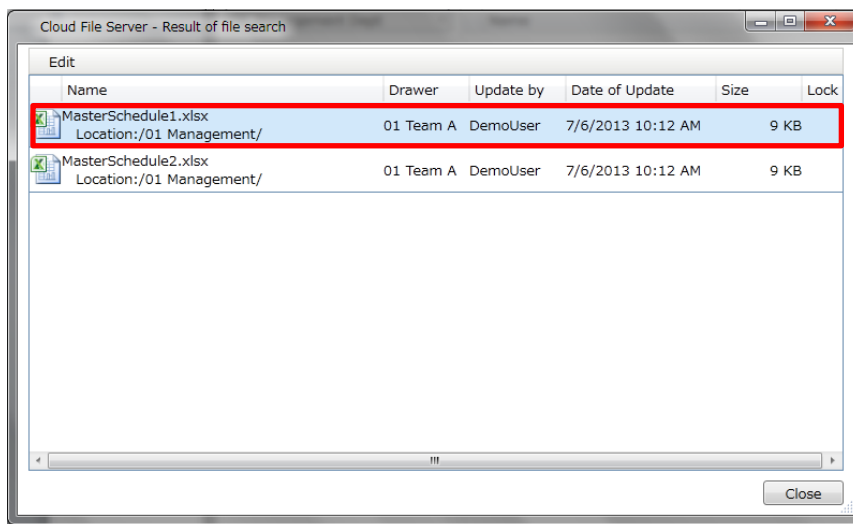
- (4) Searched file will be displayed in the list.
 [Location] under the [Name] will display the folder name storing the file.
 The [Drawer] column will display the drawer name or sub-drawer name storing the file.
 For example, [MasterSchedule report.xlsx] is stored in [01 Management] folders under [01 Team A] sub-drawer.



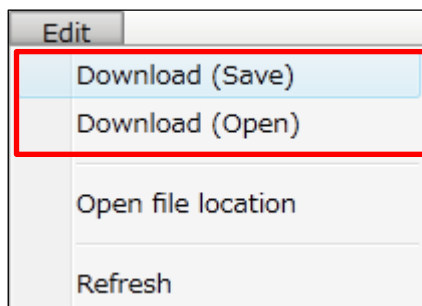
25.2. Download file from the search result

- (1) Select the file to download to open or to save.

For download to save, you can select multiple files. To select multiple files, click with holding down the Shift key or Ctrl key. Use Shift key to select multiple files all at once. Use Ctrl key to select multiple files one by one.

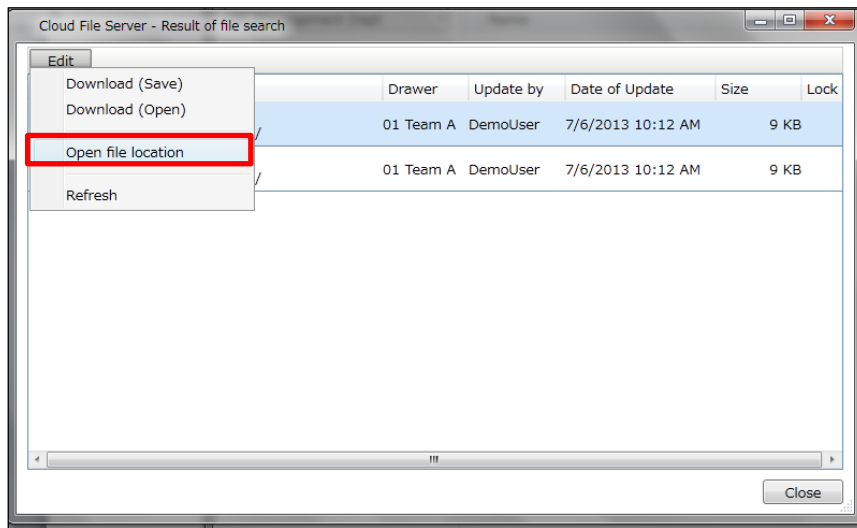


- (2) Download will start when you click [Download (open)] or [Download (save)] in the [Edit Menu].



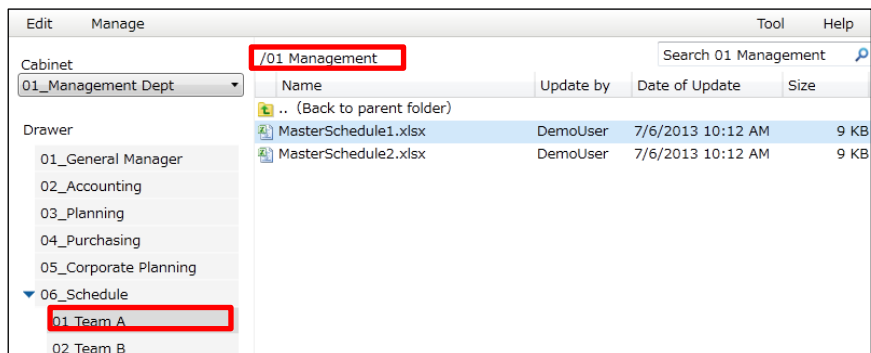
25.3. Move to the location where the file is stored.

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



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

In this case, User move to the folder [01 Management] under the sub-drawer of [01 Team A].



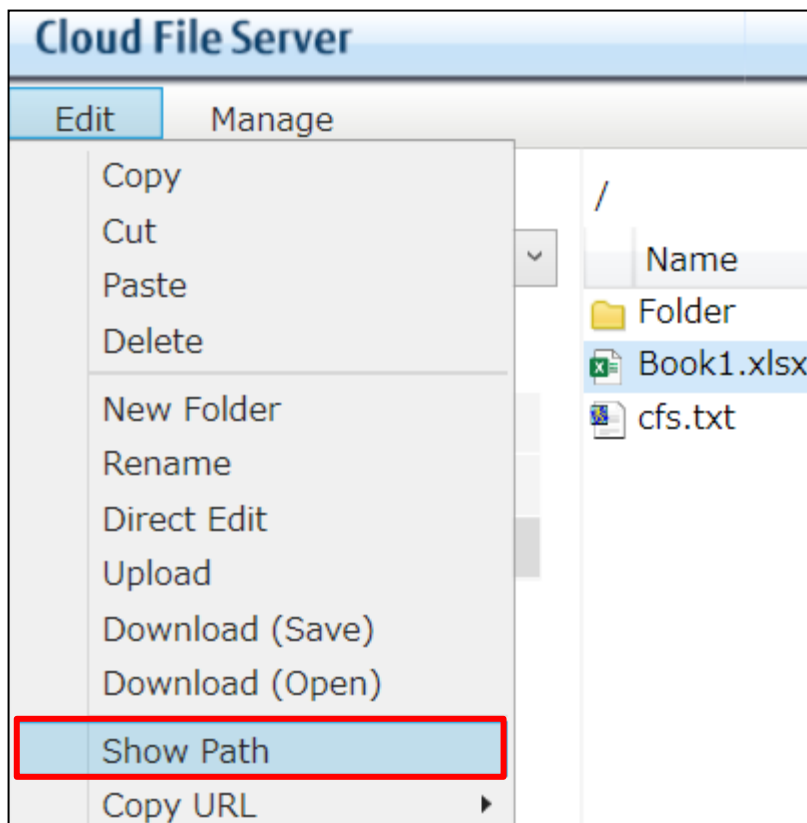
26. Display Path of Selected Folder or File

You can view the location (Path) of a selected folder or file. The first level of the path is the cabinet name and the second level is the drawer name* where the folder or file is stored.

※For a sub-drawer, its name is displayed in the form of “Drawer name_Sub-drawer name”.

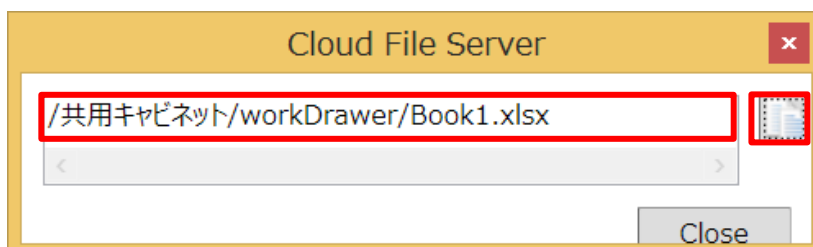
- (1) Select a folder or file and click [Edit] in the Operation menu, and then click [Show Path].

You can access [Show Path] from the context menu by right-clicking on the folder or file.



The path of the folder or file is displayed. To copy the path to the clipboard, click the Copy button.

You can paste the path to new locations.

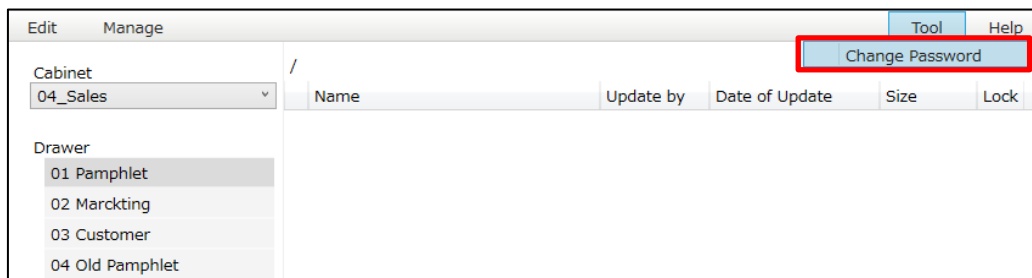


27. Change Password

In this chapter, you learn how to change your login password.

To change the password, click [Change Password] from the Tool Menu in Operation Menu.

- (1) Click [Change Password] from [Tool] Menu.



- (2) Change Password screen will appear.

The dialog box contains three input fields: 'Old Password', 'New Password', and 'New Password (Confirm)'. Below the fields are two buttons: 'OK' and 'Cancel'.

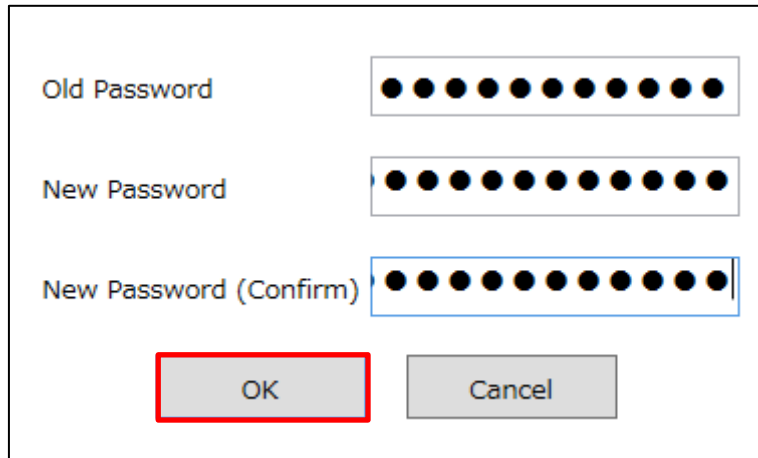
(3) In [Old Password] field, enter the currently using password.

(4) In [New Password] field, enter your new password.

The password must consist of 8 ~ 32 half-width characters. You can use all alphabets, numerals and symbols. Password is case sensitive. Combination character password depends on the configuration of system management. You must use one of the following combinations when setting password.

When pattern 1 is selected	When pattern 2 is selected
<ul style="list-style-type: none"> • Alphabets and numerals • Alphabets and symbols • Numerals and symbols • Alphabets, numerals and symbols 	<ul style="list-style-type: none"> • Alphabets, numerals and symbols

- (5) In [New Password (Confirm)] field, enter the new password again and click [OK].



Old Password

New Password

New Password (Confirm)

OK Cancel

28. Perform Operating Environment Setting

In this Chapter, you learn Operating Environment Setting applicable for User Functions Portal.

Operation Environment can be set in the User Unit

Available Operating Environment Functions are as follow:

- Transfer Setting when Uploading and Downloading (hereafter Transfer Setting)
- Setting Operations after Files Double Clicking (hereafter Double Clicking Setting)
- Setting folder tree display
- Two-Factor Authentication

Transfer Setting provides setting of Transfer Size during Upload and Download Processes.

For example, if the network transfer speed is small and it is not possible to Upload and Download, you can minimize block size at the time of the transfer. The default block size for transfer process is 4.0 megabytes.

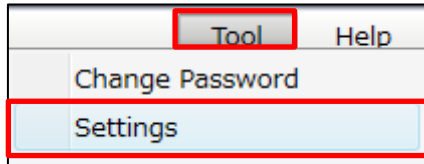
In the Double-Clicking operation setting, you can set Download (Display) or open the file in Directly Edit at the time of file Double-Clicking. Download (Display)

In the setting of the folder tree display, presence that displays the folder layered structure under the control of the Drawer and Sub-drawer in the drawer display selection area like the tree is set. Default is not displayed.

In addition to user ID/password authentication, enabling two-factor authentication enhances security by requiring the entry of a verification code (one-time password) that appears on your smart device at login. The default setting of the two-factor authentication is disabled (OFF).

28.1. Perform Transfer and Double-Click and Folder-Tree Setting

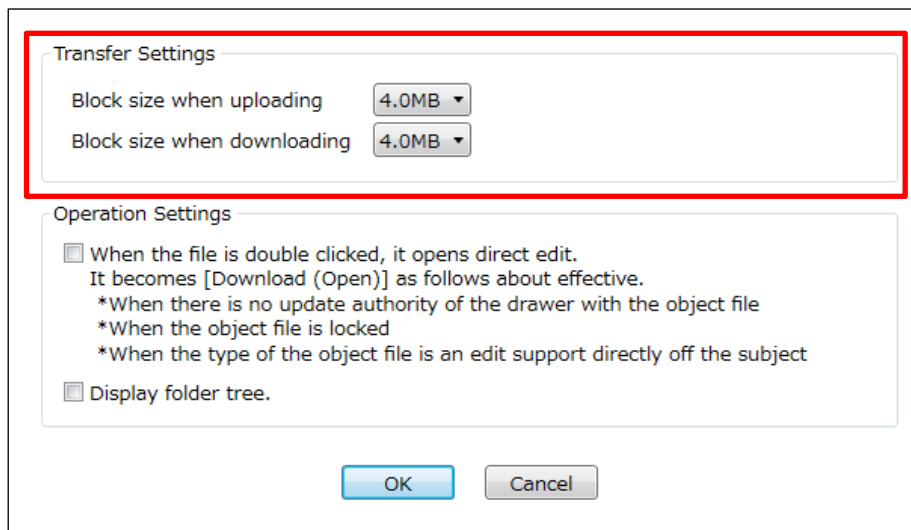
- (1) Click "Tool" Menu on the "Operating Environment Setting"



- (2) Operating Environment Setting Box will be displayed.

"Transfer Setting" allows user to set transfer block size during uploading and downloading and set uploading parallel processes in the range of 0,5 Megabyte to 4 Megabyte.

Usually it works with default value, but may be minimalized depending on Network Speed.



- (3) "Operation Setting" allows setting for Files Double Click operations and Folder tree display.

If you press ON Checkbox "Open in Direct Edit when Files have been Double-Clicked", File will be opened in Directly Edit. When you press OFF, it will be opened in Download "Display". Default is Off.

Direct Edit after Double-Clicking is available when User Access Right to Drawer or Sub-Drawer is set as "Updated Authorization" or "Cabinet Owner".

If "Authorization" is chosen, File will be opened in Download (Display).

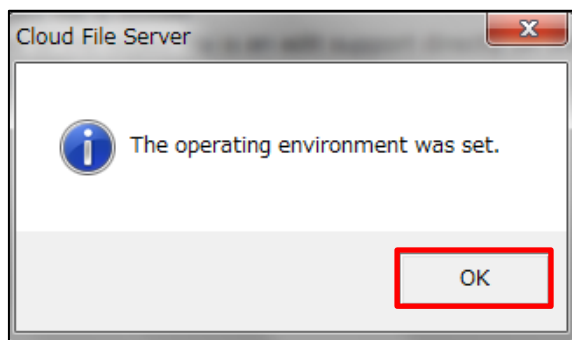
Moreover, For Directly Edited by Double Clicking Function Target Files, please see Chapter 13 of this guide "13 Direct Edit".

When check box of "Display folder tree" is turned on, and the Drawer and Sub-Drawer are selected, the folder tab is displayed in the drawer display selection area. When folder tab is clicked, the layered structure of subordinate's folder is displayed by tree form. The folder tree is displayed by Drawer and unit of Sub-Drawer.

Please click "OK" after completed setting.

The screenshot shows a dialog box with two sections. The top section, 'Transfer Settings', has two dropdown menus for 'Block size when uploading' and 'Block size when downloading', both set to '4.0MB'. The bottom section, 'Operation Settings', is highlighted with a red border and contains two checkboxes. The first checkbox is 'When the file is double clicked, it opens direct edit.' with the text 'It becomes [Download (Open)] as follows about effective.' and three bullet points: '*When there is no update authority of the drawer with the object file', '*When the object file is locked', and '*When the type of the object file is an edit support directly off the subject'. The second checkbox is 'Display folder tree.'. At the bottom, there are 'OK' and 'Cancel' buttons, with the 'OK' button also highlighted by a red border.

- (4) "Setting Completed" Message Pop Up Dialog will be displayed.






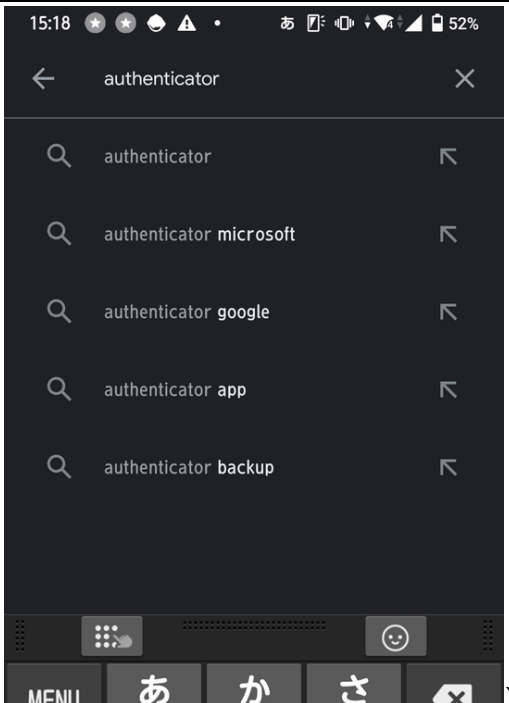
28.2. Enable Two-Factor Authentication

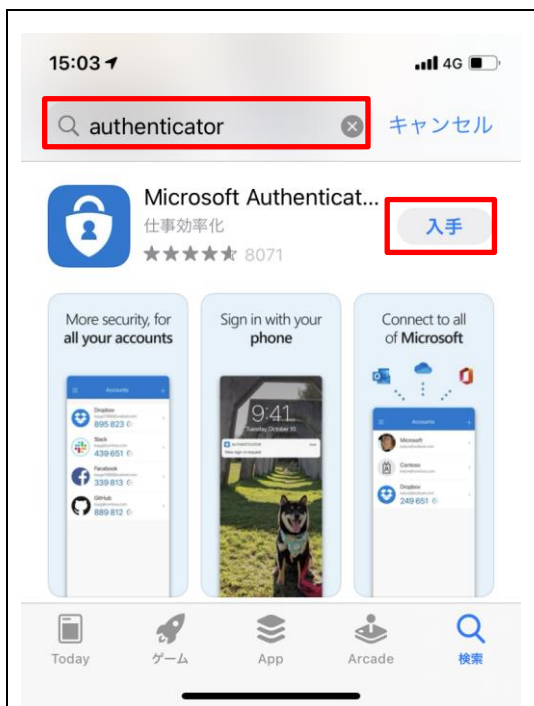
This chapter explains how to set up two-factor authentication and prepare authentication apps for smart devices. To use two-factor authentication with smart devices, install a two-factor authentication app on your smart devices and set up two-factor authentication on your computer.

- ※ Make sure you have smart devices you want to use.
- ※ This topic explains on the screens of iOS 14.8 and Android 10. Note that the display on your smart devices may differ from the following reference screenshots.
- ※ The Microsoft Authenticator app is shown as an example of two-factor authentication apps. You can use other smartphone apps that support two-factor authentication.
- ※ Use your smart devices to perform the operation indicated by On Smart Device.

- (1) Install a two-factor authentication app from app store.

On Smart Device


iOS	Android OS
 <p>Open <i>App Store</i>.</p>	 <p>Open <i>Google Play Store</i>.</p>
 <p>15:03 4G</p> <p>検索</p> <p>Q ゲーム、App、ストーリーなど</p> <p>Today ゲーム App Arcade</p> <p style="text-align: right; border: 1px solid red; padding: 2px;">検索</p>	 <p>15:18 52%</p> <p>← authenticator ×</p> <p>authenticator ↵</p> <p>authenticator microsoft ↵</p> <p>authenticator google ↵</p> <p>authenticator app ↵</p> <p>authenticator backup ↵</p>
<p>Tap [Search].</p> <p>Enter "authenticator" in the search field.</p>	<p>Enter "authenticator" in the search field.</p>

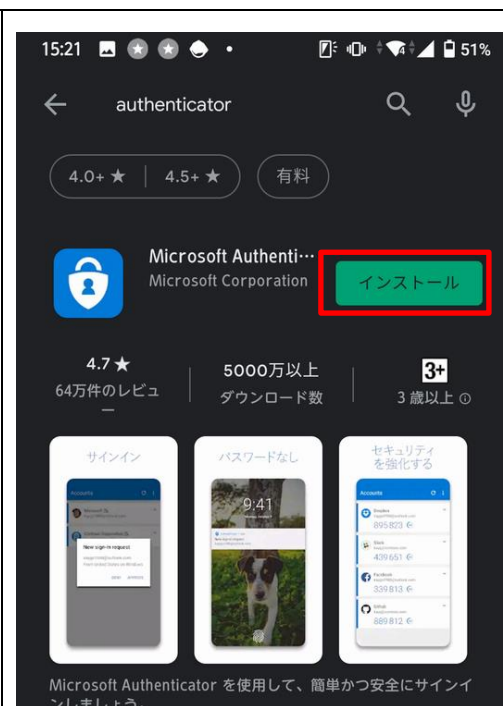


Tap [GET], and then perform verification for your Apple account.

※The app is free.

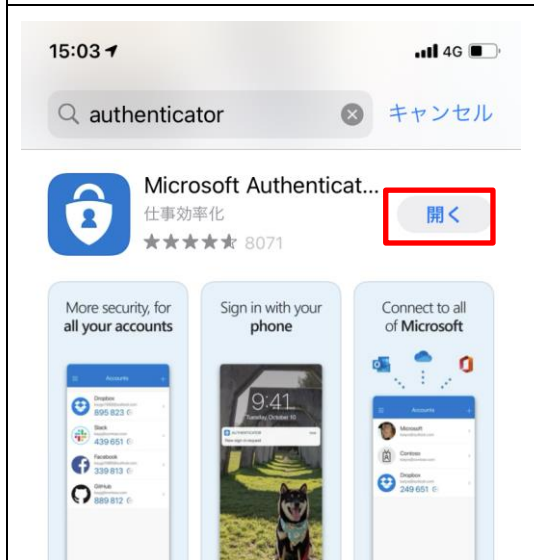
※When  is displayed, tap the icon.

※  indicates that the app has already been installed on the smart device.

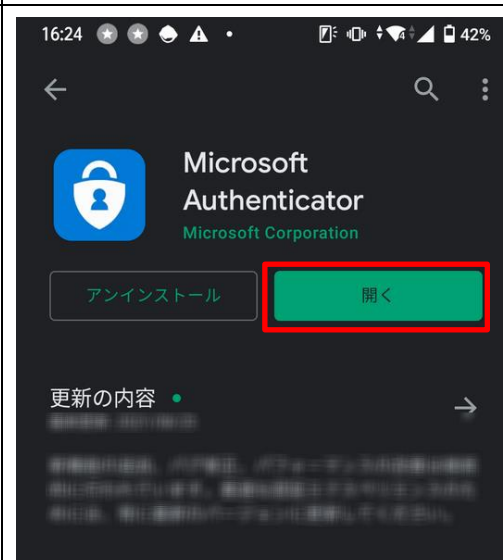


Tap [Install], and then perform verification for your Google account.

※The app is free.



Tap [Open] after installation.



Tap [Open] after installation.

 <p>お客様のプライバシーは大切です</p> <p>アプリのセキュリティと最新の状態を維持するため、必要な診断情報が収集されます。これには、お客様の名前や機密性の高いデータは含まれません。</p> <p>アプリのエクスペリエンスを向上させるため、オプションの使用状況データも収集されます。オプションの使用状況データの共有は、いつでもアプリ設定からオプトアウトすることができます。</p> <p style="text-align: center;">同意する</p>	 <p>Microsoft はお客様のプライバシーの保護に努めています</p> <p>"アプリのセキュリティと最新の状態を維持するために必要な診断情報が収集されます。これには、お客様の名前や機密性の高いデータは含まれません。</p> <p>Authenticator を改善するため、オプションの使用状況データも収集されます。オプションの使用状況データの共有は、いつでもアプリ設定から停止することができます。"</p> <p style="text-align: center;">同意します</p> <p style="text-align: center;">プライバシーに関する声明</p>
 <p style="text-align: right;">スキップ</p> <p>お客様のデジタル ライフに安心をご提供します</p> <p>多要素認証を使用してアカウントを保護する。</p> <p style="text-align: center;">Microsoft アカウントでサインイン</p> <p style="text-align: center;">QR コードをスキャンします</p> <p>お客様の組織またはアカウント プロバイダー (Microsoft、Google、Facebook など) から QR コードを取得できます</p> <p style="text-align: center;">バックアップから復元</p>	 <p style="text-align: right;">スキップ</p> <p>"お客様のデジタル生活に安心をご提供します"</p> <p>"多要素認証を使用してアカウントを保護する。"</p> <p style="text-align: center;">Microsoft アカウントでサインイン</p> <p style="text-align: center;">職場または学校アカウントの追加</p> <p style="text-align: center;">QR コードをスキャンします</p> <p>"QR コードは、お使いのアカウント プロバイダー (例えば、Microsoft、Google、Facebook) または組織によって共有されます"</p>

Tap [I agree].

Tap [I agree].

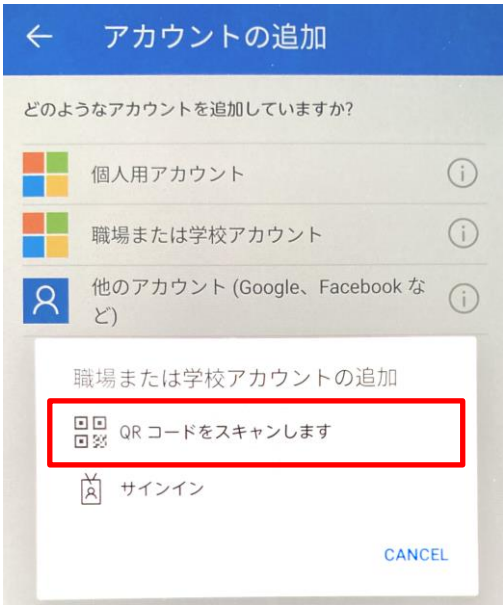

Tap [Skip].

Tap [Skip].

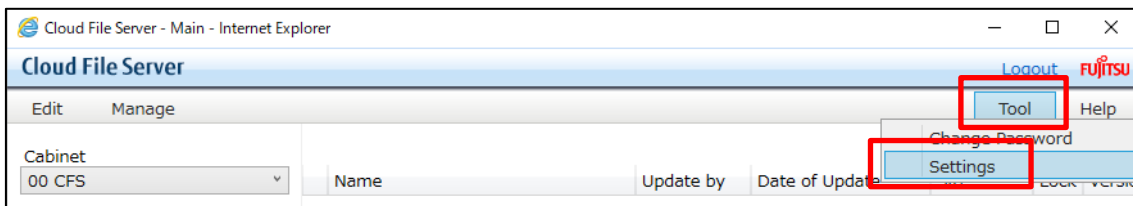
 <p>初めてのアカウントを追加しますか?</p> <p>アカウントを追加</p> <p>既にバックアップがありますか? 回復アカウントにサインインしてください。</p> <p>回復の開始</p> <p>Authenticator パスワード アドレス</p>	 <p>Authenticator</p> <p>最初のアカウントを追加しましょう!</p> <p>詳細については、メニューの [ヘルプ] セクションを参照してください。</p> <p>アカウントの追加</p> <p>既にバックアップがありますか? 回復アカウントにサインインしてください。</p> <p>回復の開始</p> <p>Authenticator パスワード</p>
<p>Now setting up the two-factor authentication app is complete.</p> <p>Back to home screen, and then tap the [Camera] app.</p> 	 <p>← アカウントの追加</p> <p>どのようなアカウントを追加していますか?</p> <p>個人用アカウント</p> <p>職場または学校アカウント</p> <p>他のアカウント (Google、Facebook など)</p>

Tap [Add account].

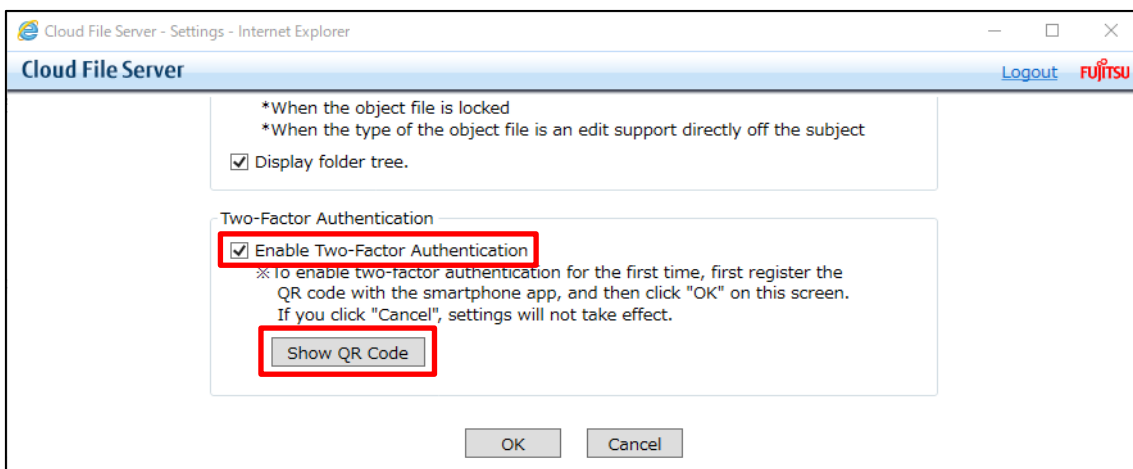
Tap [Work or school account].

<p>Proceed the next step. ↓</p>	 <p>Tap [Scan a QR code].</p>
<p>↓</p>	 <p>Tap [Allow].</p>
	<p>Proceed the next step. ↓</p>

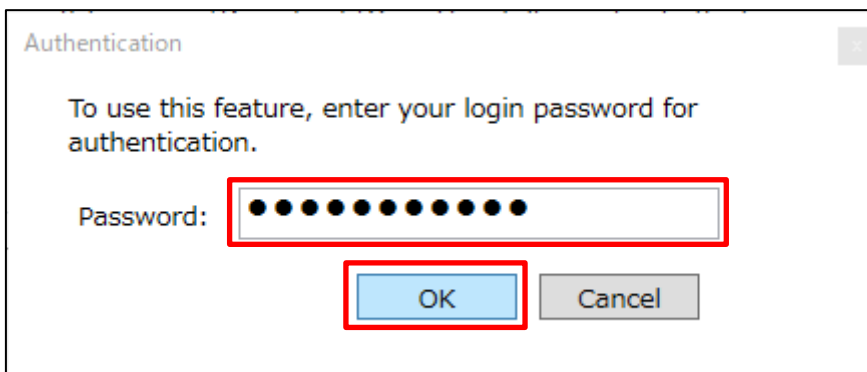
- (2) Log in to the User Portal via the Desktop application or Browser application, and then click [Tool] - [Settings].



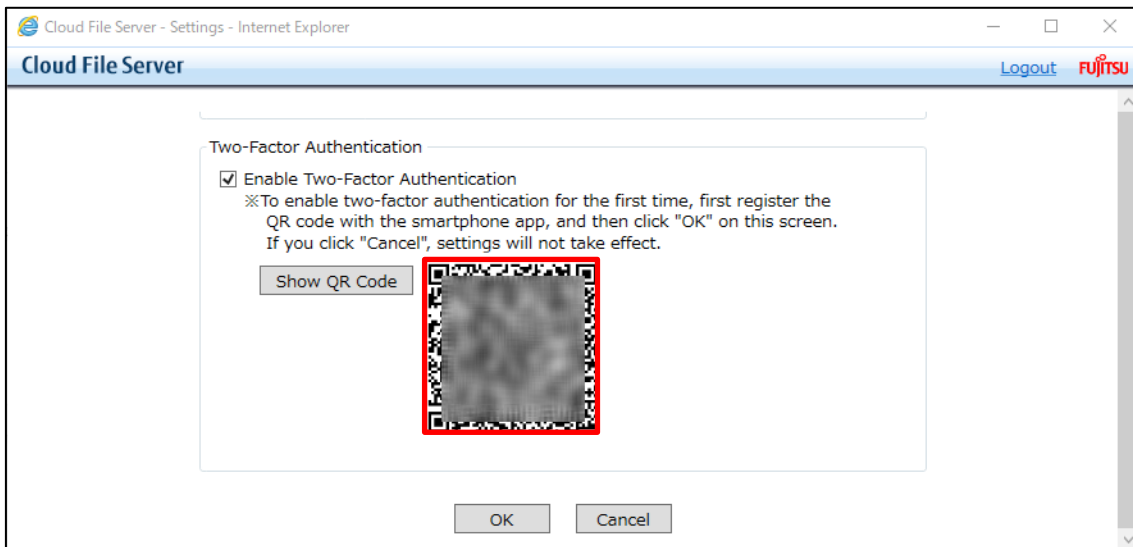
- (3) Select [Enable Two-Factor Authentication] in the group box, and then click [Show QR Code].



- (4) To view the QR code, enter your password used when logging in to Cloud File Server, and then click [OK].

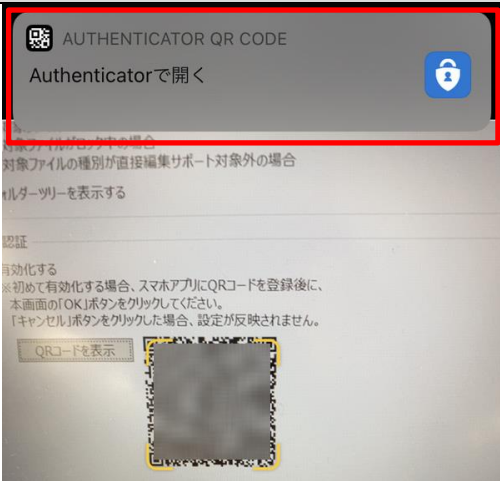
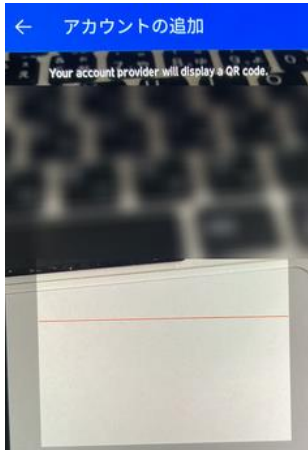


(5) QR code will be displayed.



(6) Read the QR code using the smart device on which the two-factor authentication app has been installed.

On Smart Device

iOS	Android OS
 <p>Tap [Open with Authenticator] on the upper side of the screen that appears at the time when the QR code is recognized with the [Camera] app.</p>	 <p>Read the QR code displayed on the Operating Environment Setting Box screen with your smart device.</p>

(7) Your Cloud File Server user ID is added to the two-factor authentication app installed on the smart device. The authentication app will display a six-digit number as verification code.

The code changes every 30 seconds.

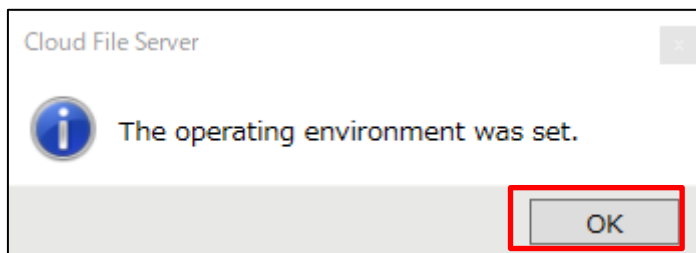
On Smart Device

iOS	Android OS
	 <p>Tap the account corresponding to the target user ID.</p>
 <p>New account and a verification code has been added.</p>	 <p>A verification code is displayed.</p>

(8) On the Operating Environment Setting Box, click [OK] to save the setting.



- (9) A message box appears. Click [OK].

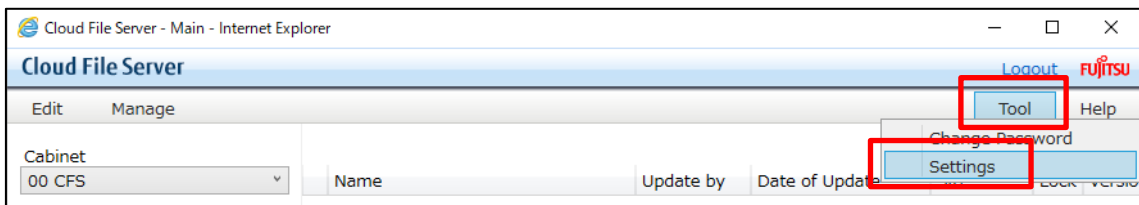


Now setting up two-factor authentication is complete.

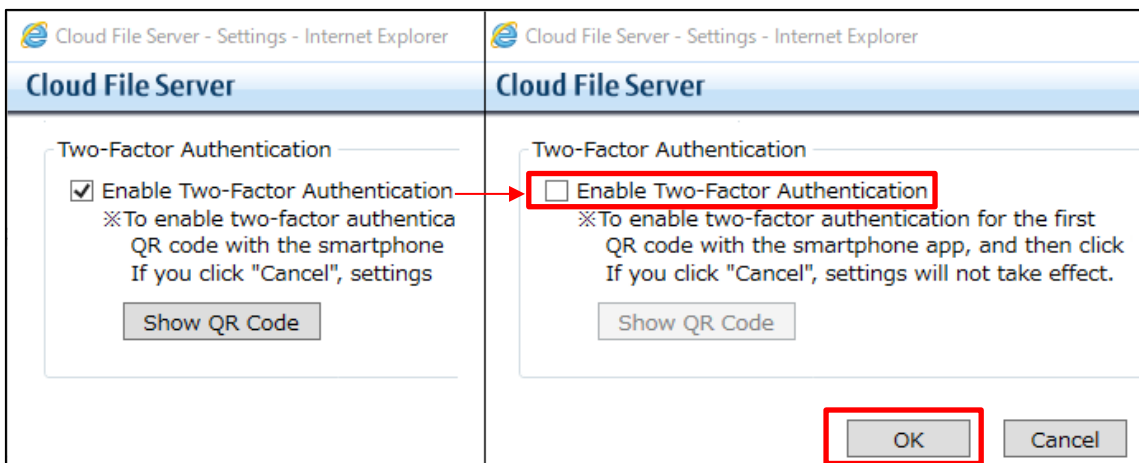
28.3. Disable Two-Factor Authentication (Cancellation)

This chapter explains how to disable (cancel) the two-factor authentication feature.

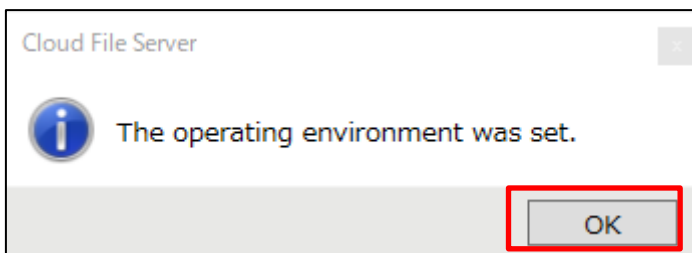
- (1) Log in to the User Portal via the Desktop application or Browser application, and then click [Tool] - [Settings].



- (2) Clear [Enable Two-Factor Authentication] in the group box, and then click [OK].



- (3) Click [OK] to save the setting.



<Caution>

- If two-factor authentication cannot be performed due to unavailability of the smart

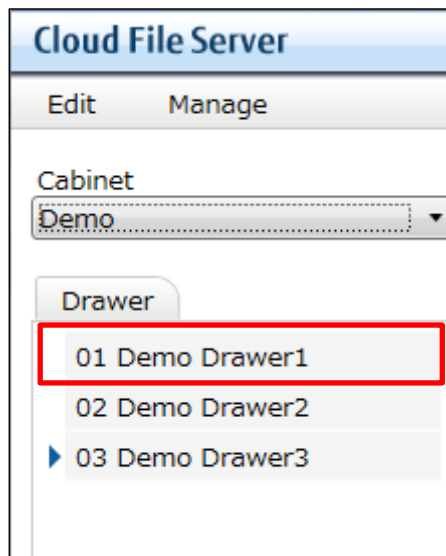
devices, contact Cloud File Server administrators to disable two-factor authentication.

- To enable two-factor authentication again after disabling, select [Enable Two-Factor Authentication], and then click [OK]. Re-reading the QR code with smart devices is not necessary.

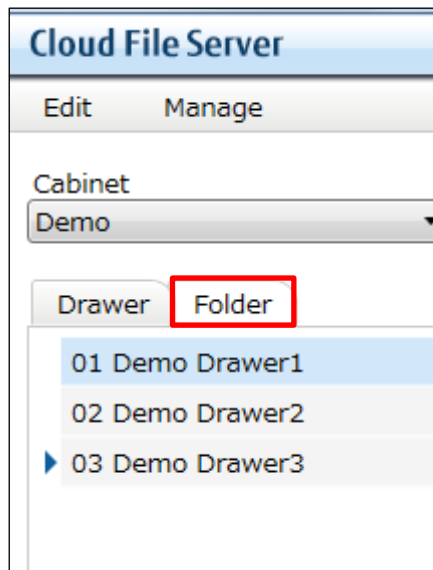
29. Folder tree Operation

This chapter explains the manner of operation of the folder tree. The folder tree is displayed by turning on the check box of "The folder tree is displayed" by the system requirements setting. The folder tree is displayed in the Drawer and the unit of Sub-Drawer.

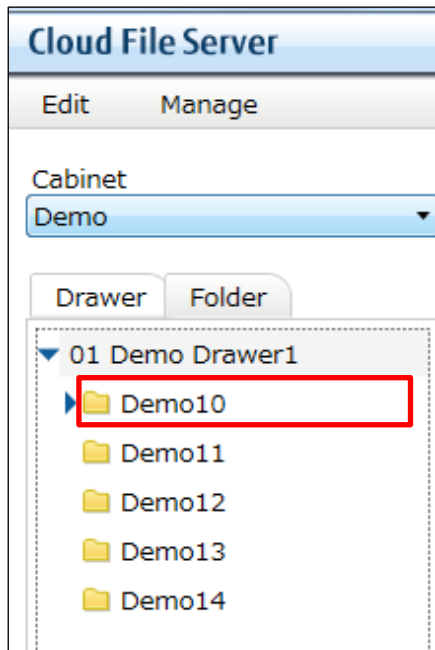
- (1) When the check box of "folder tree is displayed" is turned on, Drawer-tab and Folder-tab are displayed in the Drawer display selection area. The list of the Drawer and Sub-Drawer is displayed in Drawer-tab. Please select Drawer or Sub-Drawer.



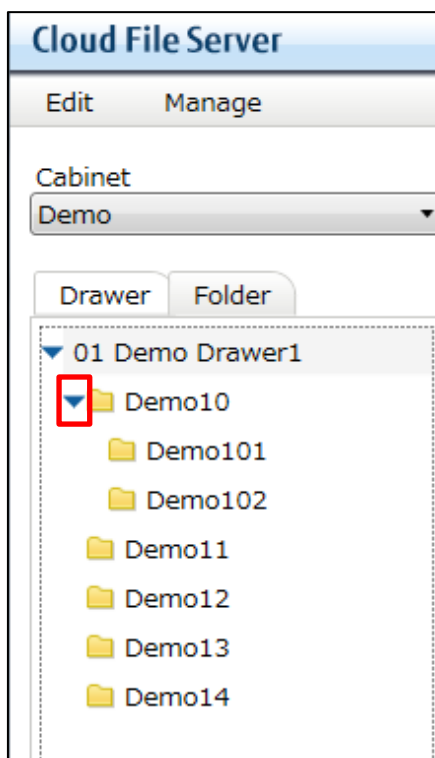
- (2) Folder-tab is displayed, please clicked folder-tab.



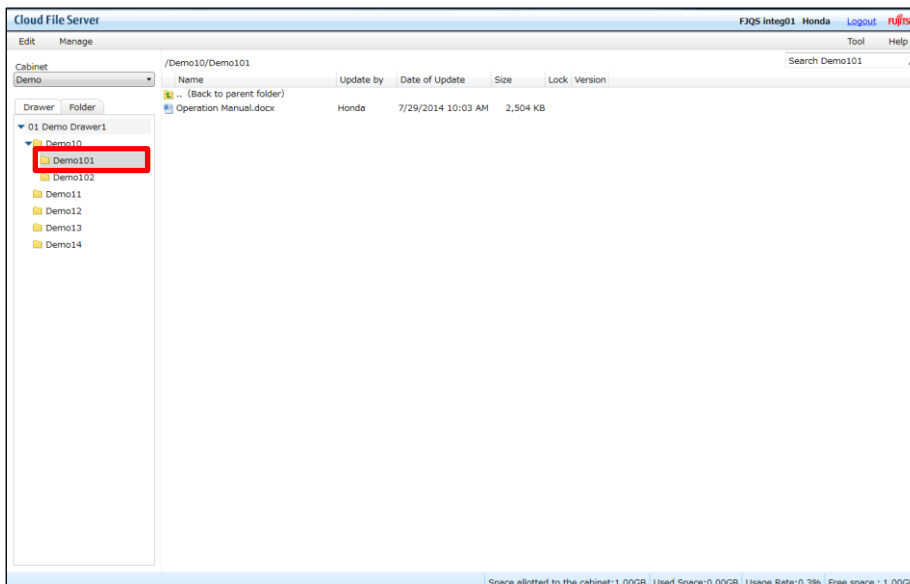
- (3) Folder that the subordinate of Drawer concerned has is displayed. Drawer or Sub-Drawer that has been selected now is displayed in most significant.



- (4) "▶" displayed on left side of the folder shows that the subordinate has the folder. When "▶" is clicked, subordinate's layered structure is displayed.



- (5) When the folder is clicked, the subordinate's file or the list of the folder is displayed in the file and the folder display selection area.



Moreover, context menu can be displayed by mouse's right-clicking, and folder is made, folder is deleted, and name of folder change.

30. Browse Manual

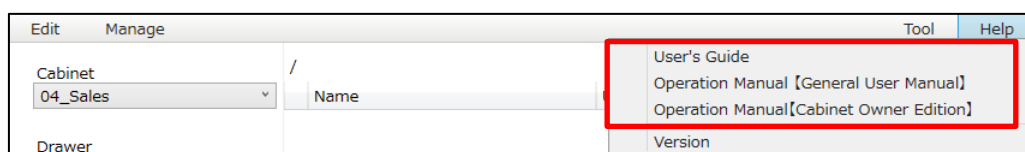
In this chapter, you learn how to browse the Operation Manual.

- (1) Click [Help] in the Operation Menu.

Click [User's Guide] to browse "[Cloud File Server User's Guide](#)".

Click [Operation Manual [General User Edition]] to browse "Cloud File Server Operation Manual [General User Edition]" (this Manual).

Click [Operation Manual [Cabinet Owner Edition]] to browse "[Cloud File Server Operation Manual \[Cabinet Owner Edition\]](#)".



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

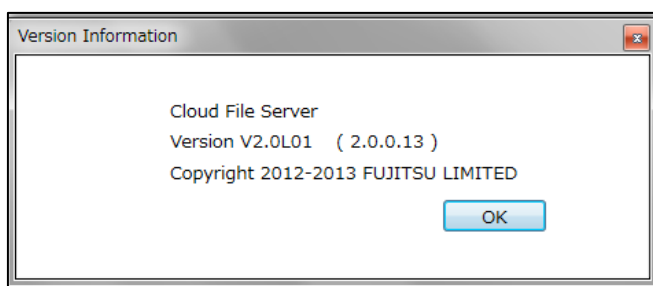
31. View Information on User Portal Version

In this chapter, you learn how to view information on the version of the User Portal.

- (1) Click [Help] in the Operation Menu, and then click [About Version].



- (2) Information on the current version will be displayed.



32. Copy URL of Selected Folder or File

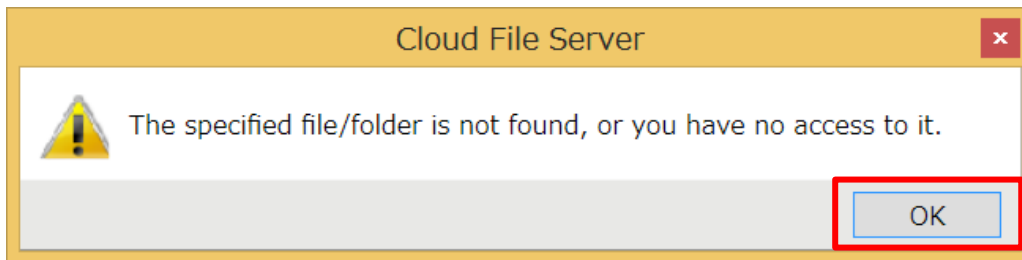
In this chapter, you learn how to publish the URL of a folder or file. The published URL is copied to the clipboard (Copy URL). You can open the folder or the read-only file by clicking the published URL.

URL publishing is available on Browser Edition, Desktop Edition, and Tablet Edition of Cloud File Server. When opening files with the URLs, use Browser Edition or Tablet Edition as described below.

Usage Pattern		Copy URL	Open Folder/File from URL
Basic service	Web application (Browser Edition)	Available	Available
	Desktop application	Available	n/a
Option service	Tablet Edition	Available	Available
	Network Drive Edition	n/a	n/a

<Caution!>

- Opening a folder or a file from the copied URL requires a login to Cloud File Server with your user ID/password.
- If you have no permission to access the folder or the file, or the folder or the file does not exist, you will see the message: "The specified file/folder is not found, or you have no access to it".

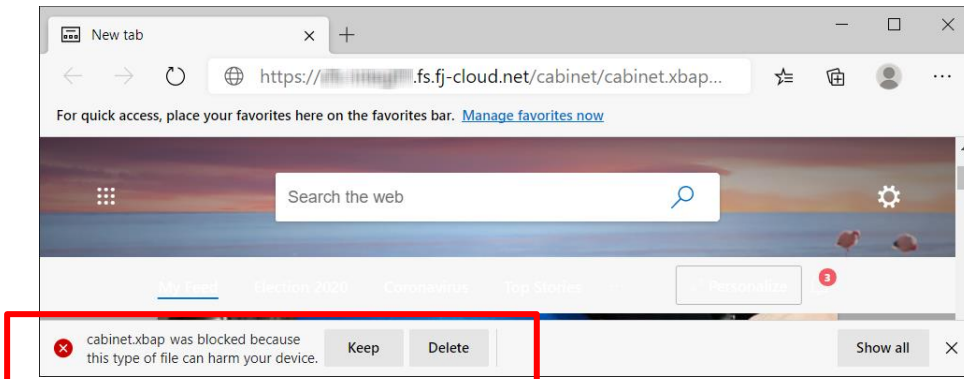


If the error is displayed, contact the publisher of the URL and ensure that the access has been granted to the user opening the URL. Also check that the file/folder is stored in the specified location, which means that the file/folder has not been moved or deleted since the URL was published.

- With Browser Edition, the specified files are opened as read-only. With Tablet Edition, those files are downloaded.
- The URL for Web application is only for Internet Explorer. Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari are not supported. When a warning message on "cabinet.xbap"

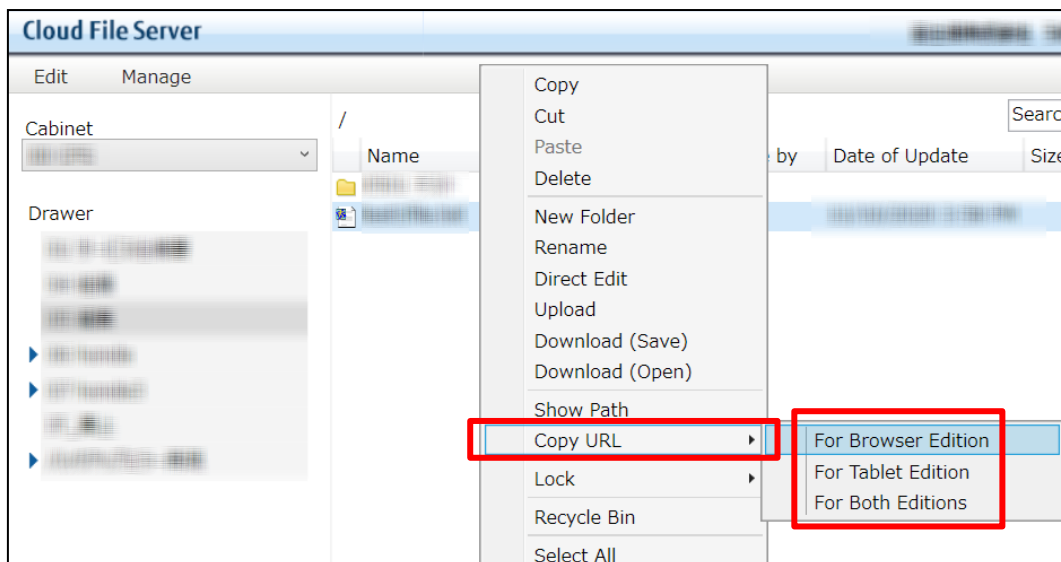
is displayed in your browser, stop downloading and access the URL with Internet Explorer.

Sample warning message (Micosrosoft Edge)



(1) Copy the URL.

Select a folder or file and click [Edit] in the Operation menu, and then click [Copy URL]. You can access [Copy URL] from the context menu by right-clicking on the folder or file. From the submenu, choose [For Browser Edition], [For Tablet Edition], or [For Both Editions].



(2) The URL is copied to the clipboard.

Depending on the type of URL which you chosen, the text strings shown in the following table will be copied to the clipboard. You can paste the URL to other locations such as an email.

Usage Pattern	Folder/File	URL Example (Copied Text String) Note: A customer's contract domain name comes into "***".
Browser Edition	Folder	https://***.fs.fj-cloud.net/cabinet/cabinet.xbap? {Random text string}
	File	https://***.fs.fj-cloud.net/cabinet/cabinet.xbap? {Random text string}={File name}
Tablet Edition	Folder	https://***.fs.fj-cloud.net/mobile/Main/SharedLink? {Random text string}
	File	https://***.fs.fj-cloud.net/mobile/Main/SharedLink? {Random text string}={File name}
Both Editions	Folder	<For Browser Edition> https://***.fs.fj-cloud.net/cabinet/cabinet.xbap? {Random text string} <For Tablet Edition> https://***.fs.fj-cloud.net/mobile/Main/SharedLink? {Random text strings}
	File	<For Browser Edition> https://***.fs.fj-cloud.net/cabinet/cabinet.xbap? {Random text strings}={File name} <For Tablet Edition> https://***.fs.fj-cloud.net/mobile/Main/SharedLink? {Random text string}={File name}

(3) Open the file or folder from the URL.

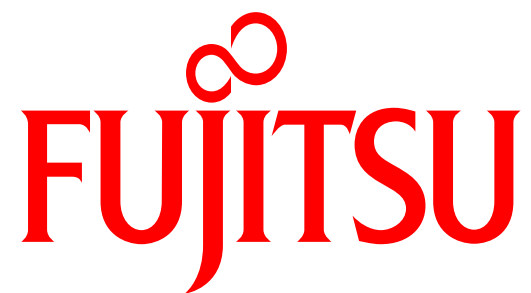
•For Browser Edition

When you click the URL while logged in Cloud File Server, the appropriate folder opens in a new window. In the case of a file, it opens as read-only. If you have not logged in, the Login screen will appear by clicking the URL, so enter your user ID/password to log in.

•For Tablet Edition

When you click the URL while logged in Cloud File Server, a new tab window opens in your browser and the appropriate folder opens. In the case of a file, the file is downloaded. If you have not logged in, the Login screen will appear by clicking the URL, so enter your user ID/password to log in.

Usage Pattern	URL	Action
Browser Edition	Folder	(After Login) The appropriate folder opens.
	File	(After Login) The appropriate file opens as read-only.
Tablet Edition	Folder	(After Login) The appropriate folder opens.
	File	(After Login) The appropriate file is downloaded.



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