

BizStorage FileTransfer Entry Type

Web Browser Type Users Manual

2013.06.01

- 1. Login**
- 2. Sending Container**
- 3. Receiving Container**
- 4. Confirmation of Received Status by sender**
- 5. Application Consideration**
- 6. Environmental Conditions**

[For users]

- Duplication or modification of this manual is strictly prohibited.
- We do not permit the use of this manual or client software for purposes other than those originally intended.

1. Login

1. Access the URL

Open your browser window, and then access the site below.

<https://sss02-web.vpack.biz/APS>

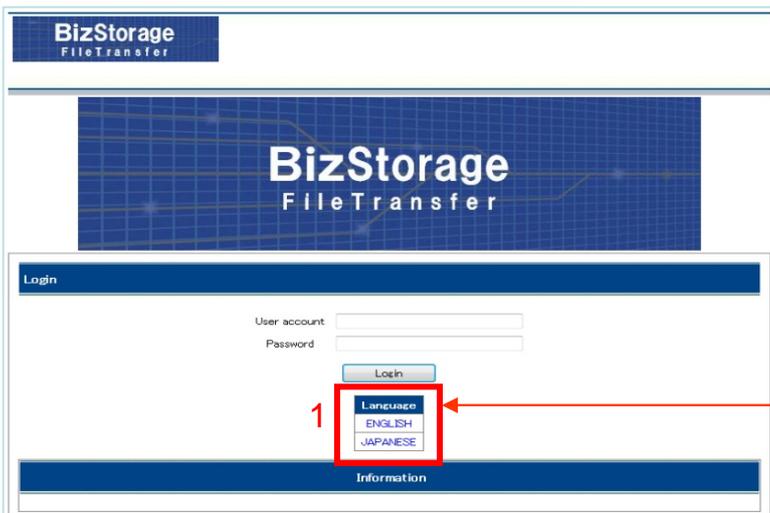
Attention
- URL is case-sensitive.

Attention

*As used herein, the following term "BST-FT" shall have the following meanings "BizStorage FileTransfer" for this document.

1. When you connect to the internet through proxy server, proxy server may not allow to connect to a web site that is running SSL (HTTPS : Port 443). If you fail to connect to the web site above due the proxy configuration, please consult your company's network administrator.
2. Please inquire network administrator if the site above is allowed to connect in your company's network configuration.
3. If you fail to login, please refer to "6. Environmental Conditions".

2. Login



1. Click **English**.

(Screen after clicking **English**)



2. Enter your user account and password. And then click **Login**.
* Please ask your system administrator or related parties about your user address and password

3. If there is some notice (Ex. Maintenance), the information is to be posted here.

3. Change password

User account bstfuser01@bstff-group

Received Containers Sent Containers Send Password change Support Information Logout

Password change

User account bstfuser01@bstff-group

Current password *

New password * 1

New Password (Confirmation) *

2 Change

Please change your initial password when you access BizStorage FileTransfer for the first time for the security reason.

1. Type your current password in **Current password** box. And type your new password in **New password** box (Twice).
2. Click **Change**.

 **Attention**

English one byte letters are only available. The total length of password has to be no less than 8 letters. And the combination of alphabet and numeral is required. Passwords are case-sensitive.

2. Sending Container

1. Compose new container to send

Click the **Send** tab.



Click the **Send** tab.

2. Send Container (1/2)

A screenshot of the 'Send Container(1/2)' form. The form is titled 'Send Container(1/2)' and has a light blue header. Below the header are several tabs: 'Received Containers', 'Sent Containers', 'Send', 'Password change', 'Support Information', and 'Logout'. The form contains the following fields and elements:

- Subject ***: A text input field containing 'test message', labeled with a red '1'.
- To ***: A dropdown menu with 'TO' selected, followed by a text input field and an 'Add' button. It is labeled with a red '2'. Below this field is the text 'Click "Add" button to set up address.'
- Message**: A large text area containing 'test message', labeled with a red '3'.
- Encryption sending**: A checkbox labeled 'To do file encryption' which is checked, labeled with a red '4'.
- Next** and **Reset** buttons: Located at the bottom right, with the 'Next' button labeled with a red '5'.

1. Enter subject.
2. Enter recipients address, and click **Add** to set it.
(For multiple addresses, repeat this process)



Attention

Please be sure to click Add, after entering recipients address.
If not, error will occur when you click Next.

3. Type message.
4. If it is turned on, the container you sent will be encrypted when it is stored on server.
5. Click **Next**.

3. Send Container (2/2)



If system administrator registered "User Name" and "Occupation" on the way to create user account, those will be automatically displayed at the end of user account of BST-FT. Other screens, also.

* Display rule
BST-FT user account (User Name / Occupation)



- The total number of files you can attach at once is up to 20. If you want to select files more than 6, select the number of attach files in **Number of files**. Then the field to select files will be added.
- The total number of file size you can send at once is up to 2GB.



Attention
Folder is not selectable

1. Message you typed in previous screen is transcribed.
2. Click **Browse**, and then select the file to attach.
3. Click **Send**.



Attention
If you click **Back**, and go back to the previous screen, the setting of attached file will be reset.

(Screenshot after clicking Browse)

Select the file to attach.

4. Check the message

When you get an message that saying "**Container upload completed**", sending container is successfully completed.

*You can confirm the sending / receiving status by yourself. For details, please refer to P9.

3. Receiving Container

1. Receive E-mail notice for container arrivals

The e-mail below will be sent to your registered e-mail address, when upcoming container arrives at server.



From : BST-FT user account of sender
 (User Name / Occupation)
 Sent : Sent date and time
 Subject : Title
 Size : Container size
 Time-Limit : Time limit for download

Attention

- For receiving the e-mail notice above, this function has to be turned on and preferred e-mail address has to be registered by system administrator in advance.
- Regarding registered e-mail address, ask system administrator in your company.

Remarks

If system administrator registered "User Name" and "Occupation" on the way to create user account, those will be automatically displayed at the end of user account of BST-FT.

* Display rule
 BST-FT user account (User Name / Occupation)

2. Confirm Received Container

Access BST-FT (For details, please refer to P1), and then click the **Received Containers** tab.



Click the **Received Containers** tab.

3. Select the received container to refer

User account bsttfuser11@bsttf-group

Received Containers Sent Containers Send Password change Support Information Logout

List of received containers Update

Total 20 : 1 - 20 cases 1 Refine in received status: All

	Subject	Sender	Received status	Sent Date	Size [KB]
	test message 1	bsttfuser01@bsttf-group (Jonathan Joestar / Planning Department)	Confirmed	2012/03/27 16:20:43	1
	test message	bsttfuser01@bsttf-group (Jonathan Joestar / Planning Department)	Confirmed	2012/03/27 15:54:32	1

Click the subject of received container to be referred.

* When the received container you want to refer to is not listed, click **Update** to connect to server. If there is any new coming container on server, it will be displayed after clicking this button.



Remarks

The number of containers which can be displayed on the screen at once is up to 20. Please click the number of page to see further.
(This policy applies to the **List of sent containers** as well)

User account bsttfuser11@bsttf-group

Received Containers Sent Containers Send Password change Support Information Logout

List of received containers Update

Total 23 : 1 - 20 cases 1 2 > Refine in received status: All

	Subject	Sender	Received status	Sent Date	Size [KB]
	test message	bsttfuser01@bsttf-group (Jonathan Joestar / Planning Department)	Confirmed	2012/03/27 16:20:43	1
	test message	bsttfuser01@bsttf-group (Jonathan Joestar / Planning Department)	Confirmed	2012/03/27 15:54:32	1

4. Refer to the received container in detail

User account bsttfuser11@bstff-group

Received Containers Sent Containers Send Password change Support Information Logout

Receive

Subject: test message

Container ID: 3652d124b439ee4e63ca987b30fb

Sender: bsttfuser01@bstff-group (Jonathan Joestar / Planning Department)

Reply To: -

To	Recipient	Sent Status	Received Status	
TO bsttfuser11@bstff-group (Maria Schneider / Planning Department)		Sending completion between servers	Confirmed	Status history

Guest Address: -

Destination of password mail: -

Reply by guest user: -

Reply To address by guest user: -

Sent Date: 2012/03/27 15:21:43 +0900

Storage period: Remaining 14 Day

Size [Byte]: 646

Message: test message

Attached file list	File name	Download
1	bsttfuser01@bstff-group20120327152143.zip	Not Yet

File detail: New Text Document.txt

* Up to 20 files are listed as "File detail".

2 Reply to sender Reply to all Back 3



Remarks

The number of times you can download files within storage period is unlimited.



Attention

For decompressing the downloaded files, software for decompressing zipped files is required.



Attention

Once storage term (15days) is over, you cannot download files. Be sure to receive by then.

1. Click the file name, then new window for download file will pop up. Select the destination for downloaded.

* All attached files are compressed in one zip file. Please decompress the zipped file after you download.

* Once you download the file, the status in **Download** will be changed from **Not yet** to **Done**.

2. For replying, click **Reply to sender** or **Reply to all**.

3. Click **Back** to go back to the list of received containers.

5. Refer to the received (sent) records in detail

User account: bsttfuser11@bsttf-group

Received Containers | Sent Containers | Send | Password change | Support Information | Logout

Receive

Subject: test message
 Container ID: 3652d124b439ee4e63ca987b301b
 Sender: bsttfuser01@bsttf-group (Jonathan Joestar / Planning Department)
 Reply To: -

To	Recipient	Sent Status	Received Status	Status history
TO	bsttfuser11@bsttf-group (Maria Schneider / Planning Department)	Sending completion between servers	Confirmed	Status history

Guest Address: -
 Destination of password mail: -
 Reply by guest user: -
 Reply_To address by guest user: -
 Sent Date: 2012/03/27 15:21:43 +0900
 Storage period: Remaining 14 Day
 Size [Byte]: 646
 Message: test message

Attached file list

File name	Download
bsttfuser01@bsttf-group20120327152143.zip	Not yet

File detail: New Text Document.txt

* Up to 20 files are listed as "File detail".

Reply to sender | Reply to all | Back

If you click **Status history**, you can refer to the received / sent records in detail

(Screenshot after clicking **Status history**)

User account: bsttfuser11@bsttf-group

Received Containers | Sent Containers | Send | Password change | Support Information | Logout

Status history

Subject: test
 Container ID: 3ee96133dafcf321ba0d12887e3f
 Sender: bsttfuser01@bsttf-group (Jonathan Joestar / Planning Department)

Sent history	Date	Sent status
	2013/05/28 13:26:51 +0900	Send start
	2013/05/28 13:26:52 +0900	Sending completion between servers
	2013/05/28 13:26:52 +0900	Sending completion

To: bsttfuser11@bsttf-group (Maria Schneider / Planning Department)

Received history	Date	Received status
	2013/05/28 13:27:23 +0900	Confirmed

Back

 **Remarks** You can also refer to the sent / received records when you click **Status history** in sent container.

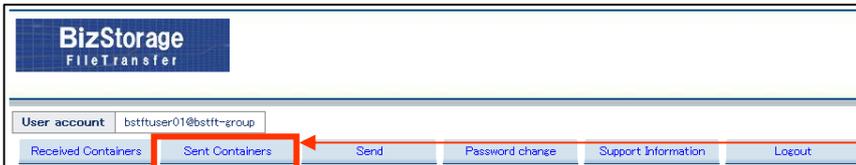
Click **Back** to go back to the list of received containers.

4. Confirmation of Received Status by sender

1. Confirm Received Status

Sender can confirm the received status by oneself.

Access BST-FT (For details, please refer to P1), and then click the **Sent Containers** tab.



Click the **Sent Containers** tab.

2. Select the sent container to refer

The screenshot shows the 'List of sent containers' page. At the top, there is a navigation bar with tabs: 'Received Containers', 'Sent Containers', 'Send', 'Password change', 'Support Information', and 'Logout'. The 'Sent Containers' tab is selected. Below the navigation bar, there is a 'User account' field with the email address 'bstftuser01@bstft-group'. The main content area is titled 'List of sent containers' and contains a table with one entry. The table has columns for 'Subject', 'Receiver', 'Sent status', 'Received status', 'Sent Date', and 'Size [KB]'. The entry has a subject of 'test message', a receiver of 'bstftuser11@bstft-group (Maria Schneider / Planning Department)', a sent status of 'Sending completion between servers', and a received status of 'Download Success'. The 'Received status' cell is highlighted with a red box and a red '1'. The 'Subject' cell is also highlighted with a red box and a red '2'. To the right of the table, there is an 'Update' button highlighted with a red box. Below the table, there is a 'Cancel selected containers' button. The text 'Total 1 : 1 - 1 cases 1' is displayed above the table, and 'Refine in sent status: All' is shown as a dropdown menu.

Subject	Receiver	Sent status	Received status	Sent Date	Size [KB]
test message	bstftuser11@bstft-group (Maria Schneider / Planning Department)	Sending completion between servers	Download Success	2012/03/27 15:11:25	1

1. Once receiver downloads the files successfully, **Received status** will be changed to **Download Success**.

* For updating the received status, click **Update**.

2. If you want to refer to the received records in details, click the subject of sent container to be referred.

5. Application Consideration

1. Application consideration

- If dual login is detected (Ex. When you re-login with the same user name and password on new browser window although you have already logged in, server regards it as dual login), the former login will be forced to log off.
- When 2 hours without no operation has passed since you logged in, you will be automatically logged off. (As session error occurs, you cannot operate.) Please re-login.
- Please do not click **Back** or **Forward** in your browser. It may cause session connection error.
- Dual operation by opening new browser window is not available. It may cause session connection error.
- The total number of file size you can send / receive at once is up to 2GB.
- For using BST-FT, it is mandatory to enable Pop up window, Downloads dialog box and Java Scripting in your browser setting. For details, please refer to P12-14.
- The storage term you can refer to received / sent containers (also download files) is 15 days from sent date. Once it is over, you can no longer refer to. (Neither download)
This term is the same as the storage period of received / sent containers on server. Once it is over, it will be automatically deleted.
- When you access the site, you may get an warning message in some case. But please carry on.

6. Environmental Conditions

1. Software Requirements

	Windows	MacOS
OS	Windows 7 Windows Vista SP2 Windows XP Professional SP3 Windows XP Home SP3 Windows 2000 Professional SP4 (*1)	MacOS X 10.4 MacOS X 10.5 MacOS X 10.6
Browser *2	Internet Explorer9.0 (+Vista, 7) Internet Explorer8.0 (+Windows7) Internet Explorer7.0 (+Vista, XP) Internet Explorer6.0 SP3 (+XP) Firefox3.5	Safari4.0.3
Other conditions	CPU : Pentium3 1GHz and over (+2000, XP) : Pentium4 and over (+vista, 7) Memory : 256MB and over (+2000, XP) : 1GB and over (+vista, 7)	CPU : PowerPC G4 1.42GHz and over (+10.4, 10.5) : Intel Core2Duo and over (+10.5, 10.6) Memory : 256MB and over

*1 Microsoft no longer supports Windows 2000. In case it is suspected that the problem is caused by OS, we may not support.

*2 Regarding Internet Explorer, we support the combination of browser and OS that is specified in "()". For other combinations, please inquire us.

2. Browser Settings

If you fail to login, please check the browser settings as below.

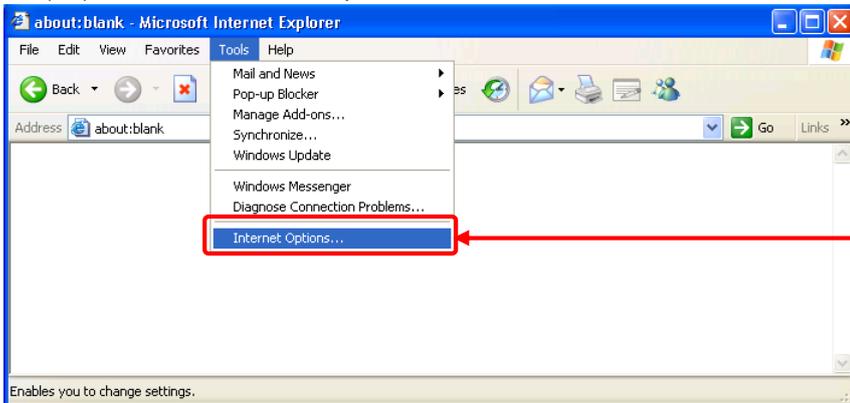
Attention

Please be sure to enable the settings below.

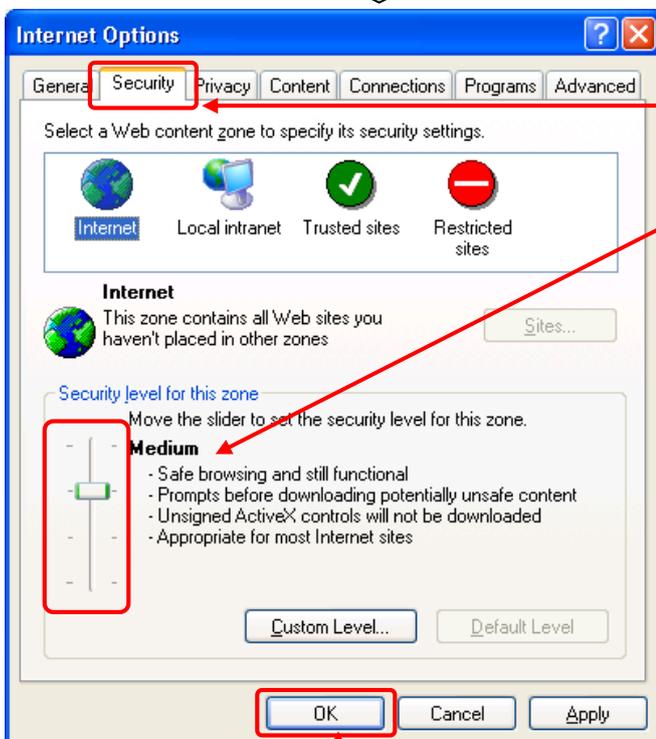
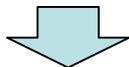
1. Java Scripting
2. Pop up window
3. Downloads dialog box (Internet Explorer 6.0 only)

2.1 Enable Java Scripting

(Ex) Windows Internet Explorer



1. On the **Tools** menu, click **Internet Options**.

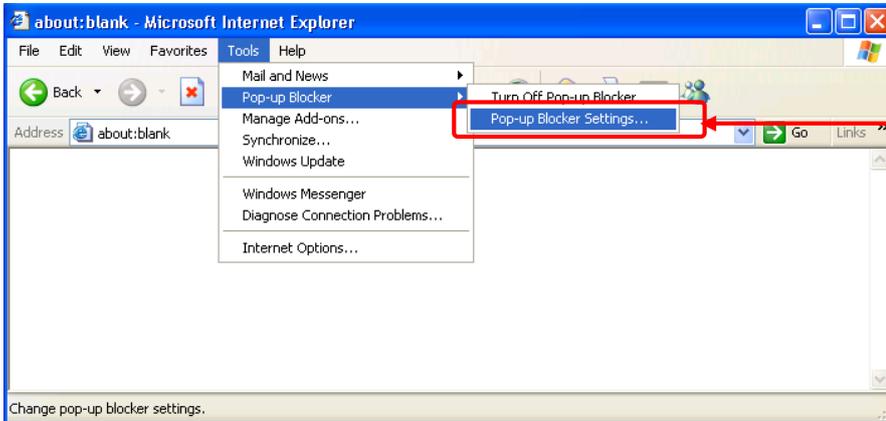


2. Click the **Security** tab, and then click **Medium** zone.

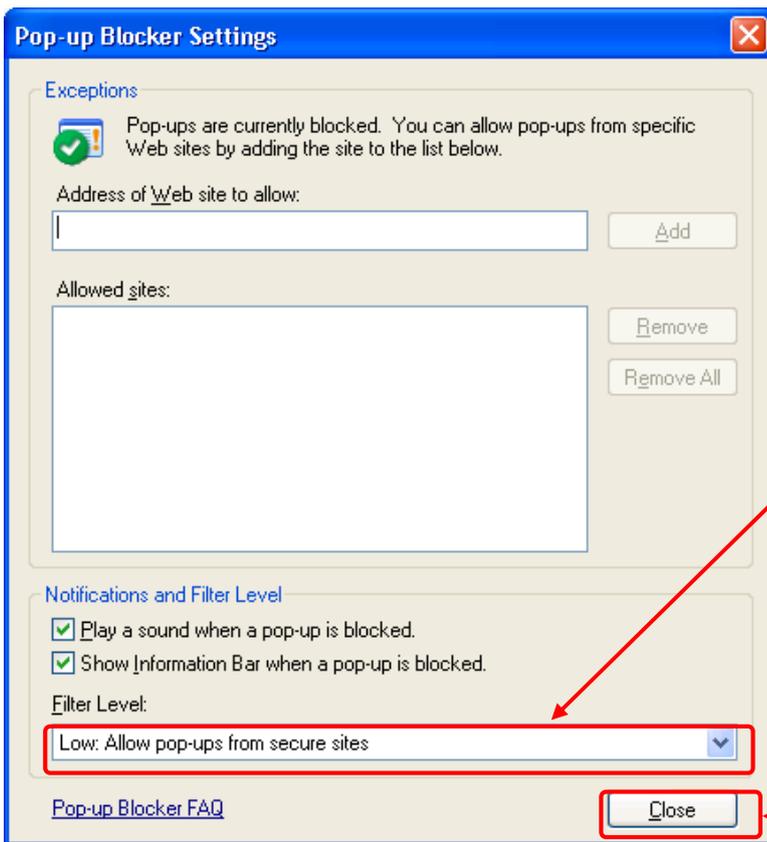
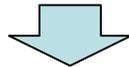
3. Click **OK**.

3.2 Allow pop up window

(Ex) Windows Internet Explorer



1. On the **Tools** menu, point to **Pop-up Blocker**, and then click **Pop-up Blocker Settings**.

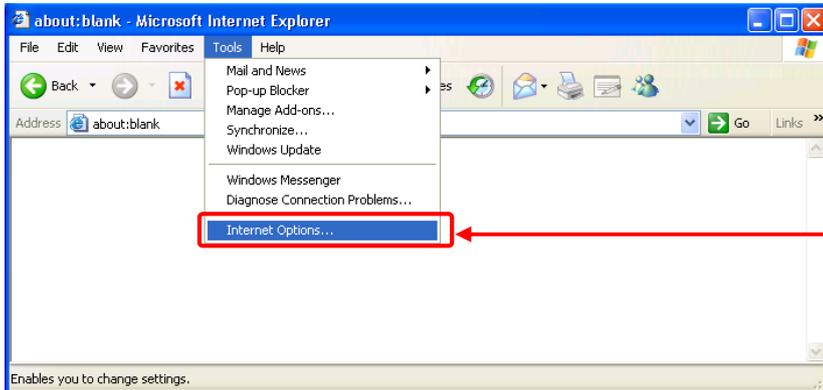


2. In the **Filter Level** list, select **Low: Allow pop-ups from secure sites**
* When you select **Medium** and over, type the address of the Web site in the **Address of Web site to allow** box.

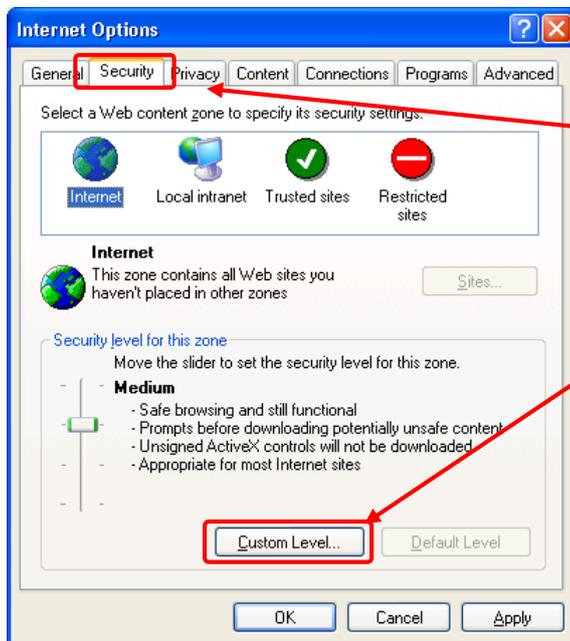
3. Click **Close**.

3.3 Enable downloads dialog box

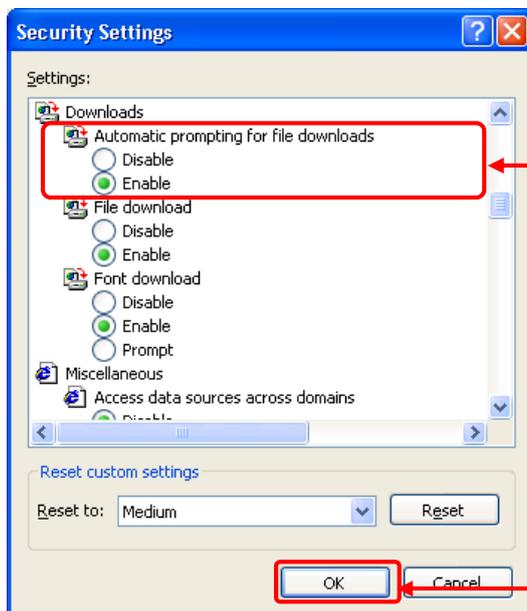
(例) Windows IEの場合



1. On the **Tools** menu, click **Internet Options**.



2. Click the **Security** tab, and then click **Custom Level**.



3. In the **Security Settings – Downloads** dialog box, click **Enable** for **Automatic prompting for file downloads**.

3. Click **OK**.

BizStorage FileTransfer Large File Transfer Type
Web Browser Type Users Manual

Publisher : NTT Communications
Date of issue : June 1, 2013

- To duplicate all or part of this manual without permission from NTT Communications is strictly prohibited.
- Information in this manual is subject to change without notice.
- All proper names such as product names are registered trademarks of their respective companies.