



cryptshare[®] cryptshare User Manual

Manual for using the cryptshare application for secure file transfer.

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1. Introduction

Using BEFINE cryptshare you can exchange files simply with business partners - without support by IT department and anyway secure. BEFINE cryptshare therefore provides a simple solution in terms of a specialised web application that is optimised exactly for this functional specification.

The following instruction shows how to provide or retrieve files via BEFINE cryptshare. Each essential step is explained and shown as screenshot.

2. Landing Page

When you open cryptshare, you can choose one of two options:

- a) you can provide a file for a recipient inside or outside of your company or
- b) you can retrieve a file that somebody has provided for you.



3. Providing Files

(1) Enter sender's data

cryptshare will ask you to enter the sender's data. This data is required to inform the recipient accordingly and to enable him to call back the sender and ask for the password.

The data can be saved for 30 days as a cookie, so it does not have to be entered again with every file transfer. When cryptshare is being used again, the remaining time period is automatically reset to the specified number of days again.



(2) E-mail verification

If the sender has not used cryptshare from his browser before, the system requires a verification of his e-mail address to make sure it is authentic. In order to accomplish verification, the sender receives a verification code via e-mail sent by the cryptshare server.



(3) Verification process

Accomplishment of sender verification

The sender can copy the verification code out of the e-mail and paste it into the entry field in cryptshare. The successful verification will be saved as a cookie.



(4) Entering Recipient Data

In the following dialogue, cryptshare asks for the recipient data.

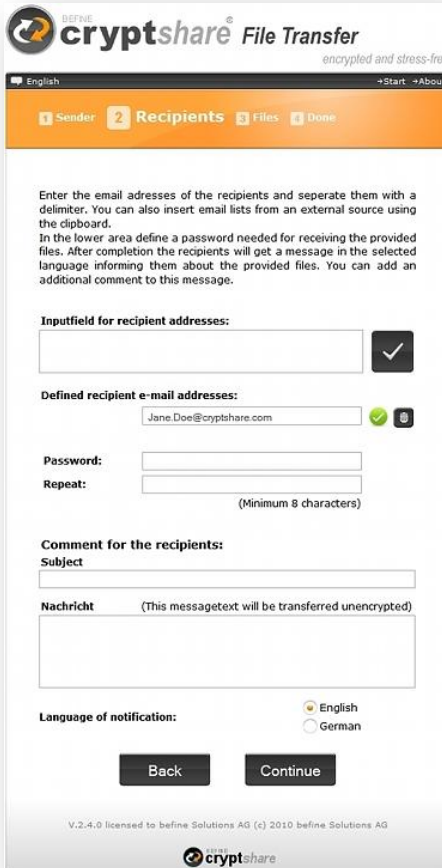
This data will be used to send an automatic information mail to the recipient containing a link to the provided file.

The mail will also contain the sender's phone number, so that the recipient can contact the sender in order to ask for the password or for further inquiries.

Enter a password of your choice. Please note the minimum password length set by the administrator.

You can add a comment for the recipients that will be part of the automatic e-mail notification.

It is not recommended to type the password into the comment field for security reasons.



The screenshot shows the 'Recipients' step of the CryptShare File Transfer process. The interface includes a progress bar with steps: 1 Sender, 2 Recipients (active), 3 Files, and 4 Done. The main content area contains instructions: 'Enter the email addresses of the recipients and separate them with a delimiter. You can also insert email lists from an external source using the clipboard. In the lower area define a password needed for receiving the provided files. After completion the recipients will get a message in the selected language informing them about the provided files. You can add an additional comment to this message.' Below the instructions are several input fields: 'Inputfield for recipient addresses' with a checkmark icon, 'Defined recipient e-mail addresses' with a text box containing 'Jane.Doe@cryptshare.com' and a green checkmark icon, 'Password:' and 'Repeat:' fields with a note '(Minimum 8 characters)', and a 'Comment for the recipients:' section with a 'Subject' field and a 'Nachricht' (Message) field with a note '(This messagetext will be transferred unencrypted)'. At the bottom, there are radio buttons for 'Language of notification' (English selected, German unselected) and two buttons: 'Back' and 'Continue'. The footer shows 'V.2.4.0 licensed to befine Solutions AG (c) 2010 befine Solutions AG' and the cryptshare logo.

(5) Select a File

Choose the file(s) that you would like to transfer.

cryptshare will initiate the encrypted transfer and storage on the server.



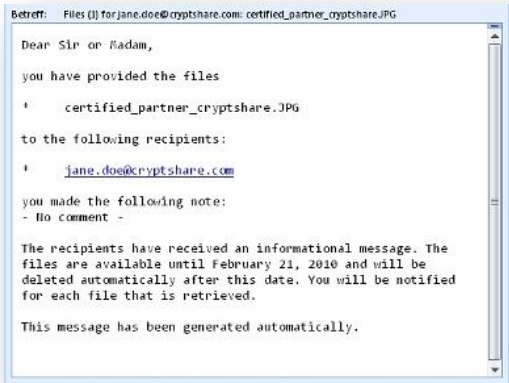

The screenshot shows the 'Files' step of the CryptShare File Transfer process. The progress bar now shows: 1 Sender, 2 Recipients, 3 Files (active), and 4 Done. The main content area contains instructions: 'Select the files you want to provide. Please note that the maximum transfer volume (sum of file sizes) is 2GB.' Below the instructions, there is a 'File:' field with a text box containing 'befine_CryptShare_datashet_e...' and buttons for 'Browse...' and '+ Add file...'. There are three checkboxes: 'Expose filenames in notification mails' (checked), 'Inform me as soon as a file has been retrieved' (checked), and 'Discard cryptshare cookies after upload' (unchecked). At the bottom, there are two buttons: 'Back' and 'Done!'. The footer shows 'V.2.4.0 licensed to' and '(c) 2010 befine Solutions AG' and the cryptshare logo.

(6) Done

When the file has been uploaded successfully to the cryptshare server, the recipient will automatically be notified that a file has been provided for him.

The information contains a link that the recipient can use to retrieve the file.



<h3>4. Retrieving files</h3>	
<p>(1) E-mail notification</p> <p>As soon as someone provides files via cryptshare an automatically generated e-mail will inform the recipient.</p> <p>In order to get the password please contact the sender via phone.</p>	
<p>(2) Enter password</p> <p>By clicking on the link in the information message, the recipient will get to the cryptshare server.</p> <p>There he will be asked for the correct password. The file ID will automatically be taken over from the information message.</p>	

(3) Download file

The provided file is being displayed. The download can be initiated by clicking on the file name.

The file transfer is now complete.



(4) E-mail notification

The sender receives an automatically generated notification mail when the recipient has downloaded the provided file.

