

# LASER Biscom: A Secure File Transfer guide

This guide is to help staff working on the Yorkshire Cancer Research Bowel Cancer Improvement Programme (YCRBCIP) transfer files to and from the University of Leeds secure IT platform, called LASER. Files can be transferred to and from LASER using our Secure File Transfer service, called LASER Biscom.

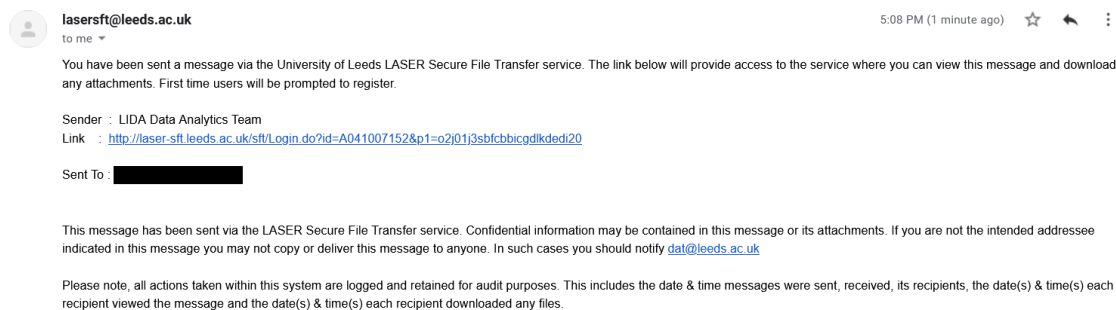
If you need any help using Biscom, you can email the LIDA Data Analytics Team (DAT) for support at [dat@leeds.ac.uk](mailto:dat@leeds.ac.uk).

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## Sending files

Please do not email files directly to project team or LASER staff.

- If you're accessing LASER Biscom for the first time:
  - You should get an email from [lasersft@leeds.ac.uk](mailto:lasersft@leeds.ac.uk):



- Click the link in this email and you'll be taken to Biscom's registration page:

**BISCOM**

To view your delivery, you must be a registered user. Please enter your information for registration, your email address will be your sign in username

For LDAP or Active Directory users, click here to sign in using your network username and password.

Email address\*

Confirm email address\*

Name  First name  Middle name  Last name

Display as\*

Password\*

Confirm password\*

Terms of service

Version: 12 August 2020

These Terms of service govern your use of this service and associated website; by agreeing to the Terms of service you accept them in full. If you disagree with the terms of service you must not use the service and should contact the Data Services Team to arrange alternate methods of transferring data.

Secure file transfer service:

The secure file transfer service (SFT) is provided by the university of Leeds LIDEN to allow the secure exchange of messages and digital files between the university of Leeds and external partners. Files transferred via the system will be retained for 90 days. We maintain an audit trail and log data for all messages sent or received.

Responsibility:

By using this service you acknowledge that you are responsible for your secure file transfer account. Sharing of login account details is expressly forbidden. Whilst all transfers are encrypted you are responsible for storing any files downloaded from the service appropriately and in line with appropriate ethical, information governance and data protection act regulations.

All files transferred via the service must be for work purposes and have the permission from copyright holders where appropriate. Any misuse of this service will result in immediate suspension of access to the service.

Privacy Policy:

As with most other web services, when you access these web pages certain information you provide will automatically be recorded. This will include your IP address, browser type, and information relative to the page you last visited. This.

☐ I accept the terms of service

\* Required fields

[Register](#)

- Fill in the registration form, accept the terms of service and click the Register button
- Now that you're registered, Biscom will ask you to sign in:

**BISCOM Secure File Transfer**

Welcome to the Secure File Transfer service for LASER. Please enter your username and password to sign in.

Username

Password

☒ Remember my username

[Sign in](#)

[Forgot your password?](#)

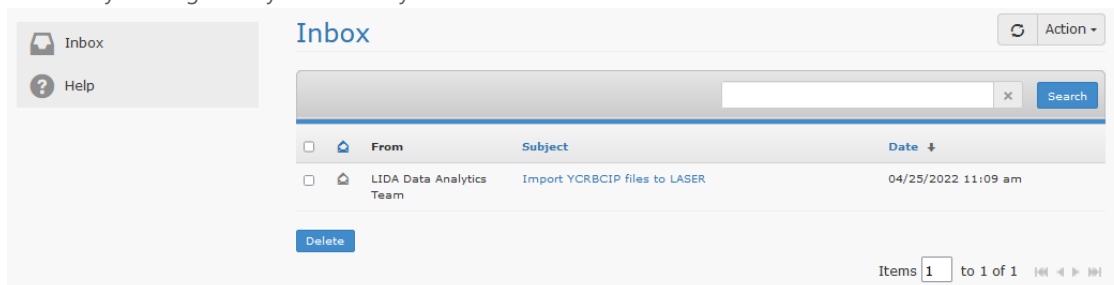
[Terms of Service](#)

**Register**  
If you don't have a username, register [here](#).

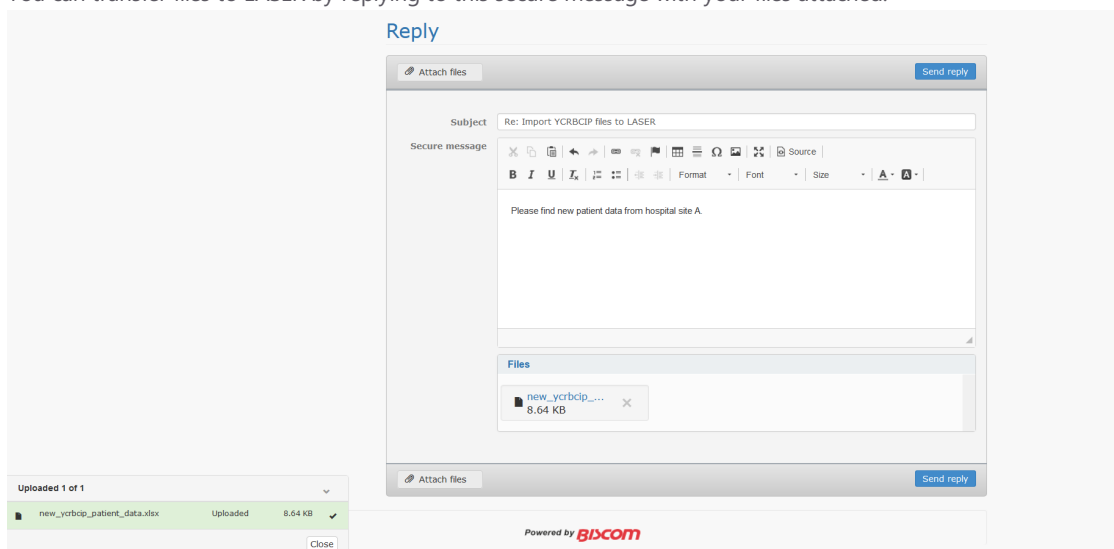
**Learn More**  
Tell me more about Biscom SFT.

- Sign in using the email address and password you created when you registered

- 2 If you've already registered with LASER Biscom:
  - a Sign into Biscom by opening a web browser and going to <https://laser-sft.leeds.ac.uk/sft>
  - b Or you can find the original email you received from lasersft@leeds.ac.uk and click the link in the email
  - c Sign in using the email address and password for your Biscom account
- 3 Tip: To make it easier to sign in, you may want to bookmark <https://laser-sft.leeds.ac.uk/sft> in your web browser so that next time you need to sign in you only have to click your bookmark for Biscom
- 4 Now that you're signed in you can view your Biscom inbox:



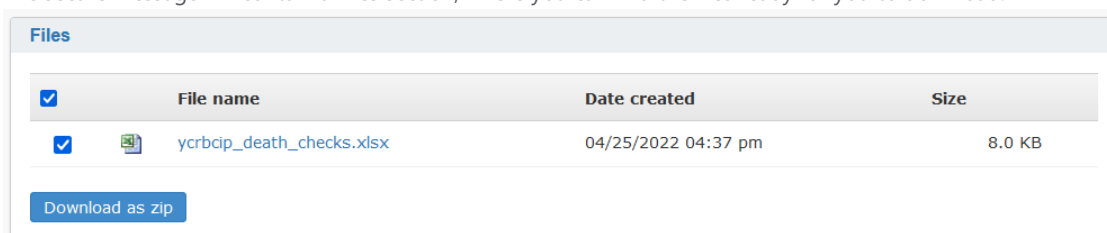
- 5 Your Biscom inbox should include a secure message from the LIDA Data Analytics Team (DAT) with a subject title similar to "Import YCRBCIP files to LASER"
- 6 Open this secure message and scroll down to find the Reply section
- 7 You can transfer files to LASER by replying to this secure message with your files attached:



- 8 Attach the files you need to send and write a brief message describing what the files contain
- 9 The file upload progress can be seen in the bottom left of the screen
- 10 Anything written into the secure message box will only be visible from within Biscom
- 11 Once your files have uploaded, click the "Send reply" button to transfer the files to LASER

## Receiving files

- 1 The YCRBCIP project team may email you to let you know to expect files from LASER
- 2 The LIDA Data Analytics Team (DAT) will send you files using LASER Biscom
- 3 When DAT send you files, you will get a notification email from lasersft@leeds.ac.uk
- 4 Click the link in the notification email and log into Biscom to view the secure message containing files for you to download
- 5 Alternatively, you can go to <https://laser-sft.leeds.ac.uk/sft> in a web browser and log into Biscom to reach your Biscom inbox, where you'll find an unread message containing the files
- 6 The secure message will contain a Files section, where you can find the files ready for you to download:



- 7 To download all files, select the checkbox above the file list, like shown in the above example, then click the "Download as zip" button

- 8 A ZIP file containing all the files in the secure message will be downloaded to your computer

## Help

- 1 I can't access LASER Biscom. The web page shows "Request blocked error".
  - a Make sure you use HTTPS not HTTP, i.e. <https://laser-sft.leeds.ac.uk/sft>
  - b Try going to <https://laser-sft.leeds.ac.uk/sft> in a private/incognito browser window. If this works you'll need to clear browsing history to access Biscom in a regular browser window.
- 2 My password isn't working.
  - a Reset your password by going to <https://laser-sft.leeds.ac.uk/sft>
  - b Click the "Forgot your password?" link, below the Sign in button
  - c On the next page, enter your email address and click Submit
  - d If you can't remember your email address, contact [dat@leeds.ac.uk](mailto:dat@leeds.ac.uk)
  - e Once you've provided your email address, you will receive an email address with further instructions