

**USER'S GUIDE**  
**TO**  
**AFIK 1 SYSTEM™ INFORMATION EXCHANGE**

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Documentation version 1.0

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**WELCOME**

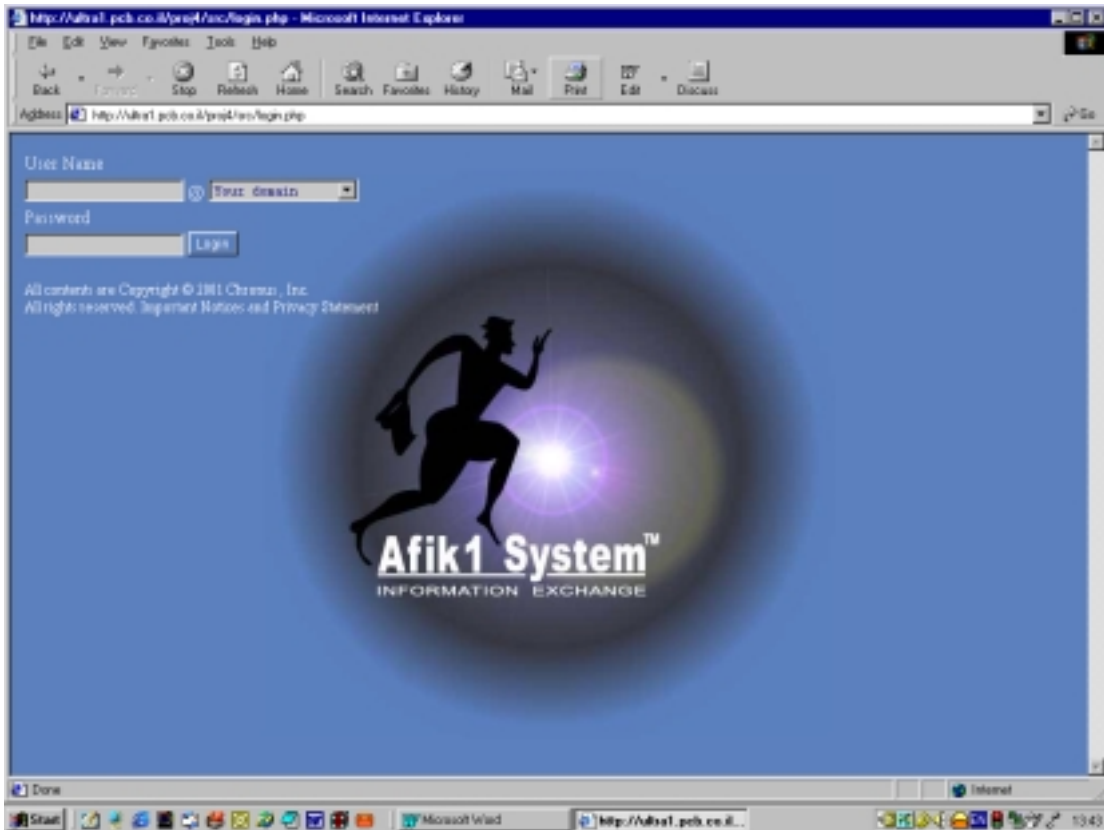
**TO**

**AFIK 1 SYSTEM <sup>TM</sup>INFORMATION EXCHANGE**

Afik 1 System <sup>TM</sup> Information Exchange is a product of Chronus Inc. Company. It provides a wide range of on line communications tools within an easy to use framework of toolbars & icons. Afik 1 System <sup>TM</sup>Information Exchange is a web based program working entirely through HTTP protocols. It is unique by combining the common e-mail exchange functions with easy, fast and secured file transfer capabilities. No other current program in the market offers these secure file transfer capabilities. The available File Transfer Protocol (FTP) enables you to upload & download large quantities of data in an easy & time efficient manner with the highest security. Rather than uploading or downloading files through vulnerable FTP ports you up or download these files through the Afik 1 Server. This solves the common bandwidth bottlenecks, compatibility issues and security breaches. Uploading and downloading files is achieved through a permission access system to the server.

This user's guide describes how to use all available features & elements in Afik 1 System <sup>TM</sup> Information Exchange. In addition, the online Help Section in Afik 1 System <sup>TM</sup> Information Exchange provides you with similar information and instructions as well as an easy reference index. All underlined terms in this user's manual are available in the index.

## 1. LOGIN MENU



Once you have loaded Afik 1 System™ Information Exchange, by double clicking the Afik 1 System™ Information Exchange icon <Insert Afik 1 System™ Information Exchange icon> on your desktop, the login menu will ask you for your User name, Domain and Password.

- **User Name** Choose your own user name or your system administrator will assign you your personal user name. Fill out your user name in the assigned box. Now click the tab button on your keyboard to move to the next stage in the opening screen.
- **@ Your domain** @ Your domain requires you to fill out your domain. Private users can skip this section. The company administrator will assign professional users their domain. Click on the arrow box which will automatic provide you with the available domain names. You can choose your domain by scrolling to the appropriate one & giving an enter. By pressing the tab button on your keyboard you will get to the next stage where you need to fill out your password.

- **Password**

Fill out your personal password in the provided box. You make up your own personal password, which needs to consist of at least 6 characters. Once you type in your password, the actual letters or digits are not revealed but shown by stars. This is to offer you additional privacy & security. Now click on Login <Insert Login button> or just give an enter. You will now enter the Afik 1 System <sup>TM</sup> Information Exchange Main Menu.

If you make a mistake in filling out your User Name or Password, the Afik 1 System <sup>TM</sup> Information Exchange, will give you the following red error message at the top of the page: “ **User not found or invalid password**”. Try again by typing in the correct User Name and Password. Should you have forgotten the correct User Name and/or Password please contact your system administrator or webmaster.

## 2. MAIN MENU



### 2.1 TOOLBAR

The main menu displays a toolbar with commonly used icons & buttons at the top of the page. These will give you access to any of the available functions & features in Afik 1 System <sup>TM</sup>Information Exchange through clicking on them. The following functions (menus) are available:

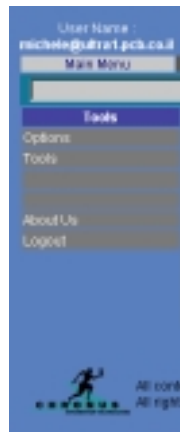
- Main Menu
- Inbox
- New Message
- Address Book
- FTP/My files
- FTP/Friend's files
- Logout

Anytime you choose a function on the toolbar, a grey dotted line is revealed around the word to show you that you have chosen that particular function. Once you enter the particular menu, the button on the toolbar will turn grey and the menu name will be displayed in white in the center at the top of the page.

The entire toolbar with all its features and functions is available at the top of the page in any menu you are at and its functions will be explained in more detail in the following chapters.

In addition, the main menu provides you with an instant overview of your exchange activities and a number of additional features, which are available on the left side of the exchange activity overview.

## 2.2      TOOLS



In the Main Menu of Afik 1 System™ Information Exchange a number of additional tools are available. They are located on the left of the Exchange Activity Overview and can be accessed by clicking on their respective buttons. In Options you can manage your account & profile information. In Tools you can set up a cleaning out profile (deletion). In About us you will find more information about the company Chronus that created Afik 1 System™ Information Exchange. In Help, this user manual & an index are available. Through Logout you can leave Afik 1 System™ Information Exchange

### 2.2.1      OPTIONS

A screenshot of the 'Options' page in the Afik 1 System. The page has a blue header with the user name 'michele@ultra1.pcb.co.il' and the title 'Options'. Below the header is a navigation bar with links: Main Menu, Inbox, New Message, Address Book, FTP / My Files, FTP / Friends Files, and Logout. The main content area is divided into two sections: 'Account Information' and 'Profile Information'. The 'Account Information' section contains fields for Name (michele), Password, and Re-enter password, with a note: 'Must be at least six (6) characters long, may contain numbers (0-9) and upper and lowercase (A-Z, a-z), but no spaces. Make sure it's difficult for others to guess.' The 'Profile Information' section contains fields for First Name (michele), Last Name (Abramov), E-Mail (michele@ultra1.pcb.co.il), Address (Mushav Megadim, POB 232, H), Country (Israel), Phone # (972-4658137), Mob. Phone # (854-702842), Fax #, and ICQ #. There are 'Save' and 'Exit' buttons at the bottom of the form. At the very bottom of the page is a logo for 'Chronus' and the text 'All contents are Copyright © 2001 Chronus, Inc. All rights reserved. Important Notices and Privacy Statement'.



In the Options Menu, you can manage your Account Information & Profile Information.

In the Account Information section you fill out your name & password. The name & password that you fill out here are used in the Login Menu when you are entering the Afik 1 System™ Information Exchange. Your password must be at least six (6) characters long & may contain letters as well as digits. No spaces should be entered between any of the characters chosen.

In the Profile Information section you can fill out all details pertaining to yourself:

- |                        |  |
|------------------------|--|
| First Name & Last Name | - Your full name will be sent with all outgoing messages.  |
| E-mail                 | - Your E-mail address.   |
| Address                | - Your private or business address.  |
| Country                | - The country you reside in: Click on the arrow box & you can select the appropriate country name. |
| E-mail                 | - Your e-mail address.   |
| Phone                  | - Either your private or business number.  |
| Mobile Phone           | - Your mobile phone number.  |
| Fax                    | - Your fax number  |
| ICQ                    | - Your personal ICQ chat number.   |

Once you have finished updating the profile information section, you click on the “Save” button & Afik 1 System™ Information Exchange will automatically bring you back into the Main Menu.

## 2.2.2 TOOLS

The tool menu enables you to manage deletion of all received, sent & stored messages and files. This menu only allows you to delete messages & attachments in entire folders. Should you wish to keep specific messages or attachments, you should manage the deletion directly from the Inbox, Sent Items and your personal folders. This way you can keep selected messages & attachments.



## **DELETE OLD MESSAGES**

By clicking on the arrow you can select the folder from where you wish old messages to be deleted: Inbox, Sent Items & all the folders you've created will be listed.

## **OLD BY**

By clicking on the arrow you can select the time frame on all old messages in any particular folder you wish to be deleted: 1 month, 20 days, 10 days or 5 days.

Once you have selected the folder with messages & the appropriate time frame, you press the "Delete" button and all messages will be moved into the Trash Folder.

## **DELETE OLD ATTACHMENTS**

By clicking on the arrow you can select the time frame on all old attachments you wish to be deleted: 1 month, 20 days, 10 days or 5 days.

Once you have selected the appropriate time frame on old attachments you wish to be deleted, you press the "Delete" button and all attachments will be moved into the Trash Folder.

## **EMPTY TRASH FOLDER**

By clicking on the "Empty" button, all messages and folders that have been moved into the trash folder will be permanently deleted.

### **2.2.3 ABOUT US**

In the about us section we present some background information on our Company Chronus and the Afik 1 System™ Information Exchange program. Afik 1 System™ Information Exchange was developed to bring more ease & efficiency into the messaging and file transfer work environment. As a web based system which works entirely through HTTP protocol it solves regular encountered problems such as bandwidth bottlenecks, compatibility issues & security breaches commonly caused by FTP & Mail protocols. The solution comes through a different approach to the subject. Rather than sending your files openly through vulnerable FTP ports, you transfer your files onto the Afik 1 Server, which secures them for your future use. Whenever you need to pass those files to someone else, you simply assign that person a permission to access them via the Afik 1 Server for download. This also applies to uploading other person's files onto your server. Every transaction that takes place is dealt with through access permissions and thus achieving the desired security & efficiency.

## 2.2.4 HELP

Afik 1 System <sup>TM</sup> Information Exchange consists of many different features & elements. The on line help section is just one click away when you need additional assistance. The help window, which opens up from the Main Menu Tools section or by pressing F1 will show you the various topics as discussed in this user's manual. You can also opt to consult the index by typing in a keyword.

## 2.2.5 LOGOUT

You can logout by clicking the “Logout” button in the Tools section. The Logout option is also available in each of the other menus and is located on the extreme upper right of your screen.

Pressing the logout button will bring you back into the Log- in Menu.

## 2.3 EXCHANGE ACTIVITY OVERVIEW

Folder	Messages	New	Files	Size
Inbox	4	0	3	331.95 KB
Sent Items	2	2	0	48 KB
Trash	4	0	2	38.99 KB
Given Imaging pictures	0	0	0	0
Given Imaging text	0	0	0	0
Afik 1 user manual	1	0	1	36.52 KB
FTP / My Files			2	1.37 MB
FTP / Friend's Files			0	0
<b>Total</b>				<b>1.76 MB</b>

The exchange activity overview box contains a list of all available folders: Inbox, Sent Items, Trash, your personal folders, FTP and Friend's FTP. In addition it shows the number of messages & attachments currently in each of these folders, their size as well the number of new messages or attachments in each of these folders. You can access any of the available folders by clicking on it.

## CREATE FOLDER

You can create your own personal folders by entering a folder name in the empty grey box. You may enter any name with maximum 15 characters. Click on the “Create Folder” button and the newly created folder will show up in the center of the exchange activity overview box.

## RENAME

Rename an existing personal folder by ticking the white circle in front of its name. Type the new name in the empty Grey box. You may enter any name with maximum 15 characters. Click on the “Rename” button and the renamed folder will show up in the center of the exchange activity overview box.

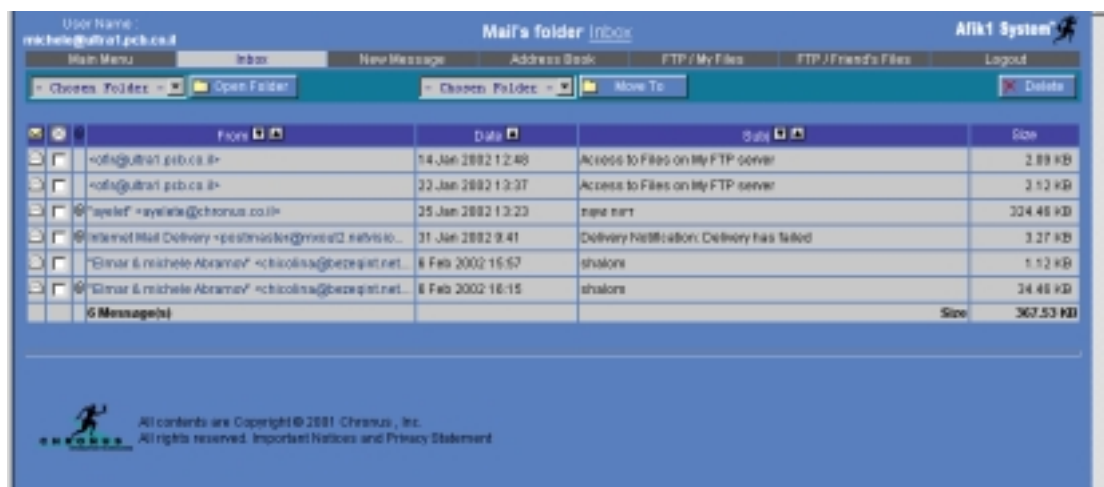
## DELETE

You can delete personal folders by ticking the white circle in front of its name. Click on the “Delete” button and the folder will be permanently deleted.

### 2.3.1 INBOX

Click on the Inbox button in the exchange activity overview box and you will enter your Inbox. You may also enter your Inbox by clicking the Inbox button on the top of the toolbar.

The Inbox will show you an overview of all your received e-mail messages:



From: name & e-mail address of the sender.  
Date: the date & time the e-mail message was sent.  
Subject: the subject name of the e-mail message.  
Size: the size of each e-mail message.

New messages are shown on the extreme left by the closed envelope icon. Opened & read messages are shown on the extreme left by the open envelope icon. E-mail messages that contain an attachment are shown on the extreme left by the attachment icon (paperclip). At the bottom of the Inbox you will see the total number of e-mail messages currently in your Inbox.

## OPEN FOLDER

At any stage you wish to switch folders you select the appropriate folder by clicking the arrow. A list of all your current folders will be displayed. Select the name of the folder you wish to switch to and click on the “Open Folder” button.

You can manage your Inbox by either moving messages into a folder or by deleting them.

## MOVE TO

Mark the message(s) you wish to move by ticking the box in front of the message(s) and use the arrow in the Chosen Folder box to select the existing folder whereto you wish the message(s) to be moved. Click on the “Move To” button and the selected message(s) will be moved into the folder you have selected.

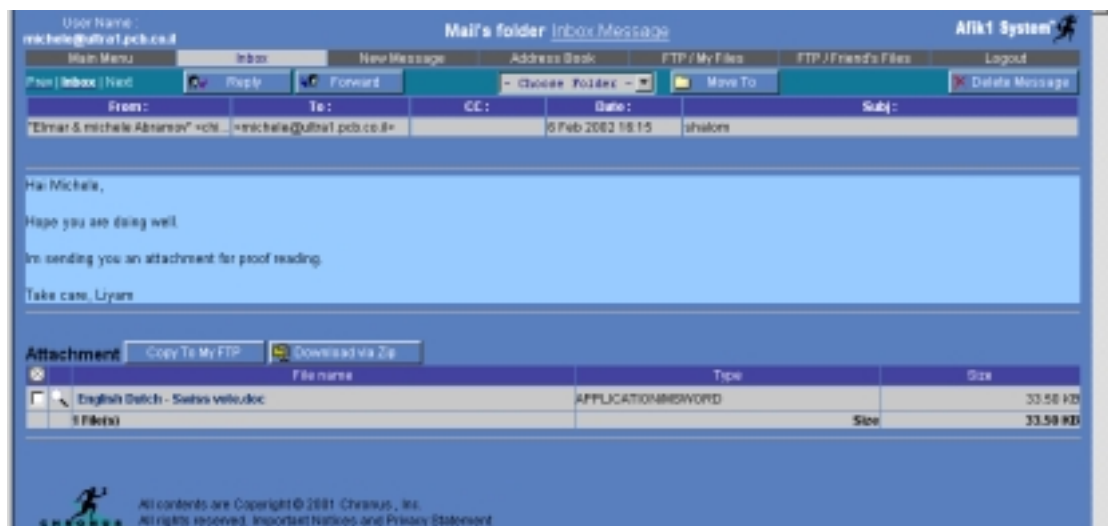
If you wish to move a message to a new folder, you should return to the main menu & create the new folder by typing the new folder name into the box next to the “create new folder” button. Click the “create a new folder” button and the new folder will be displayed in the exchange activity overview. You can now re-enter your inbox and move the message into the newly created folder.

## DELETE

Mark the message(s) you wish to delete by ticking the box in front of the message(s) and click on the “Delete” button and the selected message(s) will be deleted. These deleted messages will be moved into the Trash Folder.

## OPENING & READING E-MAIL MESSAGES

You can open & read any e-mail message in your inbox by clicking on the sender’s name.



The e-mail message will be opened and its header will detail you:

From: name & e-mail address of who sent you the message.  
To: who received the e-mail message.  
CC: e-mail address of who was CC-ed on the message.  
Date: the date & time the e-mail message was sent.  
Subject: the subject name of the e-mail message.

The actual text of the e-mail message is shown in the light blue box. If the e-mail message is accompanied by an attachment, this will be shown under the e-mail text.

After reading your e-mail message you can choose by clicking on any of the buttons just under the toolbar how to proceed:

## **PREVIOUS**

Click on the previous button & the previous e-mail message in your Inbox will be opened.

## **INBOX**

Click on the Inbox button & you will return to your Inbox.

## **NEXT**

Click on the next button & the next e-mail message in your Inbox will be opened.

## **REPLY**

Click on the Reply button & the “Compose a new message” menu will automatically open with the sender’s name filled out in the “To” box. The subject of the message will remain the same & show up automatically in the “Subject” box. In the text box you can now type in your new text. Press the “Send” button when finished and the message will be sent.

## **FORWARD**

Click on the Forward button & the “Compose a new message” menu will automatically open up. In the “To” box you fill out the e-mail address of the person(s) you wish to forward this message to. In the “Cc” box you can type in additional e-mail addresses of person(s) you wish to copy on this message. The subject of the message will remain the same & show up automatically in the “Subject” box. In the text box you can now type in your new text. Press the “Send” button when finished and the message will be forwarded.

## MOVE TO

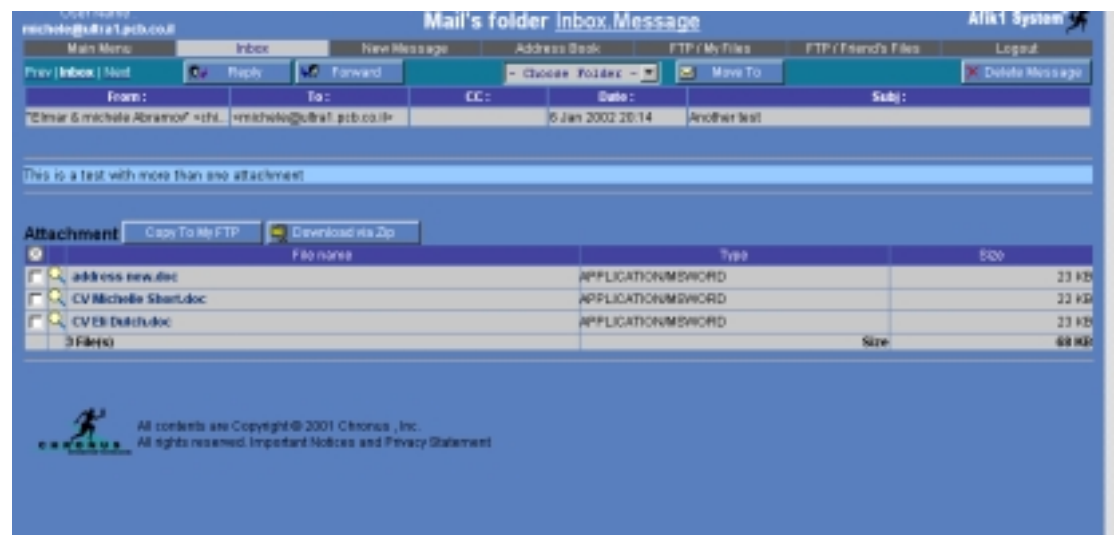
Use the arrow button to select the existing folder whereto you wish to move the e-mail message. Click the move button and the message will be moved into the folder you have selected. If you wish to move the message into new folder, you should return to the Main Menu & create a new folder.

## DELETE

Click on the delete button and the message will be deleted. You will find the message moved into the Trash folder.

## OPENING & READING ATTACHMENTS

Attachments are shown under the Attachment header in your e-mail message. File name, (the name of the Attachment), type, (application name, picture, etc.) and the size of the Attachment are shown.



You may open an attachment or copy the file onto the Afik 1 Server via the “Copy to my FTP” button.

## COPY TO MY FTP

Rather than opening and/or saving dense files onto your local workstation, you can copy files to my FTP. These files are placed onto the Afik 1 Server for you to access any time or for sharing them with other users.

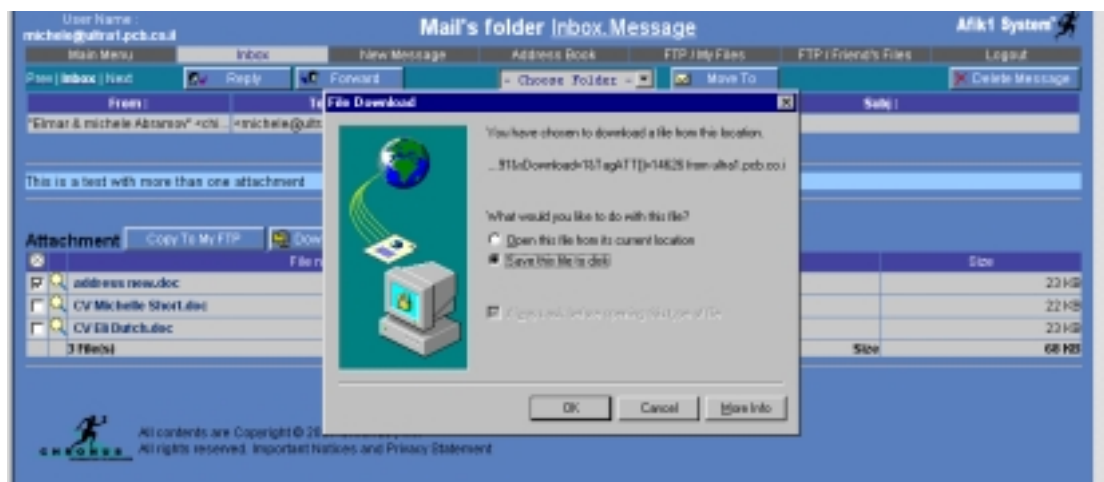
Click the “Copy to my FTP” button & the following screen will open up:



The file is temporarily placed on the clipboard and needs to be pasted. Click the “Paste” button and the file will show up in the list.

## OPENING OR SAVING AN ATTACHMENT TO DISK

Tick the box in front of the attachment name & click on the attachment file name. The following screen for downloading a file from location will open up for you:



The dialog box asks you what you would like to do with this file?

- ☐ Open this file from its current location.
- ☐ Save this file to disk.

Tick the appropriate box and press the “OK” button.



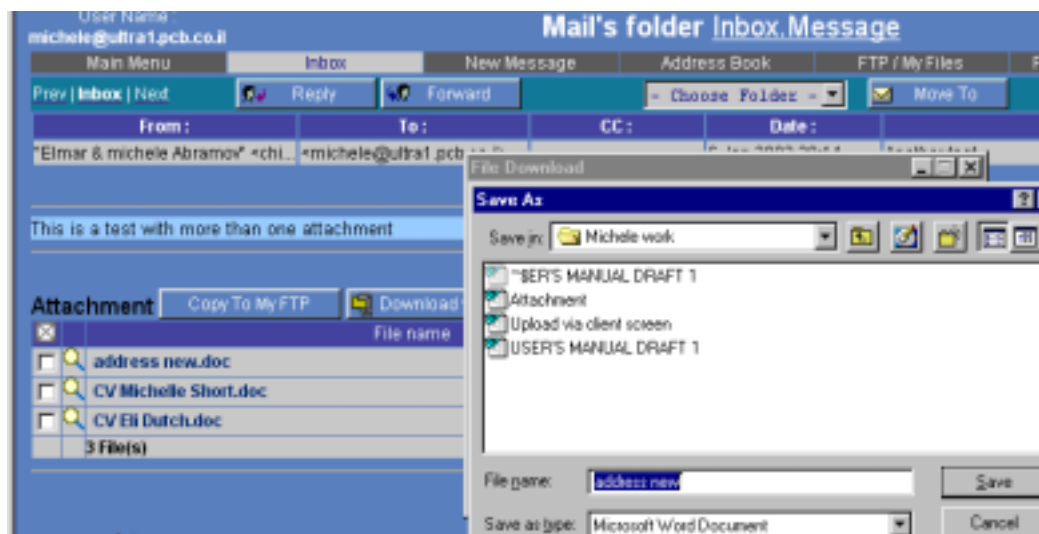
## OPEN THIS FILE FROM ITS CURRENT LOCATION

If you choose to open this file from its current location, the following screen will open up, showing you that the file download is in process. The dialog box will show you the name of the file it is opening and the location name from where the file is being downloaded. In addition it shows the estimated time left to download and its transfer rate. Provided you have the associated program on your server or computer, the file attachment automatic opens up once the download from location is done.



## SAVE THIS FILE TO DISK

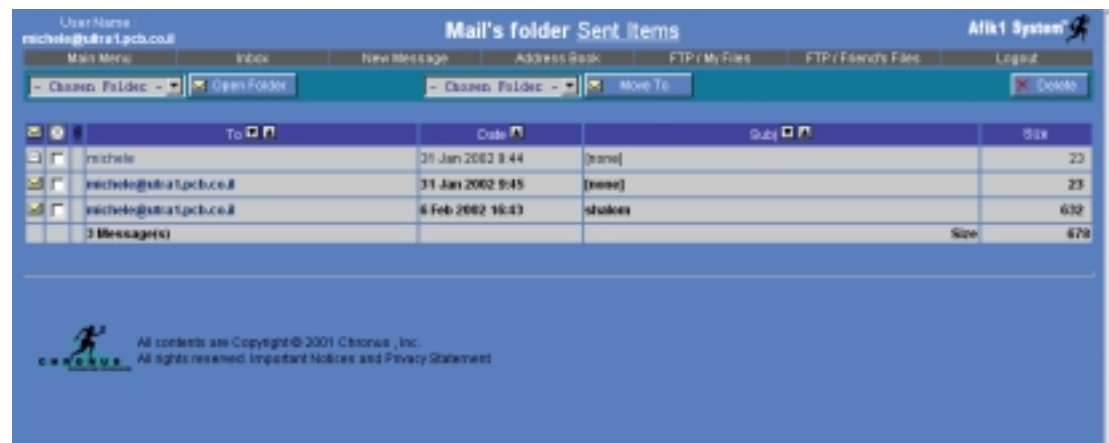
If you choose to save this file to disk, the following screen will open up.



The dialog box will enable you to specify the location (save in), the name & file type before saving. Once you have finished giving in these details, press the “Save” button and the file will be saved. You can now access the file locally from wherever you have saved it.

### 2.3.2 SENT ITEMS

Click on the “Sent Items” button and the Sent Items Menu will open up as follows;



The Sent Items menu will show you an overview of e-mail messages sent, provided you have ticked the “to be saved in your Sent Items” box upon sending the e-mail.

To: the e-mail address of whereto you have sent the message.  
 Date: the date & time the e-mail message was sent.  
 Subject: the subject name of the e-mail message.  
 Size: the size of each e-mail message

New messages are shown on the extreme left by the closed envelope icon.

Opened & read messages are shown on the extreme left by the open envelope icon.

E-mail messages that contain an attachment are shown on the extreme left by the attachment icon. (Paperclip)

At the bottom of the Sent Items box you will see the total number of e-mail messages currently in your Sent Items box.

### **OPEN FOLDER**

At any stage you wish to switch folders you select the appropriate folder by clicking the arrow. A list of all your current folders will be displayed. Select the name of the folder you wish to switch to and click on the “Open Folder” button.

You can manage your Sent Items by either moving messages into a folder or by deleting them.

## MOVE TO

Mark the message(s) you wish to move by ticking the box in front of the message(s) and use the arrow in the Chosen Folder box to select the existing folder whereto you wish the message(s) to be moved. Click on the “Move To” button and the selected message(s) will be moved into the folder you have selected.

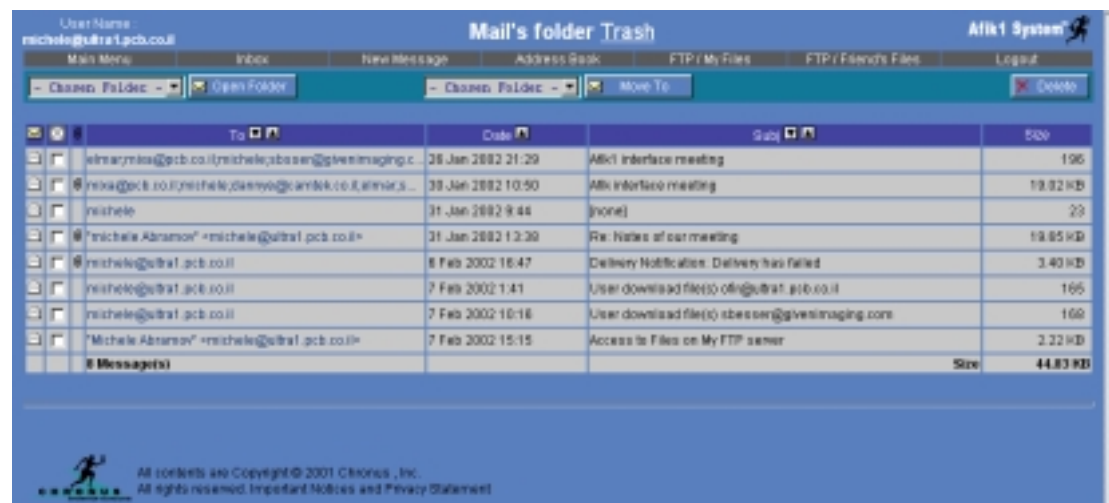
If you wish to move a message to a new folder, you should return to the main menu & create the new folder by typing the new folder name into the box next to the “create new folder” button. Click the “create a new folder” button and the new folder will be displayed in the exchange activity overview. You can now re-enter your sent items and move the message into the newly created folder.

## DELETE

Mark the message(s) you wish to delete by ticking the box in front of the message(s) and click on the “Delete” button and the selected message(s) will be deleted. These deleted messages will be moved into the Trash Folder.

### 2.3.3. TRASH

Click on the Trash button in the exchange activity overview box and you will enter into the Trash Menu.



The Trash menu will show you an overview of e-mail messages, which you have deleted.

To: the e-mail address of the sender.  
Date: the date & time the e-mail message was sent.  
Subject: the subject name of the e-mail message.  
Size: the size of each e-mail message

Most messages will be shown on the extreme left by the opened envelope icon, unless you have deleted messages without ever opening & reading them. The closed envelope icon shows unopened messages. Messages that had attachments are shown on the extreme left by the attachment icon.

At the bottom of the Trash box you will see the total number of e-mail messages currently in your Trash box.

## **OPEN FOLDER**

At any stage you wish to switch folders you select the appropriate folder by clicking the arrow. A list of all your current folders will be displayed. Select the name of the folder you wish to switch to and click on the “Open Folder” button.

You can manage your Trash box by either moving deleted messages into an existing folder or by permanently deleting them.

## **MOVE TO**

Mark the message(s) you wish to move by ticking the box in front of the message(s) and use the arrow in the Chosen Folder box to select the existing folder whereto you wish the message(s) to be moved. Click on the “Move To” button and the selected message(s) will be moved into the folder you have selected.

If you wish to move a message to a new folder, you should return to the main menu & create the new folder by typing the new folder name into the box next to the “create new folder” button. Click the “Create New Folder” button and the new folder will be displayed in the exchange activity overview. You can now re-enter your Trash box and move the message into the newly created folder.

## **DELETE**

Mark the message(s) you wish to permanently delete by ticking the box(es) in front of the message(s). Now click on the “Delete” button and the selected message(s) will be permanently deleted.

### 2.3.4. PERSONAL MAIL FOLDERS

Click on the name of your personal mail folder in the exchange activity overview box and you will enter into this requested folder.



The Mail's folder menu will show you an overview of e-mail messages, which you have moved into this particular folder.

From: the e-mail address of the sender.  
Date: the date & time the e-mail message was sent.  
Subject: the subject name of the e-mail message.  
Size: the size of each e-mail message

Most messages will be shown on the extreme left by the opened envelope icon, unless you have moved messages without ever opening & reading them. The closed envelope icon shows unopened messages. Messages that had attachments are shown on the extreme left by the attachment icon.

At the bottom of the Mail's folder menu you will see the total number of e-mail messages currently in that mail folder.

#### **OPEN FOLDER**

At any stage you wish to switch folders you select the appropriate folder by clicking the arrow. A list of all your current folders will be displayed. Select the name of the folder you wish to switch to and click on the "Open Folder" button.

You can manage your Mail's folder by either moving messages into another folder or by deleting them.

#### **MOVE TO**

Mark the message(s) you wish to move by ticking the box in front of the message(s) and use the arrow in the Chosen Folder box to select where you wish the message(s) to be moved. Click on the "Move To" button and the selected message(s) will be moved into the folder you have selected.

If you wish to move a message to a new folder, you should return to the main menu & create the new folder by typing the new folder name into the box next to the “create new folder” button. Click the “create a new folder” button and the new folder will be displayed in the exchange activity overview. You can now re-enter your inbox and move the message into the newly created folder.

## DELETE

Mark the message(s) you wish to delete by ticking the box in front of the message(s) and click on the “Delete” button and the selected message(s) will be deleted and moved into your Trash box.

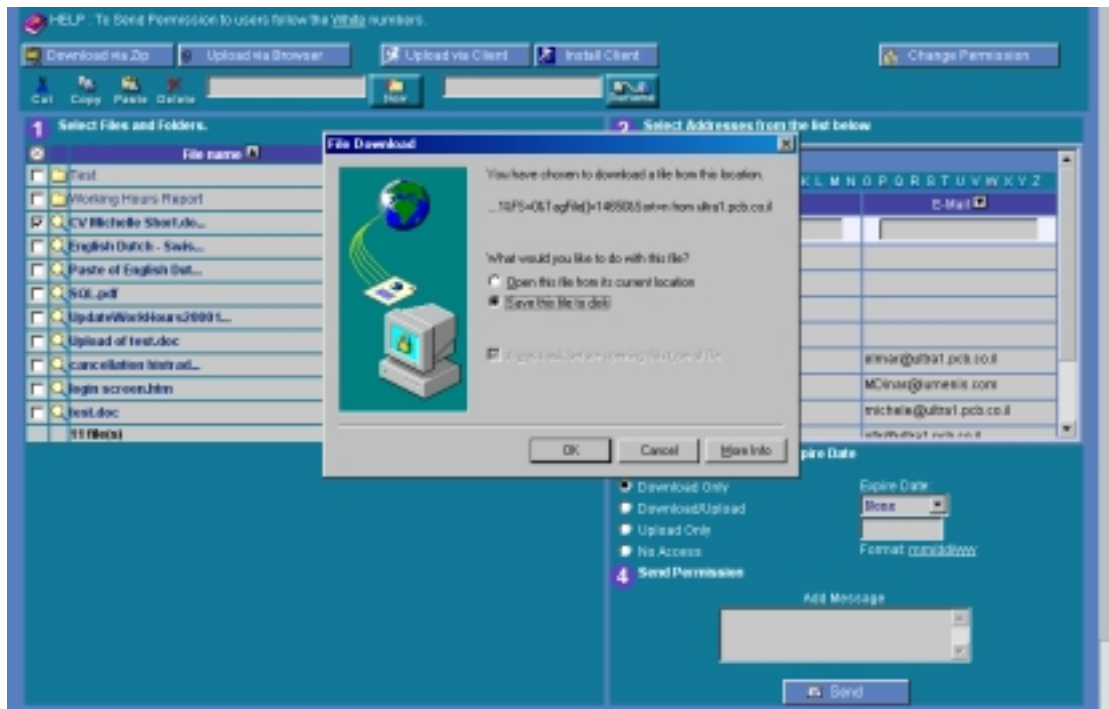
### 2.3.5. FTP/MY FILES

Click on the “FTP/My Files” folder in the Exchange Activity Overview and the following screen will open up for you:



In the FTP/My Files folder you will find an overview with all files & folders which you have loaded onto the Afik 1 Server. You can access any of your files or folders for viewing or working with or proceed to share this file with other users. Giving other users permission to your file(s) will be explained in detail in Chapter 5.

Click on your file for opening and the dialog box for downloading a file from location will open up for you.



The dialog box asks you what you would like to do with this file?

- ☐ Open this file from its current location.
- ☐ Save this file to disk.

Tick the appropriate box and press the “OK” button.

## OPEN THIS FILE FROM ITS CURRENT LOCATION

If you choose to open this file from its current location, a screen will open up, showing you that the file download is in process. The dialog box will show you the name of the file it is opening and the location name from where the file is being downloaded. In addition it shows the estimated time left to download and its transfer rate.

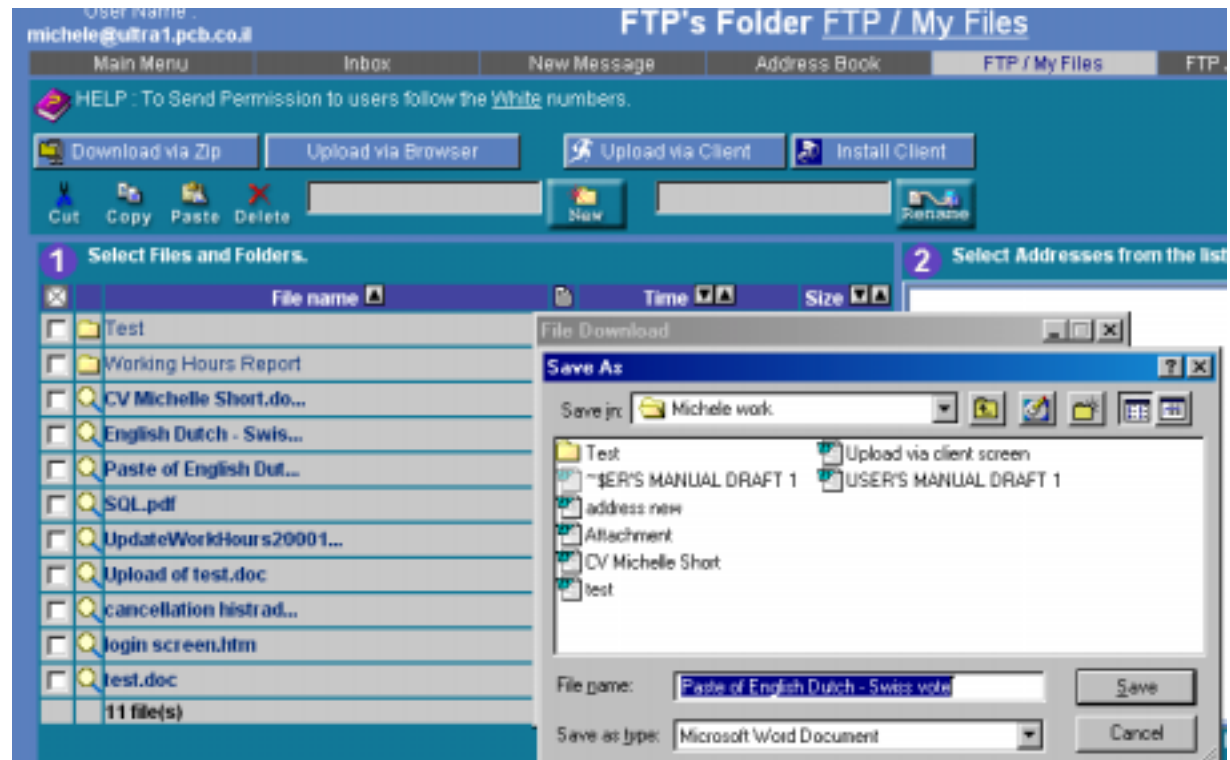




Provided you have the associated program on your server or computer, the file attachment automatic opens up once the download from location is done.

## SAVE THIS FILE TO DISK

If you choose to save this file to disk, the following screen will open up.



The dialog box will enable you to specify the location (save in), the name & file type before saving. Once you have finished giving in these details, press the “Save” button and the file will be saved. You can now access the file locally from wherever you have saved it.

## 2.3.6. FRIEND'S FTP

Click on the “Friend’s FTP folder in the Exchange Activity Overview and the following screen will open up for you:





	File name	Time	Size	Owner
<input type="checkbox"/>	Aylen_Bark.JPG	22-Jan-2002 13:32	1819056	ofn@utms1.peb.ca il
<input type="checkbox"/>	Dannyakmar_ofn.JPG	22-Jan-2002 10:31	442928	ofn@utms1.peb.ca il
<input type="checkbox"/>	Dannygailshaked.JPG	22-Jan-2002 12:30	424015	ofn@utms1.peb.ca il
<input type="checkbox"/>	Giles-refers.JPG	22-Jan-2002 12:30	427008	ofn@utms1.peb.ca il
<input type="checkbox"/>	offc.JPG	22-Jan-2002 13:32	390608	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_shitit_shitit...	22-Jan-2002 13:32	1819227	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_shitit_onsatens...	22-Jan-2002 11:27	1881748	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_shitit_onsatens...	22-Jan-2002 11:27	1839091	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_shitit_onsatens...	22-Jan-2002 11:27	42421	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_shitit_onsatens...	22-Jan-2002 12:30	344064	ofn@utms1.peb.ca il
<input type="checkbox"/>	connected1.JPG	22-Jan-2002 10:31	382031	ofn@utms1.peb.ca il
<input type="checkbox"/>	connected3.JPG	22-Jan-2002 10:31	405673	ofn@utms1.peb.ca il
<input type="checkbox"/>	connected4.JPG	22-Jan-2002 10:31	356455	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn.JPG	22-Jan-2002 10:31	381787	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn1.JPG	22-Jan-2002 10:17	459193	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn2.JPG	22-Jan-2002 10:31	374019	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_gant.JPG	22-Jan-2002 10:31	374008	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_sit.jpg	22-Jan-2002 10:31	390298	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_aylet.JPG	22-Jan-2002 12:30	452627	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn_connected.JPG	22-Jan-2002 12:11	488024	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn-david_sabra.JPG	22-Jan-2002 12:30	412000	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn-4ever.JPG	22-Jan-2002 12:30	232485	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn1.JPG	22-Jan-2002 13:32	436296	ofn@utms1.peb.ca il
<input type="checkbox"/>	ofn1.JPG	22-Jan-2002 10:31	484582	ofn@utms1.peb.ca il

You will now see an overview of all files & folders that friend's or other users have made available to you to access via the Afik 1 Server.

Tick the boxes in front of the file names and use the button "Download via Zip" if you wish to open more than one file. If you wish to open just one file, just click on the appropriate file name. The dialog box for downloading a file from location will open up for you.

The dialog box asks you what you would like to do with this file?

- ☐ Open this file from its current location.
- ☐ Save this file to disk.

Tick the appropriate box and press the "OK" button.

## OPEN THIS FILE FROM ITS CURRENT LOCATION

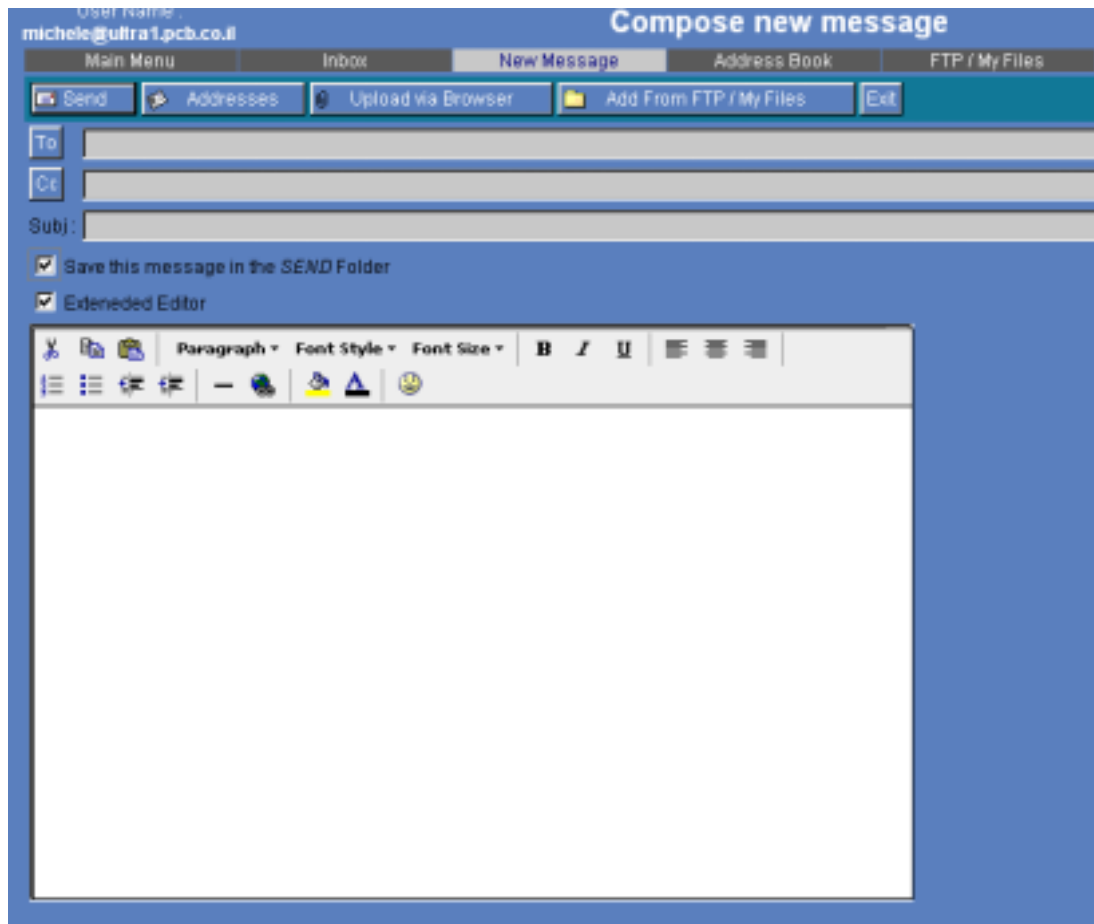
If you choose to open this file from its current location, a screen will open up, showing you that the file download is in process. The dialog box will show you the name of the file it is opening and the location name from where the file is being downloaded. In addition it shows the estimated time left to download and its transfer rate. Provided you have the associated program on your server or computer, the file attachment automatic opens up once the download from location is done.

## **SAVE THIS FILE TO DISK**

If you choose to save this file to disk, the dialog box for saving the file in your desired location will open up. The dialog box will enable you to specify the location (save in), the name & file type before saving. Once you have finished giving in these details, press the “Save” button and the file will be saved. You can now access the file locally from wherever you have saved it.

### 3. COMPOSE A NEW MESSAGE

Click on the “New Message” button in the Main Menu and the screen for composing a new message will open up.



**To:** Fill out the e-mail address of the person(s) you wish to send a message to. Provided the e-mail address is entered into your address book, Afik 1 will automatic show up the e-mail address once you start typing in the first letters. You can scroll to the appropriate name and give an “enter”.

**Cc:** Fill out the e-mail address of the person(s) you wish to CC on your message. Provided the e-mail address is entered into your address book, Afik 1 will automatic show up the e-mail address once you start typing in the first letters. You can scroll to the appropriate name and give an “enter”.

Clicking on the “To” or “Cc” button will bring you into the Address Book from where you can select e-mail addresses. Tick the “To” or “Cc” box(es), click the “To Message” button & you will return in the New Message screen with the chosen e-mail address(es) already filled out.

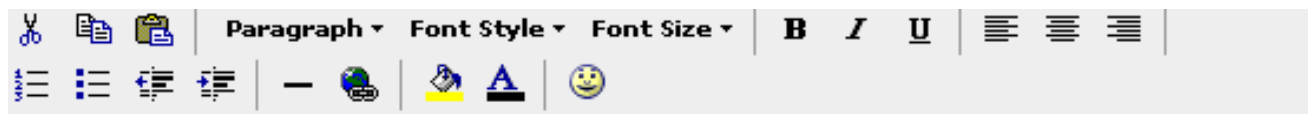
**Subject:** Fill out the subject name you wish to give your e-mail message.

## SAVE THIS MESSAGE IN THE SENT FOLDER

Tick the box “Save this message in the sent folder” and a copy of the message will be saved in your Sent Folder. If you do not tick this box, the message will not be saved into your Sent Folder.

## EXTENDED EDITOR

By ticking the box “Extended Editor” a toolbar with extended editing options will appear on top of the message box. The Extended Editor offers many of the standard editing features & tools.



You can cut, copy and paste. You may set the paragraph style you wish to use. Font style and size may be manipulated. Other editing features include the possibility of bolding & underlining text. Text may also be put in italic. Furthermore you can align, number, decrease or increase indents your text and use numbers or bullet points. You may insert a link, have the background or text in a specific color or insert an emotion.

Once you have finished writing and editing your e-mail message text, you proceed by clicking the “Send” button.

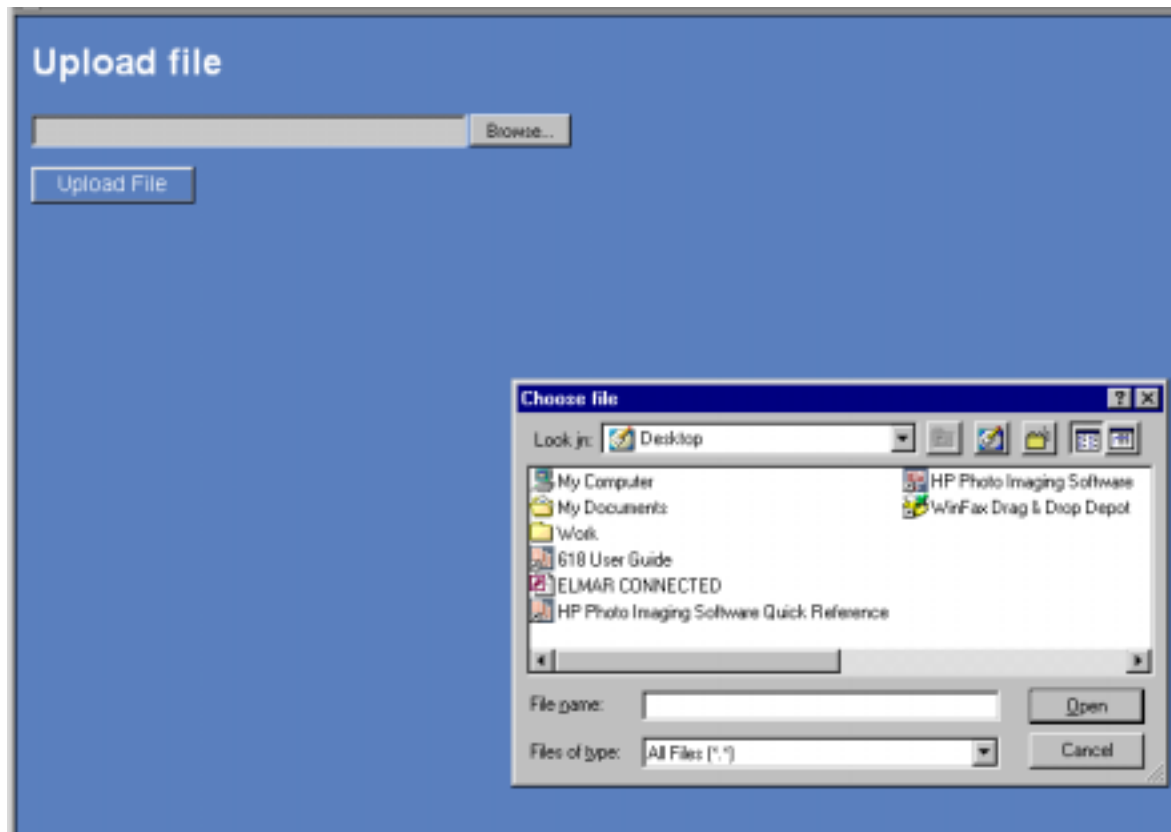
## ADD ATTACHMENT

If you wish to add an attachment to your e-mail message you can either use the “Upload via Browser” button or “Add from FTP/my Files” button.

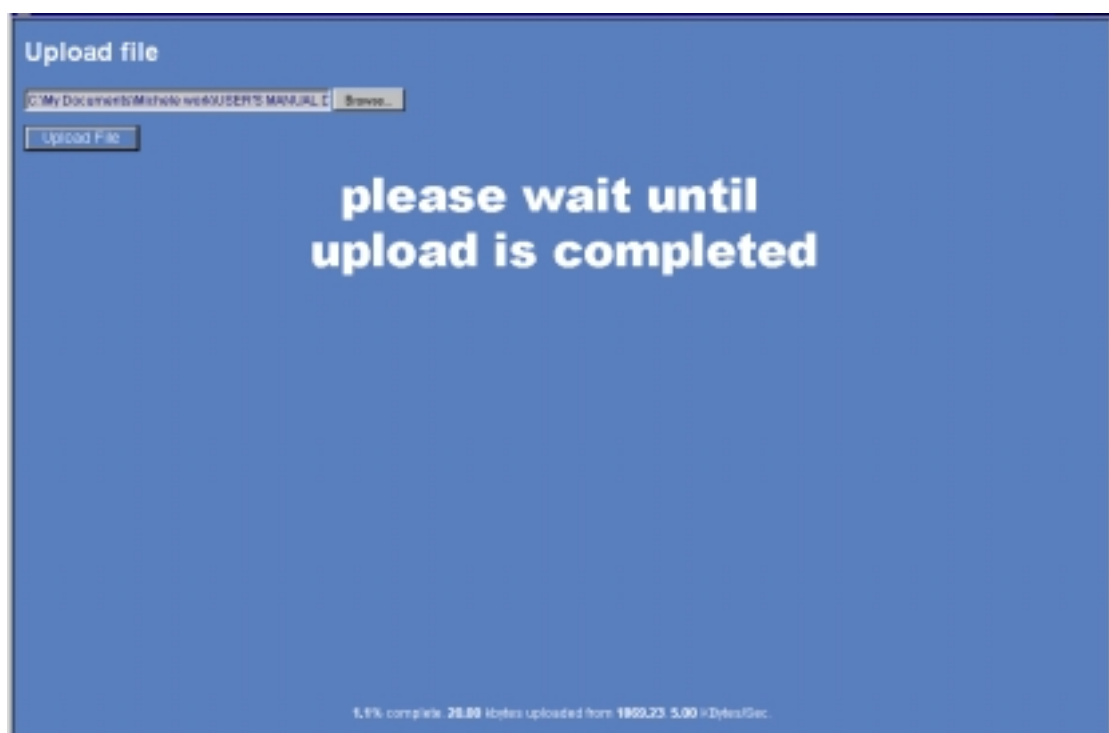
You upload a file via the browser if the file is located on your hard-disk or floppy.



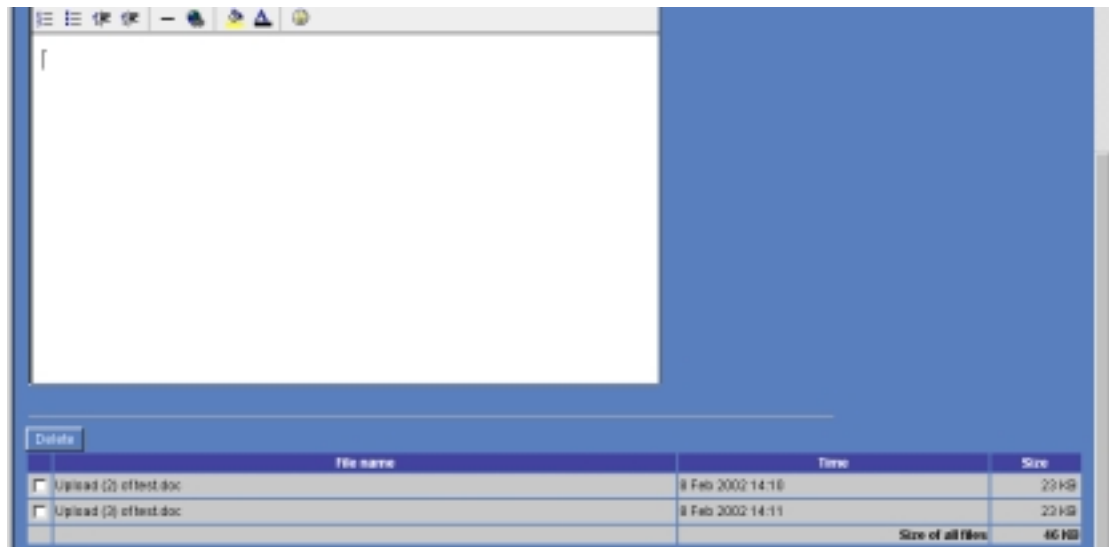
Click on the “Browse” button and you will be able to locate the file you wish to upload.



Select the file you wish to upload and press the “Upload File” button. The file uploading process will begin and the screen will ask you to “Please wait until upload is completed”. At the bottom of the screen you can monitor the upload. As the upload is running you can see the percentage complete, the amount of Kbytes uploaded, from where and at what speed.



Once the upload via Browser to the Afik 1 Server is completed, you return automatic to the compose a new message menu. The uploaded attachment file will show up under the body of the e-mail message.



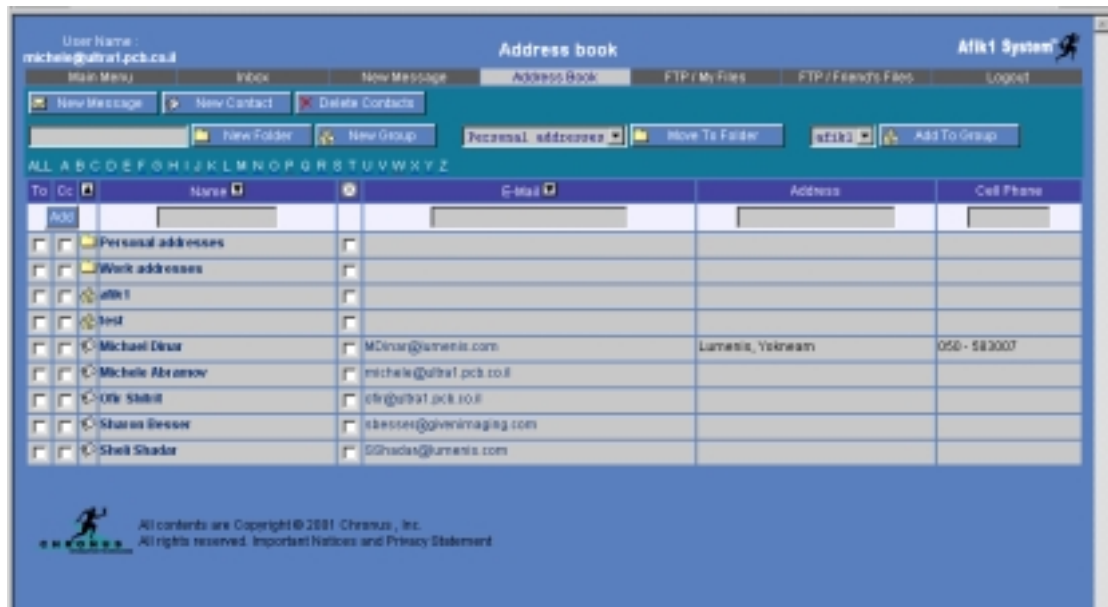
## ADD FROM FTP/MY FILES

Files that are located on the Afik 1 Server in your FTP/My Files are attached by clicking the “Add from FTP/my Files” button. You enter the following screen where you can tick the file you wish to attach. Click the “Attach” button and the name of the attached file shows up in the upper box. Click the “Return to Message” button for further writing and/or editing of your email. You can also click the “Send” button for immediate sending of your e-mail with attachment if you are finished composing the new message.



## 4. ADDRESS BOOK

The Address Book provides extended contact management capabilities. It includes the ability to create folders & groups of contacts. The groups that you create in the address book are for giving more contacts permission to access your FTP files.



You can access the Address Book by clicking the “Address Book” button on the toolbar or by clicking on the “To” or “Cc” button when you are composing a message.

Click on any letter in the alphabet and all contacts beginning with this particular letter will be shown. Contacts with this letter organized into a folder or group will not show up. You will first need to enter the folder or group & then click on the particular letter for a list of all contacts beginning with this letter.

## NEW CONTACT

Click on the New Contact button and the following screen will open up where you can enter new contact details.



Fill out the appropriate details in each of the assigned spaces and click the “Submit” button. All details, which you have typed in, will be added into the address book and you will automatically return to the Address Book Menu. You can cancel the addition into the Address Book by clicking on the “Cancel” button.

## **ADJUSTING EXISTING ADDRESS DETAILS**

If you need to make changes to existing address details you just click on the appropriate name in the address book and the address detail screen will open up. Make your adjustments and click on the “Submit” button and your changes will be saved. You will return to the Address Book menu.

## **NEW FOLDER**

For specific types of addresses you may wish to open special folders. Choose a name for the new folder, type it in the empty box next to the “New Folder” button, and click on the “New Folder” button. The newly created folder will show up in the Address Book with the folder icon in front of its name. Contacts are moved into folders through the “Move To Folder” button.

## **NEW GROUP**

You can open groups for providing more than one contact access to the same FTP files. Choose a name for the new group, type it in the empty box, and click on the “New Group” button. The newly created group will show up in the Address Book with the group icon in front of its name. Contacts are moved into groups through the “Add To Group” button.

## **MOVE TO FOLDER**

Addresses, which have not been organized into folders show up in your Address Book under the existing folders & groups. Move addresses into existing folders one by one or move more, provided you wish to move them into the same folder. Tick the box(es) (in between the name & the e-mail position). Select the existing folder by using the arrow button next to the “Move To Folder” button. Click the “Move To Folder” button. The selected address(es) is moved into the folder you have selected.

## **ADD TO GROUP**

Groups of contacts are created for giving more contacts the same FTP file access permission. Tick the box(es) (in between the name & e-mail position). Select the existing group by using the arrow button next to the “Add To Group” button. Click the “Move To Folder” button. The selected address(es) is moved into the group you have selected.



## **NEW MESSAGE**

From the Address Book you can enter contacts directly into the “To” or Cc” of a new message you are going to compose. You just tick the box behind the appropriate name and tick either the “To” or “Cc” button. Click on the “New Message” button and the New Message Menu will open up with the names already filled out.

## **DELETE**

If you wish to remove a contact from your address book, you tick the appropriate box(es). (In between name & e-mail position) Now click on the “Delete” button. The contact is permanently deleted and no longer retrievable.

If you wish to delete a folder(s), you tick the box(es) and click on the “Delete” button. The Folder is permanently deleted and no longer retrievable. Any contacts that were organized in this particular folder will be moved out of the deleted folder back into the address book.

If you wish to delete a group, you tick the box(es) and click on the “Delete” button. The Group is permanently deleted and no longer retrievable. Any contacts that were organized in this particular group will be moved out of the deleted group back into the address book.

## 5. FTP/MY FILES

FTP/My Files is a function in Afik 1 System™ Information Exchange where you can place (dense) files onto the Afik 1 Server. These files can be accessed any time or shared with other users.

Click the “FTP/My Files” button on the toolbar and the following screen will open up:



All files and folders, which you have uploaded onto Afik 1 Server, are displayed. You can manipulate files through the “Cut”, “Copy”, “Paste” and “Delete” buttons.

### CREATE NEW FOLDER

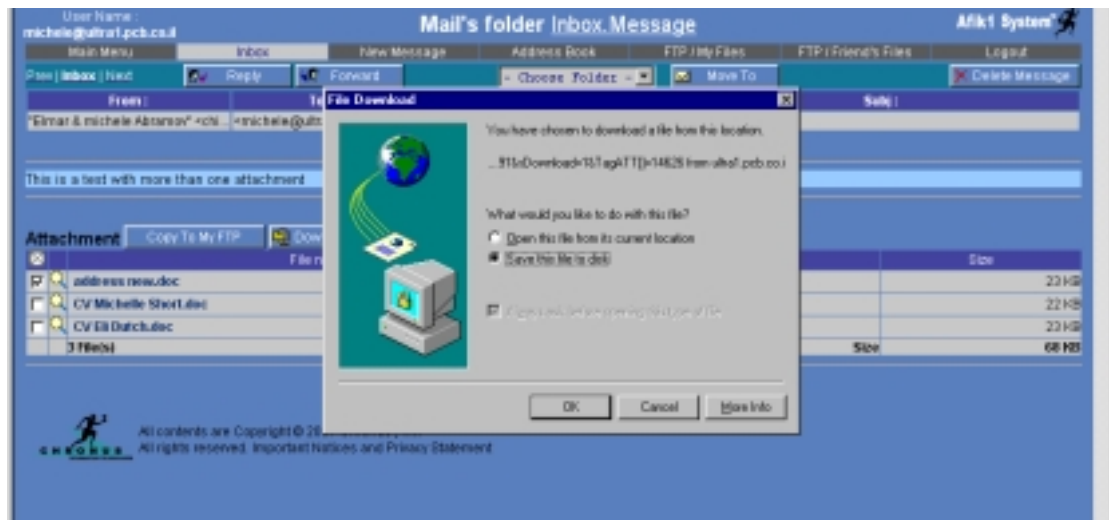
In addition you can create new folders by typing in the new folder name in the box left of the “New Folder” button. Click the “New Folder” button and the newly created folder will show up in the file/folder overview.

### RENAME

Existing folders or files can be renamed by ticking the box in front of the folder or file name. Fill out the new name in the box left of the “Rename” button. Click the “Rename” button and the renamed file/folder will show up in the overview.

## DOWNLOAD VIA ZIP

Click the Download via Zip button and the following window will open:



The dialog box asks you what you would like to do with this file?

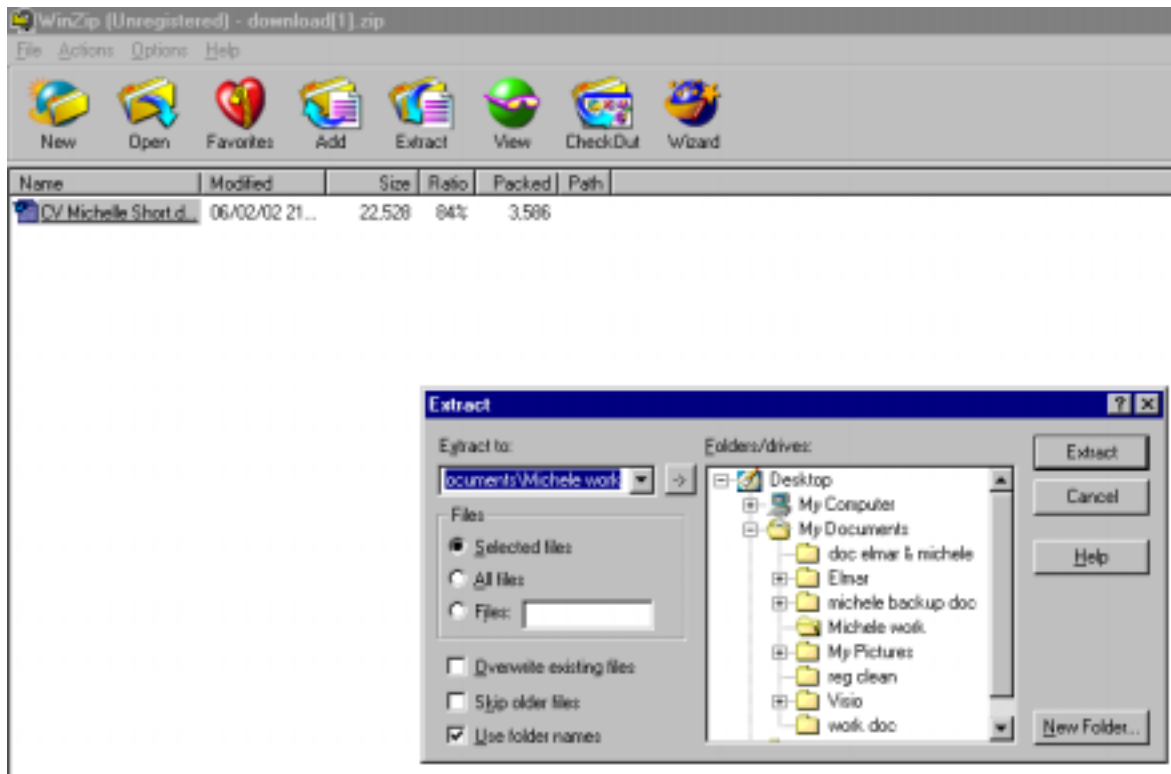
- ☐ Open this file from its current location.
- ☐ Save this file to disk.

Tick the appropriate box and press the “OK” button.

## OPEN THIS FILE FROM CURRENT LOCATION

If you choose the option to open the file from its current location; another window will open through which you can monitor the actual download. This window gives you information on the name of file being opened, the percentage of the download done at any given moment, the estimated time left to completion of the download and the transfer rate of the download.

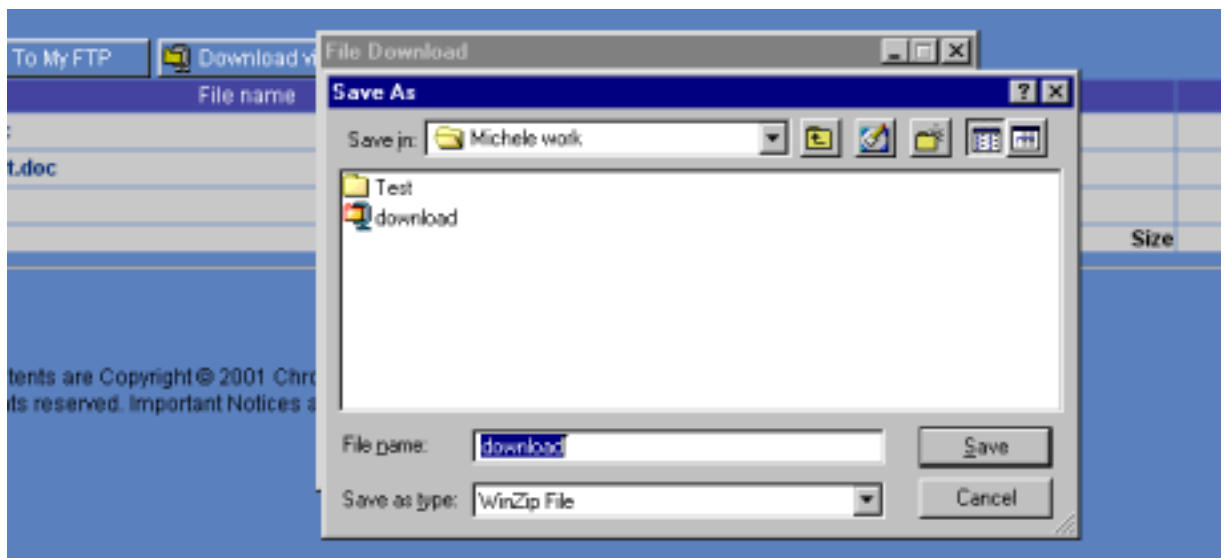
Once the download is complete WinZip program will open up & you will be able to extract the actual file attachment by pressing the “Extract” button in the WinZip toolbar. You can specify the location where you wish the file to be saved.



Press the “Extract” button in the dialog box and the file will be saved to the location you have chosen.

## SAVE THIS FILE TO DISK

If you choose for the option “Save this file to disk”, the following dialog box will open. The dialog box will enable you to specify the location (save in), the name & file type before saving. Once you have finished giving in these details, press the “Save” button and the file will be saved. You can now access the file locally from wherever you have saved it

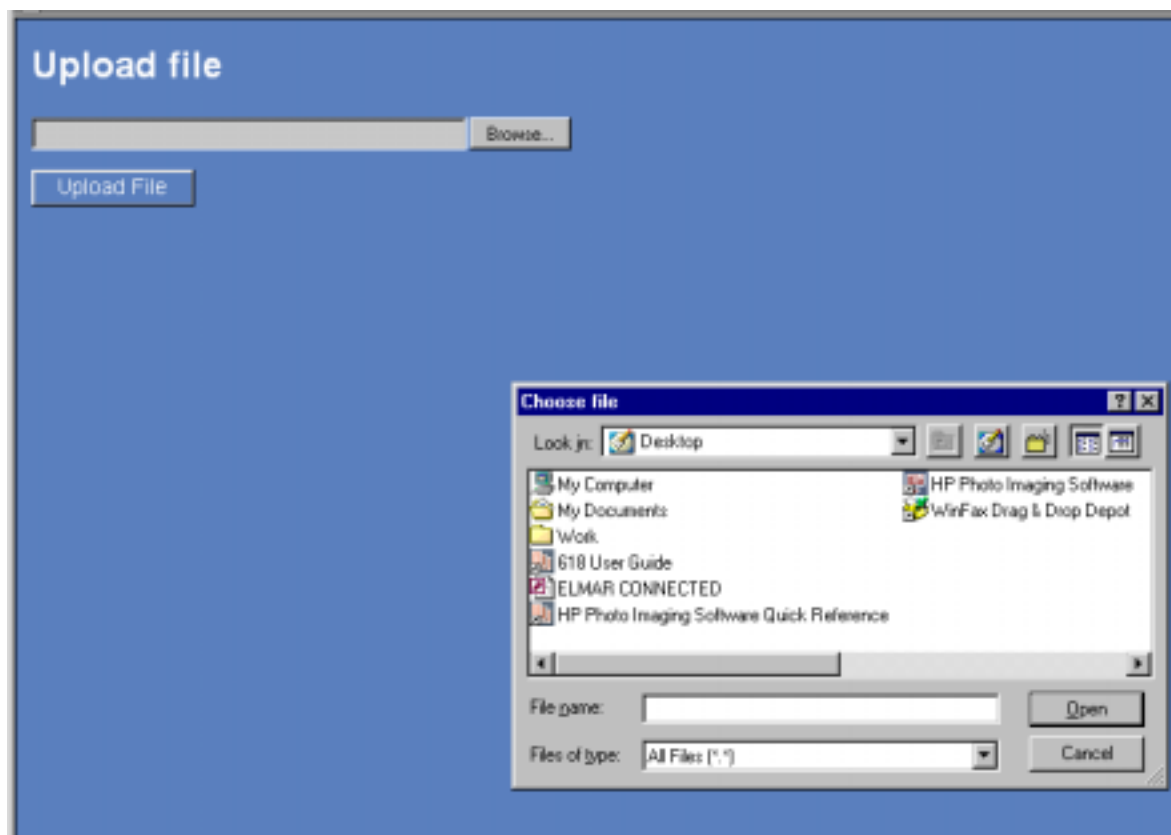


## UPLOAD VIA BROWSER

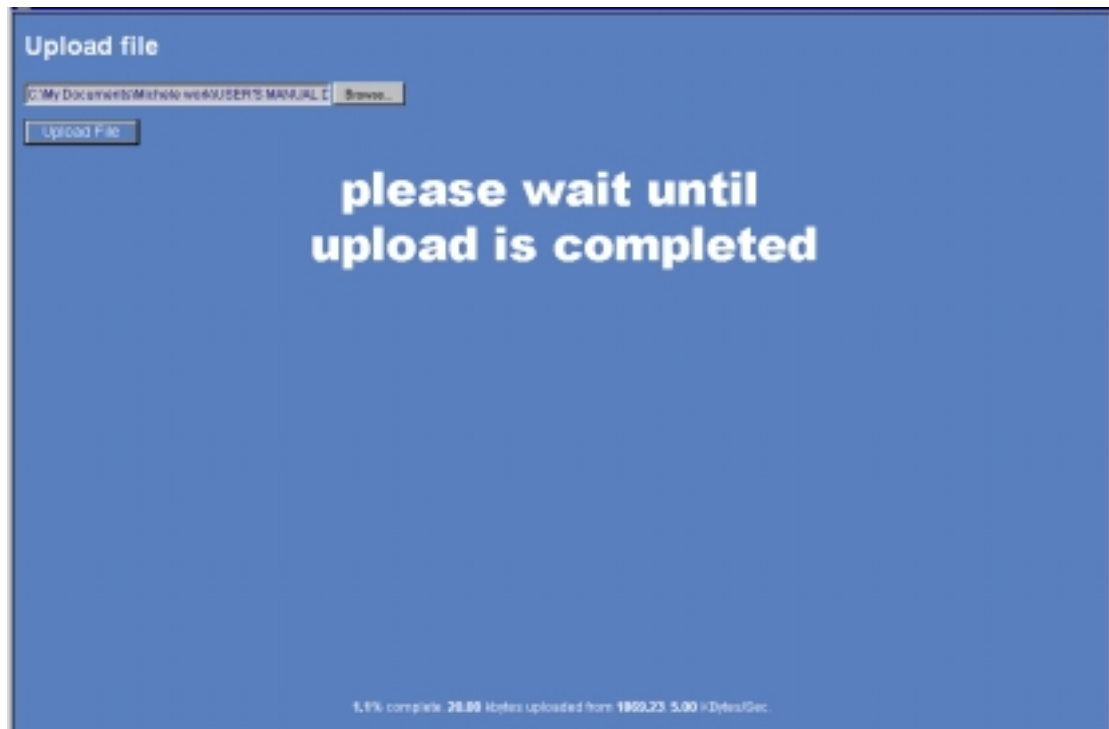
Files that are located on a local server or workstation can be uploaded to the Afik 1 Server by clicking the “Upload Via Browser” button. The following screen will open up:



Click on the “Browse” button and you will be able to locate the file you wish to upload.



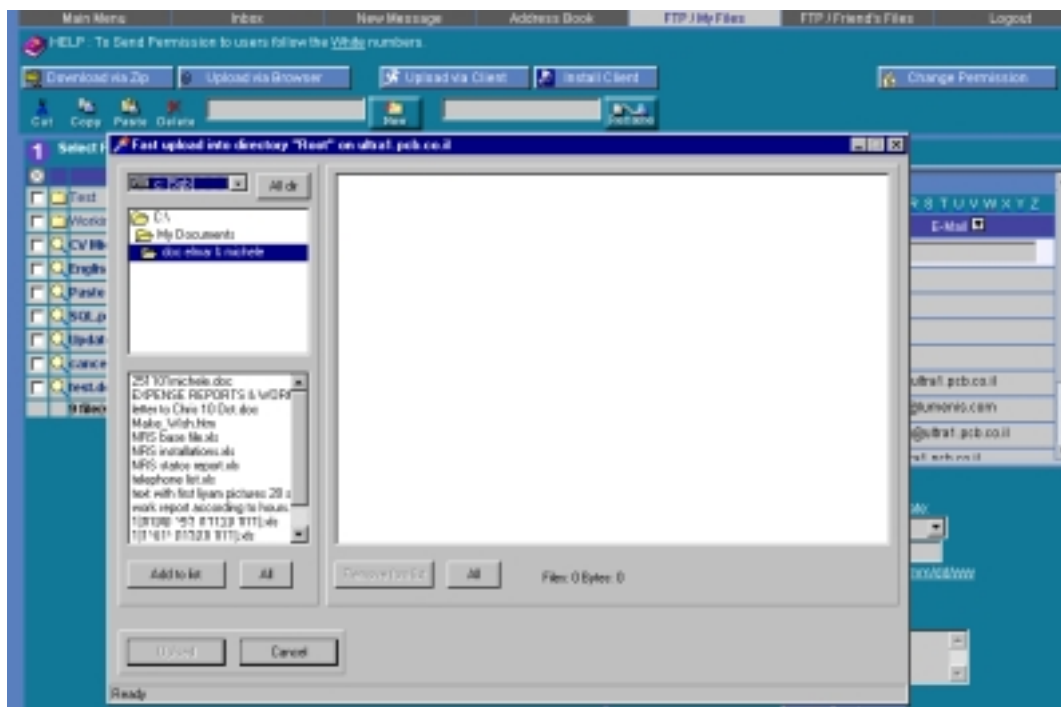
Select the file you wish to upload and press the “Upload File” button. The file uploading process will begin and the screen will ask you to “Please wait until upload is completed”. At the bottom of the screen you can monitor the upload. As the upload is running you can see the percentage complete, the amount of Kbytes uploaded, from where and at what speed.



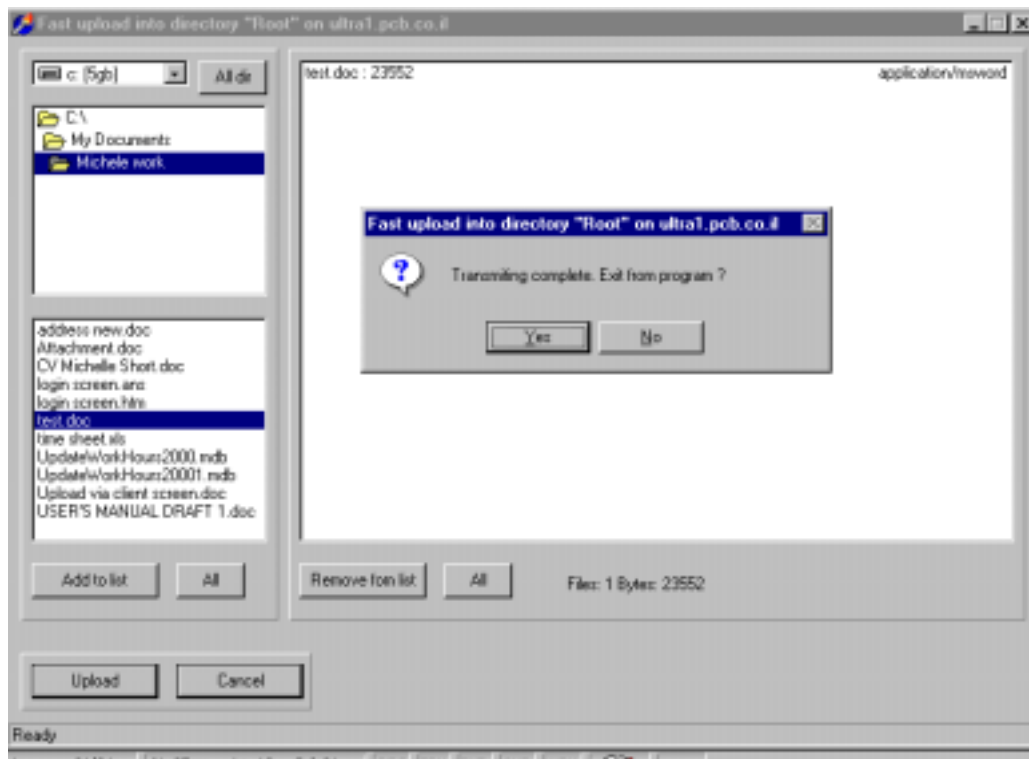
Once the upload via Browser to the Afik 1 Server is completed, you return to the FTP's Folder screen and the uploaded file will show up in the uploaded files list. Now you can assign permission on the file(s) for the other users.

## UPLOAD VIA CLIENT

Upload your files with Afik 1 Client Software. Click the "Upload Via Client" button.



The above dialog box “Fast upload into directory “Root” on server name will open up. You can now select the file(s) you wish to upload by clicking their files names. Click the “Add to List” button and the file name will appear in the white box. You can add more than one file to the list. Press the “Upload” button and uploading will begin.



Once the upload is complete, the dialog box will inform you that transmitting is complete. You can exit by pressing the “Yes” button. You will now return into the main screen of FTP’s Folder – FTP/My Files. Now press the “Refresh” button on your browser menu and the file name you have uploaded will show up in the file list.

You can now proceed with assigning permission to other users.

## PERMISSION TO USERS TO ACCESS YOUR FILE(S)



You follow the white numbers in the FTP' Folder Screen:

- 1) Select Files and Folders:
- 2) Select Addresses from the list below:

Tick the box(es) in front of the file(s).  
All contacts in your address book are available here. If you need to enter a new user, you type the name and e-mail address in the specified fields and press the "Add" button. The new contact that will be assigned permission to access your file will show up in the address list. Tick the box(es) in front of the names to which you wish to grant access.

- 3) Select Permission & Expire Date:

You can give the following permissions for access to your file:

Download only  
Download/Upload  
Upload only  
No Access

Tick the appropriate box and choose the Expire Date by clicking on the arrow. You will be able to choose from no expiration, 1 day, 2 days, 1 week, 2 weeks, 1 month, 2 months or 1 year.

- 4) Send Permission:

You can add a personal message & proceed by clicking on the "Send" button.





Once you have pressed the “Send” button, the above screen for reviewing your permissions will open up. Review the list and uncheck users that should not receive permissions. Once done, you press the “Send” button and the following screen informs you that you have sent permission(s). Users that receive the permission are listed with their name & e-mail address. If you now press the “Done” button, you will return into the FTP’s Folder – FTP/My files opening screen.



The user(s) you have assigned permission will receive an e-mail announcement as well as a link to the file you have permitted this user to access:



## CHANGING PERMISSION

Your given permissions can be changed any time by clicking the “Change Permission” button, which is located at the top right of the FTP’s Folder – FTP/My Files screen.

A screen will open up detailing all the permissions you have granted. It lists the user e-mail address, the file name you have given him/her access to, the type of access you have given and the expire date.

Make the necessary changes and press the “Submit” button when finished.

You will return to the FTP’s Folder – FTP/My Files main screen.



The screenshot shows the 'FTP's Folder FTP / My Files' interface. At the top, there's a navigation bar with 'Main Menu', 'Index', 'New Message', 'Address Book', 'FTP / My Files' (selected), 'FTP / Friends Files', and 'Logout'. Below this is a table with columns: 'Name', 'File', 'Access', and 'Expire Date'. The table lists four entries for different users and their access to files. Below the table, there's a legend for permissions: 'ro - read only', 'wo - write only', 'rw - read/write', 'nls - not visible', and 'er - erase permission'. At the bottom, there's a copyright notice for Chronus, Inc.

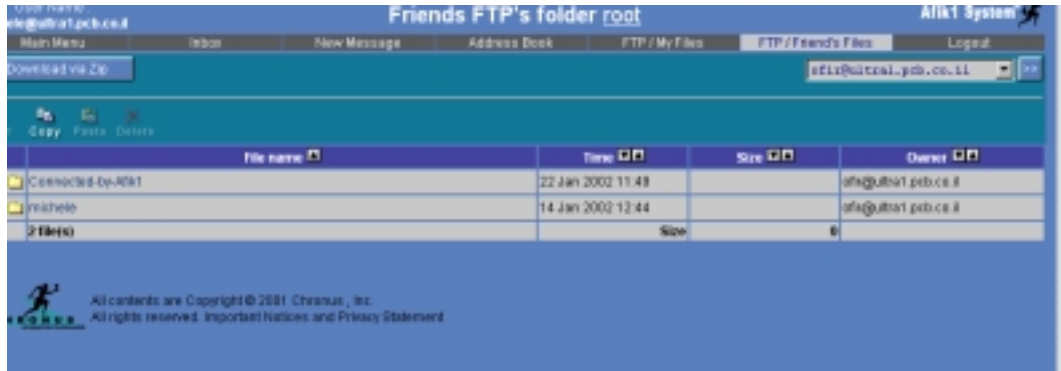
Name	File	Access	Expire Date
efr@ultra1.pcb.co.il	/Test/cancellation histradat 15 dec.doc	<input checked="" type="checkbox"/> ro <input type="checkbox"/> wo <input type="checkbox"/> rw <input type="checkbox"/> nls <input type="checkbox"/> er	
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michele@ultra1.pcb.co.il	/test.doc	<input checked="" type="checkbox"/> ro <input type="checkbox"/> wo <input type="checkbox"/> rw <input type="checkbox"/> nls <input type="checkbox"/> er	

ro - read only  
wo - write only  
rw - read/write  
nls - not visible  
er - erase permission

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## 6

## FTP/FRIEND'S FILES



The FTP/Friend's Files function lists all files and folders, which other users have made available to you. These files and folders can be manipulated through the "Copy", "Paste" and "Delete" button.

In the upper right corner, you can choose to have all friends folders displayed or specific friend's folders only. By clicking on the arrow, a list of all folders will be available. Scroll to the appropriate name and give an "enter". Click the blue "arrow" button and all files will be displayed in the list as well.

Since all these folders & files are placed on the Afik 1 Server, you can only access them by using the "Download via Zip" button. Click on the "Download via Zip" button and a dialog box for downloading will open up.

The dialog box asks you what you would like to do with this file?

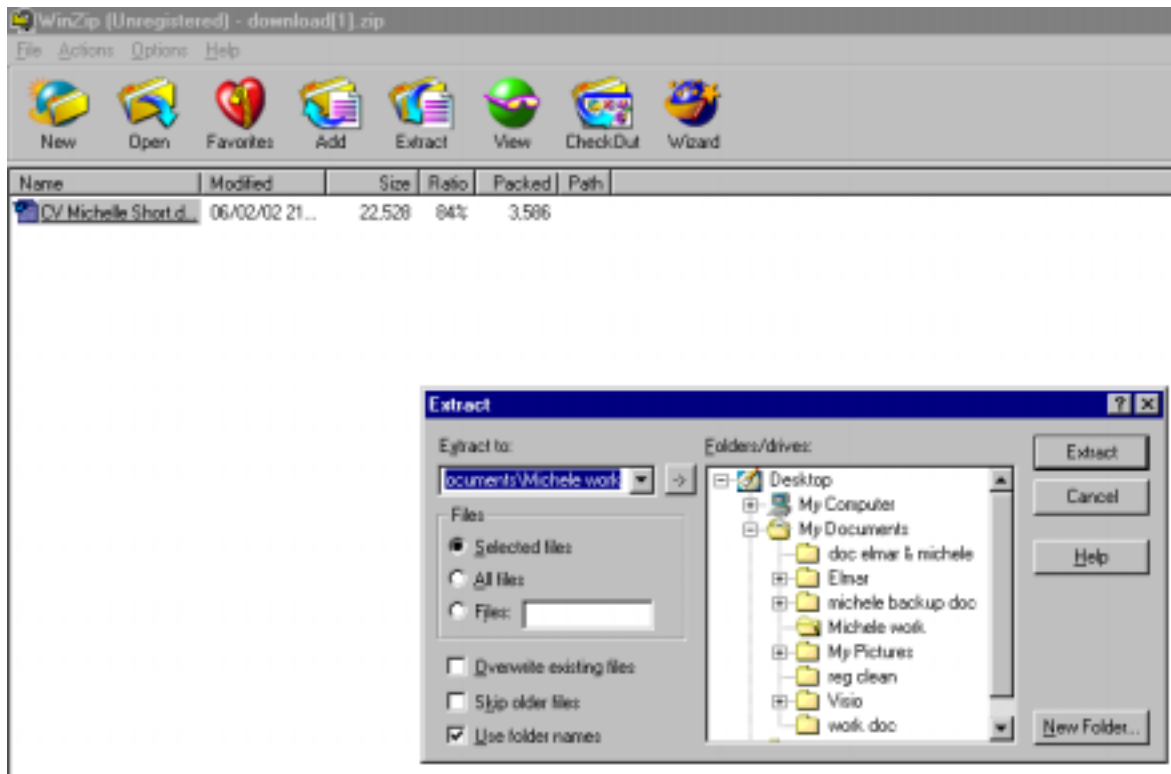
- ☐ Open this file from its current location.
- ☐ Save this file to disk.

Tick the appropriate box and press the "OK" button.

### **OPEN THIS FILE FROM CURRENT LOCATION**

If you choose the option to open the file from its current location another window will open through which you can monitor the actual download. This window gives you information on the name of file being opened, the percentage of the download done at any given moment, the estimated time left to completion of the download and the transfer rate of the download.

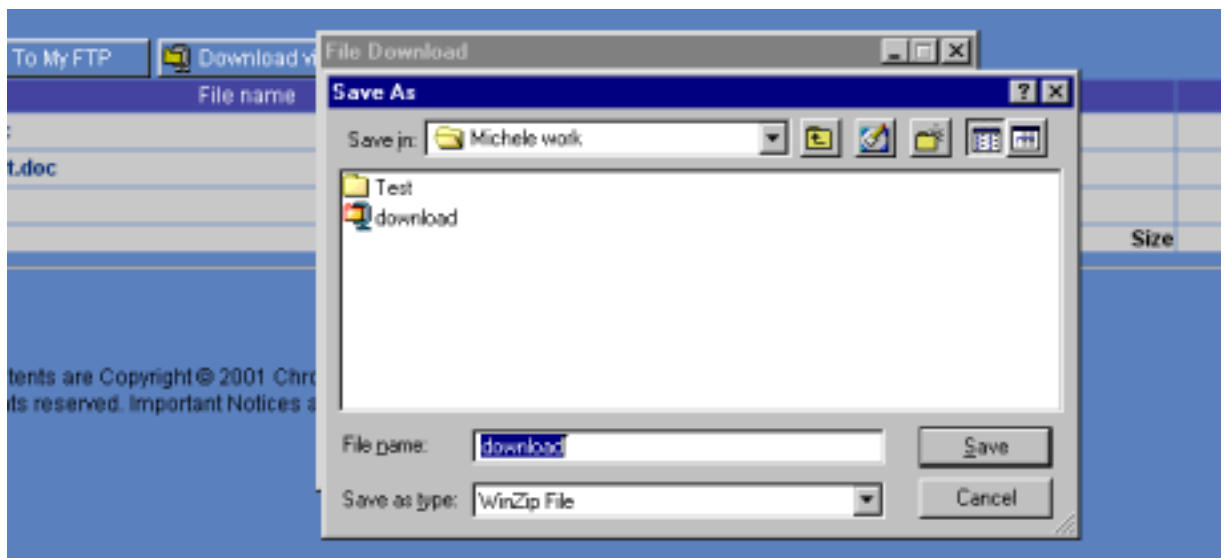
Once the download is complete WinZip program will open up & you will be able to extract the actual file attachment by pressing the "Extract" button in the WinZip toolbar. You can specify the location where you wish the file to be saved.



Press the “Extract” button in the dialog box and the file will be saved to the location you have chosen.

## SAVE THIS FILE TO DISK

If you choose for the option “Save this file to disk”, the following dialog box will open. The dialog box will enable you to specify the location (save in), the name & file type before saving. Once you have finished giving in these details, press the “Save” button and the file will be saved. You can now access the file locally from wherever you have saved it.



## **7.        LOGOUT**

The “Logout” button is located on the extreme right of the toolbar and available in all menus.

Click the “Logout” button and you will return in the opening menu of Afik 1 System<sup>™</sup> Information Exchange. From here you close Afik 1 System<sup>™</sup> Information Exchange by clicking the X located on the top right of your screen.

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