

Corporate Administrator Manual

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# Overview

## System Requirements

PrimeDrive is required to operate in the following client environment.

###### System Requirements

|  |  |
| --- | --- |
| Hardware | Operating System / Browser |
| CPU: Pentium4 2GHz or faster Free Memory: 512MB or above Free storage space: 500MB or above | Windows 7(32 / 64bit) / 8.1(32 / 64bit) / 10(32/64bit) Internet Explorer 11 / Google Chrome / Firefox |
| Mac OS X Safari5以上 |

※ browsers: Use the latest version of Internet Explorer11, Google Chrome, Firefox or Safari.

※ Windows8.0 users need to upgrade to Windows8.1.

## User Types and Their Definitions

The following are user types offered in PrimeDrive.

###### User Types and Their Definitions

|  |  |
| --- | --- |
| User Type | Definition |
| Corporate Administrator | Can register, edit, and delete sub-administrator, standard user, and contractor accounts. Cannot delete corporate administrator accounts.  (Can edit corporate administrator accounts.) |
| Sub-administrator | Can perform the same operations (Exclude settings for integration with Microsoft Office Online) as the corporate administrator. |
| Standard User | Can use functions within the user policy setting range after being registered by the corporate administrator or the sub-administrator. |
| Contractor | Can use functions within the user policy setting range after being registered by the corporate administrator or the sub-administrator. The contractor can refer to member information only if group member information, including his or her own, is published to contractors. |

## Policy Types and Their Definitions

The policy types provided by this service are user policy and corporate policy.  
The user policy is applied to each user, whereas the corporate policy is applied to all of the registered users.  
Details can be checked in User Management and Corporate Management.

# Login / Password

## Login Procedure

* General Login
* Overview

（Login URL）

https://primedrive.jp/browse #CorporateID

※ The last portion of the login URL is the corporate ID.

* How to operate

Enter your corporate ID, user ID, and password in the information input fields on the login screen and click the "Login" button.

* Log in Using the PKI Client Certificate
* Overview

When you log in to your account using the PKI client certificate, you must login from the login URL for PKI authentication.

（PKI authentication login URL）

https://secure.primedrive.jp/admin/Corporate ID

※ The last portion of the login URL is the corporate ID.

* How to operate

1. Click the login URL for PKI authentication.
2. Enter the login information contained in the completion notification email and click the Login button.

## Setting/Changing the Password

* Setting the Initial Password

After the administrator registers a user, a user registration completion notification email containing the login information will be sent to the registered email address.

* How to operate

1. Click the URL for password setting contained in the user registration completion notification email.
2. Register optional password information according to the Password Policy.

* Resetting the Password
* How to operate

1. Click "Forgot password?" on the Login screen.
2. Enter your Corporate ID and User ID in the Reset Password screen and click "Send".
3. Click the URL on the password reset notification email.
4. Register a new password in the Reset Password screen and click the "OK" button.

* Changing the Password
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “Edit” from the Context menu.
3. Enter new information in the password input field and click the "Go to Confirmation Screen" button.
4. Click "Confirm" on the next screen.

# User Management

## Setting items of Basic User Information

* Basic User Information

###### Basic User Information

|  |  |  |
| --- | --- | --- |
| Item Name | Description | Input |
| User ID | Up to 128 half-width alphanumeric characters. It will not be possible to change the User ID later. (Other conditions) · In the same corporate, the same user ID cannot be registered. · case-sensitive · Only the following special characters are allowed: “- “hyphen, “\_” underscore, “.” period, and “@” at mark. · User IDs with only “.” or “..” are not allowed. <Note> When using a PKI certificate, the PrimeDrive user ID and the CN of the certificate must match. Since the CN does not allow the “@” character, please use characters other than the “@” character in the PrimeDrive user ID. | Required |
| Last Name | Text format up to 64 | Required |
| First Name | Text format up to 64 | Required |
| Last Name (Kana) | Text format up to 64 | - |
| First Name (Kana) | Text format up to 64 | - |
| Email | Half-width up to 128 alphanumeric characters. It is possible to register multiple email addresses. | Required |
| User Type | Select from Sub-administrator / Standard User (initial value) / Contractor. | Required |
| Workflow Approver | Specifies the workflow approver. A contractor cannot specify an approver. | - |
| Usage Condition | If the number of failed attempts during login authentication exceeds the specified value, the account will automatically be changed to a locked status. "\*Exceeded the authentication error limit" will be displayed on the right side. | - |
| Password | The input must follow the specified conditions of the corporate policy settings. (Other conditions) ・Up to 32 half-width alphanumeric characters. ・case-sensitive ・There is not the prohibition letter. ・But a control letter and the space such as TAB or the newline code are unusable ・You cannot use an your e-mail address and user ID. ・There is not the limitation of the top letter. (the top of the password can appoint a number and a sign) | - |
| Allocated capacity | If you select "Specify", you can specify the capacity. If you select "Not specified", your subscribed capacity will be the maximum. Enter capacity number in range of 0 to 999. When the capacity is set to 0, uploading on Home is not available. (It is possible to upload on folder shared by other users.) | － |
| Unit | You can select MB/GB/TB. | － |
| Registration notification email | After completing user registration, a notification email will be sent automatically. | － |
| Language | Sets the screen language. This does not apply to stored file/folder names. | － |
| comment | You can input to 2,000 characters | － |
| Local Mail Settings | Sets the type of mailer that you will use to prevent the email body from being garbled during notification sending from the local mailer. | － |
| ・Windows Mail ・Outlook2007/2010/2013/2016 ・Mac OS Mail ・Thunderbird |  |

* Basic User Information：Edit all items at once

###### Basic User Information（Edit all）

|  |  |
| --- | --- |
| Item | Description |
| User Type | Select from Sub-administrator/Standard User (initial value) / Contractor. |
| Workflow Approver | Specifies the workflow approver. A contractor cannot specify an approver. |
| Usage Condition | If the number of failed attempts during login authentication exceeds the specified value, the account will automatically be changed to a locked status. |
| Language | Sets the screen language. This does not apply to stored file/folder names. |
| Local Mail Settings | Sets the type of mailer that you will use to prevent the email body from being garbled during notification sending from the local mailer. |
| ・Windows Mail ・Outlook2007/2010/2013/2016 ・Mac OS Mail ・Thunderbird |

## Setting items of User Policy

* User Policy Settings

###### User Policy Settings

|  |  |
| --- | --- |
| Item | Description |
| IP Restrictions | Sets the usage validity of the IP address restriction function. If you select "Apply corporate policy", the account will follow the corporate policy setting. |
| Enable coporate policy settings / Enable user policy settings / Disable IP restrictions |
| List of connection allowed IP addresses | Sets the global IP address or range with permitted access. |
| PKI authentication | If you select "Available", a PKI client certificate will be required during login authentication. |
| Enable / Disable |
| Password authentication (Access control) | A password will be required during login authentication. |
| Enable / Disable |
| Web | If you select "Not available", usage from a Web browser will be restricted. |
| DTA | If you select "Not available", usage from a DTA will be restricted. |
| iPhone | If you select "Not available", usage from an iPhone will be restricted. |
| iPad | If you select "Not available", usage from an iPad will be restricted. |
| Android | If you select "Not available", usage from an Android will be restricted. |

* User Policy Settings (Functional restriction)

###### User Policy Settings (Functional restriction)

|  |  |
| --- | --- |
| Item | Description |
| Allow users to create download link | If you select "Do not allow", the user will not be able to use the send function. |
| Verification | If you select "required", entering a name for the Download link will be required. Name entering is a function that makes the performer of the action enter a name and a company name during download. |
| Required / Not required |
| Password | If you select "required", setting a password for the send key will be required. |
| Required / Not required |
| Approval | If you select "required", approval from the approver will be necessary for the issuance of send keys for all files or folders inside the account. |
| Available/Not available/required |
| Allow users to create upload link | If you select "Do not allow", the user will not be able to use the collect function. |
| Allow users to send file attached email | If you select "Do not allow", the user will not be able to use "Send as email attachments" in iPad/iPhone. |
| Allow users to Use "Open In" | If you select "Do not allow", the user will not be able to use "Open In” in iPad/iPhone. The user will not be able to use PrimeDrive for Office Online in iPad/iPhone. |
| Allow users to upload files to shared folders | If you select "Do not allow", the user will not be able to use the collect function. |
| Auto-delete settings for folders and files | Enable auto-delete according as corporate policy settings |

* User Policy Settings：Edit All

###### User Policy Settings：Edit All

|  |  |
| --- | --- |
| Item | Description |
| IP address connection restriction | Sets the usage validity of the IP address restriction function. If you select "Apply corporate policy", the account will follow the corporate policy setting. |
| Apply corporate policy/ Apply a user policy/ No restriction |
| List of connection allowed IP addresses | Sets the global IP address or range with permitted access. |
| PKI authentication | If you select "Available", a PKI client certificate will be required during login authentication. |
| Available/Not available |
| PKI authentication / Password authentication | A password will be required during login authentication. |
| Available/Not available |
| Web | If you select "Not available", usage from a Web browser will be restricted. |
| DTA | If you select "Not available", usage from a DTA will be restricted. |
| iPhone | If you select "Not available", usage from an iPhone app will be restricted. |
| iPad | If you select "Not available", usage from an iPad app will be restricted. |
| Android | If you select "Not available", usage from an Android app will be restricted. |
| Allow users to create download link | If you select "Do not allow", the user will not be able to use the send function. |
| Verification | If you select "required", entering a name for the send key will be required. Name entering is a function that makes the performer of the action enter a name and a company name during download. |
| required /Do not required |
| Password | If you select "required", setting a password for the send key will be required. |
| required /Do not required |
| Approval | If you select "required", approval from the approver will be necessary for the issuance of send keys for all files or folders inside the account. |
| Available/Not available/required |
| Allow users to create upload link | If you select "Do not allow", the user will not be able to use the collect function. |
| Auto-delete settings for folders and files | If you checked, usage from an Android app will be restricted. |

## Create users

* Register basic User Information
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen.
2. Click the “Register New” button on the Main Operation menu.
3. Enter required and optional item, and click the “Go to Confirmation Screen” button.  
   \* Clicking “+ Set detailed information (This can be set later.)” allows you to enter optional items in the basic user information (details).
4. Click the “Confirm” button on the Confirmation screen.
5. Click the “Back to User List” or “Continue to Register” button on the Registration Completion screen.

* Register basic User Policy
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen.
2. Click the “Register New” button on the Main Operation menu.
3. Click “+ Set detailed information (This can be set later.)” and enter optional items in the user policy (access restriction) and user policy (functional restriction).
4. Click the “Confirm” button on the Confirmation screen.

## Manipulate user information

* Changing User Information
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “Edit” from the Context menu.
3. Edit the basic user information, basic user information (details), user policy (access restriction) and user policy (functional restriction), and click the “Go to Confirmation Screen” button.
4. Click "Confirm" on the next screen.

* Editing Information for Multiple Users

1. Select “User Management” from the Navigation menu on the Main screen and search for the target users.
2. Select the target users from the User Management screen and right-click it. Select “Edit all” from the Context menu.
3. Edit the basic user information, user policy (access restriction) and user policy (functional restriction), and click the “Go to Confirmation Screen” button.
4. Click "Confirm" on the next screen.

* Delete User
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “Delete” from the Context menu.
3. If the target user want to keep files owned by him, uncheck the checkbox "Delete user's files" in the confirm dialog, then click the "OK" button. Files owned by the user will be moved to the home folder of the corporate administrator.

※　Sharing setting, expiration date, send key, collect key of the original files/folders will be released（however, lock, version and capacity settings are maintained）.

※　Files in Trash are not moved.

※　You cannot recover the deleted user's files.

* Locking User Accounts
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “Edit” from the Context menu.
3. Click “+ Set detailed information (This can be set later.)”.
4. Set the “User Usage Condition” in the basic user information (details) to “Locked (Usage Stopped)” and click the “Go to Confirmation Screen” button.
5. Click "Confirm" on the next screen.

(Operation when the account is locked)

* Account-locked users cannot log in.
* How to operate（Release account rock）

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “Edit” from the Context menu.
3. Set "Account status" to "Locked" and click the "Register" button.
4. Click "Confirm" on the next screen.

* Emergency locking User Accounts
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “Emergency Lock” from the Context menu.

（Restrictions under emergency lock）

* Emergency locked users cannot login
* 他のユーザは、当該ユーザが共有しているフォルダ、発行済みダウンロードリンク、及びアップロードリンクへはアクセスができなくなります。

※ Upload / Download Links that have been invalidated by an emergency lock cannot be made valid again.

* How to cancel account lock and emergency lock

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “Edit” from the Context menu.
3. Click “+ Set detailed information (This can be set later.)”.
4. Set the “User Usage Condition” in the basic user information (details) to “In Use” and click the “Go to Confirmation Screen” button.
5. Click the “Confirm” button on the Confirmation screen.

## User Search Method

* User ID Search
* How to operate（User ID Search）

1. Enter a user ID in the search window and press “Enter” on the keyboard.

※ user search時の文字列は、「大文字/小文字」を区別しません。  
ユーザIDに入力した文字列を含むユーザを全て検索します。

* User Search
* How to operate（User Search）

1. Click the “User Search” icon to display the User Search screen. You can refine your search by entering criteria for the user you want to search for.
2. Enter search criteria and click the “Search” button.

## Importing Users

* Importing Users procedure
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and click the “Import” button on the Main Operation menu.
2. Select "User Import" tab on the Main screen.
3. Click the “Select File” button and select the file to be imported.

※ The CSV file exported by the user can be used as the template of the import file (CSV).

※ It is not able to keep files when use user import function to delete user (everything will be deleted)

* Import User file (CSV) format

###### Import User file (CSV) format

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Required | Initial Value | Input  Value | Description |
| Operation | ○ |  | 11 | Add users |
| 12 | Edit user |
| 13 | Delete user |
| 31 | Add IP address |
| 33 | Delete IP address |
| 99 | none |
| User ID | ○ | - | - |  |
| Password | ○ | Automatically generated | - | Only case of 11 in Operation |
| Last Name | ○ | - | - | case of 11,12 in Operation |
| First Name | ○ | - | - | case of 11,12 in Operation |
| Last Name (Kana) | - | - | - |  |
| First Name (Kana) | - | - | - |  |
| Email | ○ | - | - | case of 11,12 in Operation |
| User Type | - | 3 | 2 | Sub-administrator |
| 3 | Standard User |
| 4 | Contractor |
| Workflow Approver | - | 0 | 1 | Set |
| 0 | Not set |
| Account Status | - | 0 | 1 | Locked |
| 0 | Unlocked |
| Language | - | ja | ja | Japanese |
| en | English |
| Allocated Capacity settings | - | 0 | 1 | Allocated |
| 0 | Not Allocated |
| Allocated Capacity settings /Capacity | - | - | - |  |
| Allocated Capacity settings /Unit | - | MB | MB |  |
| GB |  |
| TB |  |
| PKI Authentication | - | 0 | 1 | Available |
| 0 | Not available |
| Password Authentication | - | 0 | 1 | Available |
| 0 | Not available |
| Issue send key | - | 1 | 1 | Allow |
| 0 | Do not allow |
| Password | - | 0 | 1 | Required |
| 0 | Do not require |
| Enter name | - | 0 | 1 | Required |
| 0 | Do not require |
| Use Send as email attachments (iPad/iPhone) | - | 1 | 1 | Allow |
| 0 | Do not allow |
| Use Open In (iPad/iPhone) | - | 1 | 1 | Allow |
| 0 | Do not allow |
| Issue collect key | - | 1 | 1 | Allow |
| 0 | Do not allow |
| Workflow use | - | 0 | 2 | Required |
| 1 | Available |
| 0 | Not available |
| Available Devices/web | - | 1 | 1 | Available |
| 0 | Not available |
| Available Devices/iPhone | - | 1 | 1 | Available |
| 0 | Not available |
| Available Devices/iPad | - | 1 | 1 | Available |
| 0 | Not available |
| Local Mail Setting | - | 1 | 1 | Outlook Express and Outlook 2003 below |
| 2 | Windows Mail |
| 3 | Outlook 2007/2010/2013/2016 |
| 4 | MacOS Mail |
| 5 | Thunderbird |
| IP address connection limit | - | 2 | 0 | No restriction |
| 1 | Apply a user policy |
| 2 | Apply corporate policy |
| IP address / access scope of permission | - | - | - | Required only case of 31,33 in Operation |
| Comments | - | - | - | Up to 2000 characters can be entered |
| Available Devices / DTA | - | 1 | 1 | Available |
| 0 | Not available |
|  |  |
| Available Devices / Android | - | 1 | 1 | Available |
| 0 | Not available |
|  |  |
| Upload from other applications to [Shared folders] | - | 0 | 1 | Available |
| 0 | Not available |
|  |  |
| Home time limit setting | - | 0 | 1 | Available |
| 0 | Not available |
|  | \*When this item is blank, we import the user by default setting. |

（注意）区分値で指定する項目に「01」や「00」を設定し、インポートを行った場合、先頭の0は省略され、「1」、「0」と登録されます。

## Importing Users Share setting

* Importing Users Share setting
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and click the “Import” button on the Main Operation menu.
2. Select "Share lump setting" tab on the Main screen.
3. Click the “Select File” button and select the file to be imported.

※ You can edit CSV file which you exported as a template and import it as well.

※ The first line of the import file is handled as a line name.

※ You can add share members. But, those members cannot configure share setting at the same time.

※ First row of csv file is considered as item name for share setting.

* Import share setting file (CSV) format

###### Import share setting file (CSV) format

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item Name** | **Input Value** | **Description** | **Required** | | | | |
|  |  |  | 11 | 12 | 13 | 23 | 99 |
| Operation | 11 | Add Share Setting / Add Share Member | ○ | － | － | － | － |
| 12 | Edit Share Setting | － | ○ | － | － | － |
| 13 | Release Share Setting | － | － | ○ | － | － |
| 23 | Delete Share Member | － | － | － | ○ | － |
| 99 | None | － | － | － | － | ○ |
| Share Name | - | Share Name | ○ | ○ | ○ | ○ | － |
| Full Path of the share name(Share setter) | - | Folder path for Share setting ※ Specify a path from share setter’s point ＜Specify format＞ When you share folders below home folder : / User ID / folder name When it is shared below the shared folder : / share name @( Owner user ID )/ folder name | ○ | ○ | ○ | ○ | － |
| Share Setter (ID) | - | A user (user id) who shares folders | ○ | ○ | ○ | ○ | － |
| Share Setter (name) | - | Share setter’s name | － | － | － | － | － |
| Individually Set Share | 0 | Do not configure share setting individually ( Override) | ○ | ○ | － | － | － |
| 1 | Configure share setting individually (Do not override) |
| Share scope | 0 | All files under share setting folder | ○ | ○ | － | － | － |
| 1 | Only the files directly under share setting folder |
| Publish Members List | 0 | Not publish member list to share member | ○ | ○ | － | － | － |
| 1 | Publish member list to share member |
| Notify File Updates | 0 | Do Not notify file updates to share members | ○ | ○ | － | － | － |
| 1 | Notify file updates to share members |
| Automatically send | 0 | Do not automatically send the file update notification | ○ | ○ | － | － | － |
| 1 | Automatically send the file update notification |
| Sharer (Type) | 1 | Corporate administrator | ○ | － | － | ○ | － |
| 2 | Sub-administrator |
| 3 | Standard user |
| 4 | Contractor |
| 10 | Public group |
| 11 | Private group |
| Sharer (ID) or Group name | - | User ID or Group name which becomes a Share member. | ○ | － | － | ○ | － |
| Sharer (name)or Group Owner | - | User ID of private group owner specified as “Sharer (ID) or Group name” \* The specification is only enabled when you set share members (private group). \* When you export share setting, share members name or User ID of group owner will be exported here. | ○\* | － | － | ○\* | － |
| Read files | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized |
| Write files | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized |
| Delete Files | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized |
| New Folder | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized |
| Delete Folders | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized |
| Send | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized \* “Read files” authority is required |
| Collect | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized \* “Write files” authority is required |
| Change Share Member Authority | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized |
| Add/Delete Share Members | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized \* ”Change share member authority” is required |
| Manage Share (full control) | 0 | Not Authorized | ○ | － | － | － | － |
| 1 | Authorized \*All Access authority is required |

* Delete share members by Importing Users Share Setting
* How to operate（Delete share members by Importing Users Share Setting）

Please go through the following steps to delete share members by importing Users Share setting.

1. Search the user who owns the shared folder, which is targeted to be deleted, and click "Export" button. For more information on export, please refer to "Exporting User List, Current Data Usage /Most Recent Sign-in Date, Share Setting List".
2. Select "Sharing settings (Per Sharing setting user)" and click "Download by search criteria" button.
3. Edit the exported CSV file.  
   Enter "23 (Delete Share Member)" to the A column (Operation) of the sharers who are targeted to be deleted.
4. Click "Import" button on user search screen and select "Import Share Setting" tab.
5. Select the edited CSV file and import it.

## Exporting Users Information

* About contents to export
* Overview

You can export the registered user list, current data usage/ Most Recent Sign-in date, share setting list to csv file.

* Exporting Users Information procedure
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and click the “Export” button on the Main Operation menu.
2. Click the "Export" button.
3. Select the information you want to output, and then click the download in all matter Download / search conditions.

* Specify contents to be exported

Before displaying the export screen, it should be specified search conditions.

（Format of user export）

User list will be exported to csv file. Character encoding is UTF-8(With BOM).  
About exporting contents, please refer “Import User file (CSV) format”.

（Current Data Usage/ Most Recent Sign-in Date Export(CSV format)）

Current Data Usage / Most Recent Sign-in Date will be exported to csv file.

###### Account Using Capacity Export (CSV format)

|  |  |
| --- | --- |
| Item Name | Description |
| Corporate ID | Run to Corporate ID |
| User ID | All Export: All User Export  Search conditions Export: Export user that matched |
| Last name | Last name |
| First name | First name |
| usage | View actual use capacity |
| capacity | View allocated capacity |
| last login time | last login time (UTC Format) |

（Format of share setting）

User share setting will be exported to CSV format. Character encoding is UTF-8(With BOM).  
About exporting contents, please refer “Import share setting file (CSV) format”

# Corporate Administration

## Editing Corporate Policies

* About certification setting

PrimeDriveでは、登録済みのIDとパスワードによるログイン認証に加え、お客様の運用に応じてSAML認証、またはLDAP認証によりサービスをご利用頂くことも可能です。また選択した認証方式に応じたポリシー設定画面が表示されます。

* How to operate

1. Select “Corporate Policy” from the Navigation menu on the Main screen.
2. Edit Corporate Policy screen will appear.
3. Edit information on each tab and click the “Register with These Details” button.

* Certification

Certification：PrimeDrive edit screen

![画像]()

Certification：LDAP edit screen

![画像]()

Certification：SAML edit screen

![画像]()

* Account / Password

###### Corporate Policy Item（Account / Password）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Login timeout | If inactivity continues for the specified period, the account will be logged out in 10/20/30/60 minutes/4 hours/12 hours. |
| Account lock | Enables the account lock functionality. When there are a number of failed attempts during login authentication a lock is manually possible through the administrator. |
| Allow automated lock release via password reset | By operating the password reset from the option "Forgot password?" in the login screen, you can set using your account automatically unlocked. \* If you set authentication method to LDAP or select "Disable" for SAML with PD authentication sharing option, "Disable" is automatically selected. Available / Not available |
| Account lock /number of verification errors | If authorization is failed the specified number of times, the account is locked. 3 failures / 5 failures / 7 failures |
| Password limit | Sets the characters that can be used in the password. No limitation / Alphanumeric required / Mixed-case alphanumeric required / Ascii special characters required |
| Password minimum length | Sets the minimum length for the password. 4/6/8 |
| Password expiration date | You can set the password expiration. \* If you set authentication method to LDAP or select "Disable" for SAML with PD authentication sharing option, "Disable" is automatically selected. 1 month / 3 months / 6 months / 1 year / No limit |
| Password reminder  period | Sends a notification email that before the password expiration date reminding the user of the expiration. 3 days before / 1 week before / 1month before |
| Reuse previous password | Set whether permit or not permit the password which was set at last time. |

* Initial language

###### Corporate Policy Item（Initial language）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Language | Selects the initial language when creating users. Notification emails will be sent in the specified language. Japanese/English |

* Capacity warning

###### Corporate Policy Item（Capacity warning）

|  |  |
| --- | --- |
| Item Name | Item Description |
| capacity warning | The system automatically sends a warning email when the amount of free space has reached a certain threshold (%) with respect to the total amount of space allocated to user as per their contract. This warning email is sent to all users with administrator authority once a day. Warn / Do not warn |
| capacity warning /　remaining capacity | Specified notification to be sent through a capacity warning email, 1 to 99 |

* IP address connection restriction

###### Corporate Policy Item（IP address connection restriction）

|  |  |
| --- | --- |
| Item Name | Item Description |
| IP address connection restriction | Restricts access to the global IP address environment. Restrict / Do no restrict / Restrict connections from the Internet |
| List of connection allowed IP addresses | Specifies the permitted global IP addresses and/or range. |

* Download Link restriction

###### Corporate Policy Item（Download Link restriction）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Upper limit days of expiration | Specify the upper limit days of send key expiration. (Default : 90 days） |
| 1～90 |
| Upper limit indefinite days of expiration | Set permission to use “send key valid days=indefinite” when you create a send key. (Default : not allow) \* If you set to "Allow", you can select "send key valid days=indefinite" when you create a send key. “Allow” “Not allow” |
| Unlimited downloads | Allows setting of unlimited downloads from a send key. Allow / Do not allow |
| Automatic deletion of a link expiration file | It is a use permission setup of an "automatic deletion of sending key expiration file" function at the time of sending key issue.(Default "disuse") \* When "use" is chosen, a user can choose more nearly arbitrarily than a sending key issue screen. Moreover, when "compulsion" is chosen, "use" is compulsorily applied to all the users, and the user can’t release that. (Use / disuse / compulsion) |
| Minimum lengths of link password | Set send key password in the range of minimum length. (Default “No limit”) \* Users, whose user policy “Send key password : not required” is set, are needed to enter password that include minimum length or more only when they set send key password. \* This setting is applied only when users enter a send key password manually. |
| No limit / 4 figures / 6 figures / 8 figures |

* Upload Link restriction

###### Corporate Policy Item（Upload Link restriction）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Upper limit days of expiration | Specify the upper limit days of collect key expiration.  (Default : 90 days) |
| 1 - 90 |
| Upper limit indefinite days of expiration | Set permission to use “collect key valid days=indefinite” when you create a collect key. (Default : not allow) \* If you set to "Allow", you can select " collect key valid days=indefinite" when you create a collect key. “Allow” “Not allow” |

* Mobile devices

###### Corporate Policy Item（Mobile devices）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Cache time on mobile devices | Sets the cache time in the mobile device. When you set “0 day”, cannot use PrimeDrive for Office Online in iPad/iPhone. |
| Indefinite Period / 0 days / 1 day / 5 days / 10 days / 30 days / 90days |
| Save password on mobile devices | Allows saving passwords on mobile devices. Allow password save / Do not allow password Save |
| Extending time-out of login from mobile devices (time) | Set extending time-out of login for mobile devices. \* Prior to setting “Login time-out” \*\* This function will appear only if extending time-out of login is set as "Use". |
| 1 - 12 |

* PrimeDrive for Office Online

###### Corporate Policy Item（PrimeDrive for Office Online）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Office Online | This is to allow users view / edit Office files on Office Online (Web). \*Only the Corporate Administrators can change this setting. Please see PrimeDrive for Office Online for more details. |
| Available / Not avilable |
| Permission of viewing |
| Office apps(iOS) | This is to allow users opening Office files stored in PrimeDrive from Excel, Word or PowerPoint applications on iPad / iPhone. |
| Available / Not available |

* Corporate Policy Setting

###### Corporate Policy Item（Corporate Policy Setting）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Office Online　(Only corporate admin can set) | **Available** ・Using Microsoft Office Online, you can edit files on the web browser. ・On user screen of the web browser, “Edit in Office Online” will be available from pull down menu. \*1 ・If you check “Permission of viewing”, “View in Office Online” will be also available from pull down menu. **Not available(default)** ・Not using Microsoft Office Online. ・A user cannot use “Edit in Office Online” and “View in Office Online” from pull down menu on the web browser. |
| Permission of viewing (Only corporate admin can set) | **Checked** ・Using Microsoft Office Online, you can view files on the web browser. ・A user can use “View in Office Online” from pull down menu on the web browser. **Unchecked (default)** ・Viewing office files is not permitted in Microsoft Office Online. ・A user cannot use “View in Office Online” from pull down menu on the web browser. |
| Office apps(iOS) (Sub-admin / corporate admin can set) | **Available** ・You can edit/view Office files with Office apps in iOS devices. \*1 **Not available(default)** ・You cannot edit/view Office files with Office apps in iOS devices. |

###### Office 365 licenses for both editing and viewing

|  |  |
| --- | --- |
| Item Name | Item Description |
| Office 365 licenses for both editing and viewing | ・Office 365 Business ・Office 365 Business Premium ・Office 365 Business Essentials ・Office 365 ProPlus ・Office 365 Enterprise E1 ・Office 365 Enterprise E3 ・Office 365 Enterprise E5 |

【Important】 About the files you open on Office Online

When you open the office file in Office Online, the file is temporarily cashed in the site for a period of term. (Microsoft specifications)

※ Please make sure your company’s security policy before changing this setting.

※ Only corporate administrator can change this function policy.

* Select a Mailer

###### Corporate Policy Item（Select a Mailer）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Send a web-mail | Displays/Hides the "web-mail" button on the "Select a Mailer" screen. Available/Not available |
| Send a local mail | Displays/Hides the "local mail" button on the "Select a Mailer" screen. Available/Not available |
| Send by Gmail | Displays/Hides the "Send by Gmail" button on the "Select a Mailer" screen. Available/Not available |

* Home time limit setting

###### Corporate Policy Item（Home time limit setting）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Home time limit setting | It set the deadline set for each user ID. |
| Available / Not available |
| "Home time limit setting" of the user who owns the file | You can also set the deadline for the specified user ID who has already had their own data |
| Allow / Do not allow |
| Target of time limit setting | You set the item you want to apply the settings. |
| Files / Folders and files |
| 1 – 90 |
| Report delete notice mails | When it gets closer to the deadline, notification email is sent to users automatically. |
| Notice / Not Notified |
| 1 day before, 3 days Before, 7 days before (initial value 3 days before) |

* PKI authentication

###### Corporate Policy Item（PKI authentication）

|  |  |
| --- | --- |
| Item Name | Item Description |
| PKI authentication | Performs login authentication through a PKI client certificate. Available/Not available |
| PKI authentication / Public OU | Registers the PKI OU number (Organization Unit Code) Example: P4000000999 |

## About Home time limit

* Overview

Administrator can set up file time limit to user’s home by this function.  
Folders or all of files below user’s home are target of file time limit by this function.

* How to operate

1. Setting up the time limit by “Corporate Policy”.
2. Setting up the time limit each user ID by “User edit / Edit all”.

* Setting items on the Corporate Policy screen
* Editing Corporate Policies

＜Editing Corporate Policies＞

![画像]()

＜Items to set up home time limit＞

###### Items to set up home time limit

|  |  |
| --- | --- |
| Item Name | Item Description |
| Home time limit setting | Available It is available to use it to user’s home. |
| Not Available It is not available to use it to user’s home In this case, It is set up by users as it used to. |
| “Home time limit setting” of the user who owns the file | Allow This also can do it to users who already own data. Please see <Instruction of using home time limit setting> for proper use. |
| Do not allow This only can do it to users who don’t own data. |
| Target of time limit setting | Files The function deletes only files when it overs the setting period. |
| Folders and files This function deletes all of data include folders when it overs the setting period. Please see <Instruction of using home time limit setting> for proper use. |
| The number of days this setting | 1-90 days (default: 30) |
| Report delete notice mails | Notice It is available to set up to mail it when the time limit deletion is just around the corner. |
| Not notified Not mailing to notice of deletion even though the time limit deletion is just around the corner. |
| 1 day,3 days,7 days in advance (default: 3 days) |

* Setting items on the User edit screen

＜User edit screen＞

![画像]()

＜Items of User edit screen＞

###### Items of User edit screen

|  |  |
| --- | --- |
| Item Name | Item Description |
| Home time limit setting | Available It is available to set up it for each user ID. Data below user’s home is the state which is setted up it as long as administrator unsets it. |
| Not available Users set up it by themselves as it used to. |

※ It is available to confirm it in the User list.

＜User List＞

![画像]()

＜Instruction of using home time limit setting＞

* The function applies the setting in the Corporate Policies to each user ID individually.  
  It doesn’t apply only to set up the Corporate Policies.

## IP Address Connection Limit

* How to Register IP Addresses
* Overview

You can apply IP address connection limits per corporate or user account.  
Corporate settings target all users belonging to a corporate account.  
However, when a limit is established for individual user accounts, individual settings are given priority.  
After completing the settings, you can only use services from registered IP address environments.

（How to register a global IP address）

Example: 192.168.1.1

Example: 192.168.1.1-20

* Applying or Releasing IP Address Connection Limits for the Whole Corporate Account
* How to operate

1. Select “Corporate Policy” from the Navigation menu on the Main screen.
2. Select the “Security” tab and select “Restriction” in the “IP address connection restriction” item.  
   (To cancel the setting, select “No restriction”.)
3. Enter the IP address to be registered in the Access permission range and click the "Add" button next to the item.
4. Check the information registered in the IP address list and click the "Register" button on the top right of the screen.

※ The “Restrict connection from the Internet” setting is for restricting access to just closed-connection services that connect only from a closed network (Smart VPN/Internet VPN).  
Enabling this setting will cause logins from the Internet to be rejected, so please be careful not to set it by accident.

* Applying or Releasing IP Address Connection Limits for Individual Users
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “Edit” from the Context menu.
3. Click “+ Set detailed information (This can be set later.)”.
4. When the user policy (access restriction) is displayed, select “Apply user policy” in “IP address connection restriction”.
5. Enter the IP address to be allowed in the “List of connection allowed IP addresses” and click the “Add” button.
6. Make sure that the information has been added to the IP address list, and then click the “Go to Confirmation Screen” button.
7. Click the “Confirm” button on the Confirmation screen.

## PKI Client Authentication Function

* Setting Preparation In Advance

When using the PKI client authentication, you must set the corporate and user policies first.

* How to operate（Registering a PKI service code in a corporate policy）

1. Select “Corporate Policy” from the Navigation menu on the Main screen.
2. Select the “Authentication” tab and select “Available” in the “PKI certificate” item.
3. Enter the OU number (Organization Unit Code) in the “Public OU” input field.
4. Click the “Register with These Details” button.

※ See “Login Using PKI Client Certificate” in the “User Manual” on how to login.

* How to operate（Making PKI authentication available through the user policy of the target user）

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Information screen and click the "Edit" button.
3. Select "Available" on the PKI authentication items.
4. When enabling password authentication, select "Available" from the Password authentication items during PKI authentication and click the "Register" button.
5. Click "Confirm" on the next screen.

* Restrictions

If you want to use the PKI platform service, you must register CN information in the same information that is registered in the user ID and PKI client certificate used in PrimeDrive.  
Please note that if it is not registered with the same information, you will not be able to use the service.

## Certification of LDAP

* Setting items on the Certification of LDAP

###### Corporate Policy Item（Certification of LDAP）

|  |  |
| --- | --- |
| Item Name | Item Description |
| LDAP server address | Set the address of LDAP server |
| ex：10.10.10.1 or pdadldap.pdad.sbtm.com |
| LDAP server port | Set the port of LDAP server port |
| 389（LDAP）/636（LDAPS） |
| SSL | Set the use of SSL |
| Available（LDAPS）//Not available（LDAP） |
| Check for the validity of SSL certificate | Set the use of Check for the validity of SSL certificate |
| Available/Not available |
| Check for the validity of SSL certificate | Set the validity of SSL certificate |
| 2/3 |
| Account Type | Set the Account Type |
| UPN (account@domain(FQDN) / Traditional form of Account ( pre-Windows 2000 ) / Other form \* Arbitrary attribute names are set up. |
| LDAP bind DN | Set the LDAP bind DN |
| ex：CN=user,OU=staffs,DC=pdad,DC=sbtm,DC=com |
| LDAP bind password | Set theLDAP bind Password |
| ex：sbtm@000 |
| BASE DN | Set the BASE DN |
| ex：DC=pdad,DC=sbtm,DC=com |
| Test account | Set the Test account |
| ex：pdadbind0 |
| Password for test account | Set the Password for test account |
| ex：sbtm@000 |

## Certification of SAML

* Setting items on the Certification of SAML

###### Corporate Policy Item（Certification of SAML）

|  |  |
| --- | --- |
| Item Name | Item Description |
| Idp SSO endpoint address | Set SSO endpoint URL (HTTP-Redirect) of Identify Provider. \* Set SAML as an authentication method. |
| Set destination for SAML authentication request. |
| Idp log-out processing address | Set transition URL after log-out from PrimeDrive. |
| Set Identify Provider URL displayed after log-out from PrimeDrive. |
| Idp Public Key Certificate | Set certificate of public key being used by Identify Provider to sign. |
| Attach certificate file of public key. |
| SP service URL | Set redirect destination after SAML authentication. |
| Automatically set redirect destination URL from system. |
| Service Provider Relying party identifier | Set SP identifier. |
| Automatically set SP identifier from system. |

# Group Management

## About private group and public group

(Private group and public group)

A public group can be registered by a corporate administrator or sub-administrator via the Management screen and it is published to all users. A private group is a personal group created by a general user and it is not published to other users. The created group can be specified as the members who will share the share folder or those whom download links and upload links will be sent to.

(Creation of a private group by a contractor)

A contractor can create a private group that only targets the administrators or the users who are published to the contractor. Any public group including an administrator or a user who is not published to the contractor is not published to the contractor.

## Use of Public Group

* Public Group

管理者向けアカウントでは、パブリックグループを作成できます。登録されたパブリックグループは一般ユーザへ自動公開され、ダウンロードリンクの送付対象、または共有フォルダの共有対象として指定できます。

* Registering a New Public Group
* How to operate

1. Select “Public Group” from the Navigation menu on the Main screen.
2. Click the “Register New” button from the Main Operation menu on the Group Search screen.
3. Enter a group name, click the “Add User” button and select the target user.

Add users

Click on the "Add User" button to display the User Selection screen. Here, you can select a user to add to the group.  
The selected user is listed in the “Add Target Members List” section on the right side of the screen.  
If you wish to cancel the addition, select the user you wish remove and click the “Remove from Add Target” button.

※ 一度の操作で追加、または削除できるメンバ数についてはグループ編集画面に表示される件数の範囲となります。

Add group

Click on the "Add Group" button to display the Group Selection screen. Here, you can select another group to add to this group.  
The selected group is listed in “Add Target Members List” section on the right side of the screen.  
If you wish to cancel the addition, select the group you with to remove and click the “Remove from Add Target” button.

※ If "Publish members list to contractors" is checked, contractors will be able to view group members.

【Note】

The setter of a public group will always be the "corporate admin".  
Even when sub-admins register a new group, the group setter will not be the sub-admin, but the "corporate admin".

* Editing a Public Group
* How to operate

1. Select “Public Group” from the Navigation menu on the Main screen.
2. Enter a group name in the search area and press “Enter” on the keyboard.  
   (グループ名の検索は大文字・小文字を区別せず検索します)
3. Select the target group from the Group Search screen and right-click it. Select “Edit” from the Context menu.
4. To add a user, click on "Add User" button to display the User Selection screen. Then, select the user to add to the group. To add a group, click on "Add Group" button to display the Group Selection screen. Then, select the group to add to the group.
5. If you want to delete members from the group, select the member who you want to delete from the “Current Members List” and click the “Delete Member” button.
6. The selected members are displayed in the “Deleted Target Members List” section. If you wish to cancel a member deletion, select the members whose deletion you wish to cancel and click the “Remove from Delete Target” button.
7. Click the “Register” button.

* Deleting Public Groups
* How to operate

1. Select “Public Group” from the Navigation menu on the Main screen.
2. Enter a group name in the search area and press “Enter” on the keyboard.  
   (グループ名の検索は大文字・小文字を区別せず検索します)
3. Select (check) the target group from the group list and click the "Delete" button.

* Browse the group members.
* How to operate

1. Select “Public Group” from the Navigation menu on the Main screen.
2. Enter a group name in the search area and press “Enter” on the keyboard.  
   (グループ名の検索は大文字・小文字を区別せず検索します)
3. Select (check) the target group from the group list and click the "Browse Members" button.

## Group Import

* Importing Group procedure
* How to operate

1. Select “Public Group” from the Navigation menu on the Main screen.
2. Click the “Import” button from the Main Operation menu on the Group Search screen.  
   (グループ名の検索は大文字・小文字を区別せず検索します)
3. Click the “Select” button and select the CSV file for importing.
4. Click the "Register" button

※ The CSV file generated by the group export functionality can be used as a skeleton for the import file (CSV).

* Group Import file (CSV) format

###### Group Import file (CSV) format

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Name | Required | Initial Value | Input Value | Description |
| Operation | ○ | - | 11 | Add groups |
| 12 | Edit groups |
| 13 | Delete groups |
| 21 | Add members |
| 23 | Delete members |
| 99 | None |
| Group Name | ○ | - | - | Within 255 characters Special characters recommended to restrict “-“ hyphen, “\_” underscore, “.”　period, “@” at sign (＊1) |
| memo | - | - | - | Within 140 characters　If using a “,” comma, surround the whole text　within “” double-quotations (Note 2) |
| Publish members　to Contract | - | 0 | 0 | Not publish |
| 1 | Publish |
| Type of member | - | - | 3 | User |
| 10 | Public group |
| Member ID | - | - | - | User ID / Group Name |

※1 Special characters that are disallowed in the group name.

* Disallowed character: “<” less-than
* Characters that should be avoided: “\” yen mark, “”” double-quotation, “,” comma, “╲” backslash (half-width).  
  ※ If these special characters are used, the import functionality may not function properly. Even if the import completes, the data may not be processed correctly when displayed on screen or upon the next export.

※2 Special characters in the memo

* Characters that should be avoided: the same as Note 1.
* If using a “,” comma, surround the whole text within “ ” ” double-quotations. (In this case, do not use more than 3 double-quotation marks)

※3 Maximum import number

* The max number of importable items is 3000 for one operation.
* The first row of the import file is processed as a column names.

## Group Export

* Export of registrating information
* Overview

Export the information about the registered public group to csv file. Character encoding is UTF-8(With BOM).

* Exporting Group procedure
* How to operate

1. Select “Public Group” from the Navigation menu on the Main screen.
2. Click the “Export” button from the Main Operation menu on the Group Search screen.
3. Click “Download all” / “Download by search criteria” button.

＜The example of an export CSV file＞

※ By the export, 99 is set in the Operation section.

# View Files / Change Owners

## ファイル／フォルダの管理閲覧・ごみ箱操作

You can perform "View files/folders", "Change owner" and "Empty trash", of the specified user.

* 管理閲覧できるファイル／フォルダについて

[Folders/files that can be viewed]

* Files/folders in the home screen
* Shared folders
* Share setting folders
* Files/folders in the Trash
* ファイル／フォルダの管理閲覧とごみ箱操作の手順
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “File View / Owner Change” from the Context menu.

※ The share settings for a shared folder can be viewed by pressing the “Display share information” button.

* Empty trash

You can empty the Trash of the specified user.

* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “File View / Owner Change” from the Context menu.
3. Click the “Trash” tab and display the Trash of the specified user.
4. Click the “Empty trash” button.

## Change file / folder owner

* Owner Change
* Overview

You can change the owner of the file to the other user, if the file has been no longer used due to personal changes or the like.

【Contents to be moved】

* Shared folders and it’s under files/folders.
* Share settings
* Lock settings, Version settings (contain generations), Capacity settings, and File time limit settings.
* Files/folders not shared
* Private Groups (Only the group that has been added as a shared member)

【Contents NOT to be moved】

* Share folder forums
* Notice mails by sharing
* Send/collect keys (The all keys become invalidate)
* Files in the trash
* Information registered in an address book

【Notice】

* After the Owner Changed, you can NOT cancel the operation.
* Procedure for owner change
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “File View / Owner Change” from the Context menu.
3. Select the files/folders then click the "Owner Change" button.
4. Click the "Select user" button and select the target user.
5. Select the target user, and the save folder will be displayed at "Save Folder (default)".
6. Confirm the target user and the save folder\*1 and click the “Go to Confirmation Screen” button.
7. Confirm contents and click the "Confirm" button on the confirm screen.
8. The message "Changed owner." is displayed and owner change will be completed.
9. After owner changes completed, the moved content will be stored in the log.

※ 【Notice】　Save Folder (default) is created by PrimeDrive automatically.  
If you want to change the save folder, please refer to “Notes on Changing Save Folder”.

* Display the specification of move files/folders

Click the "Display move specification" button and you can display move specifications of the files/folders, Share settings, and Private groups.

Folder/File List

![画像]()

Share Setting (Share Name) List

![画像]()

Private group List

![画像]()

* Change the save Folder of Owner Change

Owner change move the file to the folder PrimeDrive creates automatically, but you can specify any folder to save by "Change Save folder" button. On this occasion, there is a risk that the file will be accessed by the other user. Please execute after reading notes.

* [CAUTION] Notice of Owner change
* [CAUTION] Notice of Owner change

1. Move the shared folder to the other shared folder.　※1
2. Move the normal folder (not shared) to the share folder.　※2
3. Move the folder to the folder which Send key was issued.　※3

※1 When you moved the share folder to the other share folder, the moved folder can be seen from parent folder.

※2 When you moved the normal folder(not shared) to the share folder, the moved folder can be seen from parent folder unintentionally.

※3 If the Send key has been issued to destination folder or its parent folder, the users who have the send key can access to the moved folder.

＜Condition of issuing a send key that corresponds to the situation＞

The case [Disable send key when updating the file] is unchecked.

※ If you cannot judge your case will match the condition or not, you should click "Back", go to the default save file/folder, and move the file/folder while confirming apposite destination.

* Procedure for Change Save Folder
* How to operate

1. Select “User Management” from the Navigation menu on the Main screen and search for the target user.
2. Select the target user from the User Management screen and right-click it. Select “File View / Owner Change” from the Context menu.
3. Select the files/folders then click the "Owner Change" button.
4. Select the target user from the “Select user” button.
5. Select the checkbox for “Change Save Folder” and click the “Select Save Folder”.
6. Click the "Change save Folder" and specify the save Folder.
7. Confirm the target user and the save folder, and then click the “Go to Confirmation Screen” button.
8. Confirm contents and click the "Confirm" button on the confirm screen.
9. The message "Changed owner." is displayed and owner change will be completed.
10. After owner changes completed, the moved content will be stored in the log.

* 保存先フォルダを変更する際の注意事項

保存先フォルダは、選択したユーザのホーム領域へ移動先となるフォルダが自動生成されます。

例：ホーム/#ChangedOwner\_userID\_日付

保存先を変更する場合は、「Change Save Folder」にチェックを入れ、「保存先フォルダ変更」ボタンをクリックします。変更操作を実行後、ホーム領域へ自動生成されるフォルダを移動先に指定したい場合は、再度、「ユーザ選択」ボタンをクリックしてユーザを選択し直してください。

* Management of owner change log

＜About Log＞

After owner changes completed, the moved content will be stored in the log.

＜Information of Export log＞

###### Information of Export log

|  |  |  |
| --- | --- | --- |
| Item Name | Log Information | Item Description |
| [User] | From: UserID To: UserID | \* User ID of both Transmission source and Destination are output. |
| [Folder/File From:] | /Folder name/File name | \*File/Folder names of both Transmission source and Destination are output. \*File/folder names of all targets are output. |
| [Share Setting] | Share Name: Share name | \*Share name is output. |
| Renamed: Share name(n) | \*Output when the share names were renamed. |
| [Private Group] | Group Name: Private Group name | Private Group name |
| Renamed: Private Group name(n) | \*Output when the private groups were renamed. |
| [Folder/File To:] | /Destination folder name | \*File/Folder name of Destination is output. |

* Warning list when owner is changed

＜About warning message＞

###### Warning 1

|  |  |
| --- | --- |
| Warning 1 | C201 The share name [*xxxx*] is renamed because the name already exists. |
| Conditions | Warning message is displayed when Share name of Transmission source and Destination are duplicates. |
| Example | Share name of Transmission source: Photo Share name of Destination: Photo Share name after the owner changed: Photo(1) |

###### Warning 2

|  |  |
| --- | --- |
| Warning 2 | C202 The private group [*xxxx*] is renamed because the group already exists. |
| Conditions | Warning message is displayed when Private group of Transmission source and Destination are duplicates. |
| Example | Share name of Transmission source: Private Group Share name of Destination: Private Group Share name after the owner changed: Private Group(1) |

###### Warning 3

|  |  |
| --- | --- |
| Warning 3 | C203 The deadline of folder [*xxxx*] will be shorten to adjust the deadline of its superior directory. |
| Conditions | Warning message is displayed when the deadline of moved file is longer than that of parent folder. |
| Example | Deadline of Transmission source file: 30days Deadline of Destination file: 7days Deadline after the owner changed: 7days |

###### Warning 4

|  |  |
| --- | --- |
| Warning 4 | C204 The share list [*xxxx*] will be empty. |
| Conditions | Warning message is displayed when the Destination don't have share setting and the share setting of Transmission source has been canceled due to Emergency Lock. |
| Example | Share members of Transmission source: user1(emergency lock), user2(emergency lock) Share setting of Destination: none Share setting after the owner changed: none |

###### Warning 5

|  |  |
| --- | --- |
| Warning 5 | C205 The capacitation setting of folder [*xxxx*] will be reset because the capacitation setting is larger than that of its superior directory. |
| Conditions | Warning message is displayed when the capacity of Transmission source is larger than that of Destination. |
| Example | Capacity of Transmission source: 50MB Capacity of Destination: 25MB Capacity after the owner changed: 25MB |

###### Warning 6

|  |  |
| --- | --- |
| Warning 6 | C206 The share name [*xxxx*] is renamed because the name already exists. |
| Conditions | Warning message is displayed when Share name of Transmission source and Destination are duplicates and when the file was exceeded the maximum number of characters by automatic renaming. |
| Example | Transmission source share name: ABCDEF...TUXYZ \* the maximum number of characters Destination share name: ABCDEF...TUXYZ \* the maximum number of characters Share name after the owner changed: ABCDEF...OMT(1) \*The letters [OMT] which means omitted the tail of the name, and consecutive numbers[n], will be added If the share name uses the maximum number of characters. |

###### Warning 7

|  |  |
| --- | --- |
| Warning 7 | C207 The private group [*xxxx*] is renamed because the group already exists. |
| Conditions | Warning message is displayed when Private group of Transmission source and Destination are duplicates and when the file was exceeded the maximum number of characters by automatic renaming. |
| Example | Transmission source share name: ABCDEF...TUXYZ \* the maximum number of characters Destination share name: ABCDEF...TUXYZ \* the maximum number of characters Share name after the owner changed: ABCDEF...OMT(1) \*The letters [OMT] which means omitted the tail of the name, and consecutive numbers[n], will be added If the share name uses the maximum number of characters. |

###### Warning 8

|  |  |
| --- | --- |
| Warning 8 | C208 The share folder [*xxxx*] contains the emergency locked user. The user will be excluded from the share member. |
| Conditions | Warning message is displayed when the share members of Transmission source are Emergency Locked. |
| Example | Share members of Transmission source: user1, user2(emergency lock) Share setting after the owner changed: user001 |

###### Warning 9

|  |  |
| --- | --- |
| Warning 9 | C209 All the members of share folder [*xxxx*] are emergency locked users. Their share setting at the destination will be canceled. |
| Conditions | Warning message is displayed when the all share members of Transmission source are Emergency Locked. |
| Example | Share members of Transmission source: user1(emergency lock), user2(emergency lock) Share setting after the owner changed: Release |

###### Warning 10

|  |  |
| --- | --- |
| Warning 10 | C210 There is the share setting [*xxxx*] at the destination folder or its parent folder. The file/folder will be in danger of accessing by superior share members. |
| Conditions | Warning message is displayed when not shared folder moved to shared folder. |
| Example | Folder of Transmission source: Normal folder Folder of Destination: Share folder |

# Management of service usage log

## Search and export operation log

* Searching Logs
* How to operate

1. Select “Log Search” from the Navigation menu of the Main screen.
2. Enter the search conditions in the Log Information screen and click the "Search" button.
3. The list of log information is displayed by the lower part of the screen.

※ The log search for this month and the past four months is possible.  
If you want to confirm the logs more than five months ago, please use "Acquire past logs".

* Detail Logs
* How to operate

1. Select a log item from the log information list and click the "Detail" button.
2. The Log Detail screen is displayed.

* Exporting Logs
* Overview

Logs for the past four months up to the current month can be filtered via search, then exported.

* How to operate

1. Select "Log Search" from the Navigation menu of the Main screen.
2. Input the search condition and click the "Export" button.
3. The log (CSV file) is downloaded in the appointed search condition.

## Acquiring past logs

* Overview

Logs from more than 5 months prior are archived, so can only be downloaded in monthly units.  
(The archive process runs at 00:00 on the 1st of every month)

* How to operate

1. Select "Log Search" from the Navigation menu of the Main screen.
2. Click the "Acquire past logs" button on the Log Information screen.
3. Select the Date of log acquisition and click the “Download by search criteria” button.

＜About retention period of logs＞

* Retention period of logs is 5 years

# Other

## Viewing Subscription Information

* How to operate

1. If you select "Corporate Information" from the Navigation menu of the Main screen, the Corporate Information Display screen will be displayed.

## Checking Service usage

You can check service usage.

* How to operate

1. Select "Service usage" from the Navigation menu of the Main screen.

※ 新規コーポレート登録後は、7つのシステムフォルダが総フォルダ数に含まれます。

※ Click the link at the bottom of screen for more information concerning allocated capacity policy and procedures for checking available capacity.

## 割当容量の設定

* 容量を割当てた場合（容量を1MB以上に設定する）

割当容量へ設定された容量の範囲内で利用できます。割当容量は、契約容量から対象ユーザの個別領域としてリザーブされるため、容量の消費状況にかかわらず、他のユーザは利用できません。割当容量から自分だけが使用した実使用容量を引いた残りの容量が対象ユーザの空き容量となります。

* 容量を割当てた場合（容量を"0MB"に設定する）

個人のオンラインドライブは利用できません。他のユーザから共有されたフォルダを権限の範囲で利用できます。  
＜利用例＞コーポレート管理者、または特定ユーザが保管データを一括管理したい場合は、ユーザアカウントの割当容量を"0"に指定します。ユーザへは、必要に応じてフォルダを共有することで、個人領域の使用を許可せず、管理者から共有したフォルダのみを使用するよう利用可能な範囲を制限できます。

* 容量を割当てない場合

「契約容量」から容量が割当てられていないユーザの「実使用容量」と容量を割当てられているユーザの「割当容量」の合計を差し引いた空き容量の範囲内で利用できます。

* 容量を割当てられていないユーザの空き容量を確認する方法

容量を割当てられていないユーザ全体の空き容量は、「サービス利用状況一覧」の「空き容量」へ表示されます。

## Registration Information

* Overview

Notice information will be open to all users belonging to the corporate account.  
The Notice Information screen will be displayed right after logging in to the account.

* Registering Notice Information
* How to operate

1. Select Registration Information from the Navigation menu of the Main screen.
2. Enter information in “Notice Details” and click the “Confirm” button.
3. Click the “Register” button on the Confirmation screen.

* Changing Notice Information
* How to operate

1. Select Registration Information from the Navigation menu of the Main screen.
2. Change information in “Notice Details” and click the “Confirm” button.
3. Click the “Register” button on the Confirmation screen.

* Deleting Notice Information
* How to operate

1. Select Registration Information from the Navigation menu of the Main screen.
2. Delete information from “Notice Details” and click the “Confirm” button.
3. Click the “Register” button on the Confirmation screen.

## Notification Email Template Registration

* Notification Email Template Registration
* Overview

You can change the header and footer of the following email.  
Enter text in Japanese or English when necessary.

（Notification Email Type）

* User entry completion
* User entry completion (import)
* Folder Sharing setting completion
* Folder Sharing update completion
* Download Link issue
* Approval workflow request
* Recovery Upload Link
* How to operate

1. Select “Email Template” from the Navigation menu of the Main screen.
2. Select the template you want to change from the pull-down list box.
3. Edit the registered sentences and press the "Register" button.  
   \* You can edit in Japanese or English.
4. Click the "Confirm" button on the next screen.
5. Click the “Confirm” button on the Confirmation screen.

## Restrictions

* About system requirements

IME does not work properly in Chrome.

* User function
* About creating new folder

フォルダは1アカウント内に10,000個まで、1フォルダ内へは1,000個まで作成できます。  
1フォルダ配下のファイル / フォルダ数は合計で1,000個までの制限があります。

* About moving files/folders
* Maximum number of files/folders can be selected (checked) at one time is 1,000.
* About deleting files/folders
* ファイル、またはフォルダを削除するときにファイルを選択できる件数は最大1,000件までとなります。
* About files/folders lock setting
* ロックの解除ができるのは、対象のファイル / フォルダの所有者 / ロック設定者のみです。
* About files/folders home time limit setting

（Home time limit setting）

コーポレート管理者がユーザのホーム直下のファイル / フォルダに対してファイルの有効期限の設定を行うことができます。ホーム期限設定を行っているユーザのホーム直下のファイル / フォルダにコーポレート管理者が設定した有効期限が設定されます。ホーム期限設定されている場合は、ホーム画面上に有効期限が表示されます。

* フォルダ容量設定について
* フォルダプロパティで表示されるサイズはバージョンファイルを含んでいないため、容量設定画面から「現在の使用容量」を参照してください。
* About folder sharing

＜Publish member list to share member＞

* コントラクタは所属するグループの「コントラクタにメンバを公開する」がONになっている場合のみ、参照可能となります。

＜コントラクタによる共有設定＞

* 所属するグループ内の他のメンバを特定して共有メンバとする場合は、所属グループの「コントラクタにメンバ一覧を公開する」が有効になっている必要があります。
* 共有メンバに設定した所属グループが削除、または所属グループからコントラクタが除外された場合、共有設定は解除されます。
* About issuance of upload link
* ユーザポリシーでアップロードリンク機能の利用が制限されている場合は、機能をご利用できません。  
  ポリシー設定の変更については、コーポレート / サブ管理者による設定が必要です。
* 対象が共有フォルダの場合は、アップロードリンク権限が必要となります。
* 「無期限」に設定するには、コーポレート　/　サブ管理者による設定が必要です。
* 発行したアップロードリンクはアップロードリンク一覧画面から確認できます。
* アップロードリンクを無効、または削除するときに、アップロードリンクを選択できる件数は最大1,000件までとなります。
* About issuance of download link
* ユーザポリシーでダウンロードリンク機能の利用が制限されている場合は、機能をご利用できません。  
  ポリシー設定の変更については、コーポレート / サブ管理者による設定が必要です。
* 共有フォルダ、および共有フォルダ内のファイル / フォルダに対してダウンロードリンクを発行する場合は、共有フォルダにダウンロードリンク権限が設定されている必要があります。
* 300MBを超過するファイル / フォルダはZip暗号化できません。
* 発行したダウンロードリンクはダウンロードリンク一覧画面から確認できます。
* ダウンロードリンクを無効、または削除するときに、ダウンロードリンクを選択できる件数は最大1,000件までとなります。
* About issuance of download link by approval
* ダウンロードリンク発行時に選択されている承認者は、ブラウザ(cookie)へ一時保存され、  
  次回承認者選択画面を開いたときに、その承認者が表示されます。
* 前回と異なるユーザでログインした場合は、ブラウザ(cookie)へ一時保存されていた承認者情報はクリアされます。
* About sending local mail

Firefox(ブラウザ)をご利用の場合、「ローカルメール送信」を選択しても既定のメーラが起動しない場合があります。その場合は、ホーム画面から「設定」アイコンをクリックし、メニューの「アカウント設定」で以下のローカルメーラのいずれかを設定してください。

Outlook　2007 / 2010 / 2013 / 2016  
Mac OS Mail  
Thunderbird

* About management of address book
* メールアドレスは、半角英数記号　1～128文字・メールアドレス形式(user@example.com)で入力してください。
* About trash
* ごみ箱から完全削除する、またはごみ箱から元に戻すときにファイルを選択できる件数は最大1,000件までとなります。
* Management function
* ユーザ削除時にユーザ所有データを移動する操作について
* ユーザ削除時に対象ユーザの保存データをコーポレート管理者のストレージ領域へ移動する場合は、コーポレート管理者のアカウント容量(契約容量)に十分な空き容量が必要です。管理者によるユーザ削除操作のログ履歴(「内容」欄)へは、対象ユーザがデータを所有している場合は、「File Moved」、所有していない場合は「Empty」と記録されます。尚、CSVフォームにより一括で削除される場合は、コーポレート管理者のストレージ領域へ移動することはできず、所有データも全て削除されます。
* ユーザ情報と共有設定のインポートについて
* CSVフォームによるインポート一括処理は、1回の操作で最大3,000件まで実行頂けます。
* CSVフォームの1行目は列名称として処理されます。

（インポートによるユーザ削除）

* Deletion processing of a large number of users belonging to a group may take time.

（Delete share members by Importing Users Share Setting）

* It is not able to delete or perform the following operation under "Share Setting" to the folder shared to more than 3,001 users.
  + Release folder share setting
  + Release folder share setting by deleting all share members
* ユーザ情報／共有設定／グループのエクスポートについて
* Default character encoding is Shift-JIS.
* If you want to export in UTF-8 (with BOM), please check “Export in UTF-8 (with BOM)”.
* The export operation is set as processing category 99.

（ユーザ情報のエクスポート）

* Information for all users, excluding those that are under emergency lock, will be exported.
* About emergency lock of user account
* The emergency lock cannot be applied to the corporate administrator.
* About owner change
* Maximum number of files/folders can be selected (checked) at one time is 1,000.  
  If you want to change the owner of more than 1,000 files, please performed several times.
* If you Change owner of the folder include share setting, the setting "Individually set share (not inheriting)" on the share setting will be enabled.
* If the destination uses Share name or Private group named same as the transmission source folder, Alert will be displayed.  
  For more details, please see” Warning Messages”.

Example: Share name and Private group name duplication warning

※※※既存イメージ挿入※※※

* About Microsoft Office Online for PrimeDrive
* When you edit Office files, you need office 365 license for business.
* About Using the PKI Client Certificate
* For the OU (Organization Unit Code) number, see the activation notice you received when you applied for the PKI service.
* About operation log search and export
* Logs are ordered by “Date”, starting with the newest date.
* Default character encoding is Shift-JIS.
* If you want to export in UTF-8 (with BOM), please check “Export in UTF-8 (with BOM)”.
* コーポレート情報について
* コーポレート情報の「企業名」や「コメント」、ユーザ情報の「氏名」や「ふりがな」などで、半角\を入力された場合、お使いのOSのバージョンによっては、バックスラッシュに変換され、半角\が表示されない場合があります。（バックスラッシュとして登録される場合があります。）