

PrimeDrive User 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. |

# 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

1. Access login screen on login URL.
2. Enter the login information contained in the completion notification email and click the Login button.

* Logging in to Your Account Using the PKI Client Certificate
* Overview

When using a PKI client certificate, use the PKI authentication exclusive login URL.

＜PKI authentication exclusive login URL＞

https://secure.primedrive.jp/browse#corporateID

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

* How to operate

1. Access login screen on login URL.
2. Enter the login information contained in the completion notification email and click the Login button.

## Setting/Changing the Password

* Setting the Initial Password
* How to operate

＜When a user registration completion notification email is sent＞

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

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.

＜When a user registration completion notification email is NOT sent＞

Please refer to “Resetting the Password”.

* 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. Click the “Account Name” button in the header and select “Change Password” from the menu.
2. Register a new password in the Change Password screen.

# File and Folder Operations

## File and Folder Operations

* Creating a New Folder
* How to operate

1. Click the “New Folder” button on the Home screen.

* Uploading Files
* How to operate（Uploading files / folders from icon）

1. Click the “Upload” button on the Home screen and select files to upload from your local drive.

※　Up to 20 files can be processed at one time. The size limit of 1 file is 1.9GB.

* How to operate（Uploading files by drag & drop）

1. Drag the file that you want to upload from local drive.
2. Drop the file on the screen of PrimeDrive.
3. Once the confirmation dialog is displayed, click the ″OK″ button.

* How to operate（Uploading folders by drag & drop）

This works in Google Chrome.

1. Drag the folder that you want to upload from local drive.
2. Drop the folder on the screen of PrimeDrive.
3. Once the confirmation dialog is displayed, click the ″OK″ button.

###### Prohibited characters in file / folder name

|  |  |  |  |
| --- | --- | --- | --- |
| File / Folder | Character / Mark | Text string | Other |
| File | / : \* ? " ' < > | \ | 「CON」「AUX」「COM1～9」「LPT1～9」「PRN」「NUL」 | - |
| Folder | / : \* ? " ' < > | \ External characters | 「CON」「AUX」「COM1～9」「LPT1～9」「PRN」「NUL」 | Filenames that start or end with a "." (dot) |

* Downloading Files
* How to operate

1. Select a file/folder from the Home screen and right-click it.
2. Select “Download” from the Context menu.

* Moving Files and Folder
* How to operate

1. Select a file/folder from the Home screen and right-click it.
2. Select “Move” from the Context menu.
3. Select the destination folder according to the screen below and click the "OK" button.

* Renaming Files and Folders
* How to operate

1. Select the target file/folder from the Home screen and right-click it.
2. Select “Change Name” from the context menu.

* Deleting Files and Folders - Trash Function
* How to operate（Deleting Files and Folders）

1. Select the target file/folder from the Home screen and right-click it.
2. Select “Trash” from the Context menu.

* How to operate（Delete the files）

Simply deleting a file/folder (by moving it to the Trash) does not delete the file/folder completely.  
To delete it completely, you must delete it from the Trash.  
The file/folder that is deleted completely cannot be recovered.

1. Select "Trash" Select “Approval List” from the Navigation menu of the main screen.
2. Select the file/folder you want to delete completely and click “Delete Completely”.
3. If you want to delete all files and folders inside Trash, click the “Delete All” button.

* How to operate（Recover the files）

If you want to recover files / folders contained in Trash, you can use "Undo" function. However, when the file you want to recover has already been deleted by clicking "Delete" or "Delete All" icon, you will not be able to recover the file anymore.

1. Select "Trash" Select “Approval List” from the Navigation menu of the main screen.
2. Select the file/folder you want to recover and click the "Undo" button.
3. When the Destination Folder screen appears, perform the same operation as for moving a file/folder.

＜When the version file is deleted＞

Version files moved to Trash can be restored to their original version management status.

## Browsing / Editing Files

* General Browsing
* How to operate

1. Select a file from the Home screen and right-click it.
2. Select “View” from the Context menu.

< PDF conversion preview >

After converting .txt / .doc / .docx / .xls / .xlsx / .ppt / .pptx file formats to PDF, a preview will be displayed. File extensions not supported by the PDF conversion will be previewed in their stored file format.

※ File formats which cannot be displayed by the browser are saved without conversion.

＜Video playback＞

Video / image formats will be displayed in a browser.

* PrimeDrive for Office Online

This function is to view and edit office files (Word, Excel, and PowerPoint) in Microsoft Office Online.

＜Use condition＞

To edit files using the Microsoft Office Online Integration Function, a Microsoft Office 365 license is required for business users.

Please click "Learn More" for more information on how to obtain a license.

(This site is written in Japanese.)



* How to operate（View office files in Office Online）

1. Select the target Office file from the Home screen and right-click it.
2. Select “View in Office Online” from the Context menu.
3. Office Online will start on a different tab.
4. You can view files in Office Online.



* PrimeDrive for Office Online

This function is to view and edit office files (Word, Excel, and PowerPoint) in Microsoft Office Online.

＜Use condition＞

To edit files using the Microsoft Office Online Integration Function, a Microsoft Office 365 license is required for business users.

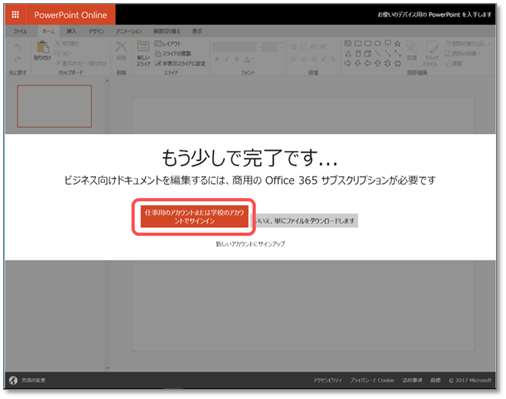
Please click "Learn More" for more information on how to obtain a license.

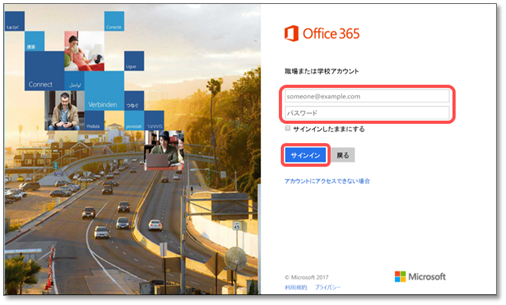
(This site is written in Japanese.)

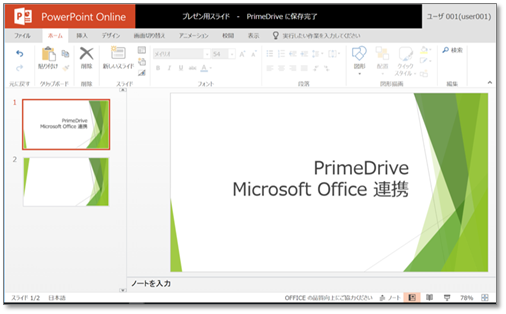


* How to operate（Edit office files in Office Online）

1. Select the target Office file from the Home screen and right-click it.
2. Select “Edit in Office Online” from the Context menu.
3. Office Online will start on a different tab.
4. Log in to Office Online using your Office365 Business account.
5. You can edit files in Office Online.
6. Edited content is overwritten and automatically saved in the PrimeDrive Office file.







＜Notes on using the Microsoft Office linkage function＞

* File size on Office Online

When you open / edit files over a few MB, an error may occur sometimes.  
The smaller size, the better.  
The upper limit is 5MB on Excel Online (Microsoft specifications).

* Auto save when you edit file on Office Online

When you edit a file on Office Online, please close it after you make sure the file is updated on "Updated" date.  
Even if you can see the message saying "Saved to PrimeDrive" by auto save, you need sometimes to successfully finish it.  
When it takes a few minutes or more, please save the file using "Download a Copy" on Office Online.

* Operation of the editing file (Move / Delete / Rename etc.)

While you edit a file on Office Online, please do not move / rename / delete etc.

## Searching Files and Folders

* How to operate

1. Enter a file/folder name in the search area of the header and press “Enter” on the keyboard.

※ The search of the file / folder is case-insensitive.

＜When you want to search specifying search criteria＞

Click the “Advanced Search” icon to display the Advanced Search screen. You can refine your search by entering criteria for the file/folder you want to search for.

###### Options for advanced search condition items

|  |  |
| --- | --- |
| Item | Setting value |
| Updated | Do not specify / Yesterday / Recent week / Recent month / Set range |
| Size | Do not specify / Small (1Byte - 100kB) / Medium（100kB - 1MB） / Big（more than 1MB） |
| Type | Do not specify / File / Folder |

## The Favorites Function

By setting Favorites, you can easily transition to files and folders deep in the hierarchy.

* How to operate

1. Select a file/folder from the Home screen and right-click it.
2. Select “Favorites” from the Context menu.
3. You can undo this by selecting “Favorites” again.

# Setting Files and Folders

## Locking Files and Folders

* How to operate

1. Select a file/folder from the Home screen and right-click it.
2. Select “Lock setting” from the Context menu.
3. Click the "Lock" button on the "Lock setting" screen.

＜Executable operations while locked＞

* File downloading and browsing.
* Issuing a download link.

＜Displaying the list of lock target files / folders＞

1. Select “Lock files and folders List” from the Navigation menu.

* How to operate（Releasing locks）

1. Select a file/folder from the Home screen and right-click it.
2. Select “Lock” from the Context menu.
3. Click the “Deactivate” button on the Lock setting screen.

＜ロック設定の起点について＞

ロック設定の起点とは、ロック設定を行ったファイル／フォルダを指します。

＜When locking is not possible＞

A file or folder that is already the starting point of the lock setting cannot be locked to the folder in which they exist.

＜Condition when releasing a lock is not possible＞

When the lock target is a folder, the setting can only be deactivated from the folder that is the starting point of the setting.

## Managing File Versions

* How to operate

1. Select a file/folder from the Home screen and right-click it.
2. Select “Version setting” from the Context menu.
3. Select “Version setting: Set” on the Version setting tab and click “Apply” button.

※ When you set the version to a folder, all files within that folder will be version targets.

※ The folder capacity includes the version file.

＜Number of generations that is version-managed＞

A maximum of 50 generations can be version-managed. If version files reach the 50th generation, they will be sequentially deleted from the oldest file. The number of version generations cannot be changed.

＜The timing of creating / updating version files＞

Version files are created or updated during the time that a file is uploaded.

＜Displaying the version target file or folder in a list＞

Select “Version Setting List” from the Navigation menu.

＜Updating previous version files to the latest version＞

バージョン管理設定されているファイルを削除(ごみ箱に移動)しても設定と過去のバージョンファイルを維持します。

* How to operate（Downloading or browsing previous version files）

1. Select a file from the Home screen and right-click it.
2. Select “Version setting” from the Context menu.
3. Select the target version file from the Version manager screen and click the "Download" button.

* How to operate（Deactivating the version setting）

1. Select a file/folder from the Home screen and right-click it.
2. Select “Version setting” from the Context menu.
3. Select “Version setting: Don’t set” on the Version setting tab and click “Apply” button.

※ If you Deactivate the version setting, all previous version files will be moved to Trash.

## 期限設定

* Overview

Corporate administrator can set up it to the user’s home.

Folders and files exist below user’s home which is set up its setting are setting up valid period that administrator set.

If it is set up, valid period is displayed on the upper part of main screen.

＜File retention period＞

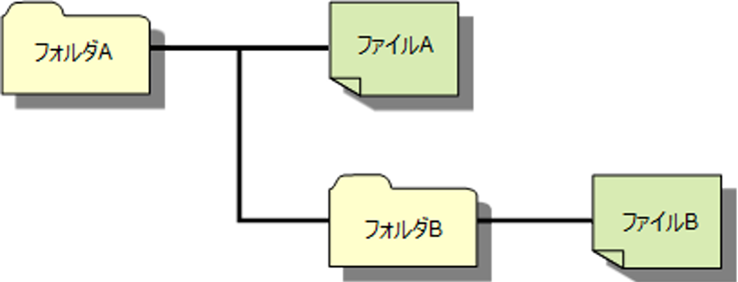
Users can individually set up files time limit of folders and files which exist below their home.

If it is set up to folders, the all files in the folders are set up valid period.

Only files are deleted when the validity period expires. Folders are not deleted.

(Example)

If Folder A has a validity period set, then File A and File B will be deleted when the period expires.



* How to operate（個別にファイル／フォルダに対して有効期限の設定を行う）

1. Select a file/folder from the Home screen and right-click it. Select “Time limit setting” from the Context menu.
2. Select “Automatic file deletion period: Set” on the Time limit setting tab, specify a validity period and click the “Apply” button.
3. If you put a check on "Deletion notification email" and select the day to send a confirmation email before deletion, the delete information mail will be sent on the specified day.

※ ホーム期限管理が適用されている場合は、管理者が設定した期限日数が上限となります。

※ The delete information mail is sent to only the folder owner.

＜About file validity and deletion timing＞

1. The start of a file’s validity period is its last updated timestamp. A file is considered “expired” after ○ days (24h × the set number of days) have passed beginning from the last updated timestamp of the file when the validity period was set.
2. PrimeDrive automatically detects when the validity period of a file has expired.
3. If the pre-deletion warning notification mail setting is enabled, a mail warning of the deletion will be sent to the owner for each file that is about to expire, ○ days (24h × the set days) before the expiration.

※ If you set the validity period on a folder, the beginning of the validity period is the last updated timestamp of each file.

※ The mail contains the date when the automatic deletion, but does not include the time.

※ If the calculated automatic deletion date is in the past, the actual deletion occurs on the day when the setting was performed.

（Example）

File retention period setting date / October 8, 2015 9:00

Schedule of automatic deletion 5 days later

###### Example

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| File Name | File Update Date | 10/8 | 10/9 | 10/10 | 10/11 | 10/12 | 10/13 | 10/14 |
| File A | 2015/10/8 12:00 |  |  |  |  |  | **×** |  |
| File B | 2015/10/6 12:00 |  |  |  | **×** |  |  |  |
| File C | 2014/10/8 12:00 | **×** |  |  |  |  |  |  |

**×**＝Day of carrying out automatic deletion

＜In the case of File A＞

It is counted from 10/8/2015 12:00.

* Date to grant invalid status

24h×5d, it will be granted invalid status on 10/13/2015 12:00.

* Date to carry out automatic deletion

The function carries out it between 10/13/2015 22:00 - 10/14/2015 8:00.

＜In the case of File B＞

It is counted from 10/6/2015 12:00.

* Date to grant invalid status

24h×5d, it will be granted invalid status on 10/11/2015 12:00.

* Date to carry out automatic deletion

The function carries out it between 10/11/2015 22:00 - 10/12/2015 8:00.

＜In the case of File C＞

It is counted from 10/8/2015 12:00, but File C is granted invalid status when it is set up file retention period because its update date is older than file retention period which is set unpin the system.

* Date to grant invalid status

It is granted invalid status on 10/8/2015 9:00 you set up file time limit setting because its update date is old.

* Date to carry out automatic deletion

The function carries out it between 10/8/2015 22:00 - 10/9/2015 8:00.

※ The file is deleted completely. It is not moved to Trash.

＜About a term setting of a file to a shared folder＞

Setting (set / Deactivate / change) the term of a file to a shared folder is available for its owner or users who have full-control authority.

＜When a validity period is set for a version file＞

When the validity period has expired, all previous version files will also be deleted.

＜When a validity period is set for a locked file＞

When the validity period has expired, locked files will also be deleted.

* How to operate（Removing the validity period setting）

1. Select a file/folder from the Home screen and right-click it.
2. Select “Time limit setting” from the Context menu.
3. Select “Automatic file deletion period: Don’t set” on the Time limit setting tab and click the “Apply” button.

※ The owner of the target file or the user with full-control authority can remove the setting.

## Limiting the Capacity of a Folder

* How to operate

1. Select a folder from the Home screen and right-click it.
2. Select “Storage Quota” from the Context menu.
3. Select “Storage Quota: Allocate” on the Capacity upper limit setting tab, specify a capacity and click the “Apply” button.

※ The folder capacity includes the version file.

# Sharing Folders

## About folder sharing

* Setting items

###### Description of Share Setting Items

|  |  |
| --- | --- |
| Item | Description |
| Shared Folder Name | The name of the shared folder to be displayed in account of the sharing partner. |
| Individual shared settings | When you apply share setting to the sub-folder inside the parent share folder, Individual shared settings to the sub-folder which do not inherit the share setting of the parent folder. Unchecking this will apply both the parent folder share setting and the sub-folder setting. |
| Shared Folder | Select the scope of the share settings. If you specify only the files directly under the shared folder, then the files / folders within the shared folder are not displayed. |
| Shared member's list is opened to all shared member | Shared user or group information will be published to all share members.  ※ Contractors can view the information only if "Publish to the contractors" of the group to which they belong is set to on. |
| Notify shared member on updating files | When a file / folder is updated by running the following operation, a notification email will be sent to all share members or users you selected individually. ※ Overwrite uploaded file ※ Rename file / folder ※ Moving file / folder |
| Automatic Notification | Notification Email is sent automatically to all share member when a file / folder updated.  ※ This function can be set when ” Notify shared member on updating files” has been enabled. |
| Search by Name/Group name/User ID | Search can be performed for sharing members / groups. ※ The following text string is the search criteria. ※ Users: Name or User ID ※ Public groups: Group name ※ Private groups: Group name or Owner's User ID |

* Access authority

＜Setting access authority＞

For an access authority of shared folders, select an access authority to which an authority is specified in advance.

When performing custom settings to an access authority, try doing the setting while referring to the Access Authority Table.

###### Access Authority Presets

|  |  |
| --- | --- |
| Authority | Executable Operation |
| Read | Browsing files, downloading files / folders, and viewing properties. |
| Read and write | In addition to executable operations in Read authority, uploading, renaming, copying, moving, and deleting files / folders, writing to property descriptions, performing lock settings and version settings are possible. |
| Read + Download Link | Read authority + Download Link issue authority |
| Read / write + Download Link + Upload Link | Read / Write authority + Download Link issue authority + Upload Link issue authority |
| Full control | All operations |
| Custom | Access authority can be set in any combination. |

###### Access Authority Table

|  |  |
| --- | --- |
| Operation | Authority Required for the Operation |
| Uploading | Write files |
| Downloading | Read files |
| Creating a new folder | New folder |
| Changing a file name | Read /　write / delete files |
| Changing a folder name | New folder / delete folders |
| Moving files | Read files (source folder) / write files (destination folder) / delete folders (source folder) |
| Browsing files | Read files |
| Deleting files | Read / delete files |
| Deleting folders | Delete folders |
| Writing to file property description | Write files |
| Writing to folder property description | New folder |
| Changing share member authority | Change share member authority |
| Adding / deleting share members | Add / Delete share members |
| Changing share settings　Re-sharing folders with other users | Manage share |
| Issuing a Download Link | Download Link |
| Issuing an Upload Link | Upload Link |
| Locking files | Write / delete files |
| Locking folders | New folder / delete folders |
| Managing file versions | Write files |
| Recovering files from the trash | Write files |
| Recovering folders from the trash | New folder |

* Notification method

＜The timing of sending of sharing notification email＞

If you moved, renamed, or uploaded a new / updated shared file, you can send a notification email through optional methods.

###### Notification Email Sending Methods

|  |  |
| --- | --- |
| Sending Method | Description |
| Send by PrimeDrive | Send the notification email using its original mail form of PrimeDrive. You can select sending by BCC or TO. |
| Send by Local Mailer | Send the notification using your local mailer (Outlook, etc.). |
| Send by Gmail | Send the notification using Gmail. |

※ Sent emails are not saved when using PrimeDrive Mail. If you want to preserve the send history of notification emails, select local mailer or Gmail.

## Folder sharing method

* Folder sharing procedures
* How to operate

1. Select a folder from the Home screen and right-click it.
2. Select “Share Folder” from the Context menu.
3. Set the share conditions.
4. Add a user or group, set the access authority, and click the "OK" button.
5. When limiting the capacity of the shared folder, click the “Storage Quota” tab and set a capacity.
6. When you are finished filling up each setting item, click the "Setting" button.

* Displaying sharing folders in a list
* How to operate（Displaying sharing folders in a list）

1. Click the “Share” icon from the Navigation menu and select “Shared Folders”.

＜Checking the share members of the shared folders＞

1. Click the “Share” icon from the Navigation menu and select “Share Setting List”.
2. Select a folder and right-click it.
3. Select “Share Folder” from the Context menu.

＜Releasing the share setting＞

1. Click the “Share” icon from the Navigation menu and select “Shared folders setting List”.
2. Select a folder and right-click it.
3. Select “Share Folder” from the Context menu.
4. Select all members from the share setting screen and click the "Delete" button.

* Displaying shared folders in a list
* How to operate（Displaying shared folders in a list）

Select “shared folders” from the navigation menu of the main screen.

＜Checking the sharing authority you granted yourself＞

1. Click the “Shared Folders” icon from the Navigation menu.
2. Select a folder from the shared folder list and right-click it.
3. Select “Share Folder” from the Context menu.

＜Shared folder owner authority＞

* Only the owner can execute capacity management for shared folders.
* The owner of the shared folder cannot be excluded from the share members.

## Share Folder Forum

* Overview

The share folder members can communicate in the forum.

* How to operate

1. Click the “Share Forum” tab on the Folder Share Setting screen to display the Shared Folder Share Forum screen.
2. The message is posted to the forum when you input the message and click on "Write" button in the share folder forum.
3. The message is deleted from the forum when "Delete" button next to the message is clicked. Only the person who posted the message or the folder owner can delete the message.

※　The forum can store up to 100 messages, and the older posts will be removed when it exceeds 100 posts.

※　Contractors cannot write, delete nor refer the messages in the forum.

## Other

* About folder sharing by a contractor

＜About folder sharing by a contractor＞

A contractor can share a folder to the group to which the contractor belongs, if the contractor belongs to a Public or Private group (For a contractor to select specific members of the group to share with, the "Publish members list to contractor" check box of the group must be checked).

# Issuing an Upload Link

## About an Upload Link

Upload links are URLs for uploading files.  
With the Upload Link, anyone including Non-PrimeDrive user can upload files to the folder.

* Setting items（Upload Link）

###### Description of Upload Link Setting Items

|  |  |
| --- | --- |
| Item | Description |
| Valid days | The Upload Link will invalid when the specified Number of times for downloading has passed. You can input from 1 to 99 or select indefinite period. 7-day is displayed as default. ※ If you want to set up expiration period as indefinite, corporate / sub administrator needs to allow your setting in advance. |
| Upload Link password | This sets a password for the Upload Link. For the password, you can set optional settings or generate one automatically. You will be notified of the set password via Email. ※ The password notification email is written in both English and Japanese. ※ The password notification email does not include the owner information. ※ When you issue multiple Upload Link at one time, these Link share a common password. |
| Message | The message to the recipient is displayed on the download screen. |

* How to send an Upload Link

1. Select a file/folder from the Home screen and right-click it. Select “Send File/Folder” from the Context menu.
2. From the Issue an Upload Link screen, enter information in the necessary items and click the "Next" button.
3. Check the information about the Created Upload Link and select your preferable mailer from "Select a Mailer" screen.
4. When you select "Send by PrimeDrive", the following screens will be displayed. If you select a recipient, manually enter an email address, and click the "Send" button, an Upload Link issuance notification email will be sent.

※ The Created Upload Link is still usable even though you close the window above.

※ When "Send the password at the same time" is checked, the Upload Link and password notification will automatically be sent in 2 emails. Since a password notification email will not be sent when it is left unchecked, send the password notification separately.

###### Upload Link Sending Methods

|  |  |
| --- | --- |
| Sending Method | Description |
| Send by PrimeDrive | Send the notification email using its original mail form of PrimeDrive. |
| Send by Local Mailer | Send the notification using your local mailer (Outlook, etc.). |
| Send by Gmail | Send the notification using Gmail. |

※ Sent emails are not saved when using PrimeDrive Mail. If you want to preserve the send history of notification emails, select local mailer or Gmail.

* How to operate（Uploading files with Upload Link）

1. Click the sent Upload Link.
2. Select upload files from local drive and click the "Start Uploading" button.

※ You can upload maximum 20 files at one time.

※　The size limit is 1.95GB per file.

※　When a file is uploaded, notification email will be sent to the collector.

## Procedure and management of Upload Link

* Upload Link procedure

1. Select a file/folder from the Home screen and right-click it.
2. Select “Send File/Folder” from the Context menu.
3. Set issuing conditions and click the “Next” button.

* Displaying the list of Upload Link
* How to operate（Showing the list of Created Upload Link）

Click the “Usage Condition List” icon from the Navigation menu and select “Upload Link List”.

※　Invalid Upload Link will be automatically be deleted from the Collection List after 30 days.

Upload Link is invalid under the following conditions.

* The validity has expired.
* The target folder was moved, deleted or renamed.
* The Upload Link has been invalid / deleted. （The Upload Link issuer performs invalidation on a regular basis.）
* The Upload Link issuer has been deleted.

＜Checking the Access History of Upload Links＞

1. Select a folder from the upload link list and right-click it.
2. Select “Access History” from the Context menu.

＜Disabling Upload Links＞

1. Select a folder from the upload link list and right-click it.
2. Select “Disable” from the Context menu.

＜Delete an Upload Link＞

1. Select a folder from the upload link list and right-click it.
2. Select “Delete Upload Link” from the Context menu.

# Issuing a Download Link

## About a Download Link

Download links are URLs for downloading files.  
When a download link is sent by email, anyone including non-PrimeDrive user can download files.

* Setting items（Download Link）

###### Description of Download Link Setting Items

|  |  |
| --- | --- |
| Item | Description |
| Valid days | Password will invalid after valid days have passed.　You can input from 1 to 99 or select indefinite period. ※ If you want to set up expiration period as indefinite, corporate / sub administrator needs to allow your setting in advance. |
| Number of times for downloading | The Download Link will invalid when the specified Number of times for downloading have passed.　You can input from 1 to 999 or select indefinite period. ※ If you want to set up Number of times for downloading as unlimited, corporate / sub administrator need to allow your setting in advance. |
| Download link signature | The company name and name for the recipient needs to be entered. The input box is displayed during download. You can check the information entered through the Download Link history. |
| Link password | This sets a password for the Download Link. For the password, you can set optional information or generate one automatically. You will be notified of the set password via email. ※ The password notification email is written in both English and Japanese. ※ The password notification email does not include the owner information. ※ When you issue multiple Download Link at one time, these Link share a common password. ※ When an administrator set a minimum length of Link password, enter a Link password that includes the minimum length or more.。 |
| Zip Encryption　Password | The selected files / folders are saved to a ZIP file then a password is set. For the password, you can set optional information or generate it automatically. You will be notified of the set password via email. ※ The password notification email is written in both English and Japanese. ※ The password notification email does not include the owner information. ※ When you set up the Zip Encryption password, the Download Link cannot be Created to the file / folder which size exceed 300MB. ※ If you have selected more than one file / folder, issuing of the Download Link will be stopped when the file / folder corresponds to the limit mentioned above was discovered. ※ When you issue multiple Download Link at one time, these encrypted zip files share a common password. |
| Approval | Approval from the approver is required for Download Link issuance / sending. |
| Disable when updating | ＜When issuing Download Link for the file＞ Specify whether to invalid Download Link or not when the file is overwritten. ・ Check "ON" (Default) : Download Link will be invalid when the file is overwritten. ・ Check "OFF" : Download Link will stay valid when the file is overwritten. ＜When issuing Download Link for the folder＞ Specify whether to invalid Download Link or not when files in the folder are updated (add / overwrite / delete). ・ Check "ON" (Default) : Download Link will be invalid when files in the folder are updated. ・ Check "OFF" : Download Link will stay valid when files in the folder are updated. ※ If there are any change (rename / move / delete) on Download link has been created file or folder, despite the setting, the Download Link will be invalid. |
| Notification Email | A download notification email is sent to the Download Link issuer. |
| Folders and Files | When sending folder, it is aimed at all the subfolders below a specification folder, or only the file directly under a specification folder can choose an object. |
| Files of expired dpwnload link auto-delete Download Link | When you issue a Download Link of a file under the following terms, the file will be deleted automatically from a server. （Automatically deleted file cannot be recovered in any ways.） The file will be deleted if : ・ Number of times for downloading becomes 0. ・ Download Link is expired. When "automatic deletion of a sending key expiration file" is set up for "exerting coercion" by the corporate policy, "automatic deletion of a sending key expiration file" is checked compulsorily. |
| Message to file recipient | The message to the recipient is displayed on the download screen. |

* Download Link Sending Methods

1. Select a file/folder from the Home screen and right-click it.
2. Select “Download Link” from the Context menu.
3. From the Issue a Download Link screen, enter information in the necessary items and click the "Next" button.
4. Check the information about the Created Download Link and select your preferable mailer from "Select a Mailer" screen.

※　Clicking the “Close” button exits the Select a Mailer screen.　Download Link remains enabled.

###### Download Link Sending Methods

|  |  |
| --- | --- |
| Sending Method | Description |
| Send by PrimeDrive | Send the notification email using its original mail form of PrimeDrive. |
| Send by Local Mailer | Send the notification using your local mailer (Outlook, etc.). |
| Send by Gmail | Send the notification using Gmail. |

※　Sent emails are not saved when using PrimeDrive Mail. If you want to preserve the send history of notification emails, select local mailer or Gmail.

## Procedure and management of Download Link

* Download Link procedure
* How to operate

1. Select a file/folder from the Home screen and right-click it.
2. Select “Download Link” from the Context menu.
3. Set issuing conditions and click the “Next” button.

※　When "Send the password at the same time" is checked, the Download Link information and password information will be automatically sent separately in 2 notification emails. When left unchecked, only the Download Link information will automatically be notified so you will need to send the password information separately.

※　パスワードを手動で入力した場合は送付相手へのみパスワードが通知されます。パスワードを自動生成した場合はリンク発行者本人へもパスワードが通知されます。

* Displaying the list of Download Link
* How to operate（Displaying the list of Created Download Link）

1. Click "Download Link List" the navigation menu of the Main screen. The use situation (ON / OFF) of an "automatic deletion of sending key expiration file" function can be checked.

Download Link list display screen shows a list of the download links Created by you. Disabled download links will be automatically deleted from the list screen after 30 days. In addition, you can check the usage condition of the function to automatically delete expired download links, etc.   
The use situation (ON / OFF) of a " Files of expired download link auto-delete " function can be checked.  
Download Link is invalid under the following conditions.

* The validity has expired.
* The Number of times for downloading becomes 0.
* The target folder was moved, deleted or renamed.
* The Download Link has been invalid / deleted. （The Download Link issuer performs invalidation on a regular basis.）

＜Checking the History of Download Link＞

Select the target Download Link and click the "Access History" icon.

＜Disabling Download Link＞

Select the target Download Link from the Sending list screen and click the "Disable" button.

※　ダウンロードリンクを無効にするときに、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。

※　ダウンロードリンク一覧画面にある「項目数と選択数」は、ステータスバーの下部に表示されます。

＜Deleting Download Link＞

Select the target Download Link and click the "Delete" icon.

## How to set up Approval

* Approval procedure

When using the approval workflow, users need to obtain approval before issuing download links. Each download link is sent after the approval of its approver. The Created download link is enabled after the approval and it is automatically sent to the specified email address.

* How to operate

1. Select a file/folder from the Home screen and right-click it.
2. Select “Download Link” from the Context menu.
3. Set “Approval: Enable” from the Issue a Download Link screen, enter information in the necessary items and click the "Next" button.
4. Select “Add Approver” on the Issue a Download Link screen to select the approver on the Select Approver screen.
5. You can add recipients if necessary. Click the "Send" button to send approval requesting email.
6. Click the "OK" button on the next screen to quit.  
   You can check the approval status on the Download Link List screen.

※　Up to 5 approvers can be added.

* How to operate（Approval operation every notice of approval request email）

＜When approved by the approver＞

1. Click the approval URL contained in the approval request notification email to login.
2. Check the approval target file and click the "Approve" button.
3. After approval, the Download Link will be sent to the specified recipient.

※　When there are multiple approvers, the Download Link is transmitted to the recipient automatically after all of them approve.

＜When rejected by the approver＞

1. Check the file requesting approval and click the "Reject" button.
2. Click the "OK" button on the next screen to quit.
3. If you enter a reason for rejection in the message body and click the "Send" button, a rejection email will be sent to the requesting person.
4. Click the "OK" button on the next screen to quit.

* How to operate（Operation of the simultaneous approval by Approval List）

＜When approve＞

1. elect “Approval List” from the navigation menu of the main screen.
2. Select the approval record that you want to approve simultaneously from the list of approval screen, then click “Approval” button.
3. Click “Approve” button on confirmation screen, then click “OK” button on the next screen to close.
4. After the approval is completed, the Download Link will be sent to the designated person to send automatically.

※　In case there is the approver more than one, the Download Link will be sent automatically when all approval is completed.

※　You cannot do rejection collectively. Please do one by one.

# Group

## About two kinds of groups

(Private group and public group)

A private group is a personal group created by a general user and it is not published to other users.  
A public group can be registered by a corporate administrator or sub-administrator via the Management screen and it is published to all 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.

## Using Private Groups

* Creating Private Groups
* How to operate

1. Click the “Account” button in the header and select “Private Group” from the menu.
2. Click the "Create" button on the Group manager screen.
3. Enter the group name and select the group or the users to include in the group.
4. When publishing group members to a contractor, check the "Publish members。

※　Search of when you want to add users will be searched case-insensitive list to contractor" checkbox and click the "OK" button.

* Editing Private Groups
* How to operate

1. Click the “Account” button in the header and select “Private Group” from the menu.
2. Select the group to edit from the Group manager screen and click the "Edit" button.
3. When you are finished editing a group, click the "OK" button.

* Deleting Private Groups
* How to operate

1. Click the “Account” button in the header and select “Private Group” from the menu.
2. Select the group to delete from the Group manager screen and click the “Delete” button.

# User Setting

## Checking Notices from the Administrator

Information from the administrator will be displayed every time your login.

＜Hiding notices from next time onwards＞

Check the checkbox next to "Don't show me again" on the Information screen.

When corporate / sub-administrator updates new information, the “Don’t show me again” setting will be reset.

＜Displaying hidden messages＞

Click “Bell Icon” in the header.

## Language setting

* How to operate

1. Click the “Account” button in the header and select “Account Setting” from the menu.
2. Change the language from the Account setting screen and click the "OK" button.

※ The display language in the Login screen is the language that the previous user was setting.

## Display setting

* Non-indication of the status column
* Overview

A status column of the following screens of Main Screen is non-displayed.

＜The screens which display the list including the state column.＞

* Home
* Shared folder
* Share Setting List
* Lock Setting List
* Version Setting List
* Time Limit Setting List
* Storage quota List
* How to operate

1. Click the “Account” button in the header and select “Display Setting” from the menu.
2. Make "Display status column" of Display setting Screen a non-check status and click an "OK" button.

* Sort a list ignoring upper / lower case
* How to operate

1. Click the “Account” button in the header and select “Display Setting” from the menu.
2. Check on "Sort ignoring upper / lower case" from the Display setting screen, then click the "OK" button.

＜Sort a list ignoring upper / lower case : check on＞

＜Sort a list ignoring upper / lower case : check off＞

## Address Book

* Registering to the Address Book
* How to operate

1. Click the “Account” button in the header and select “Address Book” from the menu.
2. Click the "Create" button on the Address Book Selection screen and enter information such as email address and display name.
3. When you are finished entering information, click the "Register" button.

* Editing the Address Book
* How to operate

1. Click the “Account” button in the header and select “Address Book” from the menu.
2. Select the target for editing from the Address Book Selection screen and click the "Edit" button.
3. When you are finished editing information, click the "Update" button.

* Deleting Registered Information from the Address Book
* How to operate

1. Click the “Account” button in the header and select “Address Book” from the menu.
2. Select the delete target from the Address Book Selection screen and click the "Delete" button.

## Select the Local mailer

* How to operate

1. Click the “Account” button in the header and select “Account Setting” from the menu.
2. Click the "OK" button. Select the Local mailer that you use and click the "OK" button.

## Checking the Operation Log

* How to operate

1. Click the “Account” button in the header and select “Browse User Logs” from the menu.
2. Enter or select the search conditions from the Search Activity Logs screen and click the "Detail" button.