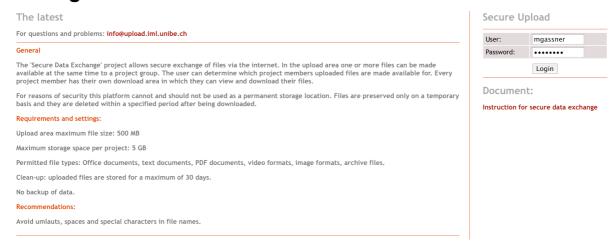
# **Instructions for Secure Data Exchange**

#### 1 Introduction

The web-tool facilitates secure exchange of files via the internet. It consists essentially of an upload area where files can be uploaded to the server on a project and person-related basis and a download area where the files provided may be downloaded by authorised users to their own computer. The system is not designed as a permanent storage location but as a "transit station". Uploaded files are only stored in the system for a certain period. They are deleted within a specified period after a download.

The system can be accessed under the following link: https://upload.iml.unibe.ch.

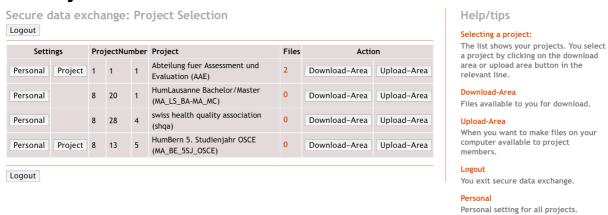
# 2 Login



The log-in page consists of two areas: the left side gives general information about the system. On the right you can log on. Underneath the log-in area you will find a registration form for "secure data exchange" and these user instructions.

When you have entered your username and password and clicked on the "Login" button, you come to project selection.

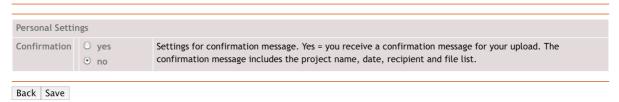
### 3 Project Selection



A list appears with all projects to which you have access. As a normal user you see the "Personal" button in the first column "Settings".

#### 3.1 Personal settings

Abteilung fuer Assessment und Evaluation (AAE)



Here every user can specify individually whether or not they want to receive a confirmation message for their uploads in this project.

Changes have to be saved with the "Save" button. The "Back" button does not save.

### 3.2 Project settings

In the "Settings" column the project manager additionally sees the "Project" button.

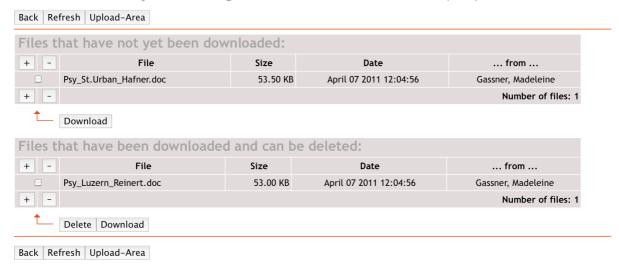
Abteilung fuer Assessment und Evaluation (AAE)



The manager can make general settings for an individual project here. They apply for all project members. ("Back" and "Save" buttons: see above)

#### 4 Download Area

Download-Area: Project Abteilung fuer Assessment und Evaluation (AAE)



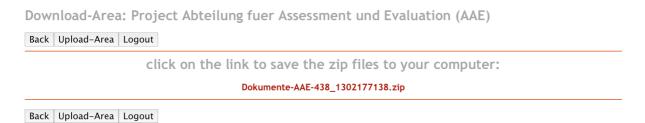
The file list is regenerated when you click on the "Update" button. When you click on the "Back" button you go back to project selection. The "Upload Area" button takes you direct to the upload area for the project.

The "+" button allows you to select all files in a list whilst the "-" button cancels the selection. Alternatively, you can select individual files or file groups by clicking on the selection boxes with the mouse. Repeated clicking cancels the selection.

### 4.1 Downloading files

The download area is divided into two parts: the files made available are located in the upper area. In addition to the name, size and upload date of the file the list also shows the name of the project member who uploaded the file for you.

With the "Download" button the highlighted files can be downloaded per list. The selected files are combined in a zip file. A page opens with a link to the created zip file which can be saved to your own computer by clicking on the link.

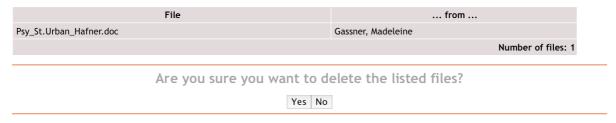


Once the file is downloaded it will appear in the lower list. In the same way as described above these files can be downloaded again or deleted.

# 4.2 Deleting files

The downloaded files in the lower part of the download area can be selected as described above. If you click on the "Delete" button, the files are designated for deletion. For the sake of security a page opens which shows the selected files again.

Download-Area: Project Abteilung fuer Assessment und Evaluation (AAE)



If you click on the "Yes" button the files will be finally deleted. Clicking on the "No" button cancels the delete operation.

# 5 Upload Area



A list of all project members (recipients) is displayed on the left side in the upload area. The intended recipients can be selected in this list as described above.

If you require a confirmation message for your upload process you can specify this underneath the list. You will already have made the pre-selection "yes" or "no" in your personal settings for each individual project. If you want to depart from your set preferences for an upload, you can do this here. The change will apply only for this upload – it will not be stored permanently.

On the right-hand side you will see the file selection which allows you to browse your current computer for the required files. Only one file can ever be selected per line. The number of visible lines can be defined by the project manager in the "Project" settings. The selected files will be sent to the highlighted recipient when you click on "Send".

If you click on the "Back" button you go back to project selection. If you click on the "Download area" you go direct to the download area for the project.

#### Mails

#### Messages

File(s) have been uploaded and the recipients have been notified.
File(s) have been uploaded.
You have not selected any recipients.
No file has been selected.