



OFFICEBOX

Administrator Guide

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Chapter 1 **Introduction**

OfficeBox Overview

OfficeBox Startup – Admin

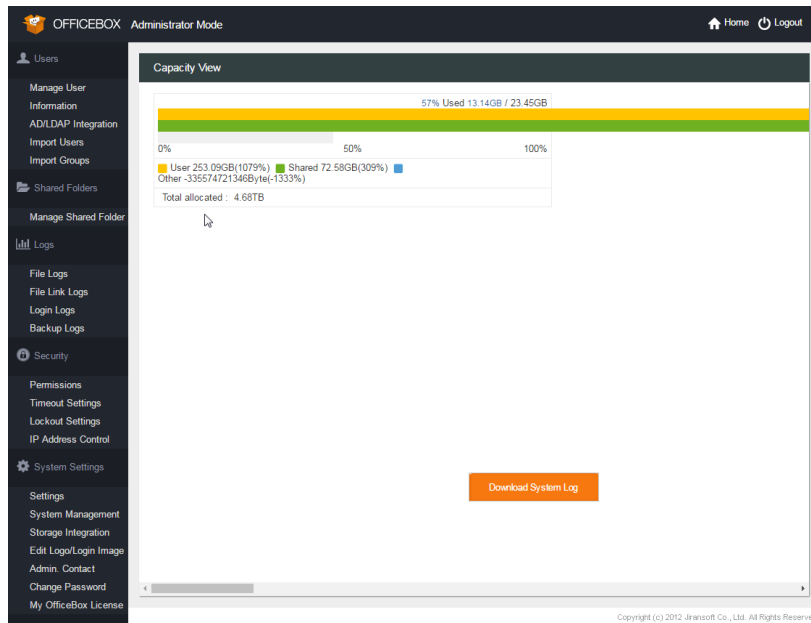
Admin Mode

Manage OfficeBox operations such as creating user accounts, adding and deleting users, notifying users, and setting up shared folders. Connect via [http://\[Your Registered IP/admin\]](http://[Your Registered IP/admin]).

- **Administrator ID:** admin
- **Password:** No initial password

How to Use OfficeBox

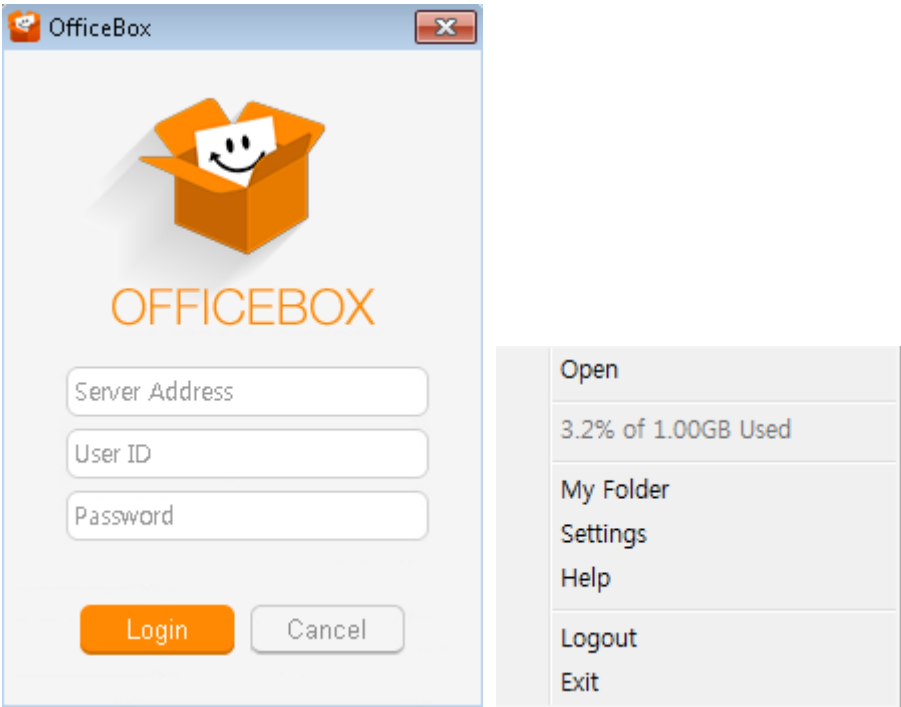
Admin Mode



- **User Account management:** Enter and modify information such as user names, IDs, groups, and positions.
- **Shared Folder management:** Create shared folders and set the appropriate user privileges to increase the efficiency of internal operations.

- **Log management:** Manage the recording of file, link, login and backup logs to strengthen your data security.
- **Security management:** Manage permission, timeout, lockout, IP Access Control.
- **System management:** Manage System, Storage, Login Image Management, and other environment settings.

OfficeBox Agent (Windows/Mac)



- **Open:** Open OfficeBox agent browser.
- **My Folder:** Open a web browser to access My Folder directly.
- **Settings:** Defaults, language, and backup settings.
- **Help:** Go to the Help page.
- **Logout:** Click to log out. You may log in with another account.
- **Exit:** Close OfficeBox.

OfficeBox Features

General Features

File/Folder Links

Link

This file has 9 links.

test.txt
2017-02-13 08:24:53 320Byte

Expiry Date: 2017-04-05

None

Password

Auto Generation

Download Limit(1-99)

URL

http://193.52.254.33/5059file/0a40d40a761616a42477023405

Copy URL

File Link Download Logs

No	Date	IP Address
No results found.		

Delete

OK

Create links to single files or entire folders and share them with anybody. OfficeBox automatically puts the files in a zip archive. Password protection is available for additional security.

Guest Folders

OfficeBox

My Folder

Home

Options

Logout

test

432.50MB(48%) / 1.00GB

New

Upload

Download

Edit

Copy

Move

Delete

List

Thumbnails

<input type="checkbox"/>	qwer	- -	2017-02-15 07:36:21
<input type="checkbox"/>	test	- -	2017-02-14 01:33:05

OfficeBox

My Folder

@Desktop

@Storage

New Folder

Shared Folder

Guest Folder

qwer

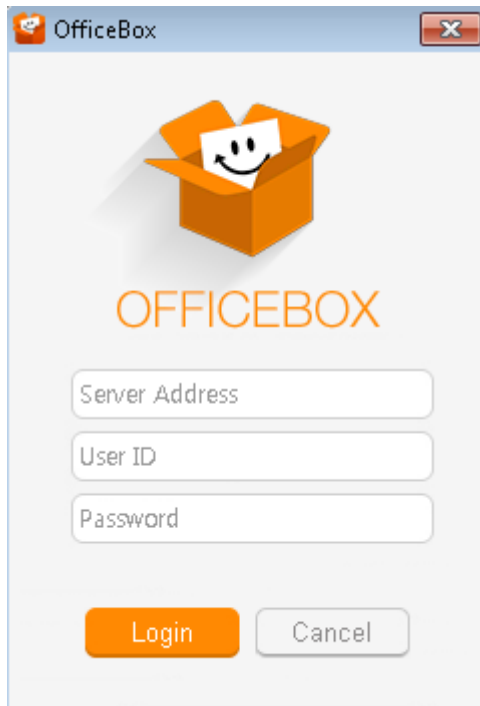
test

Storage Folder

Logs

Set up a Guest Folder to let other people use a portion of your online storage space, easily and securely.

OfficeBox Agent Program



The image shows a Windows-style application window titled "OfficeBox Agent Program". The window has a title bar with a small icon and a close button. The main content area features a large orange box with a white smiley face inside, and the word "OFFICEBOX" in orange capital letters below it. There are three input fields: "Server Address", "User ID", and "Password". At the bottom, there are two buttons: "Login" (orange) and "Cancel" (gray).

OfficeBox

OFFICEBOX

Server Address

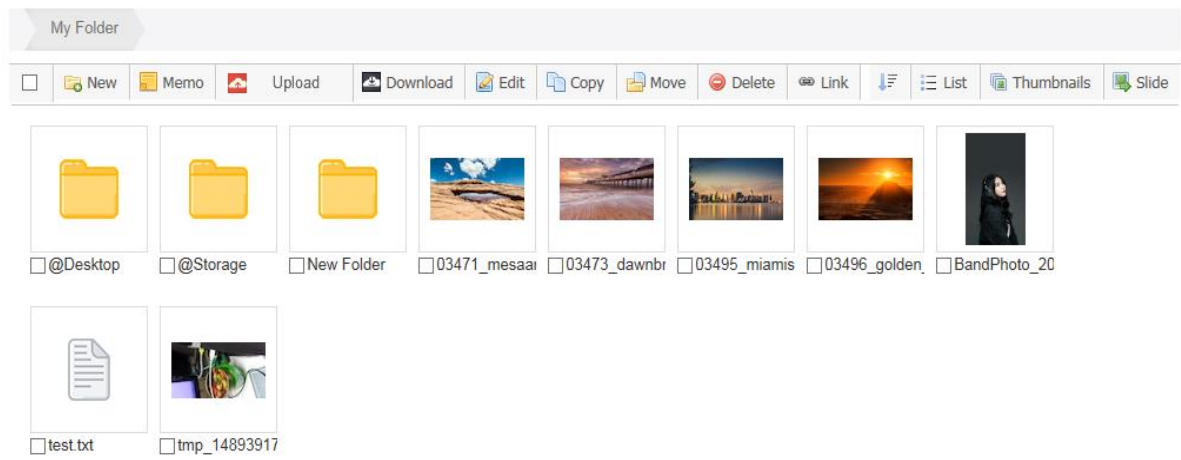
User ID

Password

Login Cancel

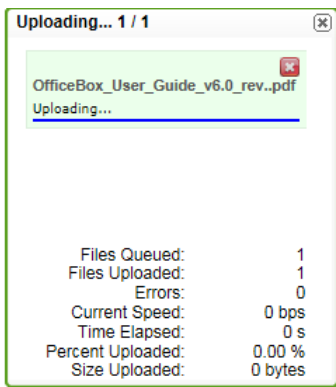
OfficeBox is a simple program for fast, convenient file backup outside your web browser.

Various File Views



View uploaded files in a data-oriented list, as thumbnails, or in a visually oriented photo slideshow.

Fast, Trackable Uploads



Track upload information such as speed, queued files, time elapsed, and errors plus a convenient progress bar.

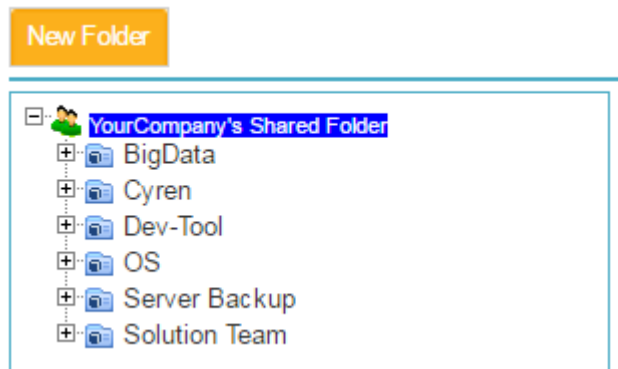
Multiple Browser Support



Access your data from anywhere that has an Internet connection on any major web browser.

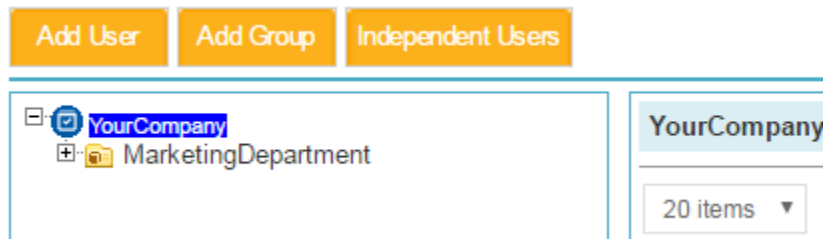
Administrator Features

Shared Folders



Open and share certain folders with users and groups for intuitive, controlled collaboration.

Users and Groups



Arrange users according to your organization's hierarchy, granting and restricting access to folders and features on a per-user basis.

Permissions

Permissions

☐ Name

Permission Details

☐ Link Only

Guest / File Link / Shared Folder / My Folder Permission

☒ Shared Folder ☐ My Folder (☒ Use Guest Folder ☐ File Link)

[\[Save\]](#)

☐ Default

Guest / File Link / Shared Folder / My Folder Permission

☒ Shared Folder ☒ My Folder (☒ Use Guest Folder ☒ File Link)

[\[Save\]](#)

[Add](#) | [Delete](#)

Give users and groups permission to read/write/create files in specified folders.

Logging Features

Search Period : 2017-02-01 - 2017-03-31

Keyword : ☒ IP Address ☒ User

Search

Save as file

Total : 134 items 1 / 7 Page << < Previous | Next > >> 20 items ▾

No.	Date	User ID	IP Address	Status	Type
1	2017-03-29 23:54:40	test	10.52.1.107	OK	
2	2017-03-29 23:48:30	admin	10.52.1.107	OK	Admin
3	2017-03-29 23:48:23	test	10.52.1.107	Incorrect Password	
4	2017-03-29 23:17:15	test	10.52.1.107	OK	

Oversee file modifications, file link downloads and logins by date, user name, and IP address.

Security Features

☐ Enable Password Policy

☐ Level 1

- Password Expiration : unlimited
- Allowable Password Shortest Length : 4

☐ Level 2

- Password Expiration : 120day(s)
- Allowable Password Shortest Length : 8
- Must include lower case letters. (a-z)
- Must include numbers. (0-9)

☐ Level 3

- Password Expiration : 30day(s)
- Allowable Password Shortest Length : 12
- Must include lower case letters. (a-z)
- Must include numbers. (0-9)
- Must include upper case letters. (A-Z)
- Must include special characters. (! % & = < > ? _ - + *)

Save

Password-protect file links, enforce secure passwords, auto-delete files, and disable Shared and Guest Folders.

License Management

[License Agreement]

JiraSoft Software License Agreement

Please read the terms and conditions of this license agreement (the "License") before installing the computer software (the "Software"). By installing and using the Software you accept and agree to the terms of this License. This License constitutes the entire agreement concerning the

You have accepted all terms and conditions above.

Reload License


New License

Quickly view your license information and renew your license or register a new license.

Customizable Logo

Register your company logo and login image.

+ Current Log Image

 OFFICEBOX

Register

Initialize

Add your corporate brand to the login and user interface header images.

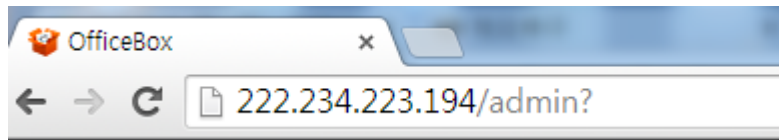
Chapter 2 **Administrator Mode**

Getting Started

Logging In

To Log in

1. Enter the `http://[Your Registered IP/admin]` to connect to administrator mode in your web browser.



Enter Address

2. Use the **Language** drop-down list to select a language for the user interface.

Language	English
ID	
PW	

English
繁體中文
简体中文
한국어
日本語

☐ Save ID

Login

Enter Password

3. Enter your password in the **PW** field.

Language	English
ID	admin
PW	*****

☐ Save ID

Login

Enter Password

4. Click the [Login] button.

Language	English
ID	admin
PW	*****

☐ Save ID

Login

Login Button

User Accounts

About Users & Groups

Users, Groups, and Permissions

You can organize OfficeBox users into groups to reflect your company's organizational structure and for your convenience as an administrator. You can also assign permissions to an entire group at once. Permissions dictate which OfficeBox features users are allowed to use. For example, you can allow some users to create file links and Guest Folders and not allow others to do so. For more information on permissions, see [Managing User Permissions](#).

Add UserAdd GroupIndependent Users

YourCompanyMarketingDepartmentjirantech

YourCompany > MarketingDepartment

20 items

ID	Name	Rights	Modified	Usage	Capacity	Status
hjyeo12	hjyeo12	user	2017-03-02 13:53:34	471.67KB	512.00MB	Active
jjt	jjt	user	2017-03-30 09:40:42	0Byte	1.00GB	Active
jwgh	jwgh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
test	test	user	2016-10-05 15:42:32	494.47MB	1.00GB	Active

1

Remove from Group | Disable | Enable | Delete

Modify Group | Delete Group

Steps for Assigning a Group

Independent Users

Independent users are users who are not assigned to any groups. Click on the [Independent Users] button at the top of the **Manage User Information** screen to view a list of all these users.

Add UserAdd GroupIndependent Users

YourCompanyMarketingDepartmentjirantech

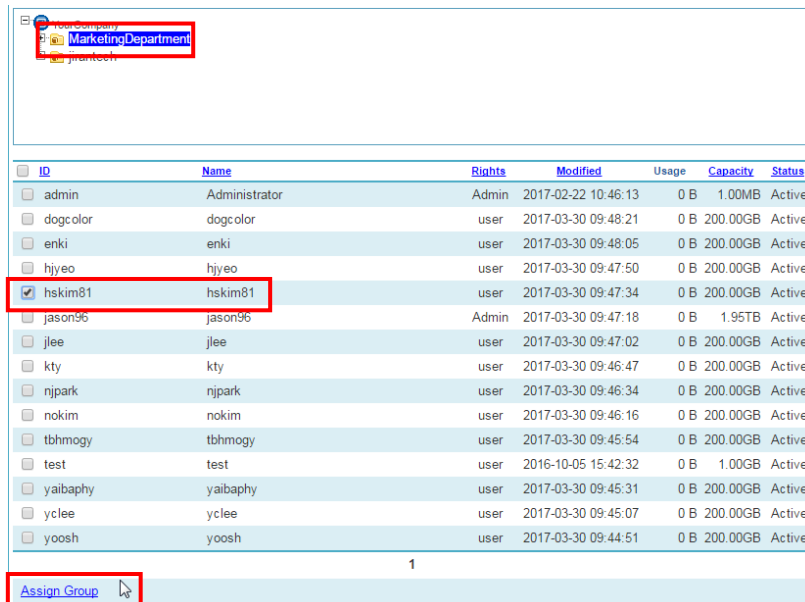
YourCompany >

20 items

Independent Users Button

To assign an independent user to a group

1. After clicking the [Independent Users] button, click on a group in the folder tree on the right side of the screen.
2. Click the checkboxes next to the users you want to assign to the selected group.
3. Click [Assign Group] at the bottom of the screen.



The screenshot shows the OfficeBox user management interface. In the top left, a folder tree on the right side of the screen has 'MarketingDepartment' selected. Below this, a table lists users with columns: ID, Name, Rights, Modified, Usage, Capacity, and Status. The user 'hskim81' is selected with a checkbox. At the bottom, the 'Assign Group' button is highlighted.

ID	Name	Rights	Modified	Usage	Capacity	Status
<input type="checkbox"/> admin	Administrator	Admin	2017-02-22 10:46:13	0 B	1.00MB	Active
<input type="checkbox"/> dogcolor	dogcolor	user	2017-03-30 09:48:21	0 B	200.00GB	Active
<input type="checkbox"/> enki	enki	user	2017-03-30 09:48:05	0 B	200.00GB	Active
<input type="checkbox"/> hjiyeo	hjiyeo	user	2017-03-30 09:47:50	0 B	200.00GB	Active
<input checked="" type="checkbox"/> hskim81	hskim81	user	2017-03-30 09:47:34	0 B	200.00GB	Active
<input type="checkbox"/> jason96	jason96	Admin	2017-03-30 09:47:18	0 B	1.95TB	Active
<input type="checkbox"/> jlee	jlee	user	2017-03-30 09:47:02	0 B	200.00GB	Active
<input type="checkbox"/> kty	kty	user	2017-03-30 09:46:47	0 B	200.00GB	Active
<input type="checkbox"/> njpark	njpark	user	2017-03-30 09:46:34	0 B	200.00GB	Active
<input type="checkbox"/> nokim	nokim	user	2017-03-30 09:46:16	0 B	200.00GB	Active
<input type="checkbox"/> tbhmogy	tbhmogy	user	2017-03-30 09:45:54	0 B	200.00GB	Active
<input type="checkbox"/> test	test	user	2016-10-05 15:42:32	0 B	1.00GB	Active
<input type="checkbox"/> yaibaphy	yaibaphy	user	2017-03-30 09:45:31	0 B	200.00GB	Active
<input type="checkbox"/> yclee	yclee	user	2017-03-30 09:45:07	0 B	200.00GB	Active
<input type="checkbox"/> yoosh	yoosh	user	2017-03-30 09:44:51	0 B	200.00GB	Active

1

[Assign Group](#)

Steps for Assigning a Group

The Manage User Information Screen

Manage User Information Screen

Add UserAdd GroupIndependent Users

YourCompanyMarketingDepartmentjirantech

Refresh

IDSearch

20 Items

ID	Name	Rights	Modified	Usage	Capacity	Status
<input type="checkbox"/> admin	Administrator	Admin	2017-02-22 10:46:13	0Byte	1.00MB	Active
<input type="checkbox"/> coolkyo	coolkyo	user	2017-03-30 09:48:38	0Byte	200.00GB	Active
<input type="checkbox"/> dogcolor	dogcolor	user	2017-03-30 09:48:21	0Byte	200.00GB	Active
<input type="checkbox"/> enki	enki	user	2017-03-30 09:48:05	3.73GB	200.00GB	Active
<input type="checkbox"/> hyeo	hyeo	user	2017-03-30 09:47:50	16.82GB	200.00GB	Active
<input type="checkbox"/> hyeo12	hyeo12	user	2017-03-02 13:53:34	471.67KB	512.00MB	Active
<input type="checkbox"/> hskim81	hskim81	user	2017-03-30 09:47:34	0Byte	200.00GB	Active
<input type="checkbox"/> jason96	jason96	Admin	2017-03-30 09:47:18	162.75GB	1.95TB	Active
<input type="checkbox"/> jit	jit	user	2017-03-30 09:40:42	0Byte	1.00GB	Active
<input type="checkbox"/> jlee	jlee	user	2017-03-30 09:47:02	56.77GB	200.00GB	Active
<input type="checkbox"/> jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
<input type="checkbox"/> kty	kty	user	2017-03-30 09:46:47	4.39GB	200.00GB	Active
<input type="checkbox"/> nipark	nipark	user	2017-03-30 09:46:34	0Byte	200.00GB	Active
<input type="checkbox"/> nokim	nokim	user	2017-03-30 09:46:16	0Byte	200.00GB	Active
<input type="checkbox"/> tbhmogy	tbhmogy	user	2017-03-30 09:45:54	0Byte	200.00GB	Active
<input type="checkbox"/> test	test	user	2016-10-05 15:42:32	494.47MB	1.00GB	Active
<input type="checkbox"/> yaibaphy	yaibaphy	user	2017-03-30 09:45:31	0Byte	200.00GB	Active
<input type="checkbox"/> yclee	yclee	user	2017-03-30 09:45:07	937.03MB	200.00GB	Active
<input type="checkbox"/> yoosh	yoosh	user	2017-03-30 09:44:51	7.21GB	200.00GB	Active

1

[Remove from Group](#) | [Disable](#) | [Enable](#) | [Delete](#)[Modify Group](#) | [Delete Group](#)

Manage User Information Screen

Click [Manage User Information] on the side menu to open the **Manage User Information** screen. This screen lets you add, modify, and organize OfficeBox users. On the left side of the screen is a folder tree that displays user groups. Each folder is a group. If you click on the name of a folder, a list of the users in that group will appear on the right side of the screen. Click on the root item at the top of the folder tree (it will be labeled with your company name) to view a list of all users. Clicking on a user lets you modify that user's information.

The **Manage User Information** screen includes the following buttons:

- **Add User:** Lets you add new users to the OfficeBox system.
- **Add Group:** Lets you create a new group.
- **Independent Users:** Displays a list of all the users who do not belong to any group.
- **Refresh:** Refreshes the folder tree and user list to reflect the current status of the system.

Group Folder Tree

The group folder tree shows all the groups in the system in the form of folders. Each group is a folder, and sub-groups are shown as sub-folders. You can expand and collapse the folder tree to show or hide sub-folders by clicking the plus (+) and minus (-) icons next to folders, much like in a Windows folder tree. Click on a group folder to view the users who belong to that group. The topmost item on the tree is the root folder, which will be named after your company or organization. The root folder contains all users.

User List

The user list shows a list of the users who belong to the group that is currently selected in the group folder tree. Click on a user's ID to view or edit the user's profile information. The following information is displayed in the user list:

- **ID:** The user's ID
- **Name:** The name of the user
- **Usage:** The amount of storage space being used by the user
- **Capacity:** The total amount of storage space available to the user
- **Status:** Whether the user is enabled or disabled.

User Information

If you click on a user in the user list, the user's information profile will be displayed. You can then edit the information.

User Information	
* ID	jwoh
* Name	jwoh
	<input type="checkbox"/> Change Password
* Password	New Password : <input type="password"/> (* Less than 32 characters) Confirm Password : <input type="password"/>
E-mail	jwoh@jiran.com
Mobile	<input type="text"/>
Telephone	<input type="text"/>
* Capacity	204800 MB
* Select Disk	/disk1 Ex.) /disk1~n
Link Availability	7 day(s) (0 : unlimited)
Status	Enable <input type="button" value="v"/>
	Add to Group
Group	Group Name YourCompany>MarketingDepartment <input type="button" value="Del"/>
Permission	<input checked="" type="radio"/> Group <input type="radio"/> User <input type="button" value="Select Permission"/>
Admin	<input type="checkbox"/> Admin
Modified	id: admin 2017-03-30 09:39:02
Memo	<input type="text"/>
Save	

The profile contains the following information:

- **ID:** The ID the user will use to log in.
- **Name:** The name of the user.
- **Password:** The password the user will use to log in.
- **Email:** The user's email address.
- **Mobile:** The user's mobile telephone number.
- **Telephone:** The user's office/home telephone number.
- **Capacity:** The disk capacity assigned to the user in megabytes.
- **Select Disk:** The name of the disk the user will use. The default is /disk1.
- **Link Availability:** The default time the user's file links will be available.
- **Status:** Choose Active from the drop-down list to let the user use the system or Disabled to disallow the user.
- **Group:** The group the user belongs to.
- **Permission:** The system features the user is allowed to use.

Modifying User Information

To modify user information

1. In the **Manage User Information** screen, click on the ID of the user in the user list.

<input type="checkbox"/> jlee	jlee	user	2017-03-30 09:47:02	56.77GB	200.00GB	Active
<input checked="" type="checkbox"/> jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active

Click User Name

2. The user information will appear. Edit the user information as you wish.
3. Click [Save].

Admin	<input type="checkbox"/> Admin
Modified	id: admin 2017-03-30 09:39:02
Memo	<div></div>
<div>Save</div>	

Click Save

Deleting Users

To delete a user

1. In the **Manage User Information** screen, check the checkboxes of the users you want to delete in the User List.

<input type="checkbox"/> jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
---	------	------	---------------------	-------	----------	--------

Select Users

2. Click [Delete] at the bottom of the list.

[Remove from Group](#) | [Disable](#) | [Enable](#) | [Delete](#)

Click Delete

3. Click [OK] in the dialog box that appears.
4. Click [OK] in that dialog box that confirms the user has been deleted.

Enabling and Disabling Users

If you disable a user, you can prevent that user from accessing OfficeBox without deleting the user account. This option is helpful if you want to temporarily suspend a user without losing the related user information.

When you create a user, you can choose if that user is to be enabled or disabled when you fill out the **Status** section of the user information. The default status is enabled. You can view a user's status from the User List under the Status column. You can also enable and disable existing users from the User List as described below.

To enable a user

1. In the **Manage User Information** screen, check the checkboxes of the users you want to enable in the User List.

<input type="checkbox"/>	jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
--------------------------	----------------------	------	------	---------------------	-------	----------	--------

Select Users

2. Click [Enable] at the bottom of the list.



Click Enable

3. Click [OK] in the dialog box that appears.

To disable a user

1. In the **Manage User Information** screen, check the checkboxes of the users you want to disable in the User List.

<input type="checkbox"/>	jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
--------------------------	----------------------	------	------	---------------------	-------	----------	--------

Select Users

2. Click [Disable] at the bottom of the list.



Click Disable

3. Click [OK] in the dialog box that appears.

Searching for Users

To search for a user

Buttons: Add User, Add Group, Independent Users

Search bar: ID [] Search

Folder tree: YourCompany (MarketingDepartment, jirantech)

Refresh

ID	Name	Rights	Modified	Usage	Capacity	Status
admin	Administrator	Admin	2017-02-22 10:46:13	0Byte	1.00MB	Active
coolkyo	coolkyo	user	2017-03-30 09:48:38	0Byte	200.00GB	Active
dogcolor	dogcolor	user	2017-03-30 09:48:21	0Byte	200.00GB	Active
enki	enki	user	2017-03-30 09:48:05	3.73GB	200.00GB	Active
hlyeo	hlyeo	user	2017-03-30 09:47:50	16.82GB	200.00GB	Active
hlyeo12	hlyeo12	user	2017-03-02 13:53:34	471.67KB	512.00MB	Active
hskim81	hskim81	user	2017-03-30 09:47:34	0Byte	200.00GB	Active
jason96	jason96	Admin	2017-03-30 09:47:18	162.75GB	1.95TB	Active
jlt	jlt	user	2017-03-30 09:40:42	0Byte	1.00GB	Active
jlee	jlee	user	2017-03-30 09:47:02	56.77GB	200.00GB	Active
jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
kty	kty	user	2017-03-30 09:46:47	4.39GB	200.00GB	Active
nlpark	nlpark	user	2017-03-30 09:46:34	0Byte	200.00GB	Active
nokim	nokim	user	2017-03-30 09:46:16	0Byte	200.00GB	Active
tbhmogv	tbhmogv	user	2017-03-30 09:45:54	0Byte	200.00GB	Active
test	test	user	2016-10-05 15:42:32	494.47MB	1.00GB	Active
yaibaphy	yaibaphy	user	2017-03-30 09:45:31	0Byte	200.00GB	Active
yclee	yclee	user	2017-03-30 09:45:07	937.03MB	200.00GB	Active
yoosh	yoosh	user	2017-03-30 09:44:51	7.21GB	200.00GB	Active

1

Remove from Group | Disable | Enable | Delete | Modify Group | Delete Group

User Search Box

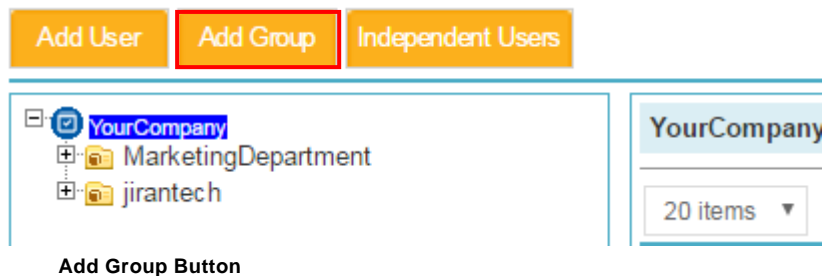
Use the search box at the top right of the **Manage User Information** screen to search for users. You can use the drop-down box to choose whether to search for users by ID, name, email, telephone number, or mobile phone number. Then enter the information in the blank field and click [Search].

Adding New Groups

To add a group

1. Click the location on the folder tree where you want the group to be located.
 - Click the root item at the top of the tree (it will be labeled with your company's name) to place the new group outside other groups.
 - Click a group folder to place the new group inside another group.

- Click the [Add Group] button at the top of the screen.



Add Group Button

- Enter a group id and name.

The 'Add Group' form contains the following fields and elements:

- * Group ID**: A text input field.
- * Group Name**: A text input field.
- Location**: A section with a link '[Move Group Location]', a table with columns 'Standard Group Name' and 'Location', and a 'Group Permission' dropdown.
- Table Data**:

Standard Group Name	Location
YourCompany	Del
- Group Permission**: A dropdown menu currently showing 'Select Permission'.
- Save**: A blue button at the bottom.

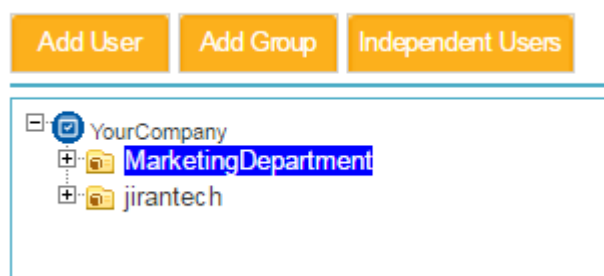
Group Information

- Use the **Group Permission** drop-down list to assign permissions to the group's users.
- Click [Save].

Modifying Groups

To modify a group

- In the **Manage User Information** screen, select the group folder you want to modify from the folder tree.



Select Group

- Click [Modify Group] at the bottom of the User List.

<input type="checkbox"/>	jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
1							
Remove from Group Disable Enable Delete				Modify Group Delete Group			

Modify Group

3. Modify the group information as you wish.
4. Click [Save].

YourCompany > MarketingDepartment			
* Group ID	<input type="text" value="Marketing"/>		
* Group Name	<input type="text" value="MarketingDepartment"/>		
Location	[Move Group Location]		
	Standard Group Name	Location	
Group Permission	<input type="text" value="Default"/>		
Save			

Save Modifications

5. Click [OK] in the dialog box that appears.

Group Information

YourCompany > MarketingDepartment			
* Group ID	<input type="text" value="Marketing"/>		
* Group Name	<input type="text" value="MarketingDepartment"/>		
Location	[Move Group Location]		
	Standard Group Name	Location	
Group Permission	<input type="text" value="Default"/>		
Save			

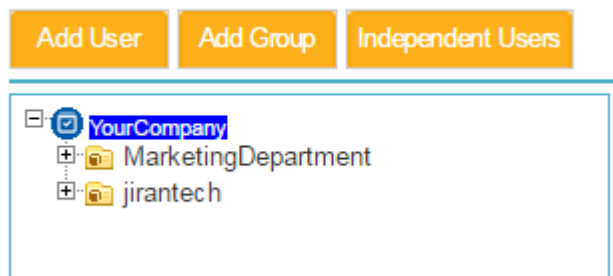
Group Information

You can modify the following group information:

- **Group Name:** The name of the group as it appears in the folder tree.
- **Location:** The location of the group in the folder tree. See the following section for more information on changing group location.
- **Group Permission:** The standard permissions given to group members. Choose permission from the drop-down list.

To change a group's location

1. In the **Manage User Information** screen, click on the group folder you want to modify in the folder tree.



Select Group

2. Click [Modify Group] at the bottom of the User List.

<input type="checkbox"/>	yoosh	yoosh	user	2017-03-30 09:44:51	7.21GB	200.00GB	Active
1							
Remove from Group Disable Enable Delete Modify Group Delete Group							

Modify Group

3. In the **Location** section, click [Move Group Location].

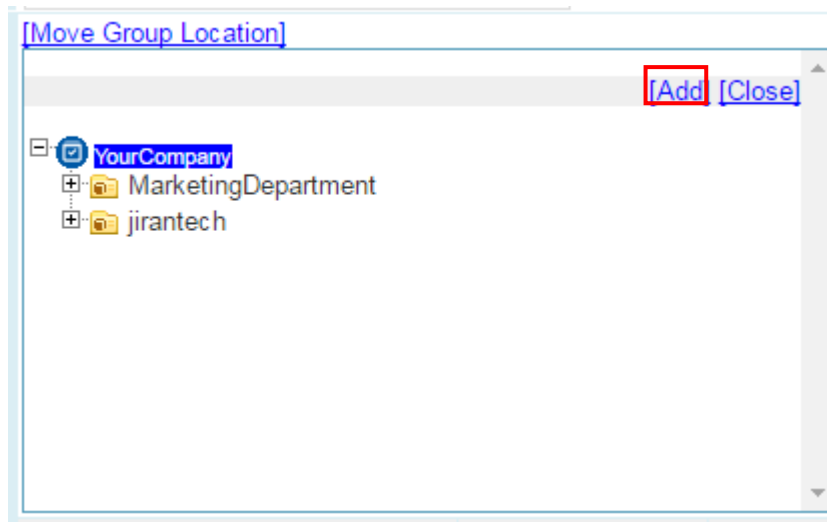
YourCompany > jirantech

* Group ID	<input type="text" value="jirantech"/>
* Group Name	<input type="text" value="jirantech"/>
Location	Move Group Location
	Standard Group Name Location
Group Permission	Default ▼

[Save](#)

Move Group Location

4. A folder tree will appear. Click on the folder to which you want to move the group and click [Add].

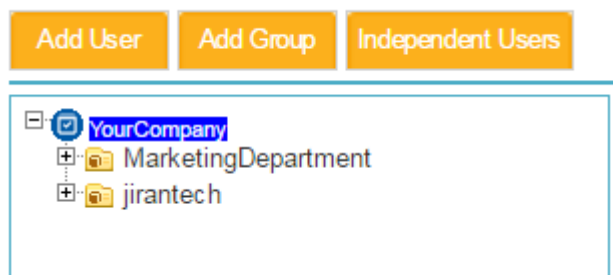


Select Folder

Deleting Groups

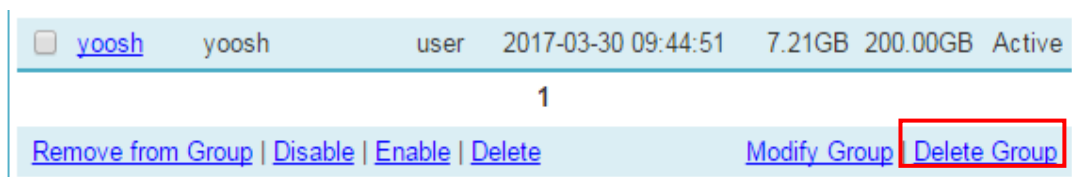
To delete a group

1. In the **Manage User Information** screen, select the group folder you want delete from the folder tree.



Select Group

2. Click [Delete Group] at the bottom of the User List.



Delete Group

3. Click [OK] in the dialog box that appears.
4. Click [OK] in the dialog box that appears confirming the group has been deleted.

You cannot delete a group if it contains any users. To delete a group, first delete all users from it.

Assigning Users to a Group

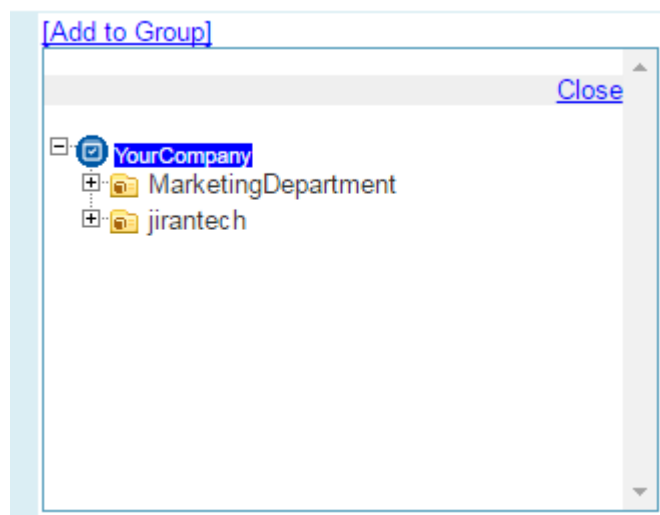
To assign a user to a group

1. Click on the user's name in the User List.
2. Find the **Group** section of the User Information and click [Add to Group].

Status	Enable ▾
Group	[Add to Group]
	Group Name
	YourCompany>MarketingDepartment Del

Add to Group

3. A folder tree will appear. Select the group to which you wish to add the user from the tree.

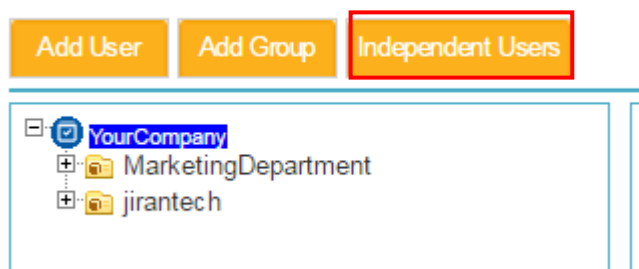


Group Folder Tree

4. Click [Save] at the bottom of the screen.

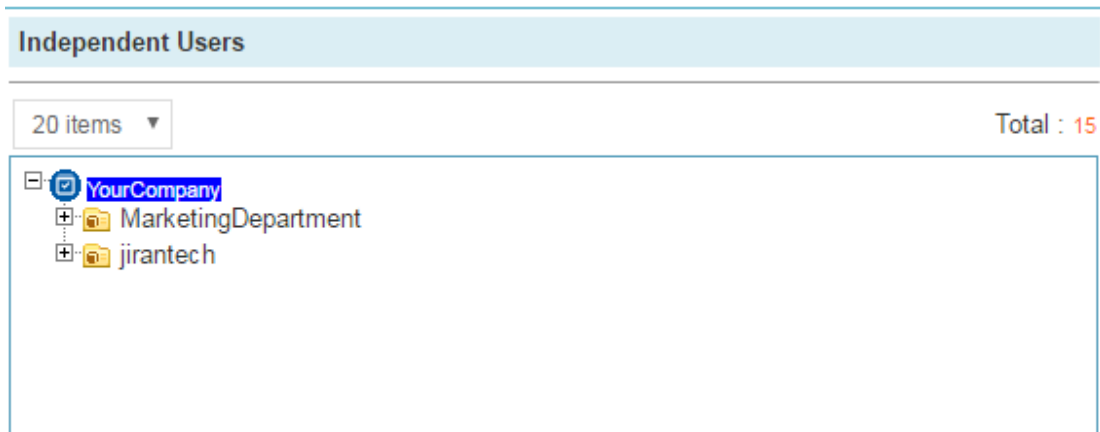
To assign an independent user to a group

1. In the **Manage User Information** screen, click the [Independent Users] button.



Independent Users Button

2. Using the folder tree, select the group to which you want to assign the independent user.



Selecting a Group

3. Check the checkbox next to the independent user's name.
4. Click [Assign Group].



Assigning a Group

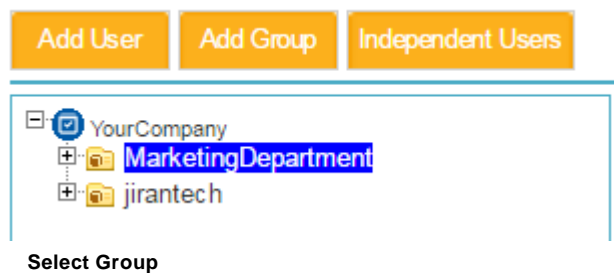
Removing Users from a Group

To remove a user from a group

There are two ways to remove users from a group.

Method 1:

1. In the **Manage User Information** screen, click on the group from which you wish to remove users.



2. Check the checkboxes next to the names of the users you want to remove.

YourCompany > MarketingDepartment							
20 items ▾				Total : 3			
<input type="checkbox"/>	ID	Name	Rights	Modified	Usage	Capacity	Status
<input type="checkbox"/>	hjyeo12	hjyeo12	user	2017-03-02 13:53:34	471.67KB	512.00MB	Active
<input type="checkbox"/>	jijt	jijt	user	2017-03-30 09:40:42	0Byte	1.00GB	Active
<input checked="" type="checkbox"/>	jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
1							
Remove from Group Disable Enable Delete				Modify Group Delete Group			

Select Users

3. Click [Remove from Group] at the bottom of the list.

YourCompany > MarketingDepartment							
20 items ▾				Total : 3			
<input type="checkbox"/>	ID	Name	Rights	Modified	Usage	Capacity	Status
<input type="checkbox"/>	hjyeo12	hjyeo12	user	2017-03-02 13:53:34	471.67KB	512.00MB	Active
<input type="checkbox"/>	jijt	jijt	user	2017-03-30 09:40:42	0Byte	1.00GB	Active
<input checked="" type="checkbox"/>	jwoh	jwoh	user	2017-03-30 09:39:02	0Byte	200.00GB	Active
1							
Remove from Group Disable Enable Delete				Modify Group Delete Group			

Remove from Group

4. Click [OK] in the dialog box that appears.

Method 2:

1. Click on the name of a user in the User List.

<input checked="" type="checkbox"/>	yoosh	yoosh	user	2017-03-30 09:44:51	7.21GB	200.00GB	Active
-------------------------------------	-----------------------	-------	------	---------------------	--------	----------	--------

Click User Name

2. Find the Group section of the User Information profile and click [Del] next to a group to remove the user from that group.

[Add to Group]	
Group Name	
YourCompany>MarketingDepartment	Del

Delete User Group

3. Click [OK] in the dialog box that appears.

AD/LDAP Integration

You can integrate OfficeBox with existing systems and authentication using the LDAP protocol.

1. Click [AD/LDAP Integration] and the following screen will appear.
2. Check the **Use LDAP** checkbox and fill out the information requested.
3. When you are finished, click the [Save] button.
4. To confirm your settings have been registered, fill in the information in the **Login Test** box and click the [Login] button.

Below is an example of authentication integration with OpenLDAP.

Integrate AD/LDAP to authenticate users.

If you start using LDAP, the user accounts registered from OfficeBox will be unable to access.

☒ LDAP Use

URL

ldap://ads.officehard.biz

ex) ldap://192.168.11.2:389

Bind DN

cn=manager.dc=officehard,dc=biz

Bind Password

Base DN

cn=user,dc=officehard,dc=biz

Search Query

(uid=%id%)

Use %id% for the ID separator.

Subtree

☒ Use

Initial Capacity

1024

MB

Login Test

ID

ldap001

Password

Login

Save

Below is an example of authentication integration with ActiveDirectory.

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Integrate AD/LDAP to authenticate users.

If you start using LDAP, the user accounts registered from OfficeBox will be unable to access.

☒ LDAP Use

URL ex) ldap://192.168.11.2:389

Bind DN

Bind Password

Base DN

Search Query Use %id% for the ID separator.

Subtree ☒ Use

Initial Capacity MB

Login Test

ID

Password

Login

Save

LDAP API

It is API to send LDAP server account and group information to OfficeBox server in XML format.

POST URL => [http://\[OFFICEBOX-DOMAIN\]/app/pb/api/ldap_update](http://[OFFICEBOX-DOMAIN]/app/pb/api/ldap_update)

Parameter => updateXML :

```
<?xml version="1.0" encoding="UTF-8" ?>
<request>
  <host>ads.officehard.biz</host>
  /*LDAP HOST: It has to be same as LDAP URL indicated in Admin Page > LDAP
Authentication  <key>530f2bab1ba716f5f665c24ca33e9100aa08f2e1</key>
  /*KEY : sha1(base64_encode("[LICENSE NUMBER]||[LDAP HOST]"))
  <groups>
    <group>
      <id>group1</id>
      /*GROUP ID
      <name><![CDATA[Group1]]></name>
    /*GROUP NAME
      <depth>1</depth>
      /*GROUP DEPTH : Root will be 0 level
      <seq>0</seq>
      /*GROUP SEQUENCE : Sequence for same group
      <parent>root</parent>
    // GROUP PARENT ID : Parent ID. 'root' for only root
  </group>
  <group>
    <id>group1sub1</id>
    <name><![CDATA[group1sub1]]></name>
    <depth>2</depth>
    <seq>0</seq>
    <parent>group1</parent>
```

```

        </group>
    </groups>
    <users>
        <user>
            <id>junlee1</id>
            /*USER ID
            <name><![CDATA[junlee1]]></name>
            /*USER NAME
            <email>jlee@jiran.com</email>
            // USER EMAIL
            <capacity>1024</capacity>
            /*USER ALLOCATE SIZE (Mbyte)
            <link_expire_day>7</link_expire_day>
            // Default expiry date for link. 0 for unlimit
            <status>1</status>
            // Use account::1, Don't use account:0
            <administrator>0</administrator>
            // Admin: 1, User: 0
            <group>JJTech</group>
            // Located group.
        </user>
    </users>
</request>

```

Example of Result:

#Failure

```

{
    "success":false,
    "all":"Failed to import the update information."
}

```

#Success

```

{
    "success":true,
    "data":
    {
        "0":
        {
            "id":"group1",
            "name":"Group1",
            "status":"overwrite",
            "message":"Group information has been updated."
        },
        "1":
        {
            "id":"group2",
            "name":"Group2",
            "status":"new",
            "message":"Group information has been entered."
        },
        "2":
        {
            "id":"JJTech",
            "name":"JJTech1",
            "status":"overwrite",
            "message":"Group information has been updated."
        },
        "3":
        {

```

```

        "id": "group1sub1",
        "name": "group1sub1",
        "status": "overwrite",
        "message": "Group information has been updated."
    },
    "4": {
        "id": "junlee1",
        "name": "junlee1",
        "status": "overwrite",
        "message": "User information has been updated."
    },
    "success_group": 4,
    "success_user": 1,
    "fail_group": 0,
    "fail_user": 0,
    "total_group": 4,
    "total_user": 1
}
}

```

Importing Users

1. Click [Import Users] and the following screen will appear.
2. To add multiple users at the same time:
 - a. Create a csv file of the users you wish to import.
 - b. Click the [Browse] button to select the csv file you created.
 - c. Click the [Import] button to add multiple users at the same time.
3. Click the [Export] button to download existing user information in csv file format.

Register multiple users in batch by CSV file.

Import

Item	Condition	Description
ID(*)	Assign login ID.	Assign in e-mail address. Input up to 225 characters.
Name(*)	Assign username.	Input up to 50 characters.
E-mail	Assign user email address.	No need to assign.
Password(*)	Assign password to log in.	Input up to 32 characters.
Capacity(*)	Assign capable capacity to upload.	MB Unit Assign only numbers.
Link Availability	Assign validity term of link.	Assign only numbers. If not assigned, set as 7 days.
Permission Name(*)	Assign user permission by selecting authorization name.	If not assigned, set as default.
Status(*)	Assign user status.	Assign with only 1 and 0. (1=use, 0=stop using)
Admin(*)	Assign user's administrator authorization status.	Assign with only 1 and 0. (1=authorize administrator, 0=do not have administrator authorization)

(The first line will be ignored.)

Id, Name, E-Mail, Password, Capacity(MB), Link Expire Day, RoleName, Status, Administrator
takashi.y, 山田隆志, takashi.y@gigapod.jp, 1j4hd8s6y, 200, 5, role1, 1, 0

Select a CSV file.

Browse...

Import

Export

Download users information in CSV format.

Export

Importing Groups

1. Click [Import Groups] and the following screen will appear.
2. To add multiple users and groups at the same time:
 - a. Create a csv file of the users and groups you wish to import,
 - b. Click the [Browse] button to choose the csv file you created.
 - c. Click the [Import] button to add users and groups at the same time.

Note: Before you import groups, you must create a group.
3. Click the [Export] button to download existing group information in csv file format.

Register users in groups by CSV file.

Import

Item	Condition	Description
GroupID(*)	Assign group ID.	Input up to 50 characters.
UserID(*)	Assign login ID.	Input up to 225 characters.

(The first line will be ignored.)
GroupID, UserID
groupid,test

Select a CSV file.

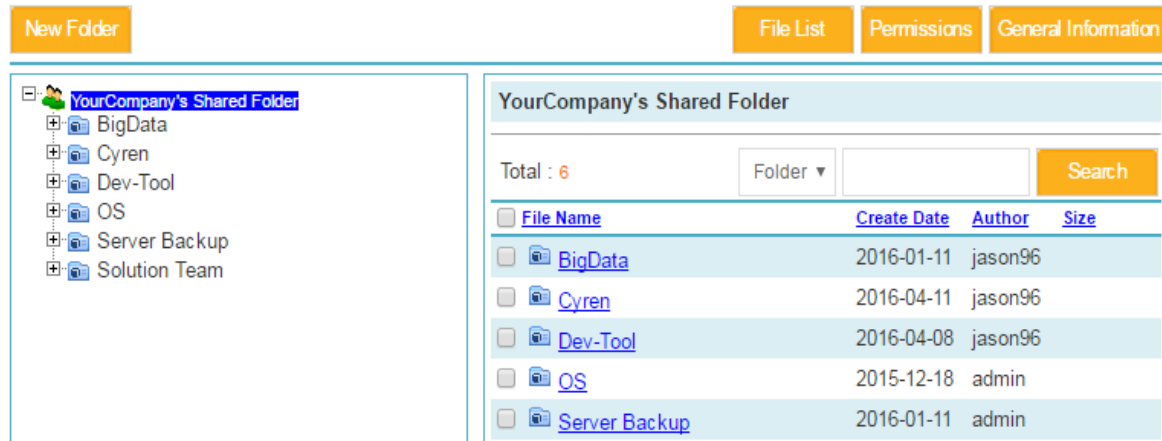
Export

Download users information by groups in CSV format.

Shared Folders

Managing Shared Folders

The Shared Folder Screen



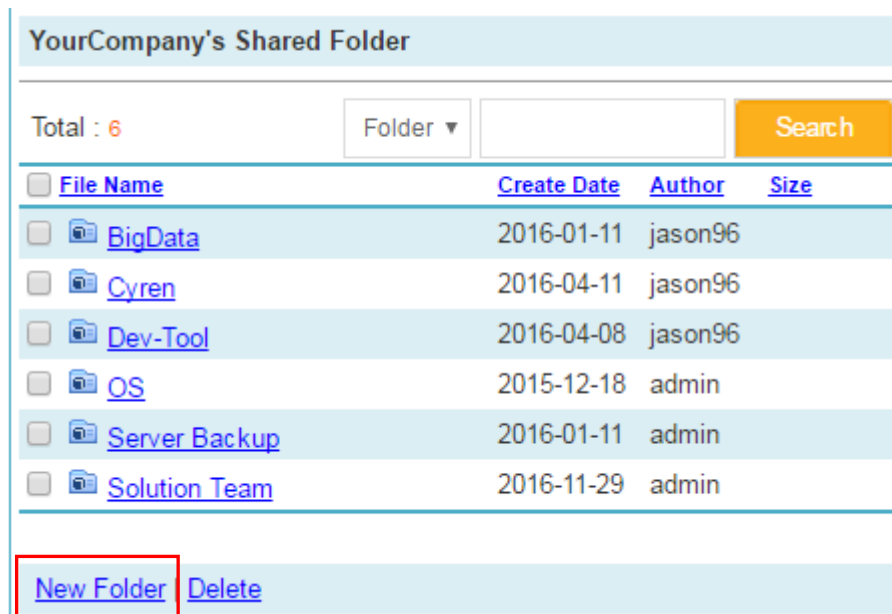
Shared Folder Screen

Click [Manage Shared Folder] on the side menu to open the **Shared Folder** screen. On the left is a folder tree showing all the Shared Folders. On the right is a list of the files in each folder. You can use this screen to add and remove Shared Folders and modify the users who have access to the folders.

Modifying Shared Folders

You can perform the following tasks from the **Shared Folder** screen.

1. **Add a new folder:** Click the [New Folder] button at the top of the screen to create a new folder. Enter the name of the new folder, input capacity to allocate and then click [Save].



Click New Folder

2. **Delete a folder:** In the folder list, check the box next to the folder you wish to delete and then click [Delete] to delete the folder.

YourCompany's Shared Folder

Total : 6 Folder ▼ Search

<input type="checkbox"/>	File Name	Create Date	Author	Size
<input type="checkbox"/>	BigData	2016-01-11	jason96	
<input type="checkbox"/>	Cyren	2016-04-11	jason96	
<input type="checkbox"/>	Dev-Tool	2016-04-08	jason96	
<input type="checkbox"/>	OS	2015-12-18	admin	
<input type="checkbox"/>	Server Backup	2016-01-11	admin	
<input type="checkbox"/>	Solution Team	2016-11-29	admin	

[New Folder](#) [Delete](#)

Click Delete

3. **Change a folder's name:** Click the [General Information] button at the top of the screen to change the folder's name.

[File List](#) [Permissions](#) [General Information](#)

Basic Info Button

Modifying Users & Permissions

You can change which users have access to a shared Folder and what type of operations they can perform on the folder. To do so, select a Shared Folder from the folder tree and click the [Permissions] button at the top of the screen.

[File List](#) [Permissions](#) [General Information](#)

Permissions Button

You can make the following changes:

- **Add a user:** Click [Add] to give access to the Shared Folder to another user.

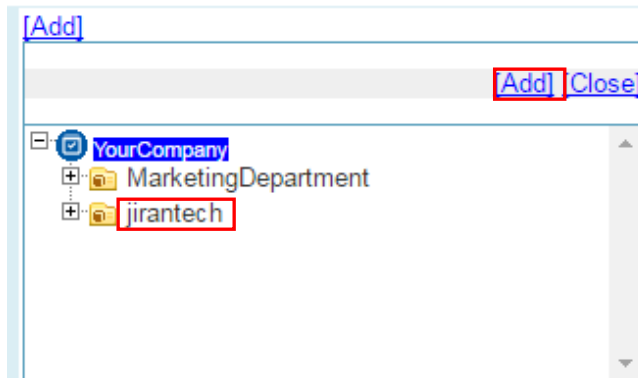
YourCompany's Shared Folder > Server Backup

[\[Add\]](#)

<input type="checkbox"/>	User/Group Name	Permission	[Del]
<input type="checkbox"/>	Administrator	R/W/C ▼	
<input type="checkbox"/>	coolkyo	R/W ▼	
<input type="checkbox"/>	dogcolor	R ▼	

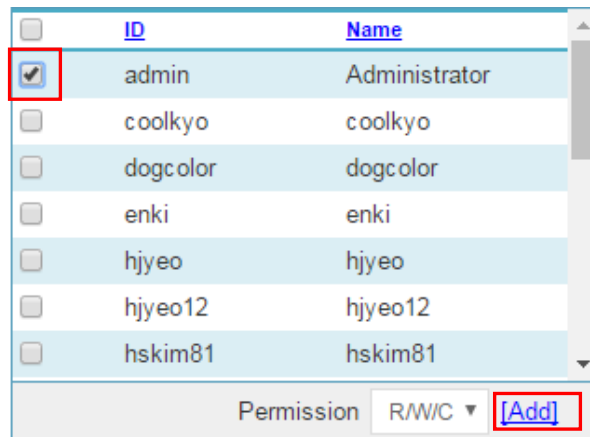
Click Add

- **Add a group:** Select a group from the folder tree and click the [Add] button above the folder tree to add an entire group.



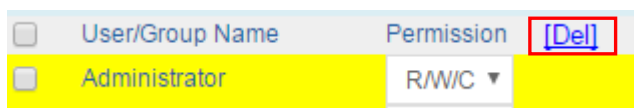
Click Folder, Then Click Add

- **Add a user to a folder:** Check the checkbox next to a user's name and click the [Add] button above the user's name to add the checked user.



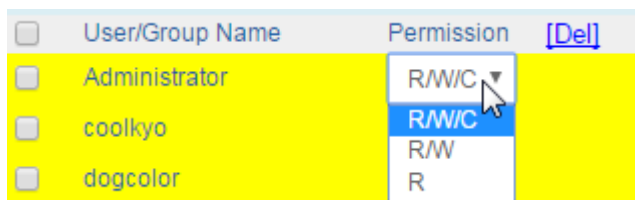
Click User, Then Click Add

- **Remove a user from a folder:** Click [Del] beside a user's name to deny the user access to the folder.



Click Del

- **Modify user permissions:** Use the drop-down box beside a user's name to select which permissions to assign to that user.



Permissions Drop-Down List

- **R:** The user can only read the files in the folder.
- **W:** The user can modify the files in the folder.
- **C:** The user can create new files in the folder.

Logs

The File Logs

Viewing the File Logs

The File Logs show a list of files that have recently been created, downloaded, updated, or deleted. To open the File Logs, click [File Logs] in the **Logs** section of the side menu.

Check out the file activity in OfficeBox.

Search Period : 2017-02-01 - 2017-03-31

Folder Type : ☒ My Folder ☒ Shared Folder ☒ Guest Folder

Keyword : ☒ File Name ☒ File Path ☒ User

Total : 653 items 1 / 33 Page

No.	File Name	Path	Status
	User	Date	IP Address
1	OfficeBox_User_Guide_v6.0_rev.pdf	/test/	
	test	2017-03-30 00:10:15	10.52.1.107
			New(Upload)

File Logs

The logs display 6 items of information for each file:

- **Filename:** The name of the file
- **User:** The user who accessed the file
- **Path:** The file path of the file on the OfficeBox disk
- **IP Address:** The Internet address of the user who accessed the file
- **Status:** The action that was performed on the file (created, downloaded, etc.)
- **Date:** The date on which the action was performed

To search the logs

- To search the logs by date, select a time period in the **Search Period** section above the logs.
 - Click the two date boxes to select a specific time period. Then click on each date box and select a date from the calendar that appears.
- To search for a word, enter a search term in the box and click the [Search] button. You can limit your search to certain attributes and folders by clicking the **Keyword** checkboxes and the **Folder Type** checkboxes, respectively.

To save the logs as a file

1. Click the [Save as File] button.
2. Your web browser will download a Microsoft Excel file containing the log information. View or save this file.

The File Link Logs

Viewing the File Link Logs

The File Link Logs show a list of file links that have been accessed. To open the File Link Logs, click **File Link Logs** in the **Logs** section of the side menu.

Monitor the shared link status of file/folder in OfficeBox.

Search Period : 2017-02-01 - 2017-03-31

Keyword : ☒ File Name ☒ Link URL ☒ IP Address ☒ User

Total : 250 items 1 / 13 Page << Previous | Next >> 20 items ▼

No.	File Name	Link URL	Expiry Date
	User	Date	IP Address
			Security
1	1.PNG	/fb43b4582c4273b798f1348237bc3c ea4f2261fd7	2017-04-06
	hjyeo	2017-03-30 00:41:20	10.52.1.115
			Disable

File Link Logs

The logs display 7 items of information for each link:

- **File Name:** The name of the file
- **User:** The user who created the file link
- **IP Address:** The Internet address of the person who accessed the link
- **Link URL:** The URL address of the link
- **Date:** The date the link was accessed
- **Expiry Date:** The date on which the link expires; if the link has already expired, it is listed as deleted
- **Security:** Whether or not a security password has been enabled; if the link has been deleted, this is listed as deleted.

To search the logs

- To search the logs by date, select a time period in the **Search Period** section above the log.
 - Click the two date boxes to select a specific time period. Then click on each date box and select a date from the calendar that appears.
- To search for a word, enter a search term in the box and click the [Search] button. You can limit your search to certain attributes by clicking the **Keyword** checkboxes.

To save the logs as a file

1. Click the [Save as File] button.
2. Your web browser will download a Microsoft Excel file containing the log information. View or save this file.

The Login Logs

Viewing the Login Logs

The Login Logs show a list of recent user logins. To open the Login Logs, click [Login Logs] in the **Logs** section of the side menu.

Monitor the logs of users who have attempted to log in to OfficeBox.

Search Period : 2017-02-01 - 2017-03-31

Keyword : ☒ IP Address ☒ User

Total : 137 items 1 / 7 Page [Previous](#) | [Next](#)

No.	Date	User ID	IP Address	Status	Type
1	2017-03-30 02:08:30	test	10.52.1.122	OK	
2	2017-03-30 00:20:49	admin	10.52.1.107	OK	Admin
3	2017-03-30 00:20:39	admin	10.52.1.107	Incorrect Password	

Login Logs

The logs display 5 items of information for each login:

- **Date:** The date on which the user logged in
- **User ID:** The ID of the user who logged in
- **IP Address:** The IP address from which the user logged in
- **Status:** The status of the login attempt: OK (successful) or Incorrect Account/Password
- **Type:** The type of user; administrators are listed as Admin.

To search the logs

- To search the logs by date, select a time period in the **Search Period** section above the logs.
 - Click the two date boxes to select a specific time period. Then click on each date box and select a date from the calendar that appears.
- To search for a word, enter a search term in the box and click the [Search] button. You can limit your search to certain attributes by clicking the **Keyword** checkboxes.

To save the logs as a file

1. Click the [Save as File] button.
2. Your web browser will download a Microsoft Excel file containing the logs information. View or save this file.

The Backup Logs

Viewing the Backup Logs

Backup logs show the recent backup record. If you want to open backup log, click the [Backup Logs] of Logs menu.

Check out the status of OfficeBox server backup.

Search Period : 2017-02-01 - 2017-03-31 Search

Save as file

Total : 0 items 1 / 1 Page Previous | Next 20 items

No.	Date	DB Backup Result	Data Backup Result
No results found.			

Total : 0 items 1 / 1 Page Previous | Next

Backup Logs

The logs display 3 items of information for each login:

- **Date:** Backup Date
- **DB Backup Result:** DB Backup Result
- **Data Backup Result:** Data Backup Result

To search the logs

1. To search the logs by date, select a time period in the **Search Period** section above the logs.
2. Click the two date boxes to select a specific time period. Then click on each date box and select a date from the calendar that appears.

To save the logs as a file

1. Click the [Save as File] button.
2. Your web browser will download a Microsoft Excel file containing the logs information. View or save this file.

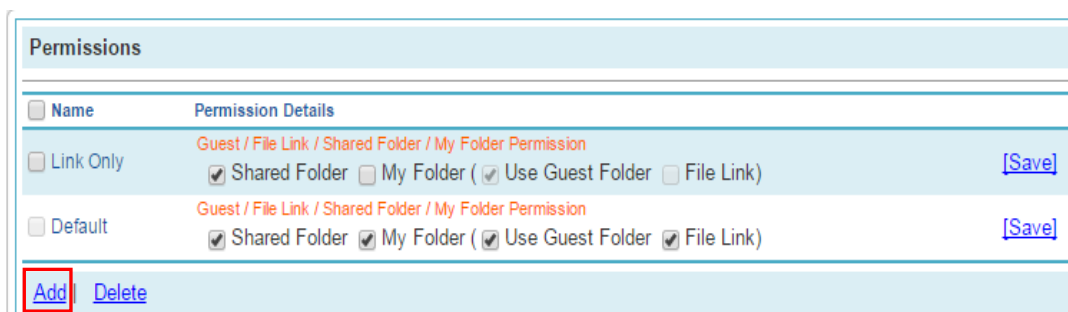
Security

Managing User Permissions

In OfficeBox, you can create permission policies that define which functions a user can access: the use of file links, My Folder, Guest Folders, and Shared Folders. You can create policies that allow or disallow users to access to these functions. These permission policies are used when you create or modify a user's profile in the **Manage User Information** screen.

To add a new user permission policy

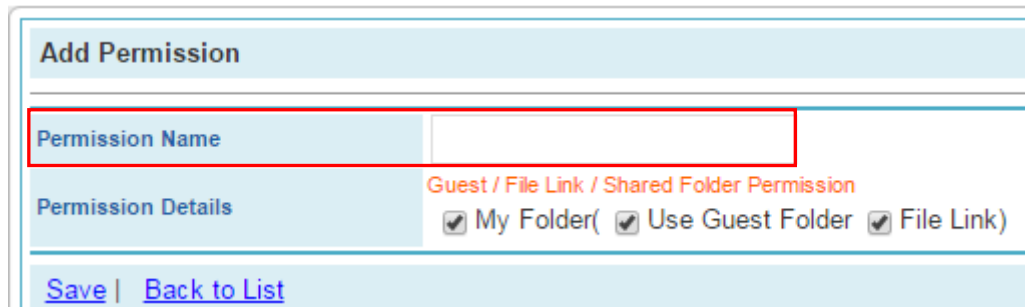
1. Click [Permissions] in the **Security** section of the side menu.
2. Click [Add] at the bottom of the screen.



The screenshot shows the 'Permissions' screen. It has a header 'Permissions' and a table with two columns: 'Name' and 'Permission Details'. There are two rows: 'Link Only' and 'Default'. Each row has a 'Name' column with a checkbox, a 'Permission Details' column with a link 'Guest / File Link / Shared Folder / My Folder Permission', and a 'Save' button. At the bottom, there is an 'Add' button (highlighted with a red box) and a 'Delete' button.

Click Add

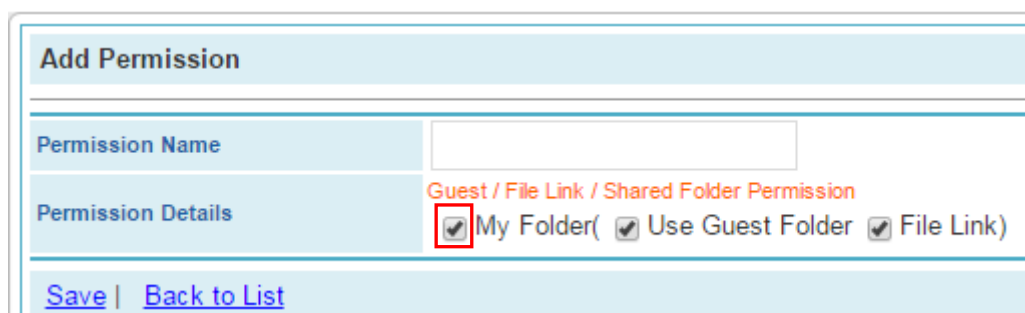
3. Enter a name for the permission policy.



The screenshot shows the 'Add Permission' screen. It has a header 'Add Permission' and a form with two fields: 'Permission Name' (highlighted with a red box) and 'Permission Details'. The 'Permission Details' field has a link 'Guest / File Link / Shared Folder Permission' and three checkboxes: 'My Folder' (checked), 'Use Guest Folder' (checked), and 'File Link' (checked). At the bottom, there are 'Save' and 'Back to List' buttons.

Enter Name

4. Check the checkboxes next to the OfficeBox features you want to enable.



The screenshot shows the 'Add Permission' screen. It has a header 'Add Permission' and a form with two fields: 'Permission Name' and 'Permission Details'. The 'Permission Details' field has a link 'Guest / File Link / Shared Folder Permission' and three checkboxes: 'My Folder' (checked and highlighted with a red box), 'Use Guest Folder' (checked), and 'File Link' (checked). At the bottom, there are 'Save' and 'Back to List' buttons.

Choose Permissions

- Click [Save] at the bottom of the screen.

Click Save

To apply a permission policy to a user

- Click on a user's ID in the **Manage User Information** screen.

<input type="checkbox"/> ID	Name
<input type="checkbox"/> admin	Administrator
<input type="checkbox"/> administrator	administrator
<input type="checkbox"/> demo	demo

Click User Name

- Go to the **Permission** section of the **User Information** profile and select a policy from the drop-down list.

Select Permission

- Click [Save] at the bottom of the screen.

Click Save

Timeout Setting

The system will automatically log out after a predetermined amount of time when there is no user response to OfficeBox. Enter the number (between 1 and 999). 0 represents 'unlimited'.

To set up timeout count

1. Enter a number between 0-999 (0 means unlimited login attempts will be allowed).
2. Click [Save].

Set up the time to log out automatically when there is no user response for certain time.

Timeout Minute : (1-999, 0 : unlimited)

Enter Number and Click Save

Lockout Setting

In OfficeBox, you can limit the number of failed logins by setting the lockout count. Enter a number between 0-99; 0 means unlimited login attempts will be allowed.

To set up lockout count

1. Enter a number between 0-99 (0 means unlimited login attempts will be allowed).
2. Click [Save].

Set up the limit counts of login failure to lockout user account automatically.

Lockout Count : (1-99 0:unlimited)

Enter Number and Click Save

IP Address Control

In OfficeBox, you can block or allow specific IP addresses. Set up by User/Guest User/Administrator/File Link respectively.

To control IP address

1. Enter the IP address you wish to allow or block.
2. Click the [Allow or Block] button.
3. Click [Save].

Protect OfficeBox server from unauthorized access by IP address.

Current IP Address: 10.52.1.107

user	<input type="radio"/> Allow <input checked="" type="radio"/> Block <div></div>
Guest User	<input type="radio"/> Allow <input checked="" type="radio"/> Block <div></div>
Administrator	<input type="radio"/> Allow <input checked="" type="radio"/> Block <div></div>
File Link	<input type="radio"/> Allow <input checked="" type="radio"/> Block <div></div>

Password :

Save

IP Address Control

System Settings

Adjusting the Settings

To adjust the settings

You can adjust settings for file links, password policy, file auto-deletion, e-mail notification setting and other aspects of the system. Click [Settings] in the **Settings** section of the side menu.

Profile

1. **Company Name:** The company name as you want it to appear on the root folder of the folder tree
2. **System Name:** Enter the system name
3. **Server URL:** Enter the server address
4. **Allowed File Format to Upload:** Check the box to control the file format to upload.
5. **Allowed File Size to Upload :** Check to control the file size to upload on web, mobile app and agent.
6. **Don't use view :** Disable preview function on web and mobile app.
7. **Disable My Folders:** My folder will be disabled to use for all users. (Guest folder and My Desktop will be automatically disabled together when My folder is disabled.)
8. **Disable Guest Folders:** Guest folder will be disabled to use for all users.
9. **Disable My Desktop (mobile app):** My Desktop function will be disabled. Users won't be able to use My Desktop function.
10. **Disable Shared Folder:** Shared folder will be disabled to use for all users.

File Link Settings

1. **Disable unlimited file links:** Create a standard maximum expiration date for all file links by entering the number of days in the box on the right
2. **Must use password for file link:** Password must be specified to use the file link.
3. **Maximum number of downloads:** Enter a maximum number of times a linked file can be downloaded in the box on the right
4. **Deactivate Email sending function :** Format of file/folder link message can be edited. User can add comments on the message on the process of creating file/folder link.

Password Policy

1. **Enable Password Policy:** Enable a policy that specifies which user passwords are valid, forcing users to choose secure passwords
2. **Level 1:** There is no expiration for the password. Password must be more than 4 letters.
3. **Level 2:** Password valid for 120 days. It must be more than 8 letters. Lower character and number must be included.
4. **Level 3:** Password valid for 30 days. It must be more than 12 letters. Lower character, upper character, numbers, special character must be included.

File Auto-delete

1. **Enable File Auto-delete:** Files and file/folder link will be deleted when it is enabled.
2. **My Folder, Shared Folder, Guest Folder:** Select the Folders(My/Shared/Guest) to apply the auto delete function.

3. **Days since upload:** The files which are older than set date, it will be automatically deleted. You can set the day from 1 to 999.
4. **When file link expires:** Expired file link will be deleted automatically.
5. **When folder link expires:** All expired files in the folder and sub folder will be deleted.

E-mail Notification Setting

- **Enabled Log Mail:** A feature to send the file download log to an e-mail when enabled by the administrator.
 - **From Address:** Enter e-mail address, which will appear as the sender in the e-mail received.
 - **SMTP Server Address:** Enter the mail server address.
 - **SMTP Port Number:** Enter the SMTP port number.

Bandwidth

1. **Download Speed:** Control the maximum download speed.

File Version

1. **Use File Versioning:** List the history of the same file upload
2. **File Version Count Limit:** Set the limit of the file history to be listed. Old history will be deleted orderly to list the new history.
3. **My Folder, Shaered Folder, Guest Folder:** Select the location to apply the file versioning.

Schedule Backup

1. **Use Backup:** Backup the OfficeBox Data and DB at the set time automatically to the assigned backup server.
2. **Backup Time:** Set the time to backup.
3. **Backup Server IP:** Input the server IP to save the backup file.
4. **Backup Server ID:** Input the server ID to save the backup file.
5. **Backup Server Password:** Input the server password to save the backup file.
6. **Backup Server Path:** Input the server path to save the backup file.

System Management

To adjust the settings

Administrator can set Anti-virus, OfficeBox update, proxy server, IP, system time and turning off the server on System Management.

Manage the company profile. The company name will be shown as what you entered when you installed the software.

Reboot/Shutdown System System Date Internet Proxy Server Update OfficeBox Update AntiVirus

Server **Shutdown** **Reboot**

System Date

Change the system date.

Reboot/Shutdown System **System Date** Internet Proxy Server Update OfficeBox Update AntiVirus

Current System Date - 2017. 3. 30. 오후 2:40:41 .

2017 ▼ YY 3 ▼ MM 1 ▼ DD 5 ▼ : 40 ▼ : 40 ▼

Save

To modify the system date and time, select the date and time and click [Save] button to complete.

Internet

Configure the network information. (Fixed IP)

Reboot/Shutdown System System Date **Internet** Proxy Server Update OfficeBox Update AntiVirus

Internet

Device Information

• Adaptor 00 - 0C - 29 - 70 - 1C - BB

• Device/Computer Name localhost.localdomain

IP Address

• IP Address 10 . 52 . 254 . 59

• Subnet Mask 255 . 255 . 255 . 0

• Gateway 10 . 52 . 254 . 1

DNS

• Primary DNS 8 . 8 . 8 . 8

• Secondary DNS 8 . 8 . 4 . 4

Save

Device Information

Provide Mac Address information of Network Interface.

IP Address

To use a static IP Address for network connection, enter the IP address, subnet mask, and default gateway.

DNS

Primary DNS Server: Enter the IP address of the primary DNS Server.

Secondary DNS Server: Enter the IP address of the secondary DNS Server

Proxy Server

Configure proxy server information.

[Reboot/Shutdown System](#) [System Date](#) [Internet](#) **[Proxy Server](#)** [Update OfficeBox](#) [Update AntiVirus](#)

☐ **Use Proxy Server**

Server Address
(IP Address or Host Name)

Port

Fill in the following fields if the proxy server requests user authentication.

Account

Password

Save

Proxy server setup will be needed for you to update the anti-virus when you can't access to internet directly.

To use proxy server, enter the address and port of proxy server in server address and port box. If you are using authentication in proxy server, enter account and password information.

After completing the setup, click [Save] button to apply in the system

Update OfficeBox

Update OfficeBox

Reboot/Shutdown System

System Date

Internet

Proxy Server

Update OfficeBox

Update AntiVirus

Current Version: [3.01.27].
Running OfficeHARD update.
The system must be restarted after updating.
Click [OK] after entering the IP address of the update server.
Only the latest update version information is displayed.

Update Server Address

OK

Enter IP or domain address of update server and click [OK] button, then system will be updated to the latest version.

If you click [OK] button, downloading patch file and the system will reboot automatically. So please notify users to stop using the system and click the button.

Update AntiVirus

AntiVirus Vaccine Update

Reboot/Shutdown System

System Date

Internet

Proxy Server

Update OfficeBox

Update AntiVirus

You can check the current antivirus engine and database information.
The antivirus engine and database automatically updated in every 4 hours.
To perform a manual update, please click the [Manual Update] button.
Engine Version : 5.4.22
VDB version : 4.7.3/67567619
VDB Pattern Version : 201612280012

Manual Update

Check antivirus engine version, pattern DB version and patch date.

If you want to patch antivirus manually, click [Manual Update] button.

Storage Integration

To adjust the settings

To set the FTP

1. System Settings > Click [Storage Setting]2. Click [Add] button to register storage server.

FTP	Add	Del					
Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode

3. Input FTP information and click [Save] button.

FTP Add Del

Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode
<input checked="" type="checkbox"/>	FTP SERVER	0.0.0.0	21	/	30	UTF-8	<input type="checkbox"/>

Save Cancel

To set the SMB

System Settings > Click [Storage Setting] Click [Add] button to register storage server.

SMB Add Del

Enable	Host Name	IP / DNS	Port	Path	WorkGroup
--------	-----------	----------	------	------	-----------

Input FTP information and click [Save] button.

SMB Add Del

Enable	Host Name	IP / DNS	Port	Path	WorkGroup
<input checked="" type="checkbox"/>	SMB SERVER	0.0.0.0	139	/	

Save Cancel

To Edit

or Delete FTP, SMB

FTP Add Del

Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode
<input checked="" type="checkbox"/>	FTP SERVER	0.0.0.0	21	/	30	UTF-8	<input type="checkbox"/>

FTP Add Del

Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode
<input checked="" type="checkbox"/>	FTP SERVER	0.0.0.0	21	/	30	UTF-8	<input type="checkbox"/>

Save Cancel

Click [Save] button to save the changes.

FTP Add Del

Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode
<input checked="" type="checkbox"/>	FTP SERVER	0.0.0.0	21	/	30	UTF-8	<input type="checkbox"/>
		Save		Cancel			

Edit Logo/Login Image

You can set the image users see on the initial login screen as well as the logo that appears in the top left corner of the screen. You can use GIF, BMP, PNG, and JPEG images as login or logo images. Try to use images close to the optimal size listed near the [Browse] button or the image will appear distorted. You can also automatically reset the image to the default image at the press of a button.

Register your company logo and login image.

+ Current Log Image



OFFICEBOX

Register

Initialize

+ Register new login image

Browse...

(Optimal size: 262x52 Pixels)

Changing the Login Image

To set the login/logo image

1. Click [Login Image Settings] in the **System Settings** section of the side menu.
2. Click the [Browse] button in the **Register new login image** panel.

+ Register new login image

Browse...

(Optimal size: 506x296 Pixels)

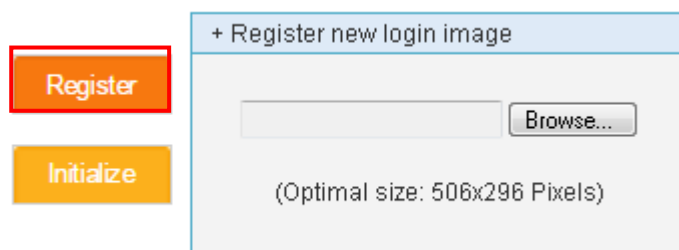
Click Browse

3. Select an image file from the dialog box and click [Open].



Select File

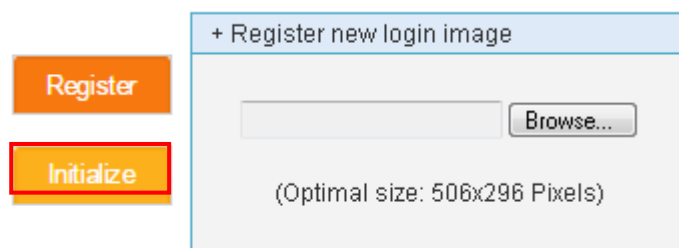
4. Click [Register] to set the file as the login image.



Click Register

To reset the login/logo image to the default image

- After setting the login image, click the [Initialize] button under the [Register] button to reset the image to the default OfficeBox image.



Click Initialize

Admin. Contact

You can set the contact information that appears when users click on the [Settings] item in the normal user menu bar. This information will help users contact you if an issue arises.

Register administrator contact to support your OfficeBox users.

Contact Person	<input type="text"/>	(Ex. Greg, Senior MIS Manager)
Telephone	<input type="text"/>	(Ex. 02-123-1234)
Mobile	<input type="text"/>	(Ex. 01*-1234-5678)
E-mail	<input type="text"/>	(Ex. admin@officehard.biz)

Save

Contact Details

To set your contact information

1. Click [Admin. Contact] in the **System Settings** section of the side menu.
2. Enter the information in the fields.
3. Click [Register].

Changing Password

To change password

Edit OfficeBox administrator password. The password must be less than 32 characters.

Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>

Edit

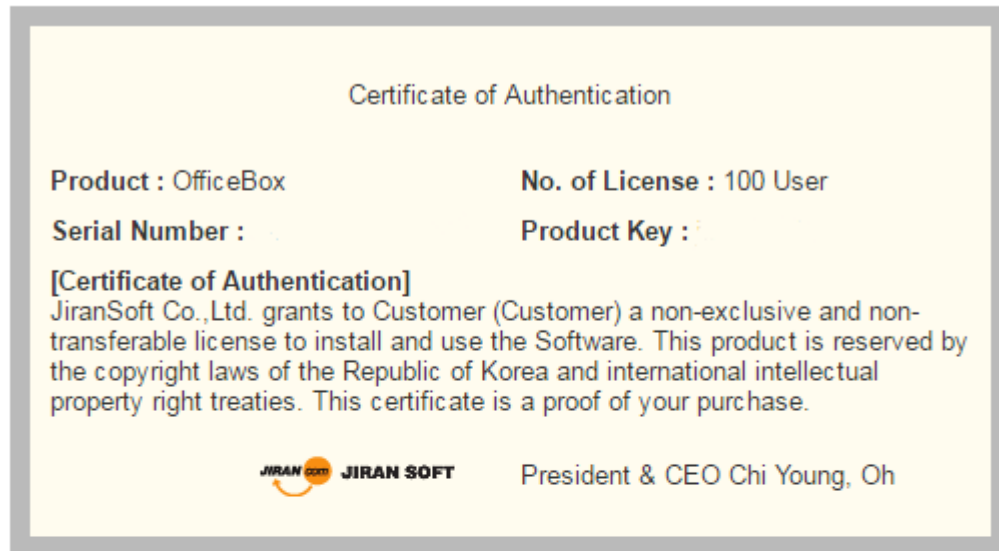
Change Password

1. Click [Change Password] in the **System Settings** section of the side menu.
2. Enter the password you are currently using in the **Current Password** box.
3. Choose a new password and enter it in the **New Password** box.
4. Enter the new password again in the **Confirm Password** box and click [Edit].

My OfficeBox License

To register new license

Register or renew your OfficeBox license.



[General Information]

Serial Number	Product Type	Added Function	Date	Maintenance
OHN0244-8488542	LITE	MINI LOG AUTH	2017-03-17	2017-03-17 - 2027-03-17

[License Agreement]

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You have accepted all terms and conditions above.

[Reload License](#)

[New License](#)

Register license

1. Enter the serial number you received into **Serial Number**.
2. Enter the product key you received into **Product Key**.
3. Click [Accept].