



OFFICEBOX

Administrator Guide

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Chapter 1 **Introduction**

OfficeBox Overview

OfficeBox Startup – Admin

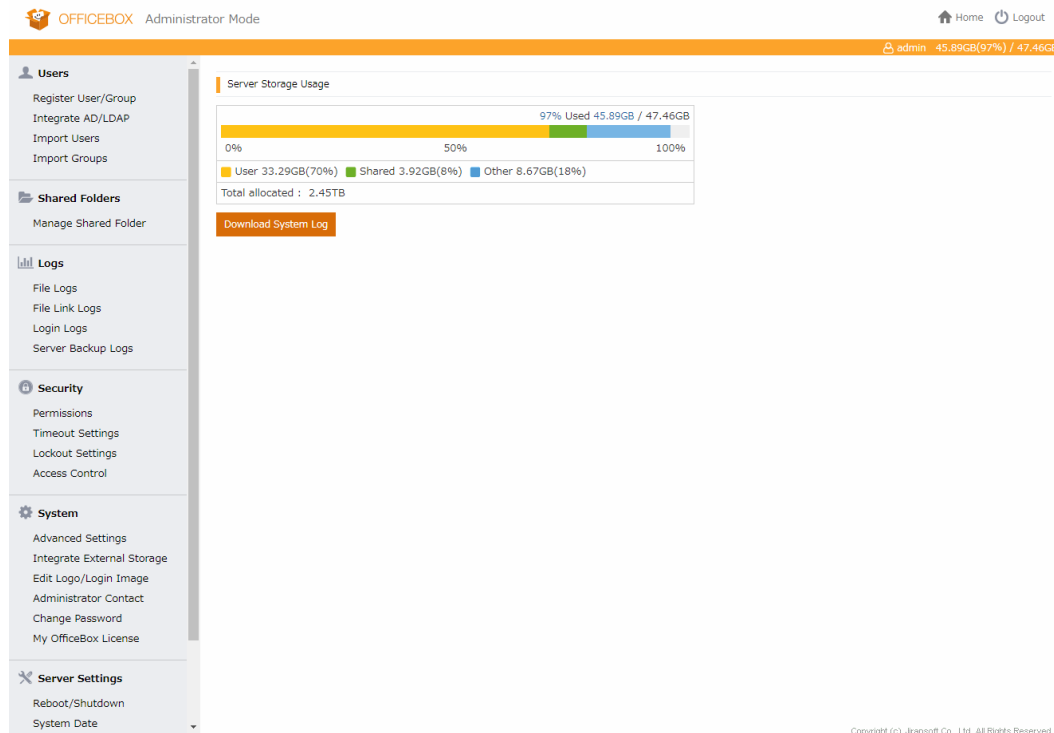
Admin Mode

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

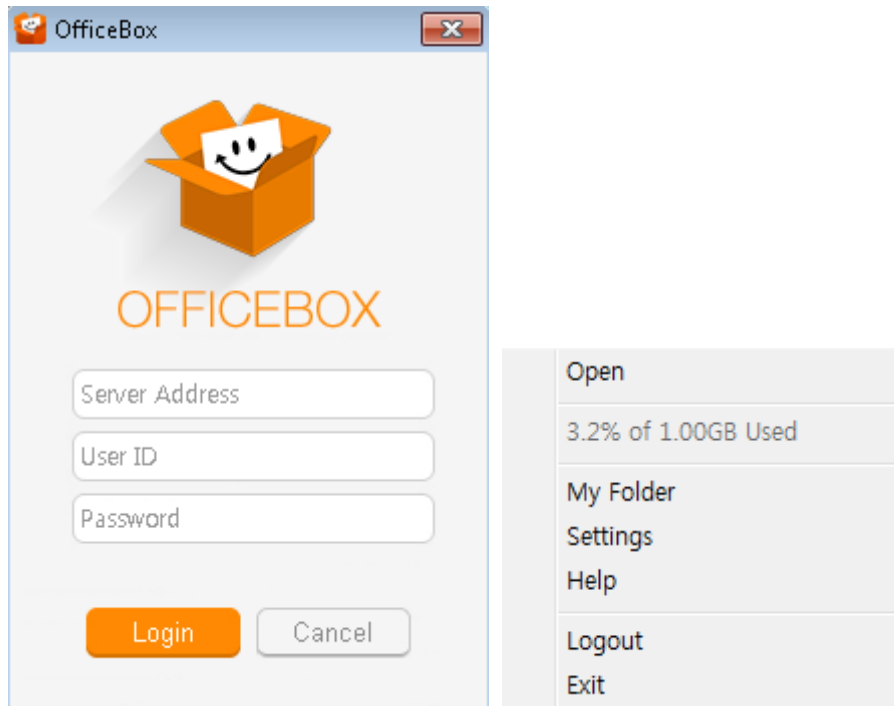
How to Use OfficeBox

Admin Mode



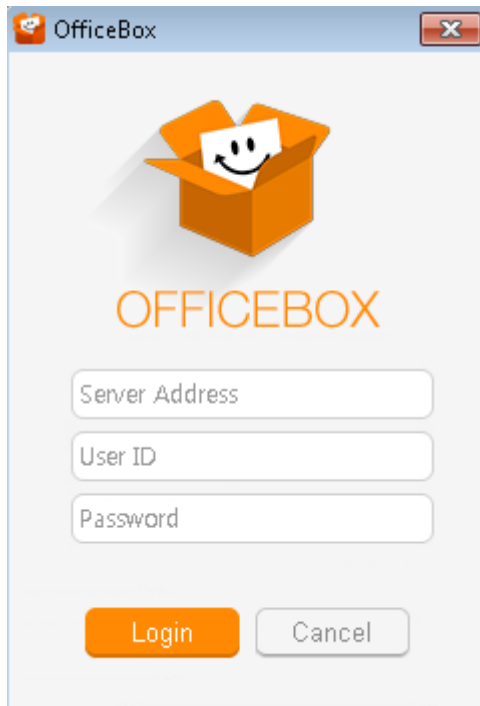
- **User Account management:** Enter and modify information such as user names, IDs, groups, and positions.
- **Shared Folder management:** Create shared folders and set the appropriate user privileges to increase the efficiency of internal operations.
- **Log management:** Manage the recording of file, link, login and backup logs to strengthen your data security.
- **Security management:** Manage permission, timeout, logout, IP Access Control.
- **System management:** Manage System, Storage, Login Image Management, and other environment settings.
- **Server Settings management:** Manage server system date, network connection, updates.

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 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

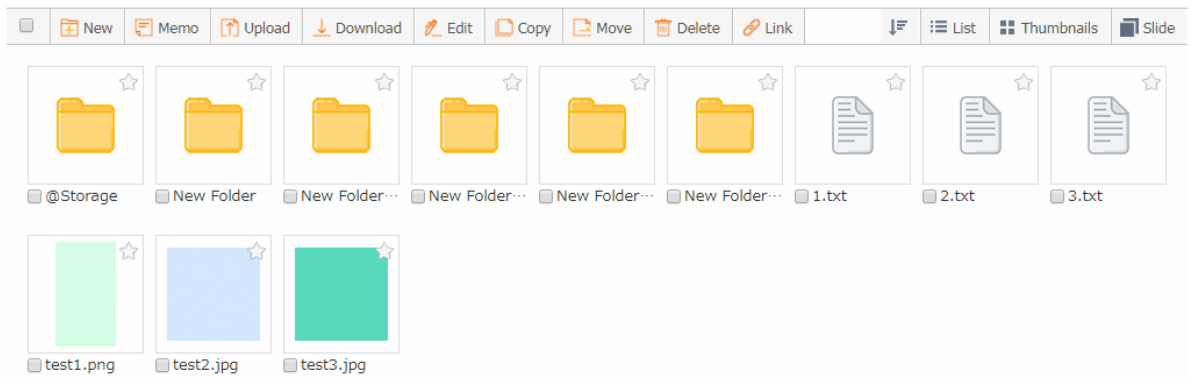
User ID

Password

Login Cancel

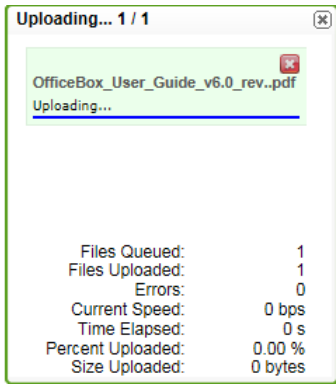
OfficeBox is a simple program for fast, convenient file backup outside your web browser.

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.

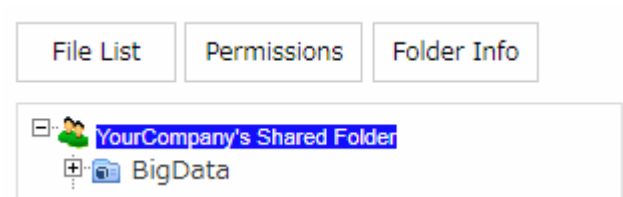
Multiple Browser Support



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

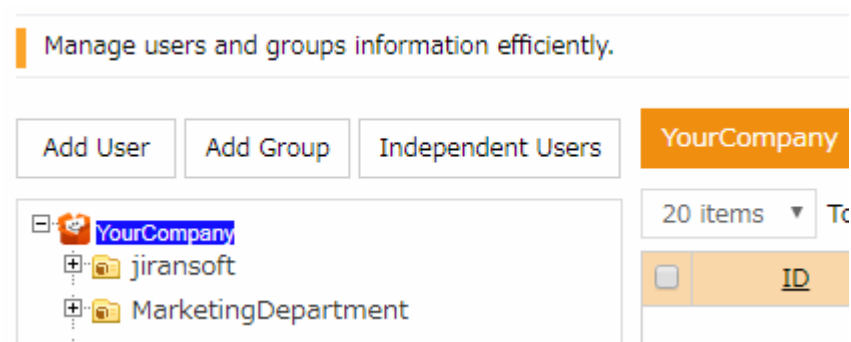
Administrator Features

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

<input type="checkbox"/>	Name	Permission Details	
<input type="checkbox"/>	hhhh	<input type="checkbox"/> Shared Folder <input checked="" type="checkbox"/> My Folder (<input checked="" type="checkbox"/> Use Guest Folder <input type="checkbox"/> File Link <input checked="" type="checkbox"/> Storage Folder)	[Save]
<input type="checkbox"/>	test3	<input checked="" type="checkbox"/> Shared Folder <input checked="" type="checkbox"/> My Folder (<input checked="" type="checkbox"/> Use Guest Folder <input checked="" type="checkbox"/> File Link <input checked="" type="checkbox"/> Storage Folder)	[Save]

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

Logging Features

SearchCondition

Search Period

2018-11-01 - 2018-12-31

Folder Type

☒ My Folder ☒ Shared Folder ☒ Guest Folder ☐ Storage Folder ☐ Desktop Folder

Keyword

☒ File Name ☒ File Path ☒ User ID

Search

Search Results


Total : 809 items 1 / 41 Page << < Previous | [Next](#) > >>

20 items ▾

No.	File Name	Path		Status
	User ID	Date	IP Address	
1	test1.txt	/test/		New(Upload)
	test	2018-12-04 11:48:30	10.52.4.173	

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

to install on another system and technical support will be limited to 1(ONE) system only.

2. TRANSFER OF RIGHT TO USE

(A) Version Change: The License of the original version will be granted to the new version if you upgrade this Software. This right is based on the condition that you will never use both versions simultaneously. Transferring, lending and selling the old version to another party are prohibited. You retain the right to use of any excluded programs or files from the new version even after you upgrade.

(B) License Grant : The Software is licensed only to you, and may be transferred to another party only if the other party accepts all the terms and conditions of this Software License Agreement. You must also report to JiranSoft Co., Ltd. about this transfer.

You have accepted all terms and conditions above.

Renew License

Add License

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

Customizable Logo

■ Current Login Image



OFFICEBOX

Register

Initialize

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

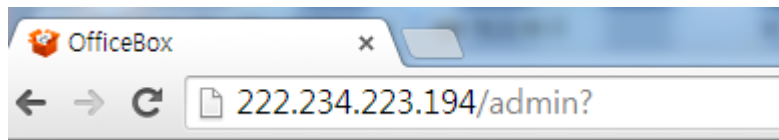
Chapter 2 **Administrator Mode**

Getting Started

Logging In

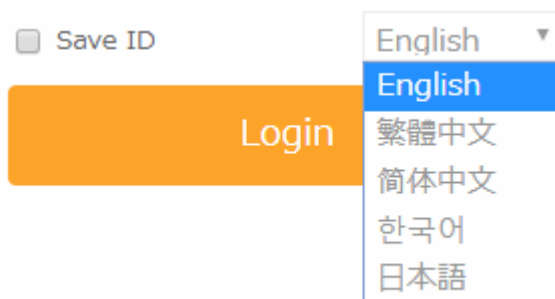
To Log in

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



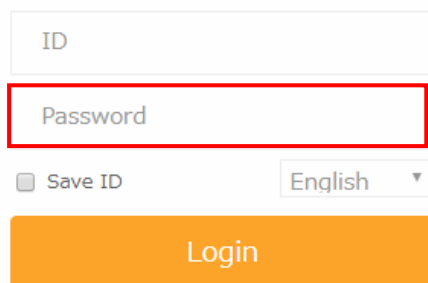
Enter Address

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



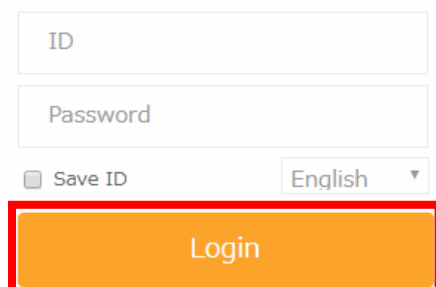
Enter Password

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

A screenshot of the login form. It contains an 'ID' input field, a 'Password' input field (highlighted with a red rectangle), a 'Save ID' checkbox, a language dropdown menu set to 'English', and an orange 'Login' button.

Enter Password

4. Click the [Login] button.

A screenshot of the login form. It contains an 'ID' input field, a 'Password' input field, a 'Save ID' checkbox, a language dropdown menu set to 'English', and an orange 'Login' button (highlighted with a red rectangle).

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

YourCompany

jiransoft

MarketingDepartment

qwer

test1

test2

test3

test4

www

YourCompany

20 itemsTotal : 30IDSearch

ID	Name	Rights	Modified	Usage	Capacity	Status
aaa	拭威拭威%拭威	user	2018-09-12 18:22:08	0Byte	1.20GB	Active
admin	Administrator	Admin	2017-02-22 10:46:13	0Byte	1.00MB	Active
jlee	Jun2	Admin	2018-12-03 17:28:01	26.86KB	2.00GB	Active
jwoh	jwoh	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
kty	kty	user	2018-09-12 18:22:09	4.39GB	200.00GB	Active
najjsiri	ณัฐฐิสิริ นมยี่สุน ชูขจร	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
newid	newid	user	2018-09-12 18:22:09	0Byte	1.00GB	Active
njpark	njpark	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
nokim	nokim	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
roongruk	รุ่งรักษ์ จันทระเสริฐ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
tanyaratm	ตัณณยุรัตน์ มังคละรังษี	user	2018-09-12 18:22:09	0Byte	2.00GB	Active

1 | 2

Remove from GroupDisableEnableDeleteModify GroupDelete 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 Register User/Group screen to view a list of all these users.

Add UserAdd GroupIndependent Users

YourCompany

jiransoft

MarketingDepartment

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 'Independent Users' interface. At the top, there's a header 'Independent Users' in an orange bar. Below it, a search bar shows '20 items' and 'Total : 23'. A folder tree on the left shows 'YourCompany' expanded, with 'jiransoft' selected and highlighted with a red box. Below the tree, a table lists users. The 'test' user is selected with a red box. At the bottom, an 'Assign Group' button is highlighted with a red box.

ID	Name	Rights	Modified	Usage	Capacity	Status
aaa	拭藏拭藏%拭藏	user	2018-09-12 18:22:08	0 B	1.20GB	Active
admin	Administrator	Admin	2017-02-22 10:46:13	0 B	1.00MB	Active
asdf	asdf	user	2018-11-30 10:27:01	0 B	111.00MB	Active
test	T E S T	Admin	2018-12-03 10:17:52	0 B	100.00GB	Active
test1	test1	user	2018-11-12 18:39:39	0 B	256.00MB	Active
test11	test11	user	2018-09-12 18:22:10	0 B	256.00MB	Active
test2	test2	user	2018-11-15 11:02:02	0 B	11.00MB	Active
test33	test	user	2018-11-08 19:54:36	0 B	11.00MB	Active

Steps for Assigning a Group

The Register User/Group Screen

Register User/Group Screen

Add User
Add Group
Independent Users

YourCompany

jiransoft
MarketingDepartment
qwer
test1
test2
test3
test4
www

Refresh

YourCompany

20 items Total : 30
ID
Search

ID	Name	Rights	Modified	Usage	Capacity	Status
aaa	拭威拭威%拭威	user	2018-09-12 18:22:08	0Byte	1.20GB	Active
admin	Administrator	Admin	2017-02-22 10:46:13	0Byte	1.00MB	Active
aktrthrt	aktrthrt	user	2018-12-04 23:02:19	0Byte	10.00MB	Active
asdf	asdf	user	2018-11-30 10:27:01	0Byte	111.00MB	Active
chaweewanc	ฉวีวรรณ เฉลยบุญ	user	2018-11-30 10:23:18	0Byte	2.00GB	Active
coolkyo	coolkyo	user	2018-09-12 18:22:08	0Byte	200.00GB	Active
enki	enki	user	2018-09-12 18:22:08	3.73GB	200.00GB	Active
hjyeo	hjyeoaaaaaaaaa...	user	2018-09-12 18:22:08	16.82GB	200.00GB	Active
hjyeo12	hjyeo12	user	2018-09-12 18:22:09	471.67KB	512.00MB	Active
hskim81	hskim81	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
jjt	jjt1	user	2018-09-12 18:22:09	0Byte	1.00GB	Active
jlee	Jun2	Admin	2018-12-03 17:28:01	26.86KB	2.00GB	Active
jwoh	jwoh	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
kyt	kyt	user	2018-09-12 18:22:09	4.39GB	200.00GB	Active
najjsiri	ณัฐสุลิตี นิมยี่สุน ชูขจร	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
newid	newid	user	2018-09-12 18:22:09	0Byte	1.00GB	Active
njpark	njpark	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
nokim	nokim	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
roongruk	รุ่งรักษ์ จันทระประเสริฐ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
tanyaratm	ตัณญารัตน์ มังคลรังษี	user	2018-09-12 18:22:09	0Byte	2.00GB	Active

1 | 2

Remove from Group
Disable
Enable
Delete

Modify Group
Delete Group

Register User/Group Screen

Click [Register User/Group] on the side menu to open the **Register User/Group** 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 **Register User/Group** 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 <input type="text" value="jlee"/>
*	Name <input type="text" value="Jun2"/>
*	<input type="checkbox"/> Change Password
	New Password : <input type="text"/> (* Less than 32 characters) Confirm Password : <input type="text"/>
	E-mail <input type="text"/>
	Mobile <input type="text"/>
	Telephone <input type="text"/>
*	Capacity <input type="text" value="2048"/> MB
*	Select Disk <input type="text" value="/disk1 Ex.) /disk1~n"/>
	Link Availability <input type="text" value="7 day(s) ('0' : unlimited)"/>
	Status <input type="button" value="Enable"/>
	Group <div><input type="button" value="Assign Group"/> Group Name YourCompany > test2 Remove from Group</div>
	Permission <input checked="" type="radio"/> Group <input type="radio"/> User <input type="button" value="Select Permission"/>
	Admin <input checked="" type="checkbox"/> Admin
	Modified id: admin 2018-12-03 17:28:01
	Memo <div><div></div></div>

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 **Register User/Group** screen, click on the ID of the user in the user list.

<input type="checkbox"/> test1	test1	user	2018-11-12 18:39:39	11.00MB	256.00MB	Active
<input type="checkbox"/> test11	test11	user	2018-09-12 18:22:10	0Byte	256.00MB	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 2018-11-12 18:39:39
Memo	<div></div>

Save

Click Save

Deleting Users

To delete a user

1. In the **Register User/Group** screen, check the checkboxes of the users you want to delete in the User List.

<input type="checkbox"/> test1	test1	user	2018-11-12 18:39:39	11.00MB	256.00MB	Active
<input type="checkbox"/> test11	test11	user	2018-09-12 18:22:10	0Byte	256.00MB	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 **Register User/Group** screen, check the checkboxes of the users you want to enable in the User List.

<input type="checkbox"/>	test1	test1	user	2018-11-12 18:39:39	11.00MB	256.00MB	Active
<input type="checkbox"/>	test11	test11	user	2018-09-12 18:22:10	0Byte	256.00MB	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 **Register User/Group** screen, check the checkboxes of the users you want to disable in the User List.

<input type="checkbox"/>	test1	test1	user	2018-11-12 18:39:39	11.00MB	256.00MB	Active
<input type="checkbox"/>	test11	test11	user	2018-09-12 18:22:10	0Byte	256.00MB	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

Add User

Add Group

Independent Users

YourCompany

20 items Total : 30

ID Search

ID	Name	Rights	Modified	Usage	Capacity	Status
aaa	拭威拭威%拭威	user	2018-09-12 18:22:08	0Byte	1.20GB	Active
admin	Administrator	Admin	2017-02-22 10:46:13	0Byte	1.00MB	Active
jlee	Jun2	Admin	2018-12-03 17:28:01	26.86KB	2.00GB	Active
jwoh	jwoh	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
kty	kty	user	2018-09-12 18:22:09	4.39GB	200.00GB	Active
najjsiri	ณัฐสิริ นิยมย์สุน ขุขจร	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
newid	newid	user	2018-09-12 18:22:09	0Byte	1.00GB	Active
njpark	njpark	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
nokim	nokim	user	2018-09-12 18:22:09	0Byte	200.00GB	Active
roongruk	รุ่งรักษ์ จันทระประเสริฐ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
tanyaratm	ถัญญรัตน์ มังคละรังษี	user	2018-09-12 18:22:09	0Byte	2.00GB	Active

1 | 2

Remove from Group

Disable

Enable

Delete

Modify Group

Delete Group

YourCompany

jiransoft

MarketingDepartment

qwer

test1

test2

test3

test4

www

User Search Box

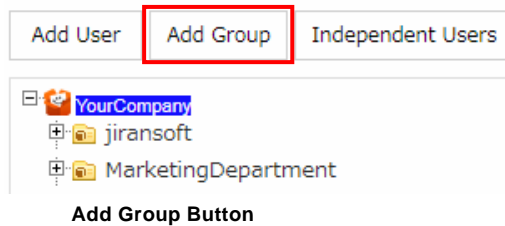
Use the search box at the top right of the **Register User/Group** screen to search for users. You can use the drop-down box to choose whether to search for users by ID, name, email, telephone number, or mobile phone number. Then enter the information in the blank field and click [Search].

Adding New Groups

To add a group

- 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.



- Enter a group id and name.

Add Group

*	Group ID	<input type="text"/>				
*	Group Name	<input type="text"/>				
	Location	<div>[Move Group Location]</div> <table border="1"> <thead> <tr> <th>Standard Group Name</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>YourCompany</td> <td>Del</td> </tr> </tbody> </table>	Standard Group Name	Location	YourCompany	Del
Standard Group Name	Location					
YourCompany	Del					
	Group Permission	Select Permission ▼				

Save

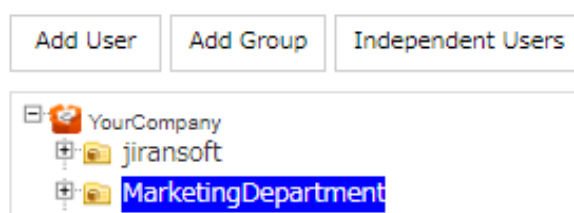
Group Information

- 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 **Register User/Group** 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.



Modify Group

- 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		<div>[Move Group Location]</div> <div>Standard Group Name Location</div>
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		<div>[Move Group Location]</div> <div>Standard Group Name Location</div>
Group Permission		<input type="text" value="Default"/>

Save

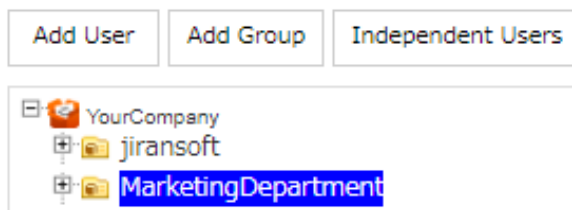
Group Information

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 **Register User/Group** 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.



Modify Group

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

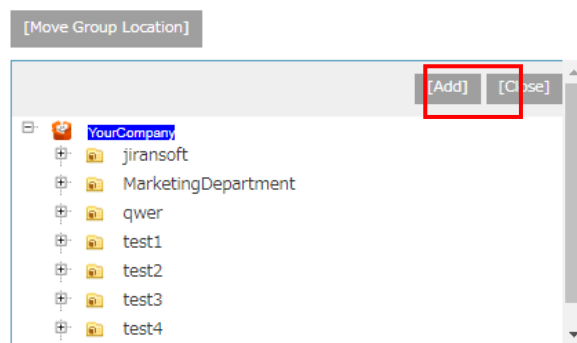
YourCompany > MarketingDepartment

* Group ID	Marketing
* Group Name	MarketingDepartment
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].

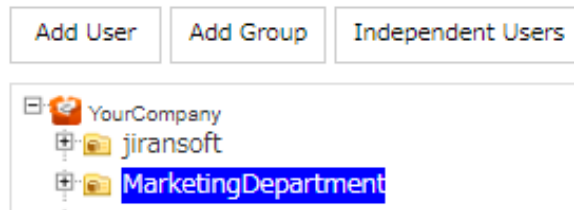


Select Folder

Deleting Groups

To delete a group

1. In the **Register User/Group** 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

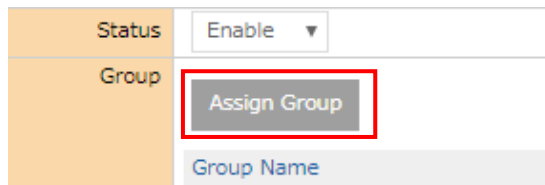
3. Click [OK] in the dialog box that appears.
4. Click [OK] in the dialog box that appears confirming the group has been deleted.

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

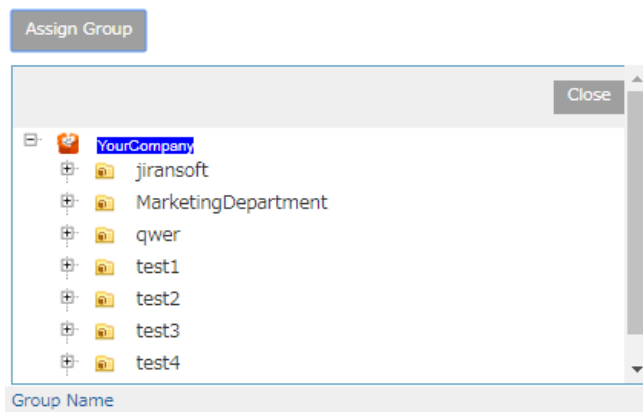
1. Click on the user's name in the User List.
2. Find the **Group** section of the User Information and click [Assign Group].



The image shows a portion of a user information form. On the left, there is a vertical orange bar with the labels 'Status' and 'Group'. To the right of 'Status' is a dropdown menu currently set to 'Enable'. To the right of 'Group' is a button labeled 'Assign Group', which is highlighted with a red rectangular box. Below the 'Assign Group' button is a text input field labeled 'Group Name'.

Add to Group

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



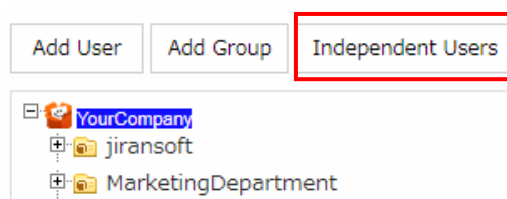
The image shows a dialog box titled 'Assign Group' with a 'Close' button in the top right corner. Inside the dialog is a folder tree. The root node is 'YourCompany' (highlighted in blue). It has several child nodes: 'jiransoft', 'MarketingDepartment', 'qwer', 'test1', 'test2', 'test3', and 'test4'. Each child node is preceded by a small icon representing a folder. Below the tree is a text input field labeled 'Group Name'.

Group Folder Tree

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

To assign an independent user to a group

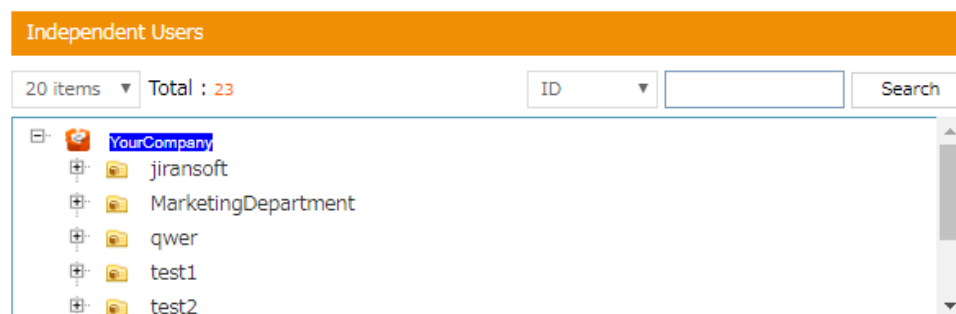
1. In the **Register User/Group** screen, click the [Independent Users] button.



The image shows a section of the 'Register User/Group' screen. It contains three buttons: 'Add User', 'Add Group', and 'Independent Users'. The 'Independent Users' button is highlighted with a red rectangular box. Below these buttons is a folder tree with the root node 'YourCompany' (highlighted in blue) and child nodes 'jiransoft' and 'MarketingDepartment'.

Independent Users Button

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



The image shows the 'Independent Users' screen. It has an orange header bar with the text 'Independent Users'. Below the header, there is a status bar showing '20 items' and 'Total : 23'. To the right of this are two input fields: one for 'ID' and one for 'Search'. Below these is a folder tree with the root node 'YourCompany' (highlighted in blue) and child nodes 'jiransoft', 'MarketingDepartment', 'qwer', 'test1', and 'test2'.

Selecting a Group

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

<input checked="" type="checkbox"/>	test33	test	user	2018-11-08 19:54:36	0 B	11.00MB	Active
<input type="checkbox"/>	thahn	ath	user	2018-12-04 23:00:07	0 B	100.00MB	Active

1 | 2 ▶

Assign Group

Assigning a Group

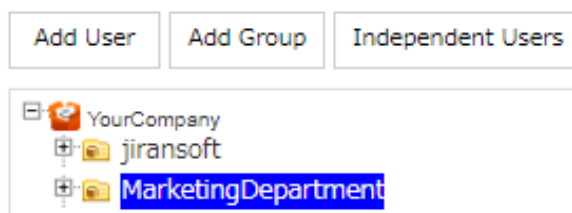
Removing Users from a Group

To remove a user from a group

There are two ways to remove users from a group.

Method 1:

1. In the **Register User/Group** screen, click on the group from which you wish to remove users.



Select Group

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

YourCompany > MarketingDepartment							
20 items ▼	Total : 1	ID ▼		Search			
<input type="checkbox"/>	ID	Name	Rights	Modified	Usage	Capacity	Status
<input checked="" type="checkbox"/>	aktrthrt	aktrthrt	user	2018-12-04 23:02:19	0Byte	10.00MB	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 : 1	ID ▼		Search			
<input type="checkbox"/>	ID	Name	Rights	Modified	Usage	Capacity	Status
<input checked="" type="checkbox"/>	aktrthrt	aktrthrt	user	2018-12-04 23:02:19	0Byte	10.00MB	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"/>	aktrthrt	aktrthrt	user	2018-12-04 23:02:19	0Byte	10.00MB	Active
-------------------------------------	--------------------------	----------	------	---------------------	-------	---------	--------

Click User Name

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

Group	Assign Group
Group Name	
YourCompany > MarketingDepartment	
Remove from Group	

Delete User Group

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

Integrate AD/LDAP

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

1. Click [Integrate AD/LDAP] 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.

Connect AD/LDAP for user authentication.

☐ LDAP Use

☐ Allow Officebox ID only

URL	ldap://ads.officehard.biz	ex) ldap://192.168.11.2:389
Bind DN	cn=manager,dc=officehard,dc=com	
Bind Password	*****	
Base DN	dc=exospheresecurity,dc=com	
Search Query	(uid=%id%)	Use %id% for the ID separator.
Subtree	<input checked="" type="checkbox"/> Use	
Initial Capacity	100	MB

Save

Login Test

ID	ldap001
Password	*****

Login

Allow Officebox ID only

☒ LDAP Use

☒ Allow Officebox ID only

URL	ldap://ads.officehard.biz
-----	---------------------------

When 'Allow OfficeBox ID only' is enabled, only user account which match with both OfficeBox and LDAP server will be able to log in to OfficeBox. If the LDAP user ID is not registered in OfficeBox, user won't be able to log in.

Below is an example of authentication integration with ActiveDirectory.

Connect AD/LDAP for user authentication.

☐ LDAP Use

☐ Allow Officebox ID only

URL	ldap://ads.officehard.biz	ex) ldap://192.168.11.2:389
Bind DN	cn=manager,dc=officehard,dc=com	
Bind Password	*****	
Base DN	dc=exospheresecurity,dc=com	
Search Query	(uid=%id%)	Use %id% for the ID separator.
Subtree	<input checked="" type="checkbox"/> Use	
Initial Capacity	100	MB

Save

Login Test

ID	ldap001	
Password	*****	

Login

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
 userid,username,user@officebox.com,1j4hd8s6y,200,5,role1,1,0

Select a CSV file.

Select a CSV file. No file chosen

Download users information in CSV format.

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.

Select a CSV file.

Choose File

No file chosen

Import

Download users information by groups in CSV format.

Export

Shared Folders

Managing Shared Folders

The Shared Folder Screen

Add Shared Folder for internal secure file sharing.

File ListPermissionsFolder Info

YourCompany's Shared Folder

BigData

test1

Cyren

Dev-Tool

OS

QC_R

QC_RW

Server Backup

Solution Team

TEST

Total : 10

Folder

Search

	File Name	Create Date	Author	Size
<input type="checkbox"/>	BigData	2016-01-11	admin	
<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"/>	QC_R	2017-04-18	admin	
<input type="checkbox"/>	QC_RW	2017-04-18	admin	
<input type="checkbox"/>	Server Backup	2016-01-11	admin	
<input type="checkbox"/>	Solution Team	2016-11-29	admin	
<input type="checkbox"/>	TEST	2017-04-21	admin	
<input type="checkbox"/>	test1	2018-01-23	admin	

Delete

New Folder

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].

YourCompany's Shared Folder

Total : 10

Folder

Search

	File Name	Create Date	Author	Size
<input type="checkbox"/>	BigData	2016-01-11	admin	
<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"/>	QC_R	2017-04-18	admin	
<input type="checkbox"/>	QC_RW	2017-04-18	admin	
<input type="checkbox"/>	Server Backup	2016-01-11	admin	
<input type="checkbox"/>	Solution Team	2016-11-29	admin	
<input type="checkbox"/>	TEST	2017-04-21	admin	
<input type="checkbox"/>	test1	2018-01-23	admin	

Delete

New Folder

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 : 10 Folder ▾ Search

<input type="checkbox"/>	File Name	Create Date	Author	Size
<input type="checkbox"/>	BigData	2016-01-11	admin	
<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"/>	QC_R	2017-04-18	admin	
<input type="checkbox"/>	QC_RW	2017-04-18	admin	
<input type="checkbox"/>	Server Backup	2016-01-11	admin	
<input type="checkbox"/>	Solution Team	2016-11-29	admin	
<input type="checkbox"/>	TEST	2017-04-21	admin	
<input type="checkbox"/>	test1	2018-01-23	admin	

Delete New Folder

Click Delete

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

File List Permissions Folder Info

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 Folder Info

Permissions Button

You can make the following changes:

- User with permission to selected folder will be listed.

File List Permissions Folder Info

YourCompany's Shared Folder > BigData

RightsList

<input type="checkbox"/>	User/Group Name	Permission
<input type="checkbox"/>	test	R/W/C ▾
<input type="checkbox"/>	null	R/W/C ▾

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

Group/UsersList

Group	Users																					
<div> <div>YourCompany</div> <div>jiransoft</div> <div>MarketingDepartment</div> <div>qwer</div> <div>test1</div> <div>test2</div> <div>test3</div> <div>test4</div> <div>www</div> </div>	<div>20 items</div> <div>ID</div> <div>Search</div> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>aaa</td> <td>拭威拭威%拭威</td> </tr> <tr> <td><input type="checkbox"/></td> <td>admin</td> <td>Administrator</td> </tr> <tr> <td><input type="checkbox"/></td> <td>aktrthrt</td> <td>aktrthrt</td> </tr> <tr> <td><input type="checkbox"/></td> <td>asdf</td> <td>asdf</td> </tr> <tr> <td><input type="checkbox"/></td> <td>chaweewanc</td> <td>ฉวีวรรณ เฉลยบุญ</td> </tr> <tr> <td><input type="checkbox"/></td> <td>coolkyo</td> <td>coolkyo</td> </tr> </tbody> </table>	<input type="checkbox"/>	ID	Name	<input type="checkbox"/>	aaa	拭威拭威%拭威	<input type="checkbox"/>	admin	Administrator	<input type="checkbox"/>	aktrthrt	aktrthrt	<input type="checkbox"/>	asdf	asdf	<input type="checkbox"/>	chaweewanc	ฉวีวรรณ เฉลยบุญ	<input type="checkbox"/>	coolkyo	coolkyo
<input type="checkbox"/>	ID	Name																				
<input type="checkbox"/>	aaa	拭威拭威%拭威																				
<input type="checkbox"/>	admin	Administrator																				
<input type="checkbox"/>	aktrthrt	aktrthrt																				
<input type="checkbox"/>	asdf	asdf																				
<input type="checkbox"/>	chaweewanc	ฉวีวรรณ เฉลยบุญ																				
<input type="checkbox"/>	coolkyo	coolkyo																				
<div>Permission</div> <div>R/W/C</div> <div>Add</div>	<div>Permission</div> <div>R/W/C</div> <div>Add</div>																					

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.

Group/UsersList

Group	Users																					
<div> <div>YourCompany</div> <div>jiransoft</div> <div>MarketingDepartment</div> <div>qwer</div> <div>test1</div> <div>test2</div> <div>test3</div> <div>test4</div> <div>www</div> </div>	<div>20 items</div> <div>ID</div> <div>Search</div> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>aaa</td> <td>拭威拭威%拭威</td> </tr> <tr> <td><input type="checkbox"/></td> <td>admin</td> <td>Administrator</td> </tr> <tr> <td><input type="checkbox"/></td> <td>aktrthrt</td> <td>aktrthrt</td> </tr> <tr> <td><input type="checkbox"/></td> <td>asdf</td> <td>asdf</td> </tr> <tr> <td><input type="checkbox"/></td> <td>chaweewanc</td> <td>ฉวีวรรณ เฉลยบุญ</td> </tr> <tr> <td><input type="checkbox"/></td> <td>coolkyo</td> <td>coolkyo</td> </tr> </tbody> </table>	<input type="checkbox"/>	ID	Name	<input type="checkbox"/>	aaa	拭威拭威%拭威	<input type="checkbox"/>	admin	Administrator	<input type="checkbox"/>	aktrthrt	aktrthrt	<input type="checkbox"/>	asdf	asdf	<input type="checkbox"/>	chaweewanc	ฉวีวรรณ เฉลยบุญ	<input type="checkbox"/>	coolkyo	coolkyo
<input type="checkbox"/>	ID	Name																				
<input type="checkbox"/>	aaa	拭威拭威%拭威																				
<input type="checkbox"/>	admin	Administrator																				
<input type="checkbox"/>	aktrthrt	aktrthrt																				
<input type="checkbox"/>	asdf	asdf																				
<input type="checkbox"/>	chaweewanc	ฉวีวรรณ เฉลยบุญ																				
<input type="checkbox"/>	coolkyo	coolkyo																				
<div>Permission</div> <div>R/W/C</div> <div>Add</div>	<div>Permission</div> <div>R/W/C</div> <div>Add</div>																					

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.

RightsList

<input type="checkbox"/>	User/Group Name	Permission
<input type="checkbox"/>	test2	R/W/C
<input type="checkbox"/>	hjyeo12	R/W
<input type="checkbox"/>	T E S T	R/W/C
<input type="checkbox"/>	test2	R/W/C

Delete

Click Delete

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

■ RightsList

<input type="checkbox"/>	User/Group Name	Permission
<input type="checkbox"/>	test2	R/W/C
<input type="checkbox"/>	hjyeo12	R/W
<input type="checkbox"/>	T E S T	R
<input type="checkbox"/>		R/W/C ▼
<input type="checkbox"/>	test2	R/W/C ▼

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.

File Logs provides file transaction details in OfficeBox server.

SearchCondition

Search Period	2018-11-01 - 2018-12-31
Folder Type	<input checked="" type="checkbox"/> My Folder <input checked="" type="checkbox"/> Shared Folder <input checked="" type="checkbox"/> Guest Folder <input type="checkbox"/> Storage Folder <input type="checkbox"/> Desktop Folder
Keyword	<input checked="" type="checkbox"/> File Name <input checked="" type="checkbox"/> File Path <input checked="" type="checkbox"/> User ID <input type="text"/>

Search

Search Results

Total : 864 items 1 / 44 Page << Previous | Next >> 20 items ▼

No.	File Name	Path	Status
	User ID	Date	IP Address
1	03493_westmittenbutte monumentvalley_2560x1600.jpg	/test/	Download
	test	2018-12-04 22:50:56 10.52.4.171	

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.

File Link Logs provide the created file and folder links by users.

SearchCondition

Search Period	2018-11-01 - 2018-12-31
Keyword	<input checked="" type="checkbox"/> File Name <input checked="" type="checkbox"/> Link URL <input checked="" type="checkbox"/> IP Address <input checked="" type="checkbox"/> User ID <input type="text"/>

Search

Search Results

Total : 25 items 1 / 2 Page << Previous | [Next](#) >> 20 items ▼

No.	File Name	Link URL	Expiry Date
	User ID	Date	IP Address
1	29_システム設定.mp4	/f384e4d65bb53961bab74020775d021a2f4ec573f	Unlimited
	test	2018-12-03 19:35:44	10.52.4.171
			Unused

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.

Login Logs provide the login attempts to OfficeBox server.

SearchCondition

Search Period	2018-11-01 - 2018-12-31
Keyword	<input checked="" type="checkbox"/> IP Address <input checked="" type="checkbox"/> User ID <input type="text"/>

[Search](#)

Search Results

Total : 384 items 1 / 20 Page [Previous](#) | [Next](#) [20 items](#) ▼

No.	Date	User ID	IP Address	Status	Type
1	2018-12-04 22:37:44	test	10.52.4.171	OK	
2	2018-12-04 22:37:30	test	10.52.4.171	OK	

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 Server Backup Logs

Viewing the Server Backup Logs

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

Server Backup Logs provide the OfficeBox DB backup status to external server.

SearchCondition

Search Period

2018-11-01

-

2018-12-31

Search

Search Results

Total : 1 items 1 / 1 Page << Previous | Next >>

20 items ▼

No.	Date	DB Backup Result	Data Backup Result
1	2018-12-01 12:12:12	Fail	Success

Total : 1 items 1 / 1 Page << Previous | Next >>

Save as file

Server 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 **Register User/Group** screen.

To add a new user permission policy

1. Enter a name for the permission policy.

Add Permission

Permission Name	<input type="text"/>
Permission Details	<input checked="" type="checkbox"/> Shared Folder <input checked="" type="checkbox"/> My Folder (<input checked="" type="checkbox"/> Use Guest Folder <input checked="" type="checkbox"/> File Link <input checked="" type="checkbox"/> Storage Folder)

Save

Enter Name

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

Add Permission

Permission Name	<input type="text"/>
Permission Details	<input checked="" type="checkbox"/> Shared Folder <input checked="" type="checkbox"/> My Folder (<input checked="" type="checkbox"/> Use Guest Folder <input checked="" type="checkbox"/> File Link <input checked="" type="checkbox"/> Storage Folder)

Save

Choose Permissions

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

Add Permission

Permission Name	<input type="text"/>
Permission Details	<input checked="" type="checkbox"/> Shared Folder <input checked="" type="checkbox"/> My Folder (<input checked="" type="checkbox"/> Use Guest Folder <input checked="" type="checkbox"/> File Link <input checked="" type="checkbox"/> Storage Folder)

Save

Click Save

To apply a permission policy to a user

1. Click on a user's ID in the **Register User Information** screen.

<input type="checkbox"/>	test2	test2	user	2018-11-15 11:02:02	57.17KB	11.00MB	Active
--------------------------	-----------------------	-------	------	---------------------	---------	---------	--------

Click User Name

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

Permission	<input type="radio"/> Group <input checked="" type="radio"/> User	Select Permission ▼
Admin	<input type="checkbox"/> Admin	Select Permission
Modified	id: admin 2018-11-15 11:02	test3 test2 test ≡ □ ≡ Link Only Default
Memo		

Select Permission

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

Permission	<input type="radio"/> Group <input checked="" type="radio"/> User	Select Permission ▼
Admin	<input type="checkbox"/> Admin	
Modified	id: admin 2018-11-15 11:02:02	
Memo		

Save

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 inactive timeout to protect data in user accounts.

Timeout Settings

Timeout Minute (1-999, 0 : unlimited)

Save

Enter Number and Click Save

Lockout Setting

To set up lockout count

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.

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

Sets automatic user account lockout for multiple login failures and long-term unconnects.

Lockout Settings

Login Attempts (1-99 0:unlimited)

Unlogged in Period day(s) (0:unlimited)

Save

Enter Number and Click Save

To Block Long-term Unlogged In Users

Users haven't logged in for set period, user account will be disabled when user attempts to log in. To allow long-term unlogged in users access for unlimited, set as 0.

1. Input number from 0 to 999. 0 will be set as unlimited.
2. Click [Save].

Sets automatic user account lockout for multiple login failures and long-term unconnects.

Lockout Settings

Login Attempts	<input type="text" value="0"/>	(1-99 0:unlimited)
Unlogged in Period	<input type="text" value="0"/>	day(s) (0:unlimited)

Save

Enter Number and Click Save

Access 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]

Limit access to OfficeBox server by IP address.

Current IP Address: 10.52.4.173

user	<input type="radio"/> Allow <input checked="" type="radio"/> Block
	<input type="text"/>
Guest User	<input type="radio"/> Allow <input checked="" type="radio"/> Block
	<input type="text"/>
Administrator	<input type="radio"/> Allow <input checked="" type="radio"/> Block
	<input type="text"/>
File Link	<input type="radio"/> Allow <input checked="" type="radio"/> Block
	<input type="text"/>
Admin Password	<input type="password"/>

Save

Access Control

System

Advanced 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 [Advanced Settings] in the side menu.

General

My OfficeBox Information

1. **Company:** 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

File Transaction Control

4. **File Format:** Check the box to control the file format to upload.
5. **File size:** Check to control the file size to upload on web, mobile app and agent.
6. **File Download:** Control the maximum download speed.

File Versioning

7. **Max. File Version:** Set the limit of the file history to be listed. Old history will be deleted orderly to list the new history.
8. **Target Folder:** Select the location to apply the file versioning.

Options

9. **Disable Viewer:** Disable preview function on web and mobile app.
10. **Disable My Folders:** My folder will be disabled to use for all users. (Guest folder, Storage folder and My Desktop will be automatically disabled together when My folder is disabled.)
11. **Disable Shared Folder:** Shared folder will be disabled to use for all users.
12. **Disable Guest Folders:** Guest folder will be disabled to use for all users.
13. **Disable Storage Folders:** Storage folder will be disabled to use for all users.
14. **Disable My Desktop:** My Desktop function will be disabled. Users won't be able to use My Desktop function.

File Link

1. **Expiry Date Restriction:** Create a standard maximum expiration date for all file links by entering the number of days in the box on the right
2. **File Link Password:** Password must be specified to use the file link.
3. **Max. Downloads:** Enter a maximum number of times a linked file can be downloaded in the box on the right
4. **File Link Message for Email:** 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

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. **Target Folder:** Select the Folders(My/Shared/Guest) to apply the auto delete function.
3. **Old File:** The files which are older than set date, it will be automatically deleted. You can set the day from 1 to 999.
4. **File with Expired Links:** Expired file link will be deleted automatically.
5. **Folder with Expired Links:** All expired files in the folder and sub folder will be deleted.

Trash

- **Enabled Trash:** When this feature is enabled, Trash folder will be activated on user account. Files deleted by user will be stored in Trash for set period.
 - **File Retention Period:** File(s) has been stored more than set retention period will be automatically deleted from the Trash folder. Set 0 to keep deleted file(s) in Trash for unlimited period.

Email Alert

- **Enabled Email Alert:** 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:** Enter the mail server address.
 - **SMTP Port:** Enter the SMTP port number.

Server Backup

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

Integrate External Storage

To adjust the settings

To set the FTP

1. System > Click [Integrate External Storage]

2. Click [Add] button to register storage server.

Connect external storage via FTP/SMB with OfficeBox server to allow users to access from OfficeBox interface.

FTPList

Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode
<input checked="" type="checkbox"/>	FTP SERVER	10.52.254.52	21	/home/test	30	UTF-8	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	FTP SERVER63	10.52.254.63	21	/home/ftpuser	30	UTF-8	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	LGNAS	10.52.1.103	21	/	30	UTF-8	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	テスト2222	10.52.254.52	21	/home/test	30	UTF-8	<input type="checkbox"/>

Add

Del

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

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

1. System > Click [Integrate External Storage]

2. Click [Add] button to register storage server

SMBList

Enable	Host Name	IP / DNS	Port	Path	WorkGroup
<input checked="" type="checkbox"/>	SMB SERVER	10.52.254.52	139	/test	
<input checked="" type="checkbox"/>	テストSMB2222	10.52.254.52	139	/test	

Add

Del

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

SMBList

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

1. Select FTP/SMB server to delete. Click [Del] button to proceed delete.

FTPList

Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode
<input checked="" type="checkbox"/>	FTP SERVER	10.52.254.52	21	/home/test	30	UTF-8	<input checked="" type="checkbox"/>

Add

Del

2. Double click FTP/SMB server to edit.

Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode
<input checked="" type="checkbox"/>	FTP SERVER	10.52.254.52	21	/home/test	30	UTF-8	<input checked="" type="checkbox"/>

Save Cancel

3. Click [Save] button to save the changes.

Enable	Host Name	IP / DNS	Port	Path	Timeout	Character	Passive Mode
<input checked="" type="checkbox"/>	FTP SERVER	10.52.254.52	21	/home/test	30	UTF-8	<input checked="" 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.

Edit login image and logo.

Current Login Image



OFFICEBOX

Register

Initialize

+ Register new login image

Choose File No file chosen

(Optimal size: 262x52 Pixels)

Changing the Login Image

To set the login/logo image

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

+ Register new login image

Choose File No file chosen

(Optimal size: 262x52 Pixels)

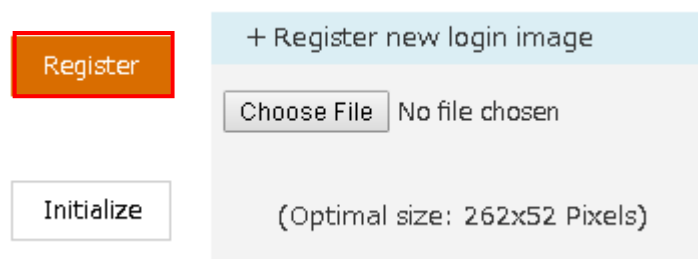
Click Browse

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



Select File

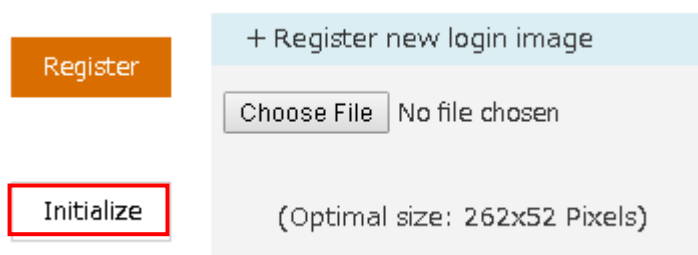
4. Click [Register] to set the file as the login image.



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 [Options] item in the normal user menu bar. This information will help users contact you if an issue arises.

Register OfficeBox administrator contact to display on OfficeBox user page.

Contact Person	<input type="text" value="admini"/>	(Ex. Greg, Senior MIS Manager)
Telephone	<input type="text" value="123"/>	(Ex. 02-123-1234)
Mobile	<input type="text" value="4356"/>	(Ex. 01*-1234-5678)
E-mail	<input type="text" value="office@jiran.com"/>	(Ex. admin@officehard.biz)

Save

Contact Details

To set your contact information

1. Click [Administrator Contact] in the **System** section of the side menu.
2. Enter the information in the fields.
3. Click [Save].

Change Password

To change password

Change OfficeBox administrator password frequently to prevent unauthorized access.

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** 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

Add or renew your OfficeBox license.

OfficeBox License Certificate

OfficeBox License Certificate

Product : OfficeBox **No. of License :** 101 User

Serial Number : **Product Key :**

[OfficeBox License Certificate]

JiranSoft Co.,Ltd. grants to Customer (Customer) a non-exclusive and non-transferable license to install and use the Software. This product is reserved by the copyright laws of the Republic of Korea and international intellectual property right treaties. This certificate is a proof of your purchase.

 **JIRAN SOFT** President & CEO Chi Young, Oh

General Information

Serial Number	Date	Maintenance
OHN0244-8488542	2017-03-17	2017-03-17 - 2027-03-17

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to install on another system and technical support will be limited to 1(ONE) system only.

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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].

Server Settings

To adjust the settings

Reboot/Shutdown

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

You can shutdown or reboot OfficeBox server.

Shutdown

Reboot

System Date

You can change the OfficeBox system date manually.

OfficeBox System Date

Current System Date

2018. 12. 13. 오후 5:25:29

New System Date

2018 ▾ YY

12 ▾ MM

13 ▾ DD

17 ▾ :

25 ▾ :

26 ▾

Save

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

Internet

Device Information

Adaptor

00 - 0C - 29 - - -

Device/Computer Name

localhost.localdomain

IP Address

IP Address

192 . 168 . 0 . 100

Subnet Mask

255 . 255 . 255 . 0

Gateway

192 . 168 . 0 . 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.

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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.

☐ Enable Proxy Server

Server Address (IP or Host)	<input type="text"/>
Port	<input type="text"/>

Fill in account information to authenticate user of proxy server.

Account	<input type="text"/>
Password	<input type="text"/>

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

OfficeBox Update

OfficeBox update can be processed automatically or manually.

☐ Auto Update

Current Version	4.01.01
New Version	4.01.02

Save

There is an new version for OfficeBox to update.

Click below [Manual Update] button to start OfficeBox update now.

- **Auto Update:** By checking Auto Update, OfficeBox will be patched automatically when new version is updated.

Manual Update

- **Manual Update:** When next version is updated, click [Manual Update] button to update manually.

Anti-Virus Update

Anti-virus engine can be update manually.

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	6.0.0
VDB Version	5.0.0/83886080
VDB Pattern Version	201812130556

There is an new version for update.

Click below [Manual Update] button to start update now.

Manual Update

Check antivirus engine version, pattern DB version and patch date. If you want to patch antivirus manually, click [Manual Update] button.