



OFFICEBOX

## **Administrator Guide**

Copyright © Jiransoft Co., Ltd. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means without the express written consent of Jiransoft Co., Ltd.

Jiransoft Co., Ltd.  
5<sup>th</sup> Fl.,  
Shinsa-2 Bldg.,  
966-5 Daechi Dong, Gangnam Gu,  
Seoul, Korea  
Web: <http://www.jiransoft.com>

OfficeBox is a registered trademark of Jiransoft Co., Ltd. All other trademarks mentioned in this publication are the property of their respective owners.

# TABLE OF CONTENTS

<b>Chapter 1 Introduction.....</b>	<b>4</b>
OfficeBox Overview .....	5
OfficeBox Features .....	8
<b>Chapter 2 Administrator Mode .....</b>	<b>15</b>
Getting Started .....	16
User Accounts .....	17
Shared Folders.....	37
Logs .....	41
Security.....	45
System.....	49
Server Settings.....	56

# **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

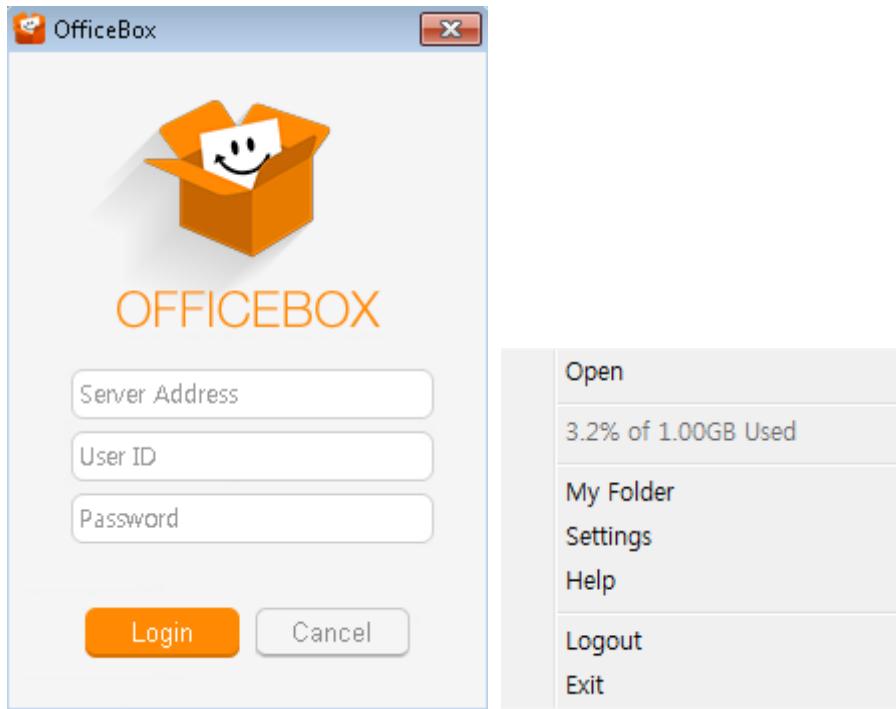
# How to Use OfficeBox

## Admin Mode

The screenshot shows the 'Administrator Mode' interface of the OfficeBox software. At the top, there's a header with the 'OFFICEBOX' logo, the text 'Administrator Mode', and links for 'Home' and 'Logout'. Below the header, the top right corner shows the user 'admin' and storage usage '45.89GB(97%) / 47.46GB'. The main area has a sidebar on the left with several sections: 'Users' (Register User/Group, Integrate AD/LDAP, Import Users, Import Groups), 'Shared Folders' (Manage Shared Folder), 'Logs' (File Logs, File Link Logs, Login Logs, Server Backup Logs), 'Security' (Permissions, Timeout Settings, Lockout Settings, Access Control), 'System' (Advanced Settings, Integrate External Storage, Edit Logo/Login Image, Administrator Contact, Change Password, My OfficeBox License), and 'Server Settings' (Reboot/Shutdown, System Date). The central part of the screen displays a 'Server Storage Usage' chart. The chart shows a total capacity of 47.46GB with 45.89GB used, which is 97% of the total. It breaks down the usage into three categories: 'User' at 33.29GB (70%), 'Shared' at 3.92GB (8%), and 'Other' at 8.67GB (18%). Below the chart, it says 'Total allocated : 2.45TB'. At the bottom right of the central area, there's a red 'Download System Log' button. A small note at the bottom right of the page says 'Copyright (c) Jtransoft Co., Ltd. All Rights Reserved.'

- **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.
- **Server Settings management:** Manage server system date, network connection, updates.

## OfficeBox Agent (Windows/Mac)



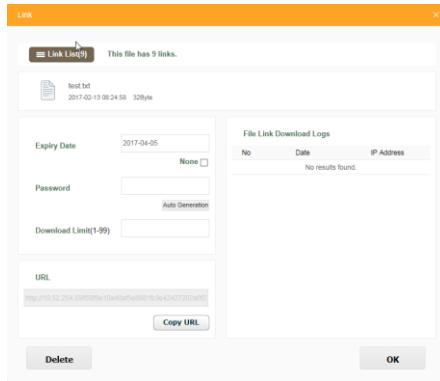
- **Open:** Open OfficeBox agent browser.
- **My Folder:** Open a web browser to access My Folder directly.
- **Settings:** Defaults, language, and backup settings.
- **Help:** Go to the Help page.
- **Logout:** Click to log out. You may log in with another account.
- **Exit:** Close OfficeBox.

# OfficeBox Features

---

## General Features

### File/Folder Links



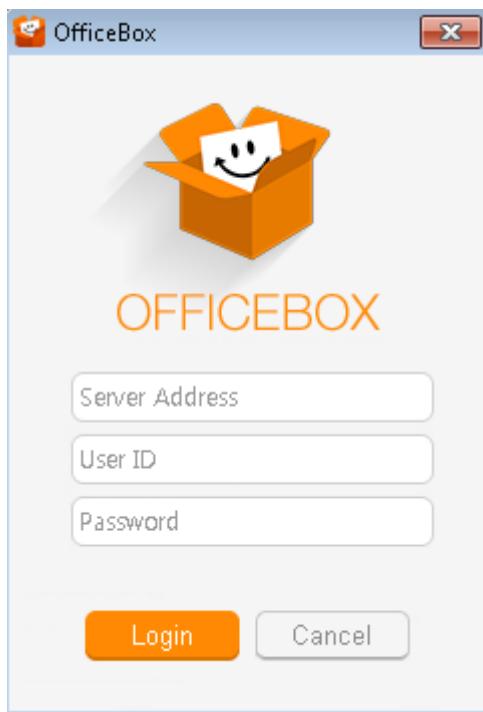
Create links to single files or entire folders and share them with anybody. OfficeBox automatically puts the files in a zip archive. Password protection is available for additional security.

### Guest Folders

A screenshot of the OfficeBox interface showing a 'Guest Folder'. The left sidebar has a tree view with 'My Folder', 'Shared Folder', 'Guest Folder' (which is expanded to show 'guest' and 'guest2'), 'Storage Folder', 'Favorites', and 'Trash'. The main area is titled 'Guest Folder' and shows a list of files: 'guest' (created 2018-11-20 11:24:57) and 'guest2' (created 2018-11-25 00:26:16). The top navigation bar includes 'OFFICEBOX', a search bar, 'Logs', 'Options', and 'Logout'. The top right shows user information and storage usage: 'test2 57.17KB(0.5%) / 11.00MB'.

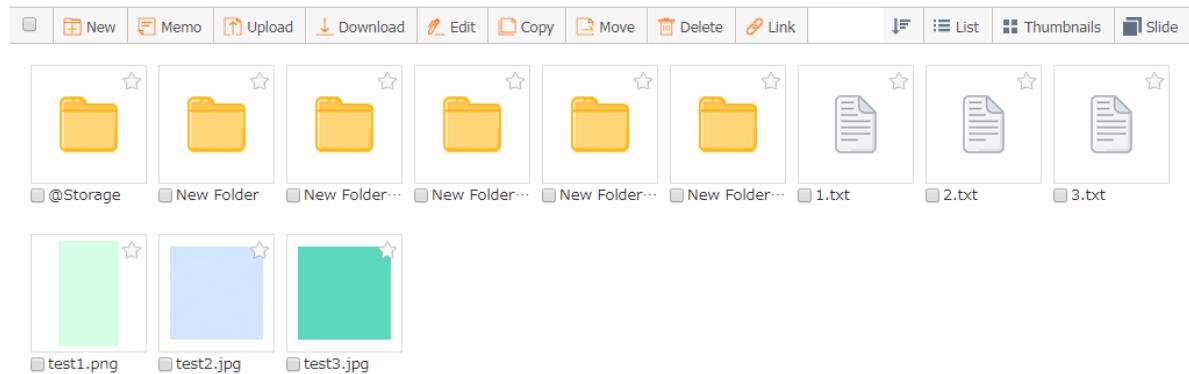
Set up a Guest Folder to let other people use a portion of your online storage space, easily and securely.

## OfficeBox Agent Program



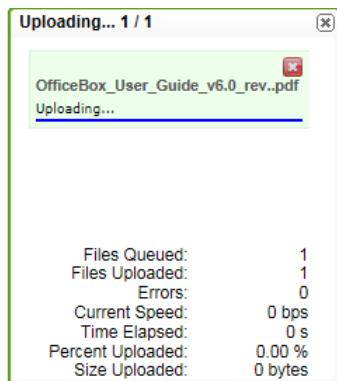
OfficeBox is a simple program for fast, convenient file backup outside your web browser.

## 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

The screenshot shows a user interface for managing shared folders. At the top, there are three tabs: 'File List', 'Permissions', and 'Folder Info'. Below the tabs, a tree view displays a folder named 'YourCompany's Shared Folder' which contains another folder named 'BigData'. There are icons for adding and deleting items.

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

### Users and Groups

The screenshot shows a user interface for managing users and groups. At the top, there are three buttons: 'Add User', 'Add Group', and 'Independent Users'. A large orange button labeled 'YourCompany' is prominently displayed. Below these, a tree view shows an organization structure with 'YourCompany' at the root, followed by 'jiransoft' and 'MarketingDepartment'. To the right, a table view shows user information with columns for 'ID' and 'Name'. A search bar indicates '20 items'.

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	
<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	<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="button" value="Search"/>		

### Search Results

Total : 809 items 1 / 41 Page ◀◀ Previous   <a href="#">Next</a> ▶▶				20 items ▾	
No.	File Name	Path	Date	IP Address	Status
1	<a href="#">test1.txt</a>	/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.

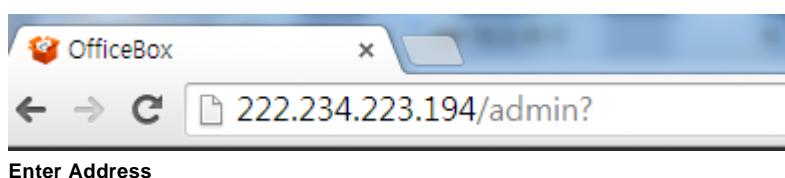
## Chapter 2 **Administrator Mode**

# Getting Started

## Logging In

### To Log in

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



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

Save ID  English   
English  
繁體中文  
简体中文  
한국어  
日本語

Enter Password

Login

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

ID

Password

Save ID  English

Login

4. Click the [Login] button.

ID

Password

Save ID  English

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](#).

The screenshot shows the 'User Accounts' screen. At the top, there are three buttons: 'Add User', 'Add Group', and 'Independent Users'. The 'Independent Users' button is highlighted with a red box. Below these buttons is a tree view of the organization structure under 'YourCompany': 'jiransoft' and 'MarketingDepartment', with several user nodes underneath each. To the right of the tree view is a table titled 'YourCompany' showing a list of 20 users. The table has columns for ID, Name, Rights, Modified, Usage, Capacity, and Status. The data is as follows:

ID	Name	Rights	Modified	Usage	Capacity	Status
aaa	拭感拭感%拭感	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	ນັກສອງ ນົມເຢຸນ ພູນຈະ	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	ຮູ້ຮັກຜະ ຈັນທີປະເສົາ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
tanyaratm	ຕັງລູກຄົວ ມັງຄລຣິ່ງ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active

At the bottom of the table, there are navigation links: '1 | 2 ▶' and buttons for 'Remove from Group', 'Disable', 'Enable', 'Delete', 'Modify Group', and '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 Register User/Group screen to view a list of all these users.

The screenshot shows the 'User Accounts' screen. At the top, there are three buttons: 'Add User', 'Add Group', and 'Independent Users'. The 'Independent Users' button is highlighted with a red box. Below these buttons is a tree view of the organization structure under 'YourCompany': 'jiransoft' and 'MarketingDepartment'. At the bottom left, the text 'Independent Users Button' is displayed.

### 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 bar with the title 'Independent Users'. Below it is a toolbar with buttons for '20 items', 'Total : 23', 'ID', 'Search', and a dropdown menu. The main area has two sections: a folder tree on the left and a user list on the right.

**Folder Tree:**

- YourCompany\
- jiransoft (highlighted with a red box)
- MarketingDepartment
- qwer
- test1
- test2

**User List:**

ID	Name	Rights	Modified	Usage	Capacity	Status
aaa	拭威拭威%拭威	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
<input checked="" type="checkbox"/> test	TEST	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

At the bottom, there are navigation links '1 | 2 >' and a large red-bordered button labeled 'Assign Group'.

### Steps for Assigning a Group

## The Register User/Group Screen

### Register User/Group Screen

The screenshot shows the 'Register User/Group Screen' interface. On the left, there is a folder tree under 'YourCompany' containing groups like 'jiransoft', 'MarketingDepartment', 'qwer', 'test1', 'test2', 'test3', 'test4', and 'www'. On the right, a table lists 20 users with columns for ID, Name, Rights, Modified, Usage, Capacity, and Status. The users include 'aaa', 'admin', 'aktrthrt', 'asdf', 'chaweewanc', 'coolkyo', 'enki', 'bjyeo', 'bjyeo12', 'hskim81', 'jjt', 'jlee', 'jwoh', 'ktv', 'najjsiri', 'newid', 'njpark', 'nokim', 'roongruk', and 'tanyaratm'. At the bottom, there are buttons for Refresh, Remove from Group, Disable, Enable, Delete, Modify Group, and Delete Group.

ID	Name	Rights	Modified	Usage	Capacity	Status
aaa	拭廠拭廠%拭廠	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	ຈວັງຮັດ ເລຂະນຸ້ມ	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
bjyeo	bjyeoaaaaaaaaaa...	user	2018-09-12 18:22:08	16.82GB	200.00GB	Active
bjyeo12	bjyeo12	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
ktv	ktv	user	2018-09-12 18:22:09	4.39GB	200.00GB	Active
najjsiri	ນັກສອນ ນັກສອນ ພູພາບ	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	ຮູ້ອັກສ່ ຈຳກັດປະເສົາ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
tanyaratm	ຕ້າມຍຸຕົມ ນັກຄອງຮັງ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active

### 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	jlee
*	Name	Jun2
<input type="checkbox"/> Change Password		
*	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	2048 MB
*	Select Disk	/disk1 Ex.) /disk1~n
Link Availability <input type="text"/> 7 day(s) ('0' : unlimited)		
Status <input type="button" value="Enable"/>		
Group <input type="button" value="Assign Group"/>		
Group Name YourCompany > test2 <input type="button" value="Remove from Group"/>		
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	<input type="text"/>	

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

Select Users

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

<input type="button" value="Remove from Group"/>	<input type="button" value="Disable"/>	<input type="button" value="Enable"/>	<input type="button" value="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"/> <a href="#">test1</a>	test1	user	2018-11-12 18:39:39	11.00MB	256.00MB	Active
<input type="checkbox"/> <a href="#">test11</a>	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"/> <a href="#">test1</a>	test1	user	2018-11-12 18:39:39	11.00MB	256.00MB	Active
<input type="checkbox"/> <a href="#">test11</a>	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

The screenshot shows the 'YourCompany' user management interface. On the left, there's a tree view of users under 'YourCompany'. Under 'jiransoft', there are several groups like 'MarketingDepartment', 'qwer', 'test1', 'test2', 'test3', 'test4', and 'www'. Under 'www', there are users 'aaa', 'admin', 'jlee', 'jwoh', 'kty', 'najjisiri', 'newid', 'njpark', 'nokim', 'roongruk', and 'tanyaratm'. On the right, there's a table with columns: ID, Name, Rights, Modified, Usage, Capacity, and Status. The table has 13 rows corresponding to the users listed in the tree view. A red box highlights the 'ID' column header and the search input field at the top of the table. Below the table are buttons for 'Remove from Group', 'Disable', 'Enable', 'Delete', 'Modify Group', and 'Delete Group'.

ID	Name	Rights	Modified	Usage	Capacity	Status
aaa	拭戚拭戚%拭戚	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
najjisiri	ນັກສີ ນົມເຢສນ ພູຈາດ	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	ຮູ້ອັກສ ຈັນທີປະເສົາ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active
tanyaratm	ຕັງບູວິດນ ມັກຄລຣິງ	user	2018-09-12 18:22:09	0Byte	2.00GB	Active

### User Search Box

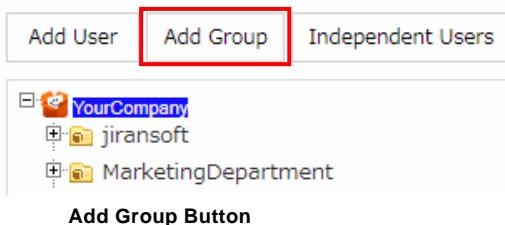
Use the search box at the top right of the **Register User/Group** screen to search for users. You can use the drop-down box to choose whether to search for users by ID, name, email, telephone number, or mobile phone number. Then enter the information in the blank field and click [Search].

## Adding New Groups

### To add a group

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.



- Enter a group id and name.

The screenshot shows the 'Add Group' dialog box. It has several input fields and buttons:

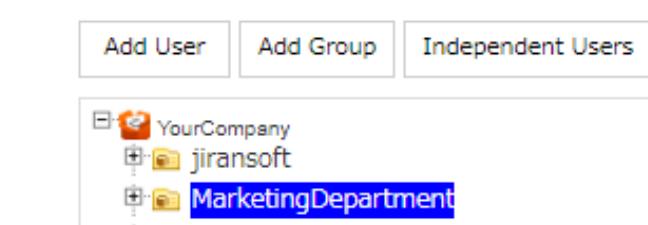
- Group ID:** A text input field containing a placeholder character.
- Group Name:** A text input field.
- Location:** A section containing a button labeled '[Move Group Location]' and a table with two rows. The first row has columns 'Standard Group Name' (containing 'YourCompany') and 'Location' (containing 'Del'). The second row is partially visible.
- Group Permission:** A dropdown menu labeled 'Select Permission ▾'.
- Save:** A large orange 'Save' button at the bottom left.

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

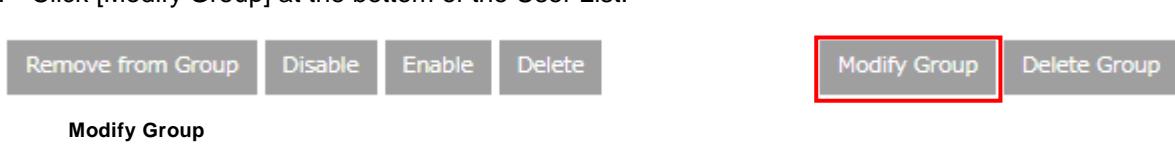
## Modifying Groups

### To modify a group

- In the Register User/Group screen, select the group folder you want to modify from the folder tree.



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



- Modify the group information as you wish.

4. Click [Save].

YourCompany > MarketingDepartment

* Group ID	Marketing
* Group Name	MarketingDepartment
Location	[Move Group Location]
Group Permission	Default ▼
<b>Save</b>	

Save Modifications

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

#### Group Information

YourCompany > MarketingDepartment

* Group ID	Marketing
* Group Name	MarketingDepartment
Location	[Move Group Location]
Group Permission	Default ▼
<b>Save</b>	

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.

Add User   Add Group   Independent Users

YourCompany  
jiransoft  
MarketingDepartment

Select Group

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

Remove from Group   Disable   Enable   Delete   **Modify Group**   Delete Group

Modify Group

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

YourCompany > MarketingDepartment

*	Group ID	Marketing
*	Group Name	MarketingDepartment
Location		<b>[Move Group Location]</b>
Standard Group Name		Location
Group Permission		Default

Save

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

[Move Group Location]

[Add]   [Close]

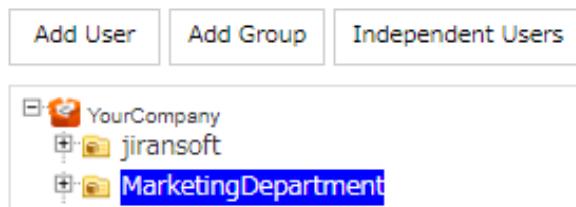
YourCompany  
jiransoft  
MarketingDepartment  
qwer  
test1  
test2  
test3  
test4

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

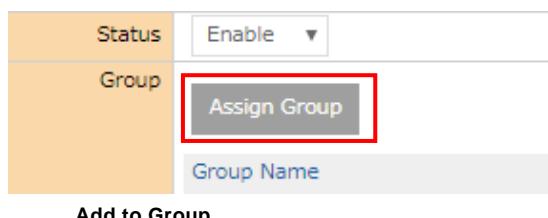
3. Click [OK] in the dialog box that appears.
4. Click [OK] in the dialog box that appears confirming the group has been deleted.

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

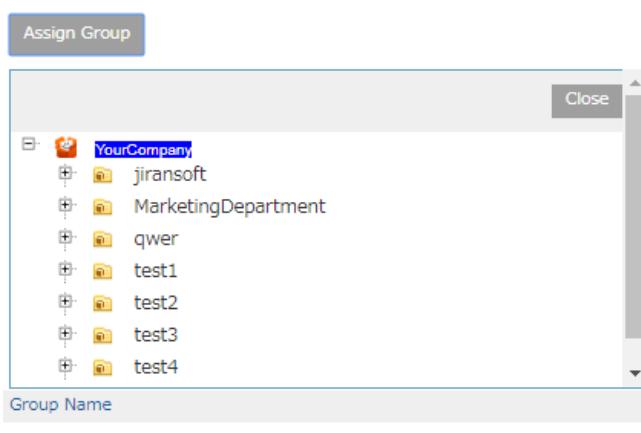
## Assigning Users to a Group

### 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].



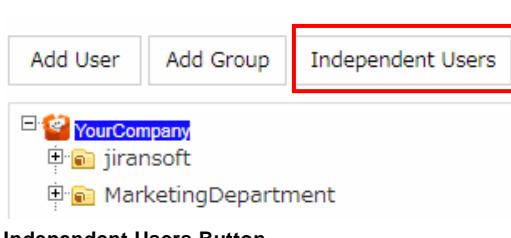
3. A folder tree will appear. Select the group to which you wish to add the user from the tree.



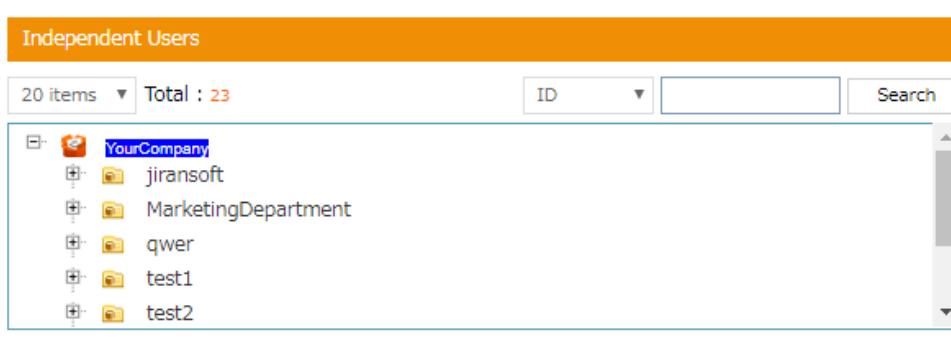
4. Click [Save] at the bottom of the screen.

### To assign an independent user to a group

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



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



- Check the checkbox next to the independent user's name.
- 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:

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

Select Group

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

Select Users

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

Remove from Group

- 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.

The screenshot shows the 'User Information' profile for a user named 'aktrthrt'. In the 'Group' section, there is a list of groups assigned to the user. One group, 'YourCompany > MarketingDepartment', is highlighted with a yellow background. To the right of this group, there is a blue link labeled '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
// 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. Input up to 225 characters.	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.	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,role1,1,1

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.

The screenshot shows the 'YourCompany's Shared Folder' interface. On the left, there is a tree view of shared folders: 'YourCompany's Shared Folder' contains 'BigData', 'test1', 'Cyren', 'Dev-Tool', 'OS', 'QC\_R', 'QC\_RW', 'Server Backup', 'Solution Team', and 'TEST'. On the right, a table lists 10 files with columns for File Name, Create Date, Author, and Size. The table includes rows for 'BigData', 'Cyren', 'Dev-Tool', 'OS', 'QC\_R', 'QC\_RW', 'Server Backup', 'Solution Team', 'TEST', and 'test1'. At the bottom, there are 'Delete' and 'New Folder' buttons.

Total : 10	File Name	Create Date	Author	Size
	<a href="#">BigData</a>	2016-01-11	admin	
	<a href="#">Cyren</a>	2016-04-11	jason96	
	<a href="#">Dev-Tool</a>	2016-04-08	jason96	
	<a href="#">OS</a>	2015-12-18	admin	
	<a href="#">QC_R</a>	2017-04-18	admin	
	<a href="#">QC_RW</a>	2017-04-18	admin	
	<a href="#">Server Backup</a>	2016-01-11	admin	
	<a href="#">Solution Team</a>	2016-11-29	admin	
	<a href="#">TEST</a>	2017-04-21	admin	
	<a href="#">test1</a>	2018-01-23	admin	

### 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.

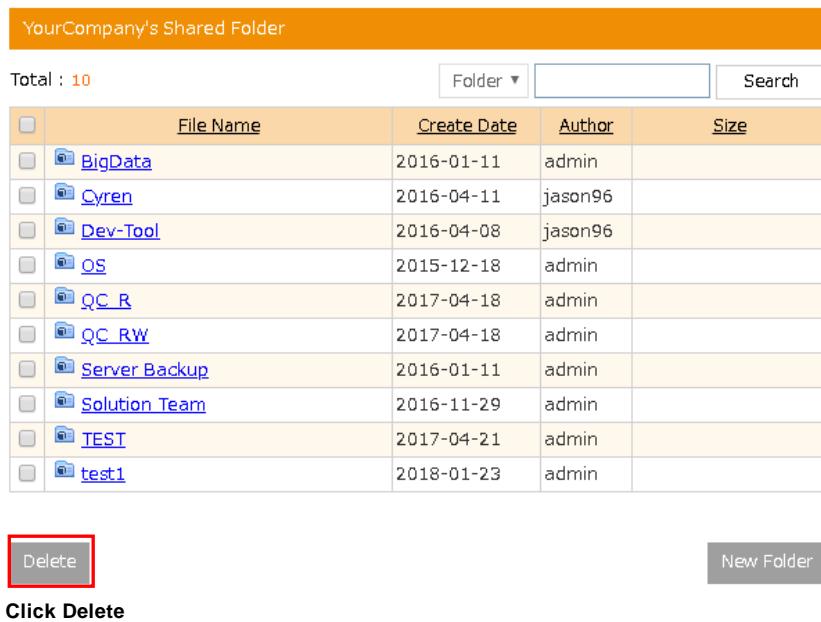
- Add a new folder:** Click the [New Folder] button at the top of the screen to create a new folder. Enter the name of the new folder, input capacity to allocate and then click [Save].

The screenshot shows the 'YourCompany's Shared Folder' interface. On the left, there is a tree view of shared folders. On the right, a table lists 10 files. At the bottom, there is a 'Delete' button and a 'New Folder' button, which is highlighted with a red box.

Total : 10	File Name	Create Date	Author	Size
	<a href="#">BigData</a>	2016-01-11	admin	
	<a href="#">Cyren</a>	2016-04-11	jason96	
	<a href="#">Dev-Tool</a>	2016-04-08	jason96	
	<a href="#">OS</a>	2015-12-18	admin	
	<a href="#">QC_R</a>	2017-04-18	admin	
	<a href="#">QC_RW</a>	2017-04-18	admin	
	<a href="#">Server Backup</a>	2016-01-11	admin	
	<a href="#">Solution Team</a>	2016-11-29	admin	
	<a href="#">TEST</a>	2017-04-21	admin	
	<a href="#">test1</a>	2018-01-23	admin	

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

	File Name	Create Date	Author	Size
<input type="checkbox"/>	<a href="#">BigData</a>	2016-01-11	admin	
<input type="checkbox"/>	<a href="#">Cyren</a>	2016-04-11	jason96	
<input type="checkbox"/>	<a href="#">Dev-Tool</a>	2016-04-08	jason96	
<input type="checkbox"/>	<a href="#">OS</a>	2015-12-18	admin	
<input type="checkbox"/>	<a href="#">QC_R</a>	2017-04-18	admin	
<input type="checkbox"/>	<a href="#">QC_RW</a>	2017-04-18	admin	
<input type="checkbox"/>	<a href="#">Server Backup</a>	2016-01-11	admin	
<input type="checkbox"/>	<a href="#">Solution Team</a>	2016-11-29	admin	
<input type="checkbox"/>	<a href="#">TEST</a>	2017-04-21	admin	
<input type="checkbox"/>	<a href="#">test1</a>	2018-01-23	admin	

**Click Delete**

**Delete** **New Folder**

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



### 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.



You can make the following changes:

- User with permission to selected folder will be listed.



YourCompany's Shared Folder > BigData

RightsList

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

**File List** **Permissions** **Folder Info**

**YourCompany's Shared Folder**

- BigData**
- Cyren
- Dev-Tool
- OS

- 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																									
<input type="checkbox"/> YourCompany <input type="checkbox"/> jiransoft <input type="checkbox"/> MarketingDepartment <input type="checkbox"/> qwer <input type="checkbox"/> test1 <input type="checkbox"/> test2 <input type="checkbox"/> test3 <input type="checkbox"/> test4 <input type="checkbox"/> wwwww		20 items <input type="button" value="▼"/> ID <input type="button" value="▼"/> Search <table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Name</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>aaa</td><td>拭戚拭戚%拭戚</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>chaweeuwanc</td><td>ជីវាទរណ៍ លេខបុរិ</td></tr> <tr><td><input type="checkbox"/></td><td>coolkyo</td><td>coolkyo</td></tr> <tr><td>...</td><td></td><td></td></tr> </tbody> </table> Permission <input type="button" value="R/W/C"/> <input type="button" value="Add"/>			ID	Name	<input type="checkbox"/>	aaa	拭戚拭戚%拭戚	<input type="checkbox"/>	admin	Administrator	<input type="checkbox"/>	aktrthrt	aktrthrt	<input type="checkbox"/>	asdf	asdf	<input type="checkbox"/>	chaweeuwanc	ជីវាទរណ៍ លេខបុរិ	<input type="checkbox"/>	coolkyo	coolkyo	...		
	ID	Name																									
<input type="checkbox"/>	aaa	拭戚拭戚%拭戚																									
<input type="checkbox"/>	admin	Administrator																									
<input type="checkbox"/>	aktrthrt	aktrthrt																									
<input type="checkbox"/>	asdf	asdf																									
<input type="checkbox"/>	chaweeuwanc	ជីវាទរណ៍ លេខបុរិ																									
<input type="checkbox"/>	coolkyo	coolkyo																									
...																											

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																									
<input type="checkbox"/> YourCompany <input type="checkbox"/> jiransoft <input type="checkbox"/> MarketingDepartment <input type="checkbox"/> qwer <input type="checkbox"/> test1 <input type="checkbox"/> test2 <input type="checkbox"/> test3 <input type="checkbox"/> test4 <input type="checkbox"/> wwwww		20 items <input type="button" value="▼"/> ID <input type="button" value="▼"/> Search <table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>Name</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>aaa</td><td>拭戚拭戚%拭戚</td></tr> <tr><td><input type="checkbox"/></td><td>admin</td><td>Administrator</td></tr> <tr><td><input checked="" 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>chaweeuwanc</td><td>ជីវាទរណ៍ លេខបុរិ</td></tr> <tr><td><input type="checkbox"/></td><td>coolkyo</td><td>coolkyo</td></tr> <tr><td>...</td><td></td><td></td></tr> </tbody> </table> Permission <input type="button" value="R/W/C"/> <input type="button" value="Add"/>			ID	Name	<input type="checkbox"/>	aaa	拭戚拭戚%拭戚	<input type="checkbox"/>	admin	Administrator	<input checked="" type="checkbox"/>	aktrthrt	aktrthrt	<input type="checkbox"/>	asdf	asdf	<input type="checkbox"/>	chaweeuwanc	ជីវាទរណ៍ លេខបុរិ	<input type="checkbox"/>	coolkyo	coolkyo	...		
	ID	Name																									
<input type="checkbox"/>	aaa	拭戚拭戚%拭戚																									
<input type="checkbox"/>	admin	Administrator																									
<input checked="" type="checkbox"/>	aktrthrt	aktrthrt																									
<input type="checkbox"/>	asdf	asdf																									
<input type="checkbox"/>	chaweeuwanc	ជីវាទរណ៍ លេខបុរិ																									
<input type="checkbox"/>	coolkyo	coolkyo																									
...																											

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

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

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

	User/Group Name	Permission
<input type="checkbox"/>	test2	R/W/C R/W R
<input type="checkbox"/>	hjyeo12	
<input type="checkbox"/>	T E S T	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
Keyword	<input checked="" type="checkbox"/> File Name	<input checked="" type="checkbox"/> File Path	<input checked="" type="checkbox"/> User ID
<b>Search</b>			

#### Search Results

Total : 864 items 1 / 44 Page <a href="#">◀◀</a> <a href="#">◀</a> <a href="#">▶</a> <a href="#">▶▶</a>   <a href="#">Next</a> <a href="#">▶▶</a>				20 items ▾	
No.	File Name	Path	Date	IP Address	Status
1	<a href="#">03493_westmittenbuttemonumentvalley_2560x1600.jpg</a>	/test/	2018-12-04 22:50:56	10.52.4.171	Download
	test				

### 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	Security
1	29_システム設定.mp4	<a href="#">/f384e4d65bb53961bab74020775d021a2f4ec573f</a>		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

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 ▶▶](#)

20 items ▾

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.

The screenshot shows a web-based form titled "Add Permission". It has two main sections: "Permission Name" and "Permission Details". The "Permission Name" section contains a text input field with the placeholder "Enter Name". Below it is a "Save" button. The "Permission Details" section contains several checkboxes: "Shared Folder" (checked), "My Folder" (checked), "Use Guest Folder" (unchecked), "File Link" (checked), and "Storage Folder" (checked). A red box highlights the "Permission Name" input field.

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

This screenshot is similar to the previous one, but the "Shared Folder" checkbox in the "Permission Details" section is now checked and highlighted with a red box.

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

This screenshot shows the "Add Permission" form again. The "Save" button at the bottom is highlighted with a red box. Below the form, the text "Click Save" is displayed.

### 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	0	(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].

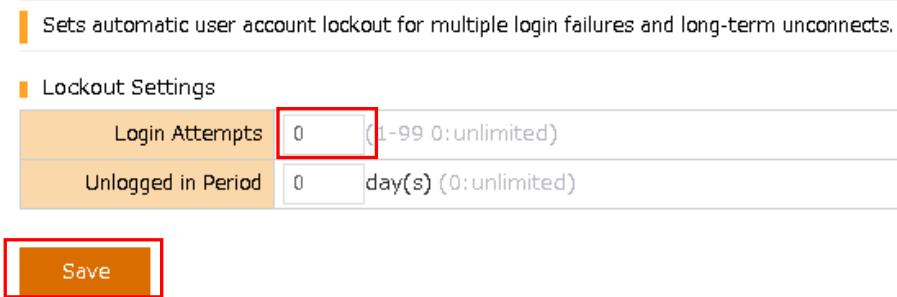
Sets automatic user account lockout for multiple login failures and long-term unconnects.

Lockout Settings

Login Attempts	0	(1-99 0:unlimited)
Unlogged in Period	0	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	0 (1-99 0:unlimited)
Unlogged in Period	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	
Guest User	<input type="radio"/> Allow <input checked="" type="radio"/> Block	
Administrator	<input type="radio"/> Allow <input checked="" type="radio"/> Block	
File Link	<input type="radio"/> Allow <input checked="" type="radio"/> Block	
Admin 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"/>

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	/	

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

- 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"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

- 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"/>
<input type="button" value="Save"/> <input type="button" value="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



Register

+ Register new login image

No file chosen

(Optimal size: 262x52 Pixels)

### Changing the Login Image

#### To set the login/logo image

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

+ Register new login image

No file chosen

(Optimal size: 262x52 Pixels)

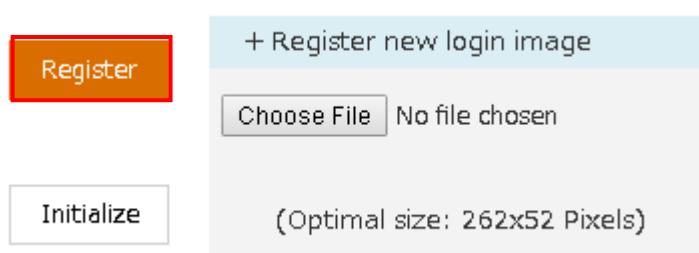
**Click Browse**

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



Select File

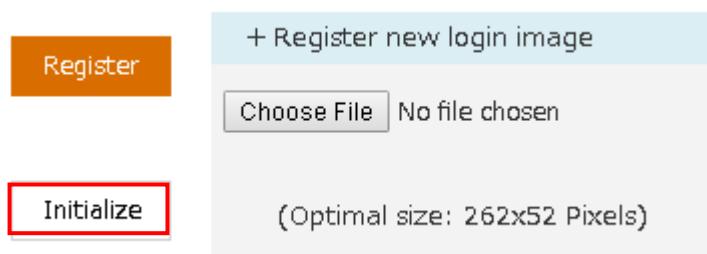
4. Click [Register] to set the file as the login image.



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	admini	(Ex. Greg, Senior MIS Manager)
Telephone	123	(Ex. 02-123-1234)
Mobile	4356	(Ex. 01*-1234-5678)
E-mail	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	
New Password	
Confirm Password	

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



General Information

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

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](#)

### 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. 오 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.

## 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="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

## 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.