



User Guide

CSB-FTS2

CSB-Automation AG
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Address-Nr.: 90201

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User Guide	CSB-Automation AG	Version-Nr.:	1.1	Page:	1 of 13
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Table of Contents

1	Contact.....	3
2	Conference and document information	4
2.1	CONFERENCE INFORMATION	4
2.2	DOCUMENT INFORMATION.....	4
3	Start area.....	5
3.1	REGISTER.....	5
3.1.1	<i>Register Request</i>	5
3.1.2	<i>Mail Confirmation</i>	6
3.1.3	<i>Approval</i>	6
3.2	LOGIN	6
3.3	LOGOUT	6
3.4	FORGOT PASSWORD.....	7
4	Account management	8
4.1	PROFILE.....	8
4.2	PASSWORD	8
4.3	CREATE OTHER USER	8
4.4	AUTOCOMPLETE RECORD.....	8
5	Data sharing	9
5.1	UPLOAD	9
5.2	CREATE LINK.....	9
5.3	LINK DATA.....	10
5.3.1	<i>Title</i>	10
5.3.2	<i>Description</i>	10
5.3.3	<i>Recipients</i>	10
5.3.4	<i>Expires In</i>	10
6	Manage Files.....	11
6.1	ENTRIES.....	11
6.2	FILTER	11
7	Manage Links.....	12
7.1	ENTRIES.....	12
7.2	FILTER.....	12
8	Downloads.....	13
9	FAQ	13
9.1	HOW CAN I CHANGE THE EXPIRY DATE OF A USER ACCOUNT?.....	13
9.2	WHAT ARE THE PASSWORD REQUIREMENTS?	13



1 Contact

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2 Conference and document information

2.1 Conference information

Date	Place	Participants		
		Customer	CSB	Partner

2.2 Document information

Version	Date	Author	Changes
1.0	2018-06-19	D. Wyss	Document creation
1.1	2018-07-06	L. Favaro	Document revision and corrections



3 Start area

3.1 Register

To really start working with the CSB-FTS2 an account is needed. Herein is described how the account creation is done.

Internal users are able to create an account without anyone's approval. Externals on the other hand need to first ask an internal before they finish creating their account. If a user is internal or external, is determined by the domain name of the e-mail address. Users can also be invited, this means that they can skip the register request and register approval step and follow step 3.1.2 - 3.1.3.

3.1.1 Register Request

To request one you have to press „Register as a new User?“. Thereafter the e-mail address has to be inserted. If the address is detected as internal, the other options disappear. Externals however have to insert the e-mail of their contact. Additionally you can give a reason why you would like an account, which is visible to the contact.

A mail with a link will be sent to the requested e-mail address.

Request Account

Create a new account.

Email	<input type="text"/>
Contact Email	<input type="text"/>
Reason	<input type="text"/>
<input type="button" value="Register"/>	

internal users

external users

Log in

Email	<input type="text"/>
Password	<input type="password"/>
<input type="checkbox"/> Remember me?	
<input type="button" value="Log in"/>	
Forgot your password?	
Register as a new user	

Request Account

Create a new account.

Email	<input type="text" value="example@csb.com"/>
<input type="button" value="Register"/>	

Request Account

Create a new account.

Email	<input type="text" value="example@example.com"/>
Contact Email	<input type="text" value="example@csb.com"/>
Reason	<input example\"="" files."="" type="text" value="I need access to upload the \"/>
<input type="button" value="Register"/>	



3.1.2 Mail Confirmation

The register mail is sent to the specified e-mail address with a link to the password selection page, where you insert a new valid (9.2) password in both fields.

FTS2

Confirm your email

Please confirm your account by clicking this link: [Click here](#)

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Confirm email
Please chose a password for your account.

Password: Confirm password:

3.1.3 Approval

External users need to wait for the specified internal contact to approve the request before they can log in. Internals in the other hand are now registered.

3.2 Login

To log in you have to insert your e-mail address and password in the respective fields. To keep being logged in you can toggle the “Remember Me?” option. Then press the “Login” Button and if the inserted data is correct, you will find yourself on the “Upload Page”.

Log in

Email:

Password:

Remember me?

3.3 Logout

To Log out press the "Log out" button on the navigation bar.





3.4 Forgot password

If the password has been forgotten, you can reset it per e-mail. At first you need to press "Forgot your password" on the start site. Thereafter an e-mail containing a link to the "Reset Password" page will be sent to the entered e-mail address. Follow the aforementioned link and insert your new password twice. Is the password valid (9.2) you will be redirected to another page.

Log in

Email

Password

Remember me?

[Forgot your password?](#)

[Register as a new user?](#)



Forgot your password?

Enter your email.

Email
Reset password
Reset your password.

Password

Confirm password

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FTS2



Reset Password

You may reset your password by clicking here: [link](#)

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Reset password confirmation

Your password has been reset. Please [click here](#) to log in.



4 Account management

The screenshot shows the top navigation bar of the CSB-Automation application. On the left is the CSB logo and the text "FTS2". In the center is the text "Administration". On the right are two buttons: "Hello david.wyss@csb.com!" with a red oval around it, and "Log out".

The account management site contains user-specific settings. It is accessed via the red encircled text in the navigation bar.

4.1 Profile

The profile tab informs about the users email and the accounts expiration date. As you see here this account never expires due to the fact that he is internal.

4.2 Password

If you know the old password you can reset your password here. Insert your current password, then a new valid (9.2) password twice and press "Change Password".

4.3 Create Other User

Create Other User	
Email	<input type="text"/>
Expire after	<input type="text"/> 2 Weeks
<input type="button" value="Create"/>	

This option is only visible to internal users. Here you can create new users or alter another users account by inserting the e-mail address and selecting a new expiration date. If the user doesn't exist, you create a new account and send a link to the password selection, to the e-mail address. Does the user exist, you instead just set a new expiration date.

Profile

Email	<input type="text"/> david.wyss@csb.com <input checked="" type="checkbox"/>
ExpiryDate	Never
Change password	
Current password	<input type="text"/>
New password	<input type="text"/>
Confirm new password	<input type="text"/>
<input type="button" value="Update password"/>	

4.4 Autocomplete Record

When files are being sent to recipients, those addresses are saved by the autocomplete function. Here you can see and delete them.

Autocomplete Record

Email	Times used	
test.ing@test.ing	1	Remove
tt@tt.tt	1	Remove
test@test.test	1	Remove



5 Data sharing

To share data a link is needed. To send a link for a new file you use the upload tab. For creating a link to an existing file use the “create Link” tab.

5.1 Upload

You can drag and drop files into the grey area or press the “Select Files” button and select your file. Files can be removed by clicking on the ✖-Symbol.

If one or more files have the same file name, a menu pops up with three possibilities:

- Replaces the current file with the new one.
- Rename the new file.
- Skip the file and just keep the current file.

The screenshot shows a "Files" section with a "Drop your files here or Select Files" input field. Below it is a list of four files: Data1.txt, Data2.txt, Data3.txt, and Data4.txt, each with a size of 26 B and a remove icon (✖). A message "duplicate file found: Data1.txt" is displayed above a comparison section. The "CURRENT" file (Data1.txt) has "last access: 24.5.2018, 09:29:03" and "file size: 26 B". The "NEW" file (Data1.txt) has "last access: 24.5.2018, 09:29:03" and "file size: 26 B". At the bottom are buttons for "Replace", "Rename", and "Skip", with "Replace all" and "Rename all" options below them.

These options can also be used onto all duplicate files with the "... all" button.

Thereafter fill out the rest of the form explained in 5.3.1 to 5.3.4.

5.2 Create Link

File

A file selection dialog box titled "File" with a dropdown menu showing "Please select file". Below it is a list of four files: Link4 (Data4.txt.zip - 97,0 KB), Link3 (Data3.txt.zip - 97,0 KB), Link2 (Data2.txt.zip - 97,0 KB), and Link1 (Data1.txt.zip - 97,0 KB).

After you press “Please select file” and selected a file, create a link by filling out the rest of the form explained in 5.3.1 - 5.3.4.



5.3 Link data

5.3.1 Title

Title

Short Description of the link.

5.3.2 Description

Description

The Description gives more detailed Information about the Link. (for instance what the recipient has to do with it). The description is Optional.

5.3.3 Recipients

Links will be sent to all the added recipients. Recipients are added by writing the e-mail address into the textbox and clicking the +-Symbol or clicking one of the autocomplete results. If one entry should be removed from the list click its ✖-Symbol. Should an autocomplete entry be permanently removed, click its ⚡-Symbol.

Add Recipients

<input type="text" value="t"/>	
t	
test.ing@test.ing	
tt@tt.tt	
test@test.test	

Recipients: 2

test.ing@test.ing	
tt@tt.tt	

5.3.4 Expires In

Is the timespan after which it will be inactive. This means its files can't be accessed anymore. It should be noted, that they can be revived in the "Manage Links" tab.

ExpiresIn



6 Manage Files

Here you can view and manage your uploads.

6.1 Entries

In this table you see the title, name and size of your Uploads. If you want to remove an uploaded file and all links that reference that file, click on “Remove”. If you want more detailed information, click the entry.

6.2 Filter

Filter options are accessed via the «Filter Options» Button. You can filter with the Title, filename, description and the deletion status of the entries.

Enable Filter

Title contains
Leave empty if not necessary

Description contains
Leave empty if not necessary

Filename contains
Leave empty if not necessary

Expiry state

Other options
 Show deleted links?



7 Manage Links

Here you can view and manage your links.

7.1 Entries

In this table you see the title, recipient and size of your Uploads. To see details like the expiration date and information about downloads via this link, click the entry. If you want to remove an uploaded file and all the links that reference that file, click on "Remove". Or klick "Edit Link" to alter the expiration date of a link. If "Show deleted links?" is active in the filter options, a «Resurrect» Option appears. Click it to make the link available again.

7.2 Filter

Filter options are accessed via the «Filter Options» Button. You can filter the title, description, expiration status and deletion status of the entries.

Filter options

Title contains

Leave empty if not necessary

Description contains

Leave empty if not necessary

Filename contains

Leave empty if not necessary

Other options

- Show deleted links?
- Show expired links?

Apply Filter

Clear Filter

Close

Product Keys 8 downloads X

File: Product Keys (Keys.txt.zip)

Description:

Recent downloads:

213.221.250.85 (Switzerland)	14.06.2018 09:33:28
213.221.250.85 (Switzerland)	14.06.2018 09:33:32
213.221.250.85 (Switzerland)	14.06.2018 09:33:38
213.221.250.85 (Switzerland)	14.06.2018 09:33:43
213.221.250.85 (Switzerland)	14.06.2018 09:33:45
213.221.250.85 (Switzerland)	14.06.2018 09:33:50

Recipient: test@test.com

Created on:
29.06.2018 07:59:59

Expires on:
13.07.2018 07:59:59

Close

Edit Link

Remove Link



8 Downloads

Here you can view detailed information about downloads of your files. The «Realtime Visualization» shows currently run download processes (⊕), whereas «History» shows failed (⚠) or finished (✓) download processes.

Realtime Visualization

Link	Email / Label	File	Progress	Download Speed	Started	
OS ISOS	david.wyss@csb.com	OS ISOS (4GB.zip)	<div style="width: 50%;">50%</div>	40.1 MB/s	29.06.2018 08:25:28	Details

History

Link	Email / Label	File	State	Started	Finished
OS ISOS	david.wyss@csb.com	OS ISOS (4GB.zip)	⚠	29.06.2018 08:25:13	29.06.2018 08:25:24
Product Keys	test@test.com	Product Keys (Keys.txt.zip)	✓	29.06.2018 08:25:04	29.06.2018 08:25:04

9 FAQ

9.1 How can I change the expiry date of a user account?

On the “Create Other User” Tab in the account management you can insert the user and the desired timespan.

9.2 What are the password requirements?

The amount of characters in the password must be in-between 8 and 100.