



SMARTSHARE CRYPTOBOX USER & ADMIN GUIDE

3.0

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Revision History

Version	Description	Author	Date
0.1	Document creation.	Gary So	30 November, 2018
0.2	First revision.	Bang Wu	3 December, 2018
0.3	Second revision according to user comments. Site Map added.	Jacky Lee	14 December, 2018
0.4	Update Admin manual with parameters setting System behavior	Jacky Lee Kim Yeung	25 April, 2019
0.5	Troubleshooting	Jacky Lee Kim Yeung	5 July, 2019

Initiate CryptoBox Environment

After you had activated CryptoBox account, you will enter to initial setup page. (Please reference to CryptoBox quick start guide to setup and activate your CryptoBox account). Click "Begin" to continue.

CryptoBâx

Jacky



Welcome to Folder Structure Library

Before you can enjoy the benefits that SmartShare will bring you, follow these 3 steps to setup your SmartShare environment.

STEP 1



Create Users

STEP 2



Pick a Folder Template

STEP 3



Assign Permission

Begin

To invite other users to use Cryptobox, enter the information of Email address, First Name, and Last Name per line for each user, and click "Next" to continue.

1. Create Users

2. Pick a Folder Template

3. Assign Permission



Create User

You can now enter e-mail addresses and names(optional but highly recommended) of the users that will use SmartShare later. They will receive activation e-mails after you have completed this configuration wizard. Enter one user in each line.

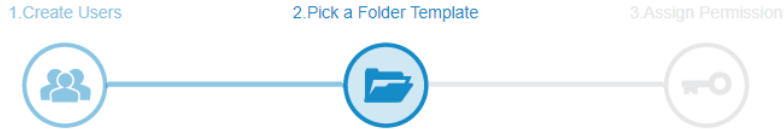
jacky.lee@paradm.com	Jacky	Lee	
Email Address	First Name	Last Name	×
Email Address	First Name	Last Name	×
Email Address	First Name	Last Name	×
Email Address	First Name	Last Name	×
Email Address	First Name	Last Name	×
Email Address	First Name	Last Name	×

1 of 10 user entered

Back

Next

If you wish to build up your own folder structure, you can pick a folder template for easy folder setup. Click "Next" to continue.



Pick a Folder Template

Please select your usage(s) of SmartShare from the following list. We will recommend the folder structures for you based on our best practice. You may customize your folder structure in the next step.

1. Number **Less than 10**

2. Target usage(s):

<input type="button" value="Balance Sheet"/>	<input type="button" value="Claim Form"/>
<input type="button" value="Company Notice"/>	<input type="button" value="Event"/>
<input type="button" value="Financial Report"/>	<input type="button" value="IT Invoice"/>
<input type="button" value="IT Manual"/>	<input type="button" value="Job Application Form"/>

Preview:

Company Folders

You can click “New Folder” to create your customized folder name, or click “Move” or “Delete” to adjust your folder structure. Click “Next” to continue.

1. Create Users

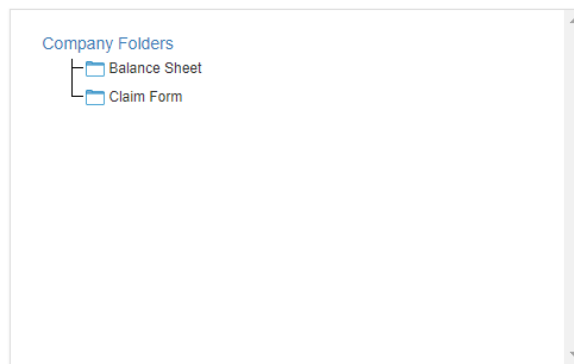
2. Pick a Folder Template

3. Assign Permission



Pick a Folder Template

You may now re-arrange, add, rename or delete the folder structure that SmartShare will create for you.



New Folder

Move

Delete

Back

Next

At Assign Permission step, assign user permission by clicking “Add”.

CryptoBix Jacky ▾

1. Create Users 2. Pick a Folder Template 3. Assign Permission

Assign Permission

For each root folder under Company Folders, you are required to assign at least one Folder Manager. You could also assign appropriate users so that they could access that folder.

Company Folders

- Balance Sheet
- Claim Form

Assigned Users:

No access right assigned for this folder.

Select or type the user name to assign user permission. Permissions are defined as follows:

Full Access	Users with Full Access rights could perform any actions and assigning permissions on files and subfolders.
Folder Manager	Users with Folder Manager rights could perform similar actions as users with Full Access Rights, but they are not able to create or delete top-level Company Folders.
Contributor	Users with Contributor rights could manipulate documents and subfolders with limited permissions. They are prohibited to delete documents and subfolders, changing their permissions or adjusting Team Alerts.
Reader	Users with Reader rights could access documents and subfolders with limited access. They could not make any changes on documents and subfolders.
No Access	Users with No Access rights are prohibited to access to any documents or subfolders.

Click "Add" to continue.

Add User ✕

You are adding users to folder "Balance Sheet".

Type a name to search

- ✓ Jacky Lee, (jacky.lee@paradm.com)

Permission ⓘ

Full Access ▼

Add Cancel

Click "Next" to continue.

1. Create Users

2. Pick a Folder Template

3. Assign Permission



Assign Permission

For each root folder under Company Folders, you are required to assign at least one Folder Manager. You could also assign appropriate users so that they could access that folder.

Assigned Users:

Company Folders

- Balance Sheet ✓
- Claim Form ✓

- Jacky Lee, (jacky.lee@paradm.com)
Full Access

Add

Remove

Previous Folder

Next

You can type a message and send to all invited user, or click “Finish” to start using CryptoBox.

1. Create Users

2. Pick a Folder Template

3. Assign Permission



Almost Done

You have entered necessary information to initialize your SmartShare environment. Before we start configuring your SmartShare environment, you may enter additional message that will be displayed in the activation email received by each user.

Message to all users (optional)



Please click Finish to setup your environment, or click Back to adjust the settings.

Finish

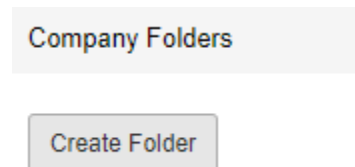
Back

User guide

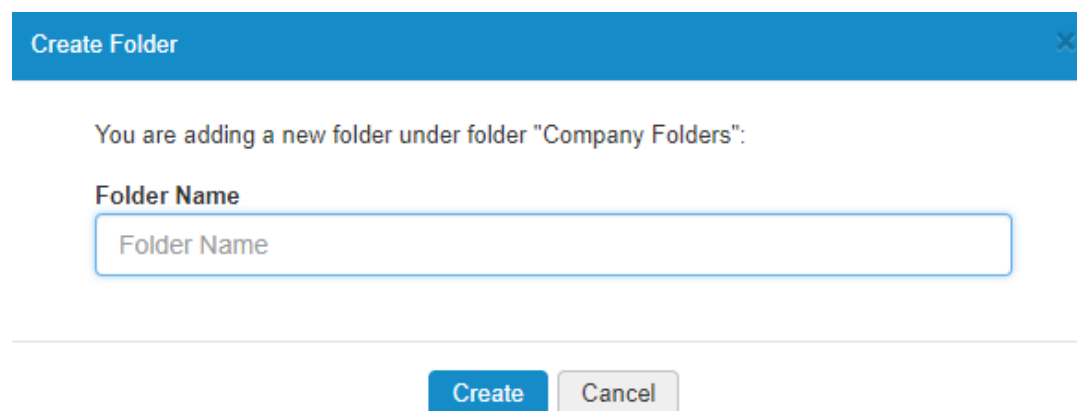
Create folder

You can create the folder in the CryptoBox to store the files with the following steps.

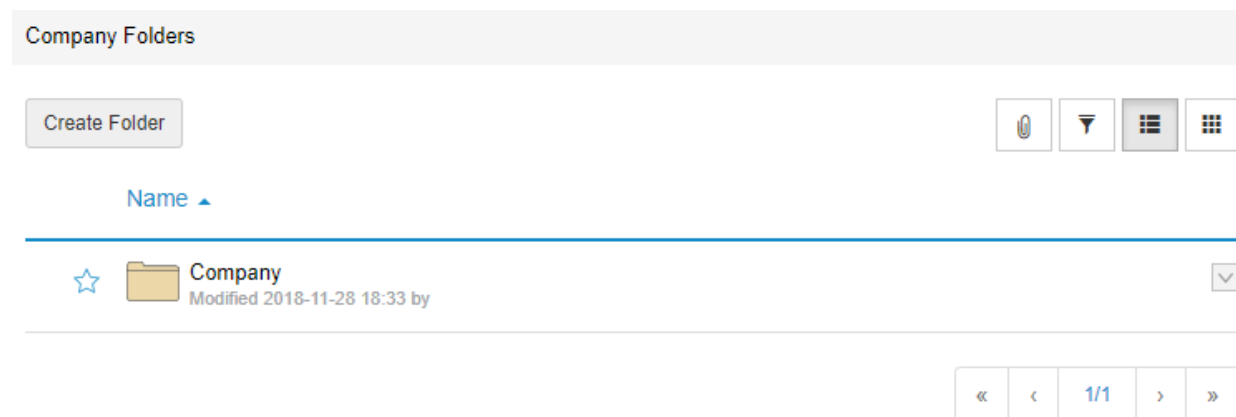
Click "Create Folder".



Enter the folder name and click "Create".



The new folder has been created.

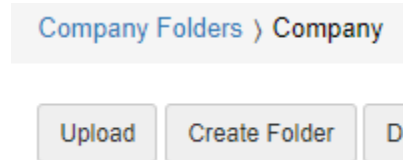


Upload file

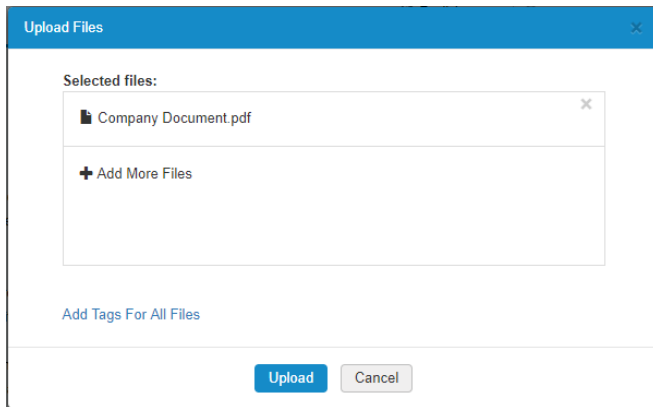
You can upload files in the CryptoBox with the following steps.

NOTE: You cannot upload any files at the top level of Company Folder.

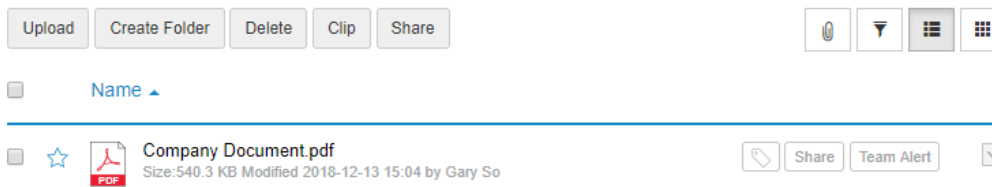
Click "Upload".



Once you choose a file, you can see a summary list on upload queue. You can select more files by clicking "+Add More Files". Click "Upload" to upload the files.



The new file has been uploaded.

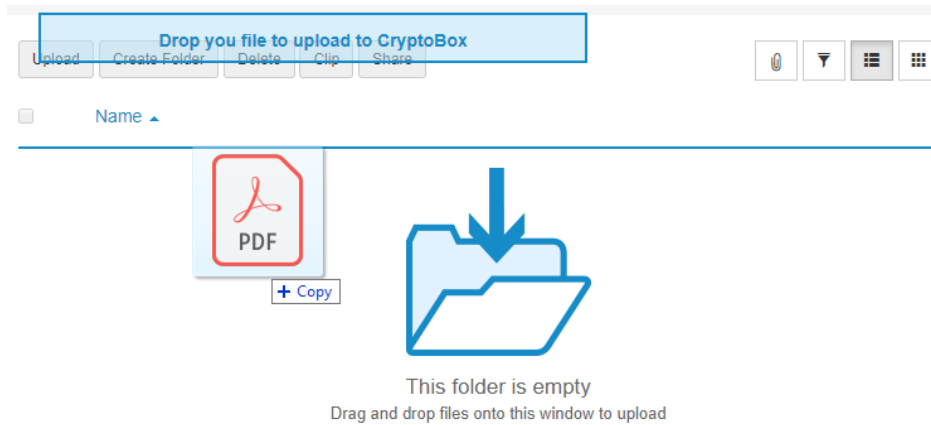


Drag file into CryptoBox

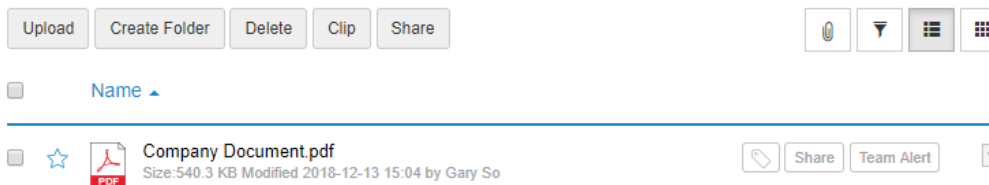
You can drag files in the CryptoBox with the following steps.

NOTE: You cannot drag any files at the top level of Company Folder.

At “Company Folders” or “My Documents”, drag file into window to upload.



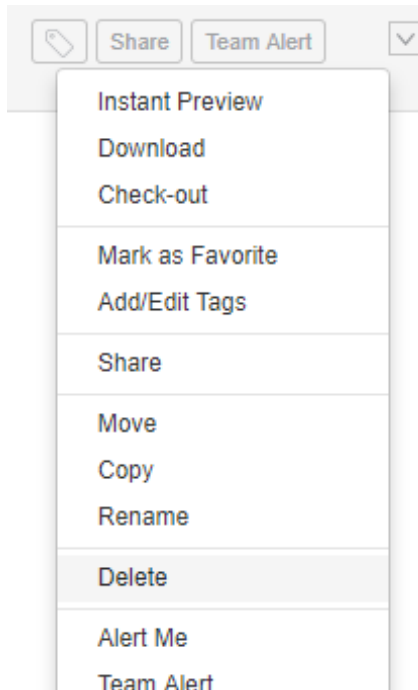
The new file has been uploaded.



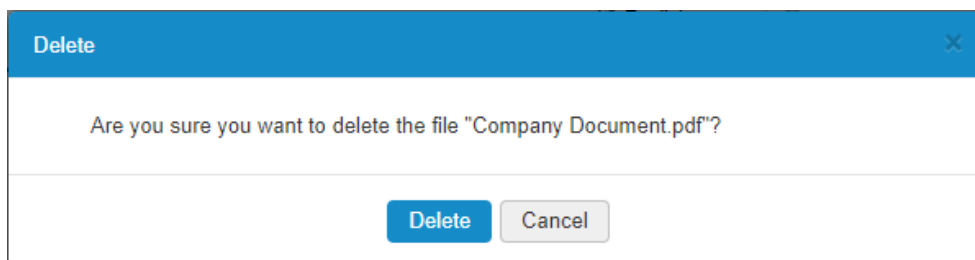
Delete file / folder

You can delete file or folder in the CryptoBox with the following steps.

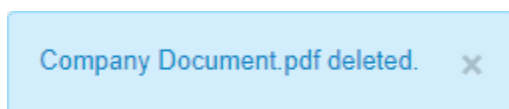
Click the context-menu you want to delete, select "Delete".



Click "Delete" if you confirm to delete.



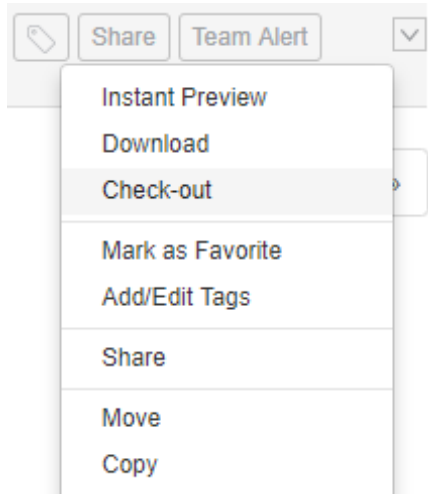
The new folder has been created



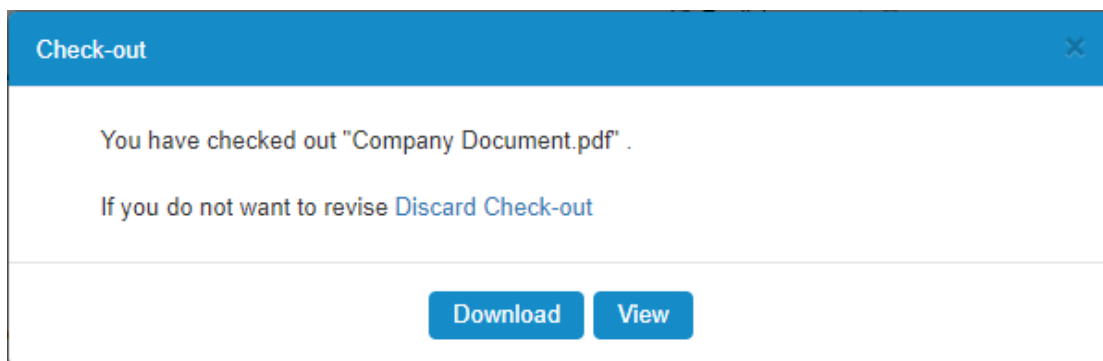
Check out / in file

You can check out the file from CryptoBox and prevent other users to edit the file. Once you finished editing the file, you can check in the file back to CryptoBox again. All changes and updates of the file will be available to all users once the file is checked in.

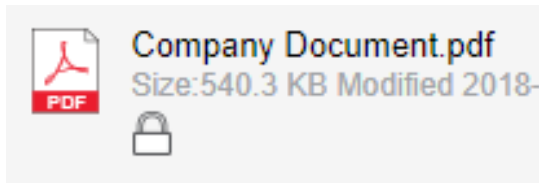
Click the context-menu you want to check-out, select “Check-out”.



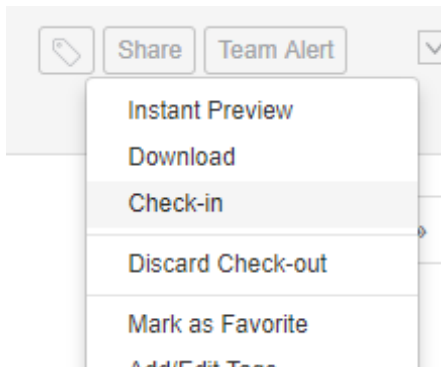
Once you checked-out the file, you can either click “Discard Check-out” to cancel check out, click “Download” to edit your file, or click “View” to perform online viewing.



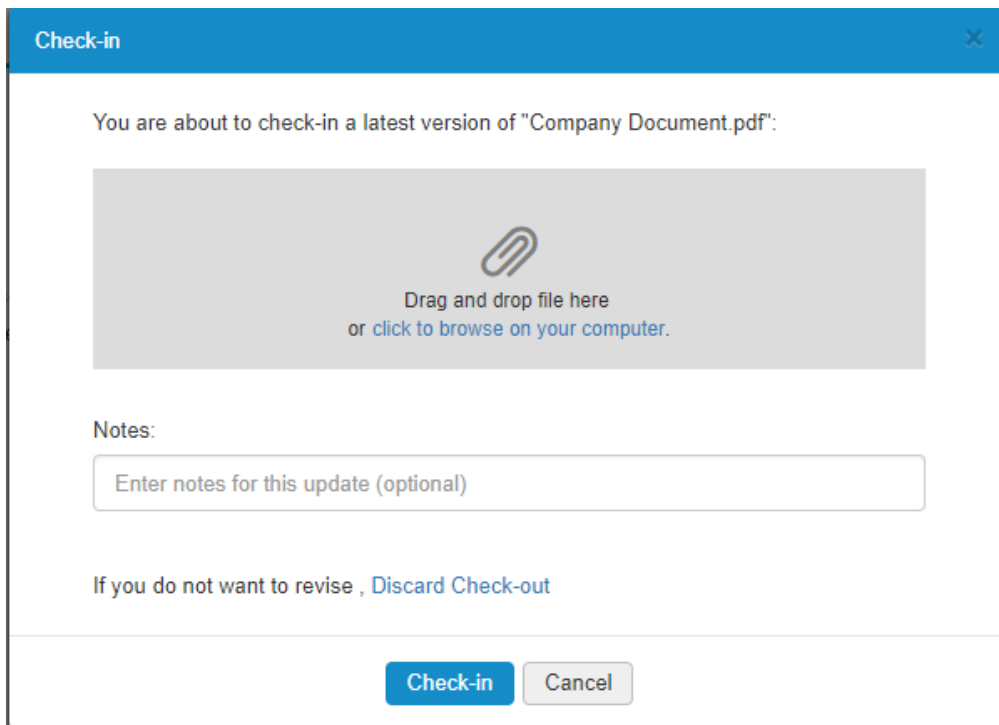
You will see a lock appear for checked-out file.



Once you finished editing your files, click the context-menu you want to check-in, select "Check-in".



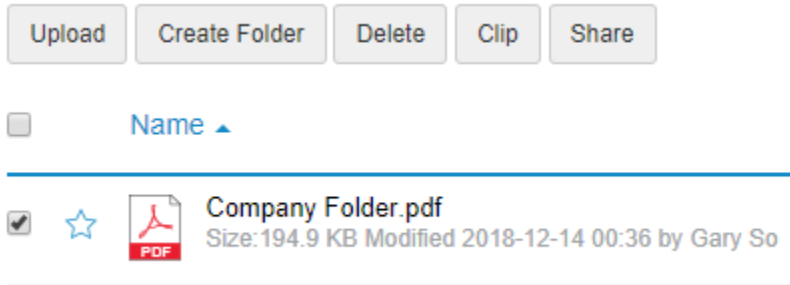
Once you selected the "check-in" action, you can either choose "click to browse on your computer" to select your file, drag and drop the file to the designated zone and click "Check-in", or choose cancel check-out by clicking "Discard Check-out".



Clip file and usage

You can select multiple files and clip them in the clipboard. You can perform bulk actions in the clipboard, and the actions will apply to all the files in the clipboard.

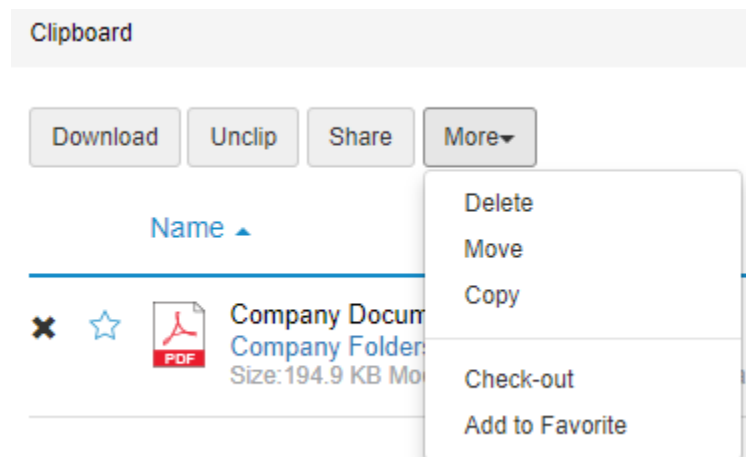
Select the check box you want to clip, click "Clip".



Once you clip the, a blue notification badge will show up.



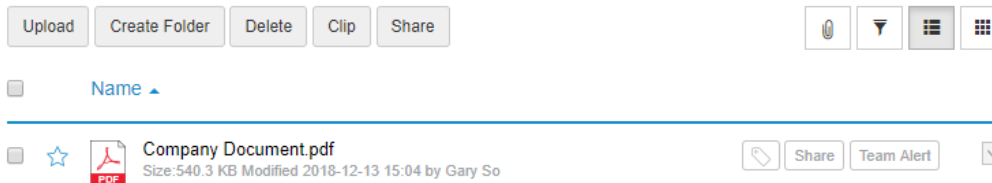
You can perform bulk action in clipboard, "Download", "Share", "Delete", "Move", "Copy", "Check-out" or "Add to Favorite".



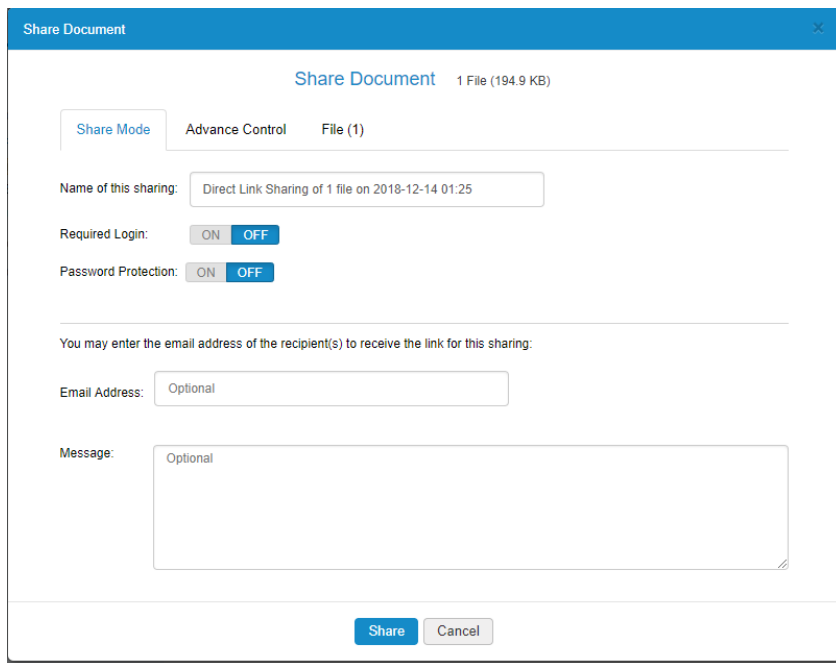
Share file

You can share the file to other people to view or download by sharing the link to them.

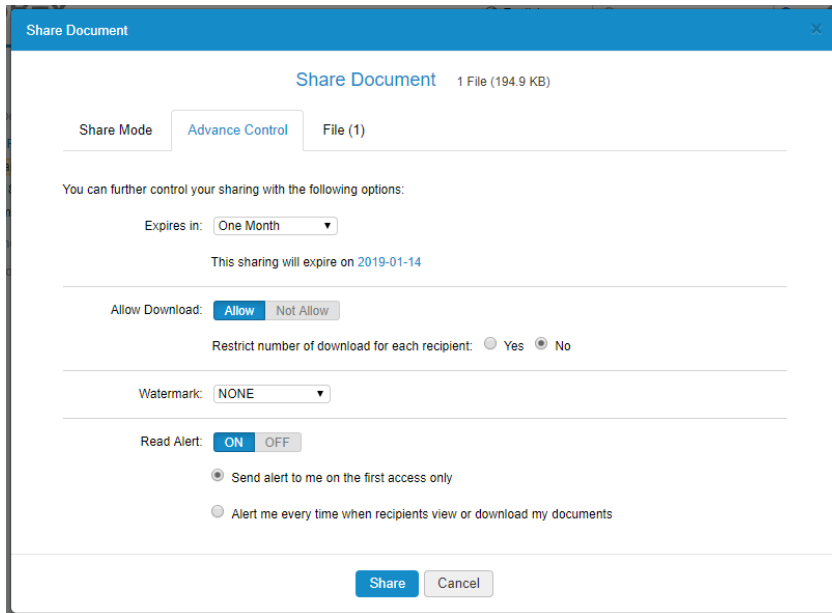
Click the Share button at the side of your document.



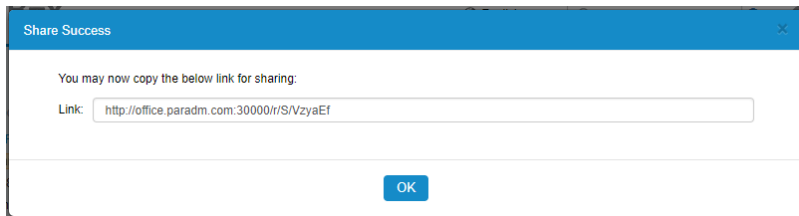
You can enable “Required Login” or “Password Protection”, or you can click “Share” for anonymous share. Type email address and message if you want to share the file to specific person.



You can also share your file in advanced setting.



After you clicked “Share”, an URL will be generated for access.



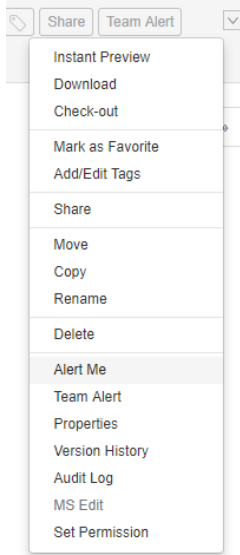
You will see a share icon appears for shared file.



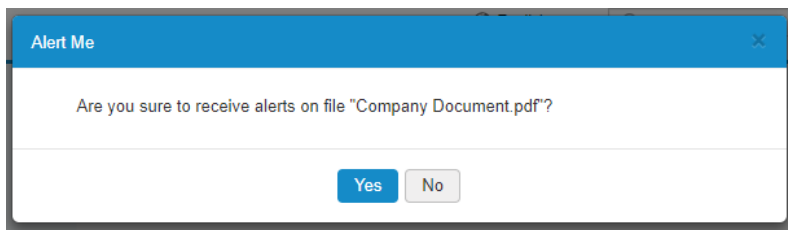
Alert me

You can enable alert function for a specific file. When the file is viewed or downloaded by other users, the system will send an alert email to notify you.

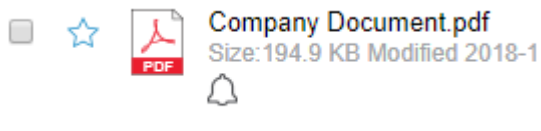
Select the check box you want to setup alert, click “Alert Me”.



Click “Yes” to continue.



You will see an alarm icon appears for alert file.

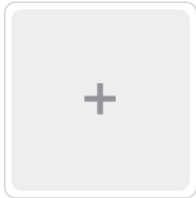


Create SmartButtons

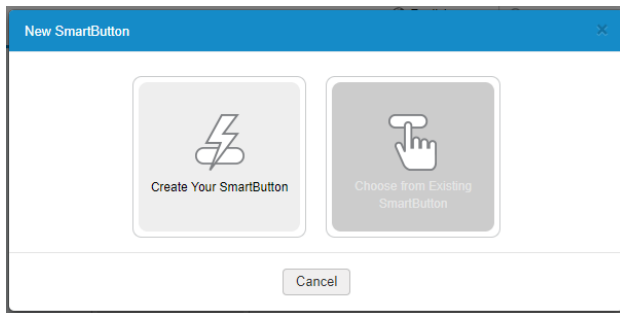
To create SmartButton, click **+** icon.

SmartButtons | Manage SmartButt

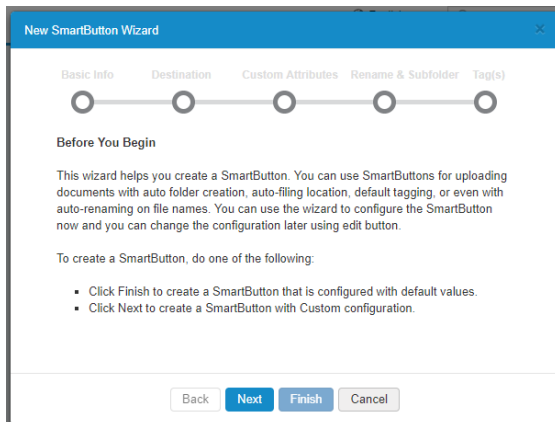
Select a SmartButton to manage or cri



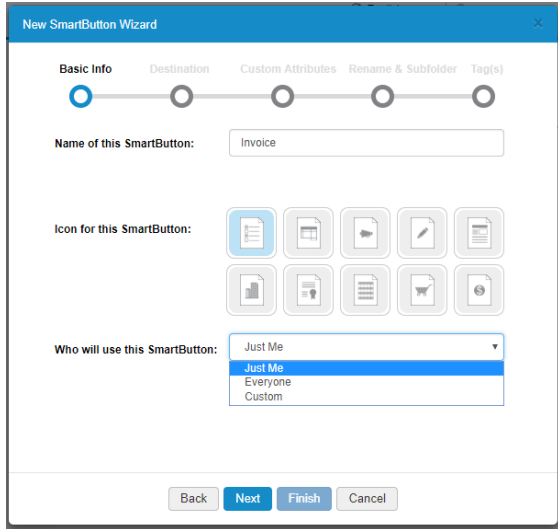
Click “Create Your SmartButton”.



Click “Next” after you read the introduction.

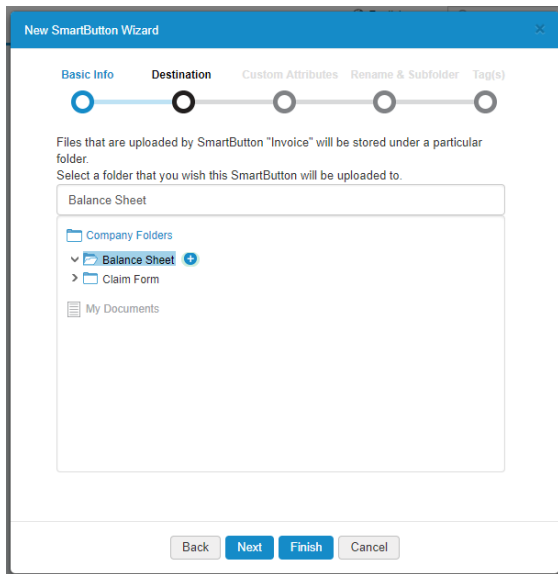


Type SmartButton name and choose one icon. Select “Just Me” for personal use, “Everyone” for public use, or “Custom” for specific person. Click “Next” to continue.

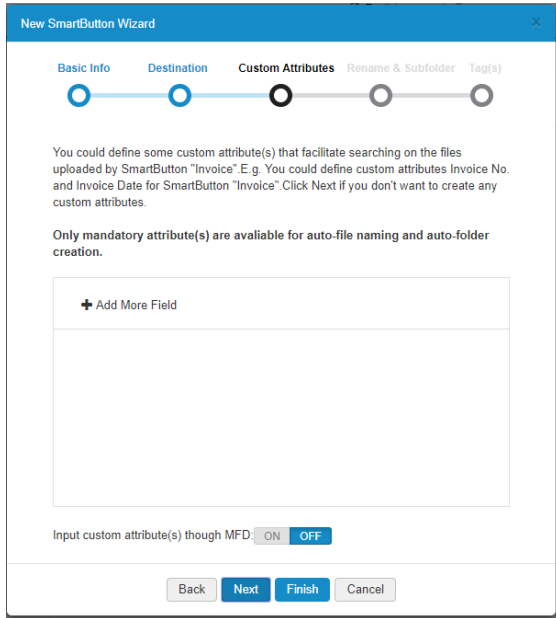


Select the folder then click “Next”.

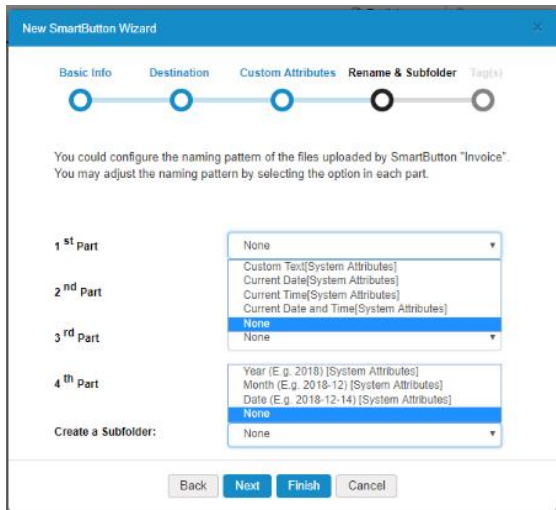
NOTE: you can simply to click “Finish” for basic SmartButton creation.



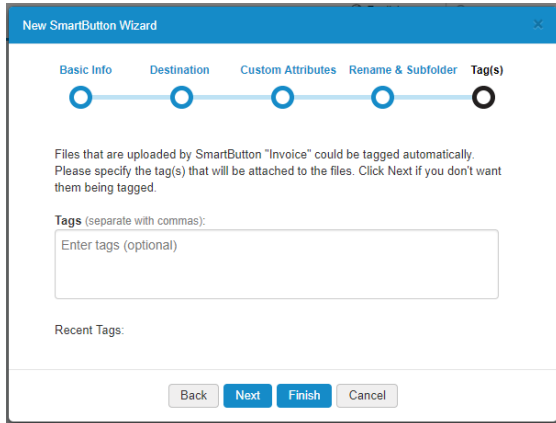
Add attribute(s) if you want to search much more effective or skip this step by clicking “Next”.



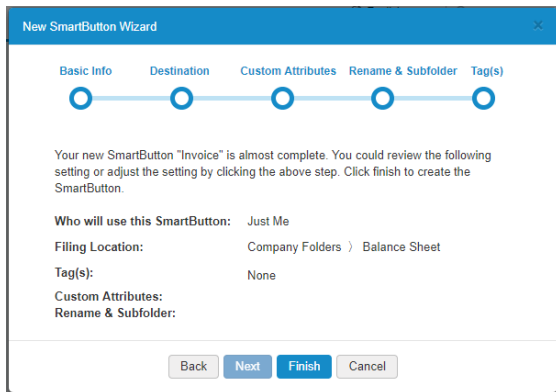
You can choose rename policy, or subfolder creation when file upload via SmartButton. Click “Next” to continue.



Enter any tag in the optional field, and click “Next” to continue.



Click “Finish” to complete the process.



Once you create the SmartButton, you can now able to drag the file on SmartButton to automated the upload process.

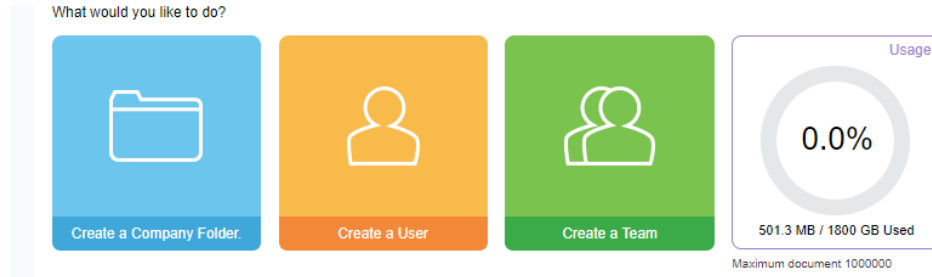
Drag your files on the SmartButton to t:



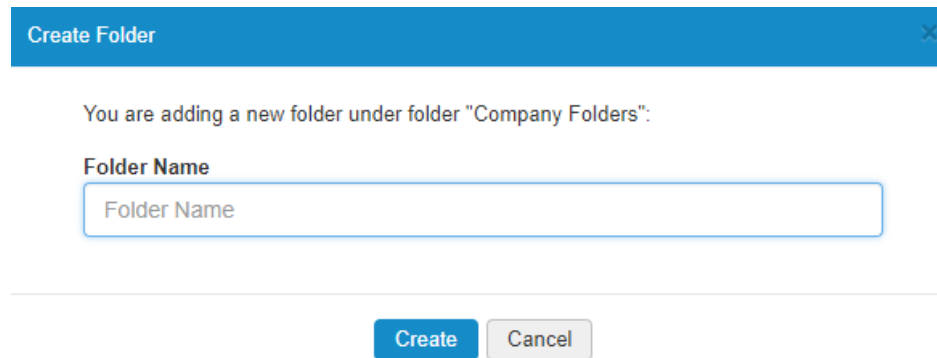
Administrator guide Create a company folder

You can create the company folder in the CryptoBox to store the files with the following steps.

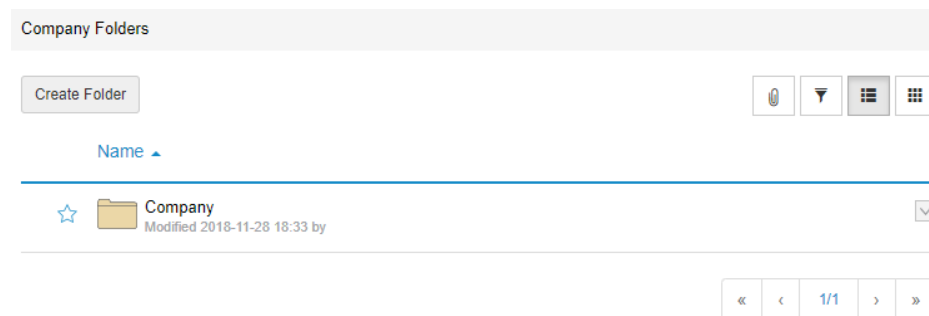
Click "Create a Company Folder".



Enter the folder name and click "Create".



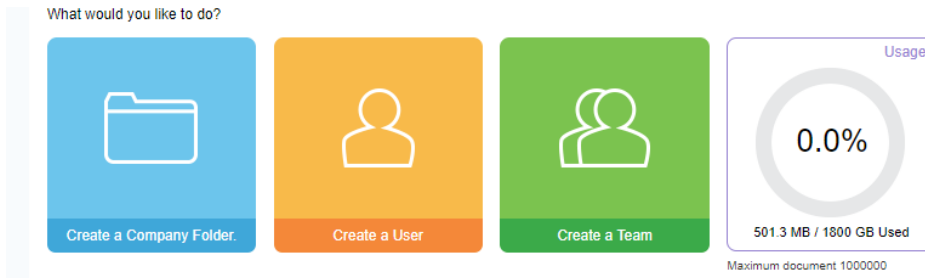
The new folder has been created.



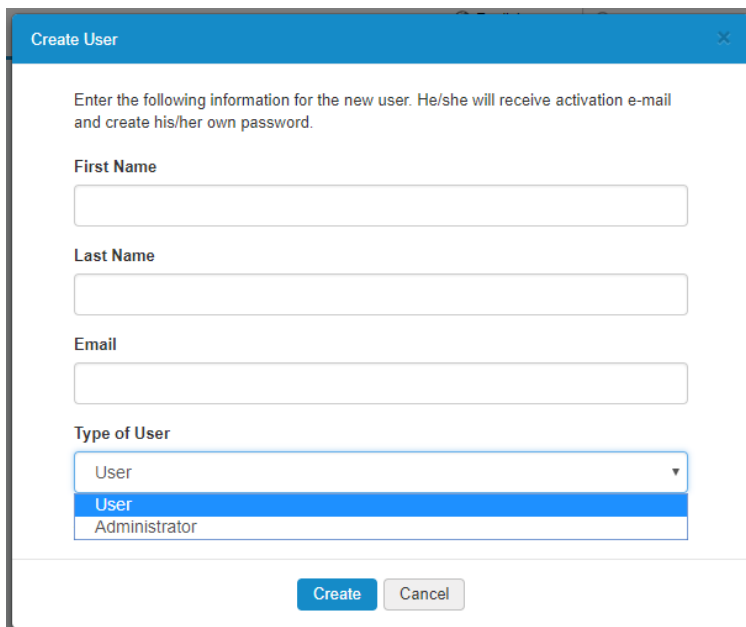
Create a user

You can create users in the CryptoBox with the following steps.

Click "Create a User".



Enter the first name, last name and email, and select the user type for the user. Click "Create".

A screenshot of a "Create User" dialog box. It contains a title bar, a close button, and a text prompt: "Enter the following information for the new user. He/she will receive activation e-mail and create his/her own password." Below this are four input fields: "First Name", "Last Name", and "Email". A "Type of User" dropdown menu is set to "User", with "Administrator" also visible. At the bottom are "Create" and "Cancel" buttons.

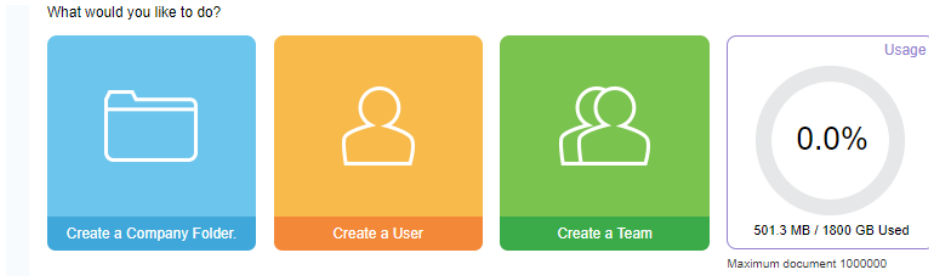
An activation e-mail will be sent and you will see a status change once the account is activated.

Standard User	Pending
---------------	---------

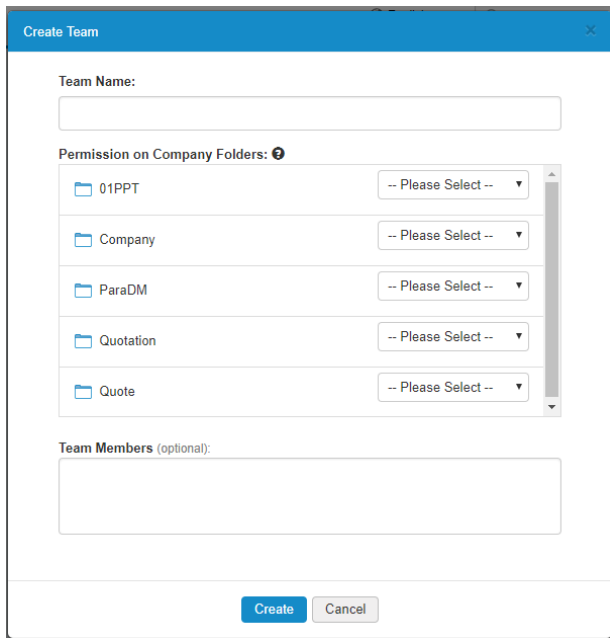
Create a team

You can create a team and assign users to the team.

Click "Create a Team".



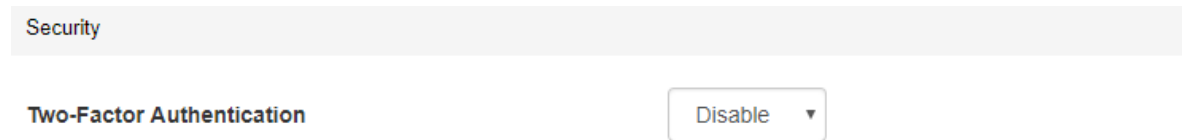
Enter the team name, assign permission to the team, adding team members and click "Create".



Enable Two-Factor Authentication

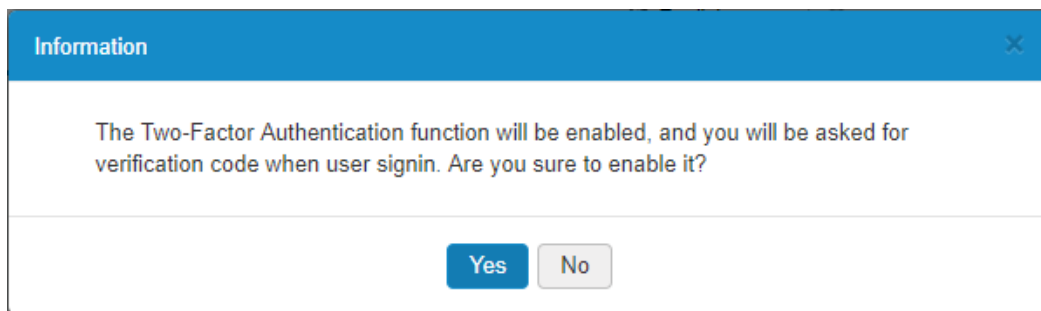
CryptoBox provides two-factor authentication option which can increase security for the user to login. The option is disabled by default.

Enter security page, select "Enable" at the drop-down box.

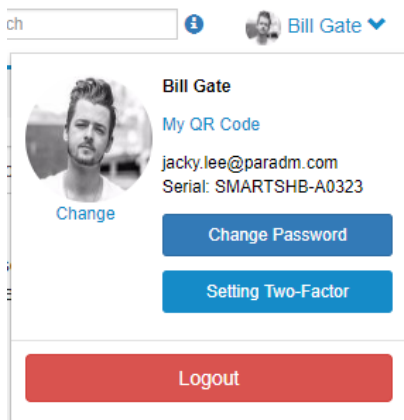


Two-Factor Authentication uses your phone to provide an extra layer of security for you to login. After you input your login account, you will be asked to enter a verification code that will be sent to your phone via text message.

Click "Yes" to continue.



Once you enable two-factor authentication, click to your profile and choose "Setting Two-Factor".



Choose “Enable” on the drop-down box, use the Google Authenticator to scan the QR code for token mapping.

Android: <https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2>


iPhone: <https://itunes.apple.com/hk/app/google-authenticator/id388497605?mt=8>

Enter PIN number and click “Save” to enable two-factor authentication.

Two-Factor Setting

Two-Factor Enabled Hide QR Code

Scan with the Google Authenticator:



PIN:

Save Cancel

Update Email message address

You can configure the email address at your own needs. System will use this email to send our system message.

Once you enter system parameter page, there's 7 email related parameters for configuration

emal.display.name	CryptoBox	email from display name
email.from	no-reply@smartshareonline.com	email send from
smtp.auth	true	Whether SMTP host need auth... .
smtp.password	*****	SMTP login password if neces... .
smtp.user.name	no-reply@smartshareonline.com	SMTP login user name if neces... .
smtp.port	587	SMTP port number.
smtp.host	smtp.office365.com	SMTP host name.

Now simply fill the voices as follows:

Email.display.name: a name that email receiver to identify the CryptoBox send-out email

email.from: email from display name

Smtp.auth: whether SMTP host require authentication or not.

smtp.password: SMTP login password


smtp.username: SMTP login account

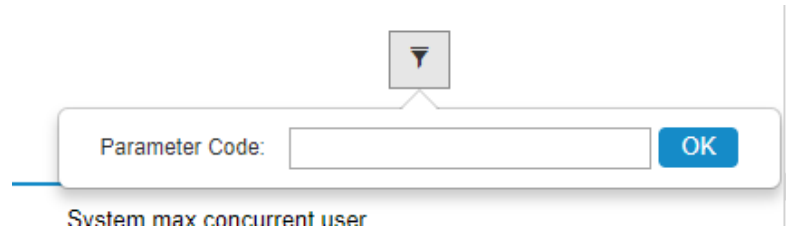
smtp.port: please check out SMTP server provider for SMTP ports information.

smtp.host: the actual SMTP server's specification. You can find it either consulting the web page of your provider, or searching for it on our list of server SMTP.

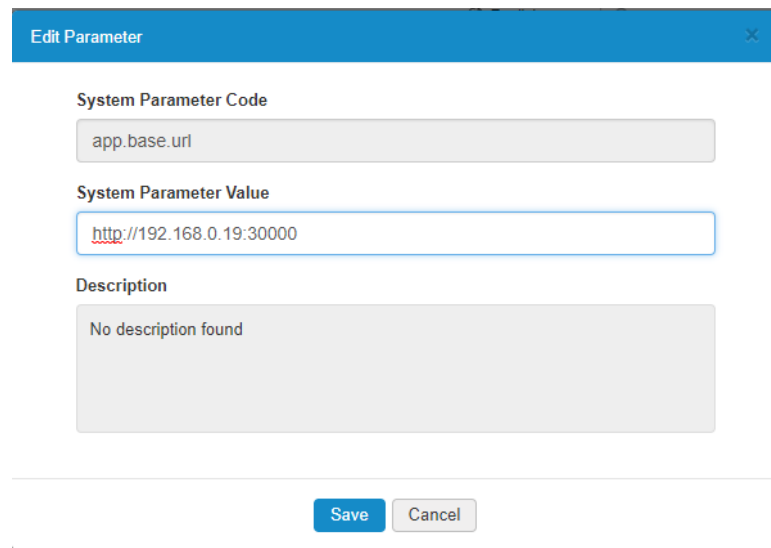
Update External access domain

You can configure the external access domain name at your own needs.

Once you enter system parameter page, click the  icon, type “app.base.url”.



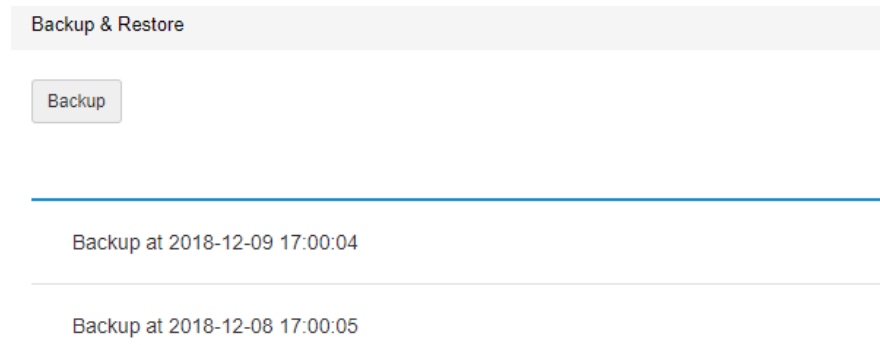
Enter the external domain name for CryptoBox.



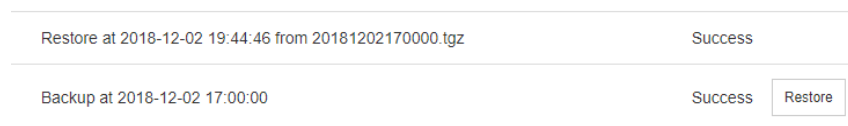
Backup and restore


By default, system backup will perform every 24 hours. You can also perform system backup and restore manually.

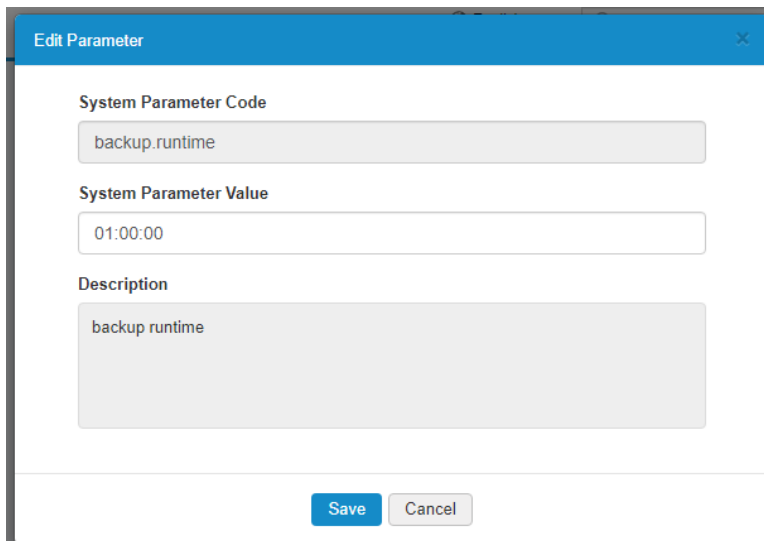
Click “Backup” to start an ad—hoc backup.




To restore system, select the point of time, click “Restore”.



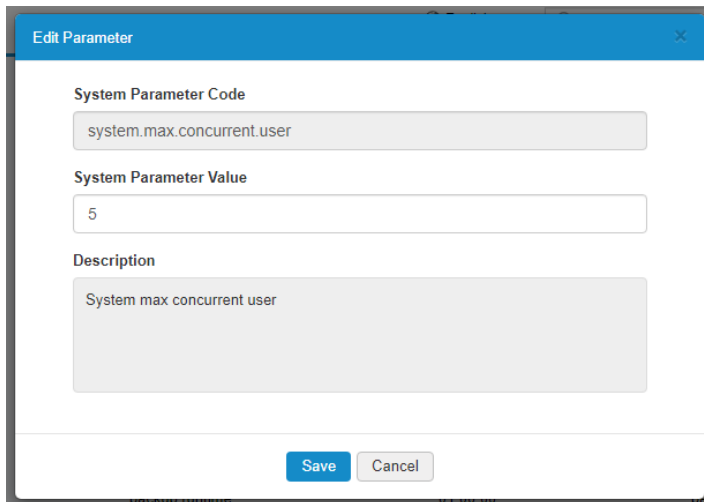
You can configure the daily backup runtime at your own needs. Once you enter system parameter page, click the  icon, type “app.base.url”. By default, system backup will perform on 1am daily.



System max concurrent access

By default, system support 5 Concurrent access. You can configure the no of concurrent access at your own needs. Once you enter system parameter page, click the  icon, type "system.max.concurrent.user".

NOTE: System performance may degrade for more than 5 concurrent access.

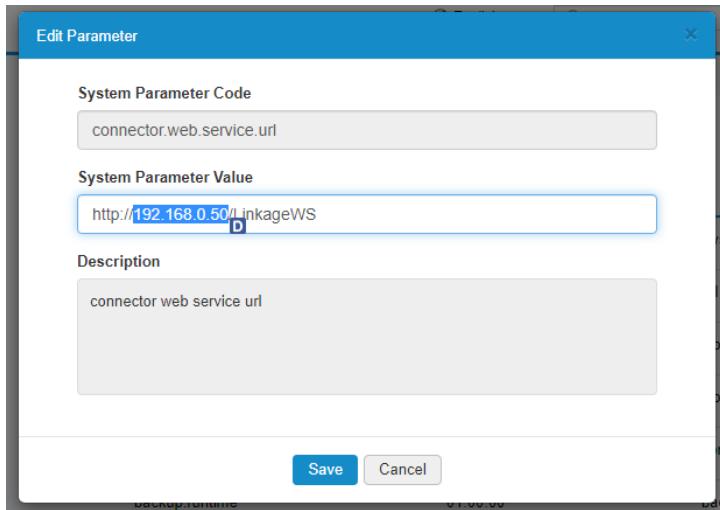


The screenshot shows a dialog box titled "Edit Parameter" with a close button (X) in the top right corner. It contains three input fields: "System Parameter Code" with the text "system.max.concurrent.user", "System Parameter Value" with the number "5", and "Description" with the text "System max concurrent user". At the bottom of the dialog are two buttons: "Save" and "Cancel".

Enable Fuji Xerox MFD connection

NOTE: Please confirm with Fuji Xerox consultant for CryptoBox connector support MFD model.

Step 1: Enter system parameter page, click the  icon, type “connector.web.service.url” and update URL: http://IP_ADDRESS/LinkageWS



Edit Parameter

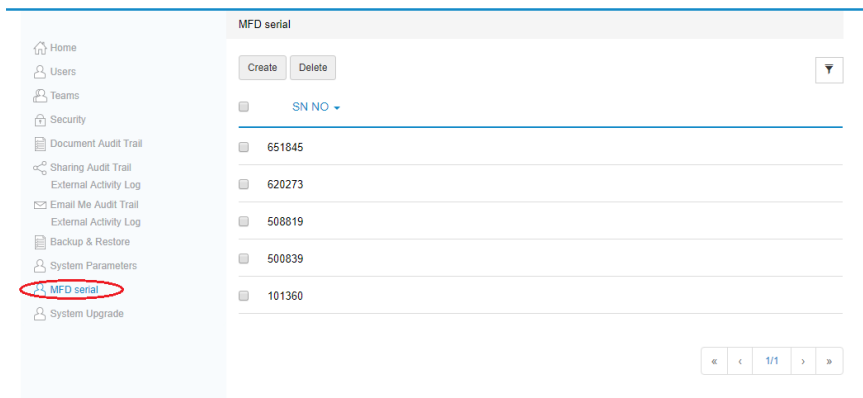
System Parameter Code
connector.web.service.url

System Parameter Value
http://192.168.0.50/LinkageWS

Description
connector web service url

Save Cancel

Step 2: Register MFD serial number by clicking “MFD serial”.



MFD serial

Create Delete

SN NO

651845
620273
508819
500839
101360

« < 1/1 > »

Step 3: Configure Fuji Xerox MFD with Web Application Service.

Fuji Xerox ApeosPort Version IV-VI machine:

`http-p0://IP_ADDRESS/connector/smartFile.do?SN=XXXXXX`

XXXXXX is MFD serial number

Fuji Xerox ApeosPort Version VII machine:

`http-p0v4:// IP_ADDRESS /connector/smartFile.do?SN=XXXXXX`

XXXXXX is MFD serial number

System upgrade

System will check with CryptoBox update server to see if new update is available for download. The result will be displayed in either green or red text. If the update is available, you can download the file and perform the update by clicking “Upgrade”.

System Upgrade

Upgrade

It's the latest version.

System Behavior

Web Borrower Support

- Chrome version 46 or above
- Internet Explorer 11
- Firefox version 60 or above
- Safari version 11 or above

CryptoBox Volume support/ Benchmark

- Standard CryptoBox support up to 300,000 files & 2 TB storage.
- CryptoBox SmartButton support up to 4 custom attributes.
- Filename support up to 20 single byte characters.

Concurrent access

- 5 Devices (performance will degrade with over 5 concurrent access)

Upload operation

- It is recommended upload volume size up to 2GB for each batches / files
- The performance of “batch upload” will depends on locate machine processing power.
- Folder upload is support by Chrome only
- CryptoBox doesn't support upload the empty folder or 0 Byte file.

Download operation

- CryptoBox suggest download less than 2GB on each batch or files
- IE 11 cannot upload & download more than 4GB files

Document viewer

- Support File format (DOC, DOCX, PPT, PPTX, XLS, XLSX, PDF, TIF, TIFF & JPG) without password protection.
- Each conversion agent can process 5,000 A4 pages daily for Online Document Viewer preview image. Conversion service will be preform on non-office hour (6pm to 9am). Document preview will be ready on next day after user upload.

Documents content search

- Each extractor agent can process 5,000 A4 pages daily without OCR.

Access right design

- Root folder creator (Owner) can access folder structure & change access right on Read only folder.

Troubleshooting

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Unable to access CryptoBox web Log in or initial page

Unable to access CryptoBox web interface or initial page

Step 1: Check power cord & Lan cable and make sure it is connected.

If this cannot solve the problem, please refer to Step 2: check IP address on LCD display

Step 2: Check IP address on LCD display

The CryptoBox is provide DHCP only. Client may need to configurate network setting for Fixed IP.

The CryptoBox is equipped with an LCD on the front for easy status display and setup. Press LCD Controls Escape (ESC) keys to show the Display Mode with WAN/LAN1 information.



Enter the IP address on PC web browser which show on CryptoBox LCD display, the initial page will be show on web browser.

Remark: please ensure operate PC & CryptoBox is under same locate network

If this cannot solve the problem, please refer to Step 3 restart CryptoBox.

Step 3: Restart CryptoBox

1: Press Power Button for 3 sec. System will beep & light off.



2: Press Power Button to turn on CryptoBox and Wait for 30 mins for system program start.

3: input CryptoBox IP address on operate PC web browser (if you have trouble to get IP address, please refer to part 2 check IP address on LCD display)

If this cannot solve the problem, please contact ParaDM's technique support

Cannot receive activation email or system email message.

Step 1: Check email junk box.

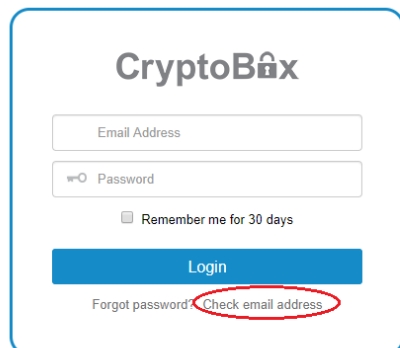
If you do not receive the confirmation message within a few minutes of signing up, please check your Spam folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation message and click Not Spam, which will allow future messages to get through.

If this cannot solve the problem, please refer to Step 2: Check network Firewall

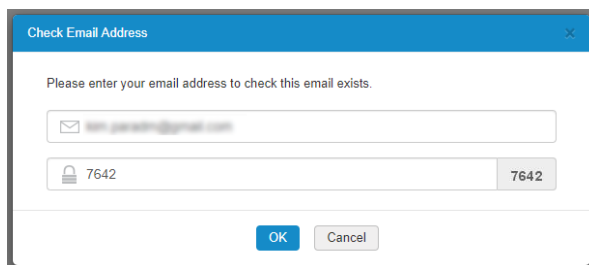
Step 2: Check network firewall setting

Please check your firewall setting to unblock outgoing port for CryptoBox.

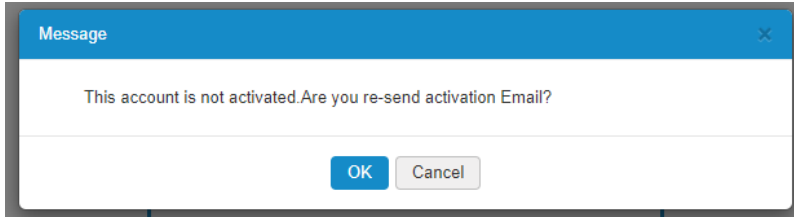
Step 3: Resend activation email



Click “Check email address” function on log in page



Input Email address & captcha information



You will receive an activation email after confirm to resend activation email.

If this cannot solve the problem, please contact ParaDM's technique support

System beep

CryptoBox may have beeps during operation and it is normal to beep within 5 sec.

If CryptoBox beeps for more than 30 sec, please restart the CryptoBox on operation below.

Step 1: Restart CryptoBox

1: Press Power Button for 3 sec. System will beep & light off.



2: Press Power Button to turn on CryptoBox and **wait for 30 mins** for system program start.

If this cannot solve the problem, please contact ParaDM's technique support

Issue to connect with Fuji Xerox MFD

NOTE: Please confirm with Fuji Xerox consultant for CryptoBox connector support MFD model.

IP address change may not able to connect Fuji Xerox MFD.

Step 1: Check IP address on LCD display

The CryptoBox is equipped with an LCD on the front for easy status display and setup. Press LCD Controls Escape (ESC) keys to show the Display Mode with WAN/LAN1 information.




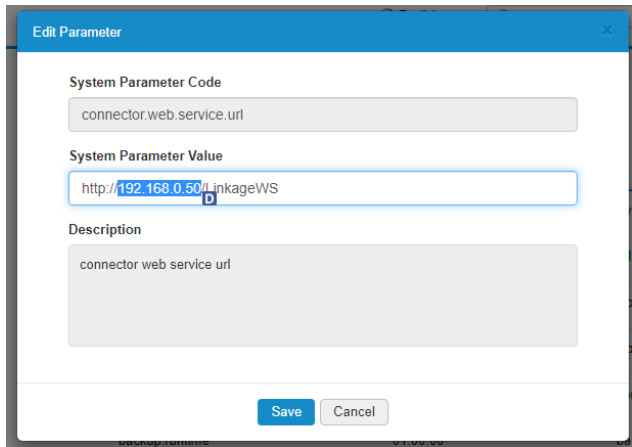
Enter the IP address on PC web browser which show on CryptoBox LCD display, the initial page will be show on web browser.

Remark: please ensure operate PC & CryptoBox is under same locate network

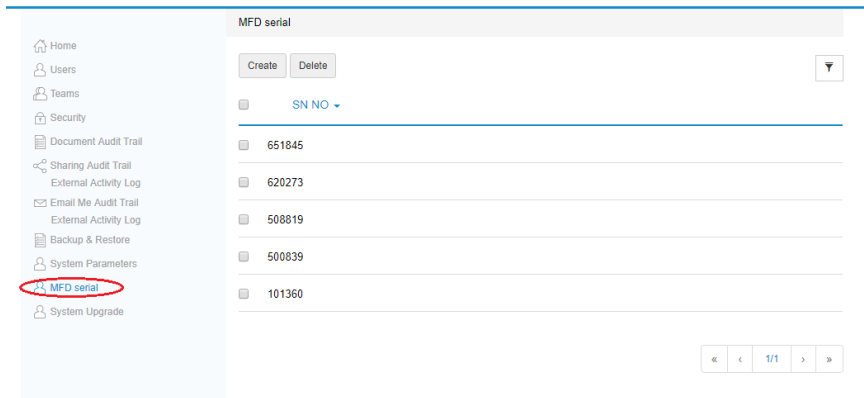
If IP address changed, please refer to Step 2 “update MFD parameter”

If New MFD setup, please refer to Step 3 “register new MFD”

Step 2: Enter system parameter page, click the  icon, type “connector.web.service.url” and update URL: <http://IP ADDRESS/LinkageWS>



Step 3: Register MFD serial number by clicking “MFD serial” and input MFD serial number (6 digit)



Step 4: Configure Fuji Xerox MFD with Web Application Service.

Fuji Xerox ApeosPort machine:

http-p0://IP_ADDRESS/connector/smartFile.do?SN=XXXXXX

XXXXXX is MFD serial number

If this cannot solve the problem, please contact ParaDM’s technique support

Using Mobile APP

Step 1: Check update Mobile app on IOS APP Store or Google Play Store.

Step 2: Turn on WIFI connection & make sure the mobile connected same locate with CryptoBox.

Step 3: Check login email access & password

Step 4: Update the URL link on mobile app to CryptoBox internal IP address.




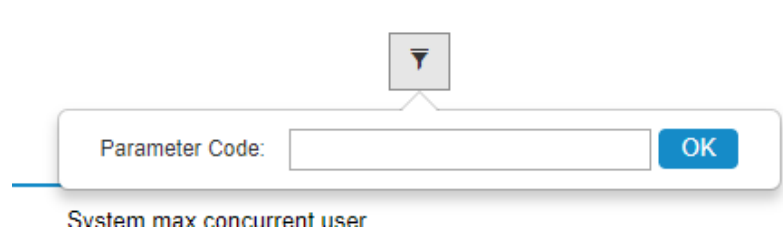
If Mobile app can connect in locate network, please check the network setting on external access setting e.g. “Port Forward”, “DDNS”, “Firewall” ...

If this cannot solve the problem, please contact ParaDM’s technique support.

External access domain on email message

You can configure the external access domain name at your own needs.

Once you enter system parameter page, click the  icon, type "app.base.url".



Enter the external domain name for CryptoBox.

