

Instructions for Secure Data Exchange

1 Introduction

The web-tool facilitates secure exchange of files via the internet. It consists essentially of an upload area where files can be uploaded to the server on a project and person-related basis and a download area where the files provided may be downloaded by authorised users to their own computer. The system is not designed as a permanent storage location but as a "transit station". Uploaded files are only stored in the system for a certain period. They are deleted within a specified period after a download.

The system can be accessed under the following link: <https://upload.iml.unibe.ch>.

2 Login

The latest

For questions and problems: info@upload.iml.unibe.ch

General

The 'Secure Data Exchange' project allows secure exchange of files via the internet. In the upload area one or more files can be made available at the same time to a project group. The user can determine which project members uploaded files are made available for. Every project member has their own download area in which they can view and download their files.

For reasons of security this platform cannot and should not be used as a permanent storage location. Files are preserved only on a temporary basis and they are deleted within a specified period after being downloaded.

Requirements and settings:

Upload area maximum file size: 500 MB

Maximum storage space per project: 5 GB

Permitted file types: Office documents, text documents, PDF documents, video formats, image formats, archive files.

Clean-up: uploaded files are stored for a maximum of 30 days.

No backup of data.

Recommendations:

Avoid umlauts, spaces and special characters in file names.

Secure Upload

User:	<input type="text" value="mgassner"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Login"/>	

Document:

[Instruction for secure data exchange](#)

The log-in page consists of two areas: the left side gives general information about the system. On the right you can log on. Underneath the log-in area you will find a registration form for "secure data exchange" and these user instructions.

When you have entered your username and password and clicked on the "Login" button, you come to project selection.

3 Project Selection

Secure data exchange: Project Selection

Logout

Settings		ProjectNumber			Project	Files	Action	
Personal	Project	1	1	1	Abteilung fuer Assessment und Evaluation (AAE)	2	Download-Area	Upload-Area
Personal		8	20	1	HumLausanne Bachelor/Master (MA_LS_BA-MA_MC)	0	Download-Area	Upload-Area
Personal		8	28	4	swiss health quality association (shqa)	0	Download-Area	Upload-Area
Personal	Project	8	13	5	HumBern 5. Studienjahr OSCE (MA_BE_5SJ_OSCE)	0	Download-Area	Upload-Area

Logout

Help/tips

Selecting a project:

The list shows your projects. You select a project by clicking on the download area or upload area button in the relevant line.

Download-Area

Files available to you for download.

Upload-Area

When you want to make files on your computer available to project members.

Logout

You exit secure data exchange.

Personal

Personal setting for all projects.

A list appears with all projects to which you have access. As a normal user you see the "Personal" button in the first column "Settings".

3.1 Personal settings

Abteilung fuer Assessment und Evaluation (AAE)

Personal Settings		
Confirmation	<input type="radio"/> yes <input checked="" type="radio"/> no	Settings for confirmation message. Yes = you receive a confirmation message for your upload. The confirmation message includes the project name, date, recipient and file list.

Back Save

Here every user can specify individually whether or not they want to receive a confirmation message for their uploads in this project.

Changes have to be saved with the "Save" button. The "Back" button does **not** save.

3.2 Project settings

In the "Settings" column the project manager additionally sees the "Project" button.

Abteilung fuer Assessment und Evaluation (AAE)

Project Settings		
Delay	<input type="text" value="6"/>	Number of days a file remains available once the last group member has downloaded the file. The file will be deleted after 30 days irrespective of this setting.
Dateiliste	<input type="text" value="5"/>	Anzahl der sichtbaren Zeilen für den Datei-Upload.
Mail despatch	<input checked="" type="radio"/> yes <input type="radio"/> no	Is the recipient of the uploaded file to be notified by e-mail?

Back Save

The manager can make general settings for an individual project here. They apply for all project members. ("Back" and "Save" buttons: see above)

4 Download Area

Download-Area: Project Abteilung fuer Assessment und Evaluation (AAE)

[Back](#) [Refresh](#) [Upload-Area](#)

Files that have not yet been downloaded:

<input type="checkbox"/>	File	Size	Date	... from ...
<input type="checkbox"/>	Psy_St.Urban_Hafner.doc	53.50 KB	April 07 2011 12:04:56	Gassner, Madeleine
				Number of files: 1



[Download](#)

Files that have been downloaded and can be deleted:

<input type="checkbox"/>	File	Size	Date	... from ...
<input type="checkbox"/>	Psy_Luzern_Reinert.doc	53.00 KB	April 07 2011 12:04:56	Gassner, Madeleine
				Number of files: 1



[Delete](#) [Download](#)

[Back](#) [Refresh](#) [Upload-Area](#)

The file list is regenerated when you click on the "Update" button. When you click on the "Back" button you go back to project selection. The "Upload Area" button takes you direct to the upload area for the project.

The "+" button allows you to select all files in a list whilst the "-" button cancels the selection. Alternatively, you can select individual files or file groups by clicking on the selection boxes with the mouse. Repeated clicking cancels the selection.

4.1 Downloading files

The download area is divided into two parts: the files made available are located in the upper area. In addition to the name, size and upload date of the file the list also shows the name of the project member who uploaded the file for you.

With the "Download" button the highlighted files can be downloaded per list. The selected files are combined in a zip file. A page opens with a link to the created zip file which can be saved to your own computer by clicking on the link.

Download-Area: Project Abteilung fuer Assessment und Evaluation (AAE)

[Back](#) [Upload-Area](#) [Logout](#)

click on the link to save the zip files to your computer:

[Dokumente-AAE-438_1302177138.zip](#)

[Back](#) [Upload-Area](#) [Logout](#)

Once the file is downloaded it will appear in the lower list. In the same way as described above these files can be downloaded again or deleted.

4.2 Deleting files

The downloaded files in the lower part of the download area can be selected as described above. If you click on the "Delete" button, the files are designated for deletion. For the sake of security a page opens which shows the selected files again.

Download-Area: Project Abteilung fuer Assessment und Evaluation (AAE)

File	... from ...
Psy_St.Urban_Hafner.doc	Gassner, Madeleine
Number of files: 1	

Are you sure you want to delete the listed files?

If you click on the "Yes" button the files will be finally deleted. Clicking on the "No" button cancels the delete operation.

5 Upload Area

Upload-Area: Project HumLausanne Bachelor/Master (MA_LS_BA-MA_MC)

Recipients

<input type="checkbox"/>	Salutation	First Name	Name	Telephone	E-Mail	Language	Uploaded files
<input type="checkbox"/>	Herr	Andreas	Beschormer	031 6320988	andreas.beschormer@iml.unibe.ch	de	0
<input type="checkbox"/>	Herr	Patrick	Jucker-Kupper	031 6329887	patrick.jucker@iml.unibe.ch	de	0
<input type="checkbox"/>	Frau	Madeleine	Gassner	031 6324953	madeleine.gassner@iml.unibe.ch	de	0
<input type="checkbox"/>	Monsieur	Jean-Pierre	Hornung	021 6925121	jean-pierre.hornung@unil.ch	fr	0
<input type="checkbox"/>	Madame	Sabrina	Derepper	021 6925089	sabrina.derepper@unil.ch	fr	0
<input type="checkbox"/>	Madame	Joan	Guillaume-Gentil	021 6925014	joan.guillaume-gentil@unil.ch	fr	0
<input type="checkbox"/>	Madame	Delphine	Campofiorito	021 69250/6925014	Delphine.Campofiorito@unil.ch	fr	0
<input type="checkbox"/>	Number of recipients: 7						

Do you want a confirmation for the upload? yes no

Dateiauswahl

<input type="text"/>	<input type="button" value="Durchsuchen..."/>
<input type="text"/>	<input type="button" value="Durchsuchen..."/>
<input type="text"/>	<input type="button" value="Durchsuchen..."/>
<input type="text"/>	<input type="button" value="Durchsuchen..."/>
<input type="button" value="Send"/>	

Avoid umlauts, spaces and special characters in file names.

A list of all project members (recipients) is displayed on the left side in the upload area. The intended recipients can be selected in this list as described above.

If you require a confirmation message for your upload process you can specify this underneath the list. You will already have made the pre-selection "yes" or "no" in your personal settings for each individual project. If you want to depart from your set preferences for an upload, you can do this here. The change will apply only for this upload – it will not be stored permanently.

On the right-hand side you will see the file selection which allows you to browse your current computer for the required files. Only one file can ever be selected per line. The number of visible lines can be defined by the project manager in the "Project" settings. The selected files will be sent to the highlighted recipient when you click on "Send".

If you click on the "Back" button you go back to project selection. If you click on the "Download area" you go direct to the download area for the project.

Mails

Messages

File(s) have been uploaded and the recipients have been notified.

File(s) have been uploaded.

You have not selected any recipients.

No file has been selected.