



# ISM ASIA SSC – IT CARD

## User Guide



# @sharemyfile

## What is it?

If you are struggling to send large files to colleagues or external clients via email due to mailbox size restrictions then Bureau Veritas Share My File is an additional way to send large files (max 1GB) to people internally or externally via a website.

## Who can use it?

Any Bureau Veritas ASIA domain employee can log into the site to upload or retrieve files from, by using your ASI domain Login ID and Password. When sending files to external recipients, they too can access the site to retrieve the files that have been uploaded; however they do not need or have access to log in.

### **IMPORTANT:**

**1. This service should not be used to send personal data or to send business data to personal**

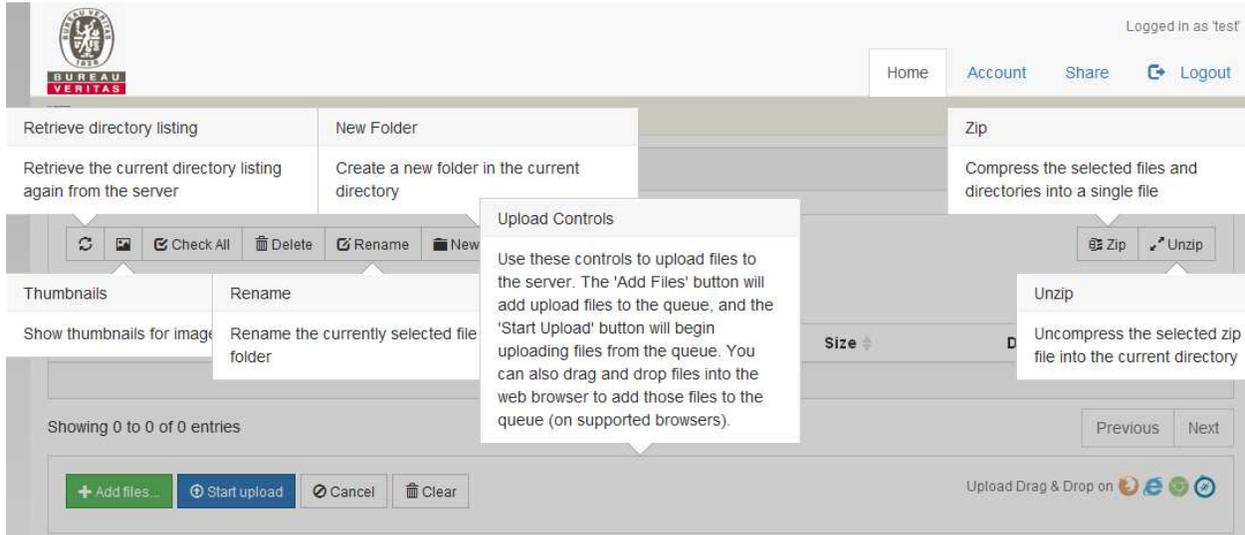
## How do I access it?

You can access the site by clicking the link or below or inserting the web address into your web browser. <https://www.sharemyfile.bureauveritas.com>

The screenshot shows a web browser window with the address bar displaying <https://www.sharemyfile.bureauveritas.com/login>. The page features the Bureau Veritas logo in the top left corner and a 'Sign in' button in the top right. A central login form contains the '@sharemyfile' logo, a 'Username:' label with an input field, a 'Password:' label with an input field, and a blue 'Sign in' button. The footer of the page includes links for 'Home', 'Account', 'Introduction', and 'Help'.

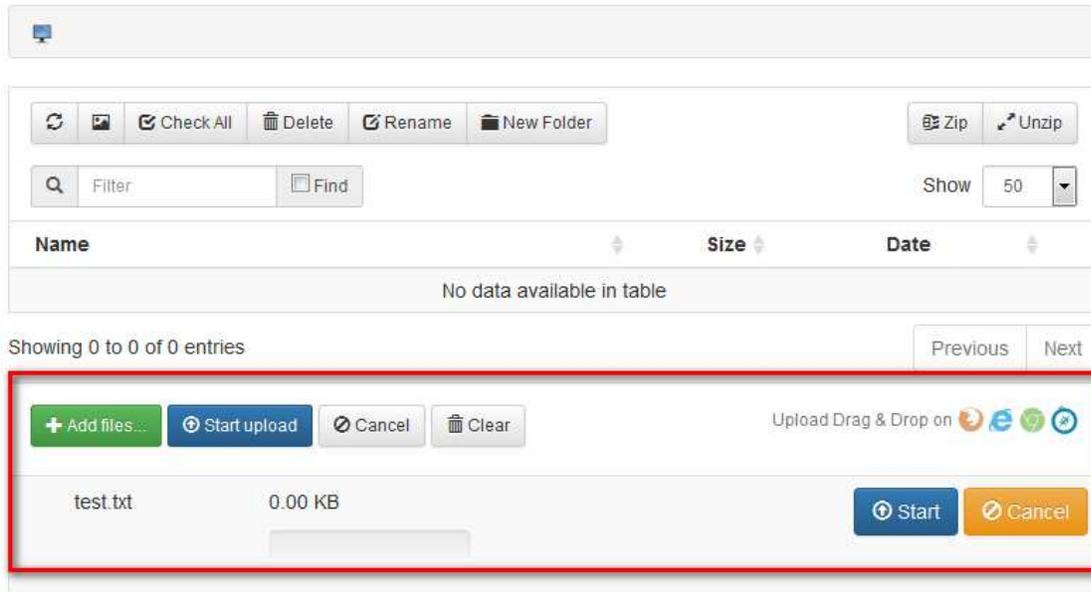
Log into the site by inserting your ASI Domain ID and enter your password. Once you have inserted these details click [Sign in](#)

When you have logged in successfully, as highlighted below you will see a tips pop up on screen when clicking on [Help](#)



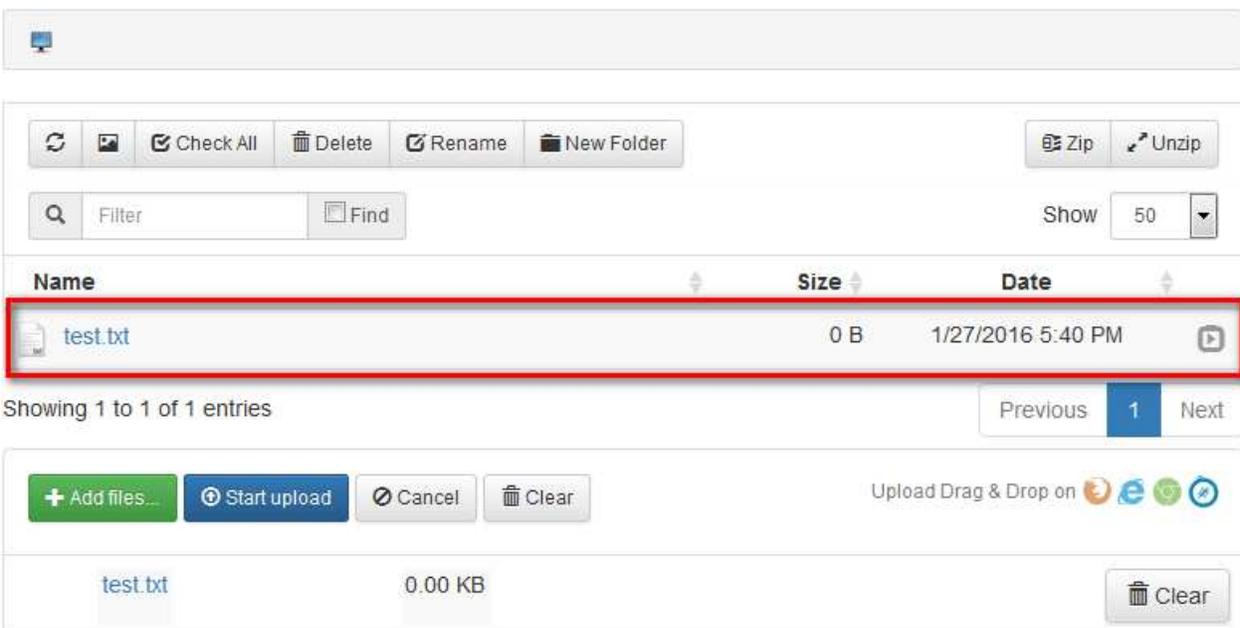
## How do I add a new file?

Click the “Add files” button and this will pop-up display a window, you can select file wish to upload. When you have finished select and click  to upload file. The file will stored in server as highlighted below.



The screenshot shows a file upload interface. At the top, there are navigation buttons: Refresh, Add, Check All, Delete, Rename, and New Folder. On the right, there are Zip and Unzip buttons. Below these is a search bar with a 'Filter' input and a 'Find' button. A table header shows 'Name', 'Size', and 'Date'. The table content is empty, with the text 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Below the table is a red-bordered box containing the upload progress bar. It has buttons for '+ Add files...', 'Start upload', 'Cancel', and 'Clear'. To the right, it says 'Upload Drag & Drop on' followed by icons for Chrome, Firefox, and Safari. Below this, the file 'test.txt' is listed with a size of '0.00 KB'. To the right of the file name are 'Start' and 'Cancel' buttons.

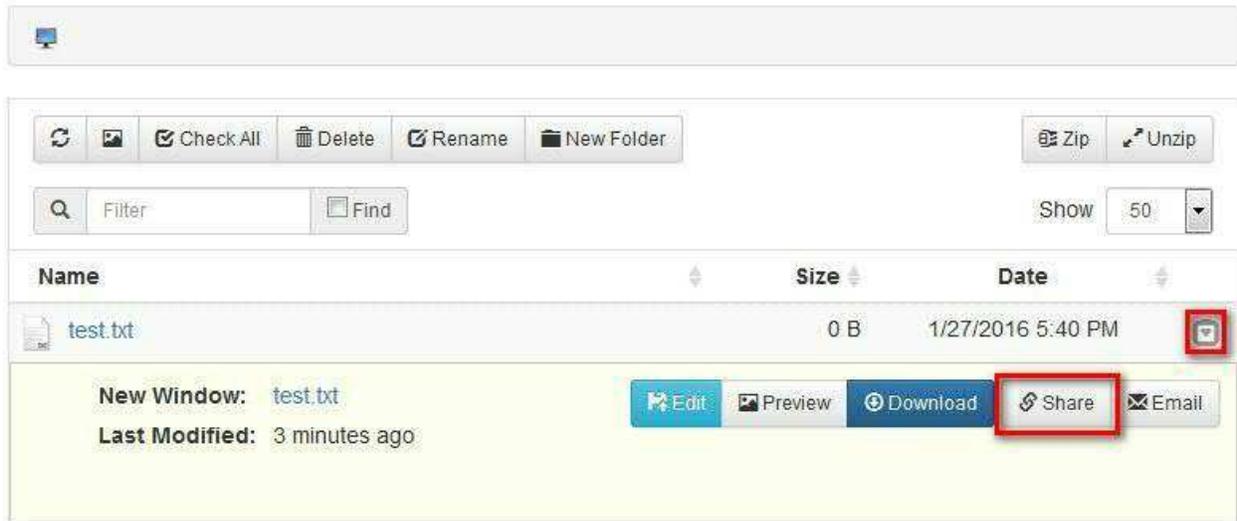




The screenshot shows the file upload interface after the file has been successfully uploaded. The table now contains one entry: 'test.txt' with a size of '0 B' and a date of '1/27/2016 5:40 PM'. The text 'Showing 1 to 1 of 1 entries' is displayed below the table. The red-bordered box at the bottom shows the file 'test.txt' with a size of '0.00 KB' and a 'Clear' button.

## How do I send/share a file?

1. Click the  button and show the file menu, you can select  to make the share link or  to email the file directly to other.



2. The file share/email will create the file link (**Default share is 24 hours; maximum user definable period is 14 days** which can be set by modifying the Available Until value). Password is a MANDATORY FIELD.

### Share the selected file? ✕

**?** A unique public link will be created to share the selected file. Are you sure?

**File**

**Available Until**

**File Link Password**

3. The link to communicate to others for accessing the file is shown below; you can copy / paste this link into the body of an email, or send it to a colleague via IBM Sametime.



Refresh Check All Delete Rename New Folder Zip Unzip

Find Show

Name	Size	Date
 test.txt	0 B	1/27/2016 5:40 PM

**New Window:** test.txt Edit Preview Download Share Email

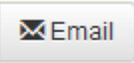
**Last Modified:** 5 minutes ago

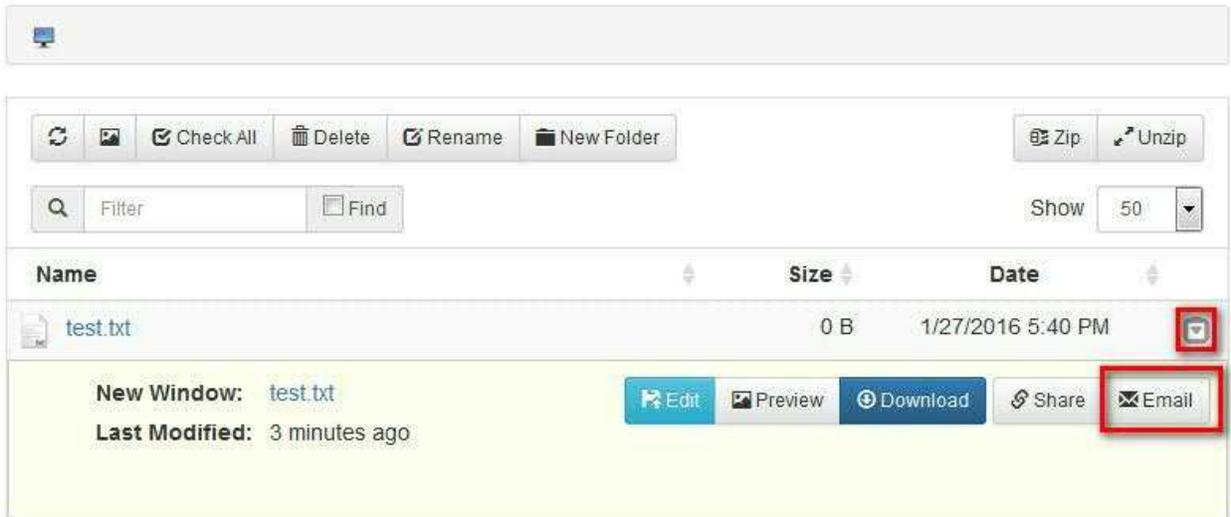
[https://www.sharemyfile.bureauveritas.com/public/file/lt7l6XplxU\\_x77Jjizg9Yw/test.txt](https://www.sharemyfile.bureauveritas.com/public/file/lt7l6XplxU_x77Jjizg9Yw/test.txt)

Showing 1 to 1 of 1 entries Previous 1 Next

+ Add files... Start upload Cancel Clear Upload Drag & Drop on    

test.txt	0.00 KB	<span>Clear</span>
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As an alternative Share My File also provides the ability to email the link directly from within the application. To do this click  button, a new screen will appear, you will need to fill in the item:



1. Recipient mail address (MUST be the full email address xxx.xxx@hk.bureauveritas.com, Press "Tab" or "Enter" to validate address)
2. Subject
3. Body (Optional)
4. Default share is 24 hours, longest 336 hours = 14 days
5. Password (Mandatory Field)
6. Other Settings (DO NOT Function, we suggest adding your own email address in CC as an alternative).

✉ Email the selected item?



### Email Information

**i** A unique public link will be created to share and email the selected item.

#### File

test.txt

To Email (Press **Tab** or **Enter** to validate address)

Recipient email

1

#### Subject

New Shared File

2

#### Body (optional)

Body

3

### Access Link Information

**i** Limit the duration the file link will be available, and optionally, password protect the link.

#### Available Until

Default is 24 hours

4



#### File Link Password

Leave blank for no password

5

#### Other Settings (optional)

Notify me by email when file is downloaded

Send me a copy of this email

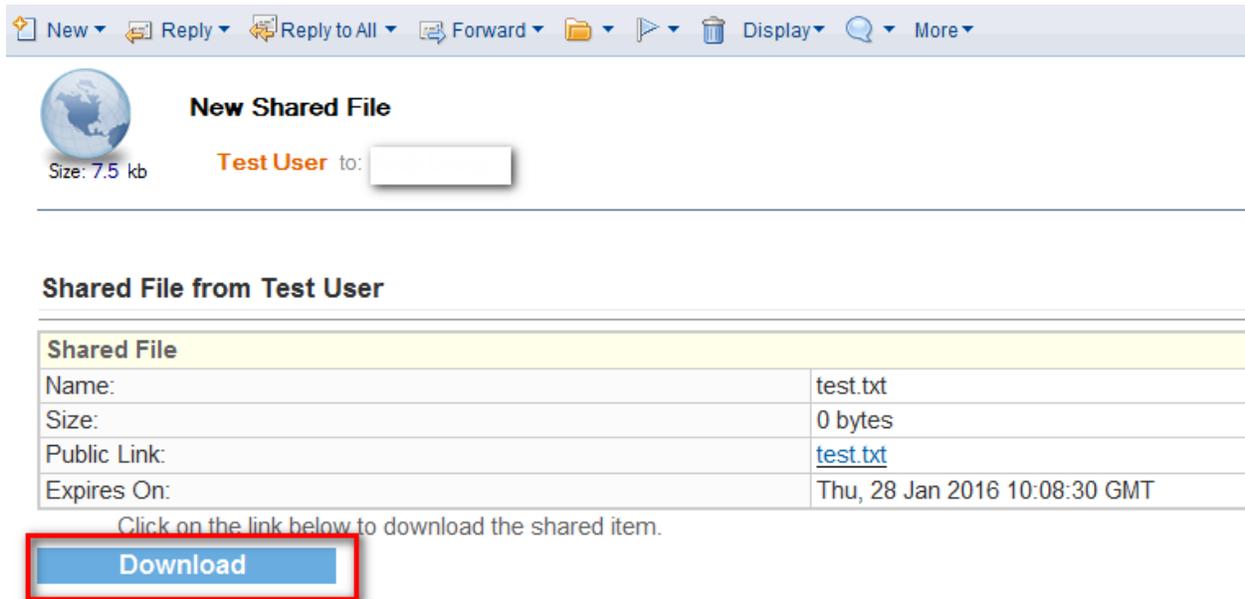
6

Cancel

✉ Email

## How do recipients retrieve the files sent?

If you've sent an email directly from Share My File, recipients will receive an email like below:



New Shared File

Size: 7.5 kb    Test User to:

---

**Shared File from Test User**

Shared File	
Name:	test.txt
Size:	0 bytes
Public Link:	<a href="#">test.txt</a>
Expires On:	Thu, 28 Jan 2016 10:08:30 GMT

Click on the link below to download the shared item.

[Download](#)

**IMPORTANT: The password that was set for this file is NOT included by default in the email; this should be manually typed into the email body or for improved security shared separately.**

To access the files you have uploaded the recipient will need to simply click the Download link within the email.

When the recipients use the appropriate method, their browser will open Share My File webpage and will request the files access password for download.



BUREAU  
VERITAS

Not currently logged in

Home

Account

Public

A password is required to access this file

File Access Password

Password:

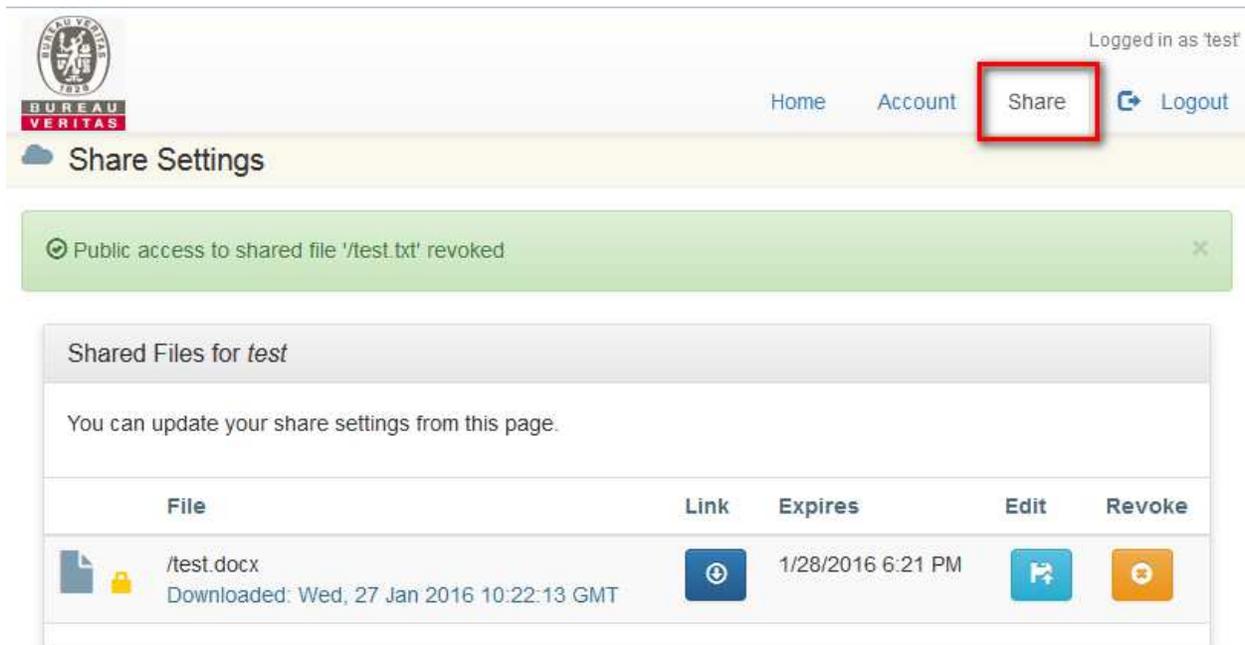
File Download

**Do you want to open or save this file?**

 Name: test.docx  
Type: Microsoft Word Document, 12.4KB  
From: [www.sharemyfile.bureauveritas.com](http://www.sharemyfile.bureauveritas.com)

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

**IMPORTANT: Recipient's access to the files will last for duration of 14 days. After this time the link to the files will expire. The expiry date can be seen in your Share view within Share My File**



The screenshot shows the 'Share Settings' page in the Share My File application. At the top left is the Bureau Veritas logo. The top right shows the user is logged in as 'test' with links for Home, Account, Share (highlighted with a red box), and Logout. A green notification bar states: 'Public access to shared file '/test.txt' revoked'. Below this is a section titled 'Shared Files for test' with the instruction: 'You can update your share settings from this page.' A table lists the shared files:

File	Link	Expires	Edit	Revoke
 /test.docx Downloaded: Wed, 27 Jan 2016 10:22:13 GMT		1/28/2016 6:21 PM		

## **How many files can I send via Share My File?**

There is no limitation on the number of files that can be sent using Share My File, however there is a limitation on:

- The file size (maximum individual file size is 1GB).
- The total sum of all files (each account is allocated a maximum of 4GB).

*Once you have reached the 4GB quota you can manually delete the file via the Share My File interface or wait 14 days for auto expiry.*

ISM ASIA SSC – All Support Requests Begin Here

Telephone: Toll Free: +852 2331 0678 Email: [ASISHelpDesk@hk.bureauveritas.com](mailto:ASISHelpDesk@hk.bureauveritas.com)

SUPPORT HOURS

Mon - Fri : 8:00 AM to 8:00 PM (GMT +8)

After hours / Sat / Sun: On Call for Priority 1 - Critical Outage Issues i.e. Group Impact

On Call +852 2331 0678

Leave a voicemail describing the issue and impact. On call attendant will contact you with next steps