MFLASH

Corporate service
for secure data exchange

User guide

MFlash version 7.0

2021
MSoft

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Chapter 1. Introduction

This User Manual describes main features of the MFlash system, version 7.0, a user can enjoy while operating the platform.

About the System

MFlash, hereinafter referred to as the System, is a corporate service designed to ensure secure corporative exchange of data.

The main challenge today is to reach equilibrium between the convenience of file sharing and data exchange and the compliance with the requirements set forth by the IT-security and information control policies. Unlike most of cloud services, MFlash offers a significantly larger number of administrative features capable of ensuring a higher level of information security and control and end user data protection.

Specific Emphasis Techniques

Semi-bold font is used to highlight parts of the text in order to emphasize their special importance for the user.

Abbreviations and Terminology

- The MFlash system concept includes such notion as “Virtual Drive” that implies a logical virtual area where you may place and keep your structured data. You may store a great variety of files and folders on virtual drives. You may also provide access to various virtual drives to other employees of your company and users to share common data, or too help them cope with a task while working together on a joint project.

- The MFlash system allows you to send documents to internal and external users. The procedure enabling a link to data to share such data with external users is called generation of a Public Link;

- The User Group is a logical unit in the System defining a certain subset of users united by one user administrator;

- Drag and drop is a technique designed to handle interface elements through capturing them by left clicking.

Changes in Version 7.0

Among a large number of changes and novelties the following are of special importance:

- Version 7.0 has a completely new design meant to deliver the best user experience and implement the up-to-date user file exchange concept;

- A well known to most users feature enabling users to drag documents to folders and other storage media using a mouse pointer has been added;

- The hot keys used for moving documents allow the user to change the move mode to the copy mode (CTRL key pressed);

- The view of the Deleted Document Folder has changed. Now it is a well-known and intuitive Trash Bin.

- The *Archive of Changed Documents* is now called Control Versions and is available for files (provided the option is activated) upon calling their side panel (see Chapter 5. Interface for Working with Files and Folders);

- The free disk space in the System can be seen through a special widget in the user's Menu;

- The mobile version of the portal has got a new design that took all best practical solutions applicable to portable devices;

- The client software on mobile operating systems now can be simply activated through entering the URL-address of the MFlash server;

- Elements in virtual drives now can be visualized not only as tables but as a grid which represents a scalable enlarged view of documents;

- Now you may, while you are sending a document or are going to share any of your drives, specify the username in the System instead of his/her e-mail address;

- The functionalities of the drive/document context menu have been expanded. Now in terms of available interaction features the menu is completely the same as the toolbar;

- The file preview function now has a toolbar, list of documents selected for viewing, scalable visualization, properties panel and comfortable shaded theme field.

Chapter 2. Login-in

First Entry to the System

If you got an e-mail message with the following content:

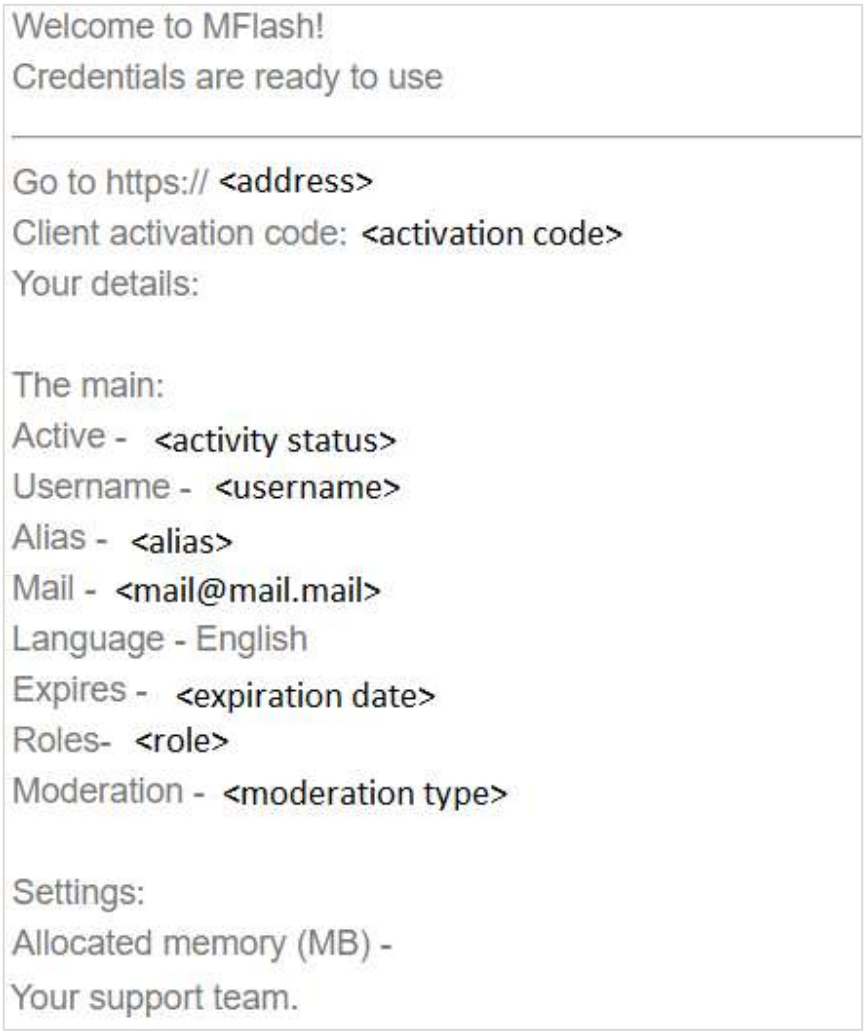

Fig.: 2.1. A message inviting to use the System (example)

we will be glad congratulate you, as now you may start to use the MFlash System.

To go to the registration page type **<Address of the server specified in the message>** in the browser address bar or click the link in the body of the message.

Registration

Type valid data in all accessible fields in the registration form and then click **I accept the terms of the license agreement**.

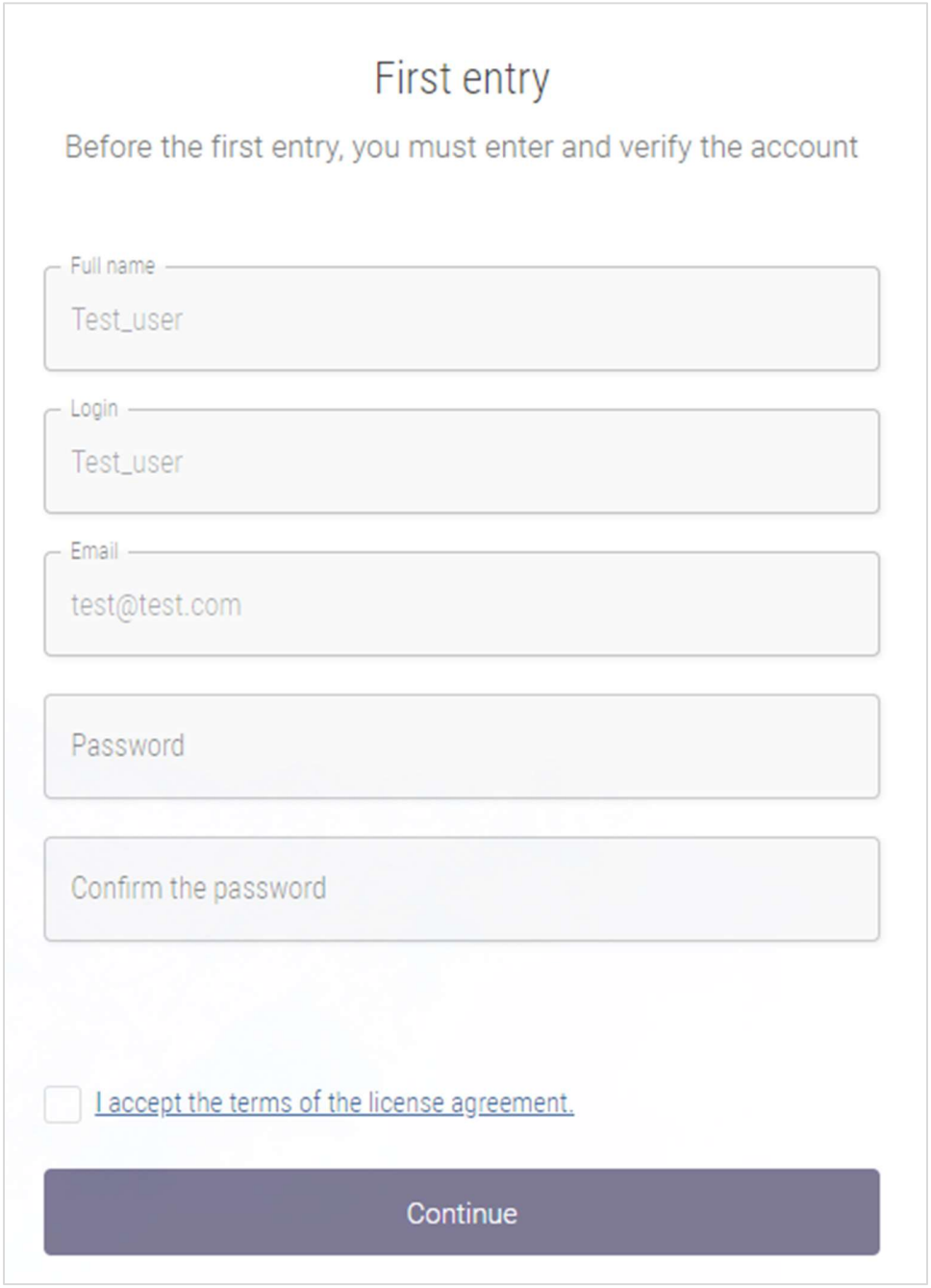

Fig.: 2.2. User Registration form

In the *Terms of Use* form click **Accept**, if you agree with the applicable terms and conditions.

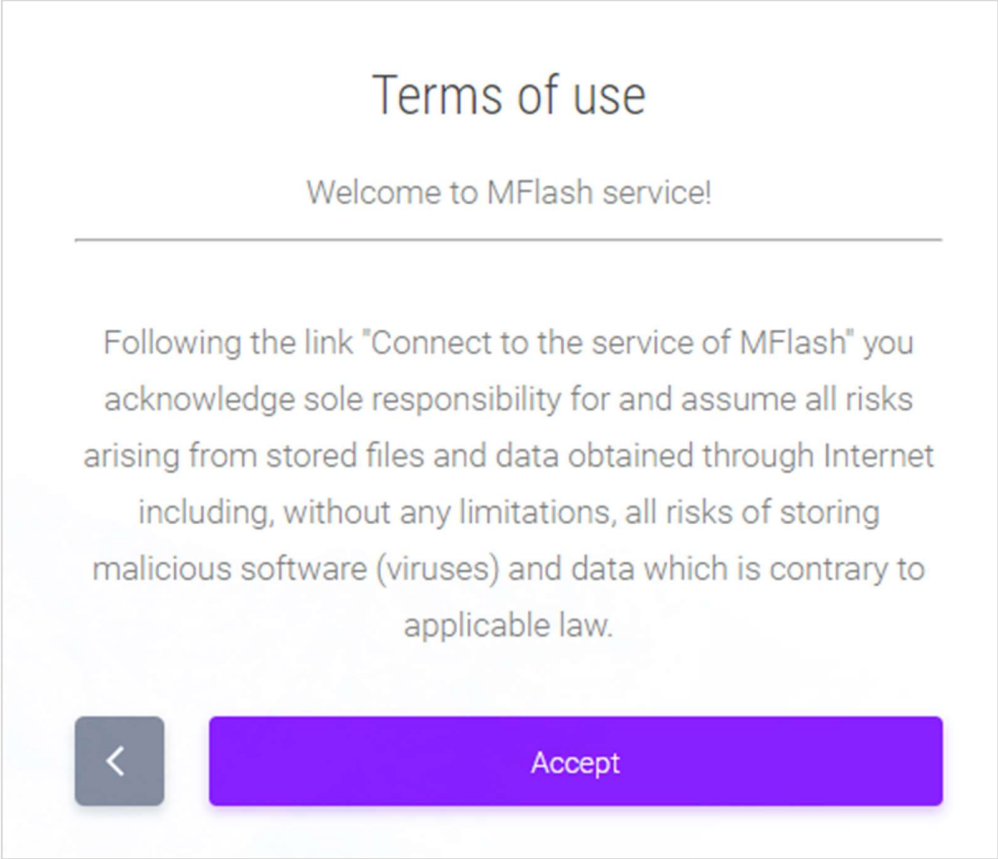

Fig.: 2.3. ***Terms of Use*** form

Upon accepting the Terms of Use, you will find yourself back at the page with the Registration form, click **Continue.** The **Registration successfully completed** window will appear**.** To authorize the just registered user click **Log-In**.

There is the **Choose platform for client** link in the form that you may use to go to the page

with available MFlash distribution packages to download.

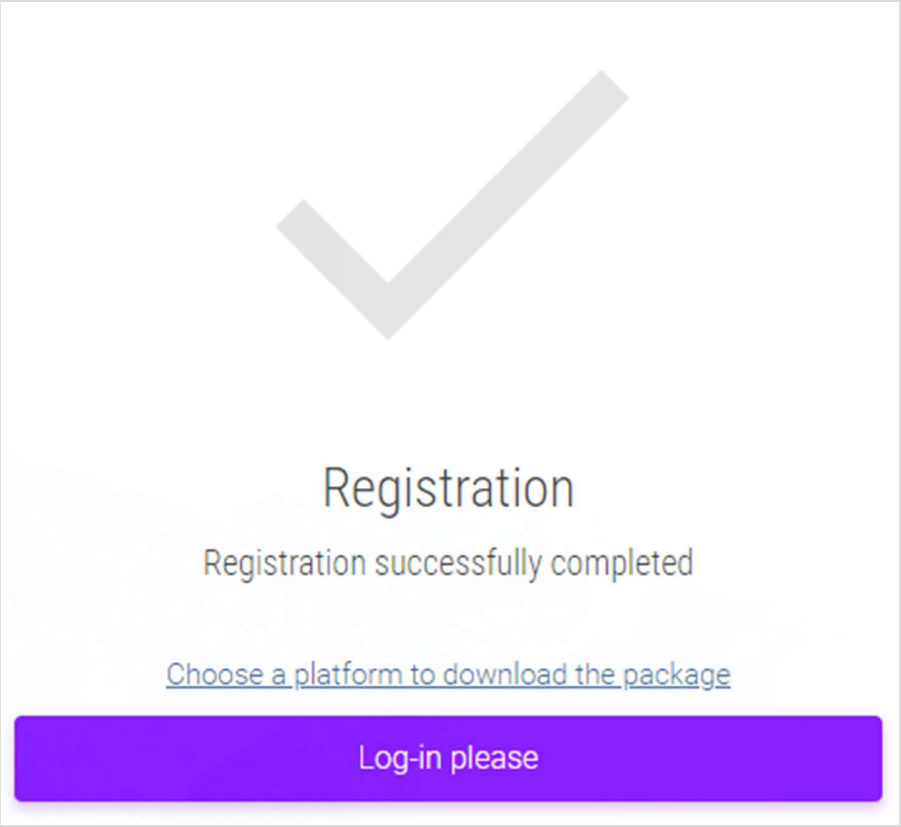

Fig.: 2.4. ***Registration successfully completed*** form

To toggle to the User Authorization window from the Download Package window click **Log-In Please.**

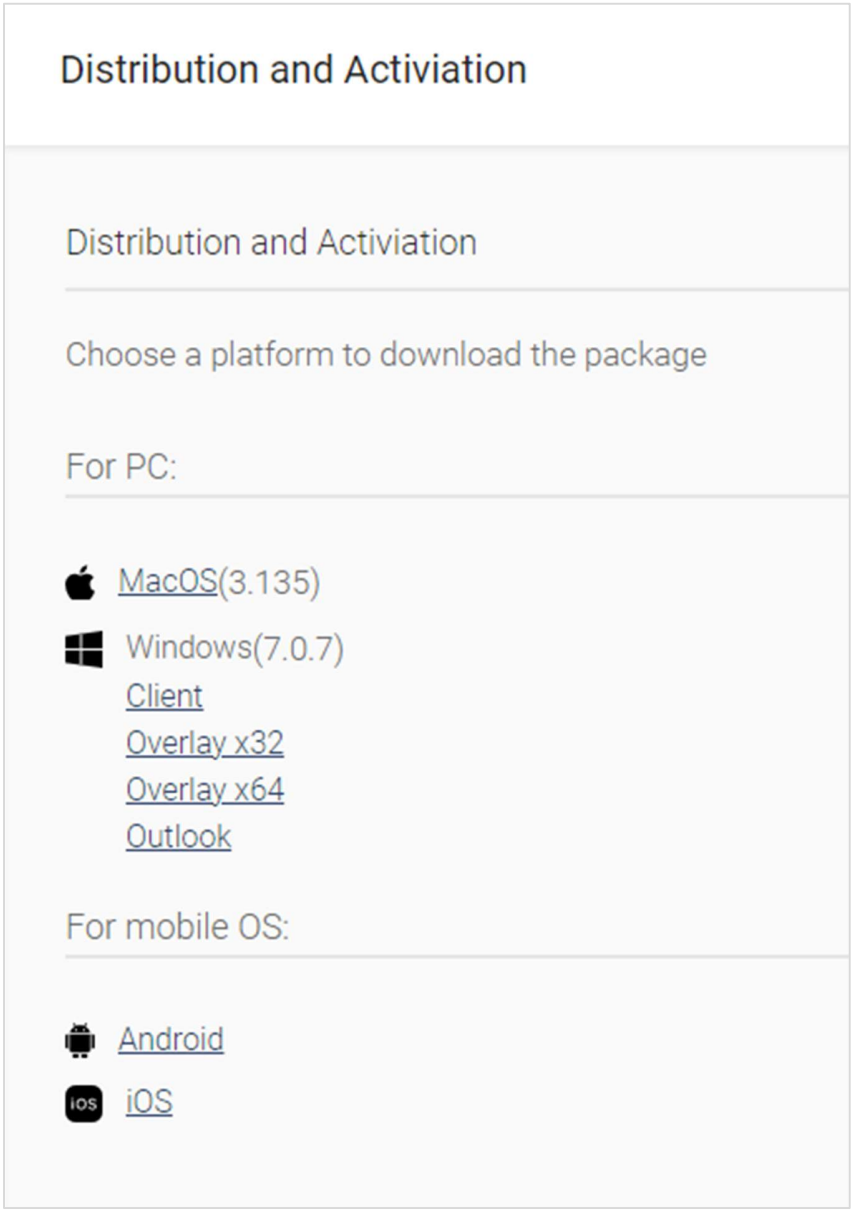

Fig.: 2.5. ***Download MFlash Distribution Package*** page

Authorization

Choosing Interface Language

If required, you may choose your interface language from the list located in the lower left corner of the Authorization window.

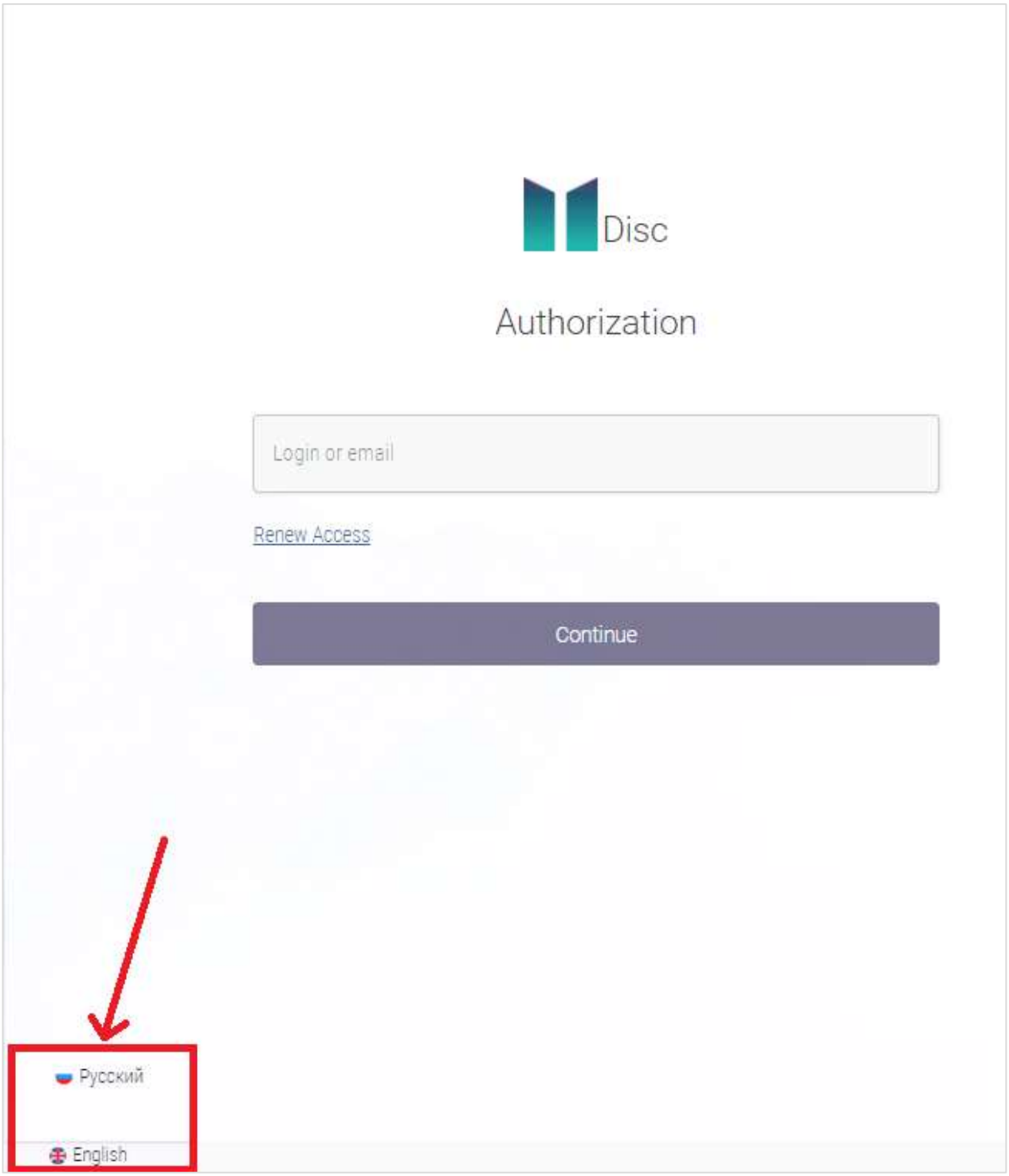

Fig.: 2.6. Menu to choose your interface language

Authorization Without Two-Factor Authentication

In the *Authorization* window you need to enter your registered user credentials. In the **Login or email** field type your login (or e-mail address) and click **Continue**, then in the **Password** field type your user password that was assigned at the registration step.

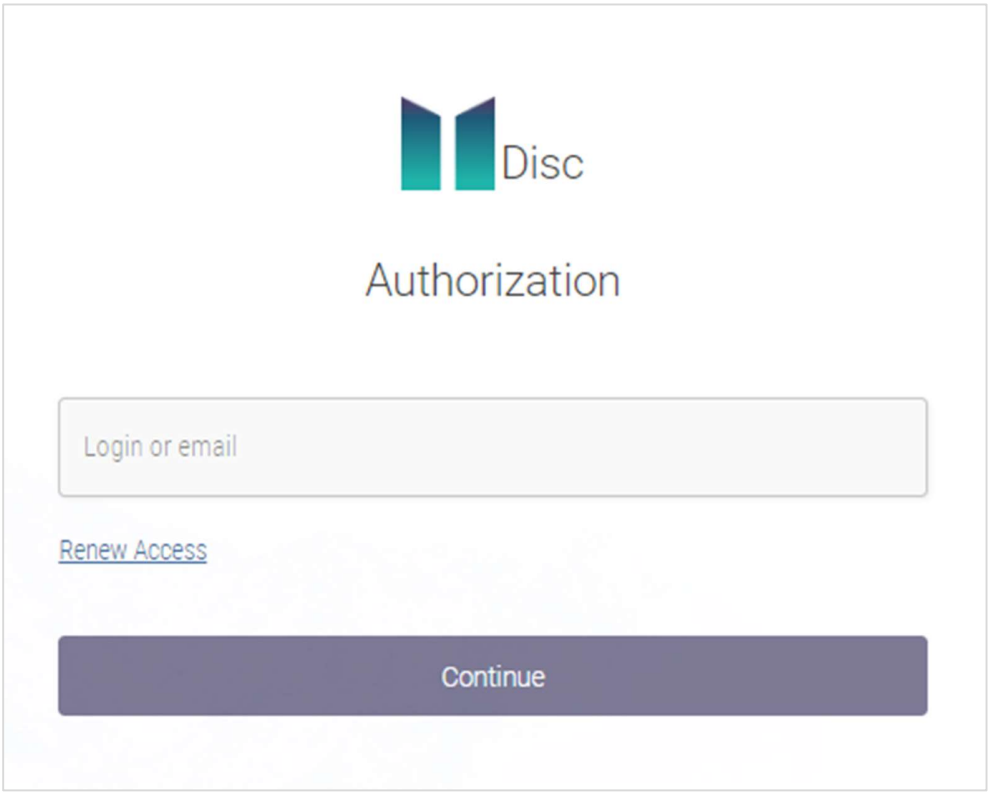

Fig.: 2.7. Form for typing login and e-mail

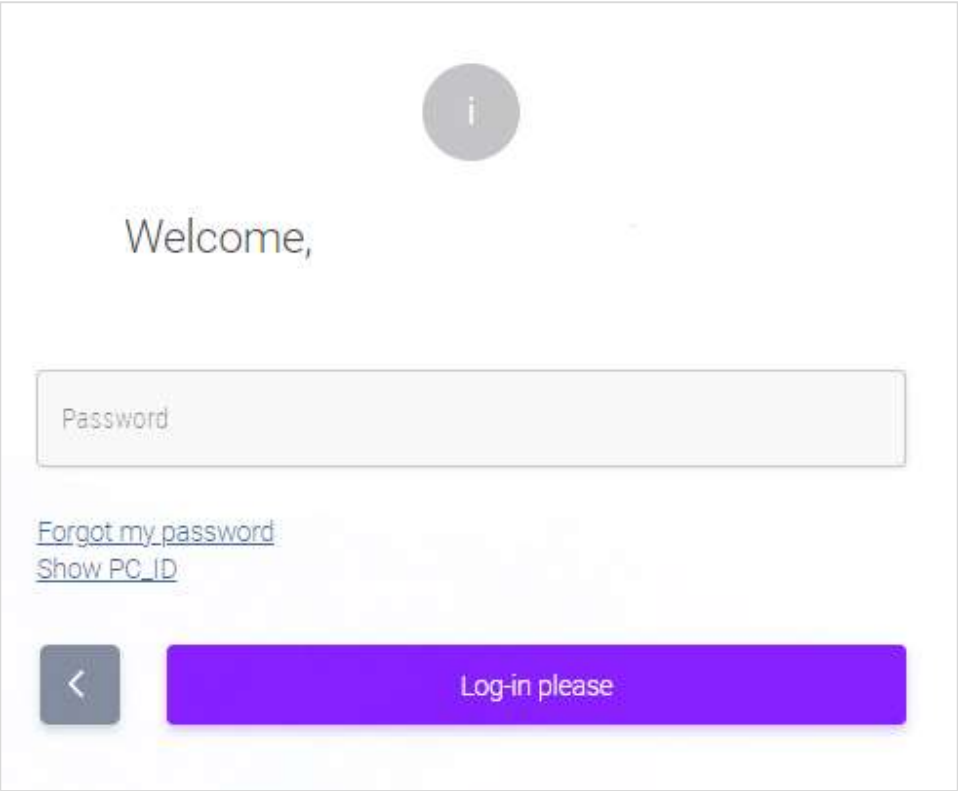

Fig.: 2.8. Form for typing your password

Upon typing your valid credentials click **Log-in.** Your user personal account interface will be displayed.

Authorization With Two-Factor Authentication

In the *Authorization* window you need to type your registered user credentials. In the **Login or email** field type your login (or e-mail address) and click **Continue**, then in the **Password** field type your user password that was assigned at the registration step (See Fig.: 2.6., Fig.: 2.7.).

If the previous step was a success, in the appeared confirmation form type the code you will receive by phone (or by e-mail, if your user phone number is not available in the System) to the number specified by the administrator for the user during the authorization procedure.

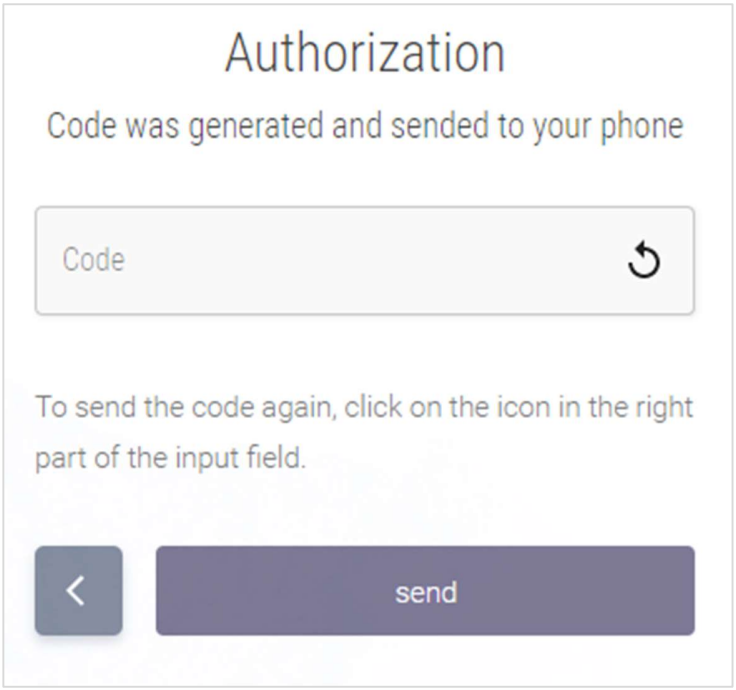

Fig.: 2.9. Form for entering second factor-key received via SMS

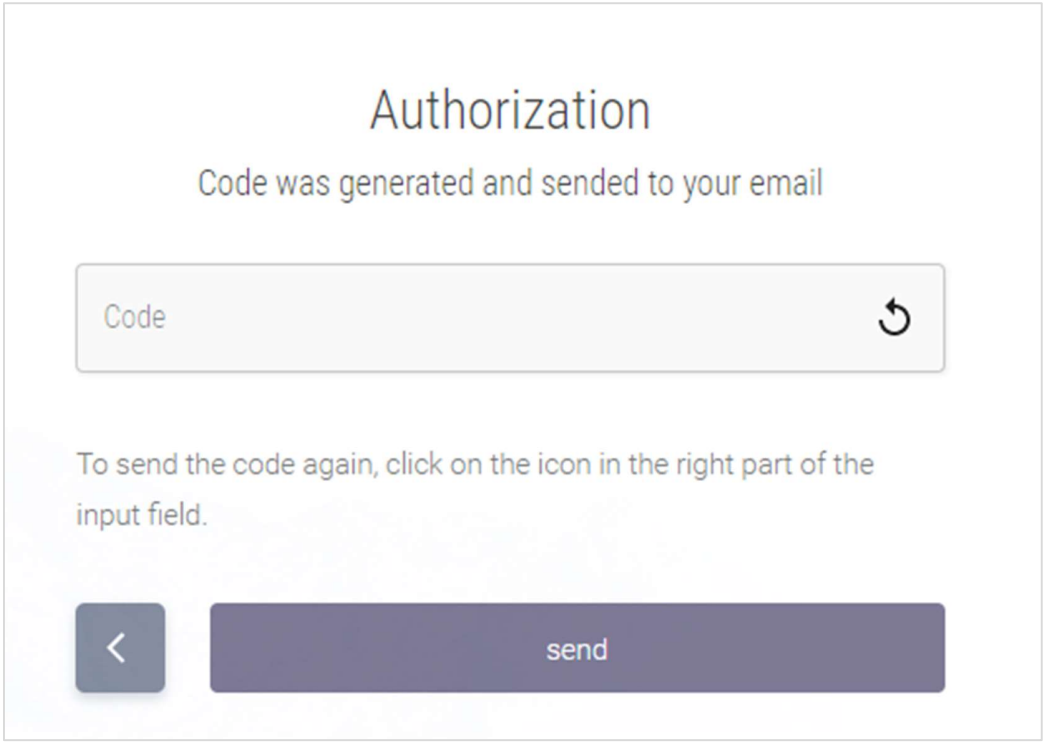

Fig.: 2.9.1. Form for entering second factor-key received via e-mail

Upon typing the valid confirmation code click **Send**, your personal account interface will appear.

Domain Authorization

To start domain authorization click **Continue via Domain Authorization**

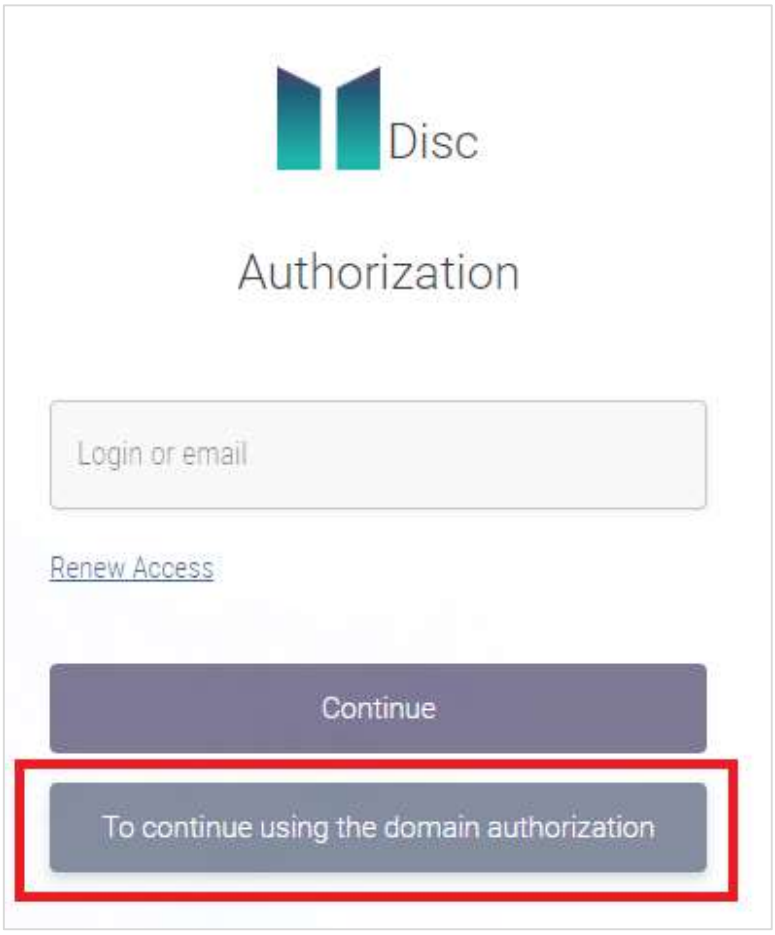

Fig.: 2.10. ***Domain Authorization*** form

Access Renewal

If you forget your access password, click **Renew Access.**

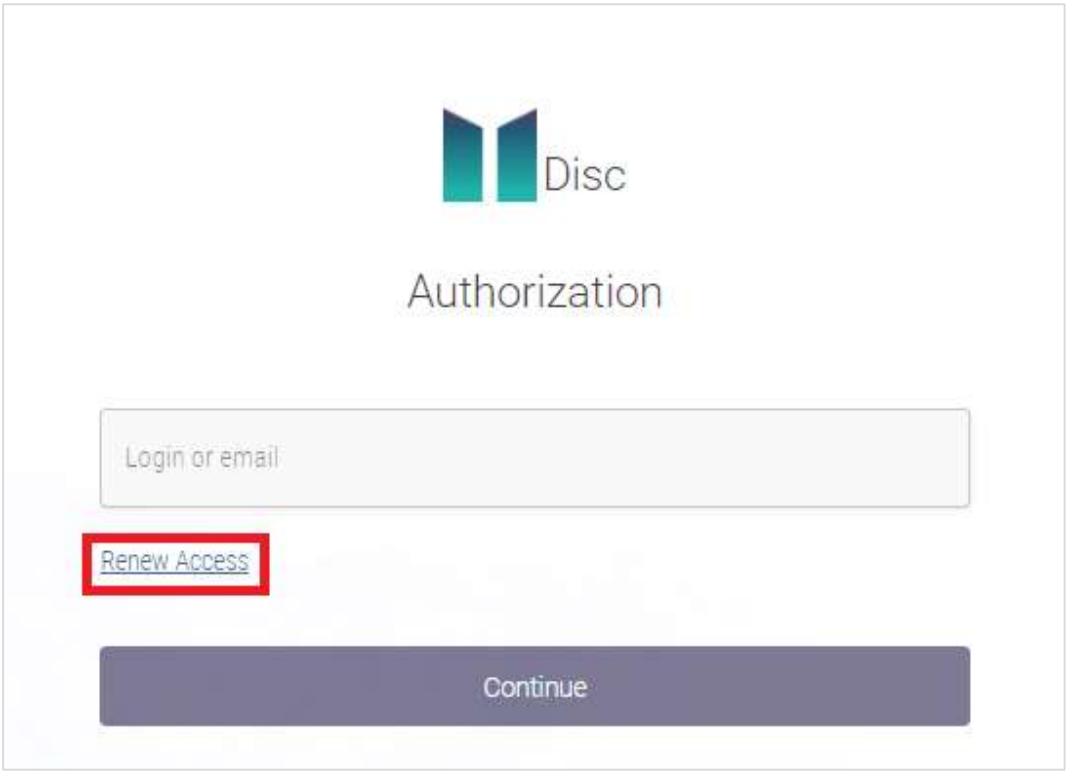

Fig.: 2.11. *Authorization* form with the ***Renew Access*** link Outlined in red

The form for restoring access to your account will appear. In the **Login or e-mail** field type your credentials and click **Send**.

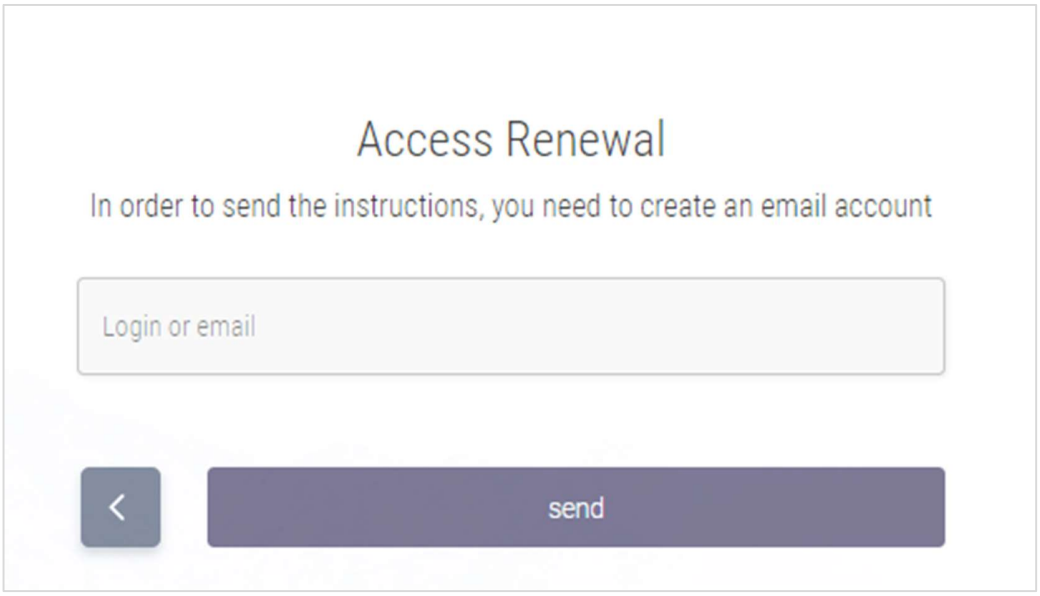

Fig.: 2.12. Form for renewing access to your account

In the appeared form type the code you will receive by phone (or by e-mail, if your user phone number is not available in the System) to the number that was assigned by the administrator to the

user account. To send the code click **Send**

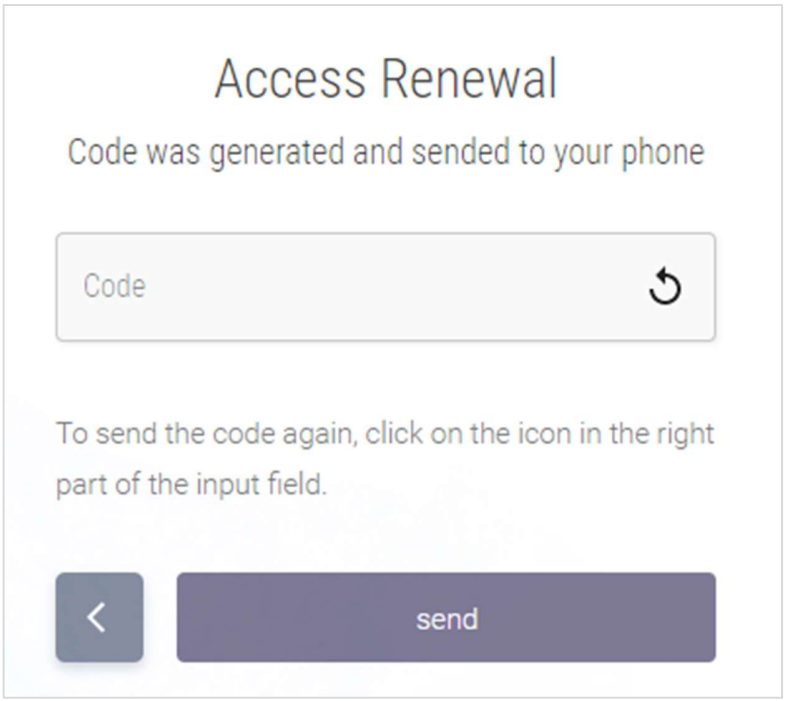

Fig.: 2.13. Form for entering second factor to renew access to your account

In the confirmation form that will appear click **Complete** to proceed with further activities within the System.

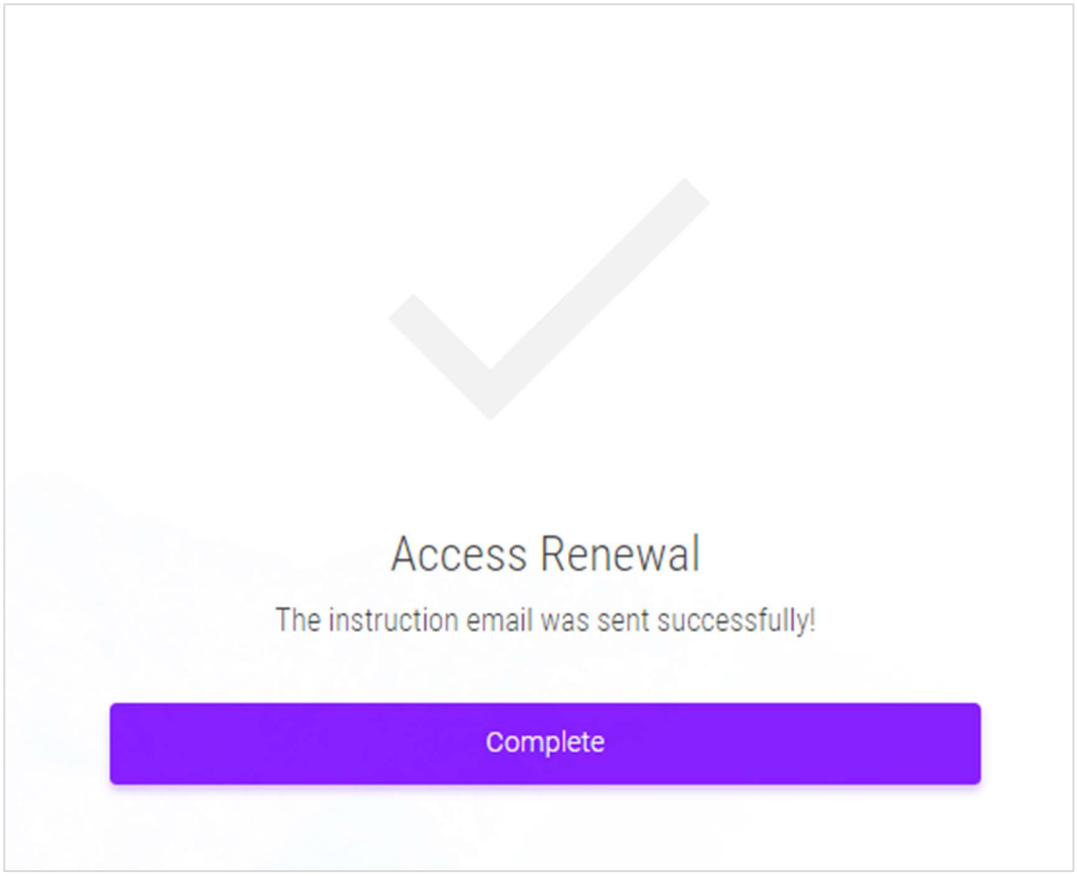

Fig.: 2.14. Form confirming renewal of access

Installing MFlash Client

To ensure proper functioning of the System and full swing operation of available functionalists on the user PC you need to install/download an MFlash client. To do that, click **Menu** in the left upper corner of the user interface.

Fig.: 2.15. Outlined in red is the button for switch over to the user menu

Then in the left area click **Distribution Packages**

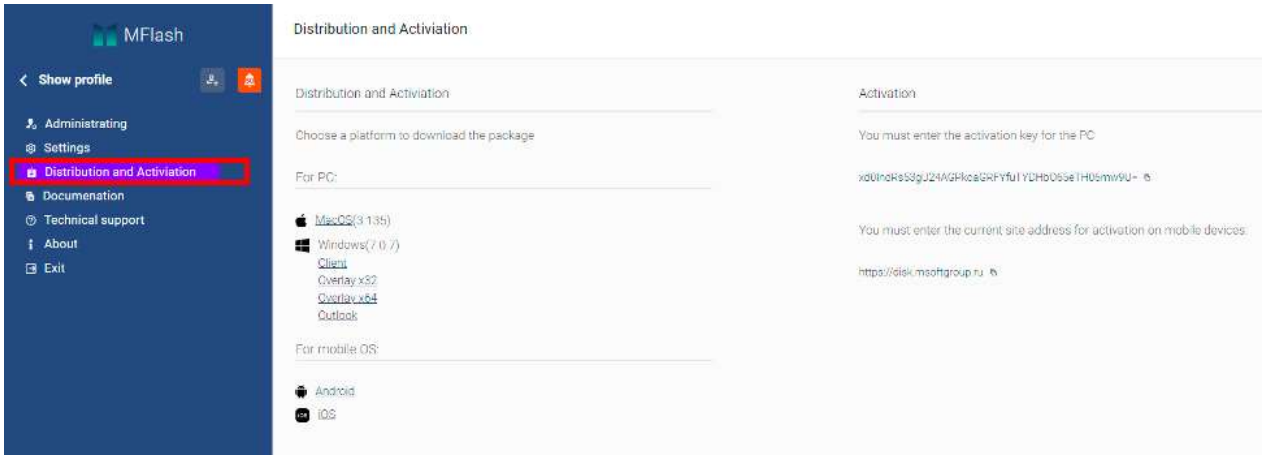

Fig.: 2.15. Outlined in red is the button for switching over to the **Distribution** and Activation section

The MFlash platform offers a user to choose a most convenient mode of work with the System, i.e. to perform activities only via the System web-interface or via the System interface together with the use of the client software.

In this section you may download client versions for a PC (Windows and MacOS) and mobile devices (Android and iOS), overlay for Windows client (see Chapter 4. Working with Virtual Drives, chapter Via Client) and you have access to the activation key for the top desk and mobile clients.

The MFlash client for Windows is installed directly onto the user operational system and launched automatically when the OS is started.

Note: This chapter describes the procedure of installation of the client for windows as an example.

Note: To ensure proper functionality of a MFlash client you need to install the Microsoft .NET Framework 4.5.2 suite on you PC and make sure that the user may get access to the Internet from his/her PC in order to activate the client.

To download a MFlash client local version click on the relevant download link (see Fig.: 2.14.). Your web-browser (you may see, as an example, a download/execute request in Internet Explorer) will offer you to download the installation file onto the local PC. When you complete downloading, click **Save** and run the file.

The MFlash client installation start window will appear. Click **Next.**

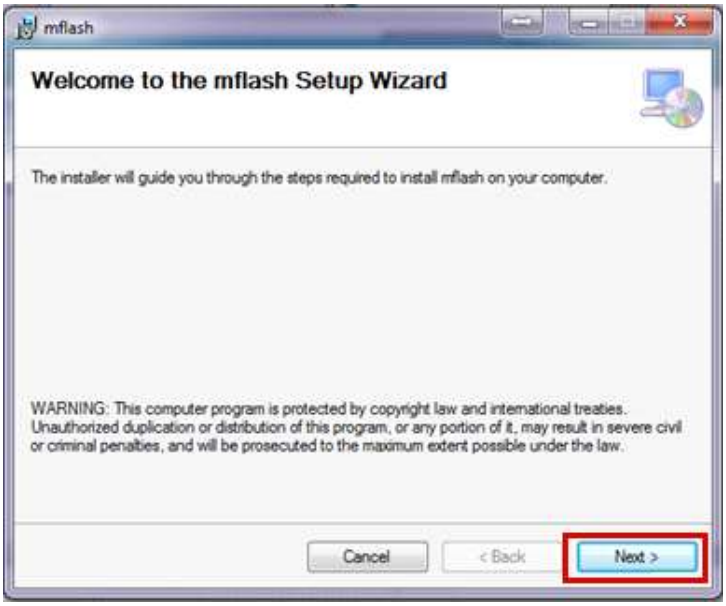

Fig.: 2.16. Outlined is the Next button used at the first step of the MFlash client installation

A new window will appear, where you are requested to choose the directory to install the client in. Click **Next** to continue or specify the directory if you want to install the client in a directory other than the current one and click **Next** to proceed with the installation.

Fig.: 2.17. Outlined is the Next button used at the second step of the MFlash client installation

In the appeared window confirm the installation by clicking **Next**.

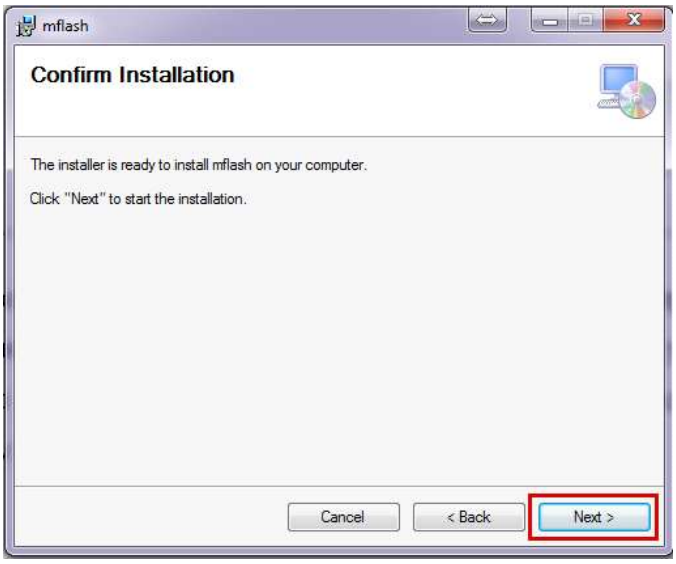

Fig.: 2.18. Outlined is the Next button used at the third step of the MFlash client installation

The client installation process will be run in the OS.

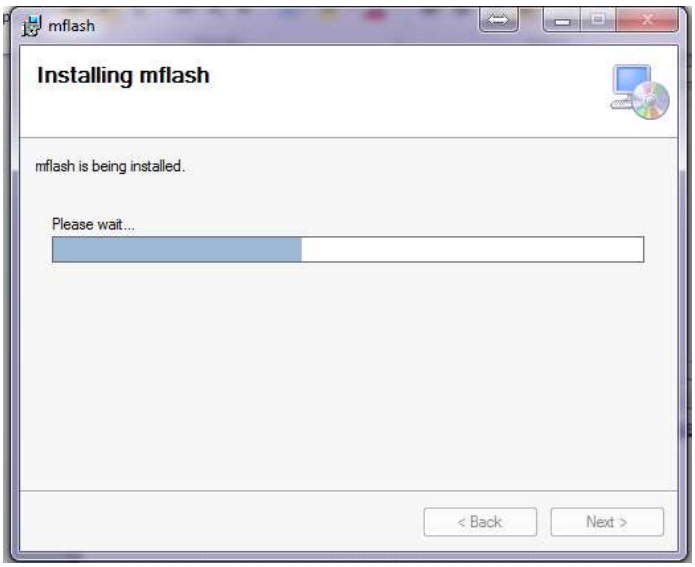

Fig.: 2.19. Progress bar visualizing MFlash client installation

Upon completion of the installation a new window will appear to confirm a successful installation of the MFlash client in the local PC operating system. Click Close to complete the installation.

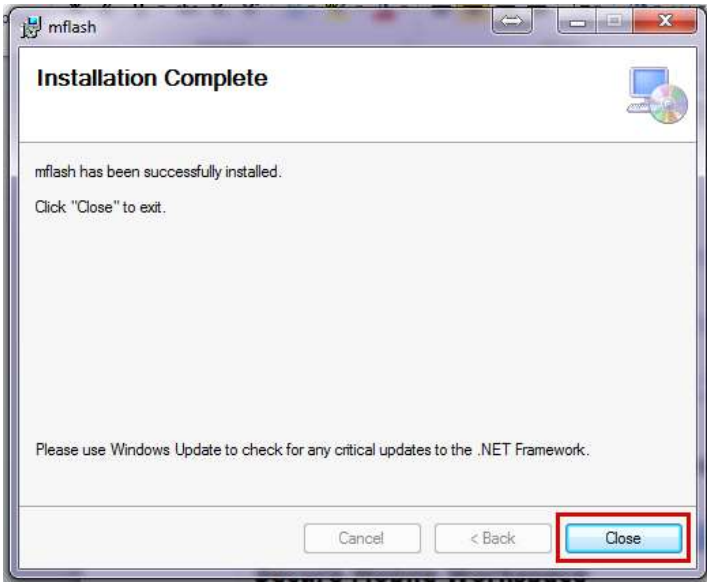

Fig.: 2.20. Outlined is the Close button used at the final step of the MFlash client installation

After the installation is completed and the client is launched the MFlash client icon will appear in the OS notification area.

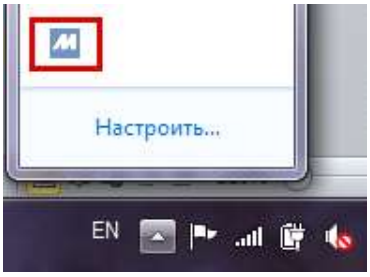

Fig.: 2.21. Outlined is the MFlash client icon in the Windows notification area

The MFlash local client installation procedure is complete. To use the installed client while working with the System follow the instructions in Working with the MFlash client.

When the MFlash client is run for the first time on your PC, it opens a code activation window.

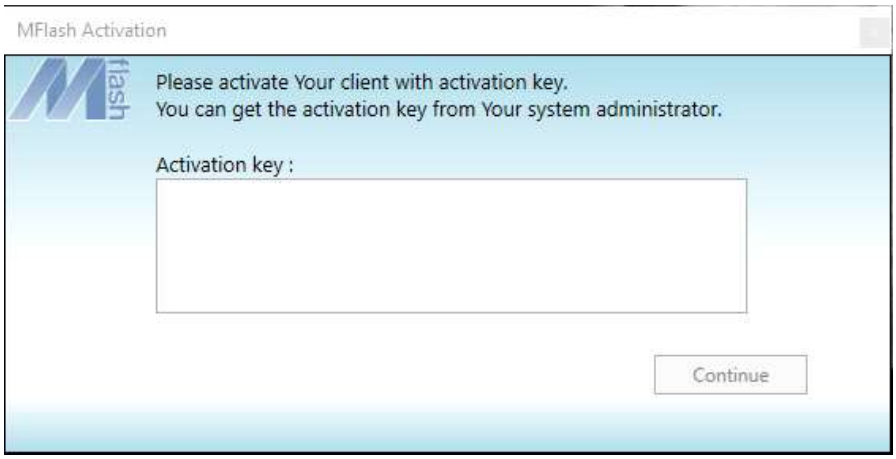

Fig.: 2.25. MFlash client window for activation code entering

If you use a proxy server, the MFlash client will automatically readjust the proxy server settings in the OS. If you need to set up any other proxy server, you may, having typed the valid activation key, in the context menu of the client in the Windows notification area click Options to go to the Settings tab of the client and activate Use this proxy configuration where you need to set up the proxy server configuration manually.

Fig.: 2.26. Outlined is Options line in the MFlash client context menu

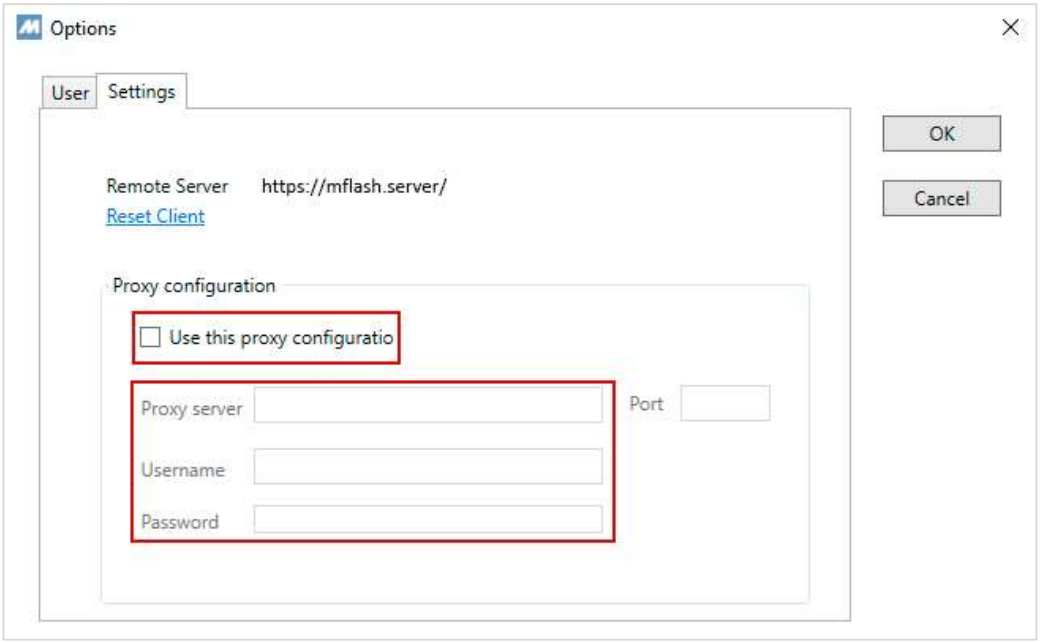

Fig.: 2.27. Outlined are proxy server configuration parameters in the Settings tab

To use the client while working with the System follow the instructions in the chapter Working with the MFlash client.

If you work with the System through a web-browser - the client active status is displayed (a greed spot superimposed over the user avatar appears in the left upper corner of the interface). If the connection between the web-browser and the MFlash client is not active the connection indicator is absent.

Fig.: 2.28. Outlined is the user avatar with a client active status sign.

Working with MFlash Client

Once the MFlash client is run, the client sign appears in the OS notification area

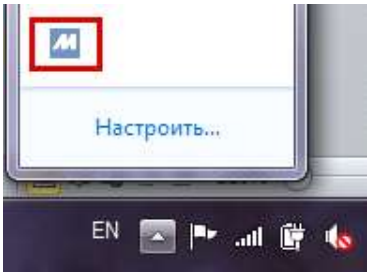

Fig.: 2.29. Outlined is the MFlash client icon in the Windows notification area

If you right click on the sign a context menu for working with the MFlash client will appear.

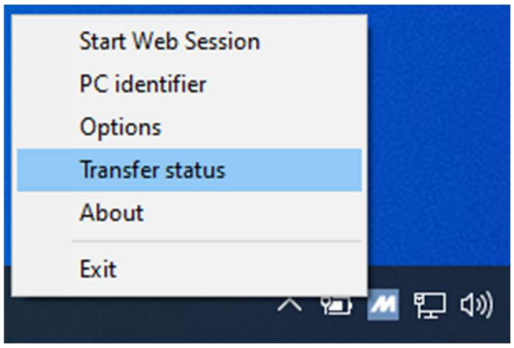

Fig.: 2.30. MFlash client context menu

The menu includes the following items:

- Start Web-Session;
- PC Identifier;
- Options;
- Download/Upload status;
- About System;
- End.

Items in detail:

- Upon clicking on Start Web-Session the default web-browser of your PC automatically appears with the System authorization page. To enable automatic authorization of a user you need to enter your user credentials in the Options line of the client (see below).
- The PC Indicator item allows you to get the unique identifier of you PC to enable the client operations with the System via any web-browser.

  Upon clicking on PC Identifier a window indicating your unique PC identification number will

appear. Click Copy to copy the identifier.

Fig.: 2.31. Outlined is the Copy button in the PC Identifier line of the MFlash client menu.

To use the identifier you may run any web-browser, go to the MFlash resource authorization page, enter your credentials, click on Show PC_ID, and in the PC_ID box enter the PC identification number you copied.

Upon successful entry into the System you may efficiently use all MFlash functions via the client

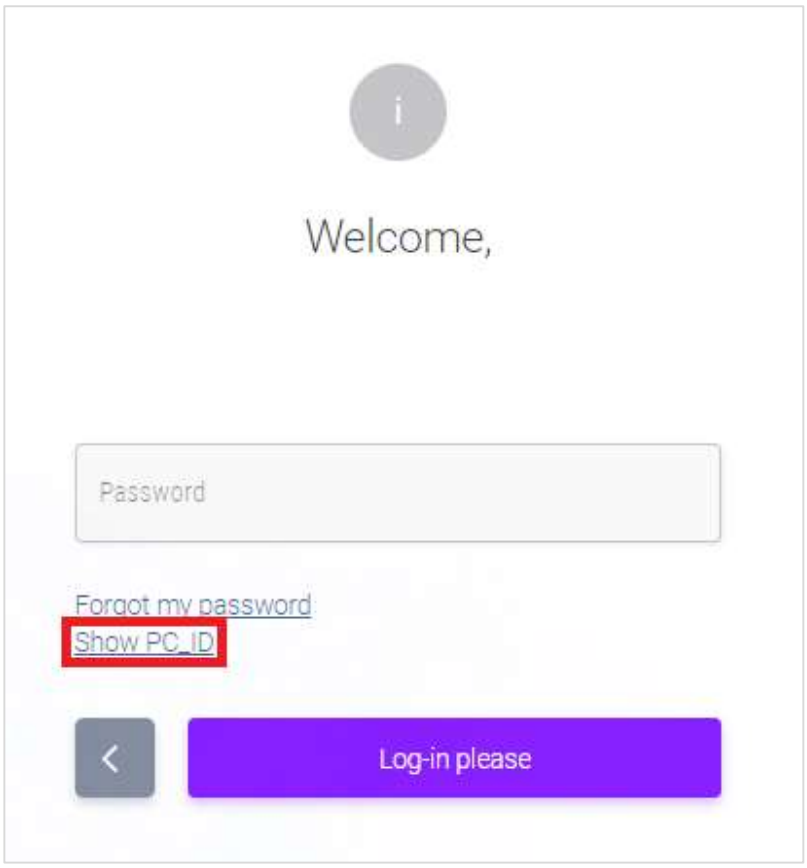

Fig.: 2.32. Outlined is the Show PC_ID link in the authorization form

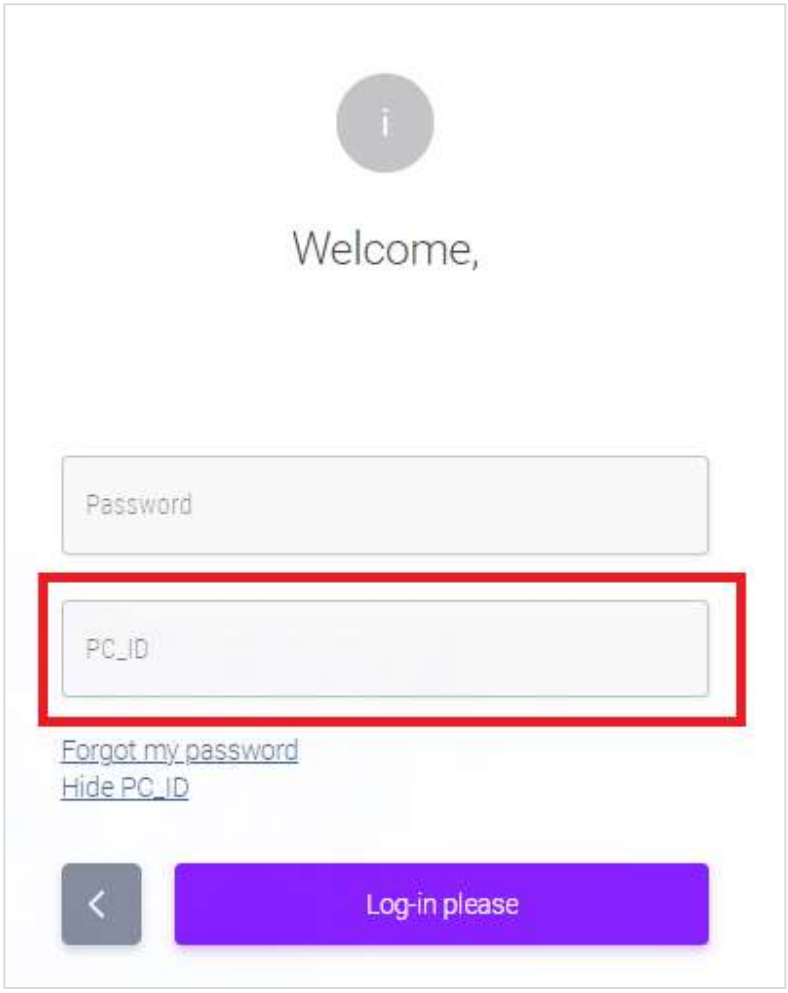

Fig.: 2.33. Outlined is the PC_ID box in the authorization form

- The Options item allows you to indicate the credentials of your user to enable automatic authorization in the MFlash System through entering the data in the User Name and Password boxes (and clicking OK) in the User Tab, it also allows you, after said actions have been completed, to run any already authorized web-session through the Start Web-Session item of the menu.

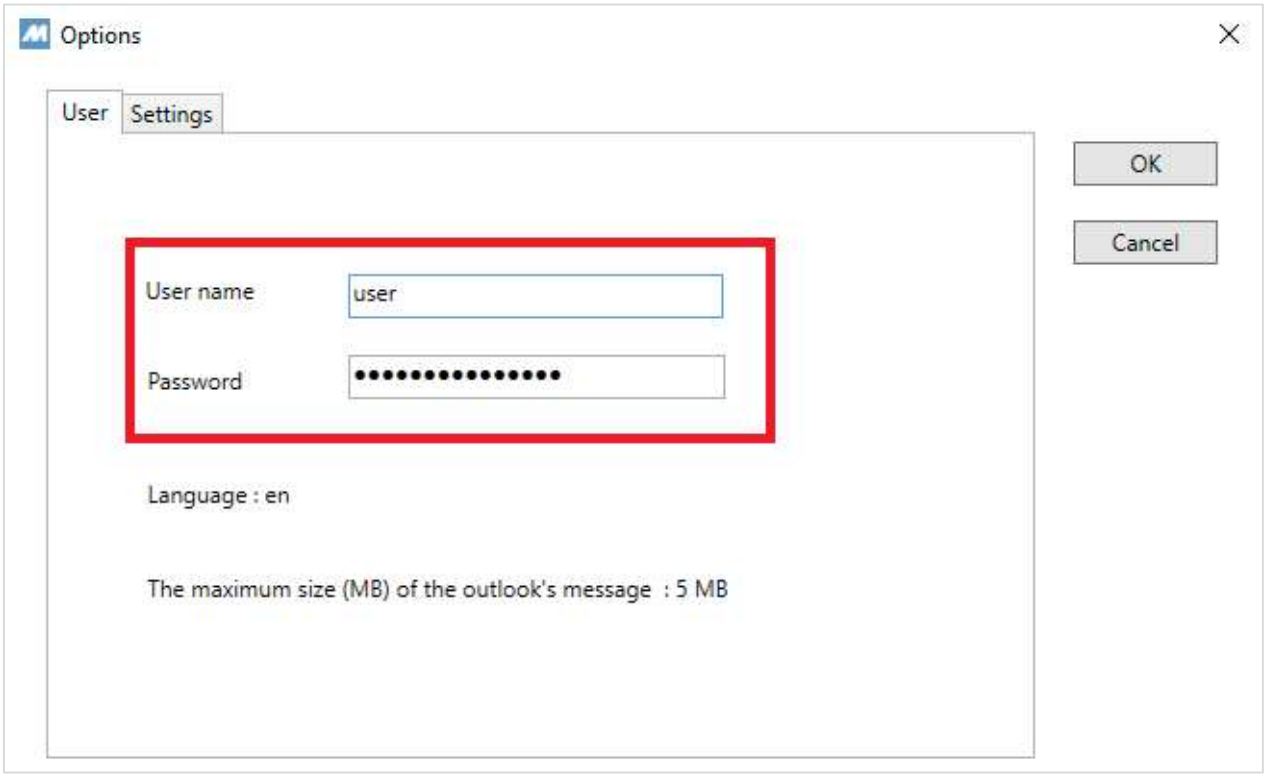

Fig.: 2.34. Outlined are the boxes for entering user credentials

In the Settings tab you may reset the client activation for working with another MFlash server through the Reset Client function. Caution: This action will reset the credentials and client activation. This tab allows you to manage the proxy configuration as well.

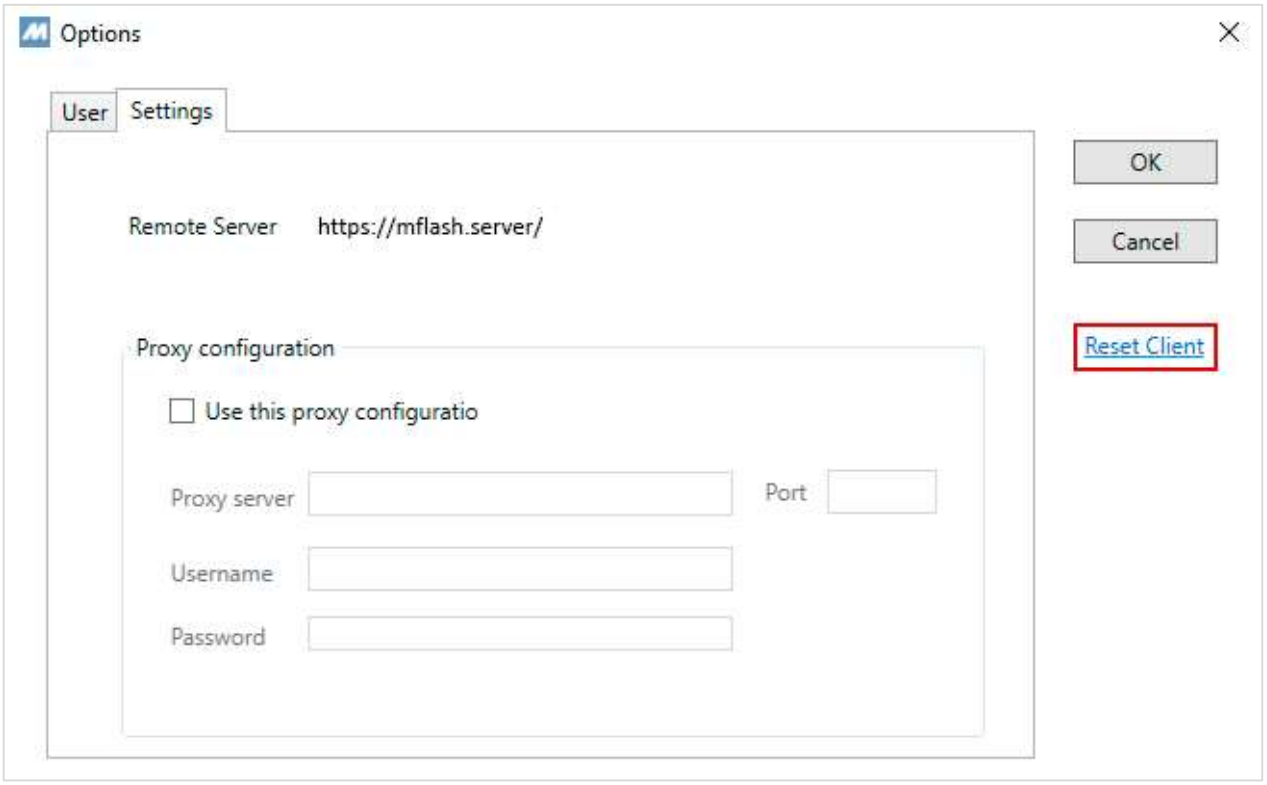

Fig.: 2.35. Outlined is the Reset Client link used to reset user credentials in the MFlash client

- In the Download/Upload Status item you may check the current download status for files while working with the System through the client. When you click on Download/Upload Status a window indicating the information regarding the files that are being downloaded. The download progress bar indicates the status of downloading for each file. While files are uploaded from your PC to the MFlash server files are indicated with an up vertical arrow.

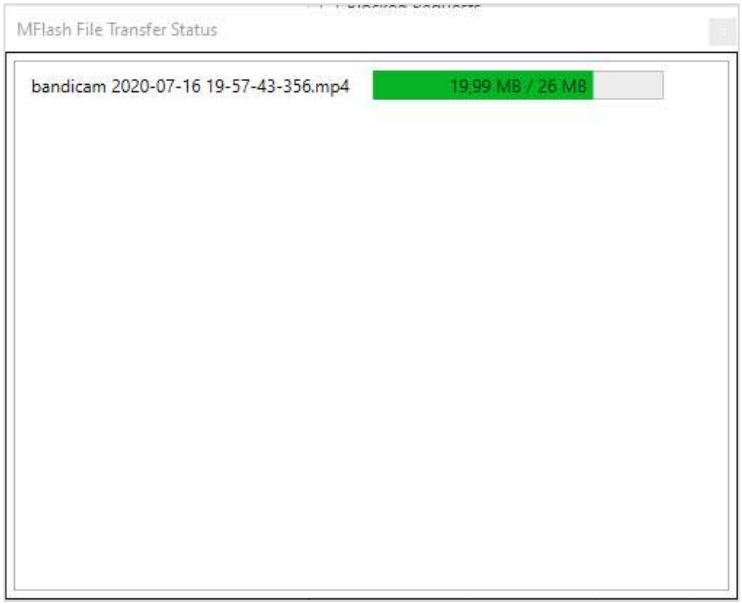

Fig.: 2.36. Visualization of the process of file uploading to the server

While files are synchronized from the MFlash server to your PC the files are indicated with a down vertical arrow.

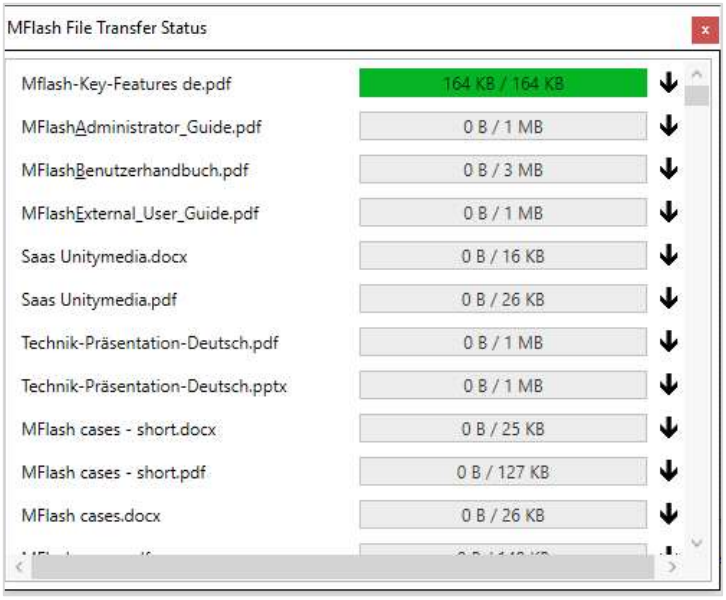

Fig.: 2.37. Visualization of the process of file downloading to the local PC

After the loading process is completed the file(s) will be removed from the file loading list.

- The About System item allows you to get information about the MFlash client current version installed and the amount of allocated memory accessible to a user authorized in the client.

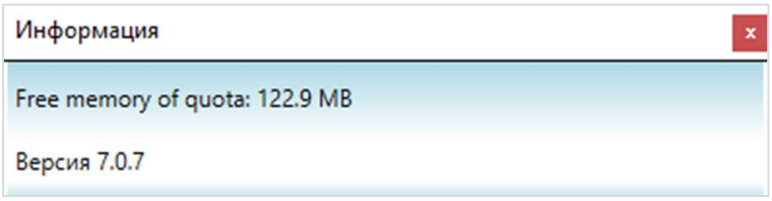

Fig.: 2.38. About System window

- The End item is used to terminate the MFlash client operation.

Chapter 3. System Basic Web-Interface

The System basic interface consists of the following components:

- Left Side Pane - includes username, notification counter, tree structure navigation block, as well as a menu item available upon clinking on or upon clicking the username
- Upper Pane - includes the navigation area, element handling functions and workspace operation functions;
- Workspace - is an area where the user interacts with elements (drives/files/folders).

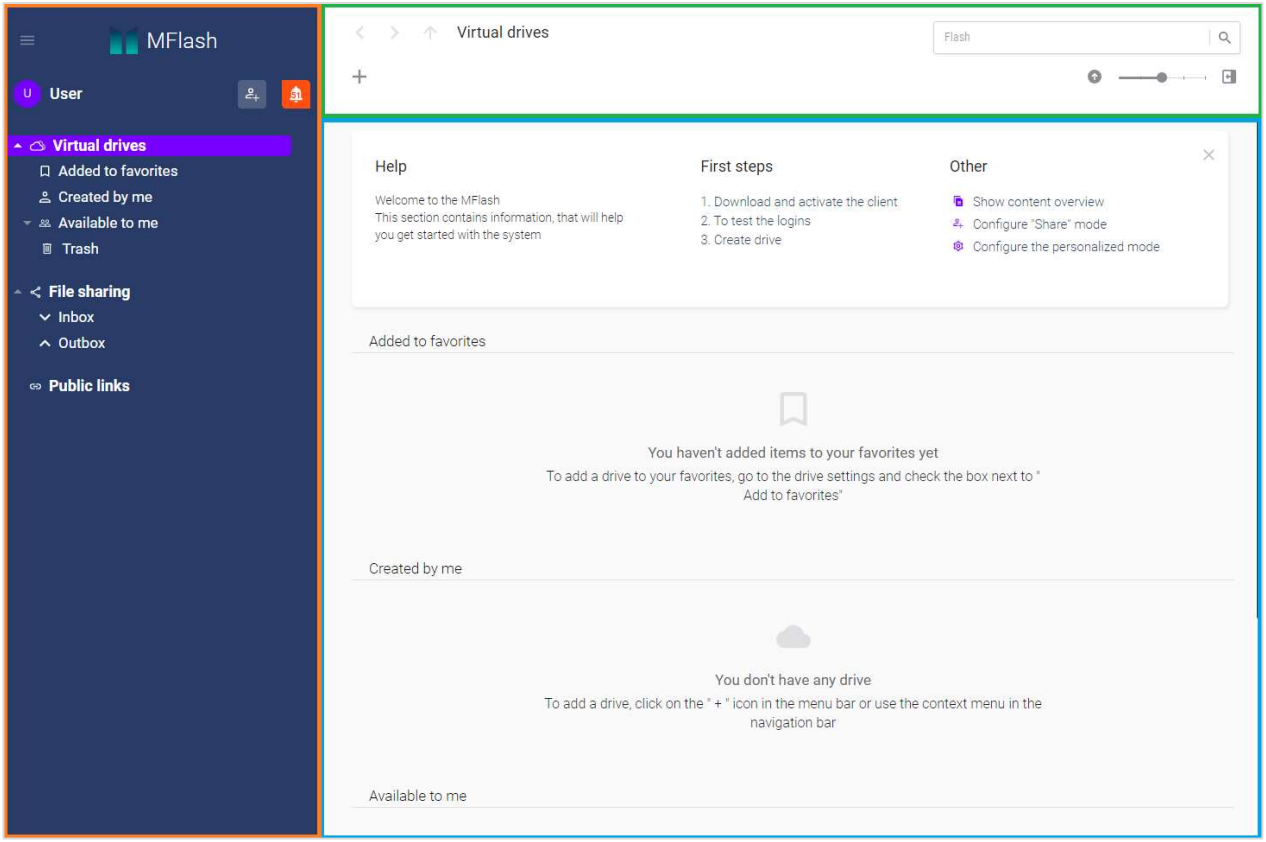

Fig.: 3.1. User interface (the left side pane is outlined in orange, the upper pane is outlined in green, the workspace is outlined in blue).

Left Side Pane

The left side pane allows the user to toggle between drives (and content thereof), go to the File Sharing item and to the Public Links item, open notifications, invite a new user to the System and move to the menu. Clicking the logo icon or the System name in any section of the portal will move the user to the main page of the service.

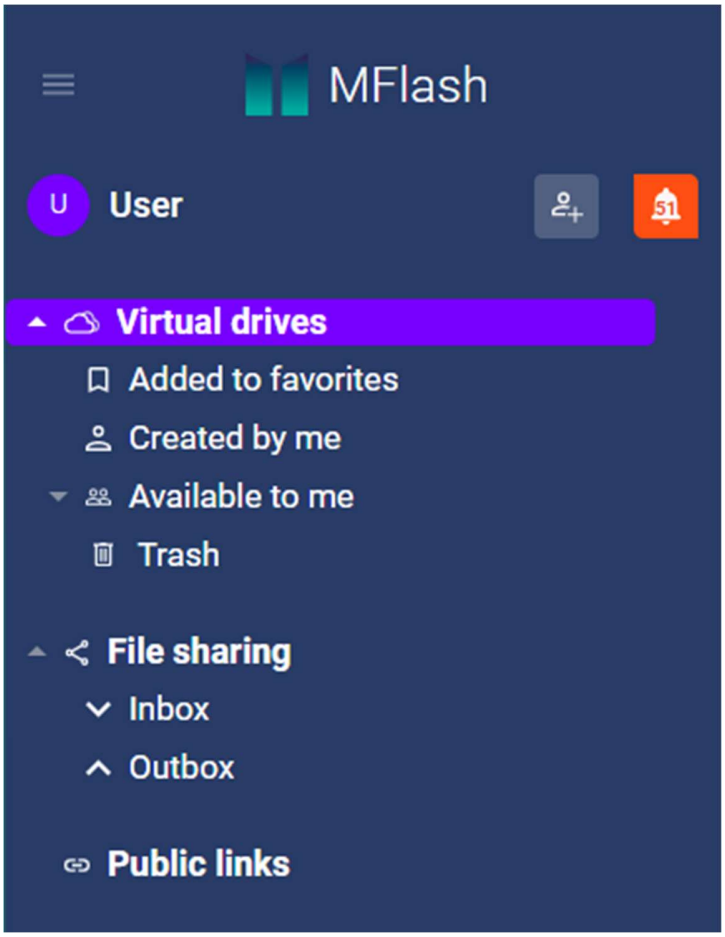

Fig.: 3.2. Left Side Pane interface

New User Invitation Widget

Click the icon to invite a new user.

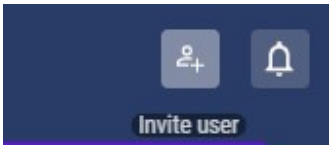

Fig.: 3.3. New User Invitation Widget Icon

The user invitation form will appear. After the form is completed with valid data, the invitation may be sent. To send the invitation click Confirm.

Click Cancel to close the form, the data you entered will be canceled.

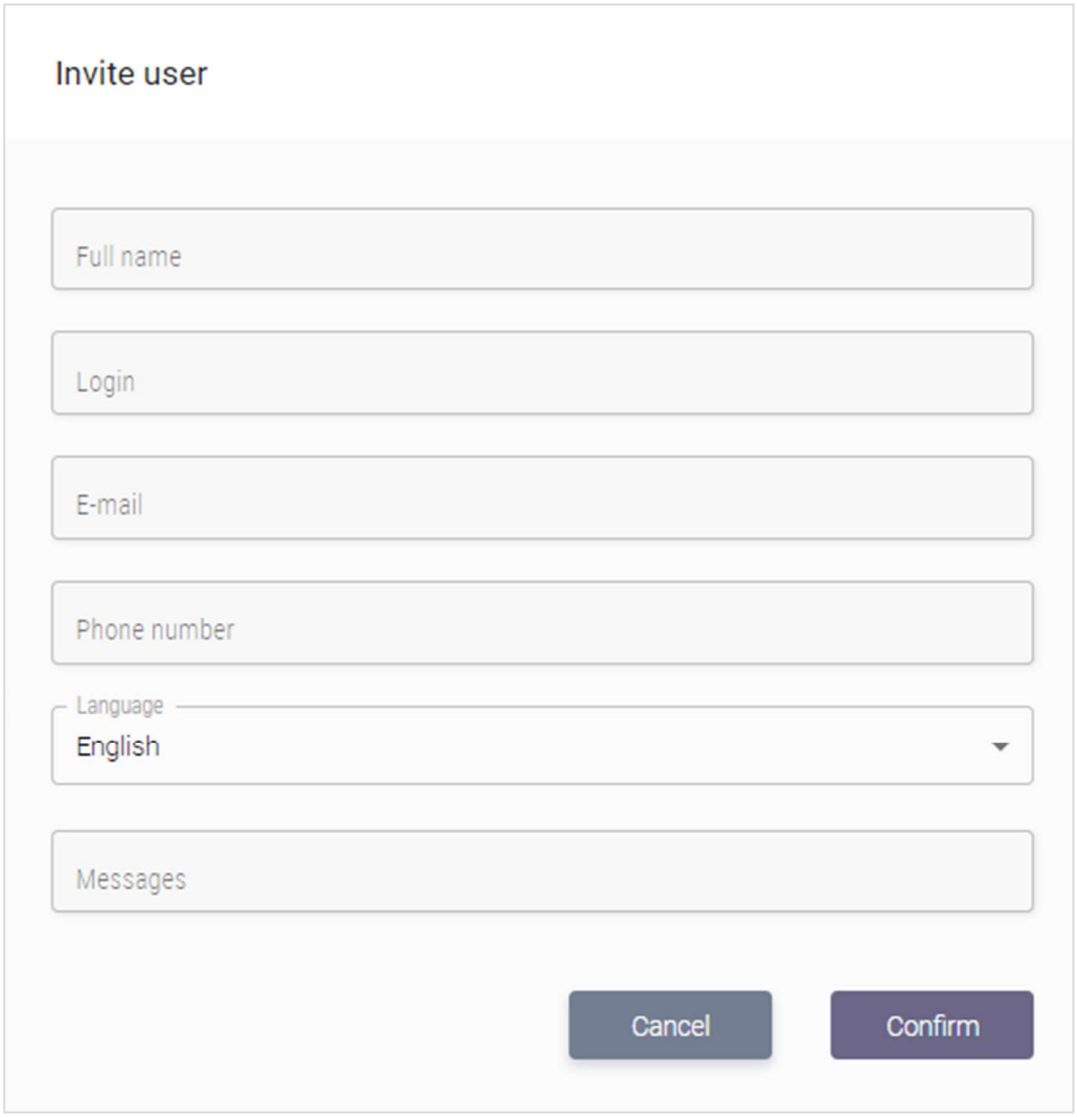

Fig.: 3.4. User Invitation form

Notification Counter Widget

Click the icon to see notifications sent by the System to the user.

When you have outstanding notifications the bell icon gets active and shows the number of notifications that have not been read.

Fig.: 3.5. interface for reviewing notifications

To see all notifications click the icon in the notification reviewing interface. All notifications that you have received will be opened. The icon will change its appearance into , if you like to close all notifications that you have read leaving only outstanding notifications in the list click the icon one more time.

Fig.: 3.6. Pointed with the arrow is the icon that allow the user to switch to the Show all view.

Fig.: 3.7. Pointed with the arrow is the icon that allow the user to switch to the Hide read option view.

To highlight any outstanding notifications click the icon (the icon will change its appearance to) and check the messages you want with .

Fig.: 3.8. Checked notifications

You may also highlight all outstanding messages from the list. To do that click the icon.

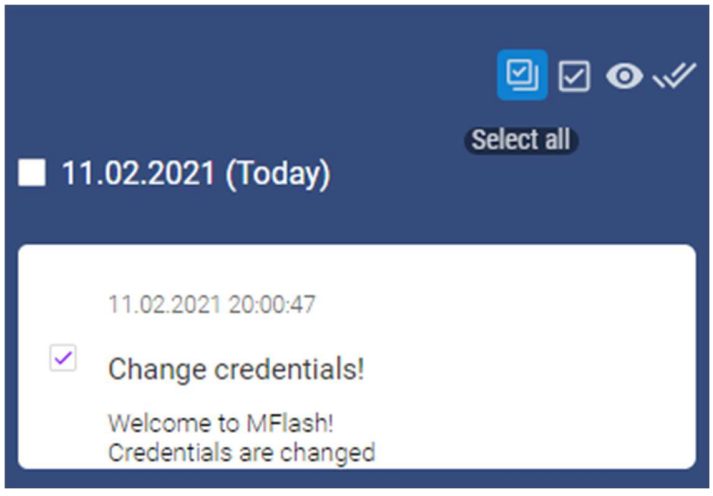

Fig.: 3.9. Active Highlight all icon

To mark all highlighted messages as read click the icon.

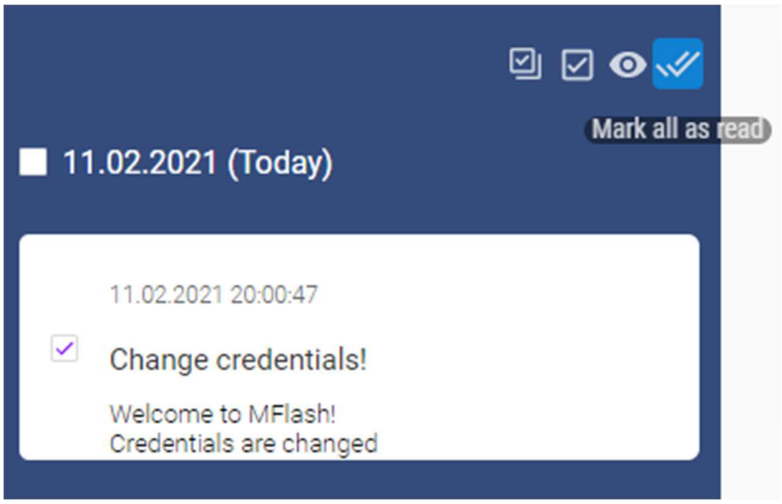

Fig.: 3.10. Active Mark all as read icon

Navigation tree

The Navigation tree is designed to create, delete and handle virtual drives.
The process of handling virtual drives in the system via the user web-interface and the MFlash client software is described in Chapter 4. **Work with Virtual Drives** hereof.

Fig.: 3.11. Tree structure interface in the Left Side Pane

The navigation area contains the following logical work items:

- **Virtual Drives** (the area is used to implement the entire process of VD operation and management: i.e. creation, deletion, synchronization, etc.);

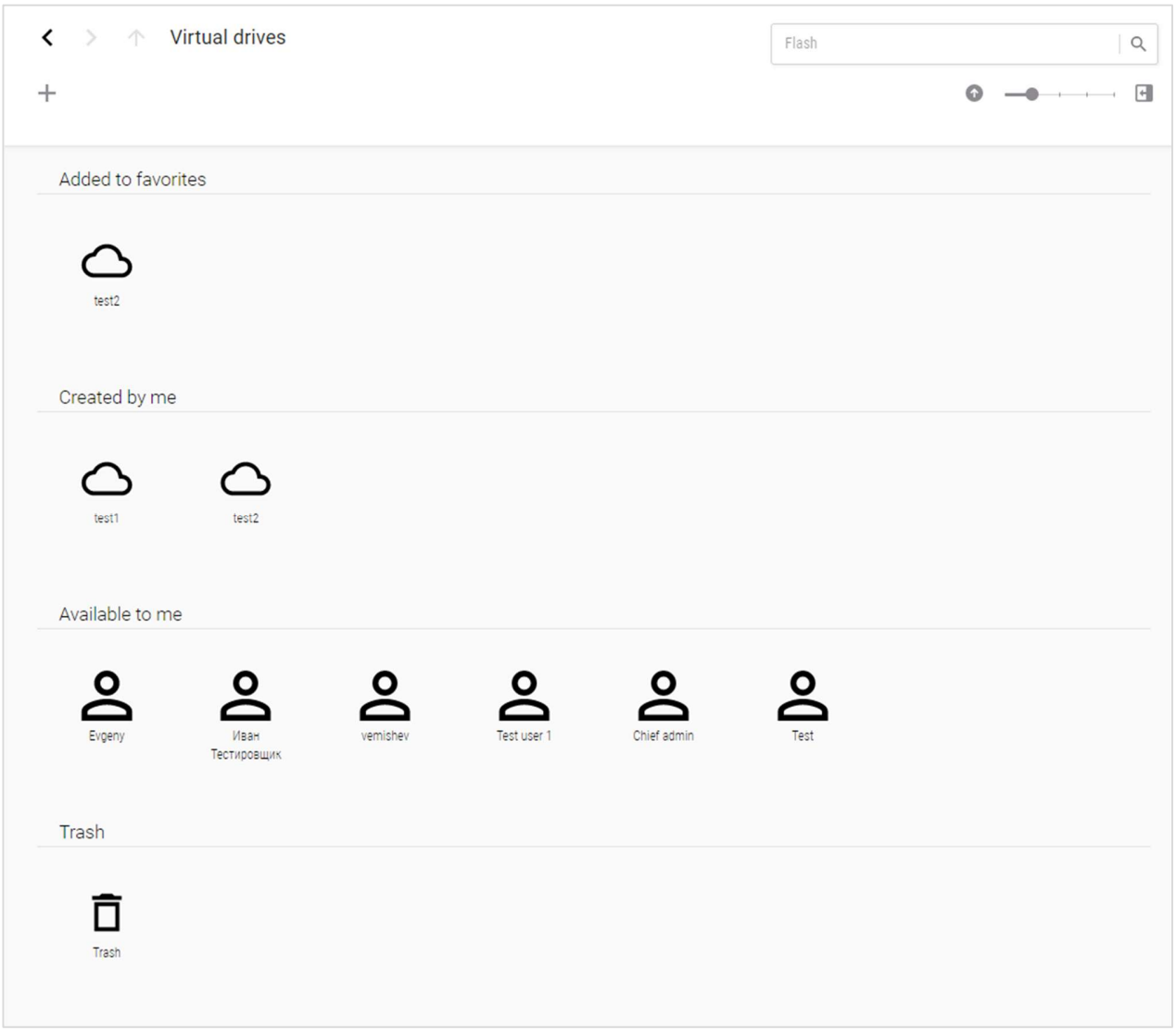

Fig.: 3.12. "Virtual Drive" section interface (example)

- **Added to Favorites** (the area is designed to locate virtual drives marked by the user as important ones, thus they are separated from other devices);
- **Created by Me** (the area is designed to locate virtual drives created by the user);
- **Available to Me** (the area is designed to locate virtual drives that other System users conferred the rights to use thereof upon the user who has successfully passed the authorization procedure);
- **Trash** (the area is designed to locate files and folders deleted by the user);

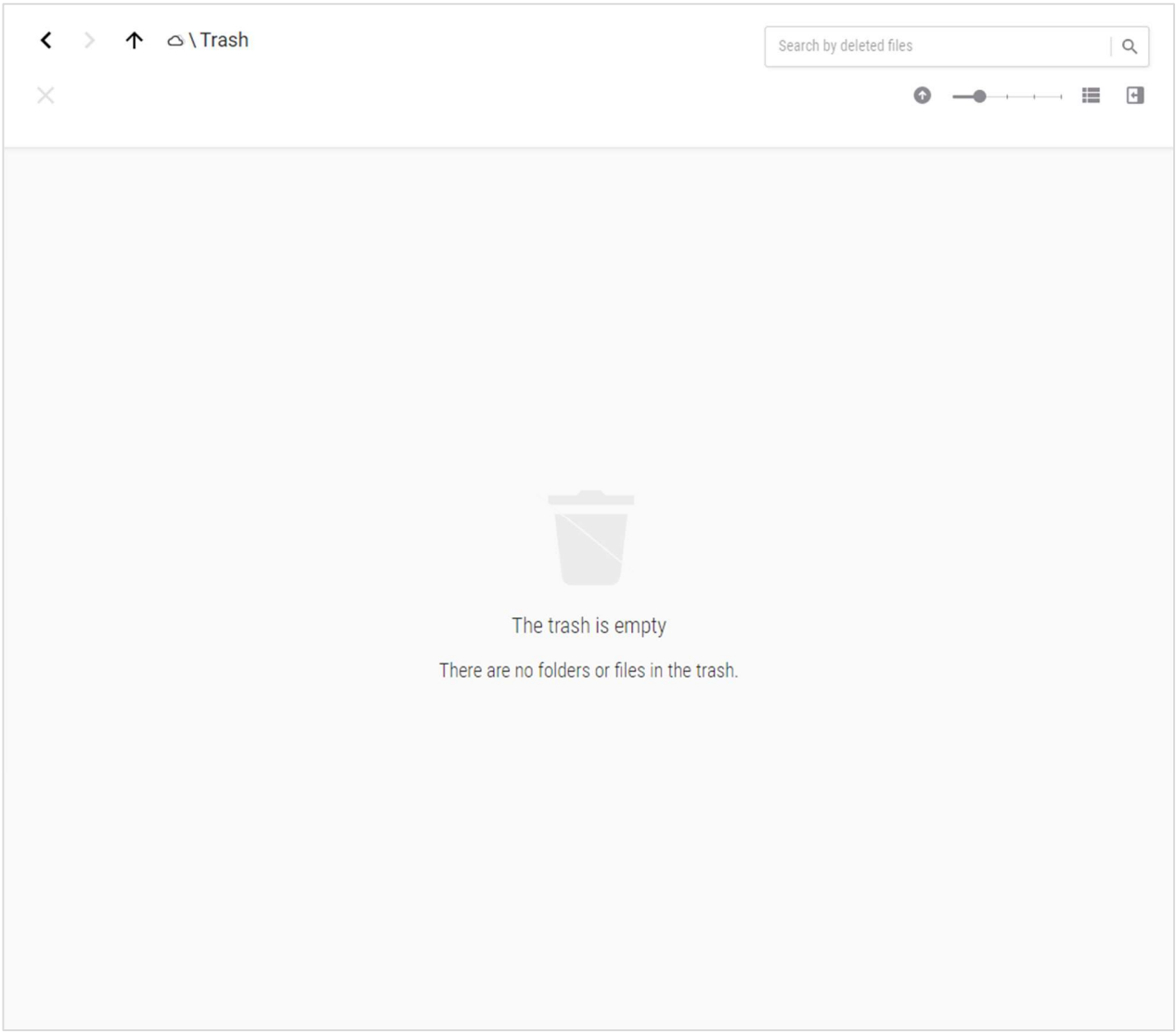

Fig.: 3.13. Trash interface (example)

- File sharing (the area is used to keep links to files and folders received and sent by the System);
    - **Received** (the subitem is used to keep received links to files and folders);
    - **Sent** (the subitem is used to keep sent links to files and folders);

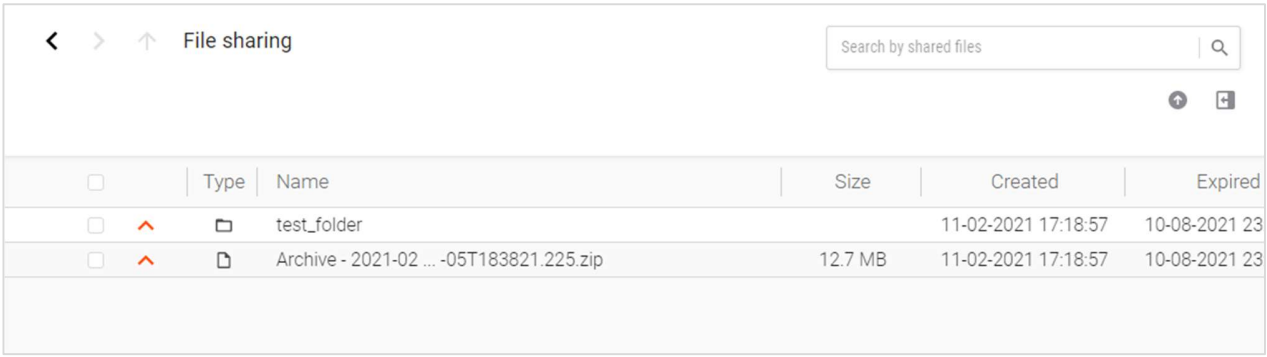

Fig.: 3.14. File Sharing interface (example)

In this section you may find out the address of the user who shared documents with you, download such documents, copy them to any available drive, open them to preview and delete the from the file sharing list (see Chapter 5 “Work with files and folders Interface”).

- **Public Links** (this area is used to keep all public links sent by the user, it also contains the interface to handle the links).

Using the public links interface you may copy the URL-address of a sent link or delete a link from the System. When you toggle on the link you may download, copy, review and delete the elements connected to the link.

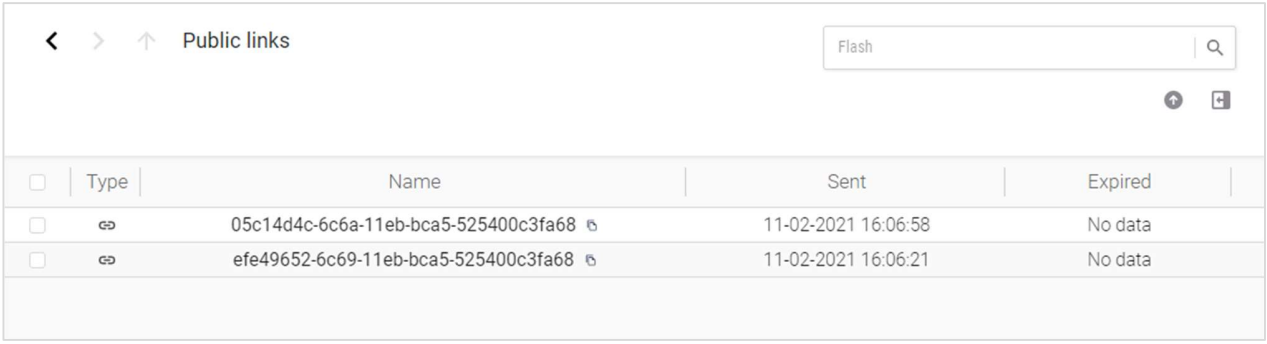

Fig.: 3.15. Public links interface (example)

Menu

To go to the menu click (or the username), a list with the following items will appear:

- Administrator panel
- Settings
- Distribution packages
- Documentation;
- Support

- About System;
- Exit

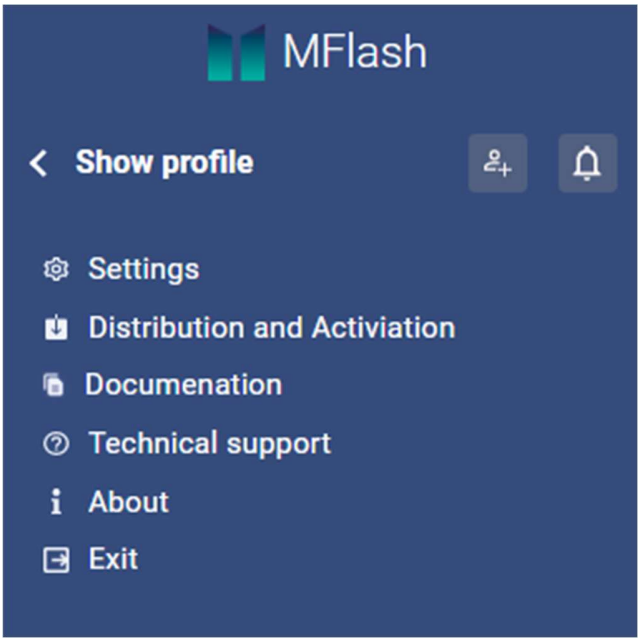

Fig.: 3.16. Menu interface

Administrator panel

Administrator Panel is a link to the user's administrative interface provided the user has the rights of administrator in the System (instructions of how to handle the administrative interface are provided in MFlash_Administrator_Guide.docx (see the Documentation item).

Settings

Settings provides access to the user settings in the System.

The **Main** tab allows you to review and make the following settings:

- Disk space,
- Regional data,
- Personalization.

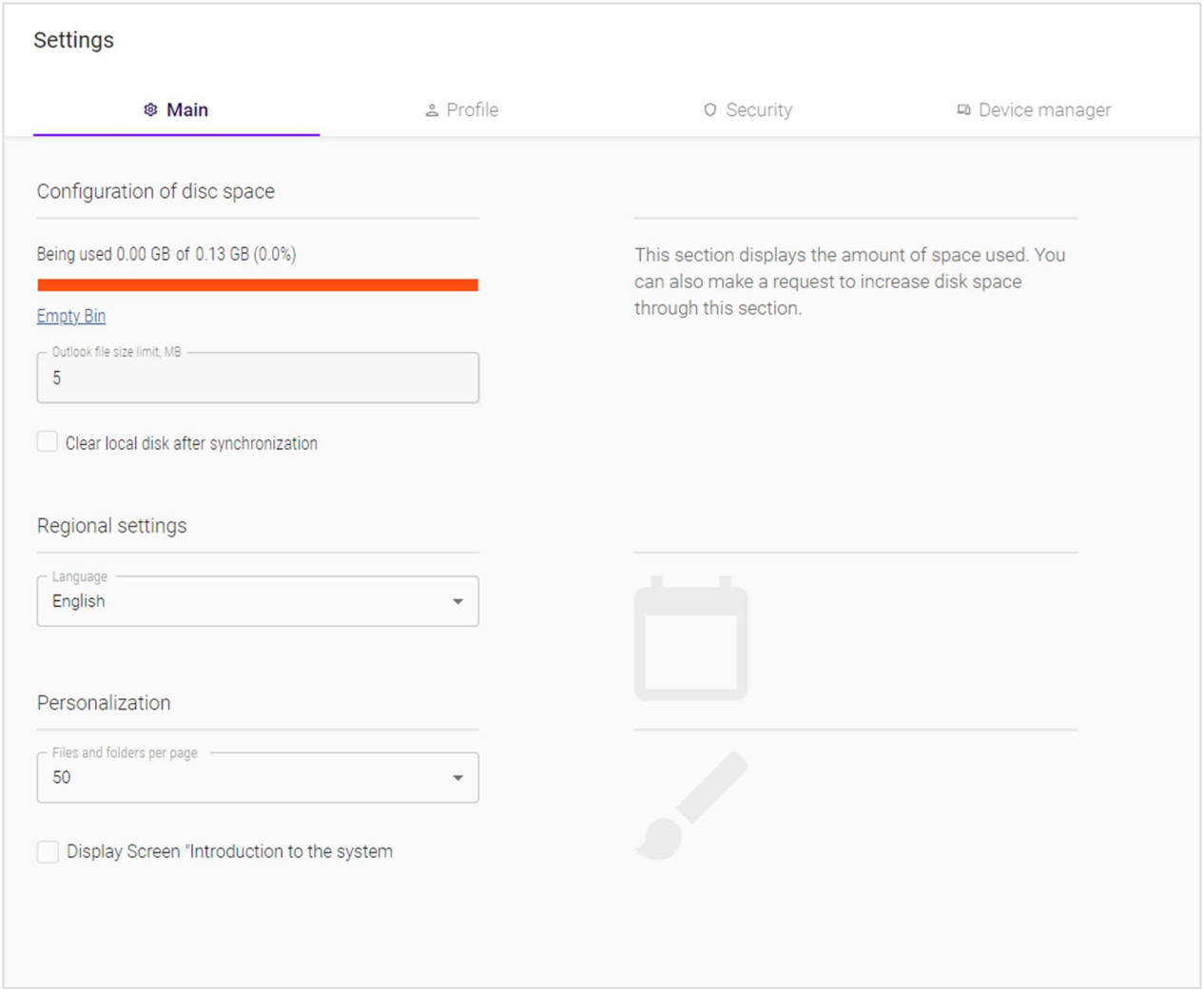

Fig.: 3.17. The Main tab settings interface

The Profile tab allows you to review the user contact data (only the administer is entitled to make any changes).

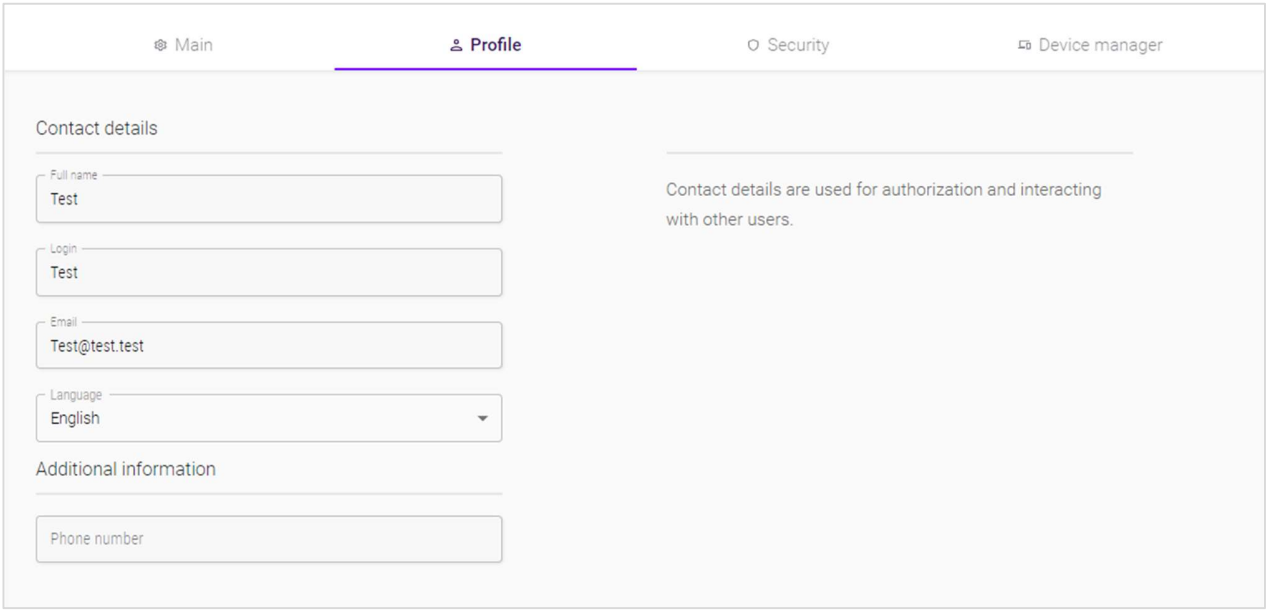

Fig.: 3.18. The Profile tab settings interface

The Security tab allows you to:

- Change password
- Log out of all devices
- Review all successful and failed attempts to log in the System of the specific account.

When you click Change Password, a window appears where you shout type your current (old) password, type your new password and type one more time (confirm) you new password in compliance with the password management policy set forth by the administrator.

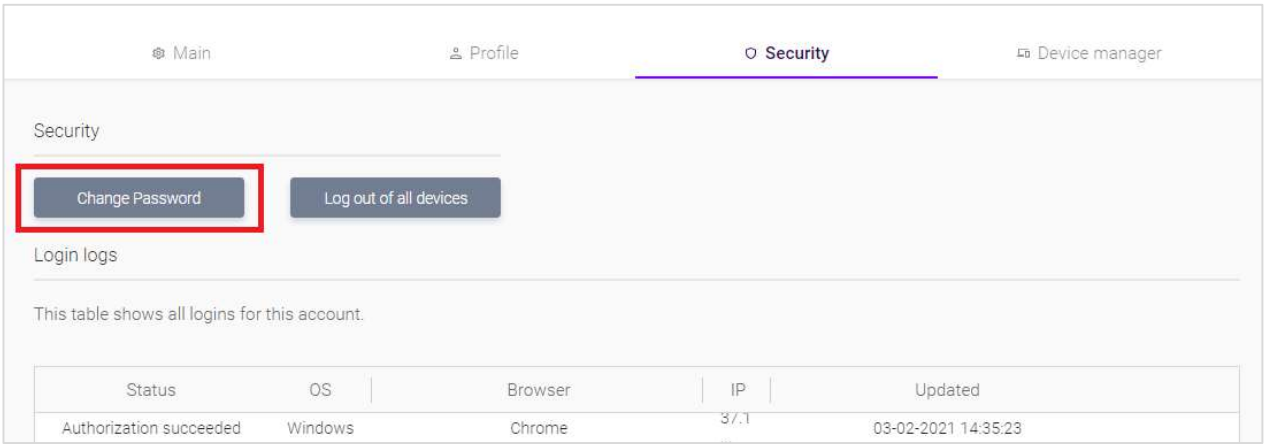

Fig.: 3.19. Outline in red is the Change Password button in the Security tab settings interface

To confirm the password change, click **Confirm** upon typing valid data in said field; click **Cancel** to cancel the changes.

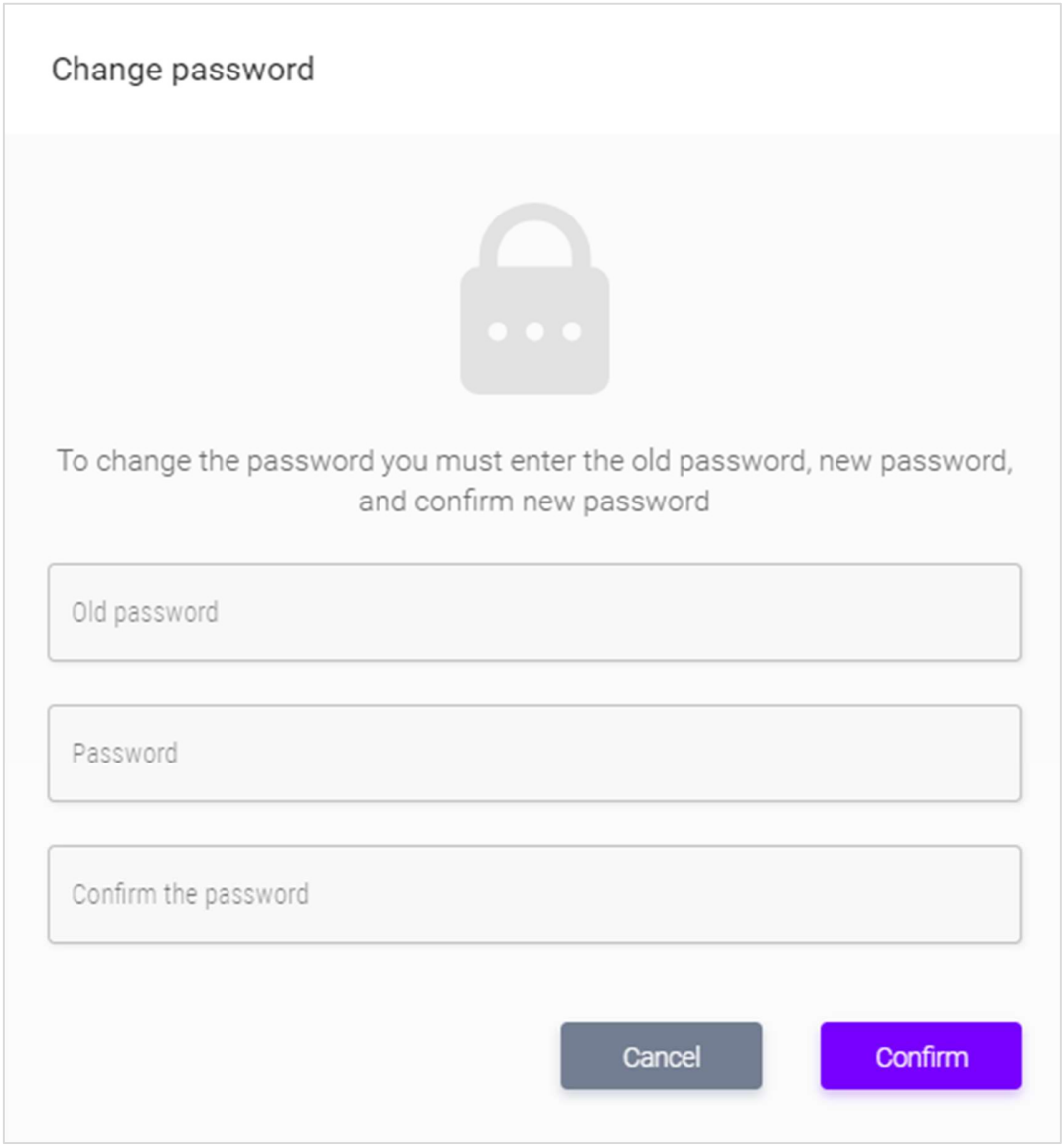

Fig.: 3.20. User Password Change form

To log out of all devices click **Log out of all devices**

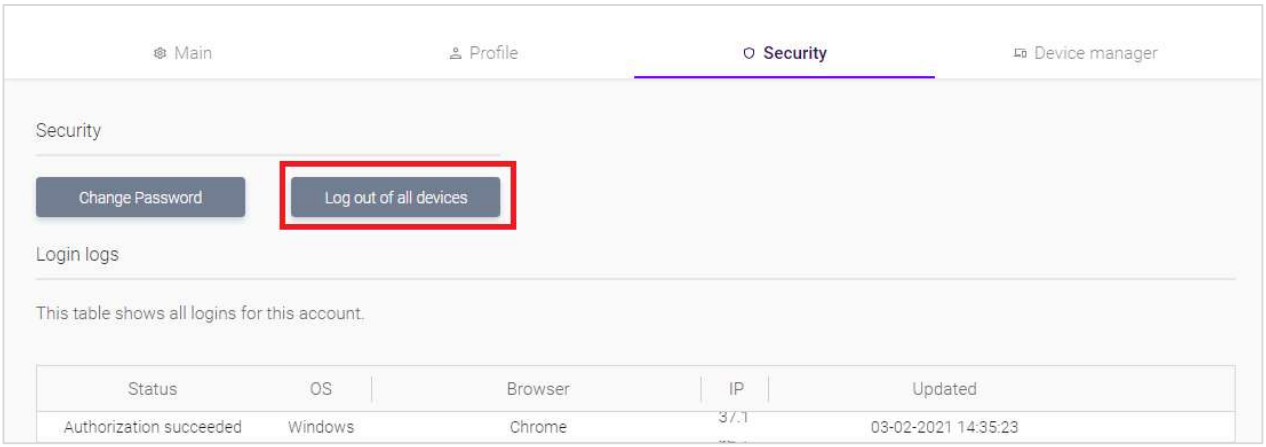

Fig.: 3.21. Outline in red is the **Log out of all devices** button in the Security tab settings interface

Type **EXIT** in the field and click **Confirm** if you want to log out of all devices or Cancel to cancel the command.

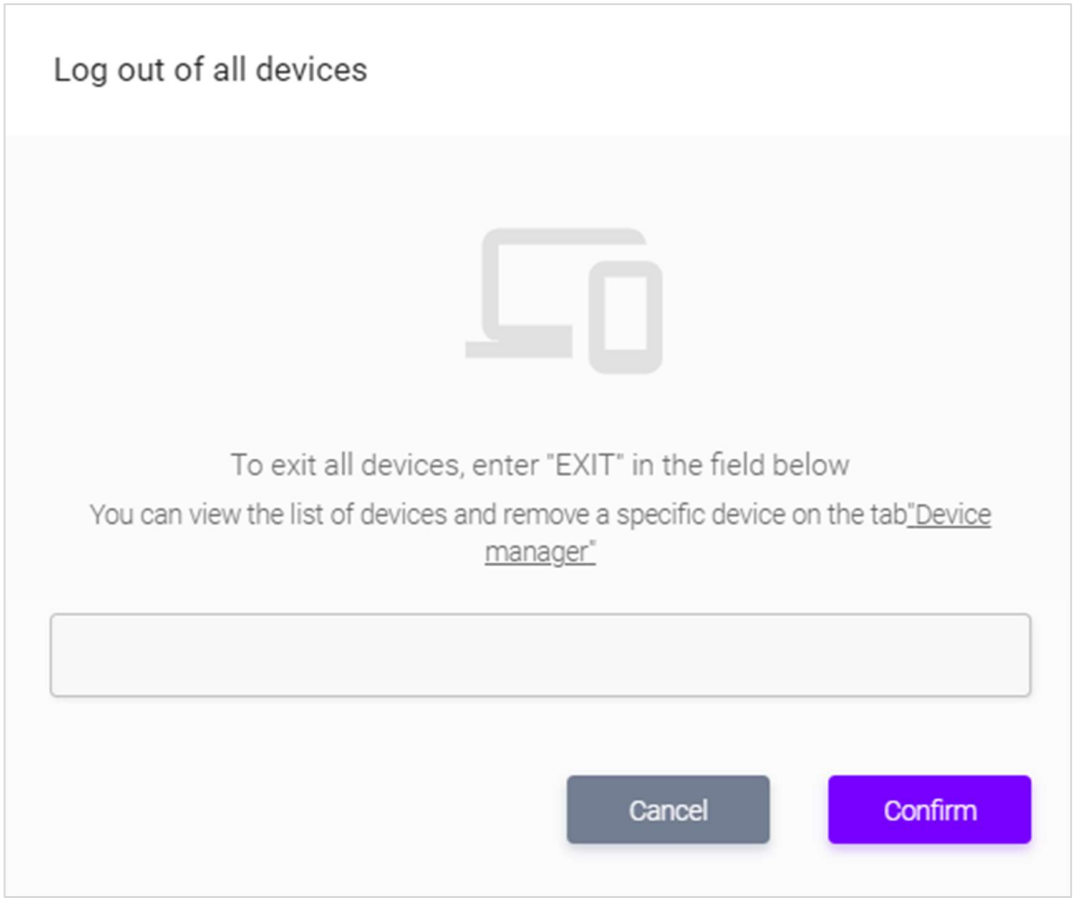

Fig.: 3.22. Log out of all devices form

You may review all successful attempts to enter the system for the given account in the **Log-**

in Register table.

The table contains the information indicating from which device, under which IP and when a failed or successful attempt to enter the system was made from your account.

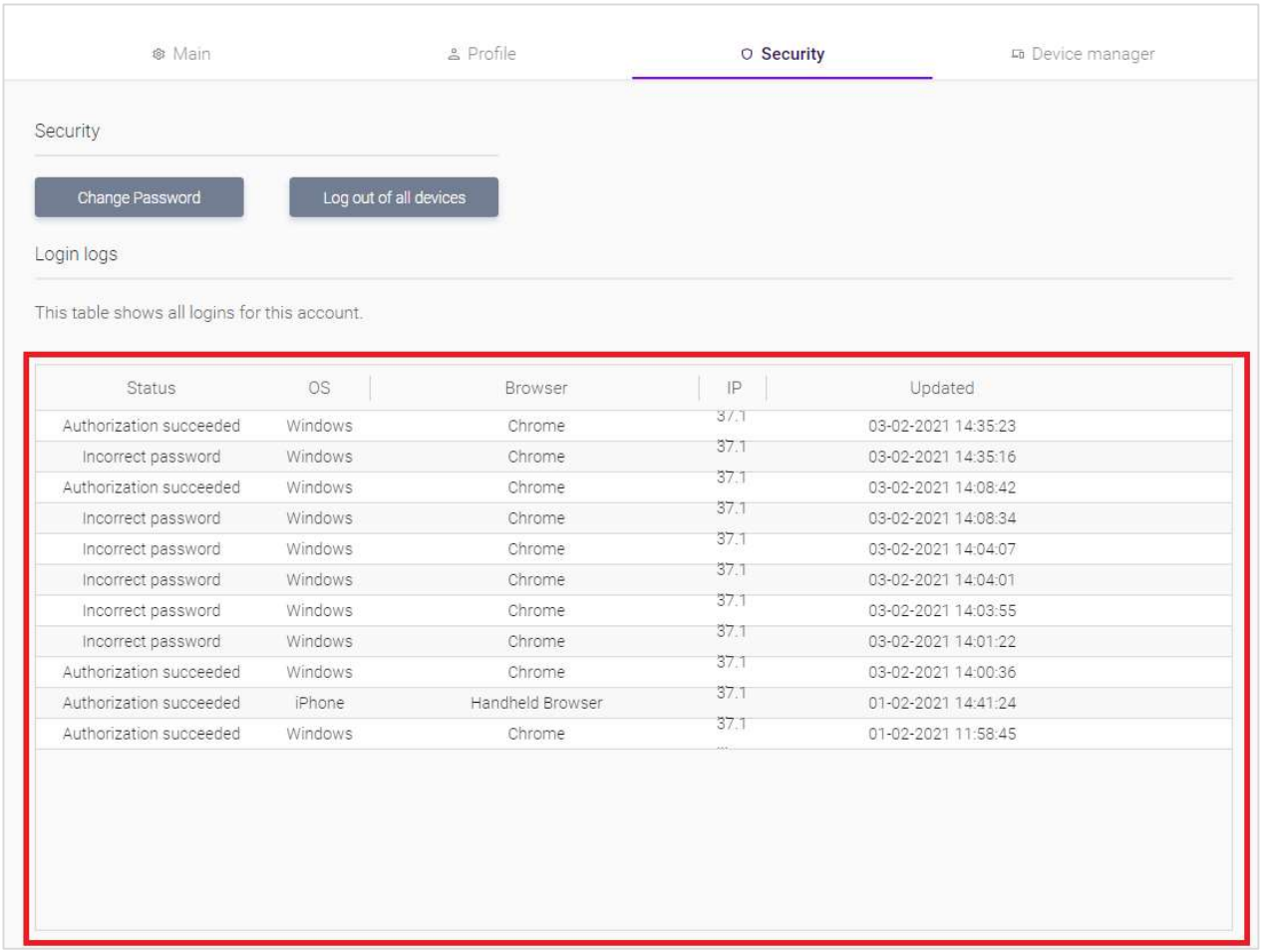

Fig.: 3.23. Outlined in red is the Log-in Registration table.

The **Device Management** tab, upon installation of the client onto any of your devices (you may download/install it through the **Distributions and Activation** section, or you may move to said section by clicking **Go to the Distributions and Activation Section**, if the user has no added/authorized devices. You may find a detailed description of the client installation procedure in the "**2. First Entry to the System > MFlash Client Installation**" chapter. The Device Management tab also allows you to:

- Check whether the System interacts with the selected device
- Deactivate/Activate (bar or allow access from the selected device to your account),
- Delete (delete a device from the table barring access to your account from the selected device),
- Erase (delete all synchronized data from the device),
- Rename a device (set a name for the selected device).

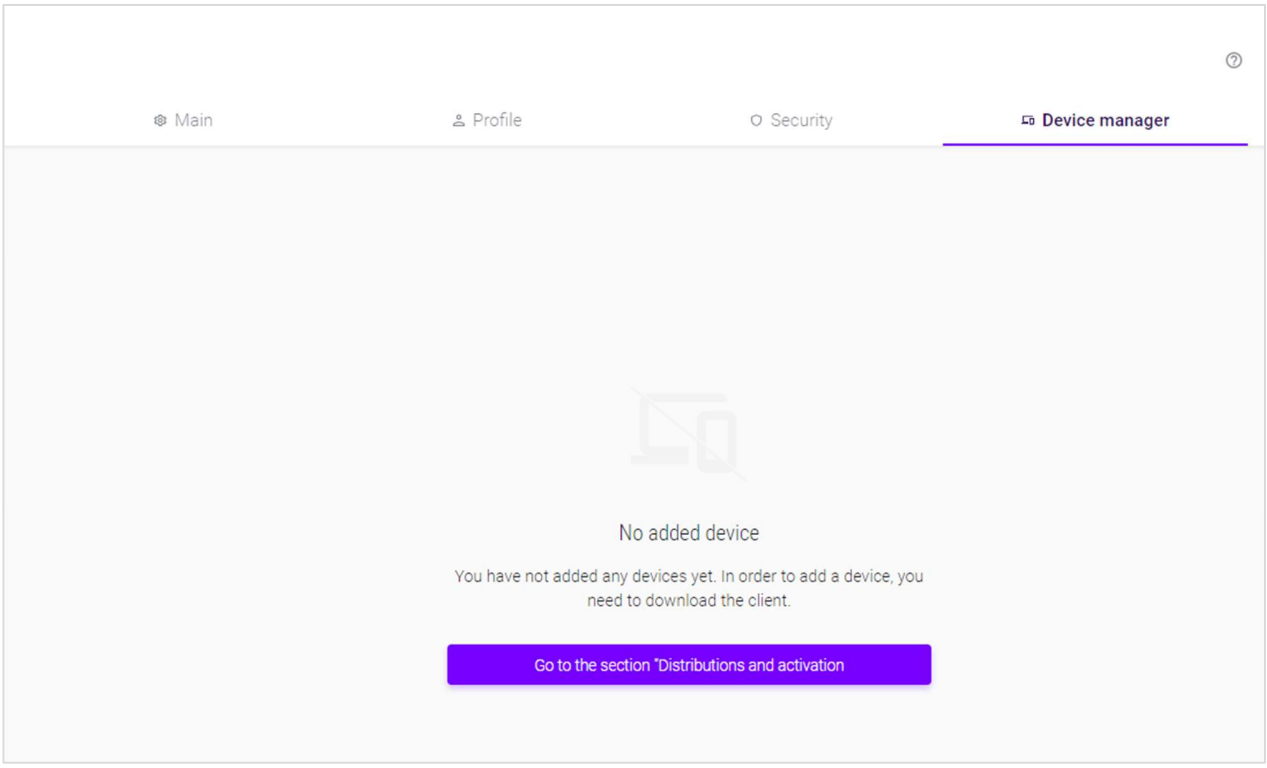

Fig.: 3.24. Device Management folder interface without any accessible devices

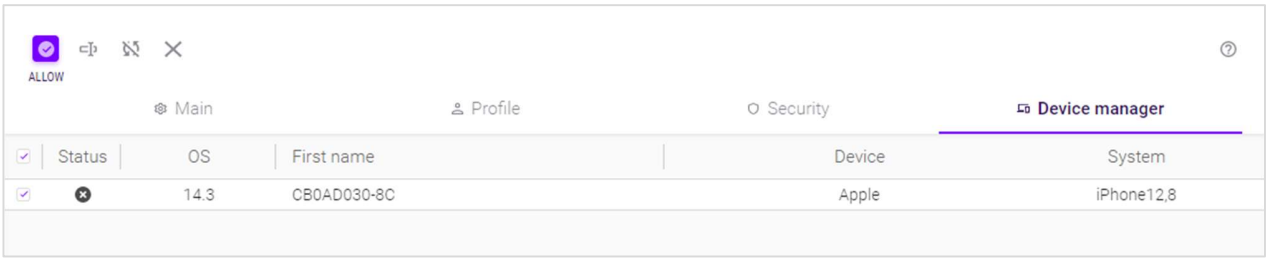

Fig.: 3.25. Device Management tab interface with a list of devices authorized via account

Documentation

The Documentation item allows you to review and download available System User Manuals The list of available documents depends on the roles assigned to the account.

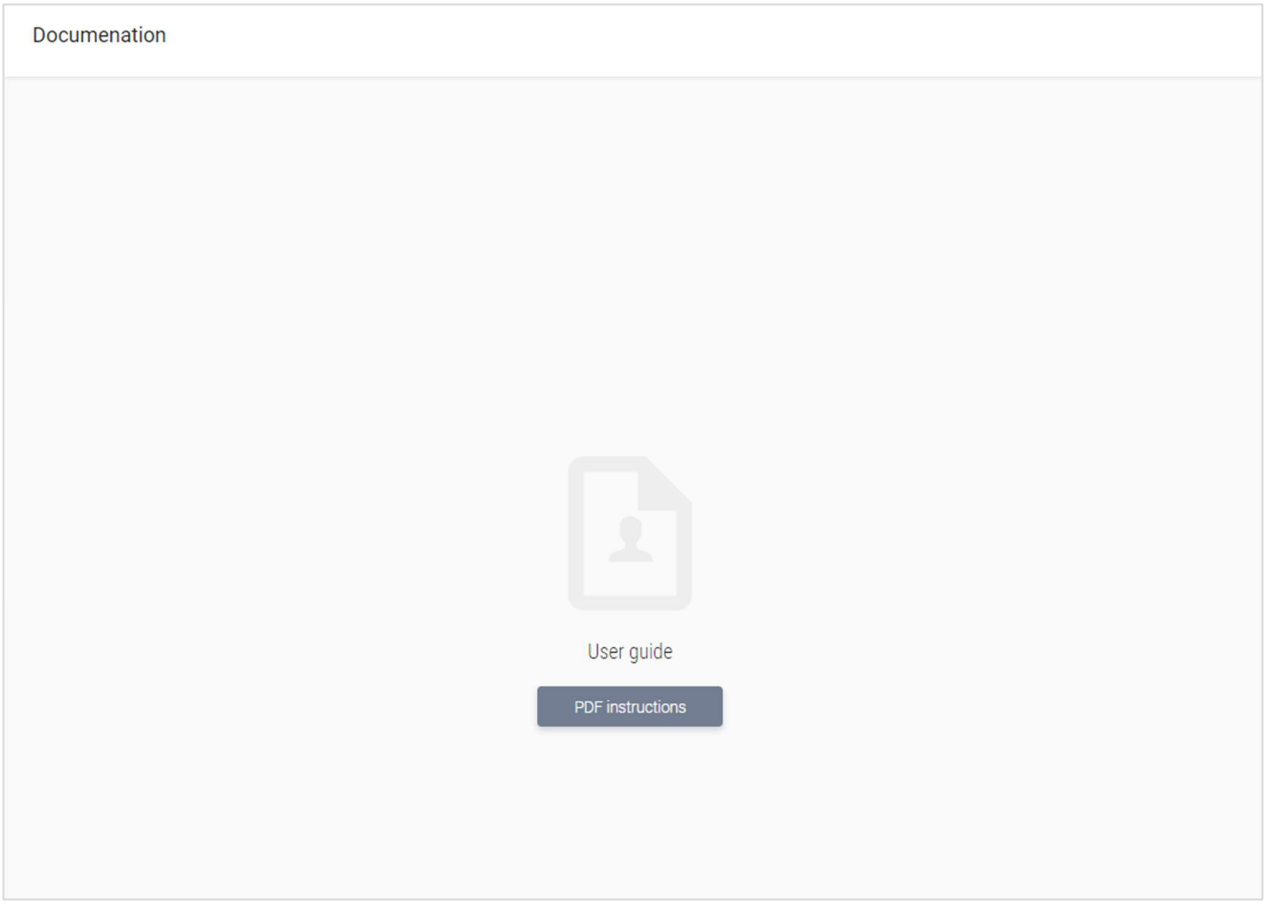

Fig.: 3.26. The Documentation item internal user interface

Support

The Support item allows you to address the service support team with any inquiry.

The Open default web browser button opens a default web browser window in the mail client where you may write a request to the support service.

If there is no default mail client in the user OS or the window failed to open for whatever reasons, you may find the support e-mail address at the page.

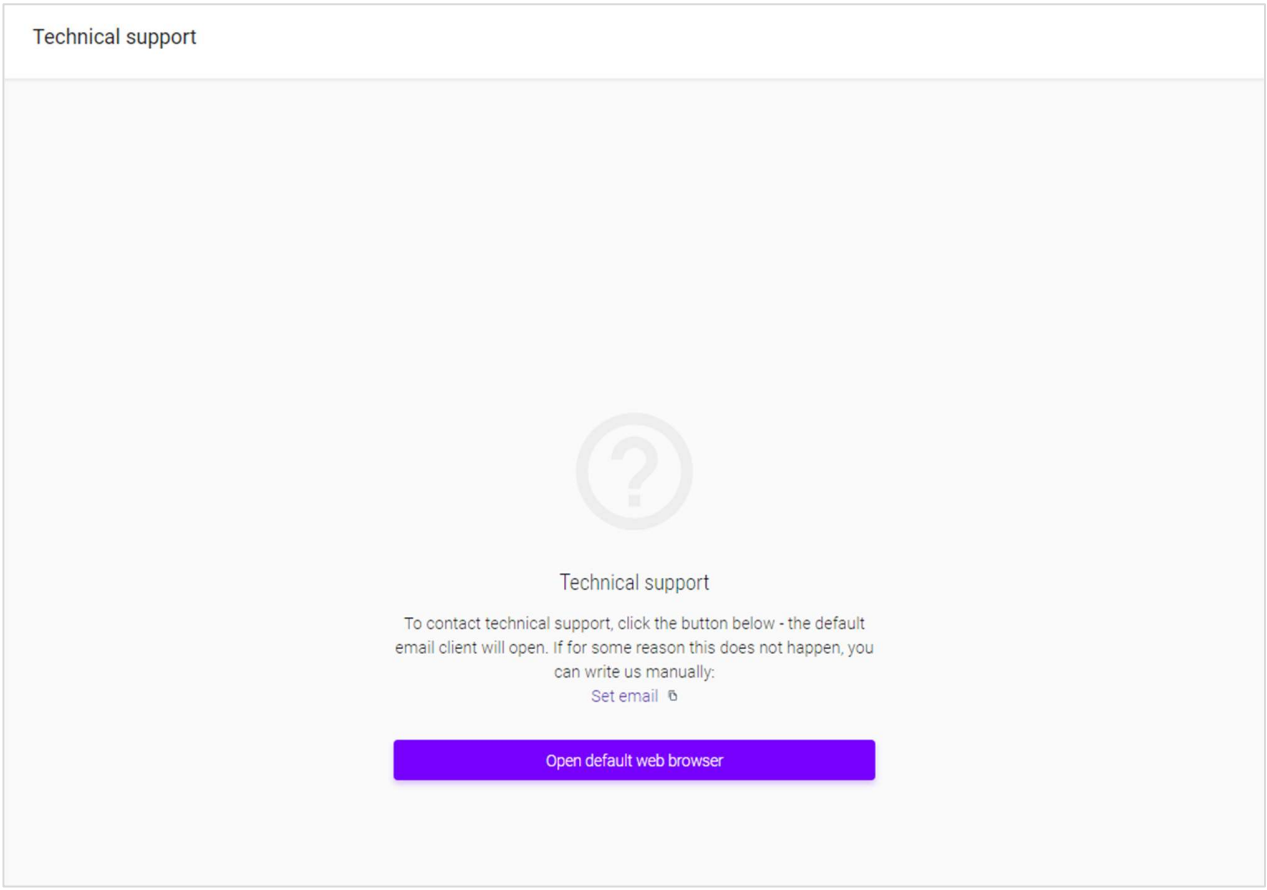

Fig.: 3.27. Support Item interface

About System

The About Disk item provides information about the System

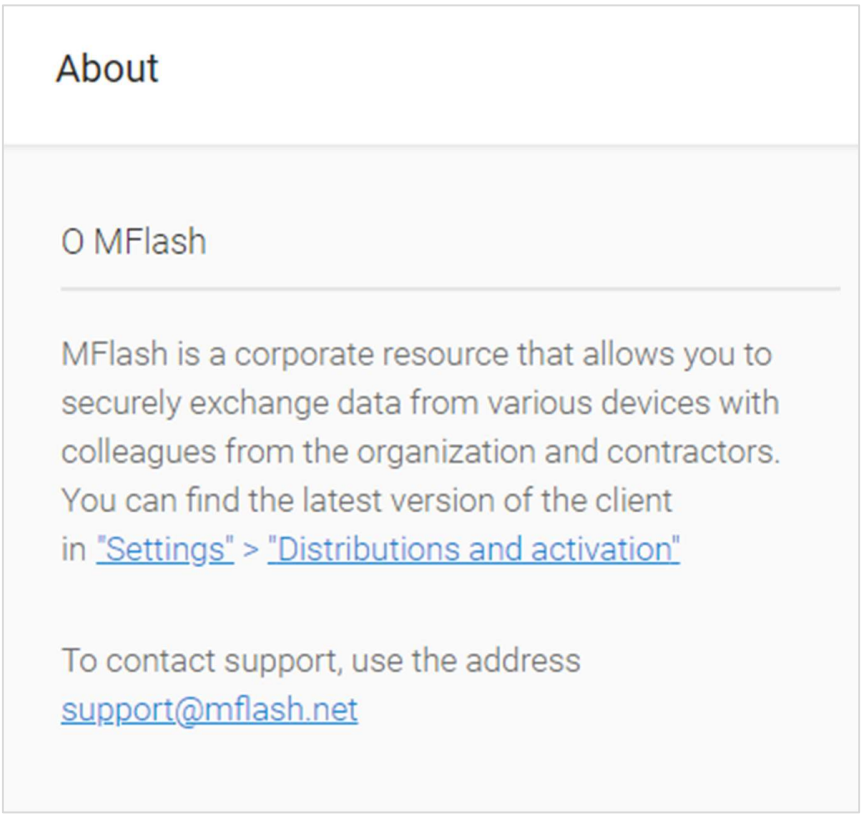

Fig.: 3.28. About System item interface

Exit

When you click Exit, your authorized work session is terminated.

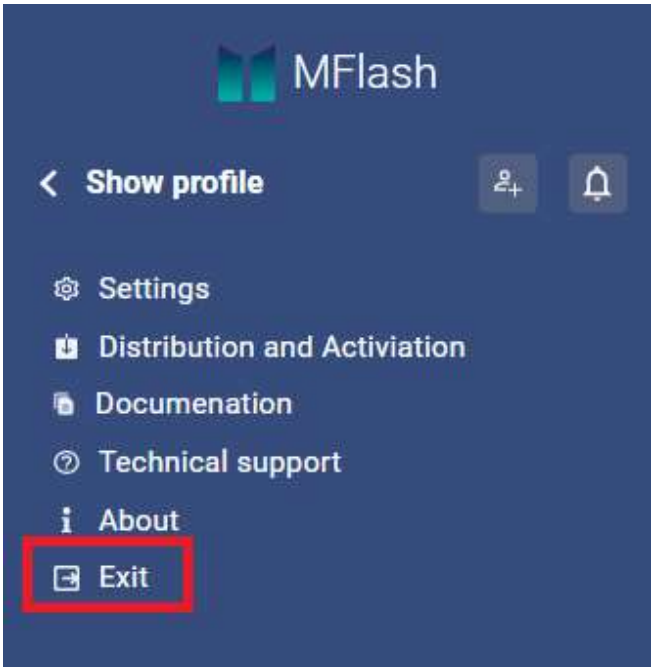

Fig.: 3.29. Outlined is the Enter button for entering the menu

Upper Pane

Fig.: 3.30. Upper pane divided into sections

The upper pane logically is divided into three sections:

- The upper section is **Navigation** consisting of the following navigation controls:
  - **Back** - moves the user back to the previous point;
  - **Continue** - moves the user to the point where the user was before clicking the **Back** button.
  - One level Up - moves the user back to the previous point indicated in the breadcrumbs;
  - Breadcrumbs is a navigation menu indicating the path towards the user location in the virtual drive or section, that allows the user to pass to a certain step on the path (the bread crumbs menu does not show the left pane navigation widget sub-items such as **Added to Favorites** , **Created by Me, Available to Me**, as said sub-items are employed for caricaturization inside the pane proper. The **Virtual Drives and File Sharing** sections in the breadcrumbs menu are replaced with relevant icons when you toggle between the sub-items).
  - Search - allows the user to search for required elements such as: Files, folders, virtual

drives by certain parameters (the drive interface offers the Location filter with two value types: “Everywhere” (the search will be made through the all drive), “Current Folder” (the search will be made only in the folder of the user location); In the table type virtual drive interface the search is made by values of all available columns).

- The lower left section - “**Handling elements**” This section includes such actions as: “Create”, “Download”, “Copy”, “Move”, etc. Visualization of icons in this section depends on the possibility of their use, for instance, the move and copy icons will be hidden if there is no any highlighted elements to which said action may be applicable. The Rename icon is peculiar, when several elements are highlighted, it gets a “non-active” color, in all other cases it acts as other icons of the section.
- Lower right section - “**Functions for Handling Elements**”. This section includes such elements as “Downloads”, “Synchronization (reading)”, icon scaling, etc.

Chapter 4. Working with Virtual Drives

Via web-interface

There are two available variants of work with the main drive handling form:

- Via the toolbar of a drive selected in the interface of the **Virtual Drives** section;
- Via the context menu of the drive called from the Left side pane by clicking the button (or by right-clicking the drive in the interface of the **Virtual Drives** section).

Both variants offer the following functions:

- **Add to Favorites** (is used to add a selected drive to the “Added to Favorites” area).
- **Delete** (allows the user to delete a selected drive from the System);
- **Change/Settings** (moves the user to the settings interface of a selected drive);
- **Create Virtual Flash Drive** (calls for the new drive creation form).

The distinguishing feature of the second variant is the item:

- Add Joint User (allows you to provide access to the drive for other users for the System, this function is also available through the **Change/Settings** item on the Users tab.

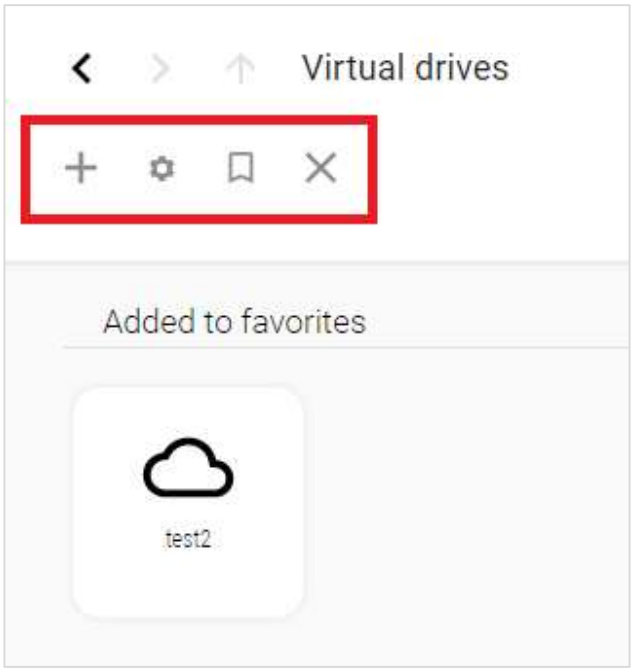

Fig.: 4.1. Outlined in red is the toolbar of selected drive in the interface of the **Virtual Drives** section;

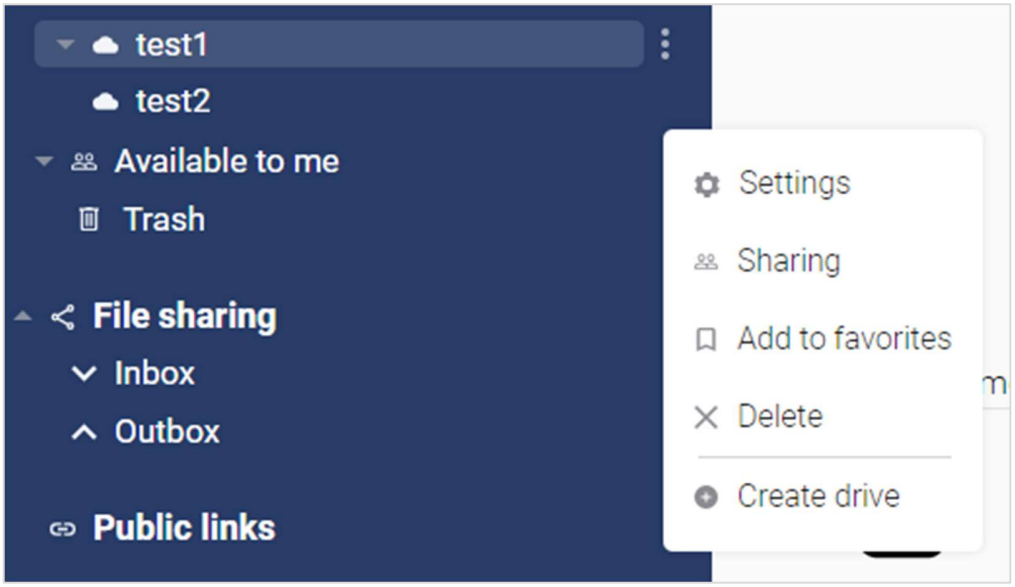

Fig.: 4.2. Drive context menu of the Left Side Pane

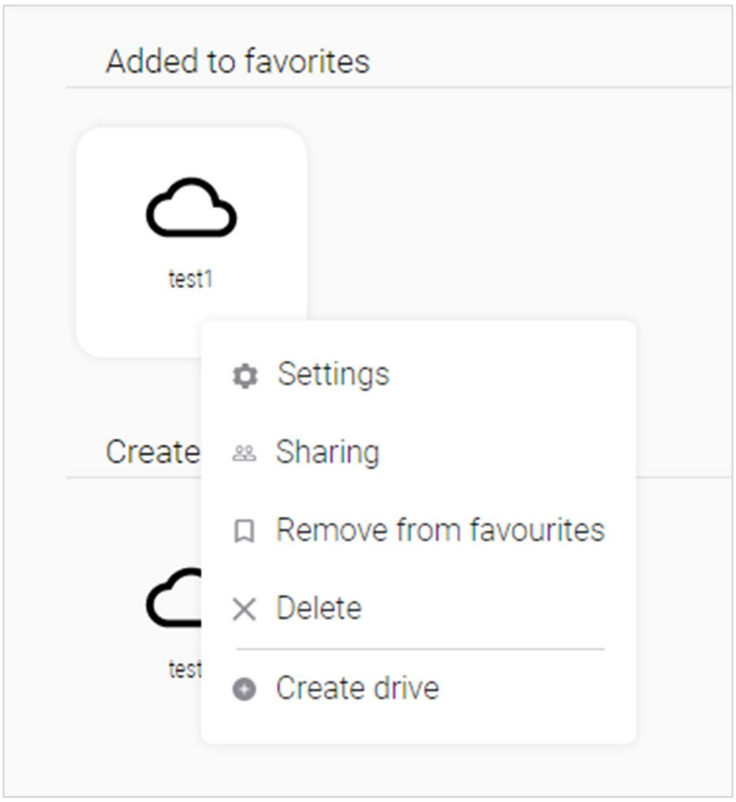

Fig.: 4.3. Drive Context menu of the Virtual Drives section.

Creation/editing/deletion of virtual drive

Creation

On the toolbar click **Create** + to call for the Create virtual drive form

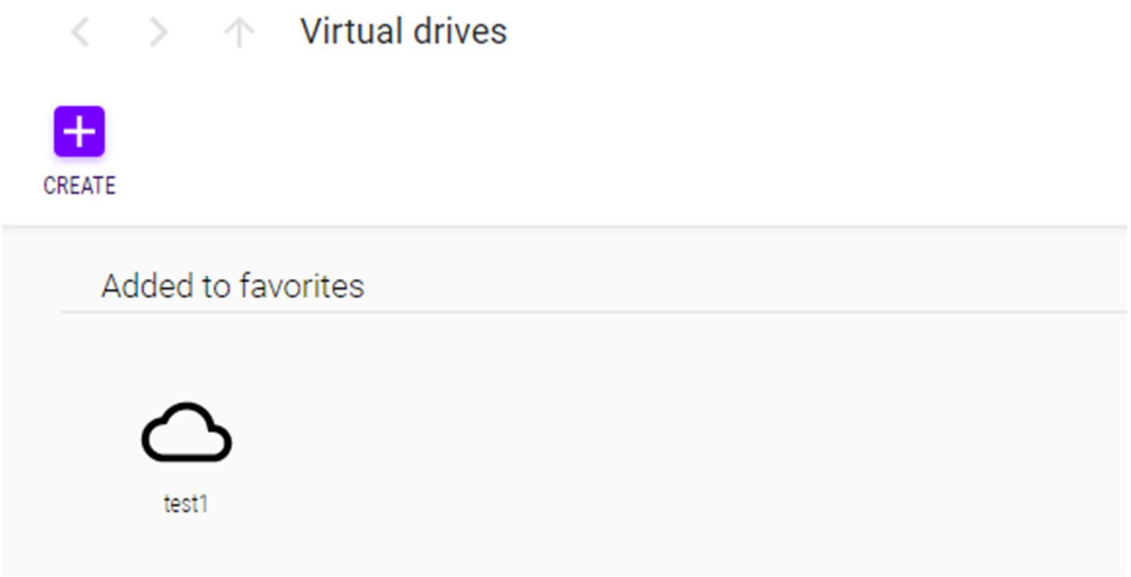

Fig.: 4.4. Active Create button in the Virtual Drives section interface

For the context menu this will be the Create Virtual Flash Drive button.

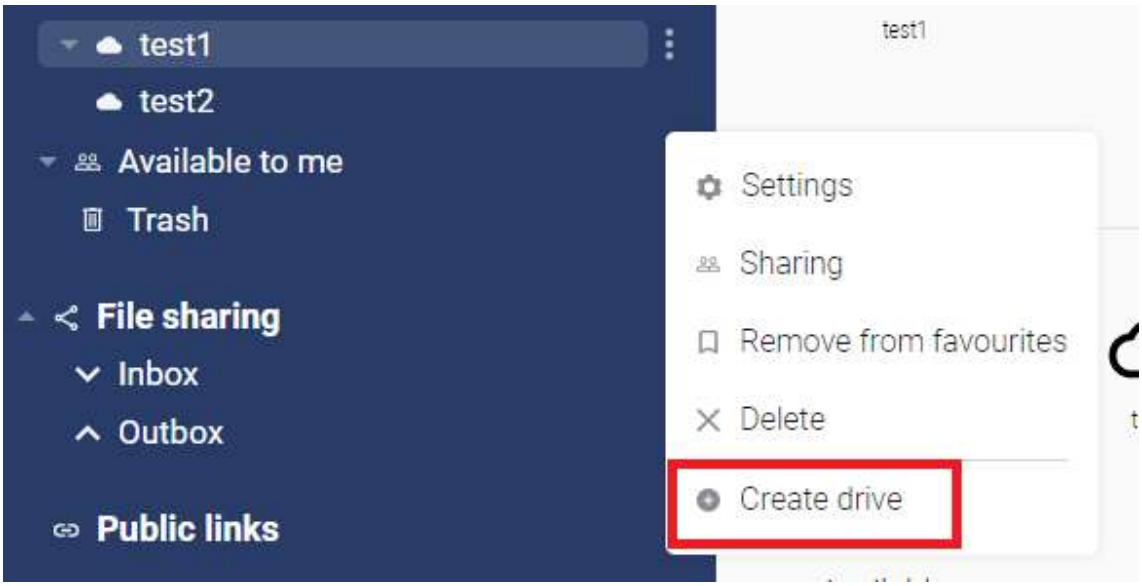

Fig.: 4.5. Outlined in red is the Create Virtual Flash Drive button of the drive context menu.

In the appeared menu (with the active default **Main** tab) insert valid data in the fields as follows:

- In the **Flash Drive Name** field type the virtual drive name;
- In the Description (optional) field you may insert additional information about the drive;
- The Template field offers a drop-down list with the following options:
    - **Closed Drive** allows the user to create a virtual drive that will be used only by the user who created it;
    - **Group viewing access** allows the user to create a virtual drive that only the user who created it and members of the same with said user group will be entitled to view it;
    - **Group write access** allows the user to create a virtual drive that only the user who created it and members of the same with said user group will be entitled to view and edit it.

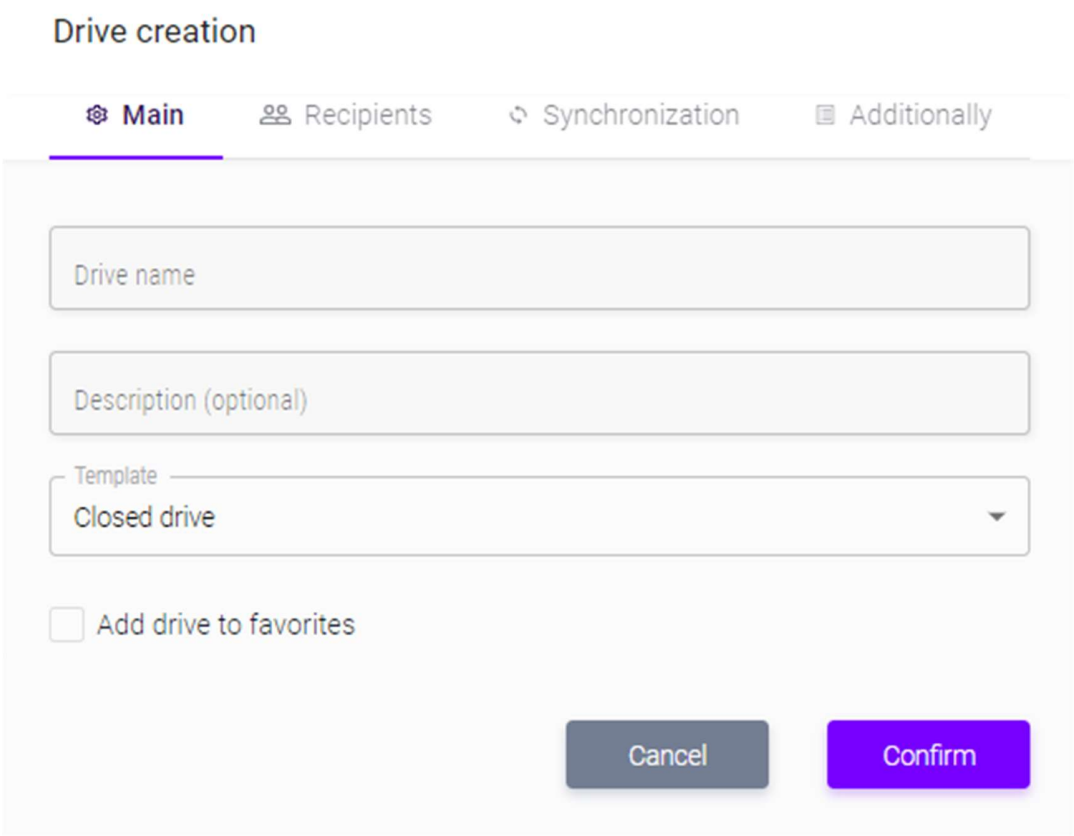

Fig.: 4.6. Create Drive form

You may add a virtual drive to Favorites through activating the **Add drive to favorites** option.

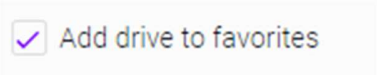

Fig.: 3.39. Active checkbox of the Add drive to favorites option

Fig.: 4.7. Drive added to Favorites

When Group write access or Group view access are chosen, the users who a members of the same group with the user who created the group, the drive will be displayed in the web-interface in the **Available to Me** sub-item, and will have peculiar interaction features specific to the provided access type.

Fig.: 4.8. Drive created by the right template - displayed for a user group in the **Available to Me** sub-item

Future on, the **Users** tab provides the possibility to send an invitation of a new user/ add rights to hand the virtual drive being created for an existing user. To do this click + .

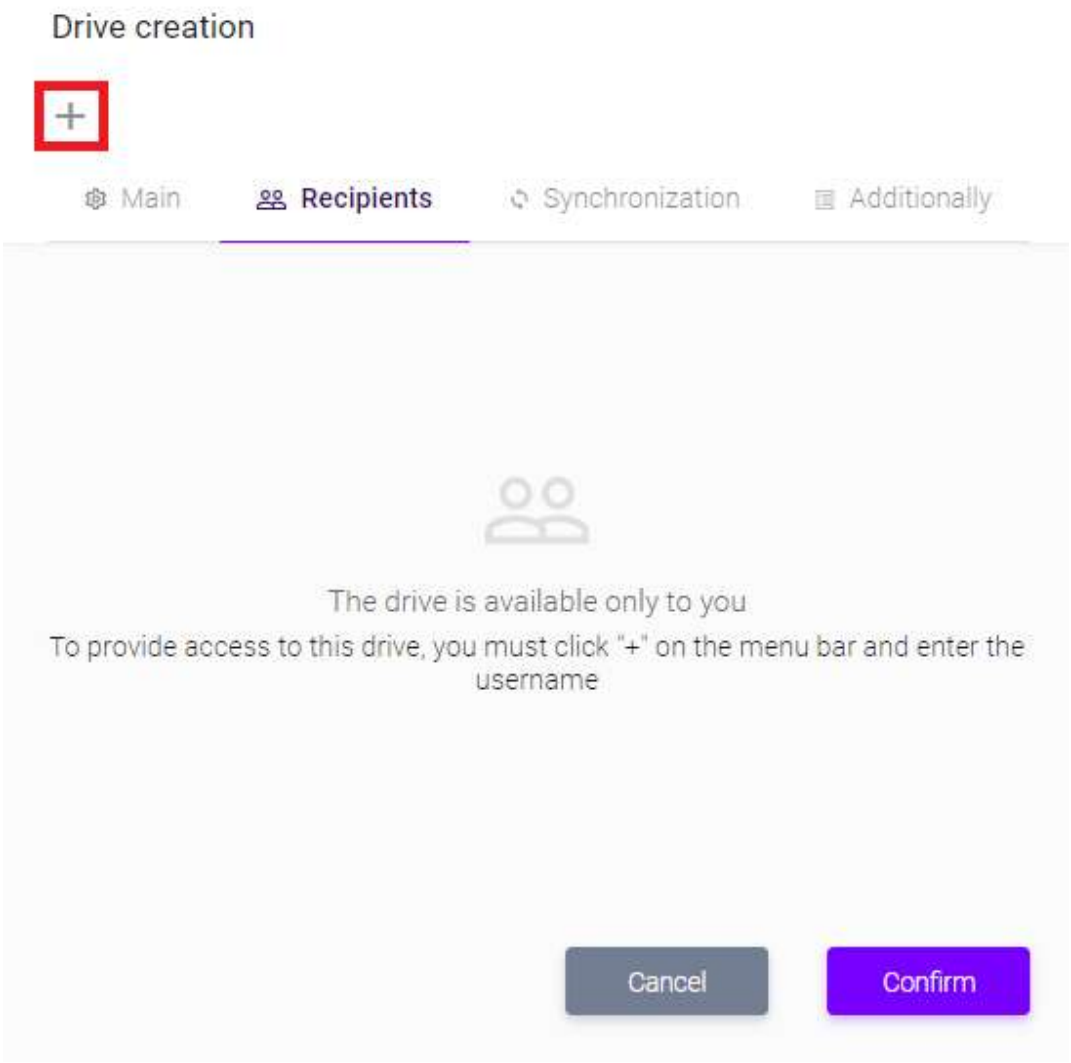

Fig.: 4.9. Outlined in red in the Add button in the Users tab.

Upon activating the Add function a window bearing the Search Users field will appear where you should type your log-in or e-mail address of you account. When you click ✓ a list with found users will be displayed. You may add one or more users by clickin the user name/avatar.

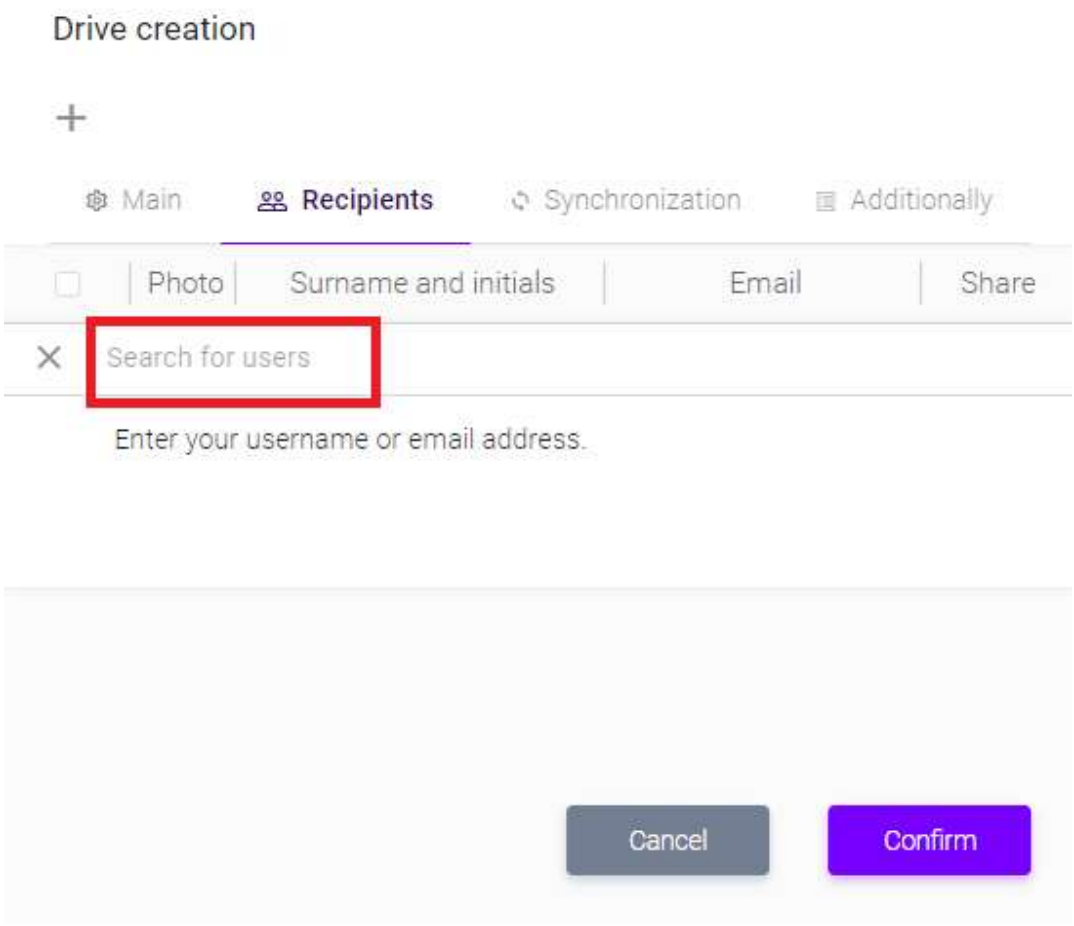

Fig.: 4.10. Outlined in red is the Search Users field

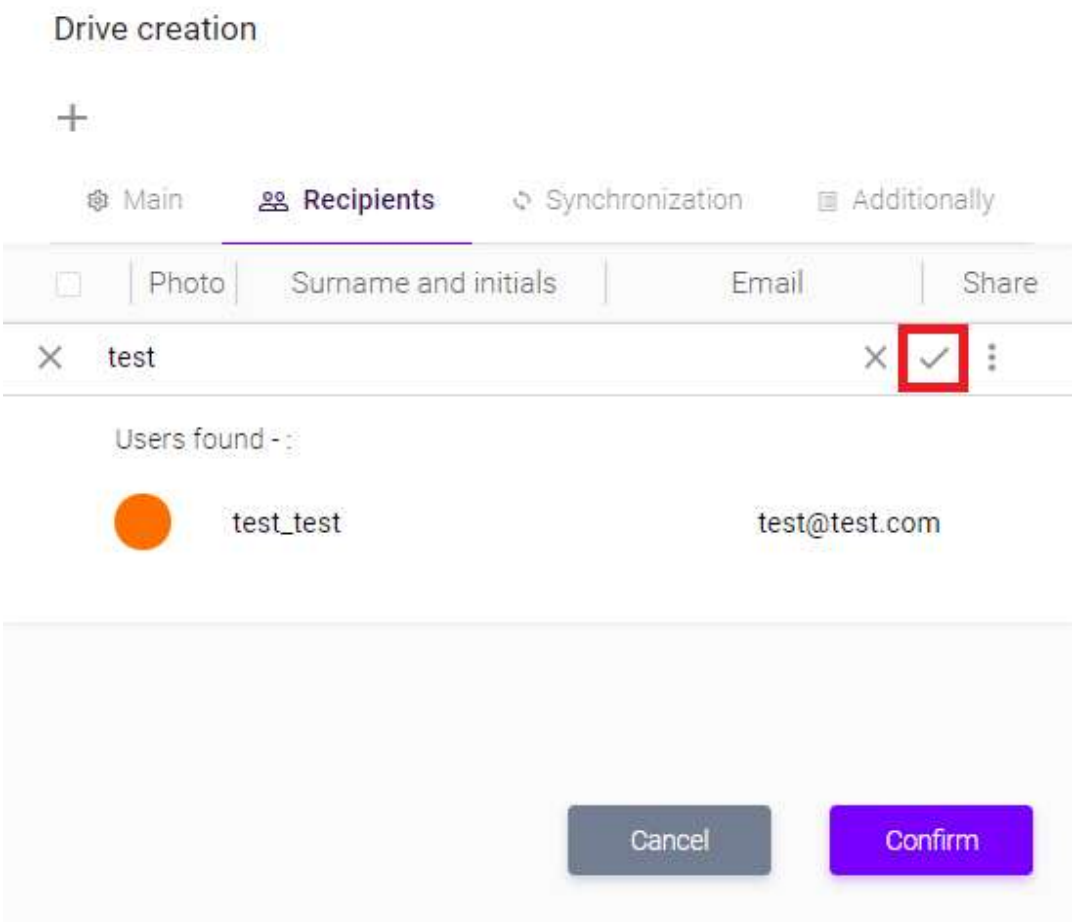

Fig.: 4.11. Outlined are the Search Users button and the area with the search results.

To clear the search filed click ×, a list of the users you added will be displayed, if you choose a context menu for one of the added users or if you click ☐ to select the group - you will be offered the possibility to indicate or edit the rights on the virtual drive that will be conferred on the selected users, or to delete the selected users.

The following rights may be chosen:

- **Read-only access** (provides the selected user(users) with the right to view files and folders in the virtual drive being created);
- **Write access** (provides the selected user(users) with the right to view, edit and delete files and folders in the virtual drive being created);
- **Access Management** (provides the selected user(users) with the right to view, edit and delete the content of the virtual drive and to manage the virtual drive proper, i.e. To delete/rename/add user/assign access rights, etc.).

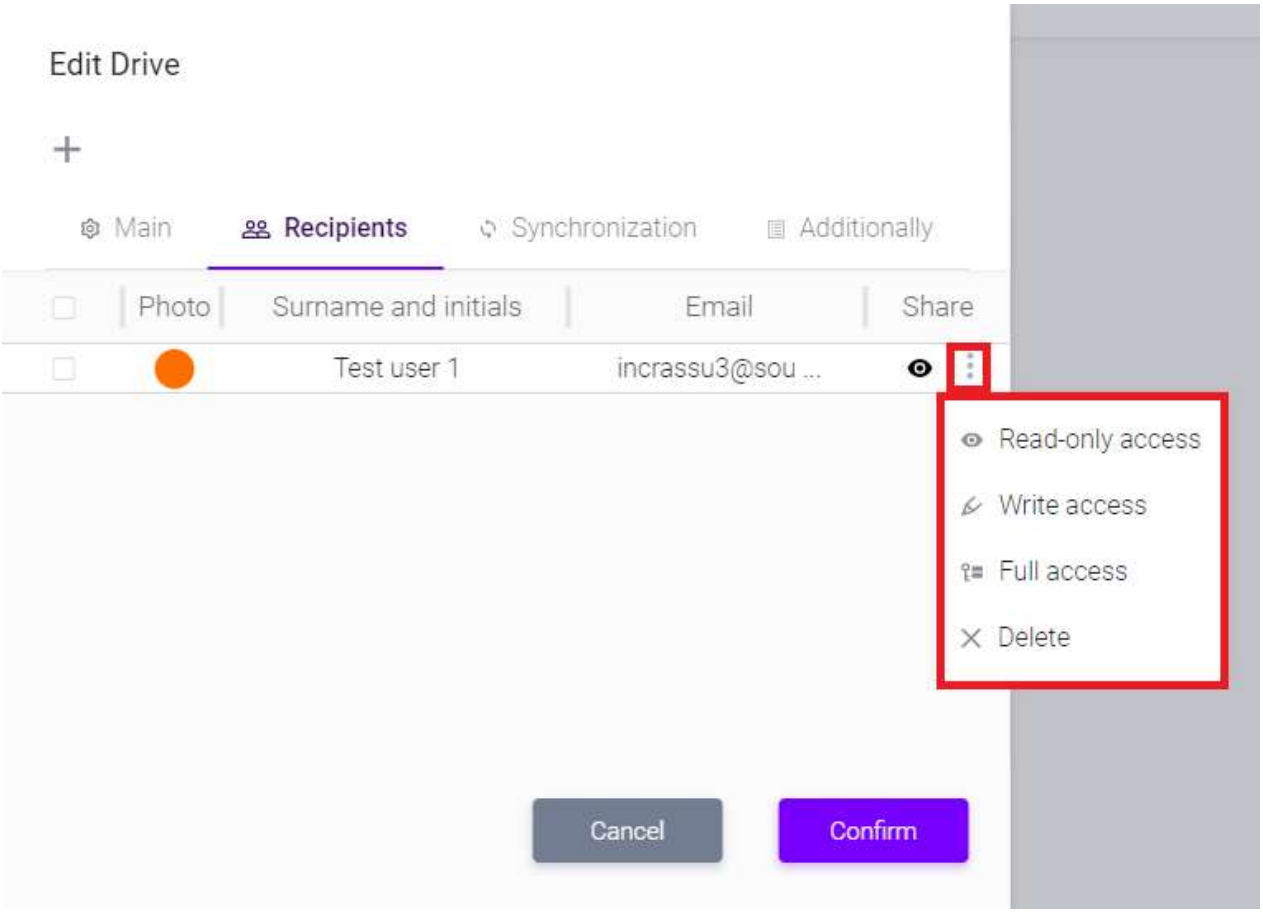

Fig.: 4.12. Outlined in red is a user context menu

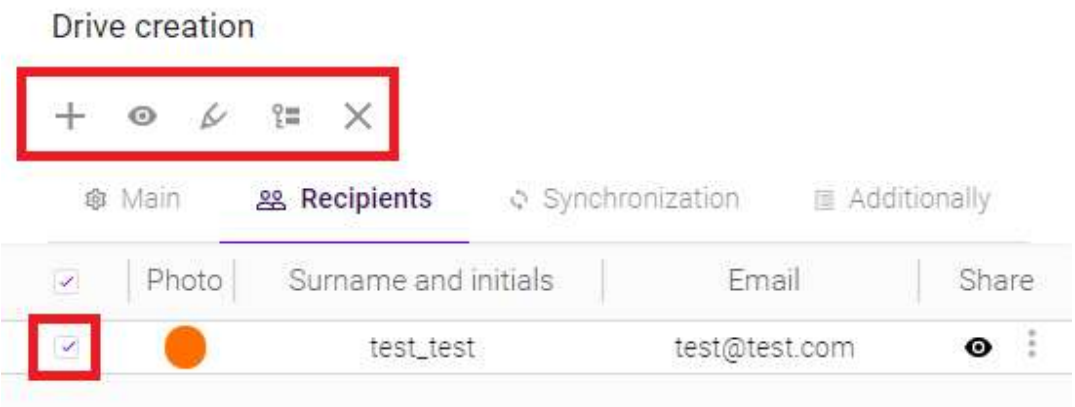

Fig.: 4.13. Toolbar to handle users

The **Synchronization** tab allows you to add a device you want the created virtual drive to synchronize with.

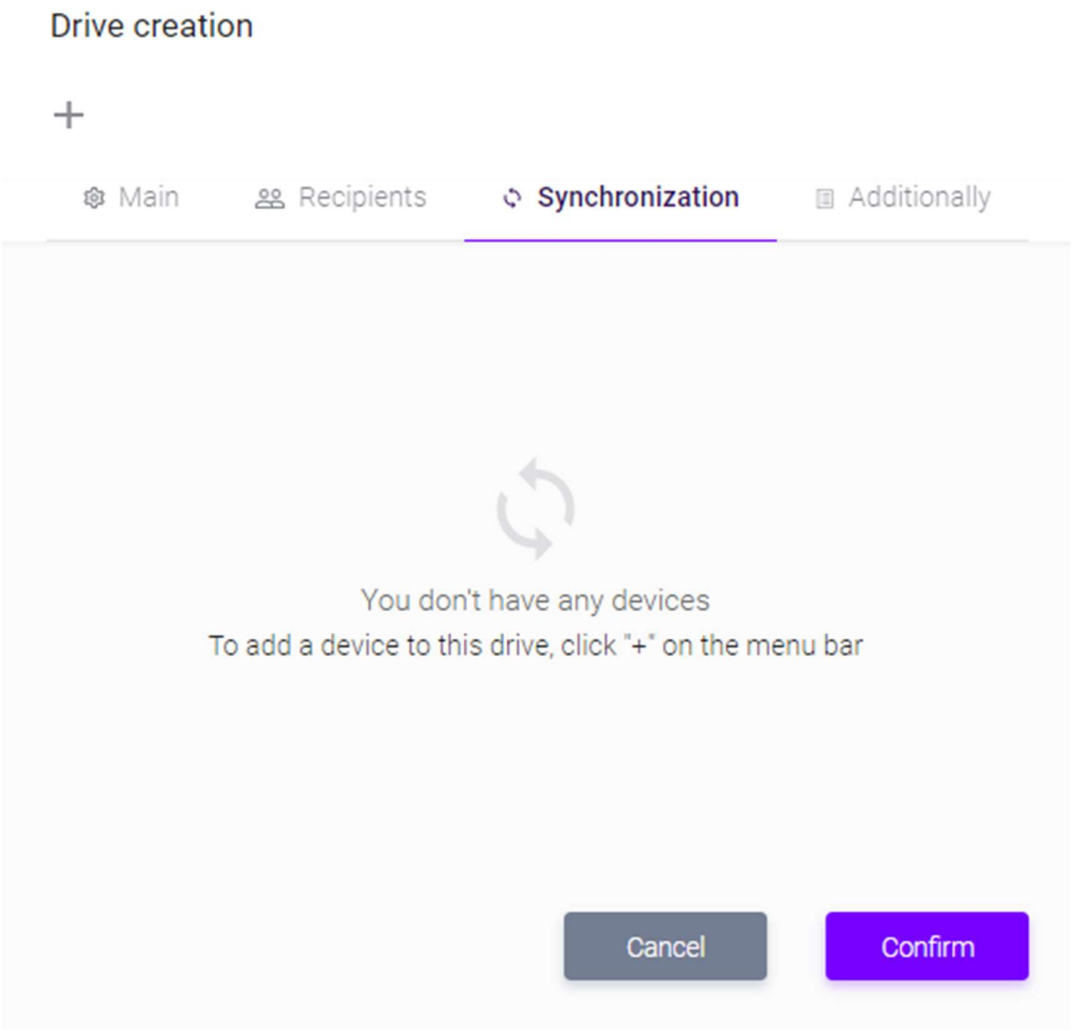

Fig.: 4.14. Add Device Form to be synchronized with the drive

When you click + the Search Devices field will get available for searching an available device by it name, from which you once entered your account. The device adding procedure is similar to the use adding procedure on the **Users** Tab (see Fig.: 4.10., 4.11.) To show the path to the folder on your local PC click Chang Path ⊂|⊃ on the selected drive.

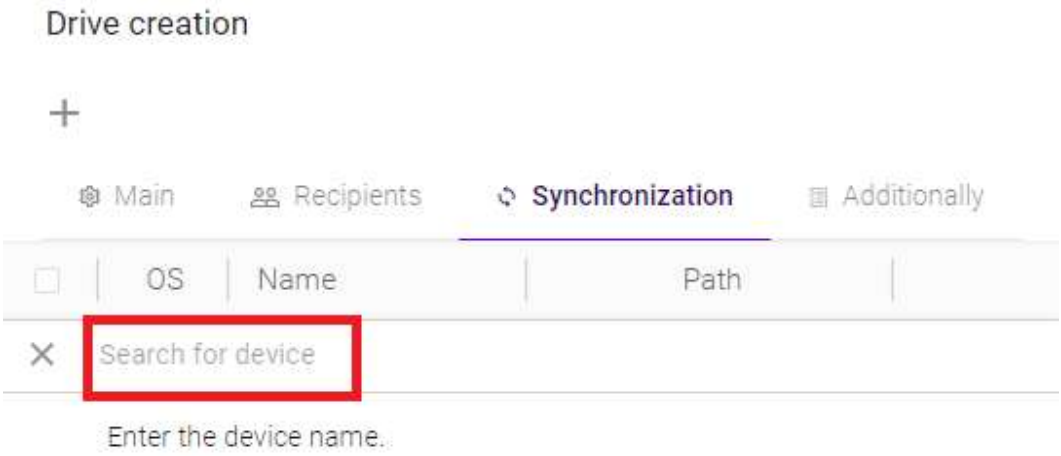

Fig.: 4.15. Outlined in red is the Search Devices field

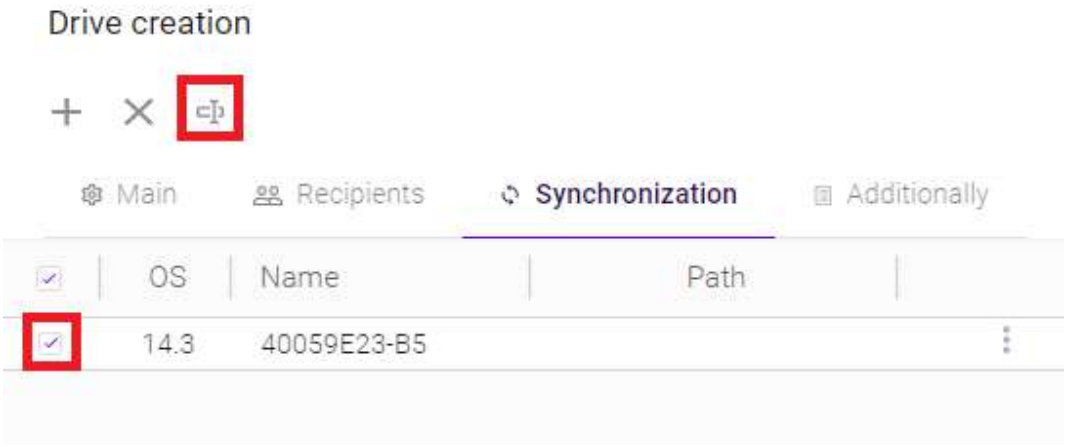

Fig.: 4.16. Outlined in red is the Change Path button for the added drive.

The **Additionally** tab allows you to set up the following items:

- **Use Version Control** (means the possibility to store an archive of changed files through which you may trace the history of changed made in a specific file via the client and restore one of the versions);
- **Use Trash Can** (means that files deleted from the virtual drive will be stored for an established period of time after their deletion in a separate place so that they can be viewed for second assessment of their suitability);
- **Limit drive lifetime** (allows you to set the date upon expiry of which the virtual drive will be deleted from the System).

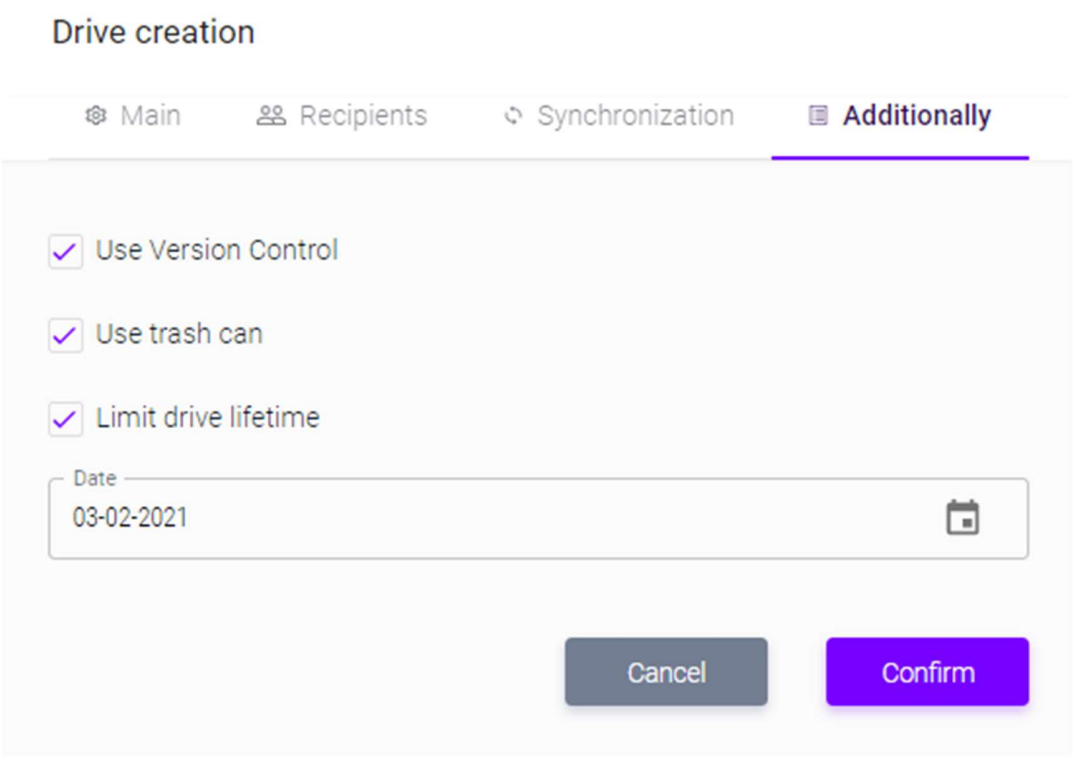

Fig.: 4.17. Interface of the Additionally tab

After you made relevant settings in the Create virtual drive from click Confirm to apply the settings and finish the creation of your virtual drive.

If you missed any mandatory fields or typed invalid data the form let you know by refusing to accept the data and highlighting the field that was missed/filled in incorrectly.

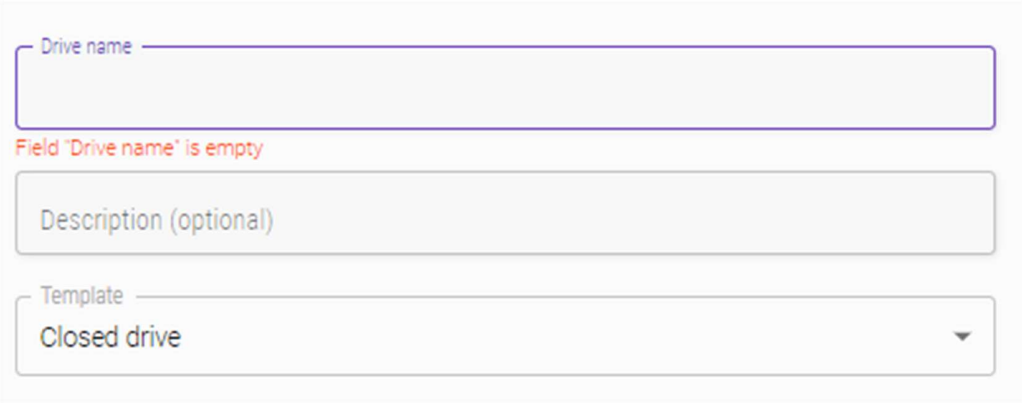

Fig.: 4.18. Notification in the form that the Flash Drive Name field is not filled in

After that you will see the created drive in the **Virtual Drives** section of the Left Side Pane. To see it click and open the **Created by Me** sub-section.

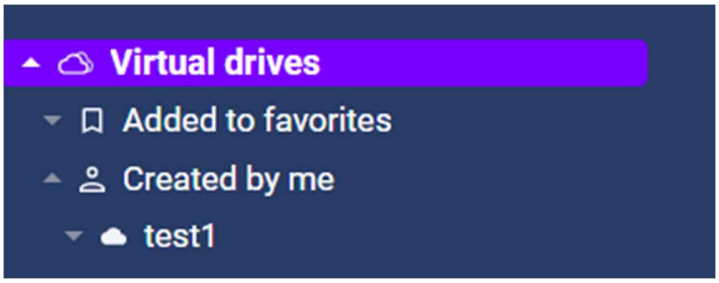

Fig.: 4.19. Created drive can be viewed in the Created by Me sub-section.

Editing

All aforementioned settings made at the creation stage can be adjusted. To do that you should go to the Edit Drive form where you may click **Change on the toolbar** of the selected drive in the Virtual Drives section or click **Settings** in the context menu of the drive.

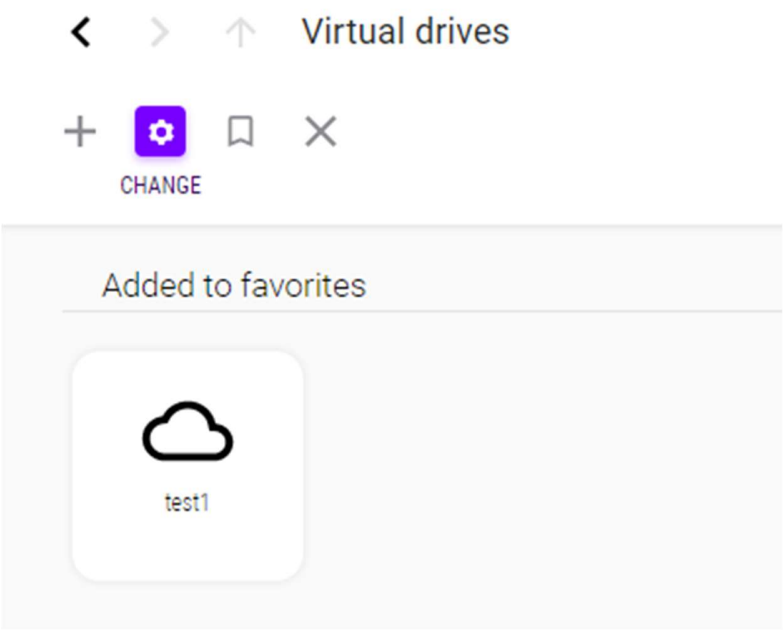

Fig.: 4.20. Active Change button on the toolbar of selected drive

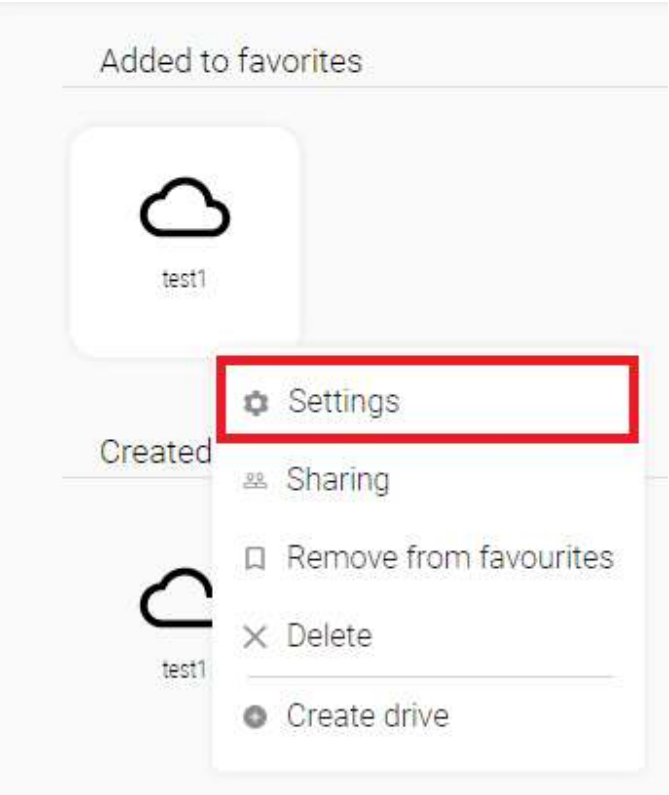

Fig.: 4.21. Outlined in red is the Settings button of the drive context menu

Deleting

To delete a virtual drive you created click **Delete** of the selected drive

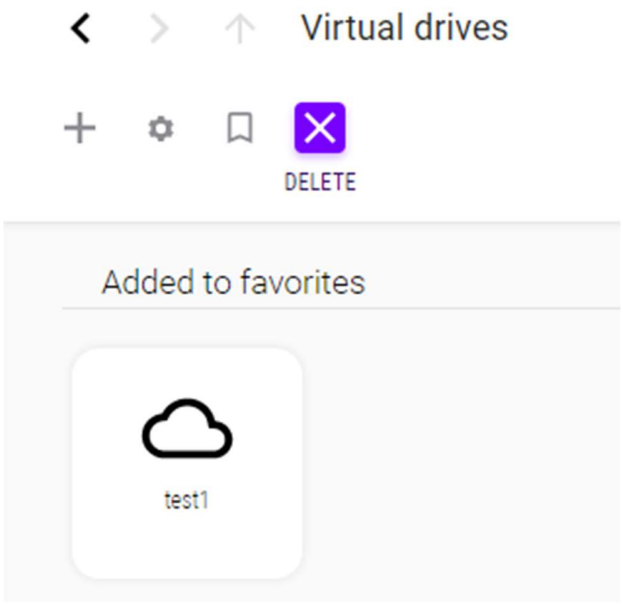

Fig.: 4.22. Active Delete button on the toolbar of selected drive

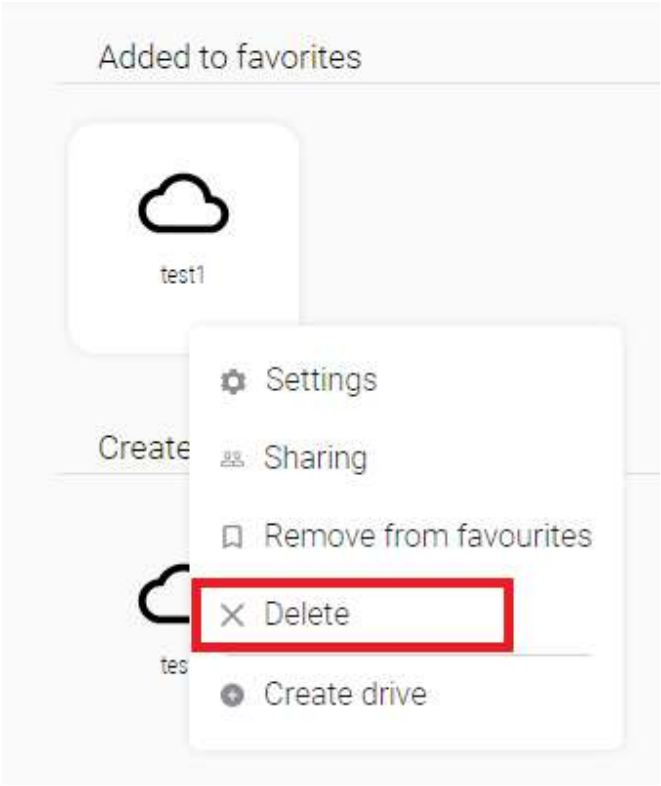

Fig.: 4.23. Outlined in red is the Delete button of the drive context menu

The Delete Drive form will be displayed where you should click Confirm to confirm your intention to delete the dirve or click **Cancel** to cancel the action.

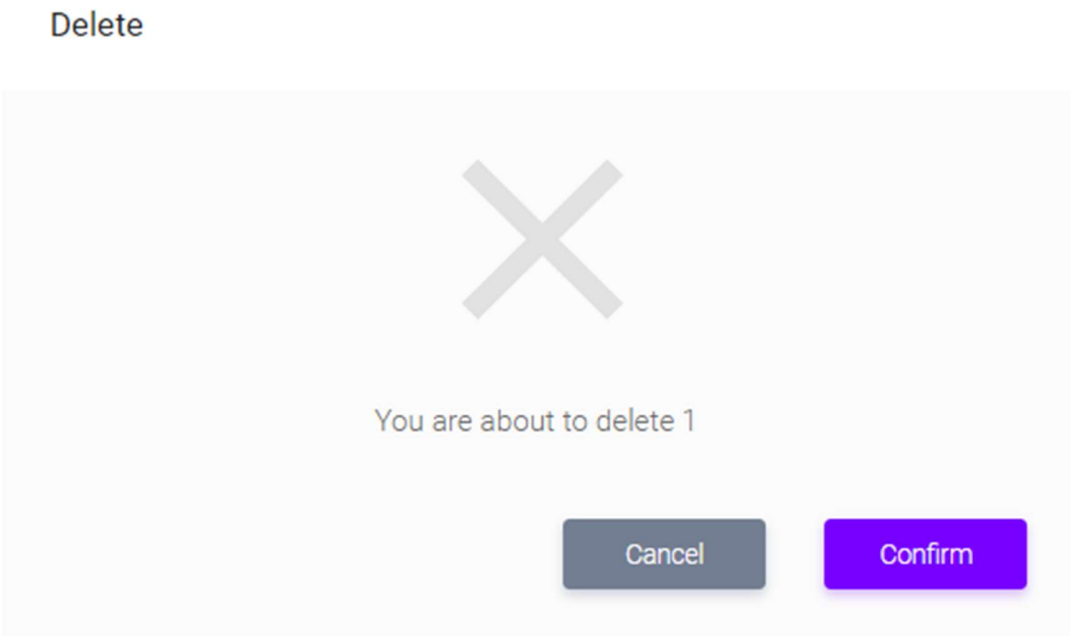

Fig.: 4.24. Delete Drive form

Duplicating virtual drive

The System allows you to duplicate a drive you shared with other users, i.e. any drive located in the **Available to Me** section (once duplicated the drive will be accessible in the **Created by Me** section). To do that go to drives created by any user in this section and click **Create Duplicate** .

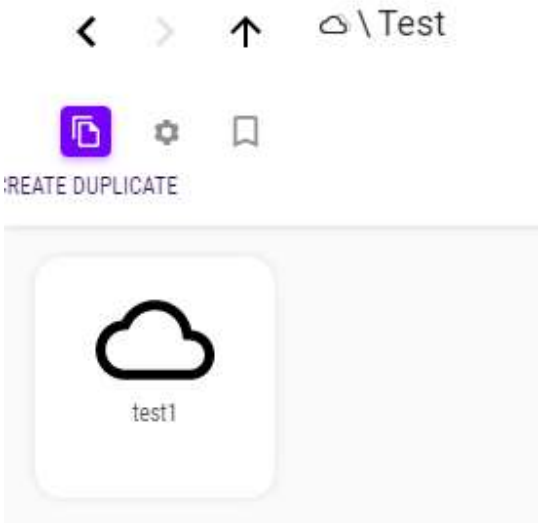

Fig.: 4.25. Active is the Create Duplicate button on the toolbar of the Available to Me section.

The Duplicate Drive form will be displayed where you should click **Confirm** to confirm your intention to duplicate the drive or click **Cancel** to cancel the action.

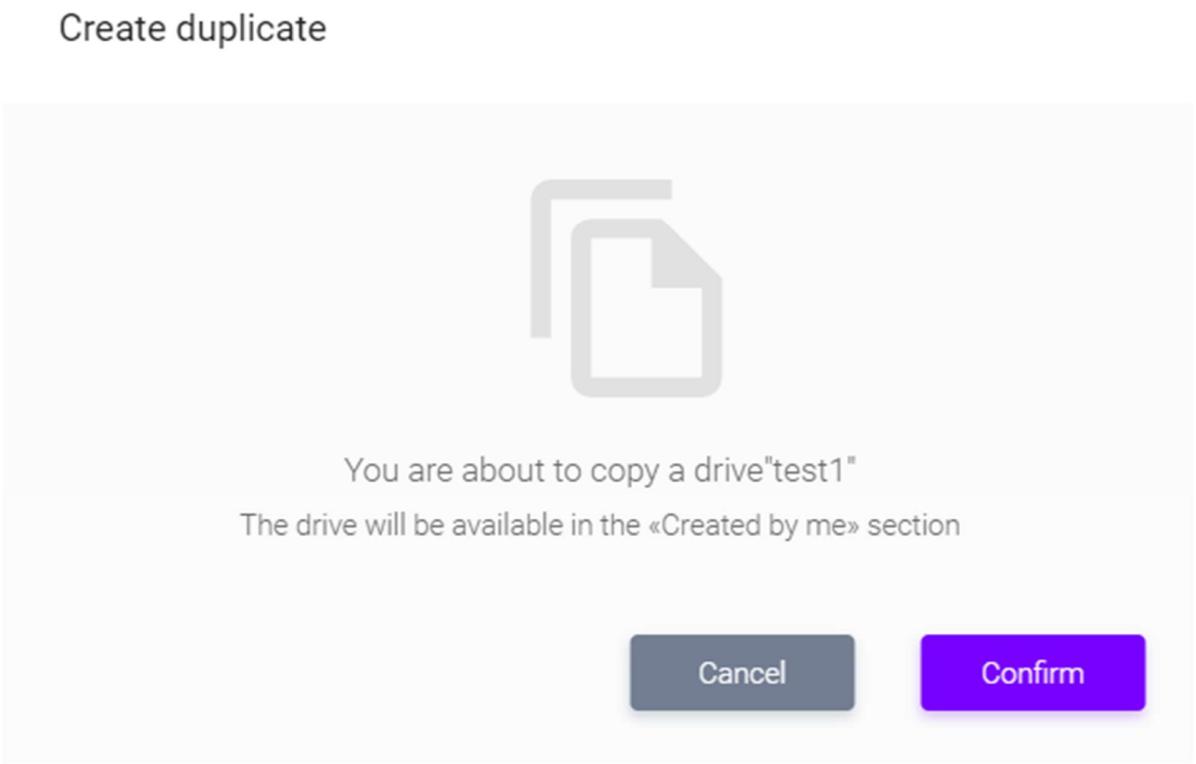

Fig.: 4.26. Duplicate Drive form

Add to Favorites

You may add a virtual drive to the Favorites area at the stage of its creation/editing (see the chapter Virtual Drive Creation/Editing/ Deleting) or by clicking **Add to Favorites** if you interact with he drive via the Work space interface.

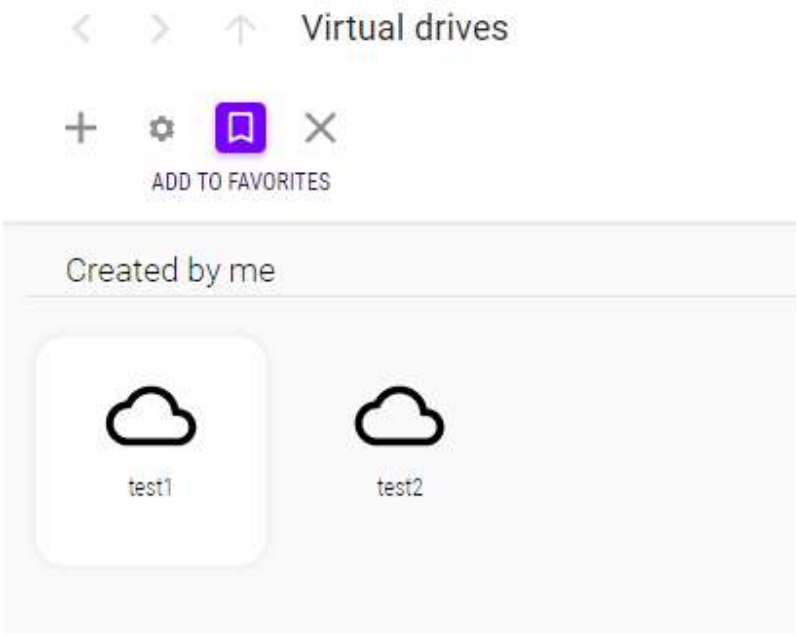

Fig.: 4.27. Active Add to Favorites button on the toolbar of selected drive

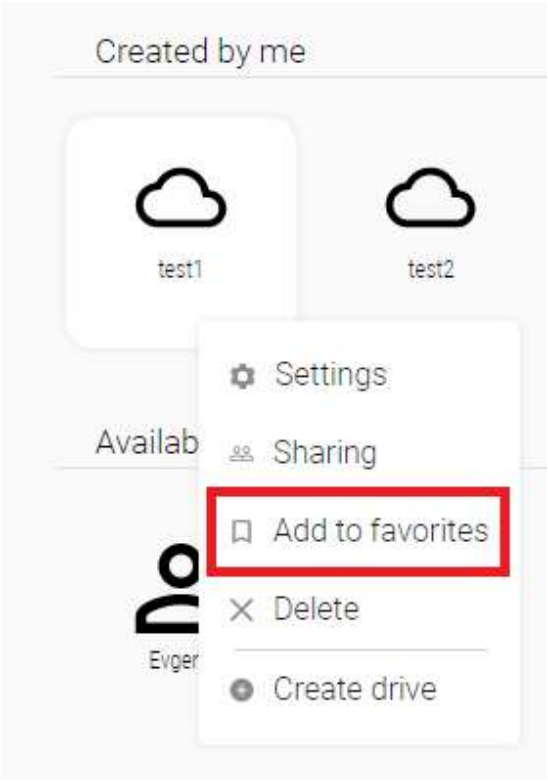

Fig.: 4.28. Outlined in red is the Add to Favorites button of the selected drive context menu

You may delete a drive from the Favorites section by clicking **Delete from Favorites of the selected drive.**

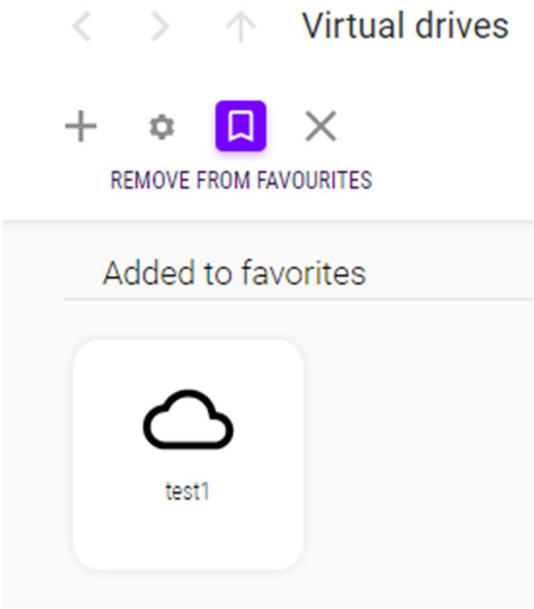

Fig.: 4.29. Active **Delete from Favorites** button on the toolbar of selected drive

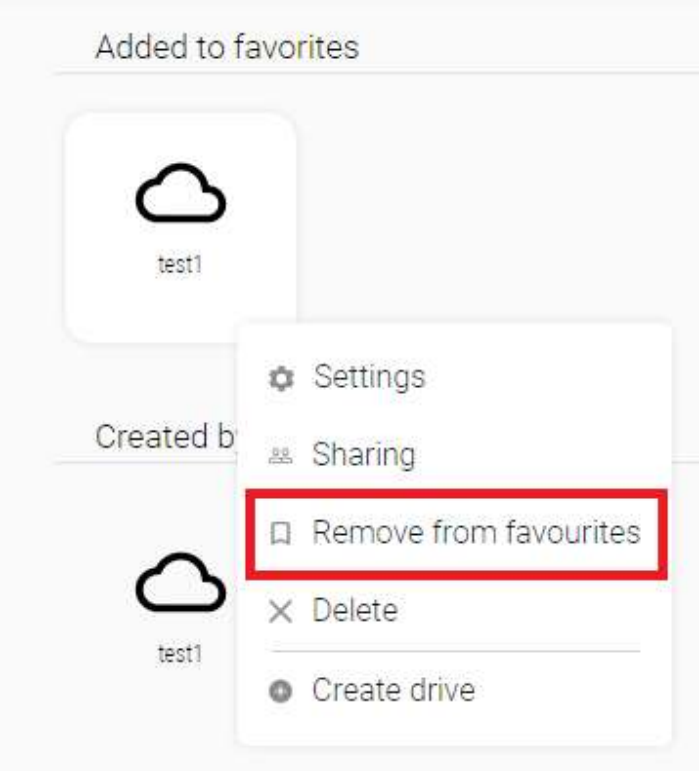

Fig.: 4.30. Outlined in red is the **Delete from Favorites** button of the drive context menu

Via Client

After you launch a web-session via a client go to the Virtual Drives section and click **Create** + on the toolbar.

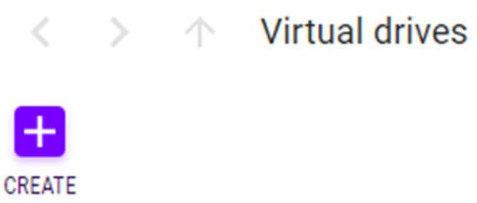

Fig.: 4.31. Outlined in red is the Create button on the toolbar

The create MFlash client window will appear. Type the name of the drive you are creating in the **Name of Virtual Flash Drive**

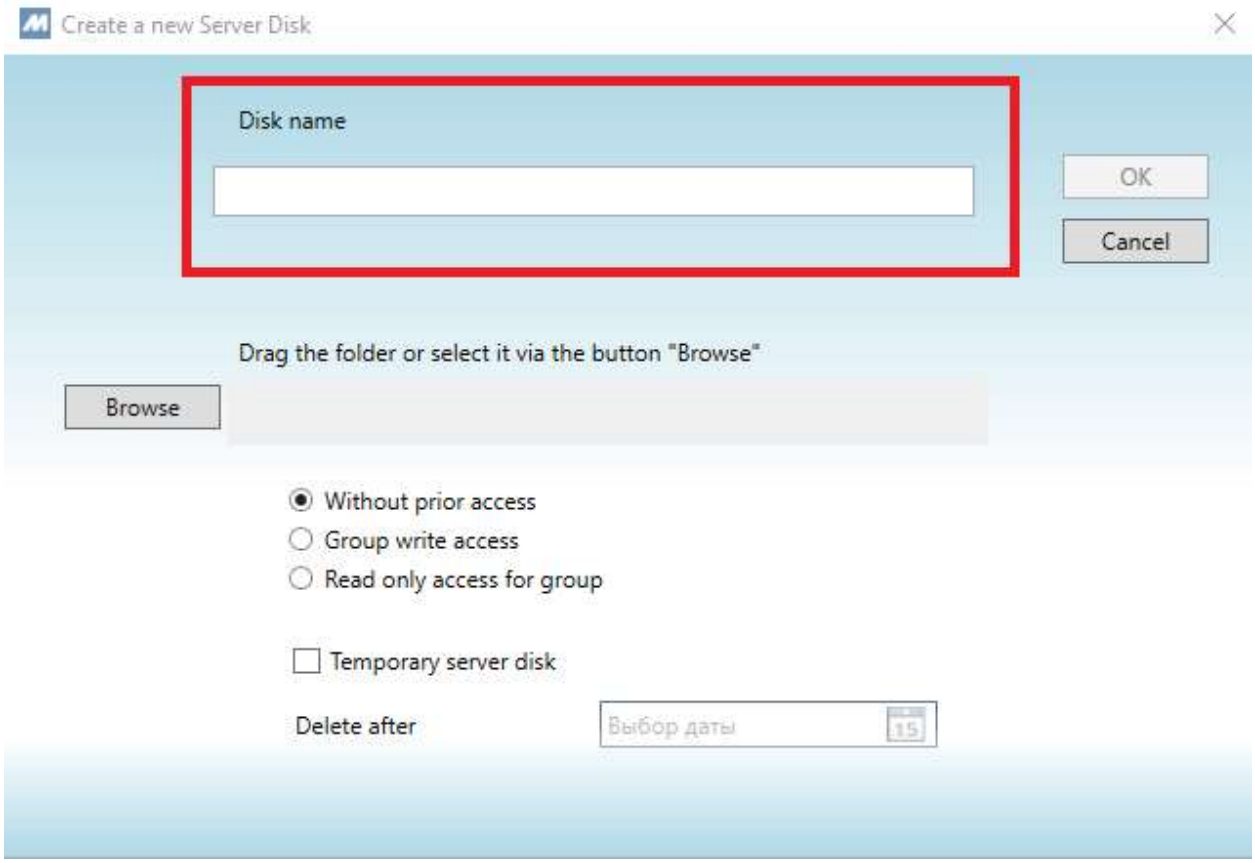

Fig.: 4.32. Outlined in red is the field for typing drive name

If you need to assign a specific folder in your PC to a virtual drive in the System you should choose one of the following methods:

- Drag with the cursor (by drag and drop action) the folder of your choice to the field to the left of the **Review** button

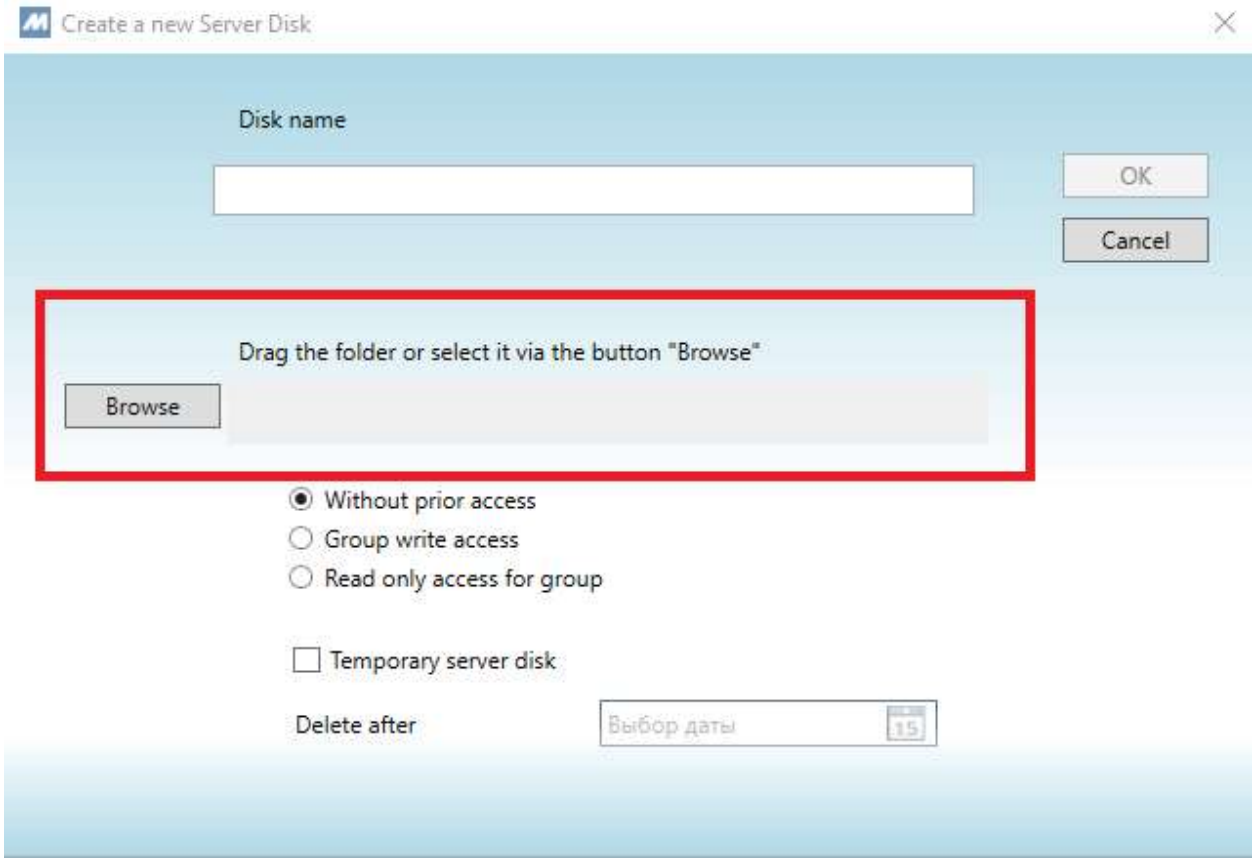

Fig.: 4.33. Outlined in red is the field to choose the path from local PC to the folder to be synchronized

- Click **Review**

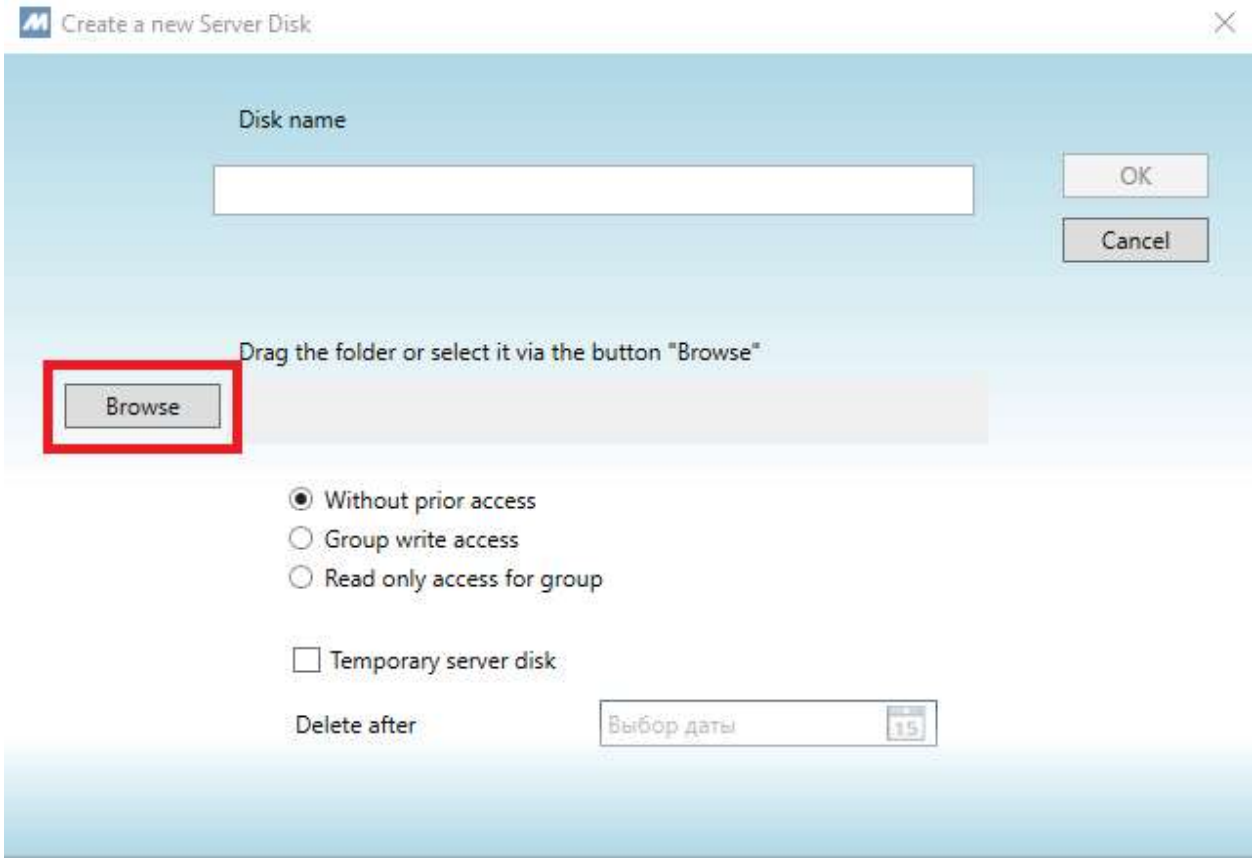

Fig.: 4.34. Outlined in red is the Review button used to choose the path from local PC to the folder to be synchronized

A new window will appear where you may choose a folder in your PC.

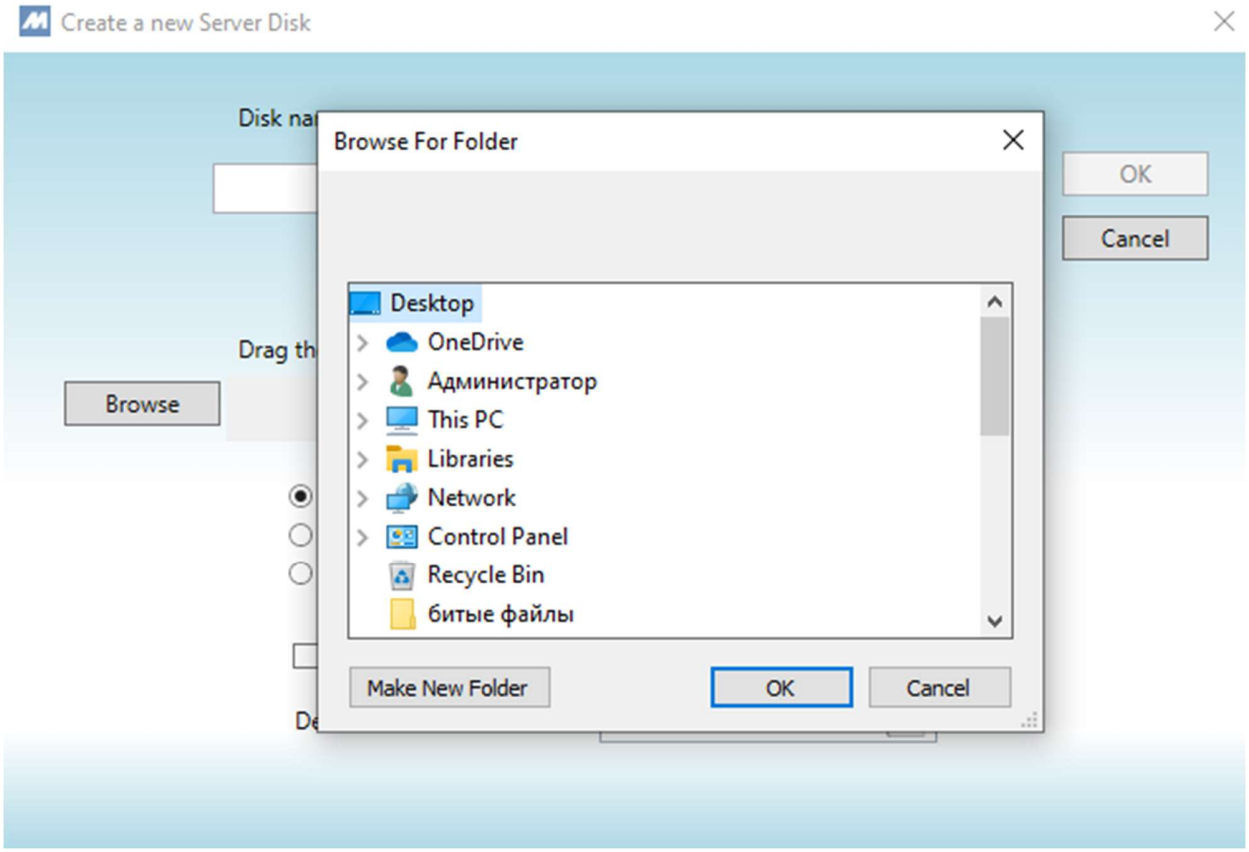

Fig.: 4.35. Open Windows file explorer used for choosing a folder to be synchronized

You may also assign one of the following three access parameters to virtual drives you create:

- **Without preliminary access** (only the use who created the drive will have access to it);
- **Group write access** (members of the user's group will be entitled to edit the drive content),
- **Group read only access** (members of the user's group will be entitled only to view the drive content).

When the Temporary Flash drive check box is checked you may set the date for deleting the virtual drive in the Delete after files.

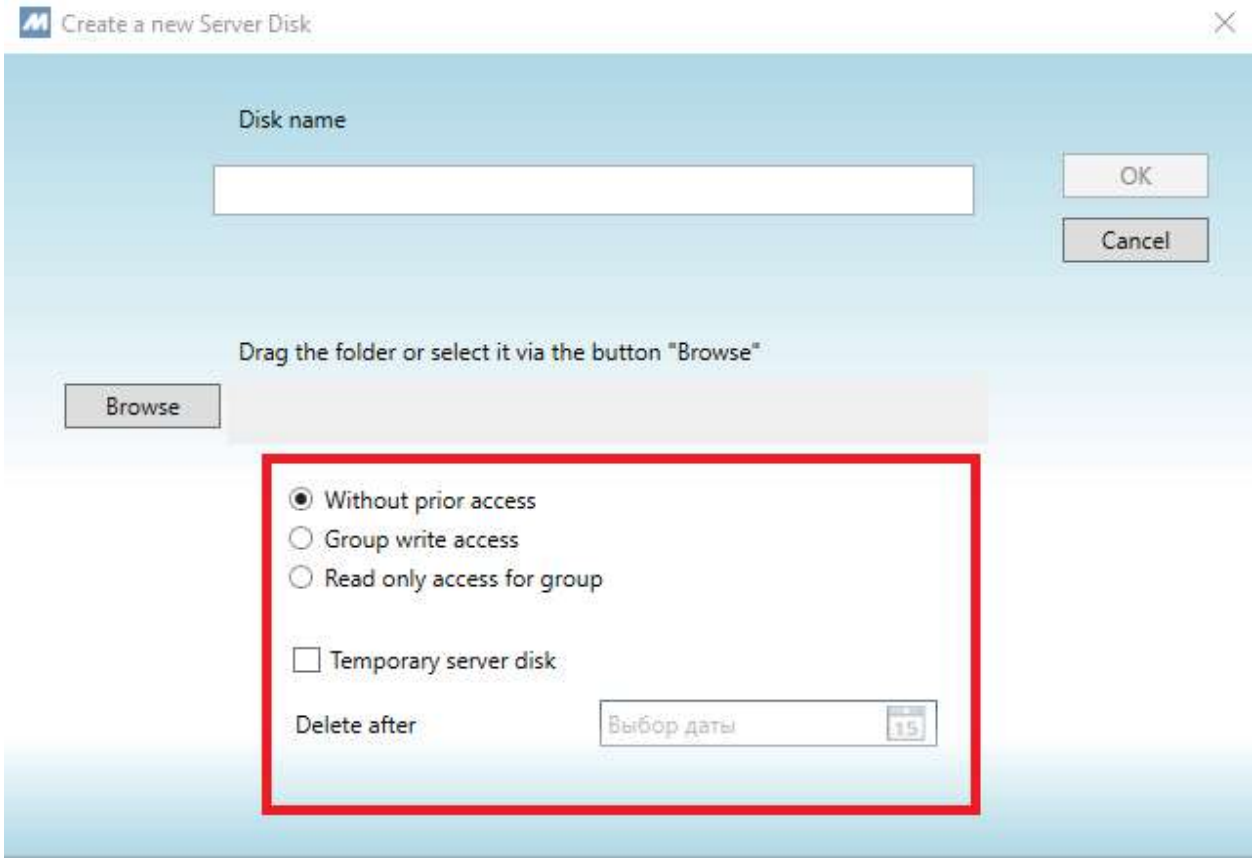

Fig.: 4.36. Outlined are access options and fields setting driver lifetime limitations

When you are over with the settings click **OK.** A new virtual drive will be created. If you indicated a folder to synchronization, new files will be automatically downloaded from the selected folder in your local PC to the System.

Virtual drive Synchronization

The drive synchronization process is designed to download its content from the server to a user device or from the user device to the server.

Two types of synchronization are supported:

- **Synchronization of Changes** (activated upon clicking in the Upper pane of the drive interface) - this button is used to synchronize on the server all changes made on the user's device Tis mode allows you to edit documents in the directory opened in your PC. All changes will be automatically transmitted to the server provided synchronization with the active client is activated.

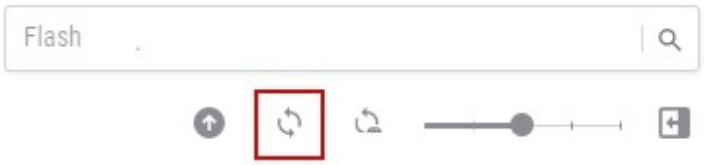

Fig.: 4.37. Outlined in red is the Synchronization of Changes button on the drive interface.

After the synchronization process is started the Unblock will appear on the upper pane of the System interface that can be used to complete the synchronization, and the icon showing the synchronization progress will appear on the driver interface.

Fig.: 4.38. Outlined in red is the Unblock button on the interface of a drived to by synchronized

Fig.: 4.39. Outlined in red is the icon showing the driver active synchronization status on the Left side pane.

Fig.: 4.40. Visualization of the active synchronization status on the drive on the interface of the Virtual Drives section.

The mode in question is applicable to virtual drives you created and common virtual drives for which write access or full access rights are provided. If a virtual drive is open for synchronization on another device/by another user, the **Open to change** mode will not be available to complete the active synchronization.

A notification that the synchronization is terminated will also be forwarded to you by e-mail.

If the path to the folder on your local PC is specified in the drive, and the folder is renamed or deleted, it will be created anew by the client SW when any further synchronization is launched.

- Read-only Synchronization ( ) - the button is designed to show on the user devices all changes made in the drive data on the server. When this mode operation mode is active, no changes made in the virtual drive files will be saved on the user device.

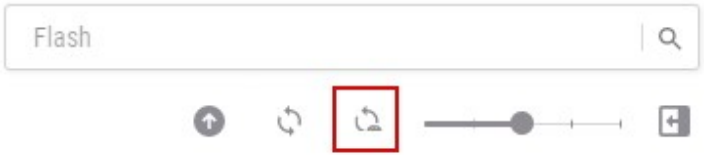

Fig.: 4.41. Outlined in red is the Read-only Synchronization button on the drive interface.

If any other user opens a joint virtual drive to make any changes, the drive will be indicated with the lock icon.

Fig.: 4.42. Outlined in red is the lock icon on the Left side pane.

Fig.: 4.43. Visualization of the lock icon on the drive on the interface of the Virtual Drives section.

When you point the cursor on the lock icon of a blocked drive, information about the user who is synchronizing the drive at the moment: The user's e-mail and type of synchronization.

Fig.: 4.44. Highlighted is the date about the user who is synchronizing a selected drive

If an overlay for a client is installed in the operating system of a user (See Chapter 2. First Entry to the System), then any folder which is being synchronized, or is already synchronized or which synchronization is suspended, will be marked with an icon.

Fig.: 4.45. visualization of a folder synchronization status in the user operating system with installed overlay

A client can also work with files. Folders on the user's local PC using the menu items in the Windows context menu in the **Send** section of selected folder/file.

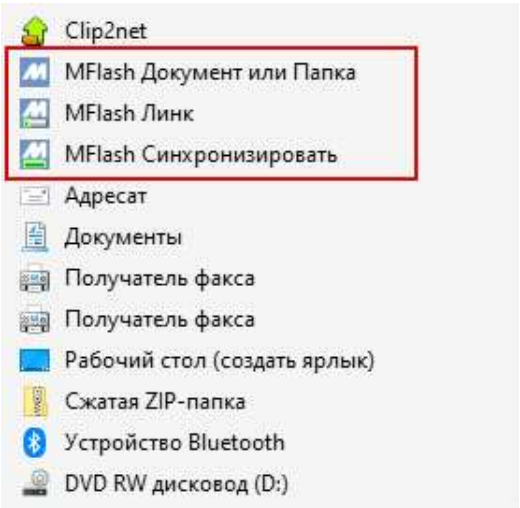

Fig.: 4.46. Outlined in red are MFlash client items in the Windows Explorer

MFlash Document or Folder, this item allows you to download a file or folder into selected drive in the System.

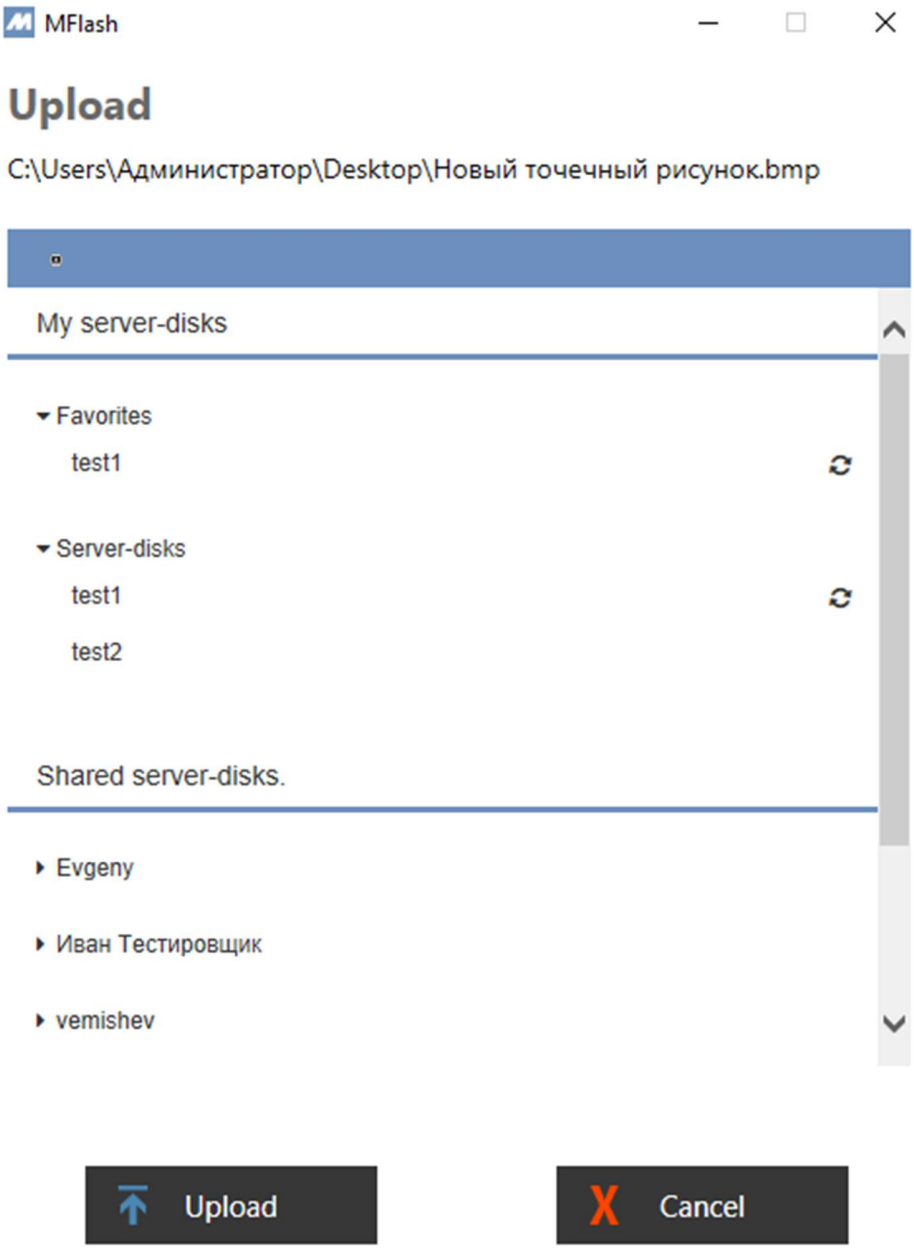

Fig.: 4.47. Window displayed via the MFlash Document or Folder item (example)

MFlash Link, the item allows you to send a file or folder through a link to another user in the System.

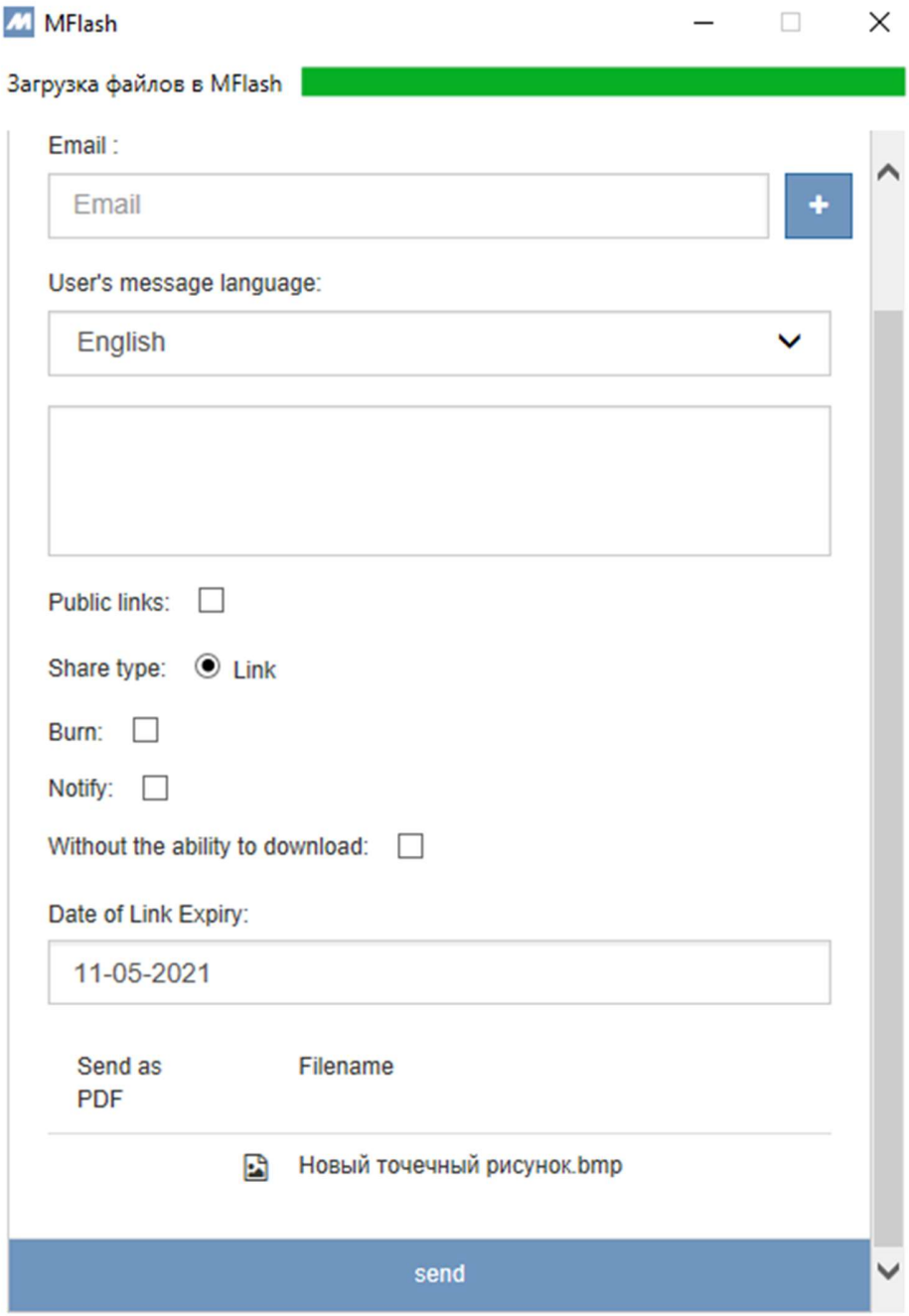

Fig.: 4.48. Window displayed via the MFlash Link item (example)

Synchronize MFlash, allows you to synchronize a selected folder with the System (a virtual drive with the same name is created in the System).

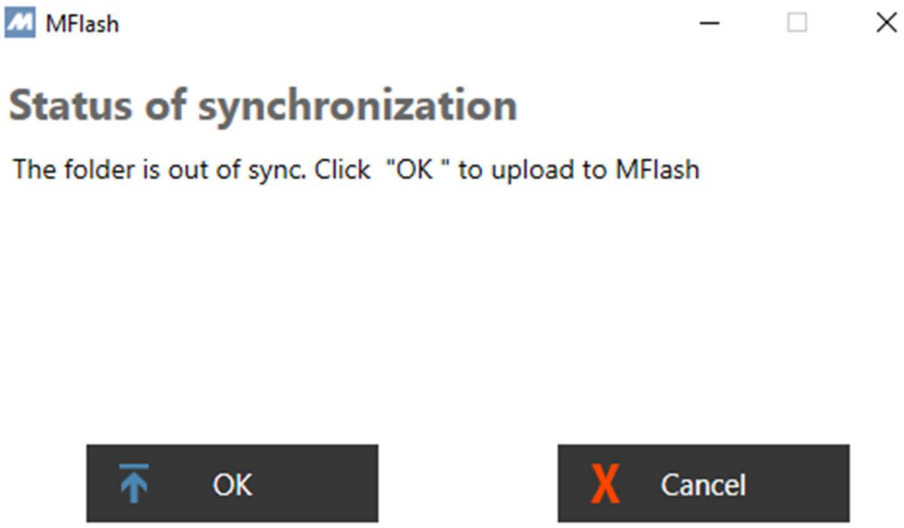

Fig.: 4.49. Window displayed via the **Synchronize MFlash** item (example)

Chapter 5. Interface for working with files and folders

Via web-interface

When you move to any virtual drive you are able to create/delete files and folder in the drive and interact with its content via tools on the upper pane. The interface enables yu not only create but download, copy/move, preview, control versions, and view additional information.

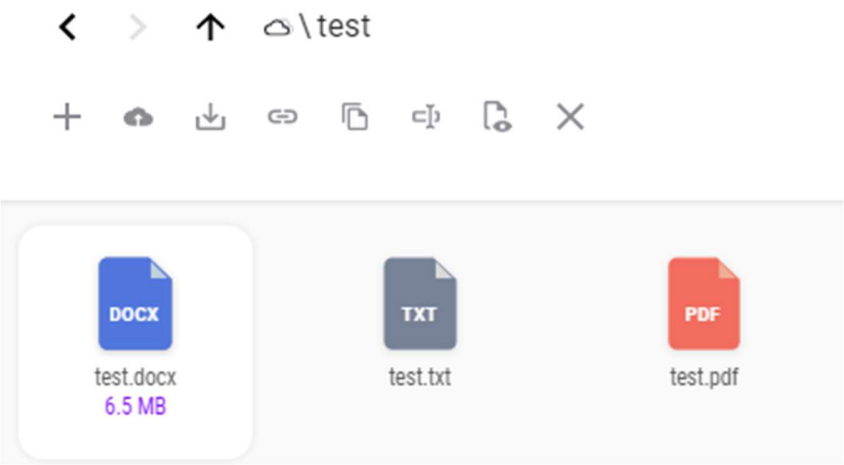

Fig.: 5.1. Visualization of the toolbar for working with a selected file

Downloading documents

TO download documents to a selected virtual drive from your local PC click Download on the upper pane of the interface in the drive.

Fig.: 5.2. Outlined in red is the Download button on the toolbar

The download form will appear where you should **Download**.

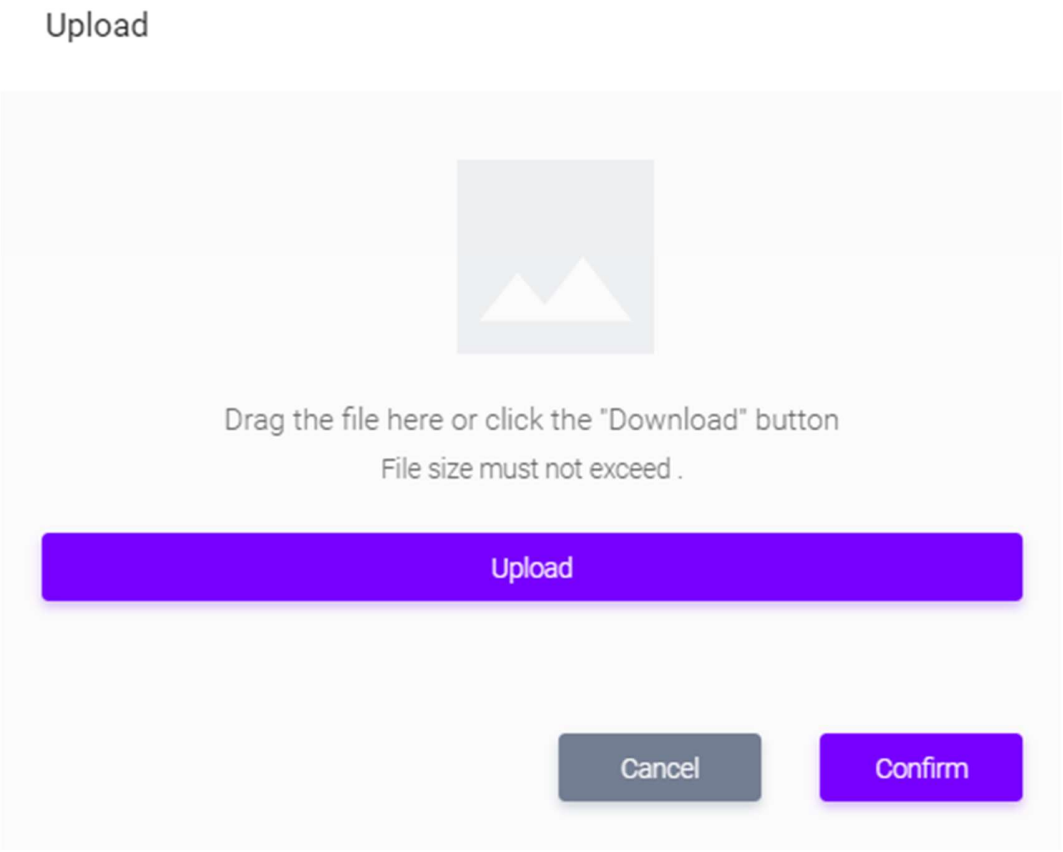

Fig.: 5.2. Download file form

A window of the Windows Explorer will appear where you may select a file 9files) of your choice to download into the virtual driver.

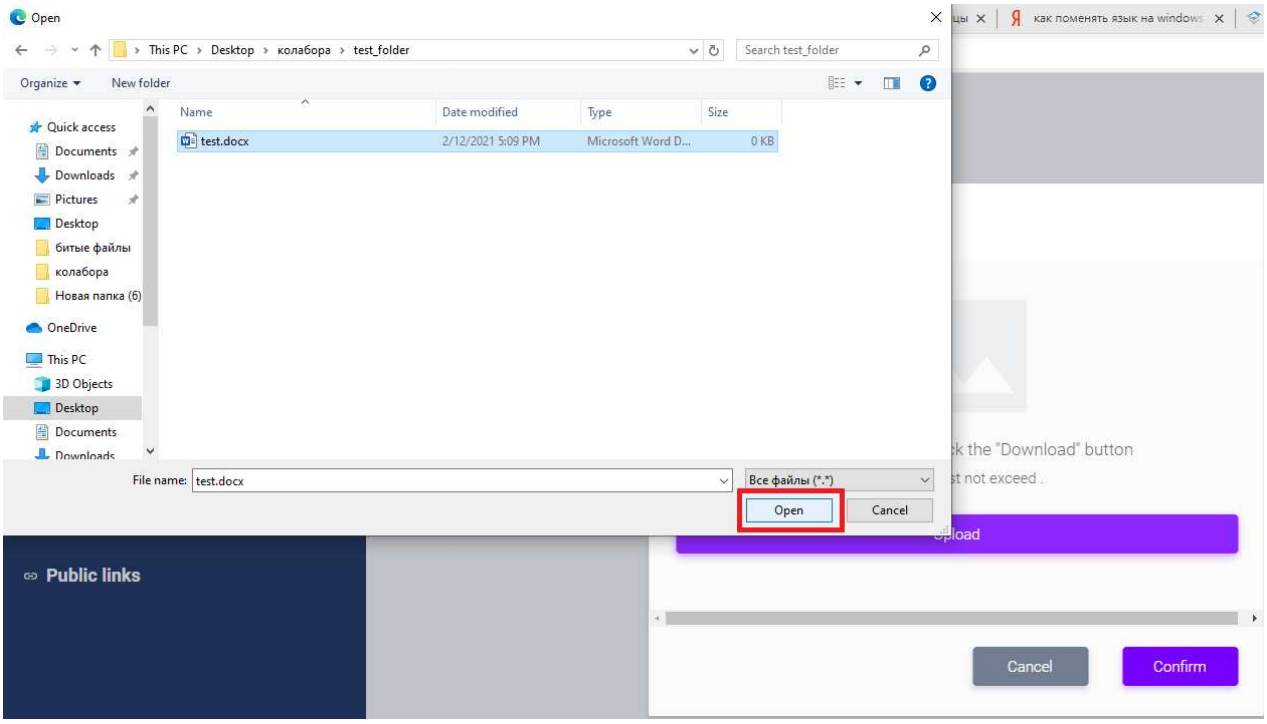

Fig.: 5.3. Open Windows Explorer to select files to be loaded into the drive

Once downloaded the file will be displayed in the list of contents of the virtual drive.

If your browser supports HTML5 (supported browser versions: IE > 8.0, Firefox > 21.0, Chrome > 27.0, Safari > 5.1, Opera > 15.0), you may drag required files to the drive field in the browser, i.e. use the drag&drop function. When this function is used you may download not only files but folders.

Creation/deletion of files and folders

Creation

To display the create folder or file form click Create + on the Upper pane of the drive interface. A context menu with the **Files** and **Folders** options will appear.

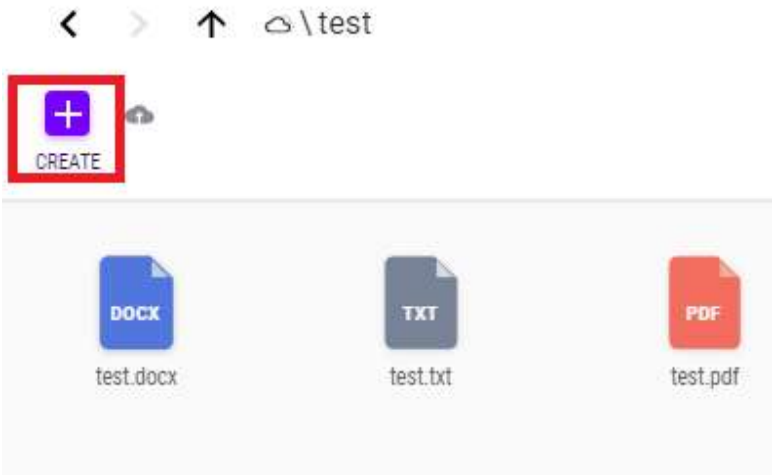

Fig.: 5.4. Active Create button on the toolbar in the drive

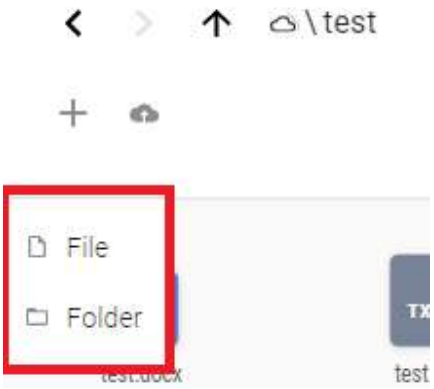

Fig.: 5.5. The context menu of the Create button

After you choose any of the options the create form will appear. Type the file/folder name and click **Confirm** to compete the operation.

Note: When you are creating documents you should type the file extension, otherwise your files will not be accessible for editing.

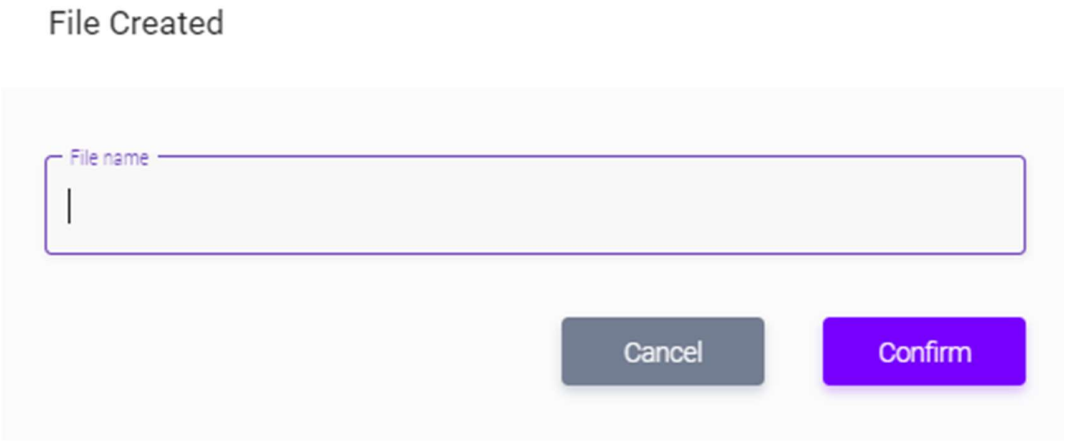

Fig.: 5.6. Create file form

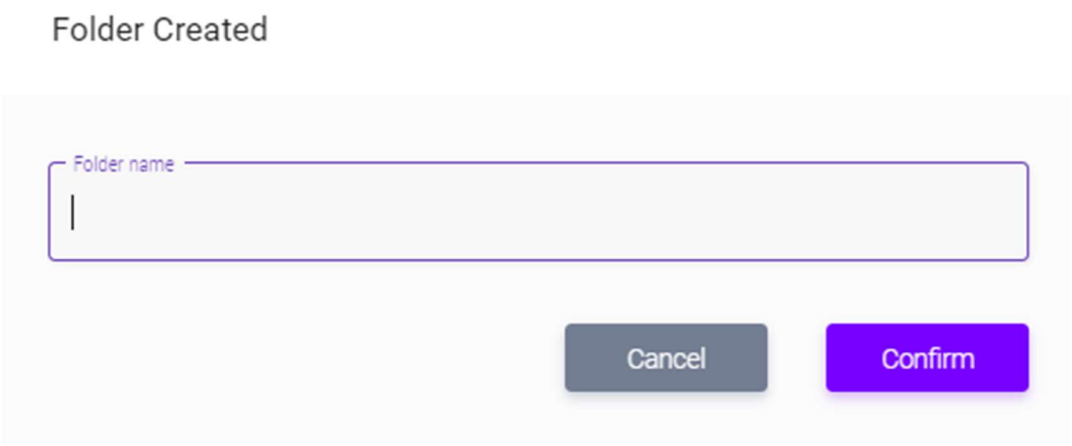

Fig.: 5.7. Create folder form

Upon application of data the file or folder will be displayed among other content of the virtual drive.

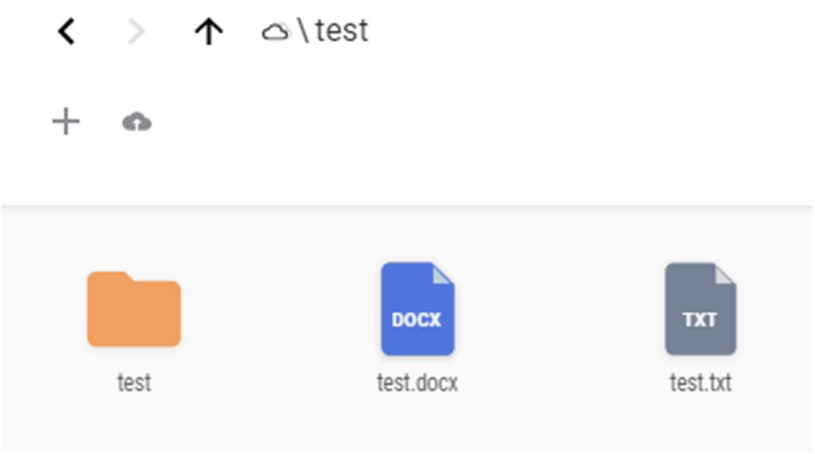

Fig.: 5.8. Visualization of files and folders in the drive interface

Deletion

To delete a folder or file click **Delete** ✕ on the menu of the selected element.

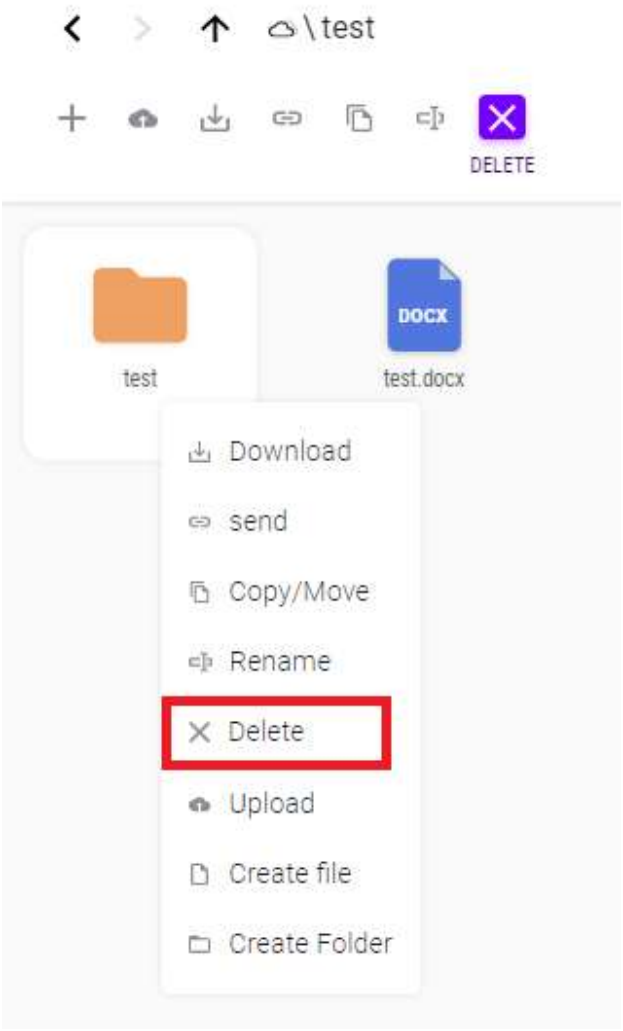

Fig.: 5.9. Active is the Delete button on the toolbar and outlined in red is the Delete button in the context menu

If the Trash option is not activated in the drive, the following element deletion form will be displayed.

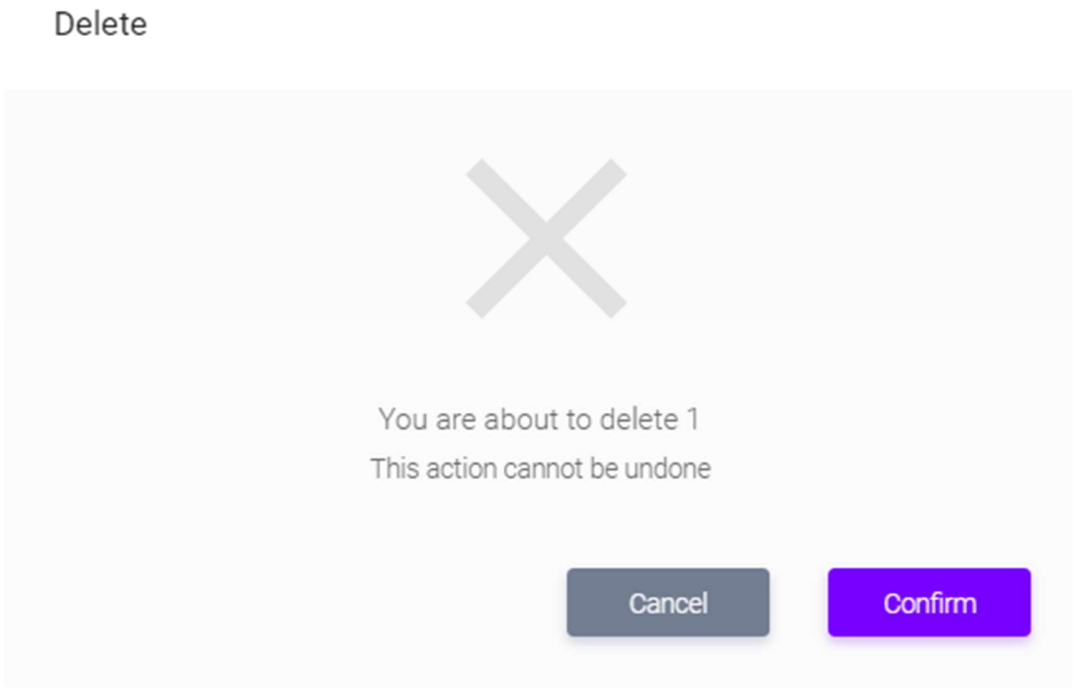

Fig.: 5.10. The element deletion form with the Trash option deactivated in the drive

If the Trash option is activated, another form for deleting elements will appear and all deleted files will be moved to the **Trash Can** section where they will be stored for the time period specified in the System settings and can be restored by clicking **Restore** , or deleted forever by clicking **Delete** .

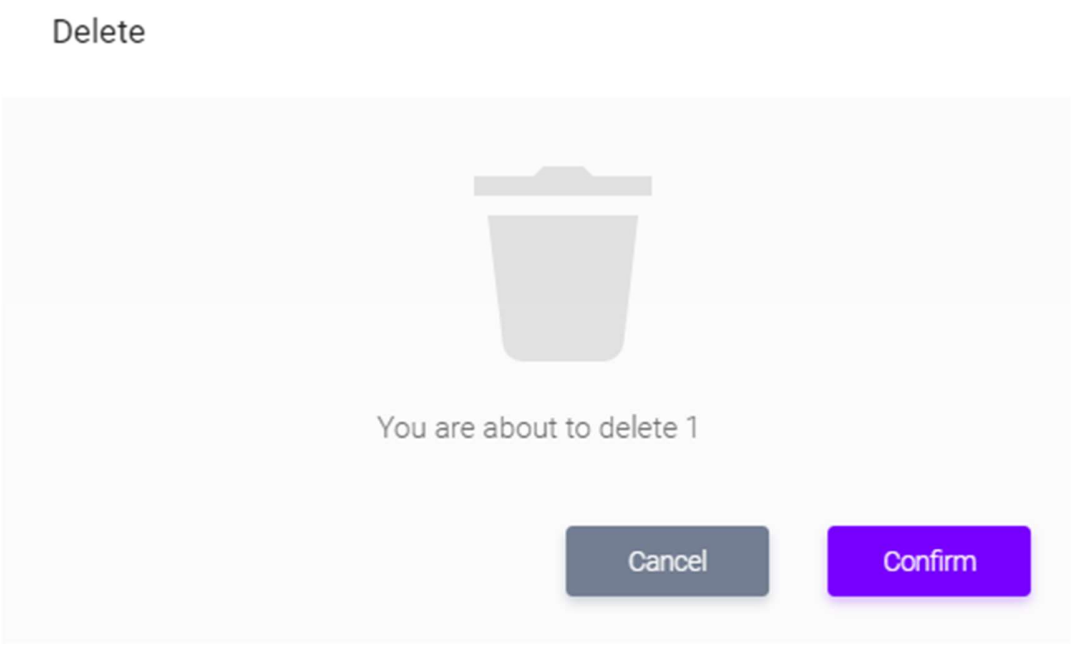

Fig.: 5.11. The element deletion form with the Trash option activated in the drive

Fig.: 5.12. Outlined in red are the buttons to move to the Trash Can in the user interface

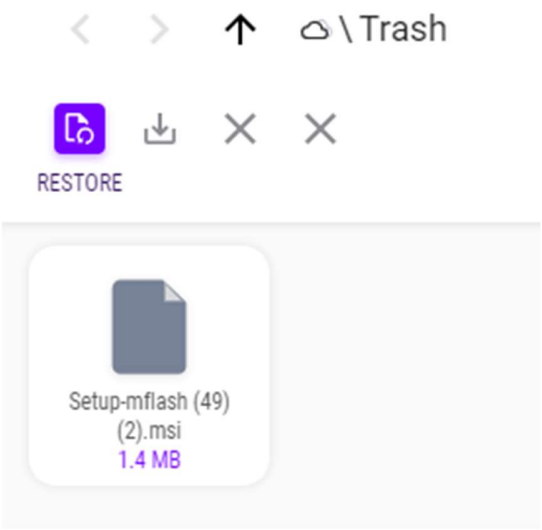

Fig.: 5.13. Active Restore button on the toolbar of selected file in the Trash Can section

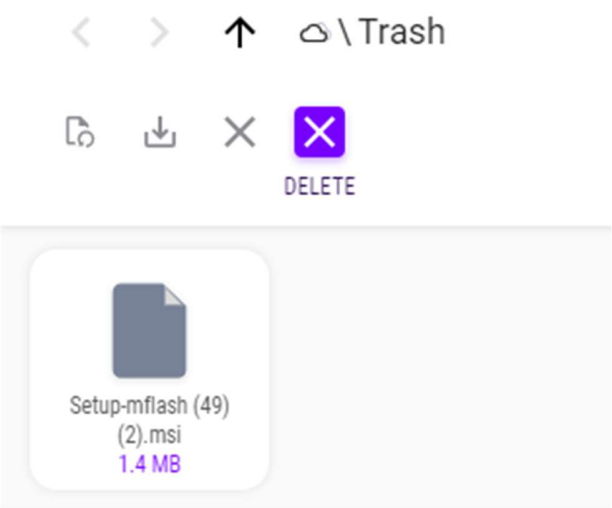

Fig.: 5.14. Active Delete button on the toolbar of selected file in the Trash Can section

If you activate the element deletion option from the Trash Can interface, the form of forever deletion will appear.

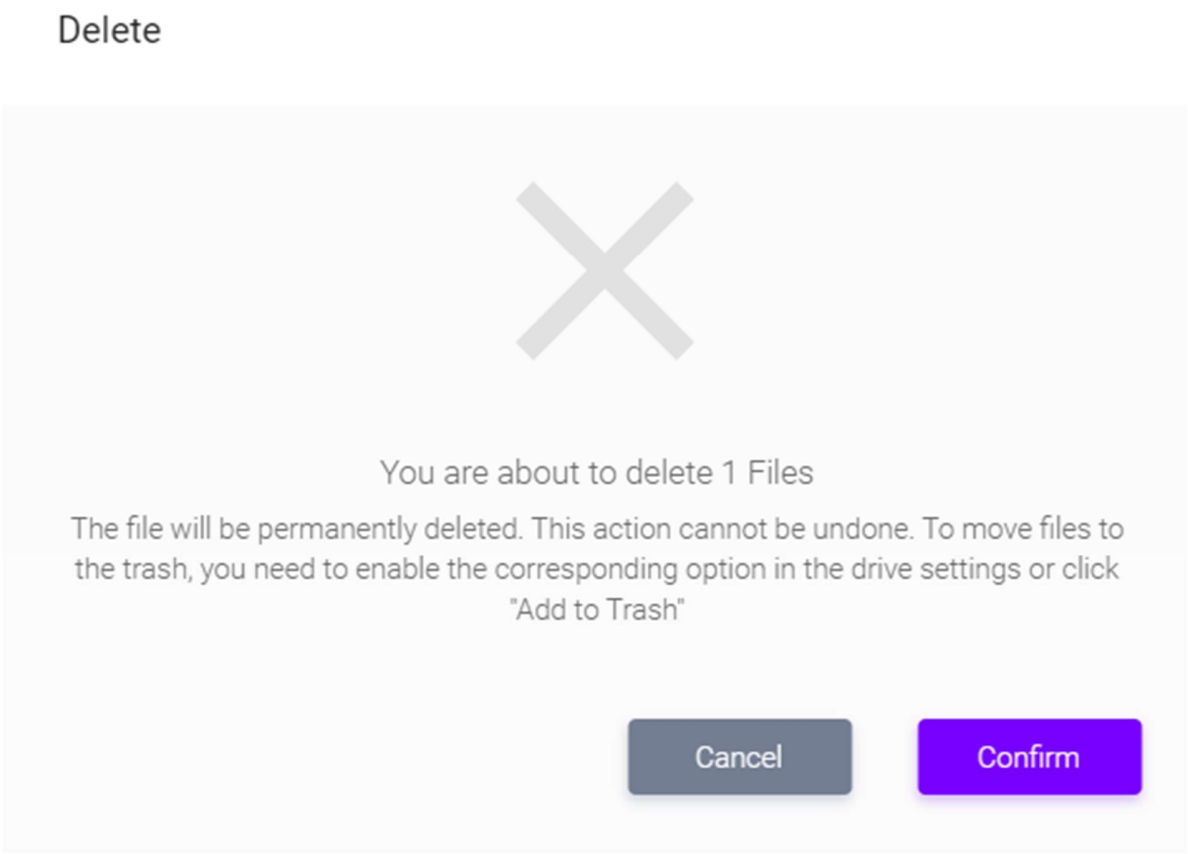

Fig.: 5.15. The form for forever deletion of elements from the Trash Can section

You may empty the Trash Can completely, to do that click **Clear Deleted Document Folder** on the toolbar of the Trash Can interface.

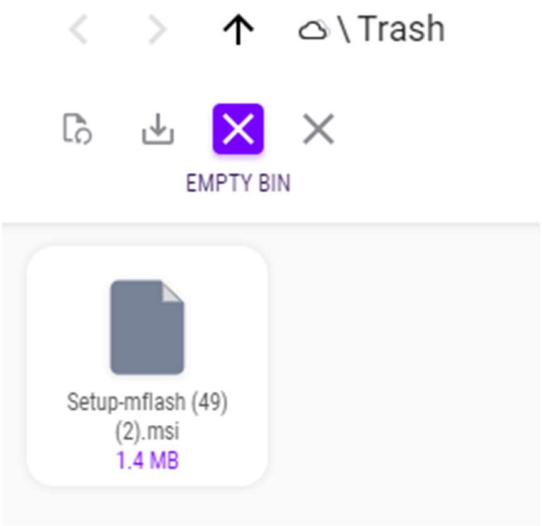

Fig.: 5.16. Active is the **Clear Deleted Document Folder** button

The Trash Can Clear form will appear where you need to type **CLEAR** and click **Confirm** to implement the action.

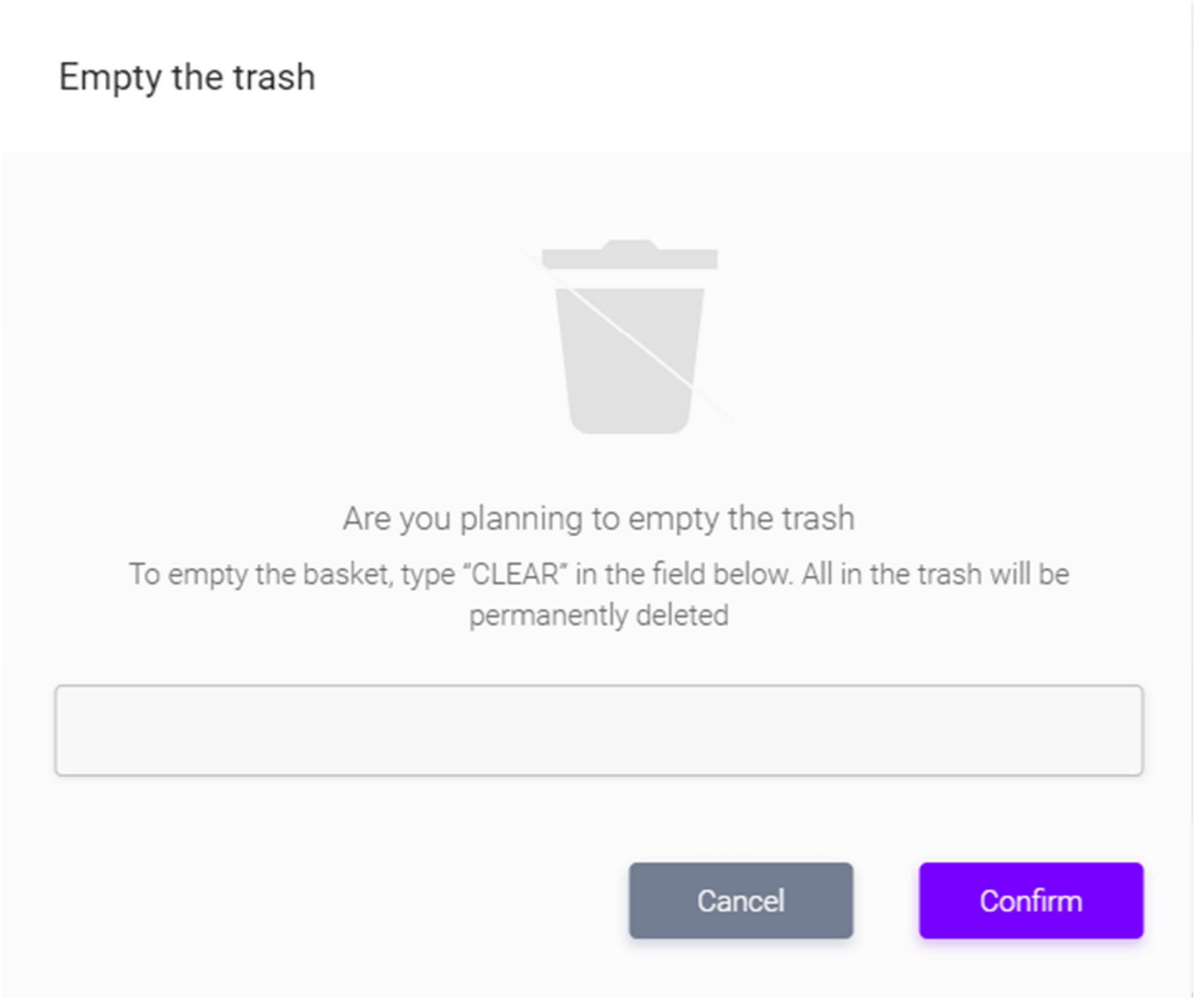

Fig.: 5.17. Trash Can Clear form

Working with files and folders

In the virtual drive interface you may choose the type of visualization of files and folder either in form of a grid , or a table .

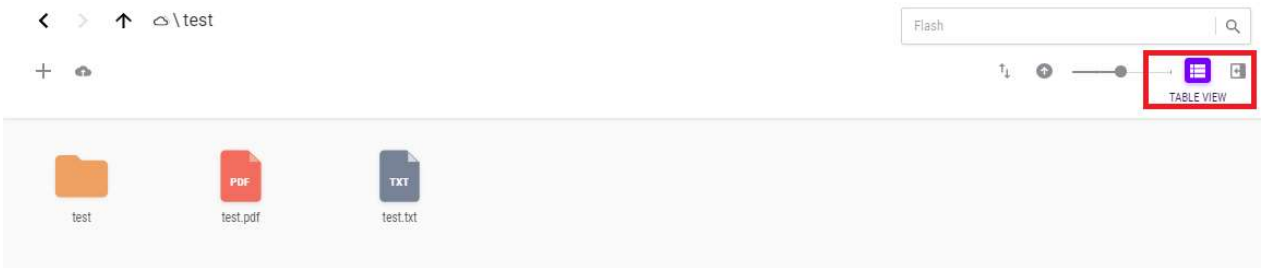

Fig.: 5.18. Outlined in red is the Table View button

Fig.: 5.19. Outlined in red is the List View button

If you choose the table view, a slider will be available to set the scale of icons for your files and folders.

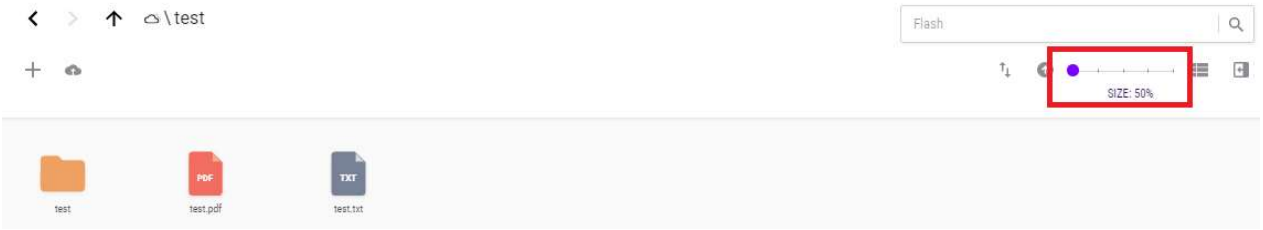

Fig.: 5.20. Outlined in red is the scale slider set for the minimum

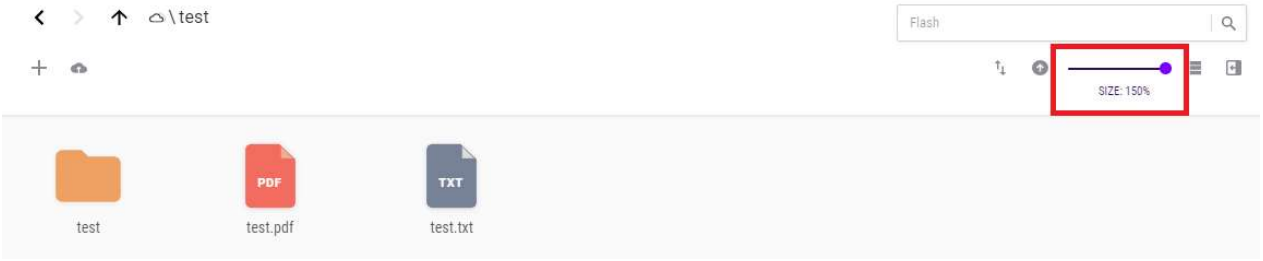

Fig.: 5.21. Outlined in red is the scale slider set for the maximum

The Downloads is designed to visualize the Download Status form, i.e. It shows a list of files that were downloaded for a certain time interval and information related to the current operation:

— number of loaded files;

— size of loaded files;

— loading speed;

— load remaining time.

Fig.: 5.22. Active is the Download button

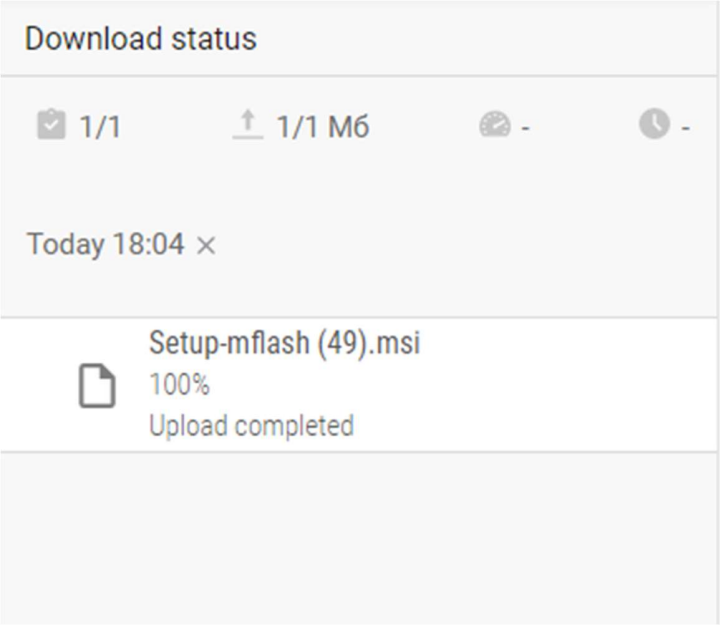

Fig.: 5.23. Open Download Status form

Information regarding Properties

When you chose a required object on the virtual drive you may get access to additional information regarding it. To get the information click **Side Panel** .

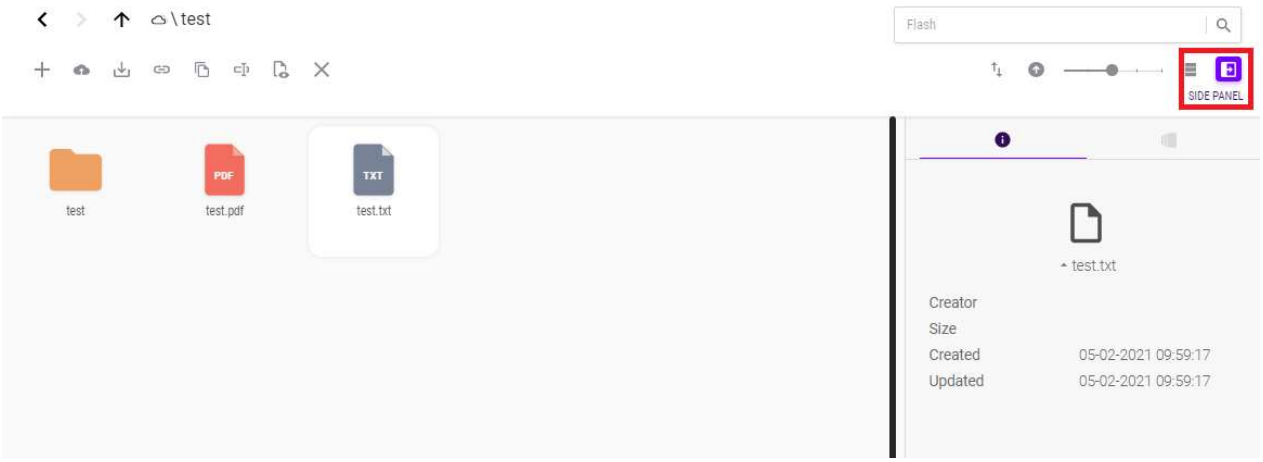

Fig.: 5.24. Open Properties panel of selected element

The panel has the following items:

- File name;
- Created by (author of the created/downloaded fire);
- Volume (memory volume occupied by the file/folder);
- Created at (date when the element was created);
- Modified (this means changes made via client SW when the Version Control option was activated in the virtual drive).

Click to view changed, if the **Version Control** function of the drive is activated. You may choose any version of the file and click **Restore** to have the possibility to restore the given version of the document instead of the current one.

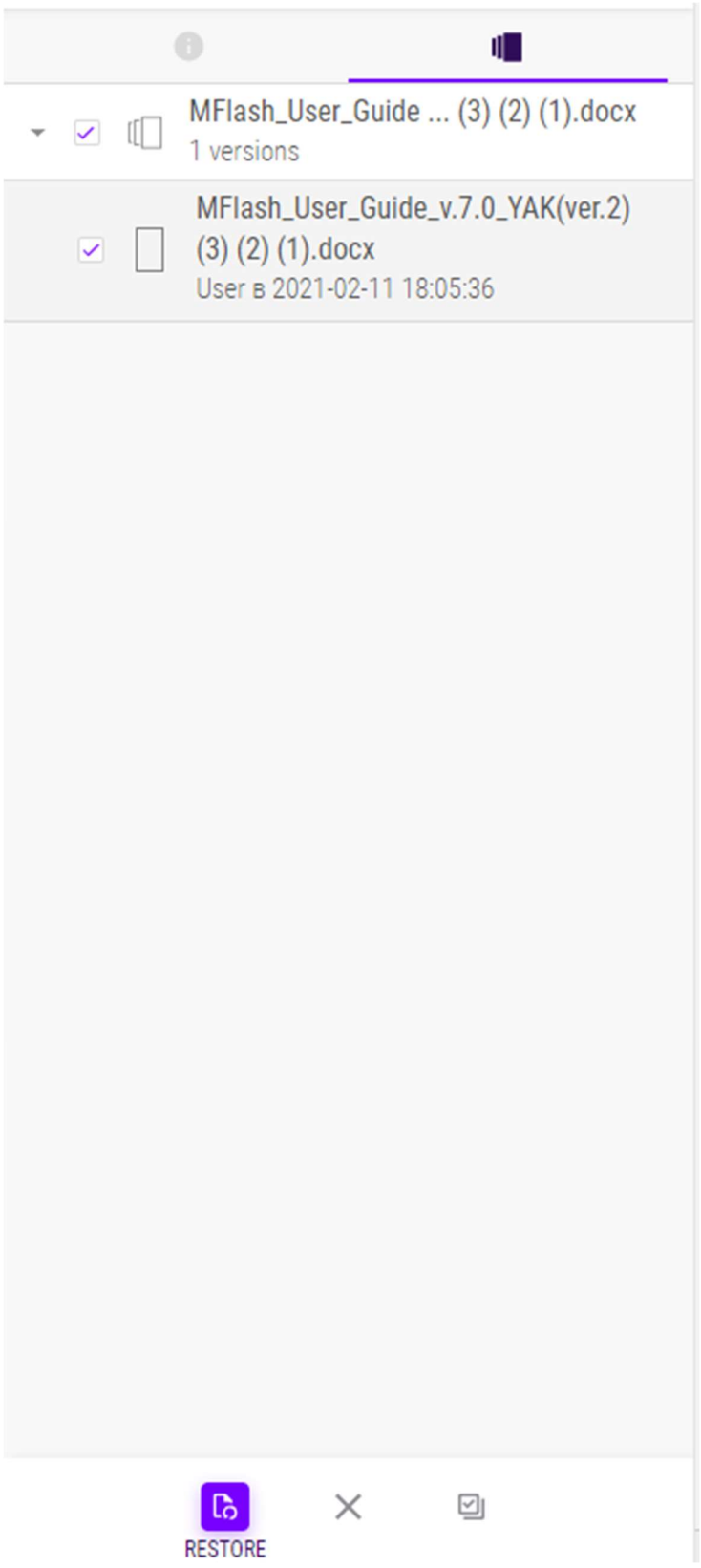

Fig.: 5.25. Open Versions tab on the Properties panel

If the Version option is not activated in the drive you will be able to activate the option when you open the file versions tab.

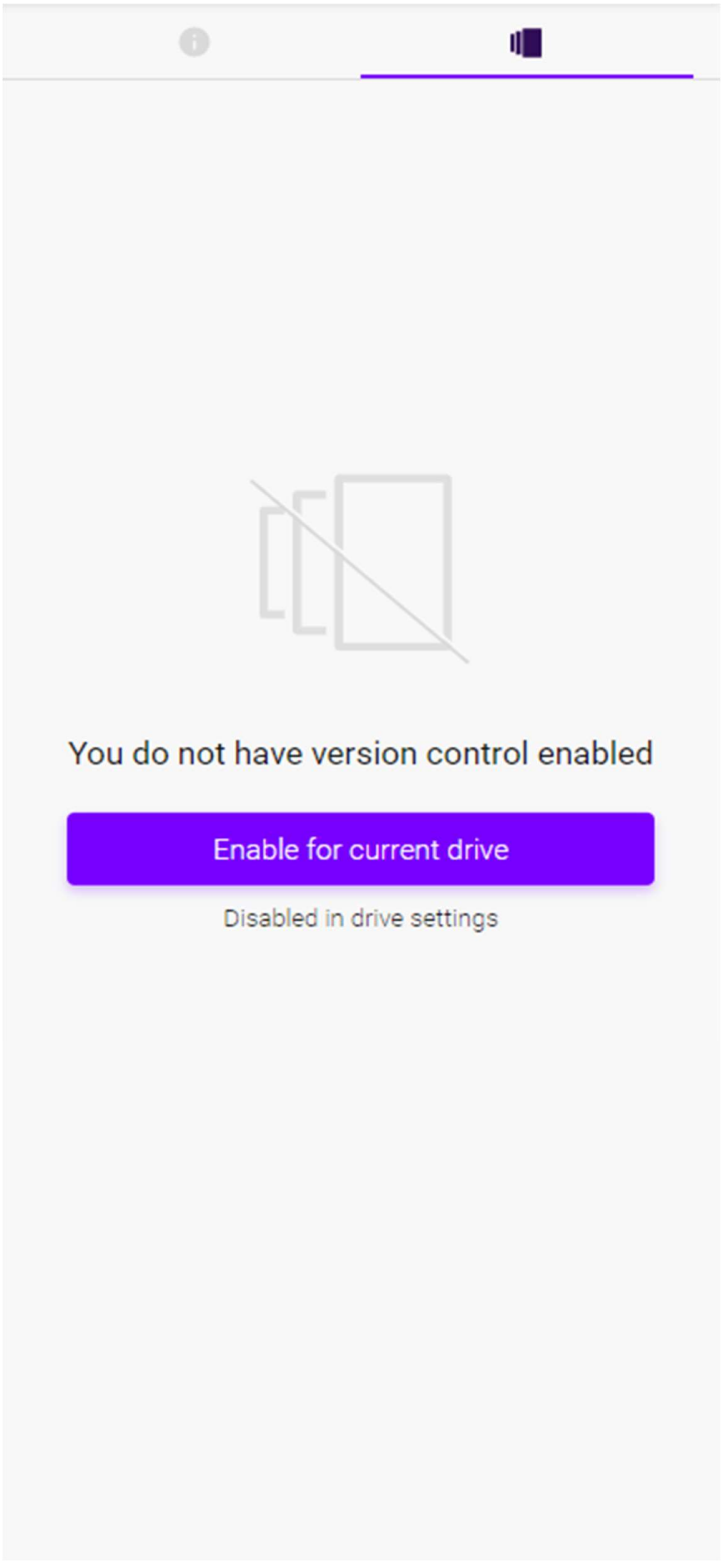

Fig.: 5.26. The Versions tab allowing the user to activate the option

Previewing a file

If a file has an extension convertible for previewing in the System (see the list below), let's assume files of MS Office type or files containing images, the System visualizes it as a PDF file directly in the browser. To visualize a file click **Preview** .

The list of convertible files: .bib, .csv, .doc, .docx, .emf, .eps, .html, .ltx, .odd, .odp, .ods, .odt, .ppt, .pptx, .rtf, .sda, .sdc, .sdv, .svg, .swf, .txt, .xhtml, .xls, .xlsx, .xml.

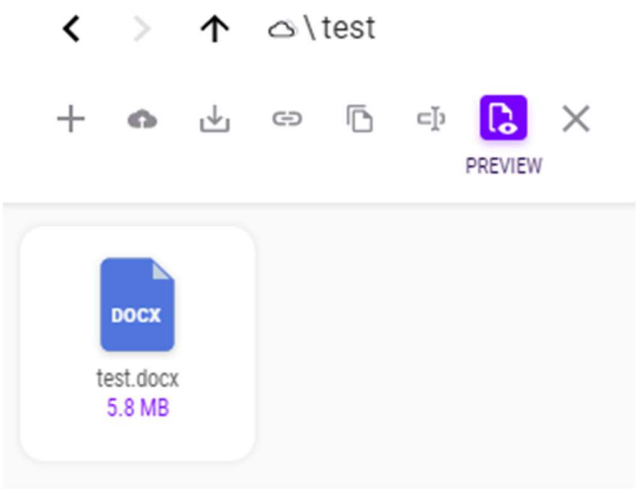

Fig.: 5.27. Active is the Preview button to view a selected file

Fig.: 5.28. Preview file Interface

You may open a converted PDF file in a full screen mode, to do that click .

The Side Panel button is deigned to display the form with data about the selected file and the files located in the same directory of the drive.

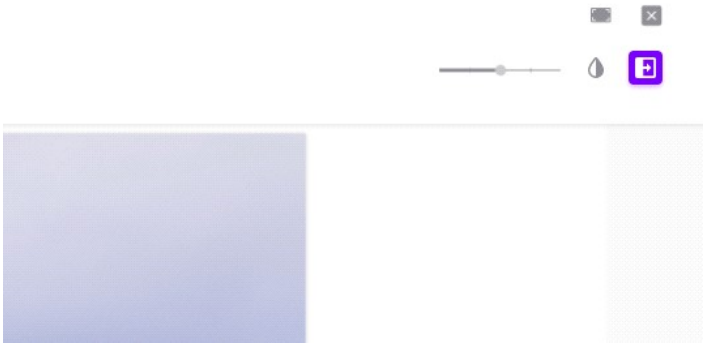

Fig.: 5.29. Active is the Side Panel button in the Preview area of a selected file.

The Theme button allows you to shade the theme of the Preview interface (and bring it back) so that you may concentrate on the content.

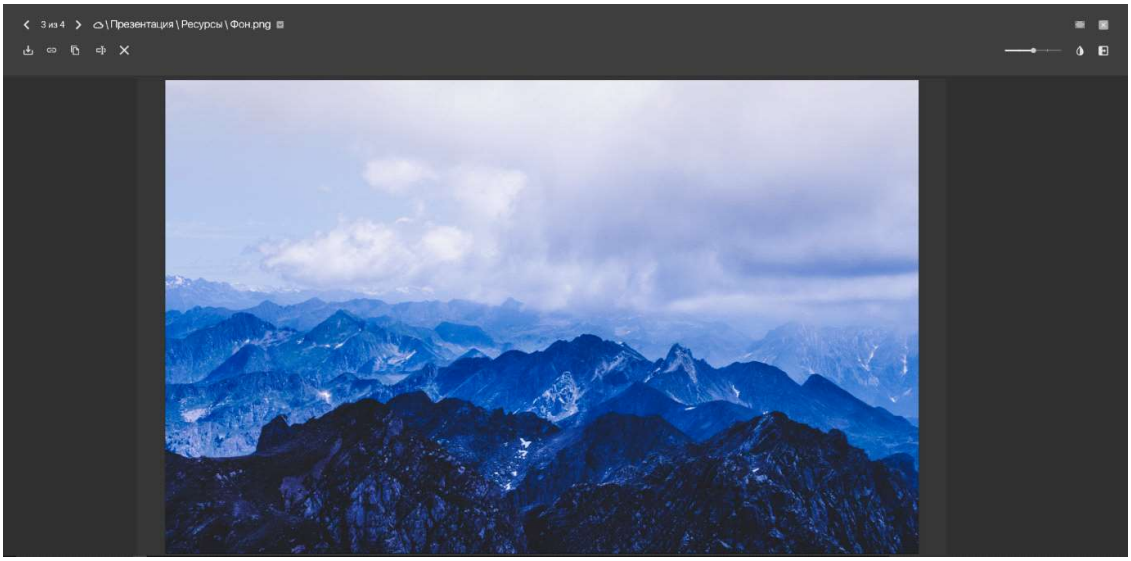

Fig.: 5.30. Shaded theme of the Preview interface.

Forwarding files

The System allows you to send links to your files to third parties.

If your user is not entitled to send links to files to a third party without consent of the responsible moderator, the drive interface will have the available button through clicking which the user may send the request to the moderator. The user has to complete the Comments field and click Send to complete the action or click Cancel to cancel the action.

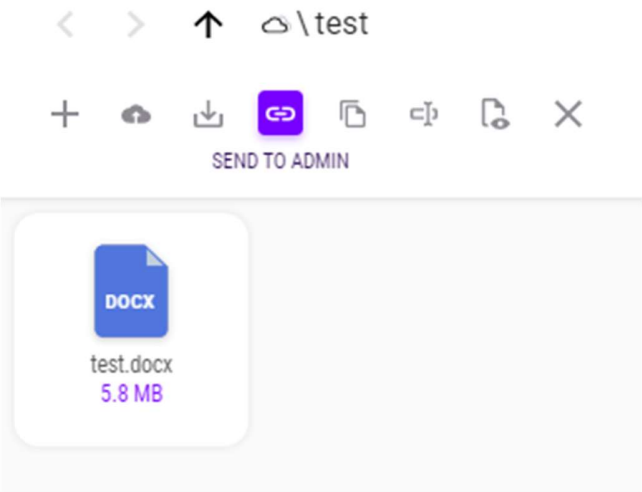

Fig.: 5.31. Active is the Send to Admin button

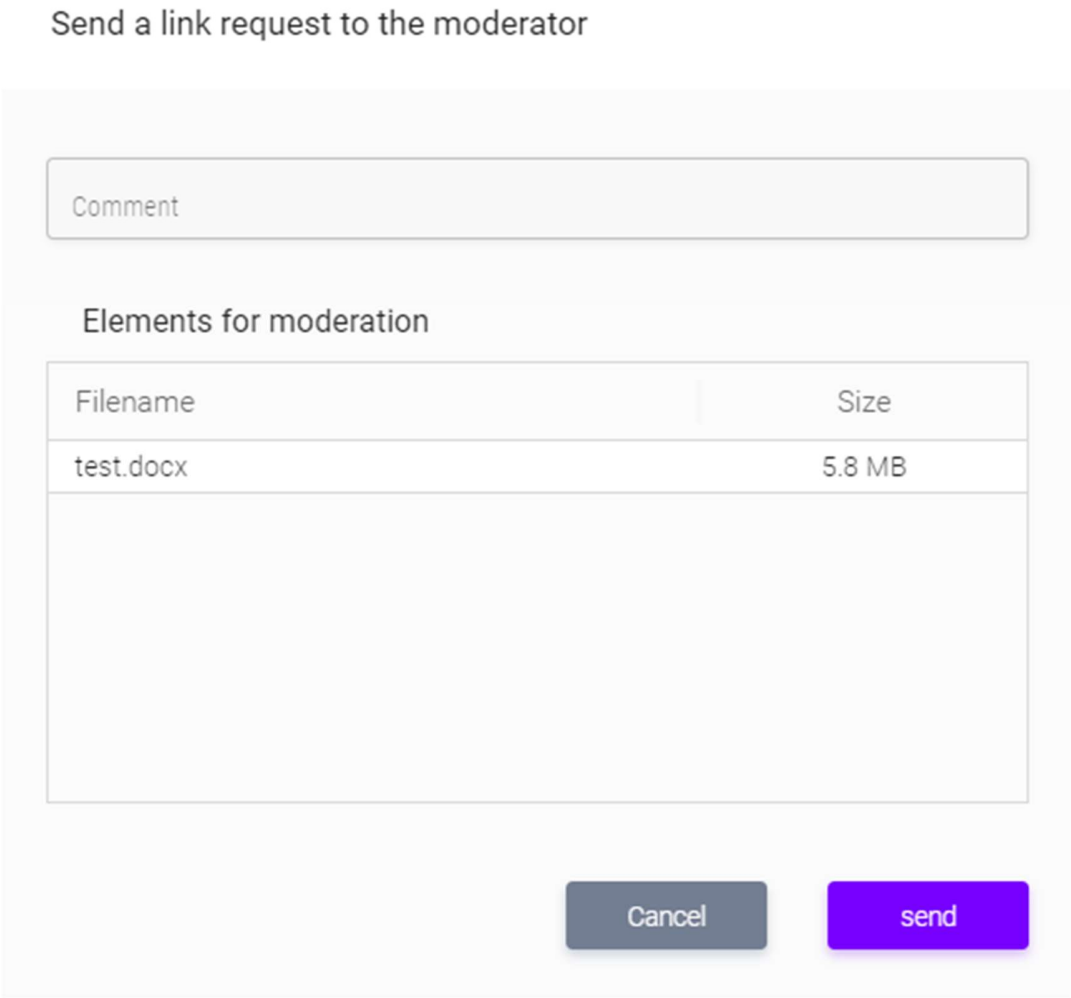

Fig.: 5.32. Interface of the Send a link request to the moderator form

The file that was send to the moderator will have the icon.

Fig.: 5.33. Visualization of the waiting moderator's approval sign on a file

The file that failed to get the moderator's approval will have the icon.

If the request for approval of sending the link to file is approved by the moderator, the file will have the sign and the interface for forwarding files will be accessible upon clicking the button.

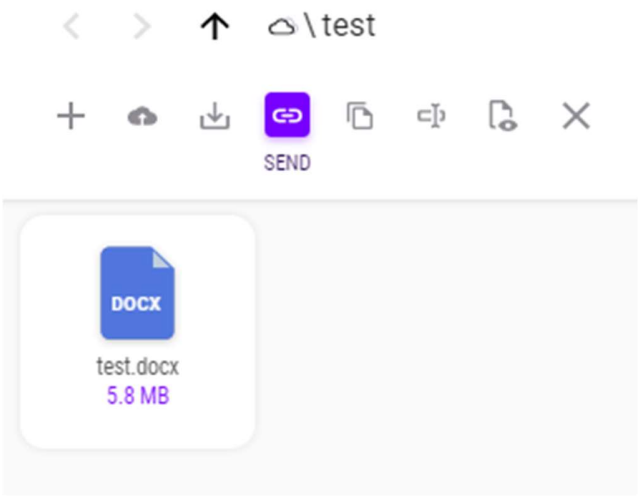

Fig.: 5.34. Active is the Send button of a selected file on the toolbar.

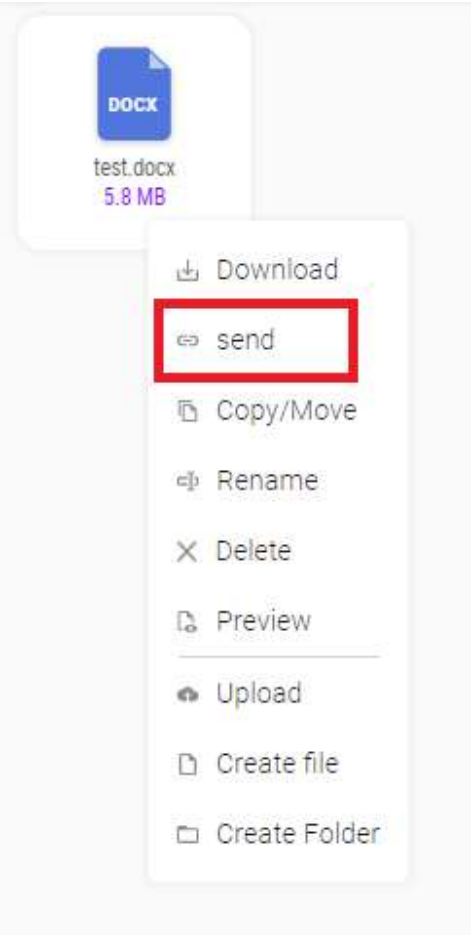

Fig.: 5.35. Outlined is the Send icon from the file context menu

The Send interface consists of the Main, Users, Elements, Additionally tabs.

In the Main tab in the Users field you should type the username (or the e-mail) to display matching names and addresses and then click + to add the user into the form.

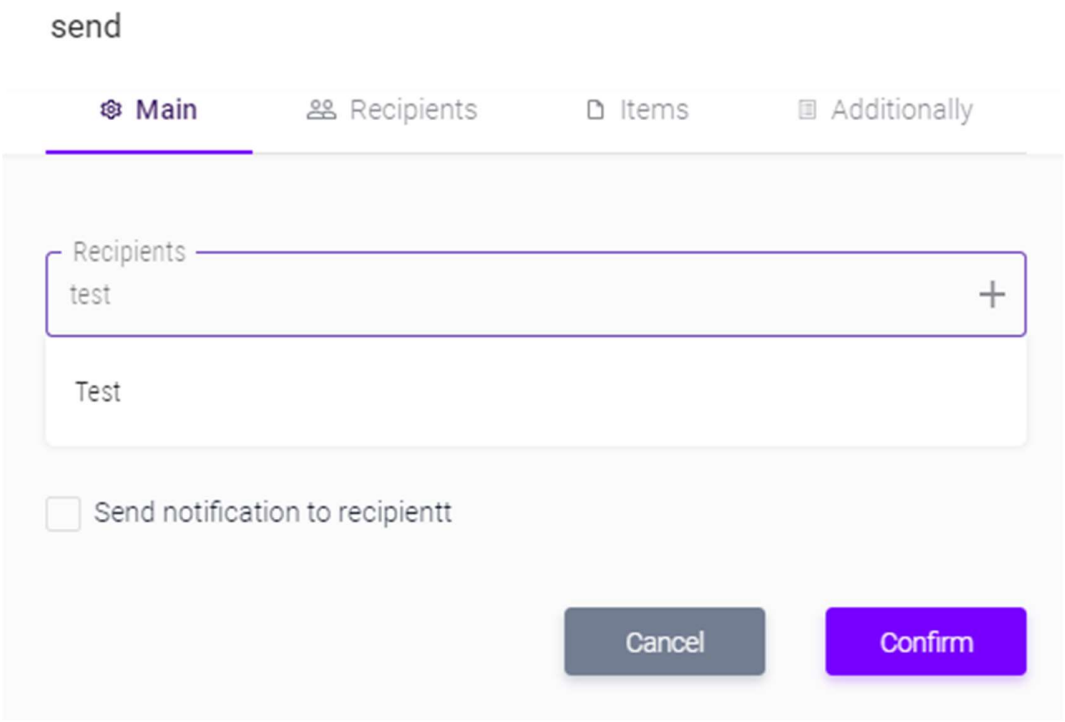

Fig.: 5.36. The Send Element form with visualized list of found users

To delete a user from the list click × next to the user's name.

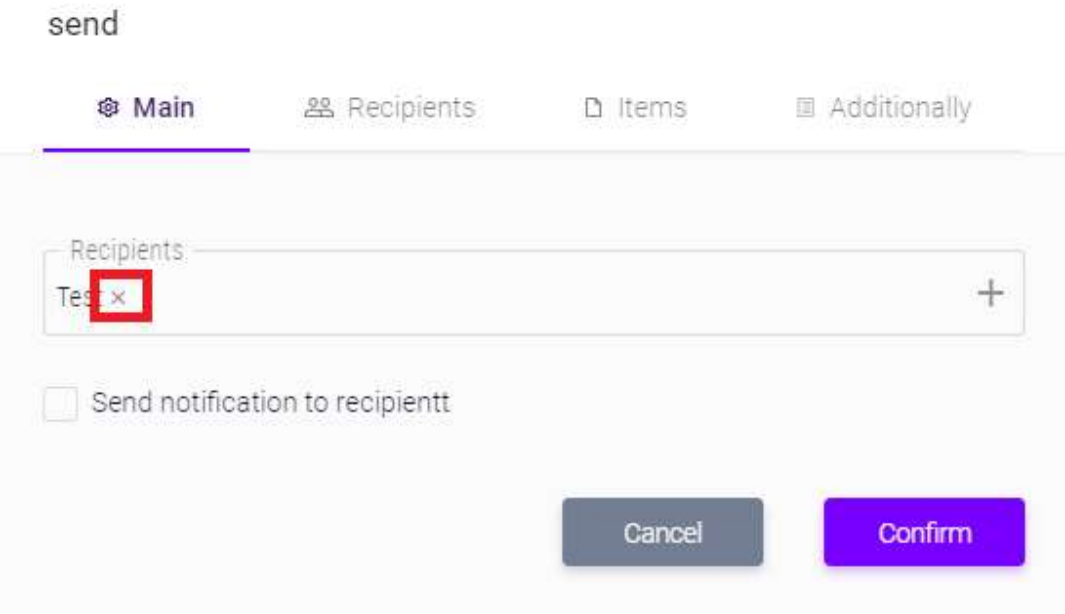

Fig.: 5.37. Outlined is the button for deleting users from the added users list

The Comments field is designed to ensure that the users whom the link to a file (files) will be sent to receive not only your message with the link proper but your comments as well.

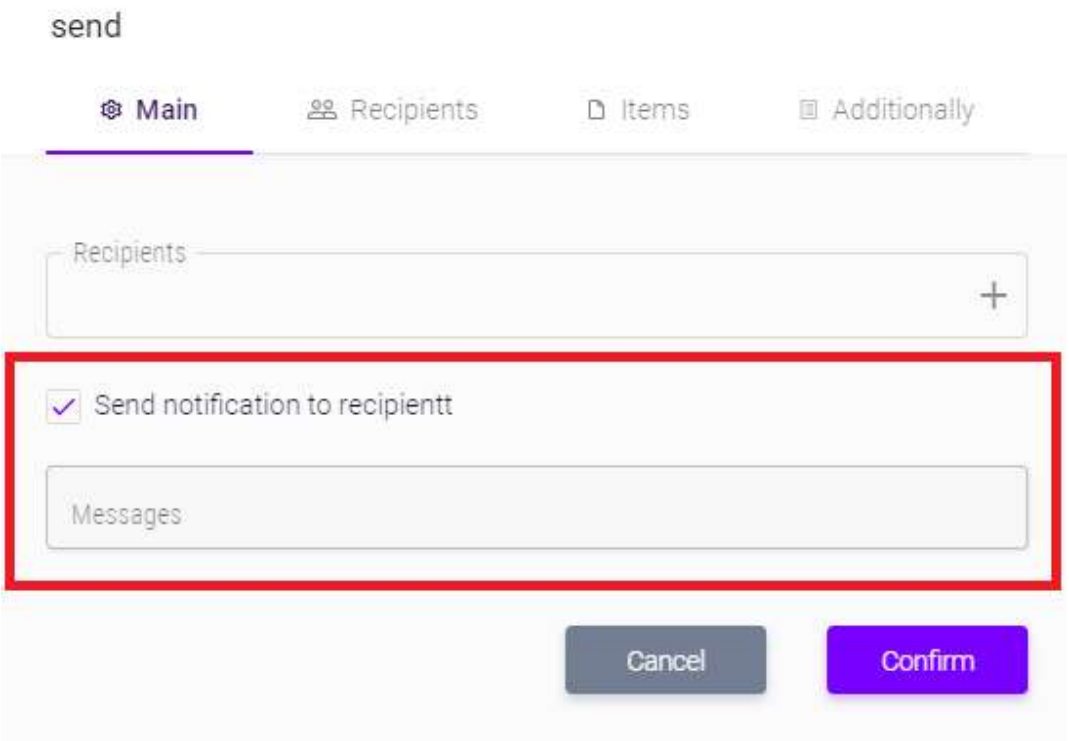

Fig.: 5.38. Outlined in red is the Comments field

The Users tab functionally duplicates the Main tab but displays the matches as a list. The difference between this tab and the Comments tab is that you may not attach your comments to a document you are going to send and that the list of found users is displayed as a table (allowing you to review the user data in detail).

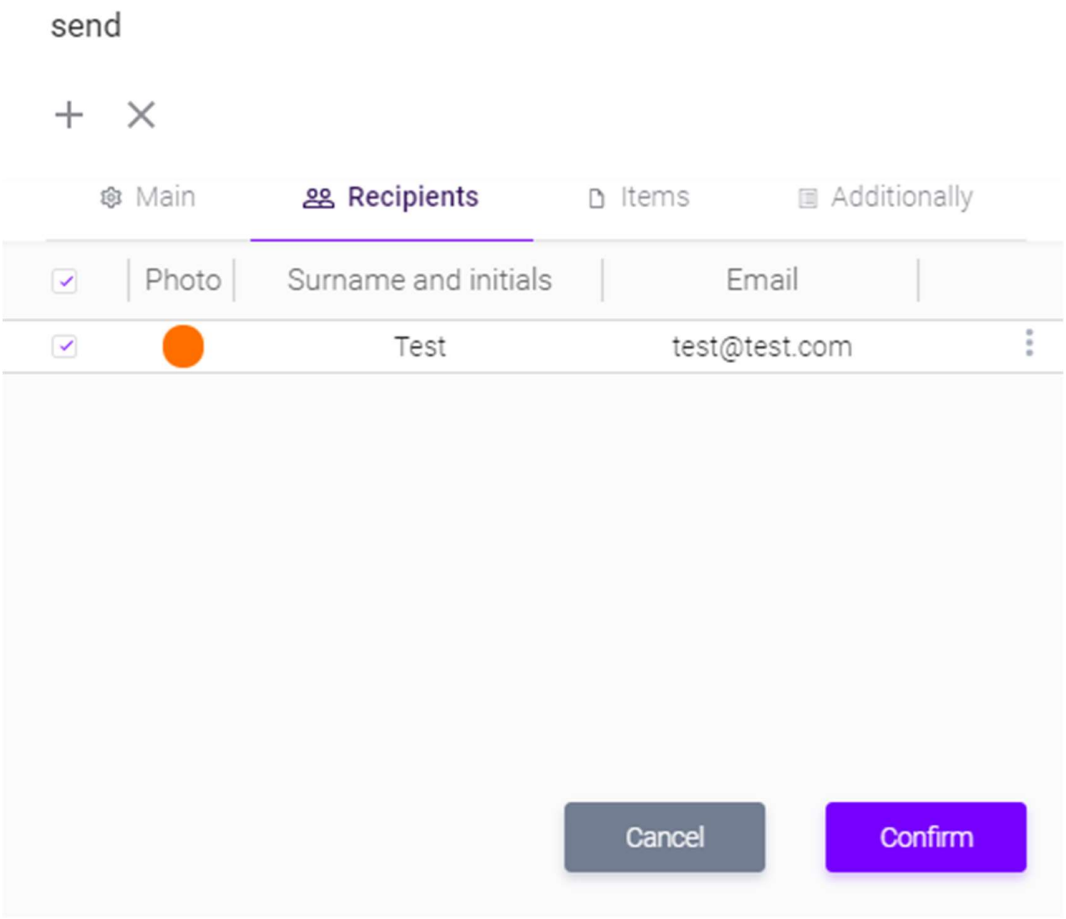

Fig.: 5.39. The User tab interface

The Elements tab allows you to view the list of documents you are going to send, send such documents in the PDF format. To do that click PDF .

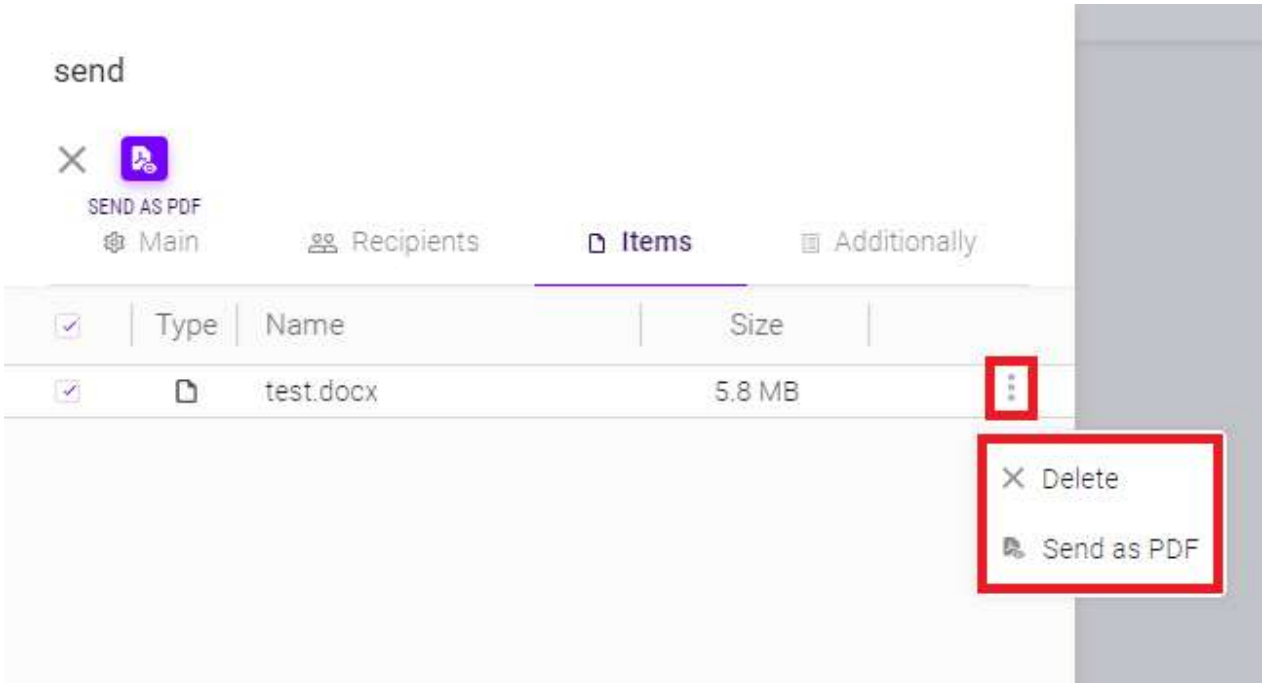

Fig.: 5.40. Active is the PDF button of the element to be sent on the toolbar , outlined in red is the PDF button on the content menu

When you are going to send a folder the Include files option (if this option is not used, the folder will be sent empty, without files) and the Include subfolders option. The Send as PDF option is used to convert all files in the directory into PDF files, if the documents are convertible (See chapter Work with files and folders, paragraph File Preview.).

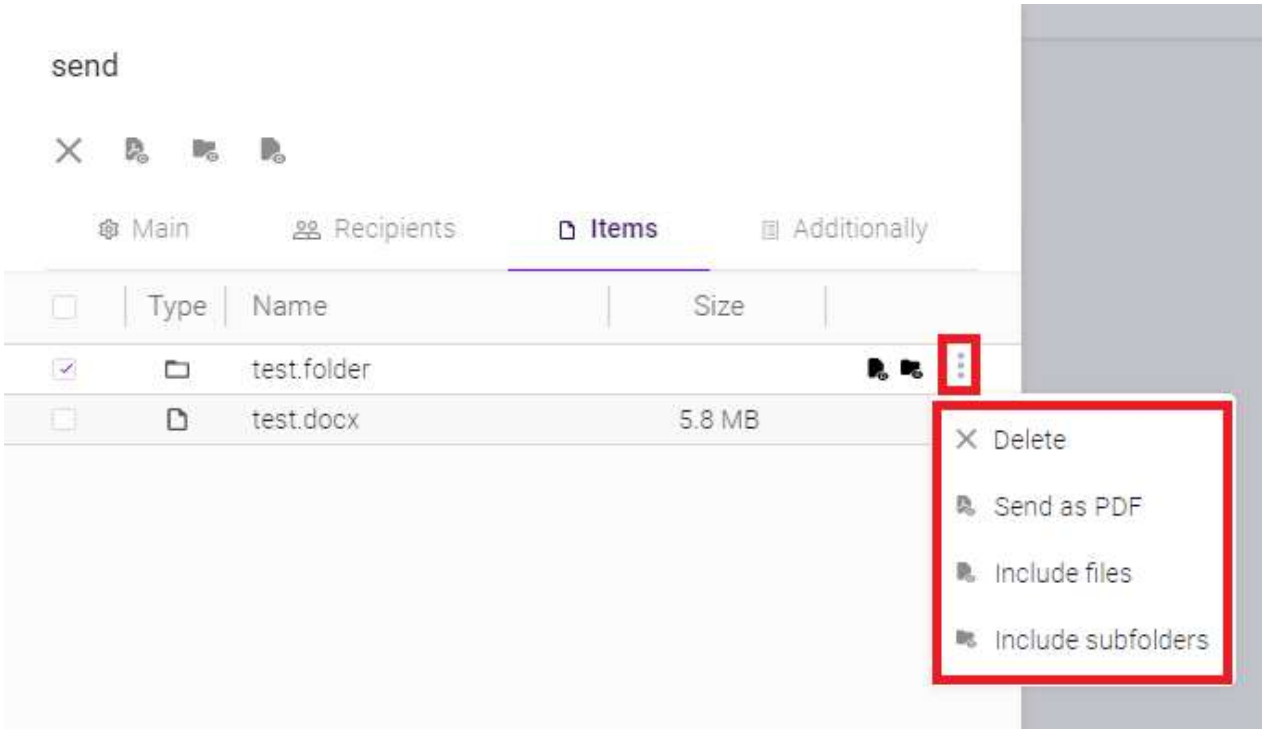

Fig.: 5.41. Outlined in red are available attributes for an element to be sent (and the Delete button)

The Additionally tab allows you to configure the following settings:

- Access type;
- Type of dispatch;
- Limit drive lifetime;
- Notify after file is downloaded
- Erase files after downloading
- Allow user to upload items to folder;
- Send with PIN (available only if the public link access type is chosen).

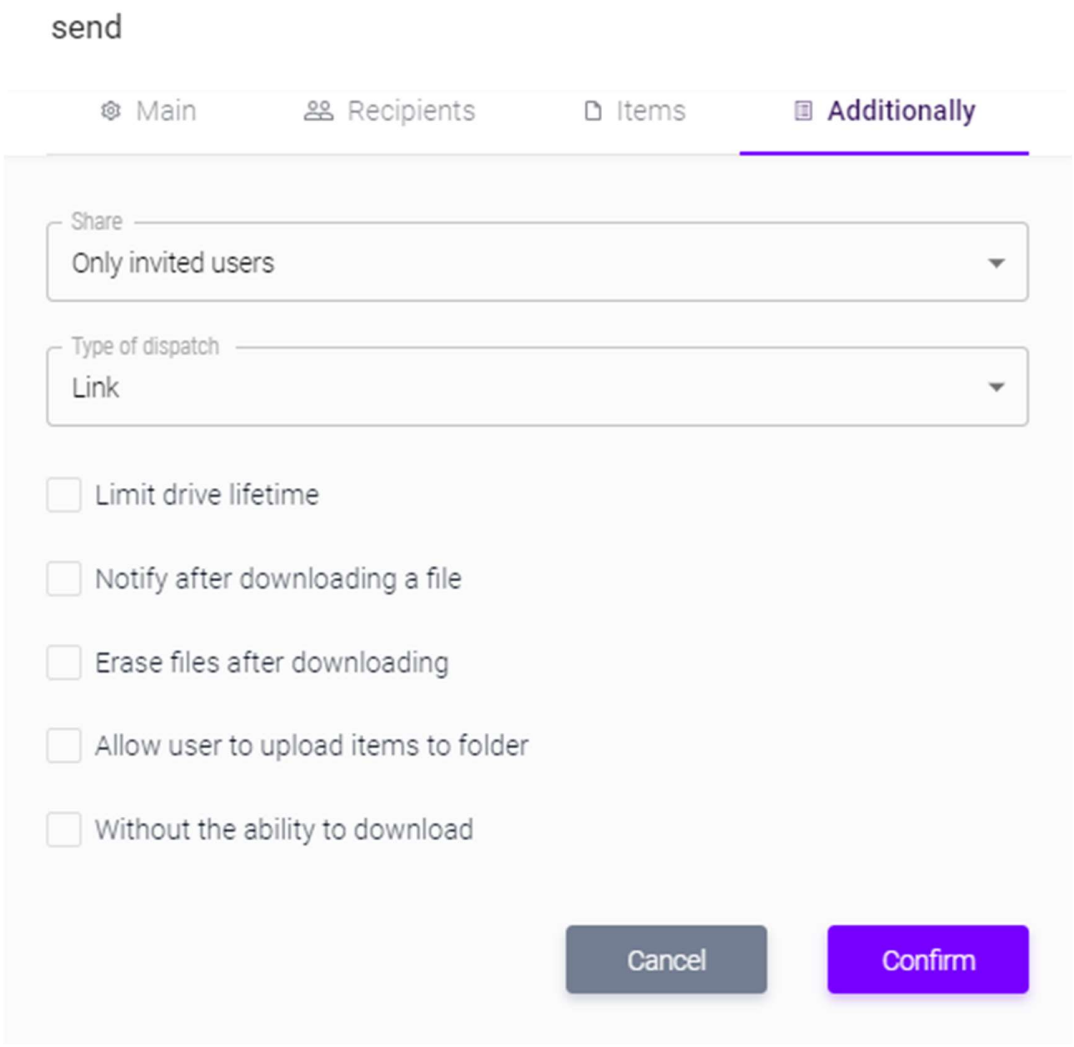

Fig.: 5.42. Interface of the Additionally tab

The access option includes the following items:

- Only invited users (the link provides access only tp the users who registered with the System);

- Public Link (the link provides access to the data to any user in the internet).

All received files are displayed in the interface of the File Sharing section, however public links have their own interface for interaction through which they may be downloaded and viewed.

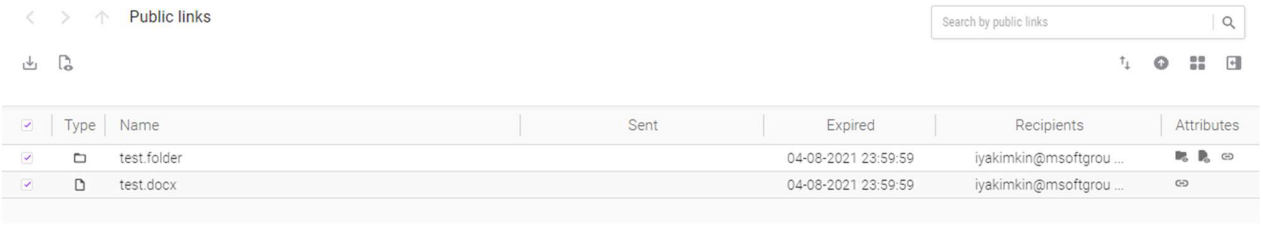

Fig.: 5.43. Public Link interface

Type of Dispatch option includes the following items:

- Link (this item allows the user to move always to the recent version of the document via a received link);
- Copy (this item provides access to a copy of the file/folder that is being sent). If the data you are going to sent are changed - the changes will not be available through the link);

If you send the link to a file indicating the Link access type - no changes in the quota allocated to you will take place. If you send the link to a file indicating the Copy access type - the size of the file you are sending will be accounted for additionally for the space available to you in the System (the size of the file the to which you are sending to recipient will be deducted from the space quota allocated to you).

If for the user you are sending the link a preliminary approval by the moderator is required, the System automatically set the Copy access type for such links. If your quota is overdrawn - you will be able to send links only indicating the Link access type.

If you reached the threshold of the allocated quota - the Copy access type will not be available to you until you clear the space required to the relevant file (files).

The Limit drive lifetime option allows you to set the date after which the link will not be valid.

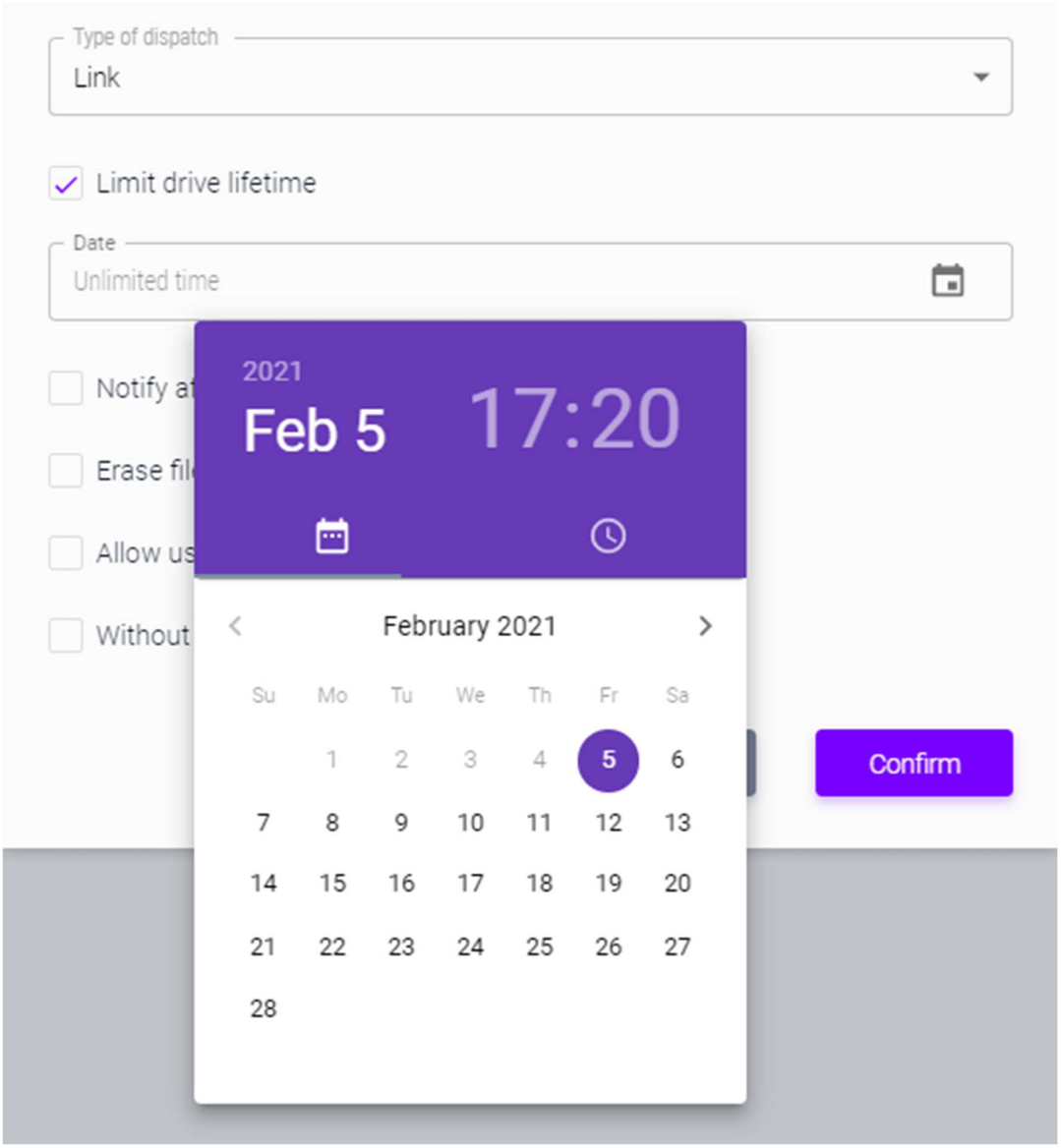

Fig.: 5.44. Active calendar of the Limit drive lifetime option

The Notify after file is downloaded option allows you to receive a notification by e-mail after the user has downloaded the file.

The Erase files after downloading option allows you to remove the link after the user has downloaded the file (files). Second downloading via the link will not be allowed.

The Allow user to upload items to folder option allows the recipient of the link to a folder to upload his/her files thereto.

The Send with PIN option is available only for public links. It sets a password for the link that will be sent to the e-mail of the addressee.

To apply th configured settings click Confirm in the form. To cancel your actions click Cancel.

Copy/Move

To copy or to move files and folders you should highlight them and click Copy/Move on the upper area of the interface in the drive or in the context menu of the element proper.

Fig.: 5.45. Active is the Copy/Move button of a selected file on the toolbar.

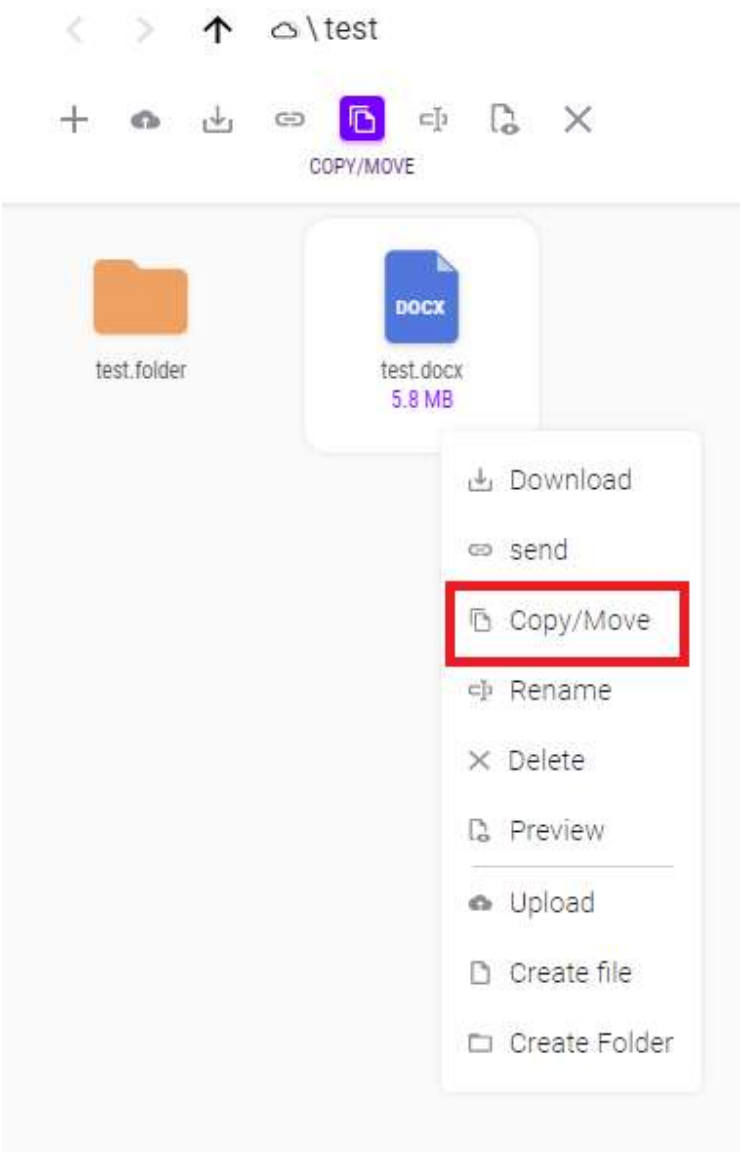

Fig.: 5.46. Outlined is the Copy/Move icon from the file context menu

The Copy/Move form will appear. The form contains the Main and Elements tabs.

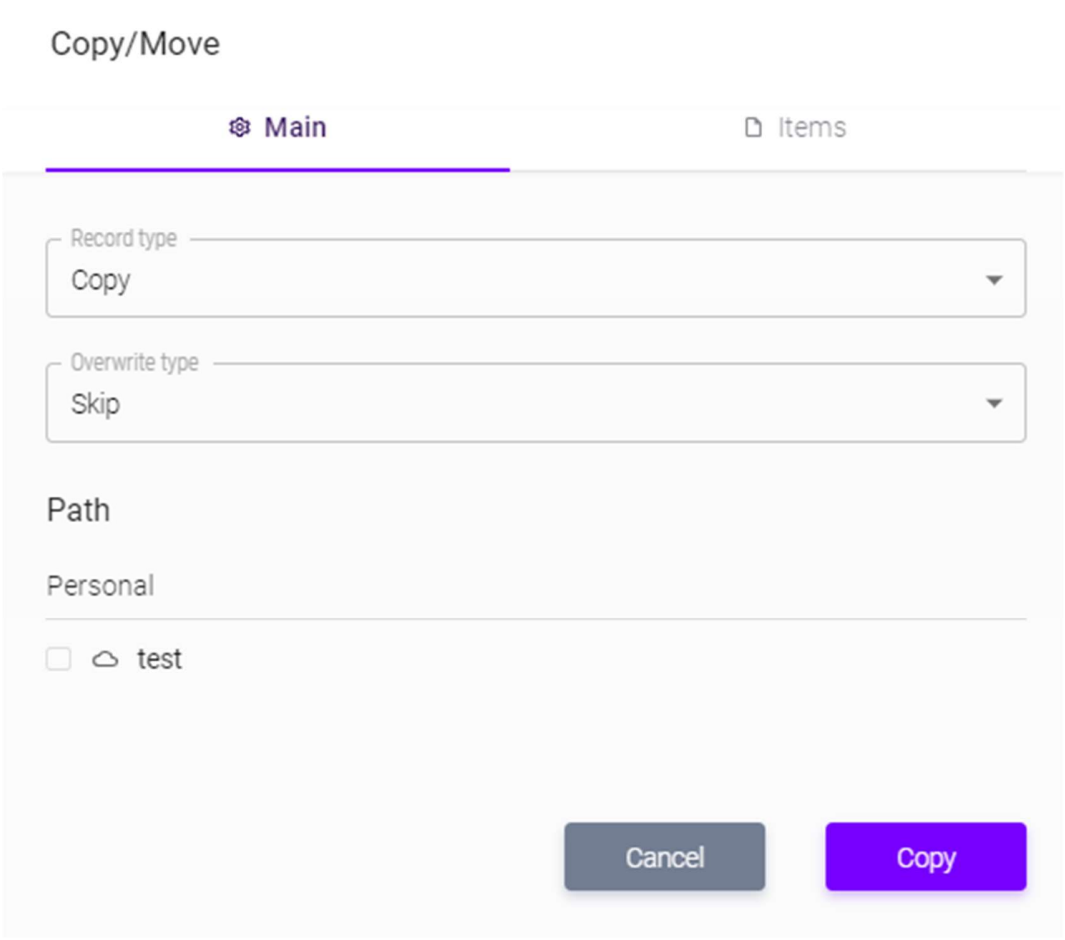

Fig.: 5.47. The Copy/Move form interface

The Main tab allows you to configure the following settings:

- Write type;
- Overwrite type;
- Final path of copy.

The Write type option has the Copy and Move items.

The Overwrite Type option allows you to determine what will happen to the file/folder being copied/moved if a document with the same name is found in the directory of final destination:

- Skip (not to overwrite the file/folder);
- overwrite existing files;
- create a duplicate (a file/folder will be created with the changed name).

Fig.: 5.48. Duplicated files with changed names

The Path option asks you to choose a virtual drive where the file/folder is going to be located and a relevant directory therein in the menu tree.

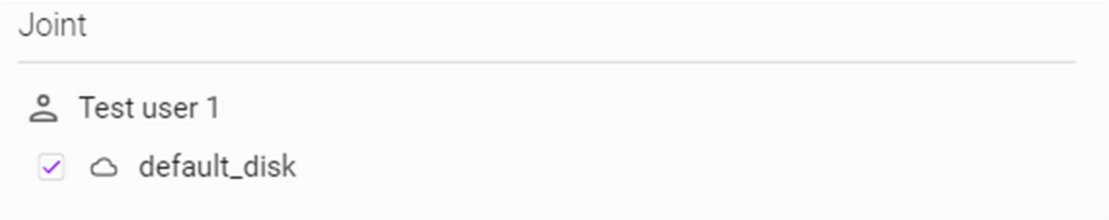

Fig.: 5.49. Checked drive to copy/move files to

To apply the configured settings click Copy/Move in the form. To cancel your actions click Cancel.

Renaming

To copy or to move files and folders you should highlight them and click Rename on the upper area of the interface in the drive or in the context menu of the document proper.

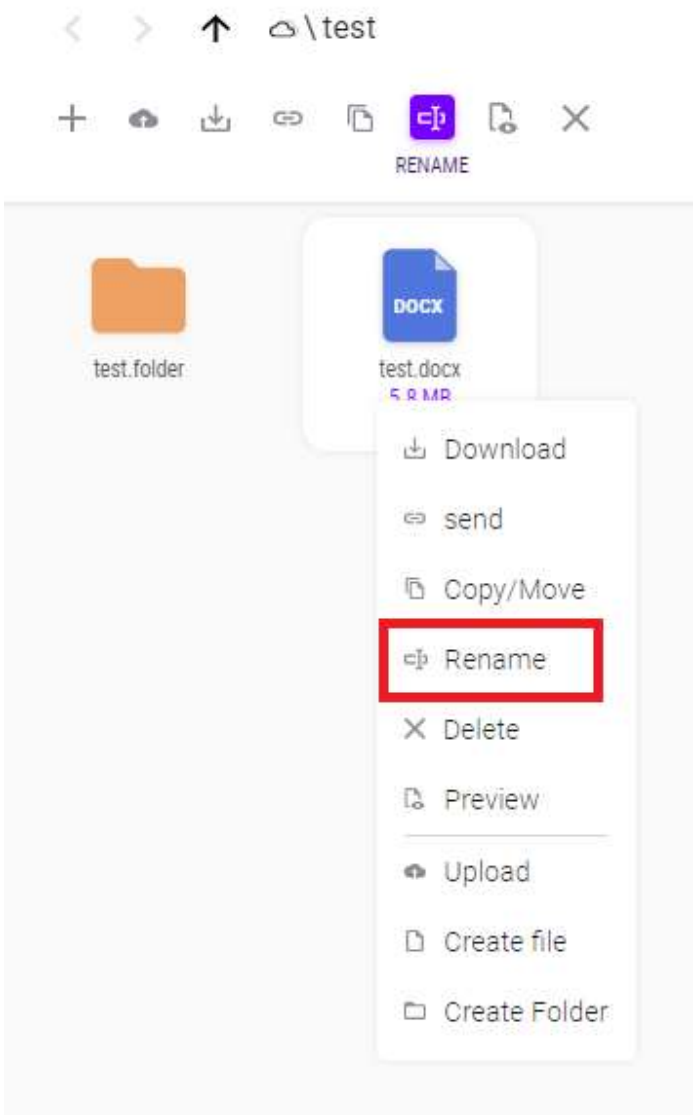

Fig.: 5.50. Active is the Rename button on the toolbar, outlined in red is the he Rename button in the context menu of a selected file

After you click the button the filed with the document name will change so that you may write a new name. To save the changes click any element of the interface to change the focus.

Fig.: 5.51. Active file name field to be edited

Via Client

When the user handles files through the MFlash client you are able to edit them dynamically, which is a peculiar feature of the client, i.e. the user may open a file in the default program on the user computer and edit it on the portal without downloading it to the PC (changes are made after the open file is saved in the default program). The user may view the file the same way but without saving the changes in the System.

If a virtual drive is used simultaneously by more than one user, when any of the users is opening a file for editing at a given time the file is marked with the lock sign that allows other users to see the information about the user who opened and is using the file (to do that you should point the cursor on the lock sign).

If this is the case, you may open said file in the read-only mode. Said file cannot be deleted or renamed (also when several documents, including the blocked one, are selected).

The procedure of synchronization, editing or reading of a selected file is similar to that described in Chapter 4, subsection Synchronization of virtual drive where similar operations are performed with virtual drives.

The example below describes the procedure of handling archived files in the System. When you click the button on the toolbar of a selected document the application assigned to the archive will be opened on your PC.

Fig.: 5.52. Default application for an archive called via the user interface at the portal

You may open any files inside the archive.

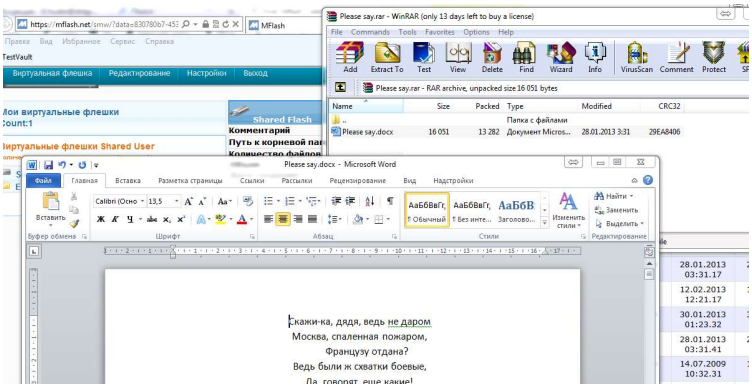

Fig.: 5.53. Opening a file in the archive

When you make changes in an archive file or save it all changes will be transferred to the server.

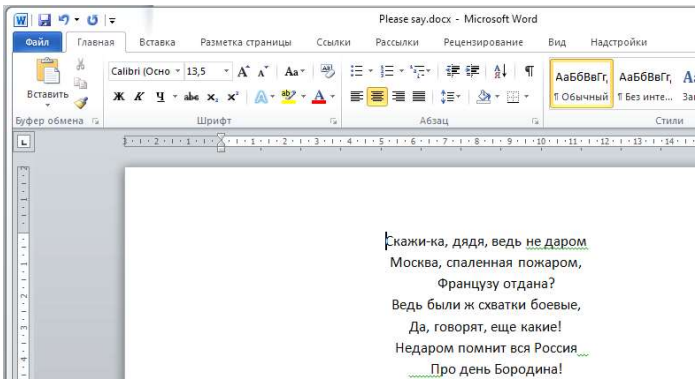

Fig.: 5.54. Initial content of a document from archive

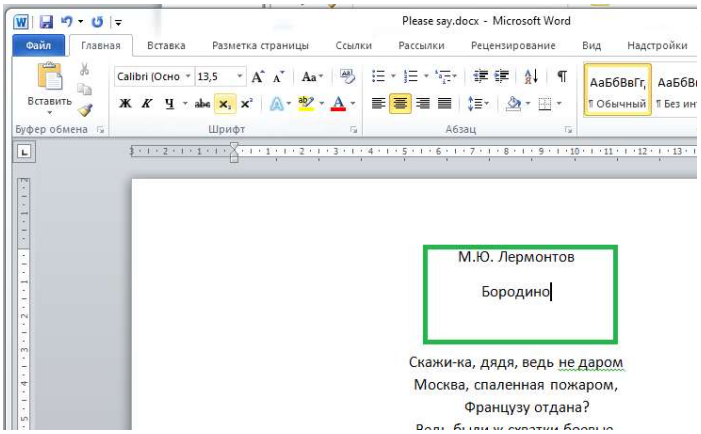

Fig.: 5.55. Outlined in green is a text added to the document

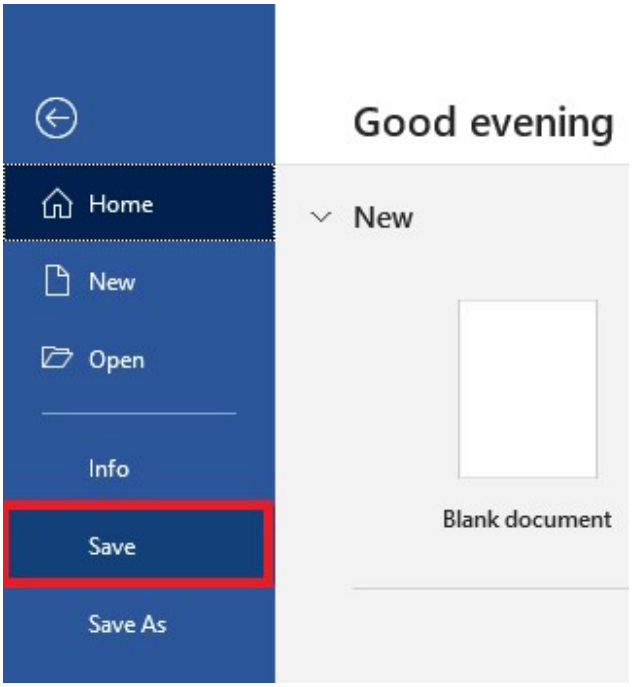

Fig.: 5.56. Outlined in green is the Save button of the modified document

After you saved changes in the document from archive, you should first close the application you used to edit the document and then the archiver you used to open the archive.

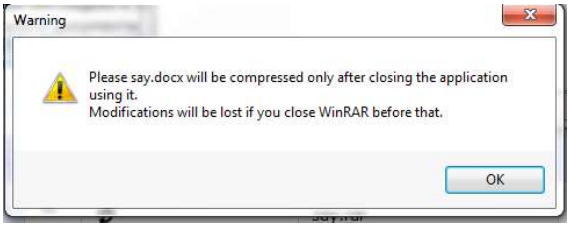

Fig.: 5.57. Warning to close the application where the edited document is opened

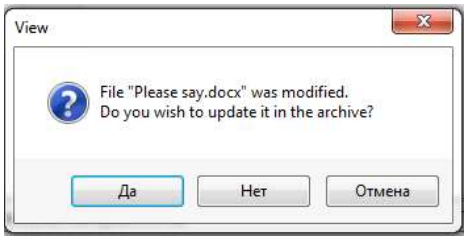

Fig.: 5.58. Window with a prompt to save changes in the document

If you click Yes the file will be updated. When you open the archive and file you will find updated documents there.

The MFlash client for Outlook

MFlash allows you to configure integration with the Microsoft Outlook mail client, version 10 or higher, to transmit big size attachments via the MFlash System. The size of attachments to an e-mail message in Microsoft Outlook is controlled by the MFlash client, as a result when you add an attachment the size of which exceeds the quota set for an authorized user, the attachment will be automatically loaded to the server when the e-mail message is sent.

A recipient of the e-mail message may get access to the file via MFlash through the link to files in the MFlash System included in the e-mail message and the credentials to get access to the System proper that will be sent through another e-mails message if the indicated e-mail message is not available in the System.

Attention: To ensure interaction of MFlash with Microsoft Outlook an actual add-on of MFlash installed in your operating system should be available.

To install the MFlash client for Microsoft Outlook you should go the **Menu**, select the **Distribution Packages** section, and in the **Windows** item click **MFlash Outlook Add-In.**

Fig.: 6.1. Outlined in red is the Menu button

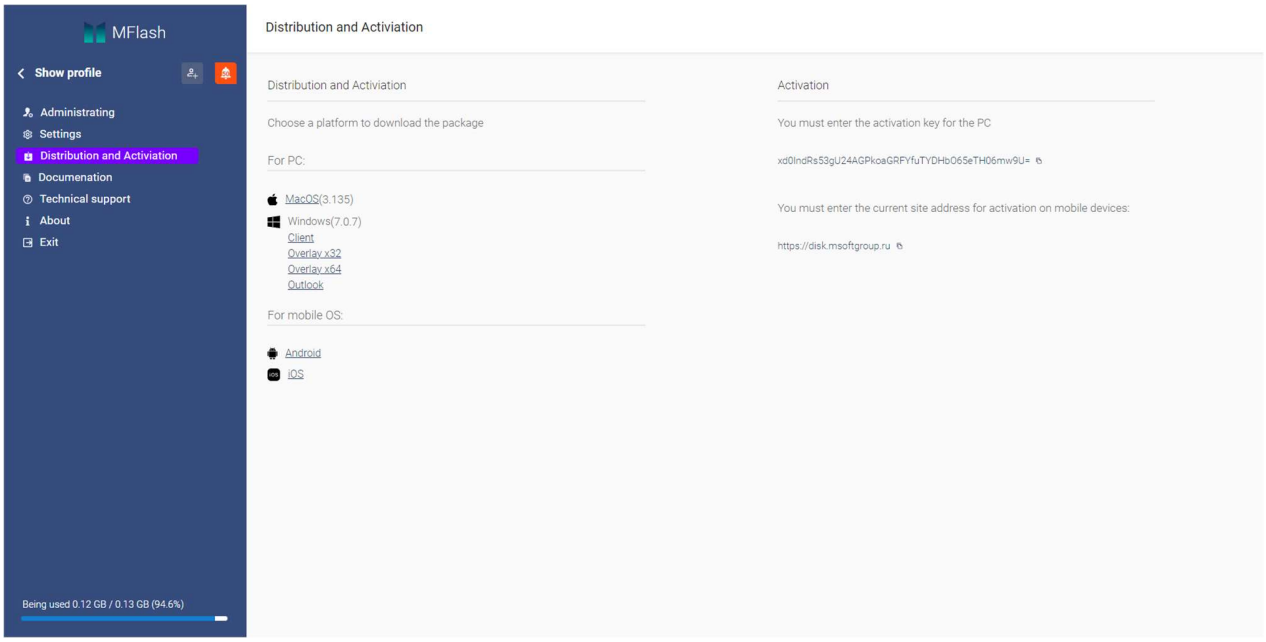

Fig.: 6.2. Distribution and Activation section

Your web-browser (below is shown an example of Internet Explorer request) will offer to run the executable client file or save it on the local PC.

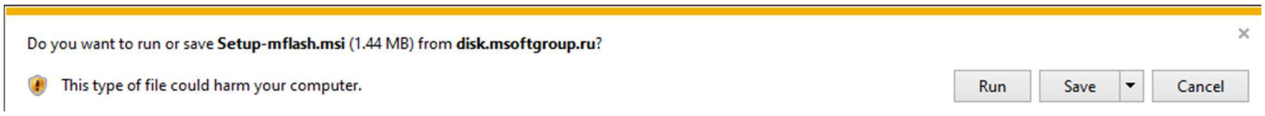

Fig.: 6.3. Request of Internet Explorer

Click **Save** to download the MFlash client installation file for Microsoft Outlook and then run the file. A new window will appear indicating that the client is being installed on your PC operating system. Click **Next** to continue.

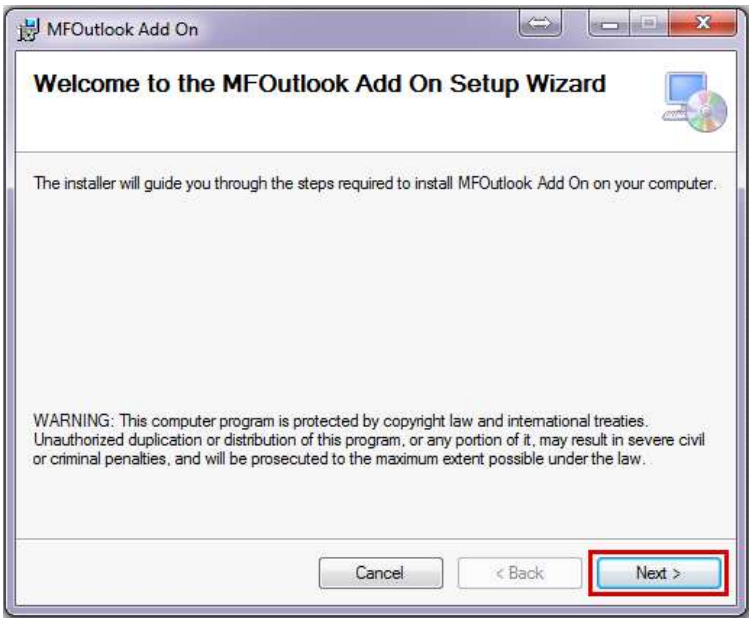

Fig.: 6.4. Outlined in red is the Next button used at the first step of installation

You should confirm the directory where the client will be installed on your PC. Select a directory or leave the default directory as it is and click **Next** to continue.

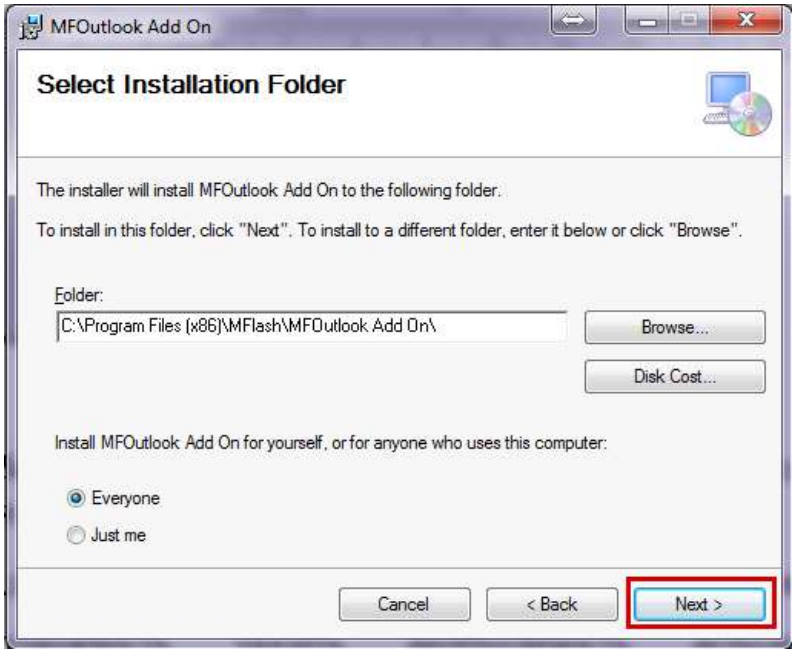

Fig.: 6.5. Outlined in red is the Next button used at the second step of installation

The client is ready and you may start the installation. Click **Next** to continue.

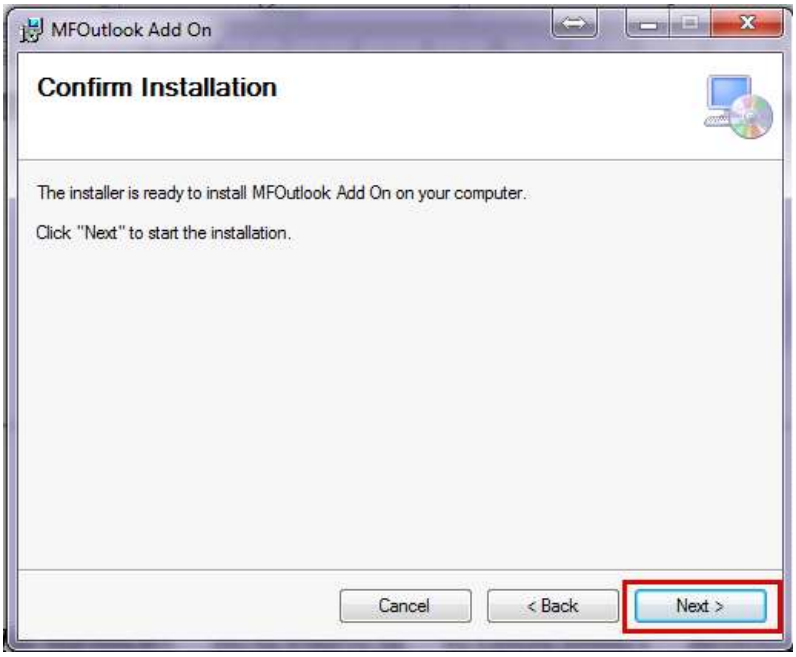

Fig.: 6.6. Outlined in red is the Next button used at the third step of installation

The client installation process will be run. Wait till the installation is completed.

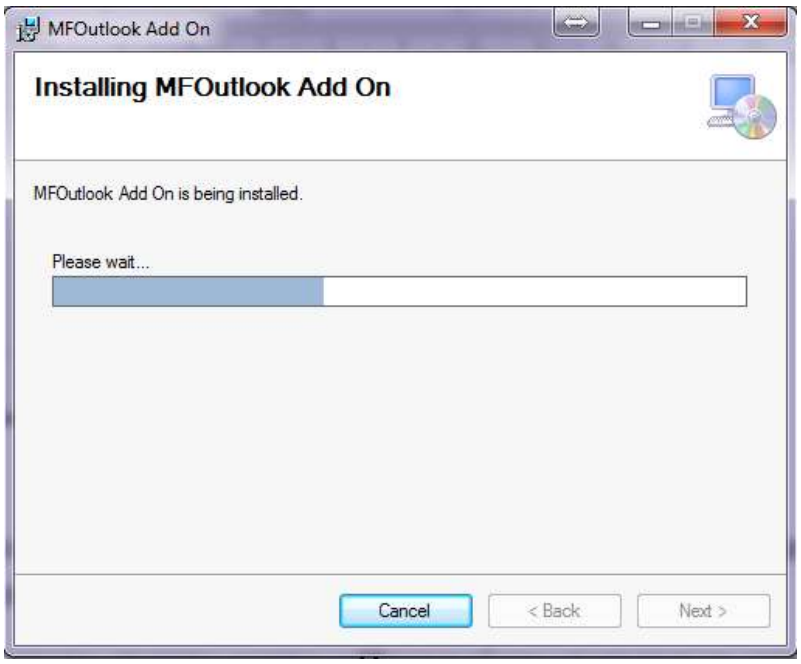

Fig.: 6.7. The client installation process

When the installation is completed an information window will appear. Click **Close** to continue.

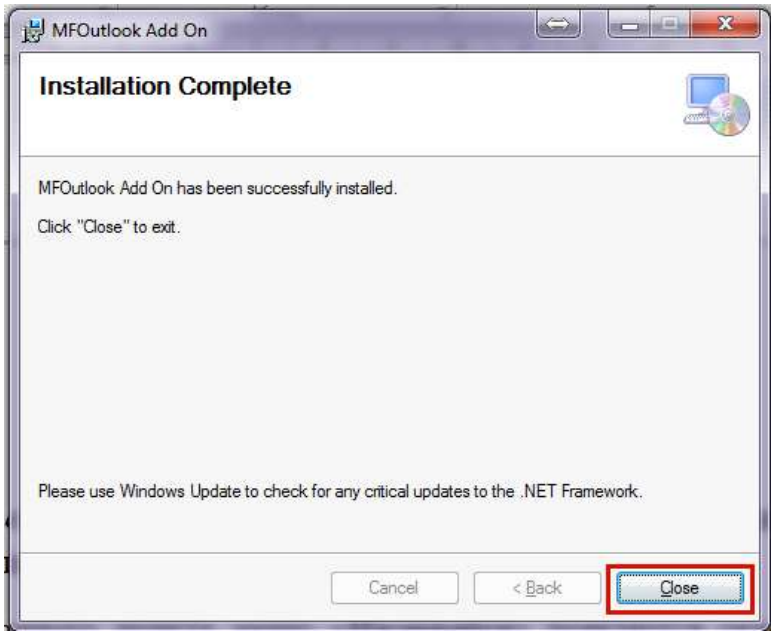

Fig.: 6.8. Outlined is the Close button at the installation completion step

Run Microsoft Outlook. In the MS Outlook client command line you will see the button for activating/deactivating the MFlash for Outlook add-ons. If the indicator is green, the add-on is active.

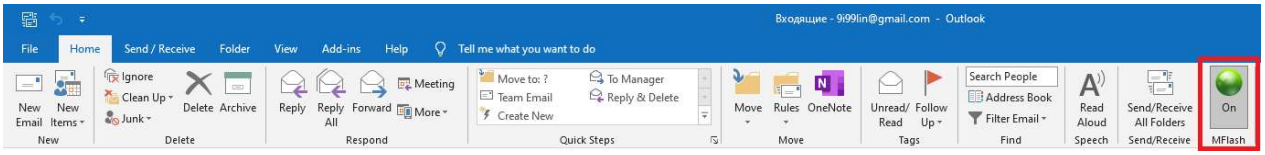

Fig.: 6.9. Visualization of an active MFlash add-on

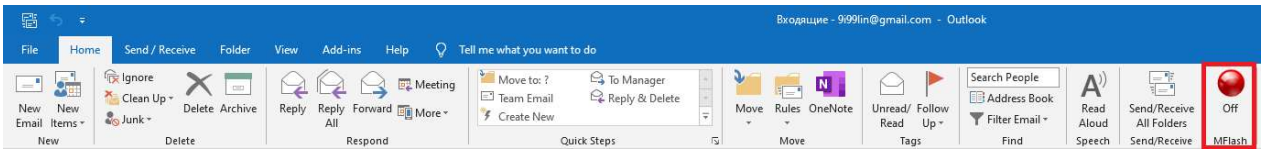

Fig.: 6.9. Visualization of a non-active MFlash add-on

Saving received attachments/messages

To save into the MFlash virtual drive an attachment to e-mail message you receive right-click the attached file and click the **Save in MFlash**.

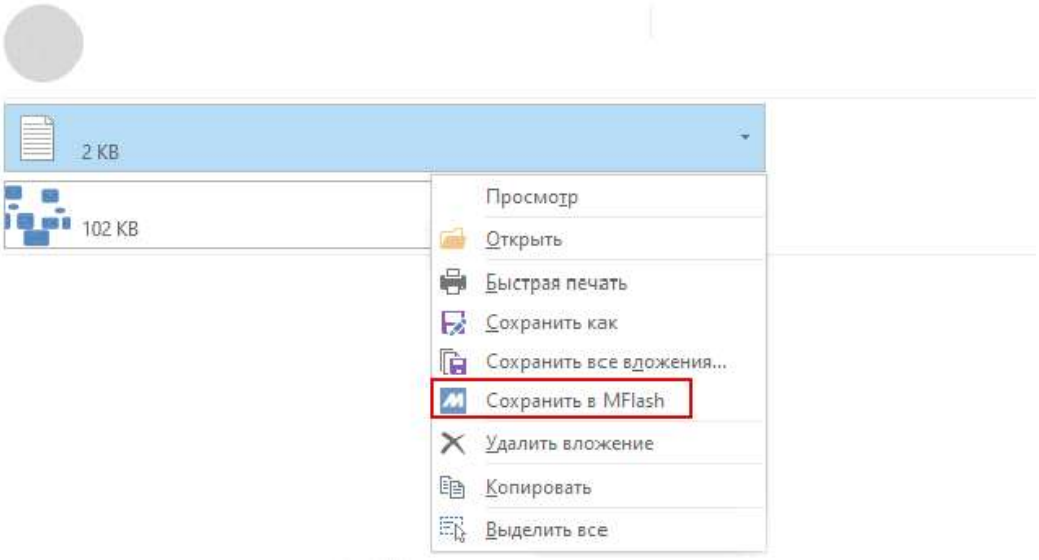

Fig.: 6.10. Outlined in red is the Save in MFlash button in the context menu of the document attached to the e-mail message you received.

An additional window will aper where you may indicate virtual drives where the attachment will be downloaded. Select the drive and click Upload to load the attachment to the drive you selected.

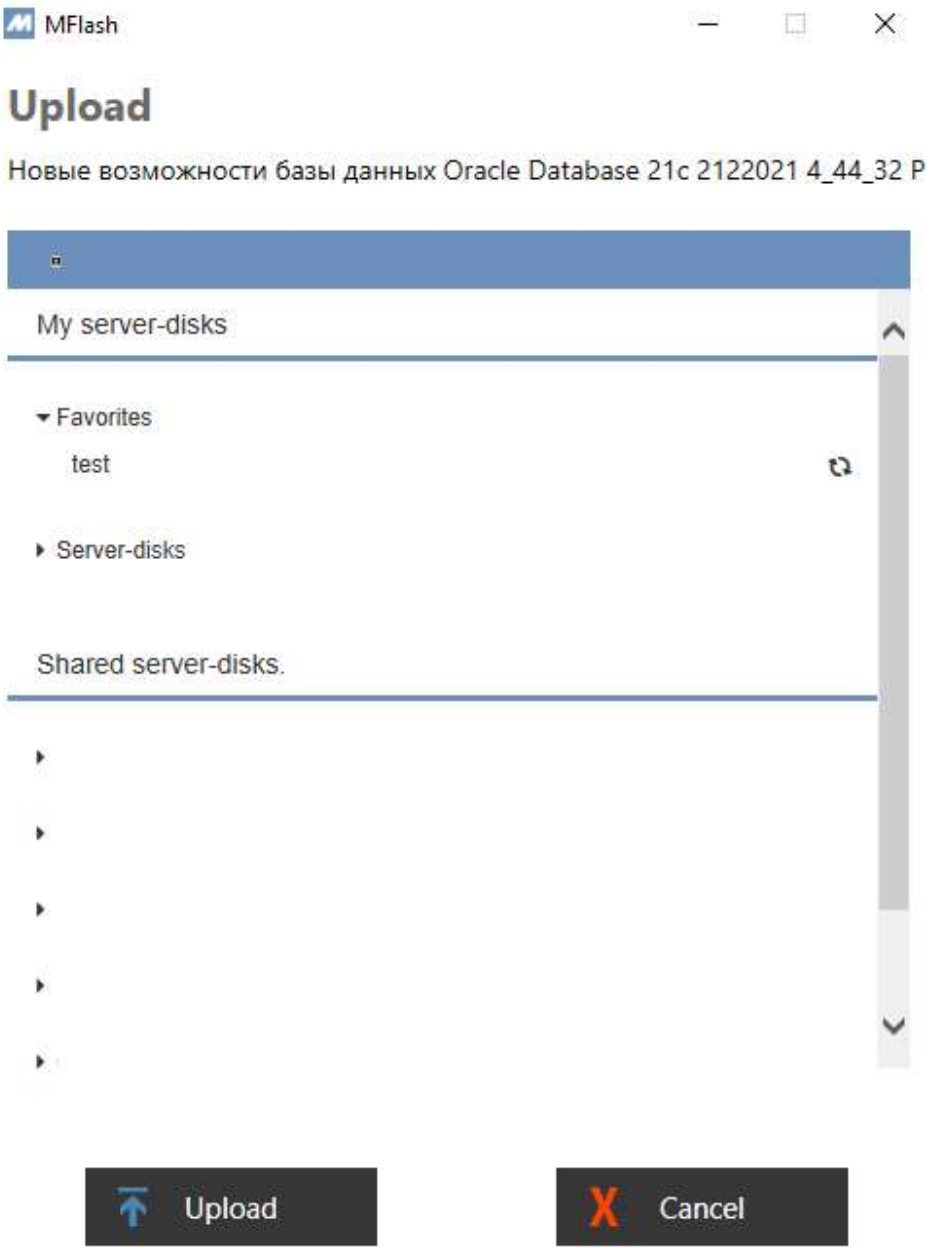

Fig.: 6.11. Interface of the form used to upload files into the System

The attachment upload process will be displayed in the MFlash for Windows client interface.

To save an e-mail message in the .msg format in the MFlash client click the e-mail message in the Outlook client. Then go the **File** menu and click **Save in MFlash**.

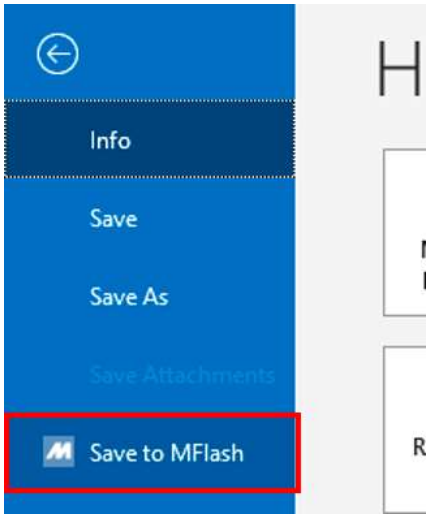

Fig.: 6.12. Outlined in red is the Save in MFlash button in the e-mail menu

After that a window the same as in the previous scenario will be open where you need to specify the final upload destination

Adding attachments to Outlook

If when you are adding files as attachments to e-mail messages the MFlash for Windows client is not run or is not installed, you will get a notification to that effect.

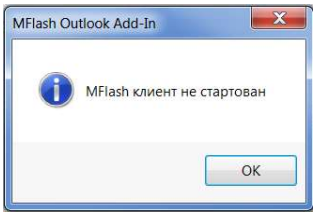

Fig.: 6.12. Client for Windows is Not Run notification

When you are adding attachments to an MS Outlook message, the size of which exceeds the quota set in the MFlash client, a link to the file in the System will be sent to the user.

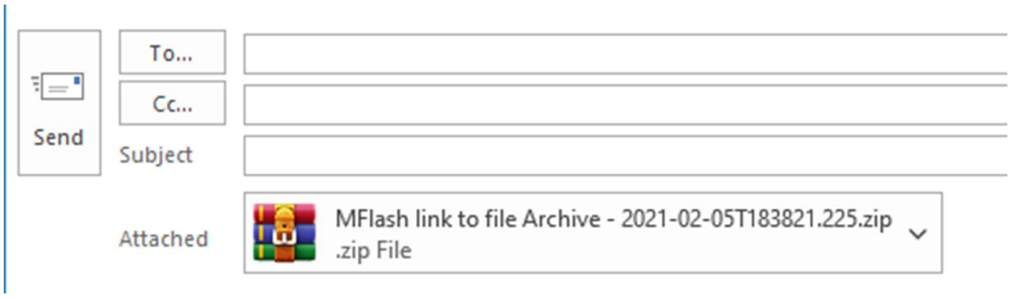

Fig.: 6.13. Attachment exceeding the Outlook quota (example)

In this case files the size of which exceeds the established MFlash quota will be sent as common attachments.

To get information regarding the quota for Outlook established for your user in the System, in the MFlash client click **Options**.

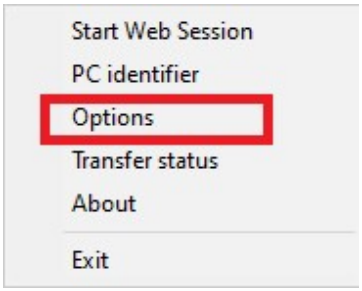

Fig.: 6.14. Outlined in red is the Options button in the MFlash client context menu

In the open Options window in the User tab you can find information regarding the maximum size of the message in megabytes that will be sent without using MFlash.

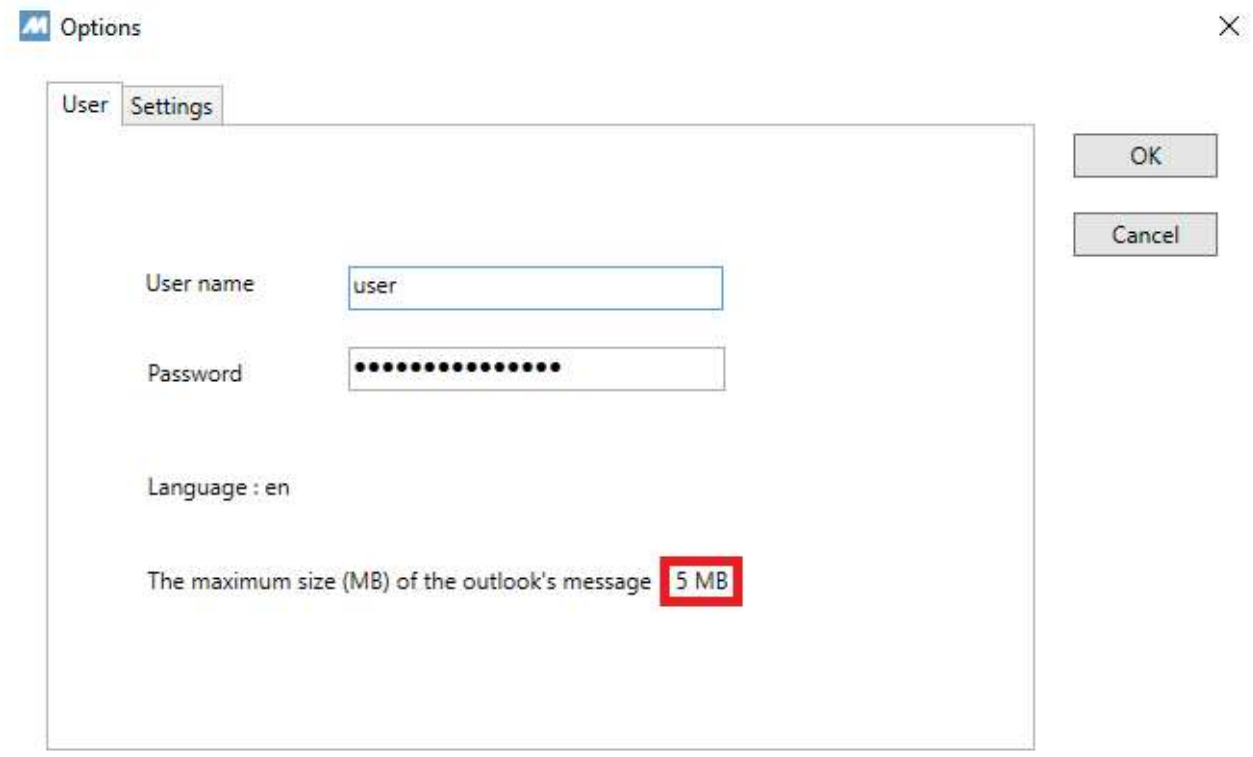

Fig.: 6.14. The quota size for allocated for Outlook

You may attach files to your e-mail message directly from your virtual drives. To do that click the MFlash attachments special key.

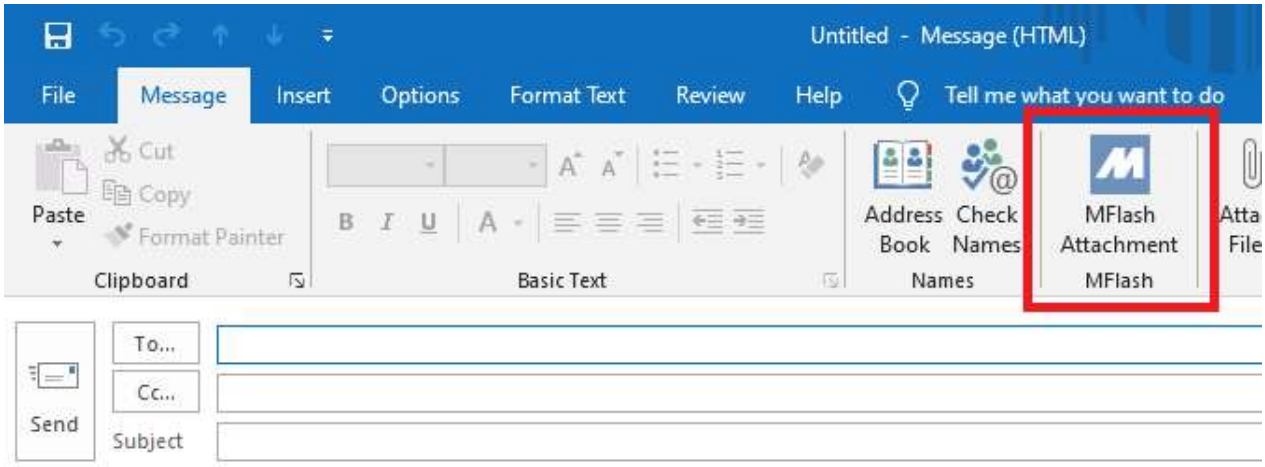

Fig.: 6.15. Outlined in red is the MFlash Attachments button

A new window will appear. You may select a file you need from a relevant drive.

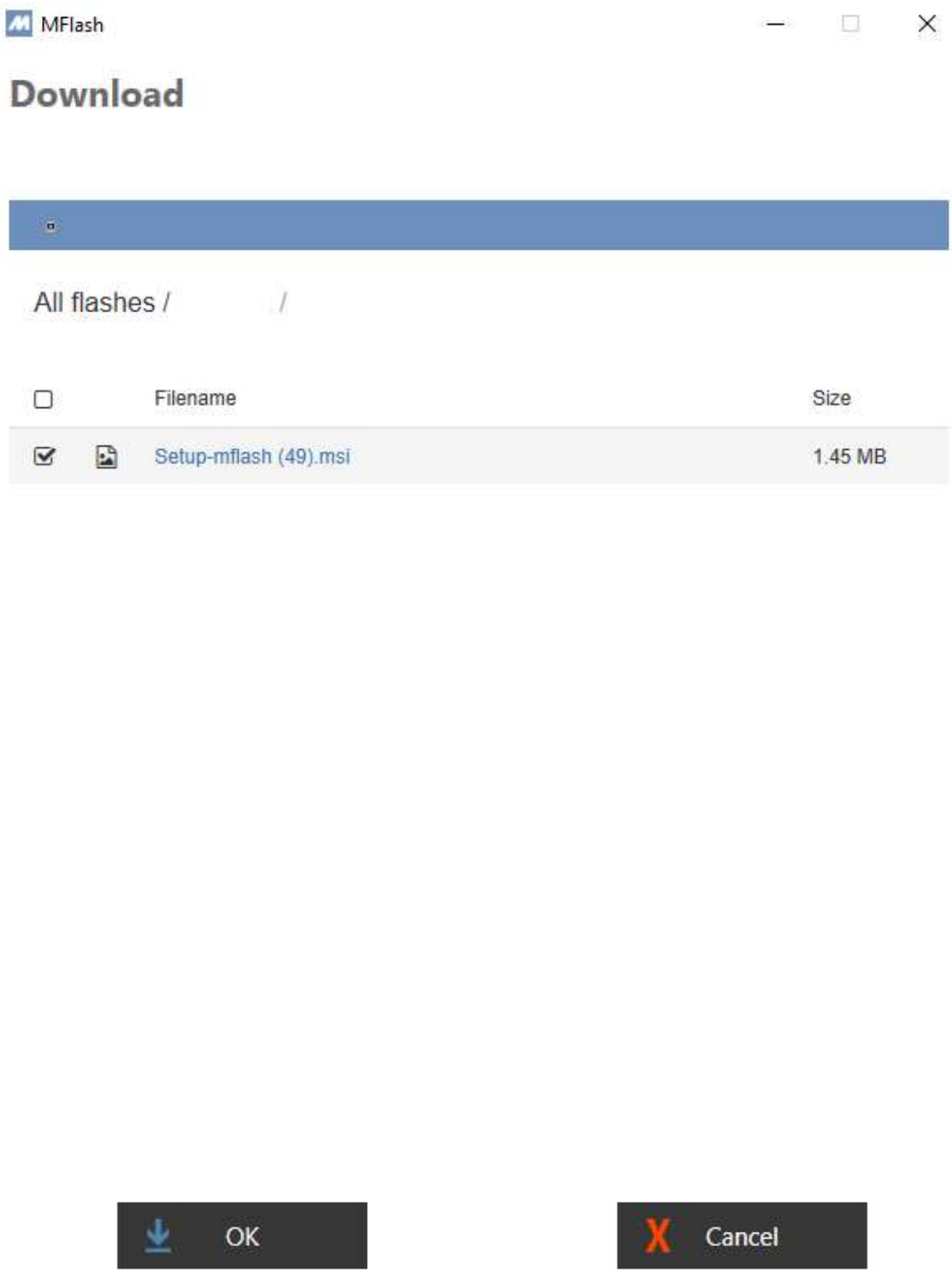

Fig.: 6.16. Interface of the form used to attach files to e-mail messages

If the mode of mail domain restrictions is applicable to you, the System will check whether your addressees are allowed to get the files the links to which you are sending to them.

If any banned domain is found a relevant notification will be generated and the dispatch will be banned.

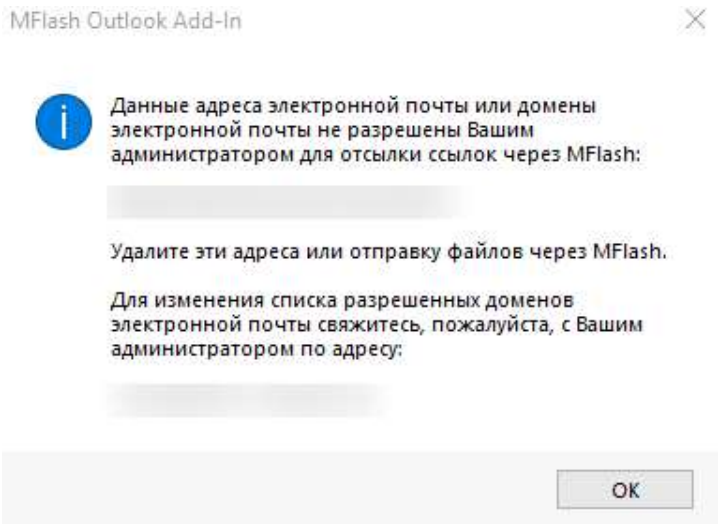

Fig.: 6.17. Notification about banned domains

A separate letter with information regarding access to MFlash will be forwarded to the recipient of your e-mail message as well as a link to the document of bigger size that was sent with the e-mail message via Outlook.