

FileBox Tutorial

Introduction

Go to: <https://filebox.lgs.lv>

This tutorial will show you how to send files with FileBox. FileBox allows you to easily send and receive large files to others which would be too large for email (including large files up to 4.2 GB).

FileBox provides you with three options:

1. **Sending files,**
2. **Receiving Files,**
3. **Requesting files.**



Logging in

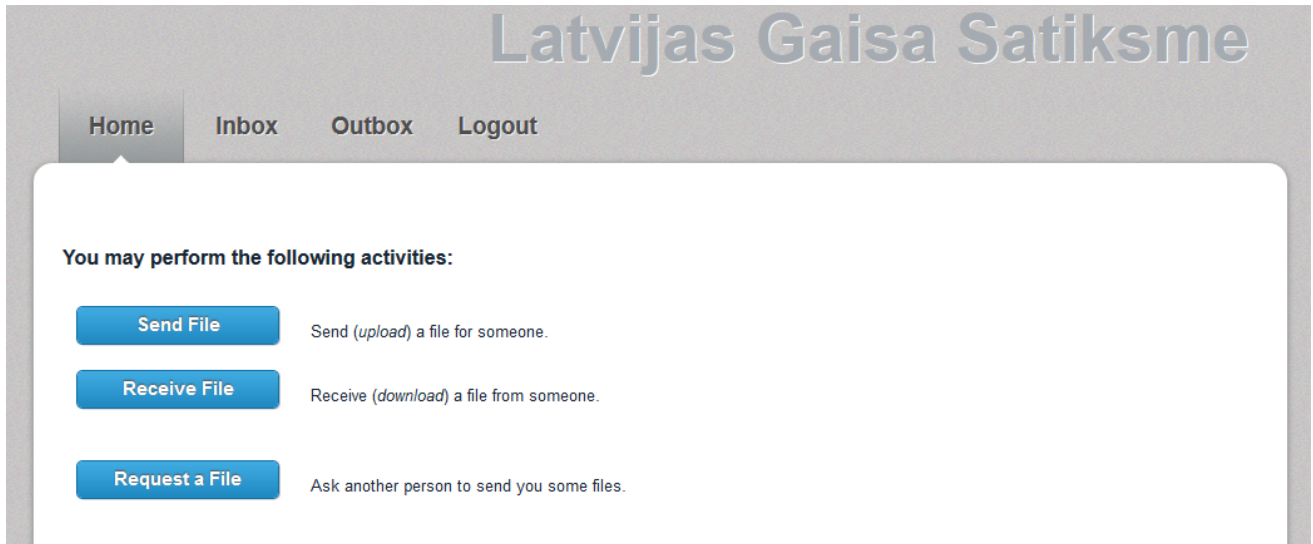
If you are a member of Latvian Air Navigation Service, you can log in with your LGS Username and Lotus Notes password and send files to anyone, in or out of Latvian Air Navigation Service.

Your LGS Username = **Lotus ShortName / UserID** (*nparhomenko ; eagapitovs ; ...*)

Your Password = **Your LotusNotes password**



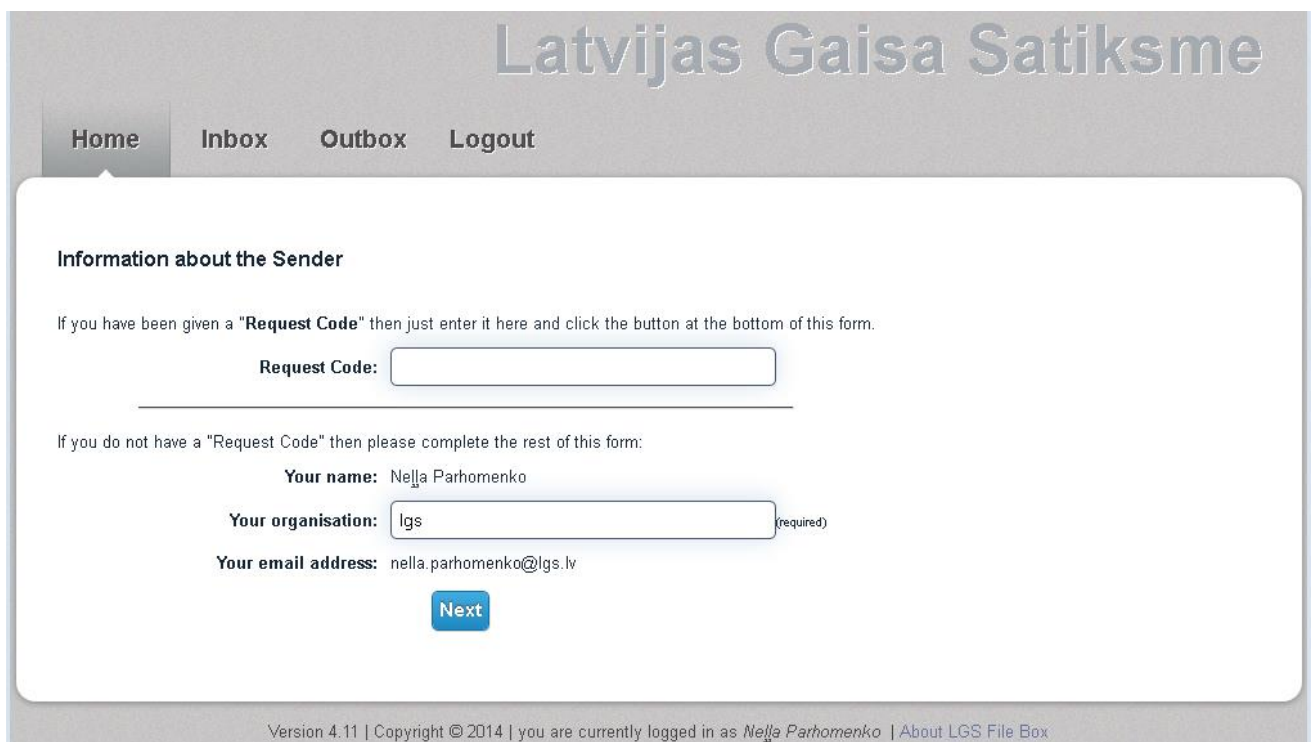
Once you login, the following page will appear. This is your home page on FileBox:



Sending a File

This page has two options for sending a file:

1. One for entering a **Request Code** that you may have received from someone else (more on this in the Request file section);
2. Or for sending a new file -> click "**Next**".



We will send a new file, so leave the "Request Code" field blank and click "Next". The following page will appear:

PLEASE NOTE

Files uploaded to LGS File Box are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt any files containing sensitive information (e.g. personal private information) using a tool such as "Winzip" or "Encrypt Files", before sending them via LGS File Box !

This web page will allow you to drop-off (upload) one or more files for anyone (either LGS users or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

Neļļa Parhomenko (nella.parhomenko@lgs.lv) lgs

- Send e-mail message to recipients
- Send an email to me when the recipient picks up the file(s).

To:

Short note to the Recipients

Choose the File(s) you would like to upload

File 1: No file selected. Description:

File 2: No file selected. Description:

You may receive a note in red at the top that will explain the use of files on FileBox. This is an important message to read. Next you will see your email address, which recipients will see and two options for sending email. To add a recipient, click on the green plus button in the "To:" field and the following popup will appear.

Below the "To:" field is a "Short note" field where you can enter a message for the recipients. Then click "Choose File" and select a file from the file browser that appears. You may add a description to the file in the "Descriptions" field. When all fields have been filled out, click "**Drop off Files**". The follow page will appear showing you a summary of your file transfer.

Drop-Off Summary

Filename	Type	Size	Description
 gold_am_1.jpg	image/jpeg	1.7 MB	info
1 file			

From:

Nelja Parhomenko (nelja.parhomenko@lgs.lv) lgs from 172.23.2.3 on 13 May 2014 04:48:28 PM

To:

Admin (administrator@lgs.lv)

Comments:

Test message

To send the file to someone else, simply send them this Claim ID and Passcode:

Claim ID: ZUTRtoNJ6moKUnzz
Claim Passcode: v6kVz3cpcrRMhDiM

None of the files has been picked-up yet.

This page contains a comment field where you can see recipient's comments on the file. At the bottom of this page is a **Claim Code** and **Password**. If you want to send this file to someone else, give them this information.

In addition, the recipient(s) will receive an email notification with information on send files and the download link.

If you now click on your "Outbox" tab, you will see a page like the following, which includes information on send files.

Latvijas Gaisa Satiksme

Home
Inbox
Outbox
Logout

Outbox

Click on a drop-off claim ID to view the information and files for that drop-off.

Show 10 entries

Search:

Claim ID	Sender	Recipient	Size	Created
ZUTRtoNJ6moKWinzz	Nelja Parhomenko, lgs (nella.parhomenko@lgs.lv)	Admin <administrator@lgs.lv>	1.7 MB	13/05/2014 16:48:28

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

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You can click on a claim code and return to that file's summary.

Receiving a File

Latvijas Gaisa Satiksme

Home
Inbox
Outbox
Logout

You may perform the following activities:

Send File

Send (*upload*) a file for someone.

Receive File

Receive (*download*) a file from someone.

Request a File

Ask another person to send you some files.

If you have been emailed, or given, a claim code and password for a file from someone else, you will need to download it. Click on the "Home" page, if you are not already there, to return to your home page. Click on "**Receive File**" and the following page will appear:

(Alternative and the quickest way to receive a file: just click on a download link in an email notification, which you received from a sender).

Latvijas Gaisa Satiksme

Home **Inbox** Outbox Logout

Please enter the claim id and claim passcode. If the sender gave you a passcode for the claim, please enter it.

Claim ID:

Claim Passcode:

[Pick-up the File\(s\)](#)

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Enter the claim code and password that you received and click "**Pick-up the File(s)**". The following summary page will appear:

Latvijas Gaisa Satiksme

Home **Inbox** Outbox Logout

Drop-Off Summary

Filename	Type	Size	Description
 gold_am_1.jpg	image/jpeg	1.7 MB	info
	1 file		

From:

Nella Parhomenko (nella.parhomenko@lgs.lv) lgs from 172.23.2.3 on 13 May 2014 04:48:28 PM

To:

Admin (administrator@lgs.lv)

Comments:

Test message

To send the file to someone else, simply send them this Claim ID and Passcode:

Claim ID: ZUTRtoNJ6moKWnzz
Claim Passcode: v6kVz3cpcrRMhDiM

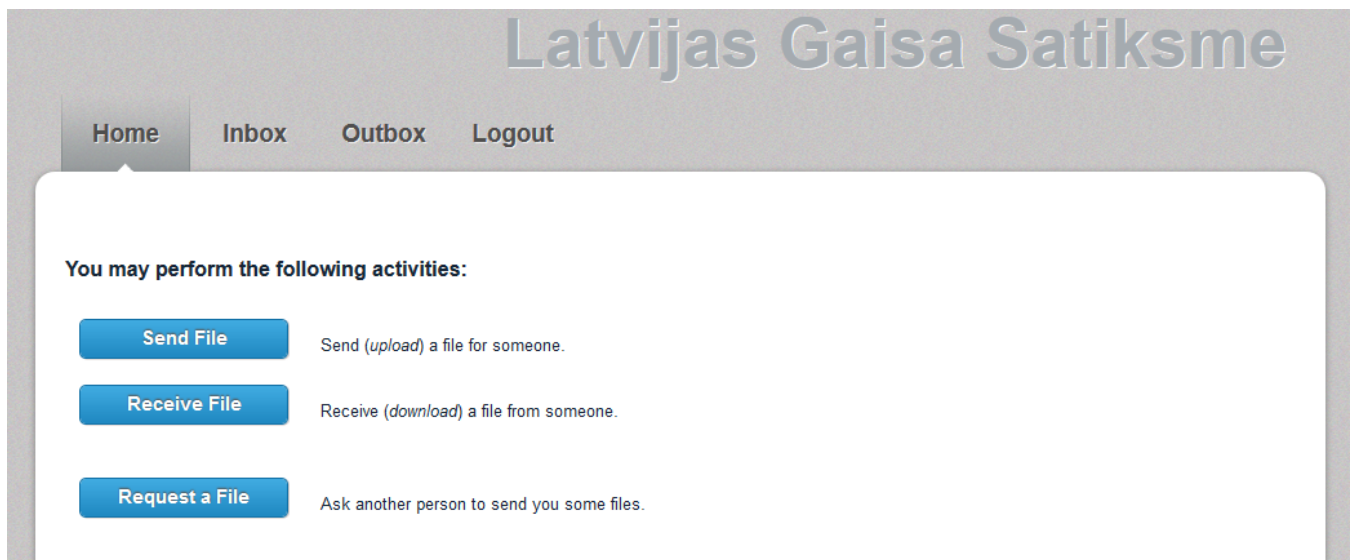
None of the files has been picked-up yet.

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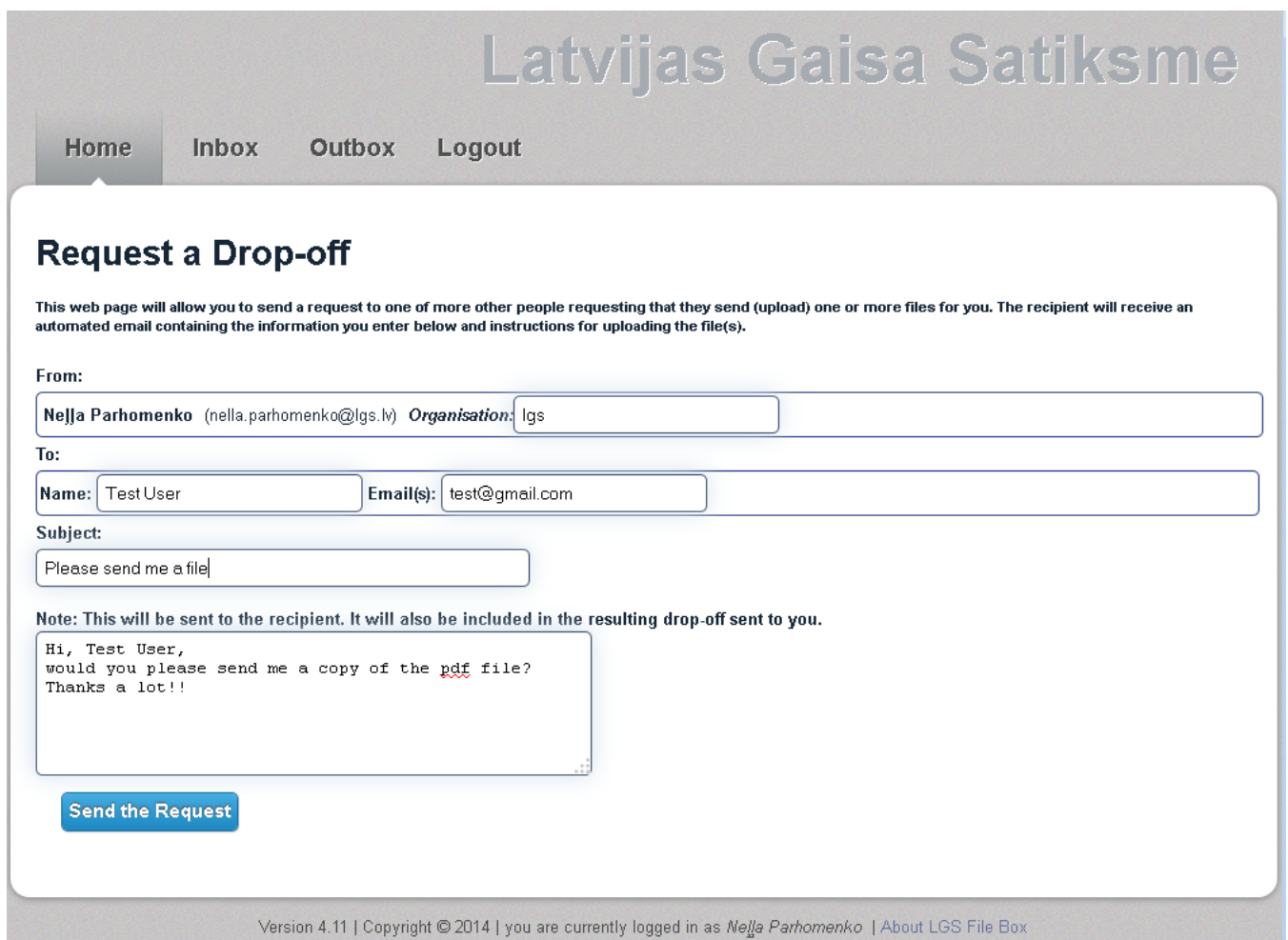
To download the file, click on the file name, on the picture above.

Requesting a File

If you would like someone to send you a file, you need to request that file from them. Click on the "Home" page, if you are not already there, to return to your home page. Click on "**Request a File**" and the following page will appear.



The screenshot shows the home page of 'Latvijas Gaisa Satiksme'. At the top, there is a navigation bar with 'Home', 'Inbox', 'Outbox', and 'Logout'. Below the navigation bar, a white box contains the heading 'You may perform the following activities:' followed by three blue buttons: 'Send File' (with description: 'Send (upload) a file for someone.'), 'Receive File' (with description: 'Receive (download) a file from someone.'), and 'Request a File' (with description: 'Ask another person to send you some files.').

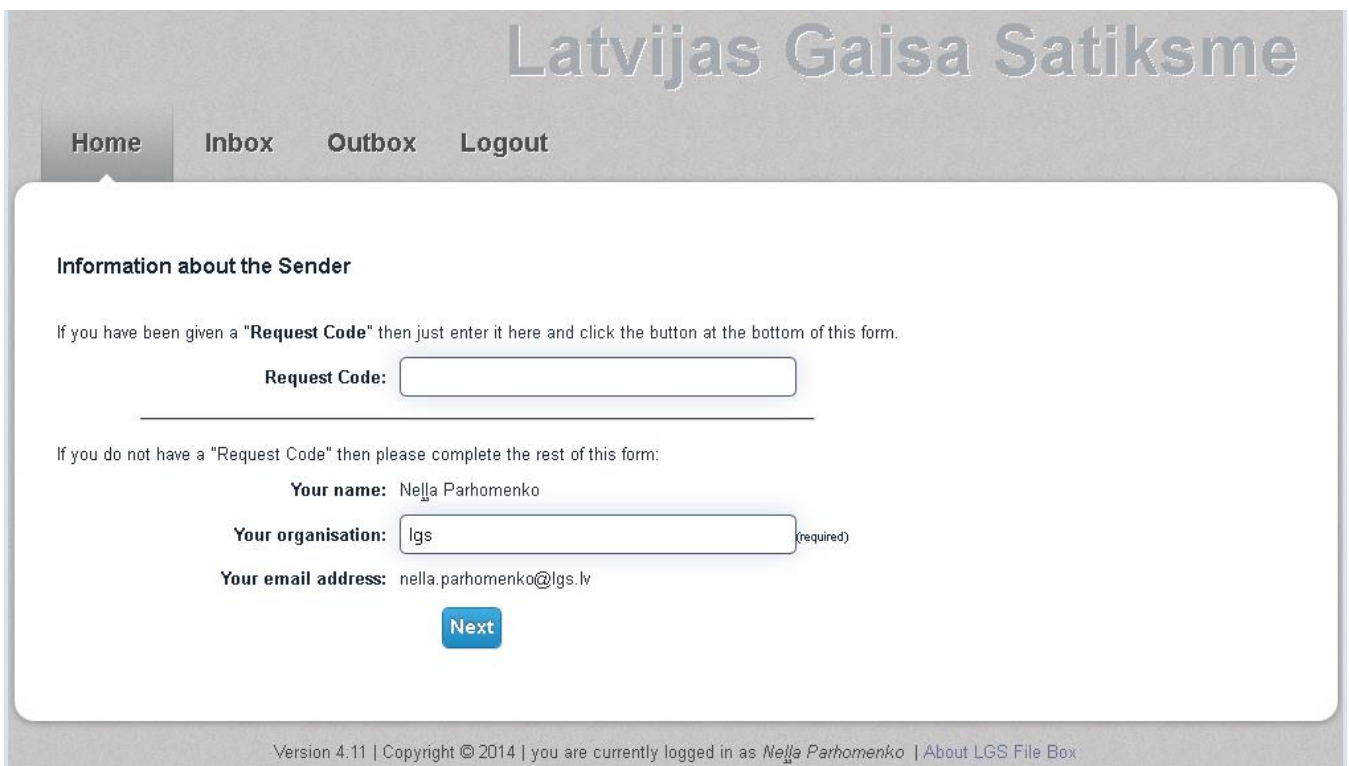


The screenshot shows the 'Request a Drop-off' form. The heading is 'Request a Drop-off'. Below it, a paragraph explains: 'This web page will allow you to send a request to one of more other people requesting that they send (upload) one or more files for you. The recipient will receive an automated email containing the information you enter below and instructions for uploading the file(s).' The form fields are: 'From:' (filled with 'Nella Parhomenko (nella.parhomenko@lgs.lv) Organisation: lgs'), 'To:' (Name: 'Test User', Email(s): 'test@gmail.com'), and 'Subject:' (filled with 'Please send me a file'). A 'Note' section states: 'Note: This will be sent to the recipient. It will also be included in the resulting drop-off sent to you.' Below the note is a text area containing: 'Hi, Test User, would you please send me a copy of the pdf file? Thanks a lot!!'. At the bottom of the form is a blue button labeled 'Send the Request'. The footer of the page reads: 'Version 4.11 | Copyright © 2014 | you are currently logged in as Nella Parhomenko | About LGS File Box'.

On this page, fill out the recipient's name and email address. Give the email a subject and a message describing what file you want. When finished, click "**Send the Request**". The following page will appear providing you with your request summary.



This page provides you with a request code that the recipient can enter into the "**Request Code**" field on the sending file page, as shown below:



Guest users

If you are not a member of Latvian Air Navigation Service, you cannot log in but you can still send files to people in Latvian Air Navigation Service if you know their email address. Start by clicking the "**Send File**" button:



All the information regarding sending and receiving files that have been mentioned earlier in this document is also actual for the guest users.

But at the beginning the guest users must prove they are a human being and not a computer by passing a CAPTCHA test -> Click on "**START**" button.



After a file has been dropped off, it will remain available for download until either it is deleted by the recipient (if there was only 1 recipient) or the sender, or until this number of days have passed (10 days at this moment).