
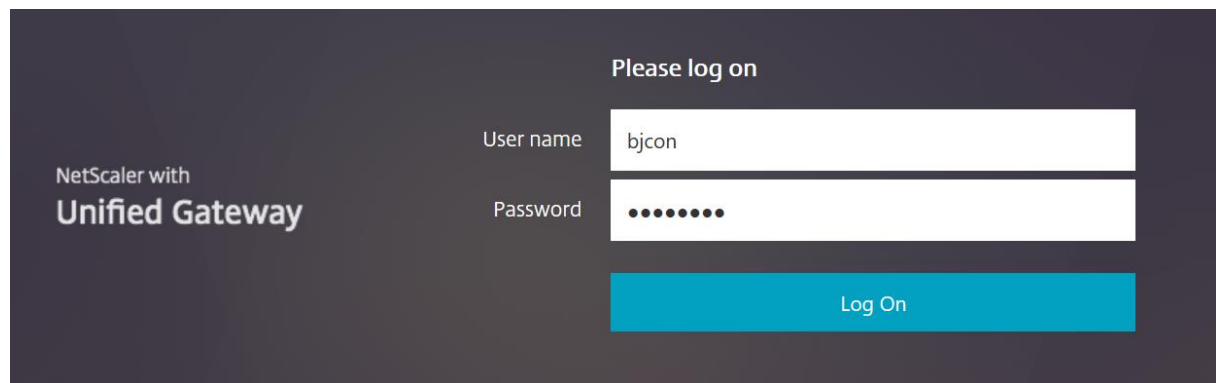


Gå til <https://bufetat.sharefile.eu>

1. Logg inn med **Company Employee Sign In**

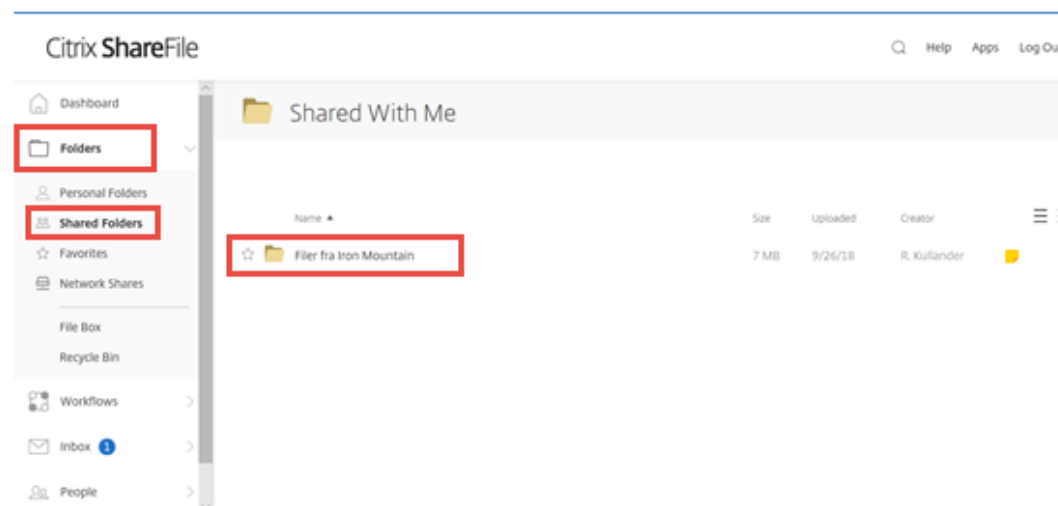


The image shows the Citrix ShareFile login interface. At the top center is the logo "Citrix ShareFile". Below it, there are two main sections. The left section is titled "Company Employee Sign In" and contains a message: "ShareFile is a safe, secure method for sharing files. To access, use your Active Directory credentials." Below this message is a "Sign In" button. The right section is titled "Sign In" and contains two input fields: "Email" and "Password". Below these fields is another "Sign In" button. At the bottom right of the right section, there is a checkbox labeled "Remember Me" and a link labeled "Forgot Password?".

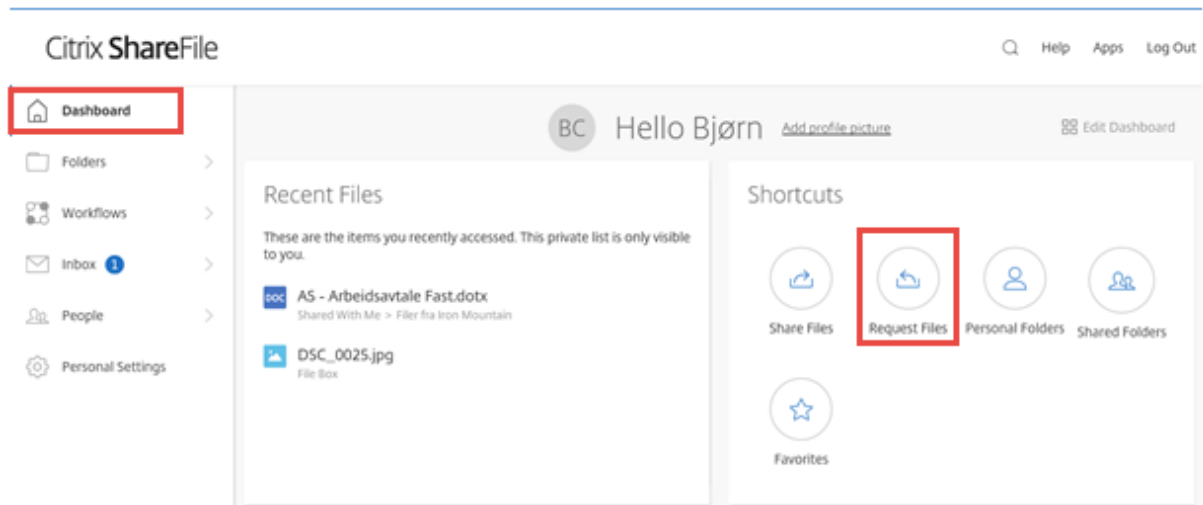


The image shows the NetScaler with Unified Gateway login page. On the left side, there is a logo that says "NetScaler with Unified Gateway". On the right side, there is a "Please log on" section. It contains two input fields: "User name" with the text "bjcon" and "Password" with a masked password represented by dots. Below these fields is a blue "Log On" button.

2. Filene fra Iron Mountain blir lagt her **Folders/Shared Folders**.

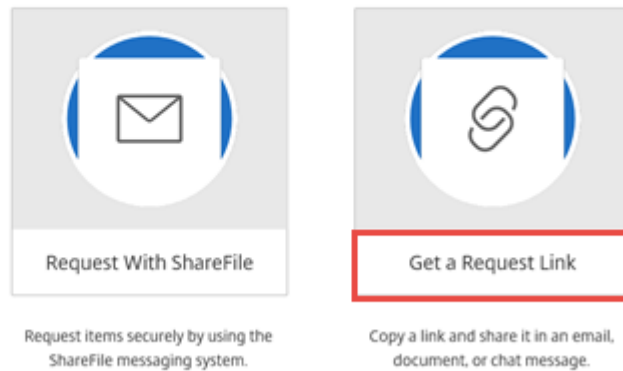


3. For å bestille filer, klikk på **Dashboard** og velg **Request Files**.



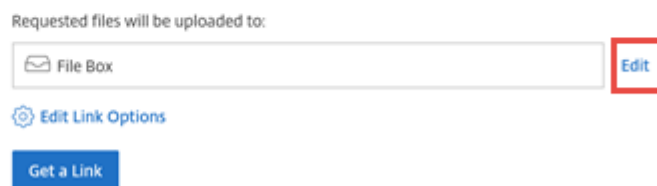
4. Velg **Get a Request Link**.

Request Files

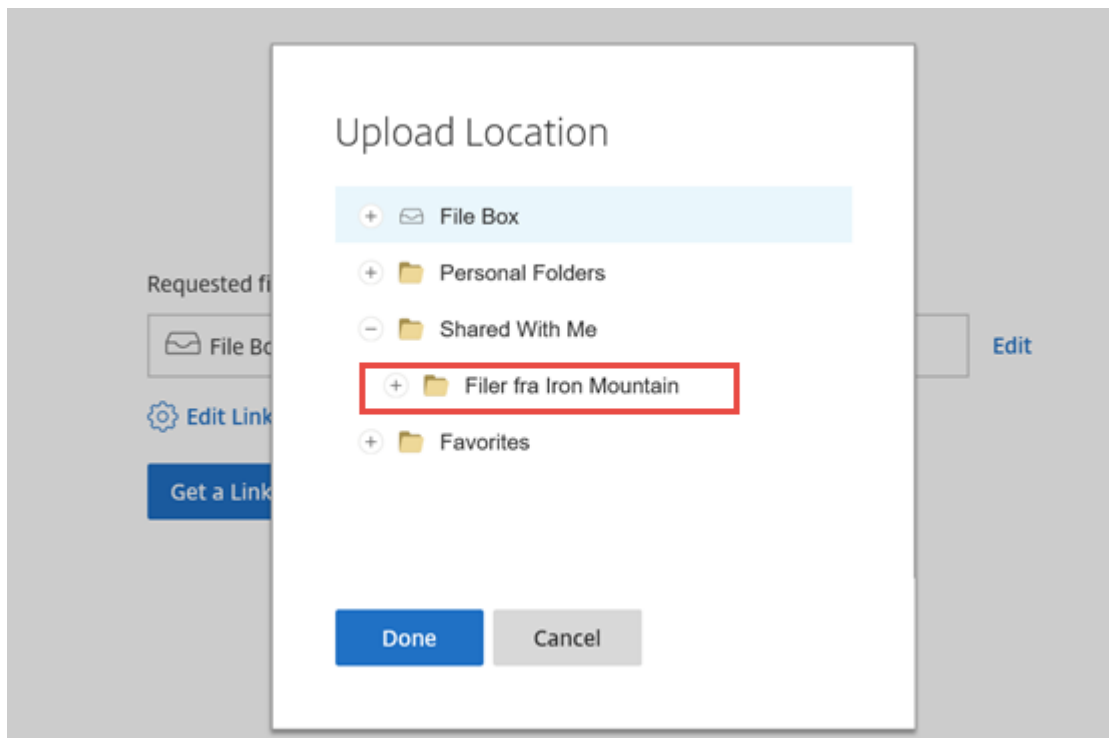


5. Klikk på **Edit**, for å velge hvor filen skal bli lastet opp.

Get a Link



6. Velg mappen **Filer fra Iron Mountain** og klikk **Done**.



7.1. Klikk på **Edit Link Options**, for å sette kriterier på lenken, og deretter **Done**.

Requested files will be uploaded to:



 **Edit Link Options**


Get a Link

7.2

Notifications

Email me when files are uploaded

Security

Require recipients to enter name and email 

Access expires



Done

Cancel

8. Klikk på **Get a Link**.

Requested files will be uploaded to:

 Filer fra Iron Mountain

Edit

 Edit Link Options

Get a Link

9. Kopier og lim lenken inn i en e-post i Outlook.

<https://bufetat.sharefile.eu/r-r4b244b9643e4098a> **Copy Link**

Requested files will be uploaded to:

 Filer fra Iron Mountain



10. Skriv inn strekkoden og send bestilling til **ordre@ironmountain.com**

Send Legg ved ▼ Beskytt Forkast ...

Til ordre@Ironmountain.com

Kopi




































Bestilling fra Bufetat

Hei

Her følger bestilling på følgende saksmappe xxxxxxxxxxxxxxxxxxxxxxxx

<https://bufetat.sharefile.eu/r-r4b244b9643e4098a>


Med hilsen
Bjørn Conradsen


A A B I U                                   

11. Du mottar en kvittering i Outlook om at filene er sendt fra Iron Mountain.

tir. 30.10.2018 22.19
noreply@sf-notifications.com
ShareFile Activity Notification

Til Bjørn Conradsen

 Hvis det er problemer med hvordan denne meldingen vises, kan du klikke her for å vise den i en nettleser.
Klikk her for å laste ned bilder. Outlook forhindrer automatisk nedlasting av noen bilder i denne meldingen for å bidra til å verne din private informasjon.



Notification Summary

Below is a summary of upload and download activity on folders for which you've chosen to be notified.

Uploads

Filer fra Iron Mountain

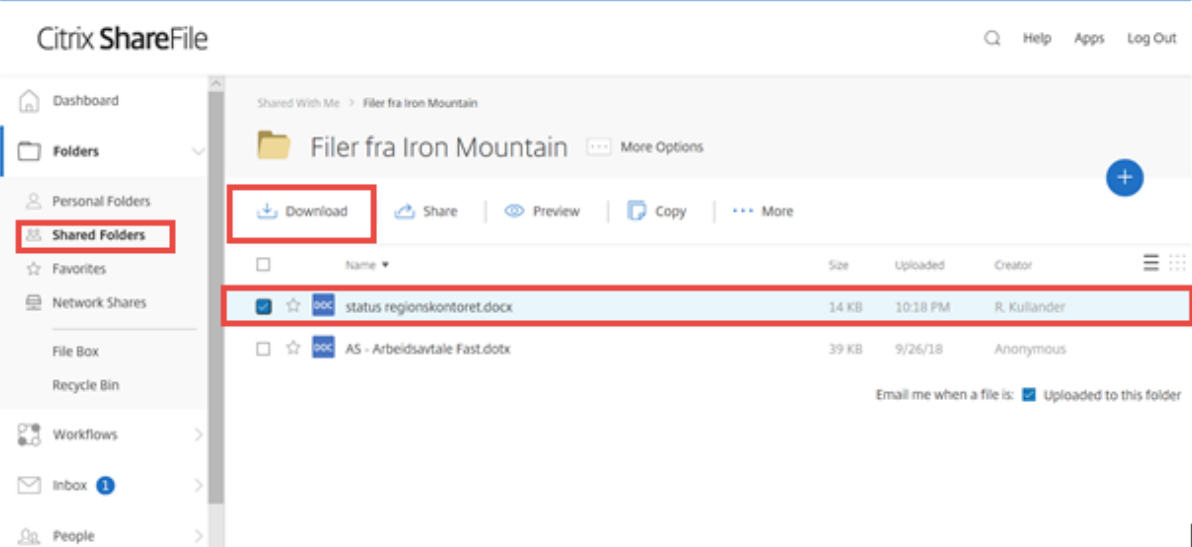
Name: status regionskontoret.docx
Size: 14.17 KB • **Created:** 10/30/18 5:18p
Creator: Rolf Kullander [rolf.kullander@bufetat.no] (Barne- ungdoms og familiedirektoratet)

[Download These Items](#)

Downloads

There is no download activity to report.

12. Gå til **Shared Folders**, marker den filen du har mottatt og klikk **Download**.



Citrix ShareFile

Shared With Me > Filer fra Iron Mountain

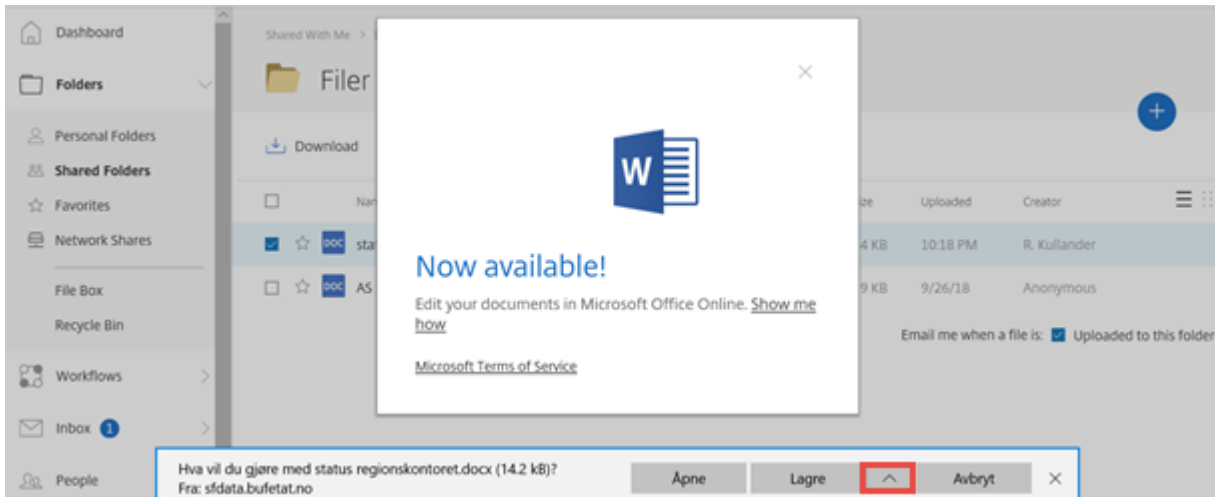
Filer fra Iron Mountain More Options

Download Share Preview Copy More

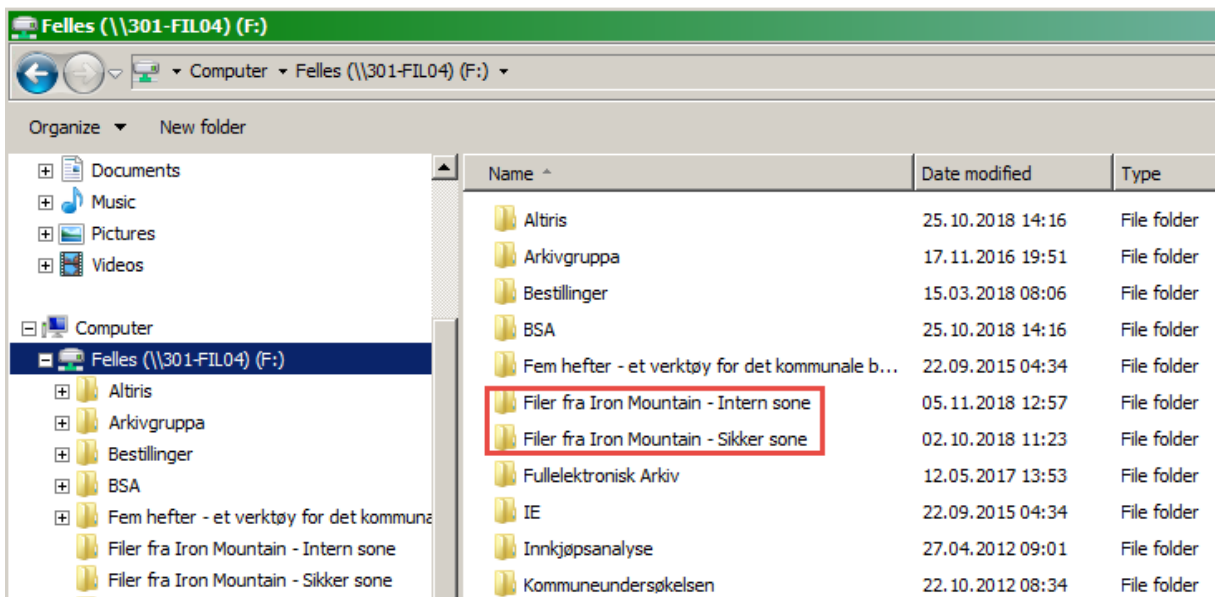
Name	Size	Uploaded	Creator
status regionskontoret.docx	14 KB	10:18 PM	R. Kullander
AS - Arbeidsavtale Fast.dotx	39 KB	9/26/18	Anonymous

Email me when a file is: Uploaded to this folder

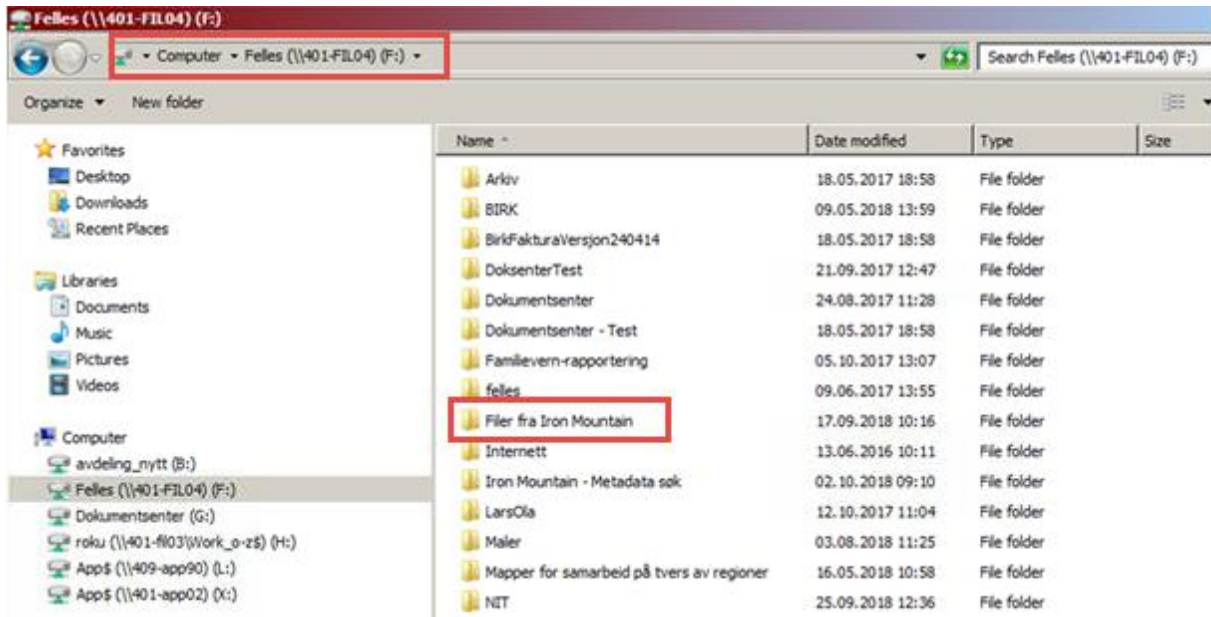
13. Klikk på pilen ved **Lagre** og velg **Lagre som**



14. Windows-utforsker åpnes. Klikk deg ned til F-området og velg **Filer fra Iron Mountain – Intern sone** eller **Filer fra Iron Mountain – Sikker sone**, for å lagre filen.



15. Filer i mappen **Filer fra Iron Mountain – Sikker sone** (bilde 14) blir overført til sikker sone hvert kvarter, og legges i mappen **Filer fra Iron Mountain** på F-området på sikker sone.



16. Filen er klar til å hentes fra disk i henholdsvis intern og sikker sone, og journalføring i ePhorte.

17. Etter journalføring og kvalitetssikring av filen i ePhorte sletter du filen fra **Shared Folders** i Sharefile – marker filen og klikk **Delete**, og fra Felles-området på intern eller sikker sone.

