



## Using the NeQstep Secure Client Area

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### 1. Logging In

In the login page enter your username and your password. If you want the computer you are using to store and display your username for subsequent visits, tick the 'remember my details' box provided. Please note your password is not stored for security reasons.

If it is the first time you have logged in to this SecureOffice site you will be prompted to accept user terms before accessing the site. If you decline the user terms access to the SecureOffice site will be prohibited.

### 2. View a folders contents

To view a folder's contents click on the folder name or icon on the left navigation column.

By default the files in the folder are displayed in a list view. By changing the 'View As' selection to 'Thumbnails', GIF, JPEG, TIFF, PNG, PSD (Photoshop) and PDF files will display thumbnail images in place of file icons. Selecting 'List' from the 'View As' menu will return the folder to the list view.

Files are displayed with the most recently added or edited file shown first. This order can be changed by clicking on the file column headings Type, Name, Size, Owner, Date/Time and Version.

### 3. Sort the files in a folder

To change the order in which files are displayed in a folder, click on either the Type, Name, Size, Owner, Date/Time or Version column headings. By default the most recently added or updated files are shown at the top of the page.



#### 4. Open a file

To open a file click on its file icon or file name displayed in a folder page. Depending on which web browser you use the file may open automatically or you may be prompted to open or save the file.

#### 5. Save a file to my computer

To download the file to your computer, right-click (Windows) or Ctrl+click (Mac) on the filename or its icon. Select the option which allows to save the file to your computer. Depending on which web browser you are using, this will be labelled as 'Save Linked File As...', 'Save Link As...', 'Save Target As...' or 'Download Link to Disk'.

#### 6. View previous versions of a file

All previous versions of the file are displayed in the 'File Versions' screen. To view previous versions of a file:-

- Click on a file's edit or locked icon which is displayed under the Status column in the folder screen,
- Click the 'View File Versions' link or icon in the next screen,

#### 7. Upload a file

To upload a new file, or to upload a new version of an existing file, please email your username, attaching the file or files with the following information:-

- Author
- New, or updated version
- For email distribution, or not

#### 8. Delete a file

To delete a file, please email your username with the filename & version number.

#### 9. Security

These days security is a big issue. Companies need to be assured that when they enter a file on an online site, their information remains confidential. And at the same time, to be sure that they are not inviting aggressive viruses into their servers when they upload / download files from our site.

NeQstep use a service called SecureOffice which gives you the protection of IBM. IBM systems protect the data of some of the world's leading organisations, and the same level of security will protect all your online business data.