


How to Send Files (Simul Staff Member)

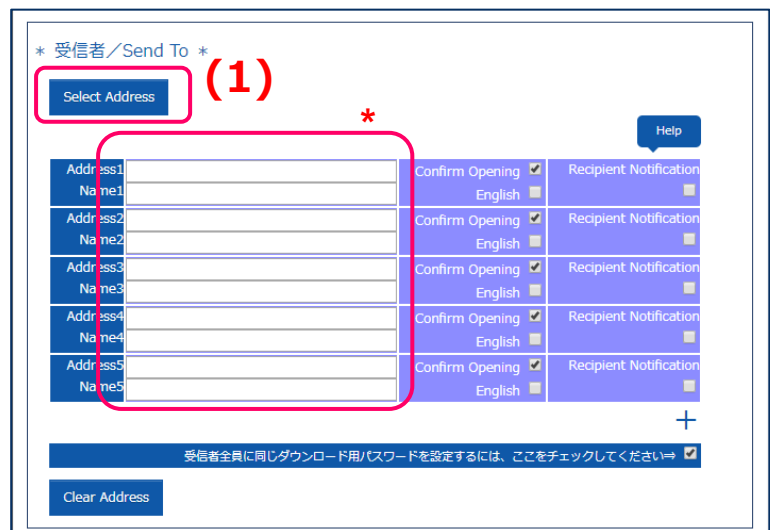
- As a common feature of the file upload screens, you can check notes on use by putting the cursor over the  (“HELP” icon).
- The “Clear XX” button on the bottom left clears the entry field when clicked.

1) Specify the Recipient

(1) Specify the recipient

Click the “Select Address” button shown on the screen and select the address information using the Search Users screen. (See step (3) for how to use the Select Address screen.)

If the recipient is a guest user, enter his/her email address and name directly into the Address and Name fields.



The screenshot shows a web interface for selecting recipients. At the top, it says "* 受信者 / Send To *". A red box highlights a "Select Address" button with a red "(1)" next to it. Below this is a table with five rows, each representing a recipient. Each row has fields for "Address" and "Name", and checkboxes for "Confirm Opening", "English", and "Recipient Notification". A red box highlights the first row. At the bottom, there is a "Clear Address" button and a checkbox for "受信者全員に同じダウンロード用パスワードを設定するには、ここをチェックしてください⇒".

Address	Name	Confirm Opening	English	Recipient Notification
Address1	Name1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address2	Name2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address3	Name3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address4	Name4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address5	Name5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The checkboxes are used as follows:

- ▶ Confirm Opening

The sender receives a file opened notification email when the recipient received the file.

- ▶ English

This is used by recipients who have PCs with an English environment. Sends notification emails in English.

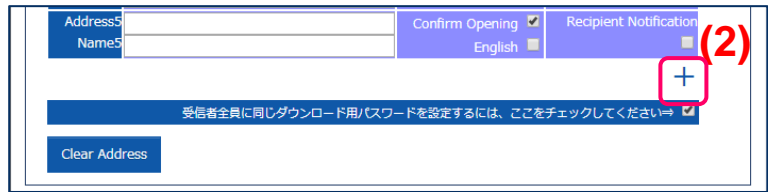
- ▶ Recipient Notification

It notifies the recipient that the file was sent to multiple addresses for which “Recipient Notification” was checked.

(It notifies the addresses and names)

(2) Add entry frames

You can increase input fields up to 15 by clicking “+” on the bottom of the recipient (destination) fields. Any empty address fields are exempt from the transfer, so adding extra fields does not cause a problem.



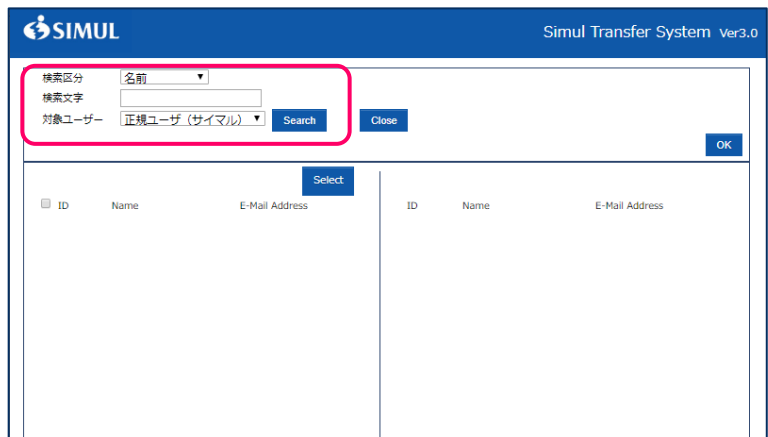
The screenshot shows a form with fields for 'Address5 Name5', 'Confirm Opening' (checked), 'Recipient Notification' (unchecked), and 'English' (unchecked). A red box highlights a '+' button with a '(2)' next to it. Below the form is a checkbox for '受信者全員に同じダウンロード用パスワードを設定するには、ここをチェックしてください' and a 'Clear Address' button.

(3) Select Address screen

When you click on the “Select Address” button, the Search Users screen shown on the right will appear. “Name,” “Name (Kana),” “Name (Roman character),” and “ID” are available search categories, so switch the category as necessary before searching. You can also narrow down the target users by selecting either Simul staff members or registered users.

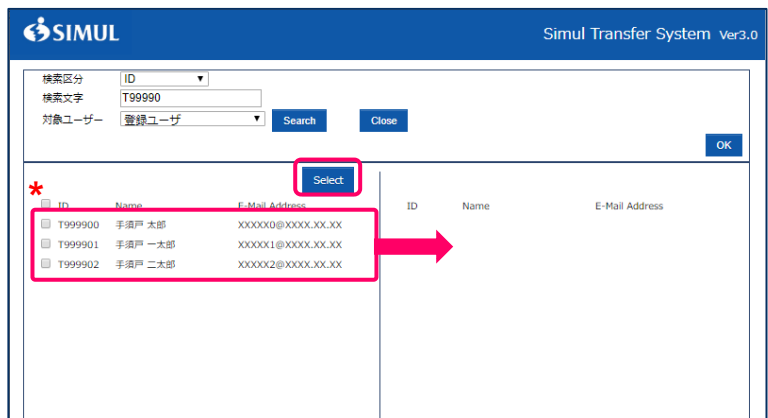
When you select search conditions and click the “Search” button, search results appear in the selection frame*. Click on the left of the ID, and click the “Select” button. It allows you to add the selected recipients. (Addition is not completed at this point.)

You can remove the recipient by clicking the “Delete” button even after adding them. After selecting the recipients, click the “OK” button to finish recipient selection.



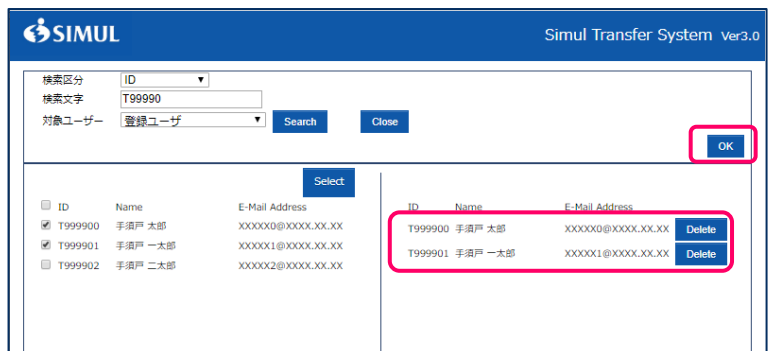
The screenshot shows the SIMUL Search Users screen. The search criteria are: 検索区分: 名前, 検索文字: (empty), 対象ユーザー: 正規ユーザー (サイマル). The results table is empty.

ID	Name	E-Mail Address
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The screenshot shows the SIMUL Search Users screen with search criteria: 検索区分: ID, 検索文字: T99990, 対象ユーザー: 登録ユーザー. The results table shows three entries. A red box highlights the 'Select' button and a red arrow points to the first row.

ID	Name	E-Mail Address
T999900	手須戸 太郎	XXXXX0@XXXX.XX.XX
T999901	手須戸 一太郎	XXXXX1@XXXX.XX.XX
T999902	手須戸 二太郎	XXXXX2@XXXX.XX.XX



The screenshot shows the SIMUL Search Users screen with search criteria: 検索区分: ID, 検索文字: T99990, 対象ユーザー: 登録ユーザー. The results table shows three entries. A red box highlights the 'Delete' buttons for the first two rows. An 'OK' button is also highlighted in a red box.

ID	Name	E-Mail Address	Delete	
<input checked="" type="checkbox"/>	T999900	手須戸 太郎	XXXXX0@XXXX.XX.XX	Delete
<input checked="" type="checkbox"/>	T999901	手須戸 一太郎	XXXXX1@XXXX.XX.XX	Delete
<input type="checkbox"/>	T999902	手須戸 二太郎	XXXXX2@XXXX.XX.XX	

3) Select Files to Send

You can select files to send by “Specifying on the file selection screen” or “Dragging and dropping on the screen.” Note: Some devices and browsers do not allow drag and drop. In that case, select files by “Specifying on the file selection screen.”

(1) Specifying on the file selection screen

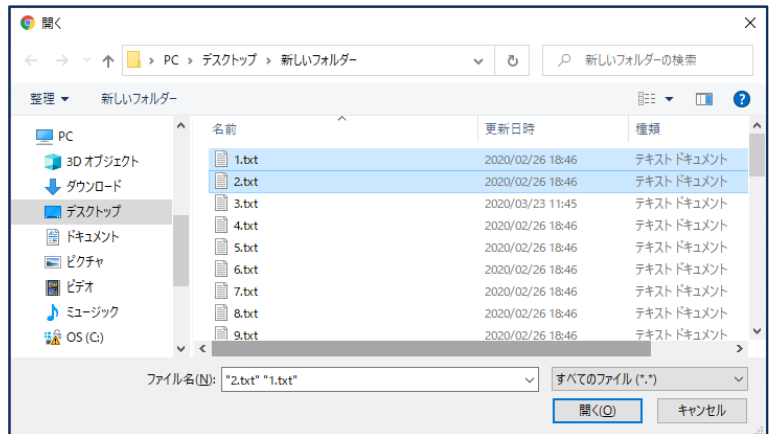
Click the “Add Files” button.



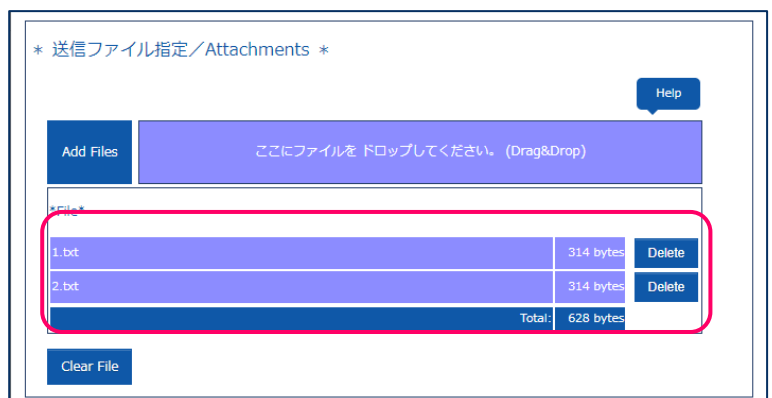
The file selection screen allows you to select multiple files you want to send at one time.

Note:

1. You can select up to 30 files.
2. The maximum uploadable file size is 2 gigabytes.



When you finish specifying files successfully, the selected files appear in a list as shown on the right. You can remove files by clicking the “Delete” button, even after adding them.



Note: Please note that some characters cause transmission errors if used in the file name.

▶ Error-causing characters

" ' ¥ | ? : ; < > * /

(2) Dragging and dropping on the screen

You can select files to send by dragging and dropping in the frame shown on the right*.

Note: The maximum number of files selectable at one time and the result after the selection are common to “Specifying on the file selection screen.”



4) Report of File Transfer

Once you finish entering all the fields, you are ready to send the files. Click the “Send” button.

Note: Clicking the “Clear All” button clears the input and returns the fields to the default displays.

1.txt	314 bytes	Delete
2.txt	314 bytes	Delete
Total:		628 bytes

Clear File

Send Clear All

After the files are sent, the “File Transfer Report” screen on the right appears. Confirm what was sent using the screen. (The same content will be sent to you by email.)

You can also check the transfer status (file reception status by the recipient) by clicking the URL* shown on the screen.

The transfer status confirmation screen has functions for viewing and forcefully deleting the transferred files. It allows you to delete the files sent by mistake or confirm what files you have sent.

Note: Guest users need a download password to download files. This download password is written in the confirmation e-mail you receive. Please contact the recipient (destination) separately to inform them of the download password. Also, please use the password notification email, which you will receive separately.

Note: Click “Delete” if you sent a file by mistake and want to delete the file.

This completes the file sending procedure. If you want to send more files, click on the “Return to Upload Screen” button on the bottom of the screen.

Simul Transfer System Ver.3.0

Welcome saiso君 (ゲスト) (simulguest : sa 〇.jp)

Upload Status | Term of use | Privacy | Help

ファイルの送信が終了しました。送信内容は以下の通りです。
The file has been sent successfully. Below is the transmission summary.

以下の内容はメールでもお届けします。 / Content Sent.

	E-Mail Address	Name	Notification of Receipt Requested?	English
Address 1	sato 〇.jp	佐藤	Yes	No
Subject:	【サイマルファイル送受信システム】			
Message:	テスト			
Deadline for Downloading:	2020/03/30/ 13:16:00			
Files:	2.txt 3.txt 1.txt			

ファイル送信 - 開封確認ページ / URL to Check Status.

URL <https://st.simul.co.jp/download/3ht8jtt7l7gb2e1>

* Return to upload screen Close screen

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Download Information | Term of use | Privacy | Help

ファイル送信内容です。 / Content of transmission.

E-Mail Address	File Name	Force Delete	Time of Download
sato 〇.jp	1.txt	Delete	未取得
	2.txt	Delete	未取得
	3.txt	Delete	未取得