

September 08

Using the EasyVault

Its Easy Using Easy Vault

What's it for?

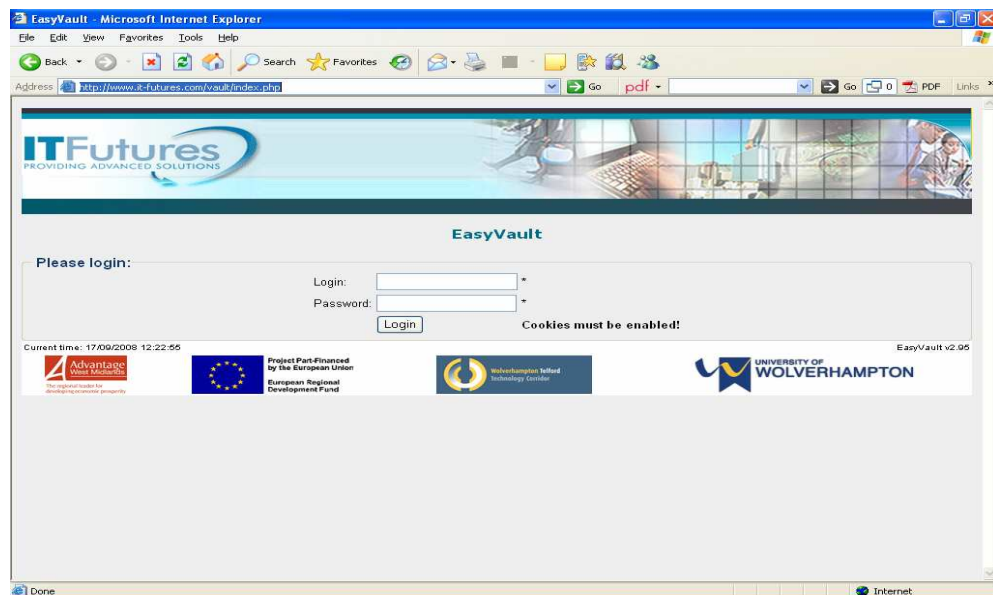
KPR have recognised the difficulties encountered on some sites sending and receiving data due to firewall restrictions or the general lack of IT support for the market officers within the authority. To assist in the transfer of databases to and from KPR by the client, KPR have employed a system known as the EasyVault!

In short it is a facility to quickly upload and down load large files without them being quarantined or simply just not allowed due to IT restrictions.

How does it work ?

KPR will set you up with a user name and an e-mail will be sent to you with a password attached to it , you will also receive an SMS message on your mobile phone if we have your mobile phone details.

You then need to log on the Easy Vault website. To do this, type into your browser www.it-futures.com/vault The screen below will appear.



At this point you enter the user name and password you have been given.

You will then gain access onto the site and the files that need to be sent either by you to us, or by us to you can be added to the site or picked up from the site.

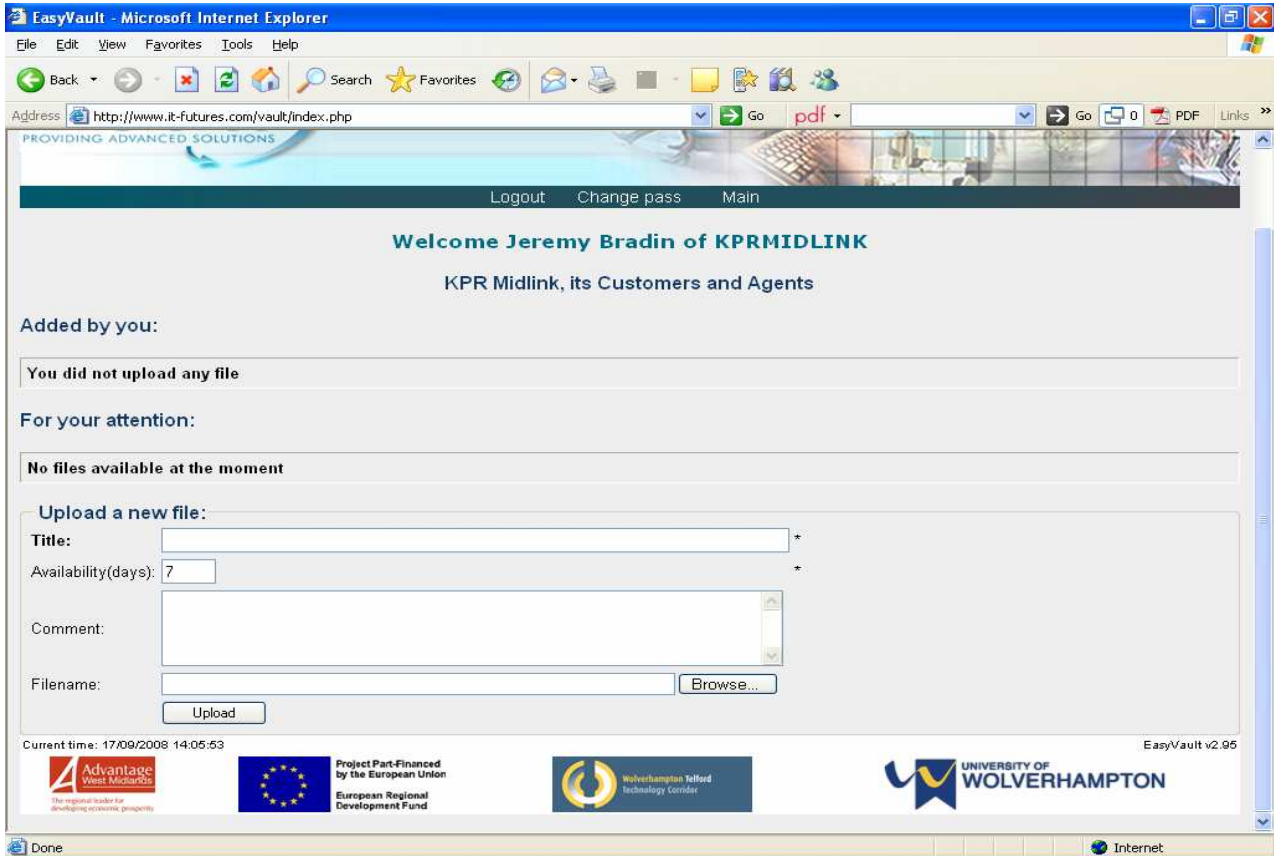
So what do I do now

The files that have been uploaded onto the vault will be listed as available for download and will be there for the next 7 days waiting to be downloaded either by KPR or by you depending on who put them up there in the first place.

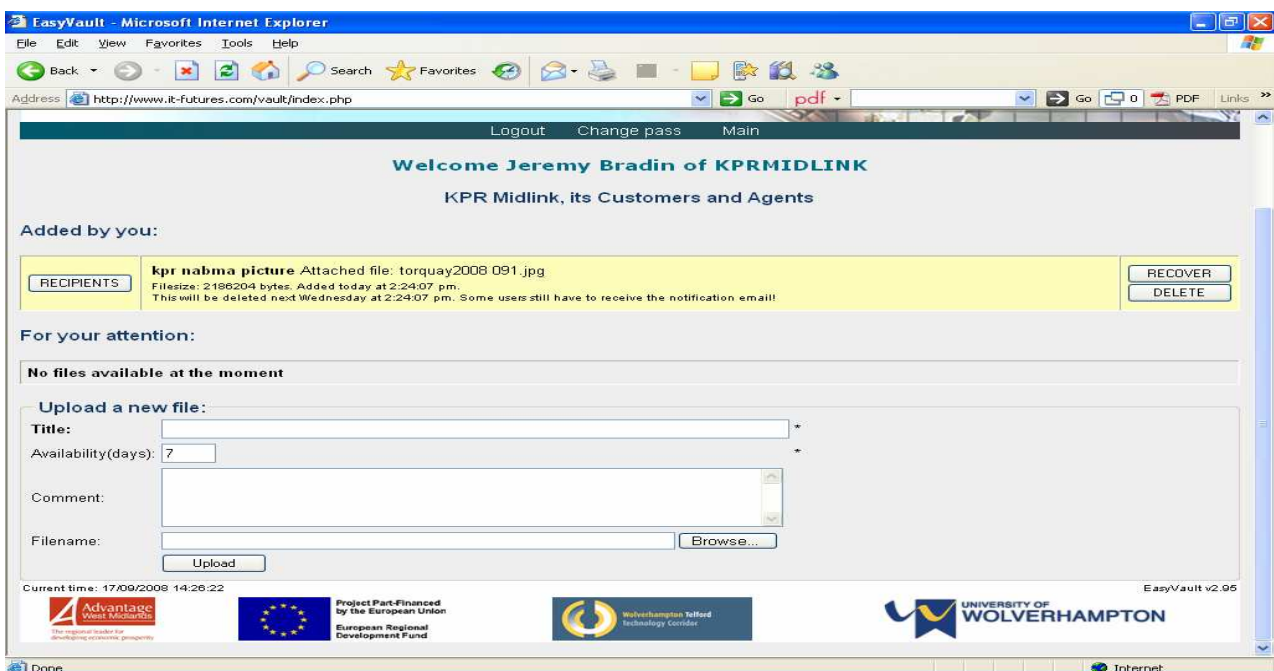
Fact Sheet 3

Easy Vault

If as in the example below there are no files to download then you need to contact us to check that the file has been placed on the Vault .

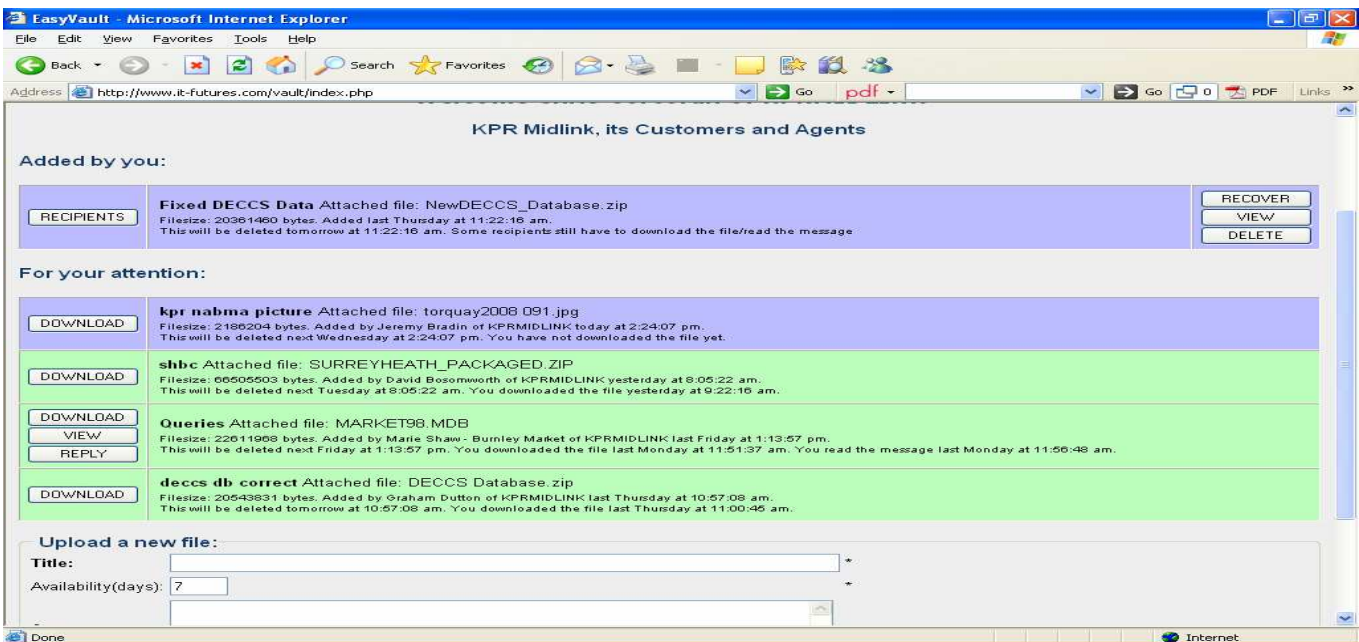


The example below shows the recipients name for whom the file has been successfully uploaded.

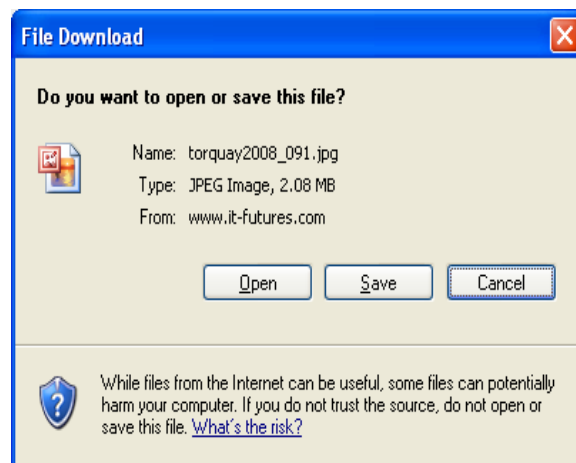


Easy Vault

As you can see below if you have added a file it appears under the heading “added by you” so you know it is there to be downloaded by the person you want to send it to. Under the “For Your Attention” header are items that have been put on Easy Vault for you, items coloured GREEN have already been downloaded and confirmation of the date they were downloaded is written in the description within the green box. Items coloured BLUE are items that are waiting for you to download them.

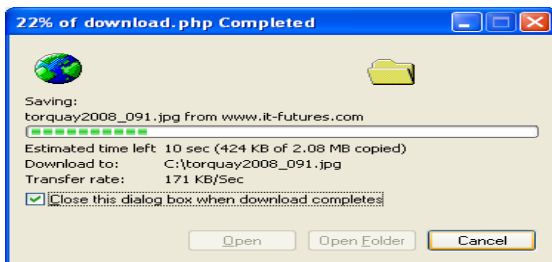


Easy Vault also tells you how long the file will be there for, before it will be automatically deleted. When you are ready to download the file simply click on the download button next to the file you want.,



You will be asked if you want to open the file or save it to a specific location. It is usually best to save it to a specific location and then open it.

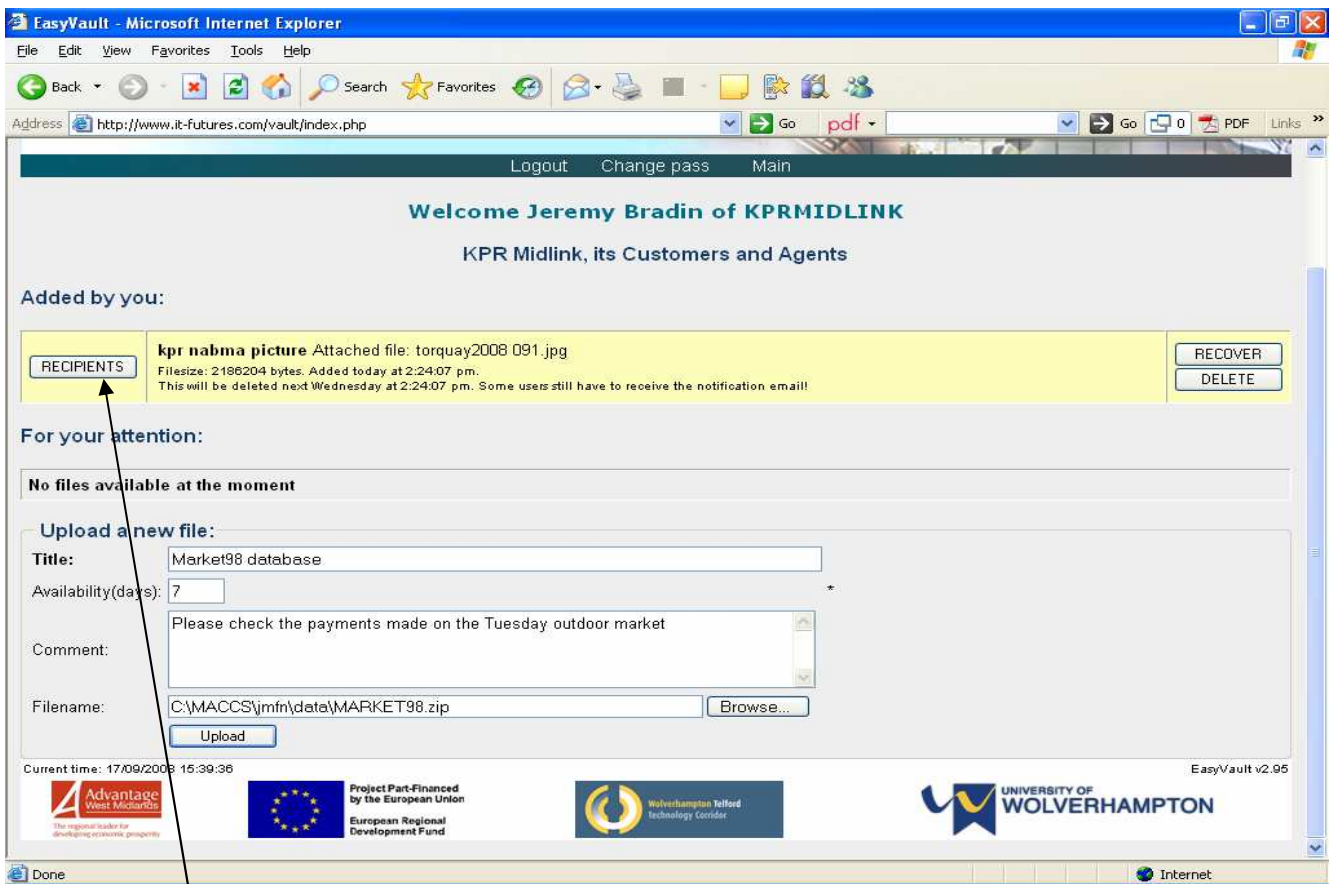
Easy Vault



As the file downloads to the location you selected you will see the progress of the download as in the screen on the left. The screen shot will disappear when the download is complete. At that point you can open the file from the specified location and do what ever it was you wanted to do with it.

How do I upload to EasyVault?

Once you have logged on to EasyVault Type in the title of what you are about to send to EasyVault in the "Upload a new file" Title box, describe in the "comment box" what you want us to do with the file, use the browse button to find the file on your PC or network that you wish to send as in the screen shot below.



Next click on the recipient button.

Easy Vault

The top screenshot shows the Easy Vault interface. A dropdown menu is open, listing various users from KPRMIDLINK. A callout box points to this list with the text: "Choose a recipient from the drop down list".

The bottom screenshot shows the same interface after a file has been uploaded. A table lists recipients: Chris Corcoran and Jeremy Bradin. The 'Send notification and quit' button is highlighted, with a callout box pointing to it: "Then click on 'send notification and Quit'".

This sends an SMS message to the recipients mobile phone and an e-mail to tell them that a file is waiting for them on Easy Vault to download and that's all there is to it Easy !



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If you have a topic you would like to be included in a KPR MACCS fact sheet please send your request to Jeremy Bradin at the address at the bottom of this fact sheet or call KPR on 01902 710054 or Fax us on 01902 427954 or e-mail jeremybradin@kprmidlink.co.uk