

【Instruction Manual of File Uploader Albatross for a Guest】

Sep. 10, 2010

The Information Security Committee
Nagoya University Graduate School of Medicine

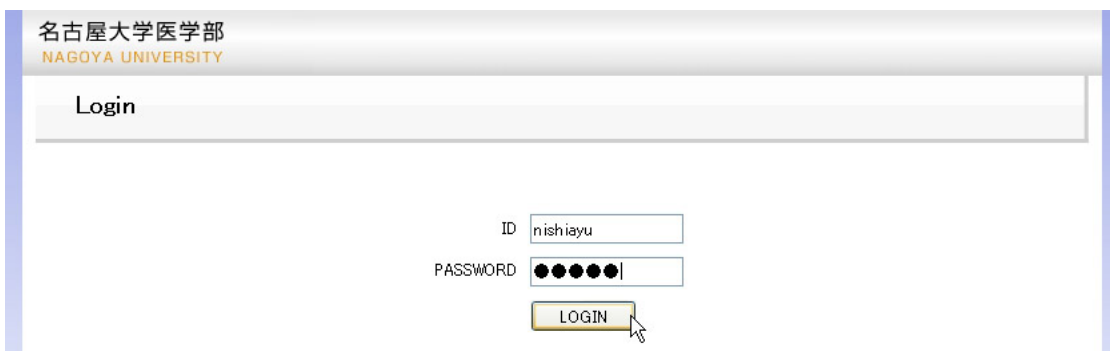
This instruction manual is for a guest who received ID and PW from a member of the Nagoya University Graduate School of Medicine. If you are a member of our university, please refer to the “Instruction Manual for a File Space Administrator” at

<http://tsuru.med.nagoya-u.ac.jp/albatross/albatross.html>.

1. Files are stored for two weeks and deleted thereafter. However, if our 500-Gbyte harddisk becomes full, older files will be prematurely deleted in the order of uploaded dates.
2. The maximum file size that can be uploaded to Albatross is 1 Gbyte, but there is no limitation in your file space. You may use as much file space as you wish.
3. Albatross is exclusively for research, education, and clinical practice. We hold a right to refer you to the disciplinary committee of our university or to the governmental authorities, if you violate copyright.

A. HOW TO DOWNLOAD FILES

- A-1. Go to <http://albatross.med.nagoya-u.ac.jp/>. Enter ID and PW that you received.
You will be directed to a file space that your colleague specified for you.



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Login

ID nishiaiyu

PASSWORD ●●●●●●

LOGIN

- A-2. There are two kinds of passwords, one with a privilege to delete files (the upper example), and one without it (the lower example). Click on the file name that you hope to download.

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nishiayu
| Logout |

Files

File to be uploaded: 参照... Upload

Note:

Files Delete Close

File name +	Size	Uploaded on	Note	To be deleted on (approximately)	Delete
 Sample.doc	459.5KB	2008/09/01 10:44:58	Miya's sample file / last edited 2008.XX.XX ...etc	2008/09/15	<input type="checkbox"/>

Delete Close

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nishiayu
| Logout |

Files

File to be uploaded: 参照... Upload

Note:

Files Close

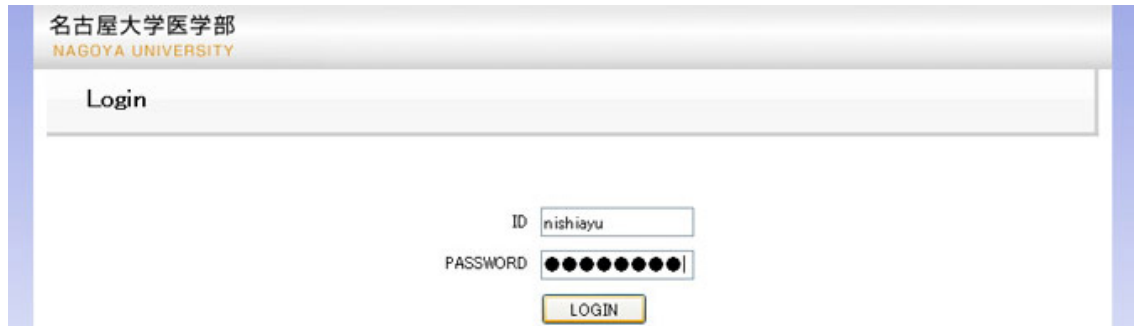
File name +	Size	Uploaded on	Note	To be deleted on (approximately)
 Sample.doc	459.5KB	2008/09/01 10:44:58	Miya's sample file / last edited 2008.XX.XX ...etc	2008/09/15

Close

A-3. Click on “Logout” to leave Albatross.

B. HOW TO UPLOAD FILES

- B-1. Go to <http://albatross.med.nagoya-u.ac.jp/>, Enter ID and PW that you received.
You will be directed to a file space that your colleague specified for you.



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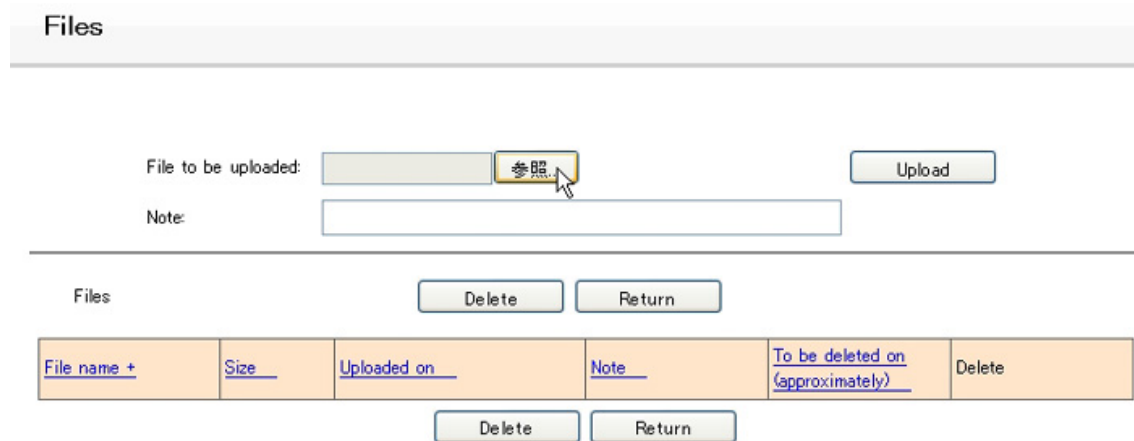
Login

ID: nishiayu

PASSWORD: ●●●●●●●●●●

LOGIN

- B-2. Click on “Choose File”.



Files

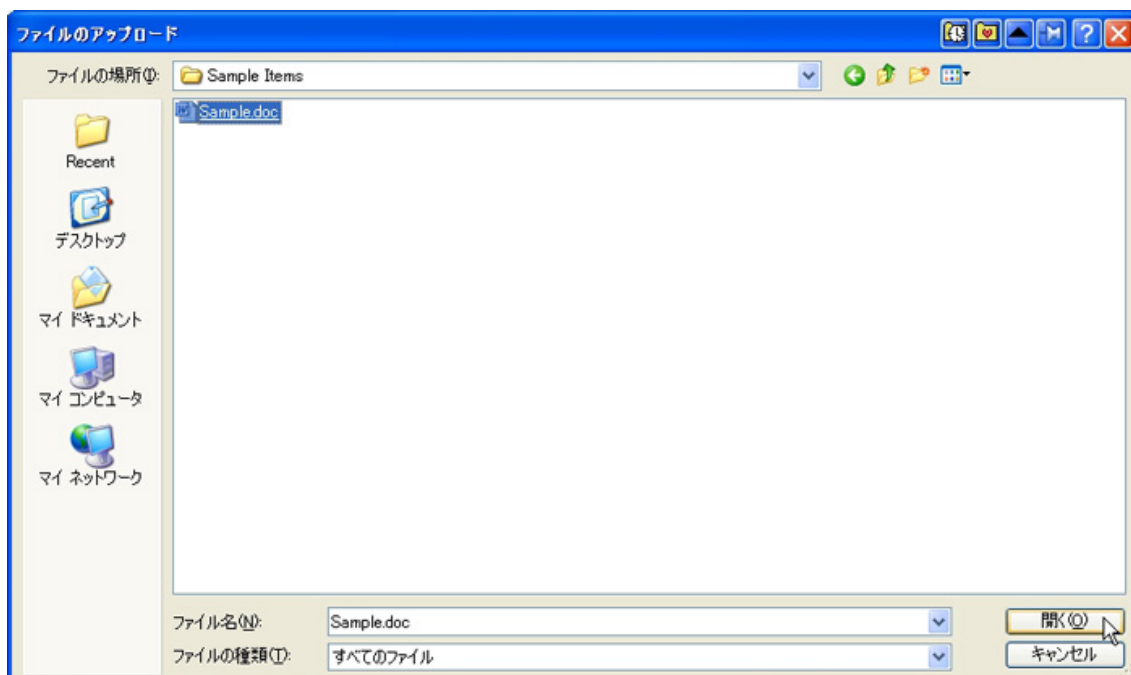
File to be uploaded: 参照

Note:

Files

File name +	Size	Uploaded on	Note	To be deleted on (approximately)	Delete

- B-3. Choose a file you hope to upload and click on “Open”.



B-4. Click on “Upload”.

File to be uploaded: C:\Documents and

Note:

Files

File name +	Size	Uploaded on	Note	To be deleted on (approximately)	Delete
					<input type="button" value="Delete"/> <input type="button" value="Return"/>

B-5. You may add a note to your file, and click on “Update”.

Settings

	For uploading			For uploading and deleting			Note	Size
	Password	Update time	<input type="button" value="Update"/>	Password	Update time	<input type="button" value="Update"/>		
Folder A	B6t7z	2008/09/01 10:17	<input type="button" value="Update"/>	PUgTR	2008/09/01 10:17	<input type="button" value="Update"/>	Miya <input type="text" value=""/>	<input type="button" value="Update"/> 0MB
Folder B	StQks	2008/09/01 10:17	<input type="button" value="Update"/>	hc4eG	2008/09/01 10:17	<input type="button" value="Update"/>	<input type="text" value=""/>	<input type="button" value="Update"/> 0MB
Folder C	aZ3Pm	2008/09/01 10:17	<input type="button" value="Update"/>	tptcm	2008/09/01 10:17	<input type="button" value="Update"/>	<input type="text" value=""/>	<input type="button" value="Update"/> 0MB

B-6. Click on “Logout” to leave Albatross.

C. HOW TO DELETE FILES

C-1. Click on a checkbox of a file that you hope to delete. As an example, we are going to delete “2.jpg”.

Files

File to be uploaded: 参照...

Note:

Files

File name +	Size	Uploaded on	Note	To be deleted on (approximately)	Delete
1.jpg	136.6KB	2008/09/01 10:49:16	Image 1	2008/09/15	<input type="checkbox"/>
2.jpg	228.0KB	2008/09/01 10:49:31	Image2	2008/09/15	<input checked="" type="checkbox"/>
3.jpg	231.2KB	2008/09/01 10:49:37		2008/09/15	<input type="checkbox"/>

C-2. Click on “Delete”. A confirmation window will appear and click on “OK”.

File to be uploaded:

Note:

http://albatross.med.nagoya-u.ac.jp のページ

OK to delete your file?

e +	Size	Uploaded on	Note	To be deleted on (approximately)	Delete
	136.6KB	2008/09/01 10:49:16	Image 1	2008/09/15	<input type="checkbox"/>
	228.0KB	2008/09/01 10:49:31	Image2	2008/09/15	<input checked="" type="checkbox"/>
	231.2KB	2008/09/01 10:49:37		2008/09/15	<input type="checkbox"/>

C-3. You may click on “Logout” to leave Albatross.