【Instruction Manual of File Uploader Albatross for a Guest】

Sep. 10, 2010

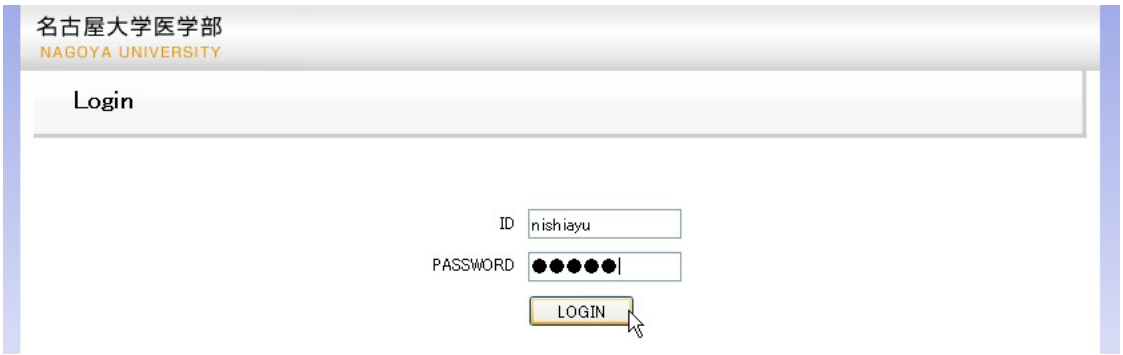
The Information Security Committee
Nagoya University Graduate School of Medicine

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.

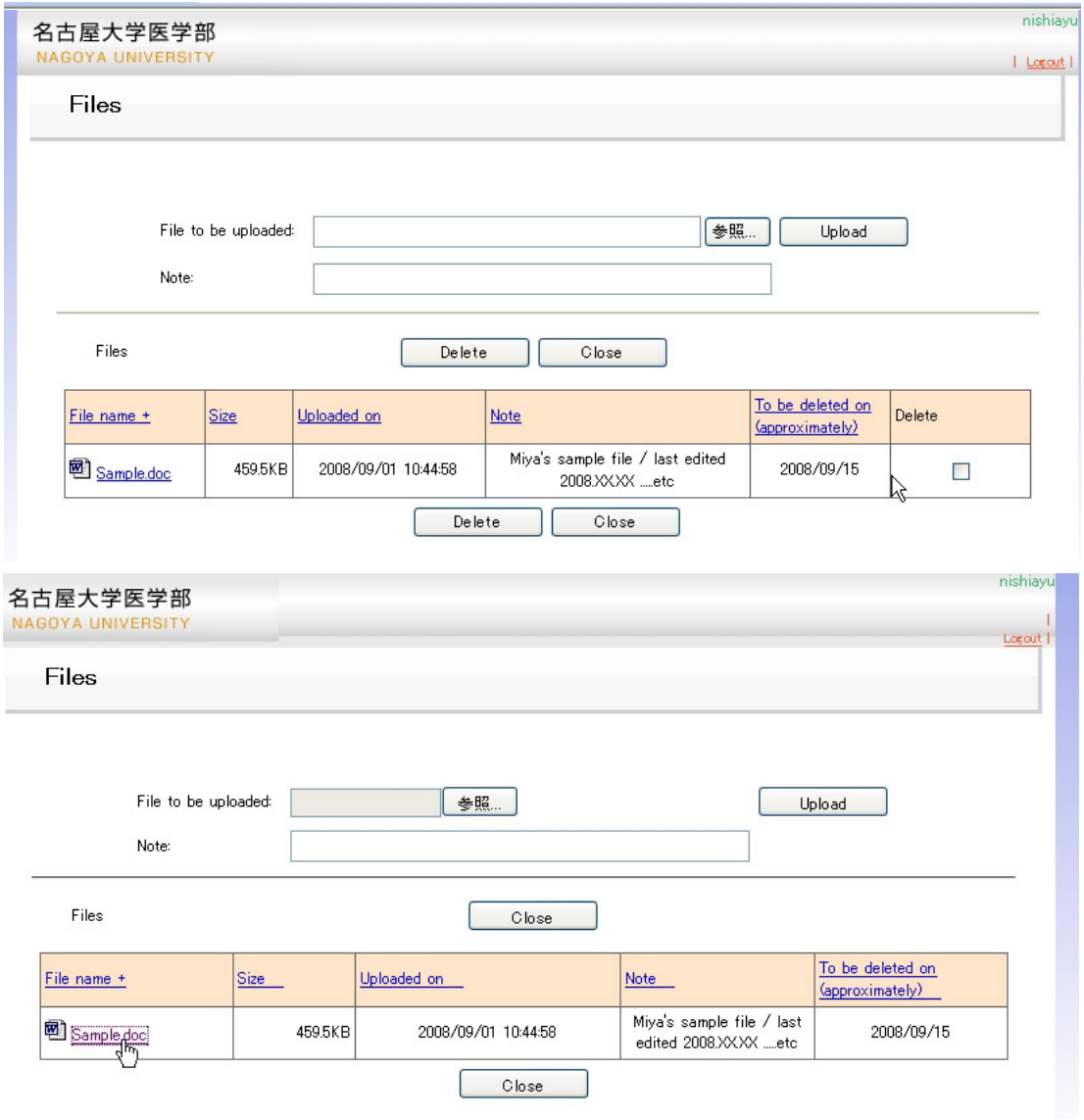
1. Files are stored for two weeks and deleted thereafter. However, if our 500-Gbyte harddisk becomes full, older files will be prematurely deleted in the order of uploaded dates.
2. The maximum file size that can be uploaded to Albatross is 1 Gbyte, but there is no limitation in your file space. You 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.



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.

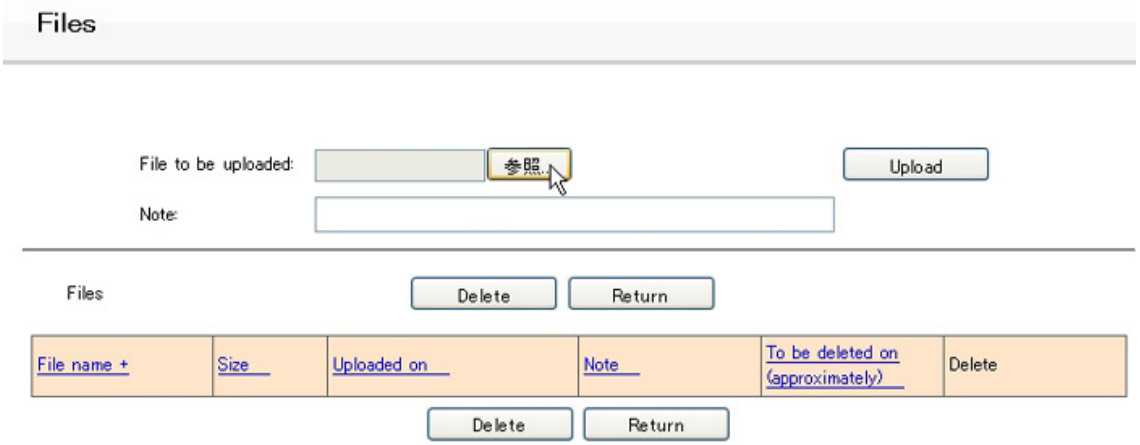


A-3. Click on “Logout” to leave Albatross.

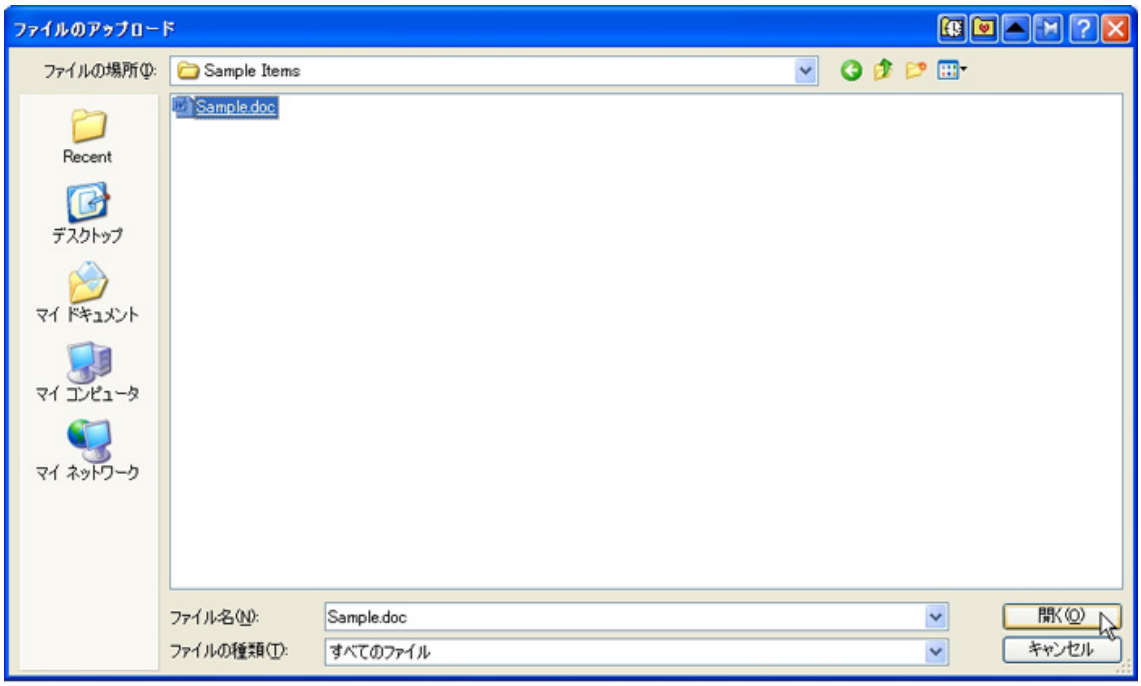
B. HOW TO UPLOAD FILES

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.

B-2. Click on “Choose File”.

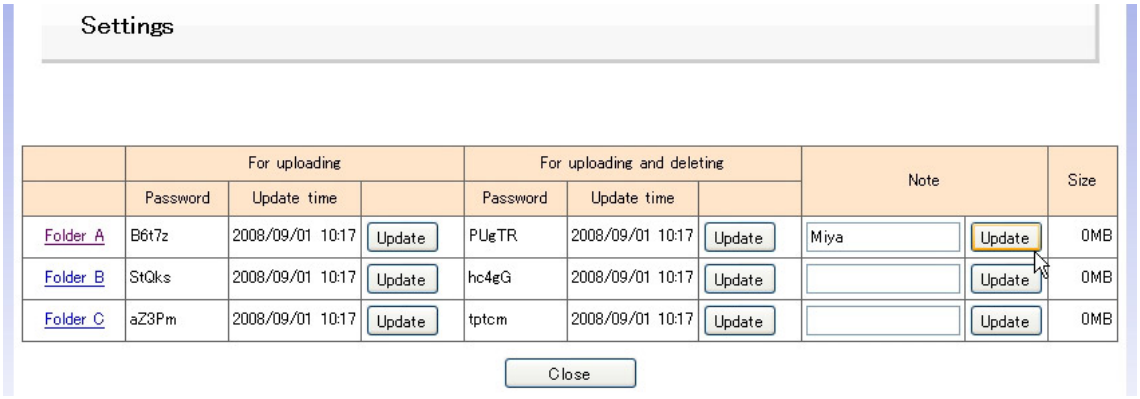


B-3. Choose a file you hope to upload and click on “Open”.



B-4. Click on “Upload”.

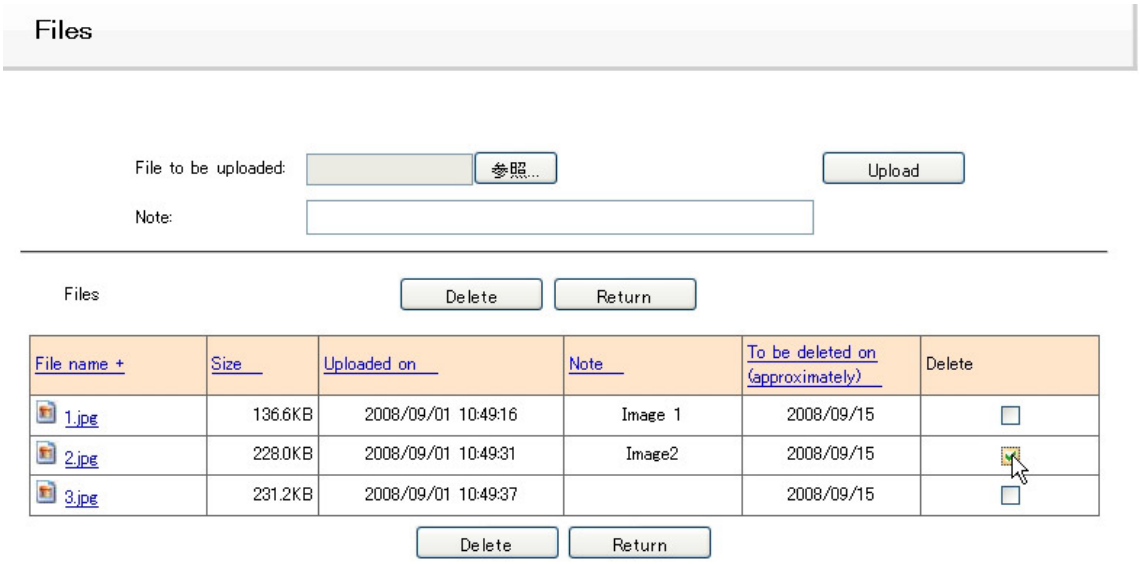
B-5. You may add a note to your file, and click on “Update”.



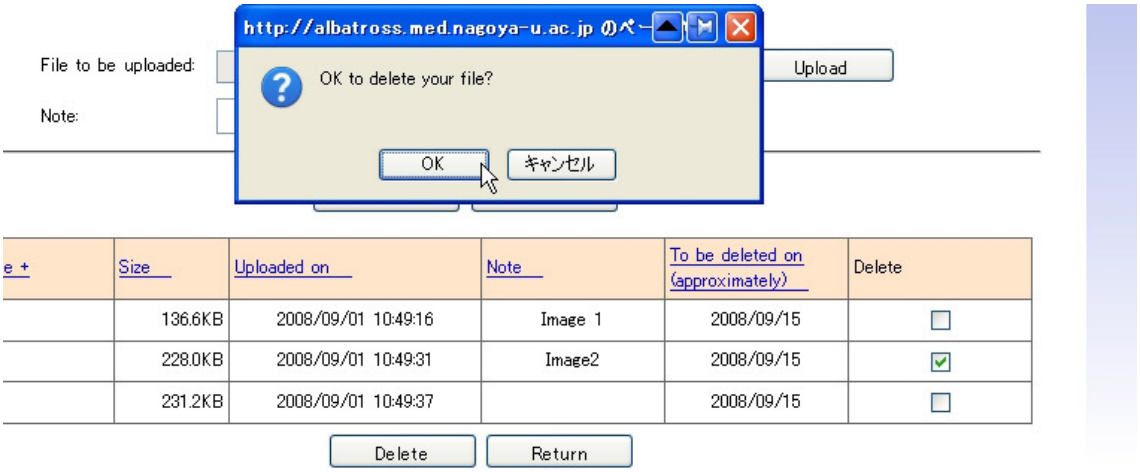
B-6. Click on “Logout” to leave Albatross.

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”.



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



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