

FEX Usage Guide

A safe file exchange solution offered by SMI for UKW researcher or external members with an active research collaboration with a UKW researcher. This guide is made on my experience as an internal member and the documentation available on the dracoon website <https://server.support.dracoon.com/>.

Register

Fill out the User Application form from SMI at: https://intranet.ukw.de/GB-St/SMI/Formulare_SMI/Seiten/default.aspx

This form is only accessible from the intranet and it is in German only, but some browsers (e.g., chrome) can automatically translate it.

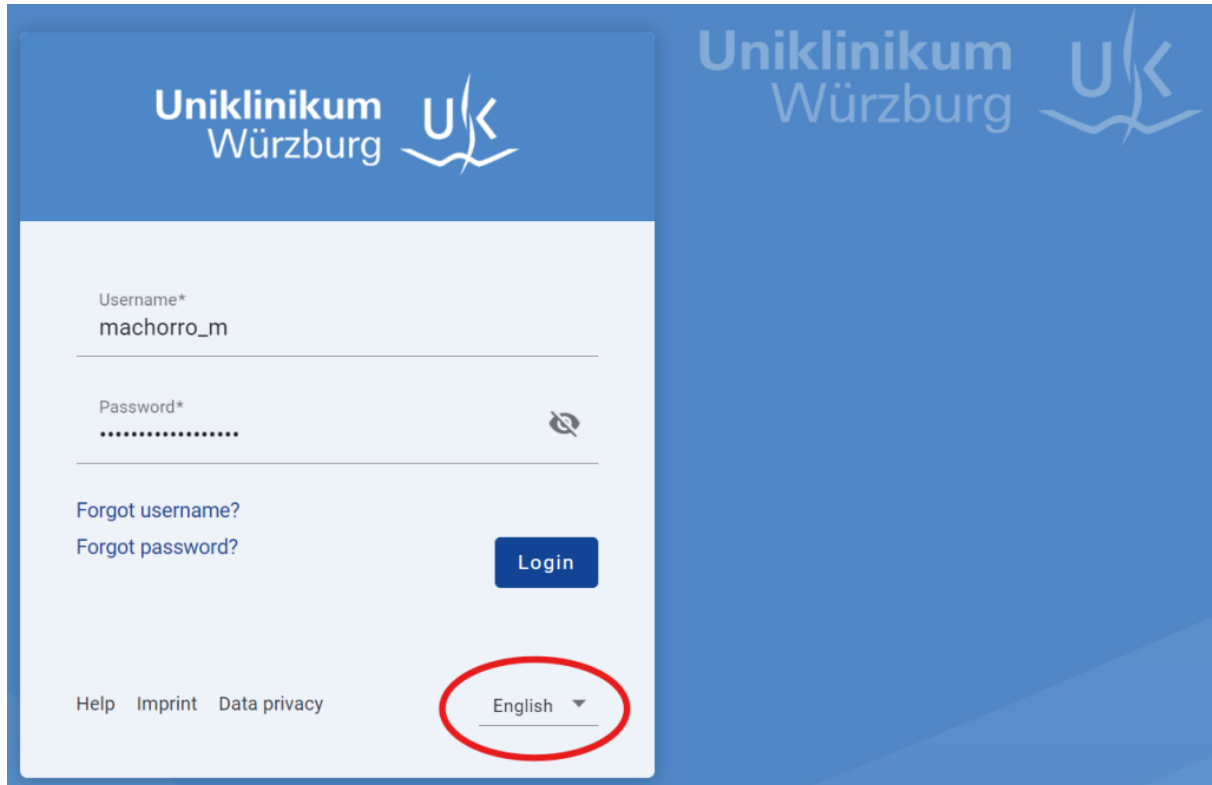
The screenshot shows the SMI Forms landing page. At the top, there is a navigation bar with links like 'begin', 'About Us', 'For employees', etc. Below that, the page title 'Forms SMI' is displayed. The main content area is titled 'User Applications' and explains that all users need a user account. It then lists two types of applications: 'User application INTERNAL' (indicated by a red arrow) and 'EXTERNAL user application' (also indicated by a red arrow). The 'INTERNAL' application is described as being for employees and trainees, while the 'EXTERNAL' application is for all external users. On the right side, there is a 'Contact' section for 'SMI, Usermanagement' and a section for 'Applications/Extensions' with buttons for 'Internal persons' and 'External persons'. The 'Internal persons' section includes a button for 'User application INTERNAL (form center)'. The 'External persons' section includes buttons for 'User application EXTERNAL' and 'Remote service EXTERNAL (especially companies)'. At the bottom right, there are buttons for 'Other forms' and 'My tools'.

1: Formulare SMI landing page

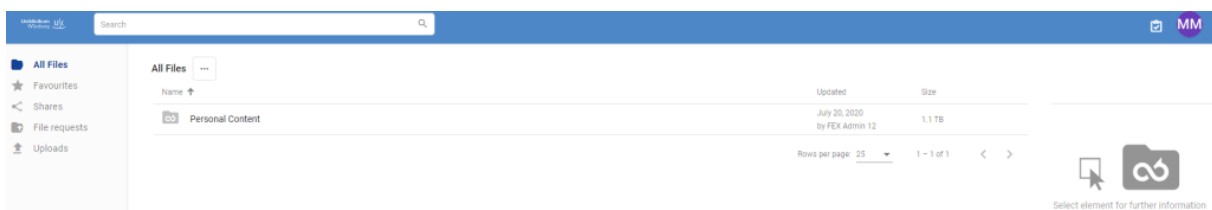
You will receive an email notification once SMI has approved the application form and created a personal data room for you.

Accessing FEX

You can now access FEX from any browser and internet connection by following this link and using your UKW credentials: <https://fex.ukw.de/>



2: FEX landing page with option to change language



3: FEX dashboard

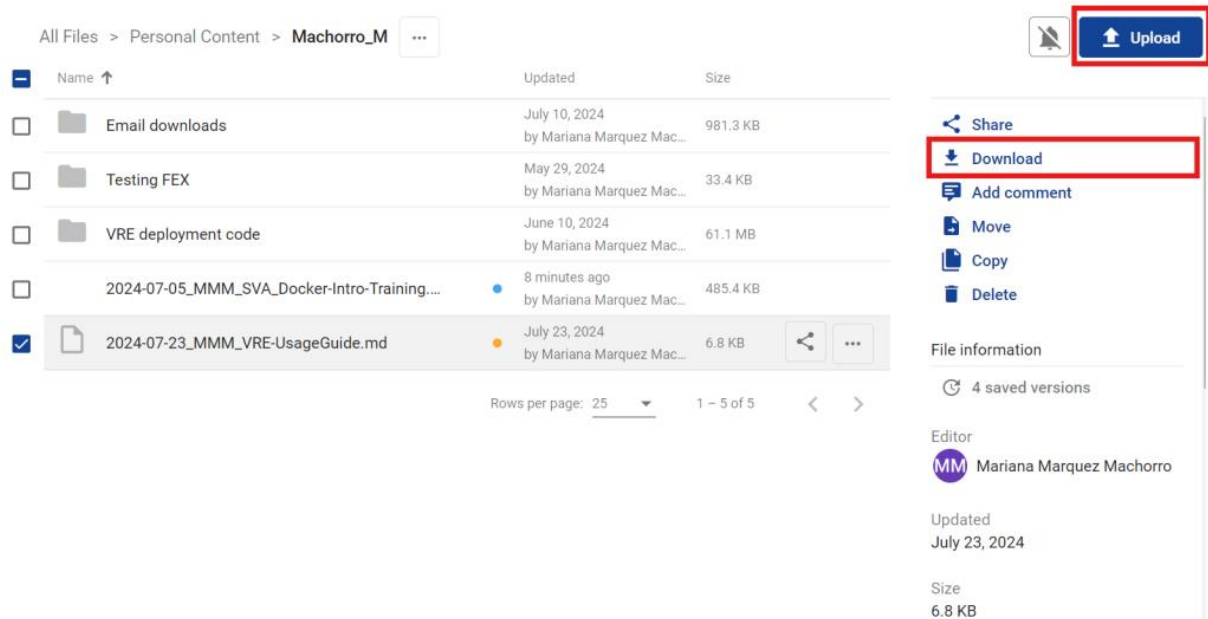
Working with files and folders

Uploading files

Navigate to your personal content folder. On the top right, click upload, you can either upload files or folders. A pop-up window will appear

Downloading files

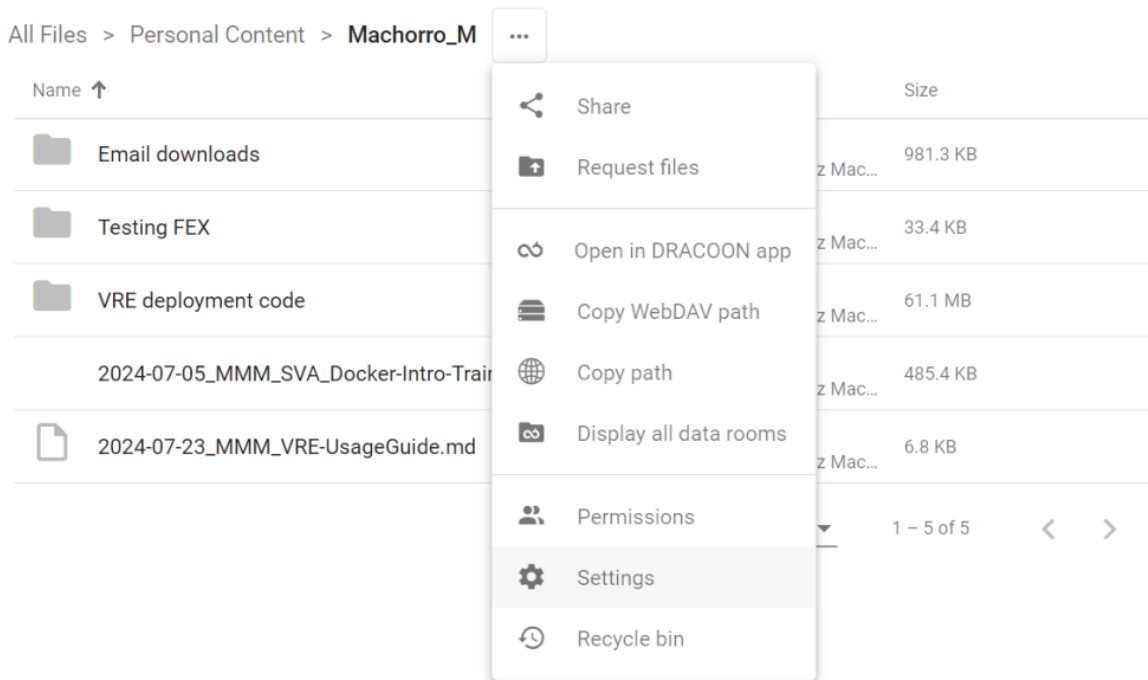
Select a file or folder by ticking the check boxes on the left-hand side next to its name. A menu will open on the right side of the screen. From this menu, you can select options such as Download, Copy, Move, Delete, and Add a Comment. The menu also displays file information, including size, version, last updated date, and expiration date.



4: Upload and download options

Managing file versions and deletions

FEX allows you to view and recover different versions of a file, though the exact duration for which past versions are retained is unspecified. Alternatively, users can set a retention period after which the items in the recycle bin are permanently deleted (settings).



5: Settings

General

Automatic classification

Set the standard classification for the data room and thus for all files uploaded in it. Users can then modify this classification for each file.

Standard classification:

Internal

Recycle bin

Set a retention period after which the items in the recycle bin are permanently and irretrievably deleted.

Storage duration of items in the recycle bin:

Unlimited

30 Day(s)

6: Setting up a recycle bin duration

File sharing

Creating download shares

After selecting a file or folder and clicking the share button, the following window will be display:

Share file

ShareFileTest.pdf
485.4 KB - Updated: July 30, 2024

Share settings

Expiration date Aug 29, 2024

Password

 [Advanced settings](#)

Cancel

Create share link

7: Share file menu

- **Expiration Date**

Sets when the download will no longer be available. The download share is removed after this date, but the item remains saved in FEX.

- **Without Expiration Date**

If checked, the download share stays active until manually deleted.

- **Password Protection**

Choose a password to protect the file download. The recipient must enter this password on the download page. If not selected, anyone with the URL can download the file. When enabled, you'll be prompted to enter and verify the password. The password is not sent by email; it should be shared via another method, such as phone or chat.

For files classified as "confidential" or "strictly confidential," password protection is mandatory for the Download Share.

This restriction applies only to shares created in the Web Client, not in mobile apps or via the Outlook add-in.

Further advanced settings are available:

- **Show name of creator publicly**

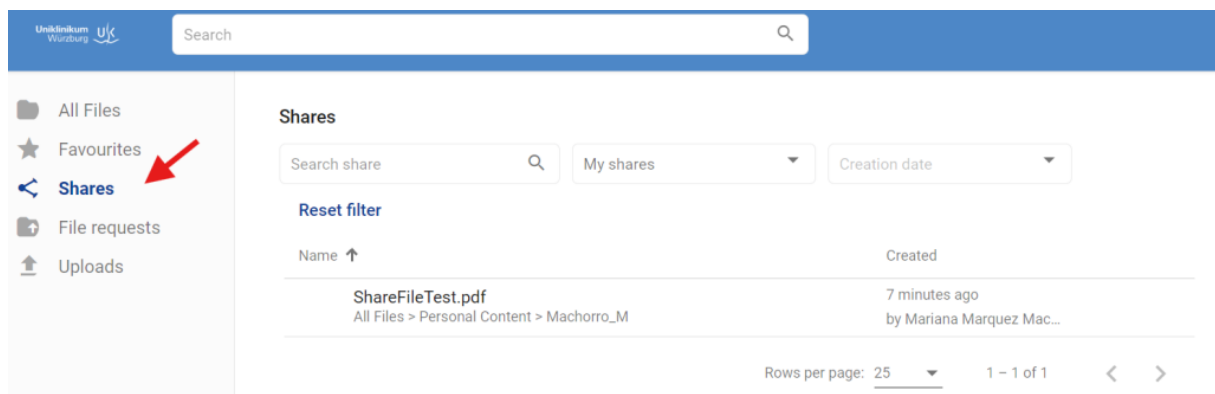
Check this box to display the creator's first and last name on the download page.

- **Limit number of downloads**

Set a limit for the number of downloads. For example, entering "5" means the item can only be downloaded five times before the download share expires and is deleted.

Viewing active download shares

You can view all download shares you have created by clicking the Shares option on the left.



8: Shares menu

When selecting a file or folder, the following information is visible on the right:

- **Created By**
Name of the person who created the download share
- **Created On**
Date the download share was created
- **Expires At**
Date the download share will expire and be removed. The item remains saved in FEX

- **Downloads**
Number of times the item has been downloaded. If there's a download limit, it will be shown here
- **Additional Activated Settings**
For example, email notifications are activated for downloads

Created
18 minutes ago

Expires
Aug 29, 2024

Path
Machorro_M

Number of downloads
2

Additional activated settings
 Notify on download

9: Download share information

Sending download shares by email

Download shares can be retroactively be sent by email by following these steps:

1. Select the Download Share. Click on the download share you wish to send by email.
2. A menu will appear on the right side of the screen.
3. Click on the "Send link by email" option in this menu.
4. A popup window will appear. Enter all the relevant information.
5. Send.

Send share link of your file

Recipient

coreunitrdm@ukw.de Enter email addresses

Language of the recipient

English

Message

I have shared a file on FEX with you.

Mariana Marquez Machorro

Close

Send

10: send share link of your file menu