



Getting Started Guide

The CargoServer® platform enables secure and easy data transfer services using a modern web interface.

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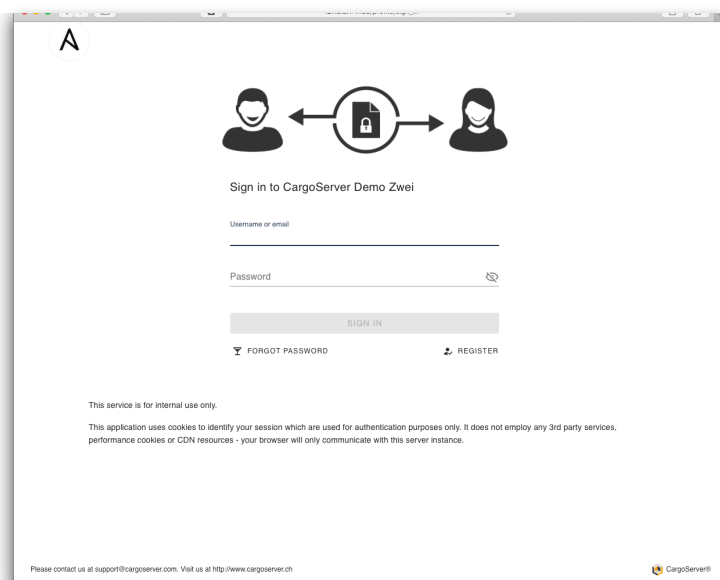
Go to <http://www.swisscybergate.com> for more information about the product and integration options into your environment..

Version 2021 / CargoServer 6.x

Sign In

Open your favourite browser application and enter the address where your CargoServer instance is available at — see the front page of this guide for the information or ask your system administrator. Once connected, you will be asked for credentials to get access to the services.

Please make sure that you use “https://” as the protocol information in your browser (note the https instead of http) as Cargo provides only encrypted connections and will not answer to plain http requests

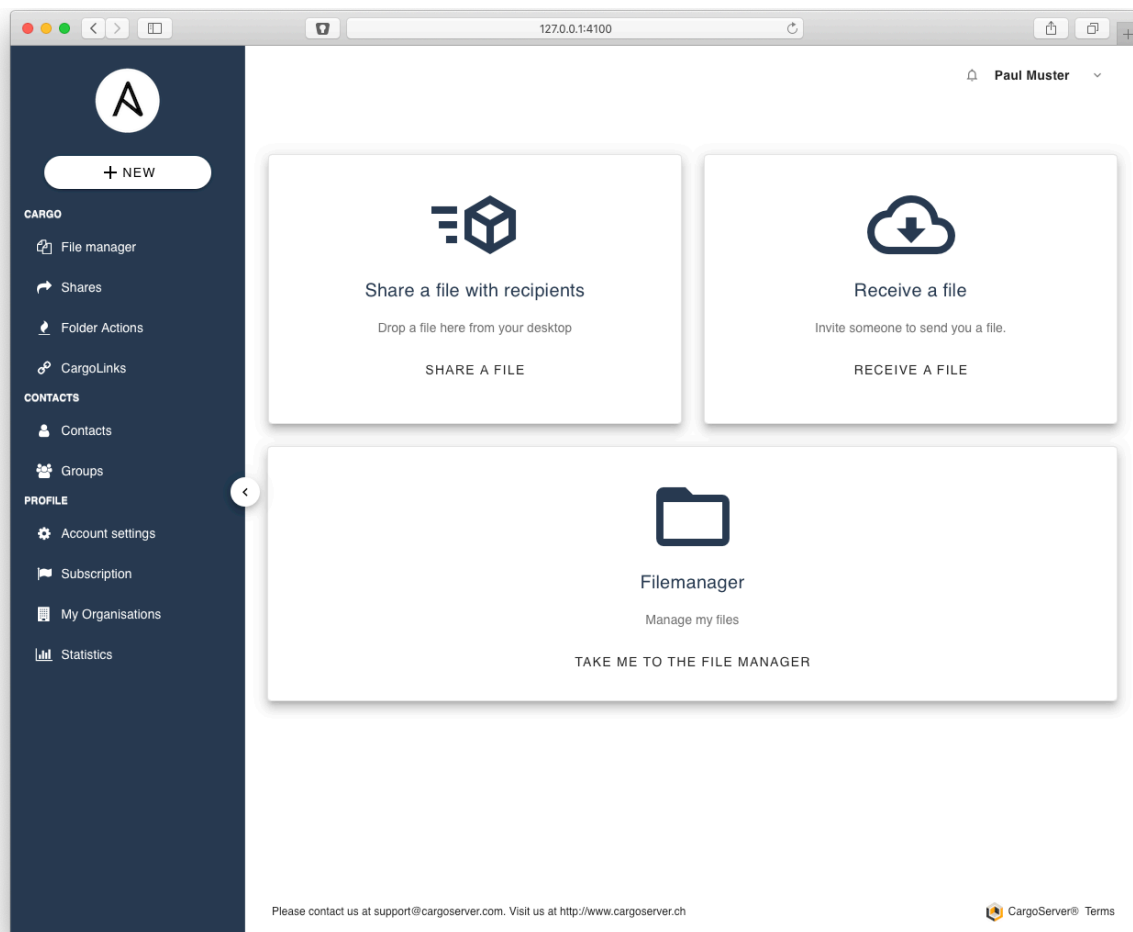


Use the username and password to login into the application, those credentials have been provided to you through a separate communication channel.

If your login and password is not accepted by the system, your account may either be locked or the web interface not available for your account -- contact your system administrator to check the details in his management console.

Your system might be configured for signing in via a central directory (using the same credentials as you use for your desktop sign in) or configured for Single Sign On (SSO) which will. If SSO is enabled, you will see an additional button labelled “Use SINGLE SIGN-ON” to get redirected to the SSO portal.

Dashboard

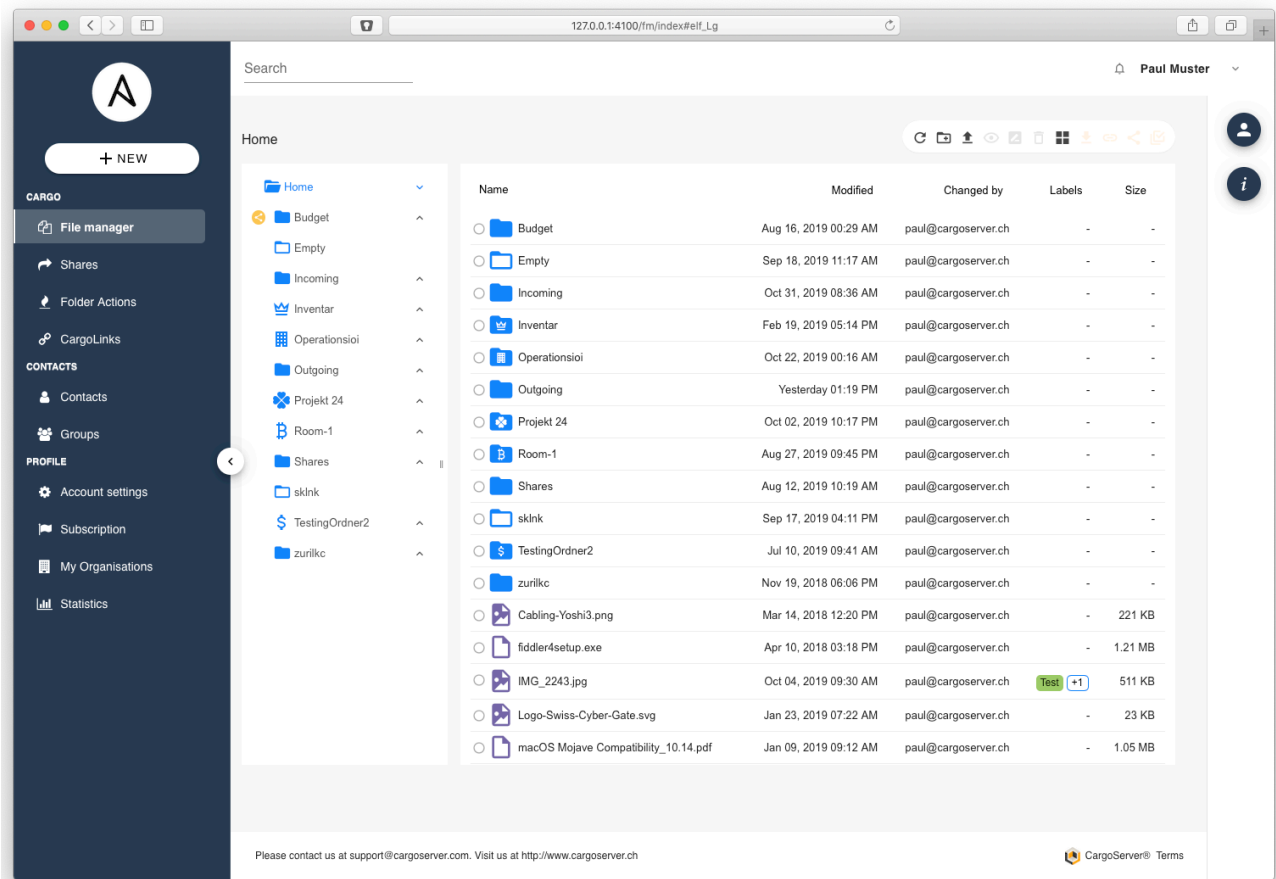


This is your dashboard to access the various features of the CargoServer® platform, the main view provides important elements:

- “Share a file with recipients” to configure a CargoLink for a secure transfer of files: Use drag&drop to drop a file or the file selection dialog of your browser
- “Receive a file” to configure a CargoLink for data reception
- The link to the file manager


Both buttons for sending or receiving data will start the CargoLink wizard for configuration - check page 5 of this document for more information.

Filemanager



The file manager provides you with the familiar tree view of your desktop to manage your files and folders. Modern HTML and Javascript technology allows for quick move via drag&drop, file rename, file preview, file search, file upload and download. Most browser support file upload via drag&drop from the desktop.

Use either the context menu with a right click on your mouse or the icons in the toolbar above the file tree once you have selected a file to apply the standard actions, create a CargoLink or even share a directory to co-workers.

Simply use drag&drop from the file manager to directly create CargoLinks for your contacts on the right hand side if the contacts are open (click the icon )

CargoLink

Cargolink for "Budget/2013/foo/M-1401-1408179565-6134.zip"

Recipients (1)

Email

test@cargopro.ch

Mobile number

Message

Dear recipient,

Please see the files attached by link below.

Kind regards,
Paul Muster

Security settings

Valid from
2021-06-22 12:10
Expires at
2021-07-20 12:10

Max. Downloads
12
☐ unlimited

☒ Set a PIN
3607821779

☒ Auto-delete
Automatically delete files after expiration

☐ Enable upload
Allow the recipient to upload files

CANCEL

CREATE

A CargoLink allows you to share a file or directory in a Ad-Hoc fashion with your customer or partner. The receiving party will get a unique web link where he can download the shared document from the CargoServer. The wizard allows you to configure

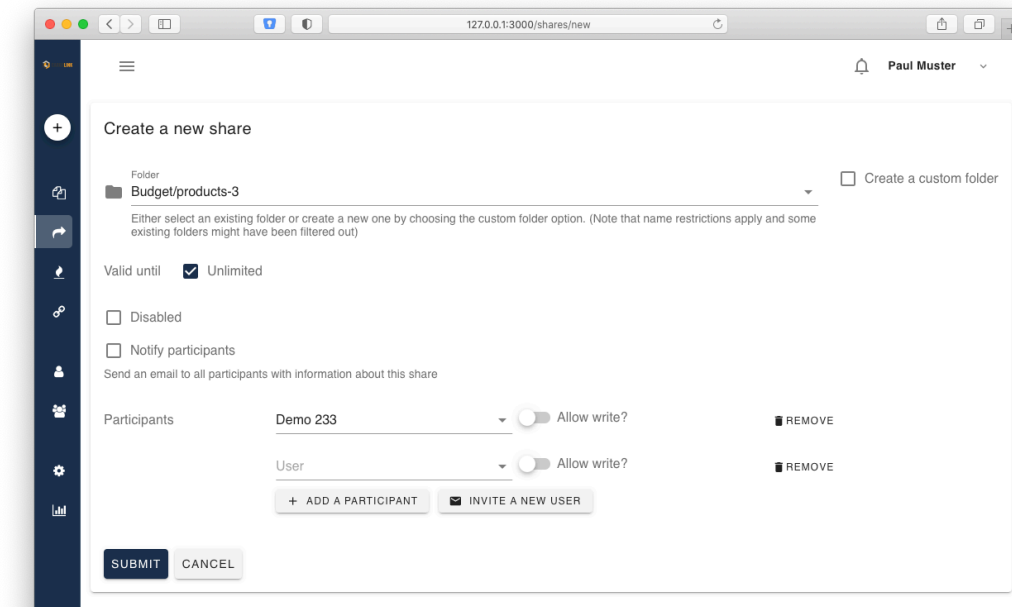
- the file or folder (already preselected if selected via file manager or uploaded)
- the recipient of the CargoLink — just enter a email address and the system will autocomplete the recipient based on your configured contacts or a central address book
- The mobile number of the recipient for sending a PIN via SMS, if available
- the message to send along with the invitation containing the unique web link

Optionally, a PIN can be configured to additionally secure the transfer. If provided, the system will send the PIN automatically by SMS to the mobile phone number entered (for existing contacts, mobile number and predefined PIN may be used by editing the contact). Advanced settings are available to restrict the number of downloads and the lifetime of the CargoLink as well as automatic file deletion after the transfer.

The presets for new CargoLinks can be changed in your account settings. Please note that your system administrator may disable some settings or enforce them (i.e. enforce PIN usage) and thus some items may not be available in your settings.

Shares

Shared folders are the most simple way to share documents with a group of other users.



Create a new share by

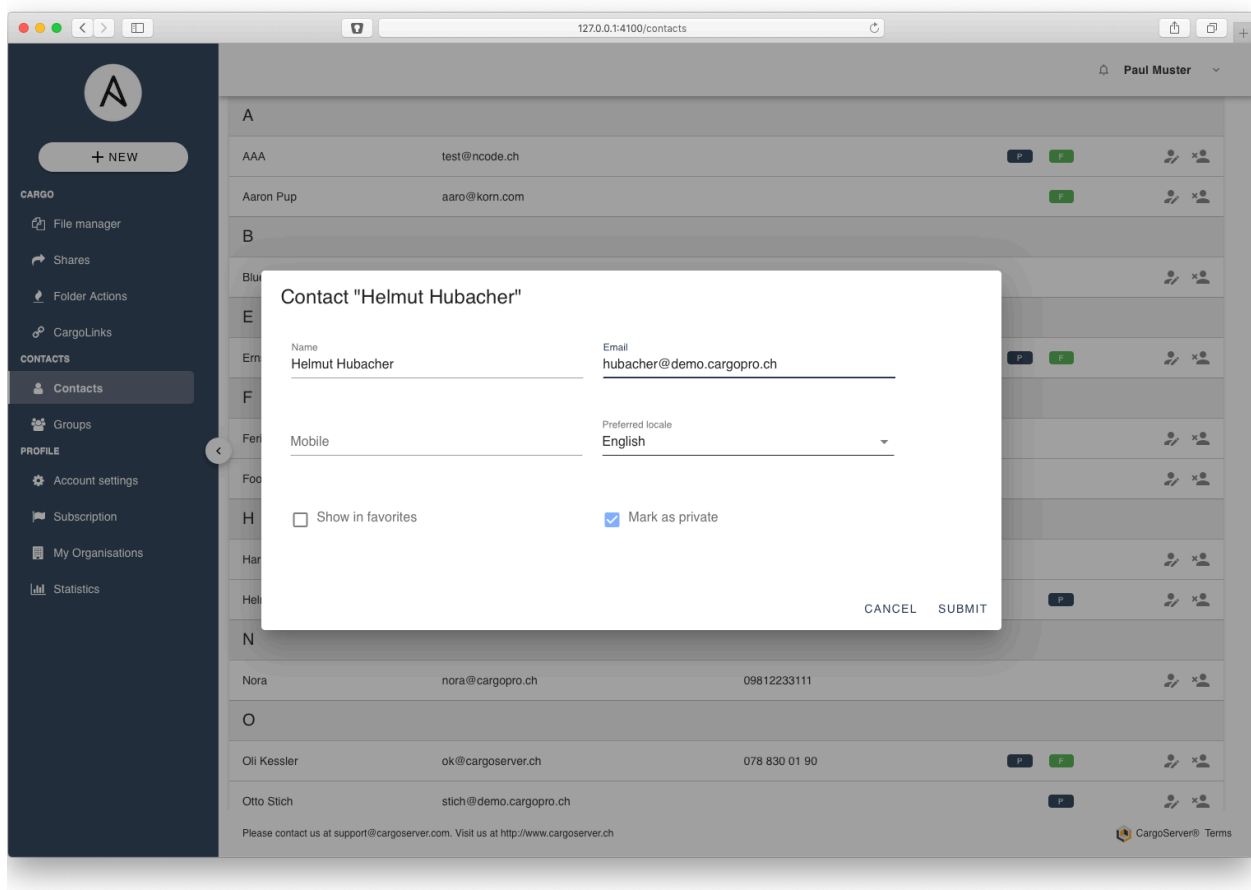
- selecting the path in your home directory (or create a new directory)
- selecting the participants you would like to give access, optionally allowing for write access

Each user will immediately see the shared folder in his home directory in the file manager and access is granted either readonly or read/write depending on your settings.

Shared folders are marked in the file manager with a special icon to allow for a clear indication that you operate on a shared directory. (Owner of the share only)

Depending on the configuration of your system, shares might also be managed automatically based on group memberships (Active Directory groups) you specify upon creation or the administrator configures globally.

Contacts

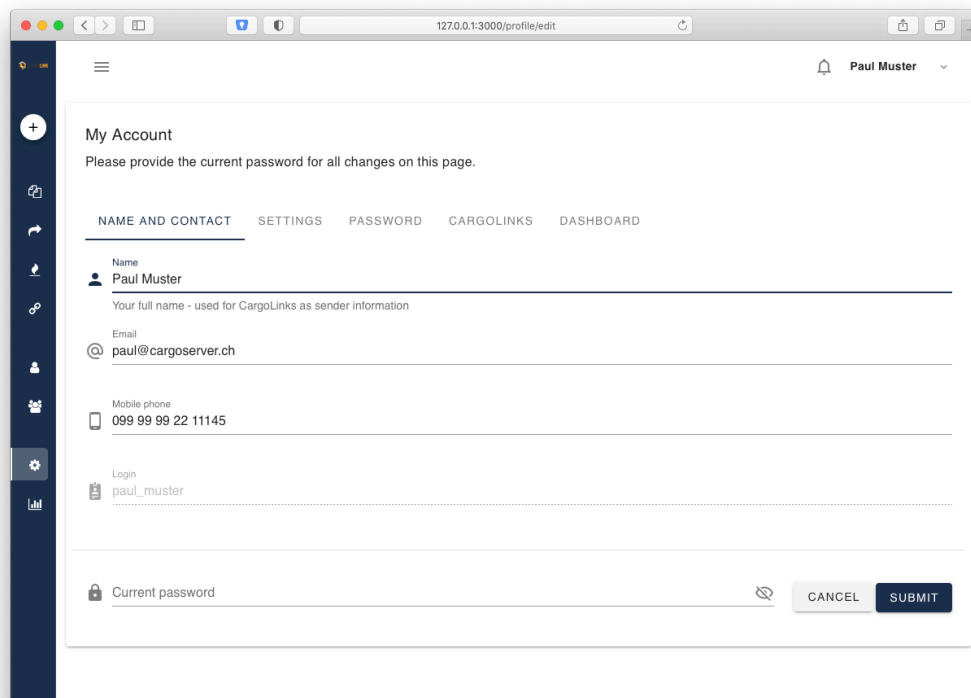


A convenient feature for regularly sending files to your contacts is the address book built into the application which allows for managing contacts and groups of contacts.

Contacts have a name, an email address and a mobile phone number. Optionally a preconfigured PIN can be set for a contact which will be used for CargoLinks configured for this contact — use this setting if you prefer to agree on a predefined and repeatedly used PIN for a recipient, much like a password. For maximum security however, we do not recommend this scenario.

A contact can be flagged as a favourite which will make him appear in the favourites list on the dashboard (right area) and allow for quick CargoLink creation with drag&drop.

My Account



The screenshot shows a web browser window with the address bar displaying '127.0.0.1:3000/profile/edit'. The page title is 'My Account' and the user is logged in as 'Paul Muster'. The page contains a sidebar with a menu and a main content area. The main content area has a header 'My Account' and a sub-header 'Please provide the current password for all changes on this page.' Below this is a tabbed interface with tabs for 'NAME AND CONTACT', 'SETTINGS', 'PASSWORD', 'CARGOLINKS', and 'DASHBOARD'. The 'NAME AND CONTACT' tab is active, showing fields for 'Name' (Paul Muster), 'Email' (paul@cargoserver.ch), 'Mobile phone' (099 99 99 22 11145), and 'Login' (paul_muster). At the bottom, there is a 'Current password' field with a toggle for visibility and 'CANCEL' and 'SUBMIT' buttons.

Changing your account settings is just a click away: Use the menu entry “My Account” (also available with the cog icon in the drop down next to your login name) to get the form as displayed above and change your contact settings such as email and mobile phone, your preferred locale for the application (english and german available) as well as your password.

The account settings will also let you change default values for new CargoLinks as well as define your dashboard to show either most used actions as large buttons or go directly to the file manager.

Please note that you will need to provide your current password for each change you make through this form as an additional security feature.

(If your system is connected to central directory or SSO system for authentication, some fields might not be available for editing as the data is managed in a central directory.)

Additional Services

SFTP

If enabled by your system administrator, you may access the CargoServer® by using SFTP, a secure file transfer standard protocol to allow for easy mass up- and downloads.

SFTP usually needs a client software suitable for your operating system such as WinSCP for the Microsoft Windows Platform or Cyberduck for Apple OS X (both available as open source software free of charge).

Use your normal login and password for authentication to the service or ask your system administrator to configure public/private key authentication for additional security.

If your CargoServer is available at <https://XXX.cargolink.ch>, point your SFTP client to the host "XXX.cargolink.ch" to connect.

WebDAV

Your CargoServer® allows for accessing data via WebDAV using either a dedicated client software or simply map it as network drive to your desktop.

The WebDAV URL is "<https://XXX.cargolink.ch/webdav>" and enforces authentication with your normal login and password.

WebDAV might be disabled or restricted by location and/or IP ranges, please contact your system administrator for details.