



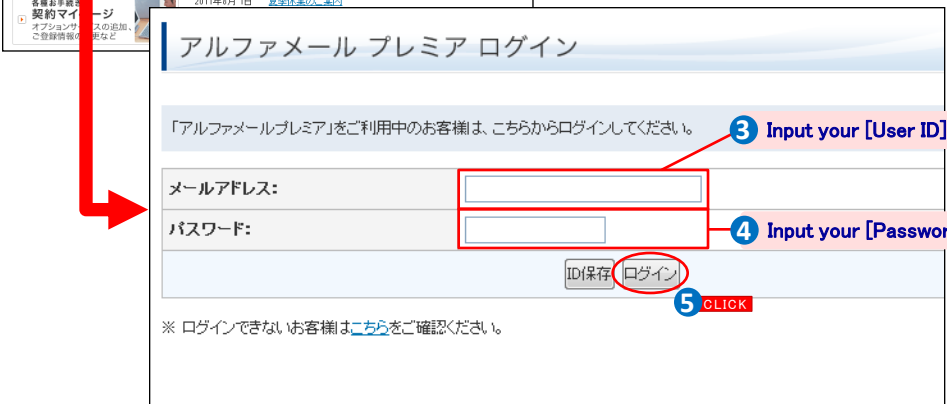
For users

# AlphaOffice Cabinet guide (English-language edition)

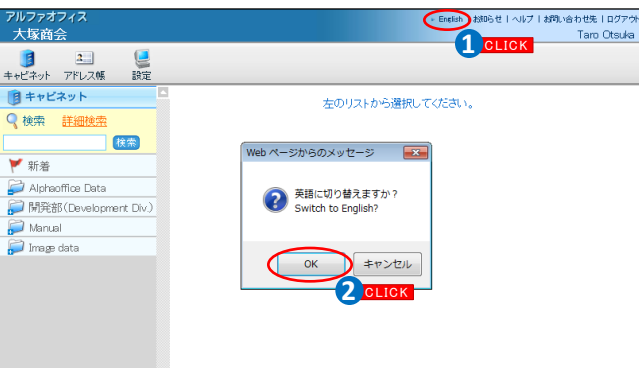
View Files

## How to Login

- 1 Go to the member site[URL: <http://www.alpha-prm.jp/>]. Follow the steps below to login.



## How to change to English



- 1 Click [English].
- 2 Click [OK].

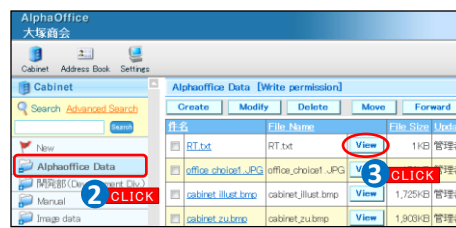
Once you switch to English, it'll be in English version until you switch to Japanese again. You only have to do this step only once!



## How to view files in Cabinet

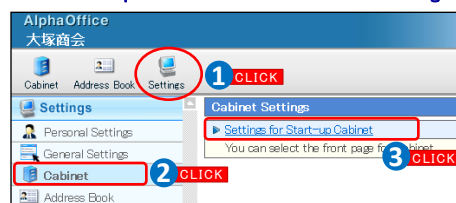


- 2 Click the folder you want to view files.
- 3 Click [View] next to the file name which you want to view.

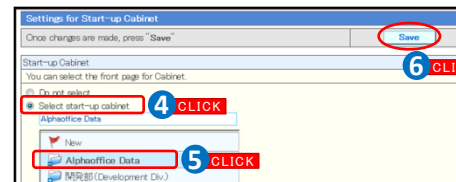


## How to set up the Start-up Cabinet

Follow the steps below to show the Cabinet Settings.

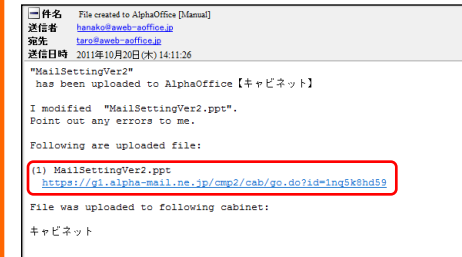


- 4 Click [Select start-up cabinet].
- 5 Click the cabinet you want to set up as the Start-up Cabinet.
- 6 Click [Save] to save the setting.

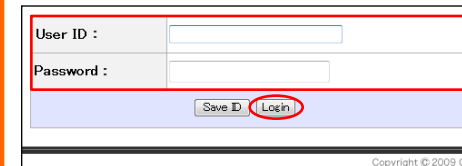


## How to view a file on your Notification message

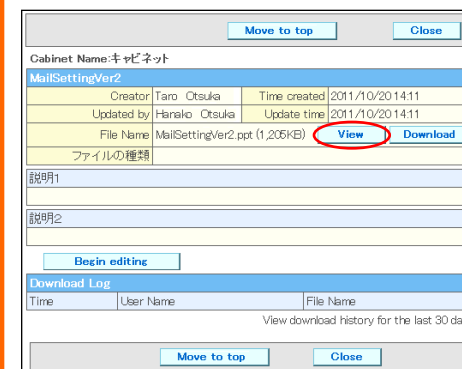
- 1 Click the URL in your Notification message.



- 2 Input your [User ID] and [Password]. Click [Login].



- 3 Click [View].





For users

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Create Files

## How to add files

- 1 Click [Cabinet].
- 2 Click the folder you want to add files.
- 3 Click [Create].
- 4 Input required fields.
- 5 Click [Select File].
- 6 Click [Browse...], and choose files you want to add.
- 7 Click [Back].
- 8 Check the total number of added file.
- 9 Click [Create].

Created !

## How to send Notification messages

- 1 Follow 7steps as described above.
- 2 Click [Notification message].
- 3 Choose the address, and click [Add].
- 4 Input [Subject] and [Message], and click [Back].
- 5 Check the total number of added addresses.
- 6 Click [Create].

The Notification message will be send.

## How to upload multiple files at once

- 1 Click the folder you want to add files.
- 2 Click [Batch upload].
- 3 Choose the folder.
- 4 Click [OK].
- 5 Select files you want to add.
- 6 Click [アップロード開始].

Created !

