



# **Network Service System**

# **User Manual**

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## **General User Edition**

**Agriculture, Forestry and Fisheries  
Research Information Technology**



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# Chapter1 Using and Creating Mailing Lists

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## 1.1 Overview of Using and Creating Mailing Lists

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Functions for using and creating mailing lists are provided to enable the use of mailing lists. Mailing list creation applications can also be submitted.

**Note ★ What is a mailing list?**

A mailing list is a list in which the participants of the mailing list are registered in advance so that e-mails can be sent to them. When a participant of a mailing list sends an e-mail to the e-mail address used as the mailing list name, that e-mail is sent to all participants of the mailing list without having to enter each participant's e-mail address individually.

E-mail address example: The e-mail address for sending e-mails to participants of mailing list abc is "abc@ml.affrc.go.jp".

The functions for using and creating mailing lists are shown in the following table.

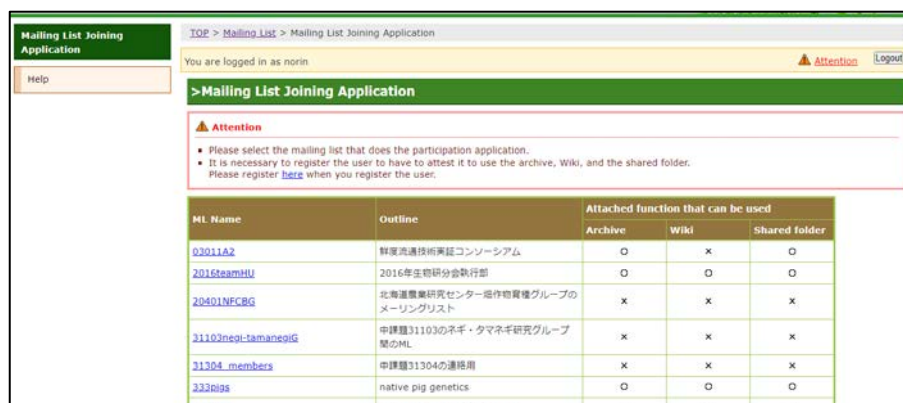
Function	Description
Mailing List Participation/Withdrawal Application	Submit an application to join or withdraw from a mailing list.
View Participating Mailing List	Check a list of the mailing lists in which you are a participant. This function can also be used to check the details and participants of a mailing list.
Mailing List Archives	View the e-mails sent to a mailing list.
Mailing List Creating Application	Submit an application to create a mailing list.

## 1.2 Joining and Withdrawing From a Mailing List

### 1.2.1 Applying to Join a Mailing List

#### Operation

- Step1 Click "Mailing List" from "Information Sharing" on the left of the <Network Service> window.
- Step2 In the mailing list menu window, click "Mailing List Joining Application".  
The <Mailing List of participation application> window appears.



**Note ★** Regarding the mailing lists displayed in the <Mailing List of participation application> window  
This window displays the mailing lists for which an application to join can be made.

- Step3 From the <Mailing List of participation application> window, click the name of the mailing list you wish to join.  
The <STEP 1> window for the <Mailing List Joining Application> appears.



**Note ★ Changing the e-mail address used to participate in a mailing list**  
 The primary e-mail address is displayed by default in the "E-mail address" field, but this can be changed to another e-mail address as required.

Step4 **In the <STEP 1> window, enter the text in the image displayed to the left of "Please input the character of a left image".**

Step5 **Click the [Apply] button.**  
 The <STEP 2> window appears.

Mailing list of participation application	
Mailing List Name	03011A2
Outline	軽度流通技術実証コンソーシアム
Participant	
Name	農林 太郎
Organization	農林水産研究計画センター 研修
E-mail	norin@affrc.go.jp

Step6 **Click the [Apply] button.**  
 The application is received, and the <STEP 3 > window appears.

**Note ★ Applying to join a mailing list**  
 After your application to join the mailing list is received, a completion e-mail is sent to your registered e-mail address.

**Note ★ Checking the approval status of participation in a mailing list**  
 The approval status of each application can be checked using the application approval status check function.

## 1.2.2 Applying to Withdraw From a Mailing List

### Operation

Step1 In the mailing list menu window, click “View Participating Mailing List”.

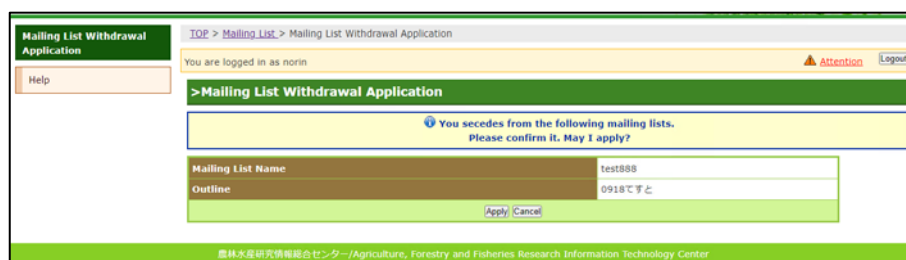
The <View Participating Mailing List> window appears.



>Reference> Refer to “1.3.1 Checking the Mailing Lists You Are Participating In” for details in the <View Participating Mailing List> window.

Step2 In the <View Participating Mailing List> window, click “Secedes” for the mailing list you wish to withdraw from.

The <Mailing List Withdrawal Application> window appears.



Step3 Click [Apply].

The application is received, and the <View Participating Mailing List> window appears.

**Note** ★ Applying to withdraw from a mailing list

After your application to withdraw from the mailing list is received, a completion e-mail is sent to your registered e-mail address.

**Note** ★ Checking the approval status of withdrawal from a mailing list

The approval status of each application can be checked using the application approval status check function.



## 1.3 Checking the Mailing Lists You Are Participating In

### 1.3.1 Checking the Mailing Lists You Are Participating In

#### Operation

Step1 In the mailing list menu window, click “View Participating Mailing List”.

The <View Participating Mailing List> window appears.



**Note ★ Auxiliary functions**

The available auxiliary functions are displayed.

**Note ★ Viewing e-mails in the mailing list**

Click “Archive” for the mailing list you wish to view.

**>Reference>** Refer to “1.4 Viewing E-mails in a Mailing List” for information on viewing e-mails in the mailing list.

**Note ★ Viewing and editing mailing list wikis**

Click “Wiki” for the mailing list you wish to view or edit.

**>Reference>** Refer to “AppendixD Viewing and Editing Wikis” for information on viewing or editing a mailing list wiki.

**Note ★ Connecting to and performing operations in mailing list shared folders**

Click “Shared Folder” for the mailing list you wish to connect to or perform operations in.

**>Reference>** Refer to “AppendixE Connecting to and Performing Operations in Shared Folders” for information on connecting to or performing operations in mailing list shared folders.

## 1.3.2 Checking the Details of a Mailing List

### Operation

Step1 In the mailing list menu window, click “View Participating Mailing List”.

The <View Participating Mailing List> window appears.



Step2 Click the “ML name” of the mailing list for which you wish to check the details.

The mailing list details are displayed.



## 1.3.3 Checking the Participants of a Mailing List

### **Caution!** Checking the participants of a mailing list

The participants of a mailing list can be checked only if the participants list has been made publicly available.

### Operation

**Step1** In the mailing list menu window, click “View Participating Mailing List”.

The <View Participating Mailing List> window appears.



**Step2** Click “Members list” for the mailing list for which you wish to check the participants.

The <Members list> window appears.



Mail address	Authority			Member Information	
	Contribution	Delivery	Manager	Name	Group
a.kazunori@fujitsu.com	✓				
fjdk08@affrc.go.jp	✓	✓		富士通テスト 八郎	農林水産研究計画センター その他
fjmas07@affrc.go.jp	✓		🚩		
fjmas11@affrc.go.jp	✓	✓		fjmas11	農林水産研究計画センター 稼働管理
fjstockbox@affrc.go.jp	✓	✓			

### **Note** ★ Authority

A ✓ mark is displayed for the functions that participants are authorised to use. Additionally, a 🚩 mark is displayed for mailing list managers.

## 1.4 Viewing E-mails in a Mailing List

### Operation

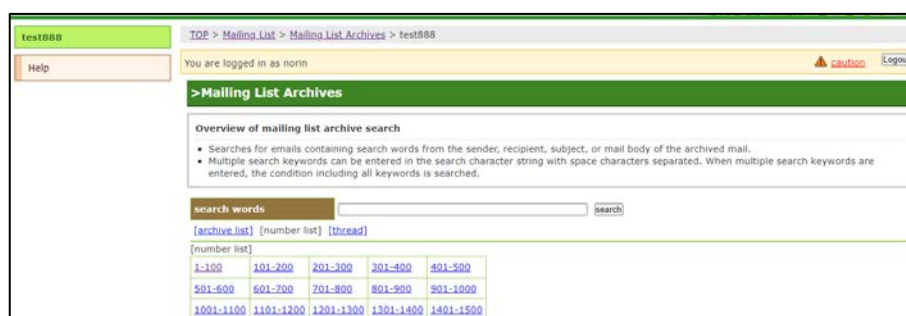
Step1 In the mailing list menu window, click “View Participating Mailing List”.

The <View Participating Mailing List> window appears.



Step2 Click “Archive” for the mailing list for which you wish to view e-mails.

The <Mailing List Archives> window appears.



#### Note ★ What is RSS?

This function provides information on new e-mails received by mailing lists. New e-mail information can be downloaded by clicking **RSS** for a publicly available mailing list.

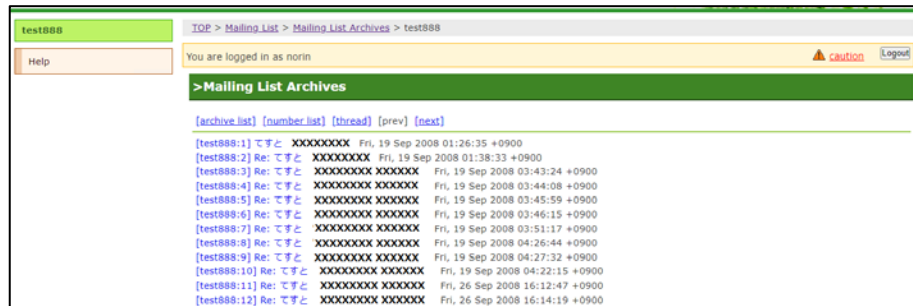
#### Note ★ RSS mark

The RSS mark only appears for publicly available mailing lists.

#### Note ★ Searching for e-mails in a mailing list

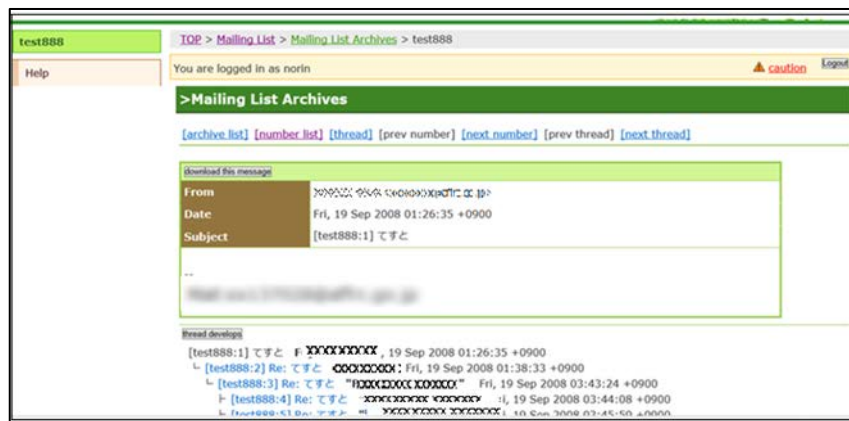
Enter a character string to be used as the search condition in the “Search words” field and then click the [Search] button to display a list of e-mails containing the character string entered in the “Search words” field.

Step3 **From “Number list”, click the block you wish to view.**  
E-mails in the selected block are displayed in a list.



**Note ★ Switching between the number list and thread display**  
Clicking “Number list” displays e-mails in numerical order. Clicking “Thread” displays e-mails in thread order.

Step4 **Click the e-mail with the content you wish to display.**  
The content of the e-mail is displayed.



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**Note ★ Displaying the content of the previous/next e-mail**

- Clicking “Prev number” displays the content of the previous e-mail in the number list.
- Clicking “Next number” displays the content of the next e-mail in the number list.
- Clicking “Prev thread” displays the content of the e-mail in the previous thread.
- Clicking “Next thread” displays the content of the e-mail in the next thread.

---

**Note ★ Downloading attached files**

If the displayed e-mail contains an attached file(s), the file(s) can be downloaded by clicking the file name.

---

**Note ★ Displaying the content of other e-mails in a thread**

Clicking the e-mail with the content to be displayed in the thread list in the lower part of the window displays the content of that e-mail.

---

**Note ★ Displaying all e-mails in a thread**

Clicking the [Thread develops] button displays the content of all e-mails in the thread.

---

**Note ★ Downloading e-mails**

Clicking the [Download this message] button downloads the displayed e-mail.

---

**Note ★ Returning to the e-mail list**

- Clicking “Number list” displays the e-mails in the mailing list in numerical order.
- Clicking “Thread” displays the e-mails in the mailing list in thread order.

---

**Note ★ Returning to the mailing list**

Clicking “Archive List” displays the mailing list.

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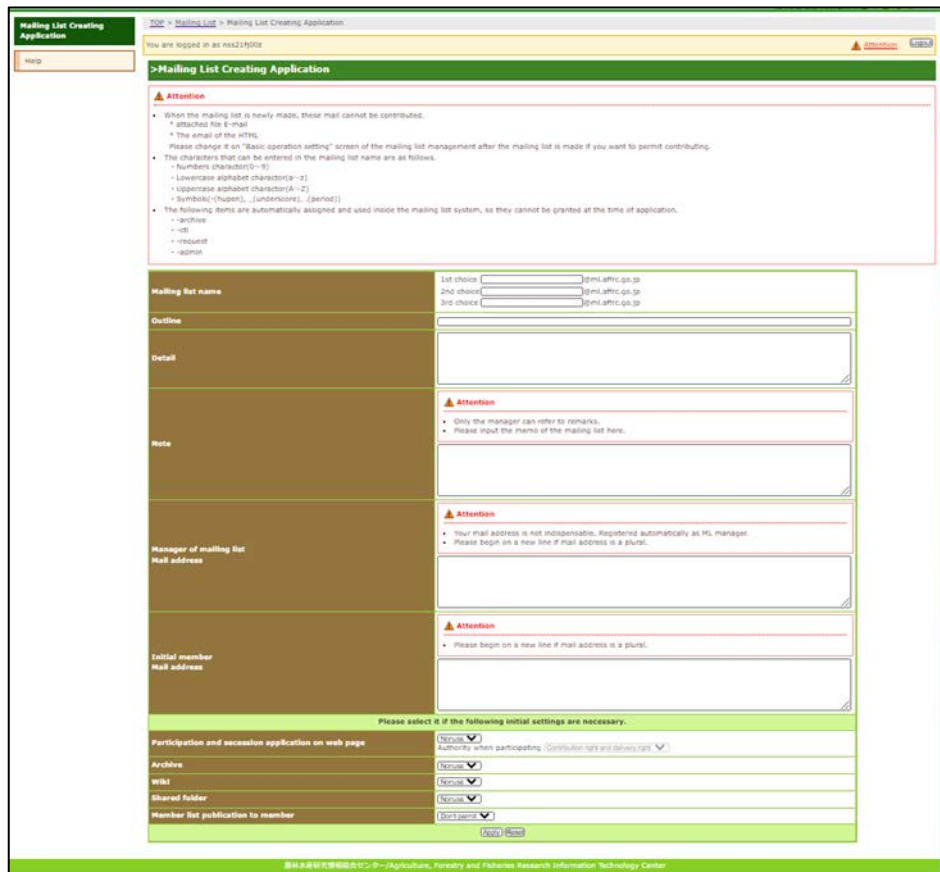
## 1.5 Applying to Create a Mailing List

**Caution!** **Creating a mailing list**  
Only general users are able to apply to create a mailing list.

**Note** ★ **Mailing list managers**  
Users who apply to create a mailing list become the manager of that mailing list.

### Operation

Step1 **Click “Mailing List Creating Application” in the mailing list menu window.**  
The <Mailing List Creating Application> window appears.



The screenshot shows a web browser window titled "Mailing List Creating Application". The page has a green header and a yellow status bar at the top indicating the user is logged in as "ms21p002". The main content area is titled ">Mailing List Creating Application" and contains several sections:

- Attention:** A warning box with a red triangle icon. It contains instructions: "When the mailing list is newly made, these mail cannot be contributed." and lists restrictions: "attached file E-mail", "The email of the HTML", and "Please change it on 'Basic operation setting' screen of the mailing list management after the mailing list is made if you want to permit contributing." It also lists characters that can be entered in the mailing list name: Numbers (0-9), Lowercase alphabet (a-z), Uppercase alphabet (A-Z), and Symbols ('(quote)', \_ (underscore), . (period)). It notes that certain items like @, #, %, &, \*, ~, !, ", ' are automatically assigned and cannot be granted.
- Mailing list name:** A form with three input fields labeled "1st choice", "2nd choice", and "3rd choice", each followed by "@ml.afrc.go.jp".
- Outline:** A text area for entering an outline.
- Detail:** A text area for entering details.
- Note:** A text area for entering notes. An attention box below it states: "Only the manager can refer to remarks. Please input the memo of the mailing list here."
- Manager of mailing list:** A text area for entering the manager's name. An attention box below it states: "Your mail address is not indispensable. Registered automatically as ML manager. Please begin on a new line if mail address is a plural."
- Initial member:** A text area for entering initial members. An attention box below it states: "Please begin on a new line if mail address is a plural."
- Participation and accession application on web page:** A dropdown menu set to "None".
- Authority when participating:** A dropdown menu set to "Contributor rights and delivery right".
- Archive:** A dropdown menu set to "None".
- Wiki:** A dropdown menu set to "None".
- Shared folder:** A dropdown menu set to "None".
- Member list publication to member:** A dropdown menu set to "Don't permit".

At the bottom of the form, there are "New" and "Home" buttons. The footer of the page reads "農林水産省情報センター (Agriculture, Forestry and Fisheries Research Information Technology Center)".

Step2 Enter a name for the mailing list in the "1st choice" to "3rd choice" fields under "Mailing list name" using single-byte alphanumeric characters.

---

**Caution!** Entering the mailing list name

Be sure to enter up to your third choice of mailing list name.

---

Step3 Enter an outline of the mailing list in the "Outline" field.

Step4 If necessary, enter details in the "Detail" field.

Step5 If necessary, enter a note in the "Note" field.

Step6 To set a manager other than the user applying to create the mailing list, enter the e-mail address of the user you wish to be the manager in the "Manager of mailing list Mail address" field.

---

**Caution!** Entering multiple managers

Enter each e-mail address in a new line.

---

Step7 Enter the e-mail address of a user you wish join the mailing list in the "Initial member Mail address" field.

---

**Caution!** Entering multiple participants

Enter each e-mail address in a new line.

---

Step8 If necessary, configure the mailing list auxiliary functions.

(1) To enable users to apply to join or withdraw from the mailing list on this system, click  in the drop-down list under "Participation and secession application on web page", and select "It uses it."

(2) If "It uses it." was selected at (1), click  in the drop-down list next to "Authority when participating", and select the authority to grant the member(s) who join the mailing list.

(3) If using the mailing list archives function, click  in the drop-down list under "Archive", and select "It uses it."

---

**Note** ★ What is the mailing list archive?

This function allows users to view e-mails that have been sent to the mailing list.

---

>**Reference**> Refer to "1.4 Viewing E-mails in a Mailing List" for information on viewing e-mails in the mailing list.

(4) If using the mailing list wiki function, click  in the drop-down list under "Wiki", and select "It uses it."

---

**Note** ★ What is a wiki?

A wiki is a web content management system that allows pages to be created, edited, or deleted using a web browser. Users who have been granted access can view, add, correct, or delete content as required.

---

>**Reference**> Refer to "AppendixD Viewing and Editing Wikis" for information on viewing or editing a mailing list wiki.

(5) If using the mailing list shared folder function, click  in the drop-down list under "Shared folder", and select "It uses it."

---


**Note** ★ What is a shared folder?



This is a folder on a network that other users are permitted to view and perform operations in. Access permissions and authority can be set for each folder.

---

**>Reference>** Refer to “AppendixE Connecting to and Performing Operations in Shared Folders” for information on connecting to or performing operations in mailing list shared folders.

(6) **To make the mailing list members list publicly available to mailing list members, click  in the drop-down list under “Member list publication to member”, and select “Do”.**

Step9 **Click the [Apply] button.**  
The mailing list creation application confirmation window appears.

Step10 **Click the [Apply] button.**  
The application to create a mailing list is received, and a mailing list creation application complete window appears.

Step11 **Click the [OK] button.**  
The mailing list menu window appears.

---

**Note ★ Applying to create a mailing list**  
After your application to create a mailing list is received, a completion e-mail is sent to your registered e-mail address.

---

**Note ★ Checking the approval status of mailing list creation**  
The approval status of each application can be checked using the application approval status check function.

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# Chapter2 Managing the Research Information Exchange System

## 2.1 Overview of Research Information Exchange System Management

Research Information Exchange System Management is a function used to make research data and programs stored in personal public folders or wikis on a server publicly available. This function can also be used to create shared folders on a server to share research data and programs with other users to whom access has been granted.

---

**Caution!** Before using the Research Information Exchange System

Users must have applied for and been approved to use the Research Information Exchange System in advance.

---

>**Reference**> Refer to “2.4 システムの利用申請” for information on applying to use the Research Information Exchange System.

---

**Note** ★ What is the Research Information Exchange System?

This is a storage server on which research data and programs can be stored.

---

**Note** ★ Storing data in the Research Information Exchange System

An FTP connection is required to connect to the Research Information Exchange System for storing data.

>**Reference**> Refer to “AppendixA Connecting to the Research Information Exchange System for information on FTP connection.

---

**Note** ★ Restricting access to research data and programs

Access to data (content) such as research data and programs stored in the Research Information Exchange System can be restricted.

>**Reference**> Refer to “AppendixB Restricting Access to Content” for information on restricting access to data (content).

Research Information Exchange System Management functions are shown in the following table.

Function	Description
Service use setting	Set whether or not personal wikis and personal shared folders are used.
Public folder setting	Submit applications to make personal public folders publicly available.
Wiki setting	Set access permissions and authority for personal wikis. Additionally, submit applications to make personal wikis publicly available.
Shared folder setting	Add or delete personal shared folders, and set access permissions and authority for personal shared folders.
Access log acquisition	Acquire access logs for personal public folders, personal wikis, and personal shared folders.

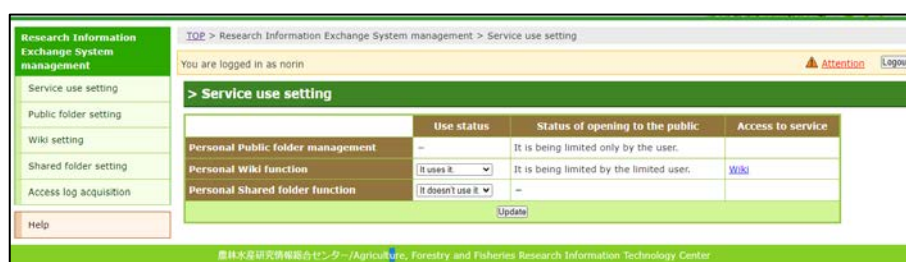
## 2.2 Setting Services to be Used

### Operation

Step1 Click "Research Information Exchange System" from "Information Sharing" on the left of the <Network Service> window.

Step2 Click "Service use setting" on the Research Information Exchange System menu window.

The <Service use setting> window appears.



Step3 Enter the following information in the <Service use setting> window.

**Note ★ Personal web public folder management function**

General users are already allocated up to 10 GB of space for making web pages publicly available, and therefore there is no need to set personal web disclosure folder management to be available for use. General users are only able to submit applications to make web pages publicly available.

>Reference> Refer to "2.3 Applying to Make Personal Public Folders Publicly Available" for information on applying to make personal public folders publicly available.

(1) Click  under "Personal Wiki function", and select one of the following.

- "It uses it."  
Use a personal wiki.
- "It doesn't use it."  
Do not use a personal wiki.

**Note ★ What is a wiki?**

A wiki is a web content management system that allows pages to be created, edited, or deleted using a web browser. Users who have been granted access can view, add, correct, or delete content as required.

>Reference> Refer to "AppendixD Viewing and Editing Wikis" for information on viewing or editing publicly available wikis.

**Note ★ Selecting "It uses it."**

This allows users who have been granted access to view and edit personal wikis.

>Reference> Refer to "2.4.1 Setting Wiki Access Permissions" for information on setting access permissions for personal wikis.

---

**Note ★ Unable to select “Personal Wiki function”**

This cannot be selected if the personal wiki function is publicly available.

---

(2) Click  under “Personal Shared folder function”, and select one of the following.

- “It uses it.”  
Use a personal shared folder.
- “It doesn't use it.”  
Do not use a personal shared folder.

---

**Note ★ What is a shared folder?**

This is a folder that other Research Information Exchange System users are permitted to view and perform operations in. Access permissions and authority can be set for each folder.

---

>**Reference**> Refer to “AppendixE Connecting to and Performing Operations in Shared Folders” for information on connecting to or performing operations in shared folders.

---

**Note ★ Selecting “It uses it.”**

This allows users who have been granted access to connect to and perform operations in shared folders.

---

>**Reference**> Refer to “2.5.2 Setting Access Restrictions for Personal Shared Folders” for information on setting access permissions for shared folders.

Step4 **Click the [Update] button.**  
A service use setting confirmation window appears.

Step5 **Click the [Update] button.**  
Service use is set, and the <Service use setting> window appears.

## 2.3 Applying to Make Personal Public Folders Publicly Available

### **Caution!** Making personal public folders publicly available

Depending on the organization you belong to, you may not be able to apply to make personal public folders publicly available.

### Operation

- Step1 **Click “Public folder setting” in the Research Information Exchange System menu window.**  
The <Public folder setting> window appears.



- Step2 **Enter the reason for making the personal public folder publicly available in the “Application of opening to the public reason for Public folder inspection” field in the “Public folder setting” window.**

**Note ★ Current disclosure status**

The current disclosure status is displayed in “Range of opening to the public of Public folder inspection”.

- Step3 **Click the [Application of opening to the public] button.**  
A confirmation window for applying to make the personal public folder publicly available appears.

- Step4 **Click the [Application of opening to the public] button.**  
The application for making the personal public folder publicly available is received, and the <Service use setting> window appears.

**Note ★ Applying to make personal public folders publicly available**

After your application to make a personal public folder publicly available is received, a completion e-mail is sent to your registered e-mail address.

**Note ★ Checking the approval status of making a personal public folder publicly available**

The approval status of each application can be checked using the application approval status check function.

**Note ★ Restricting access to research data and programs**

Access to data (content) such as research data and programs stored in personal public folders can be restricted.

>**Reference**> Refer to “AppendixB Restricting Access to Content” for information on restricting access to data (content).

---

**Note ★ Suspending the public disclosure of personal public folders**  
An application can be withdrawn using the application approval status check function.

---

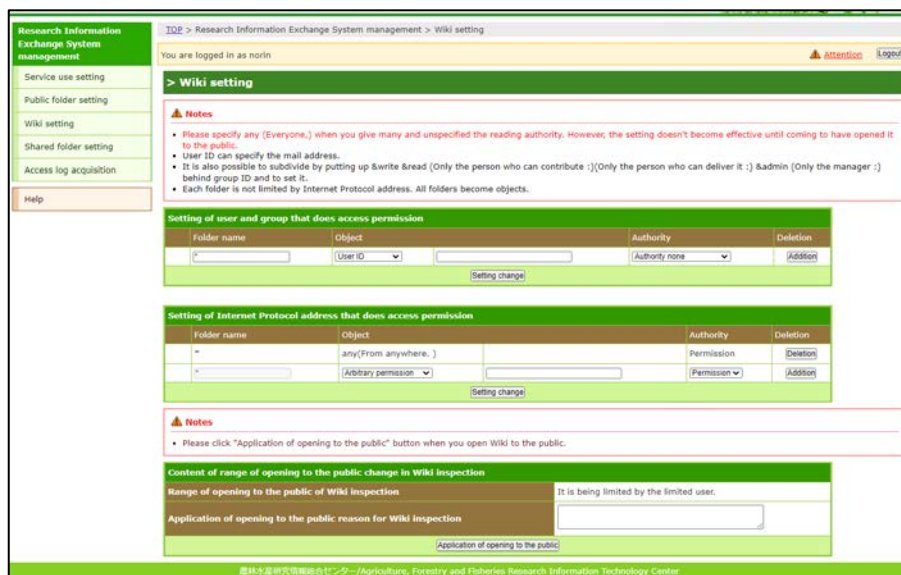
## 2.4 Managing Personal Wikis

### 2.4.1 Setting Wiki Access Permissions

#### ◆ Setting the users and groups who are to be granted access

##### Operation

- Step1 Click “Wiki setting” in the Research Information Exchange System menu window.  
The <Wiki setting> window appears.



Research Information Exchange System management > Wiki setting

You are logged in as norin

> Wiki setting

**Notes**

- Please specify any (Everyone,) when you give many and unspecified the reading authority. However, the setting doesn't become effective until coming to have opened it to the public.
- User ID can specify the mail address.
- It is also possible to subdivide by putting up &write &read (Only the person who can contribute :){Only the person who can deliver it :} &admin (Only the manager :) behind group ID and to set it.
- Each folder is not limited by Internet Protocol address. All folders become objects.

**Setting of user and group that does access permission**

Folder name	Object	Authority	Deletion
<input type="text"/>	User ID <input type="text"/>	Authority name <input type="text"/>	<input type="button" value="Addition"/>

**Setting of Internet Protocol address that does access permission**

Folder name	Object	Authority	Deletion
<input type="text"/>	any(From anywhere. ) <input type="text"/>	Permission <input type="text"/>	<input type="button" value="Deletion"/>
<input type="text"/>	Arbitrary permission <input type="text"/>	Permission <input type="text"/>	<input type="button" value="Addition"/>

**Notes**

- Please click "Application of opening to the public" button when you open Wiki to the public.

**Content of range of opening to the public change in Wiki inspection**

Range of opening to the public of Wiki inspection  It is being limited by the limited user.

Application of opening to the public reason for Wiki Inspection

農林水産研究・開発機構センター / Agriculture, Forestry and Fisheries Research Information Technology Center

- Step2 To set access permissions for a folder, enter the following information in "Setting of user and group that does access permission".

- (1) Enter the folder name in the "Folder name" field.
- (2) Click  under “Object”, and select one of the following.
  - "User ID"  
Access is granted only to specific users.
  - “Group ID”  
Access is granted only to specific groups.
  - “Any (anyone)”  
Access is not restricted.

---

**Note ★ What is a Group ID?**

This is a name used to identify groups created based on information on mailing list members in the system. For example, the group ID for a mailing list named "test-ml@ml.affrc.go.jp" is "test-ml".

Additionally, "& write" (only for those able to post), "& read" (only for those able to deliver), or "& admin" (managers only) can be added after the group ID, allowing groups to be subdivided and more detailed access restrictions to be applied.

---

**Note ★ If "Disable" is displayed to the left of the folder name**

If a personal wiki has not been made publicly available, and "any (anyone)" is set, the setting is invalid.

---

- (3) **If "User ID" or "Group ID" is selected at (2), enter the user ID or group ID for which access is to be granted in the field to the right of "Object".**
- (4) **Click  under "Authority", and select one of the following.**
- "Authority none"  
This folder cannot be viewed by users granted access at (2) or (3).
  - "Reading"  
This folder can be viewed by users granted access at (2) or (3).
  - "Writing"  
This folder can be edited by users granted access at (2) or (3).
  - "Making of page"  
New pages can be created in this folder by users granted access at (2) or (3).
  - "Up-loading of appending"  
Files can be uploaded to this folder by users granted access at (2) or (3).
  - "Deletion of appending"  
Files stored in this folder can be deleted by users granted access at (2) or (3).
- (5) **Click the [Addition] button.**
- Step3 **To delete access permissions for a folder, click the [Deletion] button to the right of the applicable folder at "Setting of user and group that does access permission".**
- Step4 **If necessary, repeat steps 2 to 3.**
- Step5 **Click the [Setting change] button.**  
A window for confirming the users or groups to be granted access appears.
- Step6 **Click the [Setting change] button.**  
The users or groups granted access are set, and the <Service use setting> window appears.

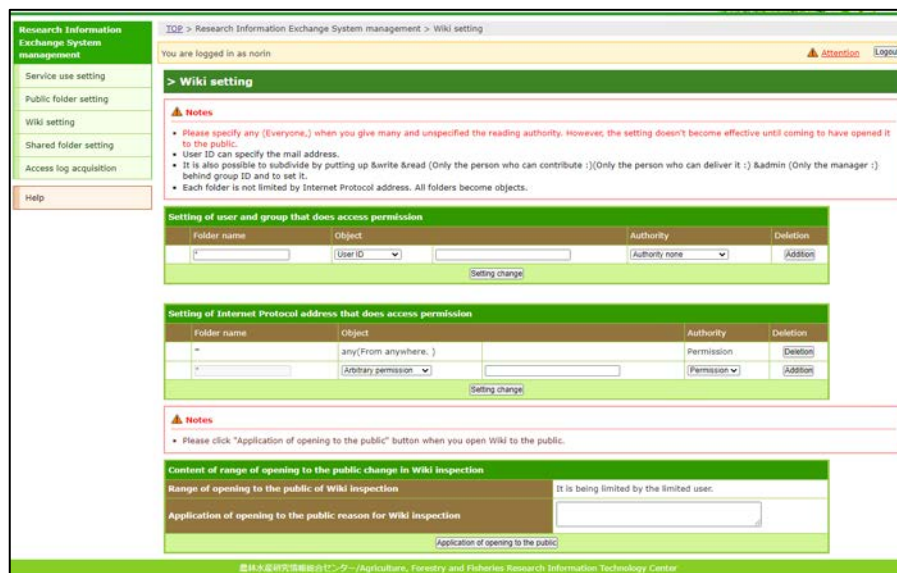


## ◆ Setting IP addresses for granting access

### Operation

Step1 Click “Wiki setting” in the Research Information Exchange System menu window.

The <Wiki setting> window appears.



Step2 To add an IP address for granting access, enter the following information in the "Setting of Internet Protocol address that does access permission" list.

- (1) Click ▼ under “Object”, and select one of the following.
  - "Arbitrary permission"  
Grant access only for specific IP addresses.
  - “In MAFFIN”  
Grant access from within the Ministry of Agriculture, Forestry and Fisheries Research Network (MAFFIN).
  - “any (From anywhere)”  
Access is not restricted.
- (2) If “Arbitrary permission” is selected at (1), enter the IP address for granting access in the field to the right of “Object”.
- (3) Click ▼ under “Authority”, and select “Permission”.
- (4) Click the [Addition] button.

---

### **Caution!** Limiting the IP addresses for granting access

The default setting of “any (From anywhere)” can be deleted by clicking the “Deletion” button on the right. Additionally, do not select “any (From anywhere)” at (1) in Step 2.

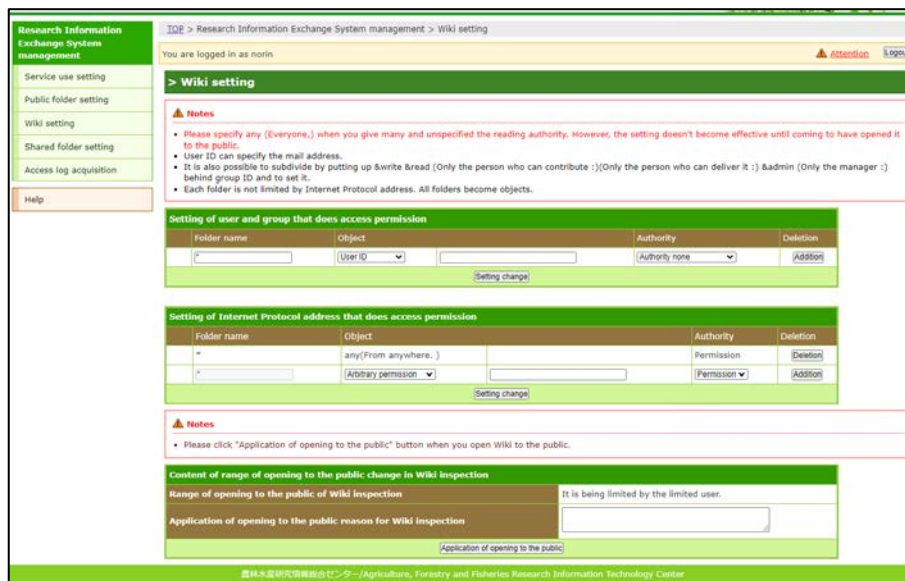
---

- Step3 **To delete an IP address for granting access, press the [Deletion] button to the right of the applicable IP address in the "Setting of Internet Protocol address that does access permission" list.**
- Step4 **If necessary, repeat steps 2 to 3.**
- Step5 **Click the [Setting change] button.**  
A window for confirming the IP addresses for granting access appears.
- Step6 **Click the [Setting change] button.**  
The IP addresses for granting access are set, and the <Service use setting> window appears.

## 2.4.2 Applying to Make a Wiki Publicly Available

### Operation

- Step1 Click “Wiki setting” in the Research Information Exchange System menu window.  
The <Wiki setting> window appears.



- Step2 Enter the reason for making the wiki publicly available in the “Application of opening to the public reason for Wiki inspection” field in the “Wiki setting” window.

**Note** ★ Current disclosure status

The current public disclosure status is displayed in “Range of opening to the public of Wiki inspection”.

If "It is reflecting it now." is displayed in "Range of opening to the public of Wiki inspection", it is not possible to apply to make a wiki publicly available.

- Step3 Click the [Application of opening to the public] button.  
A confirmation window for applying to make the personal wiki publicly available appears.

Step4 **Click the [Application of opening to the public] button.**  
The application for making a personal wiki publicly available is received,  
and the <Service use setting> window appears.

---

**Note ★ Applying to make personal wikis publicly available**  
After your application to make a personal wiki publicly available is received, a  
completion e-mail is sent to your registered e-mail address.

---

**Note ★ Checking the approval status of making a personal wiki publicly  
available**  
The approval status of each application can be checked using the application  
approval status check function.

---

**>Reference>** See below for information on working with wikis.  
<http://www.dokuwiki.org/ja:dokuwiki>

---

**Note ★ Restricting access to wikis**  
If there is a row for which the "Object" is "any (anyone)" in the "Setting of user  
and group that does access permission", delete this row. By doing so, access  
is restricted to only specific users or groups.

---

**>Reference>** Refer to "2.4.1 Setting Wiki Access Permissions ◆ Setting users and  
groups who are to be granted access" for information on "Setting of user  
and group that does access permission".

---

**Note ★ Suspending the public disclosure of personal wikis**  
An application for public disclosure can be withdrawn using the application  
approval status check function.

---

## 2.5 Managing Personal Shared Folders

### 2.5.1 Setting Personal Shared Folders

#### Operation

Step1 Click “Shared folder setting” in the Research Information Exchange System menu window.

The <Shared folder setting> window appears.

Step2 To add a shared folder, enter the following information in the “Shared folder list”.

- (1) Enter the folder name in the "New shared folder name" field.
- (2) Click the [Addition] button.

Step3 To change the shared folder ID name, enter the new folder name in “New shared folder name” for the applicable shared folder in the “Shared folder list”.

Step4 To delete a shared folder, click the [Deletion] button to the right of the applicable folder in the “Shared folder list”.

Step5 If necessary, repeat steps 2 to 4.

Step6 Click the [Setting change] button.  
A shared folder setting confirmation window appears.

Step7 **Click the [Setting change] button.**

The personal shared folder is set, and the <Service use setting> window appears.

**>Reference>** Refer to “AppendixE Connecting to and Performing Operations in Shared Folders” for information on connecting to or performing operations in shared folders.

## 2.5.2 Setting Access Restrictions for Personal Shared Folders

### ◆ Setting the users and groups who are to be granted access

#### 👉 Operation

Step1 Click “Shared folder setting” in the Research Information Exchange System menu window.

The <Shared folder setting> window appears.

Step2 To set access permissions for a folder, enter the following information in "Setting of user and group that does access permission".

- (1) Enter the folder name in the "Folder name" field.
- (2) Click xx under “Object”, and select one of the following.
  - “User ID”  
Access is granted only to specific users.
  - “Group ID”  
Access is granted only to specific groups.

#### Note ★ What is a Group ID?

This is a name used to identify groups created based on information on mailing list members in the system. For example, the group ID for a mailing list named “test-ml@ml.affrc.go.jp” is “test-ml”.  
Additionally, “& write” (only for those able to post), “& read” (only for those able to deliver), or “& admin” (managers only) can be added after the group ID, allowing groups to be subdivided and more detailed access restrictions to be applied.

- (3) Enter the user ID or group ID for which access is to be granted in the field to the right of “Object”.
- (4) Click ▼ under “Authority”, and select one of the following.

- “Reading”  
This shared folder can be viewed by users granted access at (2) or (3).
- “Writing”  
This shared folder can be edited by users granted access at (2) or (3).

**(5) Click the [Addition] button.**

**Step3 To delete access permissions for a folder, click the [Deletion] button to the right of the applicable folder in "Setting of user and group that does access permission".**

**Step4 If necessary, repeat steps 2 to 3.**

**Step5 Click the [Setting change] button.**  
A window for confirming the users or groups to be granted access appears.

**Step6 Click the [Setting change] button.**  
The users or groups granted access are set, and the <Service use setting> window appears.

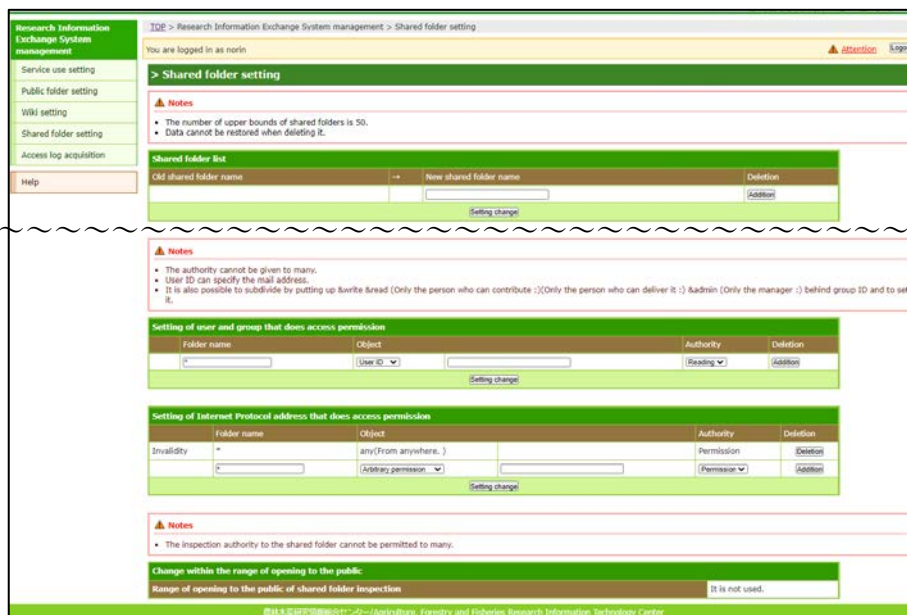


## ◆ Setting IP addresses for granting access



### Operation

Step1 Click “Shared folder setting” in the Research Information Exchange System menu window.

The <Shared folder setting> window appears.



Step2 To set access permissions for a folder, enter the following information in "Setting of Internet Protocol address that does access permission".

- (1) Enter the folder name in the "Folder name" field.
- (2) Click  under “Object”, and select one of the following.
  - "Arbitrary permission"  
Grant access only for specific IP addresses.
  - “In MAFFIN”  
Grant access from within the Ministry of Agriculture, Forestry and Fisheries Research Network (MAFFIN).
  - “any (From anywhere)”  
Access is not restricted.
- (3) If “Arbitrary permission” is selected at (2), enter the IP address for granting access to the right of “Object”.
- (4) Click  under “Authority”, and select “Permission”.
- (5) Click the [Addition] button.

### **Caution!** Limiting the IP addresses for granting access

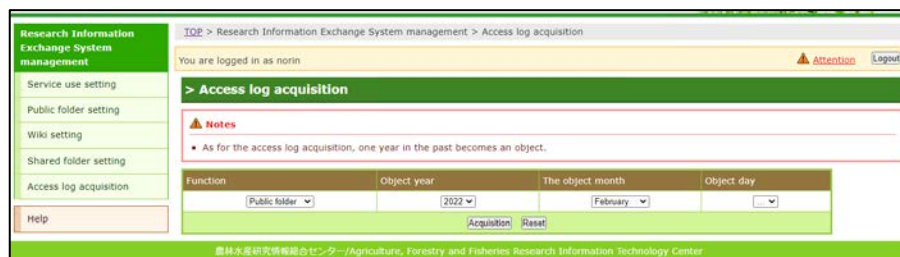
The default setting of “any (From anywhere)” can be deleted by clicking the “Deletion” button on the right. Additionally, do not select “any (From anywhere)” at (2) in Step 2.

- Step3 **To delete access permissions to a folder, click the [Deletion] button to the right of the applicable folder in the "Setting of Internet Protocol address that does access permission" list.**
- Step4 **If necessary, repeat steps 2 to 3.**
- Step5 **Click the [Setting change] button.**  
A window for confirming the IP addresses for granting access appears.
- Step6 **Click the [Setting change] button.**  
The IP addresses for granting access are set, and the <Service use setting> window appears.

## 2.6 Acquiring Access Logs

### Operation

- Step1 **Click “Access log acquisition” in the Research Information Exchange System menu window.**  
The <Access log acquisition> window appears.



- Step2 **Enter the following information in the <Access log acquisition> window.**
- (1) **Click ▼ under “Function”, and select one of the following.**
    - “Public folder”  
Acquire access logs for publicly available personal public folders.
    - “Wiki”  
Acquire access logs for publicly available personal wikis.
    - “Shared folder”  
Acquire access logs for personal shared folders for which access has been granted.
  - (2) **Click ▼ under “Object year”, and select the year for which the access log is to be acquired.**
  - (3) **Click ▼ under “Object month”, and select the month for which the access log is to be acquired.**
  - (4) **To acquire an access log for a single day, click ▼ under “Object day”, and select the applicable day.**

- Step3 **Click the [Acquisition] button.**  
The access log acquisition confirmation window appears.

- Step4 **Click the [Acquisition] button.**  
The access log is acquired, and the <Service use setting> window appears.  
The access log is also sent by e-mail.

# Appendix A Connecting to the Research Information Exchange System

## A.1 Overview of Research Information Exchange System Connection

The Research Information Exchange System has a dedicated storage area in which general users can store research data and programs. Files such as research data and programs can be uploaded by connecting to the storage area by FTP.

**Note ★ What is FTP?**

FTP is a protocol used to transfer files between servers and computers. To connect to the Research Information Exchange System by FTP, it is necessary to install dedicated FTP software on your computer.

The first area displayed when connecting to the Research Information Exchange System is called the home directory. Folder for each Research Information Exchange System function are already created in the home directory.

The folder structure for the home directory is shown below.

Folder	Description
Private	This folder is only available to its user. It cannot be viewed or used by other users.
Public	This is a public folder for personal use. Files stored here can also be viewed by other users.
Share	This is a shared folder for personal use. By creating a folder in this shared folder, users can share files with other users who have been granted access.
Wiki	This is a Wiki folder for personal use. This folder contains pages created and edited with Wiki. Wikis can also be viewed and edited by other users.

**Note ★ Research Information Exchange System folder names and file names**

Be sure to use single-byte alphanumeric characters for folder names and file names in the home directory.

**Note ★ Uploading files**

Files cannot be uploaded directly to the home directory or "share" folder.

## A.2 Using an FTP Connection

### A.2.1 Connecting from Windows

This section describes the connection method using Windows 10 as an example.

**Caution!** Before establishing an FTP connection

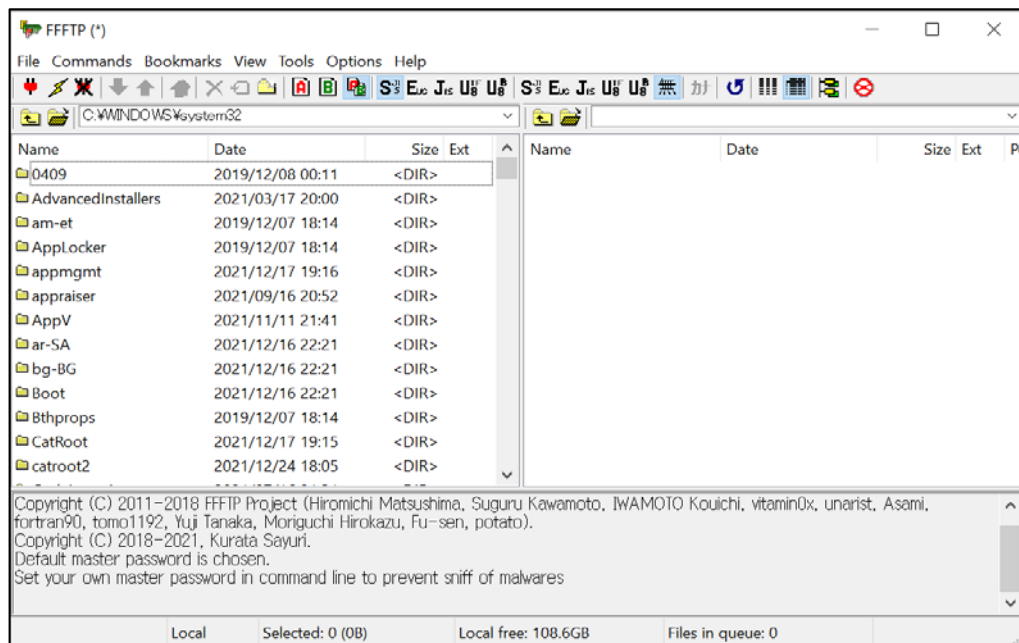
Obtain FFFTP from Windows Forest, etc. in advance, and install it on your computer.  
Windows Forest: <http://forest.watch.impress.co.jp/>

**Note** ★ What is FFFTP?

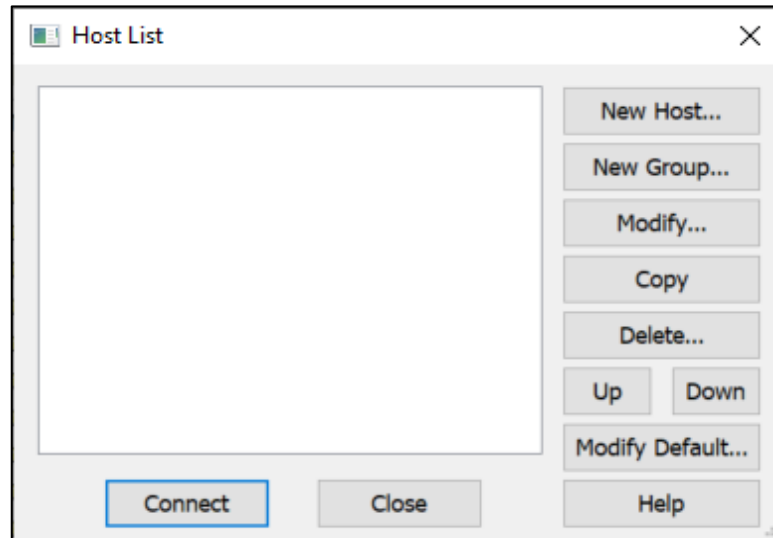
FFFTP is FTP client software for Windows that also supports FTPS for encrypting communication content in addition to conventional FTP.

**Operation**

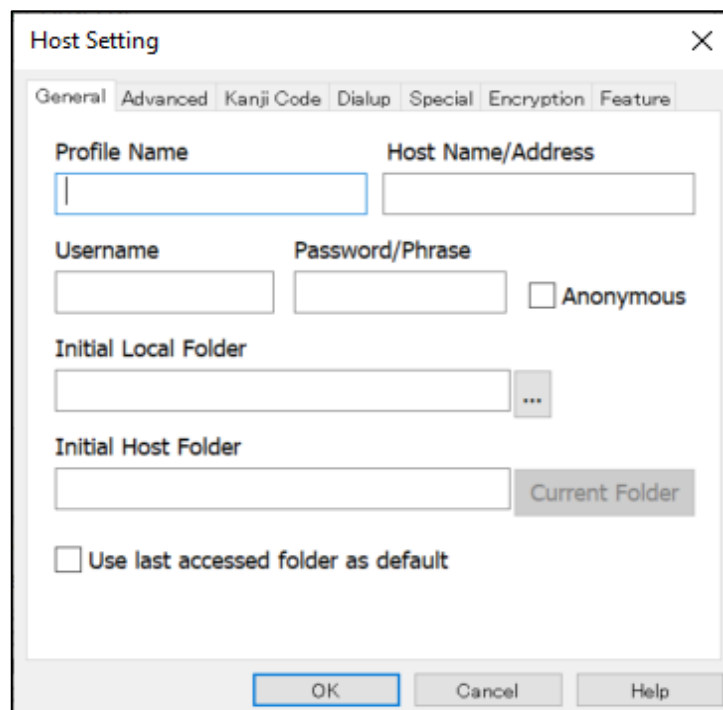
- Step1 **Start FFFTP.**  
The <FFFTP> window appears.



- Step2 **Click “Connect” from the menu at the top of the <FFFTP> window, and click “Connect” from the menu that appears.**  
The <Host List> window appears.



- Step3 **Click the [New Host] button in the upper right of the <Host List> window.**  
The <Host Setting> window appears.

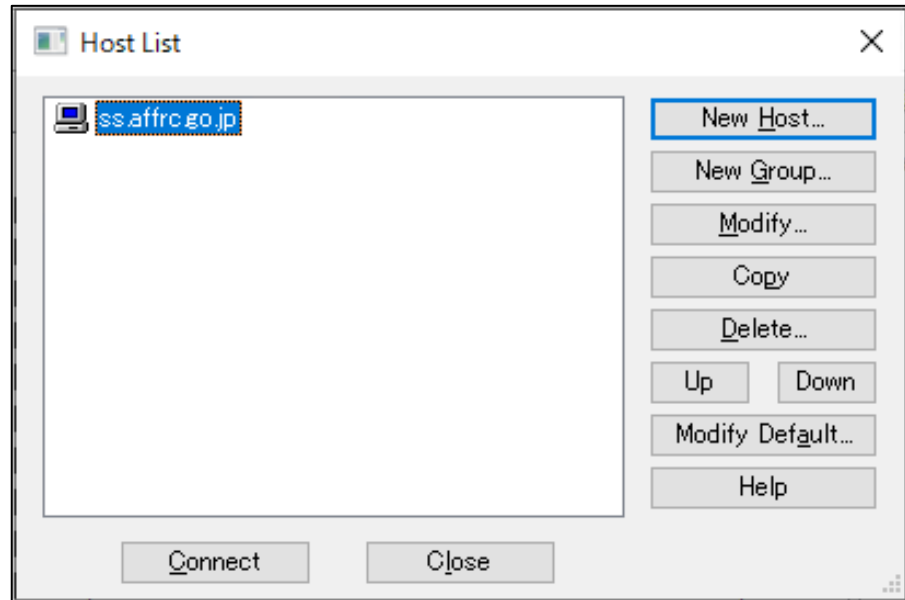


- Step4** Enter the following information in the <Host Setting> window.
- (1)** Enter the host name in the “Profile Name” field.
  - (2)** Enter “ss.affrc.go.jp” in the “Host Name/Address” field.
  - (3)** Enter the log in name in the “User Name” field.
  - (4)** Enter the password in the “Password/Phrase” field.  
Symbols (“\*”, etc.) appear in place of the entered password.

**Step5 Click the [OK] button.**

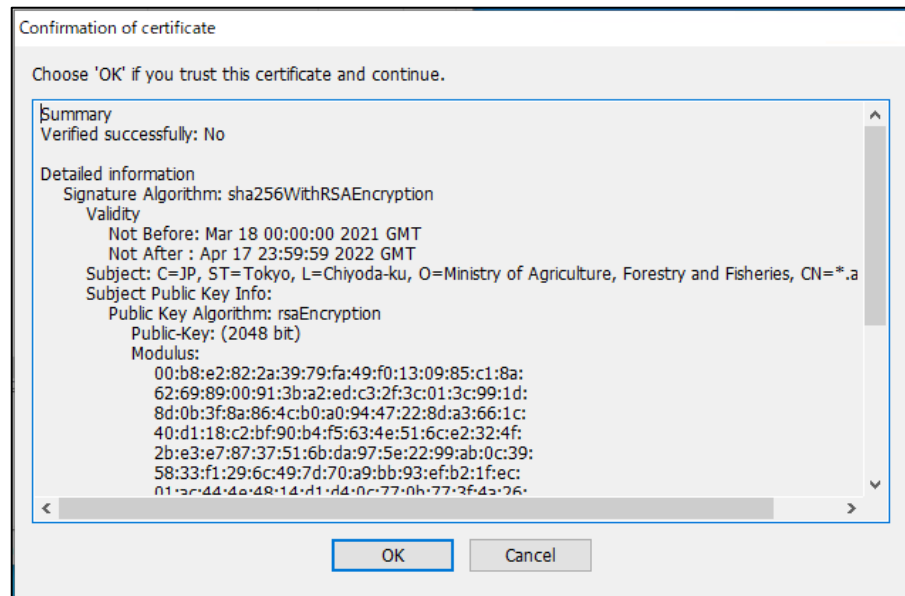
New host settings are completed, and the display returns to the <Host List> window.

The host name (e.g., ss.affrc.go.jp) entered at (1) in Step 4 appears in the <Host List> window.



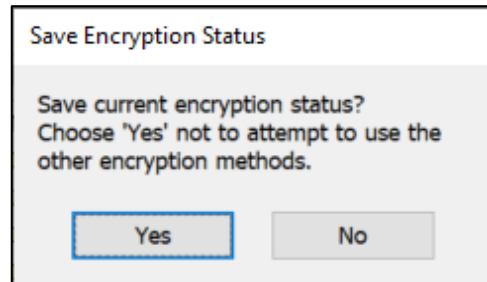
**Step6 Double-click "ss.affrc.go.jp" in the <Host List> window.**

A window for confirming the certificate appears.

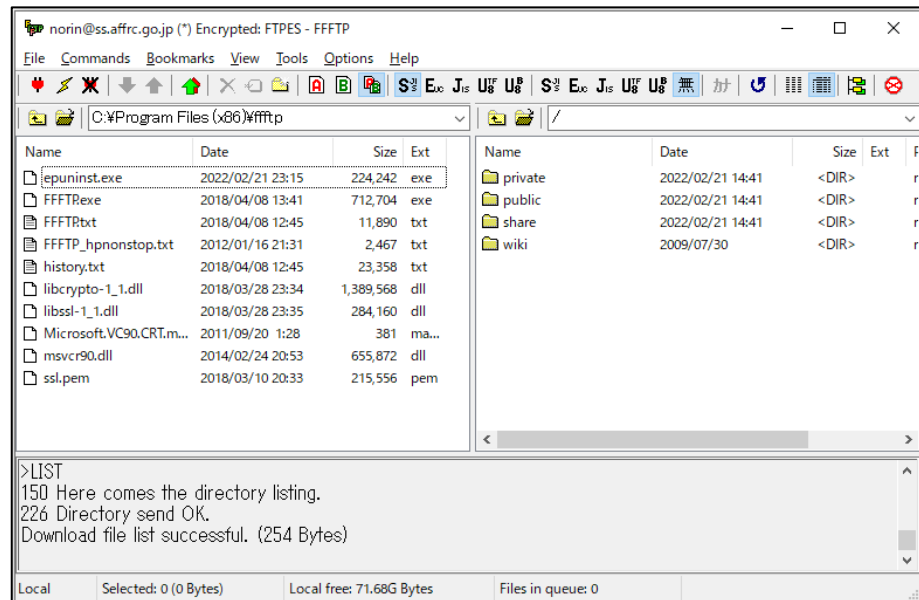




**Step7 Click the [Yes] button.**  
The <Save Encryption Status> window appears.



**Step8 Click the [Yes] button.**  
A connection to the Research Information Exchange System is established, and the home directory appears on the right of the <FFFTP> window.



## A.2.2 Connecting from macOS Monterey

**Caution!** Before establishing an FTP connection

Download Cyberduck from the following URL in advance, and install it on your computer.

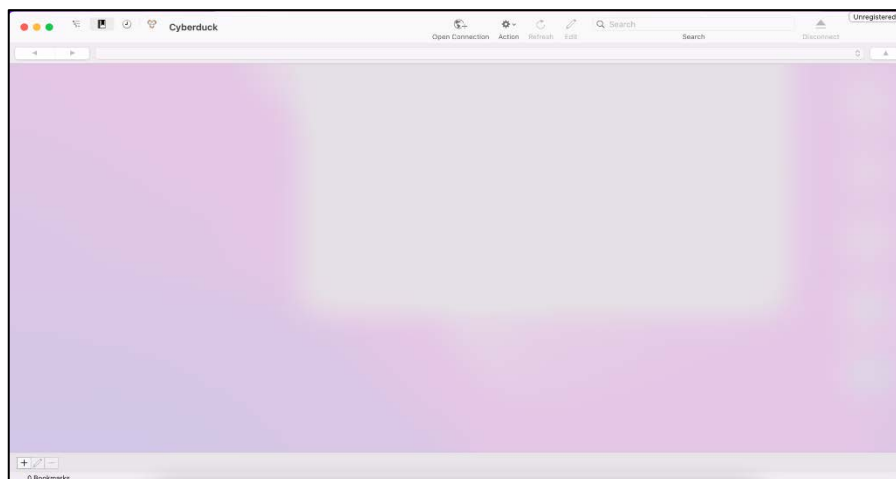
<https://cyberduck.io/index.ja.html?l=ja>

**Note** ★ What is Cyberduck?

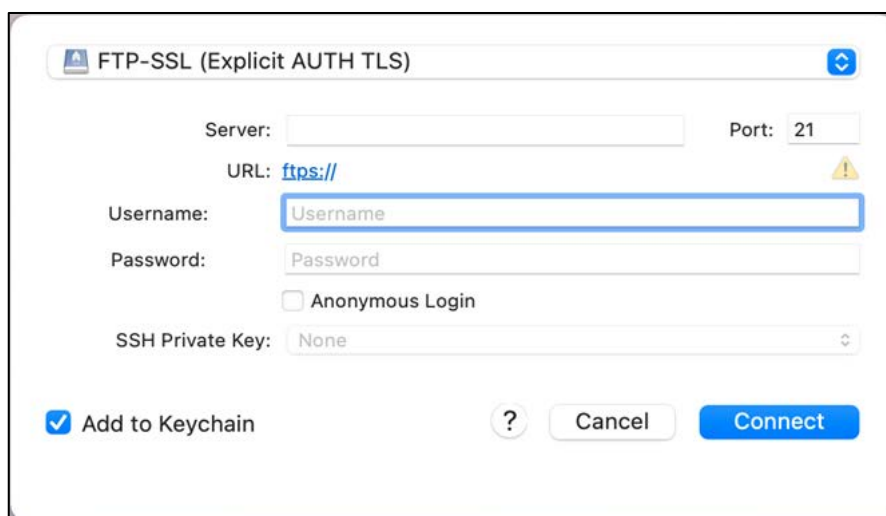
Cyberduck is FTP client software for macOS 12 Monterey that also supports FTPS for encrypting communication content in addition to conventional FTP.

**Operation**

- Step1 **Start Cyberduck.**  
The <Cyberduck> window appears.



- Step2 **Click the “Open Connection” button in the menu at the top of the <Cyberduck> window.**  
The connection destination setting window appears.

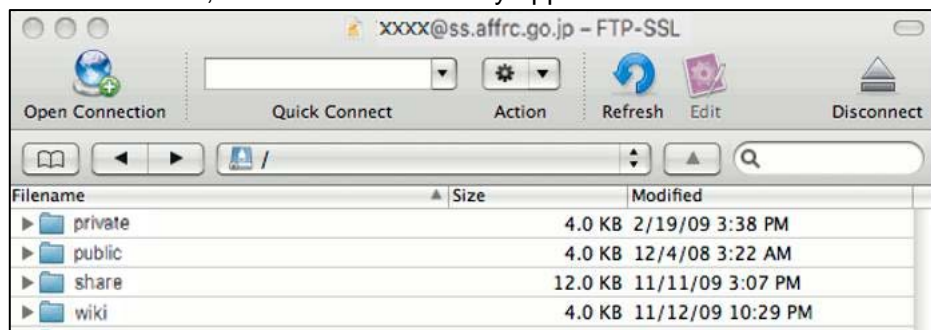


Step3 **Enter the following information in the connection destination setting window.**

- (1) **Enter “ss.afrc.go.jp” in the “Server” field.**
- (2) **Enter the log in name in the “User Name” field.**
- (3) **Enter the password in the “Password” field.**  
Symbols (“\*”, etc.) appear in place of the entered password.

Step4 **Click the [Connect] button.**

A connection to the Research Information Exchange System is established, and the home directory appears.



# Appendix B Restricting Access to Content

---

## B.1 Overview of Access Restrictions

---

By uploading an ".htaccess" and ".htpasswd" file to the folder containing the content you wish to restrict access to, access restrictions can be set with an IP address (domain name) or user authentication.

Additionally, if a subfolder exists in the folder for which access restrictions are set, access restrictions are also set for the subfolder.

---

**Note ★ What is the .htaccess file?**

This file configures the access restrictions with an IP address or domain, and user authentication. The file must be configured in the prescribed format. Additionally, if setting access restrictions with user authentication, the .htpasswd file must also be uploaded.

---

>**Reference**> Refer to "B.1.2 .htaccess File Format" for information on the .htaccess file format.

---

**Note ★ What is the .htpasswd file?**

This file is used for storing the user ID and password for granting access.

---

### B.1.1 Access Restriction Types

---

The following three access restriction types are available.

- (1) **Specifying an IP address (domain name)**  
Create an .htaccess file, and set access restrictions with an IP address (domain name).
- (2) **Authenticating users**  
Create .htaccess and .htpasswd files, and set access restrictions with user authentication.
- (3) **Combining an IP address (domain name) and user authentication**  
Create .htaccess and .htpasswd files, and set access restrictions combining an IP addresses (domain name) with user authentication.

## B.1.2 .htaccess File Format

---

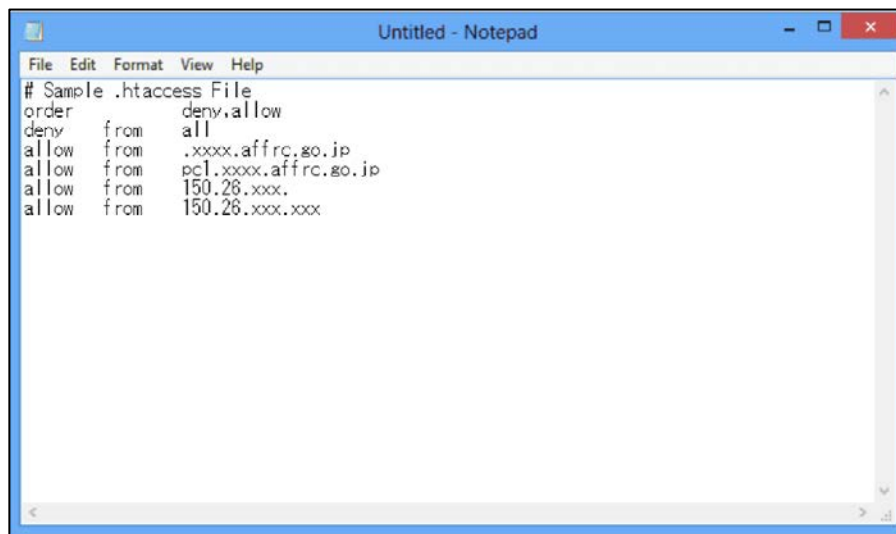
### B.1.2.1 Format When Specifying an IP Address (Domain Name)

---

#### ◆ If granting access only from a specific IP address (domain name)

---

First deny all access, and then enter the IP address or domain name for which access is to be granted.



```
File Edit Format View Help
# Sample .htaccess File
order deny,allow
deny from all
allow from .xxxx.affrc.go.jp
allow from pc1.xxxx.affrc.go.jp
allow from 150.26.xxx.
allow from 150.26.xxx.xxx
```

- # Sample .htaccess File  
Enter "#" at the beginning of the line to make it a comment line.
- order deny,allow  
Denial of access takes precedence.
- deny from all  
Deny all access.
- allow from .xxxx.affrc.go.jp  
Grant access by domain.
- allow from pc1.xxxx.affrc.go.jp  
Grant access to the FQDN of a specific host.
- allow from 150.26.xxx.  
Grant access by network address.
- allow from 150.26.xxx.xxx  
Grant access for specific host IP addresses.

---

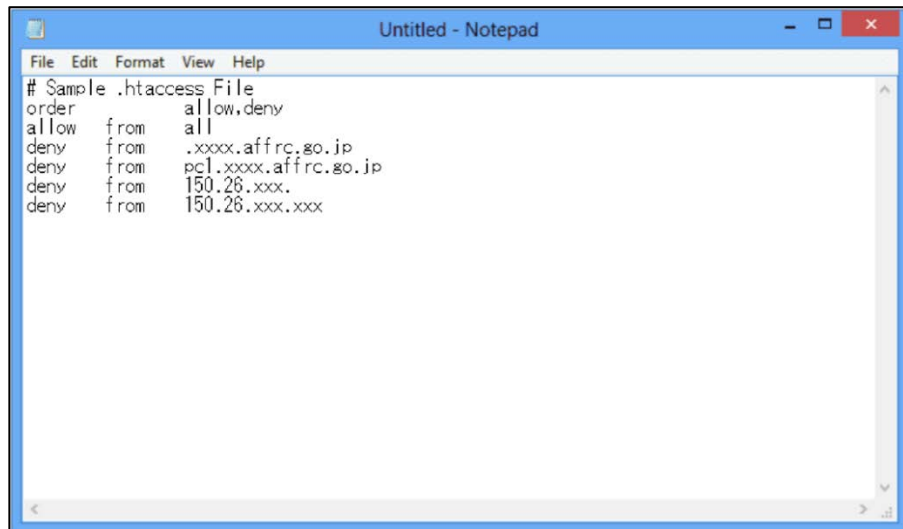
**Note** ★ If the computer does not have a host name  
Specify with an IP address.

---

## ◆ If denying access only from a specific IP address (domain name)

---

First deny all access, and then enter the IP address or domain name for which access is to be denied.



```
File Edit Format View Help
# Sample .htaccess File
order allow,deny
allow from all
deny from .xxxx.affrc.go.jp
deny from pc1.xxxx.affrc.go.jp
deny from 150.26.xxx.
deny from 150.26.xxx.xxx
```

- # Sample .htaccess File  
Enter "#" at the beginning of the line to make it a comment line.
- order allow,deny  
Granting of access takes precedence.
- allow from all  
Grant access to all.
- deny from .xxxx.affrc.go.jp  
Deny access by domain.
- deny from pc1.xxxx.affrc.go.jp  
Deny access to the FQDN of a specific host.
- deny from 150.26.xxx.  
Deny access by network address.
- deny from 150.26.xxx.xxx  
Deny access for specific host IP addresses.

---

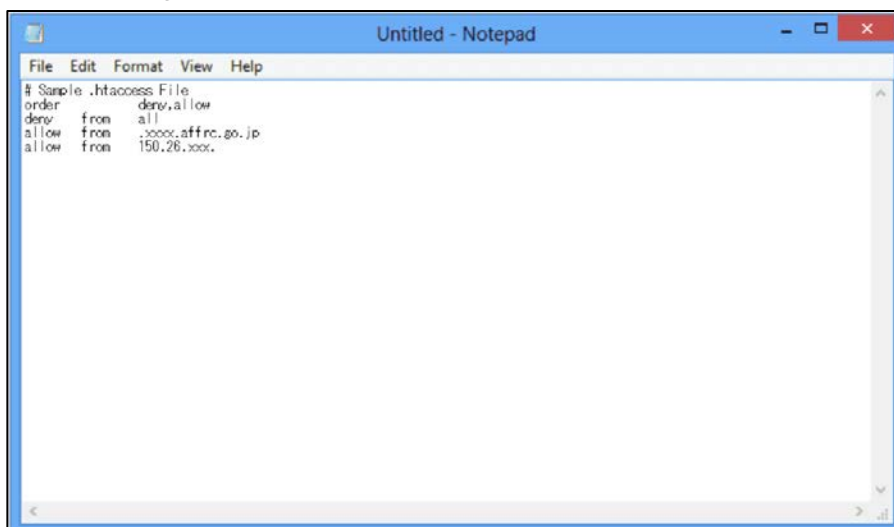
**Note ★** If the computer does not have a host name  
Specify with an IP address.

---

## ◆ If granting access only from a specific organization's subdomain name

---

First deny all access, and then enter the organization's subdomain name for which access is to be granted.



```
File Edit Format View Help
# Sample .htaccess File
order deny,allow
deny from all
allow from .xxxx.affrc.go.jp
allow from 150.26.xxx.
```

- # Sample .htaccess File  
Enter "#" at the beginning of the line to make it a comment line.
- order deny,allow  
Denial of access takes precedence.
- deny from all  
Deny all access.
- allow from .xxxx.affrc.go.jp  
Grant access only from organization subdomain nara.
- allow from 150.26.xxx.  
Grant access from the network address for organization subdomain nara.

---

### **Note ★ Specifying the organization subdomain and network address**

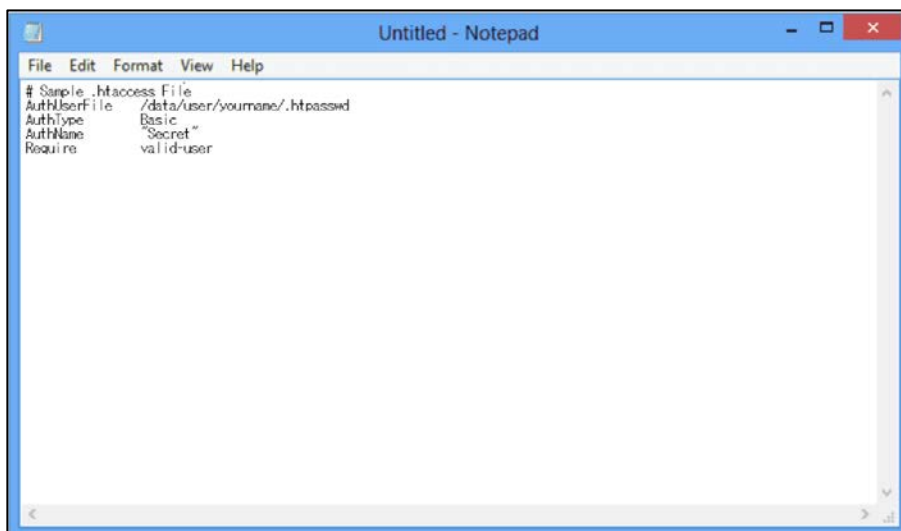
If granting access from a specific organization subdomain, it is also necessary to grant access from the network address, assuming that host names have not been assigned to computers in the organization.

It is also possible to specify only the organization subdomain or network address.

---

## B.1.2.2 Format for Performing User Authentication

---



```
File Edit Format View Help
# Sample .htaccess File
AuthUserFile /data/user/yourname/.htpasswd
AuthType Basic
AuthName "Secret"
Require valid-user
```

- # Sample .htaccess File  
Enter "#" at the beginning of the line to make it a comment line.
- AuthUserFile /data/user/yourname(user name)/.htpasswd  
Enter the absolute path for the .htpasswd file.
- AuthType Basic  
Specify basic authentication as the user authentication method.
- AuthName "Secret"  
Enter the title name that appears in the user authentication window if desired.
- Require valid-user  
Enter the user name for authentication.  
By entering "valid-user", authentication is performed for all users listed in the .htpasswd file.

---

**Caution! User authentication method**

This system supports only basic authentication. With basic authentication, the password flows through the network as encoded information, and therefore there is a risk of the original password being read when decoded. If setting access restrictions with user authentication, do so after ensuring a sufficient understanding of the risk involved.

---

**Caution! AuthUserFile file name**

In the interests of security, be sure to specify a file name beginning with ".ht".

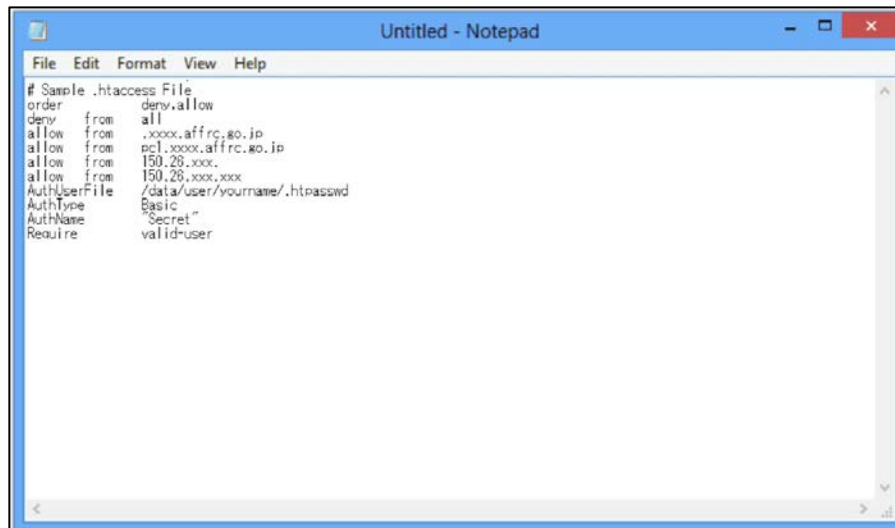
---



### B.1.2.3 Format for combining IP address (domain name) and user authentication

---

If the user's IP address is already known, IP address (domain name) and user authentication can be combined.



```
File Edit Format View Help
# Sample .htaccess File
order from deny,allow
deny from all
allow from .xxx.affrc.go.jp
allow from pcl.xxx.affrc.go.jp
allow from 150.28.xxx.xxx
allow from 150.28.xxx.xxx
AuthUserFile /data/user/yourname/.htpasswd
AuthType Basic
AuthName "Secret"
Require valid-user
```

>Reference> Refer to “B.1.2.1 Format When Specifying an IP Address (Domain Name)” and “B.1.2.2 Format for Performing User Authentication” for information on each format.

## B.2 Setting Access Restrictions with Windows

### Operation

- Step1 **Create an .htaccess file using a text editor such as Notepad.**  
>Reference> Refer to “B.1.2 .htaccess File Format” for information on the .htaccess file format.
- Step2 **Connect to the Research Information Exchange System, and upload the .htaccess and .htpasswd files to the folder you wish to restrict access to.**  
>Reference> Refer to “AppendixA Connecting to the Research Information Exchange System” for information on connecting to the Research Information Exchange System.

---

**Note ★ Transfer mode**  
Upload the “.htaccess” file and “.htpasswd” file in text mode (ASCII mode).

---

**Note ★ Changing the “.htaccess” file name**  
Depending on the text editor used, it may not be possible to save a file with the file name “.htaccess”. If this is the case, change the file name in the Research Information Exchange System to “.htaccess” after uploading.

---

## B.3 Setting Access Restrictions with macOS 12 Monterey

### Operation

Step1 **Create an .htaccess file using a text editor such as TextEdit.**

**>Reference>** Refer to “B.1.2 .htaccess File Format” for information on the .htaccess file format.

---

**Caution! .htaccess file name**

macOS 12 Monterey recognises files with the prefix “.” as system files. Create an .htaccess file with the filename “htaccess.txt”, upload it to the Research Information Exchange System, and then change the file name to “.htaccess”.

---

Step2 **Connect to the Research Information Exchange System, and upload the .htaccess and .htpasswd files to the folder you wish to restrict access to.**

**>Reference>** Refer to “AppendixA Connecting to the Research Information Exchange System” for information on connecting to the Research Information Exchange System.

Step3 **Change the name of the uploaded “htaccess.txt” to “.htaccess”.**

# AppendixC Viewing Personal Public Folders

---

## C.1 Viewing Personal Public Folders

---

The content of a personal public folder can be viewed by entering the URL for that folder in the web browser address field.

### Operation

- Step1 **Enter “`http://cse.△△△.affrc.go.jp/□□□/`” in the web browser address field.**  
Enter the organization subdomain in “△△△”, and enter the log in name for the user of the personal public folder in “□□□”.
- Step2 **Press the “Enter” key.**  
The content of the personal public folder will appear in your web browser.

# AppendixD Viewing and Editing Wikis

## D.1 Viewing Wikis

The content of a wiki can be viewed or edited by entering the URL for a publicly available personal wiki or the URL for a mailing list wiki in the web browser address field.

### Operation

Step1 **Enter the address for a publicly available wiki in the web browser address field.**

- (1) **Enter “<https://user-wiki.sys.affrc.go.jp/□□□/>” to view a Research Information Exchange System personal wiki.**  
Enter the log in name for the user who made the personal wiki publicly available in “□□□”.

---

**Note ★ Omitting the log in name**  
The AFFRIT Wiki top page can be displayed.

- (2) **To view a mailing list wiki, enter “<https://ml-wiki.sys.affrc.go.jp/□□□/>”.**  
Enter the mailing list name in “□□□”.

---

**Note ★ Omitting the mailing list name**  
The AFFRIT Wiki top page can be displayed.

Step2 **Press the “Enter” key.**  
The wiki appears in your web browser.  
**>Reference>** See below for information on working with wikis.  
<http://www.dokuwiki.org/ja:dokuwiki>

---

**Note ★ Logging in to a personal wiki**  
Depending on the settings of the user who made the personal wiki publicly available, it may not be possible to view the wiki without logging in to the system. If this is the case, click the wiki “Log in ” button to log in to the system.

## D.2 Editing Wikis

This section describes how to edit a wiki.

**Caution!** **Editing wikis**  
Only users with editing permissions can edit a wiki.

**Note** ★ **Wiki pages in this manual**  
The wiki pages in this manual may differ from the actually displayed pages depending on the operating environment.

### D.2.1 Starting Wiki Editing

#### Operation

Step1 **Ensure that the wiki page is displayed.**



Step2 **Clicking the “Log in” button in the upper right of the wiki page displays the <Log in> window. Enter the log in name and password, select the display language, and click the [OK] button.**  
The user is logged in to the system.  
>**Reference**> Refer to “1.2 システムの利用開始” for information on logging into the system.

Step3 Click the “**文書の編集**” button on the wiki page.  
Wikis can now be edited.



## D.2.2 Inserting Reference Links

Reference links to a user's shared folder or the mailing lists to which they belong can easily be inserted into a wiki page.

### Operation

- Step1 **First, ensure that the wiki page can be edited.**  
>Reference> Refer to "D.2.1 Starting Wiki Editing" for information on enabling wiki page editing.
- Step2 **Click one of the buttons under the "M" button in the toolbar at the top of the edit window.**  
By doing so, a reference link is inserted.





## D.2.3 Creating a Comments Field

A comments field can be created in a wiki page, allowing users to enter comments. By creating a comments field, comments can be entered even by users with no wiki editing permissions. It is therefore helpful to create a comments field in such cases as when wishing to gather as many opinions as possible. Comments written by users are managed separately from wiki pages.

**Caution!** **Comments field quantity restrictions**  
One comments field can be created for each wiki page.

### Operation

Step1 **First, ensure that the wiki page can be edited.**

>**Reference**> Refer to “D.2.1 Starting Wiki Editing” for information on enabling wiki page editing.

Step2 **Use the “~~DISCUSSION~~” notation to create a comments field.**

Format: `~~DISCUSSION~~`



<Example of a page with a comments field>



<Example of the comments management window>



---

**Note ★** **If a comments field has already been created**  
Set the status of the comments field to allow comments to be entered.

---

**Note ★** **To disable the comments field**  
Use the “`~~DISCUSSION:closed~~`” notation.  
Format: `~~DISCUSSION:closed~~`  
If a comments field has not yet been created, a comments field that does not allow new comments to be posted is created.

---

**Note ★** **Hiding the comments field**  
Use the “`~~DISCUSSION:off~~`” notation.  
Format: `~~DISCUSSION:off~~`  
Additionally, the comments field can also be hidden from “View all comments” in the management window.  
After comments are hidden, they remain hidden even if the “`~~DISCUSSION:off~~`” notation is deleted from the wiki page.

---

**Caution!** **Deleting the comments field**  
Once a comments field has been created, it cannot be permanently deleted.  
The comments field will remain even if the “`~~DISCUSSION~~`” notation is deleted from the wiki page.

---

## D.2.4 Displaying Wiki Page Content Chronologically Like a Blog

The content of wiki pages in a specific namespace (folder) can be displayed chronologically. This is helpful for use in announcement pages, etc.

### Operation

Step1 **First, ensure that the wiki page can be edited.**

**>Reference>** Refer to “D.2.1 Starting Wiki Editing” for information on enabling wiki page editing.

Step2 **To display content chronologically like a blog, use the “`{{blog>...}}`” notation.**

Format: `{{blog>[namespace]?[number of displayed posts]&[include plugin display flag]}}`

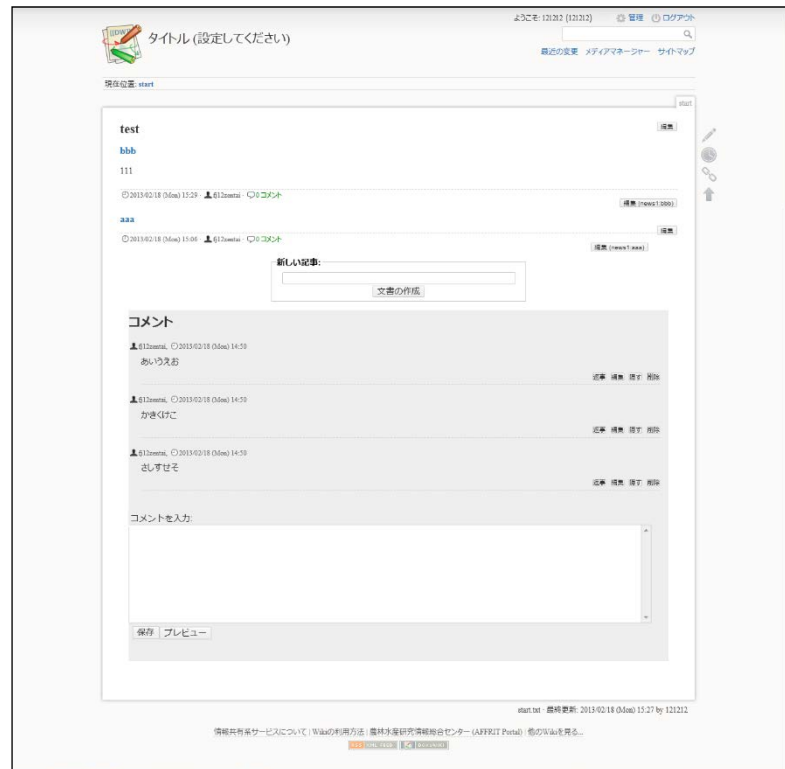
- [namespace]  
Specify the namespace (folder) in which the wiki page content is displayed chronologically.  
If omitted, the namespace "blog" is assumed.
- [number of displayed posts]  
Specify the number of posts displayed on each page.  
If omitted, a post number of "5" is assumed.  
If the number of displayed posts is exceeded, the page will be split, and links such as "older posts" will be displayed accordingly.
- [include plugin display flag]  
Specify the content and syntax of each displayed post.

**>Reference>** Refer to the following site (English) for details on the include plugin display flag.

[https://www.dokuwiki.org/plugin:include#configuration\\_and\\_flags](https://www.dokuwiki.org/plugin:include#configuration_and_flags)



<Example of content displayed chronologically like a blog>



**Note ★** If displaying a wiki page in a specific namespace (folder) in list format

Use the “`{{autoarchive>...}}`” notation.

Format: `{{autoarchive>[namespace]}}`

**Note ★** To display the wiki page in a specific namespace (folder) in list format by month and year

Use the “`{{archive>...}}`” notation.

Format: `{{archive>[namespace]?[month & year]&[pagelist plugin display flag]}}`

- [namespace]  
Specify the namespace (folder) for displaying a wiki page in list format by month and year.  
If omitted, the namespace "blog" is assumed.
- [month & year] (required)  
Specify in YYYY or YYYY-MM format.  
To display posts for the entire period, specify "\*".
- [pagelist plugin display flag]  
Specify the syntax of displayed page lists.

>**Reference**> Refer to the following site (English) for details on the pagelist plugin display flag.

<https://www.dokuwiki.org/plugin:pagelist#flags>

---

**Note ★ Blog function related plugins**

The blog function works by combining several plugins. In addition to the include and pagelist plugins described above, the following plugin functions are also used.

- bloglinks plugin  
Display a link to the previous and next blog entries above posts.  
Refer to the following page (English) for details.  
<https://www.dokuwiki.org/plugin:bloglinks>
  - tag plugin  
Wiki pages can be tagged.  
Refer to the following page (English) for details.  
<https://www.dokuwiki.org/plugin:tag>
  - discussion plugin  
This is used for the comment function.  
Refer to “D.2.3 Creating a Comments Field” for details.
-

## ◆ Announcement page creation example

---

### ■ Page name

- Announcements top : /Info
- List of announcements by year : /Archive/2021
- Individual announcement posts : /info/post name

### ■ Wiki text content sample for the above page

- Announcements top: /Info

```
==== Announcements ====
{{blog>info}}
```

- List of announcements by year: /Archive/2021

```
==== 2021 Announcements ====
{{archive>info?2021}}
```

- Individual announcement posts: /info/post name

```
==== Post title ====
This is an announcement sample post.
```

---

#### **Note** ★ Adding a new announcement post

By entering the “post name” in the new post entry form displayed in “Announcements top”, new posts can be created using a blog post model.

---

## D.3 Batch Downloading and Uploading of Wiki Pages

### D.3.1 Batch Downloading Wiki Pages

**Caution!** Batch downloading wiki pages  
Wiki pages can be batch downloaded only by users with manager authority.

#### Operation

- Step1 **First, ensure that the wiki page can be edited.**  
>**Reference**> Refer to “D.2.1 Starting Wiki Editing” for information on enabling wiki page editing.
- Step2 **Click the “Manage” button in the upper right of the edit window.**  
The Manager menu appears.



- Step3 **Click the “データのインポートとエクスポート” link.**  
The window for importing and exporting data appears.



Step4 Click the “データをエキスポートする” link.  
Wiki pages are batch downloaded.



## D.3.2 Batch Uploading of Wiki Pages

### Caution! Batch uploading of wiki pages

Wiki pages can be batch uploaded only by users with manager authority.

### Caution! Upload zip file format

Uploaded zip files must be in the following format.

- Folder structure
- The root folder in zip files should contain a “pages” and “media” folder.
- Content of “pages” folder (wiki pages)
- All file names and folder names should contain single-byte alphanumeric characters only.
- Japanese file names and folder names should contain UTF-8 encoded Japanese character strings that have been URL encoded.
- The file extension should be “.txt”.
- The file content should be in UTF-8 encoded text.
- “media” folder content (media files)
- All file names and folder names should contain single-byte alphanumeric characters only.
- Japanese file names and folder names should contain UTF-8 encoded Japanese character strings that have been URL encoded.
- The file extension should be an extension that can be uploaded to AFFRIT Wiki as a media file.

### Operation

Step1 **First, ensure that the wiki page can be edited.**

>**Reference**> Refer to “D.2.1 Starting Wiki Editing” for information on enabling wiki page editing.

Step2 **Click the “Manage” button in the upper right of the edit window.**  
The Manager menu appears.





Step3 Click the “データのインポートとエクスポート” link.  
The window for importing and exporting data appears.



Step4 Click the [Browse] button, and select the file to be uploaded.

Step5 Click the “データをインポートする” link.  
Wiki pages are batch uploaded.



# AppendixE Connecting to and Performing Operations in Shared Folders

---

## E.1 Overview of Shared Folder Connection and Operation

---

Users can connect to Research Information Exchange System personal shared folders or mailing list shared folders for which access has been granted, and from there, can create folders, and upload or download files.

---

**Note ★ Folder names and file names for shared folders**  
Be sure to use single-byte alphanumeric characters for folder names and file names for shared folders.

---

## E.2 Connecting to and Performing Operations in Shared Folders from Windows

### E.2.1 Connecting to and Performing Operations in Shared Folders Using a Web Browser

This section describes how to connect to or perform operations in Research Information Exchange System personal shared folders or mailing list shared folders from Windows using a web browser.

#### E.2.1.1 Connecting Using a Web Browser

Entering the URL for a shared folder in the web browser address field enables a connection to be established with that shared folder.

##### Operation

Step1 **Enter the address for the shared folder in the web browser address field.**

- (1) **Enter “https://user-share.sys.affrc.go.jp/□□□/△△△/” to connect to a Research Information Exchange System personal shared folder.**  
Enter the log in name of the user who made the personal shared folder publicly available in “□□□”, and enter the name of the shared folder in “△△△”.

---

**Note ★ Omitting the log in name and shared folder name**  
The AFFRIT shared folder top page can be displayed.

---

- (2) **If connecting to a mailing list shared folder, enter “https://ml-share.sys.affrc.go.jp/□□□/△△△/”.**  
Enter the mailing list name that made the shared folder publicly available in “□□□”, and enter the name of the shared folder in “△△△”.

---

**Note ★ Omitting the mailing list name and shared folder name**  
The AFFRIT shared folder top page can be displayed.

---

Step2 **Press the “Enter” key.**  
A message window appears indicating that log in is required.

- Step3 **Click the “Log in” button in the upper right of the window.**  
A window appears indicating that the display will change to the WebSSO authentication window.



- Step4 **Clicking the [Log in] button displays the <Log in> window. Enter the log in name and password, select the display language, and click the [OK] button.**  
You will be logged in to the system, and be able to connect to and perform operations in the shared folder.  
**>Reference>** Refer to “1.2 システムの利用開始” for information on logging into the system.



## E.2.1.2 Editing Shared Folders

This section describes how to edit shared folders based on an example with an environment in which Java Script is available.

Note that shared folders can be edited even in environments where Java Script is not available, but the procedure for doing so differs slightly.

## ◆ Creating a new folder

### **Caution!** Creating a new folder

Only users with writing permissions are able to create new folders.

### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>**Reference**> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Click the “Create folder” button on the left of the <Shared Folder> window.**  
A field for entering a new folder name appears in the folder/file list.



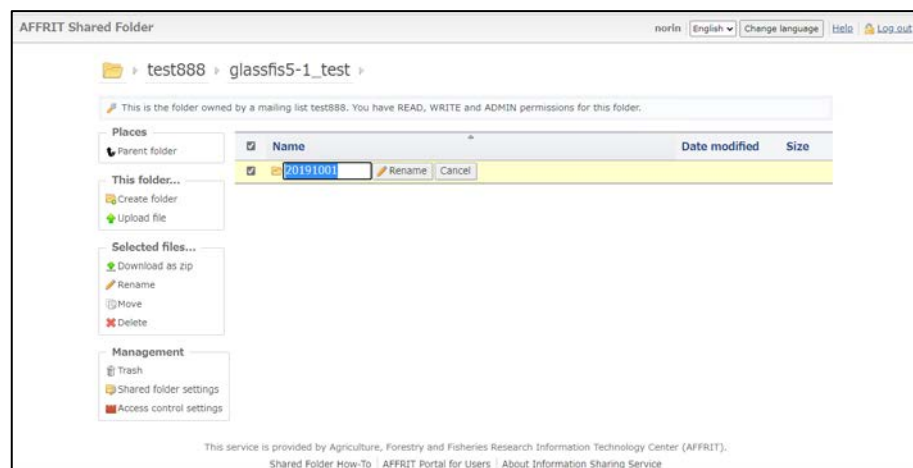
- Step3 **Enter a new folder name, and click the [Create] button.**  
A shared folder is created.

## ◆ Changing folder and file names to the desired names

**Caution!** Changing folder and file names  
Only users with writing permissions are able to change folder names and file names.

### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>Reference> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Select a single check box for a folder or file you wish to rename from the folder/file list, and click the “Rename” button on the left of the <Shared Folder> window.**  
A field appears for entering a name for the relevant folder or file in the folder/file list.



- Step3 **Enter a new name for the folder or file, and click the [Rename] button.**  
The name of the folder or file is changed.

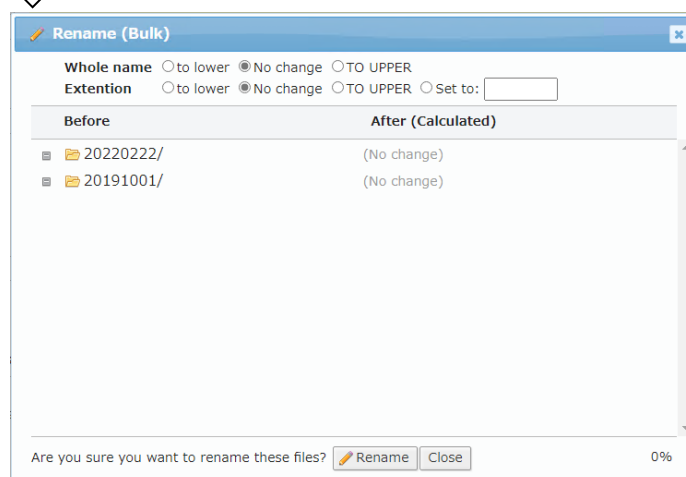
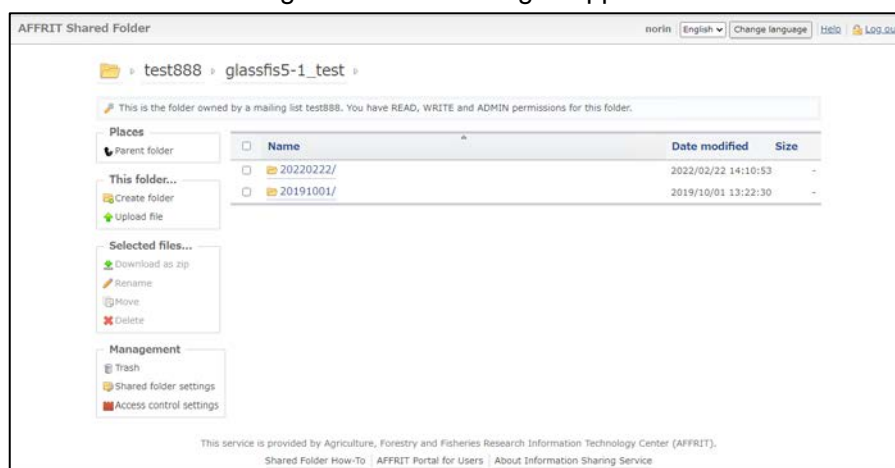


## ◆ Changing multiple folder/file names to lowercase/uppercase

**Caution!** Making batch changes to folder or file names  
Only users with writing permissions are able to make batch changes to folder names and file names.

### Operation

- Step1** Ensure that the use of shared folders is possible.  
>Reference> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2** Select multiple check boxes for folders or files you wish to make batch name changes to from the folder/file list, and click the “Rename” button on the left of the <Shared Folder> window. The window for making batch name changes appears.



- Step3** Select "to lower" or "TO UPPER" from "Whole name", and click the [Rename] button.  
All folder names and file names are changed to lower case or upper case.

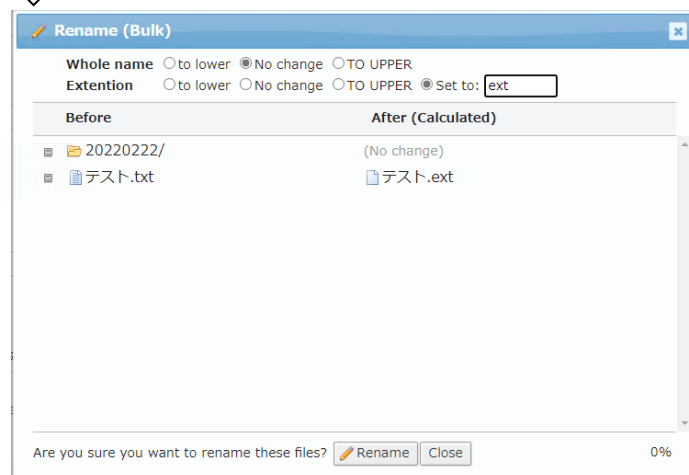
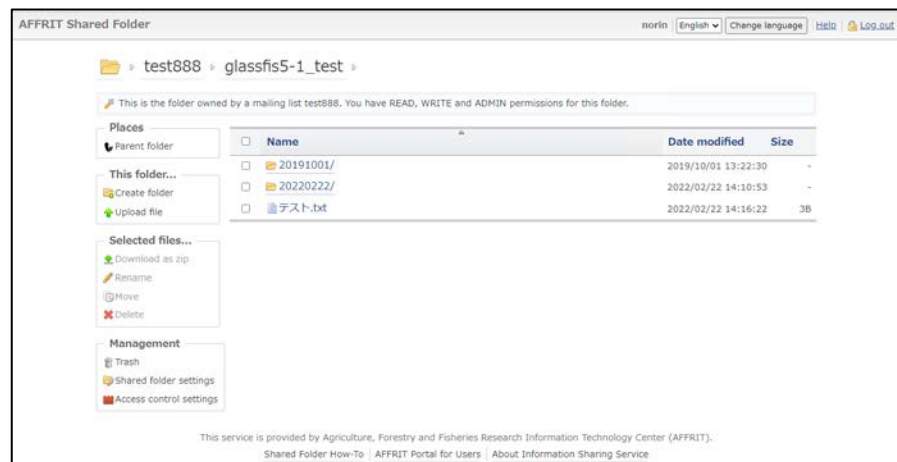
## ◆ Changing multiple file extensions to lower case, upper case, or your own choice of extension

### **Caution!** Making batch file extension changes

Only users with writing permissions are able to make batch changes to file extensions.

### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>**Reference**> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Select multiple check boxes for files you wish to make batch extension changes to from the folder/file list, and click the “Rename” button on the left of the <Shared Folder> window.**  
The window for making batch name changes appears.



- Step3 **Select one of the following from “Extension”.**
- to lower
  - TO UPPER
  - Set to

If "Set to" is selected, enter the desired extension in the extension field.

Step4 **Click the [Rename] button.**  
The file extensions are batch changed to lower case, upper case, or your own choice of extension.

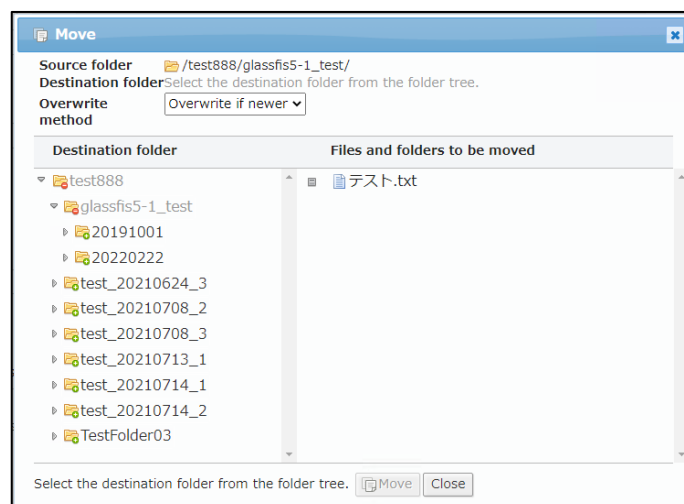
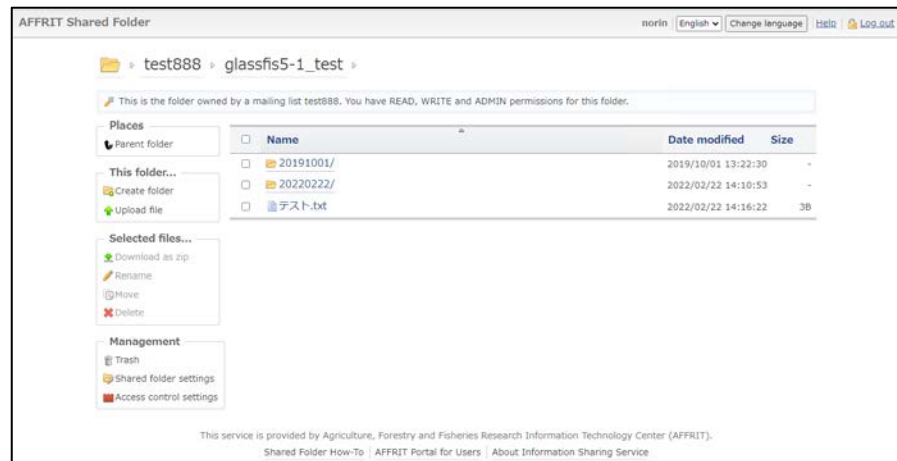
## ◆ Moving folders and files

### Caution! Moving folders and files

Only users with writing permissions are able to move folders and files.

### 👉 Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>Reference> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Select the check box (multiple selections possible) for the folder or file you wish to move from the folder/file list, and then click the “Move” button on the left of the <Shared Folder> window.**  
The <Move File> window appears.



- Step3 **Specify the destination using the following procedure.**
- (1) **Select the destination from "Destination folder" on the left of the window.**
  - (2) **Select one of the following from "Overwrite method".**
    - Do not overwrite
    - Overwrite if newer
    - Overwrite

---

**Note ★ Excluding folders and/or files from those being moved**  
By selecting the check box to the left of the name of the folder or file to be moved, those folders or files are not moved.

---

- Step4 **Click the [Move] button.**  
The folders and/or files are moved to the specified folder.

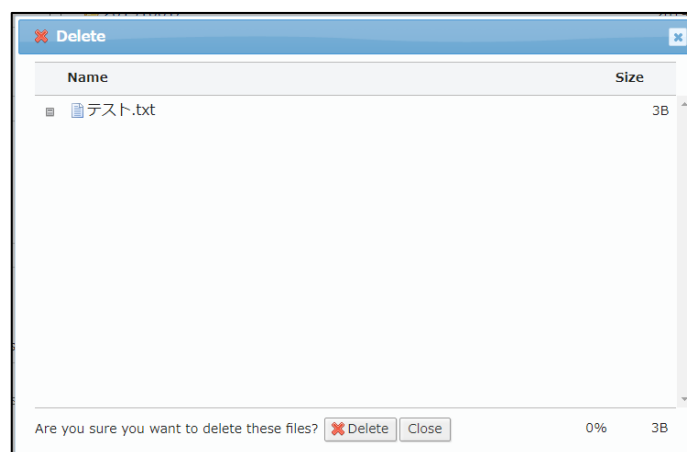
## ◆ Deleting folders and files

### Caution! Deleting folders and files

Only users with writing permissions are able to delete folders and files.

### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>Reference> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Select the check box (multiple selections possible) for folder or file you wish to delete from the folder/file list, and then click the “Delete” button on the left of the <Shared Folder> window.**  
The <Delete File> window appears.



---

**Note ★ Excluding folders and/or files from those being deleted**

By selecting the check box to the left of the name of a folder or file, those folders or files are not deleted.

---

**Step3 Click the [Delete] button.**

The folders and/or files are deleted.

Deleted folders or files are moved to the trash.

## E.2.1.3 Downloading and uploading shared folders

This section describes how to download or upload shared folders based on an example with an environment in which Java Script is available.

Note that shared folders can be downloaded or uploaded even in environments where Java Script is not available, but the procedure for doing so differs slightly.

### ◆ Downloading folders or files together

#### **Caution!** Downloading folders or files

Only users with reading permissions are able to download folders and files.

#### **Caution!** Time required to download folders or files

Downloading large numbers of folders or files, or folders or files of large file size, can take some time.

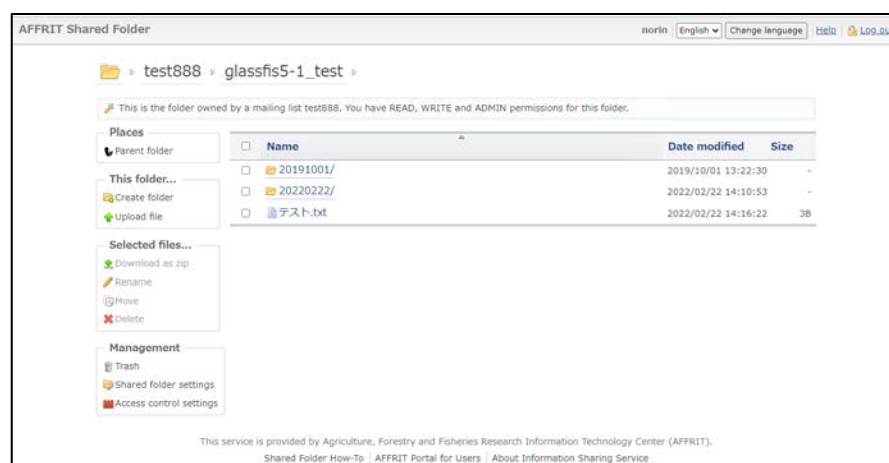
#### Operation

##### Step1 **Ensure that the use of shared folders is possible.**

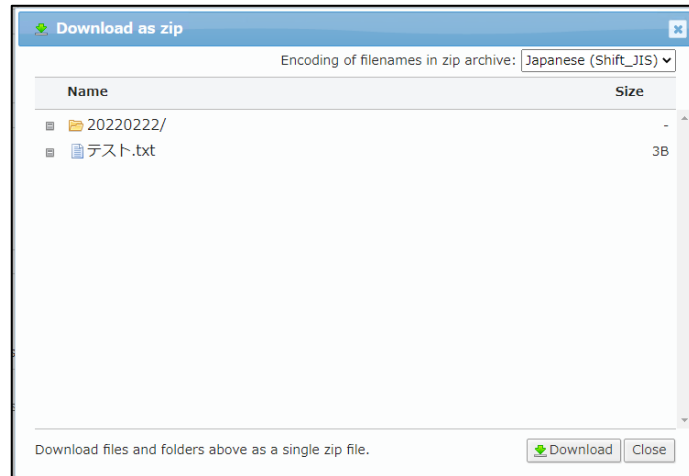
**>Reference>** Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.

##### Step2 **Select the check box (multiple selections possible) for the folder or file you wish to download from the folder/file list, and then click the “Download as zip” button on the left of the <Shared Folder> window.**

The <Download as zip> window appears.







---

**Note ★ Excluding folders and/or files from downloading**

Selecting the check box to the left of the name of a folder or file excludes those folders or files from being downloaded.

---

**Step3 If necessary, select the appropriate language from “Encoding of filenames in zip archive”.**

**Step4 Click the [Download] button.**

The selected folders and/or files are combined into a zip file and downloaded.

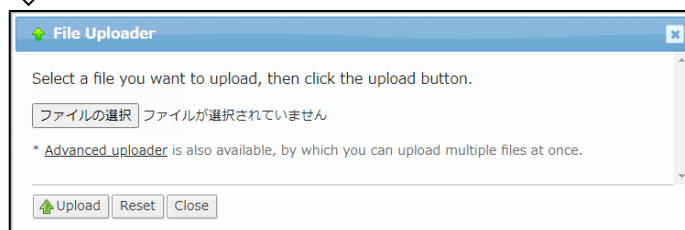
## ◆ Uploading files

**Caution!** **Uploading files**  
Only users with writing permissions are able to upload files.

**Caution!** **Time required to upload files**  
Uploading large files can take some time.

### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>Reference> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Click the “Upload file” button on the left of the <Shared Folder> window.**  
The <File Uploader> window appears.



**Note** ★ **If an advanced upload window appears**  
Clicking the “Standard uploader” link displays the standard uploader window.

Step3 Click the [Add files] button, and select the file to be uploaded.

Step4 Click the [Upload] button.  
The selected file is uploaded.

## ◆ Batch uploading of multiple files

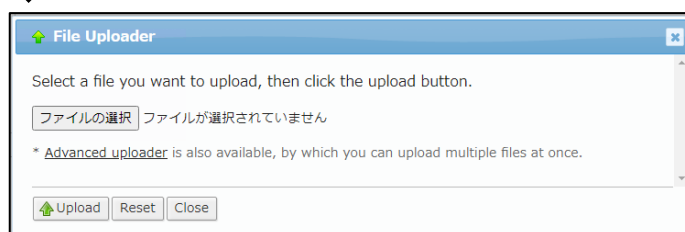
**Caution!** **Uploading files**  
Only users with writing permissions are able to upload files.

**Caution!** **Time required to upload files**  
Uploading large numbers of files, or files of large file size, can take some time.

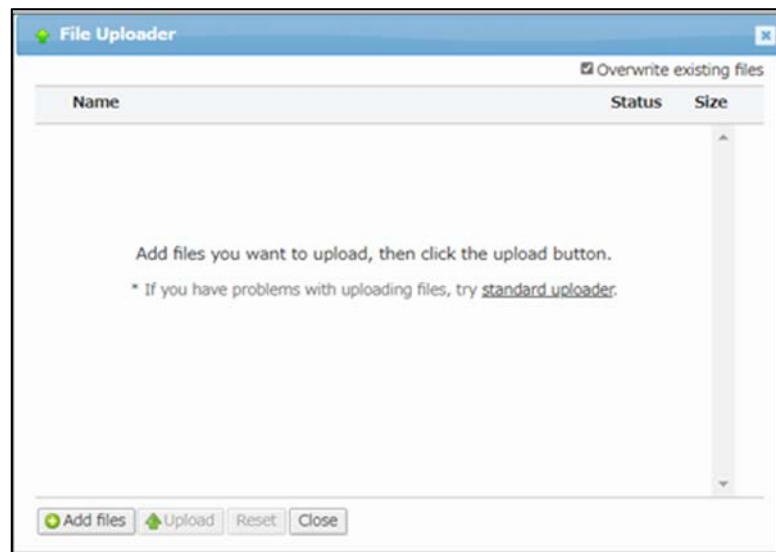
### Operation

Step1 **Ensure that the use of shared folders is possible.**  
**>Reference>** Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.

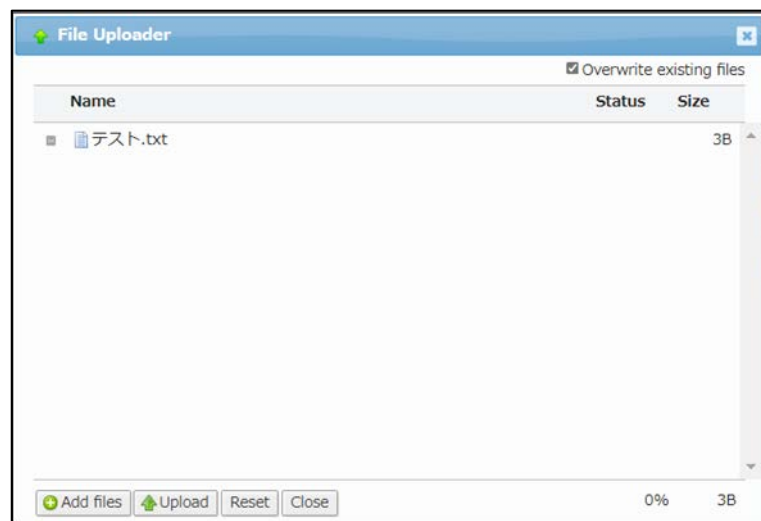
Step2 **Click the “Upload file” button on the left of the <Shared Folder> window.**  
The <File Uploader> window appears.



- Step3 **Click the “Advanced uploader” link.**  
The advanced uploader window appears.



- Step4 **Click the [Add files] button, and add the file(s) to be uploaded.**



- Step5 **If necessary, select the “Overwrite existing files” check box.**

- Step6 **Click the [Upload] button.**  
The selected multiple files are batch uploaded.

## E.2.1.4 Managing the Trash

This section describes how to manage shared folders based on an example with an environment in which Java Script is available.

Note that shared folders can be managed even in environments where Java Script is not available, but the procedure for doing so differs slightly.

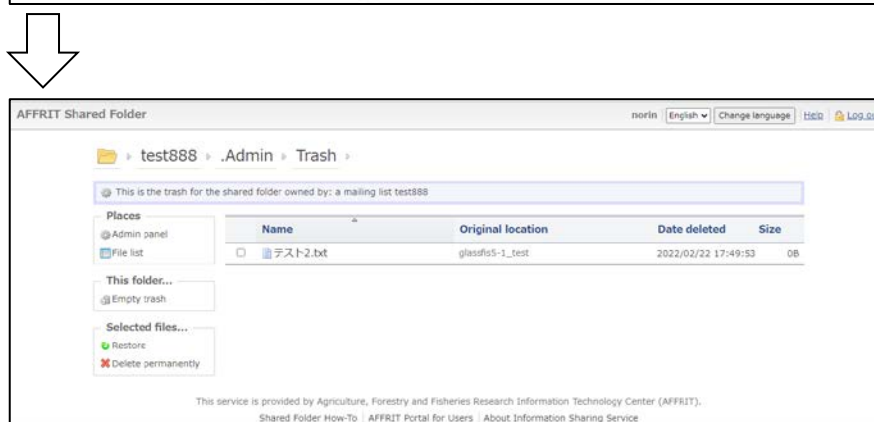
### ◆ Restoring folders or files from the trash

#### **Caution!** Restoring folders or files from the trash

Folders and files in the trash can only be restored by users with manager authority.

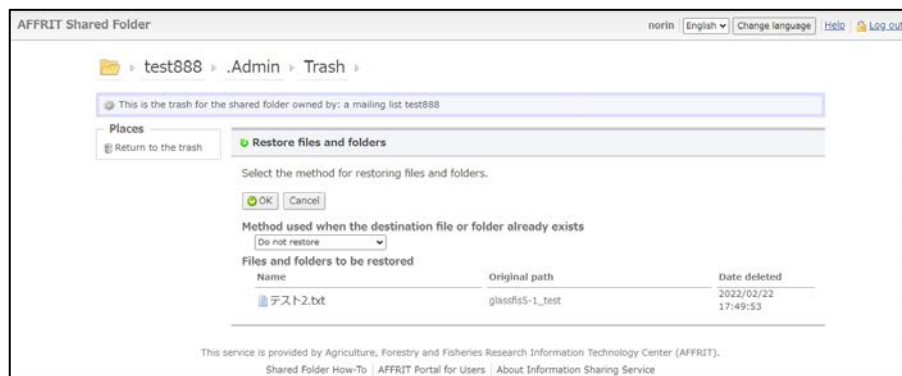
#### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>**Reference**> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Click the “Trash” button on the left of the <Shared Folder> window.**  
The trash management window appears.



**Step3 Select the check box (multiple selections possible) for the folder or file you wish to recover from the folder/file list in the trash, and then click the “Restore” button on the left of the trash management window.**

The file and folder restoration window appears.



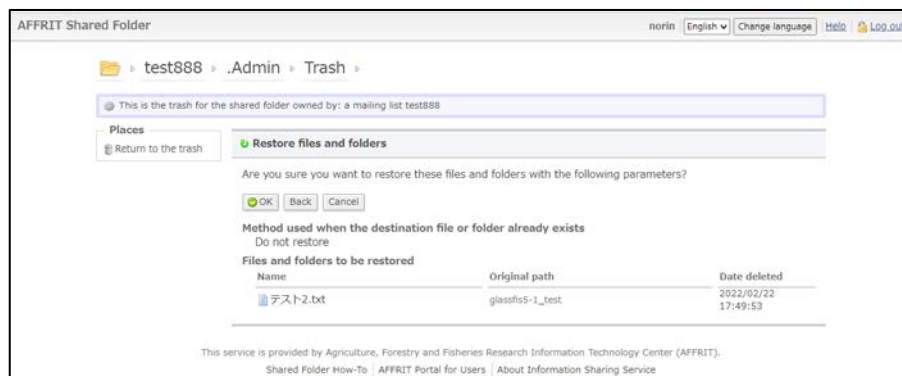
**Step4 Select one of the following from “Method used when the destination file or folder already exists”.**

- Do not restore
- Restore with overwrite
- Restore with another name

Selecting “Restore with another name” automatically adds “.(numerical character)” to the end of the file name.

**Step5 Click the [OK] button.**

A window for confirming whether files and folders are to be restored appears.



**Step6 Click the [OK] button.**

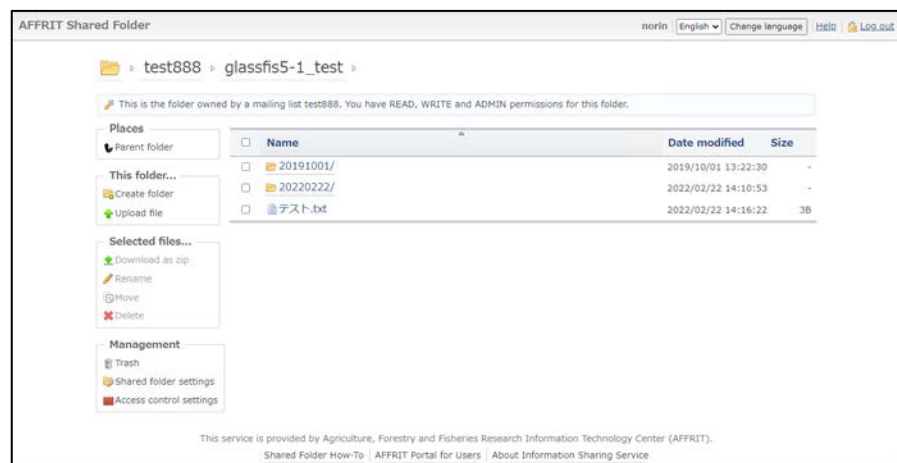
The selected folder and/or files are restored to their original location.

## ◆ Deleting folders and files in the trash permanently

**Caution!** **Deleting folders and files in the trash permanently**  
Folders and files in the trash can only be permanently deleted by users with manager authority.

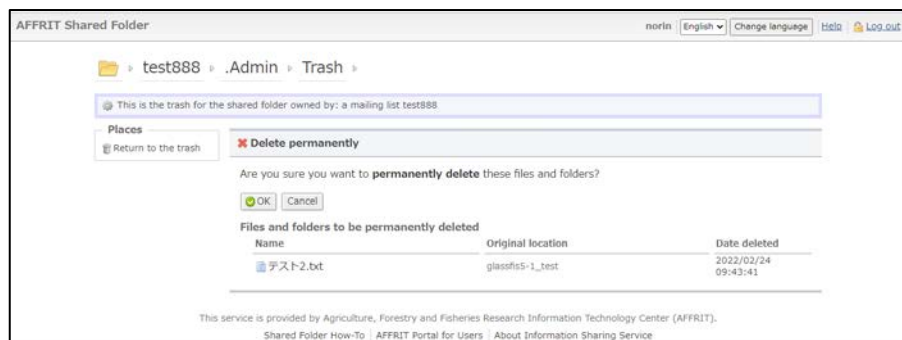
### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>Reference> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Click the “Trash” button on the left of the <Shared Folder> window.**  
The trash management window appears.



**Step3** Select the check box (multiple selections possible) for the folder or file you wish to delete permanently from the folder/file list in the trash, and then click the “Delete permanently” button on the left of the trash management window.

A window for confirming whether files and folders are to be permanently deleted appears.



**Step4** Click the [OK] button.

The selected folders and/or files are permanently deleted.



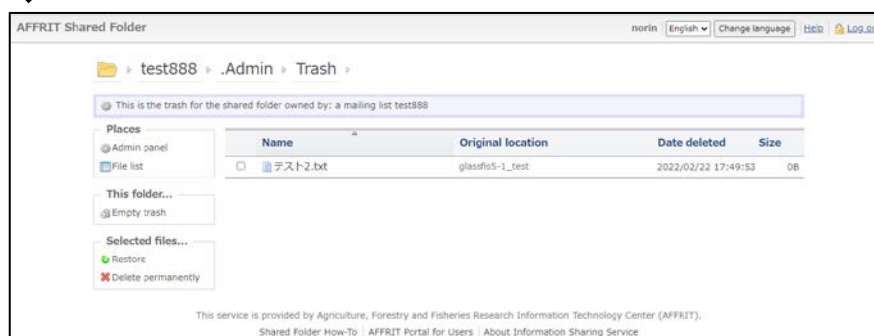
## ◆ Deleting all folders and files in the trash permanently (emptying the trash)

### **Caution!** Deleting folders and files in the trash permanently

Folders and files in the trash can only be permanently deleted by users with manager authority.

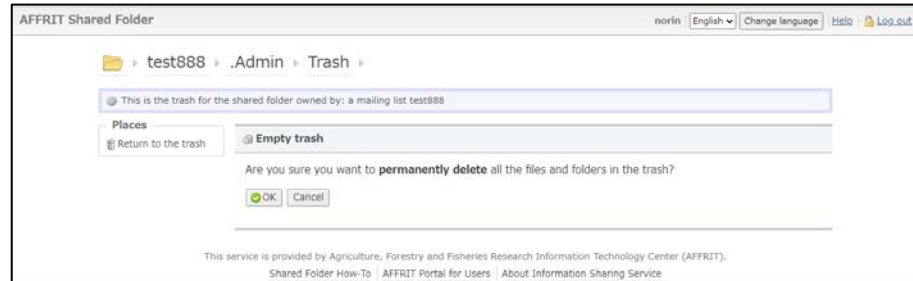
### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>**Reference**> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Click the “Trash” button on the left of the <Shared Folder> window.**  
The trash management window appears.



**Step3** Click the “Empty trash” button on the left of the trash management window.

A window for confirming whether files and folders are to be permanently deleted appears.



**Step4** Click the [OK] button.

All folders and/or files in the trash are permanently deleted.

## E.2.1.5 Managing Shared Folders

This section describes how to manage shared folders.

Shared folder settings allows users to add, modify, or delete shared folders.

### **Caution!** Shared folder settings

Shared folders can only be managed by users with manager authority.

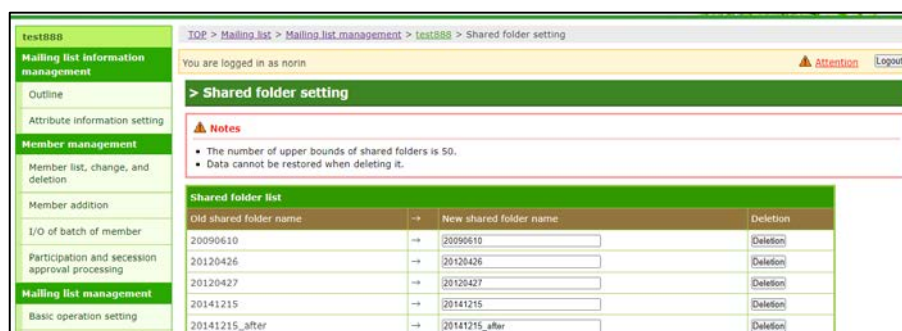
### Operation

#### Step1 **Ensure that the use of shared folders is possible.**

**>Reference>** Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.

#### Step2 **Click the “Shared folder settings” button on the left of the <Shared Folder> window.**

The <Shared folder setting> window appears.



#### Step3 **Refer to “2.5.1 Setting Personal Shared Folders”.**

## E.2.1.6 Setting Access Restrictions for Shared Folders

This section describes how to set access restrictions for shared folders. When setting access restrictions for shared folders, users, groups, and IP address for which access is granted can be set.

**Caution!** **Setting access restrictions for shared folders**  
Access restrictions for shared folders can only be applied by users with manager authority.

### Operation

- Step1 **Ensure that the use of shared folders is possible.**  
>**Reference**> Refer to “E.2.1.1 Connecting Using a Web Browser” for information on enabling shared folder use.
- Step2 **Click the “Access control settings” button on the left of the <Shared Folder> window.**  
The <Shared folder setting> window appears.



Setting of user and group that does access permission				
Folder name	Object	Authority	Deletion	
*	User ID xx137062	Writing	<a href="#">Deletion</a>	
*	User ID a.kazunori@fujitsu.com	Reading	<a href="#">Deletion</a>	
*	User ID fjstockbox	Reading	<a href="#">Deletion</a>	
*	User ID idake1192@gmail.com	Reading	<a href="#">Deletion</a>	
*	User ID ns16is00z	Reading	<a href="#">Deletion</a>	
*	Group ID test888&admin	Reading	<a href="#">Deletion</a>	
TestFolder01	User ID fjchk	Reading	<a href="#">Deletion</a>	
glassfis5-1_test	User ID xx137010	Writing	<a href="#">Deletion</a>	
glassfis5-1_test	User ID xx137010	Reading	<a href="#">Deletion</a>	

- Step3 **Refer to “2.5.2 Setting Access Restrictions for Personal Shared Folders”.**

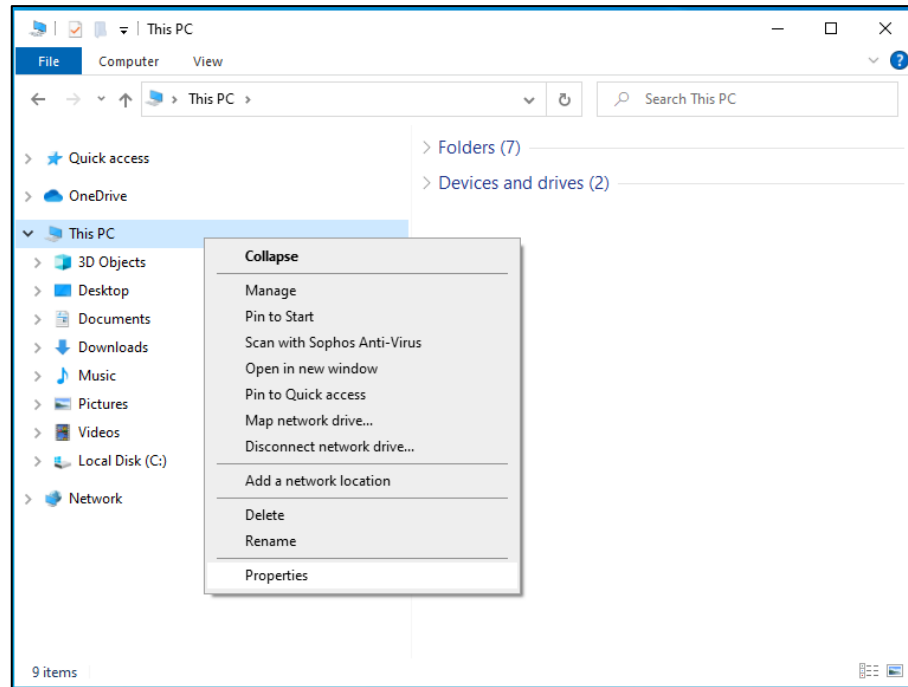
## E.2.2 Connecting to and Performing Operations in Shared Folders Directly from Windows

This section describes the connection method using Windows 10 as an example.

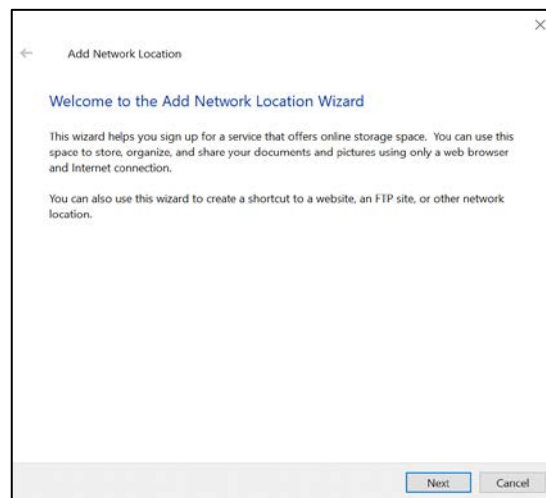
### Operation

Step1 **Start Explorer.**

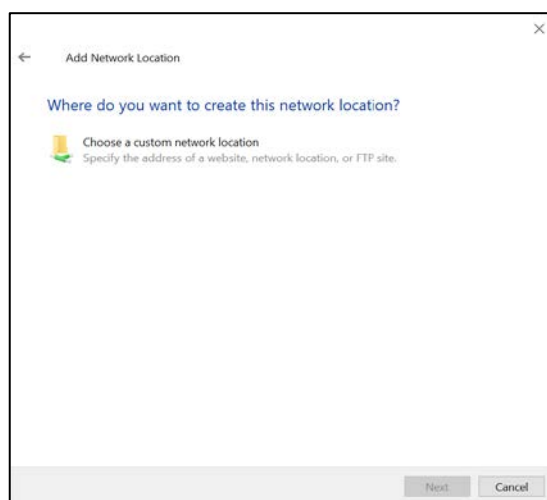
Step2 **Right-click "PC" on the left of the Explorer window.**



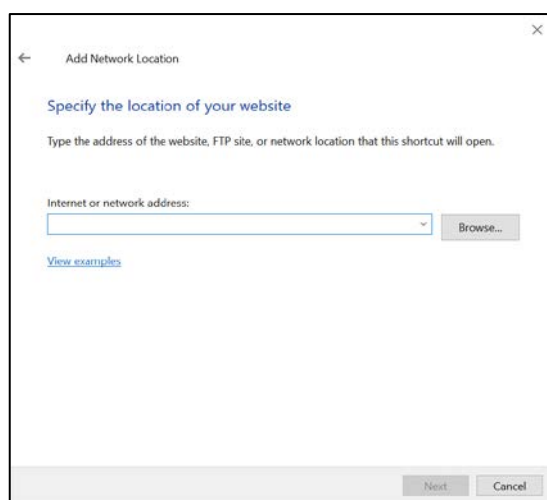
Step3 **Click "Add a network location" from the menu that appears.**  
The <Add Network Location> window appears.



- Step4 Click the [Next] button.**  
A window for specifying where to create the network location appears.

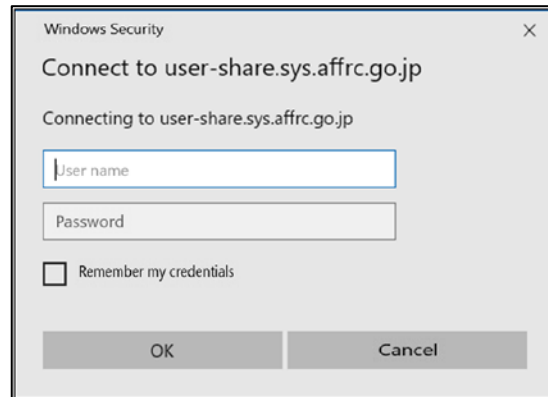


- Step5 Select “Choose a custom network location”, and click the [Next] button.**  
A window for specifying the website location appears.



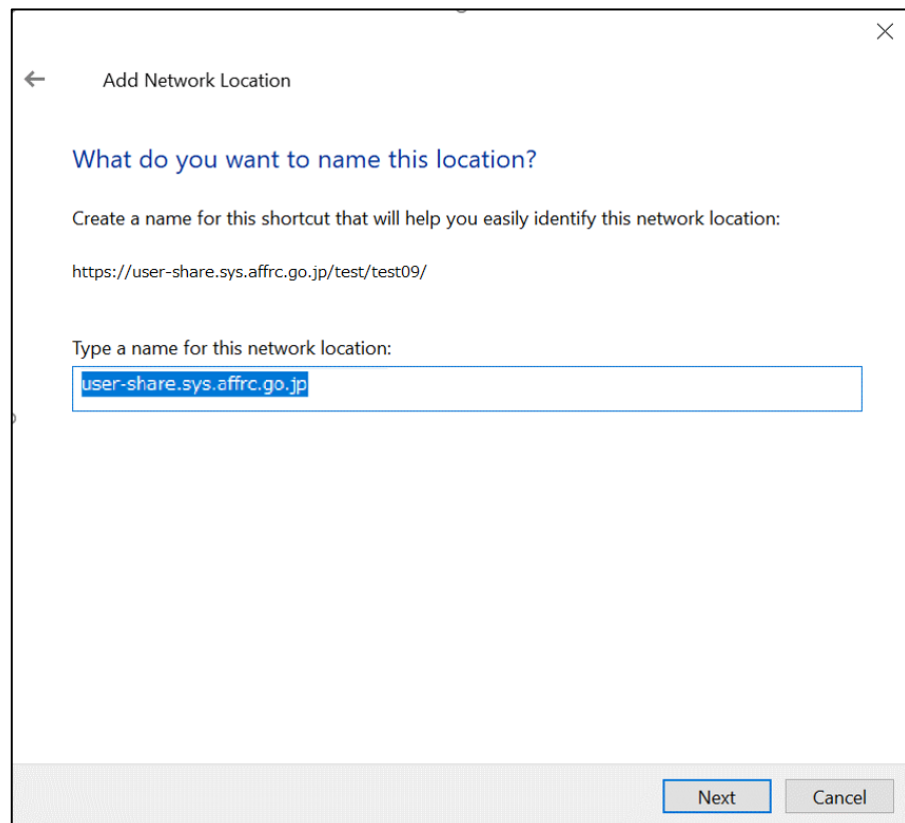
- Step6 Enter the address for the shared folder in the “Internet or network address” field.**
- (1) Enter “https://user-share.sys.affrc.go.jp/□□□/△△△/” to connect to a Research Information Exchange System personal shared folder.**  
Enter the log in name of the user who made the personal shared folder publicly available in “□□□”, and enter the name of the shared folder in“ △△△ ”.
  - (2) If connecting to a mailing list shared folder, enter “https://ml-share.sys.affrc.go.jp/□□□/△△△/”.**  
Enter the mailing list name that made the shared folder publicly available in “□□□”, and enter the name of the shared folder in“ △△△ ”.

- Step7 **Click the [Next] button.**  
The <Windows Security> window appears.

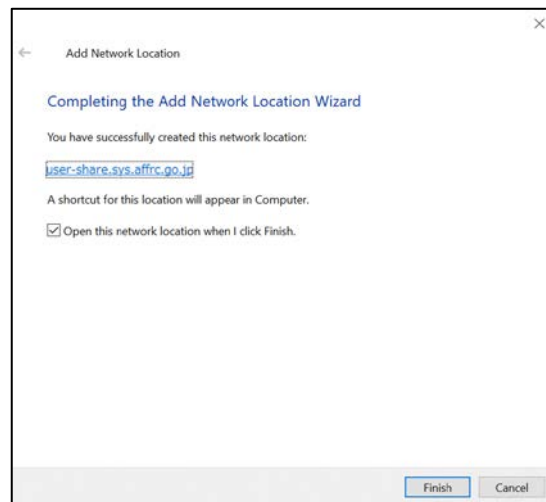


- Step8 **Enter the log in name and password in the <Windows Security> window.**  
Symbols ("\*\*", etc.) appear in place of the entered password.

- Step9 **Click the [OK] button.**  
A window for specifying the name of the network location appears.



- Step10 **Enter the name of the network location in "Name", and click the [Next] button.**  
An add network location complete window appears.



**Step11 Click the [Finish] button.**

A shortcut for this location appears under “PC”.

This shortcut can now be used to easily connect to shared folders.

---

**Caution! Uploading and downloading when connected directly from Windows**

There is an upper limit (50 million bytes) on the size of files that can be downloaded when connected directly from Windows. There is also a time limit (30 minutes) for uploads.

Refer to the following Microsoft websites for details.

<http://support.microsoft.com/kb/2668751> (English page)

<http://support.microsoft.com/kb/900900/ja> (Japanese page)

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## E.2.3 Connecting to and Performing Operations in Shared Folders Using CarotDAV

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This section describes the connection method using Windows 10 as an example.

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**Caution!** Before connecting to a shared folder

Download CarotDAV from the following URL in advance, and install it on your computer.

<http://www.rei.to/carotdav.html>

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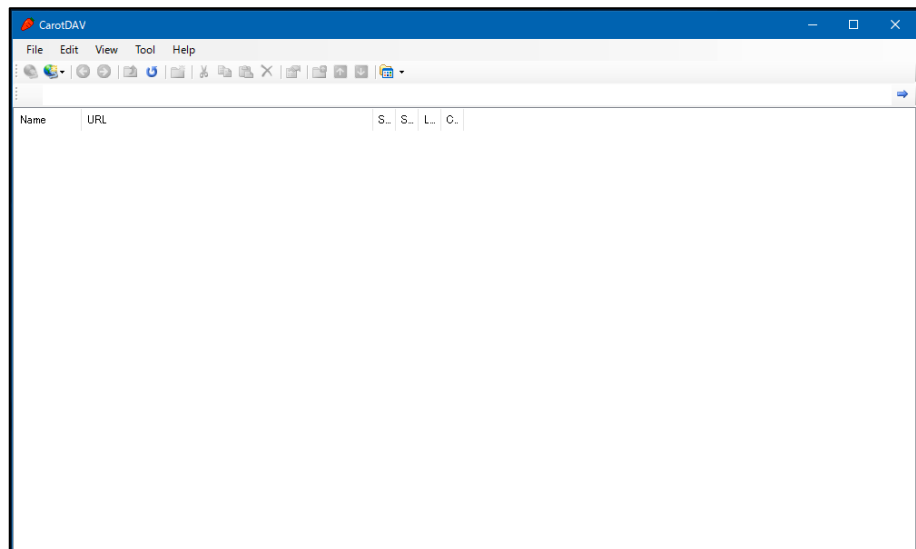
**Note** ★ What is CarotDAV?

CarotDAV is freeware that allows the user to upload and download files to a shared folder.

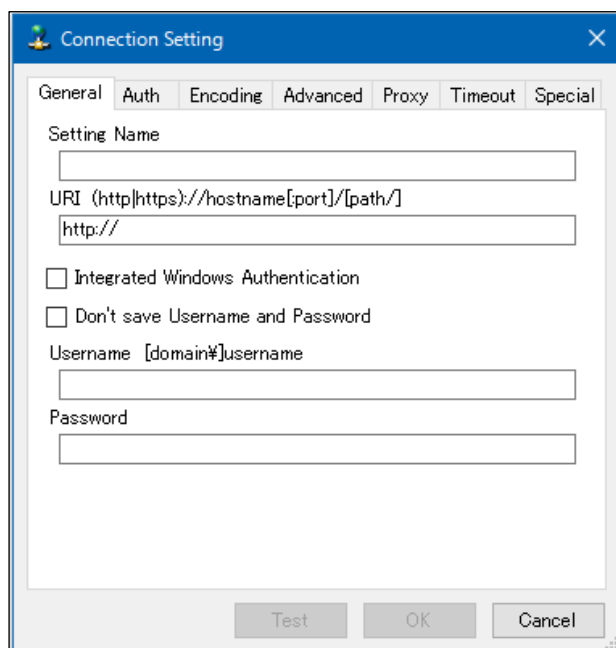
---

 **Operation**

- Step1 **Start CarotDAV.**  
The <CarotDAV> window appears.

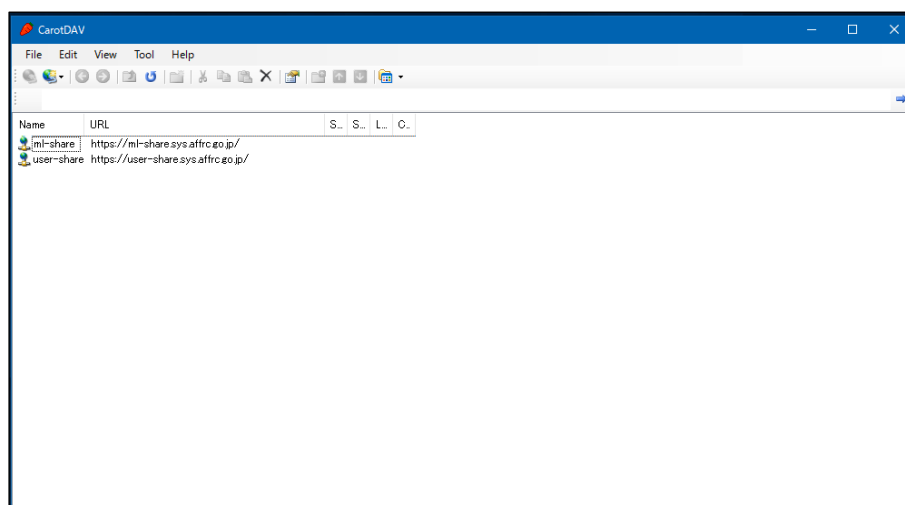


- Step2 **Click “File” from the menu at the top of the <CarotDAV> window, and click “New Connection” → “WebDAV ”.**  
The <Connection Settings> window appears.

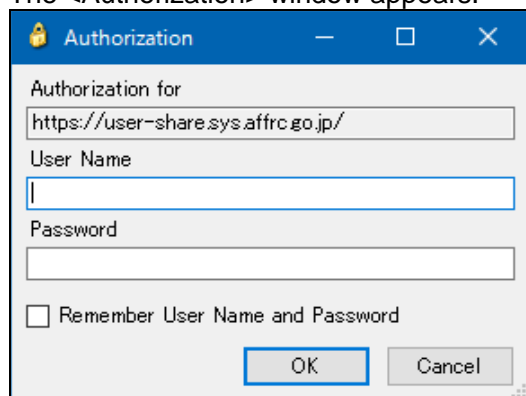


- Step3 **Enter the following information in the <General> tab.**
- (1) **Enter an arbitrary name for the connection destination in the “Setting Name” field.**
  - (2) **Enter the URL for the shared folder to connect to in the “URI (http|https)://hostname/path/” field.**  
Enter “https://user-share.sys.affrc.go.jp” to connect to a Research Information Exchange System personal shared folder.  
If connecting to a mailing list shared folder, enter “https://ml-share.sys.affrc.go.jp”.

- Step4 **Click the [OK] button.**  
The connection destination is set.

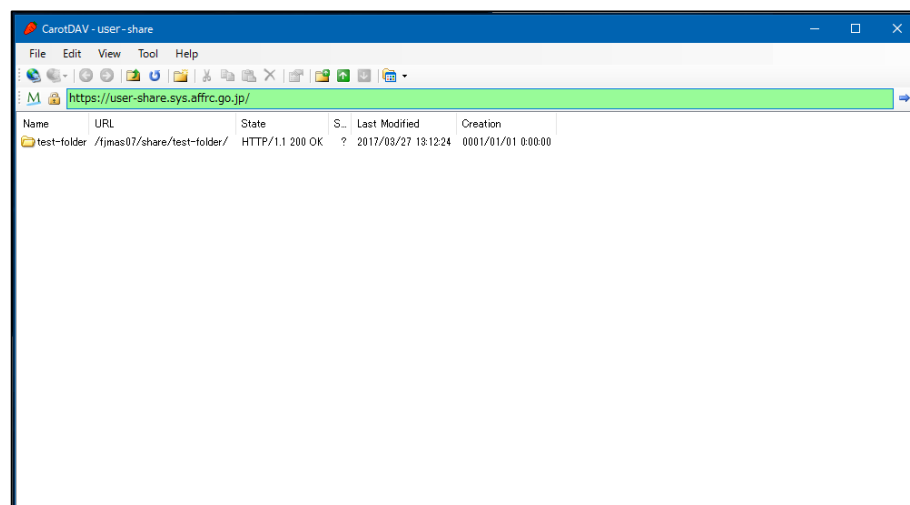


- Step5 **Double-click the connection destination in the <CarotDAV> window.**  
The <Authorization> window appears.



- Step6 **Enter the following information in the <Authorization> window.**  
(1) **Enter the log in name in the “User Name” field.**  
(2) **Enter the password in the “Password” field.**  
Symbols (“\*”, etc.) appear in place of the entered password.

- Step7 **Click the [OK] button.**  
A connection to the shared Folder is established, and the files stored in the shared folder are displayed.  
Files can be uploaded and downloaded by dragging and dropping them.



**Note ★ If only downloading files from shared folders**  
Entering the URL of the shared folder entered at (2) in Step 3 in the web browser address field displays the files stored in the shared folder in the web browser.

**Note ★ Timeout errors**  
If a "Rei.Fs.SimpleWebException: Timeout" occurs during the operation and you are unable to continue, the issue may be resolved by adjusting the "Connection Timeout" value on the <Timeout> tab in the <Connection Settings> window in Step 2.

## E.3 Connecting to and Performing Operations in Shared Folders from macOS Monterey

### E.3.1 Connecting to and Performing Operations in Shared Folders Using a Web Browser

The method used to connect to or perform operations in Research Information Exchange System personal shared folders or mailing list shared folders from macOS 12 Monterey is the same as that when using Windows. Refer to “E.2.1 Connecting to and Performing Operations in Shared Folders Using a Web Browser”.

### E.3.2 Connecting to and Performing Operations in Shared Folders Using Finder

This section describes the connection method from macOS 12 Monterey.

#### Operation

- Step1 **Click “Finder” from the launcher in the lower part of the window.**  
The display changes to the <Finder> window.
- Step2 **Click “Go” from the Finder menu at the top of the window, and then click [Connect to Server].**  
The <Connect to Server> window appears.



- Step3 **Enter the URL for the shared folder to connect to in the “Favorite Servers” field using the following procedure.**
- (1) **Enter “https://user-share.sys.affrc.go.jp” to connect to a Research Information Exchange System personal shared folder.**
  - (2) **If connecting to a mailing list shared folder, enter “https://ml-share.sys.affrc.go.jp”.**
- Step4 **Click the [Connect] button.**  
The <WebDAV file system authentication> window appears.

Step5 **Enter the following information in the <WebDAV file system authentication> window.**

(1) **Enter the log in name in the “Name” field.**

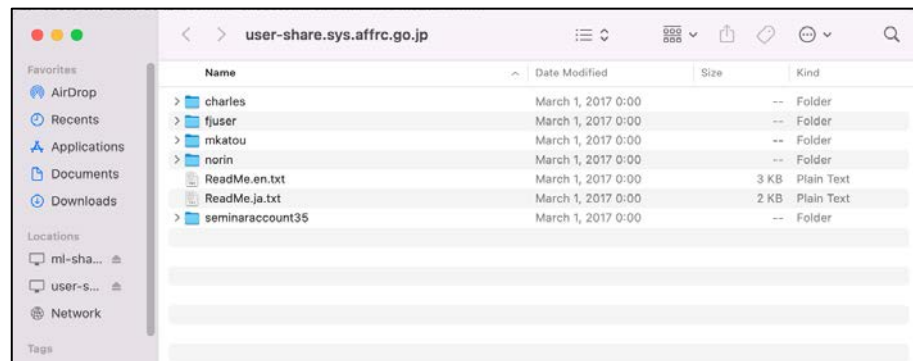
(2) **Enter the password in the “Password” field.**

Symbols (“\*”, etc.) appear in place of the entered password.

Step6 **Click the [OK] button.**

A connection to the specified shared Folder is established, and the files stored in the shared folder are displayed.

Files can be uploaded and downloaded by dragging and dropping them.



**Note ★ If only downloading files from shared folders**

Entering the URL of the shared folder entered at Step 3 in the web browser address field displays the files stored in the shared folder in the web browser.