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# **Cryptshare - Re-aktivera QUICK (en)** - Instructions



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### **Purpose and scope**

The Cryptshare tool is used within the Uppsala Region for secure exchange of information between two parties where at least one is an employee of the Region.

This manual is only a supplement to the main manual "<u>Cryptshare -</u> <u>Användarhandledning (en) - User Manual</u>" and you can use for QUICK reactivation.



- QUICK has been active before and stopped working,

- or when you want to share your existing feature mailbox QUICK from your browser to another colleague's browser.

Cryptshare uses one-time passwords to secure data on the way from (A) to (B). This is very secure and easy to use when sending transfers to different recipients.



If you send data to the same recipient frequently, Cryptshare **QUICK** Technology automatically manages one-time passwords between you and your recipients. All you need to do is create a **QUICK** connection with each recipient.

Once **QUICK** is enabled, you can send and receive transfers without a password.

When there is **QUICK** between two users and one of them has lost / reset browser, changed browser, changed computer or lost *cookies*, you can **re-activate the same** *QUICK*.



Re-activation is also used when you need more than one browser configured with **QUICK** at the same end as in the case of a group email account (feature mailbox) where each employee uses the group account from their own computer (own browser).

If you have launched your browser via the Region Uppsala portal program it will have a different set of *cookies* than If you launch it from outside of the portal, which affects what QUICK connections the browser have access to.

This is also necessary if more than 60 days have passed since the last transfer to the recipient since QUICK uses a "cookie" that only lives for 60 days.



## Instructions for re-activating QUICK

In these instructions, we assume that the user

- already knows Cryptshare Web,
- has used it before,
- has a verified email account
- and uses Cryptshare well with other users without QUICK.
- In these instructions we will show how to re-activate QUICK only.

There is no *sender* and *recipient* because <u>both users</u>, both (A) and (B), <u>can have</u> <u>both roles</u> when using **QUICK**.

The most common situations are:



### Administrative re-activation

When you have lost/restored browser cookies, changed browsers or changed computers. Also when sending files with longer intervals than 30 days. This cookie lives for 60 days only. In this case you (A) need the help of Support which creates a re-activation code to re-activate QUICK.

Step-by-step instructions on page 5.



### Re-activation by yourself

When you have QUICK still configured well on one browser (A1) and you want to configure a second browser (A2).

This is a common situation when you want to use QUICK with the same group email account for more than one employee of the same department.

Here you can (A1) **create** a *re-activation code* **yourself** to configure a second browser (A2). You do not need a code from Support.

Step-by-step instructions on page 6.



#### More complex / interesting scenario

This other more complex situation can also be solved with QUICK when different users of two different departments use group accounts with different browsers.

You can use both types of activation to enable this scenario.



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#### Other possible situations

# Sometimes a *Reset* can help fix a more complex situation.

≡					
Region Uppsala					
QUICK re-activation Options					
Please select one of the following options in order to re-activate QUICK access for jose.petri.de.luna@regionuppsala.se on this client.					
O Re-activate by yourself					
O Administrative re-activation					
O Reset					
K Back Next >					

### Sometimes QUICK login information is missing.

You can find this when it happens.



## **Document history**

Version	Datum	Utförda förändringar	Utförda av
0.1	2020-02-07	Document is created	Jose Petri de Luna
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