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Content

Purpose and scope

User manual for the Cryptshare Web tool, aimed at both Uppsala Region employees and external users.

Description

Cryptshare is a service used within Region Uppsala for secure exchange of information between two parties, of which at least one is an employee within the Region.

Cryptshare can handle sensitive information including patients' and personal information, for example.
NOTE: Cryptshare can NOT handle Security Protection classified information (Säkerhetsskyddsklassificerad) (national security information).

The partners who are employees in the region can both send and receive information.
In this case, employees within the region include all users with an email address of these types:

@ akademiska.se	@ regionuppsala.se
@ ul.se	@ privat.regionuppsala.se
@ lul.se	@ rccmellan.se
@ varuforsorjningen.se	@ rbcmellansverige.se
@ externa.regionuppsala.se	

The system does not require the user to be registered in advance. The first time you initiate a transfer, enter your personal information and you will then be verified by a code that is sent to the email address you provided.

All transfer and storage of files in the system is encrypted.

Files are saved for 10 days and then deleted automatically.

Transfer sizes up to 20 Gb (ask if you need more in any project).

There is no backup of files handled by the system and therefore this system must not be the primary source for data that is not stored elsewhere.

When a file is retrieved by the recipient and stored on the recipients storage area, the file is no longer encrypted.

If the purpose is to always handle the file encrypted, we recommend that the file be encrypted first with another program.

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Technical requirements

The system supports all common browsers.
It is recommended to use the latest versions of Microsoft Edge, Mozilla Firefox, Google Chrome or Apple Safari. Especially for handling large files (max 2 Gb).

To be able to send a file, the browser must be set to allow cookies.

Security features

If someone tries to log in to a transfer and enters the wrong password 3 times, the system locks this password for 1 hour. After 10 unsuccessful attempts to log in, the entire transfer will be deleted.

The administrator and sender will receive an email if any of the above occurs. The administrator can unlock but not restore deleted files.

All transfers made via the system are logged. It is thus possible to see when a file was sent or retrieved, which e-mail address carried out the operation and from which IP number it took place.

The address of the service

https://securetransfer.regionuppsala.se

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Send a file

The steps required to exchange information are explained in the screenshots.

Note: The first time you use the service, data (cookies) are saved so that the verification step does not have to be done next time.
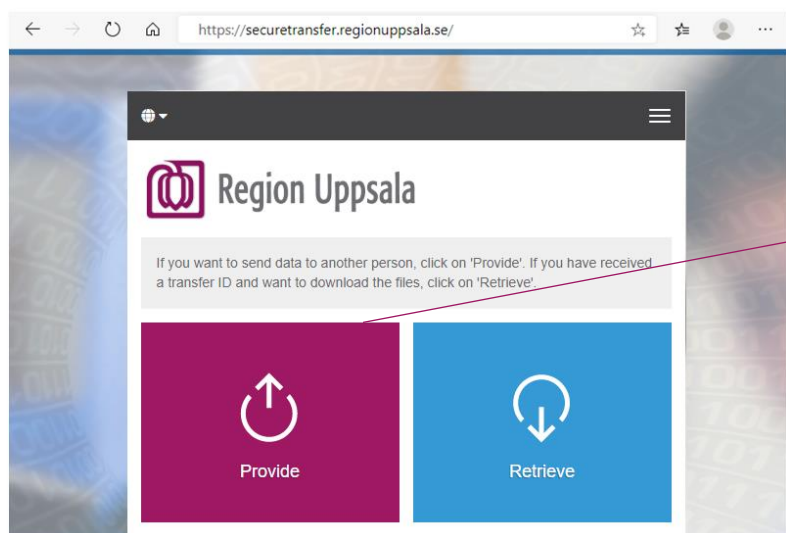
Step 1

Click **Provide** to send a file or **Retrieve** to download.

Note: There is a *Retrieve* button to receive transfers.

The system does not require the user to be registered in advance. The first time you send a file, enter your personal information and you will then be verified by an email with a code to the email address you provided.

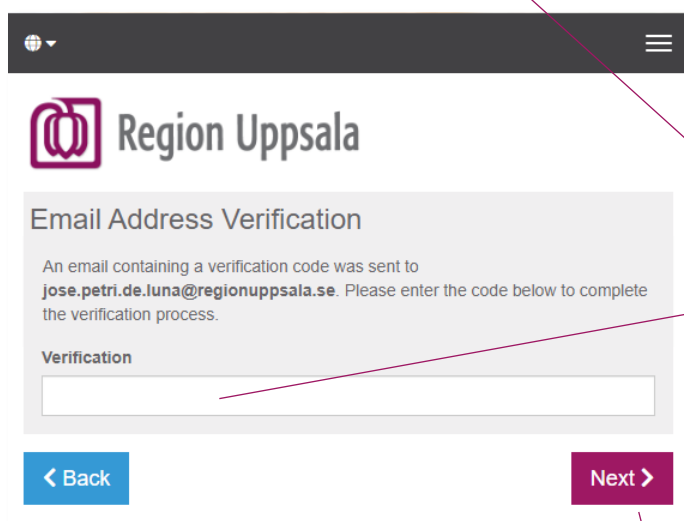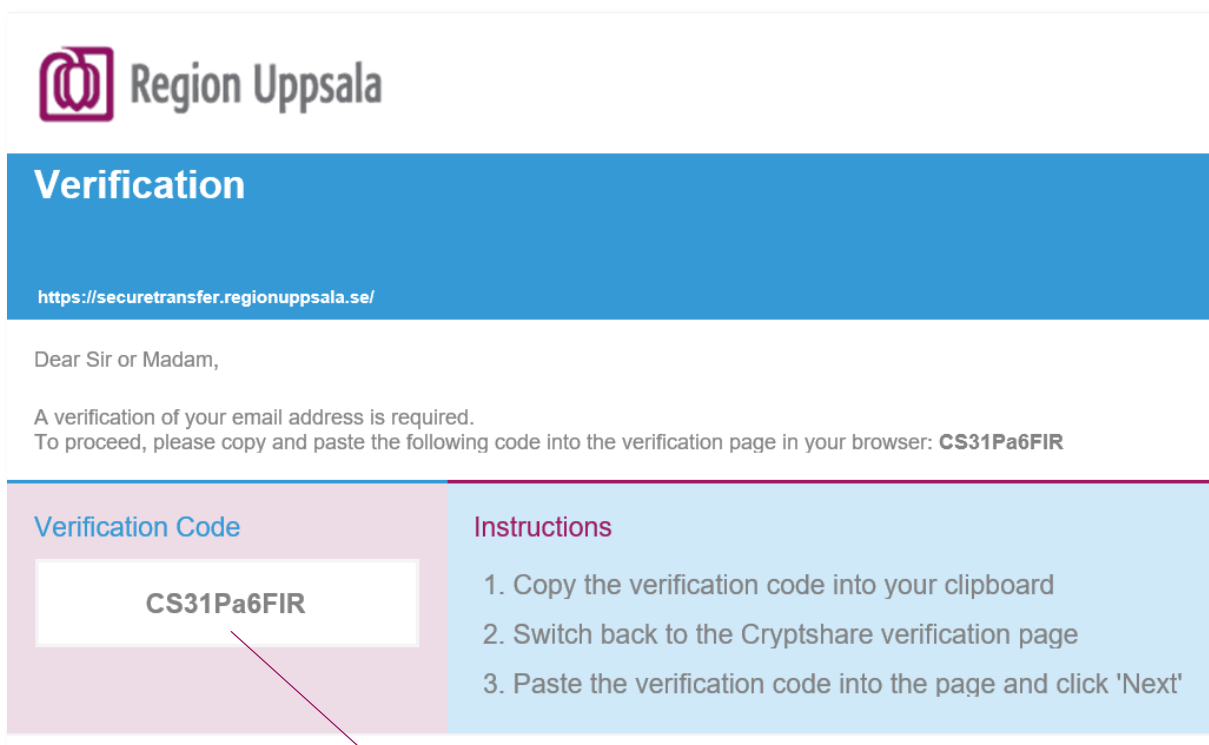# Sender verification

Step 2

Enter your contact information and click **Next**.

If you are a Region employee, do NOT use your @ lul.se email account here.

Use these types of addresses instead @ regionuppsala.se @ akademiska.se etc

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Verification mail

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Verification

https://securetransfer.regionuppsala.se/

Dear Sir or Madam,

A verification of your email address is required.
To proceed, please copy and paste the following code into the verification page in your browser: **CS31Pa6FIR**

Verification Code	Instructions
CS31Pa6FIR	1. Copy the verification code into your clipboard
	2. Switch back to the Cryptshare verification page
	3. Paste the verification code into the page and click 'Next'

Region Uppsala

Email Address Verification

An email containing a verification code was sent to jose.petri.de.luna@regionuppsala.se. Please enter the code below to complete the verification process.

Verification

< Back   Next >

Click **Next**

Step 3

Verification code

In order not to have to enter names and other information every time and verify oneself with a code, a cookie is set. This cookie lives for 30 days. If you send files from another computer or at intervals longer than 30 days, the system sends a new verification code.

Enter the verification code you received by email.

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Step 4

Enter the recipient(s) of the file(s).

Separate multiple recipients with commas or spaces.

Add Confidential Message

Step 5

Confidential message

It is also possible to send a secure message next to the file in the same delivery.

Click **Add**.

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Confidential Message

Subject

Confidential Message

Confidential Message

This message is also handled encrypted and the recipient will receive a link that requires the password to be able to read this *Confidential Message*.

< Cancel   Save >

Attach files

Add confidential message

Besides the notification to the recipients you can add an additional confidential message to this transfer. The recipients will receive this message as an additional file attached to this transfer.

Add >

Add Files

The maximum transfer volume is 10.0 GB

Drag & Drop

Browse

Patient Journal 00.pdf   ✕
Region_Uppsala_Logo.png   ✕
Kontrakt.docx   ✕

< Back   Next >

Step 6

Add Files

Select the file or files to be sent by clicking the **Browse** button.

It is possible to select and upload several files at the same time.

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Step 7

Transfer Options

Decide how long the file should be available for download (max. 10 days) and in which language the recipient should be notified.

You can choose whether you want to be notified of the delivery and retrieval of the transfer. You can decide whether the name of the file should be displayed in the message e-mail to the recipient.

QUICK

Activate the **QUICK** button to establish a permanently secure connection with the receiver.
The recipient must enter the password only once (to receive the first transmission).

Once the **QUICK** connection with the receiver has been activated, password entry will no longer be requested.

Password

Protect the transfer with a good password. The system can generate it or you can set one yourself. The requirements are:

min. 12	At least 12 characters
	Min. one uppercase ABC
abc	Min. one lower case
	Sequences not allowed abc123

Warning messages are displayed to notify you of which password rule you are not following. Hover the mouse pointer over the warning box if you do not remember the description.

Passwords may NOT be sent by email to the recipient.

SMS or phone calls are recommended methods for handing over passwords.

Remember the password. Copy it to the clipboard for example.

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Transfer Options

Expiration Date
04, Nov 2021

Recipient language
English

Notification Options
☑ Send me a notification email about this upload
☑ Inform me as soon as a file has been retrieved
☑ Expose filenames in notification mails

Security Settings

| *** One-time password Provide a password | QUICK Security without passwords |

Please write down this password or keep it in mind in order to give it to the recipients afterwards.

○ Generate password
◉ Enter password

Password
••••••••

Repetition
••••••••

Password strength
Average

| ABC | abc | min. 12 | abc123 |
| ≠ | | | |

‹ Back   Next ›

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Step 8

Recipient Notification

You are now given the opportunity to edit the email that will be sent to the recipient.

This message is NOT handled encrypted.

DO NOT enter the password here!

If you do not want to make any further changes, click **Start Transfer**

After you start the transfer, your files are securely transferred to the Regions server and stored there encrypted.

The status of the upload process is displayed.

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Successfully finished

✓

The transfer is ready for retrieval and all recipients have been notified.

👤 Sender Details	▼
👥 1 Recipient(s)	▼
📄 3 File(s)	▼
⚙ Transfer Options	▼

🗑 Revoke | Begin New Transfer ›

Successfully finished

✓

...eval and all recipients have been notified.

| 👤 Sender Details | ▼ |
| 👥 1 Recipient(s) | ▼ |

📄 3 File(s)	▲
📄 Kontrakt.docx	
📄 Patient Journal 00.pdf	
📄 Region_Uppsala_Logo.png	
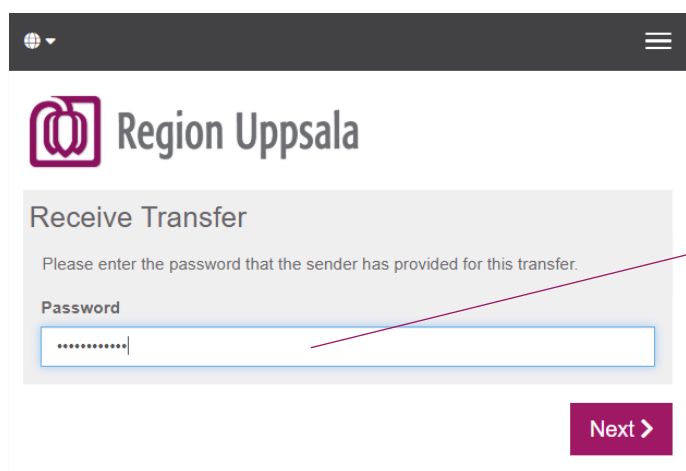
⚙ Transfer Options	▲
Ⅲ Tracking ID	20211122-135406-vW4p5B4p
🔒 Security Mode	QUICK
📅 Expiration Date	02, Dec 2021
🌐 Recipient language	English
ℹ Show File Names	The file names of the provided files in this transfer will be mentioned in email notifications.
ℹ Download Confirmation	You will receive an email notification when a recipient retrieves the files of this transfer.
ℹ Sender Confirmation	An email notification with the transfer details was sent to 'jose.petri.de.luna@regionuppsala.se'.

🗑 Revoke | Begin New Transfer ›

Finally, a confirmation page is displayed that the transfer has been completed.

You can click here to open and see detailed information.
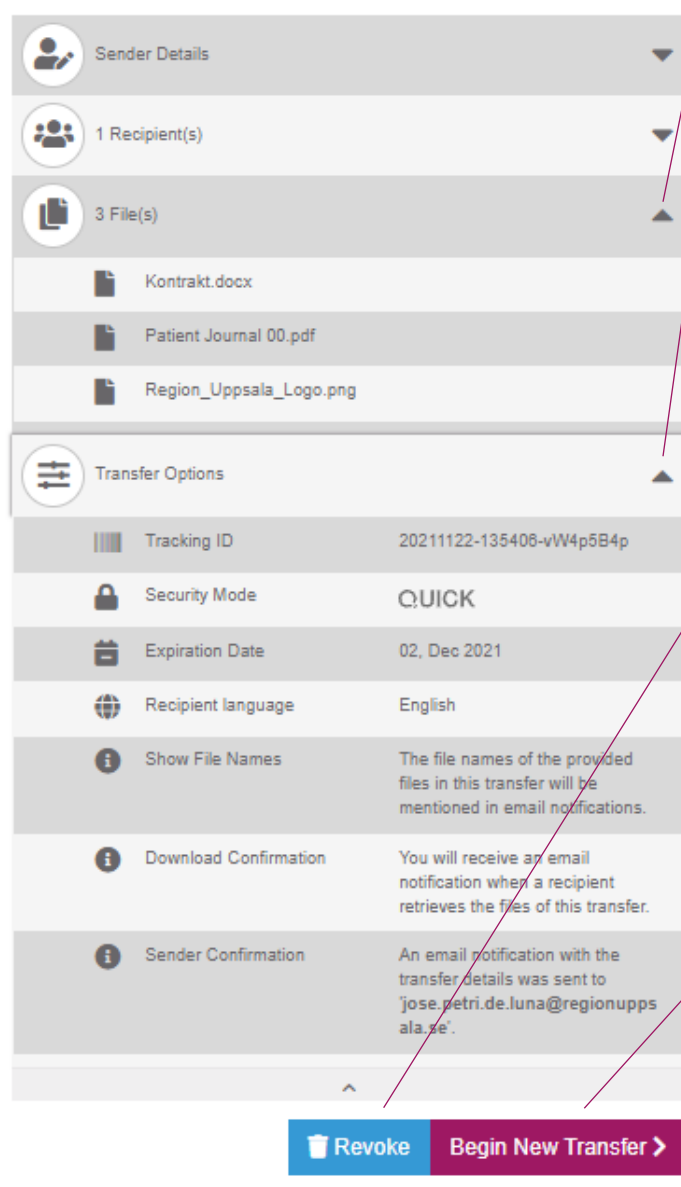
Here you can **Revoke** the transfer if you find any errors.

(In the email you received confirming this transfer, there is also a link like this to **Revoke** the transfer.)

When the transfer is complete, you can start a new transfer.

To do so, click **Begin New Transfer**.

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Download a file
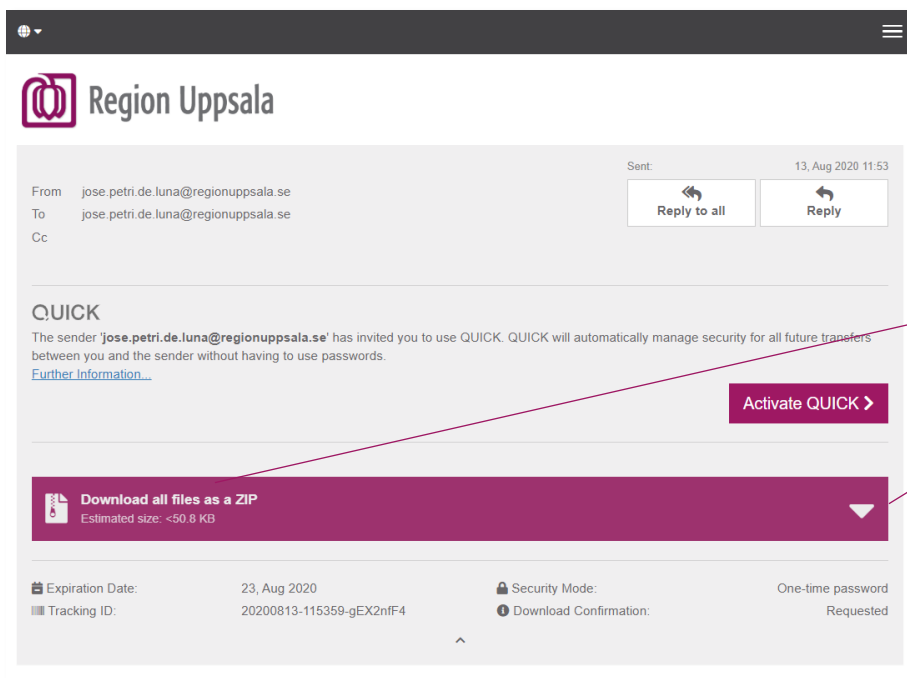
Step 2

Enter the password.

If **QUICK** is already enabled, this window will not be displayed because no password is required.

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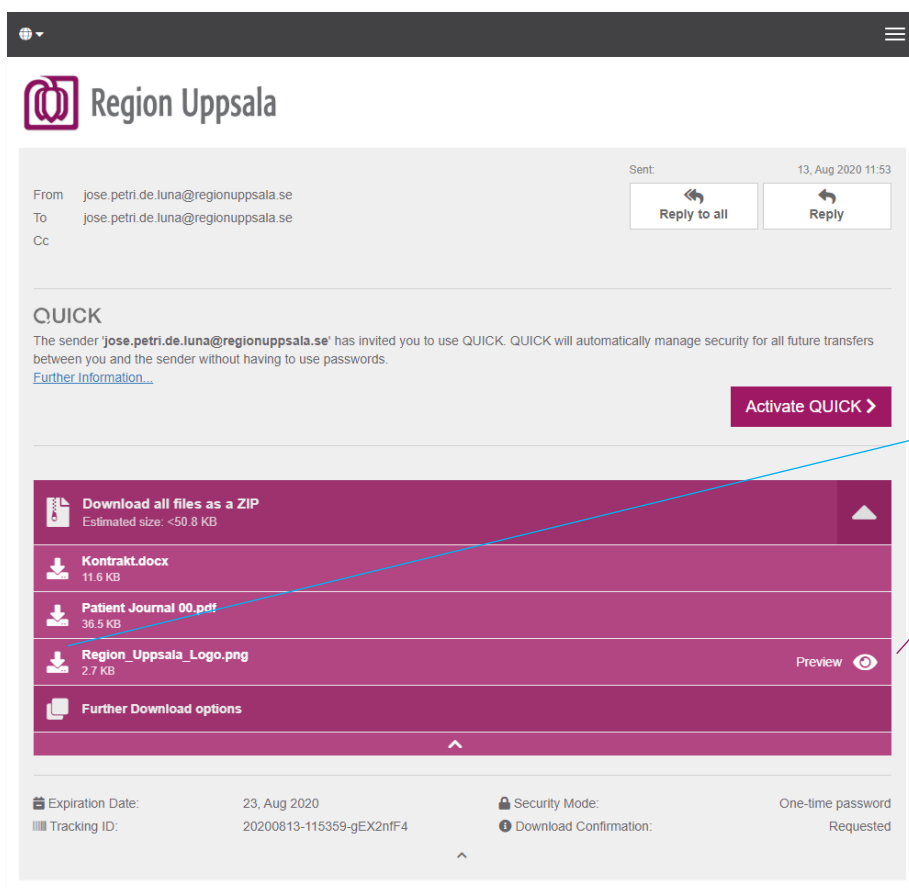**Handlingstyp:** Instruktion/Rutin

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Step 3

Download

If all files in a transfer are to be downloaded, click

Download all files as a ZIP.

Otherwise individual files and messages can be downloaded.

You can store the files directly on your computer.

Or open and **Preview** them if you have a program installed to open that file type (.pdf Adobe Reader, .docx Microsoft Word, .jpg Photos, etc.)

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Re-activating QUICK

Only when

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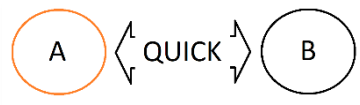
If you send data to the same recipient frequently, Cryptshare **QUICK** Technology automatically manages one-time passwords between you and your recipients. All you need to do is create a **QUICK** connection with each recipient.

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.

At these links you can find manuals to do so:

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

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Tips

- Try sending a file to yourself before using the service to an external recipient for the first time.

- In your first transfer you will need to verify your email account, but in the following transfers everything is faster because your mail account is already verified. Email addresses for already used recipients also appear in the list where you can select them.

  Something similar will happen when you use QUICK: In your first transfer to the recipient, you must create and communicate the password, but not in future transfers.

- It is possible to use more than one account from the same browser. Department / group account (feature mailbox) e.g.

You can

Edit

Remove

or

Create a new user …

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Recommendations for group account *(feature mailbox)* users

Name of the group + *your name* so that the recipient sees that it is you who is the sender.

Your **phone nr** so that the recipient can call you directly, for example, to get the password.

Email group account *(feature mailbox)* should receive all informative emails about the status of the transfer and also any replies or new deliveries to the group.

You can use QUICK with the same group e-mail *(feature mailbox)* account for more than one employee in the same department.

There is no specific *sender and receiver* because both users, **(A)** and **(B)**, can have both roles when using **QUICK**.
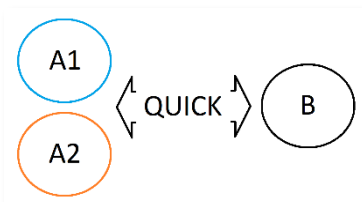
If you **(A1)** have a group e-mail account *(feature mailbox)* and QUICK on one browser you can configure a second browser **(A2)** with the same group e-mail account and QUICK connections.
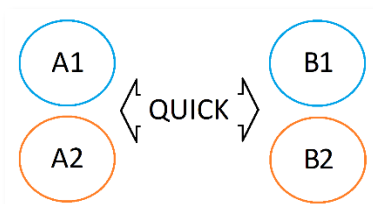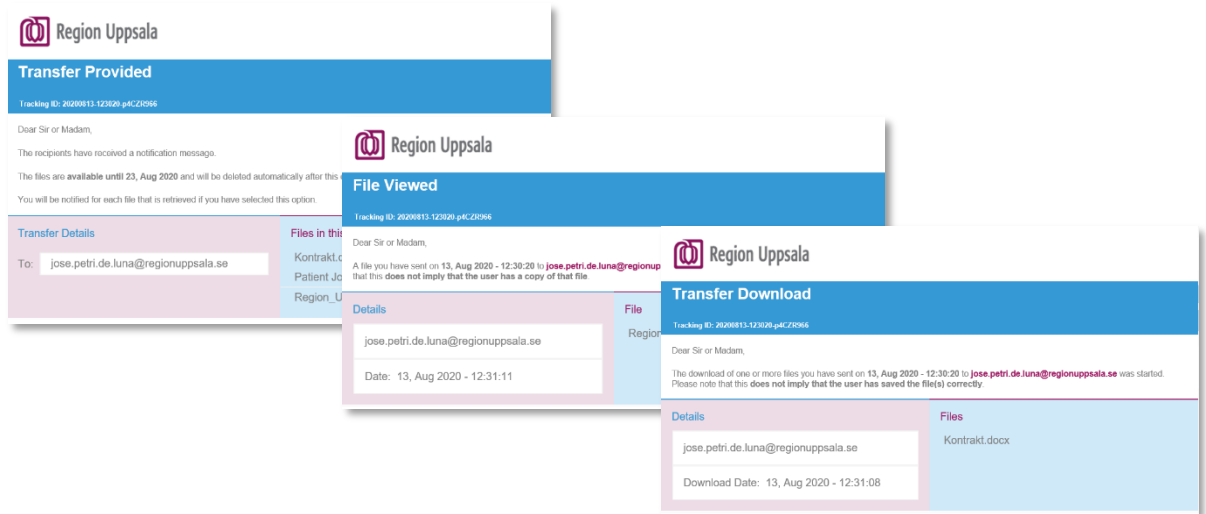

More complex / interesting scenario

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

Step-by-step instructions for this can be found in the following manual (page 7 ***Re-activation by yourself***). Click on the link.

- o [Cryptshare - Re-aktivera QUICK (en) - Instructions](#)

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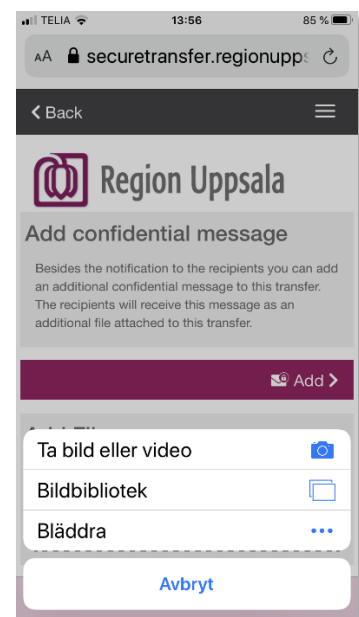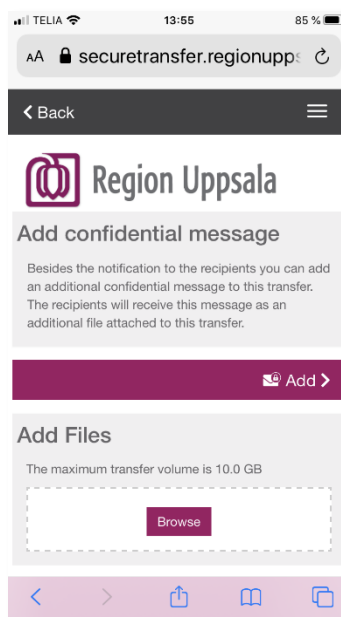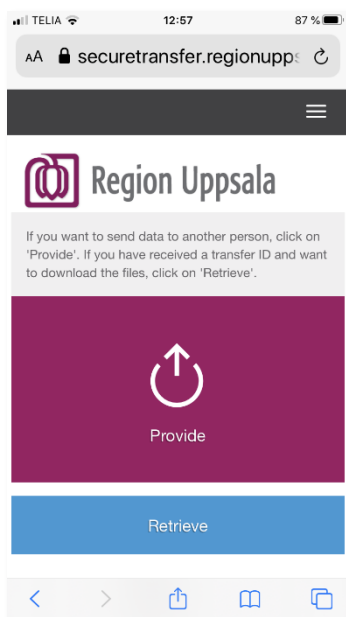- The sender will receive various emails about the status of their transfer…

- It is possible to use Cryptshare from a mobile phone, where it is possible to attach and send a picture with the phone's camera app. E.g. an image of a document or of a wound.
  This is very useful if a person is not very skilled with the mobile and has difficulty finding where each image was stored on their mobile.
  Note: The same option for attaching files is not offered in all mobiles.
  (In some mobiles "Audio Recorder" and "Document" are the only available selections.)

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- The receiver can also choose to activate **QUICK** for future receptions.
  As long as the recipient does not activate **QUICK**, the sender must continue to create new passwords in each new transmission until the recipient activates **QUICK** in one of the transfers.
  Note: Magical! In the case that the sender has sent several transmissions with different passwords each, when the recipient activates **QUICK** at one of the receptions, a password will not be requested again to open the other receptions. Even if it's a previous transfer.

Recipients side
When a transfer is received and …

… **QUICK** is not active yet.	… **QUICK** is already active.

Senders side
When a user is sending and …

… **QUICK** is not active yet.	… **QUICK** is already active.

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- Mail2SMS

Send the password, for example, via SMS from Outlook.

With Region Uppsala's Mail2SMS service, you can send messages from Outlook to the recipient as SMS.
You can then use the service to send the password to the recipient if needed.

To know more about this service and how to activate and use it is available on the Intranet.
https://intranat.regionuppsala.se/it-och-teknik/telefontjanster/mobil-respons/

Once the service is activated from your email account you can …
- send an email to the recipient using their mobile number (+467XXXXXXXX)
- in this way/email account format +467XXXXXXXX@qlnk.se
- and an SMS will be sent to the recipient mobile phone (+467XXXXXXXX).

The additional tips we give here are just an example of the SMS text that can be used when communicating the password.

In order for you to retrieve confidential information, I have sent you a link via email.

Email Subject:
XXXXX

Your password:
XXXXX

For the information security, we recommend that you delete the e-mail with the password from your e-mail outbox after you have sent it. You can always send a copy to your own mobile number if you want the password stored somewhere.

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- Advanced tips - **Predefine recipients** (and more) in the URL

  URL transfer exemple to peter@gmail.com och peter@regionuppsala.se
  https://securetransfer.regionuppsala.se/Upload1?to=peter%40gmail.com&to=peter%40regionuppsala.se

  Mer info: https://wiki.cryptshare.com/w/CSSCurrent_en:Pre_defining_recipients_in_the_URL

- Advanced tips – **Automation**

  o Cryptshare Robot   https://documentation.cryptshare.com/w/CSRCurrent_en:General_Notes
  o .NET API   https://documentation.cryptshare.com/w/CSDNCurrent_en:General_Notes
  o JAVA API   https://documentation.cryptshare.com/w/CSJCurrent_en:General_Notes

  Cryptshare Robot is an alternative to using the web interface to exchange files. This only applies to the sender side of the transfer process; Recipients receive emails and files in the usual way.

  A command-line interface is used to start and configure Cryptshare Robot, making it easy to automate file-sharing tasks. For example, commands can be specified in scripts to be started at a specific time or in backend functions in your programs.

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Document history

Version	Datum	Utförda förändringar	Utförda av
0.5	2019-09-06	Document updated	Jose Petri de Luna
1.0	2019-09-06	Set to version 1.0	Tor Karlsson
1.1	2020-02-11	Document updated	Jose Petri de Luna
2.0	2020-02-12	Set to version 2.0	Tor Karlsson
2.1	2020-03-25	Document updated (QUICK)	Jose Petri de Luna
3.0	2020-04-03	Set to version 3.0	Tor Karlsson
3.1	2020-05-14	Document updated	Jose Petri de Luna
4.0	2020-05-28	Set to version 4.0	Tor Karlsson
4.2	2020-08-13	Document updated	Jose Petri de Luna
5.0	2020-08-18	Set to version 5.0	Tor Karlsson.
5.4	2021-03-31	Document updated	Jose Petri de Luna
5.5	2021-04-27	Document updated	Lars Edberg
6.0	2021-04-30	Set to version 6.0	Jose Petri de Luna
6.1	2021-05-03	Document updated (portal and re-activ.)	Jose Petri de Luna
6.2	2021-12-09	Document updated (app 5.0)	Jose Petri de Luna
6.3	2023-01-09	Document updated (funktionsmaillåda text)	Jose Petri de Luna
6.4	2023-02-03	Document updated (funktionsmaillåda text)	Jose Petri de Luna
7.0	2023-02-16	Dokumentet uppdaterat (DocPlus)	Jose Petri de Luna
7.1	2023-03-30	Dokumentet uppdaterat (lista över domäner, överföringsstorlekar, länkar)	Jose Petri de Luna
7.2	2025-02-28	Dokumentet uppdaterat. Tagit bort "Avancerade tips – Automatisering" (sedan 2025-04-25 förnyar vi inte licensen för Cryptshare Robot, .NET API och JAVA API)	Jose Petri de Luna

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