

Registering for FileX

Go to <https://filex.iffresearch.com/> and click on “Register”

Fill in your full name, email address, and a password.

There are password complexity requirements – click in the “Password” box to see these requirements.

IFF Research File eXchange

Register

Name

Email
A confirmation email will be sent to this address

Password

Password Confirmation

Password Complexity

Your Password cannot be based on a dictionary word and you need at least 3 out of

- At least 8 characters
- At least 11 characters
- At least 15 characters
- At least 1 lower case and 1 upper case character
- At least 1 digit (0-9)
- At least one out of:
!@#,\$%&.*?_~.-,.
(.)

After clicking “Save” you will be taken to the next page to validate your email address.

Click on the “Verify Account” button in the email, or enter the Validation Token in to the FileX web page.

Please check your Junk Email folder if you have not received the email.


IFF Research File eXchange

Confirmation email sent

Validate Email

An email has been sent to you with a link and a randomized token. Please either click on the link or enter the token here to verify your email address and continue.

[\[filex.iffresearch.com\] Activate account](#)

 FileXchange@iffresearch.com
Fri 22/11/2019 11:46
You

IFF Research File eXchange — LiquidFiles Account Activation

Please verify your email by clicking on the following button or link:

<https://filex.iffresearch.com/user/confirm/yQYUABHaLgxINi0Hyfh1dv>

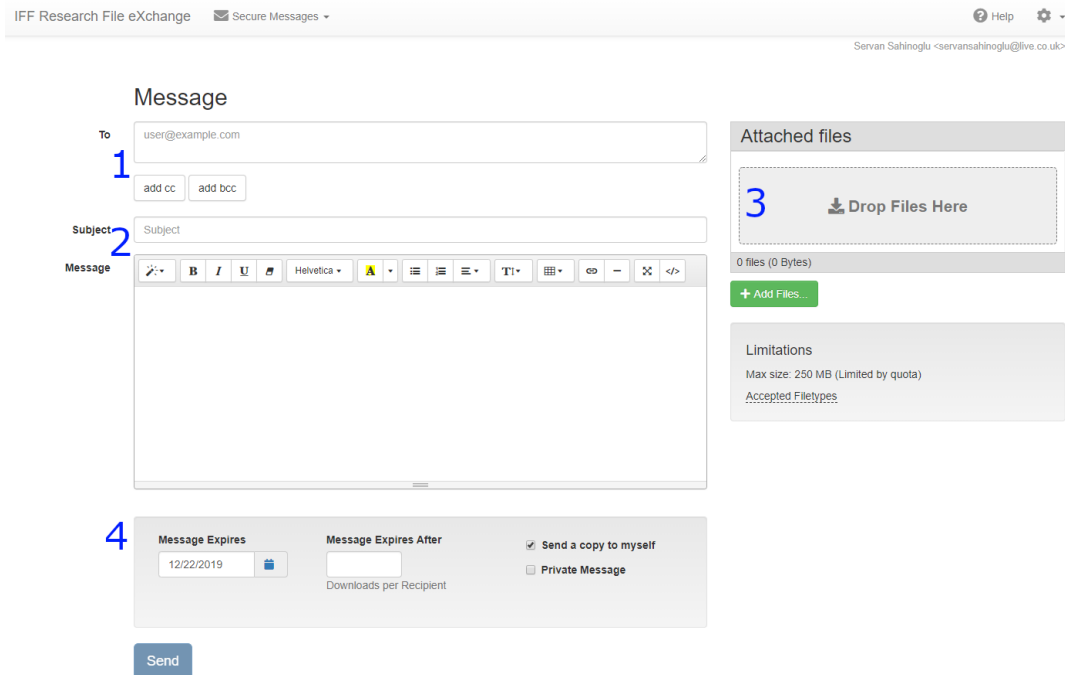
Alternatively, please enter the following Validation Token in your Web Browser:

yQYUABHaLgxINi0Hyfh1dv

IFF Research File eXchange — LiquidFiles Appliance: <https://filex.iffresearch.com>

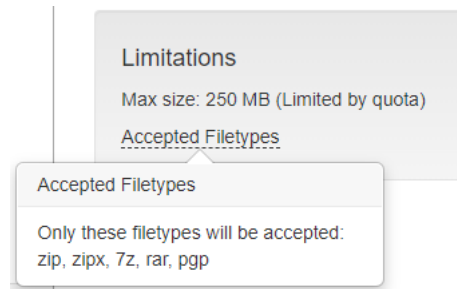
Sending Files using FileX

Upon logging in, you will be taken to “Compose Message” page where you can send us an email and securely attach your files.



1. Enter the SHFW3_EvaluationSupport@iffresearch.com email address. Anyone who is CC'd and BCC'd are also able to download the files so please be careful.
2. Enter a subject line and message

3. Click on “Add Files” which will open a File Explorer window to select files, or drag and drop files into the box above it.
Please make sure files are zipped and password protected using a file archiving program such as 7zip.



4. Select an expiry date for the message, and the amount of times it can be download per receipt.

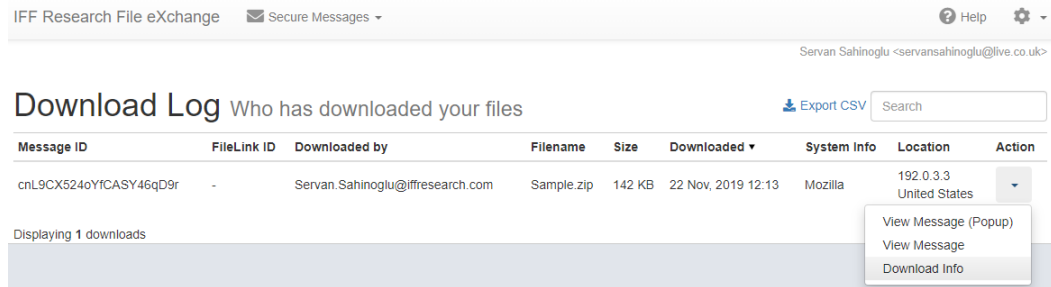
Ticking Private Message will make it so the message is not available on Outlook – it will only be accessible when logged in to FileX.

This is not necessary as we will still be required to log in the FileX to download the files. Tick this option if you would like the hide the contents of the Message box.

Download Logs and Deleting Files

To see who has downloaded the files, click on “Secure Messages” and then “Download Log”

Under “Action”, click on “Download info” for more detailed information.



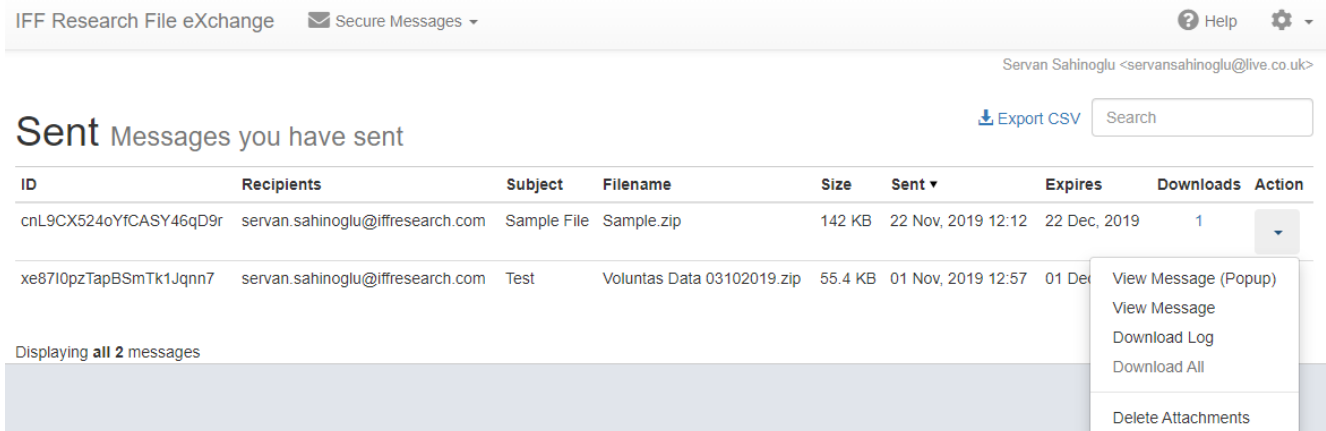
Message ID	FileLink ID	Downloaded by	Filename	Size	Downloaded	System Info	Location	Action
cnL9CX524oYfCASY46qD9r	-	Servan.Sahinoglu@iffresearch.com	Sample.zip	142 KB	22 Nov, 2019 12:13	Mozilla	192.0.3.3 United States	<ul style="list-style-type: none"> View Message (Popup) View Message Download Info

Displaying 1 downloads

To delete files, click on “Secure Messages” and then “Sent”

Here you can see how many times the file was downloaded.

Under “Action”, click on “Delete Attachments” to delete the file.



ID	Recipients	Subject	Filename	Size	Sent	Expires	Downloads	Action
cnL9CX524oYfCASY46qD9r	servan.sahinoglu@iffresearch.com	Sample File	Sample.zip	142 KB	22 Nov, 2019 12:12	22 Dec, 2019	1	
xe8710pzTapBSmTk1Jqnn7	servan.sahinoglu@iffresearch.com	Test	Voluntas Data 03102019.zip	55.4 KB	01 Nov, 2019 12:57	01 Dec, 2019	0	<ul style="list-style-type: none"> View Message (Popup) View Message Download Log Download All Delete Attachments

Displaying all 2 messages

Please get in touch with your liaison at SHFW3_EvaluationSupport@iffresearch.com, or email IT@iffresearch.com if you require any assistance.