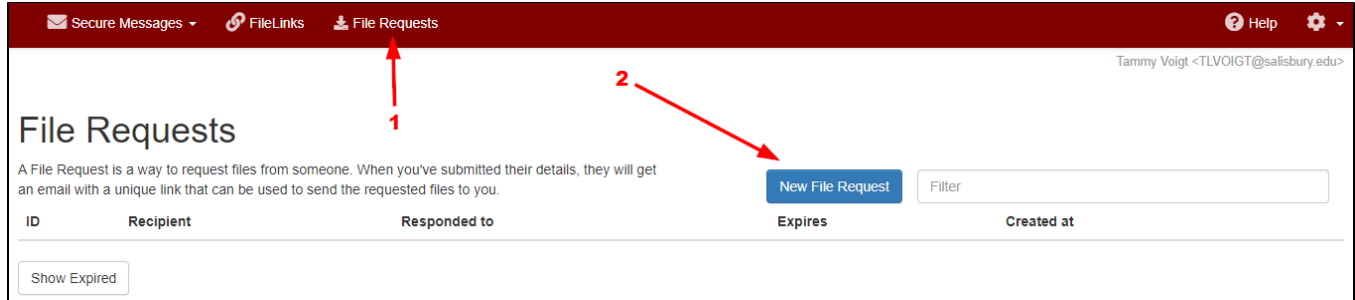


Requesting Files in LiquidFiles/SecureShare

File Requests provides an easy way for you to request files from someone. The system will make it very easy so that there's no need to do any further explanation, or walk someone through the process over the phone.

You Request the Files by clicking on the File Request(1) button in the main menu bar.

This will open up a page with a list of existing File Requests, if you sent any previously. You can send a new File Request by clicking on the New File Request(2) button.



This will open up a new page that you can fill in like this:

The screenshot shows the 'Request File' form. The title is 'Request File'. Below the title is a brief explanation: 'A File Request is a way to request a file from someone. When you've submitted their details, they will get an email with a unique link that can be used to send the requested files to you. This link will expire after use.' The form has three main sections: 'To' with a text input field containing 'meg@external.com'; 'Subject' with a text input field containing 'Updated design'; and 'Message' with a text area containing 'Hi Meg, Just wanted to follow up on our conversation. Please send the updated design as we discussed. Thank you. Best Regards Joe'. At the bottom left of the form is a checkbox labeled 'Send a copy to myself'. At the bottom right are two buttons: 'Close' and 'Request File'.

When you click on the Request File button, an email will be delivered (to meg@external.com in our example) with a unique File Request link. The email will look something like this:

From: Joe User <joe@company.com>
Subje... Updated design
Date: 2017-05-26 11:52:37 +1000
To: meg@external.com

File Request

Hi Meg,

Just wanted to follow up on our conversation. Please send the updated design as we discussed. Thank you.

Best Regards

Joe

Please visit the following URL to send the files:

<https://company.com/requests/pQYUDOG2T31j4RS6k5mChy>

This link expires: **Friday, 9 June.**

LiquidFiles Appliance: <https://company.com>

And when the user clicks on the File Request, they will be taken to a page that will look something like this:

File Request

From

meg@external.com

To

joe@company.com

Subject

Re: Updated design

Message

Message

↓ Drop Files Here

Limitations

Max size: 1000 MB

[Blocked Extensions](#)

+ Add Files...

Send

Where they can send the Requested Files back to the requester.

A couple of things to note:

- The Link is one time use only and will expire when the files have been delivered. If you need something to be used more than once, please look at using the Filedrop instead.
- The user that got the link doesn't need to register or do anything other than clicking on the link in the email, and since they got the email with the link, we know that the email address is valid.