

D.e-Express Registered user's manual

Ver. 2022-10-01

TOYOTA SYSTEMS CORPORATION

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1. Login

- 1. Open browser and enter the URL(<u>https://mailbox.exp.d-cruise.jp/twsm/main</u>) of D.e-Express into the address-bar.
- 2. Enter [UserID] and [Password]. Then, Click [Login] button.

Login Window					
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	Login via D.e-Express account				
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	e.g.) user@exp.d-cruise.jp				
	Password Enter Password.	1			
	Enter Password.				
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	Use Other account				Ľ
	Dedicated members of ToyotaSystems. Login via MS account				
	Login FAQ				
	Your IP address : xxx.xxx.xxx.xxx				
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3. D.e-Express main window will be opened, if you get authorized successfully with correct ID/Password.

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2. Sending

[NOTE] You can't see [New message] button if you don't have permission to use sending functions. (For example, free users don't have permission)

Click [New Message] button and you'll see a menu that listing available contract-name(*1) and send-methods(*2).
 ==> Select a suitable item for your sending from the menu.

New Message window will be opened.

- *1 Contract names are assigned by the contractor.
- *2 It's called [Send function] in this system.

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New message ▼ Reload Download(Selected)*Plugin Delete Transfer mode : Plugin(High-Speed) ▼	тепи
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ContractNo:2015110500	
Send function for standard documents.	
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Clear Name	
Approval No message.	
20 V Page: 1 of 1 4 Displaying 0	to 0 of 0 items
Select message	
javascript:void(0)	

[NOTE] Some of these entry fields may be invisible or fixed value by configuration.

 Click on [TO] [ReportTo] button opens a window and select addresses.(* [TO] is the required field.)
 (Note that these sequence is for picking pre-registered addressees under mutual disclosure agreement. If you pick non-registered addressees, please skip to the paragraph 7.)

New Message V	Vindow				
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🚞 Sent 🛅 Draft	То				
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Approval Request	Subject :			Label :	~
Result	Attached : Plugin mode				Add Delete
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	Message : Approver : Comment	~			
	to approver :			_	
		Send Save	Save as new Cancel		

3. Tree view of companies and its divisions hierarchy is shown in the left hand of the window.(Use filtering or searching keyword to narrow addressee candidates.)

On the right hand, persons(users) will be listed those are belong to the organization you selected.

* This is available only for pre-registered addressees under mutual disclosure agreement.

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			Comment to approver :												

4. Click a triangle that's on left beside of each folder to open a node, and select an organization to which the target person may belongs.

==> The involved persons(users) will be listed on the right hand.

* Persons can be listed up to 100 at once. Please narrow with keywords if you get more than 100.

Select Company or Division			
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		to "ReportTo" Delete Delete all Cancel	

5. Double click on a target person to pick as an addressee.That one(s) will be added on the list below. You can remove those added names from the list by 'Delete' button or 'Delete all' button.

 \ast You can also check a checkbox beside a target person name, and click [Add to 'To'] button.

Select Destination Address	es				
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Comment to approver :	Send	Set "To" Cancel Save as new Cancel	Delete a		

[Memo] Sending completion and downloading notice will be sent to "ReportTo" address.

- * Downloading the attachment files is not available on "ReportTo" address users.
 - A. Select address on "ReportTo"
 - B. Click on "Add to ReportTo"
 - C. The email address will be set to "ReportTo"

Select "ReportTo" Address	es							
D.e-Express X	+					_		×
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6. Click [Set 'To'] button to decide addressee as listed in 8, and reflect them into 'To' field.

Set Destination Addresses							
D.e-Express X	+				_		\times
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New message 👻		T	EST MAKER1 COPOR Transfer mode : [menu	
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Req Filter Clear	ALL V:	Address	Company	Search Division	Clear	- 51	
Addressbook ▷ □ Organization tree	Name 01taro user01	user01@test-maker1.jp.d-c	Company TEST MAKER1 COF		n Div	12	
	05taro user05		c TEST MAKER1 COF Engineering Div.				
	Report To						
		Add to "To"	Add to "ReportTo"	1			
	[TO:001] user01@test-maker1. [ReportTo:001] report-to@test-r				Delete		
		Set "To"	Cancel				
Comment to approver :							

7. You can type addresses directly(*) into 'To' field if you need to send a message to users those are not in the tree view. If the recipient doesn't have D.e-Express ID (or non-registered user), a login password will be given automatically by an e-mail from the system to the recipient.

This password is one time use only and it's valid on a message(Every message has different one time password).

Place a comma(',') or semicolon(';') to delimit multiple addresses and the addresses can be set up to 100.

All specified addresses will be disclosed to each recipient(*).

You have to send by separate message if you want to conceal addresses as BCC of e-mail.

* Except for non-registered recipient.

[NOTE] Please be careful not to make typing mistakes of e-mail addresses.

Entry for Destination Address

D.e-Express	×	+				_		\times
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			TEST MAKE	R1 COPORATION 0	5taro user0)5 (%)		
New message 👻			Transf	er mode : Standar	d	~	men	
 Mailbox Star 	Data Exchang	ge With External (Contrac	tNo:2015110500) - Standard					
Inbox								
Sent								
Draft	ReportTo :	report-to@test-maker1.jp.d-c	ruise.co.jp					
 Approval Request 	Subject :				Label :			~
Result	Attached :				-			
	Plugin						Add	
	mode							
						-		
	Keeping	default 🗸	Download password :		_	_		
	days: Message:							_
	mooouge .							
	Approver :		•					
	Comment							
	to approver :							
		Send	Save Save as new	Cancel				
		Jenu	Ouve as new	Ouncer				

[NOTE] Some of these entry fields may be invisible or fixed value by configuration.

8. Input email address on "ReportTo" for unregistered user(This "ReportTo" accepts unregistered address on every sending function).

Maximum 100 email addresses are available with ","(comma) or ";"(semi-colon) separated.

The addresses on "ReportTo" will be displayed on CC of "Sending completion" and "Downloading"notification email.

(Unregistered email address will be shown only in "Sending completion" notification email.)

[Ref] Switching ON/OFF of "ReportTo"

	Sending completion	Downloading completion
D.e-Express registered	Initial default : ON * Available switching ON/OFF on "Personal preference"	Initial default : OFF * Available switching ON/OFF on "Personal preference"
D.e-Express unregistered	ON (Not available to switch ON/OFF)	OFF (Not available to switch ON/OFF)

* Registered user can switch ON/OFF with reading [12. Preference]

Entry for "ReportTo" Address

D.e-Express	× +		- 0 ×	<
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	TEST MAKER1 COPORATION 0	5taro user05 🗸		
New message 🔻	Transfer mode : Standar	rd 🗸	, menu	
 Mailbox Star 	Data Exchange With External (ContractNo:2015110500) - Standard			
inbox	From : user05@test-maker1.jp.d-cruise.co.jp			
C Sent	To :			
Draft	ReportTo : report-to@test-maker1.jp.d-cruise.co.jp			
🔺 🧰 Approval	Subject :	Label :	~	
CRequest	Attached : Plugin mode Keeping days : default Download password :		Add Delete	
	Message : Approver : Comment to approver : Send Save Save as new Cancel			

- 9. Enter a message subject into 'Subject' field. <REQUIRED>
- 10. Select a 'Label' that system prepared. This is for tagging/sorting in an optional manner. 'Document', 'Reference', 'Approval', 'Formal' and 'Preliminary' are available.

Fill-in message

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Mailbox Star	Data Excha	nge With External (ContractNo:2015110500) - Standard				
inbox	From :	user05@test-maker1.jp.d-cruise.co.jp				
🗀 Sent 🗀 Draft (2)	To :	user01@test-maker1.jp.d-cruise.co.jp,unregistered@example.com				
Trash Clear	ReportTo :	report-to@test-maker1.jp.d-cruise.co.jp				
Approval Degrade	Subject :	About the material	Label :			~
Request	Attached : Plugin mode Keeping days : Message : Message :	default Download password :			Add	

[NOTE] Some of these entry fields may be invisible or fixed value by configuration.

- For security purpose, you can shorten downloadable period for recipients by setting 'Keeping days'. You can select from 1-15 days. By 'default', it will be kept for 30 days after arrival (15 days for non-registered recipients).
- 12. 'Download password' sets the password on downloading attachment files.

the LOGIN PASSWORD(set by registered recipient users according to his/her ID) or ONETIME PASSWORD(automatically issued by D.e-Express system to non-registered recipients on everytime you send a message) is ALWAYS REQUIED when recipients login before download.

Check the 'Download password' for entering a password.

* This password is required only for recipients to download the password protected files, senders and approvers are not required. Recipient(s) will receive a password notification e-mail from the server, if you send with a password.

Type of Password			
Download password	Ор	eration that's re	quired for receiver
(Set by sender)	On Log	jin	On Download
With password	Login password is a Onetime password w	, ,	Download password is required
Without password	if the recipient is a n		No Download password is required

Characters can be used as password

Characters	Available
Alpha-numeric	A∼Z, a∼z, 0~9
Symbols	! @ # \$ % ^ & _ + - = ; ? , . /

13. Enter message body into 'Message' field.

14. Select an approver for the message from 'Approver'(*). <REQUIRED>

* Need to be registered in advance. If you select yourself as an approver, the following approve/reject operation will be omitted.

- 15. Enter for 'Comment to approver' field.
- 16. Click [Add] button.

==> File chooser dialog will be opened.

*For Chrome/Edge: A menu to select the File or Folder will be shown. Select it.

17. Select a files or folder you want to send, and click [Open] or [Upload] button.

Multiple files can be selected on the File chooser dialog.

File chooser dialog				
C Open				×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This PC	> Documents > files_en	ٽ ~	, ○ Search files_en	
Organize 👻 New folder				• 🔟 🕐
 OneDrive 	lame	Date modified	Туре	Size
OneDrive - Persor	🖹 About PC environments.doc	2021/01/14 10:13	Microsoft Word 9	61 KB
OneDrive - Person	📴 manual.pdf	2021/01/14 10:03	Microsoft Edge P	33,743 KB
💻 This PC				
🗊 3D Objects				
E Desktop				
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🖊 Downloads				
Music				
Pictures				
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* · · · · · · · · · · · · · · · · · · ·				
File name:	manual.pdf	~	All files (*.*)	\sim
			Open	Cancel

One folder can be selected on the Folder chooser dialog.

[NOTE] Empty folder can not be uploaded.

Folder chooser dial	og			
C Select folder to upload				×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare > This	PC > Documents	~	ی 🔎 Sear	ch Documents
Organize 🔻 New folder				≣≡ ▼ (?)
OneDrive	Name	1	Date modified	Туре
OneDrive - Person	files_en	1	2022/09/02 13:24	File folder
Chebrive - Person		1	2022/09/02 13:24	File folder
This PC				
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Limitation and condition of attachment files/folders

Item	Limitation/condition
Length of file name	210 letters and 255 bytes(UTF-8) or lower.
File type	No limitation(Configurable by send function.)
Prohibited Characters on file name	* < > " ¥ / : ? % , & (Highlighted characters are prohibited on Windows)
File size	Up to 100GB(*)
The number of files	Up to 50,000 files(*)

* The maximum size and number of files you can upload depends on your environment. we can upload 4,000MB/3,000 files at once.

If and more, please install Plug-in or compress before uploading.

Drag-and-drop file uploading

Drag-and-drop into the 'Attached' area makes files and folders upload.

* Empty folder can be uploaded.

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New message 🛛 👻		Transfer mode : Standa	rd	~	mer	Ш
🗀 Mailbox	Data Excha	nge With External (ContractNo:2015110500) - Standard				
🛄 Star 🦳 Inbox	From :	user05@test-maker1.jp.d-cruise.co.jp				
🚞 Sent	To :	user01@test-maker1.jp.d-cruise.co.jp,unregistered@example.com				
Draft	ReportTo :	report-to@test-maker1.jp.d-cruise.co.jp				
C Approval	Subject :	About the material	Label :			~
Request Result	Attached :					
	Plugin				Add	
	mode	Drop file here If using Internet Explorer, folders cannot be attached.				
		Inaccessible files and folders that contain it cannot be attache Inaccessible folder attached as a empty folder.	d.			
		inaccessible folder attached as a empty folder.				
				×		
	Keeping days :	default Download password :				
	Message :	Hello,				
		I'm sending you the documents about D.e-Express.				
		Please read through it once.				
		Thank you.				
		Gotaro				
						_//
	Approver :	01taro user01 V				
	Comment to approver :	This is our customerrequested to have. Please approve it.				
		Send Save Save as new Cancel				

18. The file upload will start.

[NOTE] DO NOT edit or delete the attached file while uploading.

Uploading												
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New message 👻							Transfer m	ode : Standa	rd	~	men	<u> </u>
⊿ 🧰 Mailbox	Data Exchai	nge With External (Co	ontractN	Vo:2015	110500) - 9	Standard						
🚞 Star 🛅 Inbox	From :	user05@test-maker1.j	p.d-cruise	e.co.jp								
🗀 Sent	To :	user01@test-maker1.j	p.d-cruis	e.co.jp,u	nregistered	@example.c	com					
Draft	ReportTo :	report-to@test-maker1	.jp.d-crui	ise.co.jp								
Approval	Subject :	About the material							Label :			~
🚞 Request 🚞 Result	Attached :								J	·		- 1
	Keeping	default	~	Down	[Cancel						
	days : Message :	Hello,		Domin	iouu pussiiiu							_
	message .	Heilo, I'm sending you the doo Please read through it o Thank you. Gotaro	cuments a once.	about D.e	e-Express.							
				_								
	Approver :	01taro user01	`	•								
	Comment to approver :	This is our customerred Please approve it.	uested to	o have.								
1		<u>د</u>	ond		Savo	Savo as	- now	Cancol				•

[Ref] You can edit other input fields while uploading. Click [Cancel] button to terminate uploading.

19. Click [Send] button to send the message.

П

20.

[Ref] Your sent message is stored in 'Sent' folder(*).

* It's deleted after 30 days for files/folders, 365 days for message record.

Do send (Request for approval)

Mailbox Star Inbox Sent Dratt Trash Clear Approval Request Attached : About the material Label : Plugin Plugin Mailbox transfer mode : Standard Image: Standard	
Star Inhox Sent To user05@test-maker1.jp.d-cruise.co.jp Trash Clear Approval Reguest Attached : Attached : Plugin Plugin Mode default Download password : ♥	1
Inbox From: user05@test-maker1.jp.d-cruise.co.jp Inbox Image: Sent Image: Sent Image: Sent Inbox Image: Sent Image: Sent Image: Sent Inbox Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Subject: About the material Label : Approval Image: Sent Image: Sent Image: Sent Image: Approval Image: Sent Image: Sent Image: Sent Image: Approval About the material Label : Image: Sent Image: Approval Image: Sent Image: Sent Image: Sent Image: Sent About the material About PC environments.doc (60.2 KB) Image: Sent Image: Sent Image: Sent Image: Plugin mode Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent Image: Sent	1
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Approval Reguest About the material About the material About the material About PC environments.doc (60.2 KB) Add Reguest Abou	1
• Request • Result • Result • About PC environments.doc (60.2 KB) • Plugin • manual.pdf (32.9 MB) • Keeping days : default	
Plugin mode Add Plugin days : default Download password :	
days: Usiaut Download password 2	
days:	
I'm sending you the documents about D.e-Express. Please read through it once.	
Thank you. Gotaro	
Approver : 01taro user01 Comment This is our customerrequested to have	
to approver : Please approve it.	
Send Save Save as new Cancel	

mailbox.exp.d-c	ruise.jp says				
[CAUTION]					
This sending funct not registered.	on allows you send	ling the message t	o users w	/ho are	
Please verify the a	ddress(es) is correct				
since this message	can be lost on deli	very if it contains t	ypo.		
Are you sure you s	end this message w	vith the address(es) as abov	e?	
		ок		ancel	

pprove	/Reject for send
Click URL (Request' f Ref] Ever	on e-mail like this will be sent to the person who is specified as an approver on the message. on the e-mail to login([<u>Ref.] 1. Login</u>). older in 'Approval' folder will be opened. / approval request message will delivered into 'Request' folder in 'Approval' folder. you can just login and open that folder to make approval for any message you have.
Арр	roval request notification
	O ← ↓ ≂ (Approval Request)About the material - Message (Plain Text) –
File	Message Help
(App	roval Request)About the material
(Abb	$\mathcal{L} \operatorname{Reply} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \operatorname{Repl} \overset{\otimes}{\longrightarrow} \overset$
8	05taro user05(via D.e-Express) <no-reply@mail.exp< td=""> visitepiy all visitepiy all To user01@test-maker1.jp.d-cruise.co.jp 2022/09/02 (金) 13:37</no-reply@mail.exp<>
Please	open this URL to approve or reject the message.
https://	/mailbox.exp.d-cruise.jp/twsm/main?bx=apr&fr=request&mg=AAA22090213360001@JP1
 Messa Hello,	approve it.
	read through it once.
Thank	201
Gotaro	
Messag	ge-ID = AAA22090213360001@JP1
Sender	(FROM) = 05taro user05 TEST MAKER1 COPORATION
	user05@test-maker1.jp.d-cruise.co.jp
Recipie	nt(TO) = <u>user01@test-maker1.jp.d-cruise.co.jp</u> ,
	unregistered@example.com
	xpress]
LD.e-E	xpressj

[Ref] You'll get a follow-up e-mail like this, if you leave approval requests. This e-mail is sent once a day until you approve or reject all of requests.

[Memo] You can disable this e-mail at 'Personal preference'([Ref.] 12.Preference).

615	2 ℃ ↑			Remind Approva	al - Messa	ige (Plain	Text)	2	Ŧ		
File	Message	Help									
Remi	ind Appro	val									
						4	← Reply	K Repl	v All	→ Forwa	rd
Ds D.e-Express Service <no-reply@mail.exp.d-cruise.jp< td=""> To user01@test-maker1.jp.d-cruise.co.jp user01@test-maker1.jp.d-cruise.co.jp 2022/09/04 (⊞) 5:5</no-reply@mail.exp.d-cruise.jp<>											
You hav	ve 2 approva	al request.									
Click fo	llowing URI	to make su	re your ap	proval reques	st.						
Approv	al request m	nessage URI	= https:/	/mailbox.exp.	d-cruise	.jp/tws	sm/main?t	x=apr&fr	=reque	st	
*Please	e do NOT RE	EPLY to this	e-mail								
*Please	e delete this	email if you	were not	aware that yo	u were g	going to	o receive it				
*You ca	an disable th	nis notificati	on e-mail (on Personal p	referenc	e wind	ow of D.e-	Express.			
De-Fr	(press] Glob	al file excha	nge servic	e							
LD.C L/											

Click 'Request' folder if you don't have a notification e-mail to open the approval request message.

Searching the message

mailbox.exp.d-cruise.jp says
Searching the message that's specified on notification email.
OK

4. Click the target message from the message list.

Open approval	request
D.e-Express	x + ×
← C 🗅 https:	://mailbox.exp.d-cruise.jp/twsm/main?bx=apr&fr=request&mg=AAA2209021336 🖉 🗚 🏠 📝 🕇 🤹 🚥
	TEST MAKER1 COPORATION 01taro user01
New message 🔻	Reload Download(Selected)*Plugin Transfer mode : Standard
a 🧰 Mailbox	Approval/Request
🛄 Star 🛄 Inbox	MessageID V: AAA22090213360001@JP1 Only new Double Clause
Sent	Label: VVVV/MM/DC Status: Search Clear
🗀 Draft	File Label Subject From Date Status
Trash Clear	About the material user05@test-maker1.jp.d-cru Fri 09 02 13:36 ,2022 ApprovalWaiting
Request (2)	
	20 v Page: 1 of 1 4 ▶ Displaying 1 to 1 of 1 items About the material Approve Reject Check status From : user05@test-maker1.jp.d-cruise.co.jp To : user01@test-maker1.jp.d-cruise.co.jp * Date : Fri 09 02 13:36,2022 MessageID : AAA22090213360001@JP1 * Attached file list: (TotalSize: 33.0 MB, Keeping days: default) Download *Plugin Download(zip)
	Comment to approver: This is our customerrequested to have. Please approve it.
	Message contents:
	Hello, I'm sending you the documents about D.e-Express. Please read through it once.
	Thank you

- 5. Verify the contents and addresses of the message whether it's okay to send.
- 6. Please see download instruction([<u>Ref.] 4. Receive</u>) to check the actual files to be sent.
- 7. Click [Approve] button or [Reject] button to give your decision.=> Approval/Reject comment entry dialog will be opened.

8. Enter your comment about your approval decision.

1 D D		- 0
D.e-Express	× [+	
C 🖒 https	://mailbox.exp.d-cruise.jp/twsm/main?bx=apr&fr=request&mg=AAA2	2209021336 🖉 A 🟠 🗹 🎼 😩 🕚
N		TEST MAKER1 COPORATION 01taro user01
New message 🔻		Transfer mode : Standard
	Approval/Request	
	MessageID · AAA22090213360001@JP1	
Sent	Label: VYYY/MM/DC - YYYY/MM/DC Status:	
Draft Trash Clear	File Label Subject From	
Trash Clear	In About the material user/RE Otest -	ApprovalWaiting
Request (2)	Approval comment for sender:	
	Approve Cancel Message contents: Hello, I'm sending you the documents about D.e-Express.	Displaying 1 to 1 of 1 item act Check status
	Please read through it once.	
Rejection com	nent entry	
D.e-Express	× +	- 0
C 🗇 https	://mailbox.exp.d-cruise.jp/twsm/main?bx=apr&fr=request&mg=AAA2	2209021336 🖉 A 🏠 📝 🗲 🙎 🔸
		TEST MAKER1 COPORATION 01taro user01
New message <		Transfer mode : Standard
	Approval/Request	
	MessageID	
🗀 Inbox	Label: VYYY/MM/DE - YYYY/MM/DE Status:	Search Clear
Draft	File Label Subject From	
Trash Clear		
Approval Request (2)	Rejection comment for sender:	ApprovalWaiting
Result	No, you can't disclose this documents.	Displaying 1 to 1 of 1 item act Check status

- 9. Click [Approve] / [Reject] button on the comment window to finalize it.
 - ==> Request message is moved from 'Request' folder to 'Result' folder.
 - ==> Original sender will have notification e-mail of the approval result.
- 10. Result notification e-mails are as below.

Approval result notification	
🗄 り ひ ↑ ↓ ≂ (Result:APPROVED)About the material - Message (Plain Text) 🛛 🕫 − ロ 🗙	2
File Message Help	
(Result:APPROVED)About the material \bigcirc (14 cm	
Oltaro user01(via D.e-Express) <no-reply@mail.exp< td=""> visitepiy visitepiy<!--</td--><td></td></no-reply@mail.exp<>	
Your message has got APPROVED as follows:	
Approver = 01taro user01	
user01@test-maker1.jp.d-cruise.co.jp	
Comment from approver:	
ок	
Message to send:	
Hello,	
I'm sending you the documents about D.e-Express.	
Please read through it once.	
Thank you.	
Gotaro	
Message-ID = AAA22090213360001@JP1	
Recipient(TO) = <u>user01@test-maker1.jp.d-cruise.co.jp</u> ,	
unregistered@example.com	
Tracking URL = <u>https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=sent&mg=AAA22090213360001@JP1</u>	
[D.e-Express]	

Sent notification						
☐ 19 ℃ ↑ ↓ 🗢 (Sent)About the material -	Message (Plain Text)	(7)	T			/×/
File Message Help						
(Sent)About the material						
D.e-Express Service <no-reply@mail.exp.d-cruise.jp To user05@test-maker1.jp.d-cruise.co.jp</no-reply@mail.exp.d-cruise.jp 	🖒 🕤 Reply	≪ Repl	y All	→ Forwar		• :17
Cc report-to@test-maker1.jp.d-cruise.co.jp						
Your message have been sent.						
Message you sent:						
Hello,						
I'm sending you the documents about D.e-Express.						
Please read through it once.						
Thank you.						
Gotaro						
Message-ID = AAA22090213360001@JP1						
Recipient(TO) = <u>user01@test-maker1.jp.d-cruise.co.jp</u> ,						
unregistered@example.com						
File(s) = About PC environments.doc,						
manual.pdf						
Tracking UDL			20002	12260001	രഥാ	
Tracking URL = <u>https://mailbox.exp.d-cruise.jp/twsm/main?</u>	ux=mux@ir=senta	ing=AAA2	20902	100001	UT1	
[D.e-Express]						Ţ

[Ref] If a sender specified wrong recipient e-mail address and it bounced, the sender will get a bounce notification e-mail as follows. (It depends on the recipient's e-mail server)

Bounce notification					
🗄 り ◇ ↑ ↓ マ (Returned)RE: return test - Message (Plain Text) 🛛 👂 団 - ロ 🗙					
File Message Help					
(Returned)RE: return test					
D.e-Express Service <no-reply@mail.exp.d-cruise.jp $T_0 user05@test-maker1.jp.d-cruise.co.jp$ $\begin{array}{c c c c c c c c c c c c c c c c c c c$</no-reply@mail.exp.d-cruise.jp 					
() We removed extra line breaks from this message.					
Undelivered Mail Returned to Sender.eml 4 KB					
This message to the address below is returned from the e-mail system.					
Please find and read through the returned message from it as in attached file(s).					
You can ignore this notice, if it's clear that there's no delivery failure such as just an auto reply mail saying "I'm out now" or something like that.					
Or else, the address you've entered could be wrong, considerable delay or the recipient's e-mail box may be full. Please confirm the address/recipient's status.					
Recipient(TO) = <u>unknown@fileboat.com</u>					
Subject = return test					
Message-ID = AAA22090214190001@JP1					
Tracking URL = <u>https://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=sent&mg=AAA22090214190001@JP1</u>					
[D.e-Express]					
* Please do NOT REPLY to this e-mail.					

Re	ceive
. A r * I On * I . Clie	u will have a notification e-mail of new message arrived. message will be expired after download period(*). Please download within the term. It's deleted after 30 days for files/folders, 365 days for message record, normally. It's days for those recipients who don't have D.e-Express ID. It can be shorten by the sender. ck URL on the e-mail to login([Ref.] 1. Login). => 'Inbox' folder in 'Mailbox' folder will be opened.
	Arrived notification
	🗐 🖞 🕐 » (Arrived)About the material (AAA22090213360001@JP1) - Message (Plain Text) 🔎 🖻 — 🗆 🗙
	File Message Help
	(Arrived)About the material (AAA22090213360001@JP1)
	A Genty (G Repty All - Forward
	O5taro user05(via D.e-Express) <no-reply@mail.exp To user01@test-maker1.jp.d-cruise.co.jp; unregistered@example.com 2022/09/02 (金) 14:17</no-reply@mail.exp
	Hello, I'm sending you the documents about D.e-Express. Please read through it once.
	Thank you. Gotaro
	Message-ID = AAA22090213360001@JP1
	Valid until = 10 02,2022
	Sender(FROM) = <u>user05@test-maker1.jp.d-cruise.co.jp</u>
	File(s) = About PC environments.doc, manual.pdf
	[D.e-Express]

[Ref] You will receive a password notification e-mail as below, if the sender set the download password.

Password notification				
ー・シー・ (Password)About the material (AAA22090213360001@JP1) - N	Message (Plain Text)	2	⊡ –	×
File Message Help				
(Password)About the material (AAA2209021336000	1@JP1)			
05taro user05(via D.e-Express) <no-reply@mail.exp< td=""><td>🖒 🦒 Reply</td><td>所 Reply A</td><td>II -> Form</td><td>vard •••</td></no-reply@mail.exp<>	🖒 🦒 Reply	所 Reply A	II -> Form	vard •••
To user01@test-maker1.jp.d-cruise.co.jp; unregistered@example.com	n		2022/09	//02 (金) 14:19
Please download your files with this password. (The URL of the download page is on another e-mail) Download-Password = password				
Message-ID = AAA22090213360001@JP1 Sender = 05taro user05 TEST MAKER1 COPORATION <u>user05@test-maker1.jp.d-cruise.co.jp</u>				
[D.e-Express]				

- 4. Copy(press Ctrl-key and C-key) the password string from the e-mail since it's required to download attached files even if you already logged in.
- Automatically, searching the message that's specified on notification e-mail.
 Click 'Inbox' folder if you don't have any notification e-mail to open the arrived message.

Searching the message	
mailbox.exp.d-cruise.jp says	
Searching the message that's specified on notification email.	
	ОК

6. Click a file name anchor (which is underlined) to download the file.

 \ast Click a folder item to move down into subfolders, and you can download files in it.

Select files and folders, and click [Download(zip)] button to download multiple files/folders at once.

* Downloading at once can not exceed 300MB and 100 files.

If and more, you need to use <u>plug-in</u> or download in multiple times.

[NOTE] Uncompressing the downloaded zip file using Windows Explorer or any software that supports UTF-8.

Arrived messag	ge
D.e-Express	× + - • ×
← C Ô https	s://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360001@J A 🏠 🛛 🖉 🛛 🗲 😩 🚥
	TEST MAKER1 COPORATION 01taro user01
New message 🛛 👻	Reload Download(Selected)*Plugin Delete Transfer mode : Plugin(Normal) Imenul
Mailbox	Mailbox/Inbox
Star	MessageID V: AAA22090213360001@JP1 Only new Search Clear
C Sent	Label: VYYY/MM/DC - VYYY/MM/DC Status: View Search Clear
Draft	Star File Label Subject From Date Status
Approval	About the material user05@test-maker1.jp.d-c Fri 09 02 14:16 ,2022 Arrived
Request	
	20 V Page: 1 of 1 4 V Displaying 1 to 1 of 1 items
	About the material Reply Delete Check status
	From : user05@test-maker1.jp.d-cruise.co.jp
	To :user01@test-maker1.jp.d-cruise.co.jp more
	Date : Fri 09 02 14:16 ,2022 MessageID : AAA22090213360001@JP1
	Attached file list: (TotalSize: 33.0 MB, Expired: 10.02,2022) Download *Plugin Download(zip)
	Download password: Unlock
	C AAA22090213360001@JP1/
	Message contents:
	Hello,
	I'm sending you the documents about D.e-Express. Please read through it once.
	Thank you. Gotaro
	Guaru

[Ref] Icons in [File] column will appear as below according to attached files state of each message.

Icon	con Condition of the attached file			
്	With Password			
With Password (Deleted)				
Ø	Without Password			
Q	Without Password (Deleted)			

7. Password is required if the sender set to it. Enter the password into [Download password] from the password notification e-mail.

Download pass	sword	
D.e-Express	× + -	
← C 🗅 https	os://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360 🖉 🗚 🏠 🚺 🕇	
	TEST MAKER1 COPORATION 01taro user01	menu
New message 🔻	Reload Download(Selected)*Plugin Delete Transfer mode : Plugin(Normal)	
Mailbox Star	Mailbox/Inbox	
inbox	MessagelD V AAA22090213360001@JP1 Only new Search Clear	
Contemporaria Sent	Label: Date: VYVY/MM/DE VYVY/MM/DE Stat File Label Subject From Date Status 	
Trash Clear	Star File Label Subject From Date Status \u03c6 \u0	
Approval Request		
C Result		
	20 V Page: 1 of 1 4 Displaying	1 to 1 of 1 items
	About the material Reply Delete C	Check status
	From :user05@test-maker1.jp.d-cruise.co.jp	^
	To : user01@test-maker1.jp.d-cruise.co.jp <u>more</u> Date : Fri 09 02 14:16 .2022	
	MessageID :AAA22090213360001@JP1	
	Attached file list: (TotalSize: 33.0 MB, Expired: 10 02,2022) Download *Plugin Download(zip)	
	Download password: Unlock	
	AAA22090213360001@JP1/	
	Message contents:	
	Hello,	
	I'm sending you the documents about D.e-Express. Please read through it once.	
	r lease read unvugirit onde.	
	Thank you. Gotaro	•
L	_1	

8. Every time when you download, the sender will receive a notification e-mail as below.

* Senders can stop these notifications by their own preferences([Ref.] 12. Preference)

Download notification					
⊟ ୨୦↑↓ ୍ (Downloa	ded)About the material \cdot	- Message (Plain Text)	(79)	⊡ –	o /x/
File Message Help					
(Downloaded)About the material					
UD user01(via D.e-Express) <no-reply To user05@test-maker1.jp.d-cruise.co.jp</no-reply 	@mail.exp.d-cruis	🖒 🕤 Reply	≪ Reply A		vard •••• 9/02 (金) 14:48
Files you sent has been downloaded.					
Message you sent: Hello,					
I'm sending you the documents about D.e-E Please read through it once.	xpress.				
Thank you. Gotaro					
Message-ID = AAA22090213360001@JP1					
Recipient = <u>user01@test-maker1.jp.d-cruis</u>	e.co.jp				
File(s) = manual.pdf					
Tracking URL = <u>https://mailbox.exp.d-cruis</u>	e.jp/twsm/main?b>	<pre>c=mbx&fr=sent&r c=sent&r c=sent&r</pre>	ng=AAA220	0902133600	01@JP1
[D.e-Express]					

[Ref] You'll get a follow-up e-mail like this, if you leave arrived messages.This e-mail is sent once a day until you download or delete all of your messages.[Memo] You can disable this e-mail at [Ref.] 12. Preference

Download reminder				
⊟ り ひ↑↓ ⊽	Remind Download - Message (Plain Text)	(7)	m –	·
File Message Help				
Remind Download				
D.e-Express Service <no-reply@ To user01@test-maker1.jp.d-cruise.co.jp</no-reply@ 		Keply		orward 22/09/04 (日) 5:30
Following 2 message(s) are still not down	loaded.			-
Please make sure its expiry date and dow	nload the files before the expiry date.			
Click following URL to make sure your me				
https://mailbox.exp.d-cruise.jp/twsm/ma	in?bx=mbx&fr=inbox&status=Arrived			
Following messages have not been downl	loaded yet.			L
Message ID / Subject				
AAA22090213360001@JP1 / About the ma	aterial			
				v

5. Reply

- 1. Click a message from the message list.
- 2. If the message has reply $\ensuremath{\mathsf{permission}}(*),$ [Reply] button is shown.
- Click [Reply] button and go to Reply message window.
- * Permission is preset for each send function. Also you can not reply to a replied message.

Message to rep	ly
D.e-Express	× + - • ×
← C 👶 https	:://mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360001@J A 🏠 🛛 🖓 🥵 🚥
	TEST MAKER1 COPORATION 01taro user01
New message 🔻	Reload Download(Selected)*Plugin Delete Transfer mode : Plugin(Normal) Imenul
▲	Mailbox/Inbox
Star	MessagelD V: AAA22090213360001@JP1 Only new Search Clear
C Sent	Label: VDate: VYYY/MM/DC - VYYY/MM/DC Status: V
Draft	Star File Label Subject From Date Status
A C Approval	🗌 🎲 💣 About the material user05@test-maker1.jp.d-C Fri 09 02 14:16 ,2022 Downloaded
Request	
Tresur	
	20 V Page: 1 of 1 4 Displaying 1 to 1 of 1 items
	20 V Page: 1 of 1 4 Displaying 1 to 1 of 1 items
	About the material Reply Delete Check status
	From : user05@test-maker1.jp.d-cruise.co.jp
	Date : Fri 09 02 14:16 ,2022
	MessageID : AAA22090213360001@JP1
	Attached file list: (TotalSize: 33.0 MB, Expired: 10 02,2022) Download *Plugin Download(zip)
	Download password: Unlock
	AAA22090213360001@JP1/
	Message contents:
	I'm sending you the documents about D.e-Express. Please read through it once.
	Thank you. Gotaro
	Cours .

3. Fill out required fields and attach your files to reply.

🗖 🚳 D.e-Express		× +		- 0
← C Ô https	://mailbox.ex	.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&r	ng=AAA22090213360001@J A 🏠	☑ ≙ 😩 …
			TEST MAKER1 COPORATIO	
New message 🔹			Transfer mode : Standar	d 🗸 menu
C Mailbox	Reply			
Star				
🗀 Inbox	From :	user01@test-maker1.jp.d-cruise.co.jp		
Sent	To :	user05@test-maker1.jp.d-cruise.co.jp		
🗀 Draft 🗀 Trash Clear	ReportTo :			
Approval	Subject :	Re:About the material		Label :
C Request	Attached :			
🚞 Result				Add
	Plugin mode			
	mode			Delete
				_
	Keeping days :	default 🗸 Download pa	ssword : 🗌	
	Message :			
				//
	Approver :	~		
	Comment			
	to approver :			
				//
		Send	Cancel	

6. Star

[Memo] You can view marked messages in a single list whether the message is from Sent folder or Inbox folder.

- 1. Click a star icon beside a message to mark.
- ==> The star on/off switches by clicking on star icon. Yellow star icon indicates "on".

× +	- • ×
//mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360001@J A 🏠 🔀] ≨ 😩 …
TEST MAKER1 COPORATION 01tar	menu
	~ <u></u>
Search Clear	
	Status
L 😧 d ^r About the material user05@test-maker1.jp.d-⊂ Fri 09 02 14:16 ,2022 E	Downloaded
About the material Reply Dele From : user05@test-maker1.jp.d-cruise.co.jp more To : user01@test-maker1.jp.d-cruise.co.jp more Date : Fri 09 02 14:16 ,2022 MessageID MessageID : AAA22090213360001@JP1 Attached file list: (TotalSize: 33.0 MB, Expired: 10 02,2022) Download *Plugin Download(zip) Download password: Unlock AAA22090213360001@JP1/ Message contents: Hello, I'm sending you the documents about D.e-Express. Please read through it once. Thank you.	bisplaying 1 to 1 of 1 items
	//mailbox.exp.d-cruise.jp/twsm/main?bx=mbx&fr=inbox&mg=AAA22090213360001@J A ^A C TEST MAKER1 COPORATION 01tar Reload Download(Selected)"Plugin Delete Transfer mode : Standard Mailbox/Inbox MessageID · AAA22090213360001@JP1 Only new Search Clear abel: v Date: vvvv/MM/DC - vvvv/MM/DC Status: v Search Clear Star File Label Subject From Date S c About the material user05@test-maker1.jp.d-< Fri 09 02 14:16,2022 T About the material user05@test-maker1.jp.d-< Fri 09 02 14:16,2022 T To : user01@test-maker1.jp.d-cruise.co.jp To : user01@test-maker1.jp.d-cruise.co.jp more Date : Fri 09 02 14:16,2022 MessageID : AAA22090213360001@JP1 Attached file list (TotalSize: 33.0 MB, Expired: 10 02,2022) Download "Plugin Download(zip) Download password: Unlock AAA22090213360001@JP1/ Message contents: Hello, I'm sending you the documents about D.e-Express. Please read through it once.

2. Click 'Star' folder.

∎ © ¤ ← C	e-Express	×		nain?bx=mbx&fr=inbox	&mg=AAA22090213360	001@J A 🖓 🖧	2 €		
	essage 👻	Reload			TEST	MAKER1 COPORATION 0 sfer mode : Standard		meri	
🚞 Mailbox	,	Mailbox/Star							
C Star		Subject Label:	Conte: VYY*	//MM/DE - YYYY/MM/D		Search Cle	ar		
🚞 Draft		Star File	Label	Subject	From	Date	Status		
Trash Approval Reque Reque	Clear	□ ☆ ♂		About the material	user05@test-maker1.jp.d	-c Fri 09 02 14:16 ,2022	Downloaded		
		20 🗸 Page: 1	of 1 🖣 🕨				Displaying 1	to 1 of 1 ite	ems
					Select message				

7. Delete

[NOTE] You can't undo message deletion.

- 1. Click [Delete] button in the current message.
- 2. Click [OK] button of a confirmation dialog if you are sure to delete the message.

Delete current	message							
D.e-Express	×	+					_	×
← C 🗅 https	://mailbox.exp.d-c	cruise.jp/twsm/ma	ain?bx=mbx&fr=inbo>	x&mg=AAA22090213	360001@J	A) 20	2 €=	
New message	Reload Mailbox/Inbox MessageID Label: Star File Star File Y of About the mater From Use: Date Fri MessageID Attached file list: Download pass AA2209021 Message content Hello, I'm sending you Please read thr	mailbox.exp.d- Delete this messa Label Label Label I of 1 ◀ ▶ rial er05@test-maker1 o9 02 14:16 ,2022 A2209021336000 : (TotalSize: 33.0 I sword:	cruise.jp says age? Subject About the material .jp.d-cruise.co.jp .jp.d-cruise.co.jp 1@JP1 MB, Expired: 10 02,202:	OK From user05@test-maker	Cancel Si Date 1.jp.d-< Fri 09 02	earch Cl	ear Status Downloaded Displaying 1 Delete Cl	items
	Thank you. Gotaro							-

- 3. Check a checkbox beside target messages from the list.
- 4. Click [Delete] button at the top part of the window.

5. Click [OK] button of a confirmation dialog if you are sure to delete the message.

Delete multiple	e message				
D.e-Express	× +				- 0 ×
← C 🕆 http:	s://mailbox.exp.d-cruise.jp/twsm	n/main?bx=mbx&fr=inbo	x&mg=AAA22090213360001	1@J A to	☑ ८ 😩 …
New message Mailbox Star Inbox Sent	Reload Delete messa Subject Label:	p.d-cruise.jp says Ige?	OK Cancel	COPORATION de : Standard	01taro user01
Draft	Star File Label	Subject	From	Date	Status
Approval Request	✓ ☆ ♂ ✓ ☆ ♂	資料送付の件 About the material	user05@test-maker1.jp.d-c user05@test-maker1.jp.d-c		Arrived Downloaded
		ker1.jp.d-cruise.co.jp ker1.jp.d-cruise.co.jp <u>mo</u> 2022	re	Reply	Displaying 1 to 2 of 2 items Delete Check status
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	AAA22090213360001@JP	<u>'1</u> /			
	Message contents: Hello,				
	I'm sending you the documen Please read through it once.	ts about D.e-Express.			
	Thank you. Gotaro				•

- 6. Deleted messages are in 'Trash' folder(*), though you can not put them back to where they were. Click [Clear] anchor beside 'Trash' folder to delete completely.
 - \ast You can download attached files of messages in 'Trash' folder. Note they are deleted after 30 days.

7. Click [OK] button of a confirmation dialog if you are sure to delete the message.

Clear Trash									
D.e-Express	×	+					_		\times
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☐ Draft ☐ Trash Clear Approval ☐ Request ☐ Result	20 V Page:		Subject	From	Date	•	Status Displaying 0	to 0 of 0 i	items

8. You see the result of deletion.

Cleared

olean eu					
D.e-Express	× +	_		×	
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Mailbox	Mailbox/Trash				
🗀 Star 🗀 Inbox 🗀 Sent	Subject Image: Subject Image: Only new Search Label: Date: VYYY/MM/DD VYYY/MM/DD	r			
Draft	File Label Subject To Date	Status			
Coca Coca	No message.	Displaying 0	to 0 of 0 ite	ems	
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emo] You can searc	h messages in your fo	lder with keywo	ords.		
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Trash Clear Approval		About the material		er1.jp.d-c Fri 09 02 14:16 ,202	
	20 V Page: 1 of 1 4				Displaying 1 to 1 of 1 items
			Select message		

- $\ensuremath{\mathbf{1}}.$ Click a target folder to search messages in it, and enter search conditions as below.
- 2. 'Subject', 'From', 'To', 'Message-ID'(*) : Search messages for a field with any keywords.
 - \ast 'Message-ID' is common value both sent and received message.

Select 'ALL' to search for these 4 fields at once.

- 3. 'Only new' : It narrows down to messages only unopened(*).
 * Bolded messages in the list.
- 4. 'Label' : Searches for messages labeled as follows by senders. 'Document', 'Reference', 'Approval', 'Formal', 'Preliminary'
- 5. 'Status' : Searches for messages in status as below.

Status	
Status	[Trigger action] and description
InProgress	[Send] Messages just submitted from a sender.
ApprovalWaiting	[(System internal)] Messages waiting for approval in request folder.
Approved	[Approval] Messages just approved. It will be changed into 'Arrived' soon.
Rejected	[Rejection] Messages just rejected by an approver.
Arrived	[(System internal)] Messages in inbox folder of recipients and is not downloaded yet.
Downloaded	[Download] Messages downloaded by recipients.
Deleted	[Delete] Undownloaded attachment files has been deleted.
Canceled	[Cancel]Sender has canceled the sent message.
Error	[(System internal)] Bounced from unregistered recipient, or system error occurred.

6. 'Date' : Specify the target period for message date sent/arrived.

It have to be formatted as 'year(4digits)/month(2digits)/date(2digits)'.

7. Click [Search] button to execute searching. ==> Message list will be updated.

9. Detailed status

[Memo] You can look up operation history for any messages you have.

- 1. Select a message from the list.
- 2. Click [Check status] button.

Select a messa	ge				
D.e-Express	× +				– 🗆 ×
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C Sent	Label: VYYY	//MM/DE - YYYY/MM/DE	Status:		sar
Draft	Star File Label	Subject	То	Date	Status
Trash Clear	🗌 🏠 💣	About the material	user01@test-maker1.jp.d-c	Fri 09 02 13:36 ,2022	Downloaded
Carl Request		About the material	user01@test-maker1.jp.d-c	2022, Tue 04 26 10:44	Downloaded
	20 Page: 1 of 1 ↓ About the material From :user05@test-maker' To :user01@test-maker' Approver :user01@test-maker' Date :Fri 09 02 13:36,202 MessageID :AAA2209021336000 Attached file list: (TotalSize: 33 0	1.jp.d-cruise.co.jp <u>more.</u> 1.jp.d-cruise.co.jp 2 01@JP1		Edit	Displaying 1 to 2 of 2 items
	AAA22090213360001@JP1/ Comment to approver: This is our customerrequested to				
	Please approve it.	Have.			
	OK				
	Message contents:				
	Hello,				•

==> Detailed status window will be opened.



- 3. 'Date' : The date when the operation is done.
- 'Status' : Status of the message at that time.
 You can narrow Status by a filtering select box.
- 5. 'To' : Addressee that's specified by the sender.

You can narrow To by a filtering select box or a enter search value. (partial matching)

6. 'Operational user' : A user ID of by who operated the action.

10. Addressbook

[Memo] You can register any addresses in Addressbook.

10.1 New registration by input

- 1. Addressbook resides in this address picker window.
 - You can use it just as you pick addresses from address picker.
- 2. Click [New address] button.

Addressbook Wine	dow										
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a 🔄 Organization tree		01taro user0	1	user01@test-maker1.j				ion Div			
TEST MAKER D Administrat		05taro user0		user05@test-maker1.j							
 IT Promotion Engineering 	on Div.	Report To		report-to@test-maker1							
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۲	•			Set "To"	(Cancel					
	approver :										

==> New address editor window will be opened.

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Request Result											
	Address :										
	Name : Company : Division :										
	Name : Company :	Reg	ister	Cancel							
L	Name : Company : Division :	Reg		Cancel							
	Name : Company :	Reg	ister V	Cancel							

- 3. Enter e-mail address. <REQUIRED>
- 4. Enter name(*).
- 5. Enter company name(*).
- 6. Enter division/department name(*).
 - \ast These are just for your reference and not disclosed to the other users.
- 7. Click [Register] button to save it into your personal addressbook.

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							-	
	•	•		Set "To"	Cancel			

- 2. Check a checkbox beside the target persons.
- 3. Click [Add to "Addressbook"] button to register target users with pre-registered information in organization tree(*).
 * Address book is just as it is at the registration. Therefore, it won't follow updates of organization tree.

10.3 New registration by 'From' 'To' field

1. Click address string in 'From' or 'To' field.

Message Window

De-Express x + C De-Express x + <pc +<="" de-express="" p="" x=""> <pc de-e<="" th=""></pc></pc>
New message Reload Download(Selected)*Plugin Delete Transfer mode : Standard Import Mailbox Star Inbox Star Inbox Star Only new Search Clear Draft Inbox Star Star Date Star Clear Status Inbox Sent Star Inbox Star About Only new Search Clear Draft Trash Clear About the material user01@test-maker1.jp.d- Tue 09 06 14:48,2022 Arrived Approval About the material user01@test-maker1.jp.d- Tue 09 06 14:34,2022 ApprovalWaiting Request Image: Clear About the material user01@test-maker1.jp.d- Mon 09 05 14:29,2022 Downloaded Image: Clear About the material user01@test-maker1.jp.d- Mon 09 05 14:26,2022 ApprovalWaiting Image: Clear Image: Clear About the material user01@test-maker1.jp.d- Mon 09 05 14:26,2022 ApprovalWaiting Image: Clear Image: Clear About the material user01@test-maker1.jp.d- Mon 09 05 14:26,2022 ApprovalWaiting <
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Result About the material user01@test-maker1.jp.d-c Mon 09 05 14:29,2022 Downloaded
Image: Image
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20 • Page: 1 of 1 4 • Displaying 1 to 9 of 9 items About the material Cancel Edit Delete Check status From <td::user05@test-maker1.jp.d-cruise.co.jp< td=""> To :user01@test-maker1.jp.d-cruise.co.jp Advection</td::user05@test-maker1.jp.d-cruise.co.jp<>
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To user01@test-maker1.jp.d-cruise.co.jp <u>hide</u>
To :unregistered@example.com
ReportTo : report-to@test-maker1.jp.d-cruise.co.jp
Approver : user01@test-maker1.jp.d-cruise.co.jp Date : Mon 09 05 14:29 .2022
MessageID : AAA22090514290001@JP1
Attached file list: (TotalSize: 33.0 MB, Keeping days: default) Download *Plugin Download(zip)
AAA22090514290001@JP1/
Comment to approver:
This is our customerrequested to have.
Please approve it.
Approval/Rejection comment:
javascriptvoid(0)

==> Address editor window will be opened.

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1. Click 'Address' anchor from the address list of Addressbook
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10.4 Edit

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Approv Req Resi A C	ation tree	Addressbook Iear ALL Ame Altrice Altri	r01 u r05 u	ser05@test-maker1.jp.	Company d-c TEST MAKER1 COF d-c TEST MAKER1 COF p.d TEST MAKER1 COF	Engineering			
4	Comment to approver :	•		Set "To"	Cancel			ľ	

==> Address editor window will be opened.

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Ē		Address : rep Name : Re Company : TE	ort-to@test-maker1.jp.d-cruise.co.jp port To ST MAKER1 COPORATION						
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10.5 Delete
1. To delete existing addressbook item, check a checkbox beside items to delete.
Delete address
□ S D.e-Express x + - □ ×
← C 🗈 https://mailbox.exp.d-cruise.jp/twsm/main 🖉 A 🛧 🗹 🗲 🔵 …
New message Mailbox Star Inbox From : OK Cancel
Delete Import Export
Destination tree Addressbook Req Filter Clear Addressbook AlL Organization tree Name Address Organization tree Officer Officer Officer
Add to "To" Add to "ReportTo"
Delete all
Set "To" Cancel
Send Save Save as new Cancel

2. Click [Delete] button. Confirmation dialog will be shown.

3. Click [OK] button of a confirmation dialog if you are sure to delete the item(s).

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	4	•		[Set "To"	Cancel]		
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Open "Import Address Book - Select File" window.

Import Address Book - Select File	
D.e-Express x +	- o ×
← C ⓑ https://mailbox.exp.d-cruise.jp/twsm/main	2 A ★ 🗹 烽 😩 …
Ne	TEST MAKER1 COPORATION 05taro user05 7
Import Address Book - Select File Import Address Book - Select File Please select a csv file. Se CSV file CSV file Character code: Automatic Tra Character code: Automatic The maximun size of csv file is 5.00 MB. This system reads max 1000 rows and max This system reads max 1000 rows and max This and the register on y Read file Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer Cancer	your address book.

2. Select a character encoding

Available character encodings

Cahacter encodings	Explanation
Automatic	Read the file with appropriate character encoding automatically (You may be asked to select a character encoding).
UTF-8	Read the file that's written in UTF-8.
Shift_JIS	Read the file that's written in Shift_JIS.
windows-31j	Read the file that's written in windows-31j.
EUC_JP	Read the file that's written in EUC_JP.

3. Click [Refer] button. Select import csv file.

- * The CSV file has following requirements.
- The maximun size of csv file is 5MB.
- This system reads max 1000 rows and max 100 columns on import csv file.
- 100 addresses are available to register on your address book.

4. Click [Read file] button.

Open "Import Address Book - Select Columns" window.

Detexpress x + C Detexpress x + C Detexpress x + Mailpox Data Exchance With External (Comparing the second of the	P A ^N ★ Z C = 2 ···· TEST MAKER1 COPORATION 05taro user05 // Transfer mode : Plugin(Normal) ▼ Imerul ontractNo:2015110500) - Standard
	Transfer mode : Plugin(Normal)
Init Please select matched field of your address b Pri Please select matched field of your address b Trc First row is the name of column. Appro Image: Content of file(second row) 1 01taro user01 2 user01@test-maker1.jp.d-cruise.co.jp 3 TEST MAKER1 COPORATION	
1 01taro user01 2 user01@test-maker1.jp.d-cruise.co.jp 3 TEST MAKER1 COPORATION	D.e-Express address V
	Select format D.e-Express addressbook Outlook Windows Live Mail Houress (Kequireu)
	Company name V Division name V
The combination o	of field "name1", "name2", and "name3 link to the name field of address book.

5. Select the format of csv file from [Select format] to match the addressbook items.

Select format

Format	Remarks
D.e-Express address book	For D.e-Express addressbook format
Outlook	For Outlook addressbook format (*)
Windows Live Mail	For Windows Live Mail addressbook format (*)

* Please export your addressbook with certain instructions for Outlook, Windows Live Mail format.

6. For the other format, please match the each item by yourself.

The values which are available in the addressbook.

Items on addressbook	Length	Prohibited characters
Name	Maximum 100 bytes	-
Address	Maximum 254 bytes	white spaces, 2-bytes characters
Company	Maximum 100 bytes	-
Division	Maximum 37268 bytes	-

[Notice]Line breaks will be replaced with space on importing.

7. To start importing your addressbook, please select [Import] button.

Addressbook Window						
D.e-Express X	+			_		\times
← C https://mailbox.exp.d-	cruise.jp/twsm/main		P A 🕇	2 ≤		
New message 👻	ort your address book.(FBWER		r mode : Plugin(Norm	al)	enu	
Mailbi	New address Delete	Import Export				
Destination tree	Addressbook					
Filter Clear	ALL 🖌		Search	Clear		
Tra Addressbook	Name	Address Company	Division			
Appro Appro Corganization tree Re D Corganization tree	01taro user01	user01@test-maker1.jp.d-c TEST MA	KER1 COF Administrati	ion Div.	~	
Re	05taro user05	user05@test-maker1.jp.d-c TEST MA	KER1 COF Engineering	g Div.		
	Report To	report-to@test-maker1.jp.d TEST MA	KER1 COF		_	
4		Add to "To" Add to "Re Set "To" Cance	·	Delete Delete all		ŀ
[Notice]All importing record wi	ill be registered as a	approto record avaant t	he record which	ah aro mate	hing	v NI of
[Notice]All importing record wi following items. [Name], [Add	-		ne recora whic	in are mate	ning a	
Tonowing items. [Ivanie], [Add	ress], [Company hai					

Example) Export addressbook then edit the name, then import to the addressbook

The old name record will not be deleted and the edited name record will be registered as new record.

Add	ress book v	window										
	D.e-Express	×	+								—	
← C	🗇 https:	//mailbox.exp.d-c	ruise.	jp/twsm/ma	in			₽ A	*	27	£≡	•
New	message 🔻							ER1 COPOF				nenu
A 🛄 Mailbox		Data Exchange	Witl	h External (Contract	:No:2015110500) - Stan	dard					
🗀 Inbo												
Sent			Ne	w address	Dele	te Import	Export					
Tras 🚞 🖌 🖉	Destination tre	e	Add	dressbook								~
Req Res		Filter Clear	AL	L '		:			Search	Clear		
L Res	Addressboo			Name		Address	Compar		Division			
	Organization tree East MAKER1 COPORATION			01taro user0		user01@test-maker1.jp						
				05taro user0	5	user05@test-maker1.j				g Div.		
				Report To		report-to@test-maker1	.jp.d TEST M	AKER1 COF				
						Add to "To"	Add to "F	leportTo"				
)elete elete all	
	•					Set "To"	Cano	ol				

--Downloading the information of address book with CSV file.

Export file					
Addressbook.csv - Notepad			_		\times
File Edit Format View Help					
"Name", "Address", "Company name", "Division "Oltaro user01", "user01@test-maker1.jp.d-c "O5taro user05", "user05@test-maker1.jp.d-c "Report To", "report-to@test-maker1.jp.d-cr	name" ruise.co.jp","TEST MAKER1 COPC ruise.co.jp","TEST MAKER1 COPO uise.co.jp","TEST MAKER1 COPOF	RATION","Adminis RATION","Enginee ATION",""	tration [ring Div.	Div.″	^
-					~
<					>
	Ln 1, Col 1	100% Windows (CR	LF) UTF	-8 with BC)M

[Notice]If you edited the csv file with MS Excel, please save as csv file with following instruction. Overwrite saving or saving the file as other format might have some errors on importing address book.

1. Edit CSV file with MS Excel.

۵	AutoSave Off [ב י⊃ י C → ∓ Ada	Iressbook.csv 🗸	Q	8	Tä 🖬			\swarrow
Fi	le Home	Insert Page Layout Formulas	Data Reviev	v View Help		₽ Com	ments	🖄 Share	•
D1	· · ·	X J fx Division name							*
	А	В		С		D		Е	
1	Name	Address	Com	npany name		Division name	e		1
2	01taro user01	user01@test-maker1.jp.d-cruise	e.co.jp TES	T MAKER1 COPORA	TION	Administratio	n Div.		
3	05taro user05	user05@test-maker1.jp.d-cruise	e.co.jp TES	T MAKER1 COPORA	TION	Engineering D)iv.		
4	Report To	report-to@test-maker1.jp.d-cru	ise.co.jp TES	T MAKER1 COPORA	TION				
5									
6									
	Ade	dressbook 🕒		: •				Þ]
Rea	dy 🛛 🎇 Accessibilit	y: Unavailable		Count: 15		巴	-	- + 1009	6

2. Select [File] then select [Save As]

X Save As						
\leftrightarrow \rightarrow \checkmark \uparrow	→ This PC → Local Disk (C:) → tmp			✓ [™]	earch tmp
Organize 🔻 Ne	w folder					
📙 tmp	^ Name	^	Date modified	Туре	Size	
TOOLS			Na itema mat			
Users			NO ILEMS MAD	ch your search.		
VB						
Windows	~					
Windows	↓ Addressbook.csv					
File name:	 ✓ Addressbook.csv CSV UTF-8 (Comma delimed) 	ited) (*.csv)				
File name: Save as type:		ited) (*.csv) Tags: Ac	d a tag	Title: Add a	title	
File name: Save as type:	CSV UTF-8 (Comma delim		d a tag	Title: Add a	title	

Available CSV output(For Outlook)

* Following instructions shows the exporting procedure for Outlook 2013. Some other versions of Outlook may have different instructions.

1. Start from [File] menu, select [Open & Export] then select [Import/Export]

E	Contacts - Outlook Data File - Outlook	?	-	×
Info	Open			
Open & Export	Open Calendar			
Save As	Open a calendar file in Outlook (.ics, .vcs).			
Save Attachments Print	Open Outlook Data File Open an Outlook data file (.pst).			
Office Account Options	Import/Export Import or export files and settings.			
Exit	Other User's Folder Open a folder shared by another user.			

2. Select [Export to a File] then select [Next]

Import and Export Wizard	Chance on ordion to notiferral
	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (vcf) Import an ICalendar (ilcs) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description
	Export Outlook information to a file for use in other programs.

3. Select [Comma Separated Values] then select [Next]

Export to a File	
	<u>C</u> reate a file of type: Comma Separated Values Outlook Data File (.pst)
	< Back Next > Cancel

4. Select [Contacts] then select [Next]

Export to a File	
	Select folder to export from: Outlook Data File Calendar Contacts Conversation Action Settings Deleted Items Drafts Journal Junk E-mail Notes Quick Step Settings DSS Feede
	< <u>B</u> ack <u>N</u> ext > Cancel

5. Enter [File name] then select [Next]

Export to a File	
	Save exported file as: k:\Temp\Addressbook.csv Browse
	< Back Next > Cancel

6. Select [Finish]

folder: Contacts	Map Cu	stom Fields
s and cannot he c	anceled.	
	e performed: folder: Contacts s and cannot be o	

Available CSV output(For Windows Live Mail)

* Following instructions shows the exporting procedure on Windows Live Mail 2012. Some other versions of Windows Live Mail may have different instructions.

1. Open [Contacts] then select [Export] then select [Comma separated values(.csv)]

🔁 🔒 😭 🖶 🖛 Contacts	- Windows Live Mail
Home	۹
Contact Category Items De	Instant View Edit category Instant View Edit category Profile contact at copy to * Send Actions
Contacts All Contacts (1) D.e-Express (1)	Search for a contact Taro Digital Taro Digital Business card (VCF) Gotfline)
	Personal
	Full name Taro Digital
	Work
	Company name D.e-Express
	Company name Dietspiess
	Edit this contact
🛃 Mail	
📷 Calendar	
Contacts	
🔊 Feeds	
📑 Newsgroups	
	Working online 😔

2. Enter [Save exported file as] then select [Next]

CSV Export		X
	Save exported file as:	
	C:\Temp\Addressbook.csv	Browse
	[< Back Next > Cancel

CSV Export		—
	Select the fields you wish to export:	
	🔲 First Name	
\mathbf{X}	🔲 Last Name	E
	Middle Name	=
	✓ Name Nickname	
	Email Address	
	✓ Home Street	
	✓ Home City	
	☑ Home Postal Code	
	🗹 Home State	•
	< <u>E</u>	ack Finish Cancel

Draft											
Save draft mes	sage										
D.e-Express	×	+							_		\times
← C 🖞 https	://mailbox.exp.d-	-cruise.jp/twsm/main				P) A 🕇	\square	ל≦		
New message 🔻					TE		OPORATION ode : Standa		er05 🌈	mer	שר
 Mailbox Star Inbox Sent 	From : u	ge With External (Co user05@test-maker1.jp	p.d-cruise.c	:o.jp							
🗀 Draft		user01@test-maker1.j report-to@test-maker1	-		ed@example	e.com					-
Trash Clear Clear Clear Clear Clear Clear		About the material						Label :			~
C Result	Attached : Plugin mode									Add	
	days : Message : F Approver : Comment	default Hello, 'm sending you the do Please read through it o Thank you. Gotaro Ottaro user01 This is our customerreo	cuments ab once.						•	Delete	
	to approver : P	Please approve it.	end	Save	Save	as new	Cancel				

1. You can save your message under editing by clicking [Save] button or [Save as new] button. Note that you can save entire message body except for attachment files.

- 2. The saved messages will be stored in 'Draft' folder.(*)
 - * Saved draft messages are never deleted automatically.

Open saved dra	aft message			
D.e-Express	× +			- • ×
← C Ô https	s://mailbox.exp.d-cruise.jp/twsm/main		🖉 AN 📩	☑ ć= 😩 …
		TEST MAKE	R1 COPORATION 05tar	
New message 🛛 👻	Reload Delete	Transf	fer mode : Standard	✓ MEUL
🔺 🧰 Mailbox	Mailbox/Draft			
🚞 Star	Subject V:	Only	new	
Contemporaries Index	Label: VYYY/MM/DE - YYYY/M	/M/DC Status:	Search Cle	ear
🗀 Draft	Label Subject	То	Date	Send function
Trash Clear	About the material	user01@test-maker1.jp.d-cruise	Fri 09 02 13:11 ,2022	Standard
Request				
C Result				
	20 V Page: 1 of 1 4 🕨			Displaying 1 to 1 of 1 items
	About the material			Edit Delete
	From :user05@test-maker1.jp.d-cruise.co.jp		L	
	To :user01@test-maker1.jp.d-cruise.co.jp	more		
	Approver : user01@test-maker1.jp.d-cruise.co.jp Date : Fri 09 02 13:11 .2022			
	MessageID : AAA22090213110002@JP1			
	_			
	Comment to approver: This is our customerrequested to have.			
	Please approve it.			
	Message contents:			
	Hello.			
	I'm sending you the documents about D.e-Express.			
	Please read through it once.			
	Thank you. Gotaro			
	Gotaro			•

- 3. Click [Draft] folder.
- 4. Select the target draft message to edit.
- 5. Click [Edit] button.(*)
 - ==> Draft message editor window will be opened.
 - * Edit button will not be shown if the definition of sending function is removed, or the permission is revoked.

- 6. Fill out to complete the draft message. And you can send it as a new message(*).
 - * The operations are same as New Message([Ref.] 2. Send).

Draft message	editor Window		
D.e-Express	× +	-	- 0 ×
← C 👶 https	://mailbox.exp.d-cruise.jp/twsm/main	2 A 🔶 🗹 🕼	
		TEST MAKER1 COPORATION 05taro user05 6	
New message 🔻		Transfer mode : Standard 🗸 🗸	menu
Mailbox	Data Exchange With External (ContractNo:2015110500) -	Standard	
C Star	From : user05@test-maker1.jp.d-cruise.co.jp		
C Sent	To : user01@test-maker1.jp.d-cruise.co.jp,unregistered	d@example.com	
Draft	ReportTo : report-to@test-maker1.jp.d-cruise.co.jp		
Approval	Subject : About the material	Label :	~
C Request	Attached : Plugin mode		Add Delete
	Keeping days : Message : Hello, I'm sending you the documents about D.e-Express. Please read through it once. Thank you. Gotaro		
	Approver : 01taro user01 Comment to approver : This is our customerrequested to have. Please approve it. Send Save	Save as new Cancel	

Note that a message which is actually sent out is a different entity from the draft message.

So the saved draft message stays still in 'Draft' folder. And you can edit to send the draft message repeatedly. Saved draft messages are never deleted automatically.



7. You can create a new message from a sent message as a template.

- 8. Click [Edit] button just as draft message(*).
 - Note that you can not create a new message from a sent message which you sent as a reply.

* Edit button will not be shown if the definition of sending function is removed, or the permission is revoked.

|--|

D.e-Express	× +				- 0 ×
← C 🗘 https	s://mailbox.exp.d-cruise.jp/twsm/ma	ain		🖉 AN 📩	☑ ੯= 😩 …
			TEST MAKE	R1 COPORATION 05ta	
New message 🔹	Reload Download(Sele	ected)*Plugin De	lete Transfe	er mode : Standard	v menu
🗀 Mailbox	Mailbox/Sent				
🚞 Star 🧰 Inbox	Subject 🗸		🗌 Only	new Search C	lear
C Sent	Label: VYYY,	/MM/DE - YYYY/MM/DC	Status:	· Search C	leal
🗀 Draft 🦳 Trash Clear	Star File Label	Subject	То	Date	Status
Approval	🗌 🏠 💰	資料送付の件	user01@test-maker1.jp.d-c	Fri 09 02 14:10 ,2022	Arrived
🗀 Request 🗀 Result	🗌 🕸 💣	About the material	user01@test-maker1.jp.d-c	Fri 09 02 13:36 ,2022	Downloaded
	20 Page: 1 of 1 About the material From : user05@test-maker1 To : user01@test-maker1		Cancel	Edit	Displaying 1 to 2 of 2 items Delete Check status
	About the material From : user05@test-maker1	.jp.d-cruise.co.jp <u>more.</u> .jp.d-cruise.co.jp		Edit	
	About the material From : user05@test-maker1 To : user01@test-maker1 Approver : user01@test-maker1 Date : Fri 09 02 13:36 ,2022 MessageID : AAA2209021336000 Attached file list: (TotalSize: 33.0 1 AAA22090213360001@JP1/	.jp.d-cruise.co.jp <u>more.</u> .jp.d-cruise.co.jp 2 1@JP1		Edit	Delete Check status
	About the material From : user05@test-maker1 To : user01@test-maker1 Approver : user01@test-maker1 Date :Fri 09 02 13:36 ,2022 MessageID : AAA2209021336000 Attached file list: (TotalSize: 33.0 1 AAA22090213360001@JP1/ Comment to approver:	.jp.d-cruise.co.jp <u>more.</u> .jp.d-cruise.co.jp 1@JP1 MB, Keeping days: defaul			Delete Check status
	About the material From : user05@test-maker1 To : user01@test-maker1 Approver : user01@test-maker1 Date : Fri 09 02 13:36 ,2022 MessageID : AAA2209021336000 Attached file list: (TotalSize: 33.0 1 AAA22090213360001@JP1/	.jp.d-cruise.co.jp <u>more.</u> .jp.d-cruise.co.jp 1@JP1 MB, Keeping days: defaul			Delete Check status
	About the material From : user05@test-maker1 To : user01@test-maker1 Approver : user01@test-maker1 Date : Fri 09 02 13:36 ,2022 MessageID : AAA2209021336000 Attached file list: (TotalSize: 33.0 1 AAA22090213360001@JP1/ Comment to approver: This is our customerrequested to	.jp.d-cruise.co.jp <u>more.</u> .jp.d-cruise.co.jp 1@JP1 MB, Keeping days: defaul			Delete Check status
	About the material From : user05@test-maker1 To : user01@test-maker1 Approver : user01@test-maker1 Date : Fri 09 02 13:36,2022 MessageID : AAA22090213360001 Attached file list: (TotalSize: 33.0 1 AAA22090213360001@JP1/ Comment to approver: This is our customerrequested to Please approve it.	.jp.d-cruise.co.jp <u>more.</u> .jp.d-cruise.co.jp 1@JP1 MB, Keeping days: defaul			Delete Check status
	About the material From : user05@test-maker1 To : user01@test-maker1 Approver : user01@test-maker1 Date : Fri 09 02 13:36,2022 MessageID : AAA22090213360001 Attached file list: (TotalSize: 33.0 1 AAA22090213360001@JP1/ Comment to approver: This is our customerrequested to Please approve it. Approval/Rejection comment:	.jp.d-cruise.co.jp <u>more.</u> .jp.d-cruise.co.jp 1@JP1 MB, Keeping days: defaul			Delete Check status

2. Preference	
1. Click the setting icon by	y menu lists. 🥵.
Main Window	
D.e-Express	× + - • ×
← C 🕆 https:	://mailbox.exp.d-cruise.jp/twsm/main 🖉 A 🛧 📝 I 🗲 😩 …
New message 🔻	Reload Download(Selected)*Plugin Delete Transfer mode : Standard V
 Mailbox Star Inbox 	Mailbox/Sent You can configure such as Subject Only ne Only ne
C Sent	Label: VIVYY/MM/DC - VYVY/MM/DC Status: V
🗀 Draft 🗀 Trash Clear	Star File Label Subject To C
 Approval Request Result 	☆ ♂ 資料送付の件 user01@test-maker1.jp.d-€ F ☆ ♂ About the material user01@test-maker1.jp.d-€ F
	FAQ
	20 v Page: 1 of 1 4 k TOP
	About the material Cancel
	From : user05@test-maker1.jp.d-cruise.co.jp
	Approver :user01@test-maker1.jp.d-cruise.co.jp
	Date : Fri 09 02 13:36 ,2022 MessageID : AAA22090213360001@JP1
	Attached file list: (TotalSize: 33.0 MB Keeping days: default.) Download *Plugin Download(zip)
	Attached file list: (TotalSize: 33.0 MB, Keeping days: default) Download *Plugin Download(zip)
	Comment to approver:
	This is our customerrequested to have. Please approve it.
	Approval/Rejection comment:
	Message contents:
	Trono,

2. Personal preference window will be opened. In this preference, you can select which notification e-mail to receive.

Setting Items	
Item	Occasion
Approval request	On you get approval request from the other sender
Approval result	On you get approved/rejected for your sending
Sent	On your message's got sent out
Arrival	On you get a message
Password [1]	On a sender specifies a password onto the message to you(required)
Downloaded	On a recipient downloads file(s) you've sent
Sending Completion Notice	Sender sent a message and you were added to notice address of the message by sender.
Downloading Completion Notice [2]	Receiver user downloaded a message and you were added to notice address of the message by sender.
Bounced	On bounce back from an unregistered recipient(such as wrong address)
Error	On a system error(such as transmission failure)
Download reminder	You have messages which have not downloaded yet.
Approval reminder	You have messages which have not approved/rejected yet.

[1] Note that [Password] notification e-mail can't be turned off because of its significance.

[2] default off



4. After you changed item(s), click [Save] button.

13. Send with Plug-in

[Memo] Plug-in extends standard uploading function of Edge/Chrome to provide better file exchange experiences. [NOTE] Please install the Plug-in before you start following operations.

- 1. Open message edit window and fill out input fields as normal procedure([Ref.] 2. Send).
- 2. Check the checkbox labeled as [Plugin mode].

New Message V	vindow											
D.e-Express	×	+								_	· 🗆	\times
\leftarrow \rightarrow C $\textcircled{1}$	https://mailbox.e	exp.d-cruise.jp/tw	/sm/main					A* 📩	2	£=		
						TES	T MAKER1	COPORATION)5taro us	er05 🇥		
New message 🔻							Transfer	mode : Plugin(Normal)	~	mer	ш
A C Mailbox	Data Exchang	e With External	(ContractNo:	:2015110	0500) - S	tandard						
🗋 Star	From : us	ser05@test-make	r1.jp.d-cruise.co	o.jp								
C Sent	To : u	ser01@test-make	r1.jp.d-cruise.co	o.jp,user	02@test-ı	maker1.jp.	d-cruise.co).jp				
Draft	ReportTo :											
 Approval Request 	Subject : A	bout the material							Label :			~
Result	Attached :										Add	ך
	Plugin mode											
											Delete	
											Reload	
	Keeping d	lefault	v [Download	d passwor	rd : 🗆						
	days:	ello.		Dominour	pubbilion							
		n sending you the	decument abou	ut the Die	Everage							
		lease read through		ut the D.e	-Lxpress.							
		hank you										
	G	otaro										
												_//
		1taro user01	~									
		his is our custome lease approve it.	r requested to h	nave.								
			Send	S	ave	Save a	s new	Cancel				

3. Click [Add] button onto the 'Attached' area of the page, and the following confirm dailog and modal will appear. *Confirm dialog might not show because of settings.

[NOTE] Dialog message depends on your environment.

[Ref] To check "Always allow mailbox.exp.d-cruise.jp to open links of this type in the associated app" makes dialog disappearing next.



4. Click [Open] and "file attachment" app will launch. In "file attachment" app, drag your local files/folders and drop them onto list.

You can select files/folders with standard chooser dialog by clicking [Refer] button.

After you select files/folders, click [Submit as attachments].

After the app submit files/folders to the server, the app will close automatically.

[NOTE] When you do not click [Submit as attachments], error may occur at sending the message. you MUST click [Submit as attachments].

"file attachment" app					
D.e-Express File Attachment Panel			_		\times
File Help					
T + 1:00 00 (F0 //					
Total: 33.0MB / 52 files Name ▲ folder0001 ④ 健 About PC environments ④ @ manual.pdf	Size 4.88KB/50 files 60.2KB 32.9MB	Full Path C:¥tmp C:¥tmp C:¥tmp		Refer	
		Submit as attachments]		

Limitation and condition of attachment files/folders	
Item	Limitation/condition
Length of file path	210 letters and 255 bytes(UTF-8) at max.
File type	No limitation(Configurable by send function.)
Prohibited Characters on file name	* < > " ¥ / : ? % , &(Highlighted characters are prohibited on Windows)
File size	Up to 100GB
The number of files	Up to 50,000 files
The number of entries	Up to 100 entries(top folders or files)

* The app display alert when you try submitting files/folders that viorate the above or has already submitted. Review submitted files/folders and verify the above.

5. Click [Finish attaching items] on "Attaching items." modal.

The modal will disapper and selected files/folders lists on the 'Attached' area of sending screen.

[Ref] You can delete entries when select files/folders from list and click [Delete].

New Message V	Vindow					
D.e-Express	×	+		_		×
\leftarrow \rightarrow C \bigcirc	https://mailbo	.exp.d-cruise.jp/twsm/main	A* 📩	Z ≤	۲	
New message 🔻			ER1 COPORATION (mer	ш
⊿	Data Excha	ge With External (ContractNo:2015110500) - Standard				
Star	From :	user05@test-maker1.jp.d-cruise.co.jp				
C Sent	To :	user01@test-maker1.jp.d-cruise.co.jp,user02@test-maker1.jp.d-cruise	e.co.jp			
Draft	ReportTo :					
Approval	Subject :	About the material		Label :		~
CRequest	Attached : Plugin mode	☐ folder0001 (4.88 KB / 50files) C:\tmp\folder0001 About PC environments.doc (60.2 KB) C:\tmp\About PC environ manual.pdf (32.9 MB) C:\tmp\manual.pdf	nments.doc		Add Delete Reload]
	Keeping days :	default Download password :				
	Message : Approver :	Hello, 'm sending you the document about the D.e-Express. Please read through it once. Thank you Gotaro 01taro user01				
	Comment to approver :	This is our customer requested to have. Please approve it.				
		Send Save Save as new	Cancel			

6. Click [Send], and the following confirm dailog and modal will appear.

* Confirm dialog might not show because of settings.

[NOTE] Dialog message depends on your environment.

[Ref] To check "Always allow mailbox.exp.d-cruise.jp to open links of this type in the associated app" makes dialog disappearing next.

Confirm dialog of	f launching app					
D.e-Express	× +			_		×
\leftarrow \rightarrow $ extsf{C}$ $ extsf{b}$ ht	ttps://mailbox.exp.d-cruise.jp/twsm/main	P	A 🖈	2 < f=	۲	
Star Inbox Sent Draft Trash Clear	This site is trying to open D.e-Express Filansfer Manager. https://mailbox.exp.d-cruise.jp wants to open this application. Always allow mailbox.exp.d-cruise.jp to open links of this type in the associated by the second open links of the second open links open links open links of the second open links open lin	ciated app Cancel	Plugin(No			
Approval	Subject : About the material					~
	Attached : C:\tmp\folder0001 (4.88 KB / 50files) C:\tmp\folder0001					
S	Sending Message.					
	If "Open D.e-Express File Transfer Manager" dialog appears, click [Open].					
· · · · · · · · · · · · · · · · · · ·	App has launched, and start sending. Do not display this from next.					
				-		
	Close					
	If app fails: You are required to install app. - 1. Click [Here] for downloading, and install - 2. After install, try re-sending. Approver : 01taro user01 Comment This is our customer requested to have. Please approve it. Send Save Save as new		Cancel			

7. Click [Open] and "file transfer" app will launch, and the app starts sending message.

	Transferring						
ا 2).e-Express File Transfer Manager					- 🗆	\times
File	Edit View Option Help						
	Subject 🔺	To/From	Entry Date	Total Size	Progress(Remain)	Status	
٠	About the material	user01@test	04/14 10:36:12	33.0MB/52 fil	00:06 [75.5Mbps]	Running	

[Memo] Upload wil be performed by a process(EXE) different from browser(*).

* It's called 'FTM(File Tranfer Manager)'. Once FTM start transferring, you can close browser. FTM can continue transfer independently.

[NOTE] DO NOT edit or delete the attached file while uploading.

- A balloon will tell you 'Finished!' on completion of transferring as this image. Actual delivery is made after it's got approved by the approver(*).
 - * If the sending's set to 'without-approval', the message wil be delivered directly.

Transferring

🗖 D.e-Express	× +				-	o x	
$\leftarrow \rightarrow$ C \ominus	https://mailbox.exp.d-cruise.jp/tv	vsm/main	G	> A* 📩	2 6		
Mailbox	Data Exchange With Externa	(ContractNo:2015110500) - Star	ndard			^	
🗀 Inbox							
C Sent							
Trash Clear							
Approval	Subject : About the material			Label		~	
Result S	Sending Message.				Add		
	App has launched, and start sending	anager" dialog appears, click [Open]					
	Do not display this from next.				Delete		
		Close			Reload		
		Close			-		
	If app fails:						
	You are required to install app. - 1. Click [Here] for downloading, a	D.e-Express File Transfer Manager					– 🗆 X
	 - 1. Click (<u>Here</u>) for downloading, a - 2. After install, try re-sending. 	File Edit View Option Help					
	These laws	Subject 🔺	To/From	Entry Date	Total Size	Progress(Remain)	Status
	Thank you Gotaro	About the material	user01@test	04/14 10:43:28	33.0MB/52 fil		Finished
	Approver : 01taro user01						
	Comment to approver : This is our custom Please approve it.				6	D.e-Express File Transfer Mar	nager ×
						• Finished!	
						Upload Finishe	
= o	D.e-Express - Profil 📊 💻	刘 🧭 🔚 🎙 សហ	取り& スケッチ			^ 🏐 ⊑ 🕪 🖋	8 10:43 2022/04/14

[Ref] Your sent message is stored in 'Sent' folder(*).

* It's deleted after 30 days for files/folders, 365 days for message record, normally.

[Ref] Network Environment Settings on Using Plug-in

Transferring block size can be configured for your network condition(*) before start transferring.

With [Plugin(Normal)] as default is more efficient as its larger block sizing.

Choose [Plugin(Durability)] if your network environment is unstable.

Block size will be 1MB for [Plugin(Normal)], and 100KB for [Plugin(Durability)].

* This configuration can be applied only to upload/download with Plug-in. Small transfer block can be easily resent on network errors. On the other hands, the increased block numbers can be lowering the total efficiency.

14. Receive with Plug-in

[Memo] Plug-in extends standard downloading function of Edge/Chrome to provide better file exchange experiences. [NOTE] Please install the Plug-in before you start following operations.

- 1. Click a message you want to download from the message list.
- 2. Click [Download *Plugin] button. A dialog will be shown below, on your first Plug-in call. Please read through it and click [OK] button.

By checking-off beside file name, you can exclude the file(s) from the downloading package.

Single message	download	
D.e-Express	× +	- • ×
\leftarrow \rightarrow C \textcircled{a}	https://mailbox.exp.d-cruise.jp/twsm/main	A ★ Z C =
		TEST MAKER1 COPORATION 01taro user01
New message 🛛 👻	Reload Download(Selected)*Plugin Delete	Transfer mode : Plugin(Normal)
🔺 🧰 Mailbox	Mailbox/Inbox	
C Star	Subject V:	Only new
C Inbox	Label: VTVV/MM/DE - VVVV/MM/DE Status:	Search Clear
🚞 Draft	Star File Label Subject From	Date Status
Trash Clear Approval	🗌 😒 🖉 About the material user05@test-	-maker1.jp.d-c Thu 04 14 10:37 ,2022 Arrived
Request		
C Result		
	20 V Page: 1 of 1 4 🕨	Displaying 1 to 1 of 1 items
	About the material	Reply Delete Check status
	From :user05@test-maker1.jp.d-cruise.co.jp	
	To :user01@test-maker1.jp.d-cruise.co.jp <u>more</u> Date :Thu 04 14 10:37_2022	
	MessageID : AAA22041410360001@JP1	
	Attached file list: (TotalSize: 33.0 MB, Expired: 05 14,2022) Downlo	pad *Plugin Download(zip)
	AAA22042610440001@JP1 /	
	Abut PC Environment.doc (60.2 KB)	
	Manual.pdf (32.9 MB)	
	Message contents:	
	Hello,	
	I'm sending you the documents about D.e-Express. Please read through it once.	
	Thank you. Gotaro	

3. Or, you may be want to download more than one message at a time.

To download multiple messages, check a checkbox beside target messages and click [Download(Selected) *Plugin] button.

Multiple messa	ge download
D.e-Express	× + ×
\leftarrow \rightarrow G \clubsuit	https://mailbox.exp.d-cruise.jp/twsm/main 🖉 A 🖈 🔽 🏂 🙁 …
New message 🔻	Reload Download(Selected)*Plugin Delete Transfer mode : Plugin(Normal) Transfer mode : Plugin(Normal)
 Mailbox Star Inbox Sent Draft Trash Clear Approval Request Result 	Mailbox/Inbox Subject •: Label: • Date: YVYY/MM/DC • Status: Star File Label: • Date: Star Subject From Date Star About the material user05@test-maker1.jp.d-c Thu 04 14 10.37, 2022 About the material Displaying 1 to 1 of 1 items About the material Reply Delete Check status
	To :user01@test-maker1.jp.d-cruise.co.jp more Date :Thu 04 14 10:37 ,2022 MessageID :AAA22041410360001@JP1 Attached file list: (TotalSize: 33.0 MB, Expired: 05 14,2022) Download "Plugin Download(zip) AAA22041410360001@JP1/ Message contents: Hello, I'm sending you the document about the D.e-Express. Please read through it once. Thank you Gotaro

- 4. Click [Download], and the following confirm dailog and modal will appear.
 - * Confirm dialog might not show because of settings.

[NOTE] Dialog message depends on your environment.

[Ref] To check "Always allow mailbox.exp.d-cruise.jp to open links of this type in the associated app" makes dialog disappering next.

Confirm dialog	of launching app					
D.e-Express	× +				- 0	×
\leftarrow \rightarrow G \bigcirc	https://mailbox.exp.d-cruise.jp/twsm/main	<i>⊳</i> A [№]	*	2 5)i 😩	
New message	Retor Mailbox// Subject Always allow mailbox.exp.d-cruise.jp to open links of this type in the associate Open Star Open Ca About the material user05@test-maker1.jp.d-c1	ed app ancel	ORATION 0 ⁻ Plugin(Norm rch Cle	nal) 🗸		
	Downloading If "Open D.e-Express File Transfer Manager" dialog appears, click [Open]. App has launched, and start downloading. Do not display this from next. Close If app fails: You are required to install app. - 1. Click [Here] for downloading, and install - 2. After install, try re-downloading. Message contents: Hello, I'm sending you the document about the D.e-Express. Please read through it once. Thank you Gotaro)isplayir ate	ig 1 to 1 of 1 Check st	

5. Click [Open] and "file transfer" app will launch. the app will display folder broser dialog window. Select download target folder to save the attachments by the folder browser dialog window.

	Transferring						
١	D.e-Express File Transfer Manager						\times
File	Edit View Option Help						
	Subject 🔺	To/From	Entry Date	Total Size	Progress(Remain)	Status	
۲	About the material	user05@test	04/14 10:46:48	33.0MB/52 fil	00:10 [57.1Mbps]	Running	

- 6. A balloon will tell you 'Finished!' on completion of transferring as this image.
 - ==> Please check download file(s) in your local folder, then.



- 7. Download files will be in a Message-ID folder(*).
 - * "(Temp)" is added to the download folder while downloading.

Or the folder name can be a Message-ID with numeric suffix(*) if the target folder has already a folder that has the same name as the Message-ID.

* Up to several duplication.

🛃 📙 🖛 AAA220	41410360001@JP1			– 🗆 X
ile Home Shar	e View			~ 😮
• → • 🛧 📙 • T	his PC > Local Disk (C:) > DOWNLOAD >	AAA22041410360001@JP1	۷ ت	Search AAA22041
^	Name	Date modified	Туре	Size
📌 Quick access	folder0001	4/22/2022 1:30 PM	File folder	
OneDrive	💼 About PC environments.doc	1/14/2021 10:13 AM	Microsoft Word 9.	61 KB
This PC	por manual.pdf	1/14/2021 10:03 AM	Microsoft Edge P	. 33,743 KB
🧊 3D Objects				
📃 Desktop				
Documents				
🕹 Downloads				
👌 Music				
tems				

[Ref]You'll possibly have some incomplete files when downloading is cancelled(for any reason). Please delete them if you don't have to keep it.

You can cancel download transaction at anytime by closing the FTM(File Transfer Manager). To do so, just click [X] button on the top-right corner of the FTM window.

Access state will be updated as 'Downloaded' even if it's cancelled before completed.

Network Environment Settings on Using Plug-in

Transferring block size can be configured for your network condition(*) before start transferring.

With [Plugin(Normal)] as default is more efficient as its larger block sizing.

Choose [Plugin(Durability)] if your network environment is unstable.

Block size will be 1MB for [Plugin(Normal)], and 100KB for [Plugin(Durability)].

* This configuration can be applied only to upload/download with Plug-in. Small transfer block can be easily resent on network errors. On the other hands, the increased block numbers can be lowering the total efficiency.

15. High-Speed option

[Memo] D.e-Express provides High-Speed option that makes more easy and fast on large file transfer. [NOTE] The transfer speed on High-Speed option depends on customer's network conditions.

- 1. High-Speed option is available when you see the icon \ref{main} that's on right-top.
- 2. Please select [Plugin(High-Speed)] from transfer mode.

A	va	ila	bil	ity

D.e-Express	× +			-		
← C 🗅 http:	://mailbox.exp.d-cruise.jp/twsm/main		🖉 A 📩 📩	∠ <		
			TEST MAKER1 COPORATION 05t	aro user05 🧥		
New message 🛛 👻	Reload Download(Selected)*Plug	jin Delete	Transfer mode : Plugin(Hig	gh-Speed) 🗸	mer	ш
🚞 Mailbox	Mailbox/Inbox		Standard Plugin(Hig	h-Speed)		
C Star	Subject 🗸		Only new Plugin(No	rmal)		
🗀 Sent	Label: VYYY/MM/DE -	YYYY/MM/DC Status:	Se Plugin(Du	rability)		
🗀 Draft 🧰 Trash Clear	Star File Label Subject	From	Date	Status		
Approval	No message.					
🚞 Request 🚞 Result						
Kesul						
	20 🗸 Page: 1 of 1 4 🕨			Displaying 0) to 0 of 0 i	ite
		Select mess	age			

3. See <u>13. Send with Plug-in</u> and <u>14. Receive with Plug-in</u> for sending and receiving instructions.

* In hi-speed mode, upload/download icon of the session will be marked with "A" on the File Transfer Manager.

	Send / Receive					
١	D.e-Express File Transfer Manager				-	- 🗆 X
File	Edit View Option Help					
	Subject 🔺	To/From	Entry Date	Total Size	Progress(Remain)	Status
4	About the material	user01@test	09/05 13:34:33	33.0MB/4 files		Finished
+	About the material	user05@test	09/05 13:34:49	33.0MB/4 files		Finished
16. Cancellation

[Memo] You can cancel sent message from "Sent" folder.

The attachment files will be disabled to download after the cancellation. The receiver only can delete or check the message status. If the message is in "Approval Waiting" status, the message cannot be approved.

- 1. Select "Sent" folder
- 2. Select a message
- 3. Click on "Cancel" button and open "Cancellation reason (to approver)" window.

Select messag	le					
D.e-Express	× +				-	
← C 🖒 http	os://mailbox.exp.d-cruise.jp	/twsm/main		🖉 AN 📩	[] ∑=	۲
				TEST MAKER1 COPORATION 0	5taro user05 🧥	
New message 👻	Reload Down	nload(Selected)*Plugin	Delete	Transfer mode : Plugin(H	High-Speed) 🗸	ment
🚞 Mailbox	Mailbox/Sent					
🚞 Star 🚞 Inbox	Subject 🗸 :			Only new	01	
Sent	Label: 💙 Da	te: YYYY/MM/DE - YYYY/MM	/DD Status:	✓ Search	Clear	
Draft	Star File Label	Subject	То	Date	Status	
Trash Clear	🗌 🏠 💰	About the material	user01@test-	maker1.jp.d-c Fri 09 02 13:36 ,20	22 Downloade	ed
	20 V Page: 1 of	14 🕨			Displaying	1 to 1 of 1 ite
	About the material From : user05@te To : user01@te Approver : user01@te Date : Fri 09 02 13	st-maker1.jp.d-cruise.co.jp st-maker1.jp.d-cruise.co.jp <u>m</u> st-maker1.jp.d-cruise.co.jp 3:36 ,2022	ore	Cancel Edit		
	About the material From : user05@te To : user01@te Approver : user01@te	st-maker1.jp.d-cruise.co.jp st-maker1.jp.d-cruise.co.jp <u>m</u> st-maker1.jp.d-cruise.co.jp 3:36 ,2022	<u>ore</u>	Cancel Edit		
	About the material From : user05@te To : user01@te Date : Fri 09 02 11 MessageID : AAA220902 Attached file list: (TotalS AAA2209021336000	st-maker1.jp.d-cruise.co.jp st-maker1.jp.d-cruise.co.jp <u>m</u> st-maker1.jp.d-cruise.co.jp 3:36 ,2022 213360001@JP1 vize: 33.0 MB, Keeping days: de		Cancel Edit	Delete C	
	About the material From :user05@te To :user01@te Approver :user01@te Date :Fri 09 02 11 MessageID :AAA220901 Attached file list: (TotalS	st-maker1.jp.d-cruise.co.jp st-maker1.jp.d-cruise.co.jp <u>m</u> st-maker1.jp.d-cruise.co.jp 3:36,2022 213360001@JP1 ize: 33.0 MB, Keeping days: de 1@JP1/			Delete C	1 to 1 of 1 ite
	About the material From : user05@te To : user01@te Approver : user01@te Date : Fri 09 02 13 MessageID : AAA220902 Attached file list: (TotalS AAA2209021336000 Comment to approver: This is our customerreq	st-maker1 jp.d-cruise.co.jp st-maker1 jp.d-cruise.co.jp <u>m</u> st-maker1 jp.d-cruise.co.jp 3:36 ,2022 213360001@JP1 iize: 33.0 MB, Keeping days: de <u>1@JP1</u> / uested to have.			Delete C	
	About the material From : user05@te To : user01@te Approver : user01@te Date : Fri 09 02 11: MessageID : AAA2209002 Attached file list: (TotalS Attached file list: (TotalS Attached file list: (TotalS Attached file sector) Attached file sector) Comment to approver: This is our customerred Please approve it.	st-maker1 jp.d-cruise.co.jp st-maker1 jp.d-cruise.co.jp <u>m</u> st-maker1 jp.d-cruise.co.jp 3:36 ,2022 213360001@JP1 iize: 33.0 MB, Keeping days: de <u>1@JP1</u> / uested to have.			Delete C	
	About the material From : user05@te To : user01@te Approver : user01@te Date : Fri 09 02 1: MessageID : AAA220902 Attached file list: (TotalS AAA2209021336000 Comment to approver: This is our customerred Please approve it. Approval/Rejection comm	st-maker1 jp.d-cruise.co.jp st-maker1 jp.d-cruise.co.jp <u>m</u> st-maker1 jp.d-cruise.co.jp 3:36 ,2022 213360001@JP1 iize: 33.0 MB, Keeping days: de <u>1@JP1</u> / uested to have.			Delete C	

4. Enter the reason for cancellation to approver(Only in case of the message required approval from approver)
 * This reason will not be noticed to the receiver.

	🏐 D.e-E	xpress	×	+			_		
\leftarrow	С	🗘 https	://mailbox.exp.d	-cruise.jp/twsm/main		🖉 A 📩	∠ ζ=		
					TES	ST MAKER1 COPORATION 05		mer	
		sage 🔻				Transfer mode : Plugin(Hi	gh-Speed) 🗸		
			Mailbox/Sent						
			Subject			Only new Search (Clear		
) Sent) Draft		Cancellati	on reason (to approver)	:		Status		
) Trash oproval						Arrived		
	Request						Downloaded		
	Result								
							Displaying 1		
							ete C		
							ste C		
							:		
				ction changes this messages of follow Approver : Attachment files will be de		incellation will be shown			
				The request approval will	be cancelled.				
			-To [Destination : Attachment files will be de	eleted and the message co	ntents will be hidden.			
			Are you	sure you cancel this message?					
				Yes	No				
			OK						

5. Click on "Yes" then the message will be cancelled.

6. See [Ref.] 9. Detailed status for you can check the cancellation status on "Check message status" window.



[Memo] The approver will see the cancelled message like following image.(*)

* The message with "Approval Waiting" status moves to "Result" folder after the cancellation.

Cancellation res	ult for approver	
D.e-Express	× +	×
← C 🖒 https://	/mailbox.exp.d-cruise.jp/twsm/main	2 A ★ 🗹 🗠 😩 …
New message Mailbox Mailbox Star Inbox Sent Draft Trash Clear Approval Request Result	Reload Download(Selected)*Plugin Delete Mailbox/Sent	TEST MAKER1 COPORATION 05taro user05 Transfer mode : [Plugin(High-Speed) • Only new Date Date Status st-maker1.jp.d- Fri 09 02 13:36 ,2022 Canceled Displaying 1 to 1 of 1 items Edit Delete Check status
	Comment to approver: This is our customerrequested to have. Please approve it. Approval/Rejection comment:	
		v

[Memo] The receiver will see the cancelled message like following image.

Cancellation res	esult for receiver	
D.e-Express	× + -	0 X
← C 🗅 https:	os://mailbox.exp.d-cruise.jp/twsm/main 🖉 A 🖈 📝 🦉	
	TEST MAKER1 COPORATION 01taro user01	
New message 👻	Reload Download(Selected)*Plugin Delete Transfer mode : Plugin(Normal) V	enu
🔺 🧰 Mailbox	Mailbox/Inbox	
C Star	Subject V: Only new Search Clear	
C Sent	Label: VYYY/MM/DE - VYYY/MM/DE Status: V	
Draft	Star File Label Subject From Date Status	
Trash Clear	📄 🏠 🦨 About the material user05@test-maker1.jp.d-c Fri 09 02 14:16 ,2022 Canceled	
Request		
C Result		
	20 V Page: 1 of 1 4 b Displaying 1 to 1 c	of 1 items
	About the material Delete Check	status
	From :user05@test-maker1.jp.d-cruise.co.jp	
	To : user01@test-maker1.jp.d-cruise.co.jp more Date : Fri 09 02 14:16 ,2022	
	MessageID : AAA22090213360001@JP1	
	This message has been cancelled by the convenience of the sender.	

17. (Administration)Log viewer

[Memo] Display operation logs that's scope is within your company or logs for their whole contract.

[NOTE] This function is only available for approvers and other users who were applied for D.e-Express special user. < Viewing of log about In-house users >

- -The approver can see the operations of users who were approved by the approver and approver itself. -The special users can see the operations that's scope is within their company.
- -The destination user operation means the message operation that's related with the approver's scope.
- < Viewing of log within contract >
- User in charge of contract control can view log for their whole contract.

[NOTE] The user's operating log may take several minutes to be available to view.

1. Click on foot step icon by menu lists. 🐙

Open "Log viewer" with separated window.

Main Window									
D.e-Express	× +						_		\times
← C 🕆 https	://mailbox.exp.d-cruise.jp/twsm/m	ain		E	⇒ A»	*	∠ £=		
New message ▼ ▲ Malibox Star □ Inbox □ □ Draft □ □ Trash Clear ▲ Approval □ □ Request □ □ Result □	Reload Download(Self Mailbox/Inbox Subject : Label: > Date: YVYY. Star File Label No message.		Delete	TEST MAKER Transfer m	Node: Plin P V C C C C C C C C C C C C C C C C C C	ugin(Nor Personal You can c DN/OFF t n Persor Cog view Confirm o Issers. The lepending Data usa Confirm n mount for Registration You can d eqistration	mal) preference configure such a the notification of al preference. er ge amount vie control of a scope of users ge amount vie conthly data us or each contract ion Information lownload the cu on information oft Excel form. conual	email other s varies rity. wer age n	

2. Enter the search key and click on "Search" button.

- * Multiple searching keywords are available with inserting space character between every keyword and that represents "or".
- * You can include space character with enclosed double quotation(") on block of searching words.

					- 0 X
8	じ D.e-Exp	press	× 🔊 D.e-Express	× +	
	C	https://mailbo	c.exp.d-cruise.jp/twsm/logViewer		A 6 🛛 🖆 🌒 …
/ie	ewer				
	Display Range	In-house	~	Show only target of extend sending monthly capacity.	
Oj Ini	peration formation	Division Name*		Operation Type	Sent Approved Rejected Arrived Downloaded
		User Name/ID*		Operation Date(Required)	2022 / 9 (Year / Month)
м	lessage	From or To Name/ID*		File Name*	
Inf	formation	Approver Name/ID*		Total Attachment Size	MB and over
			er with enclosed double quotation(") on l	order of searching words.	Search Clear
			a with enclosed double quotation() on	orock of searching words.	Search Clear

Searching Item

	A	Display Range	In-house: You can display logs of in-house users. If you don't have authority, you can't select it. Select Contract: You can display logs of contract by select contract name. The contract name which you can refer to is displayed by a candidate. If you don't have authority, you can't select it.			
Operation Information	В	Division Name	Division of operator.			
	С	User Name/ID	Operator name or ID.			
	D	Operation Type	Select from "Sent", "Approved", "Rejected", "Arrived", and "Downloaded" (If not selected, everything is searched) "Show only target of extend sending monthly capacity" also can select.			
	E	Operation Date	Operation year and month(Required)			
	F	From or To Name/ID	Sender or destination name or ID			
	G	Approver Name/ID	Approver name or ID			
Message	н	File Name	Attachment file name			
Information	Ι	Total Attachment Size	Attachment file size in total with Mbyte.			
	J	Range of Attachment Size	The range ("and over" or "and less")			

3. Click on attachment file count or size to view the detail of attachment files.

S	Search results Window												
	🍥 D.e-Exp	ress	×	D.e-Express		× +			_				
\leftarrow	Cď	https://m	ailbox.exp.d-cruise	e.jp/twsm/log	ViewerSearch			A" to Z] _ £= _				
Log ۱	viewer									•			
		Display Range	e In-house		~			Show only target of extend s nthly capacity.	ending				
	Operation Information	Division Name	*			Operation Type		Sent Approved Rejected					
		User Name/ID	*			Operation Date <mark>(Required)</mark>	20	22 / 9 (Year / M					
	Message From or To Name/ID*					File Name*							
		Approver Name/ID*				Total Attachment	Size	MB and over	over 🗸				
						tween every keywo of searching words.	ord and that r	epresents "or".					
								Search	Clear	- 1			
Log F	ile Download	(zip format)											
1 - 16 of	f 16 Items P	age <mark>1</mark> of 1	∢ ▶										
	Operatio	n		Op	perator					Fr			
	Date	Operation	Division	Name	1	ID	Contract No	Message ID	Name				
Mon 09	05 13:35 ,202	2 Downloaded	Engineering Div.	05taro user05	user05@test-mak	er1.jp.d-cruise.co.jp	2015110500	AAA22090513340001@JP1	05taro user05	user05@te			
Mon 09	05 13:34 ,202	2 Sent	Engineering Div.	05taro user05	user05@test-mak	er1.jp.d-cruise.co.jp	2015110500	AAA22090513340001@JP1	05taro user05	user05@te			
Fri 09 02	2 15:32 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-mak	er1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@te			
Fri 09 02	2 15:32 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-mak	er1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@te			
Fri 09 02	2 14:47 ,2022	Downloaded	Administration Div.	01taro user01	user01@test-mak	er1.jp.d-cruise.co.jp	2015110500	AAA22090213360001@JP1	05taro user05	user05@te			
Fri 09 02	2 14:20 ,2022	Arrived	-	-	unknown@fileboa	t.com	2015110500	AAA22090214190001@JP1	05taro user05	-			
4										•			

4. Displaying attachment files of selected message operation.

- * Displaying maximum 100 files or folders at once. If you see entire attachment files or folders, please download message log.
- 5. Click on "Close" button and back to Log viewer window.

	Α	ttachr	nent File	List Wine	dow									
Attachments Attachments Attachment File List File Name File Siz I / Attachments.doc 60.2 KB		🕥 D.e-	Express	×	C S D.e-Exp	ress	× +					_)
Attachmert File List File Name File Size # Directory File Name File Size 1 / About PC environments.doc 60.2 KB	\leftarrow	С	🖯 https:/	//mailbox.exp.	d-cruise.jp/twsi	m/logViewerSea	rch			AN to	\square	5⁄≡		
Attachmert File List File Name File Size # Directory File Name File Size 1 / About PC environments.doc 60.2 KB														
Attachment File List File Name File Size i / About PC environments.doc 60.2 KB														
Directory File Name File Siz I / About PC environments.doc 60.2 KB				То			Approve	ir -		Attachme	ents			
/ About PC environments.doc 60.2 KE													1	
			ctory					vironments doc						
r manaangaa								Wironments.uoc						
close							close	_						
							close							
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	.d-ci	ruise.co.jp	01taro user01			e.co.jp 01taro use] naker1.jp.d-cruise	e.co.jp <u>2File(</u>	<u>s) 3.</u>	3.0 MB			
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6. This searching result can be downloaded in TSV format. Click on "Log File Download(zip format)" *The log file will be downloaded with zip archive file.

Search results Window													
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lemo] You can view data	a usage amount viewer usage amount on a browser.
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Viewing Item	
Contract Number	Contract number is displayed
Contract Name	Contract name is displayed
Data usage amount of this month	"Data usage amount of this month" / "The upper limit of data usage amount" is displayed

*About Data usage amount

Data usage amount means total of sent data (datasize * number of the address) and replied data. Sent data is added up when the data has finished upload to D.e-Express. Replied data is added up when the data has arrived to sender. 2. You can confirm the past data from "Previous" button. -> You can refer to monthly data of 12 months of past.

New message Reload Download (Selected) Plugin Delete Plugin(Normal) Mailbox Inbox Subject Inbox Inbox Subject Date: Only new Sent Date: Date: Only new Sent Date: Date: Only new Sent Date: Only new Search Clear Date: Only new Search Dratt Only new Search Clear Date: VYVY/MM/DC VYVY/MM/DC VYVY/MM/DC Previous Contract name Only new Search Contract Contract name Of this month Only new 2015110500 Date Exchange With External 231 MB / 100 GB Previous Log viewer Year/Month Data usage amount 2021/10 O bytes Data	D.e-Express		× +			- 0
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- 3. Click "Log viewer" button or link of "Data Usage Amount" to refer the monthly logs.
 - -> Log viewer window is displayed.

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1 - 4 of	4 Items Pag	e <mark>1</mark> of 1	۹ ک								
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4. We will notify when the data usage amount is over or got closer to the upper limit of your contract.

*You can use 100 GB for 1 month per a contract in default.

If using over 100 GB for 1 month per a contract, please consider to sign up "Additional data usage amount" option at "1-B)D.e-Express Service Application(Updating)".

*Depending on contract, charge method is different.Please ask our sales staff for detail.

Warning for excess of quota (Warning for excess of quota)An announcement of message quota usage for 2015110500@JP1 - Message (Plain Text) File Message Help (Warning for excess of quota)An announcement of message quota usage for 2015110500@JP1 ← Reply Reply All 3 → Forward ... D.e-Express Service <no-reply@mail.exp.d-cruise.jp> To user01@test-maker1.jp.d-cruise.co.jp 2022/09/05 (月) 14:20 (i) We removed extra line breaks from this message. We announce you that the message quota of your contract will be reached the maximum limit in shortly. Contract Information: Contract Name = Data Exchange With External Contract No = 2015110500 Data Usage amount: Monthly Quota = 100 GB Used = 90.0 GB Remaining = 9.93 GB The detail of this quota is available at following url. https://mailbox.exp.d-cruise.jp/twsm/logViewer? search=true&year=2022&month=09&contract=2015110500&searchkey=UsageFilter [D.e-Express] * Please do NOT REPLY to this e-mail. * This notification is sent to the administrator who has insufficient quota.

Excess of quota
» (Excess of Quota)An announcement of message size exceeds remaining quota for 2015110500@JP1 - Message (Plain Text) 🔎 — 🗆 🗙
ile Message Help
(Excess of Quota)An announcement of message size exceeds remaining quota for 2015110500@JP1
D.e-Express Service <no-reply@mail.exp.d-cruise.jp> To user01@test-maker1.jp.d-cruise.co.jp $\begin{array}{c c c c c c c c c c c c c c c c c c c$</no-reply@mail.exp.d-cruise.jp>
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ollowing sending (or receiving) message has been failed to send (or receive) because of your contract does not have any ufficient quota.
lessage Infomation:
From = <u>user05@test-maker1.jp.d-cruise.co.jp</u>
To = <u>user01@test-maker1.jp.d-cruise.co.jp</u> ,
unregistered@example.com
Subject = About the material
Date = Mon 09 05 14:30 ,2022
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ontract Infomation:
Contract Name = Data Exchange With External Contract No = 2015110500
ata Usage amount:
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Jsed = 99.9 GB
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ttps://mailbox.exp.d-cruise.jp/twsm/logViewer?
earch=true&year=2022&month=09&contract=2015110500&searchkey=UsageFilter
[D.e-Express]
Please do NOT REPLY to this e-mail.
This notification is sent to the administrator who has insufficient quota.

19. (Administration)Refer to the registration information

[Memo] You can refer to the registration information on a browser. [NOTE] This function is for permitted user in "Registration Form Download" authority or "Contract Admin".

1. Click on "Registration Information" by menu lists. (*Not displayed when you don't have authority) -> The screen of "Registration Information" is displayed.

2. Click "Download" button to download "Application form" or "Data exchange Configuration Sheet"

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3. A password reset confirmation mail is delivered.

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	Back to Login Form.				

4. Click URL on the e-mail to reset password.

Password Reset Notification						
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(Password reset)Notice of password r	reset URL					
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We had issued a requesting URL of reset your p	password.					
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[D.e-Express] Global file exchange service						

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