


# Use of QNAP-Baker Tilly

## Inhoud

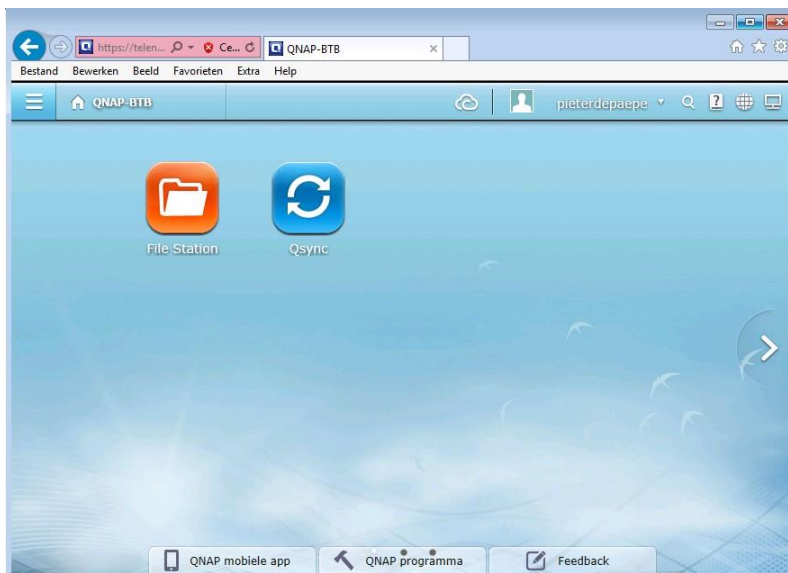
1	Logging in .....	3
2	Opening documents .....	5
3	Downloading documents .....	5
4	Sharing documents .....	5
5	Uploading documents.....	9
6	Changing the name of documents.....	10
7	Removing documents.....	11
8	CHANGING ONE'S PASSWORD.....	11


## 1 Logging in

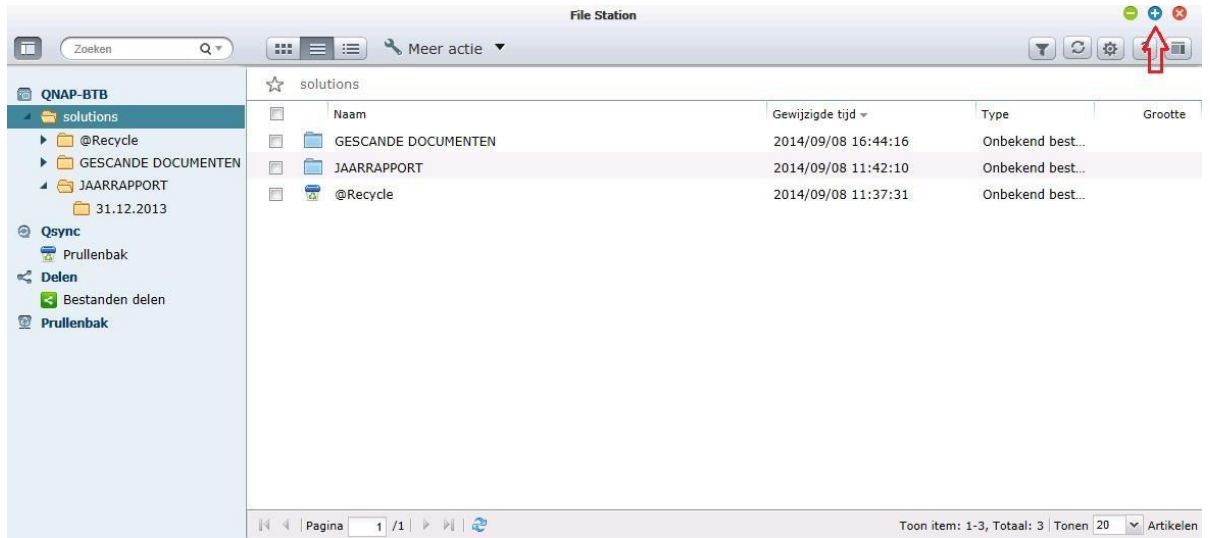
Click on the link that you received by mail, enter on this page the log-in data that you received by mail. Then click on the  icon to log in.



Now click on **file manager**.



You will now see the following screen, you can maximise this screen by clicking on the  icon.



You can now consult all your documents regarding your file by clicking on the folder "ANNUAL REPORT" and then on "31.12.2013".



In the left screen part, you can navigate between the different folders.





On top of the screen you can navigate to the previous folder:




## 2 Opening documents

Documents can be opened in two ways:

1. Double-click on the document you wish to open.
2. Select the document   FINANCIELE ANALYSE.pdf by ticking the preceding box. Select   "open" at  to open the document.

## 3 Downloading documents

You can also download a document to save it on your computer and print it afterwards. You can select 1 but also more or all documents by ticking the box next to the document(s). Then go to   "Meer actie" and select "**download**". The files will be saved in a (compressed) zip-file.

## 4 Sharing documents

If you want to forward certain documents to a partner, bank or other business relation, this can be done in a simple manner. Select the documents that you wish to share by ticking the corresponding boxes. Now select "**share**". The most appropriate way is sharing by e-mail but other options are possible as well. First go to tab page "**settings**" where you can set, among others, the date of expiry. This way, you can set that the link is but valid for a limited period; you can also enter a password here or have a random password made by clicking on "**random**".

**Delen**

Versturen   Publiceren   **Instellingen**

Linknaam:  
TOELICHTING INTERNE BALANS & RESULTATENREK..pdf

Domeinnaam/IP:   telenet.bakertillybelgium.be

SSL tonen in URL (https://)

Vervaltijd:

Vervalt   07   Dag (en)   00   Uur/uren

Geldig   2014/09/08   23 : 59

Altijd geldig

Wachtwoordbeveiliging (optioneel):      Willekeurig

Verstuur het wachtwoord in het e-mailbericht als de link via een e-mail wordt verzonden.

Toepassen

Afsluiten

Now return to the tab page **“Send”**, you will receive the following message, click on **“yes”**.

**System message**

 De instellingen zijn veranderd en worden opgeslagen.

Ja   Nee

Enter the e-mail address to which you want to send the mail. Adjust the subject and message if you wish.

**Delen**

**Versturen**PublicerenInstellingen

Aan:

Onderwerp:


Bericht:

Versturen Afsluiten

Select **“Use the local computer to e-mail the link(s)”**, then click on **“Send”**.

Versturen Afsluiten



Or you can also copy the  icon next to the link and then paste it in your e-mail program. In both cases, you will have to pass on the password to your relation.

All files already shared by you can be retrieved under "Sharing files". This way, you can re-transfer already transmitted links; you can also consult the password here and annul the sharing of documents. Once a link has been removed, it can no longer be opened by your relation.

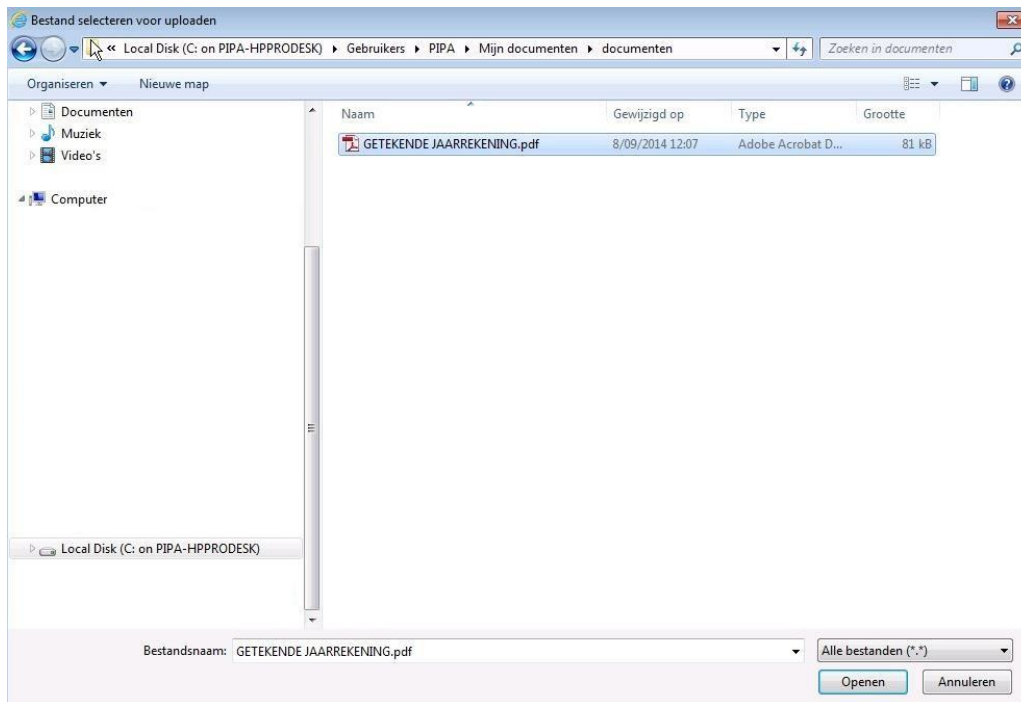


Naam	Link	Grootte	Type	Vanaf	Aan	Locatie	Maker	Wachtwoord
GETEKENDE...	<a href="http://telenet.bakertillybelgium.be:8080/share.cgi?ssid=08eReB4">http://telenet.bakertillybelgium.be:8080/share.cgi?ssid=08eReB4</a>	80.14 KB	PDF B...	2014/09/08 13:52:39	Altijd geldig	/solutions/JAARRAPP...	pieterdepa...	eJKv57cq
test.pdf	<a href="http://telenet.bakertillybelgium.be:8080/share.cgi?ssid=08eReB4">http://telenet.bakertillybelgium.be:8080/share.cgi?ssid=08eReB4</a>	80.14 KB	PDF B...	2014/09/08 13:57:17	2014/09/08 23:59:00	/solutions/JAARRAPP...	pieterdepa...	KWFTn0MM
NOTULEN &...	<a href="http://telenet.bakertillybelgium.be:8080/share.cgi?ssid=08eReB4">http://telenet.bakertillybelgium.be:8080/share.cgi?ssid=08eReB4</a>	Meerd...		2014/09/08 14:04:58	2014/09/15 14:05:20	/solutions/JAARRAPP...	pieterdepa...	



## 5 Uploading documents

If you wish to upload documents yourself, for instance the signed annual accounts, you can do so by clicking on "**upload**" and going to the location where the files are saved on your computer. Select the files and click on "**Open**".



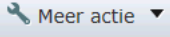
You will receive the following message; if you wish to overwrite an existing document, you can select "**Overwrite these files**" but usually you will choose "**Skip these files**".




The files are now uploaded into the folder in which you were.



## 6 Changing the name of documents

You can also change the name of a document. Select the document for which you wish to change the name. Now select the button  and then “**Change name**”. Adjust in the next screen the name according to your wishes and click on “**OK**”.



**Naam wijzigen**

Naam:

## 7 Removing documents

If you have uploaded documents but these were not the correct documents, you can also remove them. Select the document and then choose "**remove**" under the button

. The following message appears:



Choice 1: The document is not removed for good and can be re-collected later on.  
Choice 2: The document is removed for good and **cannot** be re-collected anymore.

## 8 ChanginHANGING ONE'S PASSWORD

Click in the top right-hand corner on your user name and select **change password**:



You can now enter a new personal password. First enter your old password and then your new one.



Opties

Profiel Bureaubladachtergrond **Wijzig Wachtwoord** Diversen

Vul onderstaand formulier in om uw wachtwoord te wijzigen:

Oud Wachtwoord:

Nieuw Wachtwoord:

Controleer Nieuw Wachtwoord:

**Opmerking:** Het wachtwoord mag uit 0 - 16 karakters bestaan. Voor een betere beveiliging raden wij u aan om ten minste 6 karakters te gebruiken.

Toepassen

Please consider that the new password must contain at least 3 of the following items and have at least 6 characters:

- one small letter
- one capital letter
- one figure

one special character ( @ & ....).