* Signatures above indicate approvers agree with the content of the document and ensure it will be applicable within their domain of expertise.

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<th>Signature</th>
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<tbody>
<tr>
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<td>Julie Grandperrin</td>
<td>29/10/2102</td>
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<tr>
<td>Approver*</td>
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Distribution List

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<td>Minor corrections; 2GB limitation using HTTP; message size limited to 20GB</td>
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1. **INTRODUCTION**

The purpose of this document is to describe to the end user the system functionalities. It describes how to use saSHA system. It details process in order to create an account on saSHA portal and to share files with partners using saSHA exchange platforms.

saSHA is a secure service provided to the collaborators within the company in order to exchange files with business partners ensuring the traceability and confidentiality of all shared data.

This service is composed of the saSHA portal and 2 saSHA platforms. These platforms are available for all users, first one is hosted in Europe (France) called the “Sanofi Share EMEA” and the second one is located in America (US) called “Sanofi Share AMERICAS”. Platforms are based on the OpenTrust's software Managed File Tranfer (MFT).

This guide is written for any user of saSHA system.

1.1. **Related Documents**

<table>
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<tr>
<th>Doc ID</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Document</td>
<td>Managed File Transfer 2.5.0 End User Guide</td>
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</table>

1.2. **Glossary**

<table>
<thead>
<tr>
<th>Term or Acronym</th>
<th>Definition</th>
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<tr>
<td>saSHA</td>
<td>Sanofi share</td>
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<tr>
<td>MFT</td>
<td>Managed File Transfer - saSHA platforms are based on this product</td>
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UG – 1.0.a This document is the property of Sanofi – Strictly confidential
2. **HOW TO CREATE AN ACCOUNT ON THE saSHA PLATFORMS?**

*This section is for sanofi use only.*

Before using saSHA platforms, you need to create your account. Each account has an expiration date to optimize licenses management and disk space use. You can renew your account at anytime.

STOP

Accounts are for Sanofi only, external business partners cannot have an account. To send and/or receive file from an external business partner, you need an account.

### 2.1. Requirements

You must have:

- A valid account in the sanofi Information System (Pasteur, Pharma, Research, US, AMR-HMR, Genzyme, Merial, etc.)
- A PC with Internet Explorer connected to sanofi network

### 2.2. Request an account

1) Log on to [http://sasha.sanofi.com](http://sasha.sanofi.com), then click on “Account Creation” in the left hand menu

2) Fill in the form:

   ![Sanofi Share Create a new saSHA account](image)

   - Requester: User ID
   - First Name, Last Name, Email
   - Location: Country, Site
   - Platform: Region
   - Duration of share space validity
   - Interface language
   - Business Need

   ![Send Request](image)
GIS
CISL Access Services

To choose your platform, you can either select the default one, defined from your location or select the other one. Depending on how many business partners will be involved and their locations, you can optimize the transfer time using the other platform, please see the online help on http://sasha.sanofi.com/content/platforms/HelpForm.aspx. Files will not be replicated between platforms.

STOP All fields are mandatory.

3) Click on Send button.

After submitting your request, you will be notified by email. Your account will be automatically created on the requested platform: saSHA EMEA or saSHA AMER. If you don't get any notification in the hour, please contact your local service desk.
3. **HOW TO USE saSHA AS A REGISTERED USER?**

3.1. **Requirements**

You must have:
- A valid account in the sanofi Information System (Pasteur, Pharma, Research, US, AMR-HMR, Genzyme, Merial, etc.)
- A PC with Internet Explorer connected to sanofi network
- An account on a saSHA platform, either EMEA or AMER (except for tokens use)

3.2. **Log in to the saSHA platform on which you requested your account**

Log on the saSHA platform with your sanofi account (I, E, FR, NM, DE, US, etc. number) **without** the domain name and your usual network password on:

- [https://sasha-emea.sanofi.com](https://sasha-emea.sanofi.com)
- [https://sasha-amer.sanofi.com](https://sasha-amer.sanofi.com)
3.3. Send file(s) to business partner(s)

You can share file(s) with one or several partners.

1) Click on Send tab on the top.

2) Fill the form with the message options:

   a. **Recipients**: Enter the email address(es) of the recipient(s) in the Recipients field, then press Enter. You may separate them by comma.

   **Important**: When you type the first characters of an email address, a dropdown list of suggested existing email addresses in your contact or in the saSHA system that correspond will appear.

   b. **Subject** and **Comments**: Enter the subject and any comments for the message. The subject will be visible to the recipient of the message before the message is open.

   c. **Files**: Click **Choose** and select the file to be attached to the message. To attach more than one file, click the **Add a File** icon. For small files, upload in the default HTTP mode.

   **Important**: For files larger than 200 MB, it is strongly recommended to use the Java Applet. You might also generate a zip archive using this mode.

   **Stop**: Some Internet browsers do not allow to upload files larger than 2GB using HTTP mode. Also, attempts to upload files larger than 2GB in standard HTTP mode...
cannot be detected on the client side. When such an attempt occurs, the Web browser behaves in an unexpected manner and the upload fails. On some configurations, the Web browser may crash. As a workaround, please use the upload Java applet.

STOP The maximum file(s) size is setup to 20GB. In case you need to send larger file, please contact your service desk to ask for limit increase.

d. **Lifetime**: Use the down arrow or the calendar icon to set the expiration date for the message.

STOP Once the file lifetime is expired, the file will be automatically deleted from the server. The message containing the file will never be automatically deleted.

e. **Encryption**: Select this option to encrypt the message.

STOP If selected, in the text-entry fields, enter and confirm a password that will enable the recipient to open the message. Confirm the password with the recipient. Without the password, the recipient will not be able to open the file.

3) Click **Send**.

### 3.4. Receive file(s) from business partner(s)

External business partners who do not have a saSHA account can use saSHA to share files if you (a registered saSHA user) have sent them an **upload token**. Each upload token is unique and allows the recipient of the token to upload one or several files to your saSHA inbox.

1) Click on **Tokens** menu on the top.

2) Click on **Create a New Token**:

3) Fill the form with the following information:
a. **Email**: enter the email address of the recipient of the upload token.

b. **Lifetime**: Use the up and down arrow to configure the length of the lifetime of the token in days.

   *Once the token lifetime has expired, the upload token will be invalid.*

c. **Number of messages**

d. **Comments**

4) Click **OK**. The business partner will receive an email containing a clickable link for uploading files to your inbox.

   *If needed, you can prevent an external business partner from sharing files before the lifetime of the token has expired or before the maximum number of uploads has been reached by deleting the token.*

5) Once your partner send a file, you can download it as per the next section.
3.5. Download file

1) Click on **Messages** tab on the top.

2) Click on the file subtitle "**X file(s)**" to download:

You can also expand the file information and click on the **Download** button:
3.6. Manage sent file(s)

1) Click on Messages tab on the top.

2) Click on a sent message to extend message lifetime, add recipients, delete, download or check if your partner(s) viewed or downloaded the file(s):

   a. **Extend Message Lifetime**: When prompted, use the up and down arrows to configure the new message lifetime. At the end of the lifetime, the files will be automatically deleted.

   b. **Add Recipients**: When prompted, enter the email address for each recipient to be added to the message. The message will be forwarded to the new recipient.

   c. **Delete Message**: When prompted, confirm the choice to delete the message.

   d. Click on "Message viewed by x users out of y" to check if your partner(s) viewed or downloaded the file(s)
3.7. Search for a message

You can retrieve all your exchange history in the search menu since the creation of your account.

1) Click on **Search** tab on the top.

2) Set your filters and click on **Search** button:

   ![Screenshot of the search interface](image)

   a. **Search**: Select to search among all messages, received messages only, or sent messages only.
   
   b. **In**: Select to search within all messages, simple messages only, or project messages only.
   
   c. **Date Interval**: Click on icon. In the text-entry fields, enter the dates to search within, or, in the pop-up calendar icon, use the right and left arrows to reach the correct month, and click on the day to configure the date interval to search within.
   
   d. In the **text field**, enter any other information, such as the name of the recipient or message title, to narrow the search results.
3.8. Set preferences

Click on **Preferences** menu on the top and set up custom parameters for your account such as Language, Contacts and notifications:

![Preferences Menu](image-url)
4. **HOW TO USE saSHA AS A GUEST?**

4.1. **Download file from a token**

1) Open the email containing the link to access the file sent by sanofi user:

   ![Email screenshot]

   **Hello,**

   Julie Grandperrin sent you the following message:
   
   Message subject: saSHA User Guide
   Message sender: Julie Grandperrin
   Files: UG - User Guide.doc (26.7 MB)
   Message valid until: Wednesday, December 5, 2012 11:02:35 PM CET
   Message access URL: https://sasha-xxxx.sanofi.com/zephyr/ DownloadToken.jsp?token=xxxxxxxxxxxxx

   **Comment:**

   Please download and read saSHA user guide.

   Thanks!

   —

   Sanofi share EMEA

2) Click the link in the body of the message, or paste it into your web browser:


3) Click on the **Download** button or the file name to download the file(s):
4.2. Send file(s) from a token

1) Open the email containing the token you received from the registered saSHA user:
2) Click the link in the body of the message, or paste it into your web browser:


Refer to section 3.3
Send file(s) to business partner(s) Step 2

You can manage sent file(s).

Refer to section 3.6
Manage sent file(s)
5. **COMPATIBILITY**

**Supported Web Browsers**

- Microsoft Internet Explorer 6, 7, 8, and 9
- Mozilla Firefox 3.6, 4.0, and 5.0
- Apple Safari 4 and 5
- Apple Mobile Safari 4
- Google Chrome 12
- Opera 10 and 11

*i* Please note that you may experience some issue while using saSHA with other web browsers.

**Please note that you may experience some issue while using saSHA with other web browsers.**

**STOP** Some Internet browsers do not allow to upload files larger than 2GB using HTTP mode. Also, attempts to upload files larger than 2GB in standard HTTP mode cannot be detected on the client side. When such an attempt occurs, the Web browser behaves in an unexpected manner and the upload fails. On some configurations, the Web browser may crash. As a workaround, please use the upload Java applet.

**STOP** The maximum file(s) size is setup to 20GB. In case you need to send larger file, please contact your service desk to ask for limit increase.

**Supported JREs for the Upload Java Applet**

To run the upload Java applet, a Java Runtime Environment (JRE) is required. The supported JREs are:

- Oracle JRE version 5 and 6

**Supported Operating Systems to Decrypt Files**

Encrypted files are downloaded as “auto-decrypt” executables. To decrypt files, the supported operating systems are:

- Windows: XP and above. Warning: due to a Microsoft Windows limitation, files larger than 4GB cannot be decrypted under Windows.

**STOP** Workaround: decrypt files larger than 4GB using Linux.

- MacOS X: 10.5 and 10.6 (Intel only)
- Linux: kernel 2.4.x and 2.6.x
6. **CONTACT INFORMATION AND SUPPORT**

For further information or any comment, please contact your local service desk.