



# Mirsal User Guide

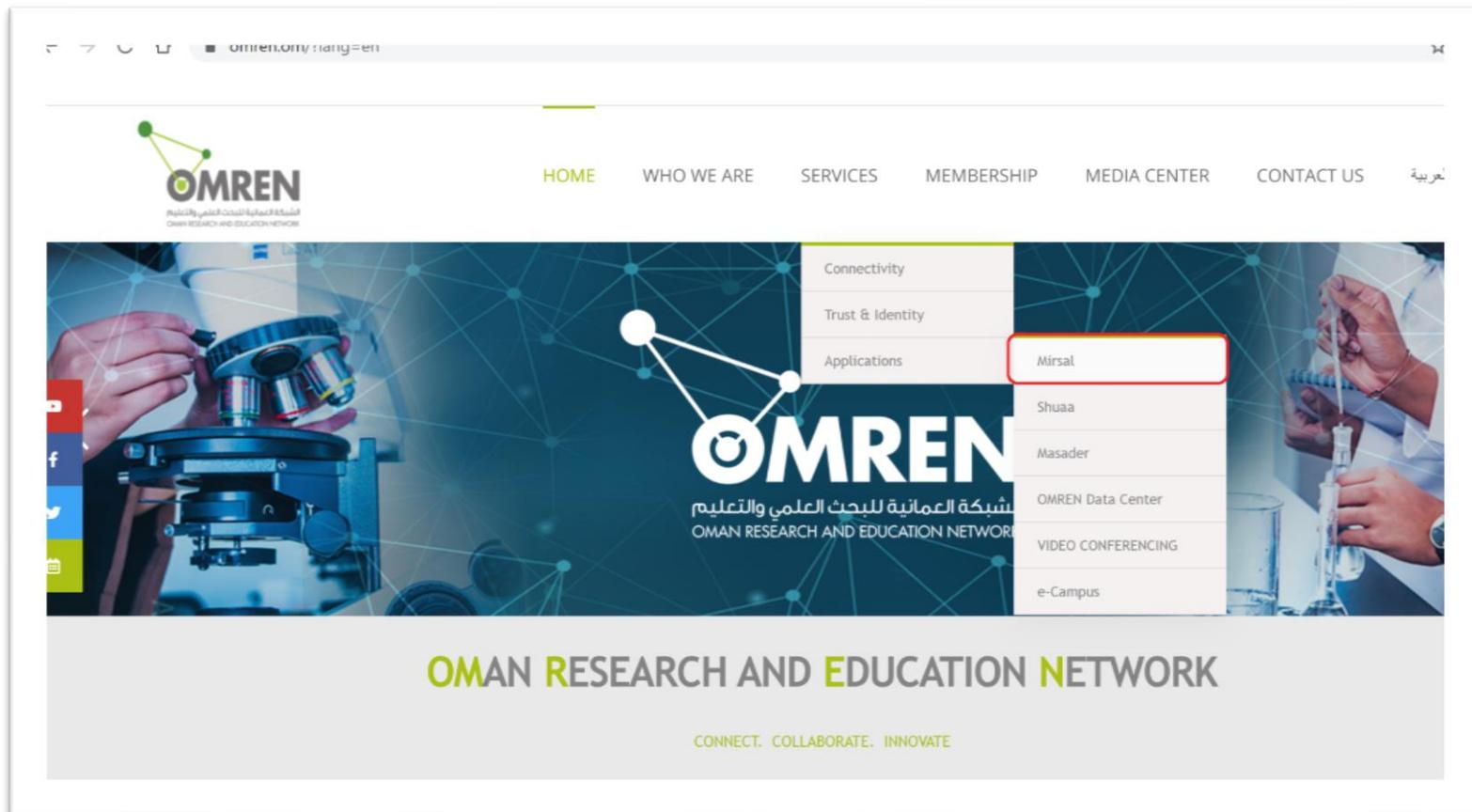
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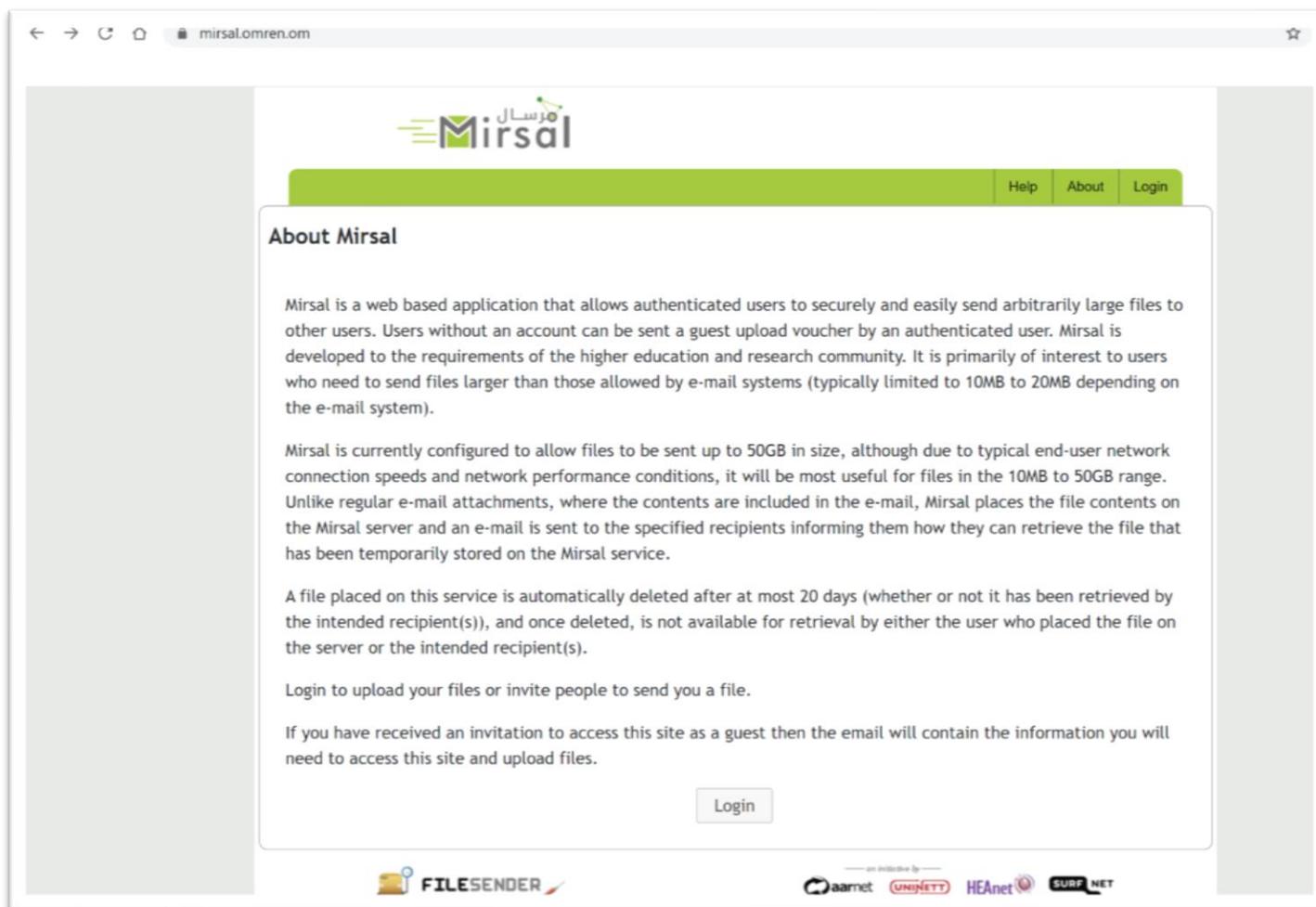
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## Access Mirsal Service

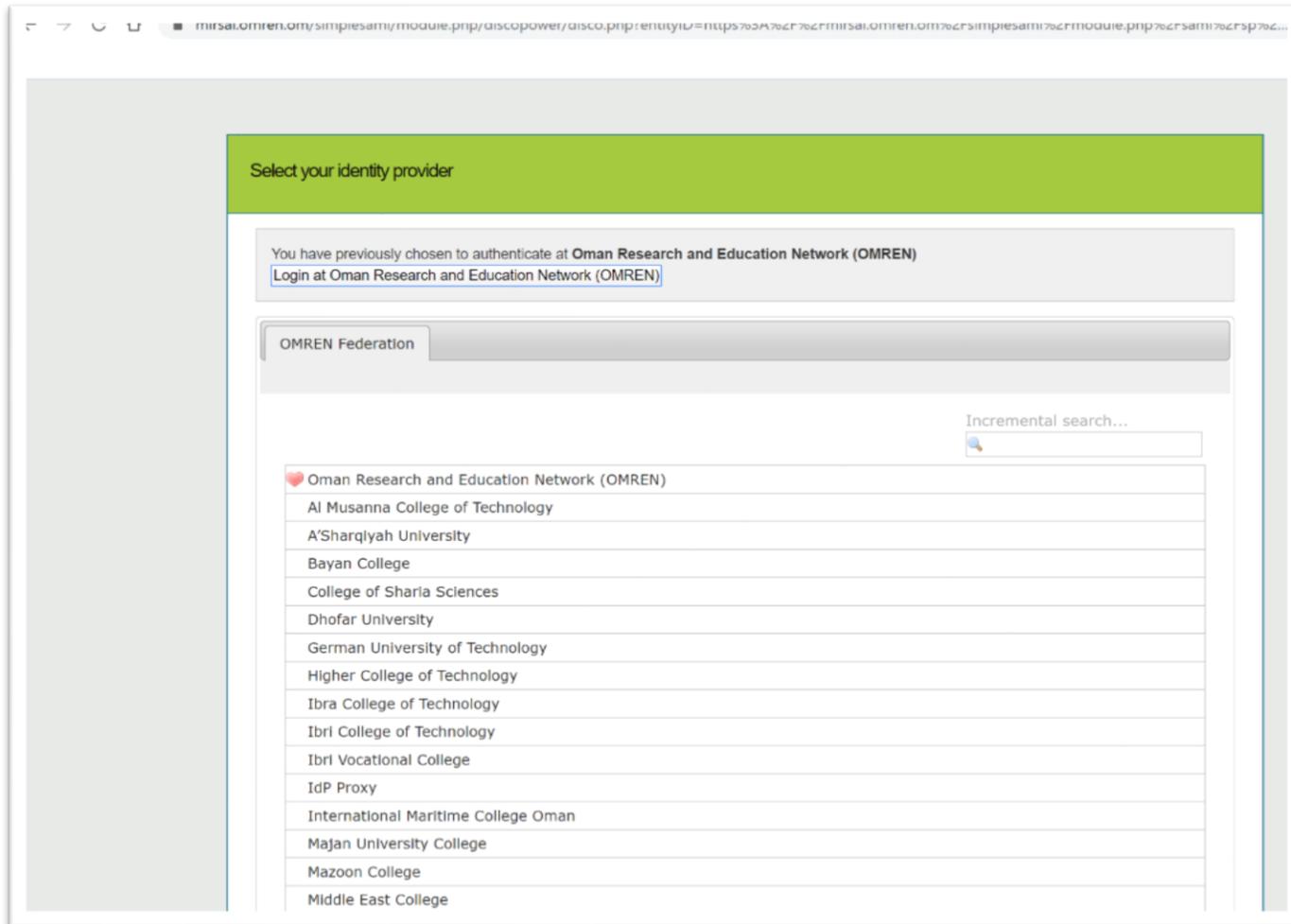
1. Visit Mirsal page directly through <https://mirsal.omren.om> or from OMREN website [www.omren.om](http://www.omren.om) by clicking the Services tab and then the Application and find Mirsal from the dropdown menu



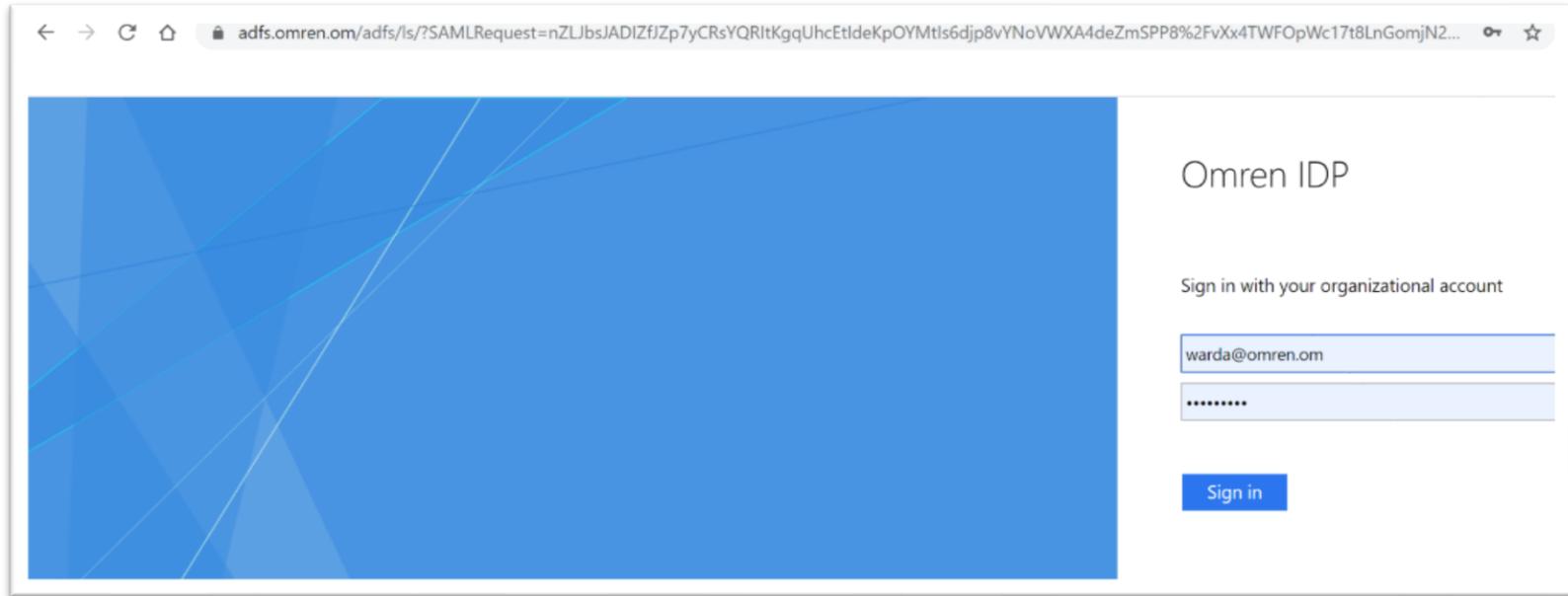
2. Welcome to the Mirsal Homepage. Click the Login button to login via the OMREN Federation.



3. Select your institution from the drop-down menu.

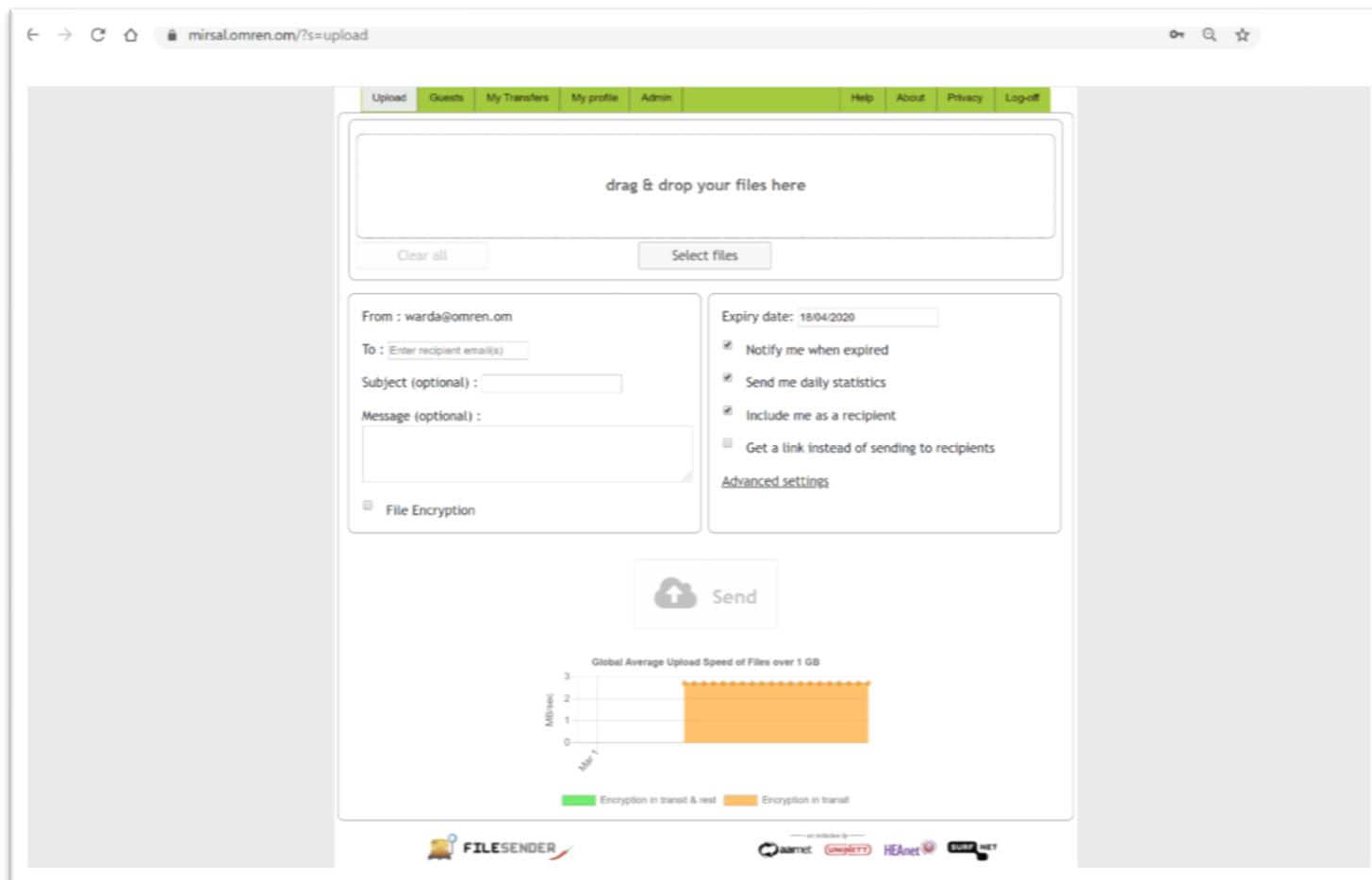


4. Enter your institutional username and password.



## Send a File to Recipients as a Mirsal User

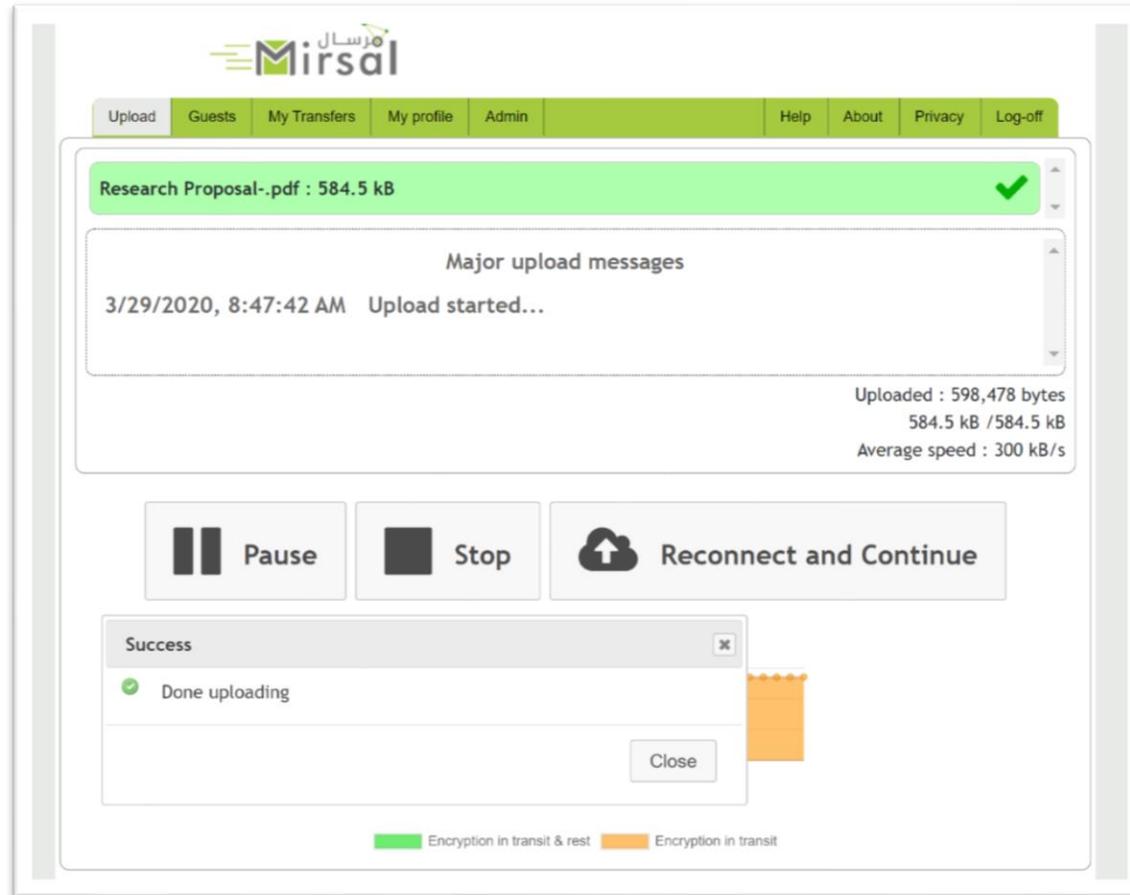
### 1. Mirsal page after successful login



2. To send a file to one or more users, fill out the necessary details, select the file to send and click the Send button. You can select “[File Encryption](#)” and create a password for your files. Receipts must use the password (to be shared vi an alternative method) to download the files.

Please note:

- Maximum Number of Recipients: 50
- Maximum File Size: 50 GB
- File Extension Restrictions: .exe or .bat



3. The recipient(s) will receive a similar e-mail to the following indicating that a file is ready to download.

**Mirsal: Files for Researchers**

 OMREN Mirsal Service <mirsal@omren.om>  
To info

8:46 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Researcher,

The following file has been uploaded to [Mirsal](#) by [warda@omren.om](mailto:warda@omren.om) and you have been granted permission to download its contents.

Transaction details	
File	Research Proposal-.pdf (584.5 kB)
Expiry date	18/04/2020
Download link	<a href="https://mirsal.omren.om/?s=download&amp;token=4a6e66f2-cffd-4531-be1f-3b1b0c7e1b60">https://mirsal.omren.om/?s=download&amp;token=4a6e66f2-cffd-4531-be1f-3b1b0c7e1b60</a>

Personal message from [warda@omren.om](mailto:warda@omren.om):

Please fine the file.

Best regards,  
Oman Research and Education Network (OMREN)  
Mirsal

4. A download confirmation e-mail will be sent when a recipient downloads the file

**Mirsal: Transfer daily summary**

 OMREN Mirsal Service <mirsal@omren.om>  
To Warda Al Habsi

 3:1

Dear Researcher,

Please find below a summary of downloads for your transfer 132 (uploaded 29/03/2020) :

- Recipient [info@omren.om](mailto:info@omren.om) downloaded file Research Proposal-.pdf on 29/03/2020 09:16:49

You may find additional details at [https://mirsal.omren.om/simplesaml/module.php/core/as\\_login.php?AuthId=default-sp&ReturnTo=https%3A%2F%2Fmirsal.omren.om%2F%3Fs%3Dtransfers%23transfer\\_132](https://mirsal.omren.om/simplesaml/module.php/core/as_login.php?AuthId=default-sp&ReturnTo=https%3A%2F%2Fmirsal.omren.om%2F%3Fs%3Dtransfers%23transfer_132)

Best regards,  
Oman Research and Education Network (OMREN)  
Mirsal

## Download Files from Mirsal

1. Recipients will receive a similar e-mail to the following. Click on the provided download link to download the file from Mirsal.

**Mirsal: Files for Researchers**

 OMREN Mirsal Service <mirsal@omren.om>  
To: info

 8:46 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Researcher,

The following file has been uploaded to [Mirsal](#) by [warda@omren.om](mailto:warda@omren.om) and you have been granted permission to download its contents.

Transaction details	
File	Research Proposal-.pdf (584.5 kB)
Expiry date	18/04/2020
Download link	<a href="https://mirsal.omren.om/?s=download&amp;token=4a6e66f2-cffd-4531-be1f-3b1b0c7e1b60">https://mirsal.omren.om/?s=download&amp;token=4a6e66f2-cffd-4531-be1f-3b1b0c7e1b60</a>

Personal message from [warda@omren.om](mailto:warda@omren.om):

Please fine the file.

Best regards,  
Oman Research and Education Network (OMREN)  
Mirsal

2. Save the file in a desired directory.

https://mirsal.omren.om/?s=download&token=4a6e66f2-cffd-4531-be1f-3b1b0c7e1b60

**Mirsal** مرسال

### Download

Select which file(s) you wish to download. You can right click on the download button and "Copy Link Location" to download the file using another tool.

From : warda@omren.om  
Created : 29/03/2020  
Expires : 18/04/2020  
Size : 584.5 kB  
Subject : Files for Researchers

Message :  
Please fine the file.

Research Prponosal- ndf	584.5 kB	Download
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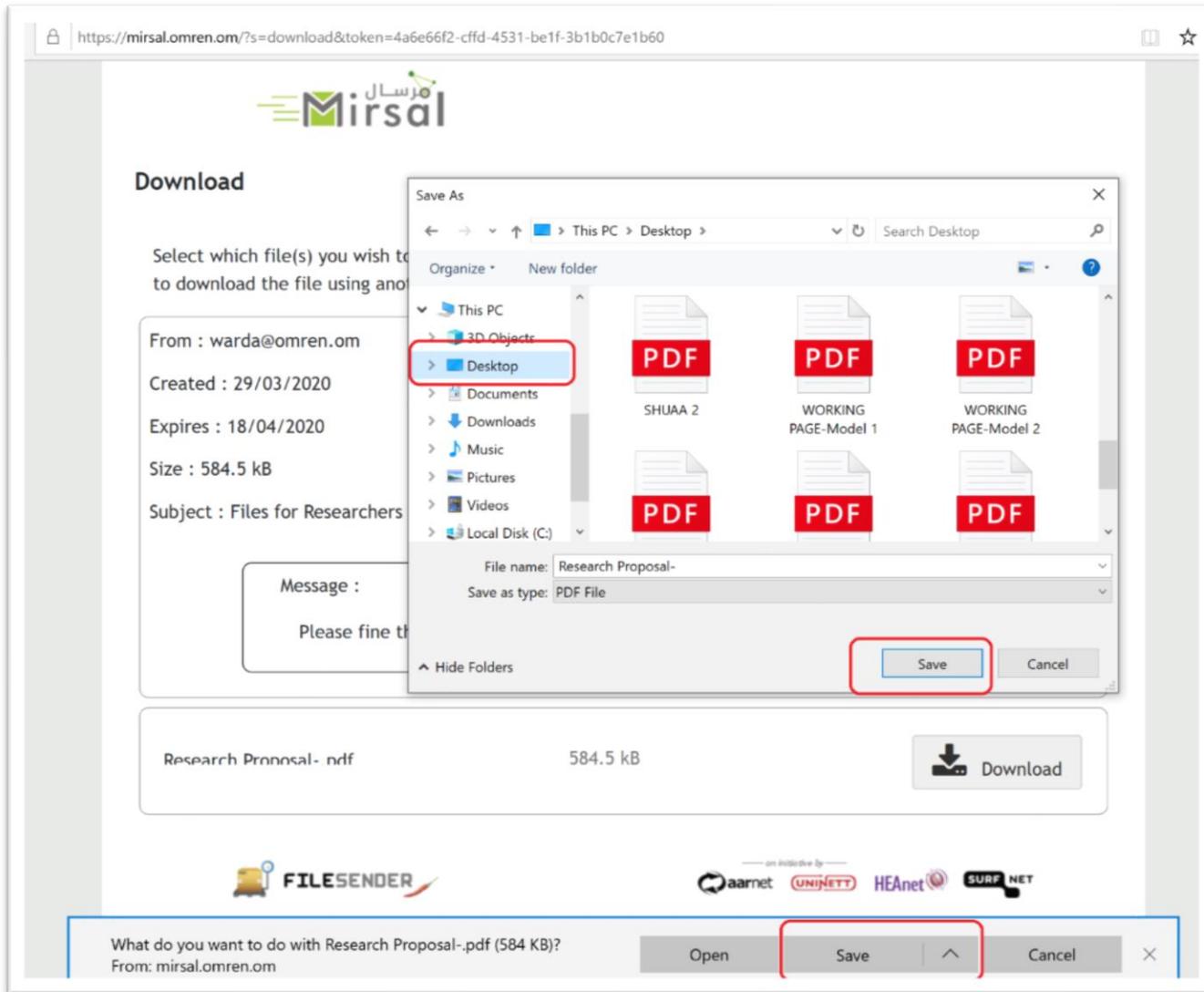
FILESENDER

an initiative by  
aarnet UNINETT HEAnet SURF NET

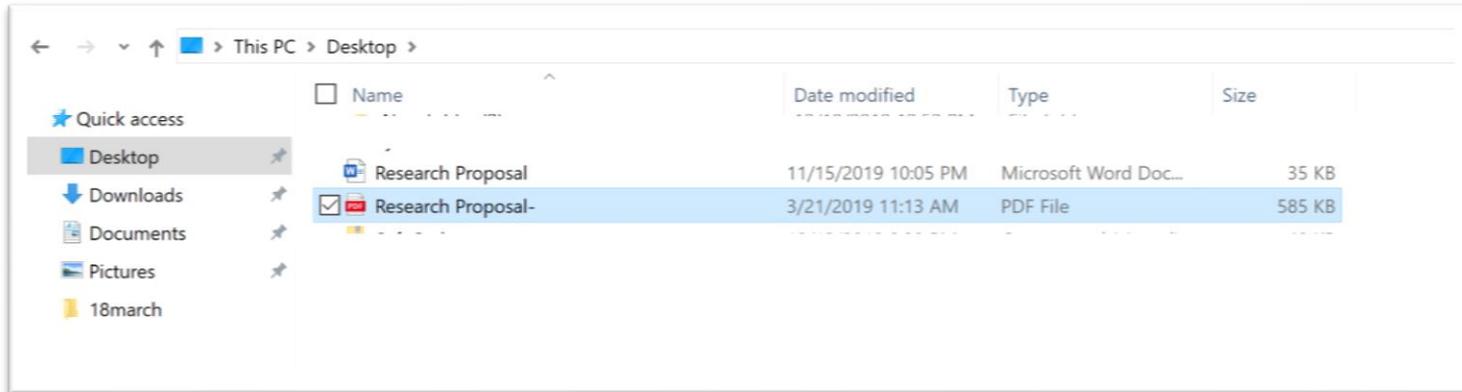
What do you want to do with Research Proposal-.pdf (584 KB)?  
From: mirsal.omren.om

Open Save ^ Cancel X

3. Click on Save button which will subsequently start the download.



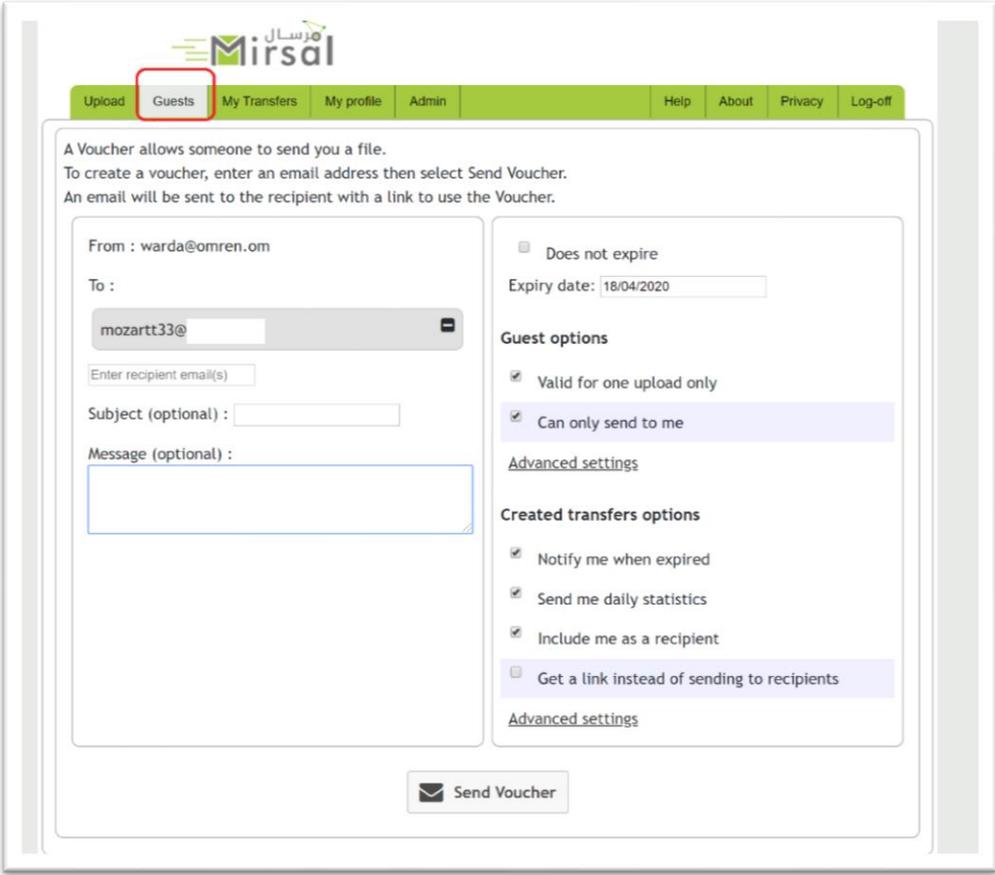
4. The download will complete allowing you to use the newly downloaded file.



## Guest Vouchers

### Issue Guest Vouchers to non-OMREN Users

1. Non-OMREN users are able to use Mirsal service if and only if an OMREN user sends them a Guest Voucher. A Guest Voucher is a one-time use token enabling a user with said token to access Mirsal and send ONE file to one or more recipients. Click on the Guest Voucher menu bar button to access said service.



The screenshot shows the Mirsal web interface. At the top, there is a navigation bar with the Mirsal logo and several menu items: Upload, **Guests** (highlighted with a red box), My Transfers, My profile, Admin, Help, About, Privacy, and Log-off. Below the navigation bar, there is a main content area with the following text:

A Voucher allows someone to send you a file.  
To create a voucher, enter an email address then select Send Voucher.  
An email will be sent to the recipient with a link to use the Voucher.

The form is divided into two main sections:

- Form Fields:**
  - From : warda@omren.om
  - To : mozartt33@ (with a dropdown arrow)
  - Enter recipient email(s) (input field)
  - Subject (optional) : (input field)
  - Message (optional) : (text area)
- Options:**
  - Does not expire
  - Expiry date: 18/04/2020 (input field)
  - Guest options**
    - Valid for one upload only
    - Can only send to me
  - Advanced settings
  - Created transfers options**
    - Notify me when expired
    - Send me daily statistics
    - Include me as a recipient
    - Get a link instead of sending to recipients
  - Advanced settings

At the bottom of the form, there is a **Send Voucher** button with an envelope icon.

2. A notification will appear below the menu bar indicating that the guest voucher has successfully been sent to the user(s).

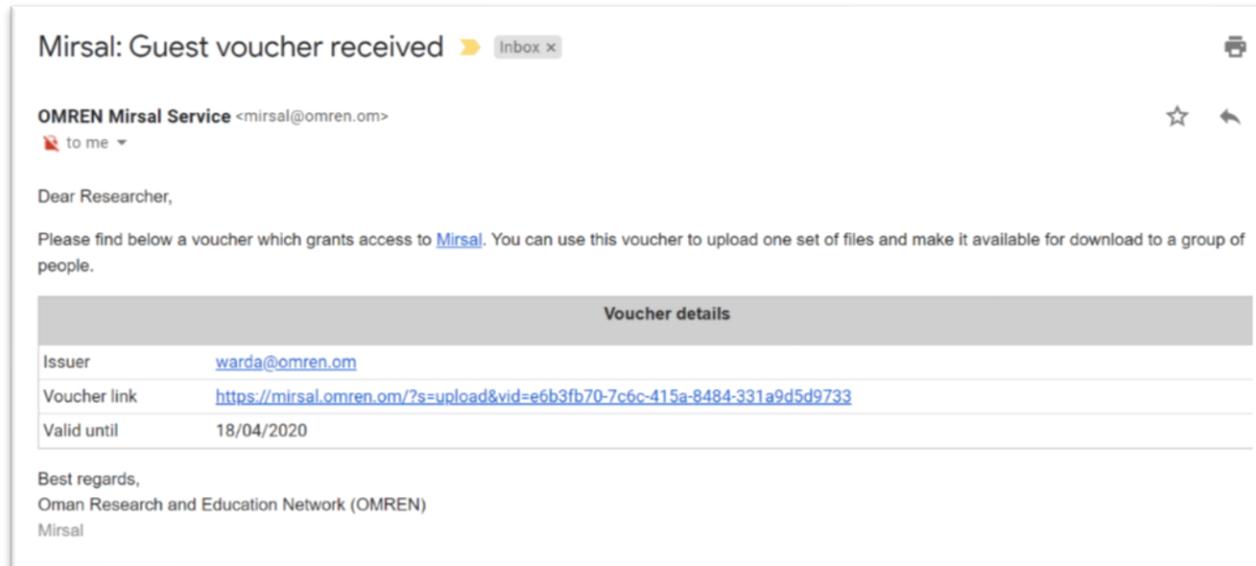
The screenshot shows a voucher creation form with the following fields and options:

- From :** warda@omren.om
- To :**
- Subject (optional) :**
- Message (optional) :**
- Does not expire
- Expiry date:**
- Guest options**
  - Valid for one upload only
  - Can only send to me
- [Advanced settings](#)
- Created transfers options**
  - Notify me when expired
  - Send me daily statistics
  - Include me as a recipient
  - Get a link instead of sending to recipients
- [Advanced settings](#)

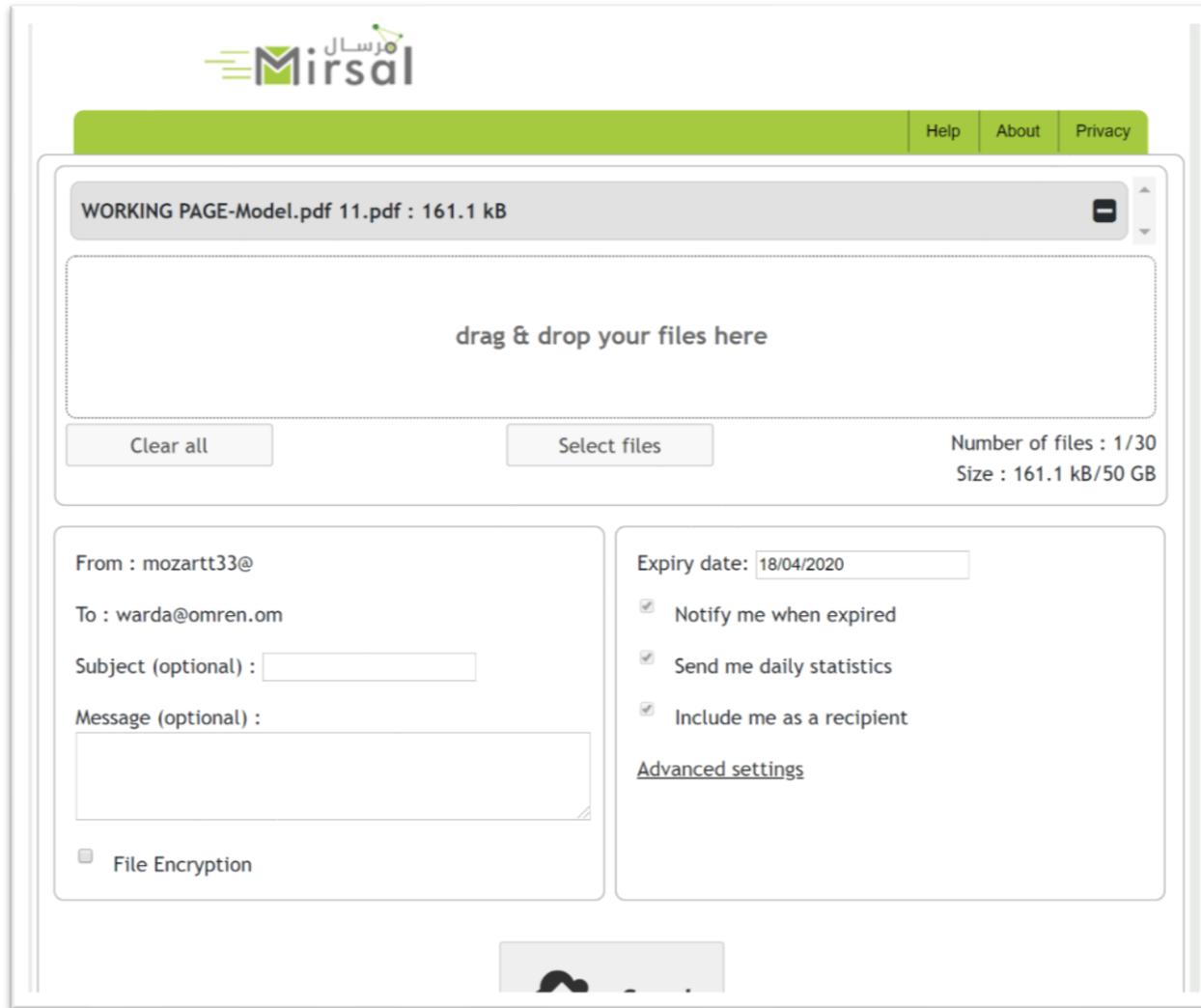
**Guests**

Guest	Subject	Message	Created	Expires	Actions
mozartt33@			29/03/2020	18/04/2020	

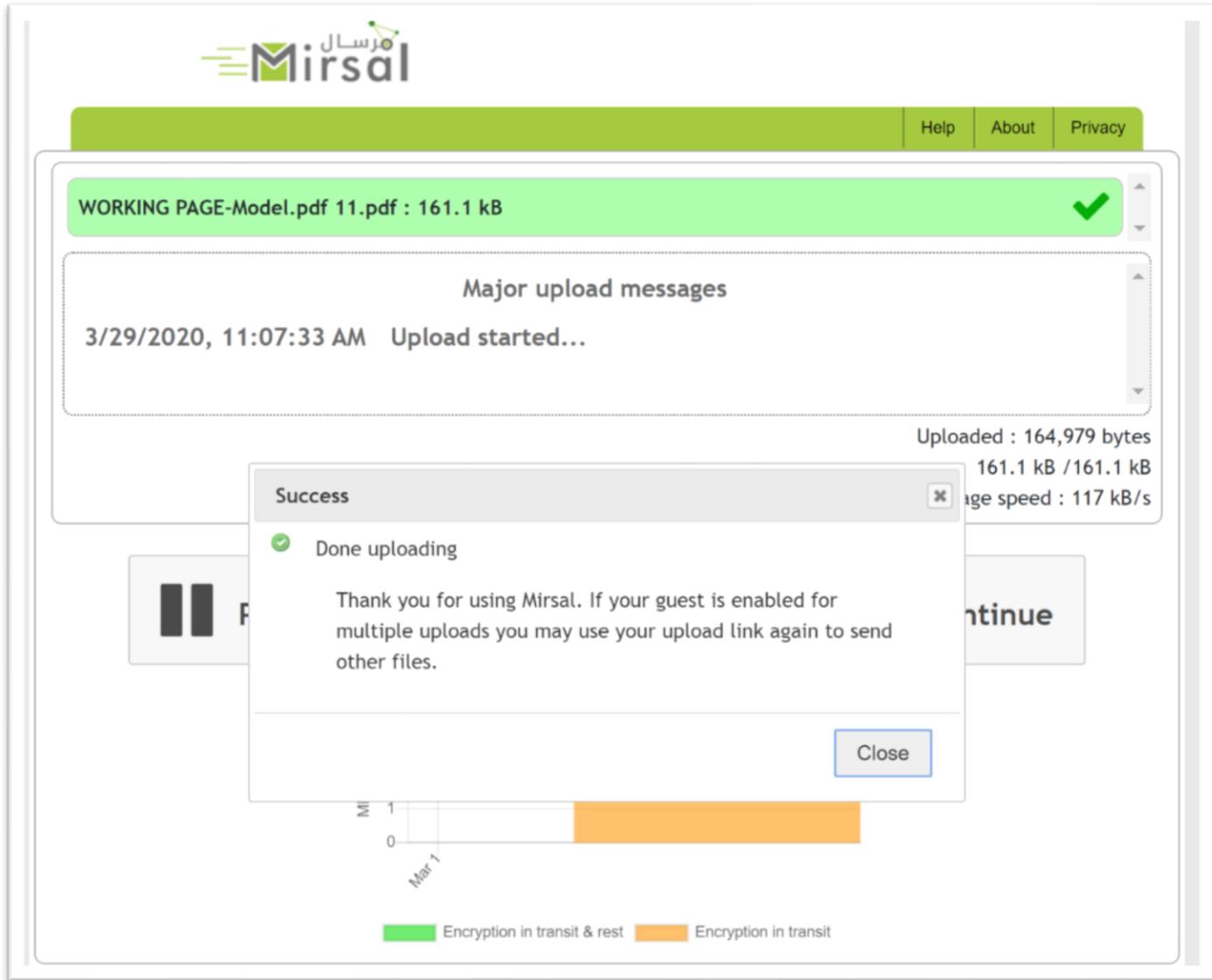
3. The Guest Voucher recipient will receive a similar e-mail to the following:



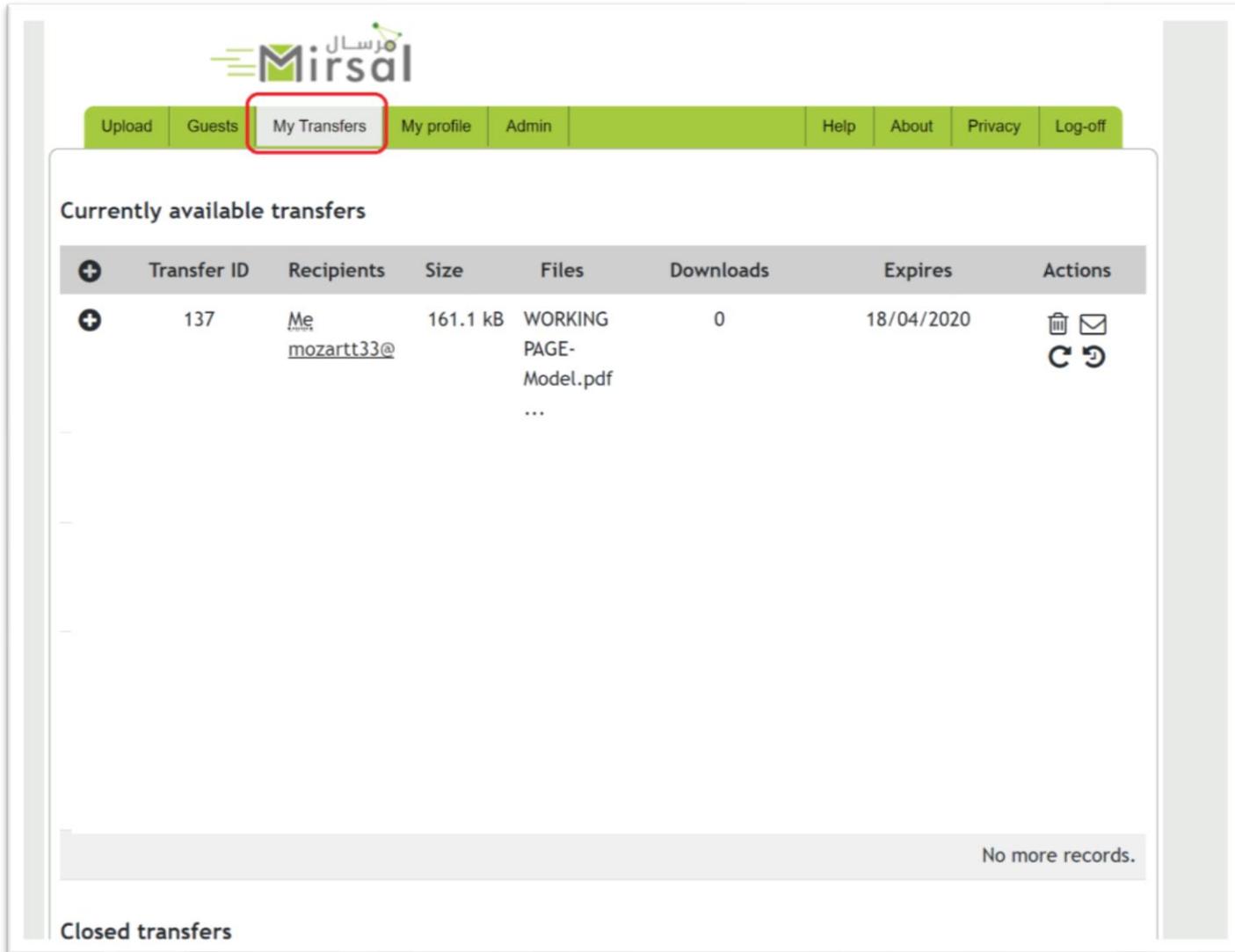
4. Guest screen. With the URL sent, guest is able to upload the files and share them with the sender.



5. Files are uploaded and ready to be downloaded by the sender from “My Transfers” tab.



- 6. Please note that the recipient who sent the Guest Voucher will also manage the Guest User’s uploaded file. The file will be found within “My Transfers” tab as shown below.



## Use Issued Guest Vouchers

1. Guest will receive an email with a voucher link to be used once.

Mirsal: Guest voucher received Inbox x

 **OMREN Mirsal Service** <mirsal@omren.om>  
to me ▾

Dear Researcher,

Please find below a voucher which grants access to [Mirsal](#). You can use this voucher to upload one set of files and make it available for download to a group of people.

Voucher details	
Issuer	<a href="mailto:warda@omren.om">warda@omren.om</a>
Voucher link	<a href="https://mirsal.omren.om/?s=upload&amp;vid=e6b3fb70-7c6c-415a-8484-331a9d5d9733">https://mirsal.omren.om/?s=upload&amp;vid=e6b3fb70-7c6c-415a-8484-331a9d5d9733</a>
Valid until	18/04/2020

Best regards,  
Oman Research and Education Network (OMREN)  
Mirsal

2. The voucher link will open at Mirsal and allows the guest to send files. To send a file to one or multiple users, fill out the necessary details, select the file to send, accept the Terms and Conditions and click the Send button.

Please note:

- Maximum Number of Recipients: 50
- Maximum File Size: 50 GB
- File Extension Restrictions: .exe or .bat

Mirsal

Help About Privacy

drag & drop your files here

Clear all Select files

From : mozartt33@

To : warda@omren.om

Subject (optional) :

Message (optional) :

File Encryption

Expiry date: 19/04/2020

Notify me when expired

Send me daily statistics

Include me as a recipient

[Advanced settings](#)

Send

Global Average Upload Speed of Files over 1 GB

5

## Manage Uploaded Files

1. You can manage your uploaded files from “My Transfer” tab. All available uploaded files will be displayed with the most recent uploads at the top.

The screenshot shows the Mirsal web application interface. At the top, there is a navigation bar with the Mirsal logo and several tabs: Upload, Guests, My Transfers (highlighted with a red box), My profile, Admin, Help, About, Privacy, and Log-off. Below the navigation bar, the main content area is titled 'Currently available transfers'. It contains a table with the following data:

+	Transfer ID	Recipients	Size	Files	Downloads	Expires	Actions
+	152	Me <a href="#">abdulmonem</a>	51.3 MB	SHUAA 2.pdf	1 ( <a href="#">See all</a> )	18/04/2020	 
+	137	Me <a href="#">mozartt33</a>	161.1 kB	WORKING PAGE- Model.pdf ...	0	18/04/2020	 
+	132	<a href="#">info@omren.om</a> Me	584.5 kB	Research Proposal-.pdf	1 ( <a href="#">See all</a> )	18/04/2020	 
+	126	<a href="#">mozartt33</a> Me		WORKING PAGE- Mode...	1 ( <a href="#">See all</a> )	15/04/2020	 
+	36	Me <a href="#">mozartt33</a>	600.1 kB	Research Proposal- old.p... Shuaa FAQ Arabic.docx	0	12/04/2020	 

At the bottom of the table, there is a message: 'No more records.' Below this, there is a section titled 'Closed transfers'.

- 2. There are four actions for each entry.
  - Delete – either with or without notification to the receipts.

The screenshot shows the Mirsal web interface. At the top, there is a navigation bar with the Mirsal logo and menu items: Upload, Guests, My Transfers, My profile, Admin, Help, About, Privacy, and Log-off. Below the navigation bar, the section is titled 'Currently available transfers'. It contains a table with the following columns: Transfer ID, Recipients, Size, Files, Downloads, Expires, and Actions. The table lists three transfers. The first transfer (ID 152) has a recipient 'Me' and 'abdulmonem@c', a size of 51.3 MB, a file named 'SHUAA 2.pdf', and 1 download. The second transfer (ID 137) has 0 downloads. The third transfer (ID 132) has 0 downloads. A modal dialog titled 'What to do?' is open over the second transfer, with two radio button options: 'Delete transfer and notify recipients' (selected) and 'Delete transfer without notifications'. The dialog also has 'OK' and 'Cancel' buttons. The trash icon in the Actions column for the first transfer is highlighted with a red box.

+	Transfer ID	Recipients	Size	Files	Downloads	Expires	Actions
+	152	Me abdulmonem@c	51.3 MB	SHUAA 2.pdf	1 (See all)	18/04/2020	   
+	137				0	0	   
+	132				0	0	   

- Add a receipt – Add new receipts to the file and send the file to the new receipts.

The screenshot displays the Mirsal web application interface. At the top, there is a navigation bar with the Mirsal logo and several menu items: Upload, Guests, My Transfers (highlighted), My profile, Admin, Help, About, Privacy, and Log-off. Below the navigation bar, the main content area is titled "Currently available transfers". It contains a table with the following columns: Transfer ID, Recipients, Size, Files, Downloads, Expires, and Actions. The table lists four transfers with IDs 152, 137, 132, and 126. The first transfer (ID 152) has recipients "Me" and "abdulmonem@", a size of 51.3 MB, and one file named "SHUAA 2.pdf". A modal dialog box is open over the table, titled "Enter recipient email(s)", with a close button (X) in the top right corner. The dialog contains the instruction "Multiple email addresses separated by , or ;" and a text input field. At the bottom of the dialog are "OK" and "Cancel" buttons. A red box highlights the "Add" (+) icon in the Actions column of the first transfer row and the "Add" (+) icon in the Actions column of the second transfer row (ID 137).

+	Transfer ID	Recipients	Size	Files	Downloads	Expires	Actions
+	152	Me abdulmonem@	51.3 MB	SHUAA 2.pdf	1 ( <a href="#">See all</a> )	18/04/2020	🗑️ ✉️ 🔄 ↺
+	137						🗑️ ✉️ 🔄 ↺
+	132						🗑️ ✉️ 🔄 ↺
+	126						🗑️ ✉️

- Send a reminder

The screenshot shows the Mirsal web interface. At the top, there is a navigation bar with the Mirsal logo and the text "مرسال" in Arabic. Below the logo, there is a green navigation bar with the following tabs: Upload, Guests, My Transfers, My profile, Admin, Help, About, Privacy, and Log-off. The main content area is titled "Currently available transfers" and contains a table with the following columns: Transfer ID, Recipients, Size, Files, Downloads, Expires, and Actions. The table has three rows of data. The first row has Transfer ID 152, Recipients "Me" and "abdulmonem@...", Size "51.3 MB", Files "SHUAA !.pdf", Downloads "1 (See all)", Expires "18/04/2020", and Actions (trash, mail, refresh, and redo icons). The second row has Transfer ID 137, Recipients (partially obscured), Size (partially obscured), Files (partially obscured), Downloads (partially obscured), Expires "20...", and Actions (trash, mail, refresh, and redo icons). The third row has Transfer ID 132, Recipients (partially obscured), Size (partially obscured), Files (partially obscured), Downloads (partially obscured), Expires "20...", and Actions (trash, mail, refresh, and redo icons). A red-bordered dialog box is overlaid on the table, titled "Confirmation" and containing the text "Do you really want to send a reminder to this transfer's recipients?". The dialog box has "OK" and "Cancel" buttons at the bottom right.

+	Transfer ID	Recipients	Size	Files	Downloads	Expires	Actions
+	152	Me abdulmonem@...	51.3 MB	SHUAA !.pdf	1 (See all)	18/04/2020	🗑️ ✉️ 🔄 ↺
+	137					20...	🗑️ ✉️ 🔄 ↺
+	132					20...	🗑️ ✉️ 🔄 ↺

- See transfer logs with an option to send the logs to your email.

Currently available transfers

+	Transfer ID	Recipients	Size	Files	Downloads	Expires	Actions
+	152	<a href="#">Me</a> <a href="#">abdulmonem</a>	51.3 MB	SHUAA 2.pdf	1 ( <a href="#">See all</a> )	18/04/2020	   

Transfer audit

Date	Action that happened	IP address
29/03/2020 14:18:18	Transfer was created	
29/03/2020 14:18:52	Upload started	
29/03/2020 14:21:13	File undefined (51.3 MB) uploaded (took 2min 22s)	
29/03/2020 14:21:16	Upload ended	
29/03/2020 14:21:16	Transfer became available (took 2min 58s)	
29/03/2020 14:21:16	Download link sent to recipient(s)	
29/03/2020 23:03:55	Recipient abdulmonem@omren.om started downloading undefined (51.3 MB)	
29/03/2020 23:04:25	Recipient abdulmonem@omren.om finished downloading undefined (51.3 MB)	

 Send to my email