



Receiving Documents by Cryptshare from the Nottinghamshire DoLS Team

What is CryptShare?

Cryptshare is a secure website that enables users to exchange large files of up to 2GB. All transfers are strongly encrypted and are made even more secure with authentication using passwords.

Retrieving Documents from Cryptshare

The password that the Nottinghamshire DoLS Team will **always** use when sending you Outcome documentation, will be the first name of your Care Home, followed immediately by the initials and four digit case number of the Relevant Person that the documents relate to. The Relevant Persons initials and case number will be in the subject line of the email.

An example password would be: LawnViewHH1234 = LawnView from Lawn View House, HH from Helen Hall and 1234 the unique case number.

If you receive an incorrect password message when trying to access your documents, contact the Nottinghamshire DoLS Team on 0115 804 0128.

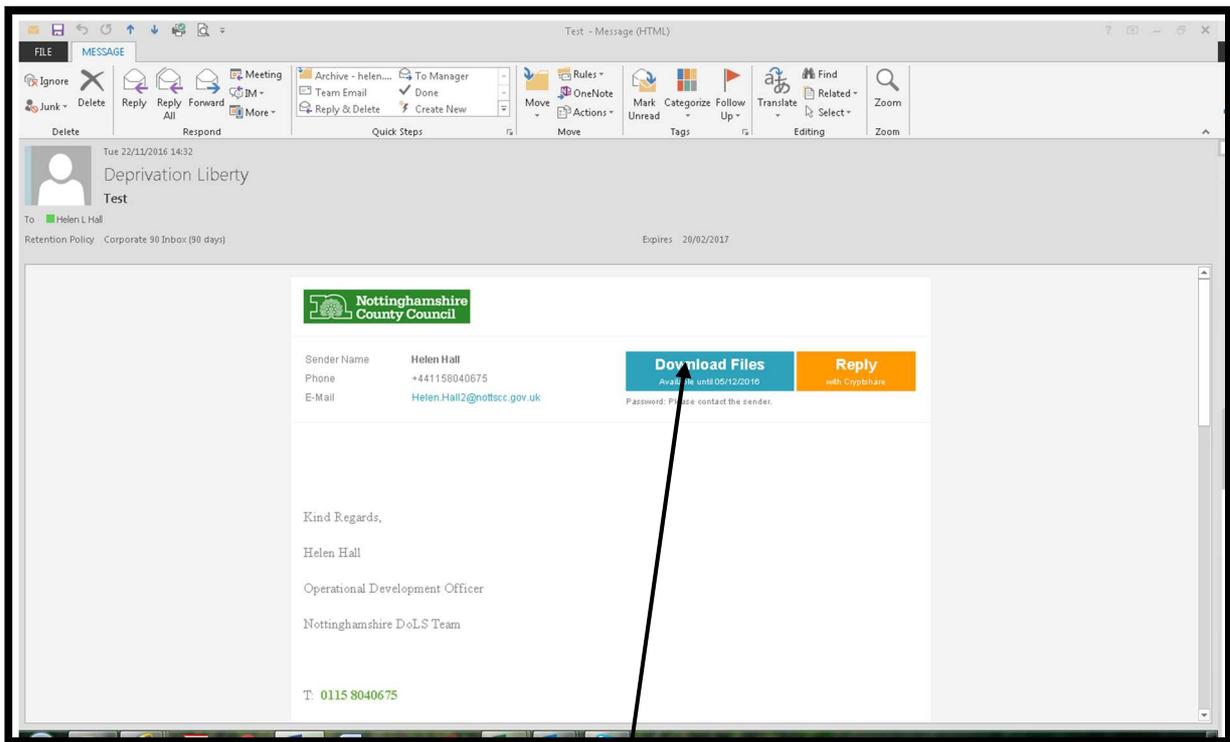
You **must** download and save the documents as they will be automatically deleted from Cryptshare on the expiry date stated in the email that you receive. The expiry date is usually 17 days later than the date the email was sent.

If you prefer confidential documents to be sent to an alternative (business) email account, please email deprivation.liberty@nottsc.gov.uk so the team can update your records.

The guidance for retrieving documents from Cryptshare continues on the next page.

Receiving Documents by CryptShare

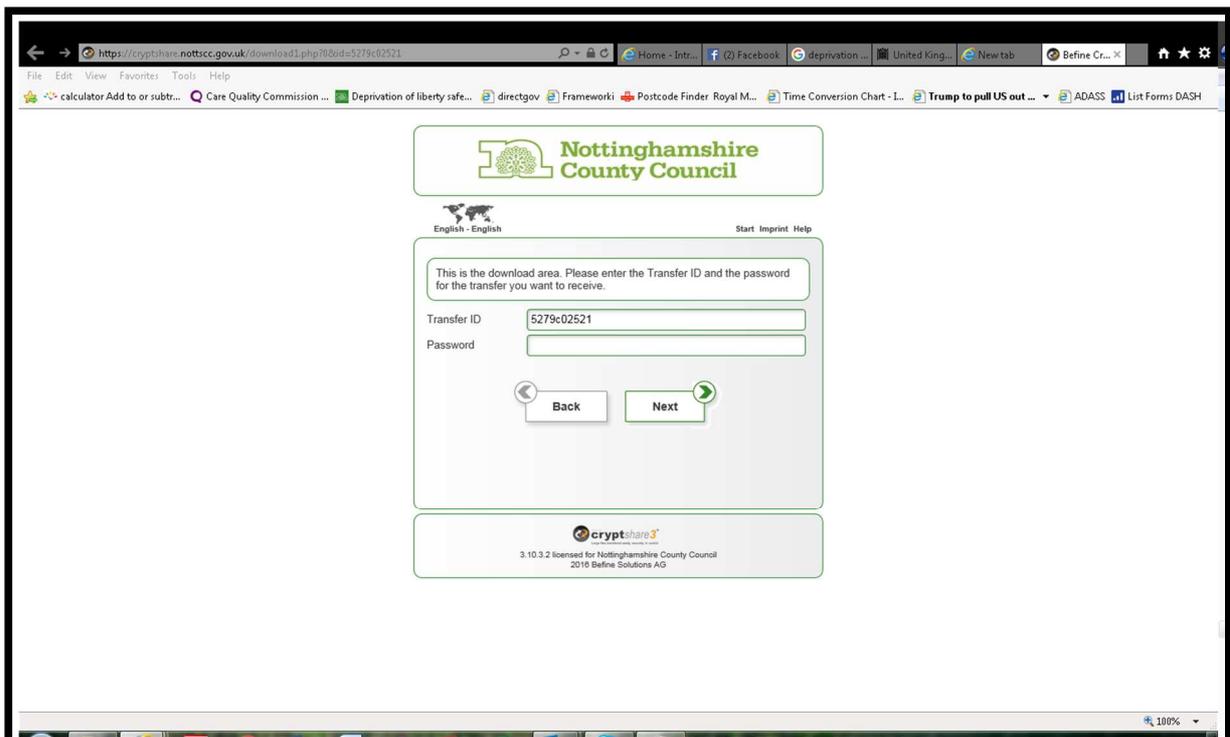
1. You will receive an email from Deprivation Liberty (deprivation.liberty@nottsc.gov.uk)
2. When you open the email it will look similar to the one below



3. You need to click on the blue box



4. This link will open the Nottinghamshire County Council CryptShare website



5. Enter the password in the format that the Nottinghamshire DoLS Team have informed you during previous correspondence. (Please check your inbox or trash before contacting the team on 0115 8040128)

Nottinghamshire
County Council

English - English Start Imprint Help

This is the download area. Please enter the Transfer ID and the password for the transfer you want to receive.

Transfer ID 5279c02521

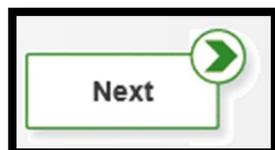
Password

Back Next

cryptshare3
Large file download made easy, securely, in control

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6. Click



7. Download the documents

The screenshot shows the Nottinghamshire County Council logo at the top. Below it, there are links for "English - English", "Start", "Imprint", and "Help". A message states: "The following data was provided to you by Helen.Hall2@nottscc.gov.uk." There are two main sections: "Download all files as ZIP" with a button for "cs-transfer.zip < 14.9 KB" and "Download files individually" with a button for "Submitting a DoLS Referral on the NCC Website.pdf 14.9 KB". At the bottom of these sections are "Back" and "Finish" buttons. The footer includes the cryptshare3 logo and text: "3.10.3.2 licensed for Nottinghamshire County Council 2016 Befine Solutions AG".

You can download them individually here

If there are numerous documents you can download them in a ZIP file

Please ensure that you save the documents or print them off before the expiry date indicated on the Download Button

The image shows a blue button with the text "Download Files" in white. Below the button, it says "Available until 05/12/2016" and "Password: Please contact the sender." An arrow points from the text above to the "Download Files" button.