Instructions for Using the USO-FX
Secure File Exchange System

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Downloading a file from USO-FX

When you are sent a file to download, you will receive an email with the subject **New document available via USO-FX** and from **do-not-reply@atomwide.com**

When you open the email you will see the following message

"A new document has been uploaded by **<Name of sender>** from Barnet LA or Council in Barnet and is now available for download from the USO-FX system within https://support.lgfl.org.uk/secure/default.aspx "

You need to click on the hyperlink and it will take you to the following page.
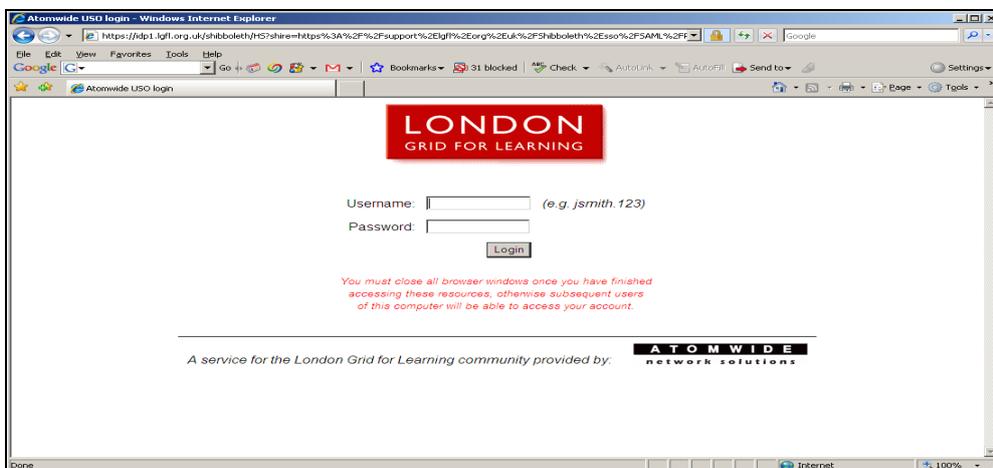
Enter your normal username & password (example username: dtobin.302) & your password then click "Login" and the next screen should appear.
The announcements may be different and these can be ignored.
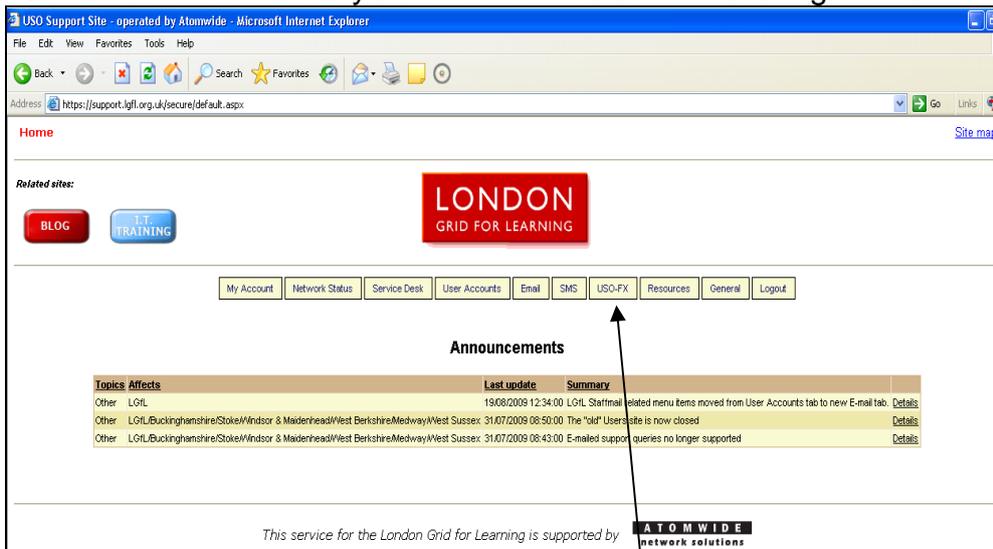
Select "Download a file" from the USO-FX menu

Following screen will open, listing all the files that are available for download
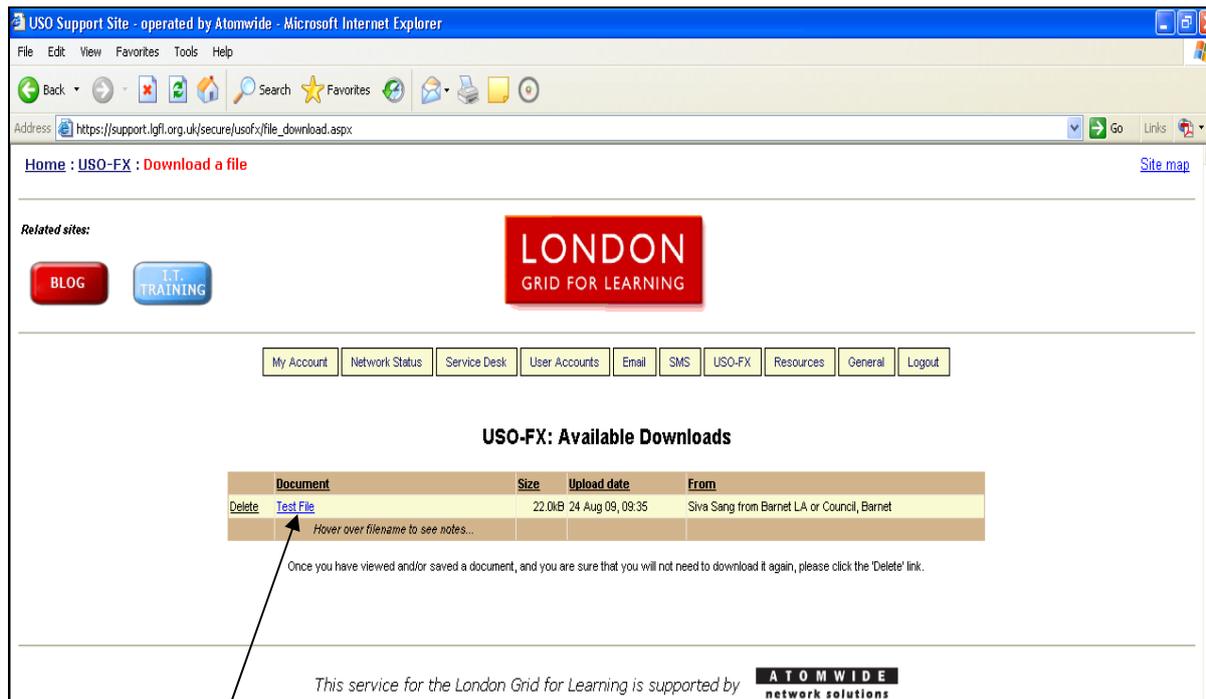
Click on the link below the heading "document", and the following screen will appear.
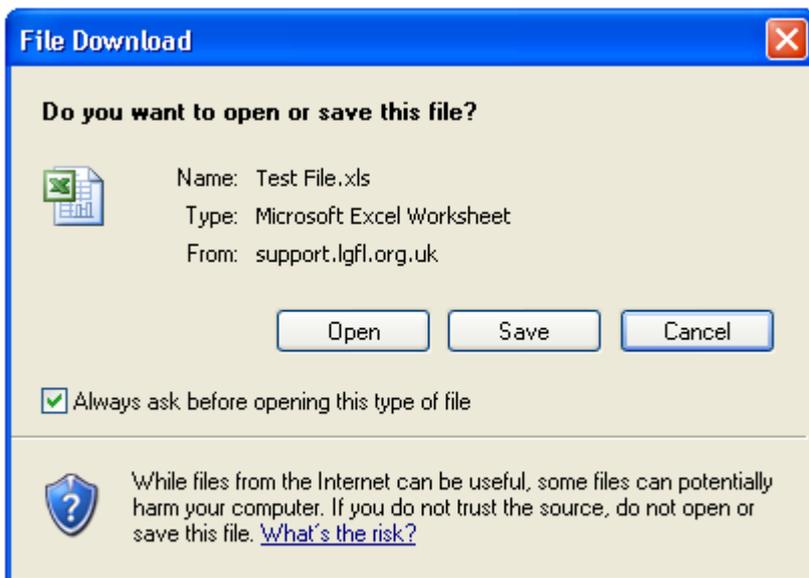
Save the file to your computer in a location of your own choice.

Receiving more than one file

If you are being sent more than one file then these will be contained in a Self-Extracting Zip file. The instructions for downloading this type of file are exactly the same.

When you have saved the file to your computer you then double click the file and the following screen will appear.
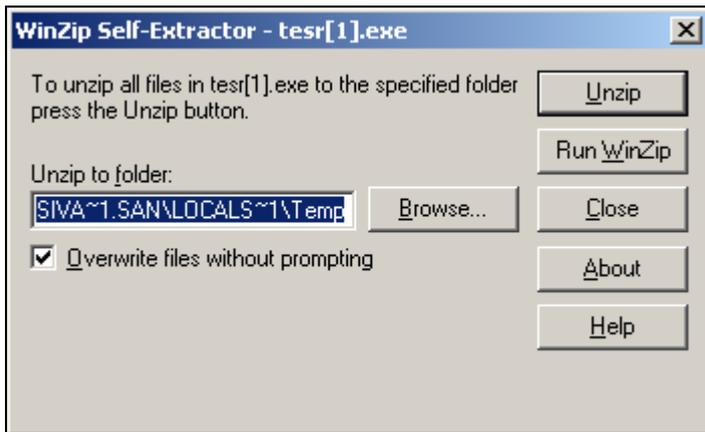
Click on the Browse button and select the place you want the files to be saved.
For example C:\temp
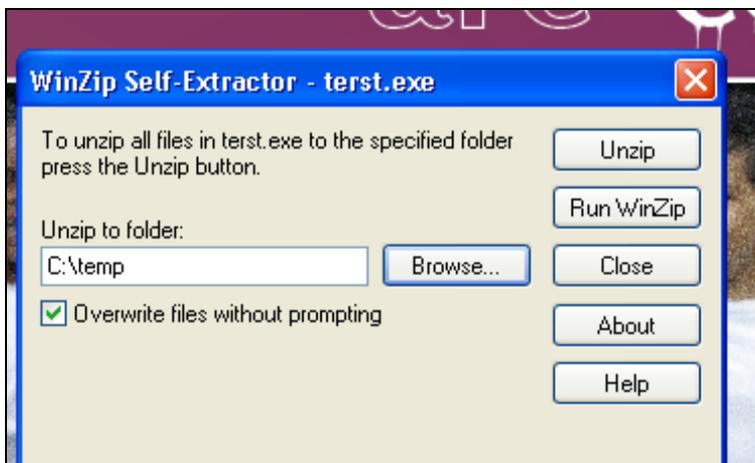
The click Unzip and you will receive a message to say that a number of files have been successfully unzipped. You can then go to that location to see the files.

Please remember to log off when you have finished.

Uploading a file to Barnet LA or another Barnet school

Logon to USO-FX
Open the internet explorer and type in the following url address:
https://support.lgfl.org.uk/

The following screen will open.
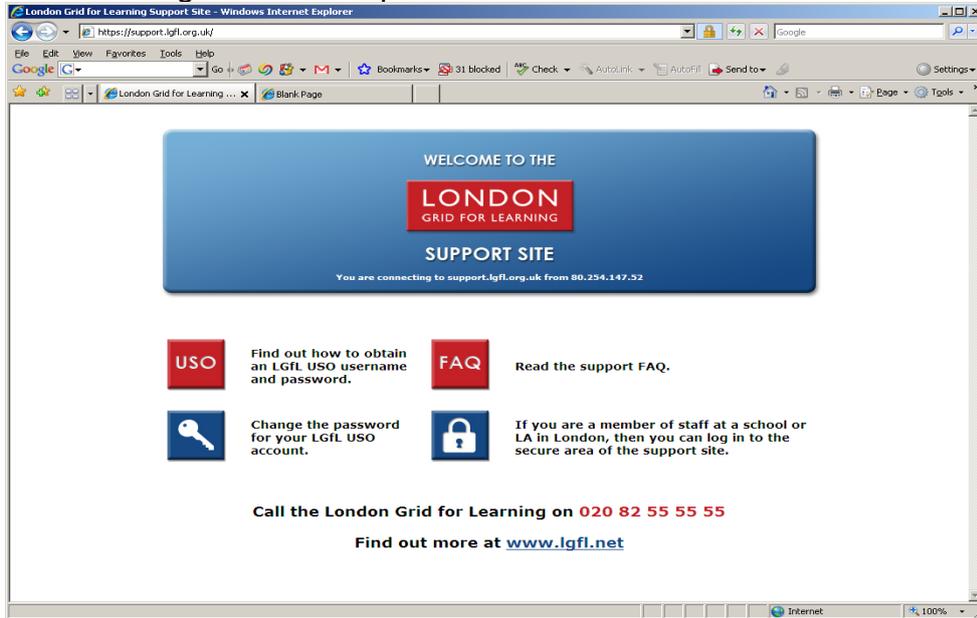
Click the icon "padlock"
The following screen will open.
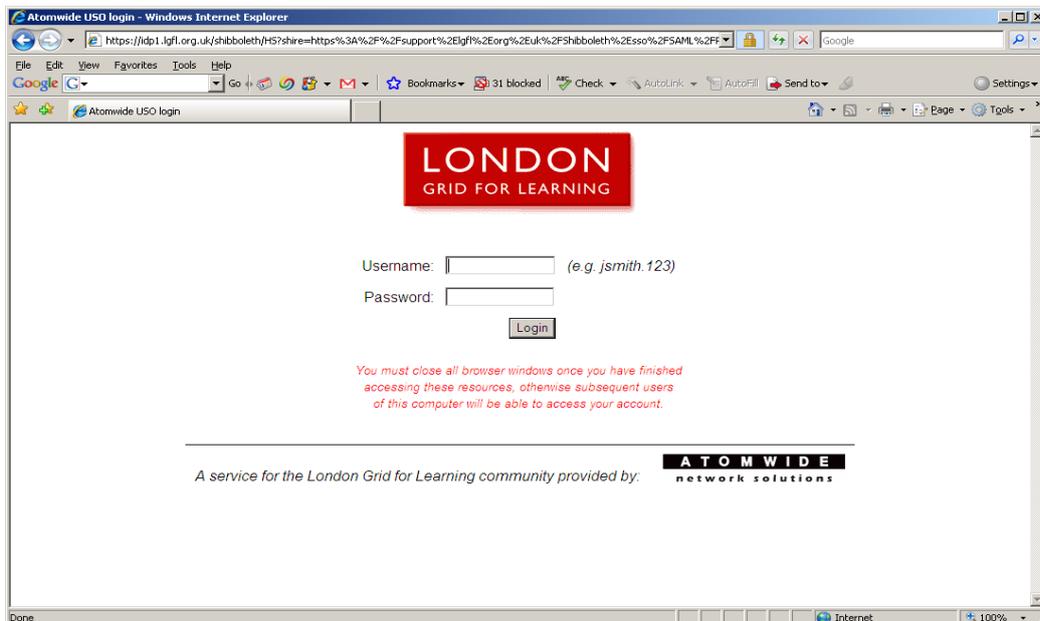
Enter your normal username & password (ex username: abcd.302) & your password then click "Login" and the next screen should appear.
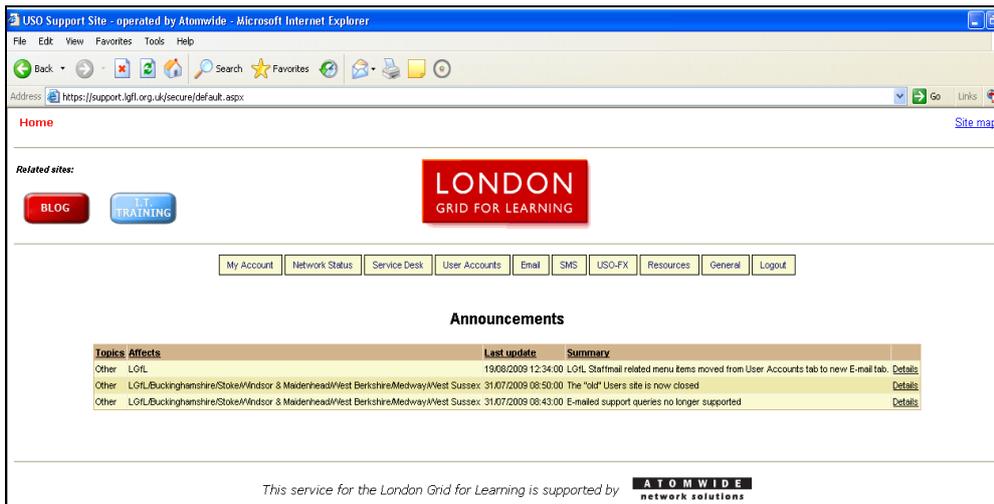
Click on the USO-FX tab and select "upload a file" from the menu and the following screen will appear.
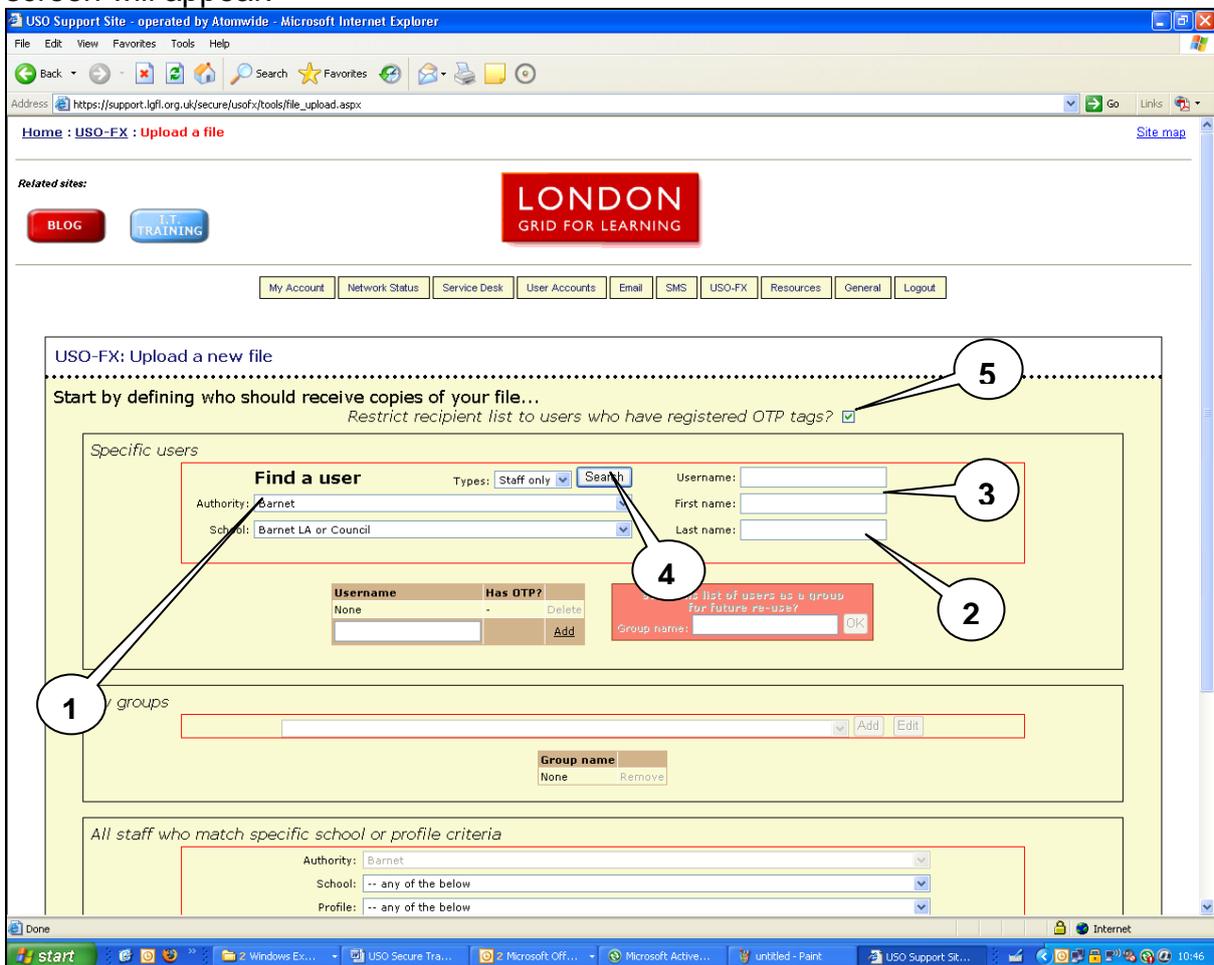
The first step in the process is to select the email address of the recipient. This is a secure email system and only the registered individual user can access (send/receive) the contents using their own username & password.

Under the heading "Find a User",

1. School: select the receiving school or organisation. To send data back to Barnet, select "Barnet LA or Council"
2. Enter Last name of the recipient if known

3. Enter First name of the recipient if known
4. Click "Search"
5. Un-tick the check box next to "Restrict recipient list to users who have registered OTP tags?"

If the recipient is set up to use this system, the details will appear as shown below. Click on "Select"

The recipient detail will appear as shown below.

Scroll down & Click on "Next"

This window should appear and click "Next" again.

The next screen will appear.

1. Type in a title for the file you are uploading
2. Type in a description for the file you are uploading
3. Click on "Browse" and locate the file you want to upload
4. There are 3 options available for the management of the uploaded file. You can tick/un-tick according to your preference
5. Click "Finish"

On completion of the above step, this secure email system will generate an automated "notification email" to the recipient.

Uploading more than one file

If you have more than one file to send then you will have to send each file separately or zip the files together. The files are placed in a self-extracting zip file that can then be uploaded. The receiving person would then follow the instructions, **Receiving more than one file,** on page 3.

Creating a self-extracting zip file

The benefit of a self-extracting zip file is that the receiving person does need to have a copy of WinZip installed on their computer to open the file.

To create a self-extracting zip file you will need a copy of Winzip or equivalent software installed on your machine. The following instructions are based on using WinZip, other programs will be similar.

Open WinZip, select the Classic option if asked.
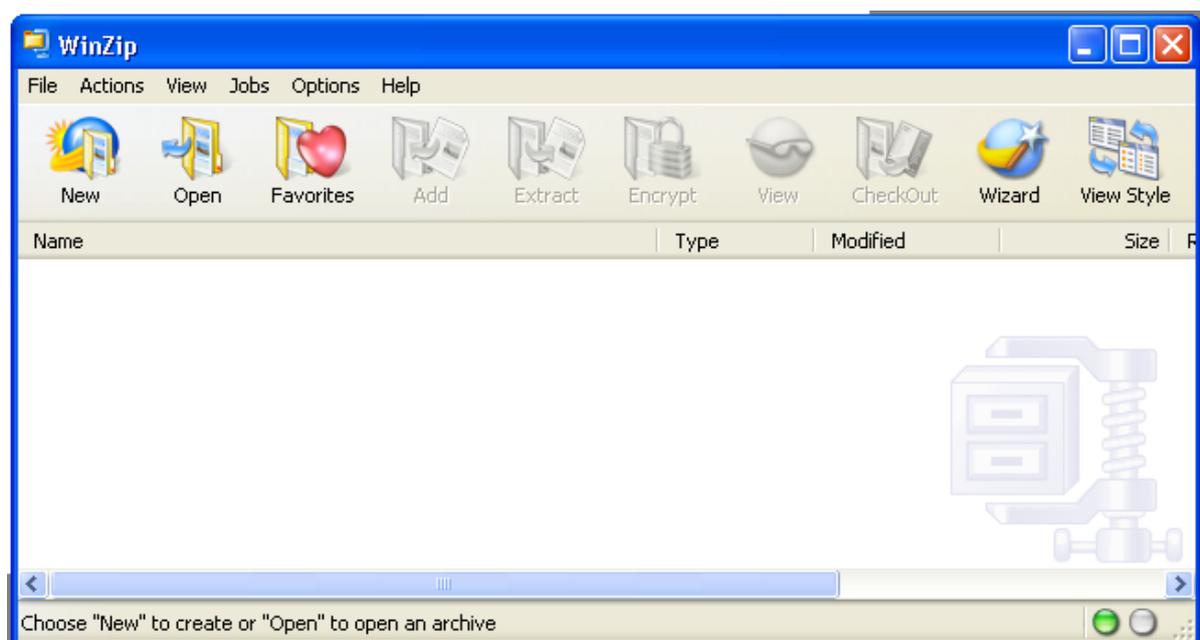
Click the New button, which will create a New Archive. This will eventually become the self-extracting zip file.

You now have to select where to save this file. The example on the next page will create a file called Test.zip and it will be saved in My Documents.
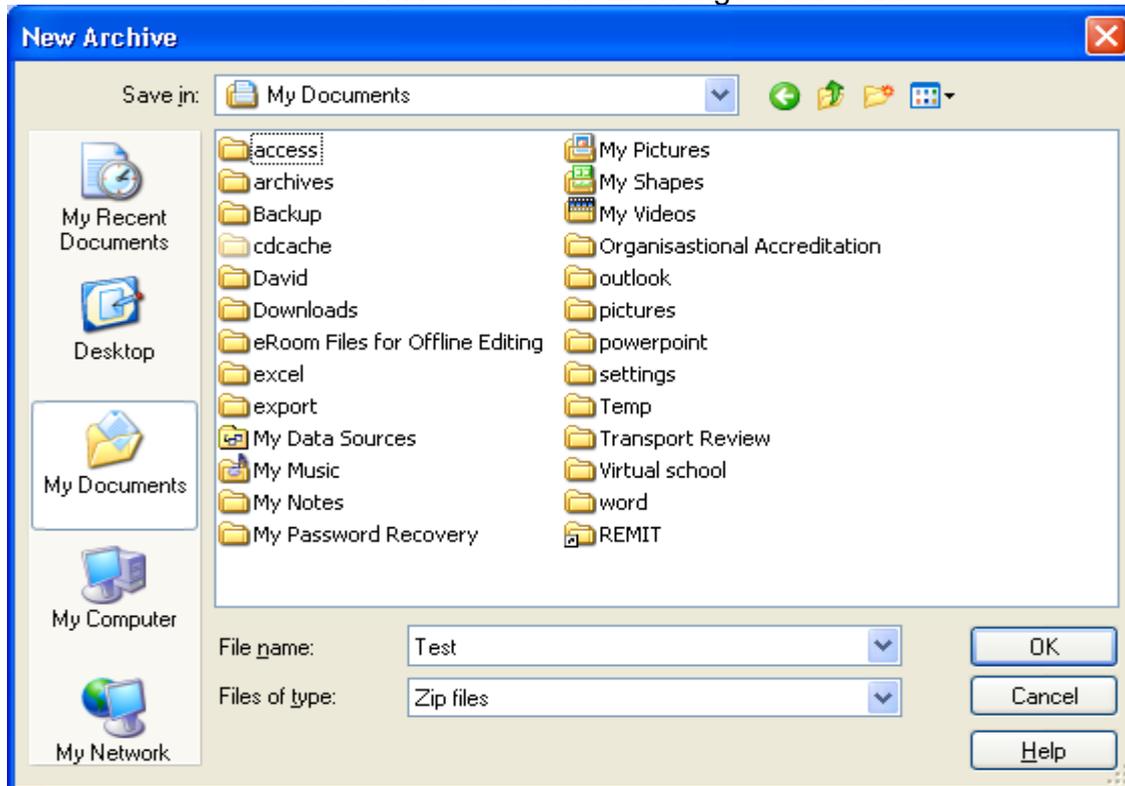
Click OK. You then need to find the files you want to add to this zip file.
The example on the next page has gone to the folder My Documents/Word and I have selected 2 files.
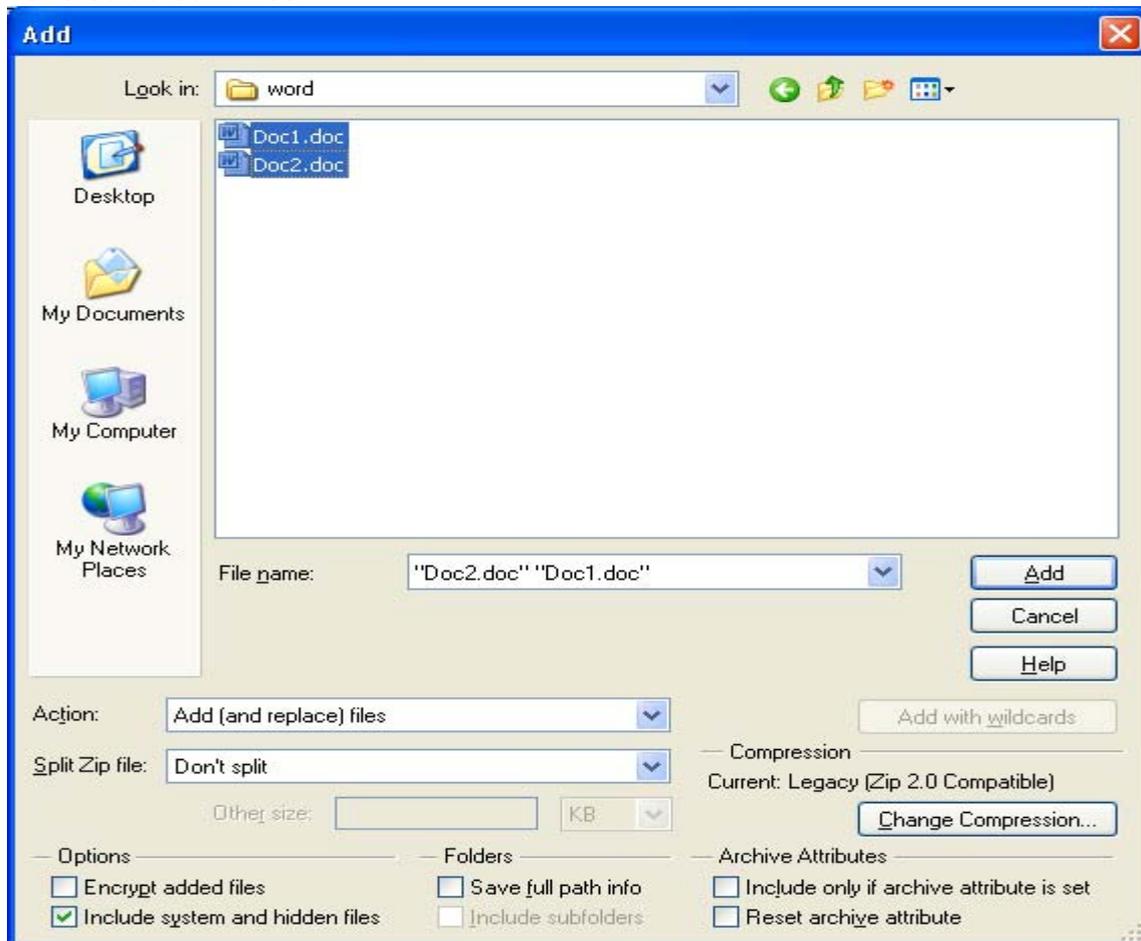
Then click Add.

The next screen will appear.

Select Actions and then Make.Exe File
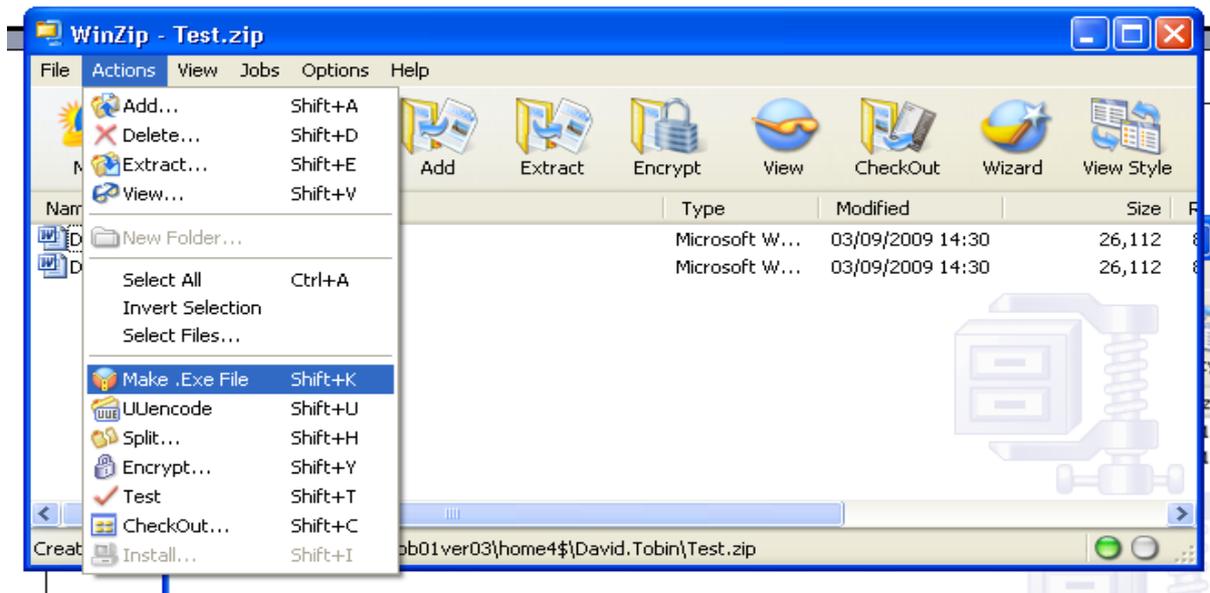
The next screen will appear and hen click OK
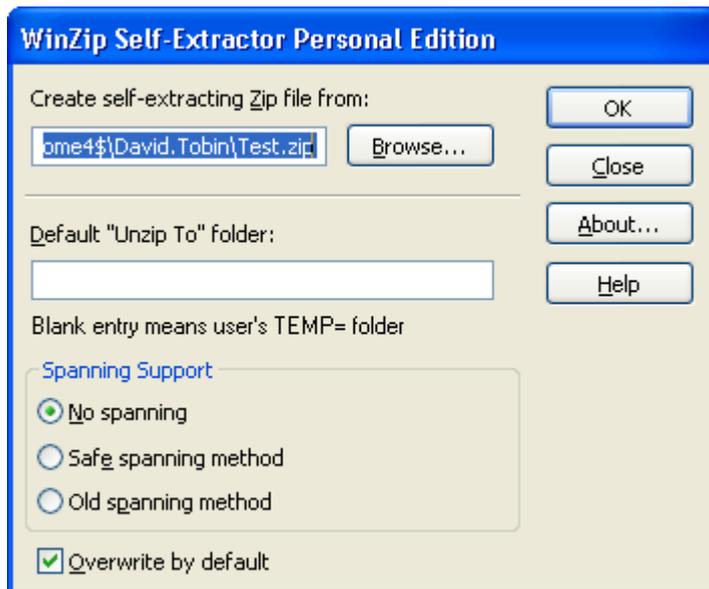
After you have clicked OK the next screen will appear, click No.
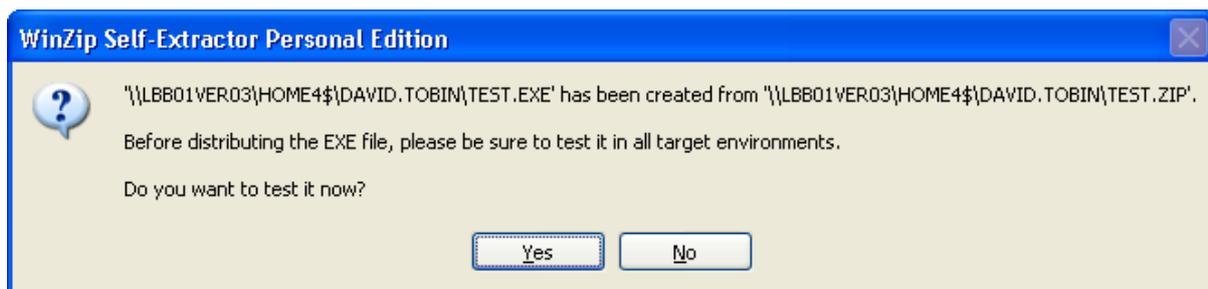
The final screen will appear and click Close
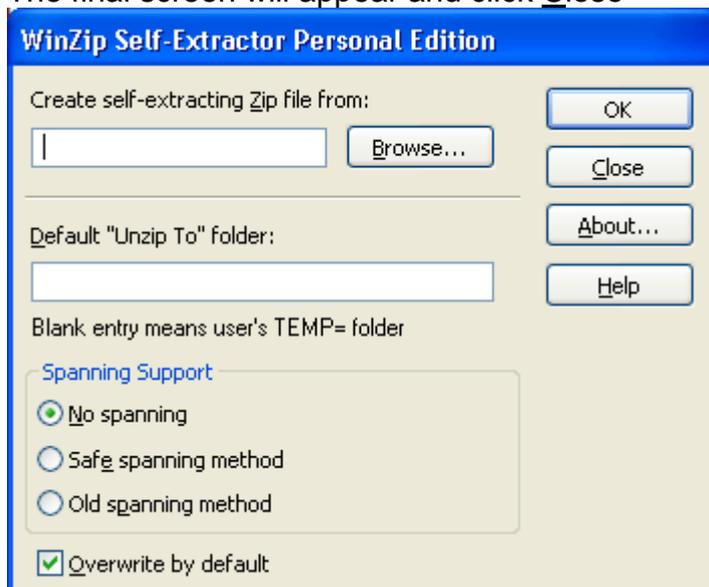
Your file <name>.exe will now have been created in the location you have specified.
Now follow the instructions, **Uploading a file to Barnet LA or another Barnet school**, on page 4.

Contact Details

If you have any problems then contact one of the following members of the Research and Management Information Team:

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