

LIMOSS Secure Data Exchange (SDE)

User Guide

August 2020

LIMOSS SDE – User Guide Contents

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Background and introduction

LIMOSS Secure Data Exchange

LIMOSS Secure Data Exchange (also known as LIMOSS SDE), is an easy to use method of securely sharing data files with other market participants. The following are some of the key benefits of using LIMOSS SDE:

- Data can be shared securely (GDPR compliant) with individuals across accredited market organisations
- Files of any type can be shared, including *zip* files
- Each file can be up to a maximum of one gigabyte in size
- There is no limit to the number of files that you can share, meaning that large quantities of data can be shared with other trusted market organisations
- Data is securely encrypted and automatically deleted after a maximum of two weeks
- Outdated file sharing systems that are reliant on IT support are no longer required

To use LIMOSS SDE, you must ensure the following:

- Your Organisation has registered for LIMOSS SSO (Visit <https://limoss.london/contact> to register)
- Your personal account has been added to LIMOSS SSO.
- Your Organisation has chosen to provide LIMOSS SDE to all their LIMOSS SSO users.
 - [LIMOSS Service Desk](#) can confirm whether your organisation has chosen to use LIMOSS SDE
 - See [LIMOSS SDE – Adoption Guidance](#) if your Organisation does not currently provide LIMOSS SDE to all users
 - All Authorised Contacts in LIMOSS SSO can access LIMOSS SDE even if their organisation has chosen not to grant access to all other users.

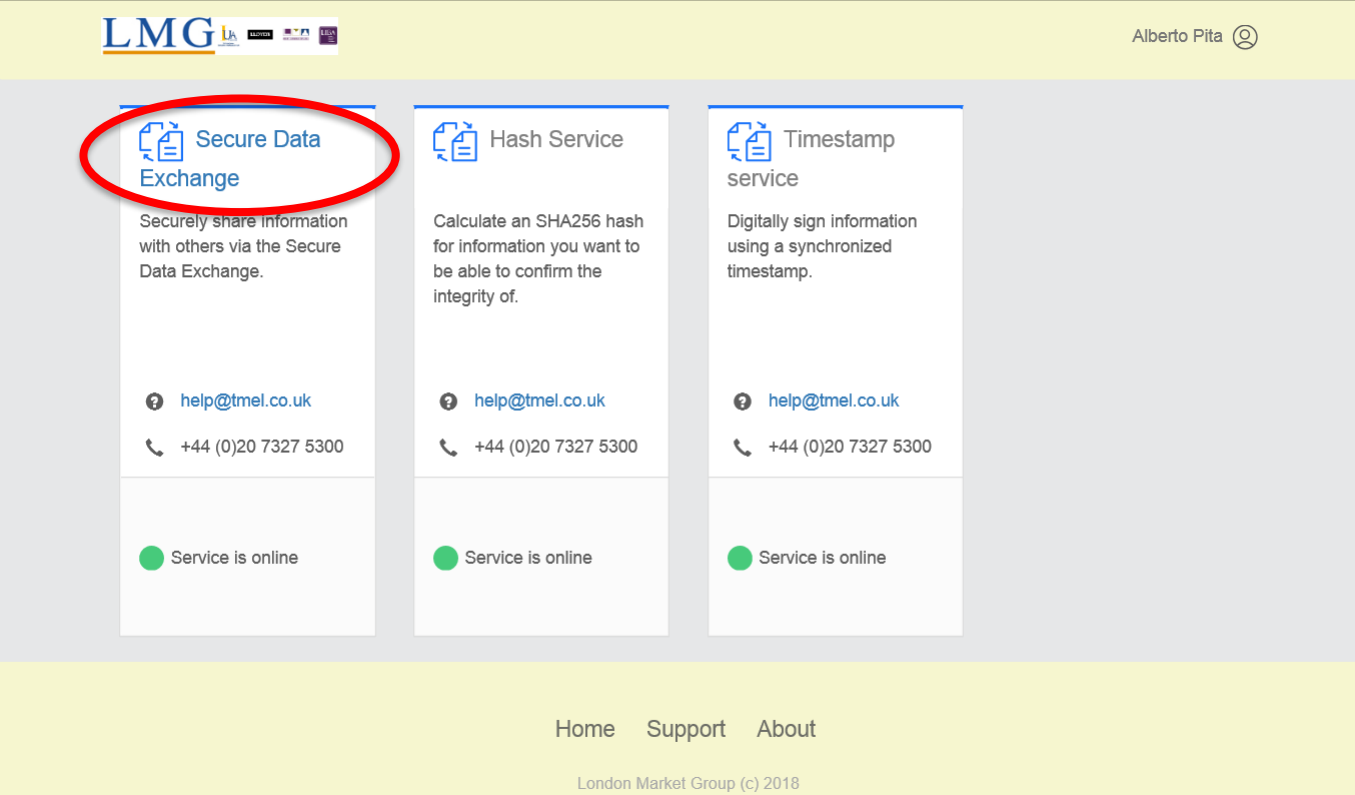
Accessing LIMOSS SDE

There are two ways that you can open the LIMOSS SDE application:

1. Open your browser and enter the following URL - [https:// londonmarketgroup.co.uk/sde](https://londonmarketgroup.co.uk/sde) into the address bar. You may wish to bookmark this page for quick access next time.

OR

2. Open the *LIMOSS SSO Portal* : <https://portal.londonmarketgroup.co.uk/#/welcome> and click on the **Secure Data Exchange** tile on the screen:



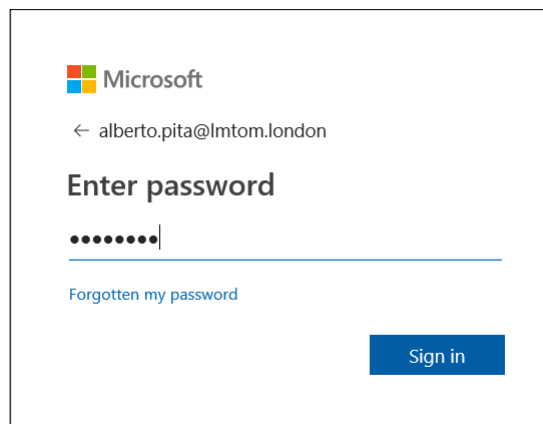
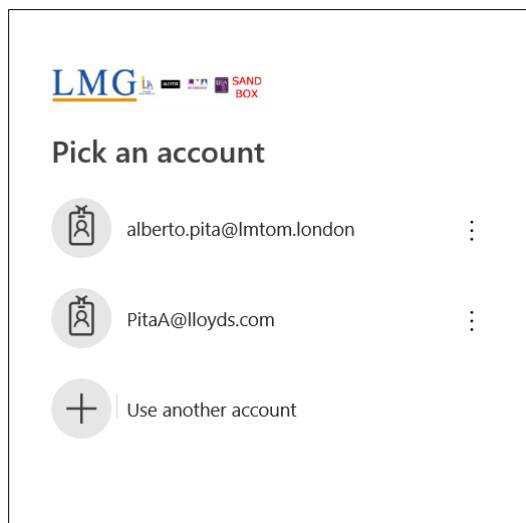
The screenshot displays the LIMOSS SSO Portal dashboard. At the top left is the LMG logo with various accreditation icons. At the top right, the user name 'Alberto Pita' is shown next to a profile icon. The main content area features three service tiles, each with a document icon and a title:

- Secure Data Exchange**: A red circle highlights this tile. The description reads: 'Securely share information with others via the Secure Data Exchange.' It includes contact information: 'help@tmel.co.uk' and '+44 (0)20 7327 5300'. A green status indicator at the bottom says 'Service is online'.
- Hash Service**: The description reads: 'Calculate an SHA256 hash for information you want to be able to confirm the integrity of.' It includes the same contact information and 'Service is online' status.
- Timestamp service**: The description reads: 'Digitally sign information using a synchronized timestamp.' It includes the same contact information and 'Service is online' status.

At the bottom of the dashboard, there are navigation links for 'Home', 'Support', and 'About', and a footer that reads 'London Market Group (c) 2018'.

Logging into LIMOSS SDE

1. If prompted, enter your username and password. Typically this will be your *Windows* user name and password that you use to log into your PC. If you setup a separate username and password as part of your on-boarding to LIMOSS SSO, you should use those credentials to access LIMOSS SDE.



Note: LIMOSS SSO is a Single Sign On function, which means that you may not always be required to enter your log-in credentials when opening the LIMOSS SDE application. Your access is still secure.

LIMOSS SDE – Home Screen

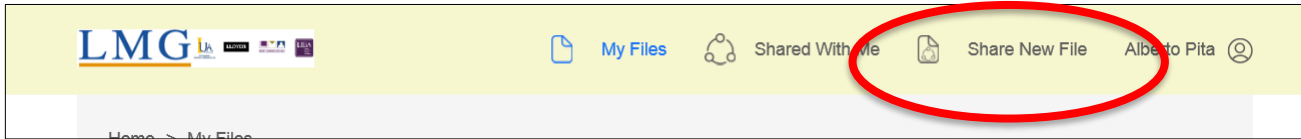
1. The **My Files** area of the application is displayed on the home screen by default. This shows the list of *active* files that you have previously shared with other accredited users.
2. Expired files will not be displayed unless you select the 'Show Expired' option on the right of the screen.
3. File lists will include the date that the file was added, the file size and its status.

The screenshot displays the 'My Files' interface. At the top, there is a navigation bar with the LMG logo, 'My Files' link, 'Shared With Me', 'Share New File', and the user name 'Alberto Pita'. Below this is a breadcrumb 'Home > My Files' and a search bar. A red circle highlights the 'Show Expired' toggle switch on the right side of the search bar. Below the search bar is a table of files with columns: Name, Date Added, Expires, Size, Tags, and Status. A red rectangle highlights the entire table content. The table lists three files: 'SDE Document for sharing.docx' (Pending), 'SDE sample document.docx' (Available), and 'SDE sample presentation.pdf' (Available). At the bottom of the page, there are links for 'Home', 'Support', and 'About', and a copyright notice 'London Market Group (c) 2018'.

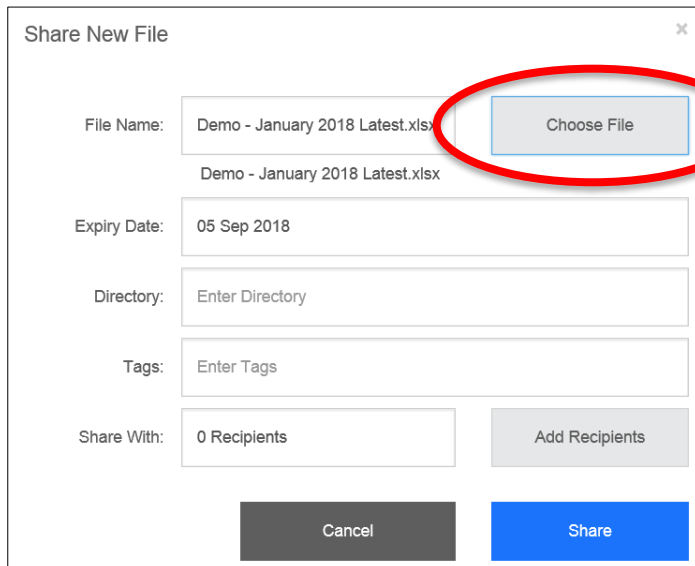
Name	Date Added	Expires	Size	Tags	Status
SDE Document for sharing.docx	04 Sep 2018 10:18:54	18 Sep 2018	496.96 KB		Pending
SDE sample document.docx	04 Sep 2018 10:18:40	18 Sep 2018	496.96 KB		Available
SDE sample presentation.pdf	04 Sep 2018 10:15:45	18 Sep 2018	1.64 MB		Available

Sharing Files – Uploading a File

1. To share a new file, click the **Share New File** link at the top of the screen:



2. The *Share New File* dialogue box will be displayed. Click the **Choose File** button to locate and select the file that you would like to share (note that when uploading a file for sharing, you have the option to update the file name if required – simply update the *File Name* field)

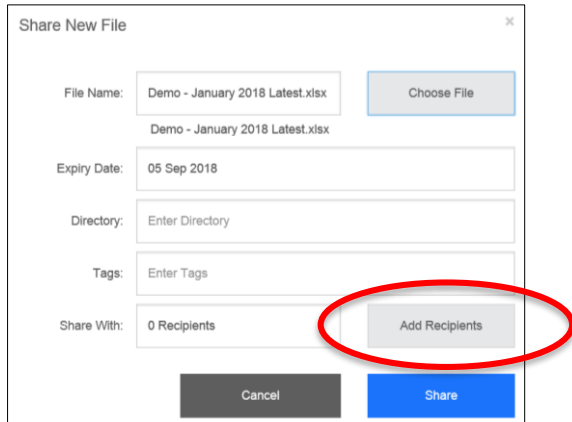
A screenshot of the 'Share New File' dialog box. The dialog box has a title bar with 'Share New File' and a close button. It contains several fields: 'File Name' with the text 'Demo - January 2018 Latest.xlsx' and a 'Choose File' button next to it; 'Expiry Date' with the text '05 Sep 2018'; 'Directory' with the placeholder text 'Enter Directory'; 'Tags' with the placeholder text 'Enter Tags'; and 'Share With' with the text '0 Recipients' and an 'Add Recipients' button. At the bottom, there are 'Cancel' and 'Share' buttons. The 'Choose File' button is circled in red.

- The **Directory** and **Tags** fields can be used to add keywords to help you keep track of your files. These are optional fields and do not need to be completed.

3. Select an *Expiry Date* for the file using the field provided – note that if left blank, LIMOSS SDE will set the expiry date based on the maximum expiry limit of two weeks.

Sharing Files – Adding Recipients

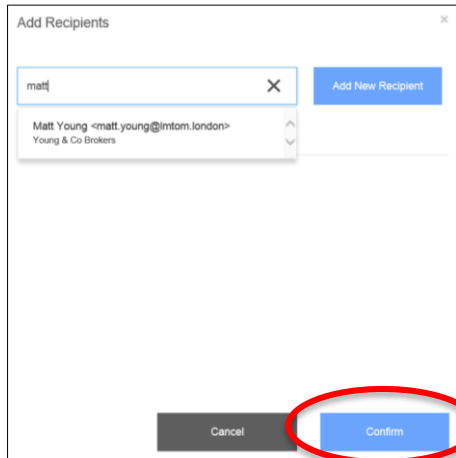
1. To select the individuals that you wish to share the file with, click the **Add Recipients** button:



The screenshot shows a 'Share New File' dialog box with the following fields and buttons:

- File Name: Demo - January 2018 Latest.xlsx (with a 'Choose File' button)
- Expiry Date: 05 Sep 2018
- Directory: Enter Directory
- Tags: Enter Tags
- Share With: 0 Recipients (with an 'Add Recipients' button circled in red)
- Buttons: Cancel and Share

2. Use the search field provided to perform a search for a recipient – note that only individuals who are users of the LIMOSS SDE platform will be available for selection. Click **Confirm** once you have added all recipients



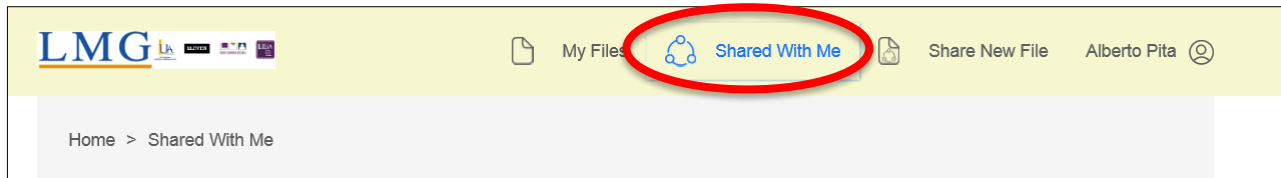
The screenshot shows an 'Add Recipients' dialog box with the following elements:

- Search field containing 'matt' (with a clear 'X' button)
- 'Add New Recipient' button
- Search results list showing: Matt Young <matt.young@mtom.london> Young & Co Brokers
- Buttons: Cancel and Confirm (circled in red)

- LIMOSS SDE will display any matching results as you type (note that frequently selected contacts will be displayed first)

Sharing Files – Adding Recipients (continued)

3. When files are submitted for sharing, they are automatically checked for viruses.*
4. Once you have added and confirmed recipients, the file will be available for them to download. Note that notifications are not sent to the named recipients, so you will need to advise them that shared files are available for downloading from their **Shared With Me** screen – refer to the [Downloading files shared with me](#) section of this guide for more information:

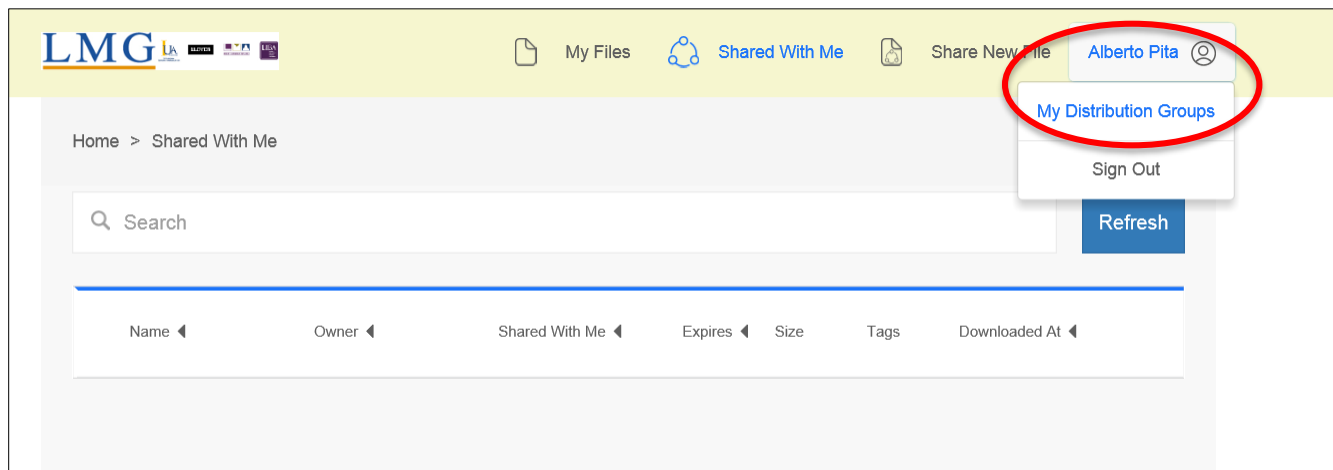


** As with all virus-scanners, encrypted files cannot be scanned. Fully Encrypted Files (e.g. Zip or .7z) will result in an on-screen message stating that the file has not been scanned. This feature is due to be extended to other encrypted file types including those encrypted within MS Office tools, which are not currently flagged. Organisations are reminded of the need to maintain adequate virus protection software as detailed in the Market User Agreement.*

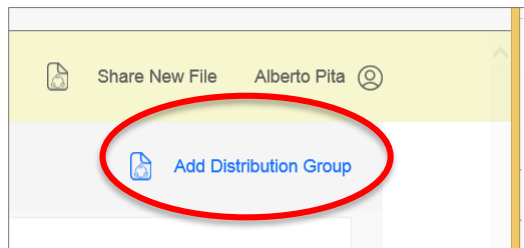
Sharing Files - Creating Distribution Groups

In addition to adding recipients individually, you can create your own distribution groups. If you are frequently sharing files with the same group of individuals, creating a distribution group makes the process of adding recipients easier and more efficient.

1. To create a new distribution list, click on your profile icon in the top-right corner of the screen and select **My Distribution Groups**:

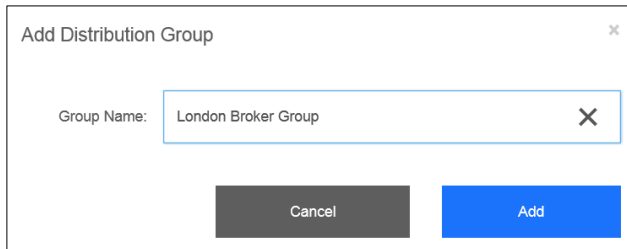


2. Click the **Add Distribution Group** link:



Sharing Files - Creating Distribution Groups (continued)

- This will launch the **Add Distribution Group** dialogue box; enter a meaningful name for the group in the **Group Name** field provided and click **Add**:

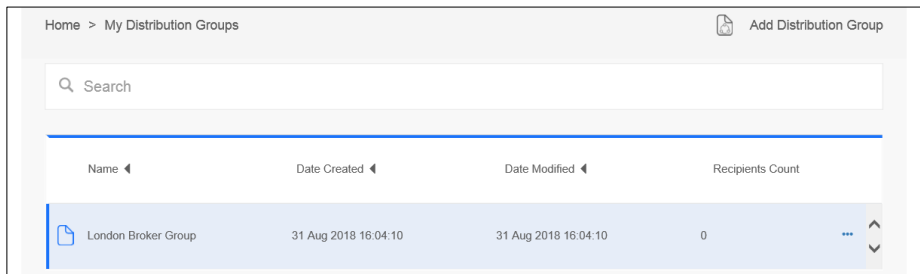


Add Distribution Group

Group Name: London Broker Group

Cancel Add

- The distribution group is now displayed on the **My Distribution Groups** screen:

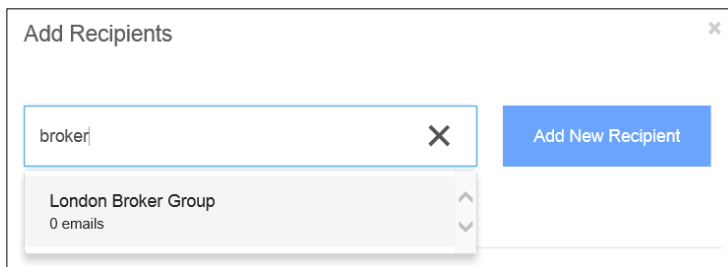


Home > My Distribution Groups

Search

Name	Date Created	Date Modified	Recipients Count
London Broker Group	31 Aug 2018 16:04:10	31 Aug 2018 16:04:10	0

- When sharing files, you will now be able to perform a search for your group and select it from the **Add Recipients** screen:



Add Recipients

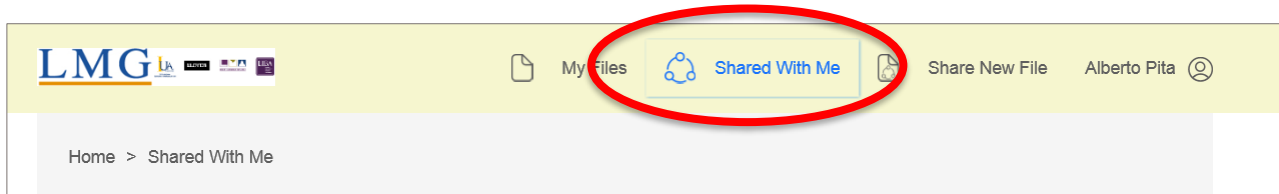
broker

Add New Recipient

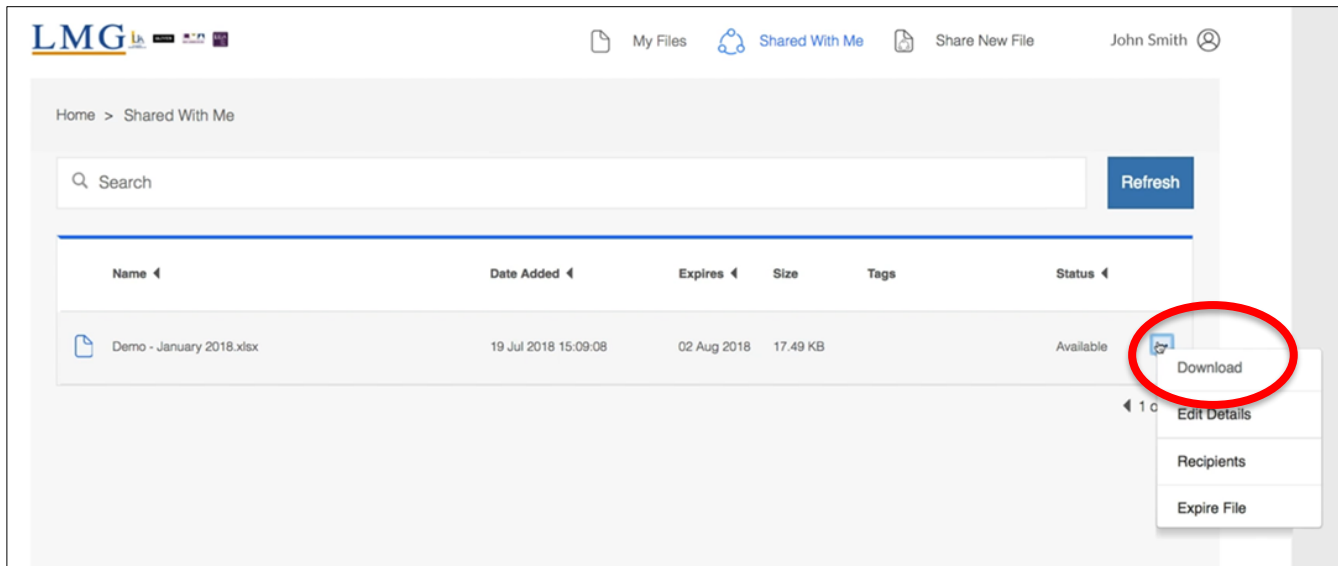
London Broker Group
0 emails

Downloading files that have been shared with you

1. To open files that have been shared with you by other market users, click the **Shared With Me** link at the top of the screen:

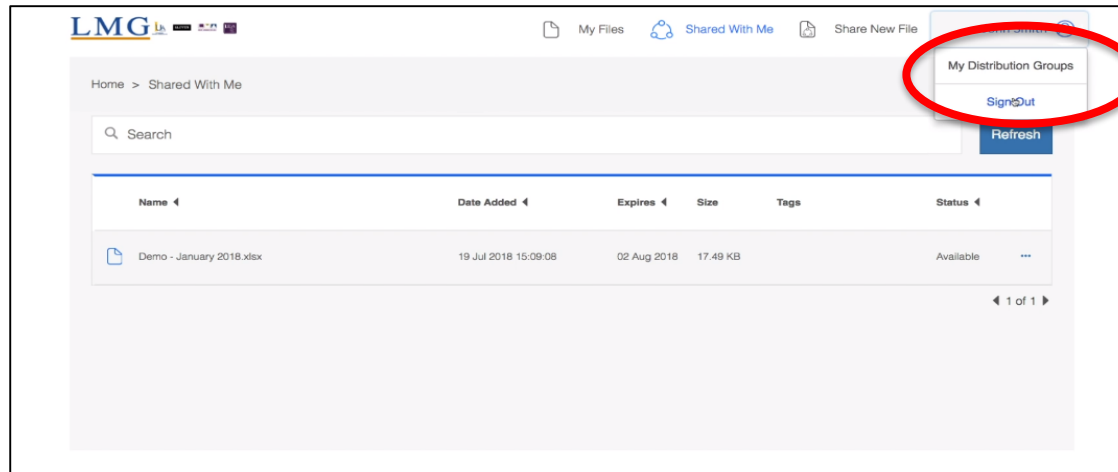


2. The list of files that have been shared with you and are available for download will be displayed. Click the ellipsis button (...) to the right of the file that you would like to open and select the **Download** option. This will create a copy of the file in your local file storage area.



Signing Out Of LIMOSS SDE

1. To sign out of LIMOSS SDE, move the cursor to your name on the right top hand side of the screen. Note, you will only need to do this if you are sharing a PC.



2. Next time you sign in, you will have to enter your username and password as show on page 4.

Help and Support

- View the [LIMOSS SDE video tutorial](#)
- Visit the [LIMOSS SSO page on the LIMOSS website](#)
- Speak to your in-house IT support desk or contact the LIMOSS Service Desk:
 - servicedesk@LIMOSS.London
 - +44 (0) 207 100 5151
 - <https://customer.hornbill.com/limoss>
(LIMOSS Service Desk self-service portal)
 - <https://limoss.london/contact>
(LIMOSS contact page)

LIMOSS

London Insurance Market
Operations & Strategic Sourcing