

## Create File Requests

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File requests are file-uploading invitations sent to users without a DSM account. With file request links, everyone can directly upload multiple files to File Station on your Synology NAS, without the need of owning corresponding user accounts and file-uploading privileges.

### To create file request links:

1. Go to **File Station** and select a folder as the upload destination. The destination folder should be located within a shared folder.
2. Click **Action** or right-click the destination folder, and select **Create file request**.
3. In the pop-up window, you can find/modify the information below:
  - **File path**: List the destination directory path.
  - **Link**: List the file request link to share with target users.
  - **Your name**: Enter a name to indicate the identity of the person sending the request. The default value is your username.
  - **Message**: Customize the message for target users.
  - **Enable password protection**: Select this option so that only users with the password can upload files via the created link. Specify the password in the box below.
  - **Validity period**: Click this button to customize the duration of this file request link:
    - **Set up stop time**: Select this option to set the link expiration time. No uploads are allowed afterwards.
    - **Set up start time**: Select this option to set the link valid time. No uploads are allowed beforehand.
    - **Number of allowed access**: Select this option to determine how many times the link can be accessed.
4. Click **Save** to finish the settings.

### To share file request links:

To find the file request URL, go to **File Station > Tools > Shared Links Manager** and double-click the desired link. Share the link via either of the following methods:

- Simply copy the URL to target users.
- Send out the link via **the Default Email** (your DSM email account) or via **Mail** (a third-party email application). For first-time users, follow the wizard's instructions to set up an email account for use.

#### To upload files:

If someone sends you a file request link, please follow these steps:

1. Open the given URL on the local computer or a mobile device (Android or iOS). Enter the password if it is required.
2. On the upload page, enter a name that indicates your identity.
3. Simply drag and drop the files to upload, or click **Add Files** to select files.
4. Click **Upload** to finish the request.

#### Note:

Folders cannot be uploaded via a file request link.

Folders within the "web" shared folder cannot be specified as the destination folder.

The upload function varies with web browsers:

Chrome on iOS devices supports only image uploading.

Safari on iOS devices supports only image and video uploading.

Web browsers on Android devices are not subject to any file type limitations.

#### To find uploaded files:

Files uploaded by the same user will all appear in an identical folder within the destination. By default, the folder name will be **Uploader\_Name (Requestor\_Name)**.

For example, if the files are uploaded by **Watson** to **Holmes**, you can find the files in the folder named **Watson (Holmes)**.

## Managing File Request Links

#### To modify file request links:

After creating a file request link, you can modify its settings at **File Station > Tools > Shared Links Manager**.

1. Double-click the desired link, or select the link and click **Edit**.
2. In the pop-up window, modify the relevant settings.
3. Click **Save** to apply the new settings.

**To delete file request links:**

1. Go to **File Station > Tools > Shared Links Manager**.
2. Select the desired links and click **Delete**. The corresponding file request URLs will immediately stop working.

**To assign request filing privileges:**

As the **admin** or a user belonging to the **administrators** group, you can assign privileges to users so that they can create file request links.

1. Go to **File Station > Settings > Shared Links > File Request Links**.
2. Select the type of users to allow them request filing privileges.
3. Click **OK** to save the settings.