



# FUJIFILM IWpro Guest User Guide

September 22, 2025

FUJIFILM Business Innovation Corp.



# Introduction

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## **What is FUJIFILM IWpro?**

A cloud service provided by Fujifilm Business Innovation Corporation that enables to collaborate with your team by gathering business information into a workspace in the cloud.

## **Purpose of this guide**

The guest user function provided by FUJIFILM IWpro allows external and internal company users to utilise a “guest workspace” for collaboration and communication by sharing and editing files and using the chat function associated with documents.

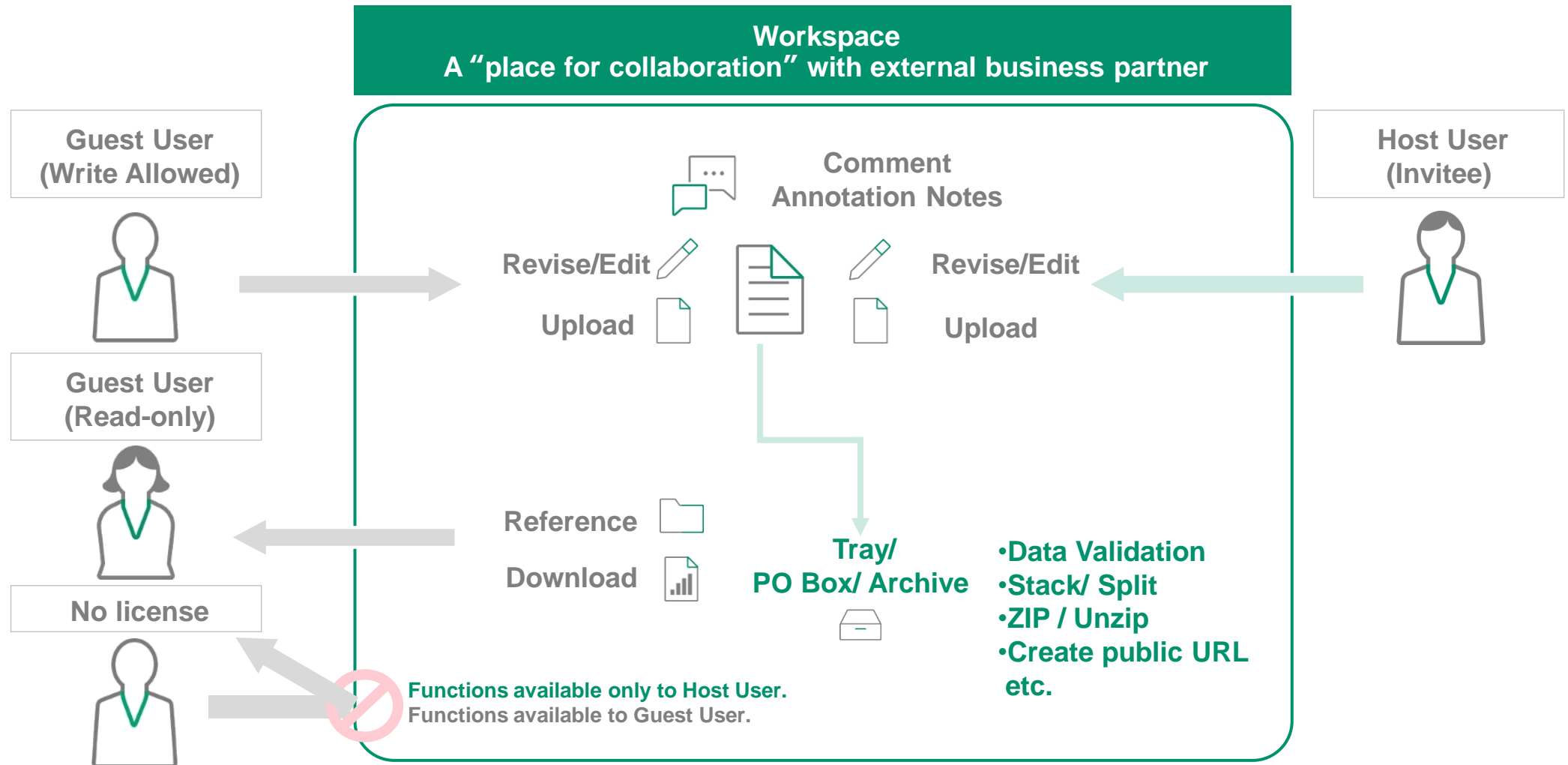
This guide provides an overview of the steps to start using the Guest Workspace and a simple usage guide for guest users who have been invited to use it.

The screenshots and operations described in this document are as of September 22, 2025.  
Please note that these contents may be subject to change due to service enhancements.



# About Workspaces and Guest Users

- You can access as a guest user in a workspace where several people can collaborate. In the workspace, you can upload, download, view and edit documents. You can also add comments and annotation notes to documents and communicate with other users.







## Prior preparation


You will be notified either [p. 5 Email invitation] or [p. 6 Additional email].  
Please proceed the settings in accordance with the notified content.



# When you have been notified of a Guest User invitation email

## ■ When you have been invited as a Guest User of FUJIFILM IWpro, you will receive the following email

FUJIFILM Business Innovation Service Commencement Procedure

 FUJIFILM BI Direct <dgi-fbap-portal-no-reply@fujifilm.com>  
[Redacted]

Mr/Ms [Redacted] has invited you to [Redacted].  
You need to participate in the tenant in order to use the service.  
Complete the procedure via [Tenant Participation Confirmation URL] before the expiry date.

+ Administrator E-mail Address: [Redacted]

+ Administrator Name: [Redacted]

+ Tenant Name: [Redacted]

+ Target Service: FUJIFILM IWpro

\* After receiving information on commencement which is sent from the target service, use of the service will be possible.

\* If nothing is stated for target service, only tenant participation is possible.

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[Tenant Participation Confirmation URL]  
[https://direct-fb.fujifilm.com/ap1/tenant/invite/join\\_user?](https://direct-fb.fujifilm.com/ap1/tenant/invite/join_user?) [Redacted]

\* If there is a line break in the URL, copy the URL as a single line and enter into the address bar of the browser.

[Expiry Date]  
[Redacted]

=====

To participate in the tenant, FUJIFILM BI Direct user registration is required.

\* When accessing the [Tenant Participation Confirmation URL] and the [Login Screen] is displayed, proceed to log in as you have already registered as a user.

If you do not know the password, reset the password via [URL For Password Reset].

\* URL For Password Reset

[https://direct-fb.fujifilm.com/ap2/resetpassword/apply\\_form](https://direct-fb.fujifilm.com/ap2/resetpassword/apply_form)

See below for our privacy policy.

\* URL For Privacy Policy

[https://direct-fb.fujifilm.com/ap2/sc/privacy\\_policy\\_fbd/](https://direct-fb.fujifilm.com/ap2/sc/privacy_policy_fbd/)

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This E-mail is automatically generated and sent.

Do not reply to this message.

\* For inquiries regarding this e-mail, contact the invitation administrator.

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FUJIFILM Business Innovation Corp.

<http://www.fujifilm.com/tbglobal/>

### Operation steps

- ① Click [Tenant Participation Confirmation URL].  
You will be redirected to the FUJIFILM BI Direct screen. Please follow the on-screen instructions to proceed with the settings. Settings proceed in the following order.

Confirmation of participation intention > Password setting > Agree to the Privacy Policy > Agree to “Fujifilm BI Direct Terms and Conditions” > Registration of customer information

- ② Select [FUJIFILM IWpro] on the service you are using.

Then, Log in to the FUJIFILM IWpro Workspace.


\*If access rights have not been granted on workspace yet, the error message shown on P9 will appear.



# When you have been notified by email of the addition of a Guest User.

- When you have been added as a guest user of FUJIFILM IWpro, you will receive the following email.

Getting started with FUJIFILM IWpro

 FUJIFILM Business Innovation FUJIFILM IWpro <dge-fb-fbiwpro-noreply@fujifilm.com>  
[Redacted]

Now you can get started to use FUJIFILM IWpro.

You now are joined by your administrator to have the right to access FUJIFILM IWpro.

Referring to the FUJIFILM IWpro user guides

Please refer to the "Introduction" section in the following guides to know how to use FUJIFILM IWpro.

FUJIFILM IWpro User Guide:  
[https://opencds-fb.fujifilm.com/gen/fbiwpro\\_aux/help/en/manual/index.html](https://opencds-fb.fujifilm.com/gen/fbiwpro_aux/help/en/manual/index.html)

<Troubleshooting>

If you have any inquiries on using FUJIFILM IWpro or troubleshooting, please contact to your local partner of FUJIFILM Business Innovation.

This e-mail is sent from a Send-Only e-mail address.  
Please do not reply to this message as no user will receive your reply.  
In addition, if you did not request for this e-mail, please discard it.

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FUJIFILM Business Innovation Corp.  
<https://www.fujifilm.com/fb/>

## Operation steps

- ① Click on the URL [Initial Settings:] to go to the FUJIFILM IWpro manual.
- ② Click on the [Regular user: Flow of Operations] link.
- ③ Follow the instructions on the manual screen below and carry out the settings in [1.],[2.] and [4.] according to the settings on each screen.  
\*Skip [3.] as it is unnecessary.

## Flow of Operations

The section describes the flow of operations when a general user logs in to FUJIFILM IWpro for the first time.

For information on using "FUJIFILM IWpro Scan Delivery" or "FUJIFILM IWpro Fax Delivery", refer to the separate "To be Performed by General Users" for Scan Delivery/Fax Delivery.

### Note

- If an e-mail titled "FUJIFILM Business Innovation Service Commencement Procedure" arrives before the e-mail titled "Getting started with FUJIFILM IWpro", click [Tenant Participation Confirmation URL] in the body of the invitation e-mail, and click [Participate].  
When using FUJIFILM BI Direct for the first time, a password must be configured.  
[Password Reset] page for FUJIFILM BI Direct (<https://account-fb.fujifilm.com/ia/passProv/Reset/>)

### 1. When the e-mail titled "Getting started with FUJIFILM IWpro" arrives, set the password for FUJIFILM BI Direct.

This procedure is not required if you are already using FUJIFILM BI Direct.

#### See

- [Password Reset] page for FUJIFILM BI Direct (<https://account-fb.fujifilm.com/ia/passProv/Reset/>)

Follow the on-screen instructions to set the following.  
[1.] Set the password.

### 2. Enter the user ID and password for FUJIFILM BI Direct

#### See

- [Login] page for FUJIFILM BI Direct (<https://www.fujifilm.com/>)

[2.] Agree to the privacy policy.

[2.] Agree to the Fujifilm BI Direct Terms and Conditions.

[2.] Register your information.

### 3. Configure the connection to the cloud service.

#### See

- Individual User Connection Settings

### 4. Log in to FUJIFILM IWpro.

#### See

- "FUJIFILM IWpro" website

Follow the on-screen instructions to set the following.  
[4.] Log in to the FUJIFILM IWpro workspace.

\*If access rights have not been granted on workspace yet, the error message shown on P9 will appear.



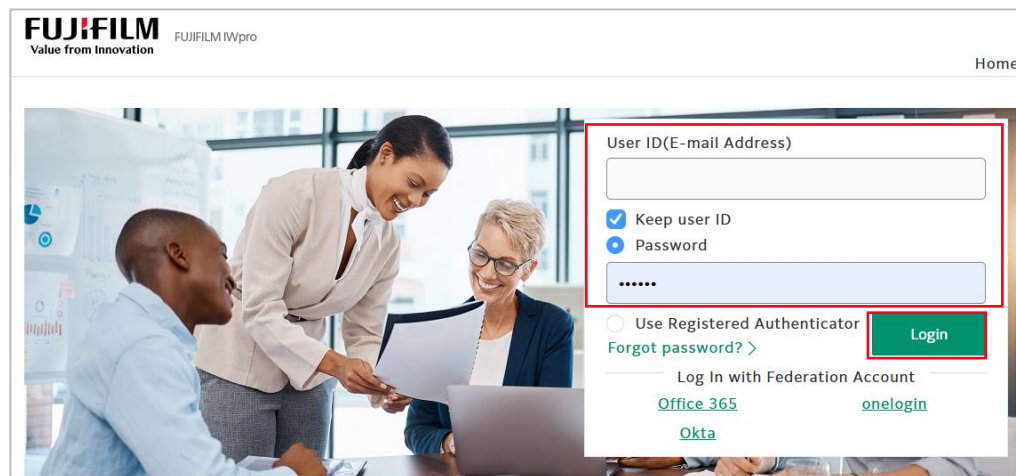


Log in / Log out



# Log in / Log out

The log in and log out operations are described below.

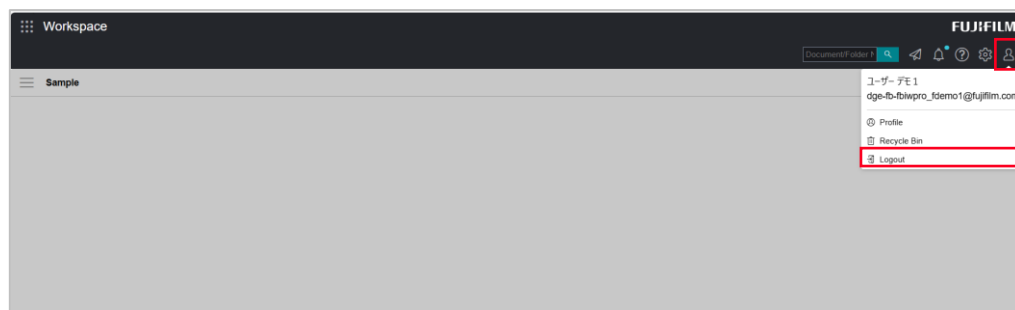


## Operation steps (login)

- ① Access <https://fbiwpro.Fujifilm.com/> from a web browser (Microsoft Edge, Google Chrome)
- ② Enter your user ID and password and click the [Login] button.

If access rights have not been granted on workspace yet, the error message shown on P9 will appear.

If you belong to multiple tenants, a tenant selection screen may appear. If it does appear, please select the appropriate tenant.



## Operation steps (Logout)

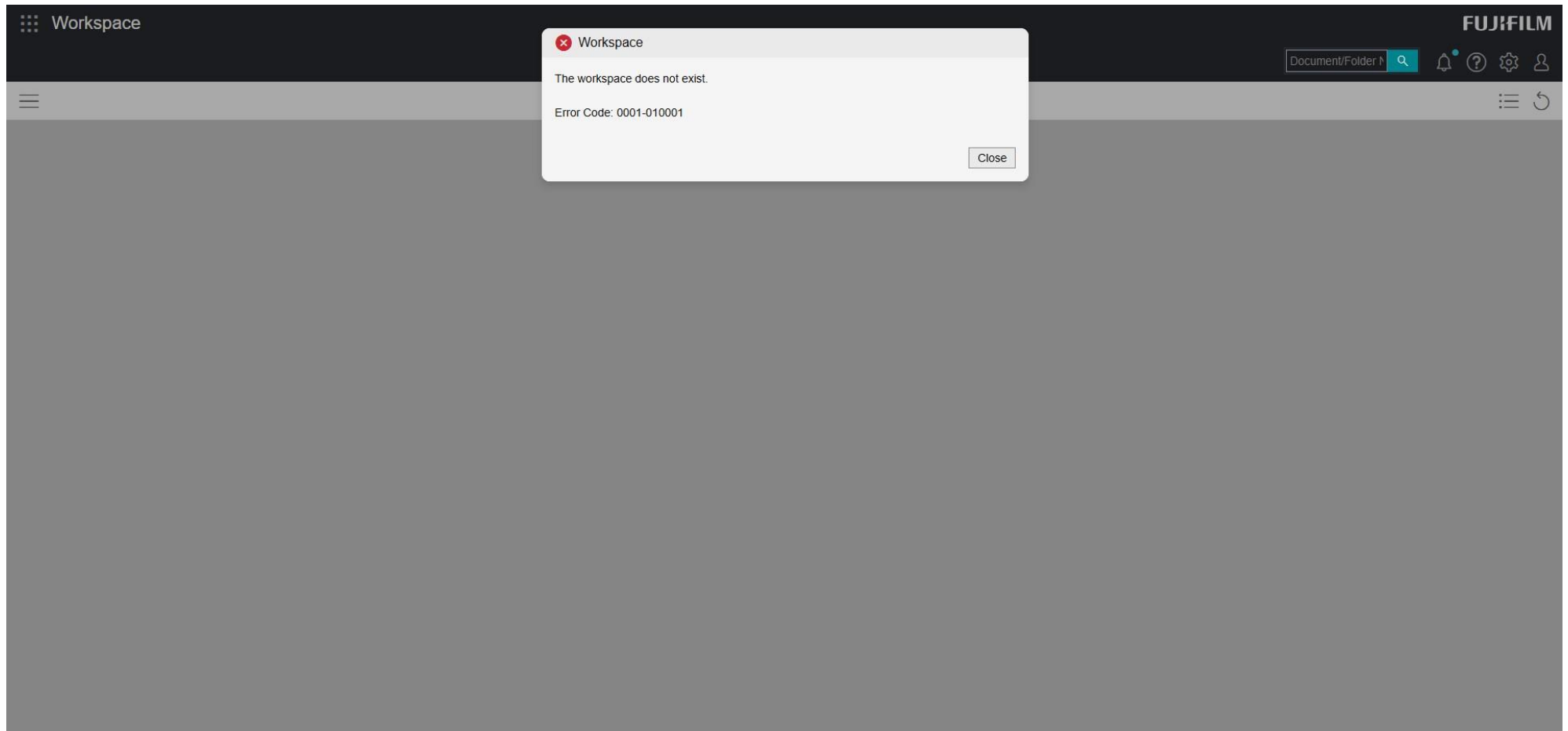
- ① Click the [User information] icon at the top right of the screen.
- ② Click on the [Logout] menu  
The logout process is completed and you are redirected to the login screen.

If no operations are performed in the workspace for a certain period of time, the logout process will be performed automatically.



## Supplementary Info) Error message when there is no workspace with access rights

- After logging into FUJIFILM IWpro, the following error message will appear if a workspace with access rights does not exist. Please check with the person in charge at the company that invited you to the workspace about granting your access rights to the workspace.












**What you can do** on the workspace



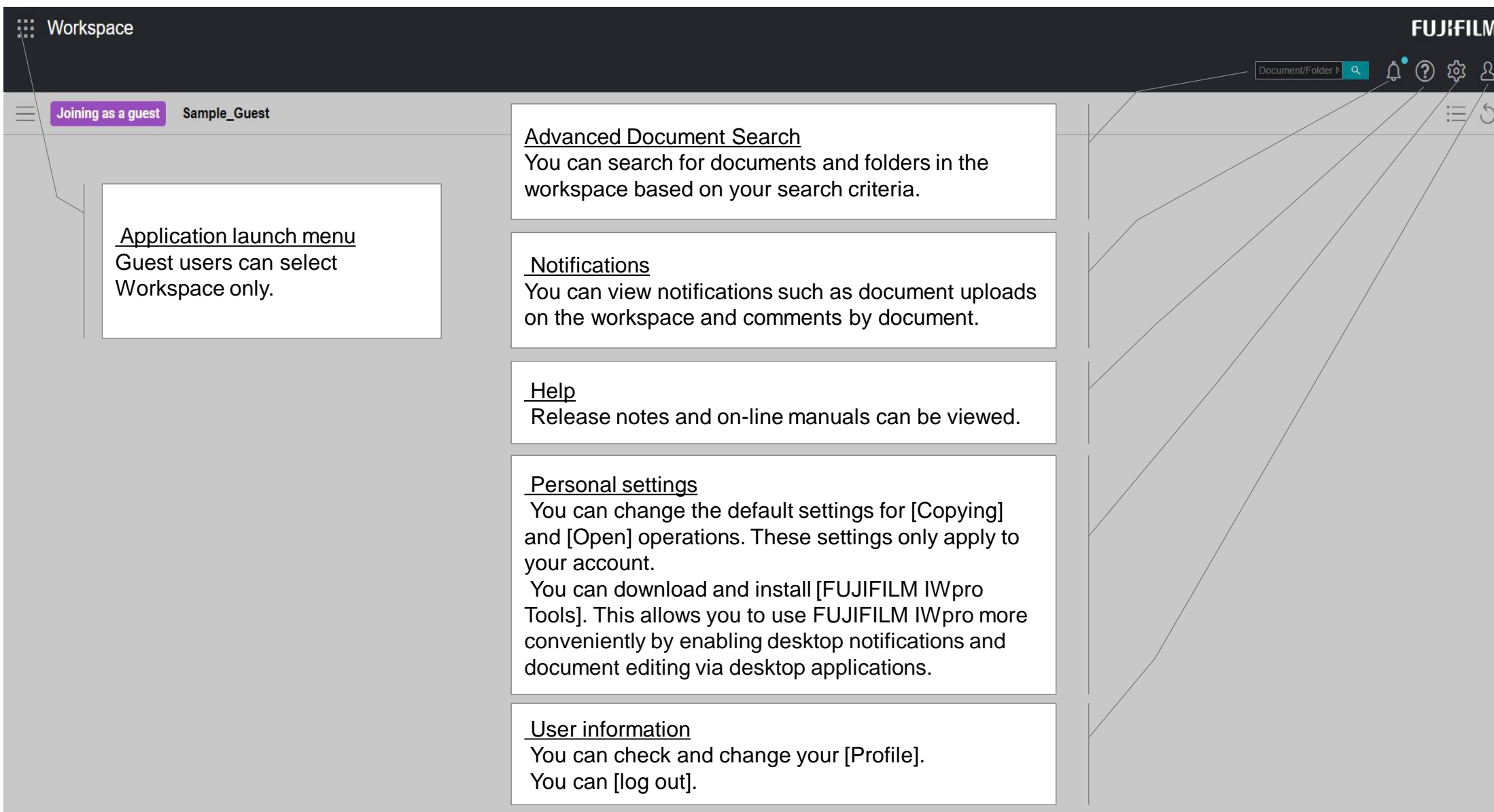
# List of functions available to Guest User

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- Navigation header
  -  App launcher Menu
    - Workspace
  - Advanced Document Search
  -  Notifications
  -  Help
  -  Personal Settings
    - Copying
    - Open
    - FUJIFILM IWpro Tools
  -  User information
    - Profile
    - Switch Tenant
    - Logout
- Workspace
  - Switch thumbnail/list view
  - Filter List View
  - Displaying preview
  - Refresh
  - Sort
- Creating
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Word
  - Web Link
  - Create Text Document
  - Folder
- Upload
- Document Operations
  - Open
  - Add New Version
  - Changing name
  - Date Stamp
  - Text Stamp With Date
  - Note
  - Basic Stamp
  - Custom Stamp
  - Show in browser in DocuWorks format
  - Display as PDF
  - Open in Browser
  - Open in Desktop Application
- Copying
- Download
- Lock
- Unlock
- Properties \*View only
- Version \*Only versions you added can be deleted
- Operation History
- Output Operation History to PDF
- Comment
- Ooutput Messages and comments to PDF
- Copy URL
- Delete \*Only documents you created can be deleted
- Folder Operations
  - Open
  - Changing name
  - Cop
  - Operation History
  - Copy URL
  - Delete \* A folder can be deleted only if you created it and all of its documents.



# Screen Layout of the Navigation Header





Switch thumbnail/ list view/ Displaying preview/ Refresh/ Sort

Switch thumbnail/ list view/ Displaying preview/ Refresh/ Sort

**Workspace**

Joining as a guest Sample\_Guest

Recently Used Workspace

- Sample\_Guest
- #013 ABC

Collection

Favorites

#013 ABC

Sample\_Guest

DOCX A4 invoice

**INVOICE**

Accounts Payable  
ABN : 84 655 059 304  
XX Constructions  
XXXXXXXXXX Street

Invoice Date: 01.08.2023  
Due Date: 08.08.2023  
PO Number: 42470649-BB  
Amount Due \$: 40.00

Item	Description	Qty	Unit Cost	Tax	Price

Subtotal \$: 39.00  
GST - 10.00%: 1.00  
Total \$: 40.00

Amount Paid \$: 0.00  
Balance Due \$: 40.00

Document/Folder

You can select workspaces to which you have been invited as a Guest User.

You can switch between [Thumbnail view] and [List view].

You can refresh the displayed screen to the latest state.

Documents can be quickly displayed in the preview screen, and you can navigate smoothly through multiple pages.



Workspace

FUJIFILM

Document/Folder 🔍🔔❓⚙️👤

☰

Joining as a guest

Sample\_Guest

📄🗪↺

Batch Operation ▾

Upload

Create Folder

Display Settings

<input type="checkbox"/>	Name ▲ 📁	Locked By	Created By	Last Updated On	Size
<input type="checkbox"/>	<div>DOCX</div> invoice	:	User1	07/04/2025 3:55 PM	14.1 KB
<input checked="" type="checkbox"/> ①	<div>PDF</div> Sample_PO#1	:	Guest1	07/04/2025 3:58 PM	228.8 KB

2 items in total

100item(s) ⌵⏮⏪1⏩⏭

The List view screen allows you to view document property information in a list.

Purchase Order

Customer name :  
Sample company Co.,Ltd

Order Date : January 8, 2024  
Order number : 664371

Company : Robotics Power Co., Ltd.  
Address : 1-40-5, Totsuka,  
Shinagawa-ku, Tokyo

Desired delivery date: January 16, 2024  
Phone Number : 03-6771-5111

Sum total 528,000 Yes\*

\*Tax included

Product name	Quantity	Unit price	Amount
Laptop A	3	100,000	300,000
Monitor 40Inches	2	80,000	160,000
Wi-Fi Router (50GB)	5	4,000	20,000
		SUBTOTAL	480,000
		TAX*	48,000
		TOTAL	528,000

Note



# Workspace: create new / upload

The screenshot shows the Fujifilm Workspace interface. At the top, there's a dark header with the 'Workspace' title and the Fujifilm logo. Below the header, a navigation bar shows 'Joining as a guest' and 'Sample\_Guest'. The main workspace area is light gray. On the left, a document thumbnail is visible, labeled 'Sample\_PO#1'. A context menu is open in the center, showing options: 'Sort', 'New', 'Upload', 'Refresh', and 'Copy URL'. The 'New' menu is expanded, showing sub-options: 'Microsoft Excel', 'Microsoft PowerPoint', 'Microsoft Word', 'Web Link', 'Create Text Document', and 'Folder'. Three text boxes provide instructions: one on the left explains document upload methods, one at the bottom left explains the context menu, and one on the right explains the 'New' menu options.

Workspace

FUJIFILM

Document/Folder

Joining as a guest Sample\_Guest

PDF A4 Sample\_PO#1

Sort >

New >

Upload

Refresh

Copy URL

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

Web Link

Create Text Document

Folder

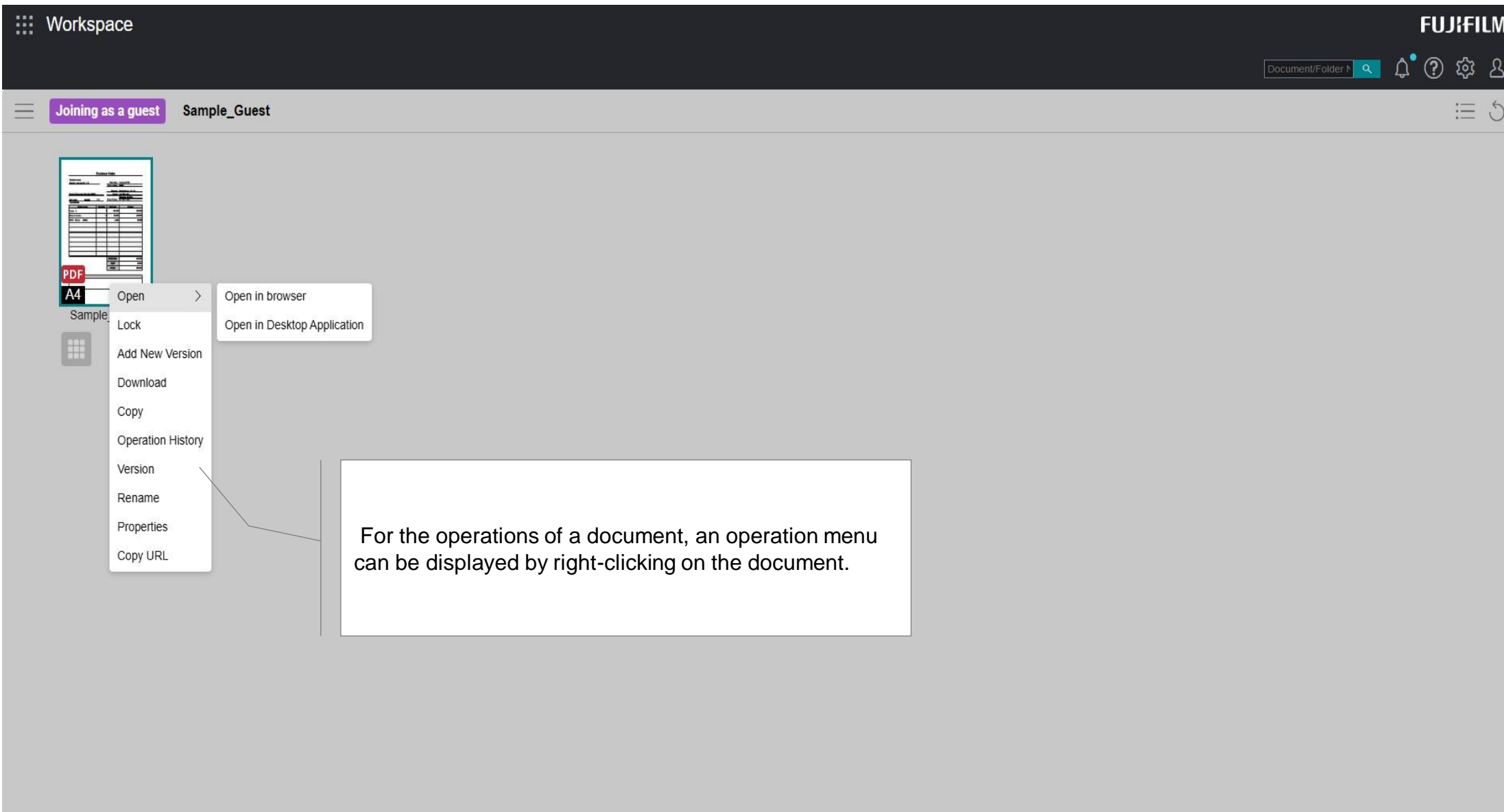
You can upload documents on PC.  
You can also register documents directly on the workspace using D&D.

A menu can be displayed by right-clicking on the screen on the workspace.

New documents, links and folders can be created.



# Workspace: display of document operations (1/2)





## Workspace: displaying document operations (2/2)

The screenshot displays the Fujifilm Workspace application interface. At the top, the header bar includes the 'Workspace' title, a search bar with 'Document/Folder' text, and user icons. Below the header, a status bar shows 'Joining as a guest' and 'Sample\_Guest'. The main workspace area contains a document thumbnail titled 'Sample\_PO#1' with a 'PDF' icon and 'A4' size. A context menu, referred to as the '[9-Dot Grid Menu]', is open over the thumbnail. This menu is organized into three sections: 'Edit' (containing Rename, Date Stamp, Text Stamp..., Note, Basic Stamp, and Custom Stamp), 'File Operation' (containing Display as PDF, Open in browser, Open in Desktop..., Copy, Download, Lock, and Add New Version), and 'Info' (containing document icons and a link icon). A callout box points to the menu with the text: 'You can view all document-related operations from the [9-Dot Grid Menu]'.

Workspace

FUJIFILM

Document/Folder

Joining as a guest Sample\_Guest

Sample\_PO#1

PDF A4

Edit

- Rename
- Date Stamp
- Text Stamp...
- Note
- Basic Stamp
- Custom Stamp

File Operation

- Display as PDF
- Open in browser
- Open in Desktop..
- Copy
- Download
- Lock
- Add New Version

Info

You can view all document-related operations from the [9-Dot Grid Menu]



Workspace

Joining as a guest Sample\_Guest

PDF A4

Sample\_P...

### Purchase Order

Customer name :  
Sample company Co.,Ltd

Desired delivery date: January 15,2024

Sum total 528,000 Yen\*

Order Date : January 9,2024  
Order number : 654321

Company : Robotics Power Co.,Ltd  
Adress : 1-40-5,Togoshi,  
Shinagawa-ku,Tokyo  
Phone Number : 03-6271-5111

Product name	Quantity	Unit price	Amount
Laptop A	3	100,000	300,000
Monitor 40Inches	2	80,000	160,000
Wi-Fi Router (50GB)	5	4,000	20,000
SUBTOTAL			480,000
TAX*			48,000
TOTAL			528,000

Note

Document/Folder

Annotation tools: [Date stamp], [Annotation note], [Basic Stamp]

Annotation notes and stamps can be added to documents to send comments to others.

You can use [Date stamp], [Annotation note] and [Basic Stamp] as annotations.



Workspace

The image shows a whiteboard with a 'Payroll Sheet' template pinned to it. The template includes fields for 'Payroll Sheet', 'Employee Name', 'Employee ID', 'Payroll Period', and a table with columns for 'Date', 'Time', 'Rate', and 'Amount'. A red 'Payroll' stamp is visible on the table.

PDF

A4

Sample\_P...



Customer name :

Sample company Co.,Ltd

Order Date : January 9, 2024

Order number : 654321

Company : Robotics Power Co., Ltd

Adress : 1-40-5, Togoshi.

Shinagawa-ku, Tokyo

Phone Number : 03-6271-5111

Sum total	528.000	Yen*
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\*tax included

[illegible]

**Note**

Sample\_PO#1.pdf

Guest1

07/04/2025 4:12 PM

User1

Please make sure the date of delivery

↩ Reply

You can send and receive chat comments on the document to facilitate communication.. When making mentions, you can select users in the workspace by entering "[@]".

By combining annotations and comments function, you can communicate more efficiently.

User1

8/500 





## Reference information



## Reference information

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- On-line Manual (Please select “Workspace” from Select by Function)  
[https://opencds-fb.fujifilm.com/gen/fbiwpro\\_aux/help/en/manual/index.html](https://opencds-fb.fujifilm.com/gen/fbiwpro_aux/help/en/manual/index.html)  
\*Only limited functions listed in this on-line guide are available for Guest User



