

# Filetransfer

How to guide

IT – Technical Services

# Filetransfer File Sharing System

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# What is the Filetransfer File Sharing System?

- Filetransfer is a secure web-based file sharing tool
- Large files are difficult to email due to restrictions on both the sending and receiving end. Filetransfer removes this difficulty by providing an easy to use interface for both the sender and recipient to upload files to a share.
- Once files are uploaded to a share, they can be easily downloaded using a unique URL and password.
- Shares can be reviewed and managed after creation giving you control of files that are available for download and shares waiting for others to upload into.

# How to login

1. Visit <https://filetransfer.unityhealth.to>
2. Enter your username and password. Your username needs to be in the following format:
  - [username@stjoe.local](#)
  - [username@smh.smhroot.net](#)
  - [username@providence.on.ca](#)
3. Click 'Login'



ST. JOSEPH'S • ST. MICHAEL'S • PROVIDENCE  
**UNITY HEALTH**  
TORONTO

**i** You have been logged out.

To sign in, use your Primary Site network name:  
username@providence.on.ca  
username@stjoe.local  
username@smh.smhroot.net

Example: smithj@smh.smhroot.net

Unauthorized use of this service is strictly prohibited.

Login ID:

Password:

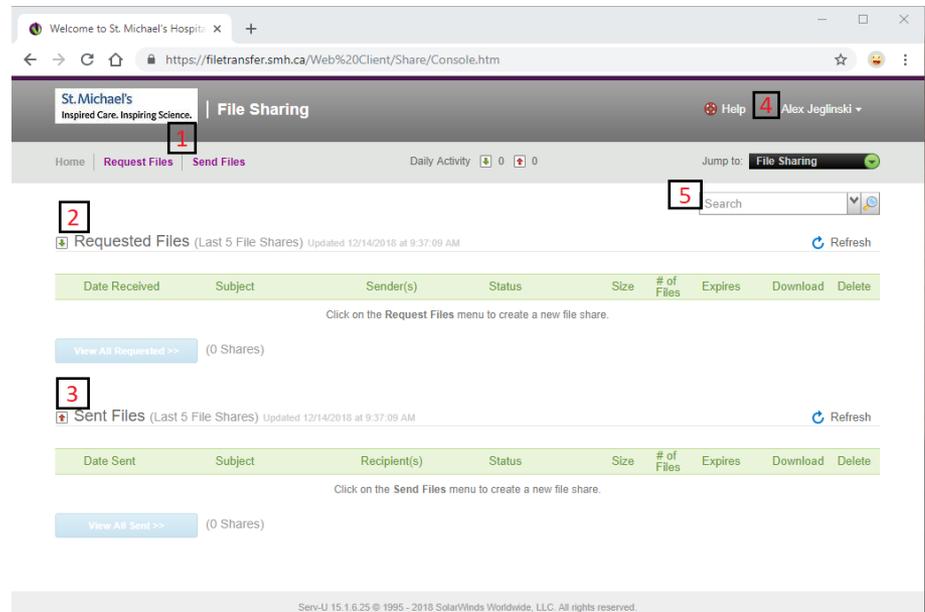
Language: English

Remember me

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# Landing page overview

1. Start a new file request or send a new file
2. List of the last 5 files you have requested or see all by clicking on 'View All Requested.'
3. List of the last 5 files you have sent or see all by clicking on 'View All Sent.'
4. Log Out (Your Name)
5. Search



The screenshot shows the 'File Sharing' interface for St. Michael's Hospital. The page is titled 'File Sharing' and includes a navigation bar with 'Home', 'Request Files', and 'Send Files'. A search bar is located at the top right. The main content area is divided into two sections: 'Requested Files' and 'Sent Files'. Both sections display a table of file shares with columns for Date, Subject, Sender/Recipient, Status, Size, # of Files, Expires, Download, and Delete. The 'Requested Files' section shows 0 shares, and the 'Sent Files' section also shows 0 shares. A footer at the bottom indicates the version 'Serv-U 15.1.6.25 © 1995 - 2018 SolarWinds Worldwide, LLC. All rights reserved.'

1. Request Files / Send Files menu items

2. Requested Files section header

3. Sent Files section header

4. User profile: Alex Jeglinski

5. Search bar

# How to send a file (step 1 of 2)

Click on 'Send Files' from the landing page:

1. Share Information - this is where you enter the subject line and comments. Your comments are in the body of the email.
2. My Contact Information - this section is automatically completed for you, but you are able to edit these fields if you wish.
3. Guest Email Addresses - enter the email address of the people you would like to access the share. You can enter multiple addresses separated by a comma.

**Share Information** 1

Subject

Comments (optional)

**My Contact Information** 2

Name

Notify me when the file(s) have been downloaded ⓘ

Email Address

**Guest Email Addresses** 3

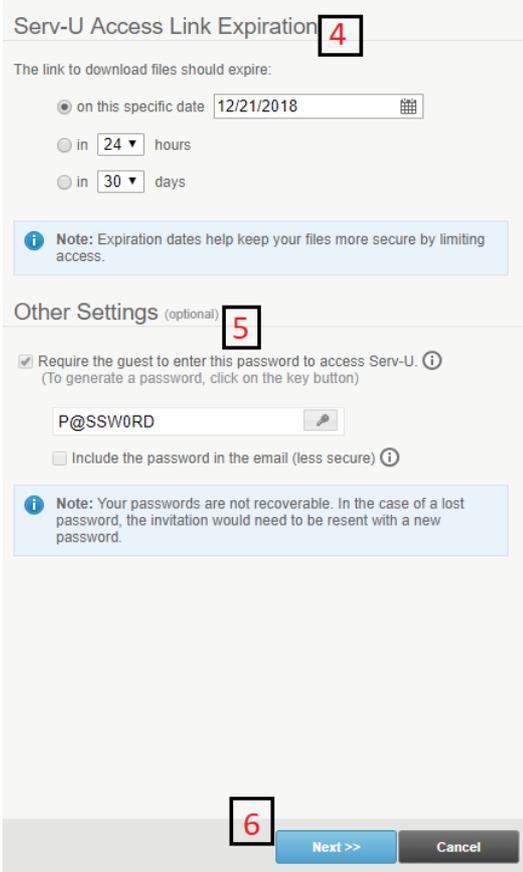
Automatically send the download link to the guest user(s) in an email ⓘ

Send me an email copy with the download link

User emails who need access to this share (comma separated)

## How to send a file (step 1 of 2 continued)

4. Filetransfer Access Link Expiration – this is where you set the expiration date of the share. You can select a specific date, X hours or X days. Once the share expires the recipients can no longer download the file(s). Default set to **7 days**.
5. Other Settings – a password is required to access the file(s). You can enter your own password or click on the key icon to generate a password. This password will need to be shared with the recipients manually, it cannot be included in the email.
6. Next – click next to continue to the next step.



Serv-U Access Link Expiration **4**

The link to download files should expire:

on this specific date 12/21/2018 

in 24 hours

in 30 days

**i** Note: Expiration dates help keep your files more secure by limiting access.

Other Settings (optional) **5**

Require the guest to enter this password to access Serv-U. **i**  
 (To generate a password, click on the key button)

P@SSW0RD 

Include the password in the email (less secure) **i**

**i** Note: Your passwords are not recoverable. In the case of a lost password, the invitation would need to be resent with a new password.

**6** **Next >>** **Cancel**

## How to send a file (step 2 of 2)

7. Browse - click on 'Browse,' and then 'Files on my Computer.' Locate the file you would like to share and click 'Open.' You can upload up to 20 files at once.
8. Upload – click 'Upload' when you are done adding files.
  - a. Add More Files – allows for more than the default 5 files to be uploaded.
  - b. Remove File – remove a file that you've already selected.

 **Send Files to Guest User: Upload Files (Step 2 of 2)**

Upload up to 20 files in one file share.

Select your file(s) to upload

1.	Test File.xlsx <span style="float: right; border: 1px solid black; padding: 2px;">B</span> <span style="float: right; border: 1px solid black; padding: 2px;">X</span>	Browse... <span style="float: right; border: 1px solid black; padding: 2px;">7</span>
2.	No file selected	Browse...
3.	No file selected	Browse...
4.	No file selected	Browse...
5.	No file selected	Browse...

A Add more files

8

<< Back
Upload >>
Cancel

# How to send a file (file upload confirmation)

- You will be presented with a file upload confirmation once you have completed adding files to the share and clicked 'Upload.'
- A URL will be provided if you wish to share it via email directly with others.
- A summary of the files uploaded and shared will be presented for your reference.
- If you created the share in error, you can click the 'Cancel File Share' link to delete the share.

 **File Upload Confirmation**

File uploads were completed on 12/14/2018 10:54:20 AM.

You have sent a link to [jeglia@stjoe.on.ca](mailto:jeglia@stjoe.on.ca) to download files. The link will expire on 12/21/2018 12:00:00 AM.

This URL will provide access to download your files:  
<https://filetransfer.smh.ca/?ShareToken=381828045302A720FA525517270A0851BFC6248B>

The following file was successfully uploaded:

1	 Test File.xlsx	11.52 KB
---	--	----------

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**Optional Next Steps:**

- Manually send the URL by copying and pasting the URL into an email to send to your recipient(s)
- [Generate an email](#) from your email client (opens a new email window in your email application like Microsoft Outlook)
- Select [Cancel File Share](#) to delete this file share and return to the Home screen

**Please note:**

- The password will **NOT** be included in the email
- There are no additional comments to be included in the email

Done

# How to request a file

- Click on 'Request a File' on the Landing Page.
- Requesting a file is very similar to sending a file. Complete the subject, comments, your contact information, the email address of the person you are requesting the file from, access expiration and a password. Once you are done, click on 'Send Request.'
- The recipient will receive a link in which they are able to upload a file to you. Remember they will need the password that you specified to access the upload site.

## Request Files From Guest User

Invite a guest user to temporarily access Serv-U File Sharing to upload files. The user will receive a link, via email, that grants them access to upload files. For added security, there are options to set the page link expiration, add file constraints and a password.

### Share Information

Subject  
File Request

Comments (optional)  
Hi,  
Please upload the document we were working on.  
  
Thx  
-Alex

### My Contact Information

Name  
Alex Jeglinski

Notify me when the file(s) have been uploaded ⓘ

Email Address  
A.Jeglinski@stjoestoronto.ca

### Guest Email Addresses

Automatically send the upload link to the guest user(s) in an email ⓘ

Send me an email copy with the upload link

User emails who need access to this share (comma separated)  
jegli@stjoe.on.ca x

### Serv-U Access Link Expiration

The link to upload files should expire:

on this specific date 12/21/2018

in 24 hours

in 30 days

**Note:** Expiration dates help keep your files more secure by limiting access.

### Other Settings (optional)

Constrain individual file sizes to: 10 MB

Require the guest to enter this password to access Serv-U. ⓘ  
(To generate a password, click on the key button)

Password goes here

Include the password in the email (less secure) ⓘ

**Note:** Your passwords are not recoverable. In the case of a lost password, the invitation would need to be resent with a new password.

Send Request
Cancel

# How to review sent and requested files

- Click on 'Request a File' on the Landing Page.
- Requesting a file is very similar to sending a file. Complete the subject, comments, your contact information, the email address of the person you are requesting the file from, access expiration and a password. Once you are done, click on 'Send Request.'
- The recipient will receive a link in which they are able to upload a file to you. Remember they will need the password that you specified to access the upload site.

Requested Files (Last 5 File Shares) Updated 12/14/2018 at 11:14:51 AM <span style="float: right;">Refresh</span>									
Date Received	Subject	Sender(s)	Status	Size	# of Files	Expires	Download	Delete	
12/14/2018 11:13:04 AM	<a href="#">File Request</a>	jeglia@stjoe.on.ca	Sent Email	0 KB	0	12/21/2018			
<a href="#">View All Requested &gt;&gt;</a> (1 Shares)									
Sent Files (Last 5 File Shares) Updated 12/14/2018 at 11:14:51 AM <span style="float: right;">Refresh</span>									
Date Sent	Subject	Recipient(s)	Status	Size	# of Files	Expires	Download	Delete	
12/14/2018 10:54:20 AM	<a href="#">St. Michael's Hospital File Sharing Link [expires 12/21/2018 12:00:00 AM]</a>	jeglia@stjoe.on.ca	Sent Email	11.52 KB	1	12/21/2018			
<a href="#">View All Sent &gt;&gt;</a> (1 Shares)									