Filetransfer

How to guide
IT – Technical Services

Filetransfer File Sharing System

Table of contents:

- What is the Filetransfer File Sharing System?

- How to login

- Landing page overview

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

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

- How to send a file (file upload confirmation)

- How to request and receive a file

- How to review sent and requested files

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'

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

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

Test File 001

Comments (optional)

Hello,

Here is the document you wanted.

Thanks!
-Alex

My Contact Information **2**

Name

Alex Jeglinski

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

Email Address

AJeglinski@stjoestoronto.ca

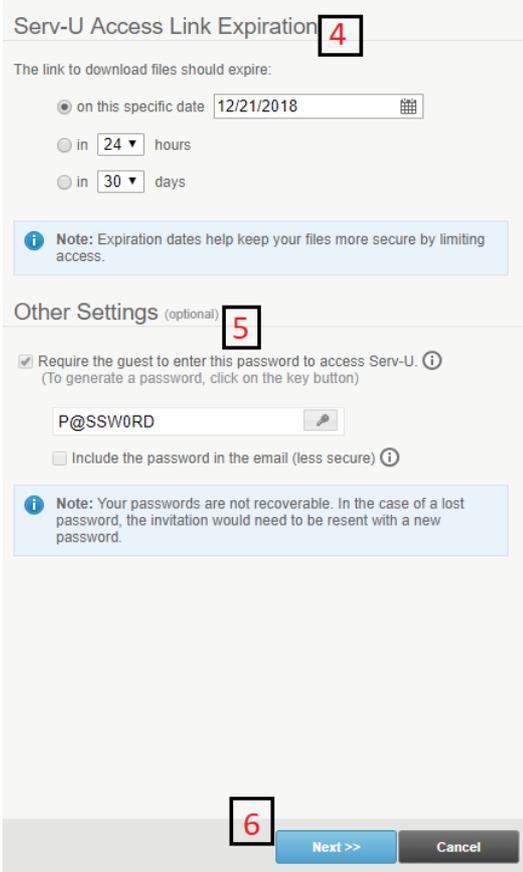Guest Email Addresses **3**

☑ 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)

jeglia@stjoe.on.ca ×

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

4. <u>Filetransfer Access Link Expiration</u> – 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. <u>Other Settings</u> – 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. <u>Next</u> – click next to continue to the next step.

How to send a file (step 2 of 2)

7. <u>Browse</u> - 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. <u>Upload</u> – click 'Upload' when you are done adding files.

a. <u>Add More Files</u> – allows for more than the default 5 files to be uploaded.

b. <u>Remove File</u> – remove a file that   you've already selected.

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.

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.

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   Refresh

Date Received	Subject	Sender(s)	Status	Size	# of Files	Expires	Download	Delete
12/14/2018 11:13:04 AM	File Request	jeglia@stjoe.on.ca	Sent Email	0 KB	0	12/21/2018		✗

View All Requested >>   (1 Shares)

Sent Files (Last 5 File Shares) Updated 12/14/2018 at 11:14:51 AM   Refresh

Date Sent	Subject	Recipient(s)	Status	Size	# of Files	Expires	Download	Delete
12/14/2018 10:54:20 AM	St. Michael's Hospital File Sharing Link [expires 12/21/2018 12:00:00 AM]	jeglia@stjoe.on.ca	Sent Email	11.52 KB	1	12/21/2018	⬇	✗

View All Sent >>   (1 Shares)