Information Technology Department
Secure File Transfer System
User Guide

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1. Secure FTP Web Application Overview

The ITD Secure FTP web application allows agencies to perform encrypted file transfer functions with their customers without the need to utilize a traditional service such as an FTP Server. The file transfers are secure in the nature that the transmission of the data between the client and the application are encrypted via SSL.

The web application allows agencies to upload files to the application which can then be downloaded by their customers. The agencies can notify customers via email when files are available to download. When using this method, customers do not have to be authenticated to download the files. The email they receive contains a link which when clicked on, will take them to the application so they can download the file(s).

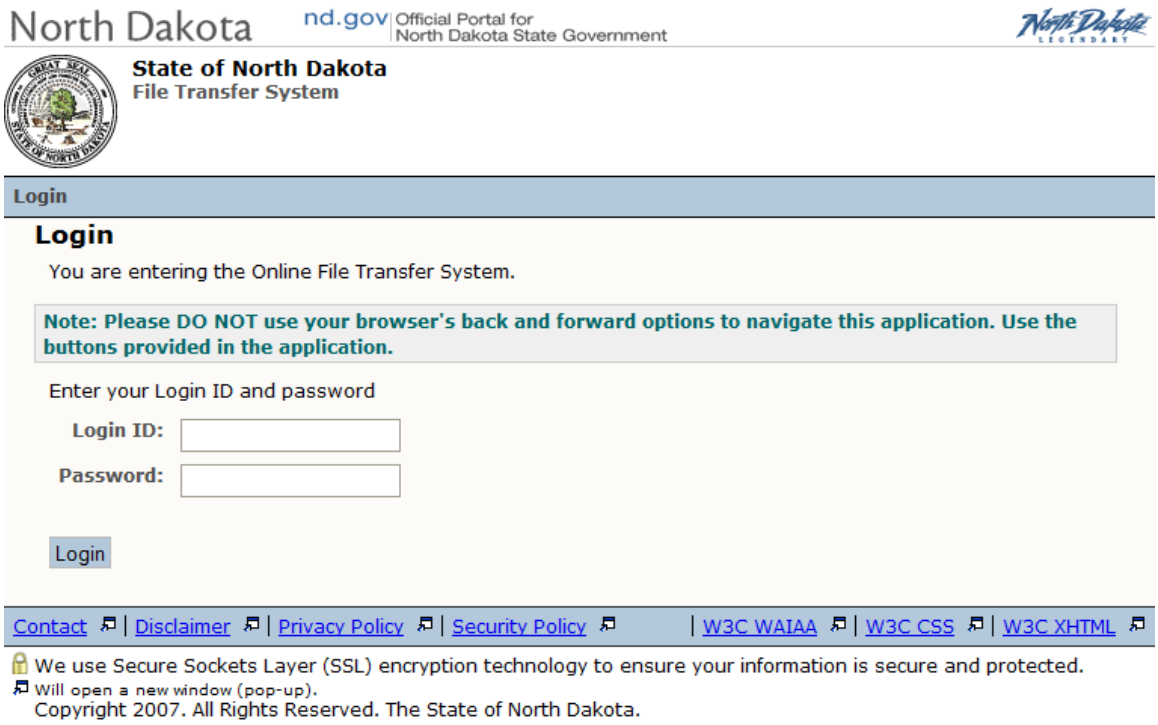
Agencies can also set up what is called a Service Area. Service Areas permit an agency to authorize customers that have State of North Dakota login ids to upload files which the agency can then download for their use.

NOTE: All files uploaded to the ITD Secure FTP web application are checked for viruses. If any are detected, the file is not stored.

2. Secure FTP Web Application URL

The URL for the Secure FTP web application follows:
https://secure.intranetapps.nd.gov/itd/filetransfer/admin/fileList.htm

Clicking on the URL will present the individual with the login page of the 'Administrative" portion of the web application. The page image follows:



The individual is prompted for an NDGOV USERID and password. If the NDGOV USERID and password are valid, the individual will be presented with the application's main menu screen.

3. Agency Administration Functions

The 'Administrative' portion of the Secure FTP web application has two sections to it. The first section is called a Service Area which allows agencies to set up areas to allow authenticated public customers to send files to the agency's areas. The public customers are authenticated with a State of North Dakota login id. The Service Area section will appear if the NDGOV login id is a member of the NDGOV group ITDAPPSGRP-FILETRANSFER-ADMIN. Access to this group can be requested via the WMS Windows Domain USERID request form.

The second section is the File List section which can be used by agencies to either:
a) invite an unauthenticated individual to send a file to the agency or
b) upload files to the web application and to then invite unauthenticated individual(s) to download the supplied files.

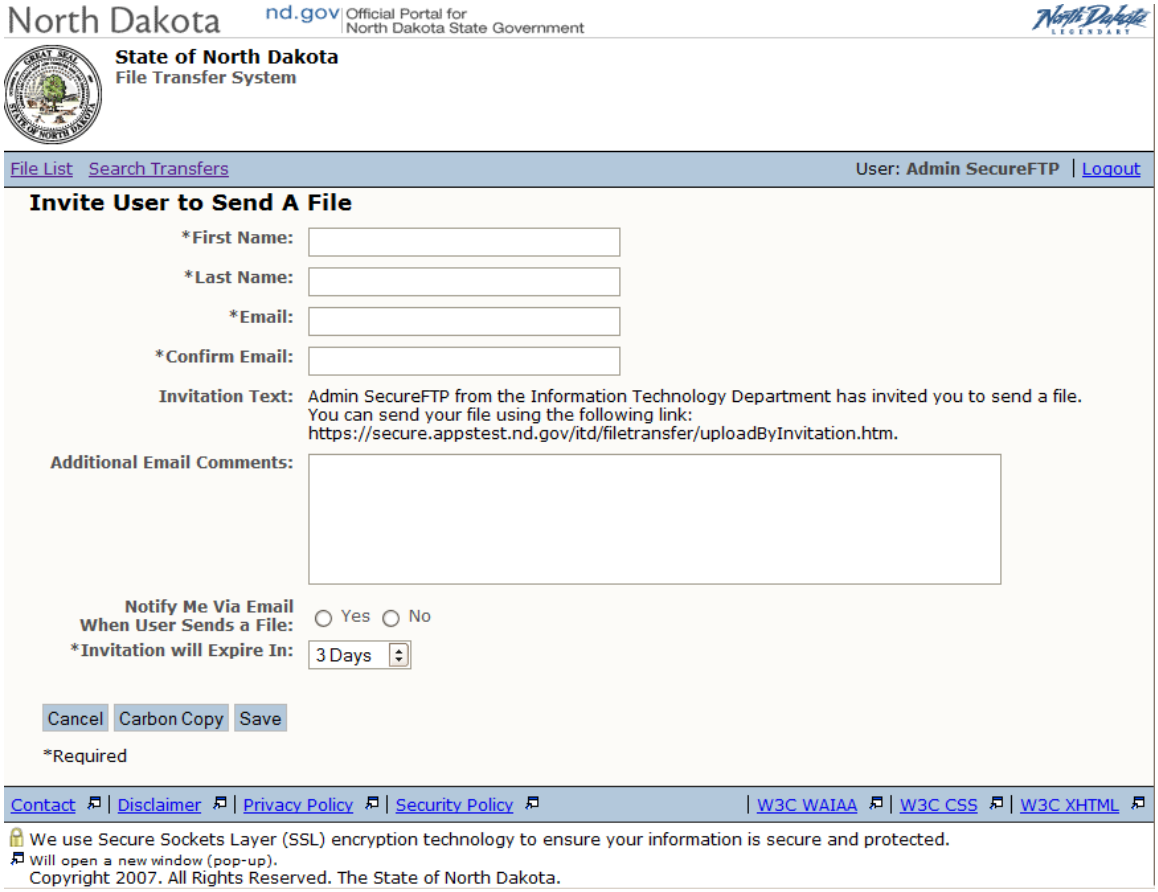
Unauthenticated Individual means the individuals are not required to enter a Userid/Password when they upload/download files when invited by agency personnel

Main Menu screen without a Service Area section follows:

Invite Customer to Send a File

If you want to invite an individual to send you a file, you would:

1) Click on the "**Invite User To Send A File**" link
2) You should receive the following screen:
3) Fill in fields and click **SAVE**. If you want to send the invitation to a number of additional email addresses, you can click on the **CARBON COPY** button and the screen will be changed to include up to 10 additional email addresses for recipients.

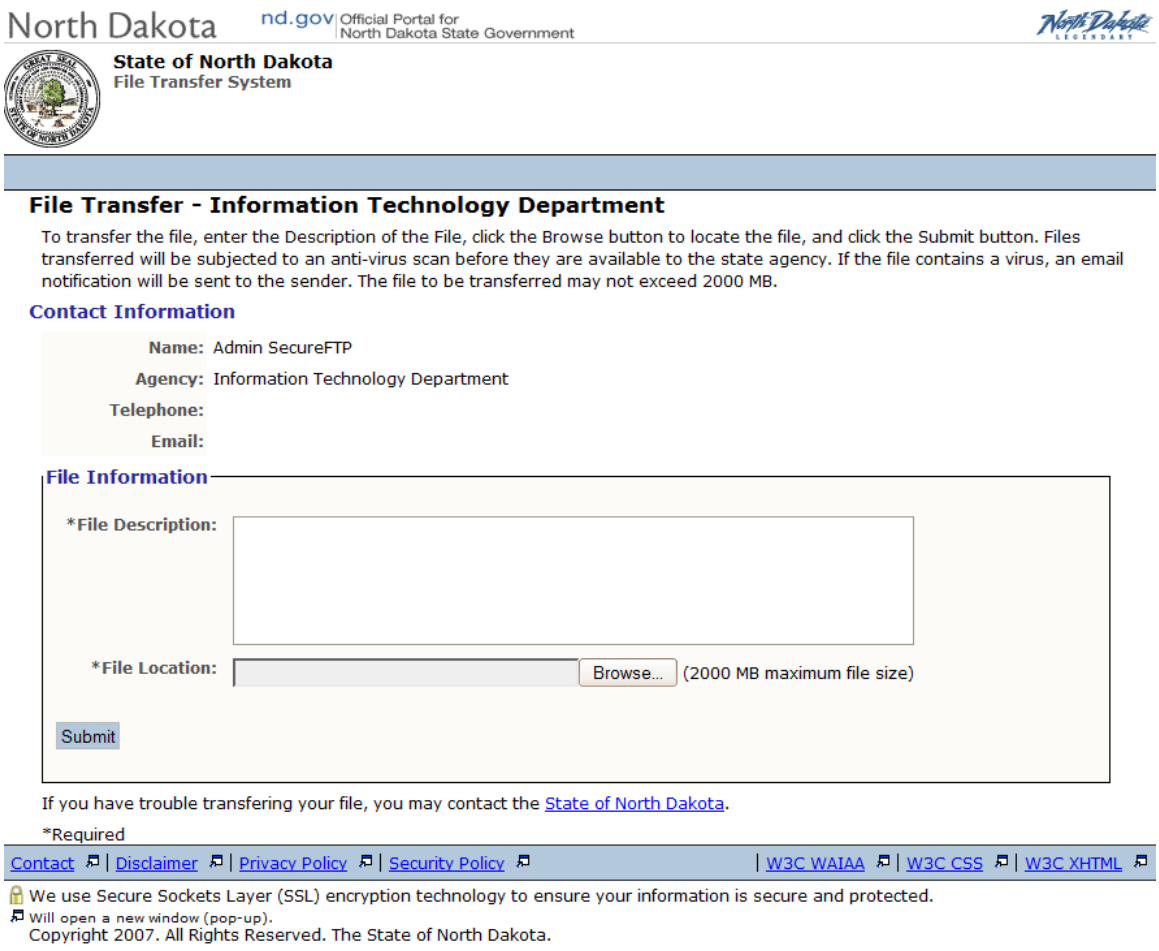


The recipient of the invitation will receive an email from itdsecur@nd.gov with a subject line of '**Invitation to send a file'**

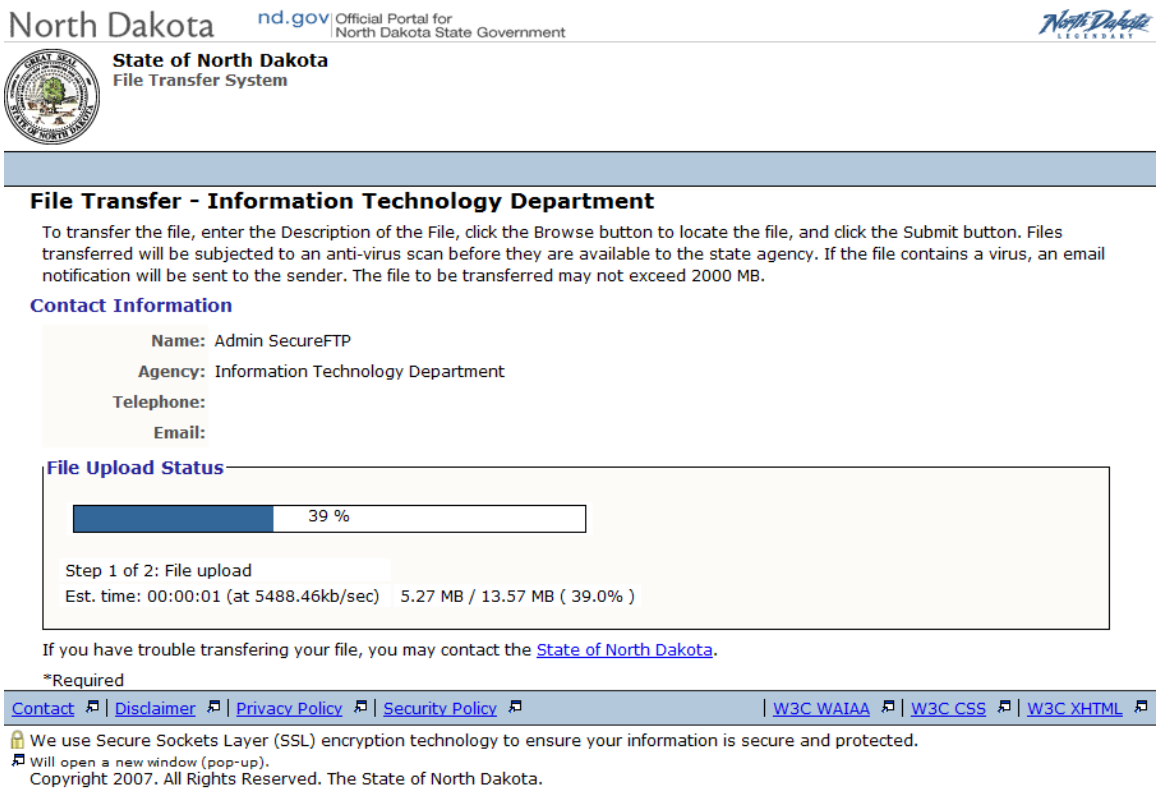
If the recipient opens the email, they will see am message similar to:

```
Al C. Veit from the Information Technology Department has invited you
to send a file.

  You can send your file using the following link:
http://www.nd.gov/link/07a8d37be86d54d118ea14ed797aa6cb.

 Test of inviting individual to send file
```

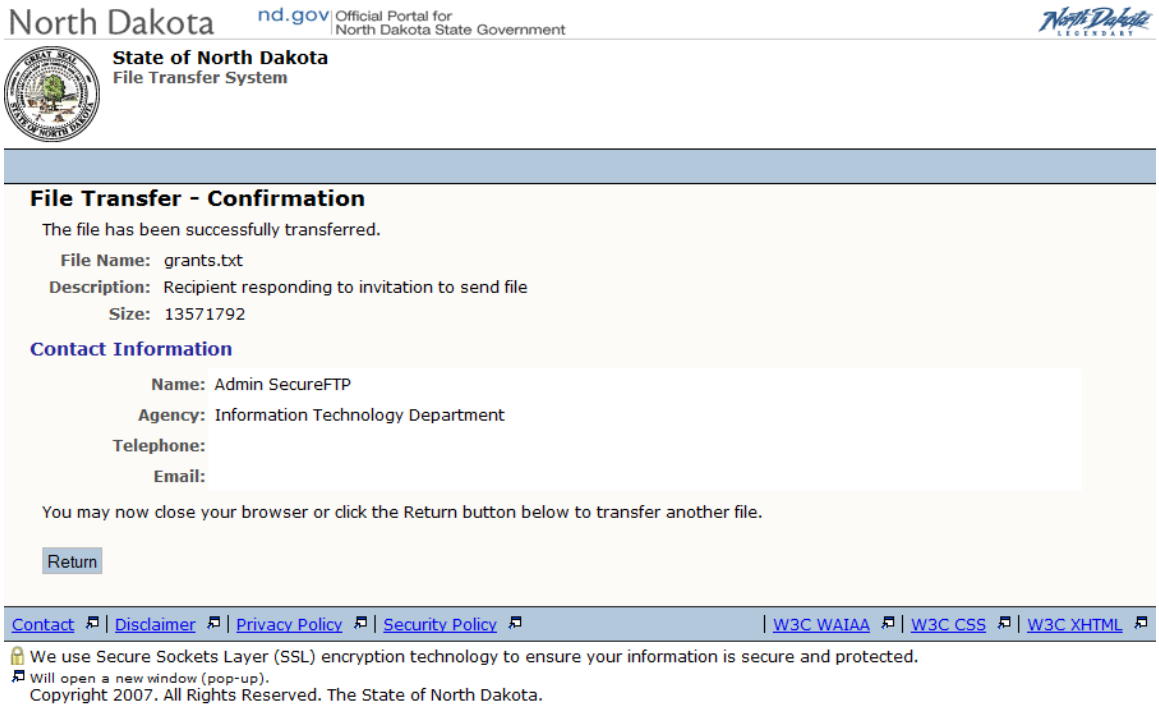
When they click on the link in the email, they will be taken to the web application that will display the following page:



They would then enter a description of the file, browse to and select actual file to send, and then click on the SUBMIT button. If upload is successful, they will receive a status page informing them file was transferred successfully.



The progress bar will show the estimate time remaining to complete the file upload.



If the invitation was sent out and you requested to be notified when the recipient uploaded a fine, you will receive an email from itdsecur@nd.gov with a subject line of **'File Transfer System - File Received From Invitation'**

If you open the email, you will see am message similar to:

```
A file has been received from an invitation you sent to Al Veit.  You
can logon to the system and download the file using the following link:
http://www.nd.gov/link/093af355e7a560862c1a8026d3117e9d.
```

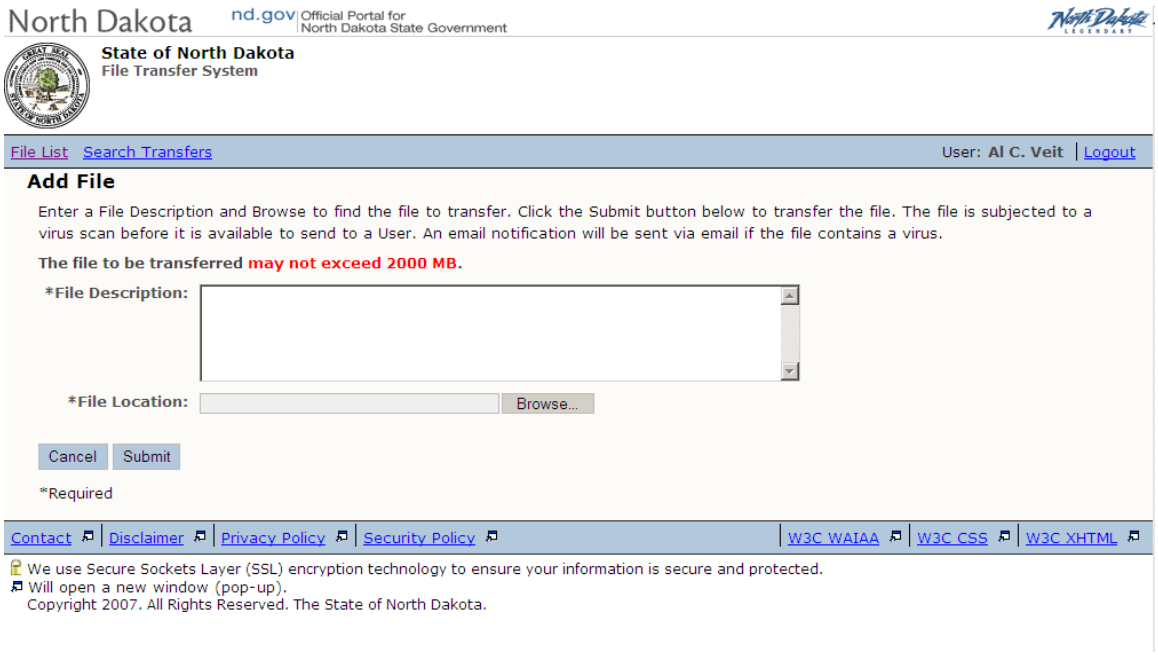
File uploaded by invitee will then be available to the requestor under the heading:
Files Received from Invitations

The requestor may then click on the file link under the column **File Received** and then save to some drive location. When file has been saved and no longer needed in the application, the requestor can click on the **Delete File** link to remove the file.

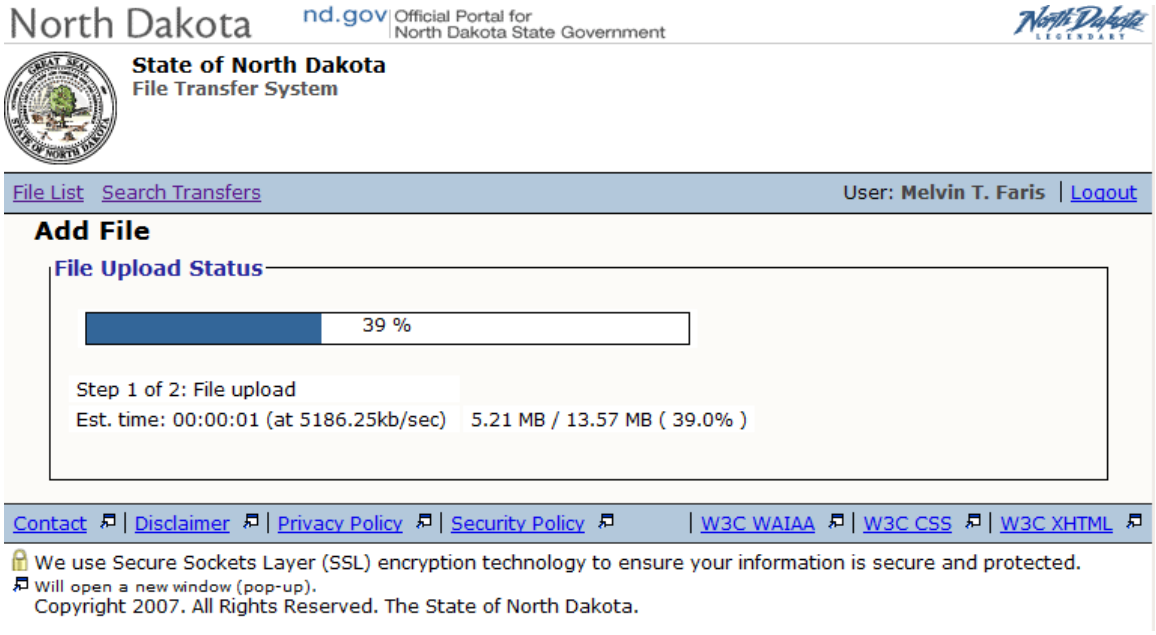
Invite Customer to Receive a File

If you want to invite an individual to download a file that you have made available to them, you would:

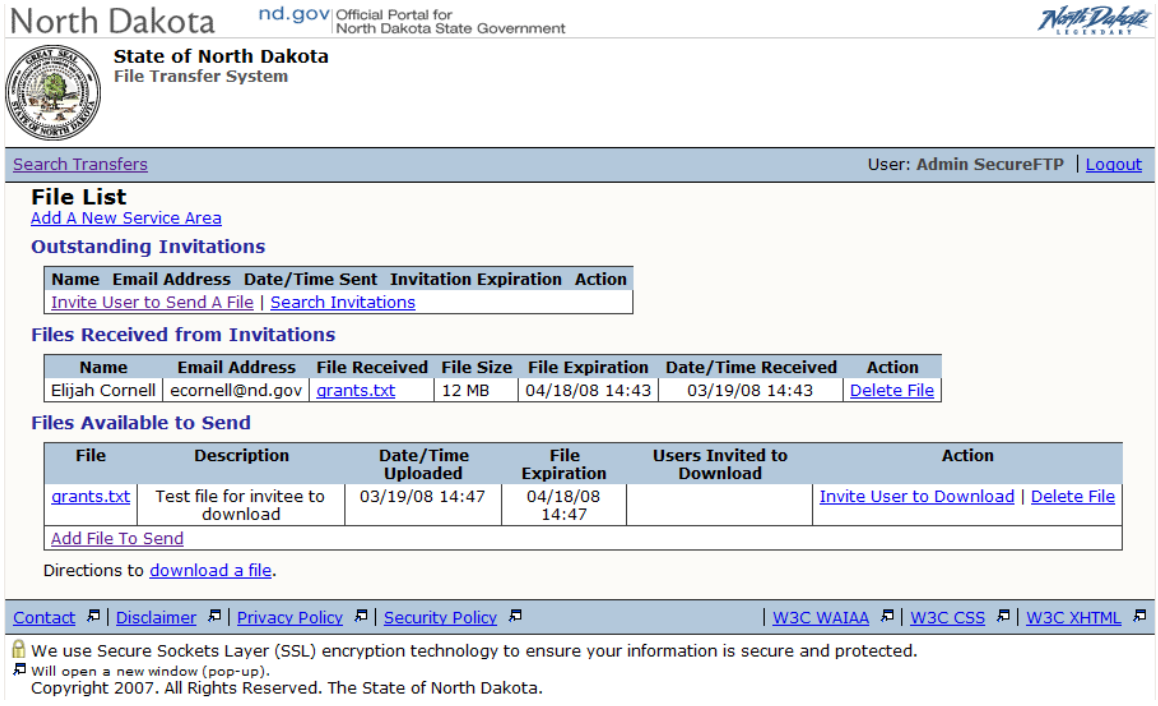
1) Click on the "**Add File To Send**" link
2) You should receive the following screen:



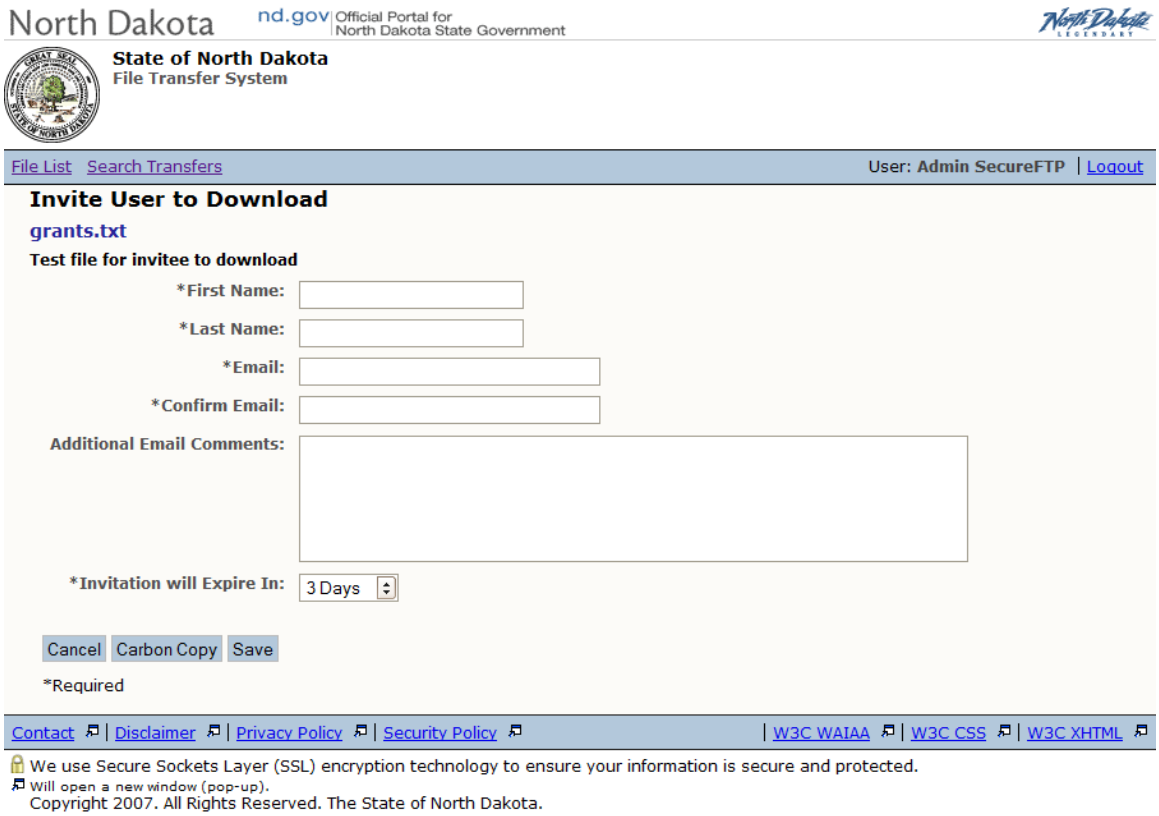
You would then enter a description of the file, browse to and select actual file to make available for downloading, then click on the SUBMIT button. If upload is successful, you will receive a status page informing you file was transferred successfully. File specified is now available to you to invite user to download.



The progress bar will show the estimate time remaining to complete the file upload.



3) Click on the "**Invite User To Download**" link in the Action column.
4) You should receive the following screen:



5) Fill in fields and click **SAVE**. If you want to send the invitation to a number of additional email addresses, you can click on the **CARBON COPY** button and the screen will be changed to include up to 10 additional email addresses for recipients.

The recipient of the invitation will receive an email from itdsecur@nd.gov with a subject line of '**Invitation to download a file'**

If the recipient opens the email, they will see am message similar to:

```
Al C. Veit from the Information Technology Department has invited you
to download a file named grants.txt.  The description of the file is as
follows: Test file for invitee to download.

  You can download the file using the following link:
http://www.nd.gov/link/e2a66fd26e2d88746dae367817a5e0dc.

 Test of invite user to download file
```

When they click on the link in the email, they will be taken to the web application that will display the following page:

When file for downloading is no longer needed in the application, the requestor can click on the **Delete File** link to remove the file.

Service Areas

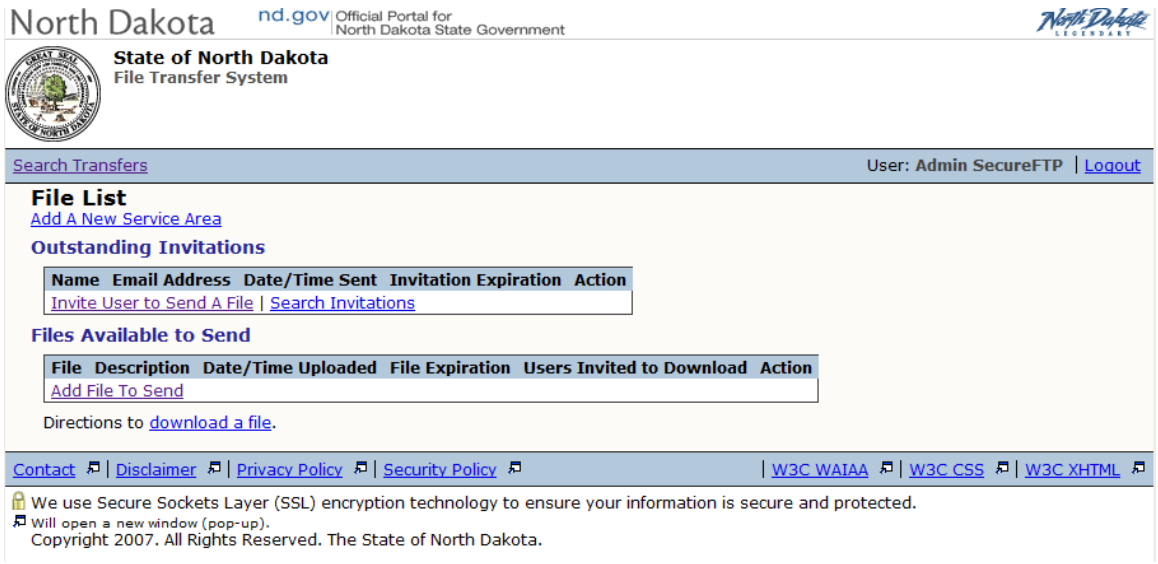
The 'Service Area' portion of the Secure FTP web application allows an agency to authorize customers to upload data to the agency with an authenticated process. The State of North Dakota login id is the id to be authorized to access the upload process.

If there are questions about what a State of North Dakota login id is, please visit the FAQ page: https://secure.apps.state.nd.us/itd/ldap/info.htm

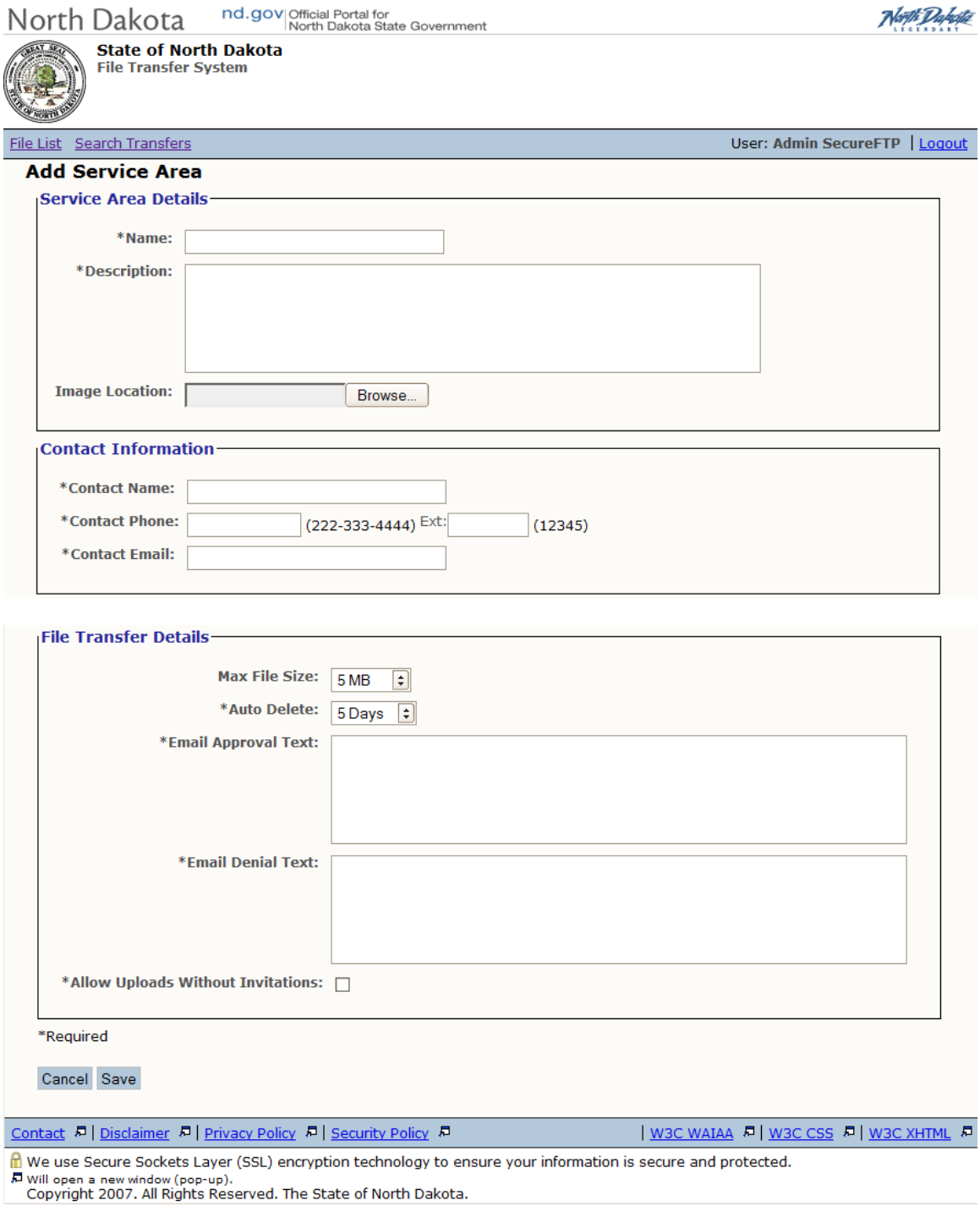
The ITD Service Desk will also be able to provide a copy of the 'North Dakota Login ID Manual' which describes what a State of ND login id is and what it may be used for.

For an agency to create a Service Area, the NDGOV USERID of the individual logging on must be a member of the NDGOV group ITDAPPSGRP-FILETRANSFER-ADMIN. Access to this group can be requested via the WMS Windows Domain USERID request form.

Main Menu screen with a Service Area section follows:



You begin by clicking on the **Add a New Service Area.** The Add screen will be displayed. Complete the form and click on **SAVE**.



Service area Fields:

Name: name of service area being added

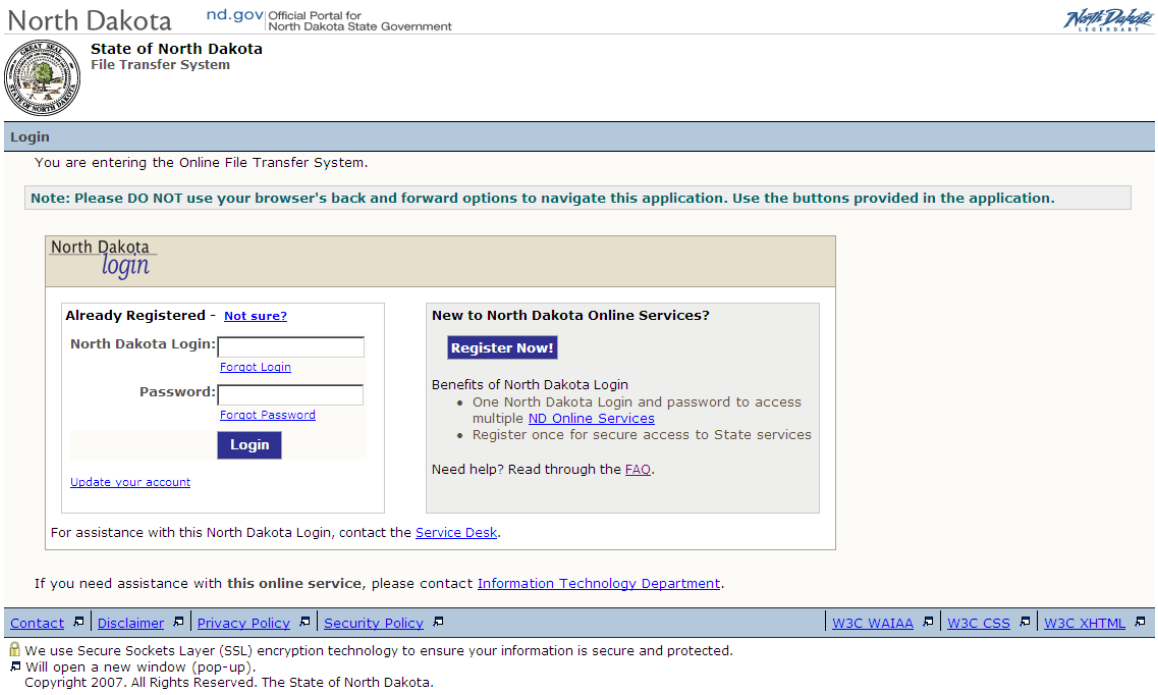
Description: description of the service area being added

Contact Name:	contact name for service area
Contact Phone:	contact phone number
Ext:	contact phone number extension
Contact Email:	contact email address
Max File Size:	maximum file size that can be uploaded
Auto Delete:	delete uploaded files after so many days
Email Approval Text:	text to be sent to requestor when access approved
Email Denial Text:	text to be sent to requestor when access denied

Once a Service Area exists, then customers can then request approval to upload files to your service area. Customers can submit request to be approved to use your service area by going to the following link:

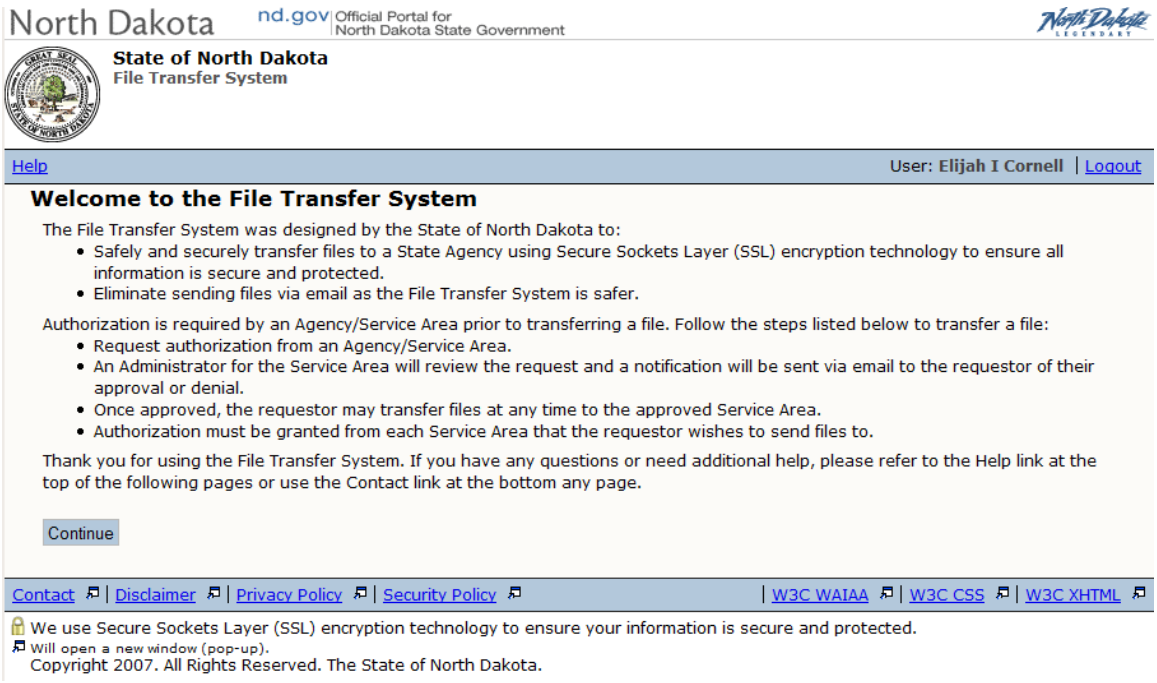
https://secure.apps.state.nd.us/itd/filetransfer/public/selectServiceArea.htm

The link will bring up the State of ND logon page for the application:

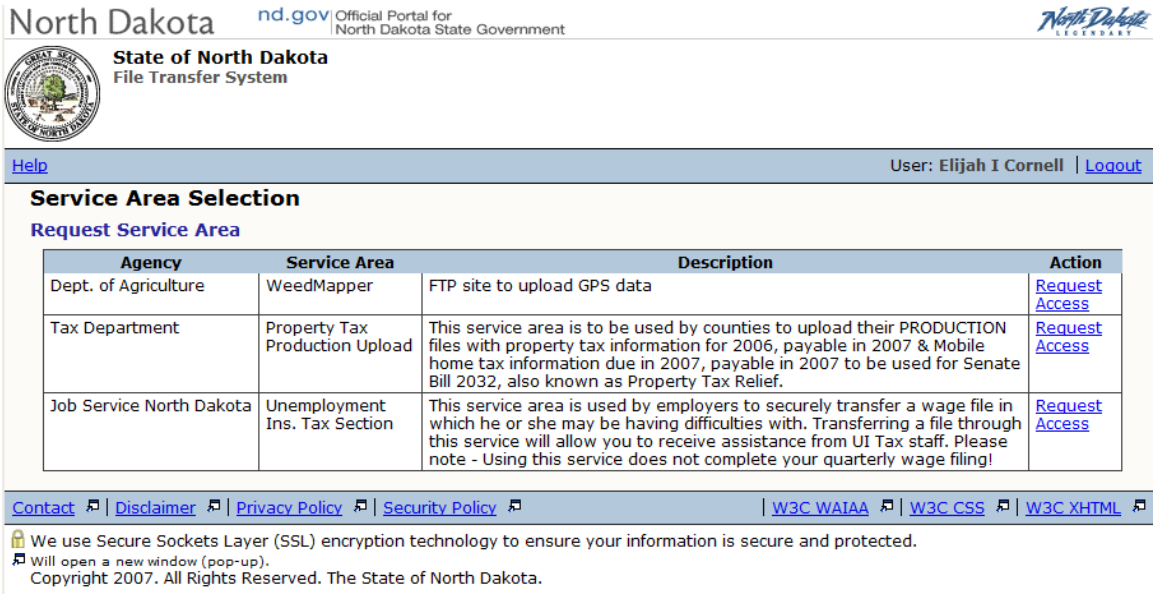


The customer will use their State of North Dakota login id. If they do not have one, they can create one by clicking on the **Register Now** link on the page.

Once logged on, they will receive the following page:



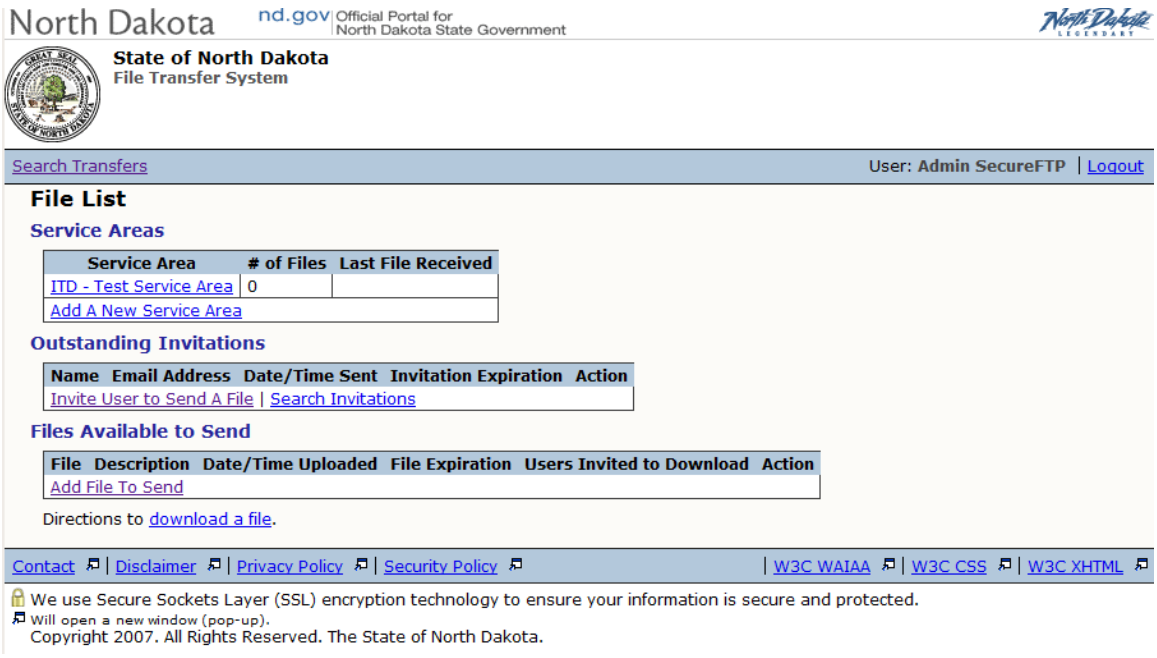
They would then click on the **Continue** button and the next screen appears:



On this screen will appear all of the existing Service Areas that exist for the Secure FTP web application. The customer can click on the **Request Access** link to the right of the service area they are interested in. They see the following screen:

If they click on the **Send Request** button they receive a confirmation screen similar to:

Then back in the Secure FTP agency admin page, the customer's request for access show up under the designated Service Area screen:



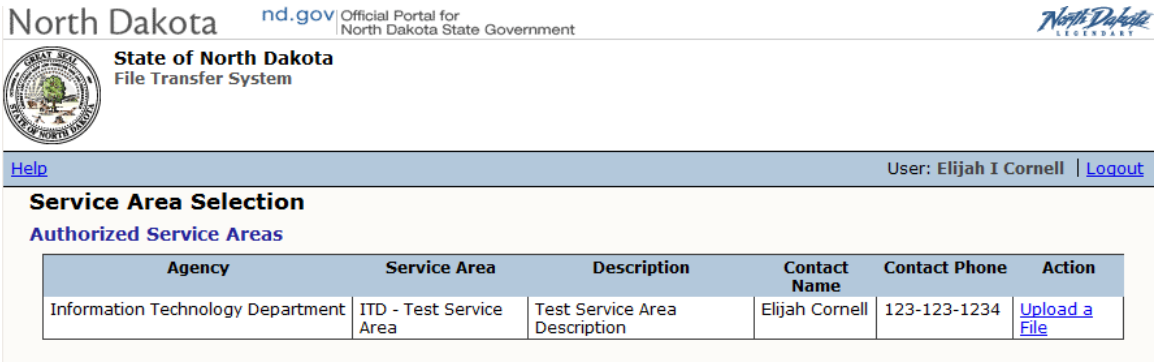
Click on the appropriate service area link under the **Service Area** column:

The access request to the agency service area shows up in the **Security for Public Users** section. You may choose to either **Approve** or **Deny** the request in the **Action** column.

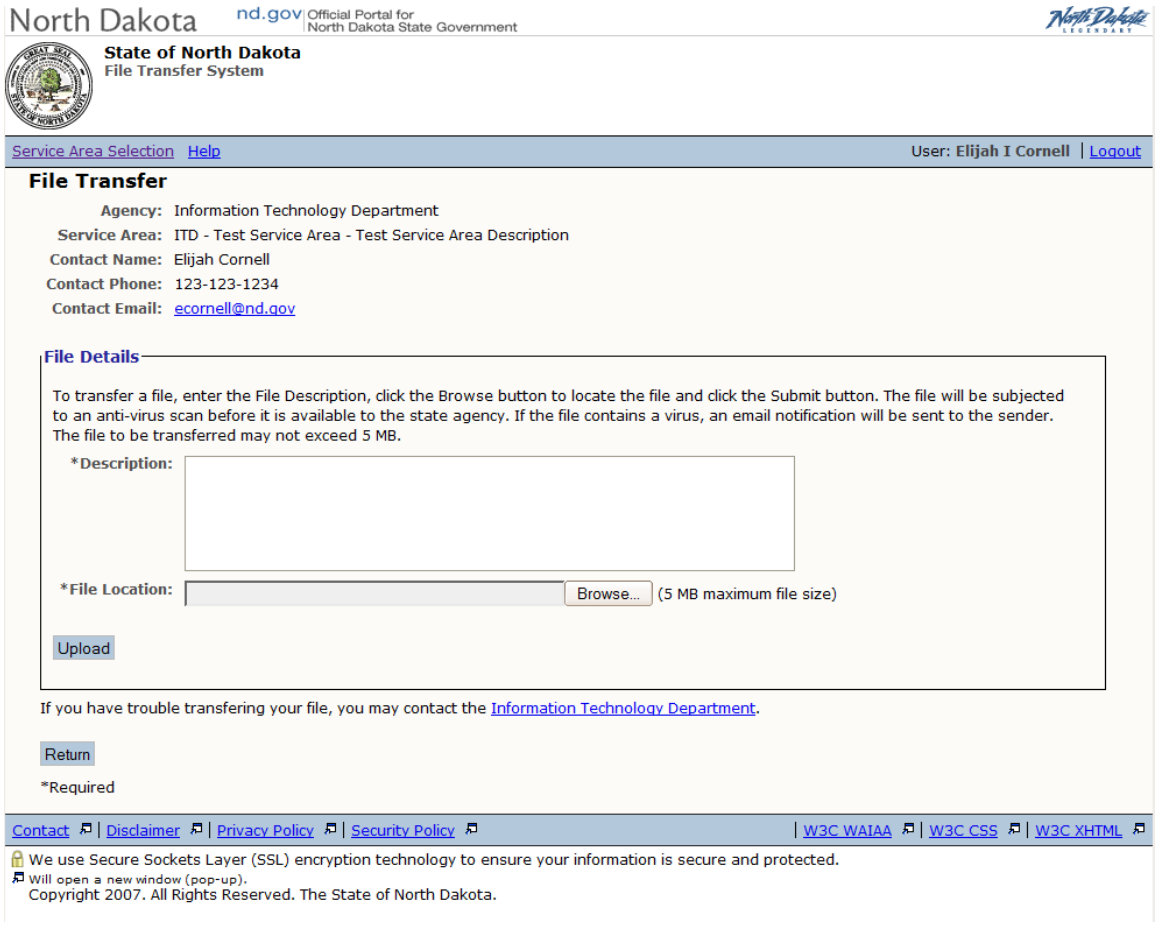
If you **Deny** the request, then an email is returned to the requester with a subject of 'Authorization Denied' and the body of the message states:

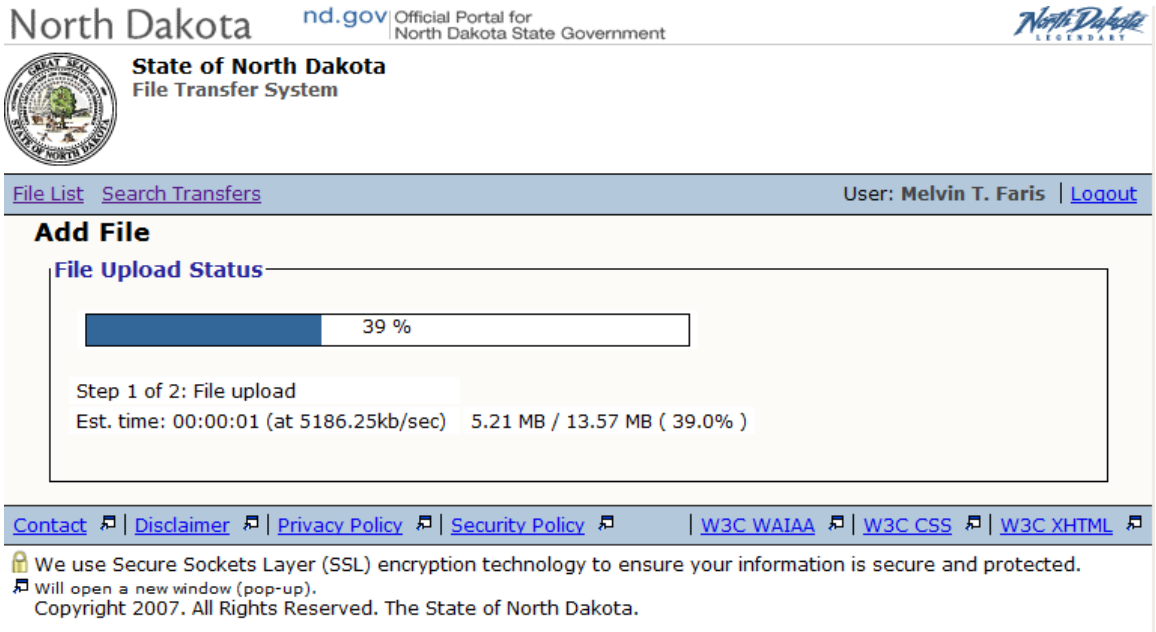
```
Your request to access the ITD Service Area 1 has been denied
```

If you **Approve** the request, then when the customer logs on to the Secure FTP web site their page now looks similar to the following:



They can now click on the **Upload a File** link and upload a file or files to your **Service Area.** When they click on the **Upload a File** link then get prompted to enter a file to upload with the following screen:

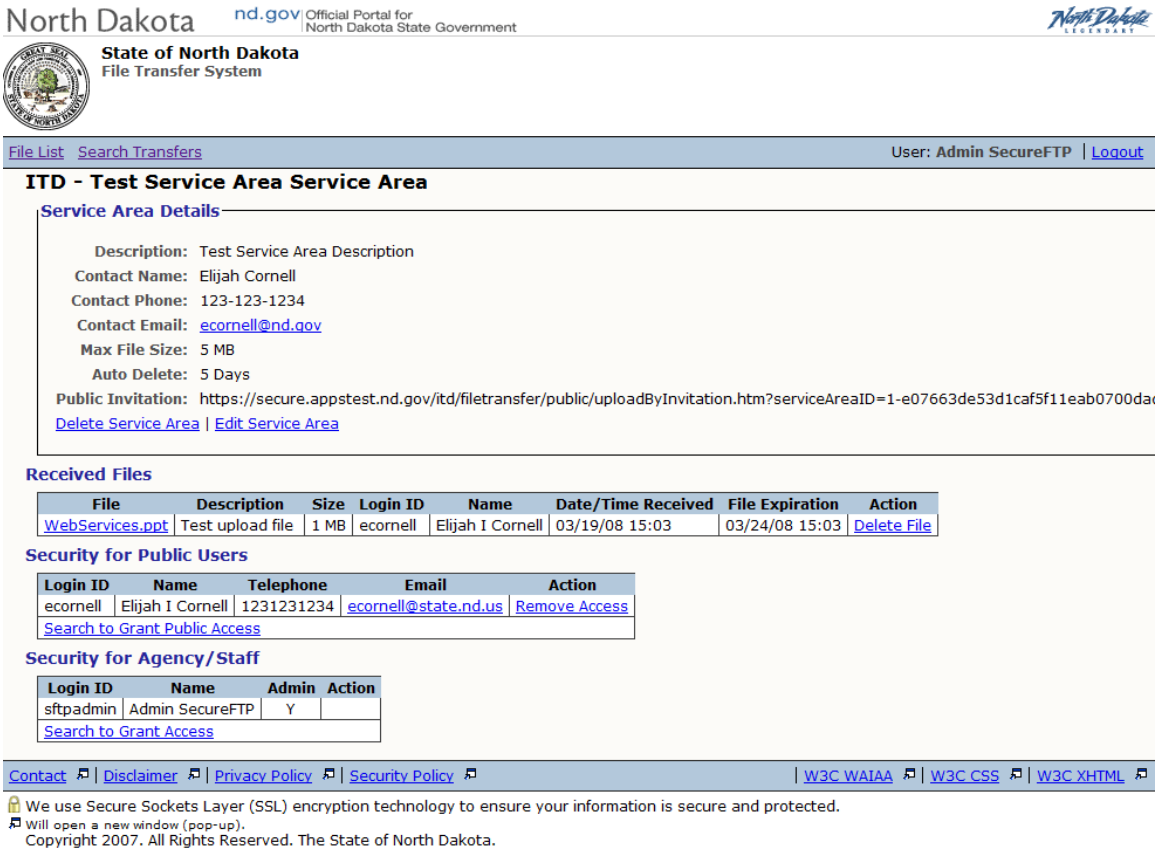




Once their upload is complete, they see the following confirmation screen:

They can now either upload another file or they can log out of the application.

Back in your Service area you should now see a screen similar to:

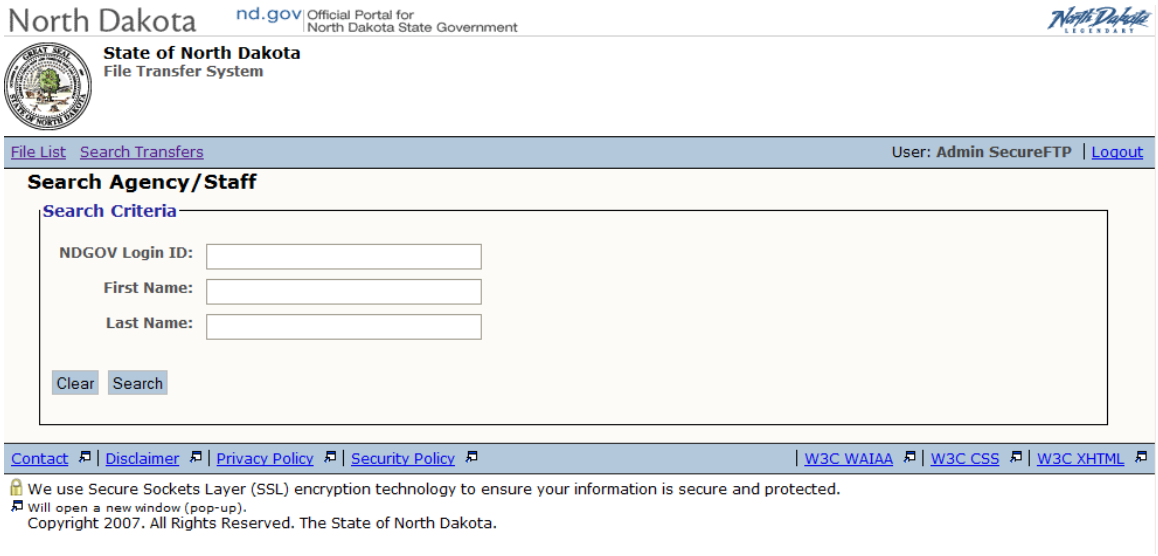


Any files uploaded by your customers will show up in the **Received Files** section. You may download any file received by clicking on the link under the **File** column. Once downloaded, you can delete the manually by clicking on the **Delete File** link under the

Action column or you may let the file stay until the Auto Delete time limit is reached, which at that time, the file will automatically be deleted by the system.

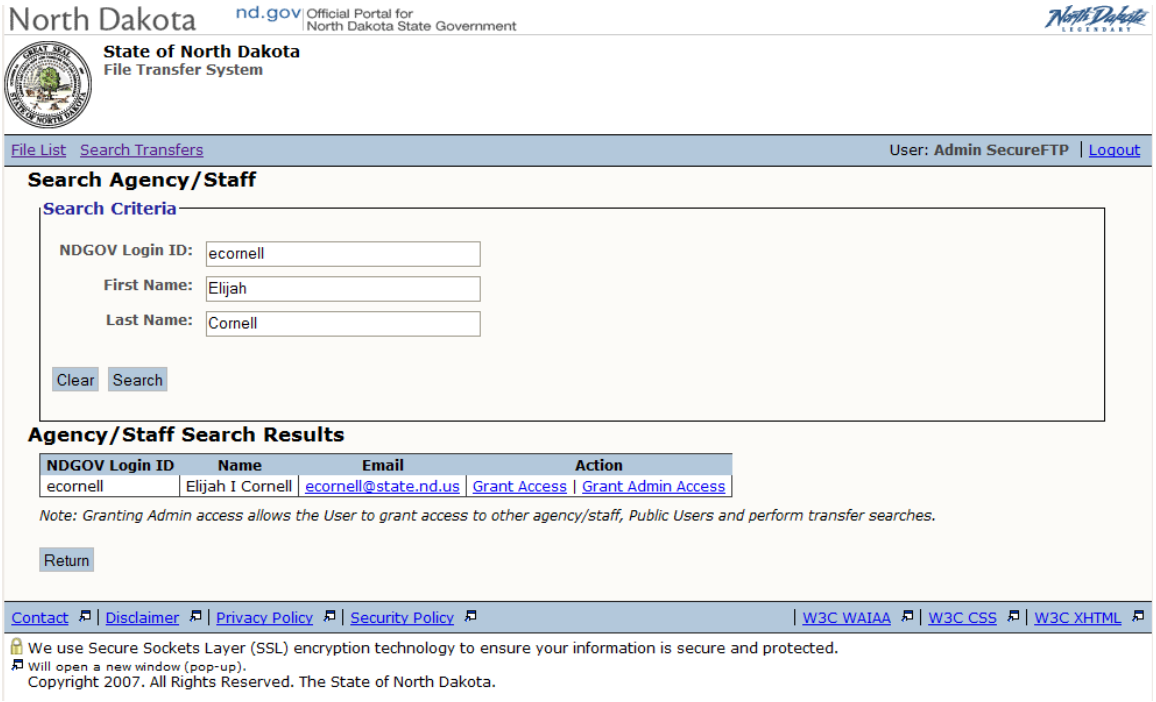
The last section to mention in the Service Area is the **Security for Agency/Staff** section. This section allows you to grant additional **NDGOV** userids access to either administer your Service are with full admin rights or with rights to …..

Clicking on the **Search to Grant Access** link with display the following screen:



You may search NDGOV by entering Login id, First Name, or Last Name and then clicking on the **Search** button.

If any NDGOV ids match the search criteria, they are then listed and you can then specify the action to be performed by each id found by the search. The following screen shows the results of a search:



You may either **Grant Access** or **Grant Admin Access** to the ids found

The **Grant Access** authorization allows the specified NDGOV login id to log on to the Secure FTP web application and to then access the service area to download the **Received Files** in the service are and/or to delete the listed files.

The **Grant Admin Access** authorization allows the specified NDGOV login id to log on to the Secure FTP web application and to then access the service area with all administrative rights as the person that created the service area (approve/deny requests, download/delete received files, and to Grant Access/Grant Admin Access to additional NDGOV userids.