EXOSTAR®

ForumPass
Secure File Transfer
Administrator Guide
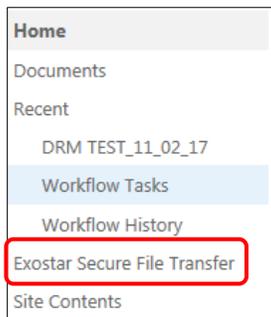
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Summary

ForumPass supports Secure File Transfer (SFT). This functionality allows users to securely transfer files of any size to other ForumPass users, as well as to external recipients. When activated, your site provides access to the SFT feature via **Exostar Secure File Transfer** on the quick launch area.

Key Functionality Included in This Document

This document is intended as a workflow guide for the ForumPass Secure File Transfer functionality. A separate Administrator's Guide is available in the ForumPass US and UK support sites:

- US: https://main.fps.exostar.com/support/ForumPass%20UserCompanion%20Guides/Forms/AllItems.aspx

- UK: https://main.fpk.exostar.com/support/ForumPass%20UserCompanion%20Guides/Forms/AllItems.aspx

This document does not attempt to describe all ForumPass functionality, or all *out of the box* (OOTB) features of SharePoint 2013. Please refer to the ForumPass User Guide for more information.

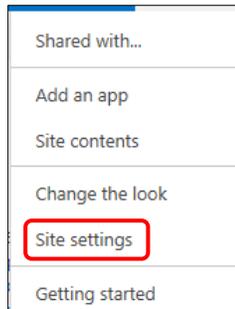## ForumPass Secure File Transfer Overview

ForumPass Secure File Transfer (SFT), is a subscription service which allows users to securely transfer files of any size to other ForumPass users, as well as to outside recipients.
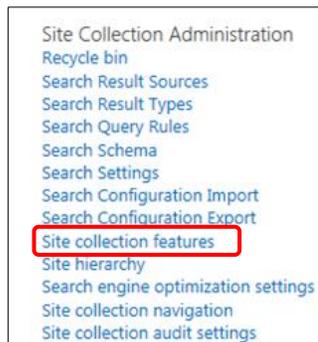
To Activate the SFT Features

The ForumPass Secure File Transfer application is a premium service with associated per-user costs. If you are interested in subscribing to the service, contact the Exostar Team at Info@exostar.com.

If your organization contracted to use the service, the administrator must activate the SFT features at the **Site Collection** level to enable the application.

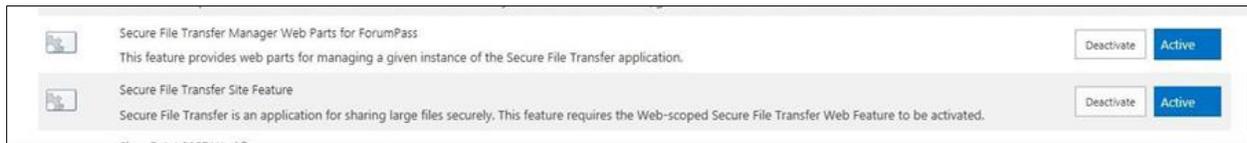1. From the **Settings** dropdown menu, select **Site Settings.**

2. Under the **Site Collection Administration** section, select **Site collection features.**

3. Activate the following:
   - **Secure File Transfer Site Feature**
   - **Secure File Transfer Manager Web Parts for ForumPass**

Notes:

- Once activation is complete, the Secure File Transfer link is listed on the left navigation menu of the page.

- You can also get to the SFT app by adding _layouts/15/ldeapp/LDE.aspx to the URL following the site name.
    - For example:
      https://main.fpx3.exostartest.com/customers/Spring_UAT/lnsentest/_layouts/15/ldeapp/LDE.aspx

- This displays the FP-SFT application as a page in the site. You can then add a link to that page to ease future navigation.

FP-SFT Permission Groups

When the FP-SFT features are activated, two permission groups are created: **SFT Admins** and **SFT Managers**. These permission groups have administrative privileges in the future reporting and management site, planned for a future release. The **Site Collection Administrator** (SCA), may add and remove users from these permission groups.
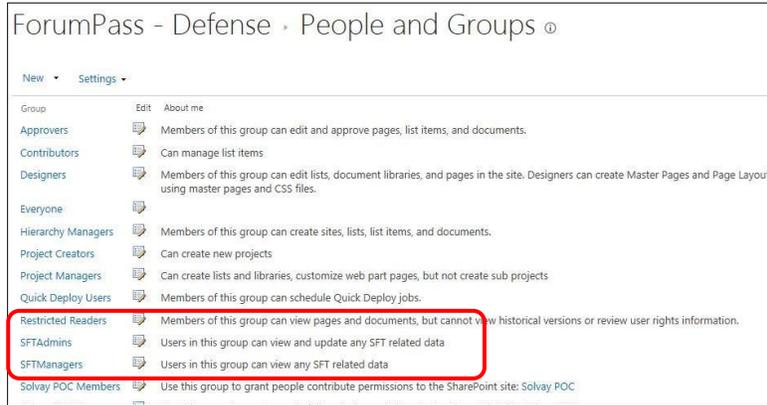
Monitor the FP-SFT Usage

From the main SFT page, click the **Server Status** tab to see a graphic representation of space utilization.
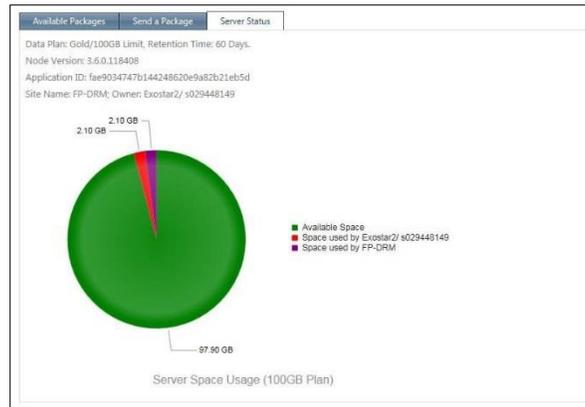
Note: Users can only transfer packages smaller than the available space. If a user cannot transfer a file due to insufficient space, you may need to delete packages.

Auditing File Transfers

You can audit all file transfers. The **Package Activity** tab displays all transfer activity to the SCA, and to the SFT Administrator and SFT Manager permission groups.

Package Audit information is available to the sender and the recipient for each package. They can see the transfers they are included in, either as a sender or a recipient. Audit information includes the following information:

- Date and time a file is uploaded
- Name of the uploader
- Date and time the file is downloaded
- Name of the downloader
- File size
- Date the file is deleted from the transfer location

Q & A for Administrators

Q: I downloaded a file, but it isn't in ForumPass.

A: The ForumPass Secure File Transfer utilizes the security and authentication of ForumPass, but does not store files in ForumPass. The file you downloaded is in the folder you identified when you started the download.
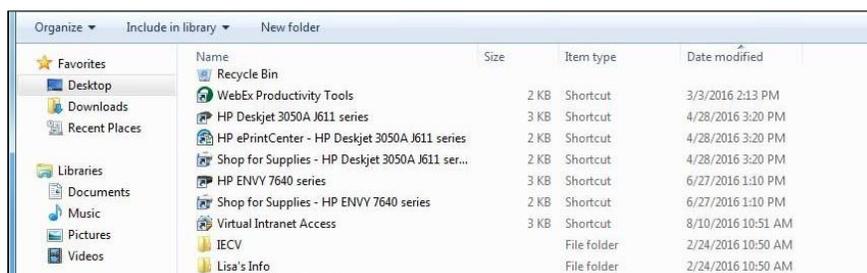
Q: There was a network interruption while I was uploading/downloading a package. Can I restart it?

A: Yes. Navigate to the FP- SFT home page, and click the Aspera Connect icon in your system tray.

Locate the stopped transfer, and click the icon to restart the transfer. It resumes at the point at which it stopped.