

ForumPass Secure File Transfer Administrator Guide March 2018





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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.

Home
Documents
Recent
DRM TEST_11_02_17
Workflow Tasks
Workflow History
Exostar Secure File Transfer
Site Contents

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: <u>https://main.fps.exostar.com/support/ForumPass%20UserCompanion%20</u> <u>Guides/Forms/AllItems.aspx</u>
- UK: <u>https://main.fpk.exostar.com/support/ForumPass%20UserCompanion%2</u> <u>OGuides/Forms/AllItems.aspx</u>

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 peruser 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

Т	This feature provides web parts for managing a given instance of the Secure File Transfer application.	Deactivate	Active
S S	Secure File Transfer Site Feature Secure File Transfer is an application for sharing large files securely. This feature requires the Web-scoped Secure File Transfer Web Feature to be activated.	Deactivate	Active

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 <u>layouts/15/ldeapp/LDE.aspx</u> to the URL following the site name.
 - For example: https://main.fpx3.exostartest.com/customers/Spring_UAT/Insentest/_layouts/1
 5/Ideapp/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.

ForumPa	SS	- Defense → People and Groups ∞
New • Settings •	-11	
Group	Edit	About me
Approvers	Ð	Members of this group can edit and approve pages, list items, and documents.
Contributors		Can manage list items
Designers	Ð	Members of this group can edit lists, document libraries, and pages in the site. Designers can create Master Pages and Page Layouts using master pages and CSS files.
Everyone		
Hierarchy Managers	•	Members of this group can create sites, lists, list items, and documents.
Project Creators	5	Can create new projects
Project Managers		Can create lists and libraries, customize web part pages, but not create sub projects
Quick Deploy Users	D	Members of this group can schedule Quick Deploy jobs.
Restricted Readers	Ð	Members of this group can view pages and documents, but cannot view historical versions or review user rights information.
SFTAdmins		Users in this group can view and update any SFT related data
SFTManagers		Users in this group can view any SFT related data
Solvay POC Members		Use this group to grant people contribute permissions to the SharePoint site: Solvay POC

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 Info	Package Activity		
< Back to Site			
			Activity
App Name	App ID	Package ID	Principal
Spring is Herel	c722ecbdbb5d4944995e69650110feca	ae7bff4d52374bd090f319c4764f8dea	Lisa Noyes
	-700	307bff4d57274bd000f210c4764f8do3	SET Evolved Backage Deletion Dagmon

EXOSTAR[®]

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.

🚖 Favorites	Name	Size	Item type	Date modified
Desktop	WebEr Broductivity Tools	2 40	Shorteut	2/2/2016 2:12 DM
Downloads	P HP Deskjet 3050A J611 series	3 KB	Shortcut	4/28/2016 3:20 PM
	😤 HP ePrintCenter - HP Deskjet 3050A J611 series	2 KB	Shortcut	4/28/2016 3:20 PM
Libraries	📷 Shop for Supplies - HP Deskjet 3050A J611 ser	2 KB	Shortcut	4/28/2016 3:20 PM
	P HP ENVY 7640 series	3 KB	Shortcut	6/27/2016 1:10 PM
	🗑 Shop for Supplies - HP ENVY 7640 series	2 KB	Shortcut	6/27/2016 1:10 PM
Music	😥 Virtual Intranet Access	3 KB	Shortcut	8/10/2016 10:51 AM
Pictures	JECV		File folder	2/24/2016 10:50 AM
Videos	🍌 Lisa's Info		File folder	2/24/2016 10:50 AM

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.

