

ForumPass Secure File Transfer User Guide March 2018



Copyright © 2018 Exostar, LLC All rights reserved.



Table of Contents

Summary	3
Key Functionality Included in This Document	3
ForumPass Secure File Transfer	3
Subscribe to SFT	3
Navigating Secure File Transfer Packages	4
Download a Package	4
Internal User Downloads	5
External User Downloads:	7
Send a Package	9
Server Status1	1



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 ForumPass site provides access to the SFT feature via the **Exostar Secure File Transfer** link on the quick launch menu.

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 (SFT) functionality. A separate Administrator's Guide is available and located in the ForumPass US and UK Support Sites.

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 Product Guide for more information on using ForumPass.

ForumPass Secure File Transfer

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.

Subscribe to SFT

The ForumPass SFT application is a premium service. If your organization is contracted to use SFT, it is listed on your **My Applications** tab in Exostar's Identity and Access Management Platform (MAG). To request access the service:

- 1. Login to Exostar's Identity and Access Management Platform (MAG) using your MAG credentials.
- 2. On the Home tab, locate ForumPass Secure File Transfer under My Applications.
- 3. Click Request Access.

Notes:

- You are notified by e-mail when your subscription request is approved.
- If you attempt to use SFT, but are not subscribed to the service, you receive an error



message stating you must first subscribe to the service.

For subscription information, please contact Customer Support.

Navigating Secure File Transfer Packages

With **ForumPass - Secure File Transfer** you can create, send, and receive **Packages**, as well as check the status of a Package and access reports. A **Package** is any file transfer, either upload or download, and may include one or more files of any size and any file type. SFT can be used to send Packages to internal or external users you designate.

To access the SFT main page, click the **Secure File Transfer** navigation on the left side of your project site. The **Secure File Transfer** page displays the list of available pages and tabs:

- Available Packages: Shows all transfer packages you either sent, and/or have permission to download.
- Send a Package: Initiates the package transfer.
- Request a Package: Allows you to initiate a package request.
- Server Status: Displays the current space allocation on the transfer server.

Click the **Name** to view the contents and other details about that package.

Exc	osta	r S	Sec	ure	e Fil	е	Trar	าร	fer	(SI	-T)				
											Filter F	lesul	ts:		
	Available Packages		Available Packages Send a Package			Request	a Pac	kage	Serve	r Status					
	Name	T	Expiry	T	Upd	T	Status	T	Pack	T	Send	T	Internal R	External	Commands
	Test Package	21	02/09/	02/09/20		0 30	complet	ted	47,792	2	Teresa Cambete	es	Teresa Cambetes	tcambetes@	Download
	₩ ◀ 1 ▶ ₩ 10		10	▼ i	items per	page	•					1	- 1 of 1 items		

- The **Package Details** tab provides information about the package. You may also download or delete the package from here if you have permissions to do so.
- The Package Activity tab provide all of the details about the package.



Download a Package

You can initiate the download of a package from the main SFT page, from the package information page, or from the email notification you received inviting you to download a package.



Internal User Downloads

1. Click the **Download Package** link in your email to initiate the download.



2. The **Package Information** screen provides Package details. Click **Download Package** to initiate or choose to delete.

Note: If you are not already logged in, you are prompted to login.

Package Info Pa	ackage Acti	vity SFT Application		
Package Name	Test Pack	age 1	1.	
Modification Time	12/11/20	17 4:11:30 PM		
Sender	Teresa Ca	ambetes		
Internal Recipients	Teresa C	ambetes		
External Recipients	tcambete	es@aol.com		
Expiry Date	2/9/2018	11:59:59 PM		
Status	complete	d		
Size	47792 By	tes		
External ID	39968836	3b8f440c8c7dbc67e158d4e1		
Message				
Name †	T	Туре 🔻	Updated Y	Size (Bytes) 🍸
RSCP Training Ma Catalog.docx	terial	application/vnd.openxmlformats- officedocument.wordprocessingml.document	12/11/2017 16:08:35	15,228
SCP Documenatio Standardization.xl	in sx	application/vnd.openxmlformats- officedocument.spreadsheetml.sheet	12/11/2017 16:08:35	14,747
SCP Training Documentation Standardization.de	ocx	application/vnd.openxmlformats- officedocument.wordprocessingml.document	12/11/2017 16:08:35	17,817
H 4 1)		10 🔻 items per page		1 - 3 of 3 items
Download Package	Delet	e Package		

Note: The download button is unavailable if the expiry date passed.



3. Navigate to the desired folder to download the package. Click Select Folder.

Select Folder					×
GOV 🤷 - Computer	▼ OSDisk (C:) ▼	▼ 42	Search OSDisk (C:)		2
Organize 🔻 New folder				-	?
Favorites	Name *	▼ Date modified	Туре	Size	
	퉬 mail	12/11/2017 11:56 AM	File folder		
📄 Libraries	Computer OSDisk (C:) C:) Search OSDisk (C:) Search OSDisk (C:) Size Imail 12/11/2017 11:56 AM File folder Folder Folder Imail 12/11/2017 11:56 AM File folder Imail 12/11/2017 11:25 AM File folder Imail 12/11/2017 10:25 AM File folder Imail 12/12/2017 10:21 AM File folder Imail Imail 12/12/2017 10:47 AM File folder Imail Imail				
Documents	🌗 Program Files	6/29/2017 11:33 AM	File folder	× B⊞ ▼ Size Cancel	
	鷆 Program Files (x86)	10/20/2017 10:25 AM	File folder		
Videos	鷆 sysprep	6/13/2017 2:50 PM	File folder		
	鷆 Temp	10/20/2017 10:21 AM	File folder	SDisk (C:)	
🖳 Computer	📗 Users	6/30/2017 7:53 AM	File folder		
🕌 OSDisk (C:)	Uindows 🔋	▼ Search OSDisk (C:) Image: Search OSDisk (C:) Image: Search OSDisk (C:) Image: Search OSDisk (C:)	_		
Home Directory (H:					
Public (P:)					
	•				┛
Folder	Users	_			
	,		Select Folder	Cancel	

4. The Aspera Connect prompt displays. Click Allow to proceed.



Note: If you want to avoid this prompt in the future, check the Use my choice for all connections with this host box.

5. If a passphrase was added to the files, you are prompted to enter that now.

C Pro	tect Content - Aspera Connect	×
	Enter a passphrase to decrypt protected files as they are downloaded.	
	Passphrase:	
	☐ Keep files encrypted	
	OK Cancel	

6. The Transfer window displays the package download progress. The current download is



Connecting...
 Connecting...

at the bottom of the list. Clear the list by clicking the **Clear List** button.

- Transfer Monitor icon displays the speed and status of your transfer.
 - Click the **Magnifier** icon to navigate to the downloaded file location.
 - Stop a transfer by clicking the X.
 - Resume a transfer by clicking the **Start** button. The transfer resumes from where it was stopped.
- 7. When the package download is complete, navigate to the folder to open the file.

External User Downloads:

1. Click the **Download Package** link in your email to initiate the download.

Dear <u>tcambetes@aol.</u> You have been invited Download Package	<u>com,</u> I by Teresa Cambetes < <u>teresa.cambetes@exostar.com</u> > to download a package:
To increase secur will need to enter This request is tim	ity, you will be sent a time sensitive access code when you visit the package link. You this this code to access the package contents. He sensitive. Please refer to the expiration date below.
Package Info	
Title	Test Package 1
Sender	Teresa Cambetes < <u>teresa.cambetes@exostar.com</u> >
Size (in Bytes)	47792
Modification Time	12/11/2017 4:11:30 PM
Expiration Date	2/9/2018 11:59:59 PM

2. Once you access the package, you receive a second email containing an access code. The



access code is time sensitive and must be used to initiate the download.

[SFT Package Access Code] - Test Package 1	Ē			Ø
ForumPass6UAT (ForumPass6UAT@exostar.com)	Mon, Dec 11	, 2017	4:24	pm
To: you Details ∽				_
Dear tcambetes@aol.com,				
For additional security, you must use this time sensitive access code when accessing the p	ackage			
Test Package 1				
to which you've been invited by				
Teresa Cambetes				
Please refer to the previous invitation email for the access link. Your access code is:				
6a3480				
This code will expire on				
12/11/2017 4:28:18 PM				

3. Return to the download screen and enter the access code. Click **Continue**.

Secure File Transfer (SFI	D	
For additional security, we code and press Continue.	sent a time sensitive ac	ccess code to tcambetes@aol.com. To continue, please enter the access
Enter Token	Continue	Resend Access Code

4. Click **Download Package** to proceed.

Package:	Test Package 1	
Sender:	Teresa Cambetes	
Expiry Date:	2/9/2018 11:59:59 PM	
Modification Ti	me: 12/11/2017 4:11:30 PM	
Message:		
Files included in	package (47792 bytes total):	
• SCP Traini	ing Documentation Standardization.docx	



Send a Package

In order to send file packages via SFT, you must have Aspera Connect installed. If you do not have it installed, you can do so from within the solution by following the onscreen prompts.

With Aspera Connect installed, you can proceed with sending a package.

1. From the main SFT page, click the **Send a Package** tab and complete the form:

Available Packages	Send a Package	Request a Package	Server	Status						
Package Name			Expiry	y Date						
Internal Recipients			44 -	4		Februa	ry 2018			F
				S	М	т	W	т	F	
			5					1	2	
L		.	6	4	5	6	7	8	9	1
			7	11	12	13	14	15	16	1
Internal ForumPass use	rs included here v	vill receive the package	8	18	19	20	21	22	23	2
			9	25	26	27	28	1	2	
External Recipients			10	4	5	6	7	8	9	1
Invite external users via	email. Enter one	email address per line.	Add N	Messag	le					
Download Limit External users may dow	nload this packag	ge 3 🗸 times.								
Encrypt at Rest	unt the nackade	with a nassnhrase	This m	nessage	e will be	e includ	ded in t	he pao	:kage ir	nvita

- **Package Name**: The recipients use the name you give this package to identify the package.
- Internal Recipients: List the users inside your organization and click the Check Names icon. The user names are verified as authenticated ForumPass users.
- **External Recipients**: List the email address of external recipient (not an authenticated ForumPass user). **Note**: This option may not be available if your company restricted this functionality.
- **Download Limit**: You can limit the number of times a recipient can download the package up to five downloads (three is the default).
- **Encrypt at Rest**: You can add a passphrase to the package. The recipients must know the passphrase to download the package. You should provide that information to the recipient outside of ForumPass (through text, email, or telephone).
- **Expiry Date**: Select a date no more than 90 days out. This date marks when the package is removed from the transfer server. After that date, the package is not available to any recipients.
- Add a Message: This message transfers with the package, and can provide instructions to the recipient.



2. Click **Upload Files** and select the files you wish to transfer.

Irganize 🔻 New folder							800	• 🗇	
Favorites	Â	Name		Date modified	Type	Size			
Downloads		fp5 downloaded 400mb.test		6/9/2016 1:32 PM 6/9/2016 1:32 PM 6/9/2016 8:03 AM	TEST File Microsoft Word 9	404,045 KB 228,643 KB			
Uibraries		Shared_Documents large.zip FP4_UK_Testing.zip 100MB_file.DOC		3/14/2013 9:12 AM 3/14/2013 8:43 AM 6/17/2011 10:41 AM	Compressed (zipp Compressed (zipp Microsoft Word 9	195,837 KB 108,406 KB 105,506 KB			
 Music Pictures Videos 	Е	Shared_Documents.zip LN2 test.zip makhachkala my city.wav 38MB file DOC		3/14/2013 8:18 AM 9/30/2013 4:23 PM 6/19/2013 1:55 PM 11/0/2009 11:49 AM	Compressed (zipp Compressed (zipp Wave Sound	87,431 KB 60,153 KB 59,068 KB 30,368 KB			
Computer 🏭 OSDisk (C:)		Membership Services Shared_D A1 Test file - 20mb.doc	ocuments	3/14/2013 8:28 AM 7/21/2011 2:18 PM	Compressed (zipp Microsoft Word 9	24,147 KB 20,482 KB			
Public (P:)	- <u></u>	Tx x737landing_manual-v1.2.pdf	Type: Mic Size: 20.0 Date mod Pages: 1	rosoft Word 97 - 2003 MB lified: 7/21/2011 2:18 PI	Document Trobat D ed (zipp	19,109 KB 11,283 KB 4,700 KB			
Network	17	100 A1 Test file - 2mh.nnt		1071972013 1158 PM	Microsoft PowerP	2 152 KR			

3. The Aspera Connect prompt requires you to click Allow to proceed.



Note: If you would rather not receive this prompt, check the Use my choice for all connections with this host box.

4. If you chose to include a passphrase for your package, you are prompted to enter the phrase now.





5. The Aspera Connect window opens and begins the package transfer.



Note: Upon completion, the process area reports Done.

G Transfers - Aspera Connect	
SCP Training Documentation Standardization.docx (+2)	6 6 8
Done	
	Clear List

Note: Recipients of this package (the people you named in the upload form) receive an email inviting them to download the package. If the person does not download the file prior to the expiry date, you have to upload it again.

Server Status

The Server Status tab on the main SFT page shows the available/used space on the file transfer node. You are not able to transfer a package larger than the available space on the server.

