

State of Michigan
Data Exchange Gateway
Web-Interface Users Guide
12-07-2009

Revision History:

Revision #	Date	Author	Change:
1	8-14-2009	Mattingly	Original Release
1.1	8-31-2009	MM	Pgs 4, 7, 8, 11, 16,
1.2	12-07-09	MM	Pg 4 (IE Version 6 SP3)
1.3	3/34/11	MM	Changed DIT logo to DTMB
1.4	7/20	MM	Pg 16

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General information:

Use of this document.

This Web-Interface Users Guide is intended to be a general user's guide when using the Web Interface. This is not intended to be a comprehensive training document. Not all possible situations and variations are covered. Not all possible information is given. The screen shots are examples and do not show real User ID's, Mailboxes, file names or directories; they are just examples as a guide. Some users will want more information, some less.

First time user:

- To begin downloading and uploading (receiving and sending) files with the State of Michigan's Data Exchange Gateway for secure internet file transfers, you need a connection to the internet and a Web Browser. We recommend Internet Explorer version 6 with SP3 or higher or Firefox version 3 or higher as your Web Browser.
- If you are using Microsoft Internet Explorer please review the "Setup of IE" section

NOTE: Since most people are familiar with using a Web Browser, this document will not go into the details on how to enter addresses or move through screens.

How to use the Data Exchange Gateway:

Logging In:

Enter this address in your Web Browser to reach the State of Michigan's Data Exchange Gateway:

From the Internet: <https://dxgweb.state.mi.us>

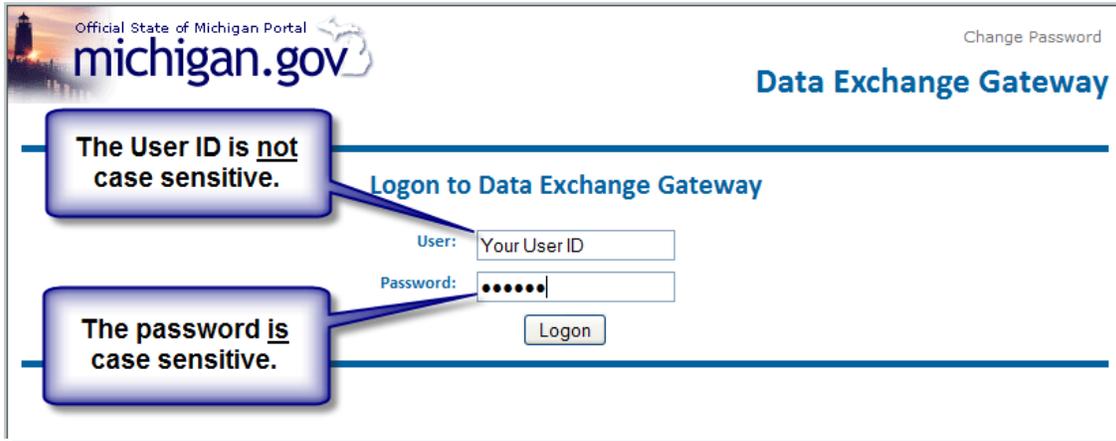
From the internal State of Michigan network: <https://degelsweb-vip.state.mi.us>

NOTE: the s at the end of https - this is required for a secure connection.

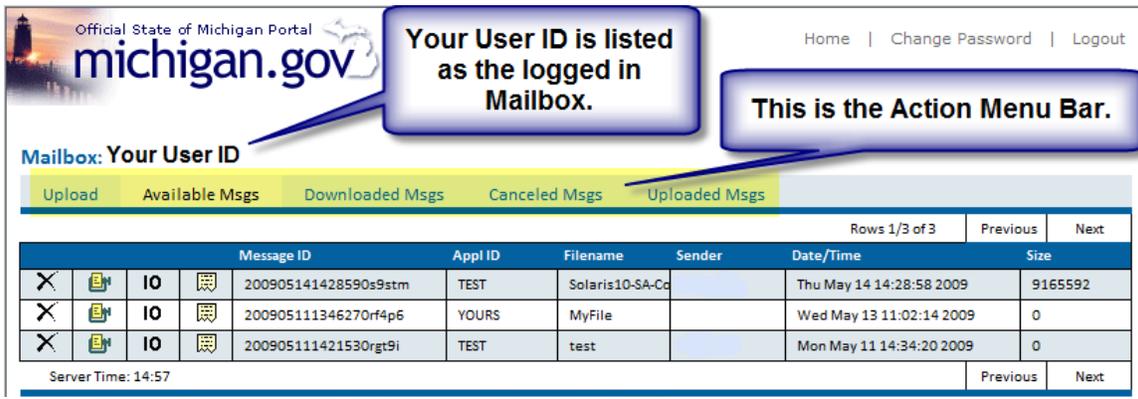
NOTE about Passwords:

Currently all passwords are converted to upper case, regardless of what is entered. Please enter all passwords in Upper Case. In the future the DEG passwords may become case sensitive in which case, a password entered with lower case will fail to match the stored password. If you always use upper case password until notified that lower case passwords are usable then you will not have any problems when there is a change. This is very important if you are automating your connection with a program or script file.

The following image shows the login page to the State of Michigan’s Data Exchange Gateway. Type in your User ID (mailbox) and password and click on the Logon button.



The following image shows the screen after a user has logged in properly. The screen opens at the “Available Msgs.”



Upload (Send) a file:

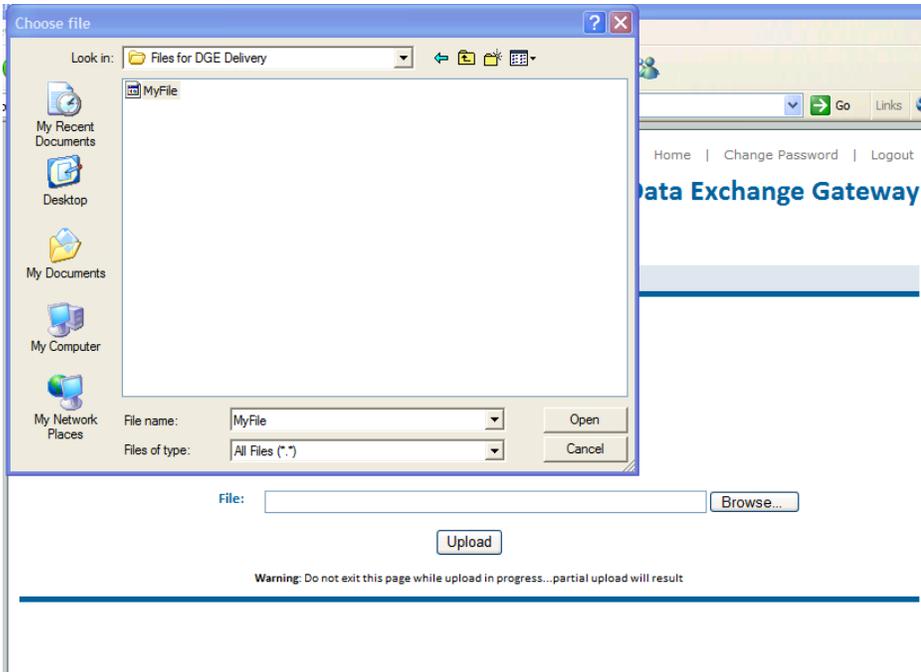
1. Click on “Upload” from the Action Menu Bar. This screen is displayed.

The screenshot shows the 'Upload Message' form on the Michigan.gov Data Exchange Gateway. The form has a header with 'Official State of Michigan Portal' and 'michigan.gov'. The main title is 'Data Exchange Gateway'. Below the title, there is a navigation bar with 'Mailbox: Your User ID' and tabs for 'Upload', 'Available Msgs', 'Downloaded Msgs', 'Canceled Msgs', and 'Uploaded Msgs'. The 'Upload Message' form contains the following fields and controls:

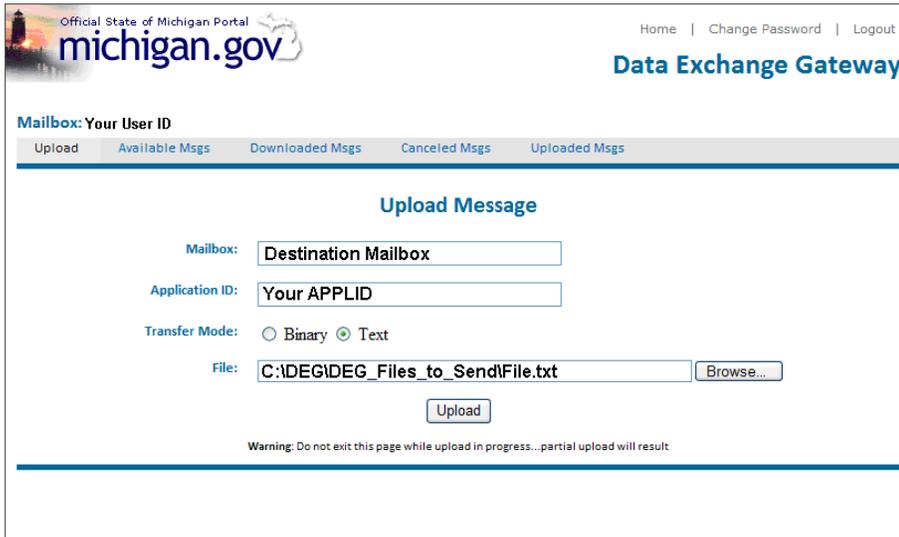
- Mailbox:** A text input field with a callout bubble pointing to it labeled 'Recipient's mailbox'.
- Application ID:** A text input field with two callout boxes pointing to it, one labeled 'enter BHPMAPS' and another labeled 'enter MAPS'.
- Transfer Mode:** Radio buttons for 'Binary' and 'Text' (selected).
- File:** A text input field with a 'Browse...' button.
- Upload:** A button at the bottom of the form.
- Warning:** A red warning box at the bottom left with the text 'Warning: Do not exit this page while upload in progress...partial upload will result'.

Logos for DTMB (Technology, Management & Budget) and messagewaysolutions (When every transaction counts) are visible at the bottom of the page.

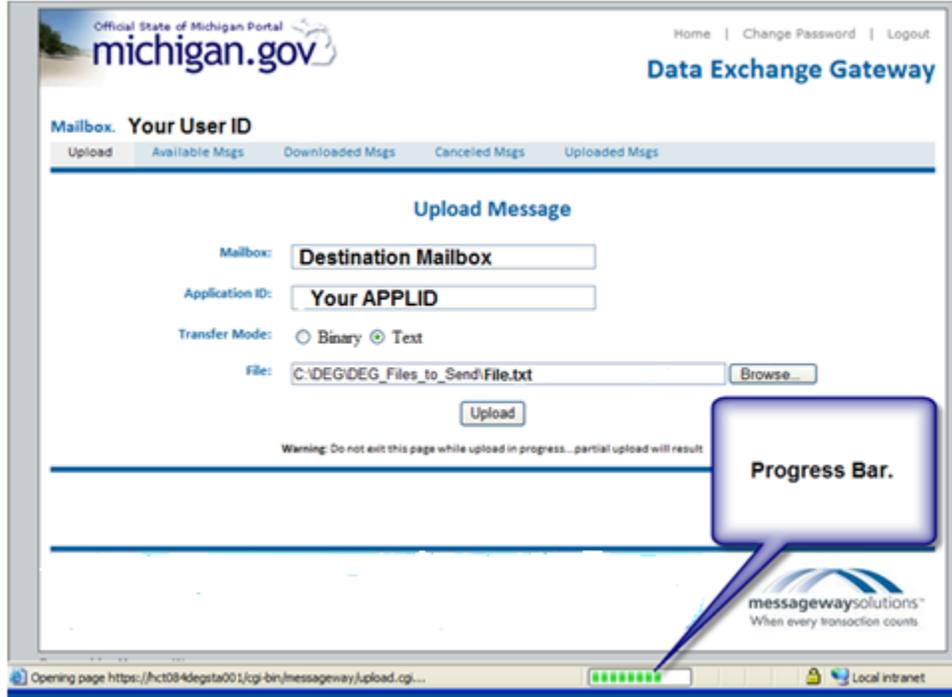
2. In the Mailbox field, **type in the Recipient's Mailbox** that you want to deliver the file to. NOTE: Your State Agency contact will provide this information.
3. In the Application ID field, **type in the ID** (2 to 8 alpha numeric chars) you want associated with the file you will send. NOTE: Your State Agency contact will provide this information.
4. **Select the Transfer Mode;** Your State Agency contact can provide this information. If you select the wrong transfer mode the file may not be usable at the Destination.
5. For the “File” field, **click on the Browse** button. Here you use the “Choose File” box to select from what area on your PC's hard disk you want to get the file you are uploading.



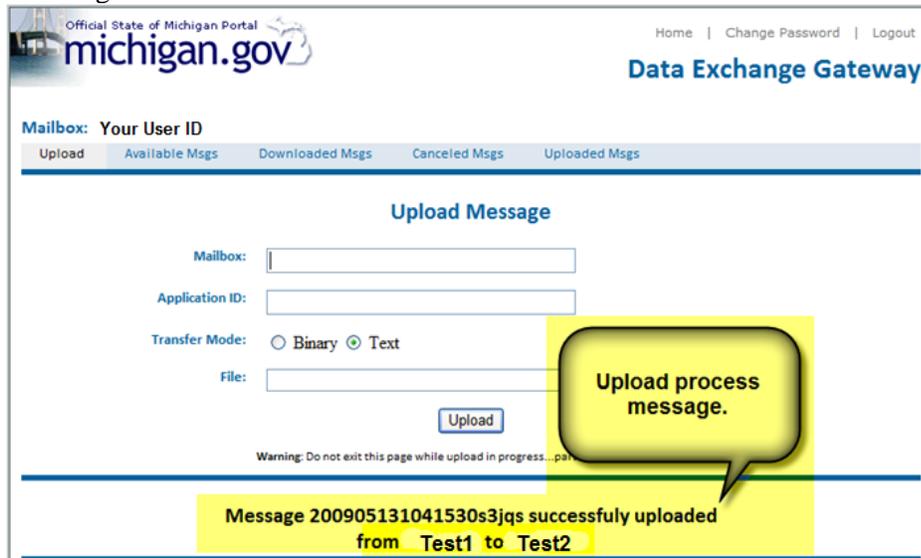
6. **Select the file you want to send.** When you navigate with the mouse and find the specific file in the folder that you wish to send, **click on the file name**, in this example, “myfile”.



7. The folder and file you chose are now displayed in the File field. To send, **click on Upload**.
8. **IMPORTANT: Don't close this window.** Wait a few seconds for a lengthening horizontal bar (shown above) to start moving across the bottom of your browser window.



9. When the transfer is done you will see a message in this window stating if it was successful or had an error. (See image below.) Do not close this window until you see a message.



Verifying a file uploaded (Uploaded Msgs):

To verify your file was sent, click on the “Uploaded Msgs” on the Action Menu Bar. You should see a screen like this with the most recent sent file at the top of the list. **Check the “Size” column to verify the file was uploaded.**

Official State of Michigan Portal
michigan.gov

Home | Change Password | Logout
Data Exchange Gateway

Mailbox: Your Mailbox ID

Upload Available Msgs Downloaded Msgs Canceled Msgs Uploaded Msgs

Message ID	Appl ID	Filename	Recipient	Date/Time	Size	Status
200905141455540ses75	TEST	Solaris10-SA-Co		Thu May 14 15:00:40 2009	9165592	Completed
200905141436460sae3v	TEST	TEST111[1].090		Thu May 14 14:45:09 2009	9165592	Completed
200905141436460sae3v	TEST	TEST111[1].090		Thu May 14 14:45:09 2009	9165592	Canceled
X 200905141436460sae3v	TEST	TEST111[1].090		Thu May 14 14:45:09 2009	9165592	Available
200905141436460sae3v	TEST	TEST111[1].090		Thu May 14 14:45:09 2009	9165592	Completed
200905141436460sae3v	TEST	TEST111[1].090		Thu May 14 14:45:09 2009	9165592	Completed
200905141436460sae3v	TEST	TEST111[1].090		Thu May 14 14:45:09 2009	9165592	Completed
X 200905141436460sae3v	TEST	TEST111[1].090		Thu May 14 14:45:09 2009	9165592	Available

Rows 1/20 of 24 Previous Next

Click on the X to move the file from the recipients Available Msgs bin to their Canceled Msgs bin.

**The Status Column:
Available = not picked up yet.
Completed = Picked up.**

Canceling a message:

To cancel a message you sent, go to the Uploaded Msgs screen and click on the X to the left of the message you want to cancel. If the X is not in the left column for that message then check the status column to see if the user has picked it up or if it was canceled.

To cancel a message sent to you but you have not downloaded yet: Go to the Available Msgs screen and click on the X to the left of the message you want to cancel. The message will be removed from this screen and moved to your Canceled Msgs screen.

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Home | Change Password | Logout

Data Exchange Gateway

Mailbox: Your Mailbox ID

Upload Available Msgs Downloaded Msgs Canceled Msgs Uploaded Msgs

Message ID	Appl ID	Filename	Recipient	Date/Time	Size	Status
200905141455540ses75	TEST	Solaris10-SA-Co		Thu May 14 15:00:40 2009	9165592	Completed
200905141436460sae3v	TEST	TEST111[1].090		Thu May 14 14:45:09 2009	9165592	Canceled
20090512...						Completed
X 20090512...						Available
20090512...						Completed
20090512...						Completed
20090512...						Completed
X 20090512...						Available

Rows 1/20 of 24 Previous Next

Click on the X to move the file from the recipients Available Msgs bin to their Canceled Msgs bin.

By clicking on the X the Status changes to "Canceled" in the "Uploaded Msgs" screen.

This is the Canceled Msgs screen showing one message which has been canceled but is still available to be picked up by this user.

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Home | Change Password | Logout

Data Exchange Gateway

Mailbox:

Upload Available Msgs Downloaded Msgs Canceled Msgs Uploaded Msgs

Message ID	Appl ID	Filename	Sender	Date/Time	Size
IO 200905121531060rv2qj	TEST	no-file-hear		Tue May 12 16:59:42 2009	0

Rows 1/1 of 1 Previous Next

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Download (Receive) a file:

You can download messages from three locations: Available Msgs, Downloaded Msgs and Canceled Msgs.

Source timestamp controls deletion time.

Available Msgs are messages sent to your mailbox that have not been downloaded before. They remain in the system for 14 days if not download.

Downloaded Msgs are messages you have downloaded in the past. They will be deleted from the system within one to four days.

Canceled Msgs are messages canceled by your or the sender. They will be deleted from the system within one to four days.

Downloading from “Available Msgs.”:

Click on the “Available Msgs” option on the Action Menu Bar. The following screen will appear.

The screenshot shows the Michigan.gov Data Exchange Gateway interface. At the top, it says "Official State of Michigan Portal" and "michigan.gov". There are links for "Home", "Change Password", and "Logout". The main heading is "Data Exchange Gateway". Below this, there are tabs for "Available Msgs", "Downloaded Msgs", "Canceled Msgs", and "Uploaded Msgs". A table displays a list of messages with columns for Message ID, Appl ID, Filename, Sender, Date/Time, and Size. Callouts point to icons for "Cancels the file", "Zip Format", "Binary Format", and "Text Format".

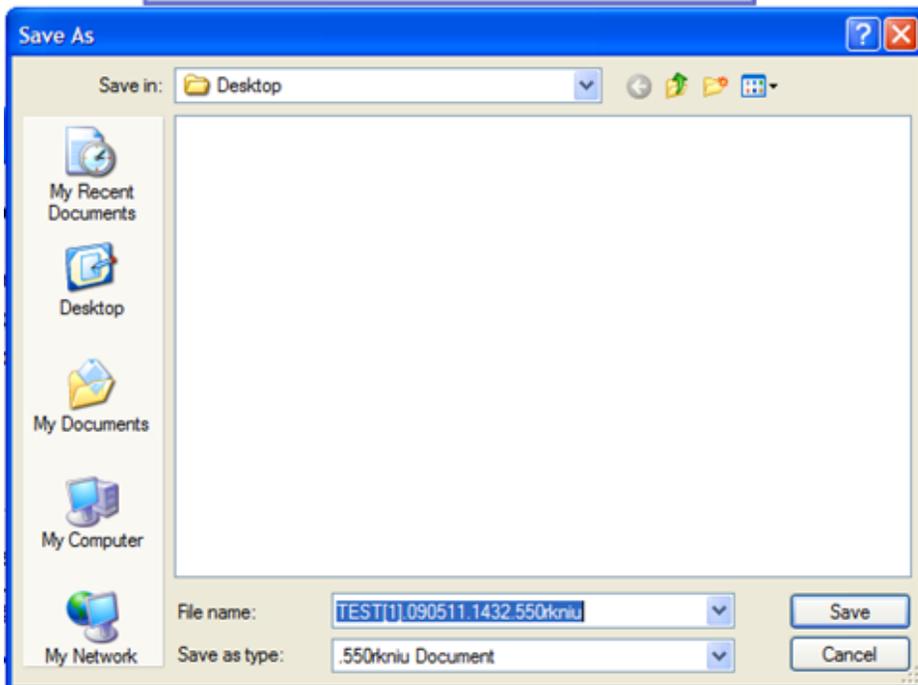
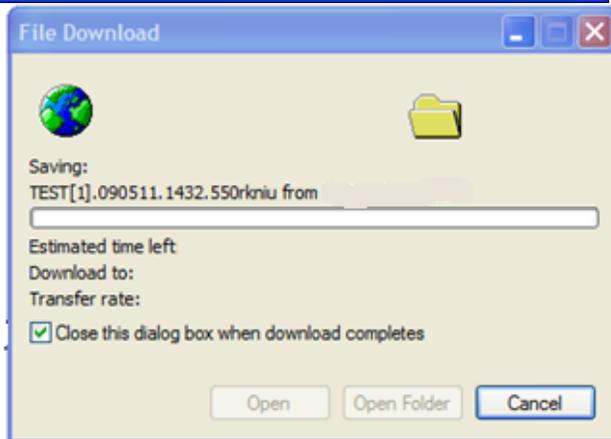
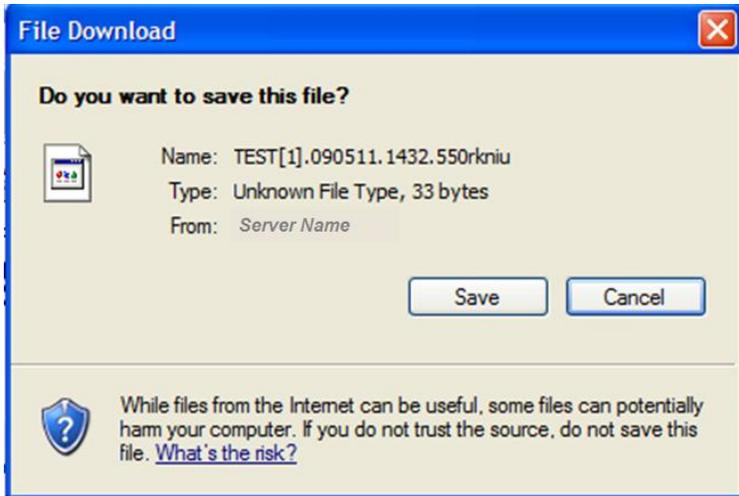
	Message ID	Appl ID	Filename	Sender	Date/Time	Size
X	IO		Solaris10-SA-Commands.pdf		Thu May 14 14:28:58 2009	9165592
X	200905111346270r4p6	YOURS	MyFile		Wed May 13 11:02:14 2009	0
X	200905111421530rgt9i	TEST	test		Mon May 11 14:34:20 2009	0

Server Time: 14:46

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Select your preferred file format to start the download.



Select to location to save the file.

Downloading from “Downloaded Msgs.”:

This lists the messages that have been previously downloaded. To download the message again, click on one of the file format icons to the left of the Message ID. The file will be downloaded in that format. The formats are (from left to right) Zip, Binary, and Text.

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Home | Change Password | Logout

Data Exchange Gateway

Mailbox:

Upload Available Msgs **Downloaded Msgs** Canceled Msgs Uploaded Msgs

Rows 1/2 of 2 Previous Next

	Message ID	Appl ID	Filename	Sender	Date/Time	Size
	IO	200905131041530s3jqs	TEST	TEST.090513.10	Wed May 13 11:09:44 2009	17
	IO	200905121528490ruecf	TEST	TEST.090512.15	Tue May 12 16:59:32 2009	17

Server Time: 11:18 Previous Next

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Downloading from “Canceled Msgs.”:

This lists the messages that have been sent to this mailbox and then canceled (by you or by the sender). Even though a sent file was canceled, the recipient can download it from this list. To download the message, click on one of the file format icons to the left of the Message ID. The file will be downloaded in that format. The formats are (from left to right) Zip, Binary, and Text.

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Home | Change Password | Logout

Data Exchange Gateway

Mailbox:

Upload Available Msgs Downloaded Msgs **Canceled Msgs** Uploaded Msgs

Rows 1/1 of 1 Previous Next

	Message ID	Appl ID	Filename	Sender	Date/Time	Size
	IO	200905121531060rv2qj	TEST	no-file-hear	Tue May 12 16:59:42 2009	0

Server Time: 11:20 Previous Next

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Change Password:

Password Requirements: Minimum is eight characters. Use a combination of upper case Alpha characters and numbers.

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Home | [Change Password](#) | Logout

Data Exchange Gateway

To change your password, click here.

Mailbox: Your User ID

Upload Available Msgs Downloaded Msgs Canceled Msgs Uploaded Msgs

				Rows 1/3 of 3		Previous	Next		
		Message ID	Appl ID	Filename	Sender	Date/Time	Size		
X	📎	IO	📧	200905141428590s9stm	TEST	Solaris10-SA-Commands.pdf		Thu May 14 14:28:58 2009	9165592
X	📎	IO	📧	200905111346270rf4p6	YOURS	MyFile		Wed May 13 11:02:14 2009	0
X	📎	IO	📧	200905111421530rgt9i	TEST	test		Mon May 11 14:34:20 2009	0

Server Time: 13:39

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michigan.gov

Home | Logout

Data Exchange Gateway

Logon to Data Exchange Gateway

Fill out all feilds and click on the "LogonChgPswd" button to log on and change your password.

User:

Password:

New Password:

Repeat New Password:

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The password is changed and your are logged in as normal.

Troubleshooting:

General requirements:

Setup of Internet Explorer:

Security Issue with XP sp2 and IE 6/7

Microsoft added download security to its IE web browser with XP Sp 2. By default you are not able to download files via IE 6/7.

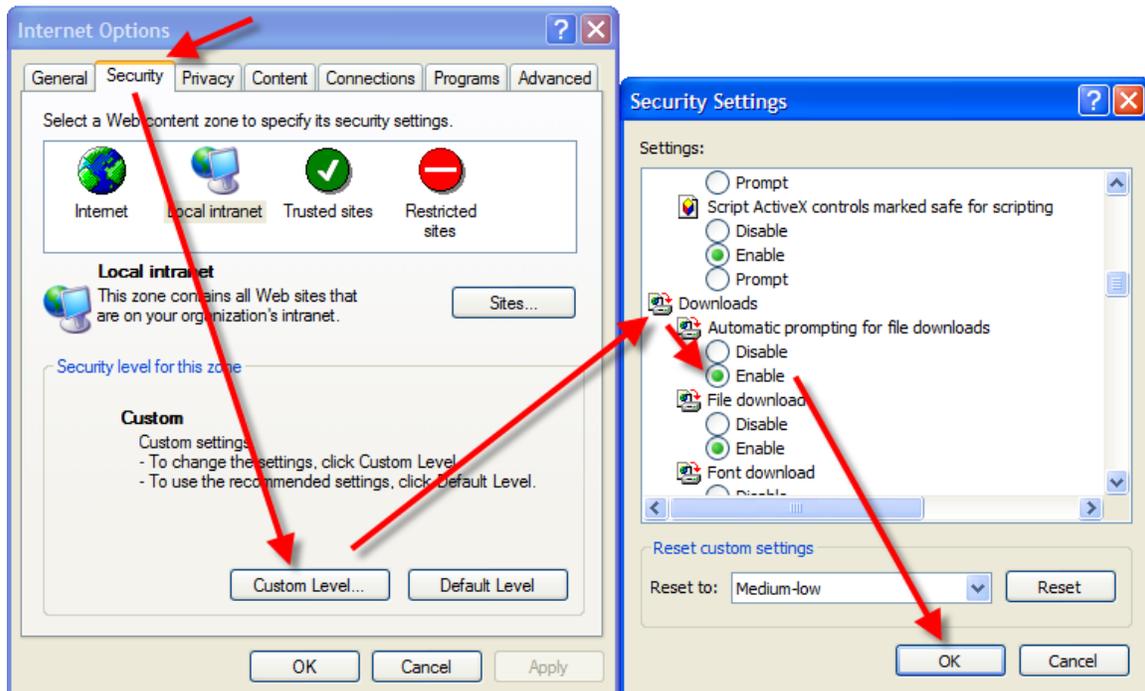
If you don't get a "Save dialog" box when you download a file, you need to do one of the following:

Option 1:

Enable automatic download prompts in IE (disabled by default).

This will turn off this feature completely and file downloads will occur the same way as they always did.

Go to **Internet Explorer > Tools > Internet Properties**. Please see the screenshot below for instructions.



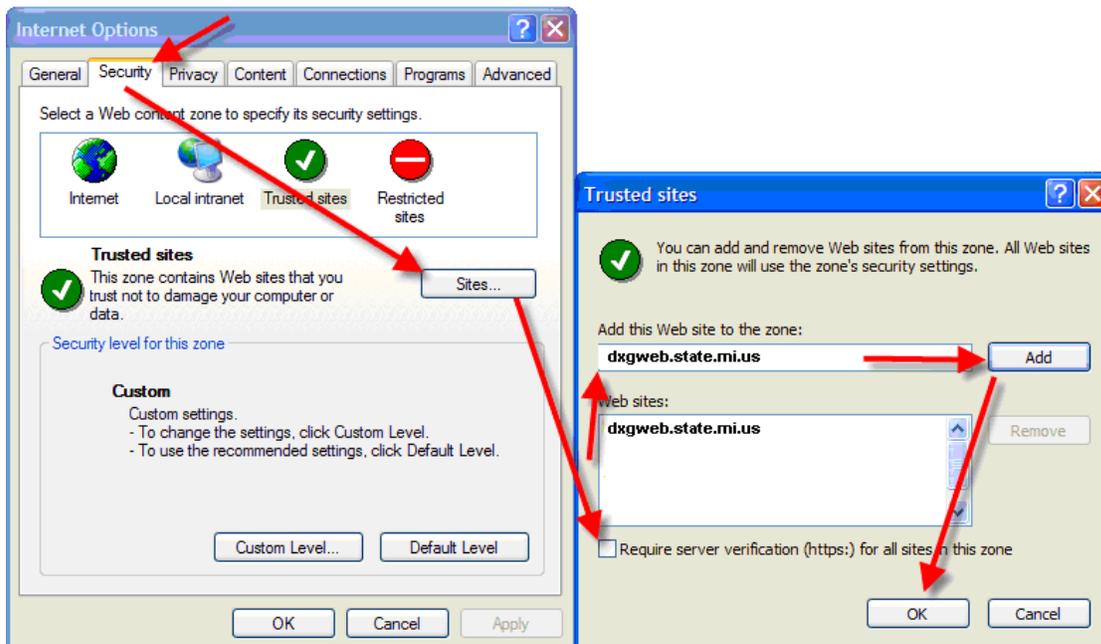
H:\MW\MW-Manual\users guides\MWWeb-Users_Manual.doc

Revision 1.4

Option 2:

Add *http://www.dgxweb.state.mi.us* to your list of trusted sites.

This will override security settings for the specified sites only. It will also impact other security settings, not only download behavior. Please see the screenshot below for instructions.



Setup of Firefox:

Firefox version 3.xx Certificate setup:



Secure Connection Failed

Server Name uses an invalid security certificate.

The certificate is not trusted because the issuer certificate is unknown.

(Error code: sec_error_unknown_issuer)

- This could be a problem with the server's configuration, or it could be someone trying to impersonate the server.
- If you have connected to this server successfully in the past, the error may be temporary, and you can try again later.

[Or you can add an exception...](#)

Click here.



Secure Connection Failed

Server name uses an invalid security certificate.

The certificate is not trusted because the issuer certificate is unknown.

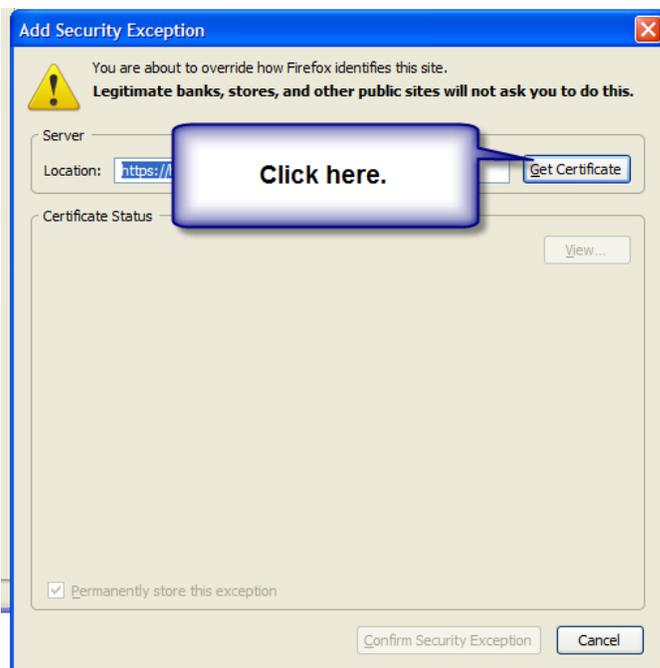
(Error code: sec_error_unknown_issuer)

- This could be a problem with the server's configuration, or it could be someone trying to impersonate the server.
- If you have connected to this server successfully in the past, the error may be temporary, and you can try again later.

You should not add an exception if you are using an internet connection that you do not trust completely or if you are not used to seeing a warning for this server.

Get me out of here! Add Exception...

Now click here.



Add Security Exception

! You are about to override how Firefox identifies this site.
Legitimate banks, stores, and other public sites will not ask you to do this.

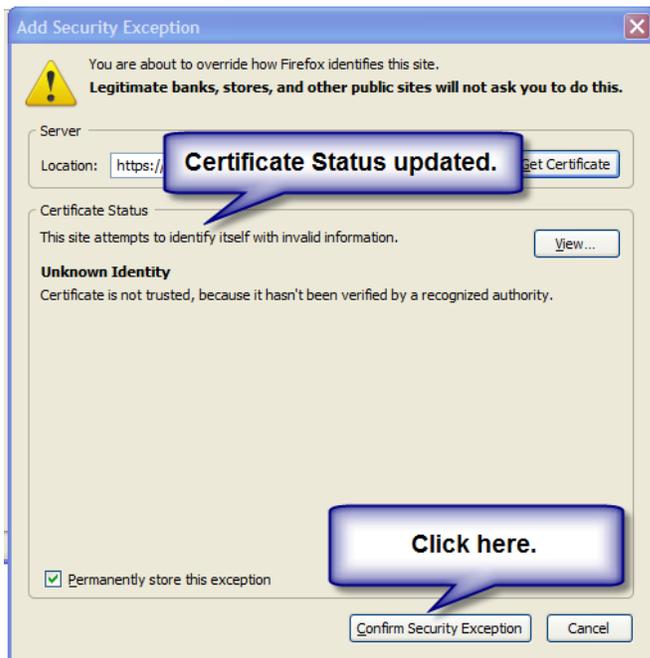
Server

Location:

Certificate Status

Permanently store this exception

Click here.



Quick Issue-Solution chart:

ERROR:	PROBLEM:	SOLUTION:
In Internet Explorer or FireFox, a user receives an "Internal Server Error"	The user is trying to download a zero byte file.	Zero byte files can be uploaded as a trigger for automated actions. They can't be downloaded. If the file is not a trigger file and is expected to contain data then it was uploaded in error. Have your Trading Partner resend it.
A file that contains data was uploaded successfully but displayed "0" in the size column.	If the file name or path entered on the Upload Message screen was entered wrong, then no file will be sent but a successful message will be returned.	Resend the message. Use the browse button to navigate to and select the file to be uploaded.