

DCH File Transfer Application User Manual

Table of Contents

HIPAA Compliancy Statement	3
Overview	4
General.....	4
Getting Started	4
Screen Basics.....	4
Accessing the File Transfer application.....	5
Single Sign On.....	5
Upload File	7
General.....	7
Upload File.....	8
FTP Process.....	8
Process failed transfers.....	8
Upload Log.....	9
Download File	10
General.....	10
Download File.....	11
Download Log.....	11
Request Additional Area Access	12
General.....	12
Request Additional Area Access.....	13
Error Screens	14
Upload File.....	14
Download File.....	14

HIPAA Compliancy Statement

This is to confirm the compliance to HIPAA. The files transferred using this system is intended solely for the use of the assigned destination organization and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution of any confidential and/or privileged information transferred by this system is expressly prohibited.

The system uses 128bit SSL encryption on all transactions and transfers of data from and to the intended locations. The data transfers are also scanned for any known viruses.

Overview

General

The DCH File Transfer application is a thin-client application that is accessible via Internet Explorer. Access to the application is maintained through the Single Sign On process. All transfers are secured using 128 bit SSL encryption. Unique userid and password are required to access the application.

The File Transfer application has the following functional areas:

- Upload file
- Download file
- Share Files
- User Administration

Getting Started

Screen Basics

The screens within the File Transfer application are setup using similar functionality and conventions. This portion of the document describes functionality that applies to many screens within the system.

- **Home:** Every screen (with the exception of the main menu) has a Home link in the upper right hand corner of the screen. This allows you to access the Main menu screen from anywhere in the application.
- **Exit Application:** Main menu has an Exit Application link under general section on the menu. This allows you to exit out of the application at any time.
- **Cancel:** Every screen (with the exception of the main menu) has a **Cancel** button. This will return you to the previous screen you were on.

Accessing the File Transfer application

The File Transfer application is web-based. In order to access it, you must

1. Register to MDCH Single Sign On (SSO). If you are already registered to SSO for another DCH web application, you can skip this step.
2. Subscribe (request access) to DCH File Transfer application.
3. When first time users request access, they will create a user profile record. The system sends an email to the area administrator for review.
4. The Area Administrator must approve the individual's request. The Area Administrator will also assign access privileges. Users will receive an email response with an approval or rejection for access.

Single Sign On



State of Michigan Single Sign On

User ID

Password

Login

* If you do not have a User ID, please click Register

[I forgot my Password](#)

Single Sign On Screen

The Department of Community Health (DCH) Single Sign On interface has been set up to provide access to the File Transfer application. This sign on process is standard for all “web-based” applications used by the Department and is maintained by the Department of Information Technology.

To access the MDCH Single Sign On screen for the **production** environment, enter the following text in the address box in the upper left area of Internet Explorer.

<https://sso.state.mi.us>

All users who have access to the File Transfer application will access the system through this login screen. Please enter your username and password and then click the Login button.

If you are not a registered user for Single Sign On, please refer to the Single Sign On User Manual for instructions on becoming registered.

If you do not have access to the File Transfer application through Single Sign On, you must first subscribe. Please refer to the Single Sign On User Manual for instructions on subscribing to an application.



SOM-DCH Application Portal

This screen provides access to all MDCH applications that the user has been granted permission to use. The list of applications the user is authorized to use will appear on the screen.

The first time you access the File Transfer application, you will receive a message that your account is not activated, the Administrator will need to approve your user profile record to activate your account and assign the appropriate privileges before you can use the system.

Click the DCH-File Transfer application link. Depending on the privileges set up in your user profile record, you will be presented the appropriate initial menu in the File Transfer application. All users will have File, Browse and General Options on the main menu.

Administrators will have the Admin menu, users having Share File privilege will see the Share File menu.

Upload File

General

The Upload file option allows the users to transfer files from the client PC to the destination servers defined in the system.

Users can upload files once they have been authorized for the upload file access privilege. The Area Administrators manage the authorizations.



The screenshot shows the 'File Transfer' application interface. At the top, there is a header with the MDCH logo on the left, the text 'File Transfer' in the center, and the Michigan.gov logo on the right. Below the header is a navigation menu with three columns: 'File', 'Browse', and 'General'. The 'File' column contains links for 'Upload File' and 'Download File'. The 'Browse' column contains links for 'Upload Log' and 'Download Log'. The 'General' column contains links for 'Request Additional Area Access' and 'Exit Application'. At the bottom left, it displays 'Version: 1.5' and 'Last Updated: 04/21/2009'. At the bottom right, it says 'Logged in user:'.

Main Menu

Clicking the [Upload File](#) link will display the following screen.



The screenshot shows the 'File Upload' screen. At the top, there is a blue header with the text 'File Upload'. Below the header, there is a note: 'All fields marked with * * * are mandatory'. The main form area contains two fields: 'Area *' with a dropdown menu showing 'HCRD CHP' and a note '(select from list if having multiple area access)', and 'Select file to transfer *' with a text input field and a 'Browse...' button. At the bottom, there are two buttons: 'Upload' and 'Cancel'.

File Upload Screen

Upload File:

1. Select the appropriate area to upload. (If users have access to only one area the dropdown is defaulted to that area, otherwise all the areas are listed in the drop down in ascending order.
2. Click the Browse button to select the file to upload.
3. Click the Upload button.

Upload Confirmation:

A confirmation page is displayed once the upload process is complete, as shown in the following screen:

File Transfer Confirmation	
File Transfer	Successful
User Name	
Area Name	HCRD CHP
File Name	ReadMe.txt
Date	04/22/2009 11:5:8
The File size	0 KB
Information	
The file has been successfully uploaded to the DCH Location. Please keep the original file in case you need to transfer again.	
<input type="button" value="Close"/> <input type="button" value="Print for Confirmation"/>	

File Upload Confirmation Screen

FTP Process

The FTP process occurs after the file has been uploaded to the DCH location.

Appropriate server information is taken from the table specific to the selected Area and the file is transferred to the destination.

Status of the transfer is displayed as either SUCCESS or FAILED, this is available thru the Upload Log.

Success Transfers:

Once the file FTP is successfully completed, the upload process is complete.

Process failed transfers

If the FTP process could not be completed the transaction is flagged as FAILED. A background process is scheduled to run twice every day, which will try to FTP the file.

Upload Log

Upload log gives the list of transactions performed by the user for each Area the user has access to.

Click the [Upload Log](#) link under the Browse column on the main menu and the system displays the following screen:

Upload Log Information.						
Area	File Name	DCH Date	DCH File Size	Dest Date	Dest File Size	Transfer Status
HCRD CHP	ReadMe.txt	04/22/2009 11:5:8	0 KB			SUCCESS
HCRD CHP	output.txt	02/04/2009 16:22:5	6 KB			SUCCESS
HCRD CHP	output.txt	02/04/2009 16:11:57	6 KB			SUCCESS

Previous 1-3 of 3 Next

[Home](#)

Cancel

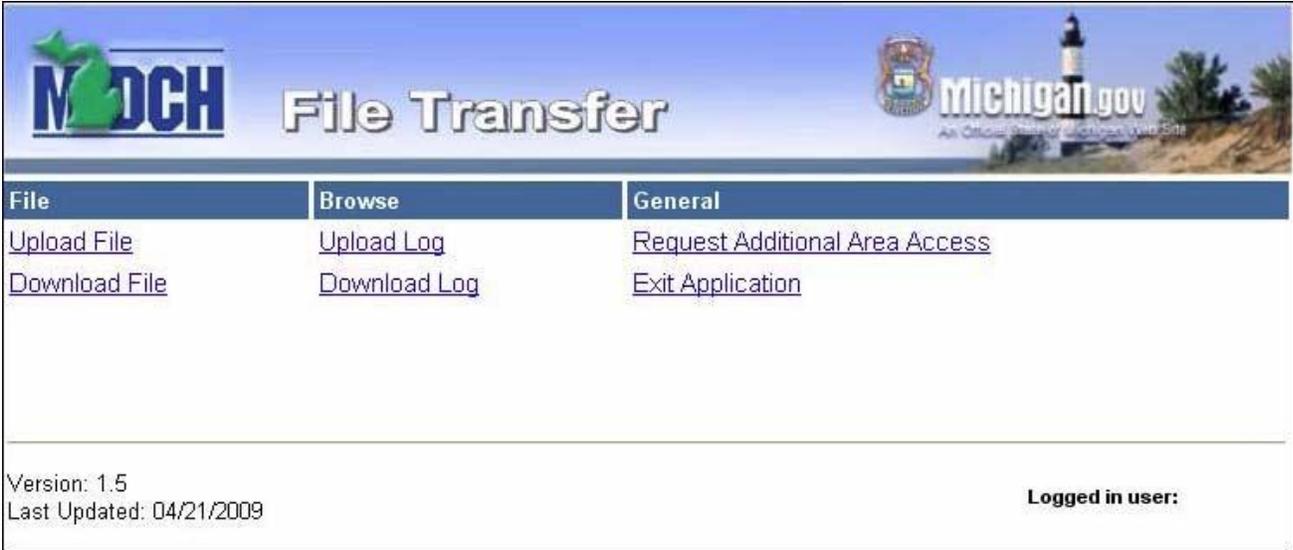
Upload File Log

Download File

General

The Download file option allows the users to download files shared by the users in a specific area.

Users can download files once they are authorized for download file access privilege for a specific area. The Area Administrators manage the authorizations.



Main Menu

Clicking the [Download File](#) link will display the following screen:

File Download

All fields marked with '*' are mandatory

Area * (select from list if having multiple area access)

Select file to download *

Download file Screen

Download File:

1. Select the appropriate area (If users have access to only one area the dropdown defaults to that area, otherwise all the areas are listed in the drop down in ascending order).
2. Select the file to download from the drop down box.
3. Click the Download button.

Download Log:

Download log gives the list of downloads performed by the user for each area the user has access to.

Clicking the Download Log link under Browse on the main menu, will display the following screen:

Download Log Information.

[Home](#)

Previous Next

AreaName	FileName	Download Date/Time
HCRD CHP	ReadMe.txt	04/22/2009 11:10:3

Upload File Log

Request Additional Area Access

General

Request Additional Area Access is a module in the file transfer application that is used to request user access to Area Names that have been created.



File	Browse	General
Upload File	Upload Log	Request Additional Area Access
Download File	Download Log	Exit Application

Version: 1.5
Last Updated: 04/21/2009

Logged in user:

Main Menu

Clicking the [Request Additional Area Access](#) link will display the following screen:

Request Additional Area Access

All fields marked with '*' are mandatory

Select area for transfer * : 

Upon submitting a email will be sent to the area administrator for approval. You will be notified once the request is approved.

Request Additional Area Access Screen

Request Additional Area Access:

1. Select the appropriate area for which you would like to request access.
2. Click the Submit button.

Request Additional Area Access Confirmation:

Upon completion of the request, the system displays a confirmation page.

Confirmation - Request Additional Area Access

User Name :

Your request for additional area access has been submitted. Upon approval an email will be sent.

Request Additional Area Access Confirmation Screen

Error Screens

Upload File

If the user does not have the privilege to upload file to a specific area, clicking the **Upload File** link on main menu will display the screen as shown below:



Upload file

Download File

If the user does not have the privilege to download file to a specific area, clicking the **Download File** link on main menu will display the screen as shown below:

