



File Transfer

User Manual

Moran, Judy (DTMB)

5/23/2016

Table of Contents

HIPAA Compliancy Statement	2
What File Transfer Provides	3
Gaining Access.....	4
File Transfer Terminology	8
Using the File Transfer Application.....	9
Uploading Files	10
Upload File	10
Upload Log	12
Downloading Files	13
Download File.....	13
Download Log:.....	14
Sharing Files	16
Share File	17
Delete Shared File.....	18
Share File Log.....	19
Share Download Log.....	20
Email Notification Error	20
User Administration	22
Pending Approval List	22
Manage Existing Users	24
User Upload Activity Log.....	25
Failed Upload Log.....	27
Share Download Activity Log.....	27
Nice To Know	28
Screen Basics	28
File Basics.....	28
Problem Notification Basics	28
Application Maintenance Notification Basics	28

HIPAA Compliancy Statement

This is to confirm the compliance to HIPPA. 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.

What File Transfer Provides

Background

The File Transfer application was developed to answer a specific need to external and internal customers conducting business with the Department of Community Health. DCH needed an efficient and secure way to transfer documents containing sensitive data between providers and other external customers with DCH staff. The File Transfer application offers the ability to share files and collaborate with others while keeping those files secure and easily tracked.

Gaining Access

Accessing the File Transfer Application

The State of Michigan MILogin interface is the standard pathway to all developed web applications for the Department of Health and Human Services including DCH-FILE TRANSFER. MILogin has identified two groups of users; Group 1 is defined as Workers, meaning State of Michigan employees and Group 2 is defined as Third Party User, meaning Health Care Providers, Insurance Companies and other entities outside of the State of Michigan. Workers will access the File Transfer Application using this link <https://miloginworker.michigan.gov> and Third Party Users will access the File Transfer Application using this link <https://milogintp.michigan.gov>.

The screenshot shows the MILogin login page. At the top right, there are links for 'Home', 'Help', and 'MI.gov' with a small Michigan map icon. The MILogin logo is on the left. Below the logo, the text 'Login to your account' is displayed. A red asterisk indicates required fields. The login form contains two input fields: '*User ID' and '*Password'. Below these fields is a green 'Login' button. Underneath the button are three links: 'Forgot your User ID?', 'Forgot your password?', and 'Need Help?'. At the bottom of the form, there is a link 'Don't have an account?' and a green 'Create New Account' button. The footer contains links for 'MILogin Home', 'Michigan.gov Home', 'Policies', and 'Contact Us', along with the copyright notice 'Copyright 2015 State of Michigan'.

Example of MILogin Third Party User

If you are a registered user in MILogin, just enter your User Id and Password and click on the Login button otherwise click on the 'Create New Account' button.

New users to MILogin can refer to this web page http://www.michigan.gov/mdch/0,4612,7-132-2945_72165---,00.html to obtain helpful

instructions about MiLogin. When you have created account, log in. Under 'Manage your account' select 'Request Access'. In Step 1 enter 'File Transfer' in the 'Search for application' field and select search icon. In Step 2 Choose the DCH-File Transfer application by clicking on DCH-File Transfer. Then click the green 'Request Access' button. Select 'I Accept' the Terms and Condition button. Update your *required address fields, if necessary, and select the 'Submit' button. Select the blue 'Return to home page' link. Logout from the MiLogin screen. When you receive the confirmation email, log back into MiLogin and see DCH-File Transfer in you Access your Applications list.

The screenshot displays the MiLogin user interface. At the top, a dark navigation bar contains links for 'Home', 'Help', 'Logout', and 'MI.gov' with a Michigan state icon. Below this is the 'MiLogin' logo. A secondary navigation bar shows a home icon, the name 'Judy', the word 'Page', and a 'Need Help?' link. The main content area is divided into two sections: 'Manage your account' and 'Access your applications'. The 'Manage your account' section features two buttons: 'Request Access' (with a key icon) and 'Update Profile' (with a person icon). The 'Access your applications' section lists two items: 'DCH-File Transfer' and 'Database Security Application (DSA)'. At the bottom, a footer contains links for 'MiLogin Home', 'Michigan.gov Home', 'Policies', and 'Contact Us', along with a copyright notice for 2015 State of Michigan.

Example of successful Request Access to DCH-File Transfer

Click on the DCH-File Transfer link to allow the New User screen to appear.

New User

All fields marked with ' * ' are mandatory

The following information is required to complete the File Transfer application access subscription. Upon submitting an email will be sent to the Administrator for approval. You will be notified once the request is approved.

User Information

User Id	: user4544	Last Name	: User	First Name	: Test
Email	: [redacted] 2010@gmail.com				
Business Name	: <input type="text"/>				
Phone *	: <input type="text"/> [Enter 10 digit phone number.]				
Work Address	: <input type="text"/>				
City	: <input type="text"/>	State	: <input type="text"/>	Zip	: <input type="text"/>

Transfer to Area

Select Area to transfer files * :

Complete the user information section on the New User screen. In the Transfer to Area section, select the area you need access to and select Submit.

File Transfer New User

User Name : russellntest2

Your request for access to File Transfer Application has been submitted. You will receive an email when your access request is processed. If five days have passed and your request has not been processed, please contact DCH-File-Transfer-Support@michigan.gov for assistance.

From this point the Area Administrator to the Area requested will receive an email about your access request. The Area Administrator of the requested Area will either Accept or Reject your access to this area. The next time you access the File Transfer application and your access request has not yet be processed, the File Transfer Access not approved screen will appear. Please follow the instructions as described on the screen. Click on the link to generate an email. Remember to include your username and the Area Name you are requesting access to. The section your area belongs to will respond about the pending request.

File Transfer Access not approved.

User Name :russellntest

Your request for access to File Transfer Application is not yet approved. If it has been more than five days since you requested access, please contact DCH-File-Transfer-Support@michigan.gov for assistance in getting your access approved.

Close

Otherwise, you will receive an email notification on the outcome of this request similar to this.

-----Original Message-----

From: FILE-TRANSFER@MICHIGAN.GOV [mailto:FILE-TRANSFER@MICHIGAN.GOV]
Sent: Thursday, May 19, 2016 10:49 AM
To: [NewUser](#) (DTMB) <MoranJ@michigan.gov>
Subject: FILE-TRANSFER

NOTE : AUTOMATIC E-MAIL TO FILE TRANSFER NEW USER - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

***** FILE TRANSFER APPLICATION ACCESS REQUEST *****

NEW USERNAME : "[NewUser](#)"
AREA NAME : Test Area
APPROVER NAME : Jane Doe
APPROVER EMAIL ID : DOE1@michigan.gov
APPROVER PHONE # : 517-335-5000
STATUS : APPROVED. FILE TRANSFER Application will be Available the Next time you log in through SSO.
COMMENTS :

File Transfer Terminology

The File Transfer application uses terminology like 'Share File', 'Download File' and 'Upload file'. These terms have specific meanings in the File Transfer Application.

Share File means a file is copied from the user's PC and placed in the Share Hold Area's folder on the application server. This shared file is now available to be downloaded by others who have access to the Area and who have download permissions.

PC File → Share Hold Area Folder

Download File means taking the file from the Share Hold Area folder on the application server (previously Shared) and saving it on the user's PC.

Share Hold Area Folder File → PC

Upload File means a file is copied from the user's PC and sent directly to the chosen Area folder on the SOM upload destination server which is monitored by SOM DCH staff.

PC File → Area Folder on SOM Upload Destination Server

Using the File Transfer Application

<https://sso.mdch.state.mi.us/dch-waps3/filetransfer/main.do>

File	Share File	Admin	Browse	General
Upload File	Share File	Approve New Users	Upload Log	Request Additional Area Access
Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	Manage Areas		
	Share Download Log	Audit Log		
		User Upload Activity Log		
		Failed Upload Log		
		Share Download Activity Log		

Version: 1.9
Last Updated: 10/01/2015

Logged in user: moranj

Production Environment

Home Page Main Menu screen

The File Transfer Application main features include:

- Uploading Files
- Downloading Files
- Sharing Files
- User Administration

Uploading Files

Upload file option allows transferring files from the user's PC to an Area Folder defined on the State of Michigan destination server. State of Michigan DCH staff will then have access to the file. The File Transfer Area Administrator will determine what users will have the upload capability.

<https://sso.mdch.state.mi.us/dch-waps3/filetransfer/main.do>

File	Share File	Admin	Browse	General
Upload File	Share File	Approve New Users	Upload Log	Request Additional Area Access
Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	Manage Areas		
	Share Download Log	Audit Log		
		User Upload Activity Log		
		Failed Upload Log		
		Share Download Activity Log		

Version: 1.9
Last Updated: 10/01/2015

Logged in user: moranj

Production Environment

Home Page Main Menu screen

Upload File

To upload a file, click on the 'Upload File' link in the File menu. The Upload File Screen is returned.

Upload File

All fields marked with '*' are mandatory

Area *

Select file to transfer *

TESTEXEMPT ▼

(select from list if having multiple area access)

Browse...

Upload

Cancel

Upload File Screen

Select the area to upload to from the Area dropdown list. The Area dropdown list contains only the areas you have upload access to. Select the Browse button to search for the file you would like to upload. When file is found, click on the Upload Button to complete the upload function. If the upload is successful the File Transfer Confirmation screen will return.

File Transfer Confirmation

File Transfer	SUCCESS
Message	The file has been uploaded to the server
User Name	USERT4544
Area Name	TESTEXEMPT
File Name	testfile.doc
Date	12/05/2014 12:22:16
The File size	22 KB

Information

For any File Transfer issue, please contact DCH File Transfer Support.
Please retain the original file in the event you need to transfer it again.

Close

Print for Confirmation

File Transfer Confirmation screen

If the File Transfer user does not have upload privileges to the area selected, this Upload File message will appear.

File Transfer User Manual

11

Upload File

1. Access to upload files is not available.
2. If you think this is an error, please contact your area administrator.

Upload File message

If the upload process did not complete successfully please send an email to [DCH File Transfer Support](#) and include your username, area name and file name.

Upload Log

Users can monitor their upload files by selecting the 'Upload Log' link in the Browse menu on the Home Page Main Menu screen.

Upload Log Home

Area Name: DCH Date between: and

File Name: Status:

Show by Page Previous 1-7 of 7 Next

Area Name	File Name	DCH Date	DCH Size (kb)	Dest Date	Dest Size (kb)	Status
TESTEXEMPT	Mocha.docx	11/25/2014	14	11/25/2014	14	SUCCESS
TESTEXEMPT	ShareFile.doc	12/05/2014	22	12/05/2014	22	SUCCESS
TESTEXEMPT	testfile.doc	12/05/2014	22	12/05/2014	22	SUCCESS
TESTEXEMPT	testfilenine.doc	11/25/2014	22	11/25/2014	22	SUCCESS
TESTEXEMPT	testfileone.doc	11/25/2014	22	11/25/2014	22	SUCCESS
TESTEXEMPT	testfileten.doc	11/25/2014	22	11/25/2014	22	SUCCESS
TESTEXEMPT	testfilethirty.doc	11/25/2014	22	11/25/2014	22	SUCCESS

Upload log screen

This screen provides useful input options to keep track of the uploaded files. The column headings contain up and down arrows that can be clicked on to sort the content ascending or descending. There is also a PDF icon, which when clicked on, will place the content of the screen to a PDF document that can be saved or printed.

Downloading Files

Download file option allows File Transfer users to download files shared by other users in specific areas.

Users will be able to download files if they have been authorized by the area's administrator to have the download file privilege for the specific area.

MDHHS File Transfer
Department of Health and Human Services

Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life.

File	Share File	Admin	Browse	General
Upload File	Share File	Approve New Users	Upload Log	Request Additional Area Access
Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	Manage Areas		
	Share Download Log	Audit Log		
		User Upload Activity Log		
		Failed Upload Log		
		Share Download Activity Log		

Version: 1.9
Last Updated: 10/01/2015

Logged in user: moranj

Production Environment

Home Page Main Menu screen

Download File

To download a file, click on the Download File link in the File Menu. The Download File screen is returned.

Download File

All fields marked with '*' are mandatory

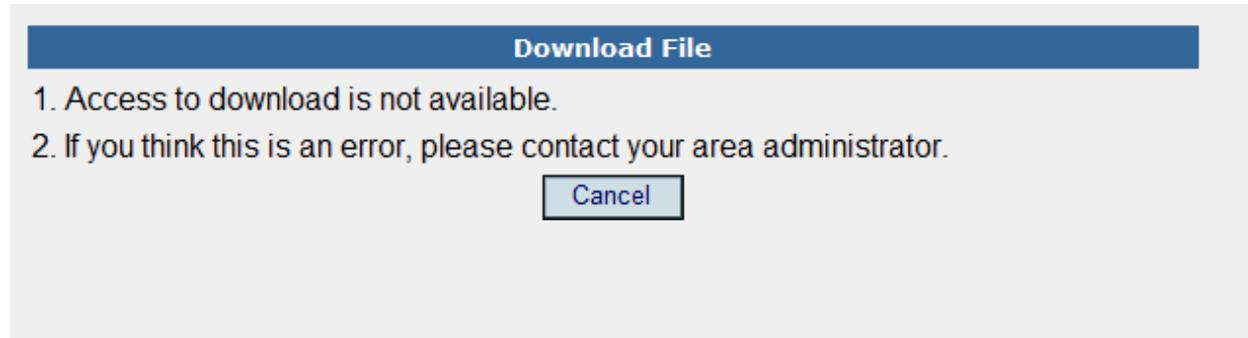
Area * (select from list if having multiple area access)

Select file to download *

Download File Screen

Select the area where the file to be downloaded is stored. The Area Dropdown list contains all the areas the user has download access to. Select the filename from the 'Select File to download' drop down list. The list will be in alphabetical order. Click on the 'Download' button. A file download box will appear to direct you to either open or save the file. Select 'Close' to return to the Download Screen then select 'Cancel' to return to the File Transfer Home Page.

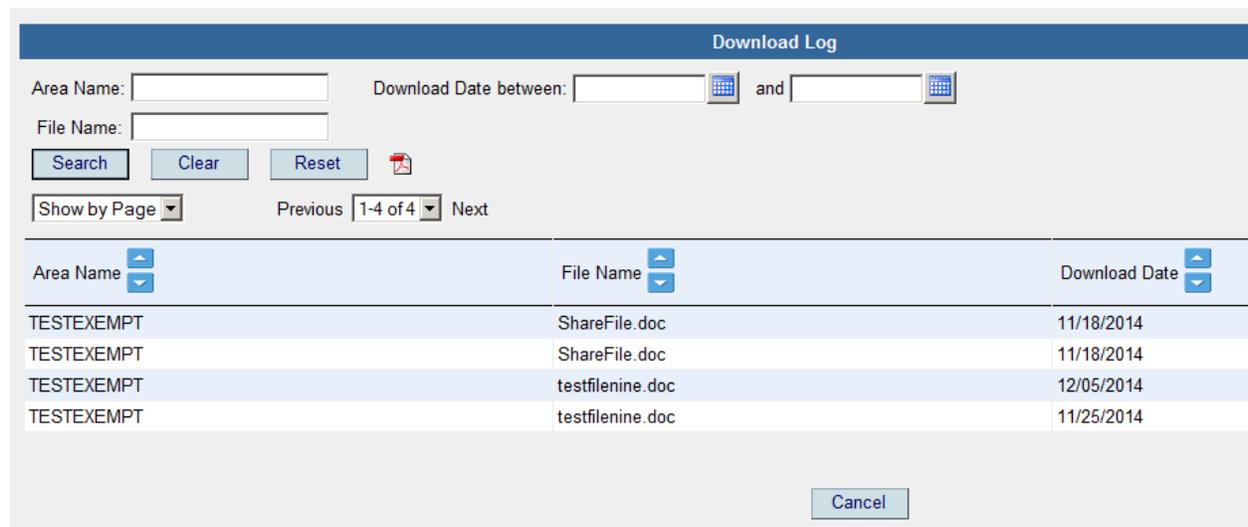
If the File Transfer user does not have download privileges to the area selected, the following download message will appear.



Download File message

Download Log:

Users can monitor their file downloads by selecting the 'Download Log' link in the Browse menu.



Download Log screen

This screen provides useful input options to keep track of the downloaded files. The column headings contain up and down arrows that can be clicked on to sort the content ascending or descending. There is also a PDF icon which when clicked on will place the content of the screen to a PDF document that can be saved or printed.

When a user downloads a shared file and the Receive notification file has been downloaded is set to yes, then an email will be delivered to the user that shared the file each time the file is downloaded. The following is an example of the email.

From: FILE-TRANSFER@MICHIGAN.GOV [mailto:FILE-TRANSFER@MICHIGAN.GOV]
Sent: Tuesday, March 08, 2016 4:36 PM
To: Some User (DHHS) <UserS@michigan.gov>
Subject: FILE TRANSFER - FILE SHARED DOWNLOAD NOTIFICATION - 03/08/2016 04:36:05 PM

AUTOMATIC E-MAIL TO FILE TRANSFER SHARED USERS - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

***** FILE TRANSFER - THE SHARED FILE HAS BEEN DOWNLOADED BY *****

AREA NAME : "SomeAreaName"
FILE NAME : "The~~text~~file.txt"
DOWNLOADED BY : "AnotherUser2498"
EMAIL-ID : AnotherUser2498@gmail.com
PHONE # : 231-555-1212

Sharing Files

Sharing files provides a secure way in which other approved users can access files shared by others. These shared files will be available for users who have access to the same area to download the file. Sharing files automatically generates an email to all users that have access to the area announcing a file is available for Download.

The Share File function is available to the users whose Area Administrator provided them with the Share File access privilege.

MDHHS File Transfer
Department of Health and Human Services

Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life.

File	Share File	Admin	Browse	General
Upload File	Share File	Approve New Users	Upload Log	Request Additional Area Access
Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	Manage Areas		
	Share Download Log	Audit Log		
		User Upload Activity Log		
		Failed Upload Log		
		Share Download Activity Log		

Version: 1.9
Last Updated: 10/01/2015

Logged in user: moranj

Production Environment

Home Page Main Menu screen

Share File

To share a file, click on the 'Share File' link in the Share File menu. The Share File screen appears.

Share File

All fields marked with '*' are mandatory

Share File information
Area * : TESTEXEMPT (select from list if having share access to multiple areas)
Select file to share * :

Additional Information
Notify users (file available for download) ? : Yes No
Receive notification file has been downloaded? : Yes No
Comments :

Share File Screen

Select the area from the Area dropdown list. The area dropdown list contains all the areas the users have Share privileges to. Select the Browse button to search for the file to be shared. In the Additional Information section two share file options are available. First, the user can notify other users of that area that shared file is available for download. Second, the file sharer can indicate to receive an email notification when other users have downloaded the file. In addition, comments pertaining to the file can also be entered. Click on the 'Share' button to complete the file sharing function. If the file sharing function is successful, the File Transfer Confirmation screen is returned.

File Transfer Confirmation

File Transfer	Successful
Message	The file is available for download
User Name	USERT4544
Area Name	TESTEXEMPT
File Name	testfileten.doc
Date	12/05/2014 16:12:14
The File size	22 KB

Information
For any File Transfer issue, please contact DCH File Transfer Support.
Please retain the original file in the event you need to transfer it again.

File Transfer Confirmation screen

When the file is shared successfully the users to that area will receive the following email informing them a shared file is available for download.

From: FILE-TRANSFER@MICHIGAN.GOV [<mailto:FILE-TRANSFER@MICHIGAN.GOV>]
Sent: Tuesday, May 03, 2016 7:55 AM
To: SMITH, JOHN (DTMB) <SmithJ1@michigan.gov>
Subject: FILE TRANSFER - FILE AVAILABLE FOR DOWNLOAD - 05/03/2016 07:54:38 AM

NOTE : AUTOMATIC E-MAIL TO FILE TRANSFER DOWNLOAD USERS - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

***** FILE TRANSFER - FILE AVAILABLE FOR DOWNLOAD *****

AREA NAME : " AREA Name"
FILE NAME : "testing filename.pdf"
CONTACT USERNAME : "Smithj1"
CONTACT EMAIL-ID : smithj1@michigan.gov
CONTACT PHONE # : 517-555-1212
COMMENTS :

Delete Shared File

File Transfer users can also delete a Shared file. From the Share File Menu, select 'Delete Shared File'. The 'Delete Shared File' screen is returned.

Delete Shared File

All fields marked with '*' are mandatory

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

Select file to delete * testfilenine.doc

Delete Cancel

Delete Shared File screen

Select the area name where the file is located. From the 'Select file to delete' drop down list click on the file to be deleted. Select 'Delete' button to complete the delete function.

Please Note: Files shared by other users to the area selected are also available in the drop down list to delete.

Share File Log

From the Share File Menu, select 'Share File Log'. The 'Share File Log' screen is returned filled with all the Area Names and all of the shared files by **all** users who have access to the areas.

Home

Area Name: DCH Date between: and

User Name: Status:

File Name:



Show by Page 1-8 of 8

Area Name	User Name	File Name	DCH Date	DCH Size (kb)	Status
TESTEXEMPT	MORANJ	ShareFile.doc	11/18/2014	22	SUCCESS
TESTEXEMPT	MORANJ	testfilenine.doc	11/24/2014	22	SUCCESS
TESTEXEMPT	USERT4544	ShareFile.doc	11/18/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfileone.doc	11/18/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfileten.doc	12/05/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfileten.doc	12/05/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfileten.doc	11/18/2014	22	SUCCESS
TESTEXEMPT	USERT4544	testfilethirty.doc	11/18/2014	22	SUCCESS

Share File Log

This screen provides useful input options to keep track of all the Shared files. The user only needs to enter part of an area name or file name and the search will return all information that matches those characters within the name. For example 'TEST' would return area names like 'TESTEXEMPT' or 'UATTEST'. The column headings contain up and down arrows that can be clicked on to sort the content ascending or descending. There is also and PDF icon which when clicked on will place the content of the screen to a PDF document that can be saved or printed.

*** Please note that this does not handle spaces in the text*

Share Download Log

From the Share File Menu, select 'Share Download Log'. The 'Share Download Log' screen is returned filled with all the shared files by **all** users who have access to the areas. The screen also displays all the users who have downloaded that shared file.

The screenshot shows the 'Share Download Log' application interface. At the top, there is a header bar with the title 'Share Download Log' and a 'Home' link. Below the header, there are search filters for 'Area Name', 'File Name', 'Business Name', 'Share Date between', and 'Download Date between'. There are also buttons for 'Search', 'Clear', and 'Reset'. Below the filters, there is a 'Show by Page' dropdown and a 'Previous' button. The main content is a table with the following columns: Area Name, File Name, Shared Date, Business Name, Download Date, and Email ID. The table contains 8 rows of data. At the bottom of the table, there is a 'Cancel' button.

Area Name	File Name	Shared Date	Business Name*	Download Date*	Email ID*
TESTEXEMPT	ShareFile.doc	11/18/2014	STATE BUSINESS	11/18/2014	Address2010@gmail.com
TESTEXEMPT	ShareFile.doc	11/18/2014	STATE BUSINESS	11/18/2014	Address2010@gmail.com
TESTEXEMPT	testfileeleven.doc	12/05/2014			
TESTEXEMPT	testfileone.doc	11/18/2014	DTMB AGENCY SERVICES	11/24/2014	EMAIL@michigan.gov
TESTEXEMPT	testfileone.doc	11/18/2014	DTMB AGENCY SERVICES	11/24/2014	EMAIL@michigan.gov
TESTEXEMPT	testfileten.doc	12/05/2014			
TESTEXEMPT	testfileten.doc	11/18/2014	DTMB-DCH AGENCY SUPP	11/18/2014	kavasserij@michigan.gov
TESTEXEMPT	testfilethirty.doc	11/18/2014		11/18/2014	russelln2@michigan.gov

Share Download Log Screen

For the file sharer, this screen provides information about whether or not the file has been downloaded by other users. The screen provides the same search criteria as the other log screens. Please note the red asterisk above the columns Business Name, Download date and Email Id. If there is no information present for those fields for the shared file it means the file has not been downloaded.

Email Notification Error

The application will automatically send failed email notifications when there is an email failure. The application is designed to detect email failures that may have happened during regular business hours. If the application detects these types of errors the following emails will be sent to the users the area where failure occurred.

The following depicts the emails that will be sent in the event of an email failure. The file sharer will receive these email notifications:

- NOTE : AUTOMATIC E-MAIL TO FILE TRANSFER DOWNLOAD USERS - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

***** FILE TRANSFER - FILE DOWNLOAD EMAIL NOTIFICATION FAILURE *****

Within the past 24 hours, users have downloaded your shared files but a failure in the email system prevented you from receiving notification.

Please consult the Share Download Log within the File Transfer application to identify those downloads.

Thanks,
MDHHS File Transfer Support

2. NOTE : AUTOMATIC E-MAIL TO FILE TRANSFER DOWNLOAD USERS - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

***** FILE TRANSFER - FILE DOWNLOAD EMAIL NOTIFICATION FAILURE *****

Within the past 24 hours, a failure in the email system prevented emails from being sent to notify users the files are available for download.

Users were not notified of the following shares:

[list of files – area name and filename]

New notifications have been sent to each user to let them know that these files are available for download.

Thanks,
MDHHS File Transfer Support

The following email would be sent to the users who download the files.

1. NOTE : AUTOMATIC E-MAIL TO FILE TRANSFER DOWNLOAD USERS - (PLEASE DO NOT REPLY TO THIS E-MAIL) :

***** FILE TRANSFER - FILE DOWNLOAD EMAIL NOTIFICATION FAILURE *****

Within the past 24 hours, a failure in the email system prevented emails from being sent to notify users the files are available for download.

The following files are now available for download:

[list of files – area name and filename]

Thanks,
MDHHS File Transfer Support

User Administration

DCH Staff provide the administration function within the File Transfer Application. These functions include the approval of new users to Areas predefined in the application, maintaining the user's demographic information, along with giving users Share, Upload, Download or Administration privileges. The Admin menu options are available to those users who have been granted admin access for the individual area.

File	Share File	Admin	Browse	General
Upload File	Share File	Approve New Users	Upload Log	Request Additional Area Access
Download File	Delete Shared File	Manage Existing Users	Download Log	Exit Application
	Shared File Log	User Upload Activity Log		
	Share Download Log	Failed Upload Log		
		Share Download Activity Log		

Version: 1.8.1
Last Updated: 03/25/2015

Logged in user: moranj

Development Environment

Home Page Main Menu screen

Pending Approval List

When users of the file transfer application request area access, an email is automatically sent to the Area Administrator. The Area Administrator can process the area request by selecting 'Approve New Users' from the File Transfer main menu.

Approve/Reject	Username	FirstName	LastName	BusinessName	Email	Phone
Approve/Reject	USERT4544	TEST	USER	STATE BUSINESS	email2010@gmail.com	517-555-2121

Cancel

Pending Approval List Screen

To review the request, click on the 'Approve/Reject' link. The User Approval Screen is returned.

User Approval

Approve
 Reject
 Transfer

Approve/Reject Comments :

Grant Access Privileges for [TESTAREADC]

Will [RUSSELLNTEST] Upload Files ? : Yes No

Will [RUSSELLNTEST] Download files ? : Yes No

Will [RUSSELLNTEST] Load share files ? : Yes No

Will [RUSSELLNTEST] need Admin privileges? (Approve/Manage Users) : Yes No

Will [RUSSELLNTEST] need to receive download notification for Shared files ? : Yes No

User Information

Username : RUSSELLNTEST	Last Name : RUSSELL	First Name : NATHAN
Business Name : TEST		
Email : russelln2@michigan.gov	Phone : 123-123-1234	
Address :	State :	Zip :
City :		

Area Information

Transfer files to : TESTAREADC

Area Request Transfer

New Area for Request :

Area Change Comment :

User Approval Screen

The Area Admin will carefully examine the request. The request can either be Approved, Rejected or Transferred by the Area Admin. Associated comments can also be added for the Approve or Reject action. In the case of a Transfer, please proceed to the Area Request Transfer section at the bottom of the screen. The Area Admin can contact [DCH File Transfer Support](#) to find out the appropriate Area Name to transfer the request to. The transferring Area Admin also needs to include comments on this transferred area request. An email will be automatically sent to the New Area Admin about the pending request. Also, when the area access request has been processed by the Area Admin an email will be sent back to the requester announcing Approval or Rejection to the area request. If the user for the Area Access request is considered for approval, the Area Admin will also grant other access privileges to the area which can include admin privileges. There is also a privilege to receive an email notification whenever other users have downloaded a shared file from the area. Refer to 'Share File' section of this user manual for more information.

Manage Existing Users

The area Admin can manage all users by selecting 'Manage Existing Users' from the main menu. The 'Search User' screen is returned. The Admin can enter search criteria like user id and name information along with the selected Area Name. When the submit button is selected the 'Search User' screen is returned with a 'Users List' of all the users that match the search criteria.

Search User

[Home](#)

All fields marked with ' * ' are mandatory

Select Area * : TESTAREADC ▾

User Id :

Last Name : First Name :

Previous Next

Users List

Update	Username	FirstName	LastName	BusinessName	Email
Update	AZIMIM	MUHAMMAD	AZIMI	TEST BUSINESS	azimim@michigan.gov
Update	MORANJ	JUDY	MORAN	DTMB AGENCY SERVICES	moranj@michigan.gov
Update	RUSSELLN2	NATHAN	RUSSELL	DTMB	russelln2@michigan.gov
Update	USERT4544	TEST	USER	STATE BUSINESS	email2010@gmail.com

Search User Screen

The Admin can then click on the 'Update' link to update the appropriate user. The 'Update User' screen is returned filled with privilege and demographic information.

Update User

[Home](#)

User Access Privileges for [TESTEXEMPT]

Will [USERT4544] Upload Files ? : Yes No

Will [USERT4544] Download files ? : Yes No

Will [USERT4544] load share files ? : Yes No

Will [USERT4544] need Admin privileges ? (Approve/Manage Users) : Yes No

User Settings for [ALL AREAS]

Will [USERT4544] need to receive notification when shared files are downloaded ? : Yes No

User Information

Username : USERT4544

Last Name : USER First Name : TEST

Business Name :

Email : realemail.com Phone :

Address : City :

State : Zip :

Area Information

Transfer files to : TESTEXEMPT

(Click to delete user)

Update User Screen

The Admin can now update the appropriate privileges or user information. Click the 'Submit' button to process the updates. If the updates are successful, the 'Search User' screen is returned with the message 'User information updated successfully'.

User Upload Activity Log

The Area Admin has the ability to view all uploaded files to the areas they administer. The screen provides the same search criteria as the other log screens. It also provide a search field called 'Status' which the Admin can quickly identify any file uploads that have failed.

User Upload Activity Log								Home
Area Name:	<input type="text"/>	DCH Date between:	<input type="text"/>	and	<input type="text"/>			
User Name:	<input type="text"/>	Status:	<input type="text"/>					
File Name:	<input type="text"/>							
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<input type="button" value="Reset"/>	<input type="button" value="Print"/>					
Show by Page	Previous		1-10 of 10	Next				
Area Name	User Name	File Name	DCH Date	DCH Size (kb)	Dest Date	Dest Size (kb)	Status	
TESTEXEMPT	MORANJ	testfileone.doc	11/25/2014	22	11/25/2014	22	SUCCESS	
TESTEXEMPT	MORANJ	testfilethirty.doc	12/08/2014	22	12/08/2014	22	SUCCESS	
TESTEXEMPT	MORANJ	testfilethirty.doc	11/24/2014	22	11/24/2014	22	SUCCESS	
TESTEXEMPT	USERT4544	Mocha.docx	11/25/2014	14	11/25/2014	14	SUCCESS	
TESTEXEMPT	USERT4544	ShareFile.doc	12/05/2014	22	12/05/2014	22	SUCCESS	
TESTEXEMPT	USERT4544	testfile.doc	12/05/2014	22	12/05/2014	22	SUCCESS	
TESTEXEMPT	USERT4544	testfilenine.doc	11/25/2014	22	11/25/2014	22	SUCCESS	
TESTEXEMPT	USERT4544	testfileone.doc	11/25/2014	22	11/25/2014	22	SUCCESS	
TESTEXEMPT	USERT4544	testfileten.doc	11/25/2014	22	11/25/2014	22	SUCCESS	
TESTEXEMPT	USERT4544	testfilethirty.doc	11/25/2014	22	11/25/2014	22	SUCCESS	
<input type="button" value="Cancel"/>								

User Upload Activity Log Screen

Failed Upload Log

The area administrator selects 'Failed Upload Log' from the Admin menu on the Home page. The 'Failed Upload Log' screen is returned filled with all failed upload attempts for all the Areas they administer. The screen provides the same search criteria as the other log screens.

Failed Upload Log

Area Name: DCH Date between: and

User Name:

File Name:

Show by Page 1-1 of 1

Area Name	User Name	File Name	DCH Date	DCH Size (kb)	Transfer ID	Failed Count	Comments
TESTAREADC	USERT4544	13C01326.mcr	10/10/2014 13:19:3	164	261525	1	[Transfer Message : 534 Policy requires SSL . . Connection closed without indication. on 10/10/2014 01:19:03 PM]

Failed Upload Log screen

Share Download Activity Log

The area administrator can view the download activity of all the shared files in all the areas they administer. The screen provides the same search criteria as the other log screens. Please note the red asterisk above the columns Business Name, Download date and Email Id. If there is no information present for those fields for the shared file it means the file has not been downloaded.

Share Download Activity Log

Area Name: Share Date between: and

File Name: Download Date between: and

Business Name: Files that have been:

Shared By:

Show by Page 1-6 of 6 *If these fields are empty, the file has not been downloaded.

Area Name	Shared By	File Name	Shared Date	Business Name*	Download Date*	Email ID*
TESTEXEMPT	MORANJ	ShareFile.doc	11/18/2014	DTMB AGENCY SERVICES	11/18/2014	moranj@michigan.gov
TESTEXEMPT	USERT4544	ShareFile.doc	11/18/2014	DTMB TEST USER	11/18/2014	realemail.com
TESTEXEMPT	USERT4544	ShareFile.doc	11/18/2014	DTMB TEST USER	11/18/2014	realemail.com
TESTEXEMPT	USERT4544	testfileone.doc	11/18/2014			
TESTEXEMPT	USERT4544	testfileten.doc	11/18/2014	DTMB-DCH AGENCY SUPP	11/18/2014	kavasserj@michigan.gov
TESTEXEMPT	USERT4544	testfilethirty.doc	11/18/2014			russelln2@michigan.gov

Share Download Activity Log screen

Nice To Know

Screen Basics

Screens contain common links that functions the same for all screens

- **Home** – Located in the upper right hand corner of the screen. Returns to the File Transfer Home Page Main Menu.
- **Cancel** – Returns the previous screen accessed.
- **Exit Application** – Exits the application and returns to the MILogin Users Home Page.

File Basics

- File size should not exceed 250 megabytes
- File names should not contain spaces
- The File transfer application does scan all for viruses and will alert if a virus is found.

Problem Notification Basics

- Send the following information to [DCH File Transfer Support](#).
 - User name and User Id
 - Menu Option
 - Brief Description of the problem encountered
- DTMB monitors this mailbox daily and will respond to the notifications

Application Maintenance Notification Basics

- This screen will appear whenever the Application is experiencing maintenance.

