

HTTPS

DEGWEB USER GUIDE

For

State of Michigan Data Exchange Gateway Web

DEG

DEGweb User Guide
State of Michigan Data Exchange Gateway Web

HTTPS1

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For Data Exchange Gateway (DEG) Web--https Secure Internet File Transfer

We are pleased to provide guidelines on the best PC setup to get the most reliable and fastest performance with DEG https Secure Internet File Transfer.

Https provides for secure file transfer over the Internet. Https uses your Internet browser and provides the same proven secure connections used when you make most purchases over the Internet.

Here's what you need to use DEG https:

1. You must have an Internet Browser installed on your PC. You may use Internet Explorer, version 5 or higher, FireFox Or you may use Netscape 4.08 or higher. If you are not sure you have a browser installed, check with your PC technical support person. FireFox can be downloaded for Free from Mozilla.com
2. Windows XP Operating Systems with the "Service Pack 2 Upgrade" and or other upgrades to Internet Explorer Browser may

"interrupt" the Download Process. These Interruptions are with "Pop-ups" and other Security Warnings, they need to be suppressed because the Interruption will take you out of the "Download Process" and never return you to that Process. To fix this problem, turn off the "Pop-ups" and identify to Internet Explorer that "<https://dxgweb.state.mi.us/login.asp>" is a "Trusted Site". An Alternative would be to use the - FireFox or Netscape Browsers since they do not interrupt the download process.

3. Make sure you have a reliable Internet Service Provider (ISP) for your PC's Internet connection.

4. We ask that you limit the use of HTTPS to file smaller than 10 Million Bytes. We have another product SSLFTP that will move the larger files utilizing a different form of SSL.

Logging In

The Following is the proper Address to type in to reach the https file transfer system:

<https://dxgweb.state.mi.us/login.asp> *

After you type that Address in, click on Go (or depress the Enter key).

* Note: This is the ONLY CORRECT INTERNET Address.

BASIC OPERATIONS

Direct any questions on File Transfer Operations to EDI Support Staff Felix Carter at 517-241-7501 and CarterF1@Michigan.gov or Daryl Katalenich at 517-373-1026 and KatalenichD@Michigan.gov

Logging In

1. All Userids and Passwords must be in "UPPER CASE".
2. Enter your login ID assigned to you by the Dept. (in this example it is DCH00XX)
Enter your password assigned to you by the Dept. (it will be hidden and Appear as *****)
3. To proceed, click on **Login** above
4. Note: First Time Logins will be required to change the HTTPS Password, the Password Table remembers 10 Passwords so you cannot repeat your Password until you reach Password Number 11.

Selecting Operations

[Home](#) | [Deliver](#) | [Downloads](#) | [Administration](#) | [Logout](#)

Select Operations by choosing from the menu whenever it appears

- a. If you want to Send a file to Medicaid, click on "Deliver".
- b. To download files available for downloading, click on "Downloads"
- c. If you want to change your password, Select "Administration"
- d. If you are finished with downloads and uploads for now, click on Logout

Note: to view a history of downloads, click on Downloads, then History.

Note: to view a history of uploads, click on Deliver, then History.

Note: System News will be updated periodically on up coming events.

Downloading

1. To start the Downloading process, click on **Downloads**

Download Envelopes

IMPORTANT: You must know which 1 of the 3 envelope icons to click on (there are normally 3 on each line) to properly download your file. If you click on the wrong icon, the file may not be usable, you will have to download it again, and you may have to contact EDI Support to be able to download it again.

- a. The Left Hand Envelop is the most common download icon. It is used for just about any data file.
- b. The Center Envelop is a Compressed Data Download icon. It is used if you are authorized to receive your data in a zip format. If so, you also need an unzip program on your PC and you are solely responsible for its proper use.
- c. The Right Hand Envelop - **Be Carefull Here:** This download icon is used if you need to receive your data in a Binary Format - **Files Downloaded in Binary Format will not have any formatting, no records, they will appear as one long string of characters.**

NOTE: when a file is properly downloaded, you know because the next time you look at this Downloads screen, the row that described the file no longer appears. If you are not sure what files you

downloaded, you can click on the History icon and see recent files you downloaded

To do a Download:

Click on the download icon you're authorized to use for the file you want to download.
You will now see a new screen.

NOTE: DON'T INTERRUPT THIS PROCESS!! YOUR FILE WILL BE LOST AND MARKED AS DOWNLOADED IT YOU INTERRUPT IN ANYWAY BEFORE THE DOWNLOAD IS SAVED TO DISK.

As an example, 1.50 minutes (approximate) for queuing means you will have to wait approximately that long before you see the next screen which pops up asking if you want to View or Save this File. **Do Not Select "View the File", Save it to disk otherwise the File will be lost.**

1. Click on **Save** to begin telling the browser where on your PC's hard disk you want to save the file you are downloading.

NOTE: YOU MUST SAVE THE FILE AT THIS POINT - Any other choice will be processed as "CANCEL" and your file will be marked as downloaded.

Here you use the Save-in as box to select where on your PC's hard disk you want to save the file you are downloading.

Note: First save the file, if you open the file there is a possible you might lose the file before you have a chance to save it.

1. When you navigate with the mouse and find the folder where you want to save the file you are downloading, click on **Save**
2. Wait while the dotted line traverses the Saving box above, which shows the progress of the download.
3. You know when the download is complete because the right-most button in the highlighted box says Close--Click on **Close**

Uploading (known as Deliver)

1. To start the Uploading process, click on **Deliver**

Upload Types

NOTE: You must know whether or not to click in the box next to Binary on the Delivery Screen for the type of file you are about to upload. Normally, you do not click in this box.

To do an Upload:

1. Next to Destination Station, type in the destination you want to Deliver the file to

NOTE: For Normal Flat File, enter "DCHBULL" or for X12 and NDCDP Files use **DCHEDI**

2. Next to Application ID, type in the ID you want associated with the file you will Deliver

NOTE: All Application IDs are Four Digit Numeric Names that MDCH has specified. Using an Application ID that MDCH has not specified will result in your file being deleted. Examples of known Application ID would be 4780 Medicaid 837 Billing File, 4951 Encounter 837 File, 4957 QI File or 5067 NCPDP Encounter File.

3, Click on the Browse button. Here you use the Choose file box to select from what area on your PC's hard disk or Server Disk you want to get the file you are uploading. You need to click and navigate with the mouse until you find the specific folder where you want to get your upload. When you navigate with the mouse and find the folder and the specific file in the folder that you will be uploading, click on the file name, Click on **Open**

Now you see the screen before the Choose file box popped up.

Plus the folder and file you chose are now displayed in the File to Upload box

To upload this file, click on Deliver

IMPORTANT:

Don't click anywhere on this screen.

Wait a few seconds for a lengthening horizontal bar to start moving across the bottom of your browser window

Wait a while more for the horizontal bar to reach the next vertical bar to its right;

This lengthening horizontal bar shows the progress of your file upload. Because the ECQ2 Dept. doesn't know the size and speed of your upload today, it can't say how long it will take. If you want an estimate, ask your local PC support person. The Dept. can't know this.

If you do not see a lengthening horizontal bar, you may need to make a change to the way your browser window is set up. Although this may vary by browser, at the top-most border of the browser

window click on View. If you do not see a check mark next to the Status Bar selection that appears, click on this Status Bar entry. Then the Status Bar and the lengthening horizontal bar should appear. If you still do not see this bar, ask your local PC support person. The Dept. can't assist because it can't see your PC.

When your upload deliver is complete, a Delivery Receipt Screen appears.

If you are finished with this DEG system for now, click on the "Logout" Selection.

ADVANCED OPERATIONS

History of Downloads

File History List

To see a history of your most recent downloads, Select "Downloads" then click on History when the "Download Screen appears.

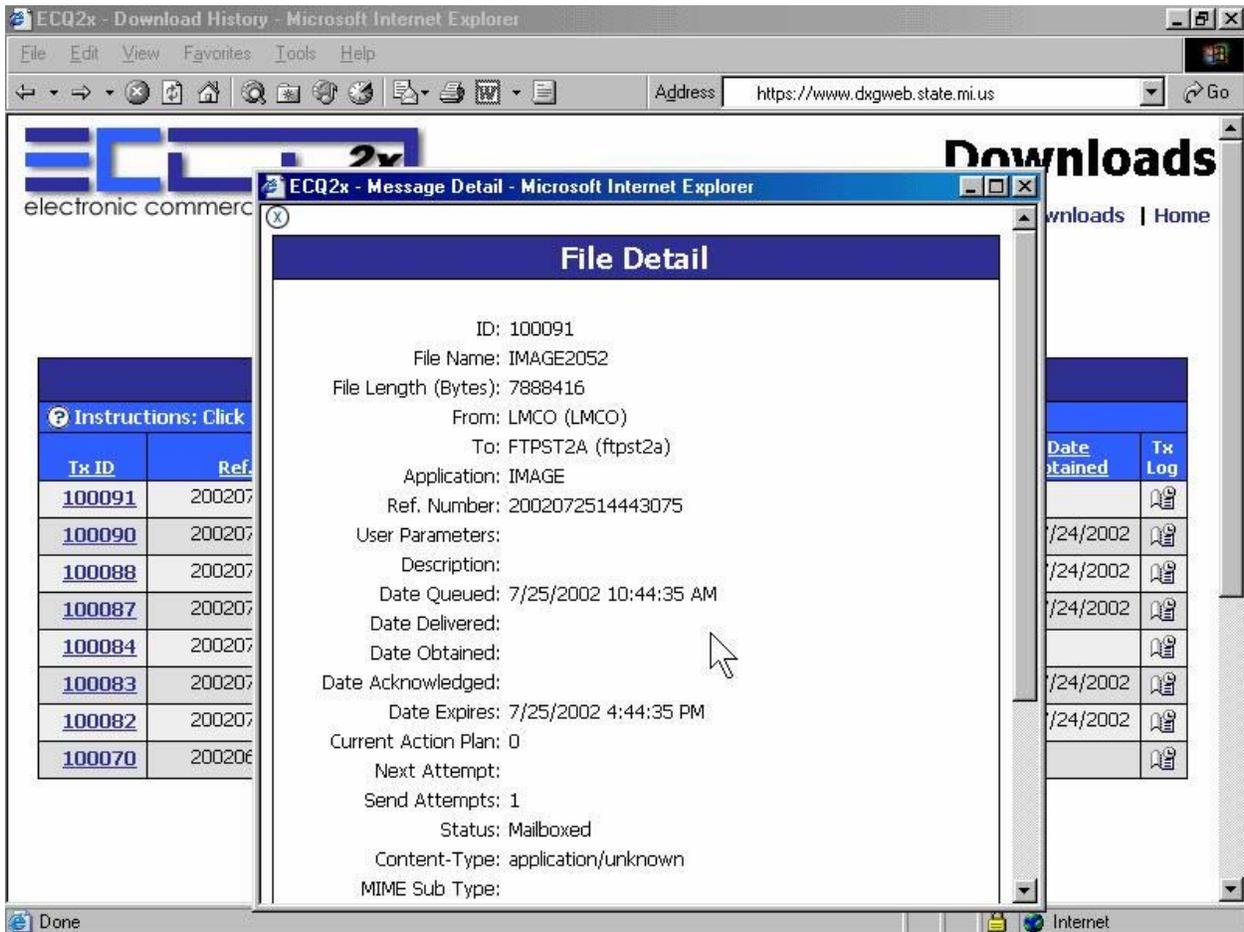
Detail On Files

This screen displays a summary of the most recent downloads you have done.

These are listed with the most recent date first.

If you have done quite a lot of downloads, you will see additional page numbers on the bottom of the screen, [2] for example, where you can click to see other downloads

For more detailed information on a download, **click** on the Tx ID (Transaction ID) **underlined number at the beginning of the history line you want to investigate.** Then see the next page.



Screen 19

As a result of clicking on a Tx ID for a download's history line, you see additional information on this download in this File Detail window

Note: The File Length (Bytes) and name of file will give DEG Staff a better description of the file you need to have retrieved. When you request this process

When you are finished viewing this data in the File Detail window, click on its close box (the X in its upper right-hand corner).

For ways of viewing history, go to the next page.

ECQ2x - Download History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.dcgweb.state.mi.us Go

ECQ2x
electronic commerce queue

Downloads
Downloads | Home

Queued between: AND **Filter**

File History								
Instructions: Click on the number in the 'Tx ID' column for additional file detail.								
Tx ID	Ref. Num.	From	To	Application	Date Queued*	Date Delivered	Date Obtained	Tx Log
100091	2002072514443075	LMCO	ftpst2a	IMAGE	7/25/2002			
100090	2002072423244601	LMCO	ftpst2a	IMAGE	7/24/2002		07/24/2002	
100088	2002072418073367	SUPER.SUPER	ftpst2a	testpaul	7/24/2002		07/24/2002	
100087	2002072417390539	FTPST2A	ftpst2a	TEST55	7/24/2002		07/24/2002	
100084	2002072417171891	FTPST2A	ftpst2a	test55	7/24/2002	07/24/2002		
100083	2002072417140726	FTPST1A	ftpst2a	TESTD	7/24/2002		07/24/2002	
100082	2002072417095756	FTPST1A	ftpst2a	TESTD	7/24/2002		07/24/2002	
100070	2002061819354056	FTPST1A	ftpst2a	33333	6/18/2002	07/22/2002		

* sorted column

Prev **[1]** Next

Screen 20

Filter The List

This example is designed to show how you can Filter the number of lines in the history list by date range--you can select the date range of the history you want to see.

In the format shown, enter the starting date (Queued between) of the history you want to see (in this example, it is 6/18/2002).

In the format shown, enter the ending date (AND) of the history you want to see (in this example, it is also 6/18/2000--this means you will only see this one day of history).

After entering the Queued between and AND dates, click on Filter.

ECQ2x - Download History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [DESC&from=6%2F18%2F2002&to=6%2F18%2F2002](#) Go

Back to ECQ2x - Download History **2x**
electronic commerce **queue**

Downloads
Downloads | Home

Queued between: AND [Filter](#)

File History

Instructions: Click on the number in the 'Tx ID' column for additional file detail.

Tx ID	Ref. Num.	From	To	Application	Date Queued*	Date Delivered	Date Obtained	Tx Log
100070	2002061819354056	FTPST1A	ftpst2a	33333	6/18/2002	07/22/2002		

* sorted column

Prev **[1]** Next

[Home](#) | [Deliver](#) | [Downloads](#) | [Administration](#) | [Logout](#)

State of Michigan

Distributed By:
BCE Emergis Systems, Inc.
17197 North Laurel Park Drive
Suite 201
Livonia, Michigan 48152

Done Internet

Screen 21

As a result of entering in a date range and clicking on Filter in the previous screen, the Downloads history available for you to view is now restricted to the files you downloaded that fall in that date range.

For another way of viewing history, see the next page.

ECQ2x - Download History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address asp?page=&sort=date_queued%20DESC&to=&from= Go



Downloads

Downloads | Home

Queued between: AND

File History

Instructions: Click on the number in the 'Tx ID' column for additional file detail.

Tx ID	Ref. Num.	From	To	Application	Date Queued*	Date Delivered	Date Obtained	Tx Log
100091	2002072514443075	LMCO	ftpst2a	IMAGE	7/24/2002			
100090	2002072423244601	LMCO	ftpst2a	IMAGE	7/24/2002		07/24/2002	
100088	2002072418073367	SUPER.SUPER	ftpst2a	testpaul	7/24/2002		07/24/2002	
100087	2002072417390539	FTPST2A	ftpst2a	TEST55	7/24/2002		07/24/2002	
100084	2002072417171891	FTPST2A	ftpst2a	test55	7/24/2002	07/24/2002		
100083	2002072417140726	FTPST1A	ftpst2a	TESTD	7/24/2002		07/24/2002	
100082	2002072417095756	FTPST1A	ftpst2a	TESTD	7/24/2002		07/24/2002	
100070	2002061819354056	FTPST1A	ftpst2a	33333	6/18/2002	07/22/2002		

* sorted column

Prev **[1]** Next

https://136.181.135.17/mich/download_history.asp?page=&sort=date_queued ASC&to=&from= Internet

Screen 22

Sort The List

This screen has us in the same point in the history viewing process as the screen on page 7.

But we will now click on the Date column heading (instead of Tx ID as we did on page 7) Queued to sort the list.

To look at the results, see the next page.

ECQ2x
electronic commerce queue

Downloads
Downloads | Home

Queued between: AND Filter

File History								
Instructions: Click on the number in the 'Tx ID' column for additional file detail.								
Tx ID	Ref. Num.	From	To	Application	Date Queued*	Date Delivered	Date Obtained	Tx Log
100070	2002061819354056	FTPST1A	ftpst2a	33333	6/18/2002	07/22/2002		
100082	2002072417095756	FTPST1A	ftpst2a	TESTD	7/24/2002		07/24/2002	
100083	2002072417140726	FTPST1A	ftpst2a	TESTD	7/24/2002		07/24/2002	
100084	2002072417171891	FTPST2A	ftpst2a	test55	7/24/2002	07/24/2002		
100087	2002072417390539	FTPST2A	ftpst2a	TEST55	7/24/2002		07/24/2002	
100088	2002072418073367	SUPER.SUPER	ftpst2a	testpaul	7/24/2002		07/24/2002	
100090	2002072423244601	LMCO	ftpst2a	IMAGE	7/24/2002		07/24/2002	
100091	2002072514443075	LMCO	ftpst2a	IMAGE	7/25/2002			

* sorted column
Prev **[1]** Next

Screen 23

Here you can see that, as compared to the previous page, clicking on the Date Queued file heading has sorted the File History lines displayed in the opposite date order from the previous page. In other words, now the oldest date is first instead of newest date.

NOTE: You can click on any column heading to sort by that heading. Click on it again and the sort order will be reversed.

To see additional File History information available, see the next page.

ECQ2x - Download History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [y.asp?page=&sort=date_queued%20ASC&to=&from=](#) Go



Downloads

Downloads | Home

Queued between: AND  Filter

File History

 Instructions: Click on the number in the 'Tx ID' column for additional file detail.

Tx ID	Ref. Num.	From	To	Application	Date Queued*	Date Delivered	Date Obtained	Tx Log
100070	2002061819354056	FTPST1A	ftpst2a	33333	6/18/2002	07/22/2002		
100082	2002072417095756	FTPST1A	ftpst2a	TESTD	7/24/2002		07/24/2002	
100083	2002072417140726	FTPST1A	ftpst2a	TESTD	7/24/2002		07/24/2002	
100084	2002072417171891	FTPST2A	ftpst2a	test55	7/24/2002	07/24/2002		
100087	2002072417390539	FTPST2A	ftpst2a	TEST55	7/24/2002		07/24/2002	
100088	2002072418073367	SUPER.SUPER	ftpst2a	testpaul	7/24/2002		07/24/2002	
100090	2002072423244601	LMCO	ftpst2a	IMAGE	7/24/2002		07/24/2002	
100091	2002072514443075	LMCO	ftpst2a	IMAGE	7/25/2002			

View transaction log for this document

* sorted column

Prev **[1]** Next

https://136.181.135.17/mich/view_log.asp?file=100090&return=download_history&sort=date_queued+ASC&page=1& Internet

Screen 24

View Transaction Log For A File



For additional information on a download, **point** to the above Tx Log (Transaction Log) icon at the end of the history line you want to investigate, **and click this icon.**

Then see the next page.

ECQ2x - View Log - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [tory&sort=date%5Fqueued+ASC&page=1&from=&to=](#) Go

Back to ECQ2x - Download History

2x
electronic commerce **queue**

Deliver
Deliver History | Deliver | Home

Message Log

Instructions:

Detail	Date	User	Event Description
	7/24/2002 7:24:57 PM	System User	File uploaded successfully.
	7/24/2002 7:24:57 PM	tech tech	Download initiated from 208.176.209.252
	7/24/2002 7:25:08 PM	tech tech	7888416 bytes sent to client.
	7/24/2002 7:25:08 PM	tech tech	File sent successfully.
	7/24/2002 7:25:08 PM	tech tech	Message acknowledged.

Home | Deliver | Downloads | Administration | Logout

State of Michigan

Distributed By:
BCE Emergis Systems, Inc.
17197 North Laurel Park Drive
Suite 201
Livonia, Michigan 48152

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Done Internet

Screen 25

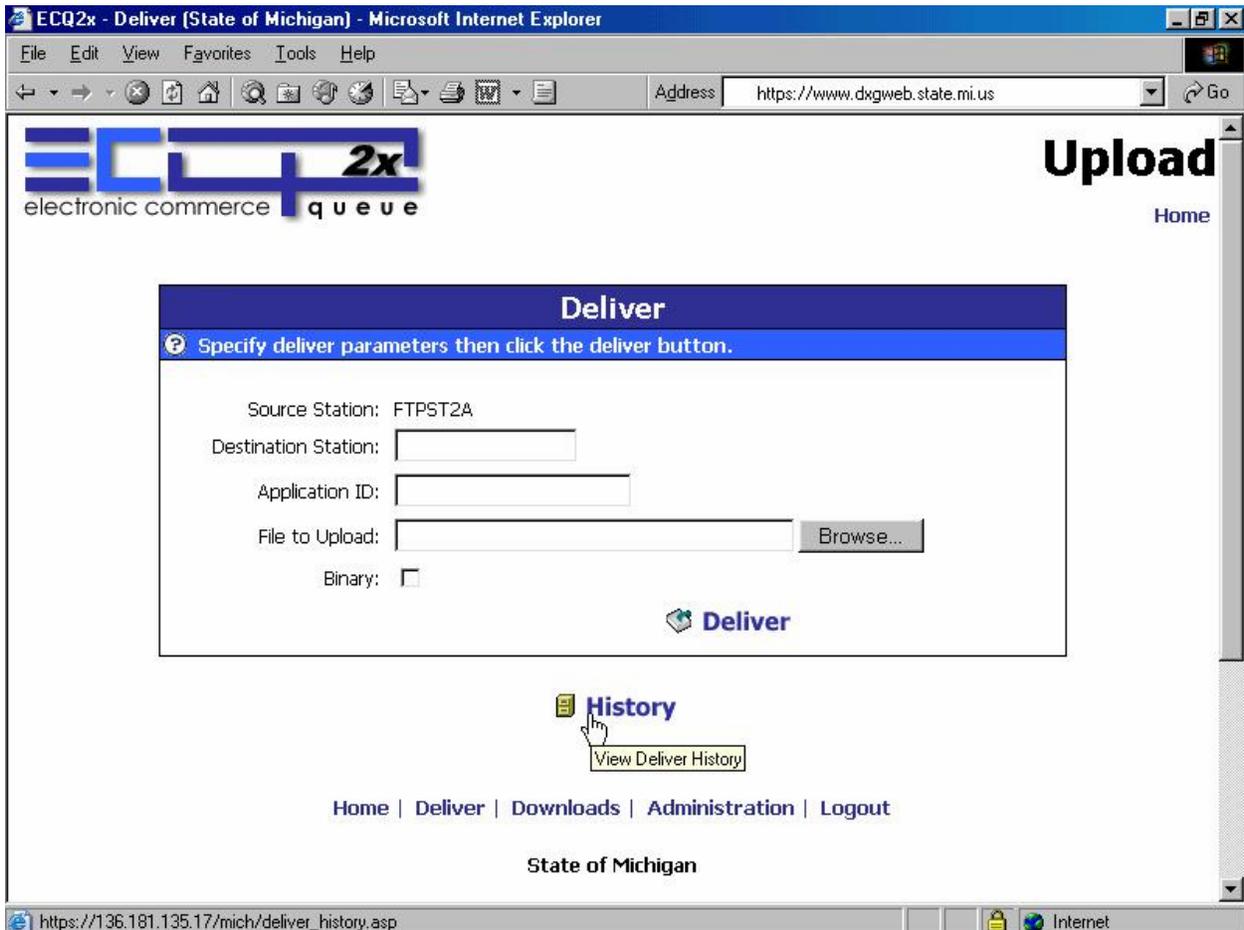
As a result of clicking on a Tx Log icon for a download's history line, you see additional information on this download in this Message Log screen.

Because the icons in the Detail column represent detailed content normally used only by DEG people, that is not covered here.

If you are finished with the DEG HTTPS system for now, click on Logout above.

If you want to do other HTTPS operations with this system now, choose from the above selections (next to Logout) as explained on page **Error! Bookmark not defined.**

For an overview of viewing Upload History, see the next page.



Screen 26

History of Uploads

NOTE: you arrive at this screen by clicking Deliver on the Main Menu.

To see a history of your most recent uploads, click on History as shown above.

File History List

NOTE: this File History for Uploads operates the same way as the File History for Downloads. The only difference is, this screen says Upload History and that screen says Downloads.

Error Screens and Corrective Actions:

Session Expired.....	Contact MDCH Staff (via email)
Alias Not Found.....	Contact MDCH Staff (via email)
Invalid Password.....	Contact MDCH Staff (via email)
Invalid New Password.....	Contact MDCH Staff (via email)
Additional Errors	Contact MDCH Staff (via email)