

AHS SFTP (Secure File Transfer Protocol) Application

The Secure File Transfer Protocol (SFTP) allows AHS staff to send large files (videos, power points, spreadsheets, etc.) internally and to external contacts.

Link to share files: https://sftp2.albertahealthservices.ca/eftadhoc

Using SFTP for the first time:

- SFTP is much the same as using email send/receive, subject line, body of message and
- adding attachments
 Downloading files via SFTP may not work on older devices (e.g., BlackBerry Bold).

PC Requirements:

- Any Pop-up blockers must be turned off.
- If using WIN 7 or a browser other than IE 8, you may have a slightly different experience:
 - $_{\odot}$ SFTP requires JAVA version 1.6 or above (JAVA is a commonly installed program)
 - o SFTP uses your PC's web browser (Internet Explorer, Firefox, Chrome).

Begin File Sharing Process

1. Prepare your email with From/To, Subject and Message.

From: Enter your email address

- To: Enter the recipient's email address
- Check boxes for "Bcc" and "Allow to send back files" if required.



Notes:

Distribution lists will work if they are in the Global Address Book. If list exceeds SFTP's limit of approx. 100 names, then send the message and attachments to yourself first, and then forward that email to your distribution list.

2. Add the file(s) you want to attach:

a) Click "Add Attachments", then "Select file(s)/folder(s)".

From:			
SENCE TO:			
Subject	 Send me a blind carbon copy 1 Allow recipient t 	to send me back lifes	
ilename -		Sze	Date
		0%	
	Select or d	0% freg and drop files to upload	

Note:

- 1) after clicking on Add Attachments a pop up will appear asking to run this application click on Run
- 2) another pop up asks to allow access to this application from this website click on Allow
- 3) check the box "Do not show this again"
 - b) Browse your folders to locate and select the files you want to attach:
 - Select multiple, sequential files by pressing Shift & click. Figure 2, or,
 - Select multiple, non-sequential files by pressing Ctrl & click. Figure 3
 - After selecting the file(s), click "Open" to attach



3. Verify the attached files (under "Filename"), and then Click "SEND"

+ Add Attac	hments S	how Cc & Bcc					
	From:	firstname.lastname@albertahealthservices.c					
A.	To:	firstname.lastname@gmail.com					
SEND		Send me a blind carbon copy Allow recipient to send me back files					
	Subject:	Documents for your Review					
Filename 🔺			Size	Date			
February 11 C	ommunications Me	eting.docx	14.27 KB	02/11/2014 10:47			
ManagingChangeInOrganizations_A_Practice_Guide.pdf			8.21 MB	10/03/2014 12:00			
W Secure Wireles	Secure Wireless Instructions.rtf		20.98 MB	12/17/2009 06:56			

Figure 4

Files under 200MB will be sent faster than files 500MB or larger. If performance is slow, send fewer attachments per message.

4. Transfer Queue

The "**Status**" column shows progress during uploading, downloading, etc. **Figure 5.** Complete details are available by clicking **Help** in the upper right corner.

x Stop X Stop All # Resume								
	Name	Status	Progress	Dir	Size	Speed	Local Folder	Remote Folder
hiberfil.sys		Canceled	0%	+	1.47 GB		¢/	/
🗸 config.sys		Completed and verified	100%	+	10 B	256 bps	۵/	7
	вак	Completed and verified	100%	+	8 KB	840 kbps	e/	,
		Completed and						

Figure 5

5. Your recipient(s) will receive an email from you with a web link to download the file(s):

The email contains a link to download the file(s). The link is active for 21 days. Figure 6.

Enhanced File Transfer gl(balscape
File List : February 11 Communications Meeting.docx FAQ 0365.docx
Click here to begin exchanging files.
Link expiration: 18/12/2014 12:00:00 AM
Figure 6

6. Your recipient will download the file(s):

Once they click the link in the email, their browser opens and they can start downloading. The

files you sent appear on the right pane (Figure 7, "Remote Server Files and Folders"

🕈 New Folder 🧭 Rename 💠 Refresh 🍵 Delete	O Upload O Download 🕚	Open File				O Settings	Proxy Ó Log Out
My Files and Folders				Rei	mote Server Files and Folders		
c:ldocuments and settings'ileonamaerz/desktop/		💽 👂 t		1			💽 🗩 🐮
Local filenames	Modified Date	Size			Remote filenames	Modified Date	Size
Sharing a Folder in Windows 7 (3).doox	11/03/2014 20:09	92 KB	-		FAQ 0365.doox	11/27/2014 21:55	92 KB
Sharing a folder in Windows XP.doox	11/04/2014 15:27	94 KB			February 11 Communications Meeting.doox	11/27/2014 21:55	14 KB
		/	1				
		1					
Figure 7		1					

Downloading:

- Recipient selects the location to download the files onto their PC
- Recipient clicks on the file to download
- Recipient then clicks the bottom blue arrow to download file(s) to their PC (e.gx. Desktop)
- Downloading the files still leaves them available for others to download, but deleting files from the Remote Server Files and Folders location will delete them for other recipients

7. The file transfer process is complete ... the recipient can close their browser once they have downloaded the file(s).

NOTE: For External Users

External users will have to open JAVA and port 444 to retrieve files, and will have to request this from their local IT department.

Now that you have read about the requirements and learned how to use the Secure FTP, click on the link to begin sharing files.

https://sftp2.albertahealthservices.ca/eftadhoc