

Attachment # 4

Adult Care Facility Quarterly Statistical Information Report

How to Access and Use the Health Commerce System (HCS) Secure File Transfer (SFT) Utility

What is the Secure File Transfer Utility is used for?

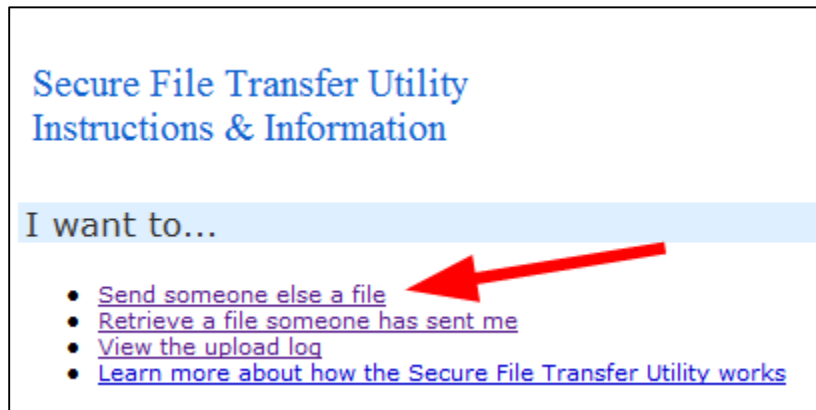
The file transfer utility was created to **securely** and easily transfer files, up to **100 megabytes** in size, from one Health Commerce System (HCS) user to another. It is secure, because the file is not e-mailed, *i.e.*, the file resides on the HCS until it is downloaded.

How do I access the Secure File Transfer Utility?

The administrator will log on to the HCS. Choose Applications towards the top of the page. From the list, find “Secure File Transfer Utility.” Click on the “+” sign to add this application to your list of “My Applications” on the left. Secure File Transfer Utility will now show up under your “My Applications” list whenever you log on to the HCS. You click on the words “Secure File Transfer Utility” to open the application.

How do I use the SFT to upload a file to another HCS account holder?

Once within SFT, click on “Send someone else a file” located in the “I want to...” section.



SFT will open. Enter “KXF10” in the “Mail to User” field. Then click on the first “Browse” button and choose your completed roster that you saved. If desired, you may include comments in the “Comments” field. When everything is set, click the “Upload” button to send your completed roster to the Department of Health. (See screen image on next page.) You will receive an e-mail when the roster is received by the Department.

How does the SFT work?

As an HCS account holder, you can upload up to three files (total size < 100MB) from your computer to the HCS, and have another HCS user download them in a secure manner. An e-mail message is sent to the intended recipient notifying them to go to the HCS to download the file(s). The recipient can click the link in the e-mail, copy and paste the link into their browser address window, OR go directly to the

Retrieve a file someone has sent me of the SFT Application to retrieve the file(s). The recipient will see a table displaying the file(s) that have been sent to them, and can click the file name to download each to their computer. The recipient is the ONLY person who can access this page and/or file. The sender is notified, by e-mail, when the recipient downloads the file.

Revised: 12/27/13 | [Comments](#) | [Help](#)

Secure File Transfer

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Purpose: This upload utility should be used to send documents to a specific Health Commerce user.

Instructions: To upload a file, click on one of the buttons to the right of the 'Upload file' text and select the file. Repeat for up to 3 files and then click on the Upload button.

Your Email

address:

Mail to user:

koxf10

[Get User ID](#)

Upload file (1):

[Browse...](#)

Upload file (2):

[Browse...](#)

Upload file (3):

[Browse...](#)

Please note: A maximum of three (3) files can be uploaded at one time. The total file size can not exceed 100 MB.

Comments:
(included with email)

You can include comments here...|

[Upload](#)

Message: This is a new version of the Secure File Transfer. It will allow you to upload up to 3 files at one time. Also, you can see what you uploaded by clicking on the [View the Upload Log](#) link at the bottom of this page. **Warning: The Virus Scan software on the Health Commerce System will not be able to open an encrypted file to check for viruses. If you are about to send an encrypted file, please MAKE SURE that the file was scanned for viruses or malignant codes before uploading.**

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[View the Upload Log](#)

All e-mail messages are sent to the HCS Business Contact Information e-mail address listed in the sender and recipient's Person Record. You can view Business Contact Information for all HCS users by looking in the Communications Directory Role Lookup Tool.

File Name Warning: File names should contain alpha, numeric and underscore characters ONLY. Other characters may result in an error and cause the system to think there is a virus in the file you are transferring.

Please remember:

- You can transfer **three** files to one person at a time.
- Files remain on the HCS for **14 days**.
- Total file size is limited to **100 megabytes**.
- You may send no more than **2500 megabytes** total per week, *e.g.*, 25 files of 100 megabytes each.
- Virus Scan software on the HCS will NOT be able to open an encrypted file to check for viruses, therefore:
 - If you are sending an encrypted file, please MAKE SURE that the file was scanned for viruses or malignant codes before uploading.
 - If you are receiving an encrypted file, MAKE SURE all files are from a TRUSTED SOURCE and exercise extreme caution before opening.
- Non-encrypted files are checked for viruses during the upload process. If a virus is found, the upload process is aborted and the sender gets a message warning them of the virus.