

SFT USER GUIDE



Office of Financial Management
HRMS Operations Team

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PURPOSE

The State of Washington Office of Financial Management provides State Agencies and 3rd party vendors [interface](#) data from the Human Resource Management System (HRMS) via Secure Transfer (ST). ST is the default https client for Secure File Transfer (SFT) Service. User Accounts are managed by OFM's HRMS Operations Team.

This guide provides instructions for accessing ST, managing account settings and SFT files (upload, download and deletion). SFT files normally have a retention period of 14 days.

PREREQUISITES

To log in to ST Web Client and open a session, you need:

1. A high-speed Internet connection
2. A supported Internet browser:
 - Microsoft Internet Explorer 11

OR latest version of:

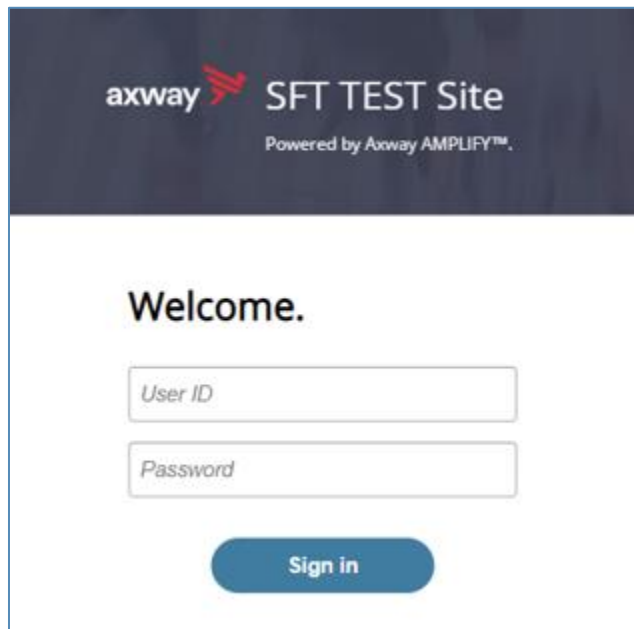
 - Microsoft Edge
 - Mozilla Firefox
 - Apple Safari
 - Google Chrome
3. A connection URL to paste into your browser: <https://sft.wa.gov> or <https://sft-test.wa.gov>
4. SFT account User ID and password.

LOG IN

1. Open a supported web browser (from list on page 2) and URL:
 - Production Site - <https://sft.wa.gov>
 - Test Site - <https://sft-test.wa.gov>

Not all Users have Test accounts (used for testing new interfaces and for sharing test files).

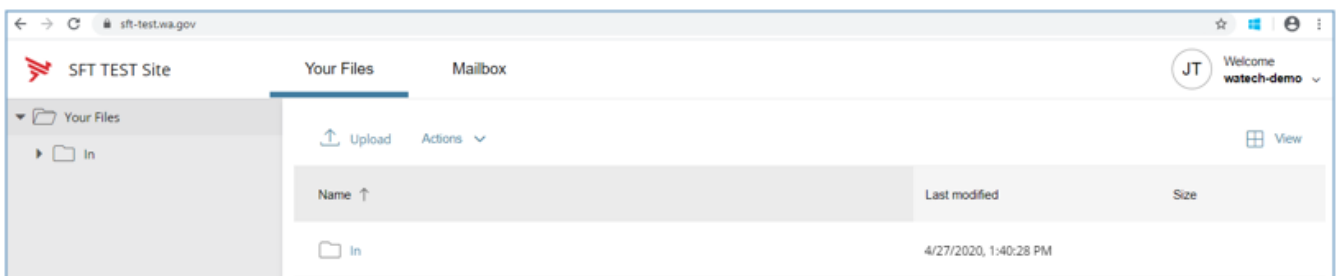
2. The Sign-in page appears:



3. Enter User ID and password, click '**Sign in**'

For **Initial login** or **password reset** see page 4 for new password requirements

This page is displayed after successful login:



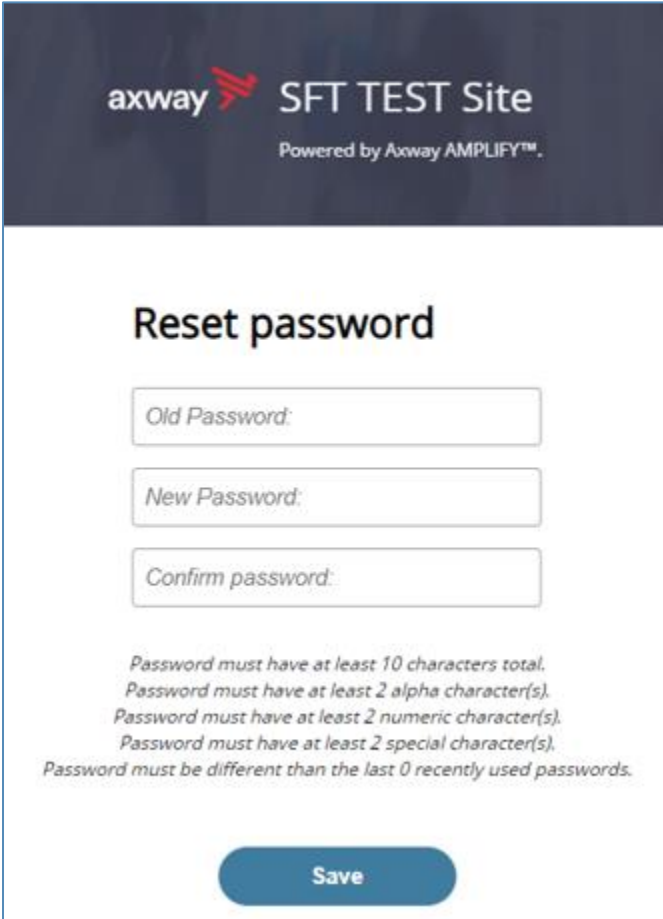
PASSWORDS

Below are instructions for SFT account temporary passwords, resetting or changing your password.

TEMPORARY PASSWORD

The Administrator issues temporary passwords for initial logon or password reset. User is prompted to create a new password meeting these requirements:

- be at least 10 characters
- contain at least 2 alpha characters
- contain at least 2 numeric characters
- contain at least 2 special characters (i.e., \$, #, !)



The screenshot shows a web interface for the SFT TEST Site. At the top, there is a dark blue header with the Axway logo and the text "SFT TEST Site" and "Powered by Axway AMPLIFY™". Below the header, the main content area is white and features the heading "Reset password". There are three input fields: "Old Password:", "New Password:", and "Confirm password:". Below the input fields, there are four lines of italicized text providing password requirements: "Password must have at least 10 characters total.", "Password must have at least 2 alpha character(s).", "Password must have at least 2 numeric character(s).", and "Password must have at least 2 special character(s).". At the bottom of the form, there is a blue "Save" button.

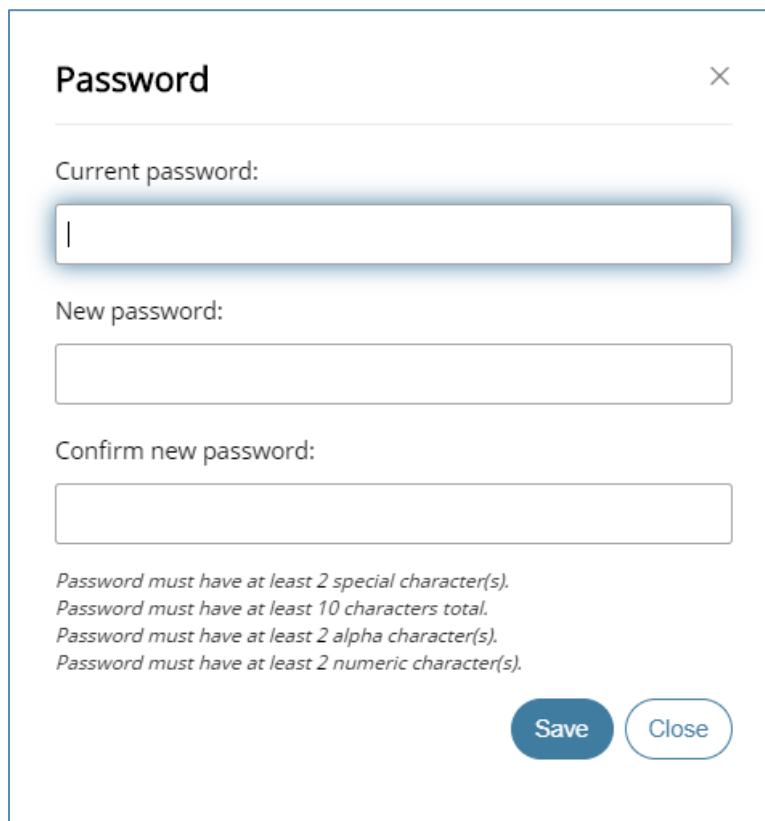
RESET PASSWORD

1. Enter your old password or the temporary password provided by the system administrator (see page 15 for steps to request a password reset).
2. Enter your new password. Your new password must meet the listed criteria defined by Office of Cyber Security State of Washington (see requirements above)
3. Confirm your new password.
4. Click **Save**.

CHANGE PASSWORD

This procedure is used for changing existing known passwords. If you received a temporary password or are a first time User, see page 4.

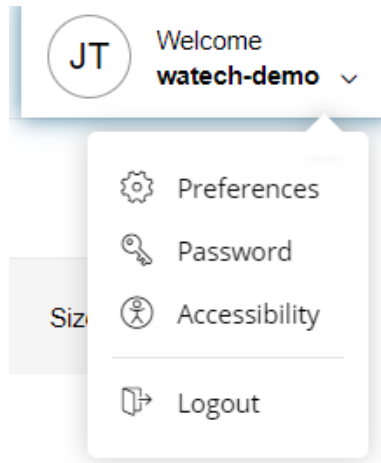
1. Select the **Welcome** drop-down.
1. Click **Password**. The Password pane opens.
3. Enter your Current password.
4. Enter your New password (*see password requirements below*)
5. Confirm New password.
6. Click **Save**.



The screenshot shows a dialog box titled "Password" with a close button (X) in the top right corner. It contains three input fields: "Current password:", "New password:", and "Confirm new password:". Below the input fields, there are four lines of password requirements: "Password must have at least 2 special character(s).", "Password must have at least 10 characters total.", "Password must have at least 2 alpha character(s).", and "Password must have at least 2 numeric character(s).". At the bottom right, there are two buttons: "Save" (a dark blue rounded rectangle) and "Close" (a light blue rounded rectangle).

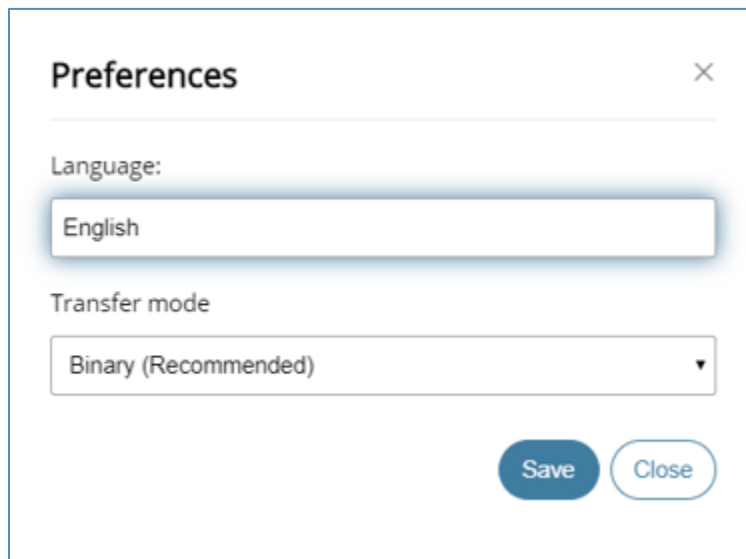
USER MENU

Using the User menu (drop down menu on the upper right corner of page), you can access the tools to manage your user profile or logout.



ACCOUNT PREFERENCES

1. To set a preference: Select the User Menu drop-down (see above).
2. Click **Preferences**. The Preferences pane is displayed:



Select a Transfer mode:

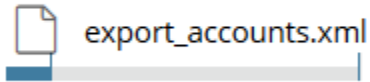
1. The recommended and default Transfer mode is **Binary**, but in rare cases the **ASCII** mode may be required for XML, HTML, or TXT files.
2. Click **Save**.

LOG OUT

1. Select the **Welcome** drop-down.
2. Click **Logout**.

UPLOAD FILES

1. From the Your files pane, click **Upload**.
2. Select the file or files to upload. Use the **Ctrl** or **Shift** keys to select multiple files.
3. Click **Open**.
4. The below will be displaying showing progress of your file upload.



5/11/2020, 11:49:...

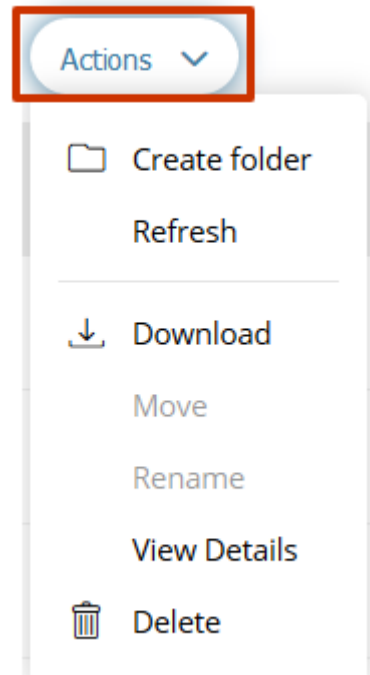
9.81 MB

ACTIONS MENU


From this menu, you can perform these

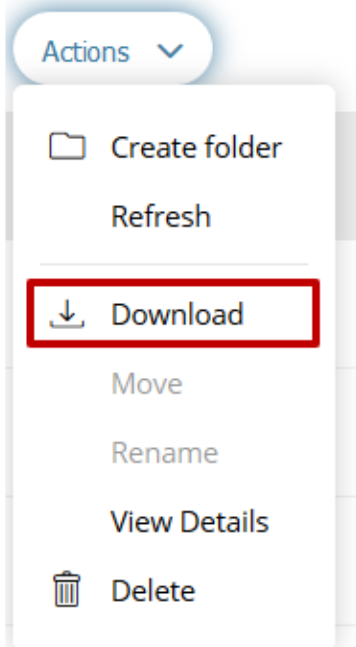
Actions:

- Create folder
- Refresh (or use F5 key)
- Download files
- View Details
- Delete (files)

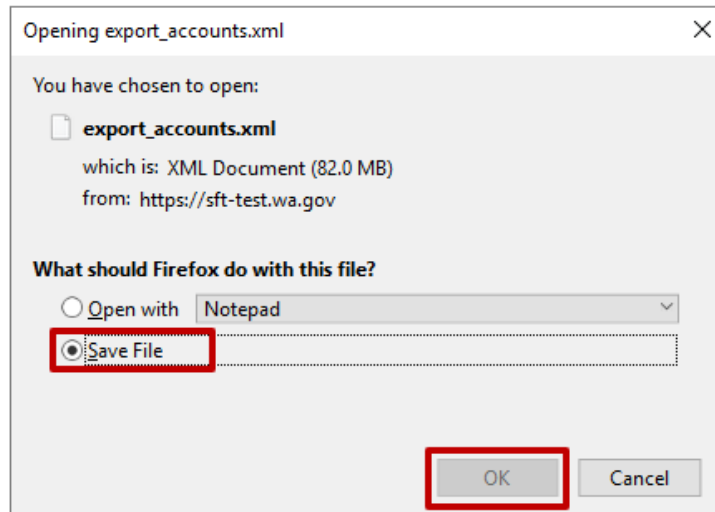


DOWNLOAD FILES

1. Click to the left of this icon  on your files pane.
2. Use the **Ctrl** or **Shift** keys to select multiple files.
3. Click Action dropdown and select **Download**.

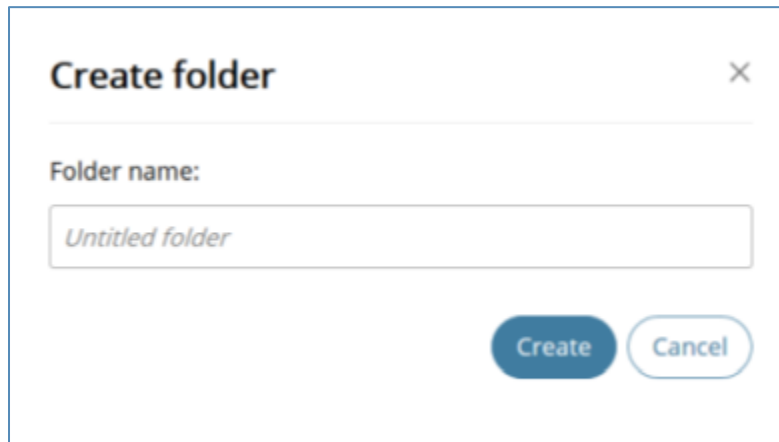


4. A popup will ask you to “**Open**” or “**Save File**”. Note: Ensure data accuracy and completeness of data download utilize the “**Save File**” choice. Click ‘**OK**’.



CREATE FOLDERS

1. From the Your files pane, select **Create folder** from the Actions Drop Down.
2. The Create folder pane opens.



3. Enter the new folder name.
4. Click **Create**. The new folder is created and displayed on the Your files pane and a message is displayed.

FILE OR FOLDER DETAILS

- For **files**, the View Details pane lists Modified, Size, and Owner details.
- For **folders**, the View Details pane lists Modified and Owner details.

To view file or folder details:

1. From the Your files pane, select a file or folder.
2. Select **View Details** from the Actions menu.
3. The View Details pane is displayed.
4. Click **OK**

DELETE FILES OR FOLDERS

To delete a file or folder in the ST Web Client:

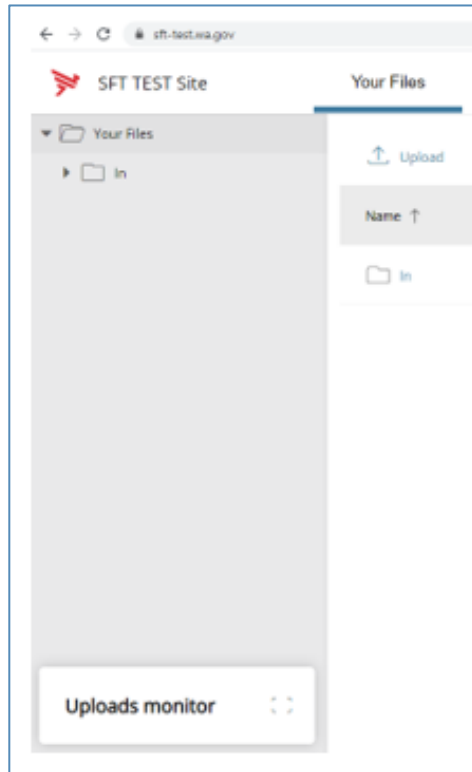
1. From the Your files pane, **select** the file or folder to delete. Use the **Ctrl key** to select multiple files.
2. Select **Delete** from the Actions menu. The Delete confirmation pane opens.
3. Click **Delete** to confirm

UPLOADS MONITOR

Uploads monitor shows the status and detail of file uploads.

Information Displayed:

- The current status of the file uploads
- The progress of each upload if in upload processing
- Name of file(s) uploaded
- Folder placement of File
- Size of File
- Start time & date of Upload

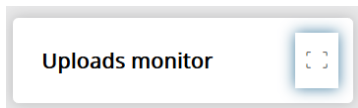


Sample Uploads monitor:

Uploads monitor				
Name	Folder	Status	Size	Started ↓
Test_doc2.doc	/dir	Completed	1.76 KB	4/2/2018, 1:19:19 PM
Test_doc.doc	/	Completed	1.76 KB	4/2/2018, 1:18:52 PM

Monitor uploads

At the bottom of the Your files pane, click **Uploads monitor**. The Uploads monitor pane is displayed:



Filter uploads displayed

To filter uploads displayed on the Uploads pane, **select** the desired Status drop-down menu filter:

- All statuses
- Running
- Completed
- Paused
- Canceled
- Failed

Pause uploads

To pause an upload:

1. Select the uploads you want to pause. Use the **Ctrl** key to select multiple uploads.
2. Click **Pause**.

Resume uploads

To resume an upload:

1. Select the uploads that are paused that you want to resume. Use the **Ctrl** key to select multiple uploads.
2. Click **Resume**.

Cancel uploads

To cancel an upload:

1. Select the upload that is running that you want to cancel. Use the **Ctrl** key to select multiple uploads.
2. Click **Cancel**.

Remove display entries

To cancel an upload:

1. Select the upload that is running that you want to cancel. Use the **Ctrl** key to select multiple uploads.
2. Click **Remove**.

USER ACCOUNT REVIEW

OFM annually reviews all SFT accounts to validate Users and contact information. To update your User account contacts, submit an OFM Help Desk ticket.

HELP

For assistance related to User accounts, password resets or retrieving/sending SFT files contact the OFM Help Desk:

- 360-407-9100 (Monday – Friday 7:30 a.m. – 5:30 p.m.)
- Via email: HeretoHelp@ofm.wa.gov

The OFM Help Desk can assist with password resets and refers all other OFM SFT issues to the HRMS Operations Team for response. Response time normally occurs within business hours on ticket request date.