



/SecureMail

File Transfer

User Guide

Published By:

DataMotion, Inc.

35 Airport Road, Suite 120

Morristown, NJ 07960

USA

1 800-672-7233 or +1 973-455-1245

<http://www.datamotion.com/>

SecureMail File Transfer User Guide

Copyright © 2008 - 2012, DataMotion, Inc. (“DataMotion”). All rights reserved. Your right to copy this document is limited by copyright law.

DataMotion is a registered trademark and Intelligent Information Transport is a trademark of DataMotion, Inc. All other brand and product names are trademarks or registered trademarks of their respective companies.

The information contained in this document is subject to change without notice. THIS DOCUMENT IS PROVIDED “AS IS” WITHOUT WARRANTY OF ANY KIND. IN NO EVENT SHALL DATAMOTION BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND ARISING FROM ANY ERROR IN THIS DOCUMENT, INCLUDING WITHOUT LIMITATION ANY LOSS OR INTERRUPTION OF BUSINESS, PROFITS, USE, OR DATA.

TABLE OF CONTENTS

ABOUT THIS GUIDE.....	5
Introduction	5
Intended Audience	5
Terminology	5
Example References.....	5
INTRODUCING DATAMOTION SECUREMAIL FILE TRANSFER.....	6
GETTING STARTED	7
Establishing a SecureMail Account.....	7
Security Question Prompts (optional).....	9
ACCESSING SECUREMAIL FILE TRANSFER.....	11
Accessing Your Account	11
Accessing the DataMotion Portal.....	11
Forgotten Password Reset.....	12
Password Reset Using Email Sequence (default)	12
Password Reset Using Security Questions (optional)	13
Accessing the DataMotion SFTP Server.....	15
DATAMOTION PORTAL OVERVIEW	16
Member Center	16
Messages & Files	17
Workflows	17
My Account	17
Account Details.....	17
Menu Bar.....	18
Changing Your User Information.....	18
Understanding Your User Information Options	19
SSH Keys & Authentication	20
Changing Your Account Preferences	20
Understanding Your Account Preference Options.....	21
NAVIGATING AND MANAGING YOUR FILES.....	22
General Navigation.....	22
Customizing the Message Folder Windows	22
Sorting Your Messages	22
Changing the Page Size.....	22

Searching Messages	23
Simple Search	23
Advanced Search.....	23
Changing Folders	25
Managing Messages.....	25
SENDING FILES VIA WORKFLOWS.....	27
Sending Files Using the DataMotion Portal.....	27
Sending Files Using the DataMotion SFTP Server	28
Tracking Workflows	32
RECEIVING FILES	33
Overview	33
Downloading Files via the DataMotion Portal	33
New File Notification	33
Viewing Files in Your Online Inbox	34
Downloading Files via the DataMotion SFTP Server	34

ABOUT THIS GUIDE

INTRODUCTION

Welcome to the DataMotion SecureMail File Transfer User Guide. The purpose of this guide is to provide you information about the services included with your SecureMail File Transfer user account.

SecureMail provides an easy to use file transfer solution with multiple interfaces for users to both upload and receive files in a secure manner.

To simplify locating information and answering questions about functionality, each section in this guide is focused on a specific task or type of information.

The remainder of this section contains important general information about this guide.

INTENDED AUDIENCE

This guide is intended primarily for end users.

It is helpful if the reader is familiar with navigating the Internet with a web browser such as Internet Explorer, Firefox or Chrome. Users who intend to use SFTP clients for file transfers should be familiar with how to use their preferred client.

Users of this guide are not expected to be security experts.

TERMINOLOGY

- DataMotion Portal or Portal – the website for accessing SecureMail and other related DataMotion services

EXAMPLE REFERENCES

For easier reading with examples, a fictitious company called Galactic Seats is used for reference.

INTRODUCING DATAMOTION SECUREMAIL FILE TRANSFER

DataMotion SecureMail provides an easy to use file transfer solution with multiple interfaces for end users to send and receive files to meet the needs of diverse organizations. The File Transfer solution is integrated with DataMotion SecureMail to provide a secure method for notification and delivery of new files to end users.

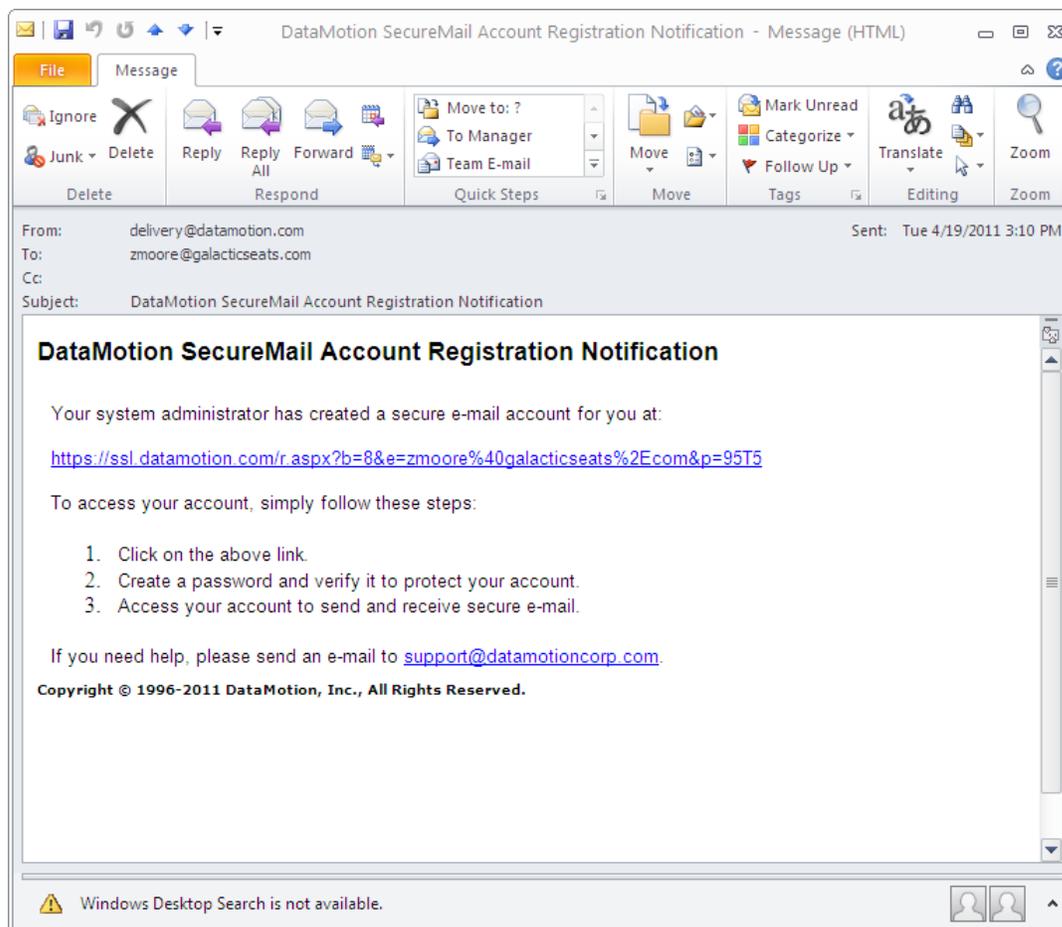
Sending and receiving files with SecureMail File Transfer can be done through either a web browser or an SFTP client. The files that can be sent are predetermined by the administrator and easily labeled for the end user to know exactly what they are sending. Additionally files sent through SecureMail provide tracking information for the end user to know when the files were received and delivered.

GETTING STARTED

ESTABLISHING A SECUREMAIL ACCOUNT

The first step to using SecureMail File Transfer is to establish your account and password. When your account is created, you will be sent an email notification to login and setup a new password.

NOTE: SecureMail File Transfer is a complementary set of features to DataMotion SecureMail, and as such utilizes several components of SecureMail. While your account may only be enabled for SecureMail File Transfer functionality, messages generated by the server will reference SecureMail. Contact your administrator for more information about gaining access to additional SecureMail functionality.



The URL shown in the message will take you to the DataMotion Portal where you will be prompted to enter a password for your account. This will complete the activation of your account and allow you to access and use SecureMail File Transfer.

To complete the account activation:

1. Click the link in the message. This will open your web browser.

Secure Message Pickup

Simply create a password to protect your account.

▼ Create a Password

New Password:

Verify New Password:

Score: 0%

Complexity: Too Short

Password Requirements

- Minimum 6 characters in length.
- Must contain 3 of the following items:
 - Uppercase Letters
 - Lowercase Letters
 - Numbers
 - Symbols

▼Configure my language settings

Auto-Detect Language

I have read and agree to the following [Terms of Service](#)

Next

2. In the **Create Password** fields enter the password you want to use to access your account.

Secure Message Pickup

Simply create a password to protect your account.

▼ Create a Password

New Password:

Verify New Password:

Score: 72%

Complexity: Strong

Password Requirements

- Minimum 6 characters in length.
- Must contain 3 of the following items:
 - Uppercase Letters
 - Lowercase Letters
 - Numbers
 - Symbols

▼Configure my language settings

Auto-Detect Language

I have read and agree to the following [Terms of Service](#)

Next

3. Check the "I have read and agree to the following **Terms of Service** box. Click the link to review the Terms of Service.

Secure Message Pickup

Simply create a password to protect your account.

▼ Create a Password

New Password:

Verify New Password:

Score: 72%

Complexity: Strong

Password Requirements

- Minimum 6 characters in length.
- Must contain 3 of the following items:
 - Uppercase Letters
 - Lowercase Letters
 - Numbers
 - Symbols

▼ Configure my language settings

Auto-Detect Language

I have read and agree to the following [Terms of Service](#)

4. Click **Next**.

The activation is now complete and you are logged in.

SECURITY QUESTION PROMPTS (OPTIONAL)

Some organizations prefer to utilize a challenge-based verification system for password resets. When this is enabled, you will be prompted to answer several questions to allow you to reset your password if it is forgotten. The prompt for this will occur after you have fully activated your account. The specific number of questions you must answer here is determined by your administrator.

If you are prompted to Select and Answer a Security Question:

Select and Answer 1 Security Questions

Please choose questions and enter answers that are easy to remember. Use one-word answers when possible.

All fields are required.

Security question:

Your Answer:

Re-Enter your answer:

1. Select the question you want to answer from the **Security question** dropdown list.
2. Enter your answer in the **Your Answer** and **Re-Enter your answer** fields. The answers must match.

Select and Answer 1 Security Questions

Please choose questions and enter answers that are easy to remember. Use one-word answers when possible.

All fields are required.

Security question:	<input type="text" value="What is your mother's maiden name?"/>
Your Answer:	<input type="text" value="costa"/>
Re-Enter your answer:	<input type="text" value="costa"/>

3. Click Continue.

Review and Save your security questions

Please choose questions and enter answers that are easy to remember. Use one-word answers when possible.

All fields are required.

Security question:	<input type="text" value="What is your mother's maiden name?"/>
Your Answer:	<input type="text" value="costa"/>
Re-Enter your answer:	<input type="text" value="costa"/>

Review and Save Security Questions

4. Verify the answers are correct. Click **Save**.

If multiple questions are shown on the page, each question must be answered like the single question in this example.

NOTE: If you must answer multiple questions, each question you answer must be unique.

ACCESSING SECUREMAIL FILE TRANSFER

ACCESSING YOUR ACCOUNT

There are two interfaces to access your SecureMail account: through a web browser or through an SFTP client. The DataMotion Portal web interface provides account management and tracking functions as well as the ability to upload and receive files while the SFTP interface only allows uploading and downloading of files.

ACCESSING THE DATAMOTION PORTAL

The DataMotion Portal is a website where you can send, receive and track your file transfers. Access to this Portal requires Internet access and a web browser. All major browsers are supported, including Internet Explorer, Firefox, Chrome, Safari and Opera.

To access your SecureMail account through the Portal:

1. Navigate to the DataMotion Portal site <https://ssl.datamotion.com>
2. Enter your email address or userid and password in the logon window.
3. Click Enter to login.

NOTE: Your organization may provide a customized URL to use instead of <https://ssl.datamotion.com>.

NOTE: You may choose or your organization may have provided you with a UserID to use for authentication.



Home
Help

Login

Upon successful login, you can access your account to send and track your messages.

 **Secure Member Login**
▼ Configure my language settings.

Please enter your UserID or Email Address and Password.

UserID or Email:

Password:

Remember UserID

English ▼

Not sure what your password is?
Click [HERE](#) to reset your password.

Security Status: Login is secured by an encrypted link (SSL) to our server.

 Powered by DataMotion
Copyright

You can check the **Remember UserID** box to have the email address (or UserID) saved for the next time you access the Portal.

For information about setting a UserID to be used for your login instead of your email address, see Changing Your User Information.

For your convenience, a link to the DataMotion Portal is provided in all DataMotion Delivery Notification messages.

FORGOTTEN PASSWORD RESET

Below the login box is a link to reset your password. There are two different paths to reset your password. The default path would send an email message to your email account with a link to click. This would then allow you to reset your password. If your organization is configured for security question validation, the reset will take place without the email being sent.

If you answered a Security Question when you registered your account, you will use the security question to reset your password. Otherwise you will use the default email method.

Password Reset Using Email Sequence (default)

To reset your password:

1. Click **HERE** in “Not sure what your password is? Click **HERE** to reset your password.”



DataMotion

Home Help

Login
Upon successful login, you can access your account to send and track your messages.

Secure Member Login

Please enter your UserID or Email Address and Password.

UserID or Email:

Password:

Remember UserID

▼ Configure my language settings.
English ▼

Not sure what your password is?
Click [HERE](#) to reset your password.

Security Status: Login is secured by an encrypted link (SSL) to our server.

Powered by DataMotion Copyright

2. Enter your email address for this account.

[Home](#)[Help](#)**Forgot your password?**

Not a problem. We will help you reset it. Please enter your email address and click Enter.

▼ Email Address

Powered by DataMotion

[Copyright](#)

3. You will see a confirmation that the process has started.

[Home](#)[Help](#)**You are almost there ...**

We have emailed instructions to choose a new password to the email address specified on the previous page.

Powered by DataMotion

[Copyright](#)

Password Reset Using Security Questions (optional)

To reset your password:

1. Click **HERE** in “Not sure what your password is? Click **HERE** to reset your password.”

[Home](#)[Help](#)**Login**

Upon successful login, you can access your account to send and track your messages.

Secure Member Login

Please enter your UserID or Email Address and Password.

UserID or Email:

Password:

Remember UserID

▼ Configure my language settings.

**Not sure what your password is?
Click [HERE](#) to reset your password.**

Security Status: Login is secured by an encrypted link (SSL) to our server.

Powered by DataMotion

[Copyright](#)

2. Enter your email address for this account. Click **Enter** to load your question choices.

[Home](#)[Help](#)**Forgot your password?**Not a problem. We will help you reset it. Please enter your email address and click *Enter*.▼ **Email Address****Please Answer Security Question(s)****Password Security Question****Provide an Answer** Powered by DataMotion[Copyright](#)

3. Select one of your questions and enter the answer in the **Provide an Answer** field.
4. Repeat for the number of fields you have displayed. Each Security Question must have an answer to proceed.

[Home](#)[Help](#)**Forgot your password?**Not a problem. We will help you reset it. Please enter your email address and click *Enter*.▼ **Email Address****Please Answer Security Question(s)****Password Security Question****Provide an Answer** Powered by DataMotion[Copyright](#)

5. Click **Validate Answers** to confirm your identity.
6. Enter and confirm your new password.

Change Account Password

▼ Change Password

New Password:

Verify New Password:

Score:  0%

Complexity: Too Short

Password Requirements

- Minimum 6 characters in length.
- Must contain 3 of the following items:
 - Uppercase Letters
 - Lowercase Letters
 - Numbers
 - Symbols

[Access Your Account](#)

7. Click **Access Your Account** to login.

NOTE: If you are unable to successfully answer the Security Questions after three attempts the system will initiate a password by Email.

ACCESSING THE DATAMOTION SFTP SERVER

The DataMotion SFTP Server only provides access to send and receive files. Any other actions must be performed through the DataMotion Portal.

To access your SecureMail File Transfer account through the SFTP Server:

1. Open your SFTP client and connect to `ssl.datamotion.com`
2. Enter your email address or userID and password
3. Accept the SSH key provided by the server and add it to your SSH key store

Once successfully authenticated you will see the folders where you can access the files stored in your account.

DATAMOTION PORTAL OVERVIEW

MEMBER CENTER

Once you have logged into your SecureMail account, you will be shown the Member Center. The Member Center is the central location for your account. From here you can get to all the functionality of your account.



[Upload Workflow](#)
[Member Center](#)
[Inbox](#)
[Track Workflows](#)
[Logout](#)
[Help](#)

Member Center

File Transfer Users: <rsmith@galacticseats.com>

▼Messages & Files

[Inbox](#)
[Folders](#)

▼My Account

[Address Book](#)
[User Information](#)
[Preferences](#)

▼Workflows

[Upload Workflow](#)
[Track Workflows](#)

▼Account Details

Sent Messages Being Tracked: 0	Total Messages Sent: 19
Messages in your Inbox: 0	Total Messages Received: 38
Workflow Uploads Being Tracked: 0	Total Uploaded Workflows: 3
Account Disk Space Limit: 1 Gb	Disk Space Available: 1 Gb
Number of Visits: 88	
Your Last Visit: 8/27/2012 3:24:00 PM (GMT-04:00)	
Member Since: 4/19/2011	

Powered by DataMotion

Copyright

NOTE: If you have new received files, you will be redirected instead directly to your Inbox instead of the Member Center.

There are four sections that provide links to different aspects of your account plus a summary view.

NOTE: If your account also has SecureMail functionality, additional options will be shown.

Messages & Files

This section provides access to received file-related functionality. The options are:

Link	Description
Inbox	Opens the Inbox for files you have received.
Folders	Opens the folder management window where you can create and manage subfolders which you can use to manage your files.

Workflows

This section provides access to sending files functionality. The options are:

Link	Description
Upload Workflow	Opens the Upload Workflow window to upload a new file to be sent.
Track Workflows	Opens the Track Workflows folder where you can see all the files you have sent and review their status information.

My Account

This section provides access to account settings. The options are:

Link	Description
Address Book	This is not used with SecureMail File Transfer.
User Information	Provides access to account and password settings including SSH keys.
Preferences	Provides access to settings related to how you receive notifications and account preferences.

Account Details

The Account Details area provides a snapshot of information about your account. You can see the number of messages or files sent and received, information about the amount of disk space available on your account and your login statistics.

MENU BAR

The menu bar provides quick access to common functions from all windows. The menu bar does not change as you move around the Portal.

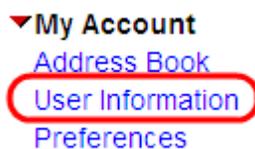
The following options are available on the menu bar:

Menu	Description
Upload Workflow	Opens the Upload Workflow window to upload a new file to be sent.
Member Center	Takes you back to the Member Center
Inbox	Opens the Inbox for secure files or messages you have received.
Track Workflows	Opens the Track Workflows folder where you can see all the files you have sent and review their status information.
Logout	Ends the current SecureMail session. Once you click this you will need to login again to access SecureMail File Transfer functions.

CHANGING YOUR USER INFORMATION

You are able to edit your account information. To edit your information:

1. Go to the **Member Center**.
2. Under the *My Account* section, click **User Information**.



This will open the **User Information** page.

User Information

Login ID:

First Name:

Last Name:

Email Address:

Password Management: [Change Password](#)

Opt In to receive relevant information, notices and offers

A SFTP public key exists: No

Understanding Your User Information Options

The following table explains the information which can be configured.

Option	Description
Login ID	You can choose a username to utilize for authentication to the Portal. If you enter a Login ID here you can login with either your email address or your ID. The username you select must be unique.
First & Last Name	You can enter your name. It will be used in notification messages sent to you.
Email Address	Your email address
Password Management	Clicking the Change Password link will show you a page where you can change your password. You will need to enter your existing password first.
Opt In to receive relevant information, notices and offers	If you check this box DataMotion will send you offers and notices about DataMotion products. DataMotion will never sell or provide your account information to any other organization.
A SFTP public key exists	Here you can upload your SSH public key. When a public key is associated with your account you can access the DataMotion SFTP Server with your userID and the SSH key.

SSH Keys & Authentication

The SFTP protocol allows users to login using their userID and the SSH private key instead of a password. This is a very common authentication method in file transfer systems and can be used by the DataMotion SFTP Server if an SSH public key is associated with the account. Even when a key is associated with the account, access to the DataMotion Portal will require the use of a password.

To upload an SSH key, it must be in the standard SSH2 format. An example of such a key is:

```

---- BEGIN SSH2 PUBLIC KEY ----

Comment: Generated by rsmith@galacticseats.com.

AAAAB3NzaC1yc2EAAAABEQAQA6254D3FG/6bLNxRMZpOMwuLuL8X3d5q4TxChEU/1jK9G
wy0kxueNLXRNAw2z+sGwdZqCN2m81jQO6bLay64dOh4qjJE4ZP6vnuxDX4t8WEm2WZO9qqbP
qM0QjcMGNr/OSuVWRG3LZrSEcMFuUqIqnjeV3wXicNFcbHoRQDqwUNRSU8VDk9NBcv15bCt0
EYQyj2M4QsnaO9dAo3stEZ0Vf9kvNuhQEDXiXM+IIILmNI2Tam/+tgC/0EUChKHvzPuhDIjM
zOpHJ2cq5yBtBNJmayTqmBmdHwsKOTUXHfHdjmksl/jQgF3MdkoGio8J5NRCiY227TrhQ9ih
ggPY+tDFtQ==

---- END SSH2 PUBLIC KEY ----

```

Using the Browse button you can locate the file where this key is stored and import it to your account. If you ever need to change your SSH key, you would need to change the key here to be able to continue accessing the DataMotion SFTP Server without entering a password.

CHANGING YOUR ACCOUNT PREFERENCES

SecureMail gives you the ability to configure how you can receive notification messages sent to you. To configure your preferences:

1. Go to the **Member Center**.
2. Under the *My Account* section, click **Preferences**.



This displays the **Account Preferences** page.

Account Preferences

Message priority: Low Normal High

Receive e-mail receipts: Yes No

Read Confirmation: Yes No

Message expiration: 1 Month

Email format: HTML Text Use Default

Signature:

Date Time Format: M/d/yyyy 12:00:00 AM/PM

Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Understanding Your Account Preference Options

In most instances, the default values do not need to be changed as they are the most common settings for our customers. The following table provides a description of the options.

NOTE: The following settings are not used by SecureMail File Transfer accounts: Message Priority, Receive email receipts, Read Confirmation, Message Expiration, Email format and Signature.

Option	Description
Date Time Format	Configure the preferred date/time format (e.g., 24-hour time or am/pm time) you will see in your message headers. The default value is M/d/yyyy 12:00:00 AM/PM .
Time Zone	Set the time zone that will display in your personal and automated notification messages. The default value is (GMT-5:00) Eastern Time (US & Canada) .

When you're done modifying your preferences, click **Save**.

NAVIGATING AND MANAGING YOUR FILES

GENERAL NAVIGATION

The file message windows (sending and receiving) provide a common set of navigation functions, including searching, sorting and message management.

NOTE: Files sent to your account are treated as “messages” like an email showing a sender and the Business File Name as the Subject.

Customizing the Message Folder Windows

The message folder window provides several ways to customize the display of messages.

Inbox

in
[Advanced Search](#)

View Folder Page Size

<input type="checkbox"/>	ID	Date	From	Subject	Size
<input type="checkbox"/>	11687986	4/26/2011	rsmith@galacticseats.com	Potential new fuel supplier	940 b
<input type="checkbox"/>	11687875	4/26/2011	hjones@galacticseats.com	Safety Inspections	4 Kb
<input type="checkbox"/>	11687849	4/26/2011	rsmith@galacticseats.com	Rocket partner Launch'em High delivery dates	3 Kb

Sorting Your Messages

By default, messages are displayed sorted from the newest to the oldest. It is possible for messages to be sorted by any column shown (ID, Date, From, Subject or Size), in ascending or descending order. This can be done by clicking on the column header you want to sort on.

The first click will sort all the messages in ascending order based on the information in that column. A second click will sort in descending order for that column.

NOTE: The sorting order is reset to ascending order by the Date field whenever you change to a new message folder (such as creating a new message and then returning to the Inbox).

Changing the Page Size

The Page Size field specifies how many messages should be displayed at one time. The default is to show 10 messages.

Page Size

- 10
- 15
- 20
- 25
- 50
- 100
- 250

When there are more messages than can be displayed on a single page, a new dropdown will be shown with the number of pages. This dropdown can be used to quickly jump between pages of messages.

Page Size Page

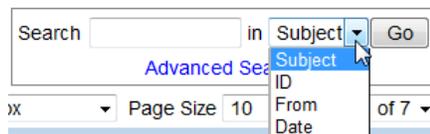
The Page Size setting is a persistent setting and will be remembered even between logins.

Searching Messages

There is a simple search and an advanced search function for your messages.

Simple Search

The simple search function is limited to searching only the current folder. Further, it only searches for patterns for the fields listed in the dropdown list: Subject, ID, From and Date.



NOTE: The search looks for exact matches only. Entering a partial string will not return any results. To search with wildcards the % symbol must be used. For example, to find all messages with a subject that starts with "new", you need to search for "new%" as the string.

To perform a simple search:

1. Enter a string into the **Search** box
2. Select where the string should be found
3. Click **Go**

All messages with a match will be shown. To clear the simple search filter you can either click the Back button on your browser or open the folder again.

Advanced Search

Additional search options are available by choosing the Advanced Search link.

Advanced Search

Advanced Search allows you to search your entire Inbox or Track Sent using multiple search characteristics. For wildcard searches, use the "%" character. To quickly select a date, click the calendar icon. Click "Search" to view your Inbox or Outbox.

Search in:

Folder Name:

Tracking ID:

Start Date: 

End Date: 

Subject:

From Email:

Sort By: Reverse Order

Within the Advanced Search you have the ability to fine tune your search results over a wider range of options. You only need to fill in the fields you need; any left blank will not be used as search parameters.

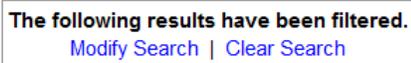
The following table describes the search fields.

Search Fields	Description
Search In	Selections are Inbox or Track Sent.
Folder Name	Allows you to specify which sub-folders of the Inbox or Track Sent to search. The default of All Folders searches all folders under the selected Search In folder.
Tracking ID	The ID numbers assigned to each message
Start Date	The earliest date to search
End Date	The latest date to search
Subject	The subject lines of the messages
From/Recipient Email	The sender or recipient of the message (depends on whether you are searching the Inbox or Track Sent)

Search Fields	Description
Sort By	The field which should be used to sort the results in ascending order (or descending if the Reverse Order is checked)

Clicking **Search** will display the results of the specified parameters. The **Clear Form** button will clear any entries on this page.

Once a search has been performed, a new Search box will be displayed.

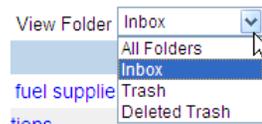


The **Modify Search** link will open the Advanced Search window with the current search parameters. **Clear Search** will clear the search parameters and reset the folder view.

Changing Folders

There are several ways to navigate to a new folder. For example the Inbox, Track Sent and Drafts folder links are available directly from the menu bar while the Inbox and Track Sent links are also available from the Member Center.

Another way to navigate folders is using the **View Folder** list.



The folders listed will be related to the main folder you are navigating within. For example, if you are viewing the Inbox, you will see folders that are listed under the Inbox, while if you are viewing Track Sent, you will see folders listed under Track Sent.

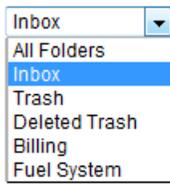
The All Folders option will show all messages in all folders that are in the dropdown list.

Managing Messages

Each message line has a checkbox next to it. You can use this checkbox to select messages to delete or move to a new folder. Checking multiple messages will select them all for the action you specify.

To delete a message, check the box next to the message and then click **Delete**.

To move a message to a new folder, check the box next to the message and select the appropriate folder from the “Put in Folder...” dropdown menu.



This will move the checked messages into the selected folder.

SENDING FILES VIA WORKFLOWS

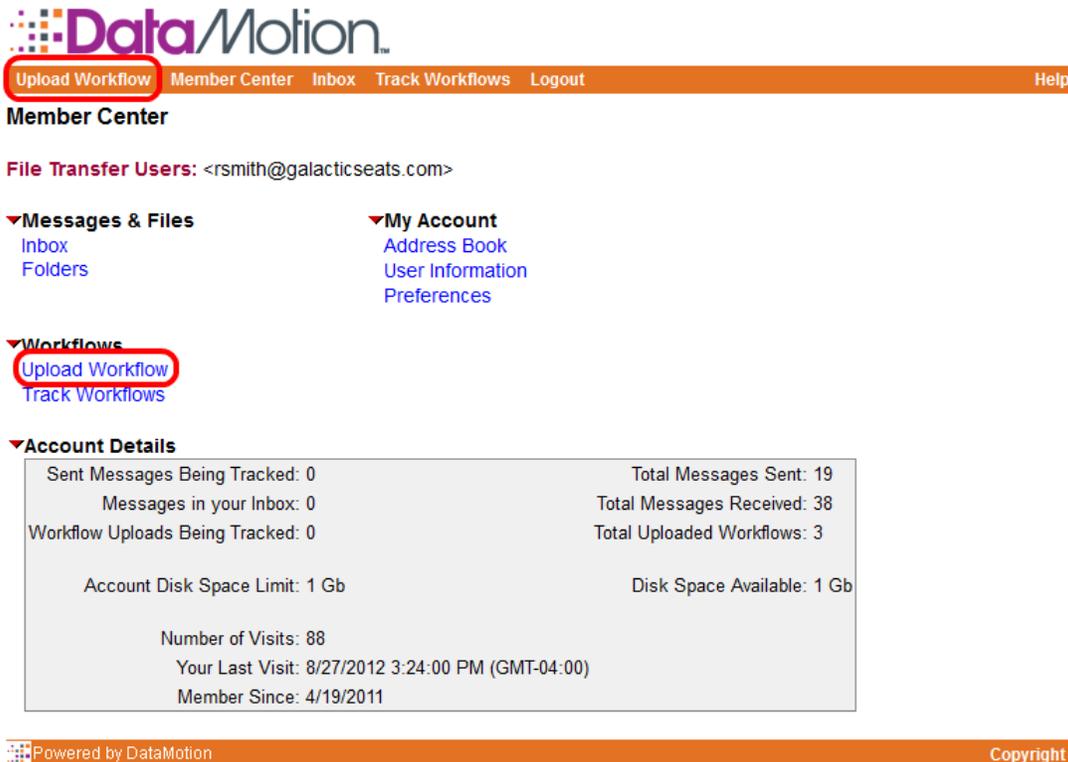
SecureMail File Transfer enables you to easily send files in a secure fashion. Your administrator will have setup pre-configured Workflow Names for you to choose from when you upload a file. Using these defined Workflow Names, you are able to upload your files and have them properly routed to their destination without any further interaction.

You can send files via the simple and intuitive DataMotion Portal or via the DataMotion SFTP Server. The delivery once the file has been uploaded is identical and does not depend on how you send the file.

SENDING FILES USING THE DATAMOTION PORTAL

To submit a file for delivery from the DataMotion Portal:

1. Open your web browser to the DataMotion Portal.
2. From the Member Center, click **Upload Workflow** on either the top menu bar or under Transfers.



DataMotion

Upload Workflow Member Center Inbox Track Workflows Logout Help

Member Center

File Transfer Users: <rsmith@galacticseats.com>

▼ **Messages & Files**
[Inbox](#)
[Folders](#)

▼ **My Account**
[Address Book](#)
[User Information](#)
[Preferences](#)

▼ **Workflows**
[Upload Workflow](#)
[Track Workflows](#)

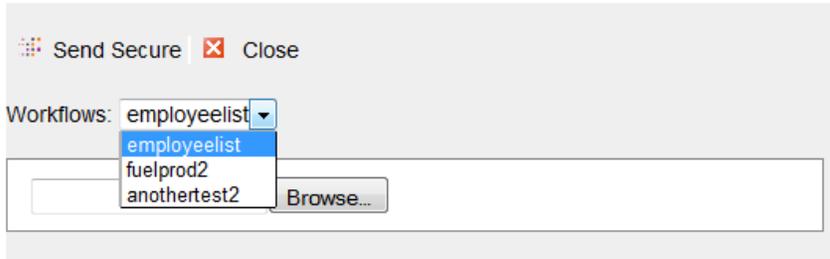
▼ **Account Details**

Sent Messages Being Tracked: 0	Total Messages Sent: 19
Messages in your Inbox: 0	Total Messages Received: 38
Workflow Uploads Being Tracked: 0	Total Uploaded Workflows: 3
Account Disk Space Limit: 1 Gb	Disk Space Available: 1 Gb
Number of Visits: 88	
Your Last Visit: 8/27/2012 3:24:00 PM (GMT-04:00)	
Member Since: 4/19/2011	

Powered by DataMotion Copyright

This displays the **Upload Workflow** window.

Upload Workflow



3. Choose the **Business File Name** you are going to send from the drop down menu.

4. The **Browse** dialog allows you to upload your file.

NOTE: Only one file can be submitted at a time. There is no limit as to the number of times you can submit a Business File.

5. Click **Send Secure** to send the file.

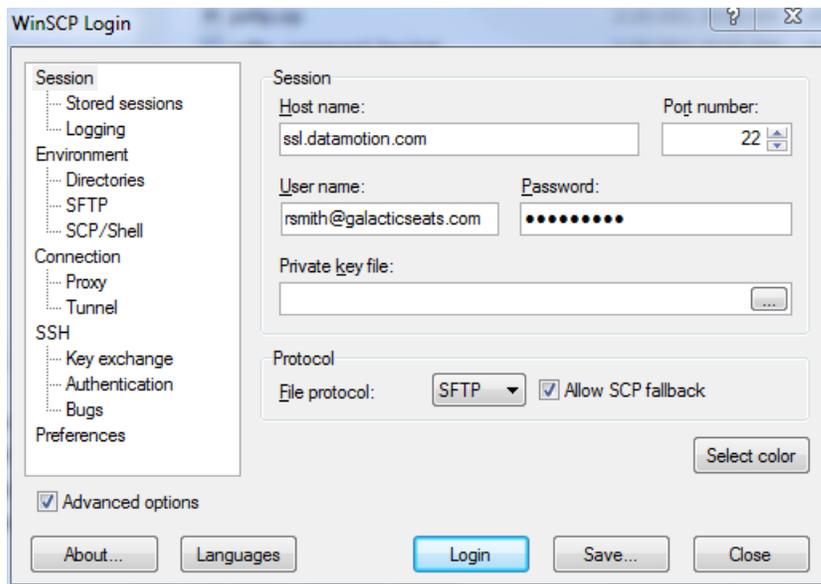
The file will now be uploaded and delivered according to the Business File Name rules.

SENDING FILES USING THE DATAMOTION SFTP SERVER

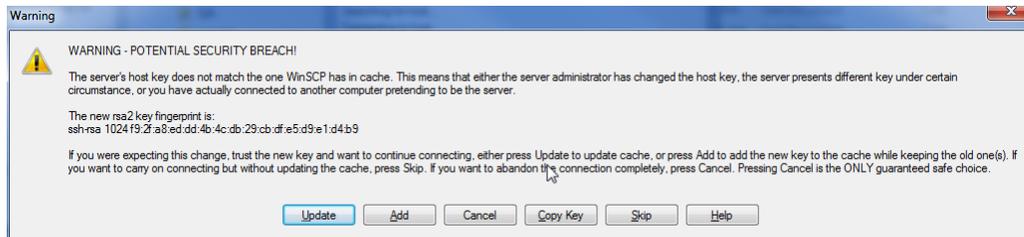
To submit a file for delivery using the DataMotion SFTP Server:

NOTE: The WinSCP client is shown here as an example of an interactive SFTP client. It is possible to use scripts with this and other clients to upload your files.

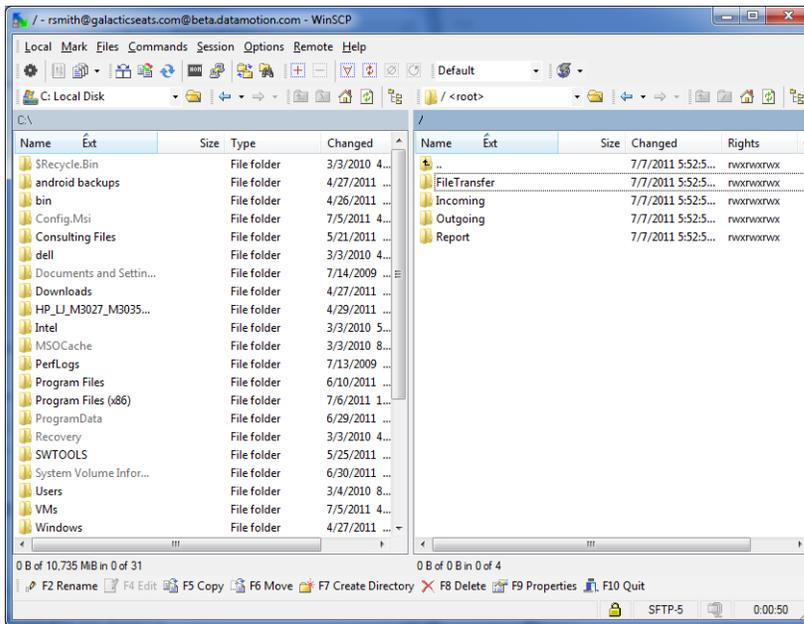
1. Open your SFTP client program.
2. Enter the following information to connect to the DataMotion SFTP Server:
 - » Host name: ssl.datamotion.com
 - » Port number: 22
 - » User name: UserID or email address
 - » Password: SecureMail account password
 - » Protocol: SFTP



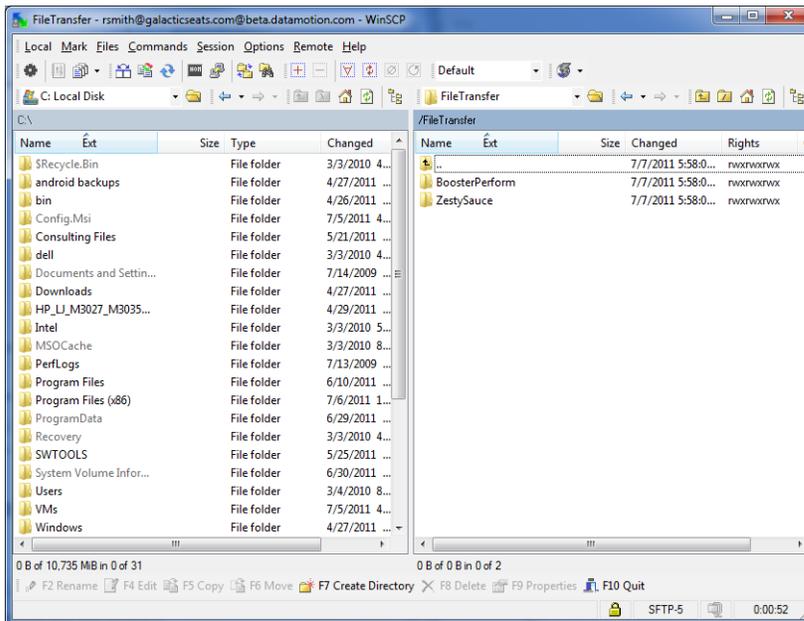
3. Click **Login** to start the SFTP session.



4. Click **Add** to accept the server host key since this is the first time you are connecting. You will not be prompted again if you add this key.

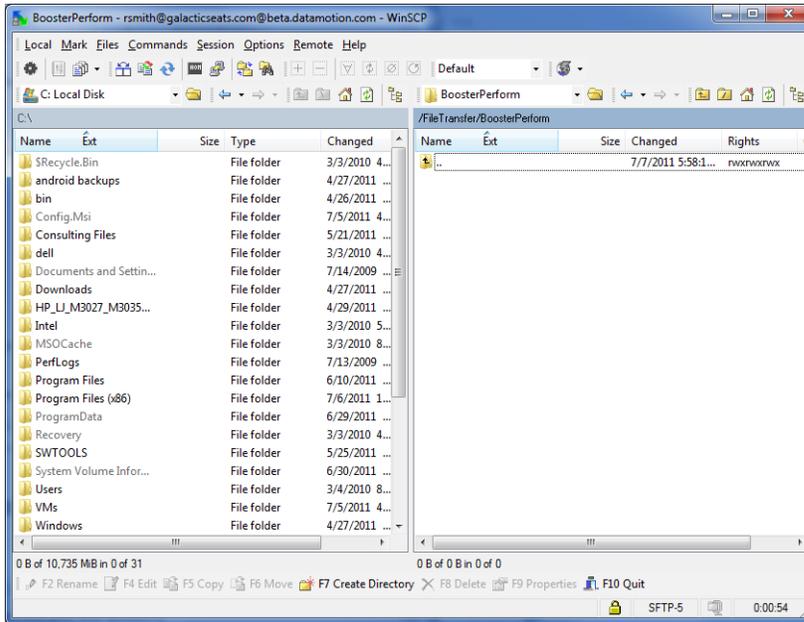


5. Open the **FileTransfer** folder on the DataMotion SFTP Server.

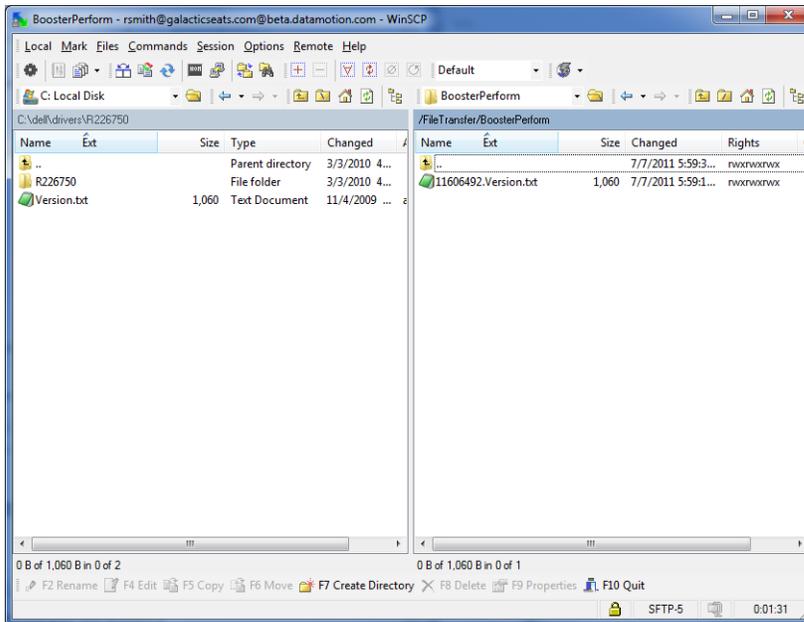


Inside the **FileTransfer** folder each Business File Name associated with your user account is listed.

6. Open the folder with the Business File Name you are uploading a file for.



7. Drag the file you want to upload into the Business File Name folder.
8. Once the file has been uploaded, you are done.



When the file is uploaded it will be automatically renamed. The new name will have a unique number prepended to be beginning to ensure uniqueness of all files that are uploaded. Once the file has been passed on to the destination, it will be deleted from the folder.

TRACKING WORKFLOWS

Once you have submitted a file you can review the status of the submission through the Track Workflows page. The status of any submitted file can be tracked here regardless of how it was submitted.

To view the tracking information for a file:

1. Click **Track Workflows** on the menu bar or in the Member Center.

ID	Date	Business File Name	Status	Size
11606562	10/7/2011 9:00:20 AM (GMT-04:00)	ZestySauce	Enroute	153 b

Page Size 10 ▾

2. The Status column will show the status of the file.

Once the file has been delivered the status will change from **Enroute** to **Delivered**.

ID	Date	Business File Name	Status	Size
11606564	10/7/2011 10:48:58 AM (GMT-04:00)	BoosterPerform	Delivered	1 Kb
11606563	10/7/2011 9:58:53 AM (GMT-04:00)	BoosterPerform	Delivered	1 Kb
11606562	10/7/2011 9:00:20 AM (GMT-04:00)	ZestySauce	Delivered	153 b

Page Size 10 ▾

RECEIVING FILES

OVERVIEW

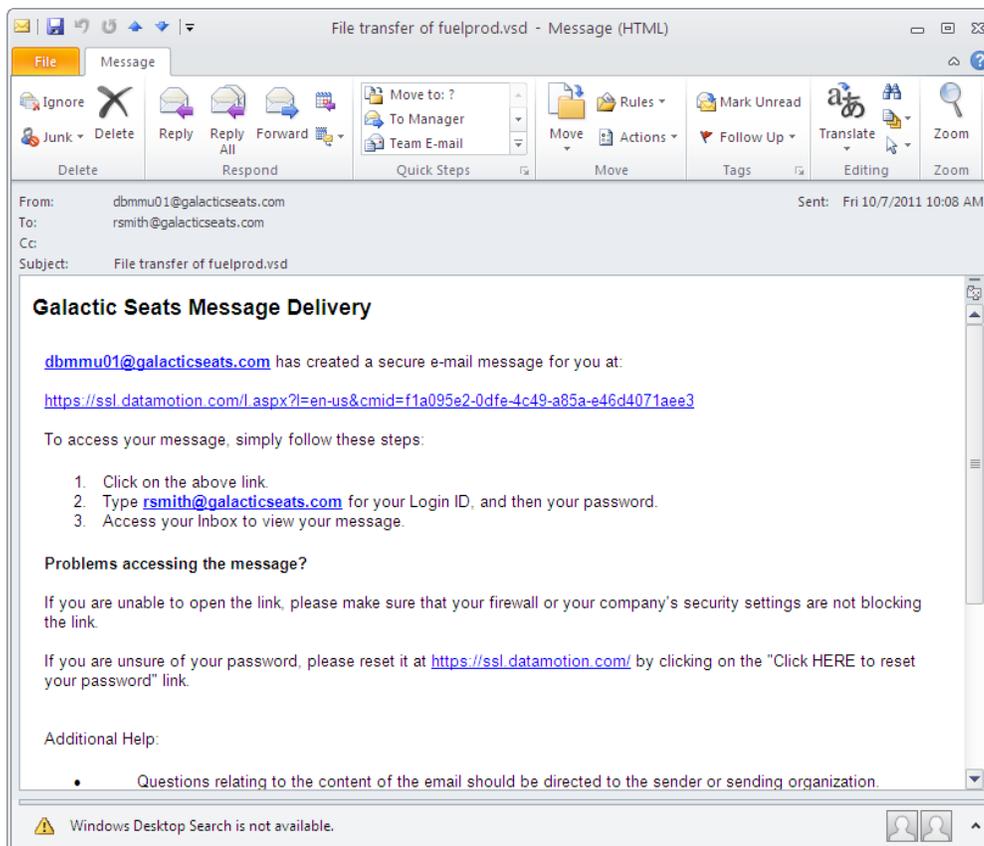
When a new file is sent to you, the file can be retrieved in the same manner they can be sent, either through the DataMotion Portal or the DataMotion SFTP Server. The file is available through both access points at the same time and can be downloaded through either method.

DOWNLOADING FILES VIA THE DATAMOTION PORTAL

New File Notification

When you receive a new file a notification message will be sent to your email address. The message will show the filename of the file you are receiving and contain some information about the sender and instructions to follow to download the file.

To access the file on the server, click the link on the second line. This will open your web browser to the login page.



See Accessing SecureMail File Transfer for information about logging into your account.

NOTE: If you do not want to receive notifications of new file delivery contact your Administrator to turn them off.

Viewing Files in Your Online Inbox

Once you have logged in, if you have new files, you will automatically be taken to the Inbox.

Inbox RSS

Search in Subject Go
[Advanced Search](#)

Delete Put in Folder...
View Folder Inbox Page Size 10

ID	Date	From	Subject	Size
NEW <input type="checkbox"/> 11606566	10/7/2011	dbmmu01@galacticseats.com	File transfer of fuelprod.vsd	635 Kb

Delete Put in Folder...

New, unread file messages are highlighted bug a NEW tag to the left of the message.

View Message

[Download Message](#)

Tracking#11606566

Sent:10/7/2011 1:07:21 PM (GMT-04:00)

Expires:11/6/2011 1:07:21 PM (GMT-05:00)

From:dbmmu01@galacticseats.com

Subject:File transfer of fuelprod.vsd

To:rsmith@galacticseats.com

Attachments: fuelprod.vsd (634 Kb)

DataMotion SecureMail Message Delivery

This email is being sent in order to deliver the attached file fuelprod.vsd
 If you need help, please send an e-mail to support@beta.datamotioncorp.com.

Copyright © 1998-2011 DataMotion, Inc., All Rights Reserved.

[Show Text Body](#)

- ✓ Security Envelope: [Message Integrity](#)
- ✓ Server Encryption: Message is protected with strong encryption.
- ✓ Secure Session: Securely view and download this message.

Once opened, a message will no longer display the NEW tag.

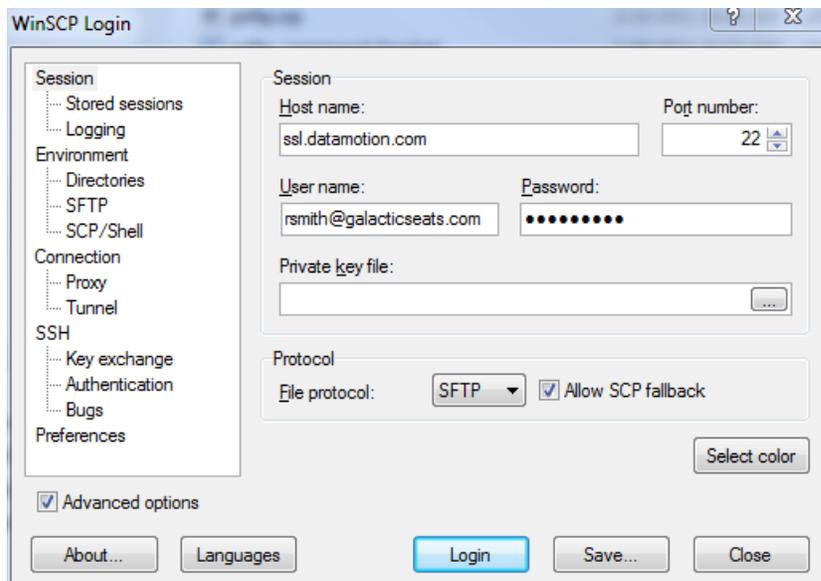
To download your file, save the attachment shown in the message.

DOWNLOADING FILES VIA THE DATAMOTION SFTP SERVER

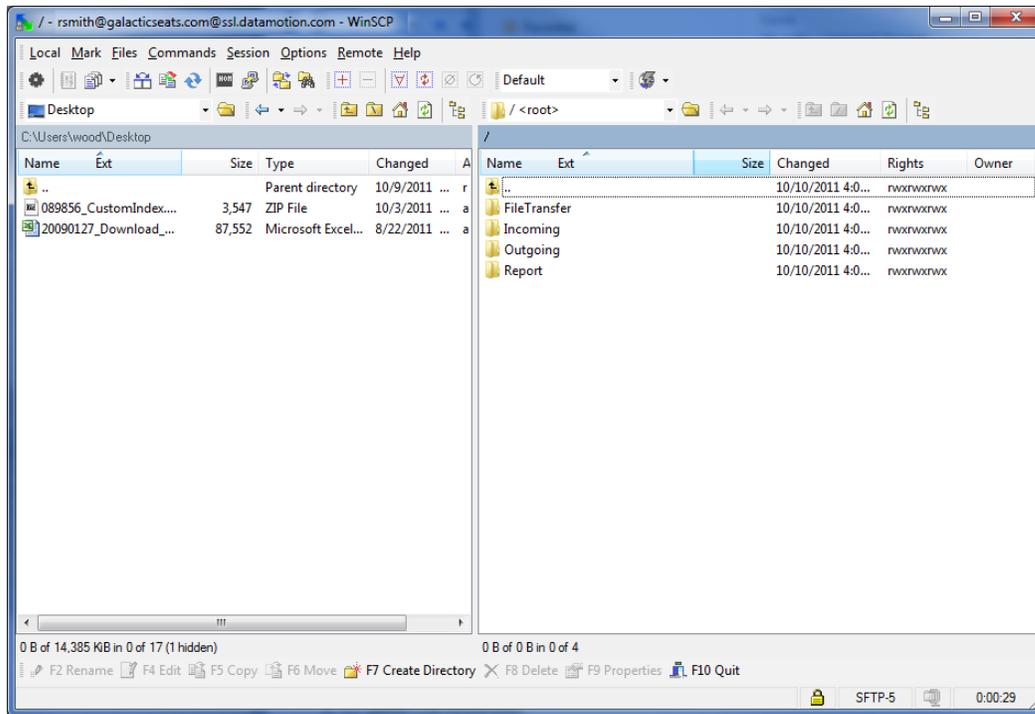
To download a file sent to you from the DataMotion SFTP Server:

NOTE: The WinSCP client is shown here as an example of an interactive SFTP client. It is possible to use scripts with this and other clients to download your files.

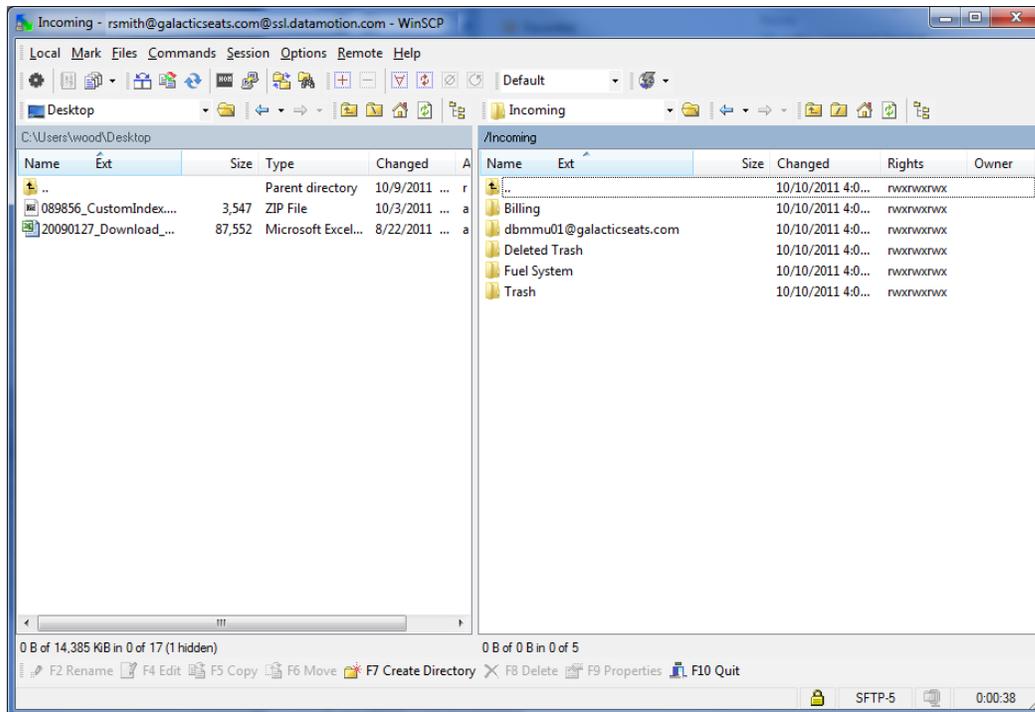
1. Open your SFTP client program.
2. Enter the following information to connect to the DataMotion SFTP Server:
 - » Host name: ssl.datamotion.com
 - » Port number: 22
 - » User name: UserID or email address
 - » Password: SecureMail account password
 - » Protocol: SFTP



3. Click **Login** to start the SFTP session.



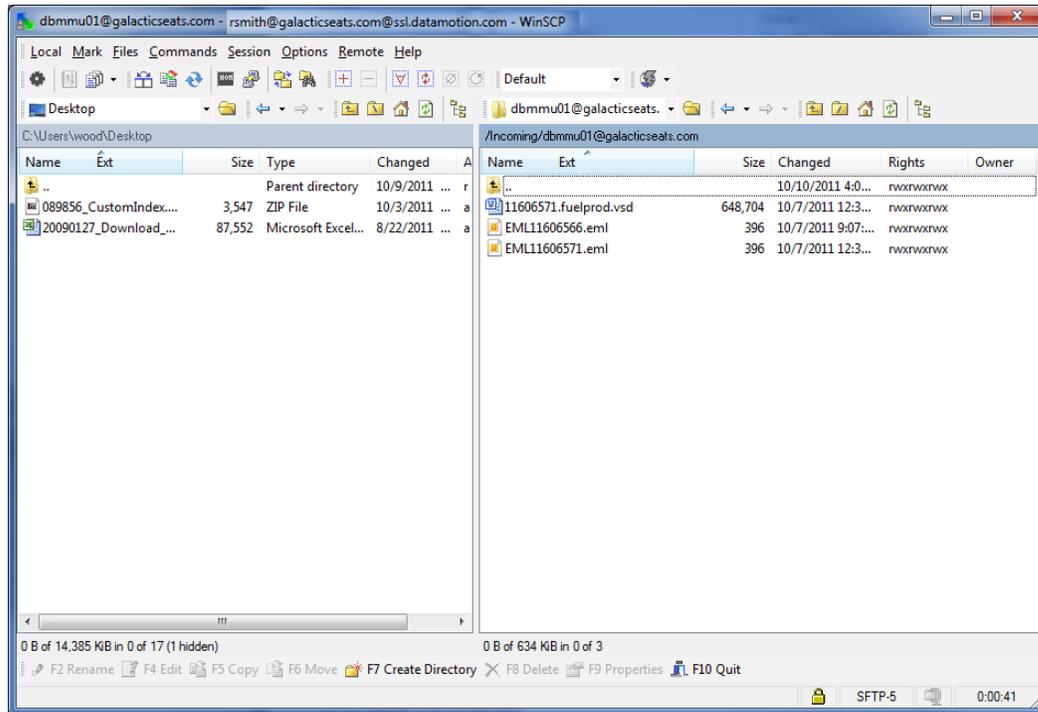
4. Open the **Incoming** folder on the DataMotion SFTP Server.



Inside the **Incoming** folder you will see a list of email addresses that have sent files (or messages) to you. Your administrator will provide you with an email address which is used to

send files to you. It is possible that you may have more than one email address that can send files to you. This will be the same email address that the notification message was sent from.

5. Open the folder with the specified email address.



6. Find the file you are looking for and download it to your computer.

NOTE: Sorting the files by date will help determine the most recent files that have been sent to you.

7. Once the file has been downloaded, you are done.

All files sent to you are stored with unique filenames. A numeric code will be prepended to the name of any file sent to you to ensure uniqueness. To restore the original filename remove the characters to the first “.”. For example, to restore the file “12345678.filename.txt” to its original name, remove the “12345678.” from the name.