

4/12/2022

The Montana Department of Administration provides a file transfer service to share files between state employees and external entities.

Use this service to share files with state employees.

### Sending Files to a State Employee

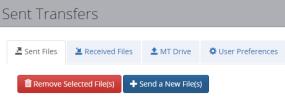
If you need to send files to a state employee:

- 1. Go to the following web page: <u>https://transfer.mt.gov</u>
- 2. Click Login

\*If this is your first time using the service, select New to login.mt.gov? Register now!



3. Click Send a New file(s)



 Drag and drop files to the window or click Drop Files Here or Click to Upload to browse.



Tips and Tricks

- Uploading folders is not supported.
- Only 10 files can be uploaded at a time. If more than 10 files need to be uploaded, upload them as a zip file.
- Any file that exceeds 2GB within a zip file may experience virus scanning issues.





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### 6. Select Continue



**NOTE:** If you go **Back**, you will lose the selected files and will have to select any/all files again. *Files are not committed until you choose Continue* 

7. Search for a state employee or enter an email to send to.

		Recipients	
То:	Enter the email addre	ess or use the search be	low
L Find a S	State Employee	ind a State Group	
	First Name	Last Name	<b>Q</b> Search

- 8. If you want to send a message, click in the field under the Message heading, type in the desired message.
- 9. Click Send to complete the transfer. Files remain available for download for 15 days.

Recipient	S	Instructions Feedback
	Recipients	File(s)
To:	Enter the email address or use the search below	2C825F43.PNG
L Find a S	State Employee Find a State Group	Message Here is the file we discussed over the phone. Thank you
	<b>↑</b> Horne	K Back



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### Working with shared folders

If you are invited to a shared folder, you will receive an email from TransferService@mt.gov.

1. Click on the link below the instructions "To access this folder, click on the link below:"

	FILE TRANSFER SERVICE
	STATE OF MONTANA
	You have been invited to access the following folder through the State of Montana File Transfer Service:
FOLDER NAME:	Test Folder
ACCESS RIGHTS GRANTED:	User has editor rights. Editors can upload, download, and remove files.
SENT FROM:	Dori Wetherelt
MESSAGE:	You have been invited to a shared folder on MT Drive.Hi everyone. Testing the new state file transfer service. Please add a picture to the folder. Thanks!!
	To access this folder, click on the link below:
http://test.transfer.mt.gov/	MTDrive/Index?folderName=Test+Folder&ownerEmail=dwetherelt%40mt.gov
	Replies to this email are not monitored.

2. Choose Login



If you are an Editor of the folder you can add and remove files. If you are a viewer, you will only be able to select files for download.



3. To download, click on the file, open file and then browse and save it on your computer.

Test		
Current User Access: EDITOR	+ Add Ne	w File(s) 🕅 Remove Selected File(s)
	Select All	File Name 🗢
		4hour_rwisdata_21.csv
		4hour_rwisdata_18.csv
		4hour_rwisdata_00.csv

### If you want to invite someone to view/edit a folder:

1. Under My Folders on the MT Drive tab, choose Add New Folder

	IT Drive			
	A Sent Files	are Received Files	1 MT Drive	Contraction Contractico Contra
N	/ <mark>ly Folde</mark> r	s.		
	💼 Remove S	ielected Folder(s)	+ Add New Fold	er

2. In the **Folder Name** window, type a desired folder name (in this example we called it "Documents for Review" and click **Save Changes** 

Folder Name			×
Documents for Review			
	Close	Save Changes	



3. Find the folder and click the folder name (if there is a list of folders, they are automatically listed in alphabetical order):

My Fold	ers	
💼 Remo	ve Selected Folder(s) + Add New Folder	
Select 🗢	Name 🗢	Size 🗢
	Documents for Review	0 Bytes
0	Documents to be Signed	572.2 KB

4. Click Add New File(s)

Documents for Rev	/iew					Instructions Feedback
Shared With ?	+ Add New File(s)	Remove Selected File(s)				
👤 Invite 🗸	□Remove All	File Name 🕈	Uploaded On 🗢	Uploaded By 🗢	Size 🗢	Status 🖨
			<< < 1 > >>			
			✓ Back			

5. Drag and drop files to the window or click "Drop Files Here or Click to Upload" to browse.

S	Select Files To Upload
	Drop Files Here or Click to Upload
	Tips and Tricks Uploading folders is not supported. Only 10 files can be uploaded at a time. If more than 10 files need to be uploaded, upload them as a zip file. Any file that exceeds 2GB within a zip file may experience virus scanning issues.



6. If you browse, highlight desired file(s), and click Open



7. Select Continue



**NOTE:** if you go **Back**, you will lose the selected files and will have to select any/all files again. *Files are not committed until you choose Continue* 

8. Click the Invite drop-down arrow

Shared With						Instructions Feedba
	+ Add Ne	sw File(s)	Uploaded On 🗢	Uploaded By 🗢	Size 🗢	Status 🗢
Generation Strength Contract C		EMPLOYEE_INCIDENT_REPORT_1-14-16.pdf	4/5/2022 3:02 PM	Dori Wetherelt	148.2 KB	Pending virus scan
		ConfirmationPrint_aspx.mht	4/5/2022 3:02 PM	Dori Wetherelt	1.4 KB	Pending virus scan

9. Select **Editor** if you want those invited to have the ability to add and remove files. **Viewer** should be chosen if you want those invited to select files for download.

Type Folder N	ame Here					Instructions Feedb
Type rolder it	unic ricic	8				
Shared With ?						
Shared With	+ Add N	ew File(s)				
	+ Add N	ew File(s) 📲 Remove Selected File(s)				
Shared With ?	+ Add N	ew File(s) 📲 Remove Selected File(s)	Uploaded On \$	Uploaded By \$	Size \$	Status 🕈
			Uploaded On \$ 8/27/2015 3:28 PM	Uploaded By \$ Dori Wetherelt	Size 🗢 55.9 KB	Status ¢ Pending virus scan

#### NOTES:

• If you want to retain a structure of folders and subfolders, it is recommended that you create a zip file.



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- If you add a person as a viewer, you <u>cannot</u> change them to an editor. To make them an editor, you must remove them as a viewer and then add them as an editor
- Adding people as editors is a great way to allow several people access to upload files for group use
- Each time a new file is added to an existing folder, you need to send an invitation to the person or people to that folder location
- 10. Type an email address **OR** Type first and last name to search for a state employee and make sure to hit Enter on your keyboard to add the email address or name to the To: field
- 11. If you want to include a message, type it in the field under the "Enter an optional message to be added to the Invitation Email" header

Inviting Users to MT Drive Folder	Instruc
Invite Users	Granting EDITOR permissions to the following MT Drive Folder
To:	Documents for Review Enter an optional message to be added to the Invitation Email.
First Name Last Name Q Search	ck A Send Invite

12. Click Send invite