

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 belo	w
L Find a S	State Employee	ind a State Group	
	First Name	Last Name	Q 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.

		Instructions Feedback
	Recipients	File(s)
To:	inter the email address or use the search below	2C825F43.PNG
L Find a State Er	Employee Find a State Group n Smith Q Search	Message Here is the file we discussed over the phone. Thank you



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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 Selected Folder(s) Add New Folder						

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	My Folders						
💼 Remo	ve Selected Folder(s) + Add New Folder						
Select 🗢	Name 🗢	Size 🗢					
	Documents for Review 0 Bytes						
	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.

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



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

Documents for R	eview					Instructions
Shared With	+ Add Ne	w File(s)	Uploaded On 🗢	Uploaded By 🗘	Size 🗢	Status 🗢
↔ Viewers		EMPLOYEE_INCIDENT_REPORT_1-14-16.pdf	4/5/2022 3:02 PM	Dori Wetherelt	148.2 KB	Pending virus scan
✓ Editors	0	ConfirmationPrint_aspx.mht	4/5/2022 3:02 PM	Dori Wetherelt	1.4 KB	Pending virus scan
			<< < 1 > >>			
			< Back			

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.

	NA FILE	TRANSFER SERVICE		Logged i	n as: Dori W Loj	etherelt (dwetherelt@mt. gout ePass Montana He
Type Folder Na	me Here					Instructions Feedback
Type Forder Fra	inc nere					A constraint of the second
Shared With ?	+ Add Ne	w File(s)				
1 Invite -	Select All	File Name 🕈	Uploaded On \$	Uploaded By \$	Size \$	Status \$
		twins_2015_2.jpg	8/27/2015 3:28 PM	Dori Wetherelt	55.9 KB	Pending virus scan
		tia_hunter_surprise_for_my_49th_birthday.jpg	8/27/2015 3:28 PM	Dori Wetherelt	20.1 KB	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. Sending you these for review
First Name Q Search	ack Send Invite

12. Click Send invite