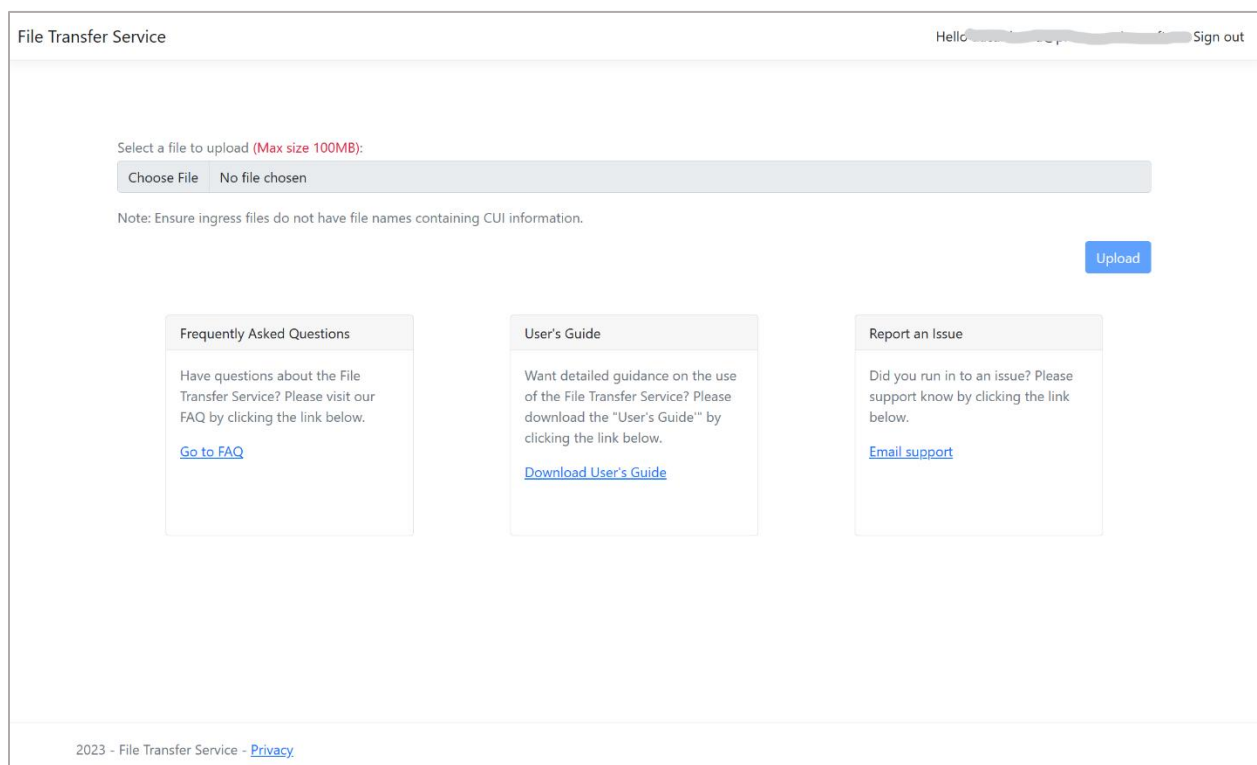


User Guide: File Transfer Service (FTS)

Getting to the File Transfer Service

You can find the FTS application by navigating to <https://mc2-il2-webapp-76-filescan-01.azurewebsites.us>. Upon navigating to the above URL you will be asked to log in with your credentials. If successful, you will be navigated to the main FTS interface.



Uploading Files

1. Select the “Choose File” button next to the file input control.

Choose File	No file chosen
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Note: Currently the maximum file size the File Transfer Service can accept is **100 MB**

2. Using the “Open” file dialog, navigate to the file you want to upload.
3. Select the file.

Note: Ensure ingress files do not have file names containing CUI information.

4. Select the “Open” button in the lower right area of the dialog.
5. Select the “Upload” button located to the lower-right side of the file input control.

Select a file to upload:

Choose File	01-upload-test-sm.txt
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Note: Ensure ingress files do not have file names containing CUI information.

Upload

After selecting the “Open” button in the “Open” file dialog, the name of the selected file will appear in the file input control and the “Upload” button will become enabled.

Retrieving Uploaded File

If you are a SYSADMIN

1. In WCOINE navigate to the IL5 storage account named “mc2il5genfilerecstg01”.
2. Under the “Data Storage” section of the left menu, select “Containers”.
3. Select the container named “default”.
4. Navigate and select uploaded file.
5. Select “Download” on the command bar.

If you are a customer

Please contact your sysadmin on the support channel and request that your file be moved to a specified location.