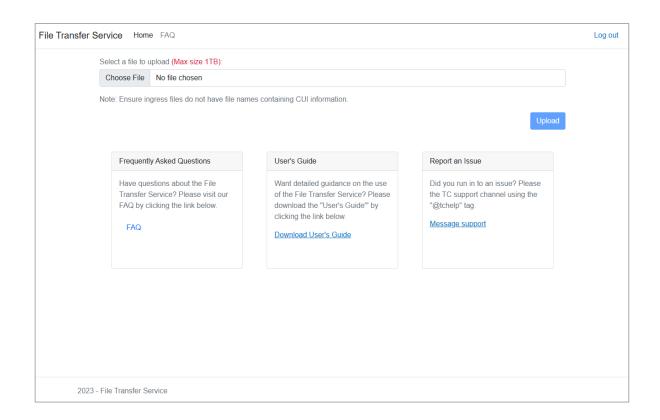# User Guide: File Transfer Service (FTS)

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

Note: Currently the maximum file size the File Transfer Service can accept is **1TB**

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

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

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 with your principal username with all special characters replaced by hyphens (ex: john.doe@us.af.mil = john-doe-us-af-mil)
4. Navigate and select uploaded file.
5. Select "Download" on the command bar.