

1. Go to OKTA website and click SafeTransfer Link
2. Login with PC User/PW
3. Screen will be

Showing 0 to 0 of 0 entries

Add Files... Add Folder... Start Upload Cancel Clear

4. Click "New folder"
5. Add Customer name into the "Folder" field
6. Click yellow "expand" button

Showing 1 to 1 of 1 entries

Previous 1 Next

- 7.
8. Click "Share"
9. Create password - "Password123\$"
10. Options - Select the following:

Share the selected item?

X

1. Share Basics

2. Options

3. Security

4. Email

5. Review

Permissions

Allow Public Downloads

Allow Public Uploads to this folder ?

Enable Hidden Uploads to this folder ?

Notifications

Notify me by email when file is downloaded or uploaded

<input type="checkbox"/>	No Notifications	<small>▼</small>
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Clean Up

Delete Shared Files on Expiration ?

Cancel

Previous

Next

Create Share

11. Security - N/A

12. Email - Follow this screen

Share the selected item?

1. Share Basics **2. Options** **3. Security** **4. Email** **5. Review**

Send Share link via email ?

Send Copy to Me ?

Email Information

To Email Bcc ?

james.lambert@froedtert.com x Recipient email

Cc (optional)

lonnie.hailey@securitashealthcare.com x Cc email

Subject

New Shared Folder

Body (optional)

Upload file here

Cancel **Previous**  **Next** **Create Share**

13. Add File and wait for it to Upload then Send

The screenshot shows a file sharing interface with the following details:

- Toolbar:** Includes icons for Back, Forward, Check All, Delete, Rename, New Folder, Zip, Unzip, Filter, Find, Show (10), and a dropdown menu.
- Table Headers:** Name, Type, Size, Date (Eastern Daylight Time).
- Entry:** Customer Name (folder) - Last Modified: 2 minutes ago, Date: 5/27/2025 2:25 PM. Includes Open, Share, and Public Link buttons.
- Footer:** Shows 1 entry, Previous, 1, Next, Add Files..., Add Folder..., Start Upload, Cancel, Clear, and an upload progress bar.
- Upload Area:** Displays a file named "Ticket 321927 - Terry Adams - AES03 misplaced sites-20250527_110213-Meeting Recording.mp4" with a size of 124.41 MB, a progress bar, and Start/Cancel buttons.

14. Cannot put email in the body, so send separate email to customer telling him what the password is

15. Customer will receive this email:

The screenshot shows a website interface for Securitas Technology:

- Header:** Securitas Technology logo, Home, Account, Share.
- Sidebar:** Public, Home (selected), Account, Share, Logout.
- Content:** A modal window titled "Folder Access Password" with the message "A password is required to access this folder". It includes a "Password:" input field with a lock icon, a "Open" button, and a "Cancel" button.

16. This will open

A screenshot of a web-based file management application. At the top, there is a header bar with a house icon, a refresh button, a search icon, a 'Check All' checkbox, a 'Zip and Download' button, and a 'Logout' button. Below the header is a toolbar with a search icon, a 'Filter' input field, a 'Find' button, and a 'Show 10' dropdown. The main area features a table with columns labeled 'Name', 'Type', 'Size', and 'Date'. A message 'No data available in table' is centered above the table. At the bottom left, it says 'Showing 0 to 0 of 0 entries'. On the bottom right, there are 'Previous' and 'Next' navigation buttons.

Name	Type	Size	Date
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next