

Strategic Data File Transfer System

Method of Use

In order to adhere to security requirements our standard process is to upload survey data to a secure file transfer site.

We provide clients with a link to download their data via email; passwords are sent via an SMS message. Data files are available to download for seven days.

All files are encrypted and zipped prior to sending. Our available encryption levels are below:

- 256 - 256 bit encryption (default)
- 128 - 128 bit encryption
- none - no encryption (not safe)

Please note that you can provide specific rules that would override our standard procedures. For example, sometimes clients require longer passwords and tighter timeframes for downloading data.

You will receive an SMS with a password and an email containing a link to download your data file – examples below.

[websurvey.com.au #852110] WS - Data Return1 message

Hello Linda,

Please find a link below to download the final data files.

https://upload-stratdat.s3.dualstack.ap-southeast-2.amazonaws.com/files-2019-07-17T00-28-15.zip?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIE4B56ZJAECDIHYA%2F20190717%2Fap-southeast-2%2Fs3%2Faws4_request&X-Amz-Date=20190717T002820Z&X-Amz-Expires=604800&X-Amz-SignedHeaders=host&X-Amz-Signature=bf9f6f787d91959afe138eb638e5216972ac16c12bdb855baa07e9b9ccda655a

You should have received a password for the file via SMS.

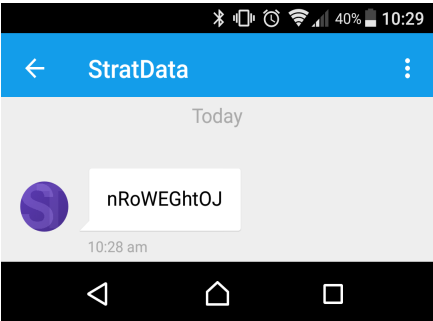
Please note that you will need to install software called 7-Zip(https://www.7-zip.org/) for Windows, or Keka(https://www.keka.io/en/) for Mac, in order to read the file.

Data files are available to download for the next 7 days.

Kind regards,

WebSurvey

Reply - Reply to All - Forward - More Actions



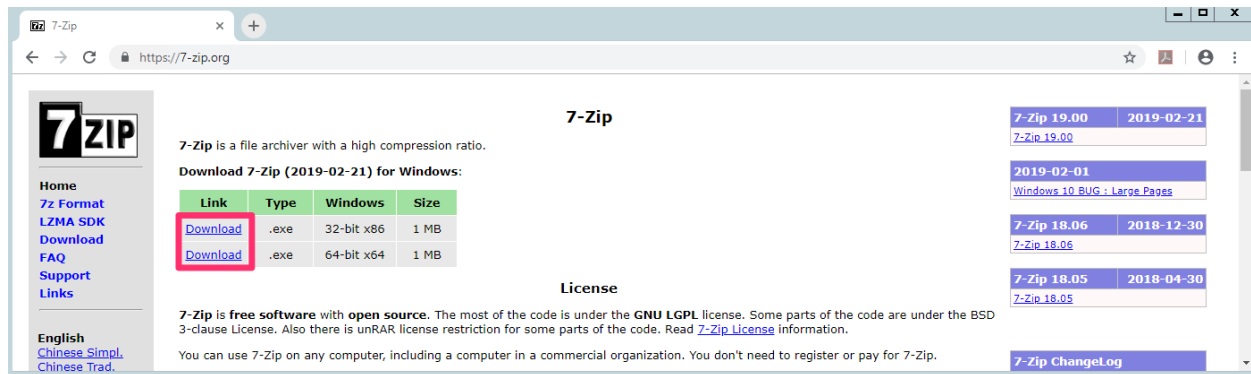
Instructions on how to download and open your encrypted file using **Windows** start on **Page 2**.

Instructions on how to download and open your encrypted file using **Mac** start on **Page 4**.

INSTRUCTIONS FOR WINDOWS USERS

To download and extract your data using a windows computer, please follow the steps below:

Step 1: If you don't already have 7-Zip installed you will need to download this app in order to unzip your data file. Go to <https://7-zip.org> and download either of the files as shown below:

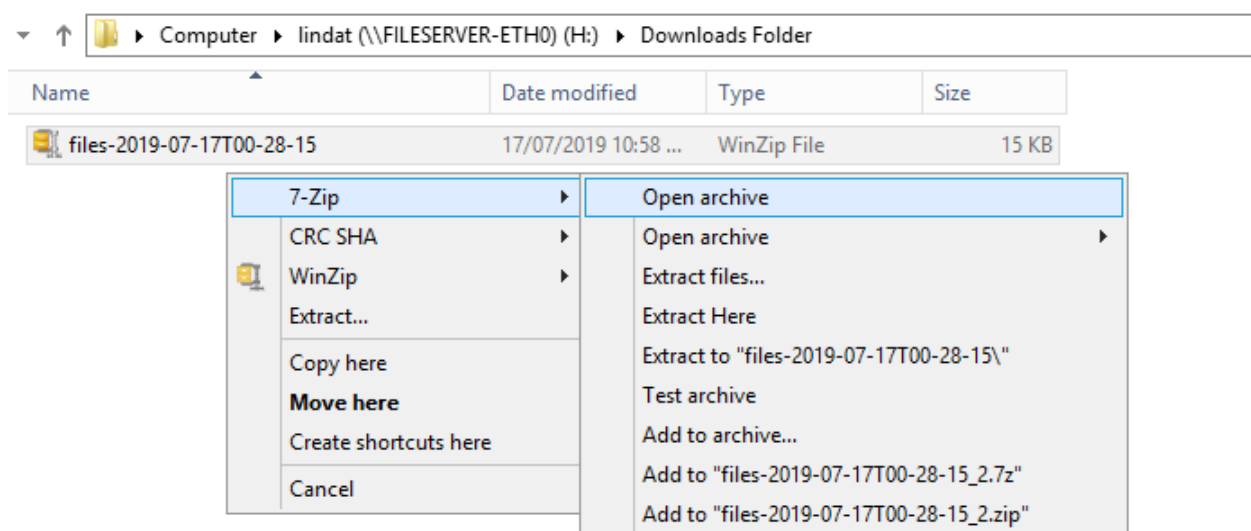


Once 7-zip has downloaded open the .exe file and complete the setup process.

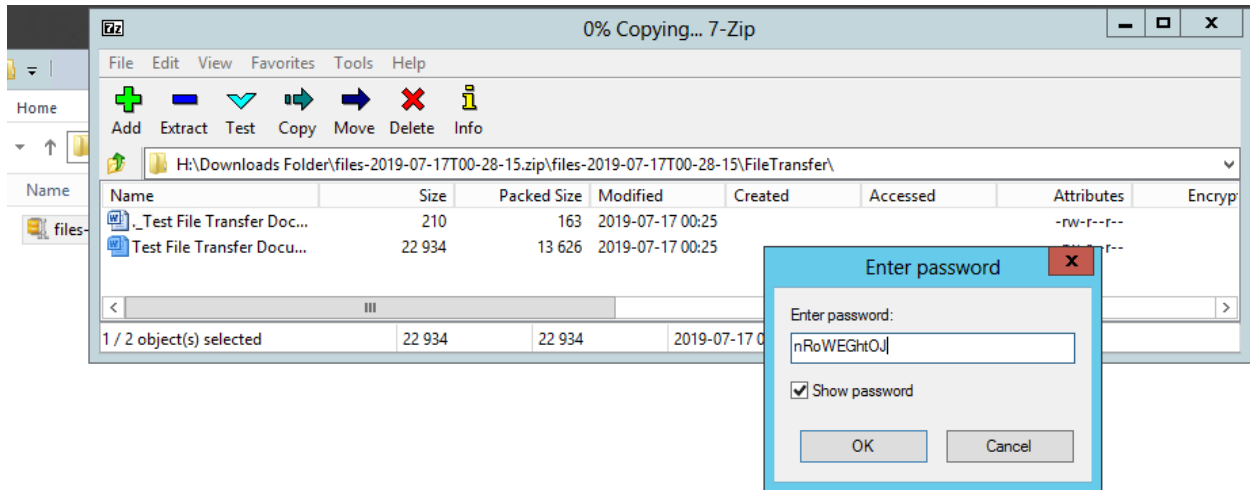
Step 2: Click on the link provided in your Data Return email, this will automatically download the encrypted and zipped file or folder to your default Downloads folder. An example of what your link looks like is below:

https://upload-stratdat.s3.dualstack.ap-southeast-2.amazonaws.com/files-2019-07-17T00-28-15.zip?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIE4B56ZJAECDIHYA%2F20190717%2Fap-southeast-2%2Ffs3%2Faws4_request&X-Amz-Date=20190717T002820Z&X-Amz-Expires=604800&X-Amz-SignedHeaders=host&X-Amz-Signature=bf9f6f787d91959afe138eb638e5216972ac16c12bdb855baa07e9b9ccda655a

Step 3: Once you have located the zipped file on your computer, hover over the file name and 'right click' your mouse, this will bring up options for unzipping your file. Select '7-Zip' and then click 'Open archive'.



Step 4: Once you have clicked 'Open archive' a new window will pop up with the unzipped folder or file showing. Click on the folder until you reach the data file. Clicking on the data file will prompt you for the password. This was sent to you via SMS.
Enter your password and click the 'Ok' button.

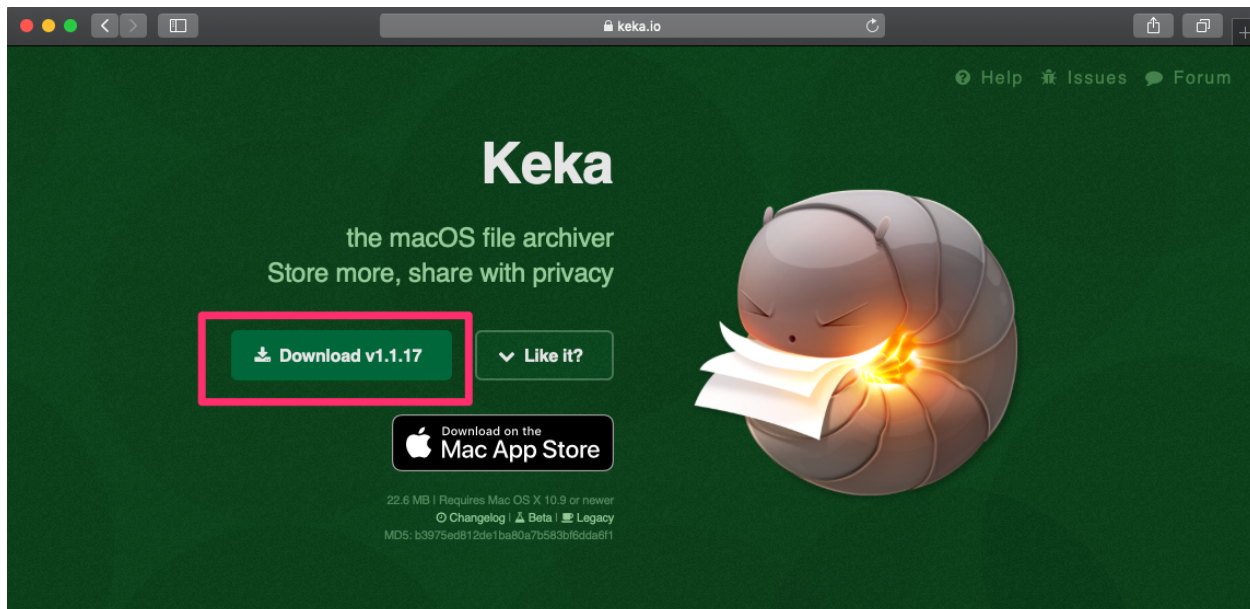


Step 5: Your data file is now open. Save this file in a safe place for future use.

INSTRUCTIONS FOR MAC USERS

To download and extract your data using a Mac computer, please follow the steps below:

Step 1: If you don't already have Keka installed you will need to download this app in order to unzip your data file. Go to <https://www.keka.io/en/> and download the file as shown below:

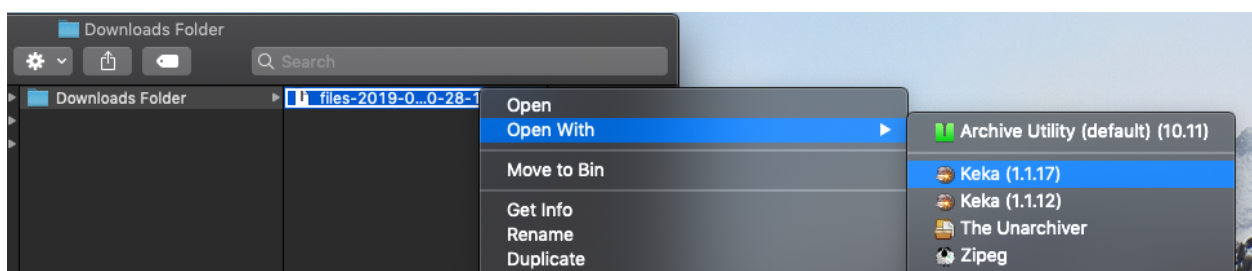


Once Keka has downloaded open the .dmg file and complete the setup process.

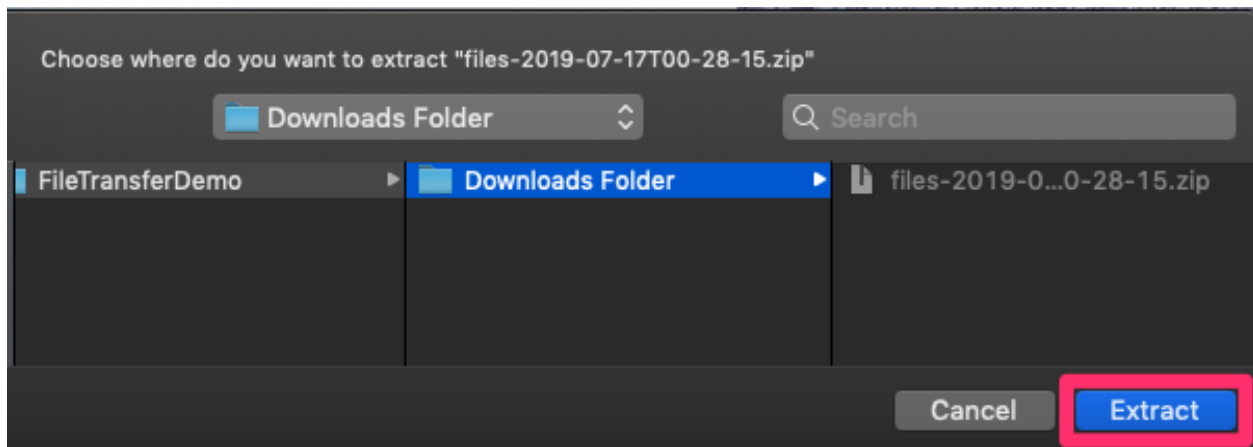
Step 2: Click on the link provided in your Data Return email, this will automatically download the encrypted and zipped file or folder to your default Downloads folder. An example of what your link looks like is below:

https://upload-stratdat.s3.dualstack.ap-southeast-2.amazonaws.com/files-2019-07-17T00-28-15.zip?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIE4B56ZJAECDIHYA%2F20190717%2Fap-southeast-2%2Fs3%2Faws4_request&X-Amz-Date=20190717T002820Z&X-Amz-Expires=604800&X-Amz-SignedHeaders=host&X-Amz-Signature=bf9f6f787d91959afe138eb638e5216972ac16c12bdb855baa07e9b9ccda655a

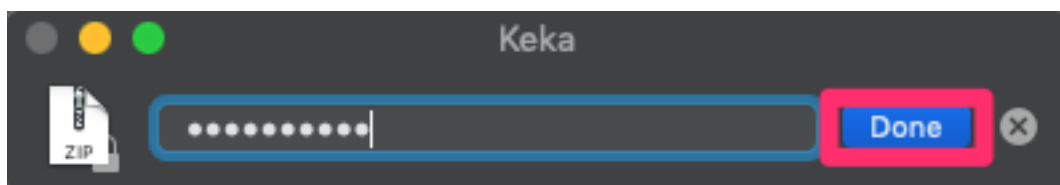
Step 3: Once you have located the zipped file on your computer, hover over the file name and 'right click' your mouse, this will bring up options for actioning your file. Select 'Open with' and then click on 'Keka'.



Step 4: Keka will ask you to choose a location for your unzipped folder to be saved. Once you have chosen a location click 'Extract'.



Step 5: A new window will pop up asking you to enter the password that was sent to you via SMS. Enter your password and click the 'Done' button.



Step 6: Your Data folder is now ready for you to use.

