To proceed with this request we need to have clear requirements from you. Please read the next section which will provide some guidelines to clarify your requirements. If you are having difficulties following our guidelines, please set up a consultation meeting with MOVEit team (DLCorpmoveit@honeywell.com), and we will be happy to assist you.

**For A New Moveit Account Creation for A New Project Manual Files Sharing (For No Previous Setup at MOVEit for this Project):**

If your ticket is about manually down/upload files using a new account (except AERO), please explore OneDrive as it’s the currently Honeywell standard for a person to person file transfer internally/externally. You can refer below for more information:

**OneDrive Upgrade: Unlimited Storage and External Sharing Now Available**  
​Are you having problems sharing large files with your team, vendor, or customer? Have you tried sending an email with a large file attachment? ...   
[Read More >>](https://in.honeywell.com/News/InsideNews/Pages/OneDrive-Upgrade-Unlimited-Storage-and-External-Sharing-Now-Available.aspx?123456789gahondirectoutlook)

Existing or new users of OneDrive for Business can begin using this updated version today. Click on “[How to install or upgrade OneDrive for Business](https://honeywellprod.sharepoint.com/teams/O365/Shared%20Documents/OD%20Update.pdf)” and follow the instructions. New employees must first complete their assigned mandatory compliance training requirements before installing OneDrive for Business.

Get familiar with this tool by watching a brief training video on “[How to get started using OneDrive for Business](https://quickhelp.com/honeywell/#/home/assignedContent).” If you have any questions, contact the [Honeywell IT Service Desk](https://in.honeywell.com/BusinessFunction/IT/Pages/service-desk.aspx).

If your unit cannot use OneDrive at this moment, please come back to us. Please contact Fabien (Coutord, Fabien [fabien.coutord@honeywell.com](mailto:fabien.coutord@honeywell.com)) if you have any questions regarding moveit access, thanks!

If OneDrive does not meet your need, please follow rest of the document.

1. If you want to share file with a person or system using MOVEit servers, MOVEit file transfer site/portal can accommodate this. Please choose one server from below listings as your requirements demand. If you already have an account with the sites below and you want to use that account, please specify the user id and the site from the URL listed below.
   1. <https://hftp.honeywell.com> (PROD) ( For Internal users only) (SFTP server: hftp.honeyeywell.com )
   2. <https://filetransfer.honeywell.com> (PROD) (When External users are involved and users want to use Web Portal to upload and download files ) (No SFTP Enabled, use hftp.honeywell.com )
   3. <https://mftp.honeywell.com> (PROD) (For automated transfers and Users with AS2 Transmission capabilities) (SFTP server: mftp.honeywell.com)
   4. <https://qhftp.honeywell.com> (QA) (For Internal users only) (SFTP server: qhftp.honeywell.com)
   5. <https://qfiletransfer.honeywell.com> (QA) (When External users are involved) (No SFTP Enabled, use qhftp.honeywell.com )
   6. <https://qmftp.honeywell.com> (QA) (For automated transfers and Users with AS2 Transmission capabilities) (SFTP server: qmftp.honeywell.com)

For new account, let us know users information and type of access each user needs. For external users, specify the company name and other relevant information.

1. **If you want automate a file transfer from one server to another server (system to system), please complete the following table. Repeat the following section for each flow. If bidirectional (inbound and outbound) or multi-flows needs to be set up, please fill up the table below for each flow. If this is AS2 transmission, we need to exchange AS2 specification document between Honeywell and External Partner. Honeywell AS2 specification document is attached in the table below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identifier** | **Details** | **QA** |  | **PROD** |
| **1) Source Server** | Name of server(s) where the file is coming from. This is the server from where file will be pulled from. In other words this is server where file will be picked up from.  You can choose one of the MOVEit servers mentioned above as your source server that fits your need. If you choose MOVEit server, it is assumed that you or your partner will be pushing file to MOVEit server. If you already have ID and Folder set up in MOVEit server, please let us know the ID and folder name. If you don’t have account with MOVEit server, we will create user ID and folder and share with you for your access. Please indicate your choice.  If this is an AS2 transmission AND if the source is external partner, just attach the AS2 specification document along with necessary certificate for the partner with the DF request and skip to step 6. Please provide the document to external partner. |  | MoveIT |  |
| **2) Source Server User Account** | Provide user id that you want us to use to log in to the source server. If this server already configured in MOVEit with your desired account/user, please specify some information such as Server Name, MOVEit Job Name, The server User ID to help us locate the server. |  | Need new id – bsa\_mapping |  |
| **3) Source Server Password** | Provide the password for the source server account. If you want a password less and key based authentication, let us know we will provide SSH client key that you can place to the source server. In case of SSH key authentication, password is not required. |  |  |  |
| **4) Source Folder** | Folder names in the source server from where file will be picked up or pulled from. |  | New folder – BSA\_Mapping |  |
| **5) Source File Name** | File name or pattern in the source folder that MOVEit needs to pick up. Specify all if all files needs to be moved. |  | Alert Mapping File.xlsx |  |
| **6) Destination Server** | Name of the server where file is going to. This is the server from where file will be sent to. In other words this is server where file will be dropped /pushed to.  You can choose one of the MOVEit servers mentioned above as your destination server that fits your need. If you choose MOVEit server it is assumed that you or your partner will be pulling file from MOVEit server. If you already have ID and Folder set up in MOVEit server, please let us know the ID and folder name. If you don’t have account with MOVEit server, we will create user ID and folder and share with you for your access. Please indicate your choice.  If this is an AS2 transmission AND if the destination is an external partner, just attach the AS2 specification document along with necessary certificate for the partner with the DF request and skip to step 11. Please provide the document attached in step1 to external AS2 partner. |  | EDW\_GENERAL -> LANDING -> FIN ->BALANCESHEET |  |
| **7) Destination Server User Account** | Provide user id that you want us to use to log in to the destination server. If this server already configured in MOVEit with your desired account/user, please specify some information such as Server Name, MOVEit Job Name, The server User ID to help us locate the server. |  | N/A |  |
| **8) Destination Server Password** | Provide the password for the destination server account. If you want a password less and key based authentication, let us know we will provide SSH client key that you can place to the source server. In case of SSH key authentication, password is not required. |  | N/A |  |
| **9) Destination Folder** | Folder name in the destination folder where files will be pushed to |  | EDW\_GENERAL -> LANDING -> FIN ->BALANCESHEET |  |
| **10) Destination File Name** | File name that you want in the destination folder when MOVEit push/drop there. Specify original file name if you want source and destination file name to be the same. If any other file name pattern you want such as <OrginalName><TimeStamp>, please indicate that as well. |  | Same as original name |  |
| **11) Notification** | Do you want notification or successful or/and failure transmission. If yes, please provide email group or distribution list that should be notified. We prefer distribution list instead of individual email. Please indicate whether you want the success or/and failure email notification for each file or each task. |  | n/a |  |
| **12) Schedule** | How often this task/job should run? Please specify a time during the day or the time interval if you want us run the task more than one time during a day. |  | No schedule only per ticket request |  |
| **13) Delete/Rename Source File** | Once file has been transferred successfully to the destination, Our standard process is to delete files from the source. In case you don’t want us to delete files, we can rename to [OriginalName].sent in the location. Please indicate your choice. |  | no |  |
| **14) File Overwritten in Destination** | Do you allow us to overwrite the file of the same name in destination server |  | yes |  |