

## KDOT Secure FTP instructions for Employees

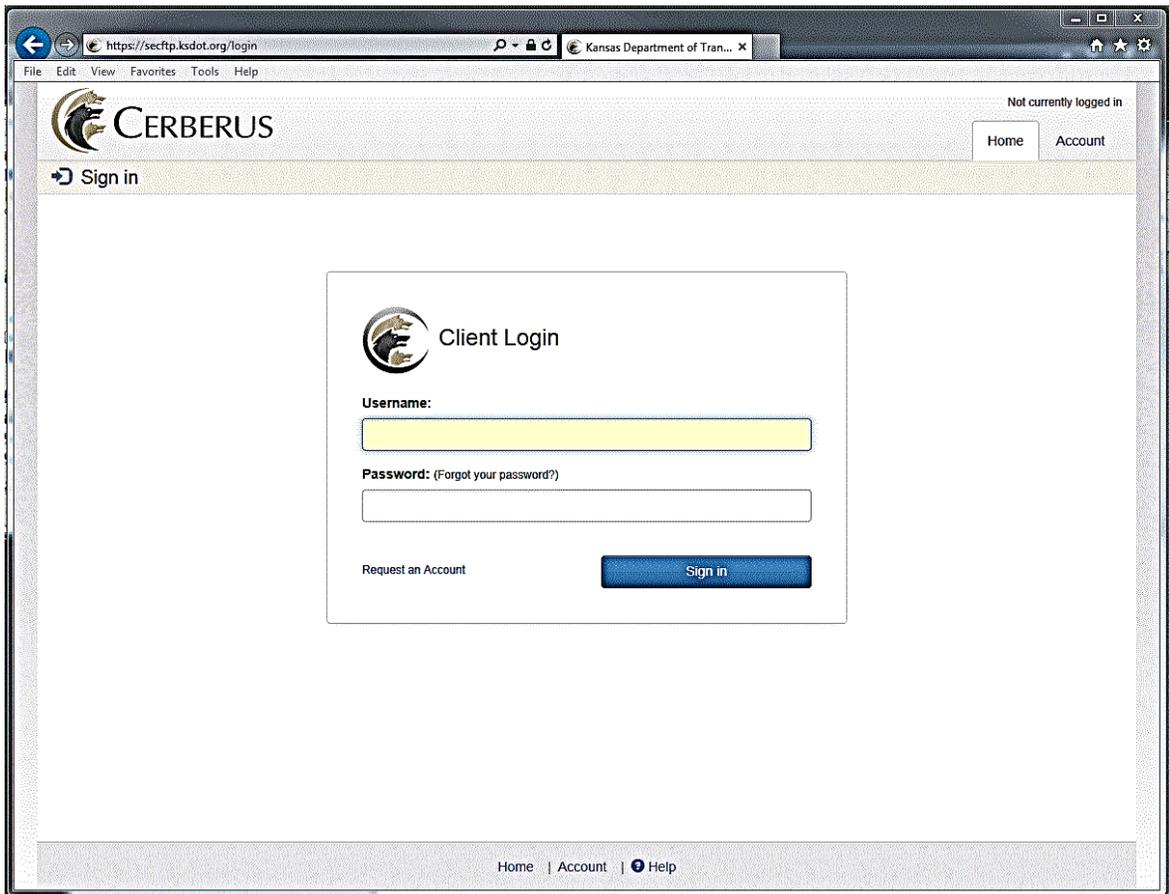
**NOTE:** The Secure FTP site is publicly accessible and files uploaded to the Incoming or Outgoing folders will be accessible to other KDOT employees. The Office of Information Technology Services strongly recommends using password-protected ZIP files for sensitive data.

**NOTE:** Once a file has been uploaded to the Secure FTP site it cannot be removed. The server will systematically delete all files after seven calendar days.

**NOTE:** It is strongly recommended to read these instructions carefully before using this product to limit confusion and support calls to the KDOT service desk.

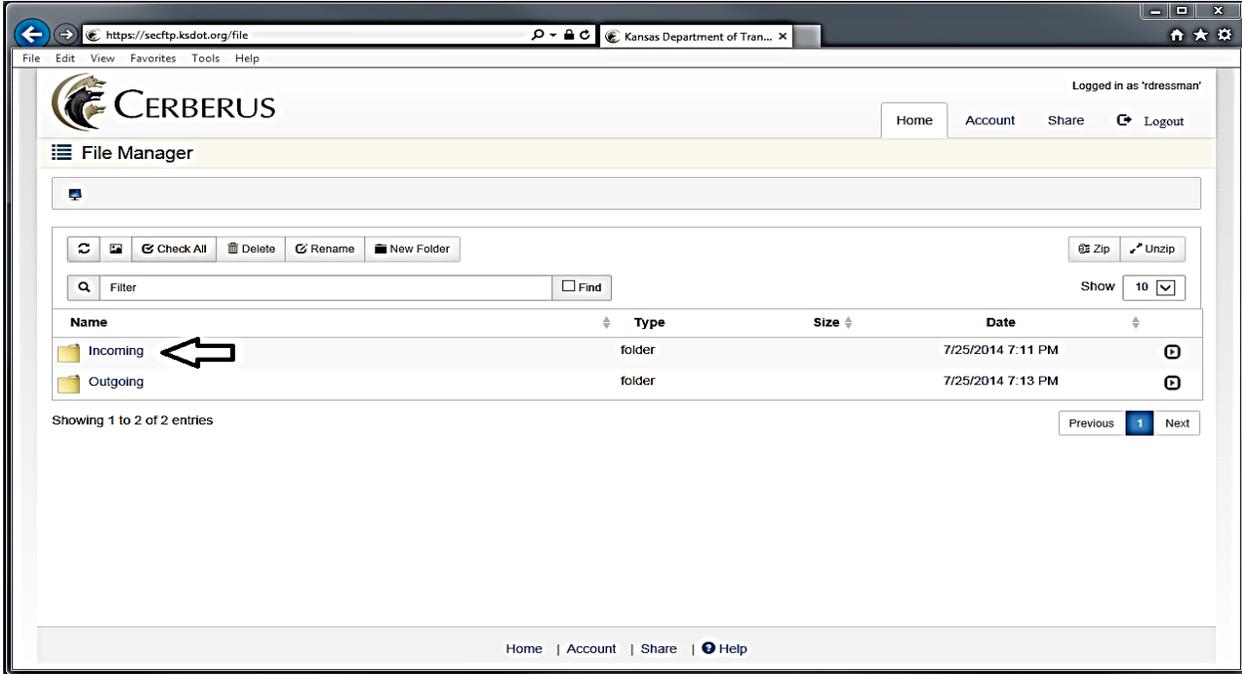
1. From a browser window add the following URL to the address field.

**<https://secftp.ksdot.org/login>**

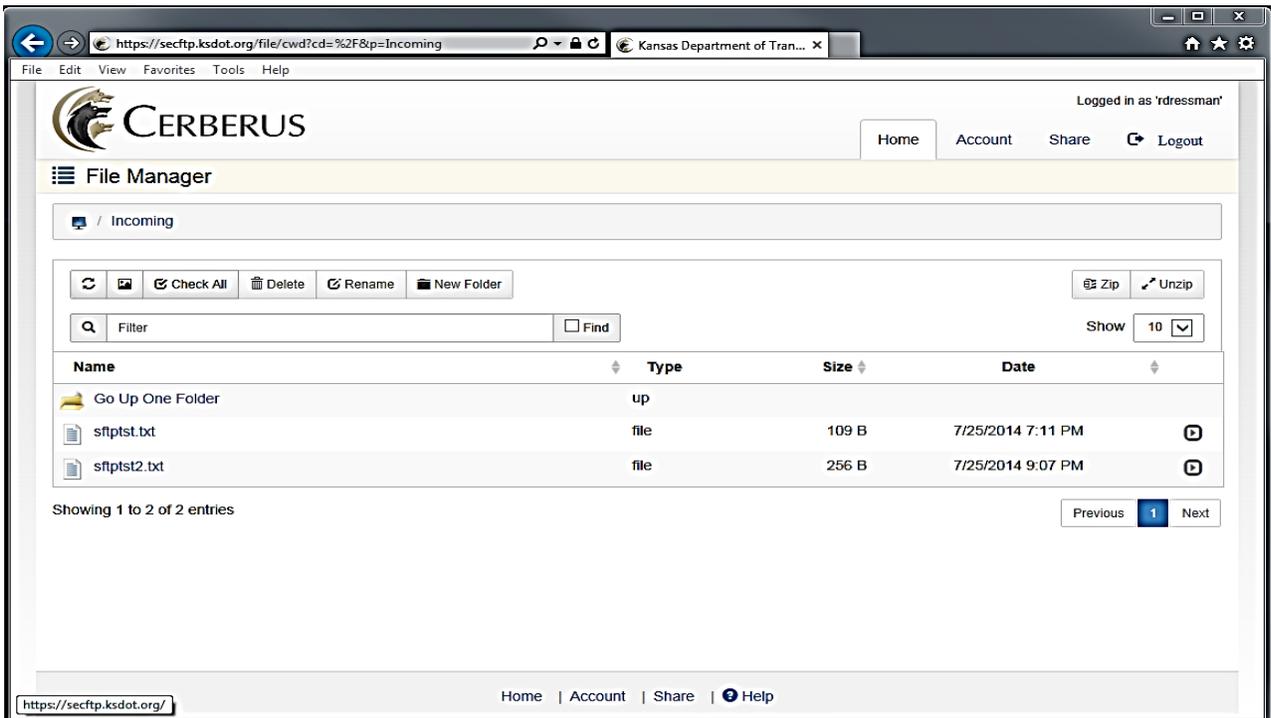


2. Login with your agency provided Active Directory User ID and Password. The same credentials used daily for authentication to the KDOT network.

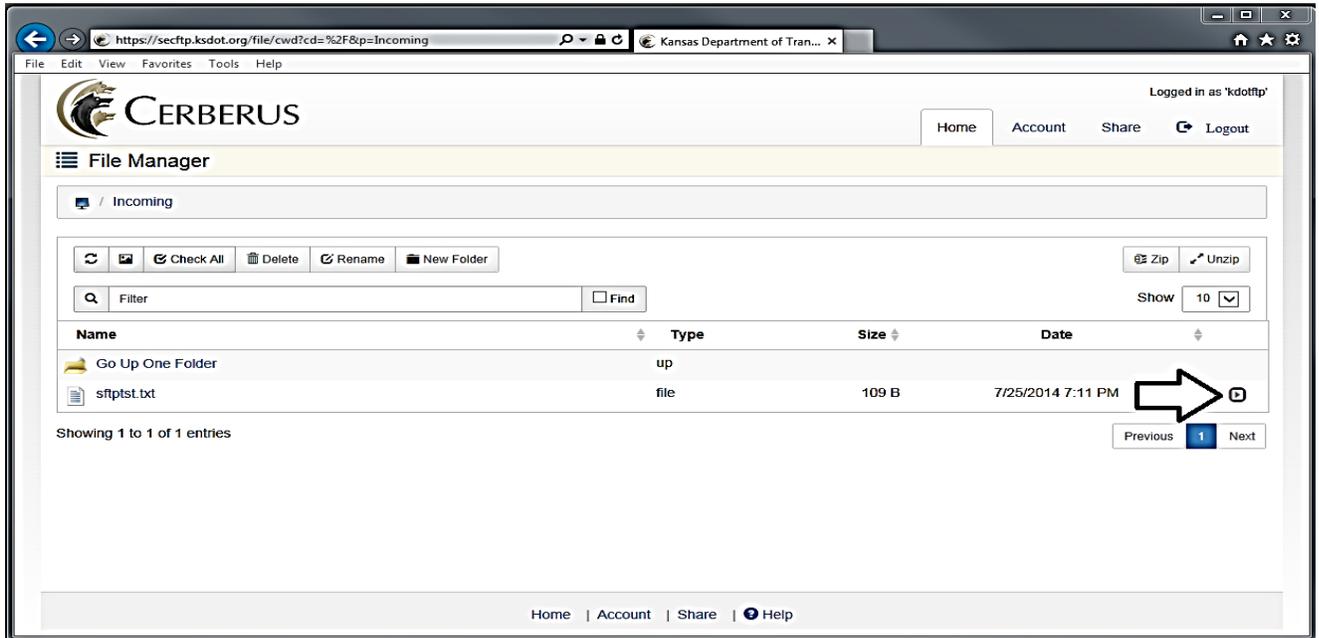
- Once authenticated you will see the following screen displaying the root directory containing an Incoming and Outgoing folder.



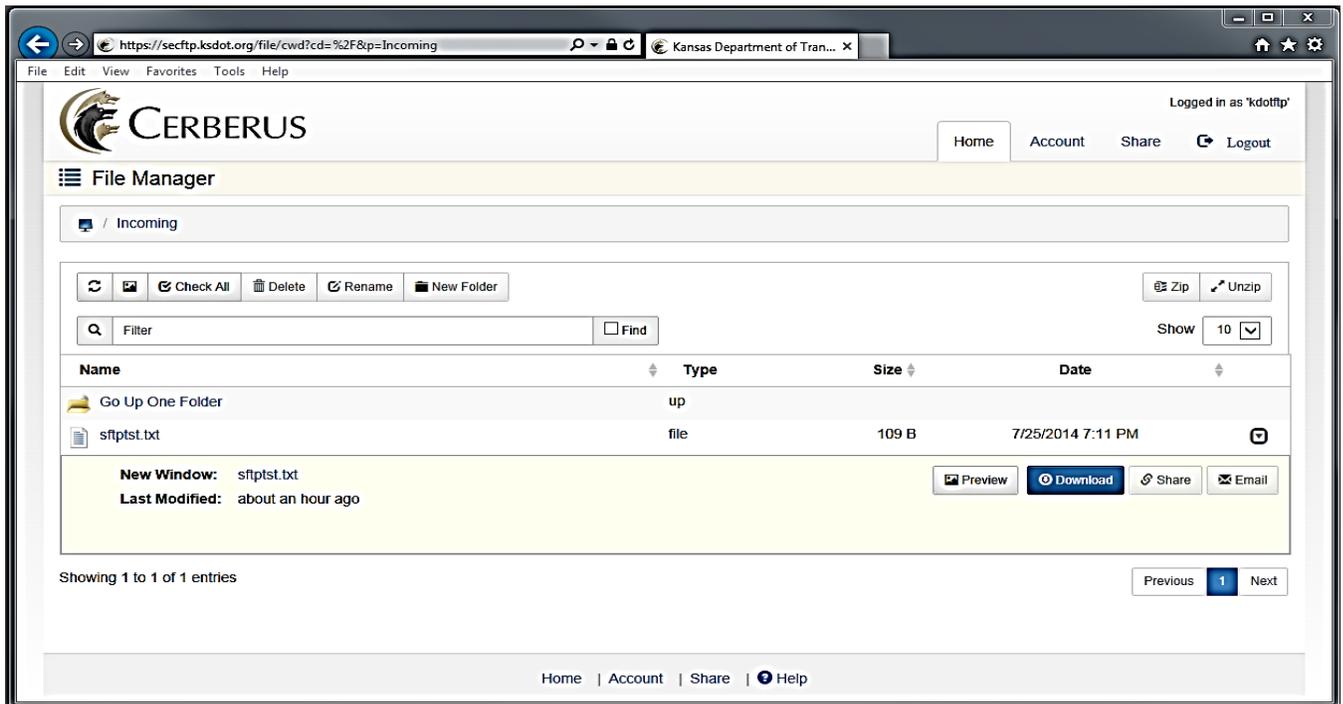
- From the file manager screen you can perform file uploads, downloads and share files with other employees or external consultants.



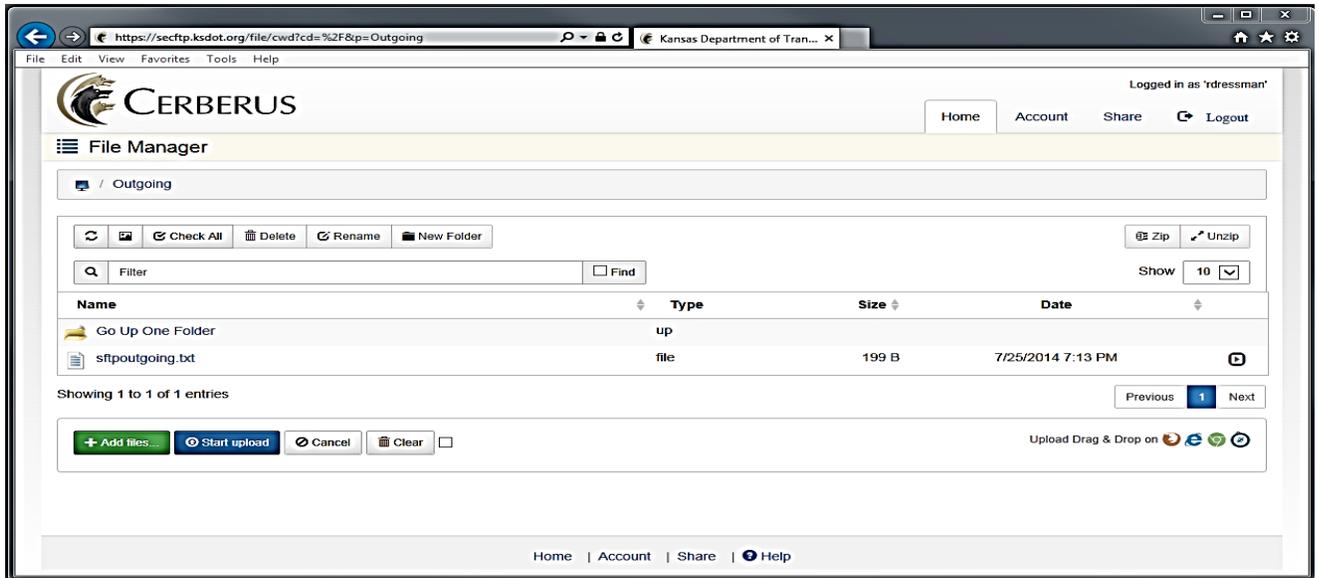
- To download files from the Incoming folder first select the folder name then click the oval radio button located just to the right of the file you want to download.



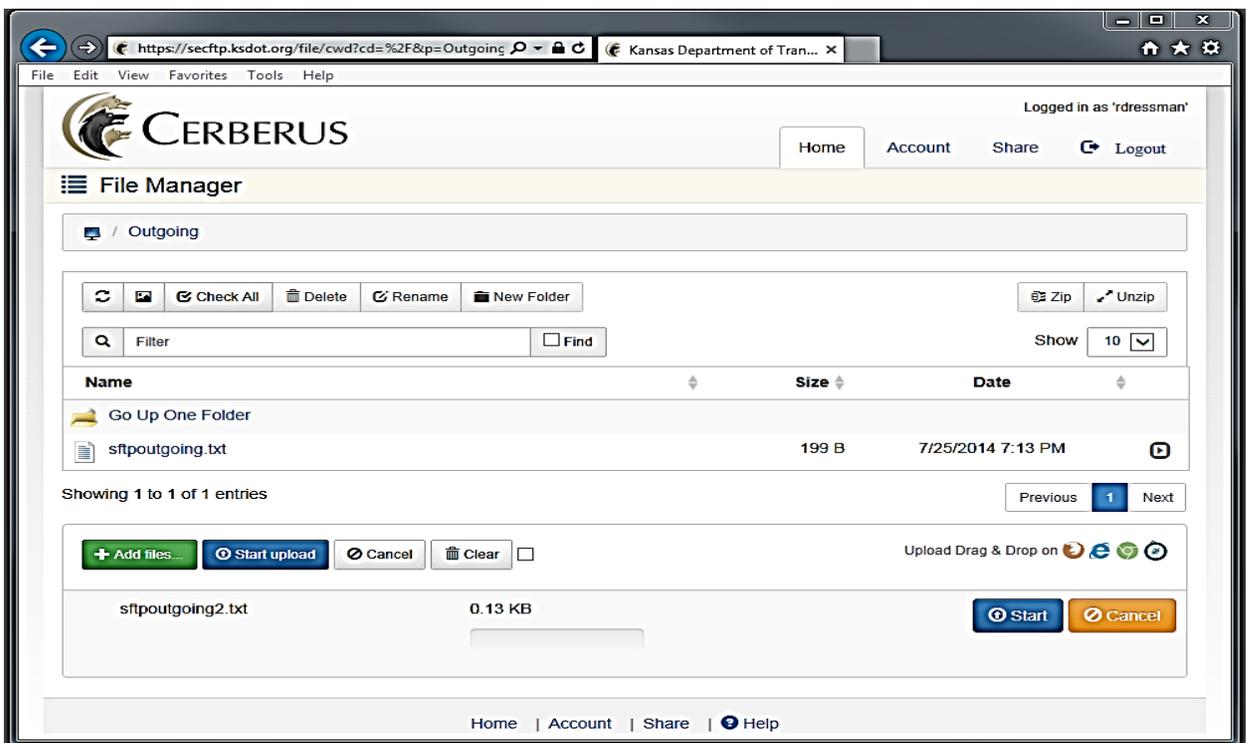
- The final step is to select the blue **Download** button found in the dropdown menu. You will have the option to **Open** or perform a **Save as** function to your local PC.



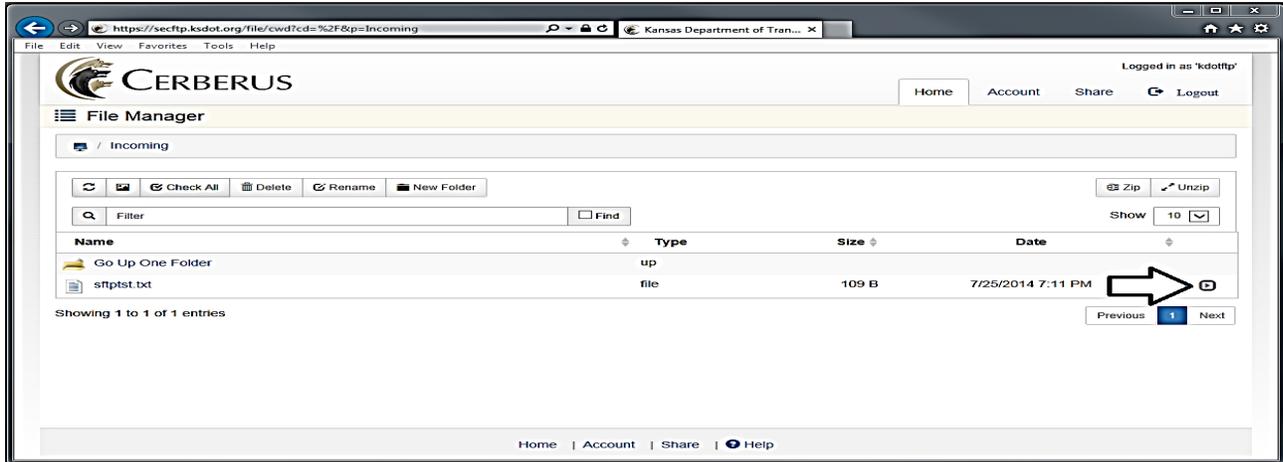
- To upload a file, first select the Outgoing folder and click the green **Add file** button. Select the file you would like to upload then click the **Open** button in the lower right hand corner of the Windows Explorer screen to close the window.



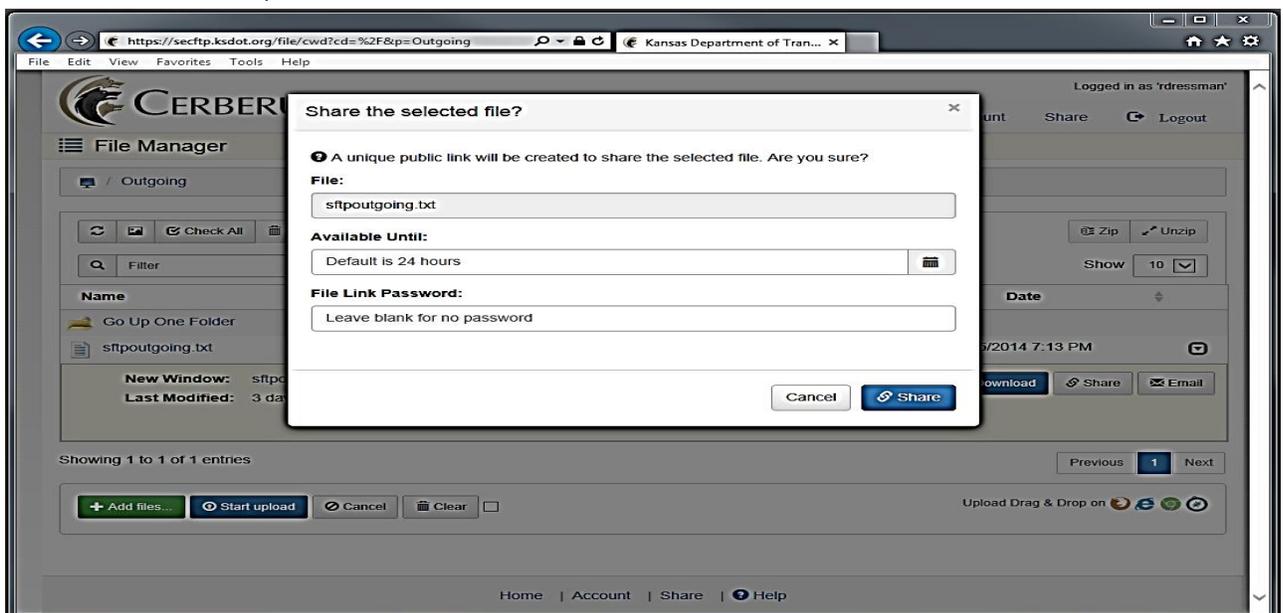
- The file is then listed at the bottom of the **File Manager** screen waiting to be uploaded. Click the blue **Start upload** button to copy the files to the server.



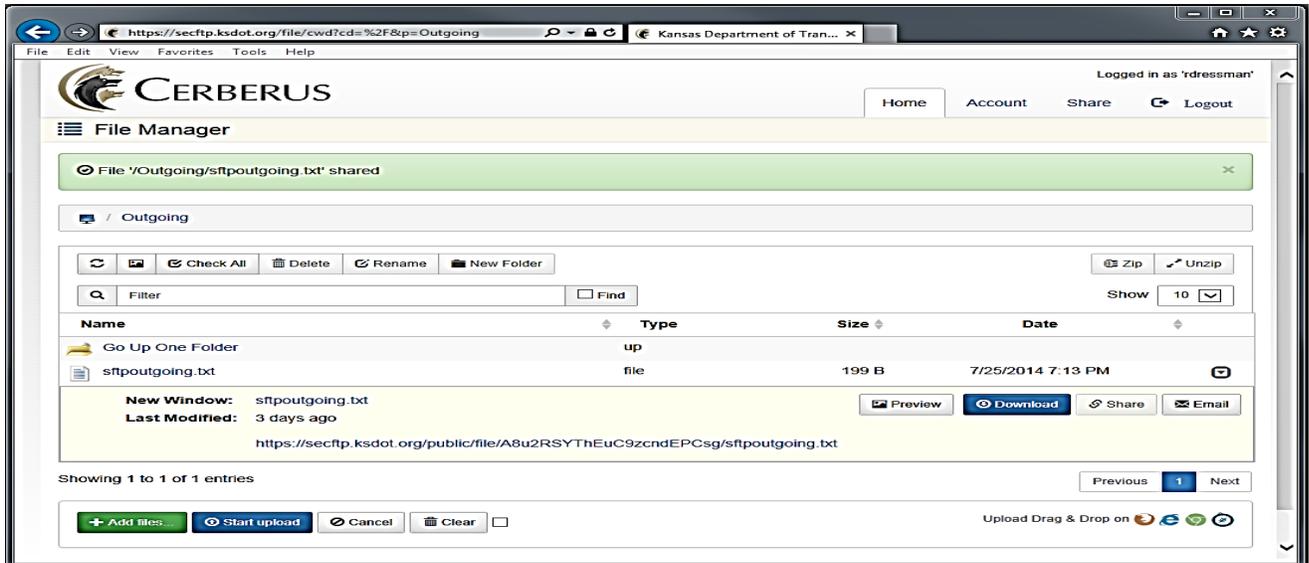
9. To share a file first select the **Outgoing** folder and click the oval radio button located on the right hand side of the screen. An additional dropdown menu will appear that provides the option to **Download** (for internal users only), **Share** and or **Email**.



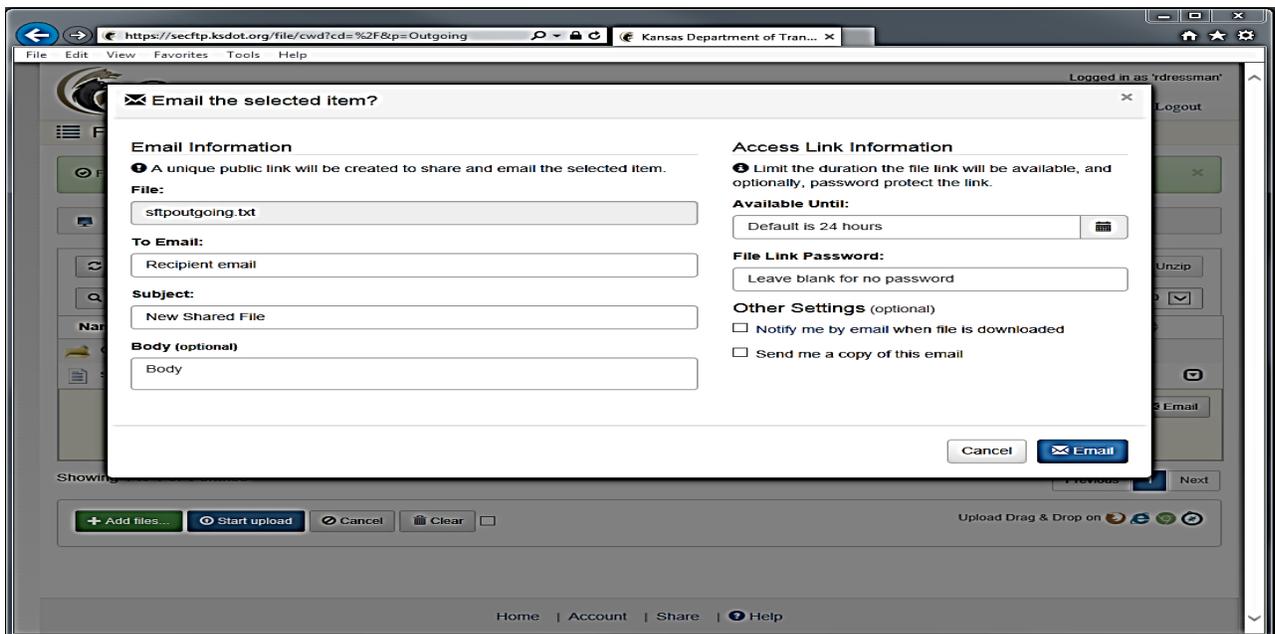
- **Share:** Public file sharing, also known as ad hoc file transfer or person-to-person file transfer, allows a user to take any file and generate a unique, time-limited, public link to that file and share it with anyone. By sending just a link to the file, users can ensure large files can be accessed by only individuals who receive the link. The option to password protect the file share is available and recommended.
- **The default lifetime for file shares is 72 hours!** To extend this lifetime setting, click the date in the **Available until:** address line to expose a dropdown calendar. Select the date you would like for the share to expire and then click the calendar symbol on the right hand side to save the new date. The maximum lifetime of file shares is 7 days (168 hours).



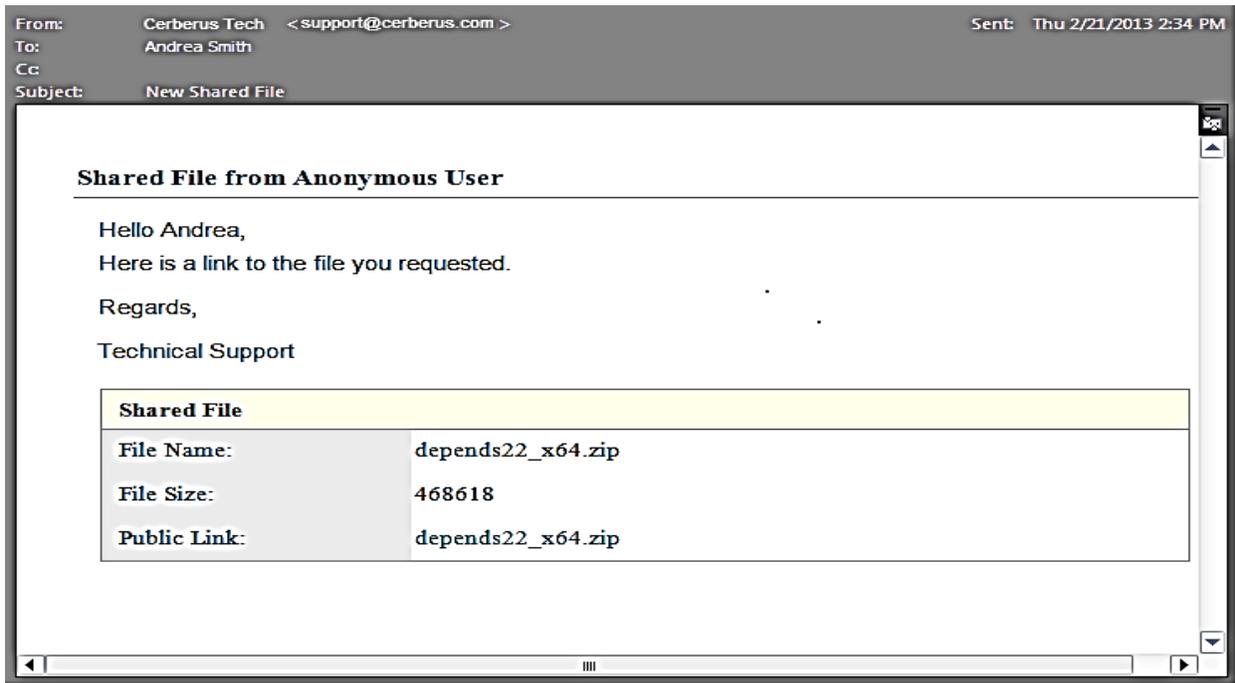
- Once the file share has been added a link is created and added to the drop down list. This URL can be shared via email along with the password used when setting up the share.



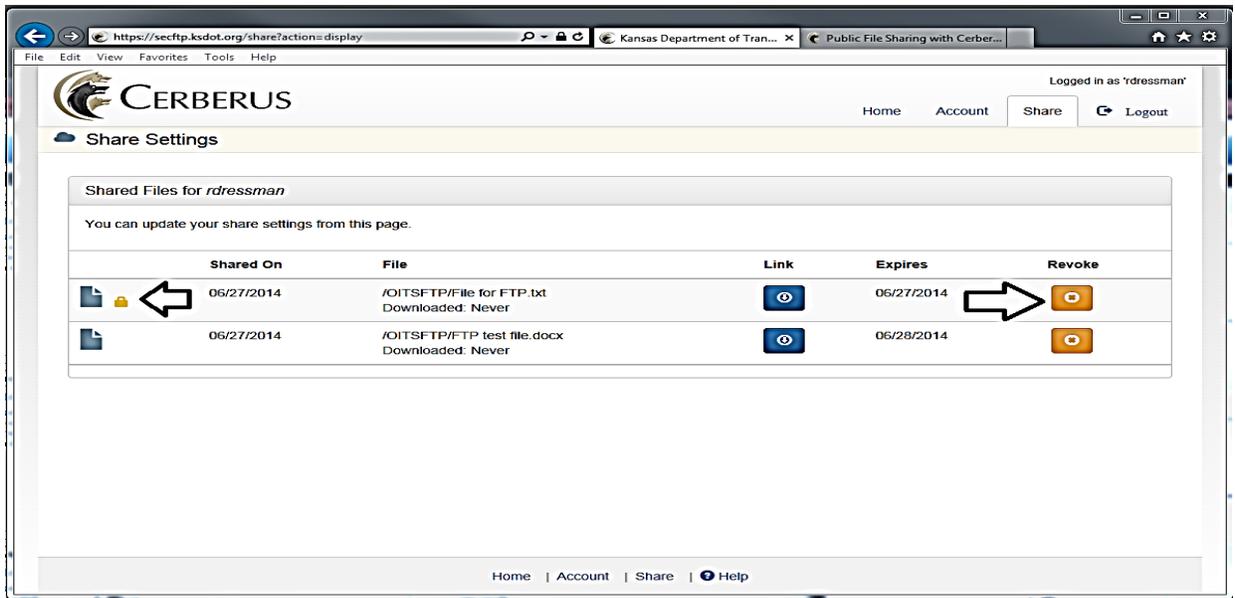
- **Email:** In addition to public file sharing, users can also email a link to a public file directly from within the web client. Users just need to click the **Email** button from the dropdown menu to open a message dialog for emailing a publically accessible link to the file. **Note:** A following comma must be added after each email address entered or press the **Enter** key after a single entry.



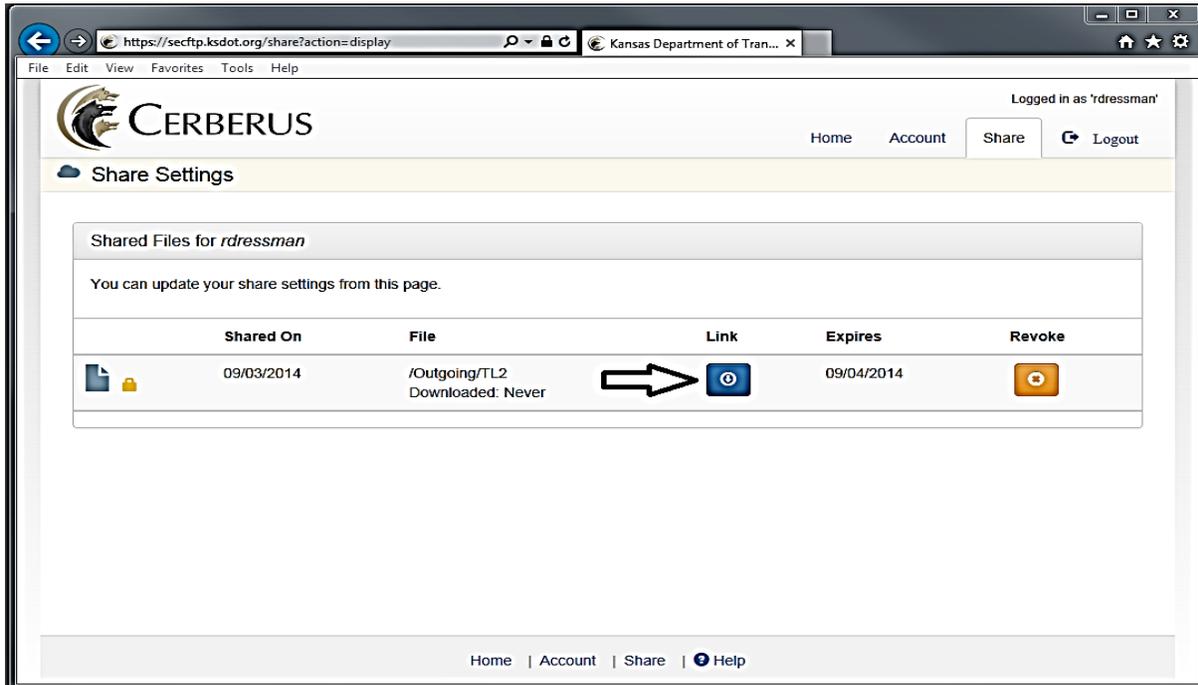
- The recipient will receive an email with the sender message and a unique public link to the file. Cerberus will log all access to the file's public link.



10. **Revoking public file access:** A user can revoke access to the public link at any time through the **Share** page of the web client (**Select the Share Tab located in the upper right hand corner of the File Manger page**). To revoke access to a previously shared file, just click the amber **Revoke** button. Please notice the lock symbol on the left side of the picture. This indicates the file is password protected.



11. **Web link recovery for recently Shared PDF files:** The user can recover the web link created when the file was initially shared by clicking the blue **Link** button. A new Internet Explorer window will open and the link will be displayed in the address line. For non-PDF files, it's recommended to revoke the existing share and recreate as needed.



12. **Deleting files:** The delete function is disabled as files will be systematically deleted after 7 days.