

## SFTP - Ad-Hoc FILE HOW TO

**STEP 1** INTERNAL USERS: CREATE A CHANGE REQUEST TICKET ON VECTOR WITH REQUEST FOR APPROVAL FROM YOUR COORDINATORS/MANAGERS

**STEP 2** Go to : <https://jupiter.seaway.ca/aht/>

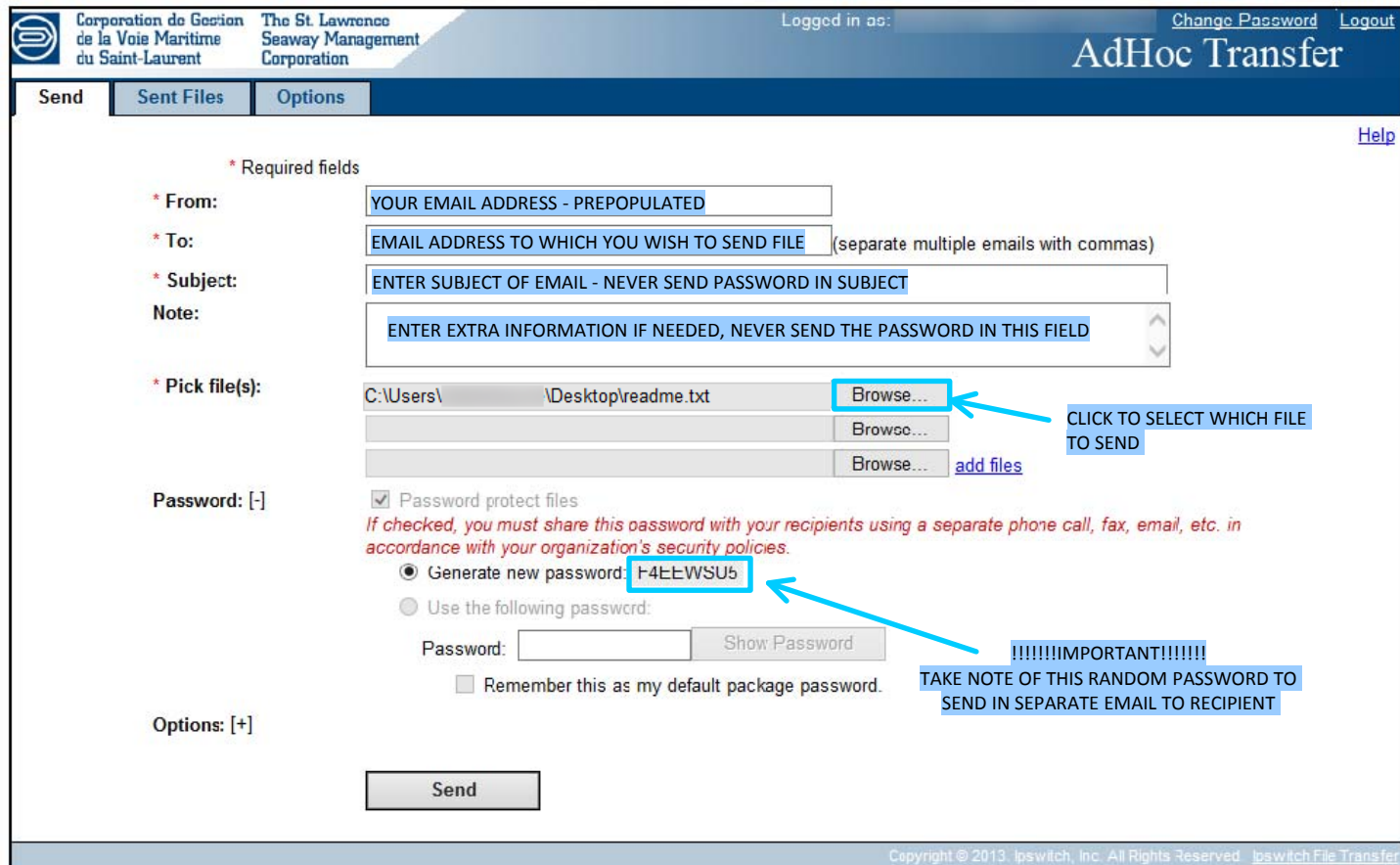
**STEP 3** LOGIN WITH SUPPLIED USERNAME AND PASSWORD



The screenshot shows the login interface for the AdHoc Transfer system. At the top, there are logos for 'Corporation de Gestion de la Voie Maritime du Saint-Laurent' and 'The St. Lawrence Seaway Management Corporation'. Below the logos, the text 'AdHoc Transfer' is displayed. The login form includes fields for 'Username:' (containing 'YOUR USERNAME'), 'Password:' (containing 'YOUR PASSWORD'), and 'Language:' (set to 'English'). There is a checkbox for 'Remember my password' and a 'Login' button.

**STEP 4** ENTER YOUR INFORMATION INCLUDING THE EMAIL ADDRESS OF THE RECIPIENT

**STEP 5** PICK YOUR FILES IN WHICH YOU WISH TO SEND



The screenshot shows the 'Send' page of the AdHoc Transfer system. The page has a header with the same logos as the login page, and a navigation bar with 'Send', 'Sent Files', and 'Options' tabs. The 'Send' tab is active. The form includes fields for 'From:', 'To:', 'Subject:', and 'Note:'. Below these are 'Pick file(s):' and 'Password: [-]' sections. The 'Pick file(s):' section shows a file 'C:\Users\... \Desktop\readme.txt' with a 'Browse...' button. The 'Password: [-]' section has a checked box for 'Password protect files' and a 'Generate new password' option with a randomly generated password 'F4E4WSU5'. There are several annotations with arrows pointing to specific elements: 'CLICK TO SELECT WHICH FILE TO SEND' points to the 'Browse...' button; '!!!!!!IMPORTANT!!!!!! TAKE NOTE OF THIS RANDOM PASSWORD TO SEND IN SEPARATE EMAIL TO RECIPIENT' points to the generated password field. A 'Send' button is at the bottom. The footer contains copyright information: 'Copyright © 2013 Ipswitch, Inc. All Rights Reserved Ipswitch File Transfer'.

**STEP 6** **TAKE NOTE OF THE PASSWORD AND CLICK** Send

WHEN YOU CLICK SEND, THERE MAY BE A LONG DELAY DEPENDING IF YOU ARE SENDING A LARGE OR A SMALL FILE

**BE PATIENT**

(YOUR SCREEN MAY LOOK LIKE IT IS NOT DOING ANYTHING, BUT IT IS COPYING YOUR FILE TO THE AdHoc SERVER)

WHEN THE PROCESS HAS FINISHED COPYING YOUR FILE TO THE SERVER, AN EMAIL WILL BE SENT TO THE RECIPIENT WITH INSTRUCTION

AND YOU WILL SEE THIS SCREEN WILL AUTOMATICALLY POP UP

AFTER THE FILE HAS BEEN SUCCESSFULLY UPLOADED TO THE SERVER YOU WILL GET THIS SCREEN  
(THIS MEANS THAT THERE WERE NO ISSUES UPLOADING)

Ad hoc transfer  
Upload Successful - If this package requires a password, please send it to the recipient(s) via a separate email message, phone call, etc.

Corporation de Gestion de la Voie Maritime du Saint-Laurent

The St. Lawrence Seaway Management Corporation

Logged in as: AdHoc Transfer

[Send](#)[Sent Files](#)[Options](#)[Change Password](#) [Logout](#)

To	Subject	Sent	Expires	Size
	<a href="#">test</a>	05 Mar 2014 08:51 AM	06 Mar 2014 08:51 AM	999.51 KB
	<a href="#">Names.nsf</a>	03 Mar 2014 03:50 PM	05 Mar 2014 03:50 PM	6.18 MB

**STEP 7** **IMPORTANT:**

NEXT STEP IS TO EMAIL THE RECIPIENT WITH THE PASSWORD, IN THIS CASE IT IS "F4EEWSU5"  
NOTE: ALL RANDOM PASSWORD ARE ALWAYS IN CAPS. AND HAVE TO BE ENTERED AS SUCH

EXAMPLE:

Send Send and File... Save as Draft Delivery Options... ▶ 📎 Signature ▼ Display ▼ More ▼

To:

Cc:

Bcc:

Subject:

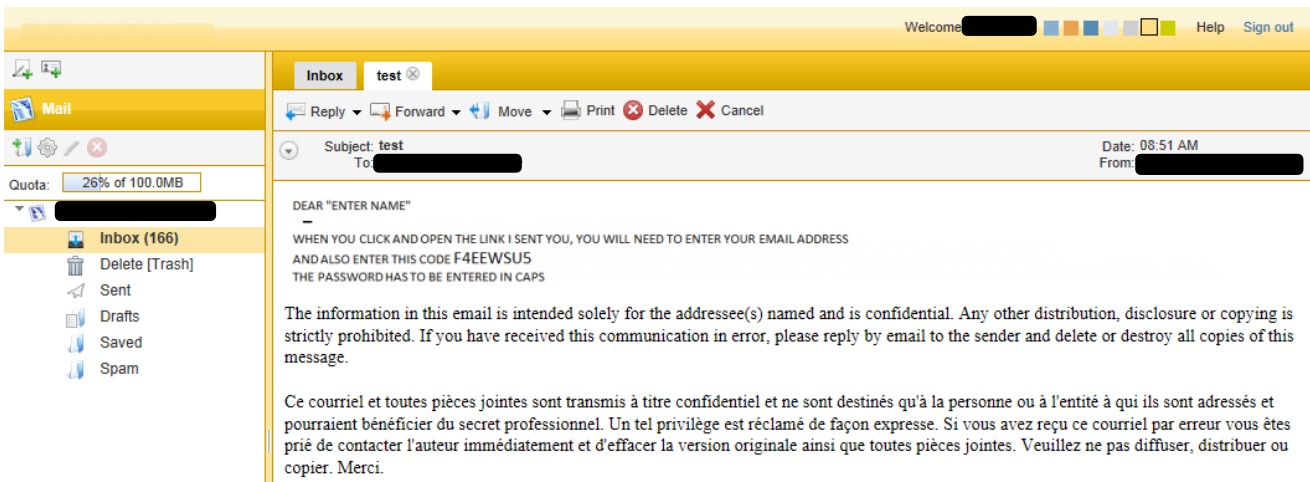
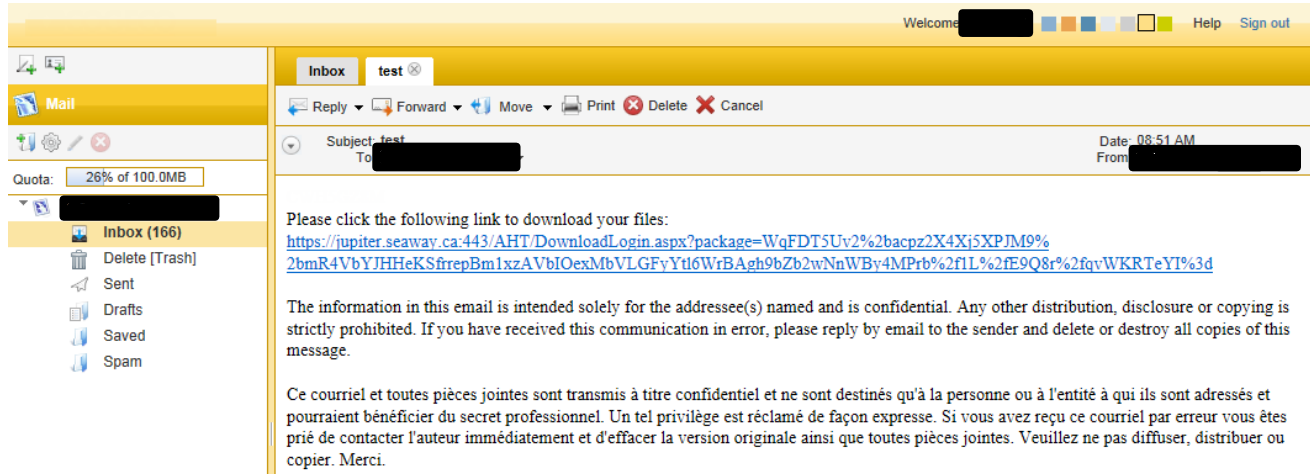
DEAR "ENTER NAME"

WHEN YOU CLICK AND OPEN THE LINK I SENT YOU, YOU WILL NEED TO ENTER YOUR EMAIL ADDRESS AND ALSO ENTER THIS CODE F4EEWSU5

THE PASSWORD HAS TO BE ENTERED IN CAPS

## THIS IS WHAT THE RECIPIENT WILL SEE IN THEIR EMAIL WITH YOUR INSTRUCTIONS AS TO WHAT TO DO

### RECIPIENT STEP 1 RECEIVE 2 EMAILS, ONE FROM THE SYSTEM AND ONE FROM YOU



### RECIPIENT STEP 2 CLICK ON THE LINK PROVIDED AND ENTER APPROPRIATE LOGIN INFORMATION

The screenshot shows the AdHoc Transfer login page. The page has a blue header with the logo and the text "Corporation de Gestion de la Voie Maritime du Saint-Laurent" and "The St. Lawrence Seaway Management Corporation". The main heading is "AdHoc Transfer". Below the heading, there is a message: "To download your files, please enter your email address and the password that the sender provided you." There are two input fields: "Email Address:" with the value "RECIPIENT'S EMAIL ADDRESS" and "Password:" with the value "PASSWORD SENT BY EMAIL". A "Login" button is located at the bottom right of the form.

### RECIPIENT STEP 3 SELECT THE FILE(S) THEY WISH TO DOWN AND CLICK DOWNLOAD

**RECIPIENT STEP 3** SELECT THE FILE(S) THEY WISH TO DOWN AND CLICK DOWNLOAD

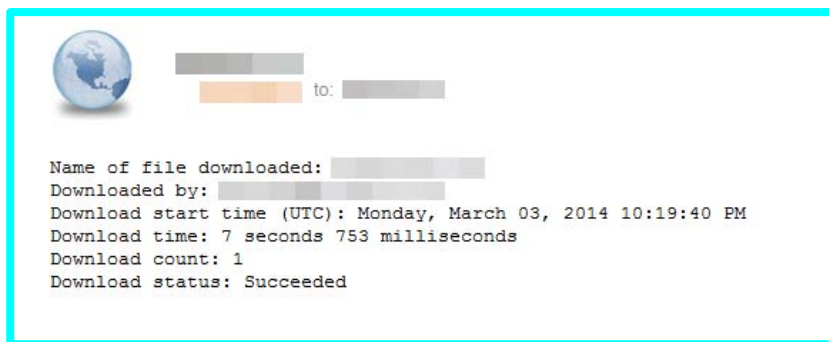
Download Files

test

File name	File size
<input type="radio"/> [redacted].txt	999.51 KB

Select a file to download. [Help](#)

**STEP 8** NOTE: CHECK YOU EMAIL FOR CONFIRMATION OF THE FILE SUCCESSFULLY, OR NOT, (sender email) **BEEN DOWNLOADED**



**YOU WILL RECEIVE THIS NOTIFICATION EVERY TIME THIS RECIPIENT DOWNLOADS THE FILE.**

**LIMITATIONS TO KEEP IN MIND**

- = MAX DOWNLOAD TIMES 10
- = DOWNLOAD IS ONLY VALID FOR 2 DAYS, THEN WILL BE DELETED AUTOMATICALLY BY SYSTEM