



INTRODUCTION

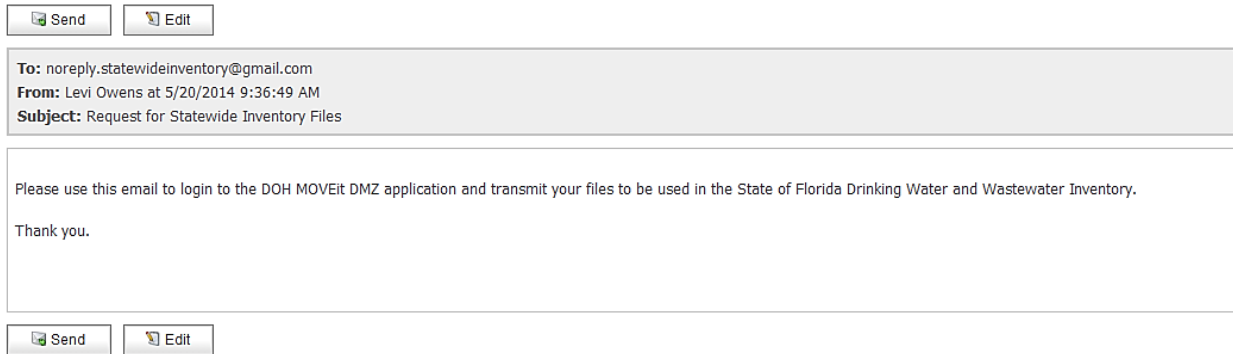
The Department of Health (DOH) MOVEit DMZ application is utilized for secure transmission of large files (>8MB). DOH staff will create a "Package" within the MOVEit DMZ application and email the "Package" to the organization's contact person that will be transmitting files.

This creates a temporary account for the recipient in the DOH MOVEit DMZ application. A hyperlink to the DOH MOVEit DMZ application, along with the recipient's temporary account username and password, is included in the email. Clicking on the hyperlink takes you to the secure website where you are able to log into the website and will be prompted to change your temporary password. You now have access to the secure website and an "Inbox" containing the "Package" that was emailed to you from the DOH staff.

To transmit files, open the "Package" from your "Inbox", attach the files you wish to transmit, and press "Send" to transmit the files to DOH. **The temporary account established for file transmission is active for 30 days and the files must be transmitted during that timeframe.**

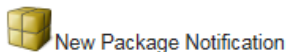
GETTING STARTED

1. From within the MOVEit DMZ application, DOH staff will create a new Package and email it to the recipient:



*[please note: for the purposes of this handbook and illustrations of the processes, a generic Gmail email account is used to mimic a recipient's email system; it is recognized that recipients will utilize many different email systems; using Gmail **is not** a requirement for this process, and the generic Gmail address displayed **is not a valid email address** for communicating with DOH staff; this is done for demonstration and illustration purposes only]*

2. The recipient receives the Package email:



****NOTE: PLEASE DO NOT RESPOND DIRECTLY TO THIS EMAIL MESSAGE. IT IS INTENDED FOR NOTIFICATION PURPOSES ONLY.****

Welcome to the Florida Department of Health MOVEit server! A new package has been posted for you.

Package Subject: Request for Statewide Inventory Files
Package Submitted By: Levi Owens

Your account information is as follows:

Username: noreply.statewideinventory@gmail.com
Password: jdbrg8r4

Please use the following URL and your username/password to login and view this package. You will also be given the opportunity to compose a secure reply to this package.

(<https://ww12.doh.state.fl.us/human.aspx?OrgID=5469&Arg12=message&Arg06=998299581>)

If you have questions regarding this notification, please contact Levi Owens directly.

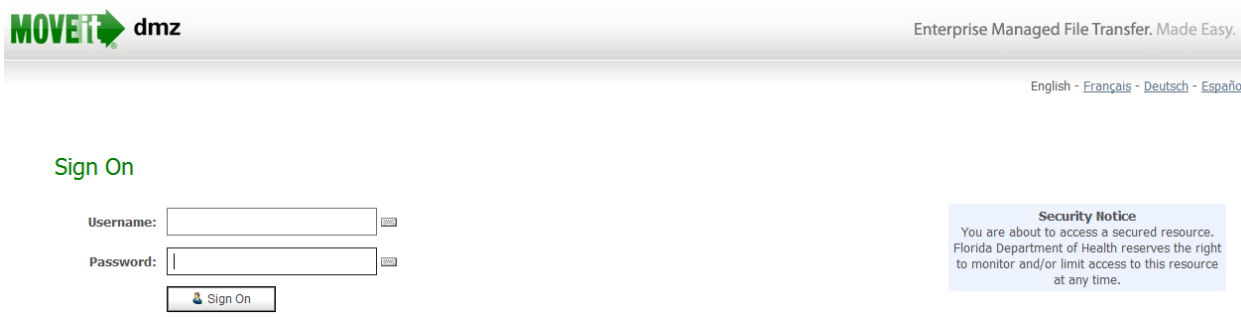
Regards,
Florida Department of Health Notification Service

3. Please click on the hyperlink within the email:

Please use the following URL and your username/password to login and view this package. You will also be given the opportunity to compose a secure reply to this package.

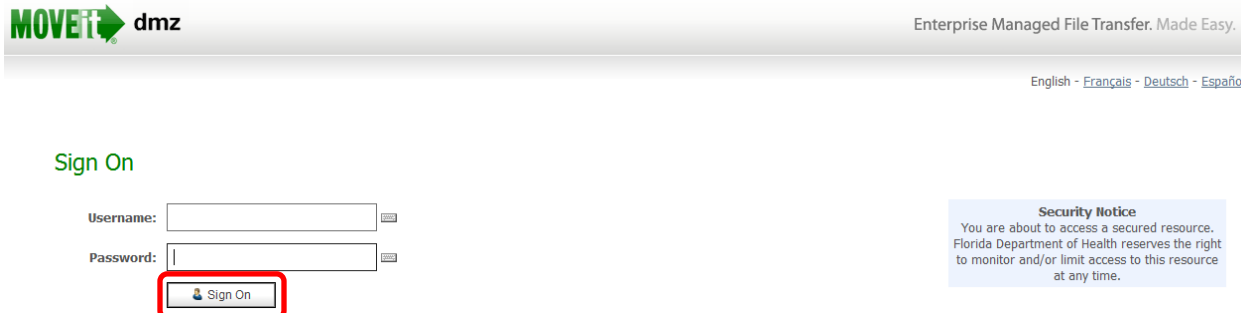
(<https://ww12.doh.state.fl.us/human.aspx?OrgID=5469&Arg12=message&Arg06=998299581>)

4. Clicking on the hyperlink takes you to the DOH MOVEit DMZ website.

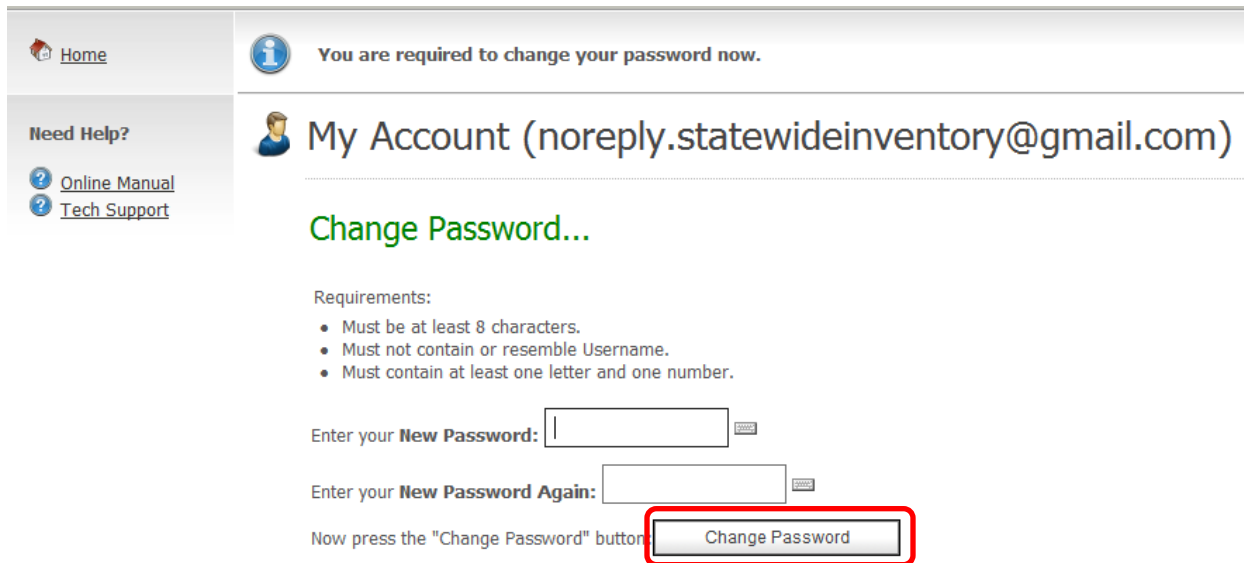


- 5. Please enter your USERNAME and PASSWORD supplied in the email you received and click on the Sign On button which will log you into the website:


Username: noreply.statewideinventory@gmail.com
Password: jdbrg8r4



- 6. Upon your first login, you will be prompted to change your password; enter a new password and click on the Change Password button:



- 7. After entering your new password, you will now be able to access the email Package that the DOH staff emailed to you:

 Package from Levi Owens

Trash Reply Reply All Forward

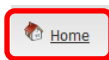

To: noreply.statewideinventory@gmail.com
From: [Levi Owens](#) at 5/20/2014 9:38:51 AM
Subject: Request for Statewide Inventory Files
Mailbox: [/ Inbox/](#) Will Expire: in 30 days

Please use this email to login to the DOH MOVEit DMZ application and transmit your files to be used in the State of Florida Drinking Water and Wastewater Inventory.
Thank you.

Trash Reply Reply All Forward

[View Package History](#) - [View Print Friendly](#)


[Note: you can always access email Packages that you have received and / or sent anywhere in the site by clicking on the Home button or clicking on your Inbox:

 Home  [/ Inbox/](#)

Go To Mailbox: [/Inbox](#) Go To Mailbox

Need Help?
[Online Manual](#)
[Tech Support](#)

Packages

	Subject	Files	Size	From	Date/Time
<input type="checkbox"/>	 Request for Statewide Inventory Files	-	1.1 KB	Levi Owens	5/20/2014 9:38:51 AM

Checked Package Options:
Check Packages: [All](#) - [New](#) - [Old](#) - [None](#)
Perform Action: [Trash](#)

8. Next, select the email Package you received and click on the Reply button:

Package from Levi Owens

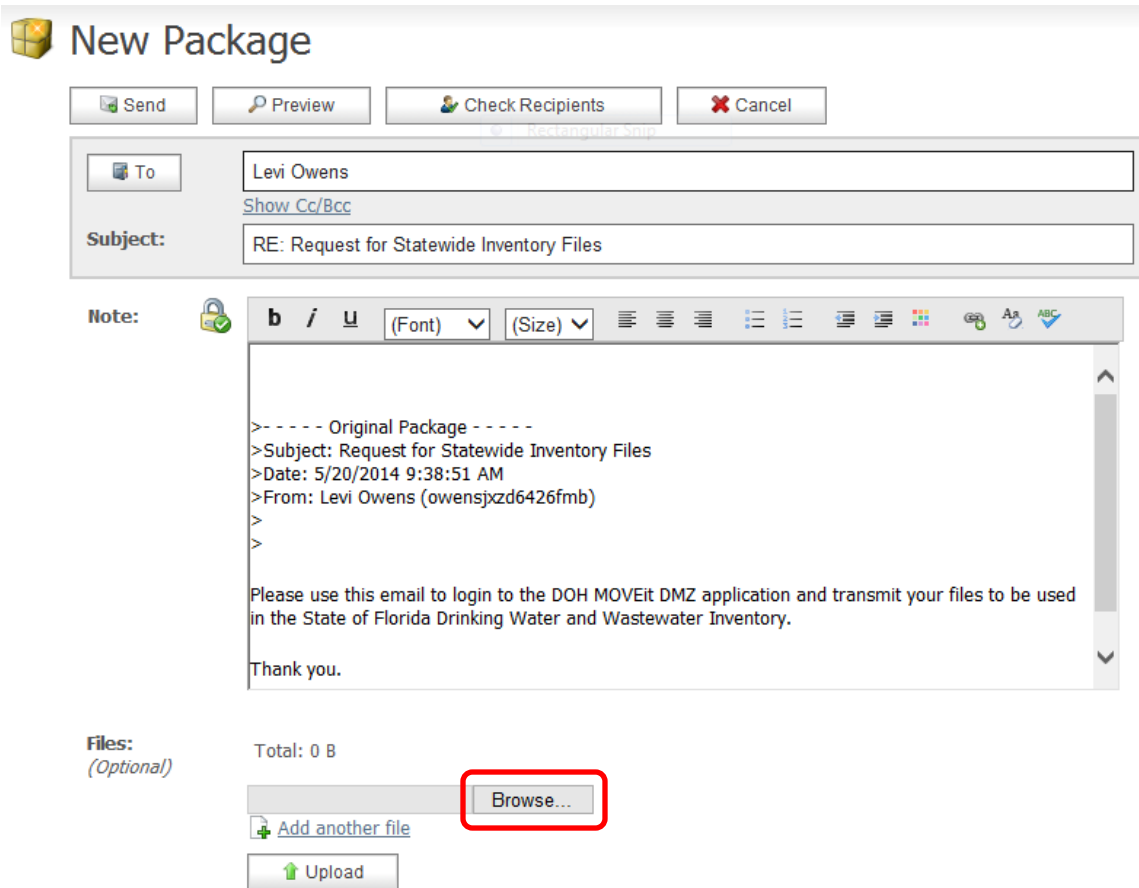
The screenshot shows an email client interface. At the top, there are buttons for 'Trash', 'Reply', 'Reply All', and 'Forward'. Below these is the email header with the following information: 'To: noreply.statewideinventory@gmail.com', 'From: Levi Owens at 5/20/2014 9:38:51 AM', 'Subject: Request for Statewide Inventory Files', and 'Mailbox: / Inbox/ Will Expire: in 30 days'. The main body of the email contains the text: 'Please use this email to login to the DOH MOVEit DMZ application and transmit your files to be used in the State of Florida Drinking Water and Wastewater Inventory. Thank you.' At the bottom of the email, there is another set of buttons for 'Trash', 'Reply', 'Reply All', and 'Forward'. The 'Reply' button in this second set is highlighted with a red rectangular box. Below the buttons are two links: 'View Package History' and 'View Print Friendly'.

9. This will generate a reply email Package to DOH staff where you will upload your files:

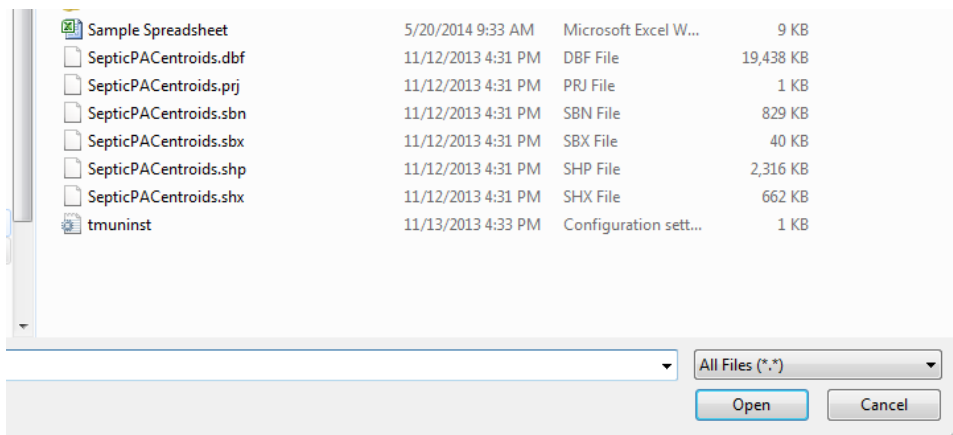
New Package

The screenshot shows the 'New Package' dialog box in an email client. At the top, there are buttons for 'Send', 'Preview', 'Check Recipients', and 'Cancel'. Below these are two input fields: 'To' and 'Subject'. The 'To' field contains the text 'Levi Owens' and has a small 'x' icon on the right. Below the 'To' field is a link that says 'Show Cc/Bcc'. The 'Subject' field contains the text 'RE: Request for Statewide Inventory Files'. Below the input fields is a 'Note' section. It features a lock icon and a rich text editor toolbar with options for bold, italic, underline, font size, and text size. The text area contains the following content: '>----- Original Package ----->>Subject: Request for Statewide Inventory Files>>Date: 5/20/2014 9:38:51 AM>>From: Levi Owens (owensjxd6426fmb)>>>>Please use this email to login to the DOH MOVEit DMZ application and transmit your files to be used in the State of Florida Drinking Water and Wastewater Inventory.>>Thank you.'

10. In the Files section, click on the Browse button to select the file(s) you wish to upload:

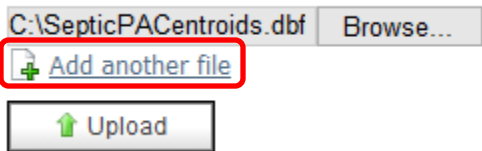


You will now be prompted to browse to the location of your files and select a file to upload:



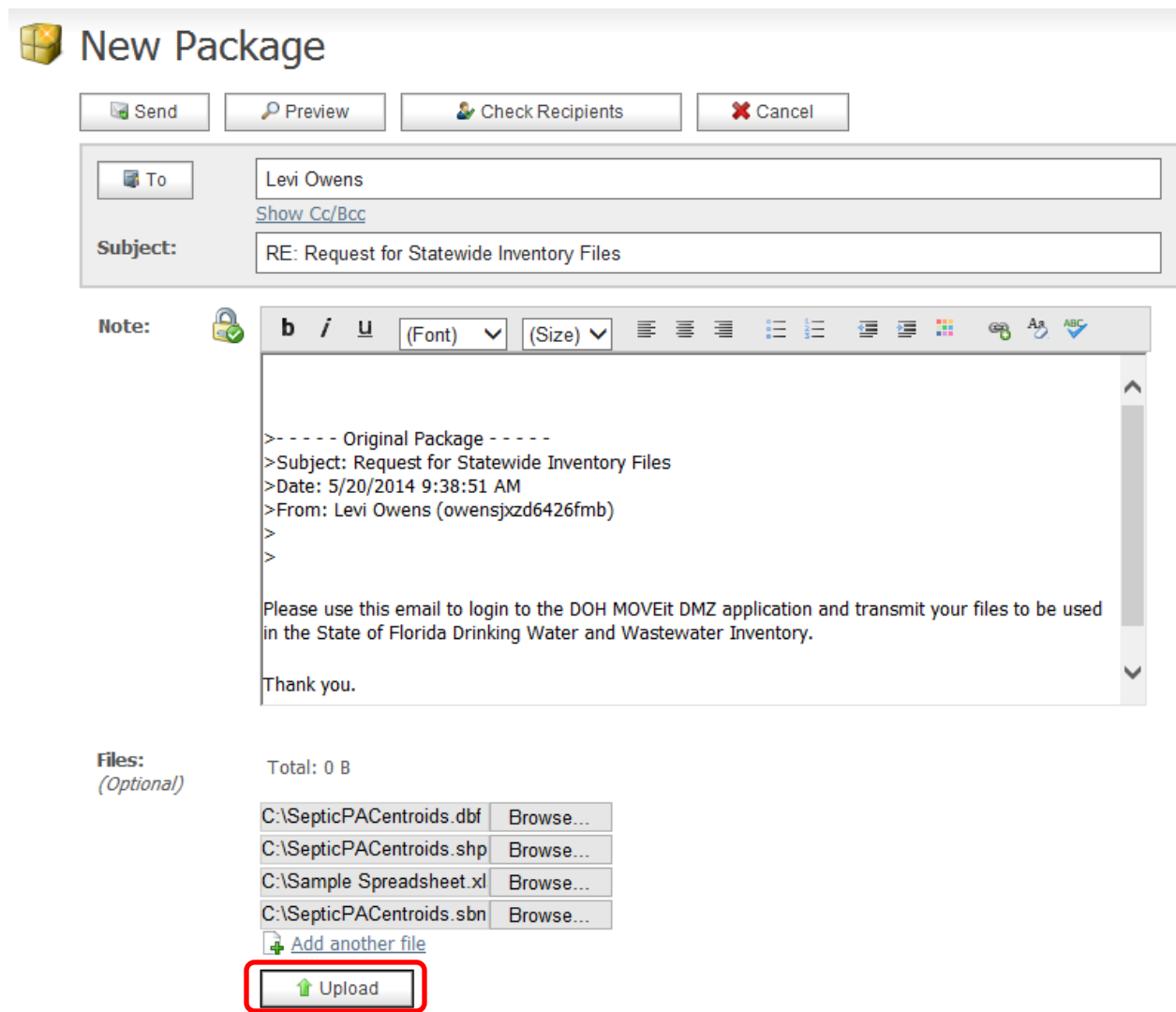
[Note: if you are using an MS Windows operating system, this will launch your Windows Explorer to select files from your chosen location; other operating systems may vary]

11. The file you selected is now attached to the email Package:



[Note: if you wish to attach multiple files, click on the Add another file hyperlink and repeat the file selection steps]

12. Next, click on the Upload button; this will upload the files you have selected to the email Package:



[Note: please wait while the selected files are uploaded to the email Package; this may take a few minutes, depending on the number and size of the files you have selected]

13. The files you have selected are now uploaded and attached to the email Package:


New Package

Send
Preview
Check Recipients
Cancel


















To: Levi Owens x

[Show Cc/Bcc](#)

Subject: RE: Request for Statewide Inventory Files

Note: 

b *i* u (Font) (Size)

>----- Original Package -----

>Subject: Request for Statewide Inventory Files

>Date: 5/20/2014 9:38:51 AM

>From: Levi Owens (owensjxzd6426fmb)









>

>

Please use this email to login to the DOH MOVEit DMZ application and transmit your files to be used in the State of Florida Drinking Water and Wastewater Inventory.

Thank you.

Files:
(Optional)

 Sample Spreadsheet.xlsx (8.5 KB)	
 SepticPACentroids.dbf (19 MB)	
 SepticPACentroids.sbn (828.1 KB)	
 SepticPACentroids.shp (2.3 MB)	
Total: 22.1 MB	

Browse...

+ Add another file

Upload



[Note: there is no limit on the number of files you may submit in one package; however if you wish to **transfer a file larger than 2GB, the MOVEit Upload/Download Wizard is required**; using the Upload/Download Wizard offers several advantages in transmitting files; however, it is an ActiveX or Java control that must be downloaded and requires permissions on your computer to install; complete details may be found in the USING THE MOVEit UPLOAD/DOWNLOAD WIZARD section at the end of this handbook]

14. Next, please modify the Subject Line of the email, adding your organization's name to the end of the existing text:

Subject: RE: Request for Statewide Inventory Files - ABC Public Utilities

[Note: this is an important step; since we will be receiving email Packages from many different organizations, the attached files may have similar or duplicate file names; adding your organization name to the Subject line will aid in correctly identifying and storing your files; we appreciate your cooperation with this request]

You may also wish to include some information in the body of the email explaining what is being sent in the email Package:

Note:  

Please find attached GIS shape files and Customer records for ABC Public Utilities. If you need further assistance, please contact [xxxxxx] at [xxxxxx]

15. You are now ready to send the email Package containing the files you uploaded.
Click on the Send button.

Send Preview Check Recipients Cancel

To: Levi Owens
[Show Cc/Bcc](#)

Subject: RE: Request for Statewide Inventory Files - ABC Public Utilities

Note:

b / **u** (Font) (Size) [Icons]

Please find attached GIS shape files and Customer records for ABC Public Utilities. If you need further assistance, please contact [xxxxxxx] at [xxxxxxx]

>----- Original Package -----
>Subject: Request for Statewide Inventory Files
>Date: 5/20/2014 9:38:51 AM
>From: Levi Owens (owensjxd6426fmb)
>
>

Please use this email to login to the DOH MOVEit DMZ application and transmit your files to be used

Files: (Optional)

- Sample Spreadsheet.xlsx (8.5 KB) [X]
- SepticPACentroids.dbf (19 MB) [X]
- SepticPACentroids.sbn (828.1 KB) [X]
- SepticPACentroids.shp (2.3 MB) [X]

Total: 22.1 MB

Browse...
Add another file
Upload

Options:

- Delivery Receipt(s)
- Prevent "Reply All"
 - Prevent all replies
- Package will expire after 30 days

Send **Preview** Check Recipients Cancel

[Note: you may also Preview the message before you send it if you wish; you may also check the box to request a Delivery Receipt if you wish]

- 16. Upon clicking the Send button, the email Package has been securely transmitted to DOH (notice the sent package notification and its corresponding ID) and you are returned to your MOVEit DMZ Package mailbox page:

The screenshot shows a notification bar at the top with an information icon and the text "Sent package with ID '998266052' OK." Below this is a section titled "Packages" with a list of mailbox folders: Drafts (0 Total), Inbox (1 Total), Sent (1 Total), Templates (0 Total), and Trash (0 Total). The "Inbox" folder is highlighted with a red box, and the package "Request for Statewide Inventory Files (from Levi Owens at 5/20/2014 9:38:51 AM)" is also highlighted with a red box.

You will also notice that the original package you received shows underneath your Inbox. You may return here to resend the email Package if any problems were encountered.

You may also review the email package that you sent, along with the uploaded files, in your Sent mailbox:

The screenshot shows the "/Sent/" mailbox page. At the top, there is a "Go To Mailbox:" dropdown menu set to "/Sent" and a "Go To Mailbox" button. Below this is a section titled "Packages" with a table of email packages. The table has columns for Subject, Files, Size, Status, To, Date/Time, and Actions. One package is listed and highlighted with a red box: "RE: Request for Statewide Inventory Files - ABC Pu..." with 3 files, 22.1 MB size, and sent to Levi Owens on 5/20/2014 at 11:54:02 AM. A "Return to Mailboxes" link is visible at the bottom right.

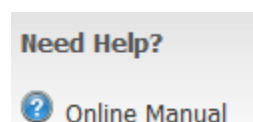
Subject	Files	Size	Status	To	Date/Time	Actions
RE: Request for Statewide Inventory Files - ABC Pu...	3	22.1 MB	OO	Levi Owens	5/20/2014 11:54:02 AM	

FINISHING UP

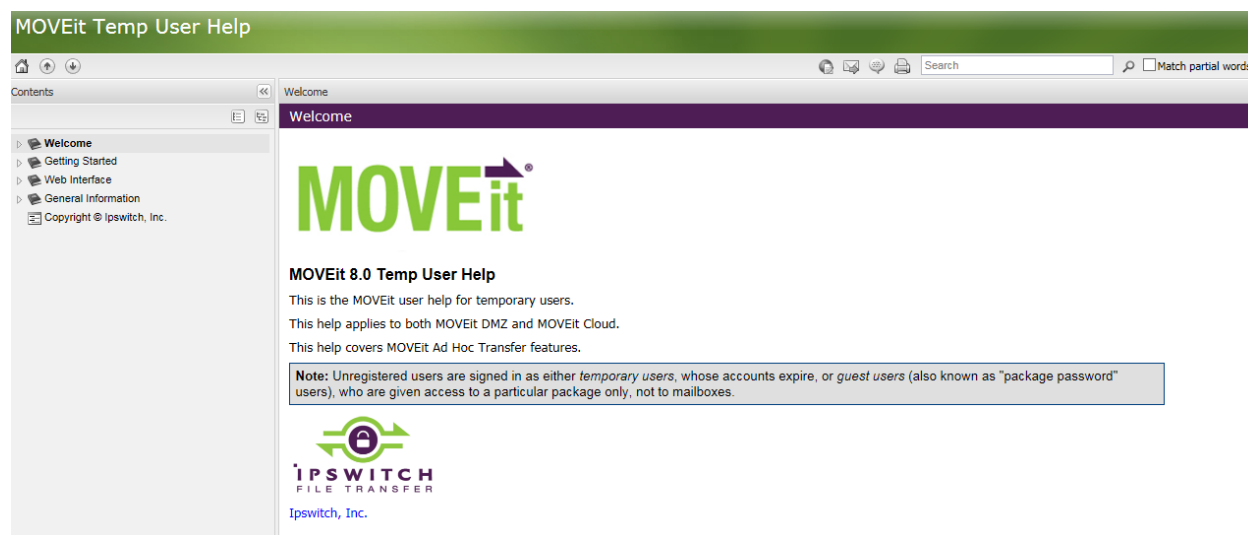
This completes the steps necessary to send files in an email Package using the DOH MOVEit DMZ application. Please remember that the temporary account that was established when you received the initial email request from DOH staff expires in 30 days. If you need to send more files, you may do so within this 30-day timeframe.

If at any time you require assistance with using this application or uploading files, please **email the Statewide Inventory project team at: DCEHInventory@flhealth.gov**.

Please also note that there is an Online Manual accessible from all screens within the application:



Clicking on the Online Manual hyperlink launches the User Help guide for MOVEit Temporary Users:



Here you may search for information and assistance regarding a variety of topics.

USING THE MOVEit UPLOAD/DOWNLOAD WIZARD

In order to use the MOVEit Upload/Download Wizard, **you must request that it is enabled** in your account profile. You may send an email to DCEHInventory@flhealth.gov to make the request.

The MOVEit Upload/Download Wizard affords web users a faster method to transfer files over the web than the usual web transfers performed via the built-in "upload" button. It is also required to upload files larger than 2GB. The Wizard has the following features:

- Transfer files faster
- Transfer files larger than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

Important Wizard Requirements

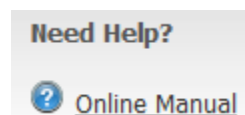
The Upload/Download Wizard comes in two versions: an ActiveX control, which is only usable by Internet Explorer running on Windows, and a Java Applet, which can be run on most browsers that support java applets.

The ActiveX version of Upload/Download Wizard is available only when using Internet Explorer. In addition, **Internet Explorer MUST be configured to accept SIGNED ActiveX controls and run JavaScript, and the end user working with Internet Explorer must manually click a "Yes" button to download/accept/install the Upload/Download Wizard ActiveX control.** The ActiveX version also requires the end user to mark their MOVEit site as an IE Trusted Site to take full advantage of Wizard capabilities such as multiple file download.

The Java version of Upload/Download Wizard requires Sun's Java2 version 1.5 or higher runtime environment. **Java applet support MUST be enabled in the browser, as well as JavaScript support.** Finally, the end user must click the "Yes" or "Always" button when asked whether they wish to trust the Upload/Download Wizard applet. (Warning: the Java version does not currently run under IE7 on Windows Vista; use the ActiveX version instead here.)

[Note: depending on your particular organization's Information Technology requirements and the permissions you are granted on your computer, you may or may not be able to install and use the Upload/Download Wizard; please check with your IT staff regarding the requirements above if you wish to install and use the Wizard]

For complete details on installing and using the Upload/Download Wizard, please consult the Online Manual:



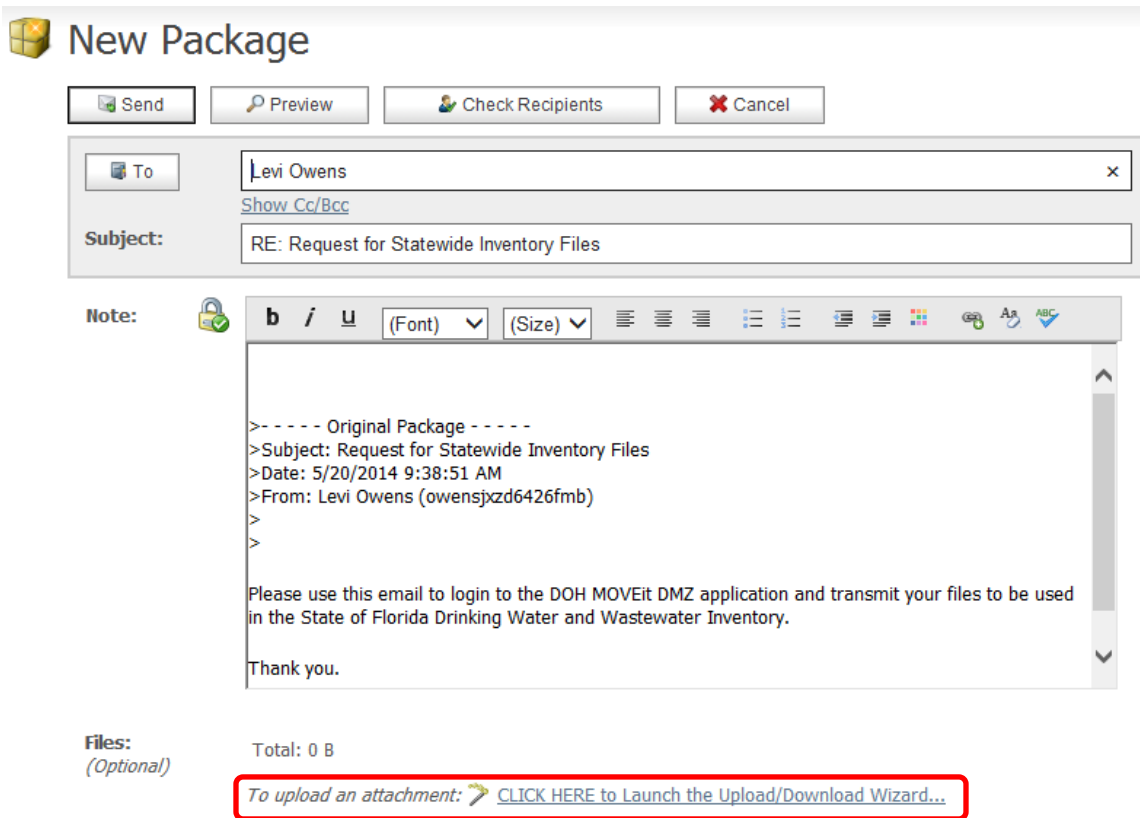
Browse to the following location (or search for the Wizard instructions):

[Web Interface > Common Navigation > Upload/Download Wizard](#)

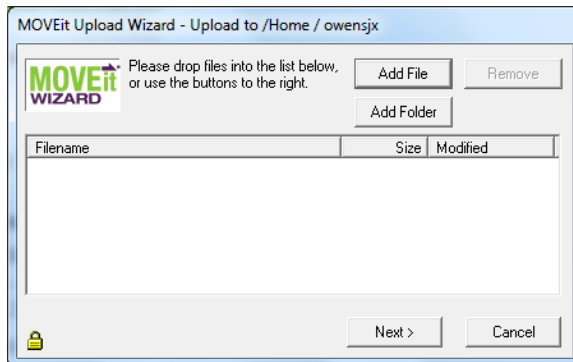
Using the Wizard

Once you have requested that the Upload/Download Wizard is **enabled in your account profile**, you may launch the Wizard the next time you send an email Package.

Click on the hyperlink, "CLICK HERE to Launch the Upload/Download Wizard..."



This will launch the Wizard window and you may upload your files to the email Package from there:



[END OF DOCUMENT]