

# Using Secure File Transfer at Boston Children's Hospital (CHBFT)

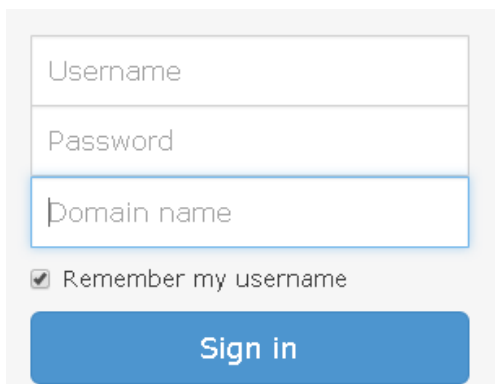
Secure file transfer (CHBFT) at Boston Children's Hospital allows for secure delivery of files, documents and other sensitive information among Children's employees and external recipients. This updated version of secure file sharing:

- Imposes no upload or quota limits. Upload and quota limits are subject to change in the future.
- Transfers large files quickly. It is not designed nor intended to replace a file share server for long term storage.
- Allows temporary collaboration with users who do not have access to SharePoint.
- Deletes all files after 30 days.

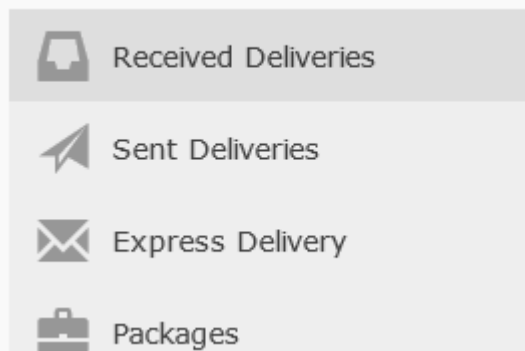
## Getting started

To begin using CHBFT, follow these steps:

1. From a Web browser, type <http://chbft.childrens.harvard.edu>. The login page appears.



2. Log in using your username and password. In the Domain field, enter chboston. Cardio users, enter cardio. The CHBFT main page appears.



## CHBFT application definitions

**Delivery:** An email that links recipients to files. Files can be delivered multiple times.

**Express Delivery:** A way for senders to upload files and deliver them in a single step (package creation and delivery are combined).


**Sender:** A user who can send files to one or more recipients.

**Recipient:** A user who can receive files and reply to deliveries, but cannot send their own files.

## Sending files (BCH Users only)

To send one or more files, use the Express Delivery icon and link in the main menu. To send a file, follow these steps:




1. Click . The Delivery screen appears.
2. Enter the email addresses of your recipients in the To field.
3. Enter a subject or topic in the Subject field.
4. *Optional:* enter a secure message. This field can be used to send confidential or PHI-related information with the file(s) being transferred. Text entered in this field is not sent with the notification email to the recipient. Text entered in the secure message field will be seen only when the recipient signs into the CHBFT application with their username and password.
5. If applicable, click Show options to expand the delivery and enter an email notification message, and additional delivery options.

**Note:** The text you enter in the notification message window is NOT SECURE. Any text entered in this field is sent with the notification message to the recipient.



6. Click  to open a file chooser dialog.
7. Click . Select the files to send.

8. Click  to upload your files and send an email notification message to the recipient.

## Retrieving files (BCH Users and External Recipients)

Recipients of secure deliveries receive a notification (non-secure) email containing a link. To access your files, follow these steps:


1. Click the link; the CHBFT application sign in page appears.
2. Sign in with your username and password, and you can access your delivery.

**Note:** New users will be automatically redirected to a registration page the first time they try to open a secure delivery. Once registered and activated, the recipient can sign in to open the secure delivery.


You can log in to CHBFT and click the **Received Deliveries** link in the main menu to view previous deliveries.

## Replying to a delivery (BCH Users and External Recipients)

You can reply to a secure delivery you've received.

Click  at the bottom of the delivery. A secure message and one or more files can be sent back to the original sender of the message.

## Managing your files

Click  to review the files you've sent.

## Creating workspaces (BCH Users)

You can use CHBFT to work one files collaboratively with BCH users and external recipients. Only BCH users can create workspaces. External users collaborate and view files. The workspace and all the files in them are deleted after 30 days.

**Note:** It is recommended that you use Internet Explorer or Firefox to use Secure Workspaces.


### To create a workspace

Before you can use workspaces, you need to create one and assign permissions. To create a workspace, follow these steps:

1. After you log into CHBFT, click the Secure Workspaces link, as shown.



The Secure Workspaces screen appears.

2. Click , and select **Create Workspace** from the menu that appears. The Create Workspace page appears.
3. In the Name field, enter a name for your workspace.
4. Optionally, you can add a brief description of your workspace in the Description field.
5. Check the **Hide Workspace Activity** box if you do not want collaborators to see when you add, update or delete files from the workspace.
6. In the Additional Managers, Collaborators, and Viewers field, start typing the name of people who should manage the workspace, collaborate on files in the workspace, or can just view files in the workspace. When the correct name appears, select it and press **<Enter>**.

**Note:** New users cannot become a manager of a workspace until they register and are activated. To make a new user a workspace manager, assign them to a Collaborator role. They will be prompted to register, when they receive the email. After they are successfully activated, you may reassign them to a manager role.

7. Check the **Enable Notifications** box, if you want to be notified when changes are made to the workspace. In the Notification Type field, check the boxes for each notification type to be enabled.
8. To create the workspace, click



## Working from the Secure Workspace (BCH and External)

After you create the secure workspace. You and your team can start working in it. If you are an Administrator or a Collaborator, you can edit files and perform other actions in the workspace. If you are a viewer, you can view files and activity.

**Note:** New users will automatically be redirected to a registration page the first time they try to access a secure workspace. Once registered and activated, the user can share and view files in workspace.

### To download a file

All people with access to the Secure Workspace can download files. Only Managers and Collaborators can add files to the workspace. To download a file, double-click it.

### To add and delete files in the workspace

Administrators and Collaborators can add and delete files to the workspace. To add a file, click **Add Files** and select the file to upload. To delete a file, right-click the file to delete, and select **Delete** from the menu that appears.

### Viewing and adding comments

Only Managers and Collaborators can add comments. All users of the workspace can view them.

To view a comment, read the comment in the Comments section as shown below.

Comments		
Jun 23, 2015 12:01:13 PM	Forbes, Kim	file needs to be reviewed before friday

### To add a comment

To add a comment, enter text in the text box and click

Add

### Exiting from CHBFT

To exit from CHBFT, select your name. A menu appears. Select **Sign Out**.