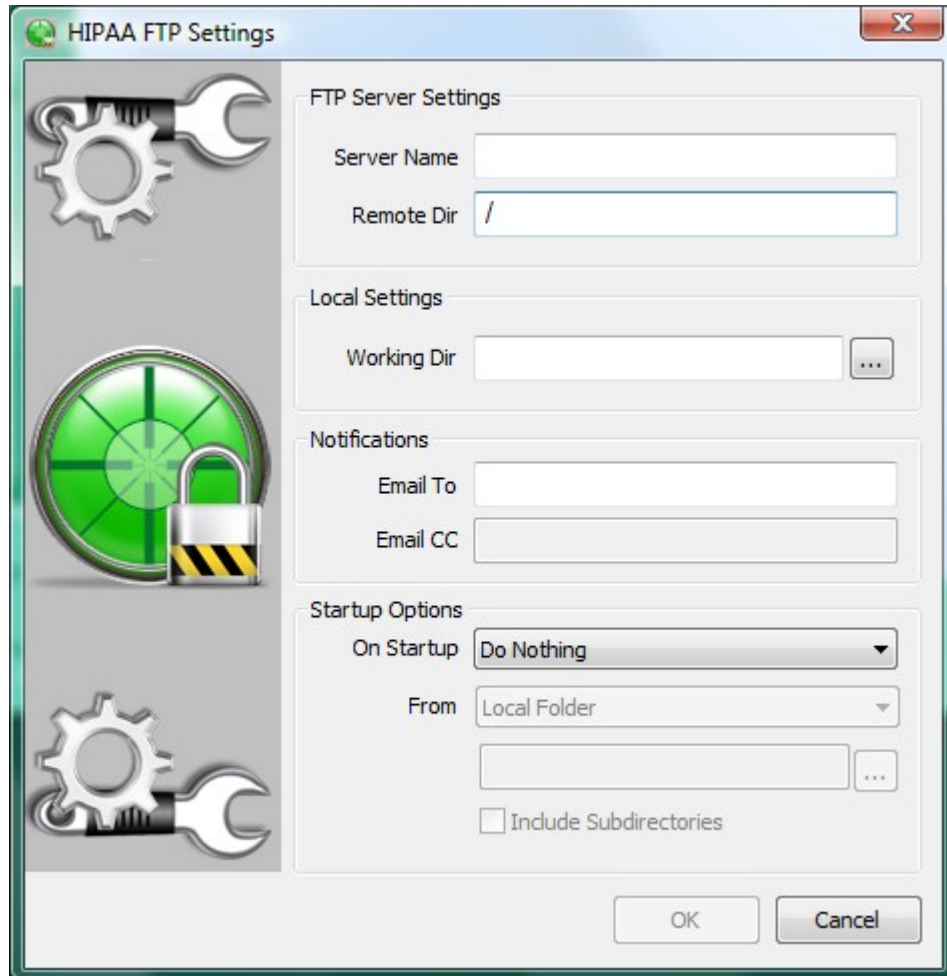


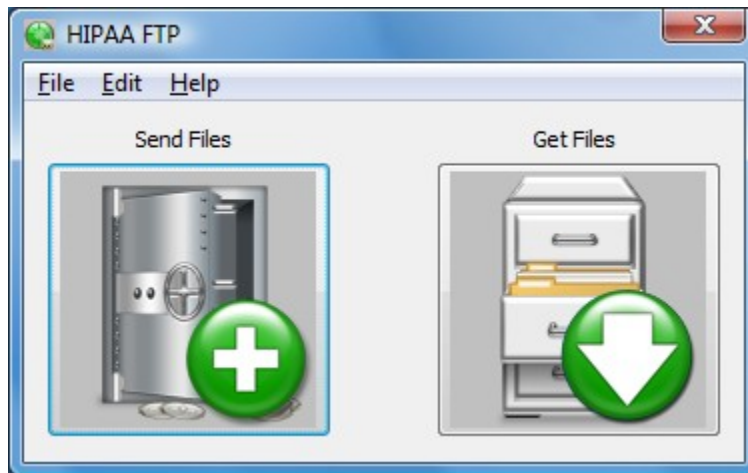
# HIPAA FTP MANUAL

When HIPAA FTP starts, you must configure a few FTP settings and other options as shown below.



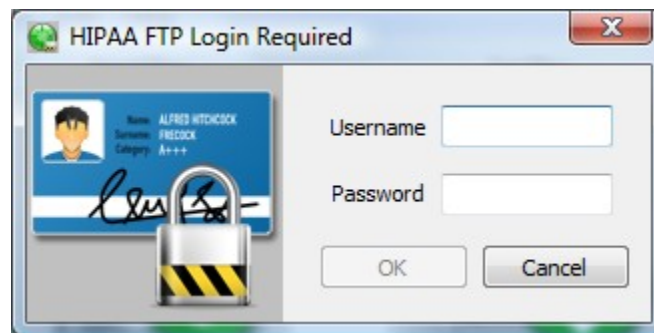
- FTP Server Setting
  - Server Name – The address of the FTP server you will be using
  - Remote Dir – The directory on the FTP server you will be using as the root directory for HIPAA FTP.
- Local Settings
  - Working Dir – The directory on the local PC where files will be sent from and archived.
- Notifications
  - Email To – The email address you want to send notifications to when you send a new file to the FTP Server.
  - Email CC – The email address you want to copy with the notification that a new file has been sent.
- Startup Options – When HIPAA FTP starts it can do one of the following options
  - Do Nothing, Copy, or Move files to local working directory from a local folder or a removable device.

Once settings are configured, you are ready to begin using HIPAA FTP.

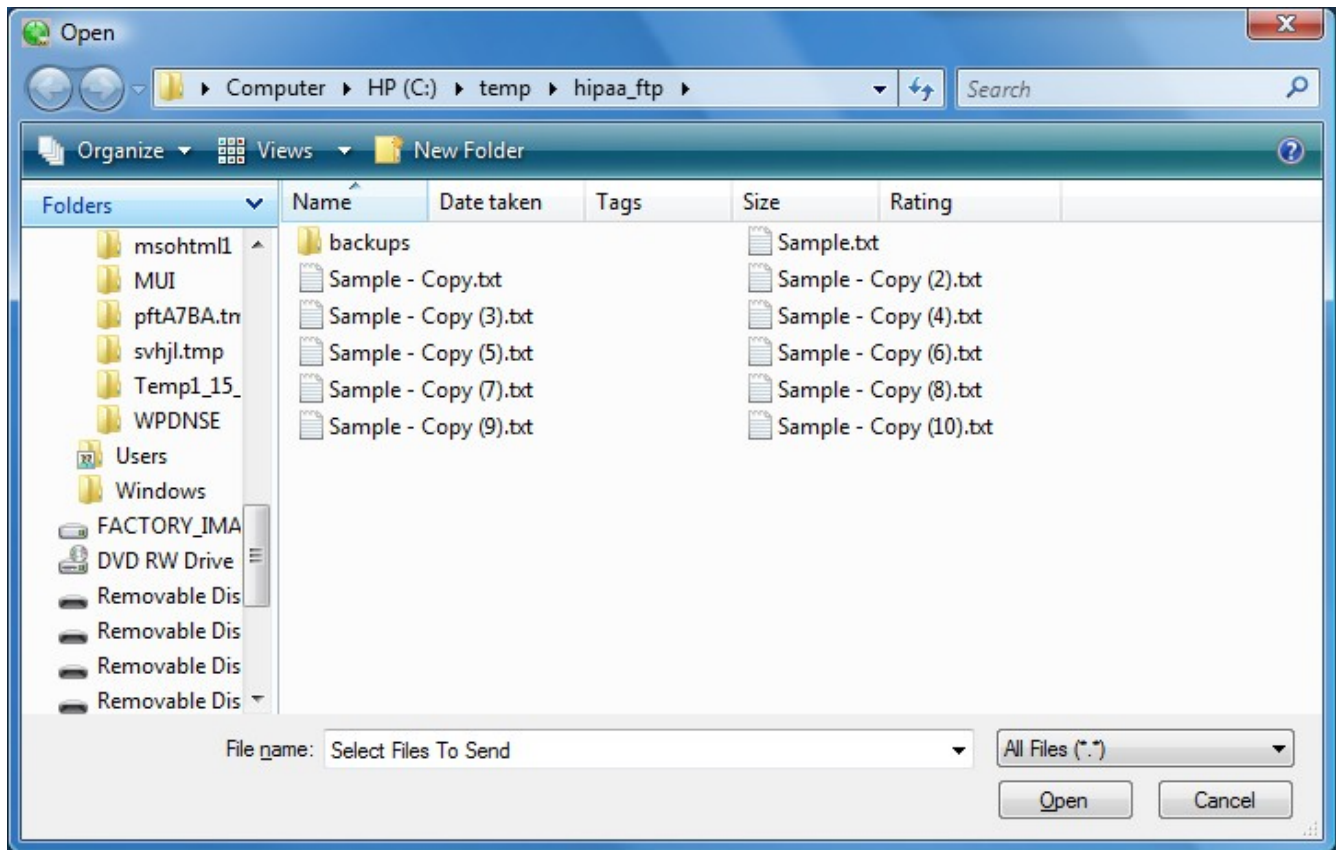


From the main application, you are presented with the option to either “Send Files” or “Get Files”. It doesn't get much easier than that!

When one the user selects either the send or get option, a login form is presented. Once the user has logged into the FTP server, they will be given the option to select the files they wish to transfer.

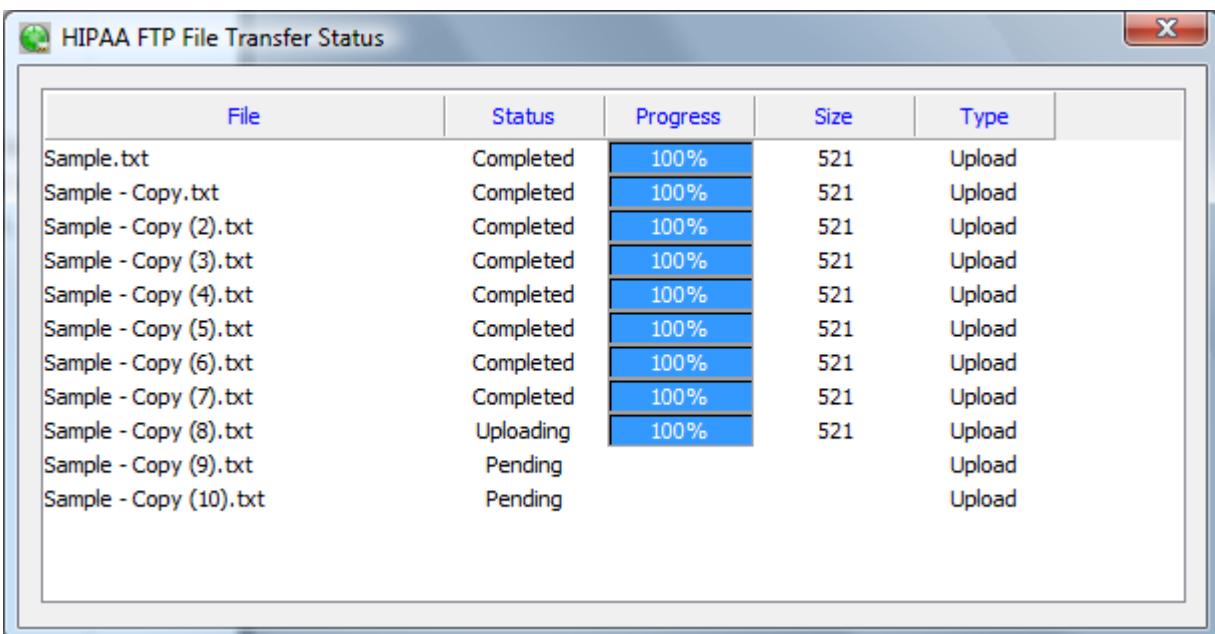


When sending files, the standard file open window is presented.

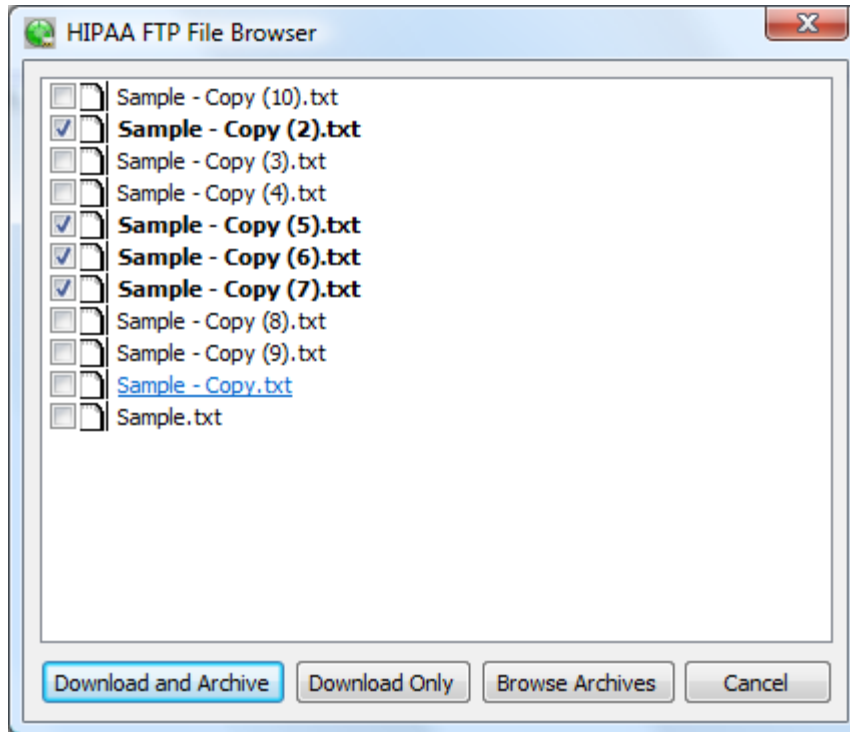


The default directory that is shown is the local working directory specified. The user can then select the files they would like to send.

A progress window is then shown as the files are transferred.



When getting files, a remote file selection window is presented and users can select the files they would like to get. By default, the remote working directory is displayed, but by selecting the “Browse Archives” button, users can select files from monthly archives. Typically, users will want to select “Download and Archive” once file selections have been made. This will transfer the files to the local machine, and then move the remote files into the monthly archives.



The user will then see the transfer progress window.

The screenshot shows a window titled "HIPAA FTP File Transfer Status". It contains a table with the following data:

File	Status	Progress	Size	Type
Sample - Copy (10).txt.enc	Completed	100%	521	Download
Sample - Copy (2).txt.enc	Completed	100%	521	Download
Sample - Copy (3).txt.enc	Completed	100%	521	Download
Sample - Copy (4).txt.enc	Completed	100%	521	Download
Sample - Copy (5).txt.enc	Completed	100%	521	Download
Sample - Copy (6).txt.enc	Completed	100%	521	Download
Sample - Copy (7).txt.enc	Completed	100%	521	Download
Sample - Copy (8).txt.enc	Downloading			Download
Sample - Copy (9).txt.enc	Pending			Download
Sample - Copy.txt.enc	Pending			Download
Sample.txt.enc	Pending			Download