Enhance File Transfer (EFT) Manual

Download

1. Open Internet Explorer and enter the following web address in the address bar: https://lacdmheft.dmh.lacounty.gov/



2. When entering the site, you will be prompted for your username and password. Please type your username and password in the popup dialog box, then click OK:

Connect to lacdmi	heft. dmh. lacounty. gov 🛛 ? 🔀
	GA
The server lacdmheft lacdmheft.dmh.lacour password.	.dmh.lacounty.gov at nty.gov requires a username and
<u>U</u> ser name:	2
Password:	
	Remember my password
	OK Cancel

3. After successfully logging in, you will see the screen below. The left-hand side list shows your local files and the right-hand side list shows your remote files which are available for you to download. (See figure below):

Local Filesvstem		Filter		Remote Filesvste	m			Filter
🚰 🎯 建 c:\		🗖 🗹 🔊		💾 🔯 🛍 🗖	E TEST/			
Name	Modified (UTC)	Bytes			Name		Modified (UTC)	Bytes
🔁 bea	10/09/2008 14:45	^		EExtrac	t.mdb		11/08/2008 21:05	115,336 KB
Data 🔁	11/12/2008 15:28			E test.txt			11/13/2008 23:21	1 KB
DELL	08/21/2008 20:11		>>	-				
Documents and Settings	09/25/2008 16:00							
Download	11/06/2008 14:55							
<u> </u>	08/21/2008 20:40							
🛅 Inetpub	10/28/2008 17:12							
Developer 🔁	10/09/2008 15:06							
Cracle Oracle	10/09/2008 14:41							
PerfLogs	11/13/2008 03:01	-						
Queue Pane								×
Item Name	Status	<==>		Size	Progress	Local		Remote

4. To download a file or multiple files, select the file(s) on the right-hand side list (more than one file can be selected by holding the "Ctrl" key on your keyboard while selecting the files). Next, choose the location where you would like to save the download file(s) using the left-hand side list. When you are ready to start the download, click on the Download button to start the transfer. (See figure below):

2 😣					Change Passwo	rd Settings	Proxy L	og Out
Local Filesystem			Filter		Remote Filesystem	1		<u>Filter</u>
Name	Modified (UTC)	Bytes	<u> </u>			Name	Modified (UTC)	Bytes
Dea	10/09/2008 14:45	- Sylars	•		LEExtract.mdb		11/08/2008 21:05	115.336 KB
Data	11/12/2008 15:28				E test.txt		11/13/2008 23:21	1 KB
DELL	08/21/2008 20:11			>>	<u> </u>			
Documents and Settings	09/25/2008 16:00							
Download	11/06/2008 14:55			~~				
D 1386	08/21/2008 20:40							
inetpub	10/28/2008 17:12							
Developer 🔁	10/09/2008 15:06							
🗋 Oracle	10/09/2008 14:41							
PerfLogs	11/13/2008 03:01		-					

In this example, "LEExtract.mdb" will be downloaded onto my "C:\" drive.

5. You can monitor the download status in the Queue Pane below the side lists. (See figure below):

Q	Queue Pane									
		Item Name	Status		<==>	Size	Progress	Local	Remote	
		LEExtract.mdb	DOWNLOADING	٢		115336 KB	83%	c:/	/LE TEST/	

6. When the download has finished, please click the "Log Out" button in the upper right-hand corner to exit the system.

<u>Upload</u>

- 1. Repeat steps 1 and 2 from the Download section above to log in to the EFT site.
- 2. After successfully logging in, you will see the screen below. The left-hand side list shows your local files. On the right-hand side, you will see the Upload folder. If you have access to upload, this is the folder where you will be uploading your file(s) to. (See figure below):

Enhanced File Tr gl(Dalscape 2) 😢	ans	Change Password Settings	Proxy Log Out	
Local Filesystem E & C (Temp)	<u> </u>	Remote Filesystem	2 2 2 2 1 22	Filte
Name Modified (UTC) Bytes	>>	LE TEST	Modified (UTC) Byte: 11/17/2008 23:07 11/13/2008 23:10	5
	<<			

3. To upload a file or multiple files, click on the upload folder on the right-hand side list.

Enhanced File Tr	ans	Change Password Si	attings Proxy I	_og Out
Local Filesystem Elesystem	[}	Remote Filesystem		<u>Filte</u>
Name Modified (UTC) Bytes		Name	Modified (UTC)	Bytes
MyUploadFile.txt 11/18/2008 15:41 1 KB	>>	Upload	11/17/2008 23:07	
	<<			

4. Next, select the file(s) on the left-hand side list (more than one file can be selected by holding the "Ctrl" key on your keyboard while selecting the files). When you are ready to start the upload, click on the Upload button is to begin the transfer. (See figures below):

Enhanced File Transfer®									
2 😣		Change Password Settings	Proxy Log Out						
Local Filesystem		Remote Filesystem		Filter					
Name Modified (UTC) Bytes		Name	Modified (UTC) By	/tes					
MyUploadFile.bct 11/18/2008 15:41 1 KB									
	<								

In this example, "MyUploadFile.txt" from my "C:\Temp\" directory will be uploaded.

5. You can monitor the upload status in the Queue Pane below the side lists. (See figure below):

Q	Queue Pane									
	Item Name	Status	<==>	Size	Progress	Local	Remote			
4	(MyUploadFile.txt	COMPLETED	-	1 KB	100%	c:/Temp/	/Upload/			

6. When the upload has finished, please click the "Log Out" button in the upper righthand corner to exit the system.