

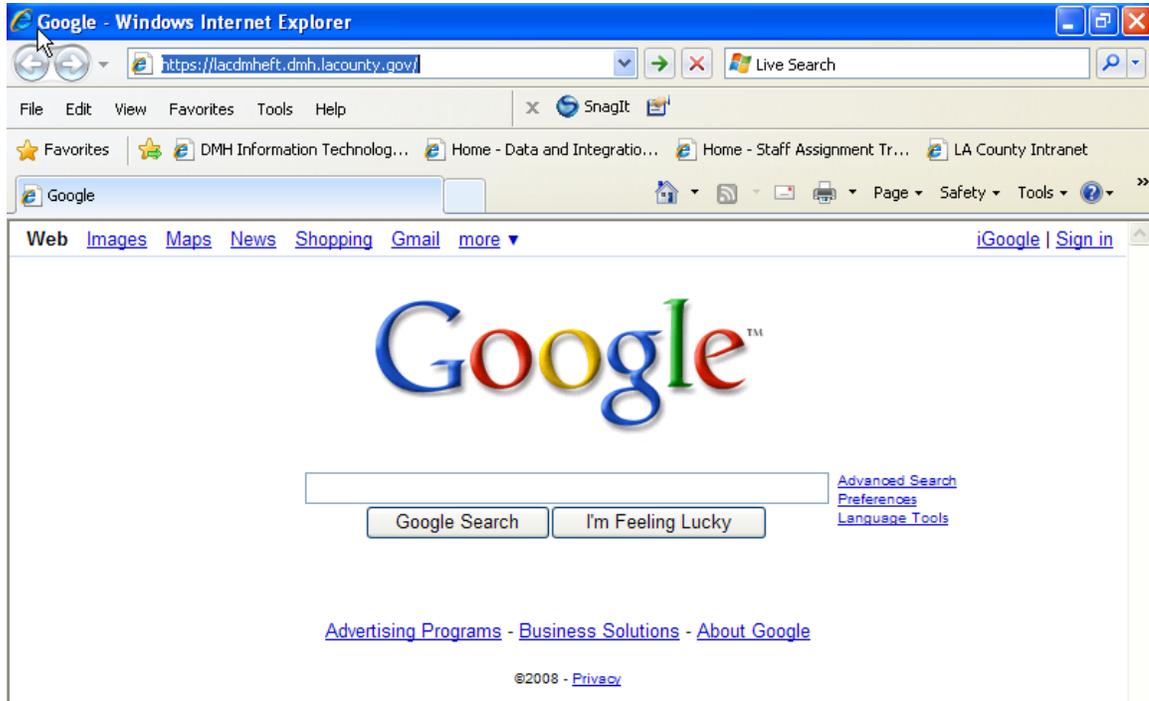
Department of Mental Health
Chief Information Office Bureau
Data and Integration Services Division

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/>

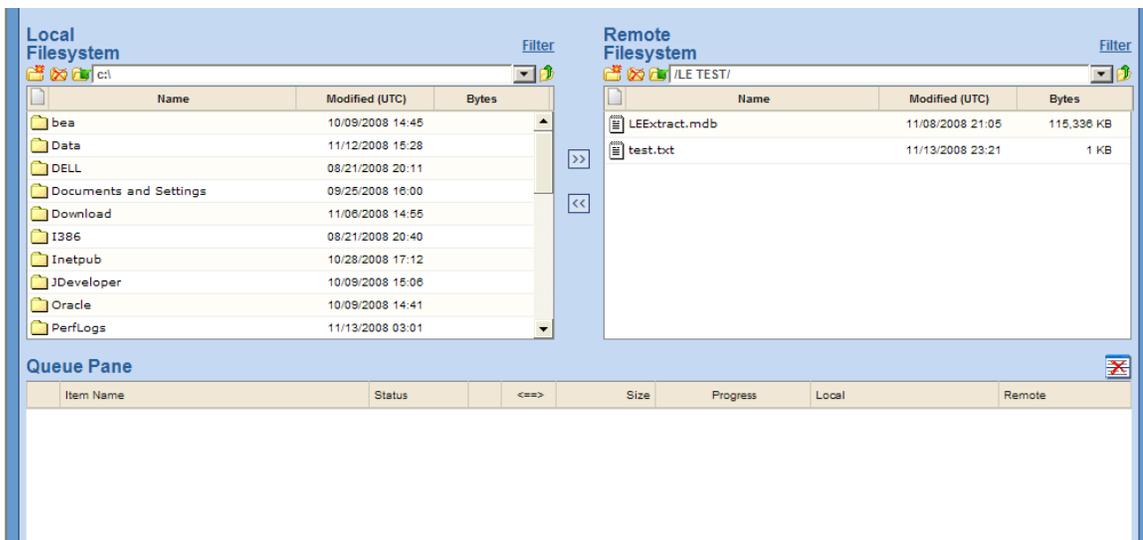


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- When entering the site, you will be prompted for your username and password. Please type your username and password in the popup dialog box, then click OK:

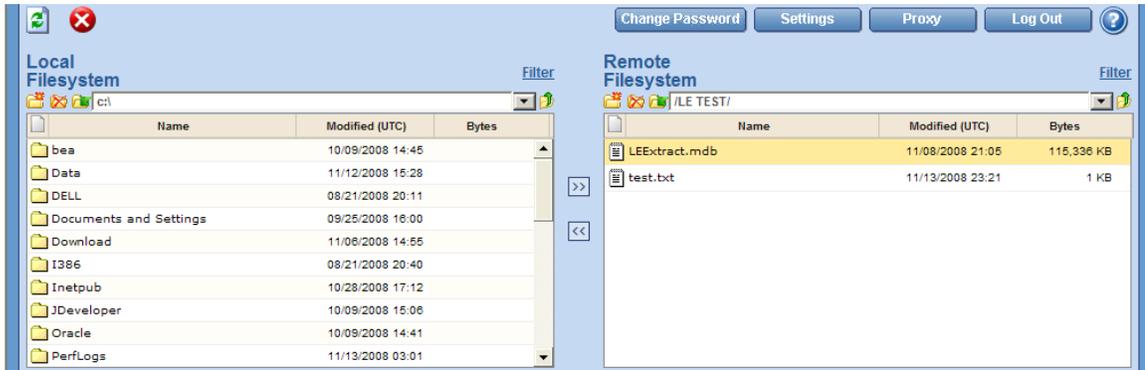


- After successfully logging in, you will see the screen below. The left-hand side list shows your local files and the right-hand side list shows your remote files which are available for you to download. (See figure below):



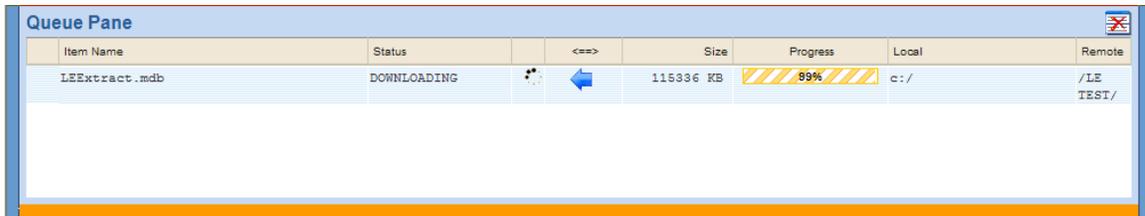
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- To download a file or multiple files, select the file(s) on the right-hand side list (more than one file can be selected by holding the “Ctrl” key on your keyboard while selecting the files). Next, choose the location where you would like to save 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):



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

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

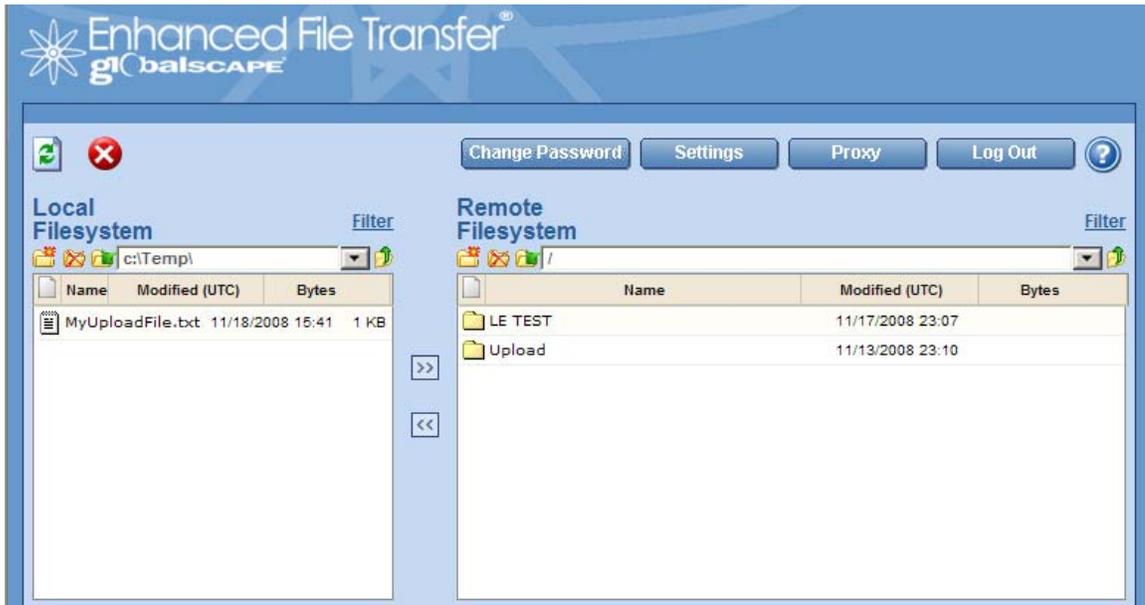


- When the download has finished, please click the “Log Out” button in the upper right-hand corner to exit the system.

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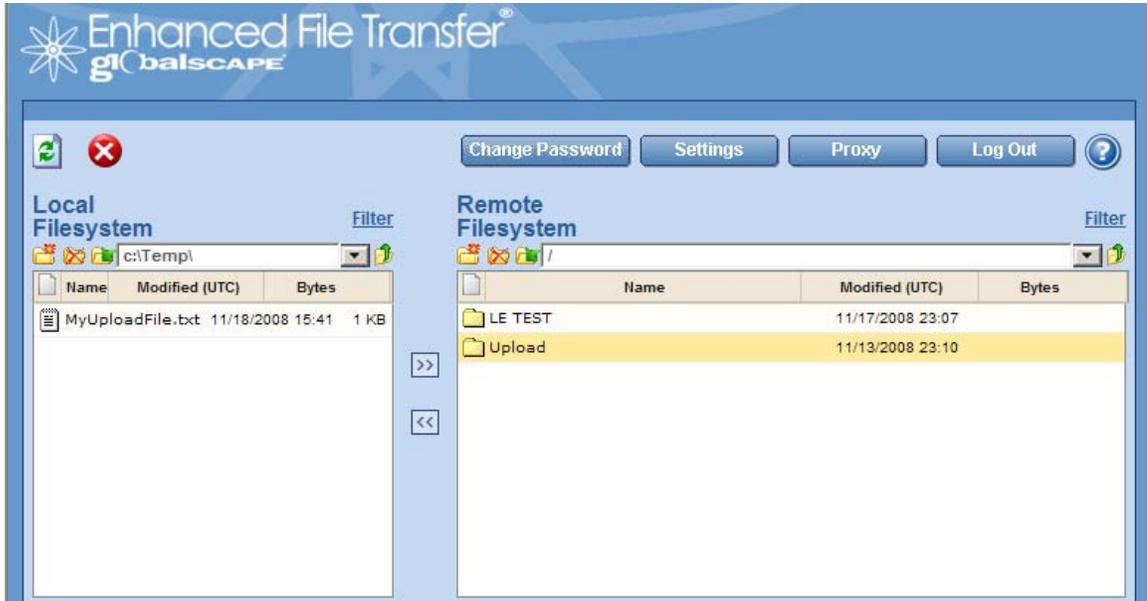
Upload

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):

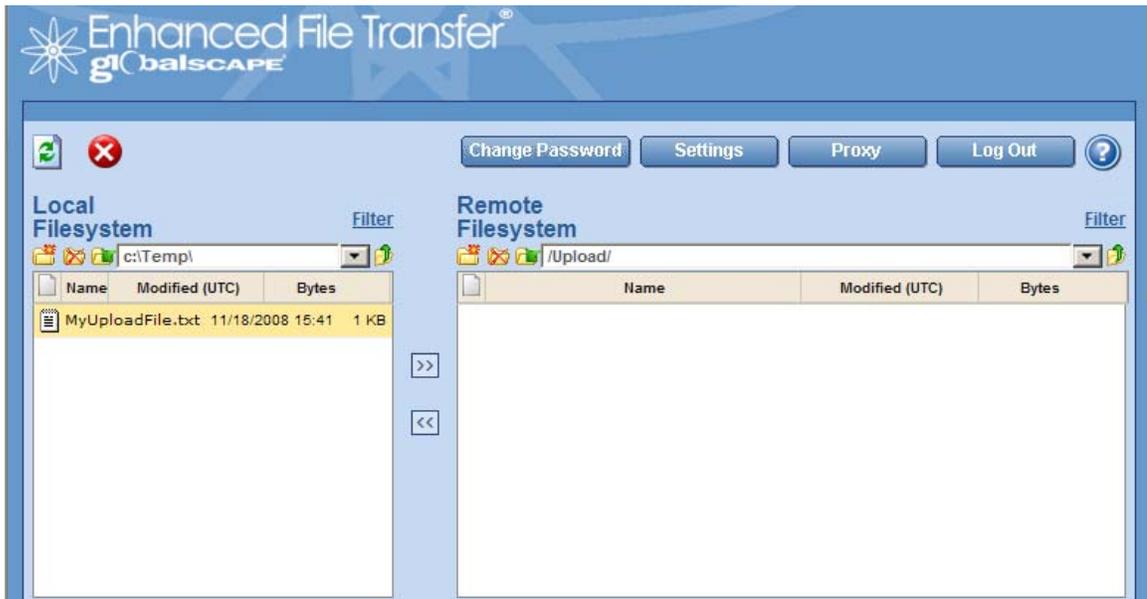


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- To upload a file or multiple files, click on the upload folder on the right-hand side list.



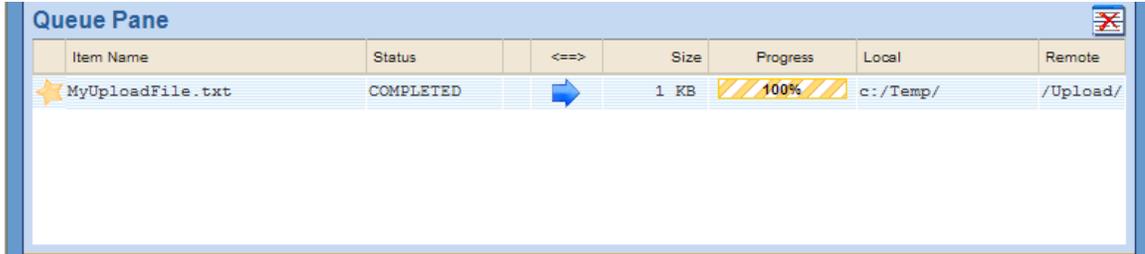
- Next, select the file(s) on the left-hand side list (more than one file can be selected by holding the “Ctrl” key on your keyboard while selecting the files). When you are ready to start the upload, click on the Upload button to begin the transfer. (See figures below):



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

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



The screenshot shows a 'Queue Pane' window with a table of upload items. The table has columns for Item Name, Status, a direction indicator, Size, Progress, Local path, and Remote path. One item, 'MyUploadFile.txt', is shown with a status of 'COMPLETED', a size of '1 KB', and a progress bar at '100%'. The local path is 'c:/Temp/' and the remote path is '/Upload/'.

Item Name	Status	<==>	Size	Progress	Local	Remote
★ MyUploadFile.txt	COMPLETED	➡	1 KB	100%	c:/Temp/	/Upload/

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