TIBCO® Managed File Transfer Internet Server

Transfer and File Share Clients User's Guide

Version 8.4.0
October 2021

Contents

# TIBCO MFT Internet Server Clients Overview

TIBCO® Managed File Transfer Internet Server provides you with a Transfer client and a File Share client to conduct file transfers and share files.

If your account is configured with TransferRight, open a web browser and go to https:// *[HostName]:[Port]*. Log in to the TIBCO Managed File Transfer (MFT) Internet Server transfer client, and the Transfers page is displayed. If you are configured as a FileShare user, you can click the **File Share** option to switch to the File Share page. The **File Share** option is only displayed when the logged on user is defined as a File Share user.

- Use the Transfer client to transfer files that were pre-defined for you by an MFT Admin.

- Use the File Share client to share files. For more details, see File Share Client. You can also use the Mailbox feature to securely send email attachments.
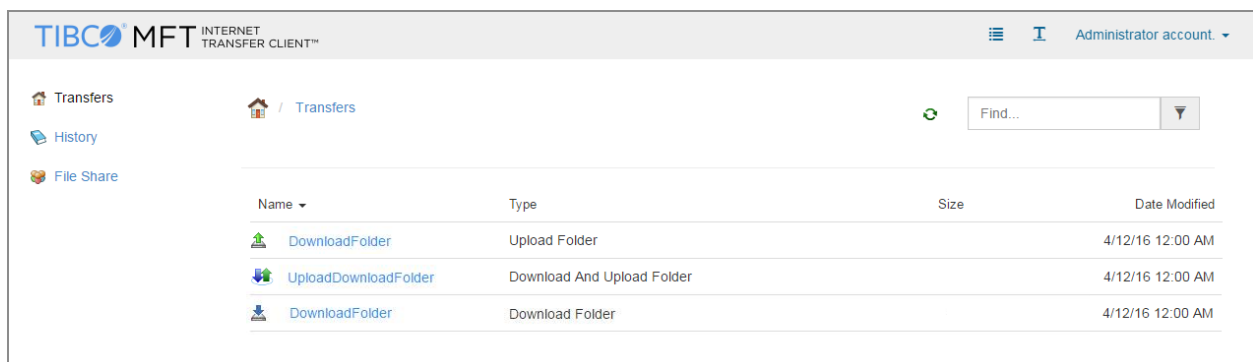
Transfer client and File Share client are section 508 compliant. Section 508 compliance allows visually impaired users to use computer applications, which provide the ability to tab to all fields on a page and to announce words or letters using a screen reader.

Global Settings

The Transfer client and File Share client have a set of common settings such as logout, history, and security settings.

The following are the global settings shared between the clients:

Menu

Click ☰ to display the menu on the top of the page or on the left of the page.

Font

Click ⊤ to change the font size.

Refresh

Click ↻ to refresh the page.

Search

Enter the file name in the **Find** field to search the specified file.

Client Switch

Click the client name from the top menu or the left menu to switch to the corresponding client page.

History

Click the **History** option to view up to 150 transfers audit records for the previous month.

Help

Click *your account* > **Help** to see the online help page for the details about the client.

Logout

Click *your account* > **Logout** to sign off after completing transfer configurations, and then close the browser settings. Click *your account* > **Settings** to see the settings page

Transfer Client

The Transfer client provides the functionality to conduct file transfer requests through a web browser client.

> ℹ️ **Note:** Ensure that you have configured the Transfer client settings in the TIBCO MFT Internet Server   Administration web browser.
>
> For more details, see *TIBCO Managed File Transfer Internet Server User's Guide*.

Browser Client

You can use the browser client to conduct file transfer requests and view the transfer history. You can also perform the following operations using the browser client:

> ℹ️ **Note:** The below operations can only be performed if they have been enabled by an administrator in TIBCO Managed File Transfer Command Center.

- Delete File

- Rename File

- Create Directory

- Rename Directory

- Delete Directory

In the instance below, a user can perform the Rename File and Delete File operations.
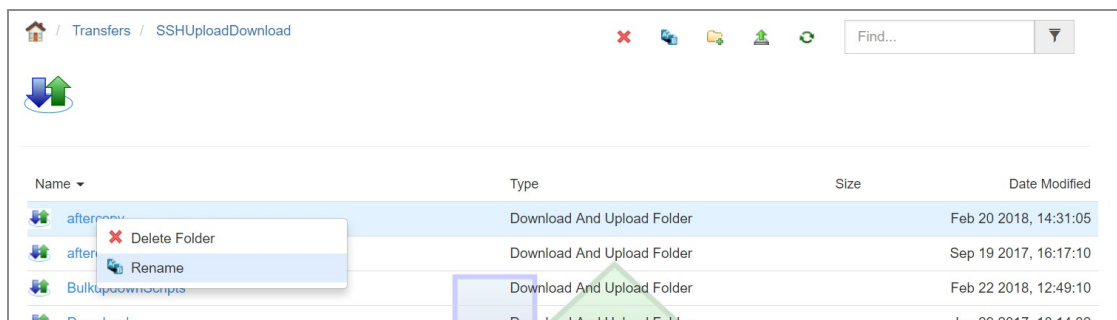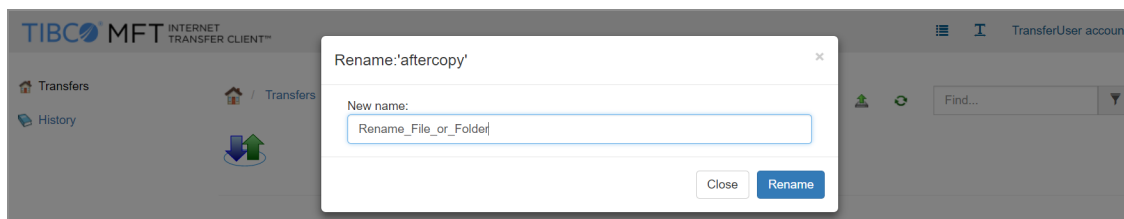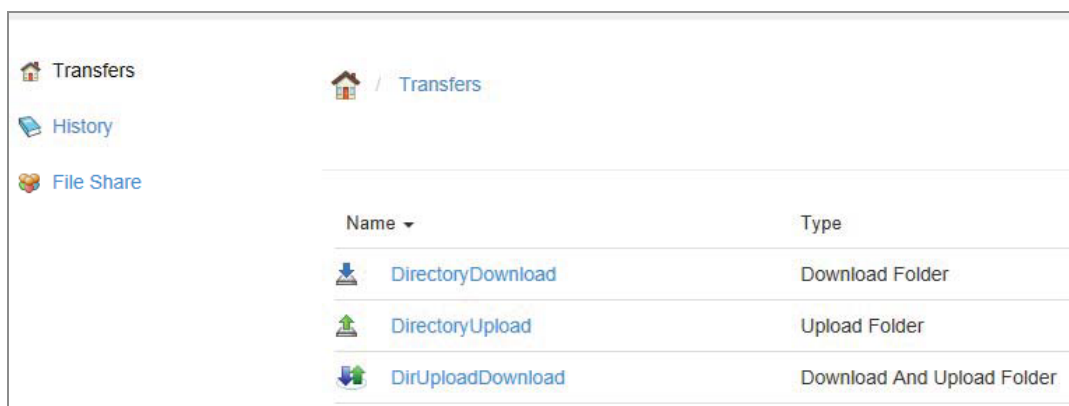
Transfers

You can conduct transfer file requests on the **Transfer** page.

Transfer requests are set by an administrator for end users.

The following figure shows the various types of transfer requests that you can see after signing on:

For this client, only Directory Downloads and Directory Uploads are introduced as there is not any difference between a directory or single file download/upload as with the other clients. Based on permissions defined by the administrator, you may be able to delete or rename files and folders. If allowed to delete or rename files and folders, icons will be displayed at the top of the page. You can also right click to delete or rename files and folders.

Directory Downloads

In the above example, the `DirectoryDownload` folder has been configured for users to access and download files.

If you want to download any files from a folder, click the folder to open it, and then click the file, the download will automatically start. This folder contains subdirectories with the

files that can be downloaded.
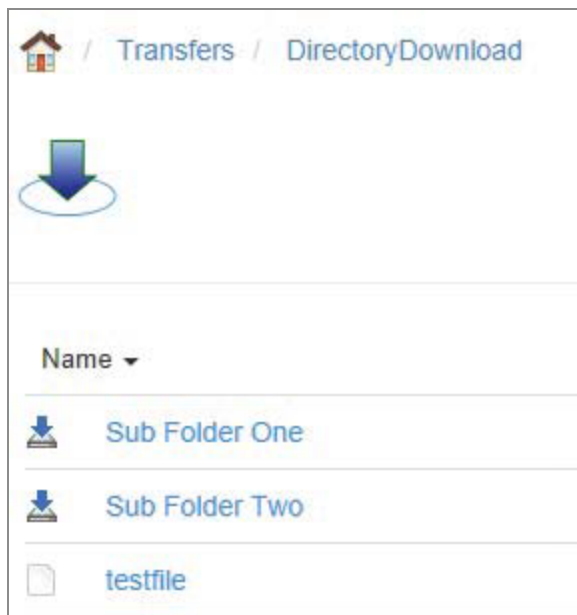
Directory Uploads

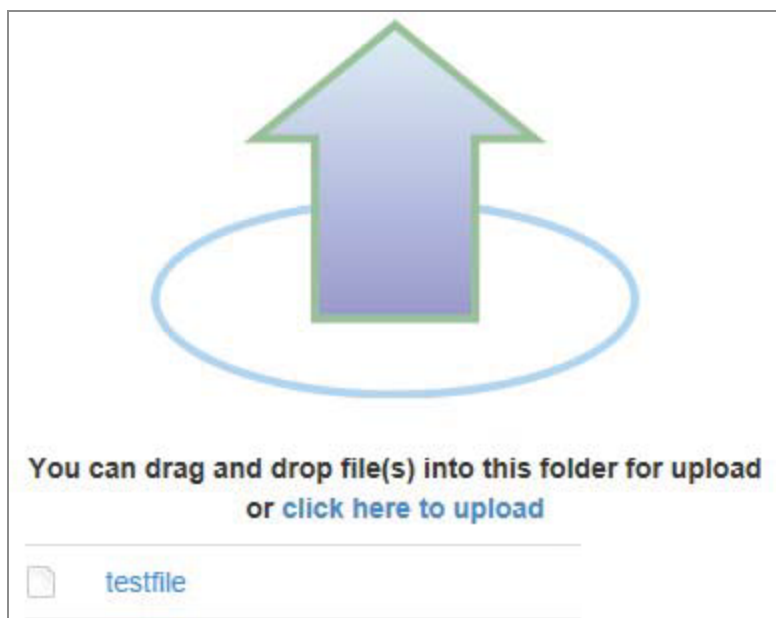The `DirectoryUpload` folder has been configured for users to access and upload files.
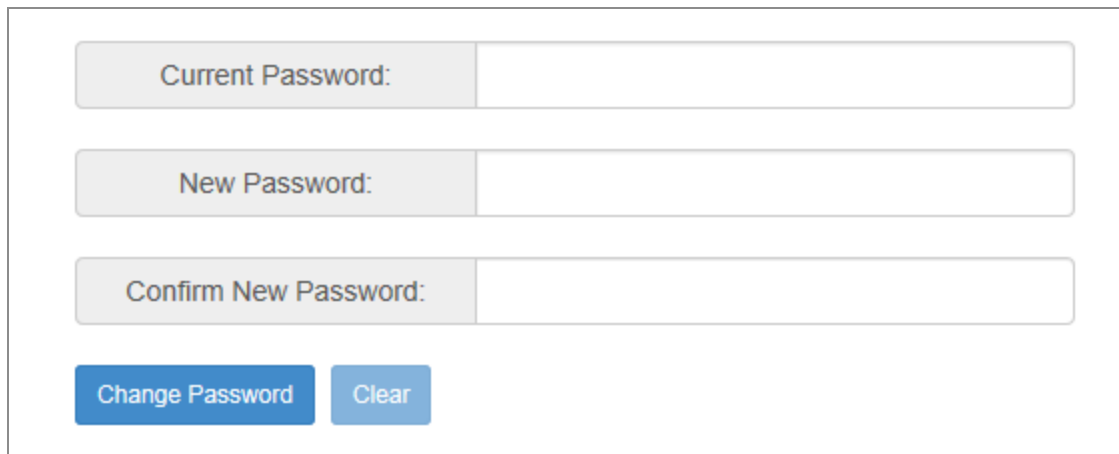
If you want to upload files, first click the folder to open it. Then, drag and drop the files you want to upload, or click **click here to upload** to select and upload files in the "File upload to folder" window.

> ℹ️ **Note:** In some cases, you will be able to see the files in the folder but will not be able to download them based on the permissions.

Change Password

You can click *your_account* > **Settings** to change the password corresponding to your user name in the **Change Password** tab on the Settings page.

The following table lists the fields in the **Change Password** tab:

Field	Description
Current Password	Type the password being used for sign on.
New Password	Type the new password that you want to use.
Confirm New Password	Type the new password again.
Change Password	Click this button after typing the passwords correctly in the **Current Password**, **New Password** and **Confirm New Password** fields.
Clear	Click this button to clear the typed passwords.

Keys

You need to upload or download encryption keys and certificates when data encryption is required.

If a PGP encryption is used to encrypt data or certificates for either an FTP or SSH transfer are required, you will either upload your public keys or download the server's FTP, PGP or SSH public keys from the Settings page. You can click *your_account* **> Settings** to upload or download the following keys:

- PGP Public Keys

- SSH Public Keys

- FTP Public Keys

> **Note:** The Key tabs are not displayed for all users. The MFT Admin must configure your user to be able to see the keys tabs.

PGP Public Keys

When using PGP encryption to secure data, you have to download the PGP public keys from the server or upload your PGP public keys to the server.

TIBCO MFT Internet Server has the ability to encrypt and decrypt PGP encrypted files. To do this, the client and the server must exchange the PGP public keys to encrypt and decrypt data. The following figure shows the **PGP Public Key** tab used to configure the PGP public key:

Uploading the PGP Public Key

You can upload your PGP public key to the system to encrypt files being sent to you in the **PGP Public Key** tab if you have got the authority to do this.

To upload the PGP public key, copy and paste an exported Base64 formatted PGP public key into the **Enter Public PGP Key** box. Then, click **Continue** to upload the key. Ensure that the key contains the entire text entry from the BEGIN statement to the END statement. See the PGP software documentation for details about how to export public keys. The following figure shows an example:

Downloading the PGP Public Key

You have to download the PGP public key of TIBCO MFT Internet Server to encrypt files that are sent out to TIBCO MFT Internet Server.

To download the PGP public key, click **PGP: Display System Public Key**. The Base64 formatted TIBCO MFT Internet Server PGP public key is displayed. You can copy and paste the key into a text file, and then import the file into your PGP program. See the PGP software documentation for details about how to import public keys.

SSH Public Keys

When using SSH certificates to secure data, you have to download the SSH public keys from the server or upload your SSH public keys to the server.

Many times the same files that can be downloaded and uploaded through the browser client can also be done through SSH. An Administrator may require a certificate to be used for authentication when using SSH clients to transfer files.

Uploading the SSH Public Key

You can upload your SSH public key to the TIBCO MFT Internet Server system to encrypt files being sent to you in the **SSH Public Key** tab.

To upload the SSH public key, copy and paste an exported Base64 formatted SSH public key into the **Enter Public SSH Key** box. Then, click **Continue** to upload the key. Ensure that the key contains the entire text entry from the BEGIN statement to the END statement. See the SSH software documentation for details about how to export public keys.

Downloading the SSH Public Key

You have to download the 's SSH public key to encrypt files that will be sent out to the server.

To download the SSH public key, click **SSH: Display System Public Key**. The Base64 formatted TIBCO MFT Internet Server SSH public key will be displayed. You can copy and paste the key into a text file, and then import the file into your SSH program. See the SSH software documentation for details about how to import public keys.

FTP Public Keys

When using FTP certificates to secure data, you have to download the FTP public keys from the server or upload your FTP public keys to the server.

Many times the same files that can be downloaded and uploaded through the browser client can also be done through FTP. An Administrator may require a certificate to be used for authentication when using FTP clients to transfer files.

Uploading the FTP Public Key

You can upload your FTP public key to the TIBCO MFT Internet Server system to encrypt files being sent to you in the **FTP Public Key** tab if you have got the authority to do this.

To upload the FTP public key, copy and paste an exported Base64 formatted FTP public key into the **Enter Public FTP Key** box. Then, click **Continue** to upload the key. Ensure that the key contains the entire text entry from the BEGIN statement to the END statement. See the FTP software documentation for details about how to export public keys. The following figure shows an example:

Downloading the FTP Public Key

You have to download the FTP public key of TIBCO MFT Internet Server to encrypt files that are sent out to the server.

To download the FTP public key, click **FTP: Display System Public Key**. The Base64 formatted TIBCO MFT Internet Server FTP public key is displayed. You can copy and paste the key into a text file, and then import the file into your FTP program. See the FTP software documentation for details about how to import public keys.

File Share Client

The File Share client provides the functionality to share files, delete files, and archive files. If the file share function is disabled in the File Share Configuration page (**System Configuration > FileShare > Configuration**), then you cannot use this function.

> ⓘ **Note:** Ensure that you have configured the File Share client settings in the TIBCO MFT Internet Server Administration web browser.
>
> For more details, see *TIBCO Managed File Transfer Internet Server User's Guide*.

Home

On the Home page, you can upload files to TIBCO Managed File Transfer Internet Server, create folders and share them to collaborators, send files to collaborators, and so on.

Creating Folders

Create a folder to store and group files.

Procedure

1. Open the Home page of the File Share client, click to create a folder under the Home page, or click a folder and click to create a sub folder under the selected folder.

2. Enter a folder name in the **New folder name** field.

3. Select the **Set folder as confidential** check box if you want to mark the folder as confidential.

   With this option selected, the folder is marked with the icon in the Properties column. Confidential folders do NOT restrict access to the folder. They are just a reminder that the folder may contain confidential information.

4. Enter a description for the created folder in the **Comment** field.

5. Click **Create**.

Uploading Files

Upload one or more files to TIBCO MFT Internet Server to share.

To upload files to TIBCO MFT Internet Server, you can go to the location where you want to upload files and drag and drop the files, or click [icon] to upload files as described in the following procedure.

Procedure

1. Open the Home page of the File Share client, click [icon] to upload one or more files to the Home page, or click a folder and click [icon] to upload one or more files to the selected folder.

2. Enter a description in the **Comment** field.

3. Click **Add files** to select the files to be uploaded.

   The selected files are displayed in the file panel.
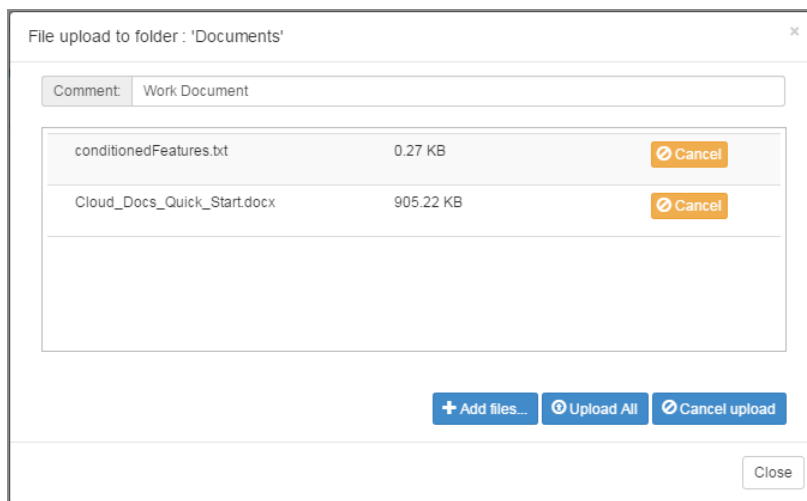
4. If you want to delete an added file, click **Cancel** next to the corresponding file.

5. Click **Upload All** to upload all the added files to TIBCO MFT Internet Server.

6. If you want to cancel the uploading, click **Cancel upload**.

7. Click **Close** when the operation is completed.

Sending Files

With the File Share client, you can send an existing file to collaborators and grant specific user roles to the collaborators.

If a file to be sent has been shared, it can also be sent through email. See Sending a File for more details.

Sending a File

The File Share client provides the functionality to send an existing file to one or more users with specified user roles.

Procedure

1. Right-click the file that you want to send and click Send File from the menu, or select the file to be sent and click .

2. Enter the user ID or the email address to find the user that you want to send the file to or directly select the user from the **User list**.

3. Specify the user to be added to the To, CC or BCC list.

   The added users are displayed in the **Recipients** section.

4. Click ❌ next to a use to remove the user from the recipients list.

5. Set an expiration time.

   The files cannot be downloaded from the Inbox when reaching the specified expiration time.

6. If you want to make the file expired when the file is downloaded, select the **Expire the same day after all files have been downloaded** check box.

7. If you do not want to receive a notification when the sent file is downloaded, clear the **Notify me when files are downloaded** check box.

   This option is selected by default.

8. Enter a subject in the **Subject** field.

9. Enter a message in the **Message** field.

10. Click **Send**.

Sending a Shared File Using Email

The File Share client provides the functionality to send a shared file using email.

Procedure

1. Open a shared folder and select the shared file to be sent.

2. Right-click the shared file and click **Send Email** from the menu.

3. Enter a message in the **Message** section.

4. Select the recipients:

    *   Select the **Send to all collaborators** to send the file to all the collaborators. Or select one or more collaborators by selecting the check boxes next to collaborators

    *   Select the **Send to me** check box to send the file to yourself.

5. Click **Send**.

Sharing Folders

With the File Share client, you can share a folder to collaborators and grant specific user roles to the collaborators. If you are the owner of a file share folder, you can see the history of changes made to any file in the folder.

Procedure

1. Choose one of the following ways to share a folder:

    *   Click the folder to be shared and click .

    *   Right-click the folder to be shared and click **Share Options** from displayed menu.

2. If you are sharing a confidential folder, click **OK** in the popped up dialog to confirm the sharing.

3. Enter the user ID or the email address to find the user that you want to share the folder to or directly select the user from the **User list**.

4. Select a user role from the following options:

    *   **Owner**: with this role assigned, the user can add, update, delete files in the shared folder and also can share the folder to others.

    *   **Editor**: with this role assigned, the user can add, update, delete files in the shared folder but cannot share the folder to others.

    *   **Viewer**: with this role assigned, the user can only view the files in the shared folder.

The selected user with the assigned role is added to the **Collaborators** section.

5. If you want to remove a user from sharing list, click ☒ next to the corresponding user.

6. Set an expiration time for the collaborators with the Editor and Viewer roles assigned.

   The share operation is revoked when reaching the expiration time.

7. Enter a message in the **Message** section as a reference to the collaborators.

8. Click **Share**.

Result

The folder icon is changed to 🔺 if the folder is shared.

Restoring or Archiving Files

All the deleted files are stored in the recycle bin. The files can be deleted after several days, or archived to a folder, or restored.

Whether the file is deleted forever or archived depends on the file sharing settings configured in TIBCO MFT Internet Server Administration. See *TIBCO Managed File Transfer Internet Server User's Guide* for more details.

Procedure

1. Click from the menu.

2. Select the file that you want to restore.

3. If you want to add a new name for the restored file, enter the name in the **Specify a new name** field.

4. Click **Un-delete**.

Notifications

When a folder is shared to you, you will receive a notification. You can choose to accept or decline.

Procedure

1. Click **Notifications** from the menu.

   All the shared folders are displayed.

2. Click **Accept** to accept the shared folder.

   Once clicking **Accept**, the shared folder is opened. You can view and edit the files in it.

3. Click **Decline** to reject the shared folder.

Mailbox

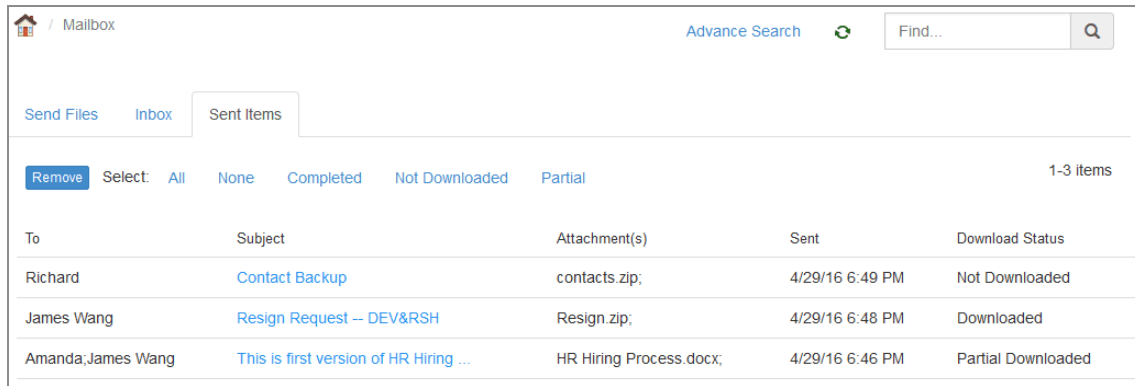The File Share client provides a Mailbox function with which you can send multiple files as attachment.

If the mailbox function is disabled in the File Share Configuration page (**System Configuration > FileShare > Configuration**), then you cannot use this function. The Mailbox page consists of the following components:

- **Send Files**: click this option to send files. For more details, see Sending Files Using

Mailbox.

- **Inbox**: click this option to view all the received files.

- **Sent Items**: click this option to view all the sent files.

The following options are available to manage the received and sent files:

- **Remove**: click **Remove** to delete the selected file.

- **All**: click **All** to display all the files.

- **Completed**: click **Completed** to view the files that have been downloaded.

- **Not Downloaded**: click **Not Downloaded** to view the files that have not been downloaded.

- **Partial**: click **Partial** to view the files that are partially downloaded.

Sending Files Using Mailbox

You can send multiple files to specified users by using the Mailbox.

Procedure

1. On the Home page of the File Share client, click **Mailbox** from the menu.

2. Enter the email addresses of the recipients in the **To** field.

3. Enter the email addresses of the user that you want to inform in the **CC** or **BCC** field.

> **Note:** Click the **Show BCC** link on the right-corner of the Send page to enable the **BCC** field.

4. Click **Check Name** to check whether the entered addresses are valid.

5. Set an expiration time.

   The files cannot be downloaded from the Inbox when reaching the specified expiration time.

6. If you want to make the file expired when the file is downloaded , select the **Expire the same day after all files have been downloaded** check box.

7. Enter a subject in the **Subject** field.

8. Click **Attach Files** to select the files to send.

   > ℹ **Note:** The total file size cannot exceed 2 MB.

9. Click **Add Signature** to add the predefined signature.

   See Account Settings for more details about how to add a signature.

10. Click **Send**.

Account Settings

Use the account settings function to change password, add signature and specify the columns to display.

Procedure

1. Click *your_account* > **Settings**.

2. Click the **Change Password** option to change your login password.

3. Click the **Signature** option to enter a signature.

   If you want to automatically add the signature to the message, select the **Add signature automatically to new messages** check box.

4. Click the **Select Columns** option to select the column that you want to display for File Share folders and files, Mailbox Inbox, Mailbox Sent Items.

5. Click **Back To Home** when you finish configuring your account settings.

TIBCO Documentation and Support Services

For information about this product, you can read the documentation, contact TIBCO Support, and join TIBCO Community.

How to Access TIBCO Documentation

Documentation for TIBCO products is available on the TIBCO Product Documentation website, mainly in HTML and PDF formats.

The TIBCO Product Documentation website is updated frequently and is more current than any other documentation included with the product.

Product-Specific Documentation

Documentation for TIBCO® Managed File Transfer Internet Server is available on the TIBCO® Managed File Transfer Internet Server Product Documentation page.

The following documents for this product can be found in the TIBCO Documentation site:

- TIBCO® Managed File Transfer Internet Server *Managed File Transfer Overview*
- TIBCO® Managed File Transfer Internet Server *Installation*
- TIBCO® Managed File Transfer Internet Server *Quick Start Guide*
- TIBCO® Managed File Transfer Internet Server *User's Guide*
- TIBCO® Managed File Transfer Internet Server *Utilities Guide*
- TIBCO® Managed File Transfer Internet Server *API Guide*
- TIBCO® Managed File Transfer Internet Server *Transfer and File Share Clients User's Guide*
- TIBCO® Managed File Transfer Internet Server *Desktop Client User's Guide*
- TIBCO® Managed File Transfer Internet Server *Security Guide*
- TIBCO® Managed File Transfer Internet Server *Container Deployment*
- TIBCO® Managed File Transfer Internet Server *Release Notes*

How to Contact TIBCO Support

Get an overview of TIBCO Support. You can contact TIBCO Support in the following ways:

- For accessing the Support Knowledge Base and getting personalized content about products you are interested in, visit the TIBCO Support website.

- For creating a Support case, you must have a valid maintenance or support contract with TIBCO. You also need a user name and password to log in to TIBCO Support website. If you do not have a user name, you can request one by clicking **Register** on the website.

How to Join TIBCO Community

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