

Basic Instructions for Using the SFT Site

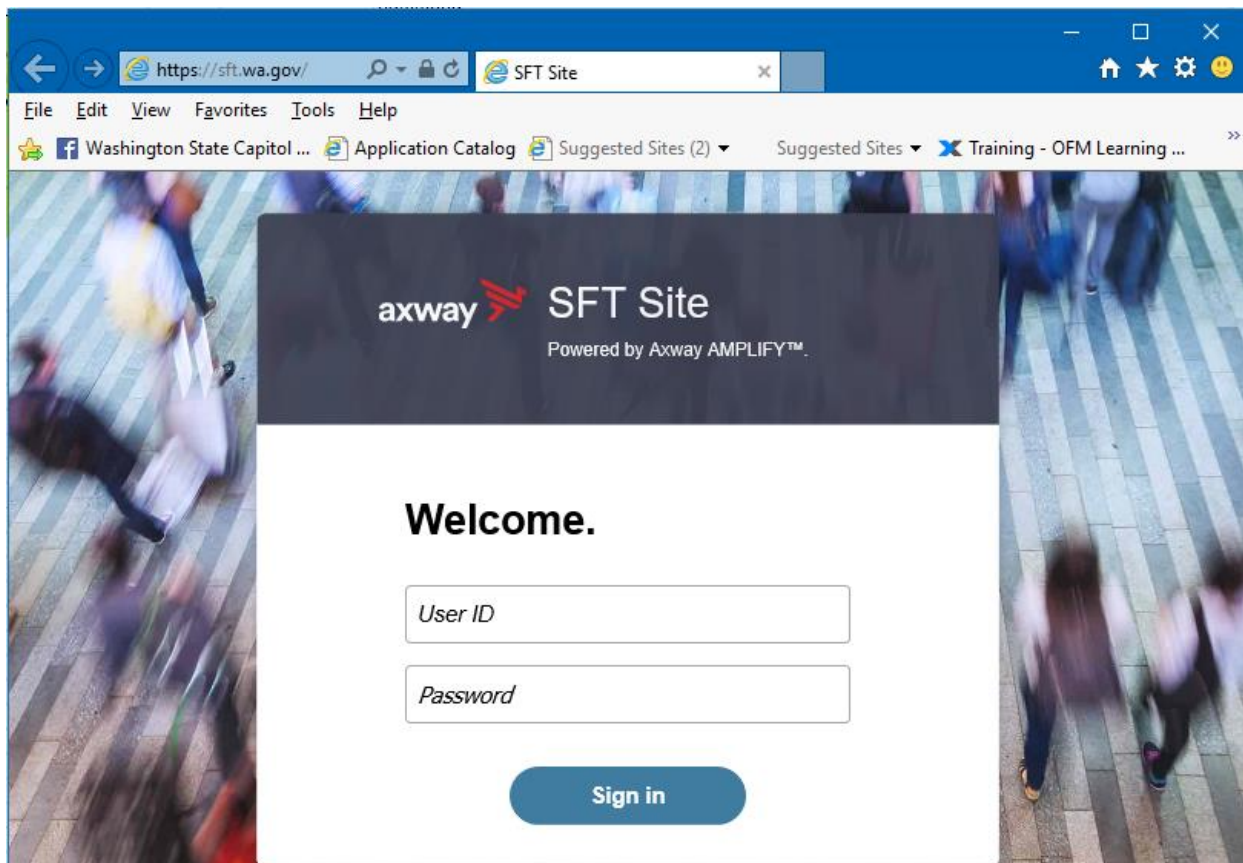
WARNING: Files are automatically deleted 14 days after they are uploaded to your SFT account. Delaying the download of files may result in loss of files if you wait too long to download them.

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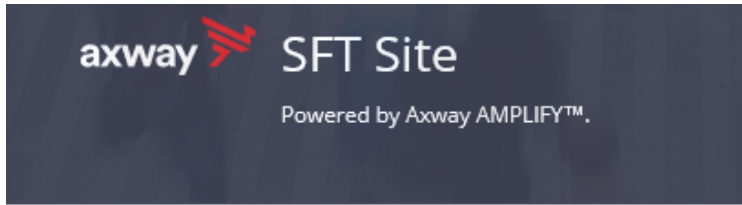
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Login and Logoff

1. Open your browser and go to <https://sft.wa.gov>.
2. Enter your SFT account in the box that says “User ID” and the password for your SFT account in the box that says “Password” and then press the “Sign In” button.



3. If you receive the following Reset Password screen then:



Reset password

Old Password:

New Password:

Confirm password:

Password must have at least 10 characters total.

Password must have at least 2 alpha character(s).

Password must have at least 2 numeric character(s).

Password must have at least 2 special character(s).

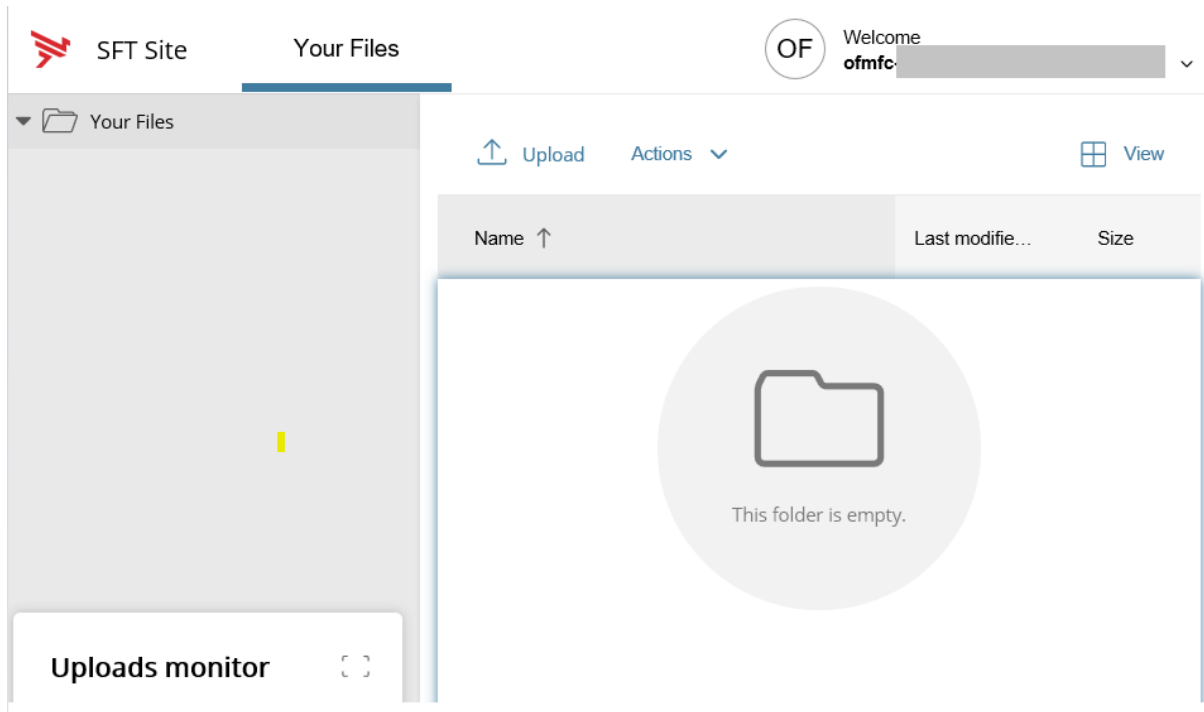
Password must be different than the last 0 recently used passwords.

Save

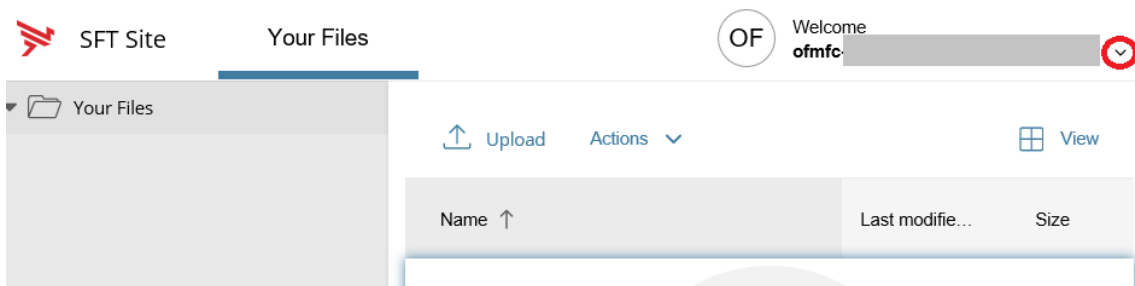
- a. Enter or paste your current password in the box that says “Old Password”.
- b. Enter or paste a new password in the boxes that say “New Password” and “Confirm Password”. Passwords are case sensitive which means that “Apple” is not the same as “apple”. The new password must include all of the characters listed on the screen.
- c. Press the “Save” button.
- d. If you made a mistake entering your old or new password then a message will appear on the screen telling you what was wrong. Correct the mistake and press the Save button again.
- e. If you successfully changed your password this message will appear. You must login again using the new password you just set above. Click on the link to go to the Login Page.

✓ Password successfully changed.
Go to [Login Page](#)

4. The “SFT Site” screen will appear (see below).

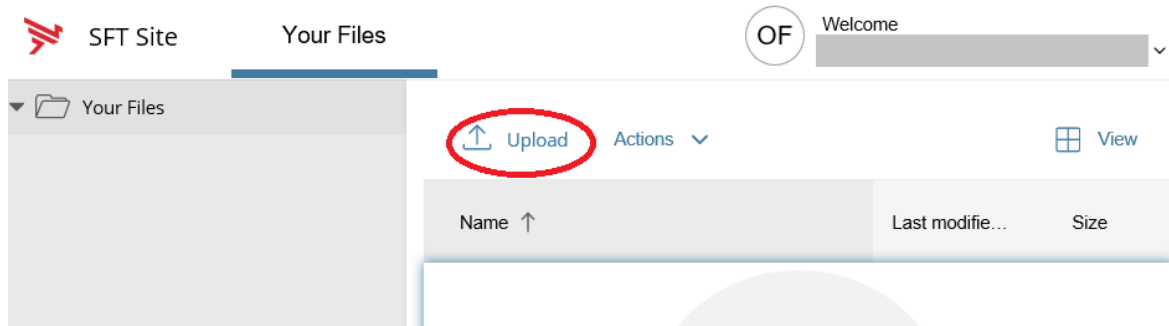


5. When you are done working “Logout” of the SFT Site by clicking on the down arrow to the right of your SFT user ID in the upper right corner of the screen (see the red circle below). Select “Logout” from the list of choices that appear.

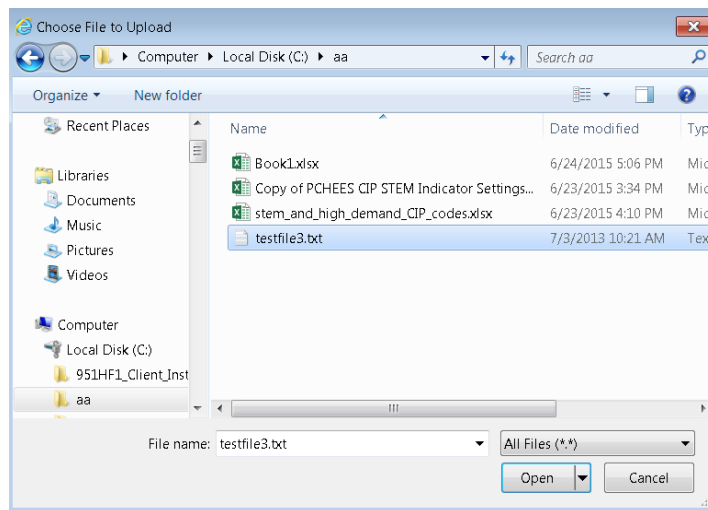


Upload A File

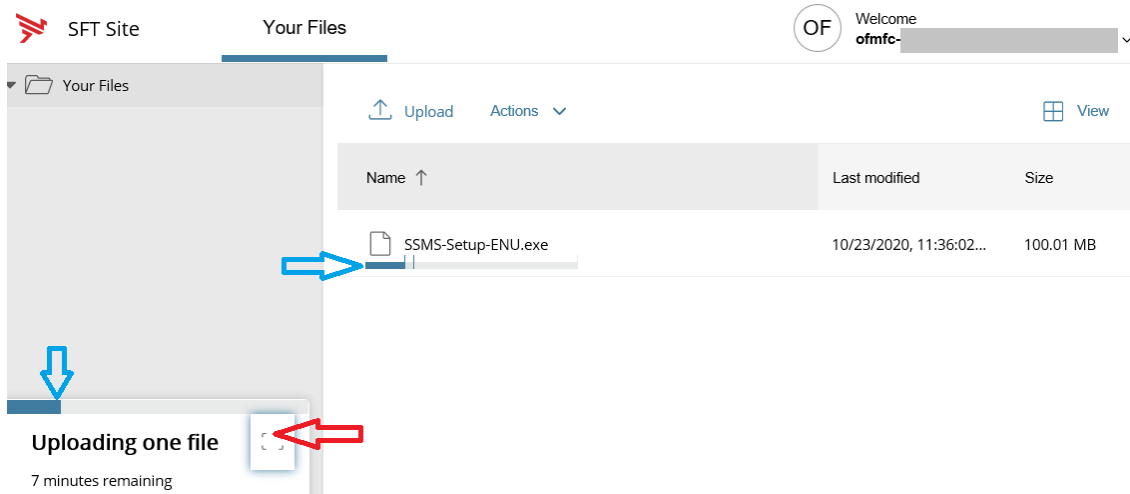
1. Click on the “Upload” button (see circle below) to select a file to upload.



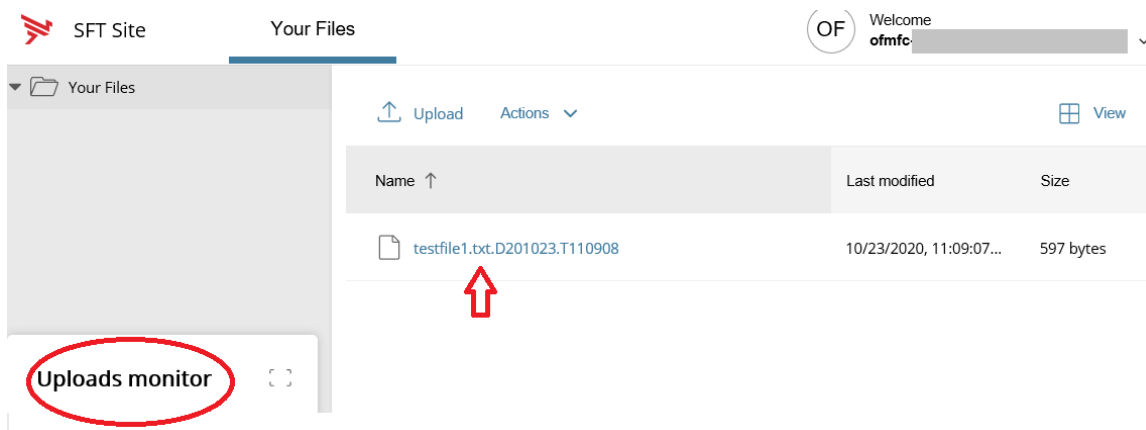
2. The “Choose File to Upload” screen will appear. Navigate to the directory where your file is located. Select the file you want to upload and press the “Open” button. Note that you can select more than one file to upload by clicking on one file and then holding down the Shift or Ctrl button on your keyboard and then clicking on a different file.



- You will see the file appear in the list of files below the Upload button (see the red arrow below). The Uploads Monitor section (see red arrow below) will display information about the progress of upload. As your file is uploaded, it will say “Uploading one file” and will display progress bars in the Uploads Monitor section and under the name of the file (see blue arrows below).



When the upload completes successfully the progress bars will disappear, a date time stamp will appear on the file name (see red arrow below) and the Uploads Monitor section says “Uploads monitor” (see red circle below).

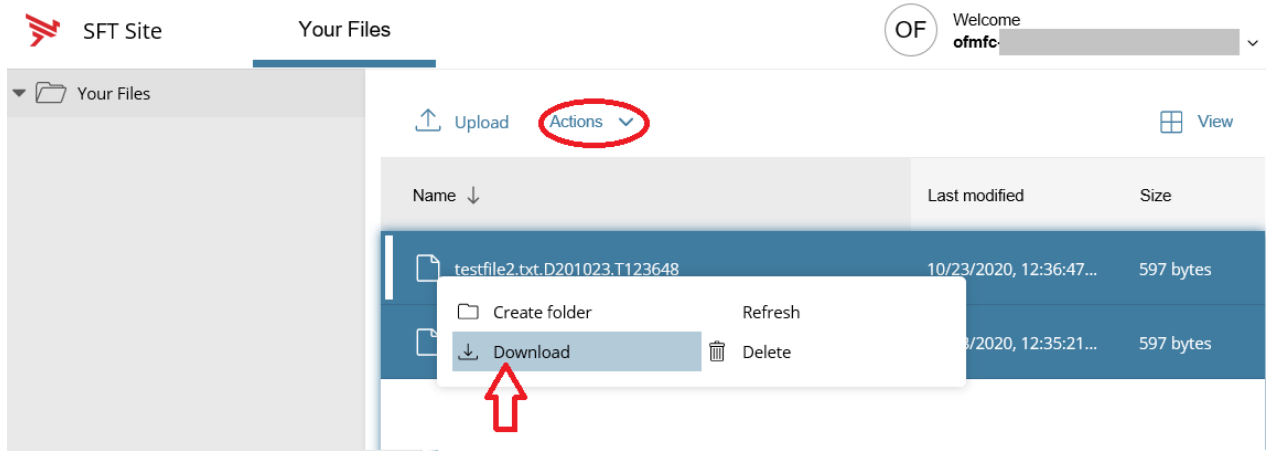


IMPORTANT: If you are uploading large files - wait until a date and time is appended to the end of the file name OR the uploaded file size is larger than the original file size **before** you try to upload another file or log off (see the date/time stamp “.D201023.T110908” in the example above). The software doesn’t always show the date/time on the file name so if you’re not sure whether it is finished uploading then look at the file size. When the file has finished uploading the file size in SFT will be larger than the original file size. This ensures that the file has completed uploading to the site. **If you interrupt the upload process – the file may be truncated and the downloaded file won’t open. There is no warning if a file is truncated. Be patient.**

4. **Did we get your file(s)?** If the file size on the SFT site is bigger than the original file or the date/time stamp appears then the file uploaded successfully. Our SFT Administrators are automatically notified when you put a file on the site. They download your files, delete them from the SFT site and notify the appropriate person in ERDC that files have arrived. We will notify you if anything is wrong with the files.

Download A File

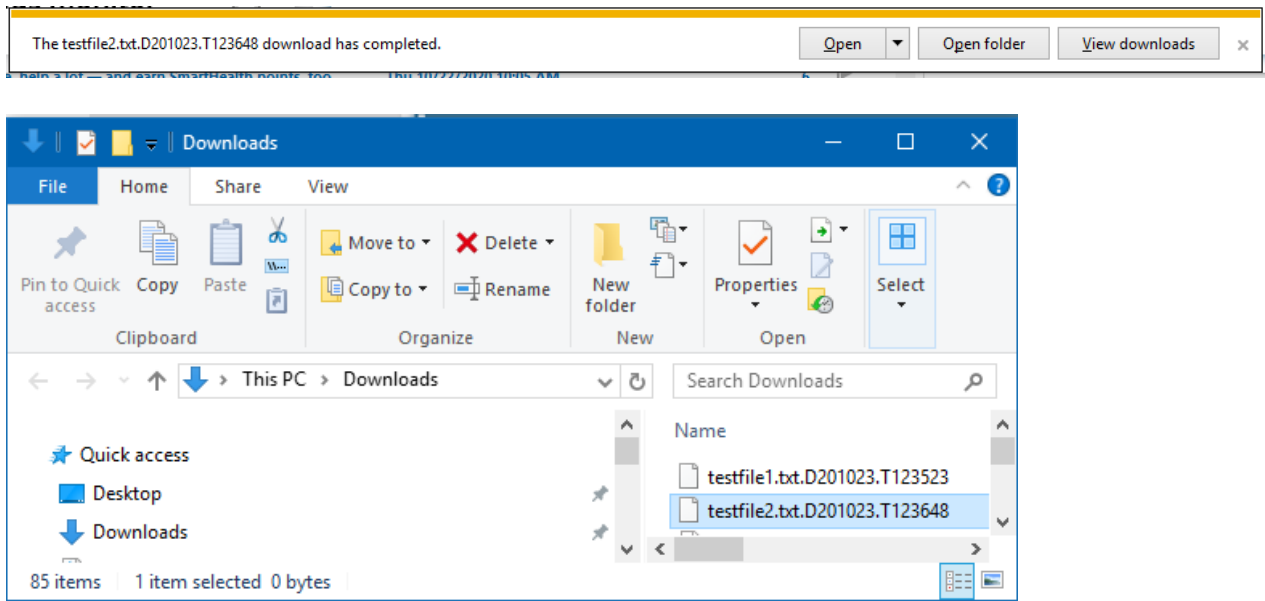
1. Click on a filename to download. To choose more than one file click on the first file and hold down the Shift or Ctrl keys on your keyboard. Two files were selected in the example below.
2. Right click to show a menu.
3. Click “Download” from the menu (see red arrow below). Note that Download is also available from the Actions menu (see the red circle below).



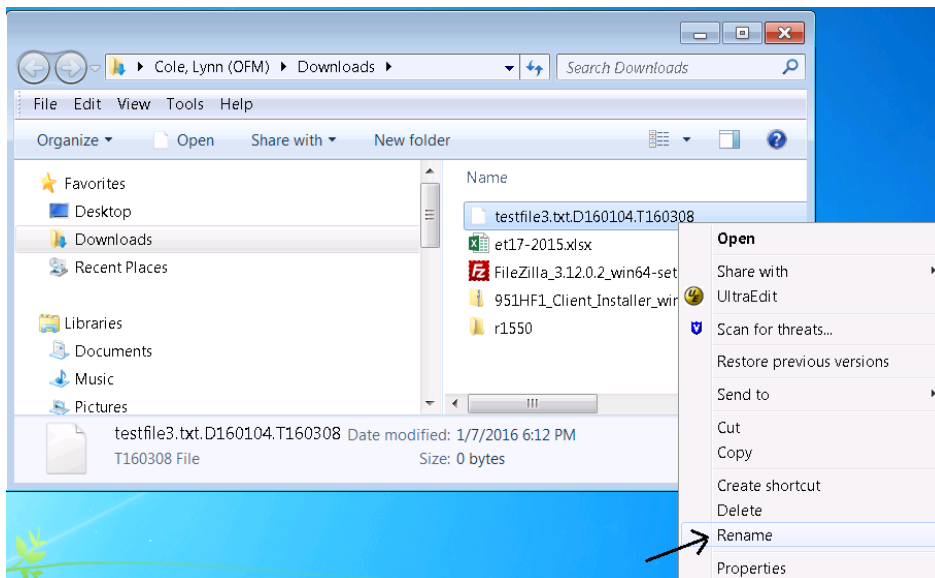
4. The following message will appear for each file that is being downloaded. Press the “Save” button each time it appears. See the two messages below that were displayed for the example above.



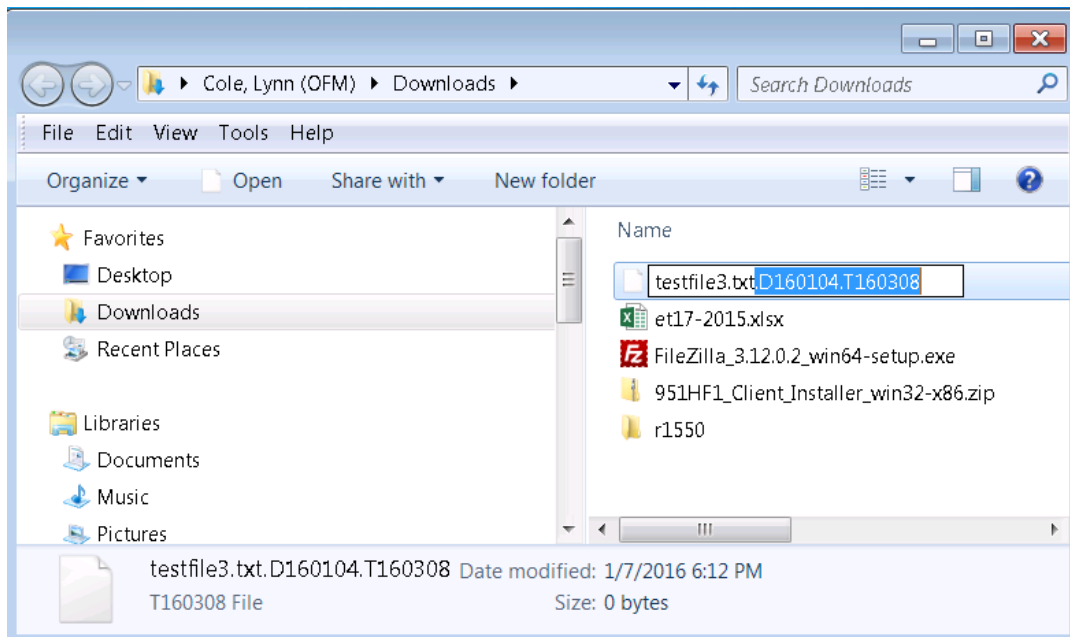
5. The file will be downloaded to the Downloads folder on your computer and the following message will appear. Press the “Open Folder” button to view your Downloads folder.



6. The file name will have a date and time stamp on the end of the name (see the “.D160104.T160308” in the highlighted file below). You need to remove this date/time stamp so that your computer will know how to open it. Right mouse click the downloaded file and choose “Rename” from the menu.

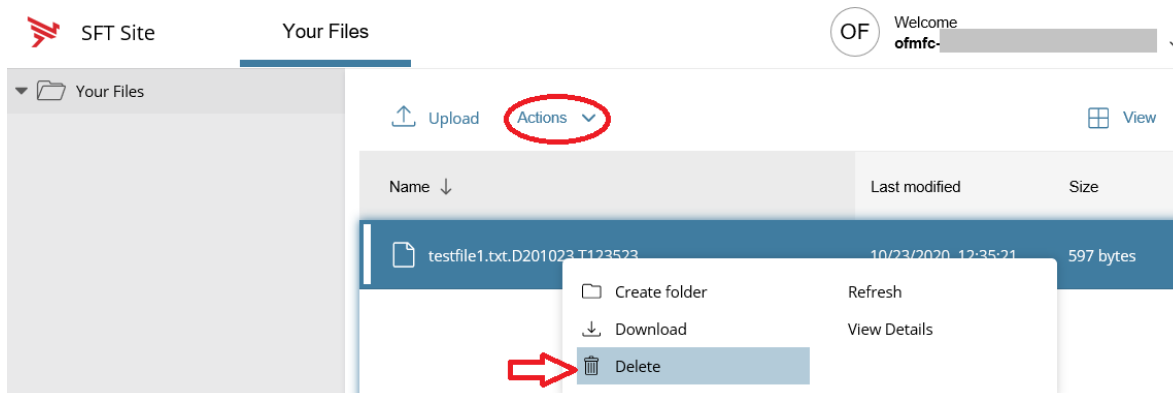


Delete the right hand part of the file name that starts with **“.D”** (this is the beginning of the date/time stamp). See the part of the name highlighted in blue below. This will restore the original file name (e.g., the file below will be “testfile3.txt”). The file is now ready to use.



Delete A File

1. Select a file and right click to show a menu.



2. Click on “Delete” on the menu (see red arrow above). Note that Delete is also available from the Actions menu (see the red circle above).
3. The following screen will appear.

Delete

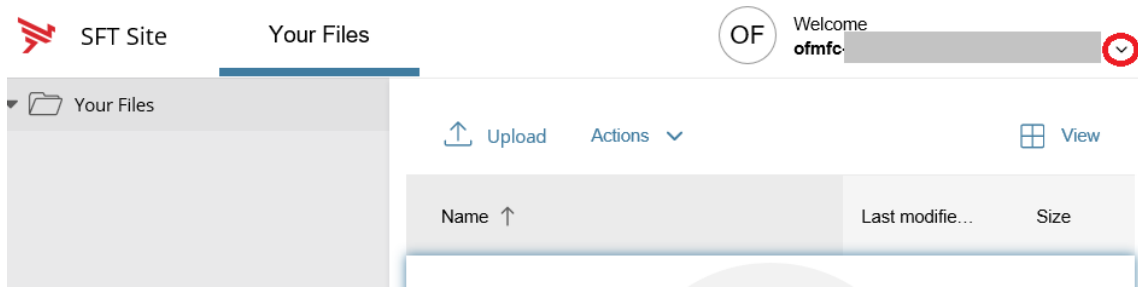
Delete selected 1 items? Deleted items cannot be restored.



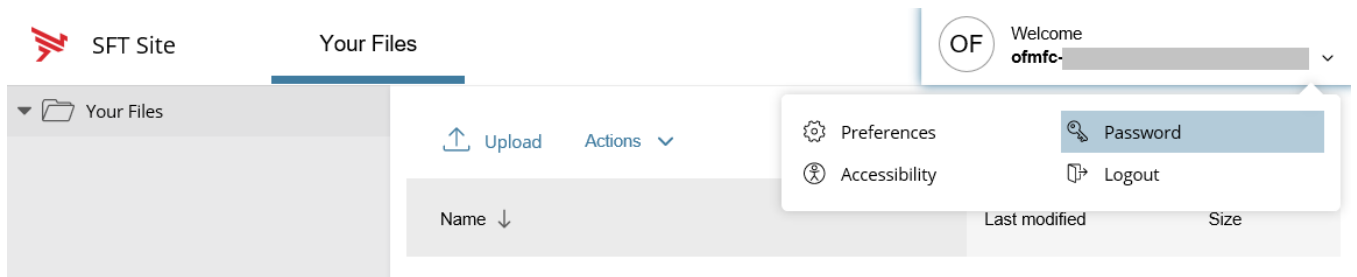
4. Click on the “Delete” button.
5. The file will be deleted from your SFT account area.

Change Your SFT Password

1. Click on the down arrow to the right of your SFT user ID in the upper right corner of the screen (see the red circle below).



2. Select "Password" from the list of choices that appear. The password change screen will be displayed.



3. The password change screen will be displayed.

Password ×

Current password:

New password:

Confirm new password:

Password must have at least 2 special character(s).
Password must have at least 10 characters total.
Password must have at least 2 alpha character(s).
Password must have at least 2 numeric character(s).

[Save](#) [Close](#)

- Enter or paste your current password in the box that says “Old Password”.
- Enter or paste a new password in the boxes that say “New Password” and “Confirm Password”. Passwords are case sensitive which means that “Apple” is not the same as “apple”. The new password must include all of the characters listed on the screen.
- Press the “Save” button.
- If you made a mistake entering your old or new password then a message will appear on the screen telling you what was wrong. Correct the mistake and press the Save button again.
- If you successfully changed your password a message saying “Password successfully changed” will appear at the top of the screen (see red arrow below). Note that the message disappears after a few seconds. You can continue working on the SFT site.

