Quick Guide – Secure File Sharing Portal

Introduction

NWIS operate a secure file sharing portal which safely and securely collects, stores, manages, and distributes sensitive information between the organisation and external entities. Web browsers and no cost/low cost secure FTP clients can quickly, easily, and securely exchange files with NWIS's Secure File Sharing Portal over encrypted connections using the HTTP over SSL (https), FTP over SSL (ftps) and FTP over SSH (sftp) protocols. And all files received by NWIS's Secure File Sharing Portal are securely stored using FIPS 140-2 validated AES encryption.

In addition, a web interface offers easy online administration and monitoring of NWIS's Secure File Sharing Portal activities while a programmable interface (via an API Windows and an API Java) makes NWIS's Secure File Sharing Portal accessible to custom applications.
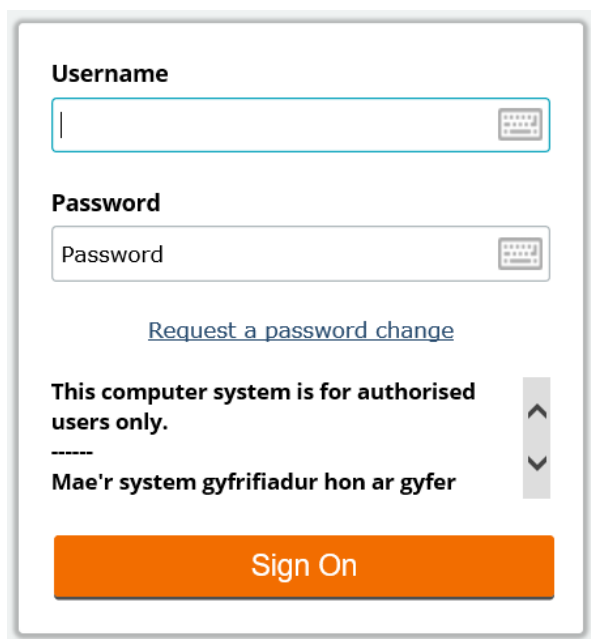
NWIS's Secure File Sharing Portal includes an optional Wizard plug-in that works with Internet Explorer, Firefox and Mozilla to help web-based users to quickly upload and download large and/or multiple files and folder trees to and from Secure File Sharing Portal.

Getting Started
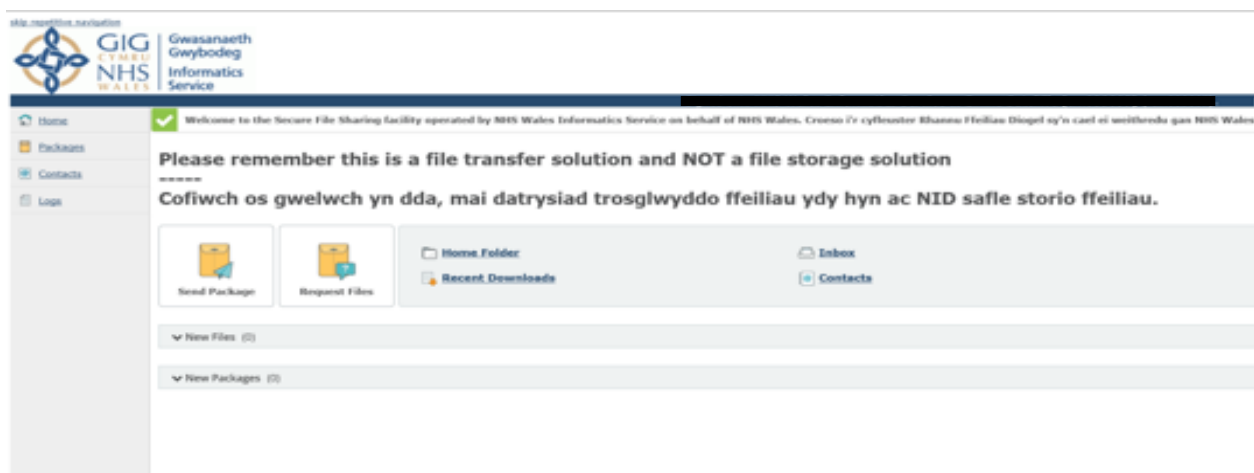
Sending documents direct to recipient

The sign on page is the first page you will see from the secure file sharing Portal. This page contains fields for your Username and Password and a "Sign on" button.

- Internal staff sign in with your NADEX details
- External users sign in with your e-mail and password sent to you by Information Governance Unit.
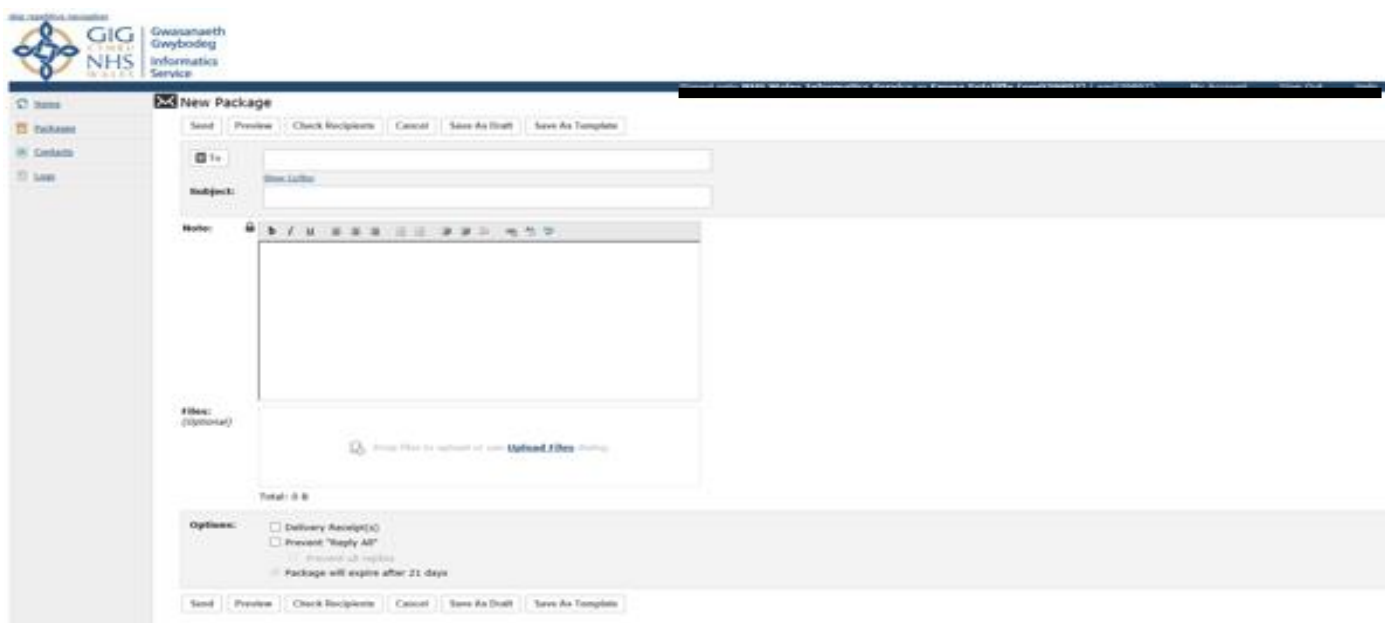
When logged in you will see the below screen:-

To send information directly and securely to your recipient click "Send Package" the following screen will then appear:-

Type in the recipients e-mail ensuring you select the correct recipient – you would have requested via the Information Governance Unit to have them added to the portal – they would have received a link, user guide and password.

Give the Subject a Title, click upload files

Click Browse to upload the document from your computer drive, double click on required file, select upload, and close.
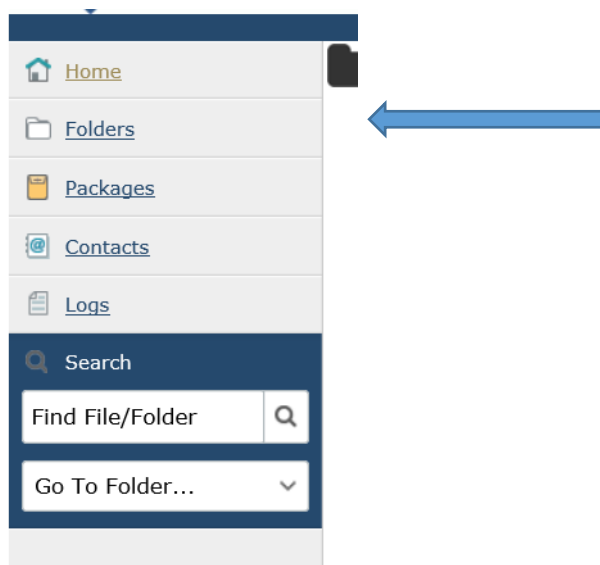
Ensure you have the correct recipient in the "To" section.

Click Send.

Sending documents via a folder

Log in as above

Select folders from the left hand side menu

The folders you are linked to will appear, select the correct folder you require to upload files to.

Select 'upload files 'on the right hand side, upload documents same as above.

Once document is uploaded all who is linked to that folder will receive a notification to advise them that a new document has been added to the folder.

They can then log in and view the uploaded files.