



SAN DIEGO STATE  
UNIVERSITY

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Research Foundation

**SECURE FILE SEND (SFS)**

**USER GUIDE**

**NOTE:**

**Secure File Send (SFS) is a service of the SDSU Research Foundation intended for the secure transfer of files and is not intended as a storage medium for files.**

**All files hosted on SFS are subject to the following rules:**

- 1) Any file over 90 days old will be automatically deleted/removed**
- 2) Passwords are required for sharing files**
  - a) Please use a secure channel for transmitting the password if the data being sent is PII / PL1 Classification.**
  - b) Email is not a secure channel for transmitting the password.**
- 3) The maximum amount of time a file can be shared is 30 days.**
  - a) The default time for file sharing is 24 hours.**

## Uploading a single file onto SFS

- 1.) Click on the “Add Files” and select the file you would like to upload.  
Your file should now be available to view under your entries.
- 2.) Hit the blue “start” button to begin uploading.

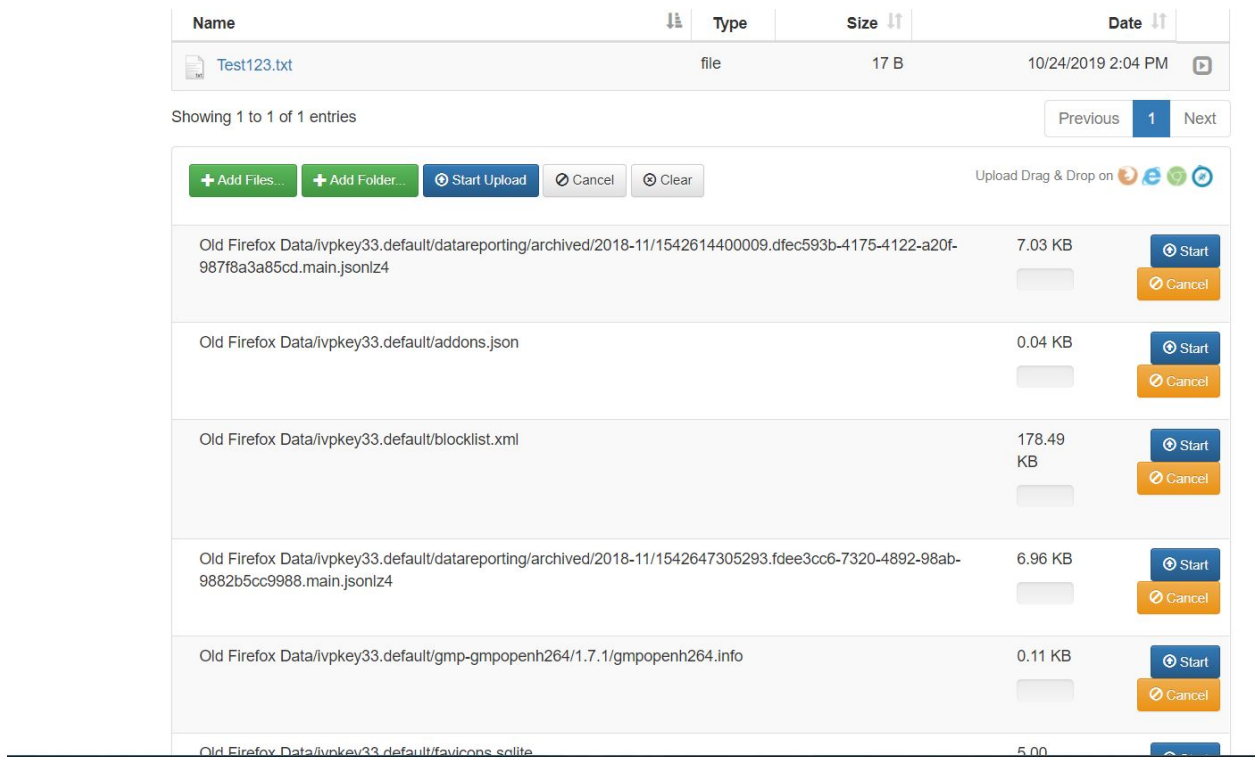
The screenshot shows the SFS file manager interface. On the left, there are navigation options: Account, Share, and Logout. The main area displays a file list with columns for Name, Type, Size, and Date. A file named 'Test123.txt' is listed. Below the list, there are buttons for '+ Add Files...', '+ Add Folder...', 'Start Upload', 'Cancel', and 'Clear'. A red arrow labeled '1' points to the '+ Add Files...' button. Below this, a file named 'CCF10252019.pdf' is shown with a size of 308.49 KB. A red arrow labeled '2' points to the 'Start' button for this file.

- 3.) If the file uploaded successfully, you should see a green notification at the top of the webpage with “File ‘*YourFile.pdf*’ successfully uploaded.”

The screenshot shows the SFS file manager interface after a successful upload. A green notification bar at the top reads "File 'CCF10252019.pdf' successfully uploaded". The main area displays a file list with columns for Name, Type, Size, and Date. The file list now includes 'CCF10252019.pdf' (308 KB) and 'Test123.txt' (17 B).

## Uploading multiple file(s) onto SFS

- 1.) For ease ability, rather than uploading a file at a time, create a folder and store all the files you would like to upload in the folder. Remember the directory you created your folder.
- 2.) Click on the “Add Folder” and add the folder. You should now be at a screen with all of your files in that folder.



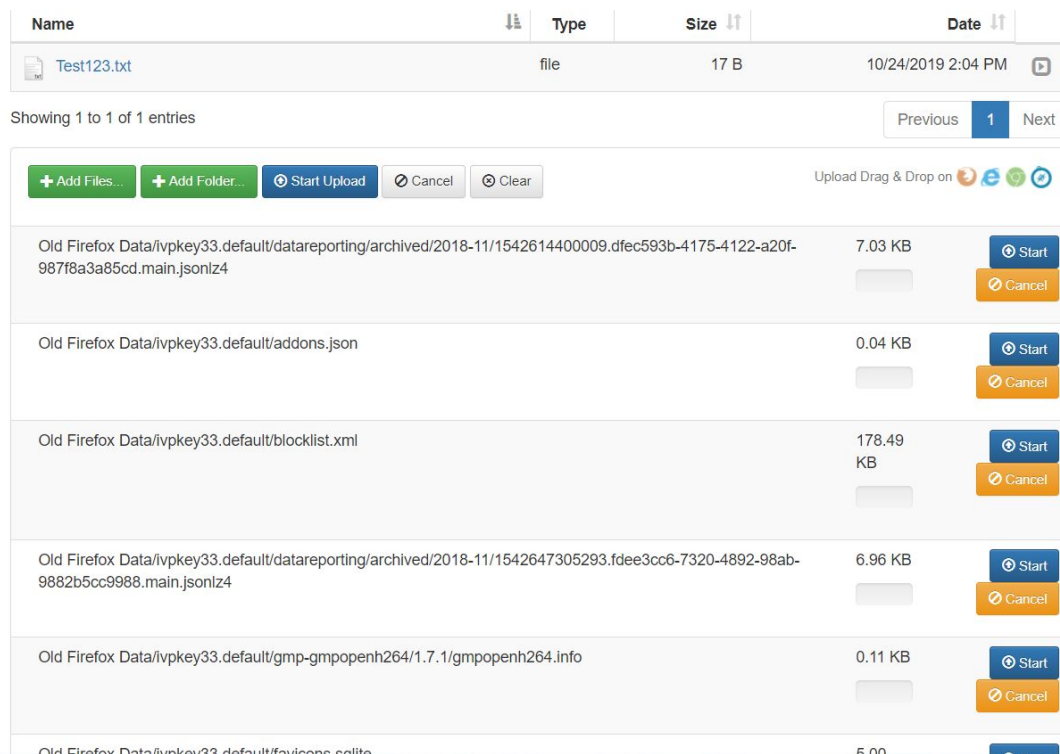
The screenshot shows a file management interface with a table of files. The table has columns for Name, Type, Size, and Date. Below the table, there are buttons for '+ Add Files...', '+ Add Folder...', 'Start Upload', 'Cancel', and 'Clear'. The 'Start Upload' button is highlighted in blue. The table contains several files, each with a 'Start' button (blue) and a 'Cancel' button (orange).

Name	Type	Size	Date
Test123.txt	file	17 B	10/24/2019 2:04 PM
Showing 1 to 1 of 1 entries			
+ Add Files... + Add Folder... Start Upload Cancel Clear Upload Drag & Drop on			
Old Firefox Data/!vpkey33.default/datareporting/archived/2018-11/1542614400009.dfec593b-4175-4122-a20f-987f8a3a85cd.main.jsonlz4		7.03 KB	Start Cancel
Old Firefox Data/!vpkey33.default/addons.json		0.04 KB	Start Cancel
Old Firefox Data/!vpkey33.default/blocklist.xml		178.49 KB	Start Cancel
Old Firefox Data/!vpkey33.default/datareporting/archived/2018-11/1542647305293.fdee3cc6-7320-4892-98ab-9882b5cc9988.main.jsonlz4		6.96 KB	Start Cancel
Old Firefox Data/!vpkey33.default/gmp-gmpopenh264/1.7.1/gmpopenh264.info		0.11 KB	Start Cancel
Old Firefox Data/!vpkey33.default/favicons.scfite		5.00	Start

- 3.) Select the **Blue** Start on all of the files you uploaded from your folder to begin uploading. If the file uploaded successfully, you should see a notification at the top of the webpage with “File ‘*YourFile.pdf*’ successfully uploaded.”

## Ziping File(s) onto SFS (Same first couple of steps as uploading files)

- 1.) To zip files, create a new folder on your desktop and move the files you would like to zip in the new folder.
- 2.) Click on the “Add Folder” and add the folder with all of the files. You should now be at a screen similar to this with your files showing.



- 3.) Select the **Blue Start** on all of the files you uploaded from your folder to begin uploading. If the file uploaded successfully, you should see a notification at the top of the webpage with “File ‘*YourFile.pdf*’ successfully uploaded.”
- 4.) After uploading every file in the folder, click on the folder and “Zip”. You will then have the option to have your Zipped Folder/File to be downloaded onto your computer or just on SFS.

5.) To unzip, click on the folder and “Unzip”.

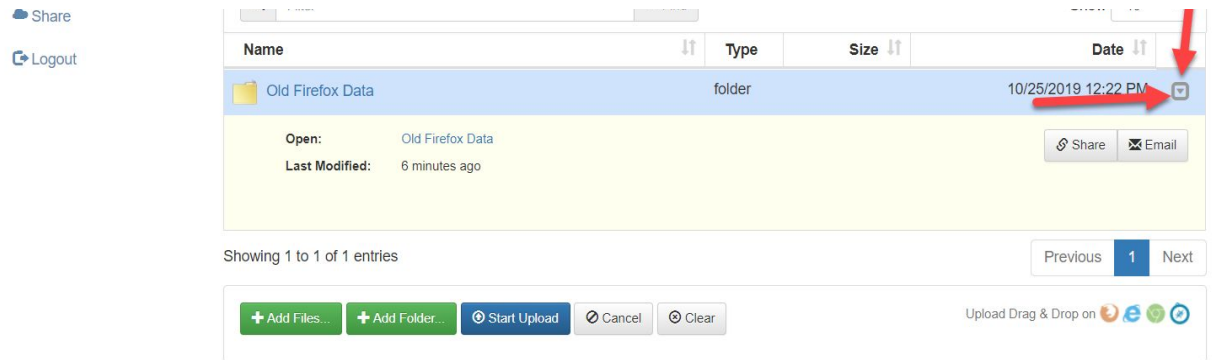
The screenshot shows a File Manager interface with a sidebar on the left containing 'Home', 'Account', 'Share', and 'Logout'. A green notification bar at the top states 'File 'content-prefs.sqlite' successfully uploaded'. Below this is a toolbar with icons for refresh, download, check all, delete, rename, and new folder. A search bar with 'Filter' and 'Find' buttons is present. A table lists files with columns for Name, Type, Size, and Date. One entry is visible: 'Old Firefox Data' (folder) with a date of '10/25/2019 12:22 PM'. Below the table are 'Previous', '1', and 'Next' navigation buttons. At the bottom, there are buttons for '+ Add Files...', '+ Add Folder...', 'Start Upload', 'Cancel', and 'Clear'. A file named 'addons.json' (0.04 KB) is shown at the bottom with a 'Clear' button. Red arrows highlight the 'Unzip' button, the 'Old Firefox Data' folder, and the notification bar.

Name	Type	Size	Date
Old Firefox Data	folder		10/25/2019 12:22 PM

addons.json 0.04 KB

## Set up for sharing

- 1.) To have files shared onto the server for public viewing. First, ensure your folder/file is uploaded. Then, click the arrow icon. The image below is what you should be seeing.



Click on Share. You will be required to set up a few parameters: password, expiration, public uploading, and email notifications.

“Allow Public Uploads to this folder” means users can upload files to your shared folder. Similar functionality as Sharepoint.

“Allow Public Downloads” means users can download the files from your shared folder.

**Remember the password you create for your folder/file because those who want to view your folder/file will be required to enter your password.**

If you're still confused on any of these parameters, you can click on the blue question mark for details.

Share the selected item? ✕

? A unique public link will be created to share the selected item. Are you sure?

**Folder**

Old Firefox Data

**Available Until** No later than 11/27/2019

Default hours: 24 📅

**Share Link Password\***

A password is required ⋮ ↻ 👁

Allow Public Downloads

Allow Public Uploads to this folder ?

Notify me by email when file is downloaded or uploaded ?

Cancel 🔗 Share

2.) Then click Share. Your file or folder is now shared. To check if it is actually shared, click on Share on the left side of the screen. Your screen should look like the image below with your file/folder share name.



## Share Settings

Home

Account

Share

Logout

### Shared Files for *mpark-w@sdsu.edu*

The files and directories you are currently sharing are listed below. You can view, update, and revoke access to your shares from this page.

/Old Firefox Data

Shared on: 10/28/2019 10:29 AM

Expires: 10/29/2019 10:29 AM  
(about 24 hours from now)

Downloaded: Never

Share URL: <https://securefilesend.sdsurf.org/public/folder/yR-aoH03eE2stBUd7eicXg/Old%20Firefox%20Data>

## How to Share

- 1.) In order to share your folder/file, you must first give them the Share URL found in Share. See below.

## Share Settings

Home

Account

Share

Logout

### Shared Files for *mpark-w@sdsu.edu*

The files and directories you are currently sharing are listed below. You can view, update, and revoke access to your shares from this page.

/Old Firefox Data

Shared on: 10/28/2019 11:35 AM

Expires: 10/29/2019 11:35 AM  
(about 24 hours from now)

Downloaded: Never

Share URL: [https://securefilesend.sdsurf.org/public/folder/aj85j-EuOUSjM\\_Gth5E4SA/Old%20Firefox%20Data](https://securefilesend.sdsurf.org/public/folder/aj85j-EuOUSjM_Gth5E4SA/Old%20Firefox%20Data)

Despite giving someone the Share URL, they are still required to enter your unique password you set up earlier. After entering the password, they now have access to your shared folder/file.

## Removing Shared Folders/Files

To remove your shared link, you can click on the drop down arrow to “Revoke your link”.

The screenshot displays the user interface for managing shared files. At the top left is the San Diego State University Research Foundation logo. The top right contains navigation links for Home, Account, and Share. A sidebar on the left lists 'Share Settings' with sub-options: Home, Account, Share (highlighted), and Logout. The main content area is titled 'Shared Files for mpark-w@sdsu.edu' and includes a descriptive sentence. Below this, a folder named '/Old Firefox Data' is shown with a lock icon and a dropdown arrow. The dropdown menu is open, revealing 'Edit Link' and 'Revoke Link' options. The folder's details are as follows:

<b>Shared on:</b>	10/28/2019 10:29 AM	<b>Expires:</b>	10/29/2019 10:29 AM (about 24 hours from now)
<b>Downloaded:</b>	Never		
<b>Share URL:</b>	<a href="https://securefilesend.sdsurf.org/public/folder/yR-aoH03eE2stBUd7eicXg/Old%20Firefox%20Data">https://securefilesend.sdsurf.org/public/folder/yR-aoH03eE2stBUd7eicXg/Old%20Firefox%20Data</a>		