

# GDMS Secure File Transfer Cloud Drive User Guide

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## Foreword

The new GDMS Secure File Transfer (SFT) Cloud Drive lets you safely and securely collect, store, manage, and distribute messages and files between GDMS and external parties. The purpose of this document is to minimize the time required for you to learn its functional capabilities and the procedures for using it. This document assumes you have performed the steps presented in the **GDMS SFT Cloud Setup Guide**.

All communications using the new SFT Cloud Drive must be initiated by a GDMS user. From your browser you can exchange messages and files of any size with your teammates, partners and customers—over encrypted connections and using secure protocols. All files are stored securely using FIPS 140-2 validated AES encryption, the U.S. and Canadian government encryption standard.

**Note: All GDMS users are responsible for complying with GDMS security policy as prescribed in OM 7.9.7 - Information Security Manual.**

## SFT Cloud Drive User Guides

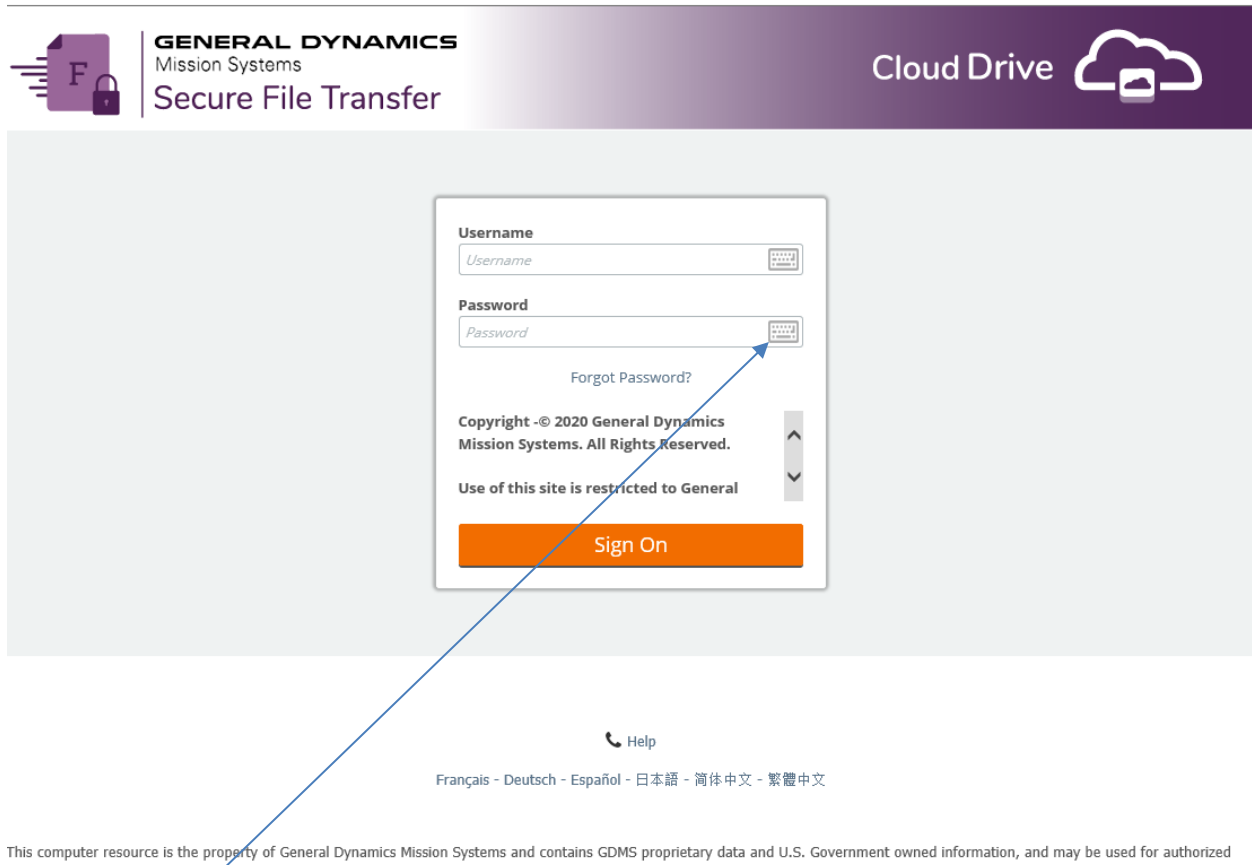
There are three user guides for the new GDMS SFT Cloud Drive:


- This **User Guide** presents the information and procedures for GDMS internal users to send and receive messages and files using the SFT Cloud Drive. It assumes that you have successfully completed the steps in the Setup Guide.
- The **External Users Guide** describes the steps necessary for external users to exchange messages and files with GDMS internal users.

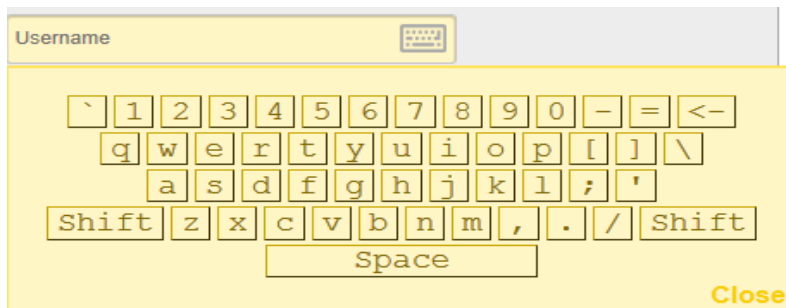
These guides are available at the following link:  
<https://sftcloud.gd-ms.com/guides.html>

## Sign On

After you have completed the steps described in the **GD Cloud Drive Setup** Guide, open your browser and go to <https://sftcloud.gd-ms.com> Enter your GDMS **Username** (GDMS network credentials) and **Password**.



Clickable keyboards are provided to help thwart keystroke loggers. If you are logging on to the Cloud site from a public computer, it is highly recommended that you use the clickable keyboards to enter your username and password. To access the keyboard, click on the keyboard icon  next to the username text field; to close the keyboard, click **Close**.



Click the **Sign On** button.

Sign On

## Your Home Page

Upon successful sign on, the SFT Cloud Drive opens to your personal **Home** page.

The screenshot shows the SFT Cloud Drive Home page. At the top, there is a header with the General Dynamics Mission Systems logo and 'Secure File Transfer Cloud Drive'. Below the header, there is a navigation bar with links for 'My Account', 'Sign Out', and 'Help'. A red box highlights the 'Navigation Links' on the left side, which include 'Home', 'Folders', 'Packages', and 'Logs'. A red arrow points to the 'Send Package' button, which is labeled 'Quick Links to Send or Request Packages/Files'. Another red arrow points to the 'Mailboxes' section, which lists 'Drafts (0 Total)', 'Inbox (0 Total)', 'Sent (0 Total)', 'Templates (0 Total)', and 'Trash (0 Total)'. Red arrows also point to the 'Announcements' and 'Account Options' sections at the top of the page.

- **Announcements** - display messages posted by the SFT Cloud Drive Administrator.
- **Account Options** – Lets you modify personal preferences.
- **Help** – Provides technical support information, Setup Guides for users and online manual from vendor.
- **Sign Out** – Logs you out of the SF Cloud Drive.
- **Mailboxes** - lists your mailboxes and their contents.
- **Send Message/Package** - allows you to create and send a message.

The **Navigation Links** appear at the left of most pages.

- **Home** - takes you to your Home page.
- **Folders** – Provides access to content within the SFT Cloud Drive.

- **Packages** - link takes you to the **Secure Messages** mailboxes.
- **Logs** - link takes you to the **Logs** page.

## GDMS SFT Cloud Drive Users Membership

GDMS SFT Cloud Drive is primarily used for communicating with various external vendors, partners and customers for warranty, software and related products that need to be stored and distributed for external consumption for a short period of time, less than a year.

**Note:** **GDMS SFT Cloud Drive isn't an application of record nor should it be considered for long term storage.**

Business Units (BU) are granted permissions to create folders by the GDMS SFT Cloud Drive Administrator. In addition, a BU group will be created to manage permissions to content on the GDMS SFT Cloud Drive. The BUs are required to manage permissions for their folders and content.

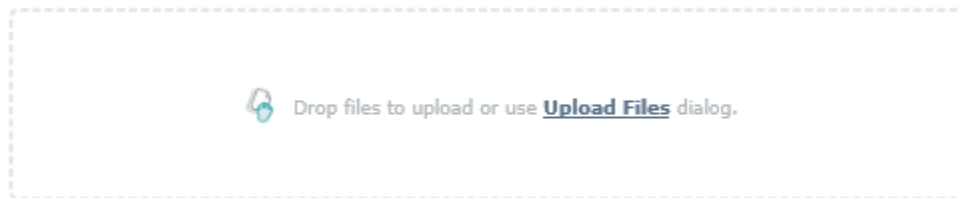
**Note:** **All GDMS users have an account on the GDMS SFT Cloud Drive, but they don't have access to all content.**

GDMS BUs members with add content permissions will be able to navigate to BU folders to upload and download content for external users.

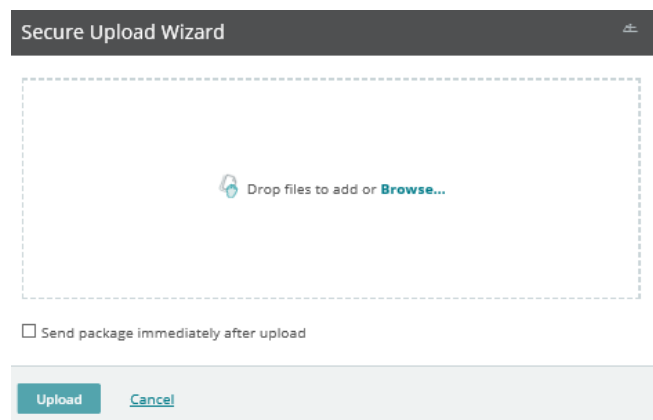
### Add Attachment(s):

Simply drag and drop file(s) on to the browser or click Upload Files Link.

**Files:**  
*(Optional)*



The Upload Files link allows you to browse your machine for files or drag and drop. It also allows you to send package after you upload file(s).

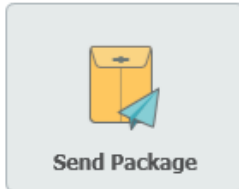


**Note:** **The GDMS SFT Cloud Drive technically has no limit for file size. But due to network latency and possible network interruptions during upload/download we recommend splitting file into smaller sizes (under 5 GB is recommended) via WinZip.**

## Creating External Accounts

The process to provide external users access to the GDMS SFT Cloud Drive content is a two-part process.

1. The first step is to send the customer an email from the GDMS SFT Cloud Drive. On your **Home** page, click on the **Send Package** button.



In the text field next to the **To** button, enter the external users email address.

✉ **New Package**

When copying and pasting into this message please paste into Notepad first to remove all font styles. This will prevent receiving the following error message: **Illegal items stripped from message**

Also, if text has a phone number in it and Lync/Skype browser plugin is enabled you will need to disable the the Lync/Skype plugin - IE->Tools->Skype for Business Click to Call - set it to Disable Number Detection.

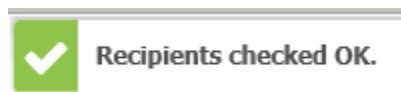
Send Preview Check Recipients Cancel Save As Draft Save As Template

To

Show Cc/Bcc Manage Contacts...

Subject:

Click the Check Recipients button. If there is only one person which meets the criteria you will receive a success message at the top of the page:



If there were multiple users which met the criteria you will receive a list of users. You will then have to select the checkbox next to the user you want and click the OK button.

Provide a subject and note to user and then press the Send button.

The GDMS SFT Cloud Drive will automatically create a GDMS SFT Cloud Drive account for the user if user doesn't already have an account. If you get an error, please verify email address and try again.

**Note: If you try the above and you are still receiving an error message. Please contact the GDMS Service desk as the user account you are trying to send to may be locked.**

The external customer will receive two email messages: one is the **Welcome** message that provides the temporary username for them to sign on to the GDMS SFT Cloud Drive. The second is the **Secure Message Notification** containing their **Password**.

External users must enter the **Username** and temporary **Password** and click the **Sign On** button.

The first time the customer attempts to access GDMS SFT Cloud Drive, they will need to change their password prior to gaining access to the application. Once their password is changed, they will be able to access their authorized files under the BUs folder.

**Requirements:**

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
- Must not contain 3 consecutive keyboard strokes or keys e.g. 123, asd, 111
- Must not match any of the previous 24 passwords.

**Enter Your New Password:**

**Enter Your New Password Again:**

All emailed external users will be automatically added to the appropriate BU Group on the GDMS SFT Cloud Drive provided they are already a member of the BU Group.

2. The next step is performed by the Group Admin of the BUs group. The Group Admin will need to promote the user to allow them to access their BU folders. The Group Admin must click on the username on the group page.

Next click Change Information.

Created: 4/20/2018 2:39:25 PM by 1

[Change Information](#)

Then click Promote Temporary User to End User.

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## Promote Temporary User...

Temporary users may be promoted to End Users by clicking the button below. This process will create a home folder for the user and make sure any group memberships the user has are configured correctly.

Promote Temporary User to End User

This will grant them access to the BUs directory and then allow you to add them to other groups as needed. External users can then access GDMS SFT Cloud Drive and browse to their content from the folders link.