



County of Los Angeles
Department of Mental Health

Contract Providers Transition Project
(CPTP)

Enhance File Transfer
(EFT) Manual

Version 1.0

August 2009

DOCUMENT REVISION HISTORY

Version	Release Date	Revised by	Comments/Indicate Sections Revised
Initial Draft v 1.0	08/20/2009	N/A	Initial Document

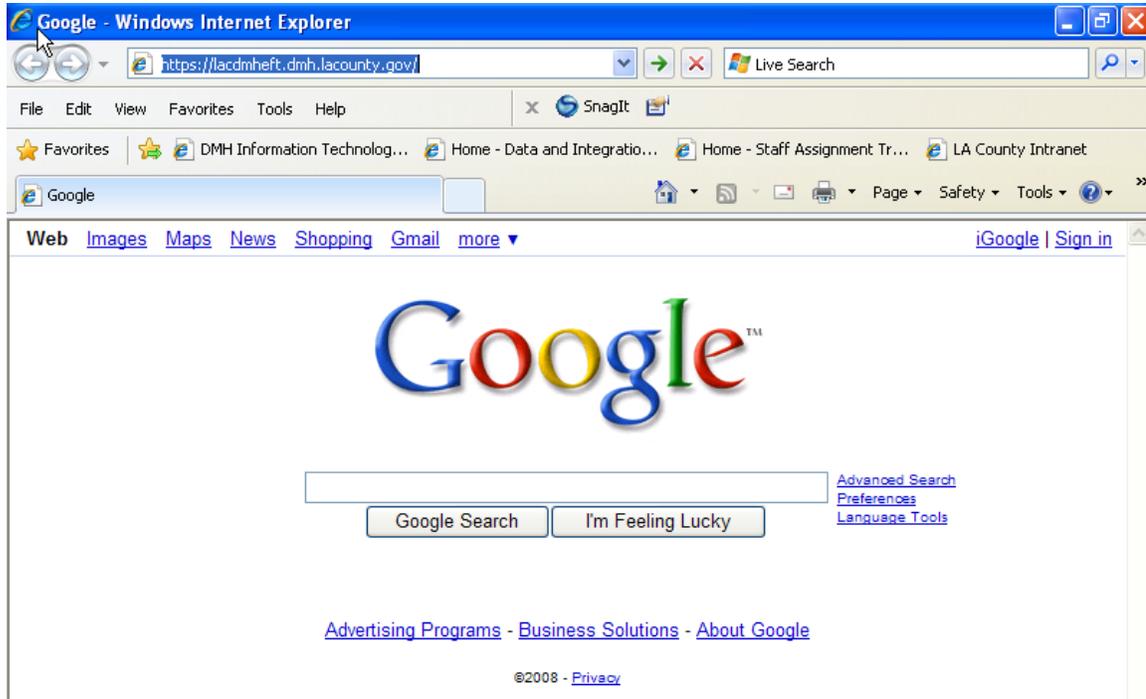
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Enhance File Transfer (EFT) Manual

Step 1 - Download

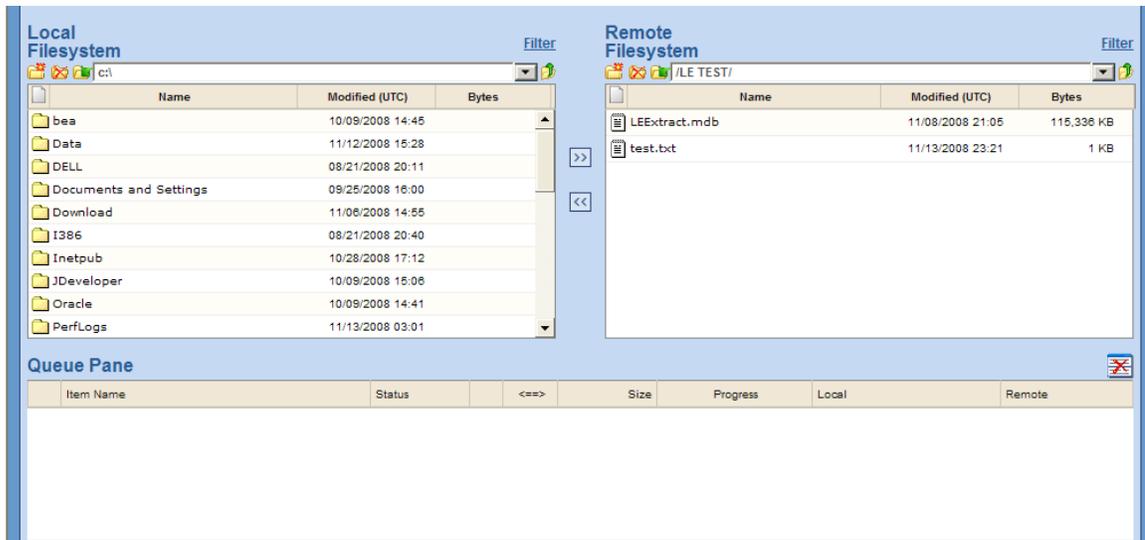
1. Open Internet Explorer and enter the following web address in the address bar:
<https://lacdmheft.dmh.lacounty.gov/>



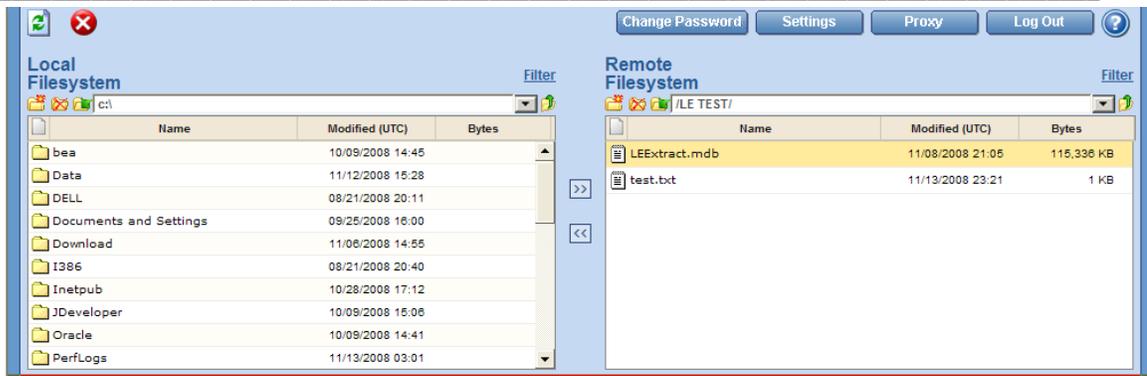
- When entering the site, you will be prompted for your username and password. Please type your username and password in the popup dialog box, then click OK:



- After successfully logging in, you will see the screen below. The left-hand side list shows your local files and the right-hand side list shows your remote files which are available for you to download. (See figure below):

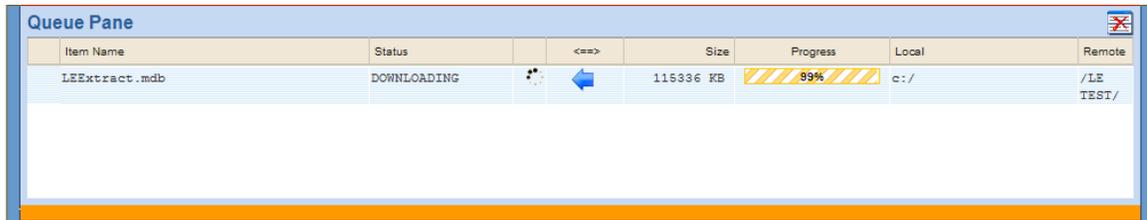


- To download a file or multiple files, select the file(s) on the right-hand side list (more than one file can be selected by holding the “Ctrl” key on your keyboard while selecting the files). Next, choose the location where you would like to save the download file(s) using the left-hand side list. When you are ready to start the download, click on the Download button  to start the transfer. (See figure below):



In this example, “LEExtract.mdb” will be downloaded onto my “C:\” drive.

5. You can monitor the download status in the Queue Pane below the side lists. (See figure below):

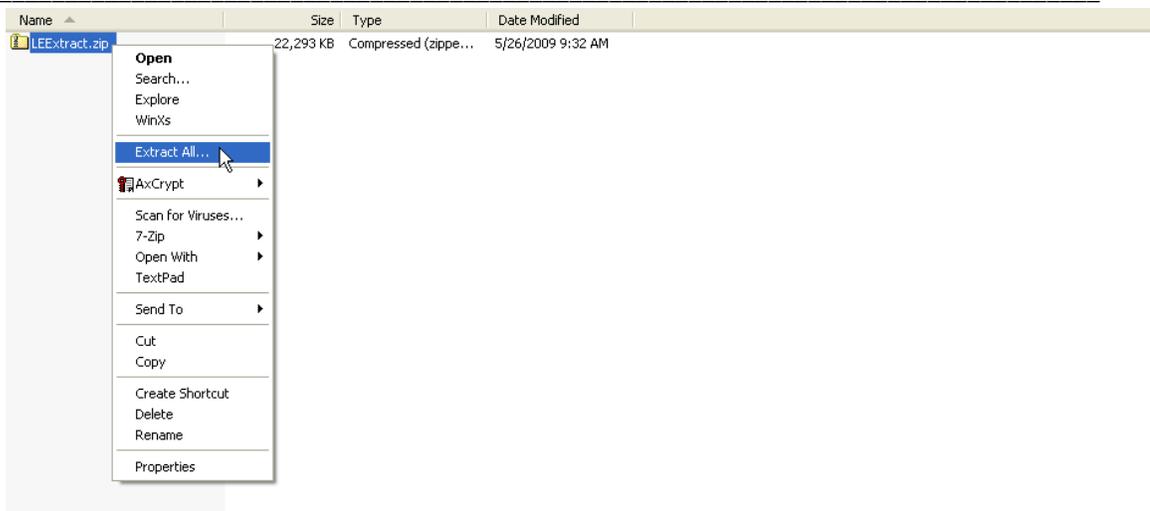


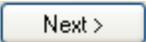
6. When the download has finished, please click the “Log Out” button in the upper right-hand corner to exit the system.

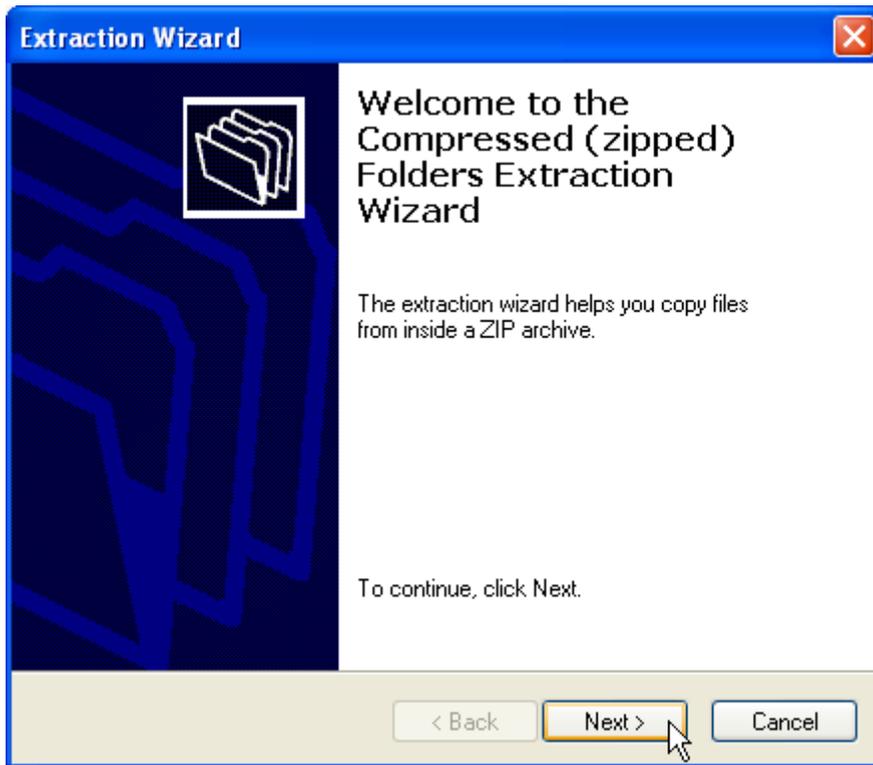
***NOTES:** After 05/29/2009, all Access files (.mdb extension) will be compressed into one file (.zip extension). This will help to speed up the download process. Therefore, you will only see one Zip file for your download in the next extract. For example, from step 4 above, instead of seeing “LEExtract.mdb”, you will see “LEExtract.zip”. Please follow the below instructions on how extract file(s) from the Zip file.

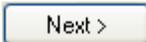
Step 2 - Extract File(s) from Zip file

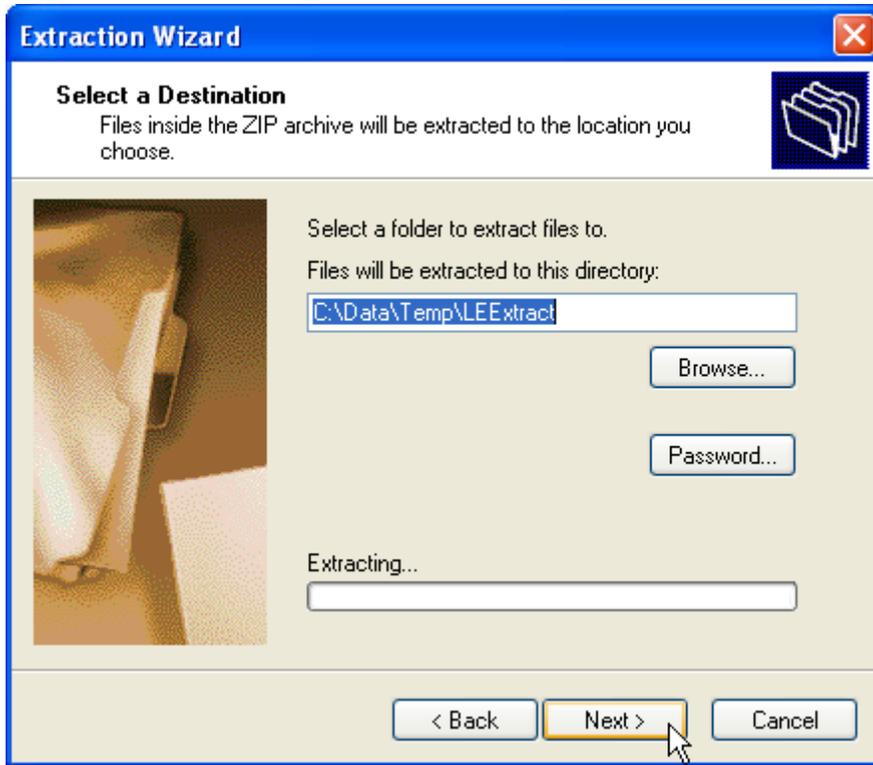
1. Locate your download Zip file, right-click on it and select “Extract All....”:



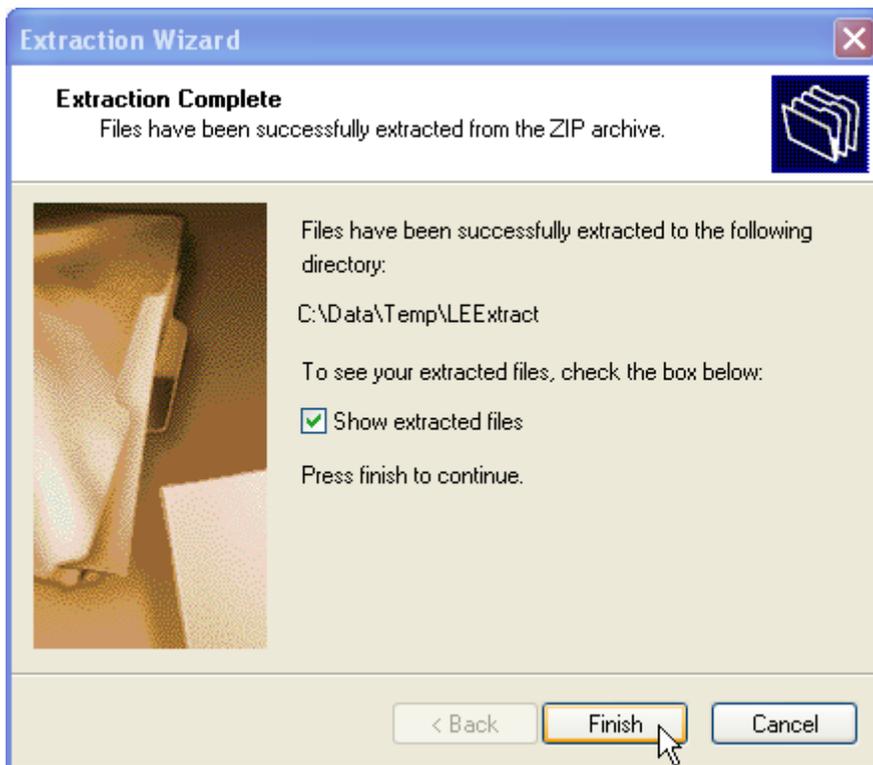
2. Click on the  button on the Extraction Wizard:



3. On the next screen, leave everything as it is (The wizard will extract the file(s) to the same location as the Zip file) and click on the  button:

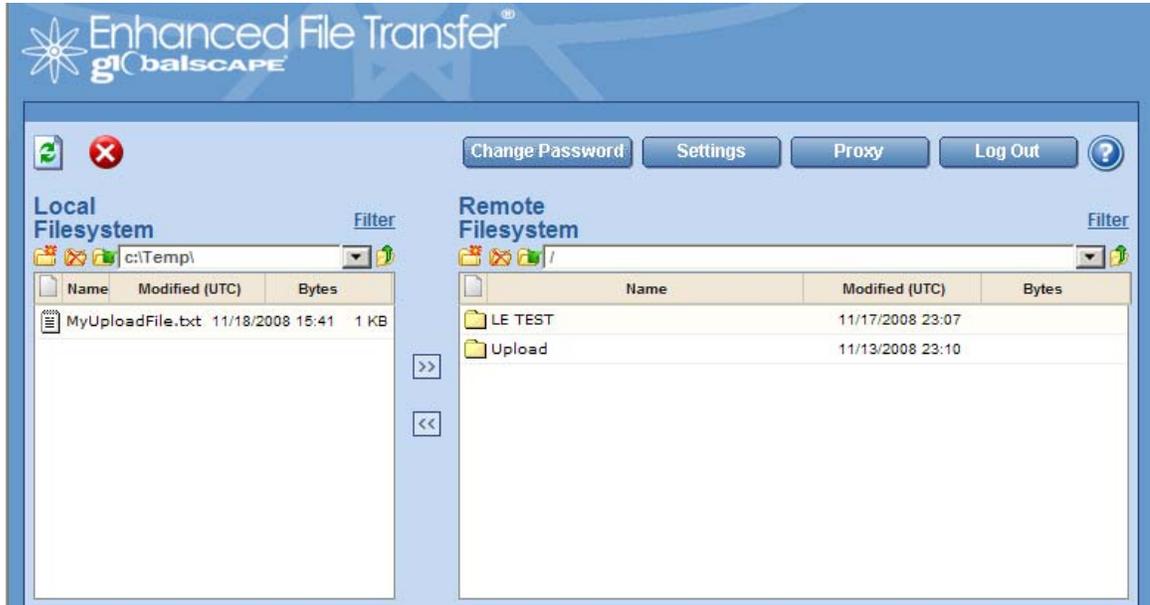


4. After extracting process completes, click on  button to view the extracted file(s):

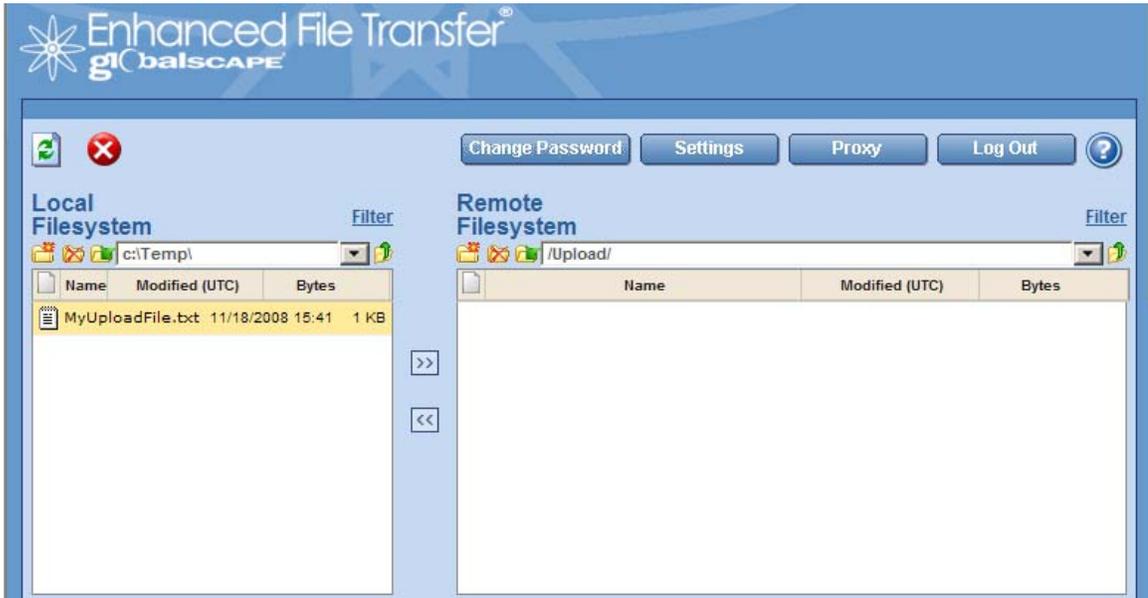
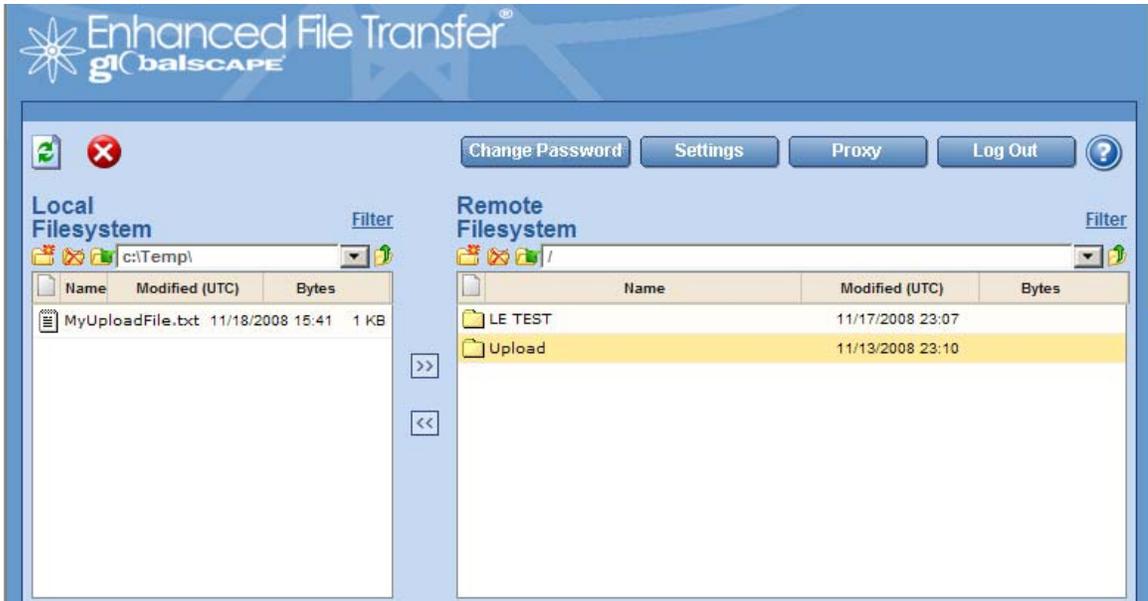


Step 3 - Upload

1. Please repeat step 1 and 2 from the download section above for the login process.
2. After successfully logging in, you will see the screen below. The left-hand side list shows your local files. On the right-hand side, if you have access to upload, you will see the Upload folder; this is the folder where you will be uploading your file(s). (See figure below):

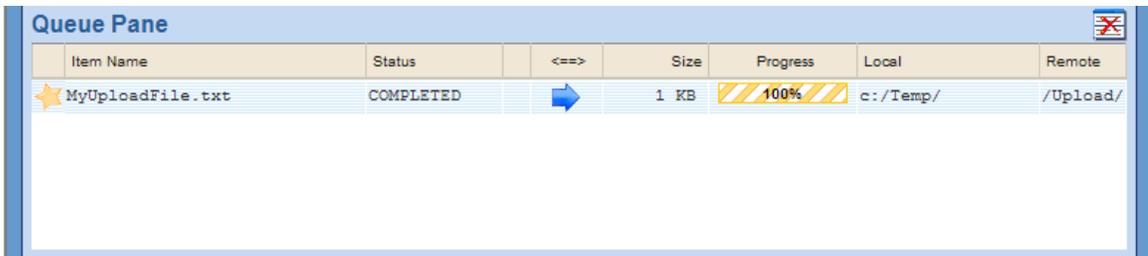


3. To upload a file or multiple files, click on the upload folder on the right-hand side list. Next, select the file(s) on the left-hand side list (more than one file can be selected by holding the “Ctrl” key on your keyboard while selecting the files). When you are ready to start the upload, click on the Upload button  to start the transfer. (See figures below):



In this example, "MyUploadFile.txt" from my "C:\Temp\" directory will be uploaded.

4. You can monitor the upload status in the Queue Pane below the side lists. (See figure below):



5. When the upload has finished, please click the “Log Out” button in the upper right-hand corner to exit the system.