

GENERAL DYNAMICS LAND SYSTEMS

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Land Systems

File Transfer



GDLS File Transfer Workspace User Guide

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Signing On

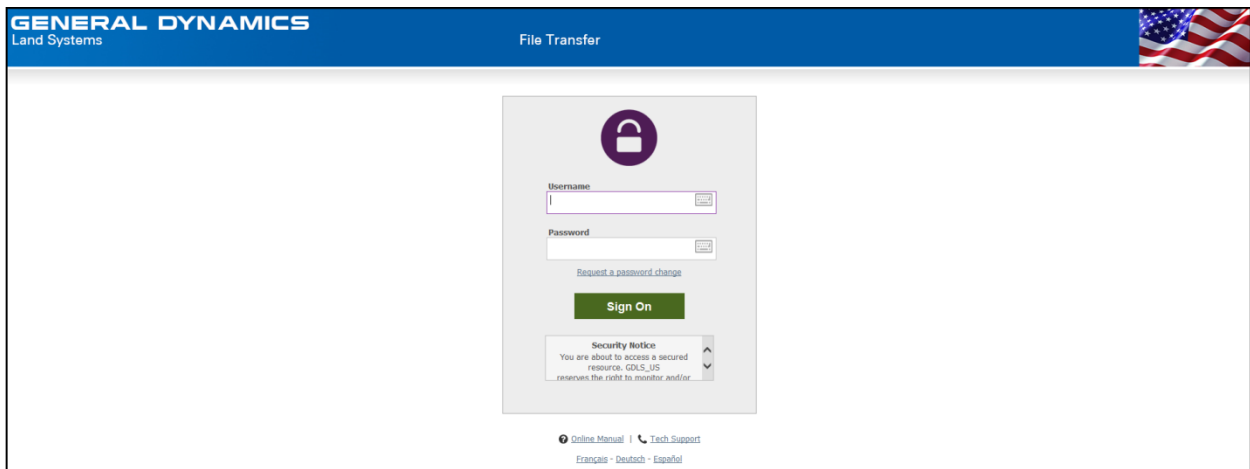
Internal GDLS users go to <https://filetransferus.gdls.com> | **External users** go to <http://filetransferus.gdls.com>

Username

- GDLS personnel will enter their Windows username (e.g., smith1234)
- External users (non US GDLS personnel) will enter their email address (e.g., sam.smith@companyname.com).

The Sign On page is the first page you see on the GDLS File Transfer site. This page contains fields for your **Username** and **Password** and a **Sign On** button to send this information to GDLS File Transfer site. Upon initial login you will be prompted to change your password. The new password should follow the GDLS Password Compliance Policy;

It shall be a complex password. It shall contain an upper and lower case character, a number, a special character, and be a minimum of 8 characters long. It shall also not be the same as the previous 24 passwords, and it shall not be similar to the current password. NOTE: The application does not allow 3 consecutive characters i.e. 123 or abc.



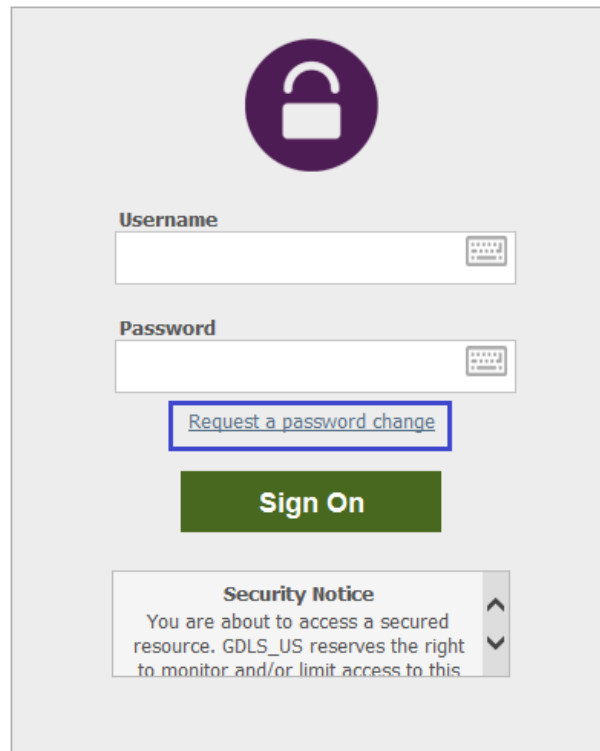
Common Reasons Access is Denied

For security reasons, the *same* message is displayed to anyone who fails to sign on for any of the following reasons. (You will only be told that access was denied, not why access was denied.)

- Username or Password is incorrect
- Account has been suspended (for too many bad signon attempts, password aging, or manual administrator action)
- Account is not allowed to sign on from this IP address
- IP address has been locked out (for too many bad signon attempts, often with different usernames)
- Client certificate has not been provided when one is required, or a bad client certificate has been provided.

HOW TO SET/CHANGE YOUR PASSWORD:

Select the [“Request a password change”](#) hyper link



The image shows a login page for the GDLS File Transfer Workspace. At the top center is a purple circular icon containing a white padlock. Below this icon are two input fields: 'Username' and 'Password'. Each field has a small icon on the right side. Below the password field is a blue button with the text 'Request a password change'. Below that is a green button with the text 'Sign On'. At the bottom of the form is a 'Security Notice' box with the text: 'You are about to access a secured resource. GDLS_US reserves the right to monitor and/or limit access to this'. The box has expand/collapse arrows on the right side.

[? Online Manual](#) | [Tech Support](#)

[Français](#) - [Deutsch](#) - [Español](#)

- The “Forget Your Password?” Page will appear.
- Enter your GDLS File Transfer Username:
 - GDLS personnel will enter their Windows username (e.g., smith1234)
 - External users (non US GDLS personnel) will enter their email address (e.g., [sam.smith@companyname.com](#)).

- Select the “Request Password Change” button

Forget Your Password?

Password Change Request

Please enter your username below and then click the "Request Password Change" button. An email message with more information about the password reset process will be sent to your registered email address. This message may ask you to click on a link to reset your password. If it does, you have 30 minutes to do so before the link expires. If no link is provided in the message, or if you do not receive a message within 15 minutes, you will need to contact your administrator to reset your password.

Username:

[Return to the sign on page](#)

A confirmation Change Password screen will appear. Close out of you IE browser.

Change Password Request Successful

Your Change Password Request has been successfully submitted. Please check your registered email for further instructions on how to change your password and access the system.

[Return to the sign on page](#)

Within a few minutes an email will be sent from: GDLS_US Notification Service, with a subject of: Password Change Request Confirmation”

New Message	Reply	Reply to All	Forward						More		View All	View
Who	Subject		Date		Size							
GDLS_US Notification Service	Password Change Request Confirmation		03/29/2016 10:28 AM		5K							

Open the email – click on the hyper link. You will be taken to a change password page within the GDLS File Transfer application.

New Reply Reply to All Forward Display More

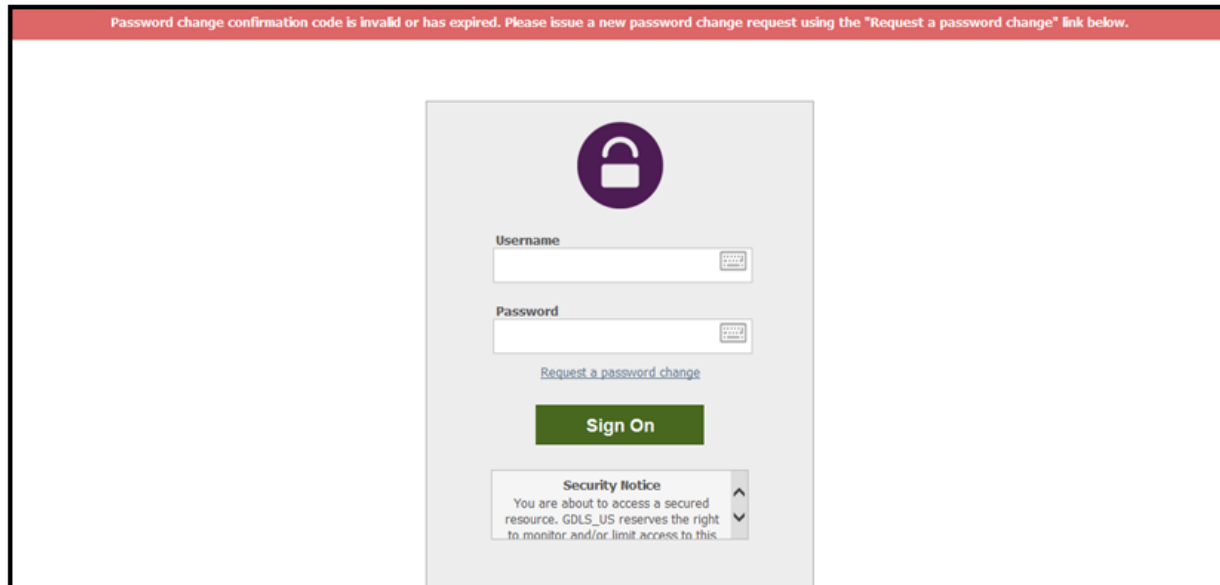
Password Change Request Confirmation
GDLS_US Notification Service to: 03/29/2016 10:28 AM
[Show Details](#)

Password Change Request Confirmation


A request has been made to automatically change the password for your " " account. If this is correct, please use the link below within 30 minutes to enter a new password and then sign on to the system.

Regards,
GDLS_US Notification Service

Note: The hyper link has a time expiration of 30 minutes before it becomes invalid. If you have exceeded the allotted time, an error message will be seen, the process to change your password will need to be re-initiated.



Password change confirmation code is invalid or has expired. Please issue a new password change request using the "Request a password change" link below.



Username

Password

[Request a password change](#)

Sign On

Security Notice
You are about to access a secured resource. GDLS_US reserves the right to monitor and/or limit access to this

Otherwise your password can be updated using the following criteria.

Change Password...

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 match any of the previous 24 passwords.

Enter your **New Password:**

Enter your **New Password Again:**

Now press the "Change Password" button: **Change Password**

- Select the Change Password button after formulating a password.
- You will be taken to the home page upon successful password update.

A password change also be changed by selecting “My Account” in the upper right hand corner of the menu bar.




A page with your account settings will be seen –

- The Change Your Password section lets you change your own password. You must type your old password where prompted, and either select the suggested password, or choose to enter a custom password, and then press the "Change Password" button.

Change Your Password...

Your password was last changed **87 days** ago. You will be asked to change your passw

Enter Your **Old Password:** 

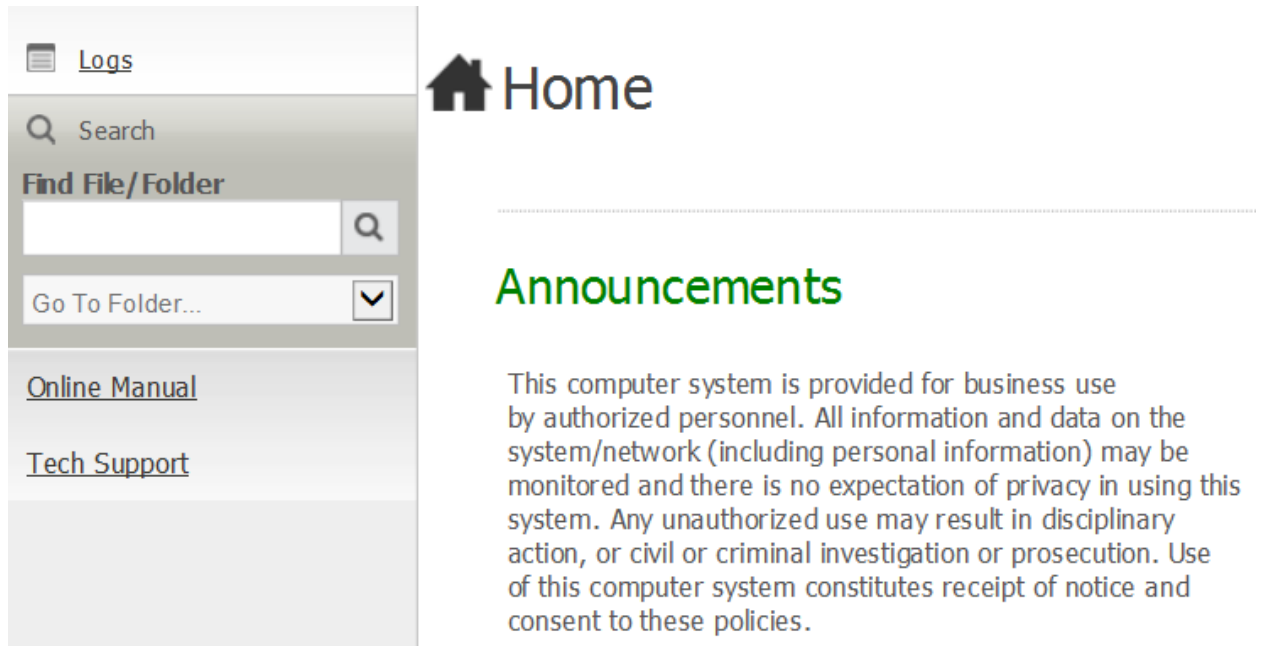
Suggested Password: 612%q@Q7

New Password: ☒ Use Suggested Password
☐ Type Custom Password

Change Password

Getting Help/Tech Support

To assist with errors, please contact Tech Support. Phone and email numbers have been included on this website, accessible from the sign in page and from the tech support link.



Selecting the Tech Support Link will display the following page.



Install the Upload/Download Wizard

Depending on how your system is configured, the first time you sign on to GDLS File Transfer you may see the **Upload/Download Wizard** page. The Upload/Download Wizard is a useful browser add-on tool that helps you transfer files faster and more efficiently. It is recommended that you install the Wizard.

Internet Explorer

Internet Explorer users will see the ActiveX Wizard Installation page, which gives options to install the ActiveX Wizard (if it's not installed yet), enable the Wizard, enable the Wizard for this session only, or disable it the Wizard.

ActiveX Upload/Download Wizard

The Upload/Download Wizard is a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop

The ActiveX version of the Upload/Download Wizard requires Internet Explorer.

The ActiveX Upload/Download Wizard is NOT Installed and is Disabled

 **Install the Upload/Download Wizard (ActiveX)**

~ OR ~ [Return to My Account](#)

 You will NOT be able to install the ActiveX Wizard on some computers.

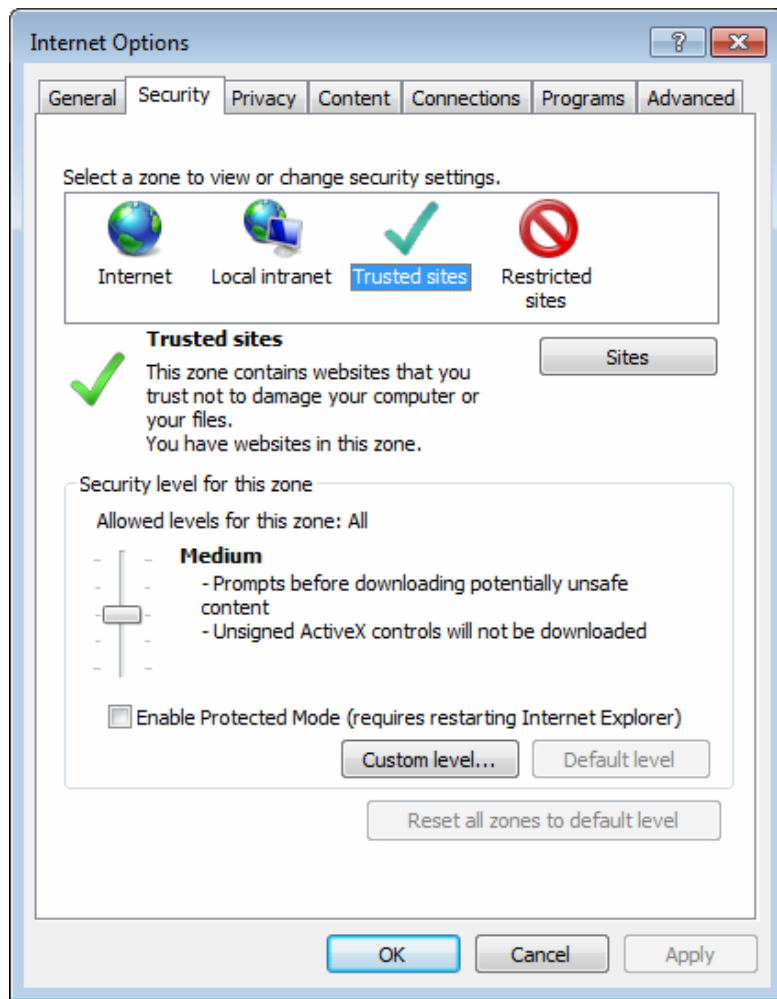
- You must have administrative privileges on your machine to install the ActiveX Wizard. (Many users, especially home users, already enjoy these rights. Most 'public terminal' users, however, will not have these rights. Ask your IT department if you are unsure.)
- Internet Explorer must be configured to allow you to install SIGNED ActiveX controls. (This right has been the default for some time, but some recent versions of IE have been restricting this right to 'Trusted' or 'Intranet' sites only. If this is the case, please add this site to your list of 'Trusted' or 'Intranet' sites.)

If you choose **Install the Upload/Download Wizard (ActiveX)**, you will be sent to a page which will attempt to download the ActiveX control. This may take several seconds. You may need to alter your browser's security settings to permit signed ActiveX controls to be installed in order to successfully complete the process.

If you choose **Disable the Wizard**, you will not be prompted to install the ActiveX Wizard again unless you explicitly request it via the Account Options page. If you choose **Disable the Wizard (for this session only)**, during the next browser session, you will be shown a link to install the Wizard.

If you are running Internet Explorer, you may have to perform an extra step before you can use all the features of the Wizard, such as the ability to download multiple files at once. This extra step is to add any GDLS File Transfer site you communicate with into your Internet Explorer list of "Trusted Sites".

To change your security settings in this way, from the **Tools** menu select **Internet Options** and then select the **Security** tab.



Click the **Trusted Sites** icon (the green check mark) and then click the **Sites** button. A list of existing trusted sites will appear and your GDLS File Transfer site i.e. (<https://filetransferus.gdls.com>) should be listed in the **Add this website to the zone** text box. Click **Add** to finish trusting your GDLS File Transfer site, and then click **Close**.

Other Browsers

The first time a user signs on to GDLS File Transfer with a browser other than Internet Explorer (e.g., Firefox), GDLS File Transfer will display a slightly different page with a link to install the Java Upload/Download Wizard. The Java Upload/Download Wizard is a component very similar to the ActiveX Wizard, designed for environments that can't run ActiveX controls.

Install the Upload/Download Wizard

It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:

- Transfer files faster
- Transfer files greater than 2GB
- Transfer multiple files at once
- Perform automatic integrity checking to ensure file non-repudiation
- Compress/Uncompress data on the fly
- Add files via drag-and-drop


The Java version of the Upload/Download Wizard requires Java 6 or later.

 **Install the Upload/Download Wizard (Java)**

~ OR ~

Disable the Wizard

Disable the Wizard (for this session only)

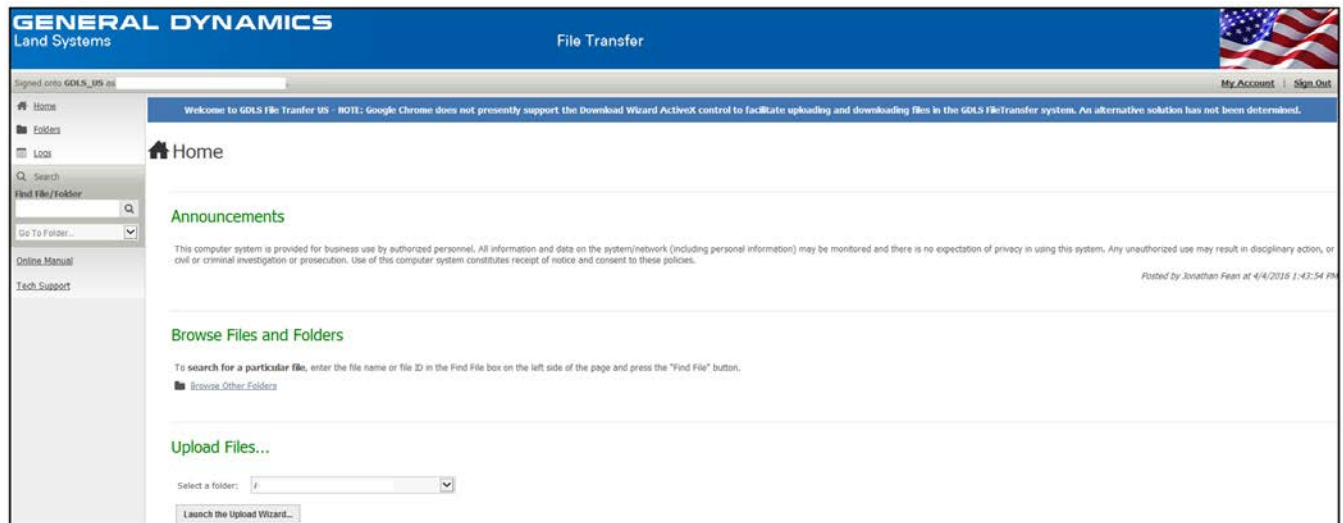
 If you disable the Upload/Download Wizard or are unable to install it, you can re-enable or try re-installing through your My Account page.

The choices are similar to those for the ActiveX Wizard. If Java is not installed, the user can simply choose Disable to avoid being prompted to install the Java Wizard in subsequent sessions.

Java can be downloaded from [Sun's Java website](#).

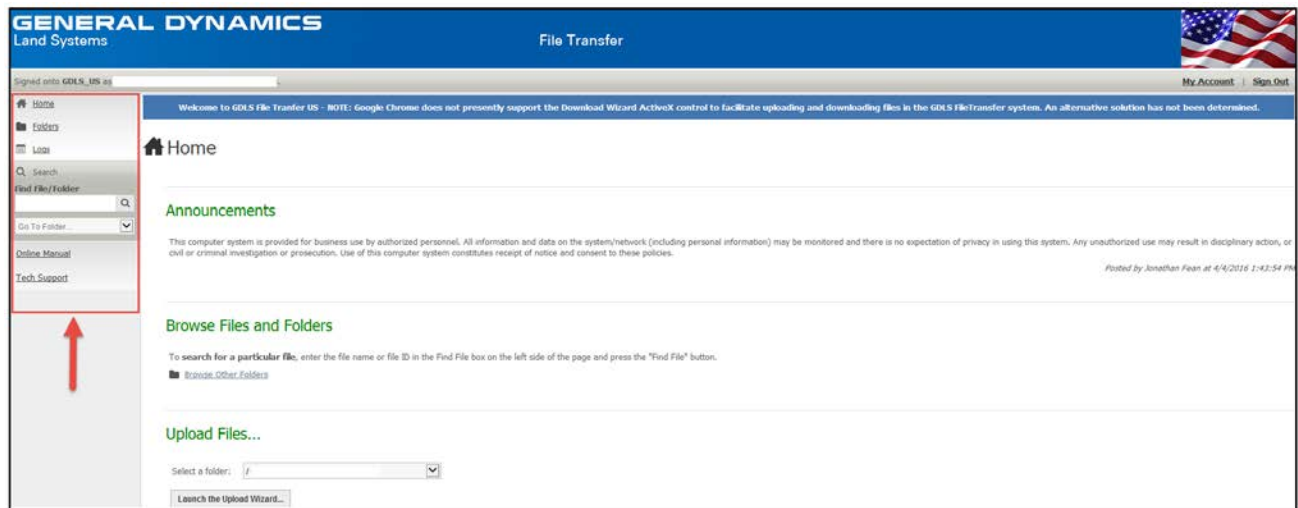
Tour the Interface

When you first sign on, you will see the main workspace:



Left Navigation

The left side of the screen contains links that let you jump to different pages, such as your **Home** page, the **Folders** page, and **Logs**:

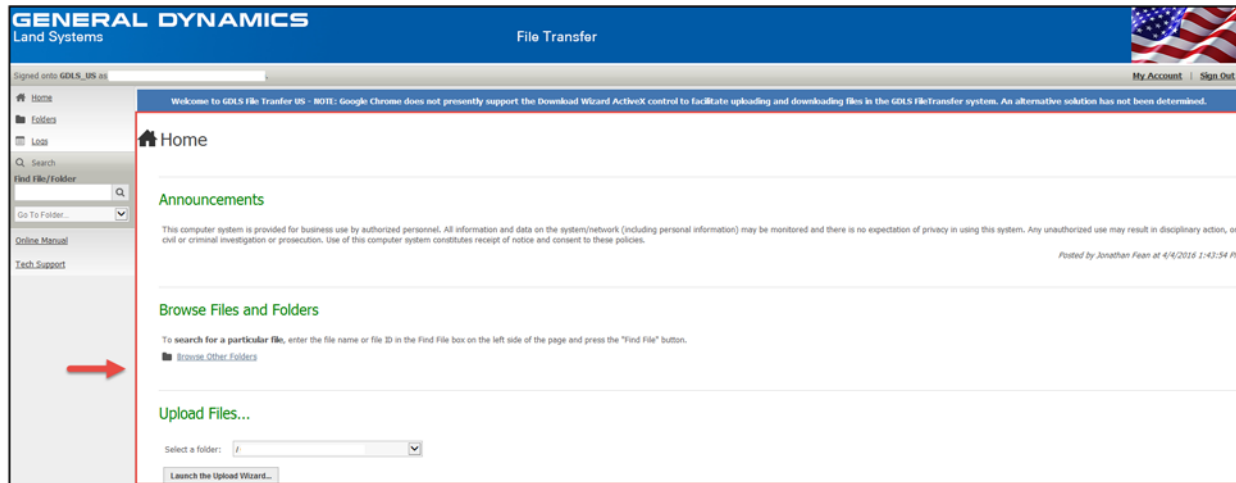


Use the left navigation menu to control what displays in the main workspace. Depending on your permissions, the menu may display the following pages:

- Home
- Folders
- Logs

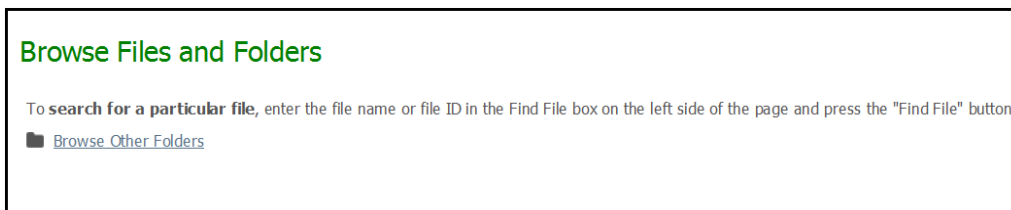
Home Page

Your **Home** page displays initially; it's a friendly starting point. From this page you can see any new files which have been uploaded or posted for you, browse to various folders to retrieve files, or upload a file into the system.



Browse Files and Folders

If you currently have no new files to download, the **Browse Files and Folders** section will be displayed. This section provides a hint about using the **Browse Other Folders** button to locate files and two links. One link will take you to your home folder the other will take you to the main folder list.

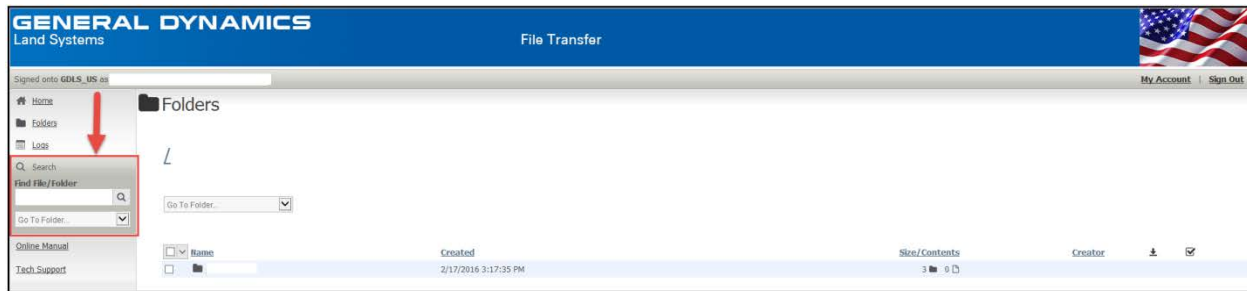


By selecting the **Browse Other Folders** button the **Folders** page will be displayed.

Folders

The Folders page displays a table that shows all of the contents of a single folder. The initial folder that you view depends on your organization's setup. You can also display other folders to which you have access.

The example below shows the contents of the / folder. The name of the folder you are currently viewing displays at the top of the page. "/" is the root folder for your organization.

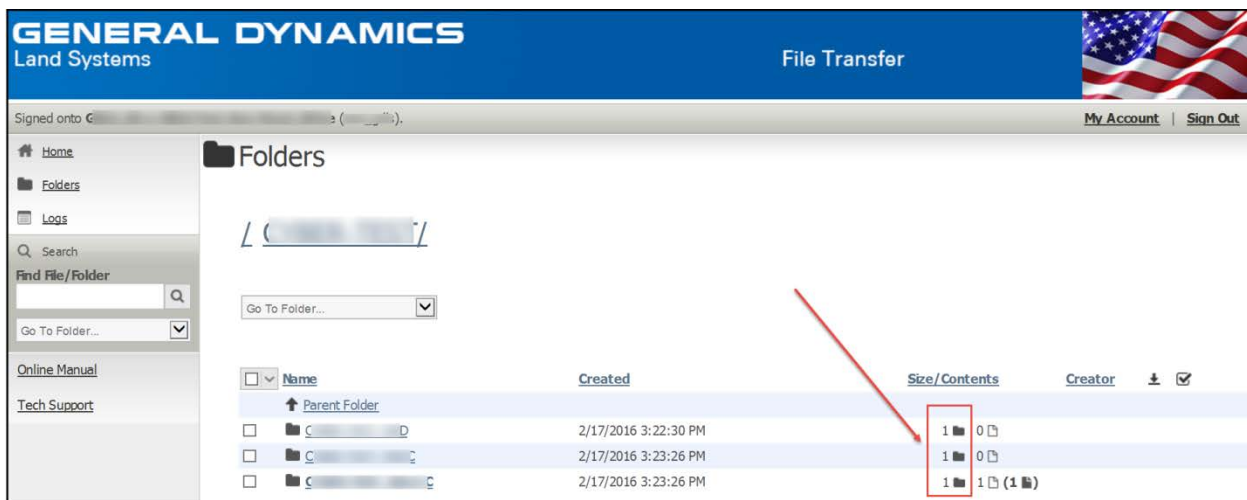


You can quickly view other folders by using the Go to Folder drop-down menu, or if you want to search for a folder, use the Find File/Folder tool.

Technical Content Transfers

Users are required to place any files that contain export controlled technical data/technology in the *technical* directory (i.e. TECHNICAL_TAA1212-00 or TECHNICAL_MA1212-00) contained within the parent company folder (i.e. COMPANY-A\TECHNICAL_TAA1212-00).

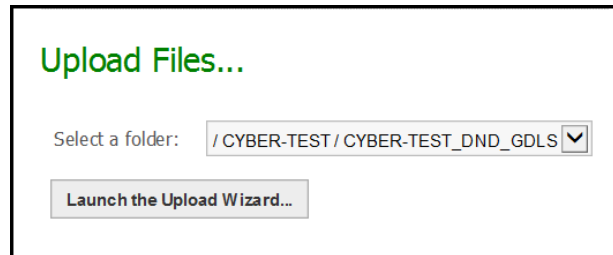
All other non-technical files need to be added to the parent folder (Company-A).



If properly used, the system will automatically log and track export transactions for Trade Compliance reporting purposes (manual logging of exports via the Global TC Database is not required).

Upload Files

The form in this section lets you upload files with minimum hassle. To upload files select the Launch the Upload Wizard button. You can either select a folder from the Select a Folder drop down menu or upload files via the Upload Wizard.

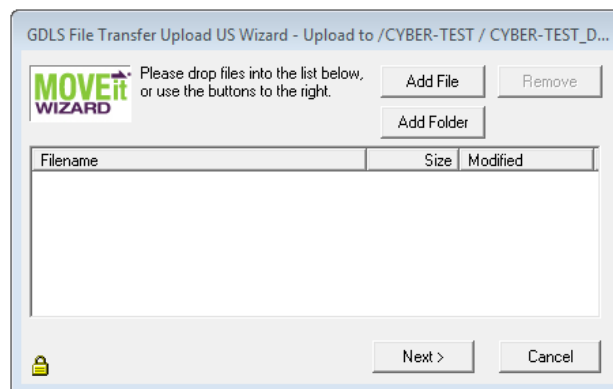


Upload Files...

Select a folder: / CYBER-TEST / CYBER-TEST_DND_GDLS

Launch the Upload Wizard...

To add files or folders to the Upload Wizard select the **Add File** or **Add Folder** button.



GDLS File Transfer Upload US Wizard - Upload to / CYBER-TEST / CYBER-TEST_D...

MOVEit WIZARD Please drop files into the list below, or use the buttons to the right.

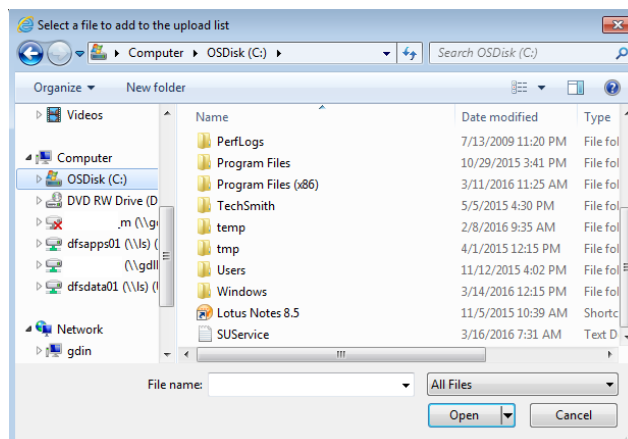
Add File Remove

Add Folder

Filename	Size	Modified
----------	------	----------

Next > Cancel

Select a file or folder to add to the upload list.



Select a file to add to the upload list

Computer > OSDisk (C:)

Search OSDisk (C:)

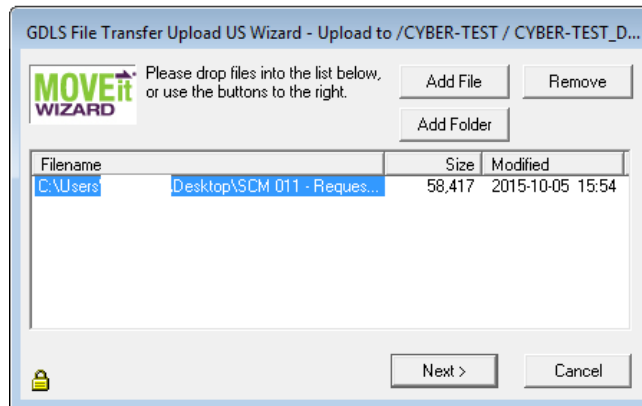
Organize New folder

Name	Date modified	Type
PerfLogs	7/13/2009 11:20 PM	File fol
Program Files	10/29/2015 3:41 PM	File fol
Program Files (x86)	3/11/2016 11:25 AM	File fol
TechSmith	5/5/2015 4:30 PM	File fol
temp	2/8/2016 9:35 AM	File fol
tmp	4/1/2015 12:15 PM	File fol
Users	11/12/2015 4:02 PM	File fol
Windows	3/14/2016 12:15 PM	File fol
Lotus Notes 8.5	11/5/2015 10:39 AM	Shortc
SUService	3/16/2016 7:31 AM	Text D

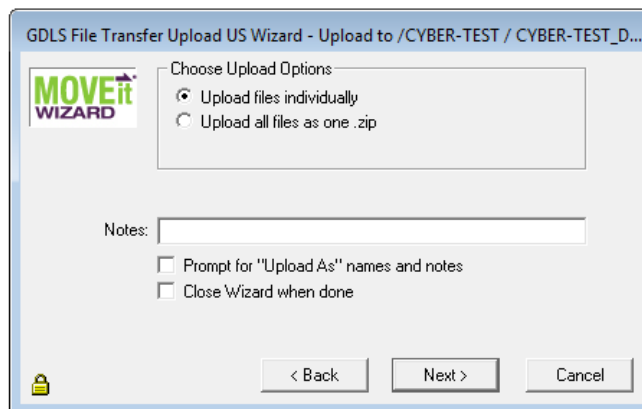
File name: All Files

Open Cancel

After choosing the file or folder desired, select the **Next** button.



Choose the Upload Options and select the **Next** button.



The files or folders will be displayed with a status message.



Sign Out

You may be signed off for one of four reasons:

- You clicked the **Sign Off** link found near the top of the page. Typically, a "Signed off successfully" message will appear at the top of the screen to confirm a proper sign off.



Signed off successfully.

- You have done NOTHING for the last 20 minutes and you were signed off automatically for security reasons. Often, a "sign-out by timeout" will result in a less friendly "You already signed off" or "Session has expired" message at the top of the screen.
- An administrator terminated your session.

Most often, when you are signed off the system, you will be returned to the Sign On page. If you attempt to "re- sign on" from this page, you will usually be returned to the page you were viewing before you signed off. Also, with few exceptions, pressing the "BACK" button on your browser will not allow you to see GDLS File Transfer content unless you sign back on.

Additional Application Information

All files loaded to the system are automatically deleted after 14 days.

All users must reset their passwords every 90 days (they will receive an automated email notification instructing this action).

User accounts will be disabled after 120 days of inactivity (they will receive an automated email notification prior to expiration).

The "Online Manual" link provides very intuitive self support if you have other system questions.