

General Dynamics Mission Systems Secure File Transfer User Guide

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Foreword

The GDMS Secure File Transfer (SFT) lets you safely and securely collect, store, manage, and distribute messages and files between GDMS users 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 Setup Guide**.

All communications using SFT must be initiated by a GDMS US only user. From your web 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.

GDMS SFT is not an application of record nor should it be considered for long term storage. All files are deleted after 60 days.

Note: All GDMS users are responsible for complying with GDMS security policy as prescribed in [Standard Practice 7.9.7 - Information Security](#).

Secure File Transfer User Guides

There are three user guides for the GDMS SFT:

- The **GDMS Employee User Guide** presents the information and procedures for GDMS internal users to send and receive messages and files using SFT. It assumes that you have successfully completed the steps in the Setup Guide.
- The **External User 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://sft.gd-ms.com/guides.html>

Sign On

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

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Mission Systems
Secure File Transfer

Username

Password

[Forgot Password?](#)

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Use of this site is restricted to General

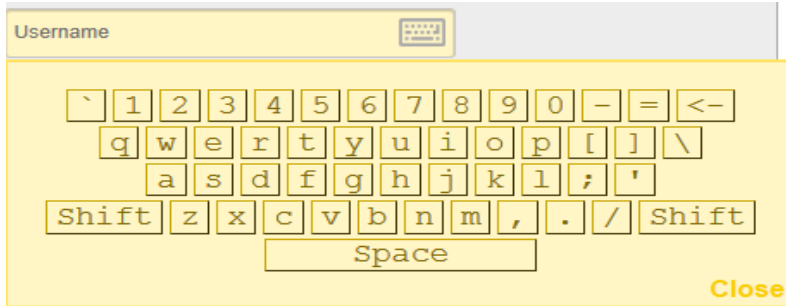
Sign On

Help

Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文

This computer resource is the property of General Dynamics Mission Systems and contains GDMS proprietary data and U.S. Government owned information, and may be used for authorized purposes only.

Clickable keyboards are provided to help thwart keystroke loggers. If you are logging onto the SFT 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.



Your Home Page

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

Announcements

Account Options

Sign Out

Help

Navigation Links

Quick Links to send or request packages/files

Packages/Mailboxes

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Secure File Transfer

Signed onto GDMS Secure File Transfer as dbxtester. My Account Sign Out Help

Welcome to GDMS Secure File Transfer! Please read announcement message for new browser security settings.

Welcome to GDMS Secure File Transfer (SFT). GDMS Users should read the GDMS SFT User Guide.pdf on how to create accounts for external users. User guides and manual can be found under Help in the upper right hand side of page.

Send Package Request Files Inbox Contacts

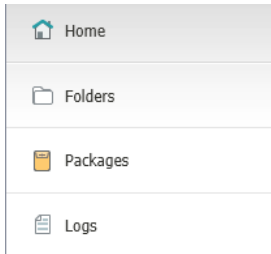
My Packages

- Drafts (0 Total)
- Inbox (0 Total)
- Sent (0 Total)
- Templates (0 Total)
- Trash (0 Total)

- **Announcements** - Display messages posted by the GDMS SFT Administrator.
- **Packages** - Lists your mailboxes and their contents.
- **Account Options** – Lets you modify personal preferences.

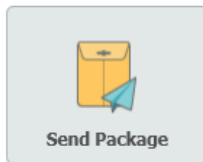
- **Help** – Provides technical support information, Setup Guides for users and online manual from vendor.
- **Sign Out** – Logs you out of the SFT.

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



- **Home** - takes you to your Home page.
- **Folders** - takes you to your Home folder
- **Packages** - takes you to the **Secure Message** mailboxes.
- **Logs** - takes you to the **Logs** page.


Create/Send a New Message



Click **Send Package** button.

There are three steps required to send a message with an attached file:

1. Add GDMS user and/or external recipient(s);
2. Add any attachment(s); and
3. Send.

 **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...

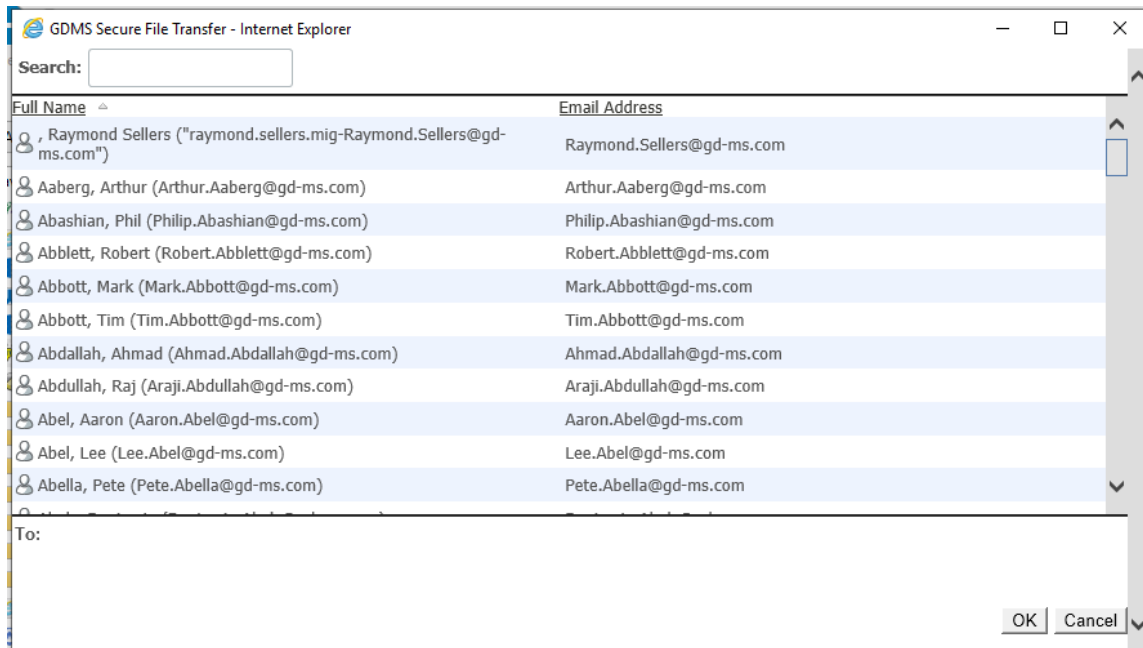
Subject:

The steps for adding a recipient differs depending on whether or not you have sent to the recipient in the past.

Adding existing users to Recipient (To) line.

Click on the **To** Button

Your Address book should Load:

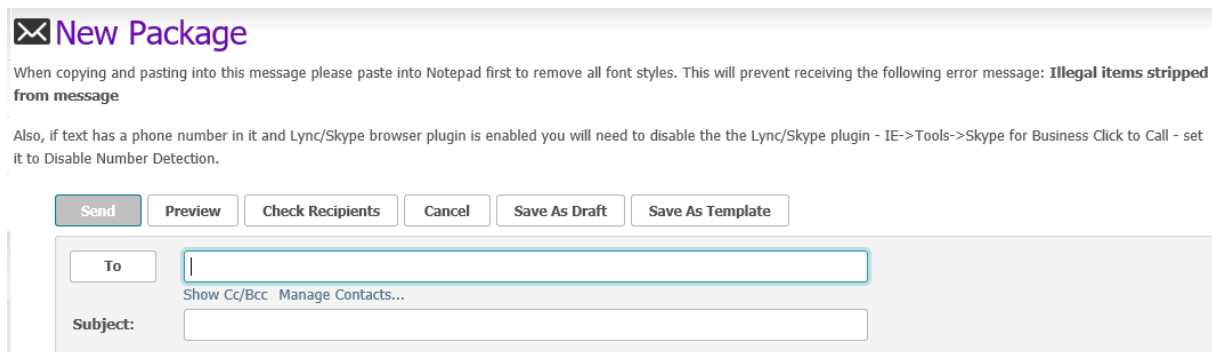


This list consists of all the people you have sent to in the past and who have also sent to you. You can scroll through the list either by using your mouse's scroll wheel or resizing the window to get the scroll bars to load. Or you can enter in part of the users name in the Search field. Your address book will only show users who meet your search criteria. When you find the user(s) you will be sending to click on the checkbox next to their name and select the **OK** button.

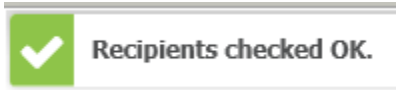
At any point you can select the **To** button to add more users to your recipient list.

Adding a New User to the Recipient (To) line.

In the text field next to the **To** button:



Enter in part or all the users' first name or last name or email address and click on 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.


Select Recipients

Two or more recipients match the term 'fernandez'. Please select one or more of the following:

Select all

 dbxtester

 Fernandez, Jay (Jay.Fernandez@gd-ms.com)

 Fernandez, Juan (Juan.Fernandez@gd-ms.com)

 Fernandez, Michael (Michael.Fernandez@gd-ms.com)

 Paul.Fernandez@L3Harris.com

OK

Cancel

If there are no active users who meet your criteria you will get an error message:



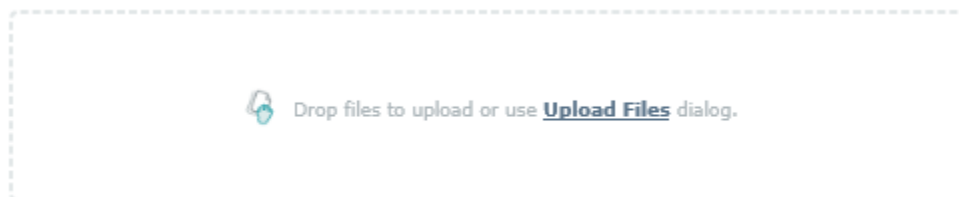
If this is the case, please check your spelling and try again. If it fails a second time either the user you are trying to send to is locked or the user is not in the system. If the user is not in the system enter in the users' full email address into the **To** field, compose your message, and hit send. By sending a message to a user not on the system a new account will be created for them.

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.

Add Attachment(s):

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



Files:
(Optional)



Download an Attachment

There are several ways to download files from the SFT through the web interface. The general rule is to click the **Download** link next to or under the file you wish to download.

Files:

 Bad_Attempt.txt  (2.4 KB) [Download](#)

Total: 2.4 KB

If multiple files were sent to you, then you will see a **Download All** button at bottom.

Files:

 SEE_113_autologon_inst.txt  (220 KB) [Download](#)

 SEE_113_inst.txt  (14.4 MB) [Download](#)

 servicesfix.log  (1.1 KB) [Download](#)

Total: 14.6 MB

[Download All](#)

Arrange a File Transfer from Outside GDMS

To arrange for an outside party to send files to GDMS using SFT securely:

Send your contact a secure email message from the GDMS SFT. The GDMS SFT application will email the external contact separate messages with a unique username in one and their temporary password in another.

The external contact then uses their unique user name and temporary password; they must change their password before they can access your message. Once they have logged into the GDMS SFT they can then access and create a reply to your message, attach one or more files, and transmit it securely.