

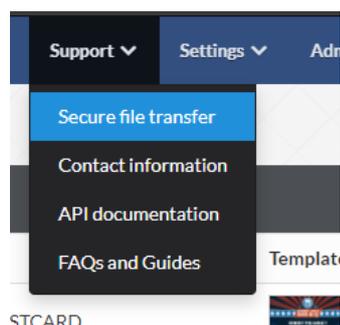
Stannp Secure File Transfer Guide

In this short guide you will learn how to upload and download files from your own dedicated area on Stannp's Secure File Transfer system.

You can safely and securely upload data, images, pdfs and more!

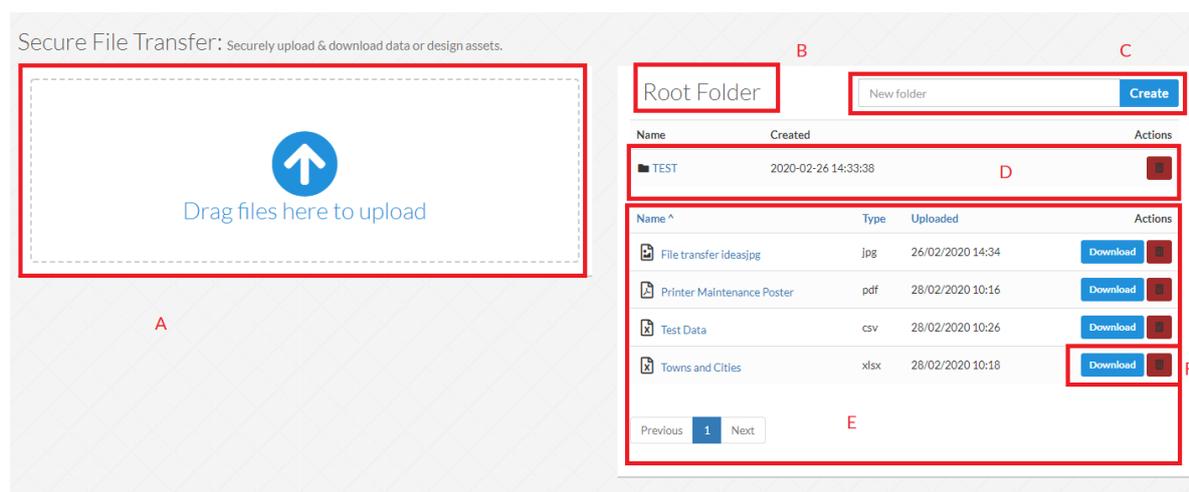
Getting to know the Secure File Transfer

Once you have signed into Stannp, click **Support** and then **Secure File Transfer (or SFT for short)** in the dropdown that appears.



STCARD

You will be presented with the following screen:



A – This is where you can either drag or click to browse for files to upload.

B – This is the name of the folder you are currently in; the **Root Folder** is the first place you go.

C – This section is where you can create new subfolders.

D – This is a list of the subfolders that are in the current folder.

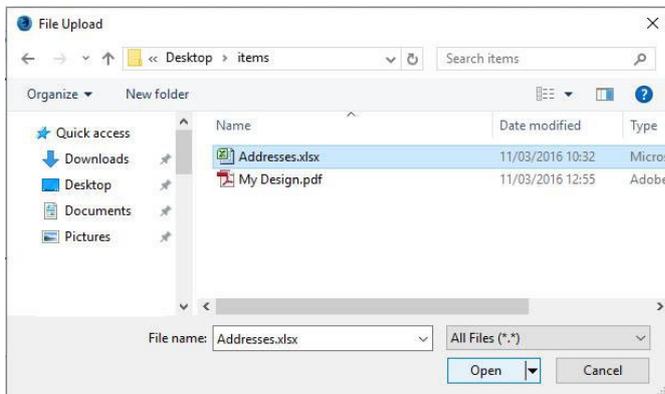
E – This area shows the files in the current folder, their types and when they were uploaded.

F – These buttons allow you to download or delete the files and folders on your SFT.

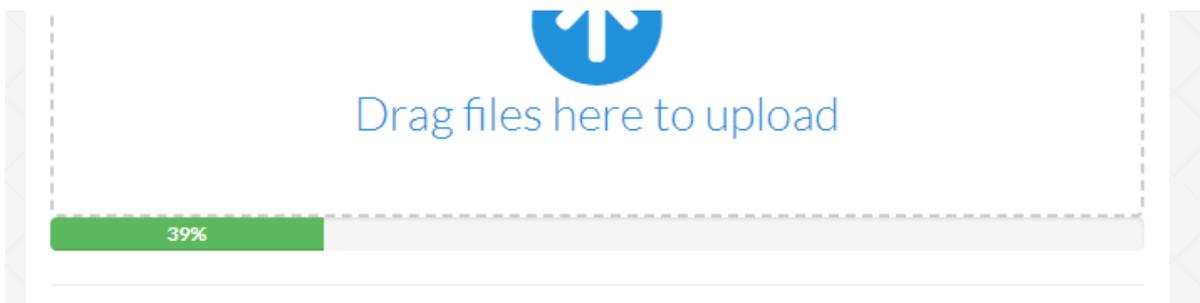
Uploading a file to the Secure File Transfer

Despite potentially looking slightly intimidating the SFT is very easy to use!

To upload a file simply either drag and drop the file into the indicated zone (see **A**) or click on the area to open the file upload prompt.



Once you have done that it can take anything from a few seconds to a couple of minutes depending on the size of the file. A green progress bar will appear beneath the drag and drop section to indicated how far along the upload process is:



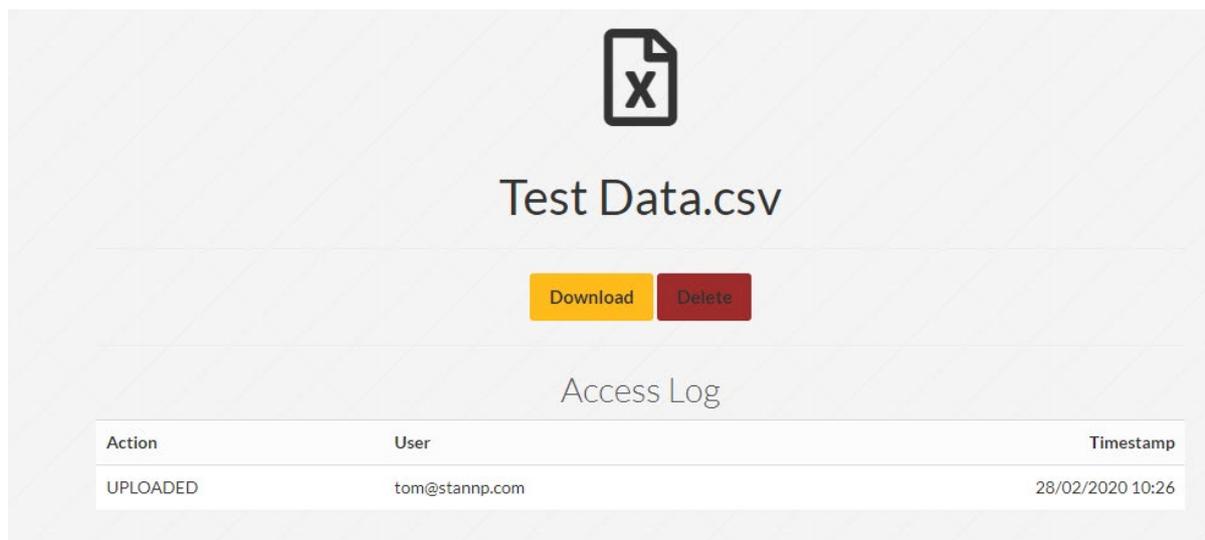
Downloading, Deleting and Access Logs

Once you have files on your SFT you will see them displayed in the list as shown above.

To **delete** an item simply click the bin icon, a small popup will be displayed to confirm deletion.

To **download** an item, simply click the download button.

If you click on the name of a file, you will be taken to the **Access Log** screen, this screen will show you what action was performed and who it was performed by as well as when the event occurred.



The screenshot shows a file management interface for a file named 'Test Data.csv'. At the top is a document icon with an 'X'. Below the filename are two buttons: 'Download' (yellow) and 'Delete' (red). Underneath is an 'Access Log' section with a table containing one entry.

Action	User	Timestamp
UPLOADED	tom@stannp.com	28/02/2020 10:26

Final notes on Secure File Transfer Security

We consider your file security of upmost importance. With this in mind, we have made sure that all files are transferred through our secure gateway where only you or the Stannp team have access. Needless to say, your data is for your own personal use and we would never use it for marketing or any other purpose except to fulfil your immediate mailing requests.