



webMethods ActiveTransfer Web Client User's Guide

Version 9.8

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This document applies to webMethods ActiveTransfer Server Version 9.8 and to all subsequent releases.

Specifications contained herein are subject to change and these changes will be reported in subsequent release notes or new editions.

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Table of Contents

About this Guide.....	5
Document Conventions.....	5
Online Information.....	6
Understanding ActiveTransfer Web Client.....	7
Overview of ActiveTransfer Web Client.....	8
Preparing to Work with ActiveTransfer Web Client.....	9
Overview.....	10
Working with Folders and Files.....	11
Overview.....	12
Creating a New Folder.....	12
Downloading Files and Folders.....	12
Changing User Options.....	13
Uploading Files and Folders.....	14
Cutting, Copying, Pasting, Renaming, and Deleting Folders and Files.....	15
Adding Files and Folders to the Basket.....	15
Viewing What Is in the Basket.....	16
Copying the Folder Link.....	16
Sharing Files and Folders.....	17
Overview.....	18
Sharing Files and Folders with External Users.....	18
Miscellaneous.....	21
Rebranding the ActiveTransfer Web Client.....	22

About this Guide

This guide describes how to use webMethods ActiveTransfer web client to view and manage the files and folders in the ActiveTransfer Server instance to which you have been granted access privileges. ActiveTransfer web client supports HTTP and HTTPS transfer protocols only.

Important: If you have a lower fix level installed, some of the features described in this document might not be available to you. For a cumulative list of fixes and features, see the latest fix readme on the Empower website at <https://empower.softwareag.com>.

Document Conventions

Convention	Description
Bold	Identifies elements on a screen.
Narrowfont	Identifies storage locations for services on webMethods Integration Server, using the convention <i>folder.subfolder:service</i> .
UPPERCASE	Identifies keyboard keys. Keys you must press simultaneously are joined with a plus sign (+).
<i>Italic</i>	Identifies variables for which you must supply values specific to your own situation or environment. Identifies new terms the first time they occur in the text.
Monospace font	Identifies text you must type or messages displayed by the system.
{ }	Indicates a set of choices from which you must choose one. Type only the information inside the curly braces. Do not type the { } symbols.
	Separates two mutually exclusive choices in a syntax line. Type one of these choices. Do not type the symbol.

Convention	Description
[]	Indicates one or more options. Type only the information inside the square brackets. Do not type the [] symbols.
...	Indicates that you can type multiple options of the same type. Type only the information. Do not type the ellipsis (...).

Online Information

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You can find documentation on the Software AG Documentation website at <http://documentation.softwareag.com>. The site requires Empower credentials. If you do not have Empower credentials, you must use the TECHcommunity website.

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- Access articles, code samples, demos, and tutorials.
- Use the online discussion forums, moderated by Software AG professionals, to ask questions, discuss best practices, and learn how other customers are using Software AG technology.
- Link to external websites that discuss open standards and web technology.

1 Understanding ActiveTransfer Web Client

■ Overview of ActiveTransfer Web Client	8
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Overview of ActiveTransfer Web Client

ActiveTransfer provides an in-built web client that you can use to view and manage the files and folders in the ActiveTransfer Server instance to which you have been granted access privileges.

You can use the ActiveTransfer web client to access the ActiveTransfer Server and perform the following tasks based on the access rights:

- Create new folders.
- Download files and folders.
- Change user options.
- Upload files.
- Cut, copy, and paste files.
- Share files and folders.
- Add files and folders to a basket.
- Copy the link to a file and paste it into an email.

Note: ActiveTransfer web client supports HTTP and HTTPS transfer protocols only.

2 Preparing to Work with ActiveTransfer Web Client

■ Overview	10
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Overview

To use the ActiveTransfer web client, you must first log in using the ActiveTransfer Server instance URL and your user credentials. The email you received from the ActiveTransfer administrator when your account was created contains the information you need to log in to the ActiveTransfer web client.

The web client starts and shows you the files and folders on the ActiveTransfer Server that you can work with. The actions available from the menu bar and right-click context menu are defined by the ActiveTransfer Server permissions granted to you by the administrator.

Important: If you do not have permission for an activity assigned to your user account, the controls and menu commands described here will not be available to you. Consult your ActiveTransfer administrator for additional permissions.

To log in to and out of the web client

1. Open the notification email from your ActiveTransfer administrator and click the URL provided. The ActiveTransfer web client login page is displayed.
2. In the login dialog box, enter the credentials provided in the email and click **Login**.
3. When you are ready to log out of the web client, click **Logout**.

3 Working with Folders and Files

■ Overview	12
■ Creating a New Folder	12
■ Downloading Files and Folders	12
■ Changing User Options	13
■ Uploading Files and Folders	14
■ Cutting, Copying, Pasting, Renaming, and Deleting Folders and Files	15
■ Adding Files and Folders to the Basket	15
■ Viewing What Is in the Basket	16
■ Copying the Folder Link	16

Overview

You can use ActiveTransfer web client to perform the following tasks:

- [Creating a New Folder](#)
- [Downloading Files and Folders](#)
- [Changing User Options](#)
- [Uploading Files and Folders](#)
- [Cutting, Copying, Pasting, Renaming, and Deleting Folders and Files](#)
- [Adding Files and Folders to the Basket](#)
- [Viewing What Is in the Basket](#)
- [Copying the Folder Link](#)

Creating a New Folder

You can create a folder at the top level or inside any folder, and use the new folder to organize files you upload and download.

To create a folder

1. In the web client, do one of the following:
 - To create a folder at the top level, click **Create Folder**.
 - To create a folder inside another folder, select the folder and click **Create Folder**.
2. In the **Create new folder** dialog box, enter a name for the folder.
3. If you want to navigate to the new folder immediately after you create it, select **Navigate to the folder after creation**.
4. Click **Create**.

Downloading Files and Folders

You can download a file or all files in a folder from ActiveTransfer Server to your computer using the web client.

To download a file or folder

1. In the web client, right-click the file or folder you want to download.
2. From the pop-up menu, select one of the following options:

Select this option...	To...
Download	Download the file or folder without compression. Choose this option for small to medium sized files.
ZipDownload	Compress the file or folder in a zip archive before downloading it. Choose this option for large files or when retrieving an entire folder at one time to save on bandwidth.
Advanced Download	Download the file or folder using acceleration. Choose this option to speed up file downloads. You may want to choose this option when downloading extremely large files or when downloading many files at once in a folder.
Note: Google Chrome versions 42 and later do not display the Advanced Download option.	

3. If you selected **Download** or **ZipDownload**, you are prompted as to how to process the download. The exact mechanism will vary depending on your browser. In most cases, you can open the file, or you can save the file or folder to your local file system and open it from there. You can rename the file before saving it.
4. If you selected **Advanced Download**, do the following:
 - a. If this is the first time you are using this option, you may be prompted to confirm that you want to run the application. Choose to run it.
The Files in Basket window opens, and a file system window opens.
 - b. In the file system window, specify where to save the file or folder on your local file system.
The file is downloaded and the file system window closes. The Files in Basket window shows the file download information.

Changing User Options

You can change your ActiveTransfer user options using the web client.

To change your ActiveTransfer web client user options

1. In the web client, click **User Options** on the toolbar.
2. In the **Preferences** box, set your user options as desired:
 - a. If you want to hide files or folders starting with a '.', select **Hide '.' Items**.

- b. If you want to hide the check box column next to each file and folder listed in the web client, select **Hide Checkbox Column**.
 - c. If you want to hide the **Filter** box on the web client, select **Hide Filter Section**.
 - d. If you want to automatically start the upload process when you select a file or folder to upload, select **When choosing file to upload, auto start upload**.
 - e. If you plan to use tunnels to accelerate upload and download operations in the web client, select **When loading the interface, load the Java applet**.
 - f. If you want to disable the default compression performed on all uploaded and downloaded files, select **Disable compression on the Java applet**.
3. Close the **Preferences** box to save your settings.

Uploading Files and Folders

You can upload files and folders from your local file system to the ActiveTransfer Server using the web client.

To upload a file or folder

1. In the web client, browse to the folder on the ActiveTransfer Server where you want to upload the file or folder.
2. Click **Add files**.
3. In the file system window, browse to and select the file or folder on your local file system to upload. To select multiple files, use Ctrl-click to select each one.
4. In the Files to Upload window, the file you selected is listed. You can choose additional files to upload by clicking **Add files**.
5. When you are ready to upload the files, use one of the following methods:
 - To upload the file or folder without compression, click the **Start** icon next to the file or click **Start uploading** to upload all files.
 - To upload the file or folder using acceleration, click  to switch to **Advanced Upload**. Choose this option for extremely large files or when you have many large files in a folder.

Note: Browser limitations for **Advanced Upload** are:

- Internet Explorer does not allow upload of files that exceed the size limit of 4GB.
- Google Chrome versions 42 and later do not display the **Advanced Upload** option.

6. If you selected **Advanced Upload**, do one of the following:

- a. If this is the first time you are using this option, you may be prompted to confirm that you want to run the application. Choose to run it.

In the file system window, the Advanced Upload icon  indicates the change in upload preference.

- b. To start the upload, click the **Start** icon next to the file or click **Start uploading** to upload all files.

When the upload completes, the Files in Basket window shows the file upload information.

7. Close the **Files to Upload** window when you are done uploading files.

Cutting, Copying, Pasting, Renaming, and Deleting Folders and Files

You can cut, copy, paste, rename, and delete folders or files on ActiveTransfer Server.

To cut, copy, paste, rename, or delete folders or files

1. In the web client, right-click the folder or file that you want to cut, copy, paste, rename, or delete.
2. Click **Cut**, **Copy**, or **Paste**, **Rename**, or **Delete** as appropriate.
3. If you are renaming a file or folder, type the new name for the file or folder when prompted.
4. Click **Save**.

Adding Files and Folders to the Basket

The ActiveTransfer web client uses the concept of a basket where you can place files or folders on which you want to perform some future action, such as downloading them or sharing them as a group.

To add files or folders to a basket

1. In the web client, select the check box next to the files or folders that you want to add to a basket.
2. Click the **Add To Basket** button on the tool bar.
The Files in Basket dialog shows the items that were added to the basket. It also enables you to download the contents of the basket.
3. To close the Files in Basket dialog, click the **X** icon at the upper right corner of the dialog.

Viewing What Is in the Basket

As you add files and folders to the basket, you should occasionally view the contents and make sure the basket is organized.

To view the contents of the basket

1. In the web client, click the **Show Basket** button on the tool bar.
2. You can filter the list of items in the basket, and choose to download them. When downloading items, you can select the **Resume** check box to have any interrupted downloads resume automatically.
3. To delete items in the basket, click the **x** next to the item.
4. To close the Files in Basket dialog, click the **X** icon at the upper right corner of the dialog.

Copying the Folder Link

You can copy a folder link and use the link in an email with instructions to download or upload files.

To copy an ActiveTransfer Server folder link

1. In the web client, right-click the folder.
2. Click **Copy link**.
3. Copy the link from the **Copy Direct link** dialog box and paste it into an email.

4 Sharing Files and Folders

■ Overview	18
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Overview

You can share files and folders on ActiveTransfer Server with external users using the web client. For these external users (that is, users who are not configured in My webMethods), the system creates temporary credentials by which users can access shared files and folders.

- Note:** Sharing is possible only from ActiveTransfer Server and not from ActiveTransfer Gateway.
- Note:** ActiveTransfer web client supports sharing of only the virtual folders that point to a local file system in the VFS.

Sharing Files and Folders with External Users

When sharing with external users, you create an email message to send to those users. The email contains a link to the shared item, and the link expires on the date you specify.

To share a file or folder with external users

1. In the web client, select the check box for the file or folder that you want to share.
 2. Click the **Share** button on the tool bar at the top of the page.
- The Share dialog box appears. The **Sharing** field at the top of this dialog box displays the files or folder selected for sharing.
3. In **Share Method** field, select **External Share**.
 4. In the **Share Type** field, select how to share the selected items. By default, **Copy** is the only option for this field. If you select the **Advanced** check box at the bottom of the dialog, two additional options appear for this field: **Reference** and **Move**.

Option	Description
Copy	Makes a copy of the original item being shared and stores it in temporary storage. If the original item is deleted, the link will still work. When the link expires, the item is deleted from temporary storage.
Reference	Creates a pointer to the original item being shared. A reference is like an alias, and as long as its name stays the same, users will be able to access the item. Note that changing the name of the original item will break the link because the reference is pointing to the original item, and changing the name affects the shared item.

Option	Description
--------	-------------

- | | |
|-------------|--|
| Move | Moves the original file being shared into temporary storage. When the link expires, the original file is deleted from temporary storage. |
|-------------|--|
5. Specify if you want to send an email to let users know about the shared item. The **Send eMail** check box is selected by default, which means all applicable users will receive a message regarding the shared item.
- If you want to send an email, select the **Send eMail** check box.
 - If you do not want to send an email, clear the **Send eMail** check box.
6. In the **Expires** field, type the number of days for which you want the item to be available for sharing. The field to the right displays the date on which sharing will expire. If you select the **Advanced** check box at the bottom of the dialog, a third field appears for this field that enables you to specify an exact time (in the format *hh:mm*) at which the share option will expire.
7. If you are sending an email, complete the **From**, **To**, **CC**, **BCC**, **Subject**, and **Body** fields as applicable for the email message.
8. If you want to attach a small graphic representation of the item being shared, select the **Attach Thumbnail** check box.
9. If you want to assign full access to the folder for external users, select the **Advanced** check box and select the **Full Access** option that appears.
10. Click **Send** to send an email about the shared items.

5 Miscellaneous

■ Rebranding the ActiveTransfer Web Client	22
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Rebranding the ActiveTransfer Web Client

You can rebrand the web client interface by modifying the files located in the *Integration Server_directory \instances\instance_name\packages\WmMFT\resources\WebInterface* folder. For example, if you want to show your company logo on the web client interface, replace the following files in *WebInterface\images* folder with your company logo.

- logo.png
- powered_by.png

You can also use custom JavaScripts and CSS to further change the look and feel of the web page when it loads. You can achieve this by modifying the following files in the *WebInterface* folder:

- custom.css
- custom.js
- custom_login.css

Important: Do not rename the files.