Databridge – Secure transfer site

https://databridge.scantron.com/

Note: Variations in browser type and display settings may result in the screenshots in this instruction document not matching the display on your screen.

Sign On

The Sign On page is the first page you will see from the site. This page contains fields for your Username and Password, a “Sign On” button for entry and a link to request a password change.

After you enter the username and password provided to you by your Scantron project manager and press the “Sign On” button, your username and password will be transmitted securely (via HTTPS) to Databridge.

The first time you log on successfully, you will be prompted to change your password.

Passwords:
- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not match any of the previous 5 passwords.
- Expire every 180 days
Upon a successful log on, you will be taken to your home folder.
If your sign on attempt fails, you will see an error message.

**Invalid username/password or not allowed to sign on from this location.**

If you sign on unsuccessfully 5 times within 10 minutes, you will be locked out of Databridge. If you are locked out of your account, please contact databridge@scantron.com or your assigned project manager for assistance.

**Request a Password Change**

The “request a password change” link lets you easily update your password when you receive notification that it is expiring.

The “request a password change” link will **not** help you recover a forgotten password. If you have forgotten your password, please contact databridge@scantron.com or your assigned project manager for assistance.

The “request a password change” link is only enabled on active accounts set up with this functionality. If the link does not work or you receive a Password Change Request Denied email, please contact databridge@scantron.com or your assigned project manager.
If the link works for you, you will be redirected to a page where you can enter your username and then click on “Request Password Change”.

You will receive an automated email after you click “Request Password Change.” Click on the link in the email within the allotted 30 minutes and you will be redirected to a page where you can enter a new password.

Wizard Install Options

The first time you log in to Databridge, the server will notice that the Upload/Download Wizard is not installed and will prompt you to install it. This wizard tool makes web transfers faster and adds the ability to upload and download several files in a single action rather than individually.

Active X

Internet Explorer users will be prompted to install the ActiveX wizard while users of other browsers will be prompted to install the Java wizard. You will be given options to enable or disable the wizard. If your company does not allow you to install ActiveX, you will need to choose the option to “Disable the Wizard”. If you pick the option that says, “Disable the Wizard (this session only)” the message prompt will continue to come back until you have chosen to enable or disable fully.
In some instances with the Internet Explorer browser, you may have to perform an extra step before you can use all features of the Wizard, such as the ability to download multiple files at once. The extra step is to add Databridge into your “Trusted Sites”. To change your security settings to allow Databridge as a Trusted Site, double-click on the “Internet” or “Intranet” label (with the globe) at the bottom of your IE browser window.

An “Internet Security Properties” dialog window will be displayed. Click the “Trusted Sites” icon (the green checkmark) and then click the “Sites” button.

A list of existing trusted site will appear and the Databridge site should be listed in the “Add this website to the zone” text box. Click the “Add” button to finish trusting the Databridge site and use the “Close” and “Ok” buttons to complete the action.

When complete, you should see a “Trusted Sites” label (with a green checkmark) in place of the “Internet” or “Intranet” label (with the globe at the bottom of your IE browser window.
Java
If you are not using Internet Explorer, the first time you log in to Databridge you will see a page with a link to install the Java Upload/Download Wizard. You will be given options to enable or disable the wizard. If you pick the option that says “Disable the Java Wizard (this session only)”, the message prompt will continue to come back until you have chosen to enable or disable fully.

Uploading Files
There are two quick ways to upload files:

1. Upload Wizard
2. Upload a File

Upload Wizard
This option will only be available if you chose to enable the ActiveX or Java Wizard. Click on “Launch the Upload Wizard...”

The upload wizard pop-up will appear and you can drag the file to this box or you can click on “Add File” and navigate your computer drives until you find the file you wish to upload. Click the “Next >” button.
Under most circumstances, you will use the “Upload files individually” option. If you are uploading multiple files and would like to upload them as a zip file, you can choose “Upload all files as one .zip” and Databridge will zip the files for you. There is an option on this screen for you to enter a custom note or modify the notification so the name is something other than the file name. Once you have selected the upload options click “Next >”. The Wizard will indicate if the transfer is successfully completed or if the upload failed. If complete, you can hit the “OK” button. If the process fails, try again. If you need assistance, contact databridge@scantron.com or your assigned project manager.

**Upload a File**

This option will only be available if you do not have the ActiveX or Java Wizard enabled. Click on “Select a folder:” to choose where you would like the file loaded. If your Databridge account has multiple folders and you have access to them, you will have the option to select from multiple folders. If your account is set-up with a single folder, you will be presented with your home folder. Click on the “Choose a file: Browse” button to select the file you would like to upload. The “Enter any notes:” field is not mandatory however you can choose to include a note if you wish.
Click “Upload” and the file will be posted to the folder you selected.

Downloading Files

There are three ways to download files from Databridge.

**Option 1:**
When you receive an email notification that a new file has been posted to you, you can click on the link at the bottom of the email. The link will open a webpage where you will need to provide your username and password for entry.

New File Notification

A new file from John Doe has arrived into the "/ Home / Jane Doe” folder.

Name: CompanyABC_Q3 Report.pdf
Tracking ID: 272651817
Original Size: 471.087 bytes
Uploaded by: John Doe [john.doe@company.com]

For non-repudiation purposes, it cannot be confirmed that the file received by MOVEIT DMZ is identical to the file uploaded by John Doe because the client used to upload this file (Internet Explorer 10) either does not support integrity checking, or doesn’t have its integrity checking option enabled. If you believe the client used to upload the file supports integrity checking, please ensure that the integrity checking option is enabled in future transfers if delivery with non-repudiation is important. Please use the free Scantron’s Secure Transfer Upload Wizard with Internet Explorer or a Java-Enabled browser, or a MOVEIT file transfer product in future transfers if delivery with non-repudiation is important.

Please use the following URL and your username/password to DOWNLOAD or view the current status of this file, including its full upload and download history.


Regards,
Scantron Notification Service
Once you have successfully logged in to Databridge, you will see the message below. Select “Download” from the File Actions.

If you do not have a wizard enabled, you will receive a pop-up that asks if you would like to open or save the file. Always Save the file to your local machine for archival. The Databridge site only retains files for a set period of time (the standard is 30 days) before automatically deleting them. If you have a wizard enabled, you will not receive this “File Download” pop-up, it will automatically request that you save the file and ask where you would like it saved on your local machine.

**Option 2:**
When you log into the Databridge site, you will be able to view the files that are available to you. You can select files to download from the list on the left side of the screen. After you select the file, click the “download” icon on the right side of the screen. If you do not have a wizard enabled, you will receive the “File Download” pop-up. If you have a wizard enabled the download will be automatic.

**Option 3:**
When you log into the Databridge site, you will be able to view the files that are available to you. You can download the file by clicking directly on the name of the file you wish to download. If you do not have a wizard enabled, you will receive the “File Download” pop-up and if you do have a wizard enabled the download will be automatic just as I mentioned above.
System Email Notifications

You will receive multiple system generated email notifications from the Databridge site.

1. **Upload Confirmation**
   You will receive this email when you successfully upload a file to Databridge, if your account is setup to receive notifications.

   **File Upload Confirmation**

   Your file has been saved into the "/ Home / Jane Doe" folder and the appropriate people have been notified.

   **Name:** CompanyABC_Contact File.xlsx  
   **Tracking ID:** 272842624  
   **Original Size:** 8,345 bytes

2. **New File**
   You will receive this email when a file is uploaded, if your account is setup to receive notifications.

   **New File Notification**

   A new file from John Doe has arrived into the "/ Home / Jane Doe" folder.

   **Name:** CompanyABC_Q4 Report.pdf  
   **Tracking ID:** 272851817  
   **Original Size:** 471,087 bytes  
   **Uploaded By:** John Doe ([john.doe@company.com](mailto:john.doe@company.com))

3. **Delivery Receipt**
   You will receive this email when someone successfully downloads a file you upload, if your account is setup to receive notifications.

   **File Delivery Receipt**

   It was confirmed that Jane Doe DOWNLOADED "CompanyABC_Q4 Report.pdf" from the "/ Home / Jane Doe" folder. (Download recorded at 3/14/2016 7:05:41 AM.)
4. **Other Notifications**
   a) If a file is uploaded to the site, never downloaded and removed based on retention rules (standard is 30 days), a notification is sent to the original uploader.
   b) If a file is deleted by a user but not downloaded from the site, a notification will be sent to the original uploader.
   c) Passwords are good for a period of 180 days. A notification will be sent out at 170 days to request the user to update their password.
   d) Passwords are good for a period of 180 days. If a user’s password is not updated within the 180 days, a notification will be sent to the user indicating that their account has been locked. The user will need to contact databridge@scantron.com or their assigned project manager to regain access. Once a user is locked out, they will **not** receive any future system notifications when new files are posted. **It is important to keep the account active at all times.** In the instance that a user has not accessed the site for 400 days, the user’s account will automatically be deleted from the system.

**System Home Page Notifications**

When you log into Databridge, any new files will show in bold. Once you view or download the file, the file will no longer be displayed in bold.

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**Multiple Folder Access**

There will be some instances where a user will have access to multiple folders on the Databridge site. You can access different folders on the site by clicking on the “Parent Folder” option of your home page.

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You will then be presented with a list of folders you have permission to access. You can then choose which folder you would like to access from this list.
Another method to search for multiple folders would be to click on the “Folders” link on the left hand side of the page.

You will then be taken to a folders page where you should click the “Home” link.

You will then be presented with a list of folders you have permission to access. You can then choose which folder you would like to access from this list.
<table>
<thead>
<tr>
<th>Name</th>
<th>File ID</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Folder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CompanyABC</td>
<td>271613069</td>
<td>3/10/2016 7:23:32 AM</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>271696680</td>
<td>3/10/2016 7:15:05 AM</td>
</tr>
</tbody>
</table>