



Rady Children's Hospital San Diego

Cerberus SFTP

Web Client User Guide

RGHSD Information Security
6-20-2017

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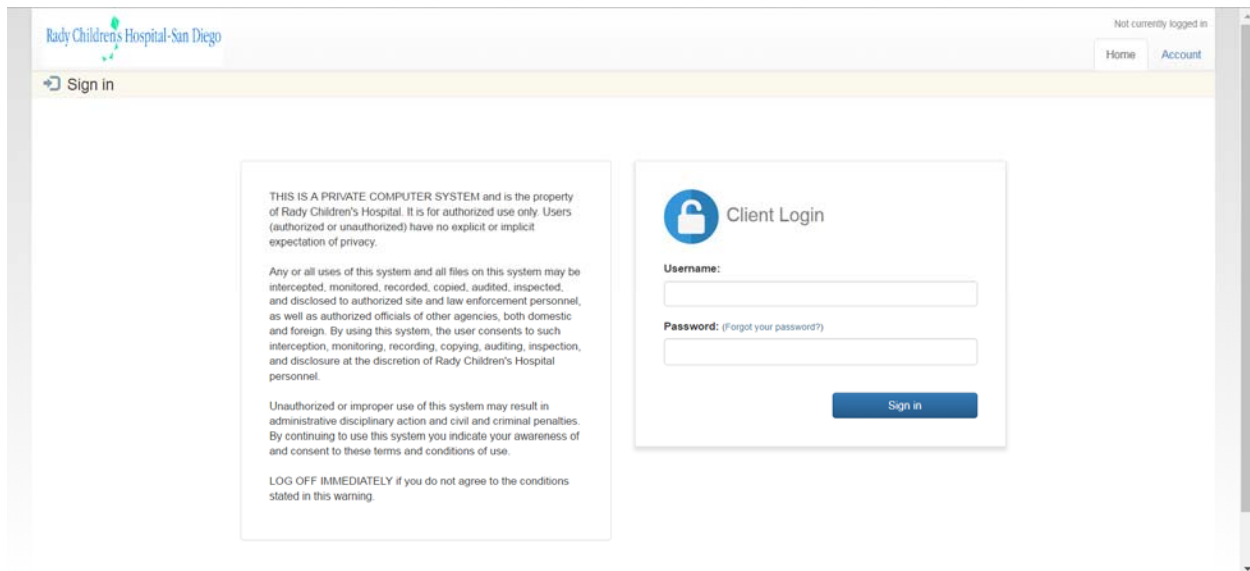
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Overview

The Cerberus HTTP/S web client is a built-in secure web service that allows any user with access to a standard desktop or mobile browser to easily connect to the server and perform file operations. This document provides guidance on how to work within the web client.

Logging In

To log into the SFTP web client, navigate to <https://sftp.rchsd.org>. You will be presented with a login screen which you will use to enter credential provided to you.



Once logged in you will be taken to the file manager where you can manage folder you have been provisioned access to.

Credentials

- RCHSD employees will utilize domain credentials to access the SFTP web client.
- External users will be provided explicit credentials to the SFTP web client.

Changing Your Password

External users can change their password by logging in and clicking the account tab at the top right of the screen.

Home

Account

Share

Logout

At the bottom of the page click the “Change Password” button.

Display Local Date/Time
 Display Relative Date/Time

Addresses Change Password Update

A Change Password window will appear. Set the your new password and click “Change Password” at the bottom right of the window.

Change Password

All form fields are required.

Old Password:

New Password:

Confirm Password:

Close Change Password

Security question should be set upon first login to allow a user to reset their password if they forget it. This can also be done from the “Account” tab.

Security Question #1

Security Question #2

User Name testuser

First Name test

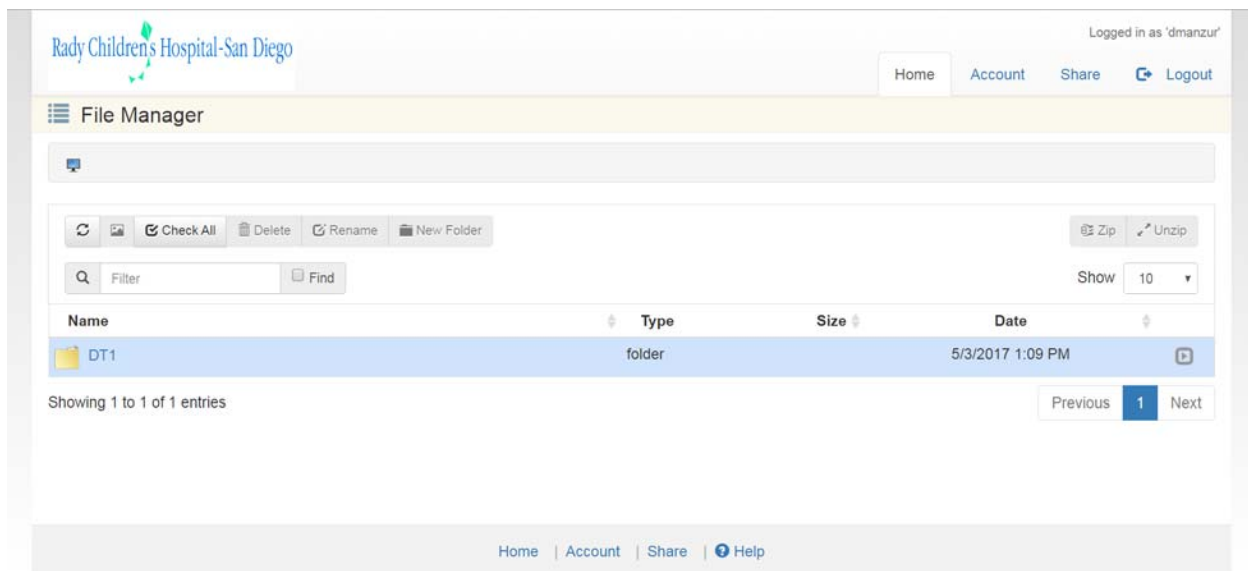
Last Name user

Email A valid email address

File Manager

The File Manager allows you to upload, download, copy, rename, delete, move, or share files and folders. Access to certain operations is provisioned based upon the SFTP request form submitted for access.

Note: Users will only see folders listed that they have been provisioned access to.



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Logged in as 'dmanzur'

Home Account Share Logout

File Manager

Refresh Upload Check All Delete Rename New Folder Zip Unzip

Filter Find Show 10

Name	Type	Size	Date
DT1	folder		5/3/2017 1:09 PM

Showing 1 to 1 of 1 entries Previous 1 Next

Home | Account | Share | Help

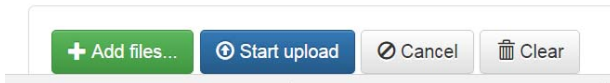
Note: When navigating the file manager. Be sure to right-click next to the file or folder name, not on it. If you right-click on the file or folder name you will see a different set of options.

Uploading a file

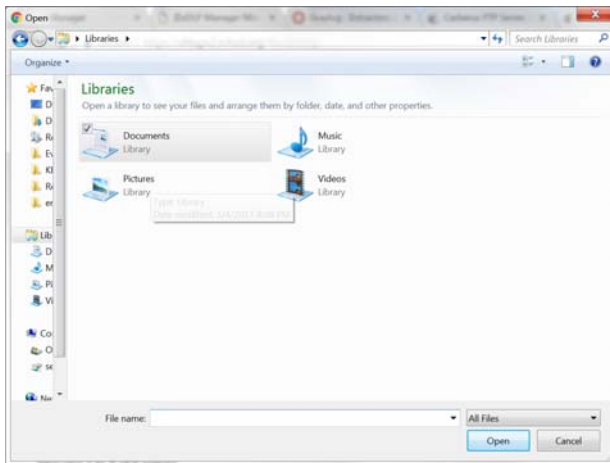
You can upload files from your computer to the web client. You can upload any file and copy it over to the client where it will be accessible by other users that have permission to access it. There are (2) methods that files can be uploaded using the web client:

Add Files Button

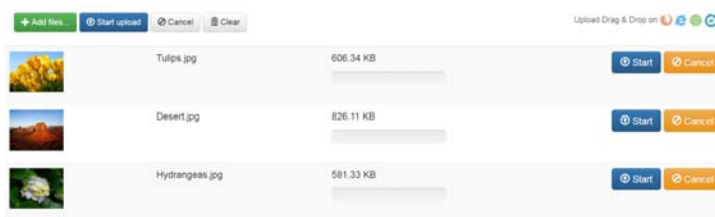
1. Click the Add files button at the bottom of the screen



2. A window will appear that will allow you to select files to be uploaded.



3. If you have selected multiple files, you can upload them all at once by clicking the Start Upload button. If you would prefer to upload one a time, click the Start button next to the corresponding file.



Drag and Drop

Alternatively, you can drag a file from your desktop directly into a folder or subfolder.

If you're using the latest version of Chrome, you also have the option to drag and drop a folder onto the page. Folder uploading is currently only available in the Chrome web browser.

Downloading a File

You can download a file from the Web Client using a computer or mobile device using the Cerberus web client file manager. To download a file in the current directory.

1. Navigate to the file you want to download.
2. Select the grey expand button to the far right of the file name. This will open an options section.

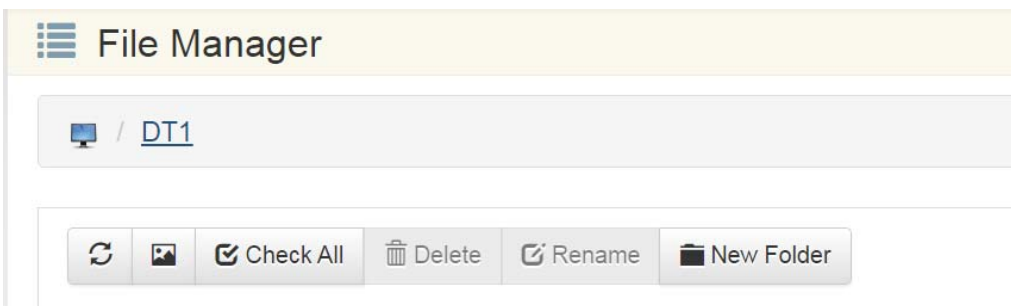


3. Click the **Download** button and the browser will start the download. You can also click on the file name link in the file manager to invoke the default web browser action for that file type (usually either open or download).

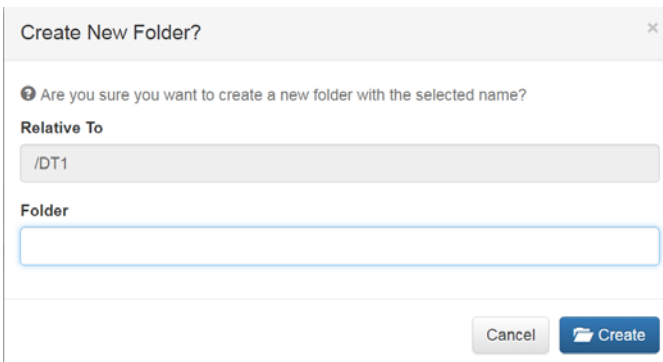
Creating a New Folder

You can create a new folder in the current directory by either selecting the New Folder button from the toolbar, or right-clicking in the file manager and selecting the New Folder menu option. To create a new folder in the current directory:

1. Click the New Folder button from the action bar.



2. A dialog box will appear.

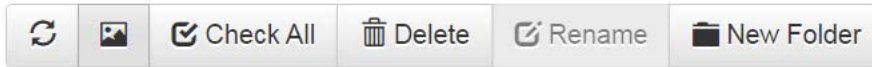


3. Enter a name for the new folder and click the Create button.

Deleting a File or Folder

You can delete a file or folder in the current directory by either selecting the Delete button from the toolbar or right-clicking in the file manager and selecting the Delete menu option.

1. Click on the empty space to the right of the file's name to select it.
2. Click the Delete button from the action bar.



Note: Files are permanently deleted from the server. This action cannot be undone.