



Jacobs File Transfer Tool Guide

The Jacobs File Transfer Tool is intended to aid our clients and vendors, as well as our own employees to send and share files with each other in a safe, secure and effective way. This tool applies to sharing files that are too large to send via e-mail.

One of the benefits of the File Transfer Tool is being able to share files without giving others potential access to many other files they should not view on a traditional FTP site; the recipient receives only the specific file(s) you send them.

Access For Clients and Vendors

You can access the File Transfer Tool by going to www.jacobs.com and following the link in the footer at the bottom of any page or by going directly to <http://jft.jacobs.com>.

Maximum File Size

The combined maximum size for all the files you are sending is one gigabyte (1024 MB or 1,073,741,824 bytes).

Unacceptable File Types

While most file types are acceptable, the **exceptions are files with these extensions:** .php, .exe, .vbs, .scr, .bat, .reg, .sys, .pif, .com, .chm, .shs, .vb, .mid, .midi, .cmd, .cpl, .hta.

Length of Time Files Are Available for Recipients

Shared files are kept on the Jacobs server for between 1 and 14 days, depending upon your selection during the upload process. Files are deleted automatically at midnight U.S. Eastern Time on the date indicated in the e-mail message that is sent to recipients.

How the File Transfer Tool Works

There are two views of the Jacobs File Transfer Tool – a basic version and a more advanced view. If you have Adobe Flash and/or Microsoft Silverlight installed and enabled for your web browser, you will see the more advanced version, which allows you to select multiple files at once and view the status on your uploads.

Before you begin, you must agree to the terms and conditions. Then there are three steps. For Clients and Vendors (and Jacobs' personnel not accessing through JacobsConnect), there is an additional step in the beginning, entering your contact information. All other steps remain the same. Note: The View Report button is only available to Jacobs' users accessing through JacobsConnect.

The Jacobs File Transfer Tool (JFTT) is intended to aid our clients and vendors, as well as our own employees to send and share files with each other in a safe, secure, and effective way. Use this tool to share files that are too large to send via e-mail.

Unauthorized or inappropriate use of this program is prohibited.

- The Jacobs File Transfer Tool (JFTT) is intended solely for the use of Jacobs' employees, clients, and business partner to transfer business related materials.
- Submissions via the JFTT may be logged.
- Submitters (Jacobs' employees, clients, and business partners) are required to take reasonable steps to ensure the files they send via the JFTT are not infected with malicious software. Use of the JFTT is construed as a representation by the submitter that any such reasonable steps have been taken.
- Use of this system is an acknowledgement by the sender that no contractual or other legal requirements pertaining to the information being sent are being violated. You must accept the terms below in order to use JFTT.
- **Confidential or Proprietary Information** – The File Transfer Tool may not be used to transfer, send or share client-confidential or client-proprietary files or documents with anyone other than Jacobs and the client who owns the documents. Any information furnished by a client or that is developed by Jacobs' at a client's expense or for a client's project should be considered confidential and proprietary to the client.
- **Export Control Considerations** - The File Transfer Tool may not be used to transfer, send or share any information or data which is subject to Export Controls or have any marking or statement indicating that the document is subject to government approval prior to release. As a general matter, information or data related to military products or services or products or services that have both military and commercial application may not be transferred, sent or shared using the File Transfer Tool.
- **Privacy Considerations** – Our employees have a right to have their personal information treated as private. The File Transfer Tool may not be used to transfer, send or share any document that contains personal information including but not limited to salary, benefits, illnesses, deaths, family matters, or personal financial matters identifiable with or which could be linked to an individual.
- **Obscene or Inappropriate Material** – The File Transfer Tool is intended for business purposes only and may not be used to transfer, send or share personal documents including but not limited to material that is obscene, or sexually or racially or provocative or that contains a religious, spiritual or political messages or that pursuant community standards is offensive to any group, individual, association or organization.

- I agree with the terms of use.
 I do not agree with the terms of use.

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Step 1: Enter your contact information

This step only applies to clients and vendors, or to Jacobs' employees not accessing through JacobsConnect. You will have to enter some contact information, then click the Next button.

This tool provides an easy way to send files to Jacobs' employees, clients, and business partners. Most file types are acceptable (Word, CAD, PPT, PSD, PDF, etc.). Check the User Guide for file types that are not acceptable. You can send multiple files. They will be zipped together for transfer.

Sender Information

***Full name**
My Name

***E-mail address**
my.email@company.com

***Phone number**
555.867.5309

***Company name**
Company

*Required Field

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Step 2: Enter recipient e-mail addresses

Only internet-style e-mail addresses (e.g. some.body@company.com) are accepted. Clients, vendors, and Jacobs' employees not accessing through JacobsConnect must include at least one Jacobs recipient in the list. Multiple addresses can be added at once but must be separated by semicolons (e.g. first.person@jacobs.com;second.person@jacobs.com).

Recipient Information

***E-mail addresses** To Cc Bcc

[Add](#)

Enter recipient(s) e-mail addresses. **Click add button.** Separate multiple addresses with semi-colons. You will be sent a receipt e-mail when your recipient(s) click the link they receive in the notification e-mail.

Selected Emails

To: [remove](#)

***Required Field**

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Step 3: Specify transfer options

Transfer Options

Expiration Date
Number of days this file set will be available

1 Day
 5 Days
 7 Days
 10 Days
 15 Days

Note: Expired files are deleted from our server.

Encrypt with a password

For added security, you may enter a password below to encrypt your files. Passwords must be between 8 and 79 characters in length. You will have to provide any recipients with the password via other means (e.g. telephone call) in order for them to decrypt the files.

Password: Human#Resources#

Subject
Enter a customized subject line for the email, if desired. A default subject line will be automatically generated if you do not.

Notes
Add notes or instructions to be included in the e-mail.

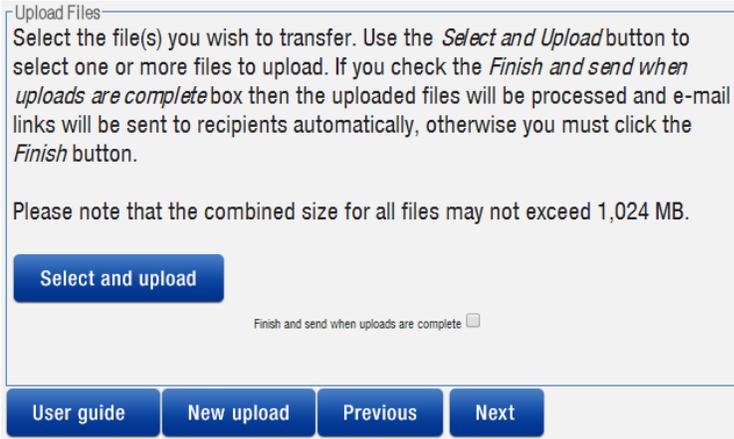
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For added security, you can enter a password if you wish to have the files automatically encrypted. If you do so, you will have to provide the password to the recipient(s) via other means.

Step 4: Select files

You can select one or more files to upload. Check the “Finish and send when uploads are complete” box if you’d like to complete the transfer as soon as files have uploaded, or leave it unchecked if you may be making multiple selections.

If you have Microsoft Silverlight and/or Adobe Flash installed and enabled in your web browser, you’ll see the screen below, and will be able to select multiple files at once by clicking the “Select and upload” button.



Upload Files

Select the file(s) you wish to transfer. Use the *Select and Upload* button to select one or more files to upload. If you check the *Finish and send when uploads are complete* box then the uploaded files will be processed and e-mail links will be sent to recipients automatically, otherwise you must click the *Finish* button.

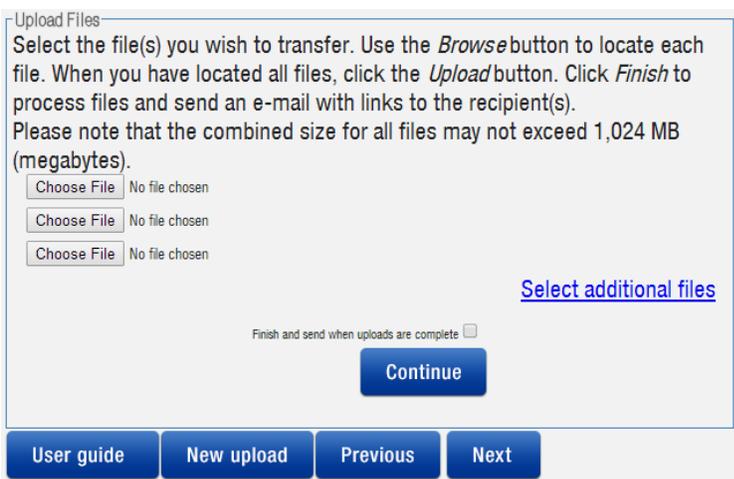
Please note that the combined size for all files may not exceed 1,024 MB.

[Select and upload](#)

Finish and send when uploads are complete

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Otherwise, you will see the screen below. You will be able to upload multiple files, but must select each file one at a time by clicking the “Choose File” button. Once all files have been selected, click the Continue or Next button to have them upload.



Upload Files

Select the file(s) you wish to transfer. Use the *Browse* button to locate each file. When you have located all files, click the *Upload* button. Click *Finish* to process files and send an e-mail with links to the recipient(s).

Please note that the combined size for all files may not exceed 1,024 MB (megabytes).

[Choose File](#) No file chosen
[Choose File](#) No file chosen
[Choose File](#) No file chosen

[Select additional files](#)

Finish and send when uploads are complete

[Continue](#)

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Sharing Multiple Files

The Jacobs File Transfer Tool allows all users to send multiple files to multiple recipients. * *Tip for sending files to multiple recipients without having to constantly re-enter their e-mail addresses each time*, Store the e-mail address in a Word document or text file, separating each address with a semi-colon. You can then copy the list of addresses from the Word document or text file into the Jacobs File Transfer Tool during Step Two for clients and vendors or Step One for Jacobs employees.

Additional Security When Sending

The File Transfer Tool has built-in support for password-protecting and encrypting the contents of the ZIP file that is created from the uploaded files. This form of encryption is supported directly by Microsoft Windows and a wide variety of 3rd party tools, but is not the strongest available. If your file or files needs additional security beyond this basic password protection, you can use a 3rd party tool such as WinZip or 7-Zip to create a ZIP file that is password protected using 256-bit AES encryption. You place the files you wish to upload into that ZIP file, then transfer the ZIP file using the Jacobs File Transfer Tool. Please note that using this approach, only recipients with a similar 3rd party tool will be able to decrypt the ZIP file. Using either the built-in encryption or a 3rd party tool, you will need to send the recipients the password via other means to prevent interception of the password.

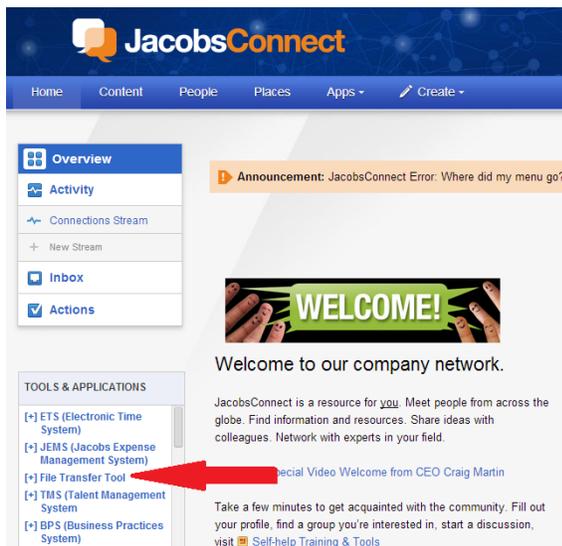
Receiving the File(s)

Each of your recipients will receive an email with a link to the file or files you have sent them. The link will not indicate what the real filename is. When the recipient clicks on the link to download the file, the sender will receive an email informing you of the receipt.

For Jacobs Employees – Use of the File Transfer Tool

Access For Jacobs Employees

You can access the File Transfer Tool by going to JacobsConnect. Look in the left hand column in the list of Tools & Applications. See screen capture below. If you cannot access it through JacobsConnect, please try the File Transfer link at the bottom of www.jacobs.com or go directly to <http://jftt.jacobs.com>.



Viewing Past Transfers

If you are accessing the File Transfer Tool from within the Jacobs network, you can view a report of all the files you have previously transferred by simply clicking the “View Report” button at the top of the page. To find out who has downloaded the transfer, click the “View Report” button in the “Received by” column. It will display the list of recipients and which of them have downloaded the transfer. Please note that if a recipient forwards the download link to others, it will appear as if those others are the recipient. Please note that this feature is only available to Jacobs employees on the Jacobs network accessing the File Transfer Tool through JacobsConnect.

File Transfers sent by [www.jacobs.com](#)

Please note that all times are in US Eastern Time.

Date Sent	Expiration/Deletion	Delete	Received by	Subject	Notes	File(s) Sent
1/22/2014 5:01:40 PM	1/30/2014 5:01:40 PM	Delete	View report			...
1/22/2014 1:05:29 PM	1/30/2014 1:05:29 PM	Delete	View report			...
12/2/2013 2:11:11 PM	12/10/2013 2:11:11 PM		View report			...
12/2/2013 1:34:44 PM	12/10/2013 1:34:44 PM		View report			...

File Transfer Receipts

Date	1/22/2014 5:01:40 PM
Expiration Duration	7
Deleted	
Deletion Reason	
Sender Email	www.jacobs.com
Subject	
Notes	
Files Sent	...
Status	success

Recipients

Recipient Email	First Download Attempted	Total Download Attempts	Notify status	Receipt status
	1/22/2014 5:02:38 PM	1	sent	sent

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Deleting a Mistaken Transfer

As a Jacobs employee using the system, you have the ability to delete a transfer. In the event that you have mistakenly uploaded the wrong files or misdirected them to the wrong recipients, you can delete the transfer and prevent additional downloads.

1. Click “View Report” button at the top.
2. Locate the transfer you wish to delete.
3. Click the “Delete” button beside the transfer.
4. You will be prompted to confirm the deletion.

Please note that if you have already deleted a transfer, or if it has already been transferred, then the “Delete” button will not be available. You can only delete transfers you created. Also, this feature is only available to Jacobs users connecting from within the Jacobs network.

Frequently Asked Questions For Jacobs Employees

1. How can I access the Jacobs File Transfer Tool from outside the Jacobs network?

Go to www.jacobs.com and follow the File Transfer link (or go directly to <http://jfft.jacobs.com>). If you are logging into JacobsConnect remotely to use the Jacobs File Transfer Tool and you are encountering problems, please try this approach.

2. How can I let clients and vendors use the File Transfer Tool to send files to me?

If you would like to have client, vendors, or other outside parties send you a file, they can go to www.jacobs.com and follow the File Transfer link (or go directly to <http://jfft.jacobs.com>). See the “For Clients and Vendors” section, below.

3. I just realized I uploaded the wrong files, or sent them to the wrong person. What do I do?

See the “Deleting a Mistaken Transfer” section, above. If the View Report button is not available because you are accessing the File Transfer Tool remotely, please contact JFTT support via e-mail at it-jftt@jacobs.com and we will attempt to delete the file(s) before recipients download them.

4. How can I send files to multiple recipients without having to constantly re-enter their e-mail addresses each time?

Store the e-mail address in a Word document or text file, separating each address with a semi-colon. You can then copy the list of addresses from the Word document or text file into the Jacobs File Transfer Tool during Step One or Step Two for external users.

For Clients and Vendors

Access for Clients and Vendors

You can access the File Transfer Tool by going to the main Jacobs web site at www.jacobs.com and clicking the File Transfer link at the bottom of the page. An alternative approach is to go directly to <http://jftt.jacobs.com>.

