

Sterling File Gateway



# myFileGateway Release 2.2.2 Updates

*Version 2.2.2*



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**Note**

Before using this information and the product it supports, read the information in "Notices" on page 7.

This edition applies to Version 2 Release 2 Modification 2 of IBM Sterling File Gateway and to all subsequent releases and modifications until otherwise indicated in new editions.

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## Chapter 1. Accessing myFileGateway (Version 2.2.2 and Later)

An administrative user must establish an account for a Partner before the Partner can access myFileGateway.

### About this task

To access myFileGateway:

### Procedure

1. Obtain the URL for myFileGateway from an administrative user.
2. Disable pop up blocker in your browser.
3. Set your browser options to select TLS 1.0 (in the browser's Advanced tab).
4. Log in to myFileGateway with the user name and password supplied by the administrative user.

**Note:** Administrative users of Sterling File Gateway cannot access myFileGateway.





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## Chapter 2. Sending a File Using myFileGateway (Version 2.2.2 and Later)

### About this task

To send a file:

### Procedure

1. In myFileGateway, click on the **Upload** tab.
2. Select the mailbox path where the file should be dropped off.
3. Enter the name and location of the file or browse to the file to be uploaded.
4. If you want to rename the file, enter the new file name.
5. Click **Send**.

**Restriction:** During the file transfer, a dialog box is displayed indicating that the file upload is in progress. If you click **Cancel**, the transfer is stopped. If a session times out, a notification is posted. You cannot perform any other functions in myFileGateway while the upload is in progress. If the file is very large and the session times out during the upload, the upload is not affected. The file upload continues in the background despite the session time out. After the upload completes, a dialog box indicates that the session has timed out and the file upload is complete.



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## Chapter 3. Retrieving a File Using myFileGateway (Version 2.2.2 and Later)

In myFileGateway, Partners retrieve a file from a mailbox.

### About this task

To retrieve a file:

### Procedure

1. From myFileGateway, click on the **Download** tab.
2. Select a file from the list of files. Only files present in the mailboxes that you have permission to download from are provided in the list. You can filter the list for specific character strings. Enter the characters in the field above the column headings.

**Tip:** The filter finds any occurrence of the requested string. For example, if you want to find records from the date that contain a 13, the filter will also return records that have a 13 in the time field, or any other field.

3. Select whether to open or save the file.
4. To save the file, browse to the location for the file to be saved. Select the location and click **Save**.

**Restriction:** During the file transfer, if you click **Cancel**, the transfer may or may not be stopped, depending on the size of the file and rate of transfer. Click **Refresh** to see if the file is still available for download. If the cancel was received before the transfer, the file will still be available in the list. If you clicked cancel after the file was transferred, the file will not be listed anymore.



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