

# Information Technology Services



## **File Retrieval Guide**

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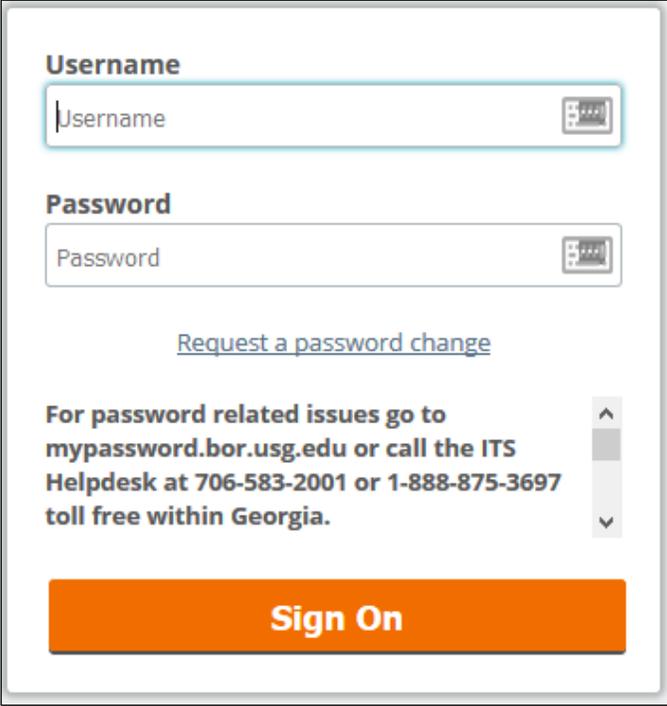
## File Retrieval Guide

MoveIT is a service that serves to move files between customers and backend systems. It can also be used to share files for collaboration. In this guide, we will go through common MoveIT task such as how to:

- Download a file from the jobsub folder.
- Upload a file to the finaid folder.
- Use the FileZilla application to upload and download files without using the MoveIT website.

### Access to MoveIT

To get started, open a web browser and navigate to the MoveIT website located at <https://files.usg.edu>. Log in using your USO domain account and password.

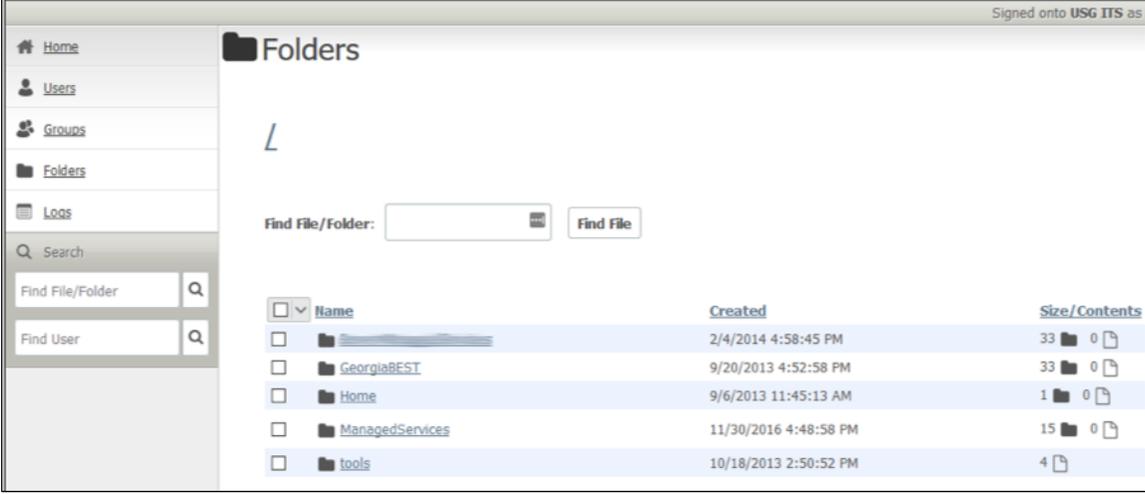


The screenshot shows a login form with the following elements:

- Username** label above a text input field containing the placeholder text "Username".
- Password** label above a text input field containing the placeholder text "Password".
- A blue hyperlink: [Request a password change](#)
- A block of text: "For password related issues go to [mypassword.bor.usg.edu](https://mypassword.bor.usg.edu) or call the ITS Helpdesk at 706-583-2001 or 1-888-875-3697 toll free within Georgia." To the right of this text is a vertical scrollbar.
- A large orange button labeled "Sign On".

## How to Download a File from Job Submission Using MoveIT

Once logged in, you'll be viewing the root directory of MoveIT. To download a file from the jobsub folder, start by selecting on the ManagedServices folder.



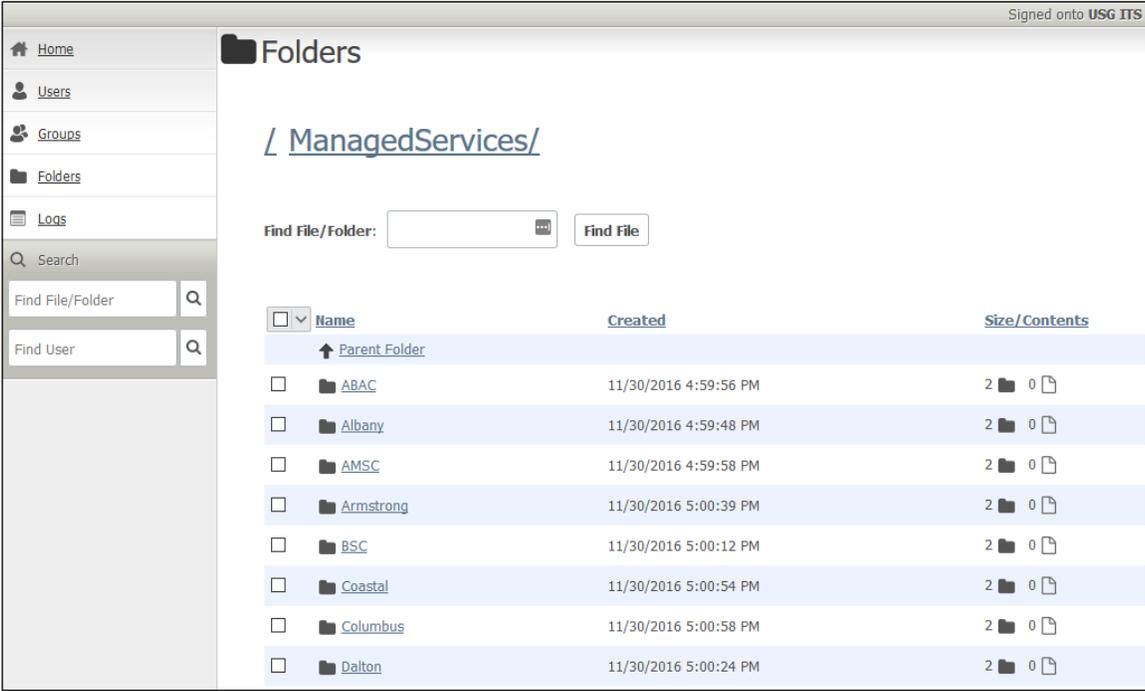
Signed onto USG ITS as

Home Users Groups Folders Logs Search Find File/Folder Find User

Folders /

Find File/Folder:  Find File

<input type="checkbox"/>	Name	Created	Size/Contents
<input type="checkbox"/>	[Redacted]	2/4/2014 4:58:45 PM	33 0
<input type="checkbox"/>	GeorgiaBEST	9/20/2013 4:52:58 PM	33 0
<input type="checkbox"/>	Home	9/6/2013 11:45:13 AM	1 0
<input type="checkbox"/>	ManagedServices	11/30/2016 4:48:58 PM	15 0
<input type="checkbox"/>	tools	10/18/2013 2:50:52 PM	4



Signed onto USG ITS as

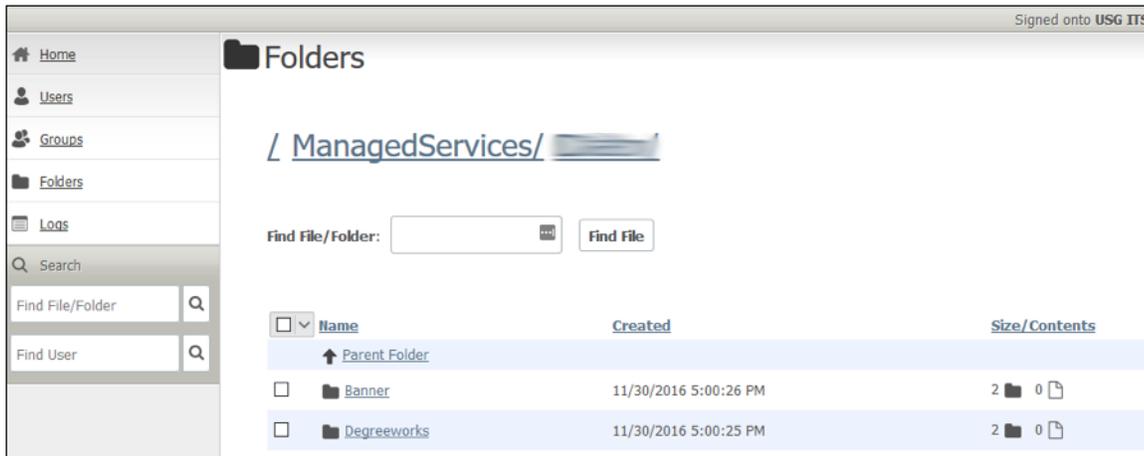
Home Users Groups Folders Logs Search Find File/Folder Find User

Folders / ManagedServices/

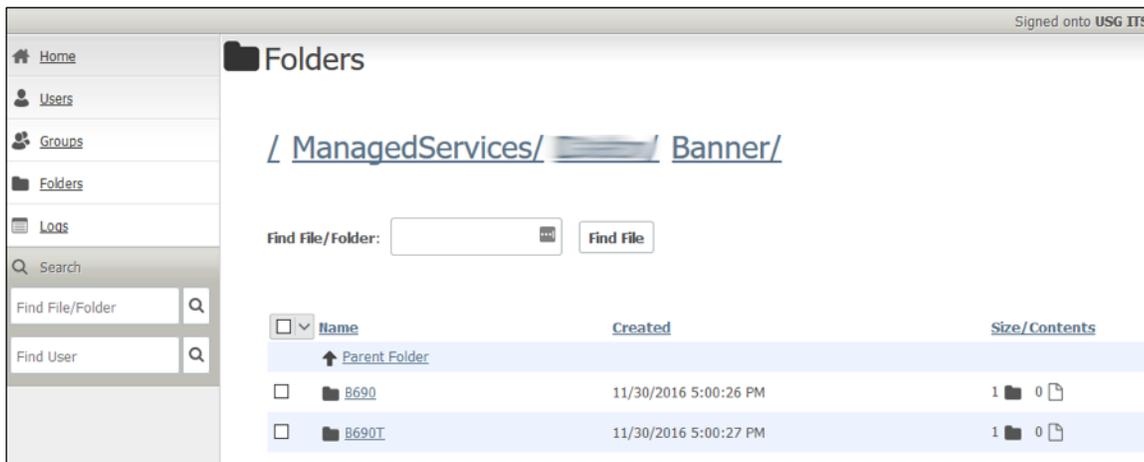
Find File/Folder:  Find File

<input type="checkbox"/>	Name	Created	Size/Contents
	↑ Parent Folder		
<input type="checkbox"/>	ABAC	11/30/2016 4:59:56 PM	2 0
<input type="checkbox"/>	Albany	11/30/2016 4:59:48 PM	2 0
<input type="checkbox"/>	AMSC	11/30/2016 4:59:58 PM	2 0
<input type="checkbox"/>	Armstrong	11/30/2016 5:00:39 PM	2 0
<input type="checkbox"/>	BSC	11/30/2016 5:00:12 PM	2 0
<input type="checkbox"/>	Coastal	11/30/2016 5:00:54 PM	2 0
<input type="checkbox"/>	Columbus	11/30/2016 5:00:58 PM	2 0
<input type="checkbox"/>	Dalton	11/30/2016 5:00:24 PM	2 0

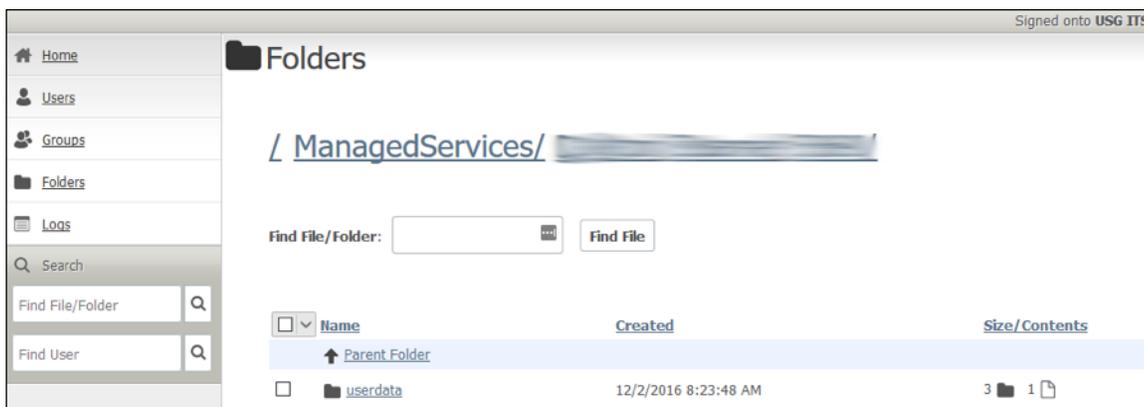
From the ManagedServices folder, select your school's name (our example uses Dalton State College).



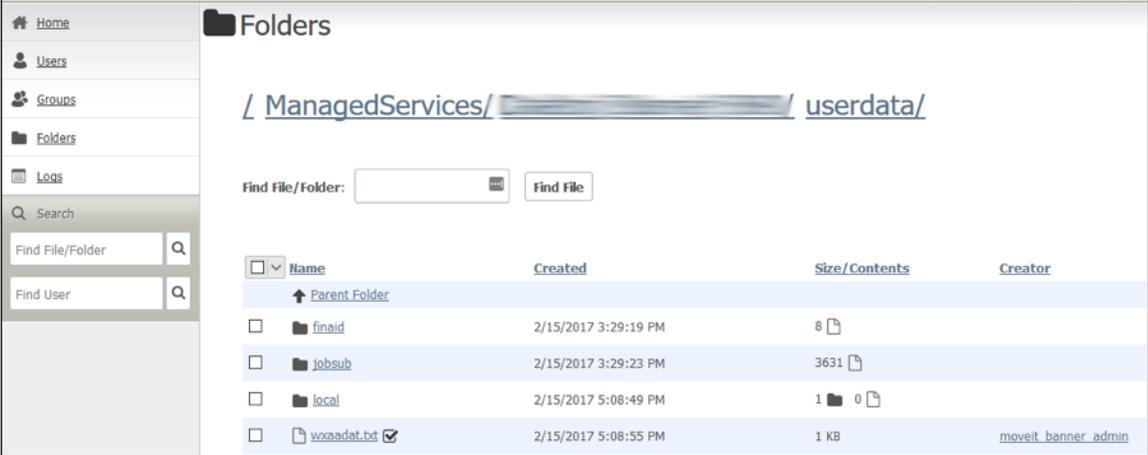
From your school's folder, select the Banner folder.



From the Banner folder, select the folder of the database you are accessing.



From the B690 folder, select the userdata folder.



Home | Users | Groups | Folders | Logs | Search

Find File/Folder | Find User

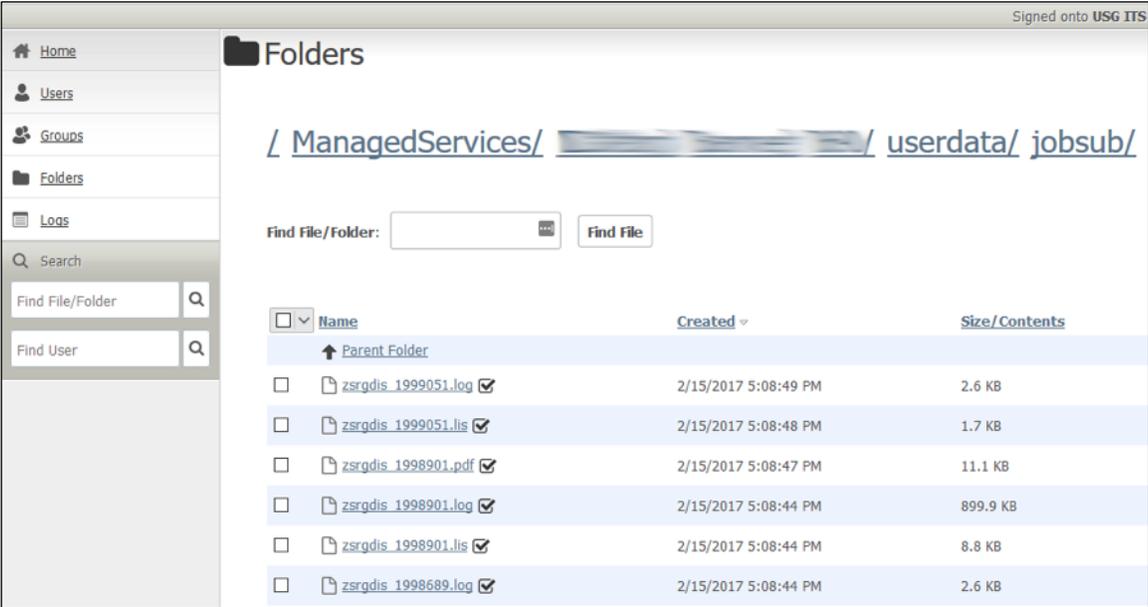
**Folders**

/ [ManagedServices/](#) [redacted] / [userdata/](#)

Find File/Folder:

<input type="checkbox"/>	Name	Created	Size/Contents	Creator
	↑ Parent Folder			
<input type="checkbox"/>	finald	2/15/2017 3:29:19 PM	8	
<input type="checkbox"/>	jobsub	2/15/2017 3:29:23 PM	3631	
<input type="checkbox"/>	local	2/15/2017 5:08:49 PM	1	0
<input type="checkbox"/>	vxaadat.bt	2/15/2017 5:08:55 PM	1 KB	moveit_banner_admin

From the userdata folder, select the jobsub folder.



Home | Users | Groups | Folders | Logs | Search

Find File/Folder | Find User

**Folders**

/ [ManagedServices/](#) [redacted] / [userdata/](#) [jobsub/](#)

Find File/Folder:

Signed onto USG ITS

<input type="checkbox"/>	Name	Created	Size/Contents
	↑ Parent Folder		
<input type="checkbox"/>	zsrqdis_1999051.log	2/15/2017 5:08:49 PM	2.6 KB
<input type="checkbox"/>	zsrqdis_1999051.lis	2/15/2017 5:08:48 PM	1.7 KB
<input type="checkbox"/>	zsrqdis_1998901.pdf	2/15/2017 5:08:47 PM	11.1 KB
<input type="checkbox"/>	zsrqdis_1998901.log	2/15/2017 5:08:44 PM	899.9 KB
<input type="checkbox"/>	zsrqdis_1998901.lis	2/15/2017 5:08:44 PM	8.8 KB
<input type="checkbox"/>	zsrqdis_1998689.log	2/15/2017 5:08:44 PM	2.6 KB

Select the file you want to download.



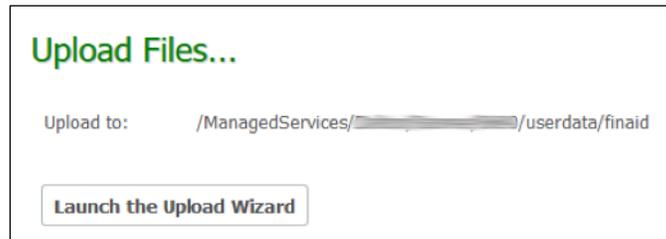
The screenshot shows a web-based file management interface. On the left is a navigation sidebar with links for Home, Users, Groups, Folders, and Logs, along with search fields for files and users. The main content area displays the path `/ ManagedServices/ [redacted] / userdata/ jobsub/ zsrqdis_1999051.log` and the user ID `(ID # 361481365)`. Under the heading "File Actions", there are three buttons: "Download", "Delete", and "Rename". Below this, the "File Information" section states the file was uploaded by `moveit_banner_admin (moveit_banner_admin)` on 2/15/2017 at 5:08:49 PM from a hidden location via MOVEit Central 9.0.0.2. It also shows a file size of 2,647 bytes, 0 downloads, and that integrity verification is confirmed via a SHA-1 hash.

Once the file is ready to download, select the button labeled 'Download.'

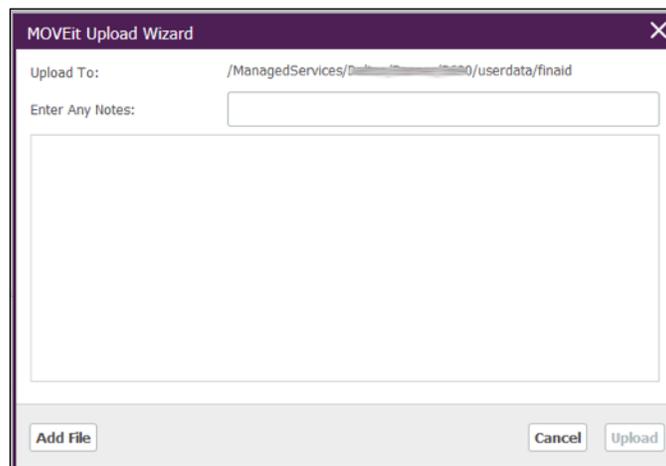
## How to Upload a File Using MoveIT



In our example for uploading a file, we've navigated to the финаid folder.



At the bottom of the page is an area named, 'Upload Files.' Select, 'Launch the Upload Wizard.'

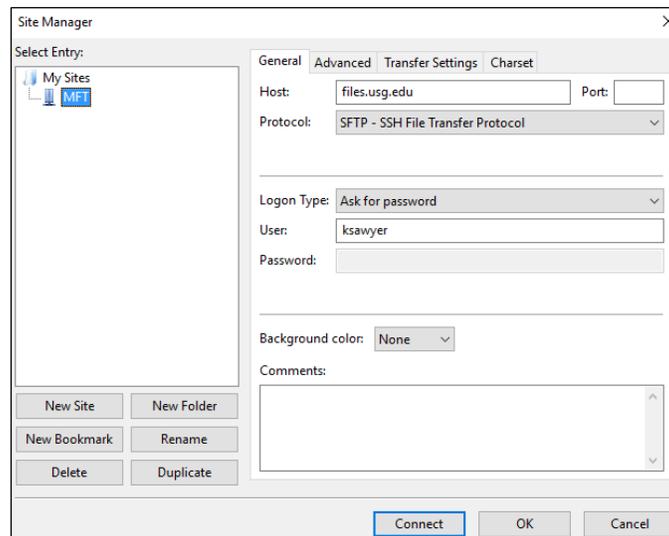


From this menu, you can see the file path, enter notes and add the file to upload.

Once a file has been successfully uploaded to the server, an extension of ".upload" is added to the end of the filename. At this point the file can be loaded into Banner using the original filename (without ".upload")

<input type="checkbox"/>	<u>Name</u>	<u>Created</u>	<u>Size/Contents</u>
	↑ Parent Folder		
<input type="checkbox"/>	<a href="#">crbn17op.003.upload</a> ✓	3/31/2017 11:13:26 AM	1.6 KB
<input type="checkbox"/>	<a href="#">crd17op.147.upload</a> ✓	3/31/2017 11:13:27 AM	57.4 KB
<input type="checkbox"/>	<a href="#">crecmyp.414.upload</a> ✓	3/31/2017 11:13:25 AM	2.1 KB
<input type="checkbox"/>	<a href="#">crpn17op.258.upload</a> ✓	3/31/2017 11:13:26 AM	3.4 KB
<input type="checkbox"/>	<a href="#">crsu16op.010.upload</a> ✓	3/31/2017 11:13:26 AM	2.7 KB

## How to Upload and Download Files Using FileZilla



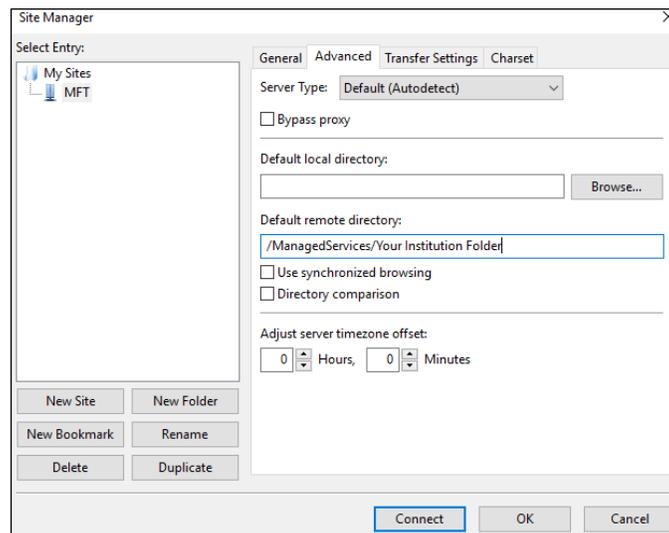
You can also use the Filezilla application to upload and download files. In order to connect to the MoveIT service, set the following fields appropriately:

Host: files.usg.edu

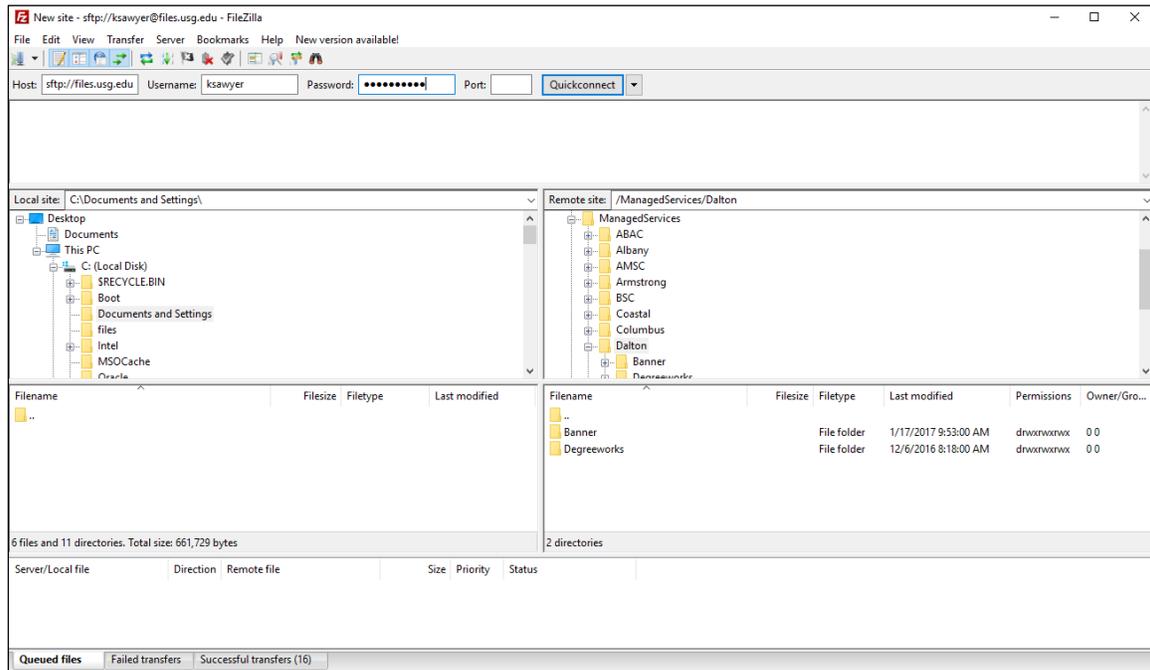
Protocol: SFTP – SSH File Transfer Protocol

Logon Type: Ask for password

User: Type your USO domain username



Toward the top, select the tab labeled 'Advanced.' In the default remote directory field, you can type a path that will place you in a specific folder such as when you initially log in to MoveIT. For our example, we would like to start in the /ManagedServices/Dalton folder. Finally, select, 'Connect' to access information stored in MoveIT.



If everything was entered correctly, your local computer's directory will appear on the left and your institution's MoveIT directory will appear on the right.