



# HOP QDRP Quick Start Guide: Exchange Files

## Required Role: File Exchange & Search

### Overview

Secure File Exchange and Search is the section of QualityNet where two organizations and/or individuals can securely send data to each other over the Internet.

- 1 Go to [www.qualitynet.org](http://www.qualitynet.org).
- 2 Select **My QualityNet**.
- 3 Click **Send/Receive** from the Exchange Files task box.

**Note:** A click on any link will result in an "Applet Attempting to Load" message and progress bar. Once Applet has loaded, the Secure File Exchange and Search page displays.

- 4 The system defaults to the **Show New Inbox Files** view.

### My Inbox

My Inbox provides access to all files received. The Show New Inbox Files link display defaults to those files received but not yet downloaded in the last seven days.


To download file(s) received in the last seven days:

As each file is downloaded, a **Save** box displays to select the destination of the file.

- 1 Click on the box next to the desired file; this places a checkmark in the box.
- 2 Click **Download to One Folder** from the File Exchange Tools.

- 3 Click **OK** to the warning pop-up regarding overwriting files with duplicate titles.
- 4 Select a drive and directory in which to save the file.
- 5 Click **Save**; the file is downloaded and saved to the designated location. A **Download Complete** message will appear.
- 6 Click **OK**. The file will move from the Show New Inbox Files area to the Show Downloaded Inbox Files section.

To download new inbox files received for a date range other than last seven days:

- 1 Click the  **calendar** button in the **File(s) Sent Between** areas in the left navigation area.
- 2 Click the **desired date**, and **Close**.
- 3 Verify that **Inbox New** is selected in the Search list. You can also search other locations for files, e.g., Inbox Downloaded, Outbox New.
- 4 Click **Search**.
- 5 Follow steps 1-6 above.

### My Outbox


My Outbox provides access to all files that have been sent through the Files Exchange section of QualityNet.

- 1 Click on **Show Unopened Outbox Files** to view files sent in the last seven days that have not yet been downloaded by recipient.

- 2 Click on **Show Opened Files** to view files sent in the last seven days that at least one recipient has downloaded.
- 3 Click on **Show Archived Outbox Files** to view files sent in the last seven days that have been archived.

### File Exchange Tools: Upload File

File Upload Wizard allows users to send file(s) to anyone in their displayed organization list.

- 1 Click **Show New Inbox Files** to ensure you are in the Inbox mode.
  - 2 Click **File Upload Wizard** from the File Exchange Tools in the left navigation area.
  - 3 Click  next to the folder of any organization or group in the list to expand the send options.
- Note:** Click **Upload Help** to view online instructions.
- 4 Click **View Users in [Organization Name]** to view individuals from the organization who are capable of receiving exchange files.
  - 5 Users will display in the right pane. Click on **Desired User(s)** to highlight user(s).

- 6 Click **Add Selected User(s)**. The user(s) will appear in the **Sending Files To These Organizations and/or Users** box.

**Note:** Enter a file description (such as a title) in the File Description box if desired.

- 7 Click **Upload Individual Files** or **Upload Entire Directory**.



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**Note:** If **Upload Entire Directory** is selected, a message box will appear indicating "You are about to upload an entire directory. Click OK to continue or Cancel to cancel the process." Click **OK** or **Cancel** to continue.

- 8 Navigate to and choose the file(s)/directory intended for upload, and select them.

**Note:** Pressing the CTRL key and clicking on each file name allows for the selection of multiple files.

- 9 Click **Open** to upload the file(s)/directory.

**Note:** This action immediately uploads the file(s)/directory to the user(s) selected.

- 10 An Upload Complete message will be displayed verifying the number of files successfully uploaded.

- 4 Click **OK** to return to File Tracking.

- 5 Click **Back to File Exchange** at the top of the screen.

## File Exchange Tools: File Tracking

File Tracking provides the ability to view file tracking information on files sent, including upload date and whether or not the file has been opened.

- 1 Select one of the following links: **Show Unopened Outbox Files**, **Show Opened Outbox Files**, or **Show Archived Outbox Files**.
- 2 Click the check box next to the file(s).
- 3 Click **File Tracking** on the left tool bar under File Exchange Tools.

**Note:** Recipients listed in red have not downloaded the file; recipients in blue have downloaded the file.

- Click on a recipient's name to view e-mail address and phone number.