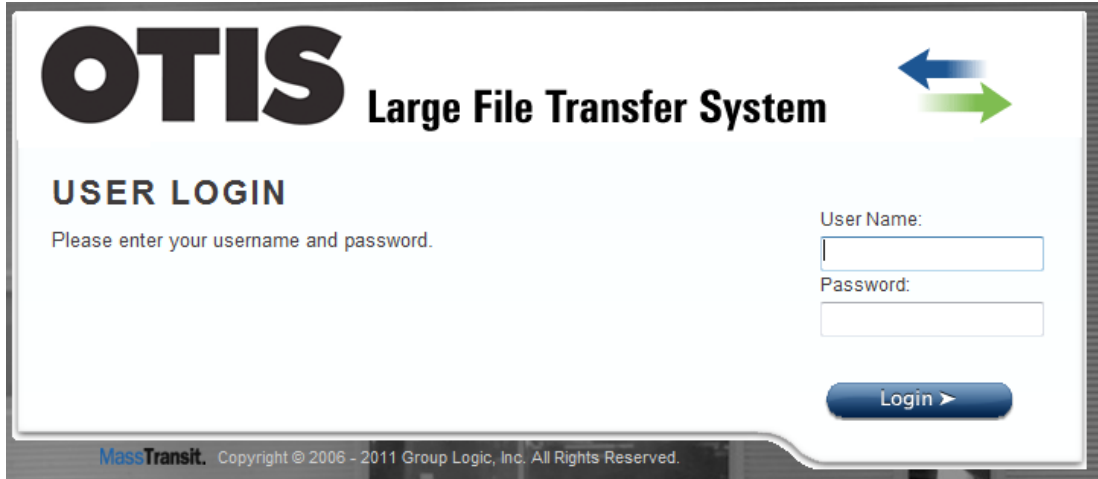


MassTransit – Large File Transfer System



The screenshot shows the user login interface for the OTIS Large File Transfer System. At the top left, the word "OTIS" is written in a large, bold, black font, followed by "Large File Transfer System" in a smaller, bold, black font. To the right of this text is a graphic of two horizontal arrows: a blue arrow pointing left and a green arrow pointing right. Below the header, the text "USER LOGIN" is displayed in bold. Underneath, a message reads "Please enter your username and password." To the right of this message are two input fields: "User Name:" with a text box and "Password:" with a text box. Below the password field is a blue button with the text "Login" and a right-pointing arrow. At the bottom left of the page, there is a small copyright notice: "MassTransit. Copyright © 2006 - 2011 Group Logic, Inc. All Rights Reserved."

MassTransit is a web based large file transfer service for the Otis College community. It provides students, faculty and staff with an ultra fast, secure and reliable managed file transfer service.

To use MassTransit go to <https://transfer.otis.edu> and use your e-mail user account and password. Instructions on using MassTransit can be found below.

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MassTransit

Most e-mail services limit attachments to a maximum of 10 megabits. Most of the files being sent to students by faculty, to faculty by students, to outside vendors such as outside print shops , files being sent between departmental office and Communications, etc. are much larger than 10 megabits. So how do we solve this problem? We have used shared network drives, copied to flash drive and/or DVD or Blu-Ray – all clunky and to be honest kind of a pain. As of late some have been using outside services such as Dropbox. To help make life easier MassTransit, a locally hosted service, has been installed to help eliminate some of the frustration of trying to transfer large files.

MassTransit benefits are:

- Fast, reliable and easy to use managed file transfer solution.
- With UDP performance option, you can send files up to 10X faster than traditional FTP protocols.
- End-to-end performance is superior because we eliminate the need to ZIP or UNZIP files before and after they are sent.
- It has the flexibility to quickly and easily send and receive files using virtually any of today's transfer protocols including: FTP, HTTP, HTTPS, or MTAP.
- It does not suffer from the same security or reliability issues that are inherent in traditional FTP-based products.
- The user interface is intuitive and web-based - so usability is never an issue.

The supported web browsers which can be used to log in to the MassTransit are the following:

on Windows machines

- Internet Explorer 7 or higher
- Firefox 3 or higher
- Chrome 4.0 or higher (HTTP transfer only)

on Macintosh machines

- Safari 3 or higher
- Firefox 3 or higher
- Chrome 4.0 or higher (HTTP transfer only)













Transferring Files with MassTransit

The Web client can use the MassTransit Web Assistant plug-in or the HTTP feature of MassTransit to transfer files.

Only the MassTransit plug-in can use the advanced communication protocols of MassTransit - TCP/IP, TCP/IP Secure, and UDT. They provide the ability to modify the transfer packets and buffer sizes in order to increase the transfer speed. In addition, the MassTransit Assistant plug-in allows transferring huge file volumes. In HTTP mode on the other hand, you can only transmit up to 2GB of files in a single transfer but you will be able to send and receive files without installing anything on your machines.

Using the MassTransit plug-in, you can drag and drop files for uploading, and Unicode support for the file names is implemented.

Below is a table where you can find detailed information about the differences between the two transfer methods.

feature/method	MassTransit Web Assistant Plug-in	HTTP
Advanced communication protocols (TCP/IP, TCP/IP Secure, UDT)		
Ad hoc delivery		
Drag&drop for uploading files		
Unicode support		
Secure file transfers		
Large file transfers (over 2 GB or longer than 1 hour)		

NOTE:

Please note that the maximum allowable file size you can transfer in a single file transfer in **HTTP mode** is **2GB**.

The **MassTransit Assistant plug-in** does **not** have such a limitation.

Sending Files

There are two options for sending files with MassTransit Web – by using the MassTransit Web Assistant plug-in or by using the MassTransit HTTP feature.

The **MassTransit Web Assistant plug-in** needs to be downloaded and installed by the Web the first time they log into the MassTransit web site. After that, they will not be prompted to install it again unless the MassTransit server is upgraded.

If the installed plug-in version does not match with the MassTransit server version, the user will be prompted to download and install the newer version. Otherwise, the user will be able to transfer files only with HTTP.

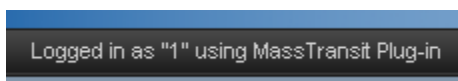
Sending Files with the MassTransit Web Assistant Plug-in

When you have downloaded and installed the MassTransit Web Assistant plug-in, you need to configure your account to use it and then you can start transmitting files with it.

Configure Your Web Account to Use the Plug-in

To see what the currently used transfer method is, look at the left top corner of the web browser page:

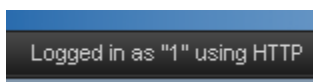
- if you are using the plug-in, the following will be displayed:



Logged in as "1" using MassTransit Plug-in

The name in the quotations is your user name and next to it is displayed the used transfer method. In this case, you are ready to use the plug-in.

- if you are using HTTP, the following will be displayed:



Logged in as "1" using HTTP

The name in the quotations is your user name and next to it is displayed the used transfer method. In this case, click on the **Switch to use MassTransit Plug-in** link in the right top corner of the page.

Now, you can send files via the plug-in.

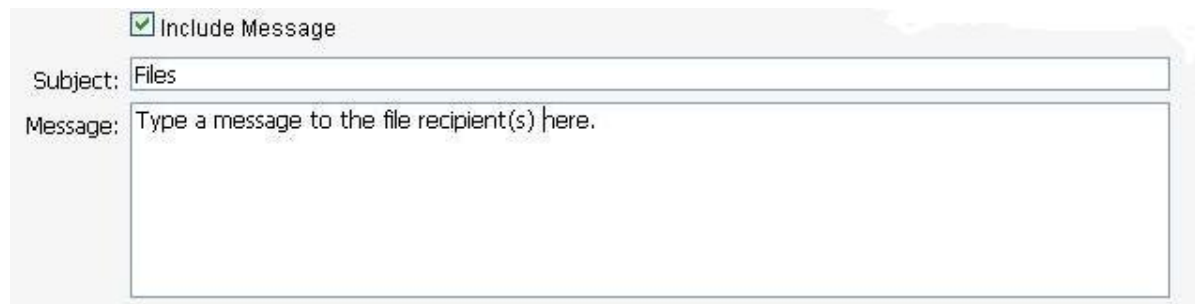
Sending Files with MassTransit Plug-in

If you are logged into the MassTransit web site and you have set to use the plug-in, follow the steps below to send files to MassTransit contacts or to arbitrary e-mail addresses (if allowed):

1. Open the **Send Files** tab.
2. In the **To** field, select the user(s) you want to send the files to:
 - a. **MassTransit 7.1.x** and later allows multiple addresses to be entered in the **To** field. Use semi-colons (;) between the addresses as a separator, see example below:



- b. Enter a valid arbitrary e-mail address in the **To** field. Entering an e-mail address will create a contact with that address as a user name on the MassTransit server and an e-mail notification will be sent to the contact to inform him that there are files for download. The notification contains a passkey link which allows the contact to log into the MassTransit web site without having to know a password and leads to the **Download Files** tab of his newly created account.
 - c. By default, the MassTransit server is selected to receive the files. If you do not enter a user name in the **To** field, the files will be sent to the server.
 - d. If available, you can select a contact to send the files to by clicking on the arrow button next to the **To** field. A list with the available contacts will appear. Select the desired contact from the list. You can pick more than one contact from the **To** field.
3. If available, you can select the service that you want to be executed on the sent files in the **Service** field.
 4. If you are using a **MassTransit plug-in**, the **Include Message** check box will be present on the **Send Files** tab. If you select it, two more fields will appear where you can enter text for the file recipient(s): **Subject** and **Message**.



- a. **Subject** – type a subject for your message (when the **Include Message** checkbox is selected, **Subject** is a mandatory field).
- b. **Message** – enter a message for the file receiver(s).

5. Select the files or folders you want to send. You can do that by:
 - a. dragging and dropping them in the Drag&Drop area if present;



- b. clicking on the **Select Files (Browse)** button – this will open the **Upload** window; select the files or folders you want to send and click **OK** to add them to the file list;
6. When there are designated files for sending, they will be displayed in a list along with information about them.

3 files selected for sending. Total size: 12.25 KB

Name	Path	Size (KB)	Remove
Authentication_Privileges.PNG	C:\Documents and Settings\Administrator\Desktop\WT_Documentation\WT_Images	2	X
AuthenticationArea_GenContacts.PNG	C:\Documents and Settings\Administrator\Desktop\WT_Documentation\WT_Images	4	X
AutoCalls_OutCalls.PNG	C:\Documents and Settings\Administrator\Desktop\WT_Documentation\WT_Images	7	X

7. If there are files that you want to remove from the sending list:
 - a. click on the **Remove (x)** button next to a file name – this will remove only this file from the list;
 - b. click on the **Clear** button – a dialog for confirmation will appear; if you select **OK**, the entire page will reset and you can start over from step 2.
8. When you have selected the files you want to send, click the **Send** button.
9. The Masstransit Web Assistant plug-in will launch in the background and the file transfer will begin. You can observe transfer information in the **Log** tab of the plug-in.

The files should be sent successfully to the select contact(s)/service(s).

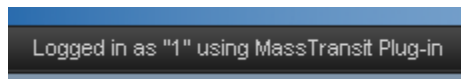
Sending Files with HTTP

When HTTP is configured on the MassTransit server, you need to configure your account to use it and then you can start transmitting files using HTTP.

Configure Your Web Account to Use HTTP

To see what the currently used transfer method is, look at the left top corner of the web browser page:

- if you are using the plug-in, the following will be displayed:



In this case, click on the **Switch to use HTTP** link in the right top corner of the page.

- if you are using HTTP, the following will be displayed:



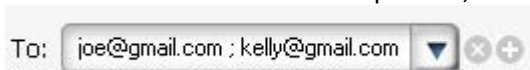
In this case, you are ready to use HTTP.

Now, you are can send files via HTTP.

HTTP Sending

If you are logged into the MassTransit web site and you have set to use HTTP, follow the steps below to send files to MassTransit contacts or to arbitrary e-mail addresses (if allowed to):

1. Open the **Send Files** tab.
2. In the **To** field, select the user(s) you want to send the files to:
 - a. **MassTransit** allows multiple addresses to be entered in the **To** field. Use semi-colons (;) between the addresses as a separator, see example below:



- b. Enter a valid arbitrary e-mail address in the **To** field. Entering an e-mail address will create a contact with that address as a user name on the MassTransit server and an e-mail notification will be sent to the contact to inform him that there are files for download. The notification contains a passkey link which allows the contact to log into the MassTransit web site without having to know a password and leads to the **Download Files** tab of his newly created account.
- c. By default, the MassTransit server is selected to receive the files. If you do not enter a user name in the **To** field, the files will be sent to the server.

- d. If available, you can select a contact to send the files to by clicking on the arrow button next to the **To** field. A list with the available contacts will appear. Select the desired contact from the list. You can pick more than one contact from the **To** field.
3. If available, you can select the service that you want to be executed on the sent files in the **Service** field.
4. If you are connected to **MassTransit 7.1.x and later**, the **Include Message** check box will be present on the **Send Files** tab. If you select it, two more fields will appear where you can enter text for the file recipient(s): **Subject** and **Message**.

- a. **Subject** – type a subject for your message (when the **Include Message** checkbox is selected, **Subject** is a mandatory field).
- b. **Message** – enter a message for the file receiver(s).
5. Select the files you want to send clicking on the **Select Files (Browse)** button – this will open the **File Upload** window. Select the file you want to send and click **OK** when you are ready. You need to repeat this step for all files you want to designate for sending. When there are designated files for sending, they will be displayed in a list along with an X which when clicked, will remove the file from the list.

2 files selected for sending.

Files selected for sending	Remove
Windows Server 2008-2010-08-09-17-48-48.png	✕
Windows Server 2008-2010-08-09-16-11-27.png	✕

NOTE:

Please note that the maximum allowable file size you can transfer in a single file transfer in **HTTP mode** is **2GB**. **This maximum size can be set by the MassTransit Server administrator and may be less than 2GB.**

The **MassTransit Assistant plug-in** does **not** have such a limitation.

6. If there are files that you want to remove from the sending list:
 - a. click on the **Remove (x)** button next to a file name – this will remove only this file from the list;
 - b. click on the **Clear** button – a dialog for confirmation will appear; if you select **OK**, the entire page will reset and you can start over from step 2.
7. When you have selected the files you want to send, click on the **Send** button.
8. The HTTP file transfer will begin and a message box will appear stating: "**Please do not close your browser window while files are sending or the transfer will stop.**" You should not close the browser window in order to complete the file transfer successfully.

The files should be sent successfully to the select contact(s)/service(s).

Known File Transfer Issue On Mac OS X

When transferring files from a Mac to a MassTransit server using Firefox's built-in HTTP file transfer support (without the MassTransit Plug-in), you will be able to select two file types that cannot actually be transferred using HTTP. The affected types (**.app** and **.pkg** files) are considered "bundles" or "packages" on Mac OS X. They normally look like a single file but are essentially folders containing multiple related files. The HTTP protocol is not designed to transfer folders and is unable to actually transfer these files. A bug in Firefox allows them to be selected.

If you need to transfer **.app** or **.pkg** files, you can enclose them in **.zip** file or install the MassTransit Web Client Plug-in, which allows you to transfer folders, including bundles. You can also avoid the specific bug by using Safari or Chrome, which will properly prevent selection of bundles.

Job Tickets

If you have the appropriate permissions set, you will be able to send "job tickets" with the files you send. The **Job Ticket** gives users a place to enter name, address, shipping, and billing information, as well as instructions and details about the accompanying job.

To be available to fill in job tickets, you need to have the appropriate privileges assigned by the administrator of the MassTransit server. If you need this functionality please submit a TrackIT work order by e-mail. Send you request to helpdesk@otis.edu. Please include your name and user account. **DO NOT send your password – the help desk doesn't need it in order to set your permissions.**

When you are allowed (required) to fill in job tickets, a web job ticket form appears as you open the "Send Files" tab of your MassTransit web account. You may be configured to use a custom job ticket or the default one provided by software vendor. The default web job ticket contains the following fields for entering information about the sent files:

File Information:	Customer Information:	Ad Production Information:
Requested Date;	Account #;	Contact;
Requested Time;	Name;	Phone;
Job Number;	Company;	Application;
File Type;	Phone;	File Type;
Application;	Fax;	Version;
Version;	Email;	Instructions;
OS/Platform;	Address;	Output:
Compression;	City;	Line Screen;
Document Size;	State;	Output;
Number of Pages;	Postal Code;	Media;
Font Availability;	Country;	Emulsion;
Font Information;	Additional Customer	
Image Links;	Information;	
Colors;		

Spot Color Names; Special Instructions;		
Billing Information: Bill To; Number; Expiration; Billing Instructions; Account #; Shipping Instructions;	Shipping Information: Name; Company; Address; City; State; Postal Code; Country; Ship Via;	Ad Information: Name; Agency; Destination; Advertiser Number; Newspaper Ad Number; 1st Publish Date; Width; Depth; Units; Units; Ad Description;
Output: Line Screen; Output; Media; Emulsion; Proofing: Digital; Traditional; Printing Material: Type; Color; Manufacturer; Characteristics; Weight;	Finishing Instructions: Number Of Copies; Finished Size; Layout; Bind Type; Fold Type; Staple Position; 2-sided printing; Cut; Booklet; Collate; Signature; Instructions.	

To send files, fill in the desired fields and click the **Proceed** button to continue. This closes the job ticket form and you will be able to designate and send files to a desired contact.

A button will appear at the bottom of the job ticket Send Files page that will start a new job ticket transaction when clicked. When you click on that button, the job ticket form will appear and you will be able to enter information about the new file transmission.

Downloading Files

There are two options for downloading files with MassTransit Web – using the MassTransit Web Assistant plug-in or using the MassTransit HTTP feature.

The **MassTransit Web Assistant plug-in** needs to be downloaded and installed from the Web client first time they log into the MassTransit web site from a particular Windows or Mac operating system. After that, they will not be prompted to install it unless the MassTransit server is upgraded.

If the installed plug-in version does not match with the MassTransit server version, the user will be prompted to download and install the newer version. Otherwise, the user will be able to transfer files only with HTTP.

In order Web client and Ad hoc contacts to be able to transfer files via **HTTP**, the administrator of MassTransit needs to configure the feature on the server first. The contacts can easily switch to use HTTP (and back to plug-in) when they are logged into the MassTransit web site.

If the connection to server is configured to be secure, when the Web client or Ad hoc contacts use HTTP to transfer files, they will be actually using **HTTPS**.

Downloading Files with the MassTransit Web Assistant Plug-in

When you have downloaded and installed the MassTransit Web Assistant plug-in, you need to configure your account to use it and then you can start transmitting files with it.

Configure Your Web Account to Use the Plug-in

To see what the currently used transfer method is, look at the left top corner of the web browser page:

- if you are using the plug-in, the following will be displayed:



Logged in as "1" using MassTransit Plug-in

The name in the quotations is your user name and next to it is displayed the used transfer method. In this case, you are ready to use the plug-in.

- if you are using HTTP, the following will be displayed:



Logged in as "1" using HTTP

The name in the quotations is your user name and next to it is displayed the used transfer method. In this case, click on the **Switch to use MassTransit Plug-in** button in the right top corner of the page.

Now, you can download files via the plug-in.

Downloading with MassTransit Plug-In

If you are logged into the MassTransit web site and you have set to use the plug-in, follow the steps below to download the designated for you files:

1. Open the **Download Files** tab.
2. If there are any files for download, they will be displayed in a list on the page.

Click the Download All or Download Selected button to begin transferring files

[Download All](#) [Download Selected](#) [Switch to files only table view](#)

Show file(s) that have already been downloaded

2 files available for download. Total size: 75.96 KB

<input type="checkbox"/>	Content	Number of Files	Sender	Time	Size (KB)	Remove
<input type="checkbox"/>	Queries.cfg	1		2011-03-28 06:02:15 PM	56	X
<input type="checkbox"/>	Queries_MySQL.cfg	1		2011-03-28 06:02:15 PM	20	X

3. Select the files you want to download. You can do that by:
 - a. checking the box next to desired file names – to download only selected files;
 - b. *checking the box in the top of the list – to download all files;*When there are selected files from the list, there will be displayed information about them above the files list.

4 files available for download. Total size: 139.25 KB

3 files selected for download. Total size: 137.32 KB

<input type="checkbox"/>	Name	Path	Sender	Time	Size (KB)	Remove
<input checked="" type="checkbox"/>	already_download.png	screenshots/		2011-03-21 02:36:02 PM	124	X
<input checked="" type="checkbox"/>	expiration_adhoc.jpg	screenshots/		2011-03-21 02:36:02 PM	3	X
<input checked="" type="checkbox"/>	expiration_adhoc.PNG	screenshots/		2011-03-21 02:36:02 PM	10	X
<input type="checkbox"/>	expiration_adhoc1.png	screenshots/		2011-03-21 02:36:02 PM	2	X

4. When you have selected the files you want to download, click on one of the buttons:
 - a. **Download All** – clicking on this button will download all listed files;
 - b. **Download Selected** – clicking on this button will download only the select files.
5. The **Browse for Folder** window will appear. Select the location where you want to download the files and click **OK**.
6. The MassTransit Web Assistant plug-in will launch and the file transfer will begin. You can observe transfer information in the **Log** tab of the plug-in.

The files should be downloaded successfully in the selected location.

7. **MassTransit 7.2** (our current version) and later plug-in has new options available:
 - a. **Show file(s) that have already been downloaded**, this option allows users to see already downloaded files. When selecting the "Show file(s) that have already been downloaded" check-box, the files downloaded by the web user will be displayed and can be downloaded again. This option applies only to files that have been physically added to the **To Send** user mailbox. Files queued programmatically or by the drag and drop method to MassTransit will not be available for re-download.
 - b. **Switch to folder-style table view** is a new option of the web interface. When a whole folder is added to be sent or is available for download, you can review the folder with its name by choosing the **Switch to folder-style table view***option. **Normally the folder will be presented by its content as a list of files. When you switch to folder view you will see a folder or file icon in front of each attached item, depending on the type of the item. If you want to switch back to files view you can do so by selecting the *Switch to files only table view** option. The folder view shows each top-level folder added, not sub-folders.

Downloading Files with HTTP

When HTTP is configured on the MassTransit server, you need to configure your account to use it and then you can start transmitting files using HTTP.

Configure Your Web Account to Use HTTP

To see what the currently used transfer method is, look at the left top corner of the web browser page:

- if you are using the plug-in, the following will be displayed:



Logged in as "1" using MassTransit Plug-in

In this case, click on the **Switch to use HTTP** button in the right top corner of the page.

- if you are using HTTP, the following will be displayed:



Logged in as "1" using HTTP

In this case, you are ready to use HTTP.

Now, you are can download files via HTTP.

HTTP Downloads

If you are logged into the MassTransit web site and you are set to use HTTP, follow the steps below to download your files:

1. Open the **Download Files** tab.
2. If there are any files for download, they will be displayed in a list on the page.

Click the Download All or Download Selected button to begin transferring files

[Switch to folder-style table view](#)

Compress file(s) before downloading
 Show file(s) that have already been downloaded

9 files available for download. Total size: 364.47 KB

3 files selected for download. Total size: 83.76 KB

<input type="checkbox"/>	Name	Path	Sender	Time	Size (KB)	Remove
<input checked="" type="checkbox"/>	MassTransit.cfg	Extras/		2011-03-28 05:07:34 PM	10	X
<input checked="" type="checkbox"/>	MassTransitEngine.cfg	Extras/		2011-03-28 05:07:34 PM	28	X
<input type="checkbox"/>	php(5.2.14).ini	Extras/		2011-03-28 05:07:34 PM	49	X
<input checked="" type="checkbox"/>	php(5.2.9-1).ini	Extras/		2011-03-28 05:07:34 PM	45	X

3. Select the files you want to download. You can do that by:
 - a. checking the box next to desired file names – to download only selected files;
 - b. checking the box in the top of the list – to download all files;

When there are selected files from the list, there will be displayed information about them above the files list.

4 files available for download. Total size: 139.25 KB

3 files selected for download. Total size: 137.32 KB

<input type="checkbox"/>	Name	Path	Sender	Time	Size (KB)	Remove
<input checked="" type="checkbox"/>	already_download.png	screenshots/		2011-03-21 02:36:02 PM	124	X
<input checked="" type="checkbox"/>	expiration_adhoc.jpg	screenshots/		2011-03-21 02:36:02 PM	3	X
<input checked="" type="checkbox"/>	expiration_adhoc.PNG	screenshots/		2011-03-21 02:36:02 PM	10	X
<input type="checkbox"/>	expiration_adhoc1.png	screenshots/		2011-03-21 02:36:02 PM	2	X

4. If you are using Mozilla Firefox, the files will be compressed before downloading by default. Otherwise, you can choose whether to compress them or not by checking the **Compress file(s) before downloading** check box under the buttons for download. This option is only available for one single file. If you choose more than one file they will automatically be compressed before download.
5. When you have selected the files you want to download, click on one of the buttons:
 - a. **Download All** – clicking on this button will download all listed files;
 - b. **Download Selected** – clicking on this button will download only the select files.

6. A dialog box will appear asking to open or to save the files. Click on the **Save** button. Select the location where you want to download the files and click **OK**.

7. The file transfer will begin.

The files should be downloaded successfully on the selected location.

8. **MassTransit 7.2** and later has new options available:

a. **Show file(s) that have already been downloaded:** this option allows users to see already downloaded files. When selecting the "Show file(s) that have already been downloaded" checkbox, the files downloaded by the web user will be displayed and can be downloaded again. This option applies only to files that have been physically added to the **To Send** user mailbox. Files queued programmatically or by the drag and drop method to MassTransit will not be available for re-download.

b. **Switch to folder-style table view** is a new option of the web interface. When a whole folder is added to be send or is available for download, you can review the folder with its name by choosing the **Switch to folder-style table view***option. **Normally the folder will be presented by its content as list of files. When you switch to folder view you will see an icon for folder or file in front of each attached item, depending on the items. If you want to switch back to files view you can do so by selecting the *Switch to files only table view** option.

Note: Many browsers have a preference setting for where downloaded files should be saved. If this preference is set, you may not see the dialog asking you where to save the files. Instead, the files will be automatically saved into the preference location.

Request Files

Request Files allows **Web client contacts** to request files to be sent to them from other users designated by an email addresses. After logging in to the MassTransit Web site, the Web client contacts are allowed to send a request to any valid email address. If the entered email address does not belong to an existing contact on the server, an account with that address is automatically created.

Using the Request Files Feature

There are two options for requesting files – you can automatically send an email message or just generate a link, which you then manually send to the user.

In order to send a file request, log in to the MassTransit Web site as a contact that is configured to use the **Request Files** feature and follow the steps below.

Send an E-mail Message

To send an automatically generated email with the files request:

1. Open the **Request Files** tab in MTWeb.
2. Enter the desired email address in the **To** field.
3. Enter a subject for the message that will be sent in the **Subject** field.
4. Enter text in the **Body** field.
5. Click on the **Send** button.

Then, the MassTransit server will send an automatically generated email message to the entered address. When the contact clicks on the link provided in the email, he or she will be automatically logged into the MassTransit Web site on the **Send Files** page. Your contact information will be automatically entered in the **To** field of the **Send Files** page, so that the user only needs to add the requested files and send them.

Generate a Link

To just generate a link:

1. Open the **Request Files** tab in MTWeb.
2. Enter the email address of the user you wish to request files from in the **To** field.
3. Check the **Just give me a link** check box.
4. Click the **Send** button.

A link will be displayed on the screen. You can now manually send the link to the contact via email, messenger, etc. When the contact clicks on the link provided in the email, he will be automatically logged into the MassTransit Web site on **Send Files** page. Your contact information will be automatically entered in the **To** field of the **Send Files** page, so that the user only needs to add the requested files and send them.