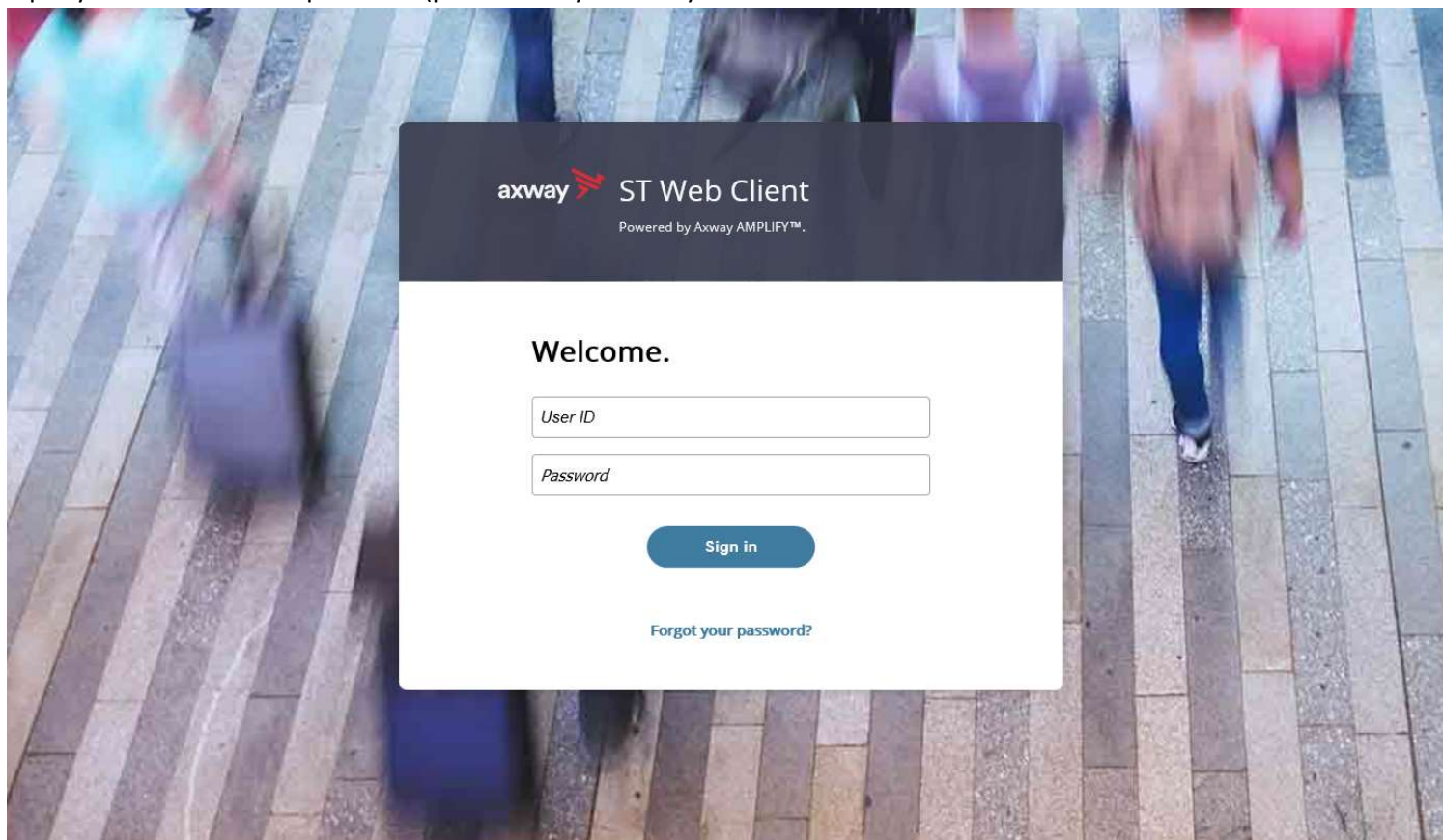


Alameda Alliance for Health SecureTransport Access Guide - Web Access

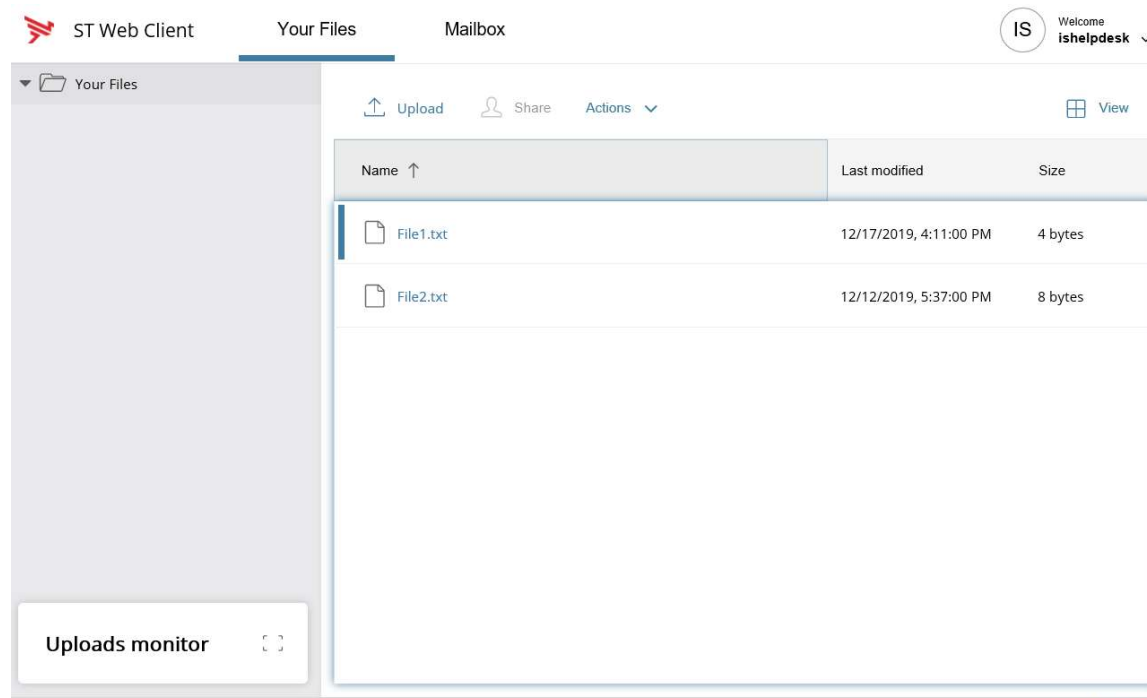
Disclosure Statement: This message is for the sole use of the intended viewer and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited.

This document is intended for use by an authorized affiliate of Alameda Alliance for Health for instructions on how to upload and download files to our FTP site.

1. Open a web browser to <https://secure1.alamedaalliance.org/>
2. Input your username and password (provided to you from your AAH)



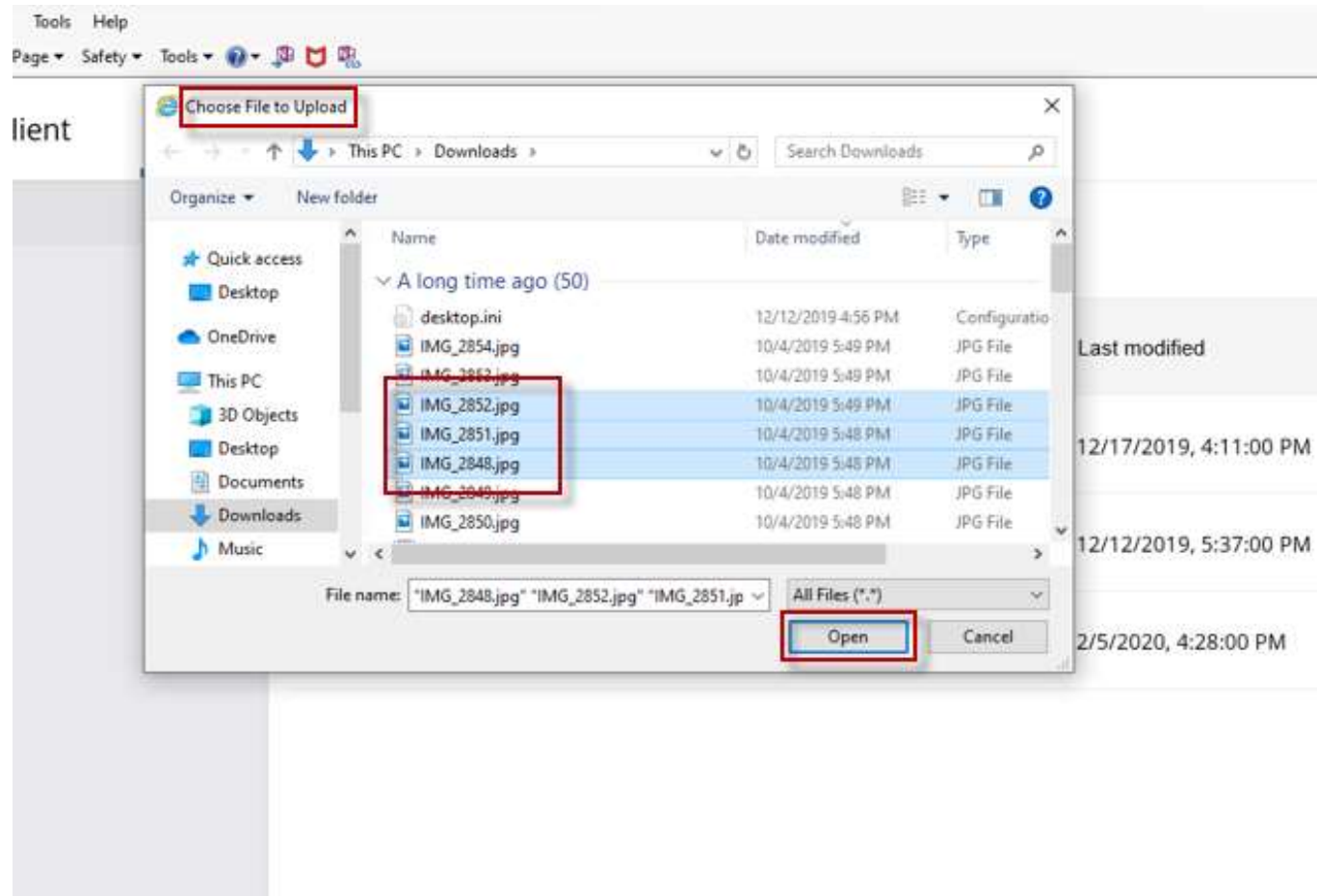
3. The following screen will appear:



4. To upload file, click on the 'upload' button:



5. The 'Choose File to Upload' windows will appear. Select the file(s) you wish to upload and clicke the 'Open' button:



6. The selected file(s) are now uploaded to our FTP server:

The screenshot shows the 'ST Web Client' interface. At the top, there are navigation tabs for 'Your Files' (selected) and 'Mailbox'. On the right, a user profile 'IS' is shown with the text 'Welcome ishelpdesk'. Below the navigation, there is a sidebar on the left labeled 'Your Files' and a main content area. The main content area has a toolbar with 'Upload', 'Share', and 'Actions' buttons, and a 'View' button. Below the toolbar is a table listing files. The table has three columns: 'Name', 'Last modified', and 'Size'. The files listed are:

Name	Last modified	Size
File1.txt	12/17/2019, 4:11:00 PM	4 bytes
File2.txt	12/12/2019, 5:37:00 PM	8 bytes
IMG_2848.jpg	2/5/2020, 4:29:00 PM	738.25 KB
IMG_2851.jpg	2/5/2020, 4:29:00 PM	862.22 KB
IMG_2852.jpg	2/5/2020, 4:29:00 PM	776.06 KB
IMG_2854.jpg	2/5/2020, 4:28:00 PM	536.32 KB

The four image files (IMG_2848.jpg, IMG_2851.jpg, IMG_2852.jpg, and IMG_2854.jpg) are highlighted with a red box. At the bottom left, there is an 'Uploads monitor' section with a refresh icon.

7. To download files, select the file(s) you wish to download and select 'Download' from the 'Action' Menu:

The screenshot displays the 'Your Files' section of the ST Web Client. The interface includes a navigation bar with 'ST Web Client', 'Your Files', and 'Mailbox' tabs. A user profile 'IS' is visible in the top right corner with the text 'Welcome ishhelpdesk'. The main area shows a file list with columns for 'Name', 'Last modified', and 'Size'. A red box highlights the selected files: 'File1.txt', 'File2.txt', 'IMG_2848.jpg', 'IMG_2851.jpg', 'IMG_2852.jpg', and 'IMG_2854.jpg'. An 'Actions' dropdown menu is open over the file list, with the 'Download' option highlighted by a red box. The 'Upload' and 'Share' buttons are visible above the file list. An 'Uploads monitor' widget is located at the bottom left of the interface.

Name	Last modified	Size
File1.txt	12/17/2019, 4:11:00 PM	4 bytes
File2.txt	12/12/2019, 5:37:00 PM	8 bytes
IMG_2848.jpg	2/5/2020, 4:29:00 PM	738.25 KB
IMG_2851.jpg	2/5/2020, 4:29:00 PM	862.22 KB
IMG_2852.jpg	2/5/2020, 4:29:00 PM	776.06 KB
IMG_2854.jpg	2/5/2020, 4:28:00 PM	536.32 KB

8. At the bottom of the page, a menu will appear asking you to 'Open' or 'Save' the file:

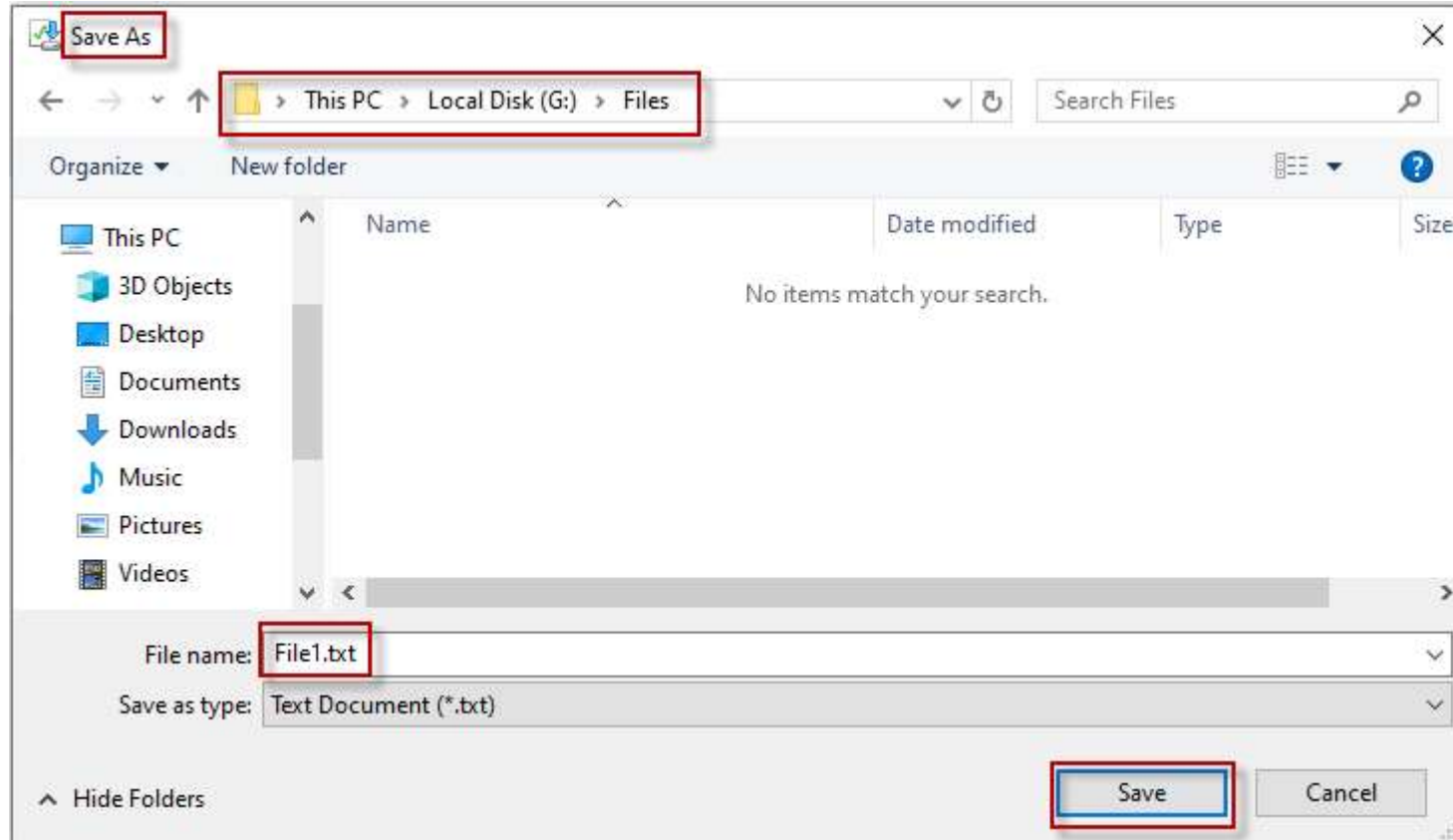
The screenshot displays the ST Web Client interface. At the top, there are navigation tabs for "ST Web Client", "Your Files", and "Mailbox". On the right, a user profile for "IS" is shown with the text "Welcome ishhelpdesk". Below the navigation, the "Your Files" section is active, showing a list of files with columns for "Name", "Last modified", and "Size". The files listed are File1.txt, File2.txt, IMG_2848.jpg, IMG_2851.jpg, IMG_2852.jpg, and IMG_2854.jpg. At the bottom of the page, there is an "Uploads monitor" section. A dialog box is open at the bottom of the screen, asking "Do you want to open or save IMG_2854.jpg (536 KB) from aah-st-edge.alameda-alliance.com?". The dialog box has three buttons: "Open", "Save", and "Cancel". The "Save" button is highlighted with a red box.

Name ↑	Last modified	Size
File1.txt	12/17/2019, 4:11:00 PM	4 bytes
File2.txt	12/12/2019, 5:37:00 PM	8 bytes
IMG_2848.jpg	2/5/2020, 4:29:00 PM	738.25 KB
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IMG_2854.jpg	2/5/2020, 4:28:00 PM	536.32 KB

Do you want to open or save IMG_2854.jpg (536 KB) from aah-st-edge.alameda-alliance.com?

Open Save Cancel

9. The 'Save as' window will appear. Select the location on your computer you wish to save the file(s) to and click on the 'Save' button:



10. Your files will be downloaded to your computer.

If you require any assistance, please contact the Alameda Alliance Service Desk at 1.510.747.4520