

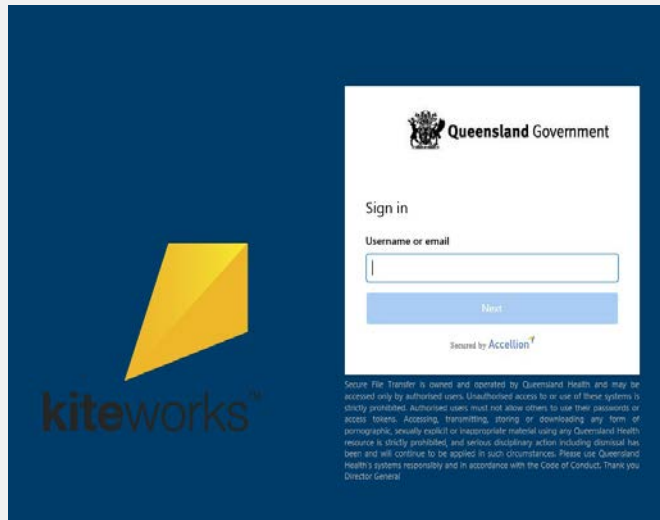
How to submit a notification via secure file transfer (SFT)

Sending a notification

1. Log into Kiteworks Secure File Transfer (SFT) with your username and password:
<https://sft.health.qld.gov.au/>

Note: your username is your email address you provided when setting up the SFT account, e.g. 'joe.bloggs@hotmail.com'

Your password is the password you sent when you activated your account

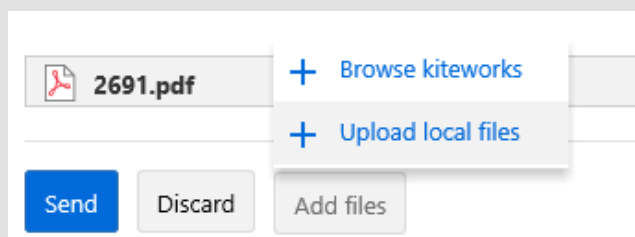
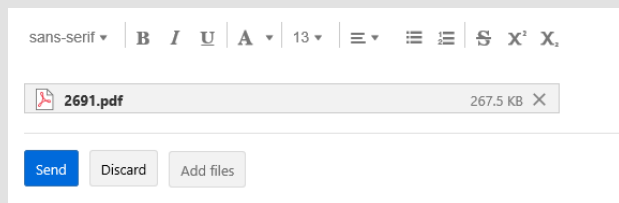
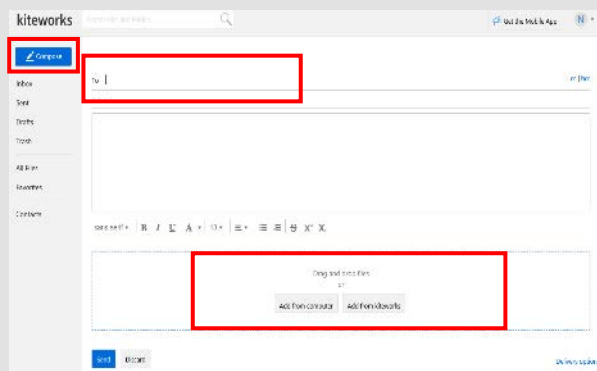



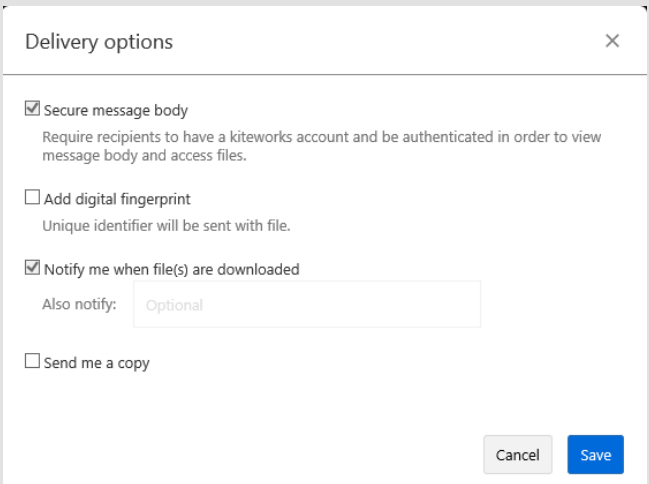
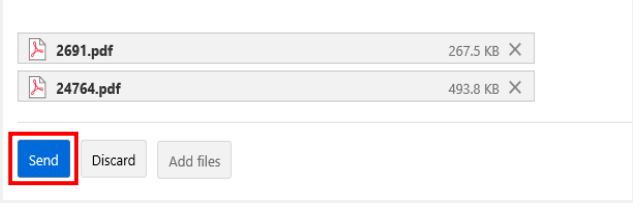
2. Select Compose on the top left of the screen. This will open a blank email message for you to compose. Enter the following details:
To:
pool_incidents@health.qld.gov.au

Subject: Notification
Message: Please find attached a completed notification.

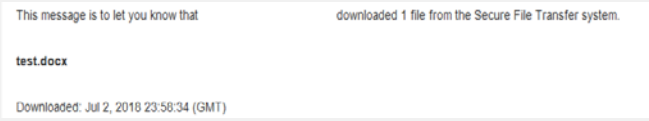
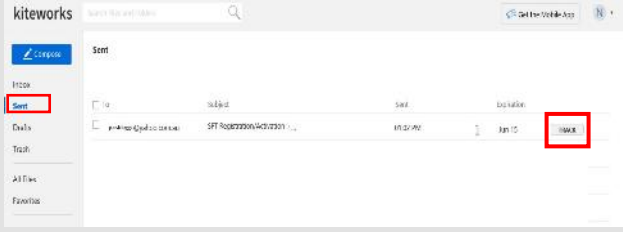
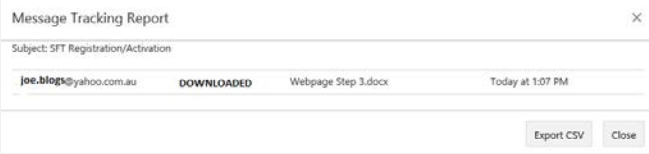
Attach files via one of the methods below:

1. Select a notification/s from your workstation (desktop, drive, etc.), and drag and drop them into the **Drag and drop files** section.
2. Select **Add from computer** in the Drag and drop files section, this will open a window for



<p>you to select your file/s from your workstation. Select the relevant file/s by double clicking or click Open.</p> <p>Click Add files, chose the + upload local files to submit multiple notifications.</p>	
<p>3. Click Deliver options</p>	
<p>4. A Delivery options message will appear. The box for Secure message body and Notify me when file(s) are downloaded will be automatically ticked. You can also click Send me a copy, this will send you a copy of your email/notification for your records. If you have no further changes, click Save which will return you to the main screen.</p>	
<p>5. Once all the notifications have been uploaded, click Send.</p>	

After a notification is sent

<p>6. When the notification has been downloaded by the Pool Immersion Incident Notification System, an acknowledgment email will be sent automatically from SFT to your nominated email account to advise the notification has been downloaded. The email will provide details of the file/notification you sent and the time and date it was downloaded.</p>	
<p>7. You can also track a notification through SFT:</p> <ol style="list-style-type: none">1. Click Sent from the left side of the screen, the notification you sent will be here2. Click Track	
<p>8. On this page you will see if the document has been downloaded.</p>	
<p>9. To log out of SFT, go to the letter shown on the top right corner of the page, click the arrow next to the letter and select Sign out. Note: the letter will be the first initial of your email address</p>	