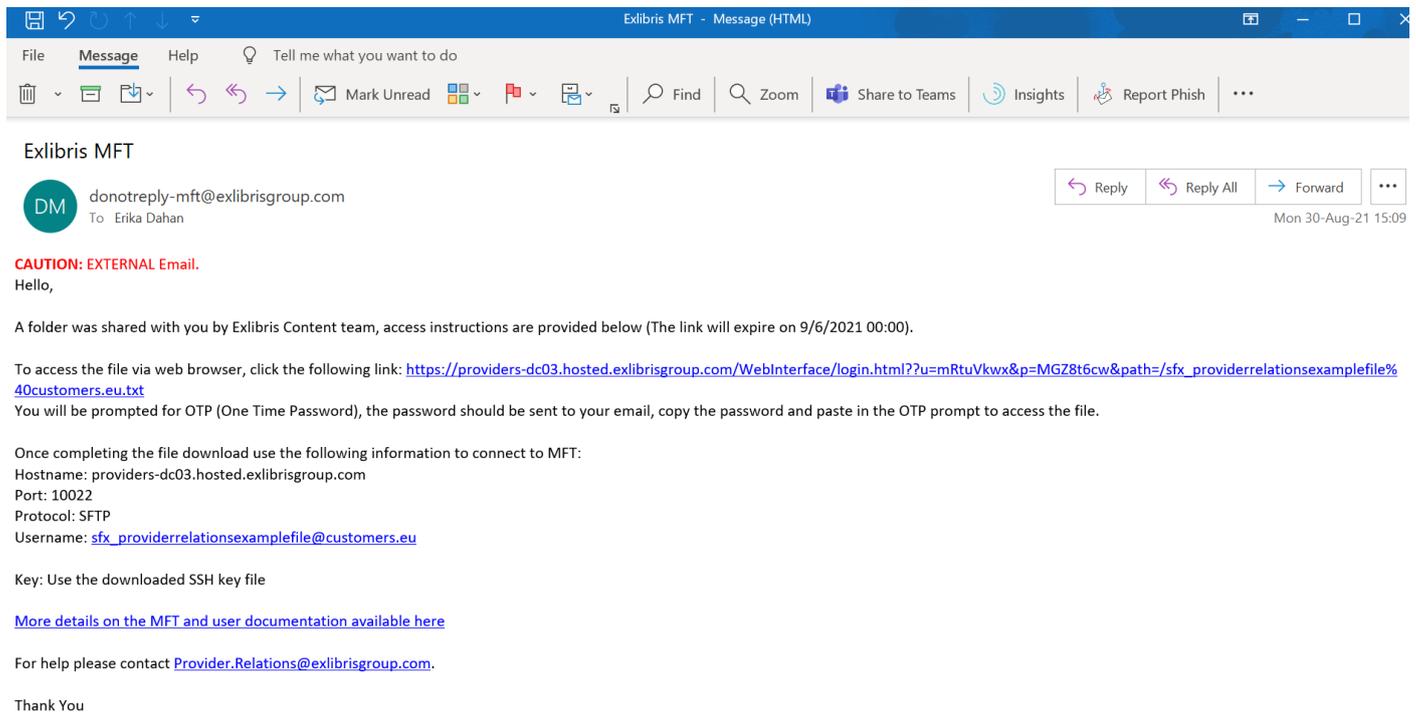


How to Upload Delivery Files to the ExLibris MFT

1. You need to use a file manager.

Please note that the exact way that the different functions will appear may vary depending on which file manager you use. In the instructions below, I am using FileZilla which is free to download. Instruction on how to download a file manager can be found online and many computers today come with a file manager.

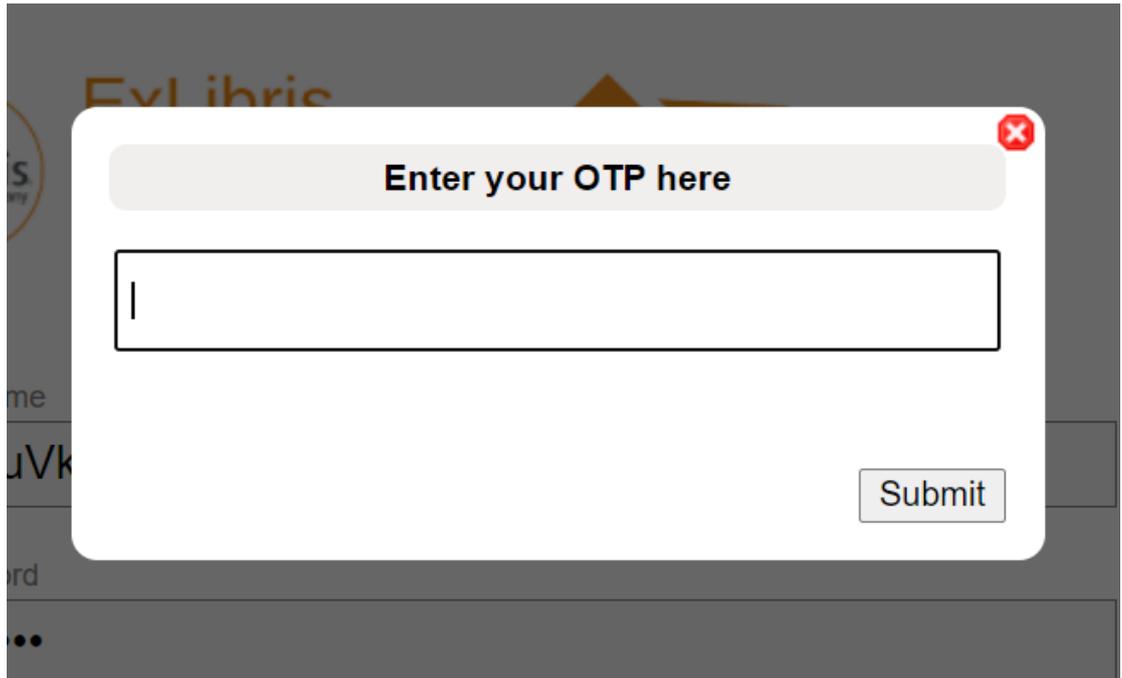
2. Your representative at Ex Libris will open a request to create a file for you in the Ex Libris MFT. Soon after this request is processed, you will receive an email from the address 'donotreply-mft@exlibrisgroup.com' which looks like this:



The screenshot shows an email interface for 'Exlibris MFT'. The sender is 'donotreply-mft@exlibrisgroup.com' with a profile picture 'DM' and the name 'Erika Dahan'. The email content includes a 'CAUTION: EXTERNAL Email.' warning, a greeting 'Hello,', and a message about a shared folder. It provides a link to access the file via a web browser: https://providers-dc03.hosted.exlibrisgroup.com/WebInterface/login.html?u=mRtuVkwx&p=MGZ8t6cw&path=/sfx_providerrelationsexamplefile%40customers.eu.txt. It also provides information for connecting to MFT via SFTP: Hostname: providers-dc03.hosted.exlibrisgroup.com, Port: 10022, Protocol: SFTP, Username: sfx_providerrelationsexamplefile@customers.eu. A key file is mentioned to be used for the SSH connection. A link to 'More details on the MFT and user documentation available here' is provided. The email concludes with 'For help please contact Provider.Relations@exlibrisgroup.com.' and 'Thank You'.

Important: Please note that the key will need to be established within a week of when the request has been sent to you- the expiration date for the link can be found in the first line of the body of the email. The SSH key needs to be downloaded before this date. If you find that you're creating the key after this date, contact your Ex Libris representative who can resend the request.

3. Click on the link in the email which will open the following window in your browser:



Troubleshooting: If you don't wait for the email and either exit the window or press back-space, you will need to click on the link in the email again in order to generate a new email with the password. Best to be patient when this window appears and wait for the email 😊

4. After clicking on the link, you will receive another email which contains the password to use in the window that opened.

Exlibris MFT



donotreply-mft@exlibrisgroup.com

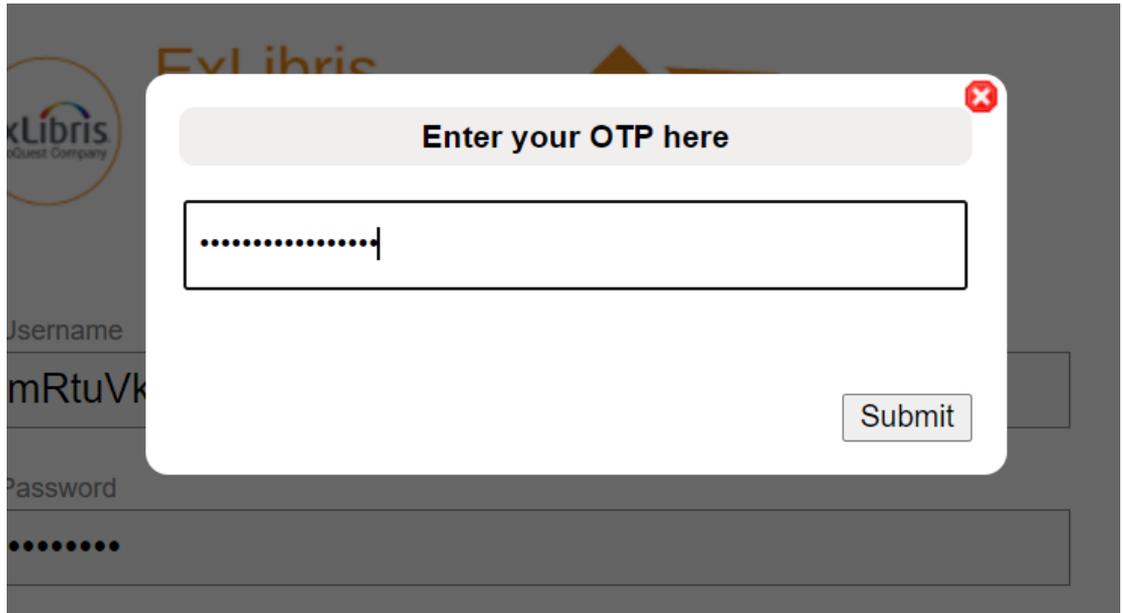
To Erika Dahan

CAUTION: EXTERNAL Email.

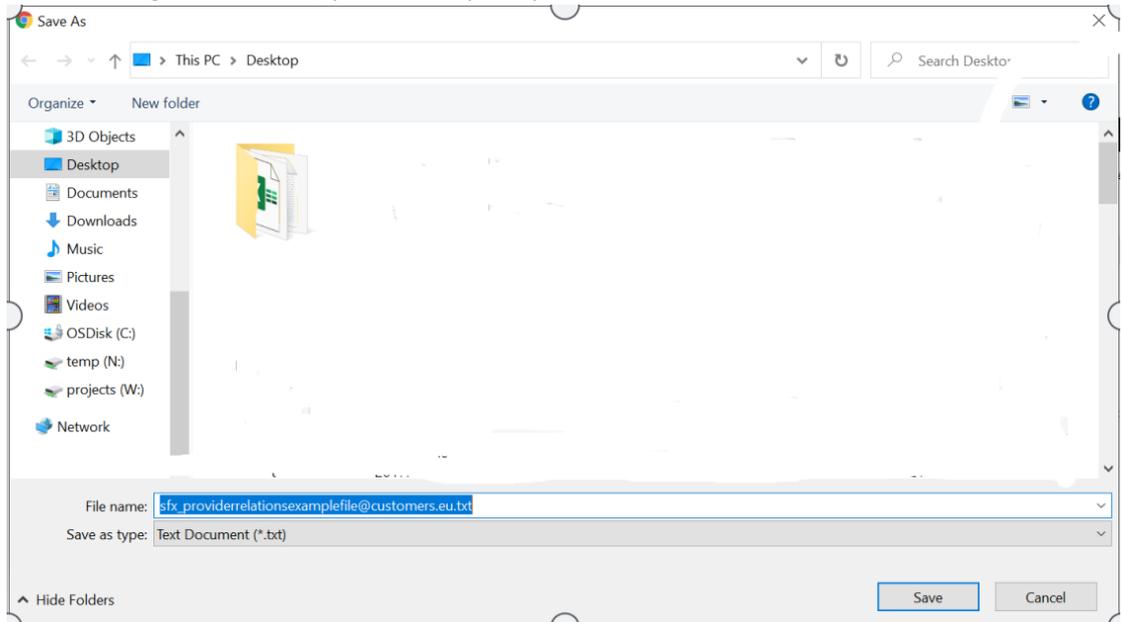
Copy and paste the following token into the OTP prompt:

MGZ8t6cw:KM4MA7VK

5. Copy the password from the email and paste in the window under the prompt: "Enter your OTP here" and click on the "submit" button:

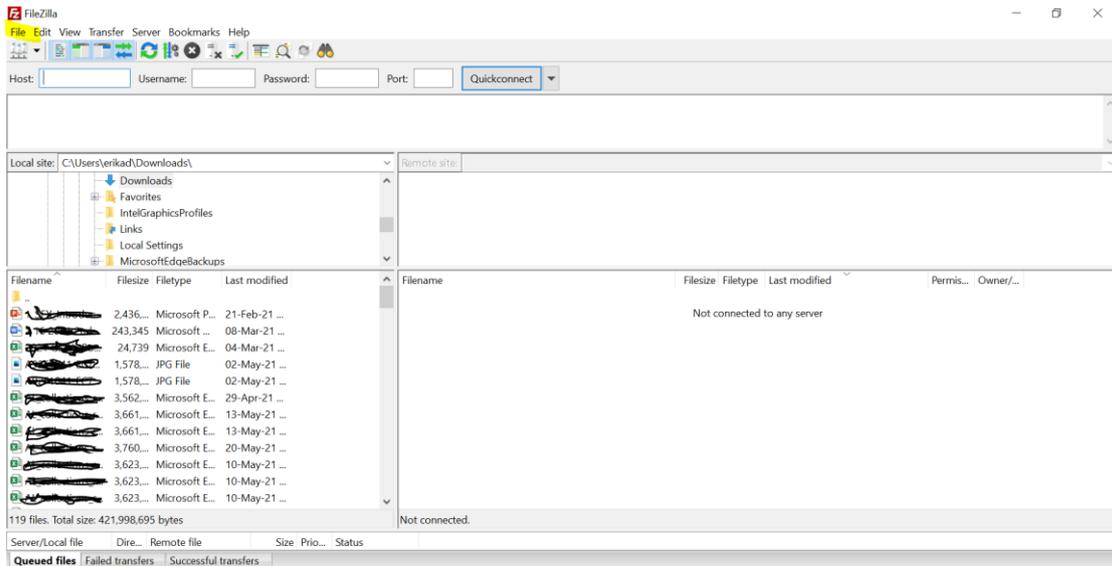


6. After clicking on “Submit”, you will be prompted to save a file.

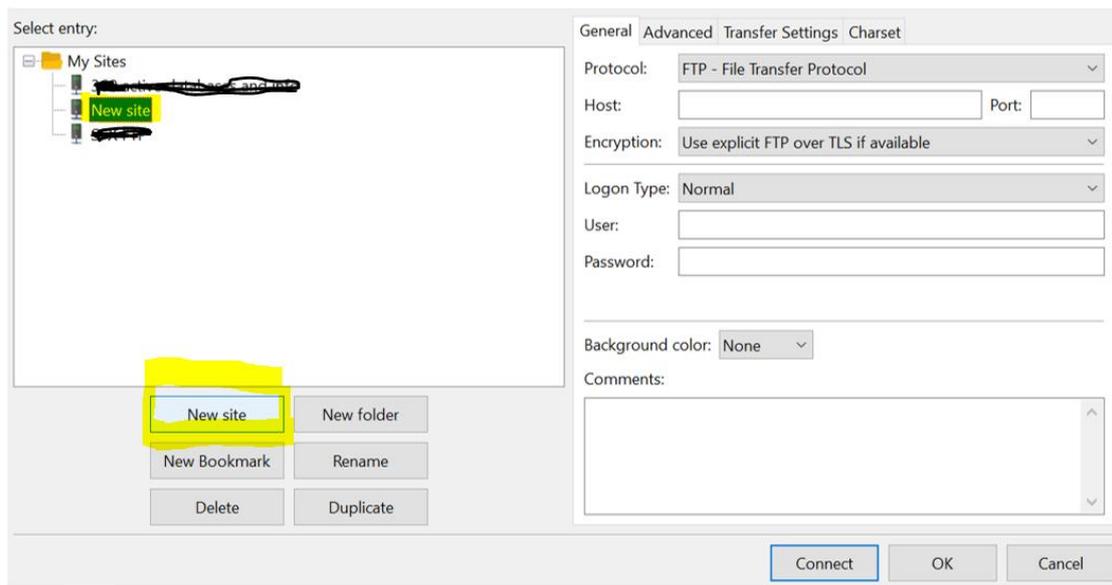


This file is the “key” for the MFT. Select where you would like to save the file and click on “Save”.

7. Now, open your file manager.



8. Select file → Site Manager
9. Click on "New Site"

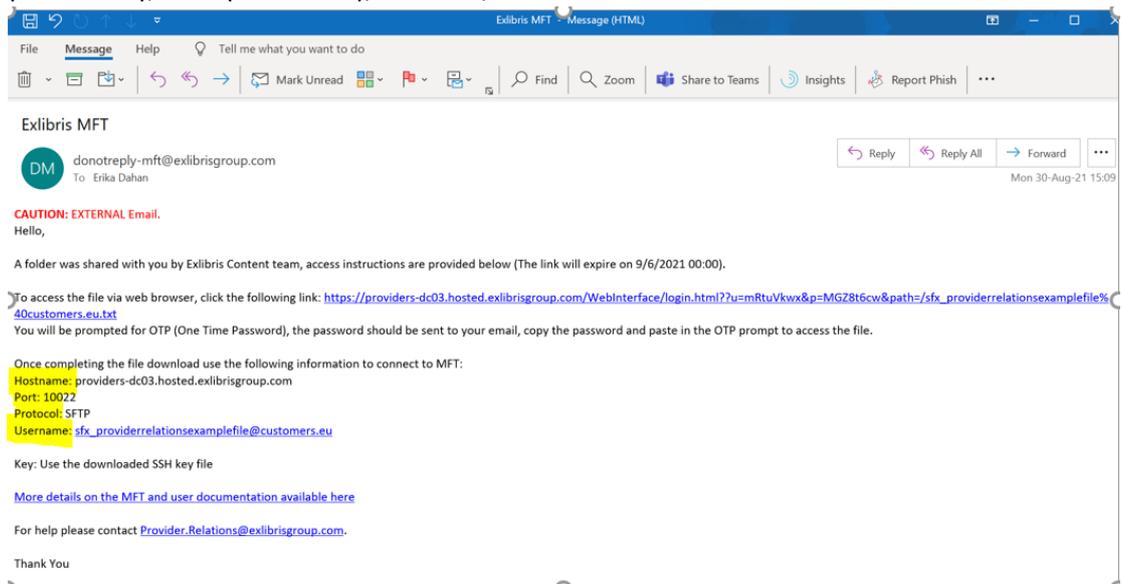


10. Go to the "General" tab in the upper right hand side of this window.

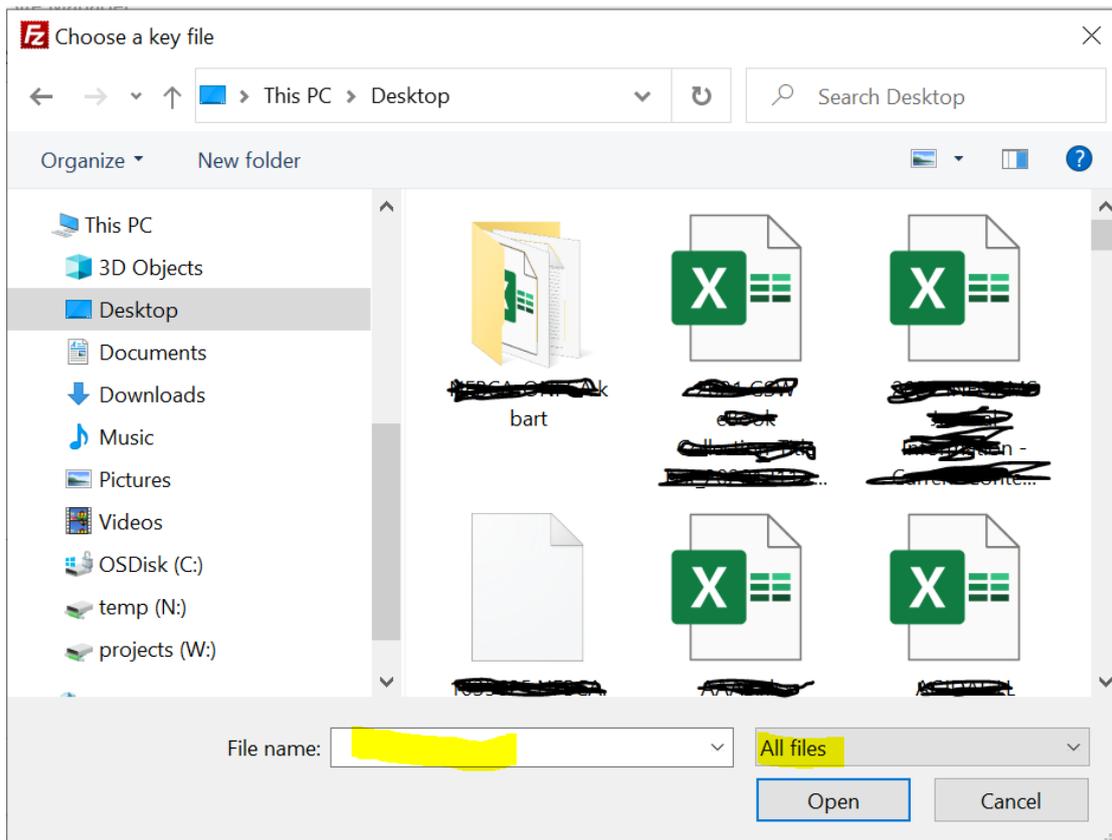
11. Click on "Protocol" and choose "SFTP-SSH File Transfer Protocol" from the drop-down menu and for "Logon type", select "keyfile" from the drop-down menu.

The screenshot shows the 'General' tab of the Exlibris MFT configuration window. The 'Protocol' dropdown menu is set to 'SFTP - SSH File Transfer Protocol'. The 'Logon Type' dropdown menu is set to 'Key file'. Below these are input fields for 'Host', 'Port', 'User', and 'Key file'. A 'Browse...' button is located next to the 'Key file' field.

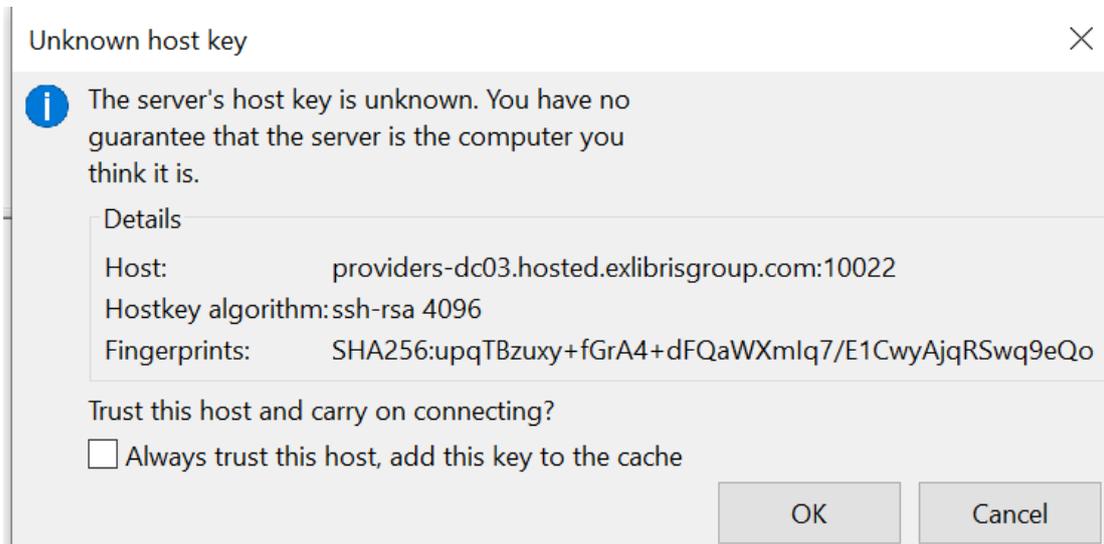
12. Now you're going to want the original email handy as you'll need the User (Username), Host (Hostname), and Port, all of which are in that initial email:



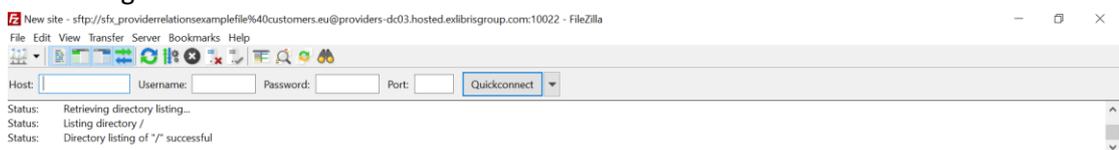
13. Go to they section" Key file" and browse your computer. Select the txt file that you were prompted to save (the "key").
Troubleshooting: Make sure to select "All Files" and when browsing for the file, remember that it begins with "sfx_"



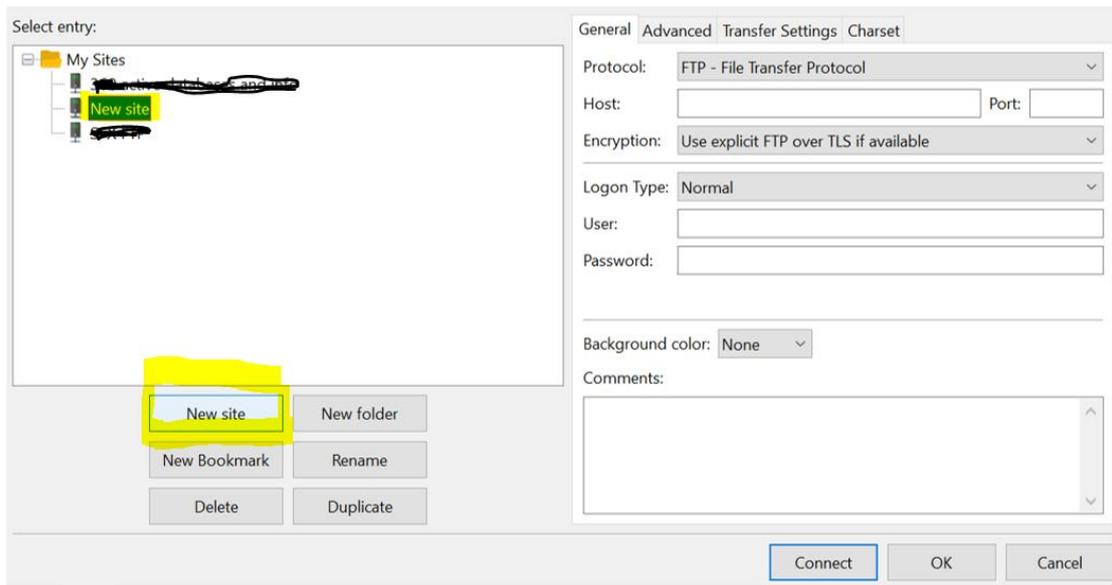
14. Once the file is selected, click “open”
15. When the file appears in the “Key file”, click connect.
16. You will be prompted with this window. Click “OK”



17. Once your connected to the “New site”, the top of the file manager will look something like this:



18. Now you can go in and change the name of “New site” to whatever suits you by going back into the Site Manager, highlighting the “New Site” location and clicking on the “Rename” button in the bottom right-hand section (to the right and down from the “New site” button).



19. Return to the main screen of the file manager.
20. The section of the file manager in the image below encircled in red is a window into your computer and the files that you have on it. The section encircled in blue on the right is the MFT file. You can select the files on your computer which you would like to share with Ex Libris and simply double click on the chosen files and they'll appear in the MFT file which you can see in the section on the right-hand side (the file transfer takes about 10 seconds).