

Installing and Using DMI Secure Transfer

The Digital Motorworks (DMI) Secure Transfer (ST) application is intended for users of dealership management systems that do not provide a built-in process to encrypt and transmit data to DMI for use by OEM and third-party programs. This document describes how to install and use Secure Transfer.

Obtaining Report Specifications

Report specifications are based on the programs your dealership is enrolled in and DMI will provide a document that describes how a functional report can be built for use with the Secure Transfer application.

Secure Transfer Basics

Any Windows computer that has access to both your dealership management system's reporting application and the Internet can be used to run the reports and send the resulting files to DMI.

All reports need to be placed in a directory that is used exclusively by the Secure Transfer process. By default, this is C:\DMI\ST_Send\, but the user has the option of specifying another directory.

Output files from most dealership management systems are in plain text. Many of these reports contain personal identification information (PII) and some may contain data covered by the Gramm-Leach-Bliley (GLB) Act so the files must be encrypted and delivered via a secure connection. Both of these functions are accomplished by the Secure Transfer application.

The programs your dealership has enrolled in will determine how often the process must run. Some programs need new data only once per week, but others depend on receiving fresh data every day.

Installing and Using Secure Transfer

The Secure Transfer application must be installed on the computer that will be used to send reports to DMI. Users will store output files from the DMS in a directory reserved for Secure Transfer's exclusive use and then initiate the Secure Transfer process to send the files to a DMI server.

SETTING UP THE SECURE TRANSFER APPLICATION

A Digital Motorworks technician will provide a link that you can use to download the Secure Transfer installer.

During the installation, you will need the following:

- A *user name* and *password* for the DMI site where Secure Transfer will deliver the files. This information will be provided by your DMI representative.
- The *dealership's ID number*. This information will also be provided by your DMI representative.
- A *user account with administrator access* or, if the user who will operate Secure Transfer has a *limited* account, a system administrator who can provide credentials at installation time.
- A *Windows-based computer* running Windows XP, Vista, 7, 8, 8.1, or 10. Both 32-bit and 64-bit versions are supported. Special steps are required for some versions of Windows; these will be addressed in the detailed instructions. If you have questions or encounter problems, please contact your DMI representative for assistance.

Note that Microsoft support has ended for Windows XP and will end support for Vista in 2017.

PRE-INSTALLATION PREPARATION

Start by saving the downloaded file to the computer in a readily available location such as the Desktop.

STARTING THE INSTALLATION PROCESS

The process varies between versions of Windows, but in all cases Secure Transfer must be installed either in an account that has *administrator* access or in a *limited* user's account *by an administrator*. Avoid installing ST in an administrator's account and then attempting to use it in a limited account.

Select your operating system version from the following list to start the process.

WINDOWS XP

- Microsoft support for this version has ended.
- Double-click InstallST.exe to start the process.

WINDOWS VISTA

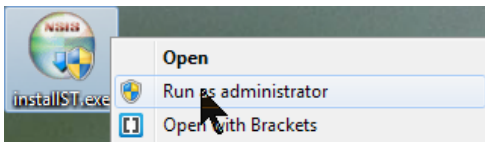
- Microsoft support for this version will end in 2017.
- Right-click InstallST.exe and select "Run as administrator."
- Click OK in the User Access Control dialog to confirm the request to run with elevated permissions.

WINDOWS 7

- Right-click InstallST.exe and select "Run as administrator."
- Click OK in the User Access Control dialog to confirm the request to run with elevated permissions.

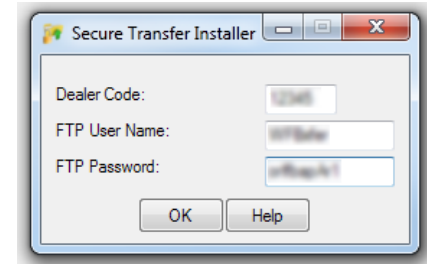
WINDOWS 8, 8.1, AND 10

- If the computer is running Windows version 8, Microsoft strongly recommends upgrading the operating system to version 8.1.
- Right-click InstallST.exe and select "Run as administrator."
- Click OK in the User Access Control dialog to confirm the request to run with elevated permissions.

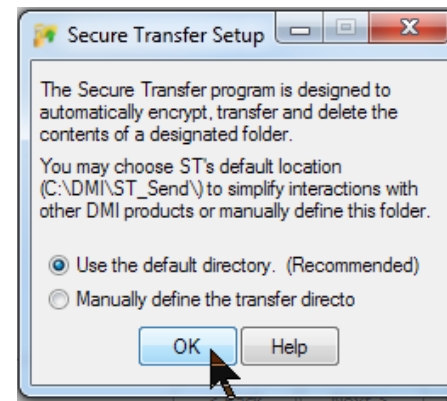


CONTINUING THE INSTALLATION PROCESS

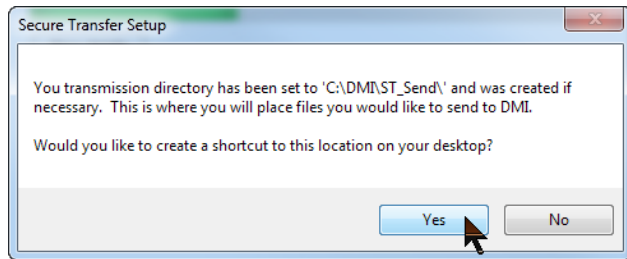
- The Welcome screen will appear. Click Next to continue and then agree to the end user license agreement (EULA).
- The Secure Transfer installation screen will display a progress bar and, a moment later, you will be asked to provide your dealer code, FTP user name, and FTP password. Enter these values and click OK.



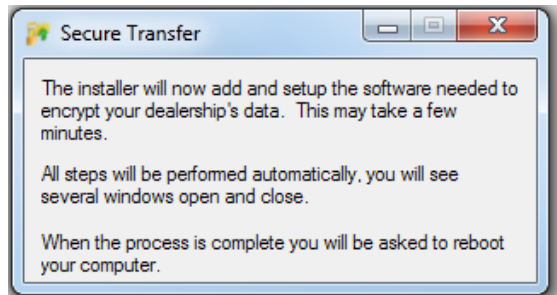
- You will be asked to specify the default directory where files will be stored before being encrypted, sent to DMI, and then deleted. Using the default directory (C:\DMI\ST_Send) is strongly recommended, but you may specify an alternate directory if you prefer. All files in the directory you specify will be encrypted, transferred to DMI, and then *deleted*. If you choose not to use the default directory, be certain to create a directory that will be used exclusively by Secure Transfer.



- The installer will confirm the name of the directory where files will be stored and then offer to create a shortcut to this directory on the computer's Desktop.

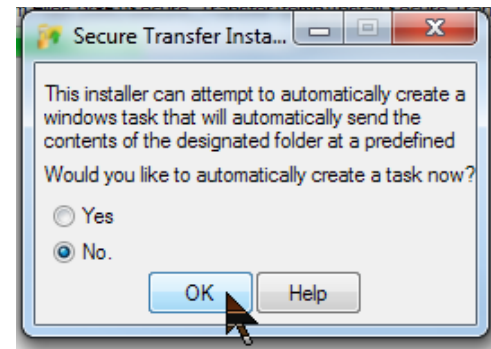


- If you choose to have a Desktop shortcut created, the installer will confirm the successful completion of the operation. Click OK to continue.
- Two additional procedures will be launched to install applications required by Secure Transfer: The *GNU Privacy Guard* (PGP), which encrypts files that will be sent to DMI, and *MoveIt Freely*, the application that establishes a secure connection between your computer and a DMI server to transfer the files.

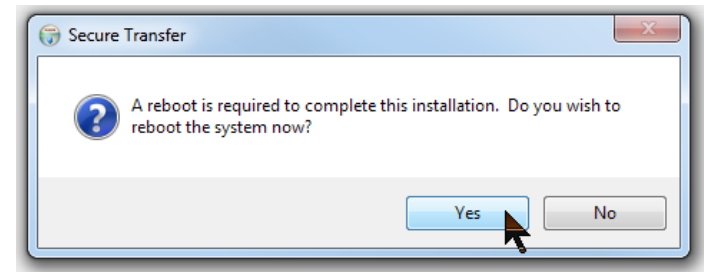


- During this process, which may take several minutes, command windows will open and close. Although some may appear to be waiting for input from you, they will all be managed by the Secure Transfer installer. Please wait for these processes to terminate at which time their windows will close.

- After GPG and MoveIt Freely have been installed, you will be offered the opportunity to create a Windows Task Scheduler entry to manage the Secure Transfer process. This is recommended only for users who are familiar with setting up and operating the Windows Task Manager, so the default is *No*.



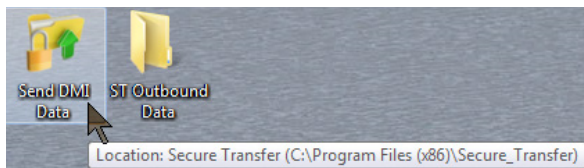
- The process will conclude and you will be reminded that the system must be restarted before using Secure Transfer. If you select *No* at this point, be sure to restart the computer before attempting to transfer files to DMI.



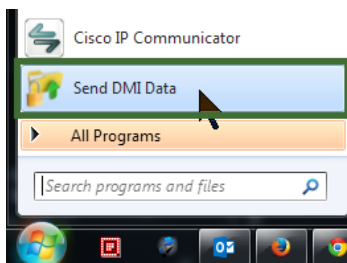
- After the installation is complete, you may delete InstallST.exe.

NEW ICONS ON THE DESKTOP

- Depending on your decisions during the installation process, one or two new icons will be on the Desktop: *Send DMI Data*, a shortcut to run the Secure Transfer process, and (optionally) *ST Outbound Data*, a shortcut to the directory where files will be placed for secure transmission to DMI.



- You will also find the *Send DMI Data* link in the Start Menu.



SENDING FILES TO DMI

Creating and transmitting files to DMI is a multi-step process:

1. Use your DMS to create the export files. Depending on the DMS, you may be able to automate this process by using the Windows Task Scheduler.
2. If your DMS stores files on the server or in any location other than the default export folder, transfer them to the DMI export directory (C:\DMI\ST_Send, unless you changed the location during installation).
3. Double-click the *Send DMI Data* icon on the computer's Desktop or select it from the Start Menu or Start Screen. The Secure Transfer application will encrypt the files in the export directory, transmit them to DMI, and then delete the encrypted files from

the computer.

If you were able to automate step 1 with the Windows Task Scheduler, you will also be able to automate this step.

If you had the installer create a task during installation, that task will be named *STDmi*.

FOR ADDITIONAL ASSISTANCE

Contact Digital Motorworks at 855-828-3942.

ANTI-VIRUS AND ANTI-SPYWARE APPLICATIONS

If protective applications are installed on the computer on which ST is installed, we recommend adding the following folders to the protective application's whitelist to avoid problems that might be caused if the protective application attempts to block Secure Transfer:

WINDOWS 64-BIT SYSTEMS

- C:\Program Files (x86)\Secure_Transfer
- C:\Program Files (x86)\MOVEit
- C:\Program Files (x86)\GNU

WINDOWS 32-BIT SYSTEMS

- C:\Program Files\Secure_Transfer
- C:\Program Files\MOVEit
- C:\Program Files\GNU

If you need assistance, please contact your local IT manager or the manufacturer of the protective software.