

Deltek Costpoint®

Deltek Cloud Transfer Tool User Guide

July 27, 2016

While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published July 2016.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

Contents

- Overview 1
- Using the Deltek Cloud Transfer Tool 2
 - Upload Your Database to Deltek..... 2
 - Encrypt and Upload Your Password 4

Overview

Use the instructions in this guide for uploading your Costpoint database to Deltek Cloud Operations through the Deltek Costpoint Cloud Transfer Tool. This guide also contains instructions for using the tool to encrypt and upload your Costpoint password to Deltek Cloud Operations.

Using the Deltek Cloud Transfer Tool

Upload Your Database to Deltek

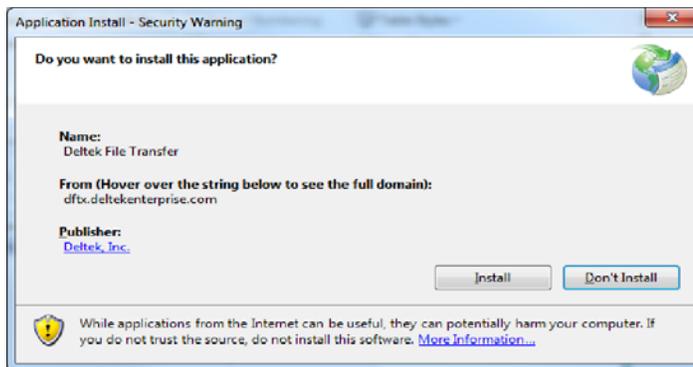
To upload your database to Deltek using the Deltek Cloud Transfer Tool, complete the following steps:

1. From Internet Explorer, go to <https://dftx.deltekenterprise.com/>.

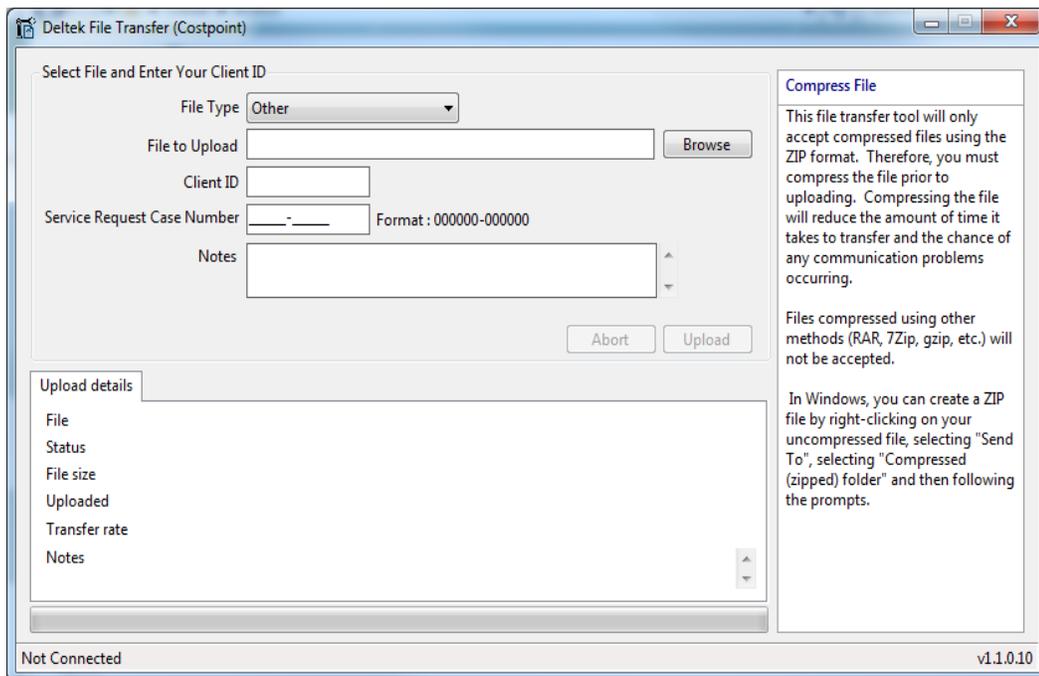


Microsoft .NET Framework 3.5 SP1 must be installed on the workstation from which the database is being uploaded.

The first time you use the tool, a dialog box displays.



2. Click **Install**. When the installation completes, a dialog box displays.

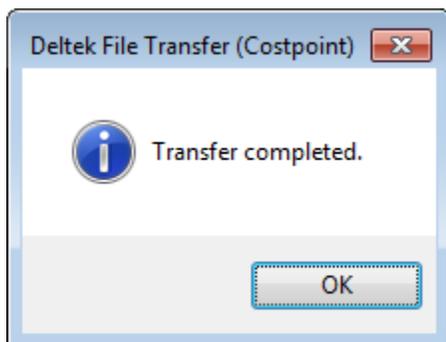


3. Complete the fields in the dialog box.

Field	Description
File Type	Select a file type from the drop-down list. If you select GCS Data Set , the file will be uploaded to the GCS file repository rather than the primary Costpoint file repository.
File to Upload	Click Browse and select the database backup file to upload. Use the following guidelines: <ul style="list-style-type: none"> ▪ All database backup files (.BAK) must be compressed as a ZIP file prior to being uploaded. The file transfer tool will only select ZIP files to be uploaded. ▪ Include the word LIVE or TEST in the file name so that Deltek Cloud Operations understands the type of database being uploaded. ▪ If you upload a file that has the same Client ID, File Type, and file name as an existing file, the transfer process will overwrite the old file.
Client ID	Enter your 5-digit client ID.
Service Request Case Number	This field is optional. If you enter a value in this field, it will be appended to the file name on the server (along with the client ID).
Notes	This field is optional. The information that you enter in this field will be stored as clear text and will be seen by the person processing the file. Do not enter sensitive information in this field.

4. Click **Upload**. A progress bar displays during the transfer process.

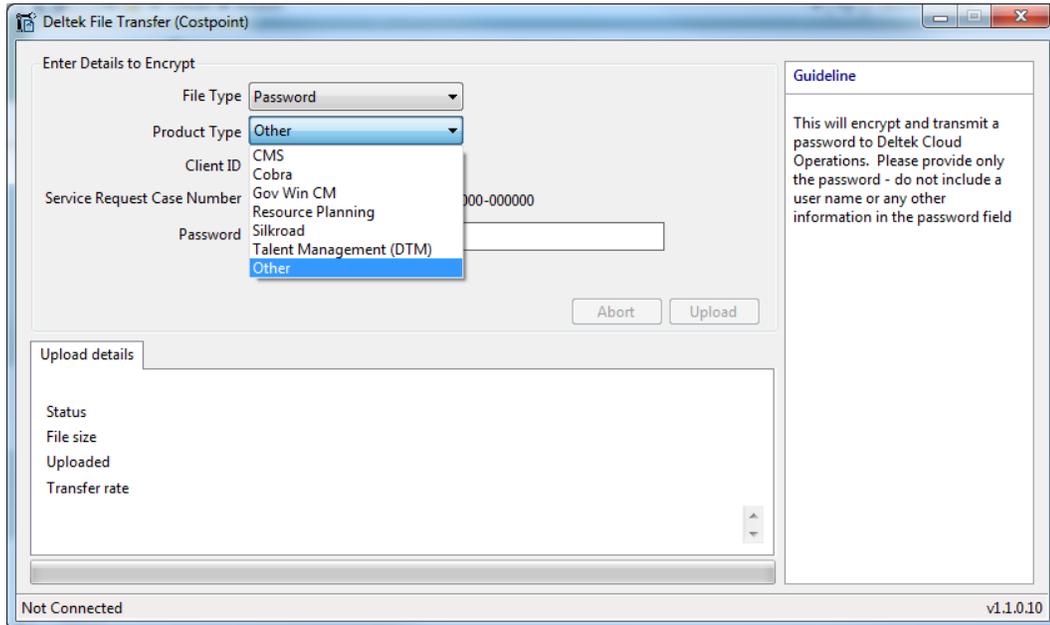
When the file transfer process completes, a message box displays.



Encrypt and Upload Your Password

To encrypt and upload your Costpoint password using the Deltek Cloud Transfer Tool, complete the following steps:

1. Launch the Deltek Cloud Transfer Tool.
2. On the dialog box, select **Password** from the **File Type** drop-down list. The **Product Type** field displays, as well as side information for entering a password.

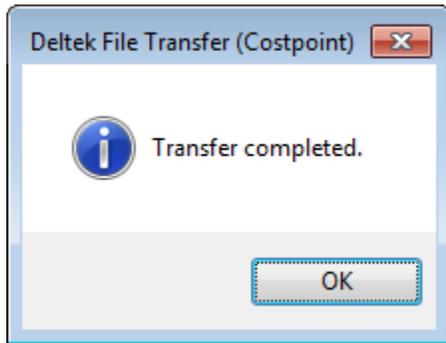


3. Complete the fields in the dialog box.

Field	Description
Product Type	<p>Select a product type from the drop-down list.</p> <ul style="list-style-type: none"> ▪ If you select CMS, Cobra, or Gov Win CM, the User Password field displays. ▪ If you select Resource Planning, the Password and Secret fields display. ▪ If you select Silkroad, the FTP User Password and Web Service User Password fields display. ▪ If you select Talent Management (DTM), the Token field displays. ▪ If you select Other, the Password field displays.
Client ID	Enter your 5-digit client ID. This field is required.
Service Request Case Number	Enter your 13-character service request number. This field is required.
Password/Secret/Token	Password fields are required for the selected product type.

Field	Description
	Enter only the password. Do not include a user name or any other information in these fields.

4. Click **Upload**. A progress bar displays during the transfer process. When the file transfer process completes, a message box displays.



This indicates that the encrypted file has been transferred to Deltek Cloud Operations.



Deltek is the leading global provider of enterprise software and information solutions for professional services firms, government contractors, and government agencies. For decades, we have delivered actionable insight that empowers our customers to unlock their business potential. Over 14,000 organizations and 1.8 million users in approximately 80 countries around the world rely on Deltek to research and identify opportunities, win new business, optimize resource, streamline operations, and deliver more profitable projects. Deltek – Know more. Do more.®

deltek.com