

# How to submit files through MoveIT

## What is MoveIT?

MoveIT is a platform that will allow the user to transfer files, regardless of size, to the OAHP in a secure manner.

## How to sign up

To request a MoveIT account, please initiate the process by contacting Mary Sullivan at [mary.sullivan@state.co.us](mailto:mary.sullivan@state.co.us) The following information needs to be included in the email:

- First and last name
- Agency
- Division/Section
- Job Title
- Business Address
- Business Phone Number
- Email Address

Once your application has been processed you will receive an email that will tell you how to set up your account. You will also receive a user guide, attached to the email, to get you started.

## How to prepare files for submittal

To prepare your individual files for submission, please refer to the [Submitting Your Data to Preservation Programs](#) on the History Colorado web site.

Your packet for submission to the OAHP should include the following:

- All site forms associated with the project
- The documents/reports associated with the project
- Shape files associated with the project
- A letter requesting consultation with the OAHP

The packet should be zipped (regardless of size) and be named starting with COM followed by the organization name (or acronym), project number/name. Please submit one zipped packet per project.

Examples of zipped packet names are:

COM\_BLM\_Little\_Badger\_Habitat\_Improvement\_401620  
COM\_NRCS\_29706

Guidance on consultation with the OAHP can be found at [Consultation Guidance](#) on the History Colorado Web Page.

## Submitting files

Once your files are ready for submission, you will need to log in to MoveIT, which can be found here: <https://oitftapp01.state.co.us> The preferred browser for MoveIT is Chrome but it will work on other browsers. You will have received a MoveIT End User Guide when your account was created. The guide gives a useful explanation on how the application works, and how to navigate within it. Please make sure you have read that document. What follows below are more specific instructions on how you need to submit your data to the OAHP.

When you login you will go to your default home directory. The default can be your home folder or an agency specific folder based on the access that was requested. In the examples, I will be working in the agency folder but the concepts apply to any folder. For the most part, you can drag files or browse your local file structure.

## How to upload your files

It is important that all of your files be placed in your agency's Out folder (Figure1). The program will automatically move all files placed in your agency's Out folder to an OAHP In folder. Your files will be moved every 15 minutes to the OAHP In folder, and will be retrieved from the OAHP In folder at 3:00 pm every work day. Once your files have been uploaded to the OAHP In folder, they will disappear from your agency's Out folder. If you don't place the

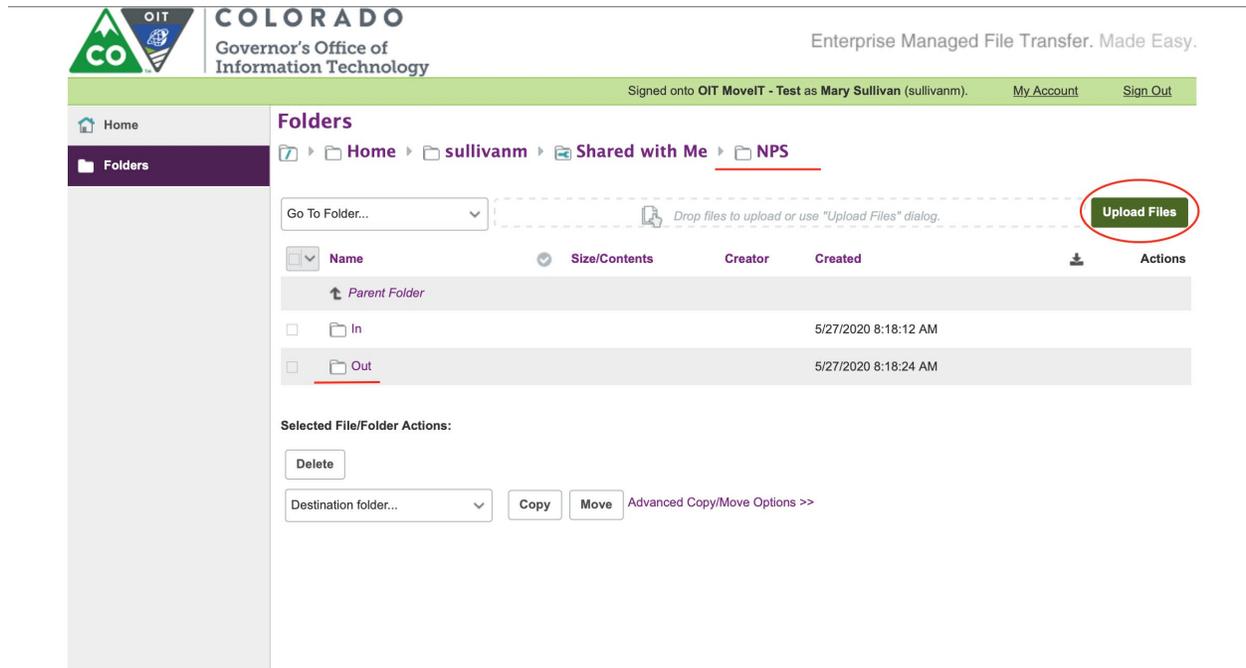


Figure 1

files in your agency's Out folder, they will not be submitted to the OAHP. Only put zipped files in your agency's Out folder that you are ready to submit. **Do not** use your agency's Out folder to prepare/stage files.

Your In folder can be utilized for transfer of requested documents, if you would like. When you are making a request for a report/survey, just specify that you would like to receive it via MoveIT, rather than through an email. Your consultation letter **will not** be sent via your MoveIT In folder.

There are 2 ways you can upload your files. You can hit the Upload Files button. A new window will open (Figure 2). You can drag files or browse your local file structure. Make sure that you choose a file and then hit the Upload button.

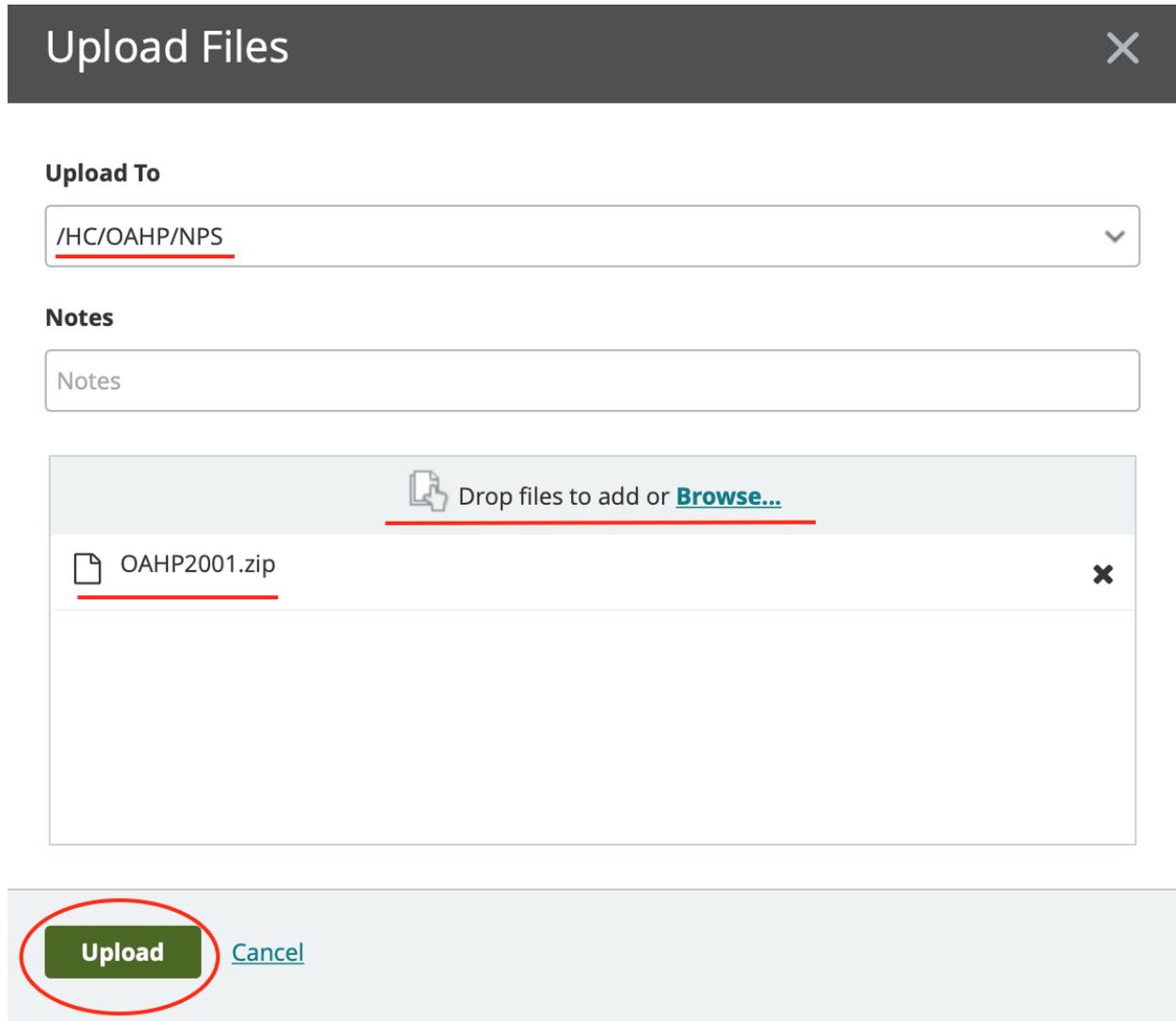


Figure 2

Once the file finishes uploading you will be returned to your Home folder screen where you can see that there is now a file in your Out folder (Figure 3).

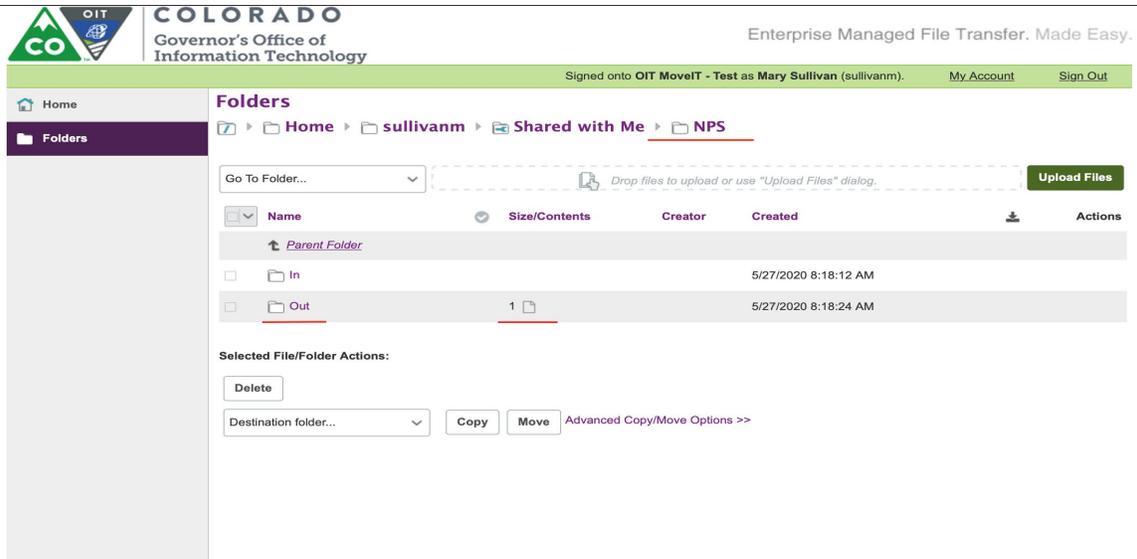


Figure 3

Click on the Out folder and you will see the file, Created date, file size and who created the file (Figure 4).

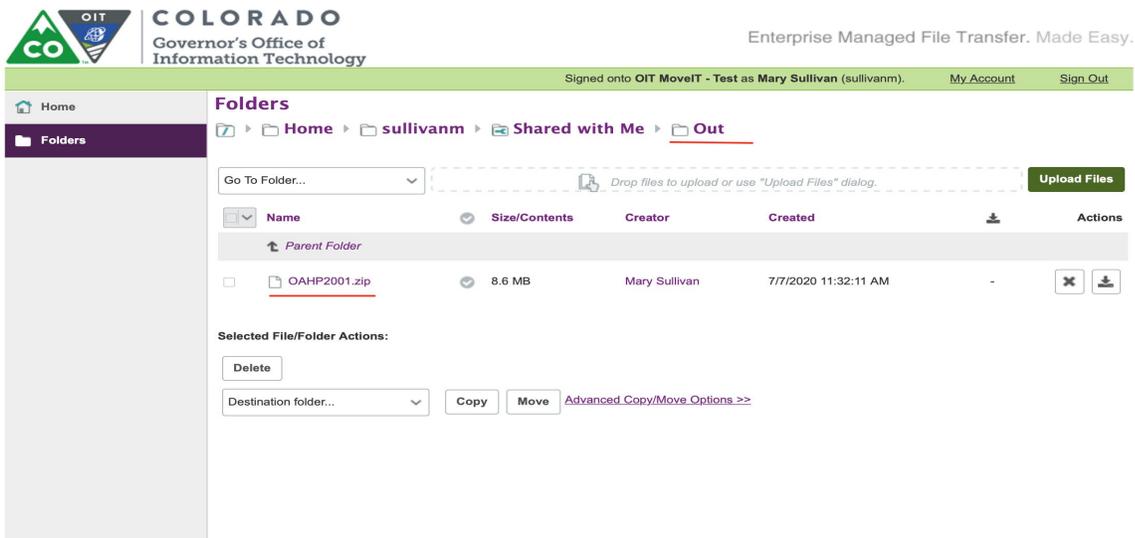


Figure 4

The second way to upload a file is from the Home folder, click on your agency's Out folder. That will open a new window, where you can drag and drop your file into your agency's Out folder (Figure 5).

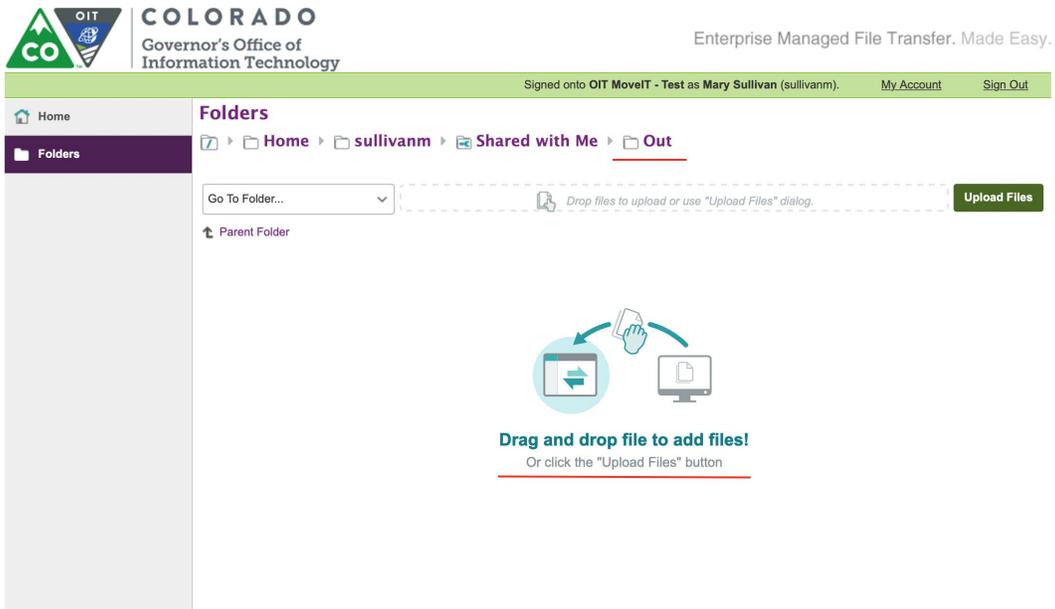


Figure 5

Once the files have been uploaded, you should see the files, created date, file size and who created the file as shown in Figure 4 above.

After you have uploaded your files, please send an email to [OAHP@state.co.us](mailto:OAHP@state.co.us). In the subject line please put: Section 106 Request: your agency's name, insert project name, project number, and date. In the body of the email please relate that you have uploaded files through the MoveIT app, and list the name of the zipped project packet as well as the names of the files within that zipped packet. This ensures that if there are any unforeseen glitches with the MoveIT app, we will be able to contact you and let you know what files we are missing and need to be resubmitted.

Congratulations! You have now submitted a project to the OAHP. If you have any questions, or having difficulties submitting your project, please contact Mary Sullivan at [mary.sullivan@state.co.us](mailto:mary.sullivan@state.co.us)

The most important things to remember are:

- Your files have to be zipped and placed within your agency's Out folder. Any files that are not in your agency's Out folder will not be sent on to the OAHP.
- Files will be retrieved at 3:00 PM by the OAHP each work day.
- Only projects that are ready for submission should be placed in your agency's Out Folder.
- You **will not** be receiving consultation letters through your In folder.

If you are using any part of this system to stage projects, keep in mind that,

**Files older than 31 days are deleted from the server automatically.**