

Using WinSCP to Transfer Data with Florida SHOTS

Purpose:

This document contains instructions for the basic transfer of data to/from FLSHOTS using the free WinSCP client software. These instructions may be adapted to work with other software, provided that software uses the SFTP protocol.

Download instructions:

- Navigate to <http://winscp.net/eng/index.php>
- In the “Downloads” section, click on the “Installation Package” for the current version of WinSCP
- Choose a mirror to download from (preferably one in the U.S.) and click on the download link to download the file.

Install instructions:

- Open the setup file, click “Next” to continue, accept the agreement, and click “Next” to accept the folder location.
- On the select components screen, only the WinSCP application needs to be checked. Click “Next” to continue.
- Click “Next” to accept the default start menu folder
- On additional tasks, select any optional steps you wish the program to take during the install. At a minimum, you should probably select the desktop icon. Click “Next” to continue.
- On initial user settings, select the user interface that best suits your needs. We highly recommend using the “Norton Commander” interface (remaining instructions use it). Click “Next” to continue.
- Review install steps and click “Install” to finish installation.

Using WinSCP:

Upon running the program for the first time, you will be presented with the login screen with the session page active (Figure 1.0)

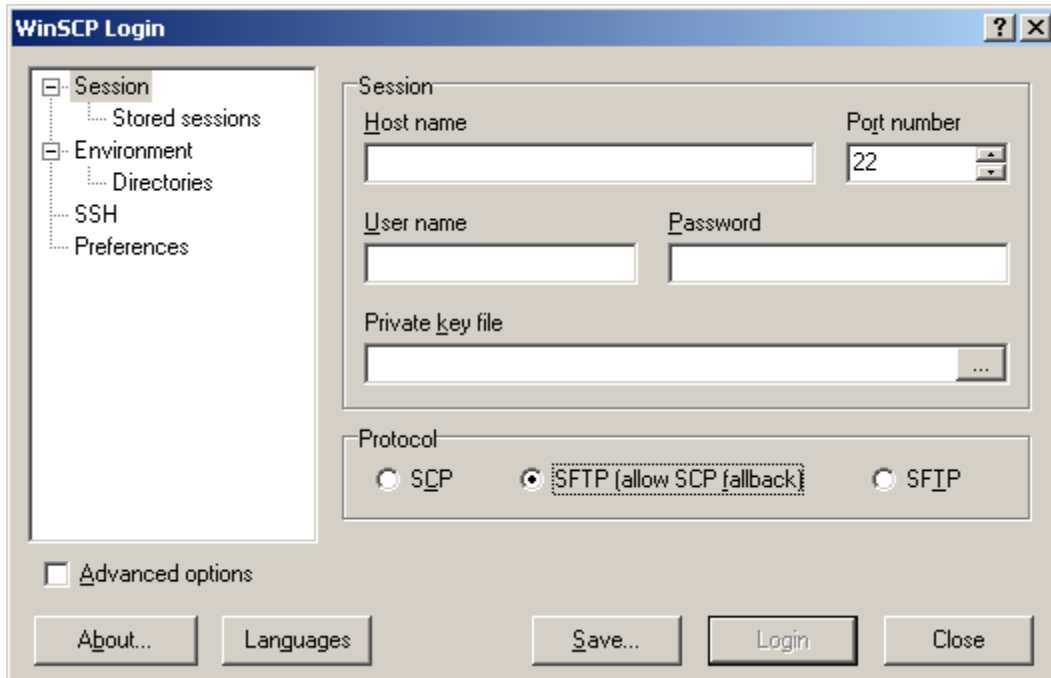


Figure 1.0 – Entering a new session

- Host name = ww7.doh.state.fl.us
- Port number = 22 (default)
- User name and password given to you by DOH
- For protocol, you can accept the default of SFTP with SCP fallback
- You may save this session information now or just click “Login” and you can save later. When you save your session information, you will not need to type everything back in on each subsequent use of the program.

After successfully logging in, the directory trees will show up. The left side is your local directory and the right side is the remote directory where you will place your files (Figure 2.0).

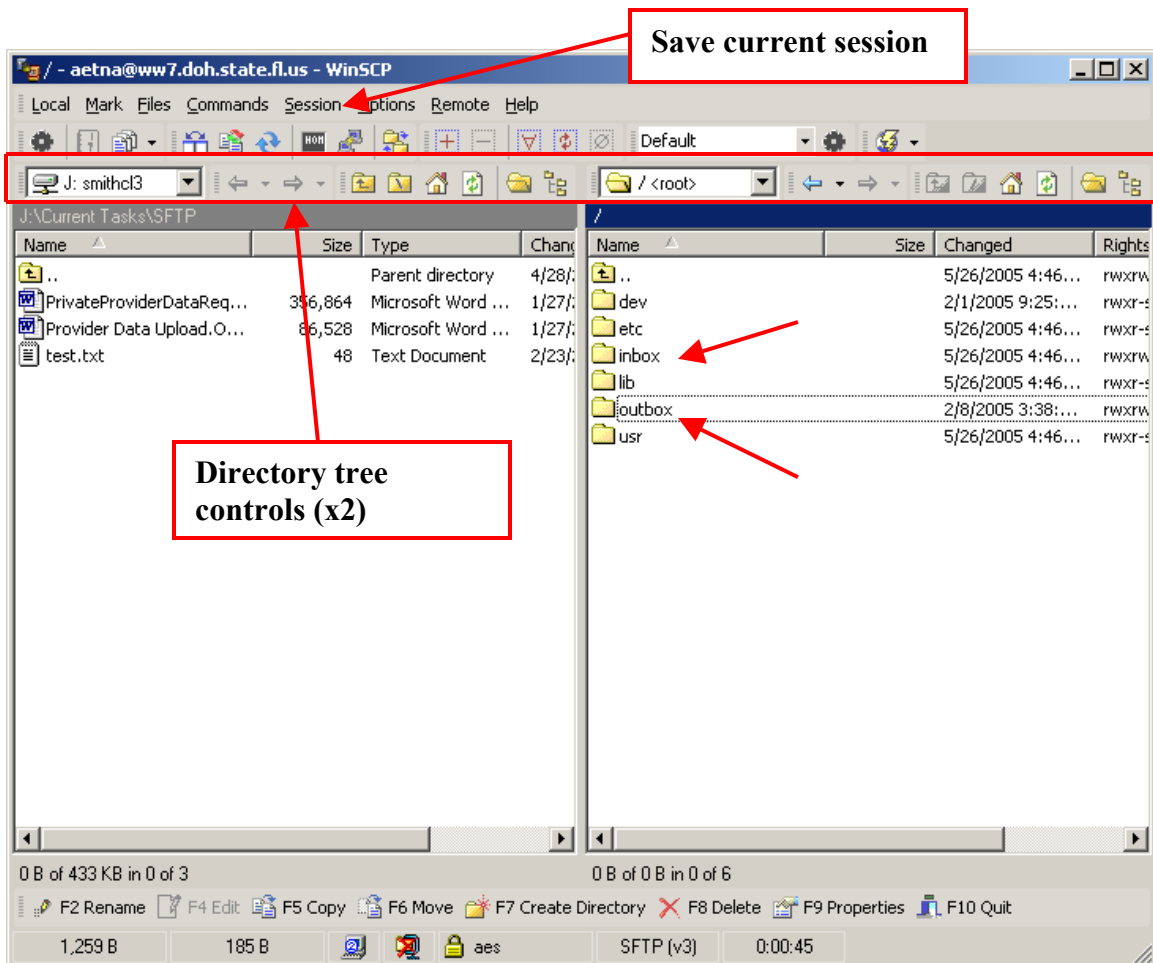


Figure 2.0 – Main screen

Above each directory tree is a control bar (Figure 2.0). From left to right, the functions are: directory navigator, back, forward, up one level, up to root level, home, refresh, open directory or saved bookmark, hide/show directory tree.

Files going to Florida SHOTS should be placed in your “outbox” and files coming from Florida SHOTS will appear in your “inbox”. Once the data transfer process picks up your file(s), they will be deleted from your outbox. The transfer process is automatic and occurs twice an hour, 24/7.

-Florida SHOTS! 1-877-888-SHOT (7468)