

How To Configure/Use the sFTP Client

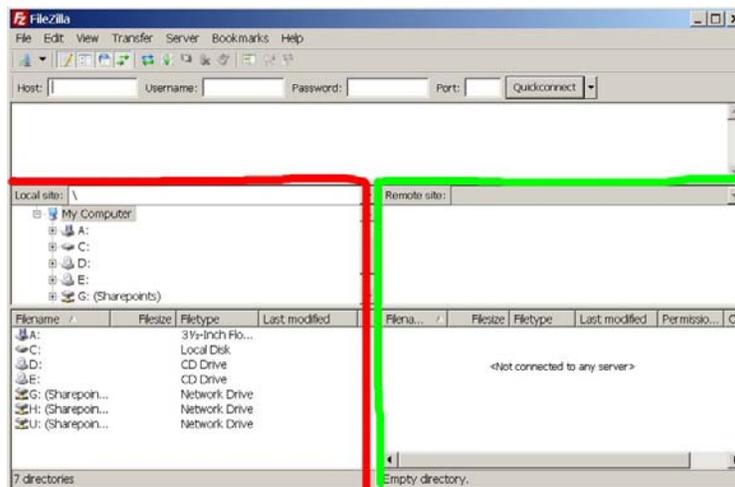
4/20/2009 9:05 AM

In the last “How To” we showed you how to download and install the sFTP client called Filezilla. In this How To we will show you how to setup your different logins. We will also show you how to drag and drop your submissions on to the secure file server.

1. When running Filezilla, this dialog box will appear. Hit the OK button.



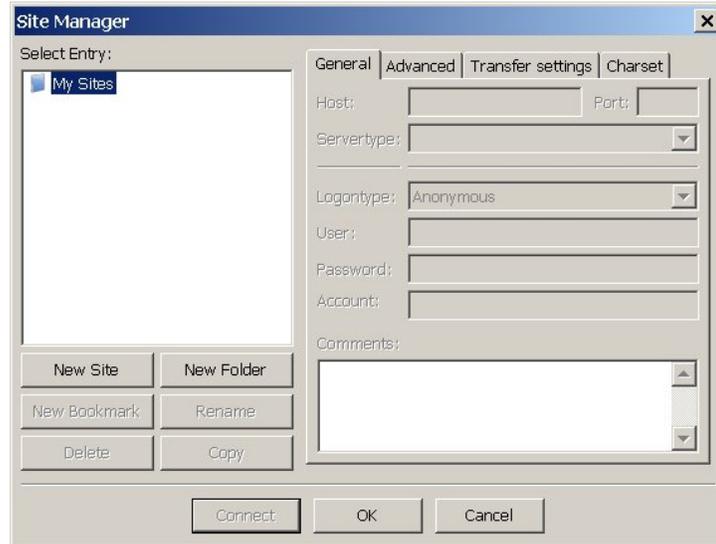
2. Filezilla will be split down the middle. The left side is your machine (red) and the side on the right is the server (green). Files will be dragged and dropped from the left side to the right side.



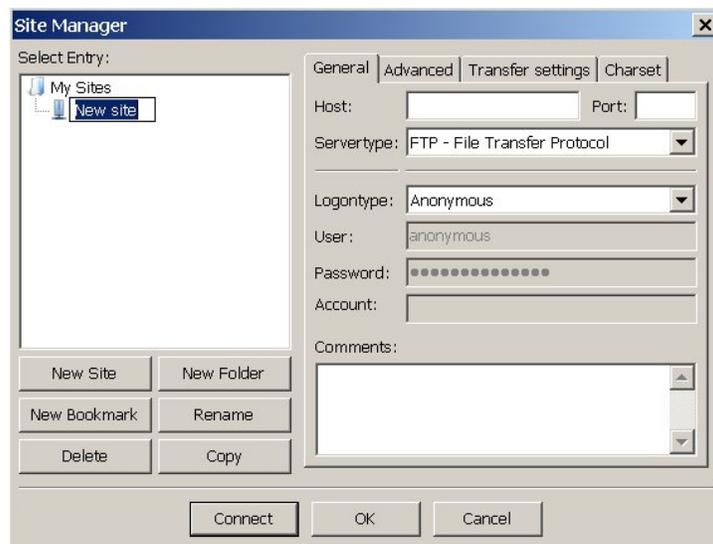
3. First, set up your login ID and password; this information will be provided by a Chestnut Health Systems GAIN Coordinating Center staff member. If you have been using the old FTP server (data.chestnut.org), the username and password will remain the same.

One of the benefits to using this program is that a profile called a “site” can be set up. A site will contain your username, password and the sftp server name. Once this is setup, you can simply double click on the site, and you will be automatically be connected to the secure FTP server.

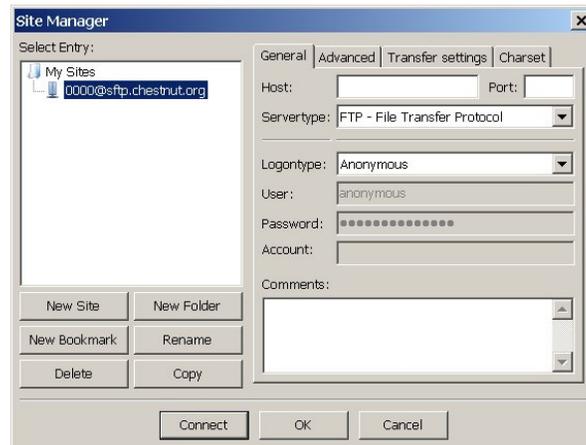
4. Click on the File menu and choose “Site Manager”:



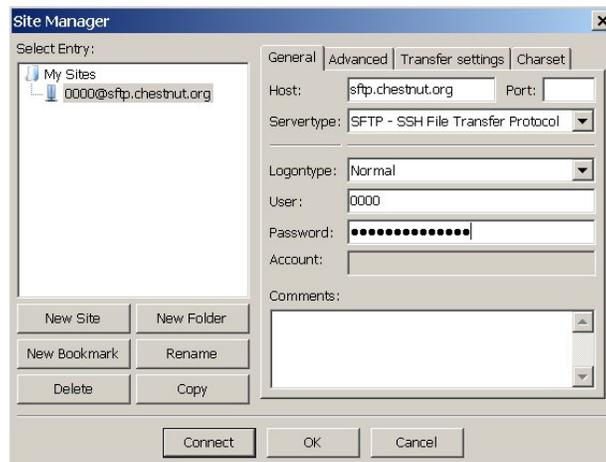
5. Click on the “New Site” button:



6. Fill in the appropriate sections to create your site. Start off by naming the site. The section that is highlighted above is where name of the site will be entered. Name it something descriptive. As an example, if a logon ID is 0000, the name of the site appears as follows:

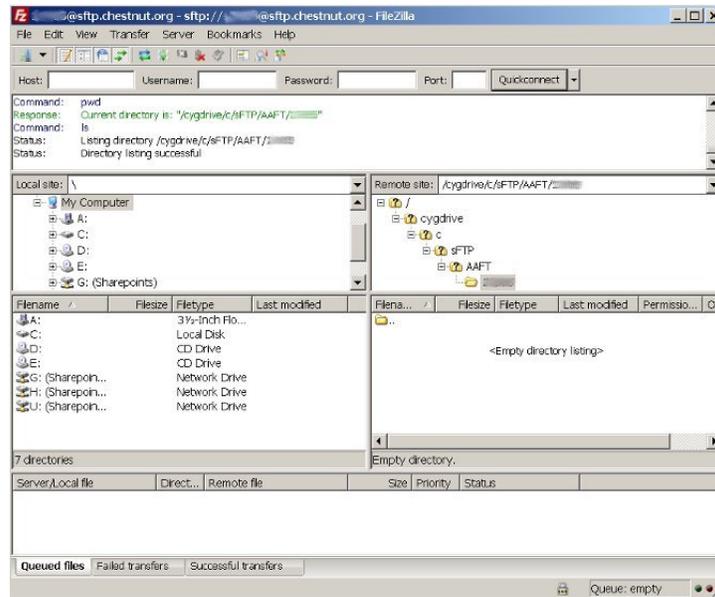


7. Next, enter the host name, Servertype, Logontype, user, and password. The fields to fill in are listed below the picture:

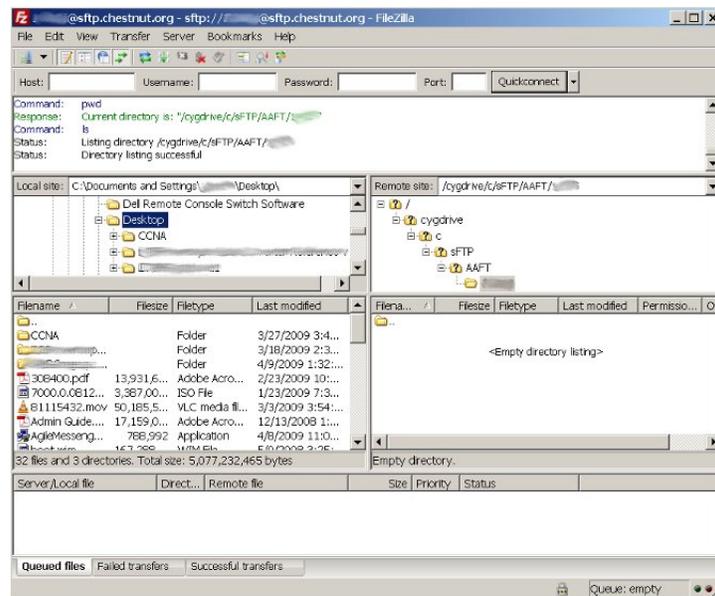


Host: sftp.chestnut.org
Server type: SFTP – SSH File Transfer Protocol
Logon Type: Normal
User: Your user ID
Password: Your assigned Password

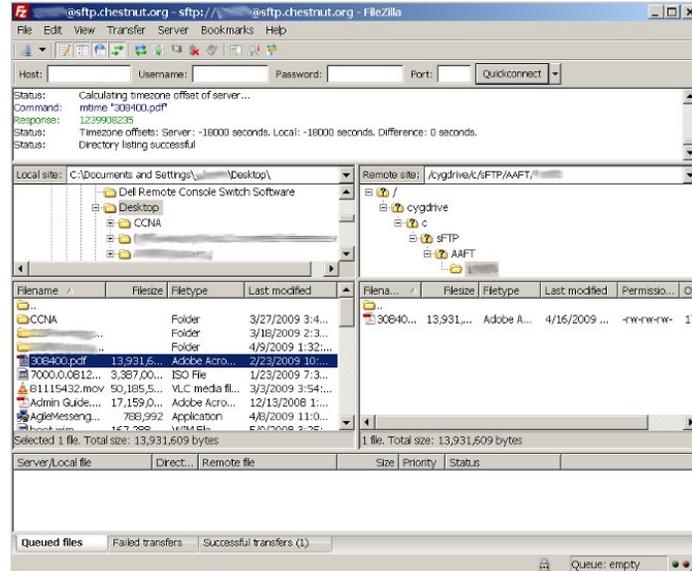
- Once this is set up, click on the Connect button; this will automatically connect and log into the Chestnut Secure FTP site:



- Remember that the window on the left is your local computer and the window on the right is the server. Navigate to where your files are stored locally. If the files are stored on the desktop, you will have to click on Desktop. On the left side, where it says "My Computer", scroll up and see "Desktop" at the top:



10. Drag and drop the file from the left side to the right side:



11. In the previous picture, the 308400.pdf file is highlighted; this is on the local computer. Drag and drop this file into the frame on the right. Once the file is dragged over, your file submission is complete. Select Disconnect on the Server menu item to disconnect from Filezilla. Closing the window is another option for disconnecting from the server.