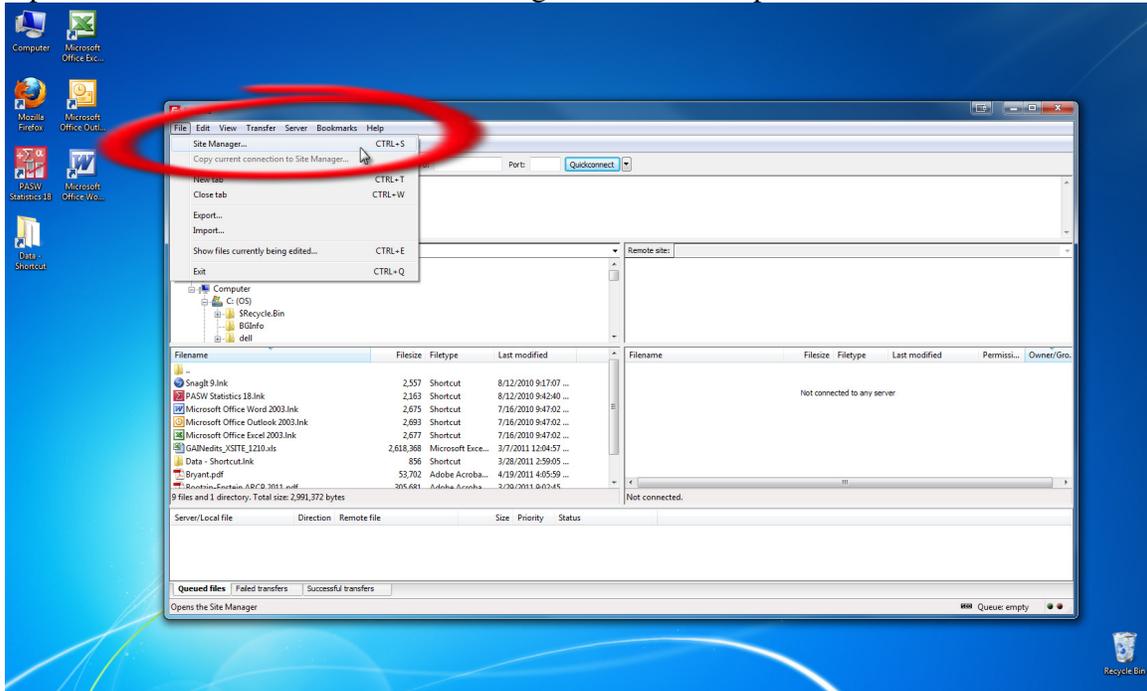


Using FileZilla

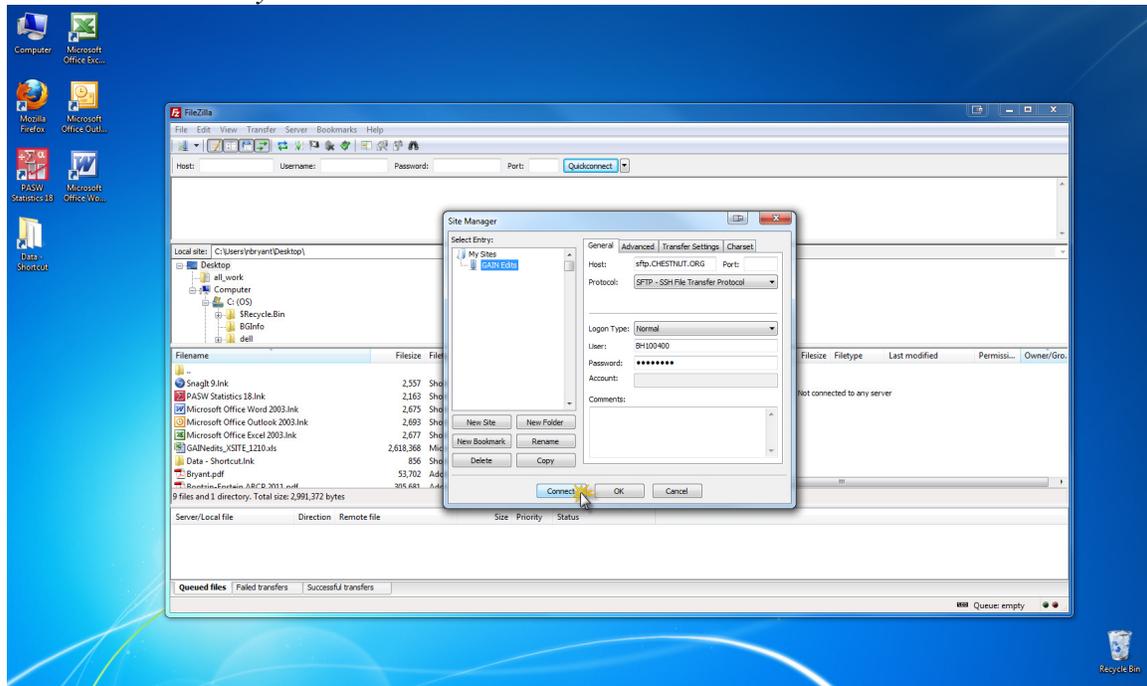
I. Connecting to the sFTP

When you open FileZilla, you'll notice that the left hand side shows the files and folders located on your computer. The right hand side will say "Not connected to any server." This is because you have not yet connected to the sFTP. *Please note: simply opening FileZilla does not connect you to the sFTP.*

- To connect to the sFTP site shared between your agency and Chestnut Health Systems, select "File" at the top left side of the screen and "Site Manager" from the drop down menu.



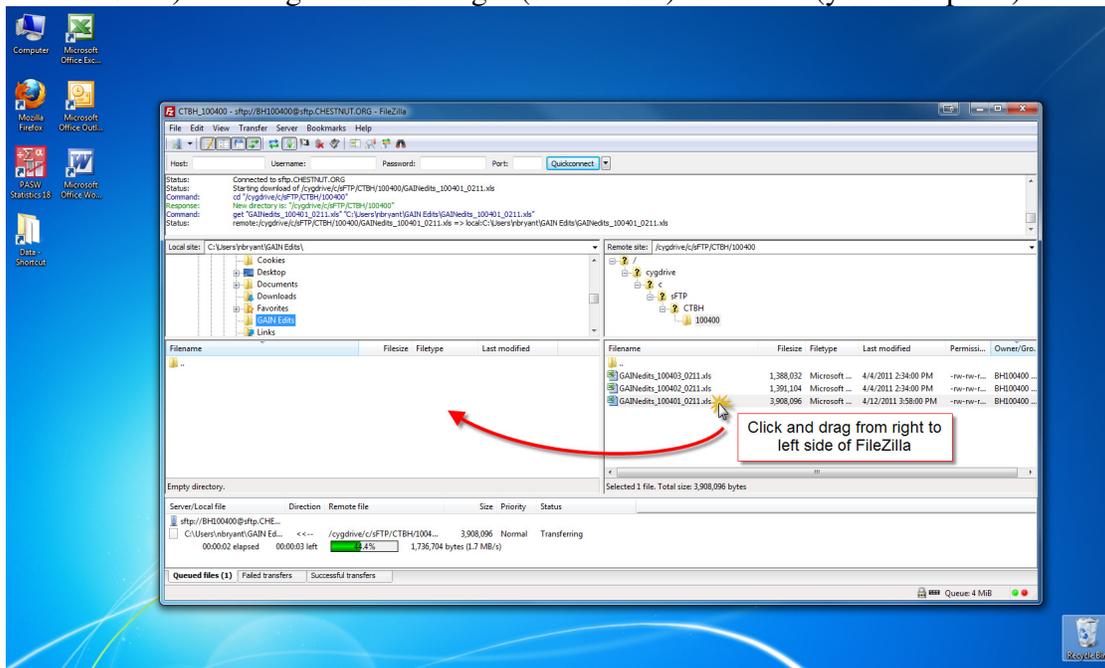
- A dialogue box will pop up with all of your information already stored. Make sure your site is highlighted under "My Sites" in the box on the left (under "Select Entry") and hit "Connect." *Hitting "OK" will not connect you to the sFTP site.*



II. Retrieving the GAIN Edits

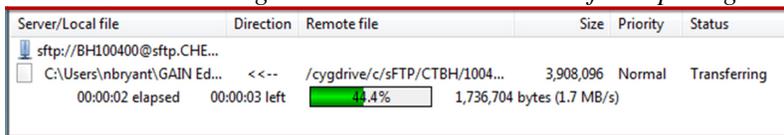
To retrieve your GAIN Edits file, you can do either one of the following:

1. Locate the folder in which you'd like to save the GAIN Edits file by navigating through the files and folders on the left (under "Local Site"). Click the file with your Local Site ID in the file name (under "Remote Site") and drag it from the right (shared site) to the left (your computer).

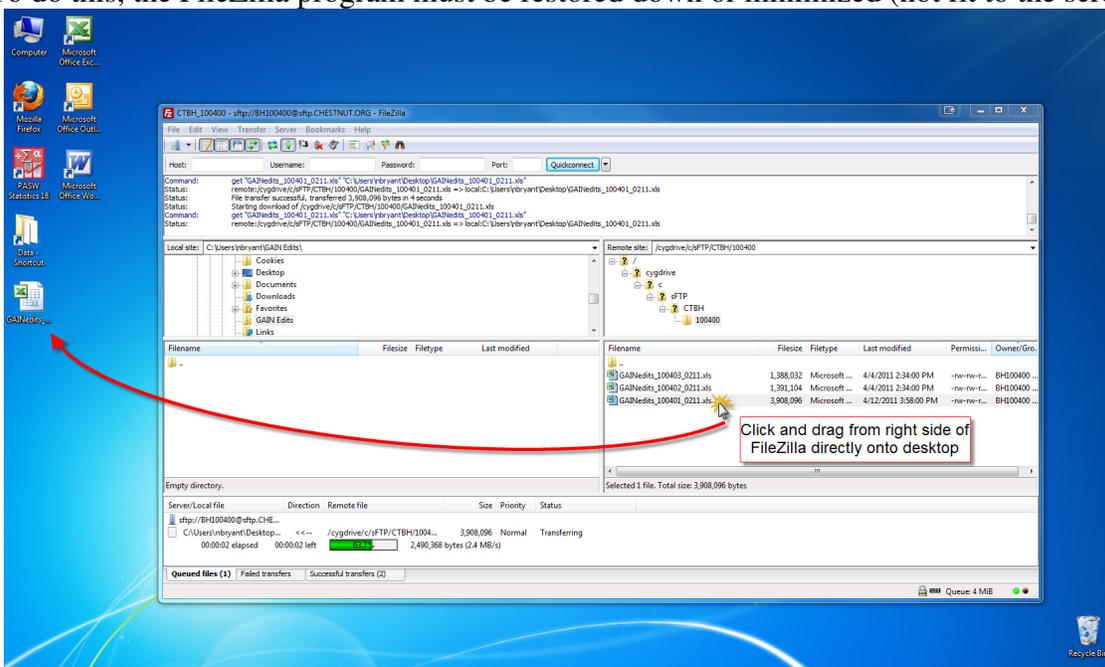


You will see a green progress bar going across the bottom of the screen.

***** You must wait until this green bar moves to 100% before opening the file. *****



2. Another way to retrieve the GAIN Edits file is to click and drag the file directly onto your desktop. To do this, the FileZilla program must be restored down or minimized (not fit to the screen).

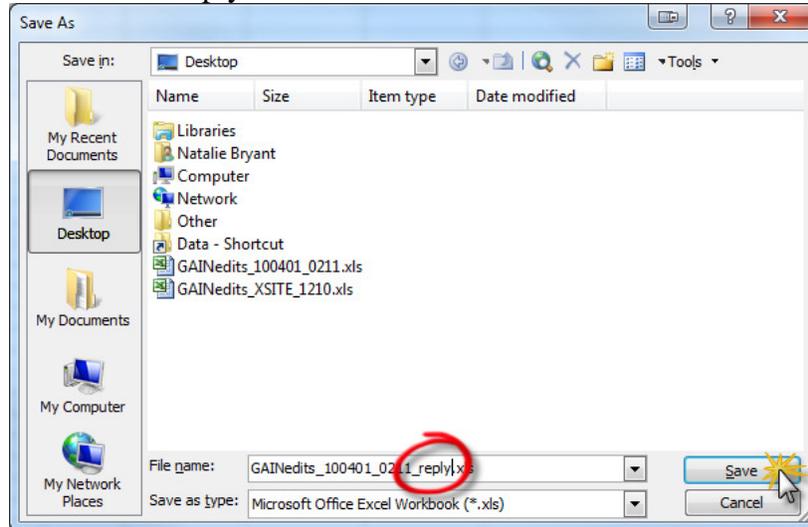


***** Again, you must wait until the green progress bar moves to 100% before opening the file. *****

III. Saving the GAIN Edits file

After making the changes in GAIN ABS and entering responses in the Site Responses column of the GAIN edits file, you must save the file with a different file name.

- In order to do this, click “File” at the top left side of the Excel screen and select “Save As” from the drop down box. Then enter “_reply” at the end of the file name and hit “Save.”



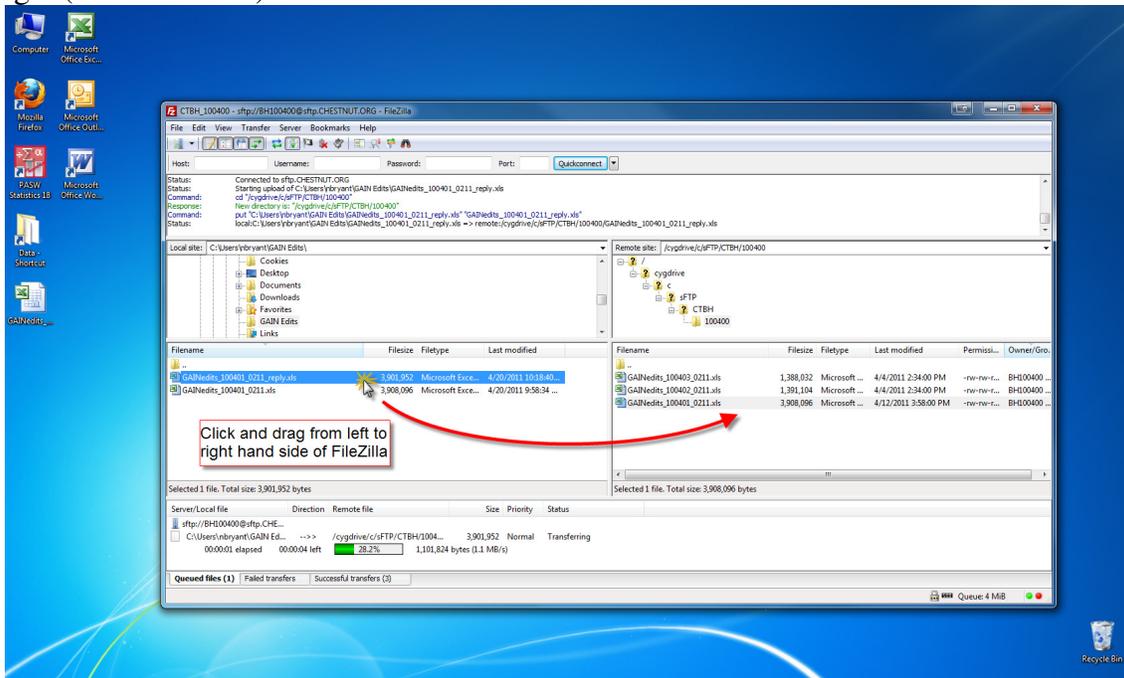
The file will save to the same location from which it was opened. For example, if you opened the file from your desktop, it should have saved to your desktop.

- **The next step is very important.** After saving the file with “_reply” in the filename, *close out of the GAIN Edits file.* FileZilla *will not* transfer the file if it is still open on your computer.

IV. Posting the GAIN Edits File

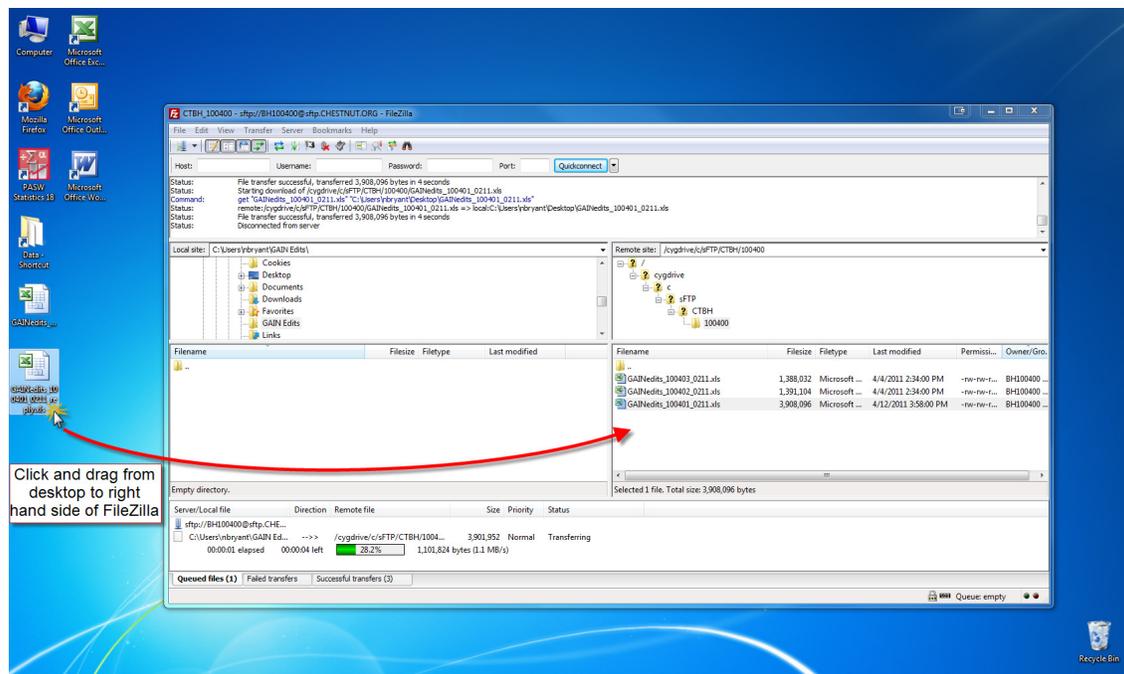
To transfer the file from your computer to the sFTP site, you can use one of the two methods again:

1. Find the file's location on your computer by navigating through the files and folders on the left hand side in FileZilla (under "Local Site"). Make sure you have the file with your responses (and "_reply" in the file name) before clicking and dragging from the left hand side (your computer) of the program to the right (the shared site).



***** Wait until the green progress bar reaches 100% before closing out of the program! *****
Otherwise, your file will not transfer fully and we will ask you to re-post it.

2. If the file was saved to your desktop, you can simply click and drag the file (making sure it has the "_reply" in the file name) from the desktop onto the right hand side of FileZilla (under "Remote Site").



***** Wait until the green progress bar reaches 100% before closing out of the program! *****
Otherwise, your file will not transfer fully and we will ask you to re-post it.

V. Emailing Chestnut

When you've finished posting the GAIN Edits file, please send an email with the following information:

To: DataSubmit@chestnut.org

Subject: CT BH *Site ID** – GAIN Edits reply file posted

Body:

I've posted my GAIN Edits file to the sFTP site.

* It is important to include "CT BH" and your Site ID (the number that identifies your agency and corresponds to your GAIN Edits file) when emailing Data Submit in order for it to be received correctly.

If you have any questions or problems with this process, please don't hesitate to contact your Data Team lead or email DataSubmit@chestnut.org.