

Using WinSCP to Transfer Data with Florida SHOTS

Purpose:

This document contains instructions for downloading, installing and using WinSCP, a free software download that enables the basic transfer of data to/from www.flshots.com. These instructions may be adapted to work with other software if that software uses the SFTP protocol.

Download instructions:

- Go to <http://winscp.net/eng/index.php>. Click “Download” in the orange menu bar to open the download page (See Figure 1.0).

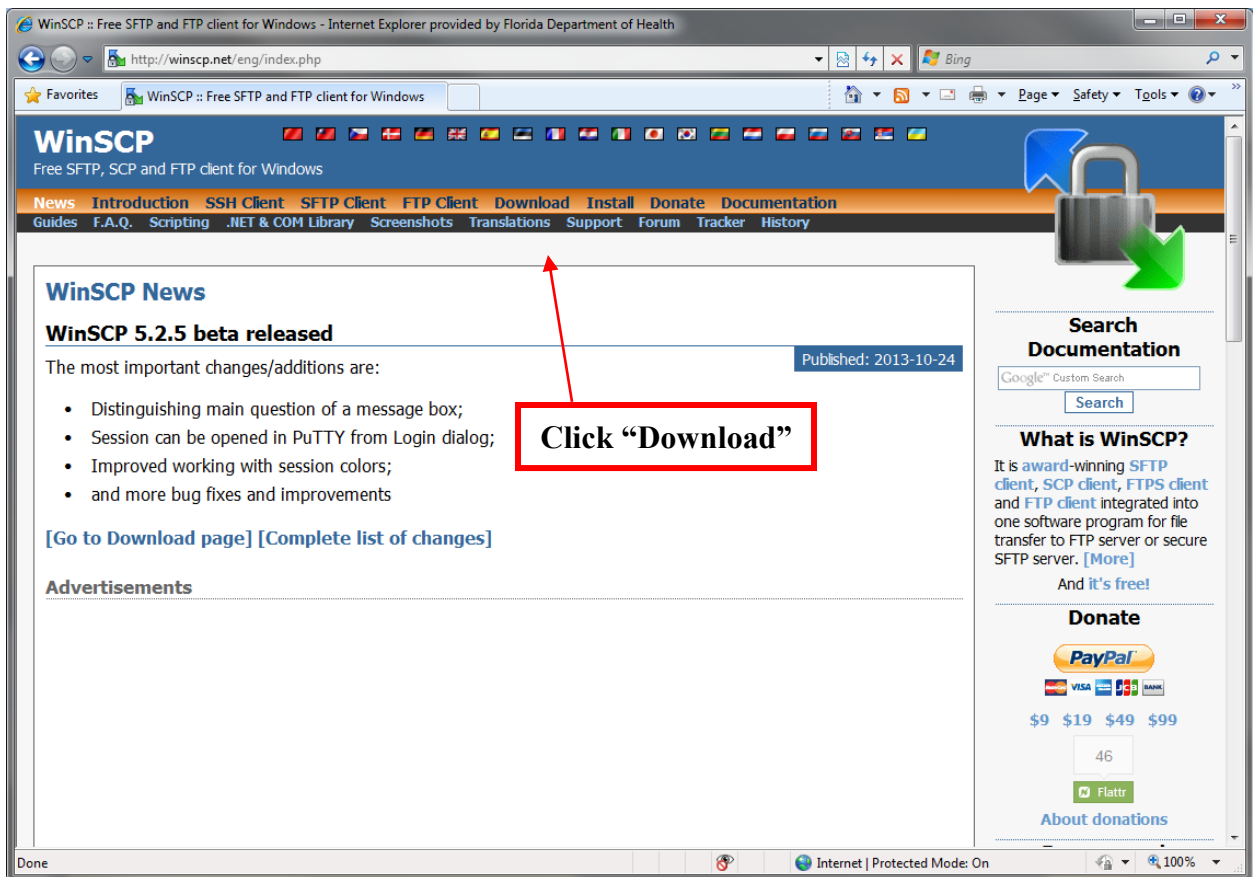


Figure 1.0 – WinSCP main page

- Click “Installation Package” for the current version of WinSCP (See Figure 2.0).

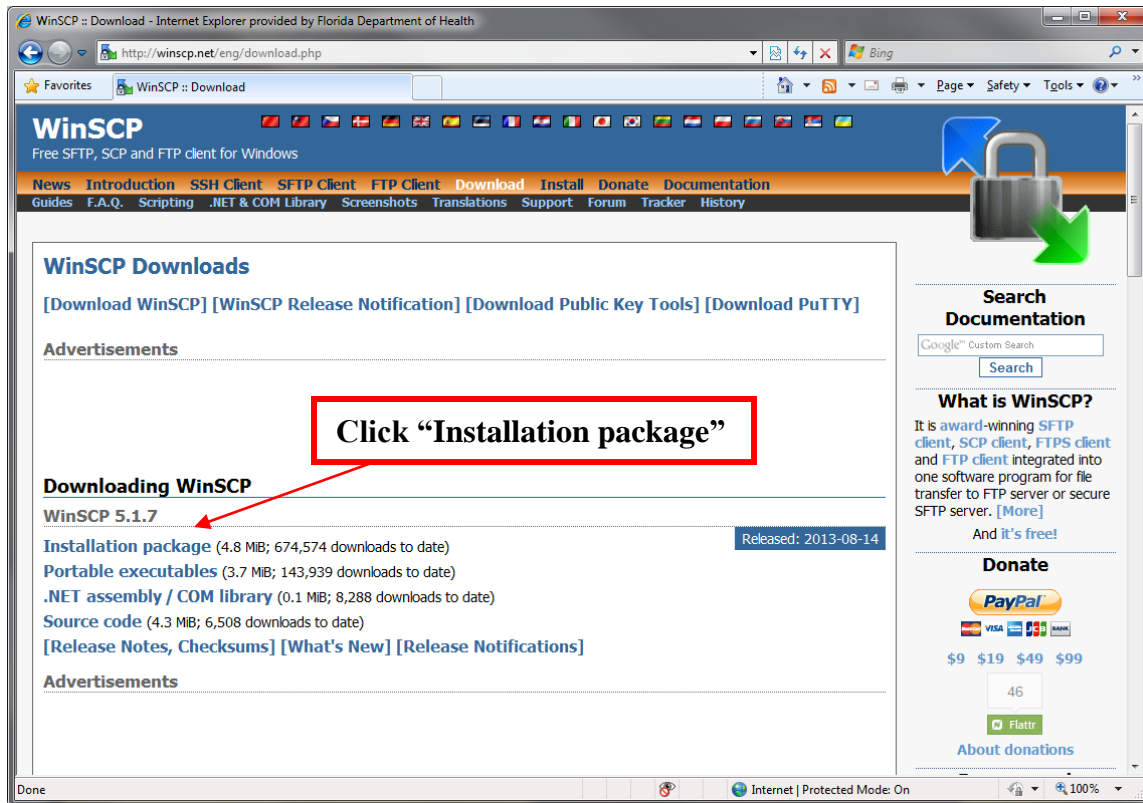


Figure 2.0 – Download page

- You will receive the following File Download warning asking you if you want to run, save or cancel the download of this file (See Figure 3.0). Click “Save”.

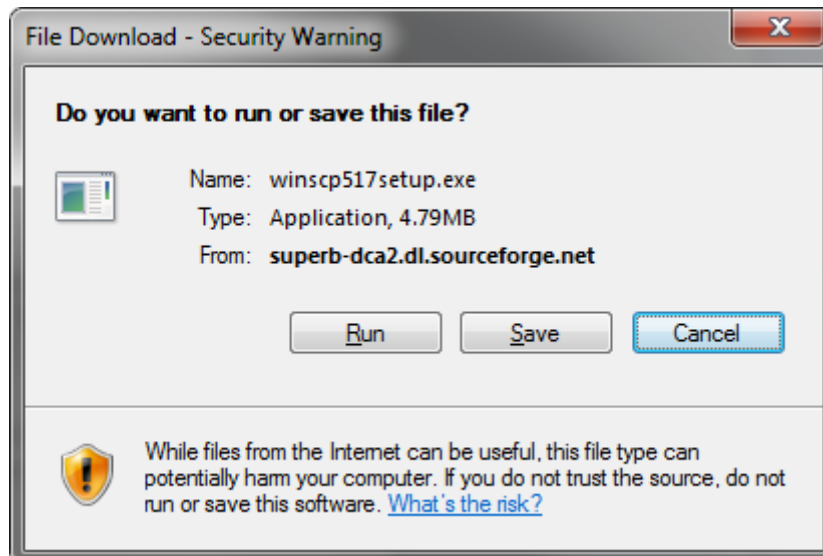


Figure 3.0 – File Download

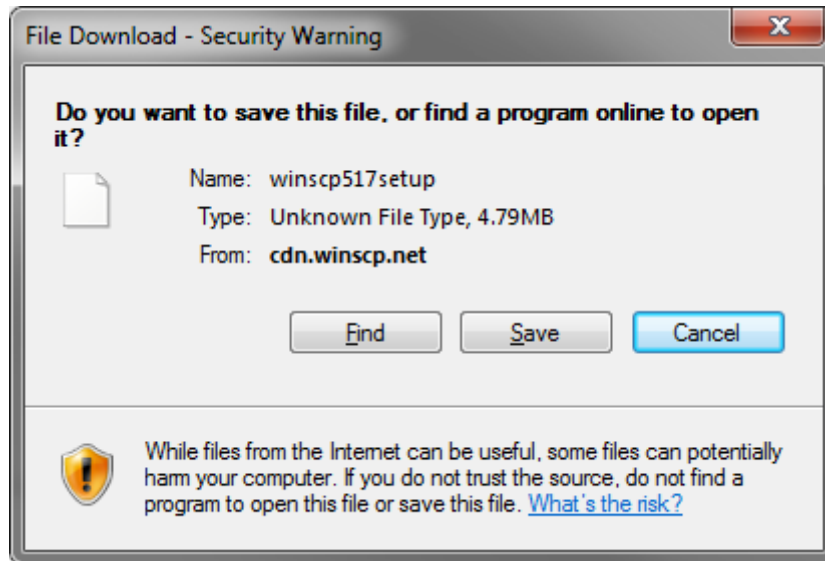


Figure 3.1 – File Download w/ no file extension

Note: As of WinSCP version 5.17, the file extension may not be properly recognized and instead of there being a “Run” option, you may see the “Find” option instead (See Figure 3.1).

- Select the place within your computer where you want to save the setup file and click “Save.” If the file name was missing the “.exe” extension at the end, edit the file name before saving to add it (See Figure 4.0).

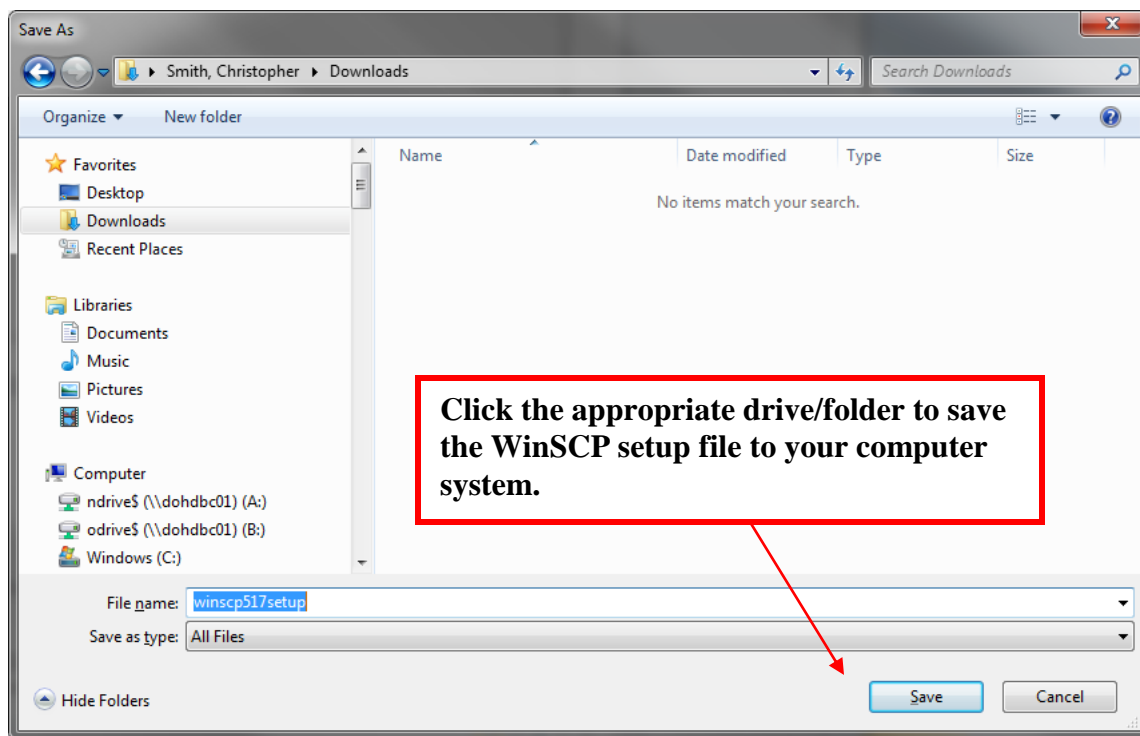


Figure 4.0 – Save Application Location screen

Install instructions:

- Open the WinSCP setup file from the location where it was saved. (See Figure 5.0).

NOTE: The “517” in the setup file name used in this training guide refers to the version of this application. Your version number could be different.

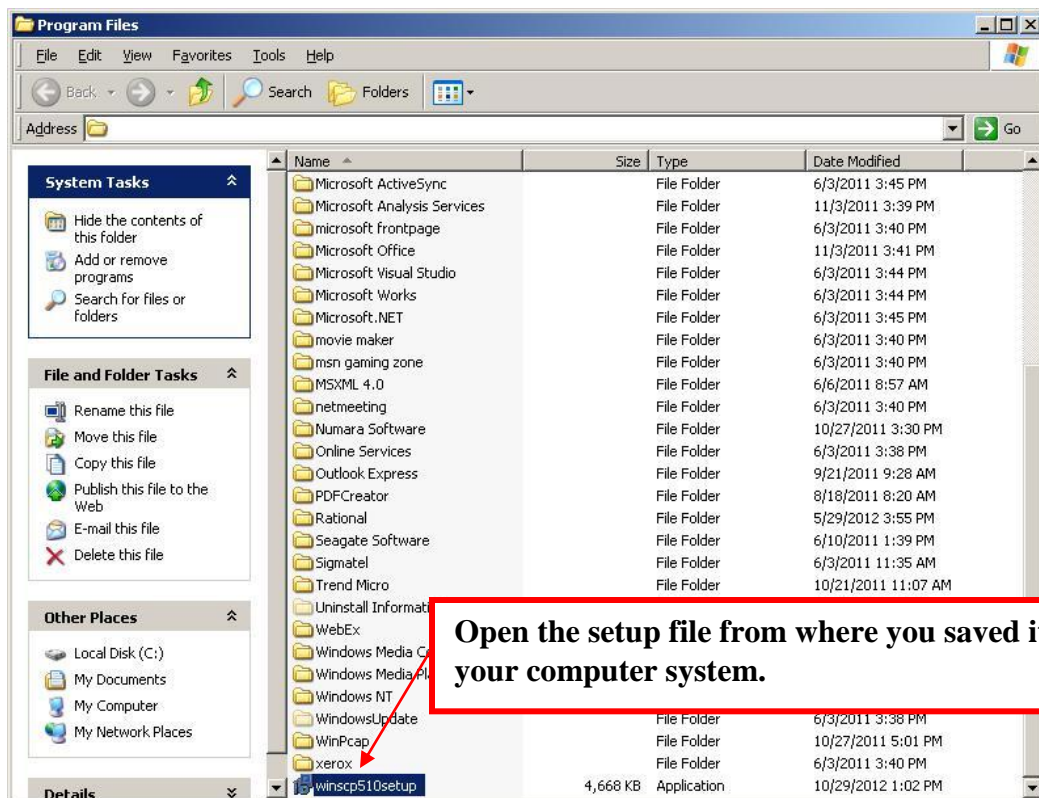


Figure 5.0 – Beginning Install Screen

- Acknowledge open file security warning by clicking ‘Run’ (See Figure 6.0).

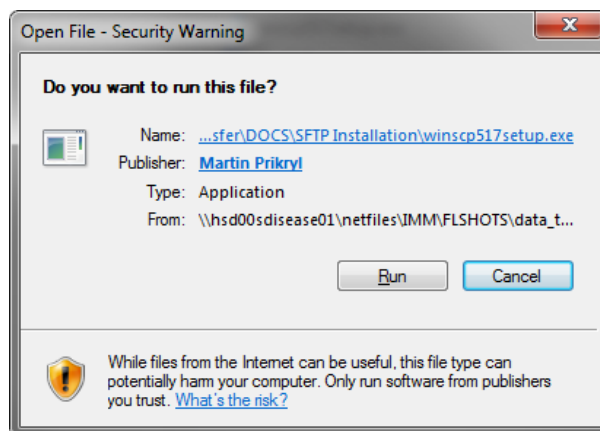


Figure 6.0 – Warning

- “Select” the language you wish to use when installing the application to your computer system. It will default to English (See Figure 7.0).

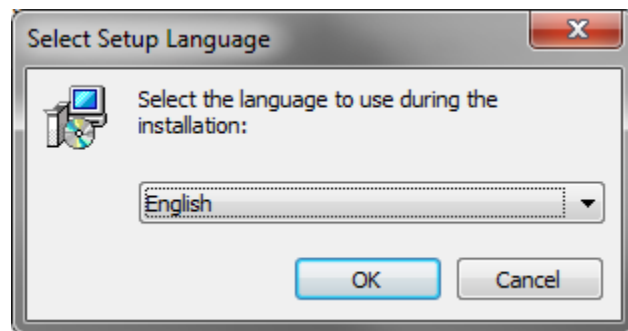


Figure 7.0 – Language Selection Pop-Up

- Click “OK”. The WinSCP Setup Wizard screen displays (See Figure 8.0).



Figure 8.0 – WinSCP Setup Wizard

- Click “Next” to continue. The ‘License Agreement screen displays (See Figure 9.0).

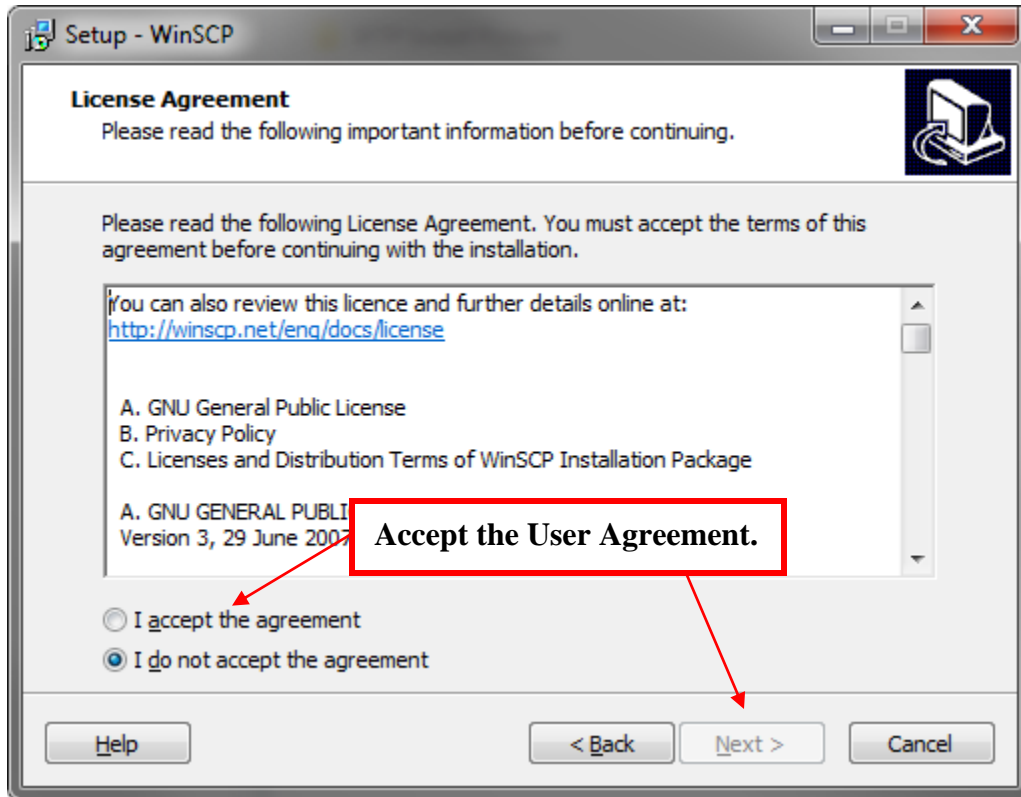


Figure 9.0 – Accepting the License Agreement

- Select 'I accept the agreement', and click "Next". The Setup type screen displays (See Figure 10.0).

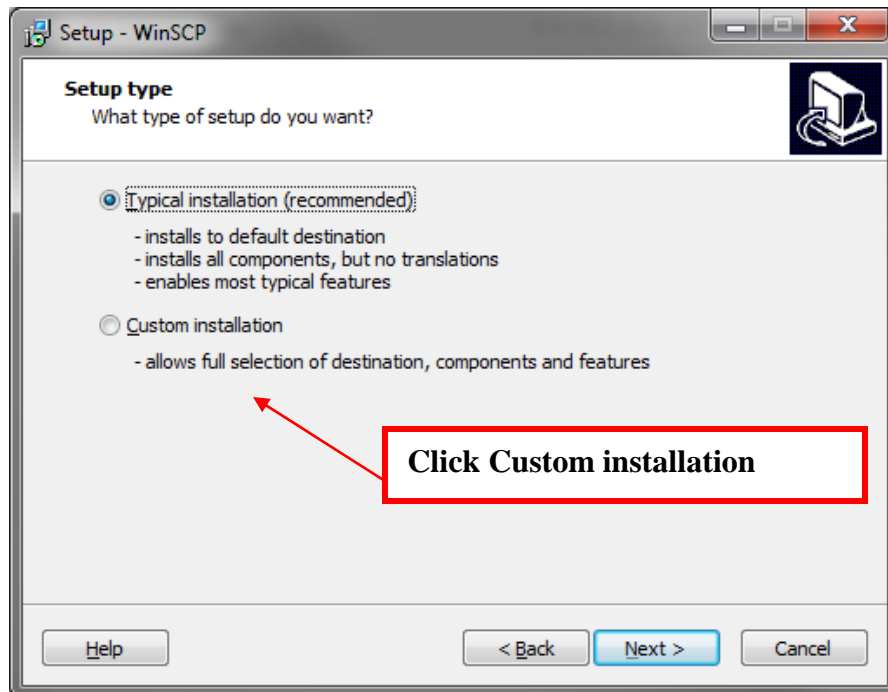


Figure 10.0 – Selecting Your Install Type

- Select “Custom Installation” and click “Next”. The Select Destination Location screen displays (See Figure 11.0).

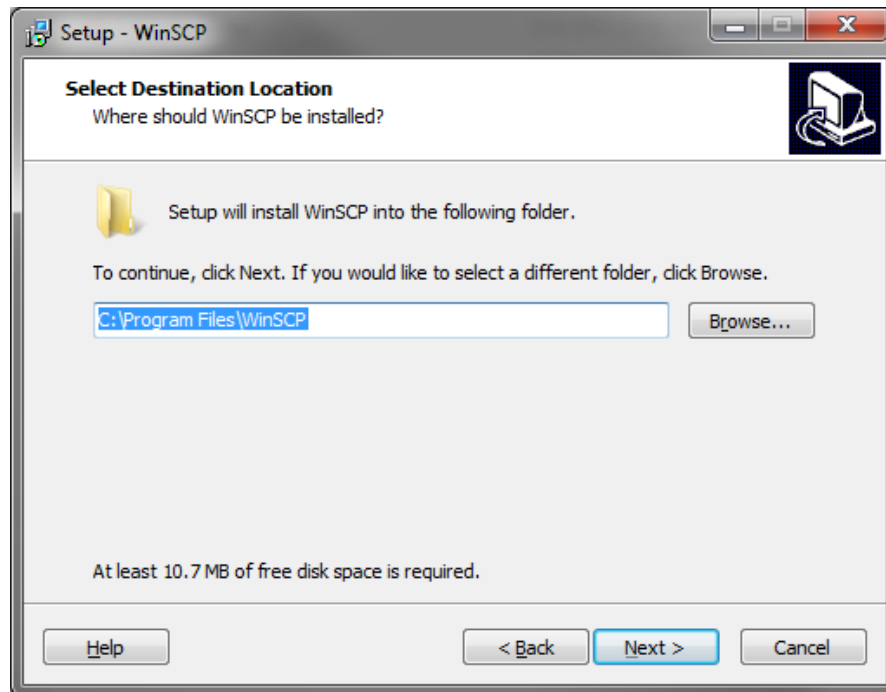


Figure 11.0 – Selecting Your Application File Location

- Click “Next” to accept the default folder location (or select a different location and then click “Next”). The ‘Select Components’ screen displays (See Figure 12.0).

NOTE: On the select components screen, the WinSCP application and the setup language you specified earlier are checked for you. The following options will also be checked, but are not required.

- Drag & Drop shell extension (allows direct downloads, may require restart)
- Pageant (SSH authentication agent)
- PuTTYgen (key generator)

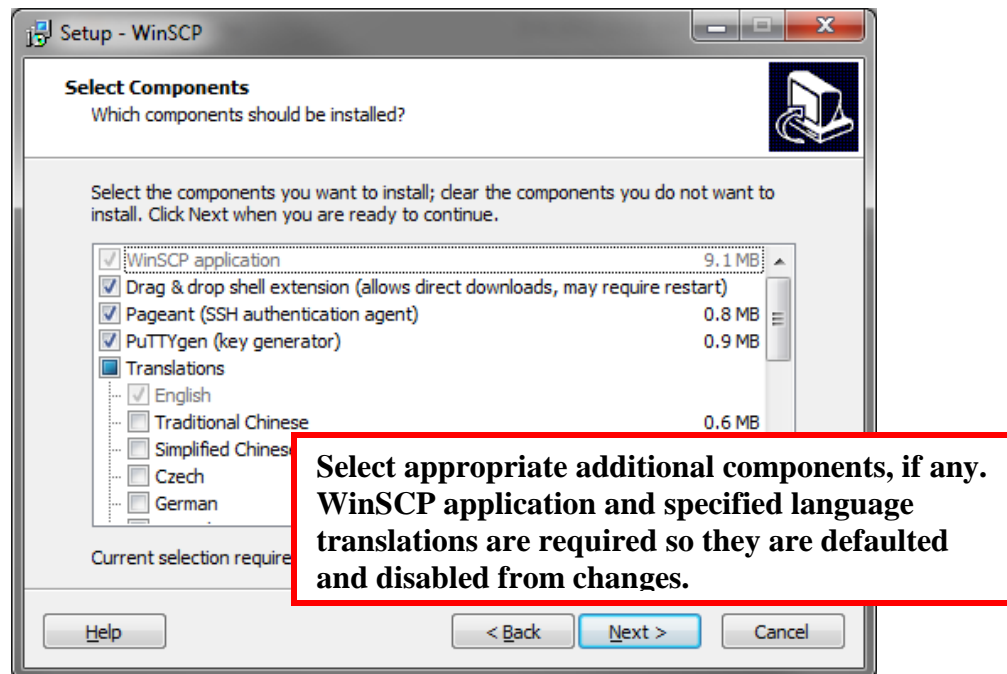


Figure 12.0 – Selecting Your WinSCP application components

- Click “Next” to continue. The ‘Select Start Menu Folder’ screen displays (See figure 13.0).

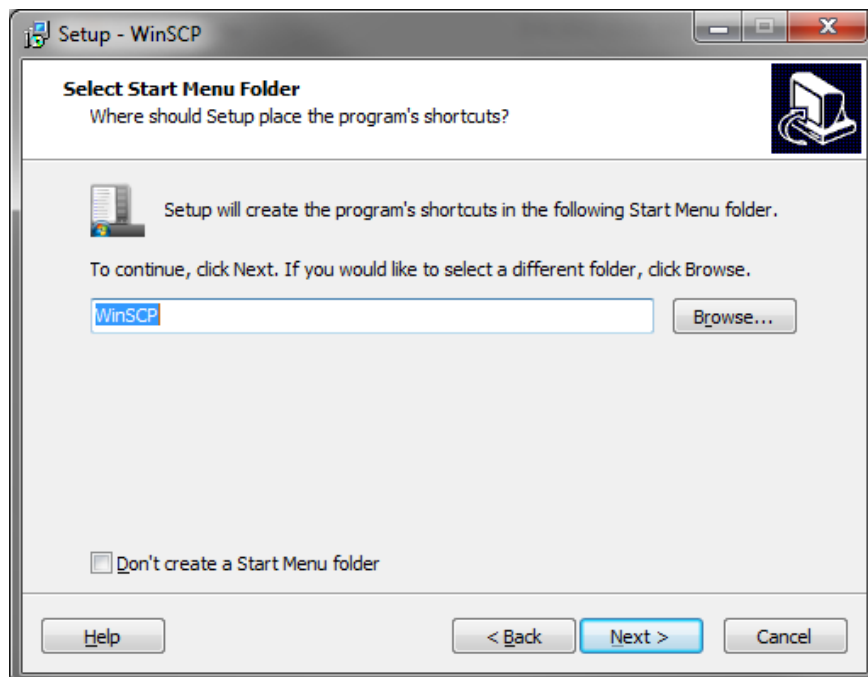


Figure 13.0 – Creating the Start menu folder

- Click “Next” to accept the default start menu folder. The ‘Select Additional Tasks’ screen displays (See Figure 14.0).

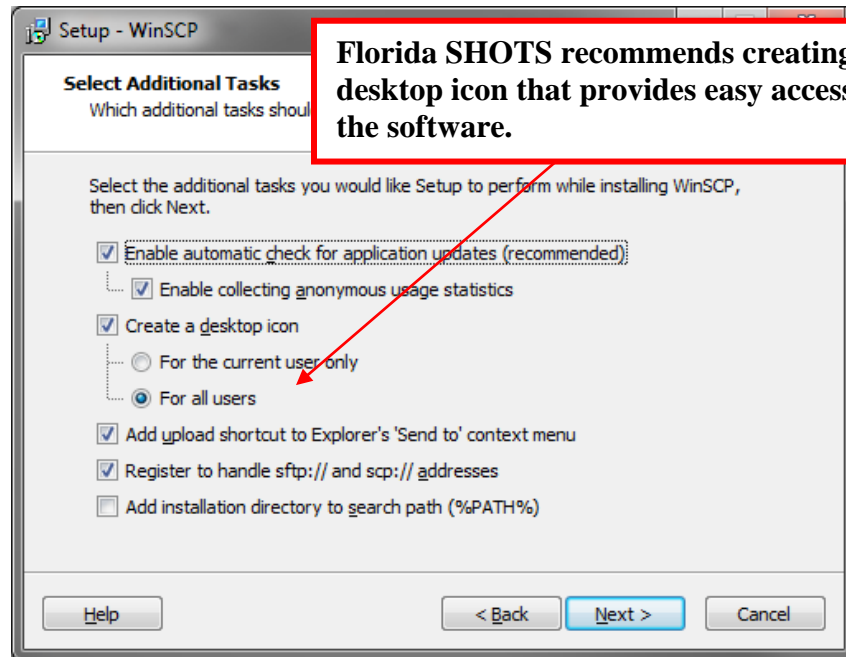


Figure 14.0 – Selecting Additional WinSCP Install Tasks

NOTE: On additional tasks, select any optional steps you wish the program to take during the install. At a minimum, Florida SHOTS recommends you select the desktop icon.

- Click “Next” to continue. The Initial user settings screen displays (See Figure 15.0).

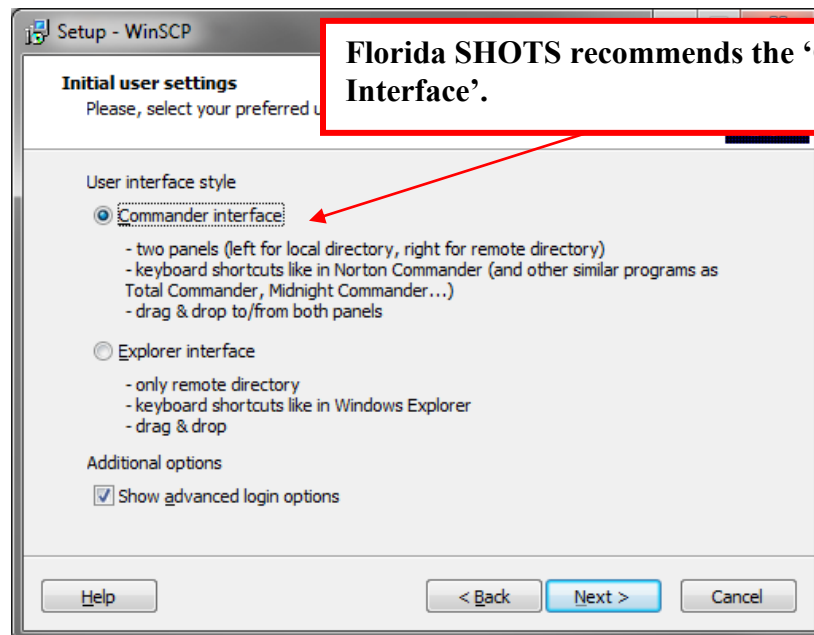


Figure 15.0 – Selecting your WinSCP User Interface

- Select the user interface that best suits your needs. Florida SHOTS highly recommends using the “Commander” interface (remaining instructions use it).
- Click “Next” to continue

NOTE: WinSCP will recommend Google Chrome as the application’s preferred browser and will automatically set you up to install it and make this your default browser. **Florida SHOTS only works using Internet Explorer. Please DO NOT download Google Chrome as part of this application installation** (See Figure 16.0).

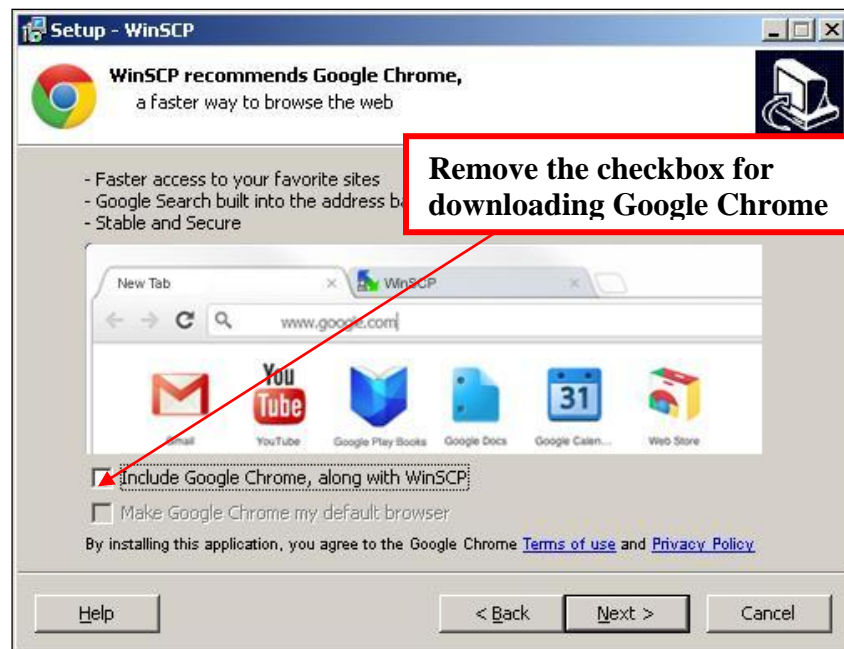


Figure 16.0 – Removing WinSCP Google Chrome download

- Uncheck the “Include Google Chrome, along with WinSCP” box and click “Next”. The ‘Ready to Install’ screen displays (See Figure 17.0).
- Review your install screen which includes the following:
 - Computer location for the WinSCP application
 - Type of setup you are completing
 - Components you selected for the install.

NOTE: Go back if there are issues with the information on this screen

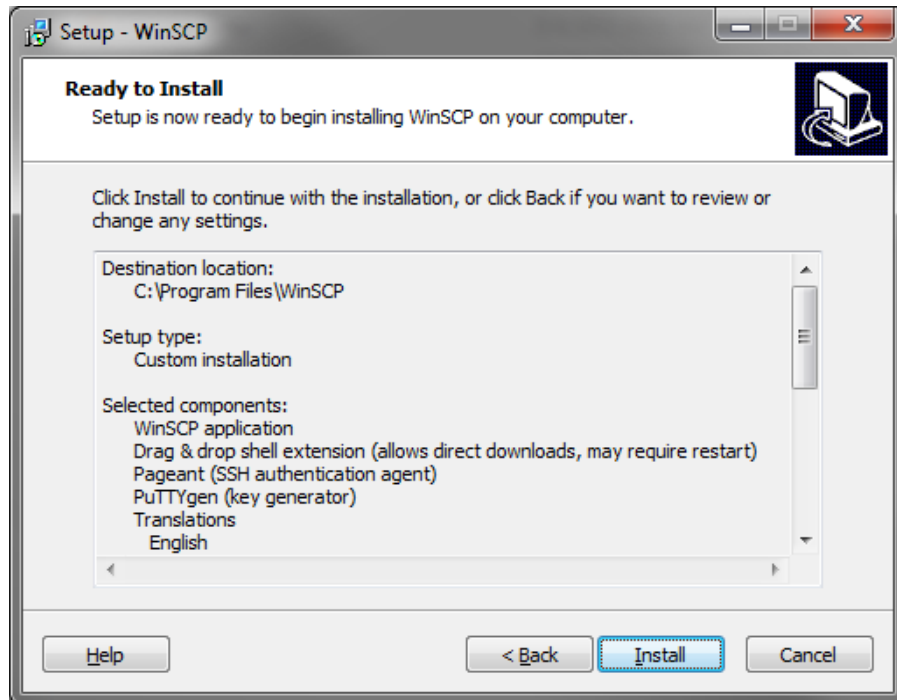


Figure 17.0 – Install Instructions for Review

- Click “Install” to begin the install.
- Uncheck the boxes on the completion page and click “Finish” (See Figure 18.0).



Figure 18.0 – Completing the wizard

Using WinSCP:

Upon running the program for the first time, you will see the login screen with the session page active (Figure 19.0)

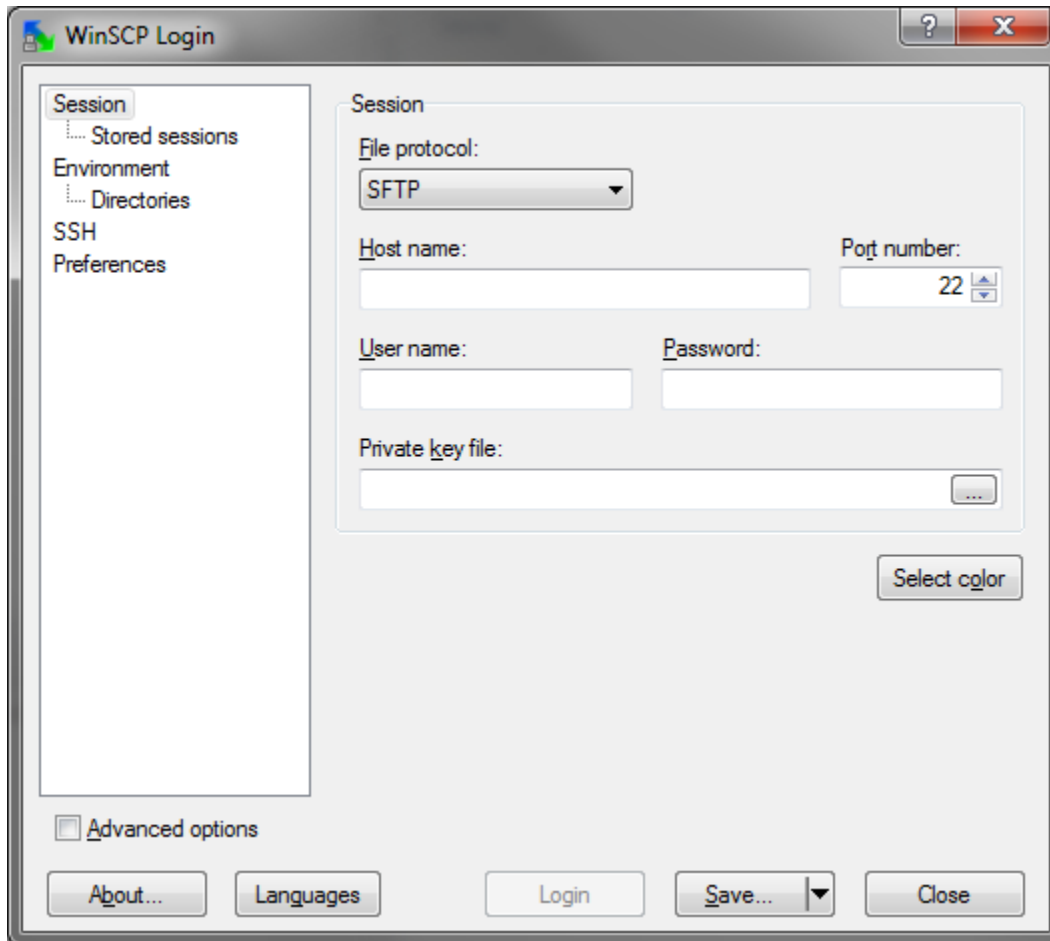


Figure 19.0 – Entering a new session

The screen displays the following fields:

- File protocol (Accept the default of SFTP with SCP fallback)
- Host name = ww7.doh.state.fl.us
- Port number = 22 (default)

NOTE: Contact your IT department if your computer or network/firewall doesn't allow you to upload your data file using port 22. Contact Florida SHOTS if your IT group can't assist you in using this port.

- User name and password given to you by DOH
- Private Key File – Leave blank

NOTE: You may save this session information now or click “Login” and you can save later. Once you save your session information, you will not need to retype this information each time you use the program.

- The first time that you attempt to login, the following message will appear. Please click “Yes”. You will be moving your files to the DOH server using the specific Host Name, User Name and password provided to you.

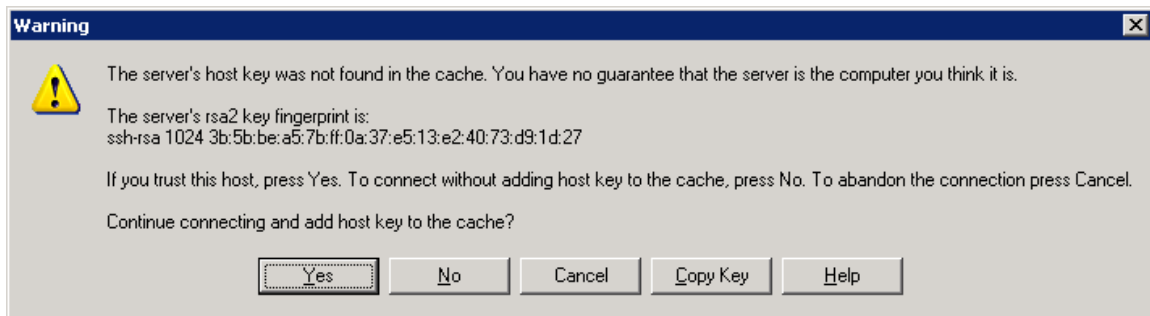


Figure 20.0 – Host Key Warning

After successfully logging in, the directory trees for saving files you will upload to Florida SHOTS appear. The left side is your local directory where you would keep the Florida SHOTS files on your computer system. The right side is the remote directory where you will place your files for uploading to Florida SHOTS (Figure 21.0).

Toolbars shown may differ from your installation. Toolbars are found under ‘Options’ > ‘Toolbars’.

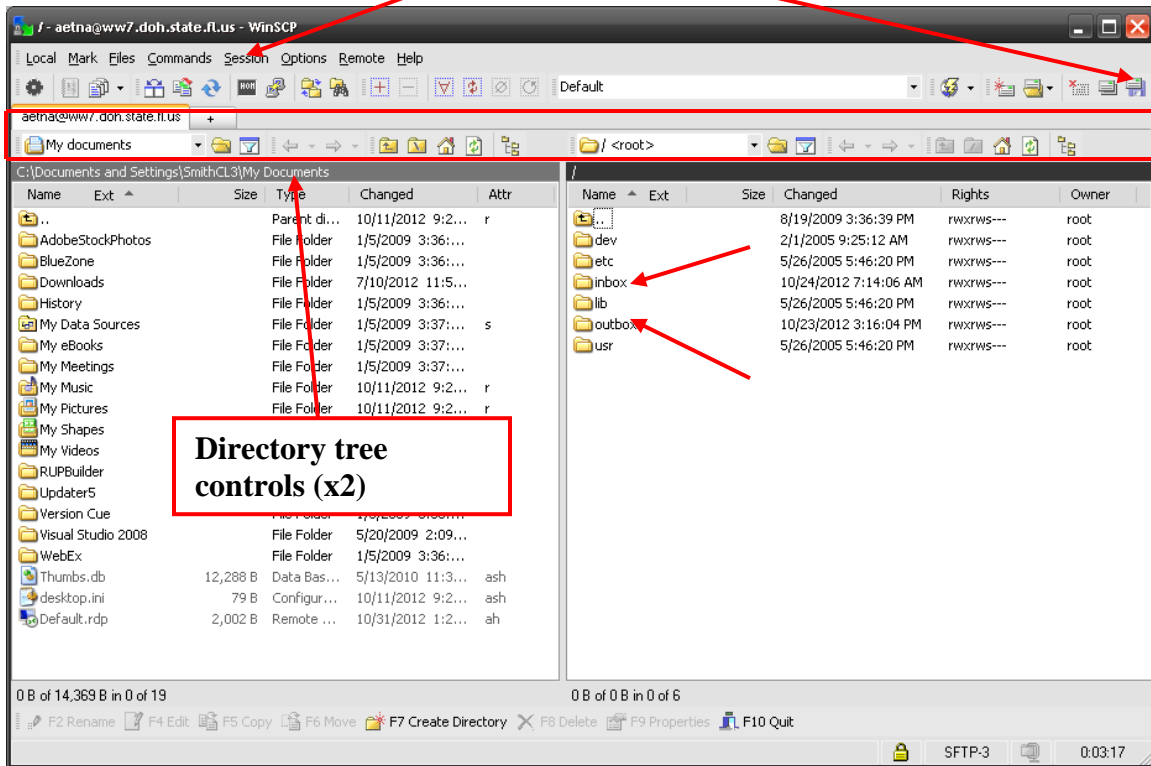


Figure 21.0 – Main File Directory screen

Above each directory tree is a control bar (Figure 21.0). From left to right as shown here (menus are customizable so could differ from these instructions), the functions are:

- directory navigator,
- open directory or saved bookmark,
- filter,
- back,
- forward,
- up one level,
- up to root level,
- home,
- refresh,
- 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”.

NOTE: 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.

If you have additional questions regarding the use of WinSCP to transfer data files to Florida SHOTS please contact us at -Florida SHOTS! 1-877-888-SHOT (7468).