

# OSPI SFTP User Guide

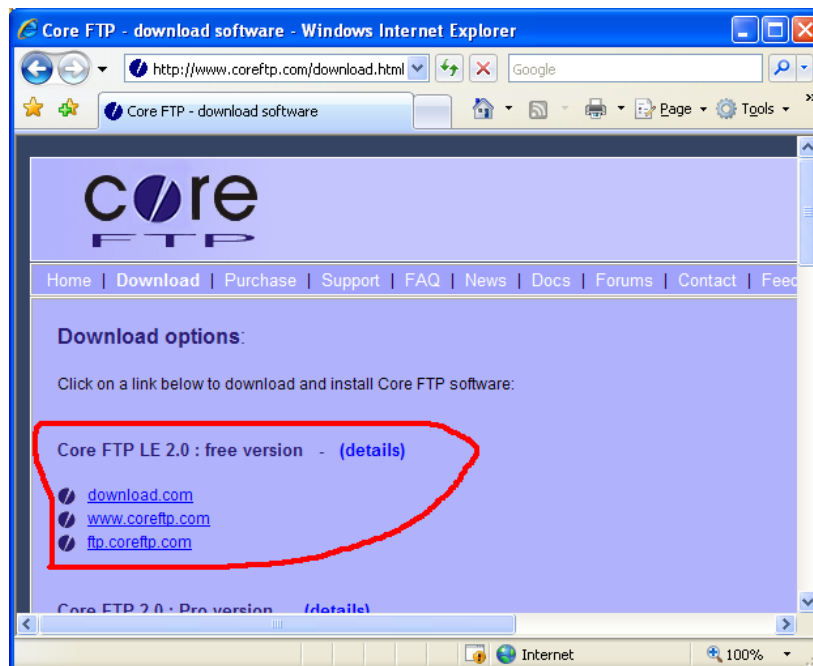
**NOTE: Please contact OSPI to request an account BEFORE setting up this software. In order to configure the software you will need account information from OSPI.**

Here are some steps how you can access OSPI Secure FTP server, once you have requested, and received a FTP account. Please install an FTP client application on your computer to connect to our SFTP server if you do not already have one. There are a couple of "free" secure FTP programs available from the internet for your use to transfer files to and from the secure FTP server.

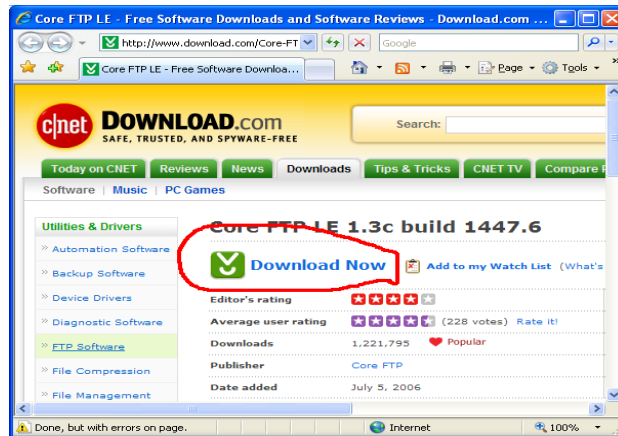
The free FTP client program we suggest to use is Core FTP which can be downloaded at the following link <http://www.coreftp.com/download.html>. (The version you download may be a newer version than the one referenced in this handout. Most configuration settings should be the same.)

## Download and install Core FTP LE client

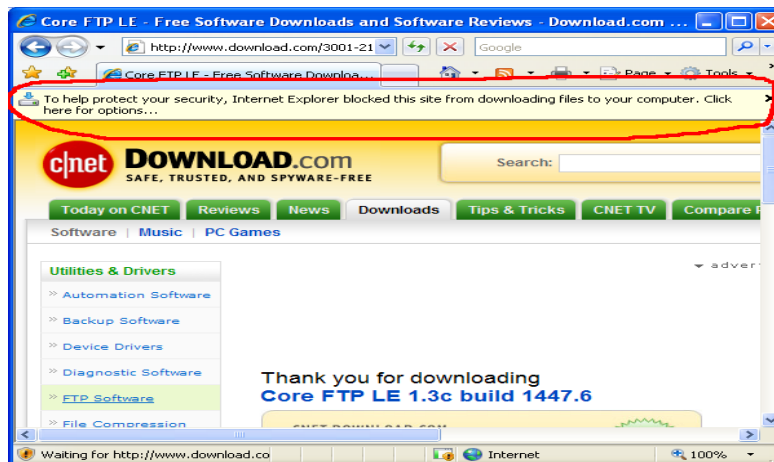
Click the above URL link; visit the download page of Core FTP; then pick up any one of the three download web sites listed in the page to the Core FTP LE free version.



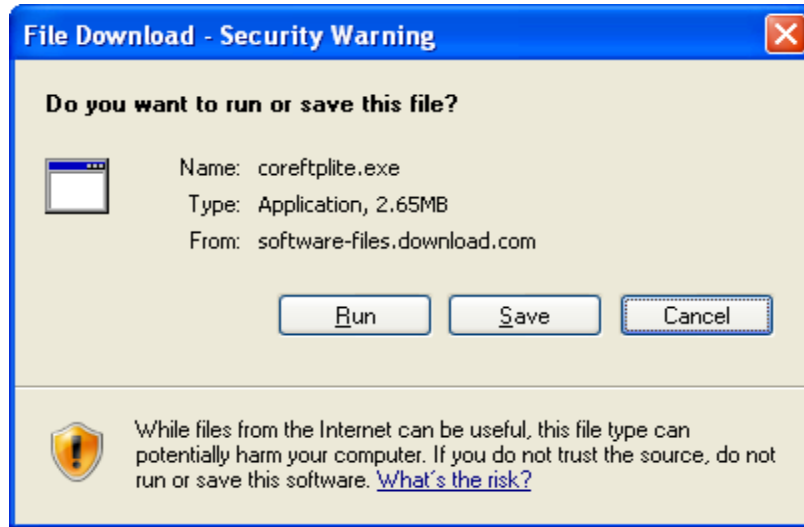
If you select “**download.com**”, you will be redirected to the following page; then click the “**Download Now**” link.



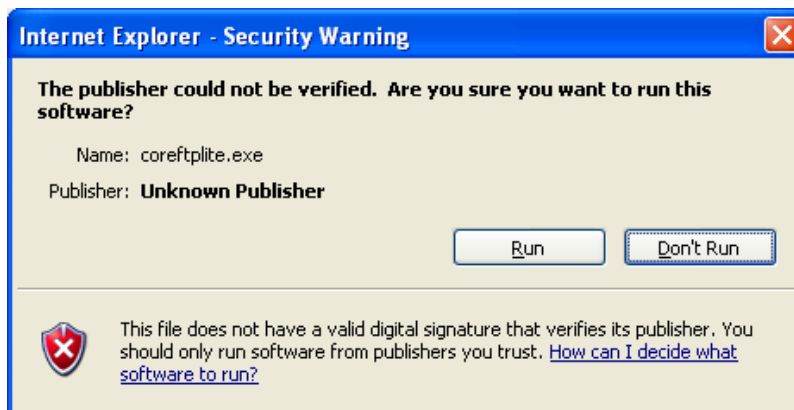
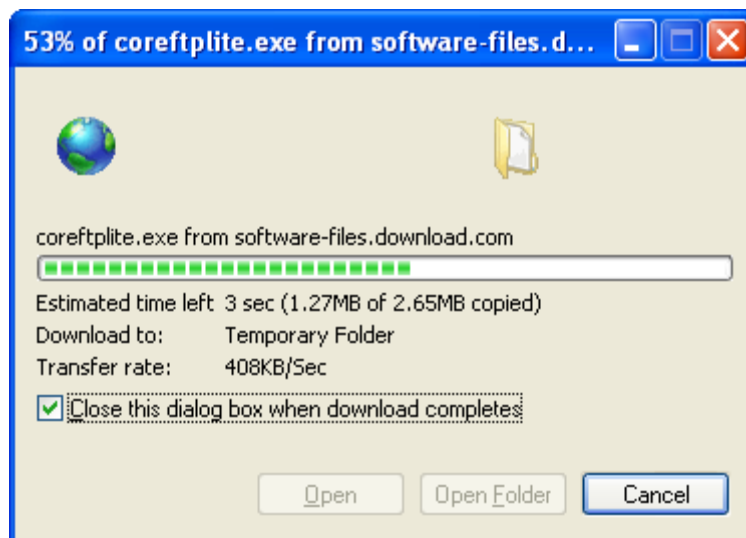
If you receive the following page after clicking “Download Now” link, right click the yellow warning bar at the page top, select “**Download File**” from the pull down list at the right end of the yellow warning bar.

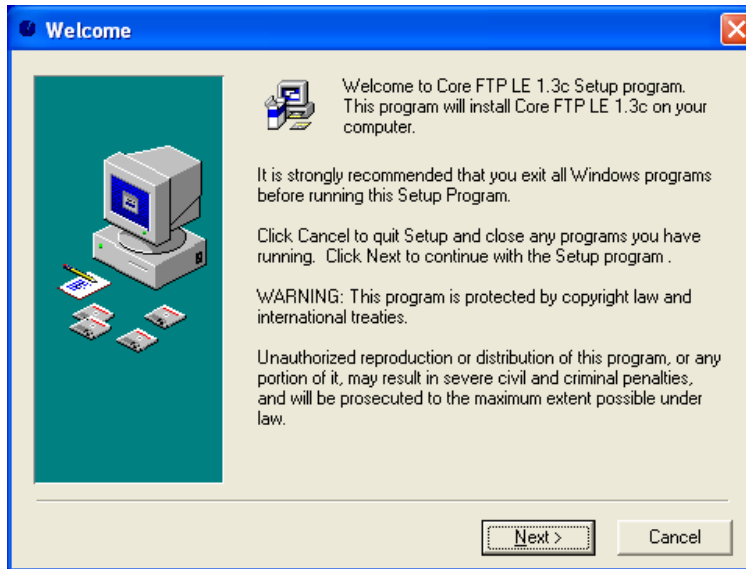


Once you have done the steps above, then the following box will appear. Click the **Run** button to install or **Save** button if you want to install it for a later time. If you do not have local administration rights on your computer to install software, please contact your Help Desk to assist you in installing Core FTP LE.



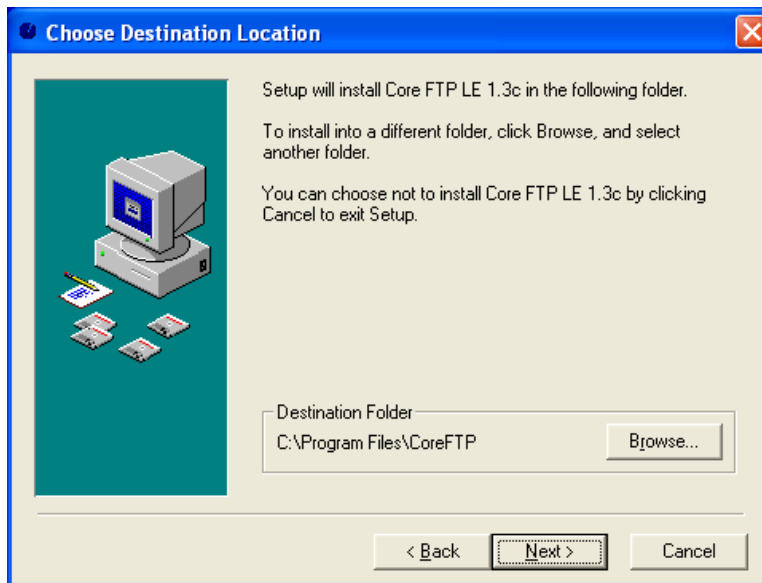
Once you click the **RUN** button, you will get the following two windows; click the **Run** button again to follow the installation wizard to install Core FTP.



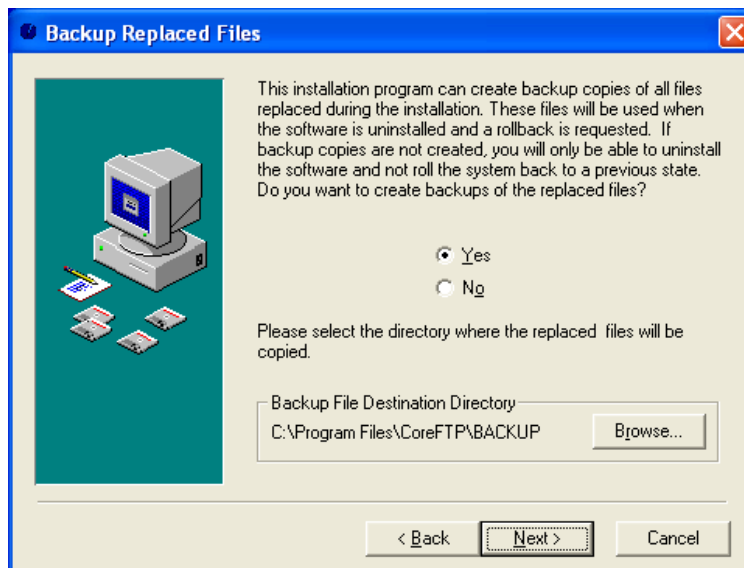


Click the **Next** button in the welcome window to continue with the install. Click the **Browse** button to change the location of the installation if you would like.

Click the **Next** button to continue.



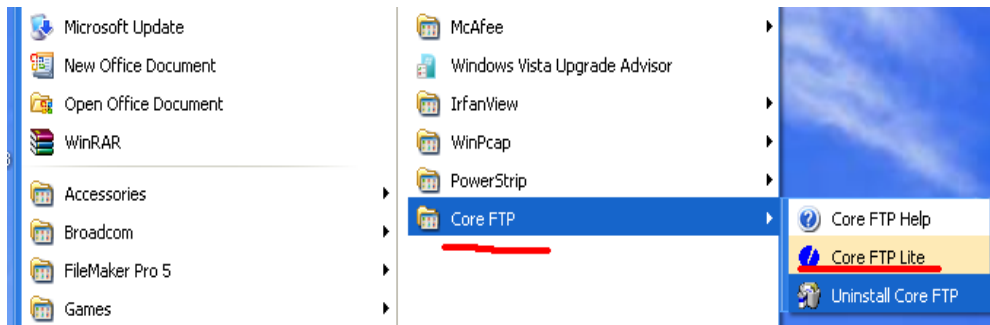
You have the option to select the **Yes** to the radio button to backup the files being replaced in case you need to uninstall Core FTP LE.



After clicking the final **Next** button the installation will be complete.



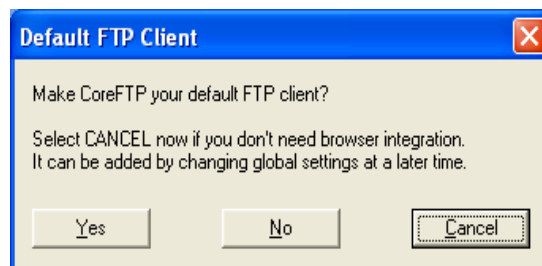
You will see a **Core FTP icon** on your desktop and the program name at windows /Start/All Programs/Core FTP menu.



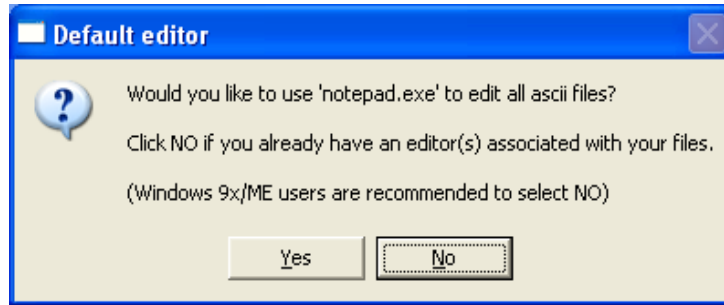
## 1. Start and Configure Core FTP LE

**Double click Core FTP icon** on the desktop or run Core FTP Lite from the program menu.

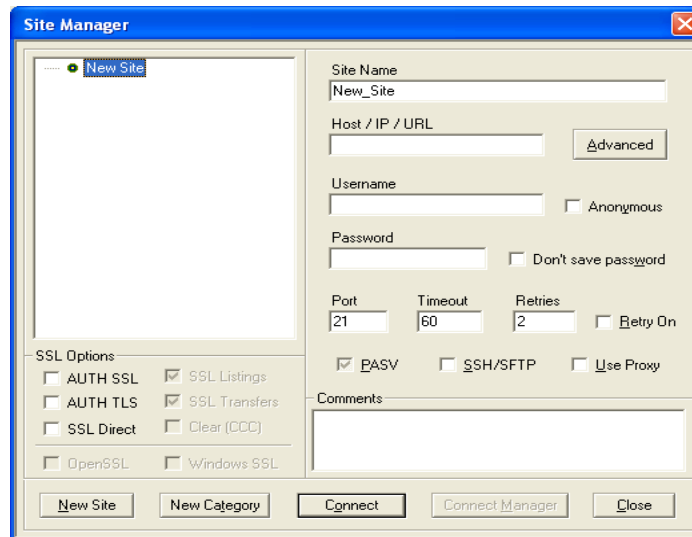
After 3 seconds the display of the welcome window will appear and you will have a chance to setup Core FTP as your default. I have selected **Yes** because this is a free version and I have no other FTP client on this test machine.



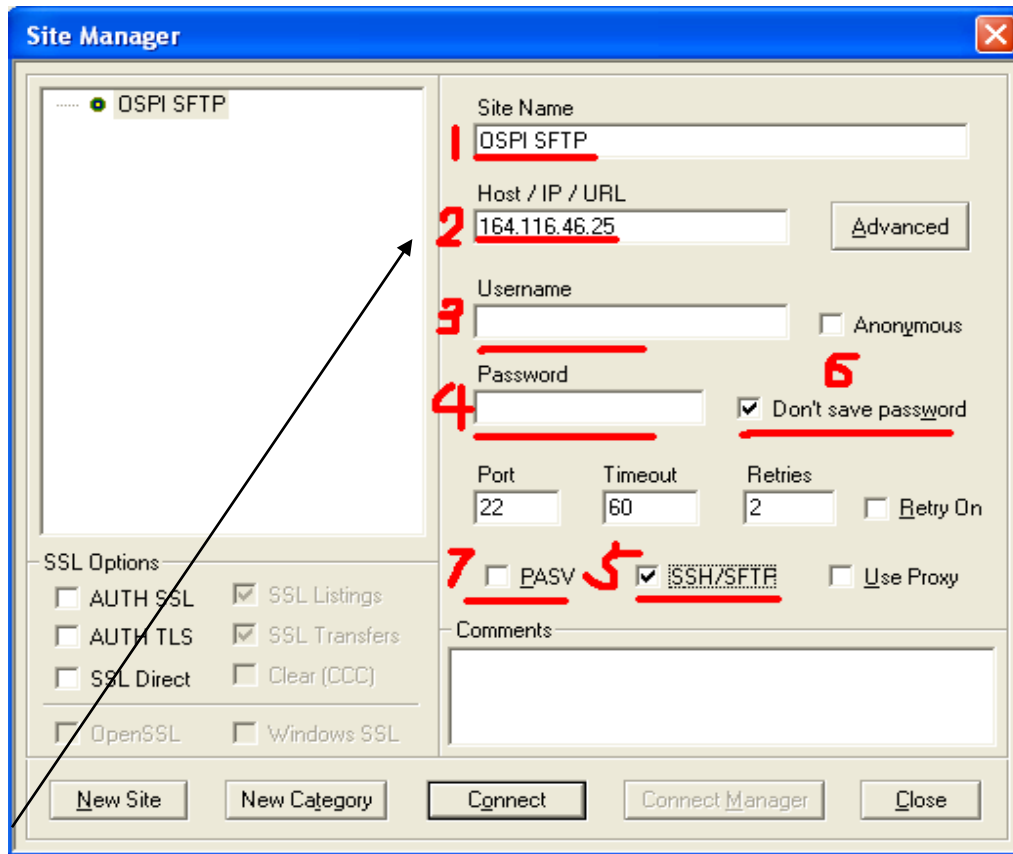
For the following option, I also selected **Yes**.



The Core FTP LE will start up and opens **Site Manager** Window automatically. You will see the following panel or window with default information. You can click the **Close** button to close this panel and configure a site later. **At this point you will your OSPI SFTP with settings from the e-mail you received with your account information.**



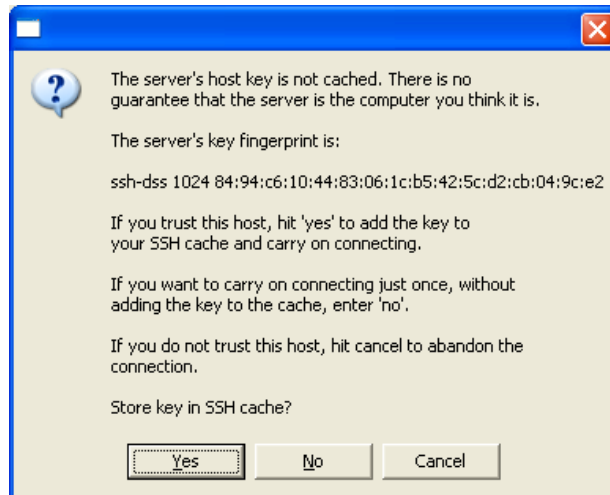
Once all the information is entered the above panel will look like the following (**please see your e-mail for the specific settings – they may differ from this picture**):



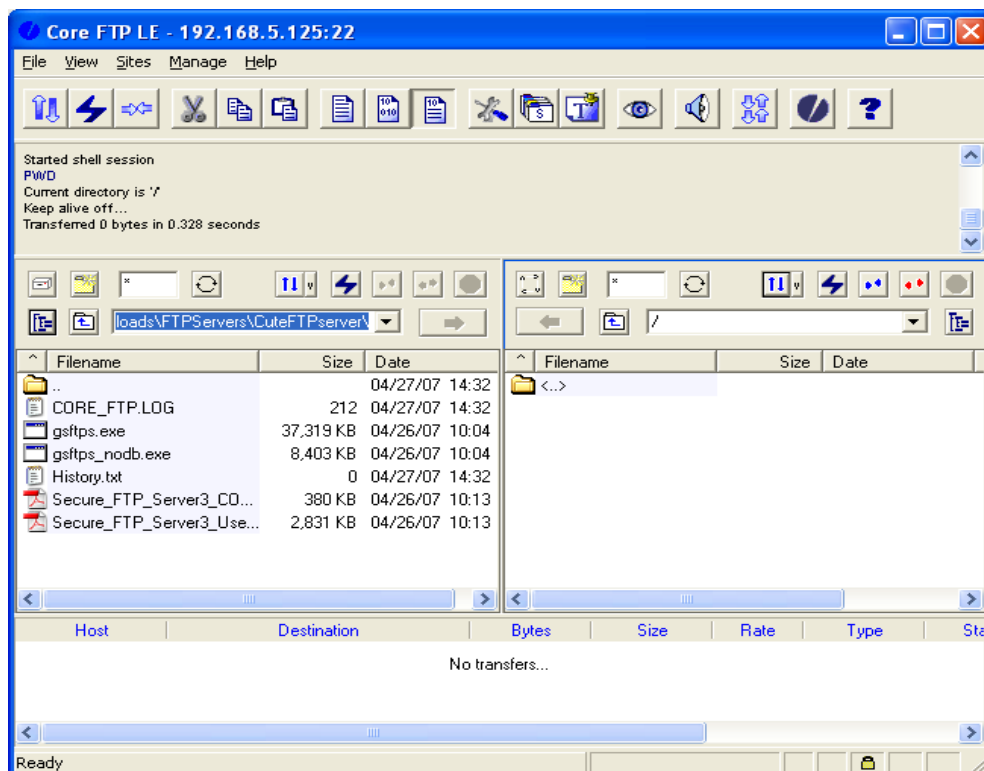
**This is only for example purposes. This is not the address you will use. Please refer to your e-mail with your specific account information before filling out any of these fields.**



After entering your specific information, including your username and password (see e-mail), click the **Connect** button and you will see the following window for your first connection.



Click **Yes** and you will login to the OSPI SFTP server and see following window:



There are three parts within the above Core FTP client GUI window. The bottom panel is the file transfer progressing information area. The top panel is the log and connection progressing status information area.

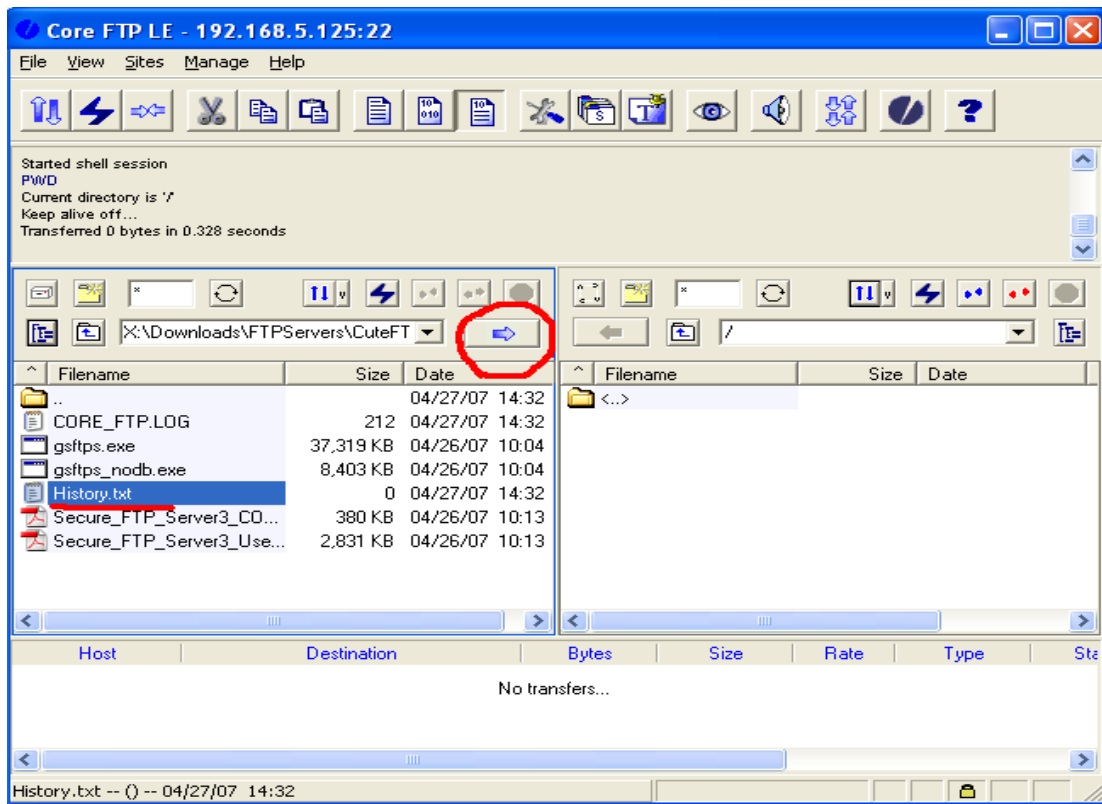
The left-middle panel is your local directory view and the right-middle panel is the directory view of the SFTP server.

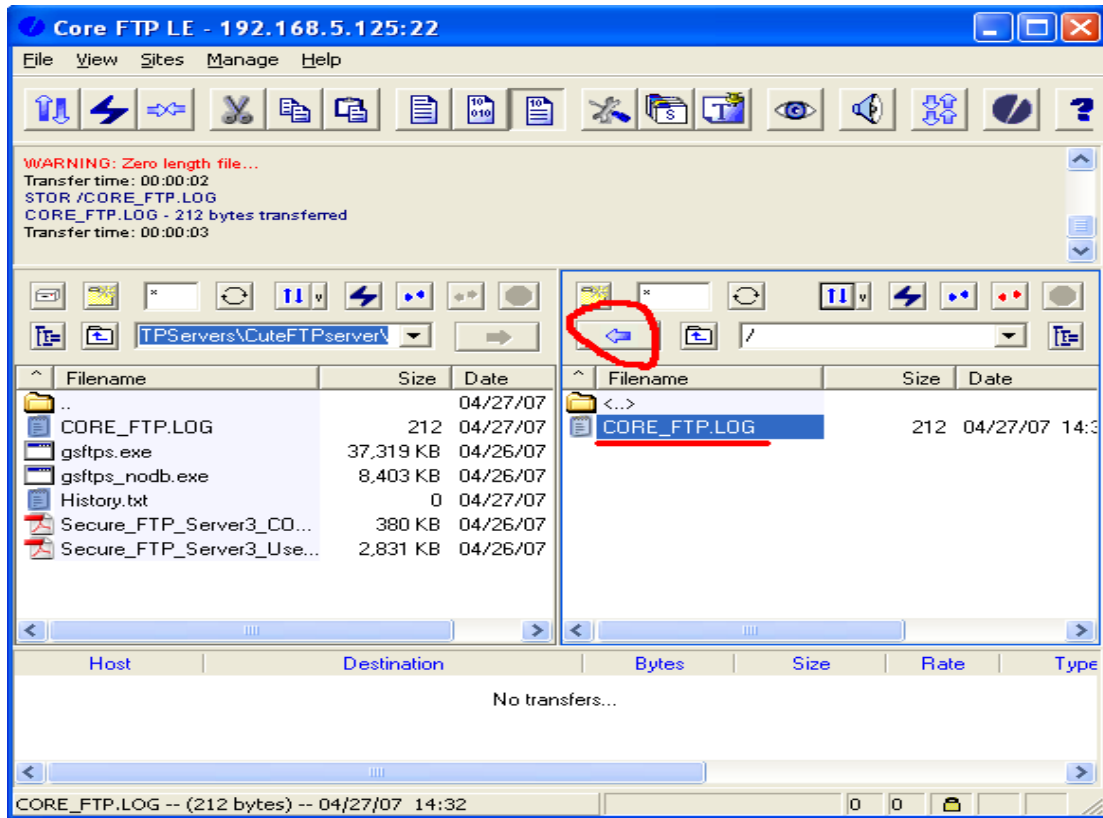
The number of the tool buttons on the local and remote directories of the middle panel depends on the Core FTP window size.

For file uploading, navigate in your local drive and highlight the file(s) you want to upload, and then click the Arrow on the left-middle panel.

For file downloading, navigate in your remote directory and highlight the file(s) you want to download, and then click the Arrow on the right-middle panel.

The following two figures demonstrate the file uploading and file downloading:





## 2. Core FTP usage Configuration Information

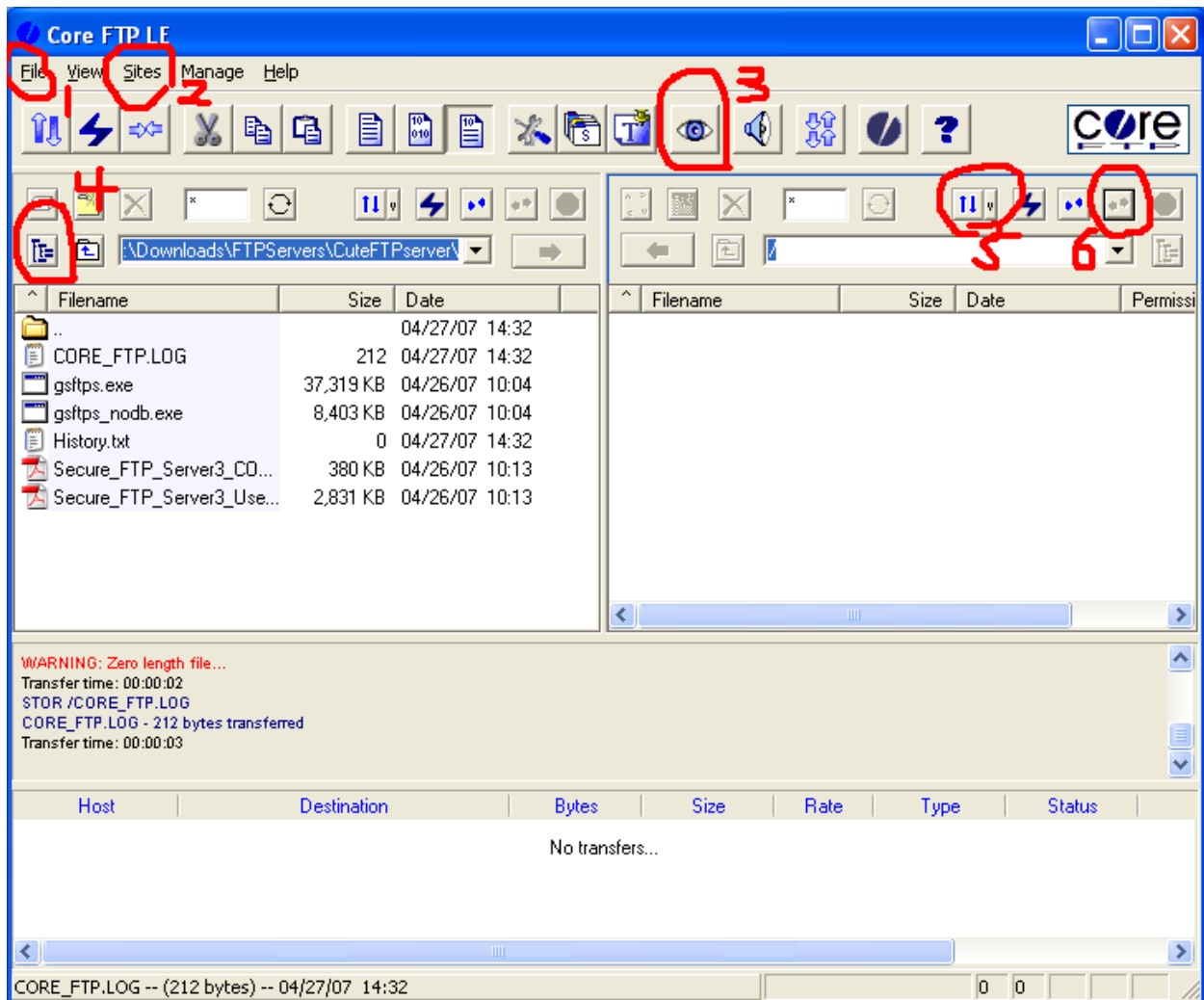
We are using SSH over FTP.

In Core FTP the "Site Manager" has a checkbox labeled PASV which by default has a gray check mark, uncheck this box.

The "SSL listing" and "SSL Transfer" checkboxes have gray check marks by default also. If you have difficulty connecting to our server and want to uncheck them, you will need to check SSL checkbox to make them active, and then uncheck all the boxes within SSL Options panel.

### 3. Tips of Core FTP user GUI view

The following page shows the common buttons used within Core FTP LE client GUI:



Highlight 1 has a **Disconnect** menu and highlight 6 is a **Disconnect** button.

Highlight 2 has a **Site Manager** menu, and highlight 5 is a **Site Manager** button.

Highlight 4 is the **local drive list**; you can navigate to different file systems of your local machine.

Highlight 3 is **GUI View** toggle button, you can toggle this button to pick up a GUI View you like.