INDIANA STATE DEPARTMENT OF HEALTH HEALTH CARE ENGINEERING PROGRAM

# SFTP Instruction Manual

Using FileZilla to Upload Design/Construction Plans

06/17/2015

This document provides the steps necessary to upload electronic design/construction plans to the Health Care Engineering Program using FileZilla over the State's secure FTP site.

## I. IF NOT COMPLETED as part of the Autodesk® template process, then;

## Prepare the volumes from the template process for uploading (including all the other required documents).

Step 1: Create a master folder in which to place all of the volumes (and all of the required documentation). The location of the folder on your computer is at your discretion.

Step2: Name the master file using the following format:

#### ISDH Project # \_SubmittalPkg

[ISDH assigned project number (with hyphens) then an underscore followed by the word "SubmittalPkg"]

All ISDH assigned project numbers use the format of two digit county code hyphen two digit year hyphen ISDH sequence number. Here are two examples:

#### EXAMPLE 1:

The project is in Bartholomew County;

Year is 2012

ISDH sequence number = 22

Your assigned project number, as provided to you by email will be (and your master file name should therefore be):

#### 3-12-22\_SubmittalPkg

#### EXAMPLE 2:

The project is in Marion County;

Year is 2012

ISDH sequence number = 105

Your assigned project number, as provided to you by email will be (and your master file name should therefore be):

#### 49-12-105\_SubmittalPkg

Step 3: Drag and drop ALL required volumes and documents into this folder.

Step 4: When ALL documents are present, right click on the folder and choose "Send to" and then select "Compressed (zipped) folder" This process should yield a folder with the following title:

EXAMPLE: 3-12-22\_SubmittalPkg.zip

EXAMPLE: 49-12-105\_SubmittalPkg.zip

Step 5: Use the State's secure FTP site to upload the zipped folder. Instructions for using the FTP site are:

## **II. SFTP Client Download;**

Go to the <u>http://filezilla-project.org/download.php?type=client</u> and choose the appropriate client download.



Select the "<u>R</u>un" option.



After the "Verifying ..." window has completed you will be prompted with "Internet Security" window.



#### Choose the "Run" option below.



#### Click the "I Agree" option to the License Agreement.



#### Choose the "<u>A</u>nyone who uses this computer (all users)

Z FileZilla Client 3.5.3 Setup		
Choose Installation Options		
Who should this application be installed for	?	Z
Please select whether you wish to make th	is software available to all us	ers or just yourself.
Anyone who uses this computer (all of a second s	users)	
C Only for me (dfowler)		
Installation for all users requires Administra	ator privileges.	
Vullsoft Install System v2,45-Unicode		

Next select or deselect the components that you would like to have installed then select "<u>N</u>ext >".

Check the components you wa nstall. Click Next to continue.	nt to install and uncheck the o	components you don't want to
Select components to install:	<ul> <li>FileZilla Client</li> <li>Icon sets</li> <li>Language files</li> <li>Shell Extension</li> <li>Desktop Icon</li> </ul>	Description Position your mouse over a component to see its description.
ace required: 16.6MB		

FileZilla Client 3.5.3 Setup		
Choose Start Menu Folder Choose a Start Menu folder for the FileZilla	Client 3.5.3 shortcuts.	E
Select the Start Menu folder in which you v can also enter a name to create a new fold	vould like to create the program' ler.	s shortcuts. You
FileZilla FTP Client		
Accessories Administrative Tools ASPEN Central Office ASPEN Complaints & Incidents Tracking Sy ASPEN Survey Explorer BJC-85 BusinessObjects XI	rstem	
CardMinder V3.2 Cisco Systems VPN Client Facts & Comparisons 4.0 Games		-
Do not create chortoute		
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illsoft Install System v2,45-Unicode		

Confirm the "Destination Folder" location and then choose "<u>N</u>ext >".

左 FileZilla Client 3.5.3 Setup	
Choose Install Location	
Choose the folder in which to install FileZilla Client 3.5.3.	Z
Setup will install FileZilla Client 3.5.3 in the following folder. To Browse and select another folder. Click Next to continue.	o install in a different folder, click
- Destination Falder	
C:\Program Files\FileZilla FTP Client	Browse
Space required: 16.6MB	
Space available: 38.3GB	
Nullsoft Install System v2.45-Unicode	
< Back	Next > Cancel

Choose "Finish" after the download and installation is complete as indicated below.



III. USING FileZilla to Submit and Retrieve Files and Folders;

After installation, click on the FileZilla application desktop icon:



The FileZilla application will open to the Login screen:

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E C	CD Drive		E						
H: (\\iotfilp50p	Network Drive	1			N	ot connected	to any server		
R: (\\iotfilp10pw	Network Drive								
S: (\\iotfilp06pw	Network Drive								
T: (\\isdhcarp01	Disconnected		-	•					
8 directories				Not connected	d.				
Server/Local file	Direction Remo	te file		Size Pric	ority Status				
Queued files Eaile	d transfers Successful trans	fers							_
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### Enter "sftp://secureftp.in.gov" in the Host name field:

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File Edit View Transfer Server Bookmarks	Help		
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Host: ://secureftp.in.gov Username:	Pass <u>w</u> ord:	Port: dtt: Quid	kconnect 💌
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Local site: \	← Remote site:		-
Filename Filesize	Filetype		
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4 D:	CD Drive		
2 E:	CD Drive	A	
H: (\\iottilp50pw\isdh\home\dt	Network Drive Filename		Filesize Fil
R: (\\iotfilp109pw\ISDH3)	Network Drive		
S: (\\iotfilp06pw\ISDH\Shared)	Network Drive	Not connected to any server	
T: (\\isdhcarp01pw\ISDH\Care)	Network Drive	,,	
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8 directories	Not connecte	d.	
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Next enter 22 in the "Port: box.

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Host: ://secureftp.in.gov Username	e:	Pass <u>w</u>	ord:	Port	: 22	Quickconnect
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Local site: \		•	Remote site:			
Filename	Filesize	Filetype				
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E:		CD Drive				
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Provide the second seco		Network Drive		Net		
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Next enter your assigned username (Example... <u>1-isdh-xyz123@ldap.state.in.us</u>) in the "<u>U</u>sername:" box.

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File Edit View Transfer Server	Bookmarks	Help					
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Host: ://secureftp.in.gov Username	: <mark>ts@ldap.sta</mark> t	e.in.us Pass <u>w</u>	ord:	<u>P</u> ort:	22 Qui	ckconnect	
							*
Local site:		•	Remote site:				-
Filename	Filesize	Filetype					
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🛃 D:		CD Drive					
		CD Drive					_
H: (\\iotfilp50pw\isdh\home\df		Network Drive	Filename	<u>^</u>		Filesize	Fil
K: (\\iotfilp10pw\ISDH\$\ITS)		Network Drive					
R: (\\iottilp09pw\ISDH2)		Network Driv		Net			
T: (\\isdhcarp01pw\ISDH\Care)		Network Drive		Not connec	ted to any server		
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June 17, 2015

Page 10 of 19

Next enter your assigned password in the "<u>P</u>assword:" box. NOTE: Passwords are 16 characters long. There should not be a leading space.

E FileZilla			100	
File Edit View Transfer Server Bookmarks	Help			
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Host: ://secureftp.in.gov Username: ts@ldap.sta	ate.in.us Pass <u>w</u> ord:	•••••	<u>P</u> ort: 22	Quickconnect 💌
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E:	CD Drive	A		Ellevier Ell
K: (\\iotfilp10pw\ISDH\$\ITS)	Network Drive	name		Filesize Fil
R: (\\iotfilp09pw\ISDH2)	Network Drive			
S: (\\iotfilp06pw\ISDH\Shared)	Network Drive	Not co	onnected to any se	rver
🖵 T: (\\isdhcarp01pw\ISDH\Care)	Network Drive		-	
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Click on the "Quickconnect" button and the FileZilla will connect to the ISDH Health Care Engineering FTP site.

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File Edit View Transfer Server	Bookmarks	Help	_				_			
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										*
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Local site: \			- Ren	note site:						Ŧ
Filename	Filesize	Filetype								
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D:		CD Drive	e							
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K: (\\iotfilp10pw\ISDH\$\ITS)		Network	c Drive	name					Filesize	FII
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雬 S: (\\iotfilp06pw\ISDH\Shared)		Network	c Drive		Not c	onnecte	ed to any s	erver		
T: (\\isdhcarp01pw\ISDH\Care)		Network	c Drive							
• III.			•		III					•
8 directories			Not	connected						
						0	Queue	14.1 MiB		

When the FileZilla Client has connected the client will appear as below:

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Host: sftp://mysftp.in	gov Username: rr@ldap.state.in.us	Passyord:	Port:	Quickconne	a 💌		
Command: Pas	5: ****	-					
Status: Con	nected to mysftp.in.gov						
Command: pwd	i cong di ector y istang						
Response: Cun	rent directory is: */*						
Status: List	ng directory /						=
Status: Cak	ulating timezone offset of server						
Response: 132	7438615						
Status: Tim	ezone offsets: Server: -18000 seconds. L	.ocal: -18000 seconds. Diff	ference: 0 seconds.				
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Local site:			Remote site: /				3
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H: (\\iotfilp50p	Network Drive		Subr	nit	File folder	01/24/2012 3:4	dow-ow-o
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T: (\\isdhcarp01	Disconnected		·			-	,
o directories			12 directories				
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Queued files Fale	d transfers Successful transfers						
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Click on the *Edit* option on the FileZilla toolbar and choose the *Settings*...option on the drop down menu.

FileZilla								• X
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🚢 C:	Local Disk			Filename	Filesize	Filetyne	Last modified	Permissio
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8 directories				Not connected.				
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Queued files Failed	transfers Successful transfers							
						20	Queue: empty	

On the "Settings" menu, click on the "File exists action" found in the "Select page:" window found on the left side of the window.



Click the down arrow to access the Uploads: drop down menu.

Settings
Select page:       Select default action to perform if target file of a transfer already exists.         Connection       Image: Connection         FTP       Downloads:         Ask for action       Image: Connection         Passive mode       Image: Connection         FTP Proxy       Image: Connection         Generic proxy       Image: Connection         File Types       Image: Connection         File Types       Image: Connection         File exists action       Image: Connection         Image: Connection       Image: Connection         Image: Connet       Image: Connection

#### Choose the "Resume file transfer"

Settings		×
Select page:	Select default action to perform if target file of a transfer alrea Default file exists action Downloads: Ask for action Uploads: Resume file transfer Ask for action If using 'overw Overwrite file server. If the 1 Overwrite file if source file newer site manager. Overwrite file if size differs Overwrite file if size differs or source file is newer Allow resum Resume file transfer Resuming / Rename file format that Skip file	dy exists.

June 17, 2015

Page 15 of 19

Place a "checkmark" in the box adjacent to *Allow resume of ASCII files* and click on the "OK" button in the bottom left of the Settings window. This will return you to the FileZilla main window.

Settings	×
Select page:  Connection  Conn	Select default action to perform if target file of a transfer already exists. Default file exists action Downloads: Ask for action Uploads: Resume file transfer If using 'overwrite if newer', your system time has to be synchronized with the server. If the time differs (e.g. different timezone), specify a timezone offset in the site manager. Viallow resume of ASCII files: Resuming ASCII files can cause problems if server uses a different line ending format than the client.

To connect to submit, click the "Quickconnect" button.

🔁 sftp://1-isdh-	
File Edit View Transfer Server Bookmarks Help	
M - 7TPT # V P & Ø E Q 7 A	
Host: sttp://mysttp.in.gov Username: in@idap.state.in.us Password: •••••••	•••••• Port: Quickconnect
Status: Calculating timezone offset of server	*
Response: 1312829373	
Status: Timezone offsets: Server: -14400 seconds. Local: -18000 seconds. Di Status: Directory listing successful	fference: -3600 seconds.
Status: Retrieving directory listing	
Command: cd "/ Submit"	
Command: Is	
Status: Listing directory / Submit	E
Status: Directory listing successful	
Error: Server an expectedly dosed network connection	
Local site: C:\Users\dfowler\Desktop\test\	Remote site: Automation-Submit 🗸
OMPP Web Update 10-12-11	
🕀 🚽 QIES Workbench Querries	-Retrieve
	Submit
test 🗸	
Filename Filesize Filetype Last modified	
🍑	Filename Filerize Filetune Last medified Bermissie
ADDENDA File folder 02/17/2012 3:46:13	Priesize Priesize Priesize Cast modified Permission
DWF DRAWINGS File folder 02/17/2012 3:47:18	<b>#</b> •
Note Regarding 503 Text Document 09/14/2011 3:50:08	Empty directory listing
	Empty directory listing
	< III >>
1 file and 2 directories. Total size: 503 bytes	Empty directory.
Server/Local file Direction Remote file	Size Priority Status
Queued files Failed transfers Successful transfers	
	📇 🕮 Queuer empty 🕥 🖷
	Cueue, empty

#### To "Submit" the zipped submission folder:

After the connection has been established with the FTP site, find the zipped submission folder under the *Local site:* window on the left side of the main screen. Drag the zipped submission folder to the "*Your Firm's Name*-Submit" folder found on the right side of the main screen in the *Remote site:* window. The zipped submission folder upload progress will appear at the bottom window of the main screen. When the upload is complete, the zipped submission folder will appear in the *Filename* window on the right side of the main screen under the *Remote site:* window.

5 sftp://1-isdh-mkm	design@ldap.state.in.us@mys	ftp.in.gov - FileZilla	٠			-		• ×
File Edit View T	ransfer Server Bookmarks	Help						
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	A 🕈 🕅						
Host:	Username:	Password:		Port:	Quickconne	ct 💌		
Status: Cor Response: fzS Command: ope Command: Pas Status: Cor Status: Ret Command: cd	necting to mysftp.in.gov ftp started en "1-isdh-town @idap.state s: nected to mysftp.in.gov rieving directory listing Submit" Submit"	.in.us@mysftp.in.gov* 22						*
Command: cd Response: New Status: Dire Status: Dise	v directory is: "/" ectory listing successful connected from server							-
Local site: C:\Users\d	fowler\Desktop\test\		-	Remote site: /MKMDe	sign-Submit			-
	test     ADDENDA     DWF DRAWINGS     Visual Studio Projects		•		-Retrieve Submit			
Filename	Filesize Filetype	Last modified						
ADDENDA     DWF DRAWINGS     HC Plan Submis     Note Regarding	File folder File folder 220,400,998 Compressed 503 Text Docume	02/17/2012 3:46:13 02/17/2012 3:47:18 (z 11/29/2011 10:21:1 nt 09/14/2011 3:50:08		Filename	Filesize 220,400,998	Filetype Compresse	Last modified	Permission
				•	. Wi			,
Selected 1 file. Total si	ze: 220,400,998 bytes			1 file. Total size: 220,4	00,998 bytes			
Server/Local file	Direction Remo	te file		Size Priority	Time			
sftp://1-isdh	\Desktop>> /	Submit/HC Pla	2	20,400,998 Normal	02/20/2012 10	:28:48 AM		
Queued files I	Failed transfers Successfu	transfers (1)						
						8 m	Queue: empty	

#### To "Retrieve" the reviewed zipped submission file or folder:

After the connection has been established with the FTP site, find the zipped submission file or folder under the *Remote site:* window on the right side of the main screen. Double click on the "*Your Firm's Name*-Retrieve" folder found on the right side of the main screen. The zipped reviewed file or folder will appear in the window directly below in the *Filename* window. Drag the zipped reviewed file or folder to a local location (i.e. desktop) found on the left side of the main screen in the *Local site:* window. The zipped reviewed file or folder upload progress will appear at the bottom window of the main screen. When the upload is complete, the zipped reviewed file or folder will appear in the *Filename* window.

E sftp://1-isdh-		
File Edit View Transfer Server Bookmarks Help		
n ?? ?? 🔁 🖗 🖗 🖉 🐨 🥐 🤋		
Host: Username: Password:	Port: Quickconnect	
Status:       File transfer successful, transferred 220,319,744 bytes in 109 set         Status:       Retrieving directory listing         Command:       Is         Status:       Listing directory listing Aretrieve         Status:       Directory listing successful         Status:       Directory listing successful         Status:       Disconnected from server         Error:       Server unexpectedly closed network connection         Status:       Connecting to mysftp.in.gov         Response:       fzSftp started         Command:       open "1-isdh-generative"         Status:       Connected to mysftp.in.gov	conds	•
Local site: C:\Users	Remote site: / Remote site:	-
····································	Retrieve	
Filename Filesize Filetype Last modified		
Image: Compressed (z 11/29/2011 10:21:1	Filename Filesize Filetype	Last modified
	Reviewed-HC Plan Submissio 220,400,998 Compresse	02/20/2012 12:
		4
1 file. Total size: 220,400,998 bytes	1 file. Total size: 220,400,998 bytes	
Server/Local file Direction Remote file	Size Priority Time	
↓ sftp://1-isdh		
C:\Users\ C:\Users\ C:\Users\ C:\Users\	220,400,998 Normal 02/20/2012 10:28:48 AM	
C:\Users\Cesktop>> /	220,400,998 Normal 02/20/2012 1:55:35 PM	
Queued files Failed transfers Successful transfers (2)		
	🔒 🚥 Queue: e	mpty 🔍 🖷 🚛

### IV. To submit responses to comments made by the ISDH:

Step 1: Create a master folder in which to place all of the volumes. The location of the folder on your computer is at your discretion.

Step2: Name the master folder using the following format:

ISDH Project # \_Response\_YYYY-MM-DD

[ISDH assigned project number (with hyphens) then an underscore followed by the word "Response" then an underscore followed by the four digit year (response date) then a hyphen followed by the two digit month then a hyphen followed by the two digit day]

Here is an example:

EXAMPLE:
The project is in Bartholomew County;
Year is 2012
ISDH sequence number = $22$
Your response date is January 9, 2013
Your folder name should therefore be:
3-12-22 Response 2013-01-09

Step 3: Drag and drop ALL volumes into this folder.

Step 4: When ALL volumes are present, right click on the folder and choose "Send to" and then select "Compressed (zipped) folder" This process should yield a folder with the following title:

#### ISDH Project #\_Response\_2013-01-09.zip

Step 5: Use the State's secure FTP site to upload the zipped folder.

- a. If you need to download FileZilla, return to: **II. SFTP Client Download;**
- b. Otherwise, return to: III. USING FileZilla to Submit and Retrieve Files and Folders;