

## **AOC Judicial Branch Audit Installing and Configuring FTP Client**

To securely transfer files to Judicial Branch Audit, you will need to use an FTP client software (i.e., file transfer protocol software). Please be aware that installation of this software may require the involvement of your court's Information Technology department (IT) depending on your court and local government information technology policies and accesses granted.

You can use FTP client software such as WinSCP or other software of your choice. This software is free for each court and can be downloaded and installed from the internet. These instructions will focus primarily on installing and configuring WinSCP software. The WinSCP software must be installed on a desktop computer in order for it to properly operate. Software installed on a network location will not operate properly.

If you are using another FTP Client software or have one already installed, you can use the FTP server information below to setup your connection. Then, login with the username and password provided to you by Judicial Branch Audit.

### **\*\*Judicial Branch Audit FTP Server Info\*\***

Host/Server IP address: **71.9.29.147**

Port number: **22**

File protocol: **SFTP**

User name: *<Provided separately by Judicial Branch Audit>*

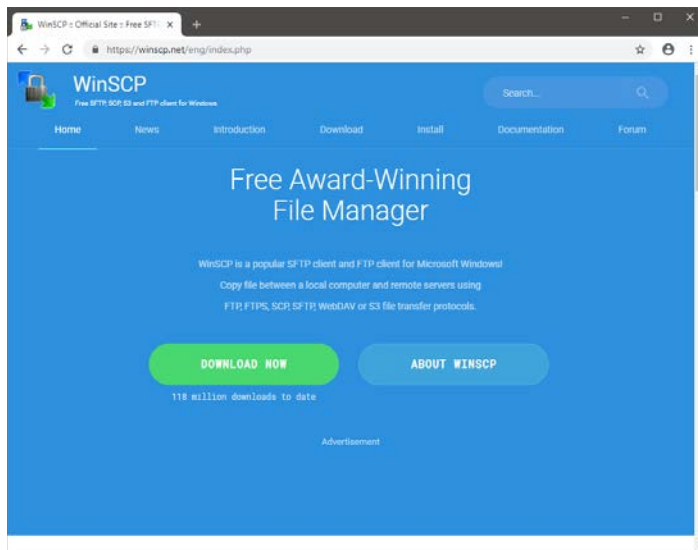
Password: *<Provided separately by Judicial Branch Audit>*

### **--INSTALLING WINSCP (FTP CLIENT SOFTWARE)--**

1) Download WinSCP. WinSCP can be downloaded from here:

<https://winscp.net/eng/index.php>

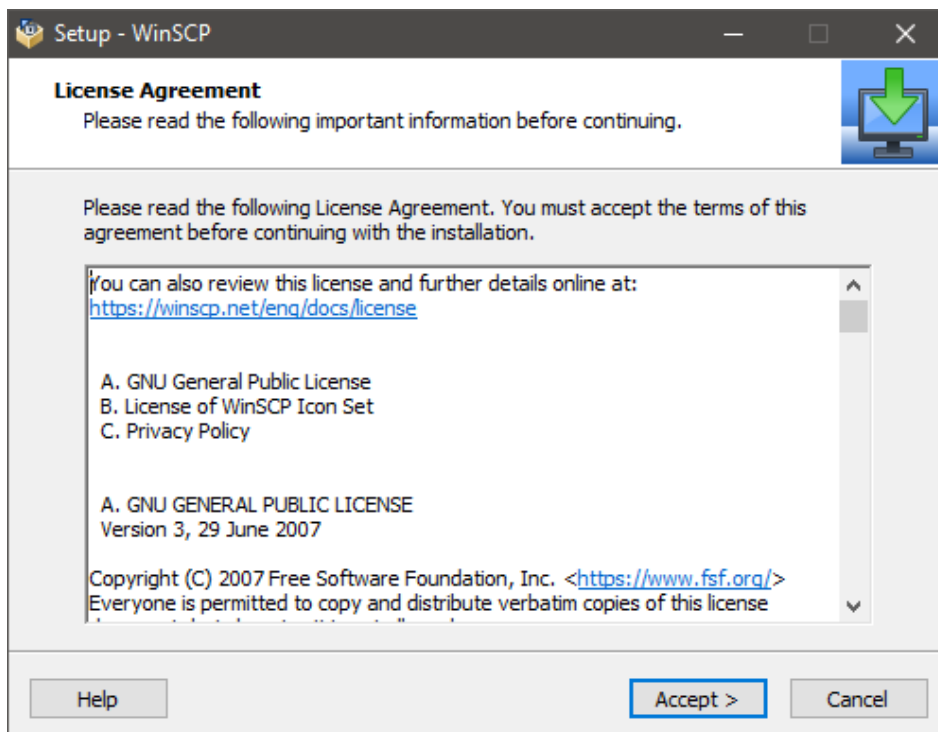
Click the 'Download Now' button and get the latest version of WinSCP software.

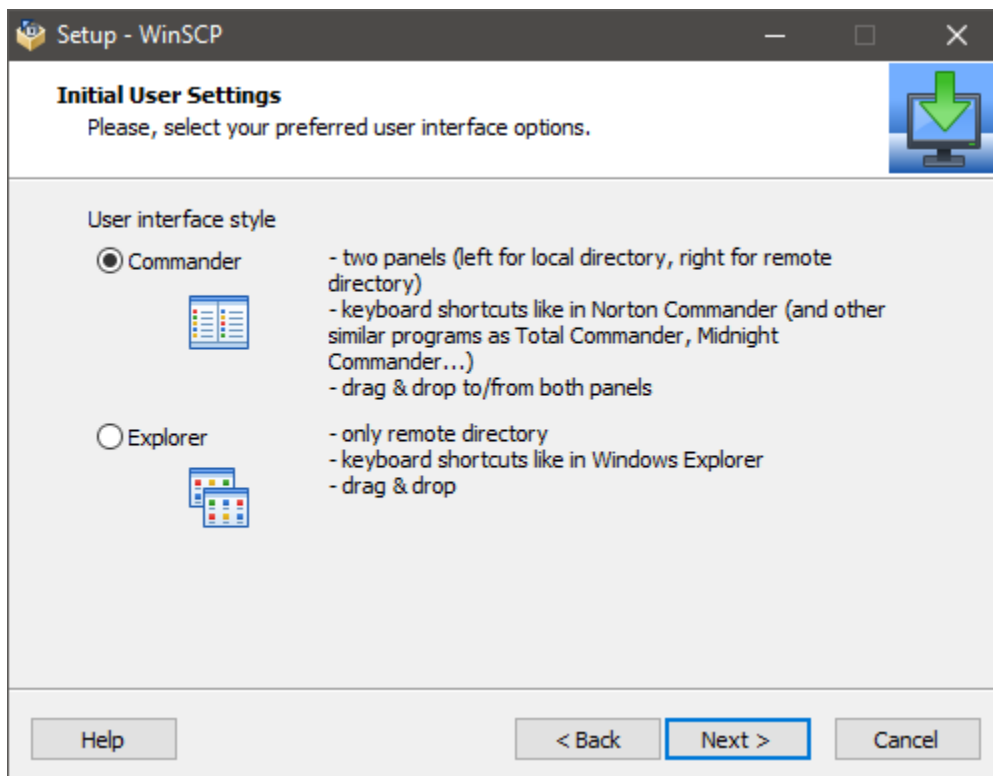
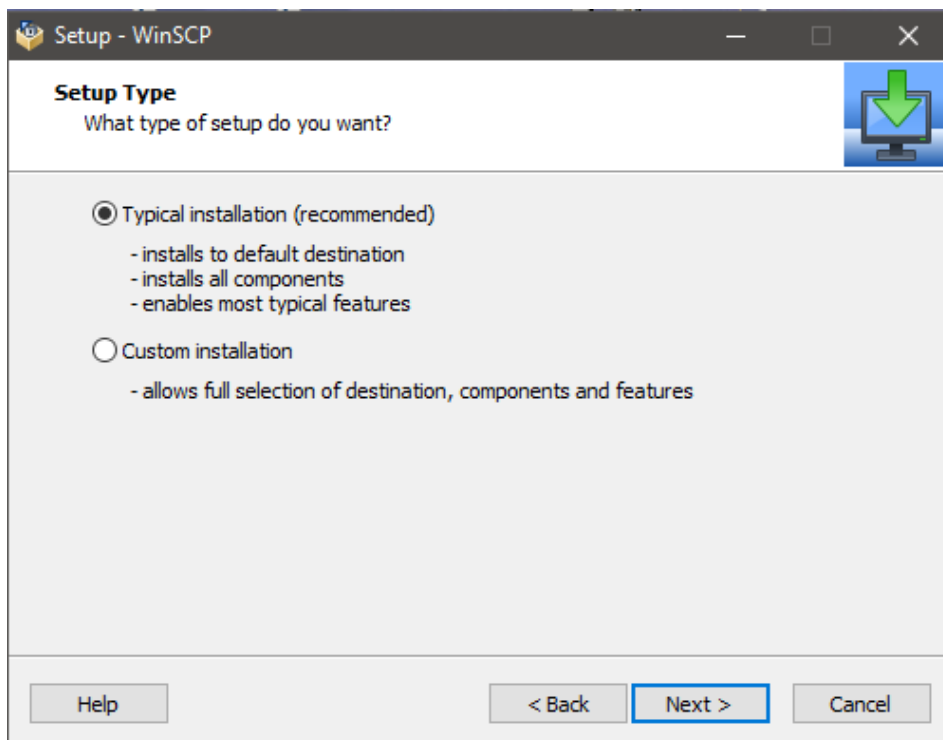


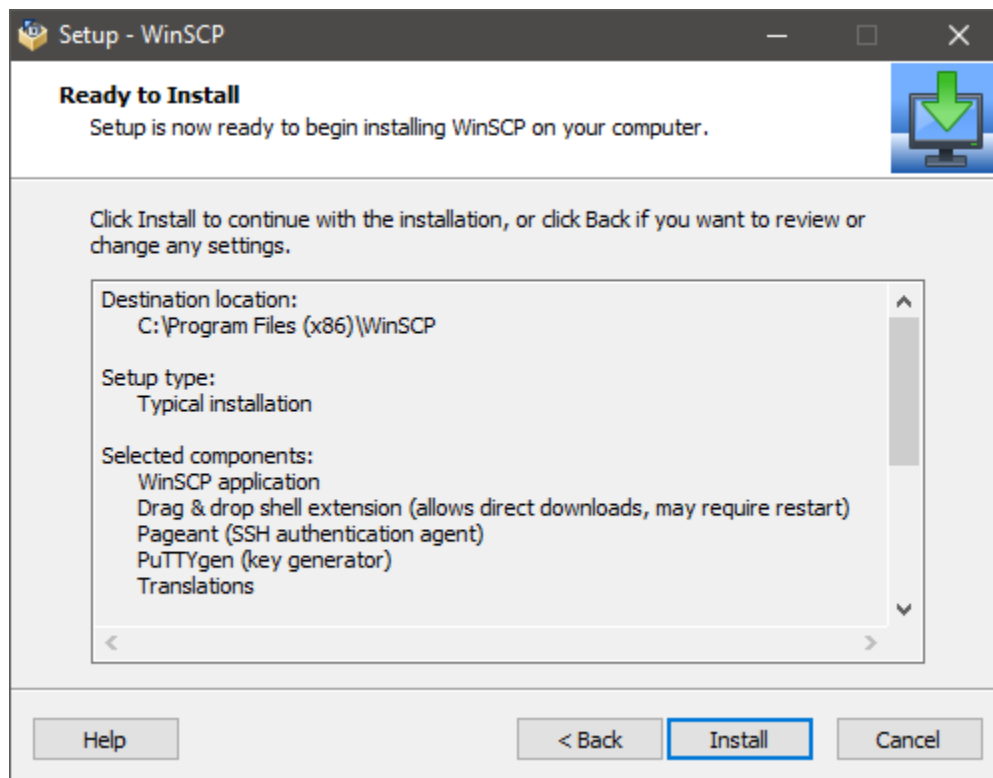
## 2) Install WinSCP software

Run the WinSCP .exe file you have downloaded to begin the installation.

You can leave the default settings (as shown below) during the installation process.

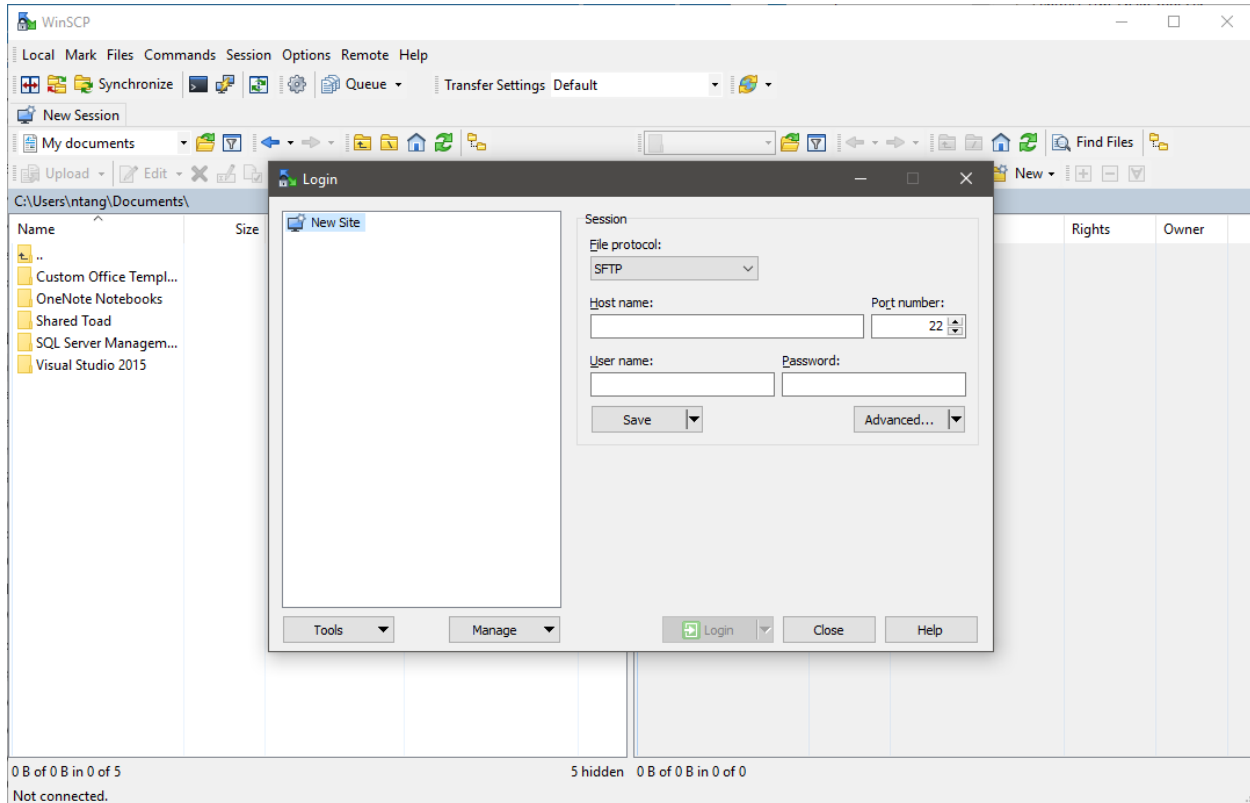






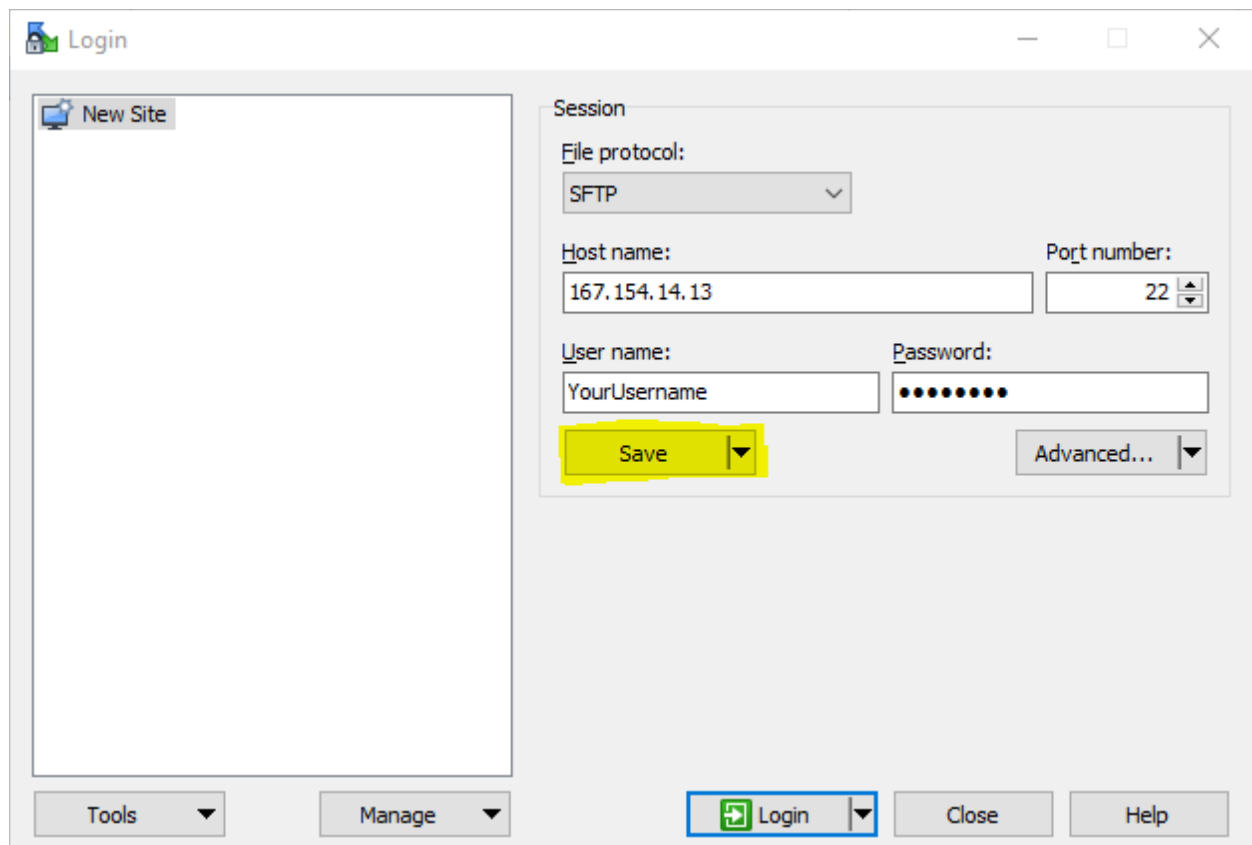
## --CONFIGURING WINSCP TO CONNECT TO JUDICIAL BRANCH AUDIT'S FTP SERVER--

After installing WinSCP, when starting up the application for the first time, you will see a screen similar to the one shown below:



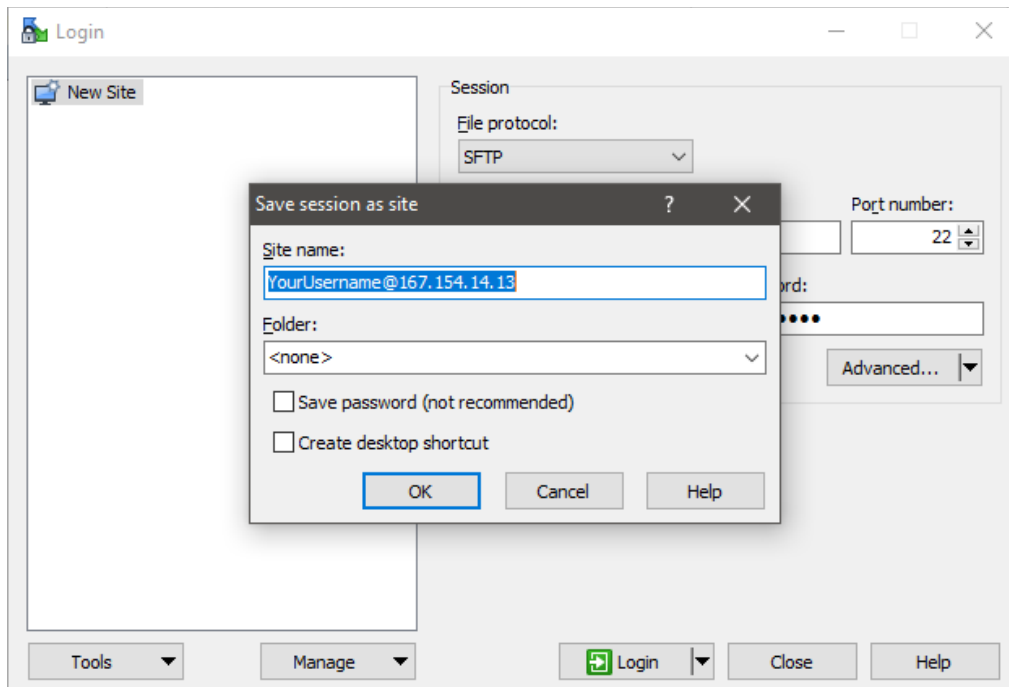
Enter the following info below in the “Login” window. And click on ‘Save’ to save session settings for future use.

File protocol: **SFTP**  
Hostname: **167.154.14.13**  
Port number: **22**  
User name: **<Use FTP account provided by Judicial Branch Audit>**  
Password: **<Initial password provided by Judicial Branch Audit>**

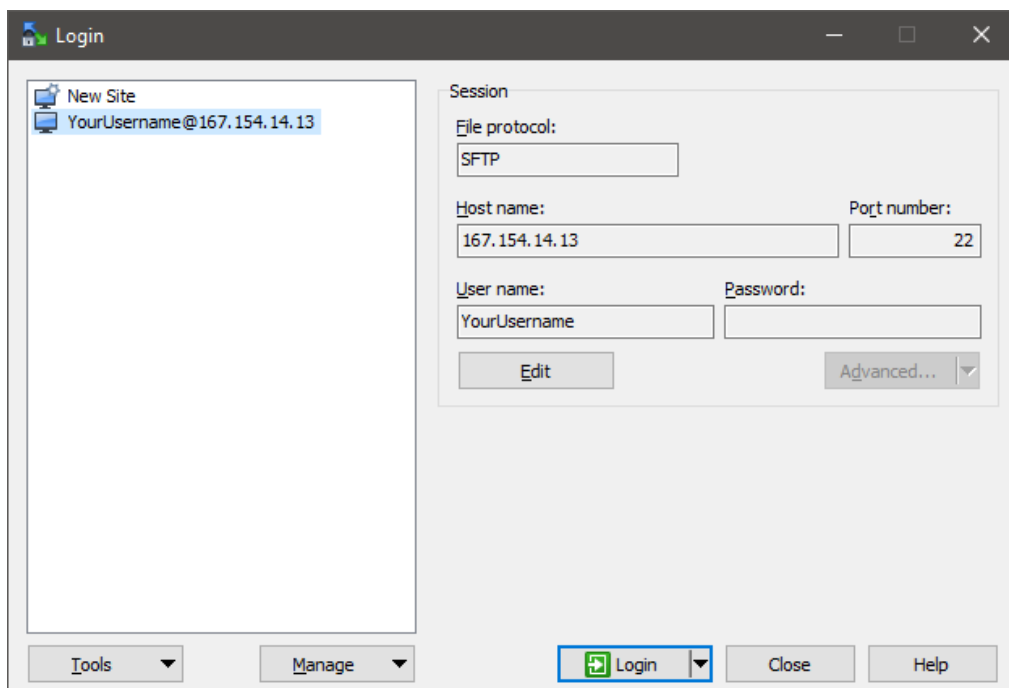


Click on 'OK' to confirm saving session as a site.

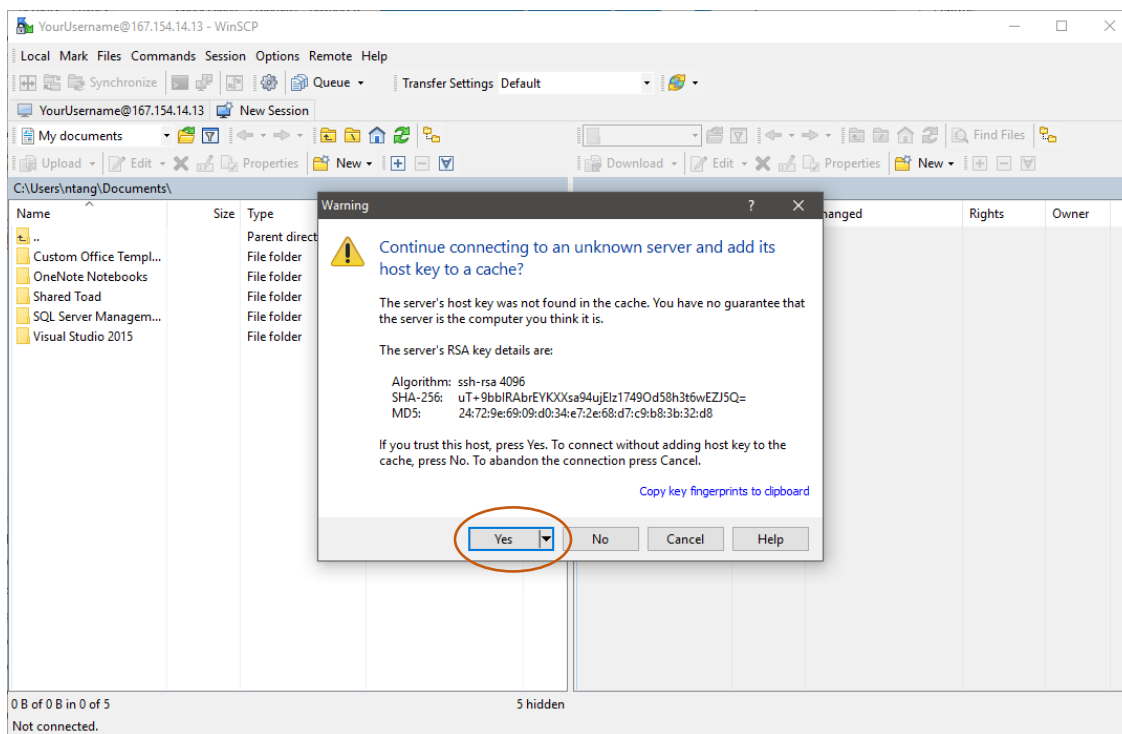
*(If you choose to save the password too, you can check the option to save password.)*



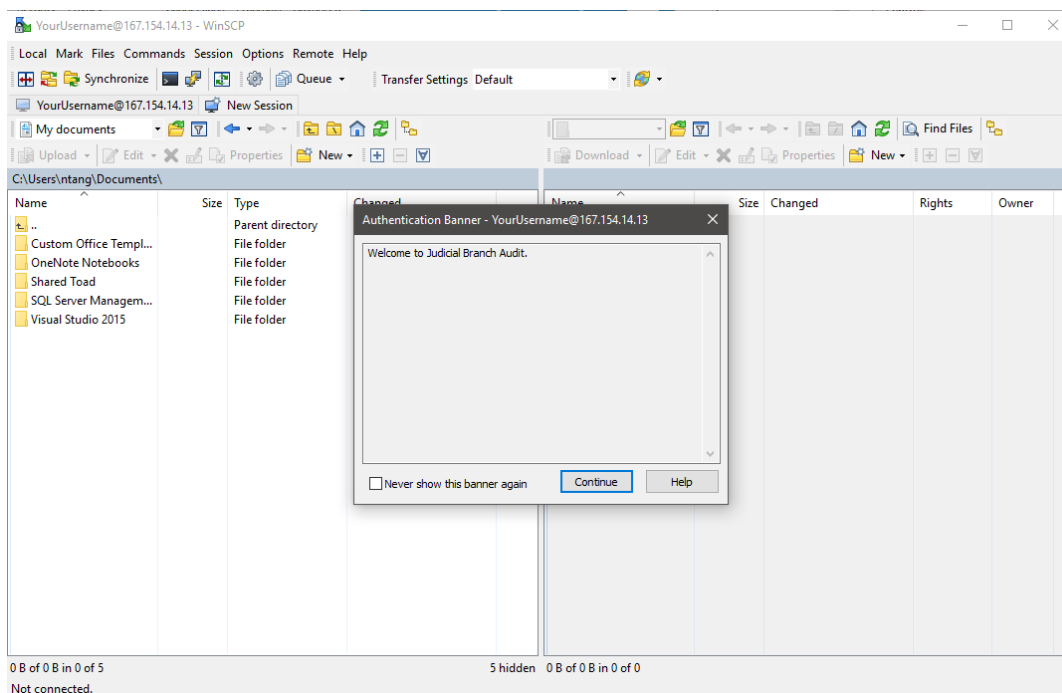
Once you have saved the session, it will now appear under 'New Site'.  
 To test the connection, select the session (i.e. "YourUsername@167.154.14.13) and click on "Login".



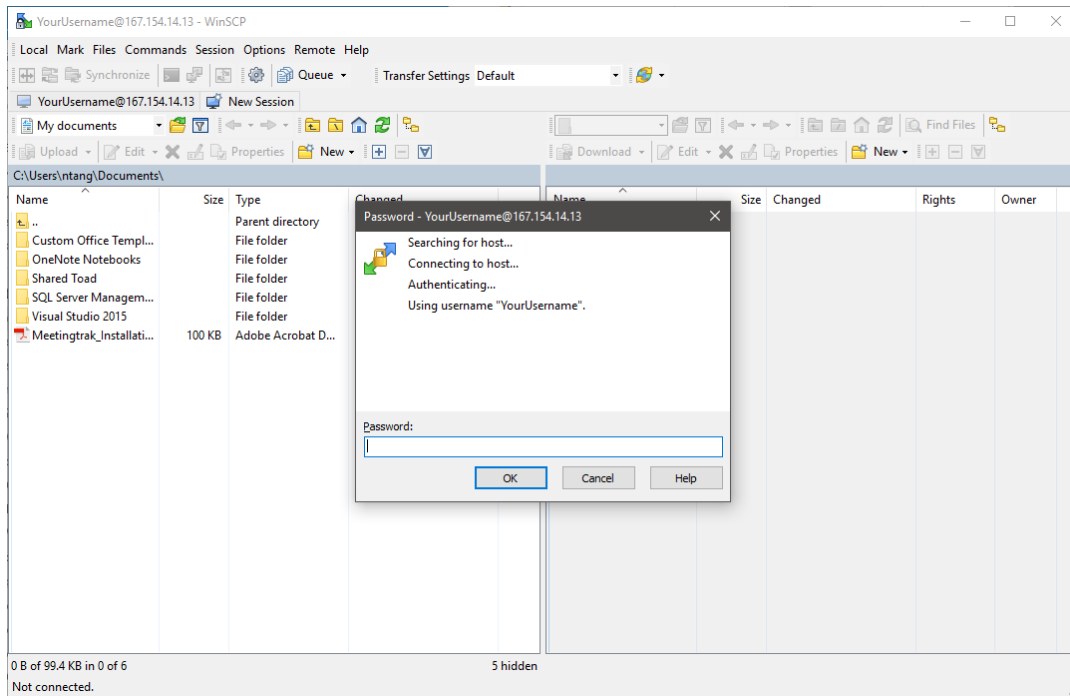
When you login for the first time, you will get a 'Warning' window prompting you to accept the server's host key. Click on "Yes" to accept.



An 'Authentication Banner' window will then appear indicating you are connecting to Judicial Branch Audit. Click on "Continue".



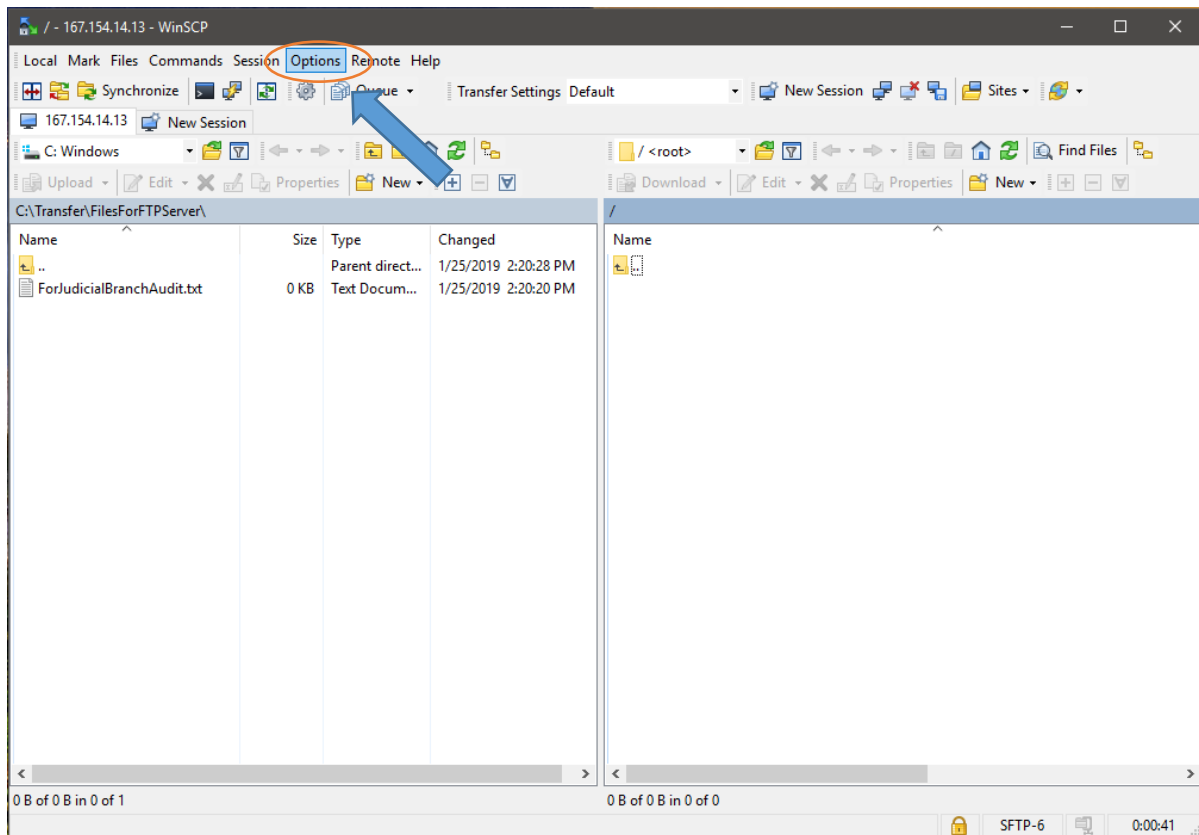
You will be prompted to enter your password if you have not saved it with the session. Enter your password and click 'OK'.



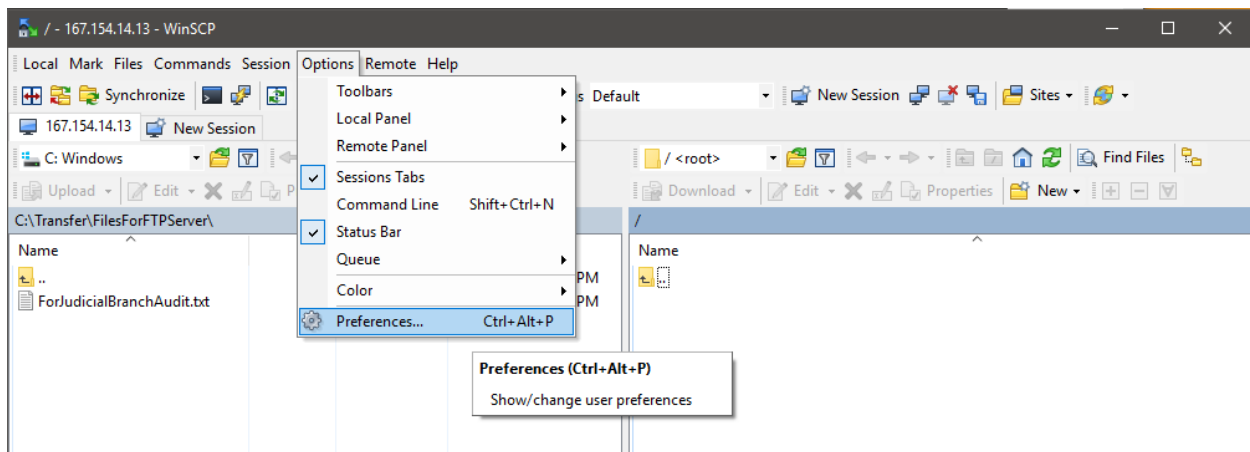
## **--CONFIGURING WINSCP NOT TO USE TEMPORARY FILENAMES--**

Some files after uploading may appear to have *“.filepart”* as part of its filename. To prevent this from occurring, first disable the “temporary filename” option found in ‘Preferences’ of WinSCP.

Click on ‘Options’ located in the menu bar.

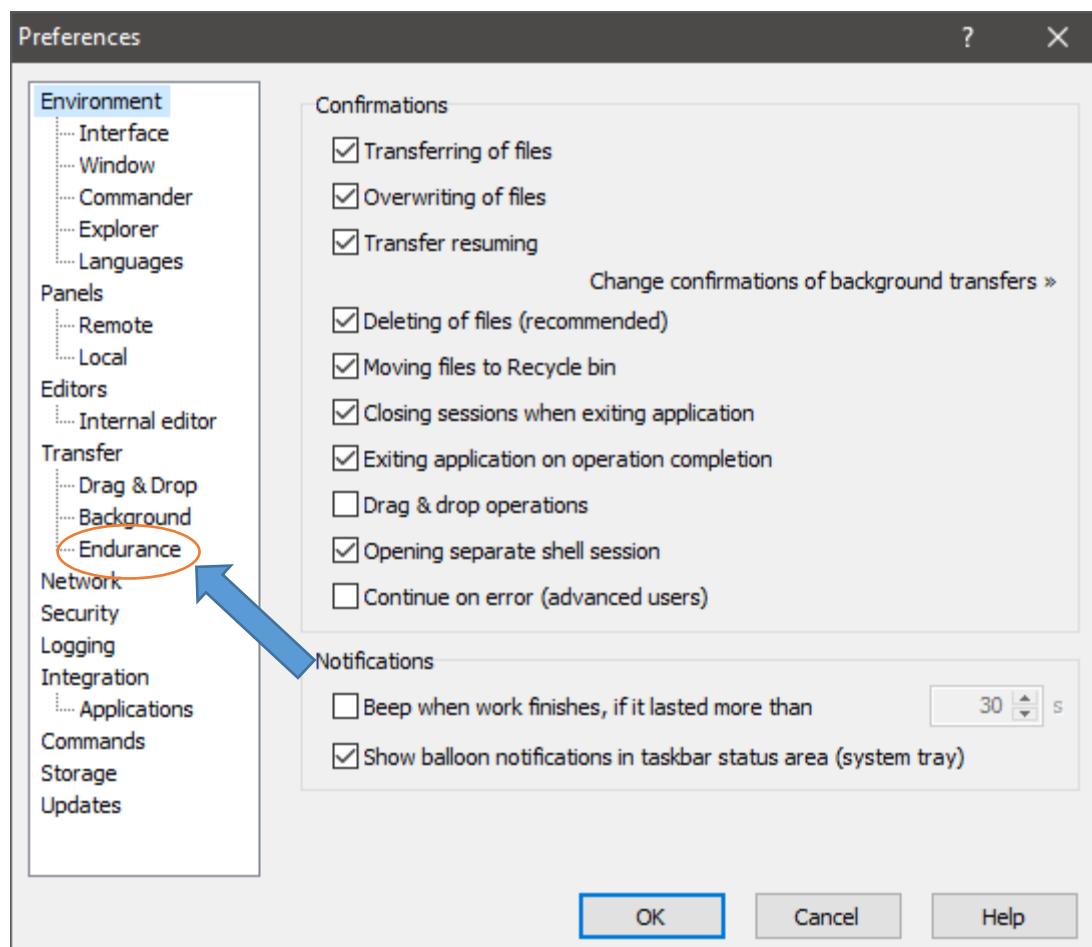


In the 'Options' drop-down menu, next click on 'Preferences'.



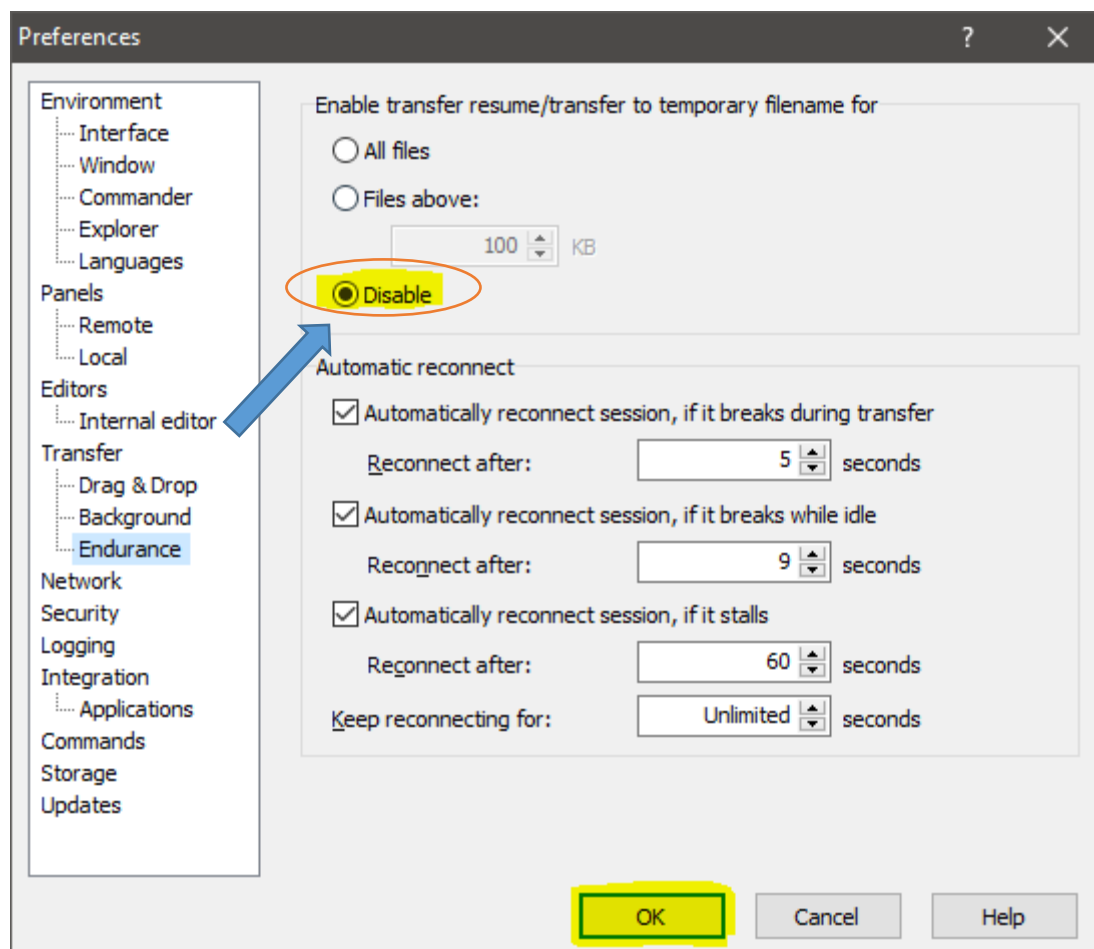
This will bring up the 'Preferences' window as shown below.

Click on 'Endurance', in the Transfer section.



With 'Endurance' selected, the 'temporary filename' option will now appear on the top of the window, pictured below.

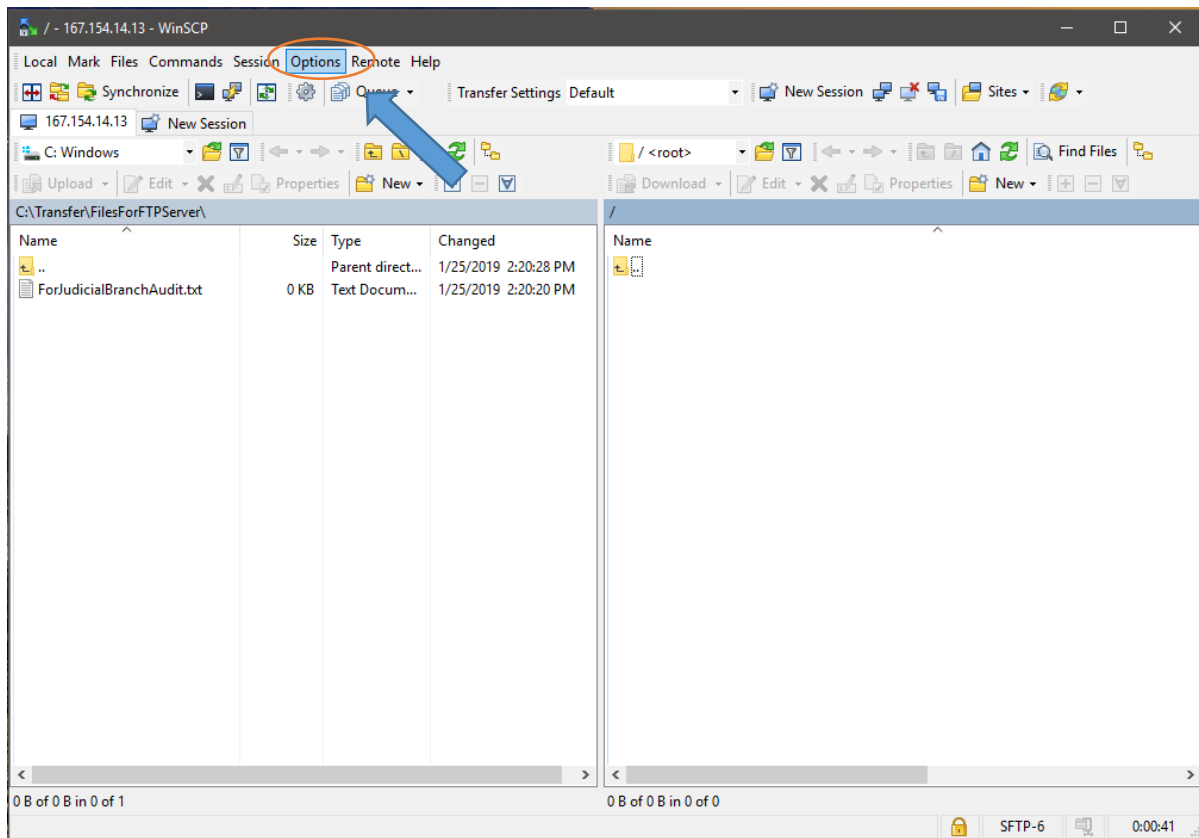
Click on the bubble next to 'Disable'. Then click on 'OK' to save the setting.



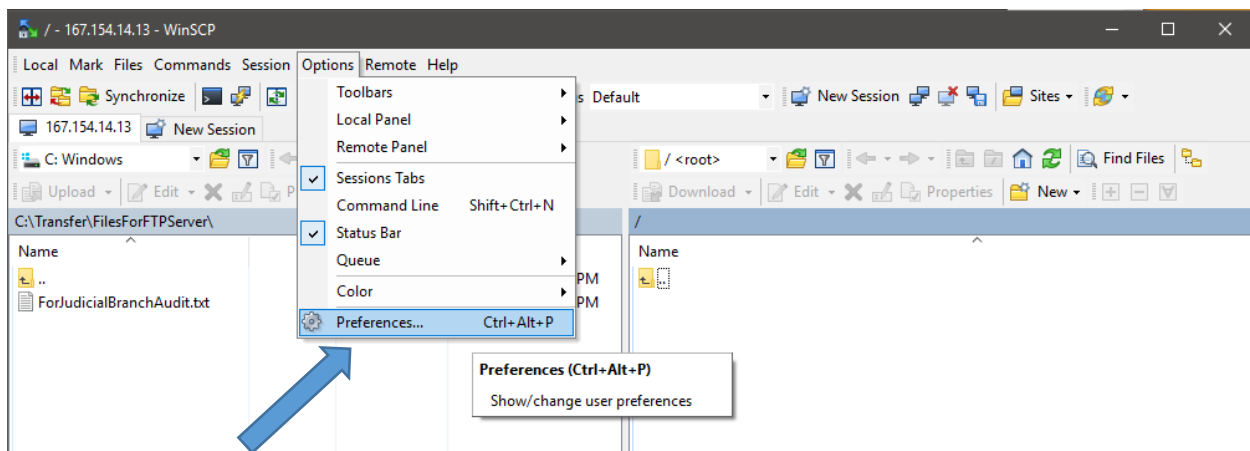
### **--CONFIGURING WINSCP TO PERFORM AUTOMATIC UPDATES FOR THE LATEST VERSION AND OTHER IMPORTANT SETTINGS--**

To ensure you are always using the latest version of WinSCP the software must be setup to allow for automatic updates. To allow this to occur an automatic update check period must be setup. This option can be found in 'Preferences' of WinSCP.

Click on 'Options' located in the menu bar.



In the 'Options' drop-down menu, next click on 'Preferences'.



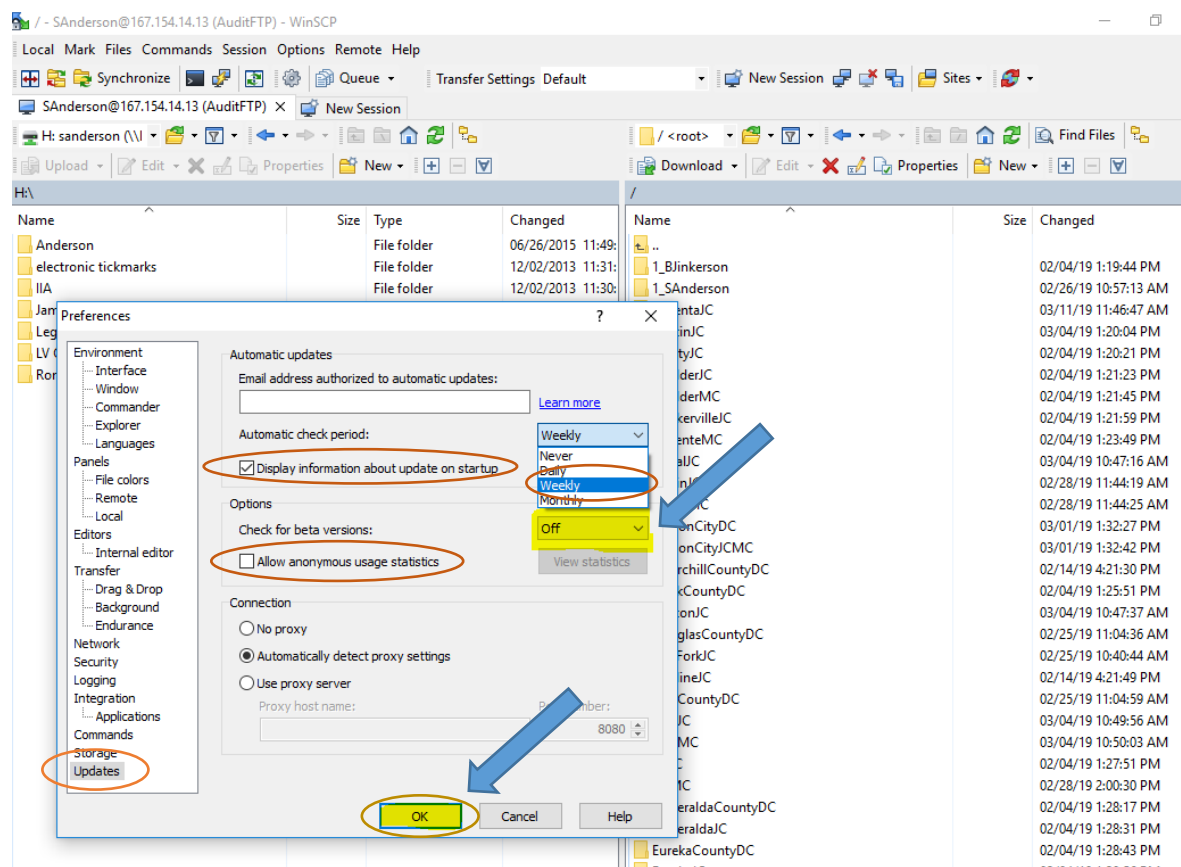
Click on 'Updates', in the Preferences window.

With 'Updates' selected, the 'Automatic updates section' will now appear on the top of the window, pictured below. Check the box next to 'Display information about update on startup' to activate, then click on the 'Automatic check period' drop-down menu and choose 'Weekly', pictured below.

When using WinSCP we prefer courts never check for beta versions of the software to assist with access stability. In order to disable this process in the 'Preferences' window with 'Updates' selected, the 'Options' section will appear. Under the 'Options' section you will see 'Check for Beta Versions'. Click on the 'Options' drop-down menu and choose 'Off', highlighted in the picture below.

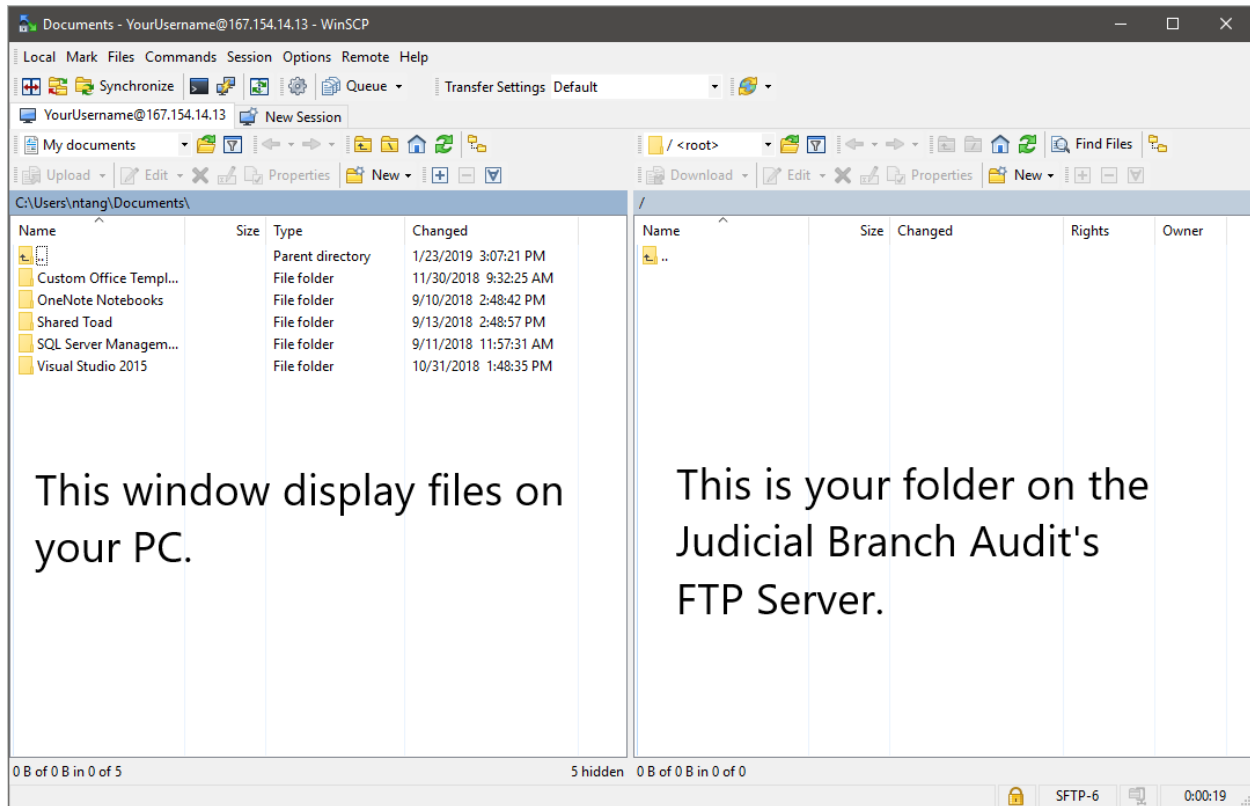
Also in the 'Options' menu you should uncheck the 'Allow for anonymous usage statistics', pictured below.

Then click on 'OK' to save the setting.



## --GETTING TO KNOW WINSCP'S INTERFACE--

After you have logged in, you will see a screen similar to below.



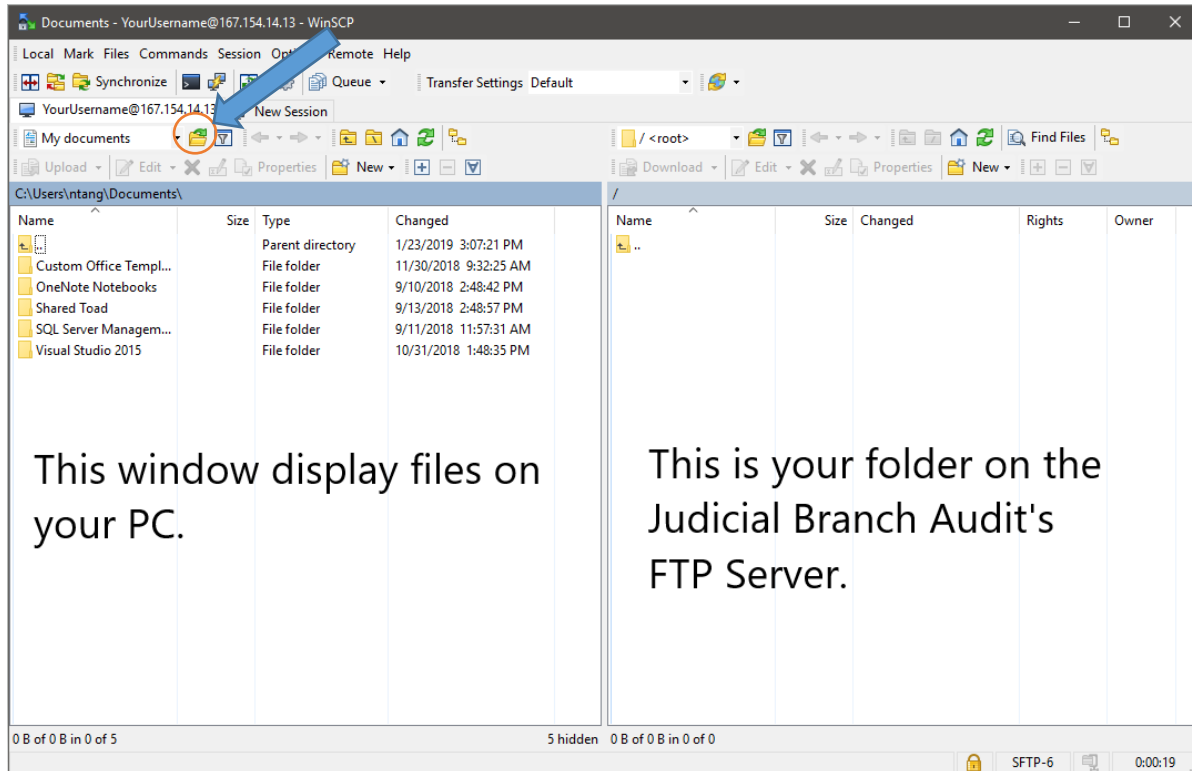
The **Left window (source directory)** is your PC's directory. It initially defaults to the 'Documents' folder on your PC. This can change with use depending on where you store court documents on your computer or in your Court's network.

The **Right window (remote directory)** represents a remote folder on the Judicial Branch Audit's FTP Server. ***This will be where you will upload and transfer files to.*** You can drag and drop files onto this window and it will be uploaded onto the Judicial Branch Audit's FTP server. Each court will have their own folder that is accessible by Judicial Branch Audit, but **is not** accessible or viewable by any other court.

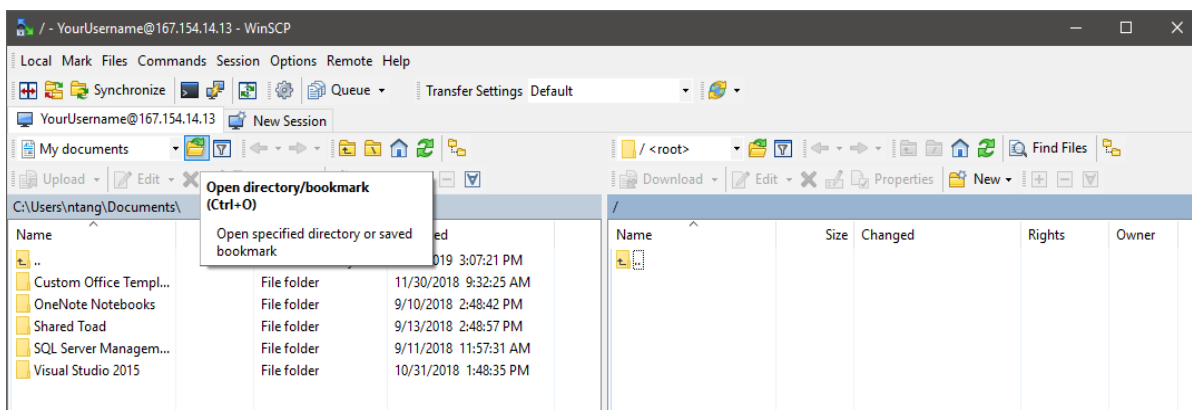
***\*\*If you would like to further configure your WinSCP application, continue to next page. Or, skip to page 20 for additional information on how to transfer files.***

## --CHANGING DEFAULT SOURCE FOLDER--

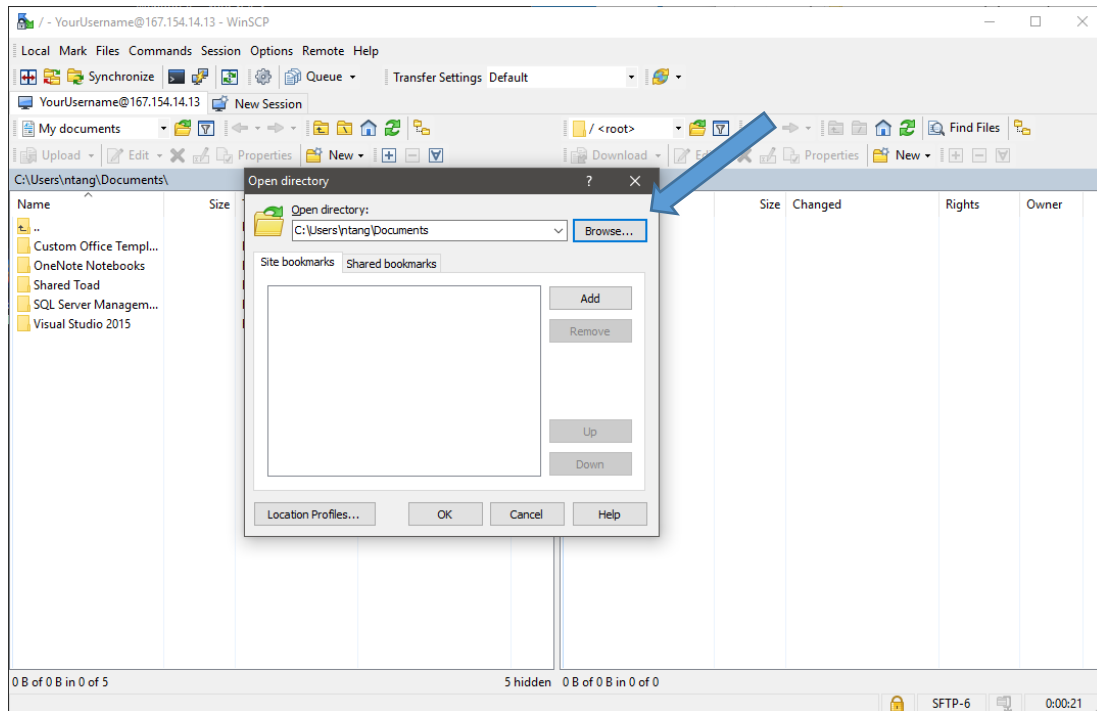
To change your 'Documents' directory (source directory), to a folder where you have stored files to be transferred, you can click on the 'Open directory' icon as indicated by blue arrow below.



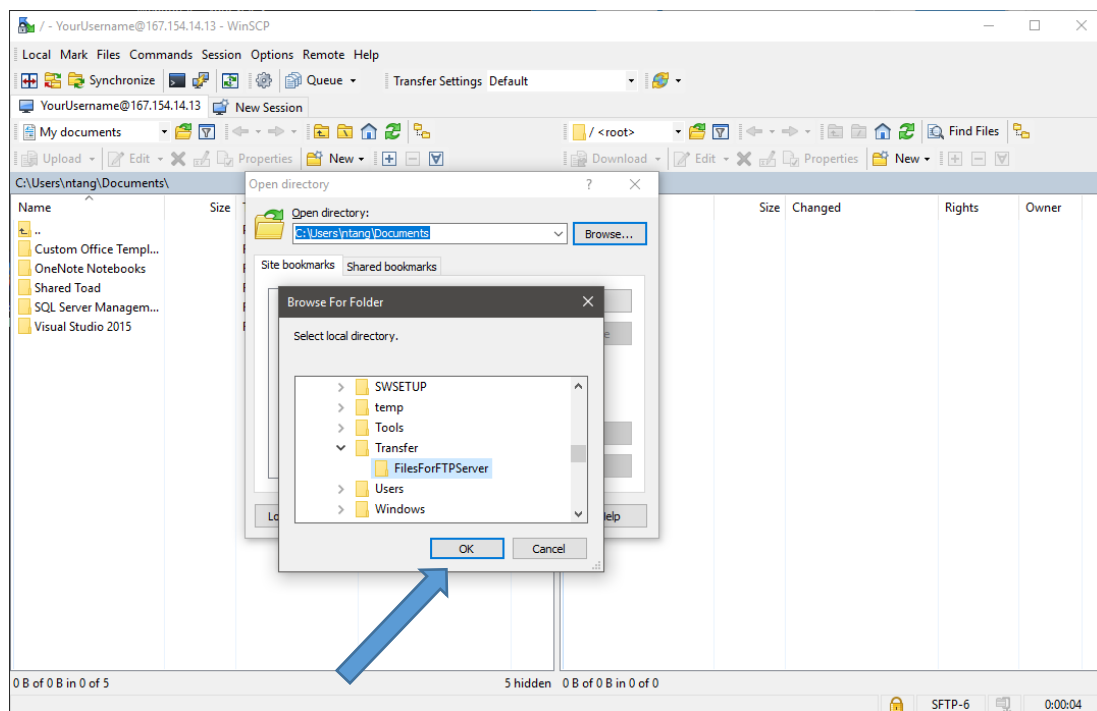
You can also use shortcut keys, "Ctrl+O" to open directory.



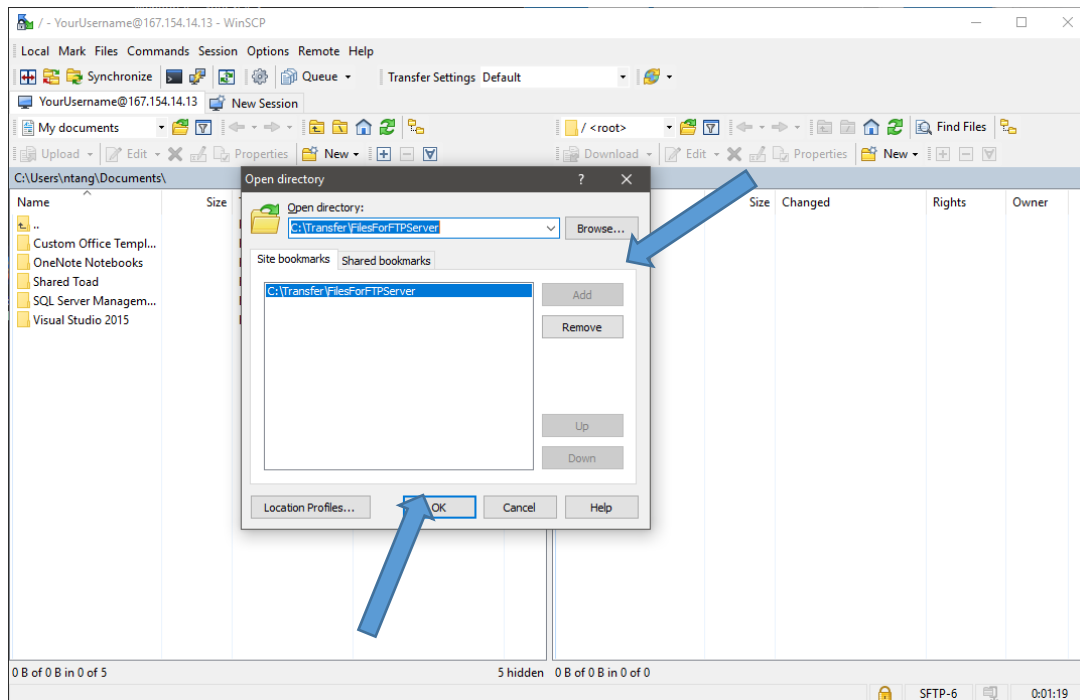
When the “Open directory” window appears, click on “Browse”.



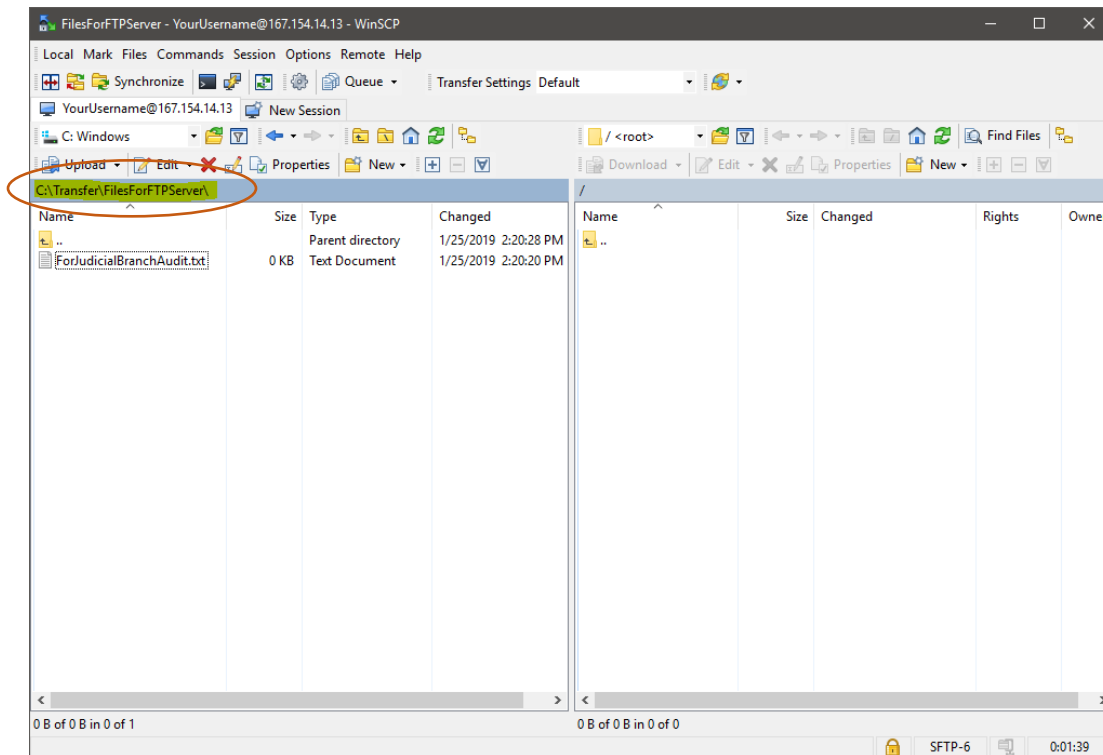
Navigate to the folder where your files (to be transferred) are located at. Then click ‘OK’.



You can bookmark this folder location for future use by clicking on 'Add'. Then click 'OK' to accept your selection.

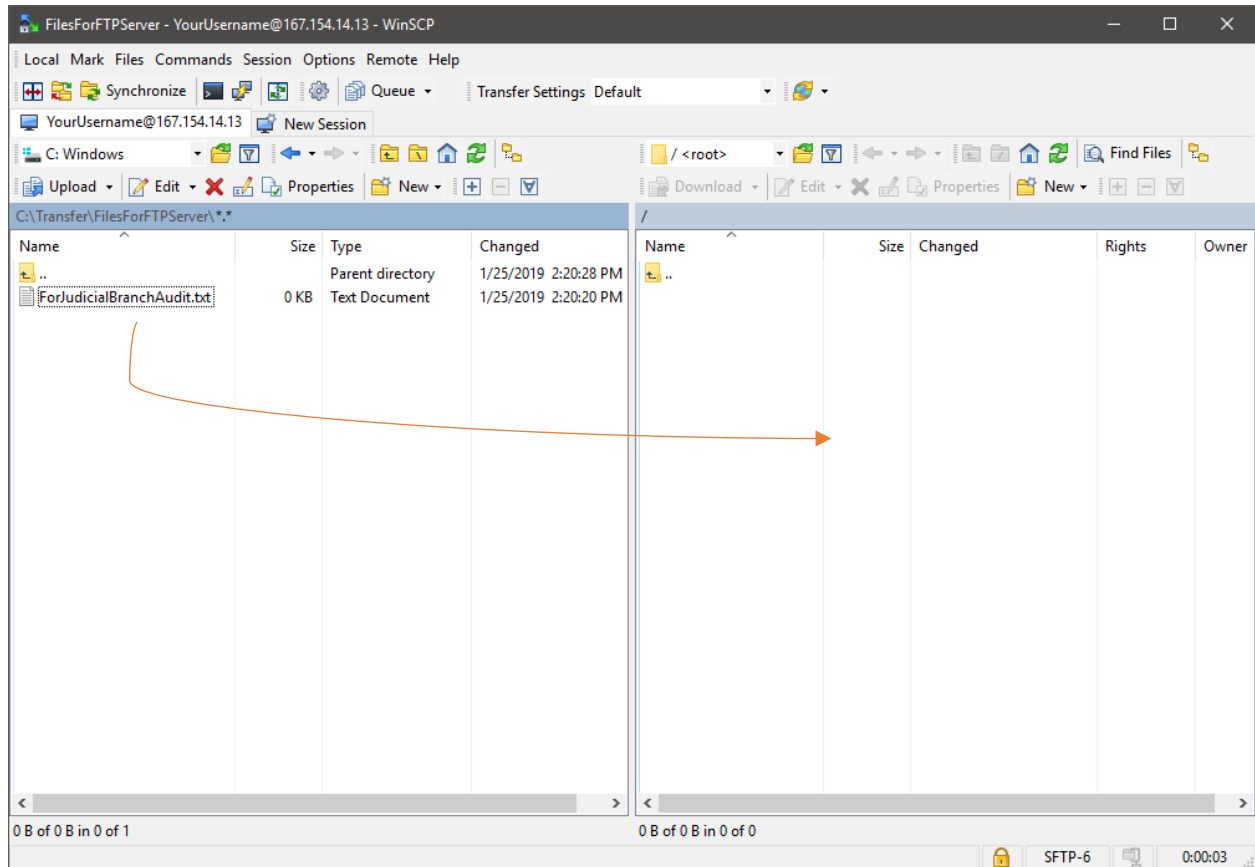


Now the Left Side window will reflect the contents of the folder you have selected.



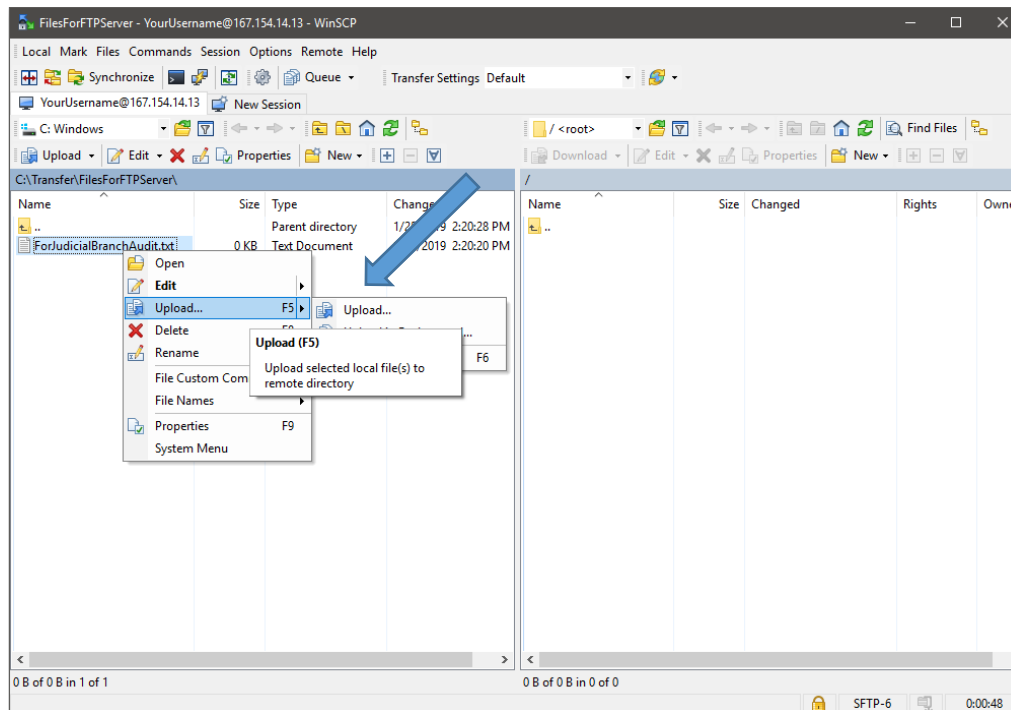
## --TRANSFERRING FILES TO THE JUDICIAL BRANCH AUDIT'S FTP SERVER--

With the source directory set to the correct folder (as shown below), you can grab the file (i.e. 'ForJudicialBranchAudit.txt') and simply drag it to the remote directory on the right side. This will upload the file onto the Judicial Branch Audit's FTP Server.

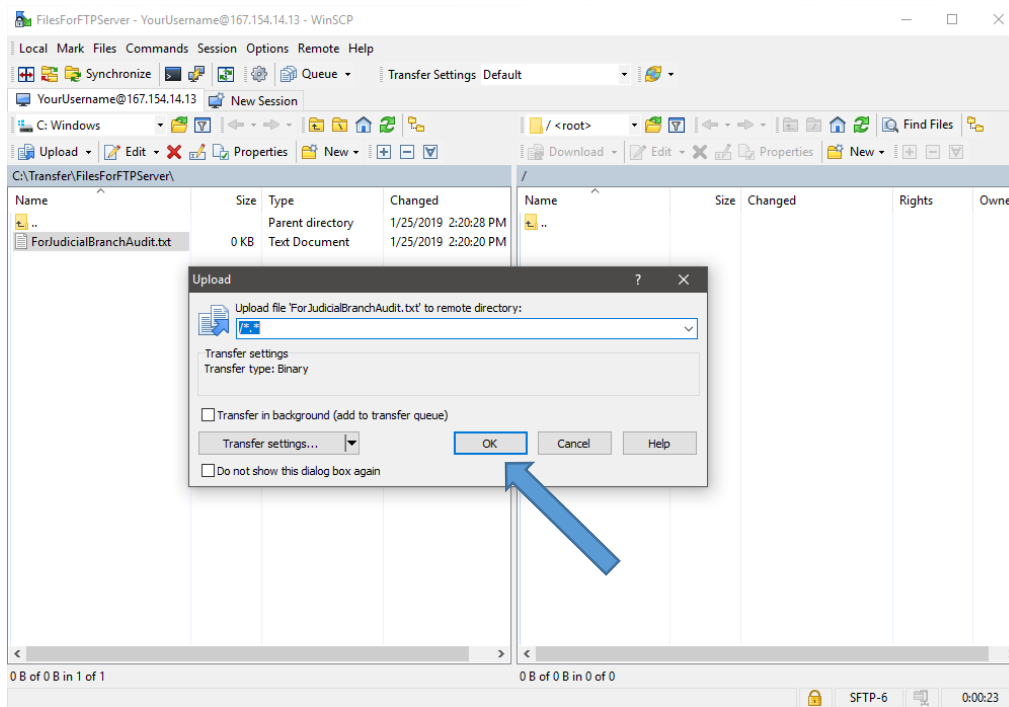


Files can be download from the Judicial Branch Audit's FTP Server this way too (if download feature is enabled for user) by doing the opposite, drag files from right side to the left side of the window.

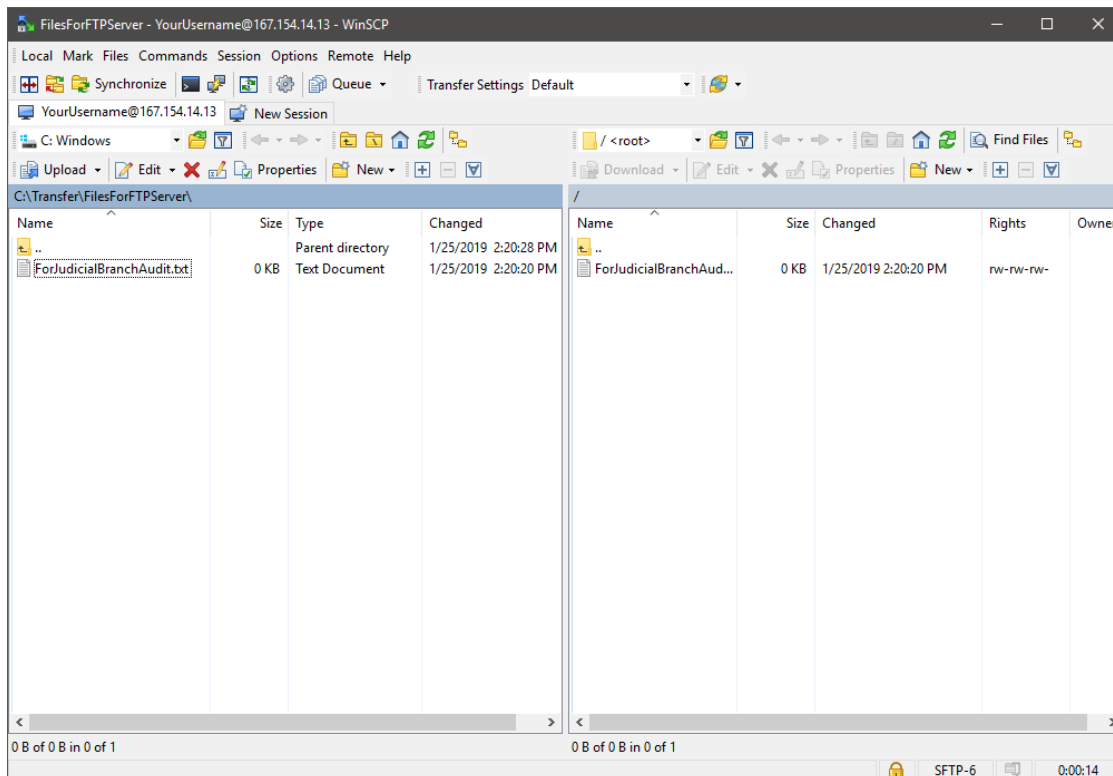
Alternatively, if you prefer you can right-mouse click on file to upload. This brings up a sub-menu where you can select 'Upload'. The sub-menu also gives other features such as Download (if feature is enabled) to allow user to download files from Judicial Branch Audit's FTP Server.



When 'Upload' window appears, click 'OK'.

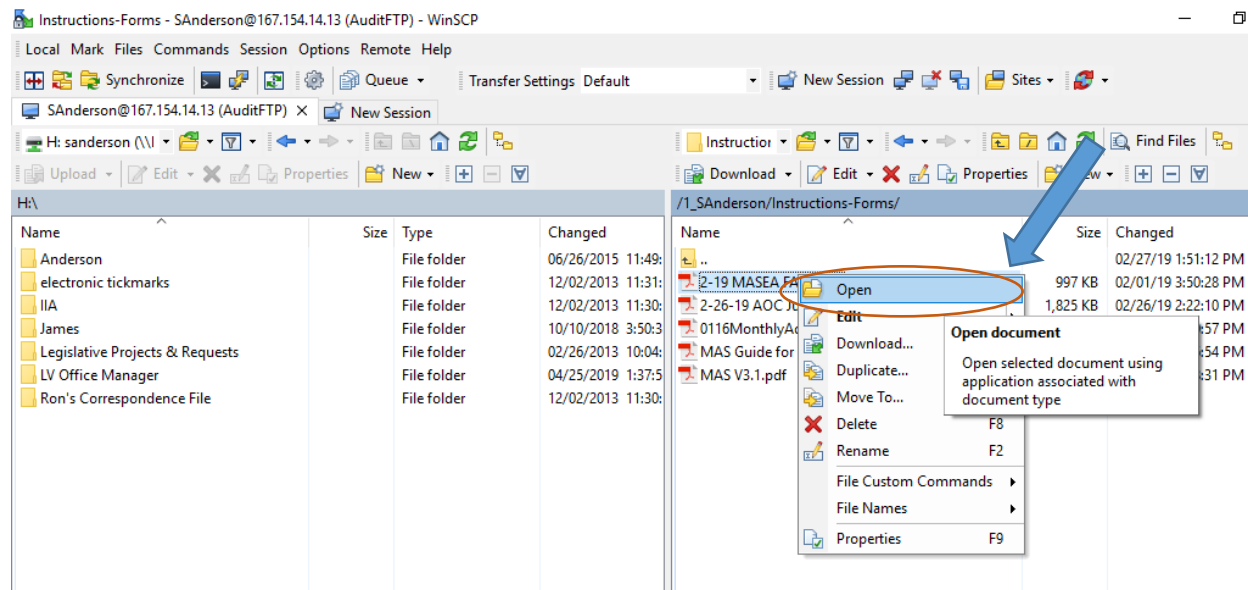


The image below shows what it will look like if the file has been uploaded and copied over to the Judicial Branch Audit's FTP server.

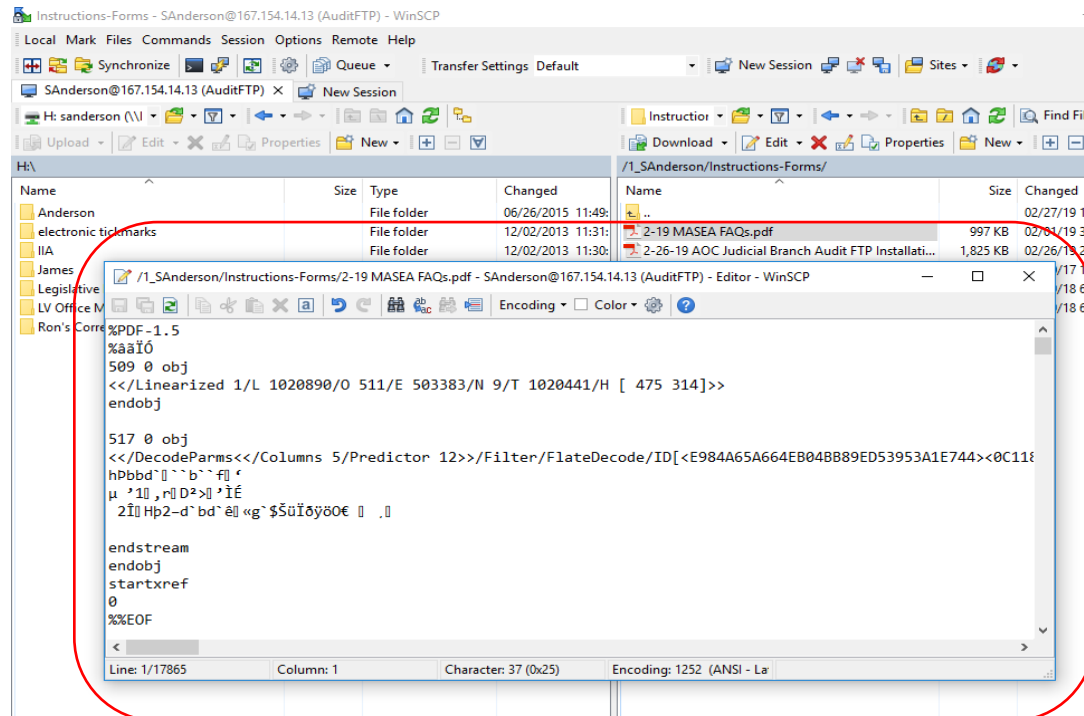


## --OPENING FILES ON THE FTP SERVER--

To open files while in the FTP Server, highlight the file to open, right-click the document, and choose 'Open' as shown below. If you attempt to open a document by double clicking it, a text format error will occur as shown below.

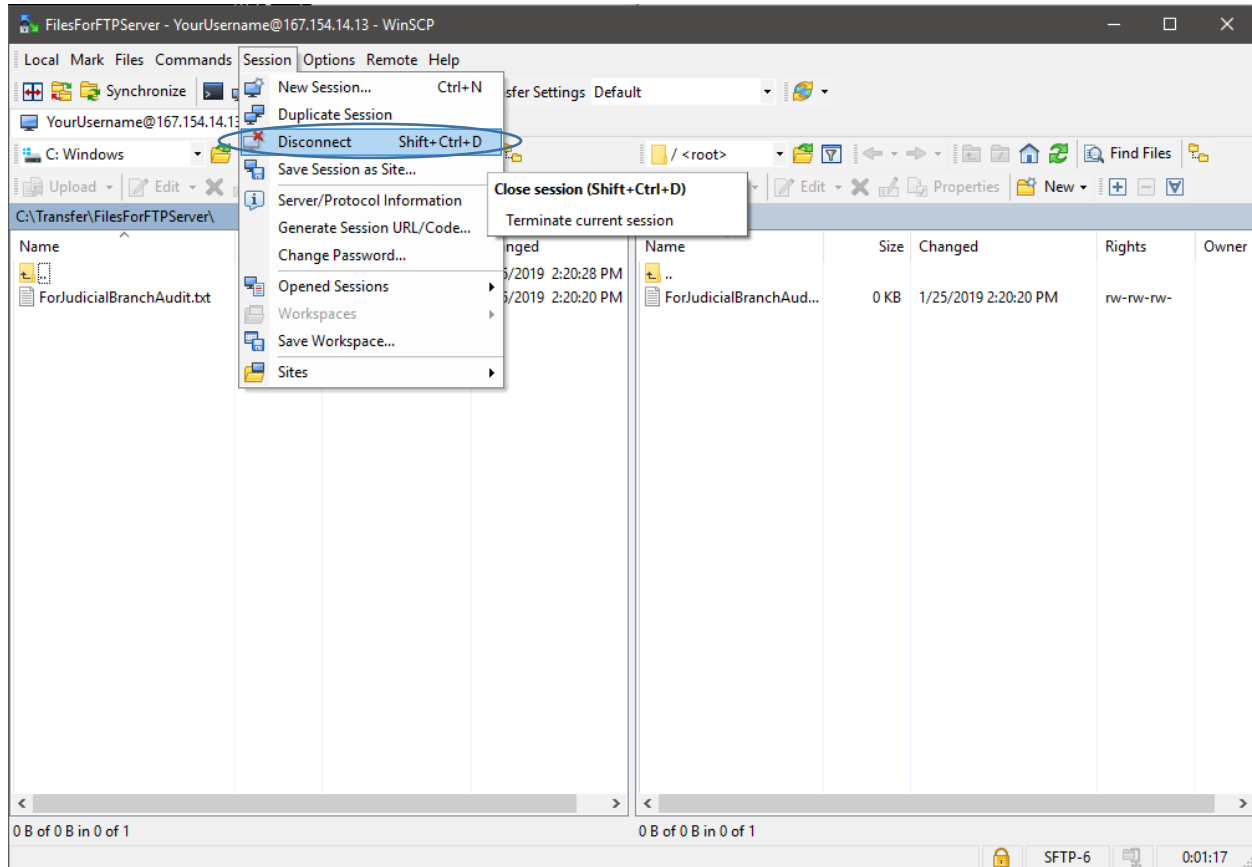


### Text Format Error Example:

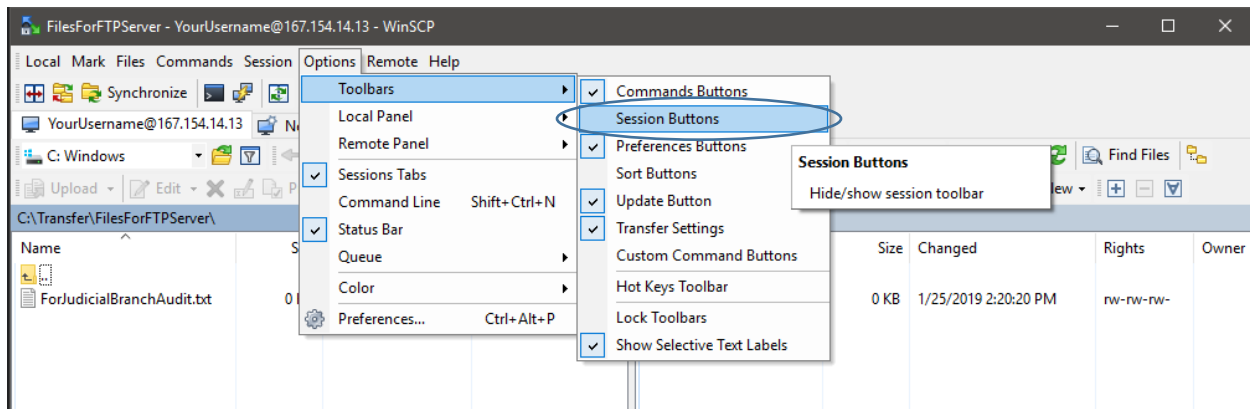


## --DISCONNECTING AND ENDING FTP SESSION--

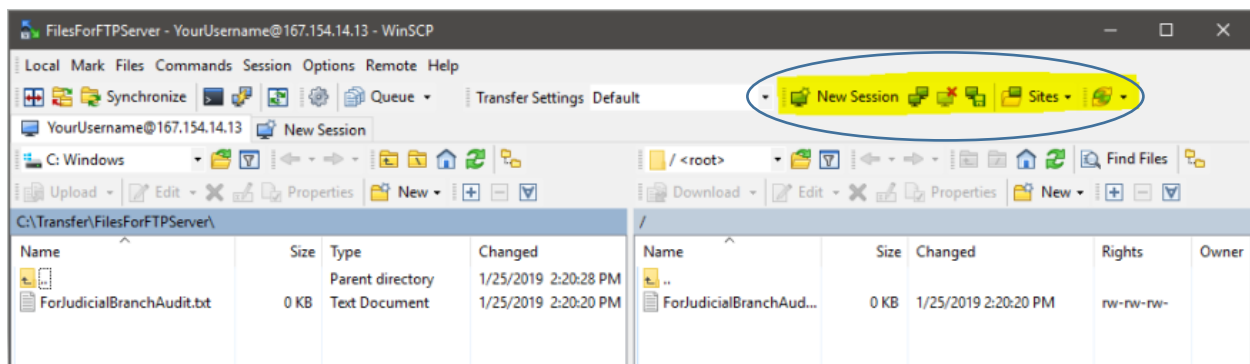
To disconnect from Judicial Branch Audit's FTP Server once you are done, click on "Session" menu and select "Disconnect". You can also use shortcut keys, "Shift-Ctrl+D" to disconnect.



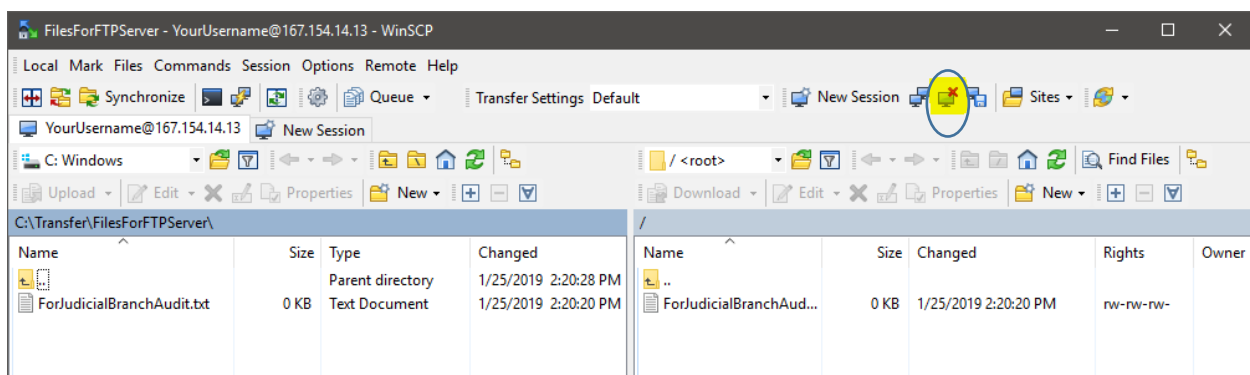
You can also create a 'Disconnect' button to disconnect. First, you will need to enable the Sessions toolbar. Select 'Options' menu, then navigate to 'Toolbars', then 'Session Buttons' to enable it.



This will add 'Session Buttons' toolbar to the application and will remain whenever you start up the WinSCP application.



To disconnect, you can click on the icon as indicated by highlight below:



The main screen will reappear upon disconnecting session. Click on “Close” to close out the WinSCP application.

