# User Guide - Setup FTP Server

*for **Initiative** Tierwohl*

# User Guide - Setup FTP-Server:

## Introduction:

Quantity reports, regardless of their type, can be transmitted to the system in various ways. This can be done either

- via REST-interface
- A provided SFTP-Server
- a web frontend (incl. upload of a CSV file)

You have chosen the option to transmit quantity reports via FTP-Server. The following guide shows you the setup step by step.

To transfer CSV files to our SFTP-Server, it is necessary to use an SFTP tool (middleware). We recommend FileZilla, but this does not exclude other tools that support a connection to an SFTP server.
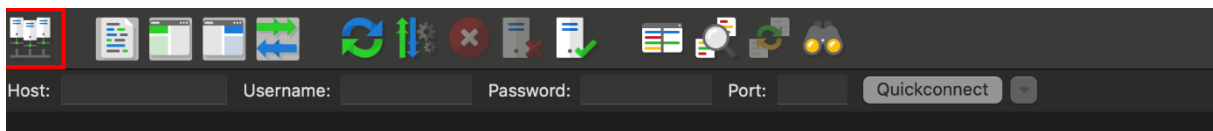
You should have already received the access data in advance as part of the registration process. If not, please contact our support team.

## Step 1

Download the FTP client FileZilla free of charge for Windows and install it on the computer from which the data transfer is to take place: https://filezilla-project.org/download.php

## Step 2

Open the FileZilla application and click on the first button in the toolbar.
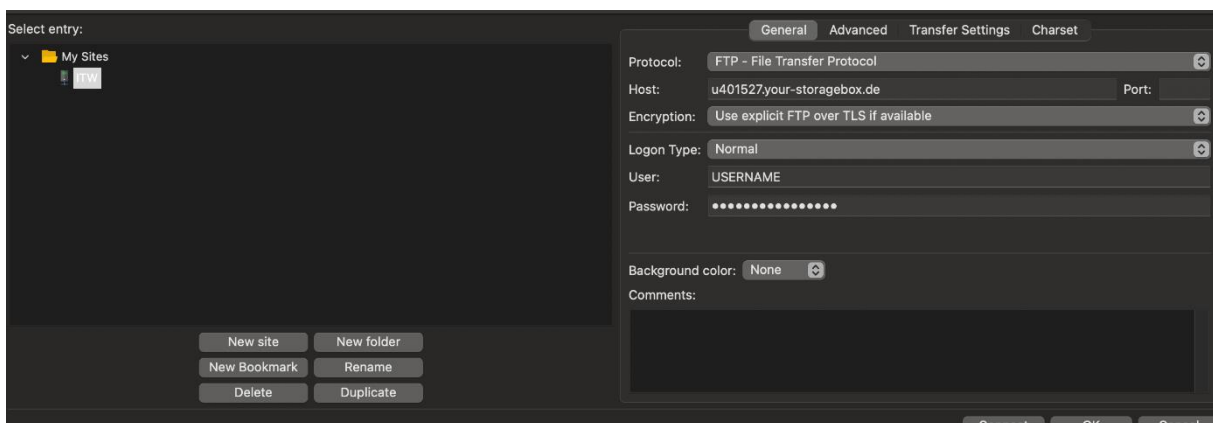


The **Server Manager** will open.

## Step 3

Click on **New server**. A new item with the name New Site is created under **My Servers**.

Edit the name of the branch to assign the desired name (for example **ITW** or **Tierwohl**).
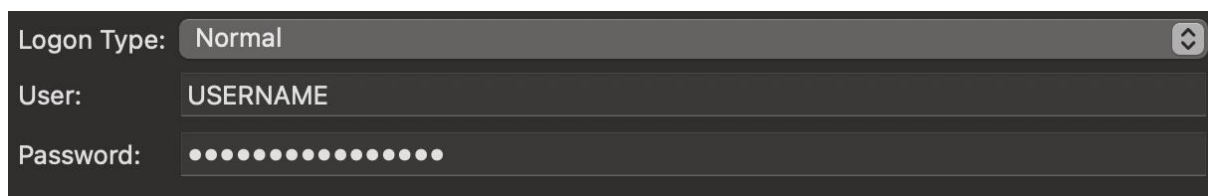
## Step 4

On the **General** tab on the right side, select the **SFTP - Secured File** Transfer Protocol and enter the host name and port of the external network:

Host: u401527.your-storagebox.de

 Port: 22

## Step 5

Select the connection type **Normal** and enter the SFTP access data you have received in the User and Password fields.
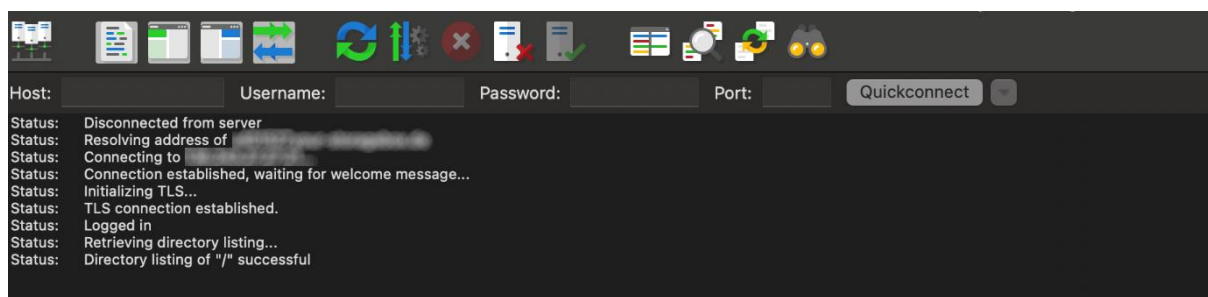


Please do not make any further changes to the settings.

## Step 6

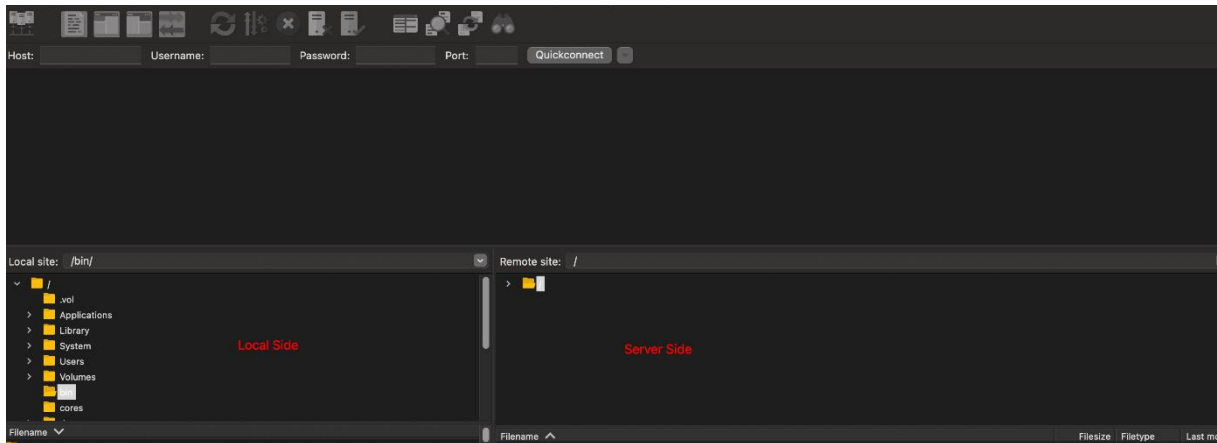 Click on Connect to establish a connection with the file transfer server.



The window above shows the progress and status of the connection.

Depending on the system, you may receive a message about the certificate exchange when you first connect to the SFTP server. Please select "**Always trust certificate in future**" and confirm this message with OK.
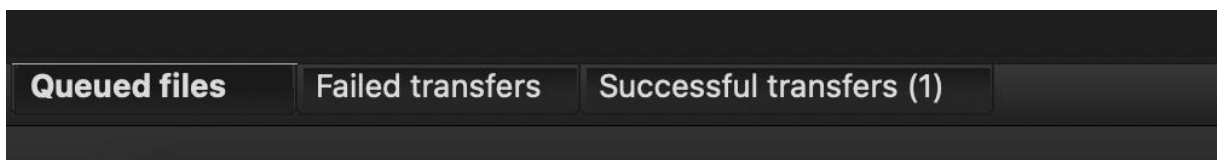
## Step 7

In FileZilla, the location on the left is your local location on the computer, while the location on the right refers to the location to be transferred (SFTP-Server). The file transfer works in both directions.

You can drag and drop files from the local to the SFTP server window and FileZilla will automatically upload them to the SFTP server and vice versa. As soon as the file appears on the other side, the file has been successfully transferred. You can also achieve the same process by double-clicking on the file.

All files can be stored directly in the main folder on the SFTP server. No further folder structure is required here.



The **Successful transfers** element should now contain a (1). The files are transmitted daily at intervals but are processed at the latest the following night. If not, check whether the transfer was faulty. In this case, the (1) appears after "**Failed transfers**". In this case, please try the transmission again.

Once the file has been successfully transferred and processed, you will receive a CSV transfer protocol.

## Contact person:

**If you have any questions about using the REST-interface, please contact:**

ITW Clearing house:
E-Mail: itw@osapiens.com

If you have any questions about animal welfare, please contact: Trägergesellschaft der Initiative Tierwohl:

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