

EWR Data File Transfer Setup Using WinSCP 3.5.6

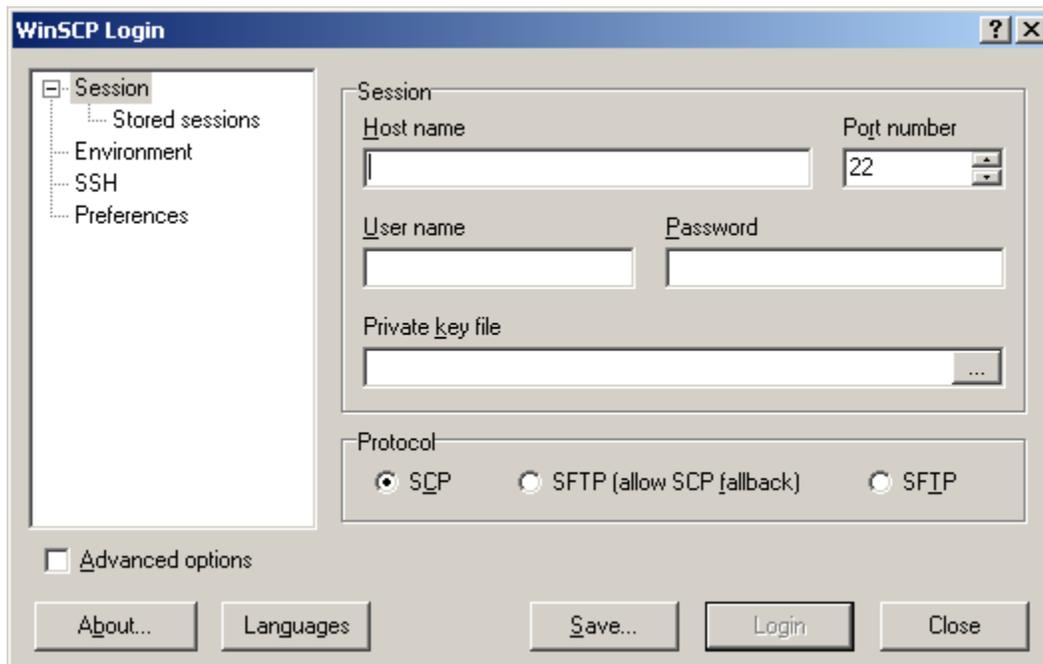
You can download the WinSCP 3.5.6 installation package (English only) to your workstation from the following URL:

<http://WinSCP.sourceforge.net/eng/download.php>

Follow the instructions on the web site to download the file. Once the download is complete, double-click the installation package icon to install the application. Accept all of the default settings.

Once you have installed the WinSCP3 application, use the following procedure to establish a connection to the SFTP servers:

1. Double-click on the **WinSCP3** icon on your desktop. The following dialog box appears:



2. Enter the following information:

To submit aggregate, Death and Injury and Substantially Similar Vehicle EWR files:

Host name: Artsftp.volpe.dot.gov

Username: Your EWR user account name (case sensitive). Your account name consists of 4 letters and a 6-digit number.

Password Your password (case sensitive)

To submit field reports:

Host name: Artfrsftp.volpe.dot.gov

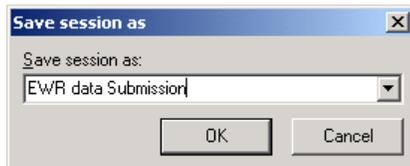
Username: Your EWR user account name (case sensitive). Your account name consists of 4 letters and a 6-digit number.

Password Your password (case sensitive)

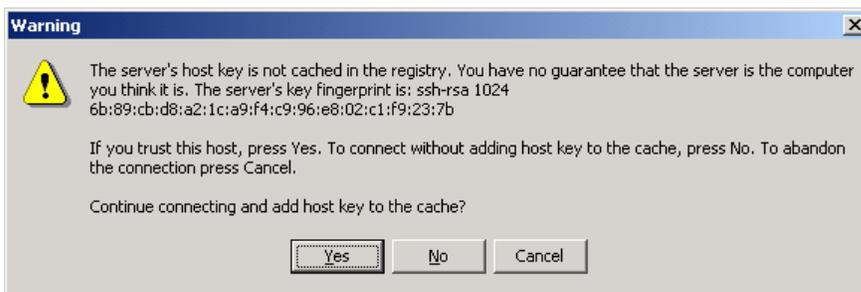
The port number (22) is the default and is the port number you should use for the SFTP servers.

NOTE: If you send your file to the wrong SFTP server (for example, you submit an aggregate data file to the field report server), your submission will be rejected.

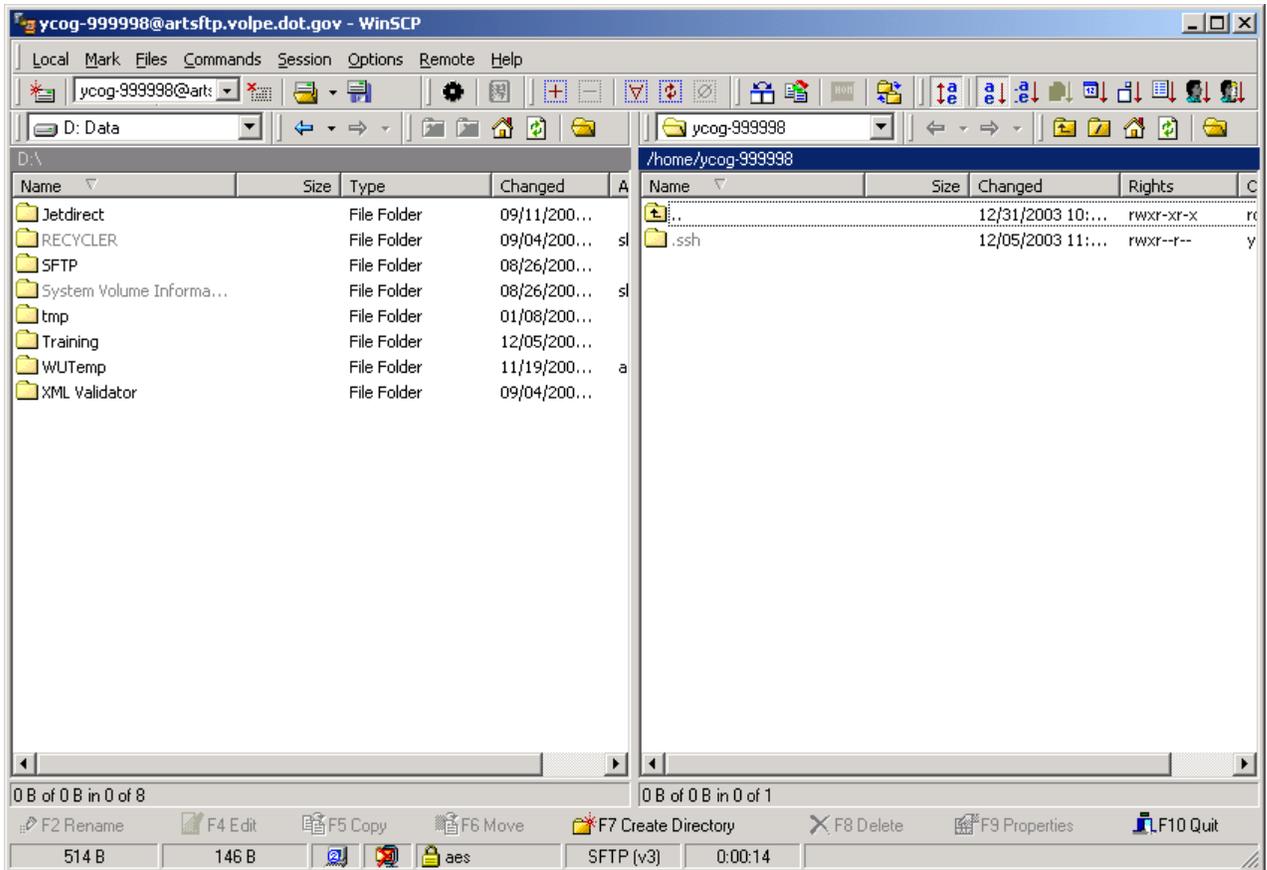
3. Click on the **SFTP** radio button in the lower right corner of the dialog box. It is located in the Protocol section.
4. Click on the **Save** button to save your session. The Save Session as dialog box appears.



5. Enter a name and click **OK**. You can later use this session without having to re-enter the configuration information. The WinSCP Login dialog box appears.
6. Click the **Login** button. You should see a message similar to the following.

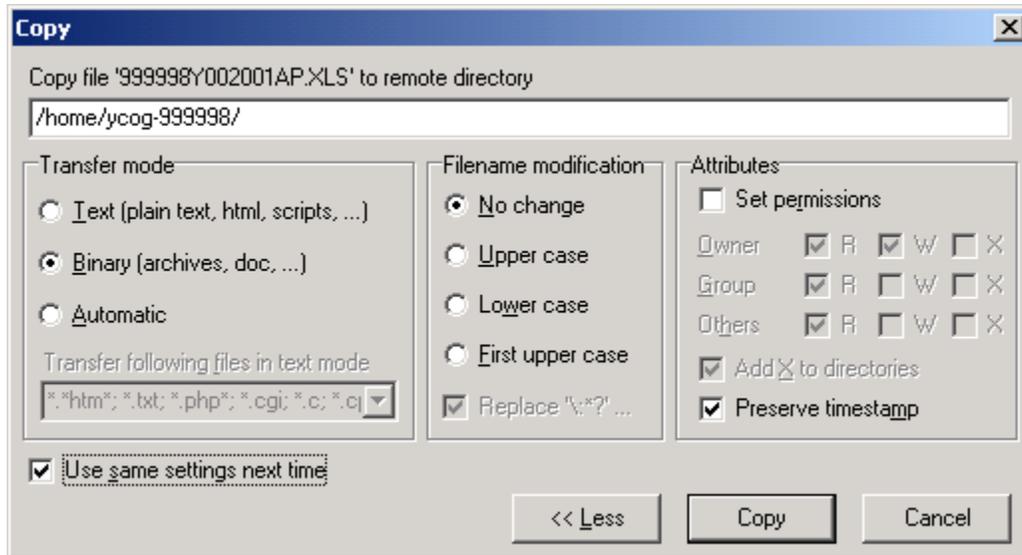


7. Click the **Yes** button to accept the host key. The Password dialog box appears.
8. Enter your password and click **OK**. If the login is successful, a window similar to the following appears:



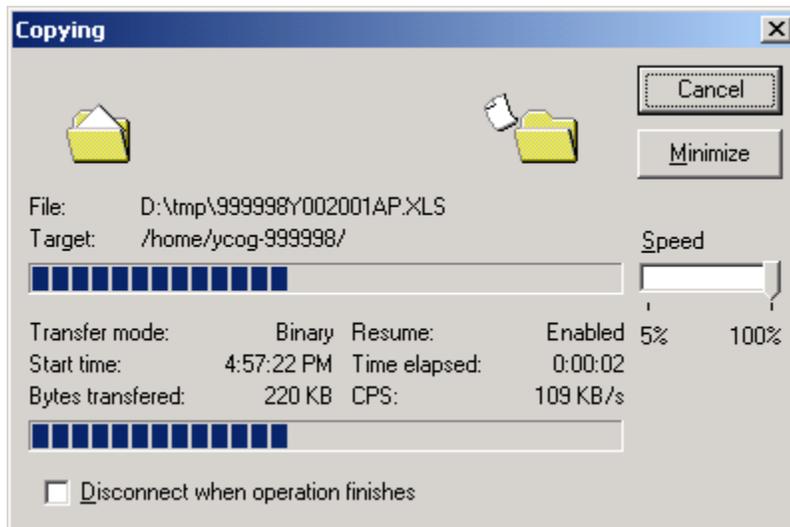
The left pane of the window displays your workstation directories. The right pane of the window displays your remote working directory on the SFTP server.

9. Navigate to the location on your workstation where the file you wish to transmit is saved. Select the appropriate drive from the list box that appears on the upper left corner or use the Windows Explorer to do this. Once you see your file, single click on it, then drag and drop it to any blank spot on the right panel. The Copy dialog box appears.

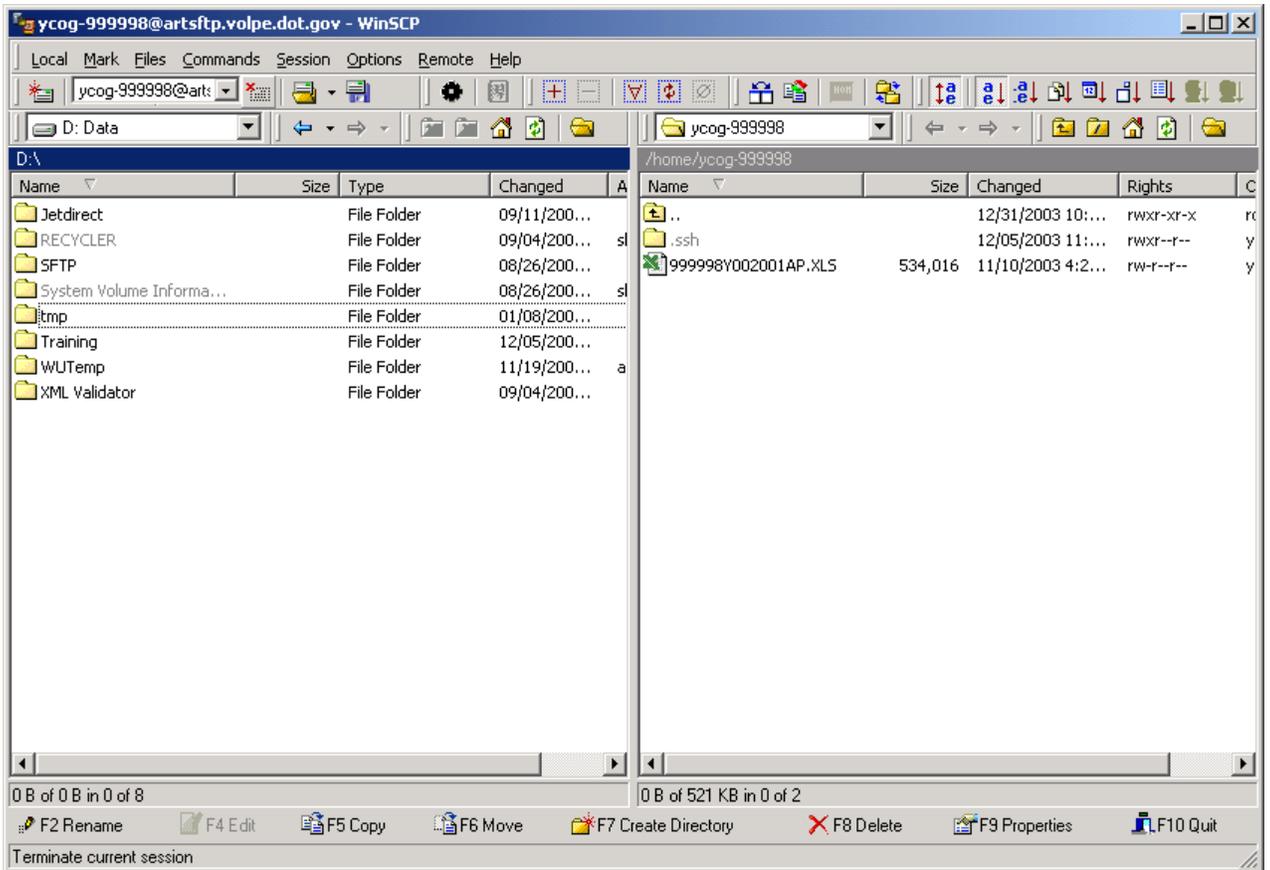


WARNING: Do **NOT** change the information that appears in the remote directory line. This information is different for each user.

10. Select the **Binary** radio button in the Transfer Mode section.
11. Select the **Use same settings next time** check box.
12. Click the **Copy** button. The Copy dialog box appears.



When the transfer completes, a window similar to the following appears:



13. Select **Session** in the menu bar. The Session menu appears. Select **Disconnect** from the menu to close your session. You can also click on the F10 Quit button that appears in the lower right-hand corner of the window.

Note: This procedure describes how to transmit one file. You can use the same procedure to transmit multiple files at one time using the standard Windows multi-select features.