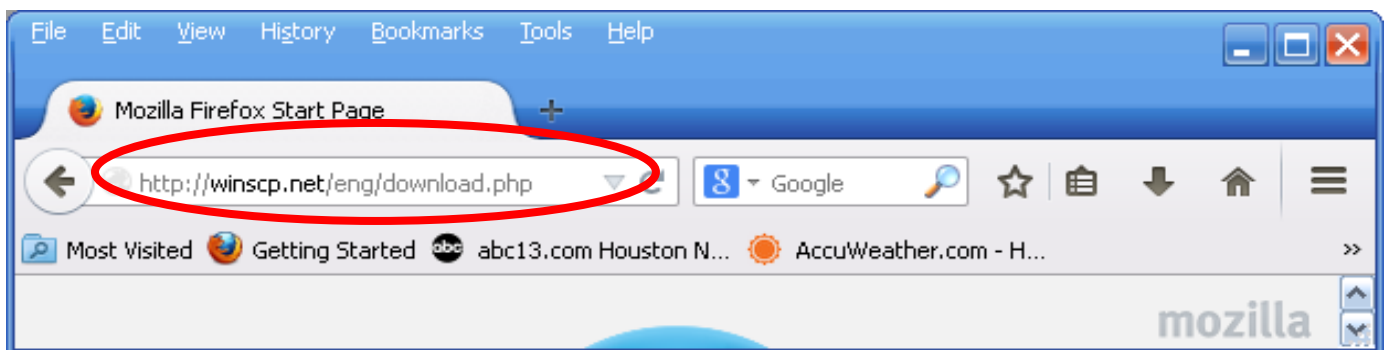


GUIDANCE ON ACCESSING THE HOUSTON METRO SECURE FTP SITE FOR DOCUMENT MANAGEMENT

Documents associated with the 5310 grant program will be stored and retrieved using Houston METRO's Secure FTP (FTP) site. There are a number of programs available to use for document management on FTP sites. The guidance given in this document will use one particular program, WinSCP, as an illustration. Note that Houston METRO does not officially recommend or endorse this product; furthermore, Houston METRO does not offer support either in the installation or use of any software associated with the FTP site. Please consult your IT support specialist if you need any assistance in the acquisition, installation, and use of the FTP website and associated hardware/software.

1. Open an Internet web browser window to access the website:
<http://winscp.net/eng/download.php>



2. Left-click on the blue link "Installation Package"

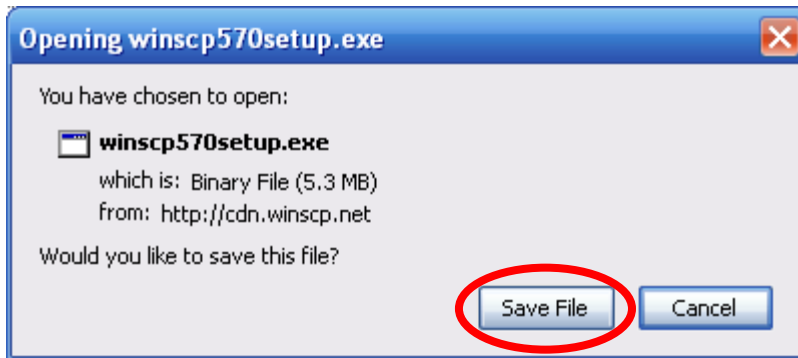
The screenshot shows a web browser window displaying the WinSCP website. The browser's address bar shows the URL `winscp.net/eng/download.php`. The website header includes the WinSCP logo and navigation links such as "News", "Introduction", "SSH Client", "SFTP Client", "FTP Client", "Download", "Install", "Donate", "Documentation", "Guides", "F.A.Q.", "Scripting", ".NET & COM Library", "Screenshots", "Translations", "Support", "Forum", "Tracker", and "History".

The main content area is titled "WinSCP Downloads" and contains several links: "[Download WinSCP]", "[WinSCP Release Notification]", and "[Download PuTTY]". Below this is an advertisement for "Instant FTP Site" with a red arrow button. The "Download WinSCP" section lists various download options for WinSCP 5.7:

- Installation package** (5.3 MiB; 166,428 downloads to date) - This link is circled in red.
- Portable executables (4.7 MiB; 38,633 downloads to date)
- .NET assembly / COM library (4.6 MiB; 1,544 downloads to date)
- Source code (8.7 MiB; 961 downloads to date)

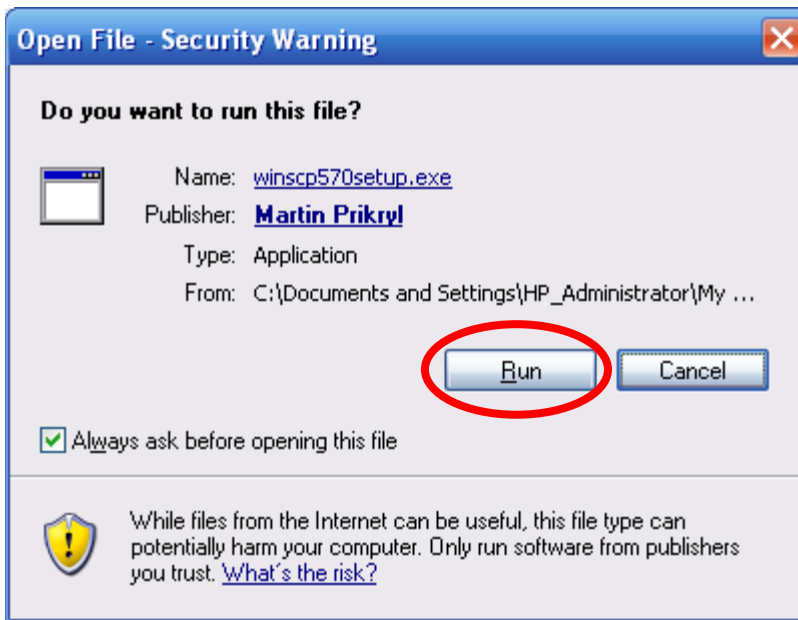
A "Released: 2015-02-20" badge is visible next to the download options. At the bottom of the page, there is a "Donate" section with a PayPal logo and price options: "\$9", "\$19", "\$49", and "\$99".

3. The following dialog box is presented:



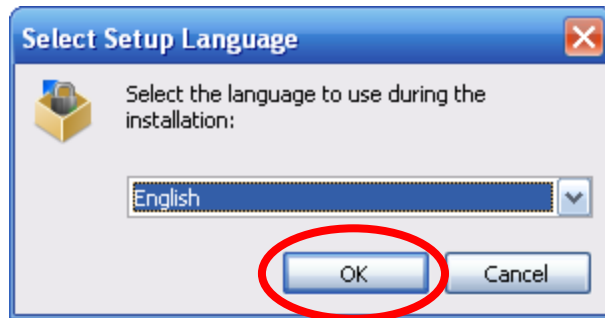
Left-click on the button labeled “Save File”. Depending on your browser, the file will be saved with other recent downloads.

4. Go to where the downloaded file was saved and double-left-click on the file to execute it.



When you receive the above security warning box, left-click on the “Run” button.

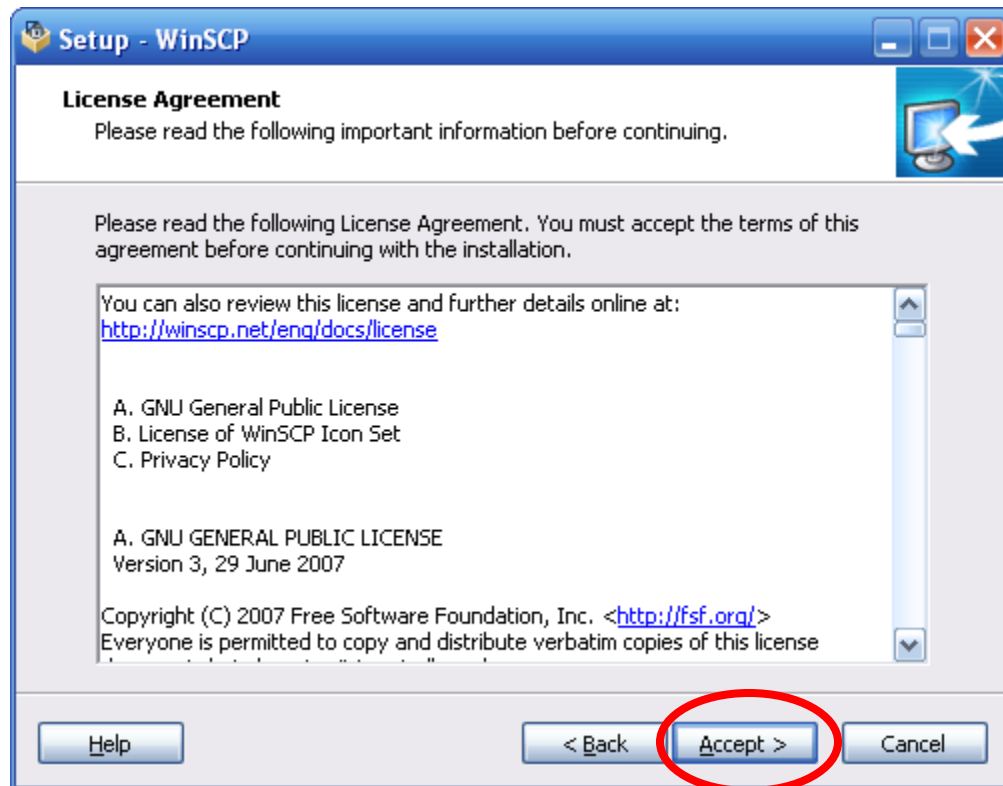
5. Choose the desired language in which the installation will be conducted in:



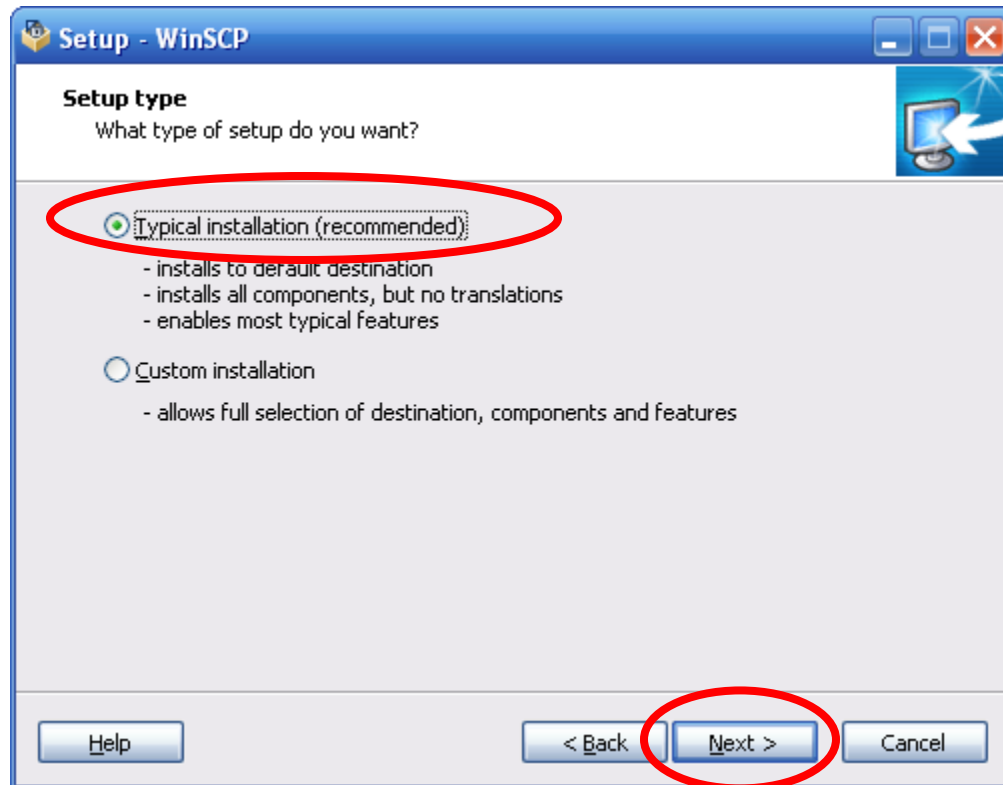
6. Left-click on the “Next >” button when the below dialog box is presented.



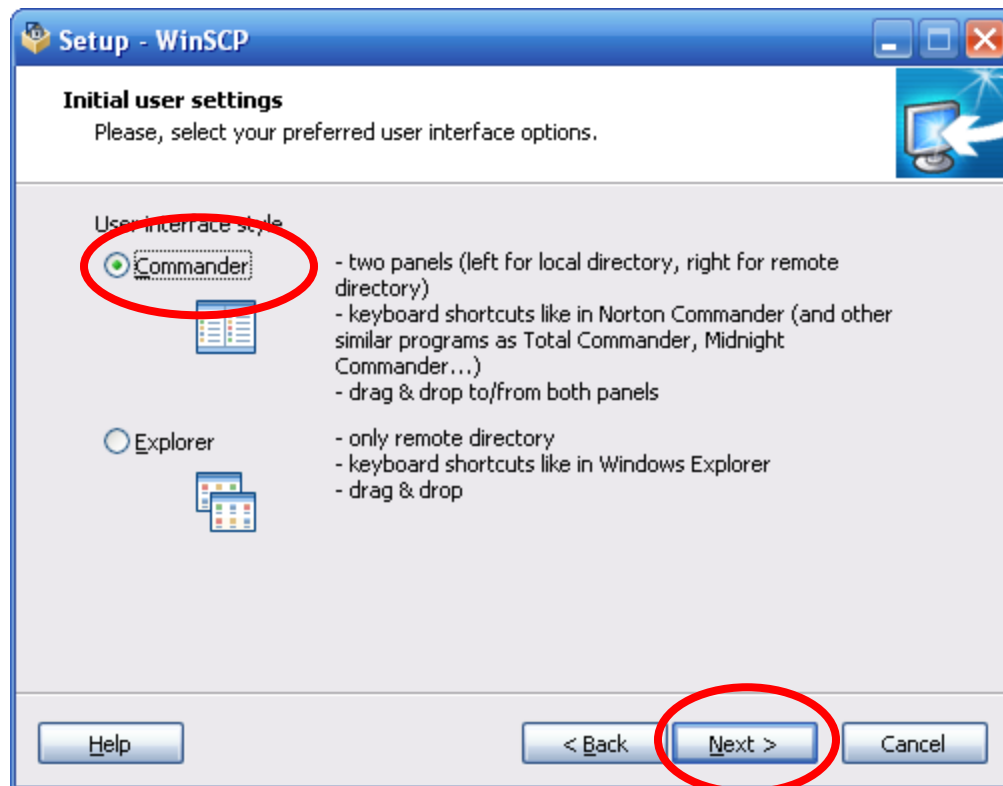
7. Read the License Agreement terms and conditions when they are displayed; left-click on the “Accept >” button if you agree to the application's terms and conditions to continue the installation process.



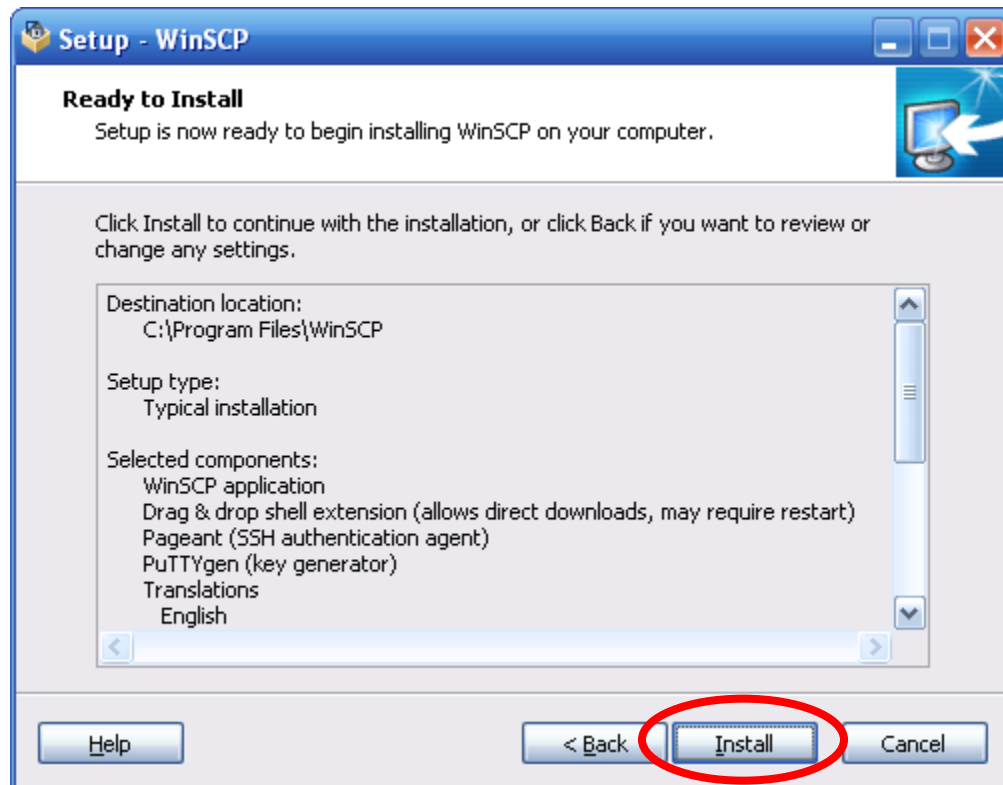
8. Consult with your IT support provider on how to continue the installation process when presented with the dialog box presented below. For this document, the “Typical installation” option will be selected as recommended by the application's publisher.



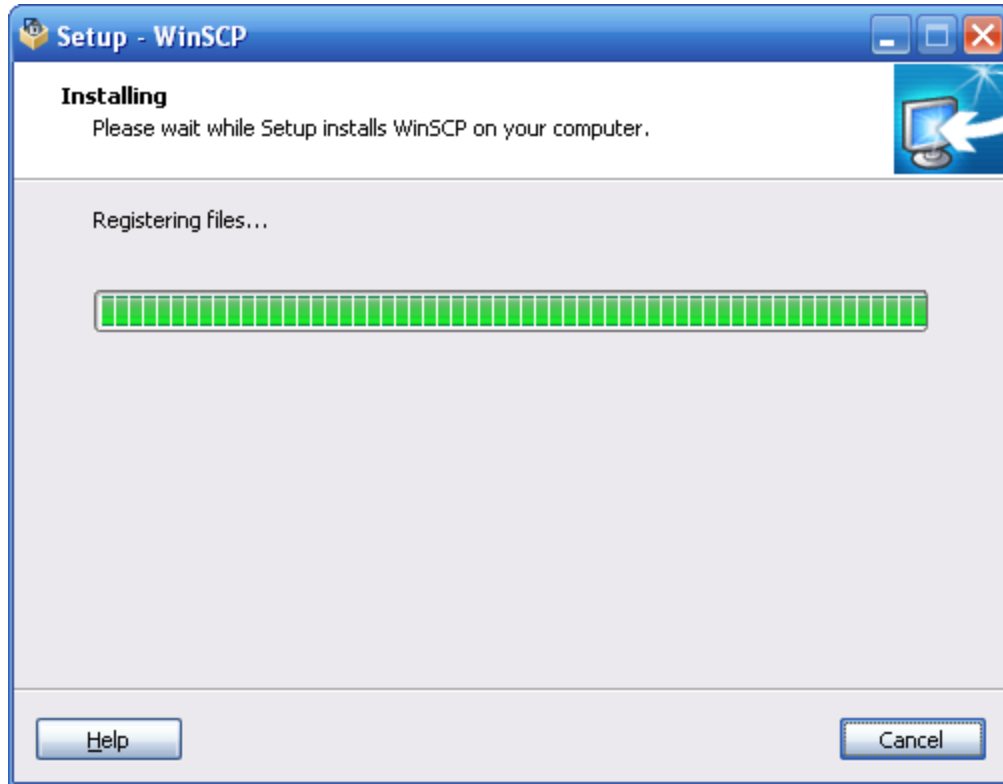
9. Pick a user interface that is to your liking; this document will use the default “Commander” style. Left-click on the “Next >” button to proceed.



10. The below screen will be presented to show how the application will be installed on the PC. Review the installation settings and consult with you IT Support Provider/Specialist if you have any questions or concerns. Installation will commence when the “Install” button is left-clicked.



11. While the application is being installed, screen(s) similar to the one shown below will be displayed:



12. When the installation process is completed, the below dialog box is displayed:

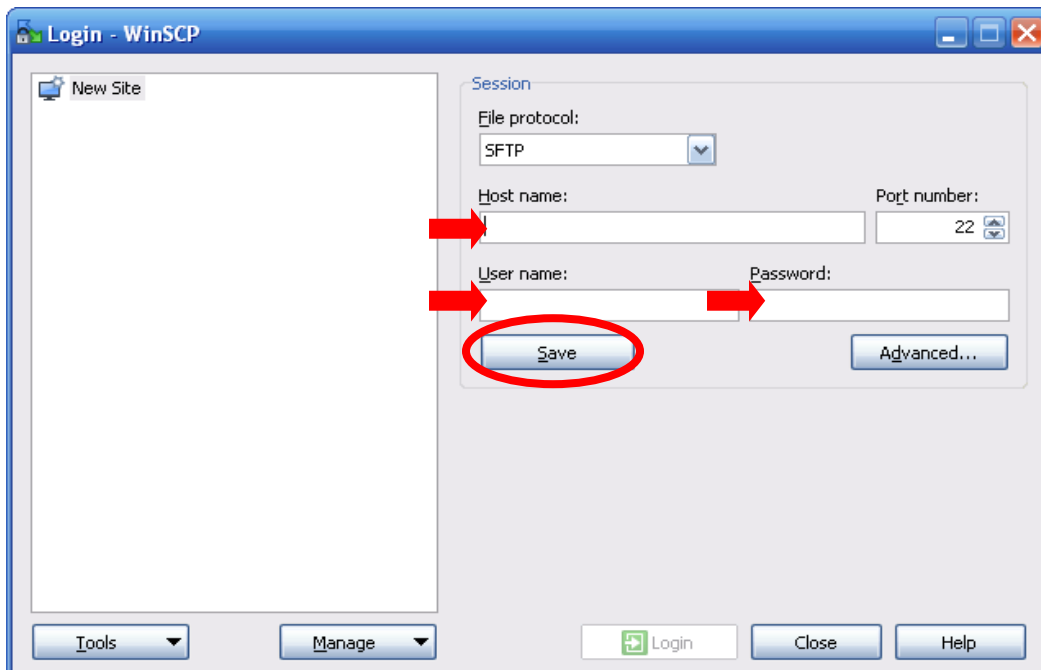


Left-clicking on the “Finish” button will complete the installation process.

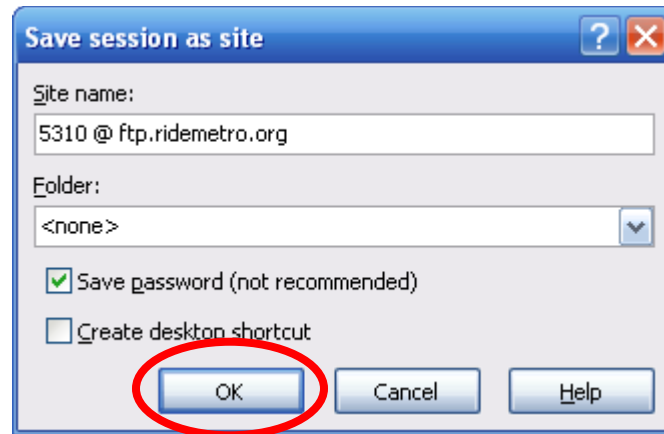
13. When the dialog box shown below is displayed immediately after the application's installation, type in the following information:

Host name: ftp.ridemetro.org
User name: **Please Contact Metro Grant Staff**
Password: **Please Contact Metro Grant Staff**

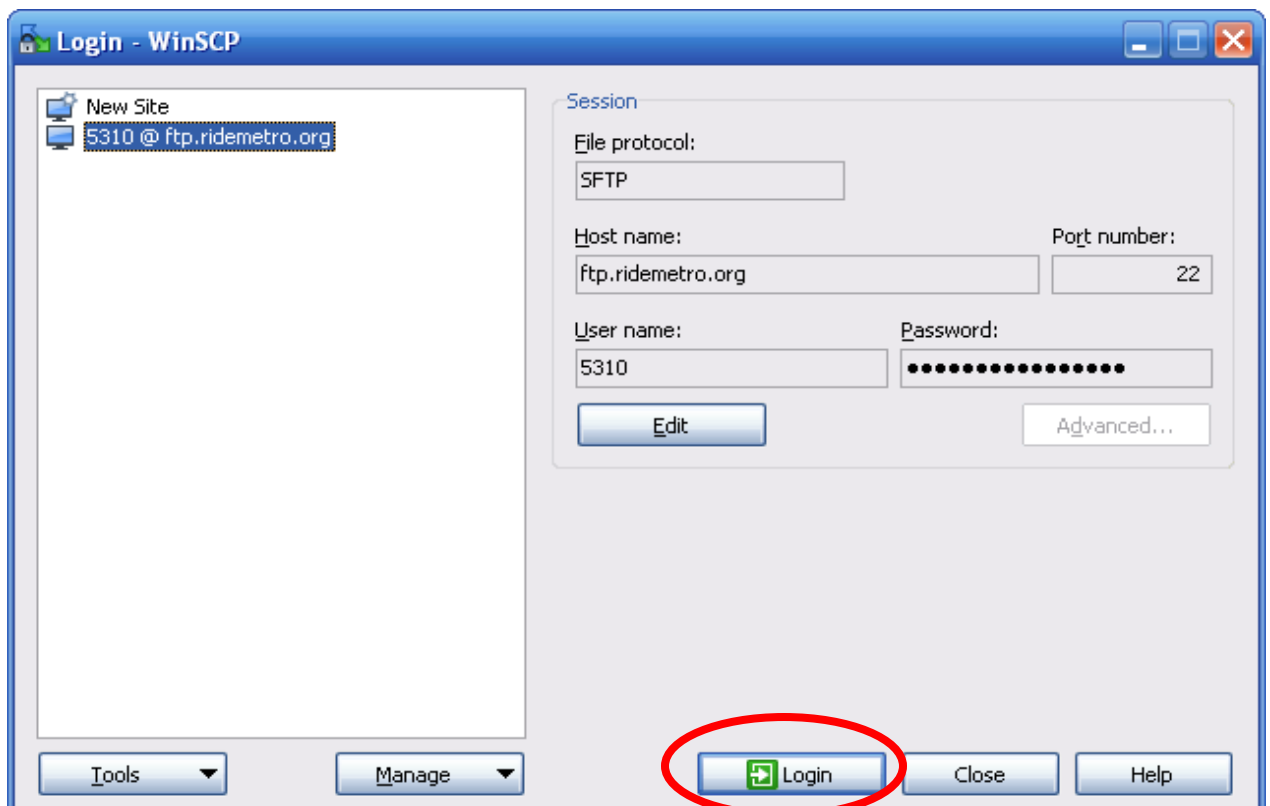
and click on the "Save" button. Note that the password is case-sensitive.



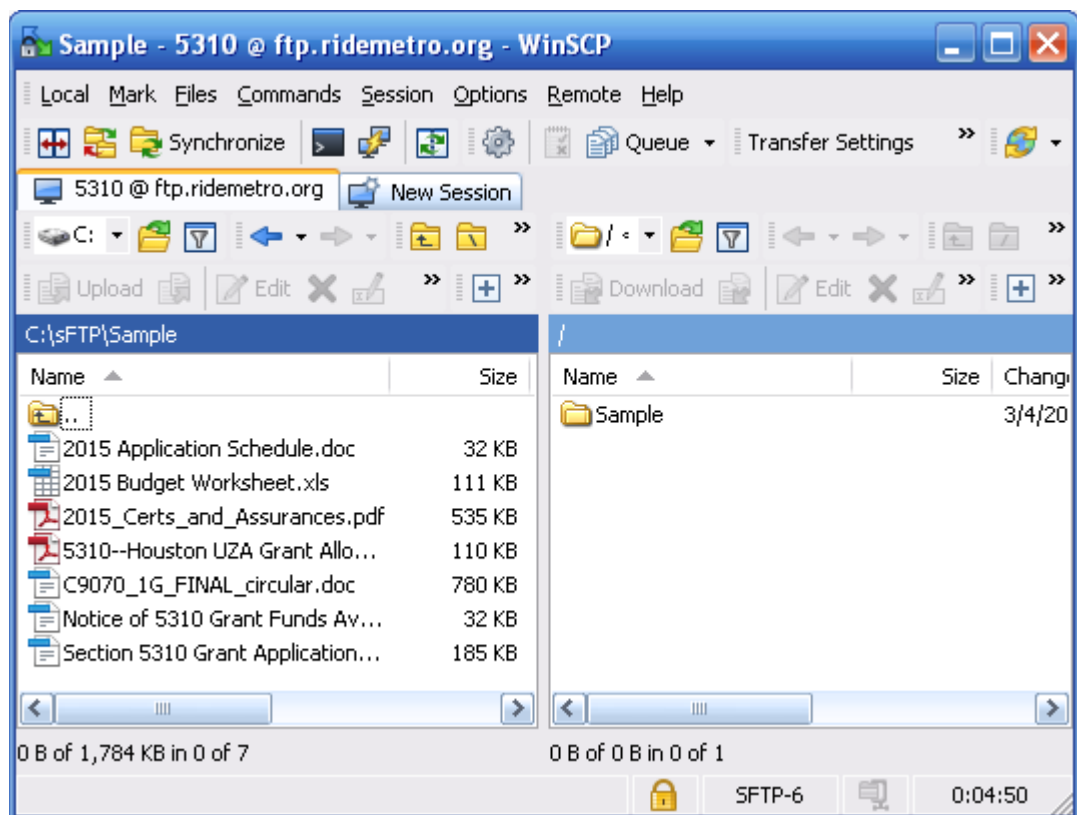
When the “Save” button is clicked, a dialog box similar to the one shown below is displayed. Key in the desired information and left-click on the “OK” button. Consult with your IT Support Specialist / Provider if you have questions on the requested information.



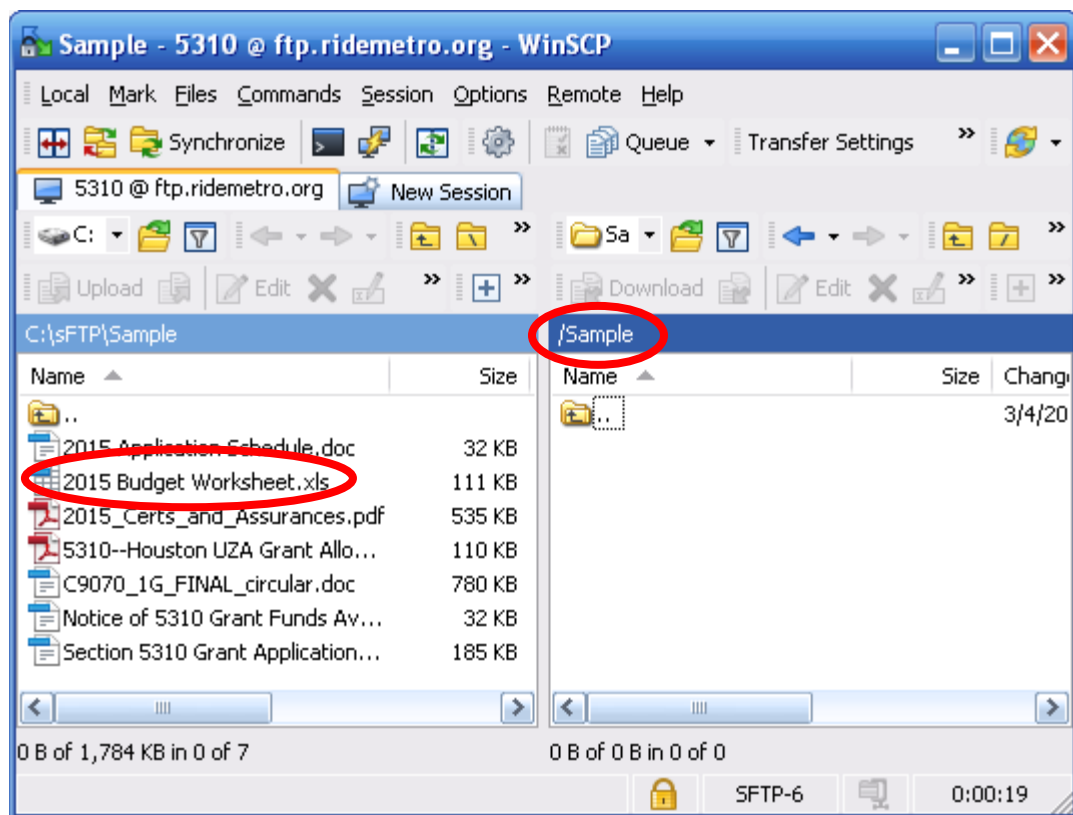
14. A screen similar to the one below will be displayed once the configuration procedure is completed. Click on the “Login” button to access the FTP site.



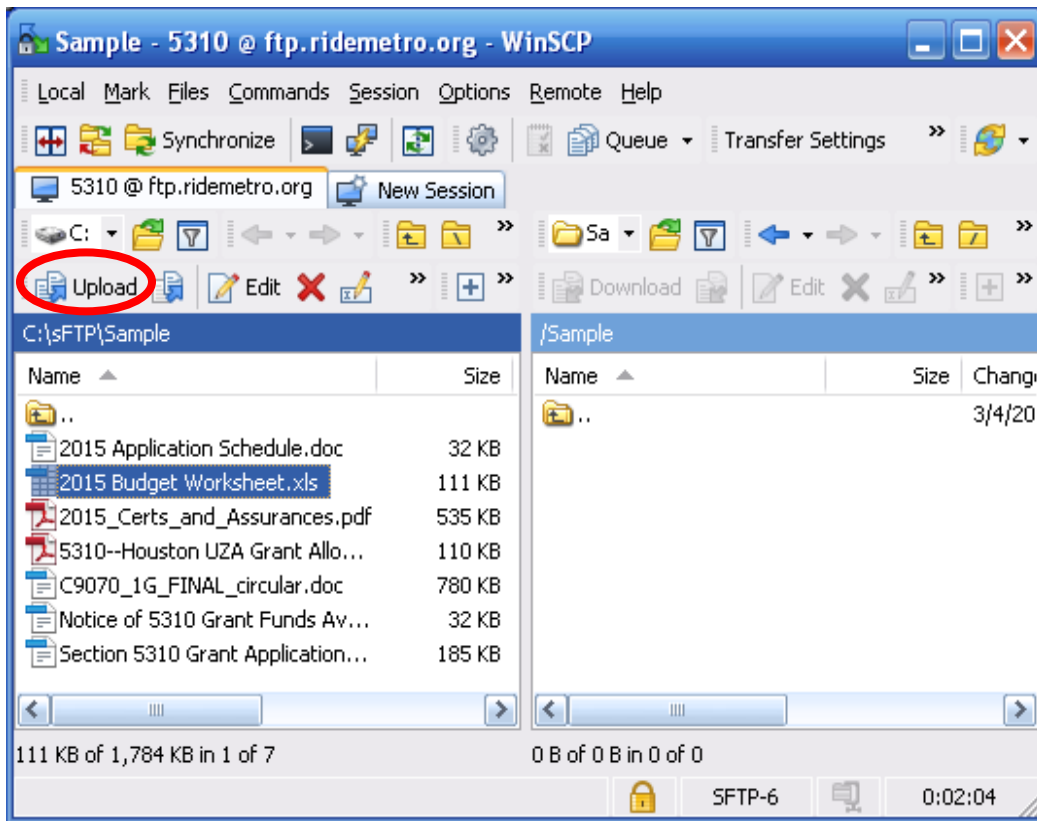
15. How to upload files: Once you log in, you will see a screen similar to the one below; on the left side are your documents and folders on your computer; on the right side are the files and folders on METRO's FTP site. You can select the folder that contains the document or documents or the files you would like to upload.



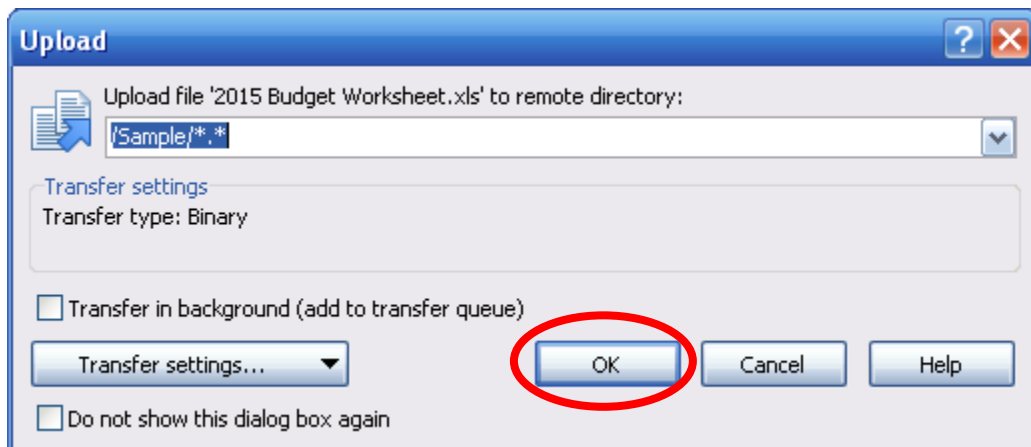
16. As shown below, you select the document(s) / folder(s) you wish to upload and then left-click the upload button in order for it to be uploaded to the right side. However, before you left-click the upload button, make sure you've selected and opened the folder on the right side where you would like to place the document(s). For this example; the file "2015 Budget Worksheet.xls" is to be uploaded into the "Sample" folder on the FTP site.



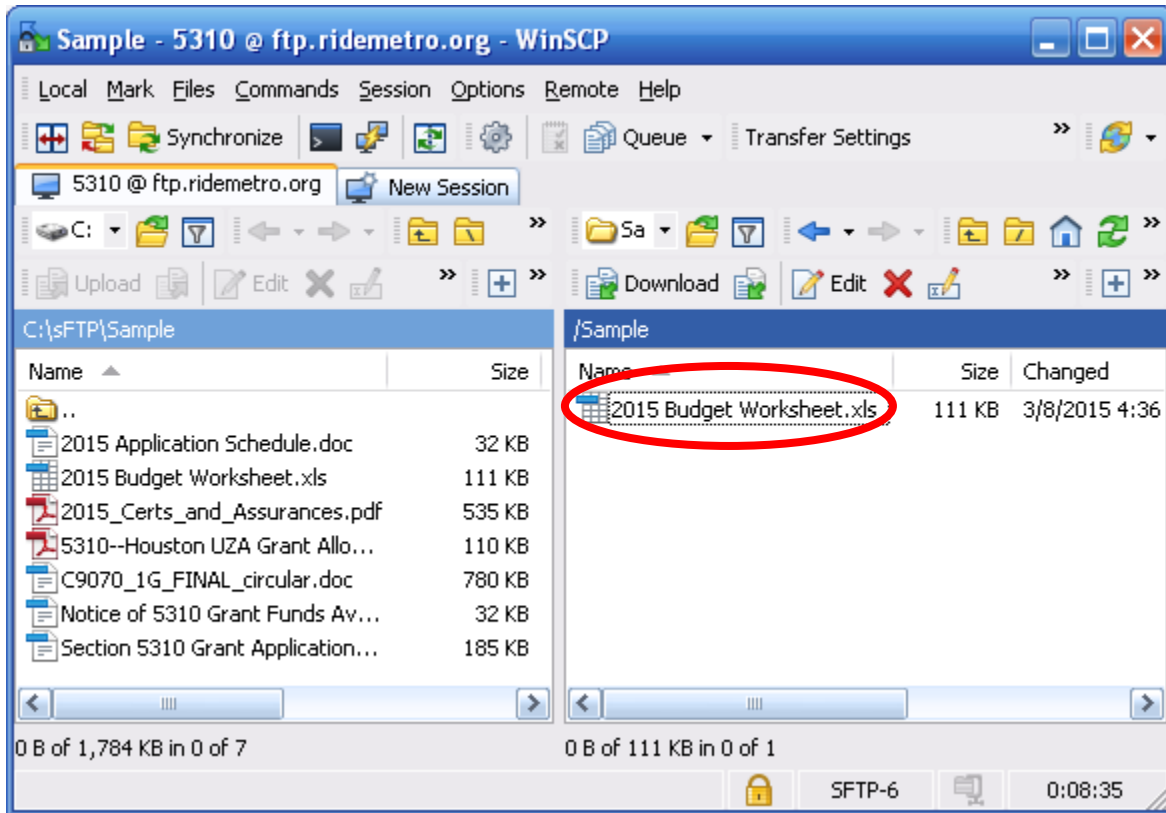
Left-click on the desired file to be uploaded (which is now highlighted), and left-click on the “Upload” button



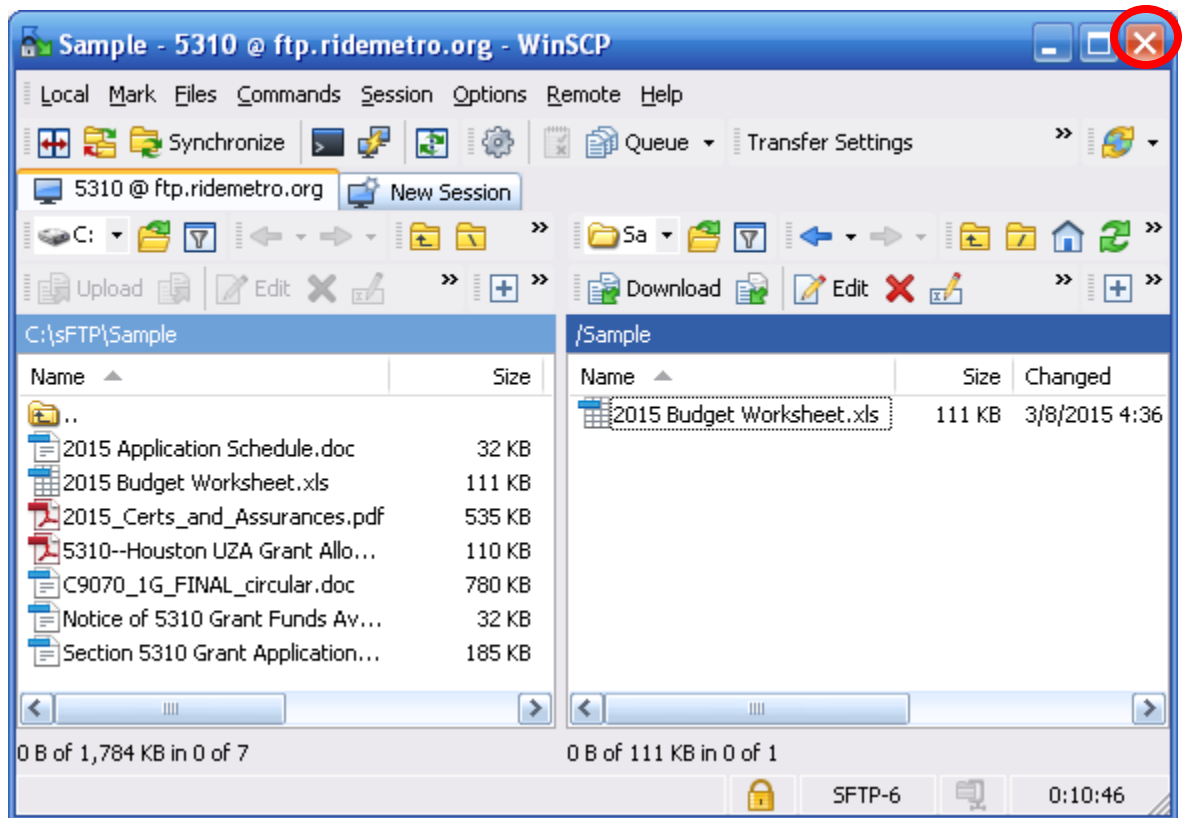
Once you select or press the upload button, you should see the screen below and you press or select OK.



17. Now you see the file was copied to the right side of the screen and you've successfully uploaded a file to the FTP Site.



18. To log out of the FTP site, simply close the web browser window by left-clicking on the “X” button on the upper right of the window.



19. After left-clicking on the “X” button, the dialog box below is presented. Left-click on the “OK” button to end the WinSCP session.

