

FTP Instructions

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Intended Audience:

These general instructions are intended to guide participating personnel in the IMAGE-HF project, which are charged with transferring image data from imaging sites to QA labs. These may include:

- Research coordinators
- Research support staff
- IT staff

Background

FTP (File Transfer Protocol) is an open protocol for transferring files between a client and a server over the internet. FTPS (FTP Secure) adds a level of encryption, so that data transfer is secure over the Internet. All FTP servers in the IMAGE-HF are secure, but for brevity this document uses the FTP term.

- Each QA lab will offer an FTP server.
- Each imaging site will transfer data to the server using an FTP client.

A list of FTP servers for each modality and indication follows, along with designated account managers.

Std	Modality	Indication	QA Lab	FTPS Address/URL	Port	Account manager
1A	PET,SPECT	Ischemia	UOHI	ftp.ottawaheart.ca	22	1
	PET,SPECT	Viability	UOHI	ftp.ottawaheart.ca	22	1
	CMRi	Ischemia	London	aqnet001.imaging.robarts.ca	22	2
	CMRi	Viability	London	aqnet001.imaging.robarts.ca	22	2
1B	Echo	Non-ischemics	UOHI	ftp.ottawaheart.ca	22	1
	CMRi	Non-ischemics	Edmonton	files.med.ualberta.ca	22	3
1C	CTA	Anatomy	UOHI	ftp.ottawaheart.ca	22	1
	ICA	Anatomy	Montreal	TBD		
2A	CMRi	Scar_CRT	London	aqnet001.imaging.robarts.ca	22	2

FTP account managers:

- 1) Ran Klein - rklein@ottawaheart.ca
- 2) Jeremy Langohr - jlangohr@robarts.ca
- 3) Lloyd Welch - lloyd.welch@ualberta.ca or Trevor Silvey - trevor.silvey@ualberta.ca
- 4) TBD

Configuring an FTP Client

There are many free FTP clients available for download and installation. They vary slightly, but are generally similar. Your organization may already have a preferred FTP client. This SOP will demonstrate installation, configuration, and transfer using CoreFTP Lite Edition (<http://www.coreftp.com/>) which is free and offers a wide range of FTP protocols.

Preparations

Administrator rights: Note that you may need administrator rights to the computer that CoreFTP will be installed on. If you do not have administrator rights, or are not sure, you may need to contact the person responsible for the computer and/or your IT department.

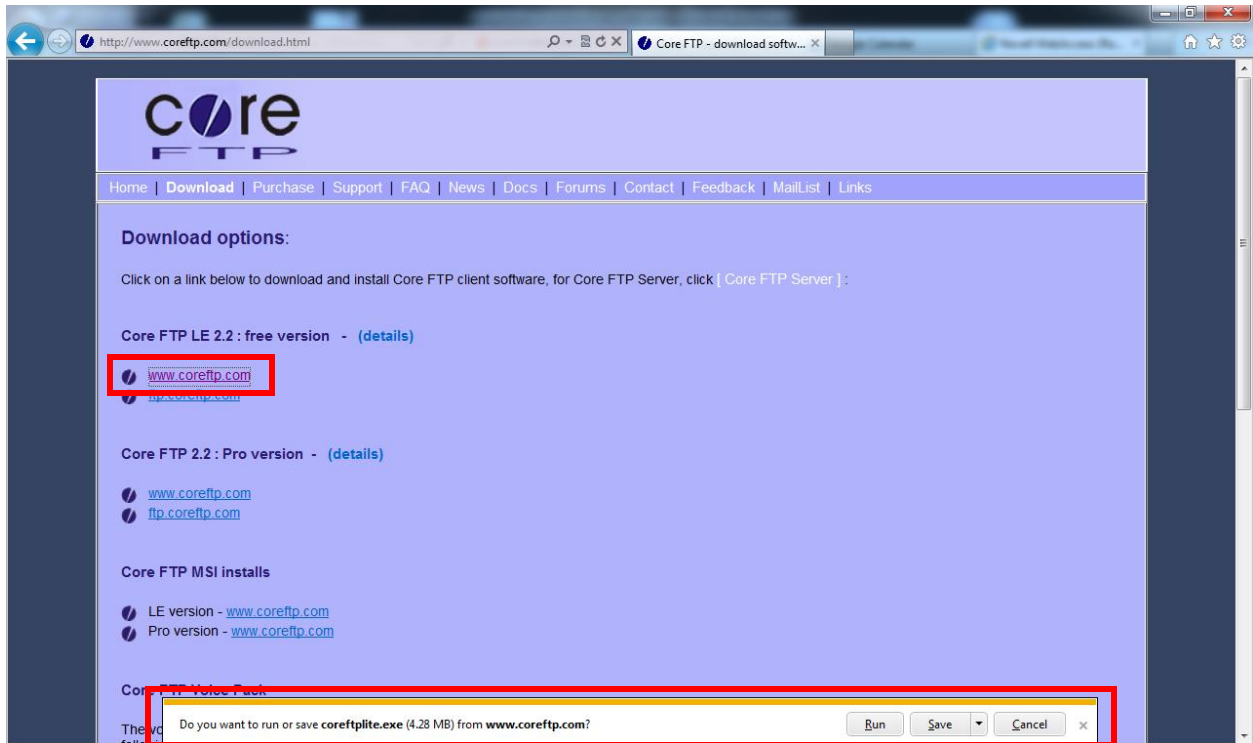
Download and Installation

1. Go to the CoreFTP website and click on the Download link.

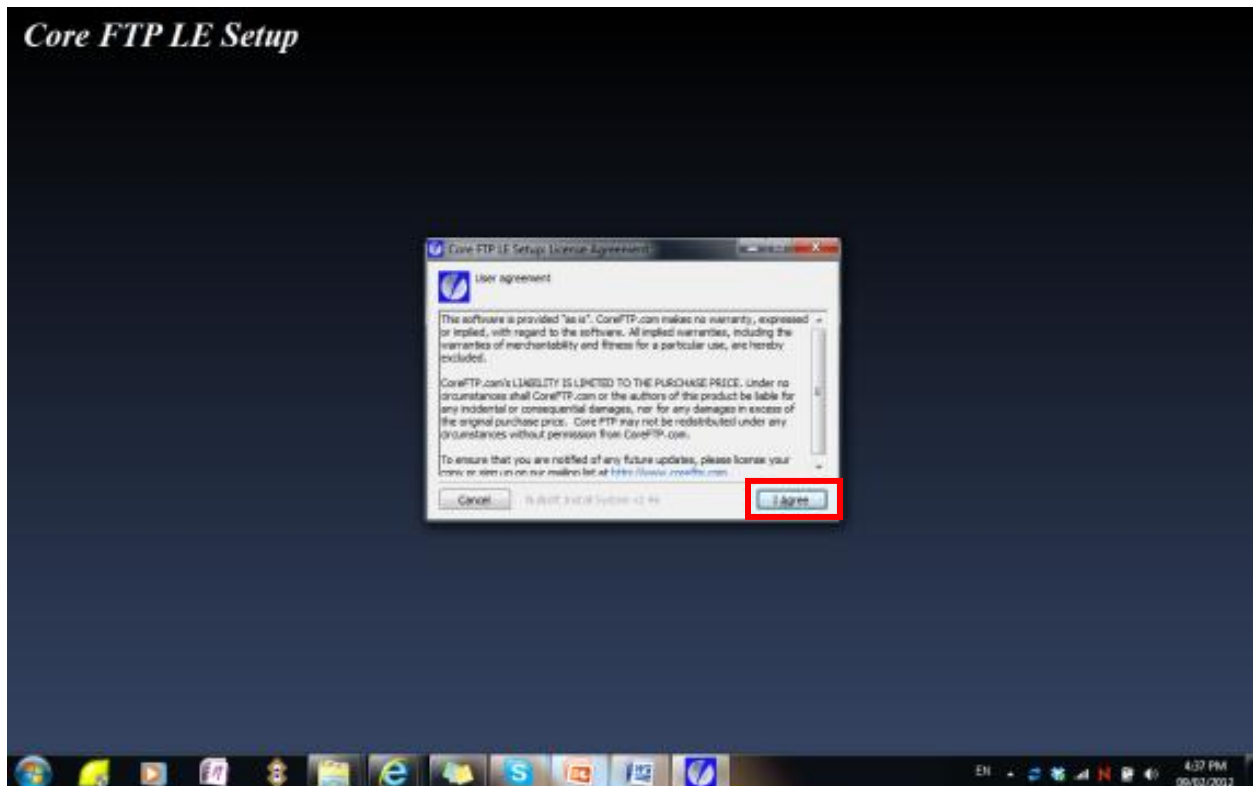


2. Download CoreFTP LE 2.2 from the listed site and then select *Run* from the browser query.

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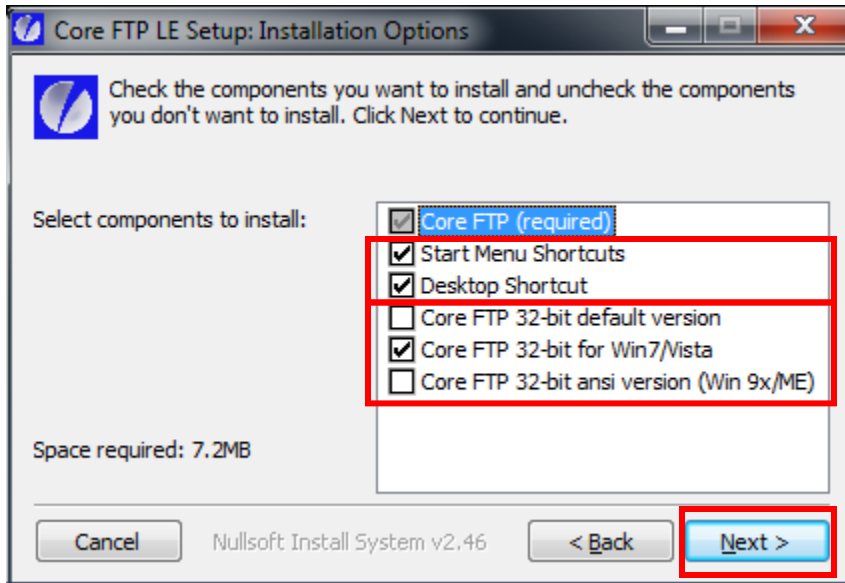
3. Once the download is complete, the installation program should start automatically with the following screen. Click / Agree on the license terms to continue.



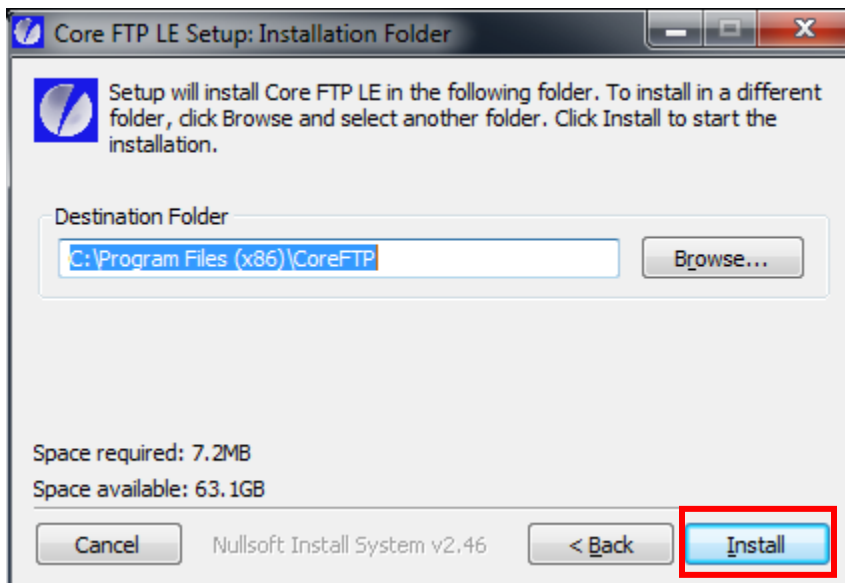
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4. Select the installation parameters including
 - a. where to create shortcut icons (top)
 - b. the operating system you are using (bottom)

and click *Next*

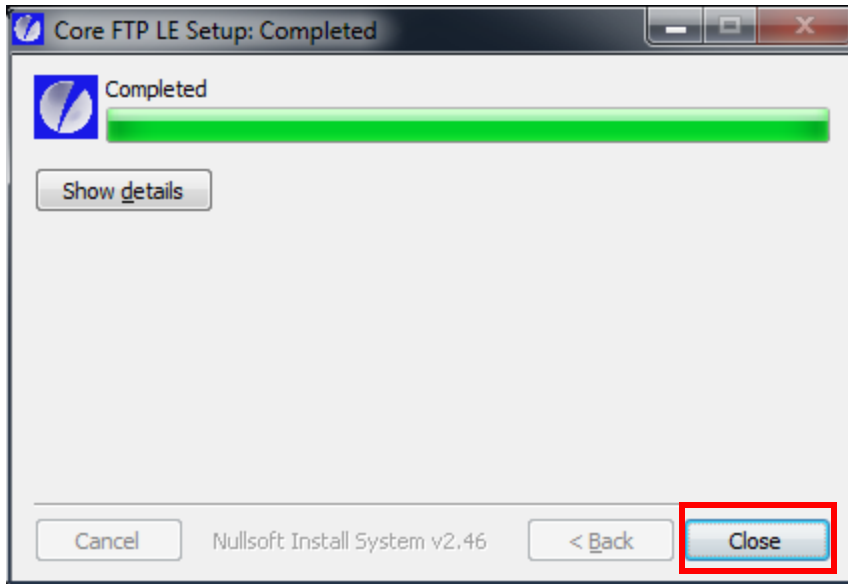


5. Select where to install CoreFTP (the default location is recommended) and click *Install*.



6. The progress bar will continue until completion and then click *Close*.

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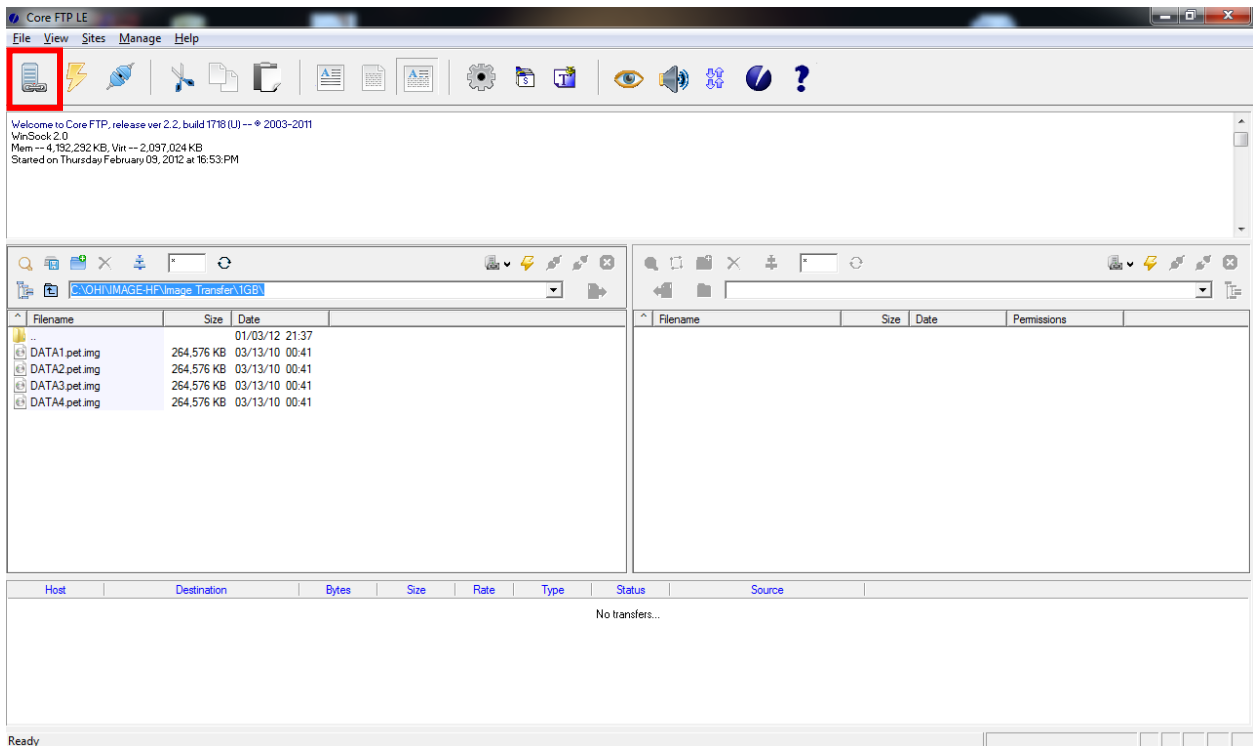


Configuring and SFTP Server Connection

1. Start CoreFTP Lite by clicking on the shortcut icon.



2. Click on the Site Manager button to configure FTPS sites.

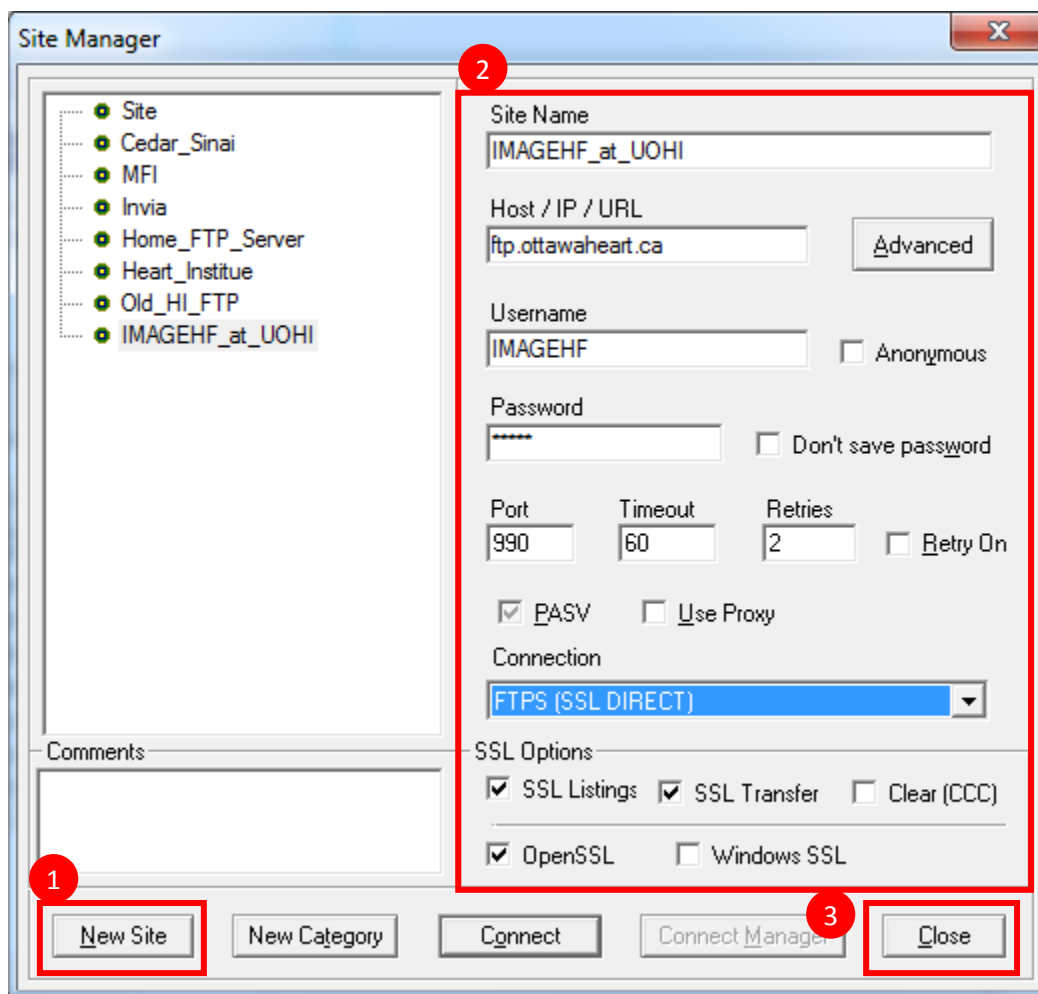


3. In the Site Manager click the *New Site* button and then enter the site information including:

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- a. *Site Name* – A name of your choice that identifies the site to you.
- b. *Address (Host/IP/URL)* – the internet address to the FTP server provided to you.
- c. *Username* – the username provided to you.
- d. *Password* – the password provided to you.
- e. *Don't save password* – You may choose not to save the password if the computer is shared and keeping the password in not safe. You will be asked for the password each time you connect to the server.
- f. *Port* – the port number provided to you.
- g. *Connection* – the connection type provided to you, along with any other specific connection parameters.

And click *Close*.

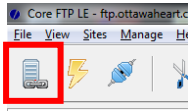


Using the FTP Client

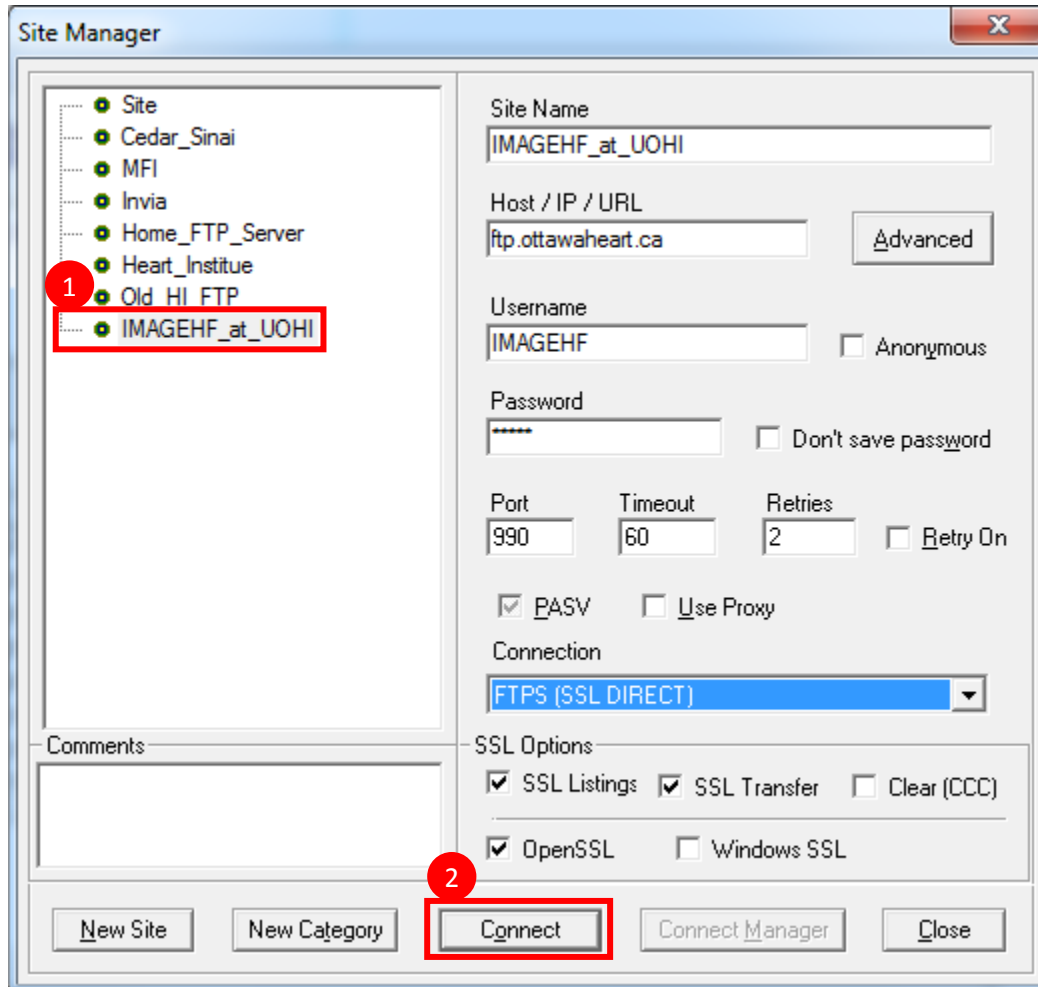
Connecting to an FTP Server

1. Click on the Site Manager button.

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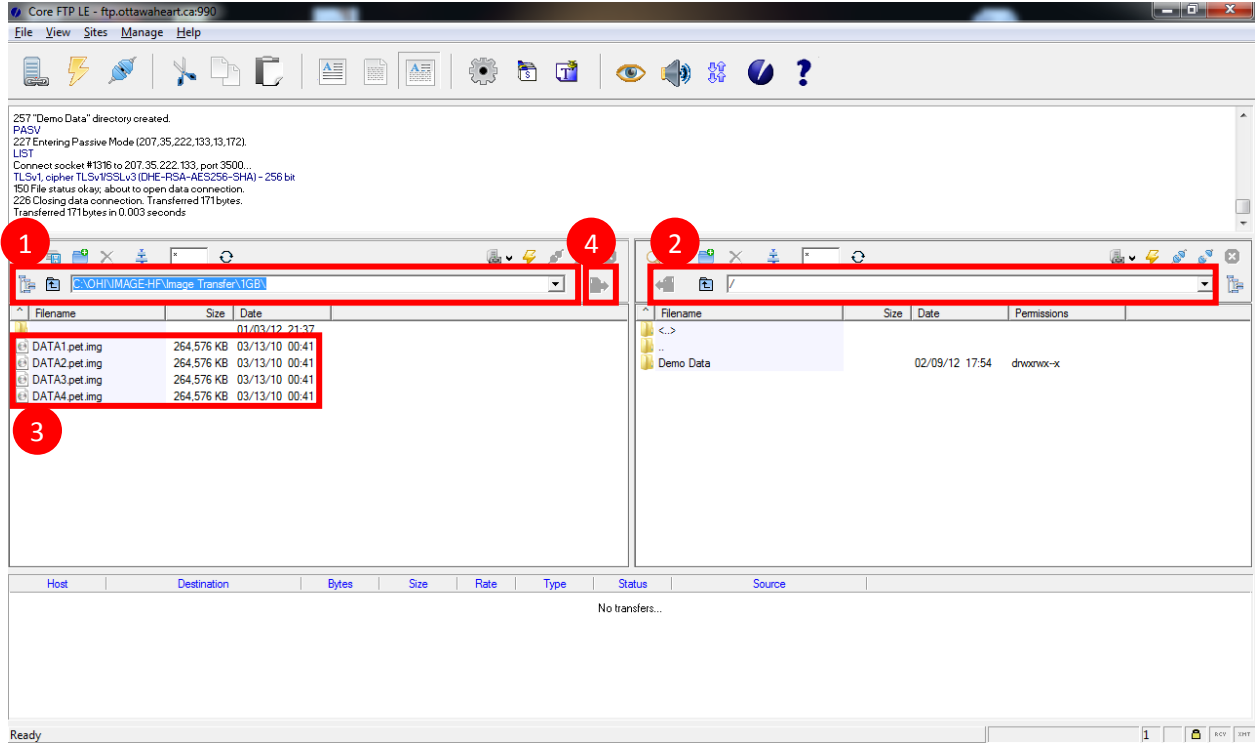
2. Select the server you wish to connect to and click the *Connect* button.



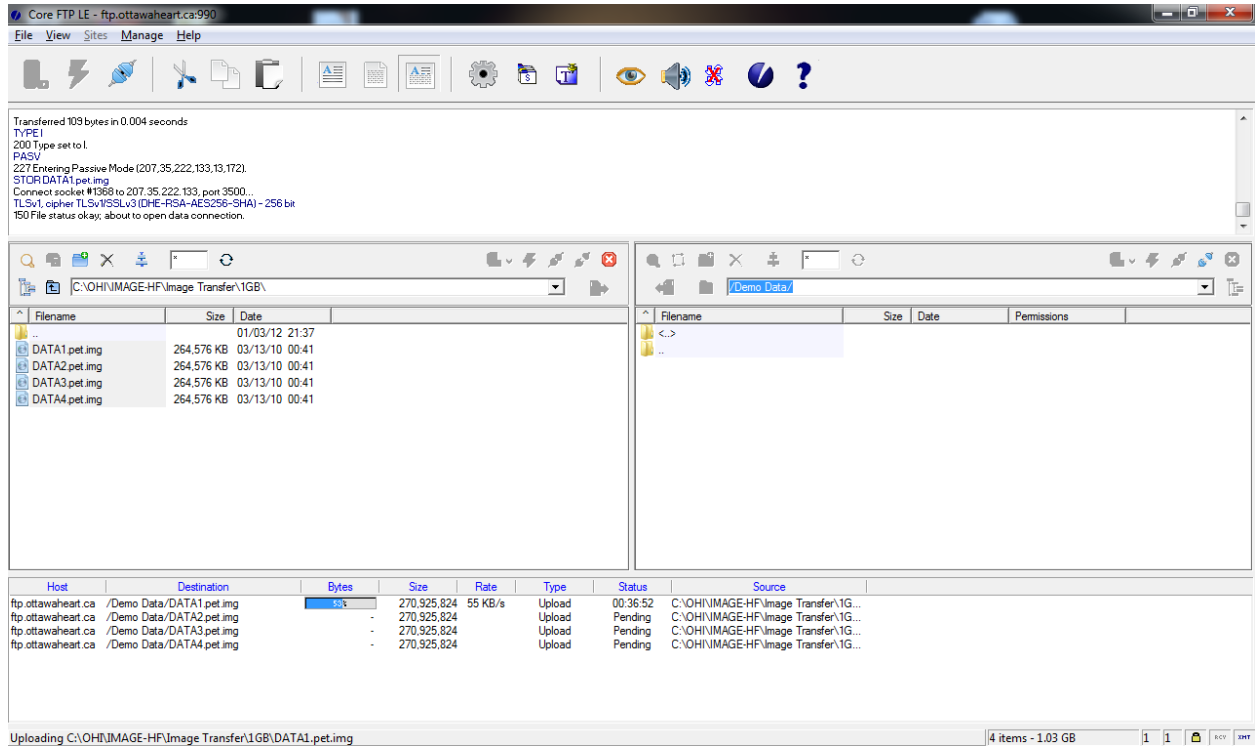
Uploading data to the Server

1. Browse to the local directory with the data you wish to upload.
2. Browse to the server directory in which you wish to place the data (you can also create a new directory).
3. Select the files/directories you wish to transfer.
4. Start the transfer process.

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5. A list of the files to transfer and the progress is displayed in the queue tab on the bottom. Do not close CoreFTP until the transfer is completed.



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Downloading data from the Server

1. Browse to the server directory with the data you wish to download.
2. Browse to the local directory in which you wish to place the data (you can also create a new directory).
3. Select the files/directories you wish to transfer.
4. Start the transfer process.
5. A list of the files to transfer and the progress is displayed in the queue tab on the bottom. Do not close CoreFTP until the transfer is completed.