

SCDOT FTP Server User Guide

The new SCDOT File Transfer (FTP) solution allows SCDOT employees or customers to upload/download data using either a desktop installed software or a web browser interface. The desktop client can be easily installed on your workstation or laptop by placing a Help Desk Ticket.

Client Installed Software Interface

The client installed software can only be installed on an SCDOT device. There are no size and count limits when using the client software. Data uploaded/downloaded using the client interface will be retained for 32 days.

Web Browser Interface

The web browser interface can be used from any internet connected device within SCDOT or outside of SCDOT's network. This method limits the data size to 2GB per file and the data count to 5 per upload attempt. Internet Explorer 8 or higher is the recommended browser. Data uploaded/downloaded using the web interface will be retained for 32 days.

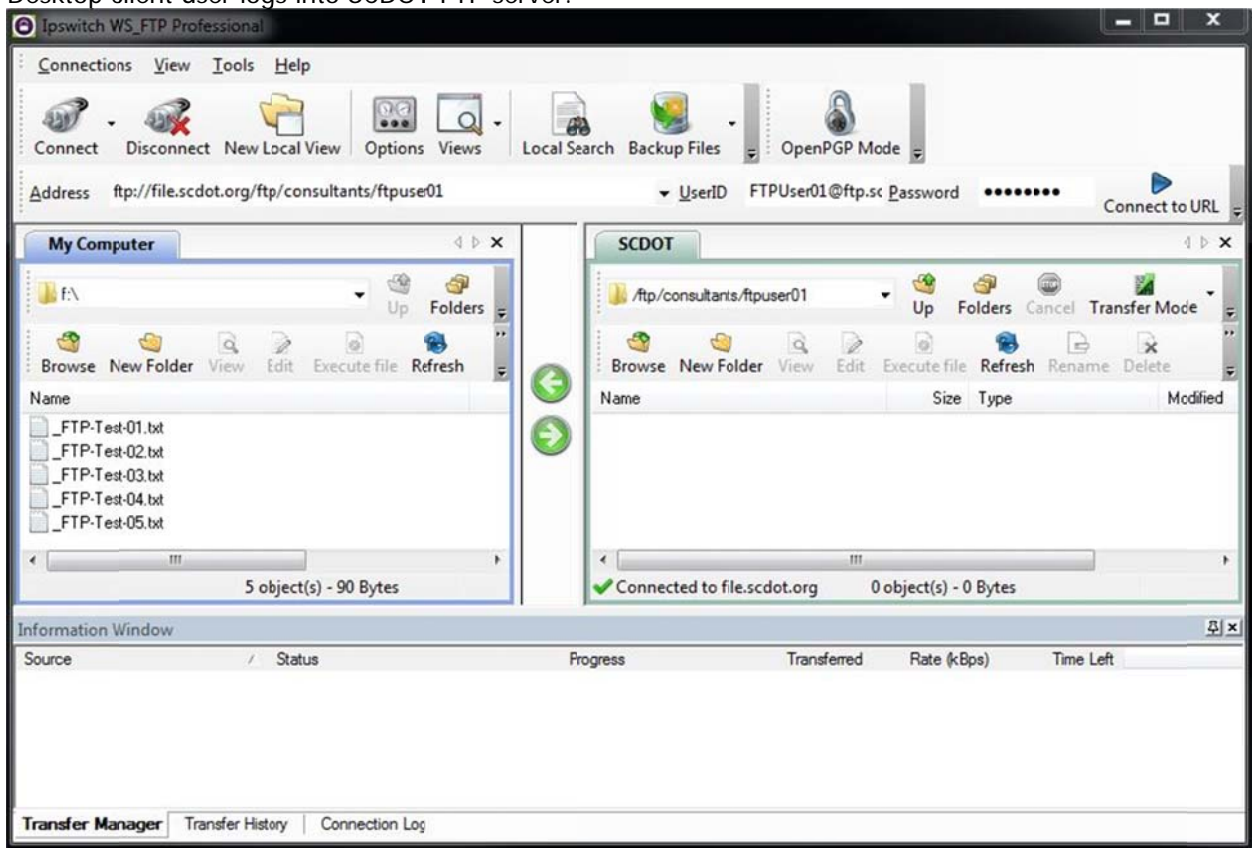
Visit <https://file.scdot.org/thinclient> to access the FTP web interface.

The SCDOT FTP Server User's Guide provides descriptions and screen shots of a desktop client user and a web client user. Contact the Help Desk for additional information or to request an SCDOT FTP account.

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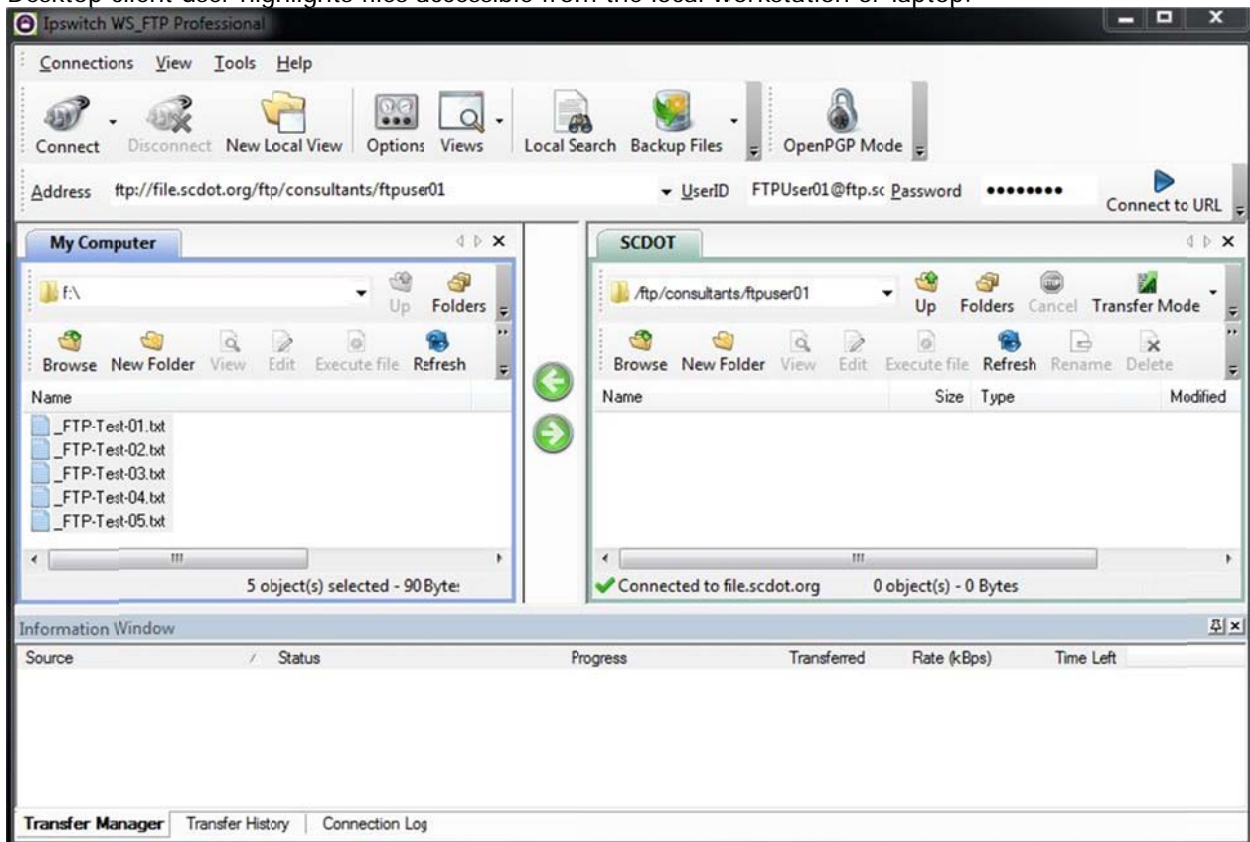
Desktop/Laptop Client Access

Desktop client user logs into SCDOT FTP server.



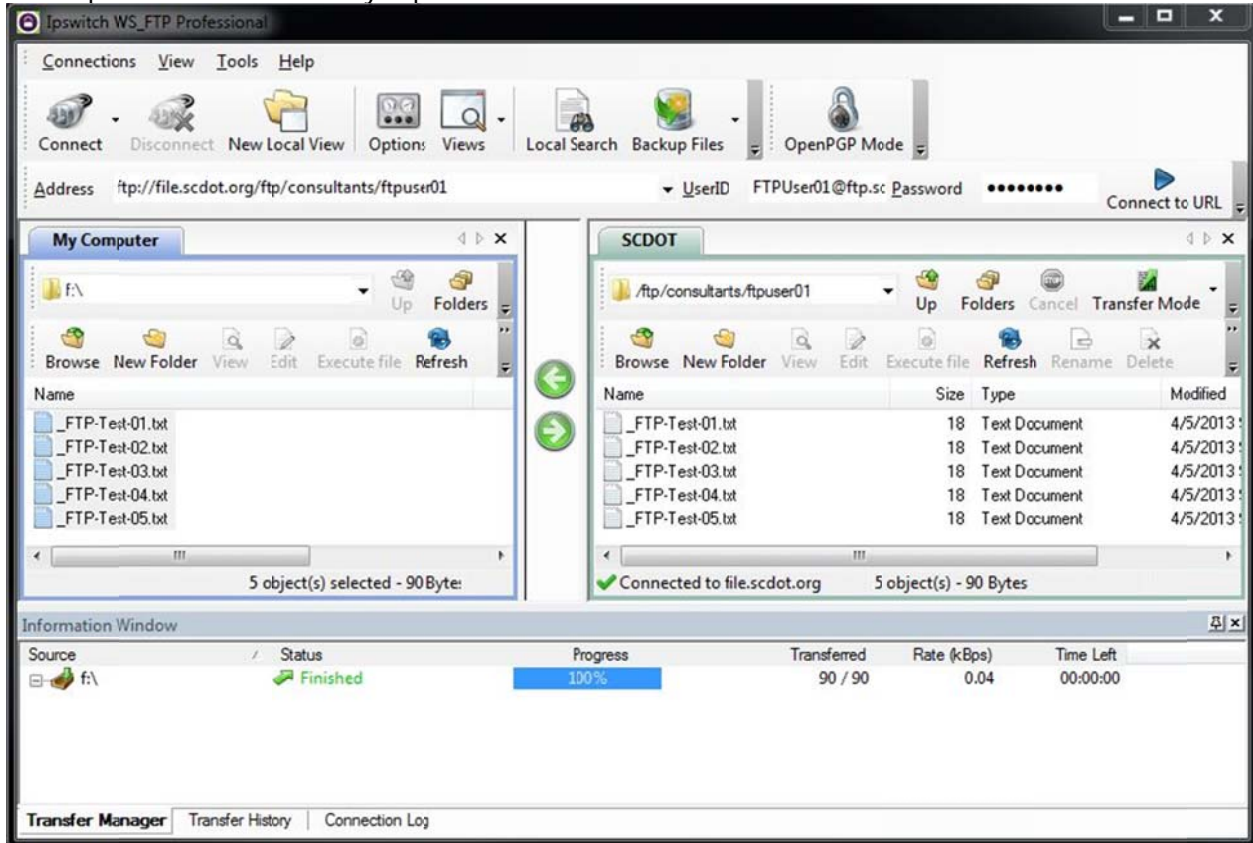
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Desktop client user highlights files accessible from the local workstation or laptop.



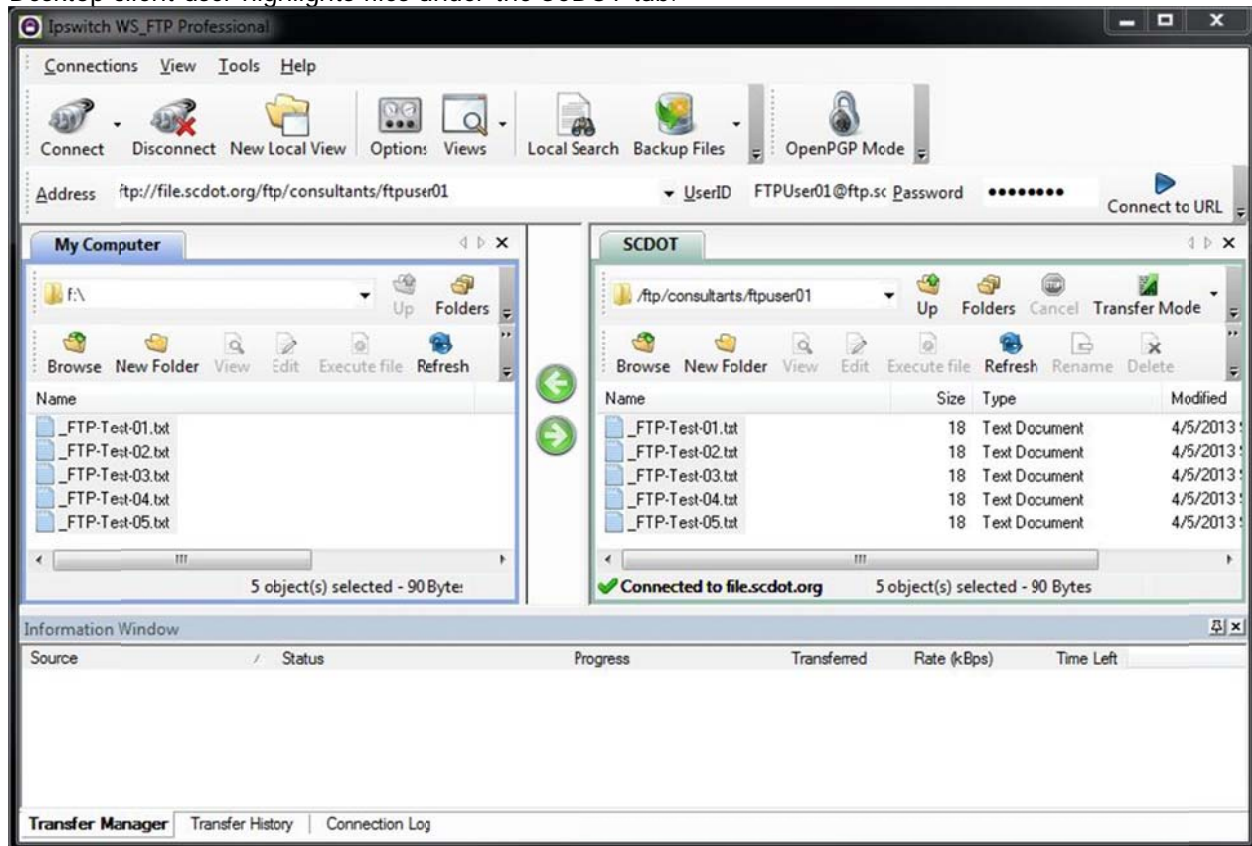
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Desktop client user successfully copies files to the SCDOT FTP Server.



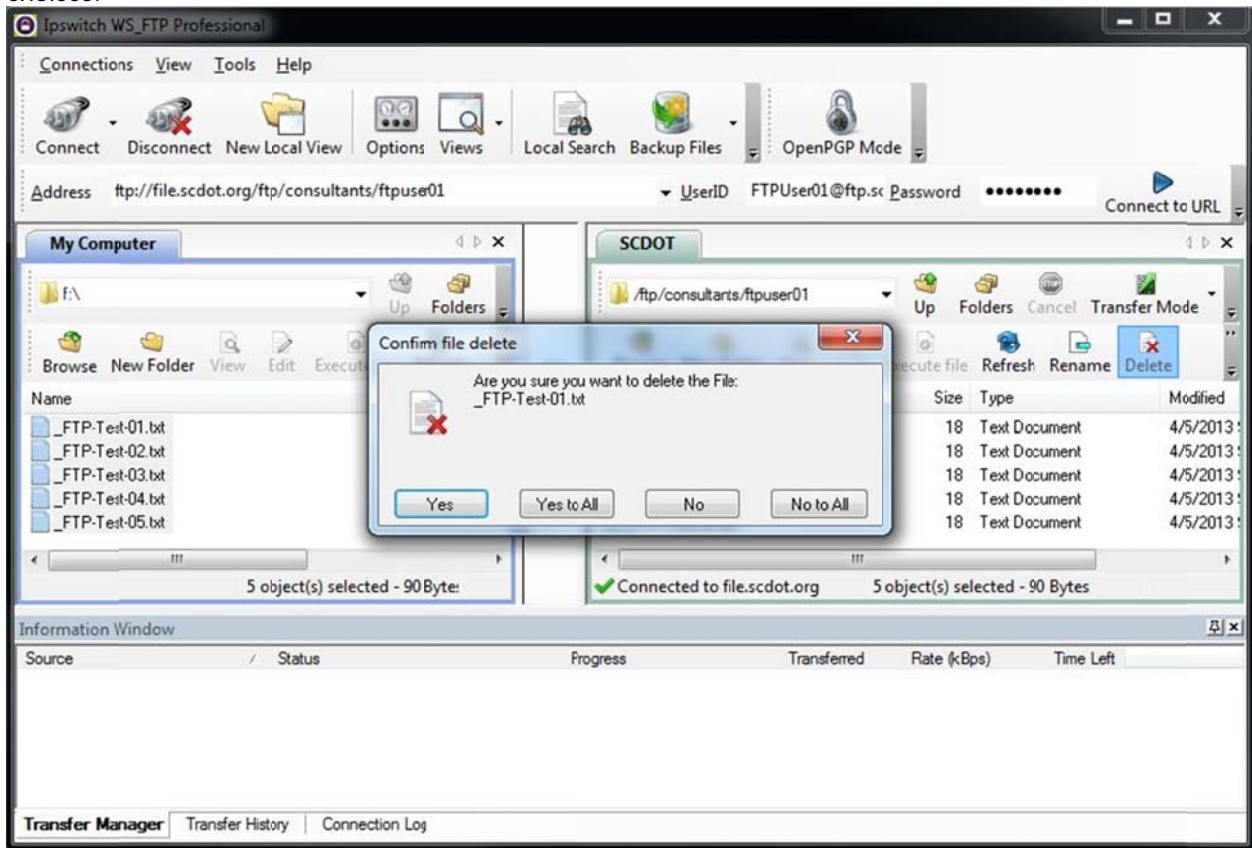
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Desktop client user highlights files under the SCDOT tab.



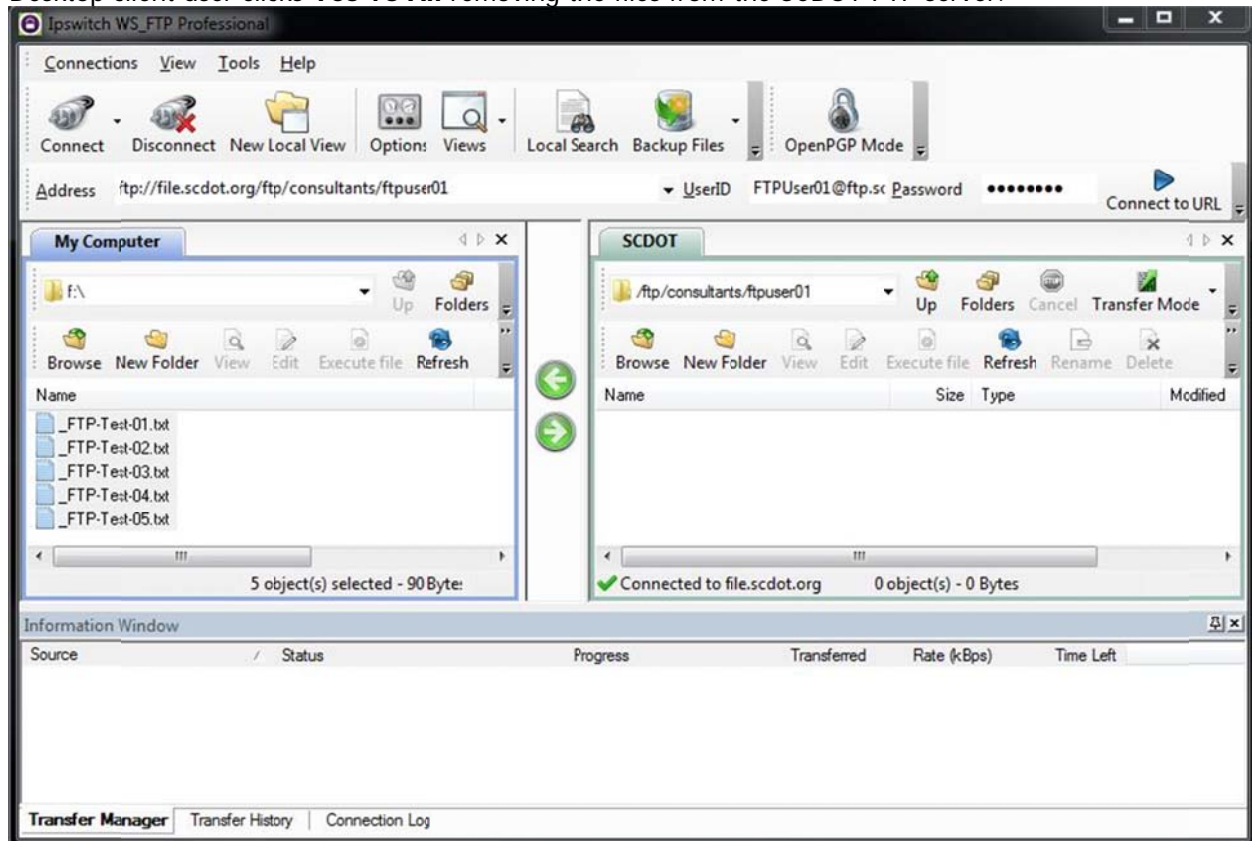
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Desktop client user clicks delete under the SCDOT tab after highlighting the files and is prompted with choices.



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Desktop client user clicks **Yes To All** removing the files from the SCDOT FTP server.



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Web Client Access

The web client offers flexibility when away from the office to upload up to 5 documents, files, and images at one time. Each document, file, and/or image can be up to 2GB in size. Using a web browser, visit <https://file.scdot.org/thinclient/> and the login screen will appear. It is recommended that Internet Explorer 8 or higher be used.

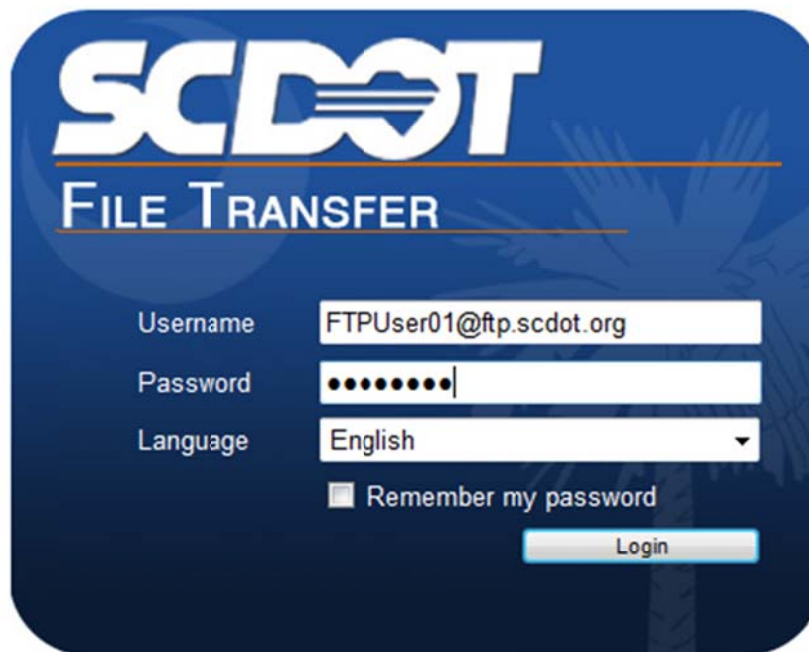
Web client user visits <https://file.scdot.org/thinclient/>.



The image shows a login interface for the SCDOT File Transfer web client. The background is dark blue with a faint palm tree pattern. At the top, the SCDOT logo is displayed in white, with the text "FILE TRANSFER" below it. The login form includes three input fields: "Username", "Password", and "Language" (set to "English"). There is a checkbox for "Remember my password" and a "Login" button.

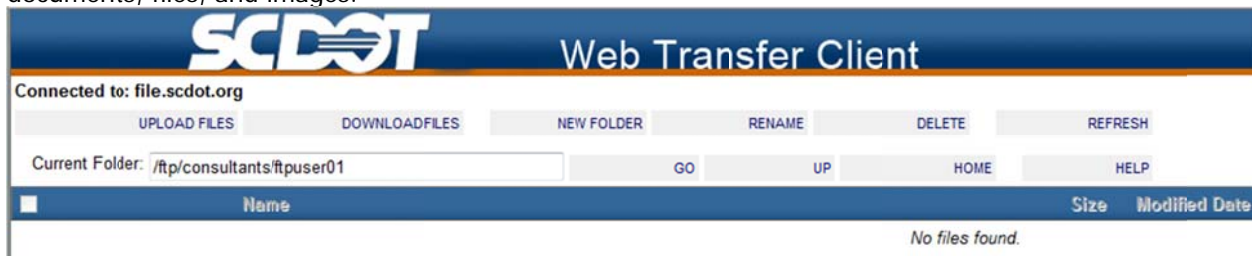
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Web client user enters username and password and clicks the login button.



The image shows a login form for the SCDOT File Transfer web client. The form is set against a dark blue background with the SCDOT logo at the top. Below the logo, the text "FILE TRANSFER" is displayed. The form includes three input fields: "Username" with the value "FTPUser01@ftp.scdot.org", "Password" with masked characters, and "Language" with a dropdown menu set to "English". There is a checkbox labeled "Remember my password" and a "Login" button at the bottom right.

Web client user successfully logs in and sees the easy to use navigation buttons to upload/download documents, files, and images.



The image shows the SCDOT Web Transfer Client interface. At the top, the SCDOT logo and the text "Web Transfer Client" are displayed. Below this, the connection status is shown as "Connected to: file.scdot.org". A row of navigation buttons includes "UPLOAD FILES", "DOWNLOADFILES", "NEW FOLDER", "RENAME", "DELETE", and "REFRESH". Below these buttons, the "Current Folder" is displayed as "/ftp/consultants/ftpuser01", with "GO", "UP", "HOME", and "HELP" buttons. At the bottom, there is a table header with columns for "Name", "Size", and "Modified Date". The text "No files found." is displayed below the table header.

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Web client user clicks the **upload files** button from the previous screen and is able to upload up to 5 documents, files, and images at one time. Each document, file, or image cannot be larger than **2GB**.

UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **2048 MB**.
The Files will be uploaded to **"/ftp/consultants/ftpuser01"** Folder.

Overwrite selected Files on the server

File 1:

File 2:

File 3:

File 4:

File 5:

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Web client user has selected **5** different files each less than **2GB** in size to be uploaded.

UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **2048 MB**.
The Files will be uploaded to **"/ftp/consultants/ftpuser01"** Folder.

Overwrite selected Files on the server

File 1:

File 2:

File 3:


File 4:

File 5:

Web client user successfully uploads data.






SCDOT Web Transfer Client

Connected to: file.scdot.org

 **File upload completed successfully**
-_FTP-Test-01.txt
-_FTP-Test-02.txt
-_FTP-Test-03.txt
-_FTP-Test-04.txt
-_FTP-Test-05.txt

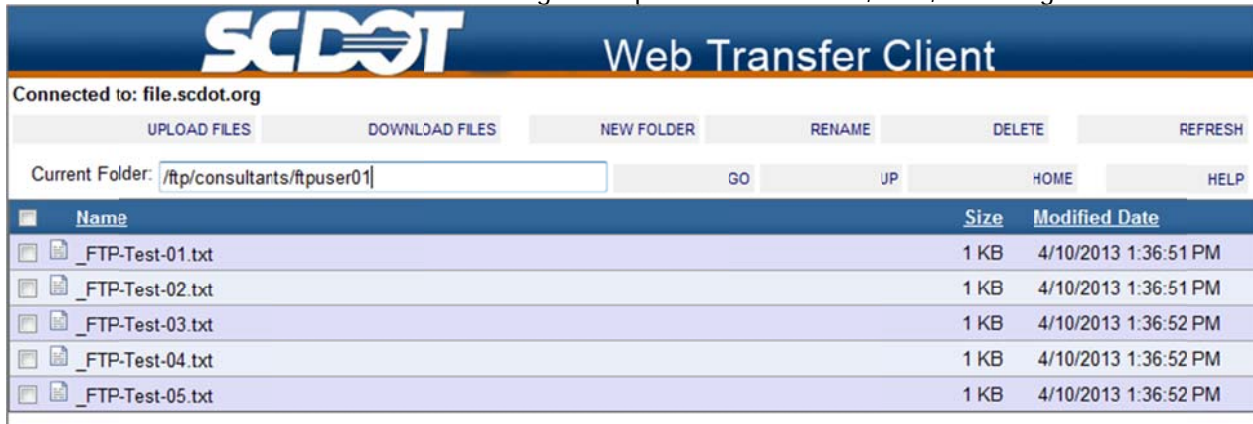
UPLOAD FILES DOWNLOAD FILES NEW FOLDER RENAME DELETE REFRESH

Current Folder:

Name	Size	Modified Date
 _FTP-Test-01.txt	1 KB	4/10/2013 1:36:51 PM
 _FTP-Test-02.txt	1 KB	4/10/2013 1:36:51 PM
 _FTP-Test-03.txt	1 KB	4/10/2013 1:36:52 PM
 _FTP-Test-04.txt	1 KB	4/10/2013 1:36:52 PM
 _FTP-Test-05.txt	1 KB	4/10/2013 1:36:52 PM

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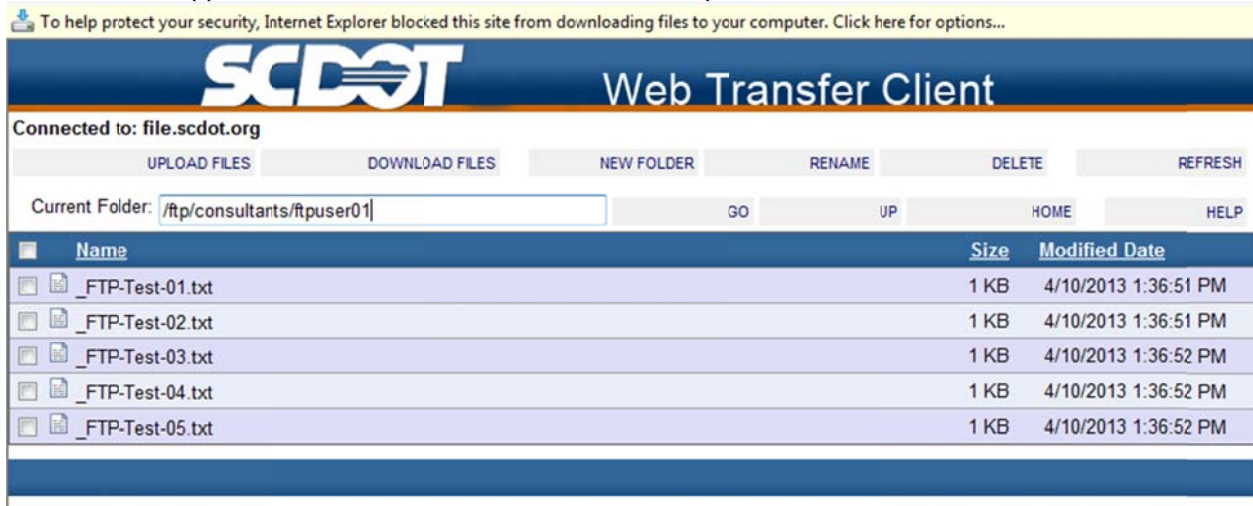
Web client user can now manage the uploaded documents, files, and images.



The screenshot shows the SCDOT Web Transfer Client interface. At the top, there is a blue header with the SCDOT logo and the text "Web Transfer Client". Below the header, it says "Connected to: file.scdot.org". There are several buttons: "UPLOAD FILES", "DOWNLOAD FILES", "NEW FOLDER", "RENAME", "DELETE", and "REFRESH". A "Current Folder" field contains the path "/ftp/consultants/ftpuser01". Below this, there is a table with columns "Name", "Size", and "Modified Date". The table lists five files: "_FTP-Test-01.txt", "_FTP-Test-02.txt", "_FTP-Test-03.txt", "_FTP-Test-04.txt", and "_FTP-Test-05.txt", all with a size of 1 KB and a modified date of 4/10/2013.

Name	Size	Modified Date
_FTP-Test-01.txt	1 KB	4/10/2013 1:36:51 PM
_FTP-Test-02.txt	1 KB	4/10/2013 1:36:51 PM
_FTP-Test-03.txt	1 KB	4/10/2013 1:36:52 PM
_FTP-Test-04.txt	1 KB	4/10/2013 1:36:52 PM
_FTP-Test-05.txt	1 KB	4/10/2013 1:36:52 PM

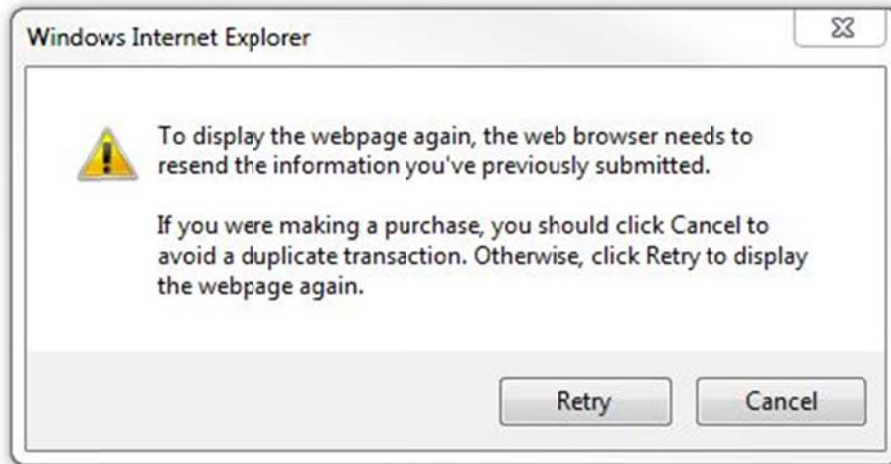
To download/view a document, file, and image, click on the file name. A message at the top of the screen should appear. Click on the bar to view download options.



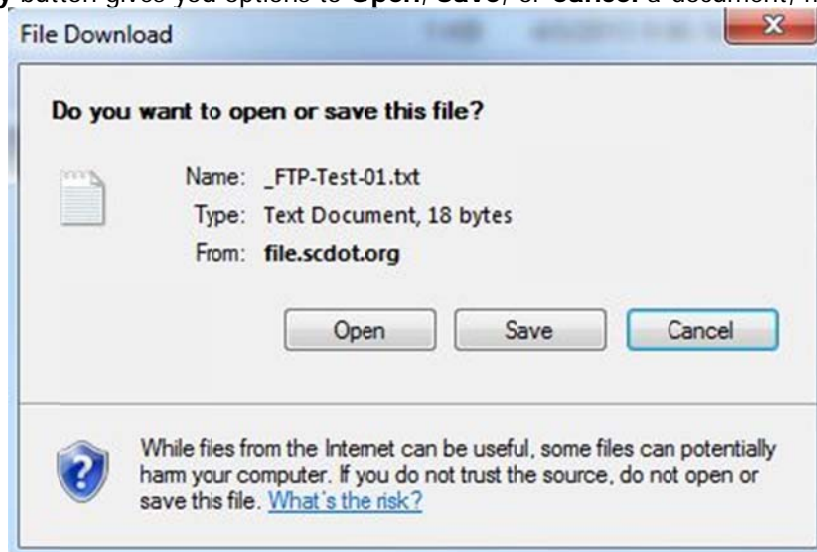
This screenshot is identical to the one above, but it includes a yellow security warning at the top: "To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...". The rest of the interface, including the SCDOT logo, navigation buttons, current folder path, and file list, remains the same.

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When you click on the bar to view the download options, a **Windows Internet Explorer** dialogue box appears. Click **Retry**.

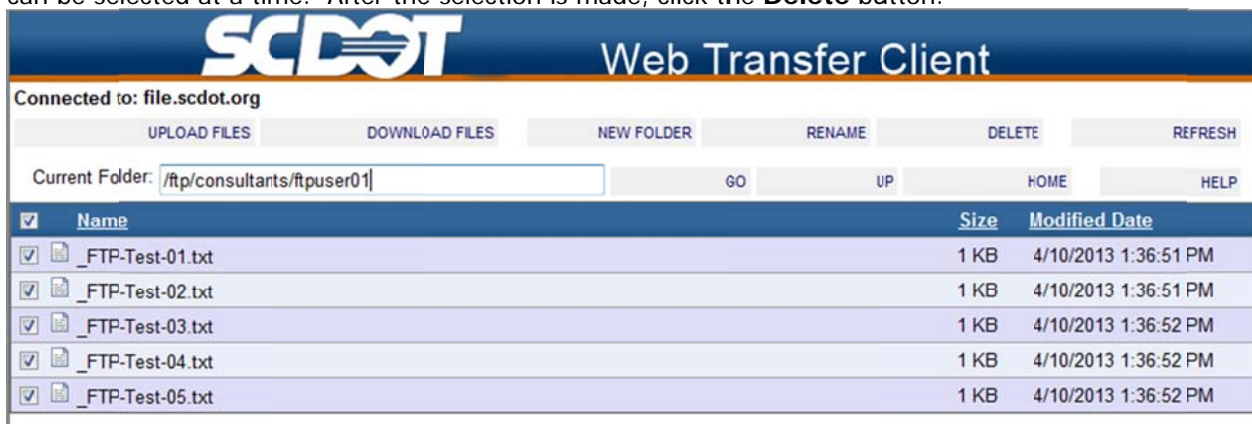


Clicking the **Retry** button gives you options to **Open**, **Save**, or **Cancel** a document, file, and image.



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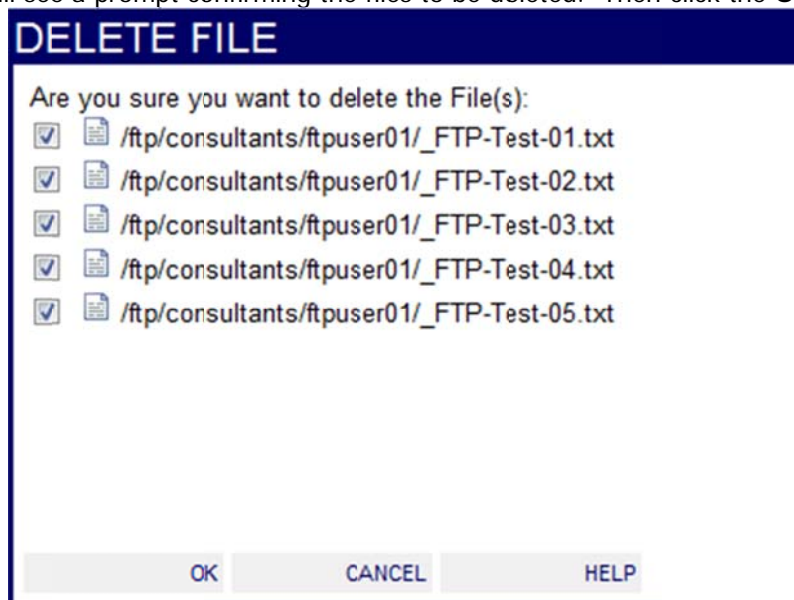
Web client user can remove the files manually or allow the automated removal process to run. To manually remove documents, files, and images, click the box to the left of each file name. One or more can be selected at a time. After the selection is made, click the **Delete** button.



The screenshot shows the SCDOT Web Transfer Client interface. At the top, there is a blue header with the SCDOT logo and the text "Web Transfer Client". Below the header, it says "Connected to: file.scdot.org". There are several buttons: "UPLOAD FILES", "DOWNLOAD FILES", "NEW FOLDER", "RENAME", "DELETE", and "REFRESH". Below these buttons, there is a "Current Folder:" field containing "/ftp/consultants/ftpuser01/". To the right of this field are buttons for "GO", "UP", "HOME", and "HELP". Below the folder information is a table of files:

<input checked="" type="checkbox"/>	Name	Size	Modified Date
<input checked="" type="checkbox"/>	_FTP-Test-01.txt	1 KB	4/10/2013 1:36:51 PM
<input checked="" type="checkbox"/>	_FTP-Test-02.txt	1 KB	4/10/2013 1:36:51 PM
<input checked="" type="checkbox"/>	_FTP-Test-03.txt	1 KB	4/10/2013 1:36:52 PM
<input checked="" type="checkbox"/>	_FTP-Test-04.txt	1 KB	4/10/2013 1:36:52 PM
<input checked="" type="checkbox"/>	_FTP-Test-05.txt	1 KB	4/10/2013 1:36:52 PM

Web client user will see a prompt confirming the files to be deleted. Then click the **Ok** button.



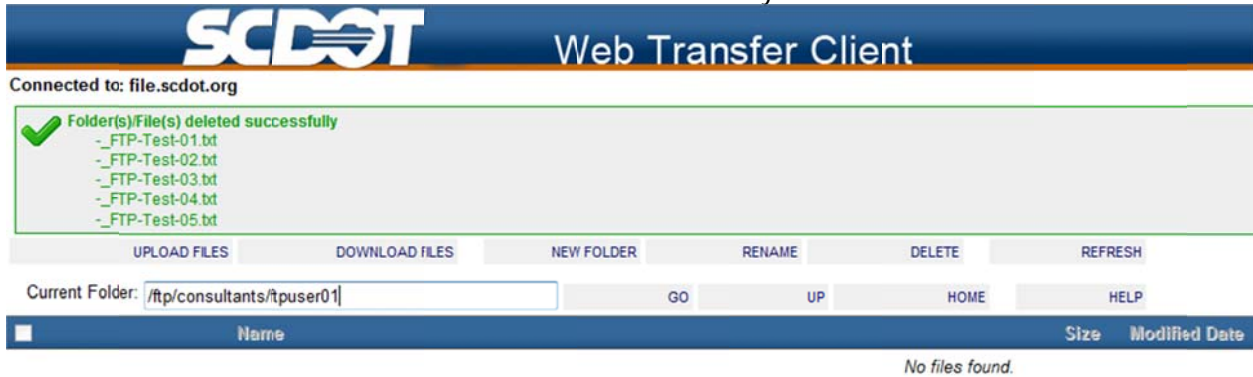
The screenshot shows a "DELETE FILE" dialog box. The title bar is blue with the text "DELETE FILE". The main text asks: "Are you sure you want to delete the File(s):". Below this text is a list of files with checkboxes next to them:

- /ftp/consultants/ftpuser01/_FTP-Test-01.txt
- /ftp/consultants/ftpuser01/_FTP-Test-02.txt
- /ftp/consultants/ftpuser01/_FTP-Test-03.txt
- /ftp/consultants/ftpuser01/_FTP-Test-04.txt
- /ftp/consultants/ftpuser01/_FTP-Test-05.txt

At the bottom of the dialog box, there are three buttons: "OK", "CANCEL", and "HELP".

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Web client user will now see that the files have been successfully removed.



If additional assistance is needed, please contact the SCDOT Help Desk.