

# Forestry SFTP Site User Access Guide

## Background

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The Ministry of Agriculture and Forestry (AF) has created a Secure File Transfer Protocol (SFTP) site to facilitate safe data access and data transfer between Forest Management Branch (FMB), operational field offices, and our clients. This guide will focus on the use of FileZilla software to access the site as it is free to use. Clients may use other supported SFTP software (see Appendix) if they so desire.

## Download and Install FileZilla Software

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If you are a GOA employee and FileZilla is not already installed on your desktop – please contact your SRC and have the software pushed to your machine for installation.

If you are not a GOA employee, browse to <https://filezilla-project.org/download.php> to download the latest official software version or contact your IT department for assistance with acquiring the software. Please note that software versions of Filezilla older than 3.0.11 will not function properly with the SFTP site and must be upgraded.



## Request user access from FMB

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The SFTP site can only be accessed with an authorized username and password. Please contact Andrew Lansink ([andrew.lansink@gov.ab.ca](mailto:andrew.lansink@gov.ab.ca)) at FMB for login information.

## Connect to Forestry SFTP Site

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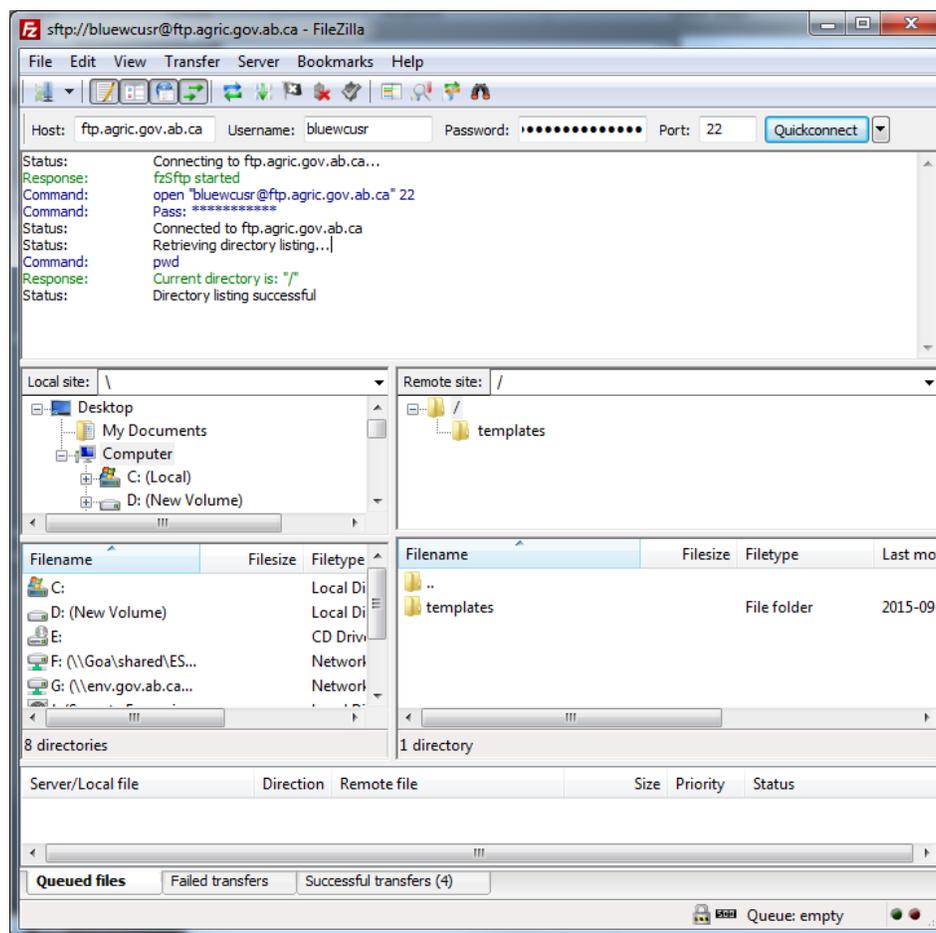
Open the FileZilla software and enter the following information at the top of the screen to connect to the Forestry SFTP site. Press the Enter key or click the 'Quickconnect' button to connect.

**Host:** ftp.agric.gov.ab.ca

**Username:** FMB provided username

**Port:** 22 (default for SFTP)

**Password:** FMB provided password



Tip: The 'Quickconnect' button will save previous connections so login information does not need to be re-entered. Use the pulldown menu to the right of the button to access this option.

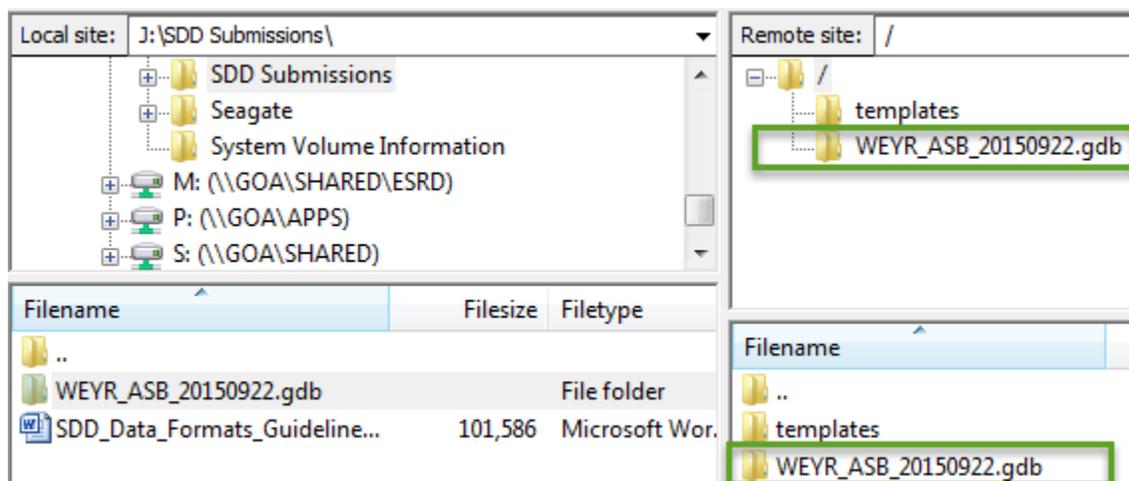
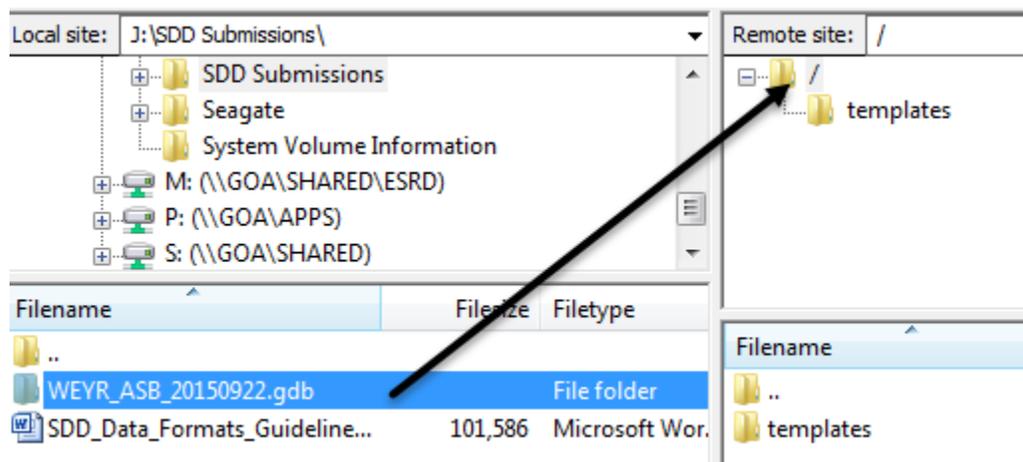
## Uploading Data

Copying data to the SFTP site is fairly straightforward. Simply browse within the Local site window on the left (your PC environment) to the directory where the file(s) you wish to copy resides.

To upload the file to the site:

1. Select the file inside your Local environment window.
2. Drag and drop the file into the SFTP Remote environment window under the root directory.

Note: The file will be copied (not moved) from your computer to the SFTP site.

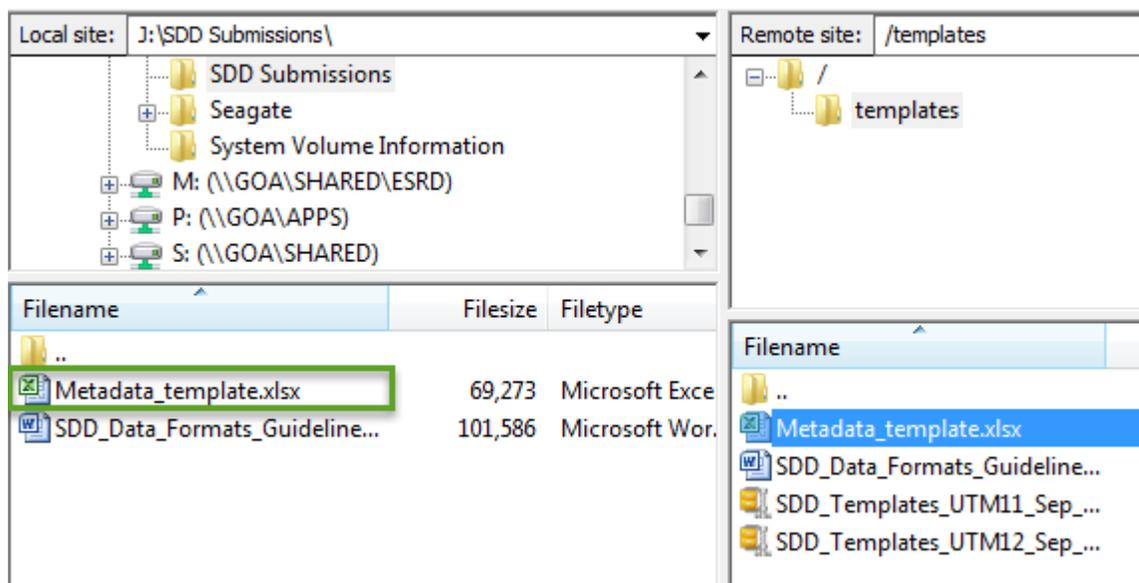
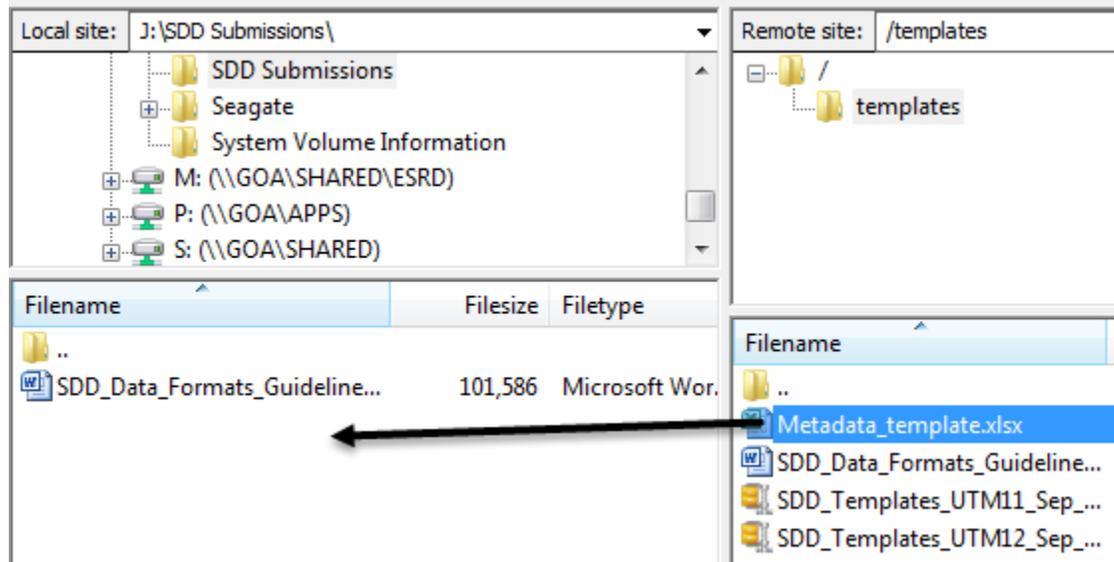


## Downloading Data

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To download a file from the site:

1. Select the file inside the SFTP Remote environment window.
2. Drag and drop it into your Local environment window within the appropriate directory to copy the file to drive.



## Data Transfer Status

Data transfers can be monitored while being transferred or also be seen in queue as they wait to be uploaded or downloaded as the other transfers complete. Successful and failed transfers will be recorded in the tabs beneath as log entries for reference until FileZilla is closed.

Server/Local file	Direction	Remote file	Size	Priority	Status
sftp://bluewcur@ftp.agric...					
J:\MAY_MPB\T_83K08NE\...	-->>	/New directory/T_83K08NE/T_...	39,195,766	Normal	Transferring
	00:00:05 elapsed	00:00:04 left	<div style="width: 64.3%; background-color: green; border: 1px solid black;">64.3%</div> 25,223,168 bytes (6.7 MB/s)		
J:\MAY_MPB\T_83K08NE\...	-->>	/New directory/T_83K08NE/T_...	39,195,766	Normal	Transferring
	00:00:05 elapsed	00:00:04 left	<div style="width: 63.4%; background-color: green; border: 1px solid black;">63.4%</div> 24,862,720 bytes (6.7 MB/s)		
J:\MAY_MPB\T_83K08NE\...	-->>	/New directory/T_83K08NE/T_...	24	Normal	
J:\MAY_MPB\T_83K08NE\...	-->>	/New directory/T_83K08NE/T_...	39,195,766	Normal	
J:\MAY_MPB\T_83K08NE\...	-->>	/New directory/T_83K08NE/T_...	19,363	Normal	
J:\MAY_MPB\T_83K08NE\...	-->>	/New directory/T_83K08NE/T_...	414	Normal	
J:\MAY_MPB\T_83K08NE\...	-->>	/New directory/T_83K08NE/T_...	17,916	Normal	
J:\MAY_MPB\T_83K08NE\...	-->>	/New directory/T_83K08NE/T_...	732	Normal	

Queued files (8) | Failed transfers | Successful transfers (27)

Queue: 112.2 MiB

## Template Data Folder

This is where the most recent metadata templates, SDD templates for both UTM 11 and 12 coordinate systems, and guidelines for SDD format reside. Clients and government staff will be updated by email once newer versions are available for distribution.

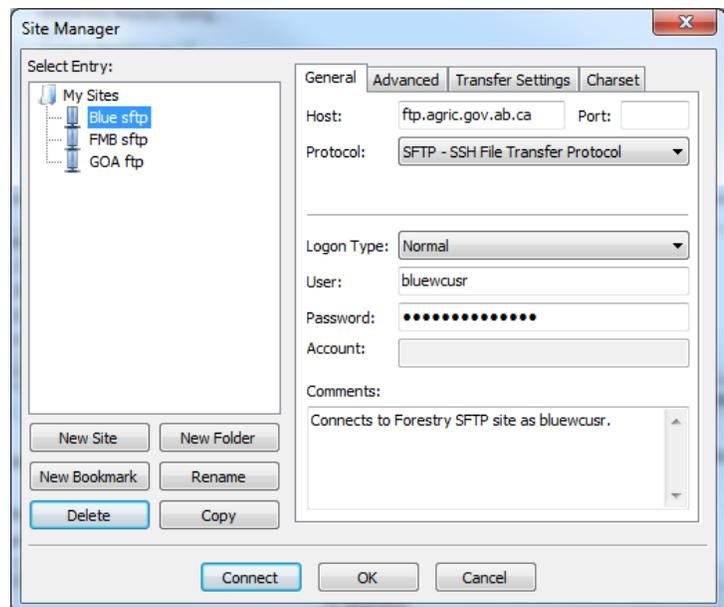
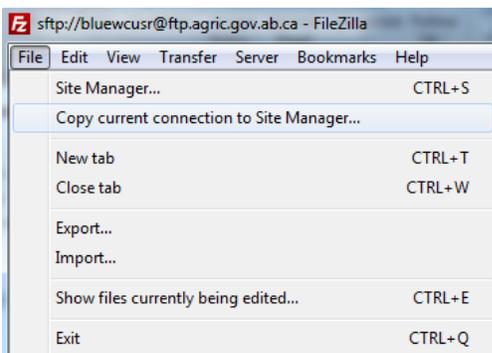
Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
..					
Metadata_template.xlsx	69,273	Microsoft Excel ...	2015-09-25 1:3...	-rw-r----	fmbusr FTPUsers
SDD_Data_Formats_Guidelines_2015092...	101,177	Microsoft Word...	2015-09-30 8:3...	-rw-r----	fmbusr FTPUsers
SDD_Templates_UTM11_Sep_24_2015.zip	135,112	WinZip File	2015-09-30 8:1...	-rw-r----	fmbusr FTPUsers
SDD_Templates_UTM12_Sep_24_2015.zip	135,044	WinZip File	2015-09-30 8:2...	-rw-r----	fmbusr FTPUsers

## Using the Site Manager

Aside from using the 'Quickconnect' button to sign into the SFTP site, you can also save your login information using the Site Manager within FileZilla.

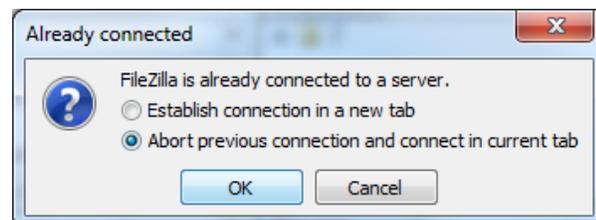
First, enter all the necessary login information to access and connect to the SFTP site. Next, open the File menu at the top of the screen and select 'Copy current connection to Site Manager....' which will open up the Site Manager window and copy the login information into the appropriate fields. The remaining steps are to rename the entry you've created and add any additional comments you so choose.

Alternatively, you can enter in the login information manually.



To access the SFTP site using the entry that has been created, click the 'Connect' button inside the Site Manager or on the main screen select the pulldown menu beside the 'Open the Site Manager' button and choose the entry recently created.

If an existing connection exists, you will be prompted to either open a new tab or close the previous connection.



## **Appendix**

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Supported SFTP software list:

- Windows SFTP clients
  - Cute FTP Pro 3.2
  - WS\_FTP Pro 7.6
  - WinSCP3 (free)
  - FileZilla 3.0.11 or later (free)
- Apple SFTP clients
  - MacSFTP
  - Fugu