# How to Install, Configure and Use WinSCP (Windows Client for sFTP)



The sFTP secure File Transfer Protocol (also known as SSH File Transfer Protocol) allows you to transfer patient datasets securely to and from IDT's server. All data transfers are encrypted and we create a dedicated account for each user which is password protected so no-one else can access it.

### Step 1:

Go to <u>www.idtscans.com</u> and select the '**Support**' option at the top of the home page.



#### Step 2:

Select the option for sFTP secure File Transfer Protocol.



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# Support

Please click on the links to access the Support pages:



#### Step 3:

Click on the relevant link to download the latest version of WinSCP to your computer.



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# Secure File Transfer Protocol (SFTP)

## What is SFTP?

FTP (File Transfer Protocol) and SFTP (Secure File Transfer Protocol) are widely used protocols for working with remote files. These protocols allow a user on one computer to transfer files to and from another computer anywhere in the world. If you have downloaded files from the internet, you probably have been using the FTP protocol.

## Why Use SFTP?

FTP is not secure because it transmits all data (including passwords and usernames) in plain text. Anyone with a packet sniffer can get your password and download your patients' images!

SFTP is secure because it uses Secure Shell (SSH) for encryption. SFTP encrypts both commands and data, preventing passwords and sensitive information from being transmitted in clear text over the network.

SFTP is functionally similar to FTP but it uses a different protocol. Therefore, you cannot use a standard web browser such as Internet Explorer, Firefox or Chrome to connect to an SFTP server - you must use special client software such as 'WinSCP' or 'Filezilla'.

#### What SFTP client software is available?

For Windows platforms please download and install WinSCP For Macintosh OS X please download and install Filezilla

#### **PLEASE NOTE**

There may be some advertisements on the Download page. We do not recommend downloading or installing any product other than WinSCP.



#### Step 4:

• Click 'Run' or 'Open' when asked do you want to Run/Open or Save.

What do you want to do with			 	
WinSCP-5.17.3-Setup.exe (10.6	Run	Save	Cancel	$\times$
MB)?				

• Please 'Accept' the Licence Agreement:



• Select 'Typical installation' and click 'Next'.

🔮 Setup - WinSCP		
Setup type What type of setup do you want?		<b>R</b>
<ul> <li>Typical installation (recommended)         <ul> <li>installs to default destination</li> <li>installs all components, but no translations</li> <li>enables most typical features</li> <li>Qustom installation</li> <li>allows full selection of destination, components and</li> </ul> </li> </ul>	features	
Help <back< th=""><th>Next &gt;</th><th>Cancel</th></back<>	Next >	Cancel

• Select 'Commander' and click 'Next'.

퉣 Setup - WinSCP	
Initial user settings Please, select your pre	eferred user interface options.
User interface style <ul> <li>Commander</li> </ul>	- two panels (left for local directory, right for remote directory) - keyboard shortcuts like in Norton Commander (and other similar programs as Total Commander, Midnight Commander) - drag & drop to/from both panels
Explorer	- only remote directory - keyboard shortcuts like in Windows Explorer - drag & drop
Help	< Back Next > Cancel

• Click 'Install'

-	🦻 Setup - WinSCP 📃	
	Ready to Install Setup is now ready to begin installing WinSCP on your computer.	<b>R</b>
	Click Install to continue with the installation, or click Back if you want to review o change any settings.	r
	Destination location: C:\Program Files (x86)\WinSCP	Â
	Setup type: Typical installation Selected components:	E
	WinSCP application Drag & drop shell extension (allows direct downloads, may require restart) Pageant (SSH authentication agent) PuTTYgen (key generator) Translations	
	English	* 
	Help < Back Install	Cancel

• This may take a few minutes.

🦻 Setup - WinSCP	
Installing Please wait while Setup installs WinSCP on your computer.	<b>R</b>
Extracting files C:\Program Files (x86)\WinSCP\WinSCP.com	
Help	Cancel

• Once the installation has completed the below icon should appear on your desktop.



• Tick both boxes 'Launch WinSCP' and 'Open Getting started page' if not already selected. Then click 'Finish'.

Setup - WinSCP	
110	Completing the WinSCP Setup Wizard
	Setup has finished installing WinSCP on your computer. The application may be launched by selecting the installed icons.
	Click Finish to exit Setup.
	Launch WinSCP
	Open Getting started page
	Please consider donating to support WinSCP development.
	Donate \$9
Le la	Donate \$19
	Donate \$29 Donate \$40
	ADOUT GONATIONS
Help	Einish

• If any additional web pages pop up you can ignore them; they are not required.

# How To Configure WinSCP

# Step 1:

Double click the '**WinSCP**' icon and follow the instructions below. You should only have to complete these steps once.



## Step 2:

Click the arrow to the right of the 'Advanced' button

🌆 Login - WinSCP	HOW TO USE W	
New Site	Session Eile protocol: SFTP Host name: User name: Save	Port number: 22 v
	Login  ▼	Close Help

• Select 'Advanced' again, this time under the heading 'Session'

Login - WinSCP		Session <u>F</u> ile protocol:		
		SFTP   Host name:		Port number:
		<u>U</u> ser name:	Password:	
		Save 💌		Advanced  Session
				Advanced
				Global Preferencer
Tools 🔻	Manage 🔻	Login 🔻	Close	Logging

- Select 'Directories' from the column on the left and ensure the following are ticked:
  - 1. Cache visited remote directories
  - 2. Cache directory changes
  - 3. Resolve symbolic links
  - 4. <u>Permanent cache</u>
- Please ensure that "Remember last used directory" is NOT ticked.
- Click on the 3 dots under 'Local Directory'.
- Go to 'This PC', 'Local Disk (C:)', 'DentalData' and click 'OK'. The 'DentalData' folder would have automatically been created when you installed Simplant software, however, if it is not present you can create it now.

Advanced Site Settings		? <mark>×</mark>
Environment Directories Recycle bin SFTP Shell Connection	Directories Synghronize browsing Remember last used directory <u>R</u> emote directory:	
····Proxy     ····Tunnel     SSH     ····Key exchange     ····Authentication     ····Buns	Local directory: Local directory is not used with Explorer inte	erface.
Note	Directory reading options Cache <u>v</u> isited remote directories Cache <u>d</u> irectory changes Resolve symbolic li <u>n</u> ks	Permanent cache
	Or	

C:\DentalData should appear under 'Local directory'.

Click '**OK**'.

Environment Directories Recycle bin SFTP Shell Connection	Directories Synchronize browsing Remember last used directory Remote directory:	
SSH 	Local directory: C:\DentalData Local directory is not used with Explorer in Directory reading options Cache <u>v</u> isited remote directories Cache <u>directory</u> changes	nterface.
	<b>⊽</b> Resolve symbolic li <u>n</u> ks	

# Step 3:

• Enter the 'Host name' and 'User name' that IDT provided you with.

NOTE:

For security reasons, please do not enter and save your password at this point.

Sa Login - WinSCP		
New Site	Session File protocol: SFTP Host name: User name: Save Save	Port number: 22 💌
	Login V Close	Help

- Click 'Save'
- Change the Site name to 'IDT Scans' and click 'OK'.

Save session as site	J
Site name:	]
IDT Scans	
Eolder:	
<none></none>	
Save <u>p</u> assword (not recommended)	
Create desktop shortcut	
OK Cancel <u>H</u> elp	

• Click 'Login'. If it is the first time you have used sFTP on this computer, the following dialog box will appear:

	Se zvx5509KBH@idt1.tzo.com - WinSCP
	Searching for host
	Connecting to host
Varning	? ~
	Continue connecting to an unknown server and add its host key to a cache?
	The server's host key was not found in the cache. You have no guarantee that the server is the computer you think it is.
	The server's rsa2 key fingerprint is: ssh-rsa 2048 67:f4:2e:51:5a:0a:78:b7:0b:4a:d4:e3:90:6f:50:4d
	If you trust this host, press Yes. To connect without adding host key to the cache, press No. To abandon the connection press Cancel.

• Click 'Yes'. You are now ready to start using WinSCP.

# How To Use WinSCP

# Step 1:

• Double click on the WinSCP icon on your desktop.



• Select 'IDT Scans' from the list of sessions in the left-hand pane.

San Login - WinSCP		
New Site	Session Eile protocol: SFTP	
	Host name:	Port number:
		22
	User name:	Password:
	Edit	A <u>d</u> vanced  ▼
<u>T</u> ools ▼ <u>M</u> anage ▼	🔁 Login 🔽	Close Help

• Click 'Login' and enter the password given to you by IDT. Click 'OK'

## Step 2:

🎦 DentalData - IDT - WinSCP										
Local Mark Files Commands Session Options Remote Help										
💽 🔂 📚 Synchronize 🛛 🖉 🕼 🔯 🎼 🍘 Queue 🗸 Transfer Settings										
IDT 🚅 New Session										
🚣 C: 🕶 🚰 😨 (-+> ) 🖻 🔂 🏠 💙 🛛 👔 🖆 😨 (-+ ) 🖻 🔁 🏠 🎜 🥔 👋										
🗐 🔐 Upload 🎲 📝 Edit	×	» 🕂 »	Download 🔐 📝 Ed	dit 🗙 🚮 🗌	Properties	» 🕂 »				
C:\DentalData			/sftphome/home/aristide							
Name	Size	Туре 🔶	Name	Size	Changed					
₽		Parent	🔁		2015-02-24 14	1:35:11				
	21,088 KB	SimPlar	Completed		2015-06-27 08	3:13:40				
<b>***</b>	21,498 KB	SimPlar	From_IDT		2015-06-28 11	:37:42				
🍯 🖛 i Inni Pinning Pinning Pilipin	32,080 KB	SimPlar	🐌 To_IDT		2015-06-28 11	:33:44				
میں ایک رک <mark>ر کا ک</mark>	27,586 KB	SimPlar								
🏹 📥 📥 🗠 🗂 👝 🖿	26,725 KB	SimPlar								
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🍯 🖬 da da da caracteriza de Characteriza de Caracteriza de Carac	30,575 KB	SimPlar 👻								
		F.	۰ III			•				
0 B of 10,104 MB in 0 of 261	2 h	idden	0 B of 0 B in 0 of 3							
				G SFTF	-3 🗐	0:03:02				

- When you have connected you will be taken to a window showing two panes (see above)
- The **Left Pane** shows the folders on your computer. Please select the folder where you normally keep your patient images (usually in 'DentalData' on the C:\ drive) if this is not already selected.
- The **Right Pane** shows your folders on IDT's server. You will see the datasets that have been prepared for you by IDT. *No one else can see these files.*
- You can navigate within either of these panes the same way that you would in Microsoft File Explorer.
- To go up a level (to the parent directory) double-click the 🔁 .. icon.
- To copy files to or from IDT's server, simply drag and drop them to the destination folder and click **COPY** when prompted.

### NOTE

You might lose your work if your connection is lost. So never MOVE files! We recommend that you always **COPY** them over.

### IMPORTANT

Be sure to drag (Copy) the file from the 'From\_IDT' (right pane) to 'DentalData' (left pane) before attempting to view the images. **DO NOT** attempt to open the file in the 'From\_IDT' folder (e.g. by double-clicking it). If you do, it may not display the data correctly.

- When you are finished, simply quit the program by clicking the 'X' at the top right corner. You will be disconnected from IDT's Server.
- WinSCP is very powerful software and there are many other menus and command options. In most cases you will not need to use these.

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