

Once files are downloaded from the assessment vendor(s) and saved to your PC (MAC), you upload (Transfer) the same to Viewpoint using a secure process.

SFTP is an acronym for Secured File Transfer Protocol.

FileZilla is the free software that is downloaded for this purpose.

The web address for downloading FileZilla is: <https://filezilla-project.org/>

The client version is desired:



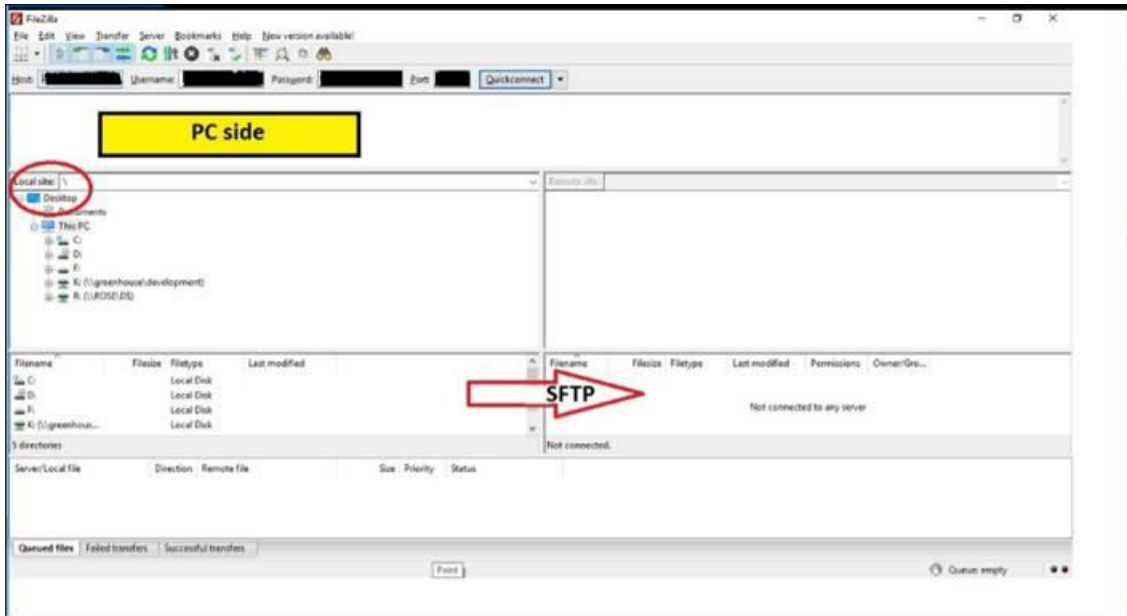
Once installed and after opening FileZilla, the values to configure secure uploading to Viewpoint are filled in as follows:



1. Open FileZilla and fill in the values for the 2 red boxes
2. Screen Shot the complete portion as above before clicking Quickconnect
3. Delete this graphic
4. Paste the screen shot
5. Complete this document and do a Save-As

where the value covered by bullets is: **<Paste Password Here>**

After you are logged on to FileZilla, the program's window (Interface) will look like:



showing a left- and right-side and multiple levels vertically.

Please recognize that the red arrow toward the bottom was added by me.

In use, the left side of this window navigates your PC (MAC) and the right-side depicts the Viewpoint SFTP server-side for < Type Customer's Name and Format >.

Files saved for transfer to Viewpoint are navigated to on the left, double clicked or dragged to the right, and a message is displayed referencing a completed upload.

After you upload file(s) to Viewpoint, an email is sent to: ViewpointHelpDesk@erdc.k12.mn.us

as notification that files are present for loading to <Type Customer's Name and Format> Viewpoint site.

A reply email will be sent when the files have been loaded and linked to those online reports.

Please reply as necessary.

Phone contact or a screen sharing sessions using Zoom are also alternatives.