



Agency File Transfer Procedures

This document provides procedures for agency transfers to and from the Aspire System.

General Information

All of these transfer methods assume you are on the State of Florida's internal network, the RTS or "MAN" network. At this time there is no plan to allow Agencies to transfer files directly through the Internet. This does not preclude transfers over a VPN which connects to the State network, although you must be able to connect to **aspireftp.fldfs.com** for this to work.

Your agency will need an account and password. The account name is your agencies GLBU. The password can be set by contacting the DFS Helpdesk.

FTP transfers to Aspire

To upload files to Aspire the files must meet the Aspire naming convention and have the proper end of file marker. These requirements are in Aspire document T005, the relevant parts are in the appendix of this document.

1. ftp to **aspireftp.fldfs.com**, you will be placed in the appropriate directory.
2. At the *ftp*> prompt type **ascii**
3. At the *ftp*> prompt type **put <source filename> <destination filename>**
 1. The source filename may require the complete path.
 2. The destination filename is only necessary if you need to rename the file to match the Aspire standards. No path is needed or allowed.
4. Repeat step 3 for each file you need to transfer.
5. At the *ftp*> prompt type **quit**.

FTP transfers from Aspire

All files downloaded from Aspire will have an end of file marker which the agency handling may need to strip out, ignore, or use.

1. ftp to **aspireftp.fldfs.com**
2. At the *ftp*> prompt type **cd outbound**
3. If you need a file listing
 1. At the *ftp*> prompt type **ls**
4. If you need to retrieve ALL the files
 1. At the *ftp*> prompt type **mget ***
 2. If all files transferred correctly: at the *ftp*> prompt type **mdelete ***
5. If you only need to retrieve some of the files, for each file
 1. At the *ftp*> prompt type **get <filename>**
 2. If the file transferred correctly: At the *ftp*> prompt type **delete <filename>**
6. At the *ftp*> prompt type **quit**

Setting up an ssh account

First you must have an ftp account.

Generating a public key

The following steps assume you are running openssh on a Unix based OS. If running on a different OS follow the instructions for your software. DSA keys are preferred.

1. login as the user under which the files will be transferred.
2. type **ssh-keygen -t dsa**
 1. if ssh-keygen is not in your path you may have to type the full pathname to this program.
3. hit **Enter** in response to file query
4. The program will spend 10-20 seconds generating the key
5. At the Enter passphrase prompt hit **Enter** twice
6. Convert your key, generated above, to a commercial SSH2 format
 1. type **ssh-keygen -e "your_pub_key" » commercial_SSH2.pub**
7. if the above option is not supported by your version of OpenSSH, consult the man pages for the appropriate option.

Transferring the public key

1. ftp to **aspireftp.fldfs.com**
2. At the *ftp*> prompt type **mkdir .ssh**
3. At the *ftp*> prompt type **cd .ssh**
4. At the *ftp*> prompt type **put <public key filename> authorized_keys**
5. At the *ftp*> prompt type **quit**

Verifying the key works

1. login as the user under which the files will be transferred.
2. Transfer a file to the fileserver. For instance if you are on a Unix machine using openssh do:
 1. **scp <source filename> <remote user>@aspireftp.fldfs.com: <remote filename>**
 2. The file should transfer without asking for a password. The verification occurs because your machine knows the secret key and the remote machine knows the public key.

Ssh transfers to Aspire

1. login as the user under which the files will be transferred
2. scp the files to the server using your software's commands. For instance if you are on a Unix machine using openssh do:
 1. **scp <file1> <remote user>@aspireftp.fldfs.com: <remote filename>**
 1. If the filenames are the same on both ends **<remote filename>** may be left off.
 2. If the filenames are the same on both ends **<file1>** may be wild carded to send multiple files with one command. For instance you could do:
scp FPROD*.* <remote user>@aspireftp.fldfs.com:

Ssh transfers from Aspire

1. The following commands assume Unix and Openssh. You should be able to change the **ssh/scp <remote user>@aspireftp.fldfs.com** to match your software's standards while using the rest of the command as it is written.
2. login to your local machine as the user under which the files will be transferred.
3. If you need a file listing run the following command
 1. **ssh <remote user>@aspireftp.fldfs.com ls outbound**

4. If you need to retrieve ALL the files
 1. **scp <remote user>@aspireftp.fldfs.com:outbound/* .**
 2. If all files transferred correctly type: **ssh <remote user>@aspireftp.fldfs.com rm /outbound/***
5. If you only need to retrieve some of the files, for each file do
 1. **scp <remote user>@aspireftp.fldfs.com:outbound/<filename> .**
 2. If the file transferred correctly type: **ssh <remote user>@aspireftp.fldfs.com rm outbound/<filename>**

Original Documentation

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