



## GENERAL FILE TRANSFER GUIDELINES

- EMSTARS extracts (the XML files containing patient care records) will be transferred to the FDOH Secure Server at intervals defined in the EMSTARS Business Rules (available online at: <http://www.floridaemstars.com/index.htm> )
- Only registered Key Users (or software vendors acting on behalf of their client agencies) may access the secure site and upload files
- File transfers may be executed only from the site designated in the sFTP Account Request Form (statically assigned IP address)
- Each agency is assigned a unique username and password upon authorization of the sFTP account; it is the responsibility of the agency’s Key Users to secure and manage this information; the account information may not be shared with other agency staff other than the designated Key Users; if usernames or passwords are lost or compromised, immediately contact the EMSTARS System Administrator for assistance.
- All file extracts should be transferred to the “OUTBOX” folder; any files returned by FDOH to the provider agency will be placed in the "INBOX" folder; in certain circumstances, the System Administrator may request that a file be placed in the “ROOT” of the file structure for testing or evaluation purposes; please do not attempt to use or browse any other folders on this secure server
- The DOH secure server may not be used to transfer or store files of any other type or from any other source; its use is intended strictly for DOH, EMS provider agencies, and their software vendors
- The XML file extract should be named as follows:

**[ID][4 DIGIT YEAR][2 DIGIT MONTH][2 DIGIT DAY]**

Where “ID” is the EMS Provider ID / License Number or the EMS Software Vendor Name; if you are uncertain of your provider ID, please contact the System Administrator; files uploaded with the wrong provider ID will fail validation

*Example:*

**140120070730.xml**

for a file from EMS provider 1401 with a file date of July 30, 2007

*or*

**zoll20080130.xml**

for a file from Zoll Data Systems with a file date of January 30, 2008

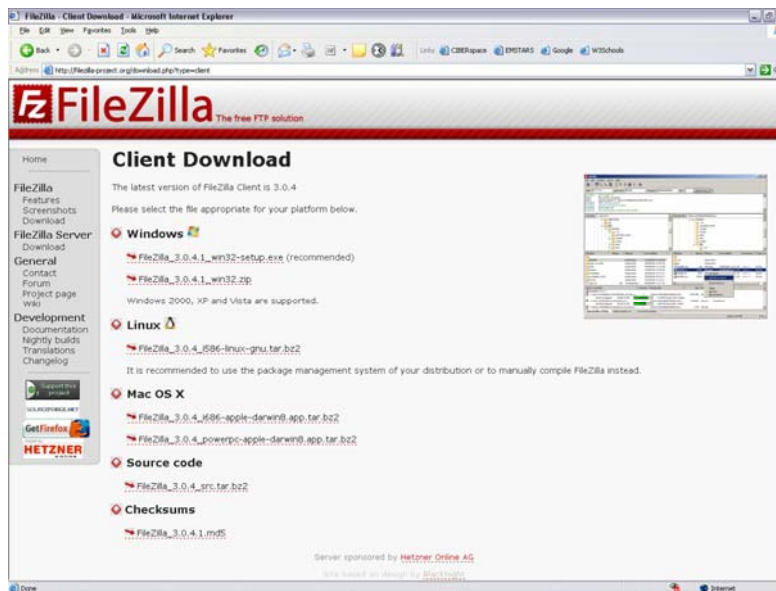
- Any file transfer client that supports the Secure File Transport (sFTP) Protocol may be used for submissions
- Instructions for acquiring and installing a free Windows-based client used by the Data Unit are included in this document
- UNIX / LINUX users log on: sftp [username@ww7.doh.state.fl.us](mailto:username@ww7.doh.state.fl.us)
- Please contact the EMSTARS System Administrator (John Ross [john\\_ross@doh.state.fl.us](mailto:john_ross@doh.state.fl.us)) with any support problems

# DOWNLOADING FILEZILLA

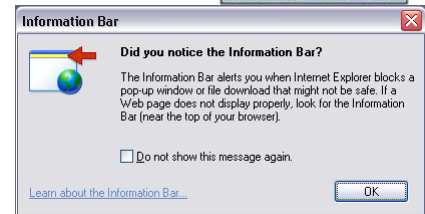
Step 1 Open <http://filezilla-project.org/> and Click Download FileZilla Client All platforms



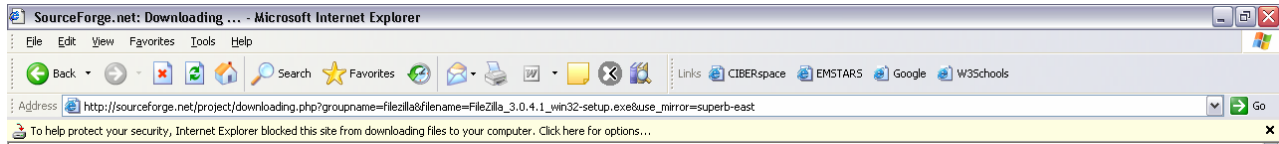
Step 2 Select the appropriate version of FileZilla for your agency and click on it. For most users it will be **FileZilla\_3.0.4.1\_win32-setup.exe** (recommended)



Step 3 Depending on your browser setting this dialog box may pop up. Just click **OK**



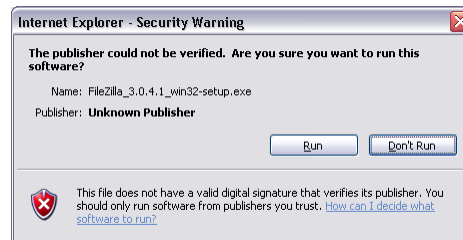
Then click in the yellow section that reads: "To help protect your security...." and select **Download File**



Step 4 Click **Run** to download the file.



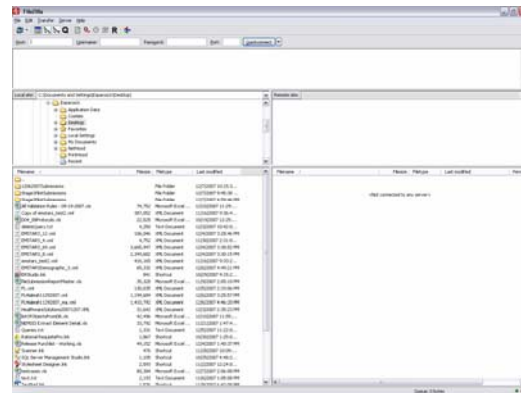
Step 5 Click **Run** to install the file.



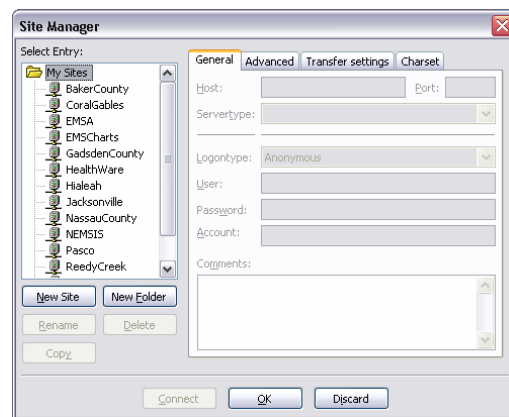
Step 6 Follow the prompts to install the FileZilla to your computer

# CONFIGURING FILEZILLA

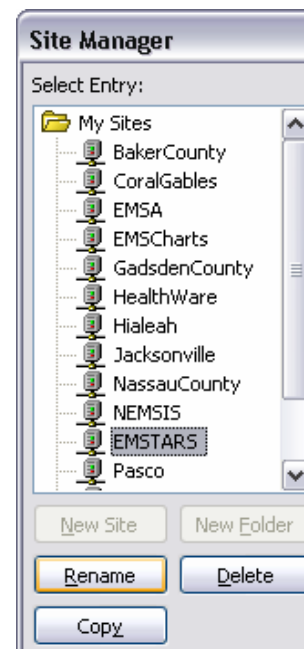
Step 1 Open FileZilla



Step 2 From the Menu bar select File → **SITE MANAGER**



Step 3 Click on the **NEW SITE** button and Name the new site "**EMSTARS**"

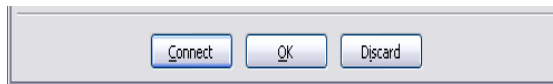


**Step 4** Fill in the following information in the **GENERAL** tab:

General	Advanced	Transfer settings	Charset
Host:	ww7.doh.state.fl.us	Port:	
Servertype:	SFTP - SSH File Transfer Protocol		
Logontype:	Normal		
User:	your username		
Password:	••••••••		
Account:			

Host: **ww7.doh.state.fl.us**  
 Servertype: **SFTP - SSH File Transfer Protocol**  
 Logontype: **Normal**  
 User: **[ your agency sFTP username ]**  
 Password: **[ your agency sFTP password ]**

**Step 5** Click **CONNECT**



Once connected your server files will be displayed on right hand side of the application. All files up will be placed in the folder named **“OUTBOX”**.

