



The following instructions are intended for use when uploading MS SQL Server data/backup files from an agency's ARMS Enterprise CAD/RMS/Parking/Mobile solution, or when uploading data file segments from an agency's legacy ARMS Classic CAD/RMS application.

An agency administrator may zip/compress (using WinZip) each individual file needing to be uploaded to the ARMS Secure FTP site, and post those files to an FTP directory created solely for the agency by ARMS Support. We recommend using the FileZilla FTP client. It is free software, and is very easy to use.

Download and install FileZilla FTP client for Windows from:

<http://filezilla-project.org/download.php?type=client>

Install instructions, if needed, can be found at the below link:

http://wiki.filezilla-project.org/Client_Installation

You can download WinZip (to zip/compress with encryption) from here:

<http://www.winzip.com/downwz.htm>

For installation troubles with WinZip, review the following site:

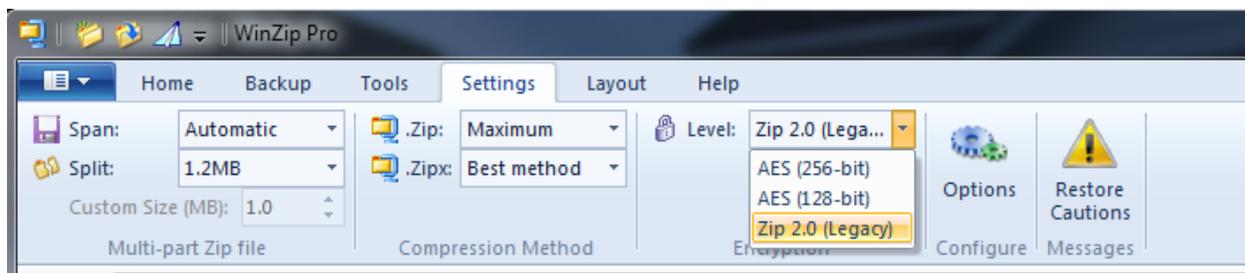
<http://kb.winzip.com/kb/5/>

The overall security of this process is as follows:

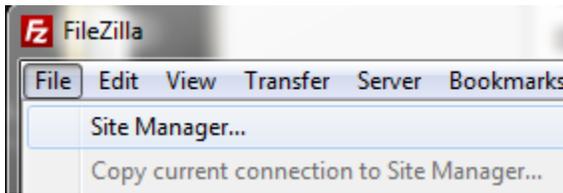
SSH File Transfer encrypts the entire session, even the FTP login credentials entered by the user.

The user will zip each file individually, using encryption applied by WinZip.

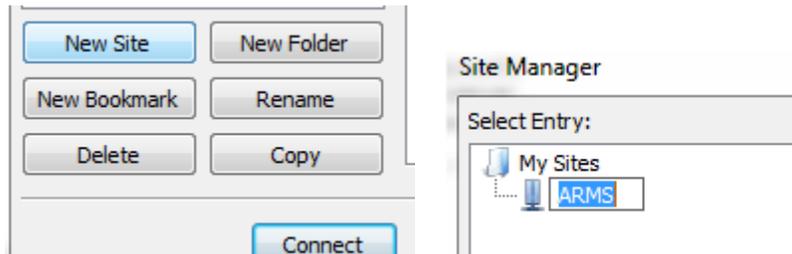
First steps of uploading data require you to zip/compress each file to be uploading. Using the installed WinZip application, this can be accomplished with additional encryption. We recommend you zip/compress each individual file (data segment) using AES 256-bit encryption.



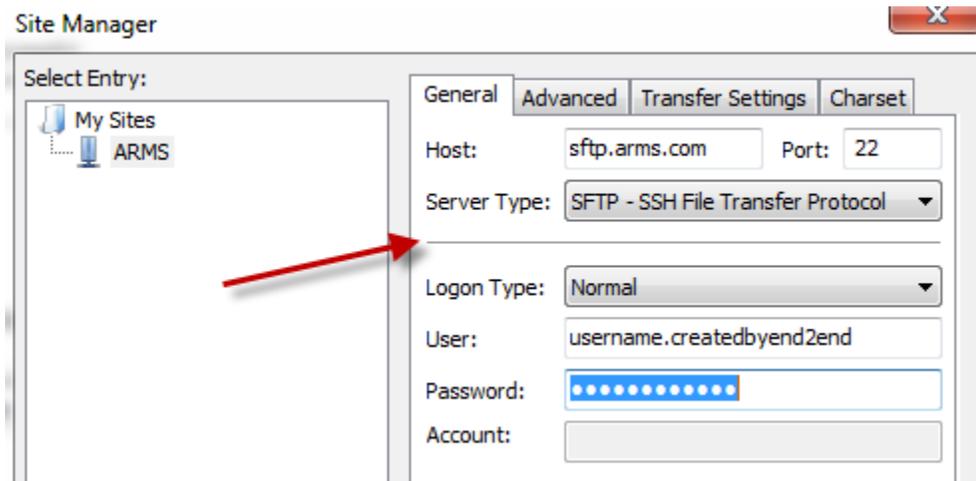
After each file has been compressed, use the newly installed FTP client to upload the files. Open the FileZilla FTP client application, and click on FILE >> SITE MANAGER:



Click on the NEW SITE button and name the new site "ARMS" and configure as shown below:

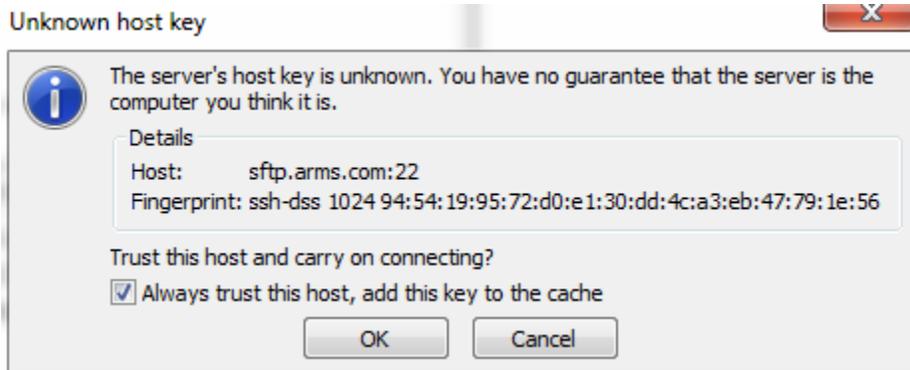


Host: sftp.arms.com
Port: 22
Server Type: SFTP – SSH File Transfer Protocol
Logon Type: Normal
User / Password: *you will obtain this information from ARMS Support personnel*



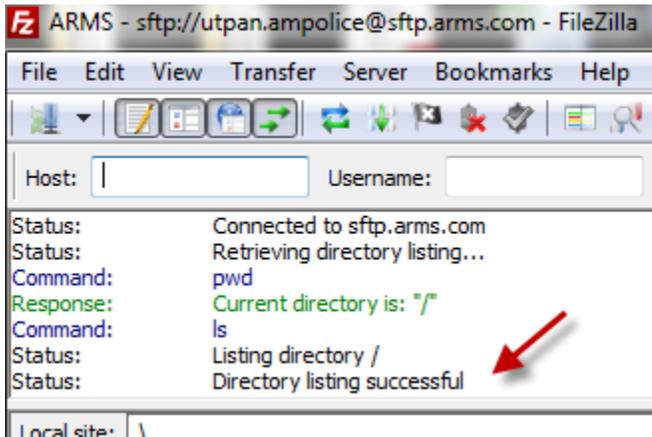
Click the CONNECT button to gain access to your FTP folder for uploading files.

Clicking on the CONNECT button results in the appearance of the following window (first time connections). This window is creating a secure, paired key relationship between your workstation and our FTP server. Please check the box, and click the OK button to continue.

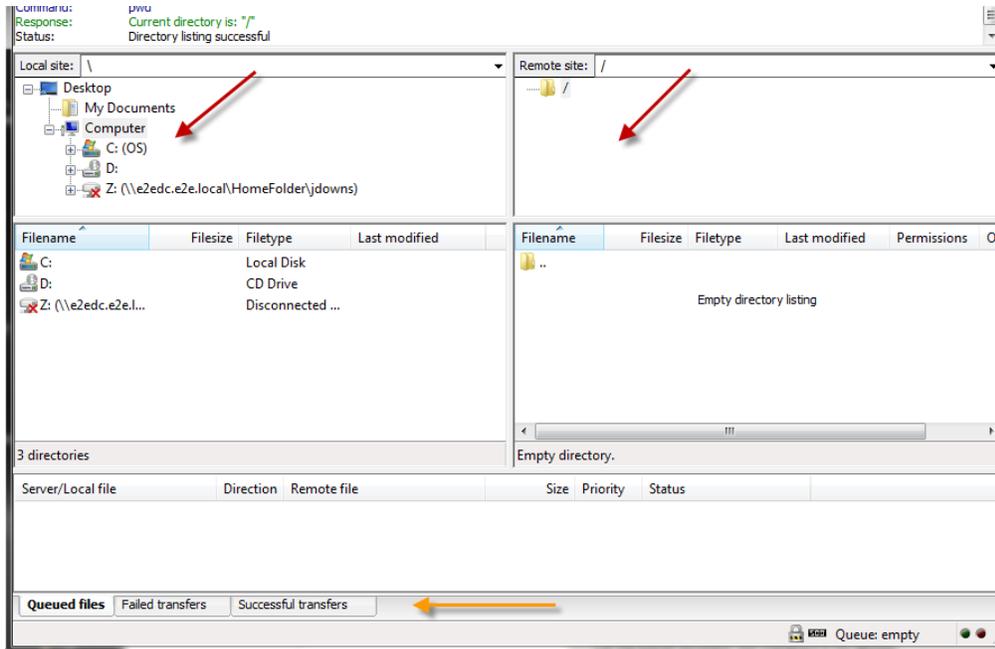


SSH File Transfer Protocol encrypts the entire session, even the username/password authentication process.

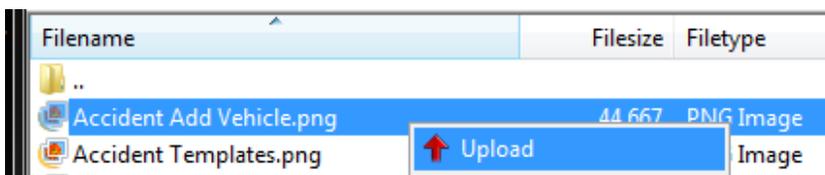
When you see "Directory Listing Successful" then you will know you've successfully logged into FTP acct:



On the left panel, you will see files your local computer running the FTP client. On the right panel, you will find all files (if there are any files) that are currently posted/have been uploaded to your FTP directory on the ARMS site. You can upload files by drag/drop left to right panel on the window. At the bottom, you will notice a display of 1) Queued Files (uploading, or to be uploaded), 2) Failed Transfers, and 3) Successful Transfers. These displays help you better managed files that were indeed uploaded or not. A benefit of using an FTP client such as FileZilla is the ability to resume upload at the point a file ceased to upload (when uploading using web browser access, this is generally not the case).



Browse to the local directory of files you wish to upload to the FTP site, and move them across from the left to right panels to trigger the uploading operations of the FTP client. You can also trigger the upload of a file by right-clicking the file, and selecting the UPLOAD option.



After successful upload, you'll see your posted files listed under the right-side panel.

