

## Protocol for Collecting Data Stored in the EWS tool in Treatment Schools

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To facilitate the transfer of EWS tools from treatment schools to the EWIMS evaluation team, we will use an FTP procedure. The table below describes the timeline of activities between treatment schools and the evaluation team during the two years of the study.

<b>Action</b>	<b>Method/Mode</b>	<b>Key School Staff</b>	<b>Key REL Midwest Staff</b>	<b>Date</b>
AIR will establish secure FTP site for data sharing	Create the Secure FTP	N/A	Ann-Marie Faria	January 2014
AIR will email FTP secure log in information to Treatment schools	E-mail communication			January 2014, June 2014, January 2015, June 2015
Treatment schools will upload populated EWS tools to the secure FTP	E-mail communication	Data Teams in Treatment Schools	Ann-Marie Faria	January 2014, June 2014, January 2015, June 2015

**Establishing a secure system to share data (SFTP).** One key aspect of transferring populated EWS tools between schools and the evaluation team is the use of a secure transfer of data between agencies. AIR will create a secure FTP and will share the log-in information with each treatment school. A draft of the directions that will be shared with each treatment school from AIR are included below.

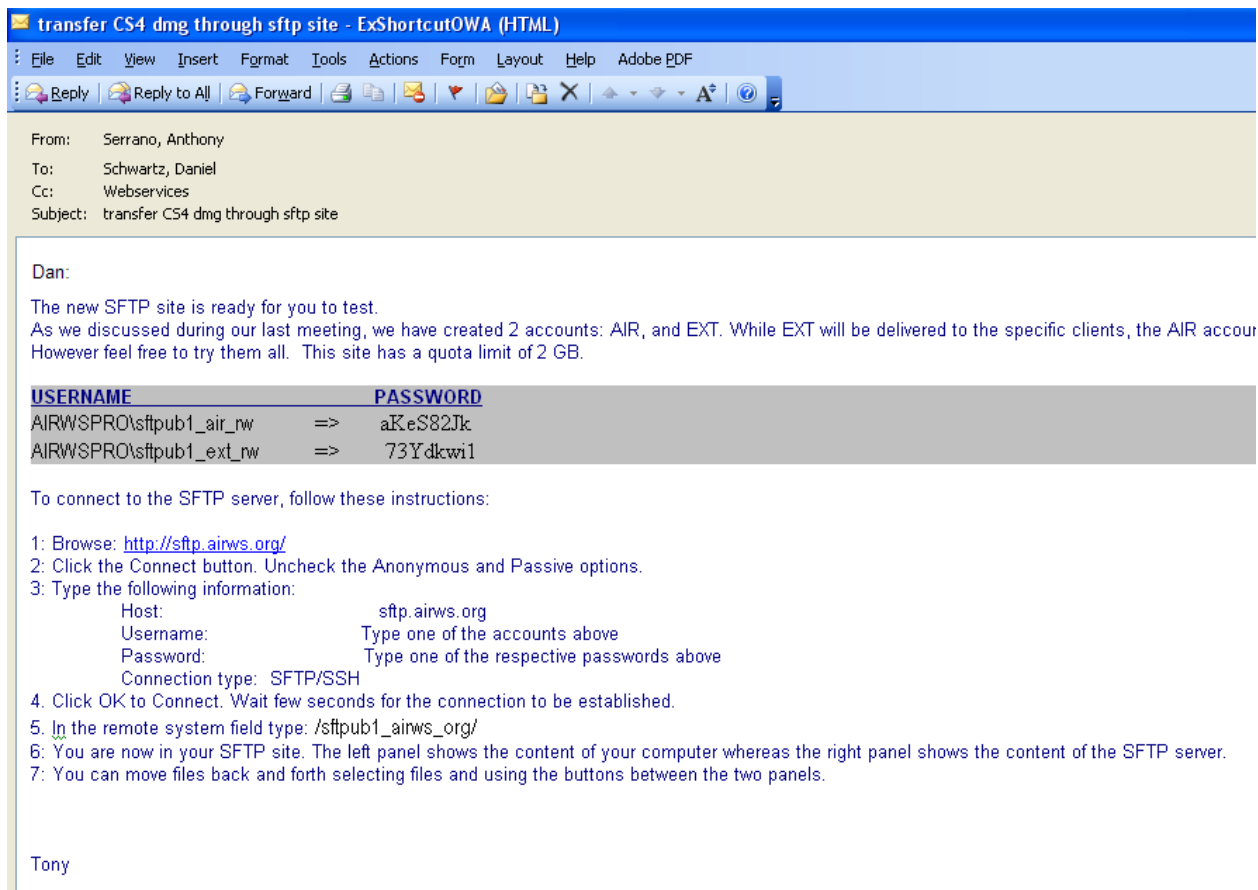
## **WEB HOSTING SERVICES "SFTP Client Guide" Public Information**

### **DESCRIPTION:**

This SOP outlines the procedures to use Web Services' SFTP service.

### **PROCEDURE:**

A. Open the email received from WS Engineer with access credentials to the SFTP site.



The screenshot shows an email client window titled "transfer CS4 dmg through sftp site - ExShortcutOWA (HTML)". The email header includes:

From: Serrano, Anthony  
To: Schwartz, Daniel  
Cc: Webservices  
Subject: transfer CS4 dmg through sftp site

The email body contains the following text:

Dan:  
The new SFTP site is ready for you to test.  
As we discussed during our last meeting, we have created 2 accounts: AIR, and EXT. While EXT will be delivered to the specific clients, the AIR account. However feel free to try them all. This site has a quota limit of 2 GB.

<u>USERNAME</u>		<u>PASSWORD</u>
AIRWSPRO\sftp1_air_rw	=>	aKeS82Jk
AIRWSPRO\sftp1_ext_rw	=>	73Ydkwi1

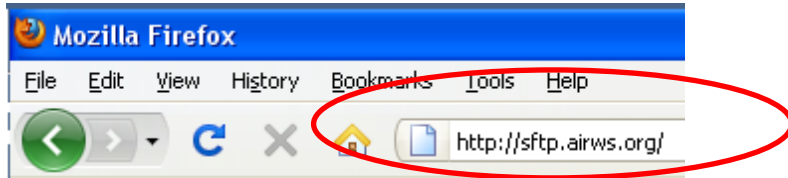
To connect to the SFTP server, follow these instructions:

- 1: Browse: <http://sftp.airws.org/>
- 2: Click the Connect button. Uncheck the Anonymous and Passive options.
- 3: Type the following information:  
Host: sftp.airws.org  
Username: Type one of the accounts above  
Password: Type one of the respective passwords above  
Connection type: SFTP/SSH
4. Click OK to Connect. Wait few seconds for the connection to be established.
5. In the remote system field type: /sftp1\_airws\_org/
- 6: You are now in your SFTP site. The left panel shows the content of your computer whereas the right panel shows the content of the SFTP server.
- 7: You can move files back and forth selecting files and using the buttons between the two panels.

Tony

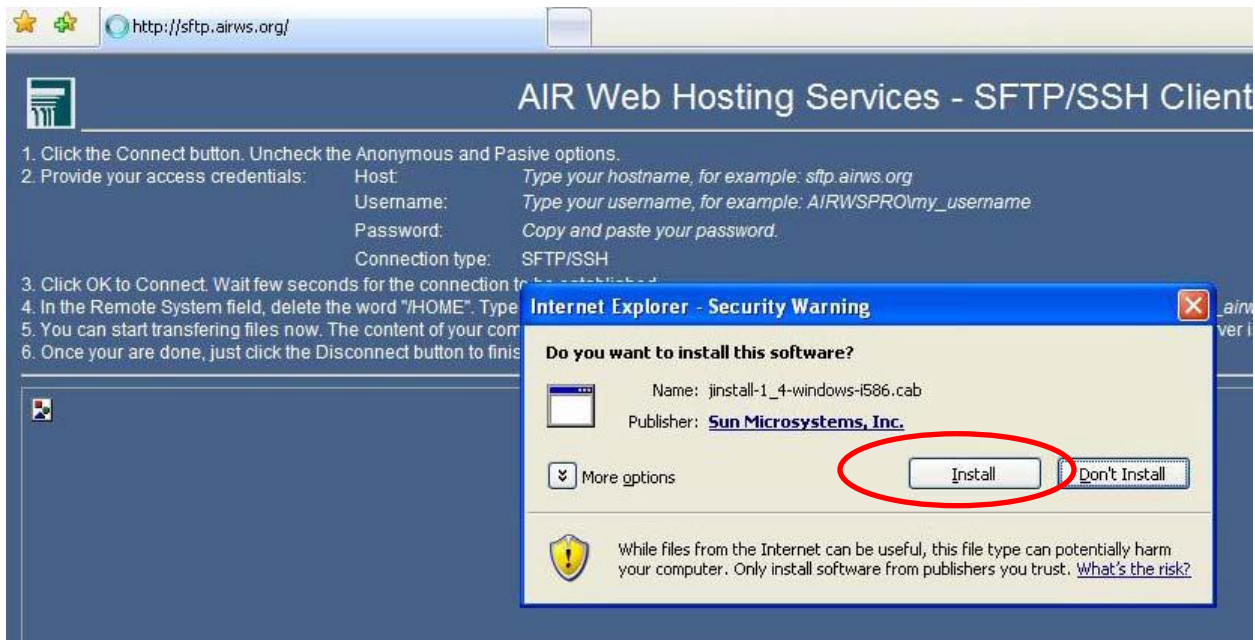
B. Follow Steps 1-7 in the email:

1. Open your internet browser and type <http://sftp.airws.org> or <http://sftp.astprojects.org> in the address field, depending on which website you were given in the email.

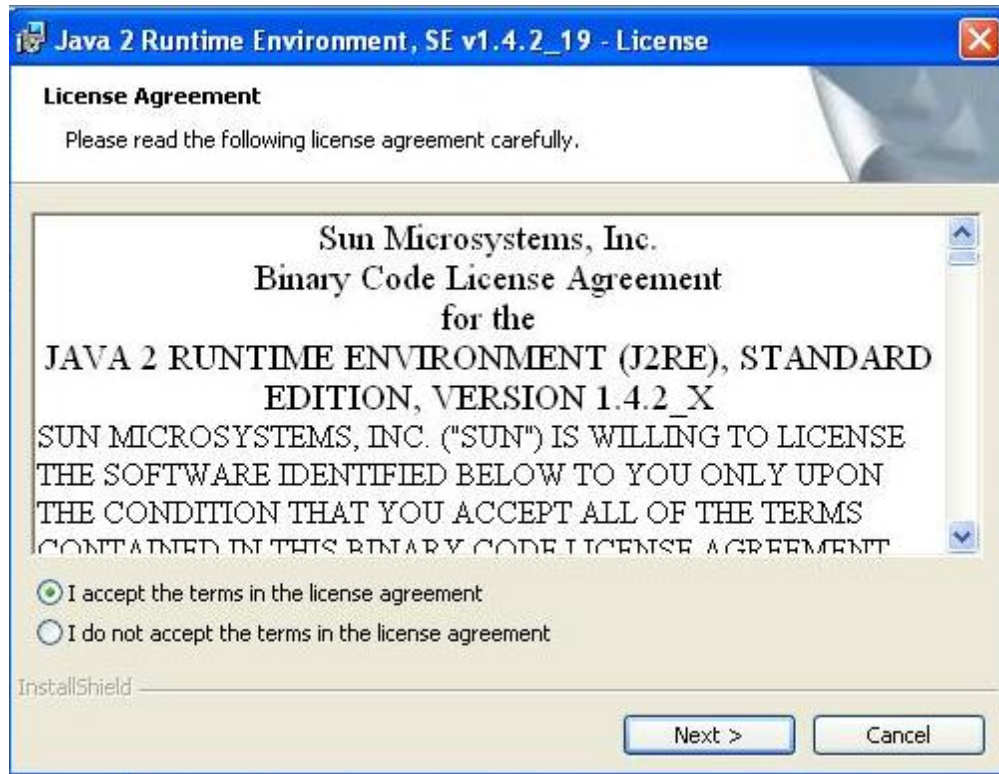


a. Verify whether Java is installed/enabled in your browser:

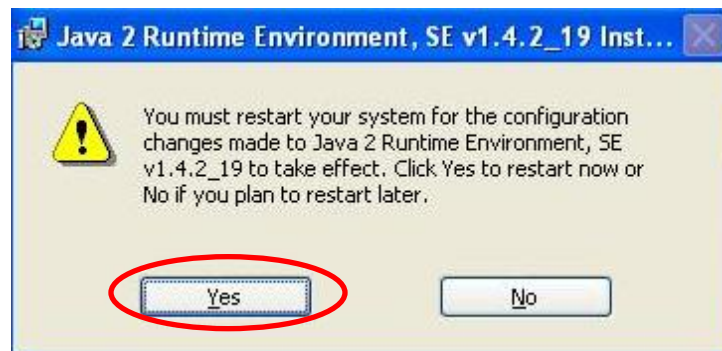
b. If Java is not installed/ enabled in your browser, click "Install".



c. Accept license agreement, and choose all defaults:



d. Reboot your computer, and repeat step #1.



2. Click the “Connect Button” on the webpage:

1. Click the Connect button. Uncheck the Anonymous and Pasive options.

2. Provide your access credentials:

Host:	Type your hostname, for example: sftp.airws.org
Username:	Type your username, for example: AIRWSPRO\my_username
Password:	Copy and paste your password.
Connection type:	SFTP/SSH

3. Click OK to Connect. Wait few seconds for the connection to be established.

4. In the Remote System field, delete the word "/HOME". Type or copy the virtual directory you have access to and click Enter. For example: /p

5. You can start transferring files now. The content of your computer is displayed in the left Local System panel whereas the content of the rem

6. Once your are done, just click the Disconnect button to finish your SFTP session.

Local System

C:\Documents and Settings\enzo

	Name	Size	Date
	..		
	.unlimitedftp		Jul 21 2009
	Application Data		Aug 05 2009
	Cookies		Aug 04 2009
	Desktop		Aug 06 2009
	Favorites		Aug 05 2009
	InstallAnywhere		May 27 2009
	IPViewer		Aug 11 2009
	Local Settings		Mar 18 2009
	McAfee		Aug 03 2009
	My Documents		Aug 12 2009
	NetHood		Aug 05 2009
	PrintHood		Jan 14 2009

Remote System

Connect Disconnect

3. A dialog box will pop up, asking for a username and password. Refer to the email for these credentials. Type the given credentials EXACTLY as they appear in the email. Click OK.

### ***EMAIL***

<b>USERNAME</b>		<b>PASSWORD</b>
AIRWSPRO\sftpub1_air_rw	=>	aKeS82Jk
AIRWSPRO\sftpub1_ext_rw	=>	73Ydkwi1

To connect to the SFTP server, follow these instructions:

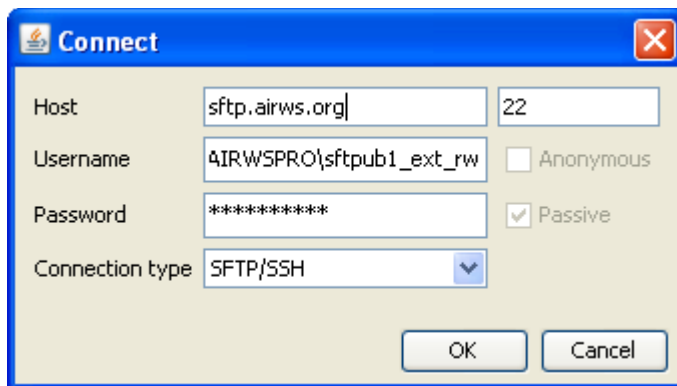
1: Browse: <http://sftp.airws.org/>

2: Click the Connect button. Uncheck the Anonymous and Passive options.

3: Type the following information:

Host: sftp.airws.org  
Username: Type one of the accounts above  
Password: Type one of the respective passwords above  
Connection type: SFTP/SSH

### ***DIALOG BOX***



The image shows a 'Connect' dialog box with the following fields and options:

- Host: sftp.airws.org
- Port: 22
- Username: AIRWSPRO\sftpub1\_ext\_rw
- Password: \*\*\*\*\*
- Connection type: SFTP/SSH (dropdown menu)
- Anonymous:
- Passive:
- Buttons: OK, Cancel

4. Upon a successful connection you should see the following on the webpage:

The screenshot displays a web-based SFTP client interface. It is divided into several sections:

- Local System:** A table listing local directories on the user's machine. The address bar shows "C:\Documents and Settings\enzo".
- Remote System:** A table listing virtual directories on the remote server. This section is circled in red.
- Connection Status:** A message box at the bottom left, also circled in red, stating: "Connected to server stp.airws.org. Remote directory listing complete. 43 directories, 0 files".
- Navigation:** Buttons for "Connect", "Disconnect", and "Help" are located at the bottom.
- Encoding:** Radio buttons for "ASCII" and "Binary" are visible above the status message.

Name	Size	Date
..		
.unlimitedftp		Jul 21 2009
Application Data		Aug 05 2009
Cookies		Aug 04 2009
Desktop		Aug 06 2009
Favorites		Aug 05 2009
InstallAnywhere		May 27 2009
IPViewer		Aug 11 2009
Local Settings		Mar 18 2009
McAfee		Aug 03 2009
My Documents		Aug 12 2009
NetHood		Aug 05 2009
nvshood		Jan 14 2009

Name
..
airflare_airws_org
aris_airws_org
cell_airhealthprojects_org
chngs2_airws_org
crtve_airws_org
dropoutstudy_airws_org
eslitb_airws_org
eslitnc_airws_org
gbg_airws_org
hideoe_airws_org
hsls_airws_org
ike2_sls_org

Connected to server stp.airws.org  
Remote directory listing complete. 43 directories, 0 files

Connect Disconnect Help

ASCII Binary

*The figure above shows a message that you have successfully connected to the SFTP server. On the right, it also shows a list of virtual directories located on the remote system, and a field to type the directory path (encircled). On the left is the directory listing for your local machine.*

- Refer to step #5 in the email for the name of the specific directory created for your project. Type this name EXACTLY as it appears in the instructions, or find it in the directory listing and navigate manually using your mouse.

USERNAME	PASSWORD
AIRWSPRO\sftp1_ext_rw	=> 73Ydkwi1
AIRWSPRO\sftp1_air_rw	=> aKeS82Jk

To connect to the SFTP server, follow these instructions:

- Browse: <http://sftp.airws.org/>
- Click the Connect button. Uncheck the Anonymous and Passive options.
- Type the following information:
  - Host: sftp.airws.org
  - Username: Type one of the accounts above
  - Password: Type one of the respective passwords above
  - Connection type: SFTP/SSH
- Click OK to Connect. Wait few seconds for the connection to be established.
- In the remote system field type: sftp1\_airws\_org/

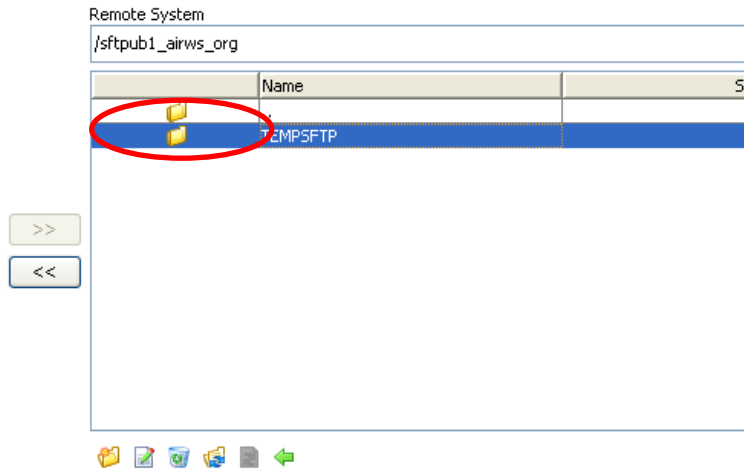
Remote System

/

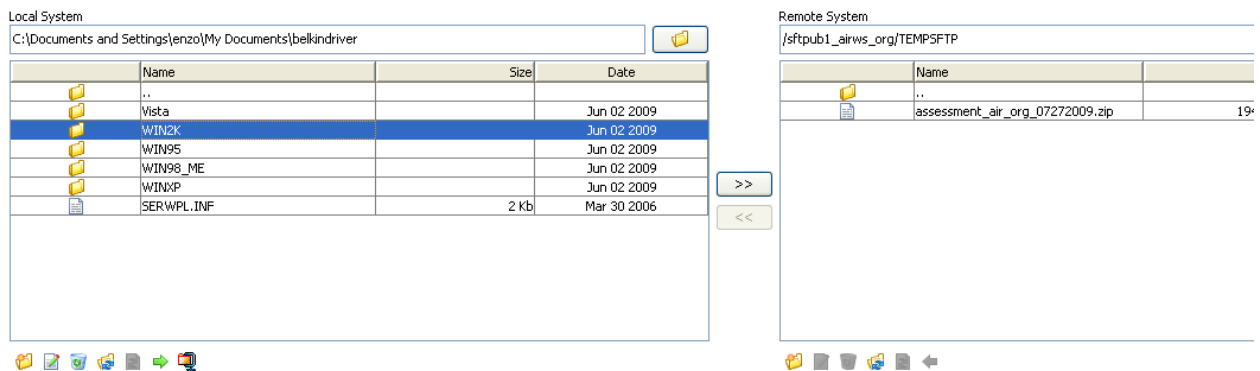
Name	Size	Date
..		
airflare_airws_org		Jan 18 2008
aris_airws_org		Feb 02 2009
cell_airhealthprojects_org		Jul 15 2008
chngs2_airws_org		Apr 25 2008
crtve_airws_org		Jun 18 2009
dropoutstudy_airws_org		Oct 02 2007
eslitb_airws_org		Aug 05 2009
eslitnc_airws_org		Aug 05 2009
gbg_airws_org		Jun 19 2008
hideo_airws_org		Feb 27 2009
hsls_airws_org		Feb 20 2008
lke2_six_oxg		Jun 05 2007



6. Double click the subfolder contained in the virtual directory. In this subfolder, you can upload/download files or create more folders, depending on the read/write permissions granted for your SFTP account.



7. Use the arrows between the two windows to move files back and forth between your local machine and the SFTP folder in the remote server. Press the “right” arrow button to upload a highlighted file from your machine to the SFTP folder, and the “left” arrow button to download a file from the SFTP folder to your machine.



Click the “Disconnect” button when finished.

