

# APPENDIX 7

## EARS-Vet MANUAL OF METHODS AND STANDARDS



**BUILDING A  
ONE HEALTH  
WORLD** 

to reduce Antimicrobial Resistance (AMR)

WP8.2 | EARS-Vet Manual, version 1.0

Leader acronym | AEMPS, ANSES

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# FILEZILLA USER GUIDE FOR DATA FILE TRANSMISSION<sup>1</sup>

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<sup>1</sup>

No. Version	Date	Description of change(s)
01	19/08/2025	Original document
02	19/09/2025	Solution against firewall problem added

## 1 PURPOSE AND SCOPE

This document is a guide for partners sending AST results data in the EARS-Vet network. Its purpose is to detail the procedure for transmitting antibiogram data files via SFTP (Secure File Transfer Protocol) using Filezilla software.

When EEDI (Ears-Vet Electronic Data Exchange) goes live, data files will no longer be sent by email but will be uploaded to an SFTP site. If partners have specific questions, they can always contact the submission managers at the email address: [ears-vet@anses.fr](mailto:ears-vet@anses.fr) (with [servane.bareille@anses.fr](mailto:servane.bareille@anses.fr) in copy).

The configuration implemented on this SFTP server restricts partners' access to their own upload folder. They can only upload files to this folder and cannot access other partners' upload folders.

## 2 FILEZILLA PRESENTATION

FileZilla is open-source software offering a 100% free SFTP client that allows you to upload files to a remote server via the internet.

FileZilla requires an internet connection and login credentials.

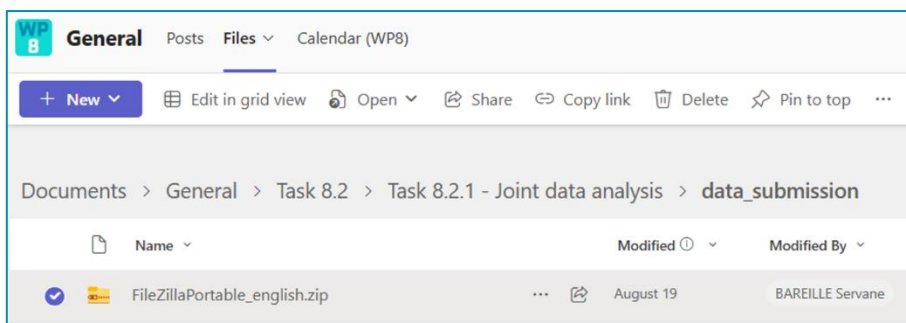
The version provided by ANSES runs on Windows. It is a portable version, meaning that it does not require installation, just configuration ([see section 3](#)).

If you do not wish to use this portable version, you can also install FileZilla (particularly if you are using an operating system other than Windows). The following links will provide you with:

- the [FileZilla download page](#)
- the [installation procedure](#)

## 3 CONNECT TO THE FILE STORAGE SITE WITH FILEZILLA

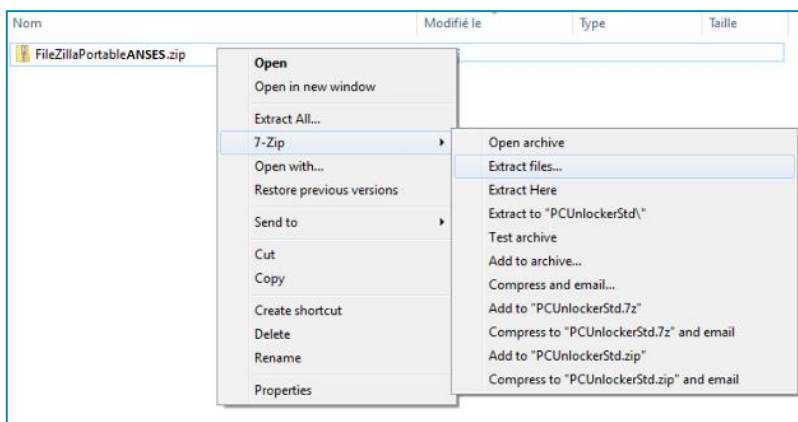
For this procedure, we will use the portable version provided by ANSES. The ZIP archive **FileZillaPortable\_english.zip** can be downloaded via the EARS-Vet SharePoint in the [data submission](#) folder. If you do not have access to SharePoint, please send an email to [servane.bareille@anses.fr](mailto:servane.bareille@anses.fr).



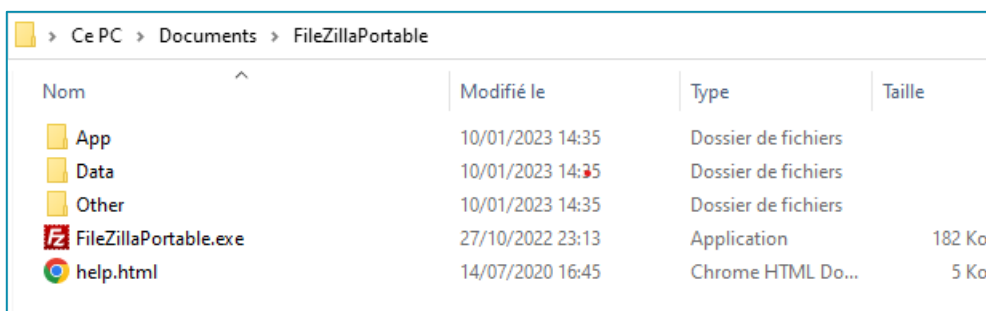
If you are using an “installed” version, open FileZilla and skip to [section 3.2](#).

### 3.1 Decompression and opening

Copy the ZIP archive **FileZillaPortable\_english.zip** provided by ANSES to the directory where you want to place FileZilla and unzip it (using the software of your choice, in the example below 7zip).

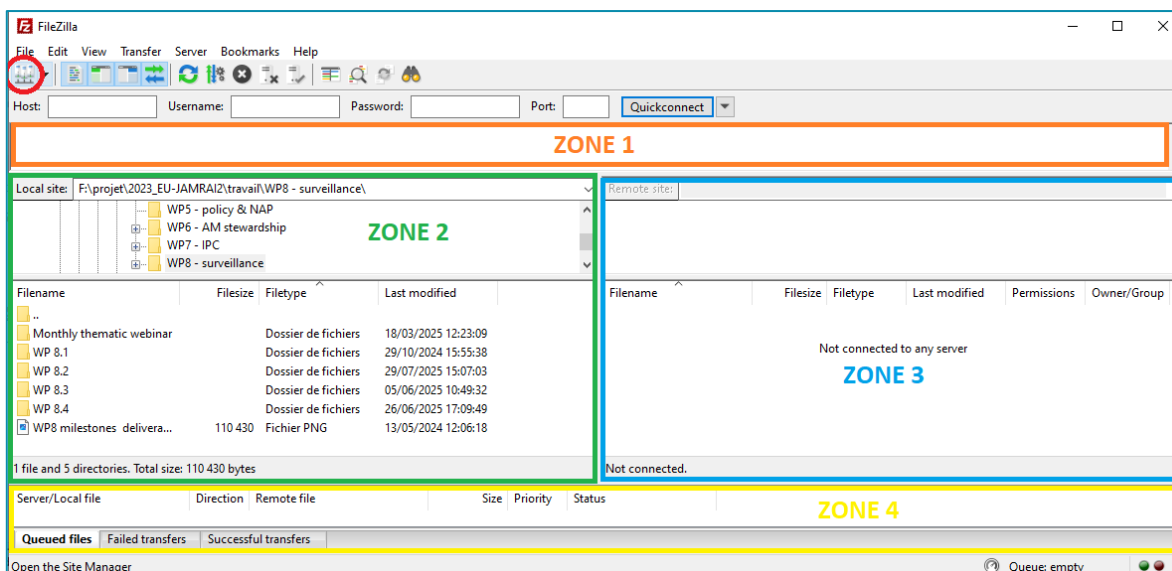


Open the **FileZillaPortable** directory you just extracted and double-click on the **FileZillaPortable.exe** file to launch the FileZilla application.



### 3.2 The FileZilla window

Once the application has started, the following window appears:



It can be broken down into four zones:

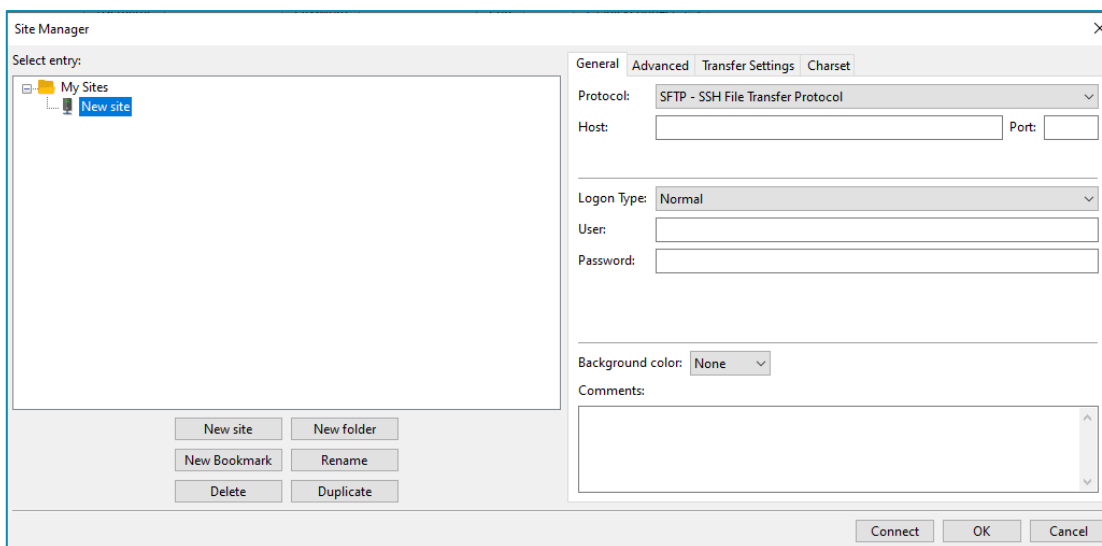
- Zone 1 (orange): this area displays messages about events that occurred during the login session.
- Zone 2 (green): this is the **Local Site**, in other words what is on your computer, with the upper part showing the folders and the lower part showing their contents.
- Zone 3 (blue): this is the **Remote Site**, i.e. the SFTP deposit server on which the files will be deposited, with the upper part showing the folders and the lower part showing their contents, as before. Note the message displayed: **Not connected to any server**.
- Zone 4 (yellow): this area concerns file transfers, where you can see transfers in progress (**Queued files**), **Failed transfers** and **Successful transfers** (see the 3 tabs).

Circled in red (top left), the **Open Site Manager** button is used to configure the connection to the deposit site.

### 3.3 Configure the connection to the repository site

Click the **Open Site Manager** button or select **File > Site Manager** from the menu bar.

The **Site Manager** window opens.



Click on the **New Site** button.

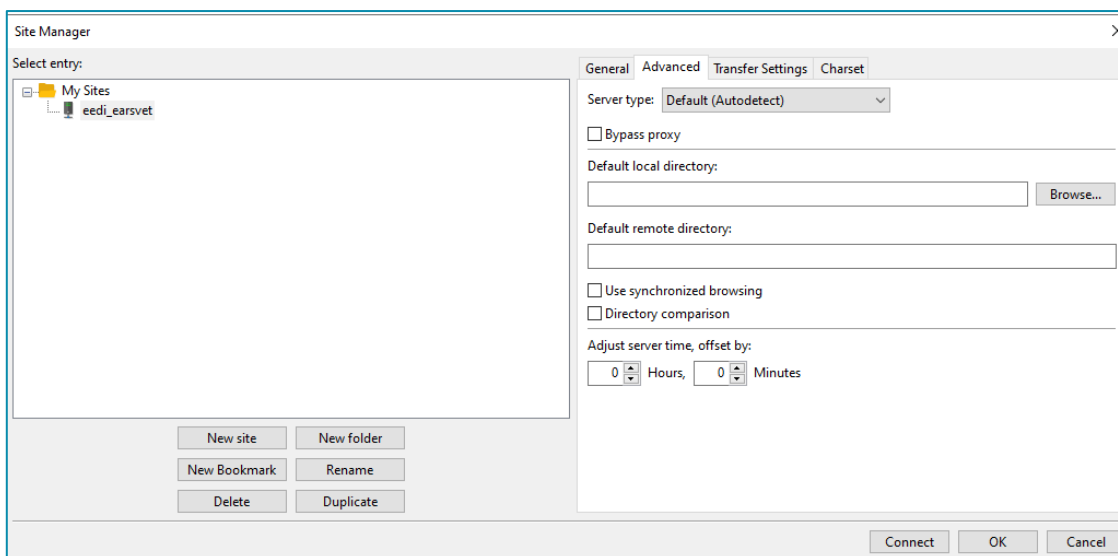
Instead of **New Site** (highlighted in blue), enter the name you want to give to the repository site (for example, eedi\_earsvet).

On the right, in the General tab, enter the connection settings below:

- **Protocol:** Select *SFTP – SSH File Transfer Protocol* from the drop-down list (be careful to change the default *FTP – File Transfer Protocol* option)
- **Host:** data provided by ANSES by email
- **Port:** provided by ANSES by email. If the value provided is 22, this field will remain blank the next time you open Site Manager, as this is the default port value for the *SFTP – SSH File Transfer Protocol*. There is no need to re-enter it.
- **Logon type:** Normal
- **User:** data provided by ANSES by email
- **Password:** data provided by ANSES by email
- Leave the other settings at their default values

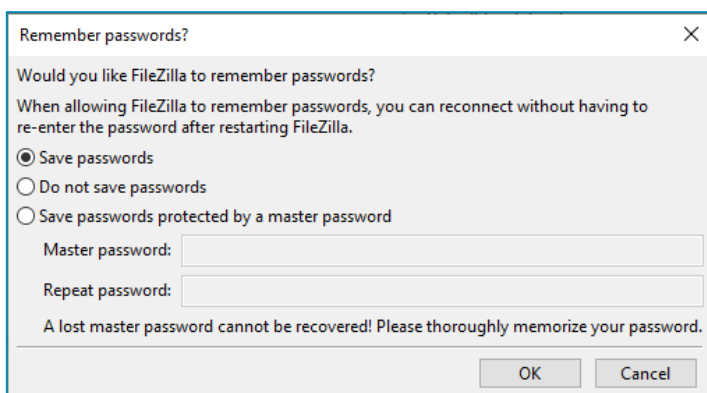
In the **Advanced** tab, only fill in the following setting:

- **Default remote folder:** data provided by ANSES by email
- Leave the other settings at their default values



The connection is now configured. Click **OK** to confirm your entry. This connection is now saved by FileZilla and will be available for the current session and subsequent sessions.

When you enter a connection for the first time, FileZilla prompts you to save the connection passwords by displaying the following window: **Remember passwords?**

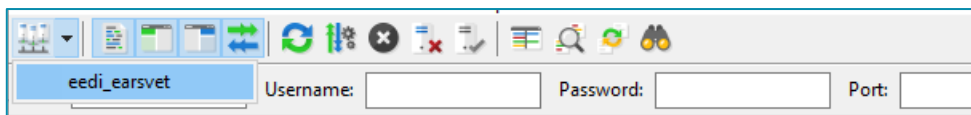


Select the desired option and click **OK**.

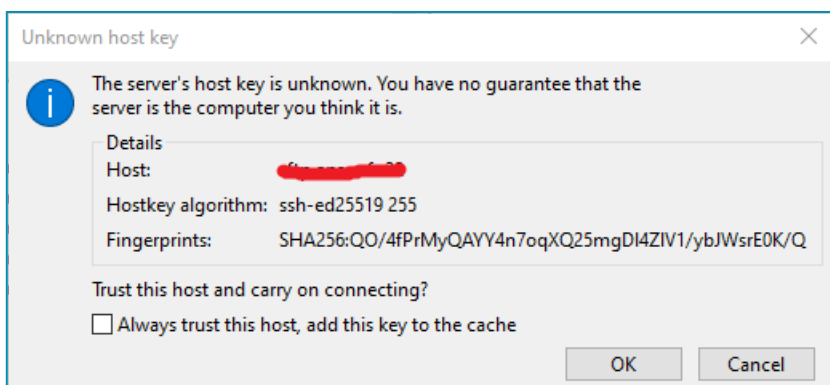
### 3.4 Log in to the deposit site

There are two ways to connect to the repository site:

- Click on the **Open Site Manager** button (circled in red, see [section 3.2.](#)) or select **File > Site Manager** from the menu bar, then select the relevant site (in this example, eedi\_earsvet) and click on the **Connect** button at the bottom right.
- OR click on the arrow next to the **Open Site Manager** button, then select the name of the site you want to connect to (in this example, edir\_resapath).

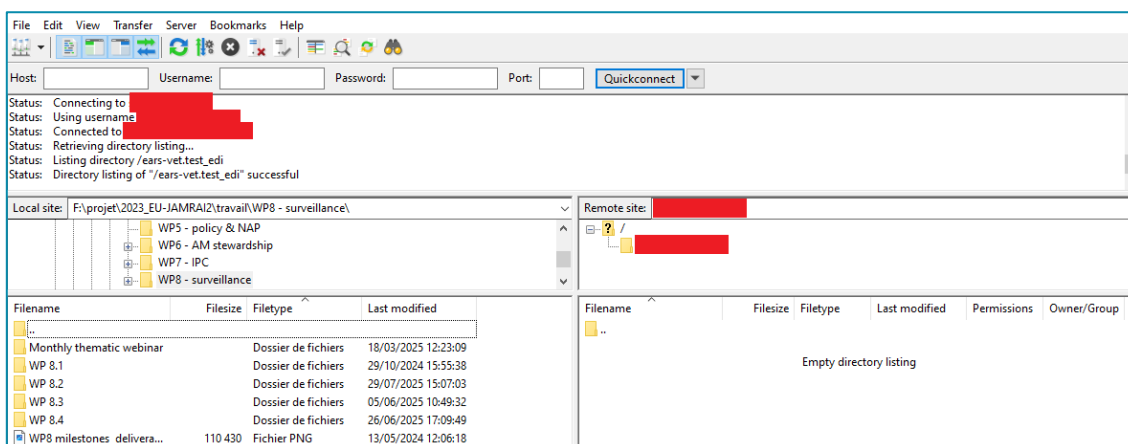


When connecting for the first time, the following window will open: **Unknown host key**, asking you to approve the SFTP server key. If you do not want this window to appear every time you connect, check the box **Always trust this host, add this key to the cache**. Then click **OK**.



If the connection to the repository site is successful, **Connected to** should appear in zone 1 and the message **No connection to a server** should disappear from zone 3 (lower section).

Check that your deposit directory is selected (the value assigned to **Default remote directory** (see [section 3.3.](#)) should appear in the **Remote site** box - area framed in red below). If this is not the case, click on the name of your deposit directory in the tree structure (upper part of zone 3).

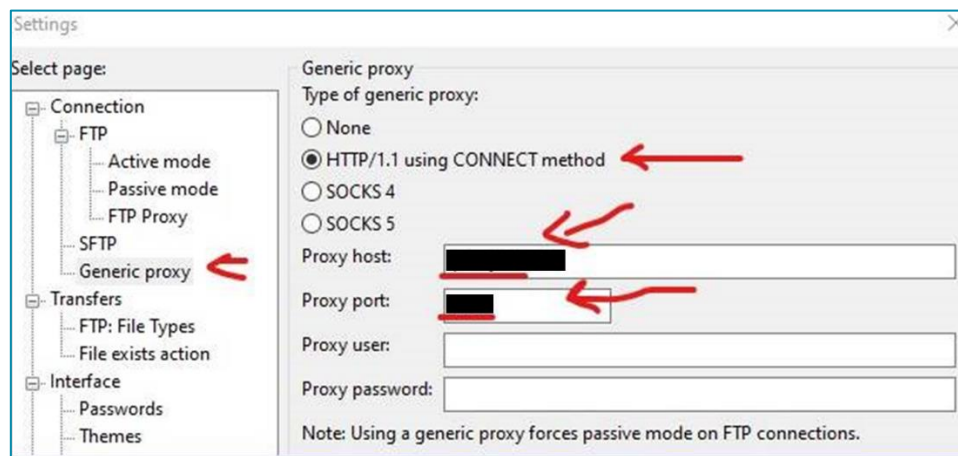


If the connection fails, error messages in red labeled **Error: .....** appear in zone 1 (events that occurred during the connection session). The most common are as follows:

- **Unable to establish a connection to the server**, sometimes preceded by **Connection interrupted after 20 seconds of inactivity**:
  - check that your internet connection is active and that the **Host** and **Port** settings are correct (see [section 3.3.](#))



- if the first solution does not work: contact your IT specialist to get specific proxy settings (specific to your organisation to pass through your firewall). Select **Edit > Settings** from the menu bar, then enter the information in the following boxes:



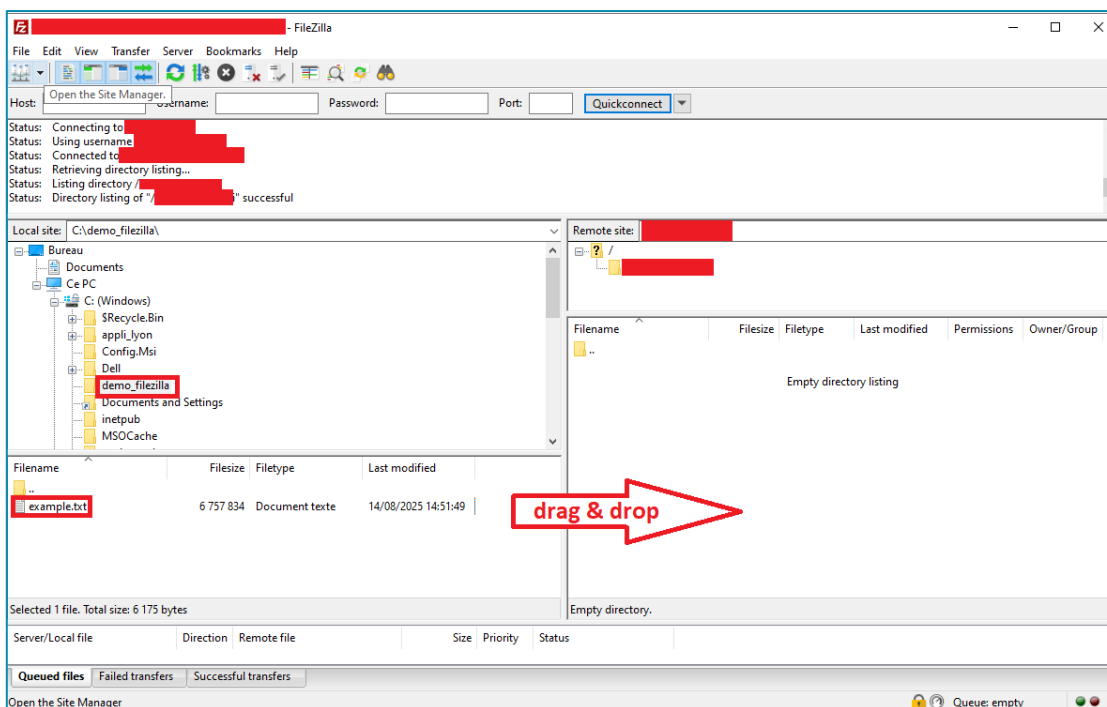
- **Authentication failed:** check that the **User**, **Password**, and **Authentication Type** settings are entered correctly (see [section 3.3.](#))
- **Connection interrupted by the server:** check that the Protocol setting is entered correctly (see [section 3.3.](#))

## 4 TRANSFER FILES WITH FILEZILLA

Log in to the repository site (see [section 3.4.](#)).

The following example shows how to transfer a file named **example.txt** from your computer (zone 2 **Local site**) to the repository site (zone 3 **Remote site**). In our example, the file is located in the directory **C:\demo\_filezilla**.

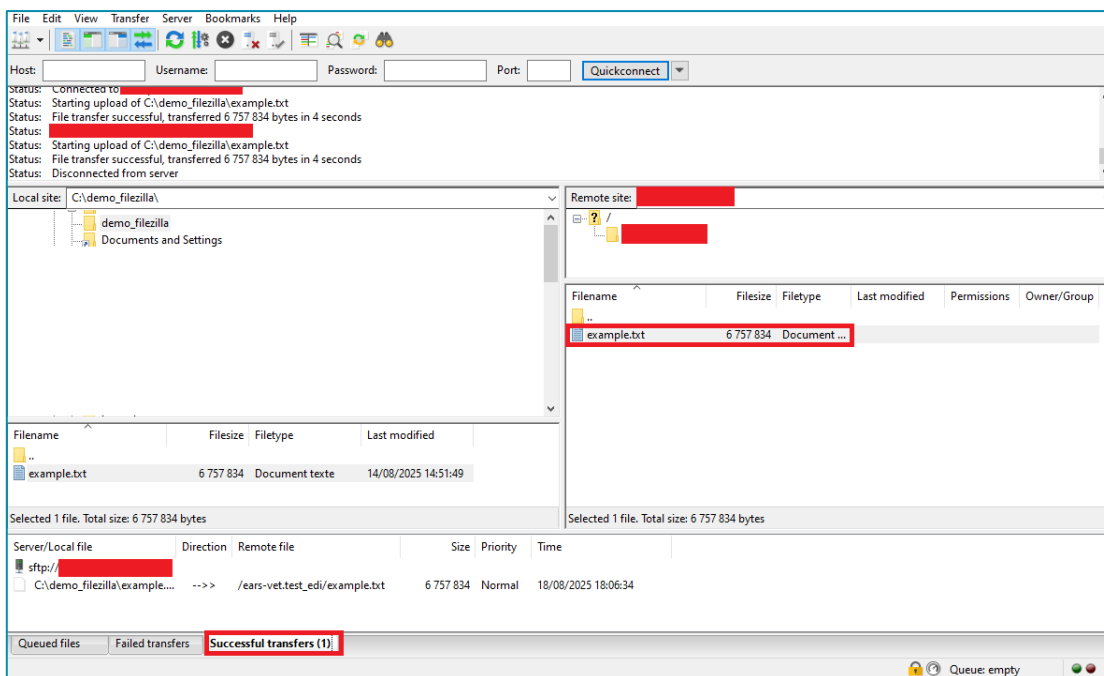
Locate the **example.csv** file to be transferred on your computer. To do this, browse your computer's directory tree (zone 2 upper part) to find the **demo\_filezilla** directory and select it by clicking on it to display its contents (zone 2 lower part).



Select the **example.txt** file by clicking on it and drag and drop it from zone 2 (**Local site** lower section) to zone 3 (**Remote site** lower section). You can also double-click on the name of the file to be transferred. During the transfer, you will see a transfer progress bar appear in zone 4 if the **Queued files** tab is selected.

Server/Local file	Direction	Remote file	Size	Priority	Status
sftp://[redacted]					
C:\demo_filezilla\example....	-->>	/ears-vet.test_edt/example.txt	6 757 834	Normal	Transferring
00:00:03 elapsed	00:00:02 left	91.1%	6 160 384 bytes (1,6 MiB/s)		

If the transfer was successful, the file **example.txt** will appear in zone 3 (**Remote Site**, lower section) and the **Successful Transfers** tab (zone 4) will display the transfer (along with the number of successful transfers in parentheses).



If the transfer fails, the **Failed Transfers** tab (zone 4) will display the failed transfer and error messages in red tagged **Error: ....** will appear in zone 1 (events that occurred during the connection session). They may be related to the connection to the deposit site (see [section 3.4.](#)) or to the execution of the file transfer. The most common case is as follows:

- **....: permission denied:** you attempted to deposit the file outside your directory. Check that the **Default remote directory** setting is correct (see [section 3.4.](#)). If this is not the case, change it and restart the connection, then check that the **Default remote directory** for the deposit site is selected (**Default remote directory** should appear in the **Remote site box** in zone 3, (see [section 3.4.](#)).

## 5 DELETE A FILE FROM THE REPOSITORY SITE

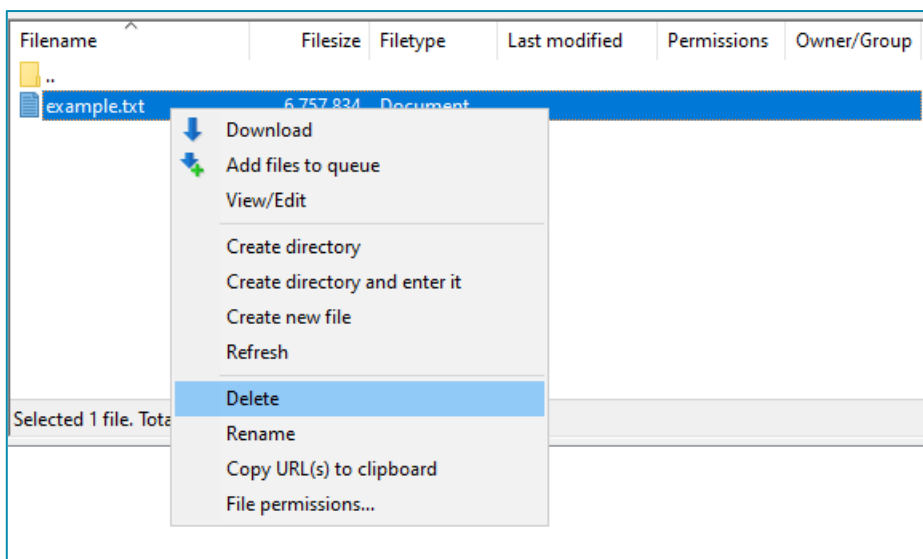
The automated EEDI process, which processes files sent by laboratories, runs daily at night. It downloads, deletes from the repository site, analyzes, and integrates the files present on this site when it runs.

However, it is possible to delete the files deposited (for example, if an error is found in a file) as long as the EEDI process has not completed its daily processing.

If you are not logged in to the repository site, log in (see [section 3.4.](#)).

Select the file you want to delete from the repository (lower part of zone 3) and delete it either:

- by right-clicking on it and then clicking on the **Delete** option



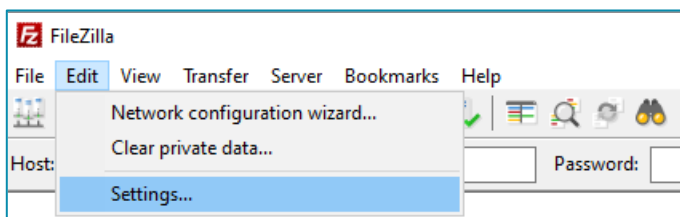
- by clicking on it and then using the **Delete** key on your keyboard

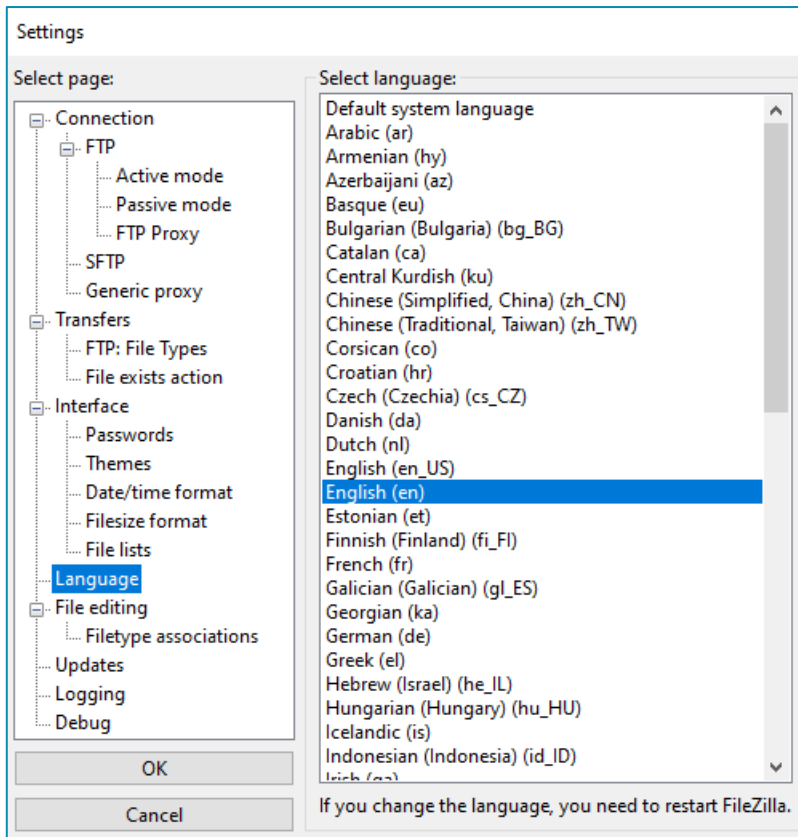
A window will open asking you to confirm the deletion. Click **Yes**. The file is deleted from the repository.

If you wish to modify a file that has already been integrated into the database (submitted more than one day ago), you must contact [ears-vet@anses.fr](mailto:ears-vet@anses.fr) to delete the txt data file from the database in order to submit a corrected version with the same name in the format PARTNER\_ID\_YEAR\_OF\_TESTING.txt.

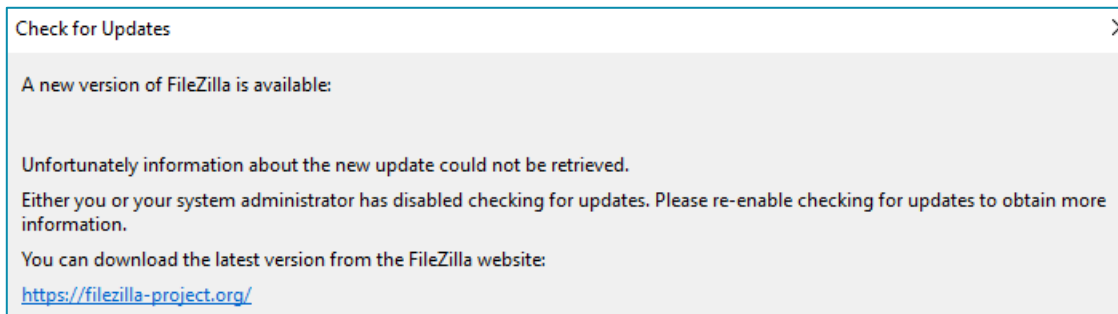
## 6 ADDITIONAL INFORMATION – CHANGE LANGUAGE

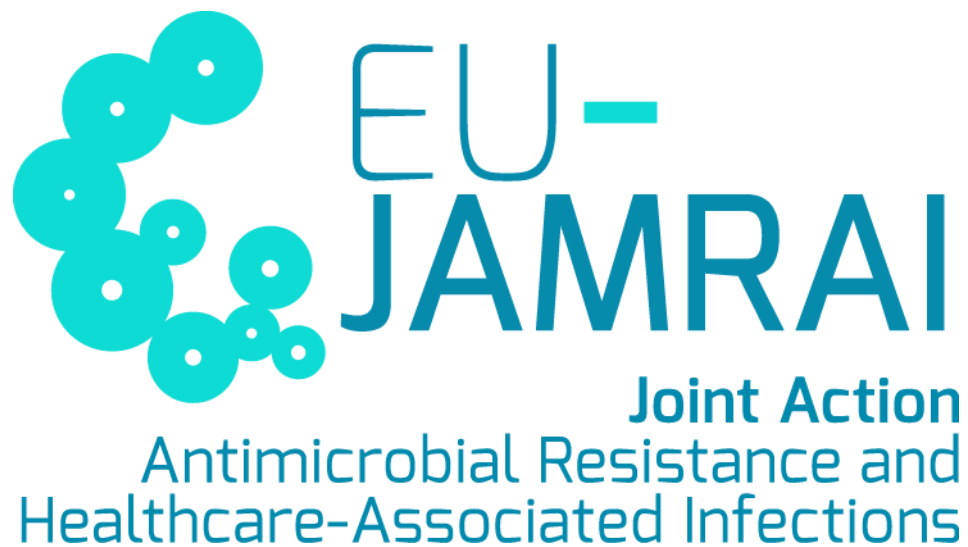
You can change the language of FileZilla by going to **Edit > Settings > Language**. For the change to take effect, you will need to restart FileZilla.





Sometimes the information message below may appear. You can ignore it, as minor updates do not prevent files from being sent.





EU-JAMRAI Partners involved in the elaboration of this document:

1. Right-click your mouse  
2. Choose change picture  
3. Select your Logo  
If not used delete grey squares

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2. Choose change picture  
3. Select your Logo  
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