



Upload documents with SFTP

Level: All users

Prerequisites

The following documents must be read and understood to fully understand this guide. They are available on the e-learning page of qatools.certifer.eu.

- QA01-GUIDE_ORDER OF READING-1X
- PO02-GUIDE_ICON-1X
- QA02-GUIDE_BACKEND-PORTAL-1X
- PO04-GUIDE_ASSESSMENT-FILE-1X

Tips:



≡ Click-on



≡ Mandatory data



≡ Optional or
selectable data



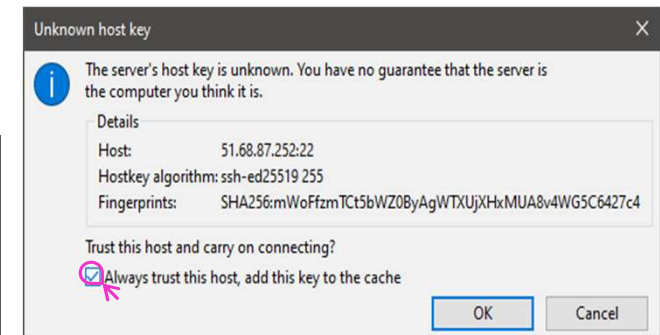
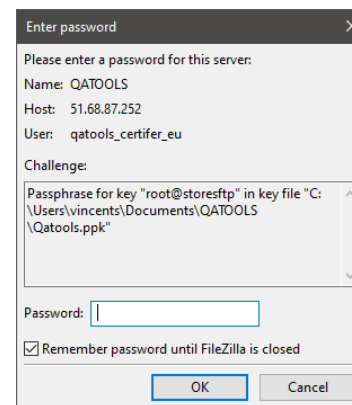
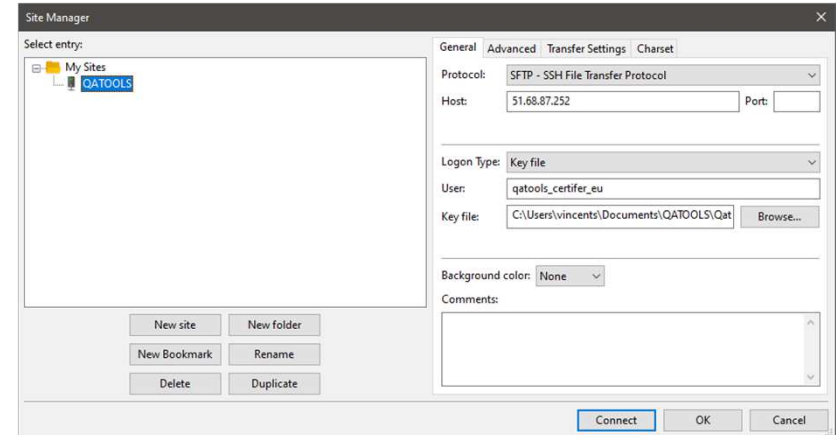
≡ Pro memoria



≡ No filter after selecting. If no action after clicking, selection is wrong

Using an FTP software like FileZilla

- Configuring SFTP server of QATools :
 - Site name: QATools
 - Protocol: SFTP - SSH
 - Host: 51.68.87.252
 - Logon Type: Key file
 - User: qatools_certifer_eu
- Key file 'Qatools.ppk' is sent by the Certification Body Project Manager
 This file is fully confidential.
- 'Qatools.ppk. must be saved on your own hard drive.
- At the 1st login, the FTP software will not recognise the key file and you must make it trusted for your computer by checking the check box 'Always trust this host, add this key to cache.
- Password will be sent by the Certification Body Project Manager
 This file is fully confidential.



One project = one SFTP folder

QATOOLS has on SFTP folder, called :

7466b39d-b12f-42d5-a95e-c7a533baea6c

Computer file is not an assessment document:

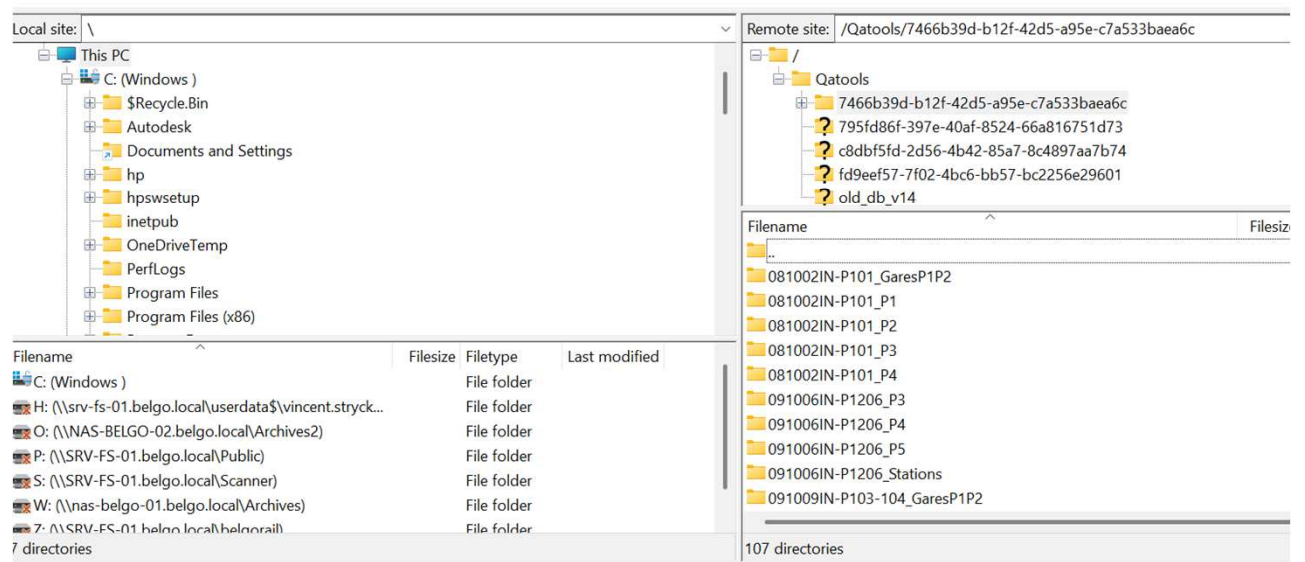
- QATools rightly considers that a document is not a computer file. A file is the materialization of a document

On SFTP folder :

- Each project (Not master) has its own folder.
- The customer must upload its files from its servers to the SFTP Folder.
- The responsibility of choosing and managing files on SFTP Server lies with the customer and not with the Certification Body.

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status: Listing directory /Qatools/7466b39d-b12f-42d5-a95e-c7a533baea6c
status: Directory listing of "/Qatools/7466b39d-b12f-42d5-a95e-c7a533baea6c" successful
status: Retrieving directory listing of "/Qatools"...
status: Directory listing of "/Qatools" successful
  
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Local site: \	Remote site: /Qatools/7466b39d-b12f-42d5-a95e-c7a533baea6c																																																												
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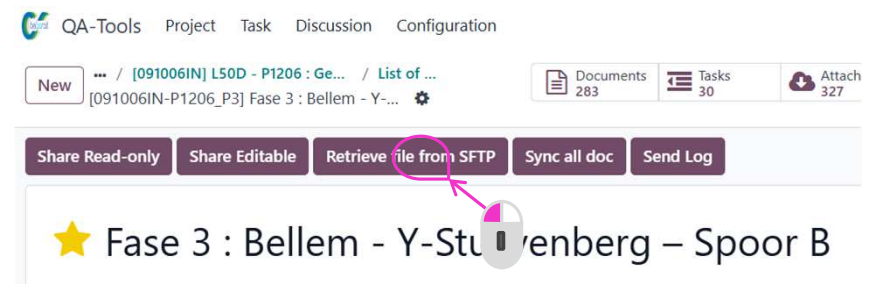
Transfer of the documents to QATOOLS

Automatically

- QATOOLS checks the SFTP server on a continuous basis, day and night, to see if there are any files to download to QATOOLS project's database
- At first attempt, QATOOLS checks whether the Excel file 'assessment content file' has already been uploaded by the customer.
- It is essential that the guide 'PO04-GUIDE_ASSESSMENT-FILE-1X' was read, understood and strictly followed by stakeholders
- Any error in 'assessment content file' can cause serious disruptions to the project.

Manually

- PM of the Certification Body can use backend to transfer manually files from SFTP to QATools
- It's a "spare wheel" solution and must therefore be limited to the transfer of about ten files.
- However, it will come in handy when customer needs to upload files during a technical meeting with the Certification Body.
- PM of the Certification Body enters the project via the backend of QATools. In the upper left corner of the frame of the project, on the command 'Retrieve file from SFTP'.



CONTACT

CERTIFER SA

18, Rue Edmond Membrée
59300 Valenciennes
France

+33 (0)3 272 835 00
contact@certifer.eu



Sophie JOUBERT

Vincent STRYCKMANS

QATOOLS Point of contact

sophie.joubert@certifer.eu

Vincent.stryckmans@certifer.eu

