



Commport FTP Client Set-up

Instructions for downloading and installing the Commport FTP Client.

Version 1.4

Commport Communications International, inc.
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Commport

Minimum Requirements:

Operating System: Windows 8 or higher.

Available in 32 or 64 bit - .net framework 4.5 or higher.

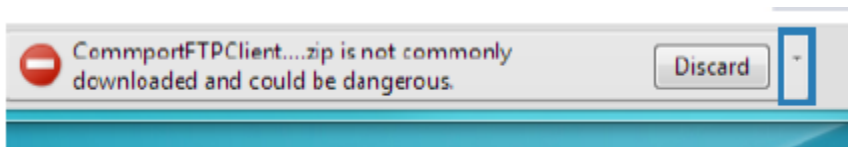
1. Download from Commport Website:

<http://www.commport.com/wp-content/uploads/2021/03/CommportFTPClient.zip>

Click on the above link. This will ask you to Open or Save. Select 'Save' and save to your Desktop or desired location.

When the download is complete select 'Open'.

From Chrome you may see a message similar to this:



The arrow beside 'Discard' contains 'Discard' or 'Keep' option. Select 'Keep'. This will allow you to open the file.

If you have any issues with downloading Commport FTP Client please call us at 1-800-565-2666 option 2, option 1.

2. Extract the Zipped Files

Navigate to the location where you saved the .zip file and double click to open the zip file.

Extract All zipped files to a convenient location.

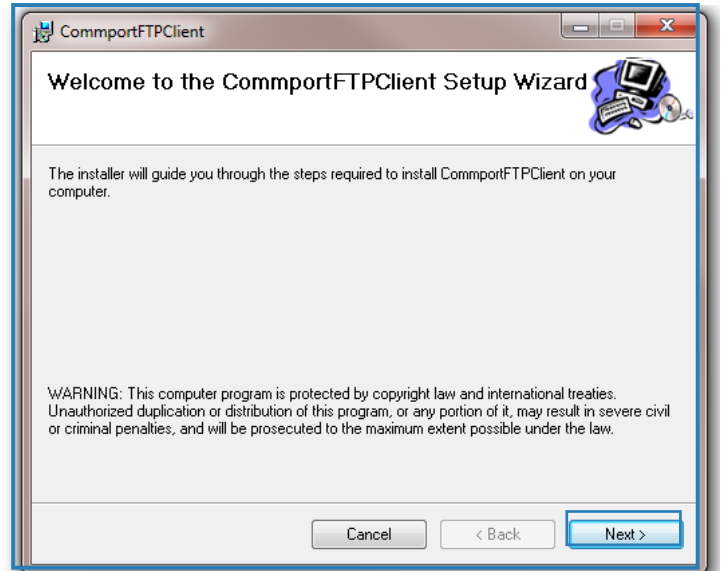


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3. Installing Commport FTP Client

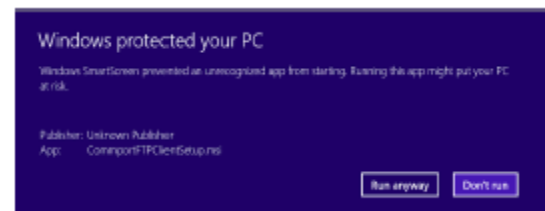
Go to the location on your computer where you extracted the ZIP files and double click **CommportFTPClientSetup.application**

Once the installation wizard starts, click next to start the installation.



If you are running Windows 8, you may see a warning "Windows protected your PC".

Click "More info" and then click the Run Anyway button.



***A Note about the Microsoft .NET Framework

The Microsoft .NET Framework is a foundation used by applications within the Windows environment. You may be asked to install the .NET framework as a part of installing CommportFTP.

You can access the download for the .NET Framework on the Microsoft website at:

<http://www.microsoft.com/visualstudio/eng/downloads#d-net-45>

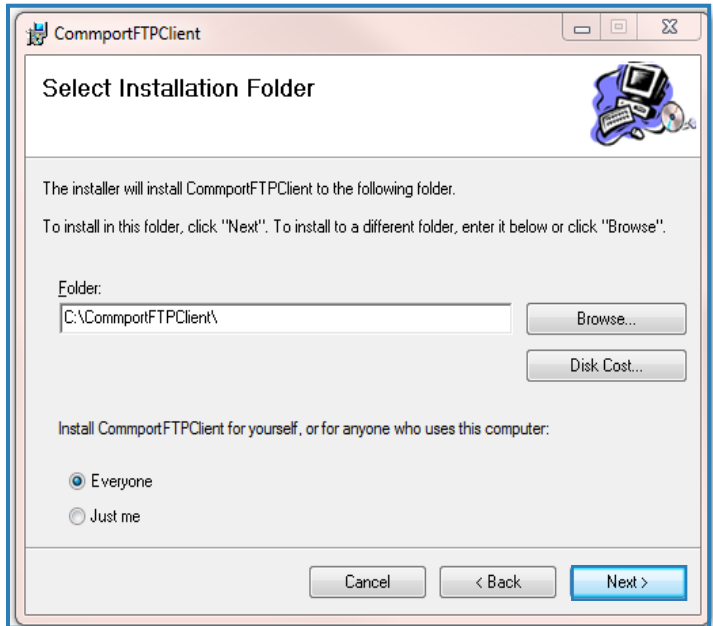
CommportFTP requires .NET Framework version 3.5 or higher.



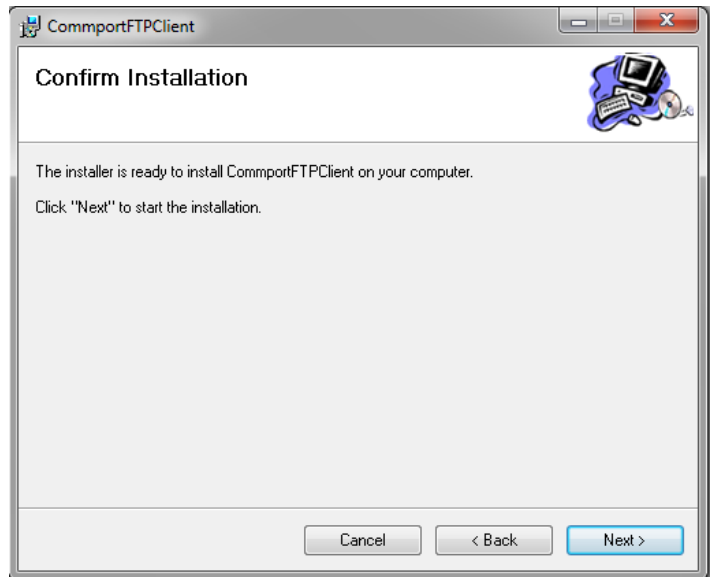
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On the Select Installation folder page, install the programs onto the system drive. (It is recommended that you **do not** install the program under the “Program Files” folder).

Leave the default option of “Everyone” and Click “Next”.



Click Next to confirm and begin the installation.

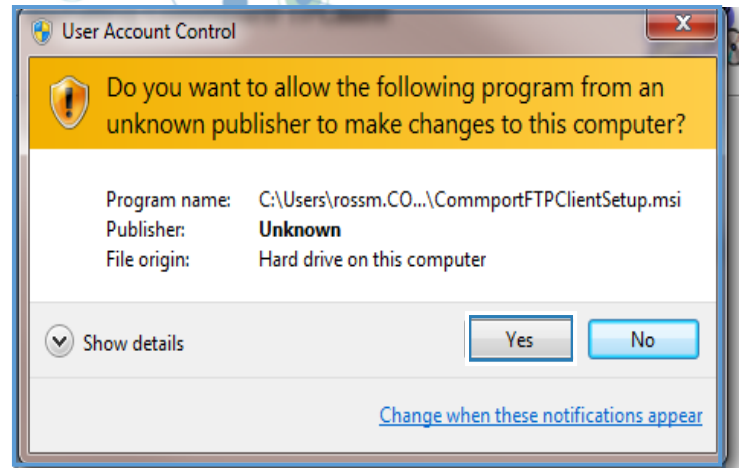




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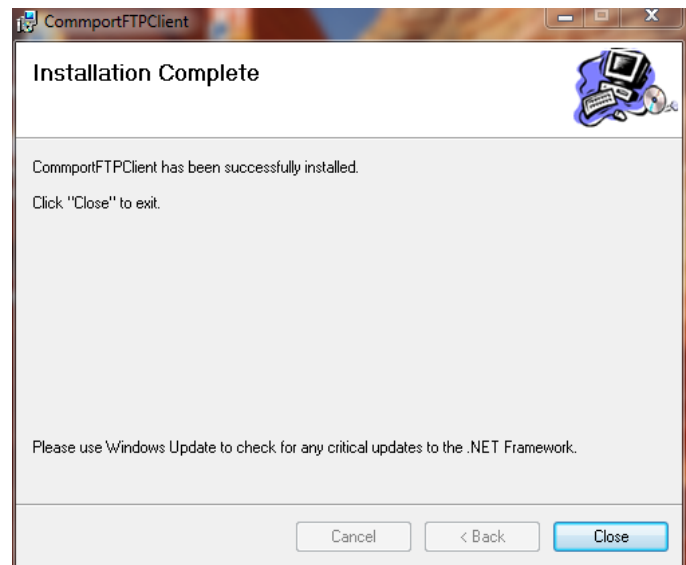
The Commport FTP Client will go through the installation process; if the User Account Control is enabled on your system, you may see a dialogue box like this one.

Click "Yes" to allow the following program from an unknown publisher to make changes to this computer.



The installation is now complete.

Click Close.

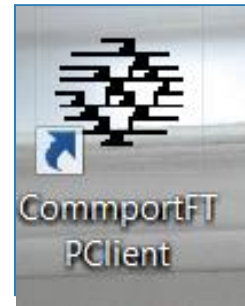




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4. Configure the FTP Client Software

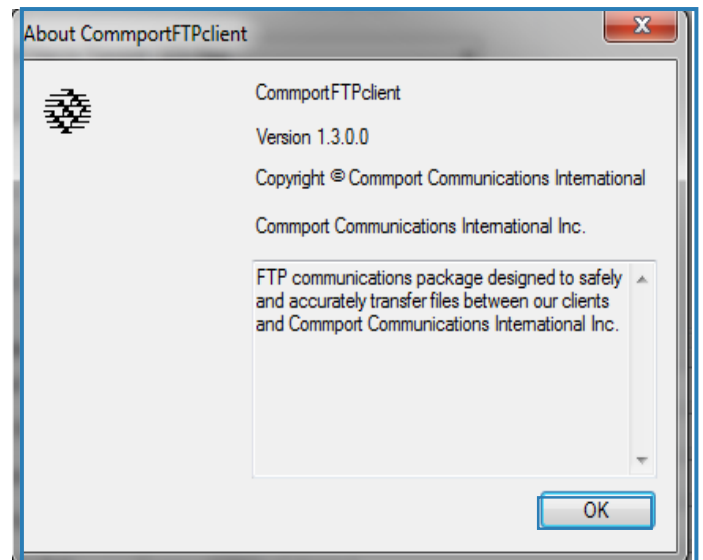
Click on the new desktop icon for CommportFTPClient



You should see the About CommportFTP Client screen.

This screen will be displayed briefly every time you launch the software.

Click "OK"





Fill in the Username and Password that was supplied to you by your Commport Support Team.

If you would like the application to run automatically, set the option to a time that best suits your file traffic pattern.

If you would like to run the application manually accept the default setting of "0".

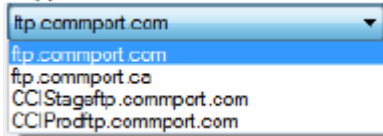
From the "Types of Files to Transmit" option, Select EDI or NON-EDI Files, depending upon the type of files that you will be sending. If your files will be named with an extension of .EDI, choose EDI files, otherwise for any other extension or for no extension, choose non-EDI (flat) files.




This setting refreshes the display. Set to a time that best coincides with the option that you chose above. (Automatic or manual functionality)



Select the Commport URL provided to you by the Commport Support Team.



Enter the folder locations for the Commport Upload and Download Paths provided to you by the Commport Support Team.

In the Client Folders section, you can Enter a Folder location or you can Browse to a Folder. The Browse Option  provides you with the ability to "Make New Folder".

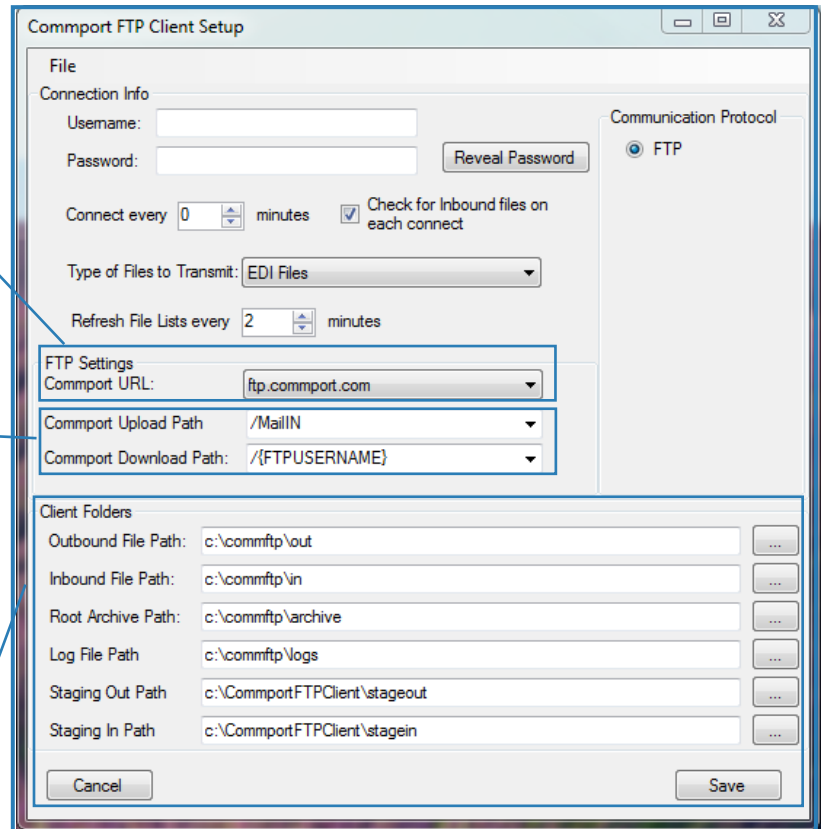
The "Outbound File Path:" is where you enter the folder location or browse to the folder where you put files that you want to upload/send to Commport.

The "Inbound File Path:" is where you can enter the folder location or browse to the folder where you would receive files from Commport.

The "Root Archive Path:" is where the CommportFTP program will archive files that have been successfully uploaded and downloaded. You can enter the folder location or browse to the folder that you wish to use for archiving these files.

The "Log File Path:" is where the CommportFTP program creates detailed transaction logs. You can enter the folder location or browse to the folder you wish to use for your logs.

The "Staging Out Path" and the "Staging In Path" are both internal paths that the application will use for processing, Commport recommends that you accept the defaults.

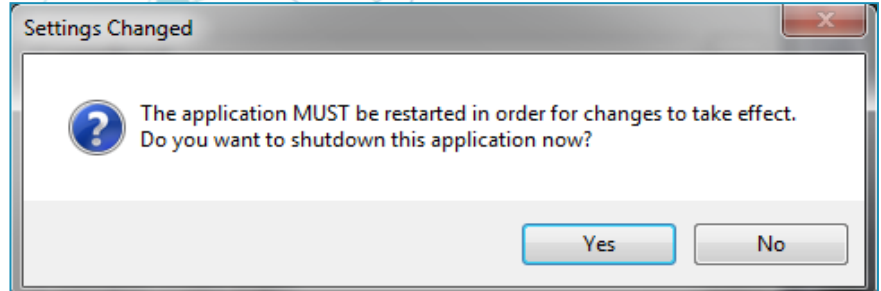




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You should see a screen prompting you to restart the application.

Click Yes to Restart the Application.



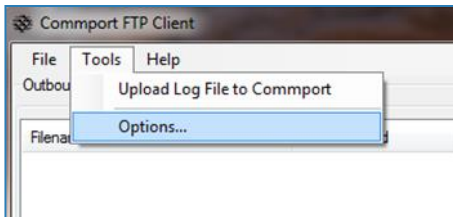
5. Using the CommportFTP Client Software

The next time the Commport FTP Client starts you should see a screen like the one pictured below:

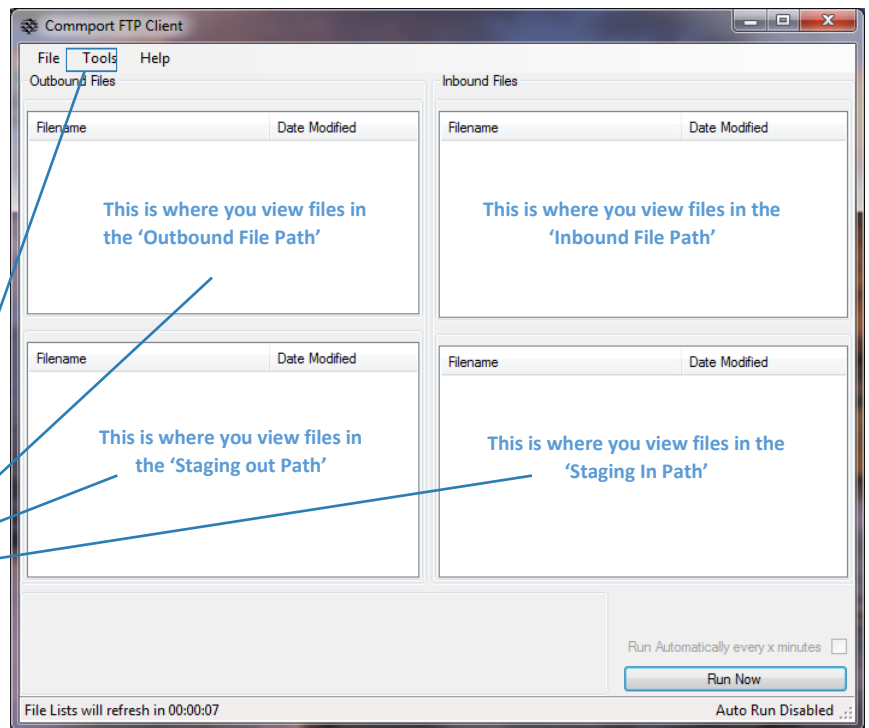
This view will allow you to see the status of your files.

The "Run Now" button enables you to upload and download files manually.

You can change the setting at any time by selecting "Tools" and then "Options" from the menu bar.



Note that the software will ask to be restarted after making any setting changes.



The application screen will allow you to see the status of your files.