

# **Commport FTP Client Upgrade**

Please go to <u>www.commport.com/downloads</u> to Download the Newest CommportFTP Client.

Version 1.0

Commport Communications International, inc. March 9, 2021

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These instructions are for updating from an older version of the CommportFTP Client to version **1.6.4.2**.

### Minimum Requirements:

Operating System: Windows 8 or higher.

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

# 1. Backup your Current Configuration

Open the Commport FTP Client currently installed on the computer used to send/receive data to/from Commport.

Select 'Tools' from the menu bar, and then 'Options'. This will open your configurations settings screen.

File Tools Help			
Dutbou Upload Log	File to Commport	Inbound Files	
Filena Options		Filename	Date Modified
Filename	Date Modified	Filename	Date Modfied

Figure 1 – Select Tools - Options



Reveal Password to show your existing password.

Record <u>all</u> of the configurations or take a screenshot of your existing settings. *You will need these to reconfigure after the upgrade.* 

Commport FTP Client Setup	×
File         Connection Info         Usemane         Password         Hide Password         Connect every         Image: Type of Files to Transmit:         EDI Files         Refresh File Lists every         Image: Type of Files to Transmit:         EDI Files         Refresh File Lists every         Image: Type of Files to Transmit:         EDI Files         Commport URL:         Itp.commport.com         Commport UPload Path         /MailN         FTP Connect Mode:         Active	Communication Protocol (e) FTP
Client Folders Outbound File Path: c:\commftp\out Inbound File Path: c:\commftp\out Root Archive Path: c:\commftp\archive Log File Path c:\commftp\ogs Staging Out Path c:\CommpotFTPClient\stageout Staging In Path c:\CommpotFTPClient\stagein Cancel	

Figure 2 – Settings – Reveal Password

From the File menu, select Send Configuration File to Commport. This will upload a copy of your existing configuration settings to your Commport FTP Mailbox.

If you have an issue with the configuration of the new version of the Commport FTP Client, Commport support team can use this uploaded backup to assist you.

	nt Setup		- 🗆	>
File				
Get Configura	ation File from Commport			
Send Configu	ration File to Commport		Communication Pro	tocol
Save Configu	ration	Hide Password	() FIF	
Sand Log Eile	to Commont	bound files on		
Send Log File	to commport	et.		
Exit		~		
Dofrach Eile Liste	avan 2 A minitan			
netresti nie usts	every Z			
FTP Settings Commont URL:	ftp commont com	~		
Commont Lipload Pat	h /MailiN			
commport opioau ra		¥		
Commont Download	Path: //ETPUSEPNAME1			
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Commport Download	Path: /{FTPUSERNAME}	~		
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Commport Download FTP Connect Mode: Dient Folders	Path: /{FTPUSERNAME}	v V		
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Commport Download FTP Connect Mode: Dient Folders Outbound File Path: Inbound File Path:	Path: /{FTPUSERNAME} Active c:\commftp\out c:\commftp\in	v v		]
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*Figure 3 – Settings – Send to Commport* 



#### 2. Download & Install new Version

Go to <u>www.commport.com/downloads</u> or click the link below to download the latest software in a .ZIP file.

Save the .zip on your system and Extract all files.

From the location where you extracted, double-click the '**CommportFTPclient.application**' to launch the install.

#### Click 'Install'

Complete the setup with the configuration details captured.

Fill in each field with the same values as your saved screenshot from the previous steps.

Click on Save

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Figure 4 – Installation

Commport FTP Client Se	tup	-		×
File				
Connection Info				
Usemame: MyUserNa	me	Communica	ition Prote	ocol
Password: MyPasswo	Hide Password	● FTP		
Connect every 0	minutes Check for Inbound files on each connect			
Type of Files to Transmi	: EDI Files $\checkmark$			
Refresh File Lists every	2 🔹 minutes			
FTP Settings				
Commport URL:	ftp.commport.com ~			
Commont Lipland Path	/MailIN X			
Commport Opload Fath				
Commport Download Path:	/{FTPUSERNAME} ~			
FTP Connect Mode:	Active			
Client Folders				
Outbound File Path: c:\c	commftp \out			
Inbound File Path: c:\c	commftp \in			
Root Archive Path: c:\c	commftp\archive			
Log File Path c:\c	commftp Vogs			
Staging Out Path c:\C	Commport FTPClient\stageout			
Staging In Path c:\C	CommportFTPClient\stagein			
Cancel			Save	

Figure 5 – Re-Configure

For full installation instructions please reference the Installation Instructions available <u>here</u>, or at <u>www.commport.com/downloads</u>.



#### 3. Test

Test the upgraded Commport FTP Client by putting a test file into your Staging Out Path and clicking 'Run Now' on the application or waiting for the automated send if your configuraitons specifcy. Verify the file is sent.

## 4. Uninstall Old Version

To ensure there is no confusion, uninstall any previous versions of Commport FTP, using the Add/Remove Programs or Apps & Features as needed in your specific Operating System.