



Sending Files to Journyx

Instructions and Advice

Journyx uses temporary individual accounts on a Journyx server to facilitate transferring files back and forth with customers. When a Journyx staffer needs to send you a file, or get a file from you, then they will send you a server name, account name, and password. That account will remain active for one week, after which time it will be deleted--whether or not the file has reached it's destination.

Below are instructions and advice on how to use these accounts to transfer the files. There are two file transfer methods available: FTP is easier for most people, but blocked in a few corporate networks; and SCP requires installing special software on Windows, but is more secure.

We have broken the instructions down by whether you are sending files to us, or receiving files from us. We have also broken the instructions up based upon the operating system of the computer that you are making the connection from. And, finally, we have broken the instructions up based upon whether you want to use the transfer method that is easier (FTP) or the method that is more secure (SCP).

Throughout these instructions you will see variables placed in brackets, like <accountname>, to indicate that this is a placeholder for the real value. When you see these do not include the brackets, < and >, in your commands. The variables used in these instructions are:

- Server: <servername>
- Account: <accountname>
- Password: <password>
- File Name: <filename>

And a command with the variables might look like this:
ftp://<accountname>:<password>@<servername>/<filename>

You will need to look up the server name, account name, password, and (perhaps) file name from the email that you receive from a Journyx staffer--the same email where you found this link. To finish out the above example, if the email from the Journyx staffer included these values:

- Server: server.journyx.com
- Account: customer9
- Password: dafFRv84
- File Name: file.doc

Then your command should look like this:
ftp://customer9:dafFRv84@server.journyx.com/file.doc

Sending files to Journyx:

Easy Way

Windows 2000 & XP with IE6
Windows XP with IE7 & Vista
Unix (Linux/Solaris/AIX/FreeBSD)

Secure Way

Windows 2000 & XP with IE6
Windows XP with IE7 & Vista
Unix (Linux/Solaris/AIX/FreeBSD)



Receiving files from Journyx:

Easy Way

Windows 2000 & XP with IE6

Windows XP with IE7 & Vista

Unix (Linux/Solaris/AIX/FreeBSD)

Secure Way

Windows 2000 & XP with IE6

Windows XP with IE7 & Vista

Unix (Linux/Solaris/AIX/FreeBSD)

Sending Files to Journyx >> Fast/Easy Way >> Windows 2000 & XP with IE6:

IE6 is a natural FTP client. So you should be able to open up the address that a Journyx staffer sends you and simply copy files to and from that folder. If you cannot then almost certainly the problem is security software, either on your PC or on your network. You will need to speak to your IT staff about that.

Please zip all files that you transfer to Journyx before you upload them.

The Journyx staffer should have sent you a link like this one:

ftp://<accountname>:<password>@<servername>

Your mail client should recognize that as a web link, and if you click on the link it should open IE6 in the right folder on our server. If your your mail client does not recognize that as a link then you can select it and copy it, and then open IE6 and paste into the address bar. You have to hit [Enter] on your keyboard after you paste in the address.

Once the page refreshes you will be logged in and the address will shorten to just:

ftp://<servername>

Copy any file you need to send to Journyx into that folder. You can literally just drag-and-drop just like any local folder on your desktop computer.

Don't forget to reply and tell the Journyx staffer once the files are uploaded. They won't receive any notification other than your email.

Sending Files to Journyx >> Fast/Easy Way >> Windows XP with IE7 & Vista:

IE7 does not support FTP. But the Windows Explorer on your system (even on Vista, up through Vista SP1) uses IE6 as it's core application. So you need to open up Windows Explorer (click on 'My Computer' in your Start menu or on your desktop), and then paste in the address that the Journyx staffer has sent you.

Please zip all files that you transfer to Journyx before you upload them.

A Journyx staffer should have sent you a link like this one:

ftp://<accountname>:<password>@<servername>

Your mail client should recognize that as a web link, but if you click it you will get IE7 and an error message. Copy the address instead. Then open up My Computer and paste in that address. Depending upon some settings on your computer you might have to manually delete the address in the address bar before you can paste in a new address. And you might have to hit [Enter] to get it to go.

Once the page refreshes you will be logged in and the address will shorten to just:

ftp://<servername>



Copy any file you need to send to Journyx into that folder. You can literally just drag-and-drop just like any local folder on your desktop computer.

Don't forget to reply and tell the Journyx staffer once the files are uploaded. They won't receive any notification other than your email.

Sending Files to Journyx >> Fast/Easy Way >> Unix (Linux/Solaris/AIX/FreeBSD):

FTP is probably already installed in your kernel. If it is not then you will need to get it installed. Installing an ftp program is beyond the scope of this help document--you will need to get your IT staff to help you with that. The default ftp program for your distribution should be sufficient--we don't require any special ftp program.

Please tar/gzip all files that you transfer to Journyx before you upload them.

A Journyx staffer should have sent you a link like this one:
ftp://<accountname>:<password>@<servername>

You will need to make sure that your ftp program is set to transfer in binary mode. When you log in to our ftp server you will automatically be in your home directory, and this is the directory where you should upload the file(s). So you do not need to navigate or make any directories. Just upload (put) the file(s).

The exact commands and prompts could vary greatly based upon your Unix distribution. FTP is often an interactive series of commands. The following outline should help guide you through the steps.

- ftp <servername> (It will prompt you for the account name.)
- <accountname> (It will prompt you for the password.)
- <password> (It will confirm that you are logged in and leave you at an "ftp>" prompt.)
- ftp> binary (It will say something like "200 Switching to Binary mode.")
- ftp> put <filename> (It will show you some type of status display. When it is done you will get a new "ftp>" prompt.)
- ftp> quit

Don't forget to reply and tell the Journyx staffer once the files are uploaded. They won't receive any notification other than your email.

Sending Files to Journyx >> More Secure Way >> Windows 2000 & XP with IE6:

Windows does not have a built-in scp program. You will need to find and install one. Journyx does not officially endorse any specific program. You should start by talking to your IT staff before you download or install any programs. But any of the programs that you find on the first results page by Googling 'SCP program' should work fine with with our server.

Please zip all files that you transfer to Journyx before you upload them.

Once you have an SCP program installed you should be able to connect to our server with the account name and password supplied. That information should be supplied in the email sent by a Journyx staffer. It will look something like this:

- Server: <servername>
- Account: <accountname>
- Password: <password>

The server name might be ftp.journyx.com. This server supports both FTP and SCP connections.

We do normally email the passwords for these accounts, because we are always sending them to known



people whose email should be secure. If you are concerned about your email security then please call the Journyx staffer you have been in contact with and ask them for a new account name and password verbally.

The precise method for uploading the files will vary based upon your chosen scp program. Most of them allow simple drag-and-drop file copying, just like you do between local folders on your computer.

Don't forget to reply and tell the Journyx staffer once the files are uploaded. They won't receive any notification other than your email.

Sending Files to Journyx >> More Secure Way >> Windows XP with IE7 & Vista:

Windows does not have a built-in scp program. You will need to find and install one. Journyx does not officially endorse any specific program. You should start by talking to your IT staff before you download or install any programs. But any of the programs that you find on the first results page by Googling 'SCP program' should work fine with our server.

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Once you have an SCP program installed you should be able to connect to our server with the account name and password supplied. That information should be supplied in the email sent by a Journyx staffer. It will look something like this:

- Server: <servername>
- Account: <accountname>
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The server name might be ftp.journyx.com. This server supports both FTP and SCP connections. We do normally email the passwords for these accounts, because we are always sending them to known people whose email should be secure. If you are concerned about your email security then please call the Journyx staffer you have been in contact with and ask them for a new account name and password verbally.

The precise method for uploading the files will vary based upon your chosen scp program. Most of them appear to enable drag-and-drop file copying, just like you do between folders on your computer.

Don't forget to reply and tell the Journyx staffer once the files are uploaded. They won't receive any notification other than your email.

Sending Files to Journyx >> More Secure Way >> Unix (Linux/Solaris/AIX/FreeBSD):

SCP is probably already installed in your kernel. If it is not then you will need to get it installed. Installing an scp program is beyond the scope of this help document--you will need to get your IT staff to help you with that. The default scp program for your distribution should be sufficient--we don't require any special scp program or special protocols.

Please tar/gzip all files that you transfer to Journyx before you upload them.

Once you have an SCP program installed you should be able to connect to our server with the account name and password supplied. That information should be supplied in the email sent by a Journyx staffer. It will look something like this:

- Server: <servername>
- Account: <accountname>
- Password: <password>

You will need to make sure that your scp program is set to transfer in binary mode. When you log in to our scp server you will automatically be in your home directory, and this is the directory where you



should upload the file(s). So you do not need to navigate or make any directories. Just upload (put) the file(s).

The precise command that you use to upload will vary based upon your distribution, but will probably look something like the following:

```
scp <filename> <accountname>@<servername>:<filename>
```

The above sample command will cause the SCP program to prompt you for a password. Enter the password at the prompt.

Your SCP program may prompt you to accept or decline the security certificate of the server. If you decline the certificate then you will not be able to transfer the files.

Don't forget to reply and tell the Journyx staffer once the files are uploaded. They won't receive any notification other than your email.

Receiving Files From Journyx >> Fast/Easy Way >> Windows 2000 & XP with IE6:

IE6 is a natural FTP client. So you should be able to open up the address that a Journyx staffer sends you and simply copy files to and from that folder. If you cannot then almost certainly the problem is security software, either on your PC or on your network. You will need to speak to your IT staff about that.

The Journyx staffer should have sent you a link like this one:

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Your mail client should recognize that as a web link, and if you click on the link it should open IE6 in the right folder on our server. If your mail client does not recognize that as a link then you can select it and copy it, and then open IE6 and paste into the address bar. You have to hit [Enter] on your keyboard after you paste in the address.

Once the page refreshes you will be logged in and the address will shorten to just:

```
ftp://<servername>
```

Copy all of the files you see in that folder onto your Timesheet server. You can literally just drag-and-drop just like any local folder on your desktop computer.

Receiving Files From Journyx >> Fast/Easy Way >> Windows XP with IE7 & Vista:

IE7 does not support FTP. But the Windows Explorer on your system (even on Vista, up through Vista SP1) uses IE6 as its core application. So you need to open up Windows Explorer (click on 'My Computer' in your Start menu or on your desktop), and then paste in the address that the Journyx staffer has sent you.

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Once the page refreshes you will be logged in and the address will shorten to just:

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A Journyx staffer should have sent you a link like this one:

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ftp://<accountname>:<password>@<servername>/<filename>
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You will need to make sure that your ftp program is set to transfer in binary mode. When you log in to our ftp server you will automatically be in your home directory, and this is the directory where the file(s) you need is/are stored. So you do not need to navigate or make any directories. Just download (get) the file(s).

The exact commands and prompts could vary greatly based upon your Unix distribution. FTP is often an interactive series of commands. The following outline should help guide you through the steps.

- ftp <servername> (It will prompt you for the account name.)
- <accountname> (It will prompt you for the password.)
- <password> (It will confirm that you are logged in and leave you at an "ftp>" prompt.)
- ftp> binary (It will say something like "200 Switching to Binary mode.")
- ftp> get <filename> (It will show you some type of status display. When it is done you will get a new "ftp>" prompt.)
- ftp> quit

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Once you have an SCP program installed you should be able to connect to our server with the account name and password supplied. That information should be supplied in the email sent by a Journyx staffer. It will look something like this:

- Server: <servername>
- Account: <accountname>
- Password: <password>
- File Name: <filename>

The server name might be ftp.journyx.com. This server supports both FTP and SCP connections.

We do normally email the passwords for these accounts, because we are always sending them to known people whose email should be secure. If you are concerned about your email security then please call the Journyx staffer you have been in contact with and ask them for a new account name and password verbally.

The precise method for downloading the files will vary based upon your chosen scp program. Most of them allow simple drag-and-drop file copying, just like you do between local folders on your computer.



Receiving Files From Journyx >> More Secure Way >> Windows XP with IE7 & Vista:

Windows does not have a built-in scp program. You will need to find and install one. Journyx does not officially endorse any specific program. You should start by talking to your IT staff before you download or install any programs. But any of the programs that you find on the first results page by Googling 'SCP program' should work fine with with our server.

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- File Name: <filename>

You will need to make sure that your scp program is set to transfer in binary mode. When you log in to our scp server you will automatically be in your home directory, and this is the directory where the file(s) you need is/are stored. So you do not need to navigate or make any directories. Just download the file(s).

The precise command that you use to download will vary based upon your distribution, but will probably look something like the following:

```
scp <accountname>@<servername>:<filename>
```

The above sample command will cause the SCP program to prompt you for a password. Enter the password at the prompt.

Your SCP program may prompt you to accept or decline the security certificate of the server. If you decline the certificate then you will not be able to transfer the files.