FileZilla Install & RWB Folder Access Instructions 9-2025

Scenario: Most requests related to FileZilla are for access to the **RWB network folder**.

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1. Request Permission

- Confirm that the user has **supervisor approval** to access the Clinical\Ochin\RWB folder via FileZilla.
- The request must be documented/approved before access is granted.
- Folder path: \Corporate\Dept_shares\Clinical\Ochin\RWB

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2. Grant Access

- Once approval is confirmed, grant the user access to:
- \\fs1.mnhc.local\Corporate\Dept_shares\Clinical\Ochin\RWB
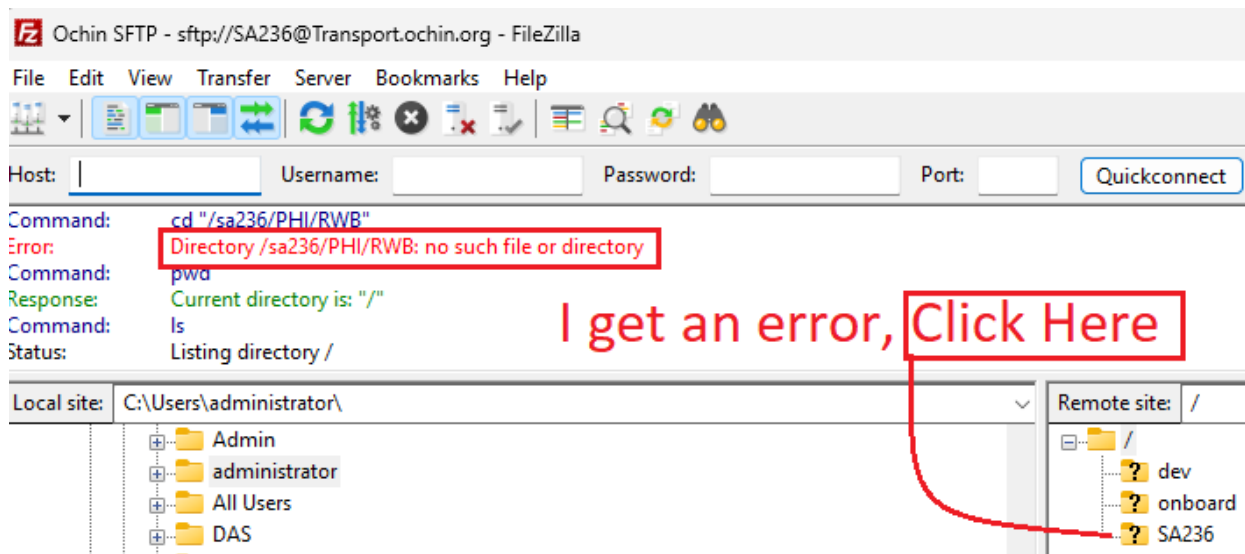
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3. Map the Network Drive

- Map the RWB folder to the **R:** drive
- \\fs1.mnhc.local\Corporate\Dept_shares\Clinical\Ochin\RWB

Download FileZilla https://filezilla-project.org/download.php?show_all=1

Import the "**MNHC RWB FileZilla Import 9-2025.xml**" file from IT Glue.
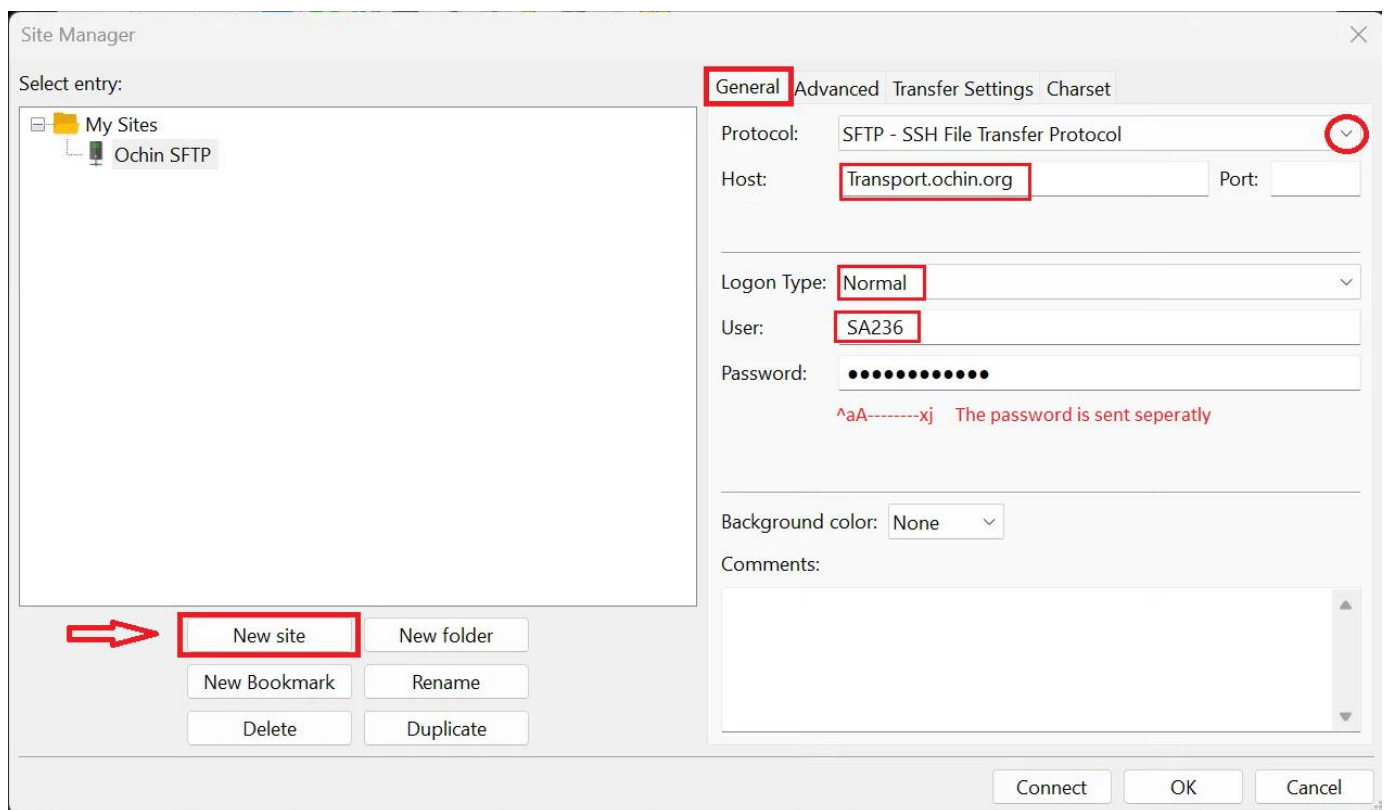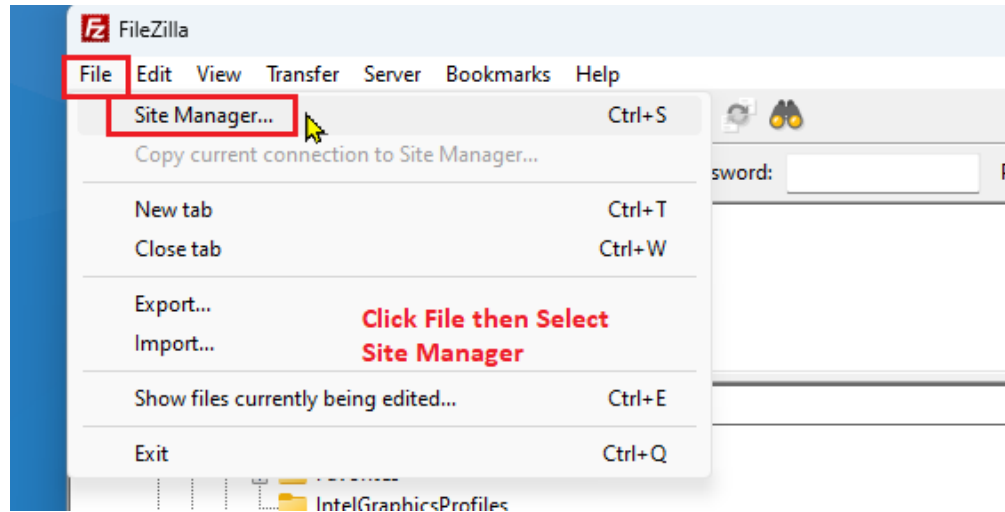
Launch from the site manager. Enter the password -

If you get an error about Directory /sa236

The error goes away, and you are finished.

How to Set Up a New Connection with FileZilla Manually
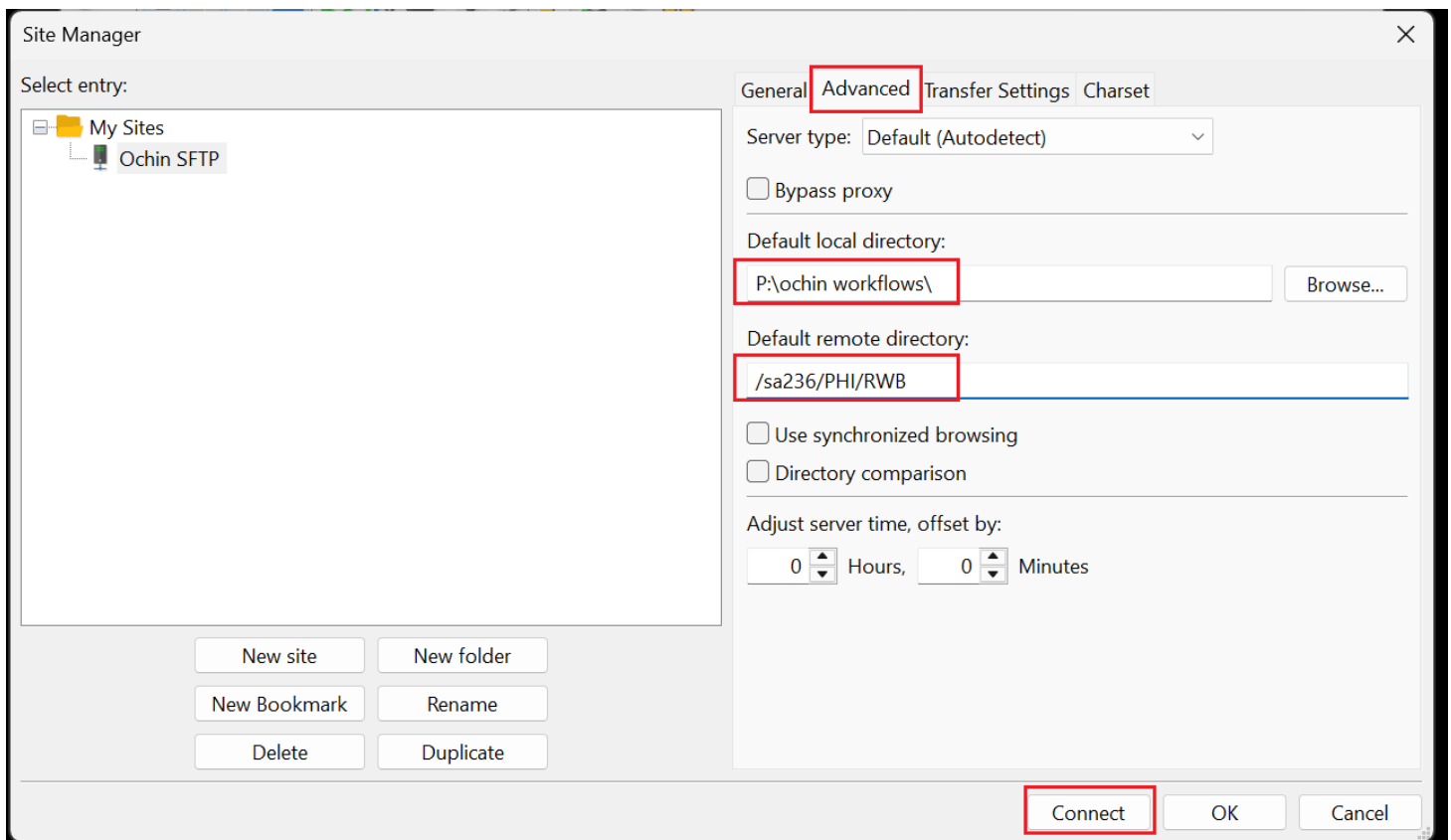

Use the pull-down menu to select the Protocol. Copy and paste from here:

Host: Transport.ochin.org

Port: Leave Blank
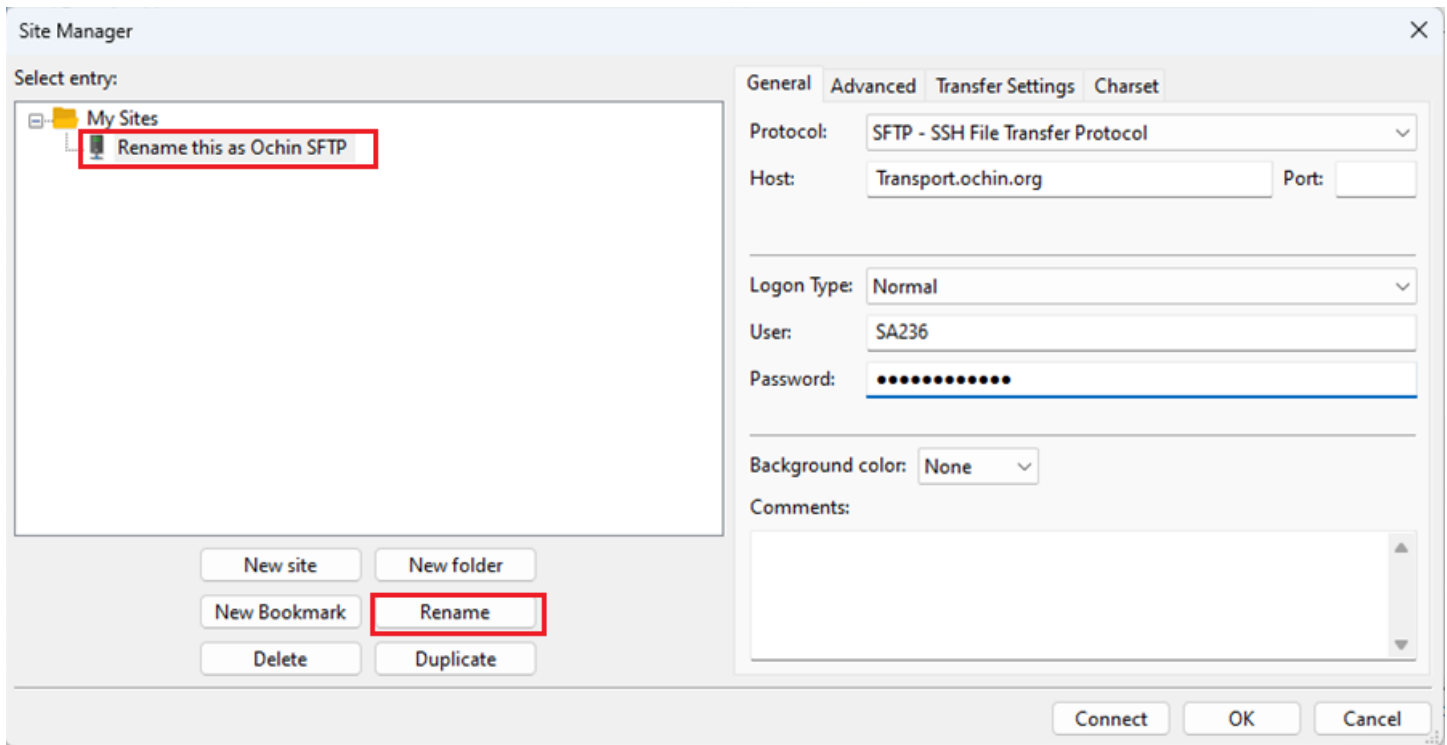
Username: SA236

Default Path: P:\ochin workflows\

Default remote directory: /sa236/PHI/RWB

- After pressing Connect, a 30–60 second pause will occur while it connects. Please wait.
- If you receive a connection error, make sure there are no spaces after the password.
- Check that all the information has been entered exactly as listed above.
- If the connection still fails, create a DAS ticket.

Need to **Rename** Your Site Name:

Highlight the title you wish to change and select 'Rename'**.**

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