

# Open Text Host Explorer FTP Guide

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OpenText Host Explorer (formerly Hummingbird) is the terminal emulation software that allows users to connect their PC to FAMIS on the mainframe in a secure environment. The **FTP** component of Open Text allows users to accomplish secure data file transfers (uploads and downloads).

## Setup Instructions

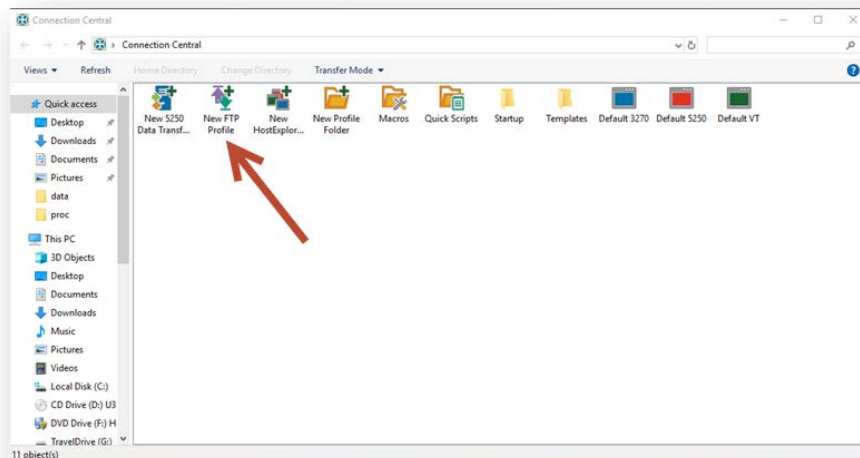
Host Explorer FTP settings instructions below will enable your FTP Connection.

### Begin using Host Explorer FTP:

- Click on Start
  - Opentext Host Explorer
    - Connection Central

### Set Up a New Profile:

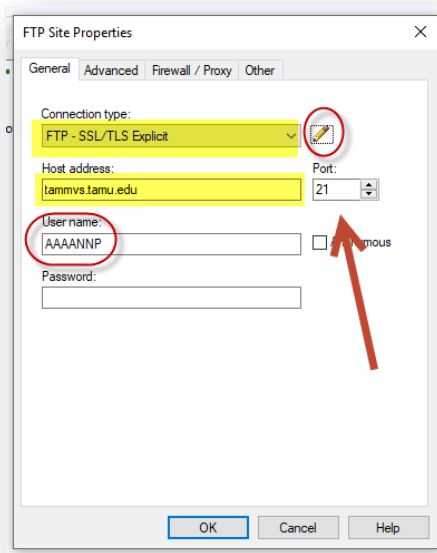
- Double click on the New FTP Profile item



## FTP Site Properties Box Settings

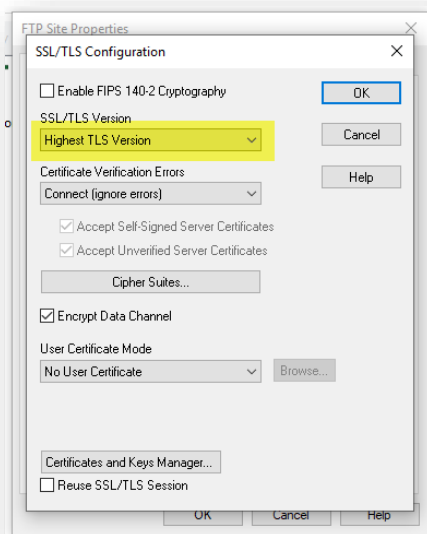
### General Tab Settings:

- Host Address – tammvs1.tamu.edu
- Port – 21
- User name – FAMIS UserID



**Do not click OK until all tabs have been setup.**

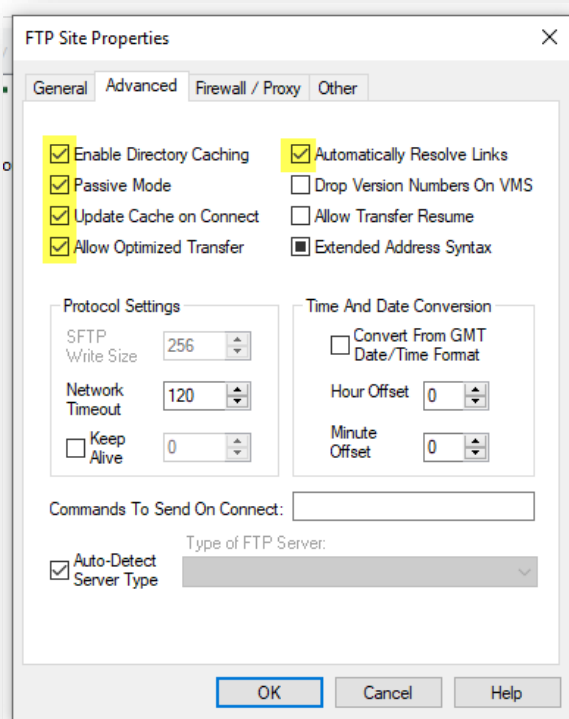
Upon completing the entry for the General Tab, click the PENCIL Icon to continue with settings on this tab. Ensure “Highest TLS Version” is selected in the highlighted dropdown. Proceed to Advanced Tab settings. (Some versions may not display this option; in this case, select ‘SSL Version 2/3’).



### Advanced Tab Settings

Click the Advanced Tab to begin setting advanced properties. Click the following items until a checkmark appears next to each item:

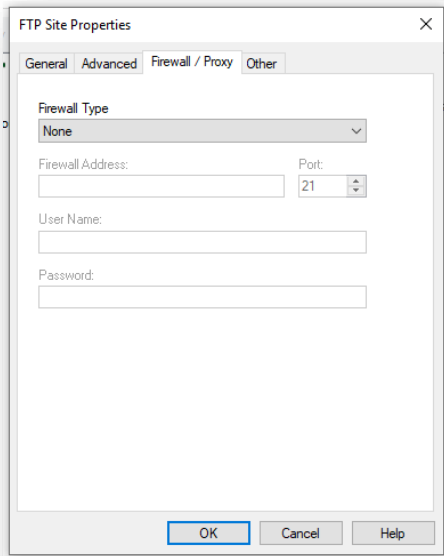
- Enable Directory Caching
- Passive Mode
- Update Cache on Connect
- Allow Optimized Transfer
- Automatically Resolve Links



Click the Firewall/Proxy tab to continue.

### Firewall/Proxy Tab Settings

No changes should be required on the Firewall/Proxy tab, simply ensure that None is selected in the dropdown. Click the Other tab to continue to Other settings.

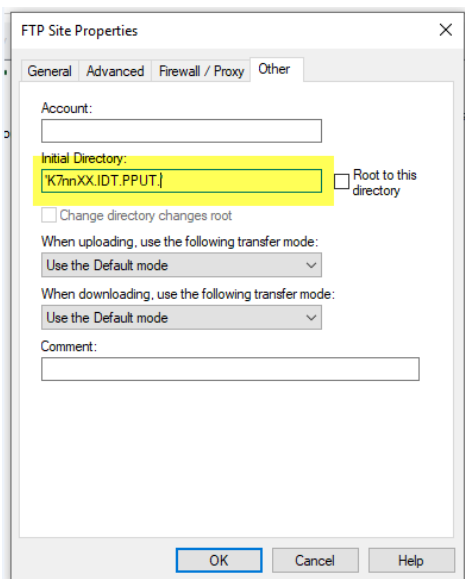


### Other Tab Settings

The Other Tab is where Download or Upload files are specified for each type of FTP required.

#### Upload Setup Example

The following print screen provides an example of an IDT Upload directory name on the Other Tab:

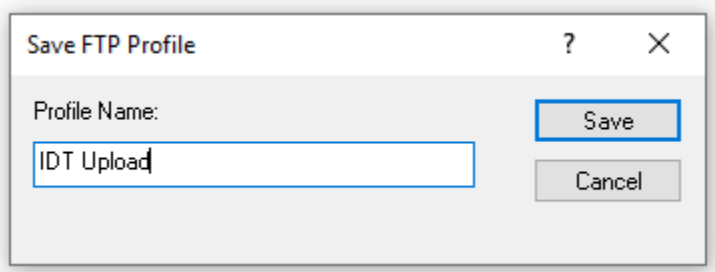


## Open Text Host Explorer FTP Guide (cont'd)

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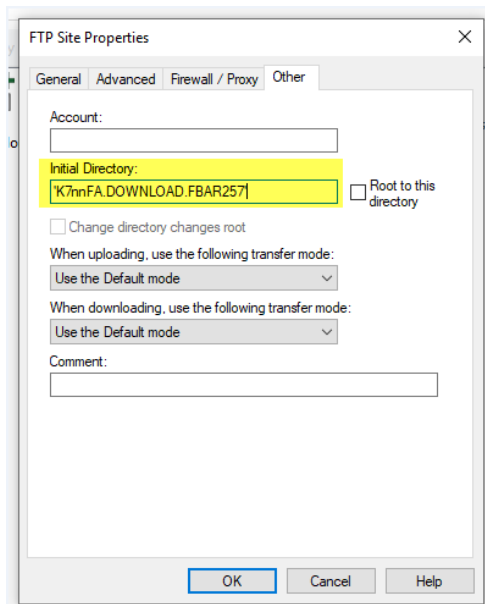
Users may have the ability to upload to multiple directories on the Mainframe. If so, it is recommended that individual FTP Profiles be established for each directory.

When the Other Tab has been fully completed, click OK to save the FTP Profile. You will then be prompted to name the profile being saved. We recommend using profile names which are descriptive of the profile being saved such as below:



### Download Setup Example

Download profiles are created in the same way as Upload profiles, with the only difference being the specified directory which is indicated on the Other Tab.



Many users have access to the full "Download" directory for their Member, and may simply specify the directory as follows:

'K7nnFA.DOWNLOAD.' - omitting the remainder of the directory name. By creating the profile in this manner, the user should need fewer profiles to accomplish all necessary downloads.

Right click on your new profile and click **Create Shortcut** to place an icon on your Desktop (for ease of use).



## Open Text Host Explorer FTP Guide (cont'd)

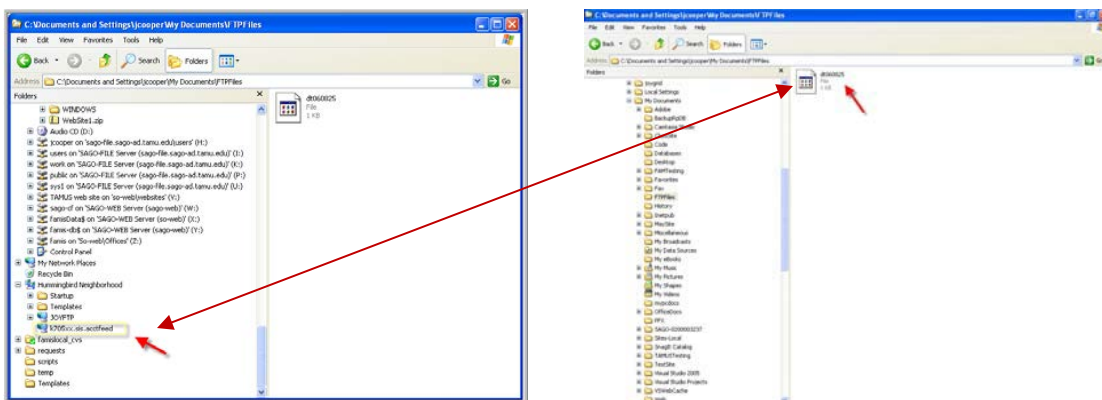
4. Wait until download is completed...with proper messages...to assure transfer is complete.
5. Click the **Done** button. (To find the file downloaded on your PC, look in the folder for the name you chose when saving the file).

### Upload Files with Host Explorer FTP

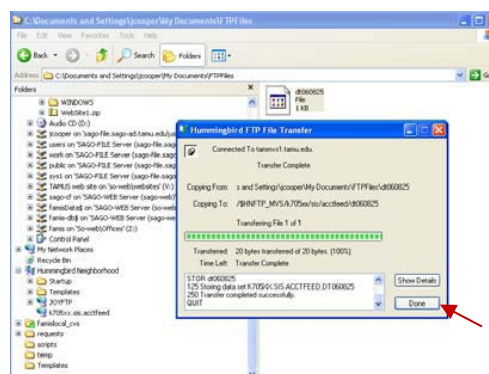
From your PC Desktop, double click the new Host Explorer FTP icon to launch the Host Explorer FTP client.

- In the same **Hummingbird Neighborhood** window, click on the folder that contains the **new file to be uploaded from your PC** to the mainframe.

In this example, the file name on your PC must be **DT060825** (based on FAMIS naming conventions for this file name). "Drag and drop" the new file and place it on top of the **K705XX.SIS.ACCTFEED** directory. (Therefore, your complete file name created on the mainframe from this successful upload would be **K705XX.SIS.ACCTFEED.DT060825**).



- A **File Transfer** box will pop-up, showing you the progress of your upload. Wait until the upload is completed...with proper messages...to assure transfer is complete.
- When you see the Transfer Complete message, click the **Done** button to close the pop-up.



### Contact FAMIS Production Services

The final step (if this file needs to be posted in FAMIS) in the upload process is to send an email to [famisprod@tamus.edu](mailto:famisprod@tamus.edu) telling us that your file has been uploaded to the mainframe and is ready to be posted into FAMIS. Be sure to give the entire file name (i.e., **K705XX.SIS.ACCTFEED.DT060825**).

Contact FAMIS Production Services at (979) 458-6470, if you have any questions with the Host Explorer FTP Process.

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