

# How to Download Files from CPOS Online Data Delivery System (ODDS) Version 2

## Summary

This guide shows how to transfer files from CPOS Online Data Delivery System (ODDS) V2 by setting up and logging into *Filezilla client* as the preferred SFTP client.

## Forget Password

In case you have forgotten your login/password of your CPOS ODDS V2 account or you would like to change your password, you may retrieve your login and reset your password at <http://odds.cgs.hku.hk/odds-user/getpass.php>

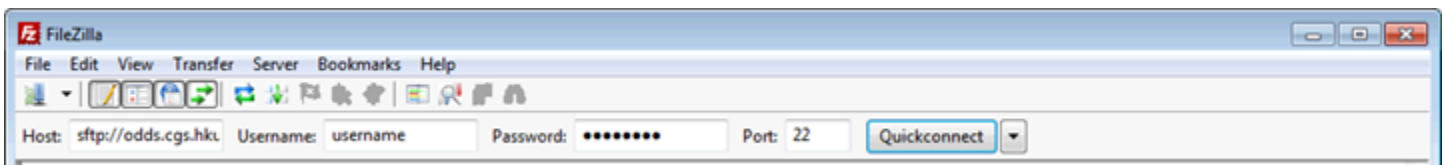
## Procedures

1. Download and install *Filezilla client* at <https://filezilla-project.org/download.php?type=client>

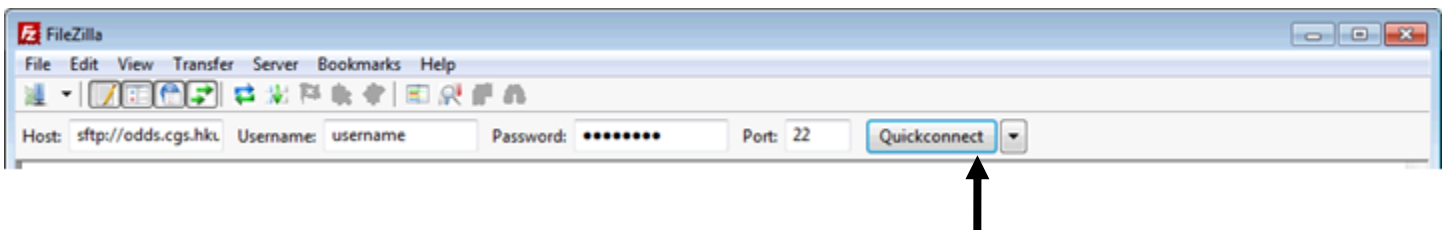
If you have difficulty in downloading the file from the link above, you may download a copy at [http://odds.cgs.hku.hk/odds-user/download/FileZilla\\_3.10.1.1\\_win32-setup.exe](http://odds.cgs.hku.hk/odds-user/download/FileZilla_3.10.1.1_win32-setup.exe)

2. Open Filezilla. Enter the following information into the **Quickconnect** bar located at the top of the window.

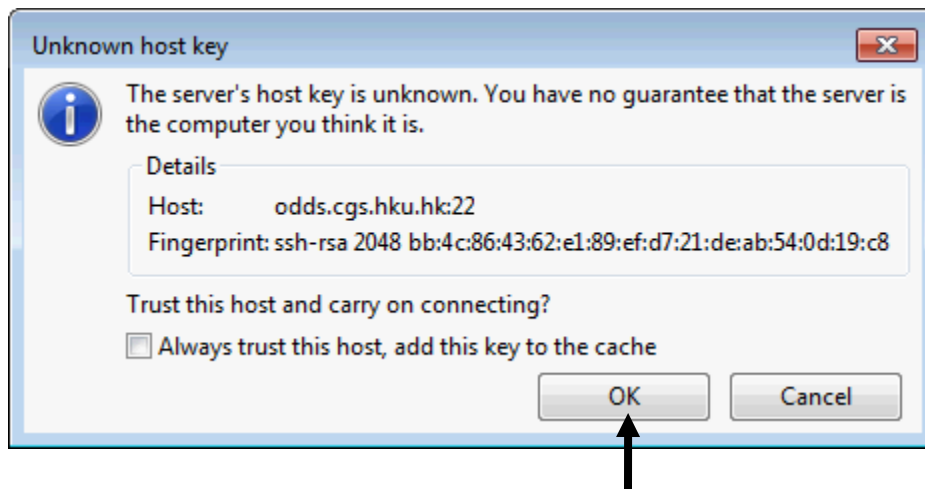
- **Host:** sftp://odds.cgs.hku.hk
- **Username:** Your given username
- **Password:** Your given password
- **Port number:** 22



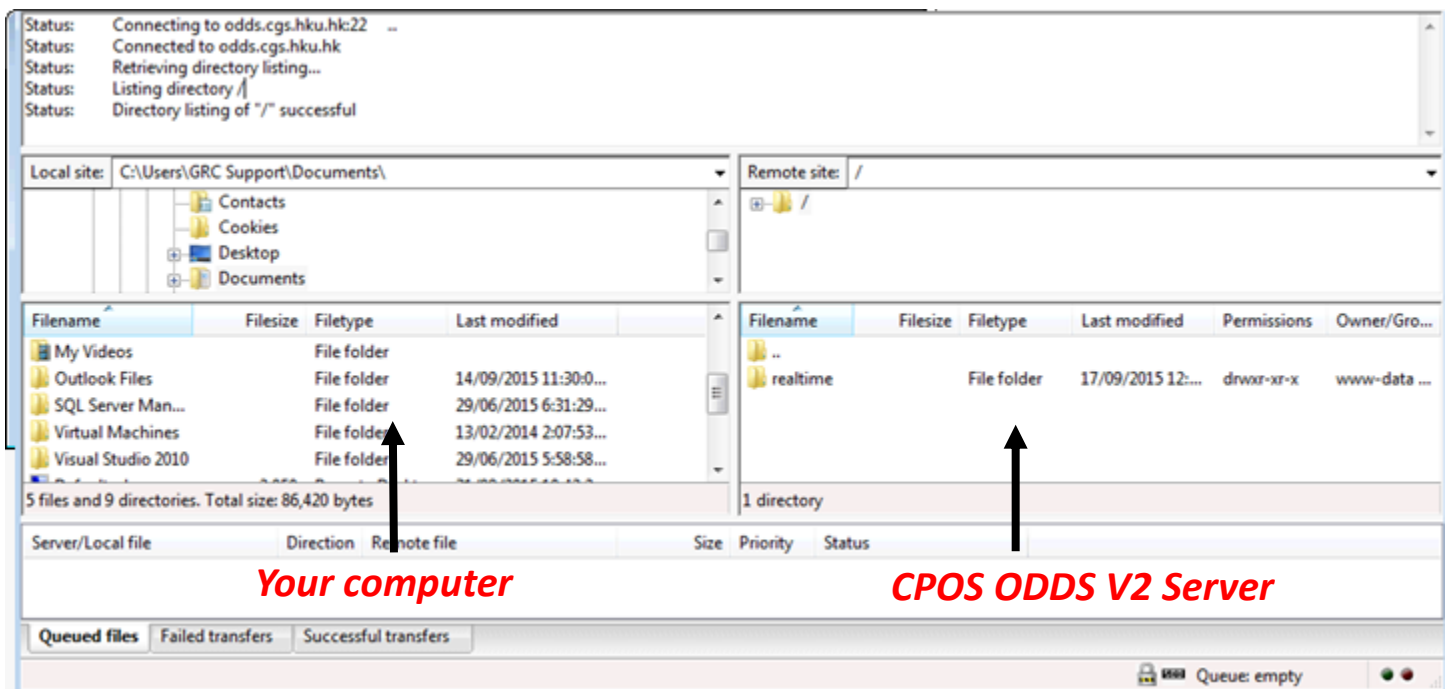
3. Click on **Quickconnect** or press **Enter** to connect to the server.



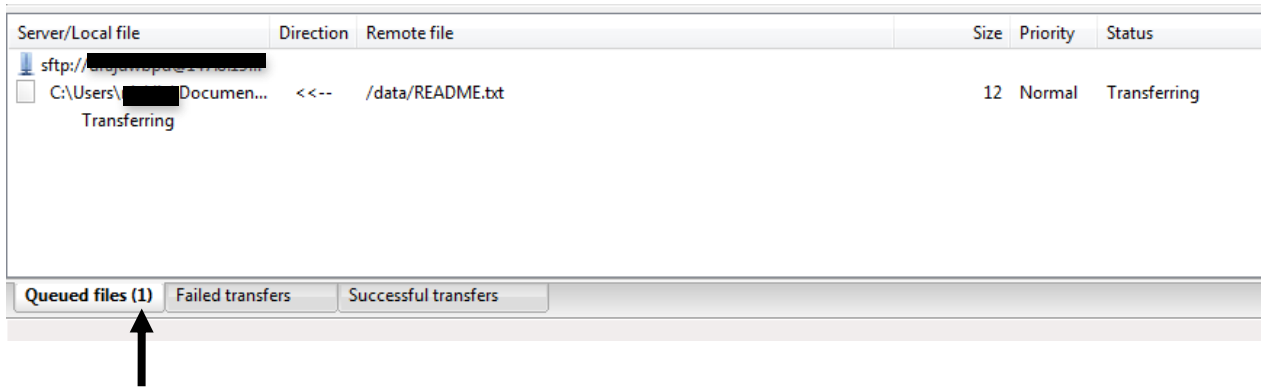
- On first login, click **OK** to accept the security certificate about an unknown host key.



- Click on the file that you wish to download from **CPOS ODDS V2 Server** (window on the right) and then move the file to the destination location on **your computer** (window on the left). Please note that you will need to click and hold the mouse button during this drag and drop action.



6. Upon "dropping" the file into *your computer*, you will see that the file transfer is in progress (see screen shot below). Please wait for the file transfer to be completed and this will take a while for files that is large in size. Note that the number in the brackets denotes how many files are to be transferred.

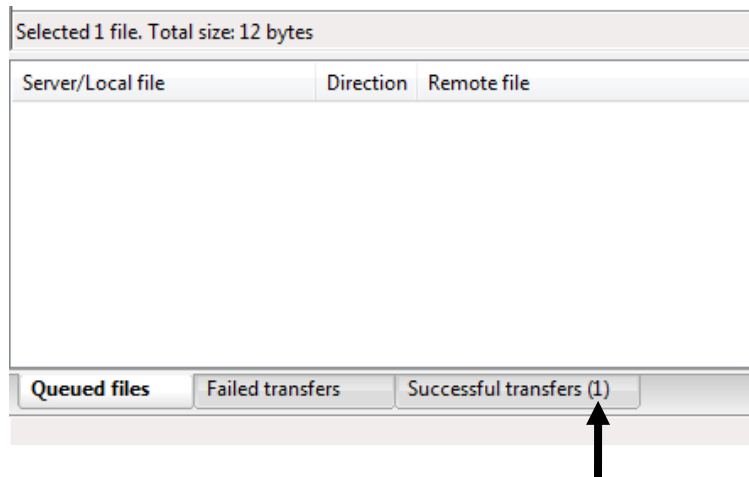


Server/Local file	Direction	Remote file	Size	Priority	Status
sftp://[redacted]					
C:\Users\[redacted]\Documen...	<--	/data/README.txt	12	Normal	Transferring

Queued files (1) Failed transfers Successful transfers

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7. Once the file transfer completed successfully, you will see numbers in the "Successful transfers" tab (see screen shot below). Note that the number in the brackets denotes how many files are transferred successfully.



Selected 1 file. Total size: 12 bytes

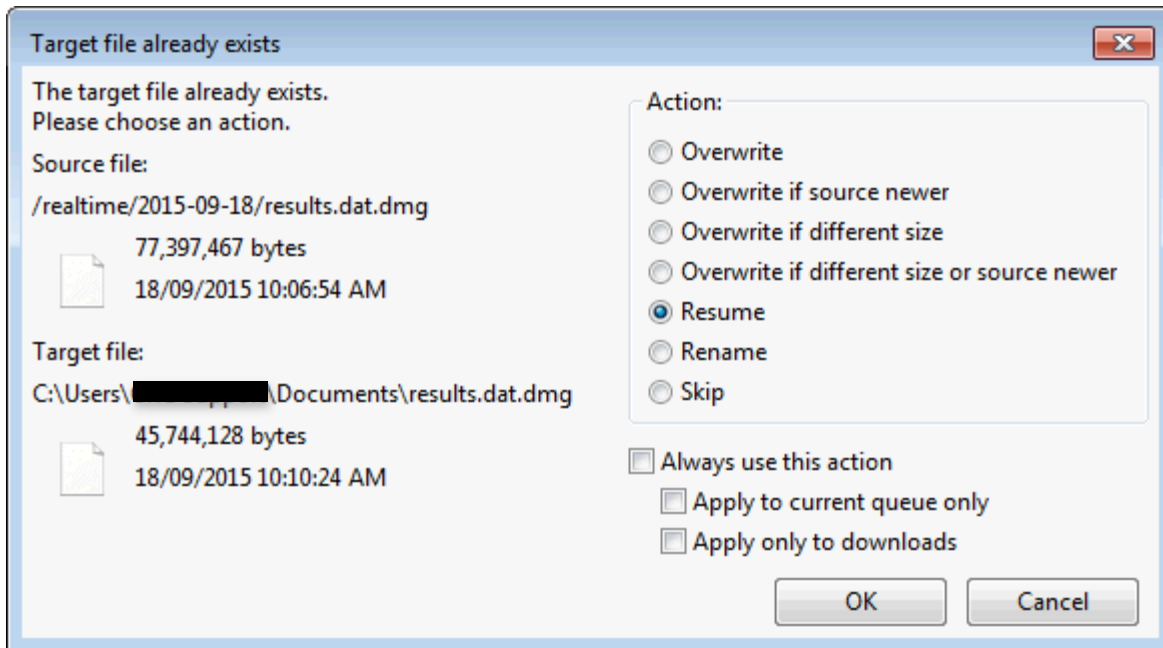
Server/Local file	Direction	Remote file
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Queued files Failed transfers Successful transfers (1)

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8. If the download is interrupted due to broken network connection or sudden computer shutdown, you may resume the file transfer instead of download again from scratch when you try to download the same file from CPOS ODDS V2 Server to the same folder in your computer.

Choose “Resume” in the “Action” menu and click “OK”



9. Check that the size of the downloaded file in your computer is identical to the size of the file in the CPOS ODDS V2 server
10. You may close *Filezilla client* when all files are downloaded successfully.