



File Transfer Protocol

SOP

1. Open a web browser and navigate to <http://domeconst.filetransfers.net>
2. You will see a page that looks like this. Please enter the appropriate Username and Password.



Dome Construction Corporation Online File Exchange

A screenshot of a login form titled "Login". It contains two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember my username" and a blue "Login" button with a right-pointing arrow. At the bottom, there is a link for "Forgotten password or username?". Two red arrows point from text labels to the input fields: "Enter Username Here" points to the Username field, and "Enter Password Here" points to the Password field.

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3. Upon entering the Username and Password, you will be directed to the homepage of the FTP site. It will look similar to the screenshot below.



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Storage space used: 7%

[Control Panel](#) [Files](#) [Search](#)

A screenshot of the FTP site homepage. On the left is a "Workspaces" sidebar with a "Home" button and a list of folders: Accounting, Confidential, Estimating, IT, Marketing, Operations, and Standalones. The main area has a top navigation bar with "Upload/Send Files", "Batch Upload", and "Create Folder". Below this is a "Files" section with a "View: Files and Folders" dropdown and a "Sort By: Date" dropdown. The current location is "Home". A toolbar shows "Batch:", "Download", "Send", "Move", "Copy", and "Delete". A file named "FileGenius_Read_Me" is listed, with a "Modified on: 9/13/2010 at 10:29 AM PDT by masteruser" and a size of "10.41 MB". There is also a "Comments (0)" link and a play button icon.

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INSTRUCTIONS FOR UPLOADING A FILE OR FILES

1. For this upload demonstration, I will be using the Estimating department's folder. You should see a folder called "Bid Documents" upon first entering the Estimating department's folder.



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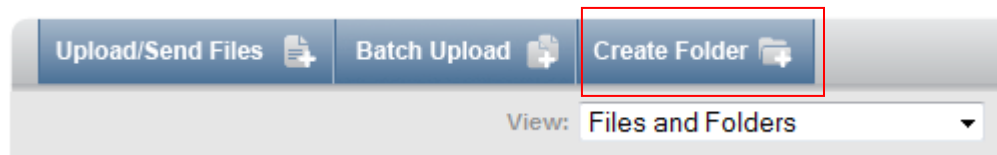
A screenshot of a web-based file management interface. On the left is a "Workspaces" sidebar with a tree view containing: Home, Accounting, Confidential, Estimating (highlighted), IT, Marketing, Operations, and Standalones. The main area shows a top navigation bar with "Upload/Send Files", "Batch Upload", and "Create Folder" buttons. Below this is a "Files" section with a "View: Files and Folders" dropdown and "Sort By: Date" dropdown. The current location is "Home > Estimating". A toolbar contains icons for "Batch", "Download", "Send", "Move", "Copy", and "Delete". A file entry for "Bid Documents" is shown, with details: "Modified on: 9/22/2010 at 12:18 PM PDT by ABogatsky", "861.75 MB", and "Comments (0)".

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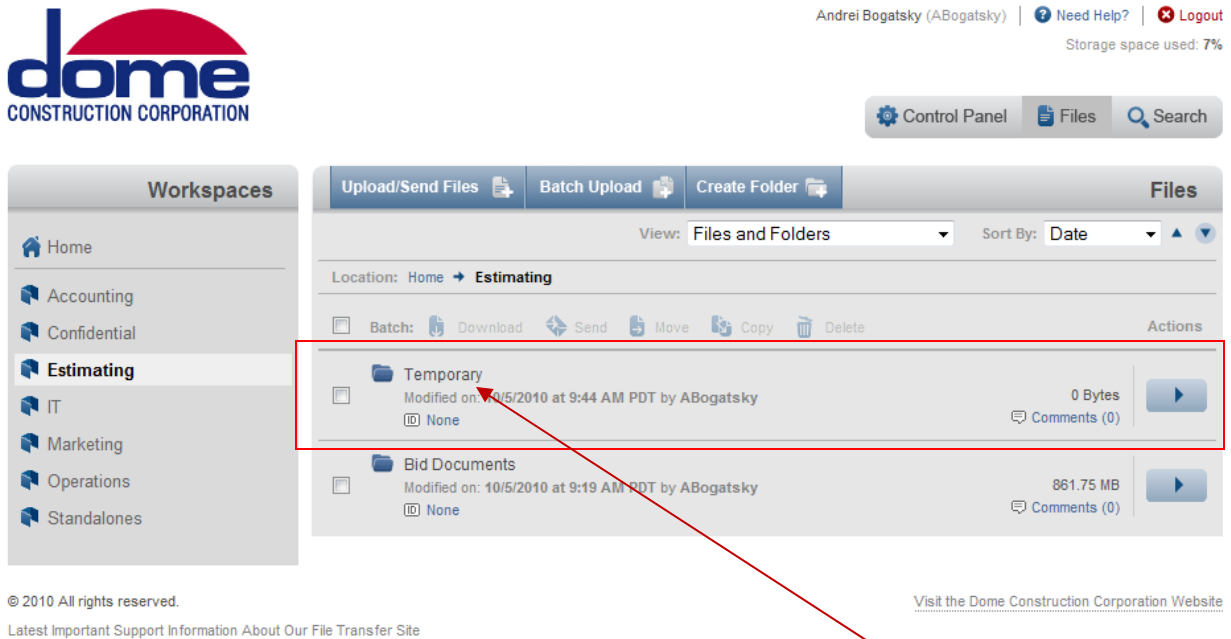
2. You'll notice towards the top of the screen there are 3 blue buttons, each labeled "Upload/Send Files", "Batch Upload", and "Create Folder".



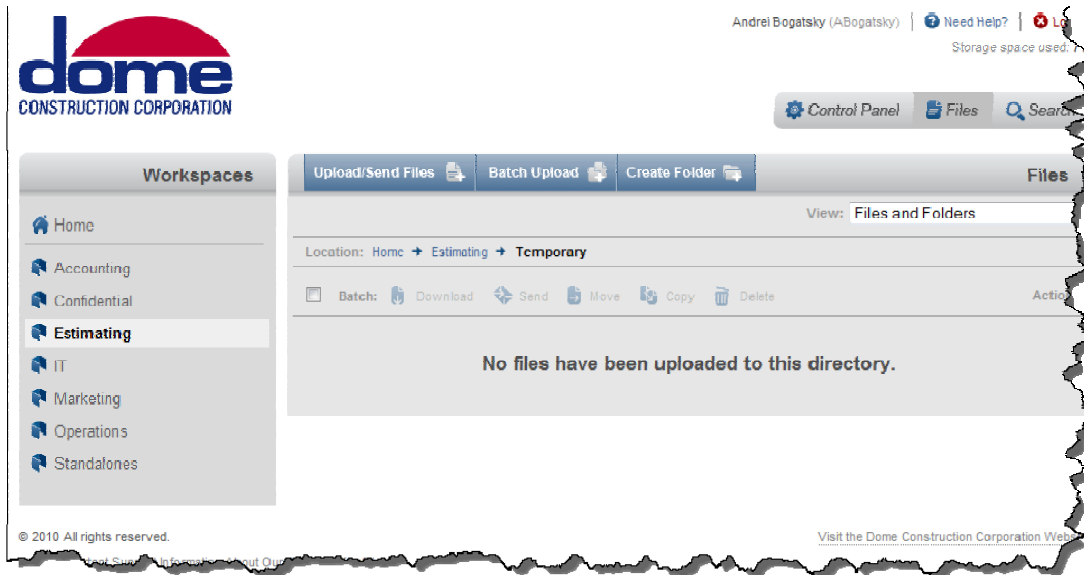
"Create Folder" – This is likely the first step you will take before actually uploading files. To demonstrate, click the "Create Folder" button. You will see a dialog that looks like this...

A screenshot of a "Create Folder" dialog box. The title bar says "Create Folder". Inside, there is a text input field labeled "Folder Name". Below the input field is a note: "(Letters, numbers, underscores, commas and hyphens/dashes only, 128 characters max)". At the bottom of the dialog are two buttons: "Create Folder" with a folder icon and a plus sign, and "Cancel" with a red X icon.

For testing purposes, I will create a folder called "Temporary". For your purposes, enter the desired folder name so that it can be easily identified.

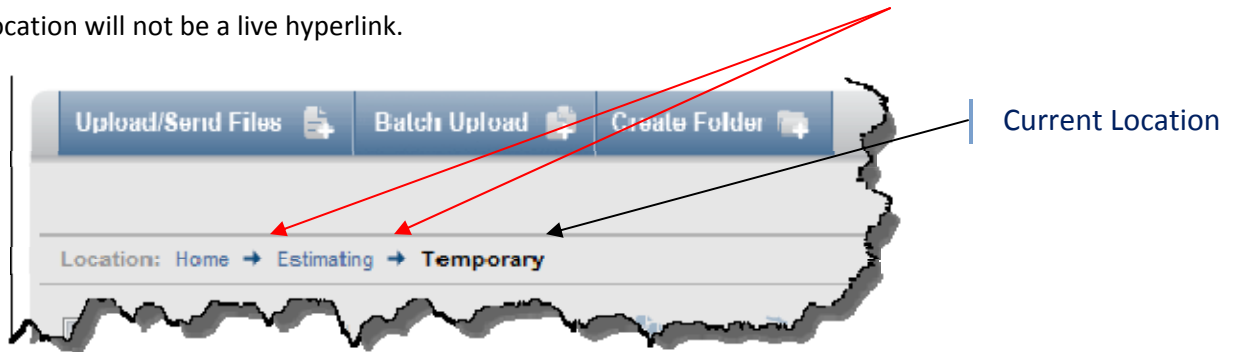


As you can see, the new folder has been created. In order to upload files into this folder, you must first go inside it by clicking where it says "Temporary" (Or whichever name you provided). When the mouse pointer is over the link, it will show up with a dotted underline.

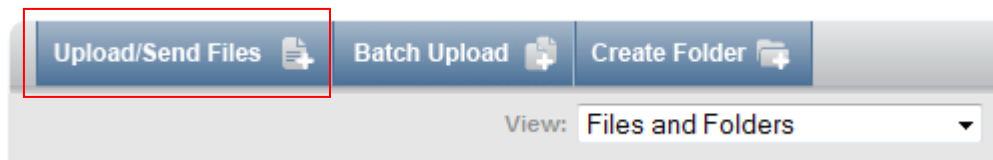


This is how the new folder will look once inside.

Notice you can see the directory below the blue buttons. Each previous folder of the path is a live hyperlink so you can go back to previous folders if you want. The current location will not be a live hyperlink.

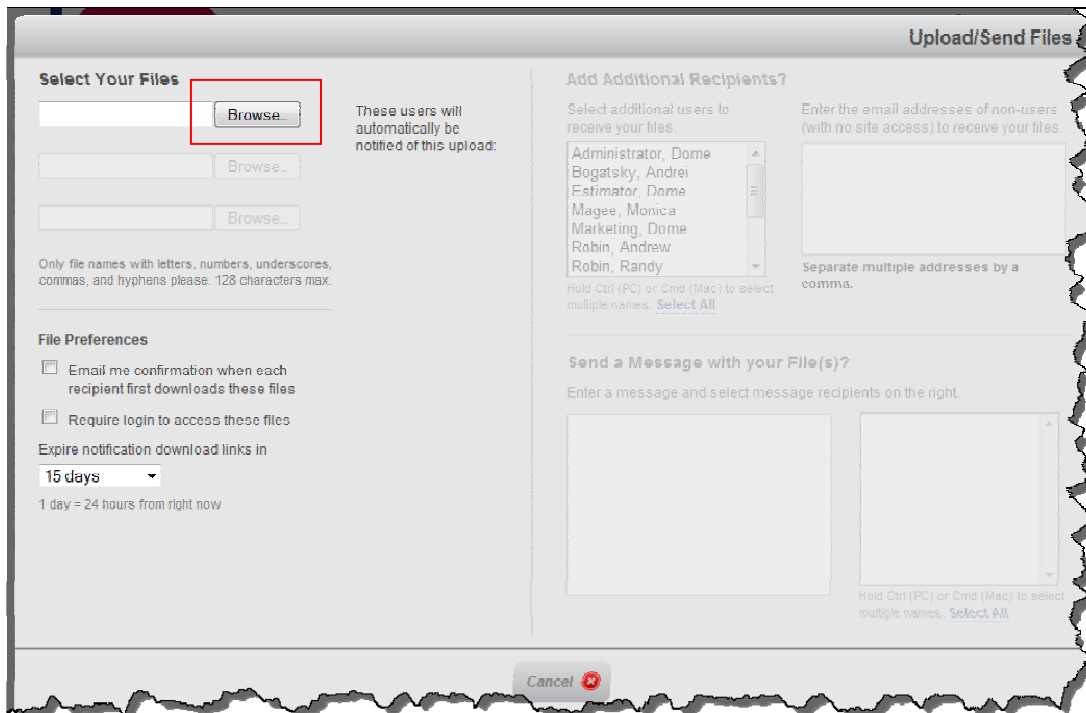


That concludes the folder creation process

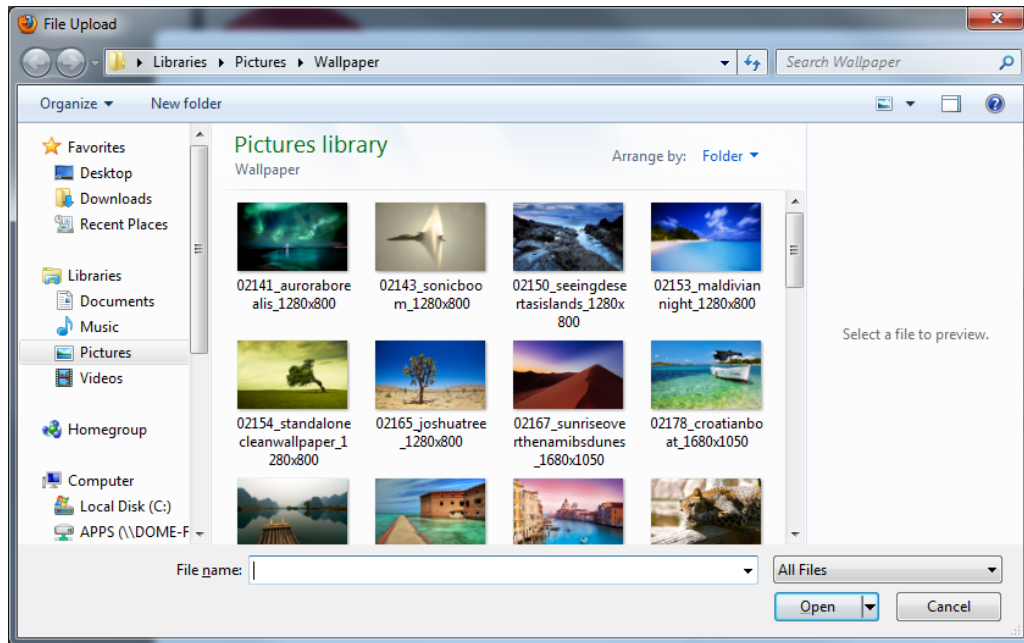


“Upload/Send Files” – Use this option if you need to upload at most 3 files (If you have significantly more files than that, you will want to use the “Batch Upload” option which is covered in the next section). Note that you can upload individual zip files. The FTP will see the zip file as a single file, and it will stay in “.zip” format.

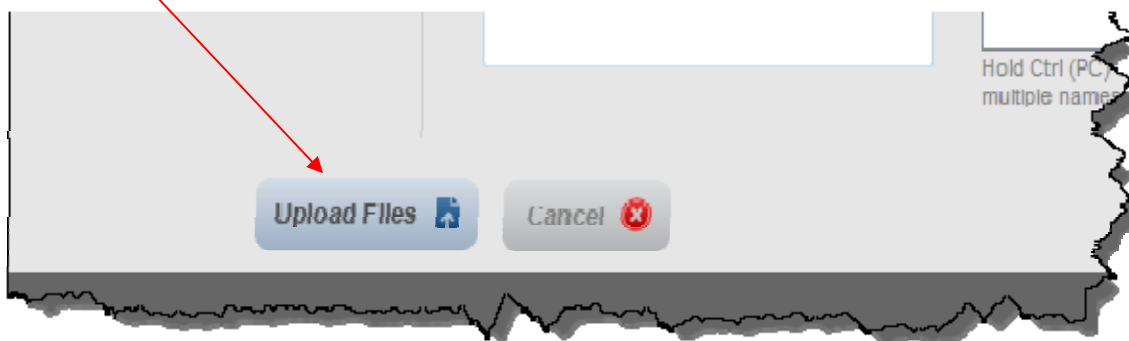
Click on the “Upload/Send Files” button. You will see a dialog that looks like this



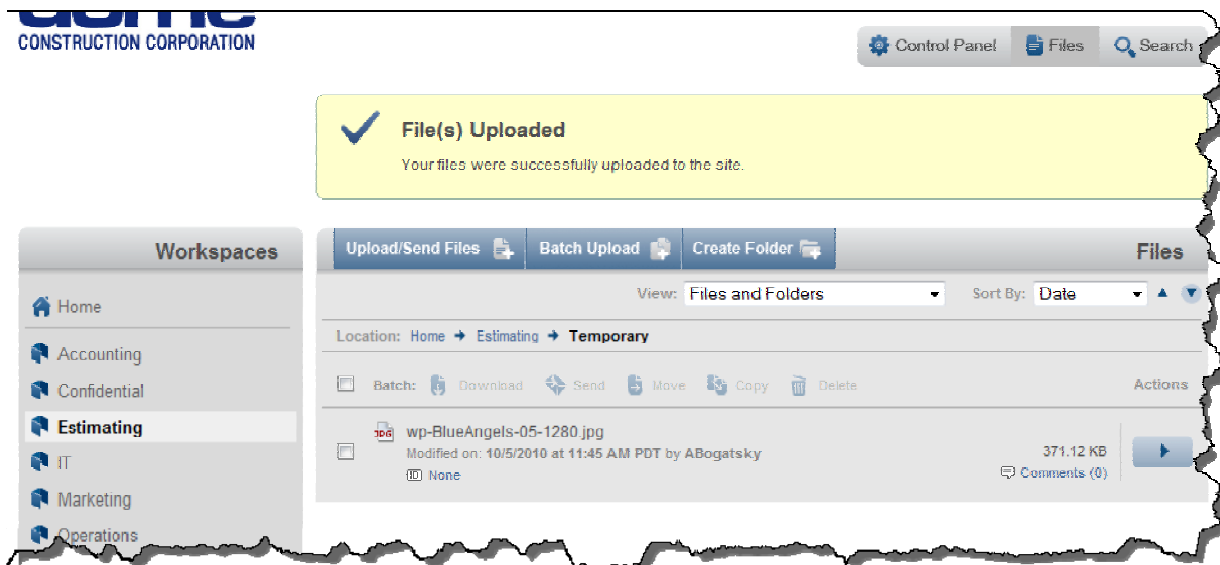
If you look at the top left portion of this dialog, you will see a button that says “Browse”. There are several other options, but for now leave those alone. When you click on this button, another dialog will pop up that will allow you to select the file you are uploading. Navigate to the file you wish to upload and click “Open”



Once you have selected the file(s) you wish to upload, click the “Upload Files” button at the bottom of the dialog.

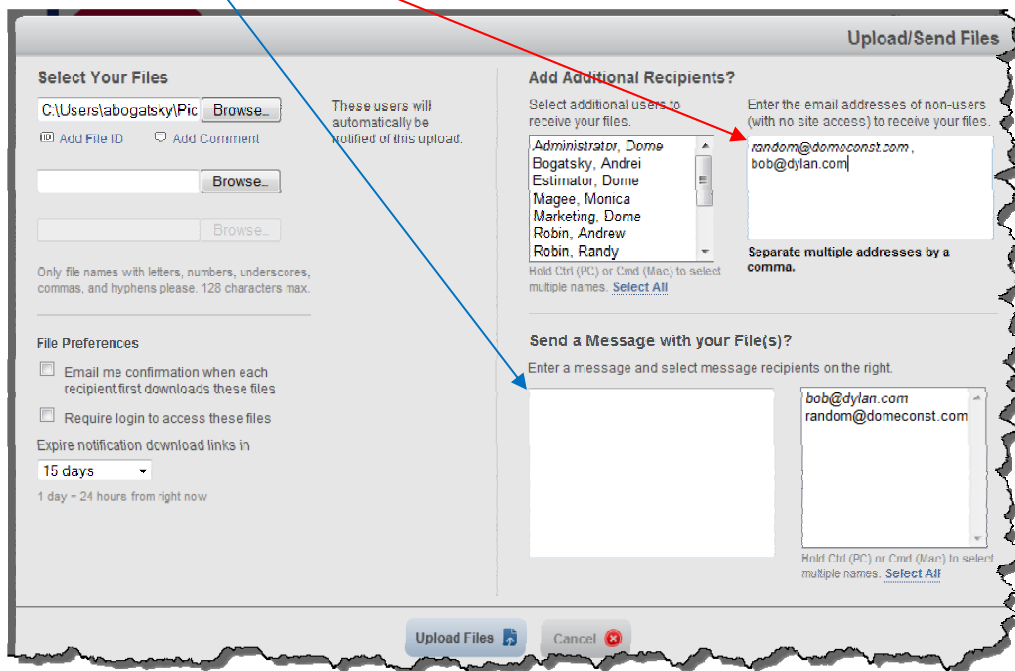


Depending on the size of the files, it may take a while for them to upload. You can minimize the browser and log into the FTP again if you wish to add other files as well without affecting the files that are currently uploading.



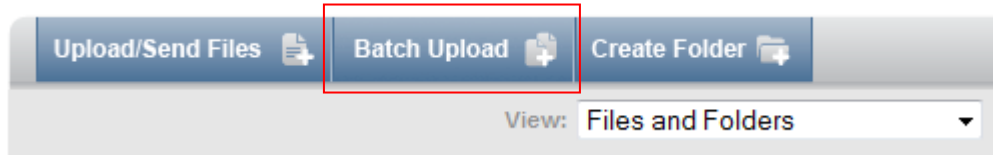
Upon upload completion, you will see a message like the one above. The files are now available for distribution.

A feature that the new FTP has that the old one didn't is a "Send" option while you upload. What this allows is the ability to email a link to anyone for direct download of these files. This way they don't need a Login/Password to access the files. In order to use this feature, click the "Upload/Send Files" button again. When the dialog pops up, select the files you wish to upload. Once a file is selected, the box on the top right will become active. Type in the email recipients for these files, separating each by a comma. Also, right below that you can type in a custom message that the recipients will see upon receiving this email.



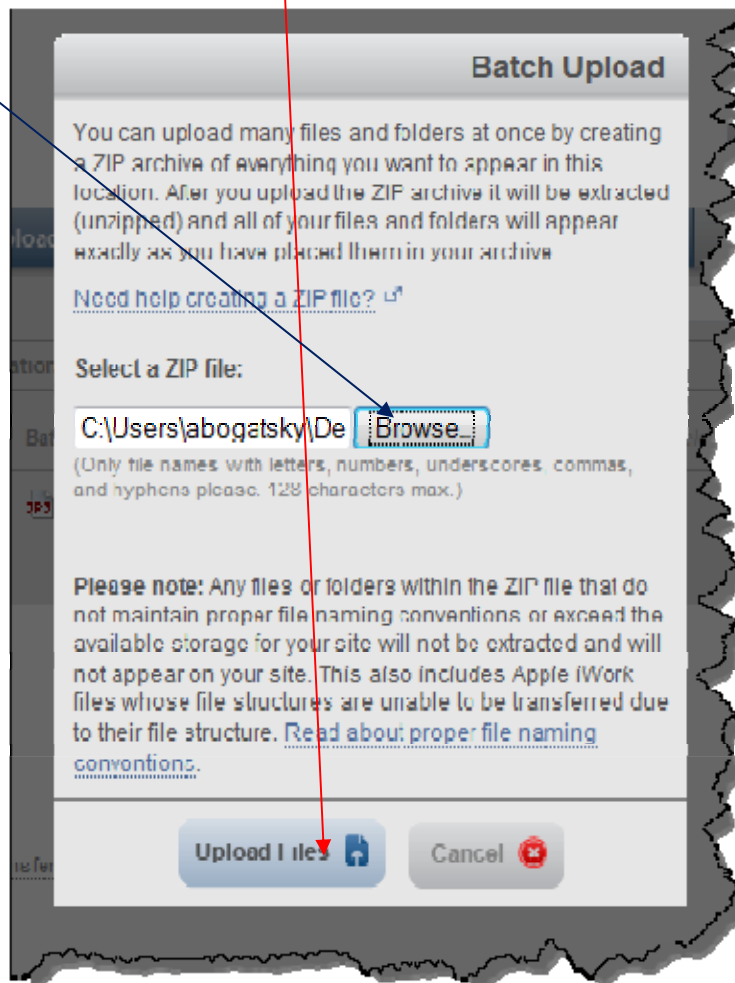
Once you have everyone listed and a message (optional) typed, click the “Upload Files” button. This will upload the files to the FTP site as well as send a link for direct download to all the recipients. It will **NOT** email them the actual files.

This concludes the “Upload/Send Files” procedure



“Batch Upload” – Batch upload allows you to upload a *zip (compressed)* file that contains multiple files and/or a directory structure and retain that structure.

Let’s say, for example, you wish to upload an entire folder that contains files and subfolders. You will want to create a *zip* file of the main folder. Once you have the file ready to go, select the file via the “Browse” button and then click the “Upload Files” button.

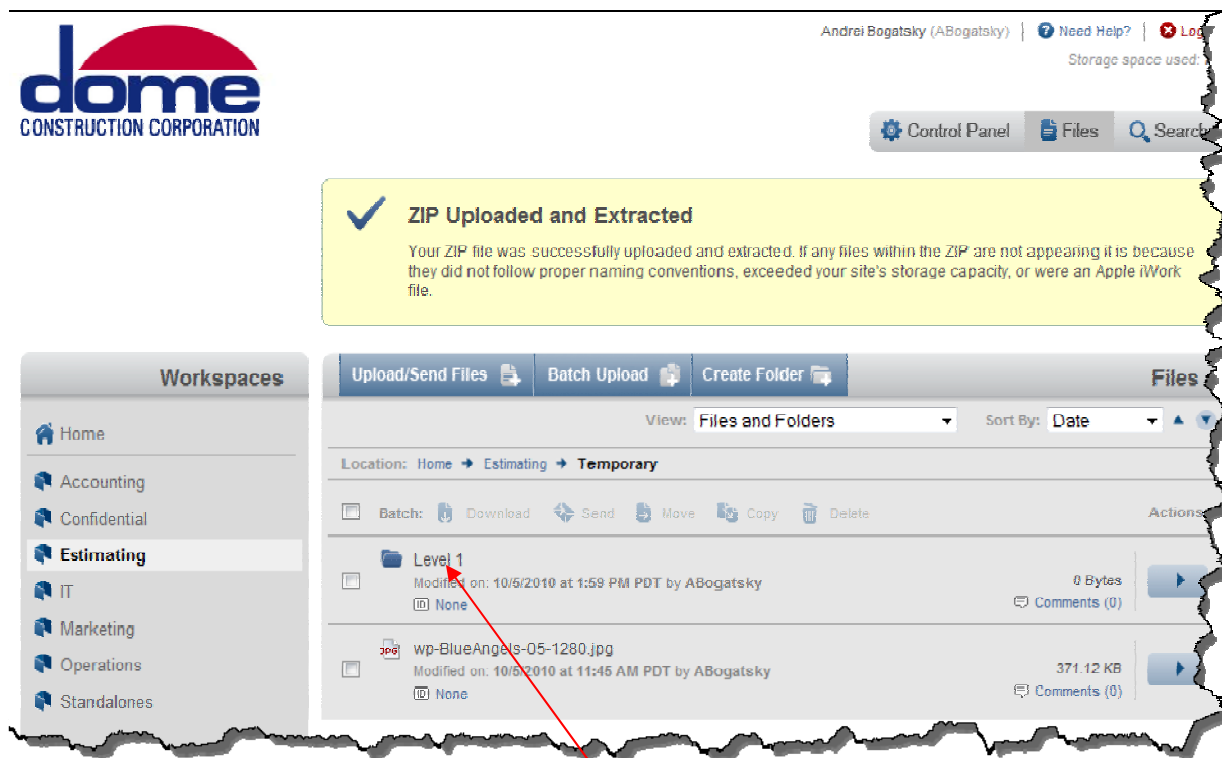


What makes the “Batch Upload” option different than the standard upload is that the *zip* file will be extracted upon upload. You will see the same directory structure that you had before creating the zip file. It makes organization much easier and saves a lot of time.

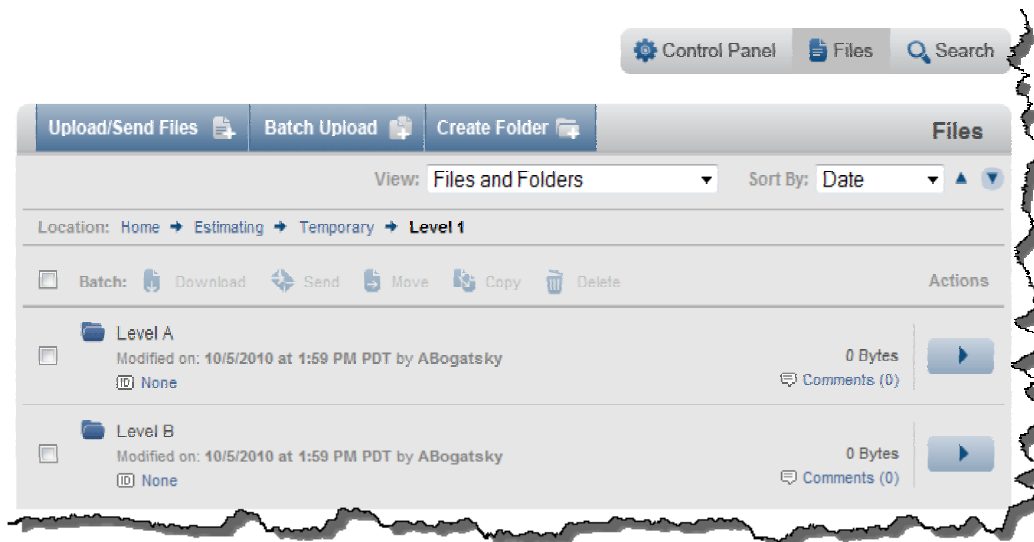
To demonstrate, I have created a *zip* file called “Level 1”. Within this file is a folder labeled “Level 1”. Inside “Level 1” there are two other folders, one labeled “Level A” and the other “Level B”. To upload the file, I first go to the folder where I want to use the “Batch Upload” option. In this case I will go to

Estimating -> Temporary

Once inside this folder, I click on the “Batch Upload” button and go through the process. Upon completion, my files are uploaded and unzipped, just like they were on my desktop.



You can now see a folder named “Level 1”. Click the link to go into the folder.



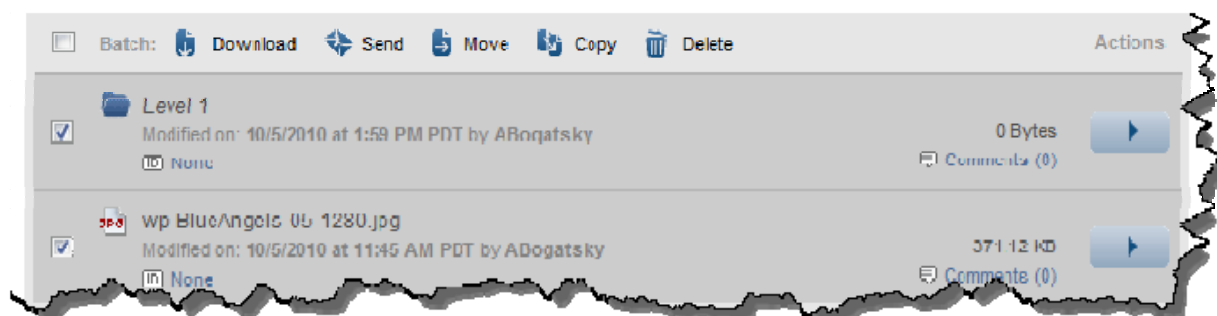
Once inside the folder, you will see two folders. “Level A” and “Level B”. As you can see, the “Batch Upload” extracted the *zip* file structure and contents exactly as it was prior to being zipped.

This concludes the “Batch Upload” procedure

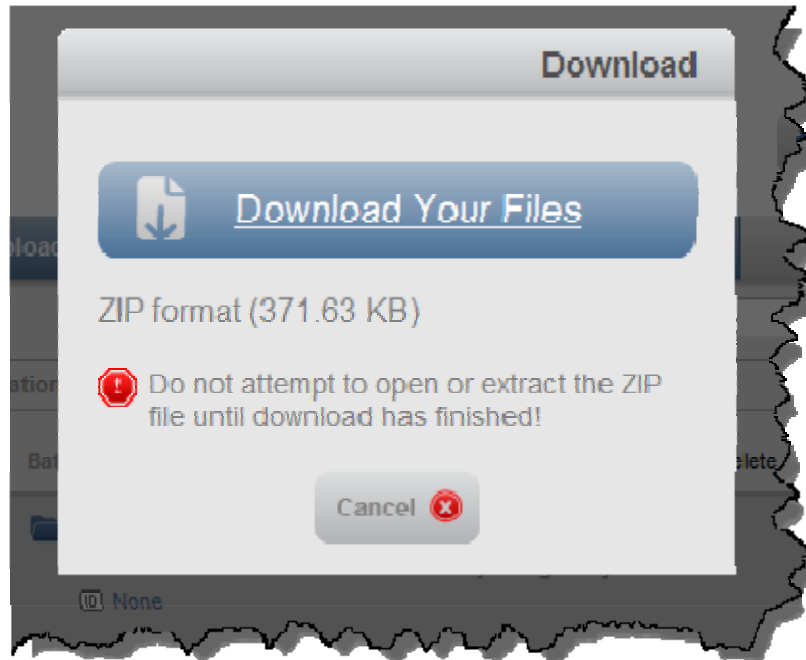
DOWNLOADING AND SENDING FILES

In order to download files from the new FTP site, you must first select the files you wish to download. You can download individual files or complete folders if you wish. If multiple files are selected, a *zip* file will be created that contains the files selected.

For example, if I want to download everything that I’ve uploaded throughout this SOP, you can go to the Estimating folder and select everything you need, and then click “Download”.

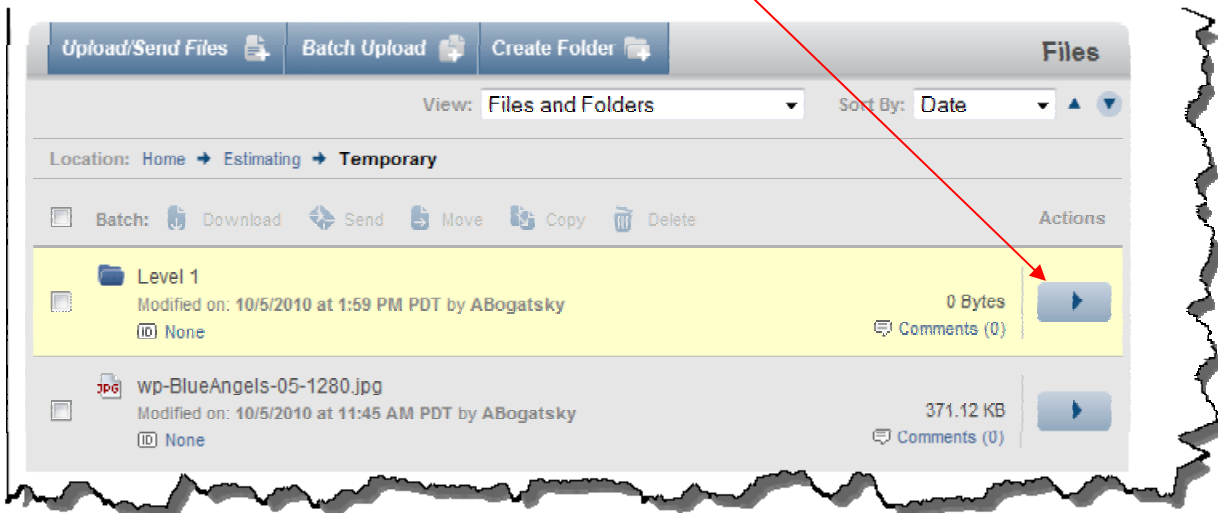


Upon clicking “Download”, you will see a dialog that looks like this

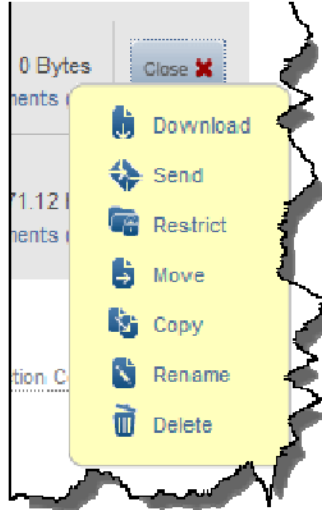


Click on “Download Your Files” to download the files.

If you wish to download a single file or folder, you must click on the “Action” button on the right side of the file or folder.



Upon clicking the button, you will see a small dialog appear. This dialog has several options.

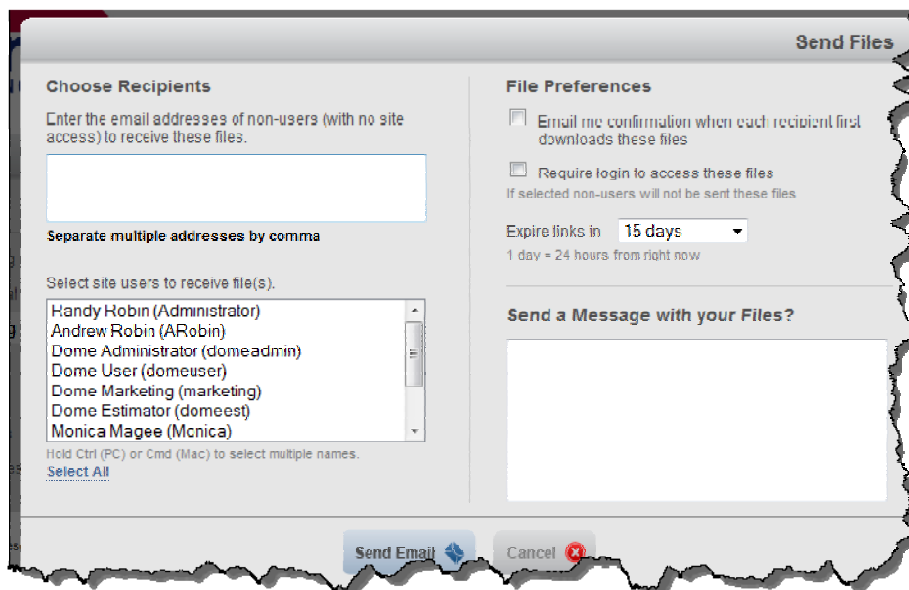


The option you are interested in is the “Download” option. If you click that, you can download the file or folder.

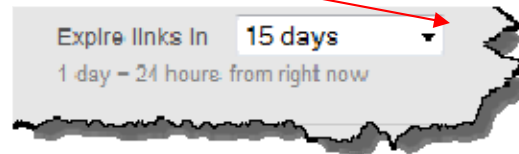
This concludes the Download procedure

SENDING FILES

We briefly covered sending files earlier in the “Upload/Send Files” section of this tutorial. You can also send files after they have been uploaded by selecting the files and clicking “Send”. A dialog will pop up similar to the “Upload/Send Files” dialog.



Under “Choose Recipients”, enter the email addresses of the people you wish to send the files, using a comma to separate recipients email addresses. You can also send a message with the email if you wish, as well as set an expiration time on how long the links are active.



When ready, click the “Send Email” button. Each recipient will receive an email with a direct link to download the files. Once again, the files themselves are **NOT** emailed.

In order to send multiple files, select the ones you wish to send, and instead of using the “Action” menu like before, use the “Send” button below the 3 blue buttons. Everything else is done the same.