

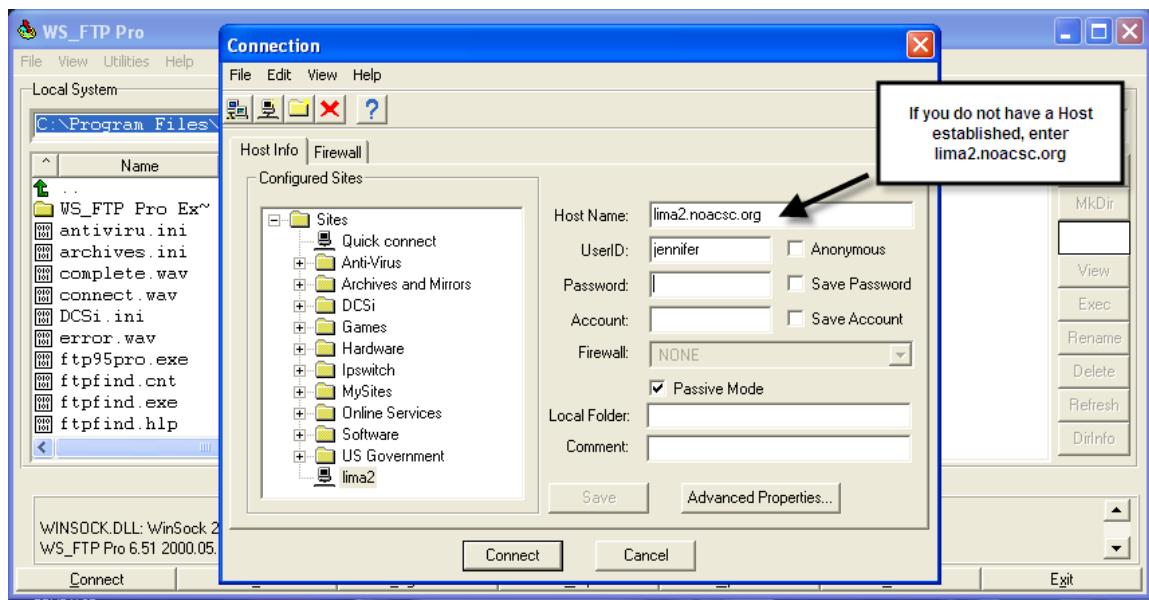
How to FTP a Document

WS_FTP Pro allows the user to upload, or copy, files to or from the user's PC (local system) to another location (remote site).

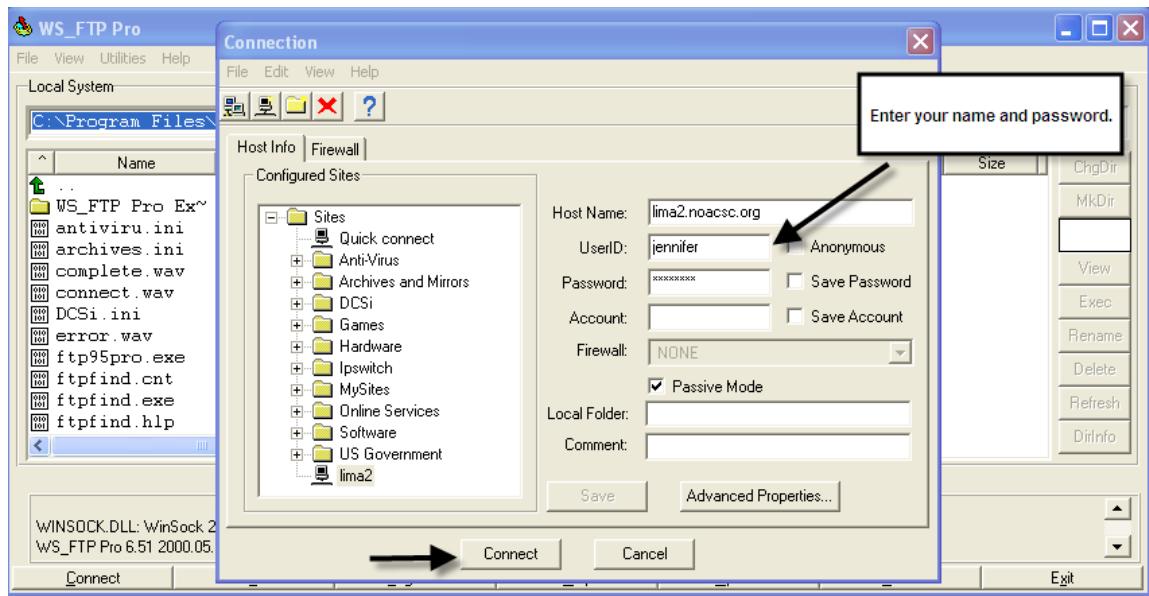
To access WS_FTP Pro:

Click on Start in the lower left hand corner of your PC
Scroll up to Programs
In the program listing scroll to E-term32
In the E-term32 options scroll to Network Pro Utilities
Select WS_FTP Pro

The first step is to establish a connection with the host. If the Host Name is blank, enter **lima2.noacsc.org**.

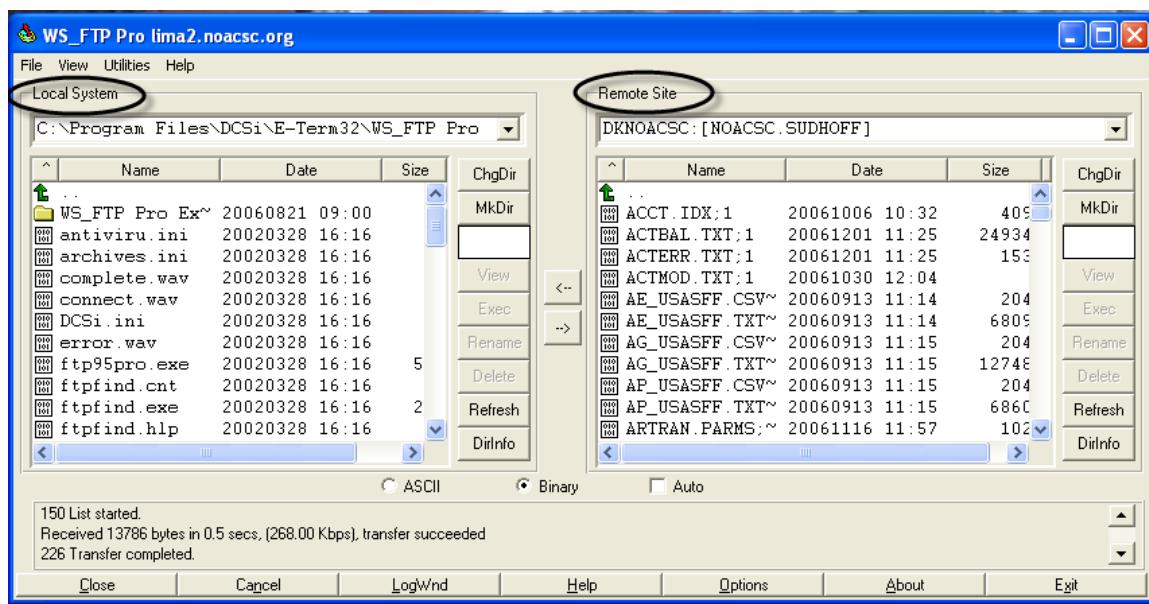


Next, enter the User ID and password. Do not save the password in this screen. Select Connect.

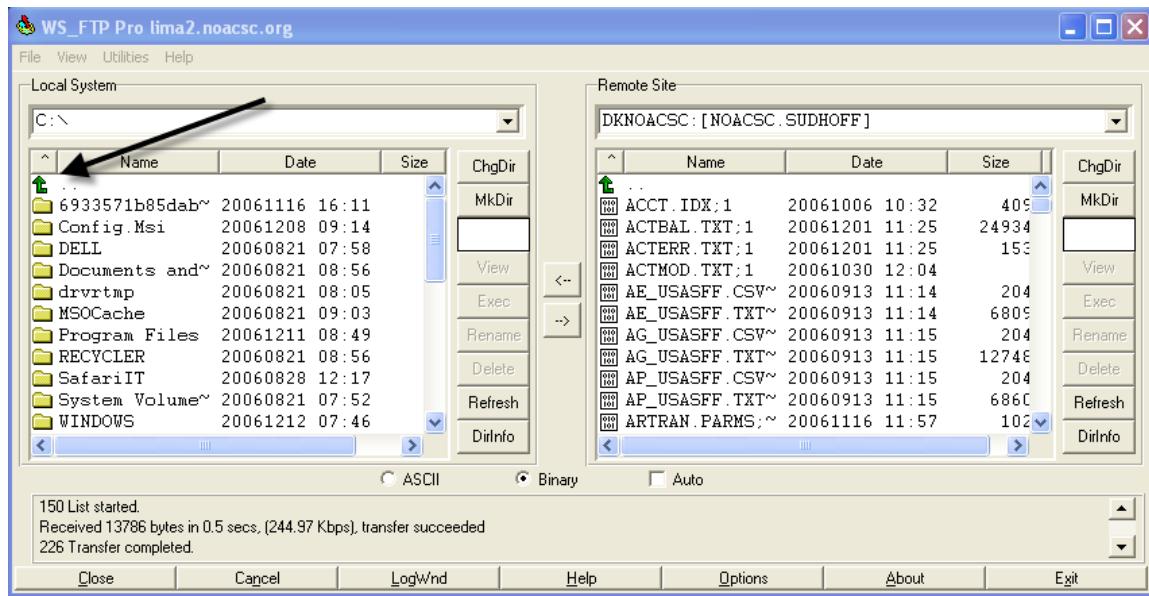


A connection has now been established.

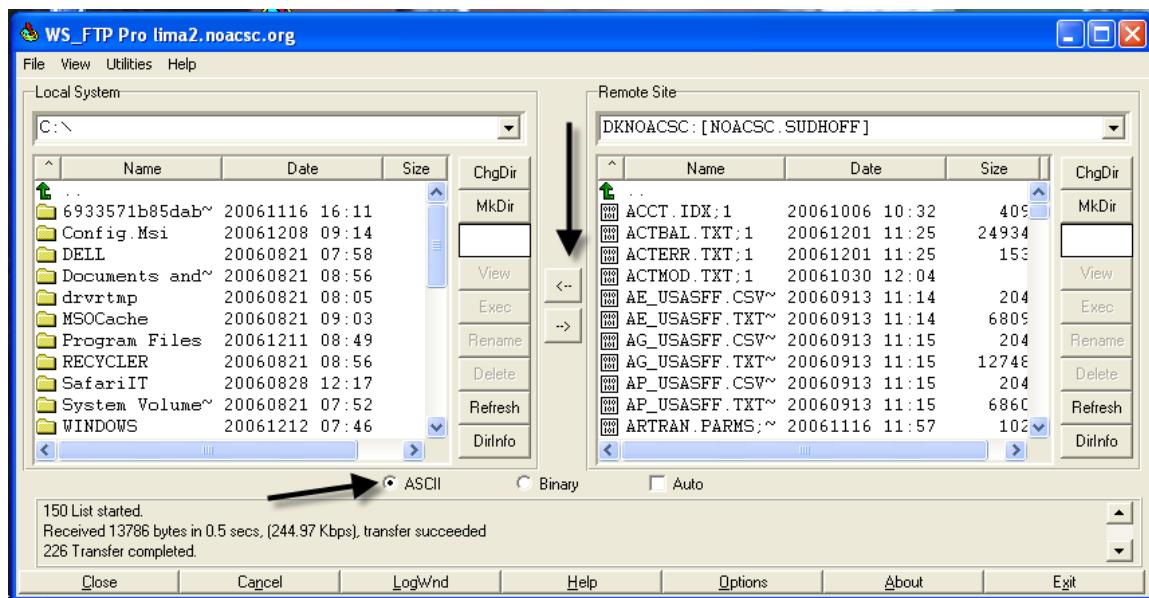
When looking at the two screens, the local system lists the files located on your PC. The files listed on the remote site are files stored on the machine that you logged into, in this instance LIMA2. You can transfer or move files in either direction, from the local machine to the remote site or from the remote site to the local system. For instance, when transferring a direct deposit file for payroll processing, you are moving the file from the remote site (LIMA2) to your local PC drive.



To locate the desired directory on the local system, double click on the green up arrow. This action moves up one folder level until the correct location is displayed. Set the directory to where you want the files located.



If you are transferring a PDF, Excel, or Word file, Binary needs to be selected before the file is transferred. Otherwise select ASCII from the bottom of the screen. Now select the file from the right to transfer and click on the arrow to move the file.



When the transfer is complete, exit the system.

Additional Information

When transferring a payroll file, it is being moved from the remote site to the local system. This enables the user to then transfer the file from their machine to the bank using the bank software.

When transferring the 5 year forecast, the file is being moved from the local system (the user's pc) to the remote site (the NOACSC). The NOACSC then sends this file to ODE.

Any file created in E-Term can be accessed and transferred with FTP. If you run a report and output a .CSV file, that file can be transferred to a location on your PC using FTP and then opened and manipulated in Excel. Any USAS reports created for auditors can be transferred with FTP and then attached to an email message.

DKUSER:[DISTRICT.NAME]

This location stores reports created in E-Term

DKUSAS:[DISTRICT]

This location stores the ACHTAP.SEQ file