**Date:** January 11, 2016

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**Author/Administrator:** Help Desk

FTP USER GUIDE

*Release Version: 1.0.0*

*Dec, 2015*

**NY State Office for Aging** (**NYSOFA**)

FTP Login:

URL: <https://datax.aging.ny.gov> - Login to the given portal and provide the username and password.

The **Pre-Login** Screen: Shown below is the pre-login screen where user can enter their login credentials or ‘forgot username’.

**-** Enter the username (eg. ofa\_user)

**-**

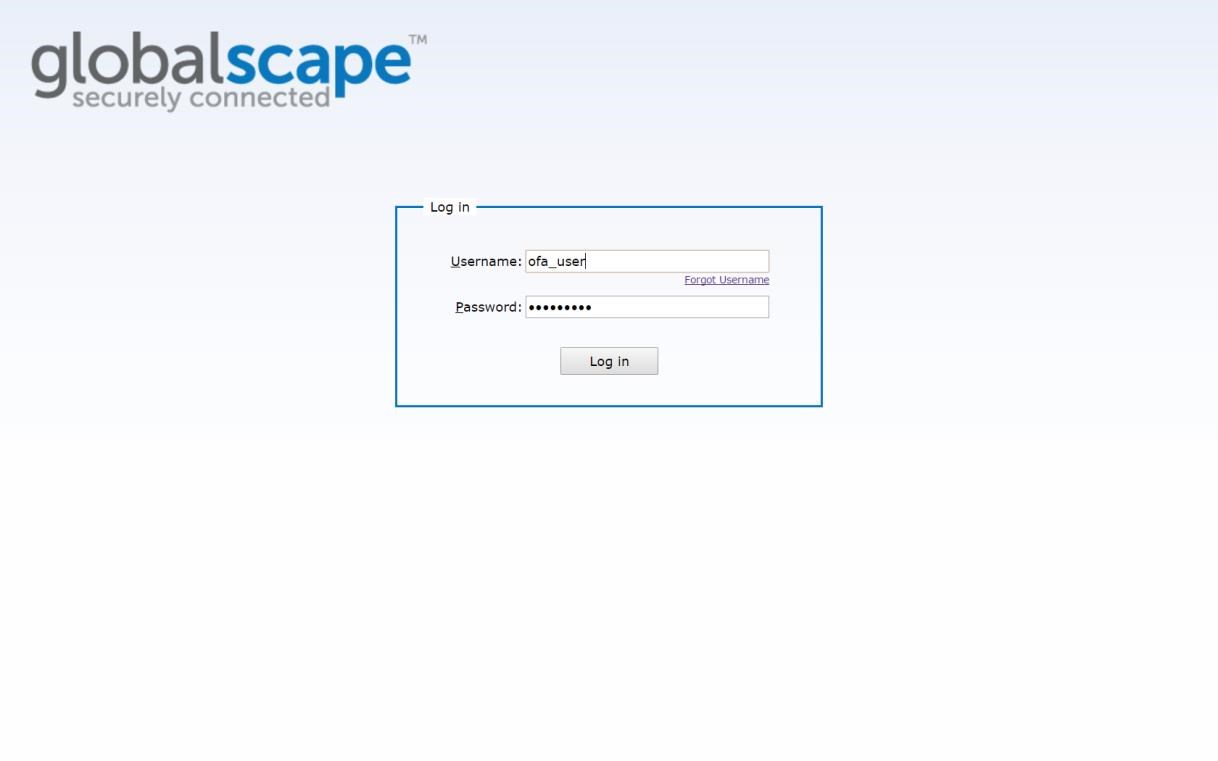
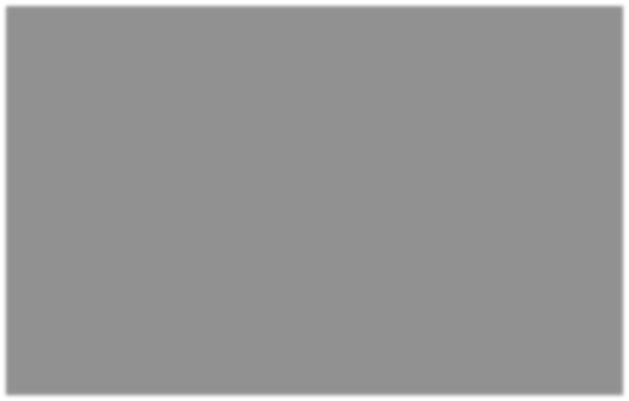
Enter Password

**-**

Click on ‘

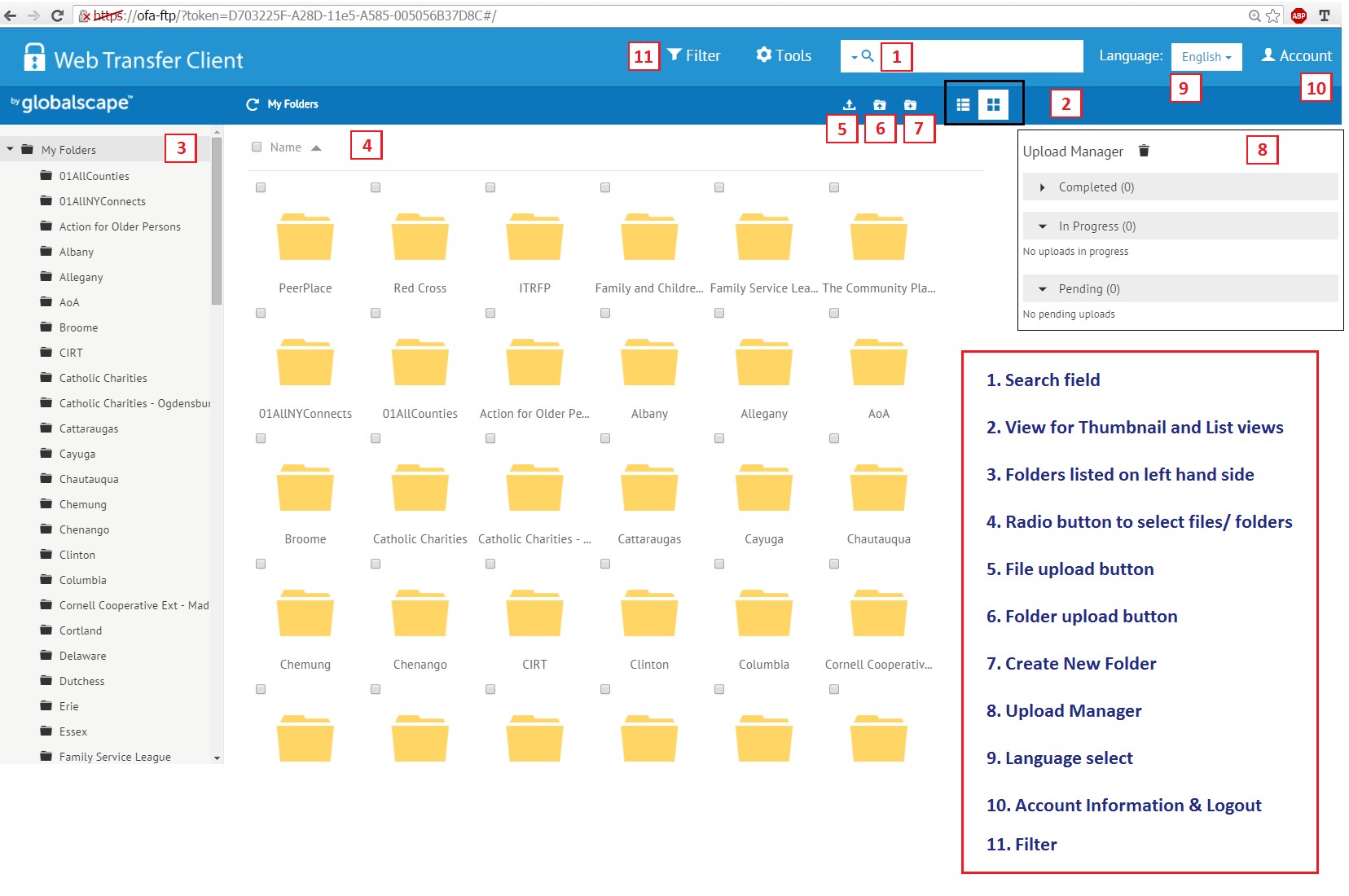
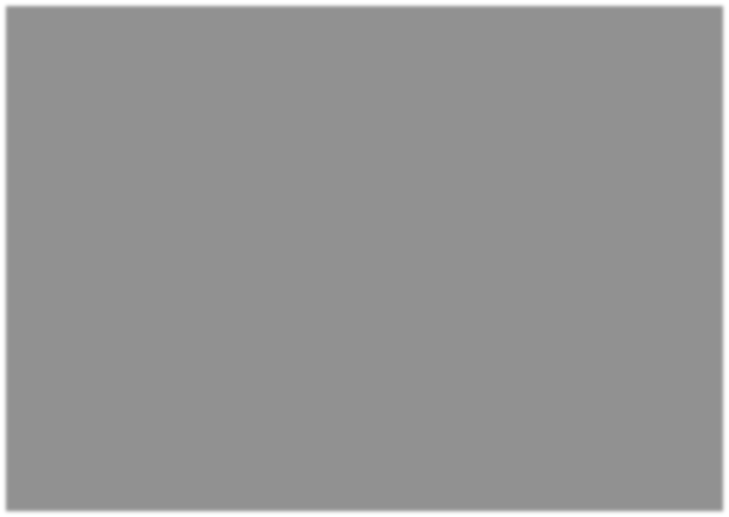
Log in’ button

**Fig 1.1**



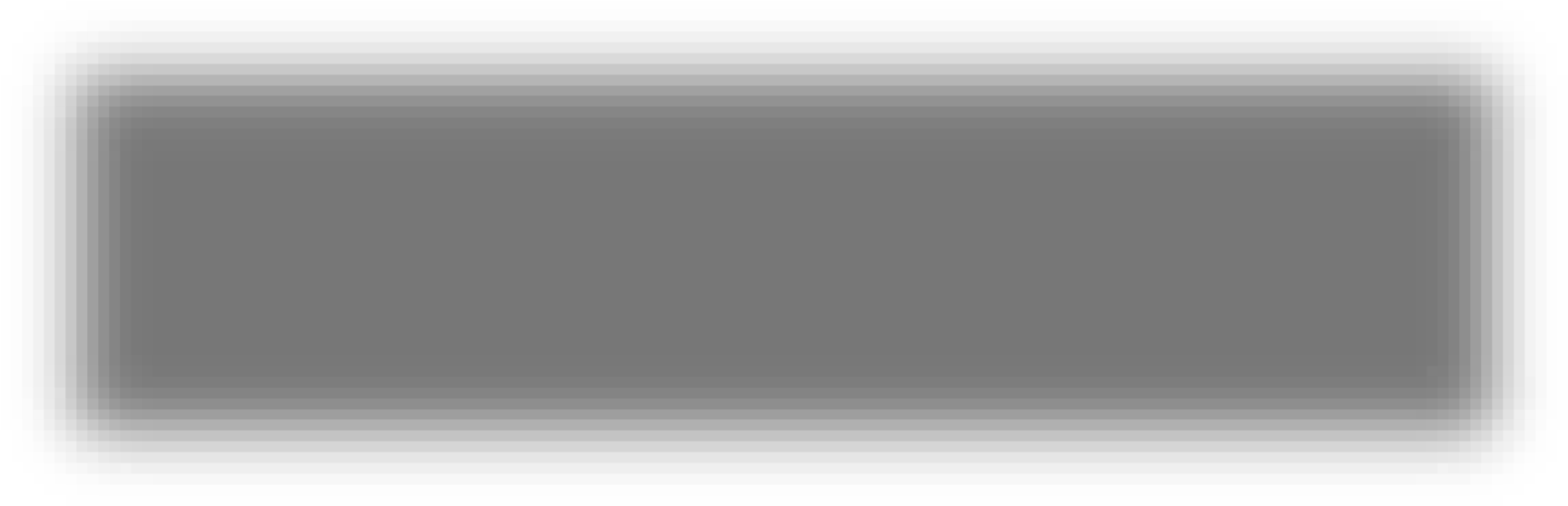
**Home**: The following page appears after the user logs in.

**Fig 1.2**

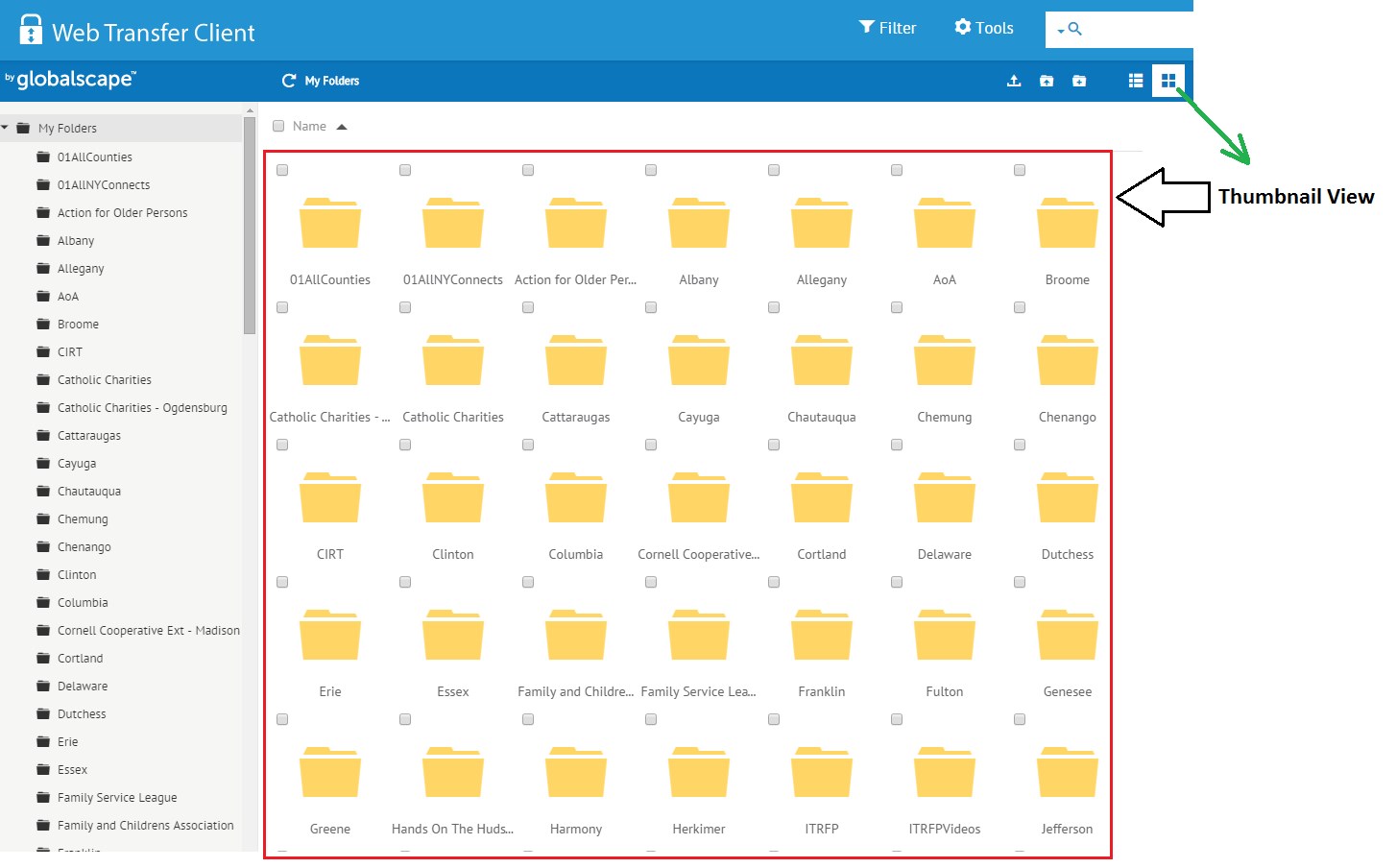
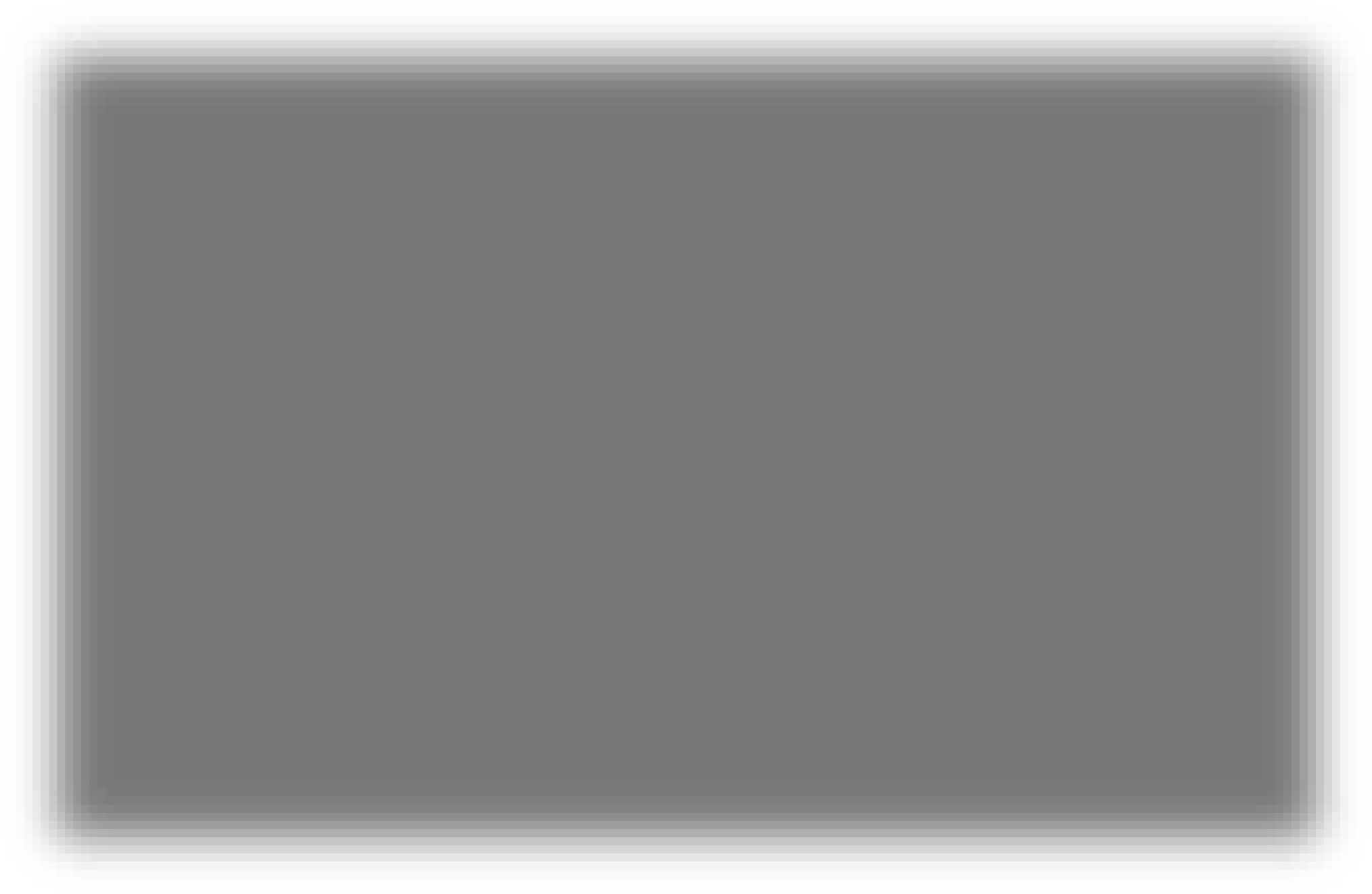
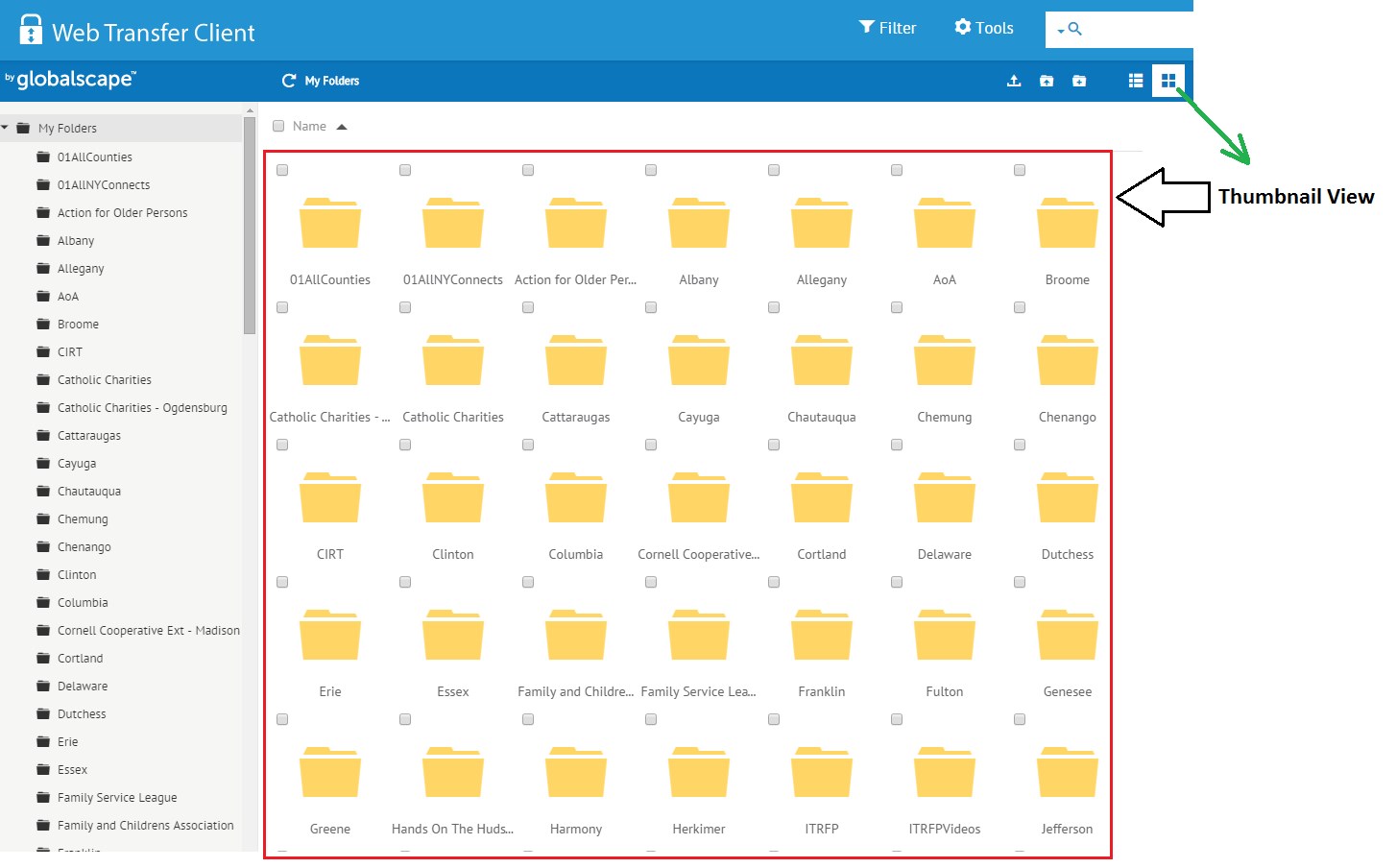
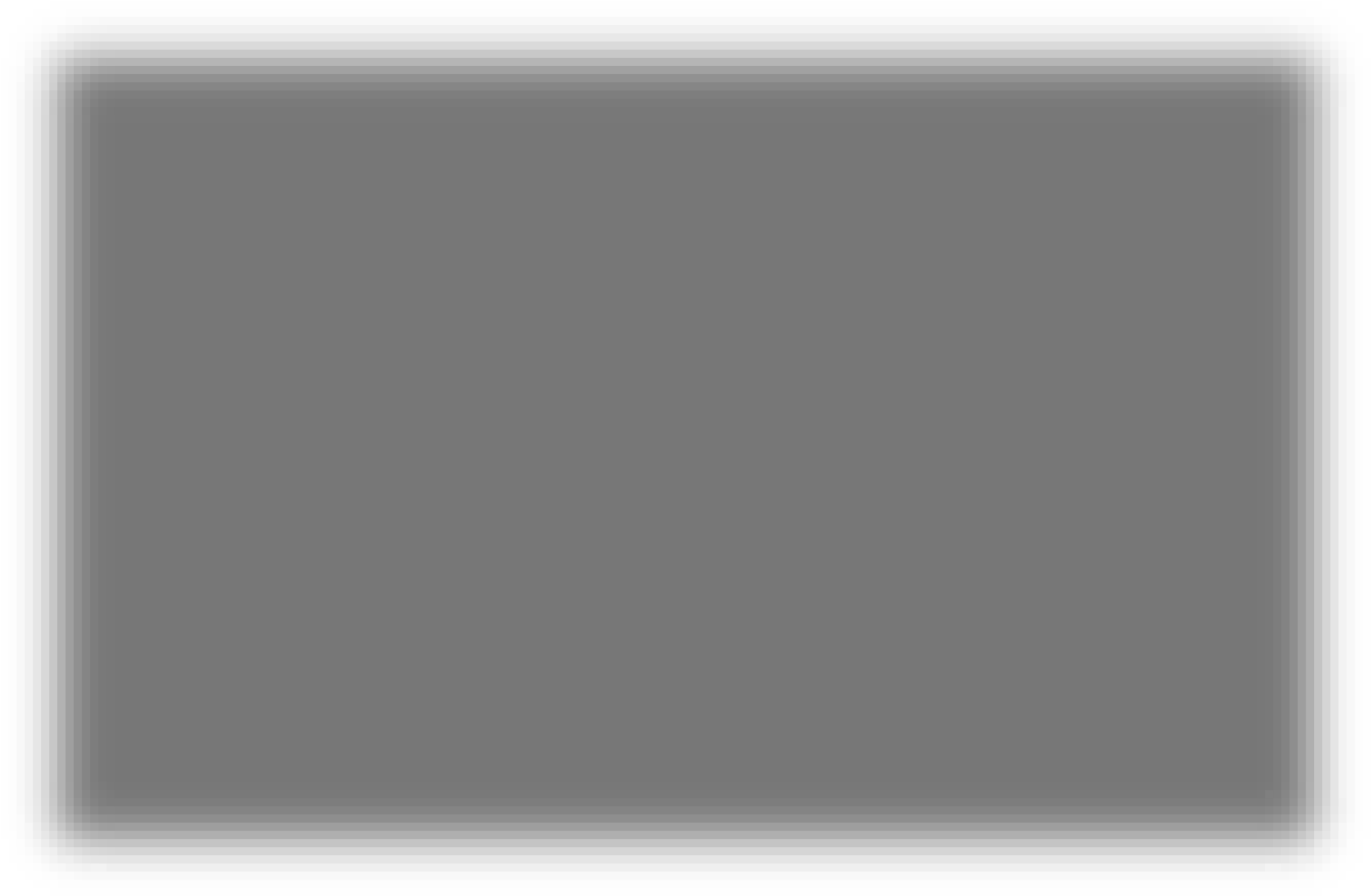


The following features are available on the home page:

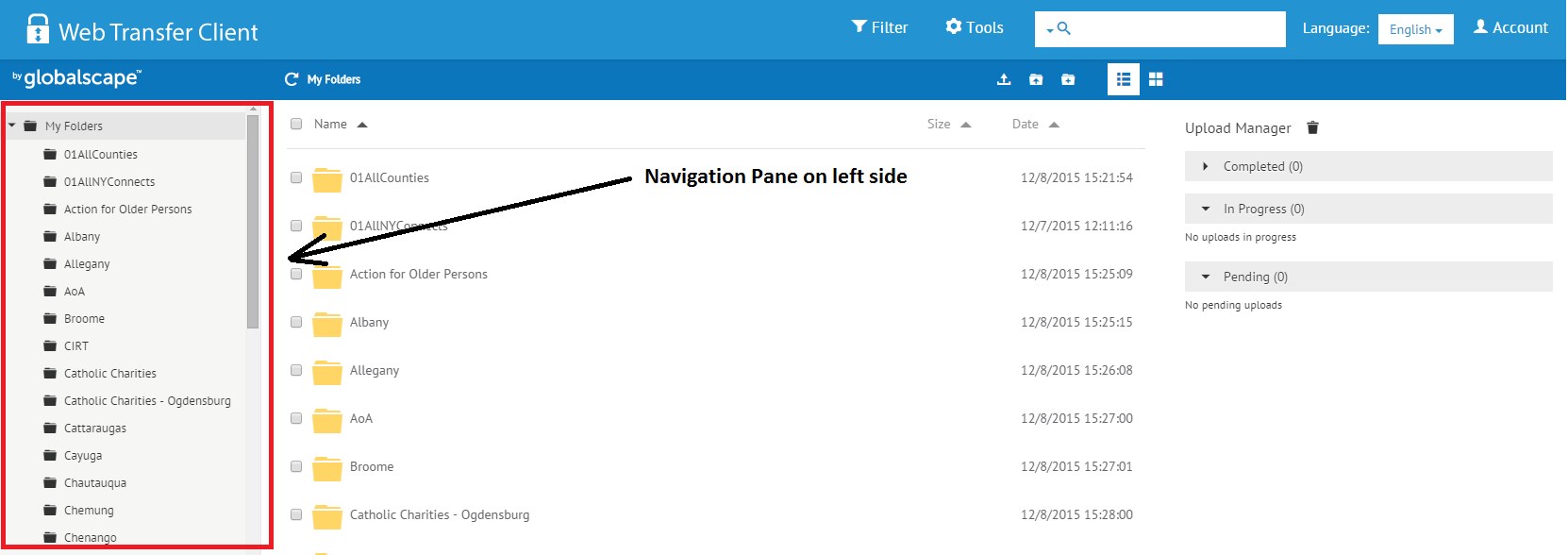
1. **Search Field**: The search field offers the option to search files, folders etc. within the given folder (path) or using the Global Search feature for a comprehensive search.



1. **View**: Thumbnail and Grid view are available as shown in the fig. Grid view gives details about the size and date.



1. **Navigation** Pane on Left hand side: Allows the user to browse through different folders.

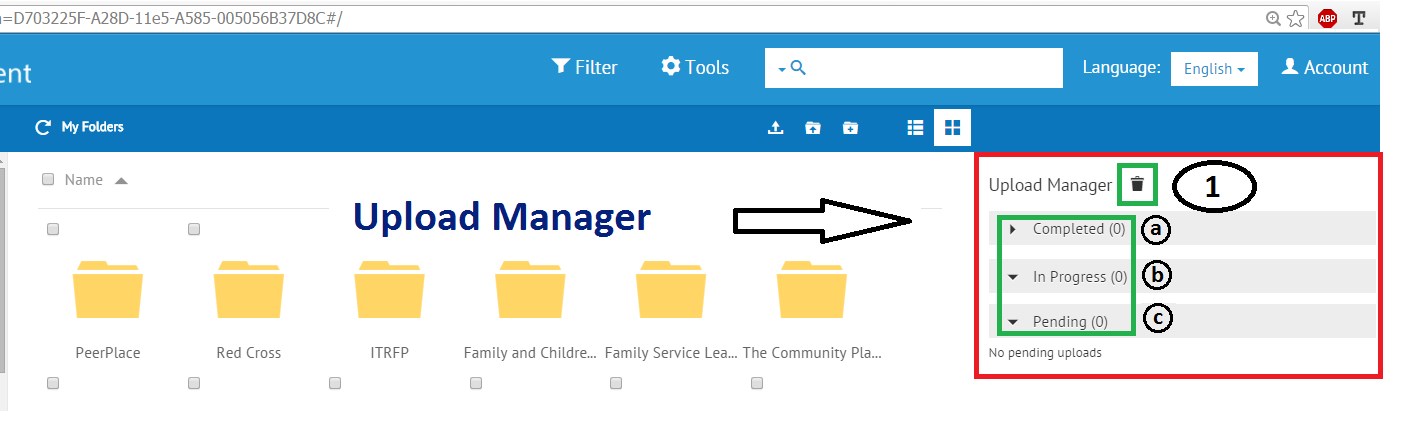
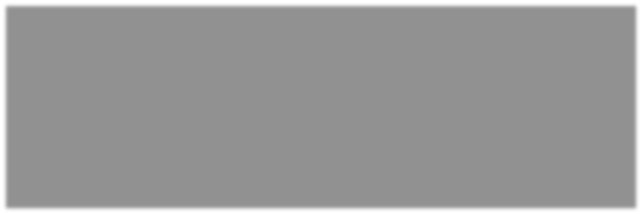


1. **Radio Button** to select files/ folders for doing operations like delete or rename (Refer to 4 in fig 1. 2)

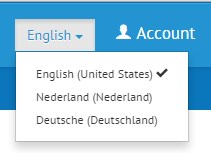
1. **File & Folder Upload**: To upload files and folders to the FTP Server (Refer to 5 &6 in fig 1. 2)

1. **Create New Folder**: (Refer to 7 in fig 1. 2)

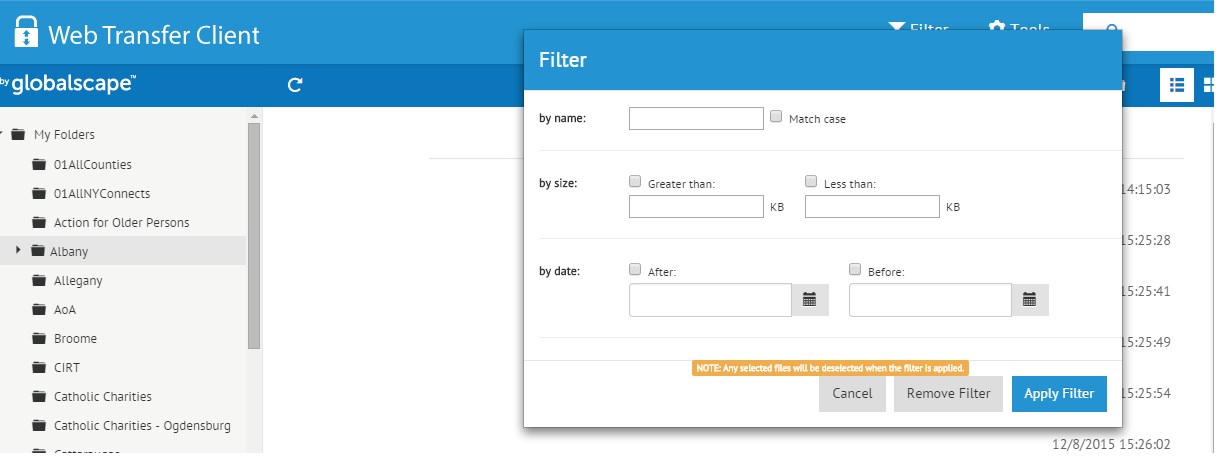
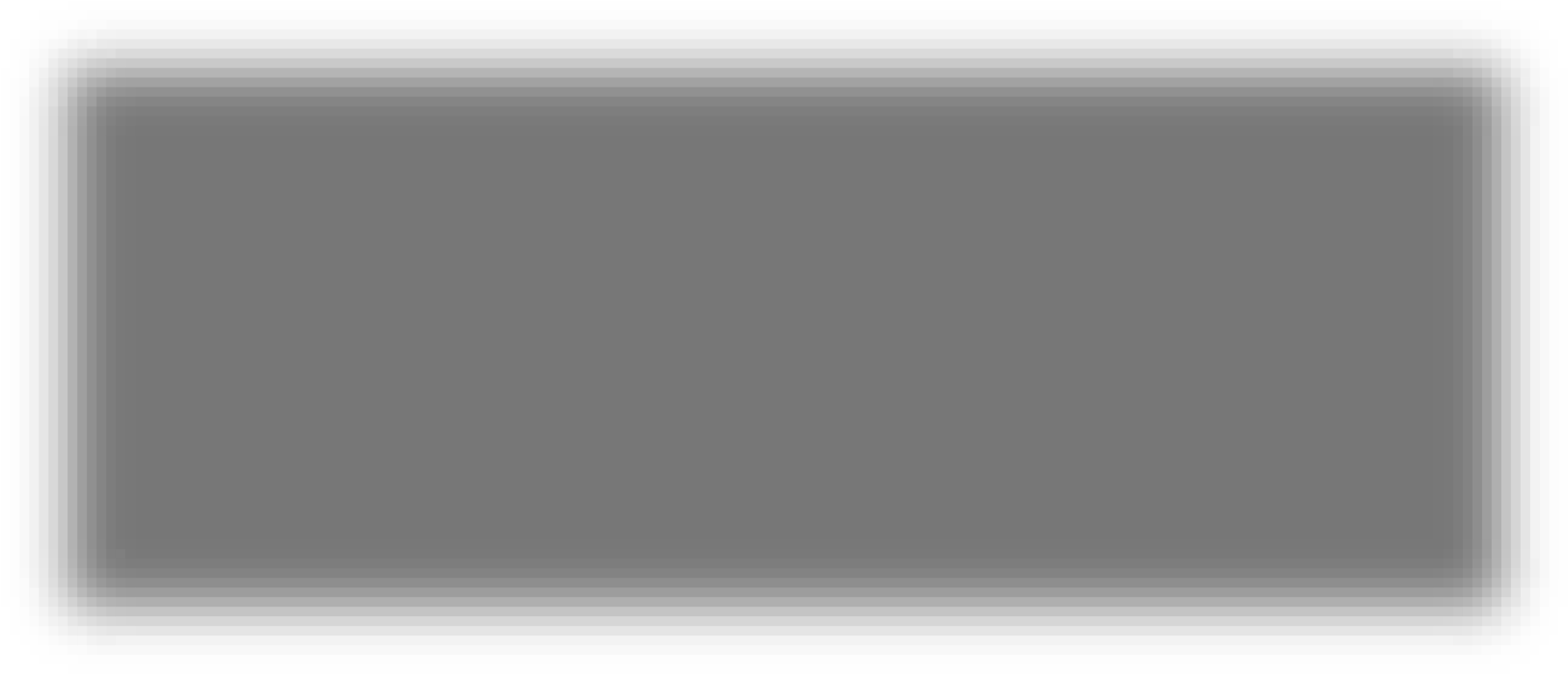
1. **Upload Manager** (with Delete): This is located on the right hand side of the page and lists the files uploaded. Also, features a delete button to clear the transfers listed (1 in fig). Have the following classifications (a, b, c in fig) :
   * Completed
   * In Progress
   * Pending



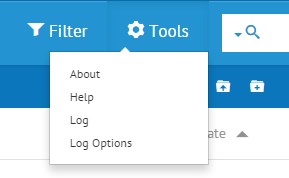
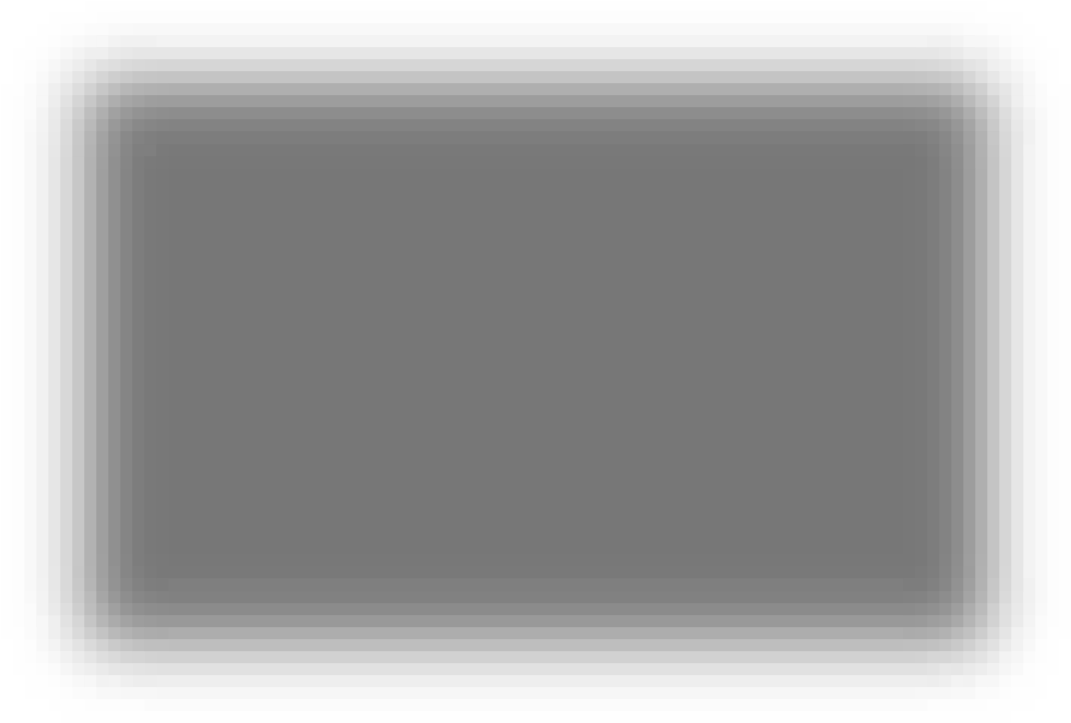
1. **Language** Select: Users can select from the following languages English, Nederland and Deutsche



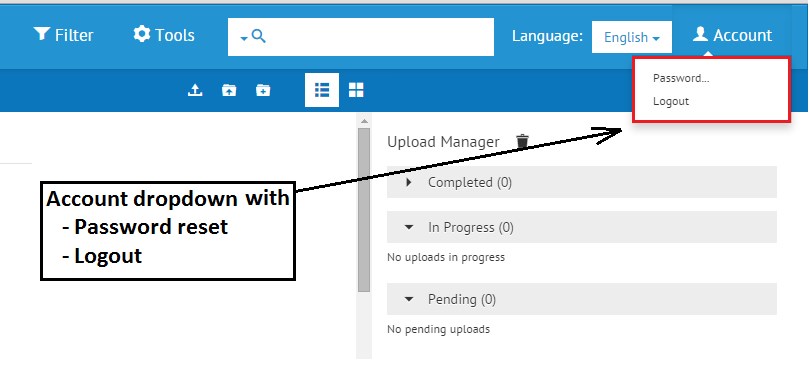
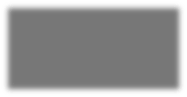
1. **Filter**: Click on the filter icon to see the filter pop-up. The following filter options are available to filter search results:
   * By Name with the option to match case
   * By Size (>, < in Kb)
   * By Date (After, Before)



1. **Tools**:
   * 1. About - Gives the version and build of the software
     2. Help – Help topics
     3. Log – Server Web Interface Log
     4. Log Options – Different log options (Presently using **INFO**)



1. **Account**: Clicking the account button (towards the right hand side) shows a drop down as shown in the fig having the options to reset password or logout of the account.

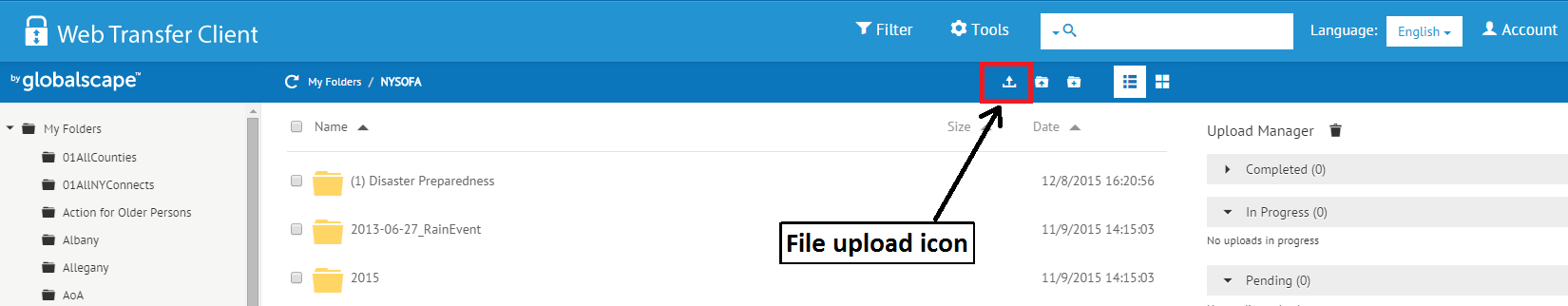


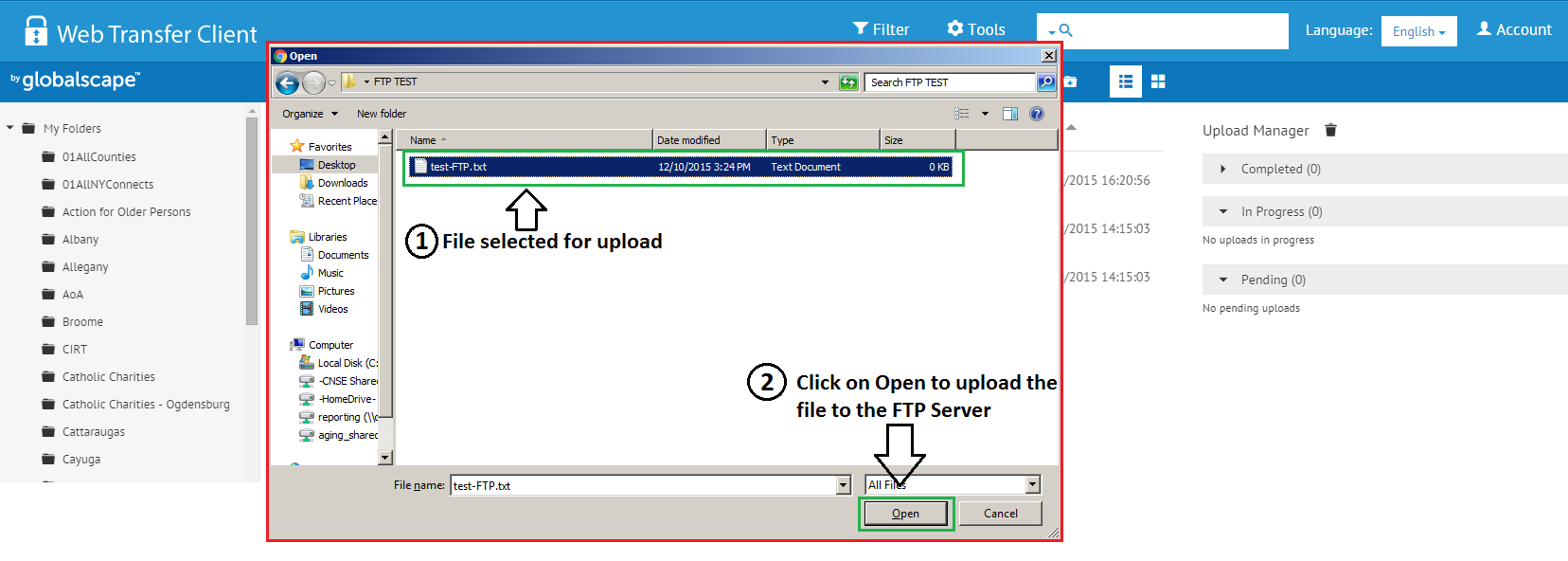
**FAQS** (Frequently Asked Questions)

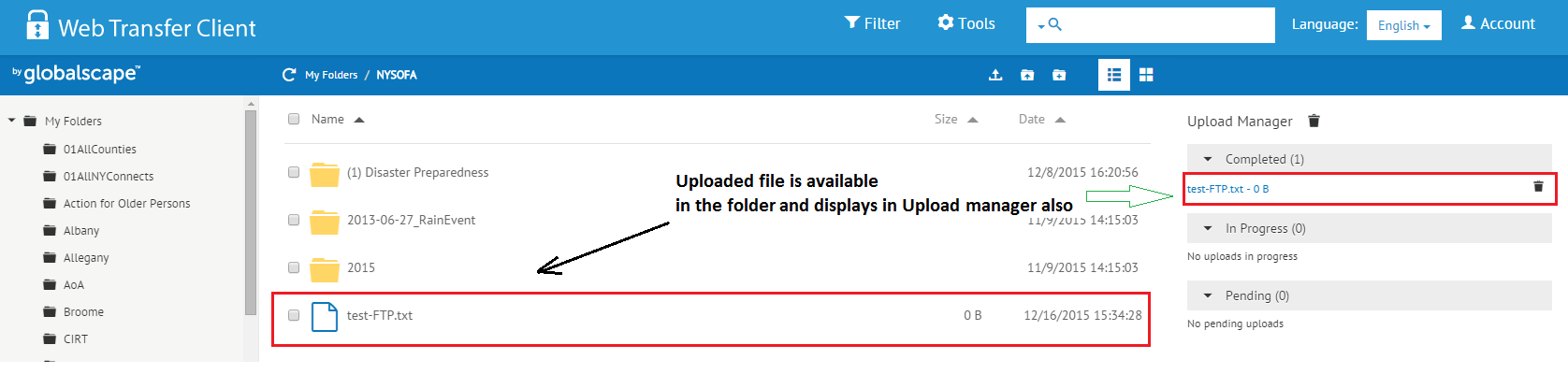
1. How to upload files?

File upload feature helps the user to upload the desired file. Follow the steps as given below:

* Click on the file upload icon
* This opens a new window
* Navigate to the desired location, select the file and click on ‘Open’
* The new file will be listed in the folder







1. How to upload a Folder?

This feature is available only in Chrome. Not available in Firefox & Internet Explorer.