

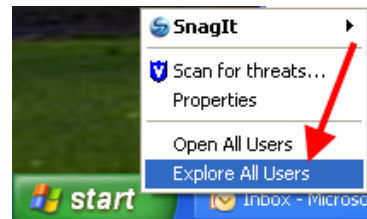
FTP Site Access

Design Manual
Chapter 21
Automation Tools
Instructions
Originally Issued: 08-31-09

FTP sites have been established for each Design section. The intent of the FTP sites is to provide non-DOT people, (consultants, etc.), with direct access to project files without the need to email the files or to create and mail a CD or DVD. The FTP site functionality is as easy as using the Windows Explorer Copy & Paste commands or even the Drag & Drop procedure.

To access the FTP site, *right-click* the Windows Start button, as shown at the right, and open a Windows Explorer window, as shown below.

Each Work Section will have their own unique "Section FTP site address". The address is listed within the **FTP_Access_Documentation** file located in the Work Section **FTP_Access** folder, as shown in the example below for the Road1, (Rural1), Design Section:

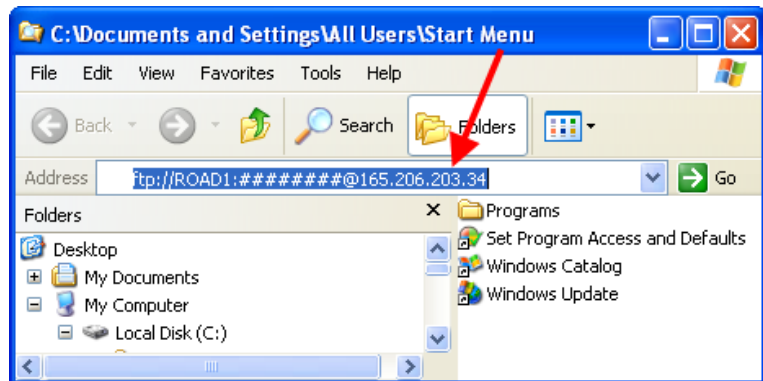


W:\Highway\Design\DesignSections\Rural1\FTP_Access\FTP_Access_Documentation.doc

Copy & Paste your Section FTP Site address, (from the above listed document), into the Windows Explorer **Address** field, as shown at the right, and press the **Enter** key.

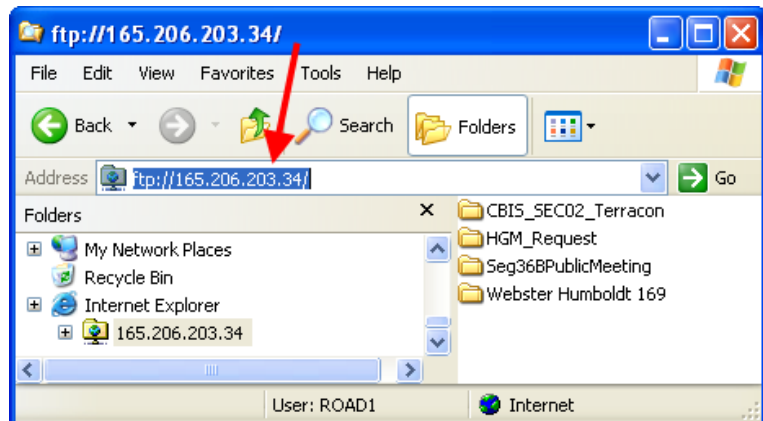
NOTE: Do not use IE (Internet Explorer), as it may not produce correct results.

(The Road1 address was used for this example, with the password hidden. You should use the address specific to your Work Section, found in your Section **FTP_Access** folder.)

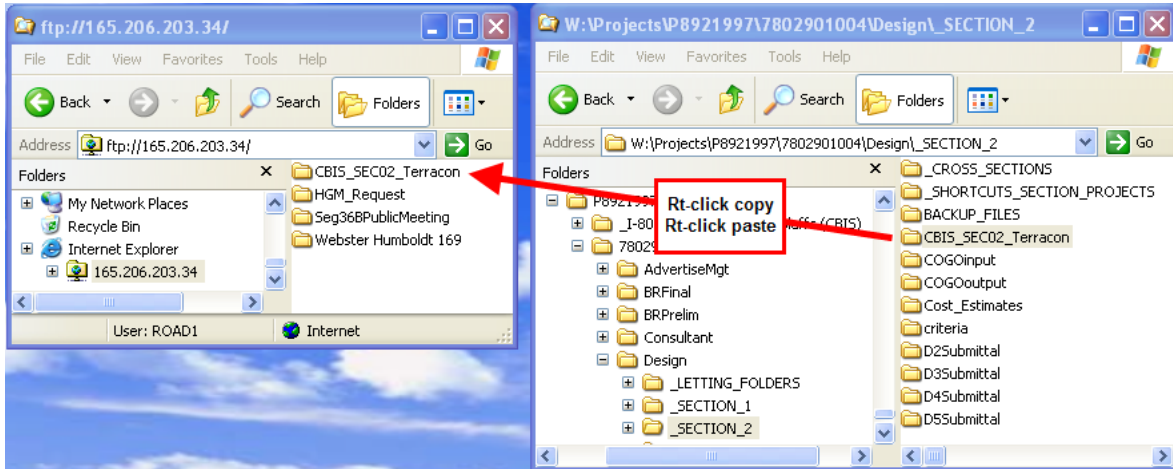


After any of the Design FTP addresses have been entered, the Windows Explorer **Address** field should display as shown at the right.

Much of the address path is hidden, but if you copied your Section **FTP** address from your Work Section instruction document, the location should be correct and unique for your Work Section project files located on the **FTP** site.



The easiest way to add files to the FTP site folder is to “copy and paste” from a second Windows Explorer window. To do this, open an additional Windows Explorer window, as explained earlier. “Copy & paste” the project files from the Project folder in one open window to the FTP folder in the other open window, as shown below. The functionality of the FTP site “ftp://...” folder should be similar to other Windows folders, capable of utilizing drag, drop, copy, cut, paste, etc.



To provide the files to non-DOT personnel, (consultants, etc.), copy and paste the same Work Section FTP address into an email, as shown in the example below, (partially encrypted.) Instruct them to do as you did, and copy the address into the Windows Explorer address field. This should open the **FTP** site for them, as it did for you. They will also have complete power to Copy, Paste, Delete, etc.,

<ftp://Road1:#####@165.206.203.34>

To keep the **FTP** site as clean and current as possible, tell the non-DOT recipients of the files to copy the files within a certain amount of time so you can remove them from the site.