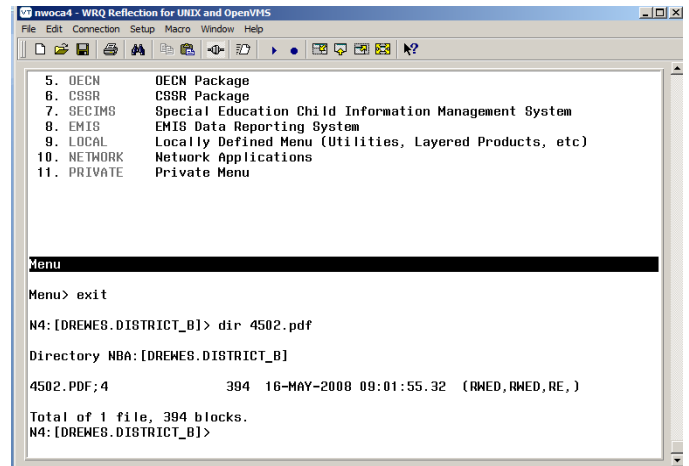
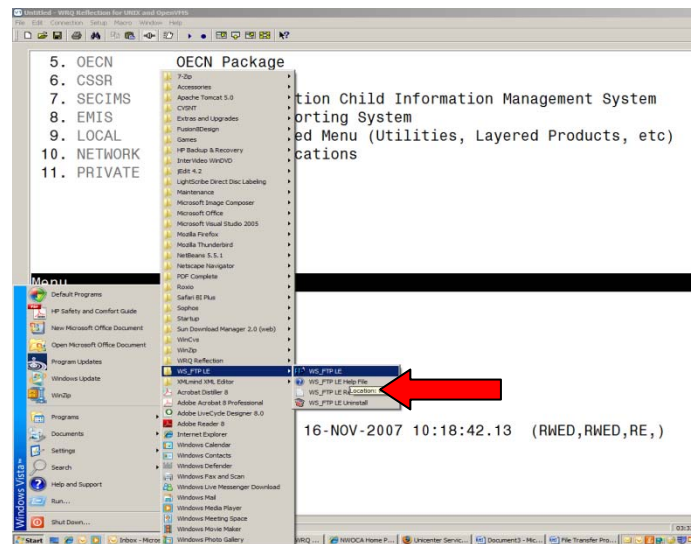


Using WS-FTP LE program

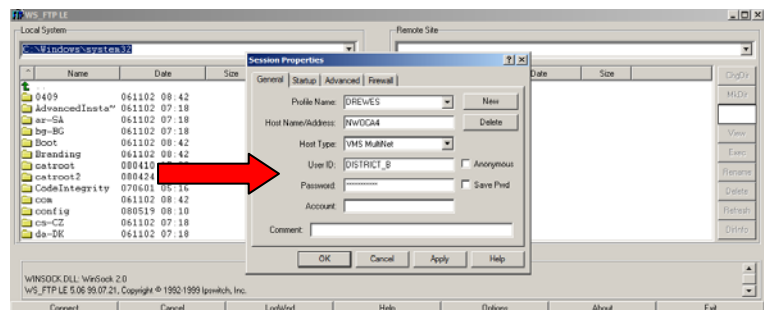
Step 1 Generate the file you want to transfer. (examples: .CSV or .TXT)
If you are generating a .TXT file and would like to convert it to .PDF format, please use the VFC2PDF utility. Once the file has been generated, you are ready to begin your file transfer .



Step 2 Access the WS_FTP LE program located under PROGRAMS on your START menu. If you do not have WS_FTP LE installed on your PC, you can download it from the NWOCA homepage by clicking on “HARDWARE”, then SOFTWARE DOWNLOADS, then WINDOWS, then “WS_FTP LE software download” or enter the following URL address:
<http://xstream.nwoca.org/downloads.html>
and follow the steps to install WS_FTP

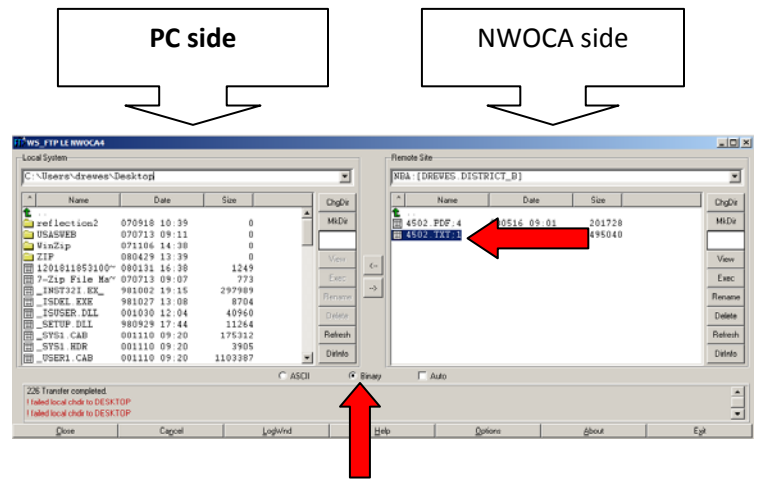


Step 3 After selecting WS_FTP, it will prompt you for a username and password. You need to enter the username/password of the account that the file was generated from. (i.e. If you generated the file from your archive account, you need to enter in your archive username and password).



Step 4 The left side of the WS_FTP LE menu is the LOCAL SYSTEM. The LOCAL SYSTEM is your PC side. It contains the files stored on your PC. The right side is the REMOTE SITE. The REMOTE SITE is your NWOCA side. It contains the files stored in whichever NWOCA account you are currently logged into (i.e. live data, _B account, archive account, etc).

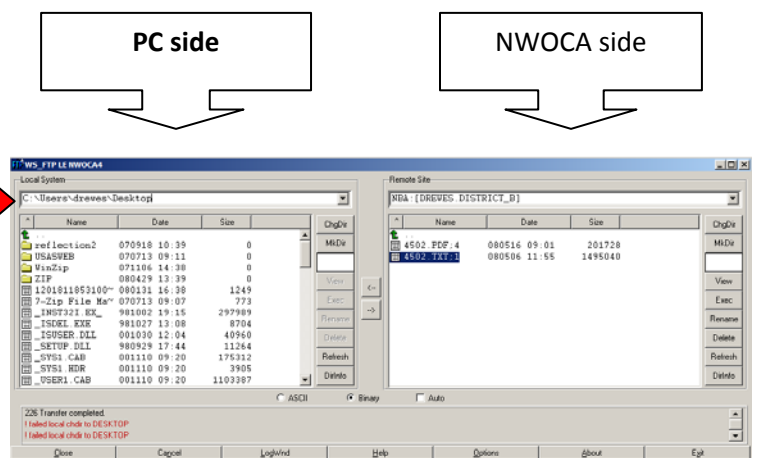
Under REMOTE SITE, you will see the directory you are currently logged into as well as folders/files in that directory. **Select the file you want transferred by clicking on it once.**



NOTE:For .TXT and .CSV files, you need to use ASCII type. For .PDF files, you must use the BINARY type.

Step 5 On the LOCAL SYSTEM side, you will see the folders/files currently on your PC. **Select the folder or area where you want the file to be transferred to** (options could be your Desktop or your “My Documents” folder). Once you have the area or folder selected, a list of documents that currently exist under that area or folder will be displayed in the big box under “LOCAL SYSTEM”.

You are now ready to transfer the file to your PC side. Locate the arrow buttons in the middle of the screen and **click on the top arrow (pointing left to the LOCAL SYSTEM).**



Step 6 You should now see the transferred file on the left side (LOCAL SYSTEM) side of the menu.



The screenshot shows a remote file transfer application with two panes. The left pane, titled 'Local System', shows a directory listing for 'C:\Users\dreves\Desktop'. The right pane, titled 'Remote Site', shows a directory listing for 'NBA:\DREVES\DISTRICT_B'. A status bar at the bottom indicates a successful transfer of a PDF file.

Name	Date	Size	ChgDv
.			
reflection2	070910 10:39	0	
USASWEB	070713 09:11	0	
WinZip	073106 14:38	0	
ZIP	080429 13:39	0	
3201811853100	080131 16:38	1249	
4502.PDF	080516 09:01	201706	
7-Zip File Ma	070713 09:07	773	
INST21 EX	981002 19:15	297989	
_ISDML EXE	981027 13:08	6704	
_ICORNER DLL	003030 12:04	40960	
_SETUP DLL	980529 17:44	11264	
_SYS1.CAB	001110 09:20	175312	
_SYS1.HDR	001110 09:20	3905	

Name	Date	Size	ChgDv
.			
4502.PDF	080516 09:01	201728	
4502.TXT.1	080506 11:55	1495040	

150 IMAGE retrieve of NBA:\DREVES\DISTRICT_B\4502.PDF.4 (201706 bytes) started.
Received 201706 bytes in 0.1 secs. (13.31 Mbps) transfer succeeded
228 Transfer completed. 201706 (0) bytes transferred.