

FTP Instructions

FTP

- Focus operates a fully qualified FTP site located at <ftp://ftp.focusdirect.com>.
- You may send files to our public directory by simply using an FTP application and pointing it to our FTP site, or through a command prompt.
- Focus Direct maintains a secure access only site for uploading data via our FTP. **Anonymous** access is **not** allowed. If your organization requires a secure (password protected) FTP folder, please contact: Kevin.Spivey@focusdirect.com or the Project Manager that you are working with.
- Secure FTP directories are limited to **50 megabytes**, with larger accommodations available upon request.
- Please note that although Focus Direct, Inc. will do everything possible to protect the confidentiality of client data, we cannot guarantee the security of data transferred to our FTP site. If your data is of a highly sensitive nature, we recommend that you use certified mail, or a bonded and insured courier.

WWW

- Focus maintains a World Wide Web site at <http://www.focusdirect.com/> information can be obtained at this site.
- The following instructions are best suited to persons with experience using DOS and FTP. If you are not experienced, or have difficulty using these directions, we would suggest obtaining an FTP client program.

FTP Instructions for Windows 95/98/NT

- Establish a connection to the Internet either through dial-up modem or ISDN/T1 etc.
- Go to the START MENU, PROGRAMS, MS-DOS PROMPT.
- Type **ftp focusdirect.com** then press enter. (Please note, there is a space between the first ftp and focusdirect.com)
- (Secure users) When prompted, type your assigned login name.
- (Secure users) When prompted, type your password. (remember, this is case sensitive)
- You will receive a welcome message.
- (All users) Type **CD PUB**, hit enter.
- You can view the various directories using the **DIR** command.
- You can change directories using the **CD** command (i.e. **CD CompanyX** to change to the CompanyX directory). To go back 1 directory, type **CD ..** (note the space between CD and ..) To return to the Root directory (the beginning), type **CD ** (again, note there is a space between CD and \).
- If you are sending a file: Using **CD**, change to the directory you wish to place the file in. Now type in **PUT <local path> <filename>** (i.e. PUT C:\myfiles\mystuff.txt).
- If you are getting a file: Type **GET <filename> <local path>\<local filename>** (i.e. GET myfile.txt C:\myfiles\myfile.txt).
- If you need help with FTP commands, simply type a **?** at the prompt.
- After a successful transfer, please call or email your contact at Focus Direct with the name of the file that you transferred.

FTP Instructions for Internet Explorer 5.0(or later)

- Establish a connection to the Internet either through dial-up modem or ISDN/T1 etc.
- Launch Internet Explorer

- Type <ftp://ftp.focusdirect.com> in the address bar.
- When the site appears go to File (in the upper right hand corner), Login As.
- (Secure users) In the username field, type your assigned login name.
- (Secure users) In the password field, type your password. (remember, this is case sensitive)
- After clicking the Login button you will be able to double click on pub and then your assigned folder.
- When you are in your folder you can use Windows explorer to drag and drop your files into the folder.
- After a successful transfer, please call or email your contact at Focus Direct with the name of the file that you transferred.

Kevin Spivey
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