

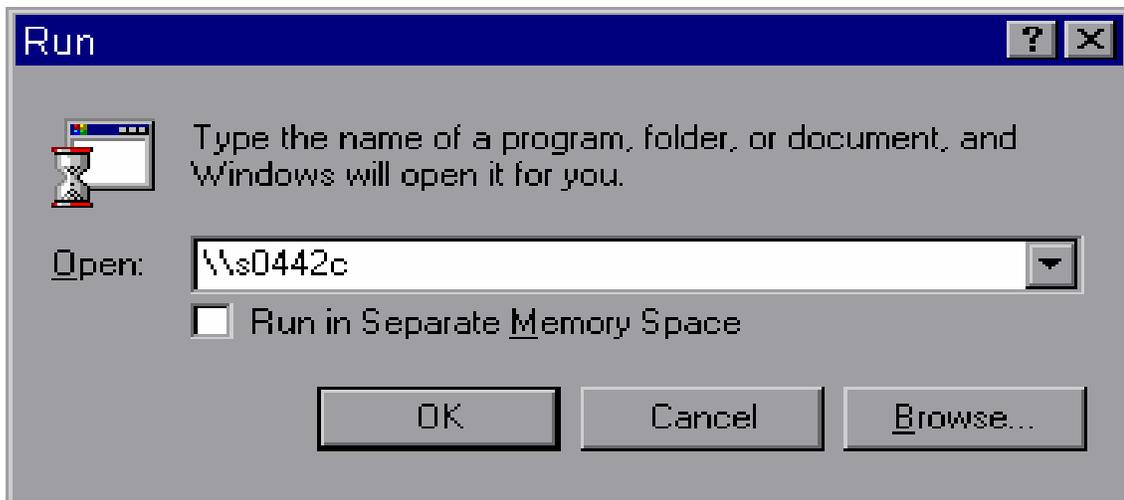
## 5d. How to use File Transfer Protocol (FTP)

File transfer protocol (FTP) is used to exchange large files. The ODOT FTP server stores the files for another person or company to access. These files are cleaned out after 10 days, so be sure to have a back-up copy saved elsewhere.

For security reasons, an external source can only pull a file from the outgoing folder. Also, an external source can only put a file in the incoming folder. Transferring between ODOT employees is not limited to the incoming or outgoing folders, unless the employee is using an Internet service from home.

### **Instructions for ODOT employees placing files on FTP server:**

1. Click on the Start button in the lower left corner of the desktop.
2. Select Run, and then type ODOT's FTP server name, [\\S0442C](#).

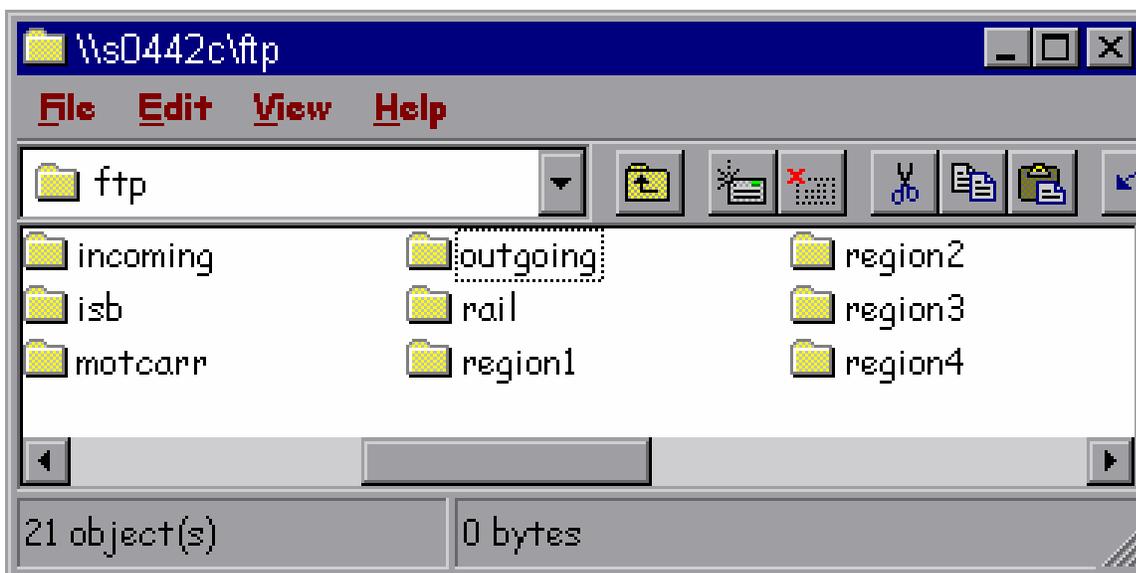


3. Click OK.

4. Double-click the folder labeled ftp.



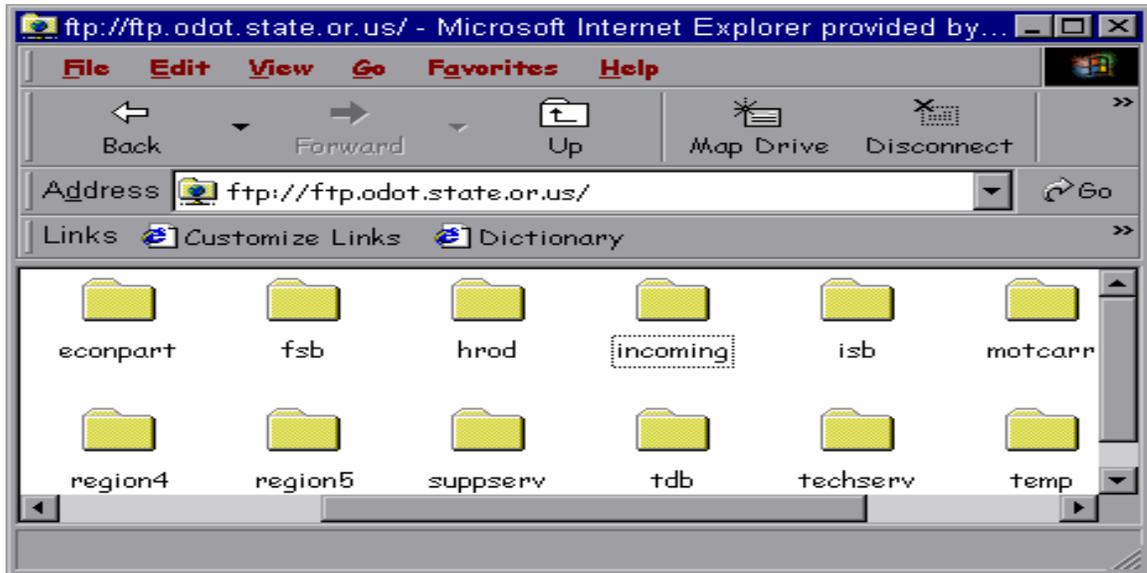
5. To insert a file to be accessed by an outside company, double click on the outgoing folder.



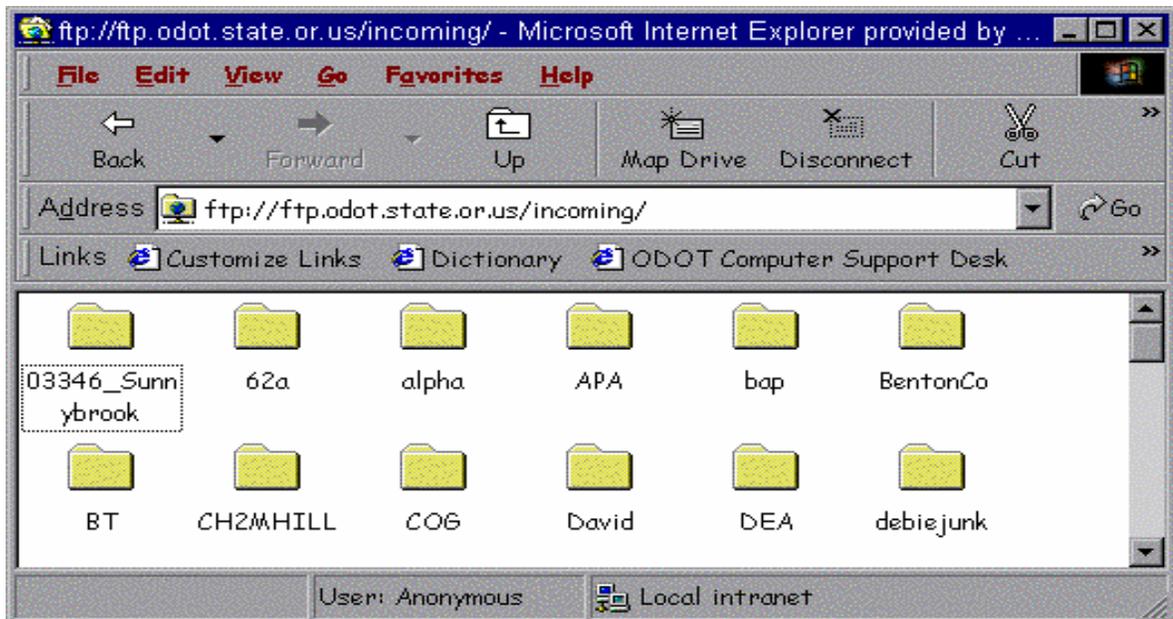
6. When it opens, create a new folder by selecting File, New, and then Folder to create a new folder for the file. Name the folder something easily identifiable.
7. Place a copy of the file into the folder.

## Instructions for outside companies placing files on the FTP server:

- Go to ODOT's FTP site at: <ftp://ftp.odot.state.or.us>. This link goes to the FTP root page, which has FTP directories.
- Click the incoming folder.

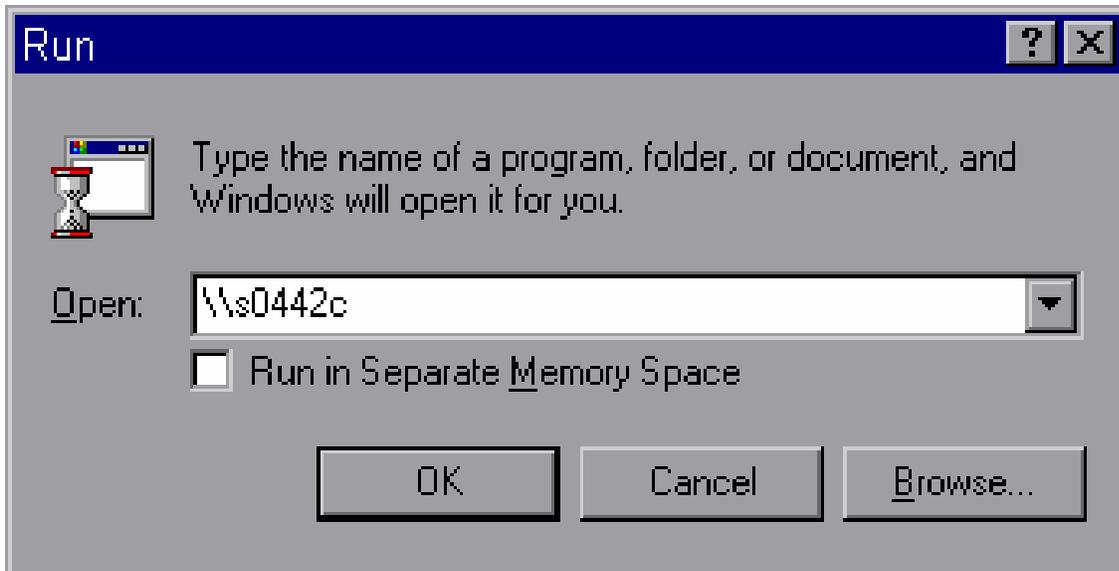


- Now place files in the proper folder, and notify the ODOT employee who needs to access them.



## Instructions for ODOT employees retrieving files from the FTP server:

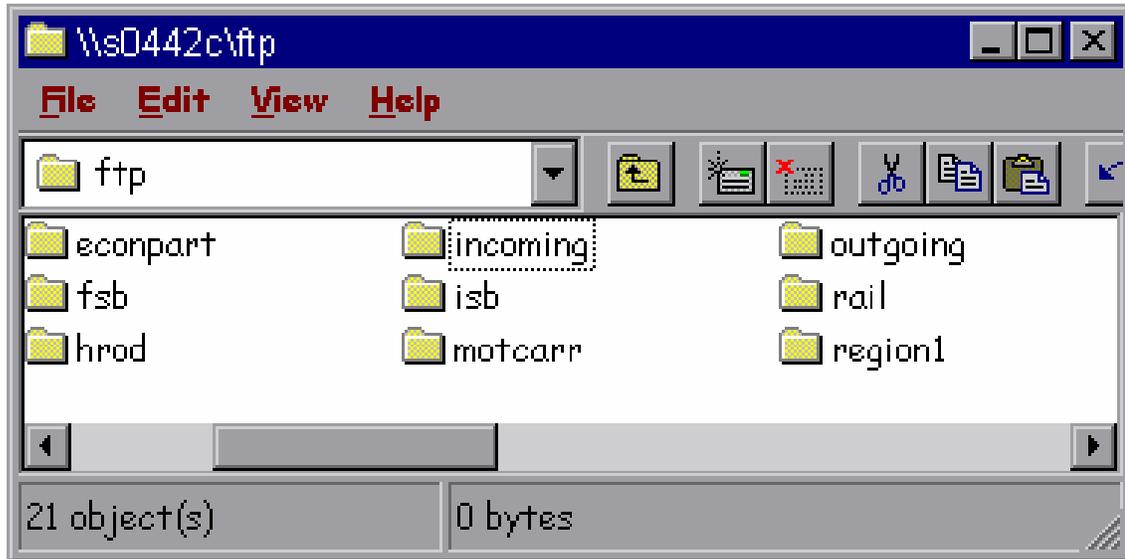
11. Click on the Start button in the lower left corner of your desktop.
12. Select Run, and type \\s0442c, ODOT's FTP server name.



13. Click OK.
14. Double-click the folder labeled ftp.



15. Double-click on the folder labeled Incoming.

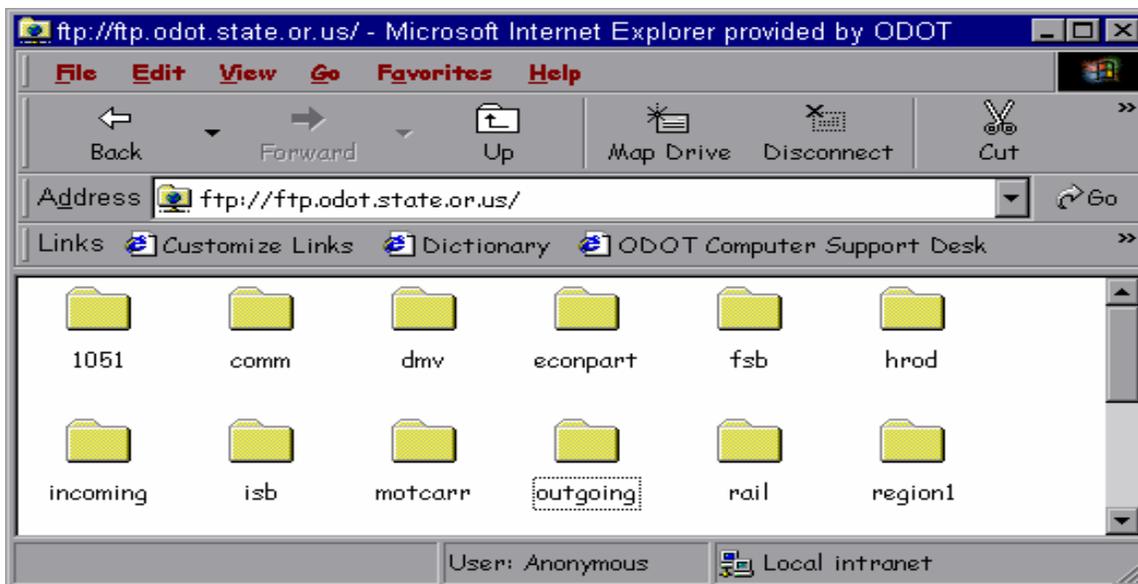


16. Double-click on the folder that contains the files.

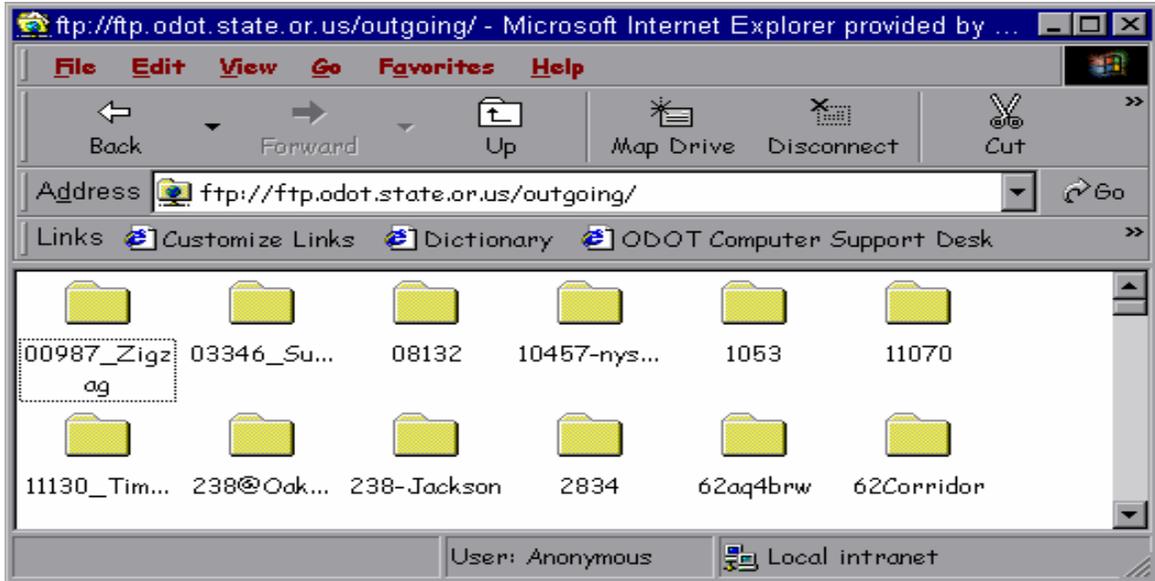
17. Select the specific files and then copy and paste the files onto a computer hard drive or server location.

## Instructions for outside companies retrieving files from the FTP server:

18. Go the ODOT's FTP site at <ftp://ftp.odot.state.or.us/>.



19. Select the Outgoing folder by double clicking.



20. Find the file or folder which contains the information for retrieval.

21. Getting a copy of the file is dependent on the browser being used. With most browsers, right click on the file and choose Save link as (or Copy file to... Or Save Target As...). When the box comes up, choose the location for the files to be stored on your own workstation or server.

1.