

## Server uploading procedures

Click the link within the Portal to download the program. You will see the info below on the downloaded page. Click the recommended option. Save it to a download folder on your computer. Exit the Internet and your browser. Go to the folder you downloaded the program into and install it onto your computer.

**Client Download**

The latest stable version of FileZilla Client is 3.3.5.1

Please select the file appropriate for your platform below.

**Windows**

- FileZilla\_3.3.5.1\_win32-setup.exe (recommended)
- FileZilla\_3.3.5.1\_win32.zip

Windows XP, Vista and Windows 7 are supported

Fred...Click on the recommended

Once you have clicked the recommended link, it will take you to a page to begin downloading the software. At the top of the page, you should see this statement shown below. Click on the blue writing, and

**Your FileZilla download will start shortly...**

Problems with the download? Check your browser's security bar at the top of the page.

If your browser is Internet Explorer and the security bar appears at the top, click it...see below.

Download FileZilla from SourceForge.net

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Once you click the yellow bar, it should turn blue and a dropdown will appear. Click (download file) shown on the drop down menu.

To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

**sourceforge** FIND AND DEVELOP OPEN SOURCE

- Download File...
- What's the Risk?
- Information Bar Help

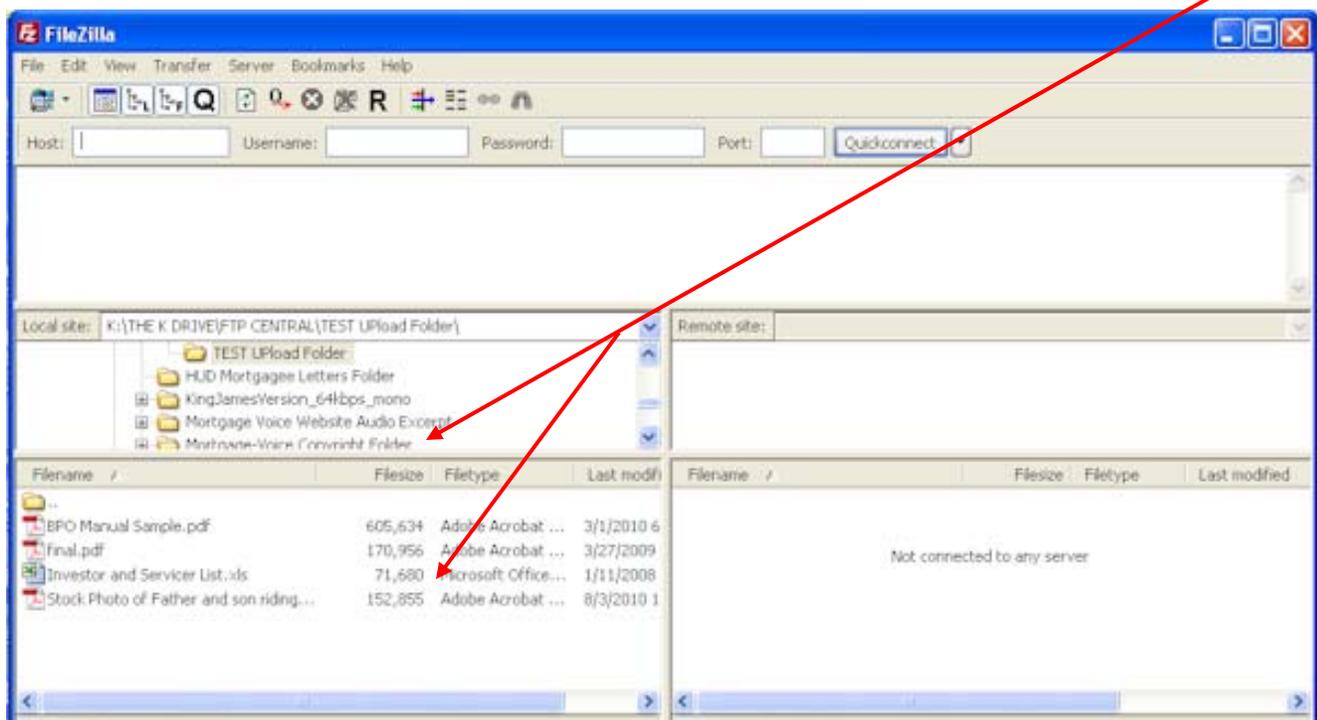
In a few seconds the file Download box will appear. Click the save button. Select a download folder to save this program into. When download is completed, come out of the site and close your Internet Explorer browser.



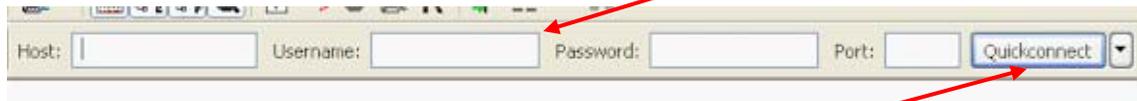
To open up the program and install it onto your computer, go to the folder that you saved the program in. When you locate the downloaded file...double click the program icon and follow the instruction to install. Create a shortcut  for the program on your desktop. That's it for the program.

### **Open the File Zilla to up-load your files and download your reports.**

To upload a file, open the FTP Program. The local site on your computer should populate itself with the files from your computer in the left pain.



Enter the server information provided by QCPS server administrator within the four (4) input boxes as shown below.



Host: <ftp.qcpsystems.com> Username: Password: Port: 21

Then click the (quick connect) button.

You will be connected to the QCP Systems' server and your specific online folder will appear in the pain on the right side of the dialog box.

**Uploading your files** - Find your file(s) to be uploaded to QCP Systems in the left pain. Place the pointer on the file. Click the left button on your mouse and hold down on it and drag and drop the file over to your online folder and release the left mouse button. Next wait for the file(s) to upload completely. Once the upload is completed, that's it and you are done.

You can close the FTP program.

Finally, email your contact person at QCP Systems to advise that the files have been uploaded.