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Using TWPO FTP Sites

I. Purpose:

This document outlines the procedure for using TWPO FTP site. It explains the purpose of each FTP site, outlines how to set up an FTP client on a computer, and shows steps to download and upload files.

II. Reminders:

- When uploading files to one of TWPO FTP sites, it is best not to use spaces in filenames.
- When uploading large files, zip, tar or stuff them if possible.
- Filenames cannot include “:” and must be less than 31 characters.

III. Requirements:

- FTP client application such as “WS_FTP” that is capable of transferring files using “passive” (PASV) mode.

IV. Sites and Their Use:

A. Public Site (“pub” folder):

1. Accessible without a username or a password (log on as an “anonymous” user); however, some FTP applications may require an e-mail address as a username.
2. Open to public and used for downloading various files that are not in a revision process. TWPO personnel upload these files to the site.
3. Allows you to ONLY download files.

B. Operations Site (“reset” folder):

1. Requires a certain username and password.
2. Limited to operations-related use, mainly by TWP Operations personnel, including BOM technicians and Site Observers. For example, configuration files during a RESET should be shared and exchanged using this site.
3. Allows you to download and upload files.
4. Available folders include the following:
 - a) **Drawings** – This is where a user can drop edited ARCS drawings. It contains three subfolders: ARCS-1, ARCS-2, and ARCS-3.

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- b) **RESET** – This is an area for exchanging files during a RESET visit.
- c) **System_Documents** – This is the area for exchanging system-related documents that are not drawings. It contains folders for some system instruments.
- d) **Other** – This is where items that do not fit into the other folders.

C. TWPO Site:

- 1. Restricted access.
- 2. Limited to TWPO internal use (e.g., maintenance schedule update and minor Web site update).
- 3. Allows you to download and upload files.

V. Procedure:

Note: The following steps are based on WS_FTP as the file transfer application. Other programs may use a slightly different terminology.

A. Configuring FTP Application (creating a new site connection):

- 1. **File > New Site...**
- 2. For Site Name, enter **TWP FTP**.
- 3. For Host Name, enter <ftp.twppo.lanl.gov>.
- 4. Select **Passive (PASV) Mode**.
- 5. Click on **Save** or **OK**.

B. Accessing Public Site (“pub” folder):

- 1. For UserID, enter no information or select **Anonymous**.
- 2. If the FTP client asks for a password, enter your e-mail address.
- 3. Click on **Connect**.

C. Accessing Operations Site (“reset” folder):

- 1. For UserID, enter **reset** (all lowercase).
- 2. Enter the password provided by TWPO (contact Jones, Perkins, or Haruta).
- 3. Click on **Connect**.

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D. Accessing TWPO Site:

1. For UserID, enter **twppo** (all lowercase).
2. Enter the password provided by TWPO (contact Jones, Perkins, or Haruta).
3. Click on **Connect**.

E. Downloading Files from FTP Sites to User's Computer:

1. Open the FTP application (i.e., *WS_FTP* in this case).
2. Follow one of the steps above (B, C, or D) to access the FTP folder from which a user is downloading files.
3. If login is successful, the FTP application will display a window containing two separate file directories side-by-side:
 - Directory on the left – lists folders into which the user can download files from the FTP site (“target folders”).
 - Directory on the right – lists folders on the FTP site that contain files the user is downloading (“source folders”).
4. On the right side, locate a source folder that contains the file to be downloaded:
 - a) Double-click on the folder icon to open it.
 - b) Locate and highlight the file.
5. On the left side, locate a target folder into which the file will be downloaded, and then highlight it.
6. Click on **the arrow pointing to the left** to transfer the file to the target folder.
7. When the transfer is complete, click on **Exit** on the lower right-hand corner of the FTP window.

F. Uploading Files to FTP Sites:

1. Open the FTP application (i.e., *WS_FTP* in this case).
2. Follow one of the steps above (B, C, or D) to access the FTP folder into which a user is uploading files.
3. If login is successful, the FTP application will display a window containing two separate file directories side-by-side:
 - Directory on the left – lists folders from which the user can upload files to the FTP site (“source folders”).
 - Directory on the right – lists folders on the FTP site (“target folders”).

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4. On the left side, locate a source folder that contains the file to be uploaded to the FTP site:
 - a) Double-click on the folder icon to open it.
 - b) Locate and highlight the file.
5. On the right side, locate a target folder into which the file will be downloaded, and then highlight it.
6. Click on **the arrow pointing to the right** to transfer the file to the target folder.
7. When the transfer is complete, click on **Exit** on the lower right-hand corner of the FTP window.

VI. References:

None.

VII. Attachment:

None.