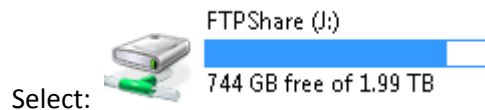


FTP Site Instructions

The ftp site is now operational.

Once you have logged into your computer you will:

Select : 'My Computer' from the desktop.

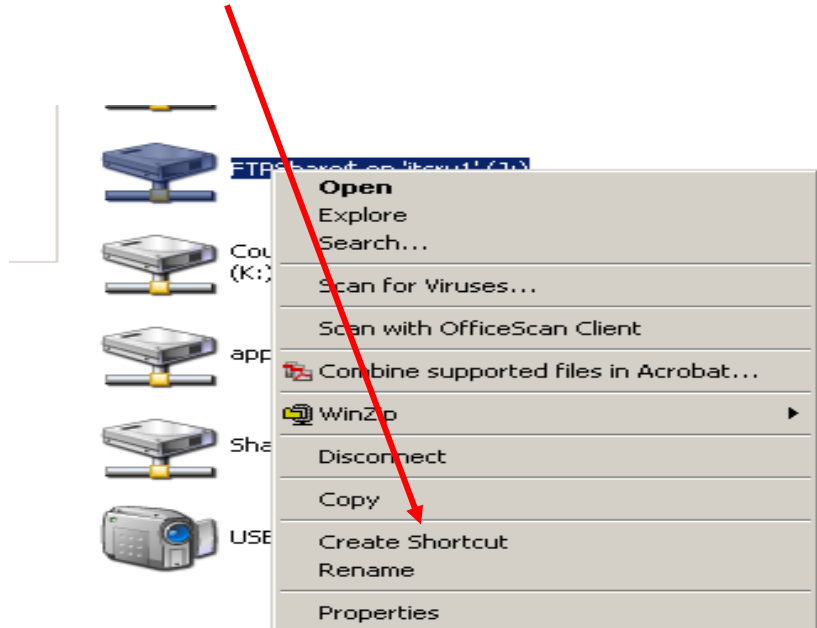


This will open the site.

You can limit the steps needed to open the site by creating a shortcut to your desk top.

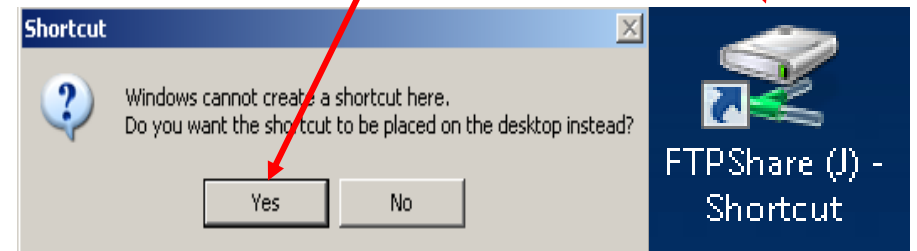
Place the curser on the FTPshare\$ on 'itsrv1' (J:) and right click.

Select: 'Create Shortcut'



You will get a this Warning, Select: 'Yes'

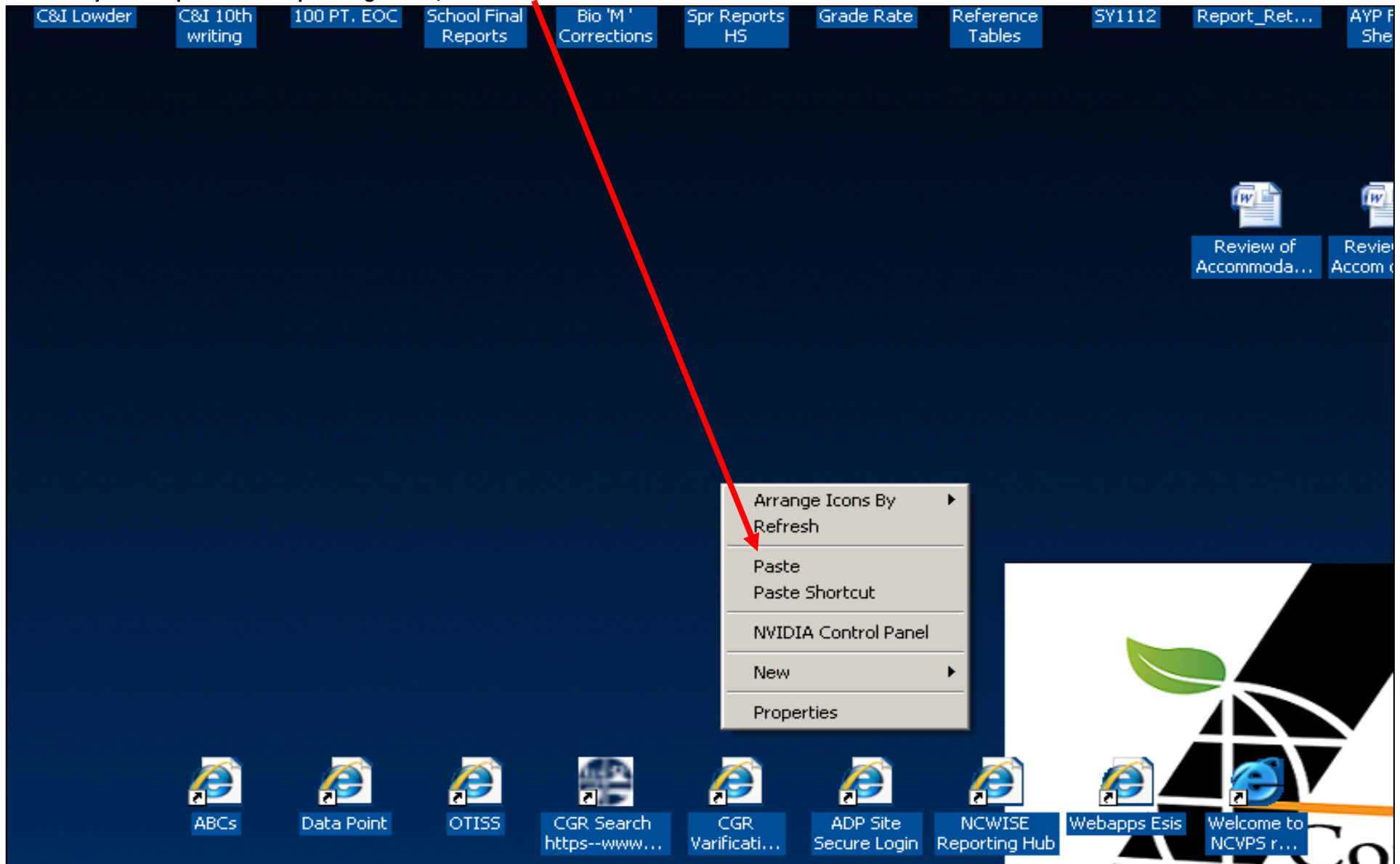
This will appear on the desktop



This is an 'Authorized User Only Site'
files placed here do not require
password protection.

FTP Site Instructions

Return to your computers desktop and right click, select 'Paste'.



This will give you a usable copy for your data.