



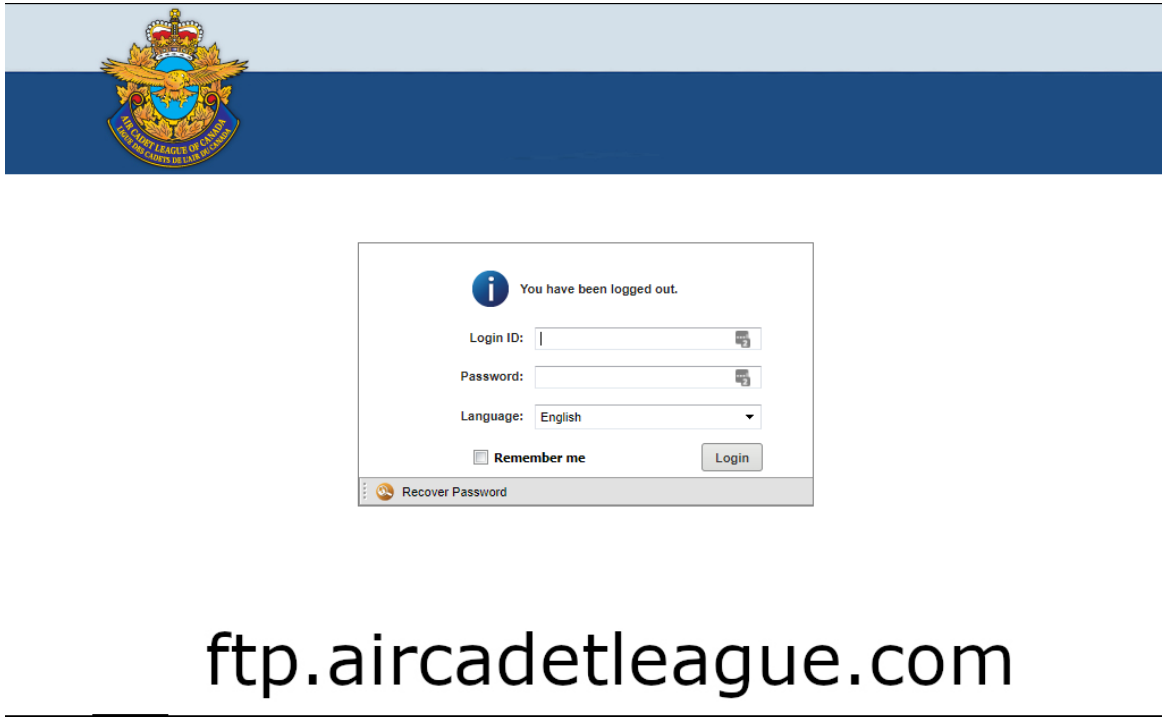
**FTP**

—

**Quick Start Guide  
(Windows)**

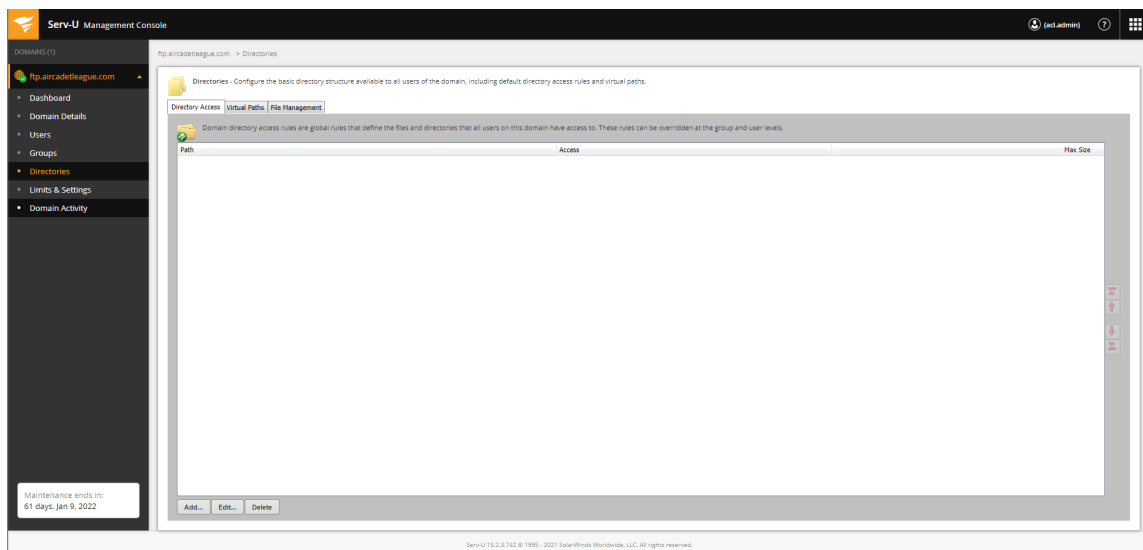
**January 2023**

- Log in



(If you do not have or remember your login information, please communicate with Krystal at [leaguehq@aircadetleague.com](mailto:leaguehq@aircadetleague.com))

- Once you are logged in the management console will appear



# TO ACCESS/MANAGE YOUR FILES


- Go to the top right corner and click on the  icon.

- Choose “Web Client” to access your files




Web Client  
File Sharing

- Choose the folder corresponding to your province.



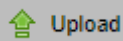
TRAINING.PC 4/13/2021, 10:58:59 AM

- From there you can create new files



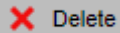
New Directory

- Upload files






Upload

- Delete files

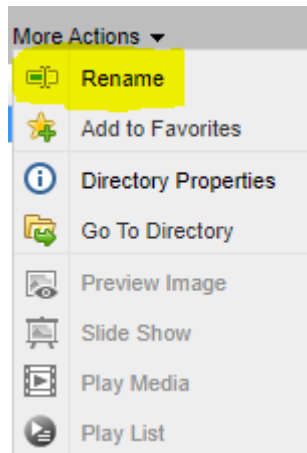


Delete

- Access current files (simply click on file)

Name	Size	Time
 991.SSC		4/13/2021, 10:58:38 AM
 992.SSC		4/13/2021, 10:58:48 AM
 993.SSC		4/13/2021, 10:58:59 AM

- You can also choose 'More Actions' to rename a file if necessary.



(This allows you to go back, forward, access your history, etc..)

- You will need to create the necessary folders for your province.

How you will manage your database is completely up to you, you may choose to create a folder for each squadron or you may choose to create an "Active" and "Archive" folder instead.



If you choose to have individual folders for each squadron, you may simply name each file within that folder with the volunteer's name and date of birth. (e.g. *Smith\_John\_23-01-1947*)

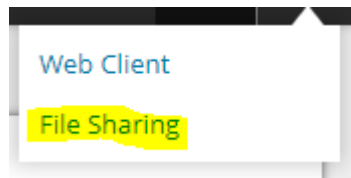
If you choose to only keep an "Active" and "Archive" folder, you may name each file within that folder with the volunteer's name and squadron information. (e.g. *Smith\_John\_Sqn # 201*)

- To add files, click on the folder you want to add your file to, click “Upload”, choose the file from your database, click “Open” and click “Upload”. The file will then be uploaded to the chosen folder.
- To view an uploaded document simply double click on it.
- To download an uploaded document, click on the file and click download.

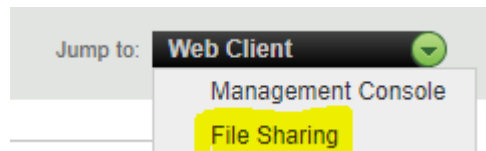
# TO REQUEST OR SEND FILES

If you have just logged in (you will start from the management console) go to

the top right corner and click on the  icon and choose “File Sharing”



If you are in the “Web Client” window, go to the top right corner and click on the green arrow to choose ‘File Sharing’



(You can switch back and forth between your “Web Client” and “File Sharing” window from there.)

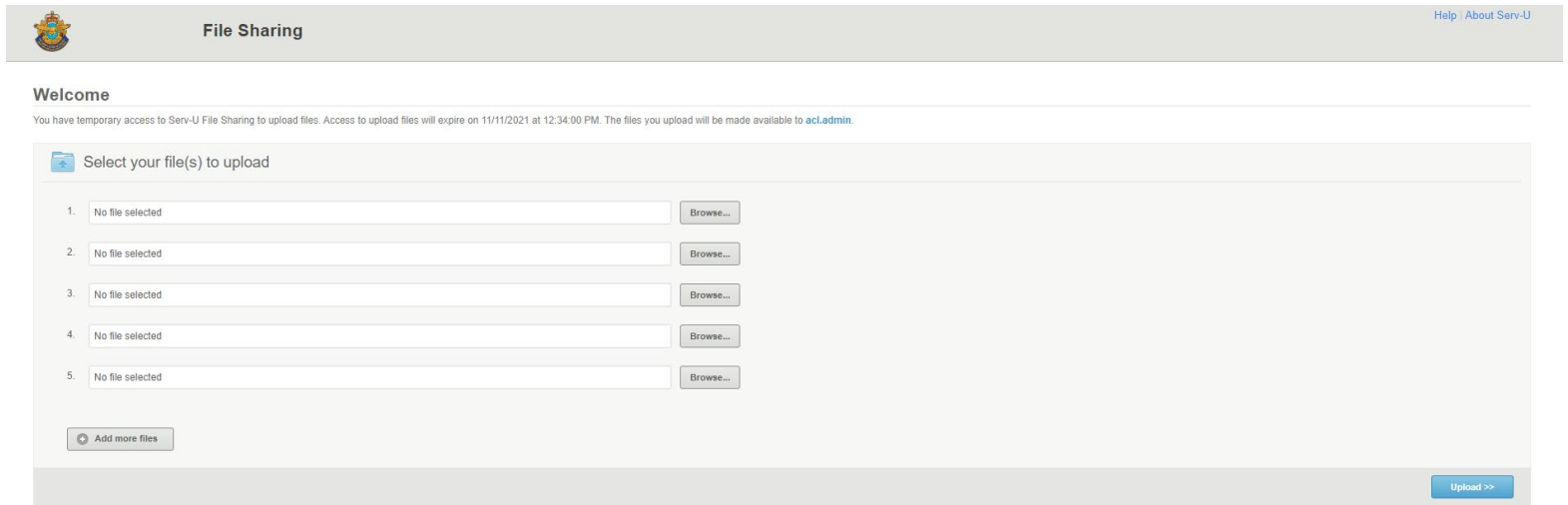
- To *Request Files* from someone or to send them a link where files can be uploaded and emailed back to you, click **Request Files**. Fill in the required information to send this request to the volunteer.

The screenshot shows a web application interface for requesting file sharing access. At the top, there is a navigation bar with 'File Sharing' and user information 'acl.admin'. Below the navigation bar, the page title is 'Request Files From Guest User'. A brief instruction explains the purpose: to invite a guest user to temporarily access Serv-U File Sharing to upload files. The form is divided into several sections:

- Share Information:** Includes a 'Subject' field with a pre-filled link and expiration date, and a 'Comments (optional)' text area.
- My Contact Information:** Includes 'Name' (acl.admin), a checked checkbox for 'Notify me when the file(s) have been uploaded', and 'Email Address' (execdir@aircadetleague.com).
- Guest Email Addresses:** Includes a checked checkbox for 'Automatically send the upload link to the guest user(s) in an email', a checked checkbox for 'Send me an email copy with the upload link', and a text field for 'User emails who need access to this share (comma separated)'.
- Serv-U Access Link Expiration:** Includes a section for 'The link to upload files should expire:' with radio buttons for 'on this specific date' (11/24/2021), 'in 24 hours', and 'in 30 days'. It also contains a note about expiration dates.
- Other Settings (optional):** Includes checkboxes for 'Constrain individual file sizes to: 10 MB', 'Require the guest to enter this password to access Serv-U', and 'Include the password in the email (less secure)'. It also contains a note about password recovery.

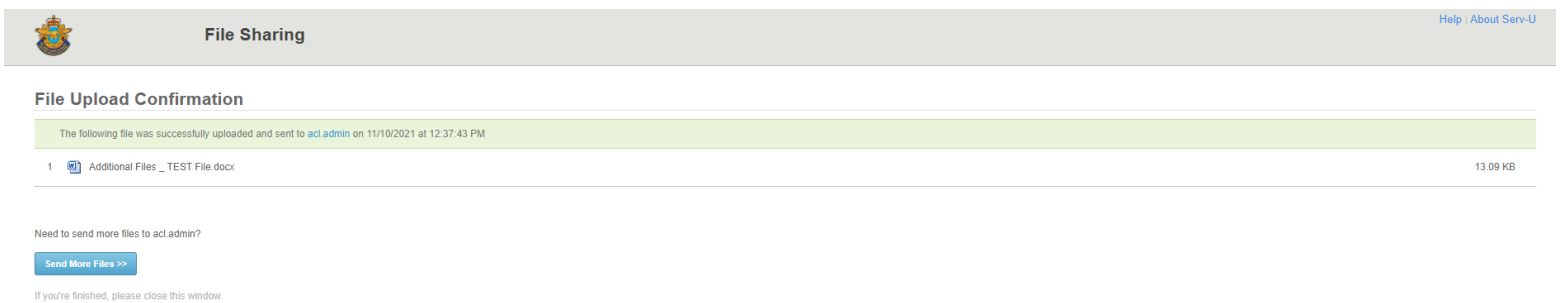
At the bottom right of the form, there are two buttons: 'Send Request' and 'Cancel'.

The volunteer will receive an email where they will be able to upload their documents and send them back. They simply need to add the files, and click “Upload”.



The screenshot shows the 'File Sharing' interface. At the top, there is a header with a logo on the left, the text 'File Sharing' in the center, and a link 'Help | About Serv-U' on the right. Below the header is a 'Welcome' section with a message: 'You have temporary access to Serv-U File Sharing to upload files. Access to upload files will expire on 11/11/2021 at 12:34:00 PM. The files you upload will be made available to [acl.admin](#).' The main area is titled 'Select your file(s) to upload' and contains five numbered input fields, each with a 'Browse...' button. Below these fields is an 'Add more files' button. At the bottom right of the main area is an 'Upload >>' button.

Once the volunteer ‘s documents are uploaded the sender will receive this automatic confirmation from the system.

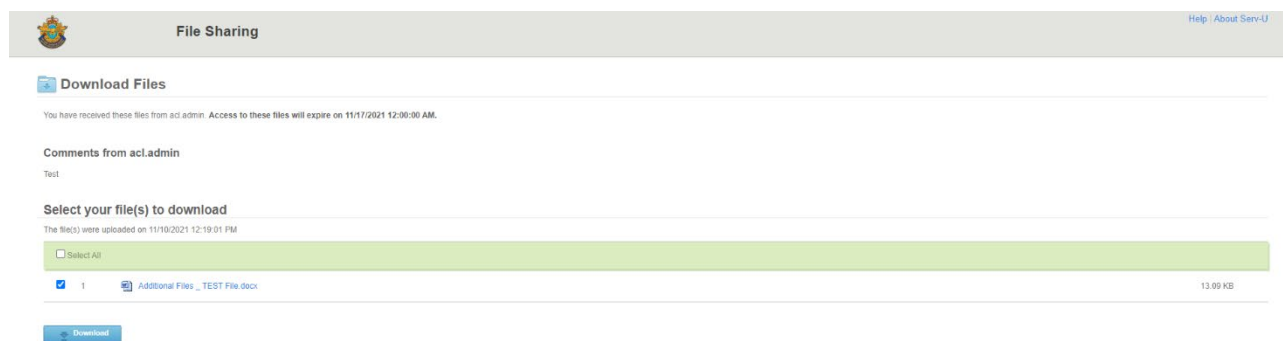


The screenshot shows the 'File Upload Confirmation' message. At the top, there is a header with a logo on the left, the text 'File Sharing' in the center, and a link 'Help | About Serv-U' on the right. Below the header is a 'File Upload Confirmation' section with a green background and the message: 'The following file was successfully uploaded and sent to [acl.admin](#) on 11/10/2021 at 12:37:43 PM'. Below this message is a table with one row: '1 Additional Files \_TEST File.docx 13.09 KB'. At the bottom left, there is a 'Send More Files >>' button and the text 'Need to send more files to [acl.admin](#)?'. At the bottom right, there is the text 'If you're finished, please close this window.'

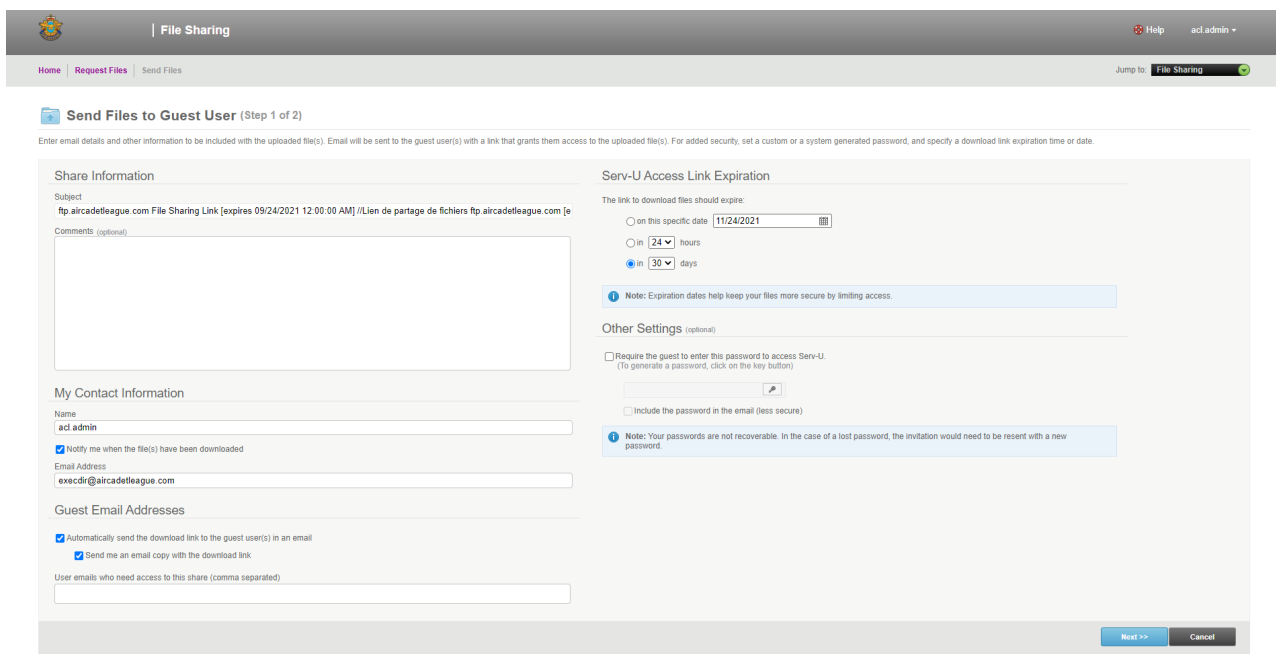


You should receive an email from FTP once documents are uploaded by the volunteer.

*Newly received files* will appear in the “*Requested Files*” section of your home screen in *File Sharing*. Click on “*View All Requested*”, click on the required file, Download it, Save it to your computer and Upload it to the proper folder.



- To Send Secured files click on **Send Files**.



- Fill in the required information and click “Next”
- Choose the files you want to send. (You can either choose files located on your computer or files located on FTP File Server).

The screenshot shows a web interface for uploading files. At the top, there is a navigation bar with 'File Sharing' and user information 'ac1.admin'. Below this is a breadcrumb trail: 'Home | Request Files | Send Files'. The main heading is 'Send Files to Guest User: Upload Files (Step 2 of 2)'. A sub-heading indicates 'Upload up to 20 files in one file share'. The central area is titled 'Select your file(s) to upload' and contains five numbered rows. Row 1 has a text input field containing 'Additional Files \_ TEST File.docx' and a 'Browse...' button. Rows 2, 3, 4, and 5 each have a text input field containing 'No file selected' and a 'Browse...' button. Below these rows is an 'Add more files' button. At the bottom right, there are three buttons: '<< Back', 'Upload >>', and 'Cancel'.

- Once you’ve added all of the files you need to send, click “Upload”. (The file will upload to the server and the following confirmation message will appear.)
- Click “Done” to exit this screen.

If you are at the receiving end of a File Share, an email notification will be sent to you allowing you to download the file. Simply click on the file in question, download it, save it your system and upload it to the proper folder afterwards if necessary.

The screenshot shows a web application interface for file sharing. At the top, there is a navigation bar with a logo on the left, the text 'File Sharing' in the center, and 'Help' and 'ad.admin' on the right. Below the navigation bar, there are links for 'Home', 'Request Files', and 'Send Files'. A 'Jump to: File Sharing' dropdown menu is visible on the right. The main content area features a 'File Upload Confirmation' section with a blue icon. It states: 'File uploads were completed on 11/10/2021 12:19:01 PM. You have sent a link to krystel@aircadetleague.com to download files. The link will expire on 11/17/2021 12:00:00 AM. This URL will provide access to download your files: https://fp.aircadetleague.com/?ShareToken=AD746D02DDC1226B3C2BAECF8564E16C84571B92'. A green success message reads: 'The following file was successfully uploaded.' Below this, a table lists the uploaded file: '1 Additional Files \_TEST File.docx' with a size of '13.09 KB'. At the bottom, there are two sections: 'Optional Next Steps' with three bullet points (manually send URL, generate email, cancel share) and 'Please note:' with one bullet point (file share is not password protected). A 'Done' button is located at the bottom right.

## NOTES:

1. Resources are available to you at all time through Serv-U File Server at all times, simply click on the bottom at the bottom and type in your question or find choose a file from the list provided and follow the step-by-step guides provided for your convenience.



2. This document is issued under the authority of the National office. If you have any questions or would like to submit any recommendations for amendments, please do not hesitate to communicate with Krystel at [leaguehq@aircadetleague.com](mailto:leaguehq@aircadetleague.com).