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Monogram Systems FTP User Guide

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This document will explain how to use the Monogram Systems FTP site. This site is for the transfer of large files to and from clients and other Zodiac sites.

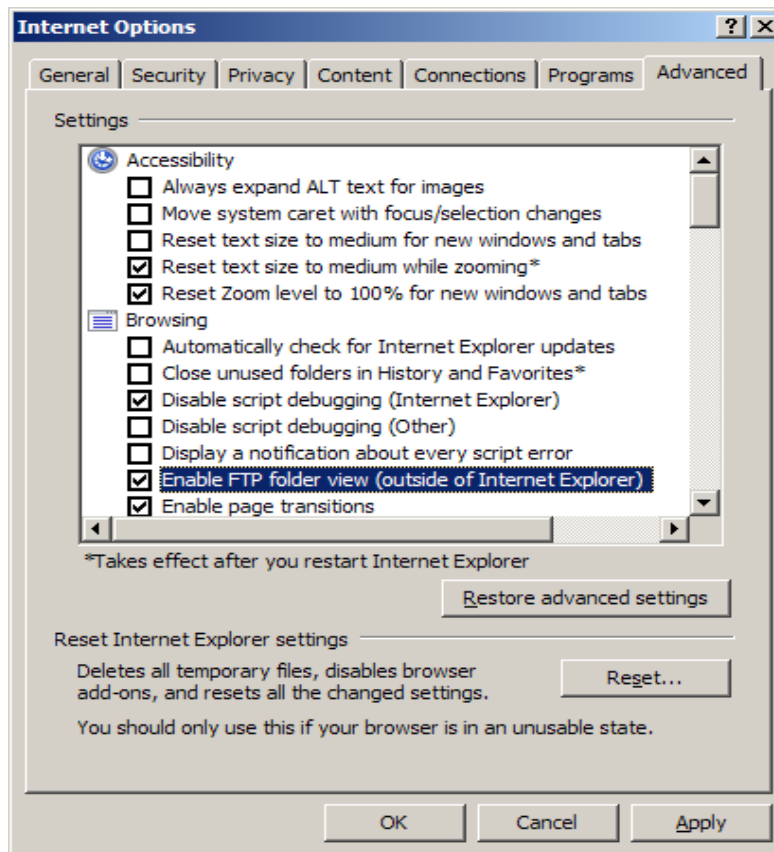
Please note that this server is not intended as permanent storage and files may be deleted without warning from the site at any time.

When a client logs onto the web site, they will only see and have access to their own folder. For certain userids associated with Monogram employees, you will see a list of all client folders. This will allow Monogram staff to post files on which client's folder required.

Enabling FTP access via Windows Explorer

These instructions are based on Internet Explorer version 7. If you have an older version, some of the instructions below will look and operate slightly differently.

To make it easier to work with files on the FTP site, you can go into the Tools menu on Internet Explorer and then select Internet Options. Click on the Advanced tab and then look under the Browsing heading. Check the box that says Enable FTP folder view outside of Internet Explorer. Then click OK.



Accessing the FTP site

You can access the FTP site using three different methods:

1. Using a web browser such as Internet Explorer
2. Using Windows Explorer
3. Using an FTP client software such as CuteFTP.

In all cases, to reach the site, you must go to the Internet address below:

<ftp://ftp.monogram.zodiac.com>

Access with Internet Explorer

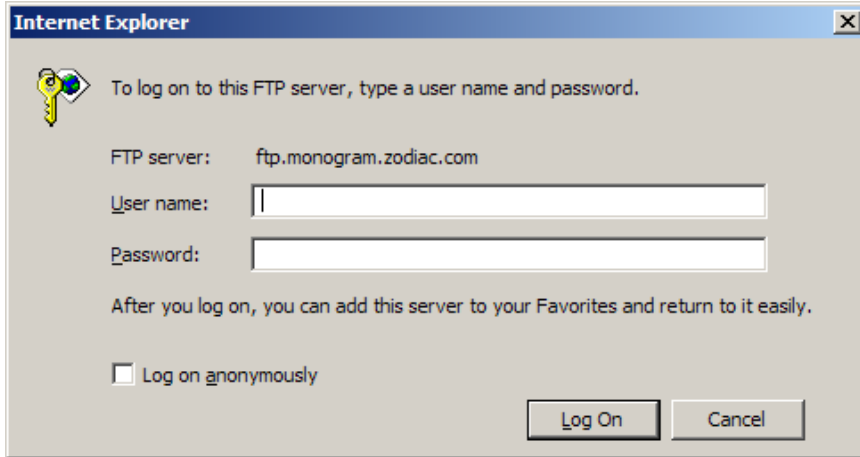
This example shows how to access the site using Internet Explorer. Open the browser and in the location bar, type in the URL shown above.



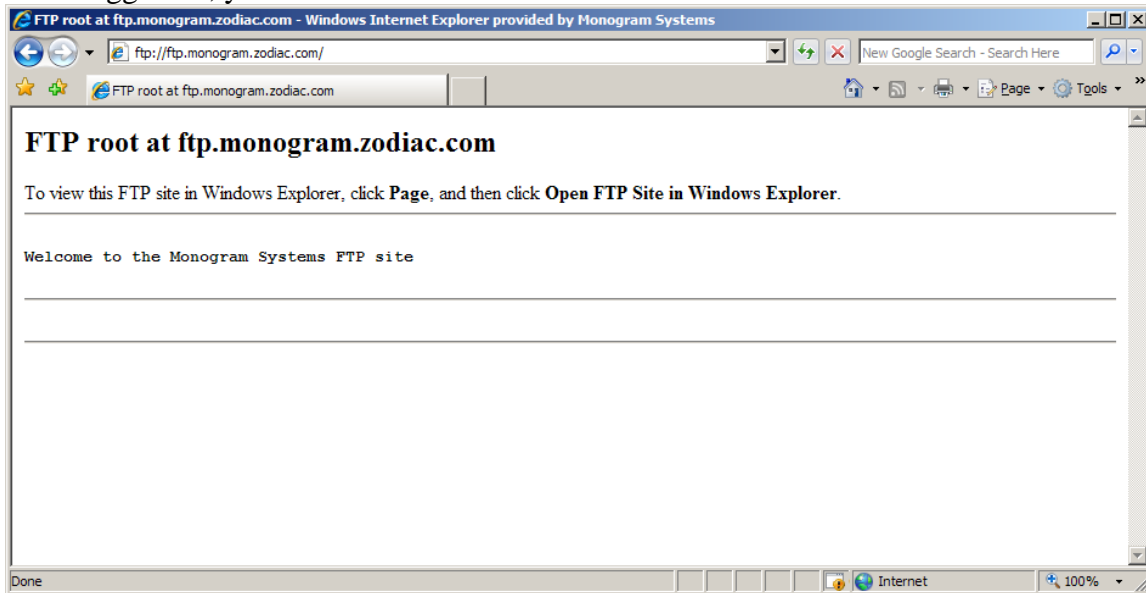
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You will then be prompted for a userid and password. If you do not know your userid/password or you need to obtain one, send an email to Support MAG. Enter your userid and password and click on them LogOn button.



Once logged on, you will see a screen similar to that below.



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If you have any files waiting to be downloaded, they will be listed as shown below.



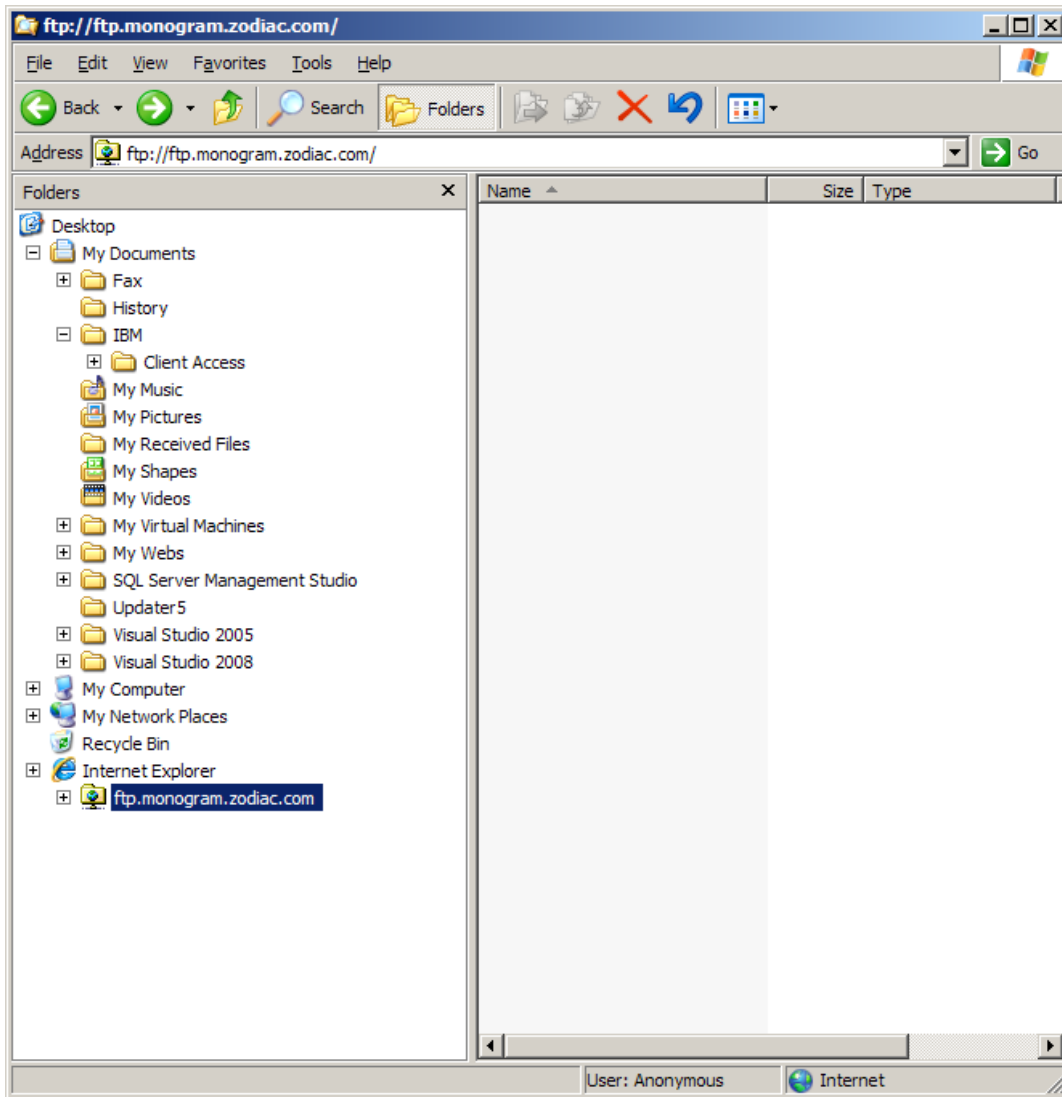
You can switch to viewing the site in Windows Explorer from this point by following the directions on the page.

Downloading files from Internet Explorer

To download a listed file, right click on the file and select the option 'Save target as'. A window will pop up prompting you for the location to save the file. Select where you want the file downloaded to and click OK.

Access with Windows Explorer

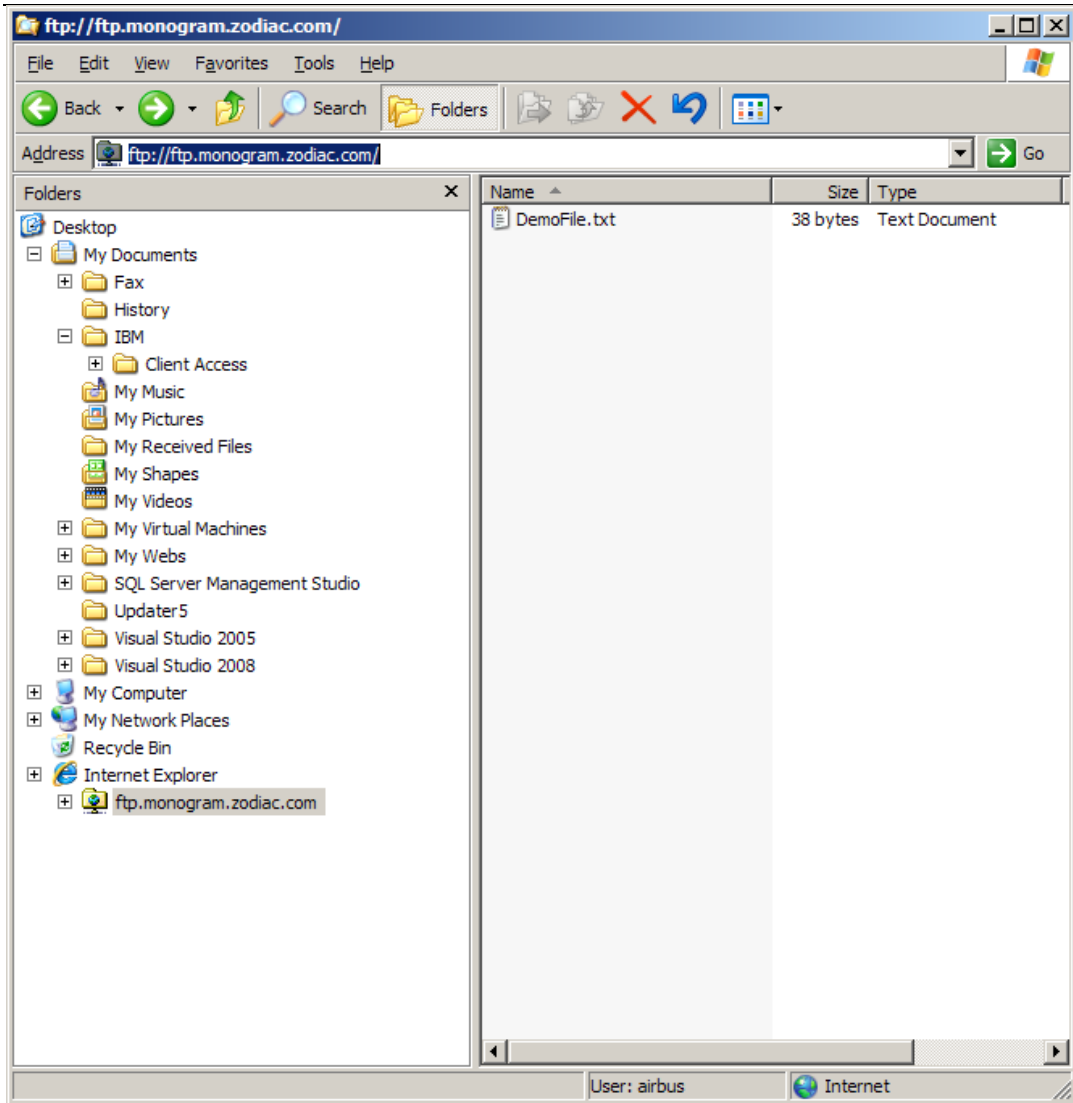
You can also access the FTP site directly using Windows Explorer. To do so, open Windows Explorer (located in Start>programs>Accessories) and in the Address bar, type in the URL of the FTP site listed above. See example below:



Press the Enter key and the logon box will pop up. Type your userid and password and then click the LogOn button. You will now see a screen similar to below with any files available for download listed on the right side.

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Note the entry added the bottom of the left hand pane which is a link to the FTP site. Clicking on this link will take you back and forth to the FTP site.

Now that you have the FTP site open, you can copy and paste files back and forth between your local computer and the FTP site.

Access with FTP client

FTP client software is widely available for free on the Internet. An example is here:

<http://www.smartftp.com/download/>

All of these software packages look and operate slightly differently, but the basic functionality is the same.

If you prefer to use an FTP client, please see the documentation supplied with your choice of FTP client software.

Access to folders by clients and Monogram staff

Clients that log into the FTP site will only have access to their own folders and will not even see those folders belonging to other clients.

If a Monogram staff member logs on with certain userids, they will see all client folders as shown below. This will allow you to open the proper folder and copy a file into it for delivery to the client.

