File Transfer Utility

User Guide

Office of Information and Instructional Technology

June 2003

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Introduction to the File Transfer Utility

Introduction	The File Transfer utility (FTU) is the new web based utility that is replacing the current File Transfer Protocol (FTP) process. The purpose of the FTU is to provide institutions with a more secure method for transferring data files.
Overview of FTU Procedure	The following is a high-level overview of the procedure to be followed when using the File Transfer Utility.
	1. Copy data file to your PC hard drive or desktop.
	2. Access the EAS Web Applications web page.
	3. Click the File Transfer Utility button.
	4. Enter User Name and Password to access the FTU program.
	5. Perform file transfer.
	6. Record results.

Using the File Transfer Utility

This section provides detailed instructions for transferring files using the FTU.

Save Data File Save your extraction data file to your PC hard drive or Desktop.

Access the FTU

Access the EAS Web Applications web page at http://www.usg.edu/oiit/eas/rcowebapps.html

EAS	OET Curshimeer EAS Student and FCRU Business Basics and Add-ens		
Enterprise Applications	Enterprise Applications Systems		
Syatema	Academic Affairs		
OIT Customer Services	Office of Information and Instructional Technology		
EAS Oveniew	recimology		
Contact Information	Web Applications for the University System Office		
Training and Conferences	Data Collection Systems		
Student & Financial	2		
	Your browser is JavaScript enabled. Please proceed.		
Facilities, Currisulum, and Room Utilization	Version 3.x Documentation for Catalog Entract, Learning Support, GallASY, E-Hope, and Continuing Education		
Business Dystems	Documentation indudes release notes, test plans, and documentation for functional users.		
Dasks and Add-one	Release and Work Process Documentation for USD (since July 2001)		
Gille Miko	eas portal		
Lawe a Comment	Clicking on EAS Portal takes you into the application, where your browser navigation tools are no longer available.		
Search the USO Sta	catalog extract The Catalog Extract is temporarily closed.		
	File Transfer Utility This is the File Transfer Utility ins.		
	learning support Cicking on Learning Support takes you into the application, where your browner navigation foots are no tonger available.		
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	E-Hope Closing on LHope takes you into the application, where your browser nangation toots are no longer available.		
	continuing education		
	Clicking on Centinuing Education takes you to the log in for the Continuing Education Reporting System.		
		[OIIT Customer Services] [#AS Hume Page] [OIIT Home Page] [USG Home Page]	

Click the File Transfer Utility button.

The following Internet Explorer message is received.



Click Yes to proceed.

The following Security Alert is received.



Click Yes to proceed.

Log in to the FTU using your FICE code (including the 's') and password.

The File Transfer Utility window is opened.

File Size (bytes) File Transfer Utility Messages frig99 15107 Current file transfer status: rur240 70444 No files are currently being loaded to the server. bit bit bits watch the to the forth and of the server bits when Browse.	Current Directe	ory: /ftp/USG/s00000	0/	
fir999 rur240 csh 15107 70464 160220 Current file transfer status: No files are currently being loaded to the server. Its 4 bills set to the barded is barded is server than you the when the Waterian file gas a transf to the server. Browse Transfer a total server to the barded to barded is server. Browse	Files	Size (bytes)	File Transfer Utility Messages	
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	E manual and the			
	Submit states	unit?		

Transfer Data File

Click the Browse button to locate your data file.

Click the button next to the text field to select a document from your file system. (Note: Maximum file size is 18Mb)	
	Browse

Click the Submit button to transfer file.

You will receive an Internet Explorer message indicating that the transfer may take several minutes.

Microso	ft Internet Explorer		×
?	This process can tak	e several minutes for la	rge files.
	ОК	Cancel	



Complete Transfer Process	The File Transfer Utility Success screen appears when the file has completed transfer.
	FILE TRANSFER UTILITY
	Success!
	Your file: Data+Analysis+Agenda+2-13-03.doc (77 kb) has been sucessfully uploaded to the server.
	Return to the previous screen
	Lie Contraction of the Contracti

Click <u>Return to the Previous Screen if you wish to transfer another</u> file or close the screen.