

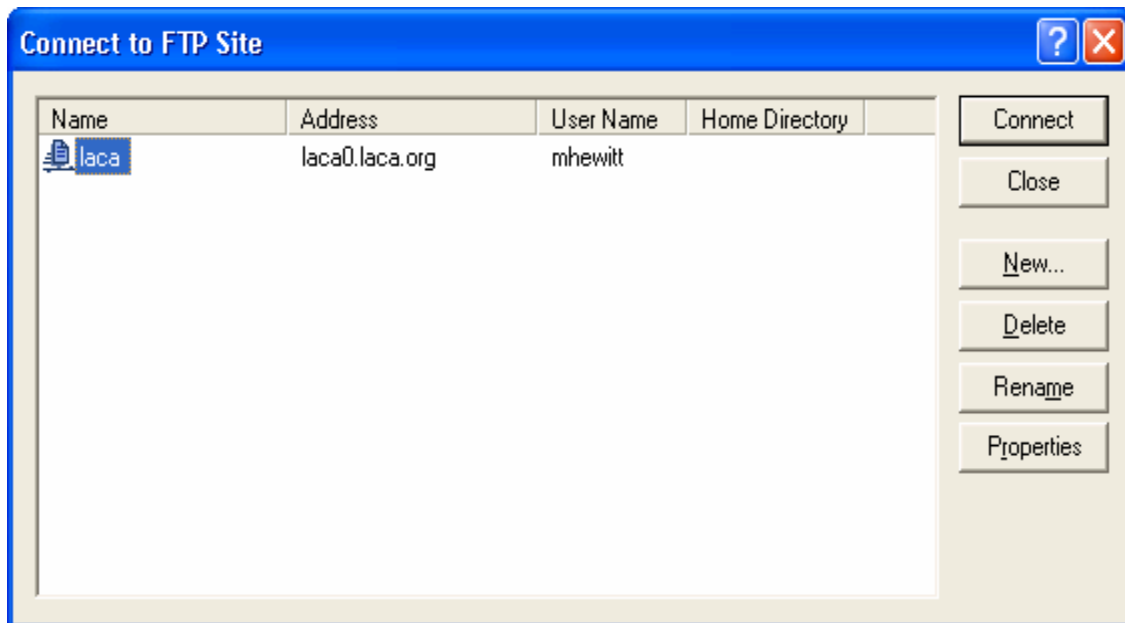
Transferring Documents to LACA's District Disaster Recovery FTP Site

Overview

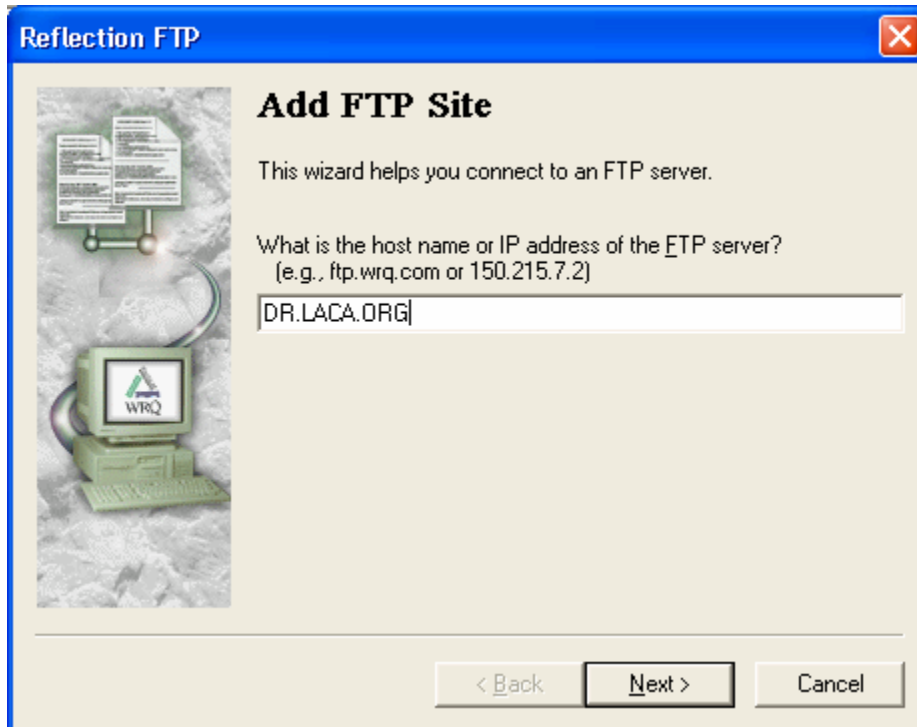
The District Disaster Recovery FTP site is meant to be a place for district treasurer's office staff to store necessary documents off site to ensure business continuity during a disaster recovery.

Creating your FTP Client Connection

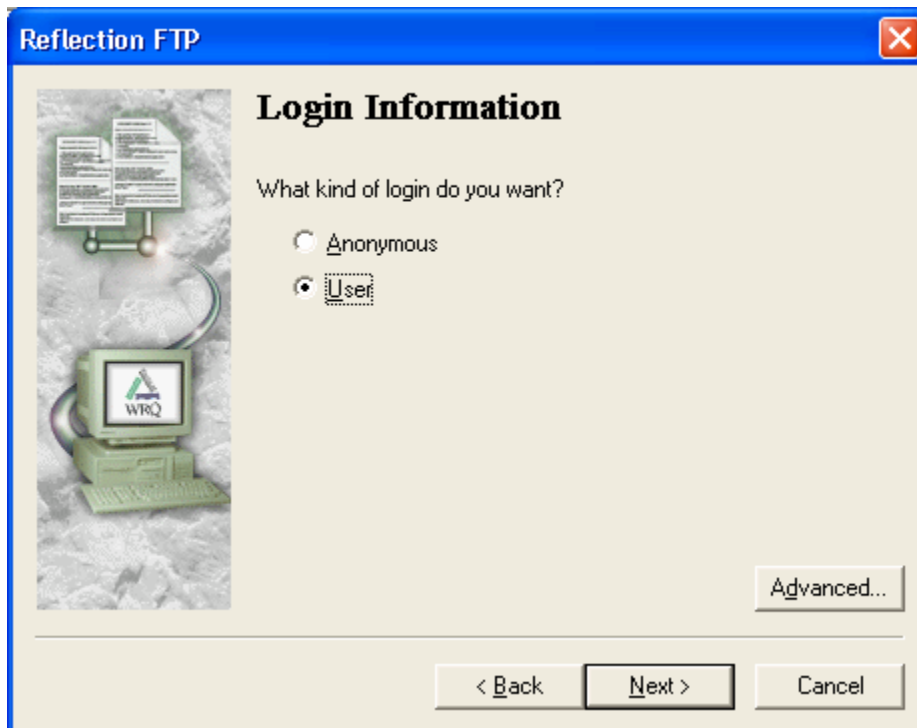
- Go to **Start/All programs/Reflection/FTP Client**



- Click **New** and type the following address in the box : **DR.LACA.ORG**



- Click **Next**, Click **User**, Click **Next**



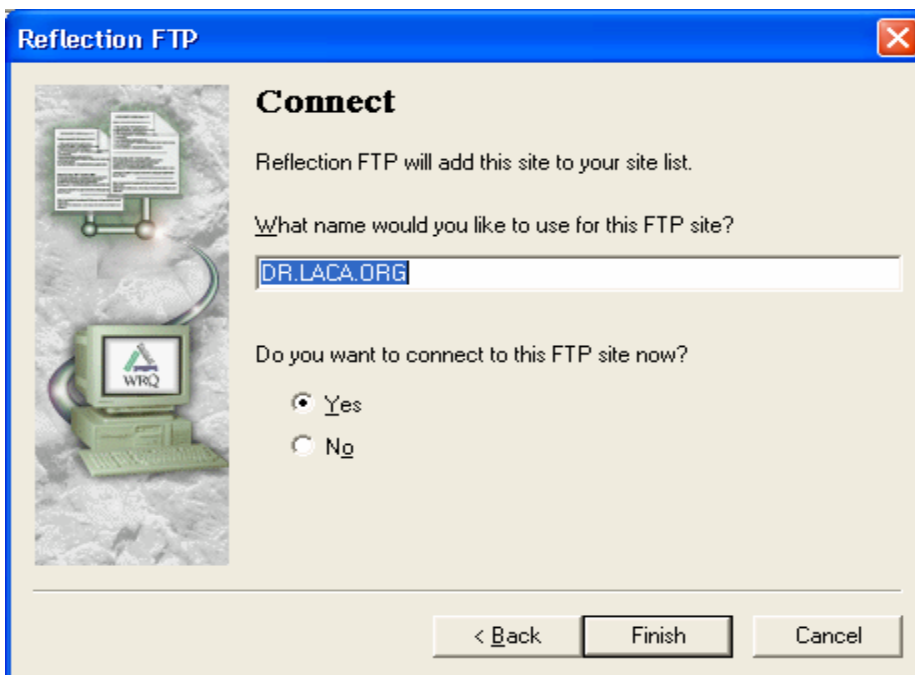
- Type in your **LACA** e-mail/SSWAT username/password (not your Reflection password). Reflection FTP gives you the ability to enter your password even though LACA does not recommend this. Click **Next**



The image shows a dialog box titled "Reflection FTP" with a blue header and a close button in the top right corner. On the left side, there is a vertical graphic showing a computer monitor with a "WRQ" logo, a keyboard, and some papers. The main area is titled "FTP User Login" and contains the following elements:

- A text label: "What is your user name?"
- A text input field containing the text "jdoe".
- A text label: "Your password can be saved as encrypted text in the registry so that you do not have to enter it each time you connect to this site."
- A checkbox labeled "Save my password as encrypted text", which is currently unchecked.
- A text label: "What is your password?"
- An empty password input field.
- At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

- If you would like to connect to your FTP site at this time, click “**Yes**” and then **Finish**.

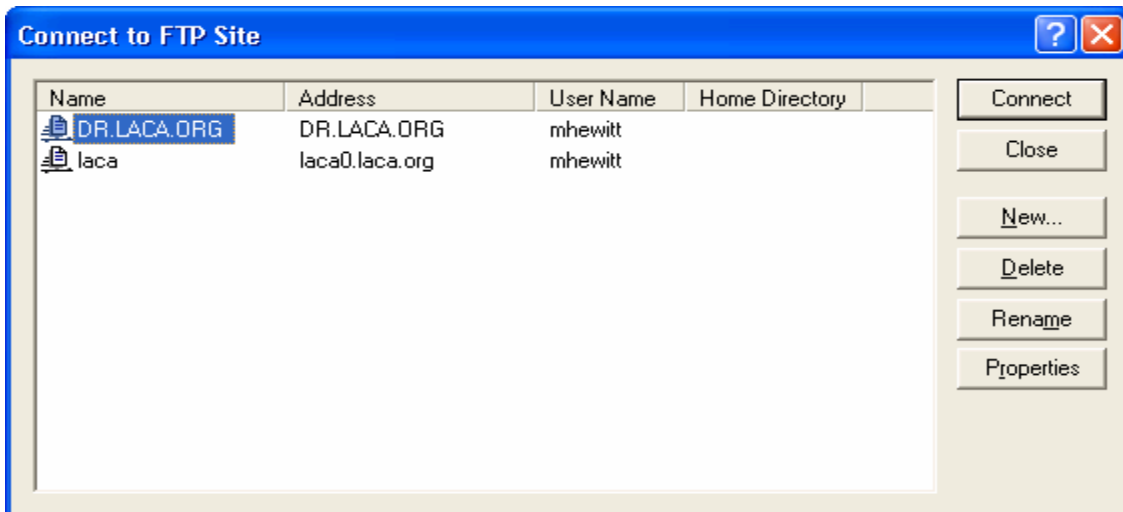


The image shows a dialog box titled "Reflection FTP" with a blue header and a close button in the top right corner. On the left side, there is a vertical graphic showing a computer monitor with a "WRQ" logo, a keyboard, and some papers. The main area is titled "Connect" and contains the following elements:

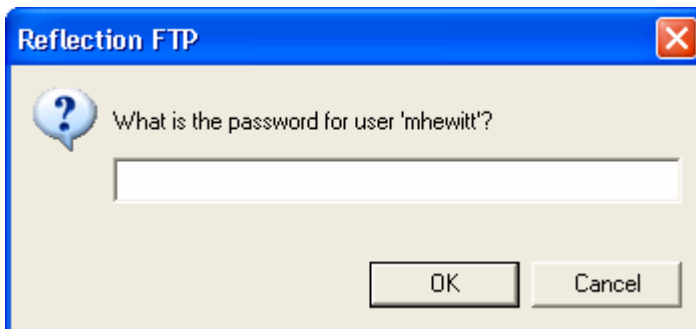
- A text label: "Reflection FTP will add this site to your site list."
- A text label: "What name would you like to use for this FTP site?"
- A text input field containing the text "DR.LACA.ORG".
- A text label: "Do you want to connect to this FTP site now?"
- Two radio buttons: "Yes" (which is selected) and "No".
- At the bottom, there are three buttons: "< Back", "Finish", and "Cancel".

Using your FTP Client Connection

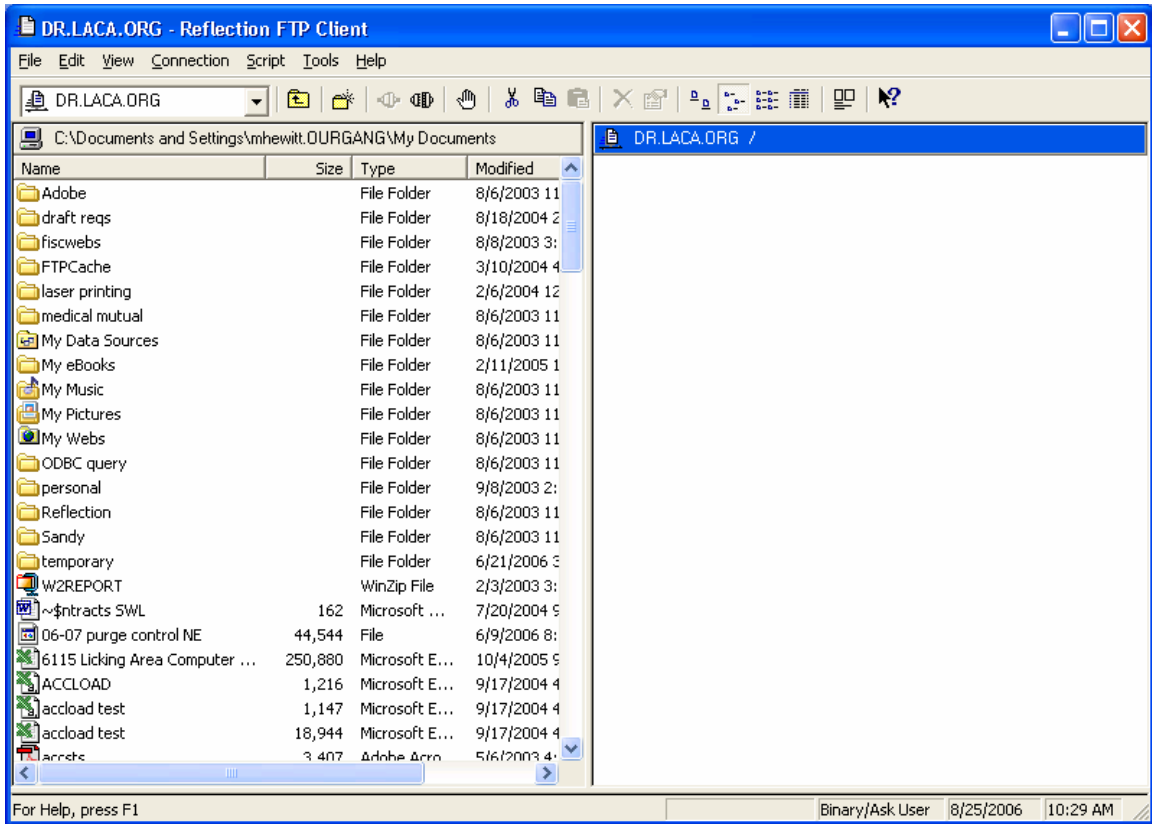
- Go to **Start/All programs/Reflection/FTP Client**



- Click on your **DR.LACA.ORG** connection and click on **Connect**



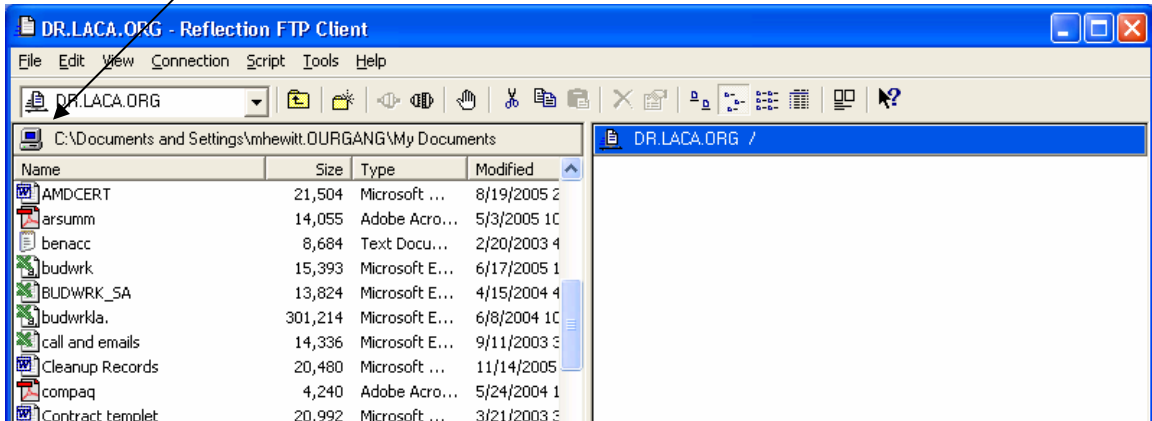
Enter your password.



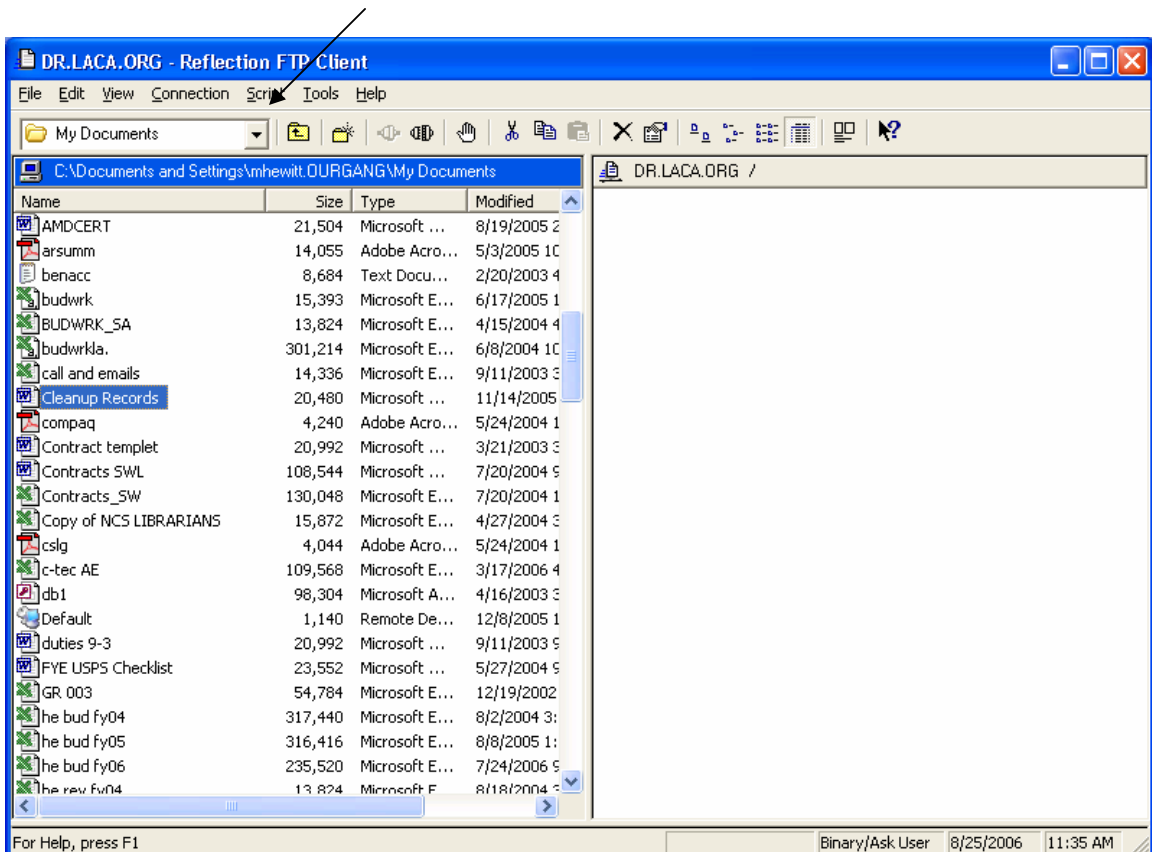
The right side of your screen is your FTP Site folder. The left side is your PC.

Storing a Document on your FTP Site

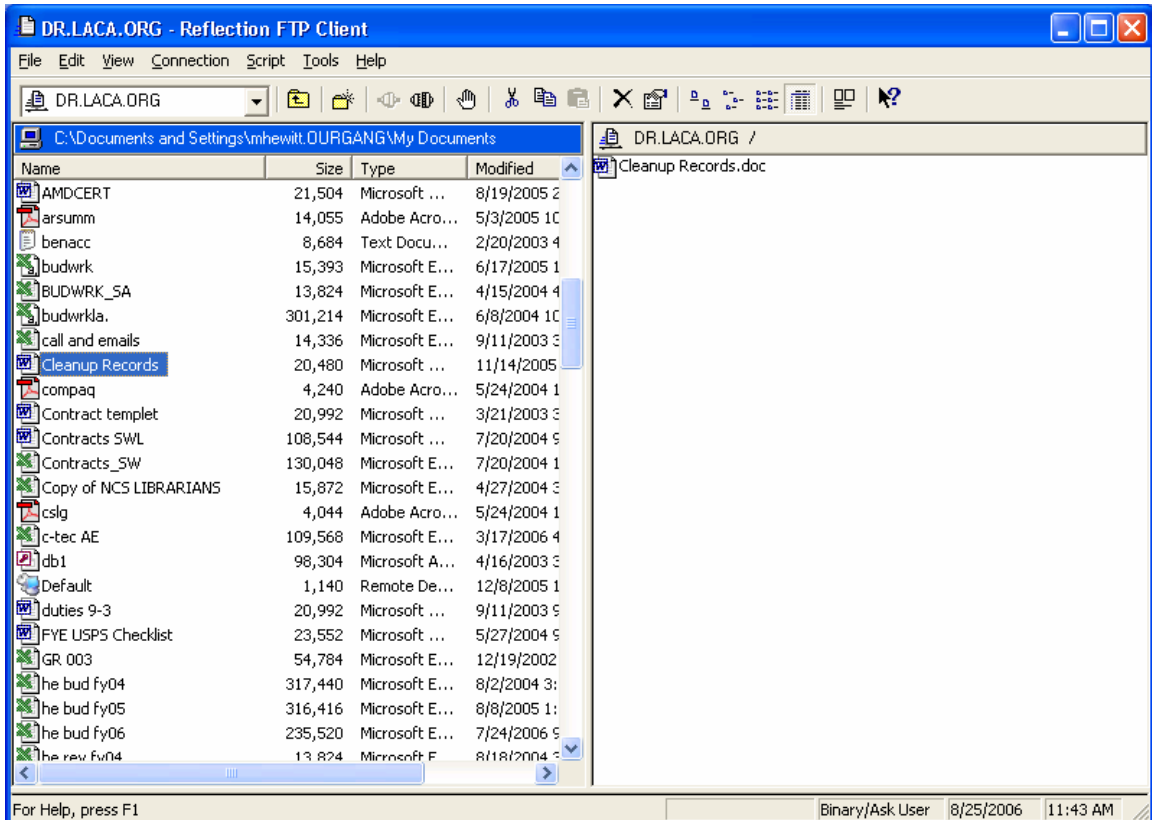
To copy a document to your FTP site, “open” the PC side by clicking on the PC icon C:\Document



Locate the folder that contains the document you wish to store. If you click on the down arrow beside My Documents you can open other drives/servers.

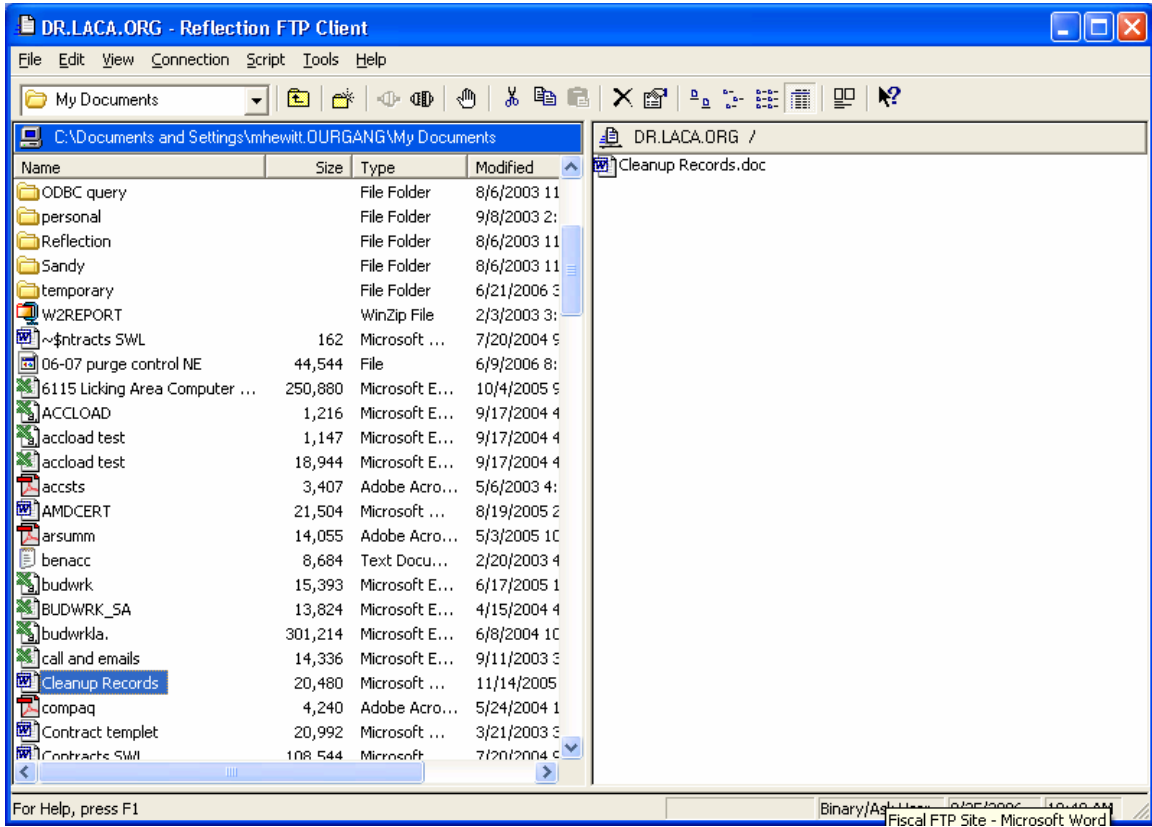


Click on the document and “drag” it to the right side. You need to transfer Word, Excel and PDF documents as binary. If you are not prompted to select the transfer type, you can verify the transfer type by going to Tools/Transfer Method and select binary.



Accessing Your Stored Documents

If you want to access the saved document, you need to run Reflection FTP client by following the instruction above for “Using your FTP Client Connection”. Click on the file you need to access and copy it back to you’re your PC. You will then need to go into Word or Excel to print or modify the document. Make sure the your PC side, left side, is My Documents. If you click on the down arrow beside My Documents you can open other drives/servers.



Deleting Documents from your FTP Site

To delete an item you no longer wish to store on your FTP site, left click on the document and select delete.

Exiting FTP Client

- To exit your FTP Client connection, Click on the **disconnect** icon.

