

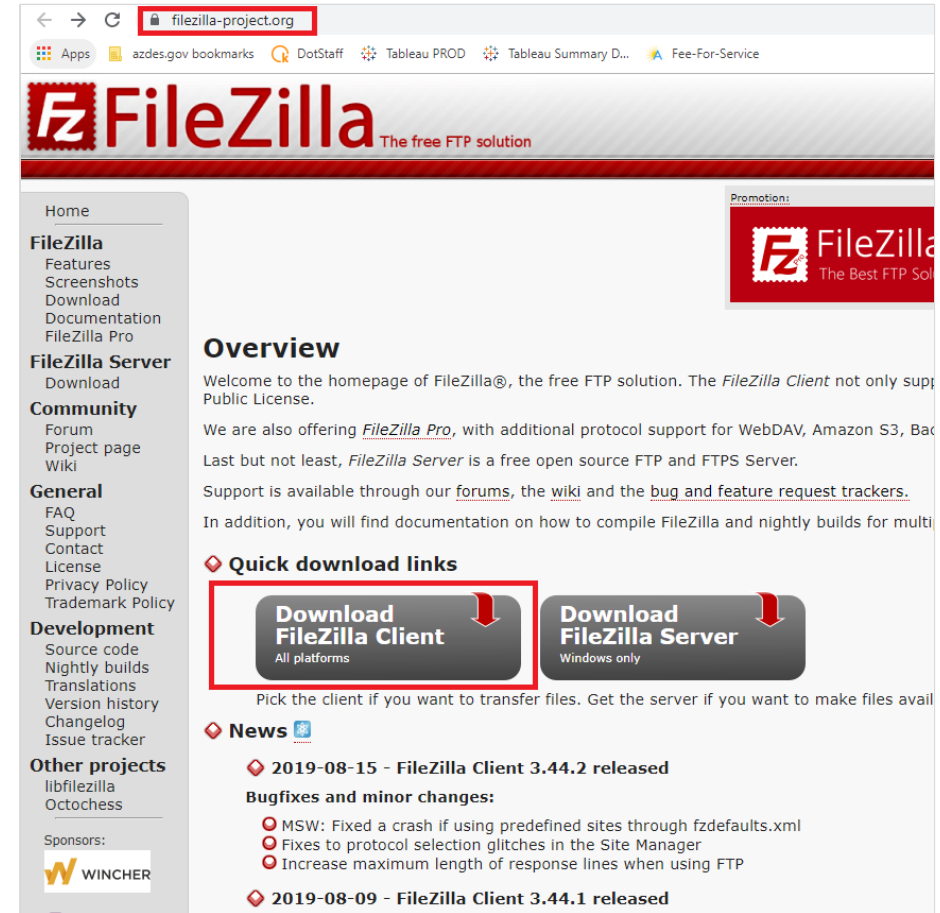


How to Connect DDD FTP using “FileZilla” FTP Client

How to Download FileZilla Software

1. Please visit the website <https://filezilla-project.org>
2. Download the latest FileZilla Client (Free) version using the link button “Download FileZilla Client”(as shown in Picture 1)
3. And then Install the software using the .exe file that you downloaded.

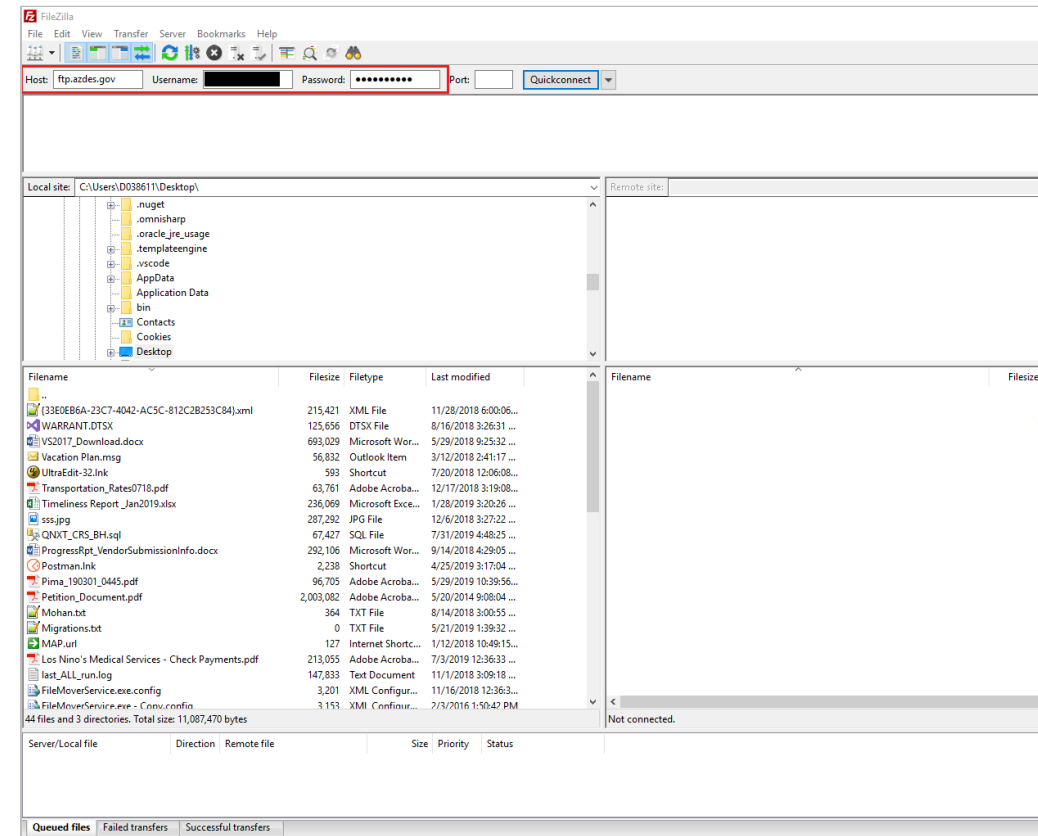
Note : FileZilla is one of many free FTP client softwares available online and DDD is not recommending it over others.



The screenshot shows the FileZilla website homepage. The browser address bar displays "filezilla-project.org". The page features a navigation menu on the left with categories like FileZilla, FileZilla Server, Community, General, Development, and Other projects. The main content area includes an "Overview" section, "Quick download links" with two buttons: "Download FileZilla Client" (All platforms) and "Download FileZilla Server" (Windows only), and a "News" section with recent releases and bugfixes. The "Download FileZilla Client" button is highlighted with a red box.

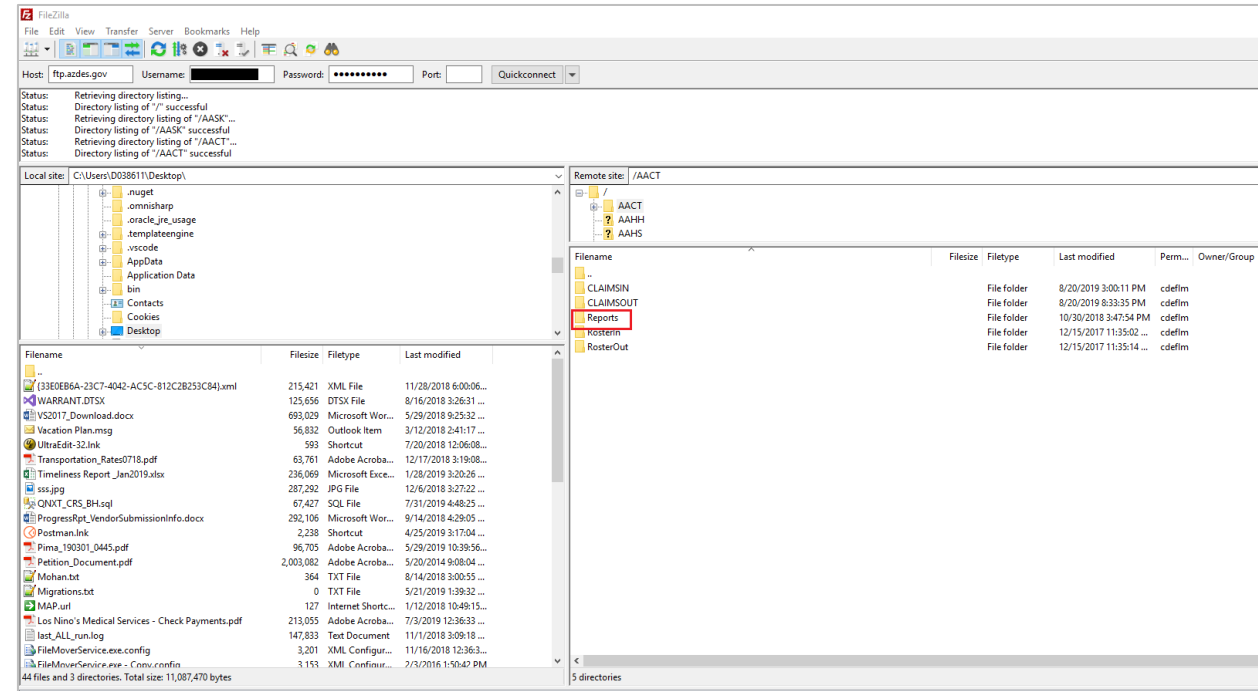
Connect FTP Using FileZilla

1. After install, Open the “FileZilla” software
2. On top left side you will notice the below three text boxes to fill the information to connect (as shown in picture).
 - a. Please enter <ftp.azdes.gov> in Text box labeled as Host
 - b. Please enter username in the Text box labeled as Username
 - c. Please enter password in the Text box labeled as Password
3. Click on “Quick connect” button to connect.



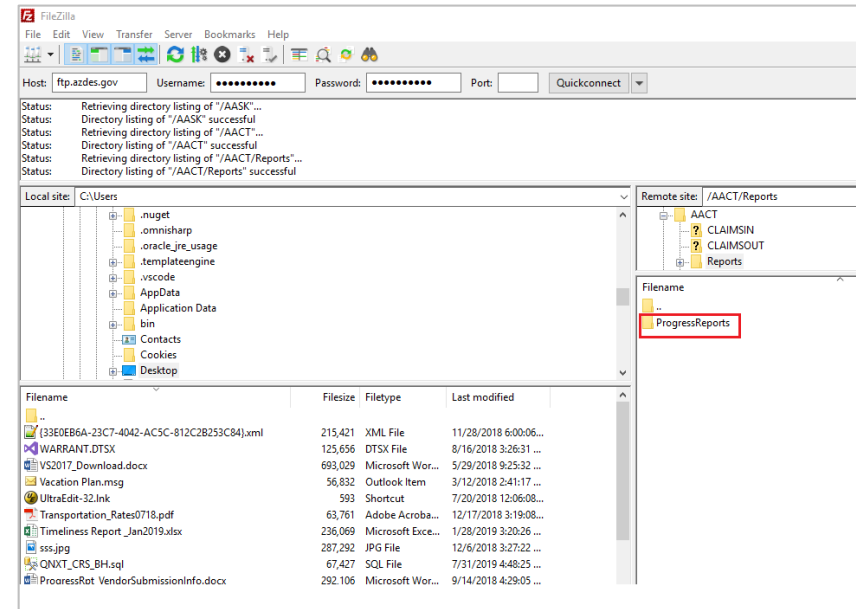
Successful Login

1. Once you connected successfully, You will notice the folders in your FTP directory
2. Double click on the “Reports” folder (as shown in the picture)

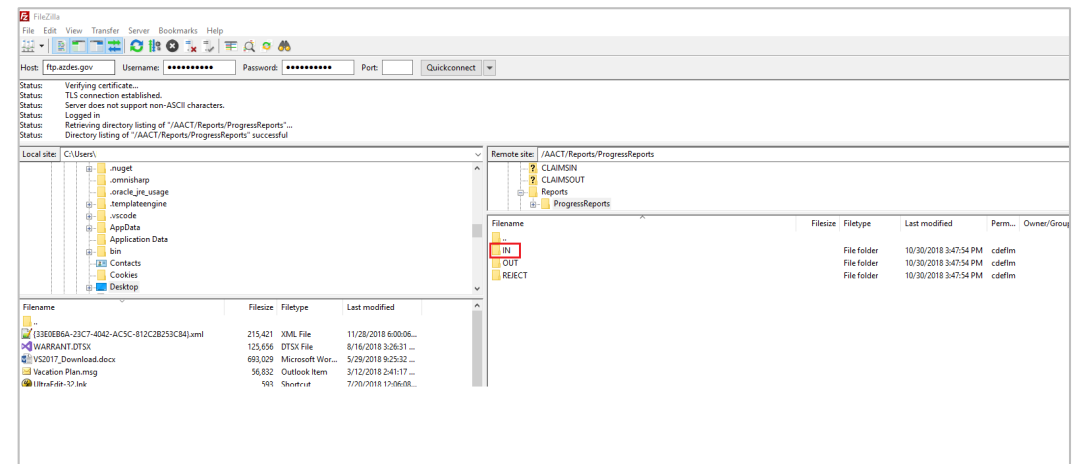


Successful Login

1. Double click on the
“ProgressReports” Folder (as
shown in picture)

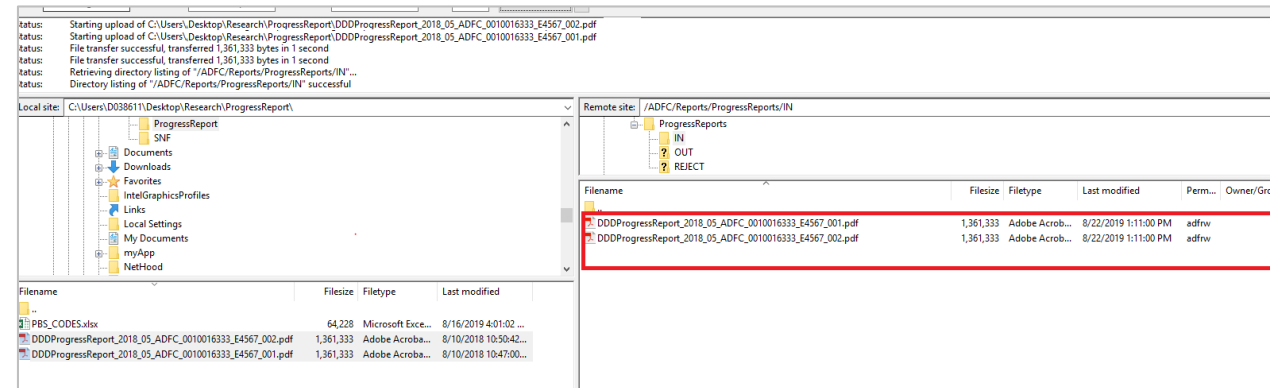
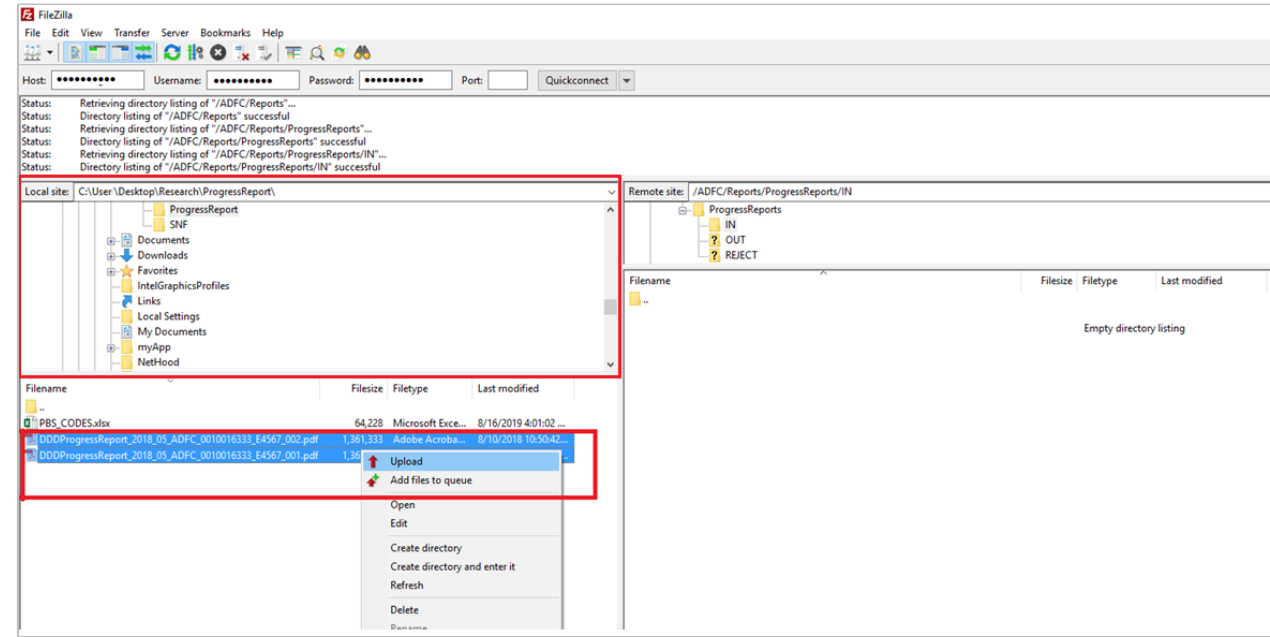


2. Double click on the “IN”
Folder(as shown in picture)



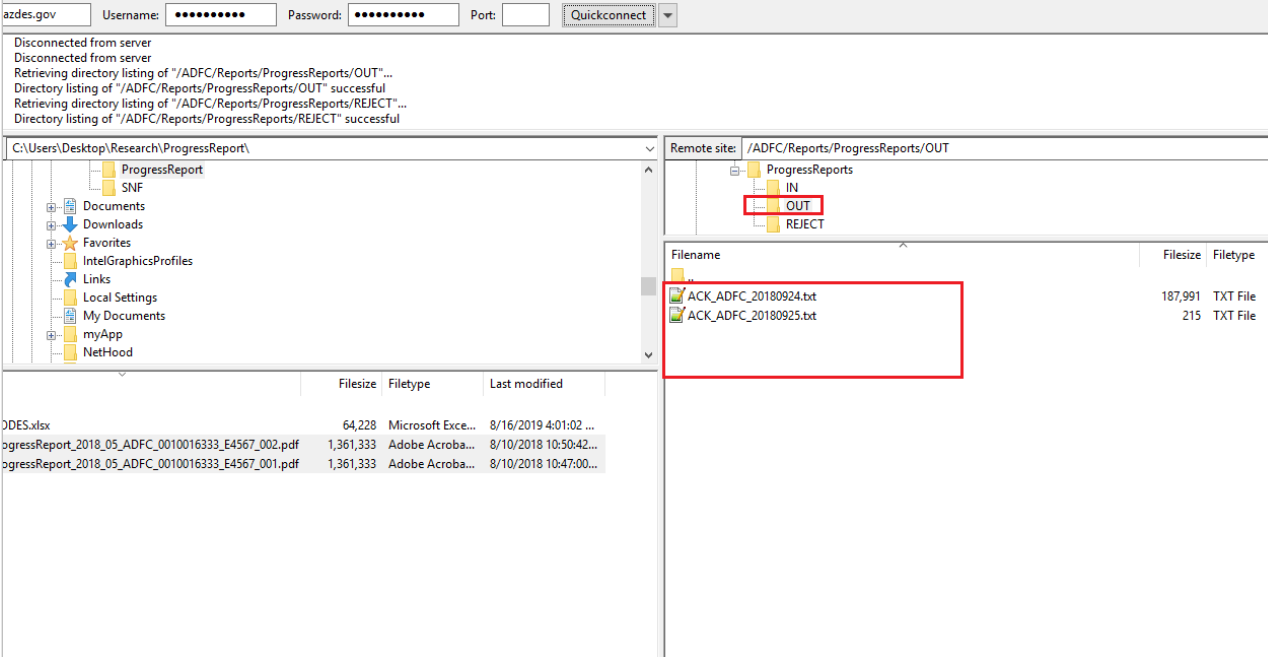
Submit File(s) into “IN” Folder

1. Browse your files from your local machine using the left side panel as shown in Picture
2. Select one or more file(s) for submission
3. Right click on the selection and click on “Upload” button.
4. You can observe the files have been uploaded successfully into the “IN” folder, (as shown in picture 2) and later it will disappear once the file has been picked up for processing.
5. Note that our process will pick up file(s) from “IN” folder every hour.



Check Status in ACK file(s) in “OUT” folder

1. File status information can be found in the acknowledgement file under the folder
..\\Reports\\ProgressReports\\OUT
2. Note that only one acknowledgement (ACK*) file will be created per day basis (as shown in the picture with ACK files with different submission dates).
3. Even if multiple set of files dropped in the IN folder in different time on the same day, all the file statuses for could be found in one **ACK** file only.
4. It would be a good practice to verify the statuses after submission to know if the files has been processed or not.



The screenshot shows a remote file explorer window for 'azdes.gov'. The left pane shows the local file system path 'C:\Users\Desktop\Research\ProgressReport\'. The right pane shows the remote site path '/ADFC/Reports/ProgressReports/OUT'. The 'OUT' folder is highlighted, and two files are listed:

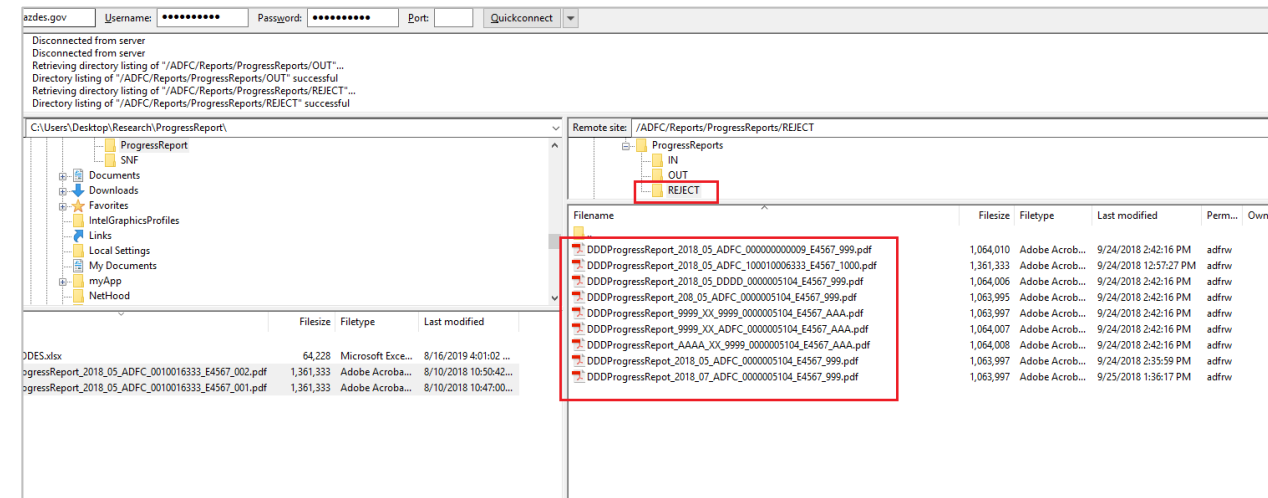
Filename	Filesize	Filetype
ACK_ADFC_20180924.txt	187,991	TXT File
ACK_ADFC_20180925.txt	215	TXT File

Below the file list, a table shows the details of the files in the 'OUT' folder:

Filename	Filesize	Filetype	Last modified
ODES.xlsx	64,228	Microsoft Exce...	8/16/2019 4:01:02 ...
ogressReport_2018_05_ADFC_0010016333_E4567_002.pdf	1,361,333	Adobe Acroba...	8/10/2018 10:50:42...
ogressReport_2018_05_ADFC_0010016333_E4567_001.pdf	1,361,333	Adobe Acroba...	8/10/2018 10:47:00...

Find rejected file in “REJECT” folder

1. Files not accepted are the ones with wrong file naming formats.
2. Rejected files will not be considered for processing and will be moved to REJECT folders(as shown in picture) for your review.
3. Please correct those files names as per the DDD file naming standards and resubmit them in “IN” Folder



File Naming standard: DDDProgressReport_YYYY_MM_PBS_ASSISTID_SVC_SQN.EXT

Sample File Name : DDDProgressReport_2018_09_AAAA_1234567890_OCL_001.pdf