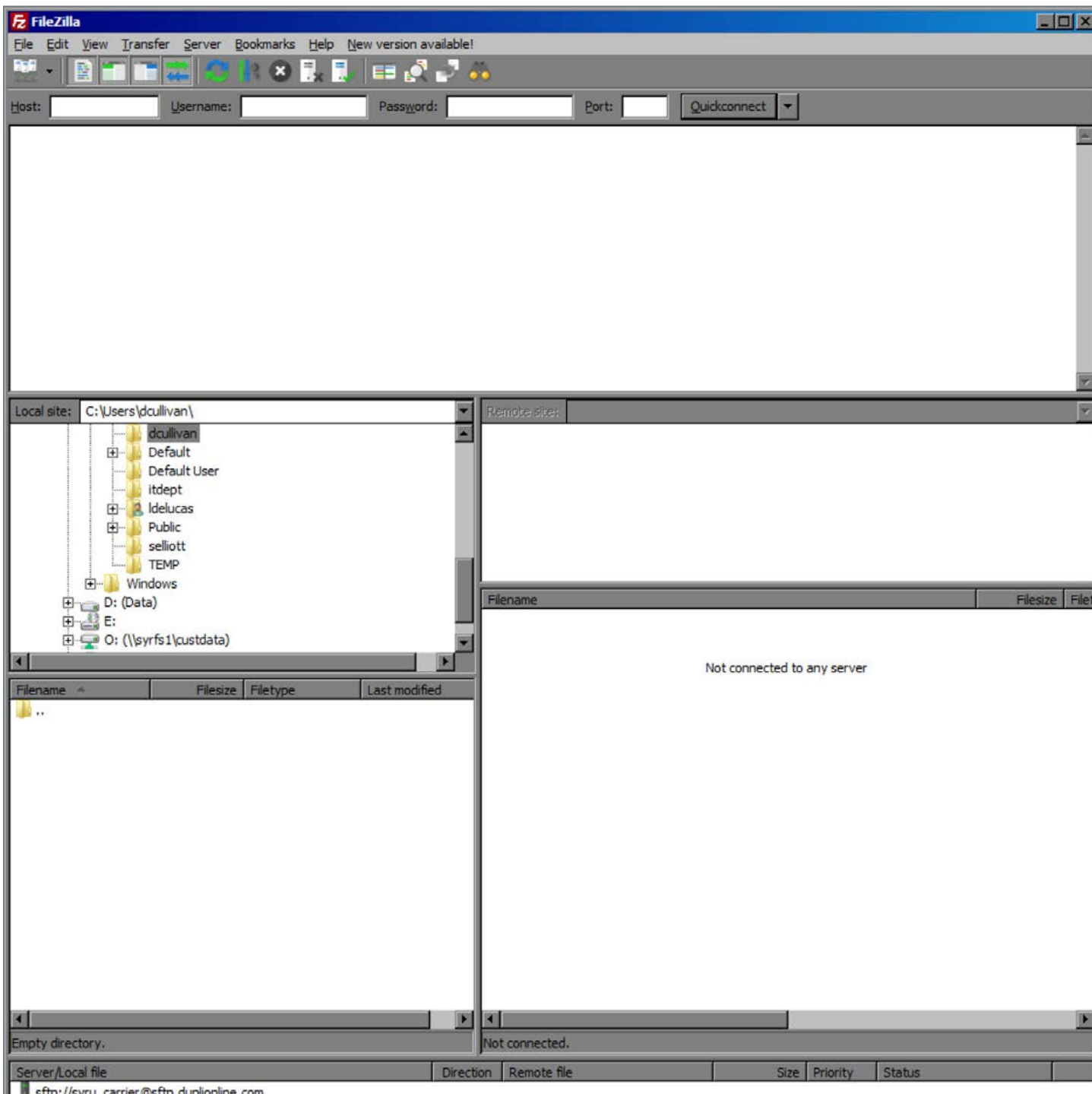


Secure FTP Operating Instructions

1. Double click the **FileZilla** icon and execute the program.



2. Contact your Dupli Customer Service Representative for log in information.
(Information cannot be provided via email)

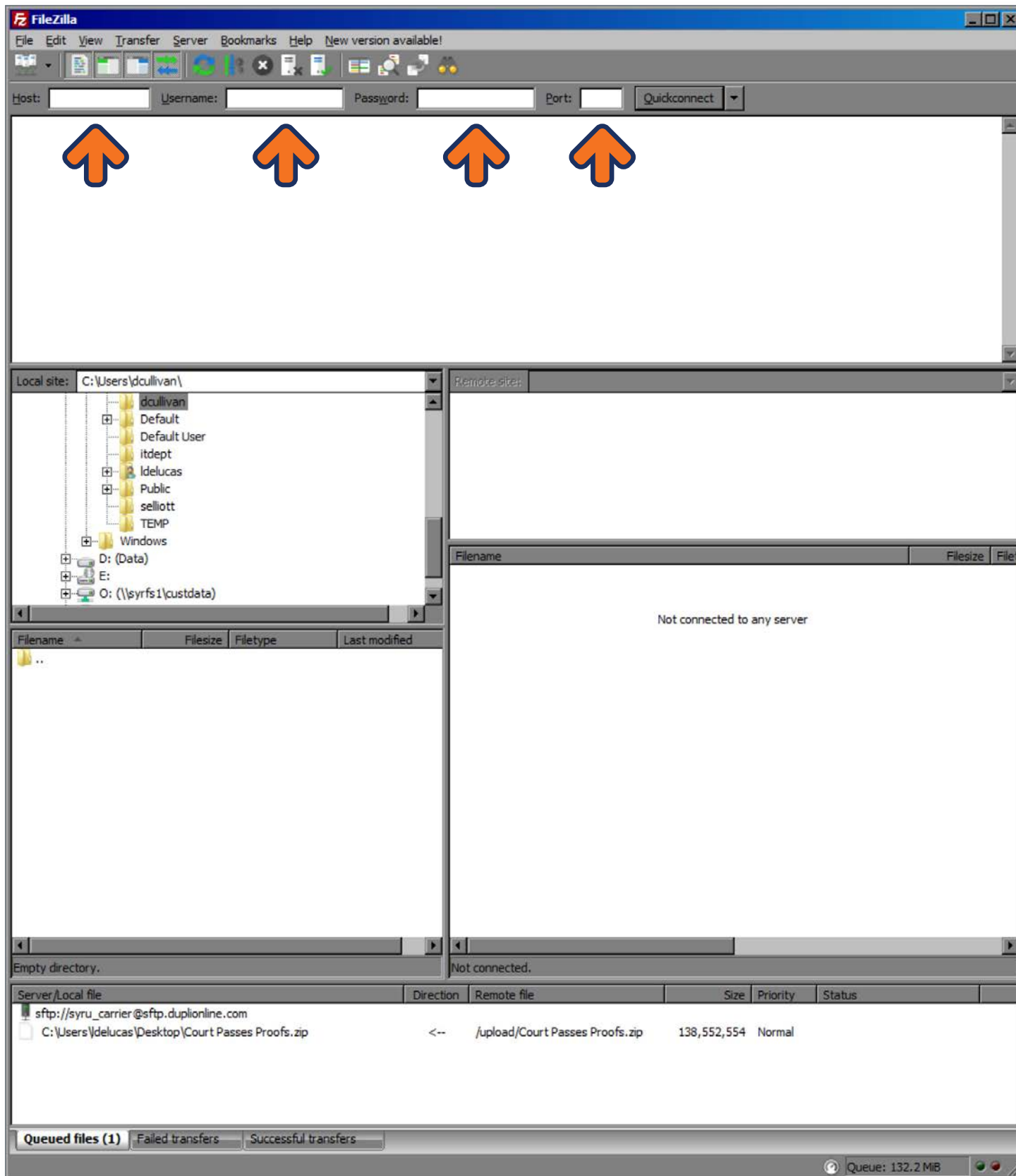


3. Host: **sftp.duplionline.com**

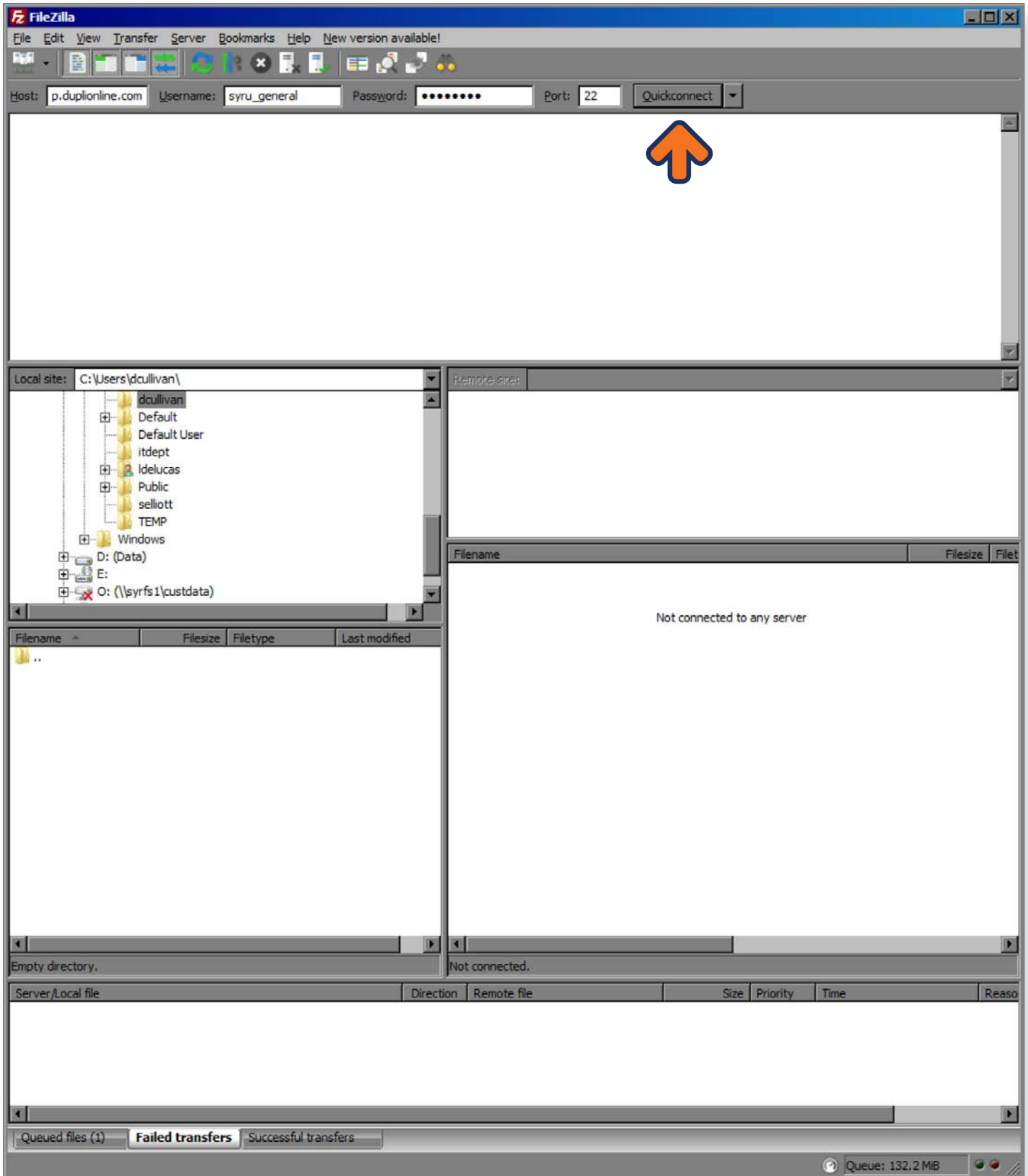
Username: *Will be provided over telephone*

Password: *Will be provided over telephone*

Port: **22**



4. Once credentials are programmed, click **Quickconnect**.



5. Top pane indicates connection status.

The screenshot shows the FileZilla interface with the following components:

- Title Bar:** General - sftp://syru_general@sftp.duplionline.com - FileZilla
- Menu Bar:** File, Edit, View, Transfer, Server, Bookmarks, Help, New version available!
- Toolbar:** Standard FileZilla icons for file operations.
- Form Fields:** Host, Username, Password, Port, and Quickconnect dropdown.
- Status Log (Top Pane):**

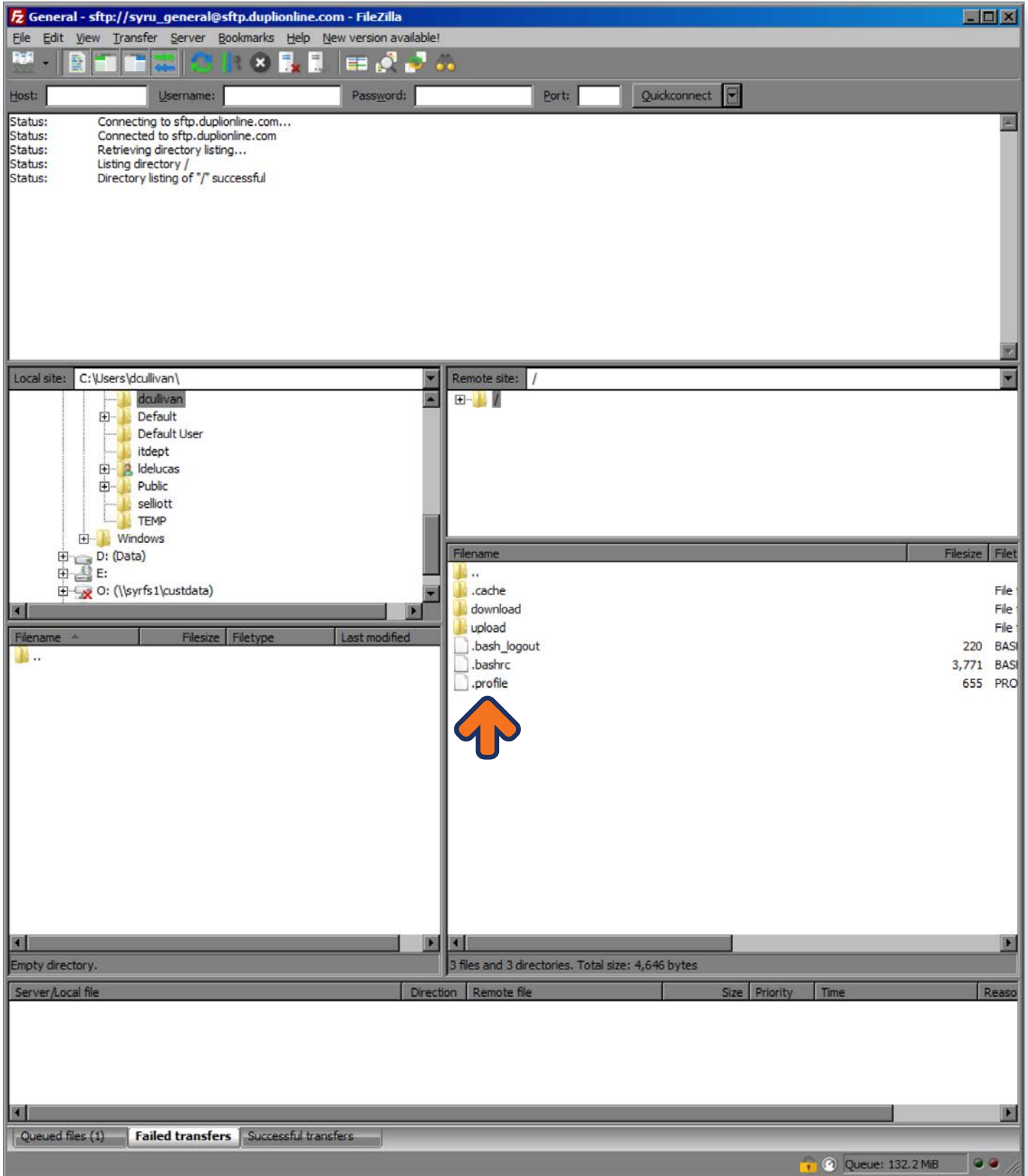
```
Status: Connecting to sftp.duplionline.com...
Status: Connected to sftp.duplionline.com
Status: Retrieving directory listing...
Status: Listing directory /
Status: Directory listing of "/" successful
```

An orange arrow points to the final status message.
- Local Site:** C:\Users\dcullivan\
- Remote Site:** /
- Local File List:** A tree view showing folders like Default, itdept, Public, TEMP, and Windows.
- Remote File List:**

Filename	Filesize	Filetype
..		
.cache		File
download		File
upload		File
.bash_logout	220	BASH
.bashrc	3,771	BASH
.profile	655	PRO
- Footer:** Queued files (1), Failed transfers, Successful transfers, Queue: 132.2 MB

6. Server folders are located on the bottom right pane.

Double click the **upload** folder.



7. Before transferring files, **rename** them with the **MIF number** you received from the Mail Initiation Form.

All files that are to be transferred to Dupli can be dragged into the **upload** folder.

The screenshot shows the FileZilla SFTP client interface. The title bar reads "General - sftp://syru_general@sftp.duplionline.com - FileZilla". The status bar at the top indicates "New version available!". The main window is divided into several panes:

- Local site:** C:\Users\dcullivan\
- Remote site:** /upload
- Local site tree:** Shows a directory structure including dcullivan, Default, Default User, itdept, ldelucas, Public, selllott, TEMP, Windows, D: (Data), E:, and O: (\syrf1\custdata).
- Remote site tree:** Shows a directory structure including .cache, download, and upload.
- Remote site file list:** A table showing files in the /upload directory:

Filename	Filesize	Filet
Archive		File
MIF_6097 Library Connection Fall 2017 - Part II.xlsx	97,348	Micro
City Limits Donor Database for Dupli MIF_6098.xlsx	169,481	Micro
MailingLabels.MaxPerspective.MIF_6093.zip	3,970,505	Com

An orange arrow points to the "MailingLabels.MaxPerspective.MIF_6093.zip" file in the list. The status bar at the bottom indicates "3 files and 1 directory. Total size: 4,237,334 bytes". The bottom-most pane shows "Queued files (1)", "Failed transfers", and "Successful transfers". The system tray at the bottom right shows "Queue: 132.2 MB".