

FTP Folder Usage

FTP Folders:

FTP stands for File Transfer Protocol. FTP sites are created as a way to transfer large files from one location to another via the web. The PerforMax3 FTP site is constructed with several folders for file storage and transfer. Each folder has a specific use and permission level associated with it. These folders provide PerforMax3 and MaxTrax customers a common place to exchange content during development, to house a reference library of finished content, and to exchange data between MaxTrax and local databases.

When you log onto your ftp account you will see two folders:

--ftp
--PLS

The ftp folder is used for file transfer and storage of ToolBook tbks. The PLS folder houses the SCOs, the Sharable Content Objects that actually RUN the training on the web. In MaxTrax, the data in the "LessonLocation" field corresponds to the SCO folder names you see here. Because the PLS folder is critical to the functioning of your website, it is always read only. You are able to view the contents, but not add or delete.

Inside the ftp folder there are additional layers of folders used for specific tasks. Below is a map of the ftp folder:

--ftp
 Data_Transfer
 Data_To_Client
 Data_To_MaxTrax
 TBK_Library
 To_Client
 To_PerforMax3

Data Transfer: The "Data_Transfer" folder is for clients who are using a secure automated data transfer process to move data between MaxTrax and a local database. The folders "Data_To_Client" and "Data_To_MaxTrax" define which direction the data is moving. These folders are typically (but not always) maintained by automated interfaces. Data input to MaxTrax such as the Student_Update file go in the Data_To_MaxTrax folder. Data extracted from MaxTrax such as the Course_Completion_Export file are found in the Data_To_Client folder.

NOTE: All log files associated with the data transfer processes are store in these folders and should be periodically reviewed for errors.

Access: Clients read and write in the "To_PerforMax3" folder. The "To_Client" folder is read only.

TBK Library: The "TBK_Library" folder contains the current ToolBook tbks under license by the client. These files will be maintained by PerforMax3 as a ready resource for editing and updating as needed.

Access: Read only access—the client is only able to read files or copy and paste files from this folder.

To Client: The “To_Client” folder is used to deliver files from PerforMax3 to the client. This is considered the client “inbox”.

Access: Read and Delete—the client is able to read files and delete files in this folder but not upload.

To PerforMax3: The “To_PerforMax3” folder is used to deliver content from the client to PerforMax3. This is the PerforMax3 inbox for content under development and other related resources.

Access: Write access—the client is able to post files in this folder.

How do I use an ftp folder?

You move files into and out of an ftp folder by using Windows standard “Copy” and “Paste” functions. Internet Explorer 6 (IE6) and Internet Explorer 7 (IE7) handle the transfer functions slightly differently—please see the information below for more specific instructions based on your particular internet browser.

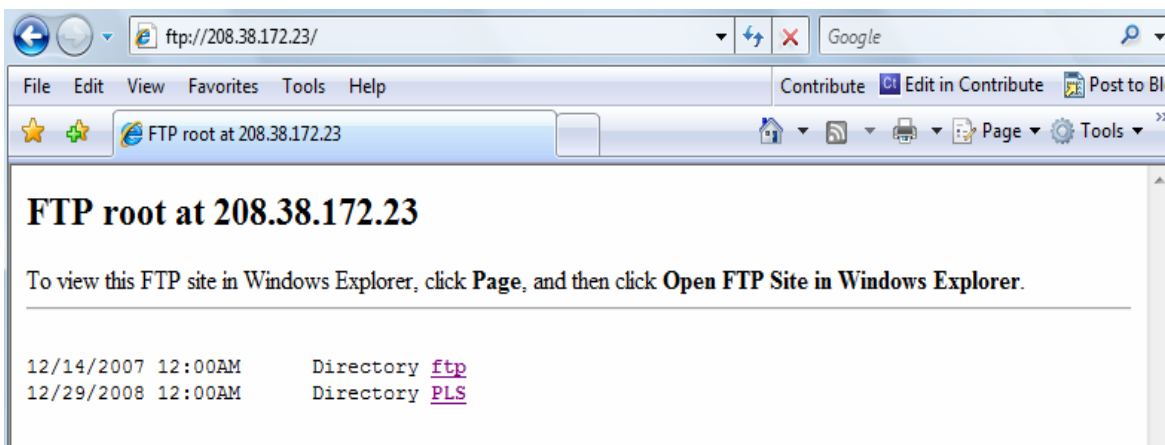
Why am I getting an error message?

If you receive error messages relating to permission you are probably not using the correct folder for the task at hand. For example, you can “paste” files into the folder “To_PerforMax3” but you can only “copy” files from “TBK_Library” or “To_Client”.

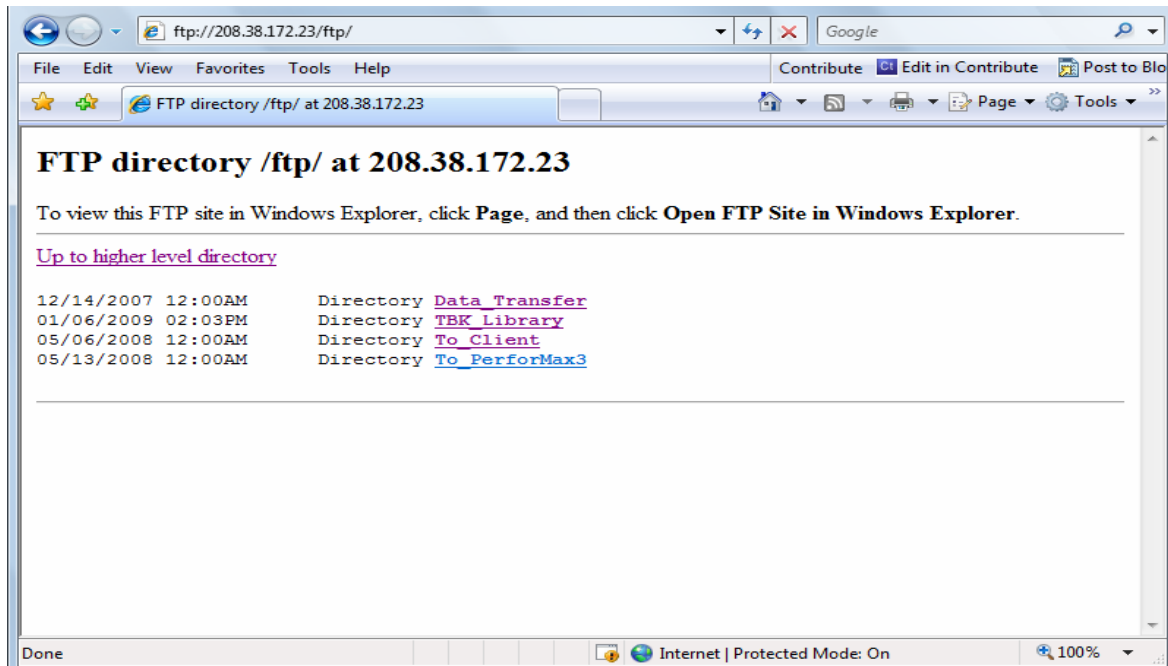
FTP File Usage IE 6 & IE7

The instructions for file usage are similar in both, but the formatting of the windows looks slightly different in IE6 and IE7. IE7 requires an additional step to create a window that will allow copy and paste functions.

1. Type in the URL for the ftp. For PerforMax3, the ftp address will usually look something like this: <ftp://208.38.172.2x>
2. When you first connect to the ftp site, you will get a prompt to enter your user name and password. Enter the username and password provided by PerforMax3.
3. Once you have clicked enter, you will see a window that displays the ftp and PLS folders:

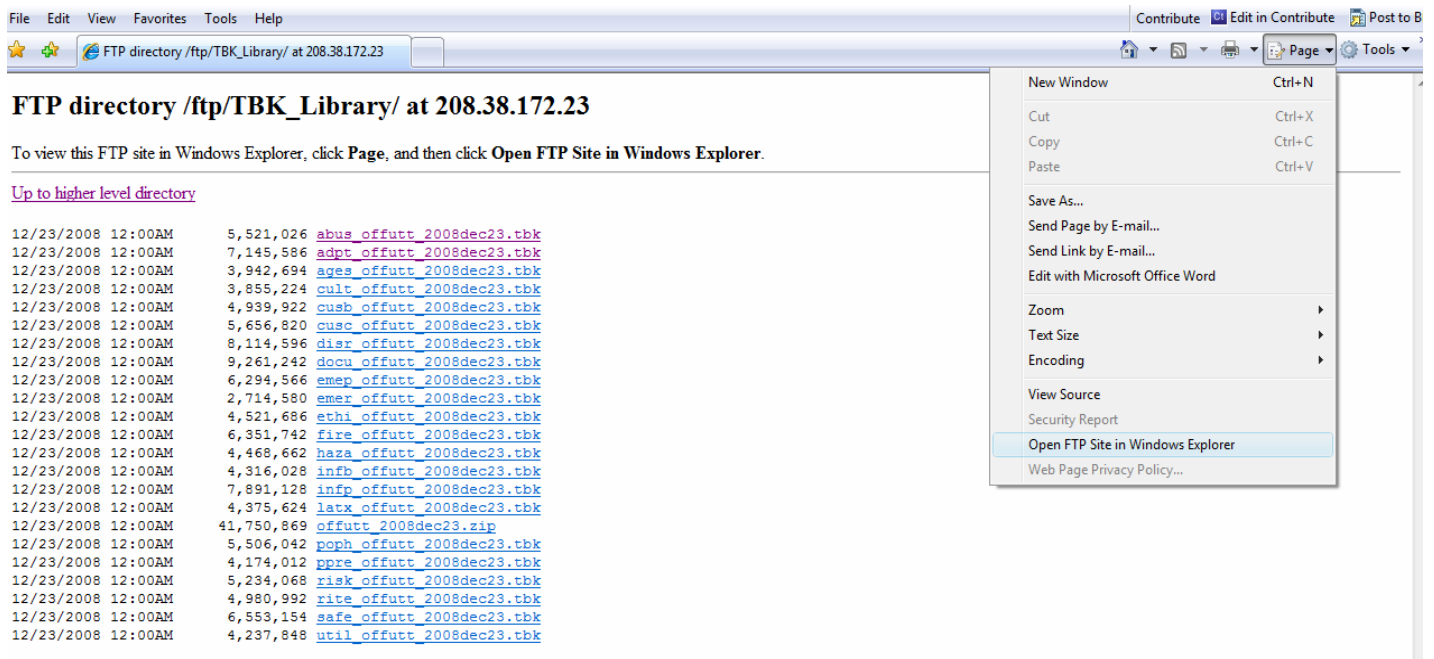


4. If you click the ftp folder, you will see a screen that displays the sub-folders:


























5. You can open any sub-folder and follow the directions listed below. This example will use the TBK_Library folder.

6. If you click the TBK_Library, you will see a screen similar to the one below that lists all the tbk files for your facility. Note: In Internet Explorer 6 you are able to copy and paste from this window, but in IE7 you are required to make one more step. To be able to use the copy and paste function, go to the Page menu and pull down to **“Open FTP Site in Windows Explorer”**.



7. If there is a warning pop-up, click allow.

8. The following screen is what the new window will look like. Please note that the ToolBook icons look different depending on your copy of ToolBook (these icons are from ToolBook 9.0). These files can now be copied and pasted to your local computer. You are not able to delete or add files in the Tbk_Library folder.

Name	Size	Type	Date modified	Date created	Date accessed
 abus_offutt_2008dec23.tbk	5,392 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 adpt_offutt_2008dec23.tbk	6,979 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 ages_offutt_2008dec23.tbk	3,851 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 cult_offutt_2008dec23.tbk	3,765 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 cusb_offutt_2008dec23.tbk	4,825 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 cusc_offutt_2008dec23.tbk	5,525 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 discr_offutt_2008dec23.tbk	7,925 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 docu_offutt_2008dec23.tbk	9,045 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 emep_offutt_2008dec23.tbk	6,148 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 emer_offutt_2008dec23.tbk	2,651 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 ethi_offutt_2008dec23.tbk	4,416 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 fire_offutt_2008dec23.tbk	6,203 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 haza_offutt_2008dec23.tbk	4,364 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 infb_offutt_2008dec23.tbk	4,215 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 infp_offutt_2008dec23.tbk	7,707 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 latx_offutt_2008dec23.tbk	4,274 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 offutt_2008dec23.zip	40,773 KB	Compressed (zipped) Fol...	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 poph_offutt_2008dec23.tbk	5,377 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 ppre_offutt_2008dec23.tbk	4,077 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 risk_offutt_2008dec23.tbk	5,112 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 rite_offutt_2008dec23.tbk	4,865 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 safe_offutt_2008dec23.tbk	6,400 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM
 util_offutt_2008dec23.tbk	4,139 KB	ToolBook Book	12/22/2008 7:00 PM	12/22/2008 7:00 PM	12/22/2008 7:00 PM

Updated: 12JAN2009–HM