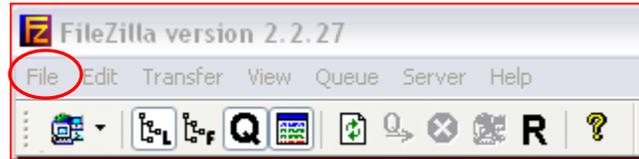
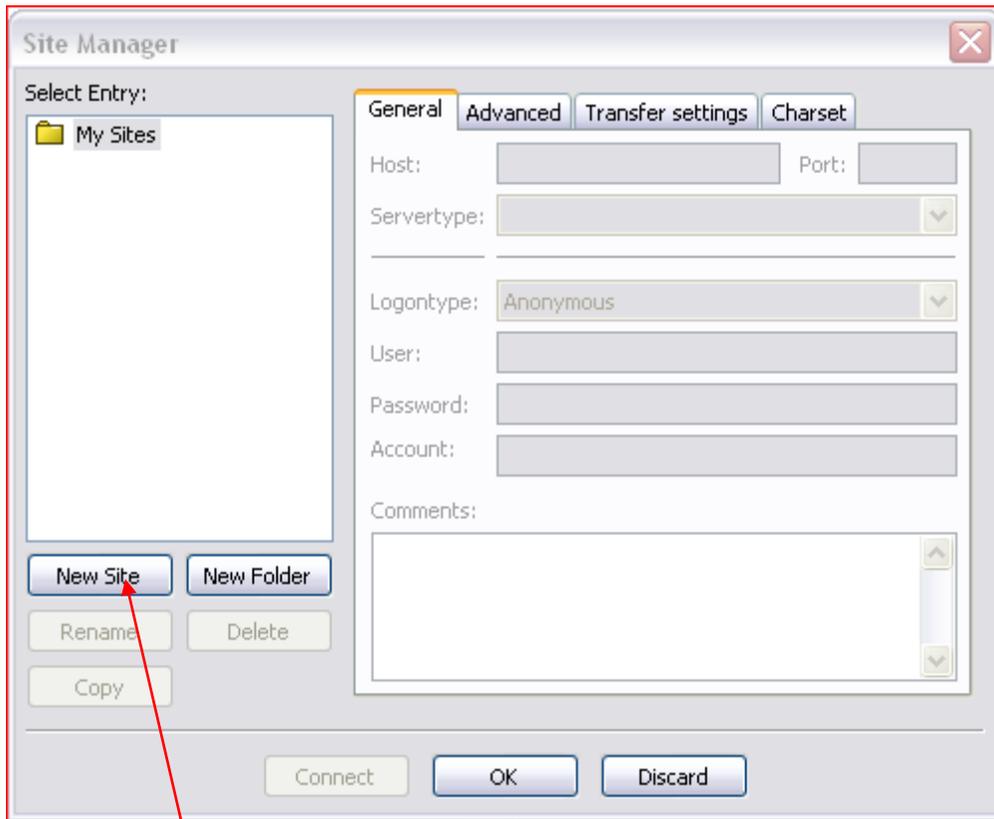


Steps for setting up connection

1) Select **File**:



Click **SITE MANAGER...**

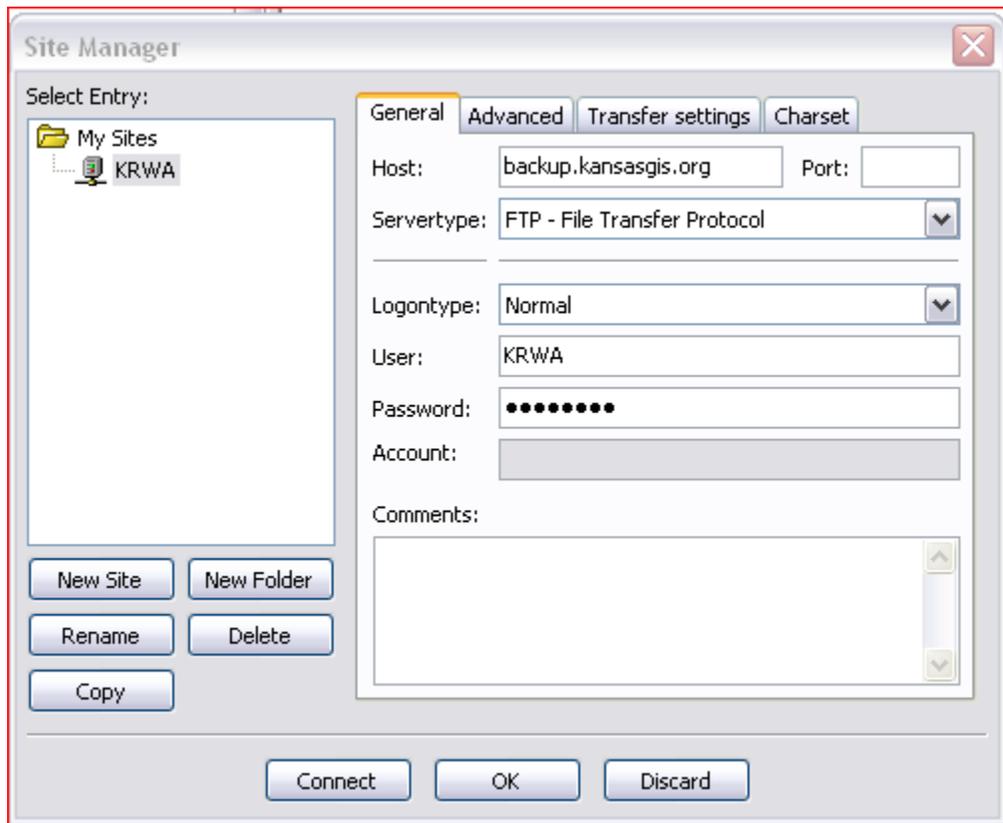


Click **New Site** (under My FTP Sites on the left);
Rename to **DASC SECURE BACKUP**

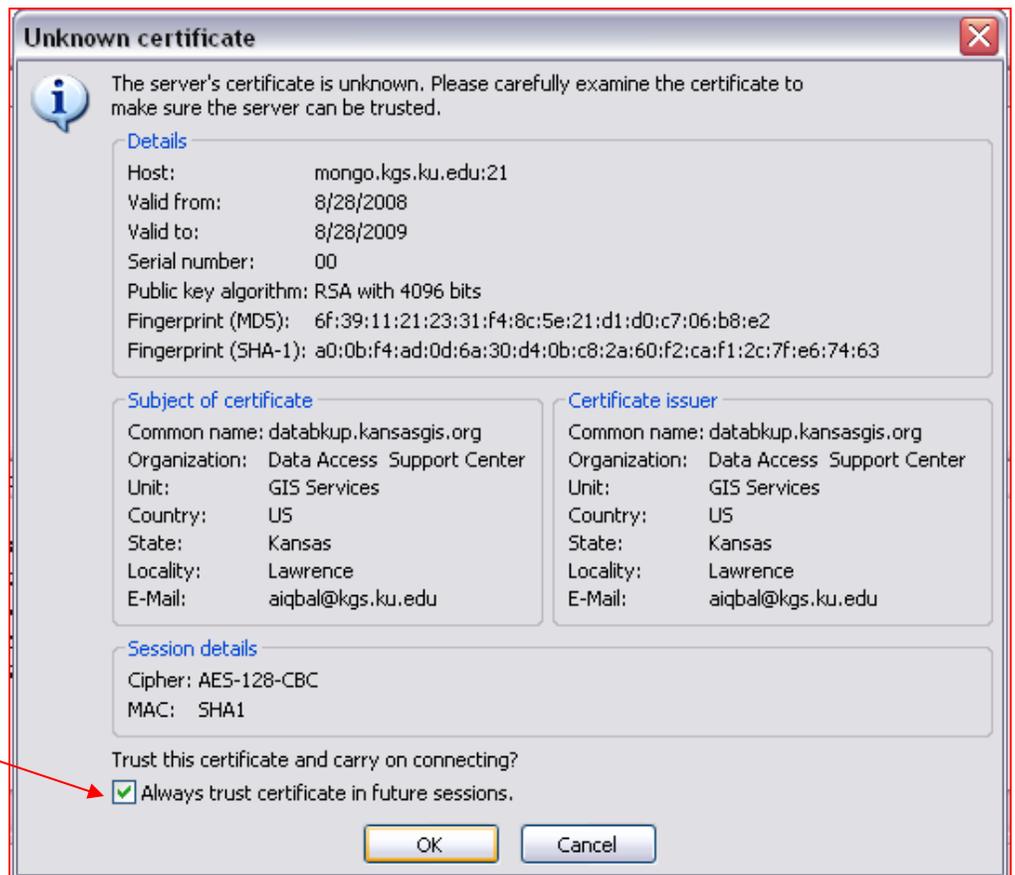
Fill out the following under **GENERAL** tab;

HOST:	backup.kansasgis.org
PORT:	21
SERVERTYPE:	FTP – File Transfer Protocol
LOGONTYPE:	NORMAL
USER:	GIVEN BY DASC call 785-864-2000
PASSWORD:	GIVEN BY DASC call 785-864-2000

Should look like the following;



You will be prompted to ACCEPT a CERTIFICATE:



Make sure this is Checked so it doesn't show up all the time Click OK

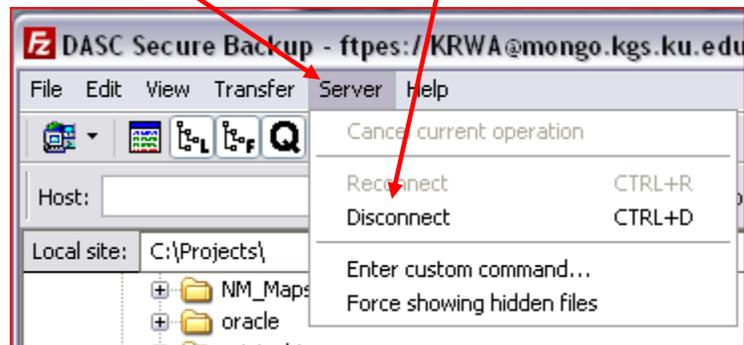
RECONNECT

To Reconnect CLICK the down arrow and highlight DASC SECURE BACKUP



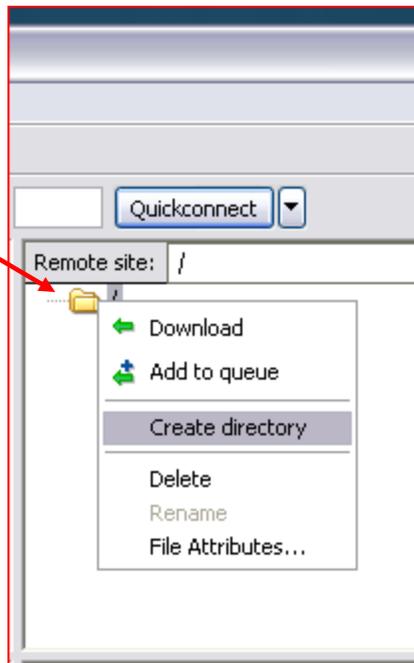
DISCONNECT

Go to the main menu SELECT Server, SELECT Disconnect.



To Create a Directory

Right Mouse Click on the folder



To Transfer files

Simply Drag and Drop from the LEFT window to the Right

