

EDGETECH FTP SITE – CUSTOMER & VENDOR ACCESS

1. The EdgeTech FTP site is a web hosted site, not a true FTP site, remember to use http:// not ftp:// in the web address.

IMPORTANT: Do Not use FileZilla or other FTP clients to work at this site as these clients can break folder permissions. Use only the web access and interface described below.

Use the EdgeTech FTP site to transfer files to and from EdgeTech that are too large for an email attachment (EdgeTech's email attachment limit is 10MB) and for files that may be block such as .exe and .zip files. EdgeTech's FTP site also holds copies of product manuals and software.

There are only 3 user account logins for the EdgeTech web-based FTP site. Each user login has specific permissions and restrictions associated with the account.

- internalftp – for use by EdgeTech employees; read/write access
- edgetechftp – for use by EdgeTech Customers & Vendors; read-only or read/write access
- hostedftpedge – for use by EdgeTech IT; full access to the entire site

This document explains how to access our FTP site as the Customer & Vendor user – edgetechftp

2. Enter this URL into any Web Browser to access the FTP site:

<http://ftp.edgetech.com>

(you may notice, this address actually takes you to <http://us1-1.hostedftp.com/login>)

The EdgeTech logo may not appear at the top of the screen the first time you access this site.

Credentials to enter the site (for use by EdgeTech Customers & Vendors only):

- a) Username: **edgetechftp**
- b) Password: **access#FTP**



Login

Help

Email / Username
edgetechftp

Password

Login

Options
 Remember email / username

Forgot your password? [Click here](#)

[Terms](#) [Privacy](#) [Hosted-FTP~](#)

- Upon logging in you will be brought to the Home page which displays any email messages that have been sent and received through the EdgeTech FTP site. This content will change regularly. Messages older than 2 weeks may be deleted at any time.

edgetechftp ~ 6.4 GB of ~ ~ Help ~ Logout

EdgeTech

Home Files Contacts Plugin

Welcome Customers & Vendors!

Search

| Folder | Name | Subject | Files | Size | Date ↓ |
|--------|-------------------------------------|---|-------|--------|-----------------|
| To | Damon.Wolfe@edgetech.com | Raw Data - Hi Damon, Please let me know if you need any additional files. Thank | 1 | 1.4 GB | 7/2/14 11:43 AM |
| To | madhusudan1181@gmail.com | discover4200 software | 1 | 9.4 MB | 5/22/14 7:38 AM |
| To | madhusudan1181@gmail.com | hosted ftp configuration | 1 | 278 KB | 5/22/14 4:16 AM |
| To | Chuck.Harding@edgetech.com | incoming folder | 9 | 318 MB | 5/22/14 2:29 AM |
| To | Anonymous | 20140304124335 | 1 | 31 MB | 5/20/14 4:52 AM |
| To | Anonymous: madhusudan1181@gmail.com | SES may 2014 | 216 | 1.1 GB | 5/20/14 3:13 AM |

Send

Menu
Receive files
Enable drag and drop

- By clicking on the **Files** tab, you will be able to see our FTP folder structure. There are 3 primary folders:

- Customer Service
- FROM Customers & Vendors – TO EdgeTech
- FROM EdgeTech – TO Customers & Vendors

To help keep the site easy to view and navigate, there should never be more than these 3 primary folders showing. The content and intended use of each folder is explained below. Please ignore the green and red arrows which are for features we do not use.

Basic folder and file management can be performed using any of the links or buttons in the right pane. These options change depending on the folder you have selected and the associated permissions

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EdgeTech

Home Files Contacts Plugin

Home Sharing

Customer Service
FROM Customers & Vendors - TO EdgeTech
FROM EdgeTech - TO Customers & Vendors

3 folders

Icon ▾

Send Download

| Name ↑ | Size | Modified | Uploaded |
|--|------|-----------------|----------|
| Customer Service | | 7/17/14 4:53 PM | |
| FROM Customers & Vendors - TO EdgeTech | | 7/25/14 5:34 PM | |
| FROM EdgeTech - TO Customers & Vendors | | 7/25/14 5:34 PM | |

Upload

Menu
New folder
Enable drag and drop

Customer Service

- The content of the Customer Service folder is for STATIC CONTENT ONLY
- internalftp has Read/Write access; edgetechftp has Read-Only access
- Organized to match the product thumbnails on our website (shown below)
- Each product folder contains a Manuals and a Software folder
- Each Manuals and Software folder should contain folders and files for specific products
- For file transfer and temporary sharing or storage, use one of the other 2 folders



edgetechftp - 6.4 GB of - - Help - Logout

Home **Files** Contacts Plugin

Home Sharing

Customer Service

8 folders

EdgeTech FTP site admin (hostedftpedge) gave you Read access

Send Download

| Name ↑ | Size | Modified | Uploaded |
|--------------------------|------|-----------------|----------|
| 1 - Side Scan Sonar | | 7/17/14 4:56 PM | |
| 2 - Sub-bottom Profiling | | 7/17/14 4:56 PM | |
| 3 - Bathymetry | | 7/17/14 4:56 PM | |
| 4 - Combined Sonars | | 7/17/14 4:57 PM | |
| 5 - AUV_ROV Sonar | | 7/17/14 4:58 PM | |
| 6 - Acoustic Releases | | 7/17/14 4:59 PM | |

Upload

Menu

- New folder
- Delete folder
- Rename folder
- Enable drag and drop

EdgeTech
The Leader in Underwater Technology

PRODUCTS APPLICATIONS SUPPORT GALLERY

Side Scan Sonar

Sub-bottom Profiling

Bathymetry

Combined Sonars

Custom Engineered Products

AUV/ROV Sonar

Acoustic Releases

USBL Navigation

FROM Customers & Vendors – TO EdgeTech

- The content of this folder is for TEMPORARY CONTENT ONLY, up to 2 weeks max.
- The content of this folder will change regularly
- internalftp has Read/Write access; edgetechftp has Read/Write access
- EdgeTech customers and vendors should use this folder to transfer or send their folders and files TO EdgeTech
- Any uploaded folders or files older than 2 weeks may be deleted without notice



edgetechftp ~ 6.4 GB of ~ ~ Help ~ Logout

Home **Files** Contacts Plugin

Home Sharing

FROM Customers & Vendors - TO EdgeTech

4 folders

Shared with 2 contacts

Send Share Download

| Name ↑ | Size | Modified | Uploaded |
|----------------------------|------|-----------------|----------|
| FromDean | | 7/25/14 5:48 PM | |
| Jeff for Damon | | 7/25/14 5:40 PM | |
| Katherine-at-MMT-for-Marco | | 7/28/14 3:44 PM | |
| SKIO for Damon | | 7/25/14 5:48 PM | |

Upload

Menu

- New folder
- Delete folder
- Move folder
- Rename folder
- Enable drag and drop

FROM EdgeTech – TO Customers & Vendors

- The content of this folder is for TEMPORARY CONTENT ONLY, up to 2 weeks max.
- The content of this folder will change regularly
- internalftp has Read/Write access; edgetechftp has Read-Only access
- EdgeTech customers and vendors should use this folder to transfer or receive folders and files FROM EdgeTech
- Any uploaded folders or files older than 2 weeks may be deleted without notice



edgetechftp ~ 6.4 GB of ~ ~ Help ~ Logout

Home **Files** Contacts Plugin

Home Sharing

FROM EdgeTech - TO Customers & Vendors

4 folders

EdgeTech Employees (ftinternal) gave you Read access

Send Download

| Name ↑ | Size | Modified | Uploaded |
|---------------------|------|------------------|----------|
| 4Dean | | 7/25/14 5:41 PM | |
| For-Arthur-at-Fugro | | 7/28/14 4:32 PM | |
| forChris | | 7/30/14 2:15 PM | |
| ForPatricia | | 7/30/14 10:33 AM | |

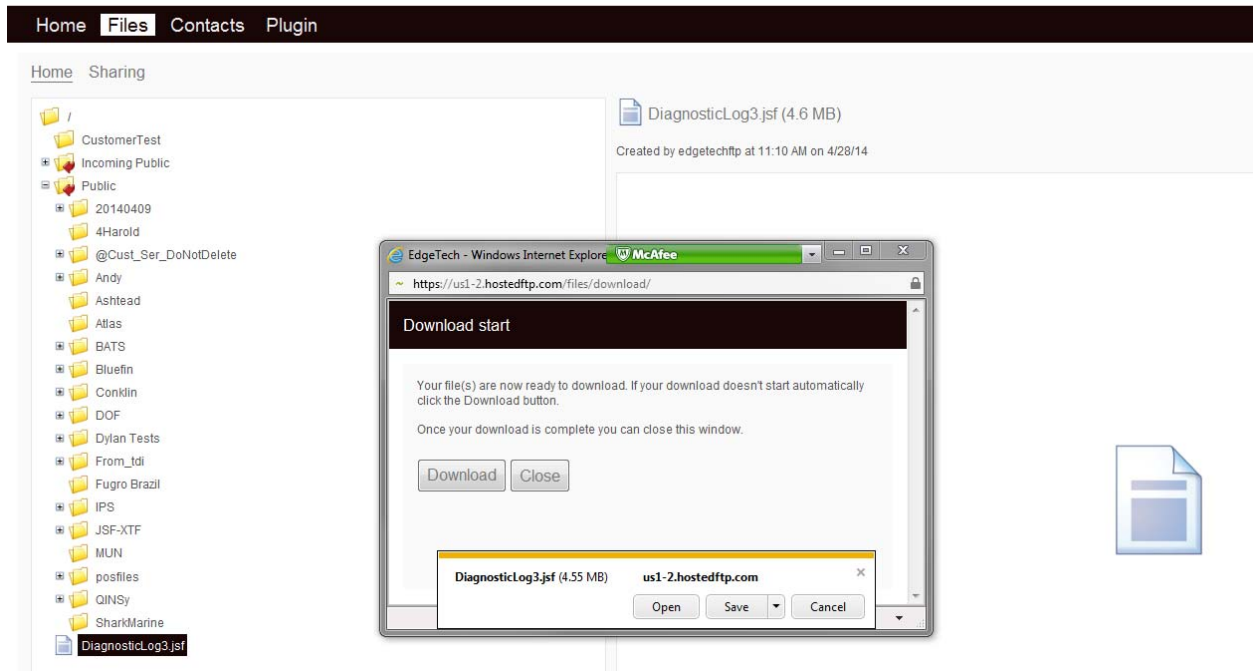
Upload

Menu

- New folder
- Delete folder
- Rename folder
- Enable drag and drop

DOWNLOADING FILES/FOLDERS

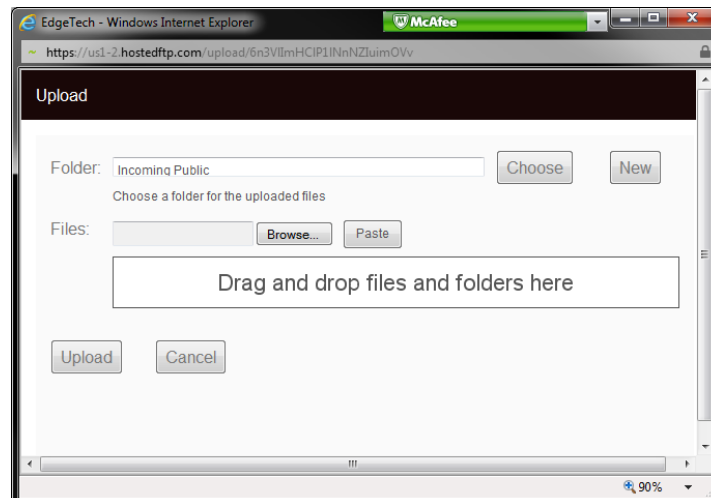
5. After you login to the FTP site, click on the Files tab. Please browse to your folder on the left hand side and highlight the folder.
6. From here you can click on the file you wish to download on the center of the page simply by clicking on the file itself. The next screen will show the name, size and date the file was created and also a picture of it as well. Click on the file logo to begin the download.



You can either open the file automatically or save the file to a specific location locally to your hard drive.

UPLOADING AND SHARING FILES/FOLDERS

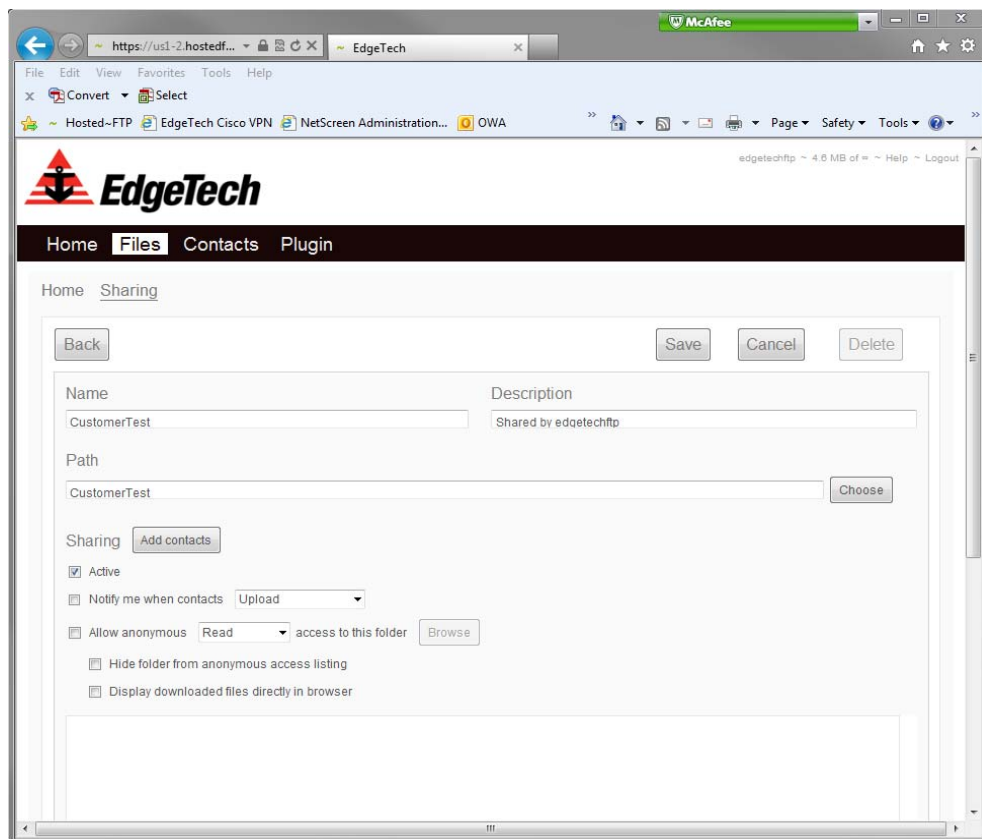
7. You can upload to the existing upload folder by clicking on the **Files** tab. Then on the left hand side of the page click on the Incoming Public Folder.
 - In the upper right hand corner click on the large **Upload** button and click on the Browse button to select the Files you will be Uploading or Drag and drop the files and folders into the box as shown (Ensure that Drag and Drop has been Enabled under the Upload button)::



8. Once the files and folders are uploaded the system will tell you that you have successfully uploaded your files.

To Create a New Folder:

9. Click on the root folder (the folder /) on the left side of the page. Then on the right, under Upload and Menu you will see **New Folder** -> click on this. Name the folder and click **Save**.
10. You will notice that the folder is not under the Public folder. That is because uploading documents are only allowed outside of the Public folder. Now to share the folder so EdgeTech Customer Service can access the file(s) please do the following:
11. Click on the Folder you just created and then click on the Share button right in between the Send and Download buttons on the right side of the page.



12. Click the Add contacts button. From there you can add the username or email address of the EdgeTech employee you would like to share the file(s)/folder with or with the entire group – **ftpinternal**.
 - You can determine what kind of access you want to allow (read, write, or read/write) and if you want a notification email. Click Continue when finished.
 - Lastly, when back to your sharing page click Save to save the changes and have the document now shared.
13. ****Please log out of the web page by clicking Logout in the upper right hand corner to exit out of the session.****