



## Accessing the Public FTP Server

The City of West Allis offers access to an FTP server for the exchange of files between City employees and the public. The server is free to use, allows anonymous access, and can be used from any computer connected to the Internet without installing any special software. If using Windows Internet Explorer, site features may require viewing in Compatibility Mode.

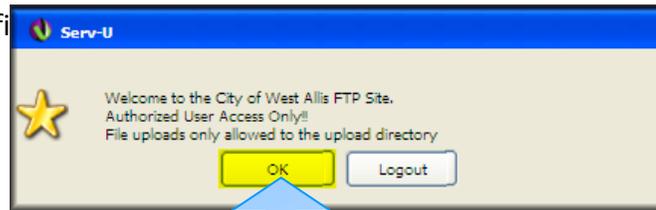
Files stored on this system or transmitted through this system are not encrypted or secured in any way. Assume that all files may be accessed and saved by someone other than the intended recipient. Use of this system for sending sensitive, confidential, or proprietary information is discouraged.

- 1) To access the FTP server, open a web browser and navigate to <http://ftp.westalliswi.gov>

A screenshot of a web browser window showing the "File Access" page for the City of West Allis. The browser title is "Serv-U from RhinoSoft.com - Windows Internet Explorer" and the address bar shows "http://ftp.ci.west-allis.wi.us/". The page features the City of West Allis logo and the text "File Access". Below the logo is a yellow button with a person icon and the text "Click here to enter as a Guest". Underneath is the text "Or enter your credentials below" followed by two yellow input fields labeled "Login ID:" and "Password:". A yellow "Login" button is positioned below the password field. A blue arrow points from the first instruction box to the browser's address bar, and another blue arrow points from the second instruction box to the "Login" button.

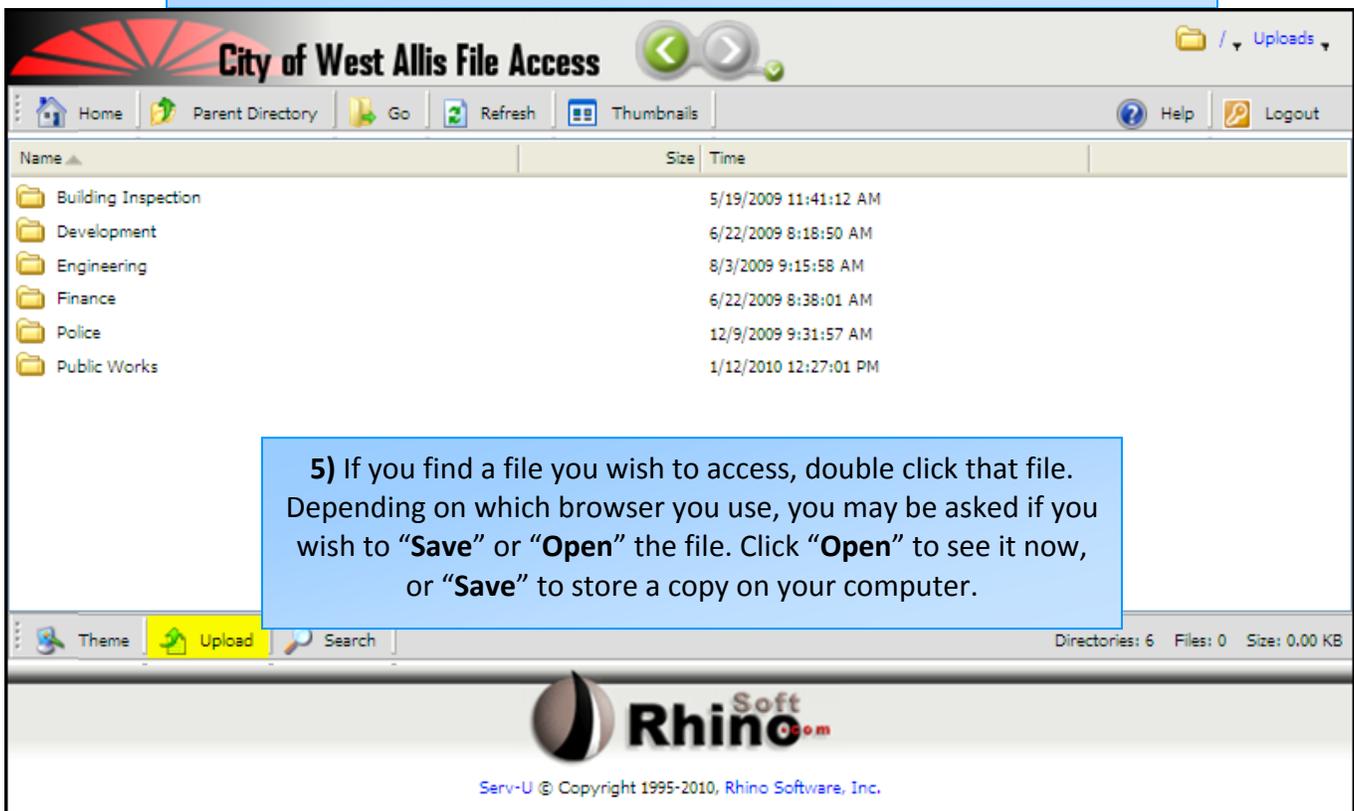
- 2) If you have been given a login ID and password, enter them and press the "Login" button. Otherwise, click the "Click here to enter as a Guest" button.

you want the file to be uploaded to the "Uploads" folder (highlighted)



3) Read the terms of use and click "OK" to agree and access the system, or "Logout" to return to the login screen.

4) The interface to the FTP server will open. It will be similar to the screenshot below. Once inside, you can navigate to a department's folder by double clicking that folder's name near the left side of the window. Click the "Parent Directory" button to go back to the previous folder.



5) If you find a file you wish to access, double click that file. Depending on which browser you use, you may be asked if you wish to "Save" or "Open" the file. Click "Open" to see it now, or "Save" to store a copy on your computer.

6) You may upload a file by navigating to the folder in which in yellow above.)

Enter the location and name of the file you intend to upload (or find it by clicking the "Browse..." button) and click the "Upload" button.

Your file will then be uploaded. You may now notify the department to whom you are sending the file that it is waiting for them!

Note that you may only upload files to the "Uploads" folder if logged in as a guest.