SUFFOLKCOUNTY Office of cultural affairs

FILE SHARING INSTRUCTIONS



FILEZILLA DOWNLOAD & CREDENTIALS

1. Go to https://filezilla-project.org/download.php?type=client

- 2. Download Filezilla Client
- 3. Open and Run Filezilla Client

4. ENTER THE FOLLOWING CREDENTIALS IN THE APPROPRIATE SPACE

* Please use the following convention to label your organization's file folder:

Organization Name (dot) Grant Being Applied For (dot) Date of Submission

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example: AguasDaBahia.CulturalCompetitive.1.3.17



THE 2 Screens, 3 TABS & 4 QUADS OF THE FTP SITE

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					_	
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Queued files	Failed transfer	s Successful tran	sfers (2)			
						🔒 🕸 🕜 Queue: empty 🔹



HOW TO FIND & UPLOAD YOUR FILE FOLDER

File Edit View Transfer Server Bookmarks Help		
Host: ftps://192.168.199.3 Username: EcoDevAdmin Password: •••••• Port: 990 Qu		
Status: Retrieving directory listing of "/" Status: Directory listing of "/" successful Status: Starting download of / aguasdabahia.culturalcomp.1.3.17	Status Screen	
Local site: C:\Users\ereyes\Desktop\	Remote site: /	
- B ereyes	· · · · · · · · · · · · · · · · · · ·	1. Quad 1: Locate and select Main Category File
B AppData		Folder where your grant file is saved, <i>i.e.</i>
Contacts Quad 1 Gosties Gestive Cloud Files Main Category Files		Documents, Desktop, etc.
Documents ⊕ Documents ⊕ Documents ⊕ Documents ⊕ Documents ⊕ Documents ⊕ Documents ⊕ Documents ⊕ Documents ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents ⊕ ⊕ Documents Documents D		then look a <mark>t Quad</mark> 2
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Control Display Link	Drag and Drop	Quad 4 The file will upload
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Selected 1 file. Total size: 115,149 bytes Server/Local file Direction Remote file Size Priority Status	Selected 1 file. Total size: 115,149 bytes	
Server/Local file Direction Kemote file Size Priority Status [] filezilia@134.130.113.59 aguasdabahia.culturalcomp.1.3.17 > /FileZilia3/FileZi	Upload Screen	
Queued files Failed transfers Successful transfers (2)		
	🔒 🕸 🕜 Queue: empty 🛛 🗢	



A SUCCESSFUL UPLOAD

File Edit View Transfer Server Bookmarks Help		
	Quickconnect	-
Status: Retrieving directory listing of "/" Status: Directory listing of "/" successful Status: Stating download of / anuasidababla culturalcomp 1.3.17 Status: File transfer successful, transferred 171,520 bytes in 1 second	Status Screen	1. QUAD 4: "Where's my file?"
Local site: C:\Users\ereyes\Desktop\	▼ Remote site: /	The file will disappear once uploaded succesfully
ereyes	· · · · · · · · · · · · · · · · · · ·	
- Application Data - E Contacts		2. How do I know my file folder was
Cookies Quad 1 Cookies Quad 1 Cookies Main Category Files Desktop Documents		uploaded successfully?
Br- b Downloads Br-c Dropbox Br-C Favorites	*	Look below the UPLOAD SCREEN
Filename Filesize Filetype Last modified	Filename Filesize Filetype Last modified Permissions Owner/Gro	There are 3 tabs:
Millions Ride BR File folder 3/24/2016 11:43:18 Misc File folder 2/29/2016 12:43:33 personnel File folder 10/11/2016 12:44:2 3.1 maybe_picture 169,519,855 File 3.1 maybe_picture 169,519,855 File 4 desktopini 446 Configuration 11/12/2015 8:55:08 9 desktopini 446 Configuration 11/12/2015 8:55:08 © coDexCultural 745 Shortcut 9/28/2015 11:24:42 © reyes - Shortcu 80 Shortcut 12/15/2015 11:51:24:42 Z FileZilla Client.lnk 2,043 Shortcut 12/15/2015 11:51:43:15 Z FileZilla Client.lnk 2,043 Shortcut 12/2/2015 50:08 S Island Drating R 28,584 Adobe Acroba 2/24/2016 50:50.08 Ø Millions Ride BR 93,479 Chrome HTML 3/24/2016 11:43:15 Ø Outreach - Shor 818 Shortcut 1/4/2016 10:19:49 aguasdabahla.culturalcomp.1.3.17 1/3/2017 10:48:20 1/3/2017	Quad 4 Drag and Drop	 Queued files Failed files Successful transfers These tabs count the number of transactions for each category.
Selected 1 file. Total size: 115,149 bytes	display whether or not the file folder was uploaded	
Server/Local file Direction Remote file Size Priority Status Ø flezilla@134.130.113.59	Upload Screen	sucessfully.
Queued files Failed transfers Successful transfers (1)	🔒 🕸 🕜 Queue: empty 🔹	•



Please be sure you have uploaded all your files and allow a few days for us to receive your documents and email you a confirmation of receipt.

If you have questions about the application process, the eligibility of a project or need technical assistance the Suffolk County Office of Film and Cultural Affairs is happy to help.

Please contact Diana Cherryholmes, Erin Miller (formerly Reyes) or Janet Scheel at 631-853-4800

or

E-mail Diana, Erin and Janet:

- diana.cherryholmes@suffolkcountyny.gov
- erin.reyes@suffolkcountyny.gov
- janet.scheel@suffolkcountyny.gov

If you are in need of additional assistance, we welcome you to set up an appointment to visit us in our office.

We will be accepting appointments before February 17, 2017.

Thank you and we look forward to working with you!

Diana, Erin & Janet