

Instructions for Manual FTP of Direct Cert File from PC

Once the file has been downloaded from the CNPIMS site and saved to the Desktop as DIRCERT.CSV - it is best to place it in a Temp Folder to make locating the file simpler.

Start – My Computer – double-click Local Disk (C:)
[blue window title should read Local Disk (C:)]

[If there is not an existing **Temp** folder, Click File – New – Folder and enter **Temp** for the name of the *New Folder*.]

Double-click the Temp folder
[blue window title should read Temp]

Right-click the DIRCERT.CSV file on the Desktop and select Cut

Right-click in the open Temp folder window and select Paste

[My Computer window(s) which are open may be closed]

Click Start – Run ...

- Enter **cmd** in Open: prompt at click OK
- Enter **cd C:\Temp**
- Enter **ftp xxx.xxx.xxx.xxx** at Command prompt (C:\ ... >) where xxx.xxx.xxx.xxx is the IP address of the local UNIX system
- Enter **download** at User prompt
- Enter **d0wn10ad** at Password prompt (or possibly **download**)
- Enter **ascii** (to transfer text files)
- Enter **cd /IMOSDATA/22**
- Enter **put DIRCERT.CSV DIRCERT**
- Enter **quit** (to close ftp session)

Enter exit at the command prompt to close the command window.

Proceed with Direct Cert update instructions.