

FTP Through Windows - Deleting Job Documents

FTP is File Transfer Protocol and is a means by which you can easily move documents from one location to another, particularly from individual workstations to server files.

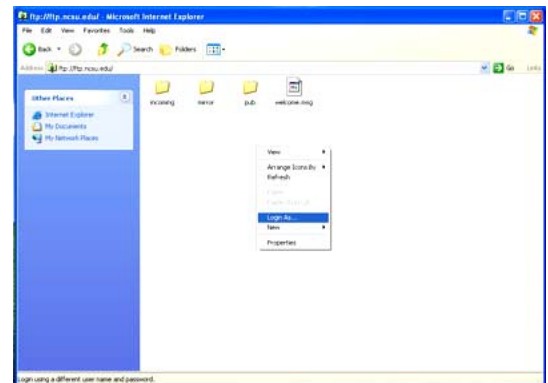
Windows Explorer is the tool you use when you open My Computer or My Network Places. Windows Explorer is integrated with Internet Explorer and can help you access your site files on the server easily from your PC.

Opening an FTP site is simple with Internet Explorer or Windows Explorer (the procedure is exactly the same).

1. Open Internet Explorer or Windows Explorer:
2. Now to type in the address of the FTP server: Use ftp instead of www like this:
<ftp.yoursite.com> (Replace yoursite with the name of your actual site!)

You most likely will receive an error message saying you do not have permission to access the files. Click ok to close that message box, then... continue as noted below...

3. To login, right click the screen and click "Login As".
4. Type in your login name and password as provided.
You will now be able to view the contents of your site's root folder.



Your site's pages and documents are in the file named:
public_html*

***DO NOT MAKE CHANGES TO OTHER FILES OR YOU MAY CAUSE SERIOUS INTERRUPTIONS IN SERVICE AND SITE PERFORMANCE.**

Inside the public_html folder, you will see a file named "documents" – this is the location of your supporting documents for jobs. You may click and drag files between your computer and the remote filesystem. Or select multiple files and delete them at this time.

Files deleted from this folder are permanently removed from the server and will no longer be available on your site. Links to these documents must still be removed from your job/bid page through Contribute or other HTML editor.

For additional support assistance, please contact our office at 910-938-4319.