

# EVOLVE

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THE CLOUD STRATEGY COMPANY™

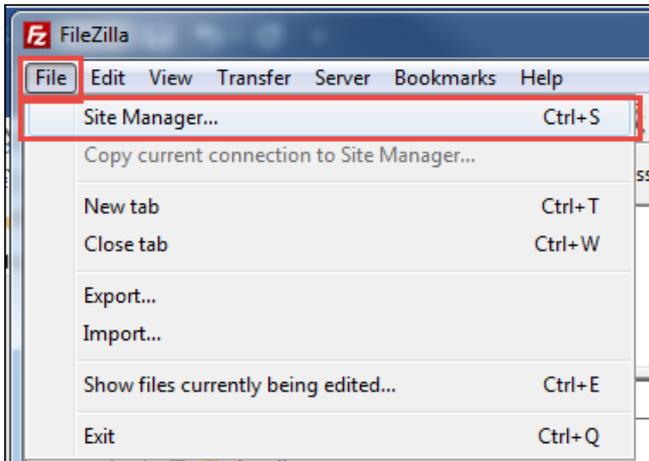
## EVOLVE CONTACT SUITE: CONNECTING TO FTP REPORTS QUICK REFERENCE GUIDE

Evolve Contact Suite: Connecting to FTP Reports Quick Reference Guide

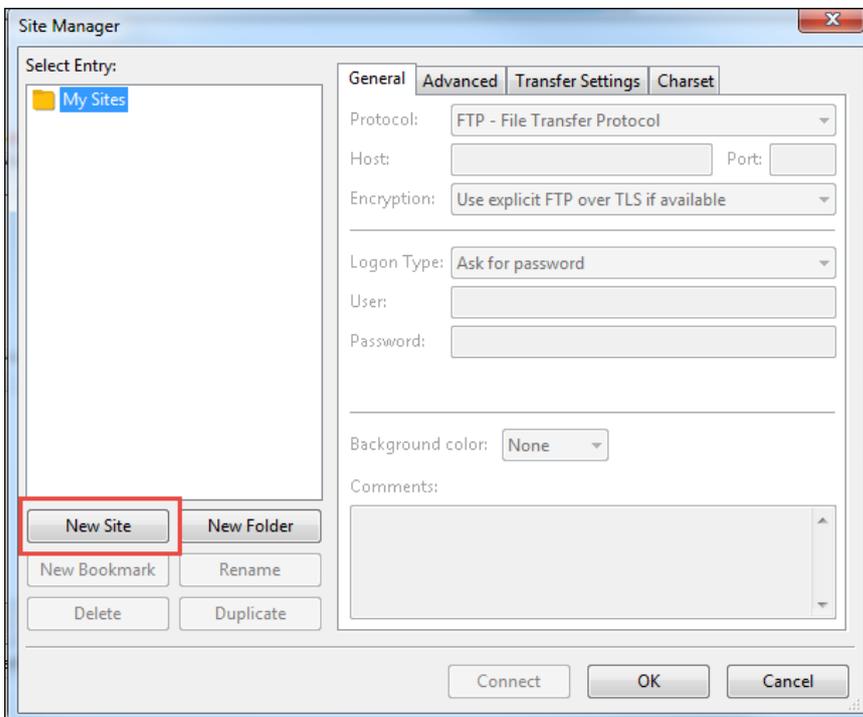
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## Connecting to FTP Reports

1. In order to connect to ECS FTP reports, you must:
  - a. [Download FileZilla](#)
  - b. Folder Name provided by Customer Support or your Project Manager
  - c. ECS Admin Username and Password
2. Once downloaded, select File > Site Manager

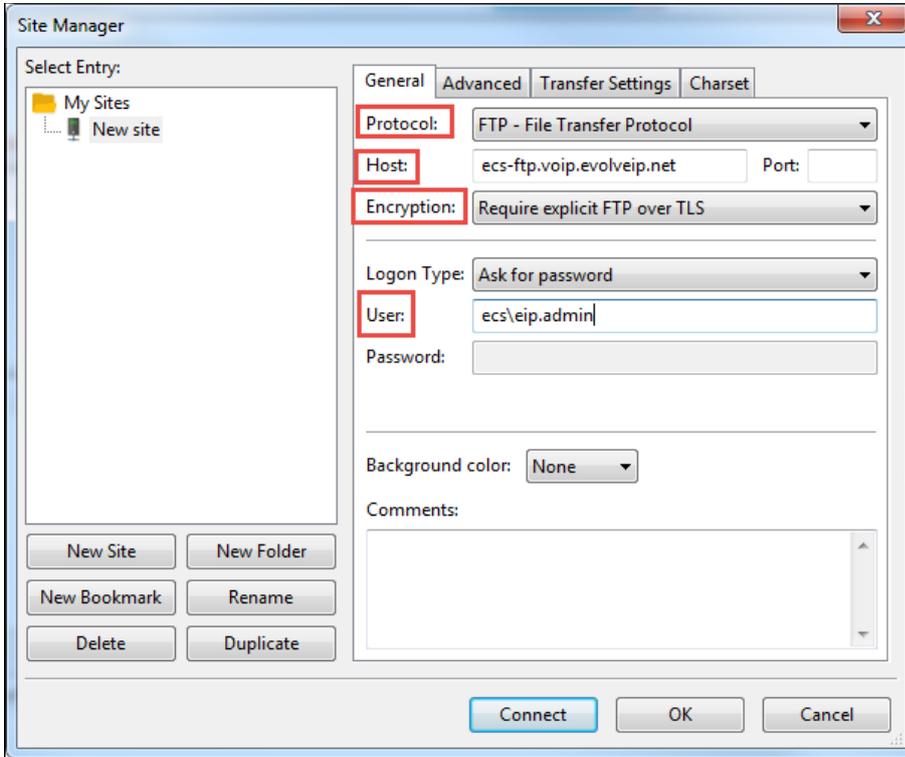


3. Select New Site



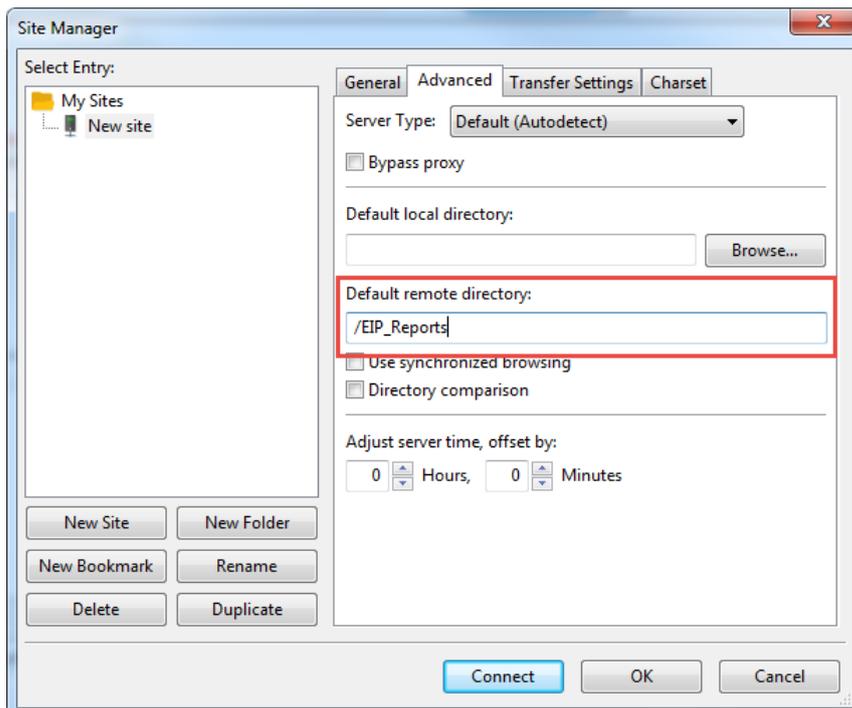
4. Under the General Tab add the following:
  - a. **Host:** ecs-ftp.voip.evolveip.net

- b. **Protocol:** FTP
- c. **Encryption:** Require explicit FTP over TLS
- d. **User:** ecs\

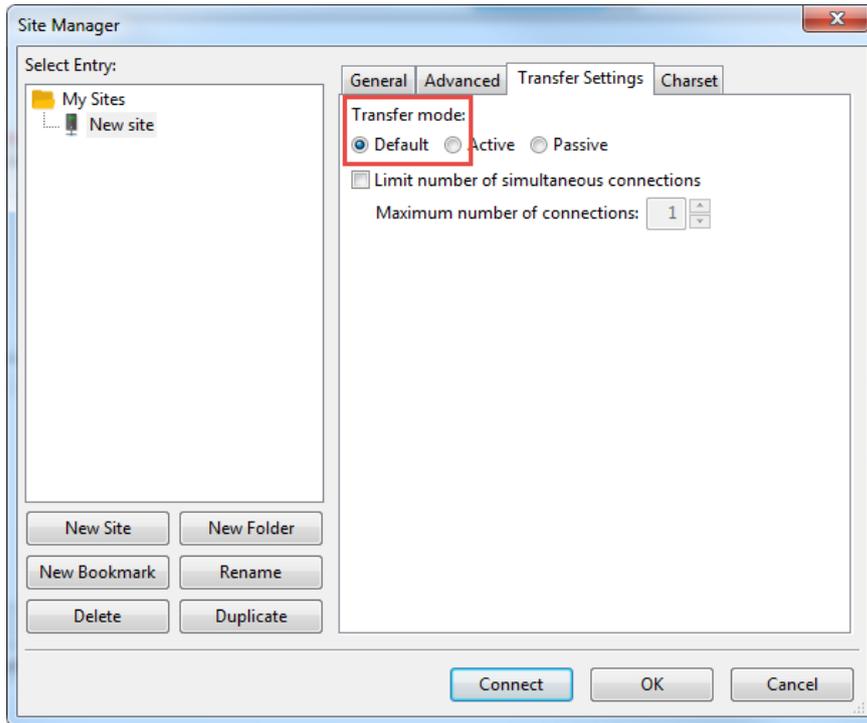


5. Under the Advanced tab add the following:

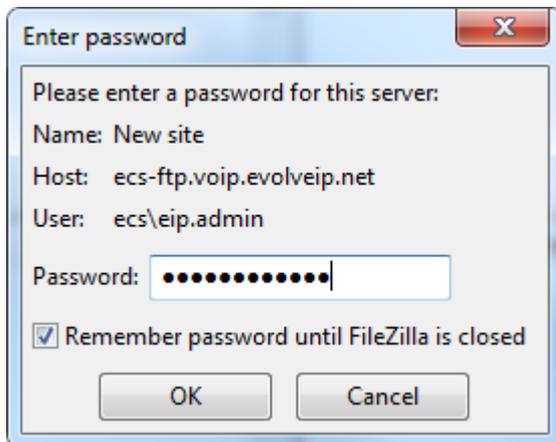
- a. **Default Remote Directory:** Report folder name provided by Customer Support or your Project Manager (ex: /EIP\_Reports)



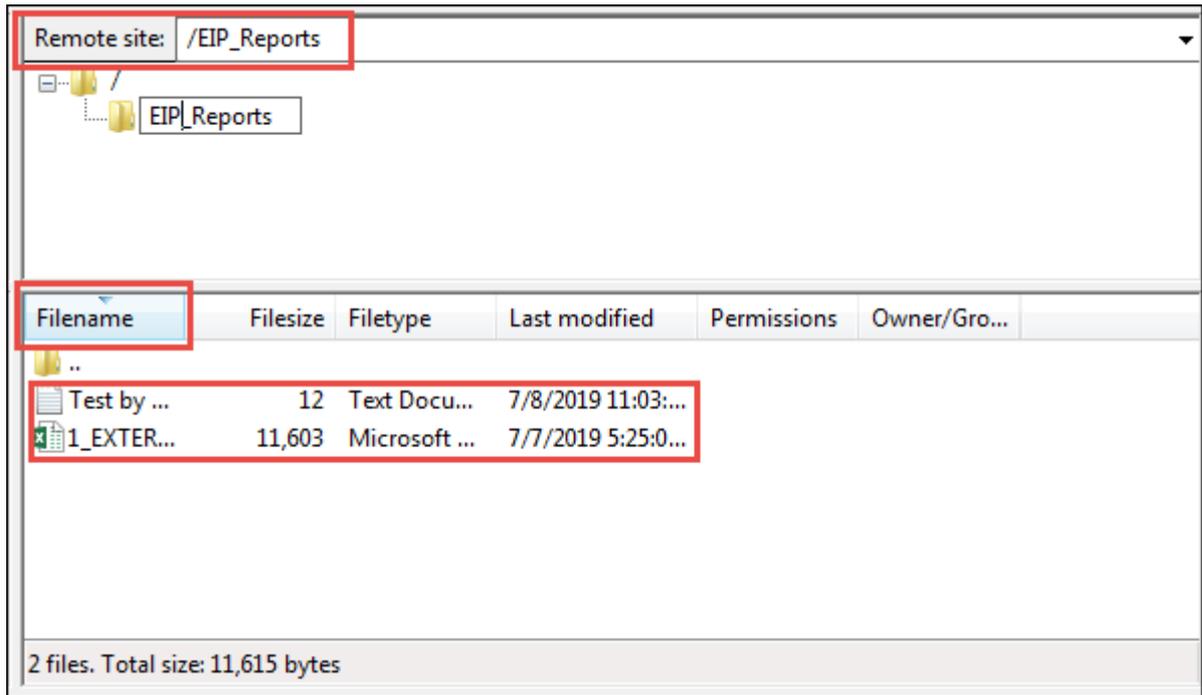
- Under the Transfer Settings Tab select Default for the Transfer mode. If default does not provide a connection, change from Default to Active.



- Select Connect
- Set your password associated with your ECS Username.



- Confirm the Certificate
- Once connected your folder name will appear under the Remote Site pane with any current stored reports under the Filename pane.



11. To download a report, right click on the report name and select Download

