

EVOLVE (P)

EVOLVE CONTACT SUITE: CONNECTING TO FTP REPORTS QUICK REFERENCE GUIDE

Evolve Contact Suite: Connecting to FTP Reports Quick Reference Guide June 2019© Copyright Evolve IP 2019 All rights reserved.



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

| FZ Fi | leZilla | | |
|-------|---------------------------------------|------------|----|
| File | Edit View Transfer Server Book | marks Help | |
| | Site Manager | Ctrl+S | |
| | Copy current connection to Site Manag | ger | ss |
| | New tab | Ctrl+T | ┝ |
| | Close tab | Ctrl+W | |
| | Export | | |
| | Import | | |
| | Show files currently being edited | Ctrl+E | F |
| | Exit | Ctrl+Q | ╞ |

3. Select New Site

| Site Manager | | | | | | X | |
|---------------|------------|--|---------|------------------------|-------------|--------|--|
| Select Entry: | | General Advanced Transfer Settings Charset | | | | | |
| My Sites | | Protocol: | FTP - F | ile Transfer Protoco | Я | - | |
| | | Host: | | | Po | rt: | |
| | | Encryption: | Use ex | plicit FTP over TLS if | f available | - | |
| | | Logon Type | Ask fo | r password | | | |
| | | User: | | | | | |
| | | Password: | | | | | |
| | Background | I color: (| None 🔻 | | | | |
| New Site | New Folder | | | | | ~ | |
| New Bookmark | Rename | | | | | | |
| Delete | Duplicate | | | | | Ŧ | |
| | | | Cor | nect O | ĸ | Cancel | |

- 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\<username> (ex: ecs\eip.admin)

| Site Manager | × |
|---------------------|--|
| Select Entry: | General Advanced Transfer Settings Charset Protocol: FTP - File Transfer Protocol Host: ecs-ftp.voip.evolveip.net Port: Port: Encryption: Require explicit FTP over TLS Logon Type: Ask for password User: ecs\eip.admin Password: Background color: None |
| New Site New Folder | · |
| New Bookmark Rename | |
| Delete Duplicate | |
| | Connect OK Cancel |

- 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)

| Site Manager | |
|---------------------------|---|
| Select Entry: My Sites | General Advanced Transfer Settings Charset Server Type: Default (Autodetect) Bypass proxy Default local directory: Default remote directory: Use synchronized browsing Directory comparison Adjust server time, offset by: 0 Hours, |
| New Site New Folder | |
| New Bookmark Rename | |
| Delete Duplicate | |
| | Connect OK Cancel |



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

| Site Manager | × |
|--|--|
| Select Entry: My Sites New site New Site New Folder New Bookmark Rename Delete Duplicate | General Advanced Transfer Settings Charset Transfer mode: Default Active Passive Imit number of simultaneous connections Maximum number of connections: Imit number of connections |
| | Connect OK Cancel |

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



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



| Remote site: | /EIP_Reports | | | | | • | | |
|--------------------|-----------------------------------|-----------|-----------------|-------------|-----------|---|--|--|
| | Reports | - | | | | | | |
| Filename | Filesize | Filetype | Last modified | Permissions | Owner/Gro | | | |
| | | | | | | | | |
| Test by | 12 | Text Docu | 7/8/2019 11:03: | | | | | |
| 1_EXTER | 11,603 | Microsoft | 7/7/2019 5:25:0 | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 2 files. Total siz | 2 files. Total size: 11,615 bytes | | | | | | | |

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

| _ | | | | | | | | | |
|----|------------------|--------|--|--|----------------|---|-------------|-----------|--|
| | Filename | | Filesize | Filetype | Last modified | | Permissions | Owner/Gro | |
| |) Test by | | 12 | Text Docu | 7/8/2019 11:03 | | | | |
| | ×田1_EXTER | ¥ * | Downloa Add files View/Edi | ad ; to queue it | |) | | | |
| tu | Selected 1 file. | le. | Create di Create di Create no Refresh | irectory irectory and er ew file | nter it | | | | |
| | | | Delete Rename Copy UR File perm | L(s) to clipboa | rd | | | | |