

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

E FileZilla								
File	Edit View Transfer Server Book	marks Help						
	Site Manager	Ctrl+S						
	Copy current connection to Site Manag	jer						
	New tab	Ctrl+T						
	Close tab	Ctrl+W						
	Export							
	Import							
	Show files currently being edited	Ctrl+E						
	Exit	Ctrl+Q						

3. Select New Site

Select Entry:	General	General Advanced Transfer Settings Charset				
My Sites		Protocol	FTP - F	File Transfer Protoco	bl	Ŧ
		Host:			Port:	
		Encryptic	on: Use ex	plicit FTP over TLS i	f available	-
		Logon Ty	/pe: Ask fo	r password		Ŧ
		User:				
		Password	d:			
		Backgrou	l,	None 🔻		
New Site	New Folder					*
New Bookmark	Rename					
Delete	Duplicate					Ŧ
			Cor	inect O	к	ancel

- 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: My Sites New site	General Advanced Transfer Settings Charset Protocol: FTP - File Transfer Protocol FTP - File Transfer Protocol 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 Comments:
New Site New Folder	*
New Bookmark Rename	
Delete Duplicate	
	Connect OK Cancel

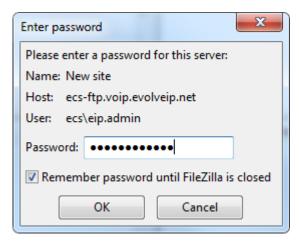
- 5. Under the Advanced tab add the following:
 - a. **Default Remote Directory:** Report folder name provided by Customer Support or your Project Manager (ex: /EIP_Reports)

Site Manager	×
Select Entry: My Sites New site New Site New Folder New Bookmark Rename Delete Duplicate	General Advanced Transfer Settings Charset Server Type: Default (Autodetect) Bypass proxy Default local directory: Browse Default remote directory: Browse Default remote directory: /EIP_Reports /Eincore and a set of the set
	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 I Active Passive Limit number of simultaneous connections Maximum 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 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	
J)). Test by		12	Text Docu	7/8/2019 11:03:			
	I_EXTER	¥	View/Edi	s to queue it	0			
tus	Selected 1 file.	•	Create d Create d Create n Refresh	irectory and en	ter it			
				RL(s) to clipboa	rd			