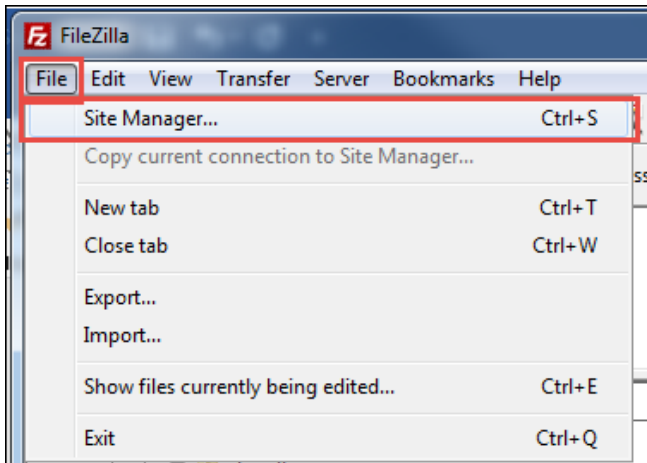# EVOLVE CONTACT SUITE:

CONNECTING TO FTP REPORTS QUICK REFERENCE GUIDE

Evolve Contact Suite: Connecting to FTP Reports Quick Reference Guide
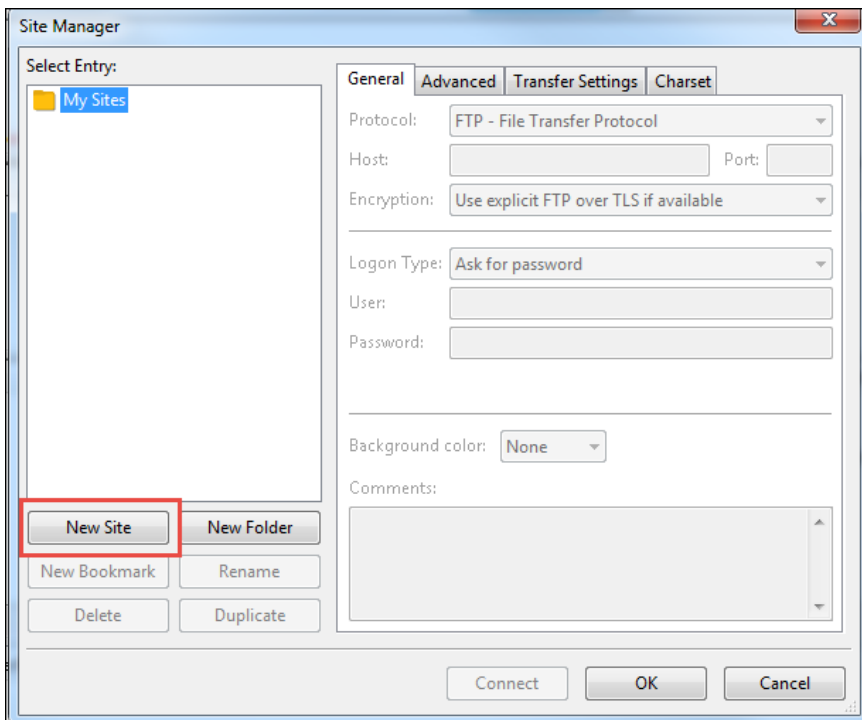
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Connecting to FTP Reports

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
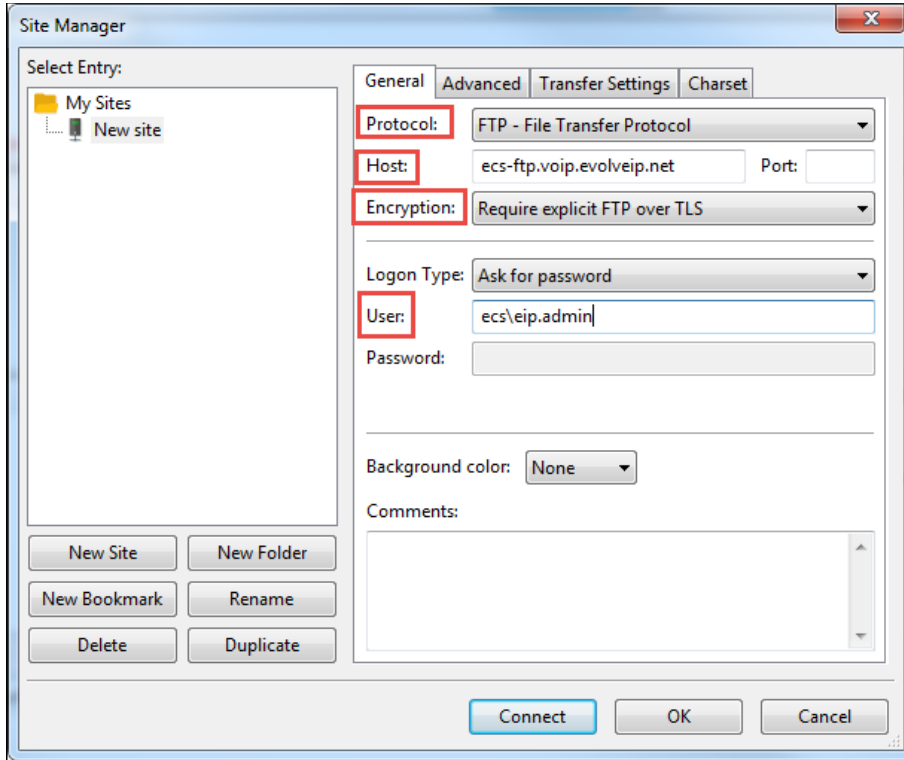
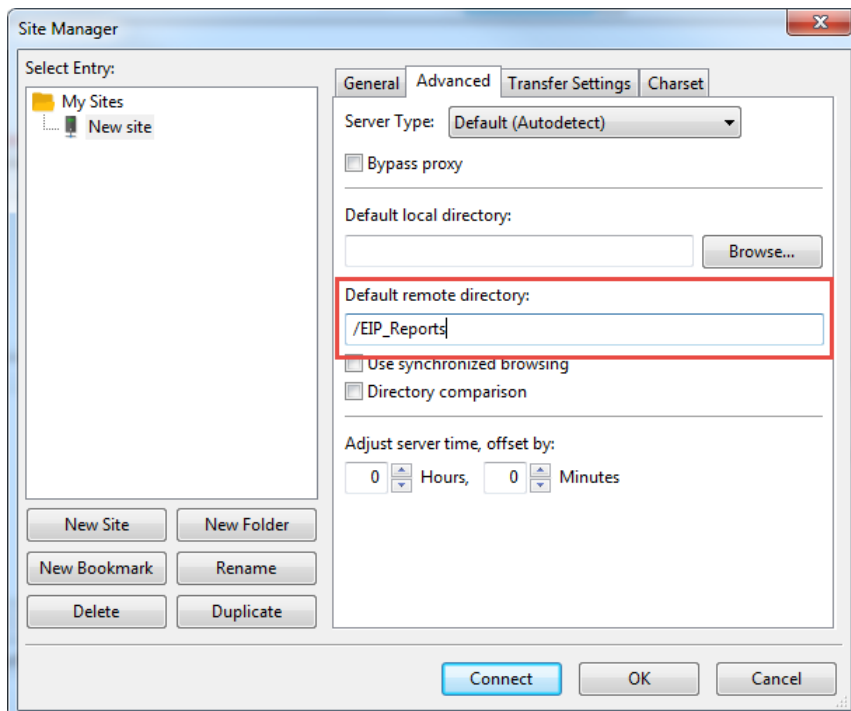2. Once downloaded, select File > Site Manager

3. Select New Site

4. Under the General Tab add the following:

    a. **Host:** ecs-ftp.voip.evolveip.net

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b. **Protocol:** FTP

c. **Encryption:** Require explicit FTP over TLS
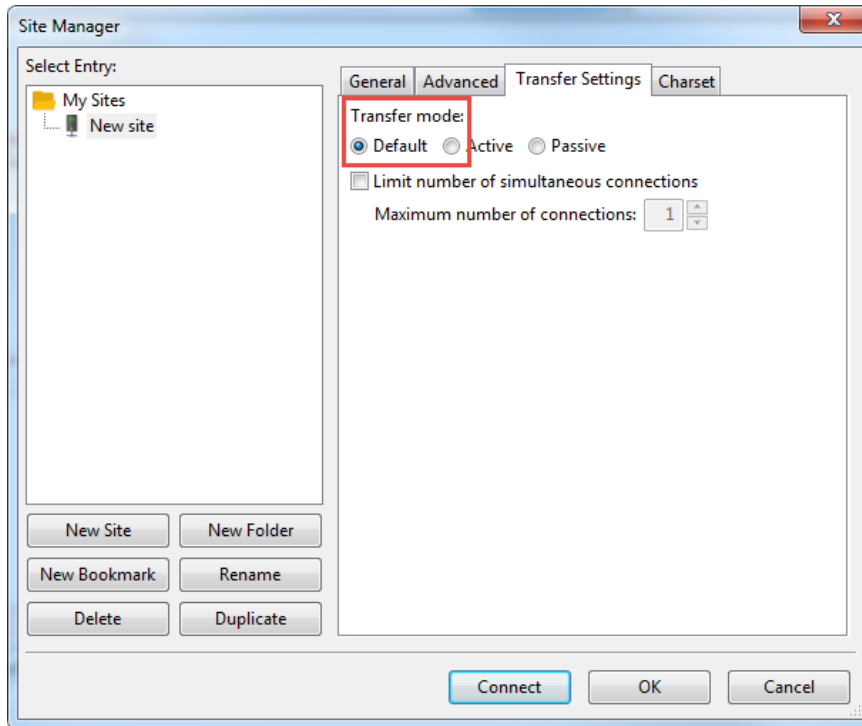
d. **User:** ecs\<username> (ex: ecs\eip.admin)
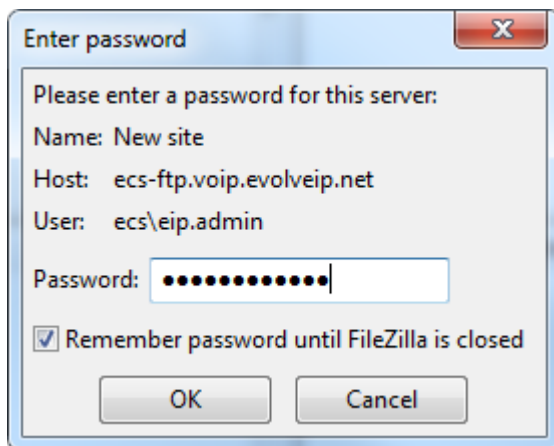

5. Under the Advanced tab add the following:

a. **Default Remote Directory:** Report folder name provided by Customer Support or your Project Manager (ex: /EIP_Reports)
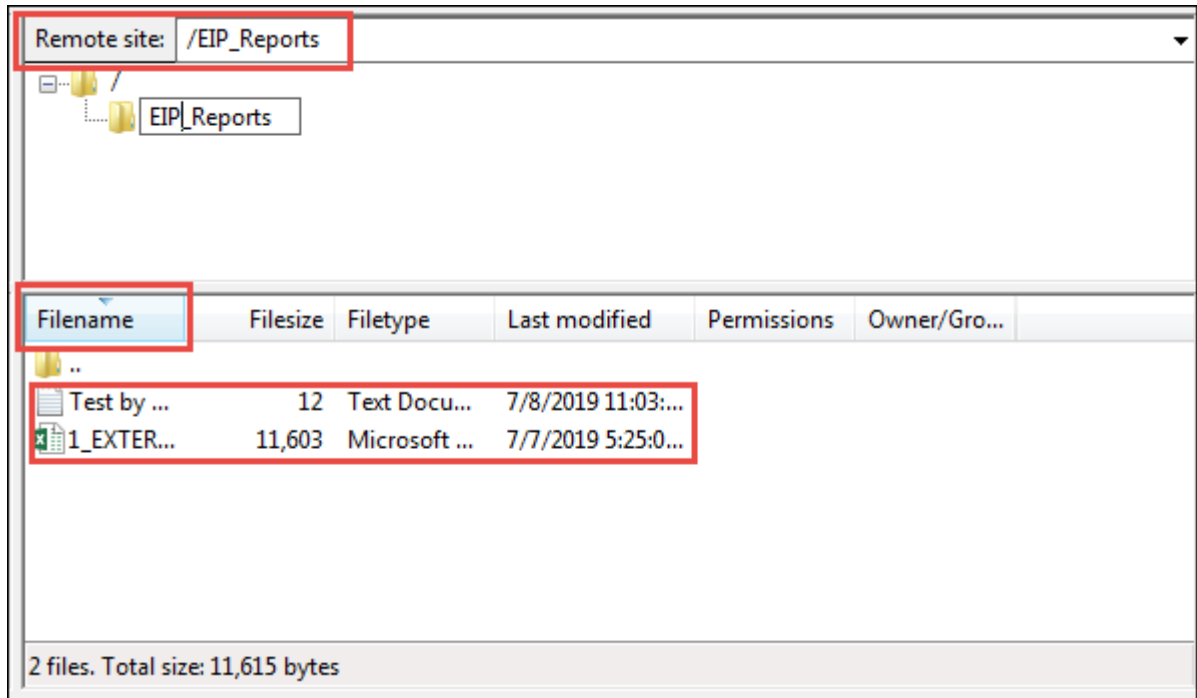
6. Under the Transfer Settings Tab select Default for the Transfer mode. If default does not provide a connection, change from Default to Active.

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.

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