



Bay Architects Current Projects Management (FTP) How-To

What is Bay Architects Current Projects Management (FTP)?

Bay Architects Current Projects Management (FTP) is provided to clients, contractors, and consultants to exchange communication, documents, and drawings related to our current projects anywhere with an FTP capable internet connection.

How do I access Bay Architects Current Projects Management (FTP)?

Current Projects Management (FTP) can be accessed in the following ways:

- 1) **Applet Method:** Our online Java applet (explained below) at:

<http://www.bayarchitects.com/cprojects.aspx>

- 2) **Explorer Method:** Directly through Windows Explorer by entering the following at the run prompt in the Windows start menu:

`explorer ftp://www.bayarchitects.com/`

- 3) **Direct Method:** Directly by installing an FTP client such as [FileZilla](#) using the address `ftp://www.bayarchitects.com/`

- 4) **Browser Method (Not Recommended):** Directly with FTP enabled browsers at <ftp://www.bayarchitects.com/>

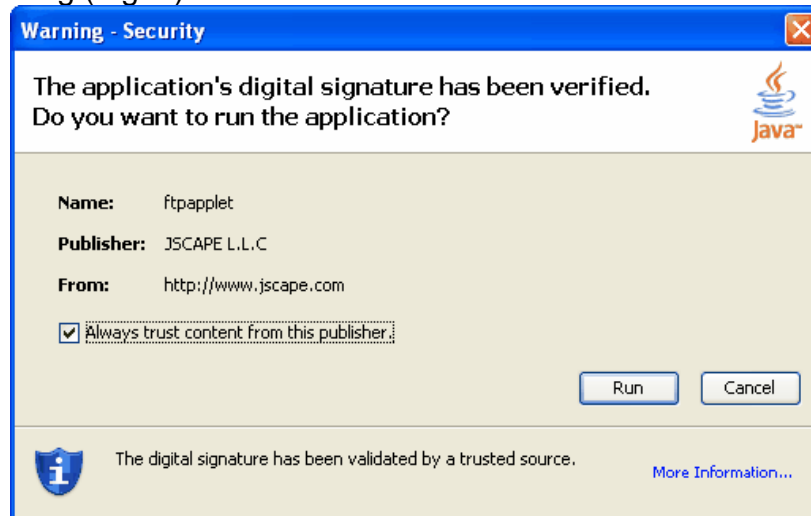
****Users NOT accessing this resource with the Applet Method must login using their Username as their Username with the Domain prefix "bay\"***

Bay Architects Current Projects Management (FTP) can be accessed by anyone with access to an FTP capable internet connection, a JavaScript and Java enabled browser, (*Most browsers such as Internet Explorer and Mozilla Firefox support JavaScript and Java by default*), or an FTP "File Transfer Protocol" capable client program* along with the proper credentials (*I.E. username and password*). The following are steps to access Bay Architects Current Projects Management (FTP) via the **Applet Method**:

- 1) In your browser (*internet program*) access the following web address by typing in or copy and pasting the entire following web address to access The Bay Architects Website:

<http://www.bayarchitects.com/cprojects.aspx>

- 2) Once you have successfully accessed the Project Management webpage you must enter valid credentials (*exactly as provided as they are cAsEsEnSiTiVe*).
- 3) If you have successfully logged in a list of files and directories should appear. If you are having technical difficulties please refer to the notes section of this document for alternative steps.
- 4) After you have successfully logged in you may be prompted with a signed Applet dialog (Fig. 1):



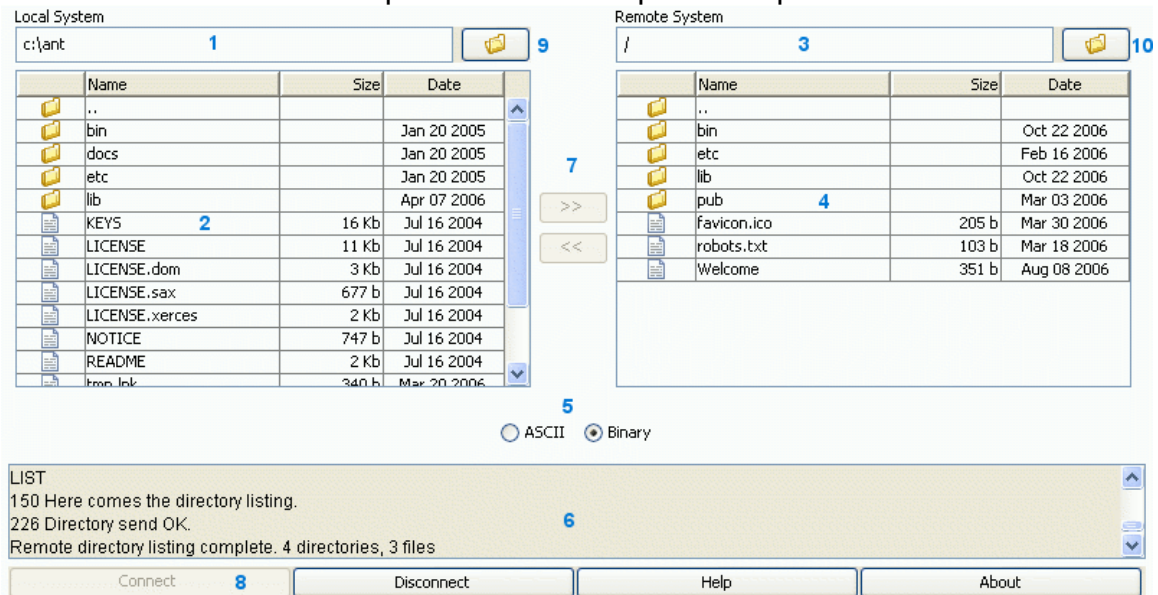
(Fig. 1: Signed Applet Dialog)

The FTP Applet requires access to local resources. For this reason the applet must be signed by a certificate issued by a certificate authority (CA). When loading an applet that is signed by a CA a security dialog is displayed that lets the user know that the applet has been signed and is asking for permission to access local resources. The end user must click "Yes" for the applet to run. If the user clicks "Always" then this applet will always be trusted and the dialog will not be displayed in future sessions.

After the successful completion of all steps the location of your files should be located where they were specified by your contact at Bay Architects. If you cannot locate your files where they were specified by your contact at Bay Architects try to verify that you have specified the correct location. If you are still having technical difficulties please consult your contact at Bay Architects who will direct you to technical support.

How do I utilize Bay Architects Current Projects Management (FTP) via the Applet Method?

Below is a screenshot of the Secure FTP Applet user interface (Fig. 2). Your display may vary slightly based on your operating system, browser used and available features. A description of each component is provided below.



(Fig. 2: User Interface)

- 1) Current local directory - Displays the full path of your current local directory.
- 2) Local directory - Displays files and child folders in your current local directory.
- 3) Current remote directory - Displays the path of your current remote directory.
- 4) Remote directory - Displays files and child folders in your current remote directory.
- 5) Transfer mode - Switch between ASCII and Binary transfer modes
- 6) Message window - Displays messages sent to and received from the FTP server.
- 7) Upload / Download - Buttons for uploading and downloading files.
- 8) General commands - Buttons for connecting to FTP server, disconnecting from FTP server and accessing help and information about the applet.
- 9) Local drives - Displays local drive listing.
- 10) Remote directory history - History of directories accessed on remote system.

To transfer files simply navigate to your desired location, highlight an item and use the Upload / Download Buttons (#7) to take action. Actions can also be taken by highlighting an item and right-clicking to select an action (Mkdir "Make Directory", Rename, Delete, Refresh etc.).

Notes:

* Bay Architects File Transfer Protocol (FTP) can also be fully utilized directly through Windows Explorer by entering **explorer ftp://www.bayarchitects.com/** at the run prompt in the Windows start menu or by using FTP capable software

such as the [FileZilla FTP Client](#) (using the address "www.bayarchitects.com", the User as your Username with the **Domain prefix "bay\"** and your password). Though it is not recommended you can utilize our FTP server with a browser (Internet Explorer and Mozilla Firefox etc.). In your address bar type in or copy and paste the address <ftp://www.bayarchitects.com/> and press enter. If a dialogue box appears then enter your Username as your Username with the **Domain prefix "bay\"** and your password. If you are using Internet Explorer and a dialogue box does not appear then go to Page > Open FTP Site in Windows Explorer. If a dialogue box appears then enter your Username as your Username with the **Domain prefix "bay\"** and your password.