



DESIGN SYSTEMS INCORPORATED

DSI File Server Client Documentation

Updated 11/23/2009



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1.0 Overview

The Design Systems, Inc. File Server is designed to provide a way for job participants to share files between each other via the Internet. The FTP (File Transfer Protocol) protocol will be used to facilitate the transfer and retrieval of job related files among DSI personnel and our clients and affiliates.

The DSI File Server is a simple, secure, and robust method for all project file transfers at Design Systems, Inc. The DSI File Server supports “queuing”, SSL (Secure Socket Layers), encrypted passwords, and provides simultaneous access to hundreds of users.

1.0.1 Connecting Using An FTP Client

Connecting using an FTP client has several benefits. FTP Clients support multiple file transfers, support resuming broken transfers, and support added security through SSL. To connect using the FTP method, direct your FTP client to connect to this server:

- <ftp://documents.dsi-solutions.com>

The DSI File Server will allow users to upload files to job area(s) based on permissions. These uploaded files will be available for users with the proper credentials to download. Typically uploaded files will be reviewed by DSI personnel before being made available to the project team. DSI recommends that users connect to the DSI File Server via one of the DSI-Recommended FTP Clients.

1.0.2 Connecting Using The Web Interface

You may also use a web browser to connect to the DSI File Server. The benefits of using a web browser are that no software needs to be installed on the client, and transfers should work through any firewall. A limitation of the Web Interface is that currently only one file may be transferred at a time. To connect to the DSI File Server through a web browser, enter this URL in your browser’s address bar:

- <http://documents.dsi-solutions.com>

You will be required to enter your user name and password as assigned by DSI. Most browsers are supported using the web interface. DSI strongly recommends against using a web browser as an FTP client. That is, use only the web address with a web browser and only the FTP address with an FTP Client to avoid the pitfalls inherent in using browser-based FTP.

1.0.3 Getting an Account

Before the DSI File Server can be used, potential users must request and receive an account from DSI. The DSI Contact for your job should be informed and fill out the necessary forms.

Approved accounts can usually be created and activated within 24hrs.



2.0 Transferring a File Using an FTP Client

2.0.1 Selecting an FTP Client Application

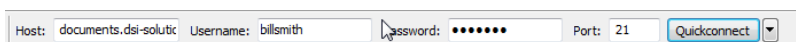
Once you have received your account, either an FTP client application must be installed on your computer. FTP clients may have different features and interfaces, but their general functionality is the same. DSI recommends:

- **Filezilla (free)** – <http://filezilla-project.org/>
- **Cute FTP** - http://www.cuteftp.com/products/ftp_clients.aspx

If your company has any policies that do not allow you to install applications or requires you to use a different client, you may want to choose the web-based method instead.

2.0.2 Setting up a connection to the DSI File Server

Typical FTP Host Setup Toolbars and Forms



The Host toolbar in FileZilla



The Site Settings form in CuteFTP

***NOTE:** *This is just a general guide and you should read the documentation that accompanies your FTP client thoroughly to familiarize yourself with the features and layout of your software.*

While every FTP Client is a little different, all should have a Host Setup screen or toolbar similar to this one. You use this form to setup your connection to the DSI File Server. Use the following settings to configure your FTP client:

- **Host Address:** **ftp://documents.dsi-solutions.com**
- **User Name:** Your Username provided by DSI.
- **Password:** Your Password provided by the DSI.
- **Connection Port:** 21 (should be default)
- **Label For Site:** Provide a text based description if you would like to save the connection, (i.e. “DSI File Server”)
- **Login Type:** Normal (Anonymous Logins are not allowed)

After entering this information, click Connect. You may be presented with a welcome screen or the client will simply open your home folder.

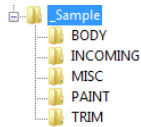
2.0.3 Uploading a File

**NOTE: Again, procedures may vary depending on what FTP client your company chooses to use.*

Once you have received your account information and created your connection to the DSI File Server, you are ready to upload files.

The DSI File Server folder structure will vary with the job it was intended to serve. Often, you will be able to upload files only to an “Incoming” or similar folder. This may or may not apply to your job; exact details will accompany your username and password when your account is created.

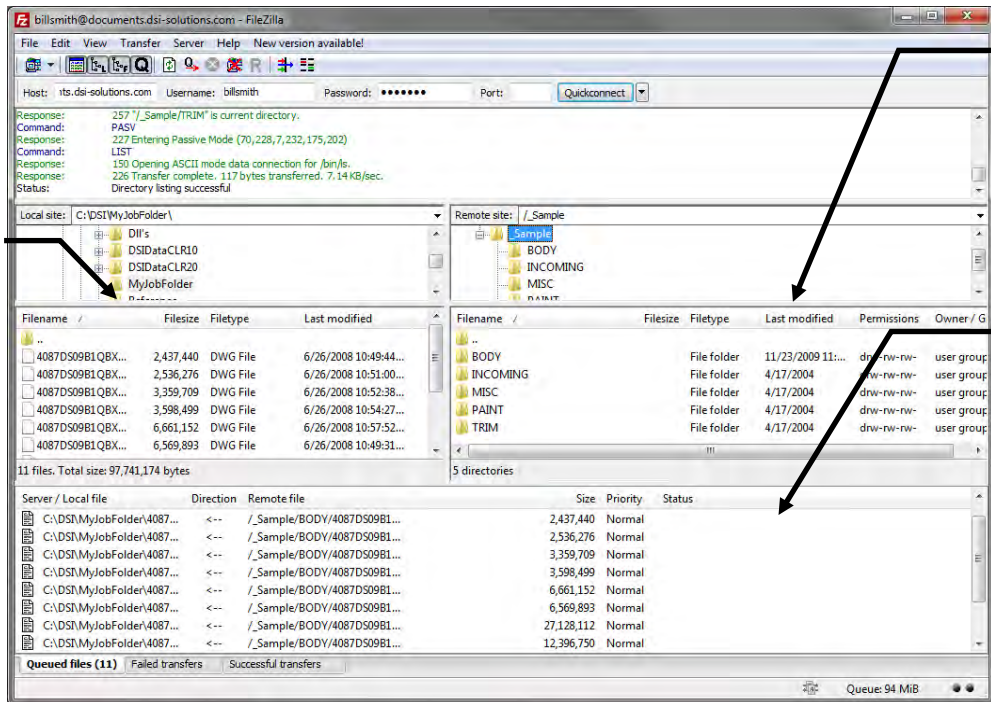
Sample DSI FTP Directory Structure



Assuming you have appropriate access to the directory in question, use the following illustration to help you with the upload process (FileZilla depicted, CuteFTP is very similar):

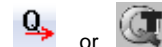
Typical FTP Client Interface

1. This window represents your local machine. Select the file you wish to upload from this window.



2. This window represents the remote machine (DSI File Server) that you want to upload your files to.

3. Most FTP Clients have a Queue window. This allows you to set up files for unattended upload or download. In FileZilla or Cute FTP, just select the file(s) you wish to transfer, right-click and select “Add to Queue” When ready click the “Queue Transfer” button.





To Upload files to the DSI File Server

- *Start your FTP Client*
- *Within your FTP Client, connect to the DSI File Server*
- *From the window on your client that displays the files on your machine (local), select the file(s) that you wish to upload.*
- *In the window displaying folders on the remote machine, open the folder where you want to upload your file(s).*
- *If your FTP Client supports queuing, you may queue several files for upload. Otherwise, once your files are selected, click the Upload button or select the Upload option from the toolbar/menu of your FTP client.*

2.0.4 After Upload

Once you have uploaded a file or set of files, if you have not already notified DSI, please forward a notification of the upload so the file(s) you uploaded can be processed by your DSI Contact as soon as possible.

NOTE: Your DSI Contact (the person you interact with on the project) is the only one with knowledge of the content residing on the DSI File Server. Specifically, the DSI File Server Administrator who grants permissions **does not have knowledge of the file contents.*

2.0.5 Downloading a File

To Download files from the DSI File Server

- *Start your FTP Client*
- *Within your FTP Client, connect to the DSI File Server*
- *From the window on your client that displays the files on the remote machine (DSI File Server), select the file(s) that you wish to download.*
- *In the window displaying folders on your local machine, open the folder where you want to download your file(s).*
- *If your FTP Client supports queuing, you may queue several files for download. Otherwise, once your files are selected, click the Download button or select the Download option from the toolbar/menu of your FTP client.*

2.0.6 Logging Out

To Log Out of the DSI File Server from an FTP Client, either:

- *Click the Disconnect option in the FTP Client menu or toolbar **or***
- *Close the FTP Client software.*

**NOTE: After an extended period of inactivity, you will automatically be logged out.*



3.0 Transferring a File Using a Web Browser

Users can alternately opt to transfer files using a web browser. Our file server provides a rich graphical interface for uploading and downloading files, and will avoid any firewall issues you may experience due to your company's network or firewall configuration.

**NOTE: Using the web interface, you currently only have the ability to transfer one file at a time. If you have many files, it may be helpful to create a compressed .zip archive.*

3.0.1 Compatible Web Browsers

DSI has tested our Web Interface with most current available browsers, but of course cannot guarantee complete compatibility with all browsers. All current versions of Internet Explorer (present on virtually every PC) should work fine.

3.0.2 Setting up a connection to the DSI File Server

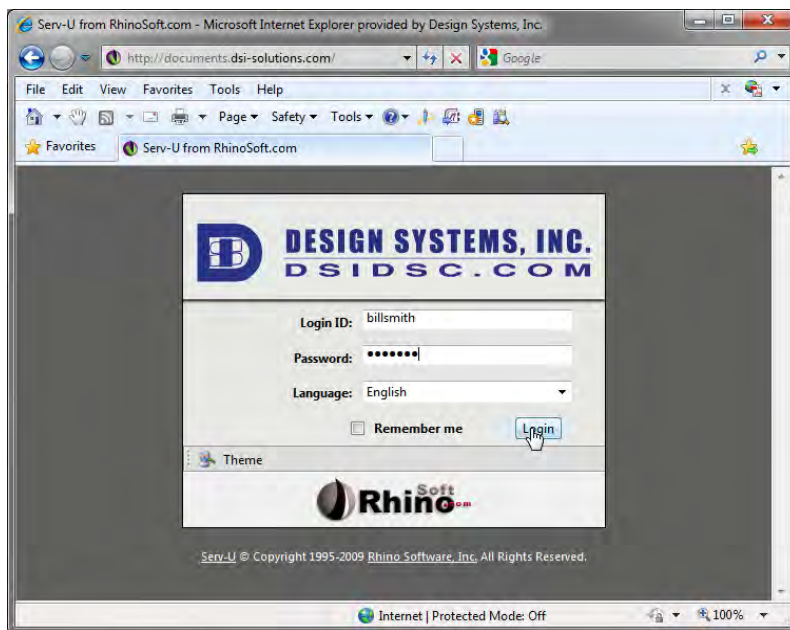
NOTE: Using the DSI File Server web interface through a web browser (http://**) is **not** the same as using **FTP** through a web browser (**ftp://**). DSI strongly discourages using **FTP** through a web browser (even if the browser "supports" it). There are many settings that can affect your ability to send and receive files this way, and DSI cannot provide support for this type of transfer setup. It simply does not work well, and there are much better alternatives. Please use the web interface or a dedicated **FTP Client**.*

Follow these steps to connect to the DSI File Server using a compatible web browser:

- Open a new web browser window.
- In the Address Bar, type in this URL:

<http://documents.dsi-solutions.com>

- A welcome screen with a login dialog appears.
- Enter your user name and password, and click **Login**.





3.0.3 Uploading a File

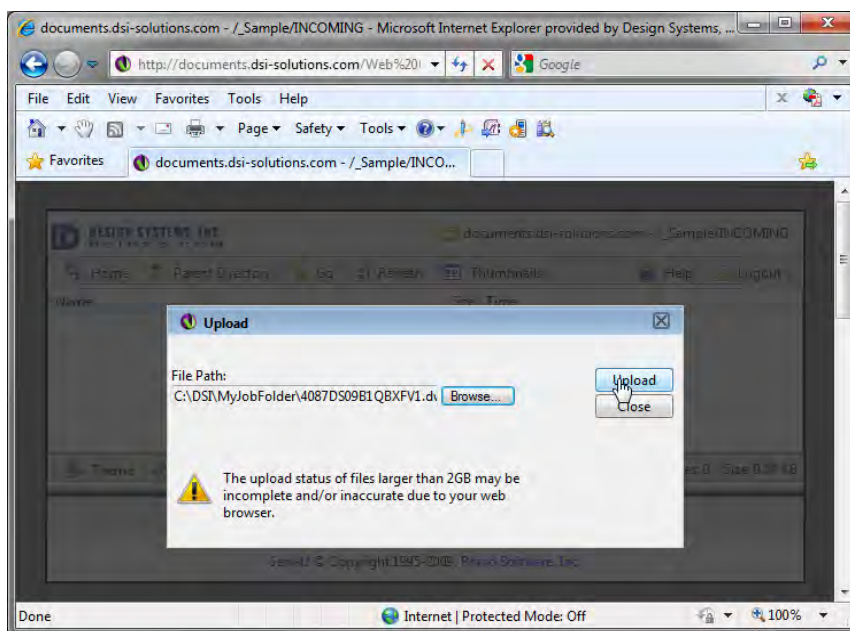
The same remarks from section 2.0.3 above regarding file permissions, typical directory structure, and home directory applies when using the Web Interface as well. Please skim over that section before continuing. There is currently a limitation of one file transferred at a time using the Web Interface. If you will be transferring a large number of files, consider zipping them into a single file if you will be using the Web Interface.

To Upload files to the DSI File Server using the Web Interface

- *Connect to the DSI File Server as described above.*
- *Navigate to the folder you wish to upload to (often the Incoming folder or similar).*
- *Click the Upload button in the Web Interface.*
- *Select the file to upload from your local hard drive or network.*
- *Repeat as needed for additional files.*

**NOTE: Observe the warning regarding the upload of files larger than 2GB.*

Uploading a File Using the Web Interface



3.0.4 After Upload

Once you have uploaded a file or set of files, if you have not already notified your **DSI Contact**, please forward a notification of upload so the file(s) you uploaded can be processed by DSI Project Engineers as soon as possible.



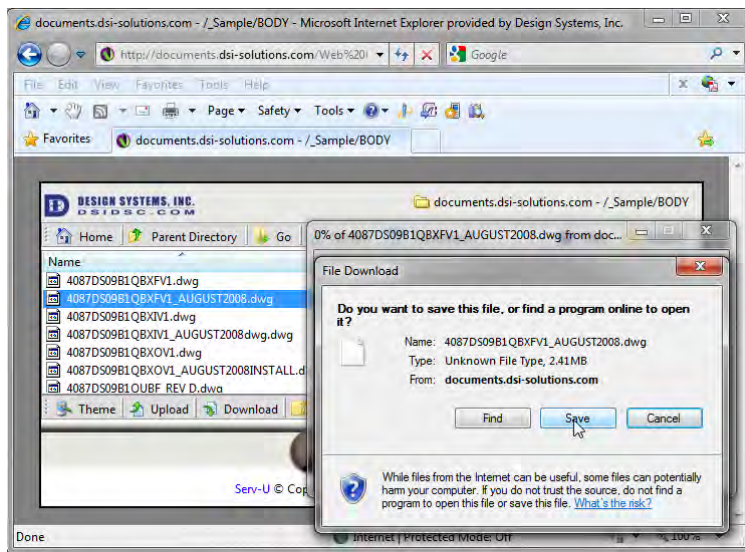
3.0.5 Downloading a File

Downloading a file using the Web Interface is similar to uploading, with a few minor differences.

To Download files from the DSI File Server

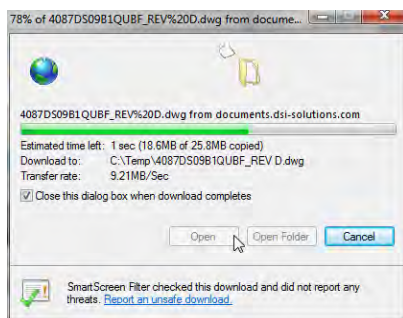
- *Log in as described above*
- *Navigate to the file within the web interface that you would like to download.*
- *Select the file you wish to download from the Web Interface Window.*
- *Double-Click on the file and select Save to save the file to your local drive.*

Downloading a File



- *You will be prompted for a folder to download the files to. After you select one, download will commence and the progress dialog will appear.*

Download Progress Dialog



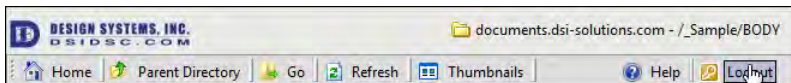
- *The files will be copied to your machine in the folder you specify.*



3.0.6 Logging Out

To Log Out of the DSI File Server from the Web Interface:

- Click the Logout button.



**NOTE: After an extended period of inactivity, you will automatically be logged off.*

4.0 Helpful Hints

- *To use an FTP Client, your network must be configured to allow FTP transfers (port 21) through your site's firewall. You may want to discuss this with your site's Network Administrator before trying to connect using FTP.*
- *If you are having trouble connecting using FTP, please try our easy-to-use Web Interface. If you are able to connect using the web interface but not FTP, this is very likely due to your site's firewall settings.*
- *So which is better? FTP provides a robust and secure means of transferring multiple files, but requires installation of client software and your firewall set to allow FTP transfers. The Web Interface provides a very simple and secure means of transferring a file at a time, with no software to install and no firewall restrictions.*
- *If you have questions, please address them to your DSI Contact, who will forward your question to our File Server Administrator if appropriate. Note that our File Server Administrator does not have knowledge of the contents of files inside the job folders.*
- *To avoid errors typing in our URL, you can copy and paste it directly from the email you receive into either your Web Browser or FTP Client.*