

Instructions for Macorp's Web-based FTP System

To use Macorp's FTP system, you will need to obtain a username and password from Macorp. Contact us for this information. Once you have received your username and password, go to the website: www.4macorp.com.

When you are at the website, in the upper right corner, look for the block that says "FTP LOGIN & INSTRUCTIONS". Click that block. In the pop-up window that appears, enter the username and password that you received from Macorp, then press the Login button.

The pop-up window will go away, and the main web page will change. You will note that FTP LOGIN & INSTRUCTIONS has changed to FTP USER CONTROL. Also, the main section of the page has changed too. You now see five potential links: Members Only, Change Password, Change Personal Information, FTP Control Panel and Log Out. If you don't see these, scroll a little further down the page.

Members Only: Not active at this time.

Change Password: You can change your password here.

Change Personal Information: You can make an adjustment to your first or last name, if necessary.

FTP Control Panel: This is the main section; we'll go in-depth below.

Log Out: When you are done with your FTP session, you can Log Out here. When you log out and refresh the page, in the upper right, FTP USER CONTROL will revert back to FTP LOGIN & INSTRUCTIONS.

FTP Control Panel: When you click this, you will enter your personal FTP area. If there are any files that Macorp has uploaded for you, you will see them here. For each file, you will see a title (actually, this is optional), a file name, the upload date, and then Operations. Operations gives you one or two options.

You will always see a hard drive icon (with a red arrow). This is the DOWNLOAD button. If you click it, you will be asked if you want to download the file to the left.

If YOU uploaded the file to Macorp, you will see a circle with an X inside of it. This is the delete button. If you click it, you can delete the file you uploaded.

If Macorp uploaded the file for you, you will NOT see a circle, because you cannot delete a file that you did not upload.

If you wish to upload a file to Macorp, click the Go To Upload File Area button.

Click the "Browse..." button and locate the file on your computer that you wish to upload and select it. If you wish to give the file a short title to help identify it, do so. Then click the Upload button.

NOTE: Uploading a file generally takes a LOT LONGER than file downloading. A large file can take 5, 10, even up to 20 minutes. If you close the browser window before the file finishes, file upload will abort.

When the file has uploaded successfully, you will see "File Uploaded Successfully" in red. If you want to upload a second file, you can do so. Or, you can click "Return to File List".

When you are done uploading and downloading, you can click FTP USER CONTROL in the upper right of the page to get back to the main ftp page, which will allow you to click the Log Out link.

If you have any questions, please contact Macorp.