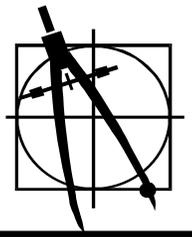


JPK DRAFTING & DESIGN

• SHOP DRAWINGS • MECHANICAL • COORDINATION



JPK FTP Site

rev: 2-13-11

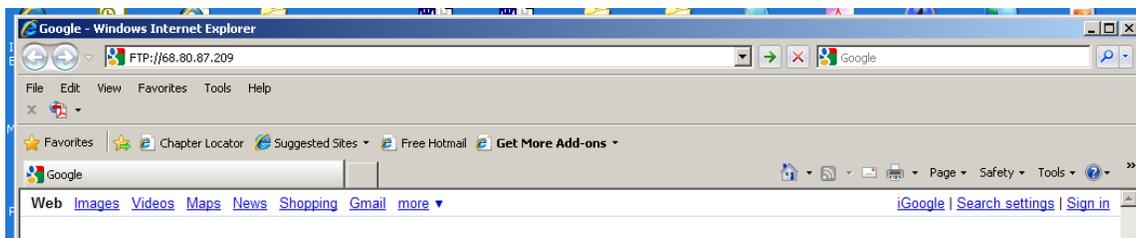
How It Works...

View All

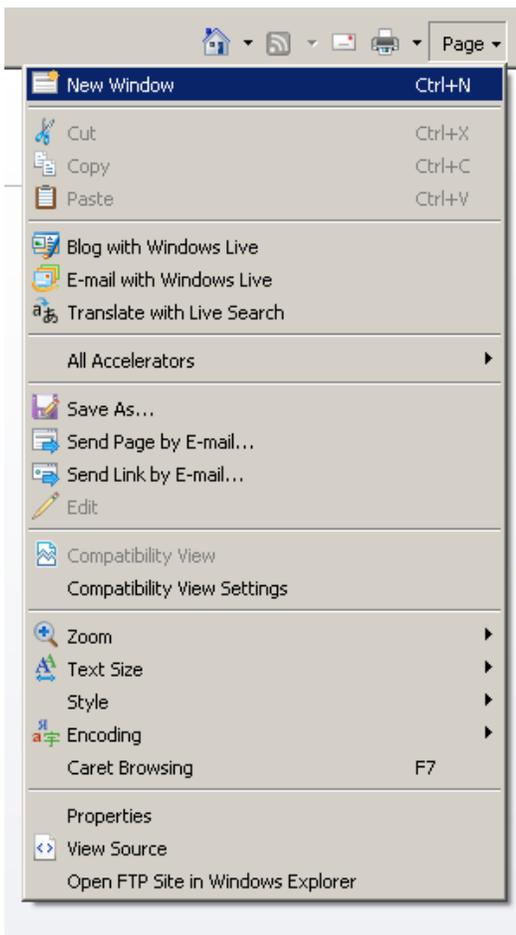
Connecting & Log On

The JPK FTP internet address is: <ftp://jpkdrafting.homeip.net>

Just copy and paste that address into your internet browser home page and click "go".



Once connected, you will see a rather plain looking internet page appear that says *something like* "FTP root at....". Follow the directions right under that on the screen...



"To view this FTP site in Windows Explorer, click Page, and then click Open FTP Site in Windows Explorer".

The page button is in the upper right hand corner of the home page for the FTP root site. Click on the "Open FTP Site in Windows Explorer..." down near the bottom of the drop down menu after clicking on the Page button. You will then get a log-in screen and the site screen format changes to what we are all more used to looking at in Windows format

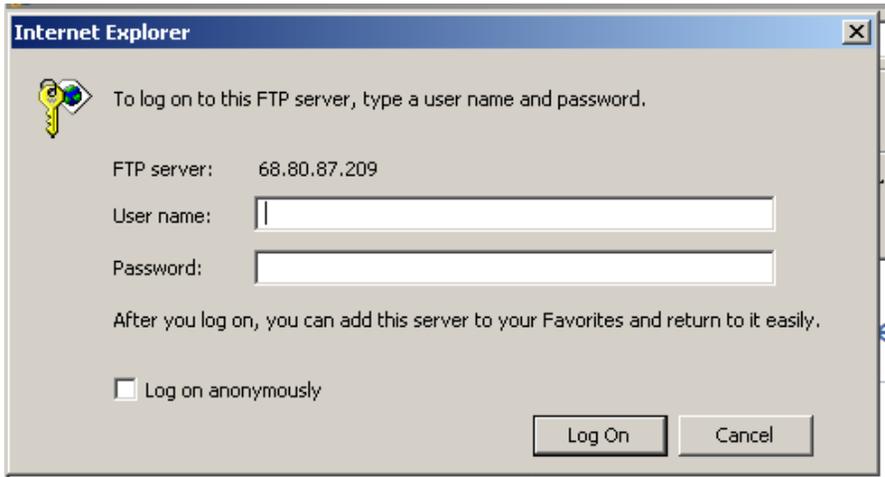
1.

JPK FTP Site

How It Works...

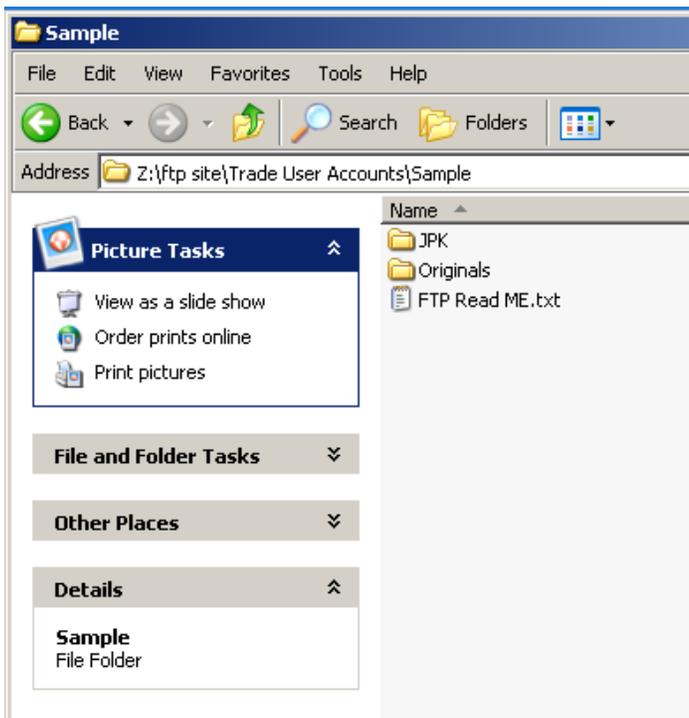
View All

Connecting & Log On (cont'd)



JPK will email you a full privilege user name and password for your internal use that allows you to upload and download files, as well as a more limiting user name and password for downloading only from the site for other trades for coordination. **See the note on the log on box**

that suggests that you add this FTP site to your Favorites after log -in for easy return. If you do this, the site simply pop-ups up from Favorites without having to remember the site internet address.



Once you log-on, the site will open directly to your job folder and you will see the following folders and a **READ ME text file**:

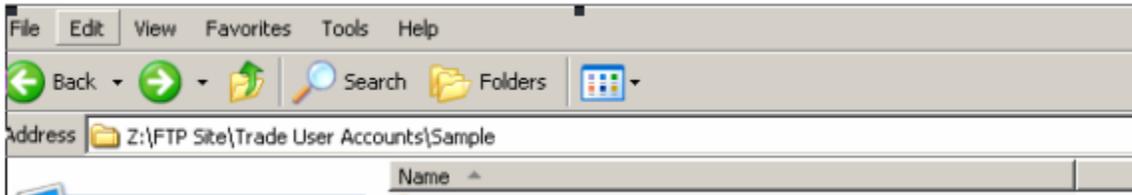
JPK FTP Site

How It Works...

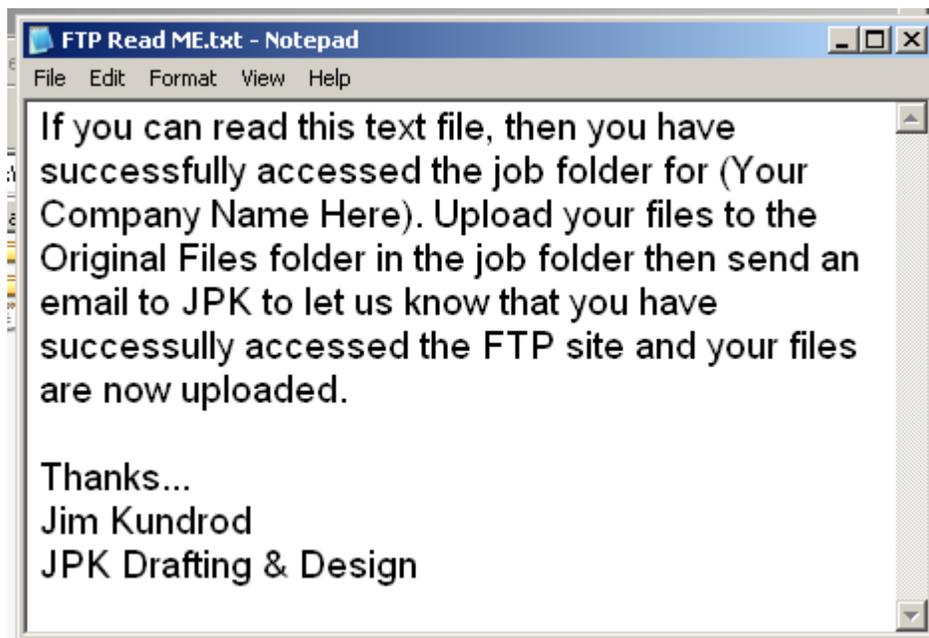
View All

Connecting & Log On / File Transfers (cont'd)

Your company name and job folder will be listed in the address line where this sample folder says:

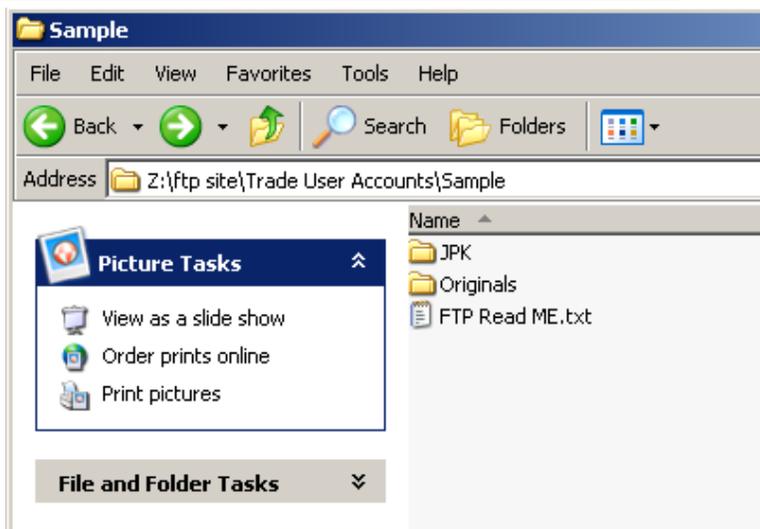


Here is a sample of the **READ ME file**:



The **READ ME file** is letting you know you are in the right folder as you will open directly in your company/job folder

Once logged on, you have both the options of **uploading** your files to JPK or **downloading** our completed and posted files to your computer.



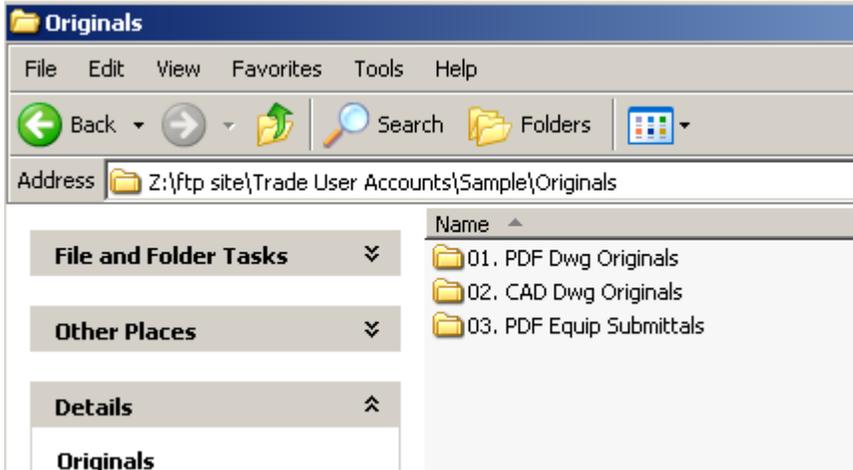
Uploading Your Files to the FTP Site...

Open the Originals Folder...

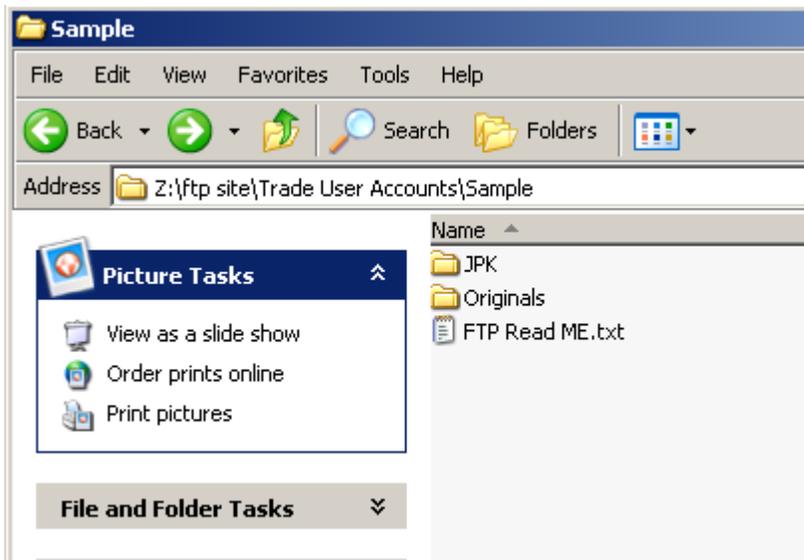
you will then see the sub folders for your file uploads...

JPK FTP Site How It Works... View All

Uploading /Downloading Files (cont'd)

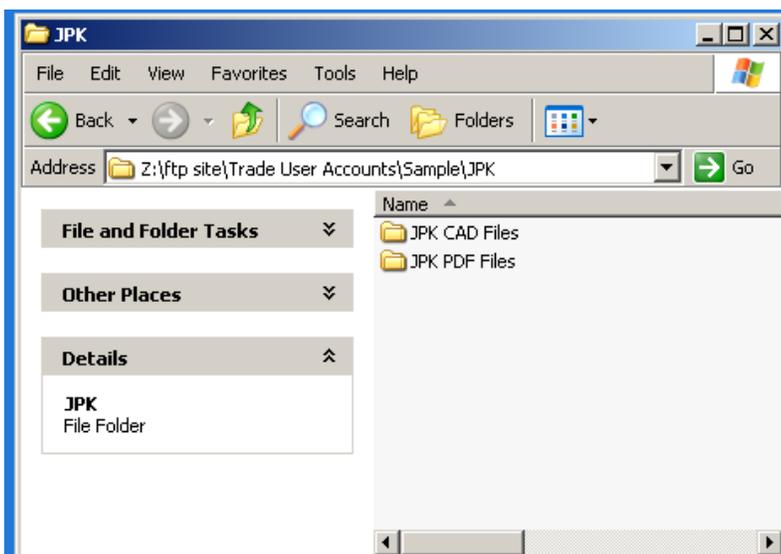


If you have multiple files in folders, it is usually better to zip the folder before uploading as it cuts down the upload time, otherwise, you should see your files appear in the folders as the uploads completes for each. Just let us know by email or a phone call that the files are there once uploaded.



Downloading Our Files to Your Computer

Open the JPK Folder...



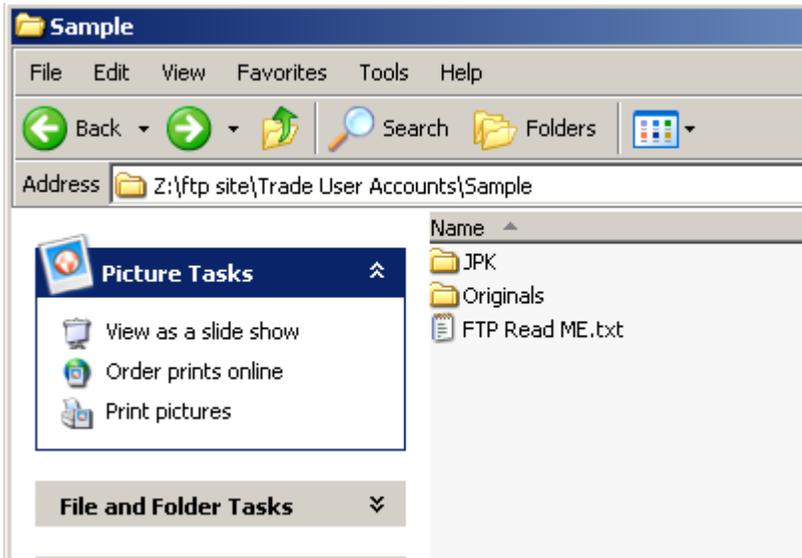
you will then see the sub folders for your file uploads...

There may be subfolders for the types of drawings developed for your job. Just follow the folders to the right

drawing and copy to your computer.

JPK FTP Site How It Works...

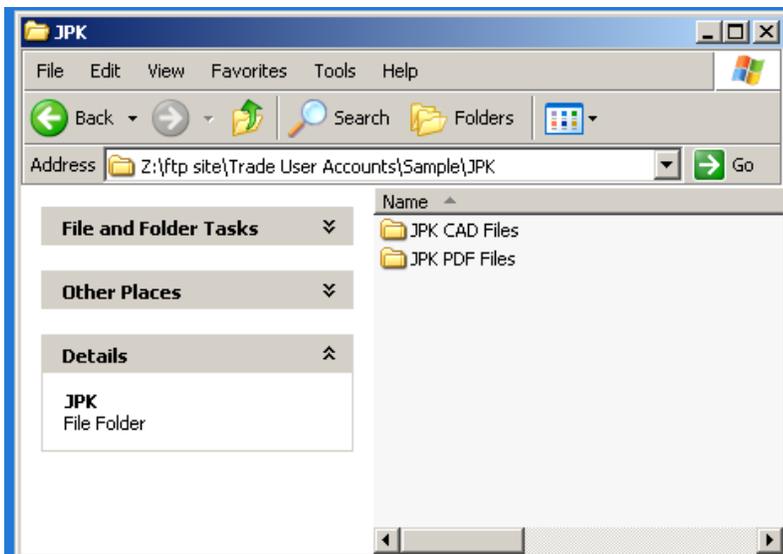
View All Use of FTP By Others (cont'd)



Site Use by Other Trades That You Authorize for Access

The process for downloading files works the same for other trades that you may want to offer the FTP site services to for coordination. You will be given a separate user name and password for trade use that allows downloading of files only. They will be limited for access only to the job folder that you

designate and authorize.



They would be directed to open right to the job folder after logging on and they would see these subfolders...

There may additional subfolders for the types of drawings developed for your job. Other trades would follow the folders to the right drawing and copy that file to their computer for coordinating their trade.

402 Kristines Way, Harleysville PA 19438-2543

• Phone: (215) 513-0663 • Fax: (215) 853-2643 • Cell: (267) 992-4225
email: jpkdrafting@comcast.net • website: www.jpkdrafting.com