



ICT - Department

A: to all users

CC:

Data: 25/02/2014

Oggetto: Use of the new FTP area

Introduction:

How using the FPT service in the new fratellirosati.it domain:

Such facility can only be used either to receive or send files that are bigger than what allowed by the average email service .

Once the file is put into the FPT area, it will be deleted as soon as the user has downloaded it, because the available space may run out; the Rosati Fratelli internal ICT Department will make random checks in the FPT areas and arbitrarily delete files in order to recover the functionality of FPT service.

Besides uploading and downloading files of the area, FTP service also allows the direct sending of such files.

Once logged in, files and folders of one's own FPT area can be shown, and even other users' files and folders can be shown against given authorization.

In one's own area it is possible to upload, download files and create folders.

Each internal user and supplier/customer can have at his disposal his own area with personal username and password.

In case of needs, send a request to d.miretti@fratellirosati.it and s.abbenante@fratellirosati.it, giving reasons of your request; such requests will be analyzed by Tech Dept of Rosati Fratelli who will answer as soon as possible.

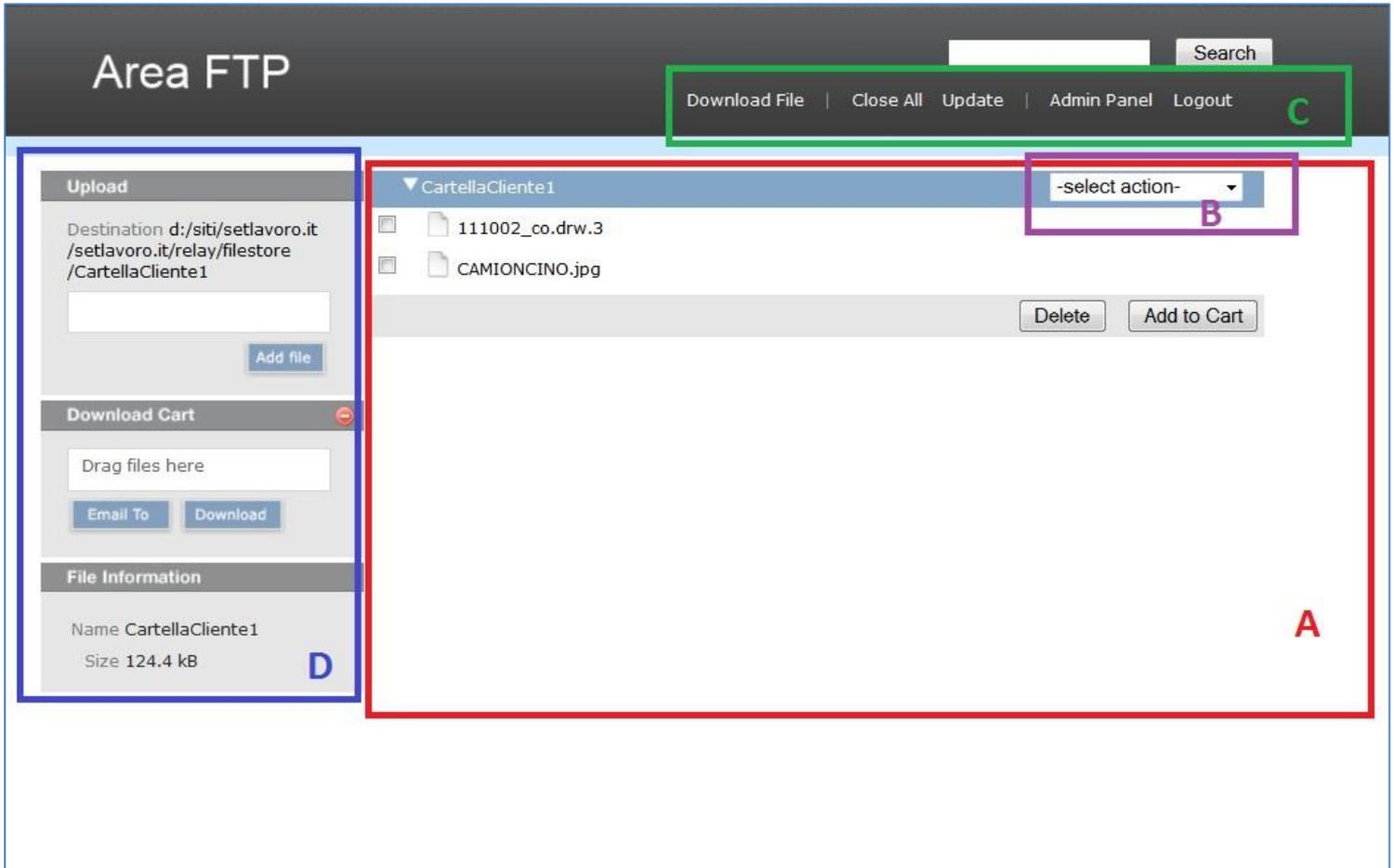
Rosati Fratelli srl is not responsible about whatever uploaded by non Rosati Fratelli srl users in the given FPT areas.

The user is responsible of his given password. In case of loss or alteration please get in touch with ITC Dept of Rosati Fratelli srl.

The document related to the Privacy Policy is available to the link :

www.fratellirosati.it/?page_id=85

User interface:



A = center browser of FTP area contents

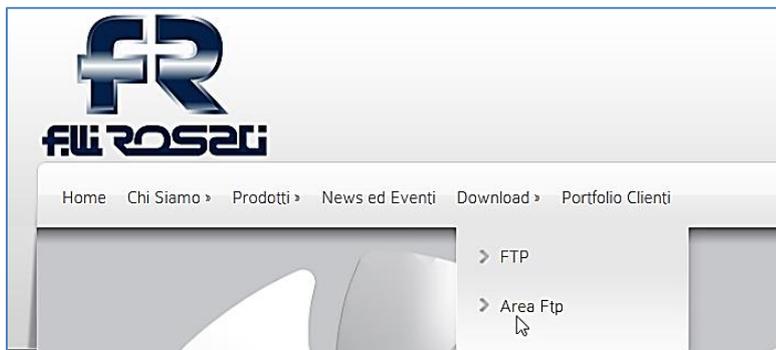
B = pull down menu for quick selection

C = upper menu

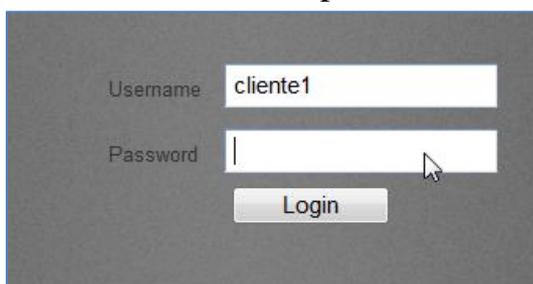
D = lateral menu

Access to the area:

- The area can be reached through the following link into www.fratellirosati.it

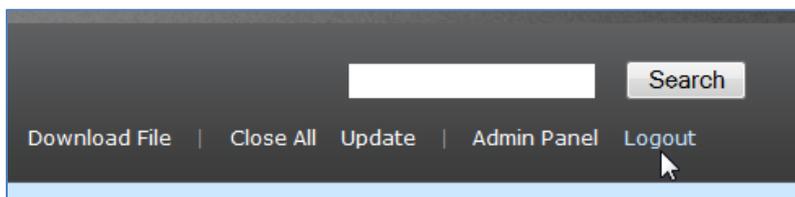


- Fill in username and password and press “Login” button

A screenshot of a login form. It has a dark background. There are two input fields: 'Username' with the text 'cliente1' and 'Password' which is empty. Below the fields is a 'Login' button. A mouse cursor is positioned over the password field.

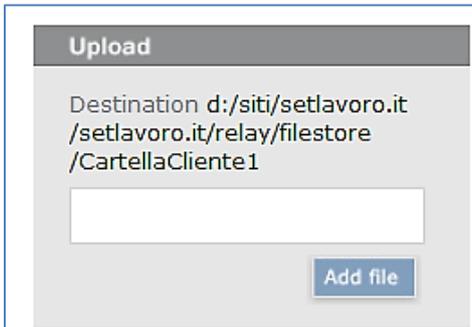
Logout from the area:

- Select “Logout” in the upper menu



Files upload :

- In the left menu, click on “Add File” to open an file browser where you can select the file to upload



- Once selected the file, it will appear in the uploading menu.
To delete the uploading click on the  symbol on the right side.
To add other files to the uploading list click on “Add file”.
To finish the upload click on “Upload”:

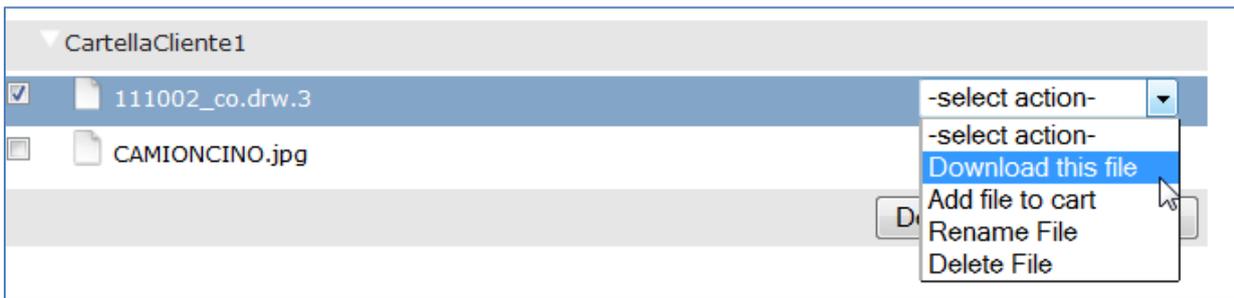


- Now the file/s is/are loaded and will appear in the center browser

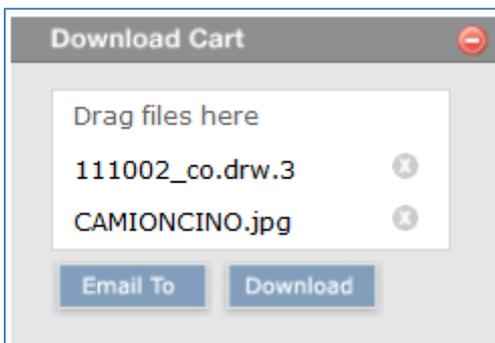
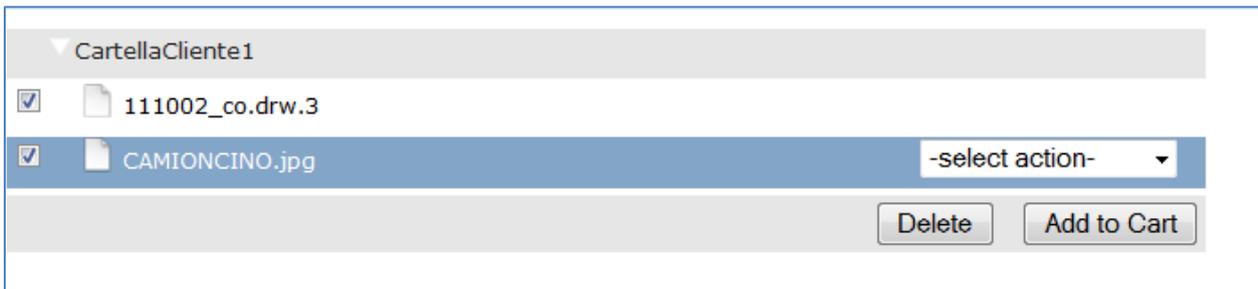


Files download:

- The center browser shows the files of one's own personal area; to download them, select them with a tick in the box on the left side.
If you select just one file, from the pull-down menu on the right side many options can be selected, such as download the file, add it to the download "cart", rename it or delete it.

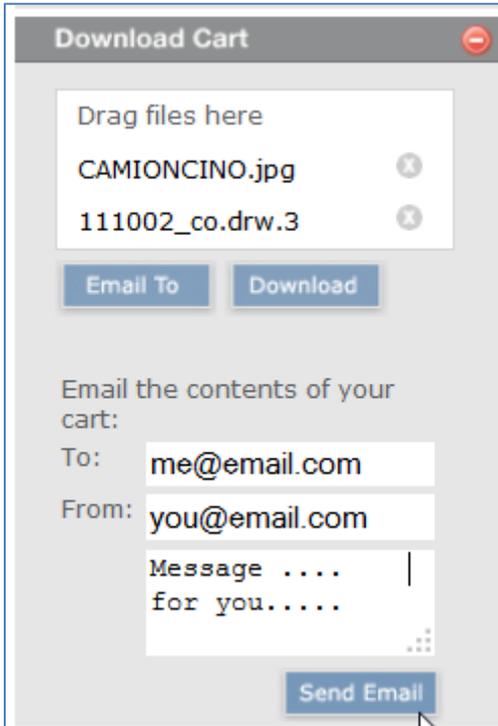


- "Add to download Cart" function is reachable from the "Add to Cart" button, and allows to add one or more files to a download list that will appear in the related section on the right menu.

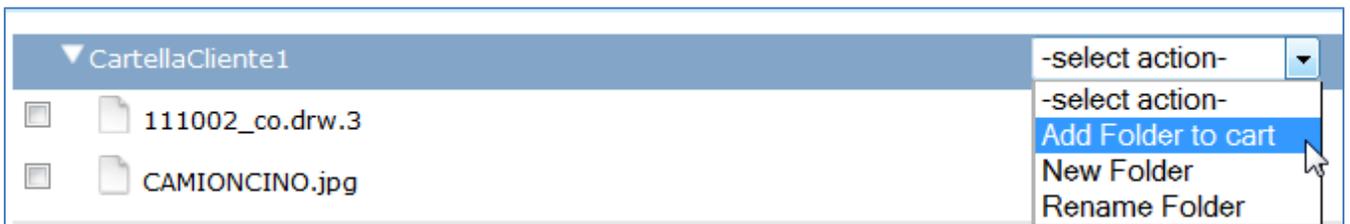


"Add to download Cart" function can also be carried out by dragging the files into the right menu area and adding them to the bottom of the download list.

- Now it is possible to download them in .zip format either by clicking on “Download” button, or by sending it via email to the specified email address, just filling in the form that will appear by clicking on “Email To” button.



- Please, note it is possible to download the whole box by selecting “Add Folder to Cart” from the upper menu



Creation and modification of folders:

- To create new folders or rename them select the related items in the pull-down menu



Contents updating:

- Once the files are uploaded or the folders are created or modified, sometimes they may not appear immediately in the browser central area; click on “Update” button in the upper menu to force the updating .

