

February 2, 2017

NCB Website Web Manager's Reference Updating WordPress Website

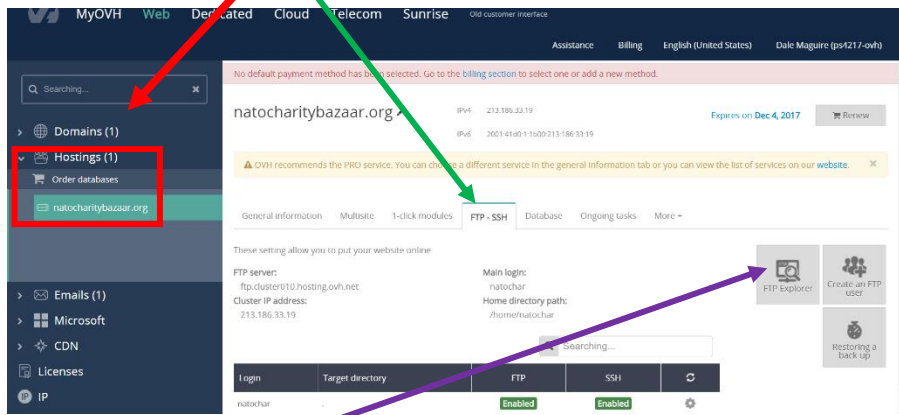
Uploading new files in OVH (via FTP)

DALE MAGUIRE

NCB Website:

Uploading new files (via FTP)
By Dale Maguire (last updated: February 2017)

1. Web Login Point: <http://www.ovh.co.uk>
 - Customer id: ps4214-ovh
 - Password: (provided separately)
2. SELECT: 'Hostings' (left window pane)
3. SELECT: 'FTP SSH' tab



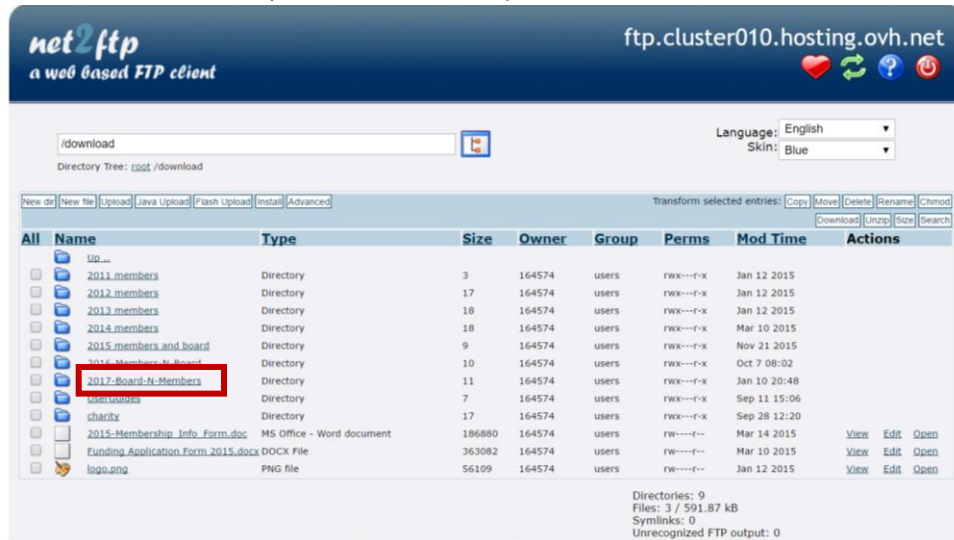
4. CLICK: 'File Explorer'
5. Login Point:
 - User: natochar
 - Password: (provided separately)



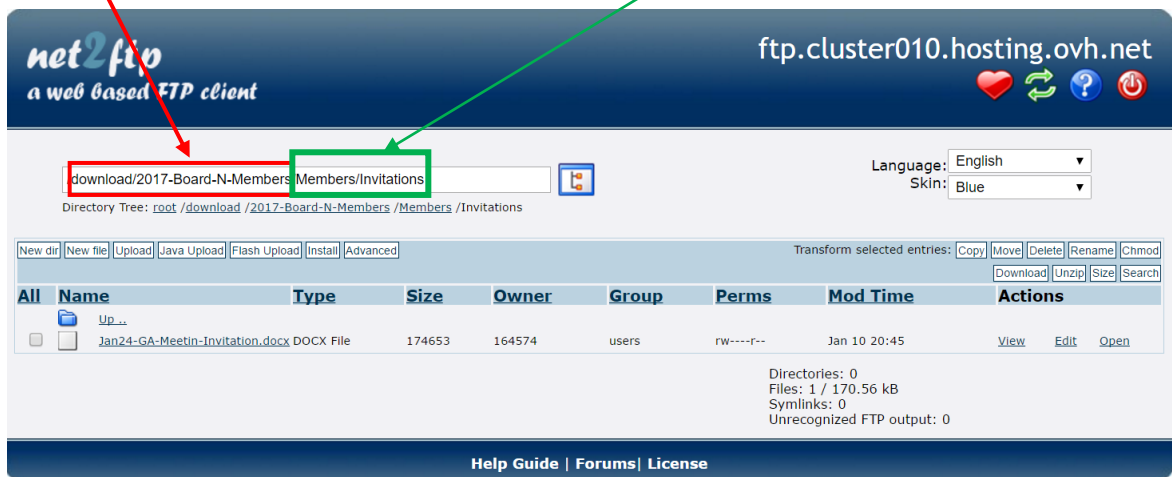
6. Double CLICK on 'download directory'



- 7. Double CLICK desired year folder for file upload (2017 Selected for demonstration purposes)



- 8. Drill down to (double CLICK) desired subfolder(s) (members -> Invitations selected for demonstration purposes)



9. Uploading file to NCB database

a. SELECT: 'Upload' from FTP data folder options

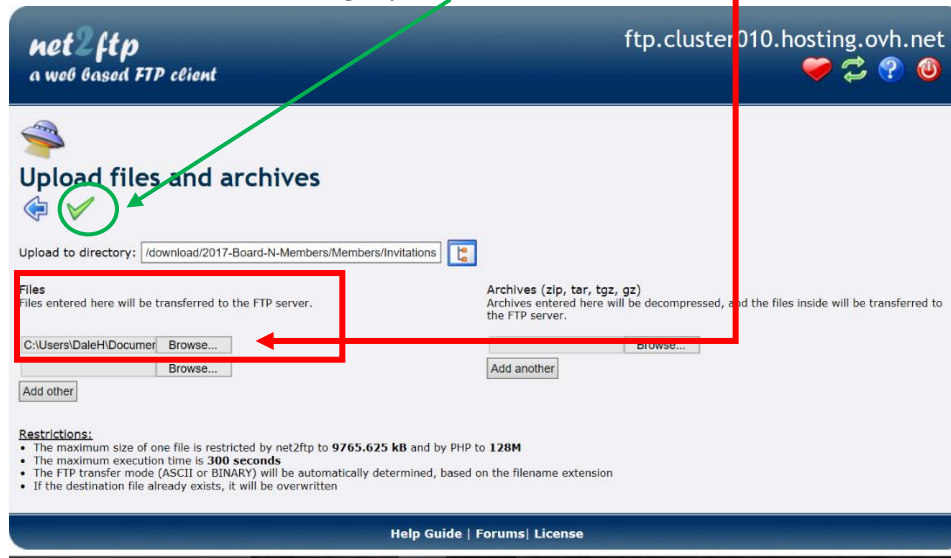


b. SELECT: 'Choose file' or 'Browse' option

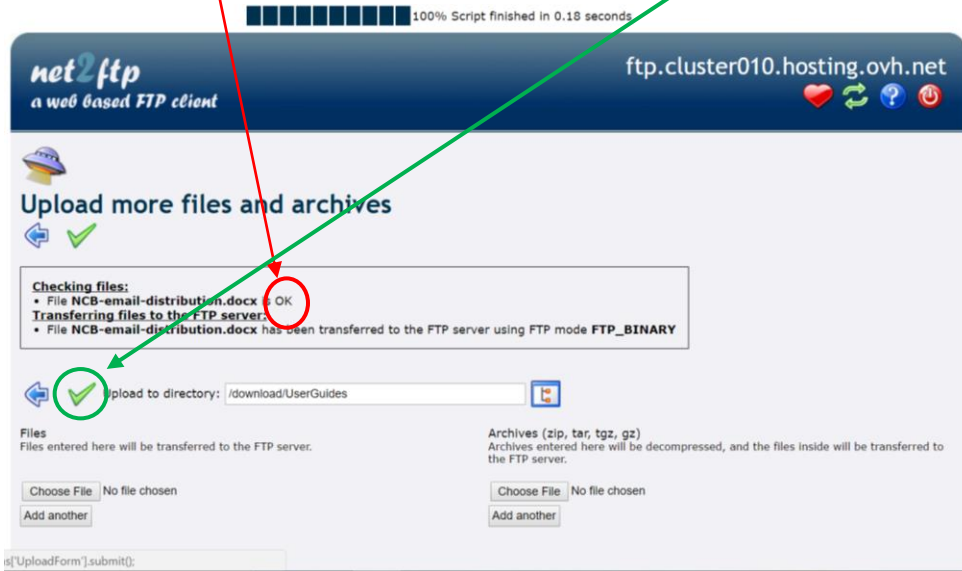


c. Choose desired file from personal file system to upload

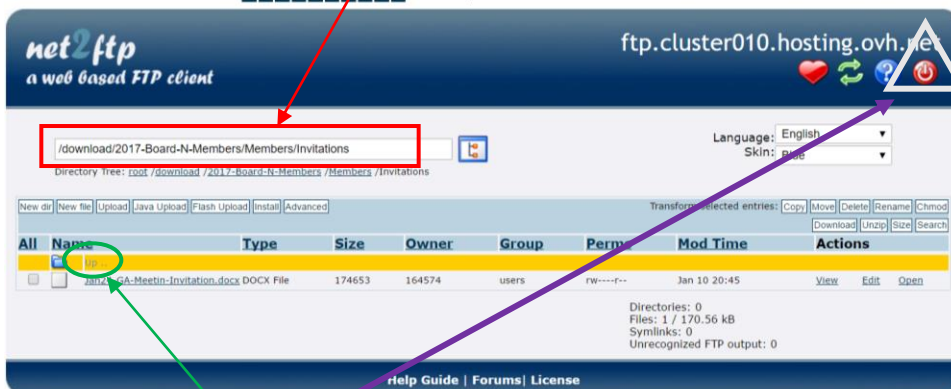
d. CLICK Green arrow indicating 'Upload files and archives'



- e. Once files are 'approved' CLICK green arrow to 'Transfer/Upload' the files to the NCB database



- f. CLICK: Blue arrow to return the file folder screen
➤ NOTE: the file address location for reference on the NCB website



- g. Double CLICK: 'UP' to navigate back through the file structure
- h. CLICK: Red 'off button' to exit FTP client.