February 2, 2017

# NCB Website Web Manager's Reference Updating WordPress Website

Uploading new files in OVH (via FTP) DALE MAGUIRE

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

- 1. Web Login Point: <u>http://www.ovh.co.uk</u>
  - 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'

| <b>M</b> a<br>a 1 | e <b>t2</b><br>ve0 0a | f <b>tp</b><br>sed FTP client   |                      |        | _              |         | ftp.cluster010.  | hostir<br>🤝       | ig.o\                 | /h.net<br>? 🕲                 |
|-------------------|-----------------------|---------------------------------|----------------------|--------|----------------|---------|--|-------------------|-----------------------|-------------------------------|
|                   | /<br>Directory        | Tree: root /                    |                      |        | Ľ              |         | Language:<br>Skin:   | English<br>Blue   |                       | T                             |
| New d             | r New file            | Upload] Java Upload] (Flash Upl | oad Install Advanced |        |                |         | Transform selected entries:  | Copy Move<br>Down | Delete R<br>load Unzi | ename Chmod<br>ip Size Search |
| All               | Name                  | Туре                            | Size                 | Owner  | Group          | Perms   | Mod Time   | Actio             | ns                    |                               |
|                   | D                     |                                 |                      |        |                |         |  |                   |                       |                               |
|                   | ba                    | <u>:kup</u> Directory           | 11                   | 164574 | users          | rwxr-x  | Mar 17 2015  |                   |                       |                               |
|                   |                       | wnload Directory                | 14                   | 164574 | users          | rwxr-x  | Jan 10 20:37   |                   |                       |                               |
|                   |                       | W Directory                     | 30                   | 164574 | users          | rwxr-x  | Jan 23 05:35   | Mour              | Edit                  | 0.000                         |
|                   | ht                    | access HTACCESS File            | 16                   | 164574 | users          | DW      | Mar 17 2015  | View              | Edit                  | Open                          |
|                   |                       |                                 |                      |        | -              |         | Directories: 3<br>Files: 2 / 48 B<br>Symlinks: 0<br>Unrecognized FTP output: 0 |                   |                       |                               |
|                   |                       |                                 |                      | Help   | Guide   Forums | License |  |                   |                       |                               |

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

| net2ftp ftp.cluster010.hosting.<br>a web based FTP client 😴 😴 |         |  |                           |        |        |                    |   | ing.o                 | vh.<br>?   | net<br>🕑 |          |
|---|---------|--|---------------------------|--------|--------|--------------------|---|-----------------------|------------|----------|----------|
|   |         | combine of                             |                           |        |        |                    | L   | anguage: English      |            | •        |          |
|   | /00     | wnioad                                 |                           | 6      |        |                    |   | Skin: Blue            |            | •        |          |
|   | Dire    | ctory Tree: root /download             |                           |        |        |                    |   |                       |            |          |          |
| New o   | tir Nev | r file Upload Java Upload Flash Upload | Install Advanced          |        |        |                    | Transform sele                              | cted entries: Copy Mo | ve Delete  | Renam    | e Chmod  |
|   |         |  |                           |        |        |                    |   | D                     | ownload Un |          | e Search |
| All   | Na      | ne                                     | Туре                      | Size   | Owner  | Group              | Perms                                       | Mod Time              | Acti       | ons      |          |
|   |         | <u>up</u>                              |                           |        |        |                    |   |                       |            |          |          |
|   |         | 2011 members                           | Directory                 | 3      | 164574 | users              | гwхг-х                                      | Jan 12 2015           |            |          |          |
| 8   |         | 2012 members                           | Directory                 | 17     | 164574 | users              | гwxг-х                                      | Jan 12 2015           |            |          |          |
|   |         | 2013 members                           | Directory                 | 18     | 164574 | users              | гwxг-х                                      | Jan 12 2015           |            |          |          |
|   |         | 2014 members                           | Directory                 | 18     | 164574 | users              | гwхг-х                                      | Mar 10 2015           |            |          |          |
|   |         | 2015 members and board                 | Directory                 | 9      | 164574 | users              | гwхг-х                                      | Nov 21 2015           |            |          |          |
|   |         | 2016.Memberr.N.Board                   | Directory                 | 10     | 164574 | users              | гwxг-х                                      | Oct 7 08:02           |            |          |          |
|   |         | 2017-Board-N-Members                   | Directory                 | 11     | 164574 | users              | гwxг-х                                      | Jan 10 20:48          |            |          |          |
|   |         | Usercouldes                            | Directory                 | 7      | 164574 | users              | гwхг-х                                      | Sep 11 15:06          |            |          |          |
| 8   |         | charity                                | Directory                 | 17     | 164574 | users              | rwxr-x                                      | Sep 28 12:20          |            |          |          |
|   |         | 2015-Membership Info Form.doc          | MS Office - Word document | 186880 | 164574 | users              | rwr   | Mar 14 2015           | View       | Edit     | Open     |
|   |         | Funding Application Form 2015.dor      | DOCX File                 | 363082 | 164574 | users              | rwr   | Mar 10 2015           | View       | Edit     | Open     |
|   | 39      | logo.png                               | PNG file                  | 56109  | 164574 | users              | rwr   | Jan 12 2015           | View       | Edit     | Open     |
|   |         |  |                           |        |        | Dir<br>File<br>Syr | ectories: 9<br>Is: 3 / 591.87<br>Inlinks: 0 | kB                    |            |          |          |

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

| net2fip<br>a web based FTP cl  | lient  |                            |            |               | ftp                                   | .cluster010.l  | hosting.<br>💗 🧲                   | .ovh        | .net        |
|--|--|----------------------------|------------|---------------|---------------------------------------|--|-----------------------------------|-------------|-------------|
| download/2017-Board-<br>Directory Tree: <u>root /downl</u><br>New dir New file Upload Java Uploa | N-Members Members/Invi<br>load /2017-Board-N-Member<br>d  Flash Upload [Install] Advance | tations<br>rs /Members /In | nvitations | :             | т                                     | Language:<br>Skin:<br>ransform selected entries:                                   | English<br>Blue<br>Copy Move Dete | ▼<br>▼      | ime Chmod   |
| All Name   | Туре   | Size                       | Owner      | Group         | Perms                                 | Mod Time   | Action                            | IS          | size search |
| Dp<br>Jan24-GA-Meetin-Inv  | <u>vitation.docx</u> DOCX File   | 174653                     | 164574     | users         | rwr<br>Direc<br>Files<br>Syml<br>Unre | Jan 10 20:45<br>ttories: 0<br>: 1 / 170.56 kB<br>inks: 0<br>cognized FTP output: 0 | View                              | <u>Edit</u> | <u>Open</u> |
|  |  |                            | Help Guide | Forums  Licen | se                                    |  |                                   |             |             |

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### 9. Uploading file to NCB database

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

| net2ftp<br>a web based FTP cfient  | -  |            |               | ftp                   | .cluster010.h                                | nosting.ov<br>V 💝 🥏 📢               | /h.net<br>? 🚳                |
|--|--|------------|---------------|-----------------------|--|-------------------------------------|------------------------------|
| /download/2017/Board-N-Members/M<br>Directory Tree: <u>App / download /2017-Boa</u> rd | embers/Invitations<br>rd-N-Members /Members /I | witations  | :             |                       | Language: E<br>Skin: <sub>E</sub>            | English ·                           | T<br>T                       |
| New dir New file Upload ava Upload Flash Upload  | Install Advanced                               |            |               | T                     | ransform selected entries:                   | Copy Move Delete R<br>Download Unzi | ename Chmod<br>p Size Search |
| All Name Ty  | ype Size                                       | Owner      | Group         | Perms                 | Mod Time                                     | Actions                             |                              |
| Up   Jan24-GA-Meetin-Invitation.docx   | OCX File 174653                                | 164574     | users         | rwr<br>Dired<br>Files | Jan 10 20:45<br>tories: 0<br>: 1 / 170.56 kB | <u>View Edit</u>                    | Open                         |
|  | _  | Help Guide | Forums  Licen | Sym<br>Unre           | links: 0<br>cognized FTP output: 0           |                                     |                              |

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



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

| net2ftp  | ftp.cluster010.hosting.ovh.net  |
|--|---|
| a web based FTP client   | 💝 🛱 🔮   |
| Checking files:<br>• File NCB-email-distribution.docx to K<br>rransferring files to the FIP server.<br>• File NCB-email-distribution.docx that open to | chives  |
|  |   |
| pload to directory: /download/UserGu   | uides 🔚   |
| pload to directory: //download/UserGu  | Archives (tip, tar, tgz, gz)  |
| les  | Archives entered here will be decompressed, and the files inside will be transferred to |
| les entered here will be transferred to the FTP server.  | the FTP server.   |
| pload to directory: //download/UserGu  | Archives (zip, tar, tgz, gz)  |
| lies   | Archives entered here will be decompressed, and the files inside will be transferred to |
| les entered here will be transferred to the FTP server.  | the FTP server.   |
| Choose File No file chosen   | Choose File No file chosen  |

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

| net2ftp<br>a web based FTP  | client  |   |                 | -             | ftp                           | .cluster010.I  | nosting<br>🤝 🦿  | g.ov            | h. e<br>0   |
|---|---|---|-----------------|---------------|-------------------------------|--|-----------------|-----------------|-------------|
| /download/2017-Boar<br>Directory Tree: root /download/<br>New dir New file Upload Java Up | rd-N-Members/Members/Inv<br>wnioad /2017-Board-N-Membe<br>load] (Flash Upload] (Install) (Advan | itations<br><u>rs /Members</u> /Ir<br>ced | Ivitations      | 0             |                               | Language:<br>Skin:<br>ransform-selected entries:                   | English<br>Plac | elete Re        | name Chmod  |
| All Name  | Туре  | Size                                      | Owner           | Group         | Perm                          | Mod Time   | Downlo          | ad Unzip<br>ons | Size Search |
| Danze GA-Meetin-  | Invitation.docx DOCX File   | 174653                                    | 164574          | users         | rwr                           | Jan 10 20:45   | View            | Edit            | Open        |
|   | <b>`</b>  |   |                 |               | Direc<br>Files<br>Sym<br>Unre | tories: 0<br>: 1 / 170.56 kB<br>links: 0<br>cognized FTP output: 0 |                 |                 |             |
|   |   |   | rlelp Guide   I | Forums  Licer | ise                           |  |                 |                 |             |

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