

Freestate FTP

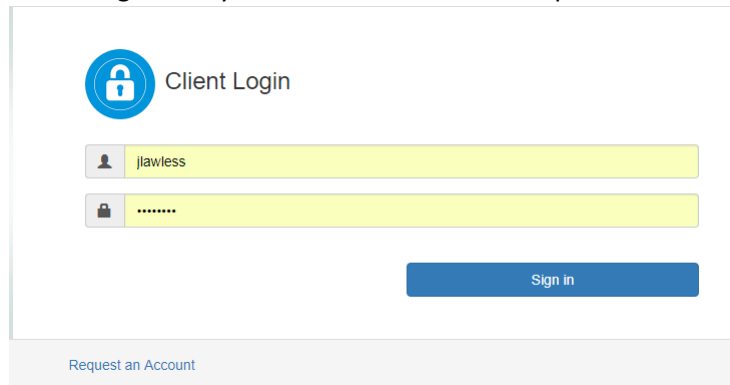
The FTP site is meant for the transferring of file, not for file storage. Any file or folder that is older than 60 days will get deleted automatically. Please copy files that you need to a network drive before the 60 day time period expires.

The FTP site is not backed up so if there is an issue with it there is not a backup of the file.

Please Note the New FTP Address

Address: <https://ft.freestateelectric.com/>

Login with your domain username and password.



Client Login

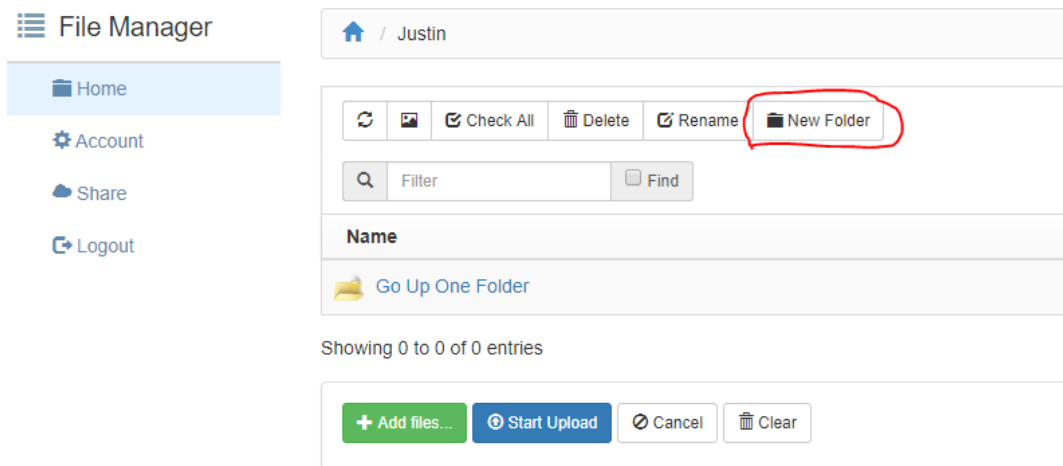
Username: jlawless

Password:

Sign in

[Request an Account](#)

Creating New Folders



File Manager

Home

Account

Share

Logout

Home / Justin

Refresh, Check All, Delete, Rename, **New Folder**

Filter Find

Name

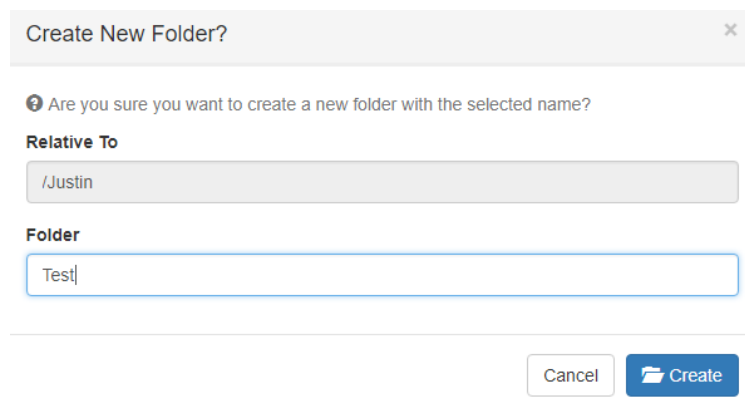
Go Up One Folder

Showing 0 to 0 of 0 entries

+ Add files... Start Upload Cancel Clear

Once logged in you can create new folders by pressing the New Folder button

Name the Folder and press **Create**



Create New Folder?

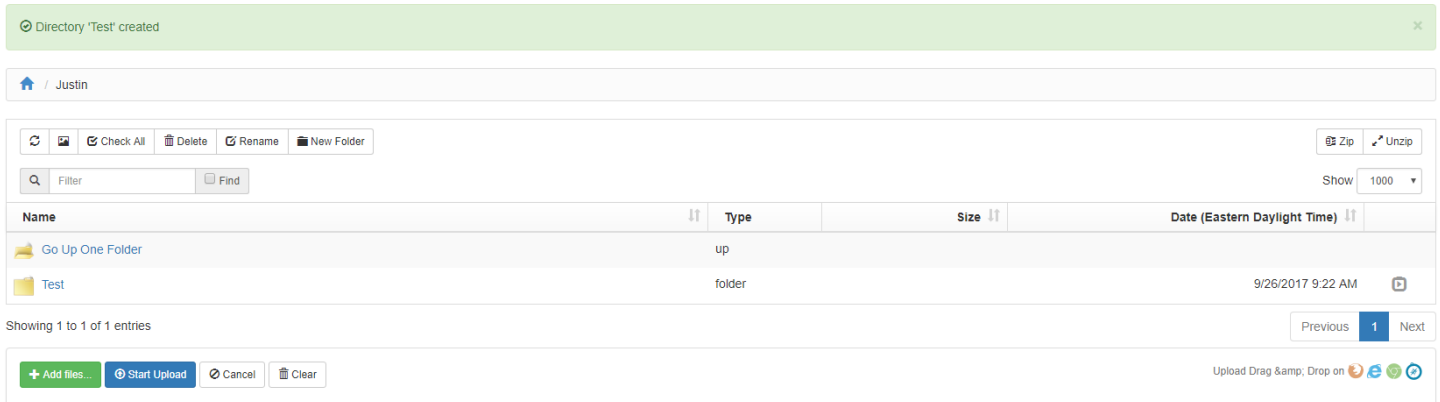
Are you sure you want to create a new folder with the selected name?

Relative To: /Justin

Folder: Test

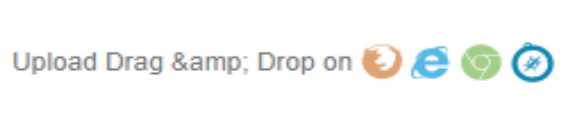
Cancel Create

The New Folder will now show in your folder list



Upload / Download

Our FTP site allows you to drag and drop files from your computer into folders on the site.



(Firefox, Internet Explorer, Chrome, Safari)

Simply find the file on your computer you want to upload click and hold your mouse over the file and drag it onto the FTP screen. Make sure you have the folder open that you want to upload the file to

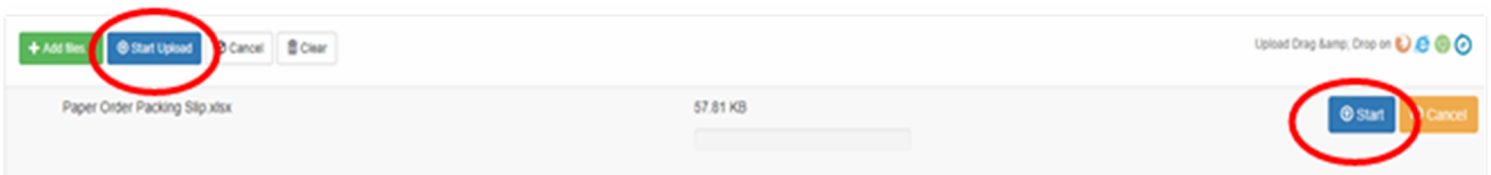
You can also hit the +Add Files button at the bottom left of the screen.



Clicking +Add Files will open a file explorer, from there find the file you are looking for as you normally would on your computer then click open.

The file you are trying to upload will appear at the bottom of the screen.

Next to the file will be a Start Button. You must click start to upload the file. The start button next to the file you want to upload and the Start Upload button next to the +Add Files button will both start the upload



Sharing a folder

On the far right there is a box with an arrow icon. Click the icon then click the share icon that appears right below it.



1. Share Basics

- Available Until is set by default to 60 Days (1440 Hours). Files will not be available past 60 days.
- You can set a password for the share. The recipient will be prompted to enter this password before they can Upload or Download

The screenshot shows the 'Share the selected item?' dialog box with the '1. Share Basics' tab selected. It includes a progress bar with five steps: 1. Share Basics, 2. Options, 3. Security, 4. Email, and 5. Review. A message states: 'A unique public link will be created to share the selected item. Are you sure?'. Below this, the 'Folder' field is set to 'TEST'. The 'Available Until' section shows a date of 'No later than 04/02/2024' and a default of '1440' hours. The 'Share Link Password' field is empty with a note 'Leave blank for no password'. At the bottom are 'Cancel', 'Previous', 'Next', and 'Create Share' buttons.

2. Options

- You MUST allow Public Downloads. If you need people to be able to upload to a folder, check the Allow Public Uploads to this Folder box.
- You can use the **Notifications** sections to have the FTP server send you an email when a file is first accessed, or the interval option will send you an email every 5 minutes with all notifications combined if any exist.
- You can ignore the Clean Up option. The files will be automatically removed after 60 days.

The screenshot shows the 'Share the selected item?' dialog box with the '2. Options' tab selected. It features three main sections: 'Permissions' with checkboxes for 'Allow Public Downloads' (checked), 'Allow Public Uploads to this folder', and 'Enable Hidden Uploads to this folder'; 'Notifications' with a text prompt 'Notify me by email when file is downloaded or uploaded' and a dropdown menu currently showing 'No Notifications'; and 'Clean Up' with a checkbox for 'Delete Shared Files on Expiration'. The dropdown menu is open, showing options: 'No Notifications', 'On first access', and 'On interval'. At the bottom are 'Cancel', 'Previous', 'Next', and 'Create Share' buttons.

3. Security

- Under Security we do not utilize the One Time Password function you can click next to proceed to the email share option

4. Email - If you are going to copy the share link and send it out using your own outlook you can ignore this section and click next.
- You can choose to share the access link through the built in Email share options on the FTP Server.
 - On this tab you will need to enter the email address of who you are sharing the file to. You can also choose to add the CC and BCC fields to the email.
 - You will need to enter what you want the subject line of the email to be. The body of the email is optional and can be left blank.

Share the selected item?

1. Share Basics 2. Options 3. Security 4. Email 5. Review

☒ Send Share link via email

☐ Send Copy to Me

Email Information

To Cc Bcc

Recipient email

Subject

New Shared Folder

Body (optional)

The body of your email

Cancel Previous Next Create Share

- d. Below is what the email will look like. The email will show as coming from your email address.

Subject → Test Shared Folder

Body → Test

Shared Folder from Fred Desel

Shared Folder	
Name:	TEST
Public Link:	TEST
Expires On:	Tue, 02 Apr 2024 16:29:08 GMT

Click on the link below to open a webpage to view and download files from the shared folder.

Open

5. Review

- a. Here you can review all the settings you have set in the previous steps. Click **Create Share** to finalize the steps. If you used the email section above the share email will be sent immediately. If you did not use the built in email functionality you can copy the created link to your clipboard and share it through outlook.

The screenshot shows a 'Share the selected item?' dialog box with four tabs: 1. Share Basics, 2. Options, 3. Email, and 4. Review. The 'Review' tab is selected. Below the tabs, a message states: 'You are about to create the following new share:'. The share details are as follows:

Folder	TEST
Available Until	Default hours : 1440
Share Link Password	none
Allow Public Downloads	Enabled
Notify me by email when file is downloaded or uploaded	No Notifications

At the bottom of the dialog are buttons for 'Cancel', 'Previous', 'Next', and 'Create Share' (which is circled in red). Below the dialog, a table shows the share details for the 'TEST' folder:

Name	Type	Size	Date (Eastern Daylight Time)
TEST	folder		11/16/2023 8:11 AM

Below the table, the share details are shown:

Open: TEST
Last Modified: 2 minutes ago
Public Link: <https://files.freestateelectric.com/publicfolder/7XVgYZc8EaHtEw8Yus82w/TEST>

A 'Share' button is visible next to the public link, and a small icon next to the link is circled in red.

To share an individual file, you can do the same procedure. We recommend sharing folders and not files. If you share an individual file when the recipient clicks the link the file will immediately download and sometimes the recipient does not realize and thinks they have received a bad link.

Deleting a Folder

If you no longer need a folder you can select the folder and press the Delete button at the top. This will delete the folder and all the contents.

Select the folder by clicking next to the folder name so the line the folder is on is highlighted. Then click Delete in the toolbar above the folder.

