



How to Download/Upload File from/to AAPICO FTP

Method 1 : Use FTP Software (FileZilla)

Method 2 : Use FTP Web Service

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**** recommend for transfer large file and often use ****

1.1 Download and Install FileZilla

- Go to FileZilla website >> <https://filezilla-project.org/index.php>
- Select "Download" or [Link](#) and install to your computer



Figure 1.1

1.2 Interview FileZilla

- Graphic User Interface (GUI)

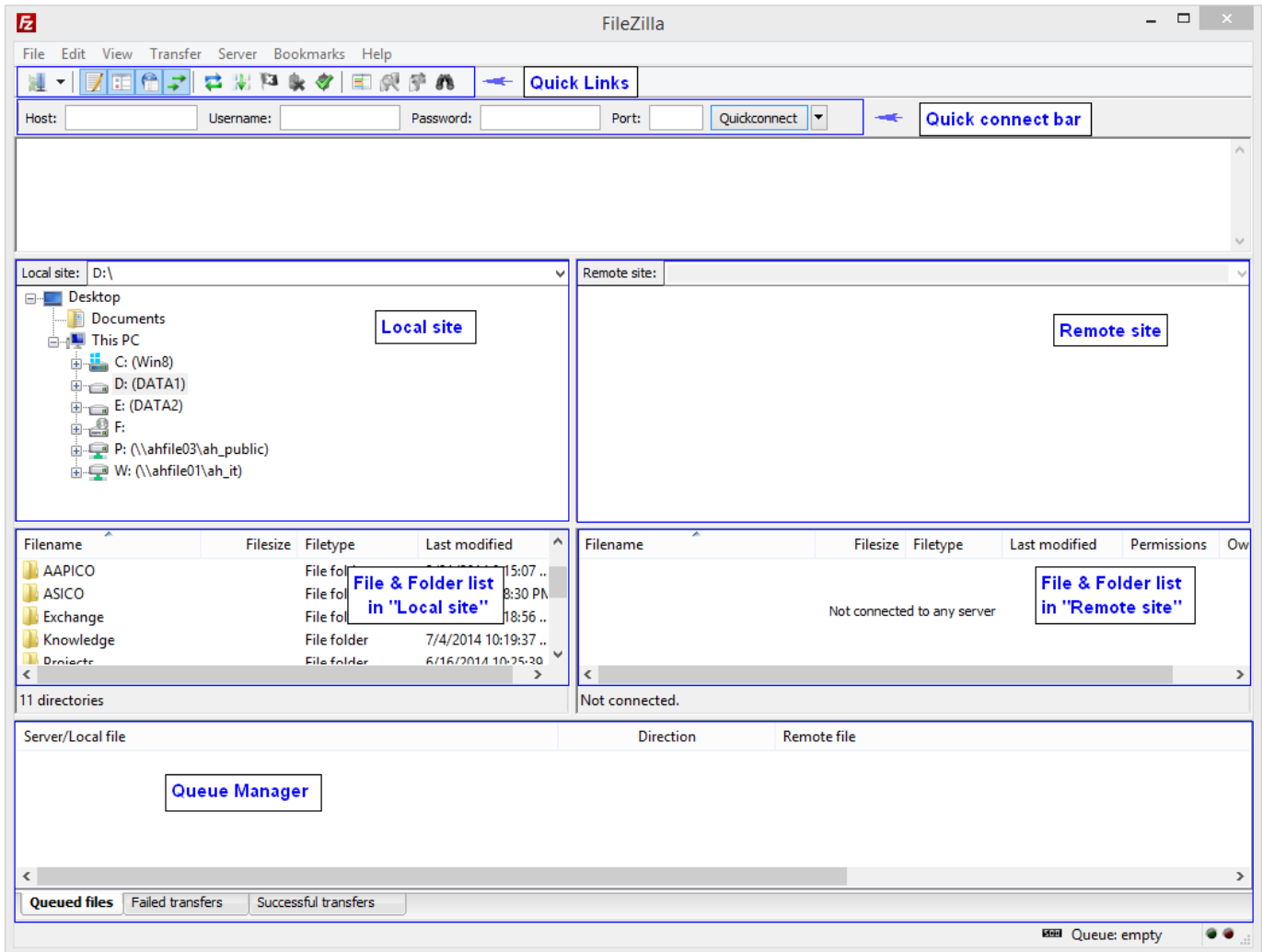
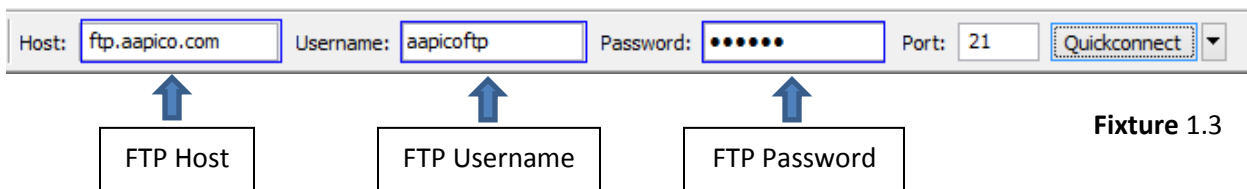


Figure 1.2

1.3 Download/Upload File from/to AAPICO FTP

- Input FTP credentials information at "Quick connect bar" as **Fixture 1.3** and then click "Quickconnect" button.



Fixture 1.3

FTP Host : **ftp.aapico.com**

FTP Username : *****

FTP Password : *****

- After you have successfully connected to the AAPICO FTP, a list of files and folders appears on the right side of the main window (Remote site) and your local files and folders appears on the left side of the main window (Local site).

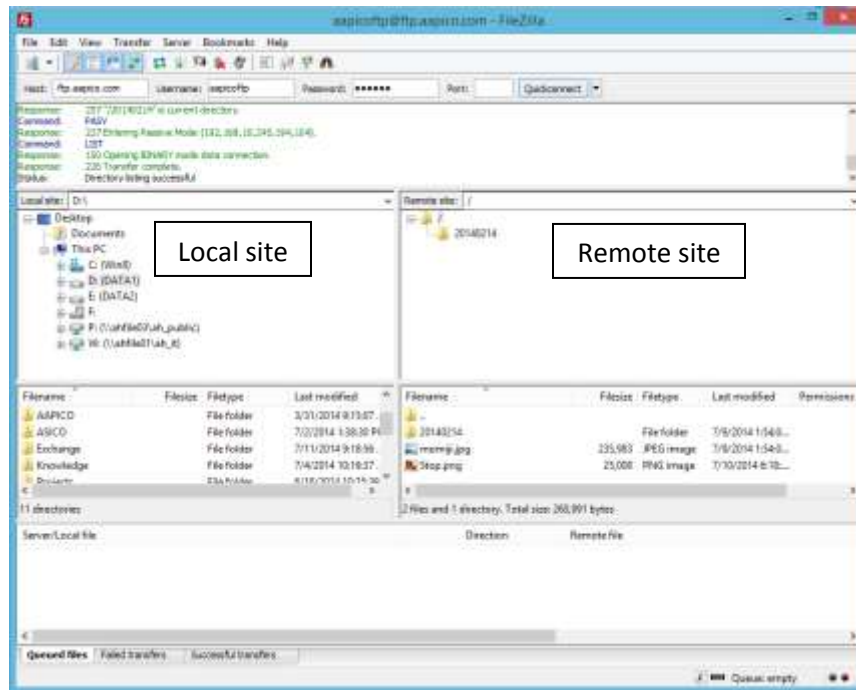


Figure 1.4

- You can transfer files both ways either from your computer to the AAPICO FTP or from the AAPICO FTP to your computer. You may either hold click the file or folder you wish to transfer, then drag and drop to destination (window or folder opposite).

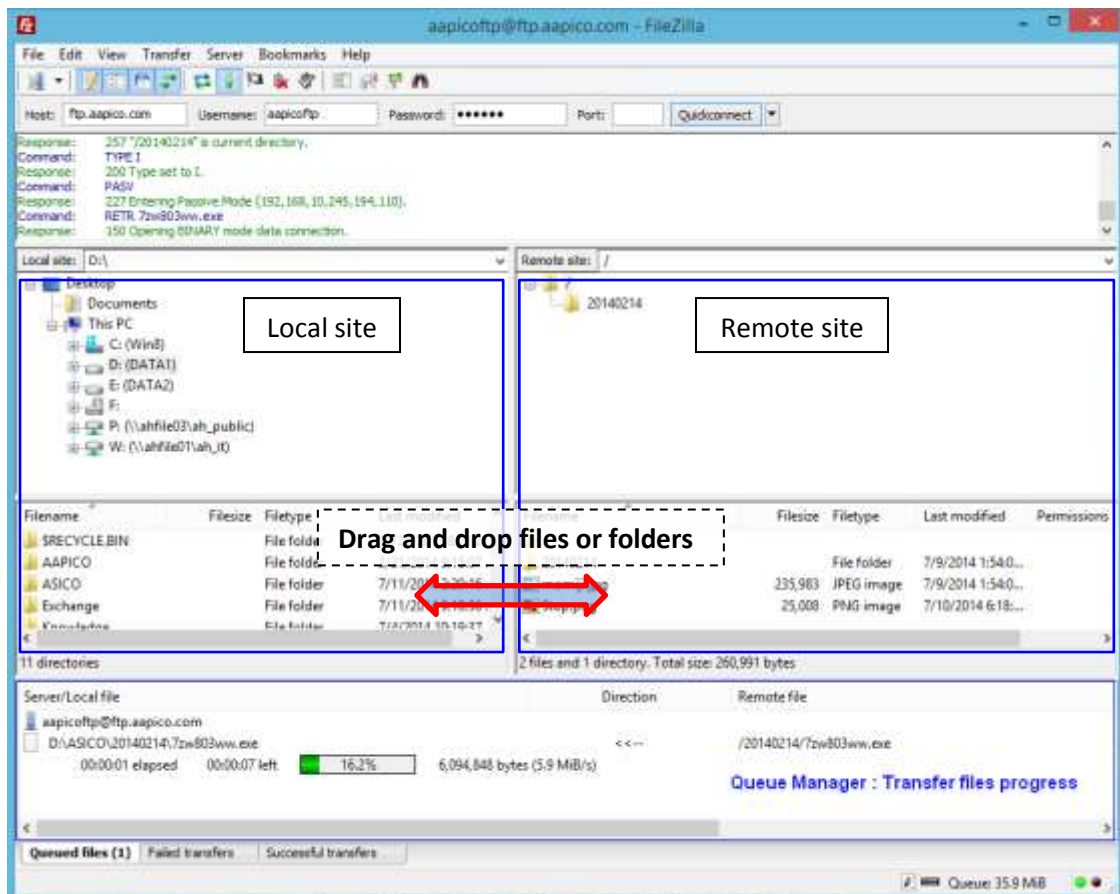


Figure 1.5

Method 2 : Use FTP Web Service

2.1 Access AAPICO FTP via the website

- Enter <http://www.aapico.com> and click “FTP” or go to direct link <http://ftp.aapico.com/webftp>

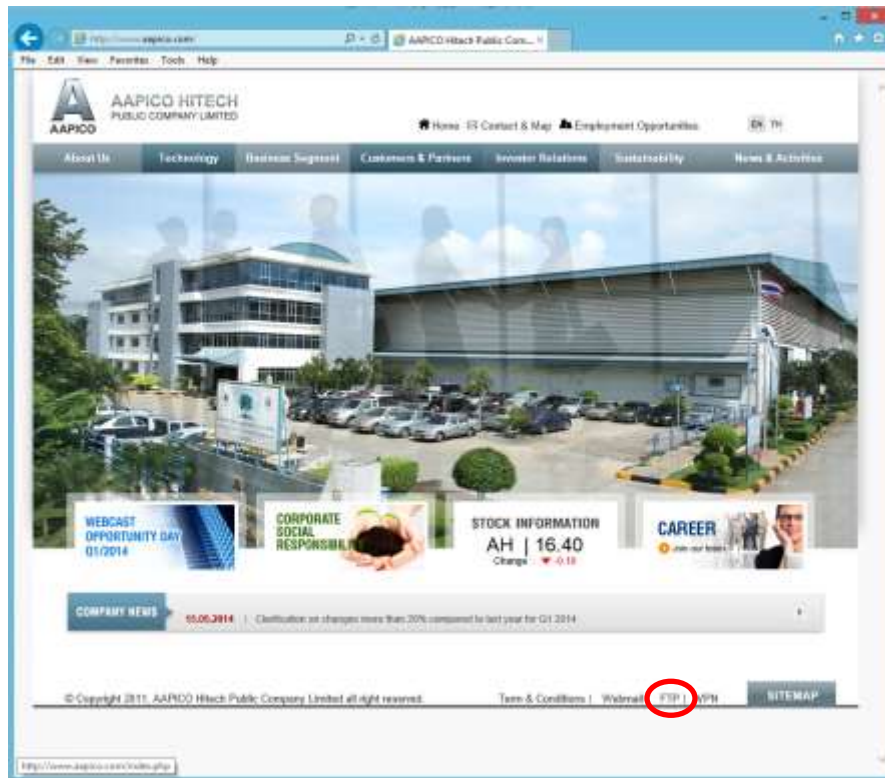


Figure 2.1

2.2 Enter your Username, Password and click “Login”



Figure 2.2

2.3 Interview AAPICO Web FTP menu

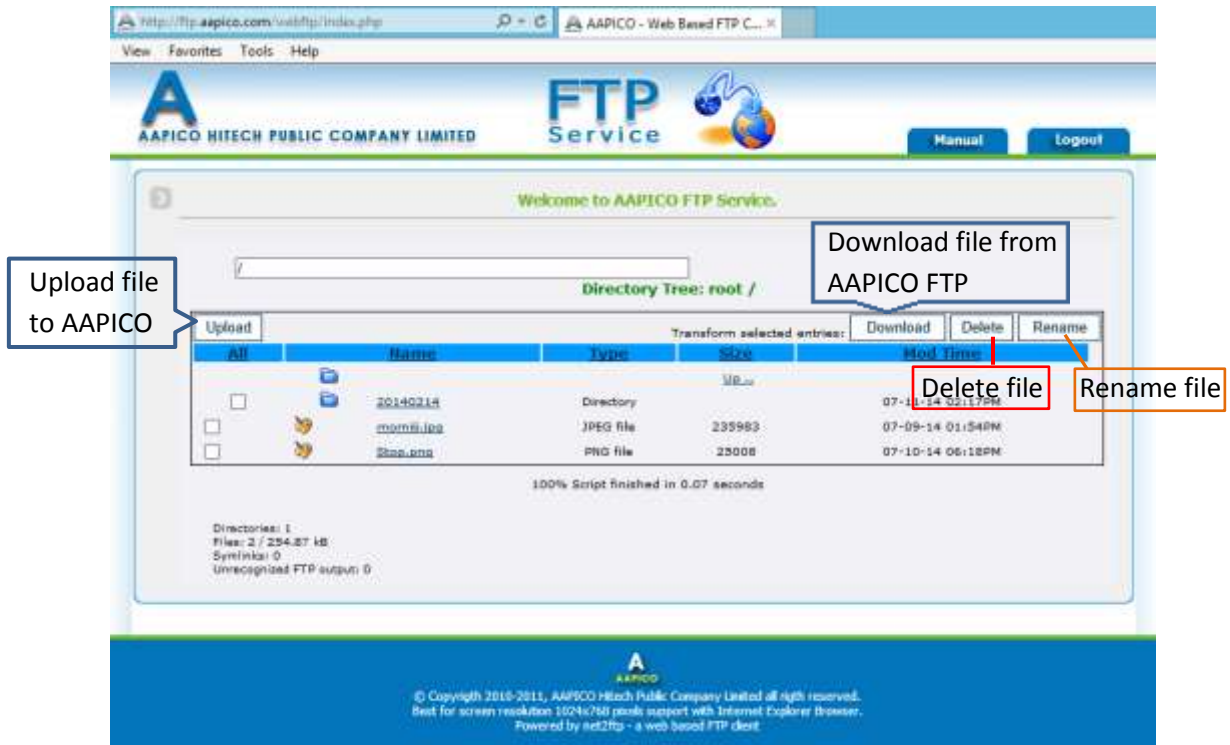


Figure 2.3

2.4 Download file from AAPICO FTP

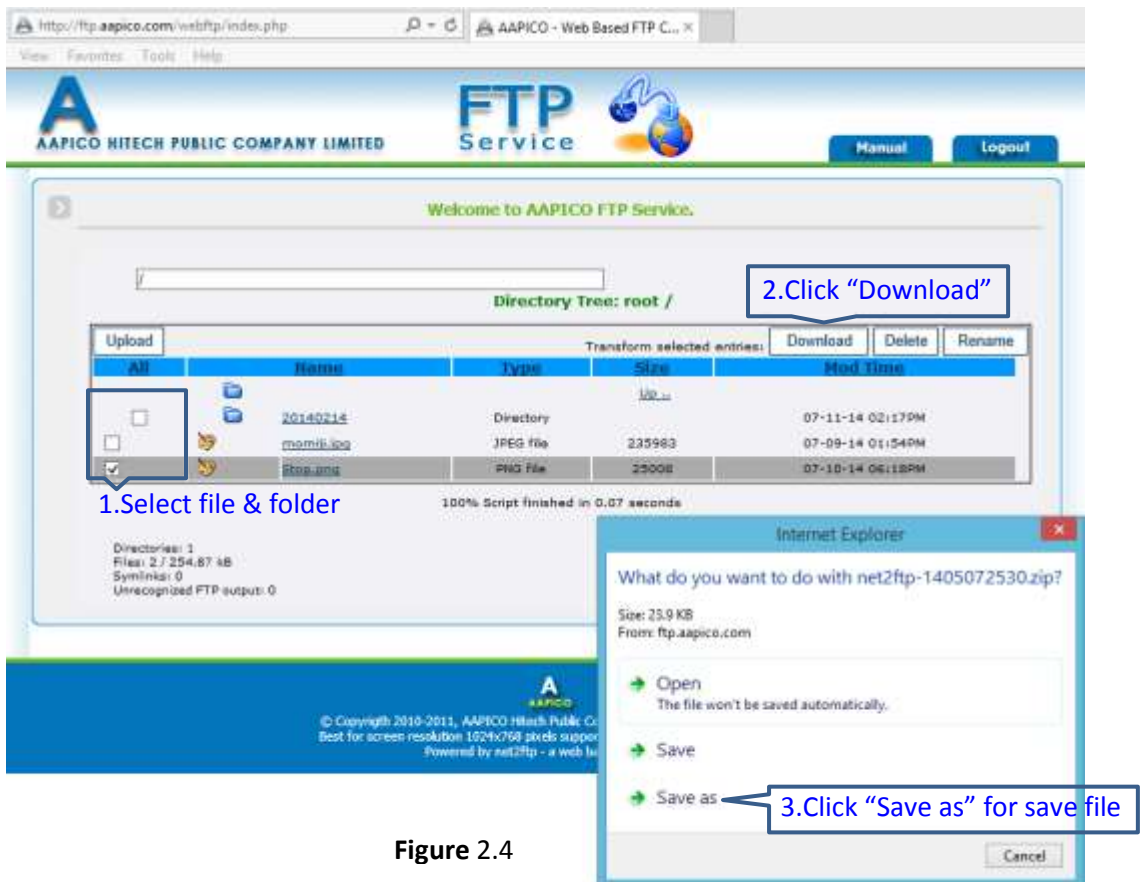


Figure 2.4

2.5 Upload file to AAPICO FTP

- Click “Upload” button

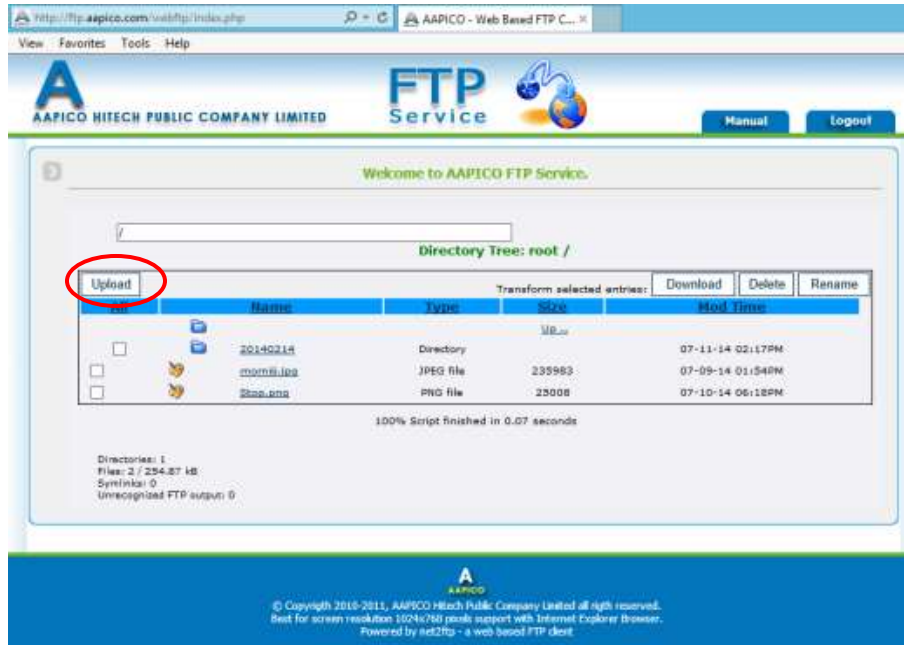


Figure 2.5.1


- Click “Browse...” button and select your file for upload to AAPICO FTP
- “Add other” button for additional more files
- click  for submit upload.



Figure 2.5.2

- After upload file finished, will show *Complete Page* to you and click “Logout”

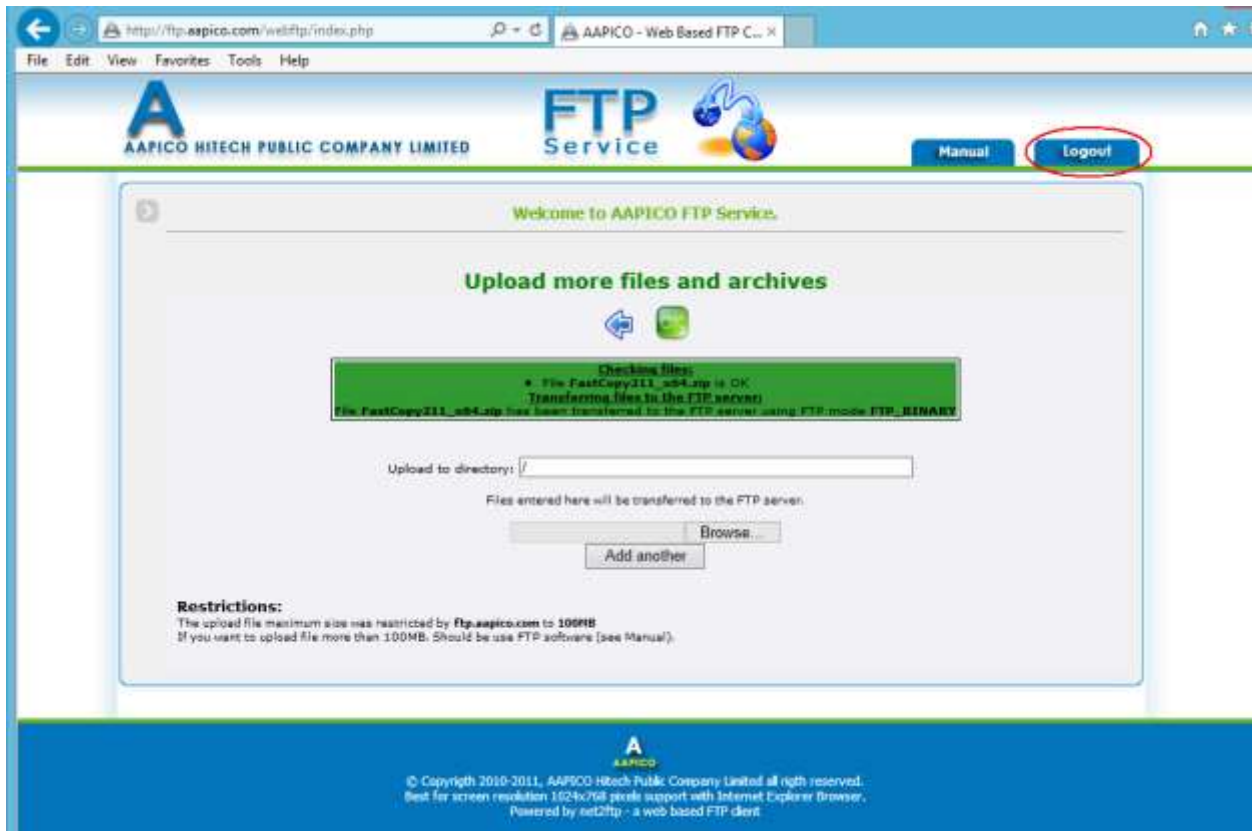


Figure 2.5.3

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