AdminPortal:
How to Manage Image and FTP Storage

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ReadyTech Image and File Storage

ReadyTech provides a base level of free storage to its customers for images and supporting files. Each customer is allowed 200 Gigabytes for image storage, and 10 Gigabytes of FTP space for supporting files. We encourage our customers to review their current capacity periodically and remove obsolete images and files.

The following guide shows you how to check your storage capacity, remove obsolete image and FTP files, and general best practices to manage your ReadyTech storage.

Where to find your image and ftp storage capacity

To find your image and ftp storage usage, login to the ReadyTech AdminPortal (https://admin.readytech.com). On the **Dashboard** screen, locate the **Storage Space** portlet shown in the image below.

Storage Space information is updated daily. However, if you delete an image and would like to see your updated image storage immediately, click the **refresh** button shown in the image below.

> **NOTE:** FTP storage space cannot be refreshed. It is automatically updated daily.

Storage space portlet

Refresh button
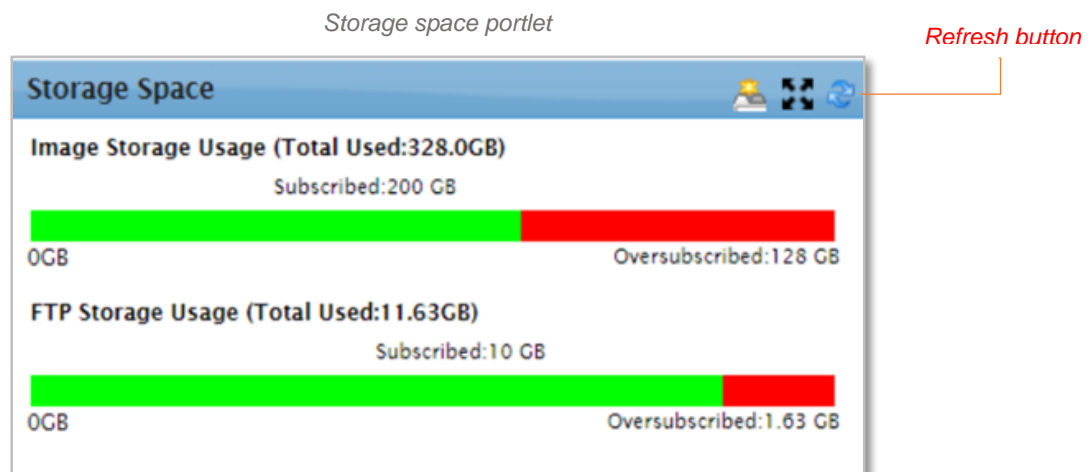
In the example image shown above, the image and FTP storage space are both oversubscribed. While we do not impose a hard limit to your storage space, you may be charged for using more than your allowed capacity. If you want to increase your subscribed capacity, contact support at get-support@readytech.com.

Managing Images

Before you remove an image, understand that images are the foundation for deployments and templates as shown in the image to the right. When you remove an image, it will also remove the deployments and templates associated with it.

When choosing which images to remove, take into consideration the date created on, last updated, or last deployed to an event. In most cases, it is best not to remove images that have been recently created or updated, as they may be in the process of being deployed for future classes.

To view your images, on the **Navigation** menu at the top of the portal, **click** Images.

On the images screen, click **Created On**, **Last Deployed**, or **Last Updated** to sort your images, shown in the image below. When you have determined what image to remove, click the **ID** of the image.
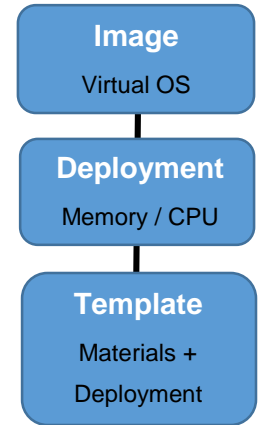
Image hierarchy

Image
Virtual OS

Deployment
Memory / CPU

Template
Materials +
Deployment

Image ID   *Image list*   *Created On*

⊕ Upload New Image   **🔍 Search Image**   Total Storage Size: 328 GB

Production   ▾   ☑ Go

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!	ID ⇕	Long Name ⇕	Short Name ⇕	OS Type ⇕	Storage (GB) ⇕	Release Status ⇕	Username ⇕	Password ⇕	Last Deployed ⇕	Last Updated ⇕	Created On ▴
	2520	Demo_WinXP_HW (05 SEP 2012)	Demo_WinXP_HW	Windows XP - 32 bit	2 GB	Production	Administrator	training	01-14-2013	09-05-2012	08-10-2012
	2523	Demo_WinXP_VM (20 JUL 2012)	Demo_WinXP_VM	Windows XP - 32 bit	3 GB	Production	Administrator	training	07-01-2013	07-20-2012	08-10-2012
	4494	Demo_Win2008_Server_VM (17 AUG 2016)	Demo_Win2008_Server_VM	Windows 2008 - 64 bit	11 GB	Production	Administrator	training	04-07-2016	08-17-2016	07-25-2014
	5758	LM_SP_Instructor (07 OCT 2015)	LM_SP_Instructor	Windows 2008 - 64 bit	12 GB	Production	Administrator	training	08-14-2016	10-07-2015	10-06-2015
	5759	LM_SP_Student1 (07 OCT 2015)	LM_SP_Student1	Windows 2008 - 64 bit	12 GB	Production	Administrator	training	11-27-2015	10-07-2015	10-06-2015

To remove the image:

1. Below the **Navigation** menu, click **Delete Image**.
2. On the **Confirm Delete Image** dialog box, click **Confirm**.
3. On the **Update Status** dialog box, select each check box next to **Status**, then click **Update Status**.

The image is now removed and set to obsolete, a long with its associated deployments and templates.

> **NOTE:** Images can only be removed one at a time.

Managing FTP Storage

You can access your free FTP storage by web address ftp.hostedtraining.com in Windows Explorer, or using your preferred FTP client software. The ReadyTech FTP should be used to transfer files to and from the remote lab, such as course training materials. If you do not know your FTP login credentials, please contact support get-support@readytech.com.

> ⚠ **IMPORTANT:** FTP Files are NOT backed up. If you need a permanent solution to store course materials, please contact support.

In the image example shown below, Filezilla and **Host address** ftp.hostedtraining.com are used to access the FTP. Determine what files are obsolete and delete from the server.