How to	Import data for FloodOps manually from FTP
Description	Step by step description of how to perform a specific task in ROWS.
Comments	The *italic* phrases correspond to the red markings in the screenshots. Please be aware that the screenshots may deviate slightly from the application
version	2016-01

This is a back-up procedure in the unlikely event you are unable to import data (observations or NWP) for Flood Operations from FTP via ROWS-Flood.
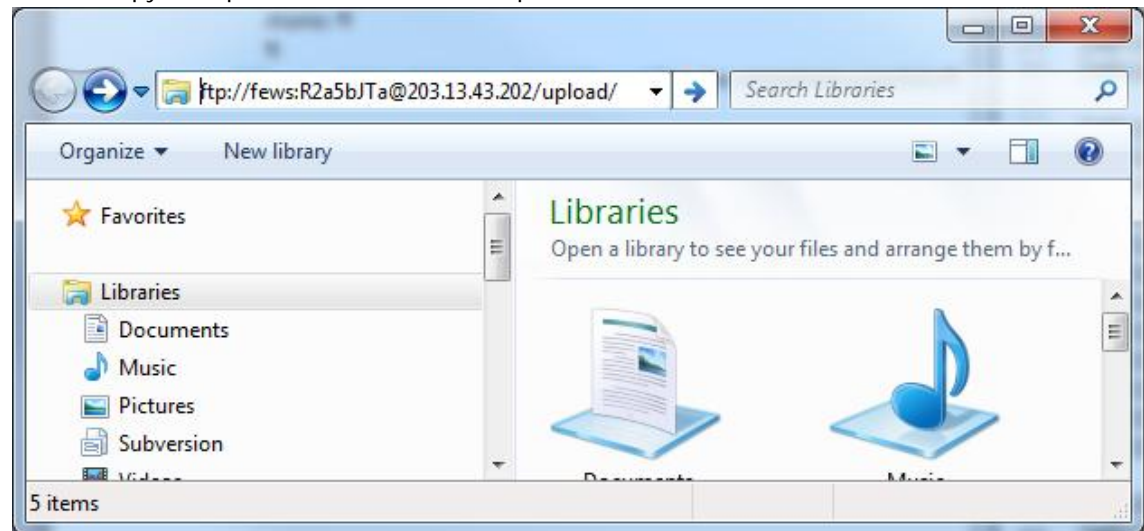
Overview of steps

1. Look up the ftp address in the global.properties
2. Navigate to the ftp address, using for example Windows Explorer
3. Download the data you need and put it in the appropriate Import folder of ROWS-Flood
4. Run the import as you would normally do from ROWS-Flood

ad 1.   You will find the file *global.properties in the root folder, most likely
D:\ROWS\ROWS-Flood\sa_global.properties
Search for IMPORT_FTP_MDBA to find the ftp address

ad 2.   Copy the ftp location in a Window Explorer

ad 3.   You can leave the data from BoM in the subfolder structure as they are on FTP.

Data	Folder on FTP	Import folder
Latest observations	latest\	ROWS-Flood\Import\fromMDBA\latest\
NWP data	BOM_data\	ROWS-Flood\Import\fromBOM\
Observations prior to event	archive\	ROWS-Flood\Import\fromMDBA\archive\

ad 4.   Run the appropriate workflow from within ROWS-Flood. Note that this import will remove the data from the Import folder.