

# How to Work on FTP Server

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## 1. About this Guide

Welcome to the **Navigating and Uploading to FTP Server Guide**. This comprehensive guide has been meticulously crafted to assist users in efficiently navigating to an FTP (File Transfer Protocol) server and uploading folders to it.

### 1.1. What You Will Learn:

In this guide, you will find detailed instructions to:

1. Navigate to the FTP Server
2. Upload Folders to the FTP Server

### 1.2. How to Use this Guide:

This guide is organized into easy-to-follow sections, each focusing on a specific aspect of navigating and uploading to an FTP server. Throughout the guide, you will find clear and concise instructions, supplemented with images and examples to help you visualize each step.

## 2. Navigating to FTP Server

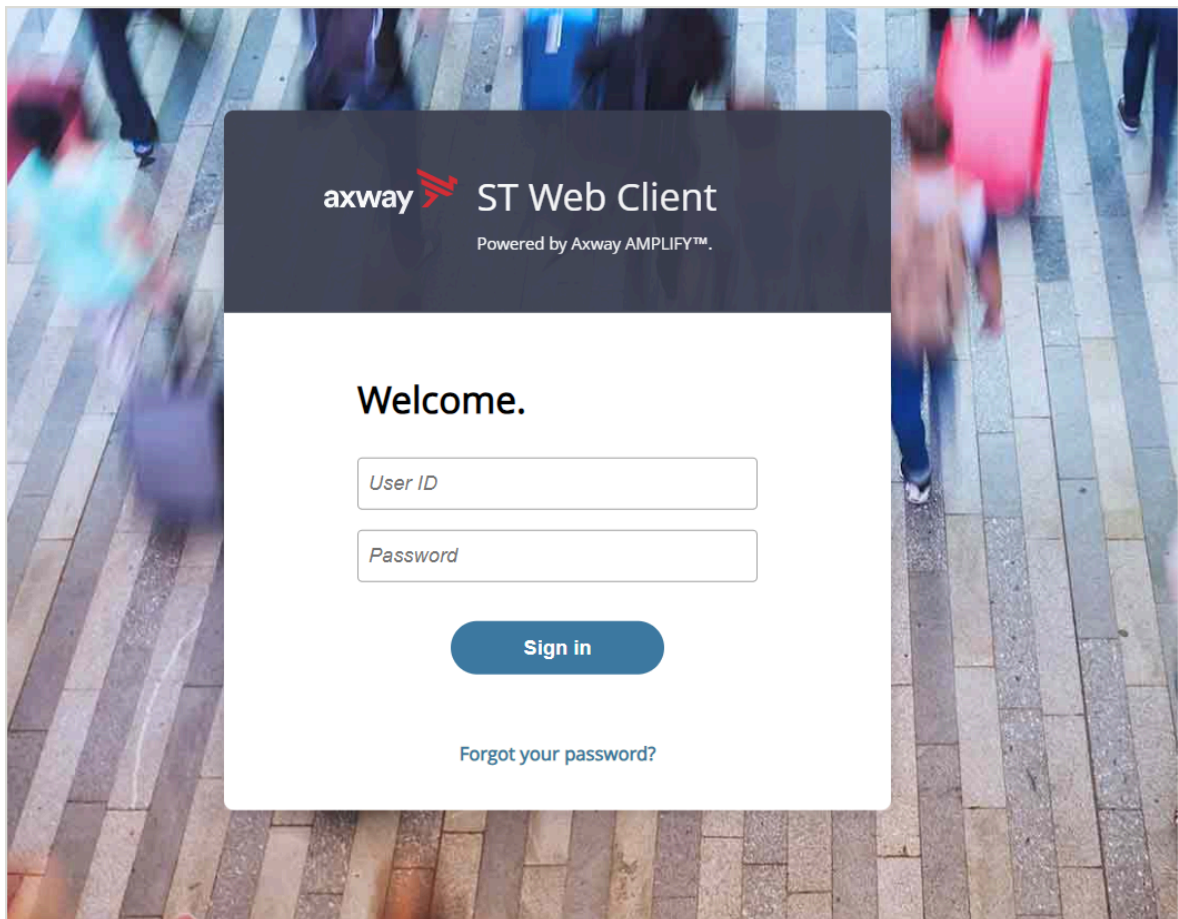
Perform the following steps to navigate to the FTP Server:

1. Navigate to the <https://data.interasset.com/> website.

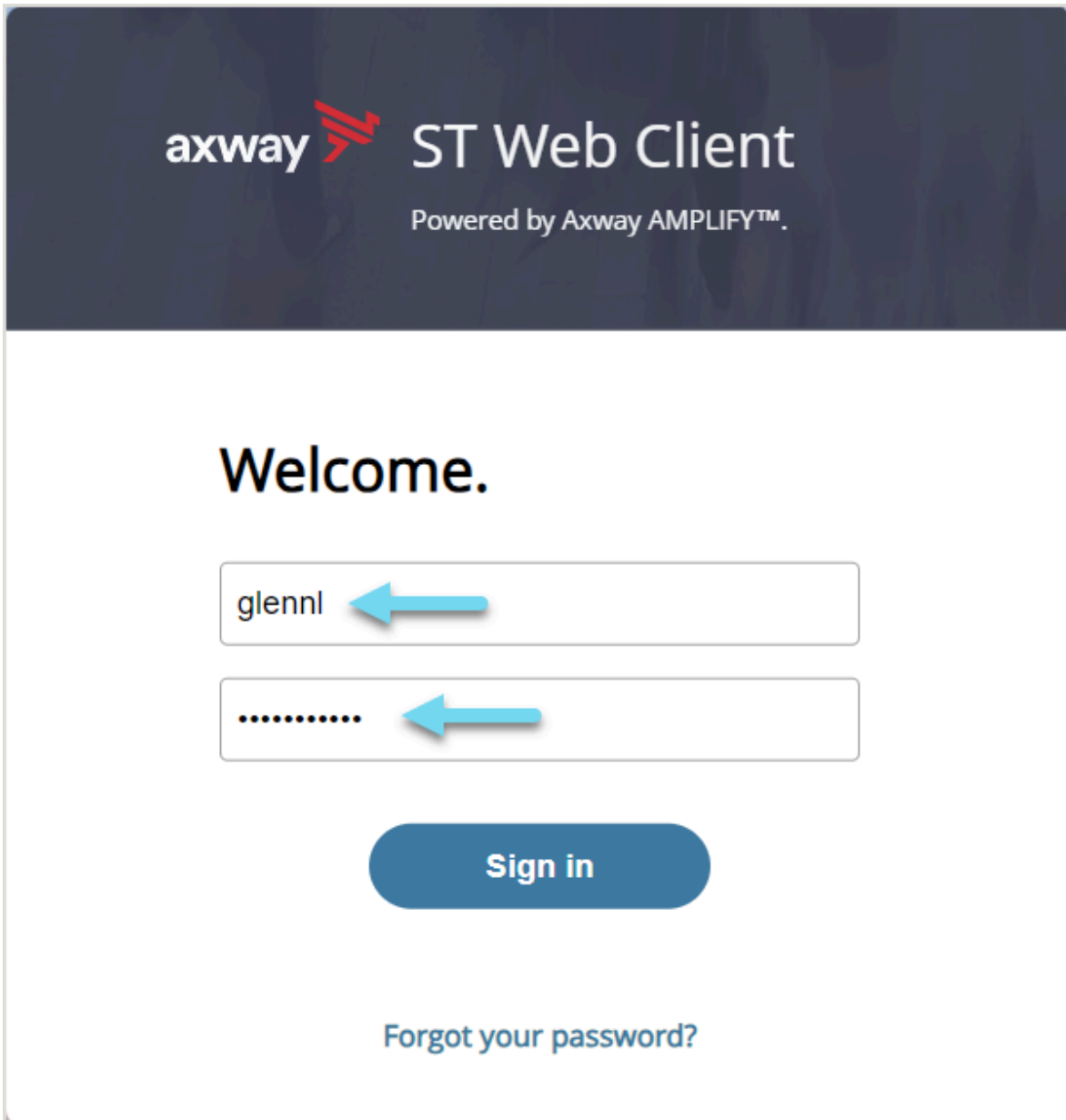


**Note:** User can use web browsers such as Google Chrome or Microsoft Edge

The FPT Server page is displayed.

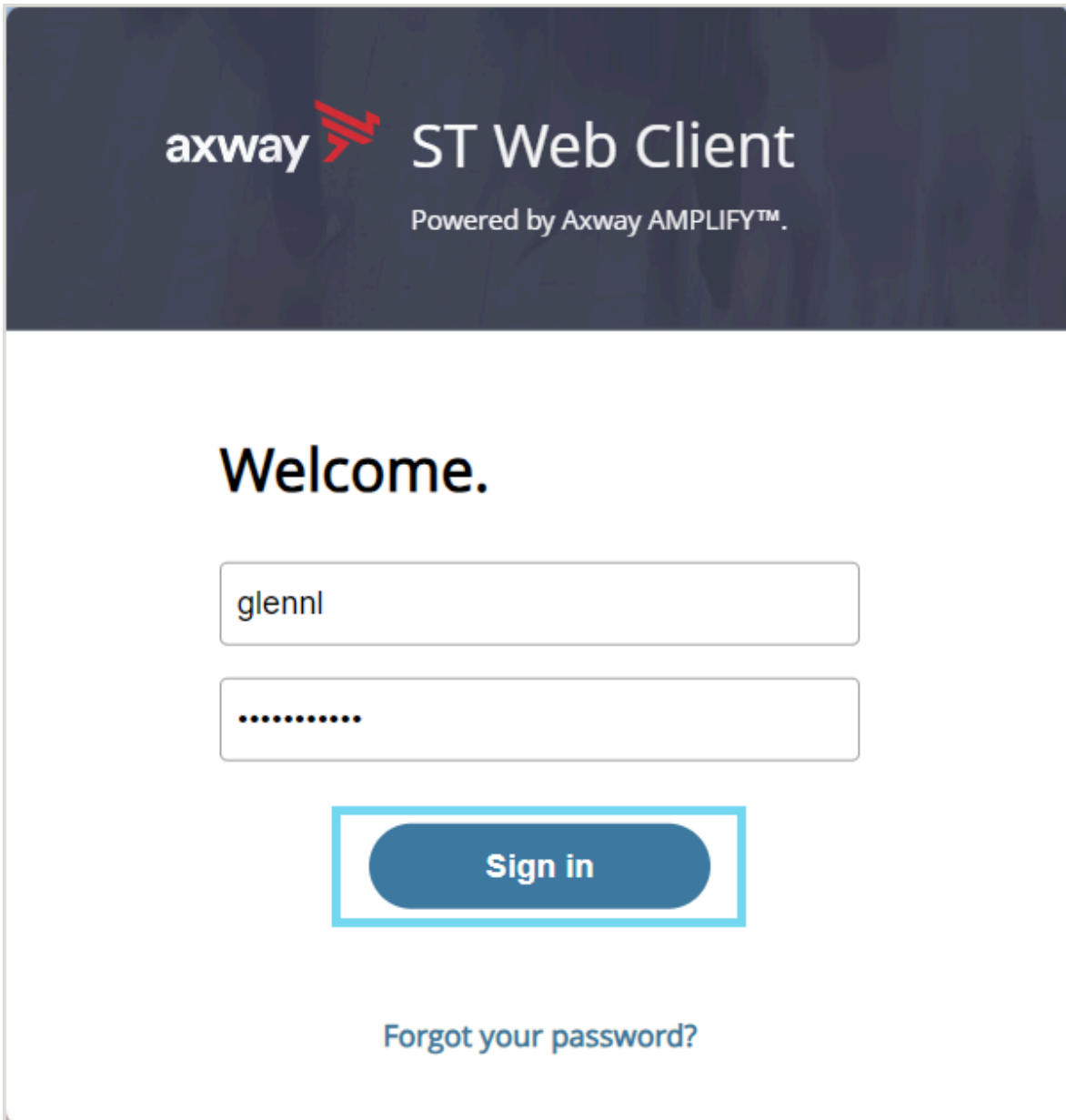


2. Specify the **Username** and **Password** on the page.




The image shows the login interface for the Axway ST Web Client. At the top, there is a dark blue header with the Axway logo and the text "ST Web Client" and "Powered by Axway AMPLIFY™". Below the header, the word "Welcome." is displayed in a large, bold, black font. Underneath, there are two input fields. The first field contains the text "glennl" and has a blue arrow pointing to it from the right. The second field contains a series of dots and also has a blue arrow pointing to it from the right. Below these fields is a blue, rounded rectangular button with the text "Sign in" in white. At the bottom, there is a link that says "Forgot your password?" in a smaller, blue font.

3. Click on the **Sign in** button.



The image shows the login page for the Axway ST Web Client. At the top, there is a dark blue header with the Axway logo and the text "ST Web Client" and "Powered by Axway AMPLIFY™". Below the header, the word "Welcome." is displayed in a large, bold font. Underneath, there are two input fields: the first contains the username "glennl" and the second contains a masked password represented by dots. A blue "Sign in" button is positioned below the password field. At the bottom of the form area, there is a link that says "Forgot your password?".

**axway**  **ST Web Client**  
Powered by Axway AMPLIFY™.

**Welcome.**

glennl

.....

**Sign in**

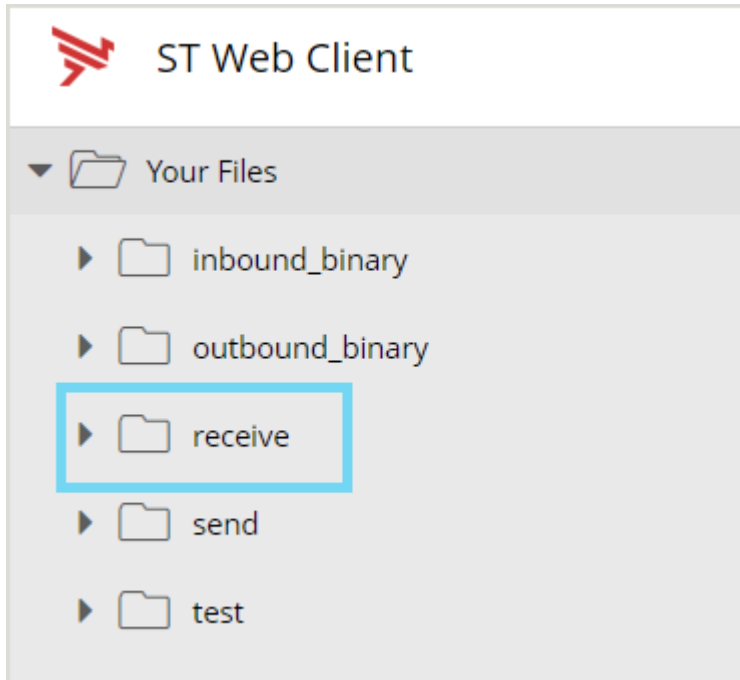
[Forgot your password?](#)

User is successfully signed in to the FTP Server page.

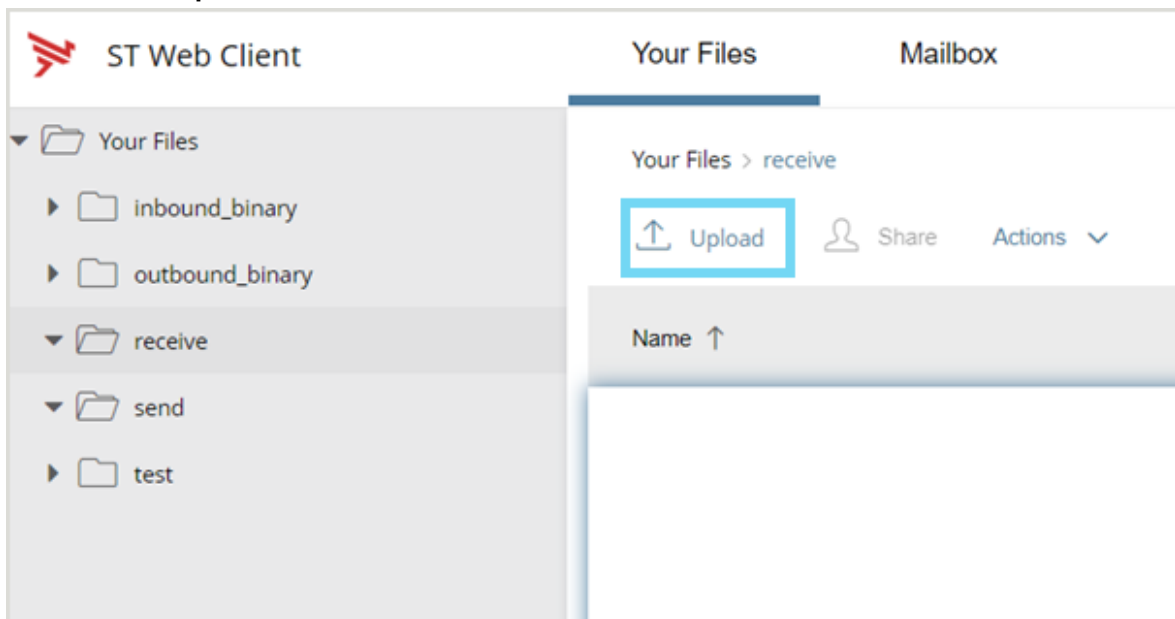
### 3. Navigating to a Specific Folder in the FTP Server

Perform the following steps to navigate to a specific folder in the FTP Server page:

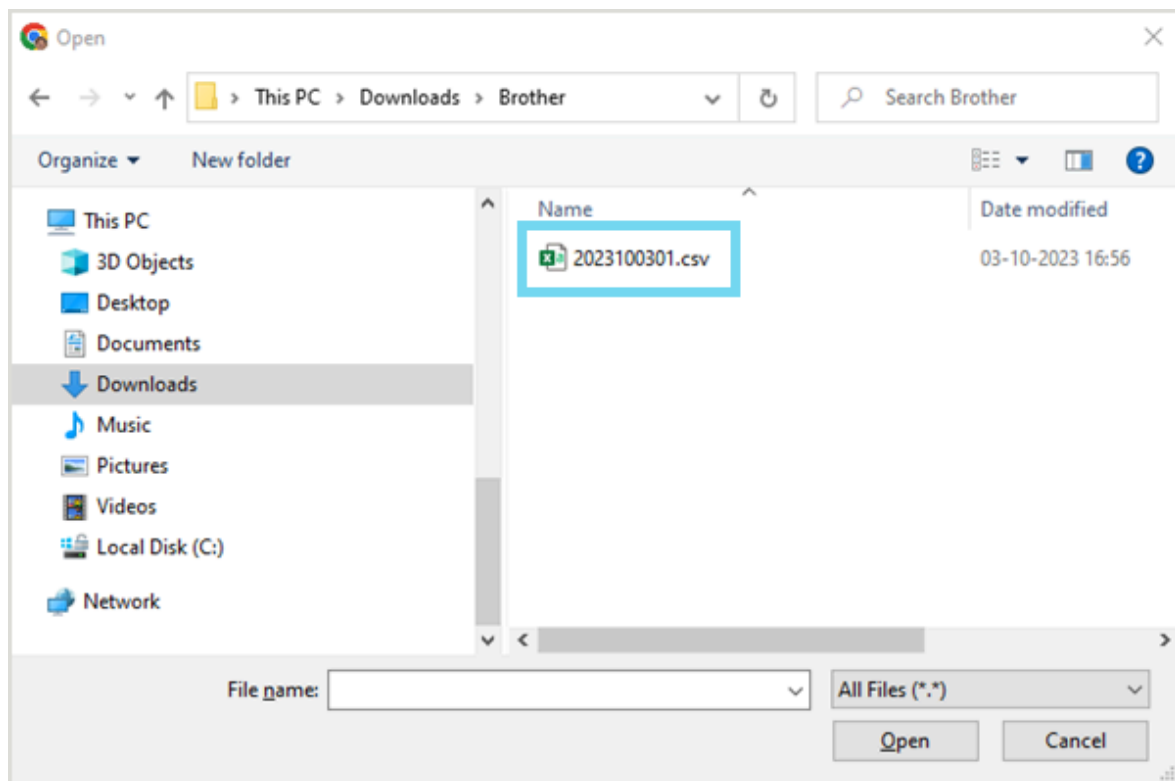
1. Click on the **receive** folder once the user is logged in under **Your Files**.



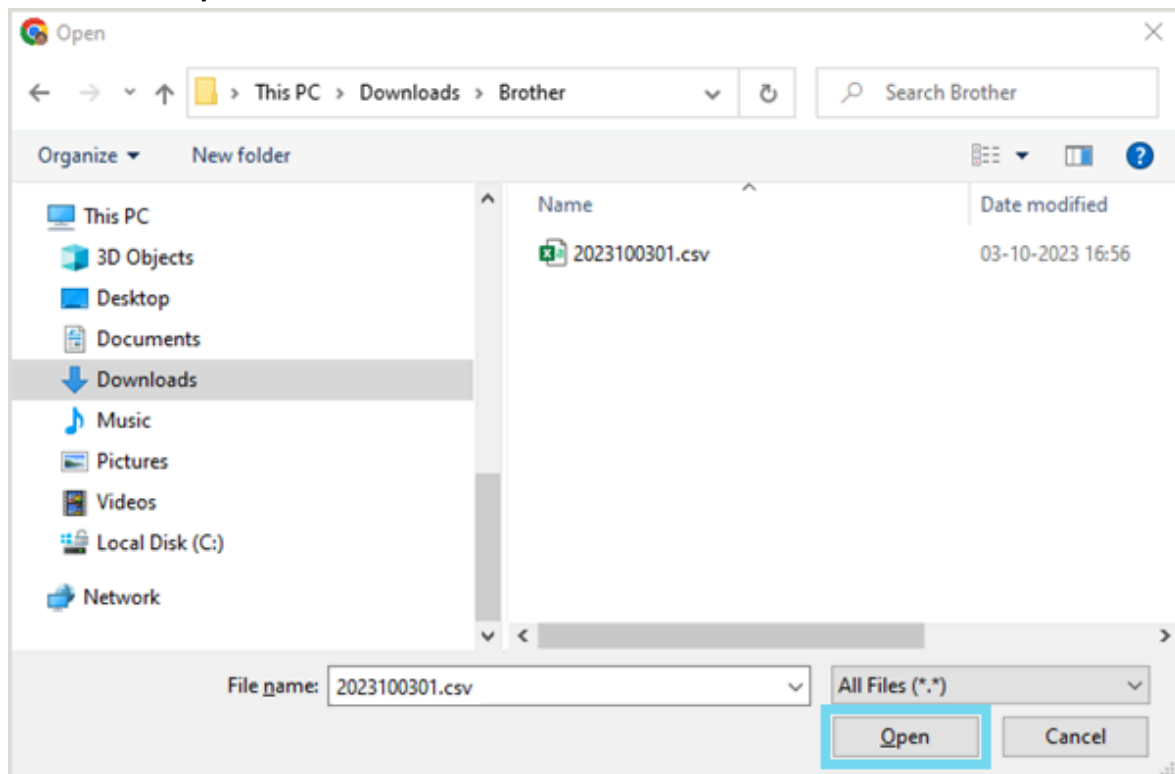
2. Click on the **Upload** button.



3. Select the **file** of your choice which needs to be uploaded.



4. Click on the **Open** button.



The selected file is successfully uploaded to the **receive** folder under **Your Files** in the FTP Server.

