# Navigating the FTP Client Software

To access the RSR FTP files, this section will explain how to manually connect to the RSR FTP server, download files and use the site manager. Please ensure you have installed and started the FileZilla Client application.

Please familiarize yourself with FileZilla's windows layout. Here is a quick overview: Below the tool-bar **(1)** and Quickconnect bar **(2)**, the message log **(3)** displays transfer and connection related messages. Below these, you will see the file listings. The left column **(local pane, 4)** displays the local files and directories, i.e. the files on the PC you're using FileZilla on. The right column **(server pane, 5)** displays the files and directories on the server you are connected to. Both columns have a directory tree at the top and a detailed listing of the currently selected directory's contents at the bottom. You can easily navigate either of the trees and lists by clicking on the folders. At the bottom of the window, the transfer queue **(6)** lists the files to-be-transferred as well as the files that have been transferred. You will need to connect to the server.
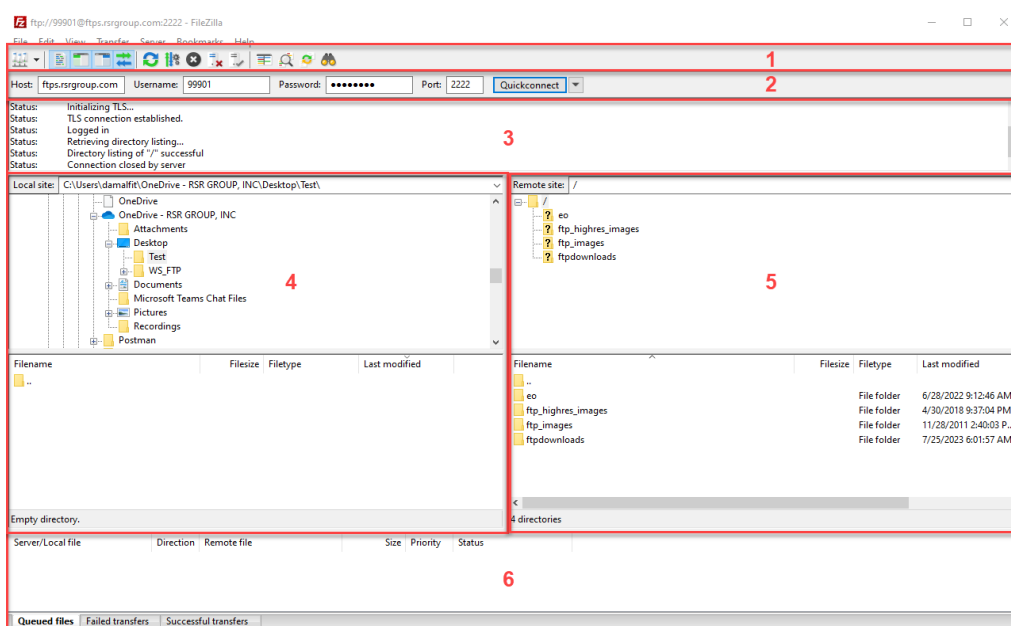
In FileZilla under SiteManager set the following credentials:

Protocol:	FTP - File Transfer Protocol
Host:	ftps.rsrgroup.com
Port:	2222
Encryption:	Require explicit FTP over TLS
Logon Type:	Normal
User:	RSR account number
Passwprd:	FTPS password (not RSR website password)
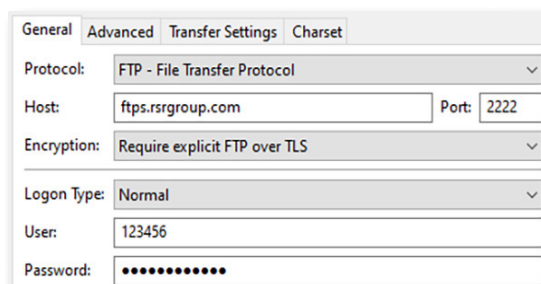
You can use the Quickconnect bar to establish a connection. Enter the hostname into the Quickconnect bar's **(2)** Host field (ftps.rsrgroup.com), the username into the Username field (your RSR account number) as well as the FTP password into the Password field, the Port is 2222. Now click on Quickconnect. FileZilla will now try to connect to the server. If successful, a list of files and directories will appear in the server pane **(5)**.

1. Downloading files
To download files, or complete directories, drag the files/directories from the server pane **(5)** to the local pane **(4)**. If you accidentally try to overwrite a file during the download, FileZilla will by default display a dialog box confirming the action (overwrite, rename, skip, etc.).

2. Using the Site Manager

To simplify future connections to the FTP server, you might want to add the server information to the Site Manager to make it easy to reconnect to this server. To do this, while logged in select 'Copy current connection to Site Manager' in the File menu **(1)**. The Site Manager will be opened and a new entry will be created with your credentials populated. You will notice that the entry's name is selected and highlighted. At this point, you can enter a descriptive name to easily identify your server, i.e. RSR Group FTP server. Close the dialog box by clicking on OK. The next time you want to connect to the RSR FTP server, you can simply select it in the Site Manager and click Connect. You will have to enter the password but the remaining fields will be populated. You can configure security attributes at any time, including the ability to connect without entering your password every time.

Importing and Formatting FTP Files

The majority of FTP files are ASCII text, semicolon delimited, plain text files with no formatting. To import and view an Inventory file, first download the appropriate file and the corresponding heading to a folder of your choosing, typically your 'downloads' folder. Always download the latest file, which is identified by the filename containing '-new.txt'. All files are date and time stamped.

The Inventory files can be viewed in various applications, and in this example we use Microsoft Excel. Do not double-click on the file after downloading as it may not open in Excel, or it may not open at all, depending on your computer preferences. Open Excel, browse your computer to locate the Inventory file (make sure to set the file type to 'All Files'), and select the file. We have selected the 'rsrinventory-new.txt' (the .txt suffix will not display in the filename field).
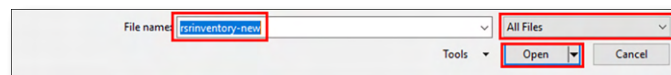

Locate 'rsrinventory-new.txt' file and open

The Excel file import wizard window will open. Click the button 'Delimited' and ensure the box 'My Data Has Headers' is not checked, and then click 'Next'. On the second window check 'Semicolon' under delimiters, ensure the Text Qualifier window is set to 'None', and click 'Next'. In the third window simply click 'Finish'.
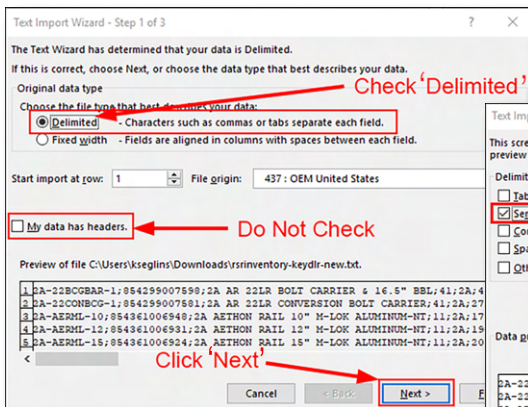

*Text Import Wizard Step 1*
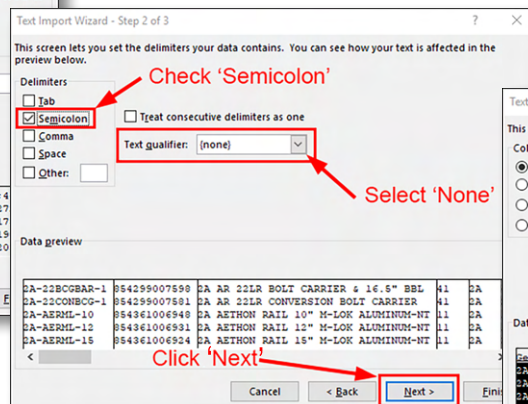
Text Import Wizard Step 2
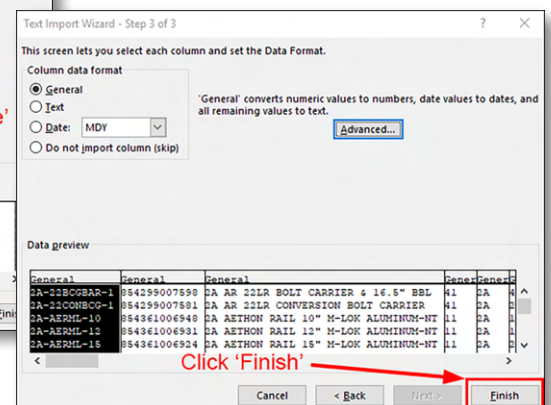
Text Import Wizard Step 3

The Inventory file will open in Excel. Note that no formatting is applied, column widths are not optimized and there are no headings for the columns. Remember, this is the raw data .CSV file, not a formatted Excel file. To make the file more readable, you will have to add headings, adjust column widths and set data attributes. You will only need to do this once, as subsequent download files can be pasted into your saved Excel file.
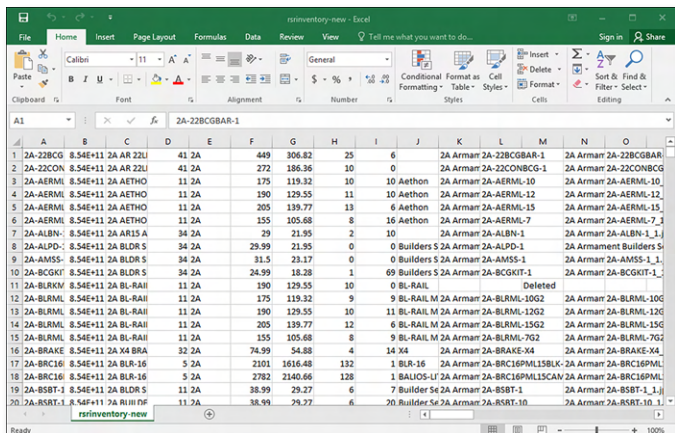

rsrinventory-new.txt file as opened In Excel
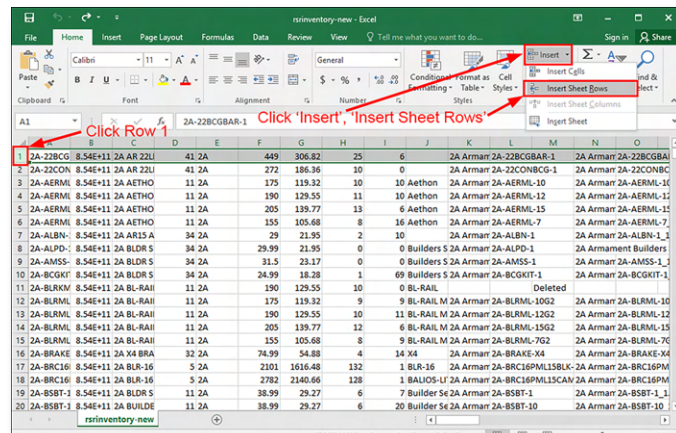
Prepare to insert header row

The first step is to add a header row to your inventory file. Click Row 1 in the very left hand column to select the entire top row. With the 'Home' menu group selected, right-click in the highlighted 'Cells' section and select 'Insert', then click on 'Insert Sheet Rows' in the drop-down menu. This will insert a blank row at the top of your worksheet.
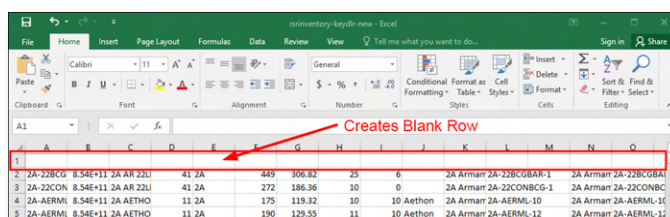
Next, we open the header file. Click File, Open, Browse and locate the downloaded file 'rsr_inventory_header_layout.xlsx (the .xlsx suffix will not display in the filename field). With the filename displayed in the filename field, click 'Open'. The Inventory Header file will open.
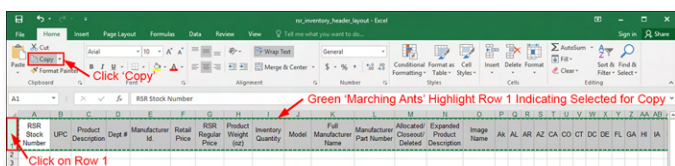

Locate 'rsr_inventory_header_layout.xlsx' file and open
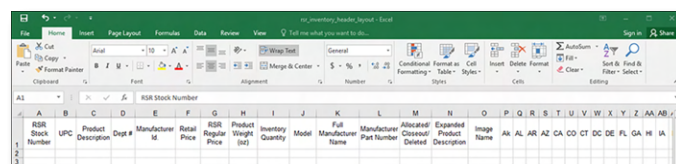
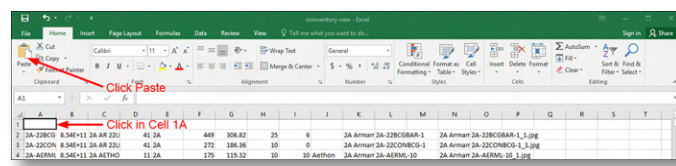*'rsr_inventory_header_layout.xlsx' file as opened in Excel*

Select and highlight Row 1. Click the 'Copy' button and Row 1 will be selected, indicated by the 'marching ants' border. Select the inventory file, click in cell 1A and click the 'Paste' button.
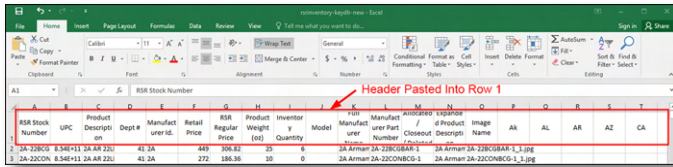

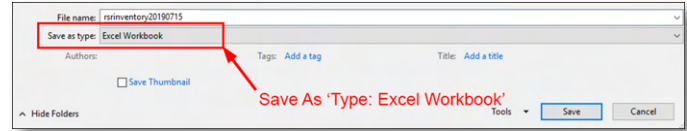*Select row 1 and click 'Copy'*

Select inventory file, click in cell 1A, click 'Paste'

The header will be pasted into Row 1 of your inventory file. At this time, we recommend you save the new combined file before proceeding. Click 'Save As' from the 'File' menu, select File type 'Excel Workbook', and change the filename.
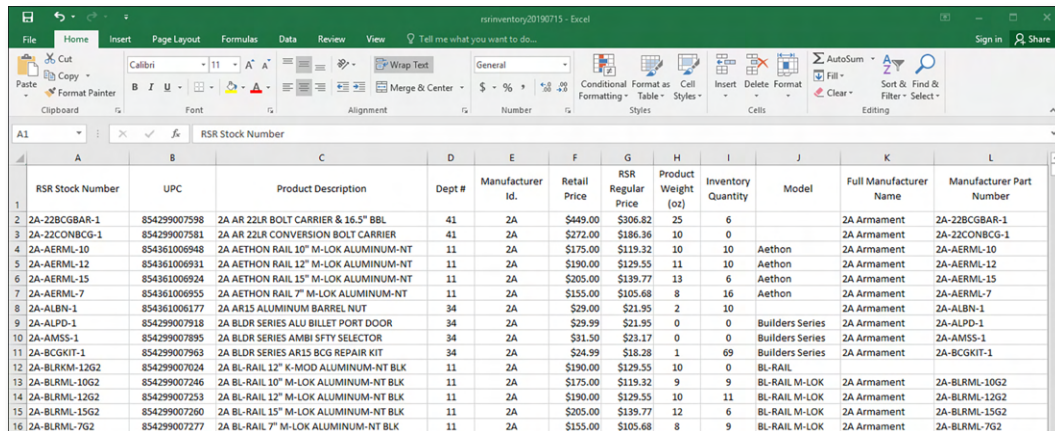

File header is pasted into row 1 of the inventory file   *Save as type: Excel Workbook to retain formatting, click 'Save'*

After saving the file, continue formatting the file as desired including, but not limited to, setting column widths, data alignment, formatting column content to text, number or currency, changing the font, hiding columns and changing the sort order. The file content is large with over 25,000 rows representing individual RSR Stock Numbers and 77 data fields (columns). This file is updated every two hours.

An example of a formatted inventory file

A layout (column headings) of the standard RSR Inventory file is available on the RSR website at: **DEALER'S TOOLBOX: STANDARD RSR INVENTORY - file layout**.

This file contains important product information mapped to associated available files including:

Field # 4   - **Dept. #** - Mapped to **Categories** file
Field # 13 - **Allocated/Closeout/Deleted** - Identifies closeout & recently deleted products (within the last 14 days).
Field # 15 - **Image Name** - Mapped to **Images** files.
Field # 16 through 56 - **Individual State Restrictions** - For greater detail see the **RSR Ship Restrictions** file.
Field # 67 - **Ground Shipments Only** - Y = Item must be shipped Ground.
Field # 69 - **Blocked from Drop Ship** - Y = Item restricted from fulfillment (drop ship).
Field # 71 - **Retail MAP Price** - Vendor's minimum advertised retail price (if applicable).
Field # 76 - **CA Prop 65** - Y = Item is subject to California's Proposition 65 and is mapped to the **Product Messages** file.
Field # 77 - **Vendor Approval Required** -   Y = All purchases require vendor approval.
                                                F = Fulfillment (drop ship) orders require vendor approval.