

Using the Media Fileserver with Directory Browsing

Information Technology Staff Instructions

<https://media.superiordcgis.org/FTP/>

1/18/2022

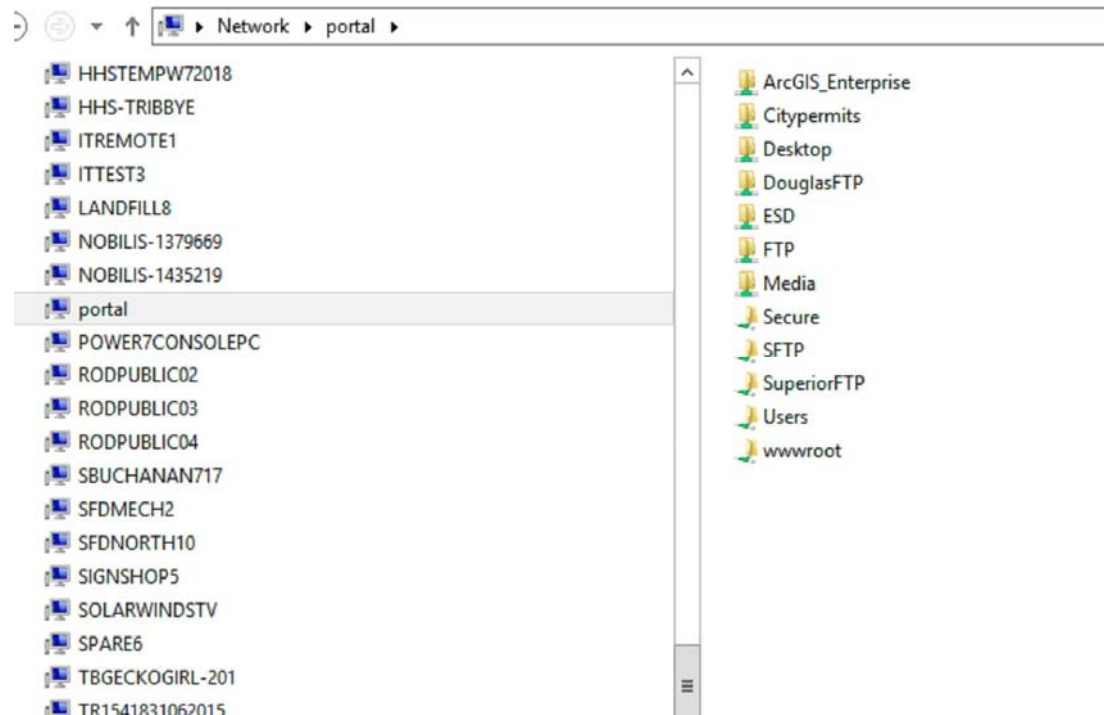


Introduction

- Internally uploading a file
 - Directory Structure
 - Superior or Douglas
 - Use the appropriate share
- Finding the URL to Share
 - Directory Browsing
- Uses and Limitations
 - Read-Only/Download
- Support Information

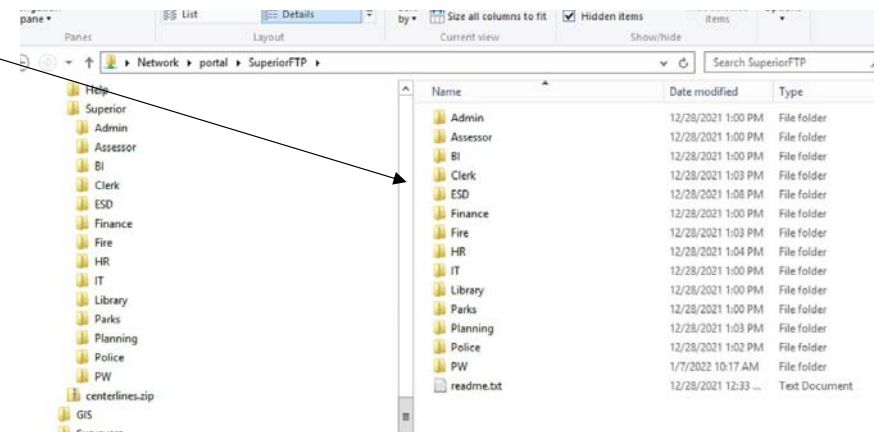
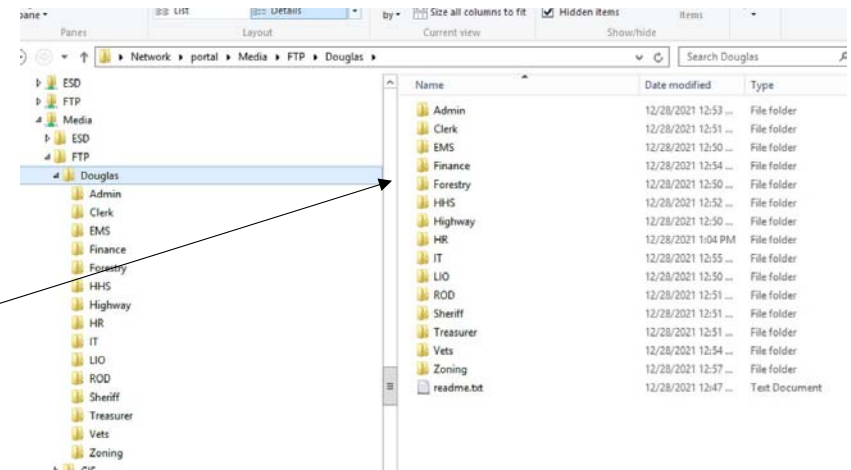
Internal File/Folder Upload

- In Windows Explorer
 - Type in the File Path Line
 - Douglas = <\\portal\DouglasFTP>
 - Superior = <\\portal\SuperiorFTP>
 - Then choose your appropriate department
 - Add your folder or Files




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- In Windows Explorer
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Determine the URL to share your files/folder

- In a browser (Chrome, Edge, etc) go to
 - <https://media.superiorcggis.org/FTP/>
- Using Directory Browsing select the directory structure you chose to follow (Superior or Douglas)
- Follow the Directories to your upload location
 - Right click on the folder or file to share and copy link address
 - Paste link address in email (might want to test the address before sending)
 - Send email with URL

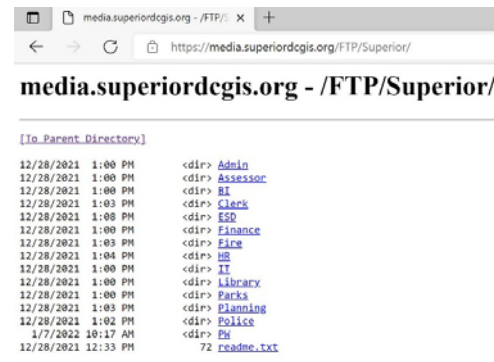


The screenshot shows a web browser window with the address bar containing <https://media.superiorcggis.org/FTP/>. The page title is **media.superiorcggis.org - /FTP/**. Below the title, there is a link [\[To Parent Directory\]](#). The main content area displays a directory listing with columns for date, time, size, and filename.

12/22/2021	8:00 AM	1658213	centerlines.zip
12/28/2021	1:04 PM	<dir>	Douglas
12/28/2021	12:36 PM	<dir>	GIS
12/28/2021	12:42 PM	<dir>	Help
12/28/2021	12:37 PM	63	readme.txt
12/28/2021	1:08 PM	<dir>	Superior

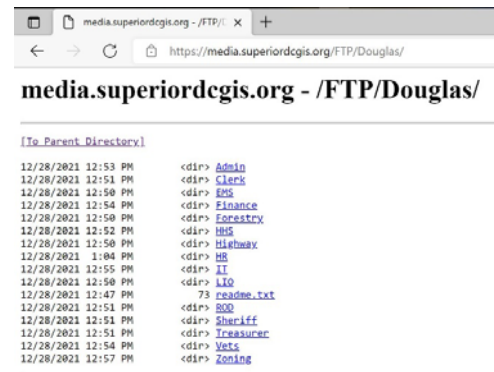
Determine the URL to share your files/folder

- <https://media.superiorcgis.org/ftp/>
- Using Directory Browsing select the directory structure you chose to follow (Superior or Douglas)



The screenshot shows a web browser window with the address bar containing `https://media.superiorcgis.org/FTP/Superior/`. The page title is `media.superiorcgis.org - /FTP/Superior/`. Below the title, there is a link `[To Parent Directory]`. The main content is a directory listing table with columns for date and time, and directory names. The directories listed are: Admin, Assessor, BI, Clerk, ESS, Finance, Fire, HR, IT, Library, Parks, Planning, Police, and PW. A file named `readme.txt` is also listed with a size of 72 bytes.

Date	Time	Item
12/28/2021	1:00 PM	<dir> Admin
12/28/2021	1:00 PM	<dir> Assessor
12/28/2021	1:00 PM	<dir> BI
12/28/2021	1:03 PM	<dir> Clerk
12/28/2021	1:00 PM	<dir> ESS
12/28/2021	1:00 PM	<dir> Finance
12/28/2021	1:03 PM	<dir> Fire
12/28/2021	1:04 PM	<dir> HR
12/28/2021	1:00 PM	<dir> IT
12/28/2021	1:00 PM	<dir> Library
12/28/2021	1:00 PM	<dir> Parks
12/28/2021	1:03 PM	<dir> Planning
12/28/2021	1:02 PM	<dir> Police
1/7/2022	10:17 AM	<dir> PW
12/28/2021	12:33 PM	72 readme.txt



The screenshot shows a web browser window with the address bar containing `https://media.superiorcgis.org/FTP/Douglas/`. The page title is `media.superiorcgis.org - /FTP/Douglas/`. Below the title, there is a link `[To Parent Directory]`. The main content is a directory listing table with columns for date and time, and directory names. The directories listed are: Admin, Clerk, EMS, Finance, Forestry, HR, Highway, HR, IT, LIO, and Treasurer. A file named `readme.txt` is also listed with a size of 73 bytes.

Date	Time	Item
12/28/2021	12:53 PM	<dir> Admin
12/28/2021	12:51 PM	<dir> Clerk
12/28/2021	12:50 PM	<dir> EMS
12/28/2021	12:54 PM	<dir> Finance
12/28/2021	12:50 PM	<dir> Forestry
12/28/2021	12:52 PM	<dir> HR
12/28/2021	12:50 PM	<dir> Highway
12/28/2021	1:04 PM	<dir> HR
12/28/2021	12:55 PM	<dir> IT
12/28/2021	12:50 PM	<dir> LIO
12/28/2021	12:47 PM	73 readme.txt
12/28/2021	12:51 PM	<dir> Treasurer
12/28/2021	12:51 PM	<dir> Sheriff
12/28/2021	12:51 PM	<dir> Treasurer
12/28/2021	12:54 PM	<dir> Vets
12/28/2021	12:57 PM	<dir> Zoning

Limitations/Policy

- Not really a FTP site, so no upload capabilities from External Clients
- Files will be removed after 6 months, unless specifically requested: use the following links
 - <https://arcg.is/1jzSKu>
 - <https://survey123.arcgis.com/share/04dadd5380e343eb96dd8f0481870825>
- All files are viewable through Directory Browsing, not secure, anyone has access to them
 - Confidential data should NOT be placed here
- Whenever possible try to zip(compress) the files into one (1) .zip file
- For Admin Use Only:
 - <https://www.arcgis.com/apps/dashboards/97a010cc626243718bddc6df937fc8a4>



For Assistance

Contact

- gishelp@ci.superior.wi.us