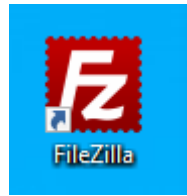


Setup Requirements

FileZilla or similar application

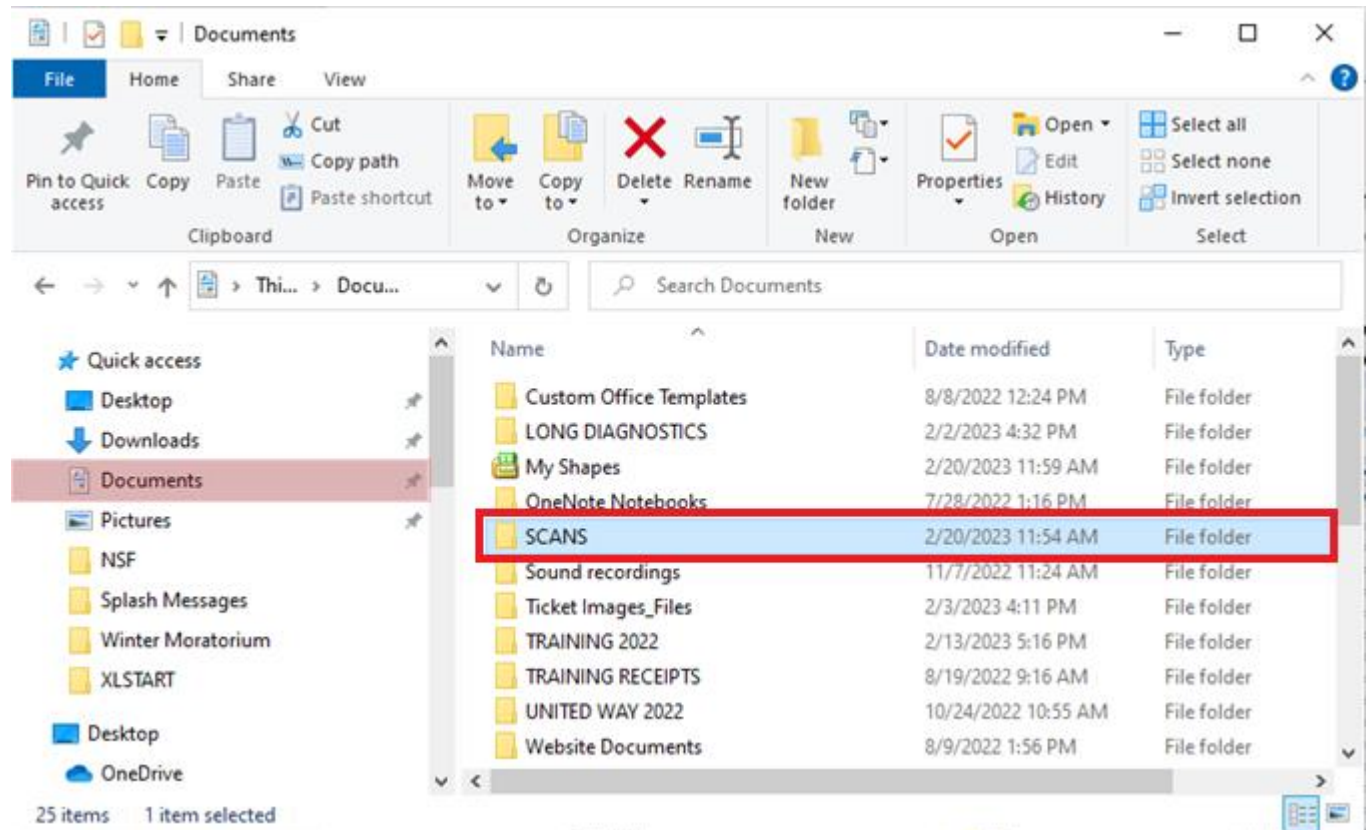
Allows access to the utilities' ftp folder at WPPI Energy.



If utility staff does not have access to the ftp folder, submit a [WSC ticket](#) requesting assistance loading FileZilla to the user's computer.

Scans Folder

If not already present, create a SCANS or eDOCS folder on the local user's computer. All scanned documents should be saved here prior to transferring to the ftp.



WPPI Support Staff

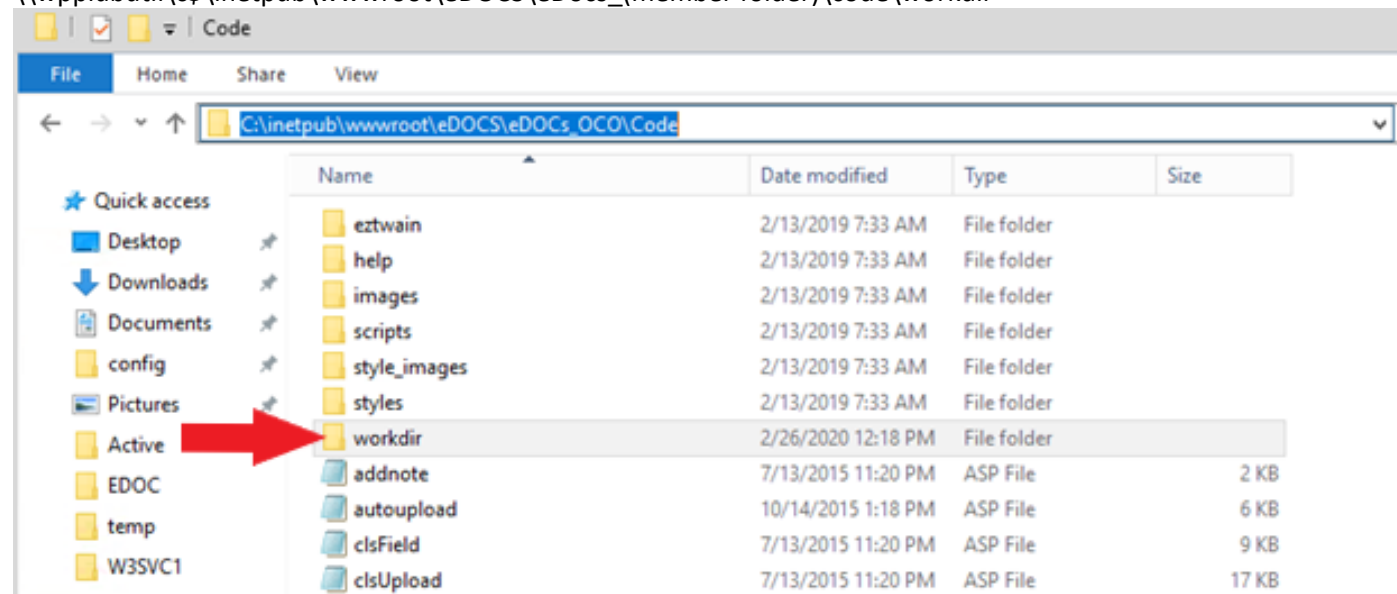
Verify the utility has the following items in place prior to use.

wppiubutil > workdir

Files are temporarily stored in a workdir folder until they are uploaded. Verify the workdir folder has the necessary permissions for the IUSR.

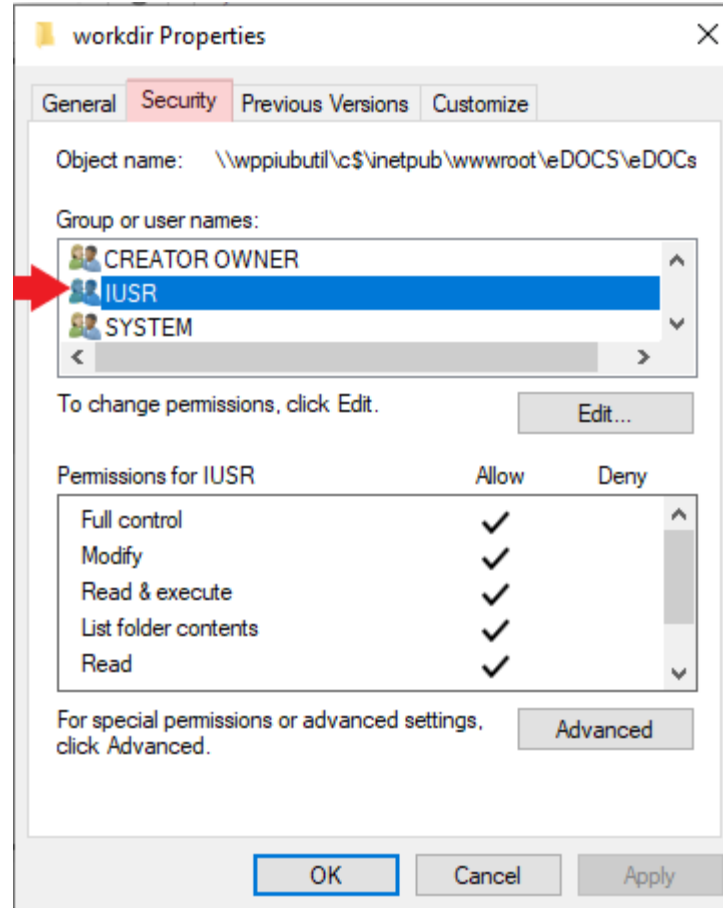
Right click on the workdir folder and open the properties window.

\\wppiubutil\c\$\inetpub\wwwroot\eDOCS\eDocs_(member folder)\code\workdir



Locate the IUSR user.

Review the IUSR permissions. They should be similar, if not identical, to those shown.



Virtual Directory

Submit a WSC ticket to IT requesting confirmation the FTP site on WPPIUBUTIL has a virtual directory pointed to **D:\Edocs\xxx** for the specified member.

Example:
D:\Edocs\MAQ