DBG Specimen Image Uploading Protocol

STEP 1: Locate Images to be Uploaded

• Navigate to

Q:\Research\Images(new)\MuseumSpecimens\DBG\DBG_Specimens\DBG_ToBeUploaded

STEP 2: Run FileZilla and Transfer Files

- Open the FileZilla software
- Using the *Quick Connect* option, connect to sftp://<u>mfccstorage@storage.idigbio.org</u>
- Or enter the following information
 - host: sftp://mfccstorage@storage.idigbio.org
 - o username: mfccstorage
 - o password: macrofungi



- In the left side panel of FileZilla, navigate to the images to be uploaded
- In the right side panel of FileZilla, navigate to /dbg/mycology

🔁 mfccstorage@storage.idigbio.org - FileZilla									
File Edit View Transfer Server Bookmarks Help New version available!									
Host: Use	ername:	Password:	Port:		Quickconnect	•			
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Local site: Q:\Research\Images(new)\MuseumSpecimens\DBG\DBG_Specimens\DBG_ToBeUpload 🗸 Remote site: //dbg/mycology									
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Filename	Filesize Filetype	Last modified		Filename	*	Filesize	Filetype	Last modified	Permissions
a)))				Empty directory listi	ng



- Highlight all image files in the left side panel; drag and drop to the right-side panel
- The transfer will initiate. Do not close FileZilla while files are transferring
- Once all files have been transferred to the remote server, FileZilla can be closed
- The images will be mapped to their specimen records overnight

STEP 3: Check Upload Status

- Open FileZilla and log on to <u>mfccstorage@storage.idigbio.org</u>
- Navigate to dbg\mycology
- If the image files are gone, they have been uploaded