

Connecting to the DNA Genotek services FTP site

There are two methods for connecting to the Services FTP site – via Internet Explorer or FileZilla. The preferred method is FileZilla for ease of use, but may require help from your IT department at time of initial setup.

Method 1: Internet Explorer

To download: The FTP site is compatible with any version of Internet Explorer. In your browser, navigate to **ftp://services.dnagenotek.com**. You will be prompted to enter the username and password that has been assigned to you. The window will look like this:

90	To log on to this FTP server, type a user name and password.				
·	FTP server:	services.dnagenotek.com			
	User name:	john.doe			
	Password:	••••••			
	After you log on, you can add this server to your Favorites and return to it easily.				
	Log on ano	nymousły			

Once logged in, you will see a list of files available for download. You may click on any file to initiate a download. The window will look like this:



DNA Genotek Inc. 2 Beaverbrook Road Ottawa, ON, Canada K2K 1L1 Subsidiary of OraSure Technologies, Inc. Toll-free (North America): 1.866.813.6354 Tel: 613.723.5757 • Fax: 613.723.5057 www.dnagenotek.com info@dnagenotek.com



To upload: If you have been granted this type of access, follow the instructions in the browser window to switch to Windows Explorer view. Different version of IE may have different instructions. You will need to provide your username and password.

Once you have changed views, you will be able to drag your files into the window to initiate an upload. The window will look like this:



Logoff and login to Internet Explorer: When finished downloading and/or uploading, simply close the window. You will need to repeat the steps above whenever you need to connect to the Service FTP site.

Method 2: FileZilla

To download: FileZilla is an open-source FTP client software that is free and does not require a licence. Download and install the software at **http://filezilla-project.org**/ onto your computer desktop. You may require help from your local IT staff the first time.

Once installed, launch the client and connect to the Services site. You will need to provide the host, username and password. Use **services.dnagenotek.com** as the host, and the username and password that was provided to you by DNA Genotek. Leave the Port field blank and click **Quickconnect**. The window will look similar to this:



Once connected to the Services site, you will see your own computer on the left and the DNA Genotek FTP site directories on the right. To download a file, simply drag it from the right side to a folder on your own computer on the left.

File Edit View Transfer Server Bookmarks Help	
Repone: 130 Opening EDV4R1 mode data connection. Respone: 226 Transfer complete.	
Status: Caluating Instance offset of server Commands: MCOND Park Construct End	
Response: 213 20123016393336	
Tanuai Timezone offecto Server - 24400 seconds. Locali - 24400 seconds. Ofference: 0 seconds. Statuai Dectory Istino auccessful	
Look (1)	
My Documents	
Computer	
⇒ ≤ C (05)	
a A Sterycle Bin	
A deep	
Filename Filesize Filetyze Last modified + Filename Filesize Filetyze	Depending Permissions Owner/Gro
SRecycle.Bin File folder 04/05/2012 9:51:10 DNA Genotek Services.ht 0 Text Docu	16/10/2012 3:1-
Apps File folder 26/04/2012 9:0558	
Left File folder 03/05/2012 2:30:10	
Locuments and File folder 14/07/2009 1.08:56	
Drivers File folder 26/04/2012 10:35:2	
Lonal File folder 36/04/2012 10/474	
5 files and 16 directories. Total size 11,055,774,470 bytes 11 file. Total size 0 bytes	
Server/Local file Direction Remote file Size	Priority Status
Annual Marc (Existence for a 1 A second (Annual second sec	
Questes mes pressions publication among	
	/ 🗰 Queue empty 🔮

To upload: If you have been granted access to upload files to the FTP site, simply drag the file from your own computer on the left to the DNA Genotek FTP directory on the right (opposite to direction shown in photo above).

Logoff and login to FileZilla: When finished downloading and/or uploading, simply close the software.

The next time you need to connect to the Services FTP site, use the drop down list beside the **Quickconnect** button to select the stored **username@services.dnagenotek.com** profile. No need to fill out the connection fields again.

1	Fz joh	n.doe@services.dnag	enotek.com	- FileZilla		-				
	File	Edit View Transfe	r Server I	Bookmarks H	Help					
	Host:	services.dnagenotek	Username:	john.doe	Password:	•••••	Port:	Quickconnec		