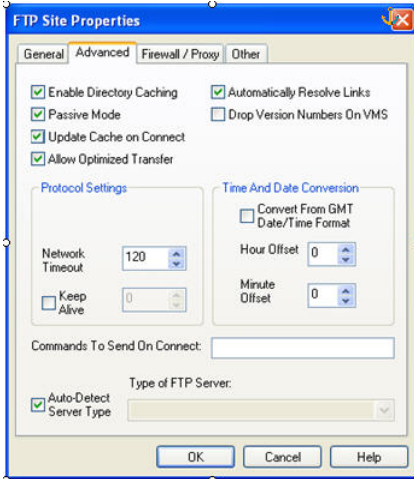


Advanced Tab Settings



Enable Directory Caching is checked

Passive Mode should be changed to a **check mark** (you may have to click on the box 2 times)

Update Cache on Connect is checked

Allow Optimized Transfer is checked

Automatically Resolve Links is checked

Drop Version Numbers On VMS is left blank

Protocol Settings:

Network Timeout is set to 120

Keep Alive is left blank

Time and Date conversion Settings:

Convert From GMT Date/Time Format is left blank

Hour Offset is zero

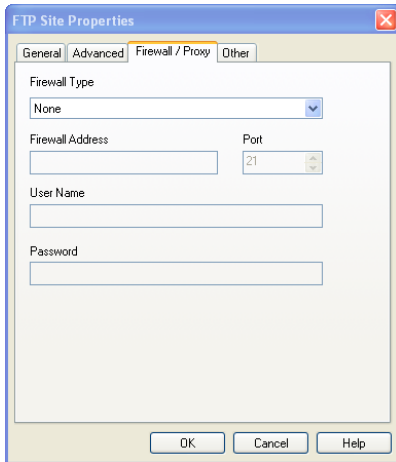
Minute Offset is zero

Commands To Send On Connect is left blank

Type of FTP Server:

Auto-Detect Server Type is checked

Firewall/Proxy Tab Settings



Firewall Type: None
Firewall Address is left blank
Port is "grayed out" as 21
User Name is left blank
Password is left blank

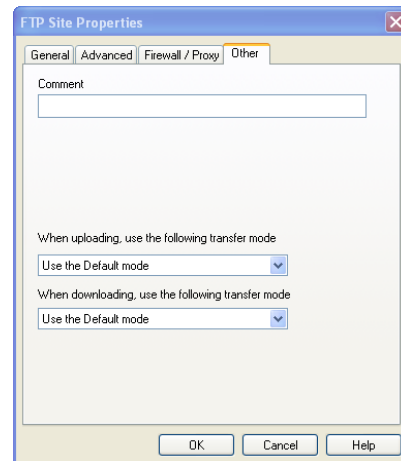
Other Tab Settings

Comment is left blank

When uploading, use the following transfer mode...Use the Default mode

When downloading, use the following transfer mode...Use the Default mode

Click on OK button to exit



Click **Save** to establish your New FTP Profile. Then, right click your newly created profile and click Rename if you wish to name your profile something familiar to you (like Hummingbird FTP).

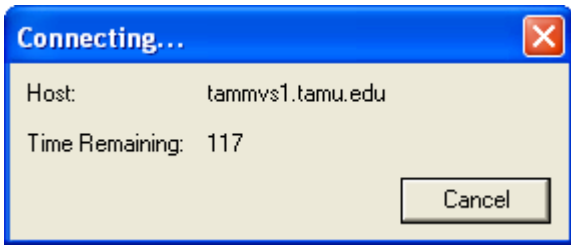
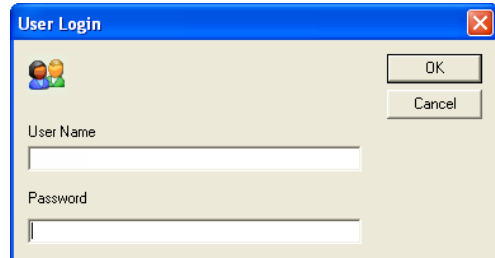
Next, right click on your new profile and click Create Shortcut to place an icon on your Desktop (for ease of use).

Download File with Hummingbird FTP Client



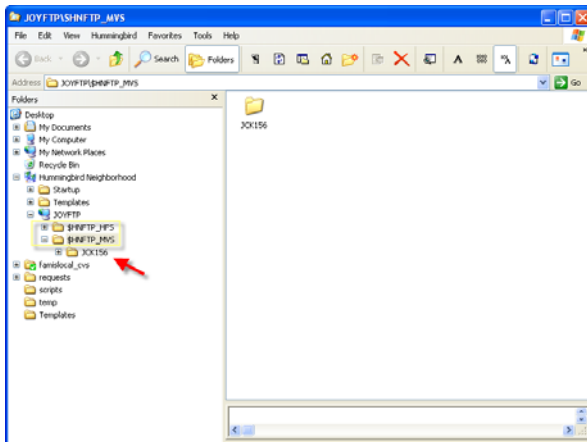
From your Desktop, double click your new icon to launch your Hummingbird FTP client.

In the User Login box, fill in your password to match your FAMIS userid (you may have to do this twice as it builds directory information).



Doing this will connect you to the TAMU-CIS mainframe with the following folders:

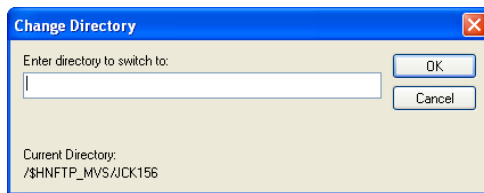
\$HNFTP_HFS
\$HNFTP_MVS



Click on your FAMIS userid to see your files (if there are any).

From here, you can use the Change Directory (located at the top of the panel in the middle) icon to change the directory to the files you want to see or seek to download.

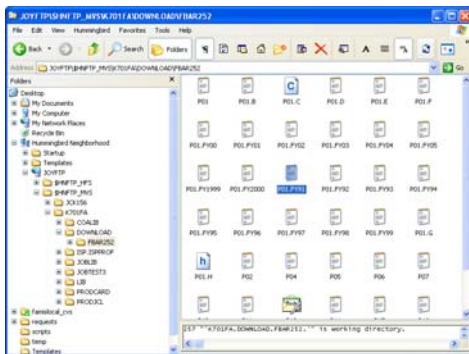
Settings for Secure Hummingbird FTP



For example, click on the ChangeDir icon and fill in the " Enter directory to switch to: " box with:

'k701fa.download.fbar252'

(remember to place a single quote before and after the file name)



After your file names appear, click to highlight the file that you want to download, then right click and click on Download to download the file to your pc. Choose the folder you wish to place it in and change (if preferred) the file name and click on the Save button to download the file.

Remember your file name...

Wait until download is completed...with proper messages...to assure transfer is complete, then click the Done button.

(To find your downloaded file on your pc, look for the file in the folder and under the name you chose).

Advanced Tab Settings

Enable Directory Caching is checked

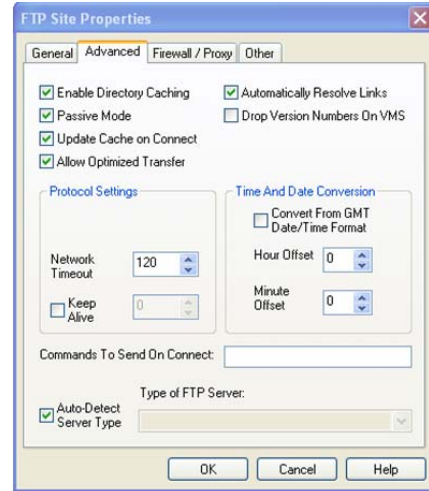
Passive Mode should be changed to a **check mark** (you may have to click on the box, 2 times)

Update Cache on Connect is checked

Allow Optimized Transfer is checked

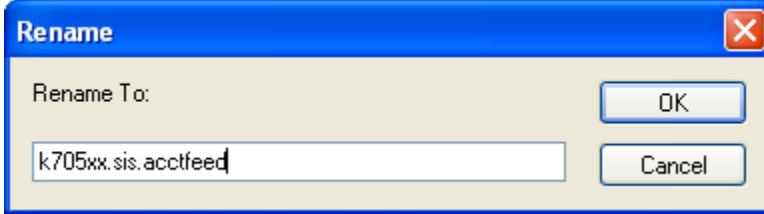
Automatically Resolve Links is checked

Drop Version Numbers On VMS is left blank

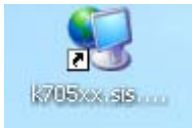


Click on OK button to exit and click Save to establish your New FTP **Upload** Profile.

Then, right click your newly created profile and click Rename if you wish to name your profile something familiar to you (like **k705xx.sis.acctfeed**) and click OK to rename.

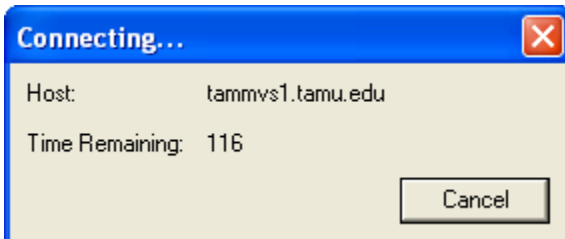


Next, right click on your new profile and click Create Shortcut to place an icon on your Desktop (for ease of use).

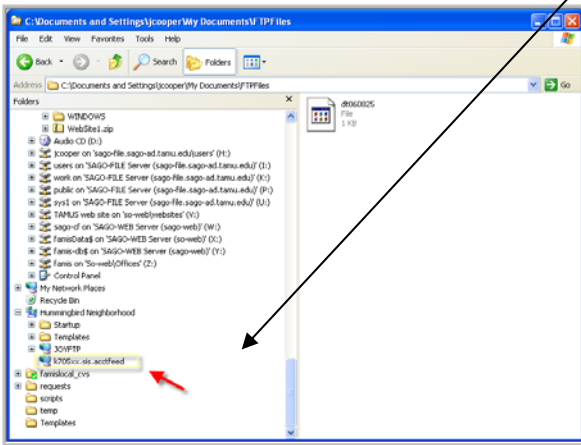
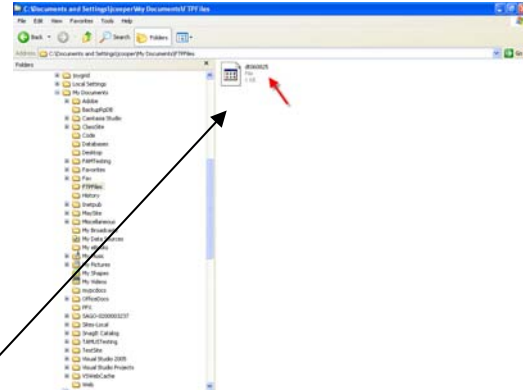


From your Desktop, double click your **new icon** to launch your Hummingbird FTP client.

Doing this will connect you to the TAMU-CIS mainframe showing a list of file names associated with the **k705xx.sis.acctfeed** directory.



In the same Hummingbird Neighborhood window, click on the folder that contains **your new file to be uploaded from your pc to the mainframe**. In this example, the file name on your pc must be **dt060825** (based on FAMIS naming conventions for this file name).

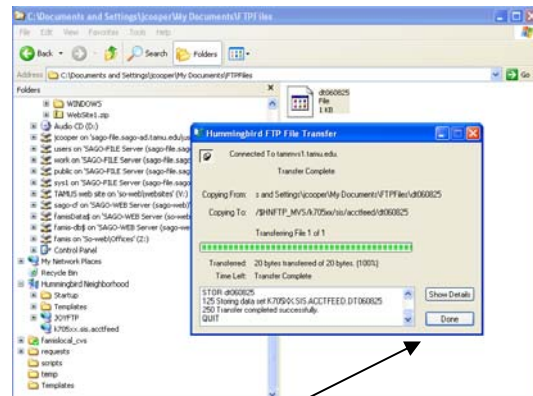


“Drag and drop” this new file and place it on top of the **k705xx.sis.acctfeed** directory.

(Therefore, your complete file name created on the mainframe from this successful upload would be

k705xx.sis.acctfeed.dt060825).

A Hummingbird File Transfer box will pop-up, showing you the progress of your upload. Wait until the upload is completed...with proper messages...to assure transfer is complete.



When you see the Transfer Complete message, click the **Done** button to close the pop-up.

Contact FAMIS Production Services

The final step (**if this file needs to be posted in FAMIS**) in the upload process is to send an email to famisprod@tamu.edu telling us that your file (give entire file name -- i.e., **k705xx.sis.acctfeed.dt060825**) has been uploaded to the mainframe and is ready to be posted into FAMIS.

Please contact FAMIS Production Services at (979) 458-6470, if you have any questions with the Hummingbird FTP Process.