OBJECTIVES:

FILE MANAGEMENT and  
*FTP*

Steps to download and archive new CBP files (e.g., June 2011):

1. *Connect to DLI in wsftp*
2. *Go to STC:* ***/DLI-Collection\_Other-Products 🡪 Canadian Business Patterns – cbp 🡪 2011***
3. *Halt in WS-FTP*
4. Delete folders: PROV, CENS DIV, CMA in Z:\data-license\b2020\cbp\2011 (JUNE\*) and their contents
5. Set up file directories in Z:\data-license\b2020\cbp\2011

*2010 example of folder structure*



1. *Open staging folder on z: (ON LEFT SIDE) and then FTP the STC zipped file FOR JUNE (ON RIGHT SIDE) into that staging folder using the left arrow.*
2. Double-click on the .zip file to unzip your files
3. Check which are the B2020 files (.ivt) and documentation files …
   1. For the .ivt, check to see that there’s nothing new we need (either to add, or update) and if so, then let’s do that together…
      1. SAME FILES
   2. Move any documentation files into documentation folder

Work in html (PS-Pad)