

Instructions On Setting Up The File Transfer Protocol (FTP)

1. Enter "C" and press "F1" to access MEDADMIN from the MEDLOG Master Menu.
2. Enter "3" and press "F1" to select Miscellaneous Functions.
3. Enter "5" and press "F1" to select Report Print Options.
4. Enter "M" and press "F1" to select monthly PCN's.
5. Enter "Y04" and set download indicator to "Y". Press "F1" to record the changes.
6. Press "F4" and return to the MEDLOG Print Info Modification Menu.
7. Enter "E" and press "F1" to save changes.
8. Press "F4" to return to the MEDLOG Administration Main Menu.
9. From the MEDLOG Administration Main Menu, select Network Management.
10. From the MEDLOG Administration Network Management Menu, select "2", Configure Medtrans. If MEDLOG is on-line the prompt, "The system is on line - Do you wish to take the system off-line?" is displayed. Press "Y" to take MEDLOG off-line. If MEDLOG was already off-line, proceed to step 13.
11. The MEDLOG System Activity On Line menu is displayed. Press F8 to take MEDLOG off-line. MEDLOG prompts, "are you sure?" Press "Y" to continue.
12. Press "F7" to log-off and return to the MEDLOG File Transfer Process Main Menu.
13. Select "8", Modify Interface Settings. The MEDLOG File Transfer Process - Medtrans Interface Settings Menu will be displayed.
14. Press the enter key until the cursor is in the first empty Outfile ID frame.
15. Enter Y04.PRT in the Outfile ID frame (case sensitive).
16. Enter FMXXXX.Y04 (XXXX = your FM account number) in the Rename To frame (case sensitive).
17. Enter the IP address 140.139.50.5 in the IP address frame.
18. Enter the login ID: ftf (lower case).
19. Enter the password: reports1 (lower case).
20. Press "F1" to complete the process and save.
21. Enter "0" and press "F1" to exit.
22. Press "F4" to return to the MEDLOG Administration Main Menu.
23. Enter "Q" and press "F1" to quit the MEDLOG Administration main menu.
24. Enter "Q" and press "F1" to quit the Medadmin Master Menu and log-off.

At end-of month the file Y04 will automatically be transmitted to AFMLO when MEDTRANS is executed. (AFMLO/FOC-A, TSgt Harmon, 343-4050 and HQ SSG/MI, TSgt Brown, 596-3687)