

WLTP DHC subgroup	
<b>Date</b>	17 June 2010
<b>Title</b>	Instructions for submitting in-use data
<b>Working Paper Number</b>	WLTP-DHC-04-04

## INTRODUCTION

The data shall be submitted using the official template (WLTP-DHC-02-15)

The data may be submitted using the dedicated FTP server hosted by the European Commission.

Each contracting party will be assigned a private folder on the FTP server. A public folder will also be available; all Contracting Parties will have access to this folder and it will contain all in-use data collected during the WLTP process.

## INSTRUCTIONS

### Gaining an account

To apply for an account on the FTP server, please send an email to [wltip-data@jrc.ec.europa.eu](mailto:wltip-data@jrc.ec.europa.eu) to receive the connection details (Host, user and password)

### Submitting data

Files can be uploaded to an FTP server using the procedure described below.

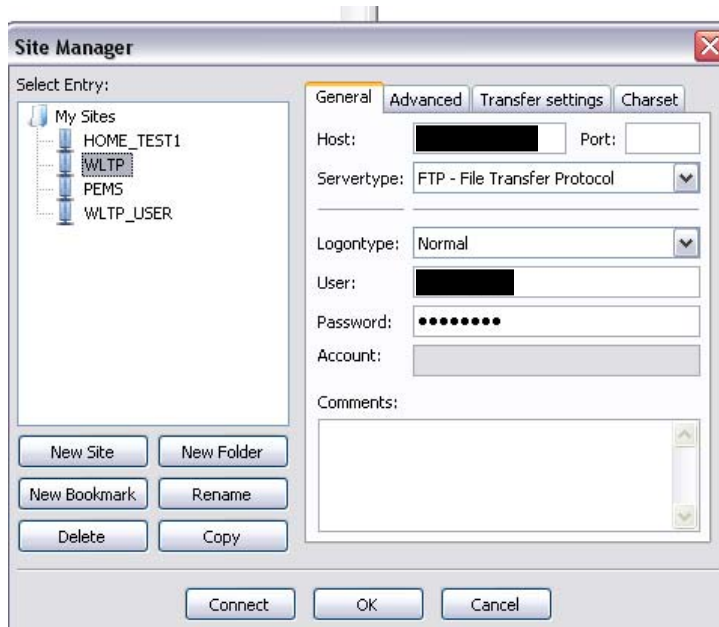
Step 1: Installation of an FTP client software: Any FTP client software may be used.

Many of them are freeware available for download on the internet (e.g. Filezilla, SmartFTP). The following steps of the procedure are illustrated using Filezilla 3.3.0.1.

Step 2: Configuration of the FTP client software

- Select File > Site Manager
- On the Site Manager windows, click on "New Site"
- Give a name to your new site, for example "WLTP"
- Using the information received by email, fill in the following fields, as shown in the screen copy #1
  - Host: #####
  - Server type: ####

- Logontype: ####
  - User: ####
  - Password: ###
- Click on “Connect”
  - If the connection is successful, the upper pane shows the message “Directory listing successful”



Screen copy#1: Configuration of Filezilla 3

### Step 3: Connection to the FTP and uploading files

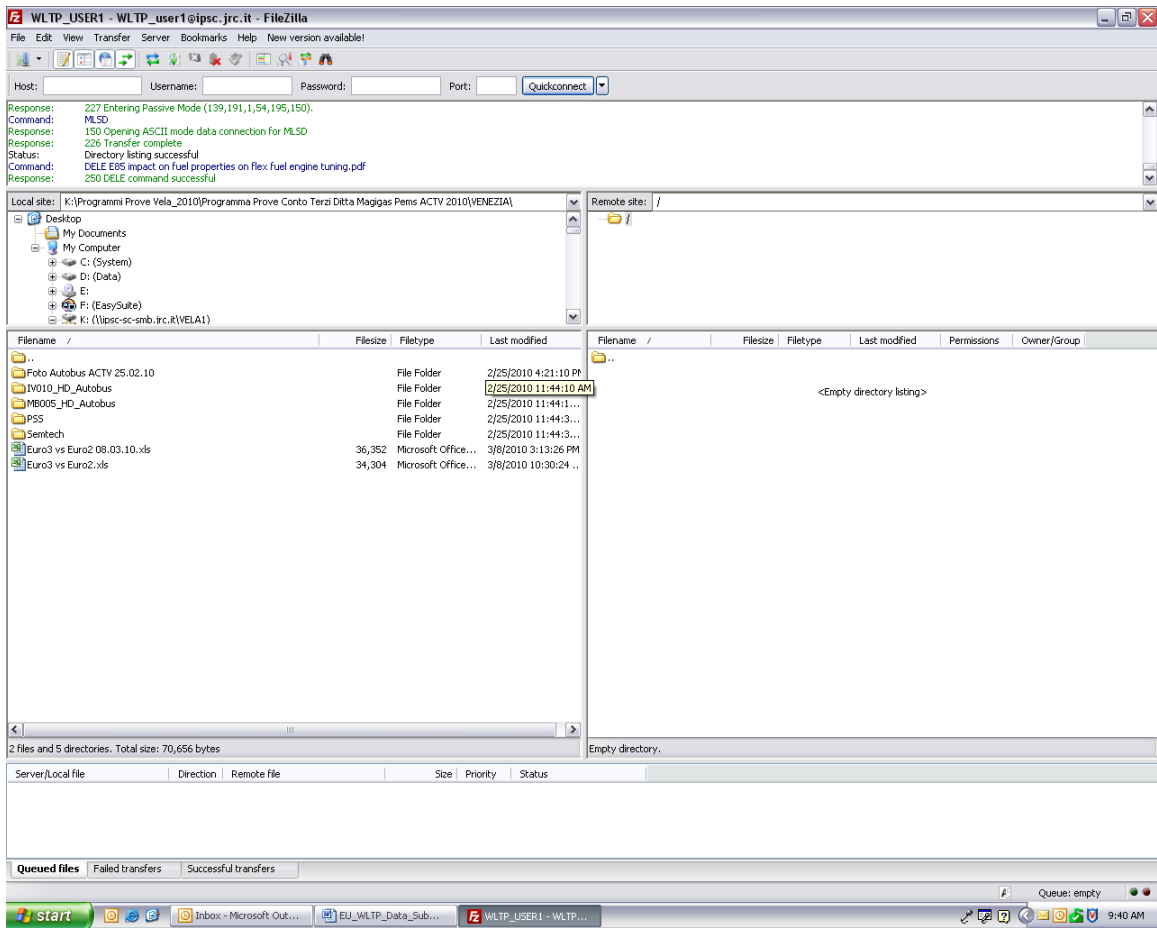
- Connect to the FTP using the Connect button in the Site Manager window.
- Use the right pane to select the files that you want to upload.

To upload the files:

- Solution 1: left click on each file and select “Upload”
- Solution 2: left click on each file and select “Add files to queue”. When done click in the menu on Transfer > Process Queue

Screen copy#2:

- \* Right Pane - Navigate on your own system to select the files
- \* Left Pane - Your FTP server folder



#### Step 4: Confirm your uploads by sending an email

- Your files will be downloaded and deleted shortly after the reception of the email.