

# GeoPlace FTP and SFTP Site User Guide

Version 4.0

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An FTP account is provided to access information provided by GeoPlace under the Data Co-operation Agreement (DCA) or end user licence.

This document provides you with information to access the FTP and SFTP sites and upload and download data. Please also refer to the FTP/SFTP Terms and Conditions in Appendix 1.

Please read this document carefully. If there are any questions please contact the helpdesk by telephone on 020 7630 4602 or email [support@geoplace.co.uk](mailto:support@geoplace.co.uk)



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**IP Address:** 31.24.34.21

**Hostnames:** <ftp://ftp.nlpg.org.uk> or  
<ftp://ftp.thensg.org.uk>

### **FTP Directories**

On the GeoPlace FTP server, your organisation has been assigned its own 'home' area. Contained within your area are two directories **in** and **out**.

The **in** directory is for submitting data to GeoPlace and will be used by the appointed contact to upload data. Please note: this is user specific so not all users will need to upload data to us.

The **out** directory will be used by the appointed contact to download data supplied by GeoPlace as requested by the Data Co-operation Agreement. This data will be provided in appropriately named sub folders.

### **Usernames and Passwords**

A username and password is required for verification to access the FTP site. An organisation may have more than one username if they undertake different functions, i.e. a username for NLPG access and one for NSG access.

If you are having problems accessing the site using the password provided, please note the following possible ambiguities:

0	number zero
o	lowercase letter O
O	uppercase letter O
1	number one
l	lowercase letter L
i	lowercase i

If you have any queries or problems accessing the FTP site please contact the Helpdesk on 020 7630 4602 or email [support@geoplace.co.uk](mailto:support@geoplace.co.uk).

Please note that the passwords are stored encrypted so it is not possible for passwords to be provided, the password can only be reset. Please bear in mind that this will impact anyone, or any systems using the login details.

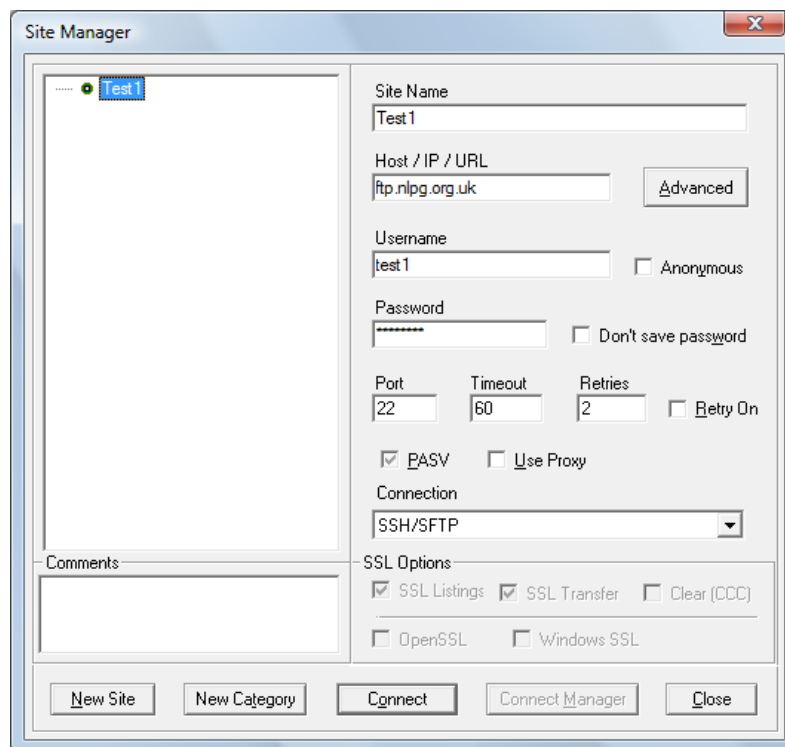
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## **SFTP Service**

GeoPlace now provide an encrypted SFTP service as an alternative for authorities whose IT policies do not allow the use of standard FTP. This is provided at the same address, using the same username and password as for FTP.

SFTP uses a different port to FTP and is not supported by all FTP clients, so your IT department will need to make some firewall changes and provide a suitable client.

For example you could use CoreFTP Lite, which is free and available from [www.coreFTP.com](http://www.coreFTP.com). CoreFTP needs to be configured as below. The server is at the same address (host name: [ftp.nlpg.org.uk](http://ftp.nlpg.org.uk) or IP address: **31.24.34.21**) as the standard FTP server.



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## **Appendix 1 – Terms and Conditions**

Guidelines for Use of GeoPlace FTP and SFTP Services:

- 1) FTP and SFTP services are provided as a means of transferring files to and from GeoPlace, and should not be used for any other purpose.
- 2) Data on the FTP/SFTP server is not backed up and will be regularly removed. Please ensure you download all the data you need regularly. Files more than 3 months old will be removed automatically on a monthly basis (including in sub-directories).
- 3) FTP/SFTP accounts not used for more than a year may be disabled.
- 4) Your username and password are for your official use only. You must not divulge your password to any unauthorised persons. If you suspect that your password may have been compromised, you must inform GeoPlace immediately so a new password can be allocated.
- 5) You must not use GeoPlace FTP/SFTP services to store or transfer any files containing potentially offensive, defamatory, illegal or copyrighted information.
- 6) Please make reasonable efforts to ensure no files containing viruses or other malware are transferred to the GeoPlace FTP/SFTP server. GeoPlace scans all files going onto the server.

You can find more information about SFTP at:

[http://en.wikipedia.org/wiki/SSH\\_file\\_transfer\\_protocol](http://en.wikipedia.org/wiki/SSH_file_transfer_protocol)

If you have any queries or problems accessing the FTP or SFTP site please contact the Helpdesk by telephone on 020 7630 4602 or email [support@geoplace.co.uk](mailto:support@geoplace.co.uk)