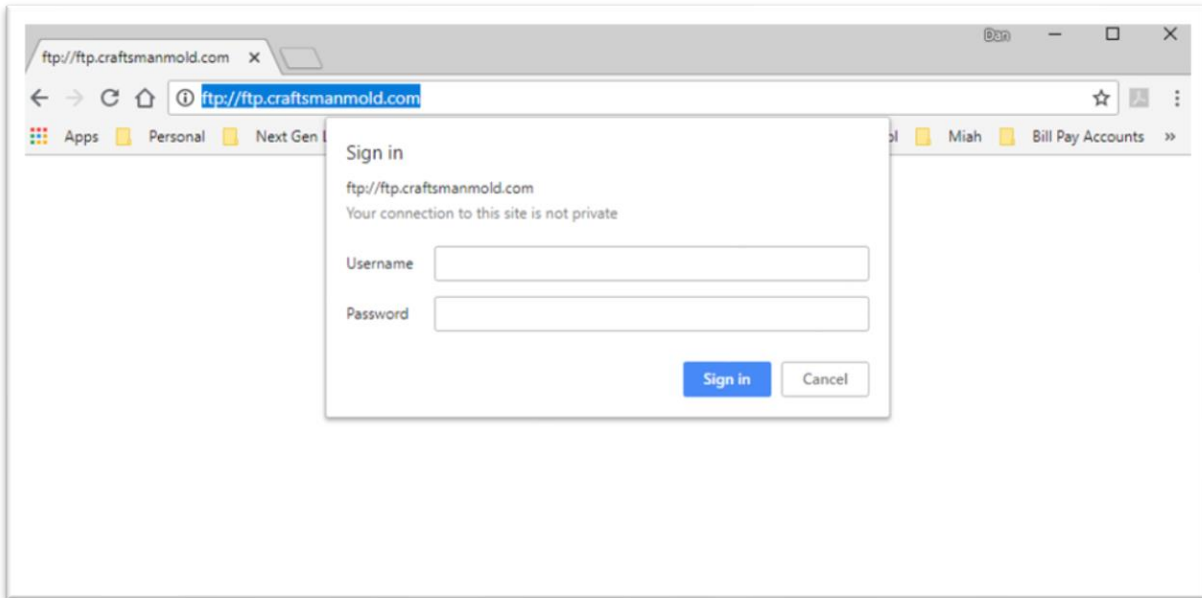


## 1.0 PURPOSE

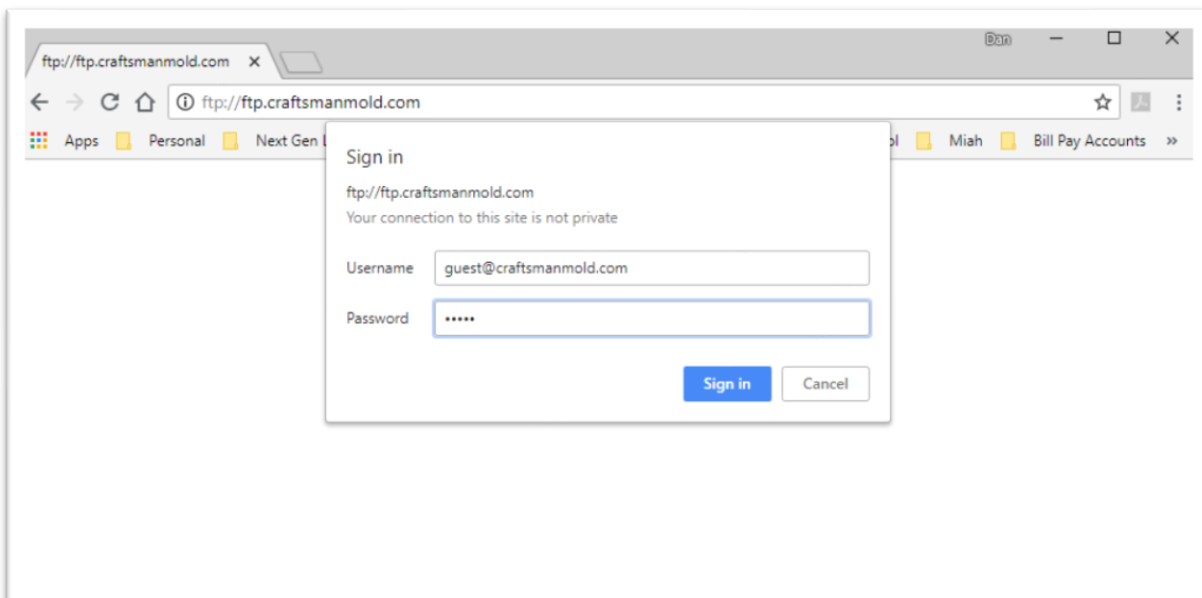
The purpose of this work instruction is to give detailed steps on how to connect to the Craftsman FTP site.

## 2.0 PROCEDURE

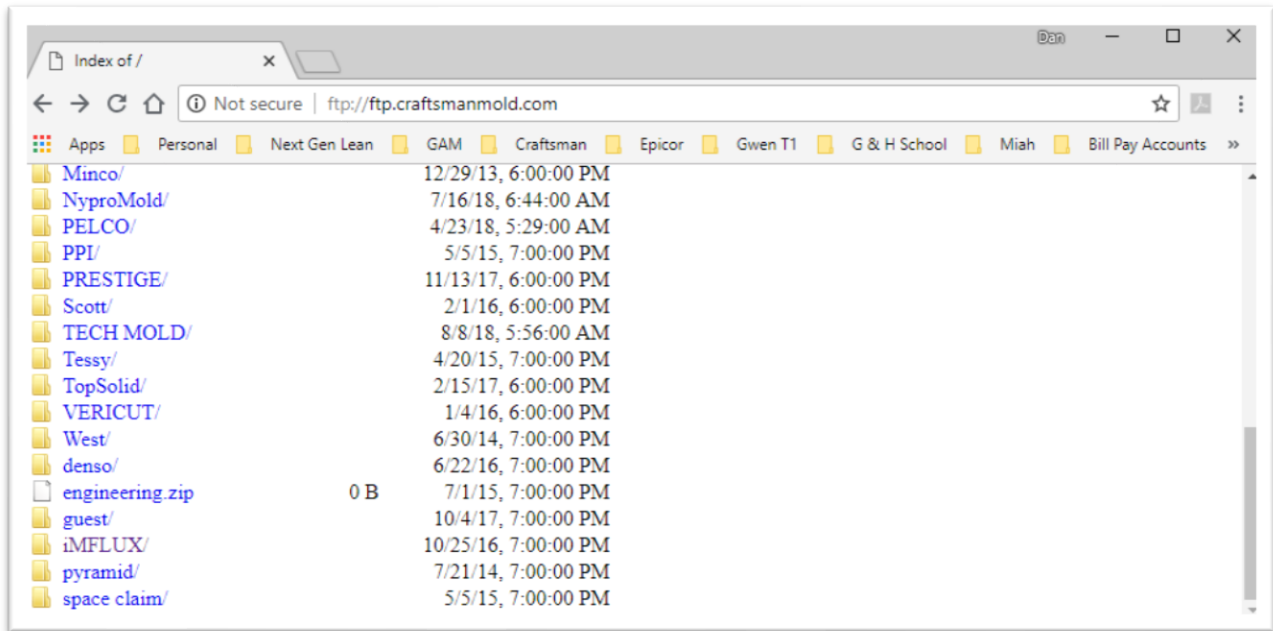
1. In any internet web browser, type the following URL link into the address bar in the browser:  
<ftp://ftp.craftsmanmold.com>



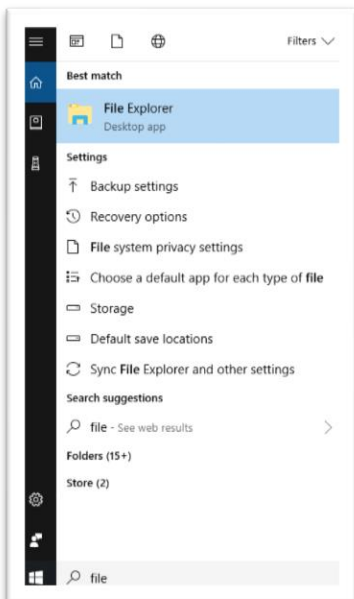
2. A pop-up window will then prompt you to enter a username and password. Enter the following credentials:  
Username: [guest@craftsmanmold.com](mailto:guest@craftsmanmold.com)  
Password: guest



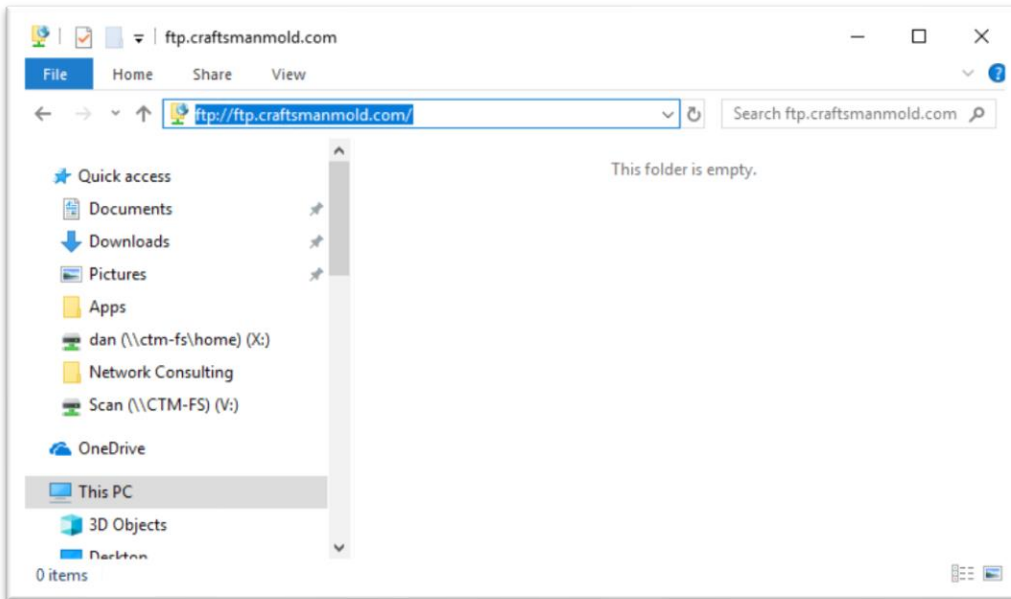
3. You are now connected to the FTP site and can view files and folders.



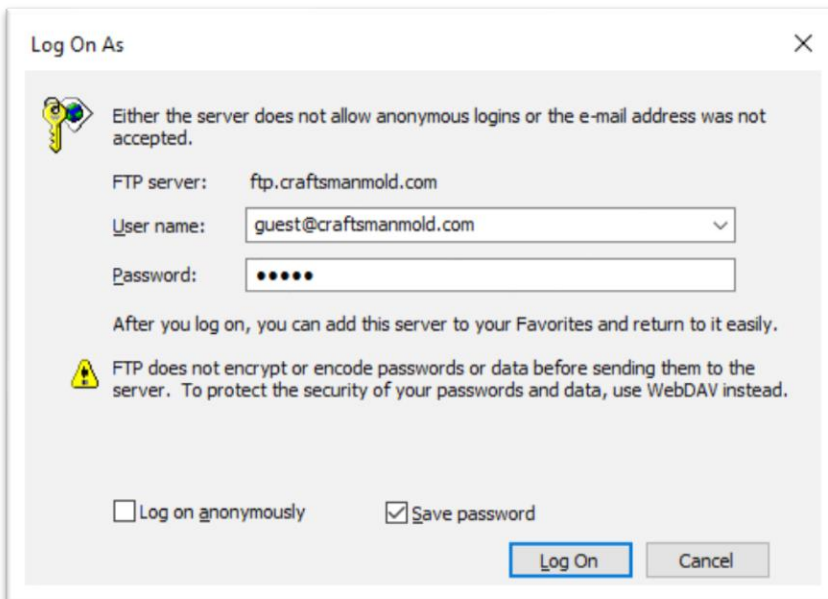
4. In order to copy files into the FTP, you will need to open the site in "File Explorer". This is not to be confused with Internet Explorer. File Explorer can generally be found in the start menu with an icon that looks like a manila file folder.



5. In File Explorer, type in the URL address again into the address bar at the top <ftp://ftp.craftsmanmold.com>

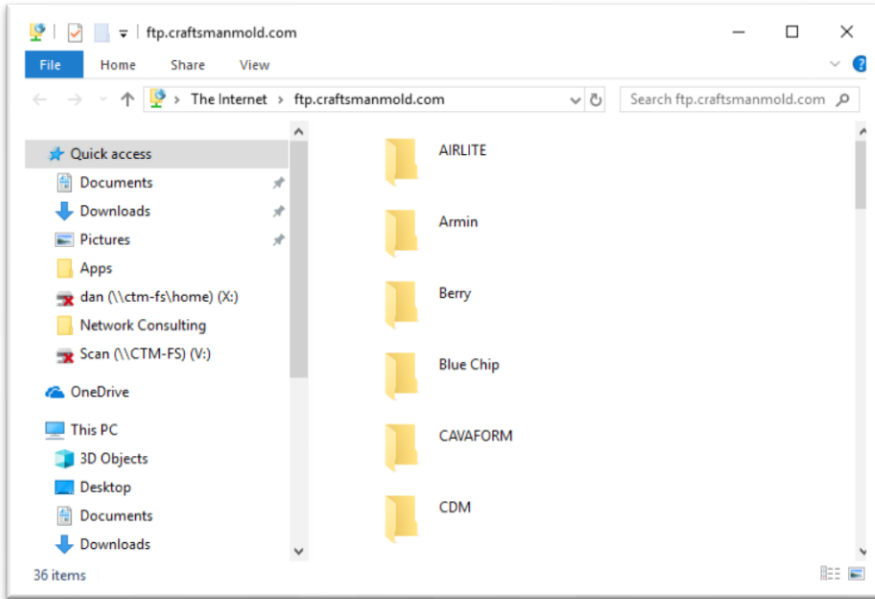


6. You will be prompted to enter the login credentials again. Enter the same username and password as before.  
Username: [guest@craftsmanmold.com](mailto:guest@craftsmanmold.com)  
Password: guest



7. Click on the checkbox for "Save Password" and click "Log On"

8. You are now able to copy/paste files as well as drag them into a folder.



**3.0 SCOPE**

(blank)

**4.0 REFERENCES/EXHIBITS**

(blank)

**5.0 DEFINITIONS**

(blank)

**6.0 RESPONSIBILITIES**

(blank)

**7.0 REVISION HISTORY**

REVISION LEVEL	DATE OF REVISION	DESCRIPTION OF CHANGE	REVISION BY
A	08/08/2018	Initial release	Dan O'Neall