# **Greenville County Digital Plan Submission**

Greenville County provides file transfer capabilities for the sole purpose of electronic submission of construction plans. Any links to third-party software are provided "as-is" without warranty of any kind, either expressed or implied and such software to be used at your own risk.

To complete the submission, use a compatible File Transfer Protocol (FTP) client software application. Multiple FTP applications are available for use; please choose a FTP client which is compatible with your client operating system.

Greenville County provides the following documentation and references third party software for example purposes only. Please contact your local system administrator for assistance with installation and configuration of your FTP client software.

- 1. To Install FTP Client software, please open a Web Brower to <a href="http://www.coreftp.com/">http://www.coreftp.com/</a>.
- 2. From the Main Menu choose **Download**.

Figure 1

A http://www.coreftp.com/	, D ← C V Free FTP client, secure	file t ×
File Edit View Favorites Tools Help		
👍 🗃 Information Systems Incid 🗿 Web Slice Gallery 🔻		
	core	
	Home Download Purchase Support FAQ News Docs Forums Contact Fee	dback   MailList   Links   Info
	Free ETP client software for Windows         Now you can download Core FTP 10: free Windows software that includes the client FTP features you fead. Features like STFP (SSH), SSL, TLS, FTPS, IDN, browser integration, site to site transfers, FTP value parsing, command line transfers, filters, and much, much more)         This free, secure FTP client gives you a fast, easy, reliable way to update and maintain your website yownload files to and from FTP servers. Check out the list of features and you'lf in four server feature you need, all in a free ftp program. There are no popup ads, advertising or spyware and you're never asked or register.         Version 2.2 - Updated June 1st, 2016 [dotaits]         DOWNLOAD Core FTP now!         Live sample screens [         Need to transfer files between computers via FTP7 Try our SFTP SerVer.         LOUS qualify for a free FTP of is available with advanced features you get with Core FTP Pro' to solve all your current and future ftp client needs for one low price         With Core FTP Pro, now you can:         With Core FTP Pro, now you can:         Encrypt and decrypt files to servers using the latest encryption methods.         Schedule ftp transfers (unattended) without additional service.         Minomation Experts         Minomation Experts         Using and the file transfers.         Intersection Experts         Intersection Experts         Intersection Experts         Intersection Experts         Intersection Experts	<ul> <li>Client features include:</li> <li>Secure SFTP, SSL, TLS, &amp; FTPS</li> <li>Firemational Domain support</li> <li>Fast and secure client transfers</li> <li>Made Z compression</li> <li>User-friendly interface(s)</li> <li>Made Z compression</li> <li>User-friendly interface(s)</li> <li>Made Z compression</li> <li>User-friendly interface(s)</li> <li>Made Z compression</li> <li>Made Z compression</li> <li>Made Z compression</li> <li>Made Z compression</li> <li>Mater Statistic Stati</li></ul>
	Copyright © Core FTP - All rights reserved	

3. Under **Core FTP LE 2.2: free version**, chose either of the 32-bit versions.

Figure 2

F I P
Home   Download   Purchase   Support   FAQ   News   Docs   Forums   Contact   Feedback   MailList   Links
Download options:
Click on a link below to download and install Core FTP client software, for Core FTP Server, click [Core FTP Server]:
Core FTP LE 2.2 : free version - (details)
www.coreftp.com (64-bit)         ftp.coreftp.com (64-bit)
www.coreftp.com     (32-bit)       ftp.coreftp.com     (32-bit)

 Depending on your Internet Browser, you will either have the option to save the file or run the file for installation. Select the appropriate option for your Internet Browser.
 Figure 3 – Example from Internet Explorer



Figure 4 – Example from Mozilla Firefox



Figure 5 – Example from Google Chrome

+ Show all downloads...

5. Click I Agree to continue.

🚺 coreftplite.exe

#### Figure 6



6. Choose the default setting and select **Next** to continue.

Figure 7

💋 Core FTP LE Setup: Installation	n Options	_ □	×		
Check the components you want to install and uncheck the components you don't want to install. Click Next to continue.					
Select components to install:	<ul> <li>✓ Core FTP (required)</li> <li>✓ Start Menu Shortcuts</li> <li>✓ Desktop Shortcut</li> <li>Core FTP 32-bit default version</li> <li>✓ Core FTP 32-bit for Vista/Win7/Win8</li> <li>Core FTP 32-bit ansi version (Win 9x/ME)</li> </ul>				
Space required: 6.7MB					
Cancel Nullsoft Install System v2.46 < Back Next >					

### 7. Click Install.

### Figure 8

Setup will install Core FTP LE in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.         Destination Folder         C:\Program Files (x86)\CoreFTP         Browse         Space required: 6.7MB         Space available: 358.9GB         Cancel       Nullsoft Install System v2.46	🕖 Core FTP LE Setup: Installation Folder	_ <b></b> ×
Destination Folder         C:\Program Files (x86)\CoreFTP         Browse         Space required: 6.7MB         Space available: 358.9GB         Cancel       Nullsoft Install System v2.46	Setup will install Core FTP LE in the following folder. To i folder, click Browse and select another folder. Click Inst installation.	install in a different all to start the
C:\Program Files (x86)\CoreFTP Browse Space required: 6.7MB Space available: 358.9GB Cancel Nullsoft Install System v2.46 < Back Install	Destination Folder	
Space required: 6.7MB Space available: 358.9GB Cancel Nullsoft Install System v2.46 < Back Install	C:\Program Files (x86)\CoreFTP	Browse
Cancel Nullsoft Install System v2,46 < Back Install	Space required: 6.7MB Space available: 358.9GB	
	Cancel Nullsoft Install System v2.46 < Back	Install

 Then Click Close to complete the installation. Figure 9

🕜 Core FTP LE Setup: Completed			x
Show details			
Cancel Nullsoft Install System v2.46	< Back	Clos	e

8. Select the Core FTP LE icon from the desktop or start menu depending on your operating system.



9. Choose Yes to continue.

Figure 11



10. Choose **No** to continue.

Figure 12



11. By Default, the Site Manager dialog box is displayed. The Site Manager dialog box can also be accessed by choosing **Sites, Site Manager** from the main menu.

Figure 13	Site Manager	
	Greenville_County	Site Name
		Host / IP / URL Advanced
		Username
		Password Don't save password
		Port         Timeout         Retries           21         60         2         □ Retry On
		PASV Use Proxy
		Connection AUTH SSL
	- Comments	SSL Options
		Vindows SSL
	New Site New Category	Connect Connect Manager Close

- 12. Your screen will need to have the information below.
  - Site Name : Greenville\_County
  - Host / IP / URL: ftp.greenvillecounty.org
  - Username: to be provided
  - Password: to be provided
  - Connection: AUTH SSL
  - Under SSL Options: Uncheck OpenSSL and Check Windows SSL

#### Figure 14



- 13. Click Connect.
- 14. It will then give you a pop up box, Click Always Accept.

15. It will give you this screen, the left side is your PC and the right is the server.

Figure 15

Core FIP LE					
File View Sites Manage Help	_				
🔜 🦻 💉 🐂 🗊   🔤 📾   🄅 🖻 🖬   👁 🦛 🗱 🏉 ?					
Standard Monday August 15, 2016 at 10,00 AH           Convert scole Stef 54 05,025,2,2,7,00 at 21,7,5,33242652(0)           2,413 Stef and and an using for regolation on           2,413 Stef and and and using to regolation on           2,413 Stef and and and using to regolation on           2,413 Stef and and and using to regolation on           2,413 Stef and and and using to regolation on           2,413 Stef and the Stef and using to regolation on           1,416 Stef and the Stef					
421 Account disabled, contact administrator		-			
	100	× 0			
Image: Set Annu					
^ Filename         Size         Date         Permissions					
Bell         00/15/15         10.40           Fisc         00/25/14         1322           Beredon         05/16/16         14.19           Hatoyo         00.001/16         15.37           Magges Suff         06/23/16         14.47           Magges Suff         07/25/16         09.22           My Mauce         07/25/16         09.32           My Mapes         0.000/16         14.01           My Shapes         0.000/16         14.01           Double Hence Hencoloa         0.07/25/15         15.40           Balestoin         0.07/15/15         15.40           Balestoin         0.07/15/15         15.40           Balestoin         0.07/15/15         15.40           Balestoin         0.07/15/15         15.40           Balestoin         0.07/16/15         15.21           Double Hence Fabrica Fabrica Her Mape         20.57/16         15.21           Balestoin         0.07/16/15         15.21					
Host Destination Bytes Size Rate Type Status Source					
No transfers					
Ready	0	CT XHT /			

- 16. Browse to where the document on your PC is located and then drag the document from the Left to the Right.
- 17. You will see it transferring the document in the bottom box, and when it is complete, it will say **Success under Status.**
- 18. Once the file is transferred, please contact Merri Uhrinek in Land Development and let her know that the file has been transferred and the file name.

### **Instructions:**

http://www.greenvillecounty.org/land\_development/pdf/electronic\_submittal\_specifications.pdf

Email <u>muhrinek@greenvillecounty.org</u> to obtain the username & password.

Permit submittals must be broken down into PDF's as shown in the example below. Each PDF should be named & dated as shown below. Please also include a transmittal. Permit Receipts (if applicable) must be uploaded as well.

1. Please create a file on the FTP site with your LDD case number (4 digit year – 4 digit case; ie 2016-1279)

Name	
3016-0999	
3016-1112	
2016-1234	
2016-1279	
3016-7284	
3016-8954	

2. Name the .pdf files with the Case Number - Name of File - Date

(as shown in this example):



3. Be sure to upload all files to this single folder.



## **Reminders:**

Email the Land Development Permit Coordinator once files have been uploaded. <u>muhrinek@greenvillecounty.org</u>