Updating/Editing Request Forms (On Math Server)

Ensure you have a backup made of the previous working page before making any edits. This prevents any (major or minor) breaks by allowing us to simply revert to the previous working version.

Required: FileZilla (or a (S)FTP client)

Accessing through FileZilla

- Open FileZilla, navigate File Site Manager (or ctrl+s)
- Edit:
  - Host: kaluza.math.cornell.edu
  - Protocol: SFTP
  - Check in for Username and Password
  - Logon Type: Normal
  - Advanced Default Remote Directory: /afs/math.cornell.edu/usr/webchemit/html

Backing up previous version

The folder "OneVersionBack" is where we store working versions of the forms before editing. Make a copy on either the file share or the machine itself of the form you are editing, then transfer the original to the folder and rename the file to include the days date.

Key words: FileZilla, request form, edit