Welcome

WS_FTP Queue lets you schedule regular uploads or downloads for files or directories. To set up the file transfer "task," you:

1 Enter information about the FTP that site you want to connect to.

2 Specify the script file you want FTP Queue to use to perform the task.

3 Specify the files or directories that you want to transfer.

4 Set the schedule for the task.

WS_FTP Queue will run the task at the scheduled time. After it is installed on your PC, the WS_FTP Queue icon will be in your Windows Taskbar (The Windows structure that holds the Start button and clock.), and will run automatically unless it is disabled in the Queue Window.

Adding a Task to the Queue

There are several ways to create an FTP task:

[Use the Transfer Properties (File > Add Script)](#)

[Drag-and-drop an FTP link from a web page](#) (for download)

[Drag-and-drop a file from your desktop](#) (for upload)

[Adding a task from other WS_FTP Utilities](#)

Queue Window

The Queue window shows all queued FTP tasks and their status. The tasks are listed from top to bottom in the order in which they were added to the queue. For each task, the Queue window shows the following information:

Task Name: The name of the task file.

Next Run Time: The date and time the task is scheduled to be run.

Last Status: The status of the task: *Not Run* indicates the task is scheduled to run; *Success* indicates the task ran successfully; *Failed* indicates the task did not complete as specified.

Adding a Task to the Queue.

Shortcut Menu

When there is a task listed on your queue, you can use the right-mouse button on a task to view a shortcut menu.   The following are the options for that menu.

Edit: Edit the Transfer Properties for this task.

Delete: Deletes the selected task from the queue.

View > Log File: Shows the log file created during the last time the task ran.

View > Script File: Shows the script file associated with the selected task.

Run Now: Selecting this will have the task run immediately.   This will not change the schedule information, nor will it cause the other tasks on the queue to execute.

Creating a Task

To use the Transfer Properties to create a task:

1 From the File menu, select **Add Script**.

2 Select a script to be added to the queue.   The Transfer Properties appear.

3 In the Connect tab, verify the information about the FTP site that you will upload to or download from.   This information is populated from the settings in the script file.

You must enter a script file to complete any tasks added to WS_FTP Queue.   For more information on creating and using scripts, read the WS_FTP Scripting help.

4 In the Files tab, verify the directory or file(s) to be transferred and the destination directory.

5 In the Options tab, set the schedule for the FTP task.

6 Click **Ok**. Your task appears in the WS_FTP Queue window.

Drag-and-Drop to Download from a Web Page

You can create a download task by dragging and dropping an FTP link from a web page:

1 Drag the FTP link from your web browser to the WS_FTP Queue window. The Transfer Properties dialog box appears.

2 Select the **Destination Directory** by clicking on the **Browse (…)** button. This is where the file will be downloaded to.

3 Enter the path and name for the **Script Filename** that will be created or use the default name and path.

4 Verify the files in the Files tab.

5 Select the scheduling options in the Options tab.

6 Click **OK** to save the task, or **Cancel** to cancel the task.

7 To run the task immediately, select File > Run Now from the WS_FTP Queue window.

Drag-and-Drop a File for Upload

You can create an upload task by dragging and dropping a file from your PC:

1 Drag a file from your desktop, My Computer folder, or Windows Explorer to the WS_FTP Queue window. The Transfer Properties dialog box appears.

2 In the **Host Name/Address** box, enter a fully qualified Internet host name or an IP address.

3 If you have an account on the FTP site, enter the **User ID** you use to access the site, or enter 'anonymous' to connect to the server as an anonymous login.

4 If you have an account on the FTP site, enter the appropriate **Password** for the User ID that you entered. If this is an anonymous login, enter your full e-mail address. (You can place a minus (-) sign in front of the e-mail address to reduce the number of site administrator messages you receive.)

5 Click the **Browse (…)** button next to the **Destination Directory** field to select the folder on the FTP site   the files will be uploaded to.

6 Enter the path and name for the **Script Filename** that will be created, or use the default name and path.

7 Verify the files in the Files tab.

8 Select the scheduling options in the Options tab.

9 Click **OK** to save the task, or **Cancel** to cancel the task.

10   To run the task immediately, select File > Run Now from the WS_FTP Queue window.

Transfer Properties - Connect Tab

Use the Connect tab to identify the FTP site that you want to connect to.

1   In the **Host Name/Address** box, enter a fully qualified Internet host name or an IP address.

2   If you have an account on the FTP site, enter the **User ID** you use to access the site, or enter 'anonymous' to connect to the server as an anonymous login.

3   If you have an account on the FTP site, enter the appropriate **Password** for the User ID that you entered. If this is an anonymous login, enter your full e-mail address. (You can place a minus (-) sign in front of the e-mail address to reduce the number of site administrator messages you receive.)

4   In the **Remote Directory** field, enter the complete path for the directory on the FTP server you are connecting to. If you are using an existing script, this field will be populated by information gathered from that script.

5   In the **Destination Directory** field, enter the complete path name for the directory on your PC. If you are using an existing script, this field will be populated by information gathered from that script.

6   The **Script Filename** field will be populated with the path and script name you provide.   Use this field to verify or change the path.

To view the directory or files to transfer, use the Files tab.

To schedule the task, use the Options tab.

Transfer Properties - Files Tab

Use the Files tab to verify the directory or file(s) for upload or download.

To set the FTP site that you want to connect to, use the Connect tab.

To schedule the task, use the Options tab.

Transfer Properties - Options Tab

Use the Options tab to schedule the FTP task. You can also define the Log name to log activity.

1 Select how often you want this FTP task to run:

   Click the time period option that applies, and select the time you wish the task to be run on that day.

2 Optionally, change the setting of **Log status** option. This is selected by default – when WS_FTP Queue runs the task, it writes an entry to *scriptname.log*, where *scriptname* is the name of the script. If you do not want to log the status of this task, click **Log status** to uncheck it.

3 Select the **Show Debug Messages** option to increase the amount of information supplied when the log file is created.

To set the FTP site that you want to connect to, use the Connect tab.

To view the directory or files to transfer, use the Files tab.

Stopping and Starting Scheduler

Upon installation, WS_FTP Queue automatically runs in your system tray.   As long as the PC is up and running, the Queue scheduler will constantly run the tasks you set up unless you manually stop it.

To stop the scheduler from running, select Tools > Stop Scheduler.

To restart scheduler, select Tools > Start Scheduler.

NOTE: Restarting your PC will NOT stop the scheduler.   If you have manually stopped the process and then restart your PC, WS_FTP Queue will restart itself.

If the scheduler is stopped, a warning will be displayed when you click on the icon to view the queue.

Adding a Task from other WS_FTP Utilities

A file can be sent to the Queue from other WS_FTP Utilities as well as WS_FTP Pro.   To do this, right-click on the file you want added and select **Send to queue**.   From there, follow the directions for dragging and dropping a file.

If there is no menu option for S**end to queue**, You will not be able to use this function.

Browse/Connect FTP Site

When you click on the browse button in the Transfer Properties window, WS_FTP Queue connects to the FTP site defined on that window and displays the folders on that site here.   Use this window to select the folder that you want to upload files to.