

FDC Data Transfer Procedure

The first time you use the Field Data Collection application to download data from the main database, you should create a shortcut to the application and place it on your desktop to make future access easier. Use the following steps to create a shortcut:

1. Open Windows Explorer or My Computer and then navigate to the folder where the FDC files are kept, for example: C:\FDC\apache-tomcat-6.0.32\webapps\ams_fdc
2. Right-click the MS-DOS Batch file called `fdc_gui` and select **Copy**.
3. Go to your desktop, right-click, and then click **Paste Shortcut** to create a shortcut on your desktop.

Use the following steps to download data:

1. Double-click the **Shortcut to FDC_GUI** icon on your desktop. A command window will be displayed in which some scripts will run and then a second window (the FDC Upload/Download wizard) will appear.
2. At the prompt, enter the Server URL: <http://vega.dellanahome.com:8080/><schema name> and then enter the system user ID/Password.
3. Use the drop-down list to select an FDC Type or connection profile and then click **Next**. The system displays the next screen in the wizard, which provides four choices: Upload, Download, Upgrade, or Change Settings.
4. Click the radio button beside Download and then click **Next**. You will receive a warning message, if applicable, advising you of the following:
 - If an Upgrade to the application is available. In this case you should select Upgrade (rather than Download), click **Next**, and then wait as the system performs an upgrade of the application. Once the upgrade operation finishes, return to step 4 to continue.
 - If you have an existing download already installed on the laptop. In this case you will be given the option to either delete it or cancel the new download. If you cancel the download, you may exit this section and proceed to work with the previous download. If you received this message, select **Yes** if you wish to perform a new download.

Note: This will delete all previous data on the laptop's local database.

 - If you have an unapproved upload on the laptop. In this case you will not be allowed to do a further download. (You will need to complete the approval and processing of the previous upload or delete it to proceed).
5. In the Department drop-down list field, select the administrative unit you will be working with offline and select **Next**. (Be sure to remember the administrative unit you download.)
6. In the Module drop-down list field, select the principal work module you will be using offline and select **Next**. The download process will now begin. Wait until it terminates successfully. This process should take from 4 to 10 minutes depending on the FDC Type or Profile you selected (the more data your profile accesses the longer the download process) and the speed of your network connection.
7. Click **Finish** and then wait for the command box processes to complete. Once completed, the data collected offline is transferred to your computer for further processing.