

Intra-Network FTP Manuel

Why a FTP ?

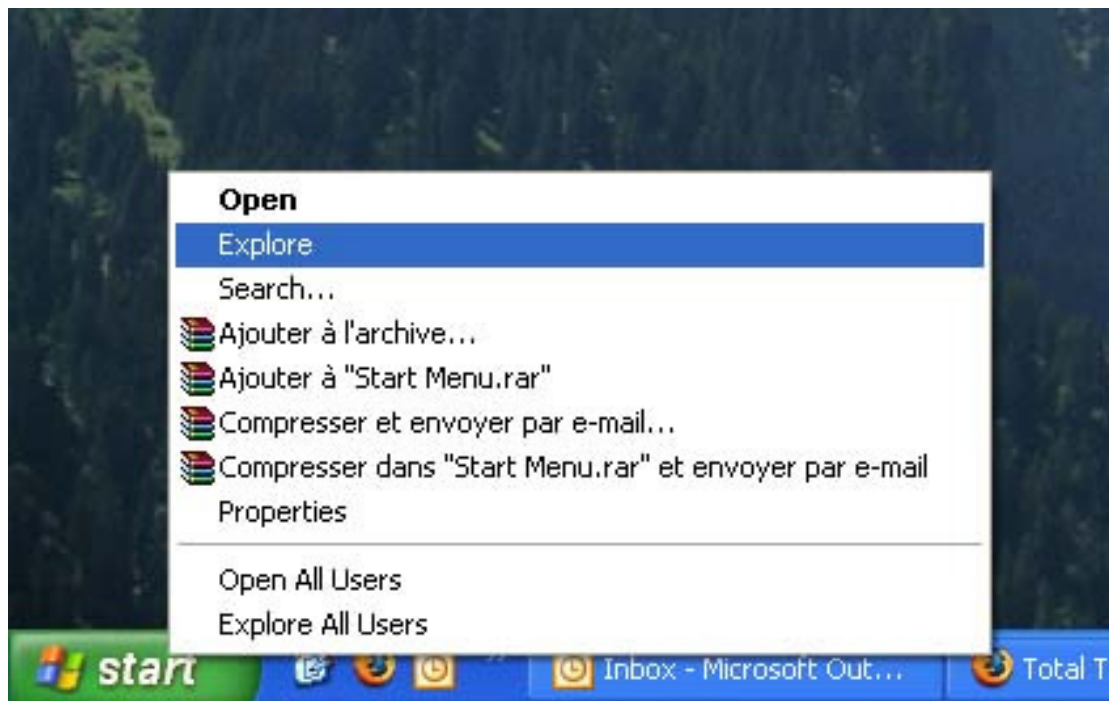
We create this FTP in order to exchange information between Partners.
On this FTP you always find the latest information concerning the Network.
The Network Team is in charge to update the general information.



But it is each Partner responsibility to Update their Folder "Partners presentation".

1. Open FTP:

To get on FTP you do a right click on "Start" Button



This will open **Windows Explorer**.

You can also open "My computer"



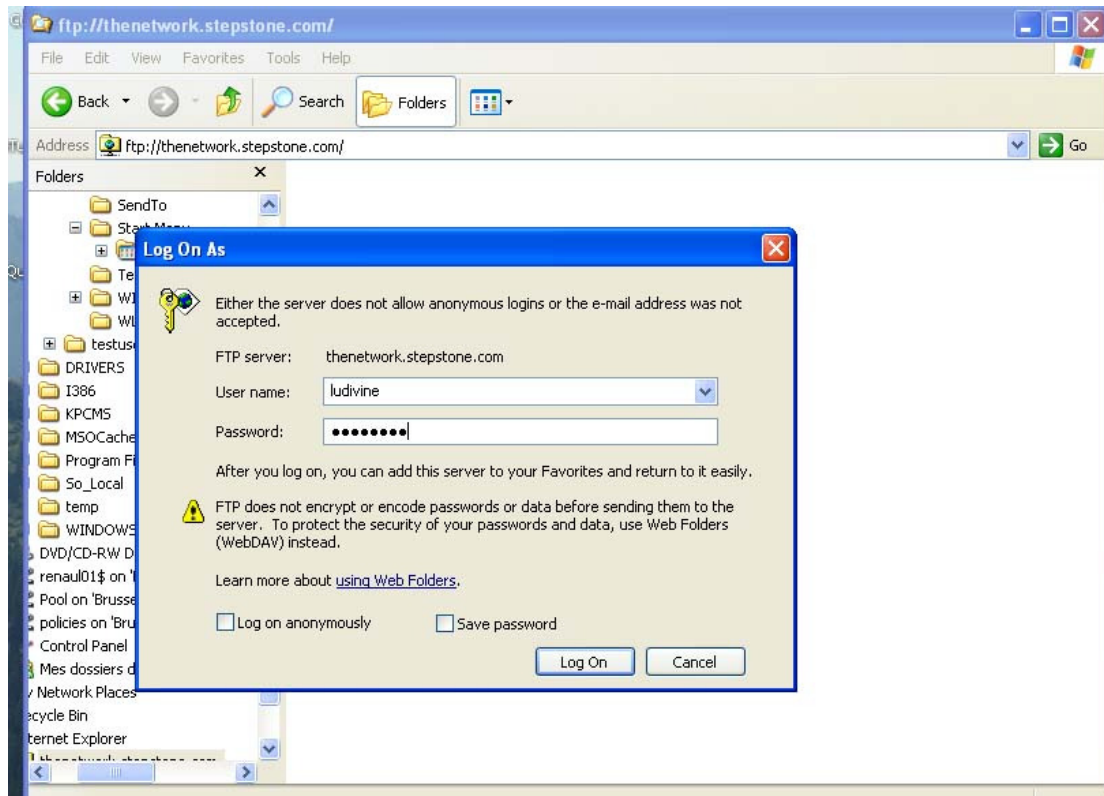
You type the address: <ftp://thenetwork.stepstone.com/>

You will have a new window asking for login and password.
Your login is your e-mail address. The password is the one you receive by mail.

You can not modify your Password

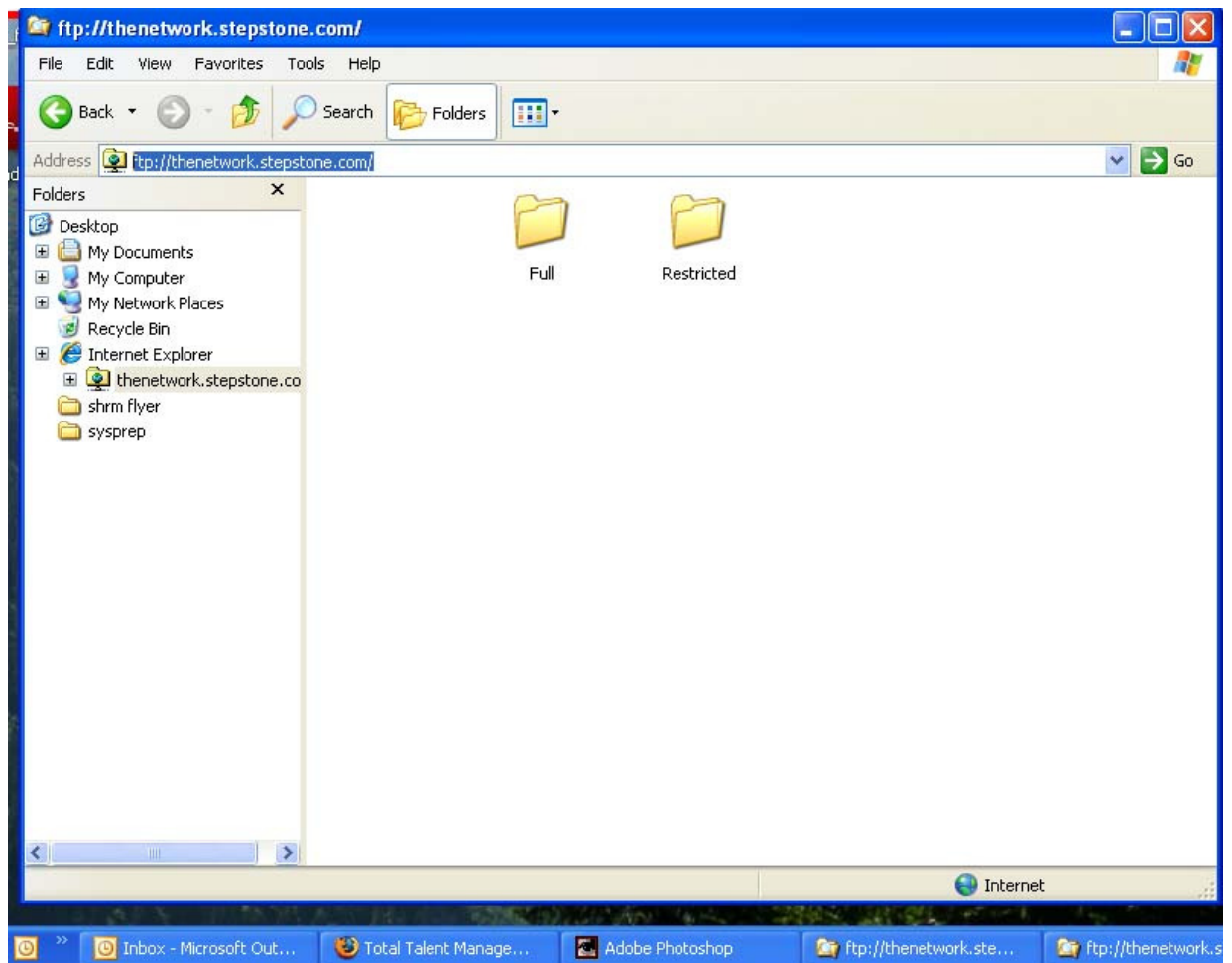


Click on "Log On"



You will see 2 Folders:

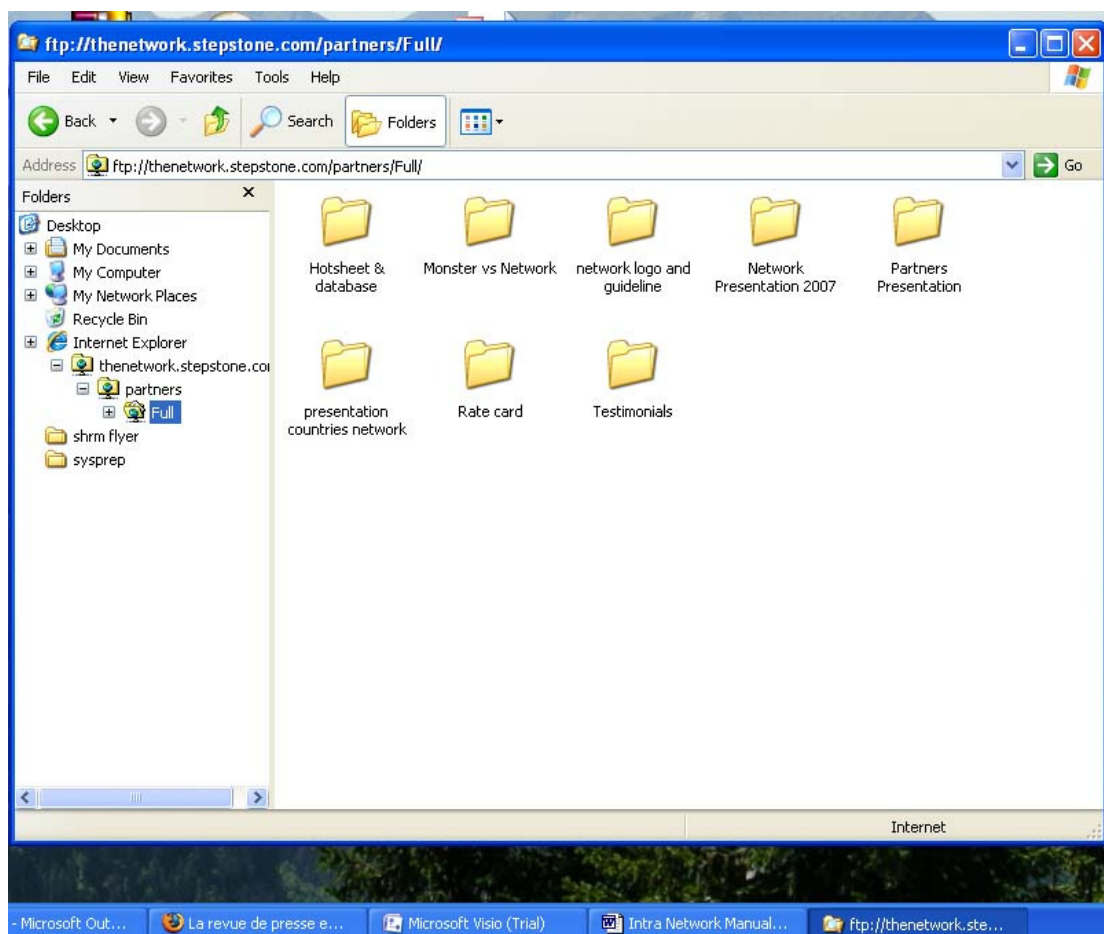
- Full
- Restricted



2. Folder "Full"

In this Folder you will find 8 subfolders :

- **Hotsheet & database:** The latest update Hotsheet and CV database Hotsheet
- **Monster vs Network:** Comparison, Map, Sales Objection
- **Network Logo and Guideline:** All Formats for Network Logo and Guideline "How to use it"
- **Partners Presentation:** Each Partner **HAVE TO** update his folder. It is your country presentation for your local Market. (Ideally in English). You can put all the info that you want to share with the other partner in order to know each other better.
- **Presentation Countries Network:** PowerPoint – One page for each countries
- **The Network Rate Card:** The Prices ☺
- **Testimonial:** Testimonial from our customers.
- **I will add, when it will be ready, the new text and Map to put on your web site to update the info about the Network.**



3. Folder "Restricted"

You will only have access to your country folder.

You have to put in this Folder your full price list and the Info that you want to share only with Piet Derriks team and Steven Lewis team.

The aim of this folder is to put your country price list in order for Piet Derriks and Steven Lewis to know better what you propose and to update The Network Rate Card.

