

# Project Coordination Web Site



The Cunningham Group Project Coordination Web Site is a place for project teams to exchange project related files and comments. This is a web based FTP site that allows users to upload and download files, attach descriptions to the files and automatically notify the team by e-mail when files or comments are posted.

## Login

Access the site at: <http://projects.cunningham.com/>. This web site is restricted to registered users only. Contact a Cunningham Group team member to establish a user login or add projects for a user.

## Structure

The web site is set up similar to a web forum. Once logged in, all of the projects that you have access to will be listed. Under each project will be a list of posts to the project. Click the title of the post to read the description and download the files posted.

Each post can contain multiple files. All team members may add additional comments or files as replies to the post.

## Expiration

All posts will have an expiration date. The user creating the post determines this date. After this date, any posted files will be deleted from the server, and there will no access to the comments in the post.

## Downloading Files

Any member of a project team may download files. To download a file, simply click on the name of the file.

## Deleting Files

Files can only be deleted by the user that uploaded the file. Files will be automatically deleted when the post expires. There is no backup for deleted files.

## Preparing Files for Upload

When posting many files, it is best to package the files into a ZIP file before posting. This will make the files smaller, and more efficient to upload and download. Refer to “[Making ZIP](#)” files in the [F.A.Q.](#) section of this site.

## Posting Files

There are two options for posting files.

1. **Reply to an exiting post.** Files that are related to an existing post can be uploaded as a reply. Controls to reply to a post are located at the bottom of each post.
2. **Start a new post.** To begin a new post under a new subject, select the “Post New Files” button on the [Project List](#) page.