



## ELECTRONIC SUBMISSIONS

Please follow these simple instructions to fulfill your electronic submission requirements.

### Overview

1. Upload project files
2. Upload project web-sites and Map Images
3. Complete database entry into VPC IQP Database

### Uploading Project Files

- ❖ Use an FTP program (e.g. WS\_FTP at <http://www.ipswitch.com/>) to get to the folder in the WPI server at **[/www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05](http://www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05)**
- ❖ Using the CD folders structure (see CD Handout), move the entire CD into the above folder
- ❖ **Test** that the files can be opened remotely by going to the URL:  
<http://www.wpi.edu/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05/>

### Uploading Web Pages (HTML)

- ❖ Make sure your web pages use RELATIVE links
- ❖ **Test** that the files can be opened remotely by going to the URL:  
<http://www.wpi.edu/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05>

### Completing the Database Entry

- ❖ Download the MDB File at:
  - ❖ **[/www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP\\_DB\\_Entry.mdb](http://www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP_DB_Entry.mdb)**
- ❖ After opening the file with Access, go to the FORMS tab and open the only form there. Fill out the form using the examples in the database (below) as a guidance. Afterwards, close the Access program.
- ❖ For assistance, refer to the complete database of IQP's in Venice at:  
[http://www.wpi.edu/Academics/Depts/IGSD/Projects/Venice/Center/Projects/Venice\\_IQP\\_Database.mdb/](http://www.wpi.edu/Academics/Depts/IGSD/Projects/Venice/Center/Projects/Venice_IQP_Database.mdb/)
- ❖ Re-upload the Access file (IQP\_DB\_Entry.mdb) containing the completed database entry to your appropriate project team folder under:  
**[/www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05](http://www/docs/Academics/Depts/IGSD/Projects/Venice/Center/Projects/IQP/E05)**