



Brunei Darussalam Financial Sector Manpower Survey FileZilla Technical Guide

Setting up access on FileZilla Client for the first time

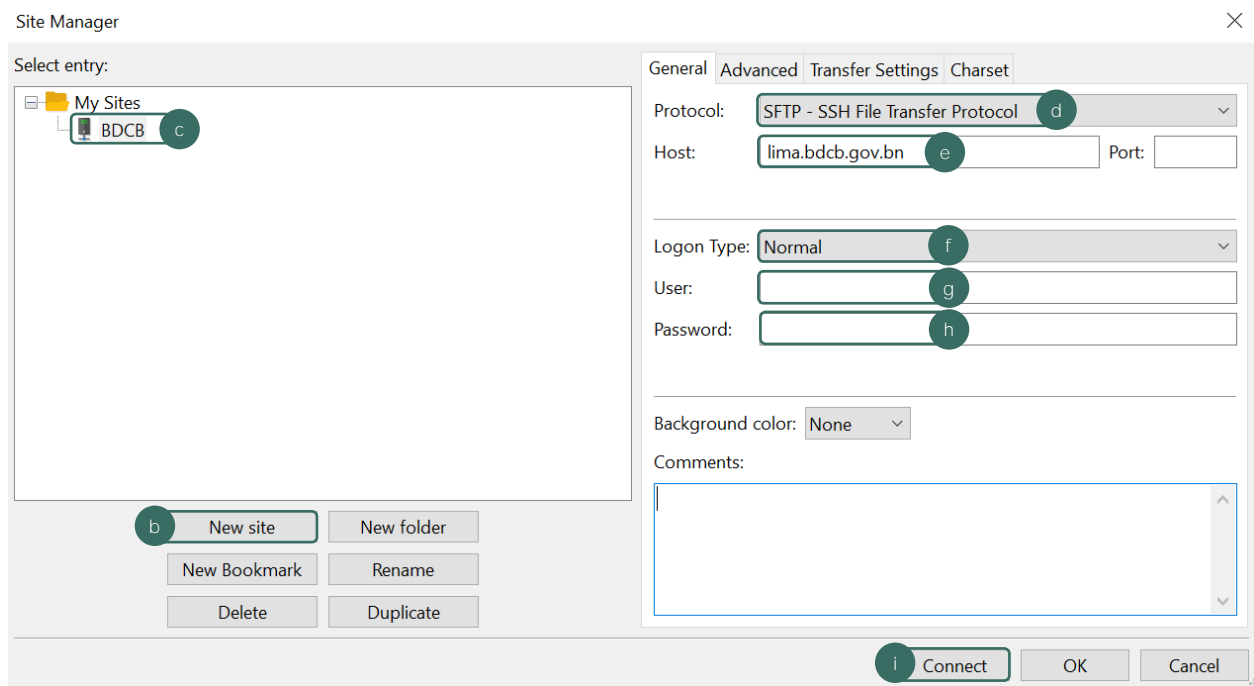
1. Click the 'FileZilla Client' icon



2. Click the 'Site Manager' icon



3. The window shown below will appear:



- b. Click 'New Site'
- c. Rename the new site to "BDCB".
- d. From the 'General' tab, set the 'Protocol:' to "SFTP – SSH File Transfer Protocol".
- e. Enter "lima.bdcdb.gov.bn" in the 'Host:' field.
- f. Set the 'Logon Type:' to "Normal".
- g. Enter your assigned username under 'User:' as provided to you in the email from BDCB FTP Admin [bdcdb.ftp@bdcdb.gov.bn].
- h. Enter your password under 'Password: field.
- i. Click 'Connect'.

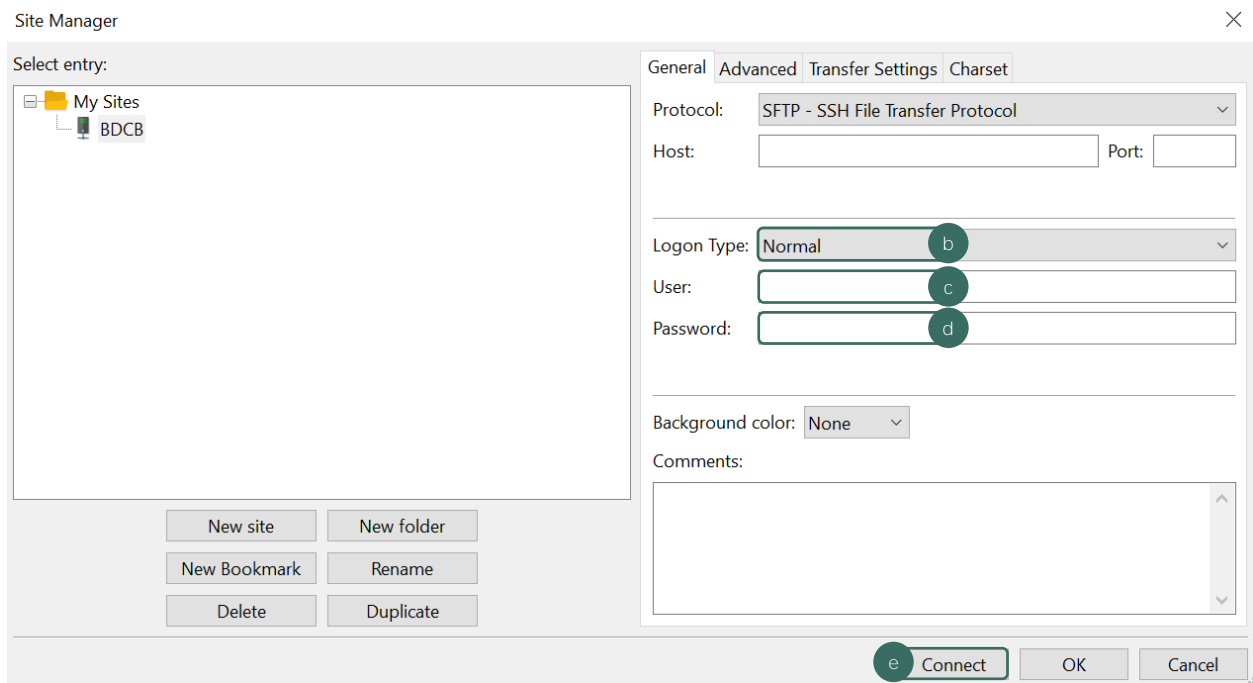


Uploading Input File on FileZilla Client

1. Click the 'FileZilla Client' icon
2. Click the 'Site Manager' icon



3. The window shown below will appear:



- b. Set the 'Logon Type:' to "Normal".
- c. Enter your assigned username under 'User:' as provided to you in the email from BDCB FTP Admin [bdcf.ftp@bdcf.gov.bn].
- d. Enter your password under 'Password:' field.
- e. Click 'Connect'.

4. You will see the folder that you have been granted permission to access.

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
..					
MP		File folder	03/08/2023 11:41:12	drwxrw-rw-	user group

- f. Select the "Input file" and drag it inside the 'MP' folder.



Brunei Darussalam
 Financial Sector Manpower Survey
 FileZilla Technical Guide

Or you will see empty space. This means you are inside the MP folder hence you can simply drag the file into the empty space.

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
..					

Empty directory listing

g. View the tab below to check whether the file transfer is successful:

Server/Local file	Dire...	Remote file	Size	Prio...	Status
<div style="display: flex; justify-content: space-between; border: 1px solid gray; padding: 2px;"> Queued files Failed transfers Successful transfers (1) g </div>					

Technical Assistance

If you are experiencing technical issue to connect to the platform or have not received your username and password, please coordinate with BDCB Technology Division at it@bdcb.gov.bn and copy findev@bdcb.gov.bn.

Change of Users

In the event there is a change of authorised users, the nominated focal person must complete [BDCB User Access Request Form](#). This is to avoid any disruption during the submission period.

Contact Details

Should you require additional information or further clarification, please do not hesitate to contact BDCB Financial Development at findev@bdcb.gov.bn.

Disclaimer:

User must ensure that the files or documents uploaded into the system are free from virus. Any infected files or documents will be deleted and BDCB shall not be liable for any loss accruing as a result. User given access or privilege to any BDCB systems are held responsible and accountable for their account. User must immediately notify BDCB should there be any unauthorised use/access and/or suspicious activities related to the user’s account on the system at it@bdcb.gov.bn.

-END-