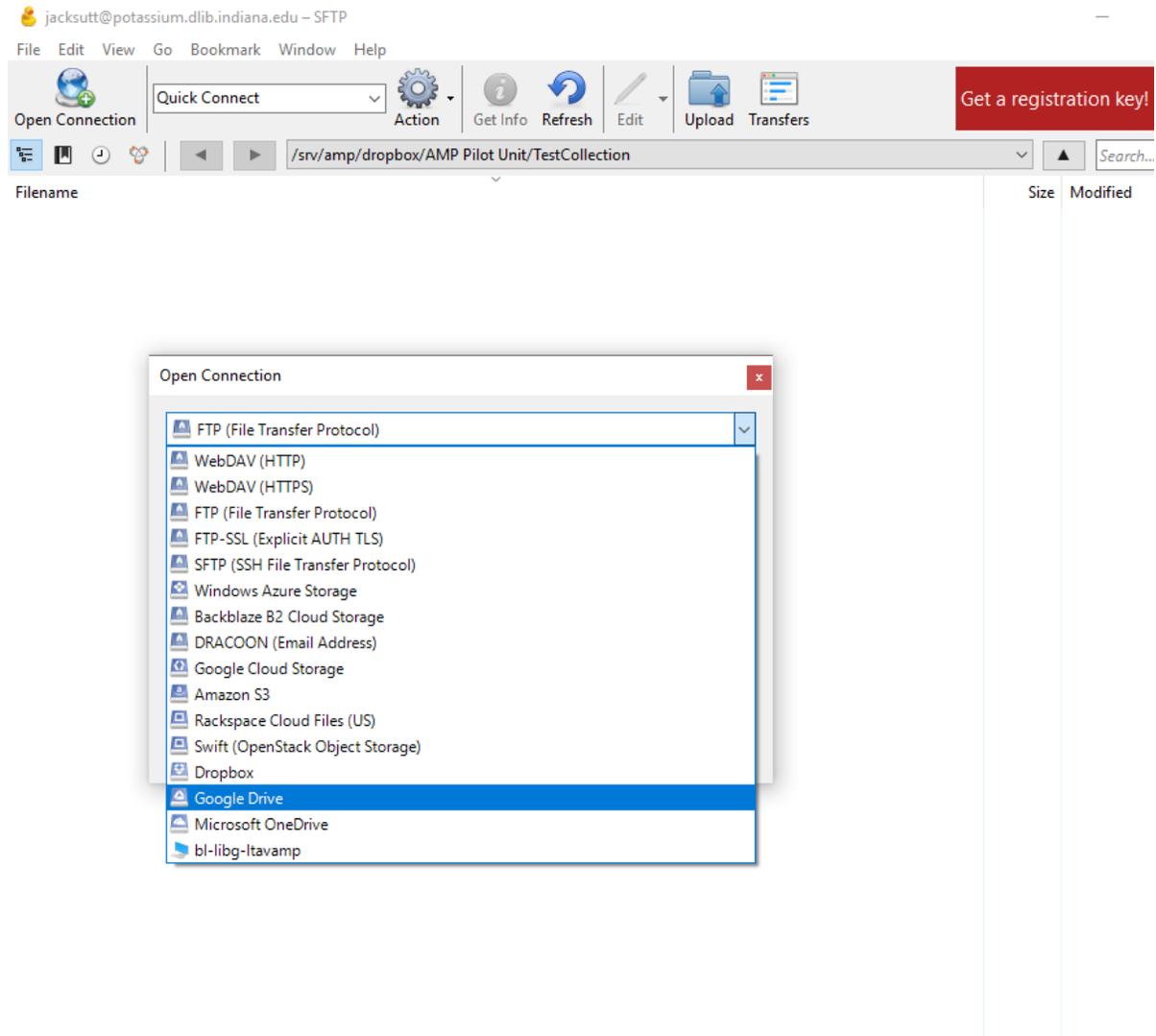# Transferring files to the AMP Dropbox

Before a batch ingest can transfer the files to the database that the workflows pulls data from, all media files need to be uploaded to the AMP Dropbox. To do this one must have an SFTP client such as Cyberduck (Mac or Windows), Cyberduck Portable (Mac or Windows), or WinSCP (Windows).

The steps illustrated below will be similar between all programs but may appear differently depending on the client being used. For this example, Cyberduck Portable is being used and certain keyboard shortcuts may be slightly different depending on your chosen SFTP Client.
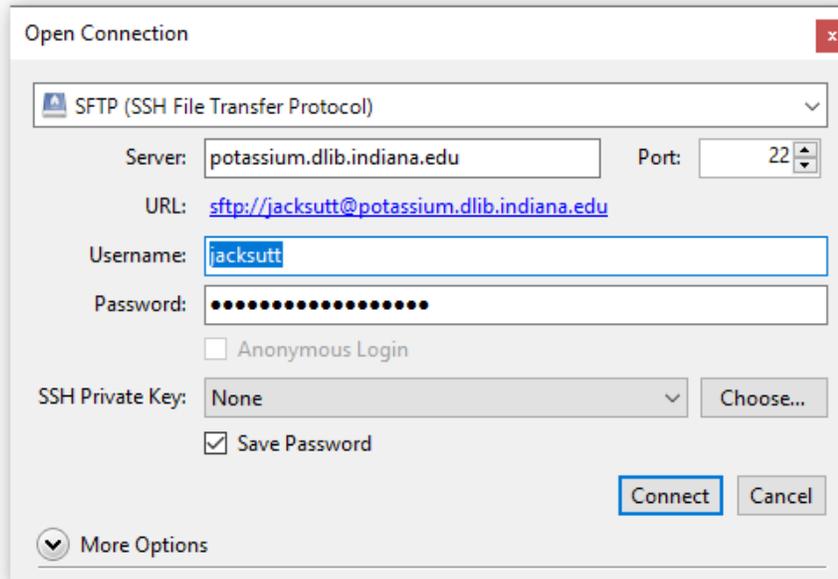
Step 1: Connect to Google Drive

After the program is installed, the first step is to connect to Google Drive. Click the Open Connection button in the top left corner of the program, or use the keyboard shortcut Ctrl + O. One this is clicked a new window with a drop-down menu will appear. Select Google Drive.

Connect using the your Google account information and navigate to where the media files that will be added to the AMP Dropbox are contained. When it asks if you will allow this key, click the Allow button.
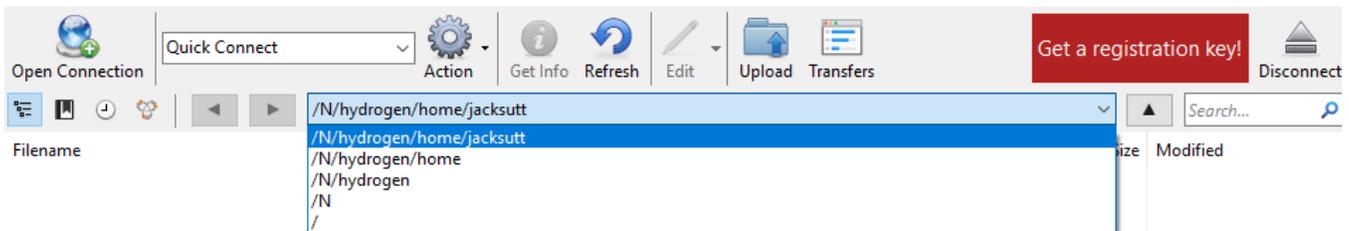
Step 2: Connect to Potassium

After connecting to Google Drive, go to File New Browser at the top left corner of the program window or use the shortcut Ctrl + N to open a new window for your SFTP client. From there, you will need to be sure that your connection selection is using SFTP (SSH File Transfer Protocol), which is selected from the drop-down menu.

Within the server box, the server connection must be filled in as: **potassium.dlib.indiana.edu**. Do not worry about the port number. After this is completed, you will need to use your Indiana University login information in the Username and Password fields. Click Connect and Duo Authenticate. Click the Allow button when the program prompts you on the permissions for this key.

Step 3: Navigate to the Dropbox

When you initially log into Potassium, you will be taken to your own personal folder. In the top middle of the program window there is a navigation bar that opens as a drop-down menu. Open this and click the root folder which is labelled as "/".

Once you have navigated to / there should be several folder options presented. You will open the "srv" folder, followed by the "amp" folder, and finally the "dropbox" folder. For the pilot project, the specific collections folders will be one folder deeper in the "AMP Pilot Unit" folder. The final file path should appear as **/srv/amp/dropbox/AMP Pilot Unit/*CollectionFolderName***. If you accidentally open the wrong folder, use the navigation bar to either reset your path or go up one folder.

From here, simply open the collection folder that you are going to be adding files to and move on to the final step.

Step 4: Drag and Drop

From here, it's as simple as dragging the files from the second window that has the Google Drive folders open and moving the file over to the window that has the collection folder in the dropbox open. Some files may take a moment to transfer, and you may need to physically click on the window for it to refresh and show you that the file has been placed there.

After transferring your files over to the Dropbox, you will be ready to move on to making a batch manifest to prepare the files to be put into Galaxy.