

# List Upload FTP

Data collected in [Lists](#) can be sent to an FTP server at regular intervals.

Choose **System Settings - List Upload FTP** in the main menu, to view the table of existing jobs.

Use **New** in the toolbar to create a further job. Entries can be changed by selecting **Edit** in the **Action** column. Provide the following information:

Name	The name of the job
FTP Folder	The folder on the FTP server to which the file should be saved. After FTP login, and a change of folder to the standard FTP directory specified in the FTP server settings, the system changes to this directory.
FTP File Name	The name of the file on the FTP server to which the entries should be uploaded.
File Format	The format of the file, CSV or CSV (ZIP)
ZIP File Password	An optional password which will be applied to the ZIP file.
List	The list to be uploaded.
Interval	Choose an interval for the job
All x =	For the intervals <i>Every x minutes</i> and <i>Every x hours</i> specify a value for x to determine the interval used.
Weekdays	For the interval <i>On specific weekdays</i> select the desired weekdays on which the job should be executed.
Next transfer on / at	Provide a date and time on which the next job should be performed. This date and time is used to determine when the job should be repeated.
SFTP	Select this option, if the secure FTP protocol should be used.
Delete Uploaded Entries	Select this option, if the data which has been sent, is to be deleted from the list.