

## **X-RAY DATABASE SYSTEM v4.0 – FTP/ZIP MONTHLY UPDATE PROCEDURE**

Use the steps below to update your X-Ray Database System if you download your updates as ZIP files from our FTP site. *As recent Microsoft browser updates have complicated FTP access using Internet Explorer, rather than clicking the link in your notification e-mail, we recommend the following method using Windows Explorer:*

### **LOG ON TO FTP SERVER**

- 1) Double-click My Documents to open a new window on the Desktop. (If you do not have a My Documents icon on your Desktop, select My Computer or My Documents from your START Menu to open a new window.)
- 2) Type or paste <ftp.millerkaplanxray.com> into the window's Address Bar and hit the Enter key.
- 3) When prompted, enter your username and password and click the Login button.

**If you wish to auto-login in the future, check the “Save Password” box on the Log On window before clicking the Login button. Once you are on the site, you may select “Add to Favorites...” from the Favorites menu to allow one-click access in future months.**

***If Internet Explorer 7 launches and presents a “...cannot display the webpage” error, see the Internet Explorer 7 note at the end of this document.***

### **RETRIEVE UPDATE FILE(S)**

- 4) Open the folder named for your station call letters.
- 5) Right-click the file ending in .zip and select “Copy to Folder...”.
- 6) Scroll to the top of the Browse window, select Desktop and click the OK button.

**If you have more than one station, click the window’s “Back Arrow” button to return to your folder list, then repeat Steps 4-6 for each of the remaining stations.**

- 7) When your file(s) has finished copying, you may close the window to exit the FTP site.

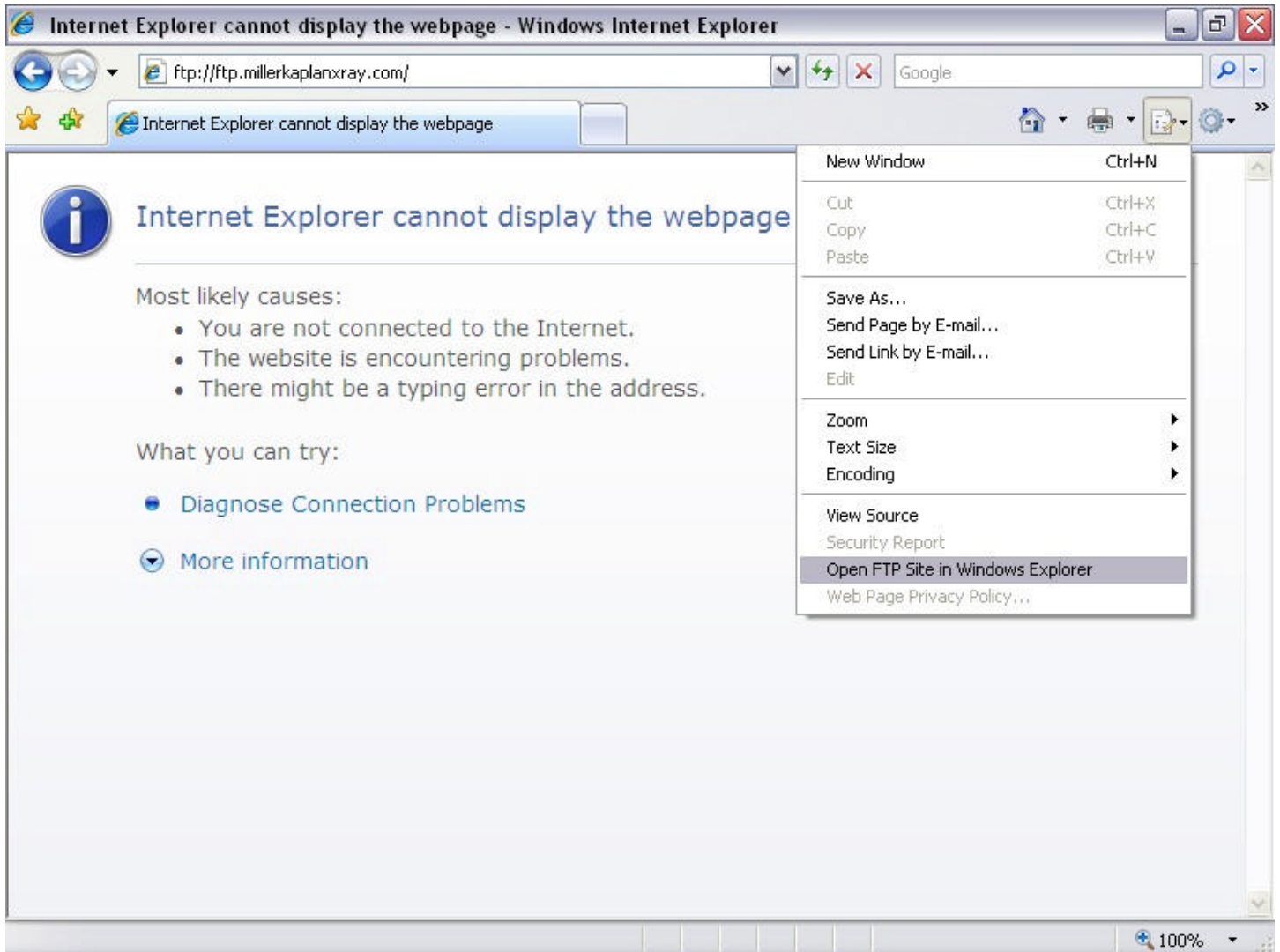
### **UPDATE X-RAY DATABASE**

**If you have multiple stations, repeat the following steps for each of your stations.**

- 8) Launch X-Ray. From the main menu, click the Database Maintenance button. From the Database Maintenance menu, click the Update Database button.
- 9) In the new window that opens, click the Update button and use the Browse window to navigate to the Desktop. Select the ZIP file you downloaded from the FTP site and click the Open button.
- 10) When you see the message “Update Completed,” you may click the Close button to return to the Database Maintenance menu, or click the Update button to update another station or a subsequent period.

You may now exit X-Ray, or go to the Database Inquiries section of the program to work with your new data. You may delete the ZIP file(s) from your Desktop.

***INTERNET EXPLORER 7: If your computer launches Internet Explorer 7 and displays a “...cannot display webpage” error when you attempt to connect to the FTP server, select “Open FTP site in Windows Explorer” from Internet Explorer’s Page Menu (pictured). You will be prompted to log in again, after which you should be able to access the site. Saving your password and saving the site as a Favorite should allow you to avoid this step for future logins.***



Contact X-Ray Customer Support at 818-487-1197 x1 if you run into any problems.