

User Quick Start Guide

Login

After the site administrator creates your account, you will receive an email with your username and temporary password. Go to the web address indicated in the email and log in with your username and temporary password. You will then see a screen that will allow you to create your own password (consistent with the password requirements of the site).

Workspaces

The workspaces you belong to will appear in the **Your Workspaces** area on the left side of your screen. To change the Workspace you're in, simply click the name of another workspace. If you belong to more than 15 workspaces, you can click **View Options** to choose different ways to view those workspaces. Clicking **More** will show additional workspaces not currently shown.

Navigation

Location: [Administration](#) > [Regulations-Admin](#) > [Current_Regulations](#)

- To navigate into folders, simply click the folder name.
- To navigate back up, click on the appropriate folder name in the **Location** path or click **Parent Folder**.

Create Folders*

Click the Create Folder button and type in the name for your folder (using letters, numbers and underscores only).

+ Create Folder

Upload/Send Files*

↑ Upload/Send Files

You can upload individual files or, using Batch Upload, multiple files and/or folders at once. **CAUTION:** Don't close or quit your browser window during transfer or your upload will be canceled.

Individual Files

- First, navigate to the folder you wish to upload the file(s) to and then click the **Upload/Send Files** button.
- Click the **Individual Files** tab.
- Click the **Choose File** button and select the file you wish to upload. Click **Choose File** again to choose additional files.
- If you wish to add a **comment** or a **file ID**, choose one of the **Upload Preferences**, or **add a recipient**, click the appropriate boxes or links.
- When ready, click **Upload Files** (or Cancel).

Multiple Files/Folders

- Create a ZIP archive of the files and/or folders you wish to upload. If you need help creating a ZIP archive, click **Need help creating a ZIP file?** found under the Batch Files tab.
- First, navigate to the folder you wish to upload files to and then click the **Upload/Send Files** button.
- Click the **Batch Files** tab.
- Click the Choose File button and select the ZIP archive you wish to upload.
- If you wish to add a **comment** or a **file ID** or add recipients, click the appropriate links.
- When ready, click **Upload and Extract Zip** (or **Cancel**).

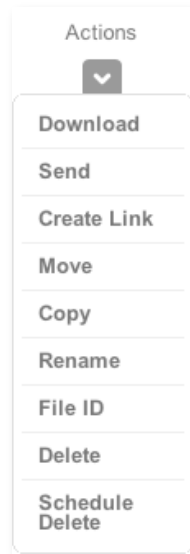
*If you've been granted these permissions by the Administrator.

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Actions Menu

First click the arrow next to the file or folder name under the Actions column.

- To Download a file, click the **Download*** icon (you can also simply click the file name itself).
- To send a file to someone, click the **Send*** icon and enter the person's email or select their name from the list.
- Click **Move*** or **Copy*** and then choose a destination for the file to be moved or copied to.
 - **Rename*** allows you change the file name.
 - To delete a file, click **Delete***.



Scheduled Delete

Scheduled Delete is available to users with the Delete permission.

To schedule a file or folder to automatically delete, roll over the **Actions** menu to the right of the file/folder name and choose **Schedule Delete**. A shadowbox window will appear allowing you to choose the number of days until the file/folder deletes (with minimum and maximum days appearing below the box). Selecting more than one file and/or folder will enable the **Batch Schedule Delete** at the top of the file listing so you can set deletes for multiple files or folders at once.

Under the file icon in the file listing, a white clock icon indicates the file will delete within 30 days. A yellow clock icon indicates the file will delete within 4 days. Rolling over the icon will display the date and time of deletion.

Search

To search for a particular file (or set of files) within your current window, enter your search term in the field to the left of **Search** and click the Search button. The results will appear in the file listing below. Click **Clear Results** in the yellow box to show all files again.

Advanced Search

To search for files or folders within all of the workspaces you belong to, click the Advanced Search button, which will open a window below the button to allow you to search by several different criteria. Enter your search term(s) and click blue Search button at the bottom of the window. The results will appear in the file listing below. Click **Clear Results** in the yellow box to show all files again or Modify Results to change the search terms.

Help/Logout

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If you require additional help in using the FileTransfers.net site, click the **Help** link. There you can get contact information for asking questions or requesting more help.

When finished using the system, always click the **Logout** button to prevent anyone else from accessing your site from your computer without your knowledge.

*If you've been granted these permissions by the Administrator.