CDSFILES INSTRUCTIONS

Site Name: CDSFILES.com
Browser: Internet Explorer for Windows or Safari for MAC
Protocols: HTTPS*,SSH2(AES-256{SFTP only}),SSL(3.0)/TLS
        *with HTTPS you can't use single lined URL commands to post files. You must make a secure connection first.

Logon:
1. Enter userid and password
2. Press [Enter] or click "Sign On" with your mouse

Uploads:
1. Under "Upload a File Now…" select the folder from the drop down list you want to upload to. If you're not sure which one, check with your account manager.

    Upload Wizard Not Installed:
       1. Click "Browse…"
       2. Find and select the file you want to send.
       3. Click "Open" or press [Enter]
       4. Enter any comments or file descriptions in the next field.
       5. Click "Upload"

    Using Upload Wizard:
       1. If you have installed the ActiveX or Java upload wizard, launch it by clicking the link below the drop down folder list "CLICK HERE to Launch the Upload Wizard".
       2. Click "Add File"
       3. Find and select the file(s) you want to send or drag and drop them into the window.
       4. Click "Open" or press [Enter]
          * If you have selected multiple files from differing folders, then you will need to check the "Ignore Subfolders" option to keep the transfer from trying to create the subfolders on CDSFiles.com.
       5. Click "Next>"
       6. Click "Next>" again

Benefits of Using the Upload/Download Wizard:
1. You can transfer multiple files at the same time.
2. You can "zip" multiple files together or compress a single file.
3. You can rename the files being posted.
4. The wizard compresses the file during the transfer. This creates an incredibly fast file transfer, even through the website. It's usually slower to send a file via HTTPS instead of FTPS/SFTS, but with the wizard's on-the-fly-compression, it's just as fast as FTPS/SFTS, if not, faster.
5. In addition to faster transfers, the wizard will also do an integrity check on the file(s) transferred. This will double check to verify that the transferred file is the exact same as the file you choose to transfer.
6. If you are unable to install either the ActiveX or Java wizard, please check with your computer support for help. Please call us with any questions or problems with the install. Tech Support

Downloads:
1. You can use the navigation options on the left hand side of your screen, "Find File/Folder" or "Go To Folder" to find the file(s) you're looking for.
2. Or under "Browse Files and Folders…" click "Browse Other Folders"
3. Click through the folders to find the file(s) you are looking for.
4. Either click "Download" to the right of the filename you want to download or check the box next to each filename you want to download and then click "Download" under "File Actions".
5. It will then prompt you what you want to do with the file(s).
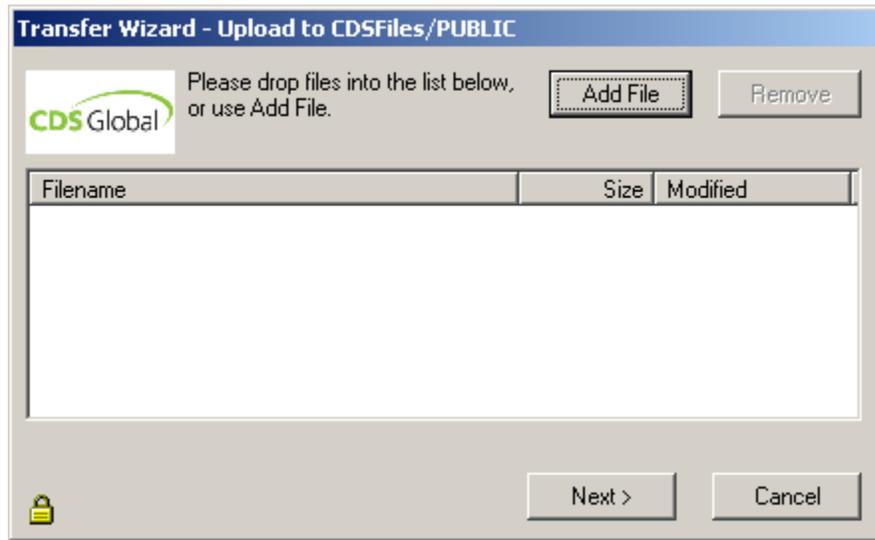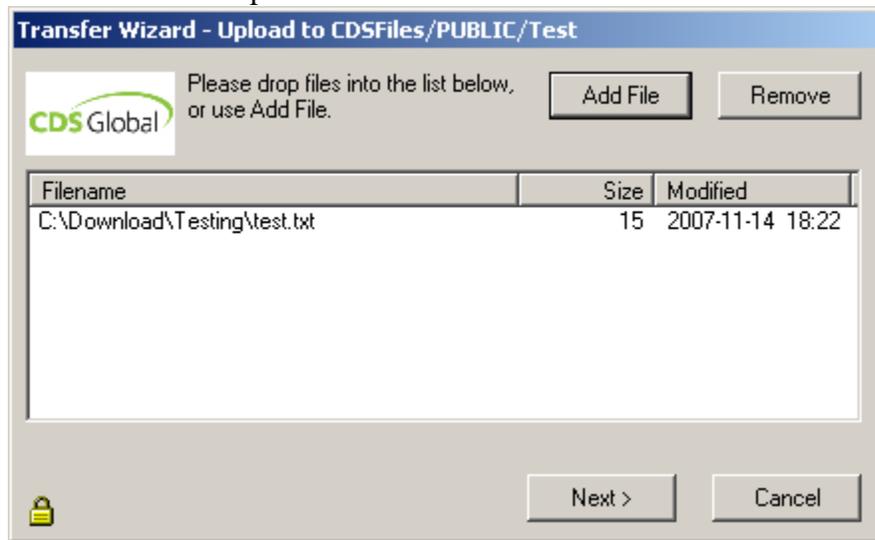
Logon:

Uploads:
1. Choose the folder you would like to upload your files to. (You will only be able to see the folders you have authority to. Please ignore the path in these diagrams.)

2. Launch Wizard

Transfer Wizard - Upload to CDSFiles/PUBLIC

CDS Global

Please drop files into the list below, or use Add File.

[Add File] [Remove]

Filename	Size	Modified

[Next >] [Cancel]

3. Choose file to upload

Transfer Wizard - Upload to CDSFiles/PUBLIC/Test

CDS Global

Please drop files into the list below, or use Add File.

[Add File] [Remove]

Filename	Size	Modified
C:\Download\Testing\test.txt	15	2007-11-14 18:22

[Next >] [Cancel]
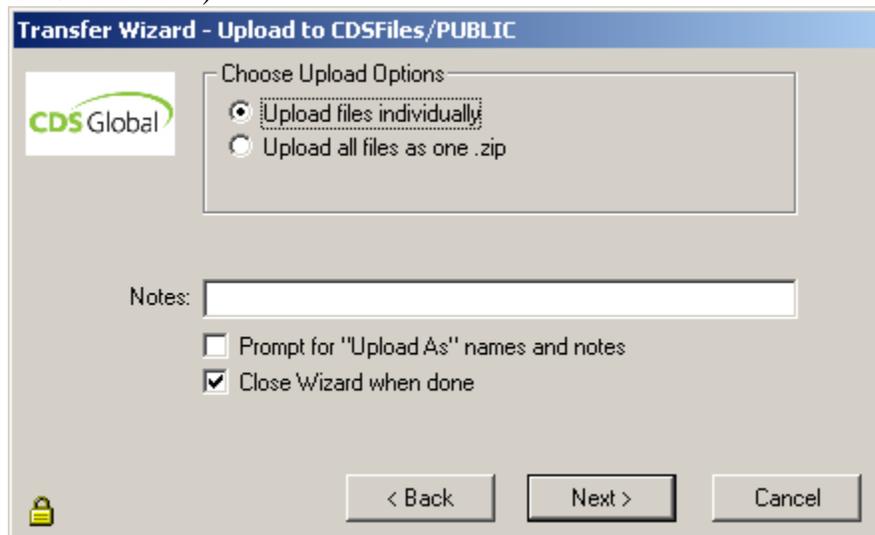
4. Choose upload options click next to finish. (If you have selected multiple files from differing folders, then you will need to check the "Ignore Subfolders" option to keep the transfer from trying to create the subfolders on CDSFiles.com.)

Transfer Wizard - Upload to CDSFiles/PUBLIC

CDS Global

Choose Upload Options
- ◉ Upload files individually
- ○ Upload all files as one .zip

Notes: [   ]

☐ Prompt for "Upload As" names and notes
☑ Close Wizard when done

[< Back] [Next >] [Cancel]

Downloads:

1. Find the file you would like to download by going to that folder or using the search box.

2. Select file you would like to download by clicking on the name of the file.

3. Click "Download" and select "Save".

File Download   [×]

You are about to download a file.

    File name: ftptest10.txt

        From: CDSFiles/TEST

Would you like to open the file, or save it to your computer?

"Opening" a file means downloading it to a temporary directory, and then running the associated program, if any.

[Open] [Save] [Cancel]

☐ Automatically open/save files like this (*.txt) from now on [Configure]
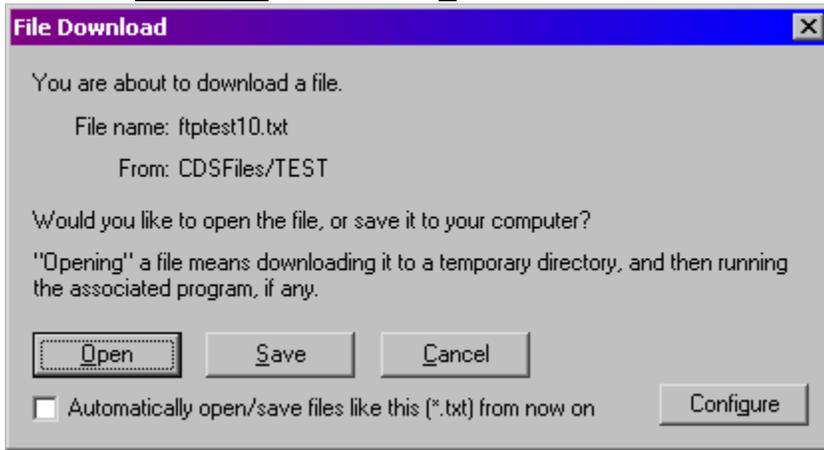
4. Select where you would like to save your file.

Select the destination filename   [?] [×]

Save in: [test] ← 🖿 🖿 🖽▾

📁 test2
📄 ftptest.txt

History

Desktop

My Documents

My Computer

My Network P...

File name: [ftptest.txt]   [Save]

Save as type: [All Files]   [Cancel]
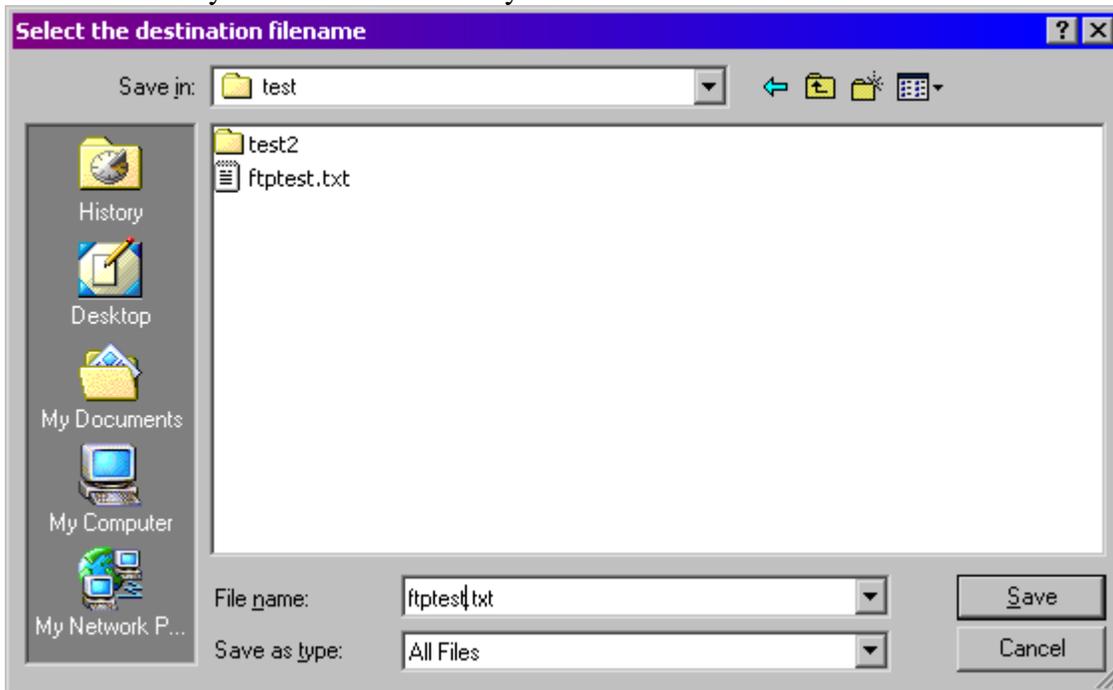
5. You will get a "Transfer complete" message when done

Transfer Wizard

Transfer complete. Integrity verified on all files.

Downloading:
ftptest10.txt (File ID 377887547)

[████████████████████████████]

Estimated time left: Done.   (Got 20,479,744 of 20,479,744 bytes)

Download to: C:\test\ftptest10.txt

Transfer rate: 16246.75 KB/sec (99.4% total compression)

[Open] [Open Folder] [Close]