

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:

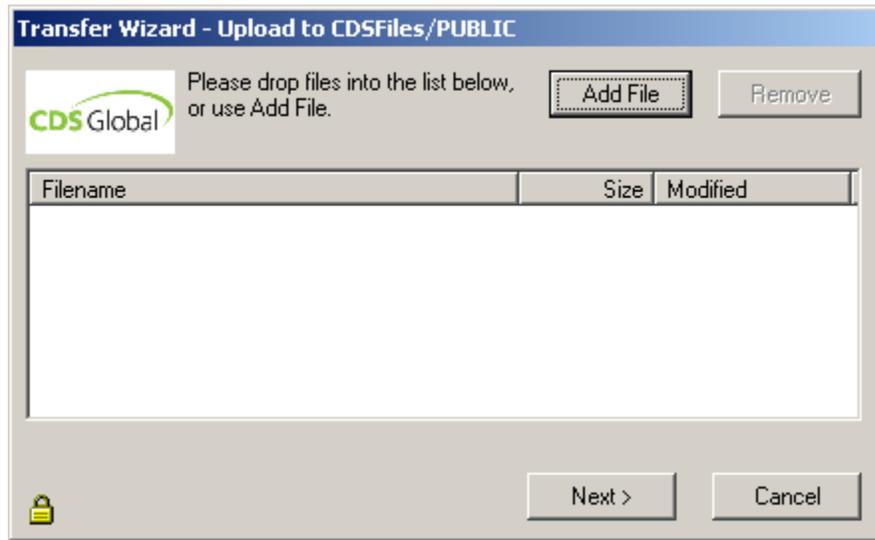
The screenshot shows a Microsoft Internet Explorer browser window titled "CDSFiles: Not Signed On - Microsoft Internet Explorer provided by Communications Data Services". The address bar shows "https://cdfsfiles.com/". The page features the CDS Global logo and "CDS Files" text. A "Sign On" section contains input fields for "Username:" and "Password:", along with "Sign On" and "Reset" buttons. A "Security Notice" box states: "You are about to access a secured resource. CDS reserves the right to monitor and/or limit access to this resource at any time." At the bottom, there are links for "Need Help? Tech Support - Online Manual - USER GUIDE".

Uploads:

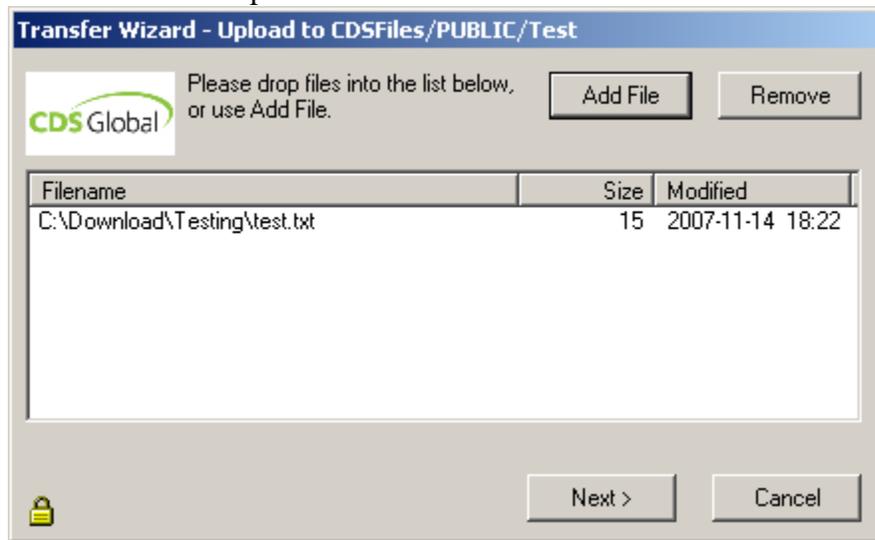
1. Choose the folder you would like to upload your files to. (You will only be able to see the folders you have authority to. Please ignore the path in these diagrams.)

The screenshot shows the CDSFiles user interface for a user named "newuser". The browser title is "CDSFiles: newuser - Microsoft Internet Explorer provided by Communications Data Services". The address bar shows "https://cdfsfiles.com/human.aspx?Arg12=tabfolderredir&Arg06=vt4". The page displays the CDS Global logo and "CDS Files" text. A navigation menu on the left includes "Home", "Folders", "Messages", and "Logs". A "Find File/Folder:" section has a search box and a "Find File" button. A "Go To Folder:" section shows the path "/newuser" and a "Go To" button. A "Need Help?" section lists "Online Manual", "Tech Support", and "USER GUIDE". A message box says: "Welcome to CDSFiles.com! For our contact information, please click the 'Tech Support' link on the left side of this page." Below this, there are sections for "Browse Files and Folders...", "Upload a File Now...", and "Send a New Message...". The "Upload a File Now..." section shows a folder selection dropdown with "CDSFiles / PUBLIC / Test / Gemini_BatchXML" selected and a "CLICK HERE to Launch the Upload Wizard..." link. The "Send a New Message..." section has input fields for "Email Address, Username, or Real Name:" and "Type a subject:", followed by a "Compose Message" button. The status bar at the bottom shows "Done" and "Internet".

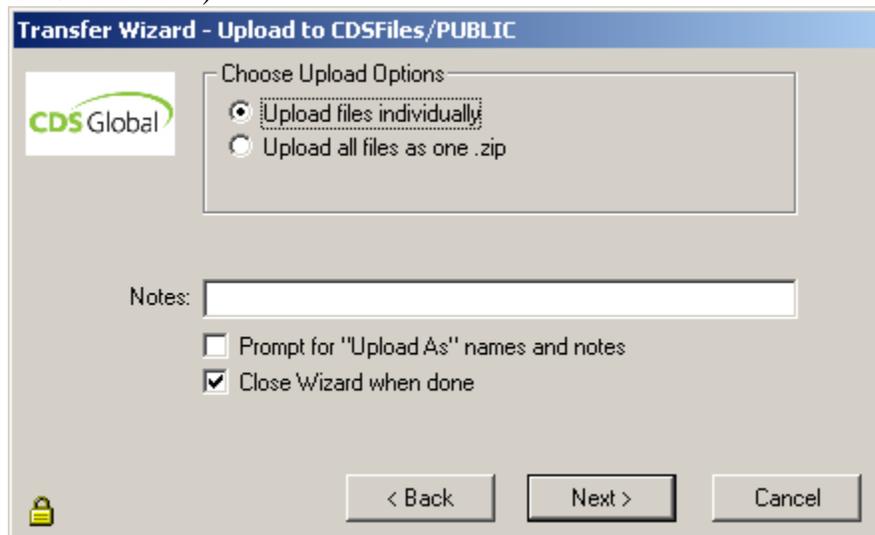
2. Launch Wizard



3. Choose file to upload



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.)



Downloads:

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

CDSFiles: newuser - Microsoft Internet Explorer provided by Communications Data Services

Address: <https://cdsfiles.com/human.aspx?r=392850485&Arg12=filelistadv&Arg06=354221043>

Signed onto CDSFiles as newuser. Account Options - Sign Out

CDSFiles / PUBLIC / Test / Gemini_BatchXML / Test

Advanced View - Return to Basic View - Go To Folder: Go To

Name	Created	Size/Contents	Creator	Actions
Parent Folder				
Errors	8/28/2007 8:39:03 AM			
test.txt	5/7/2008 11:04:37 AM	15	newuser	Delete - Download

Check Files: [All](#) - [New](#) - [Old](#) - [None](#)
Check Folders: [All](#) - [Empty](#) - [Not Empty](#) - [None](#)

File/Folder Options:
Perform Action:

Copy/Move Options: To Folder: [Advanced Copy/Move Options >>](#)

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

CDSFiles: newuser - Microsoft Internet Explorer provided by Communications Data Services

Address: <https://cdsfiles.com/human.aspx?r=1881992649&Arg12=fileview&Arg11=1&Arg07=420613908&Arg06=354221043>

Signed onto CDSFiles as newuser. Account Options - Sign Out

Home
Folders
Messages
Logs

Find File/Folder:

Find File

Go To Folder:

Go To

Need Help?
[Online Manual](#)
[Tech Support](#)
[USER GUIDE](#)

CDSFiles / PUBLIC / Test / Gemini_BatchXML / Test / test.txt
(ID # 420613908)

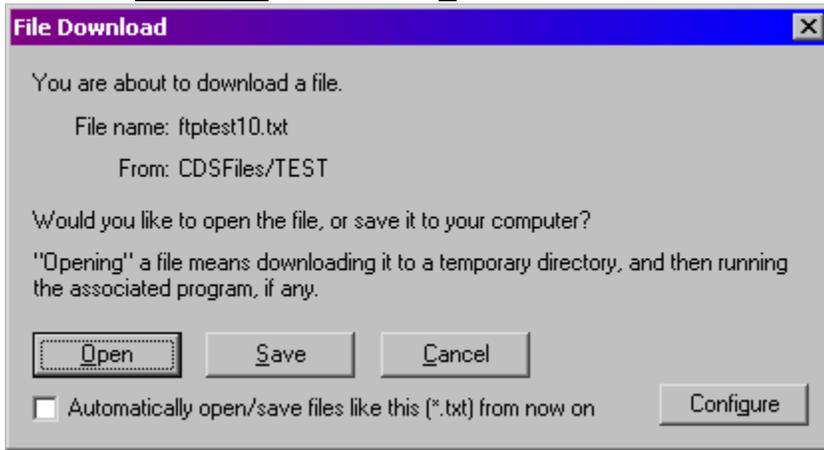
File Actions
[Download](#) - [Send As Attachment](#)
[Delete](#) - [Rename](#)

File Information
Uploaded by [newuser \(newuser\)](#) at 5/7/2008 11:04:37 AM from 172.26.51.106 via Transfer Wizard 3.4.0.1

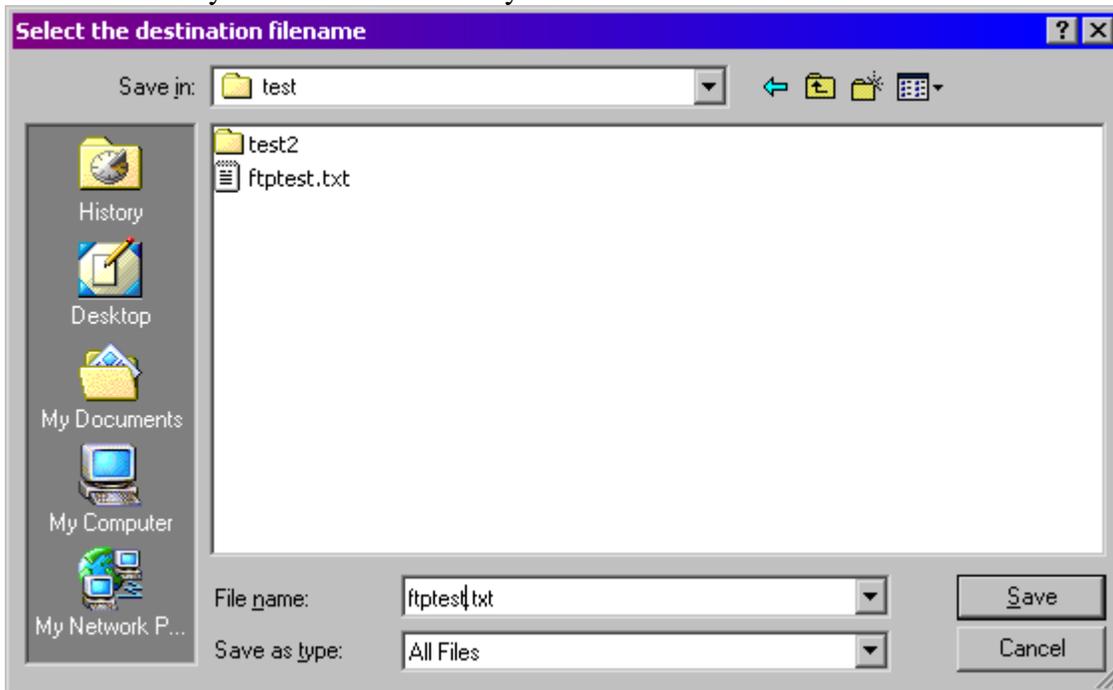
File Size: 15 bytes # of Downloads: 0

Time/Date	User	Action
5/7/2008 11:04:37 AM	newuser	Uploaded file "test.txt" from 172.26.51.106; integrity verified; upload took 0.047 seconds (319 bytes/second)
5/7/2008 11:04:37 AM	Automation	Sent upload confirmation to Sender newuser (newuser@newuser.com)

3. Click “Download” and select “Save”.



4. Select where you would like to save your file.



5. You will get a “Transfer complete” message when done

