



# Alumasc Dispense File Transfer Area User Guide

Please note that some of the functions listed below may not be available to you.



## Download

To Download a file, click the check box at the left of the file name, and then click the button at the bottom of the page marked "Download". This will open a "Save to disk" dialogue window. Click "OK" and the file will be downloaded to the location you have selected.



## Upload

To Upload a file, click the button at the bottom of the page marked "Upload". When the upload window opens you will be presented with two upload options - Upload or Flash Upload.

The Upload function allows you to upload up to 10 files at once, and add a description against each file. To use, click the "Browse" button to locate the file you wish to upload, and then click "Open". Once you have selected all of the files you wish to upload, click the "Upload file(s)" button at the bottom of the upload window. If you are uploading large files, an upload bar will show the upload progress.

The Flash Upload function allows you to select and upload multiple files, or the contents of whole folders. To use, click the "Browse" button and locate the files you wish to upload. To select multiple files hold down the CTRL key and then select each file in turn. To select the contents of a folder, hold down the CTRL key and the "A" key together. When all of the files have been selected, click "open" and the files will be added to your upload list. Click the "Upload" button at the bottom of the upload window, and your upload will begin. If you are uploading large files, an upload bar will indicate progress.



## Zip

The Zip function allows you to download multiple files or folders. To Create a Zip file, select the file or folders you require by clicking the check box at the left of the file names, and then click the button at the bottom of the page marked "Zip". Enter a name for your Zip file, and click "OK". This will open the "Save to" dialogue box, allowing you to specify a download location. Click "OK" to begin your download.



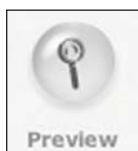
## Pack

The Pack function allows you to archive multiple files, and download them to your desktop. To Create a Packed file, select the file or folders you require by clicking the check box at the left of the file names, and then click the button at the bottom of the page marked "Pack". Enter a name for your packed file (do not remove the .tar.gz. extension) and click "OK". A yellow "Pack" icon will denote the new archive.



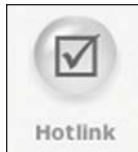
## Unpack

The Unpack function unpacks archived .tar.gz files. To use, select the Packed file by clicking the check box at the left of the file name and then click the button at the bottom of the page marked "Unpack". This will open a window allowing you to select where the archived files will be unpacked. Click "OK" to unpack.



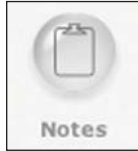
## Preview

The Preview function allows you preview a file without downloading. To use, select the file by clicking the check box at the left of the file name and then click the button at the bottom of the page marked "Preview". Alternatively, simply click the file name or file icon.



### Hotlink

The Hotlink function allows you to create a url permitting direct linking to a file without the need to log onto our site. To use, select the file by clicking the check box at the left of the file name and then click the button at the bottom of the page marked "Hotlink". This will create the new url, which can be copied (click "Select All"), inserted into an email (click "Email Hotlink"), or viewed in a new window (click "->").



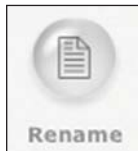
### Notes

The Notes function allows you to add notes to a file and folder. To use, select the file by clicking the check box at the left of the file name, and then click the button at the bottom of the page marked "Notes". This will open a window allowing you add notes relating to the file, or respond to previous notes.



### Copy

To Copy a file or multiple files, select the files you require by clicking the check box at the left of the file names, and then click the button at the bottom of the page marked "Copy". This will open a window that shows all available folders to copy the selected files into. Click "OK" when you have made your selection.



### Rename

To Rename a file, select the file you would like to rename by clicking the check box at the left of the file name, and then click the button at the bottom of the page marked "Rename". This will open a window allowing you to rename the file (note: please retain the existing file extension). Click "OK" to save.



### Editor

The Editor function allows you to view and edit HTML files and make code adjustments. To use, select the file you would like to edit by clicking the check box at the left of the file name, and then click the button at the bottom of the page marked "Editor". This will open your default HTML editor.



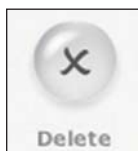
### Move

To Move a file or multiple files, select the files you require by clicking the check box at the left of the file names, and then click the button at the bottom of the page marked "Move". This will open a window which shows all available folders to move the selected files into. When you have selected a folder click "OK" and the file or files will be moved into the selected directory.



### MkDir

The MkDir function (Make Directory), allows you to create new directories or sub directories. To use, click the button at the bottom of the page marked "MkDir". This will open a window that allows you to enter the name of the new directory or sub directory, as well as a description. Click "OK" to save.



### Delete

To Delete a file or multiple files, select the files you require by clicking the check box at the left of the file names and then click the button at the bottom of the page marked "Delete". This will prompt the "Confirm Delete" dialogue window to open. Click "OK" and the file or files will then be deleted.



### Exit

Click "Exit" at the end of the session to logout.

**If you require further help, please contact us on 01536 311888**

