

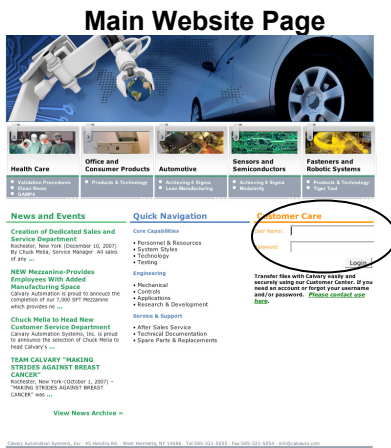


# FILE TRANSFER SYSTEM - USER GUIDE

**Calvary Automation Systems, Inc.**  
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## I. Accessing Customer Service Center (File Sharing Site)

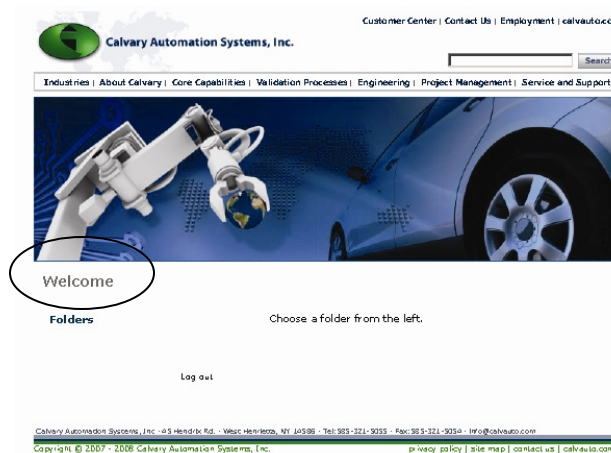
1. In your Web Browser, open Calvary's Web site ([www.calvauto.com](http://www.calvauto.com)).
2. Two Ways to Login: **Option #1**-Main Menu; labeled "Customer Center" & **Option #2** - Designated Customer Center Page. *The Customer Service Page is by clicking the link provided at the top of every page.*



## Customer Service Page



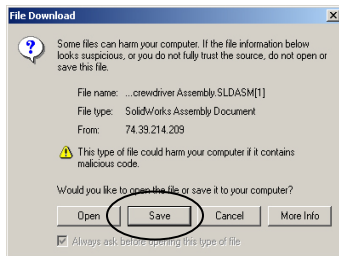
3. If you are a current user, enter in your current access information. Login with **USERNAME: XXXX** **PASSWORD: XXXX**. This will grant you access to the Administrative Area to manage files.
4. If you are not a current user, you can become a user by accessing the customer service page and filing out a request form or contacting Calvary Automation.
5. Once site is accessed the **User Home Page** will load, as shown below. You will know you are in the correct account when your company name is listed next to the Welcome area.



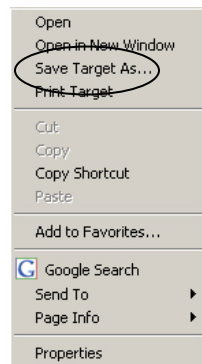
## II. Upload and Downloading Files

1. Please make sure you see at least one folder to access; you will not be able to upload or download files unless a folder is attached to your account. **If a folder is not accessible**, contact either the Webmaster or designated Calvary Automation employee for further assistance.
2. Click the designated folder to the left of the **User Home Page** for which you want to retrieve or place files.
3. Upon clicking the appropriate folder, a list of files will be listed for downloading and the ability to upload a file will be available; "**Click here to upload files to this folder**".
4. **To retrieve a file**: From the list of files provided, click the appropriate file to download. The download dialog box will appear, as shown below in **Retrieve Option #1**. Click the save button to download a file directly to a computer. When downloading is completed, a dialog box will allow a user to open a file. Due to the size of certain files; opening before saving may not be available. It is recommended you save all files to ensure proper downloading.
  - If the file directly opens instead of providing **Retrieve Option #1**, then proceed to **Retrieve Option #2** by right clicking mouse and save a file using the "Save Target As" selection or proceed to File on the upper right corner of the control panel tool bar and Click "File", then "Save As". When downloading is completed, a dialog box will allow a user to open a file or access file through the computer network browser.

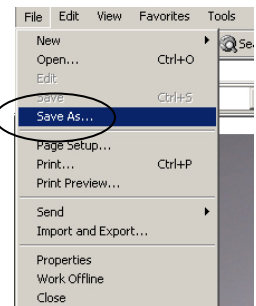
### Retrieve Option #1




### Retrieve Option #2



**or**




5. **To upload a file**: Click the "Click here to upload files to this folder" at the bottom of the screen. Please note that if you have multiple folders be mindful of which folder you are currently in when uploading files. A user may need to switch between folders for appropriate files to be place in corresponding folders.
    - a. Use the "Browse" button to search and select a file to upload. **Upload capacity is 60 mb per file. Note: Zipping file(s) will assist in successfully uploading large files.**
    - b. Files can be titled; you enter the title of you file in the text box after "Enter File Title".
-  **PROTOCOL**: File titles can only be alphanumeric, no special characters or spaces. If file title is not entered, the system will apply the file name based on the current name of the file being uploaded. If the current file name has any of the above restricted items, it will not upload properly.
- c. Sort order is used if you have a specific file you want to appear at the top of the list or if files


need to be in a specific order. Type numeric (Ex. Top of the list is "1"...etc.) listing to designate order.

- d. By default the active check box will be checked allowing another shared user of the file to download the file. Note: Inactive checked files will be seen but will be unavailable for downloading.



- e. When complete, click the "Upload" button and the file will be transferred to the Calvary File Sharing Server under the designated folder.

 **TIP:** Emailing or calling the designated Calvary employee with the folder(s) destination(s) and file name(s) of uploaded files will ensure the proper downloading of files by Calvary Automation. This will also assist in working with our file sharing site users without delay.

 **NOTE:** All uploaded and download files are deleted thirty (30) days after each file has been transferred to Calvary's File Sharing Site. If you require any files to be saved longer, please contact the Webmaster or designated Calvary Automation employee.