



HOW TO CONNECT TO A&H SERVER USING A WEB BROWSER OR FTP CLIENT SOFTWARE

USING AN (**FTP CLIENT**) INSTRUCTIONS:

Launch a ftp client: ie: Transmit, Fetch or captain ftp or any other standard ftp client

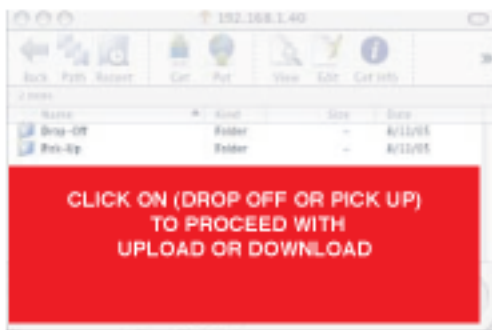
Hostname: **HTTP://66.87.126.66** (TYPE IN ADDRESS)  

Username: **TYPE IN USER NAME SUPPLIED FROM A&H REP**

Connect using: **FTP** Enable encryption

Password: **TYPE IN PASSWORD PROVIDED FROM A&H REP**

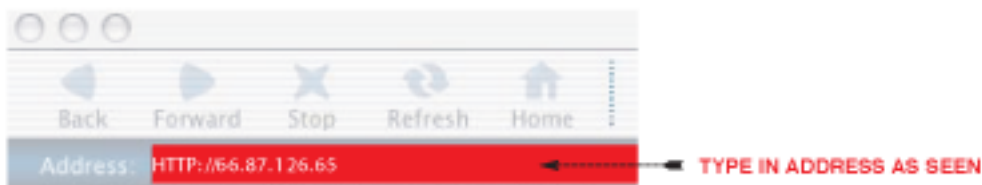
STEPS TO PICK-UP OR DROP OFF FILE(S)



*****Connect With A Browser***** Connect to the server using **Internet explorer, Firefox, or any other standard browser**

***USING A (**BROWSER**) INSTRUCTIONS:

Launch a BROWSER: ie: Internet explorer, Firefox, or any other standard browser



Secure Log In

User Name: **ENTER USER NAME** (SUPPLIED FROM A&H REP)

Password: **ENTER PASSWORD**

Log In

Web File Manager

The screenshot shows the Web File Manager interface with the following components and callouts:

- Current Location:** Home af_test
- File Listing:**

Filename	Size	Updated
Drop-Off	folder	Aug 11 09:09
Pick-Up	folder	Aug 11 09:34
- File Upload:** Upload 1 File, Browse..., Begin Upload
- Logout/Help:** Logout, Help

Callouts:

- Red box: **WHEN FILES ARE COMPLETED: PLEASE LOGOUT** (points to Logout)
- Red box: **TO RETRIEVE A FILE(S): CLICK ON THE PICK-UP TAB** (points to Pick-Up)
- Red box: **TO UPLOAD A FILE(S): (BROWSE TO THE FILE YOU WANT TO UPLOAD AND CLICK BEGIN UPLOAD)** (points to Browse...)

ABOUT WEB FILE MANAGER

Web File Manager

Using This Server

Welcome to our Web-based file transfer server. Using this service, you can upload, download, and manage files quickly and easily using any standard Web browser.

The main page you will use is broken up into several different sections. The large box to the right is a listing of the files and folders in the currently selected directory. You can move into a sub-folder simply by clicking its name in this list. For details about working with files displayed in the list, see the information below. You can sort directory listings by filename, file size, or last modified date by clicking the small up (increasing order) or down (decreasing order) buttons next to the column headings at the top of the list.

The "Current Location" box at the top left displays the folders traversed to the currently displayed folder. When you first log in, the only folder shown will be the top level "home" folder, but as you move into various sub-folders, the current location box will update to let you know where you are. If you have permission to upload files to the current folder, the "File Upload" box, which is described in detail in the "Uploading Files" section below, will also be displayed. Finally, the "Your Account" box provides information about your user account and previous activity.

Downloading And Managing Files

Files can be accessed by clicking the filename in the directory listing, which will cause your browser to either display the contents of the file or save it to your hard drive, depending on what type of file it is. To save the file to a specific location on your computer, right-click (Windows) or control-click (Macintosh) on the filename link and choose the "Save As ..." option from the menu that appears. To monitor the progress of your download, open the "Download Manager" or "Downloads" window in your Web browser.

If you have the ability to delete a file, a small trash can icon will also appear on each line of the directory listing. Click the trash icon to delete the file.

Uploading Files

If you have the ability to upload files to the current folder, the "File Upload" box will be displayed to the left of the directory list. If you would like to upload multiple files at one time, select the number of files to be sent in the pop-up menu at the top of the upload box. Next, click the "Choose File" button (it may also be labeled "Browse" or something similar, depending on your browser) and then select the file to be uploaded. To upload multiple files, use a different Choose File button for each file to be sent. When you are ready, click the "Begin Upload" button to start the transfer.

Please note that some Web browsers do not provide much feedback during file uploads. *Don't click the "Begin Upload" button more than once, close the window, or otherwise reset or stop the transfer.* Uploading large files can take time, so please be patient. The server will display an "Upload Complete" message when the transfer is done.

**ANY QUESTIONS:
PLEASE CONTACT YOUR A&H SALES REP
708.345.1196**