

RO-MATT FILE TRANSFER INSTRUCTIONS (WEB FTP LOGIN)

Nov 3 / 2015

Login to Web Based FTP Via Browser

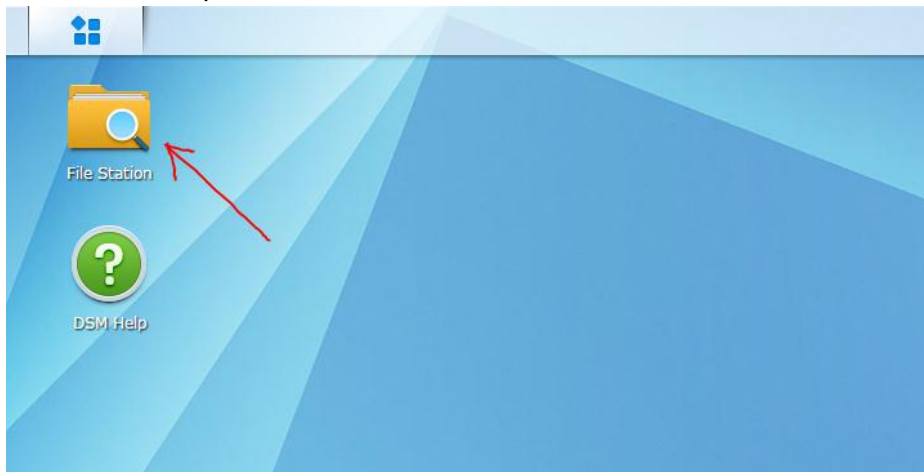
NOTE: INTERNET EXPLORER IS NOT SUPPORTED

Please use Google Chrome (preferred), Firefox, or Safari instead.
Ipad/IOS, Android & Other PDA browsers are acceptable.

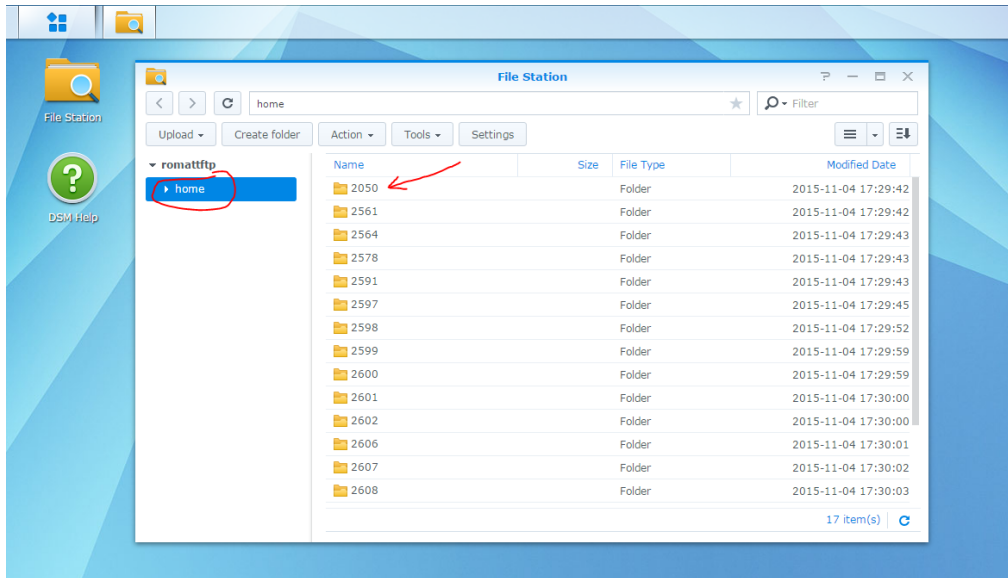
1. Using your browser, login to <http://quickconnect.to/ro-matt>
2. When prompted enter your login credentials at the screen below.



3. Once logged in successfully, please click on “FILE STATION” icon found on the top left corner

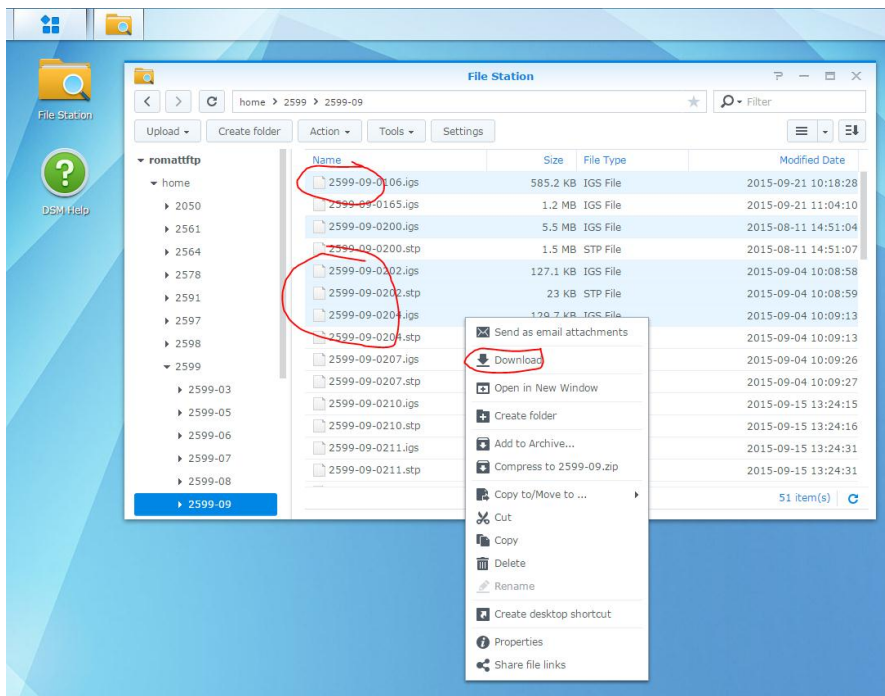


- Select "home" on the left to view the root directory. From there you can click to select files or folders as needed.

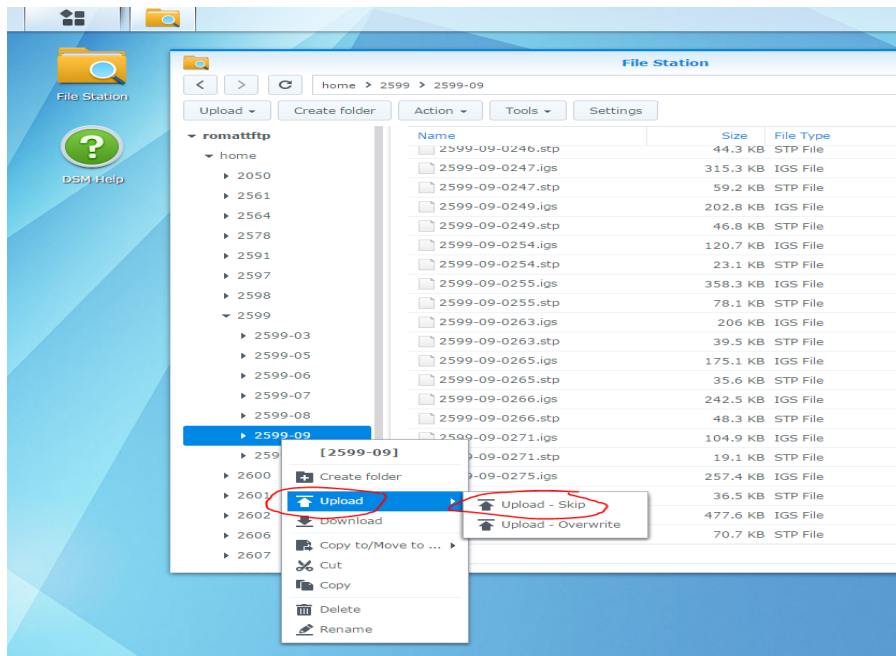


- To download a file, highlight the file with a left mouse click, and right click to find sub-menu options including download, rename, move, delete, etc.

To select multiple files, hold the CTRL button while you left click. Once all the files you want are highlighted right click to find the same options available. When downloading multiple files, they will be combined into a .ZIP file



- To upload a file, navigate to your desired destination folder.
Right click on that folder and select “Upload”, then “Upload-Skip” or “Upload-Overwrite” to overwrite any files currently there
You will be prompted to select files on your computer, hit OK when complete to begin upload.
Note: To upload, or edit files your account must have the correct privileges.



- Once you have completed your file transfers, please go to the upper right of the screen and select the “person” icon. When the menu drops down, please select “Logout” to complete the session.

