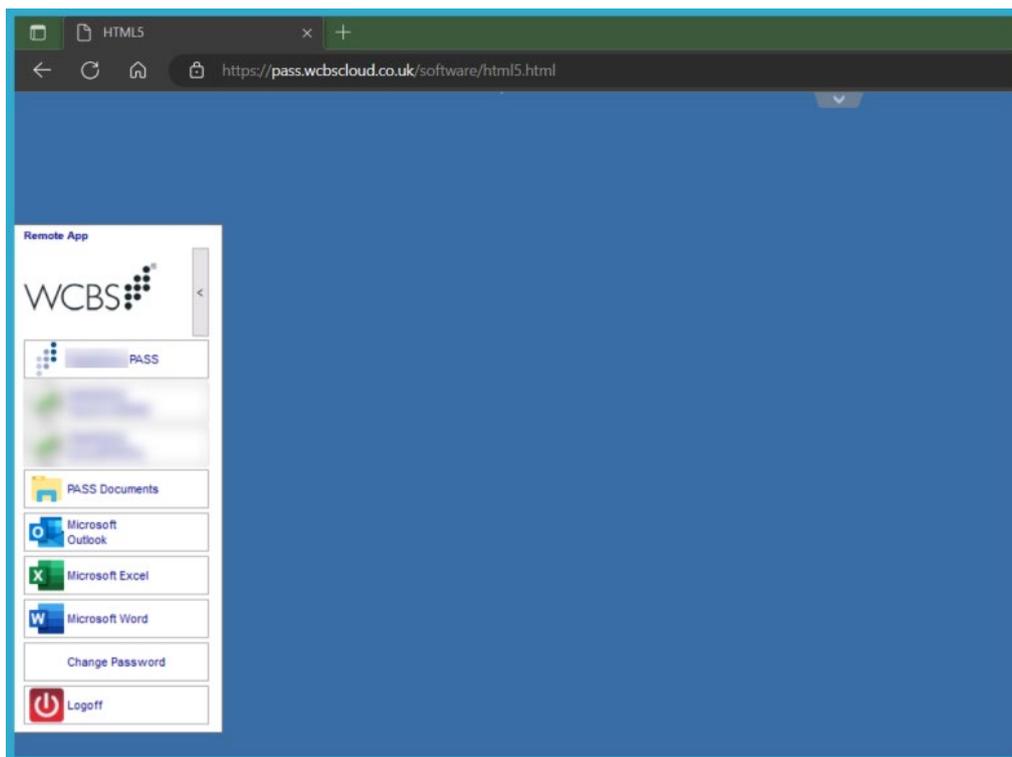


Transferring files to the Hosted PASS platform

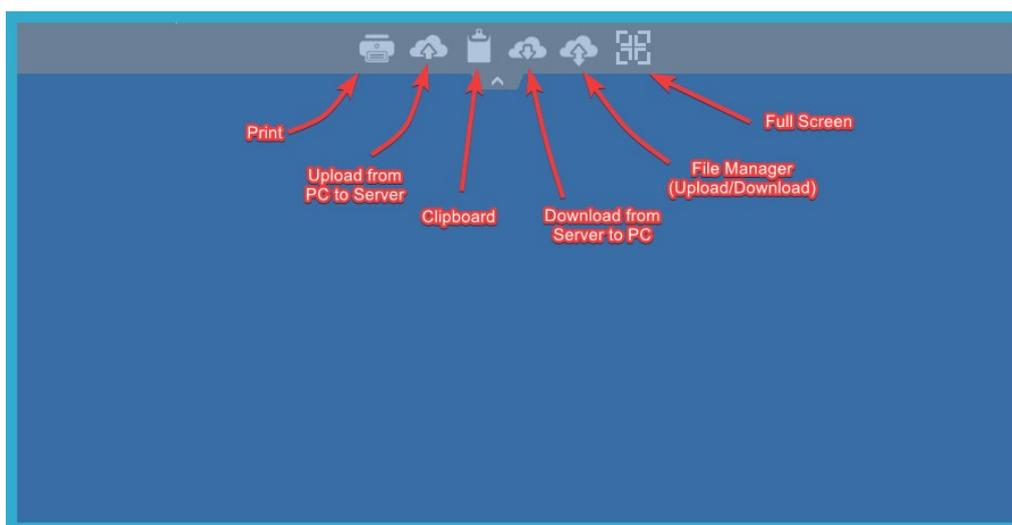
This document covers the process for uploading and downloading files. There are two ways to download files and both methods are covered.

Logging in

1. Go to your PASS Hosting Portal and login.
2. Once logged in click on the toggle at the top in the middle, which will display a group of additional icons.



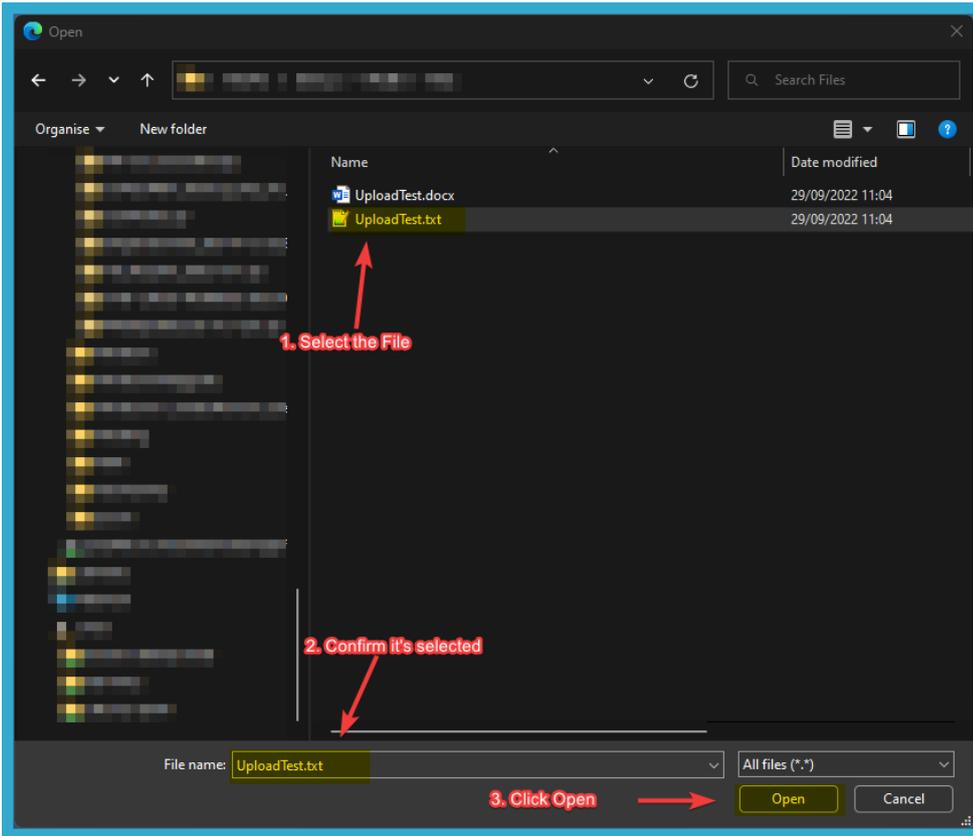
The definition of each icon is below.



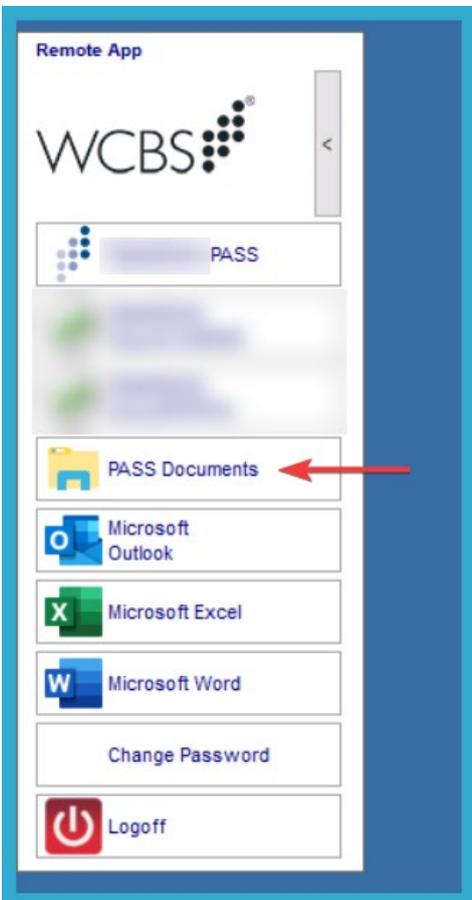
Uploading Files

1. Click on the second icon to upload from PC to Server.
2. You will be prompted with a dialogue box to navigate to the folder containing your file.

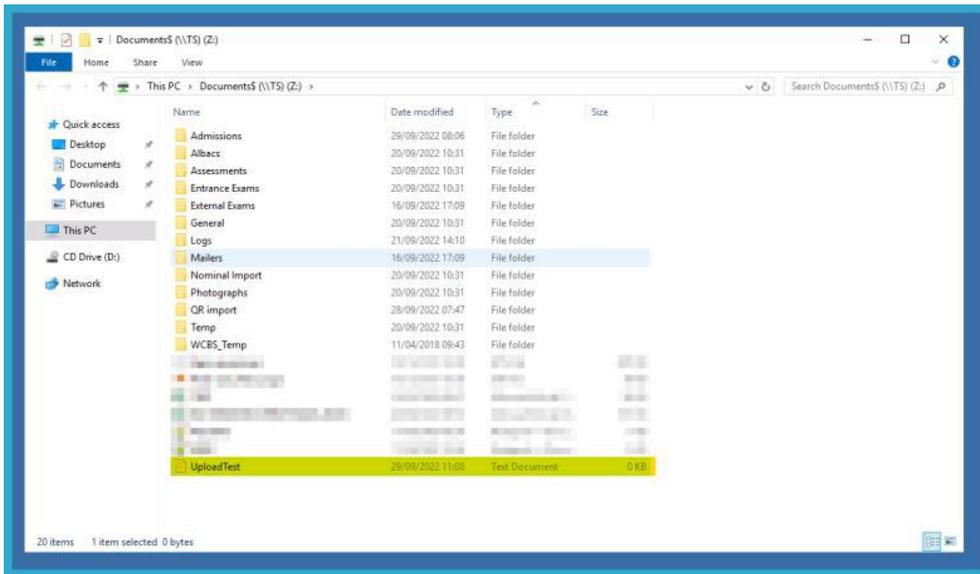
3. Select the file as directed below.



4. The file will be uploaded by default to the Documents area, once that's been uploaded go to Documents.



You will be able to see the file you have uploaded.

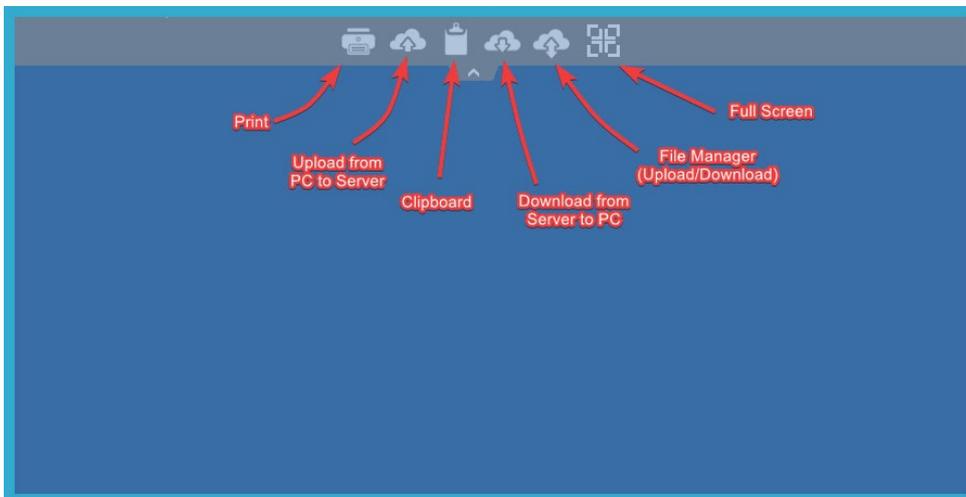


Downloading Files

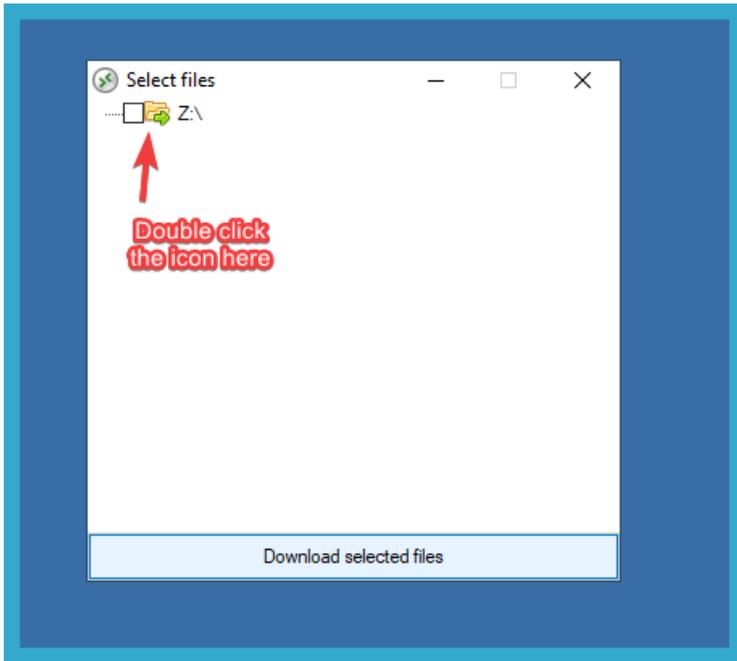
There are two methods for downloading files, the first is similar to uploading and the second uses the right click menu on a file.

Method 1

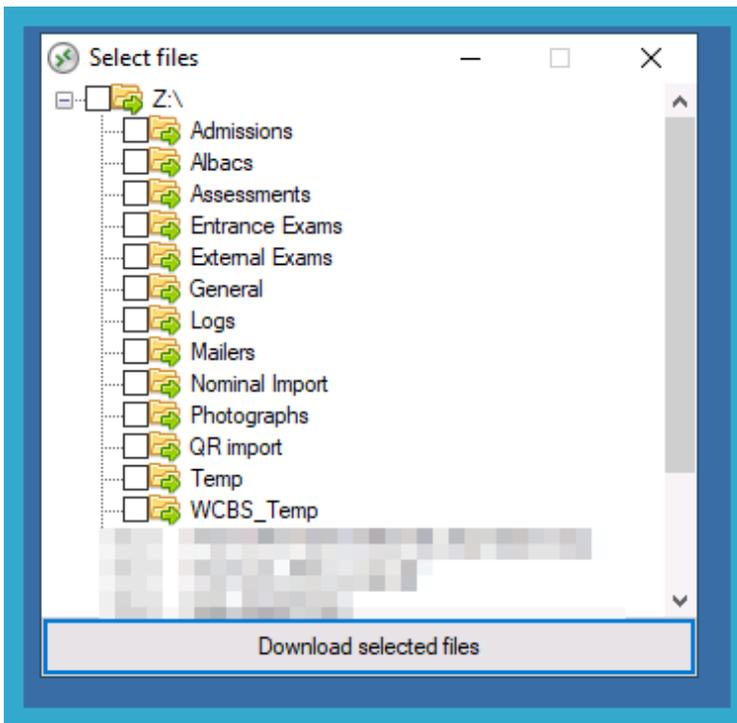
1. Click on the fourth icon.



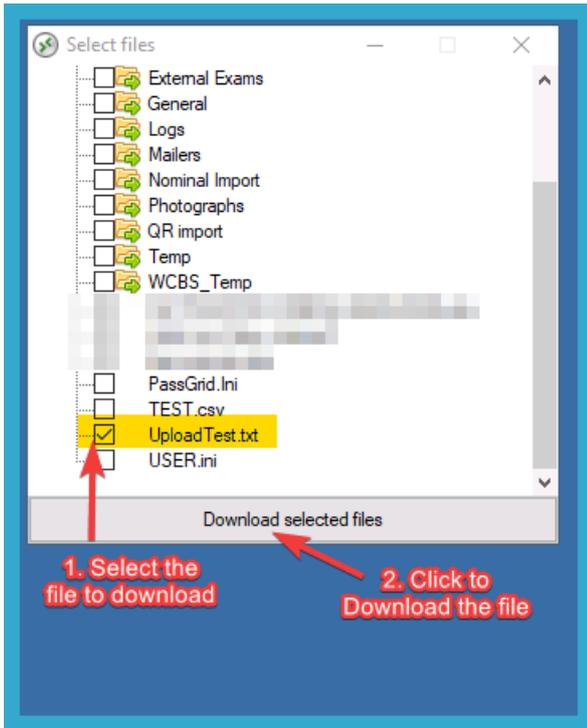
2. Double click the icon to expand the files and folders.



3. Scroll down to the file or double click the icon to expand the sub folders.

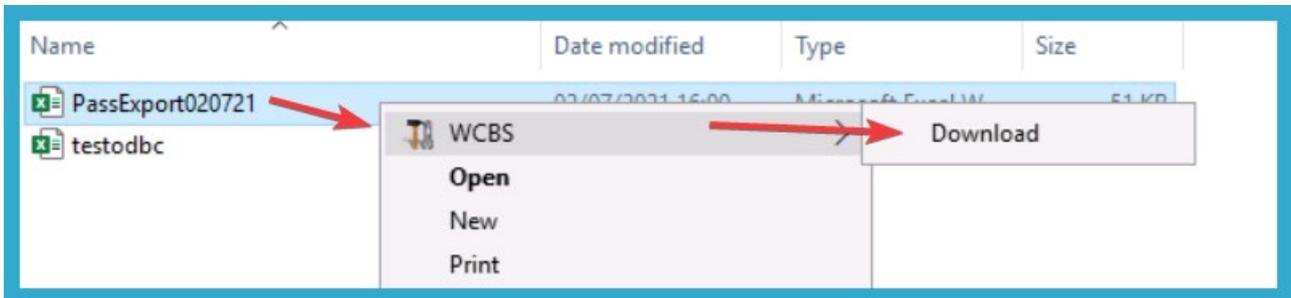


4. Tick the file you want to download then click download selected files.



Method 2

Another way to download files is to go to the Documents shortcut and right click on the file and click on the WCBS option then download.



If you have any further questions please contact WCBS Support by calling 01458 833055 or emailing support@wcbs.co.uk.