

# 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.

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← C බ ⊡ https:// <b>pass.wcbscloud.co.uk</b> /software/html5.html
Remote App
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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.

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3. Select the file as directed below.

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$\leftarrow \rightarrow \checkmark \uparrow$	Q Search Files
Organise 🔻 New folder	∎ - □ 🕴
Name	Date modified
🖸 UploadTest.docx	29/09/2022 11:04
🛁 UploadTest.txt	29/09/2022 11:04
1. Select the File	
A COMPANY OF A COM	
2. Confirm it's selected	
File name: UploadTest.txt	All files (*.*)
3, Click Open	Open Cancel

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

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

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	Name	Date modified	Туре	Size		
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Desktop 🖉	Albacs	20/09/2022 10:31	File folder			
😫 Documents 🛷	Assessments	20/09/2022 10:31	File folder			
🖶 Downloads 🛛 🖈	Entrance Exams	20/09/2022 10:31	File folder			
Pictures #	External Exams	16/09/2022 17:09	File folder			
	General	20/09/2022 10:31	File folder			
This PC	Logs	21/09/2022 14:10	File folder			
CD Drive (D:)	Mailers	16/09/2022 17:09	File folder			
	Nominal Import	20/09/2022 10:31	File folder			
Network	Photographs	20/09/2022 10:31	File folder			
	QR import	28/09/2022 07:47	File folder			
	Temp	20/09/2022 10:31	File folder			
	WCBS_Temp	11/04/2018 09:43	File folder			
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	UploadTest	29/09/2022 11:08	Test Document	O KB		

## **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.



Select files	_	×	
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1			
Double click the fcon here			
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Downloa	d selected files		

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

![](_page_3_Picture_3.jpeg)

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

![](_page_4_Picture_0.jpeg)

![](_page_4_Picture_1.jpeg)

# 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.

Name		Date modified	Туре	Size
PassExport020721	🚺 WCBS	02/07/2021 16:00		Download
	<b>Open</b> New Print			

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