

## How Do I Use the College of Medicine File Transfer Site?

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### Getting Started

#### Address

The College of Medicine File Transfer Site can be found at <http://transfer.medicine.arizona.edu>.

#### Purpose

The COM File Transfer site can be used to temporarily store files and share files with others, and it is especially useful for handling larger files (up to 250MB). It helps to eliminate the problems associated with sending large files as email attachments.

#### Getting Help

An online copy of this documentation can be found on the COM Transfer site by clicking on the "Help" link in the main menu. You may also contact the site administrator by clicking on the "Contact Admin" link in the main menu.

#### Getting Access

In order to login to the File Transfer web site, you must login using your UA NetID username and password. External users without a UA NetID must use the "External User Access" form or contact Nate Brown by phone at (602) 827-2044 or by email at [ntbrown@email.arizona.edu](mailto:ntbrown@email.arizona.edu). Please allow up to 24 hours for requests made after normal business hours. See below for more details

#### UA NetID Users

Once you are logged in the first time, you will have no file upload/download permissions (except for the "Public" folder). You must request access to a folder using the "Request Folder Access" form. You will then be assigned to a group and will be able to upload to and download from your group's folder. Please allow up to 24 hours for requests made after normal business hours.

#### External Users

Once you have completed the "External User Access" form and received your username/password you will immediately be able to login and begin uploading/downloading.

#### The "Public" Folder

The Public folder is available to any registered user to upload, download, edit, and delete files and folders. This folder is good for temporary "quick and dirty" file transfer/sharing. You should NOT upload any sensitive information to this folder.

## Navigation

The screenshot shows the 'UA College of Medicine File Transfer' interface. At the top, the breadcrumb path is 'Home > File Transfer > COM Phoenix > Students'. A red arrow points to 'Students' with the text: 'This is the path to the current folder. You can click on any of the previous folder names to go back.' Below the path, the folder name 'Students' is displayed in bold red text, with a red arrow pointing to it and the text: 'This is the title and description of the current folder.' Underneath, it says 'Resources for students. Accessible only by members of the Students group.' A section titled 'Containers' lists a subfolder named 'help' with a red folder icon. A red arrow points to 'help' with the text: 'This is a list of the subfolders within the current folder. You can click on the folder name to view its contents.' Below the containers, a 'Files' section lists a file named 'Flash Cards for Anatomy Exam #2' with a star icon and a 'Download' button. A red arrow points to the file name with the text: 'These are the files within the current folder. You can click on the file name to view its details or click the "Download" button to download immediately.' To the right of the file list, it says 'Order By : ID | File Title'. At the bottom, there are four action buttons: 'Upload File', 'New Folder', 'Move Folder', and 'Delete Folder', each with a red folder icon and a plus sign.

### Current Path

At the top of every page is the path (list of previous folders) for the current folder. You can click any folder name in the path to go back to that folder. You can also use your browser's "Back" button to go back one folder.

### Folder Name & Description

Just below the folder path is the name (bold red lettering) and description of the current folder.

### Subfolders

Below the current folder name and description is a list a subfolders (identified by their red folder icons) contained within the current folder. You can click on the subfolder names to view their contents, provided that you have proper access. Not all folders have subfolders to view.

### Files

Below the list of subfolders is the list of available files. Each file will have its own file name, icon, description, details, and Download link. You can view more details about a file by click on its name, or you can download a file immediately by clicking on the Download link (black floppy disk icon) next to the file name.

## Uploading Files

### File Titles & Descriptions

Please remember to be specific with your file Titles and Descriptions to help others identify the contents and purpose of your files.

### Uploading a Single File

Click on the Upload File button in the toolbar on the bottom of the page. When the form for uploading for files appears, click on "Browse..." to select the file to upload from your computer. Select the proper destination Folder for your file and give your file a Title. Choose an icon to be associated with your file. This icon will be displayed on the file and folder lists.

The screenshot shows a web interface for uploading a file. At the top, it says 'Medicine File Transfer'. Below that, there's a heading 'Upload File for File Transfer' and a sub-heading 'Add a number of files'. A red arrow points to the 'Add a number of files' text with the annotation 'Click here to upload more than one file at a time'. Below this, there's a 'New File' input field with a 'Browse...' button. A red arrow points to the 'Browse...' button with the annotation 'Click "Browse..." to find the file to upload from your computer.'. Below the 'New File' field is a 'Folder:' dropdown menu with 'COM Phoenix' selected. Below that is a 'File Title:' input field. Below the 'File Title' field is a 'Description: Max: 300 Chars' field with a rich text editor toolbar. A red arrow points to the toolbar with the annotation 'Choose the destination folder from the drop-down list, provide a title for the file, and type a description of the file.'. Below the description field is an 'Icon:' field with a grid of various icons. A red arrow points to the icon grid with the annotation 'Choose an icon for to be associated with your file. This will be displayed on the file list.'. At the bottom left of the form is an 'Upload File' button.

### Uploading Multiple Files

Start by clicking on the Upload Multiple Files button in the Toolbar at the bottom of the screen. Choose a destination folder for your files. You may only upload multiple files to a single folder. Choose an icon that will be associated with all of the files you will upload. The icon will be applied to each file. Click "Browse..." to find and select each file that you would like to upload. You may also give each file an individual Title.

## Working with Folders

### Toolbar

On the bottom of every page is a toolbar that will allow you to do basic folder functions (new, move, delete).

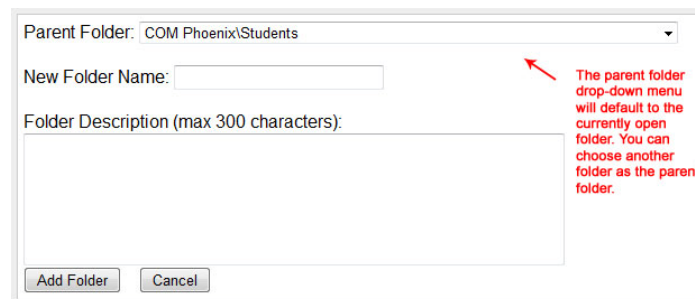


### Recovering Folders

If you delete a folder or move a folder to an incorrect location and have lost access to it, you will need to contact the web site administrator to re-gain access to the folder.

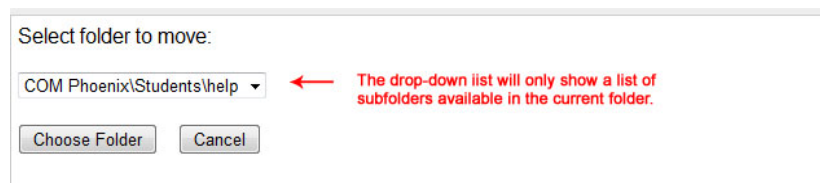
### Creating New Folders

Click the New Folder button to bring up the form for creating a New Folder. When the form appears, you will need to select a Parent Folder, choose a Name for your new folder, and type a Description of your folder. The Parent Folder drop-down list automatically defaults to the currently open folder. Folder names may contain spaces and special characters (except slashes "/" and "\"). It is important to type a brief, relevant description of the folder to help others identify its contents.

A screenshot of a web form titled 'New Folder'. It has a 'Parent Folder' dropdown menu set to 'COM Phoenix\Students'. Below it is a 'New Folder Name' text input field and a 'Folder Description (max 300 characters):' text area. At the bottom are 'Add Folder' and 'Cancel' buttons. A red arrow points to the dropdown menu with the text: 'The parent folder drop-down menu will default to the currently open folder. You can choose another folder as the parent folder.'

### Moving Folders

Click the Move Folder button to bring up the form for moving folders. When the form appears, you will be able to select the folder to move. The drop-down list will only show subfolders from the currently open folder. To move a different folder you will need to navigate to its parent folder.

A screenshot of a web form titled 'Select folder to move:'. It features a dropdown menu showing 'COM Phoenix\Students\help'. Below the menu are 'Choose Folder' and 'Cancel' buttons. A red arrow points to the dropdown menu with the text: 'The drop-down list will only show a list of subfolders available in the current folder.'

Once you choose the folder to move, the next screen will allow you to choose the new destination. Select the desired destination and click the "Move Folder" button.

Select destination folder:

Root (Top Level)

Move Folder Cancel

You can move the selected folder to any of the folders in this drop-down list.

### Deleting Folders

Click the Delete Folder button to bring up the form for deleting folders. When the form appears, you will be able to select the folder to delete. The drop-down list will only show subfolders from the currently open folder. To delete a different folder you will need to navigate to its parent folder.

Select folder to move to Trash:

COM Phoenix\Students\help

Move to Trash Cancel

The drop-down list will only show a list of subfolders available in the current folder.