The SmartFile FTP system is intuitive, straightforward and has some very helpful user features to keep large and/or multiple prepress related files moving quickly and effectively!

The following Quick Start information goes over the three initial steps to help make the basic transition quick and easy.

STEP 1 — SYSTEM ACCESS

An email will be sent with: a Link to the new site and a Username and system generated Password (U/P). Save this email for reference.

Simply click the Link, enter the provided U/P in the Log in Boxes, and you will be placed in a secure, private storage environment.

♦ The initial email, as well as future activity Alerts will originate from: "*something*@smartfile.com." Please make sure email clients allow the "@smartfile.com" domain to pass any filters.

♦ For reference, the preferred log in address from a browser is "api.smartfile.com."

♦ While logged in, the system generated password can be changed if desired.

♦ If a Password is ever forgotten, go to the log in window, click the "Forgot Password?" link and follow the prompts to get a new one issued.

STEP 2 — THE BASIC ENVIRONMENT

Once logged in, files can start to be moved into, out of, or deleted from the workspace.

♦ The system can provide comprehensive activity auditing, along with change Notifications, or Alerts. If a file is Uploaded, Downloaded, Deleted, etc., an email Alert can be sent to designated users to expedite workflow.

♦ Prepress staff will be using the Alert function to be advised of changes to the storage to streamline workflow.

♦ Customers normally will start with a clean "Home Directory." Depending on organizational style, as many Folders may be added as needed to help keep jobs, and the related components, together.

♦ As noted, only authorized users will be able to access the structure.

STEP 3 — BASIC FILE TRANSFER OPTIONS

The final Quick Start item is choosing the preferred file transfer mechanism(s) to support daily workflow.

The two primary transfer options are:

♦ Browser–based Transfer

Available from within any browser: simply go to "api.smartfile.com" to Log In, Select the Target Upload Directory (by default, the root directory if Folders have not been created), then click the "Upload" button.

A window will open into which single, or multiple files can be "Dragged and Dropped."

Clicking the "+ Add Files" button opens a Local Directory window to browse for files as needed.

Once all files are ready to be moved, click the Upload button in the window.

♦ FTP–based Transfer

Full FTP support is provided in several protocols: FTP, SFTP, FTPS and FTPES.

Using an FTP client, such as FileZilla, simply enter "api.smartfile.com" in the Host box, along with the account U/P, then hit "Enter" to log in.

A connection to the remote system will be created and account folders / files will be displayed in the "Remote site" pane.

From that point, simply move files to the Remote site as required.

♦ Additional transfer options exist if needed and will be discussed in future communications.

♦ To Delete an item, Select the Checkbox to the left of the line, then click the "Delete" button.