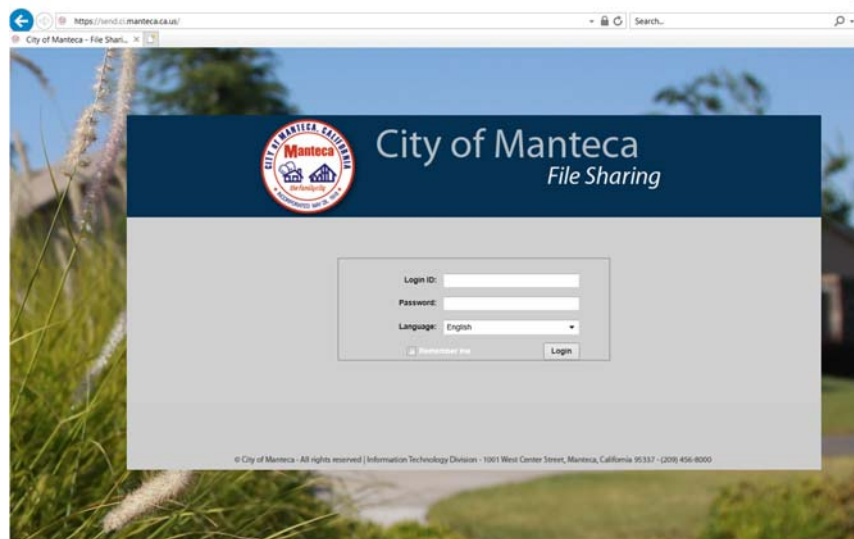


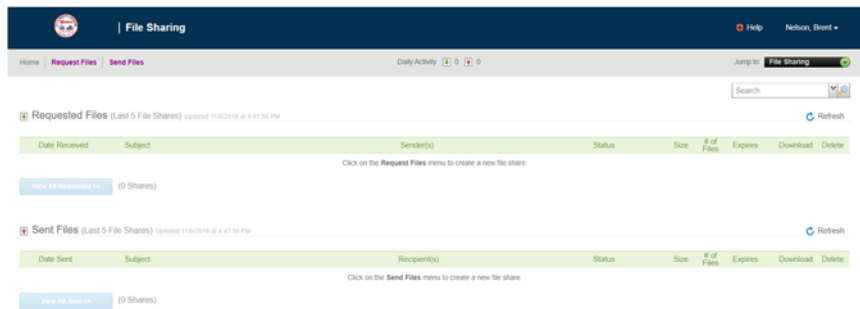
File Sharing Guide

Purpose: Use the file sharing server to send or receive large files from guests.

To access the File Sharing web console, enter the following URL into a web browser: <https://send.ci.manteca.ca.us/>

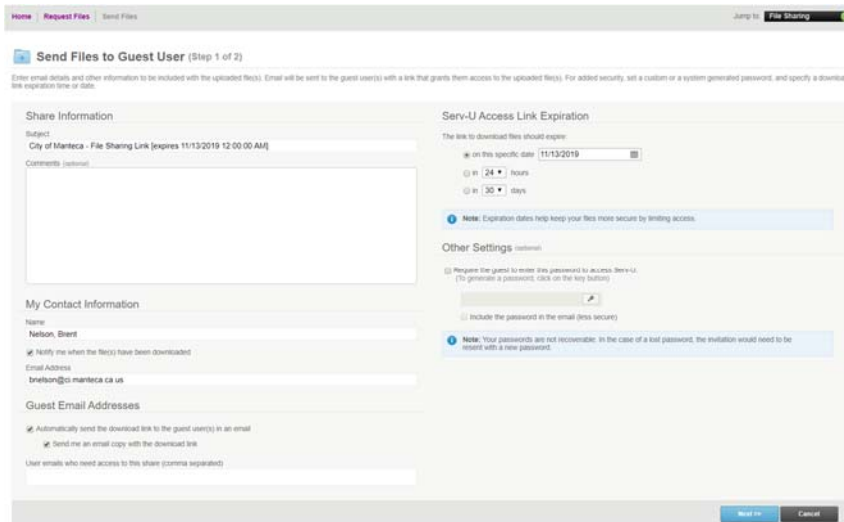


Login with your city login ID and Password



Send Files Wizard:

1. Select the "Send Files" in the upper left corner to open the Send Files wizard



2. Complete the Following
 - a. Enter a subject title.
 - b. Enter any additional comments.
 - c. Verify your contact information.
 - d. To be notified when files have been downloaded, select the appropriate option.
 - e. Enter the guest user's email address.
 - f. Set an expiration date for when the link to download files will expire.
 - g. Select the appropriate options to automatically send a download link in the email, and to require a password to access City of Manteca File Sharing Server.
 - h. Click Next.

The screenshot shows a web interface titled "Send Files to Guest User: Upload Files (Step 2 of 2)". Below the title, it says "Upload up to 20 files in one file share." The main area is titled "Select your file(s) to upload" and contains five numbered rows. Each row has a text input field that currently says "No file selected" and a "Browse..." button to its right. At the bottom left of this area is a button labeled "Add more files". At the bottom right of the entire interface are three buttons: "Back", "Upload", and "Cancel".

3. Click Browse.
 - a. Click Local Files to browse for files stored on your computer.
 - b. Click Remote Files to browse for files that already exist within the File Sharing Server user space.

Note: The files you share this way are virtually linked. If you modify the file, the latest version will be available for guests to download. If you rename or delete the file, it will not be available for guests to download. Guest users are notified when attempting to download or delete a virtually linked file whose name or location changed since the creation of the file share.
4. Click Upload.
5. After uploading your files and sending them, you will see the File Upload Confirmation page, which summarizes the outgoing file upload. This page includes the following information:
 - a. File Upload Confirmation date and time.
 - b. Verify the correct file was sent. No action is required, unless you need to cancel the file upload.
 - c. The URL of the file download.
 - d. The file that was uploaded.
 - e. Options to generate another email using your email client, or cancel the file share.
 - f. Click Done to finish.

Request Files Wizard

1. Select the "Request Files" in the upper left corner to open the Request Files wizard
2. Enter a subject title.
3. Enter any additional comments.
4. Enter your contact information.
5. Enter the guest user's email address.
6. Set an expiration date for when the link to upload files will expire. 90 days is the maximum time for link availability.
7. Select the appropriate options to be notified when files have been uploaded, to send a download link in the email, to set file size limits, and to require a password to access File Sharing Server