# User Guide fileXchange

## Step 1

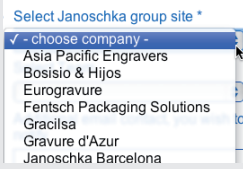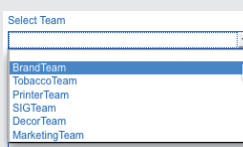You have entered the fileXchange upload area.

## Make your choice:

1. Choose the Janoschka company for witch you want to upload the data.

2. Select a team if applicable.

3. Enter additional e-mail contact(s) if requested.

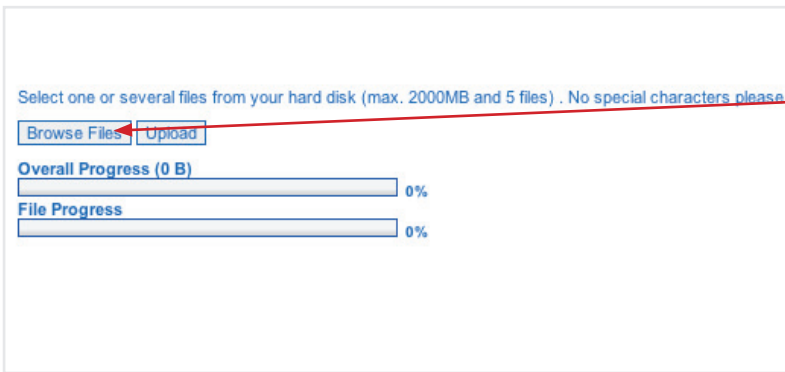4. Write here the message to the recipient.

## Sender's information:

5. Please fill mandatory fields with your contact details.

6. After completition click on the 'OK' button.

## Step 2

Select one or several files from your hard disk (max. 2000MB and 5 files) . No special characters please.

Browse Files | Upload

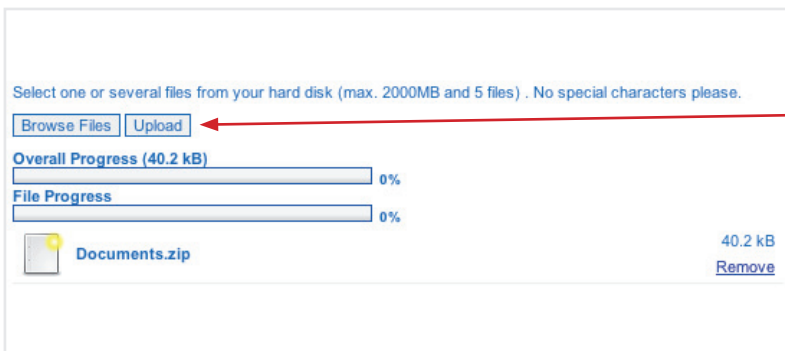**Overall Progress (0 B)**
[_____] 0%
**File Progress**
[_____] 0%

Click on the 'Browse Files' button and choose the file(s) from your hard disc.

The total file size is 2000MB. You are adviced to pack several files / data into a ZIP folder.
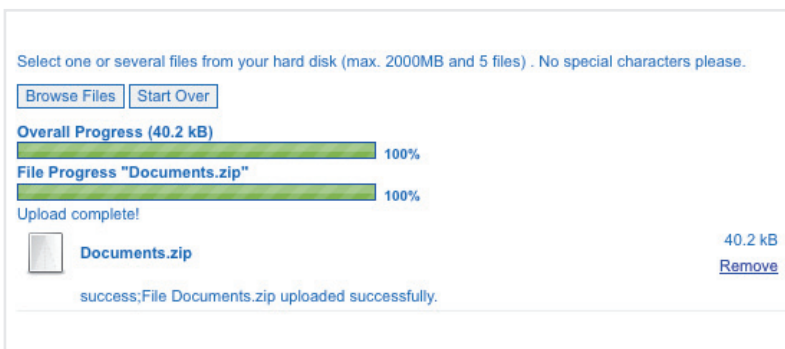
## Step 3

Select one or several files from your hard disk (max. 2000MB and 5 files) . No special characters please.

Browse Files | Upload

**Overall Progress (40.2 kB)**
[_____] 0%
**File Progress**
[_____] 0%

Documents.zip                40.2 kB
                             Remove

To upload this file click on the 'Upload' button.

Use the 'Remove' button to delete file(s) chosen by mistake.

## Upload compelete

Select one or several files from your hard disk (max. 2000MB and 5 files) . No special characters please.

Browse Files | Start Over

**Overall Progress (40.2 kB)**
[████████████████████] 100%
**File Progress "Documents.zip"**
[████████████████████] 100%
Upload complete!

Documents.zip                40.2 kB
                             Remove

success;File Documents.zip uploaded successfully.

You will receive confirmation for the successful upload by separate mail.

The recipient automatically receives a link to download the file.

System requirements to use the upload function:

Browser:         MS InternetExplorer (from version 6)
                    Mozilla Firefox (from version 3)
                    Apple Safari (from Version 3)

                    Adobe Flash Player (updated version)
                    Java Script must be activated