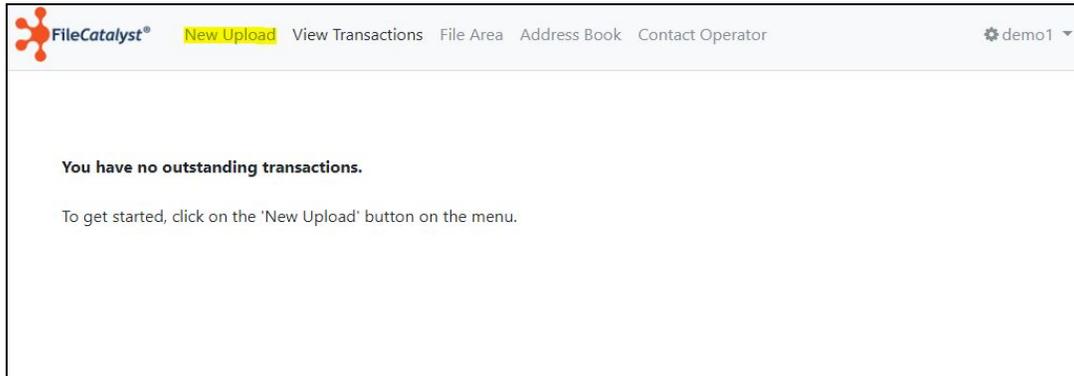


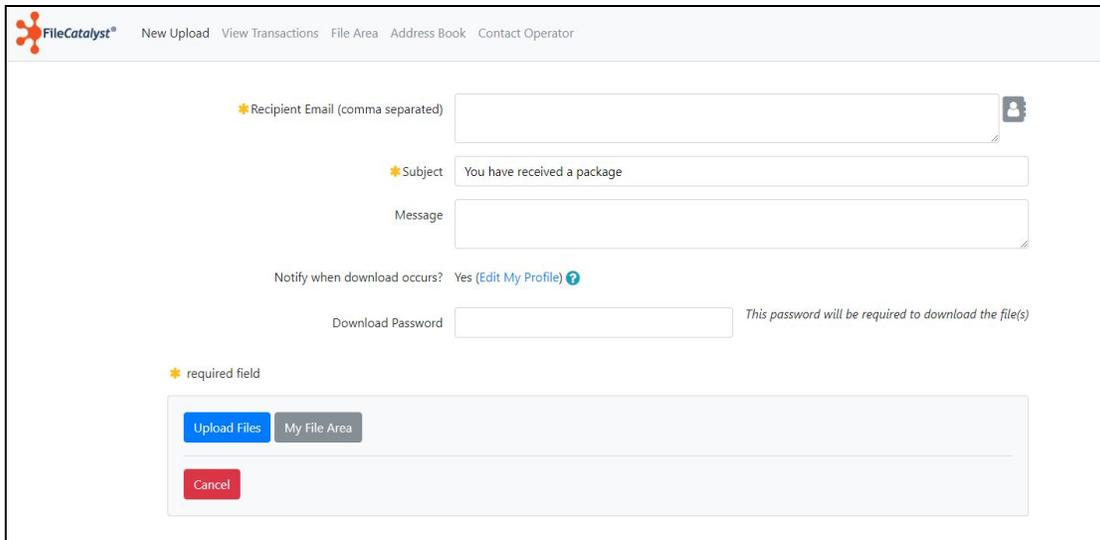
## FileCatalyst Spaces - Quick Start: Sending Files

1. Log out of your Super Admin account and log in to your FileCatalyst subdomain as one of the users you created.

After logging in, the default view will display previous transactions. Since this is a new user account, there will be no information displayed.



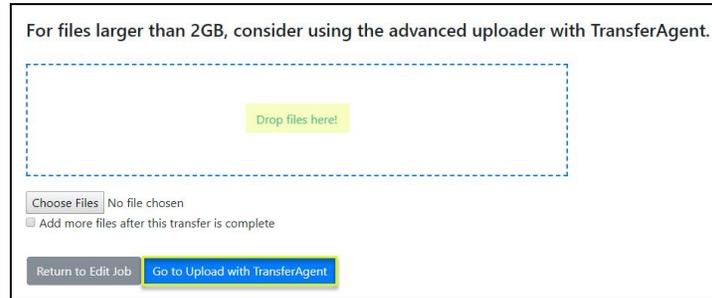
2. Click on "**New Upload**" in the navigation pane, and you'll be taken to a form. This information will be included in the email your recipient will receive. You can optionally add a password to further secure your file transfer.

A screenshot of the 'New Upload' form in the FileCatalyst application. The form includes the following fields and options:

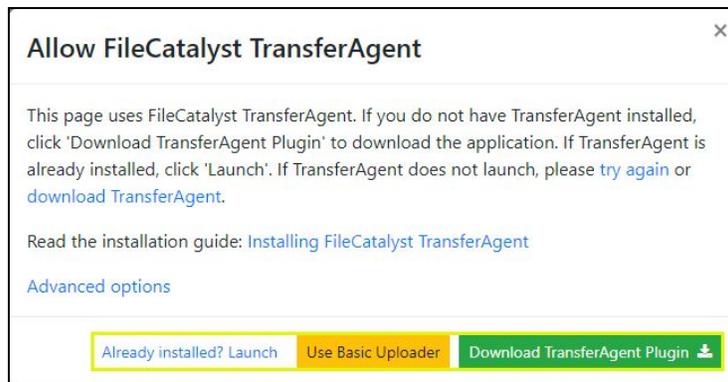
- 'Recipient Email (comma separated)' text input field with a user icon.
- 'Subject' text input field containing 'You have received a package'.
- 'Message' text input field.
- 'Notify when download occurs?' checkbox, which is checked, with a link to '(Edit My Profile)'.
- 'Download Password' text input field with a note: 'This password will be required to download the file(s)'.
- A 'required field' indicator.
- Two buttons: 'Upload Files' (blue) and 'My File Area' (grey).
- A 'Cancel' button (red).

3. To send files via FileCatalyst Spaces, they must be uploaded to the server first. Since this is a new user, no files are stored on the server yet. Click **Upload Files** to begin uploading files to the FileCatalyst server. To access previously upload files in the future, click **My File Area**.

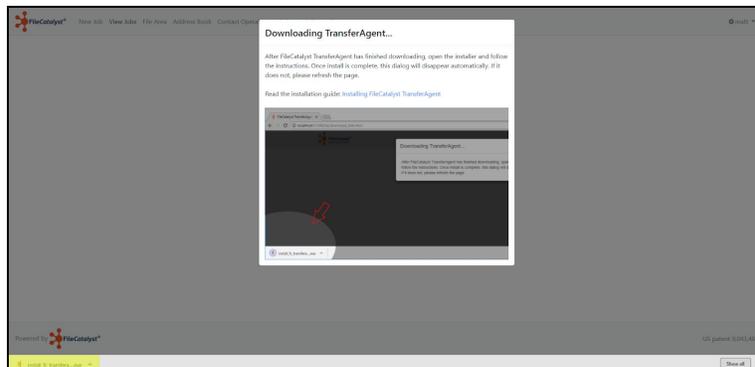
- Drop or chose files to perform uploads without the TransferAgent a plugin. To use our UDP-based fast file transfer technology, click **Go to Upload with TransferAgent**.



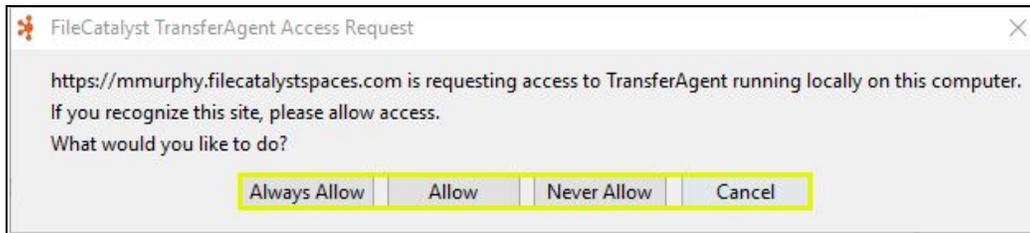
- If you decided to **Go to Upload with TransferAgent**, you'll be prompted to install TransferAgent. If TransferAgent is installed, click **Already Installed? Launch**. Click **Download TransferAgent Plugin** to install TransferAgent, or click "Use Basic Uploader" go back to the basic uploader.



- After TransferAgent has finished downloading, open the installer at the bottom left and follow the instructions.

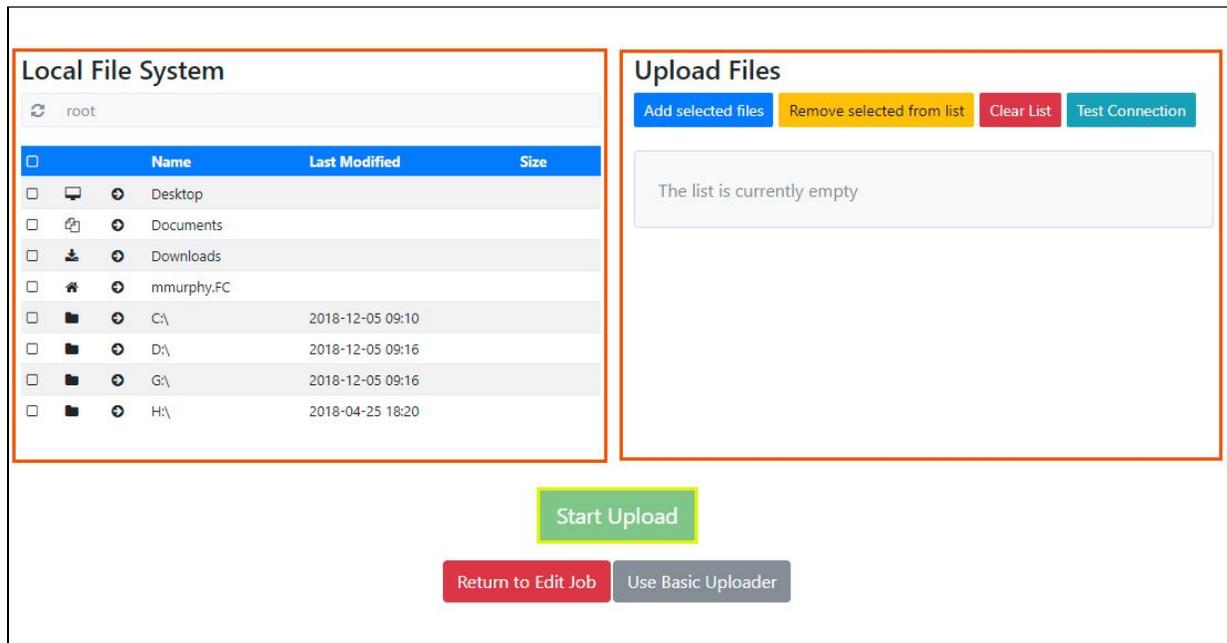


7. Since TransferAgent needs access to your files, you need to allow TransferAgent to do so. A prompt will ask you if you would like to grant TransferAgent access.



If you would like to receive this prompt every time you create a job, click **Allow**. If you would like to skip these prompts in the future, click **Always Allow**.

8. You will be taken to a page where you can upload files using TransferAgent. There are two fields on the page:



**Local File System** shows you your local file storage, where you can navigate to the files you would like to upload to the server.

**Upload Files** shows a list of the files you choose to upload to the FileCatalyst server.

9. Once you have chosen the files you wish to upload, click on **Start Upload** to begin uploading files to the server. Note that you can close this browser window without affecting the upload.

### Upload Files

[Add selected files](#) [Remove selected from list](#) [Clear List](#) [Test Connection](#)

 AEC Voice Over.m4a

### Current File Status

Current File:	AEC Voice Over.m4a
Current file bytes sent:	8.4 MB
Percent Complete:	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Status:	Uploading...

### Overall Transfer Status

Total bytes sent:	8.4 MB
Items So Far:	0 / 1
Time Remaining:	00:00.00
Average Rate (KB/sec):	1953
Percent Complete:	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Latency (ms):	16
Total Size:	8.4 MB
Elapsed:	00:00.07
Transfer Mode:	UDP 

[Cancel Transfer](#)

10. Once the files have been successfully uploaded, you will be taken to the "Job Submitted" page which notifies you that the job is submitted and sent. It also provides Job and Tracking numbers for your Job.

## Job Submitted

Thank you for your order. Please quote **Job# 8 Tracking #YBO4FGS2211F2NKO** in any subsequent communications with us.

**Add contacts to your address book**

 = Already in Address Book

Email Address	Status
ontdriftwood@outlook.com	

[Add New Contacts](#)