Uploading to Portal FTP

The URL for Portal is *http://fileupload.jpapontiac.com*. Internet Explorer (PC), Safari (Mac OSX), Firefox (PC & Mac OSX), and Opera (PC & Mac OSX) are all supported.



A screen appears that contains links to numerous help menus. Just click

If you enable the "Don't show this window again." Option - that menu will never appears again at login but can be accessed in Portal by clicking on the Help button on the top of any screen and selecting Getting Started. These help menus contain good information. Please refer to them as needed.



Once logged in your product screen will appear. It shows all of your current products available in Portal.

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NOTE: Before uploading files to the Portal FTP site please Zip or Stuffit the files into as few files as possible.

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Job Bag Id:	9999999										K ⊲ FTP			
Use Java Step 1: S Please wait Browse You are allo Step 2: J M Advance	 Use Java applets to upload files. Step 1: Select Files Please wait for the "Browse" button, then click it to select files for upload Browse You are allowed to upload content to the following part pages: 1-2. Step 2: Assign Pages (not mandatory) Advanced Mode. 					When you select Use Java applet to upload , you may receive a "Please wait for the "Browse" button" then click it to select files for upload" Browse to the file(s) and click on Choose .								
	File Name	Nr Pages	File Pages	Part Pages	Auto Range	Overlap	Replace	File Size [kB]	Path					
	test pgs.zip			[1-2]			14011	/Volumes/Jobs					

Check the "Use Java applets to upload files" box

Once the file(s) have been chosen, leave the File Pages and Part Pages blank and select the **Upload** button below the list of files in Step 3 or the grey box with the green arrow that reads "HTTP" located on the Action Bar to the left of the screen.

A pop-up with a progress bar should show up after you begin the upload process if you do not see one check that pop-ups are allowed in your browser. Do not close the progress bar window until upload is complete.