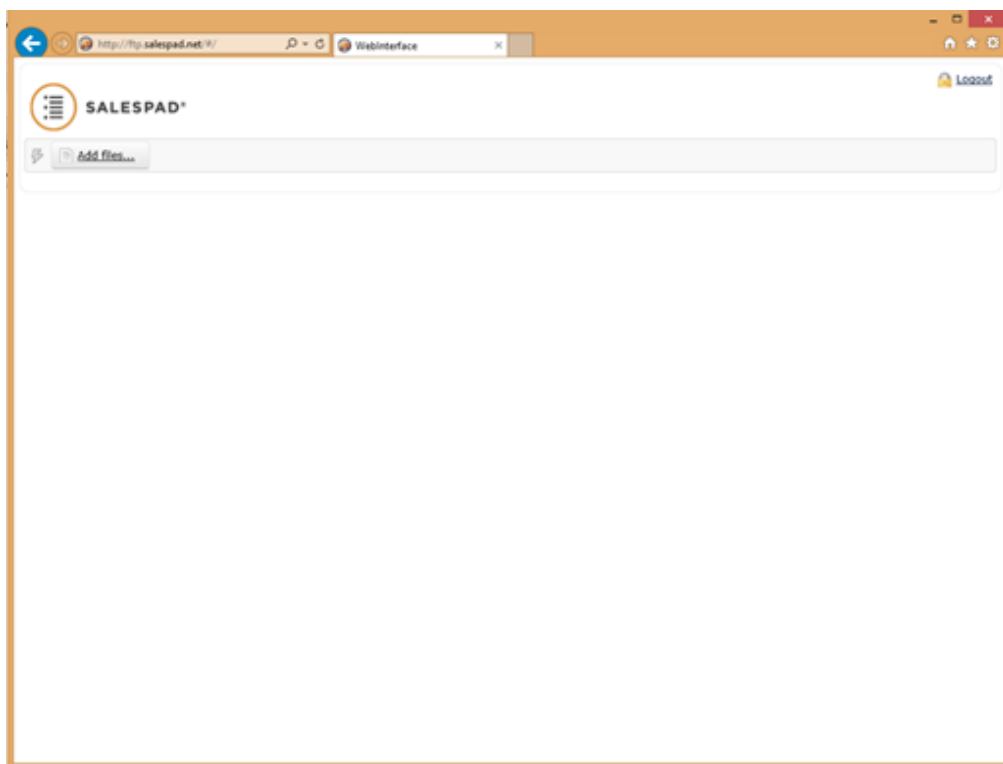## SalesPad File Transfer Instructions

Cavallo IT - 2024-12-02 - Miscellaneous

1. In your web browser, navigate to http://ftp.cavallo.com .

2. Log in using the following information:

Username:	user
Password:	user

3. You should now see a screen like the one below.

4. Click the **Add files** button to select a file for upload. Once you've chosen the file you want to upload, a form will appear in which you need to indicate who the files are coming from and who they're going to. Below is what the screen looks like. There is also a lightning bolt icon to the left that will allow you to use an Advanced Uploader if you wish.
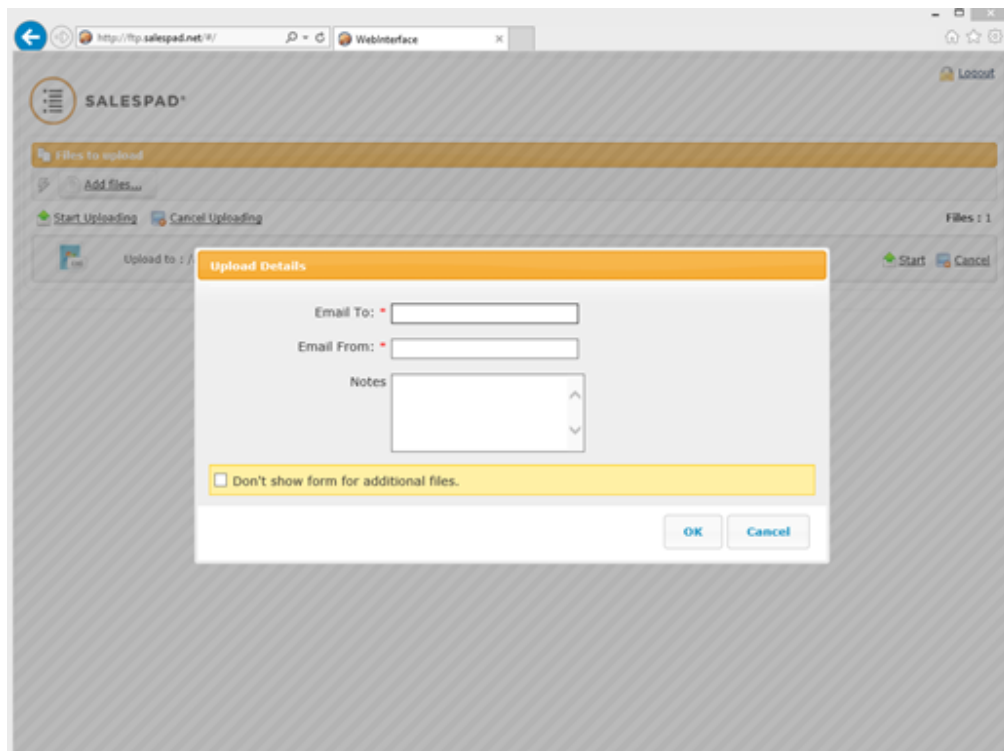
Note: The Advanced Upload feature requires that Java Runtime be installed on your machine.

Tip: If uploading multiple files, it is recommended to compress them into a single .zip file. Below are instructions for how to do this on Windows and Mac.

On Windows: From within a file manager, select all the file(s) you want to zip, right-click them and from the menu select **Send to -> Compressed (zipped) folder**.

On Mac: From within a file manager, select all the file(s) you want to zip, right-click them and from the menu select **Compress**.

5. In the Email To: field, type the address of the person you're sending the file(s) to.

Tip: You can specify multiple addresses by separating them with a semi-colon.

6. In the Email From: field, type the address that the files are coming from.
7. Enter any additional notes and then click **Ok**.
8. You screen should now look like the one below. Please repeat steps 4 - 7 for any additional files you wish to include.
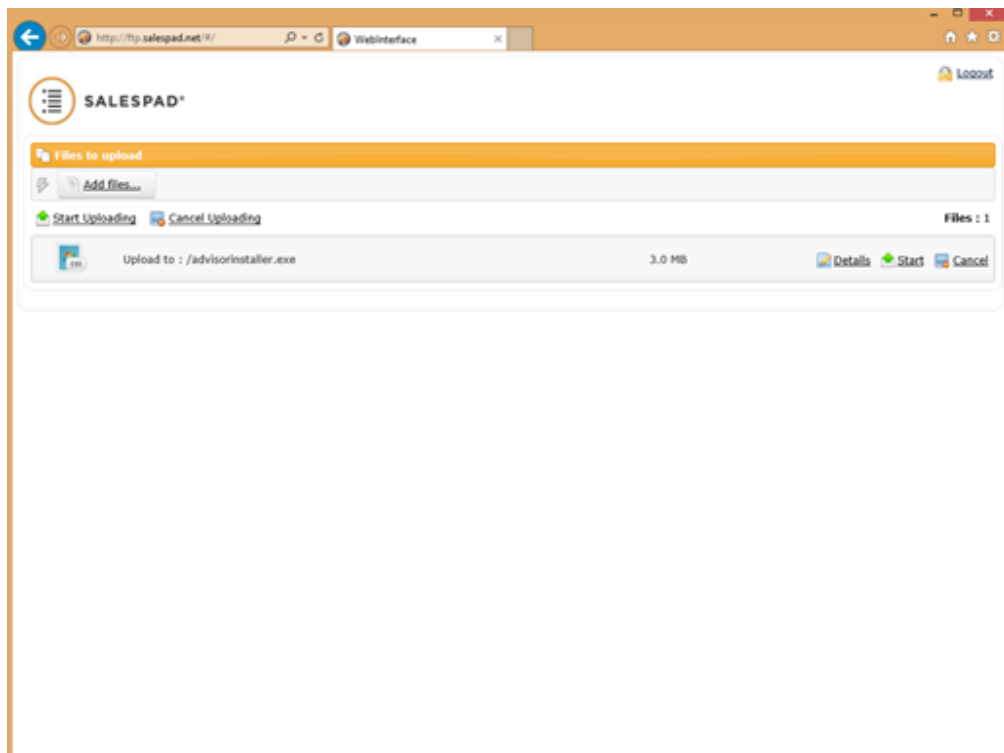
9. Once you have all the files selected you want to upload, click the **Start Uploading** button to begin the upload process. Any files that have finished uploading will have a [Done] message next to the item.

10. After all the files are uploaded, you can log out by clicking the **Logout** button in the upper right-hand corner.

11. The recipient(s) of your file upload will receive an e-mail that the file(s) are available for download.

Note: Uploaded files are kept for a 30 day period, after which they are removed from the server.