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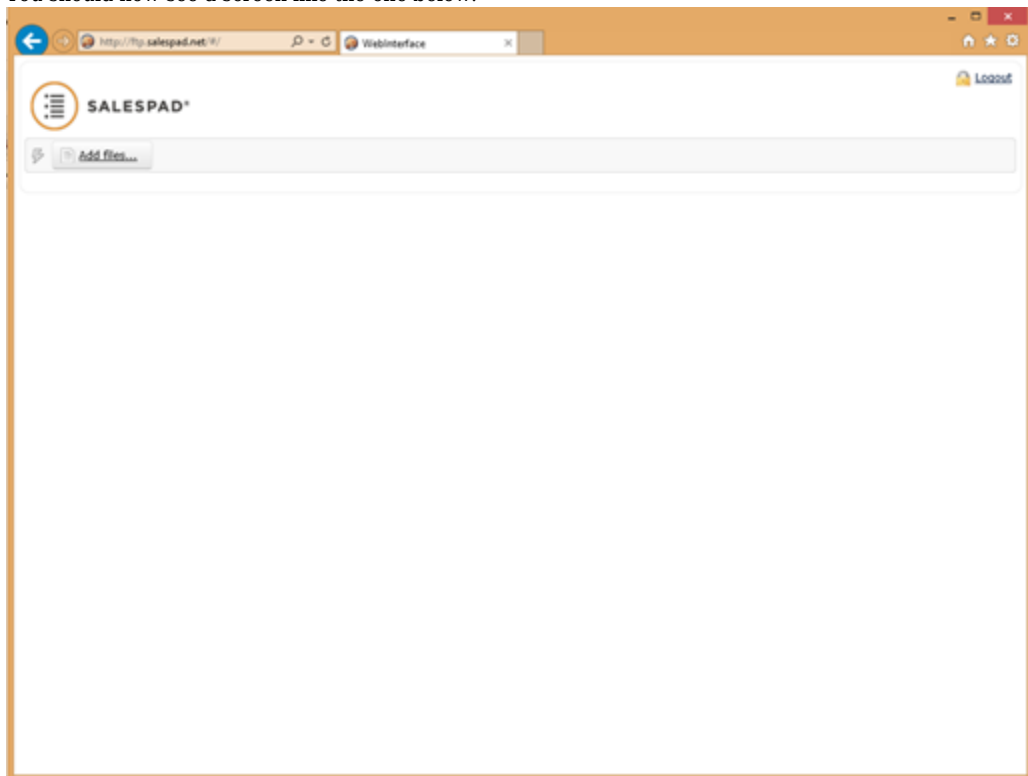
## SalesPad File Transfer Instructions

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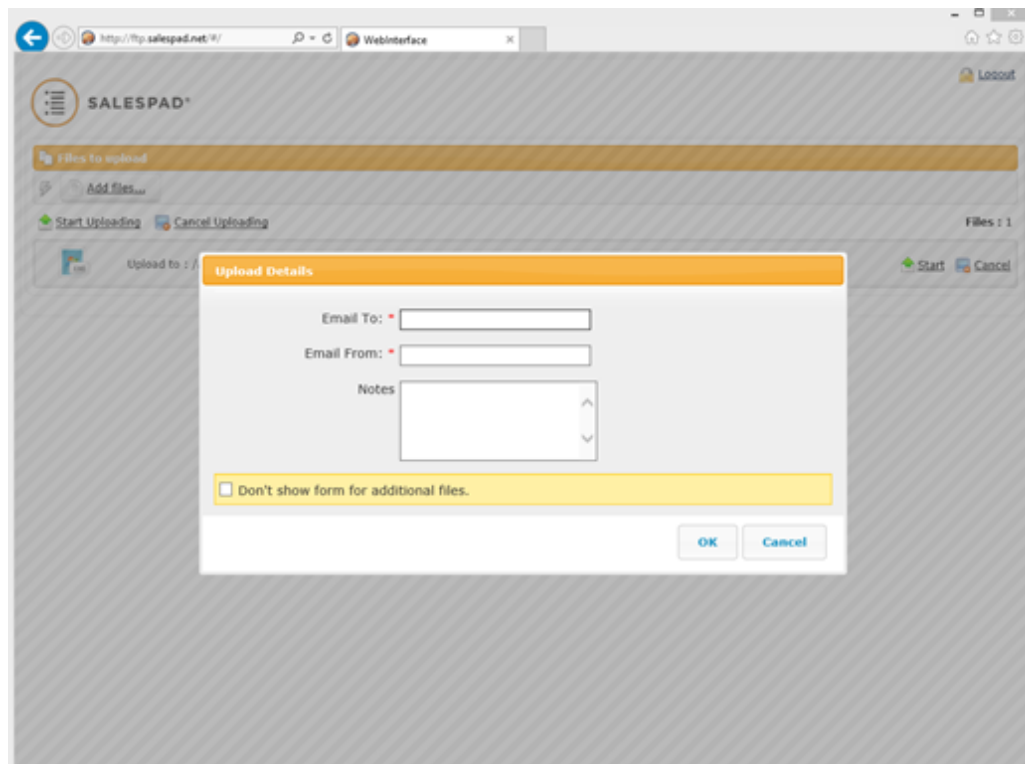
1. In your web browser, navigate to <http://ftp.cavallo.com>.
2. Log in using the following information:

<b>Username:</b>	user
<b>Password:</b>	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.

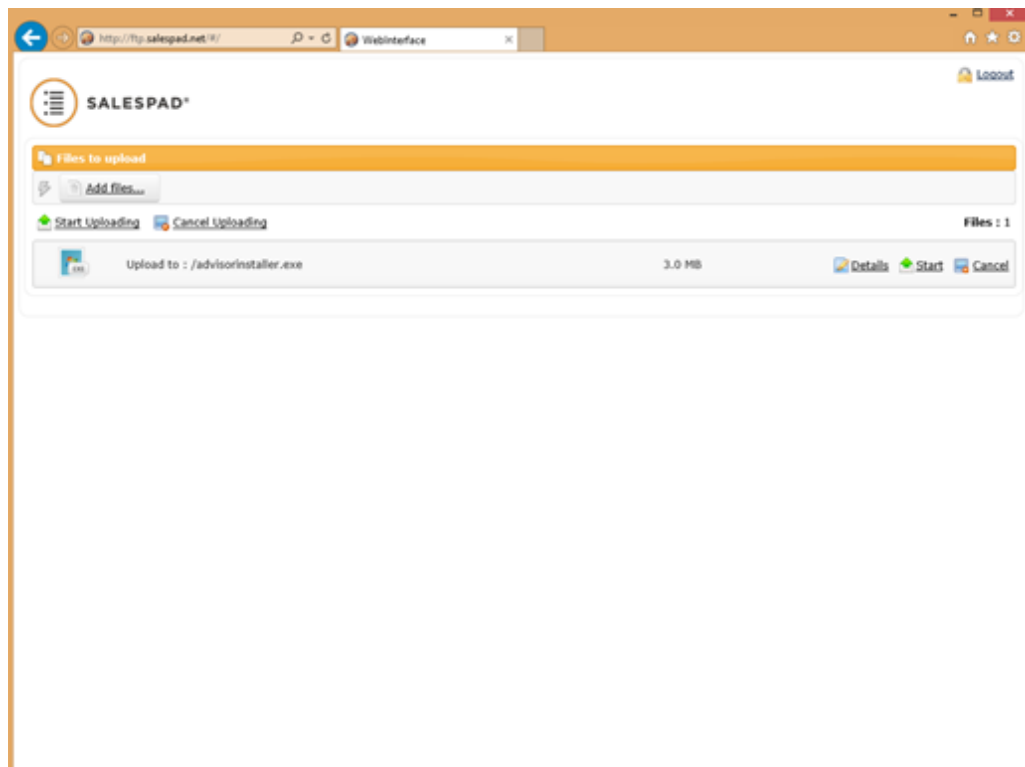
**On Windows:** From within a file manager, select all the file(s) you want to zip, right-click them and from the menu select **Send to -> Compressed (zipped) folder**.

**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. Your 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.