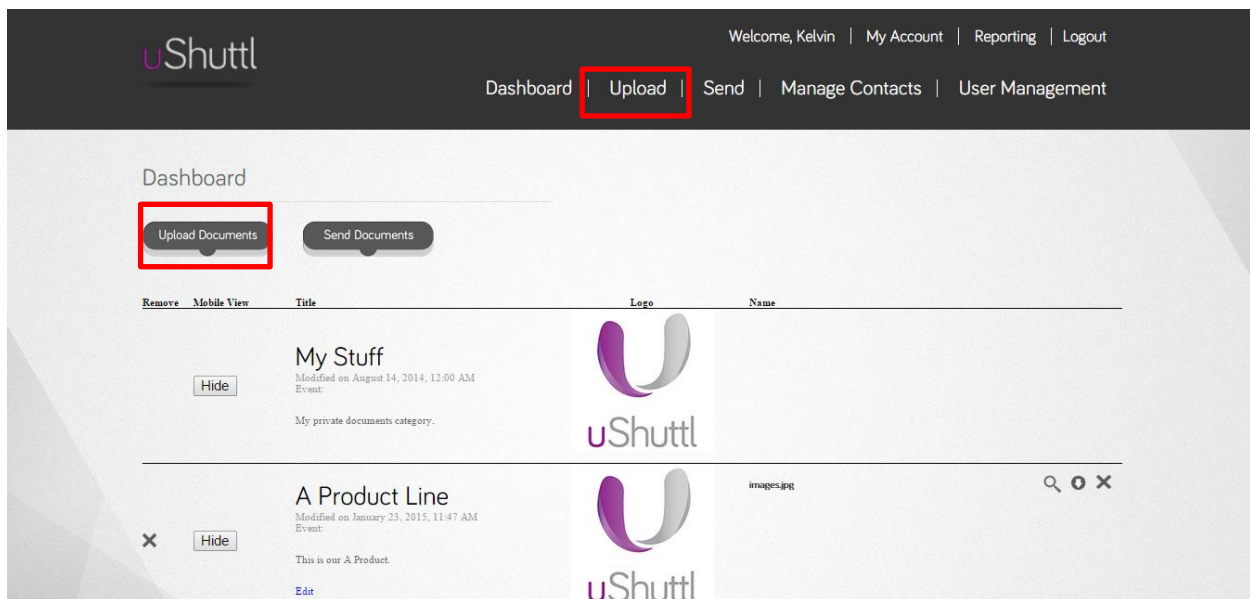


HOW TO UPLOAD A FILE

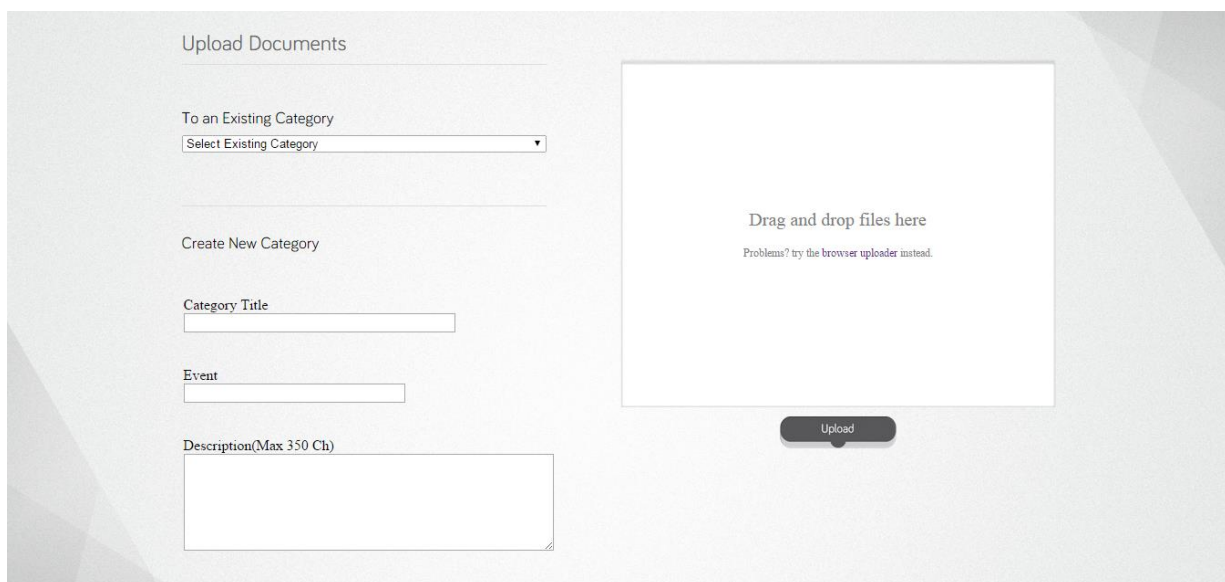
Drag-and-Drop: (For Google Chrome, Mozilla Firefox, Opera, and Safari)
(For *Internet Explorer* - Skip to Page 6)

Upon logging into uShuttl, user will be directed to the main dashboard page. This is where your files are stored on uShuttl's secure database.

1)



To upload a file, first click on 'Upload Documents'



This will now direct you to the Upload Documents page.

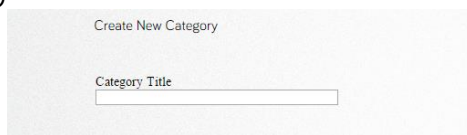
2)



The screenshot shows a web interface for category selection. On the left, a dropdown menu titled "To an Existing Category" is open, displaying the following options: "Select Existing Category" (highlighted in blue), "My Stuff", "Cloud Computing", "Success Stories", and "Video Security". To the right of the dropdown is a grey rectangular area with the text "Drag and drop files here" centered below it.

Please select from the dropdown menu which category you would like to upload the file to. (If this is a new category proceed to step 2a, otherwise proceed to 2d)

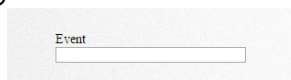
2a)



The screenshot shows a form titled "Create New Category". Below the title is a single text input field labeled "Category Title".

For a new category setup, please fill in the space provided the title in which you want to name the category. (Refer to Category Additional Info Page 7)

2b)



The screenshot shows a text input field labeled "Event".

Fill in the event name. This is not a necessary field to be filled out but is very valuable with our reporting feature should you choose to utilize. Please reference the Reporting Document to learn more about this feature.

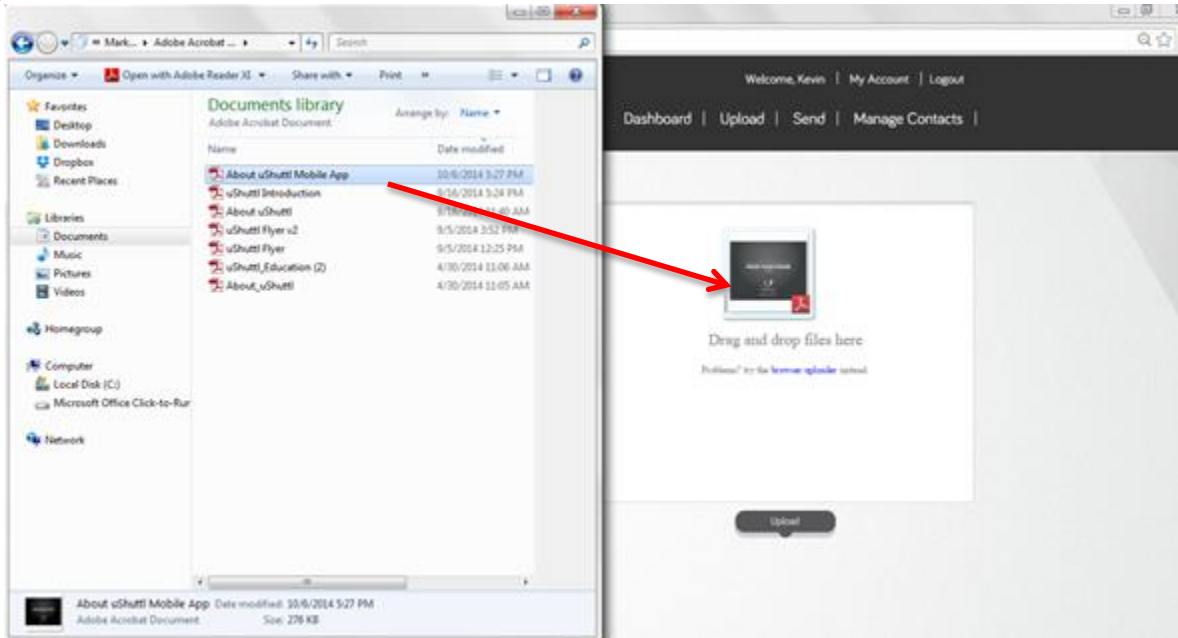
2c)



The screenshot shows a text area labeled "Description(Max 350 Ch)".

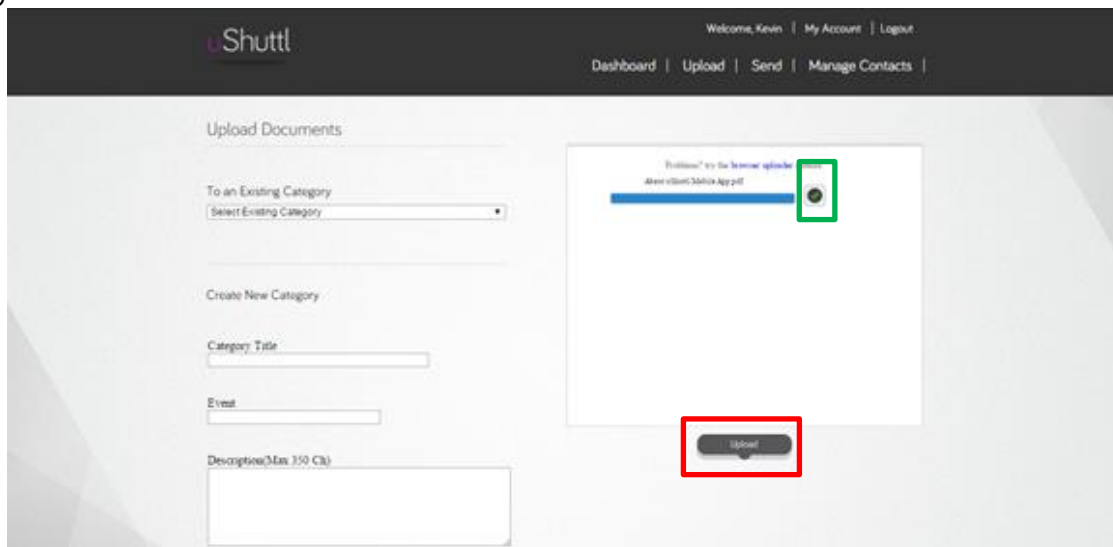
Fill in the description of the Category. (Refer to Category Additional Info Page 7)

2d)



After selecting the Category to upload to, please select the desired document for upload and simply click and drag into the uploader box. You can upload five files via the drag-and-drop method at a time.

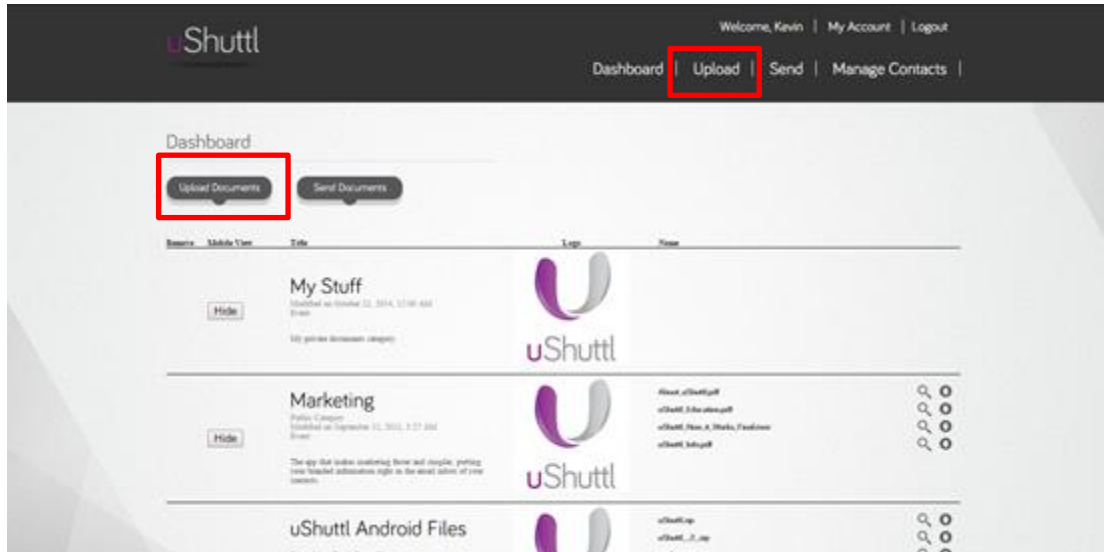
2e)



The item will then upload and you will get a Green check box letting you know the file is ready for upload. Simply click the upload button and the file will now appear on your dashboard.

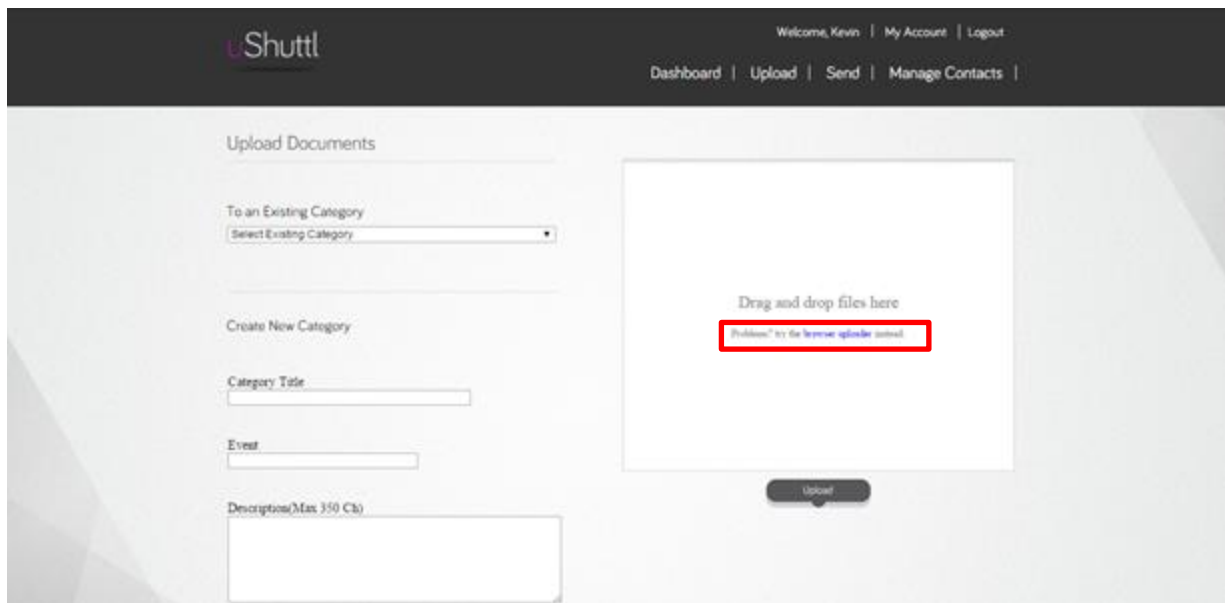
Browser Uploader: (For Internet Explorer, Google Chrome, Mozilla Firefox, Opera, Safari)
Upon logging into uShuttl, user will be directed to the main dashboard page.

1)



To upload a file, first click on 'Upload Documents.'

2)



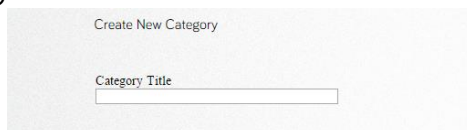
Click on the "browser uploader" hyperlink.

3)



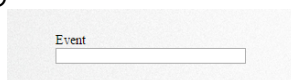
Please select from the dropdown menu which category you would like to upload the file to. (If this is a new category proceed to step 3a, otherwise proceed to 3d)

3a)



For a new category setup, please fill in the space provided the title in which you want to name the category. (Refer to Category Additional Info Page 7)

3b)



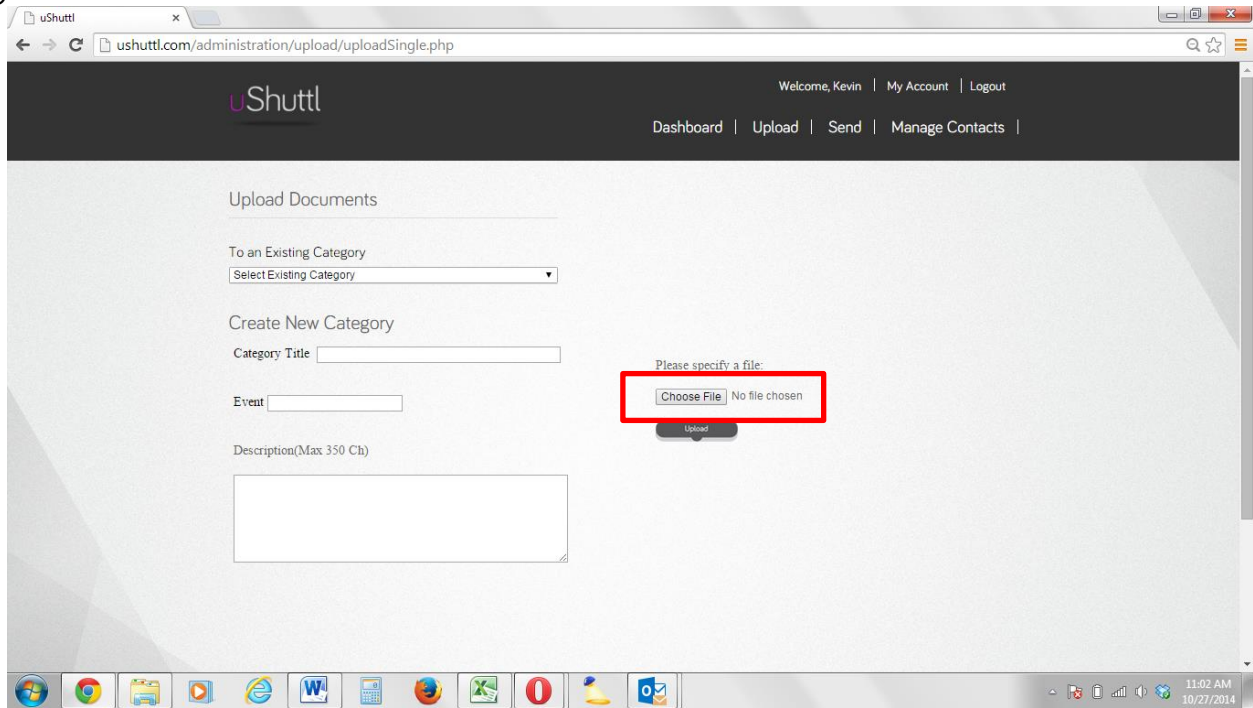
Fill in the event name. This is not a necessary field to be filled out but is very valuable with our reporting feature should you choose to utilize. Please reference the Reporting Document to learn more about this feature.

3c)



Fill in the description of the Category. (Refer to Category Additional Info Page 7)

3d)

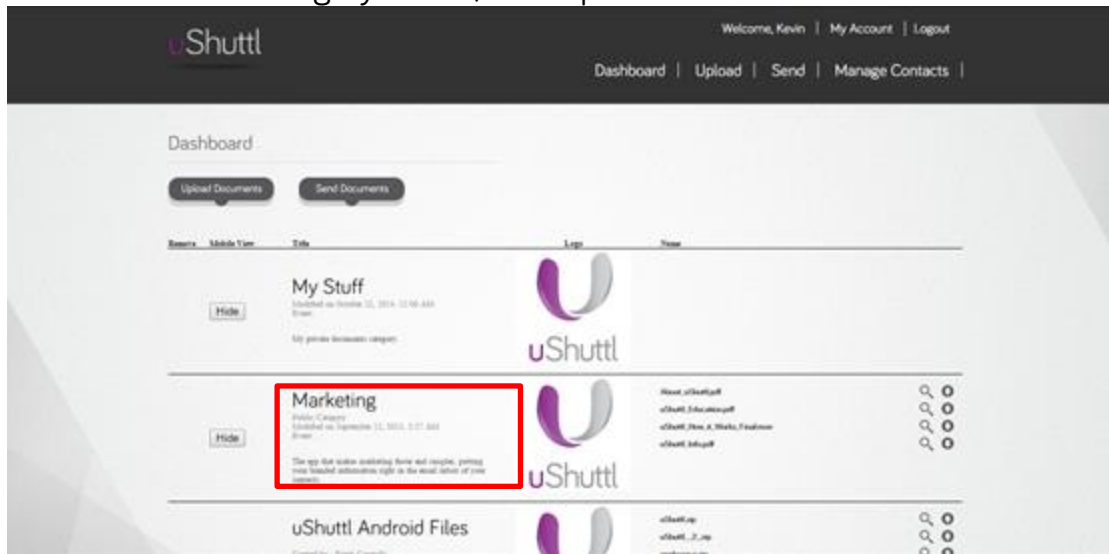


- a) Click on the Choose File button
- b) Select file and click upload.

Description Additional Info

Category names and description will be seen in A) The Dashboard and B) ALL files sent.

A) Dashboard with Category Name/Description



B) Sample Email with Category Name/Description

