



Professional Support Services

Transferring files through our secure website

www.azist.com

How to open a user account for file upload and download

Account Setup

1. Send us an email at projects@azist.com requesting a username and password for file up- and download.
2. The following data is required to set up an account:
 1. First and last name
 2. Company name
 3. Corporate E-mail address
3. You will receive an email with a link to set your password
4. Both your email address and your password will be required to access the application

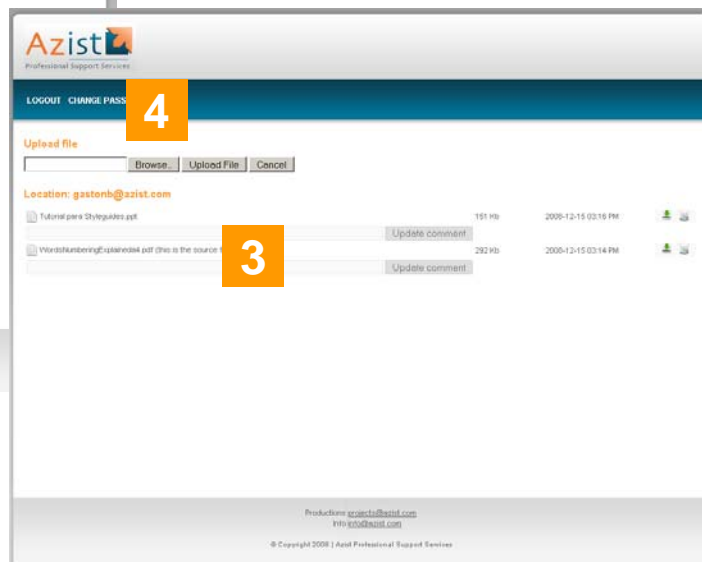
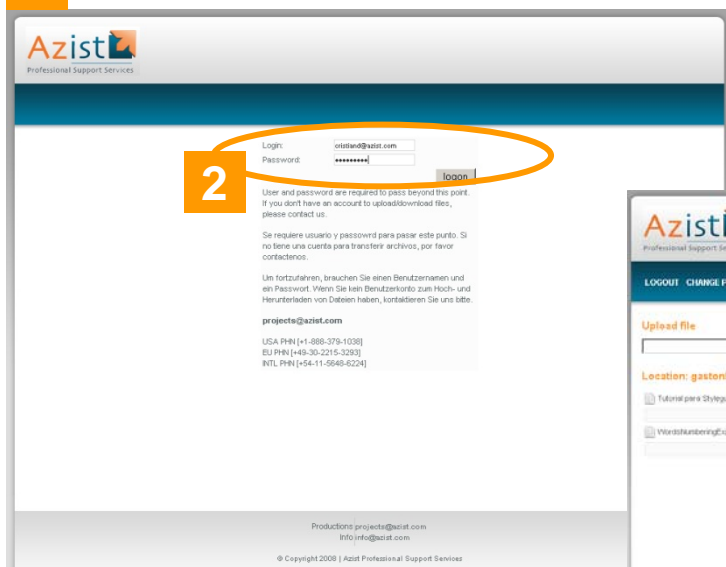


How to access your account for file up- and download

Login

1. On our website (www.azist.com), go to the “Upload” section (linked from the Homepage) or access www.filetransfer.azist.com directly.
2. Enter your username and password and click “login”.
3. This opens the Online File Browser screen.
4. When done, click “logout” to exit your account.

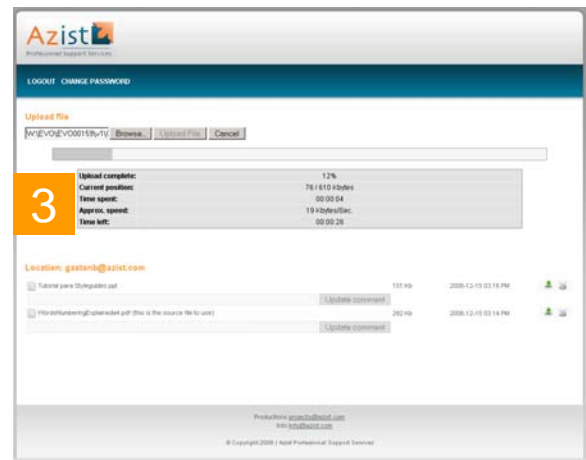
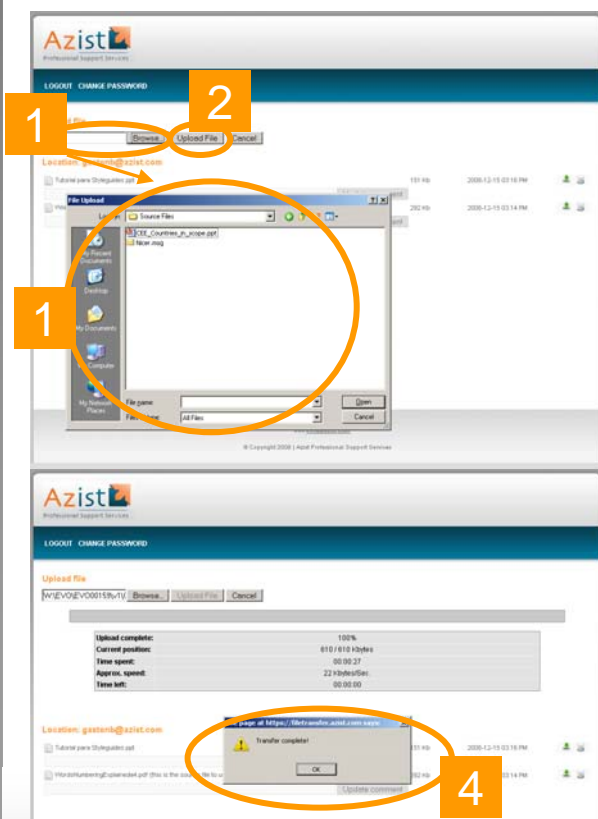
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How to upload files to your account

Upload

1. In the upper section of the Online File Browser screen, click “Browse” to locate the file on your local computer.
2. Once you have selected the file to be uploaded, click “Upload”,
3. A progress bar will show the upload progress. DO NOT close the browser window until the upload has been completed.
4. Upon completion of the upload, a message “File uploaded!” will be displayed. Click “Accept” to close the message.



How to download/ delete files from your account

Download, Delete and Comments

In the lower section of the Online File Browser Screen, a file browser displays the files that are currently on your account. Locate the file you wish to download or delete.

Download

1. Click on the green arrow on the right
2. Follow the indications of your internet browser in order to save the file to your computer

Delete

3. Click on the trash bin icon on the right
4. A dialogue will ask you to confirm whether you wish to delete the file. Click "OK" to delete the file or "Cancel" to abort the operation

Comments

5. You may include comments to the files in your account. These will appear between parenthesis right next to the file name
6. To update these comments use the forms below each file

