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BEST GROUP REMOTE ACCESS TO SERVER

Prepared by the BEST Group

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**CONFIDENTIAL****REVISION HISTORY**

REVISION NUMBER	PAGE NUMBER	REVISION	DATE	NAME
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Rev. 1.0.1		Revised Document	5/30/2012	Martin Peacock
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EXECUTIVE SUMMARY

This document is the standard operating procedure to view, download and upload files in the BEST Group server remotely.

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1 LOGGING ON TO THE SERVER

1.1 Go to <http://bestgroup.for-better.biz:8080/cgi-bin/filemanager/>

Type the URL <http://bestgroup.for-better.biz:8080/cgi-bin/filemanager/>

1.2 Enter your log in information

Enter your username in the field “User Name” and your password in the field “Password”. Username and Password will be provided by BEST Group. Click “Login” button.

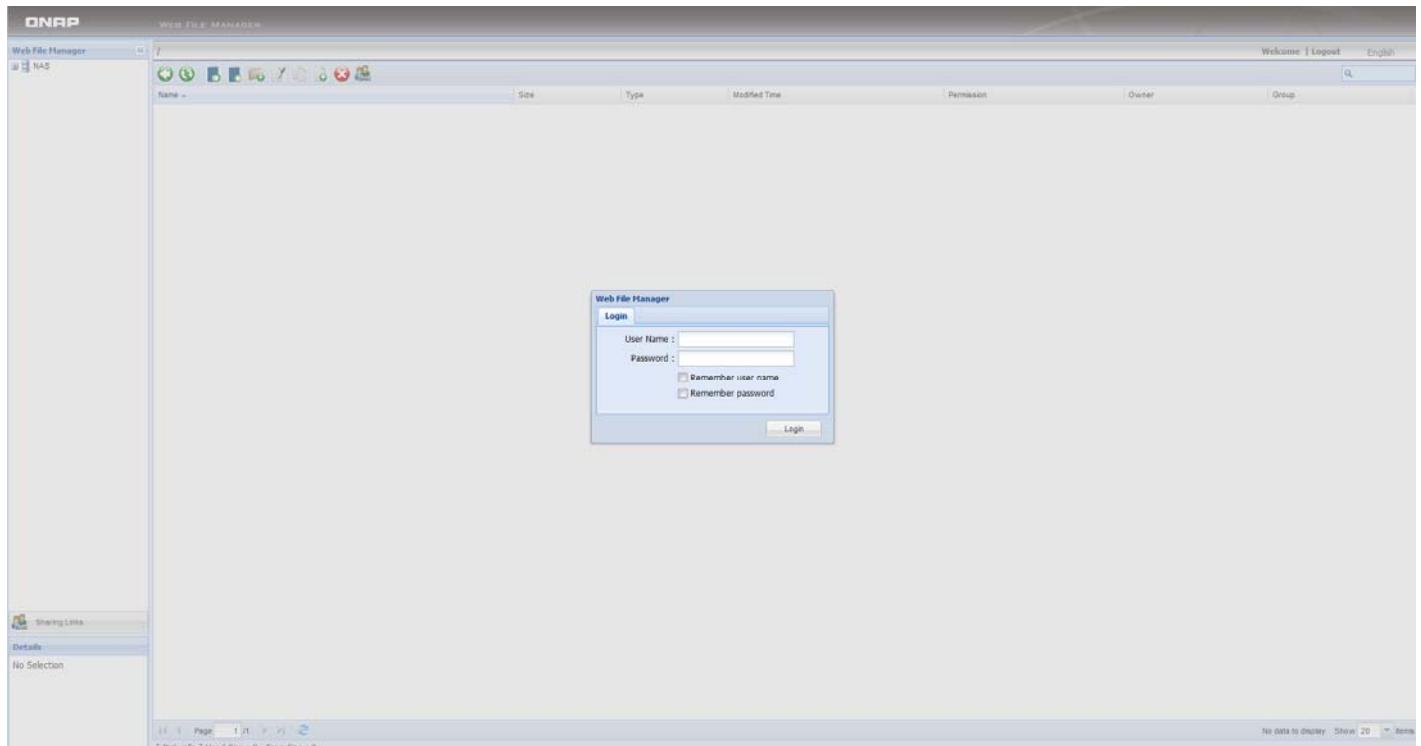


Fig1.4: Web File Manager log in screen

You are now logged in the BEST Group server.

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2 DOWNLOADING FILES FROM THE SERVER

2.1 Navigating the folders

You can navigate the available folders by clicking on them in the left hand side of the screen.

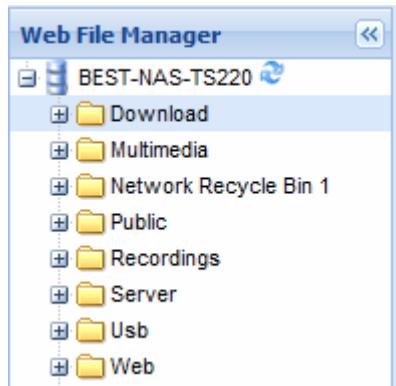


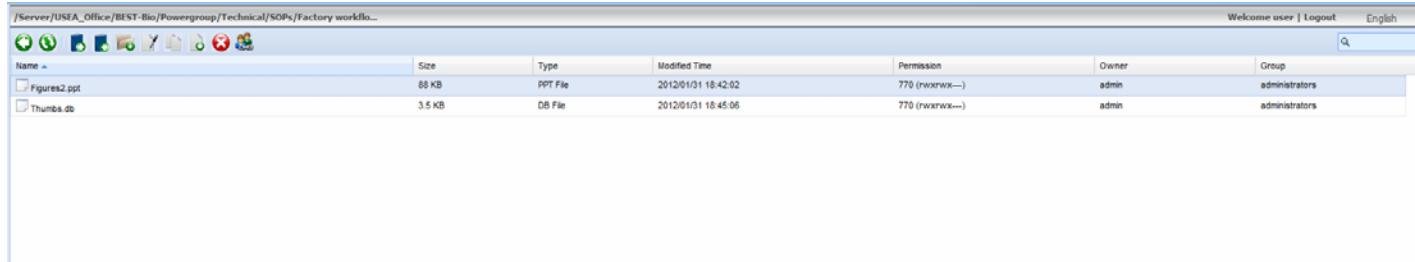
Fig2.1: Folder navigation

Find the folder in which the desired file is located and click on it.

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2.2 Select and download the file

The files in the folder will appear in the center of the screen. Double click on the file you want to download. This will download the file through your browser.



Name	Size	Type	Modified Time	Permission	Owner	Group
Figures2.ppt	88 KB	PPT File	2012/01/31 18:42:02	770 (rwxwx---)	admin	administrators
Thumbs.db	3.5 KB	DB File	2012/01/31 18:45:06	770 (rwxwx---)	admin	administrators

Fig2.2: Files in the folder



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3 UPLOADING A FILE

3.1 Select the folder where you want the file to be uploaded

Find the desired folder through navigating the folders on the left side of the screen.

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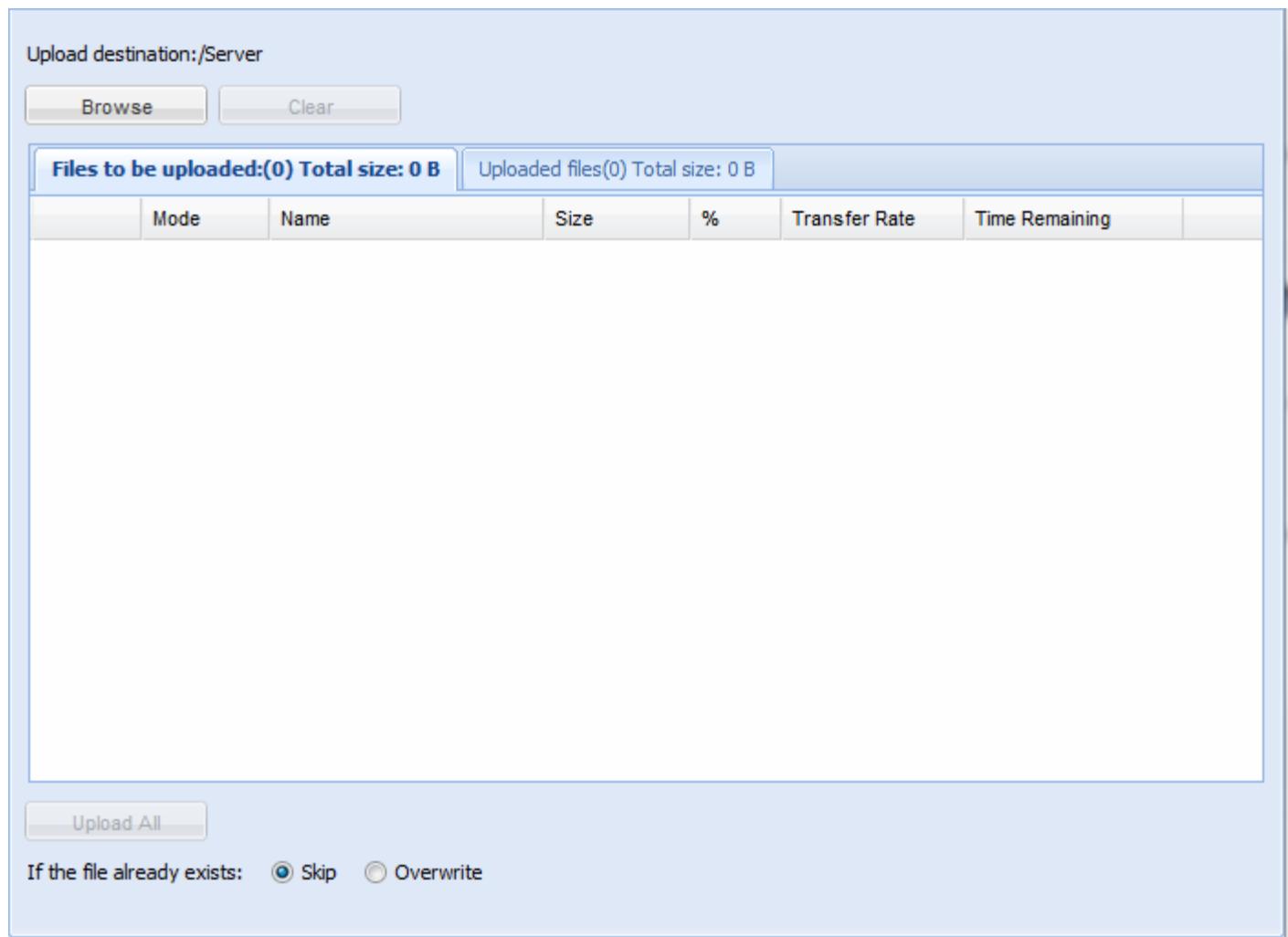
3.2 Open the file upload interface

Click on the “Upload” button in the upper left center side of the screen.



Fig 3.2.1: “Upload” button

This will open up the file upload interface on a new browser window.



A screenshot of a file upload interface. At the top, there is a text input field labeled "Upload destination:/Server" with "Browse" and "Clear" buttons. Below this is a table header with columns: Mode, Name, Size, %, Transfer Rate, and Time Remaining. The table body is empty. At the bottom, there is a "Upload All" button and a radio button group for handling existing files: "Skip" (selected) and "Overwrite".

Mode	Name	Size	%	Transfer Rate	Time Remaining

If the file already exists: Skip Overwrite

Fig3.2.2: file upload interface



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3.3 Upload the file

Click on the “Browse” button to browse your computer and find the desired file. You can upload more than one file at a time. Once you have selected all files to be uploaded, click on “Upload all”. This will upload all the files to the selected folder.