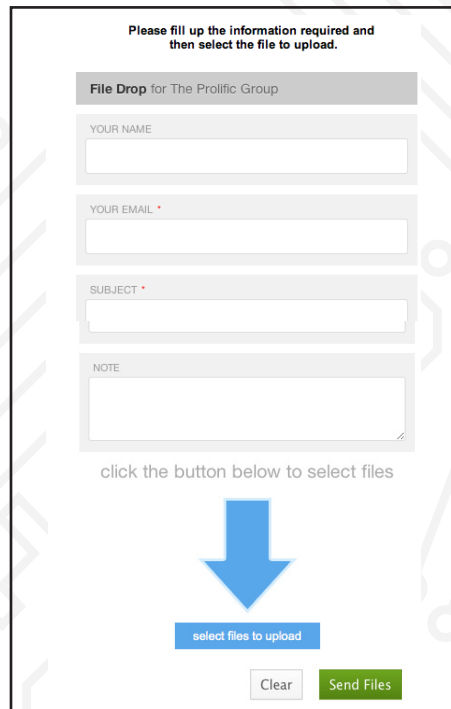


Prolific File Transfer Instructions (Anon-V2)

Using

Prolific's file transfer can be accessed by going to our website (<http://www.prolific.ca/>) and clicking on the green "File Transfer" button on the left hand side of the window. This will display the following window (*Note, you have to use the scroll bar to access the entire window);



Please fill up the information required and then select the file to upload.

File Drop for The Prolific Group


YOUR NAME

YOUR EMAIL *

SUBJECT *

NOTE

click the button below to select files



select files to upload

Clear Send Files

Details

- Upon receipt of your file the system automatically sends a notification e-mail to our CSR dept., it would help expedite the job if you put a brief description in the "Notes" section of the File Transfer window, including your Prolific sales representatives name.
- Folders can only be transmitted if they are archived (eg. zip or .sit) into a single file. Jobs containing multiple files should always be transmitted as a group in a .zipped folder, not as a loose set of individual files.
- The Web based system has a size limit of 2GB per individual file, to send larger files, please use an FTP Client and the following credentials;
Address = ftp.prolific.ca (or 67.208.64.241)
Usr = pgonon
Pswd = pgonon
- Please name each file with a brief descriptive name, and please avoid the use of any non alphanumeric characters.
- If re-submitting files for corrections (for eg.), please use an ascending version suffix on the file name to ensure accurate identification of the current file. eg. (1st file) Brochure.pdf - (2nd file) Brochure_V2.pdf etc.

Help

Should you experience any difficulties with the file transfer system please contact either; Jason at jasonn@prolific.ca (204-697-6969) or Stephan at stephanb@prolific.ca (204-697-6983)

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