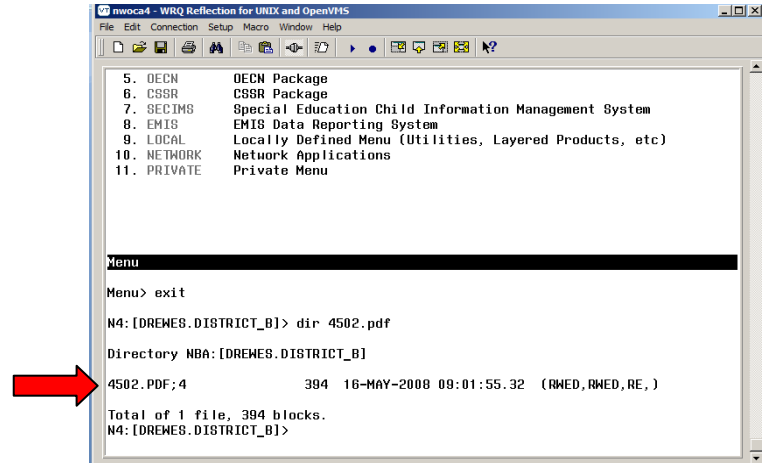
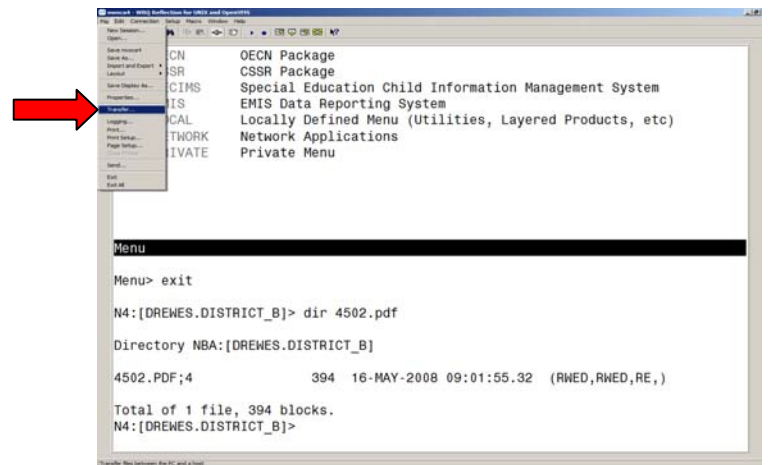


Using Reflections “File Transfer” option

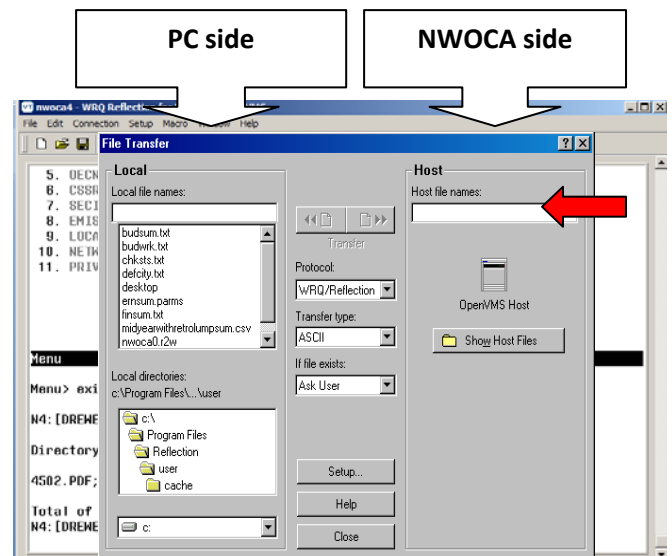
Step 1 Generate the file you want to transfer. (examples: .CSV or .TXT)
If you are generating a .TXT file and would like to convert it to .PDF format, please use the **VFC2PDF** utility. Once the file has been generated, you are ready to begin your file transfer.



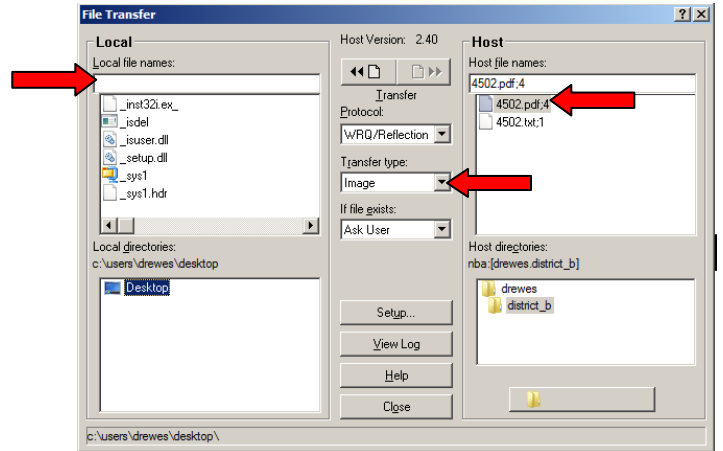
Step 2 Select the **FILE** option on the menu bar and highlight **TRANSFER**. This will open the **FILE TRANSFER** box.



Step 3 The right side is the **HOST** side. **The HOST side is your NWOCA side.** It contains the files stored in whichever NWOCA account you are currently logged into (i.e. live data, _B account, archive account, etc). Click on “**SHOW HOST FILES**” to display the files listed under your NWOCA account. The left side of the **FILE TRANSFER** box is the **LOCAL** side. **The LOCAL side is your PC side.** It contains the files stored on your PC.

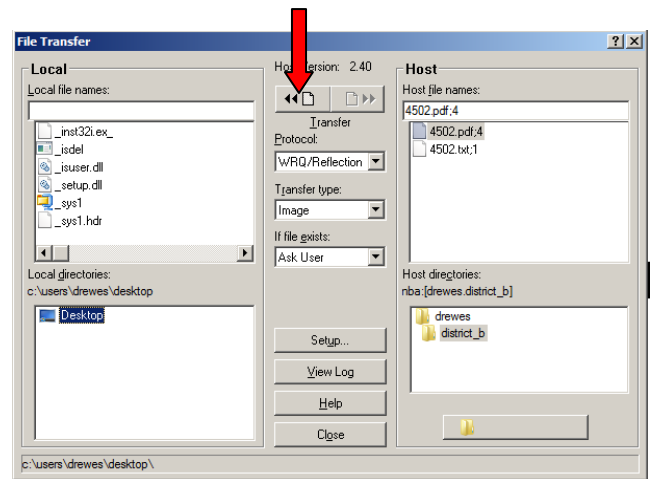


Step 4 The smaller box under “HOST DIRECTORIES”, will display the directory you currently have access to and the larger box under “HOST FILE NAMES” displays all of the files currently in that directory. **Click to highlight the file you want to transfer to your PC.**



NOTE: The TRANSFER TYPE box in the middle of the screen is important depending on the type of file you transfer (.CSV, PDF, etc). **For .TXT and .CSV files, you need to use ASCII type. For .PDF files, you must use the IMAGE type.**

Step 5 On the LOCAL side, under LOCAL DIRECTORIES, select the folder or area on your PC where you would like the file to be transferred to. Options could be your Desktop or your “My Documents” folder. Once you have that area or folder selected, a list of documents that currently exist under that area or folder will be displayed in the big box under “LOCAL FILE NAMES”.



You are now ready to transfer the file to your PC side. Locate the “TRANSFER” arrow buttons and click on the double arrows pointing left (to the LOCAL SIDE).

Step 6 After clicking on the transfer arrows, the filename will be displayed under LOCAL FILE NAMES.

