

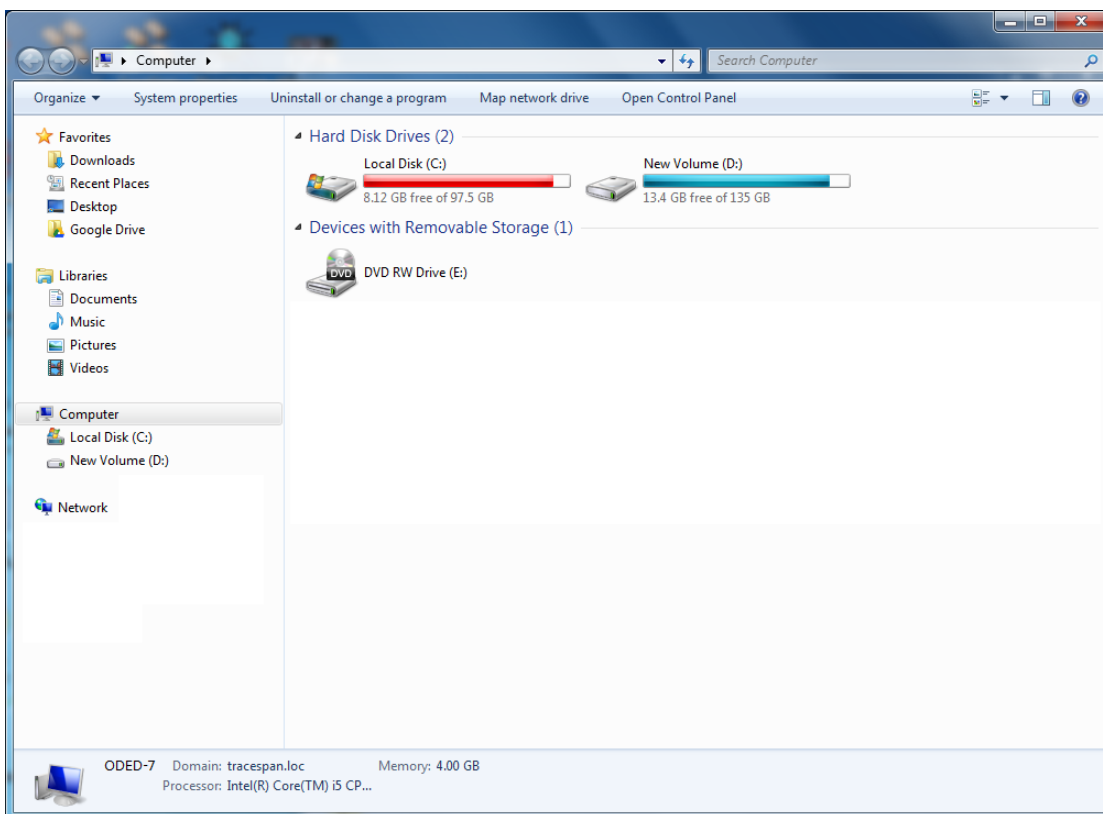
Uploading Files to the TraceSpan FTP Site

To upload a file to the TraceSpan FTP site please follow the instructions below.

1. Before uploading the file please compress (zip) it. If the file is larger than 500 MB, we strongly recommend splitting it into smaller volumes using an application such as WinRAR or 7-Zip.
2. Go to the Start menu and select 'Computer':



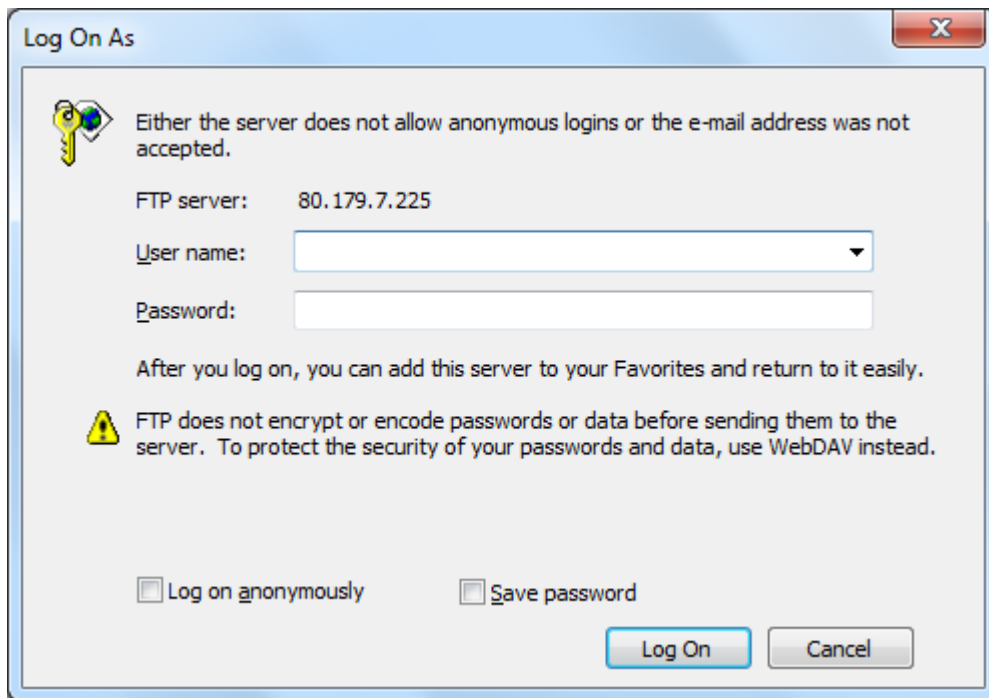
The 'Computer' window will appear:



3. In the address bar at the top of the window type in the TraceSpan FTP site address <ftp://80.179.7.225/>:



The Log On window will appear:



4. Type in your FTP User name and Password and click 'Log On'.

Note:

To receive your User name and Password contact TraceSpan's Customer Support at support@tracespan.com.

5. Now you can copy files to the FTP site just like you copy them to any directory on your PC.