

Getting to the Upload Utility

Step 1: Launch your internet browser (i.e. Microsoft Internet Explorer).

Step 2: Enter the URL (web address):

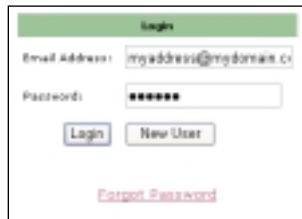
Address:  <http://www.lahlouhgroup.com/>

Step 3: Located in the upper right area of the browser window, there is an **UPLOAD** button beside 3 other buttons: Contact, Location and History.



Step 4: Click the **Upload** button and the login screen should appear below in the white area.

Step 5: If you have already created an account, you can enter your email address and your password in the appropriate fields.



Step 6: Afterwards, click the **Login** button.

Step 7: If you have entered in the correct information, you should see the files you have previously uploaded into the utility.

Creating an Account

Step 1: If this is your first time using the Upload Utility you will need to click the **New User** button located below the login form.

Step 2: Enter your email address in the top field and your sales representative's email address in the bottom field.



Step 3: Your temporary password will be sent to your email address. From the email message sent to you, you can either follow the link at the bottom or return to the login page and enter the temporary password manually.

Step 4: You will now be prompted to enter a new password twice. Enter the password exactly the same in both fields. Remember this password you will need it any time you want to access this site. Note that the password is case-sensitive. Please check the CAPS lock key before entering your new password.



Step 5: Once you are logged in, you will notice that there are no files currently in the system.



Uploading Files

Step 1: Once you are logged in, you will notice that there are no files currently in the system. Toward the upper left hand corner of the screen, you will see three options: Home, Upload, and Logout. Click **Upload**.

Step 2: You can upload up to three files at a time.



Step 3: Click the **Browse...** button to choose a file to upload

Step 4: You can also give a short description of the file you are uploading. Your sales representative will be able to see this description.

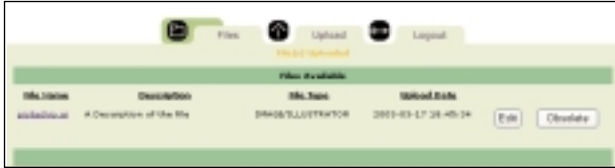
Step 5: You can also choose the type, though in many cases, the first option "Determine From Extension" will do this for you.

Step 6: If the file you are uploading does not have an extension (i.e., .ai, .jpg, .tif, etc) you must supply a file type from the pull down menu.

Step 7: When you are ready, press the **Upload** button to upload the files to the server.

Managing Files

Step 1: To edit a file's description, you can just click the button.



Step 2: Make the appropriate changes

Step 3: Afterwards, click the "Update" button.

Step 4: To mark a file as obsolete, simply press the button next to the file you want to expire.

Step 5: The file will be marked as obsolete and deleted from the system at midnight. If you change your mind about removing the file, you have until midnight to press the "Recover" button next to the file in the Obsolete Files section.



Upload Utility User's Guide

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