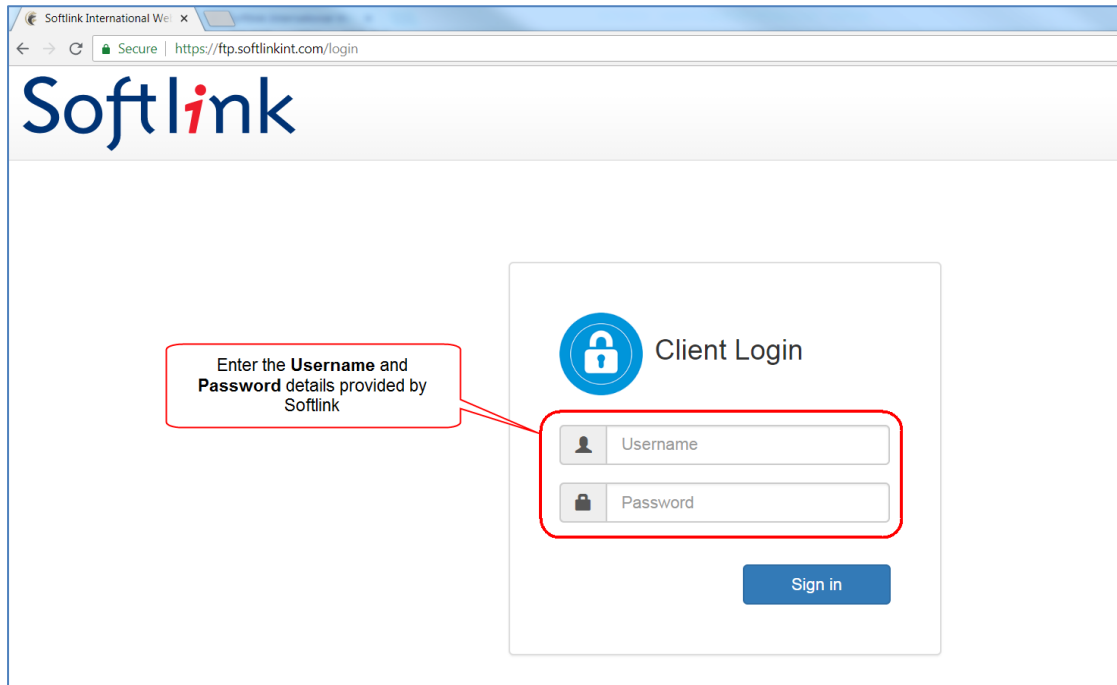


SENDING FILES TO SOFTLINK

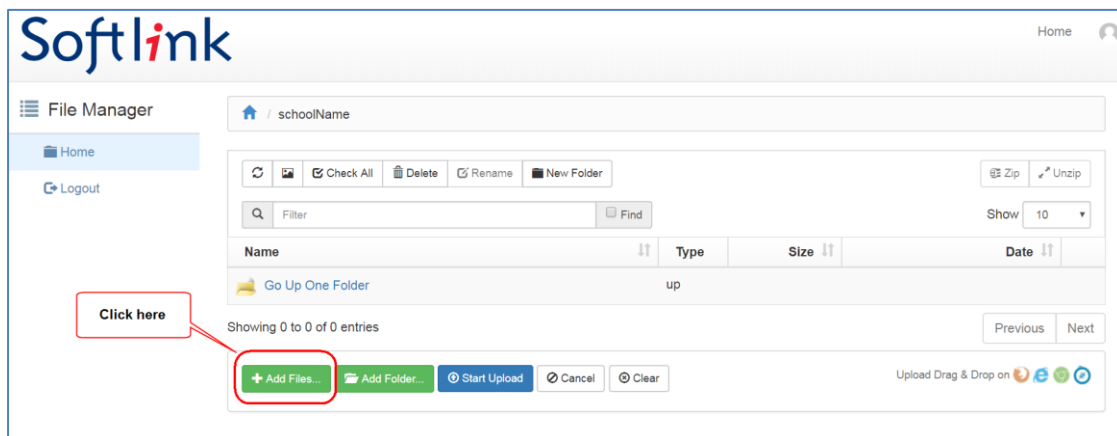
Using Softlink File Transfer

To upload your data to Softlink:

1. Open a web browser and enter the URL: <https://ftp.softlinkint.com>



2. Enter the **UserName** and **Password** details (as provided by Softlink), then click the **Sign in** button. NOTE: the Password is case-sensitive.
3. Click the **Add Files...** button



• Softlink Australia

- Brisbane
- t: +61 7 3124 6111
- e: sales@softlinkint.com

• Softlink Europe

- Oxford
- t: +44 1993 883 401
- e: sales@softlink.co.uk

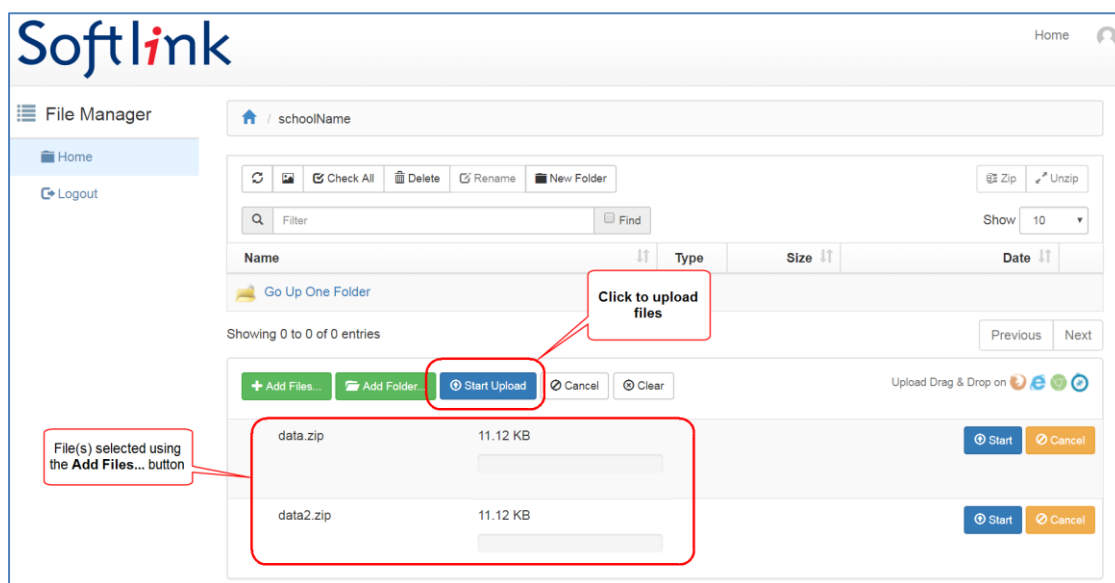
• Softlink America

- Seattle
- t: +1 877 454 2725
- e: sales@softlinkamerica.com

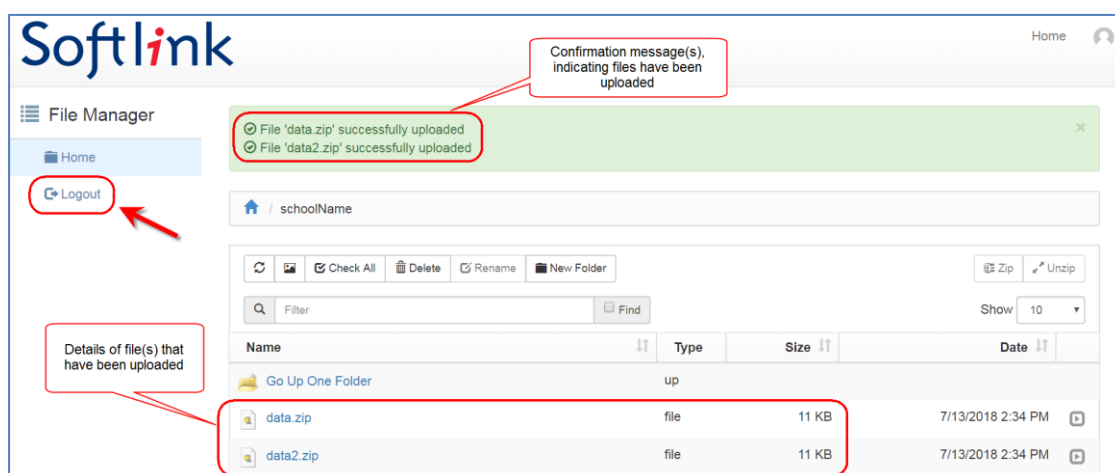
• Softlink Pacific

- Auckland
- t: +64 9 415 7790
- e: sales@softlinkpacific.co.nz

- Once you have selected the file(s) you wish to send to Softlink, click the **Start Upload** button.



Once the upload process has completed, a confirmation message will be displayed at the top of the screen. The details of the uploaded file(s) are displayed at the bottom of the screen.



At this stage, you can either click the **Logout** link on the left side of the screen or simply close the web browser.

Please notify your Softlink contact (Project Coordinator and/or Data Conversion Analyst) when the transfer is complete.

Having problems with Softlink File Transfer?

- If you are unable to log in, please contact your IT Support for assistance. There may be security settings in place at your school/business blocking your access.
- Check your network firewall settings.
- The **Password** is case-sensitive.
- Make sure that you are typing the number “0” instead of capital letter “O” within the password.

If you encounter any other problems or have any further queries, please contact your Softlink Project Coordinator.

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• Softlink America

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• Softlink Pacific

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The following options are available if you are unable to upload your data file(s) using the Softlink File Transfer option.

File Sharing Site/Service

Websites / products / services such as "Dropbox" may be used, in which you can upload your data, then provide Softlink with a link to download the data.

Post / Courier

If other methods are not possible, the data can be copied to a USB or CD/DVD and posted to us.

Our postal address for Australia Post is:

Softlink
Attn: Conversions
PO Box 6402
Garden City
Upper Mt Gravatt, QLD 4122

A courier may be able to deliver to our Head Office street address:

Softlink
Attn: Conversions
3/77 Brandl Street
Eight Mile Plains, QLD 4113

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