

# CLIENT FTP MANUAL



V I S U A L  
IMAGINE • CREATE • ACTIVATE

To access A3 Visual's FTP Upload Website you will need an active Internet connection and a web browser. Works for both PC and Apple users.

**NOTE:** Please ensure that you add **[no-reply@a3visual.com](mailto:no-reply@a3visual.com)** to your email white-list or spam filter in order to receive notifications from our FTP site.

## STEP 1

Point your web browser (Internet Explorer, Firefox, Safari, etc.) to <http://ftp.a3visual.com>. You will see the login screen.

## STEP 2

If you already have an account, please login by typing in your username and password and clicking the  button. Proceed to Step 5.

If you do not have an account, proceed to Step 3 to create an account.

A screenshot of the A3 Visual login page. The header features the A3 Visual logo and tagline 'IMAGINE • CREATE • ACTIVATE'. A navigation bar includes 'Upload', 'My Files', and 'My Account'. The main content area is titled 'LOG IN' and contains a message: 'Please enter your username and password. [Register](#) if you don't have an account.' Below this is a form titled 'Account Information' with fields for 'Username:' and 'Password:'. There is a checkbox for 'Keep me logged in' and a link for 'Forgot password?'. A 'Log In' button is at the bottom of the form.

### STEP 3

Create an account: Click the “Register Now” link to create your new account.

**LOG IN**

Please enter your username and password. **Register if** you don't have an account.

Click "Register" to create a new account.

**Account Information**

Username:

Password:

☐ Keep me logged in [Forgot password?](#)

### STEP 4

On the registration screen, select the name of your Sales Person, your First Name, Last Name and Company (if applicable), Click

**CREATE A NEW PROFILE**

Use the form below to create a new profile.

**Be sure to complete ALL fields**

**Profile Information**

Your Account Representative:  
 Select your Sales Rep from the drop-down list.

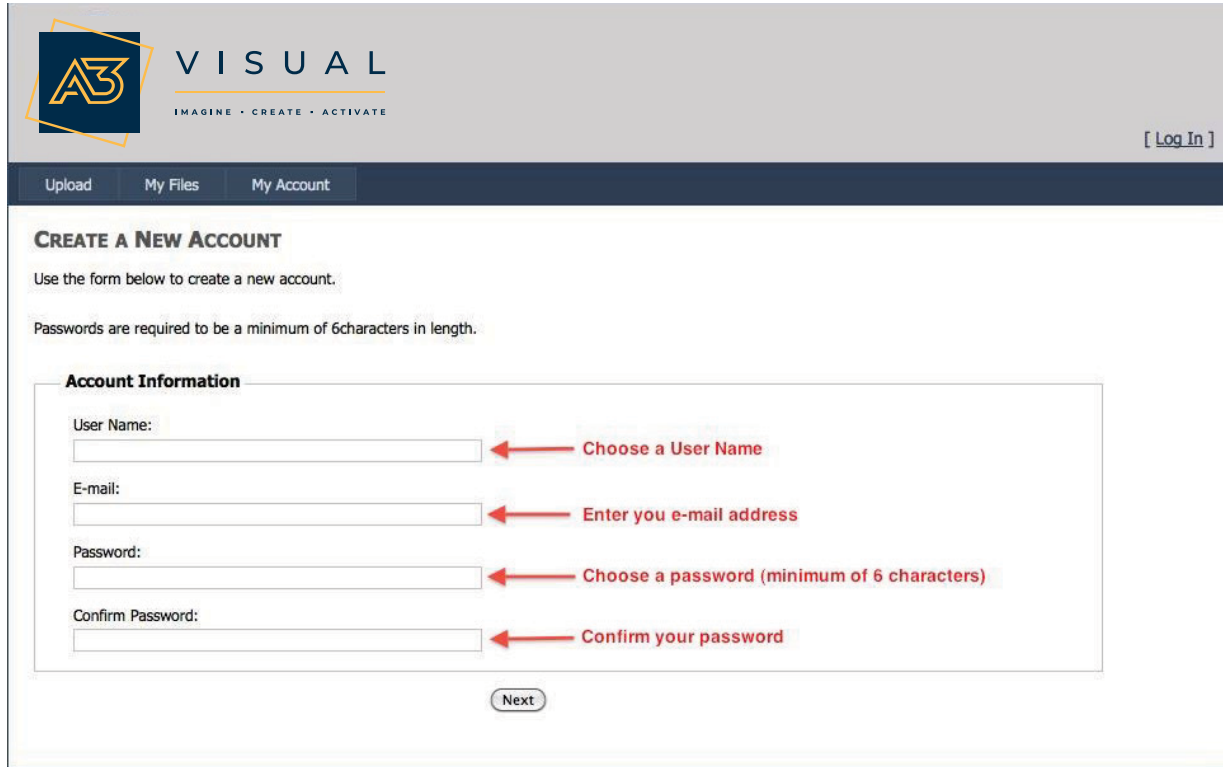
First Name:

Last Name:

Company Name:

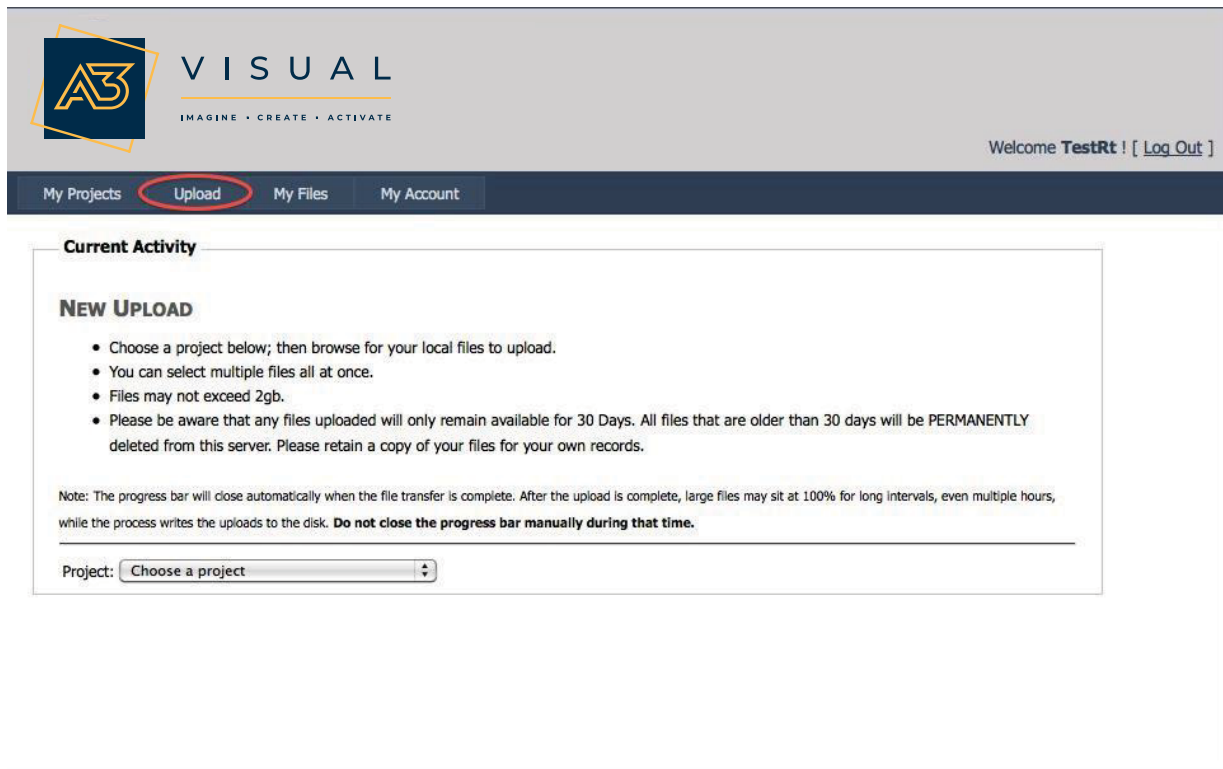
If you are a design firm click here: ☐ If you are a Design Firm, and may be sending AAA artwork for multiple clients, please click the check box. (see Design Firms section below)

Choose a User Name, enter your E-mail address, enter a Password, Confirm your Password and Click **Next**



The screenshot shows the 'CREATE A NEW ACCOUNT' page of the A3 Visual application. The header includes the A3 Visual logo and the tagline 'IMAGINE • CREATE • ACTIVATE'. A navigation bar contains 'Upload', 'My Files', and 'My Account' tabs. The main content area is titled 'CREATE A NEW ACCOUNT' and includes instructions: 'Use the form below to create a new account.' and 'Passwords are required to be a minimum of 6 characters in length.' The form is titled 'Account Information' and contains four input fields: 'User Name:', 'E-mail:', 'Password:', and 'Confirm Password:'. Red arrows point to each field with the following prompts: 'Choose a User Name', 'Enter you e-mail address', 'Choose a password (minimum of 6 characters)', and 'Confirm your password'. A 'Next' button is located at the bottom of the form.

This will bring you to “Upload” window.

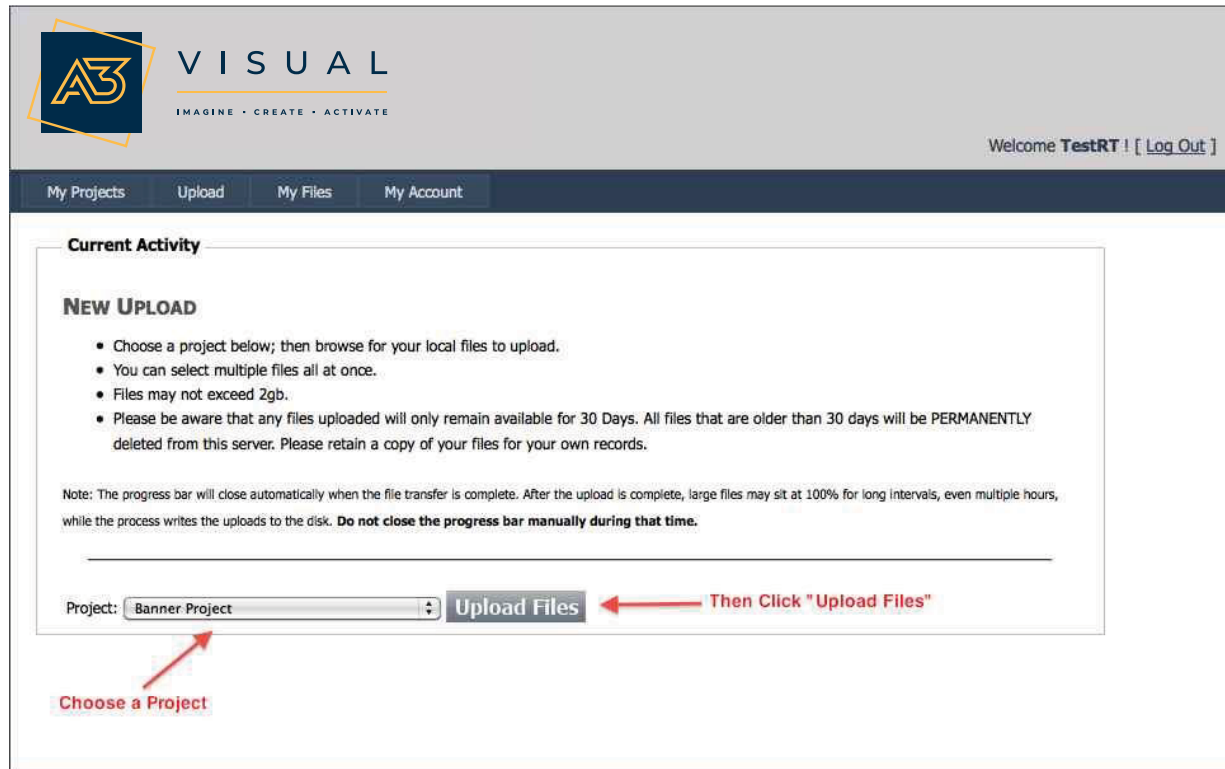


The screenshot shows the 'Upload' window of the A3 Visual application. The header includes the A3 Visual logo and the tagline 'IMAGINE • CREATE • ACTIVATE'. A navigation bar contains 'My Projects', 'Upload', 'My Files', and 'My Account' tabs. The main content area is titled 'Current Activity' and includes a section titled 'NEW UPLOAD'. This section contains a list of instructions: 'Choose a project below; then browse for your local files to upload.', 'You can select multiple files all at once.', 'Files may not exceed 2gb.', and 'Please be aware that any files uploaded will only remain available for 30 Days. All files that are older than 30 days will be PERMANENTLY deleted from this server. Please retain a copy of your files for your own records.' Below the list is a note: 'Note: The progress bar will close automatically when the file transfer is complete. After the upload is complete, large files may sit at 100% for long intervals, even multiple hours, while the process writes the uploads to the disk. Do not close the progress bar manually during that time.' At the bottom, there is a 'Project:' label and a dropdown menu with the text 'Choose a project'.

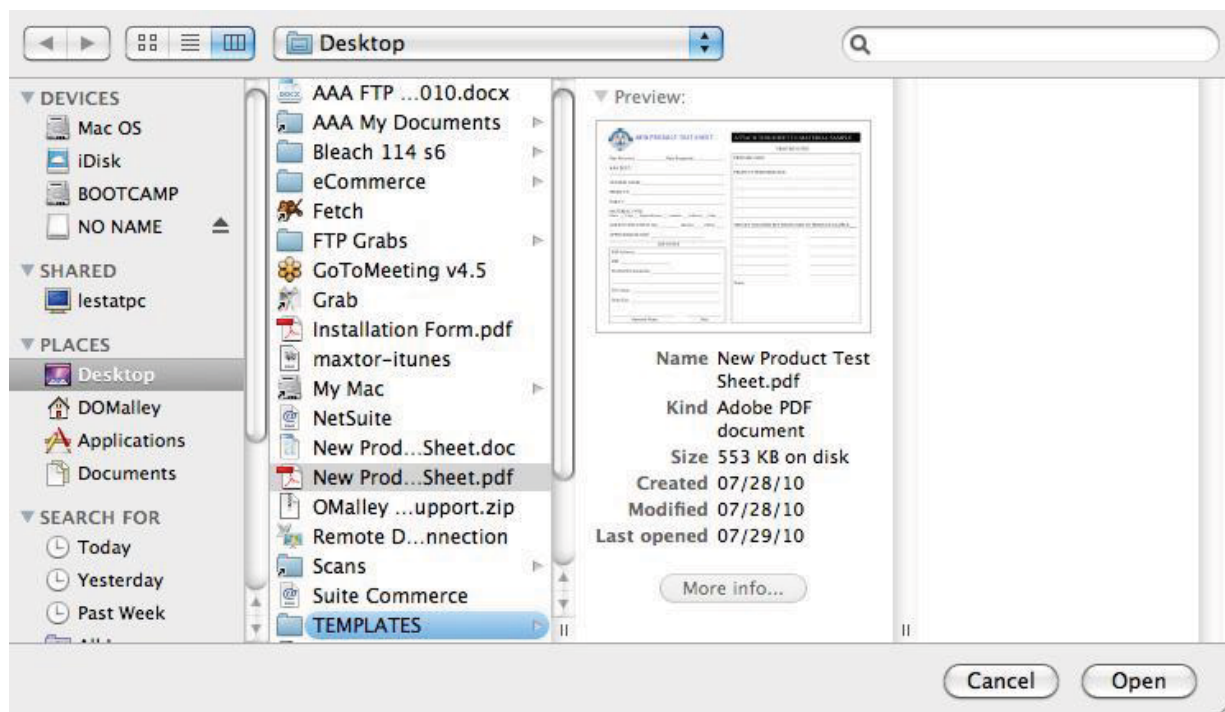
## STEP 5

Uploading a file: Select an existing Project from the drop-down list and click

**Upload Files** (See Step 6 for adding Projects.)



Then you will see the Browse Window, Browse to find your file(s) you wish to upload (you can select more than one file if needed) and Click “Open”.



You will see your file(s) uploading. The Progress Bar and notification will close when the file(s) are complete.



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Welcome **TestRT** ! [ [Log Out](#) ]

My ProjectsUploadMy FilesMy Account

Current Activity

NEW UPLOAD

- Choose a project below; then browse
- You can select multiple files all at once
- Files may not exceed 2gb.
- Please be aware that any files uploaded are older than 30 days will be PERMANENTLY deleted from this server. Please retain

Note: The progress bar will close automatically when the file transfer is complete. After the upload is complete, large files may sit at 100% for long intervals, even multiple hours, while the process writes the uploads to the disk. **Do not close the progress bar manually during that time.**

Project: Banner Project Upload Files


Choose a project below. (14.09MB) - 49%

PLEASE BE PATIENT WHILE WE  
SAVE YOUR FILES...



## STEP 6

Adding Projects. If you are a New User or you do not have any Projects listed you will need to add Project Name to the “My Projects” section before uploading a file. To setup a Project Name, Click “My Projects”.



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Welcome **TestRT** ! [ [Log Out](#) ]


My ProjectsUploadMy FilesMy Account

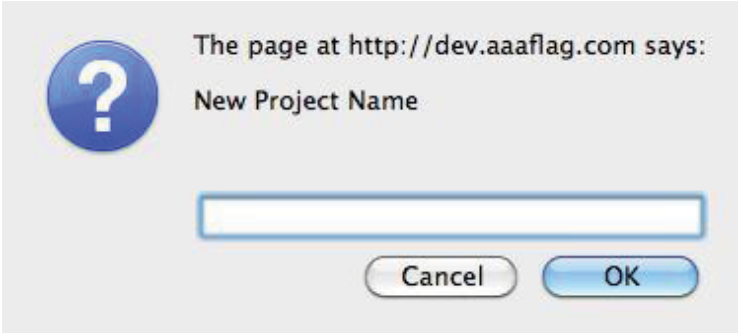
User Projects

YOUR PROJECTS

+ Add New Project

Project Name	Created Date	Delete Now
Banner Project	10/4/2010	<a href="#">Delete</a>
Presswall #1	10/4/2010	<a href="#">Delete</a>

Click the  **Add New Project** button. You will see the Add Project Window. Enter your Project Name and click Save.




The page at <http://dev.aaaflag.com> says:

**New Project Name**

Click on “Upload” and follow Step 5 (above) to upload your file(s).

**STEP 6**

Reviewing your files. You can review your files download them, see the project they are associated with and how long before the will be permanently deleted. To check your files click on “My Files” you will see the following screen.



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Welcome **TestRT** ! [ [Log Out](#) ]

[My Projects](#) | [Upload](#) | [My Files](#) | [My Account](#)

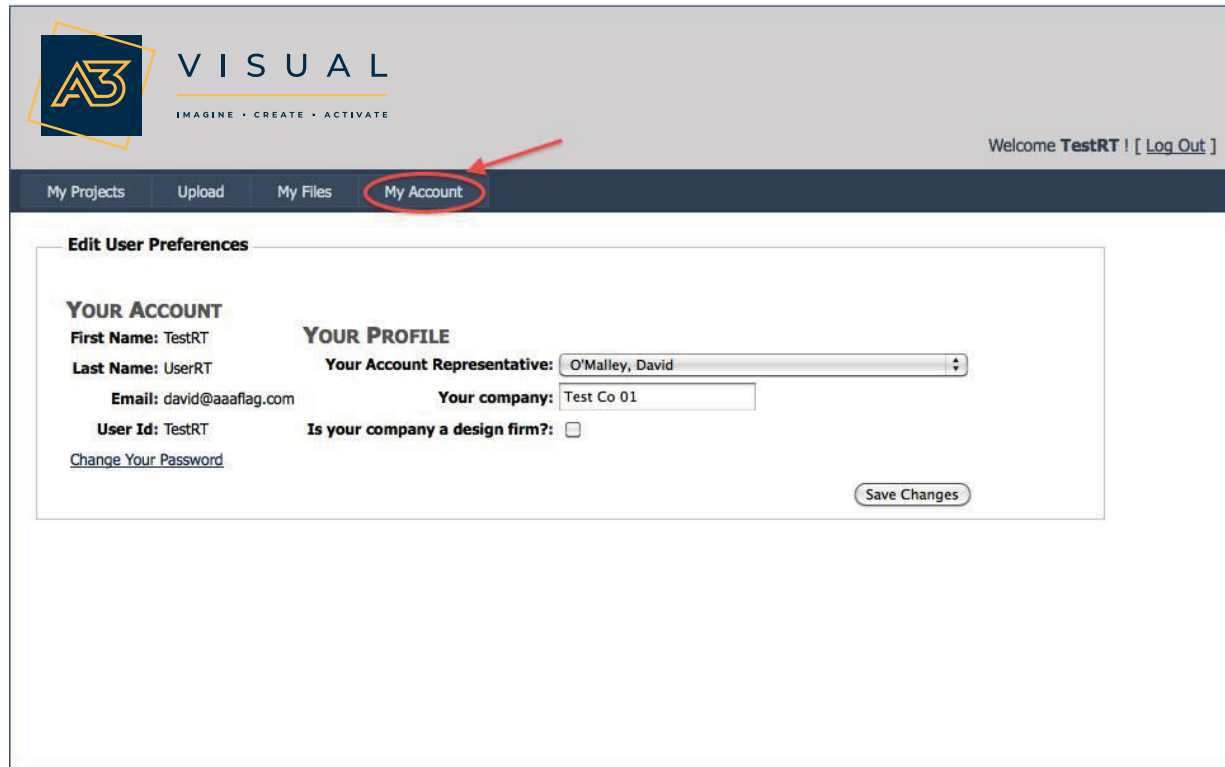
User Files

YOUR FILES

File Name	Upload Date	Project	Download	Auto Delete In	Delete Now
NetSuite.webloc	10/4/2010	Banner Project	<a href="#">Download File</a>	30 days	<a href="#">Delete</a>
New Product Test Sheet.doc	10/4/2010	Banner Project	<a href="#">Download File</a>	30 days	<a href="#">Delete</a>
New Product Test Sheet.pdf	10/4/2010	Banner Project	<a href="#">Download File</a>	30 days	<a href="#">Delete</a>
OMalley Child Support.zip	10/4/2010	Banner Project	<a href="#">Download File</a>	30 days	<a href="#">Delete</a>

## STEP 5

Reviewing your Account settings. The “My Account” section will allow you change your password, Change your Company and update your A3 Sales Rep in needed. Click on “My Account” to review your account.



The screenshot displays the A3 Visual web application interface. At the top, the logo 'A3 VISUAL' is visible with the tagline 'IMAGINE • CREATE • ACTIVATE'. The user is logged in as 'TestRT', with a 'Log Out' link. The navigation bar includes links for 'My Projects', 'Upload', 'My Files', and 'My Account', which is highlighted with a red circle and a red arrow. Below the navigation bar, the 'Edit User Preferences' section is active, showing two columns of settings:

Edit User Preferences	
<b>YOUR ACCOUNT</b>	<b>YOUR PROFILE</b>
<b>First Name:</b> TestRT	<b>Your Account Representative:</b> O'Malley, David
<b>Last Name:</b> UserRT	<b>Your company:</b> Test Co 01
<b>Email:</b> david@aaafag.com	<b>Is your company a design firm?:</b> <input type="checkbox"/>
<b>User Id:</b> TestRT	
<a href="#">Change Your Password</a>	<a href="#">Save Changes</a>