

Usage Guidelines

Internal Download Area



📁 User Interface

Once you are logged in, **keep in mind** that only project partners are eligible to access the Internal Download Area and therefore they are **fully responsible** for their actions!

The Internal Download Area provides you with a navigation bar (*You are here*) at the top and a folder structure similar to the Microsoft Windows Explorer. Files can be **accessed** in the very same way. Just click on the folders or files you want to open. To get a directory level higher, use the navigation bar.

Submitting files is straightforward. Below the folder structure is a big red box. Just follow the instructions to upload your files. **Be aware** that files will be uploaded **into the same directory** that is currently **displayed**. So in order to upload, e.g. a deliverable for Work Package 3, navigate to the *Work Package 03* directory, choose the file from your local drive and hit the *Upload file* button. After the upload a message will appear, showing you if the upload was successful or not.

Important

If you ever accidentally submit a wrong document you can still delete it **up to two hours** after submission. To delete a file, click on the **recycling bin icon** on the right of the row. You **cannot move or rename** a file once it is submitted! This can only be done by the website administrator, so please contact the technical support.

📁 Restrictions

Every uploaded file has to follow **strict** naming conventions. **File names** can **only** contain the following characters:

- a-z,
- A-Z,
- 0-9,
- dots,
- spaces,
- hyphens,
- underscores.

In addition, **only** certain **file types** are allowed:

doc, docx

ppt, pptx

xls, xlsx, xlsxm, xlsb

csv, tab

txt

pdf

rar, zip

jpg, jpeg

gif

png

bmp

shp

mxd

mdb, accdb.

Important

It is not possible to upload more than **one file** at the same time. If you have **many files** to transfer, you should do it either **sequentially** or **bundle** them together to a .zip- or .rar-archive. In addition we advise you not to upload files bigger than **50 MB** as the upload function is not optimised for such large files.

📄 In Case of Emergency

If you encounter any problems or errors or have any suggestion to make, please do not hesitate to contact the technical support: support@high-tool.eu.