



Titan FTP Server USER MANUAL

Titan FTP Server is an online service which is used at Houston Medical Imaging to exchange documents and files.

In this manual we will explain step-by-step how the user is to log in and log out as well as how to upload and download files using Titan FTP Server.

1.1 Log in to Titan FTP Server

To access Titan FTP Server, the user must have access to the internet and use this link:

<http://hl8.hmiwg.com/Logon.aspx>



Welcome

This is a private system. Unauthorized access to or use of this system is strictly prohibited. By continuing, you acknowledge your awareness of and concurrence with the Acceptable Use Policy.

Login to HL8

Username:

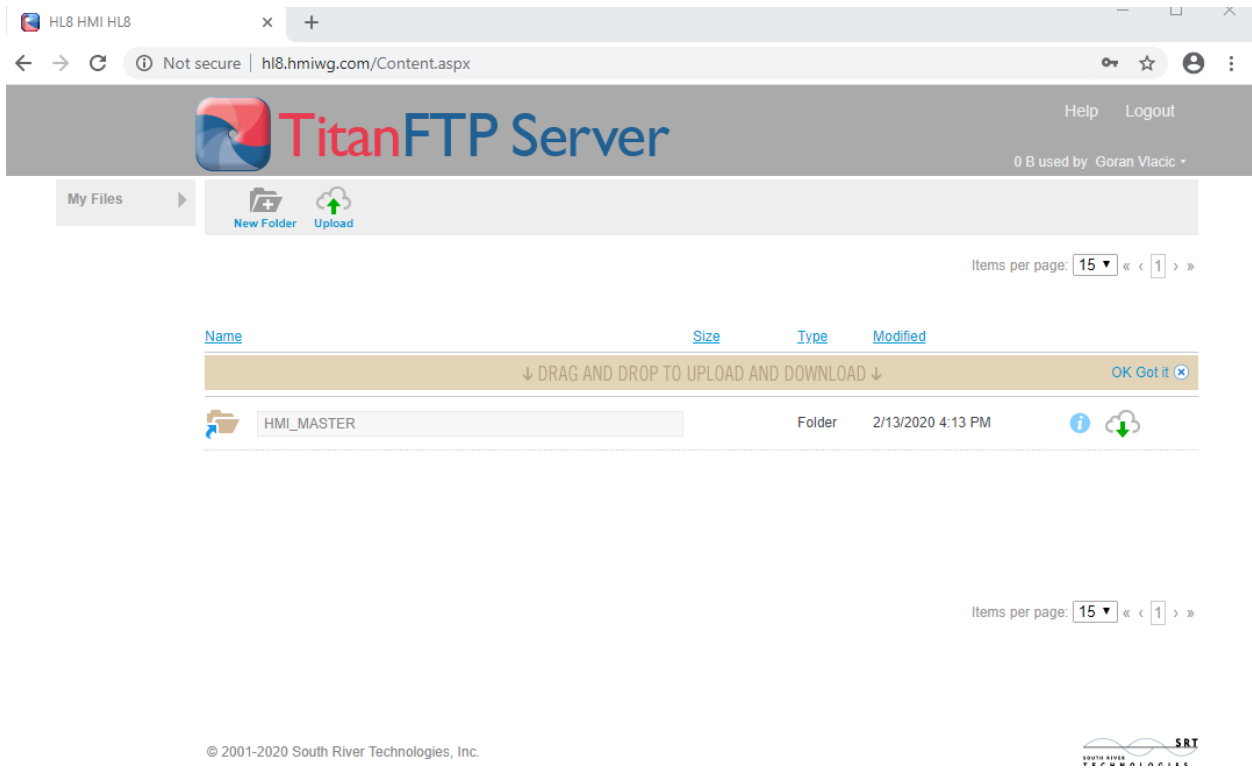
Password:

Logon

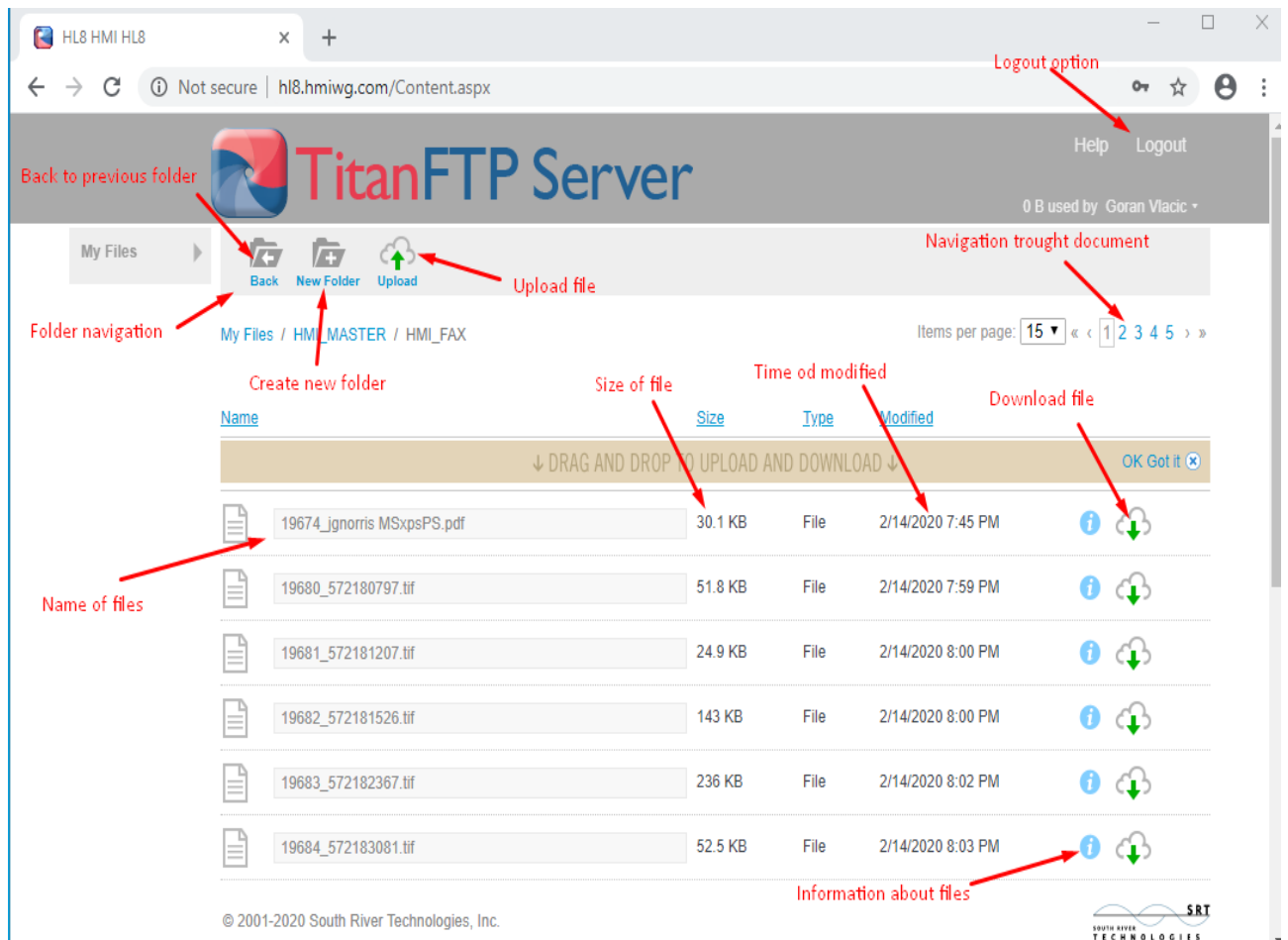
Upon clicking the link, the user will see the login window (image above).

User must enter Username as well as Password and click "Log On" to access Titan FTP Server.

After user is logged onto Titan FTP Server they will see this window (image below)



1.2 Titan FTP Server User Environment



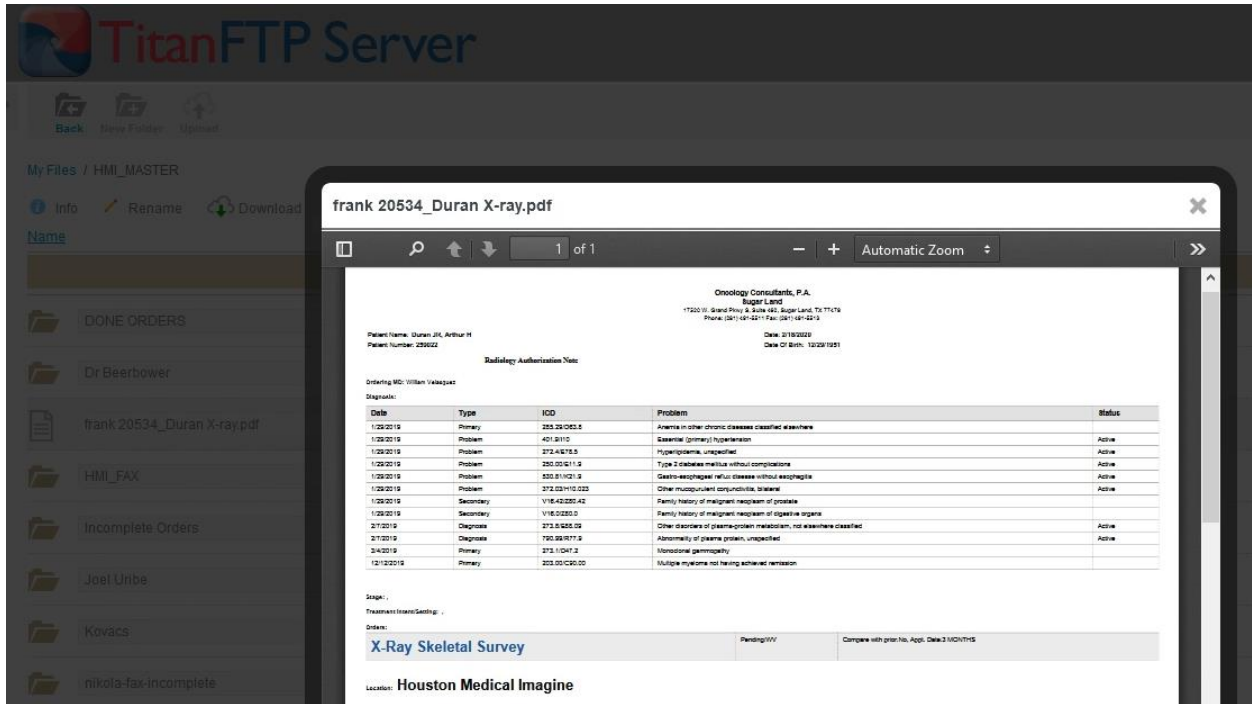
When the user opens some folders, for example, "HMI_MASTER", the user will see a list of the files including the name of the files, their size, type, and when they were last modified. Also, users have an option to download or upload files.

The user can go through these documents using the navigation bar, which allows going to the next page or back to the previous page. Also, the user can go back to the previous folder by clicking the "Back" button in the folder's navigation bar.

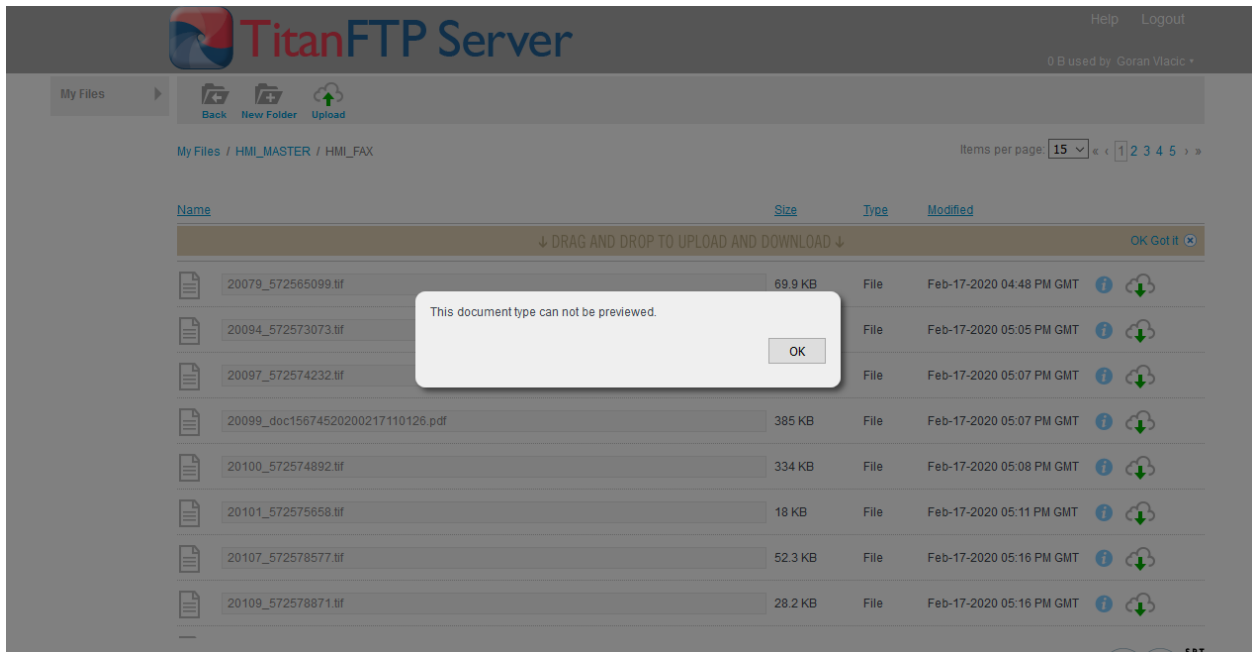
If the user wants to create a new folder, that can be done by clicking "New Folder" button.

To upload new files, the user will click the "Upload" button in the folder navigation bar as shown in the picture above. To download files, the user will click on the button with an image of a cloud and green arrow, which is on the right side of the file (see picture above).

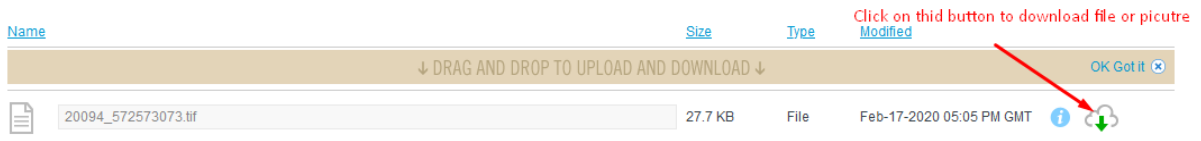
To open and view files on the **Titan FTP Server**, the user will need to select which file they want and if the browser supports that file type, the file will open in browser like shown in the image below.



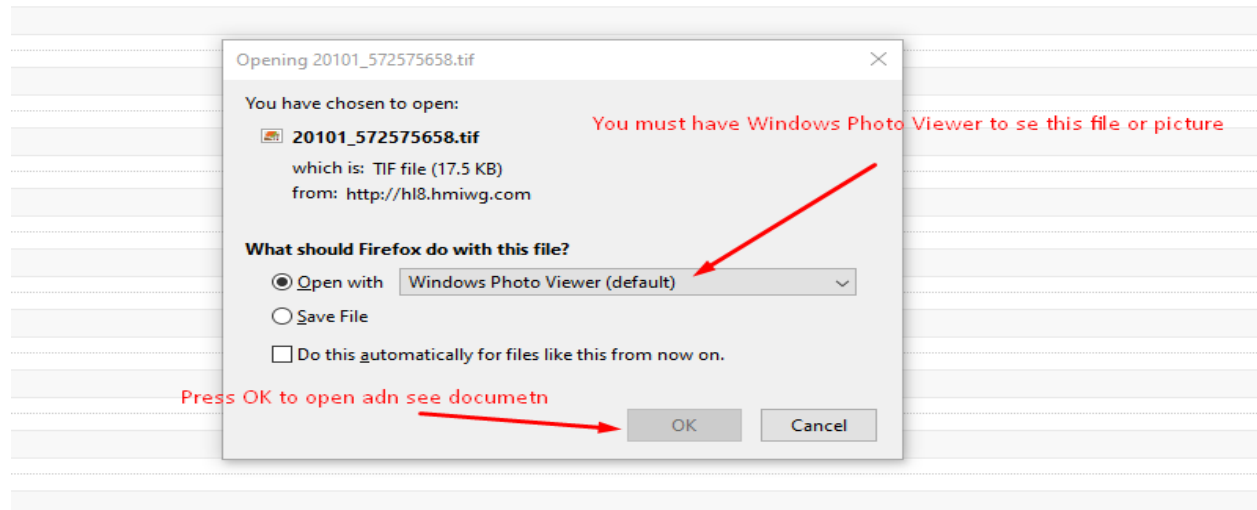
If the browser does not support the file type, the following message will appear, **“This document type cannot be previewed”**.



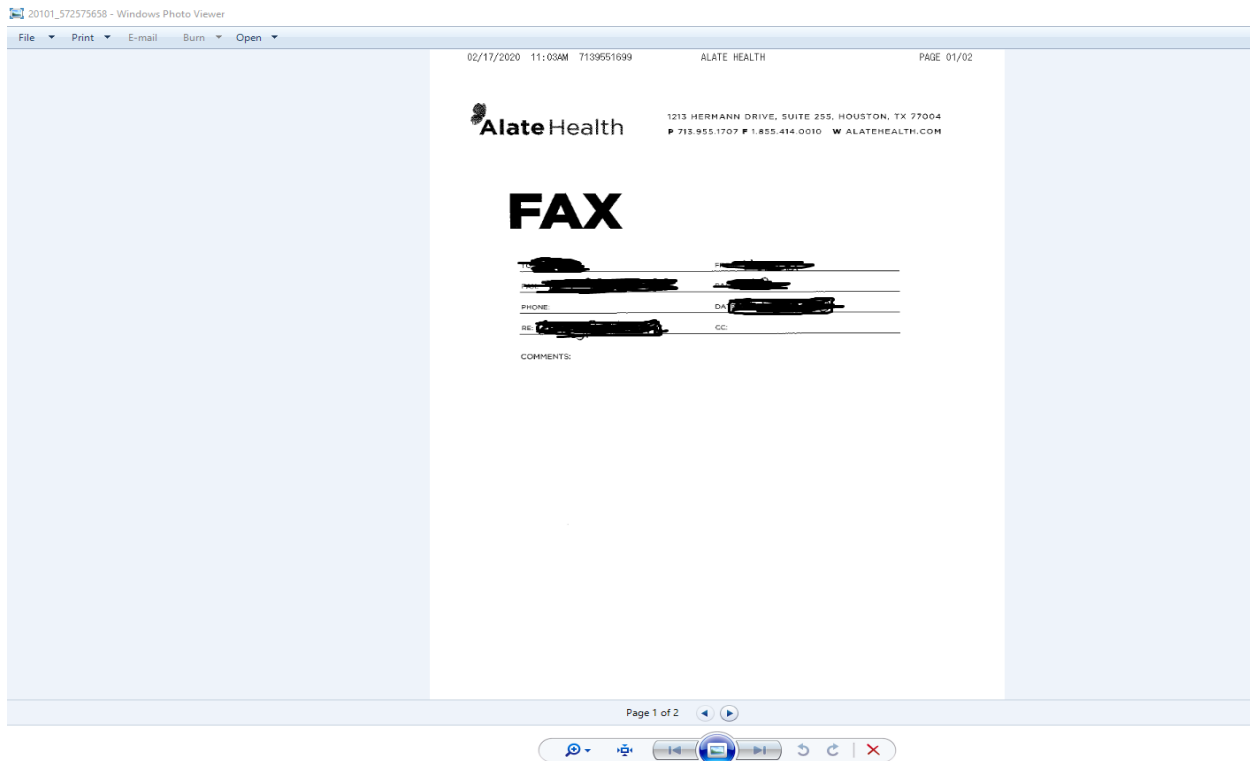
In that case, the user must click on the button to the right side of the document (white cloud with green arrow) to download the file instead, which is shown in the picture below.



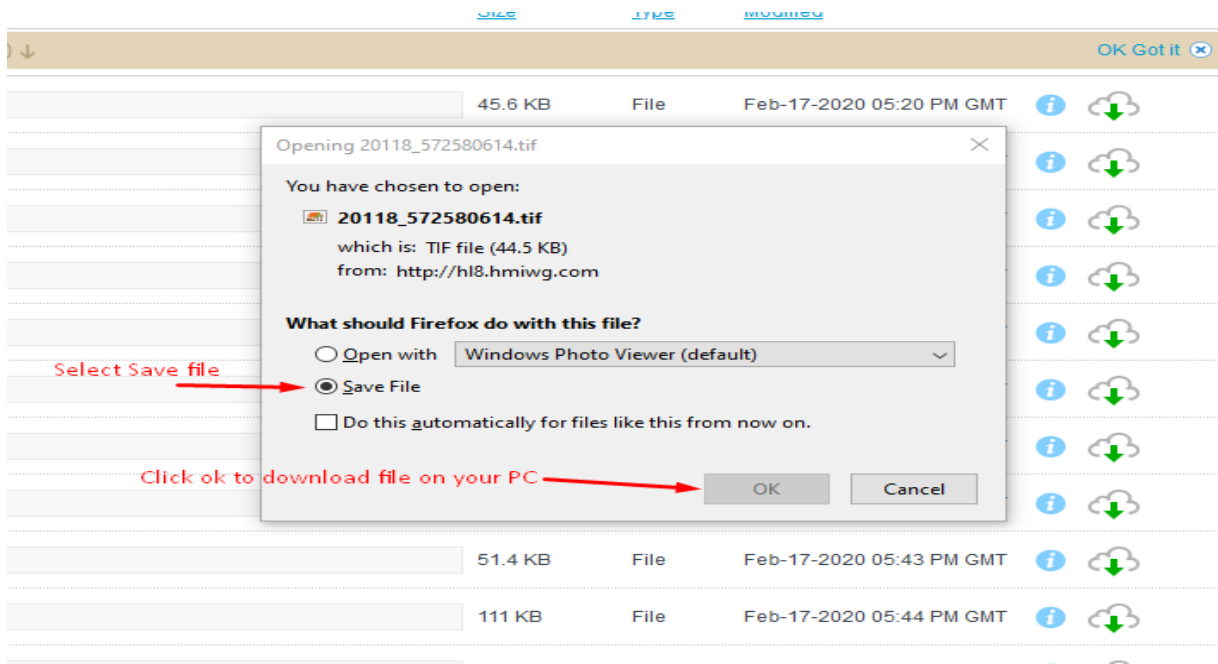
When the user clicks the “Download” button (white cloud with green arrow), another window will appear where the user will have the option to open the file in a supported software on their PC. We have included this photo as an example, which shows that the file will be opened through Windows Photo Viewer, which comes with Windows installation.



When the “Ok” button is selected, the user will be able to view the document selected. We have included an example below.



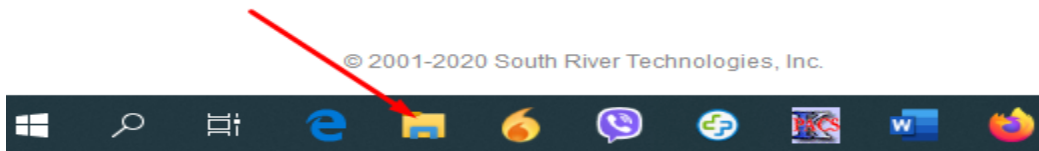
To save the file on the user's computer, click the "Download" button (white cloud with green arrow) on the right side, select the option, "Save File", and then click the "OK" button to save the file on PC.



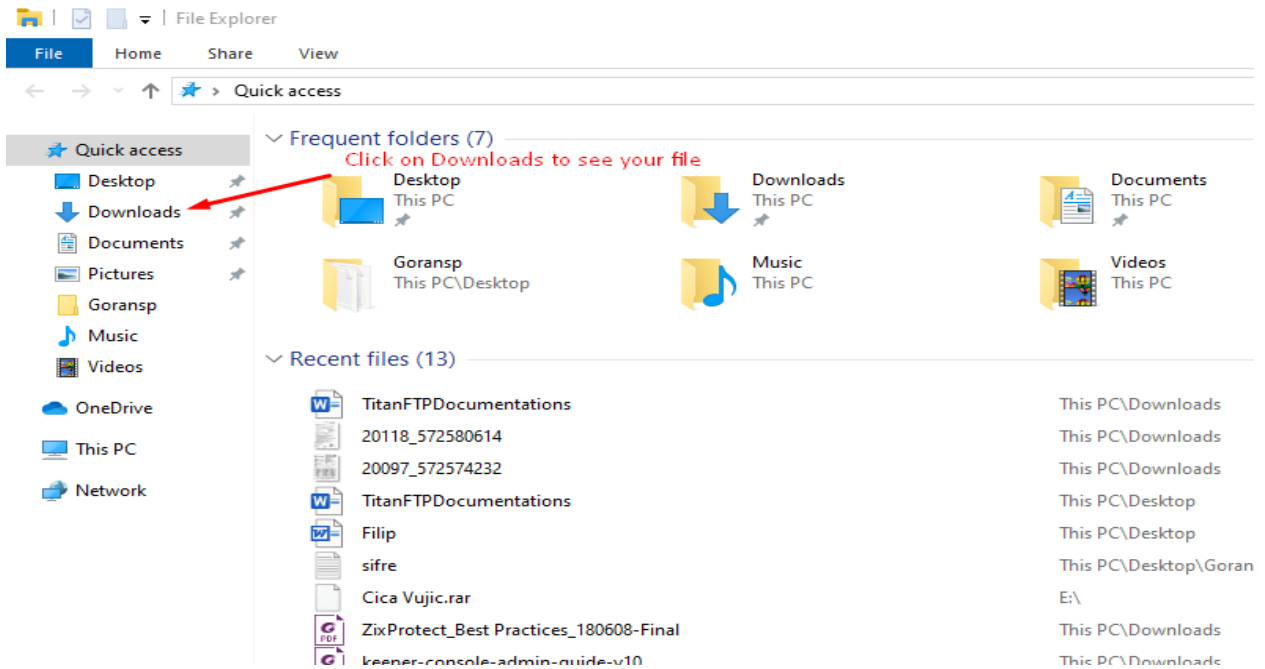
To find the file or picture downloaded to the PC, the user can search in the folder labeled as "Downloads".



Click on this Folder and open



When this folder is opened, the user will see this window (picture below).



When folder labeled “Downloads” is opened, the user will see all downloaded files. We have included a photo below as an example.

