

HF Group FTP How To


URLs

North Carolina and Digital Solutions: <http://ftpnc.hfgroup.com>

Indiana and Book Partners: <http://ftpin.hfgroup.com>

Ohio and AssureVault: <http://ftpoh.hfgroup.com>

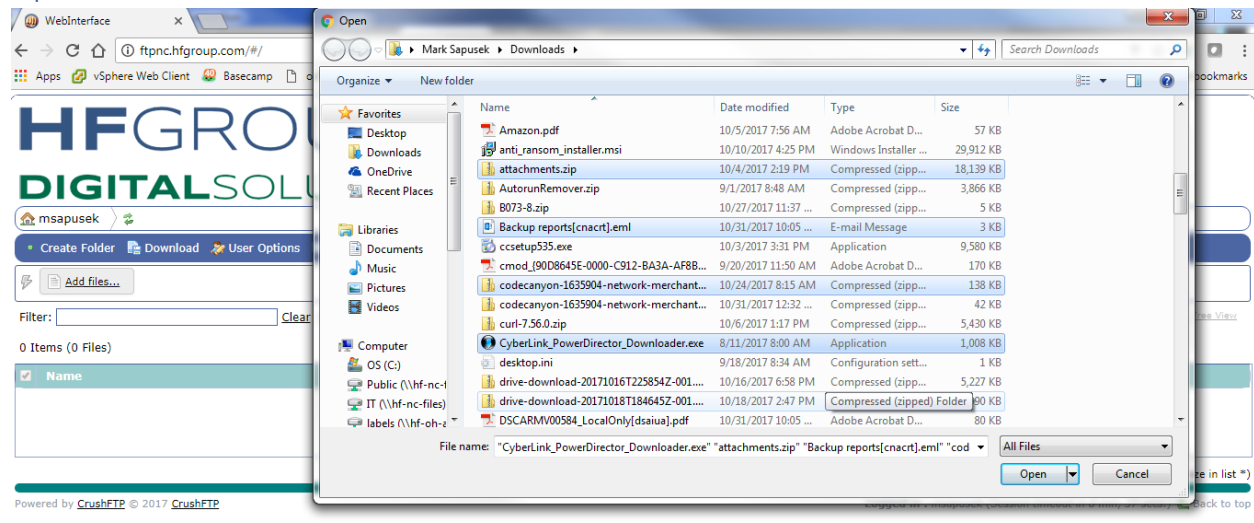
Login



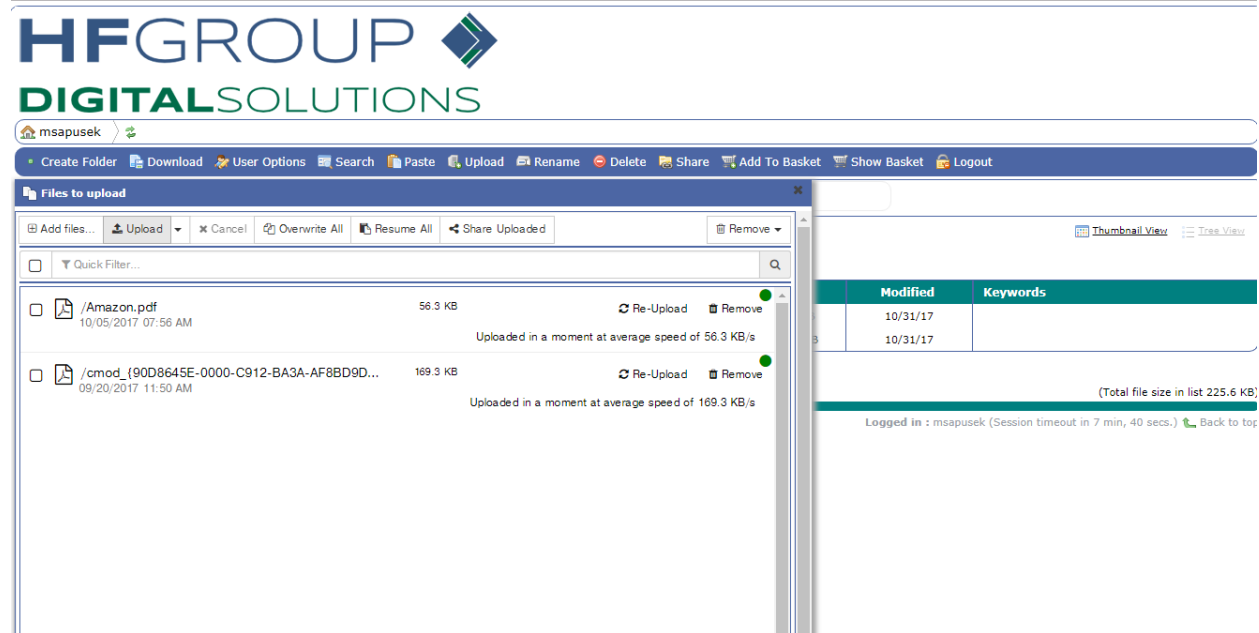
The image shows a login form for HF Group Digital Solutions. At the top, the logo features the text "HFGROUP" in blue and "DIGITALSOLUTIONS" in green, with a blue and green diamond-shaped icon to the right. Below the logo, there are two input fields: "Username" and "Password". Under the "Password" field is a "Remember Me" checkbox. A "Login" button is located at the bottom right of the form.

1. Enter the username and password that you were given.
2. If you are on your work or home computer you can click Remember me.
 - a. Do NOT use Remember me if on a public computer.
3. You can change your password once you login by clicking the User Options button and clicking on Change Password

Upload

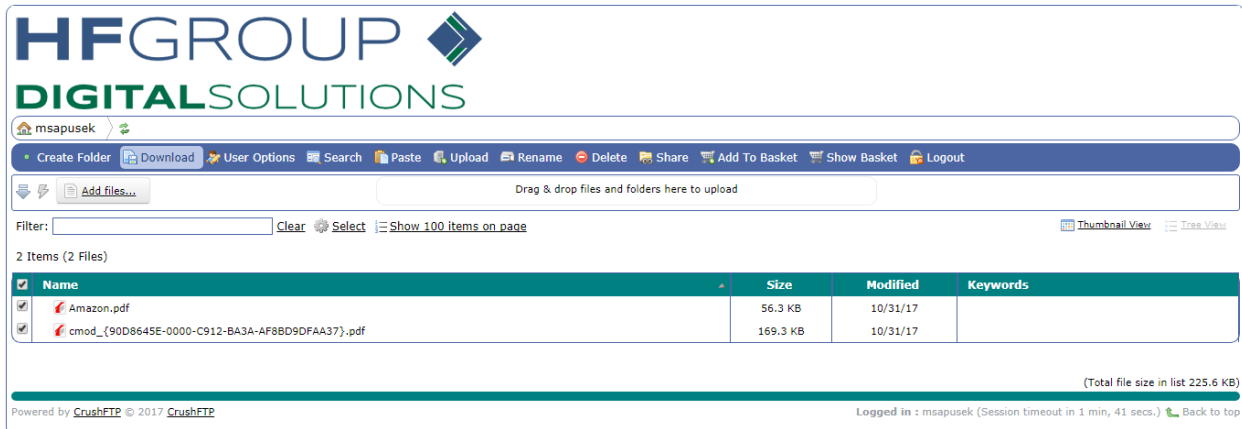


1. To upload files first click the Add Files Button
2. Select your files from the popup as seen above
 - a. You can select multiple files by holding down SHIFT on your keyboard as you select
3. Click Open to add the files to your queue



1. Once all of your files are in your queue click the Upload button to upload them
2. Click the X in the upper right of the upload window to close it once all files are uploaded

Download



The screenshot shows an FTP client interface for 'msapusek'. At the top, there is a logo for 'HFGROUP DIGITAL SOLUTIONS'. Below the logo is a navigation bar with buttons for 'Create Folder', 'Download', 'User Options', 'Search', 'Paste', 'Upload', 'Rename', 'Delete', 'Share', 'Add To Basket', 'Show Basket', and 'Logout'. A toolbar below the navigation bar contains 'Add files...' and a 'Drag & drop files and folders here to upload' area. A filter input field is set to 'Clear', and there are 'Select' and 'Show 100 items on page' options. View options for 'Thumbnail View' and 'Tree View' are also present. The file list shows 2 items (2 Files):

| <input checked="" type="checkbox"/> | Name | Size | Modified | Keywords |
|-------------------------------------|---|----------|----------|----------|
| <input checked="" type="checkbox"/> | Amazon.pdf | 56.3 KB | 10/31/17 | |
| <input checked="" type="checkbox"/> | cmod_{90D8645E-0000-C912-BA3A-AF88D9DFAA37}.pdf | 169.3 KB | 10/31/17 | |

(Total file size in list 225.6 KB)

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1. To download multiple files:
 - a. To download multiple files choose the files you want to download by clicking the checkbox next to them
 - b. Click the download button
 - c. This will download all files as a ZIP file to your default download location
2. To download files individually:
 - a. Right click the file you want to download and choose Download
 - b. This will download each file to your default download location