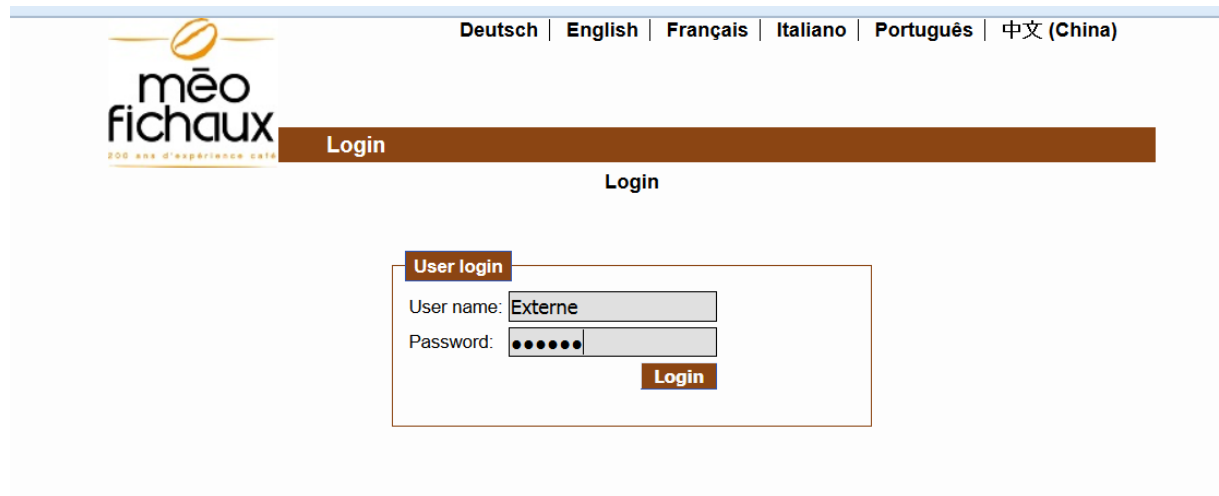


## Upload public file user's guide

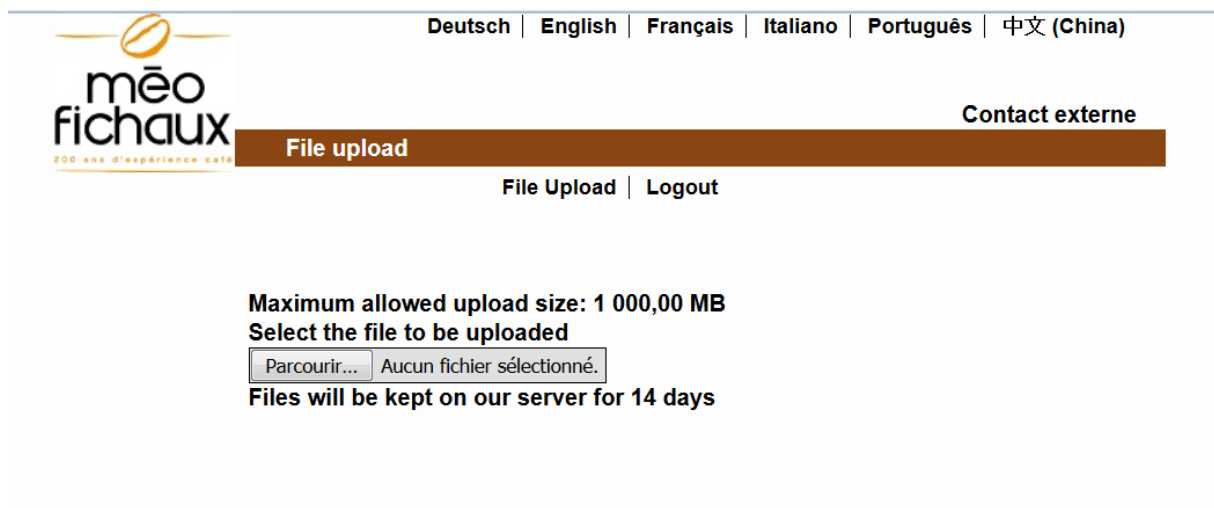
06/10/2016

1. Open your Internet Browser (ex : Internet Explorer)
2. Go to the following address: <http://depot.fichaux.fr>
3. Choose your language in the upper language bar
4. Log in with login credentials supplied by your Meo-Fichaux's contact



The screenshot shows the Meo Fichaux login interface. At the top, there is a language bar with options: Deutsch, English, Français, Italiano, Português, and 中文 (China). The Meo Fichaux logo is on the left, with the tagline '200 ans d'expérience café'. A brown navigation bar contains the word 'Login'. Below this, the word 'Login' appears again. A 'User login' box contains a 'User name' field with the value 'Externe', a 'Password' field with masked characters, and a 'Login' button.

5. Select the file to upload by clicking on the “browse” form button



The screenshot shows the Meo Fichaux file upload interface. At the top, there is a language bar with options: Deutsch, English, Français, Italiano, Português, and 中文 (China). The Meo Fichaux logo is on the left, with the tagline '200 ans d'expérience café'. A brown navigation bar contains the words 'File upload' and 'Contact externe'. Below this, the words 'File Upload' and 'Logout' are visible. The main content area displays the text 'Maximum allowed upload size: 1 000,00 MB', 'Select the file to be uploaded', and a 'Parcourir...' button next to the text 'Aucun fichier sélectionné.'. At the bottom, it states 'Files will be kept on our server for 14 days'.

6. You can repeat the previous step if you want to upload several files
7. Click on the “upload” button which appeared when you selected the first file.



**Upload**

8. In the next page, you can add the file description and click on “Complete upload” button

File name: 06-27-A.PNG

File size: 36.67 KB

Description:

**Complete upload**

9. When the summary bellow is displayed, the file is now uploaded.

Please transmit by email the download link to your Meo-Fichaux’s contact.

**Please be careful: if you leave this page, you won’t be able to display the download link back.**

Download link: <http://depot.fichaux.fr/www/?action=d&id=1455164929353597133198020415>

Remove link: <http://depot.fichaux.fr/www/?action=r&id=1455164929353597133198020415&removeid=3568010769952598460802792096>

**Upload a new file**