

Logging into the FTP site

You will need access to the Internet. If you have to go through a firewall, you will need to verify with your IT department that Port 22 is open. Open up an internet browser (MS Explorer, Google Chrome, Safari) and go to the Signature site: <https://us-signature-ftp.biomet.com> (Fig. 1).

Note: Your screen may vary depending on your internet browser or computer operating system.

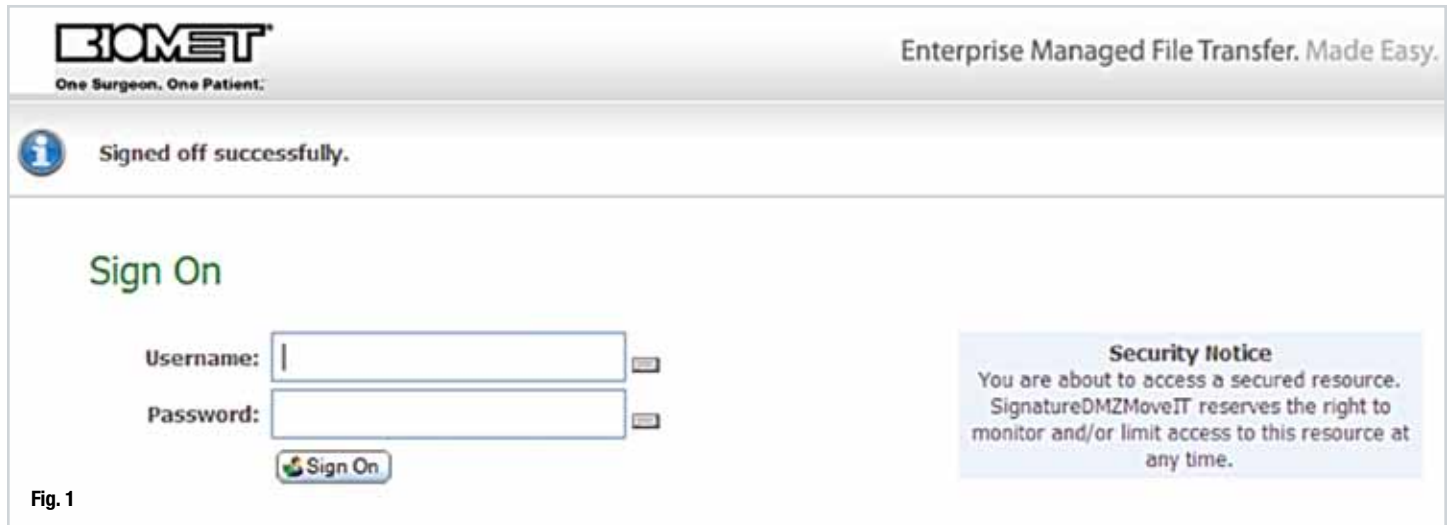


Fig. 1

Biomet Microfixation will provide you with a username and password. If you have not been provided with login credentials please call the HTR hotline 904.741.9242 to request a username and password assignment or with any questions. After you have entered your credentials you will be logged into your Home Folder on the Biomet server (Fig. 2).

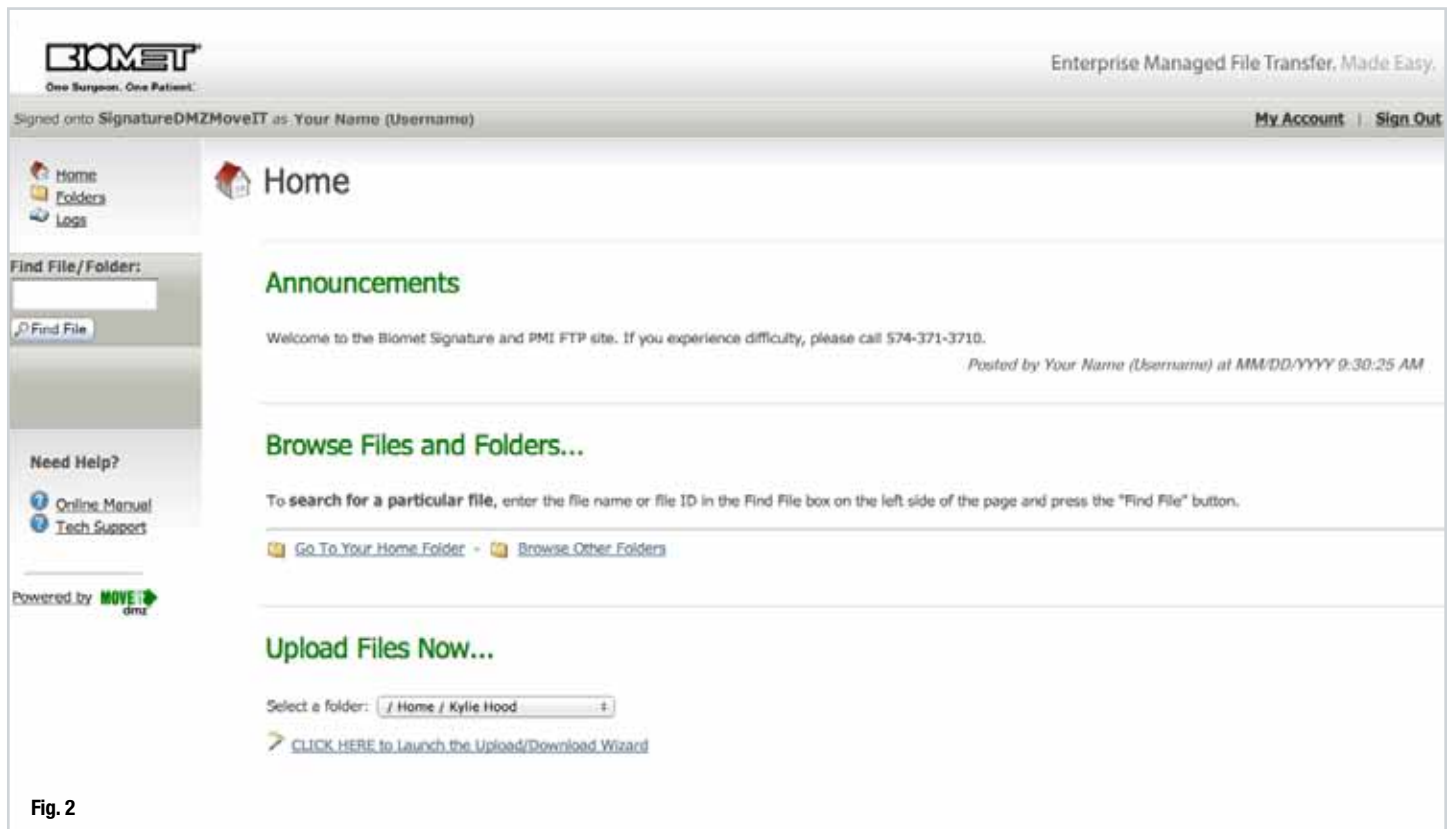


Fig. 2

Active X/Java Download

The first time you login to <https://us-signature-ftp.biomet.com> you may be asked to **Install the Upload/Download Wizard (Java)** (Fig. 3). Internet Explorer user may see **Install the Upload/Download Wizard (Active X)** with an additional option for **Java version**. Please select or click “Java Version.” If not asked to download Java or Active X, please skip to the “Getting Started-Uploading Files” below.



Fig. 3

If prompted, select the link to **Install the Upload/Download Wizard**. Internet Explorer will prompt you to click “RUN” on the pop up applet window (Fig. 4).

NOTE: You might have to unblock your Pop-Up blockers. Depending on your, you may be asked to accept an Add-On MOVEit DMZ Upload/Download Wizard from Ipswitch, Inc. Please click to accept.

NOTE: Installing and using the Upload Wizard will allow you to upload multiple files. Without Upload Wizard, you are limited to uploading one file at a time.



Fig. 4

Getting Started - Uploading Files

Scroll down to the “Upload Files Now” section. Click the “Launch the Upload/Download Wizard link (Fig. 5). This will activate or open the MOVEit Upload Wizard pop-up interface.



Fig. 5

Once the MOVEit Upload Wizard pop-up interface appear, click “Add Folder” to access your files. Select the folder containing your files and click “Open”. You can also use the “Add File” button to select by files (Fig. 6).

NOTE: Select multiple files by holding down the CTRL key and simultaneously select the files that you want to upload.

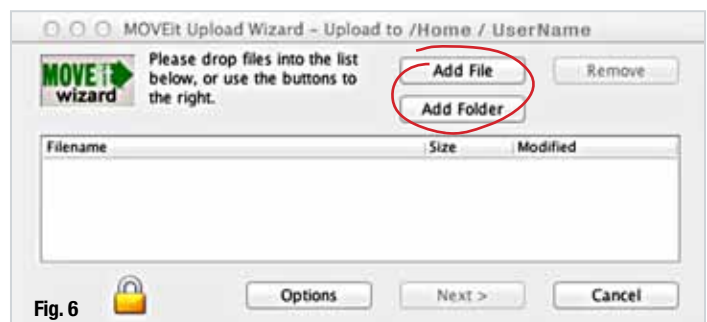
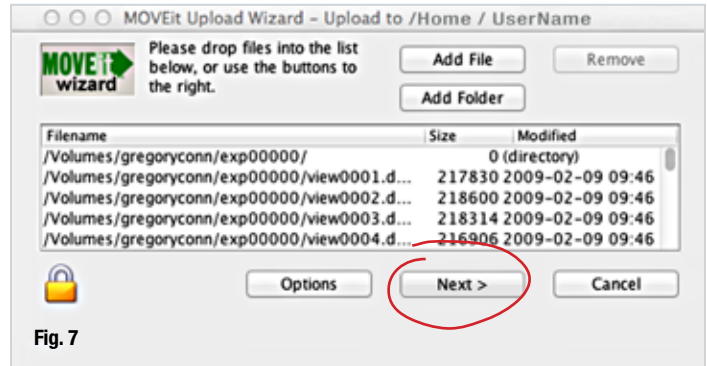
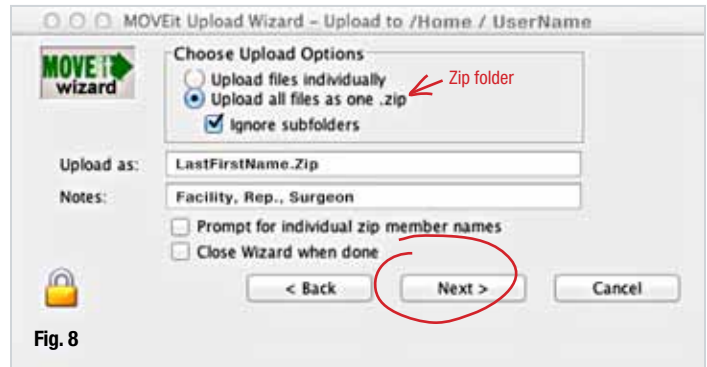


Fig. 6

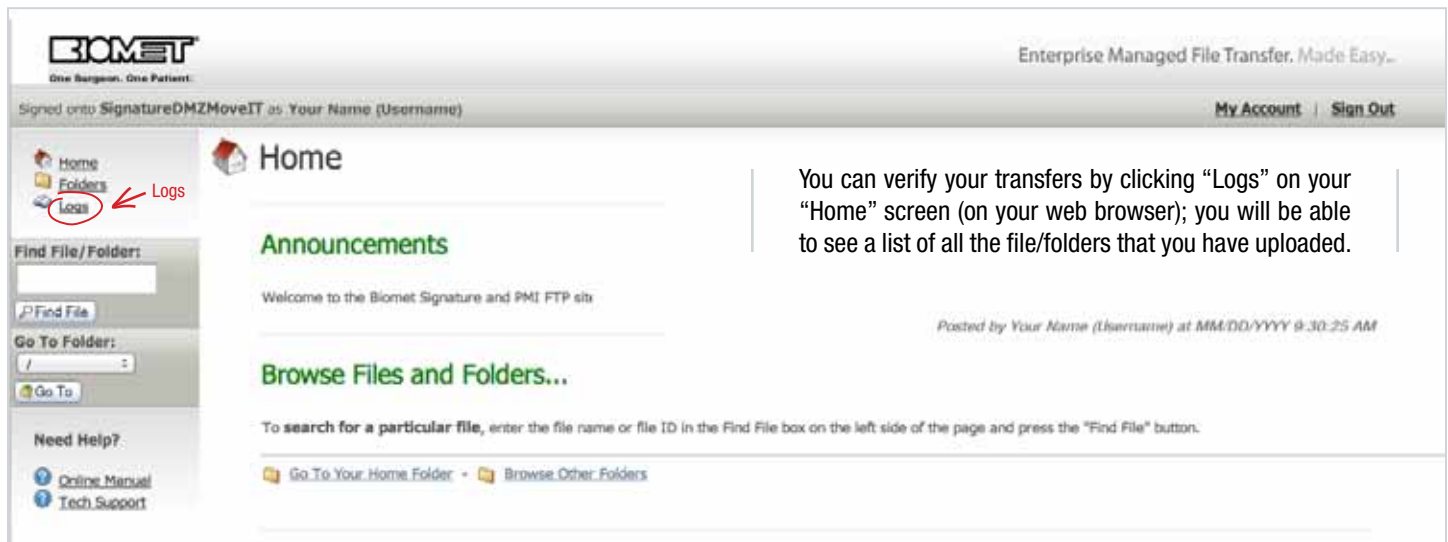
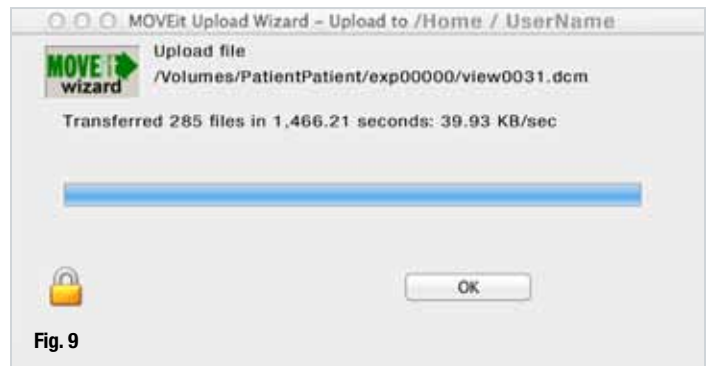
All selected files will appear in the file window on the MOVEit Upload Wizard interface (Fig. 7). Click “Next” to proceed.



Finalize Uploads by selecting “Upload all files as one .zip.” Fill-in the needed information to identify your uploaded folder. Put Last Name/First Name (as one word) under “Upload as” and Facility, Representative, and Surgeon in “Notes” (Fig. 8).



Click “Next” to upload the folder/files. An indicator interface will appear showing upload progress (Fig. 9). Click “Ok” to confirm and finalize the uploading process.



You can verify your transfers by clicking “Logs” on your “Home” screen (on your web browser); you will be able to see a list of all the file/folders that you have uploaded.