



IRCF UPLOAD CENTER USER GUIDE



REVISION 1.0

JUNE 2009




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1 Go to this URL (click on URL): <http://www.ircf.org/uploadfile.php>

On the main page select “Main Directory”, then slide down to “Upload Center” and select.

The screenshot shows the IRCF website interface. At the top, the IRCF logo is on the left, and the navigation menu includes Home, Main Directory, News & Events, Supported Programs, Field Volunteer, Give, and Shop. The 'Main Directory' menu is open, with 'Upload Center' highlighted in green. A red arrow points to this option. Below the navigation, the 'About the IRCF' section is visible. The main content area features a 'Featured News Item' titled 'Fungus devastates chicken frog', a 'The Journal' section, and 'UPDATES AND NEWS' including 'Relief Over Blues Protection' and 'IRCF on the Move'. At the bottom, there is a 'Reptiles & Amphibians' section with a grid of images of various reptiles and amphibians.

- 2 On the Upload Center's main page, fill out the form. Then type the Security Verification Code in the box provided to its right. Click Save information to continue to the upload section.



International Reptile Conservation Foundation

Home Main Directory News & Events Supported Programs Field Volunteer Give Shop

File Upload Center

Using this service, a personalized folder is created on our server using 'your name' and is the location where your submission is temporarily stored. If you are unable to upload all the submissions during one session and plan to upload others at a later date, please fill out the form using the same name (Your Name). If you are making more than one feature submission, please use a modified name to ensure the submission is in a unique folder.

Contact and File Information

Please enter your Contact Information, File Description and Security Code in the boxes provided. (* = mandatory field).

Upon completion, press "Save information and continue to Upload files".
The next page will walk you through uploading your files and exiting the system.
You will receive a confirmation email stating that your files have been received.

Name * :


Company :

Phone # :

Email * :

Submission :


Details : Please provide additional information about the files you are sending.

Security * :  [Get a new Code](#)

[Save information and continue to Upload files](#)

The Journal

The IRCF publishes the quarterly journal **Reptiles & Amphibians Conservation and Natural History**. The journal's distribution is to its membership, contributors, reference libraries and other institutions. The journal brings you the latest news to keep you informed.



[SUBSCRIBE TODAY](#)

3 Main Upload Screen Shot.

Please take a moment to read the information provided on this page before uploading submissions.

International Reptile Conservation Foundation

Home Main Directory News & Events Supported Programs Field Volunteer Give Shop

File Upload Center

1. To select your upload files, click the "Browse" button below.
2. A file manager will appear. Navigate to locate your file(s).
3. If you will be selecting more than one file, hold down the 'command' key on a Mac or the 'control' key on a PC.
4. You may select up to 10 files per upload. *
5. Click the 'Upload' button.


- A progress meter will appear during upload to show file(s) upload progress.
- When the upload is complete the filenames are listed above the 'Browse' button.
- * **If you have more files to upload**, click 'Browse' again and repeat the process selecting another 10 files.
- When all the files have been upload, click 'Exit System'.
 - Exiting prompts the system to send two emails, one confirming your upload is complete, and another to IRCF notifying us the files are on the server.
- **FILE NAMES CANNOT HAVE THE FOLLOWING CHARACTERS: / * ' " }]**

If you encounter any problems uploading please [EMAIL US](#) for assistance.

IRCF File Upload Center - File Listing

The Journal

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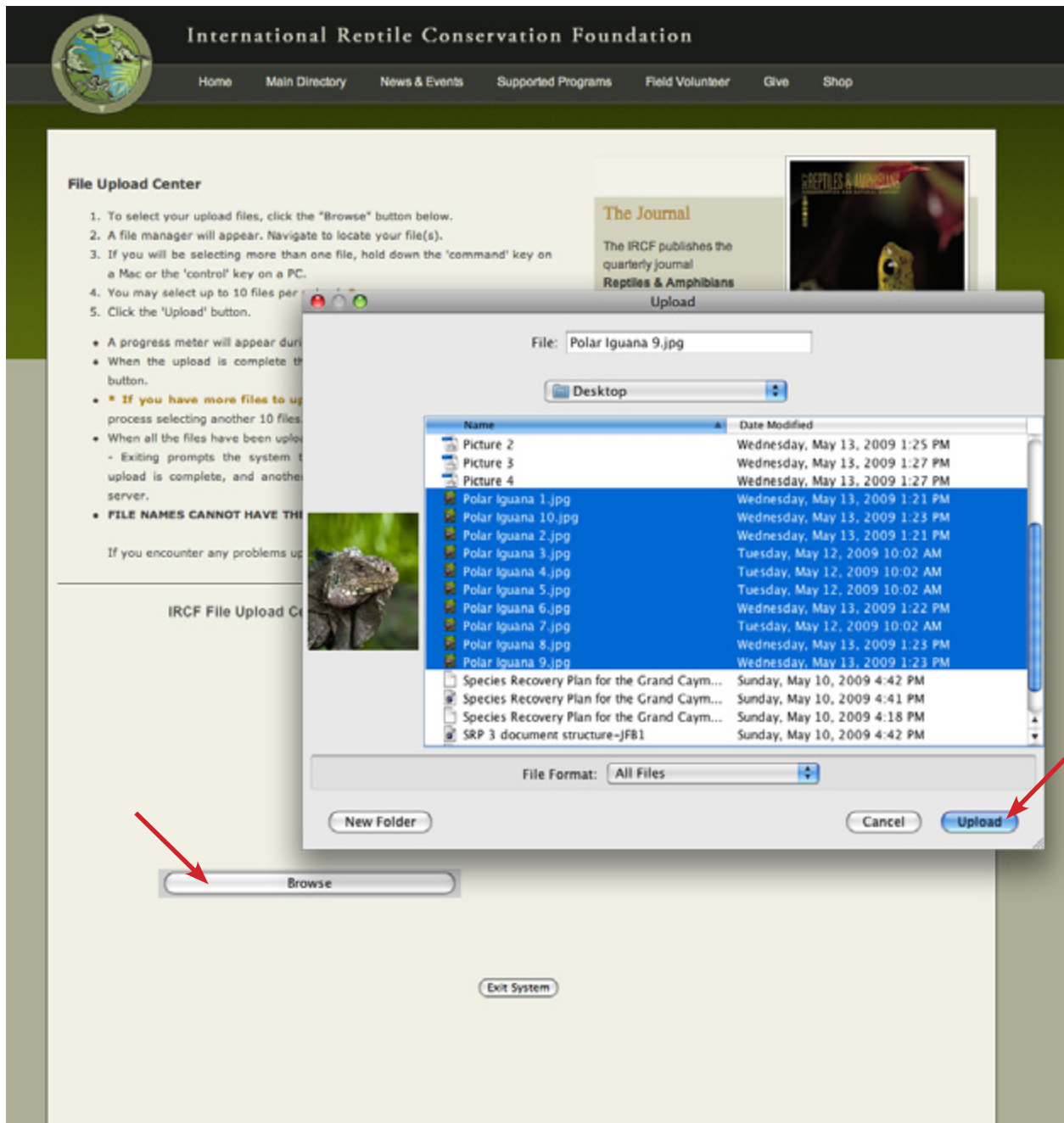
SUBSCRIBE TODAY

Note.

Windows systems: Before the Main Upload page loads, your system may need to install a small program named 'J2SE Runtime Environment Update'. The update is required for the upload functions to operate. Installation takes a few moments. Click 'Yes' to install. When the update is complete, a 'Warning - Security' popup will appear indicating the application's digital signature has been verified, and asks if you want to run the application. Click 'Run'.

Mac Systems: It is not uncommon to receive a popup dialog box for the Java application when loading this page. Just select "Allow" or "OK to Continue".

4 To select your upload files click the 'Browse' button. A file manager will appear (Mac shown). Navigate to your submission folder. Validate your files do not contain any illegal characters. Holding down the 'command' key on a Mac or 'control' key on a PC, select up to 10 files. Click the 'Upload' button.



- 5 An upload progress meter is shown while the files upload.

The screenshot shows the website for the International Reptile Conservation Foundation. The header includes the organization's logo and navigation links: Home, Main Directory, News & Events, Supported Programs, Field Volunteer, Give, and Shop. The main content area is titled "File Upload Center" and contains a list of instructions for uploading files. A "Browse" button is visible below the instructions. To the right, there is a section for "The Journal" with a cover image of a frog and a "SUBSCRIBE TODAY" button. Overlaid on the bottom right of the page is a "Upload in Progress" dialog box. The dialog box displays the following information: "Upload: Polar Iguana 3.jpg (4 of 10)", "Status: 1140KB of 37MB", "Time Elapsed: 00:00:12", and "Time Left: 00:06:08 (at 94KB/s)". A progress bar shows 3% completion, and there is a "Cancel" button. A red arrow points to the "Cancel" button.

International Reptile Conservation Foundation

Home Main Directory News & Events Supported Programs Field Volunteer Give Shop

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If you encounter any problems uploading please EMAIL US for assistance.

IRCF File Upload Center - File Listing

Browse

Exit System

The Journal

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Upload in Progress

Upload: Polar Iguana 3.jpg (4 of 10)
Status: 1140KB of 37MB
Time Elapsed: 00:00:12
Time Left: 00:06:08 (at 94KB/s)

3% **Cancel**

- 6 When the upload is complete, the filenames are listed above the 'Browse' button. If you have more files to upload, click 'Browse' again and repeat the process selecting another 10 files.

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Files Uploaded

- Polar Iguana 4.jpg
- Polar Iguana 9.jpg
- Polar Iguana 2.jpg
- Polar Iguana 5.jpg
- Polar Iguana 10.jpg
- Polar Iguana 7.jpg
- Polar Iguana 1.jpg
- Polar Iguana 6.jpg
- Polar Iguana 8.jpg
- Polar Iguana 3.jpg

Browse

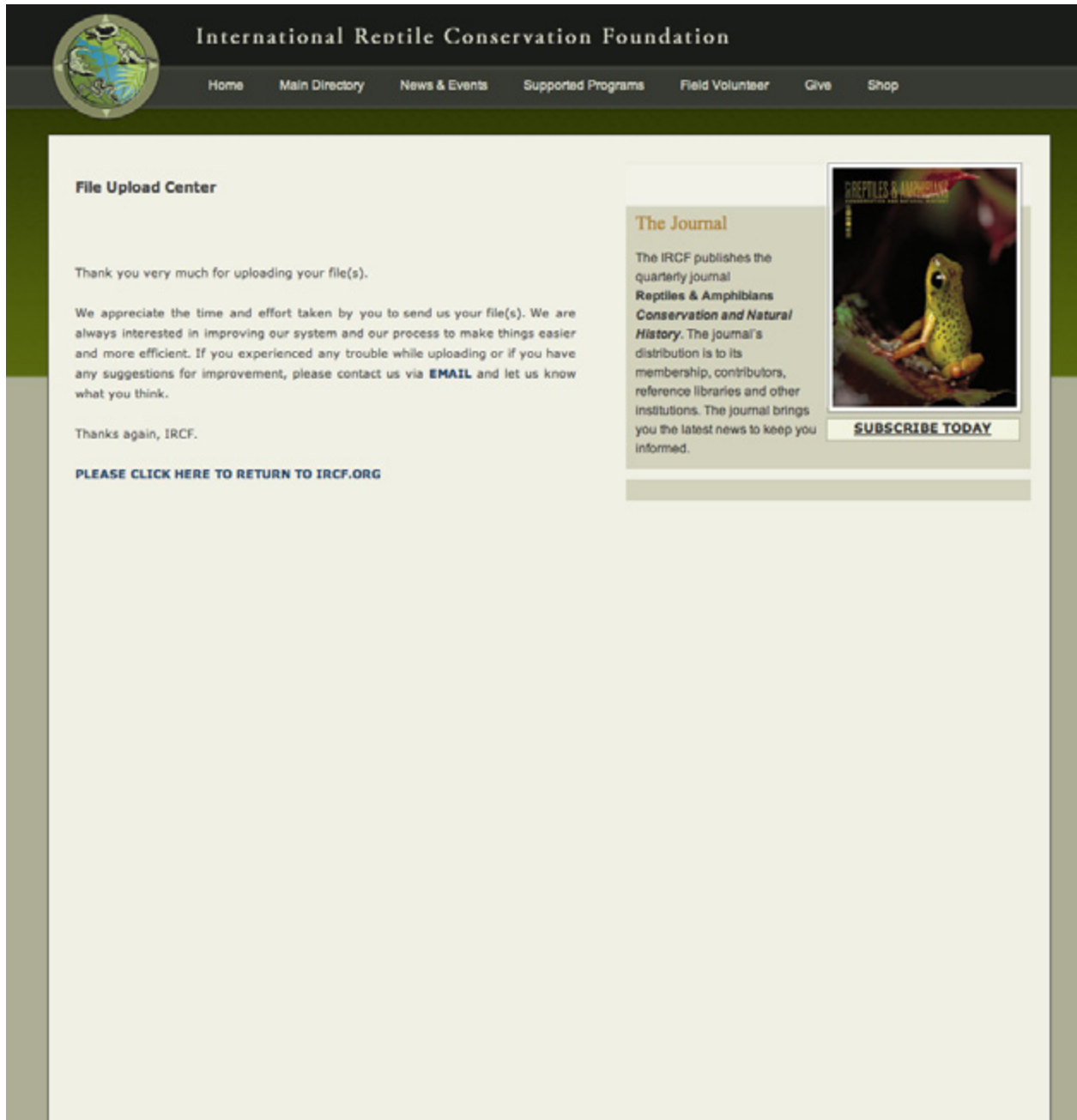
Exit System

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SUBSCRIBE TODAY

7 When all the files have been uploaded, click on 'Exit System'. Exiting prompts the system to send two emails, one confirming your upload is complete, and another to IRCF notifying us that the files are on the server. If you encounter problems uploading, please contact John at JFB@IRCF.org for assistance.



The screenshot shows the website's header with the logo and navigation menu. The main content area is titled 'File Upload Center' and contains a thank-you message, a paragraph of appreciation, and a link to return to the IRCF.org website. To the right, there is a promotional box for 'The Journal' featuring a frog and a 'SUBSCRIBE TODAY' button.

International Reptile Conservation Foundation

Home Main Directory News & Events Supported Programs Field Volunteer Give Shop

File Upload Center

Thank you very much for uploading your file(s).


We appreciate the time and effort taken by you to send us your file(s). We are always interested in improving our system and our process to make things easier and more efficient. If you experienced any trouble while uploading or if you have any suggestions for improvement, please contact us via **EMAIL** and let us know what you think.

Thanks again, IRCF.

[PLEASE CLICK HERE TO RETURN TO IRCF.ORG](#)

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SUBSCRIBE TODAY