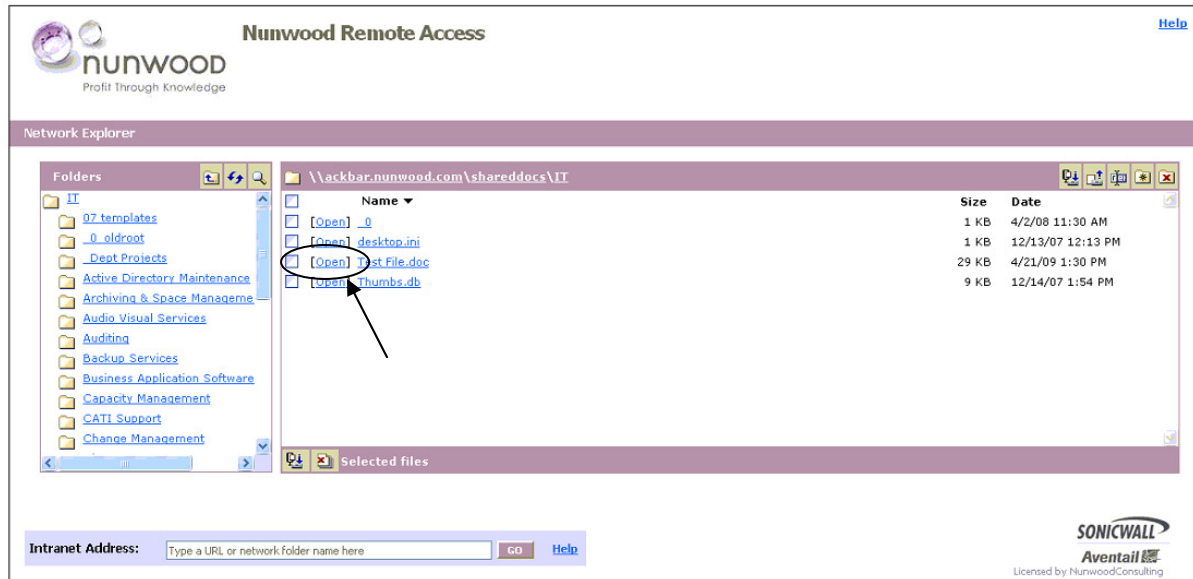


Connect to the Aventail device as per normal using your own username and password

When at the main screen browse to the folder location containing the file you wish to amend

To open the file you wish to amend click on the 'open' link to the left of the filename, shown below



Open the document when prompted, do not select save

Update and or change what is required on the file

When you are ready to save the new version up to the network first save a copy on your local computer – try and use a folder on the C drive, e.g. C:\Temp or C:\Work

To upload the new version of the file back into the same folder on the network click on the 'upload file' icon, shown below

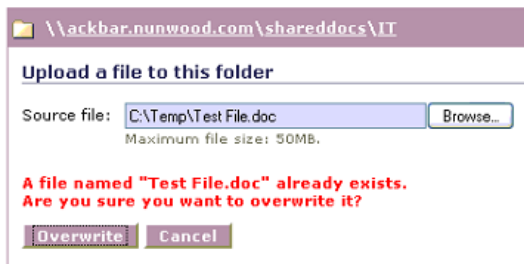


You will then see the following screen on which you need to press the 'Browse' button, shown below



Locate your new file recently saved and click on the 'Open' button

Now click on the 'Upload' button and you will see the following warning



If you are sure you want to upload the new version of the file click on the 'Overwrite' button

The upload will take a short time dependant on the size of the file being uploaded and also the link speed you have on your remote connection