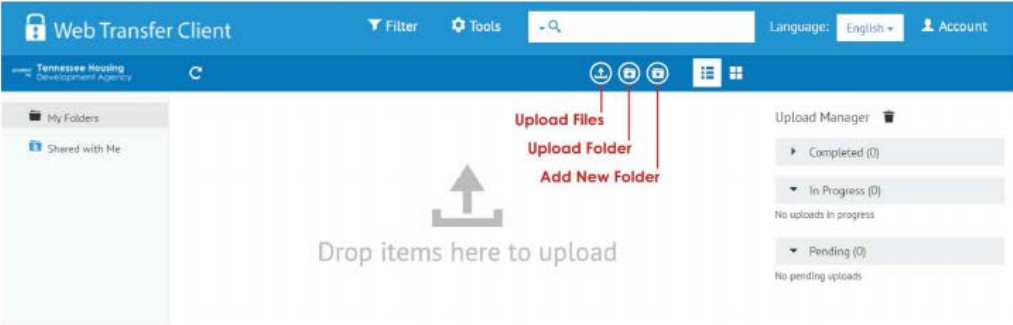


WEB TRANSFER CLIENT (“EDT”) INSTRUCTIONS AND TIPS

- **Use Google Chrome as opposed to Internet Explorer** <<https://www.google.com/chrome/>>
 - Chrome is the preferred internet browser for the EDT system; Internet Explorer may cause the system to not fully load or load improperly
 - Some functions, such a full folder upload, are not available in Internet Explorer
- **Make sure you log out of EDT as opposed to just closing the browser window**
 - This will allow you to fully end your session and avoid a possible lockout situation.

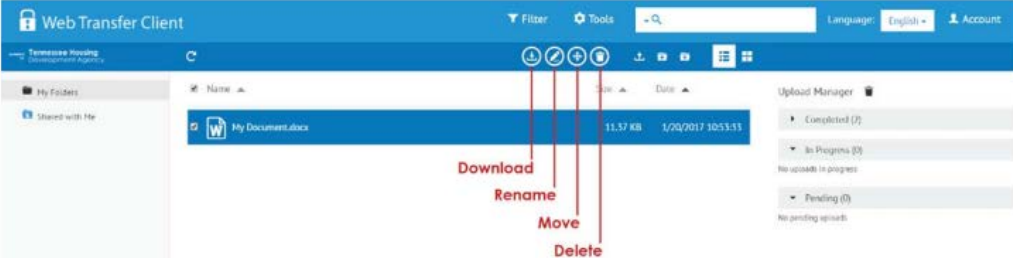
Uploading Files & Folders

1. Select the **Upload Files** button to upload single or multiple files.
2. Select the **Upload Folder** button to upload entire folders.
3. Or, **Drag and Drop** files or folders into the window to upload.



To Download or Modify Files & Folders

1. Select the **Download** button to download files or folders.
2. Select **Rename** to rename files or folders.
3. Select **Move** to change the location of a file or folder.
4. Select **Delete** to permanently delete a file or folder.



IF YOU GET LOCKED OUT:

- **Clear your cache**
 - This should allow you to remove any old passwords that may be stored so that you are not locked out of the system
 - Here’s how:
<<https://support.google.com/accounts/answer/32050?co=GENIE.Platform%3DDesktop&hl=en>>
 - Contact your Coordinator at THDA if you need your password reset or need technical assistance.