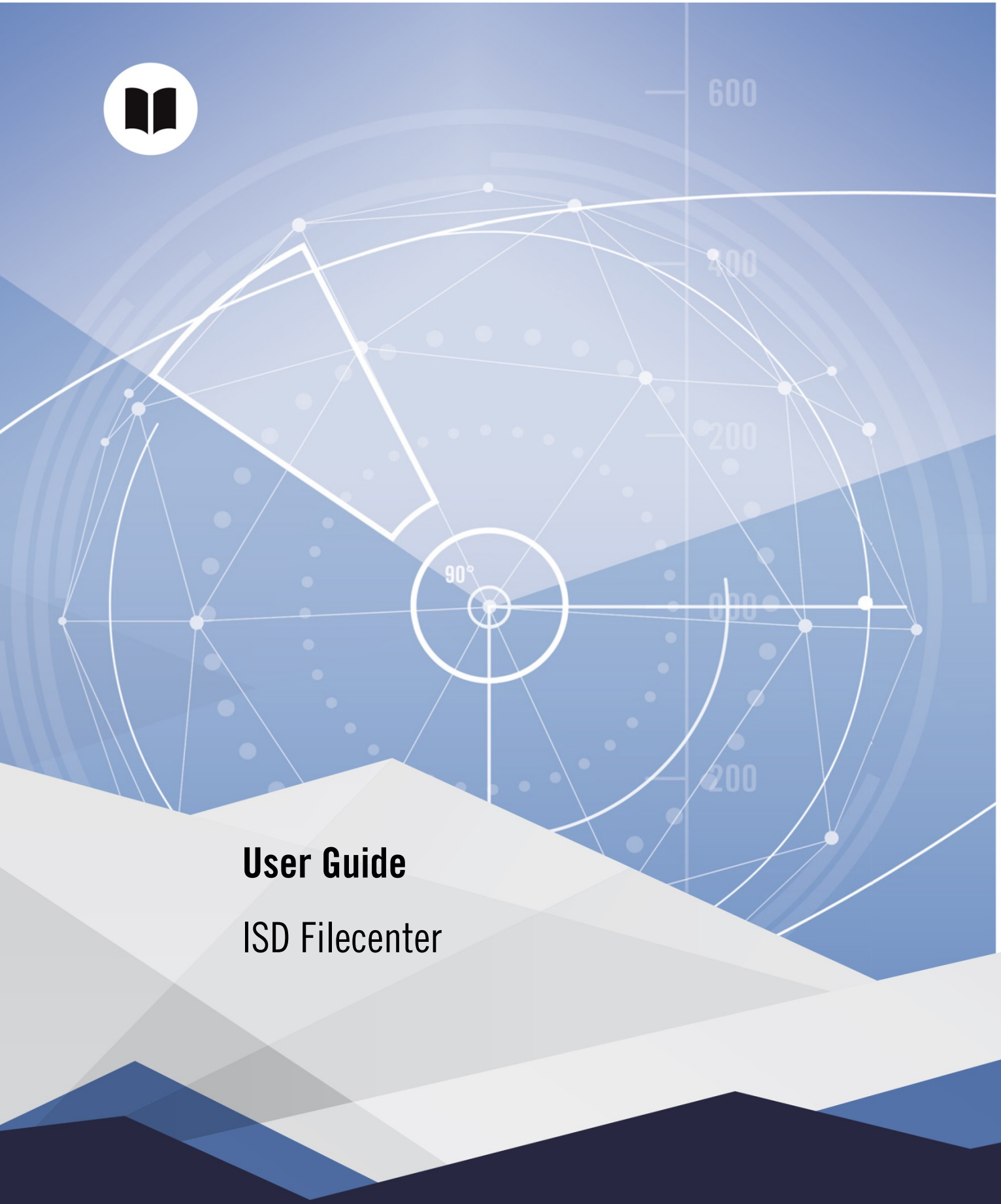

User Guide

ISD Filecenter

isdgroup.com

THE WORLD OF CAD AND PDM SOLUTIONS

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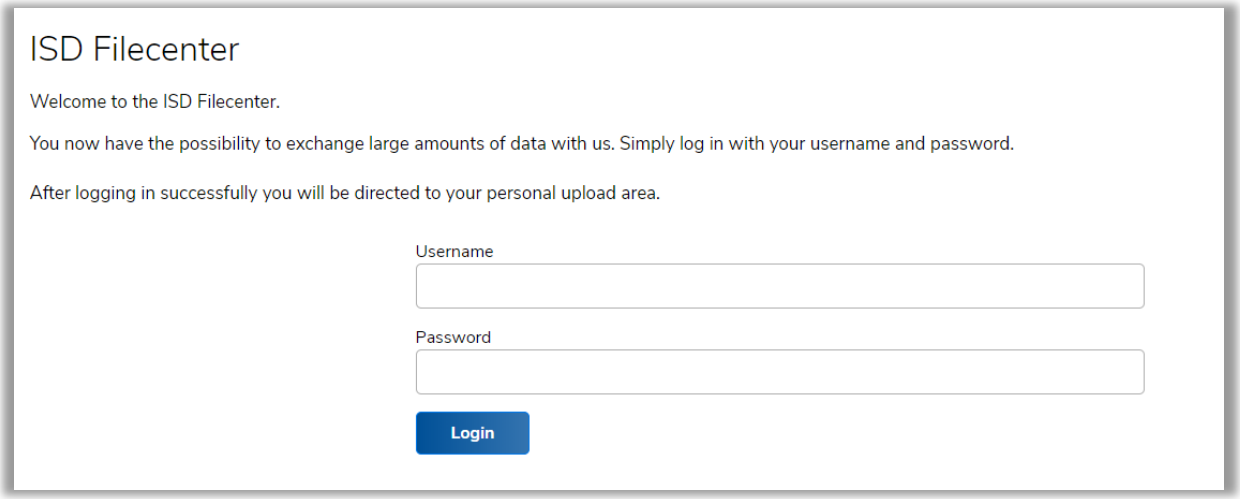
1 ISD Filecenter

1.1 Login

If you have not been logged into your ISD account yet, the following Login page will be displayed. For the Login on filecenter.isdgroup.com you use the same access data as for the ISD account. If you have already logged into another ISD application, you will be automatically redirected to the overview page in the Filecenter.

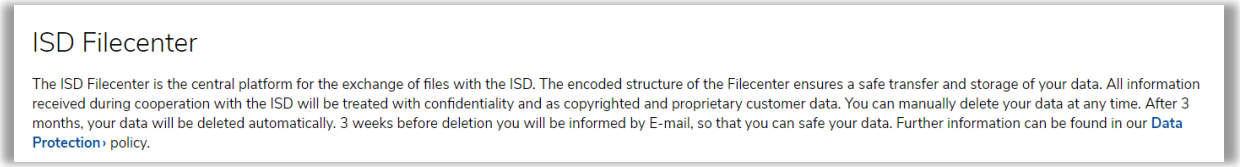


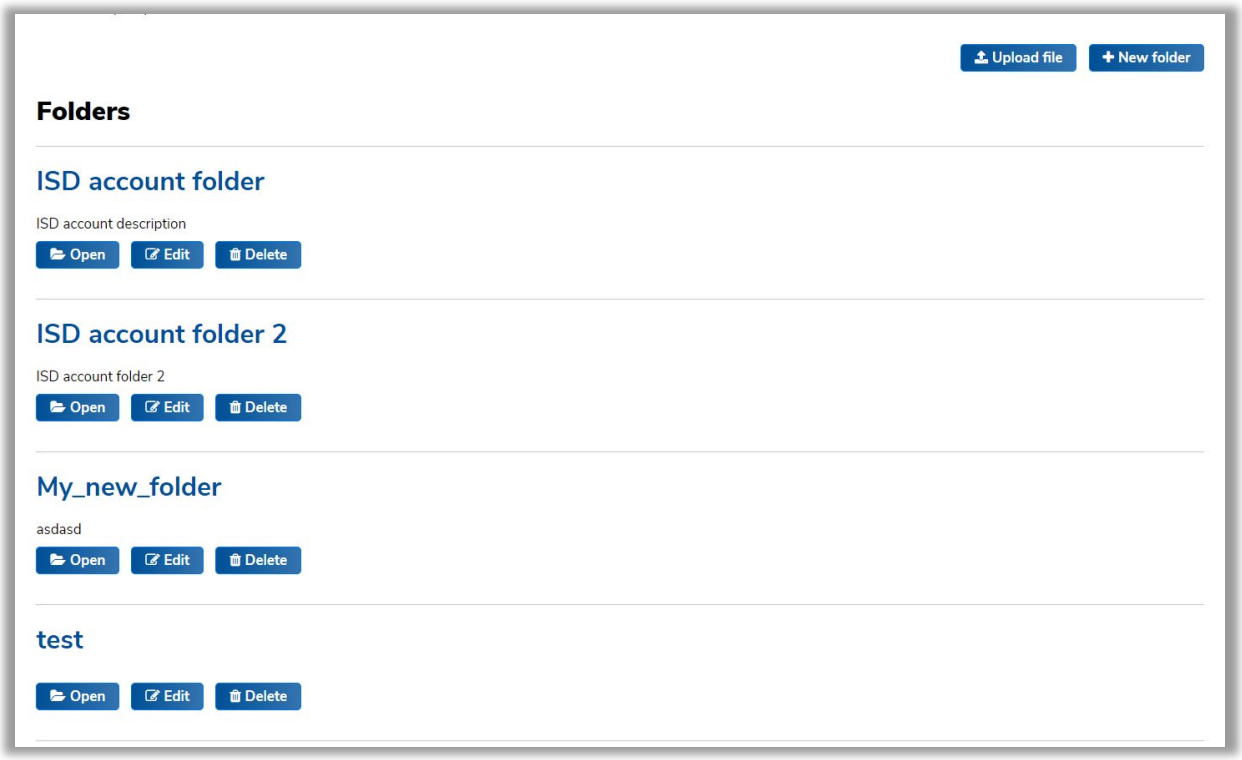
1.2 Start page

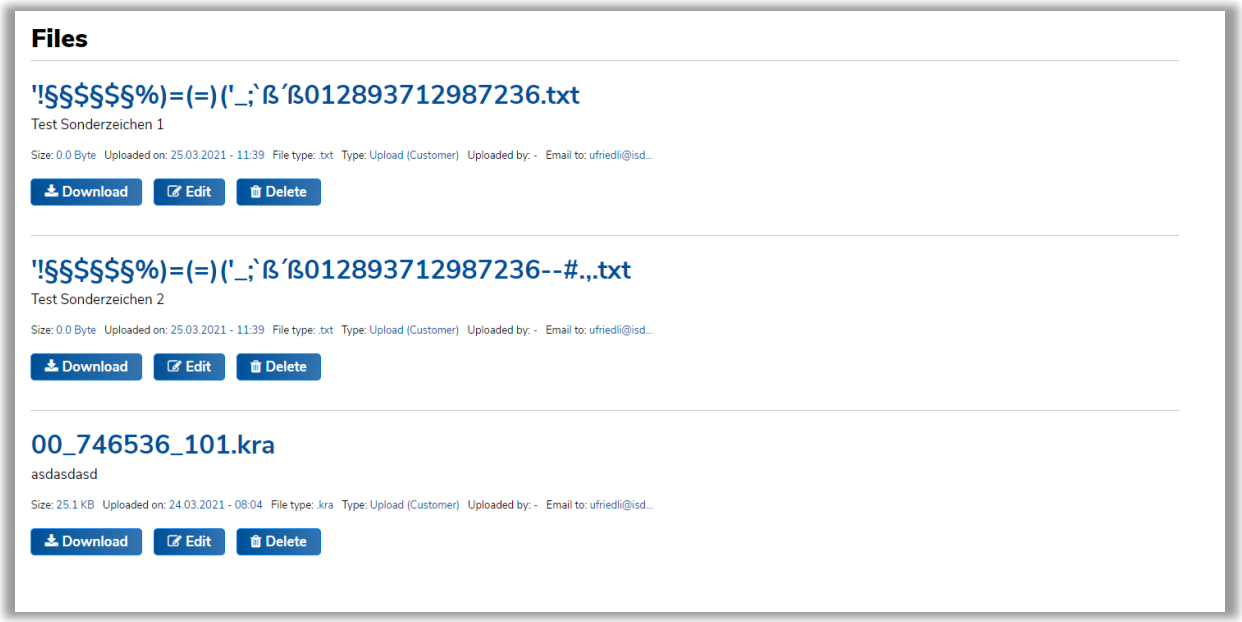
After successful login, the customer will be redirected to the overview page in his/her customer area. The overview page in the customer area consists of the following sub-areas:

1. All folders
2. All files

On the overview page, all folders and files that have been created in this customer area are visible. The files and the folders are visible for all persons of a company, provided that they have been assigned to the customer group.

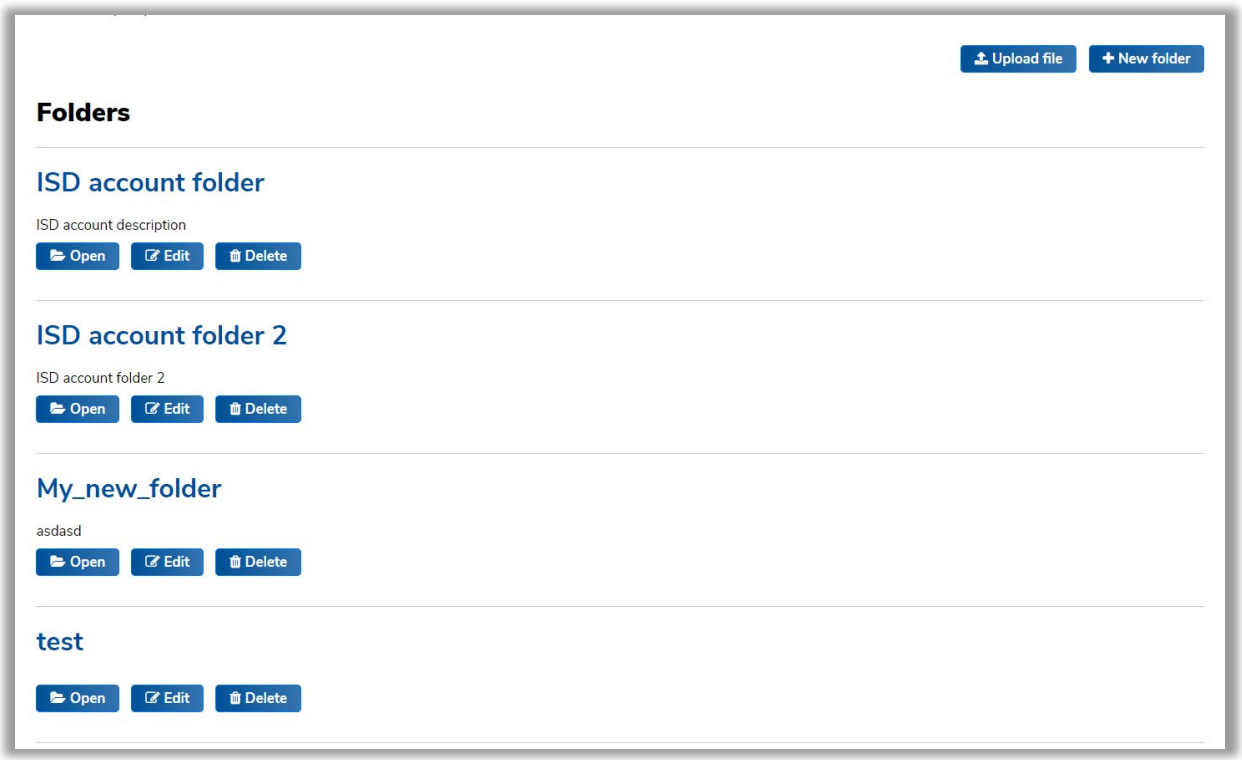


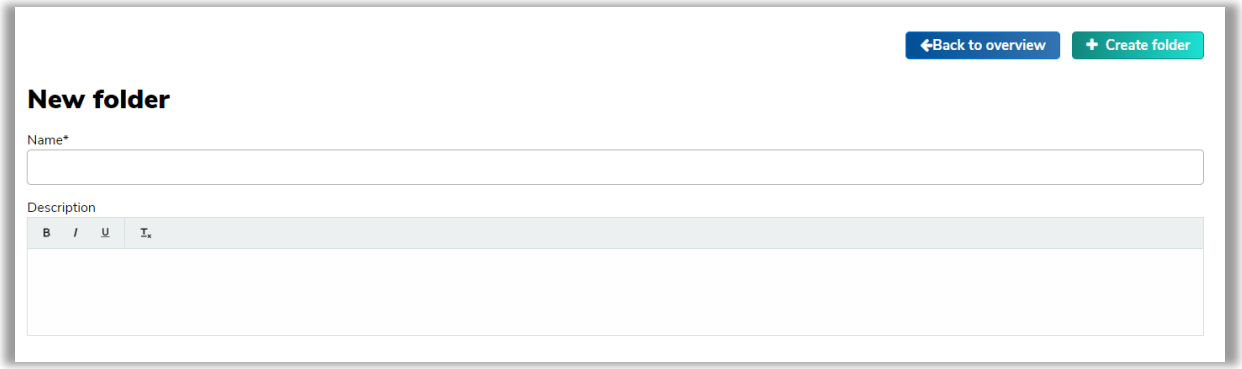




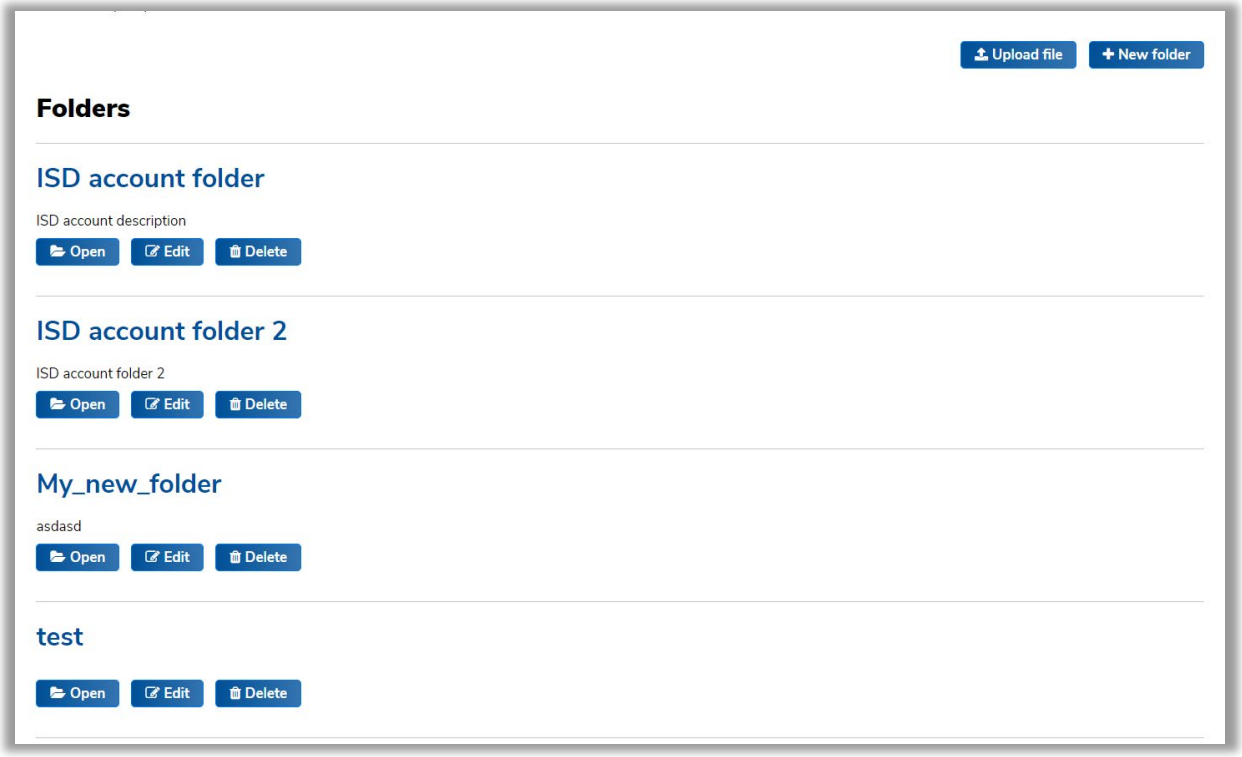
1.3 Folders

New folders can be created via the “New Folder” button at the top right. Click the button and, in the next window, enter a name and a description.

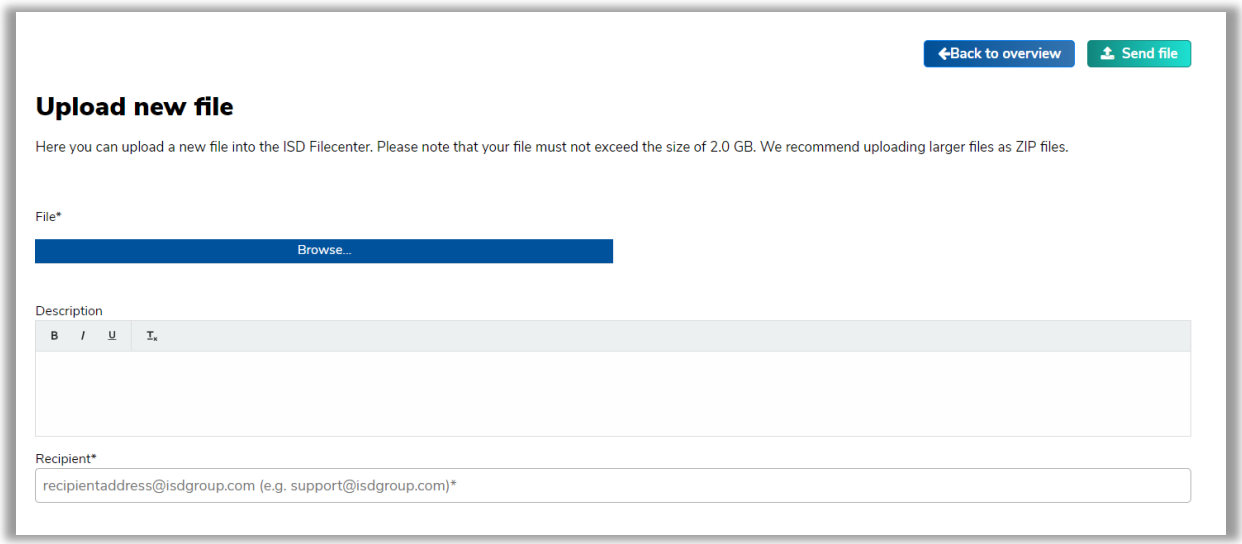




The uploading of files takes place via the “Upload File” button at the top right. When you click the button, you can upload a new file via a file selection dialogue.



You can add an optional description. A progress bar shows you whether the file has been completely uploaded. Enter the ISD Receiver address and click on “Send File” to complete the upload.



You can only download one file with a maximum size of 2 GB at a time. Each customer account has a maximum storage capacity of 5GB.

Files with the same name can be uploaded multiple times without overwriting the already existing files.

Clicking the file name or the “Download” button opens a new window with a temporary link (available for 1 hour) and a Download button. Both options will start the download. To delete the file, click the same-named button. The deletion will only be started after your confirmation.

1.5 Automatic file clean-up

The Filecenter has an automatic clean-up function that automatically deletes old files from the system after 12 weeks.

3 weeks before deletion the customer will receive an appropriate message by E-mail, so that he/she has enough time to download the file before its deletion.

1.6 Logout

After successful logout the user will be automatically redirected to the ISD homepage.

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