

DEXcenter V5.2 User Quick Reference Guide

Access DEXcenter

1. Enter User ID
2. Enter Password

Access Online Help

1. Select "Help"
2. Select "DEXcenter Documentation"
3. Select document of your choice

Transmit / Translate Data Using Profiles

1. Select "Create Session"
2. Enter Title (optional)
3. Select Files
 - a. Drag and drop
 - b. Browse from Local Disk
 - c. Select From Repository
4. Click "Next>" button
5. Select Recipients (left box)
6. Click "Add>" button
7. Select "Next>" button
8. Select "Submit" button

Transmit / Translate Data With Overrides

1. Select "Create Session"
2. Enter Title (optional)
3. Select Files
 - a. Drag and drop
 - b. Browse from Local Disk
 - c. Select From Repository
4. Click "[+]" to expand Optional Information
5. Add / Modify Optional Information items
6. Click "Next>" button
7. Select Recipients (left box)
8. Click "Add>" button
9. Click "[+]" to expand "Override Profile.."
10. Modify any Profile Preferences
11. Select "Next>" button
12. Select "Submit" button

Retrieve Files from Email

1. Click on URL in email
2. login to DEXcenter
3. Right Click on file to download and 'save target as'
4. Save File to desired location

Download Files

1. Select "My Sessions"
2. Click on desired session title
3. Right Click on file to download and 'save target as'
4. Save File to desired location

Remove Session(s)

1. Select "My Sessions"
2. Check box for Sessions to delete
3. Select "Delete" button
4. Select "OK" to confirm deletion

Create a Compressed File of a Session

1. Select "My Sessions"
2. Click on desired session title
3. Select "Compress" button
4. Select Files
5. Select "Tar" or "Zip"
6. Select "Compress" button
7. Right click compressed file to download

Resume Pending Session

1. Select "My Sessions"
2. Click on desired session title with status of "Pending"
3. Resolve issue
4. Select "Submit" button

Copy a Session

1. Select "My Sessions"
2. Click on desired session title
3. Select "Copy" button
4. Select Files
5. Select "Copy"
6. Complete normal "Create Session"

Edit the Member Profile

1. Select "My Profile"
2. Click "[+]" to expand any sections
3. Edit any parameters allowed
4. Select "Save" button