

Sothertons Adelaide

File Transfer Portal

Sothertons Adelaide is pleased to provide clients with an easy to use file transfer portal. The portal is secure and all electronic files are stored, maintained and backed up physically at Sothertons Adelaide.

In order to use the portal you will need login details which will be provided to you on request.

Please contact Sothertons Adelaide 08 8223 7311 or email your request to portal@sothertonsadelaide.com.au

Login

1. On the Sothertons Adelaide internet home page click 
2. You will be presented with a screen to enter your login details
3. Enter the login details which you have been provided. Click the "Login" button
4. You will be presented with a screen which is where file transfers and folder management can be done
5. You will note that the file "Guide to using Sothertons Adelaide Portal" is there in addition to any other files you have previously uploaded or downloaded

Upload (Send a file to Sothertons Adelaide)

6. To upload a file, in the bottom left corner of the screen, click 
7. You will be presented with a window, click the "Browse..." button
8. A new window will open. Here you will find the file that would like to send to Sothertons Adelaide
9. Once you have found the file that you wish to send, click the "Open" button, you will then return to the previous screen, click 
10. You should then see a screen "Upload Progress" which will remain open until the green bars reach 100%.
(Note: If the file you are sending is small you might not see the Upload progress window)
11. If you have additional files to send, repeat steps 7 – 10 above
12. When finished uploading files click the "Close" button to return to the main screen
13. You will now see the file you have uploaded sitting in the main screen and an automatic notification will be sent to your contact at Sothertons Adelaide for prompt attention

Download (Get a file from Sothertons Adelaide)

14. To download a file from the portal, first highlight the file in the list that you wish to download in the bottom left corner of the screen click 
15. You will then be given the option of whether you want to Open or Save the file - click "Save"
16. Dependent on your operating system, you will be given the choice to save the file in a chosen location. Note that some operating systems will save to a "Downloads" folder
17. If you wish to download additional files, repeat steps 14 – 16

Logout

18. For security, once you have finished file transfers please ensure that you click 

** More detailed instructions are available in the top right corner of the portal main screen by clicking

