

FILE SHARING SYSTEM

Caltrans has implemented a file sharing system (FSS). The FSS will enable a user to submit large data files, which usually cannot be sent through a single email. Caltrans requires the use of FSS to upload inertial profiler data files and reports.

Here are the step by step instructions on how the user can register for a FSS account:

- 1) User sends an email to smoothness@dot.ca.gov. In the email, the user provides their contact email address that they want to use with the FSS.
- 2) Approximately within three working days after receiving the user's email address, Caltrans will input the user's email address in the FSS.
- 3) User then receives an email from the FSS with a link named "Data Submittal Folder," to register for the FSS.
- 4) User clicks on the link and fills out the registration form.
- 5) Once the user completes the registration form and submits it, the user will receive a confirmation email to the registered email address.
- 6) The confirmation email will contain a link named "Sign in and access shared items."
- 7) The user clicks on the link and signs into the FSS with the ID and password that were created by the user earlier during the registration process.
- 8) The user now has the ability to upload files^b into the FSS (Data Submittal Folder).

A pdf file titled "FILR File Submittal Instructions"^a will be available in the Data Submittal Folder for download. This pdf document will serve as a guide on how to upload files into the FSS. The user should download the pdf file from the Data Submittal Folder for future reference.

Every time, immediately after the user has uploaded the inertial profiler data to the FSS, the user shall send a notification to the smoothness@dot.ca.gov electronic mailbox address with the names of the files submitted

As per the contract specifications, the user is still required to provide the project profile data files and reports separately to the Engineer.

If the user has any questions, the user can send an email with the questions to smoothness@dot.ca.gov.

- a. This document is for your information only. Caltrans does not own all or part of the FILR. It is a Novell product that is contracted for a temporary period.
- b. The contractor shall submit the data in a zip format and follow the file naming convention as outlined in the Caltrans