

PILOT WIREDRIVE CLIENT LINKS

INSTRUCTIONS

1) LOGGING IN

<http://pilotnyc.wiredrive.com/projects>

Staff has individual login credentials.

Freelancers use:

U: piloteditor

P: P!l0tdrive1

2) CREATING FOLDER

- Select "Projects">"My Projects"
- Select "00000_PILOT VISION"
- Click "+New" to create a new folder.
- Populate with the following info:

NAME: (CLIENT_JOBNAME_SIXDIGITDATE_TIME)

examples:

USA_CKB_MARATHON_051716_1230p

TBS_SEARCH_PARTY_050616_2p

LOCATION: 00000_PILOT VISION

If you need subfolders, be sure that you are working IN the correct folder, when you create a subfolder. You are not able to move folders once they are created.

3) UPLOADING FILES

- Navigate to the folder or subfolder you created.
- Click "UPLOAD" in the upper right corner.
- Drag and Drop your file(s) onto the icon. (Do not attempt to drop folders)
- Once 100% complete, the upload browser tab can be closed.
- *You may need to hit refresh on the original projects tab to see the files that were just uploaded.*

3) CREATING AND SENDING LINKS

- Navigate to the folder you would like to make a link to.
- Click “GET LINK” in the upper right corner.
- Settings should match the below screengrab. (Unless otherwise requested.)
- Click Create Link.
- Copy, Paste, Test & Send link to Creative Director.

