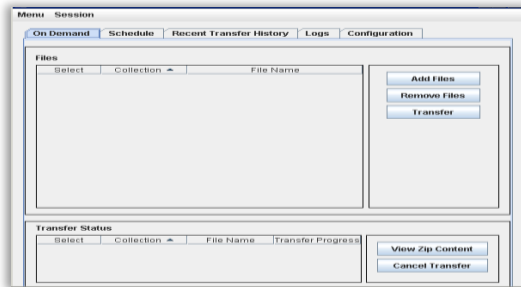


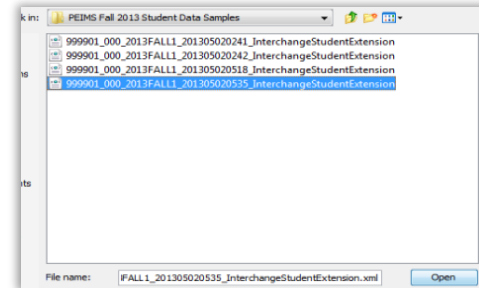
## Using the DTU To manually transfer files

1. Login to the locally installed DTU Application.

2. Once inside the TSDS DTU, select the On Demand tab and click Add Files.

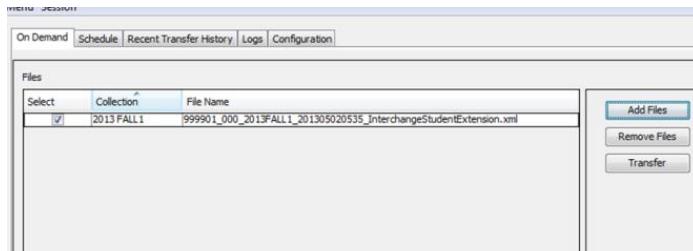


3. Browse to the file location and click Open.



## Transfer the Files

4. The file will be added to the Files section with a default checkmark. Select Transfer to initiate the file transfer.



5. The file has now moved to the Transfer Status area. A ZIP file has been created for each interchange collection. Review the Transfer Status column to verify that the files been successfully transferred.

