CPOS IFC Server Connection and Data Uploading Instruction.

1. Double click the “Computer” Icon on desktop

2. Go to “Tools” → Click “Map Network Drive…”

3. Type in “\192.168.10.210\HKU Portal ID”

4. DO NOT check “Reconnect at logon”

5. Key in Login ID → Password → OK

6. Click “Finish” on Map Network Drive panel

7. A network drive is mapped to your computer system

8. Right Click

   Disconnect Network drive from computer system

Transfer your data from D Drive to the Network drive:
Copy → Paste