



NAVFAC eCMS Guide

Uploading Large Files

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1 Background

eCMS is capable of handling file attachments up to 250 MB, however:

- Larger files inherently take longer to upload
- There are known issues with uploading files with a web browser (i.e., Firefox and Chrome) – with large files, the upload could “time out” and stop entirely
 - The timeout period is not controlled by NAVFAC (for contractor machines)
 - Your Internet connection speed, available Internet bandwidth, and the available bandwidth through the NAVFAC firewall (e.g., firewall “slowdowns”) could all impact attachment upload speed – which could determine if your web browser times out and stops the upload

It is good practice to upload more smaller attachments instead of a few large attachments

2 Large File Uploading Options

Alternatives for uploading large files to eCMS include:

1. Split the large file into two or more smaller files, then upload each smaller file individually (see **2.1 Splitting a File**)
2. Use WinZip or another compression utility to “compress” the file, then upload the (smaller) zipped file (see **2.2 Zipping a File (Compression)**)
3. As a **last resort**, utilize DODSafe to transfer the file to the COR to upload and attach to the eCMS object (see **2.3 Sending a File via DODSafe**)

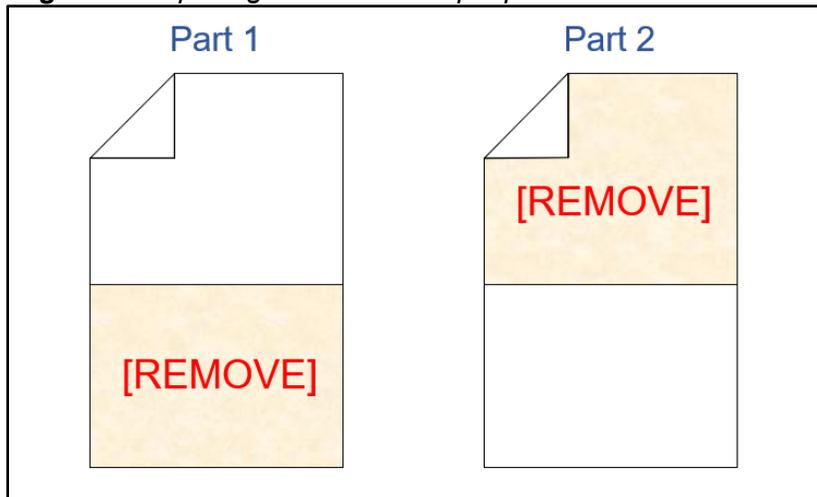
2.1 Splitting a File

Before making any alterations to the file you wish to upload **ensure you have backed up your original file!**

To split a file into multiple parts:

1. Make several copies of the file.
2. For each copy, append “Part 1”, “Part 2”, etc. to the filename
3. Open each file and delete the unneeded pieces (i.e., if you are splitting the file in half, delete the second half of the “Part 1” file and the first half of the “Part 2” file

Figure 1 – Splitting a file into multiple parts

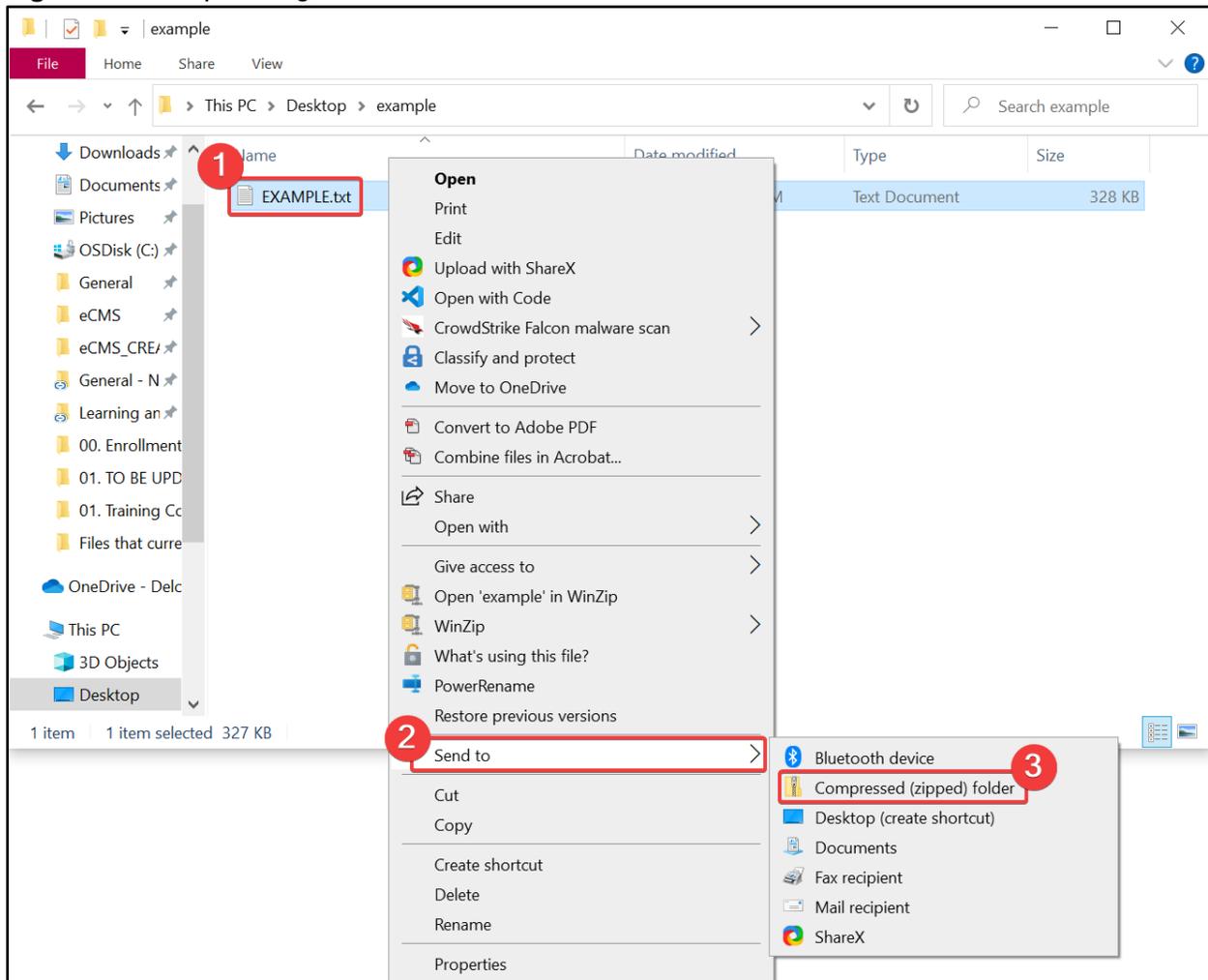


2.2 Zipping a File (Compression)

To compress a file:

1. Open Windows File Explorer
2. Navigate to the file you wish to compress
3. Follow the steps in **Figure 2**
 - a. Right click the file
 - b. Select “Send To”
 - c. Select “Compressed (Zipped) Folder”

Figure 2 – Compressing a file



2.3 Sending a File via DODSafe

To utilize DODSafe, Government and Contractor coordination is necessary:

1. **Government user** must use DODSafe (<https://safe.apps.mil>) to “Request a Drop-off” from the **Contractor user**
2. **Contractor user** must then upload file to DODSafe
3. **Government user** can then upload the file to eCMS in the proper location