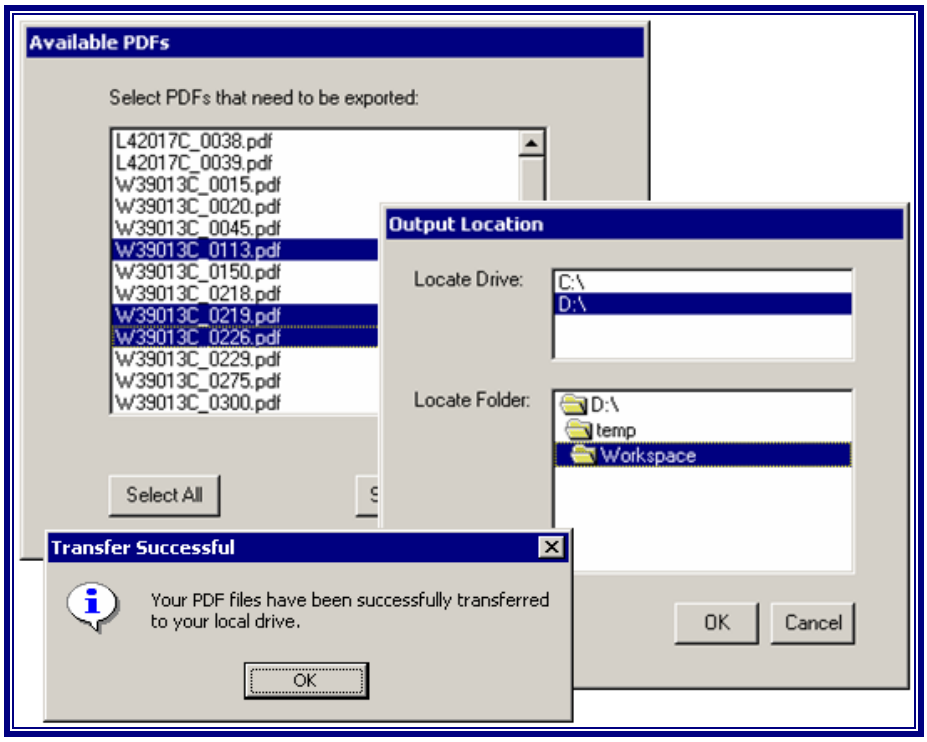
DFIRM Local Transfer
User Guide
FEMA DFIRM Production Tools
Version 4.0



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What is the DFIRM Local Transfer Toolbar?

DFIRM Local Transfer Toolbar consists of one tool, the ***Download PDF Tool***. The ***Download PDF Tool*** allows users to export or copy their PDF (Portable Document Format) image files from the Production drive (J:) on the MIP to their local drive. Exporting these images locally enables the user to print via their local print drivers or pass along their images via email with ease. Images can be exported individually or all at once.

DFIRM Local Transfer Toolbar

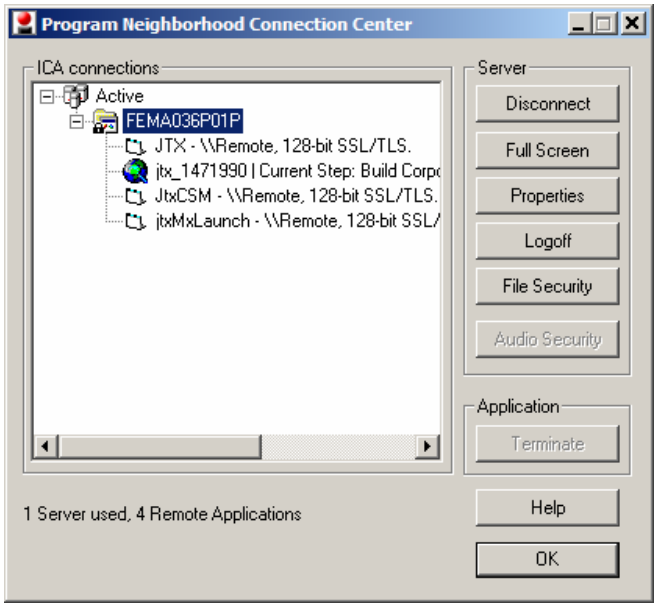
Once you have printed your selected panels to PDF, you can retrieve them and save them to a local drive or server using the ***Download PDF Tool***. You can print the PDF work maps to your local plotter, share them electronically, or store them in an archive.

Granting Access to the Citrix Server Application

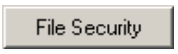
To ensure that your images are successfully transferred, verify that you have granted the Citrix server the correct permissions to your local drive with the following steps:

1. Double-click on the ***Program Neighborhood Connection Center*** icon on your local Taskbar. Your icon may look like this: .

2. Within the **Program Neighborhood Connection Center** dialog, select your FEMA###*##* server.

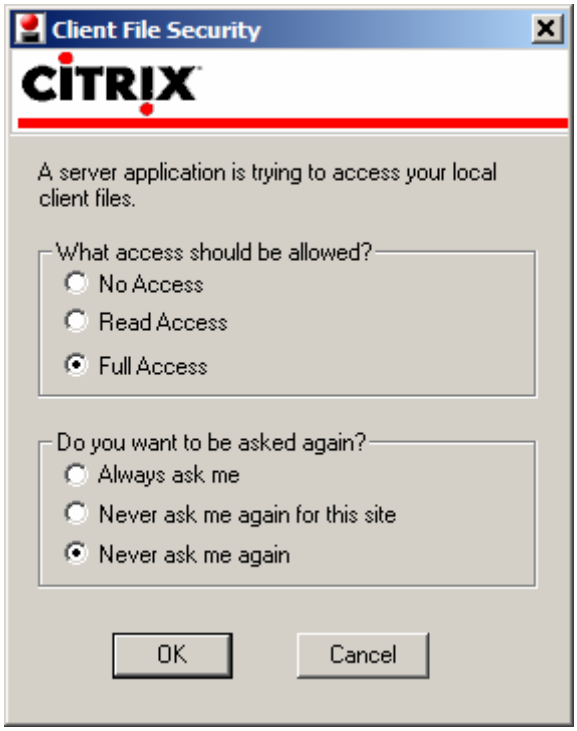


An example of the Program Neighborhood Connection Center dialog.

3. Click the *File Security* 

button.

4. Within the **Client File Security** dialog, select the *Full Access* option under the *What access should be allowed?* section if it is not already selected. The options under the *Do you want to be asked again?* section control the time frame in which the Citrix server application has access to your local drives. If you select the *Always ask me option*, the Citrix server application will only have access during this active session. Once you logoff, the access will be lost. The *Never ask me again for this site* and the *Never ask me again* options allow the Citrix server application to access your local drives whenever you are logged onto the Citrix server.



An example of the Client File Security dialog.

5. Click *OK* within the **Client File Security** dialog.

6. Click *OK* within the **Program Neighborhood Connection Center** dialog.

7. You may now proceed with downloading your PDFs to your local drive.

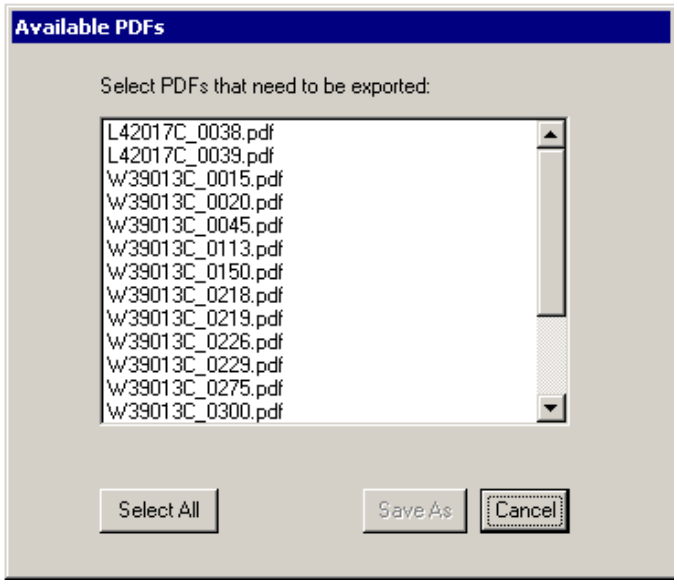
Download PDF Tool

The **PDF Export** tool allows users to download single or multiple PDF files. A prerequisite before exporting any PDF(s) is to initially create the PDF image file(s) via the tools on the **DFIRM Map Production Pro** toolbar, the **DFIRM Work Map Pro** toolbar, or the **DFIRM DFIT Pro** toolbar. The PDFs image files must be stored in the J:\FEMA\<Region>\<State>\<County>\<County> or <Community>\<FEMA Case Number>\Mapping\MappingOutputs\PDF folder.

Note: You must grant the Citrix server access to your local drives before you may use this tool.

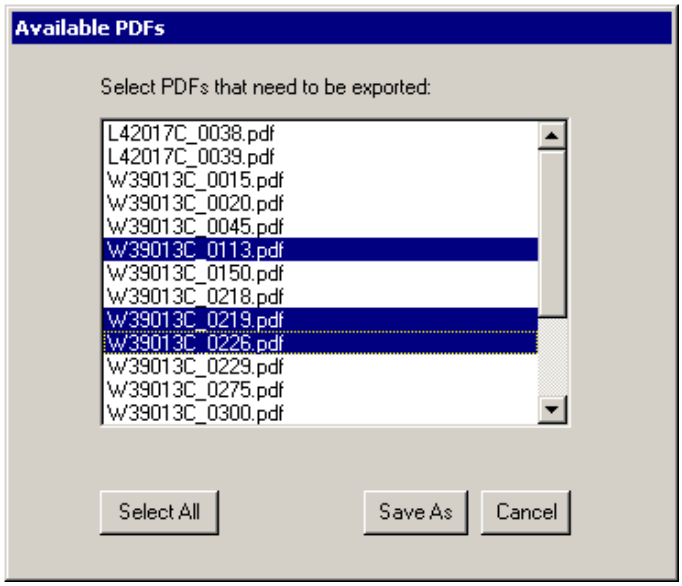
1. Click **Download PDF Tool**.

2. The PDF images that exist in the appropriate folder are shown in the ***Available PDFs*** dialog.



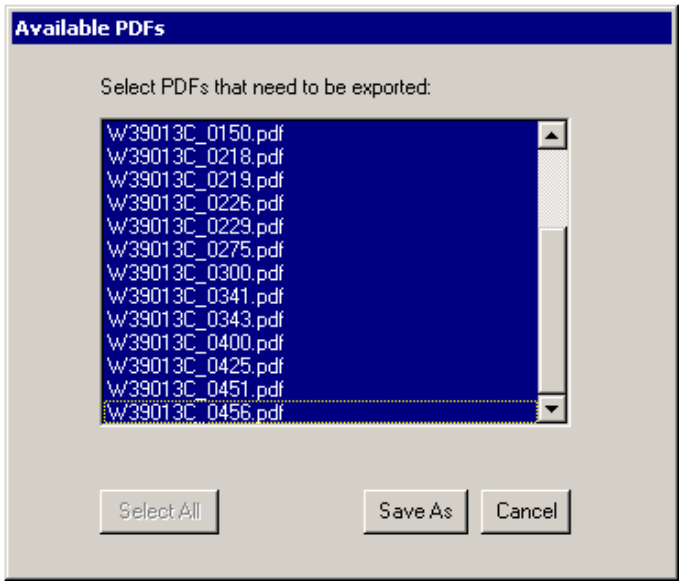
An example of the PDFs that are available for download.

3. Select the PDF file(s) of interest. Hold down the **Ctrl** key or **Shift** key to make multiple selections.



An example of the user selected PDFs.

If you wish to transfer all available PDF image files, click the *Select All* Select All button in the dialog.

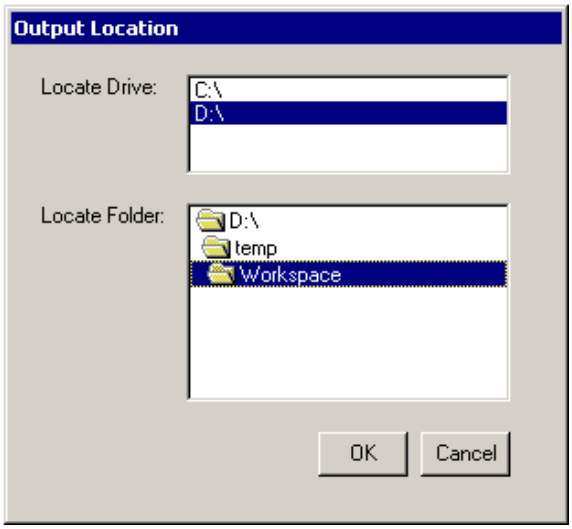


An example of all of the available PDFs selected.

If you wish to cancel the transfer process at this point, click the Cancel Cancel button in the dialog.

4. Click *Save As*.

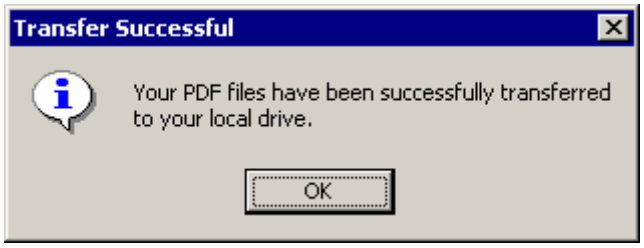
5. Within the ***Output Location*** dialog, navigate to the location on your local drive where you wish to save the files.



An example of a select folder on the local drive.

6. Click *OK*.

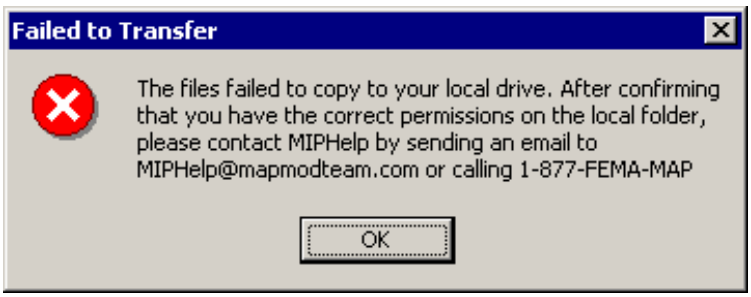
7. The selected PDF image files are saved to your selected local folder.



The message notifying you that the transfer was successful.

Troubleshooting

Problem: I received an error telling me that my file failed to transfer. I have verified that I have given the Citrix server application full access during this session.



Solution: There may be a permission issue on your local drive. Contact MIPHelp for additional help or contact your local IT support.