

User logs in

User uploads file list

CINCH locates URLs in file list

Actions CINCH performs on remote files

- Duplicate check (previous download)
- Allowable file extension?
- File size assessed
- Checksum calculated
- Modified name assigned

CINCH downloads files

Actions CINCH performs on local files

- Virus scan
- Last modified date/time verified, reset
- Metadata extracted
- Checksum calculated
- Duplicate check (current download)

CINCH creates ZIP file(s)

CINCH emails user

User downloads ZIP file(s)



AUDIT TRAIL for all actions

KEY

**X** If fails, file is deleted/not downloaded

**Orange Box** If fails, file is added to problem\_files folder