SWANenterprise - SWANcloud

User Manual

SSC-Services GmbH
Herrenberger Straße 56
71034 Böblingen
Deutschland

SWAN
7.5

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SSC-Services GmbH
Herrenberger Straße 56
71034 Böblingen

Phone: +49 (0) 70 31/49 13 - 0
Telefax: +49 (0) 70 31/49 13 55
Email: kontakt@ssc-services.de
Internet: http://www.ssc-services.de

Manager: Matthias Stroezel, Tobias Rohde
Registered Office: Böblingen
Registry court: Stuttgart
HRB-No.: 21439

SWANenterprise / SWANcloud from version **7.5.22**

SWAN

Title: SWAN 7.5 User Manual
Version: V1.0_DE
Update: 17.05.2019
Author: Technical Documentation Team, SSC-Services GmbH

Document History

Preceding documents

SWAN Version	Dokument Stand	Beschreibung
SWAN 12.1	22.08.2012	
SWANenterprise 12.2	09.11.2012	Komplette Überarbeitung des Vorgängerdokuments
SWANenterprise 5.0	01.09.2013	Inhalt identisch mit Vorgängerdokument Neue SSC-Farben und Logo
SWANenterprise 5.4	17.06.2014	Aktualisierung Screenshots Neues Layout, neue Adresse neu: Hinweise zum Handbuch, Registerkarte Projekt
SWANenterprise 6.0	V1.0 - 03.06.2015 V1.1 - 01.07.2015	Komplette Überarbeitung des Vorgängerdokuments - neue GUI
SWANenterprise 7.0	01.05.2016	4, 10 neu 3, 5.2, 6, 8, 9 überarbeitet
SWANenterprise 7.3	10.05.2017	Update screenshots and new features 4 new, 10 Note on configuration
SWANenterprise 7.5.1	01.06.2018	Update screenshots and new features 4 new

Current document

SWAN 7.5 User Manual

Doc-version	SWAN-version	Issue date	Chapter	Modification	Author
V1.0	7.5.22	17.05.2019	all	New information incorporated into chapters Screenshots and editorial revision	SSC-Services GmbH C. Chudoba
			4	new	
			SFM appendix File formats appendix	omitted new	

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1 Welcome to SWAN

SWAN is a professional data management system for automated OFTP/OFTP2 data exchange between development partners.

In addition to functions for the safe receipt and sending of data, SWAN also offers a range of other advantages that, depending on the installed SWAN variant, can be implemented in the background by integrating numerous complex processes.

This includes:

- CAD data conversions
- Data quality checks
- Virus scan for sent and received jobs
- Extraction of structure data from EDM systems
- Data encryption and logging
- Archiving of the exchange process

Support for national and international standards such as OFTP, ENGDAT (electronic delivery note) and ENGPART (automated exchange of partner data) enables smooth and problem-free data exchange between development partners.

SWAN features a modern and functional interface that makes it easy for you to generate and download your jobs thanks to an intuitive operating concept.

You can use all the functions via two individually configurable main views (job form and job list). Global elements in the GUI (quick search and the Options menu) bring you directly to the desired job or give you access to the display, as well as to various setting options for your profile data, help pages, and SWAN support.

The roles in **SWAN** are defined with the help of a hierarchical role concept. This is intended to abstract rights using work processes.

Depending on the role assigned, each user has an appropriately adapted user interface.

All users have a user role.

Additionally assigned business roles expand these basic/default roles to further functionalities.

Sent and received jobs are checked for malware. If the system detects infection, the job is assigned the final ***Virus*** status. It is no longer possible to forward the job to persons or systems. It is not possible to download data. Data can be manually deleted by the administrator or the system deletes the data as per the configured archiving schedule. Meta data and log entries relating to the virus infection remain available.

Uploading and downloading jobs is done via a function integrated in the browser. The file size is restricted by the browser used.

Any file format may be transferred with SWAN. The file format will need to be identified for certain preparation options (conversions, data quality check, ...).

A list of the file formats identified by SWAN can be found in the Appendix.

The SWAN user manual describes the elements of the user interface and also provides information about fundamental aspects of its operation.

Administrator functions and the associated controls are visible only to users with corresponding roles and authorisations. A description can be found in the SWAN admin manual.

Currently, the following languages can be selected for the SWAN user interface:

- German
- Chinese
- English
- French
- Japanese
- Portuguese
- Russian
- Spanish
- Turkish

Information

You can select and save the language in the menu ***Extras > My profile > Settings***.

2 General information about this manual

This user manual describes the elements of the user interface and also provides information about fundamental aspects of its operation.

This manual contains various types of information, which are marked accordingly.

- Instructions are preceded by the symbol ■.

Example:

■ Click .....

- The outcome of an action is indicated by the symbol ».

Example:

» The ***XXX*** menu opens.

- Controls in the SWAN user interface are shown in ***italics***.

Example:

Job view.

- Useful information and notes on the differences between the SWAN variants can be found in the sections identified with .

Information

You can .....

3 System requirements

In order to use SWAN, all you need is a Windows computer with an Internet browser and a valid SWAN client certificate.

The client certificate is issued by the SSC certification authority and will be sent to the new SWAN user via email.

As the certificate is verified upon every SWAN login, you should store the certificate in a secure directory on your computer.

You will receive the certificate key-password in a separate email. It has to be entered during the installation.

Manuals for the installation of the SWAN client certificate are available in the support area of our homepage (http://www.ssc-services.de).

The following browser versions are supported:

- Internet Explorer, Mozilla Firefox, Chrome in the most recent version

The following components need to be activated or installed in the browser in order for the data transfer to work correctly:

- Session cookies
- Sufficient storage space in the download path
  (default: C:\User\Username\Downloads)
- Java script activated

- Internet Explorer: Sending of UTF-8 URLs activated (URL UTF-8 encoding activated)

- Screen resolution of at least 1280x800 pixels.
  - » Operation of SWAN with smartphones, netbooks or tablets is not possible or only possible to a limited extent.

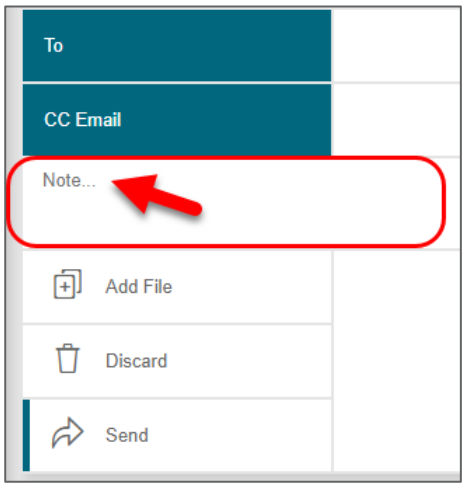
4 Info and tips on new features

4.1 New HTML email templates

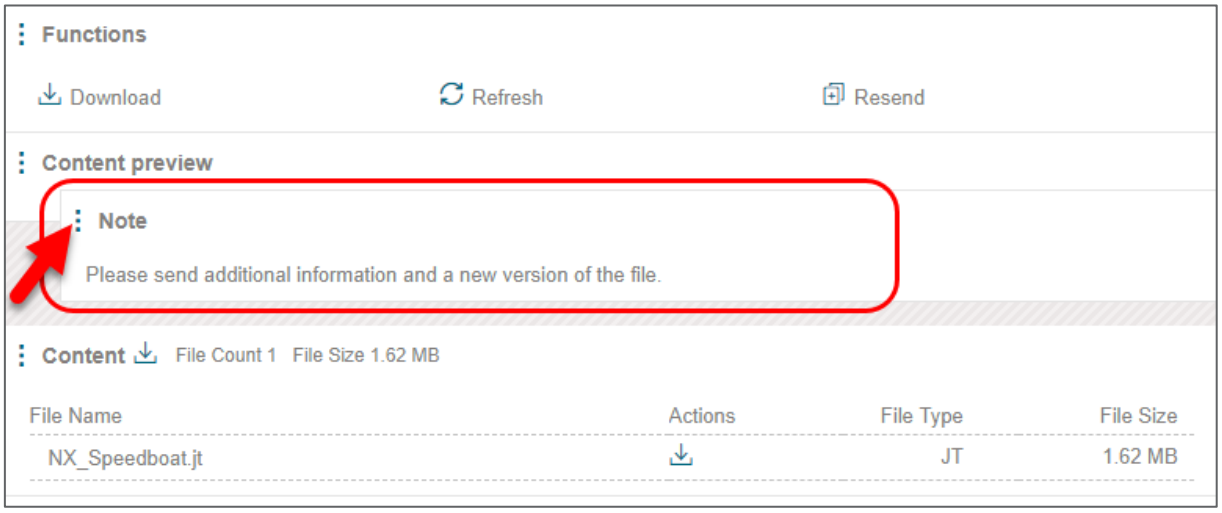
The content and design of the templates for the SWAN email notifications have been revised. New HTML templates containing the logo and GUI design of the operating company will now be used for providing SWAN users with information when sending and receiving a job and in the event that errors occur.

4.2 Better visibility of information in Additional text/Note

The ***Additional text*** heading in the field for transmitting additional information to the recipient of a SWAN job has been changed to ***Note***.



The text entered here was previously listed in the reading pane under ***Additional information***. The text will now be shown in the reading pane on the right-hand side in its own ***Note*** area.



Tip: The areas of the reading pane may be rearranged to suit requirements by clicking with the mouse on the three dots beside the area name and dragging the area to the preferred position.

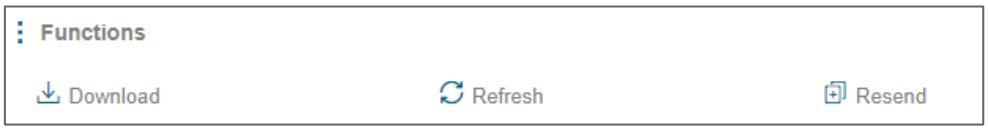
4.3 Better logo display on SWAN interface

The logos on the SWAN interface, e.g. SWAN logo and customer logo on the SWAN log-in page, are now scalable and easy to read at a zoom level of 100% in all popular browsers, if the logos are available in SVG format. Other formats are not optimally supported by some browsers.

4.4 New function icons in the reading pane

In addition to what was previously just text, the functions ***Download job, Download delivery note***, ***Refresh***, ***Resend, Forward*** and ***Cancel*** will display new icons in the reading pane.

Outgoing jobs:



Incoming jobs:

4.5 Job form for Job view revised

The job form interface in the ***Job*** view has been revised.

The order of ***Send*** and ***Discard*** has been switched and new icons have been added to provide a more intuitive operation.

A confirmation prompt has been set up to appear before discarding entries.

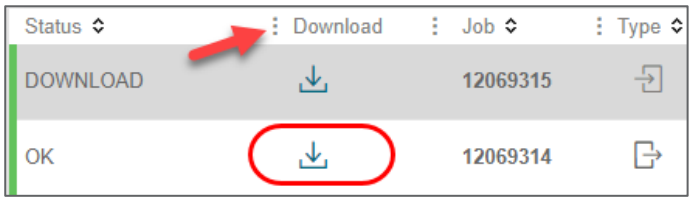
Send, as the last step of the process when creating a job, is now at the end, highlighted in colour and with a new icon.

4.6 Download button in the job list

There are now additional options for downloading job data.

In the ***Job List*** view, the new ***Download*** column can be shown and all job data downloaded to your browser's download folder by clicking on . If the job contains several files, SWAN creates a ZIP file which may be downloaded to your browser download folder.

By clicking on the new button only the data from an individual job may be downloaded.

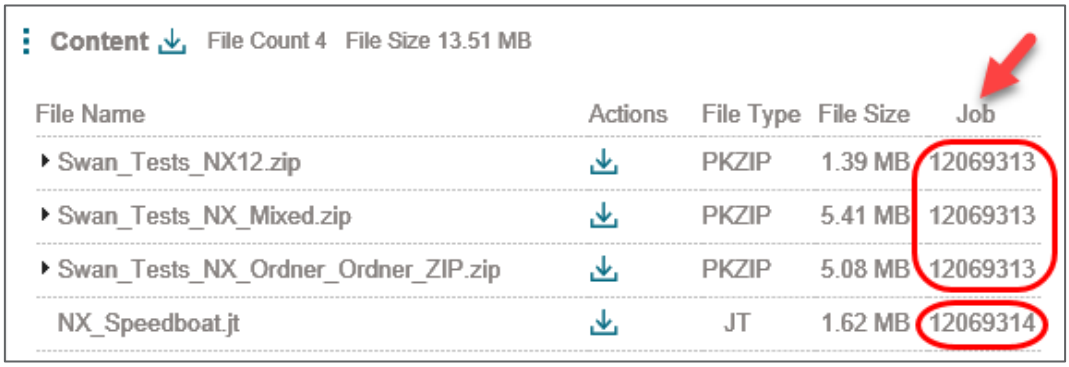


If you have selected several jobs and wish to download all the relevant data, please continue to use the link ***Download job*** in the ***Functions*** area on the right-hand side.

If you only wish to download individual files from a job or several selected jobs, please use the individual download function in the ***Content*** area as before.

The downloading of individual files does not affect the status display in the job list.

If you select multiple jobs in the job list, the job number is displayed in an additional column.

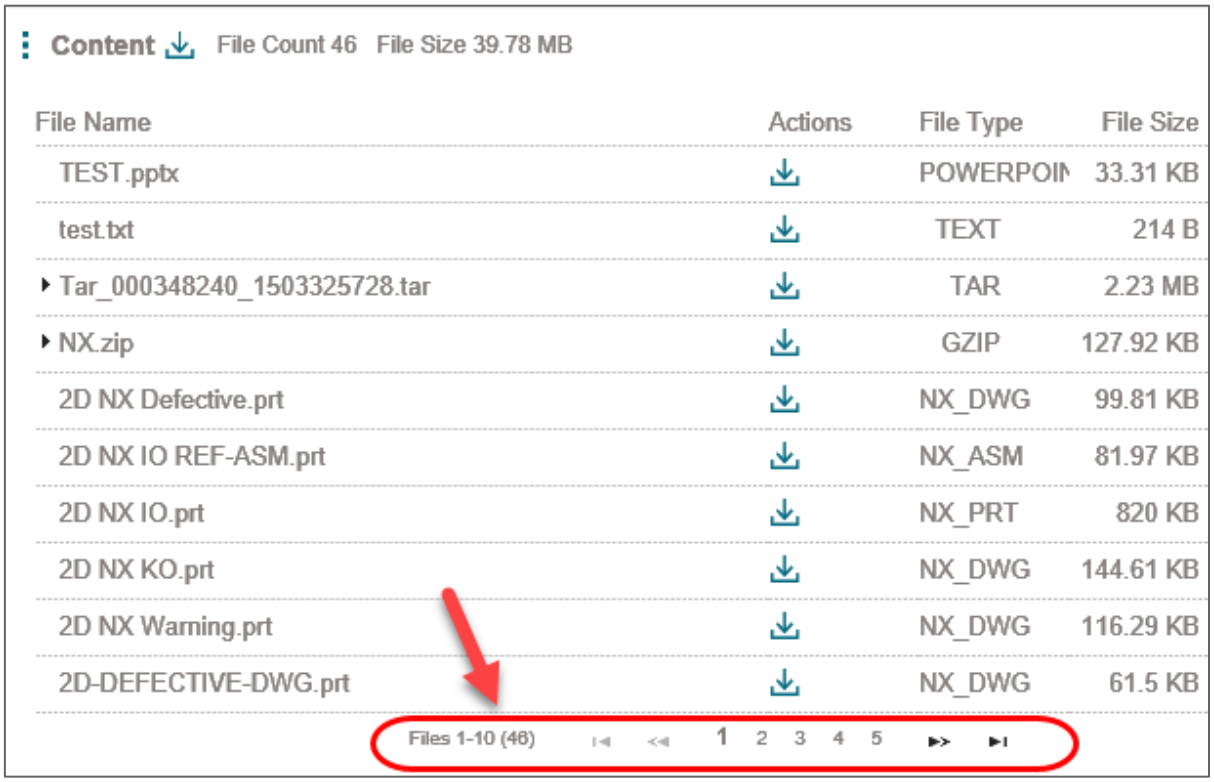


4.7 Reorganisation of file list display

The display for the list of files in the ***Content*** area of the reading pane has been changed.

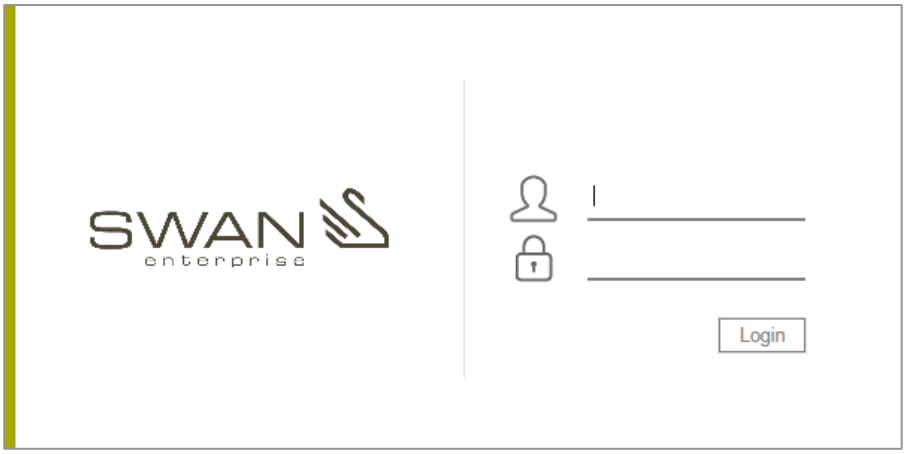
The display is now the same as the jobs display in the job list. For comprehensive lists, the user may now navigate through the list by page and jump directly to the start or end of the list. The list is sorted alphabetically per job selected.

For files packed in containers, scrollbars may be used to navigate the files after expanding the container. A maximum of 100 files are shown.



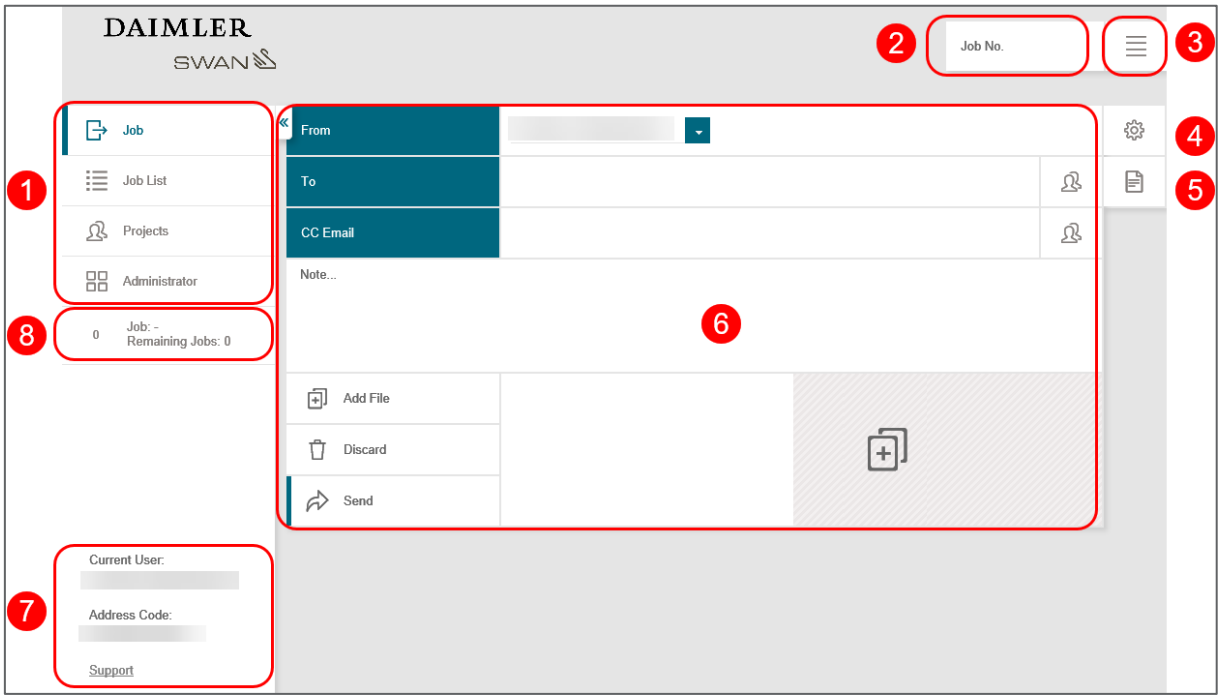
5 Launching SWAN

- Start the Internet browser (Internet Explorer or Mozilla Firefox).
- Enter the SWAN address (URL) into the address line of the browser.
  - » The SWAN login screen is displayed.
- Log in with your user name (user ID) and your password.



6 Elements of the user interface

The image below shows an overview of the elements of the interface (GUI). You can find a description in the following subchapters.



1 **Views main menu -** ▸ Chapter 6.1

Job — Create job

Job List — Use Job List

Projects — Manage project
(is only shown if the user has the correct role)

Administrator — Call up administrator functions
(is only shown if the user has the correct role)

2 **Quick search field -** ▸ Chapter 6.2

Job search using the job number

3

Extras – ▸ Chapter 6

- Info (SWAN info page in the Daimler intranet)
- Help (User manual)
- My Profile (personal data, system notifications, settings, delegation)
- About (version information)
- Support (contact information for the SWAN Service Desk)
- Deregistering

4

Job form configuration – ▸ Chapter 6.4

Show and hide fields in the job form (processes/send options, offline, routing sheet, send time, CC email, project ID, note, client, priority (Rapid Job), DDX, etc.)

5

Templates for recurring send jobs ▸ Chapter 6.5

Create, manage, and use templates.

6

Job form ▸ Chapter 7

Create new send job, use and manage address books.

7

Information field – user

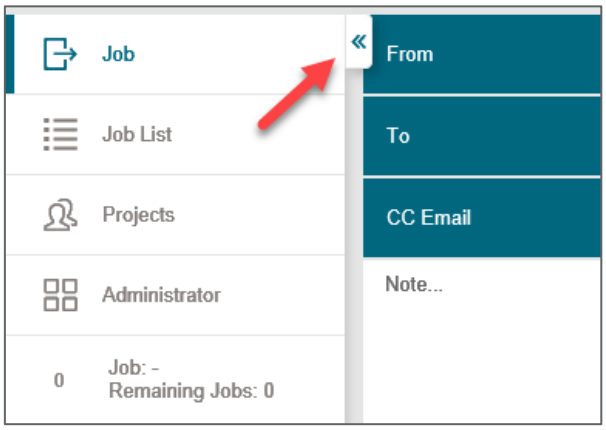
- Name of user logged in
- Address code
- Link to support information / Service Desk

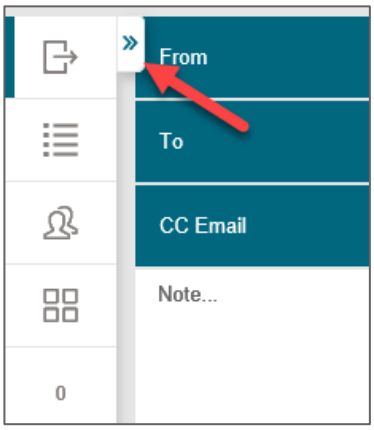
8

Information field – job

- Job number of the job currently uploading
- Progress indicator shows the upload progress of the current job in percent
- Number of pending jobs

If you are using a display with a lower resolution, you can save space by displaying only icons in the main menu.





6.1 Views - Brief overview

Information

You can select and save the start view via ***Start Page after Login*** in the menu ***Extras > My Profile > Settings***.

6.1.1 Job view

After selecting the ***Job*** view you can create a new job.

You can select a data recipient and the data to be sent, can inform persons that you have sent data via a so-called CC email, can enter a client who requested you to send the data, as a project member select a project as the sender, can select processes or send options that should be applied to the data, define a send time, and use other functions.

In addition, in this view you can edit the entries for your personal address books for data recipients and CC email recipients, select recipients from the address books, and define default recipients.

The input areas required for a job, e.g. to select certain processes, can be shown and hidden using the icon. The settings remain until you deselect the appropriate input area again.

Information

The selection options are dependent on the SWAN variant you are using.

A detailed description can be found in chapter 7 Job view - job form.

6.1.2 Job List view

If you select the ***Job List*** view, you will see a list of your jobs on the left side. To search for a specific job, you can filter this list according to various search criteria and can create and manage search templates.

The current status of your job is identified by the coloured bar on the left edge of the status column, as well as by the brief status description.

After selecting a specific job, you will see information on the job in the reading pane on the right side (contact data, job history, information on job contents such as file name, file type, size, etc.) and, depending on the type of job, be presented with possible functions. You can, for example, download the received data to your file system or resend the sent job.

Information

The job list is purely a display function with the exception of the ***Download*** column.

Click on to download the data from the selected job.

Functions, such as the forwarding or visualisation of data, are only available once a specific job has been selected in the reading pane on the right-hand side.

A detailed description can be found in chapter 9 Job List view

6.1.3 Administrator view

After selecting the ***Administrator*** view, you can access administrator functions, provided you have an administrator role.

Administrator functions and the associated controls are visible only to users with corresponding roles and authorisations. A description can be found in the SWAN admin manual.

6.1.4 Projects view

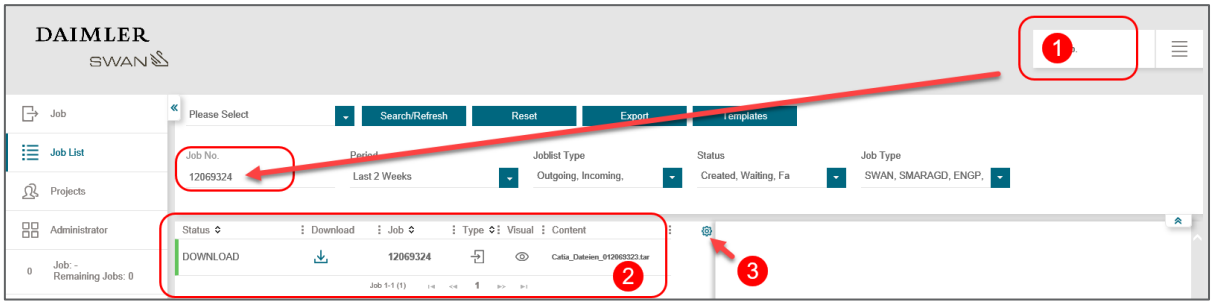
Project supervisors, their deputies and project members can view the projects in which they are involved in the ***Projects*** view and, depending on their rights, manage projects or, for example, add project members.

A detailed description can be found in chapter 8 Projects view.

6.1.5 Ad-hoc view: request job

A SWAN user can request data from a communication partner not registered in the SWAN database.

6.2 Quick search using job number



If you know the job number you can search for a specific job by entering the job number in the search field **1**.

» The search criterion ***Job number*** is entered in the search window, and the search is performed.

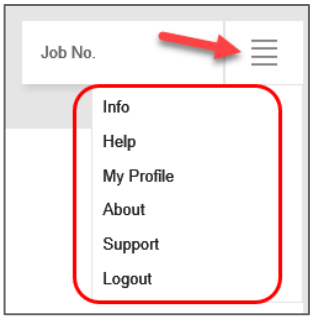
» The job is shown in the ***Job List*** view in section **2**.

» After selecting the job, possible functions and information about the job open on the right-hand side.

Using **3**, you can define which columns you want to see in the job list.

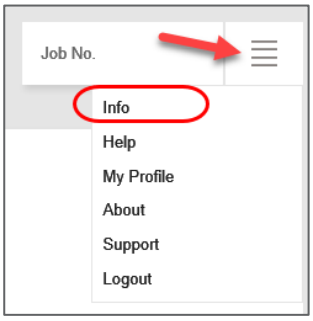
- Activate the appropriate checkbox. Your selection will be saved.

6.3 Extras



- Click ☰ in the top right corner to go to the extra functions.

6.3.1 Information and support in the event of problems



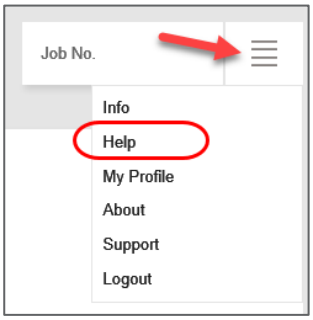
- Click on ***Info*** to go to the SSC homepage

In the support area of our homepage http://www.ssc-services.de you find different documents and service tools, which can be used for trouble shooting on occurring difficulties.

If you require further support, please contact the Service Desk.

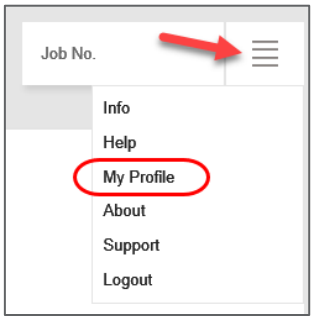
Contact data can be found under ***Extras*** > ***Support***. (Chapter 6.3.5 Support).

6.3.2 Help



The help function provides information on operation. There you can also download the PDF version of the user manual.

6.3.3 My Profile

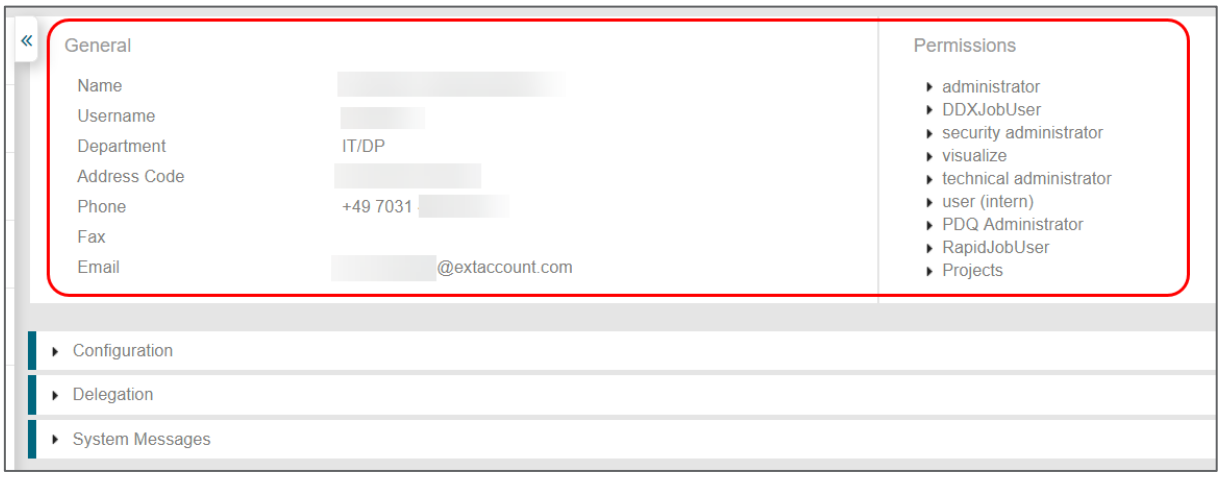


- Click ***My Profile***.

General contains information on your personal data with which your SWAN account is registered in the system database, such as contact data and personal address code, and the authorisations and project assignments set up for your user name.

You have an option to change your password here if the system has not been configured for single sign-on.

Depending on your rights, you can make settings and manage delegation in the fold out ***Configuration*** and ***Delegation*** menus.



Settings

You can change your profile settings in the ***Configuration*** section.

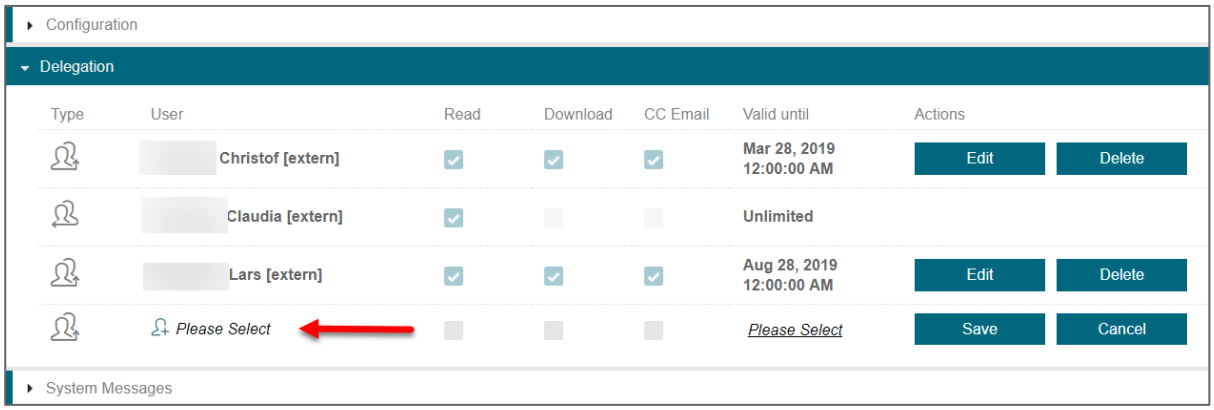
- Open the ***Configuration*** section.
- Click the down arrow next to the desired setting and select the appropriate option.
  - » The selection will be taken over directly.
    - **Language**: Interface language
    - **Email Format**: Select the email format (text or html)
    - **Time Zone**: Time zone for the server location.
      Example: Location in Germany⇨ Europe/Berlin
    - **Start Page after Login**: Here, you select which view is active after login
      New send job - Job List - Configuration

Delegation

With the delegation function, you can grant other users in your company access to your jobs. You can assign time-limited rights to read, download the file and receive a CC email upon receipt of a job.

Information

SWAN sends an email every six months to all users who have set up one or more delegates. The email contains all of the delegations of the relevant user and a direct link for the administration of these delegations.



- Open the ***Delegation*** menu.
- Click on + ***Please Select***.
- Select a user using ***User Search***.
- Click the desired user in the search results.
- Click ***Apply*** to delegate to this user.

- Edit the access settings and save the selection.
  If you do not enter anything in the field ***Valid until***, access will be granted without a time limit.

Information

Delegations that you have set up yourself display the icon

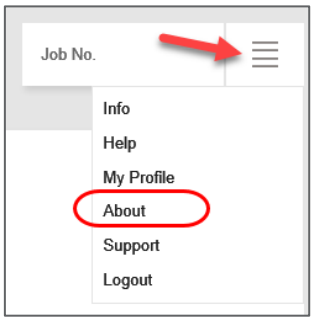
Delegations that another user has set up for you display the icon ; you may not carry out any actions for the user here.

System Messages

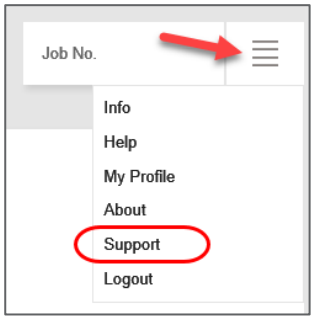
System Messages shows a list of messages on, for example, system malfunctions and maintenance times.

6.3.4 Version information

Information on the installed SWAN version.



6.3.5 Support



If you require further support, please contact the Service Desk.

Our team of experts is happy to provide support from Monday to Friday between 7:00 a.m. and 5:00 p.m.

SSC-Services GmbH

Herrenberger Str. 56

71034 Böblingen

Telephone: +49 (0) 70 31/4 91 31 00

Email: servicedesk@ssc-services.de

Internet: http://www.ssc-services.de

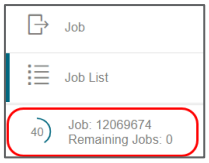
6.3.6 Logout

Information

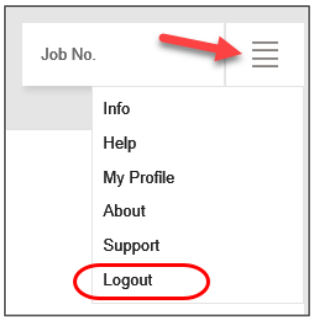
Data is uploaded and downloaded in SWAN with the function integrated in the browser.

Transmission time depends on file size and the capacity of the data connection. The job is cancelled if, for example, you update the browser while the job is being transferred to the server.

- Wait until the job has been sent to the server before updating the browser, closing the browser or logging off SWAN.
- Use the progress indicator to check the progress of the upload.

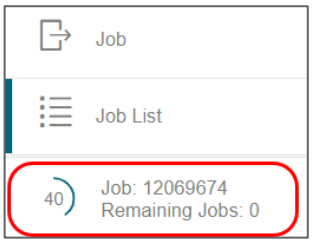


- Do not use a WLAN connection when transferring large files.



To finish your work with SWAN, you should not merely close the browser window.

- Do not log off until the job has been fully transferred to the server.
  - » In the ***Job*** info field, you will see the job number of the job currently being uploaded, the number of pending jobs and the progress indicator which shows the upload progress of the current job in percent.



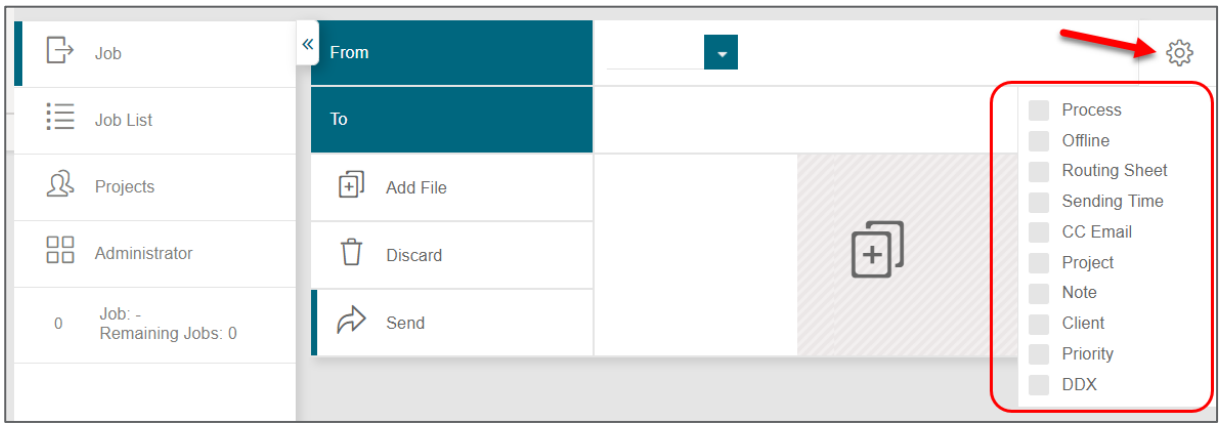
- Click ***Logout*** to end your SWAN session.

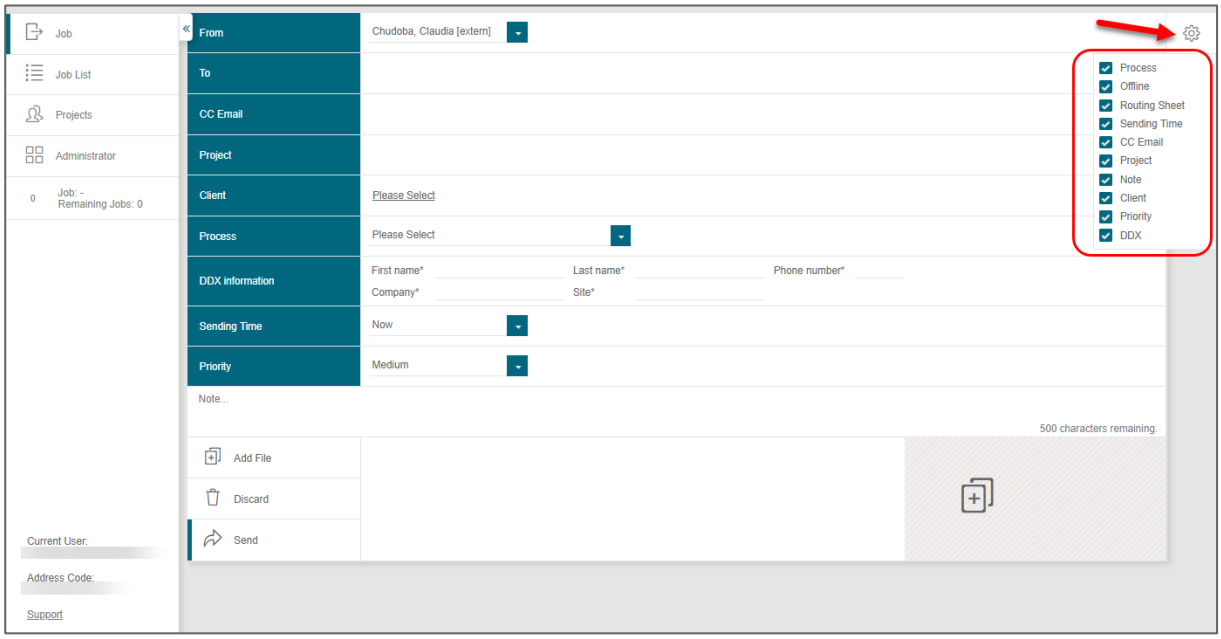
6.4 Job form configuration

Using the icon, you can adapt the job form to your needs and show or hide additional input areas, e.g. to select processes for data preparation.

In the minimum configuration, you can enter a recipient, add data to the job and send the job.

You will only see the Sender field (***From***) if you are a project member.





Information

The administrator can set which fields can be shown. The fields vary depending on the installed SWAN version.

6.5 Templates for recurring send jobs

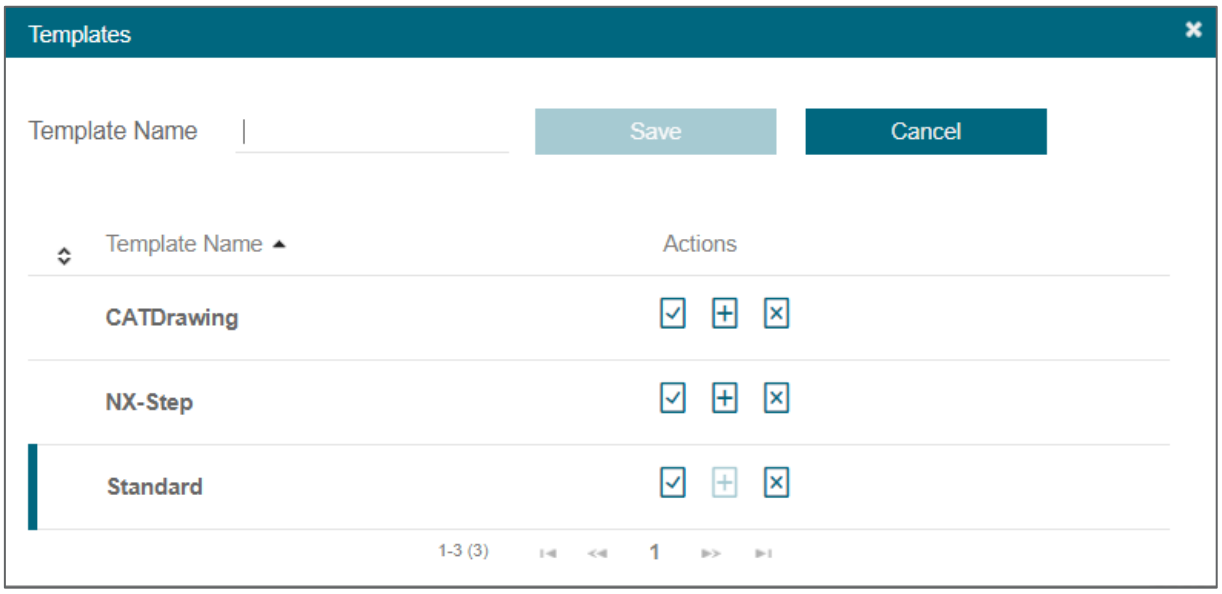
You can create templates for recurring send jobs, select these templates for new send jobs and e.g. identify a specific template as the default, which will always be used for a new send job.

All fields in the job form activated using the Settings cog are saved upon creating a template.

If there is no entry in the field, it is still saved in the template as "empty" so users can directly enter the desired value in the template after having selected it.

6.5.1 Creating a new template

- Activate the *Job* view.
- Configure the job form to fit your needs.
- Fill in the fields.
- Click *Templates* .
- Select a name for the template and click ***Save*** to confirm.



6.5.2 Managing and using templates

- Activate the *Job* view.
- Click *Templates* .

Here you can:

- Search for templates 1 .
- Select and use templates for a new send job .
- Delete templates .
- Select template as the default template for future send jobs .
  - » The template is identified by a coloured bar on the left edge.

7 Job view - job form

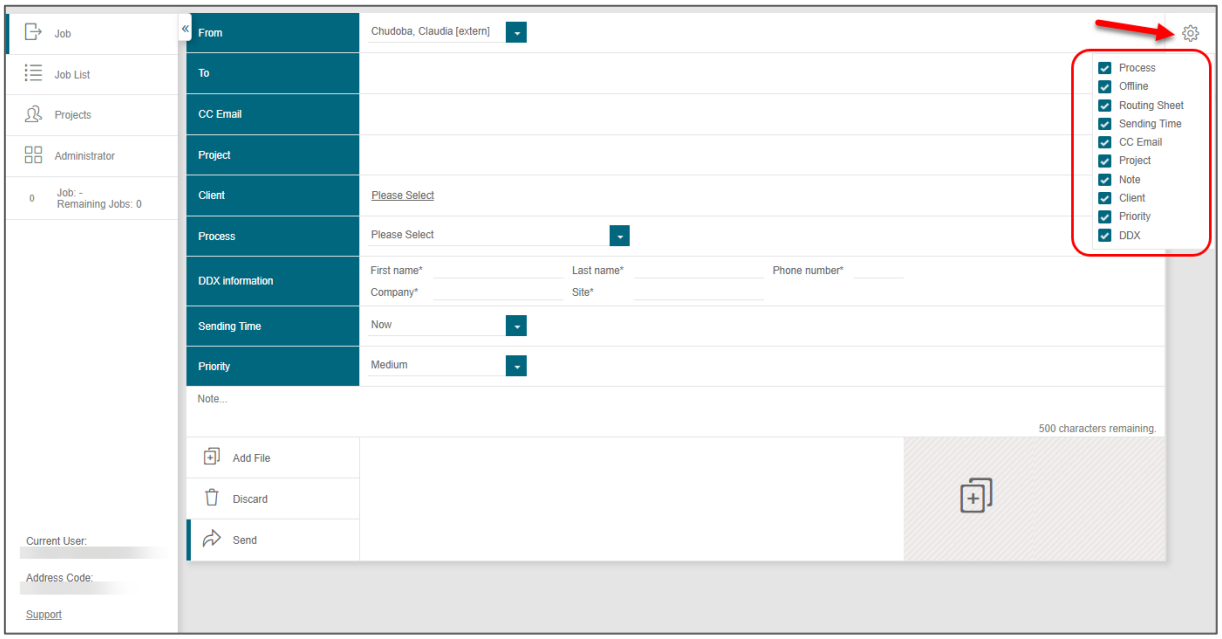
You can make entries for sending your data in the job form in the ***Job*** view. To do this, configure the input fields to fit your needs (see chapter 6.4 Job form configuration).

Select whether you are the sender or are sending data on behalf of a project.

To quickly select a recipient, you can click one of the last recipients, search for and select a recipient in the address book, or use a job template in which the recipient is listed.

You define the data recipients in the ***To*** field. These persons will then receive the data.

CC email recipients do **not** receive any data, they are only informed that the data has been sent in an email with a data delivery note.



The individual fields in the job form are described in more detail in the following subchapters.

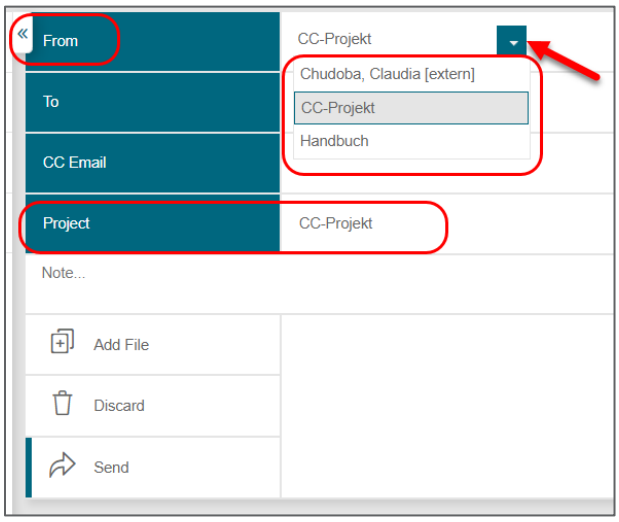
Information

The administrator can set which fields can be shown. The fields vary depending on the installed SWAN version.

7.1 Sender

You will only see the ***From*** field if you are a project member. If you are a member, you can select whether you want to send a job in your own name or if you are acting on behalf of a project.

- Click the triangle in the top right corner.
  - » A list of possible senders will appear.



- Click your name or select the project on whose behalf you want to send the data.
  - » The selected sender appears in the ***From*** field.
  - » When a project is selected, the ***Project*** field appears in the job form.

7.2 Data recipient

Information on email notifications

SWAN sends emails to the sender and recipient(s) of the data. Which particular emails are sent out depends on the server configuration.

The sender is notified via an email about the successful dispatch.

Data recipients within your own company or users within the portal solution receive the data and are notified via an email that the data is ready for download.

Recipients who received the data via a dedicated data exchange system (ODETTE recipients) receive an email after successful dispatch to notify them that they will receive data.

CC email recipients receive no data; they are merely notified via email about the data dispatch.

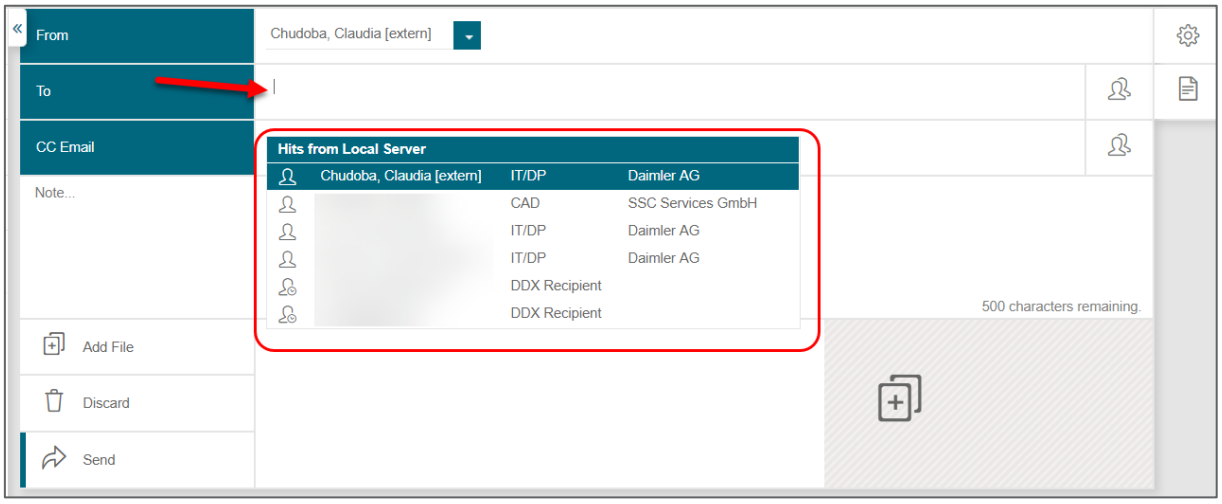
There are several ways to select data recipients. Add further recipients if required.

7.2.1 Quick selection

Quick selection of the data recipient by clicking the recipient field ***To***, which opens a list of the last recipients used.

SWAN saves the last 15 recipients.

- Click the desired recipient.



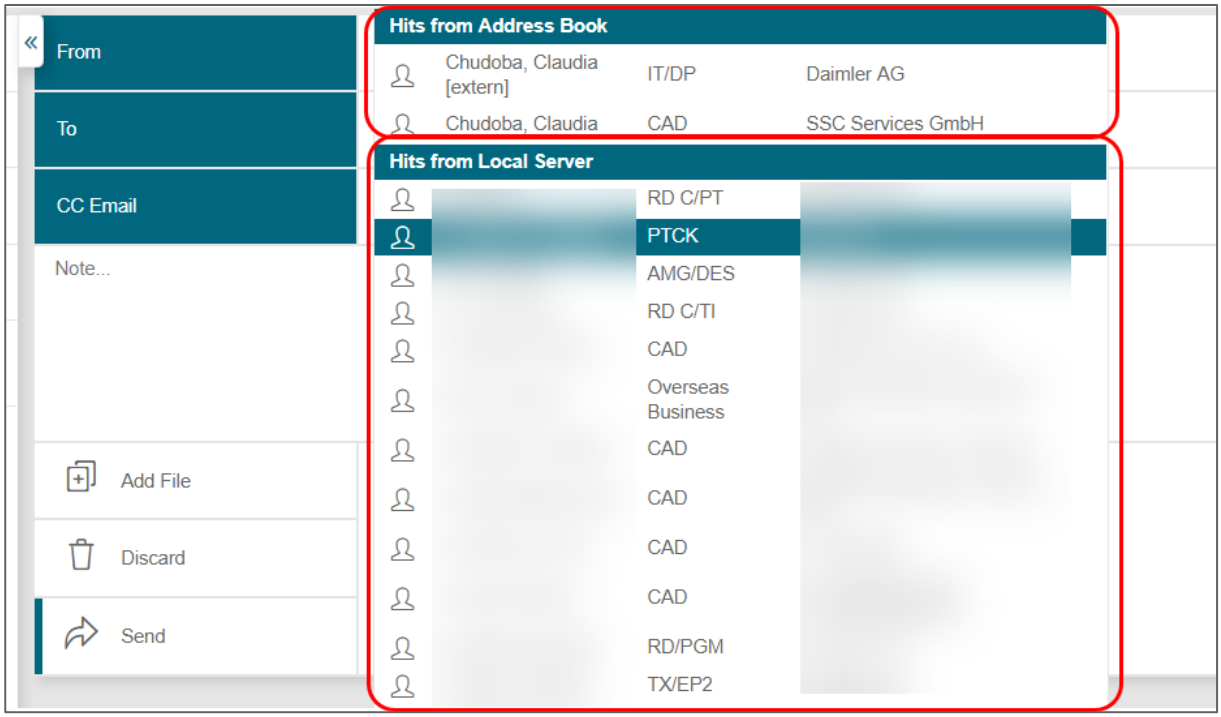
7.2.2 Quick search

Information

You can search using the first name, last name, company, or user name (user ID) of the desired recipient.

Please use the selection via the search window to search for a project name.

- Enter a search string in the recipient field ***To*** (at least 3 letters) to open a hit list.
- Click the desired recipient.

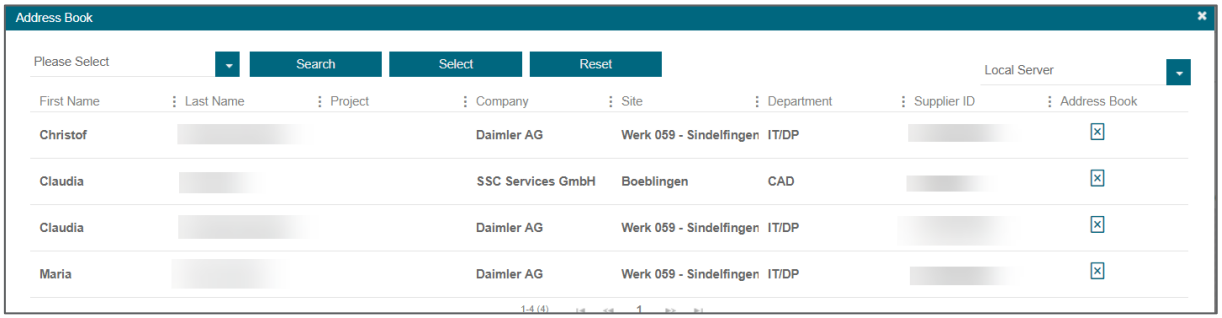


7.2.3 Entry in personal address book

Information

Every recipient to whom you have ever sent data is automatically added to your personal address book.

- Click .
  - » A list of entries in your address book will appear.



- Click the desired recipient. You can select several recipients at once by holding down the CTRL key.
- Click ***Select***.
  - » The selected recipient will appear in the job form in the ***To*** field.
- Click ☒ to delete an entry from the address book.

7.2.4 Selection via the search window

Information

Every recipient to whom you have ever sent data is automatically added to your personal address book.

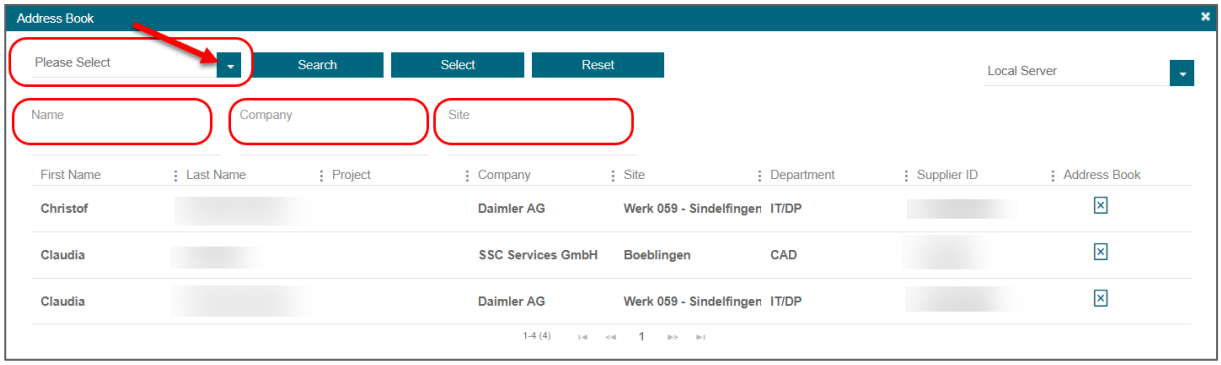
- Click .
  - » A list of entries in your address book will appear.

You can define the directory in which you want to search for the recipient.

- In the ▼ ***Folder*** list (default: local server), select the desired option.

You can use the search function and combine search criteria.

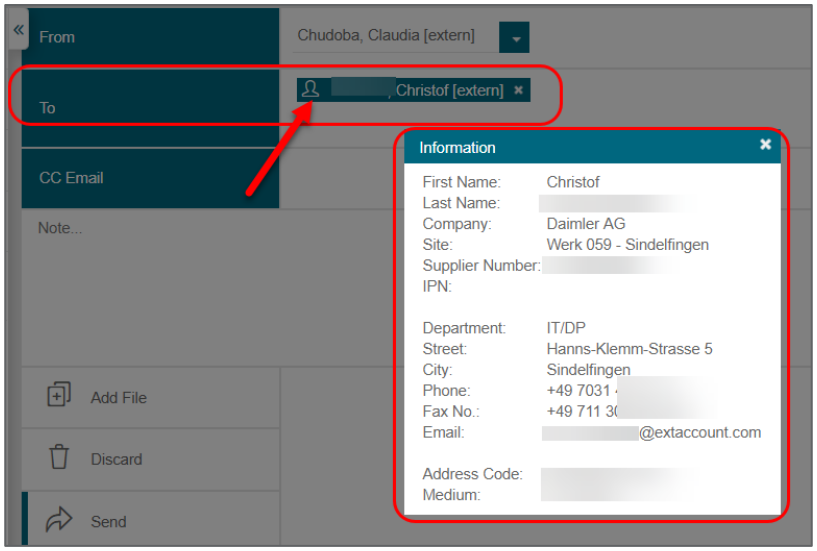
- Select the search criterion in ▼ (name, company, department, location, etc.) and fill in the search field.



- Click ***Search*** or confirm with [ENTER].
  - » A list with the search results appears.
- Select the desired recipient. The selected recipient is highlighted with a coloured background.
- Click ***Select***.
  - » The selected recipient will appear in the job form in the ***To*** field.
- Add further recipients if required.
  - » By holding down the CTRL key, you can select multiple recipients at the same time and add to the ***To*** field by clicking ***Apply***.

7.2.5 Querying recipient details

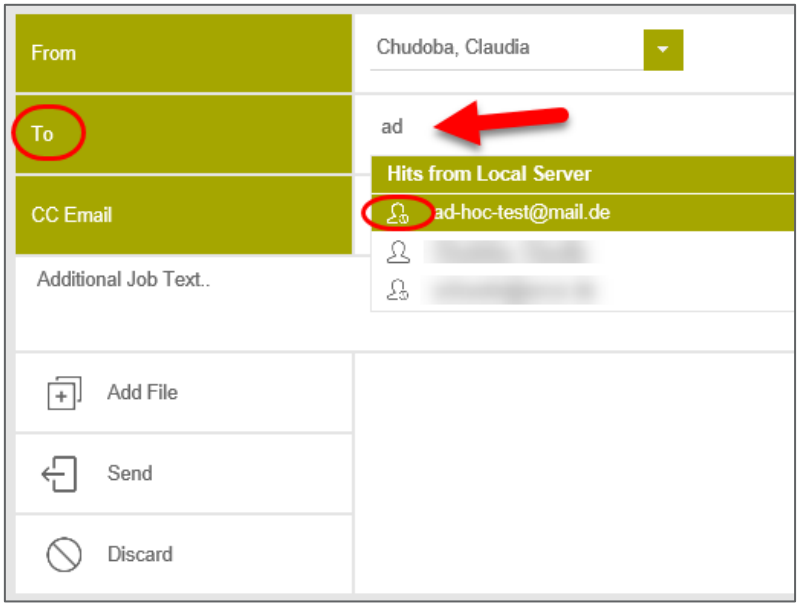
- In the ***To*** field, click on the name of the recipient to receive detailed information on the recipient.



7.2.6 Ad-hoc recipient

The Ad-hoc feature allows SWANenterprise customers to send data directly to the email address of a recipient who is not stored in the SWAN database. The download of the data can be protected by a generated password.

The recipient is informed about the data transmission via email and can download the data by following an email link with a limited lifetime, leading to special download user interface.



- Select the ***Job page***.
- Enter the email address of the desired recipient in the ***To field*** and confirm the hit from the local server.

  » The email address is entered in the ***To field*** and marked as Ad-hoc recipient with .

- Add the desired files and click on ***Send***.

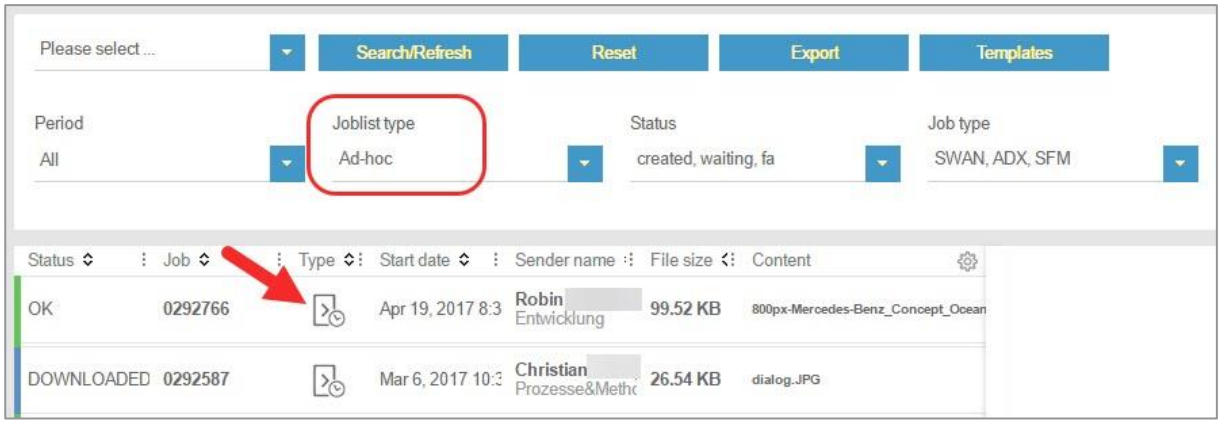
Info

The email address of the recipient is included in the list of the last 15 recipients and you can select them for a new Ad-hoc send job.

The email address is also found if an Ad-hoc send job has already been generated. A transfer to the personal address book is not necessary.

In the ***Job list*** view you can search for your Ad-hoc jobs by selecting ***Ad-hoc*** in the search field ***Job list type***.

Ad-hoc jobs are labelled in the ***Type*** column with the Ad-hoc icon .

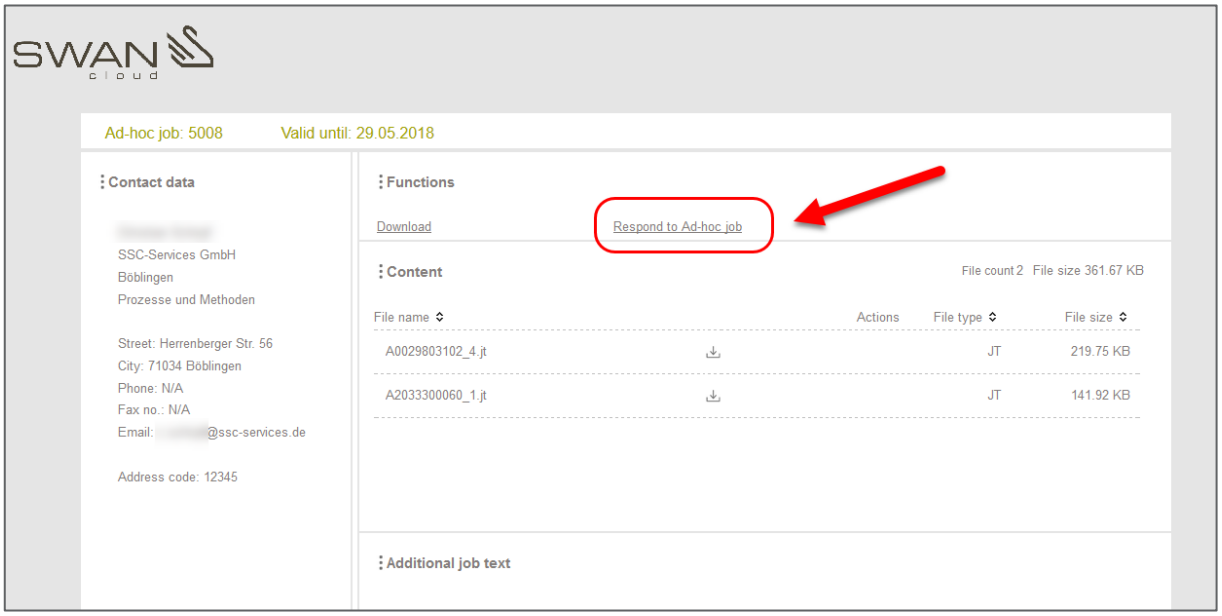


Depending on the configuration, a dialogue is shown asking whether the job should be protected by a SWAN-generated password. If the generation of a password is preset, this query is omitted.

- Confirm the dialogue with ***No***.
  - » An Ad-hoc job (job list type Ad-hoc) is created.
  - » The recipient gets an email with the information that he has received data and a temporarily valid login URL for downloading the data.
  - » The sender gets an email with the information on the Ad-hoc job and and a temporarily valid login URL for downloading the data.

or

- Confirm the dialogue with ***Yes***.
  - » An Ad-hoc job (job list type Ad-hoc) is created and SWAN generates a password.
  - » The recipient gets an email with the information that he has received data and a temporarily valid login URL for downloading the data. The recipient needs to ask the sender for the password.
  - » The sender gets an email with the information on the Ad-hoc job, the password and a temporarily valid login URL for downloading the data.
  - » The recipient has the option of replying to the sender once to the received ad hoc job and sending data to him.



Attached, please find a short manual, which can be provided to the Ad-hoc recipient for downloading the data.

7.3 CC email recipient

CC email recipients do **not** receive any data, they are only informed that the data has been sent in an email with a data delivery note.

You can:

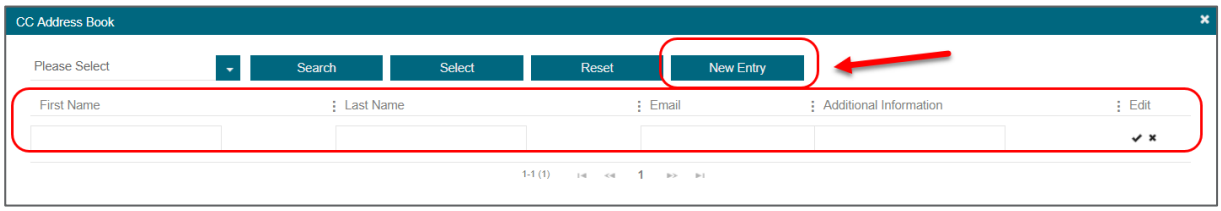
- Create and delete CC email addresses,
- Search for saved CC email addresses,
- Add a CC email address as a CC email recipient to the send job.

It is possible to do a quick search by entering a search string in the CC email field, just as when selecting a data recipient. Proceed as described in chapter 7.2.2 Quick search.

Information

If you create CC email addresses yourself, you can edit the first name, last name, email and additional information.

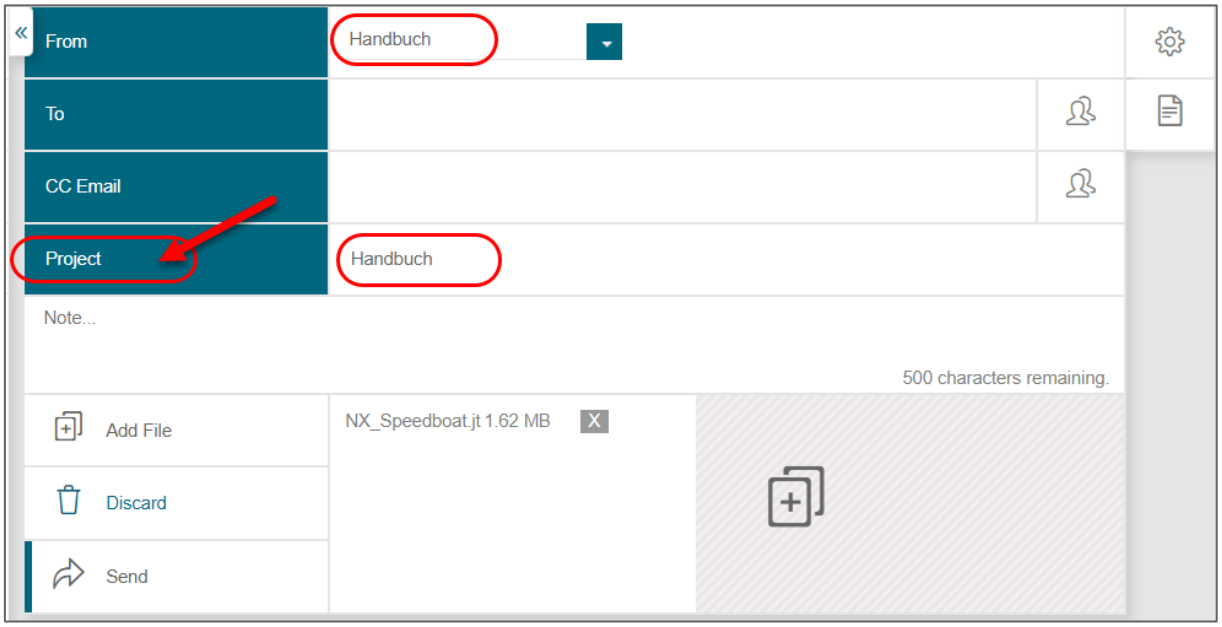
- In the ***CC Email*** line click .
  - » The selection window for managing the CC email addresses pops up.
  - » You can add new entries and edit existing entries.



7.4 Project ID

If you send data on behalf of a project, the saved project name will automatically be entered here.

You can also enter any text you like when sending an email, similar to the process for the subject line.



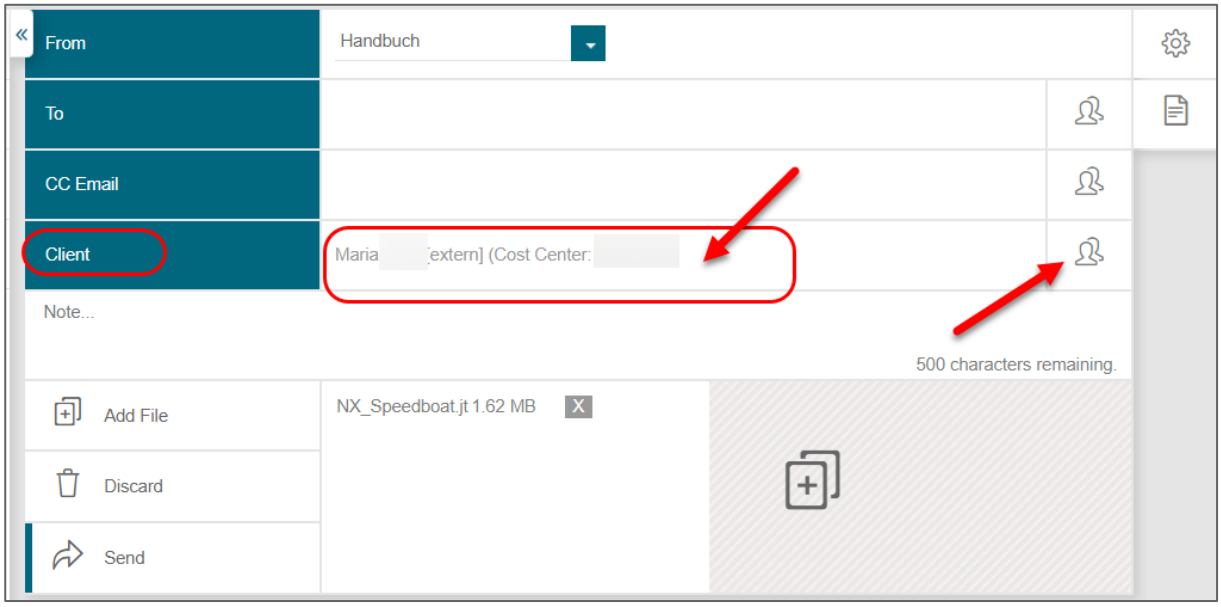
7.5 Client (Option)

You can optionally enter a client when creating a job if you are sending data on behalf of another person.

- Use the symbol to show the ***Client*** input area.
  - » The last selected client will appear.
  - » Similar to the process for recipient selection you can also select the last 15 clients from a drop-down menu.

- Search for your client via the linked address book (Who-is-Who) .

The search function is similar to that for your personal address book or the CC email address book.



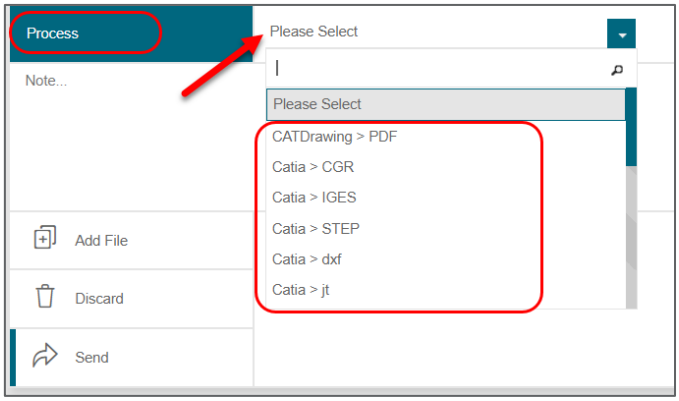
7.6 Process

Information

Depending on the processes supported in your SWAN version, you can choose various processing options for your data.

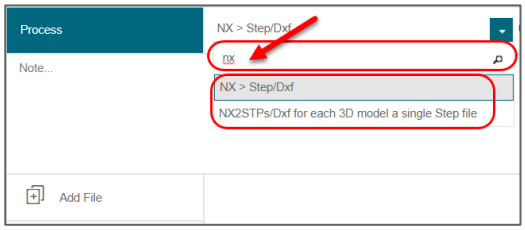
7.6.1 Selecting the process

- Use the symbol to show the ***Process*** input area.
- Select the desired process.
  - » The selection will be taken over.
  - » You can then select further processes.
  - » However, the selection list is limited to the remaining possible options.

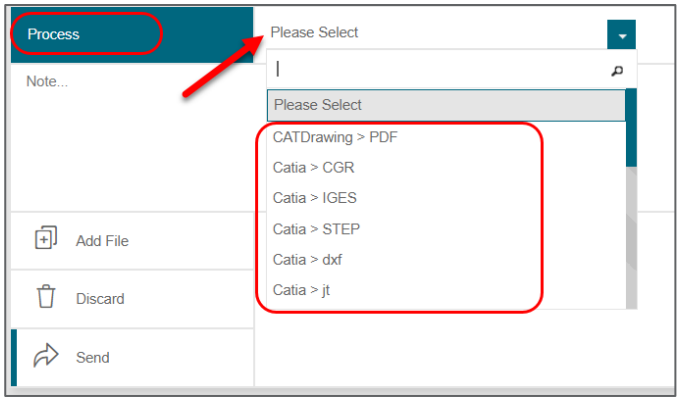


Information

You can search for possible options using the search field with the magnifying glass.



7.6.2 Available preparation options



Conversions

Depending on the processes supported by your version of SWAN, various conversions may be carried out for your data, e.g. from native CAD data formats of CAD programs CATIA-V5 or NX to various standardised data exchange formats (neutral formats).

Compressions

You can have your files compressed by SWAN using the following methods:

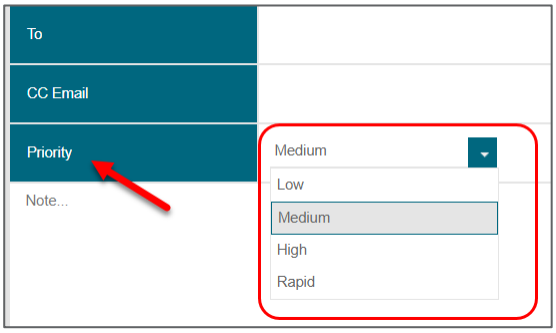
» ***GZIP***

» ***TAR***

» ***ZIP***

7.7 Priority - Low, Medium, High

Authorised users can use the ***Priority*** function to change the priority (Low, Medium, High) of a job.



7.8 Priority - Rapid

Authorised users can use the ***Priority*** function to create a ***Rapid*** type job.

The Rapid job function allows sending data to one or more recipients without any type of data preparation. Neither standard processes, such as analysing the included files (file detection), nor user-specific processing options in the ***Process*** area are applied to prepare the data (e.g. converting, compressing).

Exclusively the SWAN transfer functionality is used. Data is sent without further checks and consequently this allows a quicker job transfer of particularly large files.

7.9 Offline

With SWAN, you have an option to exchange data via an encrypted data carrier (CD/DVD). This may be necessary if the recipient does not have their own OFTP system.

An offline administrator can both generate media as well as read received media and forward the data to a recipient in SWAN.

Information

The following information is required for **external** dispatch:

» SWAN job number and supplier address with contact person name.

The following information is required for **internal** dispatch:

» Recipient, department, in-house post code, plant

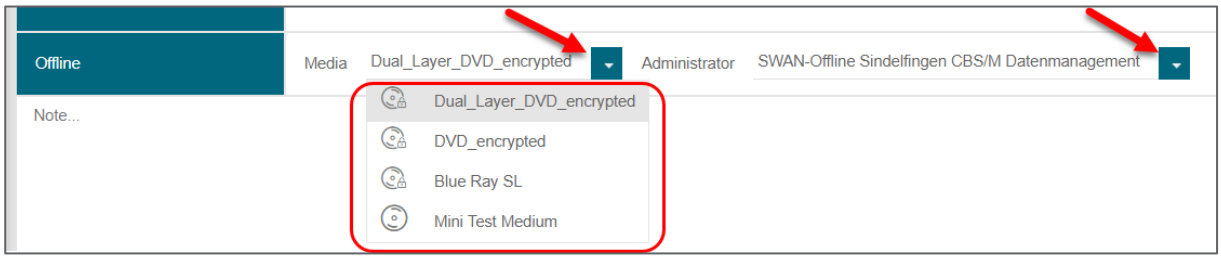
- Please get in touch with the colleagues from CFM/MD with the relevant information once you have generated the job.

  Email: cfm-md-datenmanagement@daimler.com
  Tel.: +49 7031-90-62100
  Fax: +49 7031-90-3144

7.9.1 Creating offline jobs

The selection of the recipient and files is performed in the same way as for a normal job.

- Select the data recipient and files that are to be sent.
- Select the required medium and the offline administrator.



- Click ***Send***.
  - » An ISO image file is created and sent to the offline administrator.
  - » The offline administrator creates the medium.

    If the data is encrypted, the client for the offline job will receive an email with a password and

the recipient of the medium will receive a so-called private key. These two components form the key required to read the data.

7.9.2 Decrypting content at the recipient

With the aid of a client installation that is stored on every medium in addition to the payload data, the recipient has access to a user-friendly interface for decrypting and – if required – automatically unzipping the data. To do this, the user needs to be sent the corresponding password by the client. Then he/she can access the data for further processing.

7.9.3 Reading from a storage medium

The offline administrator can read data from a data carrier into SWAN and send the data to a recipient. Here, an Odette job with all features is generated, which can be searched for in SWAN.

7.10 Send time

You can select a send time here. By default, jobs are sent immediately.

7.11 Remark

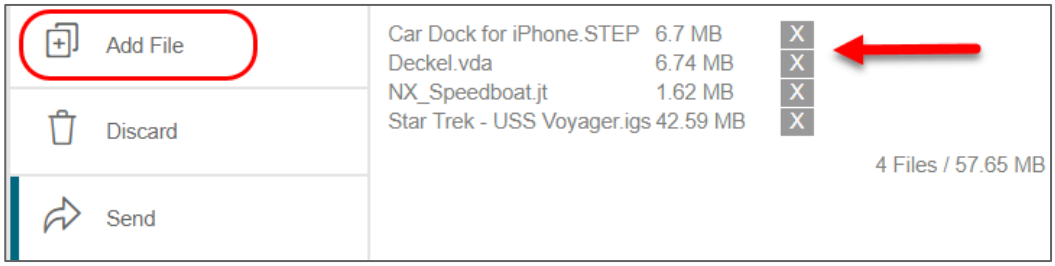
You can enter additional information for the recipient of the data here.

7.12 Add file from file system

Information

If you wish to add more than 1000 individual files to a job, please use the **Firefox** browser. Internet Explorer and Chrome do not support this function.

- Click on *Add file*.
  - » The selection window ***Select file to upload*** will appear.
- Select:
  - – An individual file by double clicking it or by clicking it and then on ***Open***.
    - » The file is added to the selection window.
  - – Multiple files by pressing CTRL/SHIFT and clicking ***Open.***
    - » The files are added to the selection window.
- Add further files if required.

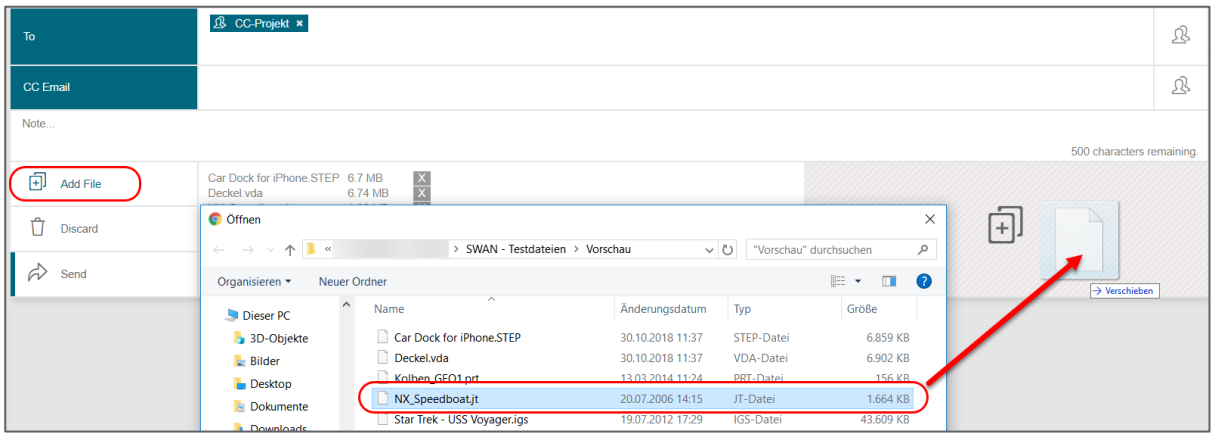


With the aid of X at the end of the line, you can individually delete files from the job list.

7.13 Add file via drag & drop

You can also add files from an open Explorer window by pulling them into the selection window to the drag & drop area.

- Open Windows Explorer and navigate to the desired files.
- Pull the individual file or several selected files to the hatched drag & drop area .
  - » The files are added to the selection window.



Information

If you click on the drag & drop area, the selection window ***Select file for upload*** opens. You can then select and attach files as described in Chapter 7.12.

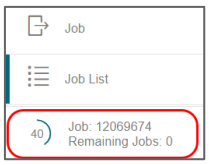
7.14 Send

Information

Data is uploaded and downloaded in SWAN with the function integrated in the browser.

Transmission time depends on file size and the capacity of the data connection. The job is cancelled if, for example, you update the browser while the job is being transferred to the server.

- **Wait until the job has been sent to the server before updating the browser, closing the browser or logging off SWAN.**
- **Use the progress indicator to check the progress of the upload.**



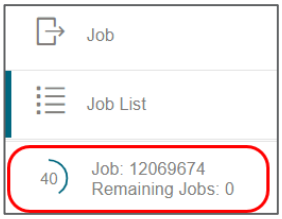
- **Do not use a WLAN connection when transferring large** files.

Information

If you click on the drag & drop area, the selection window ***Select file for upload*** opens. You can then select and attach files as described in Chapter 7.12.

When you have added all files to the job and selected the required preparation options, you can finish off job creation.

- Click on ***Send***.
  - » The job is processed and the files are sent.
  - » The ***Job List*** view then appears.
  - » Details on the upload process can be found in the information area in the main menu:
    - – Displays the job number of the job currently being uploaded
    - – Progress indicator shows the upload progress of the current job in percent
    - – Number of jobs still pending if several jobs have been sent



» Information on the job and possible functions will open on the right after you have selected the job by clicking it.

» The selected job is highlighted in colour.

Info – Send to recipient (local server)

If you show the ***Downloaded*** column in the job list, you will see from the icon that a job sent by you has been downloaded by the recipient.

- Move the mouse over the icon to see detailed information on the download time.

7.15 Discard - reset job

You can delete the entries in the job form and reset it to the default settings (default template).

- Click ***Discard.***

» The entries in the input fields are deleted or reset

8 Projects view

Here you can see the projects you are a member of and, depending on your rights, manage projects or, for example, add project members.

Information on the project function

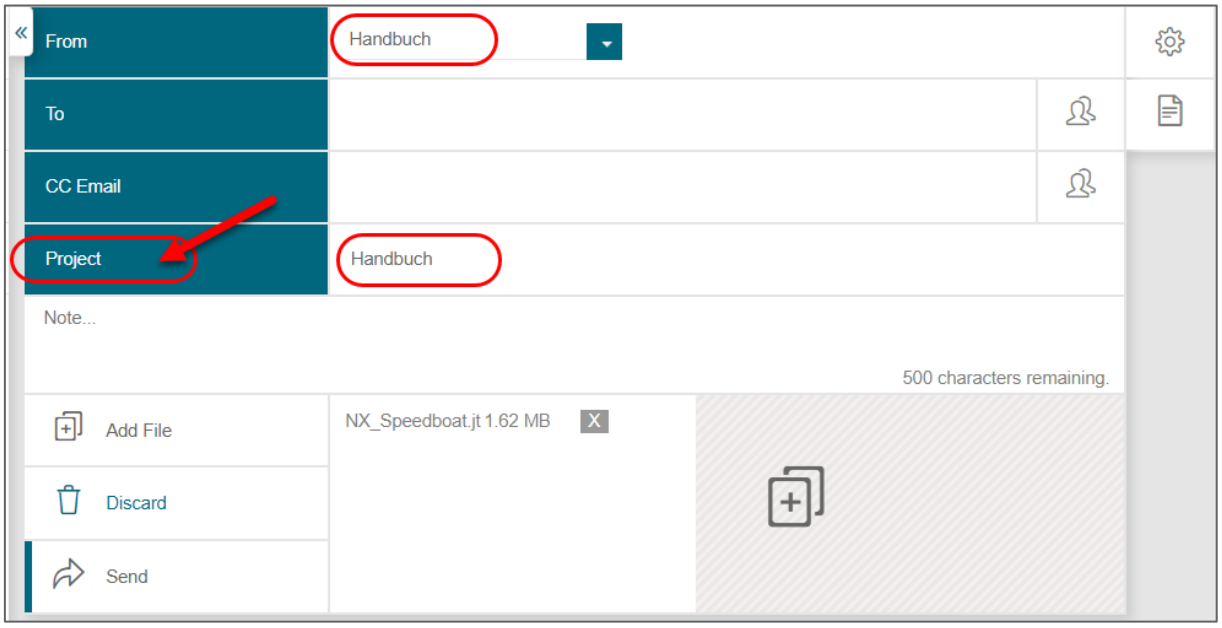
Only project supervisors and their deputies can view ***Projects***.

The **project function** provides the option to send data on behalf of a project.

The ***From*** field in the ***Job*** view is only shown if you are assigned to a project.

You can see if you are a project member under ***Extras > My Profile*** in the ***Authorisations*** section.

Corresponding rights are required for creating and managing projects, and these are assigned by the System Administrator.



When creating a new job, all users assigned to a project can enter as the sender a project sender and a project ID.

Once the job has been completely processed after having been sent, it is displayed in the outgoing list of all project members.

If you send data to a project, the job appears in the incoming list of all project members.

Projects are logically linked to servers.

A user requires the **project definition** business role in order to create and manage projects. The system administrator assigns this role in the user admin area.

Depending on your role in the project, you can do the following for projects in which you are a member: view, search for projects, edit projects, create new projects and assign users as project members to a project.

There are the following roles within a project:

- The system administrator has unrestricted administration rights for all projects. He/she assigns the **project definition** business role to the person responsible for the project.
- The person who is **responsible** for the project has unrestricted administration rights for his/her project (mandatory, 1 person). The person who is responsible for the project cannot be deleted from the project.
- The project **representative** can accept members into the project or remove members from it (optional, multiple persons possible).
- A project **member** has no administration rights (optional, multiple persons possible).

8.1 Search for project – edit project

Information

If you do not enter any search criteria for your search, you will receive all existing entries as a result.

You can use the following as search criteria:

• Project	A project has a name and its own address code.
• Member's last name/ member's first name	A project is assigned to at least one user (the person responsible for the project).
• Selfweb IPN	Renault Supplier Portal user ID (IPN)

- Activate the ***Projects*** view.
- Enter your search criteria and start the search by clicking ***Search/Refresh*** or click ***My Projects.***
  - » The search results open.
- Select the desired entry.
  - » In the reading pane on the right-hand side, you will see various areas for managing the project.
  - » ***General information*** on the selected project.
  - » You can add or delete project members and change their role in the project in the ***Members*** area.
  - » You can obtain information about the project management in the ***Project log*** area.

- Edit the entries and save the changes.

8.2 Creating a project

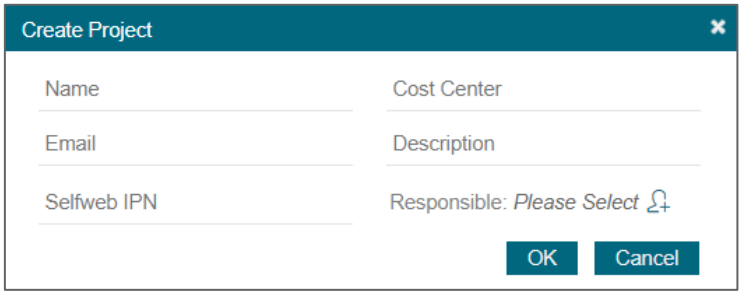
A user requires the ***project definition*** business role in order to create and manage projects.

This business role is assigned by system administration.

When creating a new project, you need to enter a project name and a cost centre. The name of the project can be freely chosen. Since a project name is visible to all SWAN users, you must make sure that the project name is not subject to a requirement for secrecy.

In addition, you must assign a responsible person to the project from the SWAN partner data and allocate the role of **responsible person** to him/her.

- Activate the ***Projects*** view.
- Click ***Create project***.
  - » An empty entry screen opens.



- Edit the entries and click ***OK***.
- Add additional project members in the ***Members*** area and assign them to the role of **Deputy** or **Member**.

9 Job List view

Information

The job list is intended for display purposes only.

Exception: In the ***Job List*** view, show the ***Download*** column and all job data by clicking on in your browser download folder.

You can only view information on a job and use potential functions after having selected the job.

Functions and information are shown on the right side of the ***Job List*** view (reading pane) only for the job shown in ***colour***.

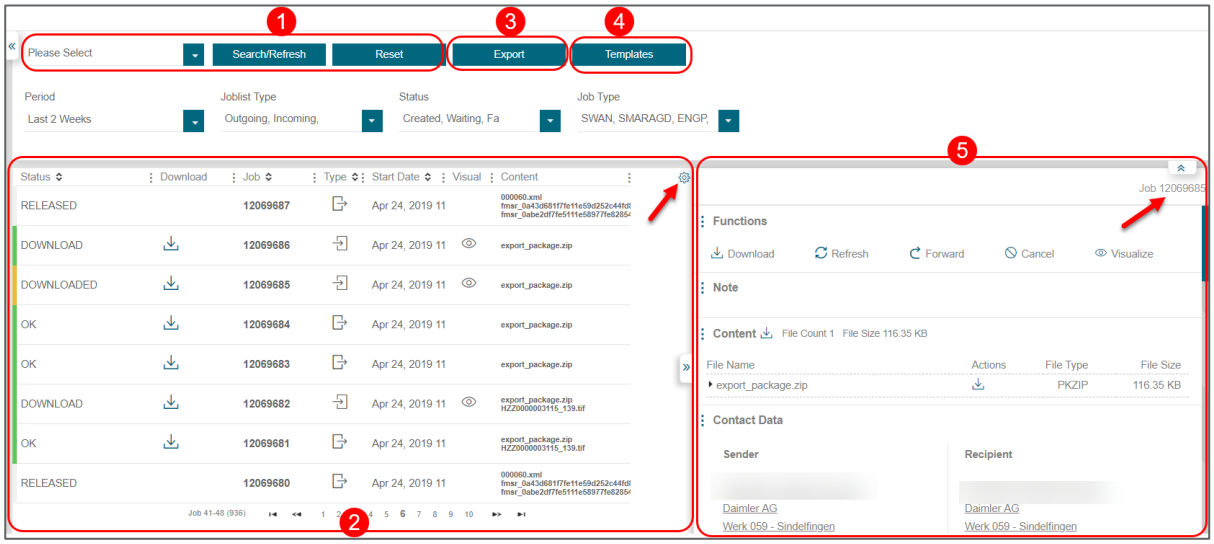
You can manage your incoming and outgoing jobs in the ***Job List*** view.

Information

The number of jobs shown on the screen is adapted to the size of the screen.

You can navigate through the list using the navigation arrows at the bottom edge of the list.

- Activate the ***Job List*** view.
  - » A job overview will appear.



1 Search for jobs

2 View (filtered) job lists

3 Export selected columns of the job list to an Excel file

4 Create, use and manage search templates

5 Reading pane – information on the job and possible functions

(Job has been clicked to select it, job number suitable for copying in the top right-hand corner)

You can influence the job list view using in the top right corner of the list (area **2**).

Click the arrow icon to collapse or expand the default search template in the ***Job List*** view. Consequently, you can display more results on the job list.

To view the job list across the whole width of the screen, you can hide the reading pane on the right-hand side.

- Double-click on » in the middle of the separator bar between the job list and reading pane.
  - » The reading pane is then hidden and the job list expands to fill the whole width of the screen.
- Double-click on « at the right-hand edge of the job list.
  - » The reading pane is hidden.

9.1 Configuring columns in the job list

Information

Depending on the column type, you can sort the list by clicking the column header.

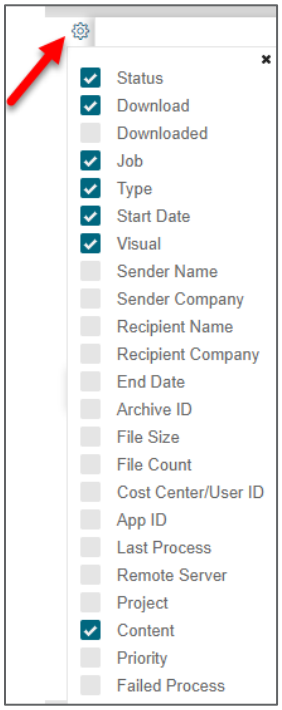
The arrangement of the columns can be configured using drag & drop.

If the selected columns do not all fit in the window, a scrollbar appears on the bottom edge of the job list.

You can define which columns should be shown or hidden in the job list.

- Activate the ***Job List*** view.

- Click in the top right corner of the list.
- Activate the appropriate checkbox.
  - » The selection will be saved.



The arrangement of the columns can be configured using drag & drop.

- Click on the column name and drag the column, with the mouse button held down, to the position you want it in. The setting is automatically saved

The width of the columns can be changed.

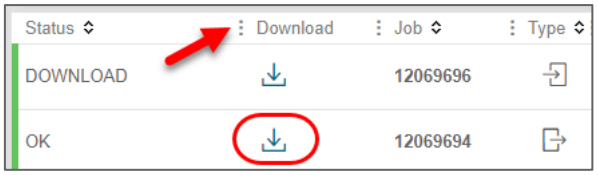
- Click on ⋮ at the right-hand edge of the column you want to make wider or narrower and, holding the mouse button down, drag to the desired width. The setting is automatically saved

9.2 Download column

The job list is intended for display purposes only, with the exception of the ***Download*** column.

In the ***Job List*** view, the ***Download*** column may be shown and all job data downloaded to your browser's download folder by clicking on . If the job contains several files, SWAN creates a ZIP file which may be downloaded to your browser download folder.

By clicking on the button only the data from a single job may be downloaded.

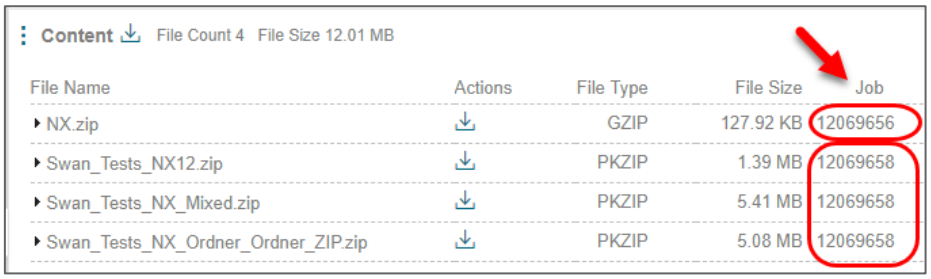


If you have selected several jobs and wish to download all the relevant data, please use the link ***Download job*** in the ***Functions*** area on the right-hand side.

If you only wish to download individual files from a job or several selected jobs, please use the individual download function in the ***Content*** area.

The downloading of individual files does not affect the status display in the job list.

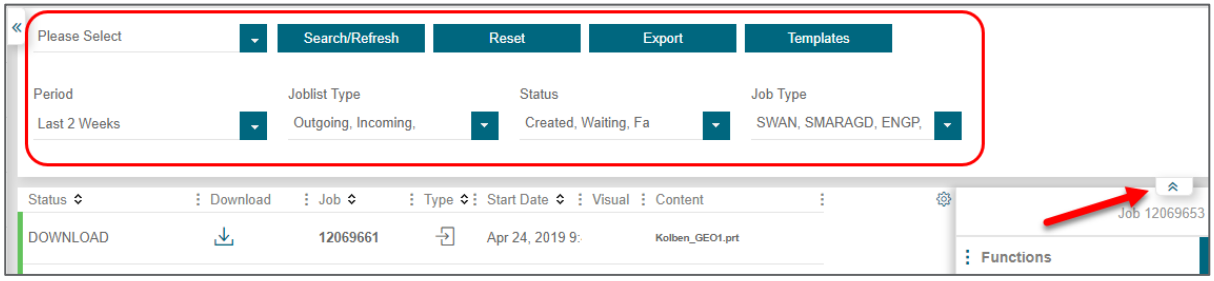
If you select multiple jobs in the job list, the job number is displayed in an additional column.



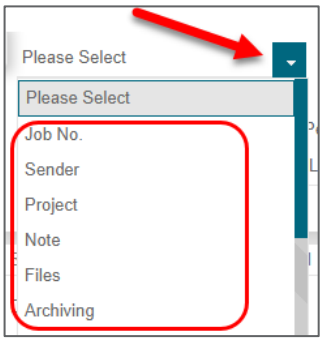
9.3 Searching the job list

You can search the job list using various criteria and create a search template that can be selected in the future or used as the default for searches.

Click the arrow icon to collapse or expand the default search template in the ***Job List*** view. Consequently, you can display more results on the job list.



You can select various search criteria in the selection list (**1**) (depending on authorisations and configuration):



- Job number
- Job list type (outgoing, incoming, offline)
- Sender
  (first name, surname, user name, project name, department, site and company of the sender)
- Recipient
  (first name, surname, user name, project name, department, site and company of the recipient)

- Period
- State
- Job type (SWAN, Smaragd, ...)
- Project ID
- Remark
- Files (file name)
- Archiving status
- Priority

- Activate the *Job List* view.
- Select the search criterion (**1**) and if possible, select an option from the drop-down menu or, for instance, enter the search string in the search field (**2**) in the ***Recipient*** search criterion.
  - » The search criterion with the entered value will be added to the search and removed from the selection list.
- Click ***the arrow*** again in the area (**1**) to add an additional search criterion to your search.
- Proceed accordingly until you have selected all of the desired search criteria.
- Click on **X** beside the search criterion to exclude this criterion from the search.

- Click ***Search/Refresh***.
  - » The search will be done.
  - » An appropriately filtered job list will appear.

9.4 Using search templates

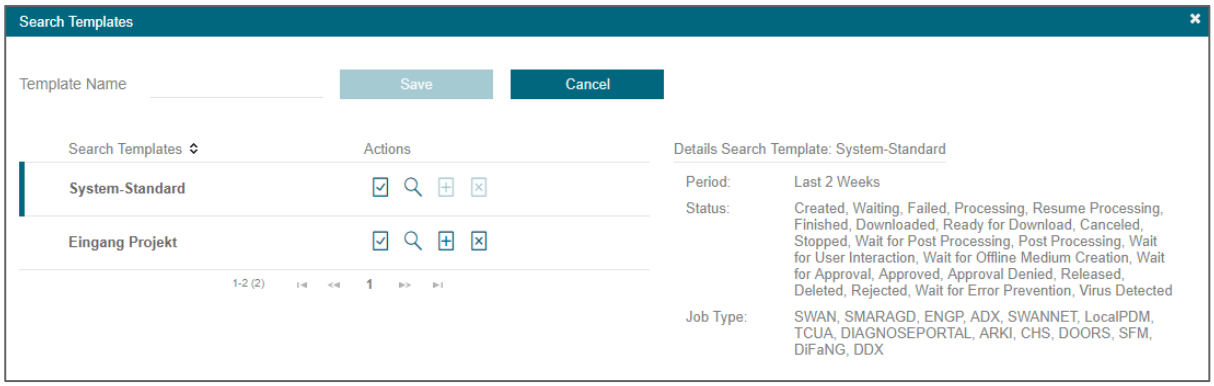
9.4.1 Creating a search template

Information

You can identify an active search template by the coloured bar at the left edge of the template name.

The system default template that is always available shows you all of the jobs from the last two weeks.

You can save search criteria in a search template for use in future searches and use the template by default for future searches.



- Perform the search with the desired search criteria.
- To save the search criteria, click ***Templates***.
  - » The selection window ***Search Templates*** appears.
  - » Search templates that have already been saved are displayed. Details on the available search templates can be found by clicking the ***magnifying glass***.
- Select a suitable name for the search template.
- Click if you would like to use the template as the default for future searches.
  - » The default search template is identified by a coloured bar on the left edge.
- Click ***Save***.

9.4.2 Managing search templates

You can select saved search templates from the list and make them the default search template or delete search templates by clicking the appropriate icon.

- Click ***Templates*** to manage the saved search template.
  - » The selection window ***Search Templates*** appears.
  - » Search templates that have already been saved are displayed.
  - » The default search template is identified by a coloured bar on the left edge.
- Click the ***magnifying glass*** to receive information on a search template.

9.4.3 Using a search template for a search

Saved search templates can be selected and used for a search.

- Click ***Templates*** to select a saved search template.
  - » The selection window ***Search Templates*** appears.
  - » Search templates that have already been saved are displayed.
  - » The default search template is identified by a coloured bar on the left edge.
- Click the ***magnifying glass*** to receive information on a search template.
- Click if you want to use the template for your search.
  - » The search will be done.
  - » A job list filtered according to the template will appear.
  - » The filter criteria are shown and you can select or deselect further search criteria to filter the list even further.

9.4.4 Discarding search templates

You can delete the entered search criteria and reset the search to the default search template.

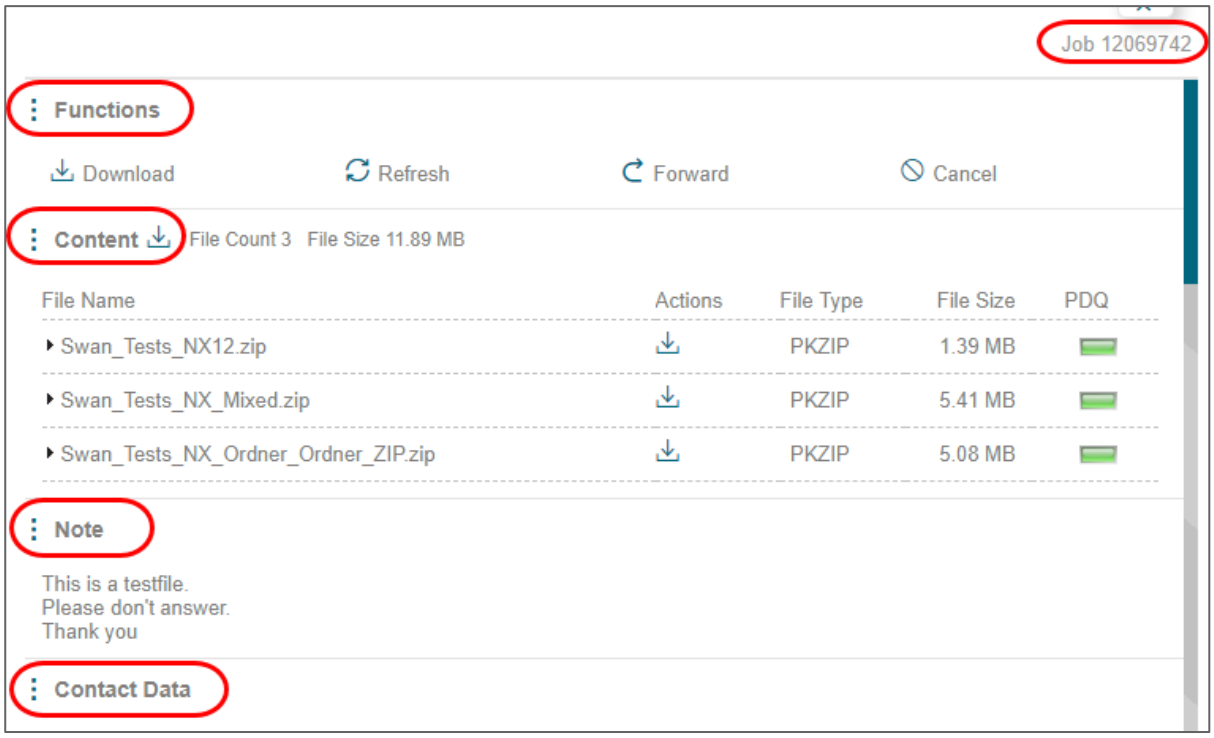
- Click ***Discard.***
  - » The entered search criteria will be deleted.
  - » The search will be done using the search template identified as the ***default*** (indicated by a coloured bar).
  - » The filter criteria are shown and you can select or deselect further search criteria to filter the list even further.

9.5 Reading pane – retrieving functions and information about the jobs

Information

You can only view information on a job and use potential functions after having selected the job.

Functions and information are shown on the right side of the ***Job List*** view only for the job shown in ***colour***.



- Click in the line of the desired job.
  - » The selected job is shown in ***colour*** in the job list.
  - » Possible functions and information on the job then appear on the right side.
- Adjust the order of the view to fit your needs by moving the three dots ⋮ to the left of the section designation up or down.

9.5.1 Job number and file names suitable for copying

The job list number for the selected job is always visible in the reading pane in the top right-hand corner, and you can select and copy this number.

You can select and copy the file names in the ***Content*** area.

9.5.2 User information

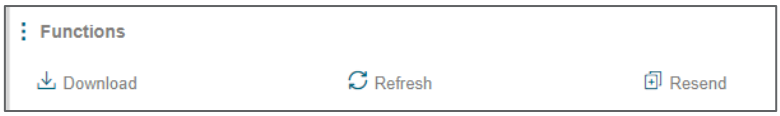
User information is expanded continuously. In the event of any transfer errors, the system displays detailed error messages and correspondingly recommended actions on the user interface.

Depending on the error notification settings, users and administrators receive an email featuring the corresponding information about the error which occurred.

9.5.3 Functions

In the ***Functions*** area, you will find a list of the functions which you can apply to the selected job. The selection options depend on the job type (incoming/outgoing) and the roles and rights assigned to you.

Outgoing jobs:

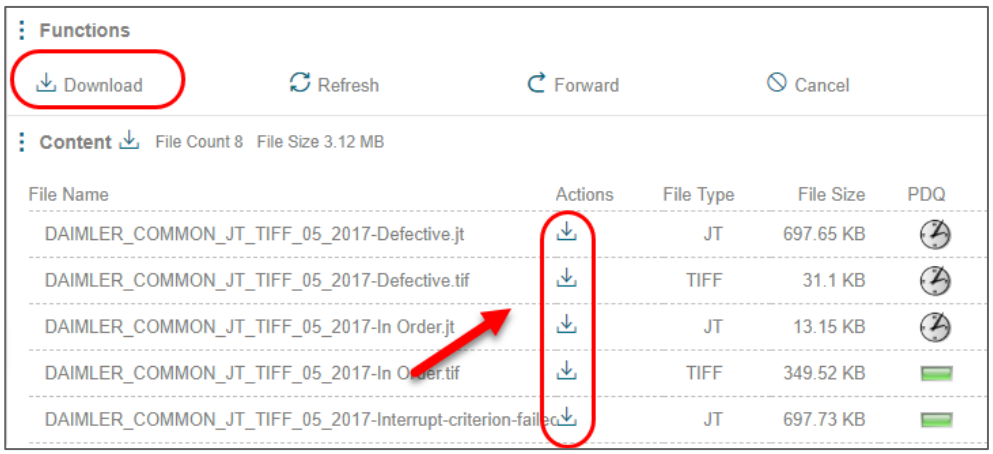


Incoming jobs:

Download job

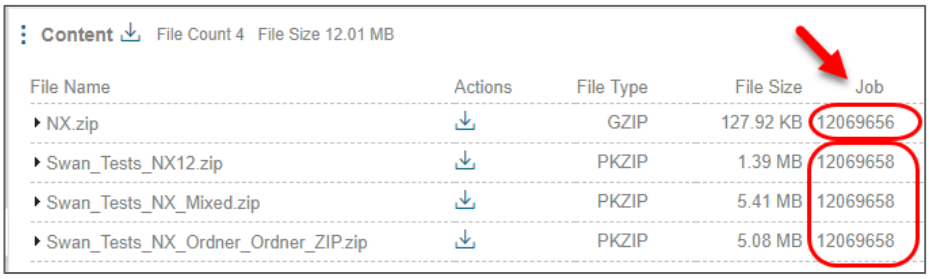
Clicking on ***Download job*** allows you to download the files contained in a job.

- Adjust the download directory in your browser, if needed.
- Make sure that sufficient storage space is available.
- Select the desired job from the job list.
- In the ***Functions*** section, click ***Download job***.
  - » An individual file will be downloaded in its original form from the browser to the preset download folder and saved there.
  - » Multiple files will be packed unchanged in a zip container and then downloaded to the preset download folder as a single package and saved there.



You can download the contents of multiple jobs simultaneously.

- Select the desired jobs in the job list.
- Select the files for download in the ***Content*** area.
- In the ***Content*** area, an individual download function is available in the ***Actions*** column. The downloading of individual files does not affect the status display in the job list. The status does not change to ***Downloaded*** until you download the job from the ***Functions*** area using ***Download job***.
- If you select multiple jobs in the job list, the job number is displayed in an additional column.



Updating

Click ***Refresh*** to update the information shown in the reading pane for the currently selected job on the job list.

Forward

This function is available for incoming jobs. You can forward jobs in your incoming jobs list. In this way, you can forward received data to other recipients.

The job form appears. The original data are already attached to the job. After selecting a recipient, you can send the job by clicking ***Send***.

Resend

This function is available for outgoing jobs. You can resend jobs in your outgoing jobs list.

The job form appears. The original data are already attached to the job. After selecting a recipient, you can send the job by clicking ***Send***.

Cancel

If you click ***Cancel***, transfer and processing of your job is cancelled. The status is then set to ***stopped***. It is no longer possible to collect or, for instance, forward the job.

Manage job approval (Option)

In the job list, the status of the job appears as ***Interaction*** and additional information is available in the ***Approval history*** area. The sender and the relevant approver receive an email notifying them that a job is waiting for approval.

Users with the role ***Approver*** or ***Approver eduLicense*** can approve or reject jobs via ***Manage job approval***. The sender is notified via email.

Visualisation

In order to visualise CAD input data, you need authorisation for your SWAN profile.

The SWAN incoming data visualisation function enables visualisation of the CAD data received, in combination with visualisation software (e.g. JT2Go or Visview) installed locally.

Formats which can be visualised directly are JT and TIF/TIFF.

SWAN converts NX and CATIA data into the neutral JT format.

You can start the visualisation of CAD data:

- via the visualisation URL in the email message about receiving data
- in the ***Job List*** via the ***Visualize*** link in the ***Functions*** area after you have selected the job by clicking it

■ Show the ***Visualizable*** column in the job list.

  You can see from the icon whether the job contains relevant data.

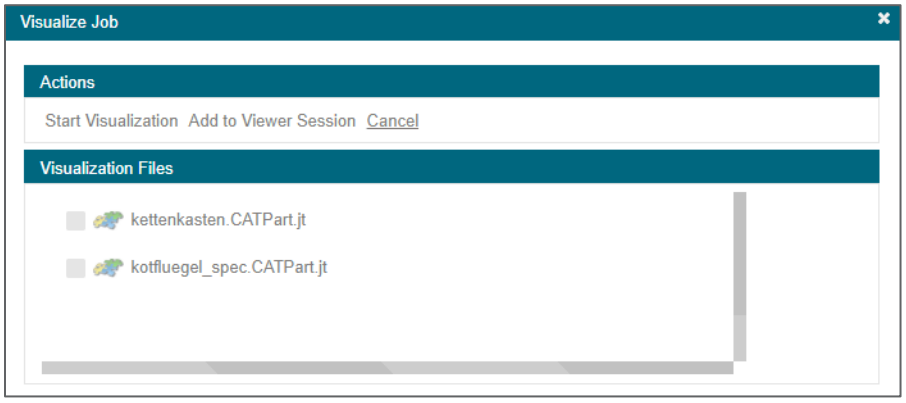
In the case of large files, file conversion can take some time. If generating the visualisation data is still running when you click on ***Visualize***, you can choose to receive an email notifying you when the conversion process is complete.

As soon as the visualisation files are available, you will receive an email containing the visualisation URL.

If the generation of the visualisation data is complete, you can view the JT data using visualisation software installed locally.

■ Click ***Visualize.***

» The ***Visualize Job*** window appears with a list of visualisation files.



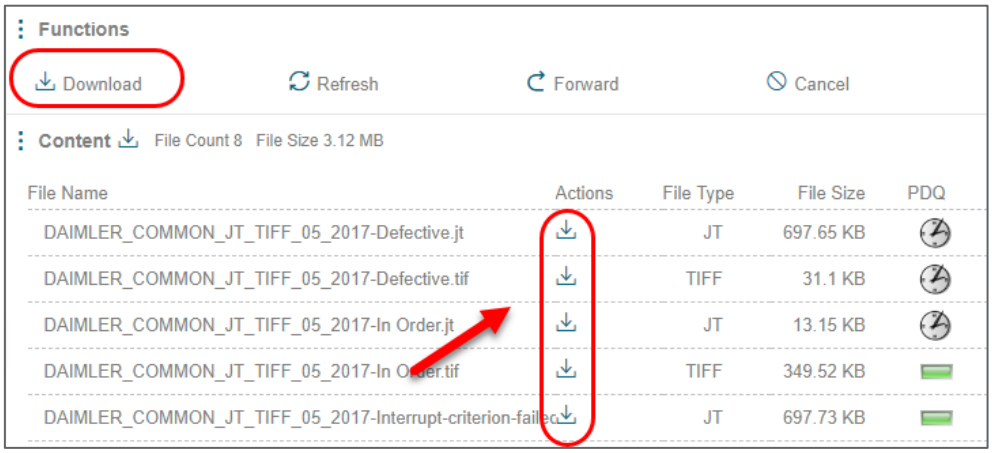
- Select the desired file.
- In the ***Actions*** area, click ***Start visualization.***
- Save the link to the visualisable file (VVI file).
- Double-click the VVI file.
  - » The visualisation software starts.

Fetch delivery note (Option)

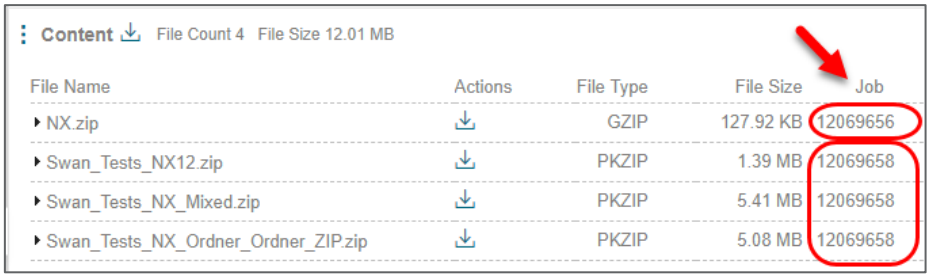
Sender and recipient can fetch a pdf data delivery note which contains information about the sender and the recipient and general information about the job e.g. job number, start of transmission, size, etc..

9.5.4 Content

An individual download function is available in the ***Content*** area. The downloading of individual files does not affect the status display in the job list. The status does not change to ***Downloaded*** until you download the job from the ***Functions*** area using ***Download job***.



If you select multiple jobs in the job list, the job number is displayed in an additional column.



- Click on ▶ for a container to view the content of the container.
  - » A list of the files in the container appears, with file type and size.
- Click on ▼ to close the list.

9.5.5 Preview

CAD files included in a job (e.g. CATIA_V5-Parts, NX-Parts and the neutral formats JT, STEP, IGES, VDA-FS) are visualised directly in the browser.

With the preview function, both outbound and inbound CAD data is immediately visualised. The visualised file is shown directly in the browser, in a new display area in the reading pane on the right-hand side, both for sent and received files.

The preview function is only available once there is a licence for the converter used and the corresponding user settings have been configured in SWAN.

The Administrator does not personally have access to the visualised files.

As soon as the file preview is available, the preview icon appears in the ***Content*** area in the ***Actions*** column and the preview for the very top file is immediately shown in the preview area.

If there are several visualisable files in the job, the user can use the preview icon in the file list to select the required file.

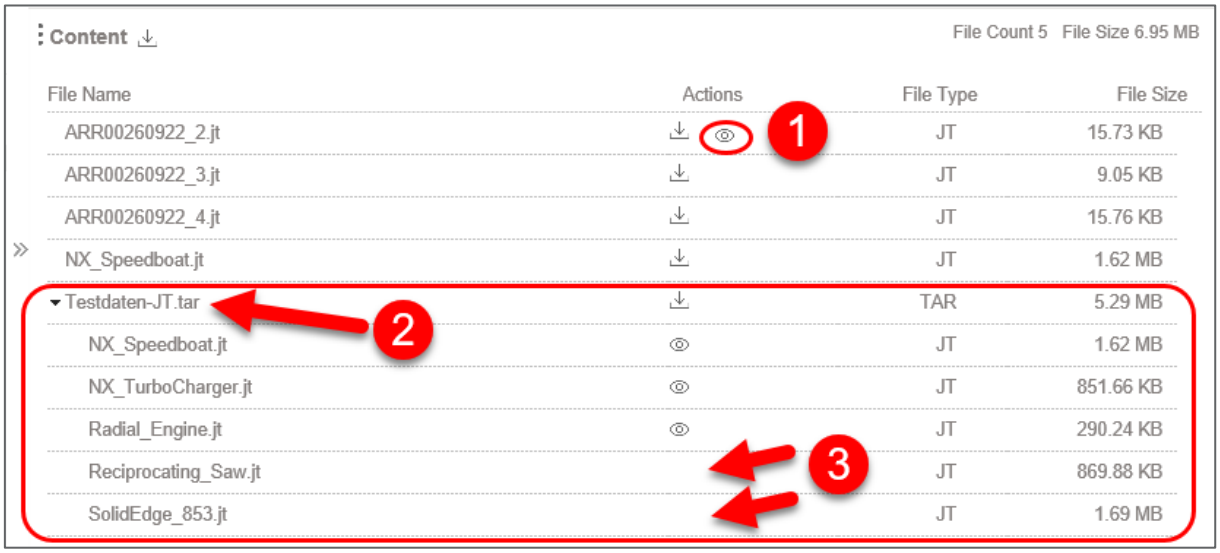
Using the mouse, the user can rotate the model horizontally in the preview area.

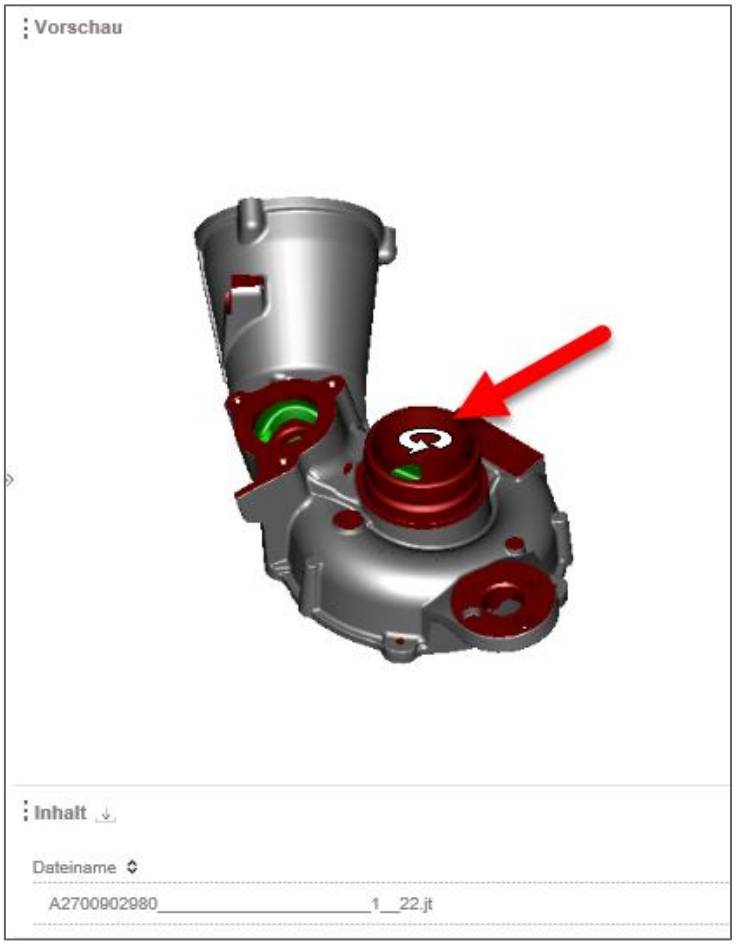
A preview of CAD files is also created for first-level CAD files packed in containers. The ZIP, TAR and RAR container formats are currently supported. The number of listed and, where applicable, visualisable files in the file list is restricted to 100.

As soon as the preview icon 1 is shown in the file list, you may click on the icon to display the file in the preview area.

The same applies for up to 100 files packed in a container. The container must be expanded here 2 .

If there is no preview icon visible, then the file format is not currently supported or the conversion process make take some time for supported file formats 3.


Content
File Count 5 File Size 6.95 MB
File Name
Actions
File Type
File Size
ARR00260922_2.jt
JT
15.73 KB
ARR00260922_3.jt
JT
9.05 KB
ARR00260922_4.jt
JT
15.76 KB
NX_Speedboat.jt
JT
1.62 MB
Testdaten-JT.tar
TAR
5.29 MB
NX_Speedboat.jt
JT
1.62 MB
NX_TurboCharger.jt
JT
851.66 KB
Radial_Engine.jt
JT
290.24 KB
Reciprocating_Saw.jt
JT
869.88 KB
SolidEdge_853.jt
JT
1.69 MB
1
2
3


Vorschau
Inhalt
Dateiname
A2700902980_____1__22.jt

9.5.6 Job History

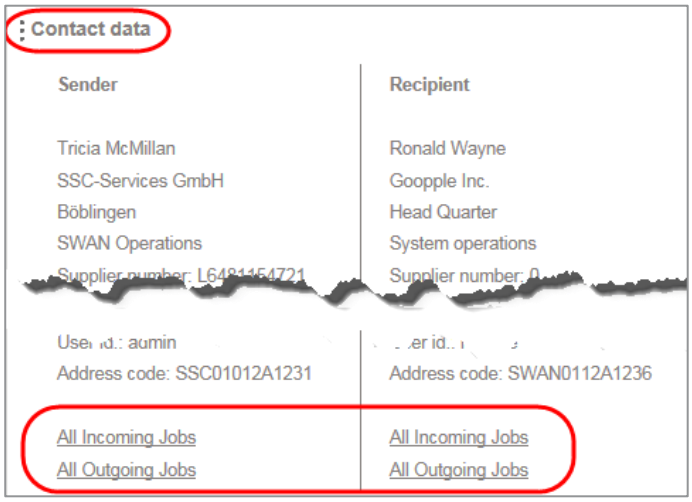
The ***Job History*** contains information about all the process steps the job has gone through.

You can download a text file containing the job history by clicking .

9.5.7 Contact data

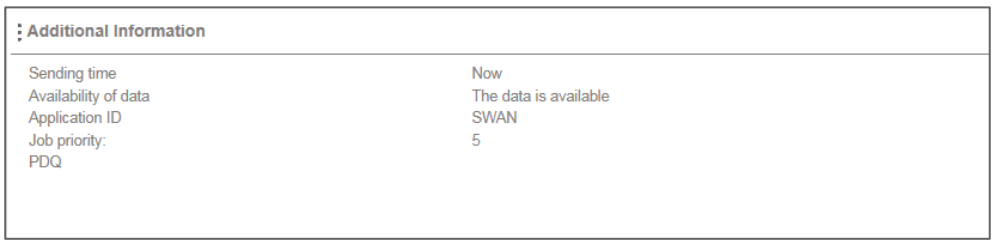
The ***Contact data*** area in the reading pane contains links which you can use to show all jobs to or from a person, provided you have the relevant authorisation.

The search screen for the job list is automatically filled with the corresponding data and the search carried out.



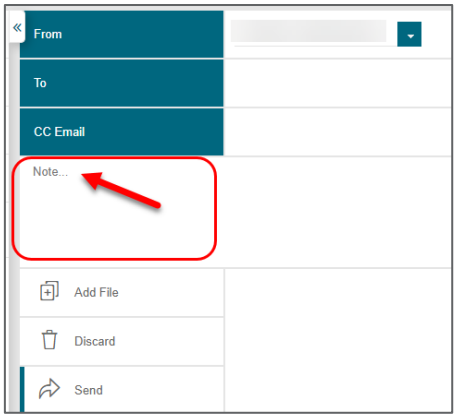
9.5.8 Additional Information

Additional information on the selected job can be found here.

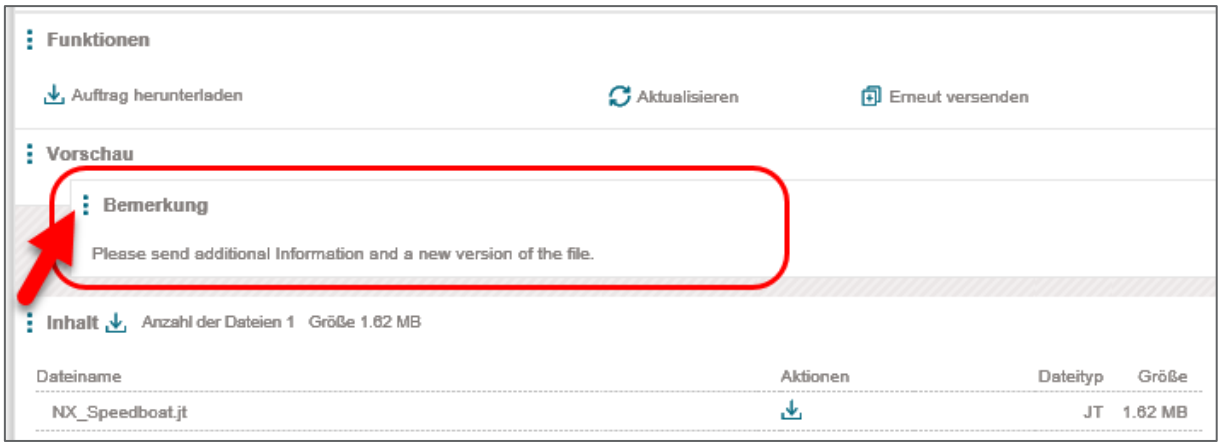


9.5.9 Note

You may enter information for the recipient of the data in the ***Job*** view in the ***Note*** field.



The text entered here will be shown in the reading pane on the right-hand side in the ***Note*** area.



9.6 Identifying the job status

The status of your job is indicated in the status column by a coloured bar and a status word.

Click the job to highlight it in colour and view additional information on the job in the reading pane on the right-hand side.

State	Explanation
Created	Outgoing job was created.
Released	Job has been released for further process steps.
Waiting	Job is waiting for next process step.
Failed	Job was cancelled due to an error in a process step.
Processing	Job processing is in progress.
Resume Processing	Job processing is resumed.
OK-Finished	Outgoing job was processed without errors and will be sent to recipient. Final state of an outgoing job.
Downloaded	Incoming jobs, on which the download was started by the recipient. Colour: Blue Outgoing jobs, on which the download was started by the sender. Colour: Blue Jobs, on which the download was started by an administrator.

	Colour: Yellow
Ready for Download	Incoming jobs are ready for download. Processing is complete. Jobs have not been downloaded yet.
Cancelled	Job was cancelled by user. Transfer and processing of the job is cancelled. The job can no longer be downloaded or e.g. forwarded.
Stopped	Processing of job was stopped. E.g. due to an invalid recipient.
Wait for post processing	Job is waiting for post processing, e.g. info mails.
Post Processing	Job post processing is in progress, e.g. info mails.
Wait for user interaction	Deprecated – not in use any more
Wait for offline medium creation	Offline medium with the job data is under preparation.
Wait for Approval	Job is waiting for approver interaction.
Approved	Job has been approved and can now be sent to recipient.
Approval Denied	Job has not been approved and must not be sent to recipient.
Deleted	Job has been deleted by an administrator.
Rejected	Deprecated – not in use any more
Wait for error prevention	Job is waiting for error prevention.
Virus detected	A virus has been detected. Download is disabled. The job can be deleted manually by an administrator or automatically in the context of automatic archiving.

9.7 Exporting the job list

You can export up to 10,000 jobs from the job list to an Excel file. Exported columns are saved for the next export. You can also select ***Note***.

- Click ***Export***.
  - » The selection window for exporting to an Excel file appears.
- Select the number of jobs and add the columns desired for the export to the selection list.

- Click ***Export***.
  - » An Excel file will be generated with the selected columns.

9.8 Download job

Information

Uploading and downloading files is done via a function integrated in the browser.

When downloading, the files are downloaded to the download directory set in the browser and saved there.

- Adjust the download directory in your browser, if needed.
- Make sure that sufficient storage space is available.

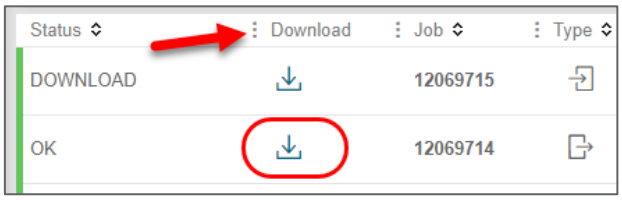
Data recipients are informed of incoming data via an email with a data delivery note and can access the received data after they select the job in the job list.

9.8.1 Downloading to job list

The job list is intended for display purposes only, with the exception of the ***Download*** column.

In the ***Job List*** view, the ***Download*** column may be shown and all job data downloaded to your browser's download folder by clicking on . If the job contains several files, SWAN creates a ZIP file which may be downloaded to your browser download folder.

By clicking on the button only the data from a single job may be downloaded.



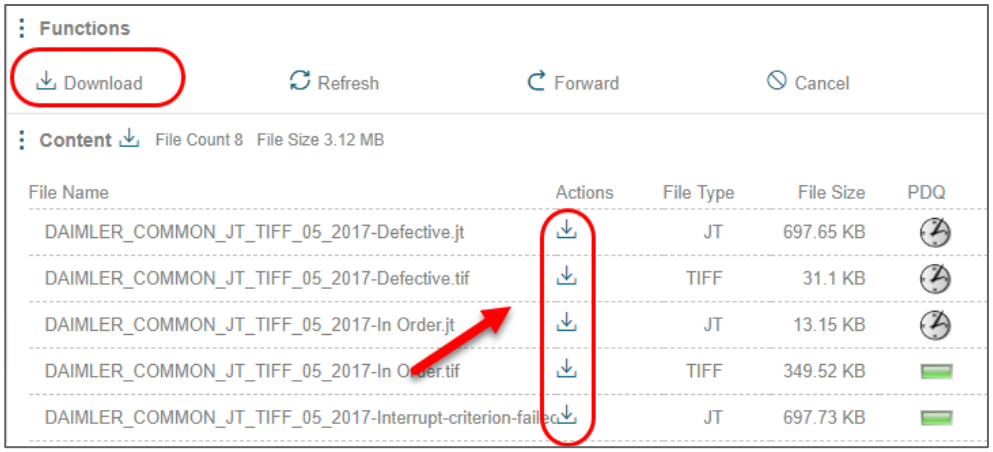
9.8.2 Downloading in the reading pane

- Activate the ***Job List*** view.
- Use the suitable search window to filter extensive job lists by certain criteria.
  - Quick search, e.g. if you know the job number, ▸ Chapter 6.2
  - Search with a combination of search criteria, ▸ Chapter 9.3
  - Search templates, ▸ Chapter 9.4
- Select the desired job from the job list.
- If a job contains multiple files, you can select individual files in the ***Content*** area. To deselect a file, click on the checkmark in front of the file name.
- In the ***Functions*** section, click ***Download job***.

» An individual file will be downloaded in its original form from the browser to the preset download folder and saved there.

» Multiple files will be packed unchanged in a zip container and then downloaded to the preset download folder as a single package and saved there.

An individual download is now available as a new function in the ***Content*** area. The downloading of individual files does not affect the status display in the job list. The status does not change to ***Downloaded*** until you download the job from the ***Functions*** area using ***Download job***.



If you select multiple jobs in the job list, the job number is displayed in an additional column.

- Click on ▶ for a container to view the content of the container.
  - » A list of the files in the container appears, with file type and size.
- Click on ▼ to close the list.

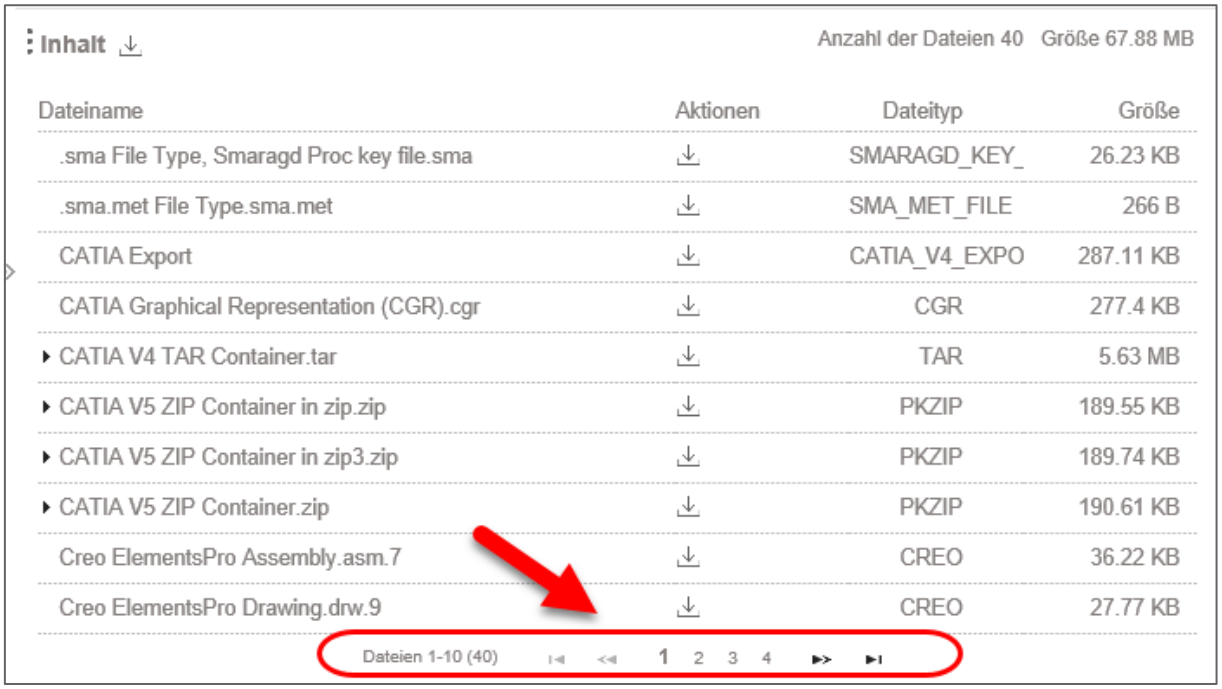
Information

You can download the contents of multiple jobs simultaneously.

- Select the desired jobs in the job list.
- Select the files for download in the ***Content*** area (default: all selected).

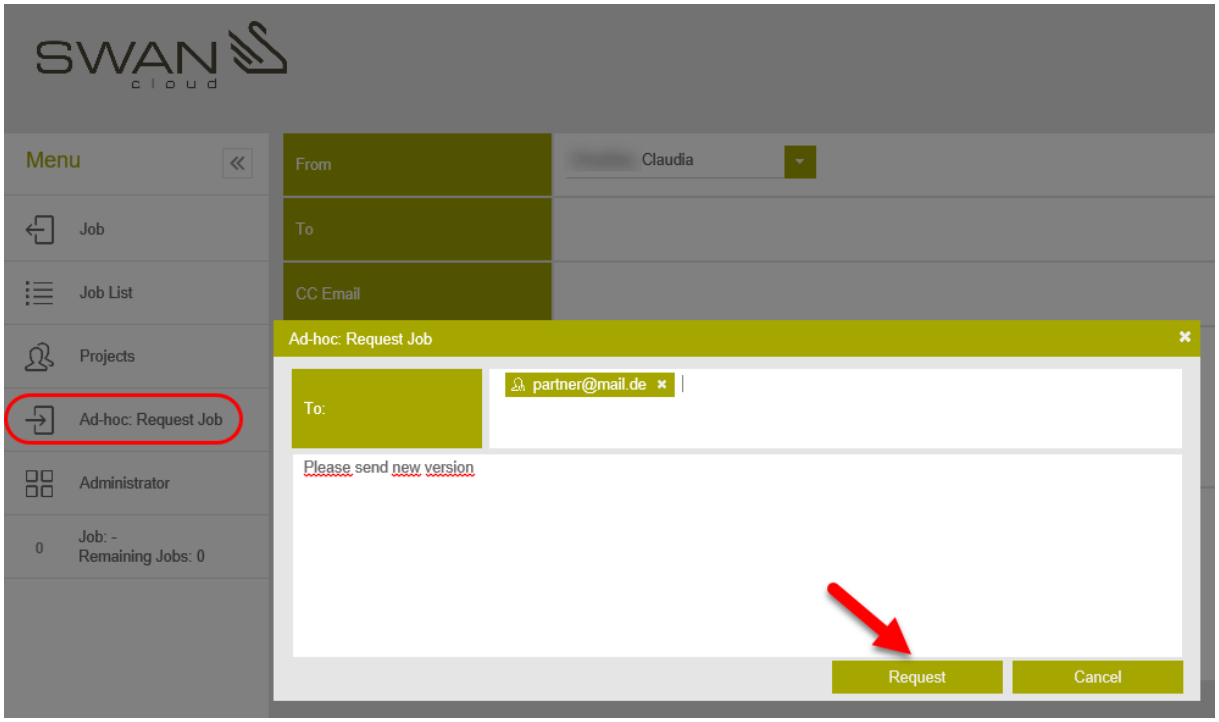
Displaying the file list is now the same as displaying jobs in the job list. For comprehensive lists, the user may now navigate through the list by page and jump directly to the start or end of the list. The list is sorted alphabetically per job selected.

For files packed in containers, scrollbars may be used to navigate the files after expanding the container. A maximum of 100 files are shown.



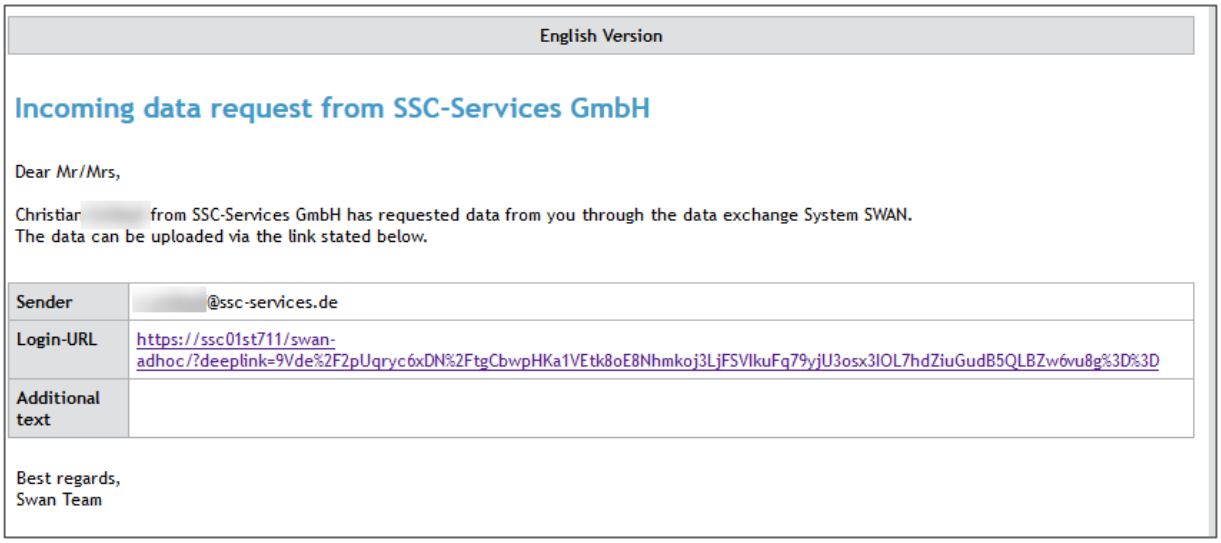
10 Ad-hoc view: request job

The ad hoc data request function allows a registered SWAN user to request data via email from a data exchange partner not registered in the SWAN database. The data requester has the option of sending an additional text/free text with his request.



- Click ***Ad-hoc: Request Job***.
  - » The Ad-hoc request form appears.
- In the ***To***: field, enter the email address of the communication partner.
- Enter the text to inform the communication partner and click ***Request.***

» SWAN sends an email with a one-time valid link (login URL) to the data exchange partner and a copy to the data requestor.



English Version

Incoming data request from SSC-Services GmbH

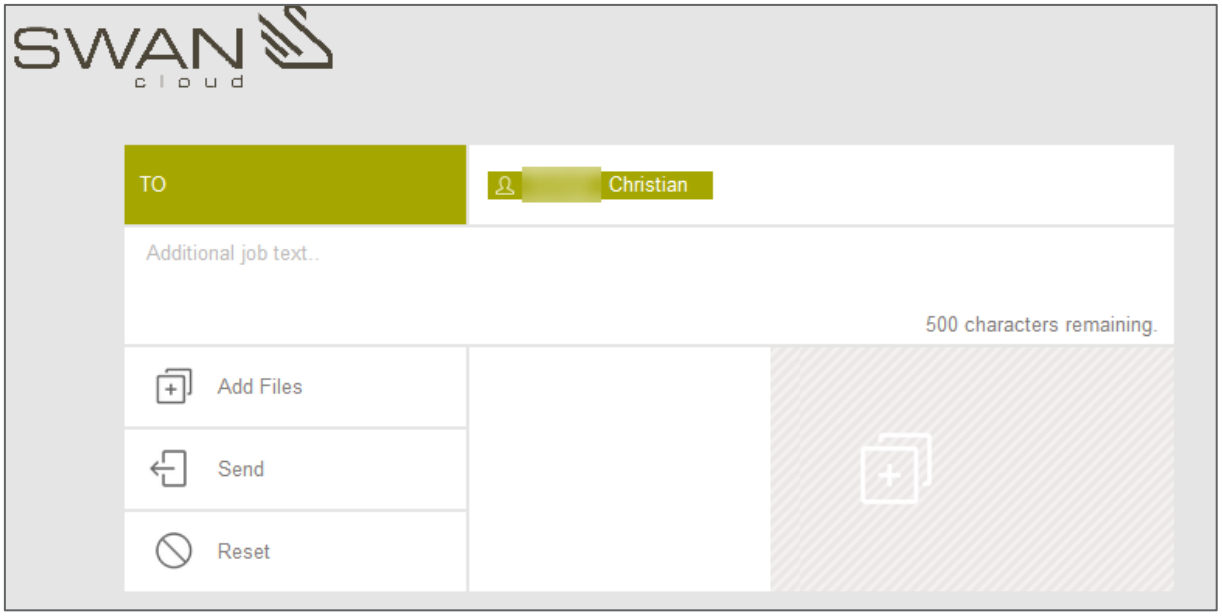
Dear Mr/Mrs,

Christian from SSC-Services GmbH has requested data from you through the data exchange System SWAN.
The data can be uploaded via the link stated below.

Sender	@ssc-services.de
Login-URL	https://ssc01st711/swan-adhoc/?deeplink=9Vde%2F2pUqryc6xDN%2FtgCbwpHKa1VEtk8oE8Nhmkoj3LjFSVIkuFq79yjU3osx3IOL7hdZiuGudB5QLBZw6vu8g%3D%3D
Additional text	

Best regards,
Swan Team

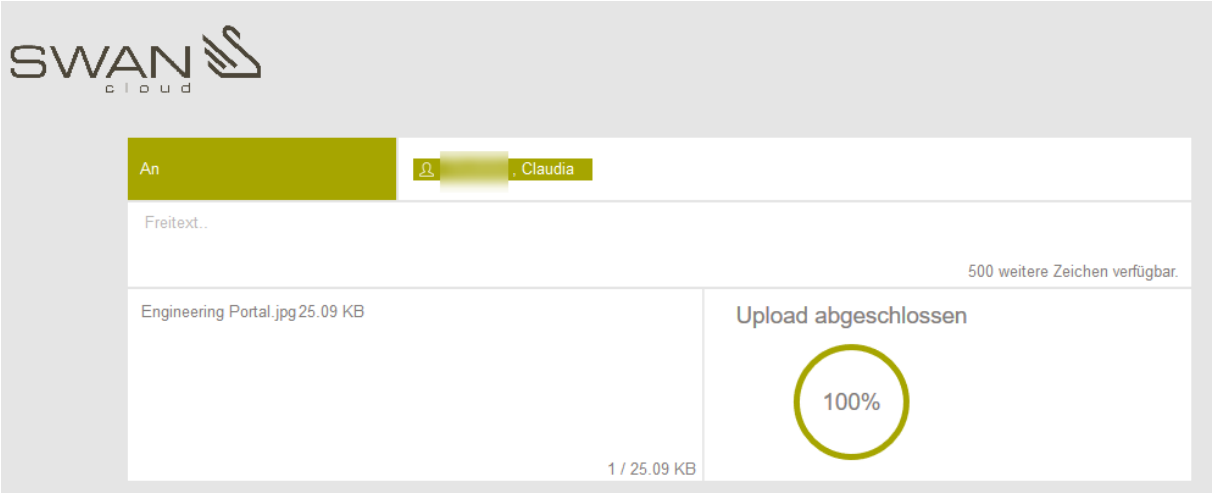
The link (login URL) takes the data exchange partner to a simple transmission screen, in which the SWAN data requestor is already entered as the recipient.



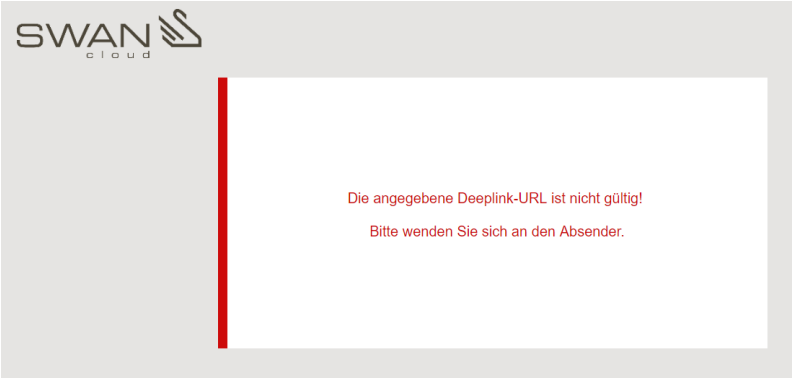
By clicking on the recipient's name, additional information such as address and contact details are displayed.

The data exchange partner can use ***Add file*** to select and attach files in his file system or drag and drop them from the opened browser window onto the storage area.

When the upload is complete, the data exchange partner can close the screen by closing the browser window.



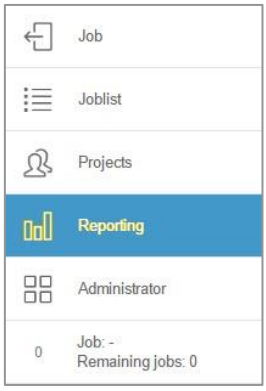
The link (Login-URL/Deeplink URL) is only valid for a single transfer. The data exchange partner is informed of a further call with an error message.



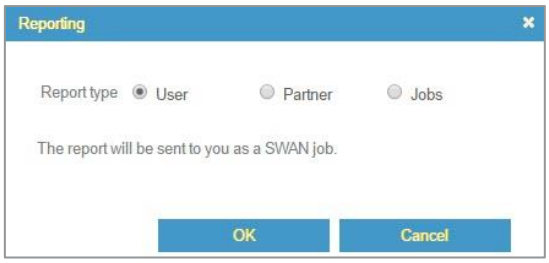
11 Reporting view

The reporting function allows an authorized user to configure and generate reports via the SWAN system.

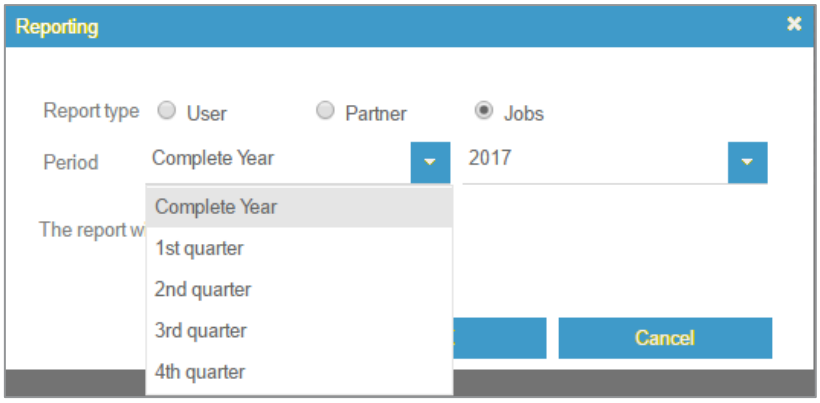
The desired report type (user, partner, jobs) is selected in the ***Reporting view***.



When selecting the report type ***User*** (output: number of own SWAN users, local/non-local companies, local/non-local users) or ***partner*** (output: short name, connection type, connection system), a SWAN job with the desired information is created.



When you select the report type ***jobs*** (output: month, job number, job volume [MB], send_company, send_department, receiving_company, receiving_department, direction), you can select a period and a year.



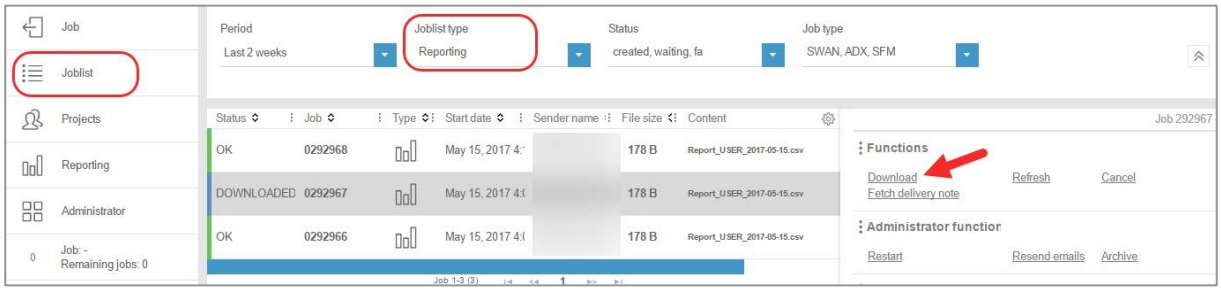
SWAN erzeugt einen Auftrag vom Auftragslistentyp ***Reporting*** und sendet die Report-Daten als CSV-Datei an den anfordernden Benutzer.

SWAN generates a job of the job list type ***Reporting*** and sends the report data as a CSV file to the requesting user.

The user is also informed via email about the generated job and can download the reporting file and, if necessary, the associated delivery note from the ***functions*** area.

In the job list, a reporting job is indicated in the type column by the icon .

You can use the search function in the ***job list*** to filter reporting jobs by selecting the job list type ***Reporting***.



12 Appendix – Recognised file formats

Any file format may be transferred with SWAN.

The file format will need to be identified for certain preparation options (conversions, data quality check, ...).

SWAN currently recognises the following file formats.

12.1 Compression formats

BZ2	"application/x-bzip2"
GZIP	"application/gzip"
PKZIP	"application/zip"
RAR	"application/x-rar-compressed"
SEVEN_ZIP	"application/x-7z-compressed"
TAR	"application/x-tar"
TGZ	"application/x-gtar"

12.2 Application formats

12.2.1 Microsoft Office

EXCEL	"application/msexcel" "application/vnd.ms-excel" "application/vnd.ms-excel.addin.macroenabled.12" "application/vnd.ms-excel.sheet.macroenabled.12" "application/vnd.ms-excel.sheet.binary.macroenabled.12" "application/vnd.ms-excel.sheet.4" "application/vnd.ms-excel.workspace.4" "application/vnd.ms-excel.sheet.3" "application/vnd.ms-excel.workspace.3" "application/vnd.ms-excel.sheet.2" "application/vnd.openxmlformats-officedocument.spreadsheetml.sheet" "application/vnd.ms-excel.template.macroenabled.12"
POWERPOINT	"application/mspowerpoint" "application/vnd.ms-powerpoint" "application/vnd.ms-powerpoint.addin.macroenabled.12" "application/vnd.ms-powerpoint.presentation.macroenabled.12" "application/vnd.ms-powerpoint.slide.macroenabled.12" "application/vnd.ms-powerpoint.slideshow.macroenabled.12" "application/vnd.ms-powerpoint.template.macroenabled.12" "application/vnd.openxmlformats-officedocument.presentationml.presentation"
WORD	"application/msword" "application/vnd.ms-word" "application/vnd.ms-word.document.macroenabled.12"

	"application/vnd.ms-word.template.macroenabled.12" "application/msword2" "application/msword5" "application/vnd.openxmlformats-officedocument.wordprocessingml.document"

12.2.2 ENGDAT and ENGPART

ENGDAT_V2	„application/x-engdatv2“
ENGDAT_V3	„application/x-engdatv3“
ENGPART_V4	„application/x-engpart“

12.2.3 CAD formats

IGES	„model/iges“
JT	"application/x-jt"
STEP	„application/x-step“
VDA_FS	„application/x-vdafs“

CATIA_V4_EXPORT_FILE	"application/x-catia-export"
CATIA_V4_MODEL	"application/x-catia-model"
CATIA_V4_TAR_CONTAINER	"application/x-catia-tar"
CATIA_V5	"application/x-catiav5" (none of the supported subtypes detected)
CATIA_V5_DRAWING	"application/x-catiav5-drawing"
CATIA_V5_FCT	"application/x-catiav5-fct"
CATIA_V5_PART	"application/x-catiav5-part"
CATIA_V5_PRODUCT	"application/x-catiav5-product"
CGR	„application/x-catia-cgr“

CREO	„application/x-creo-assembly" "application/x-creo-part" "application/x-creo-drawing“
INVENTOR_ASSEMBLY	„application/x-inventor-assembly“
INVENTOR_DRAWING	„application/x-inventor-drawing“
INVENTOR_PART	„application/x-inventor-part“
INVENTOR_PROJECT	„application/x-inventor-project“
NX_FILE	„application/x-nx“
NX_ASM	„application/x-nx-asm“
NX_PRT	„application/x-nx-prt“
NX_DWG	„application/x-nx-dwg“
NX_OTHER	„application/x-nx-other“

NX_JT	„application/x-nx-jt“

12.2.4 Graphic formats

BMP	„image/x-ms-bmp“
DWG	„image/vnd.dwg“
DXF	„image/vnd.dxf“
GIF	„image/gif“
ICO	„image/vnd.microsoft.icon“
JPEG	„image/jpeg“
PNG	„image/png“
PXM	„image/x-portable-pixmap“
SVG	„image/svg+xml“
TIFF	„image/tiff“
XBM	„image/x-xbitmap" "image/x-xbm“

12.2.5 Text formats

ADA	„text/x-ada“
ASSEMBLER	„text/x-assembly“
AWK	„text/x-awk“
BASIC	„text/x-basic“
C	„text/x-csrc", "text/x-chdr“
CPP	„text/x-c++src", "text/x-c++hdr“
CSHARP	„text/x-csharp“
CSS	„text/css“
CSV	„text/csv“
FORTRAN	„text/x-fortran“
GO	„text/x-go“
HTML	„text/html“
INI	„text/x-ini“
JAVA	„text/x-java-source“
LESS	„text/x-less“
LEX	„text/x-lex“
LISP	„text/x-common-lisp", "text/x-emacs-lisp“
MARKDOWN	„text/x-web-markdown“
MATLAB	„text/x-matlab“
OBJECTIVE_C	„text/x-objcsrc“
PASCAL	„text/x-pascal“
PERL	„text/x-perl“

PHP	„text/x-php“
PROLOG	„text/x-prolog“
PROPERTIES	„text/x-java-properties“
PYTHON	„text/x-python“
R	„text/x-rsrc“
REXX	„text/x-rexx“
RUBY	„text/x-ruby“
SGML	„text/sgml“
SQL	„text/x-sql“
TEXT	„text/plain", "text/x-log“ * ascii text file (found via file ending .txt)
TROFF	„text/troff“
URI	„text/uri-list“
VISUAL_BASIC	„text/x-vbasic“
YACC	„text/x-yacc“

12.2.6 Audio formats

MP3	„audio/mpeg" "audio/x-mpeg“
WAV	„audio/x-wav“

12.2.7 Video formats

AVI	„video/x-msvideo“
MPEG	„video/mpeg“
QUICKTIME	„video/quicktime“

12.2.8 Other application formats

BASH	„application/x-sh“
DIF	„application/dif+xml“
DITA	„application/dita+xml“
DWG_FORM	„application/x-proe-dwgform“
ELF	„application/x-elf" "application/x-executable“
ELYSIUM_EPF	„application/x-elysium“
EXE	„application/x-msdownload" "application/x-dosexec“
ISO	„application/x-iso9660-image“
JAR	„application/java-archive“
JAVA_CLASS_FILE	„application/java-vm“

JAVA_JNI_LIBRARY	„application/x-java-jnilib“
JAVASCRIPT	„application/javascript“
LNK	„application/x-lnk“
MSI	„application/x-ms-installer“
OFFICE	„application/x-tika-msoffice“
OLE	„application/x-ole“
PDF	„application/pdf“
PG_STANDARD_REPORTING_SYSTEM	„application/vnd.pg.format“
PGP	„application/pgp-encrypted“
PKCS12	„application/x-pkcs12“
PKCS7_SIGNATURE	„application/pkcs7-signature“
PKIX_CERT	„application/pkix-cert“
PLMXML	"application/x-plmxml"
POST_SCRIPT	„application/postscript“
RDF	„application/rdf+xml“
RSS	„text/rss" "application/rss+xml“
RTF	„application/rtf“
SAS_FDB	„application/x-sas-fdb“
SHARED_LIBRARY	„application/x-sharedlib“
SYMBIAN_INSTALLATION_FILE	„application/vnd.symbian.install“
TEX	„application/x-dvi" "application/x-tex" "application/x-latex" "application/x-texinfo" "text/x-texinfo“
VISIO	„application/vnd.visio" "application/vnd.ms-visio“
VOICE_XML	„application/voicexml+xml“
WINACE	„application/x-ace-compressed“
WINHELP	„application/winhlp“
WSDL	„application/wsdl+xml“
XHTML	„application/xhtml" "application/xhtml+xml“
XMIND	„application/x-xmind“
XML	„application/xml“
XML_DTD	„application/xml-dtd“
XSLFO	„application/xslfo+xml“
XSTL	„application/xslt+xml“
XZ	„application/x-xz“

12.3 Specific application formats

12.3.1 Smaragd

SMARAGD_KEY_FILE	„application/x-sma“
SMARAGD_READ_KEY_FILE	„application/x-smaragdkey“
SMA_MET_FILE	„application/x-sma-met“

12.3.2 ZGDOK

ZGDOK_READ_KEY_FILE	„application/x-zgdokkey“

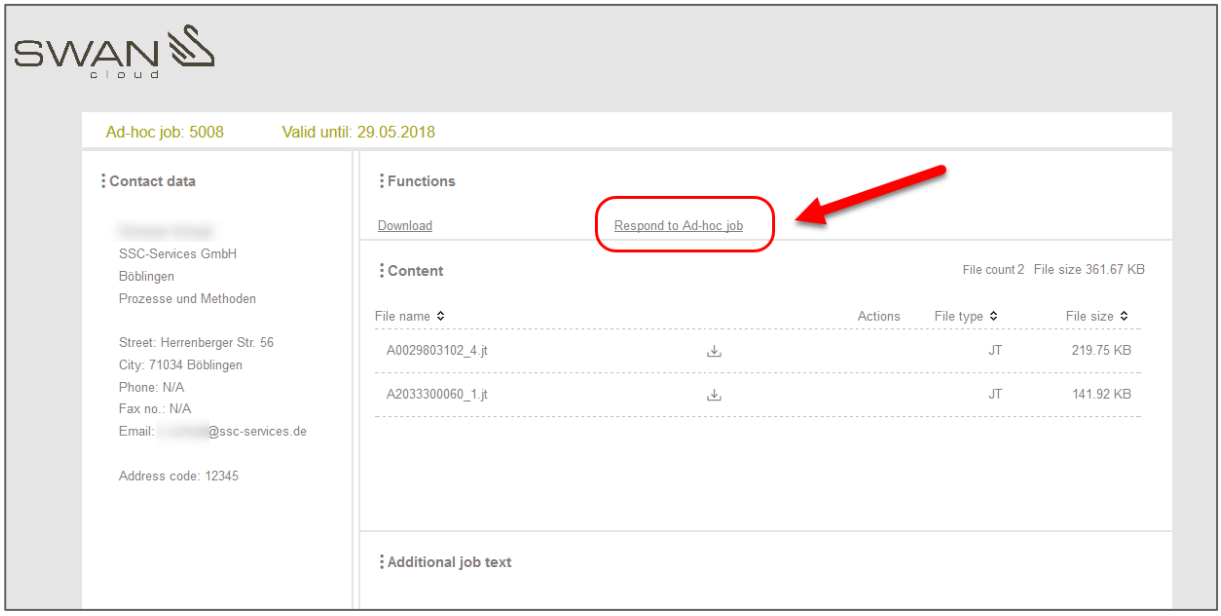
12.3.3 VVI visualisation

VVI_FILE	„text/x-vvi“

13 Appendix – Download Ad-hoc job

The recipient is informed about the data transmission via email and can download the data by following an email link with a limited lifetime, leading to special download user interface.

- Enter the login URL that you have received in the email in your browser.
  - » The login page for downloading the data is displayed, if the transmission was protected by a password.
    If the data are not protected by a password you can reach the download user interafce directly through the login URL.

- Enter the password transmitted from the sender.
  - » The user interface for downloading the data is displayed.
- Select the files you wish to download under ***Content***.
- Click on ***Download***.

With the SWAN Ad- hoc function: **Send to email address with reply**, the recipient has the option of replying to the sender once to the received Ad-hoc request and sending data to him/her.