



# SWANenterprise - SWANcloud

User Manual

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**SWAN**   
7.0

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SWAN 7 User Manual

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## Glossary

Term	Explanation
<b>CC email</b>	Information email about the dispatch of data in SWAN. A CC email recipient only receives information about the dispatch, not the data.
<b>GUI</b>	Graphical User Interface
<b>ISO image file</b>	Computer file containing a core image of the content of a CD or DVD that is structured in the format ISO 9660.
<b>OFTP</b>	<p>ODETTE File Transfer Protocol (OFTP) is a protocol for the direct electronic transfer of files between two communication partners.</p> <p>It can be based on two different transport layers:</p> <p>Version 1 - ISDN (B- and D-channel), X.25, etc.</p> <p>Version 2 - TCP/IP (Internet)</p>
<b>TAR</b>	TAR is the abbreviation of "Tape ARchive". An archiving program in the UNIX environment that sequentially writes files into a single file without compressing them (archive) and then reads them back again. The file extension for files archived with the TAR system is ".tar".
<b>URL</b>	Internet address or web address
<b>ZIP</b>	Format for compressed files, which on the one hand reduces the space requirements in archiving and on the other hand acts as a container file in which multiple files that belong together or even entire directory trees can be combined together. The file extension for files archived with the ZIP system is ".zip".





# 1 Welcome to SWAN

SWAN is a professional data management system that is used 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
- » 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.

Since SWAN version 6 you can use a fully new graphical user interface (GUI). We have developed a modern and functional interface that makes it easy for you to generate and download your orders thanks to an intuitive operating concept.

You can use all of the functions via two individually configurable main views (job form and job list). Global elements in the GUI (quick search and the Extras 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, online data, and SWAN support.

A Java installation is no longer necessary. Uploading and downloading is done via a function integrated in the browser. The file size is restricted by the browser used. Users with special rights have access to the **SWAN File Manager (SFM)** for uploading and downloading very large files. Instructions on how to use the SFM can be found in the Appendix.

The SWAN user manual describes the elements of the new user interface and also provides you with 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.

Project supervisors and their representatives will still have access to the *project* tab in the user interface for the previous version in order to manage their projects.

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 of the SWANweb client and also provides you with information about fundamental aspects of its operation.

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

- Instructions are preceded by the symbol ■ .

For example,

- Click .....

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


For example,

- » The *XXX* menu appears.

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

For 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 11
- Mozilla Firefox, version 38.0 or higher
- Chrome, version 48 or higher

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 Projects in the main menu

Project supervisors and their deputies can perform administrative tasks for their projects via a new button in the main menu. Project members receive information on projects they are involved in.

### 4.2 Better overview thanks to improved graphics



#### - **Mouseover tooltips**

In various places on the user interface, we have added tooltips to make it even easier for you to use. These tooltips appear when you hover briefly over a relevant icon with your mouse.

#### - **User name, address code and support link always visible**

The user name and address code of the user who is logged in can be seen at all times at the bottom left of the SWAN interface, along with the link to contact details for the Service Desk.

#### - **Incoming and outgoing icons in the job list**

The incoming  and outgoing  icons have been given tooltips and new arrows.

#### - **Job number and file name can be copied in the reading pane**

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. The Virtual Filename (VF) clearly identifies the transmitted file within SWAN, even if the same file name has been used multiple times.

#### - **Reading pane for the job list**

The use of horizontal lines to split the different areas in the reading pane improves clarity.

#### - **Scrollbars**

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


#### - **Arrangement of the columns in list views**

The arrangement of the columns in list views (e.g. job list) 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

#### - **Adjustable column width in all lists**

The width of the columns can be changed in list views.

- 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

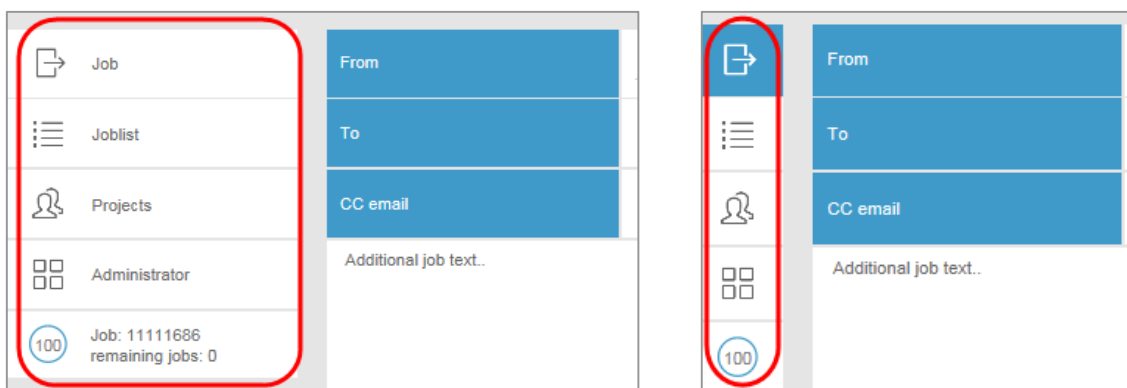
– **Rows in the job list all the same height**

All the rows in the job list are the same height, regardless of the text contained in them. This ensures the list view is visually attractive.

### 4.3 Minimising and restoring the main menu

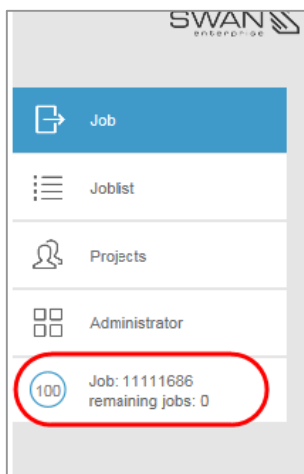
If you are using a display with a lower resolution, you can save space by displaying icons only in the main menu. This option can be configured and saved in the Extras menu.

*Extras > My profile > Settings > Reduce menu*



### 4.4 Displaying the upload status and pending jobs



You will find a new information area in the main menu.

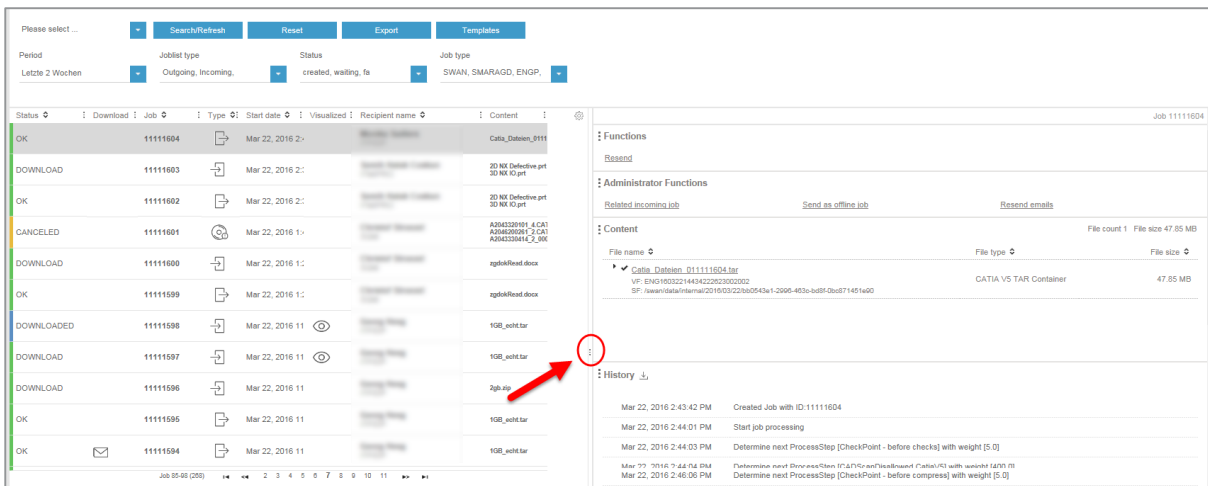


- Displays the job number of the job currently being uploaded
- Progress indicator shows the upload progress of the current job in percent
- Number of jobs still pending if several jobs have been sent

## 4.5 Showing and hiding the reading pane

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

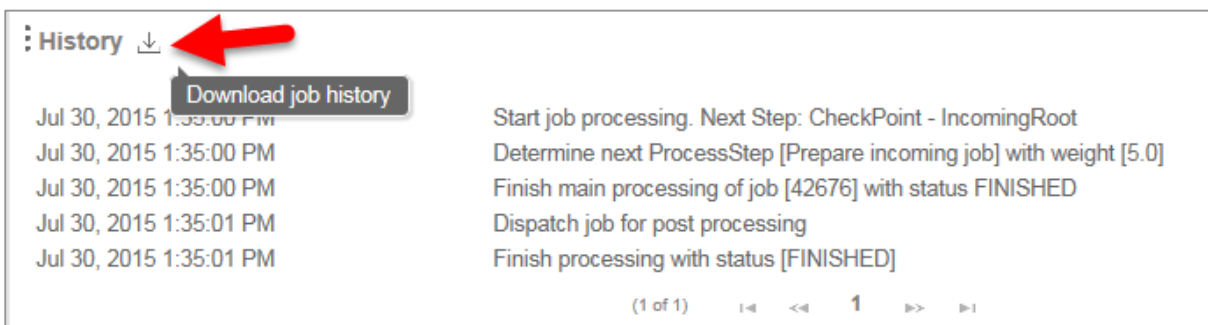
- Double-click on  in the middle of the separator bar between the job list and reading pane.
  - » The reading pane is then hidden and the job list expands to fill the whole width of the screen.
- Double-click on  at the right-hand edge of the job list.
  - » The reading pane is hidden.



The screenshot shows a job list table on the left and a reading pane on the right. The job list has columns for Status, Job ID, Type, Start date, Visualized, Recipient name, and Content. The reading pane shows details for a selected job, including Functions, Administrator Functions, Content, and History. A red circle highlights the three-dot icon in the middle of the separator bar between the job list and the reading pane, with a red arrow pointing to it.

## 4.6 Downloading the job history

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

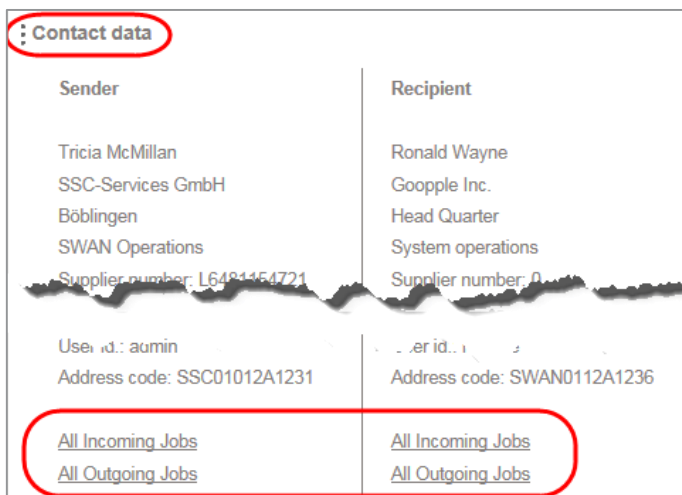


The screenshot shows the job history reading pane. The 'History' header has a download icon (a downward arrow) next to it. A red arrow points to this icon, and a tooltip 'Download job history' is visible over it. The history list shows several entries with timestamps and descriptions of job processing steps. At the bottom, there is a pagination indicator '(1 of 1)' and navigation arrows.

## 4.7 Displaying incoming and outgoing jobs

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



## 4.8 New search function

We have revised the search function.

The criteria for the search template which you have set as default are always listed and can be changed and added to with additional search criteria.

A detailed description can be found in chapter 9.2.

## 4.9 SFM for uploading/ downloading very large files

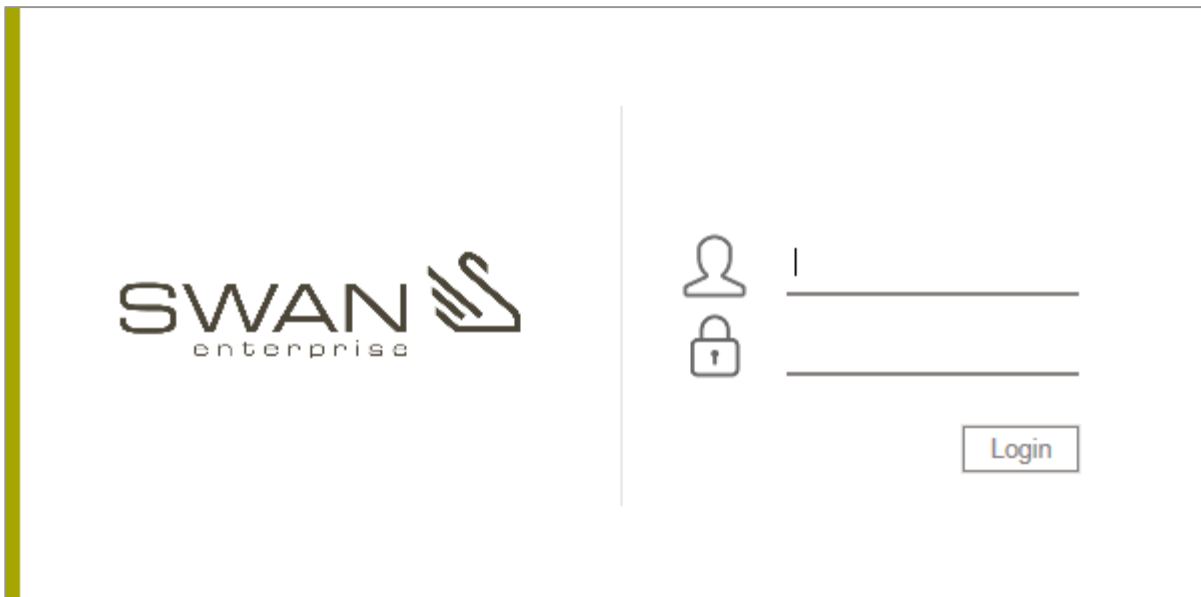
Uploading and downloading jobs is done via a function integrated in the browser. The file size is restricted by the browser used. Users with special requirements have access to the **SWAN File Manager (SFM)** for uploading and downloading very large files.

Instructions on how to use the SFM can be found in the Appendix.



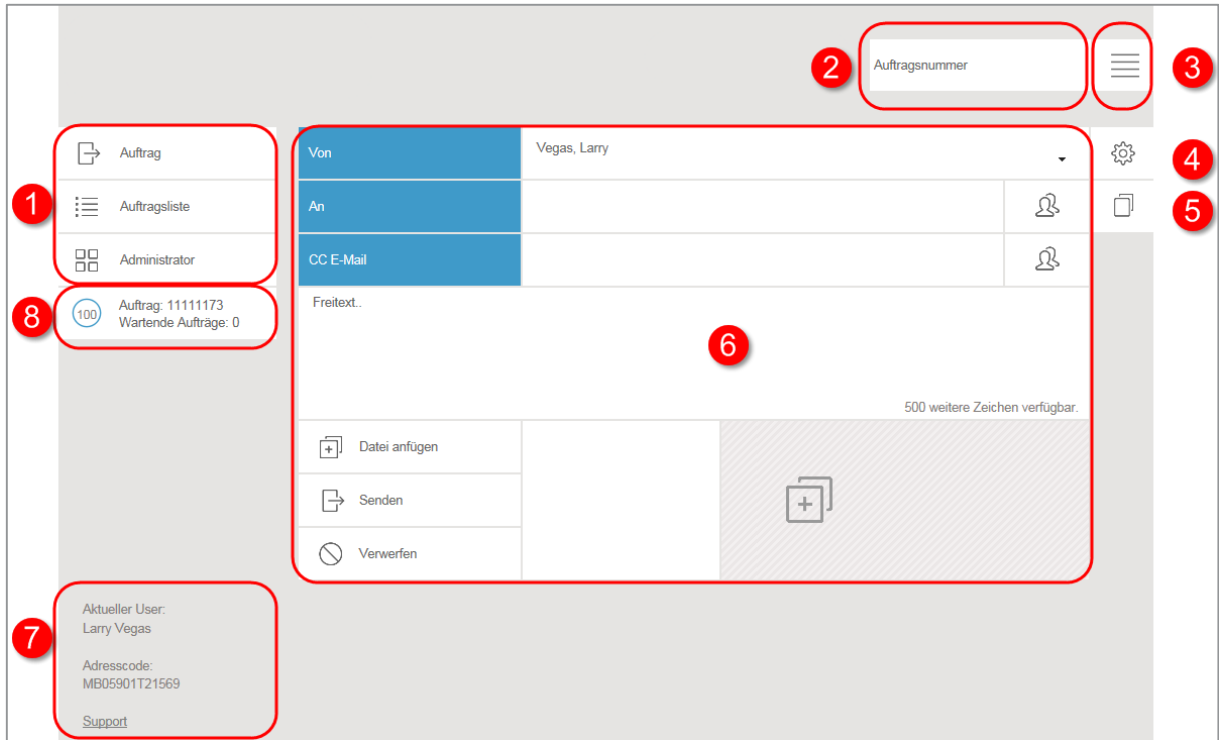
## 5 Launching SWAN

- 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 user interface (GUI). You can find a description in the following subchapters.



1



Job

**Views main menu** - ► Chapter 6.1

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 6.3**

- Info (SWAN info page in the Daimler intranet)
- Help
- My profile (personal data, system messages, settings, delegation)
- Via (version information)
- Support (contact information for the SWAN Service Desk)
- Download SFM (optional)
- Logout

**4** **Job form configuration - ▶ Chapter 6.4**

Show and hide fields in the job form (processes/send options, offline, routing sheet, send time, CC E-Mail, subject, additional text, client

**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**

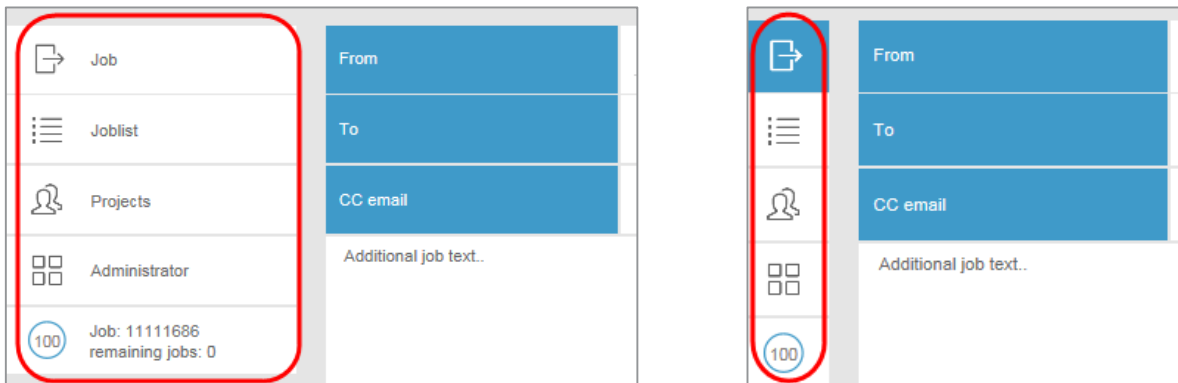
- User name of the user logged in
- Address code
- Link to support information / Service Desk

**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 icons only in the main menu. This option can be configured and saved in the Extras menu.

**Extras > My profile > Settings > Reduce menu**



## 6.1 Views - Brief overview



### Information


You can select and save the start view via *Start page after login* in the **Extras > My profile > Settings** menu.

### 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 area required for a job, e.g. to select certain processes, can be shown and hidden using



the symbol . 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 names, file type, size, etc.) and, depending on the type of job, be presented with possible functions. You can, for example, download the received data into your file system or resend the sent job.



#### Information

The job list is only for display purposes. Functions, such as downloading or visualising data are only available after you select a specific job by clicking in the appropriate line in the job list 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

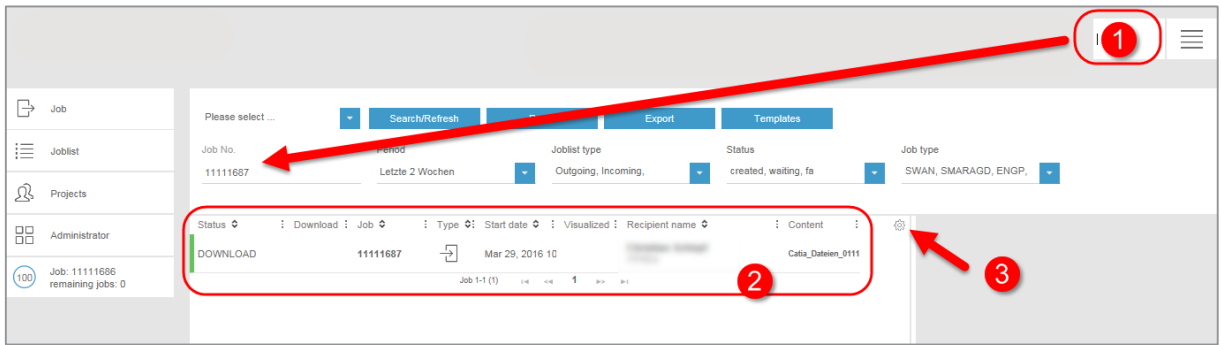
Project supervisors, their deputies and project members can view the projects in which they



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.

## 6.2 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.



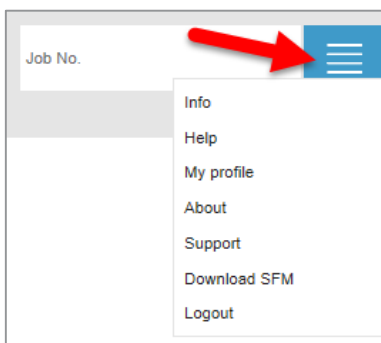
- » The job is shown in the **Job list** view in section **2**.
- » After selecting the job, possible functions and information about the job appear on the right-hand side.



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

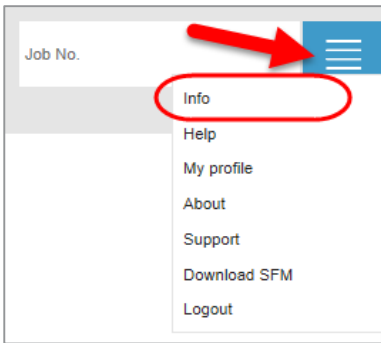
- Activate the appropriate checkbox. Your selection will be saved.

## 6.3 Extras



- Click **Job list** in the top right corner to go to the extra functions.

### 6.3.1 Information and support in the event of problems



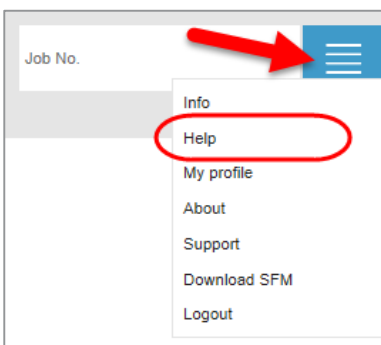
- Click on *Info* to go to the SSC homepage

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.

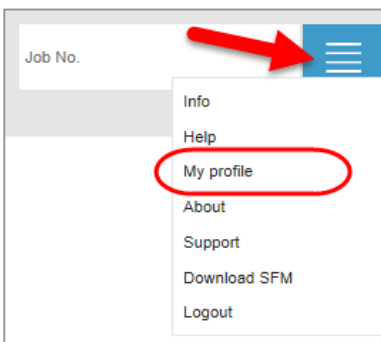
Contact data can be found under *Extras > Support*. (Chapter 6.3.5 Support).

### 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

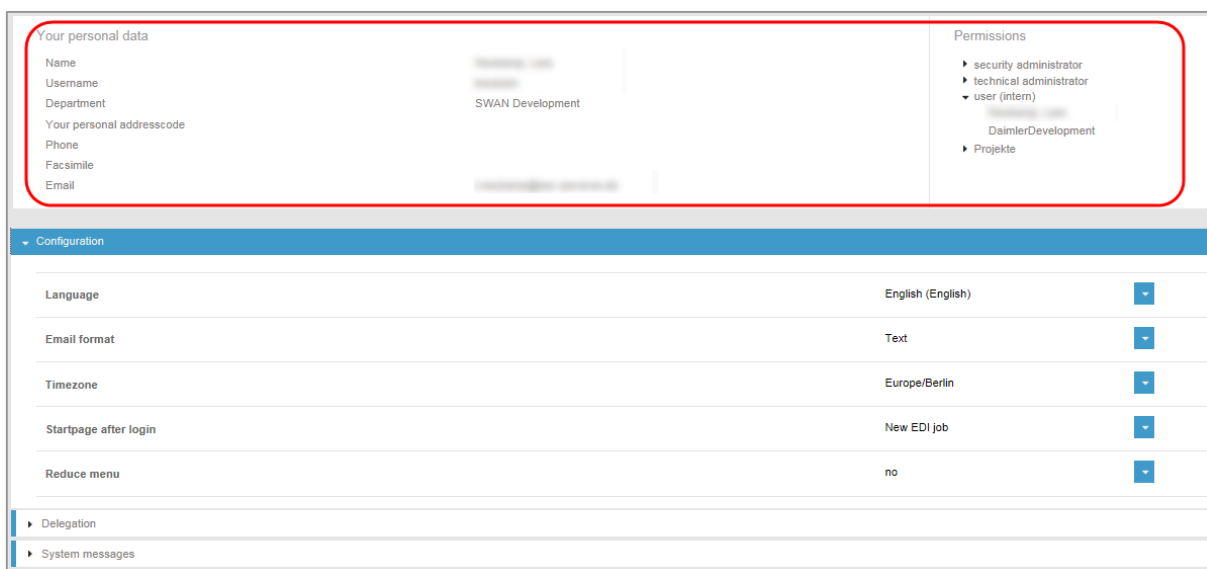


- Click *My profile*.

**Overview** 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.

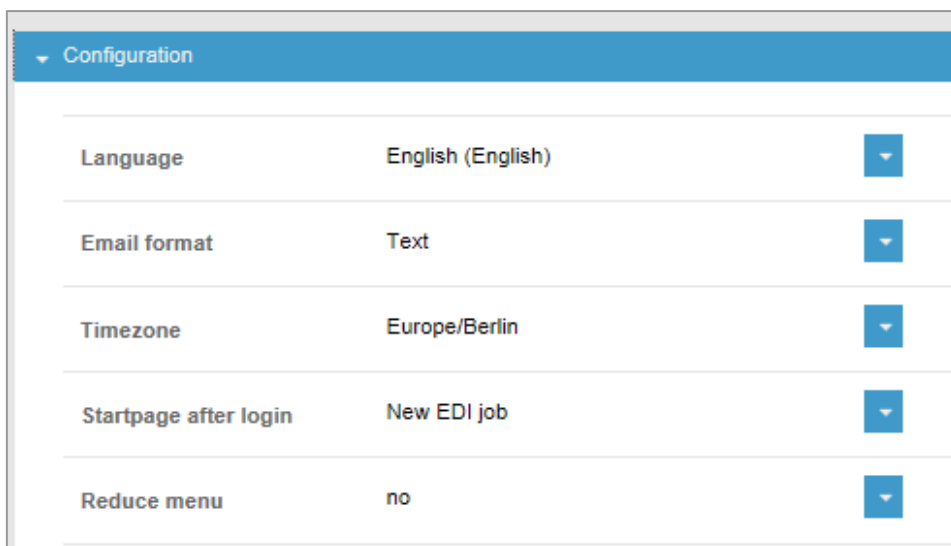
You have an option to change your password here if the system has not been configured for single sign-on.

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



## Configuration

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.  
For example, Location in Germany ⇔ Europe/Berlin
    - **Startpage after login:** Here you select which view is active after login:  
New send job - Job list - Configuration
    - **Reduce menu:** Display icons only in the main menu.





## 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, collect 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.

Delegation							Actions	
Type	User	Read	Download	CC mail	Valid until			
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mar 31, 2016	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
	<a href="#">Please select</a> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Please select</a>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

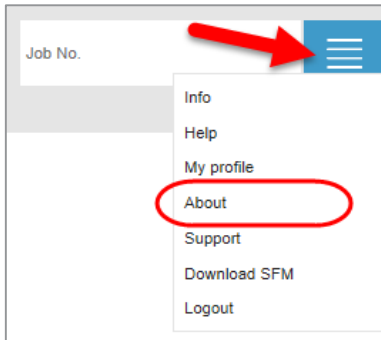
- Open the *Delegation* menu.
- Click *Please select*. 
- Select a user using *User search*.
- Click the desired user in the search results.
- Click *Apply* to delegate to this user.
- Edit the access settings and save the selection.
  - If you do not enter anything in the field *Valid until*, access will be granted without a time limit.

## System notifications

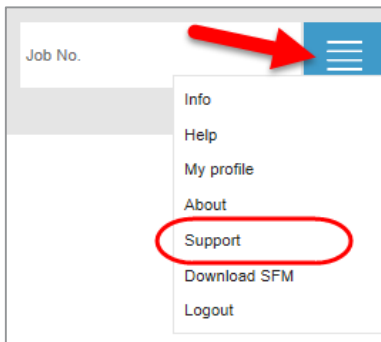
*System messages* shows a list of messages on e.g. system malfunctions and waiting times.

### 6.3.4 Version information

Information on the installed SWAN version.



### 6.3.5 Support



Please contact our Service Desk if you need further support.

Our expert team will provide advice from Monday until Friday between 7:00 AM and 05:00 PM.

#### SSC-Services GmbH

Herrenberger Str. 56

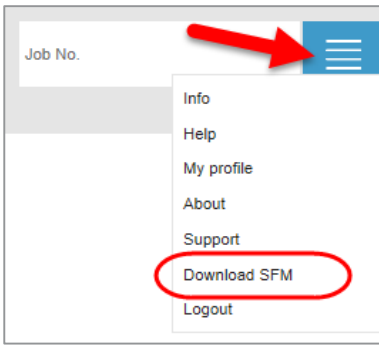
71034 Böblingen

Phone: +49 70 31 4913 100

Mail: [servicedesk@ssc-services.de](mailto:servicedesk@ssc-services.de)

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

### 6.3.6 Downloading SFM



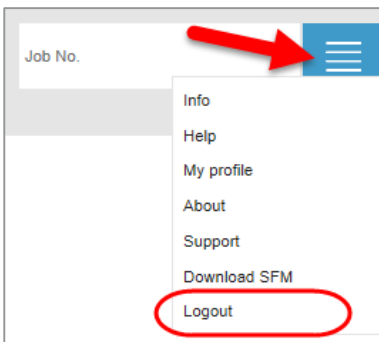
Uploading and downloading jobs is done via a function integrated in the browser. The file size is restricted by the browser used. Users with special requirements have access to the **SWAN File Manager (SFM)** for uploading and downloading very large files.

Instructions on how to use the SFM can be found in the Appendix.

### 6.3.7 Logout


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

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



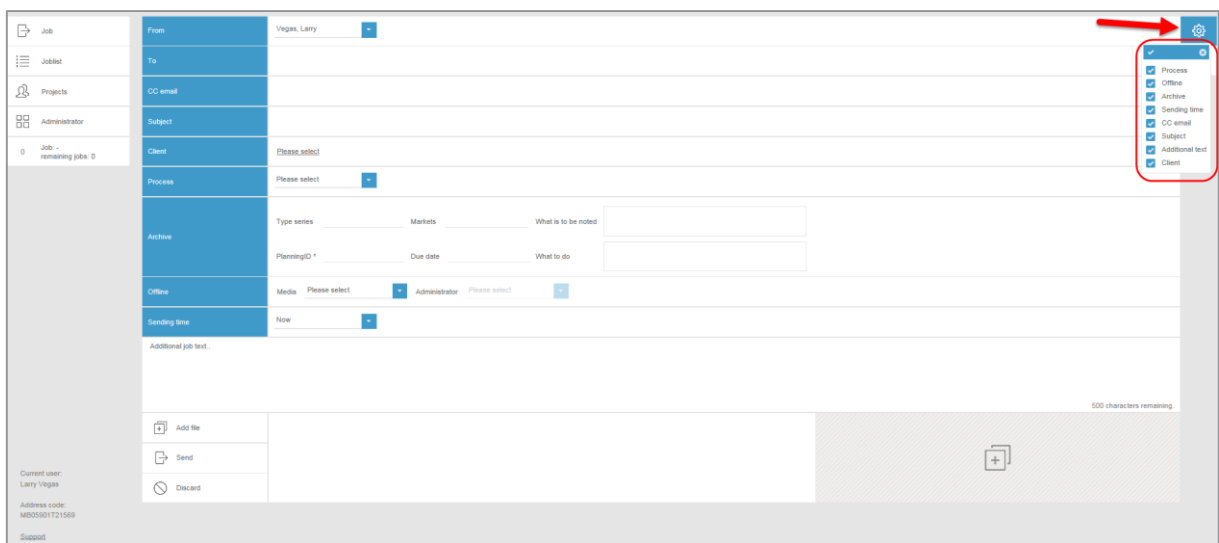
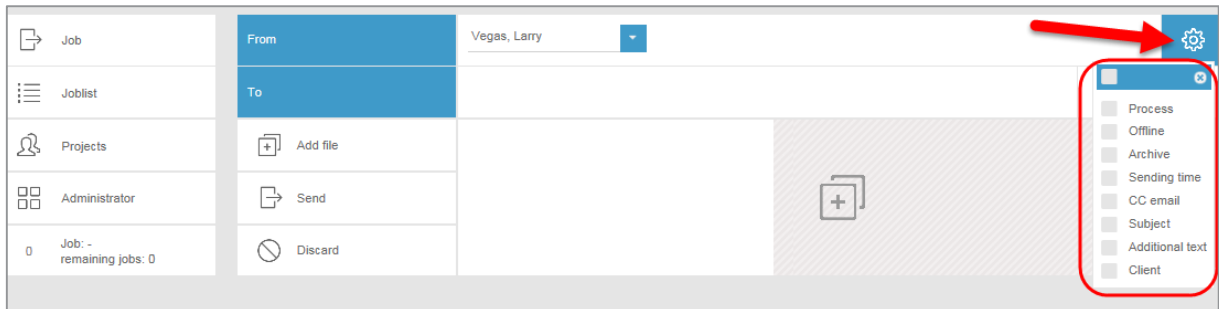
## 6.4 Job form configuration



Using the  symbol, you can adapt the job form to your needs and show and 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

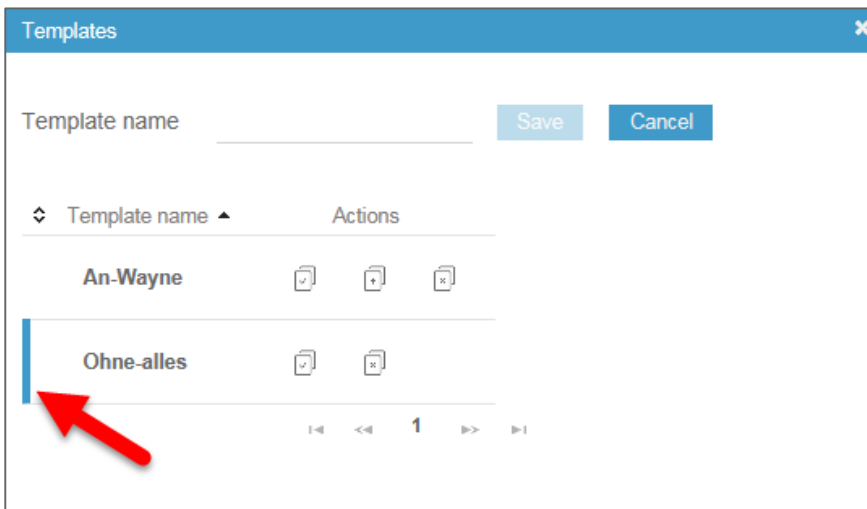
The administrator can set which fields can be shown. The fields vary depending on the installed SWAN version.

## 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.

### 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 .
- 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.



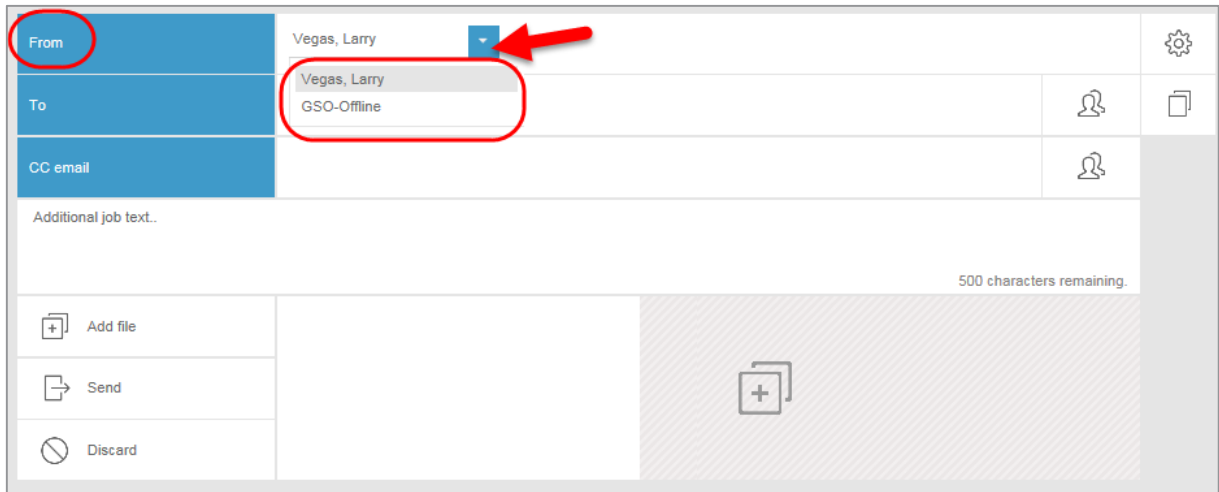
### Information

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 the project.

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



The screenshot shows the 'From' field in a job form. The 'From' label is circled in red. The dropdown menu is open, showing two options: 'Vegas, Larry' and 'GSO-Offline'. A red arrow points to the dropdown arrow icon. The 'To' and 'CC email' fields are also visible. Below the form, there are buttons for 'Add file', 'Send', and 'Discard'. A '500 characters remaining' indicator is present in the bottom right of the form area.

- 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 **Subject** field appears in the job form.



The screenshot displays the 'Job form' interface. The 'From' field is set to 'GSO-Offline' and is circled in red. The 'Subject' field is also set to 'GSO-Offline' and is circled in red. A red arrow points to the 'Subject' field. The 'To' and 'CC email' fields are empty. Below the 'Subject' field is a text area for 'Additional job text..' with a '500 characters remaining' indicator. At the bottom left, there are three buttons: 'Add file', 'Send', and 'Discard'. A large grey area on the right side of the form is partially visible.

## 7.2 Data recipient

Data recipients receive the data and are notified via an email (option) with a pdf delivery note (option) that the data is ready for collection.

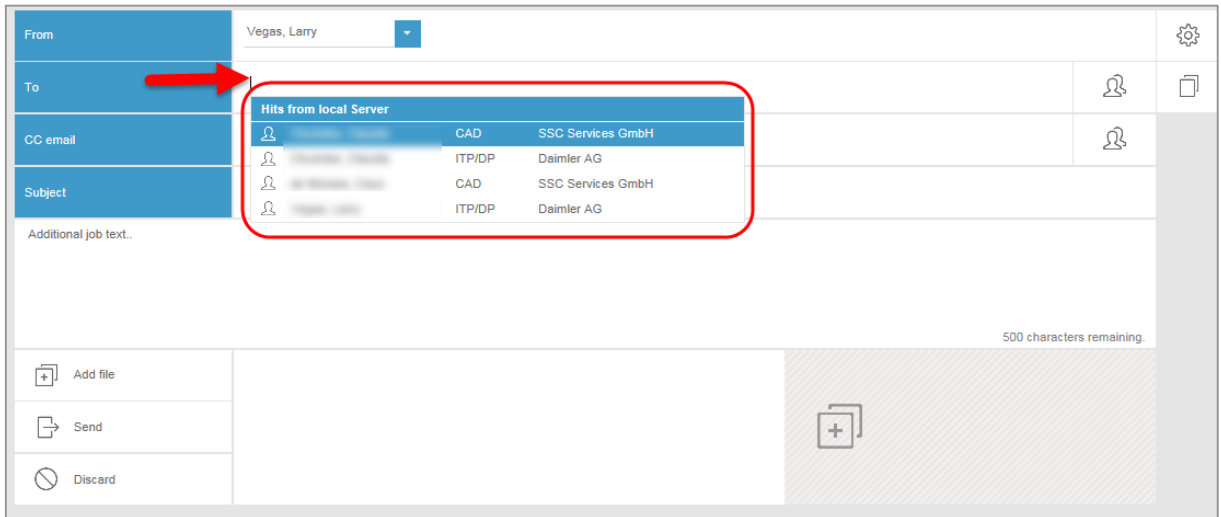
There are several ways to select data recipients. Add further recipients if required.

### 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.



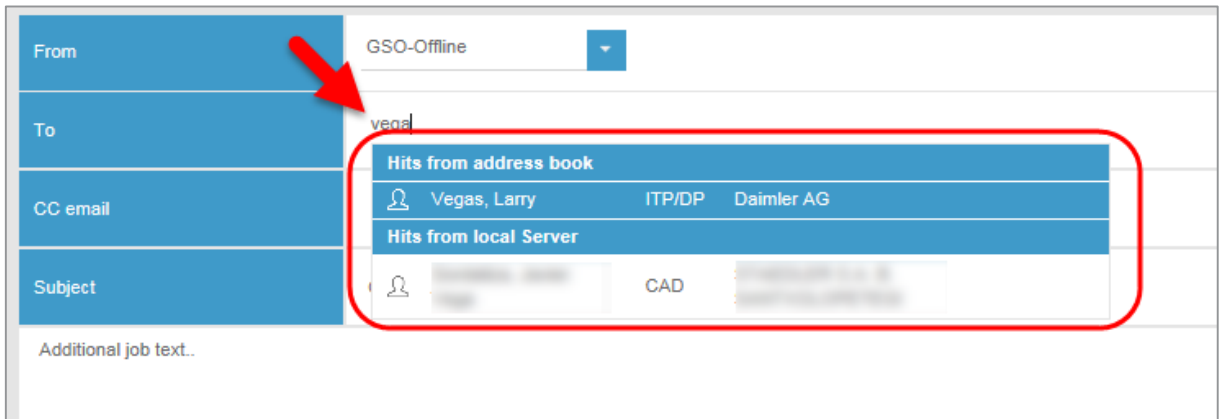
### 7.2.2 Quick search

#### 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

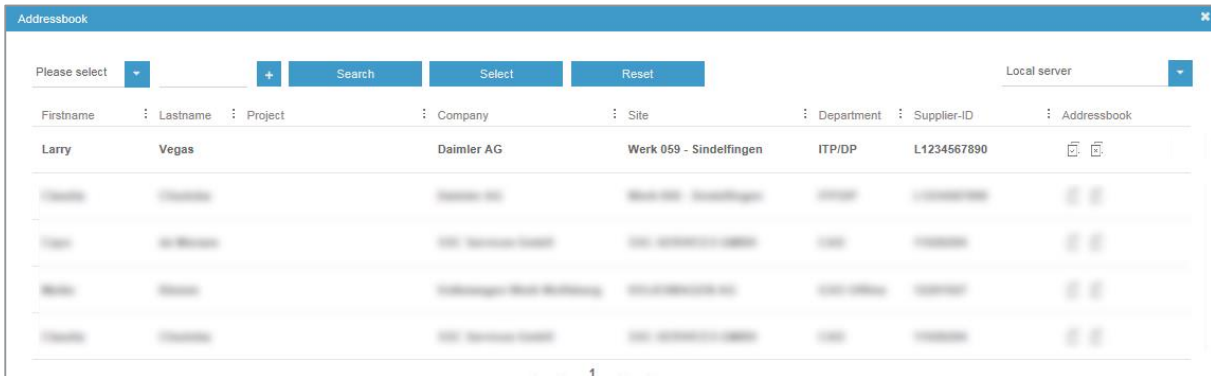
#### Information

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

You can add recipients to your personal address book  or delete them from it.

- 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* or  in the *Address book* column.

» The selected recipient will appear in the job form form in the *To* field.

- Click  to delete an entry from the address book.

### 7.2.4 Selection via the search window

You can use the search function in the address book and save the result in the address book.

- Click .

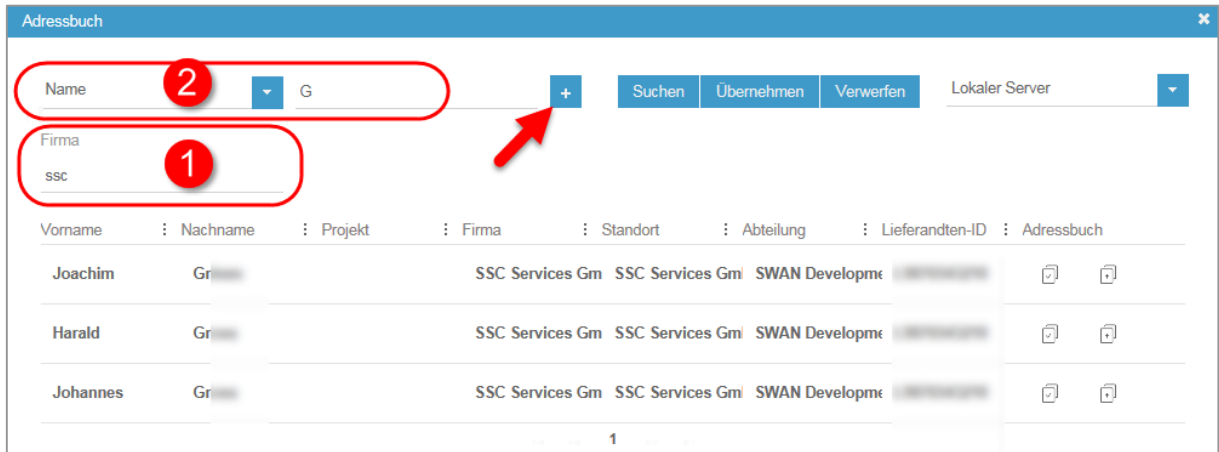
» A list of entries in your address book will appear.

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 under ▼ (name, company, department, site, etc.) and fill in the search field **2**. To add additional filters, click the plus symbol.



- Click **Search** or confirm with [ENTER].
  - » A list with the search results appears.
- Select the required 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.

Or:

- Click the  **Address book** column.
  - » The selected recipient is taken over in the address book and appears in the **To** field of the job form.
- 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 or to the address book 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.

The screenshot shows a job form with the following fields:

- From:** GSO-Offline
- To:** (highlighted with a red circle and arrow) i, Claudia
- CC email:**
- Subject:** GSO-Offline
- Additional job text..**

An **Informations** pop-up window is open, displaying the following details:

- First name: Claudia
- Last name: [blurred]
- Company: Daimler AG
- Site: Werk 059 - Sindelfingen
- Supplier number: [blurred]
- Department: ITP/DP
- Street: [blurred]
- City: [blurred]
- Phone: +49 7031 [blurred]
- Fax no.: [blurred]
- Email: [blurred]
- Address code: [blurred]

### 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.

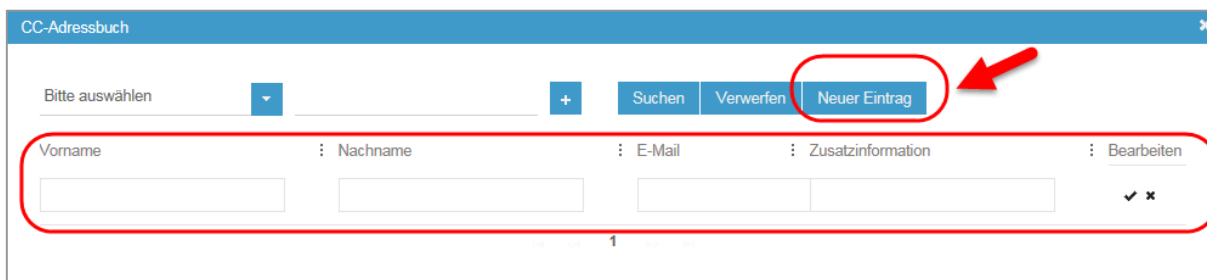


#### Information

If you create CC email addresses yourself, you can edit the first name, last name, email and additional information. The information in the other columns (e.g. project, company, site, etc.) is shown if the recipient is included in the database and cannot be edited.

- In the **CC email** line click .

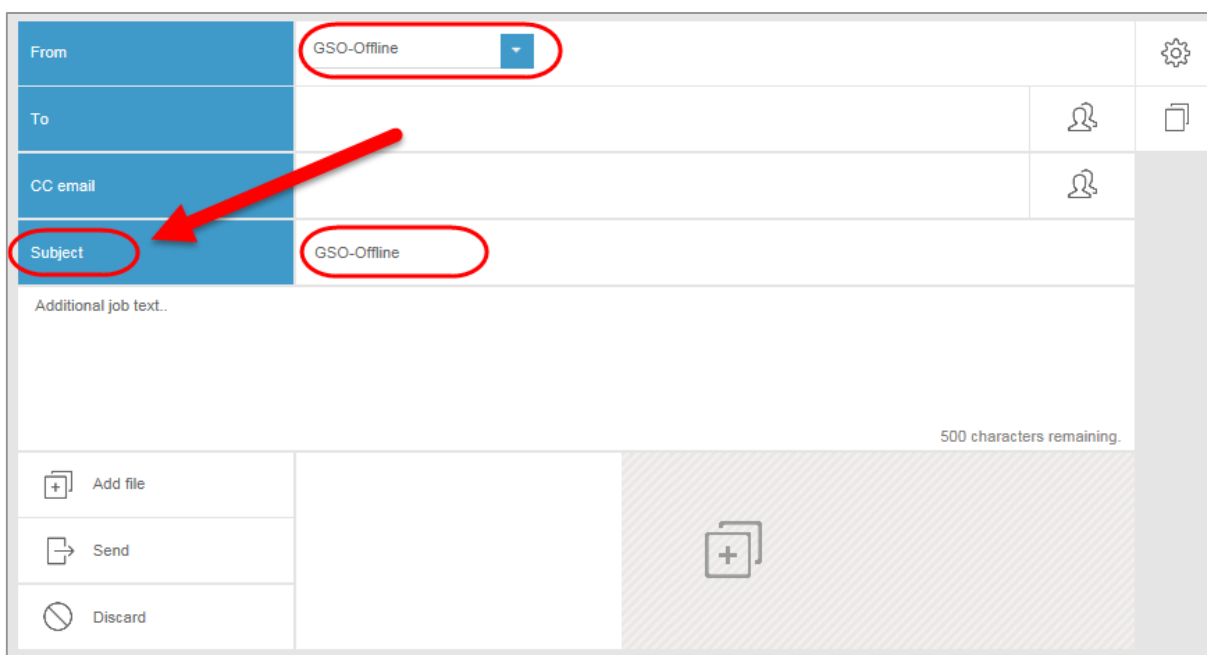
- » The selection window for managing the CC email addresses pops up.
- » You can add new entries and edit existing entries.



### 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.

By default, the name of the user who is logged in is entered here.

- 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.

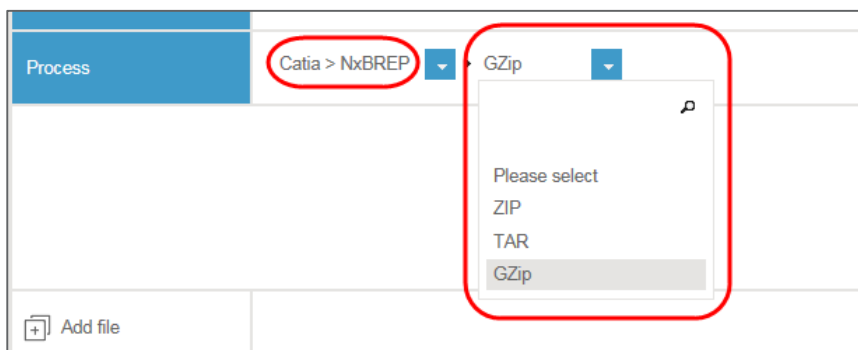
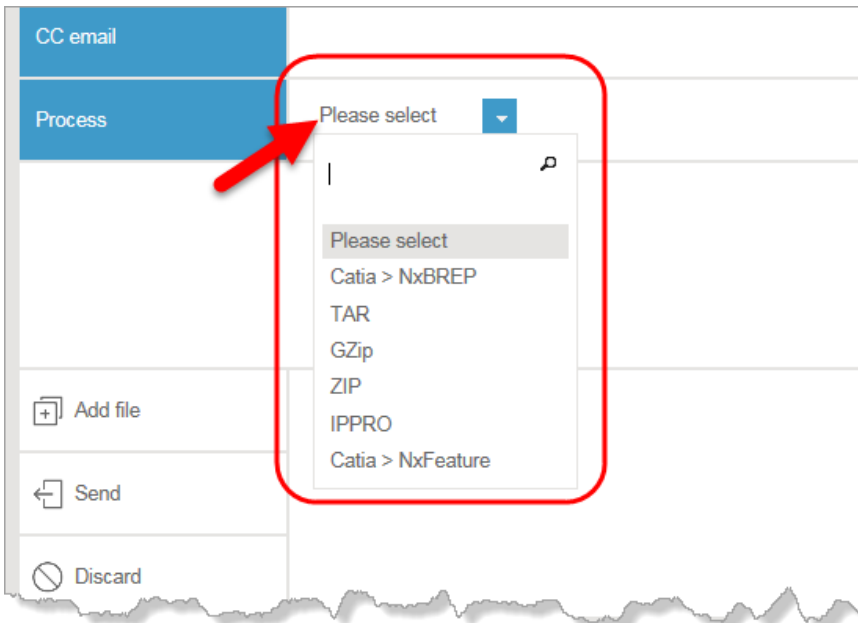
## 7.6 Process

### Information

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

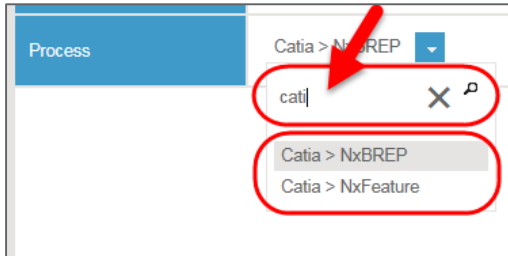
#### 7.6.1 Send options - General

- Select the required process step.
  - » The selection will be taken over.
  - » You can then select further process steps.
  - » However, the selection option is limited to the remaining possible options.



 **Information**

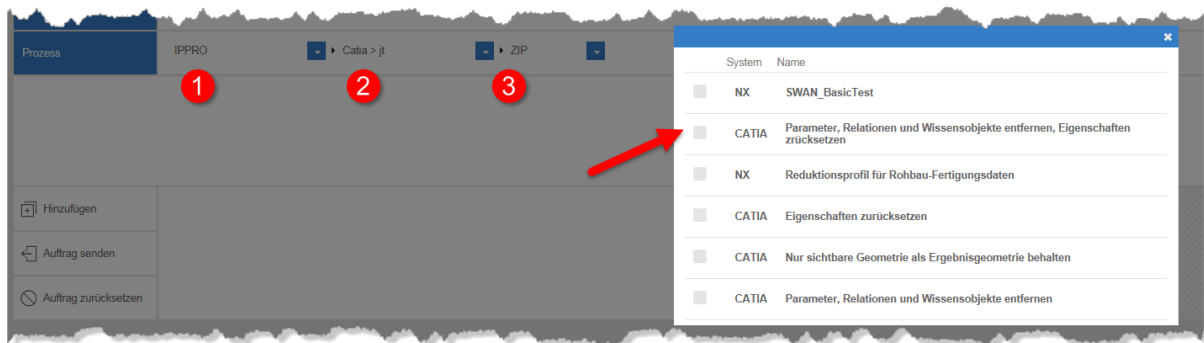
You can search for possible options using the search field with the magnifying glass.



### 7.6.2 Send option – Process step IPPro (Option)

You can select the process step *IPPro* in order to reduce the design and production knowledge that makes its way directly into the CAD models when using CAD systems like CATIA or NX. Afterwards, you can then select the required reduction profile.

- Select the process step *IPPro*, the desired converting and required data compression method.
- The *IPPro Profile Selection* window pops up.
- Place a checkmark next to the required profile.





## 7.7 Offline

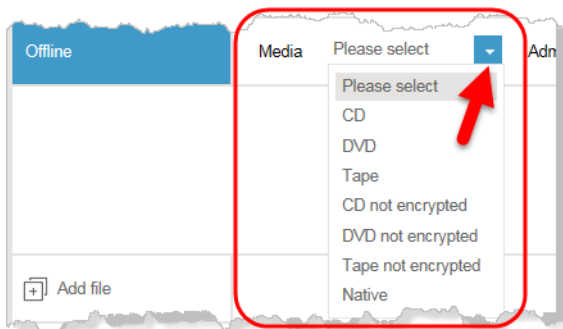
With SWAN, you have an option to exchange data via an encrypted data carrier (CD/DVD). This can become necessary if the recipient does not have his/her own OFTP system or if the data volume is too large for transmission via Odette/ISDN.

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

### 7.7.1 Generating an offline job

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 Job**.
  - » 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.

### 7.7.2 Decrypting content at the recipient

With the aid of a client that is stored on every medium in addition to the user 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.

### 7.7.3 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.


## 7.8 Send time

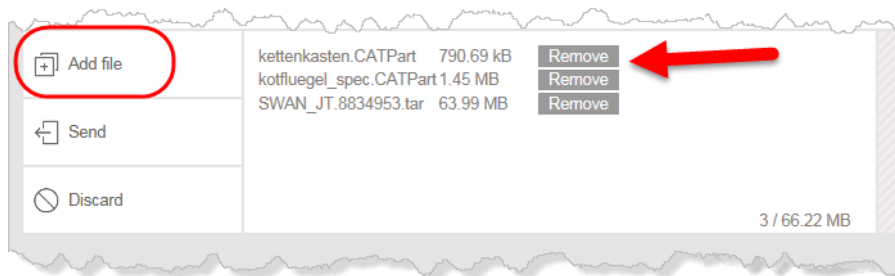
You can select a send time here. By default, jobs are sent immediately.

## 7.9 Free text

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

## 7.10 Add file from file system

- Click **Add file** .
  - » The selection window *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 clicking CTRL/SHIFT and clicking *Open*.
    - » The files are added to the selection window.
- Add further files if required.




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

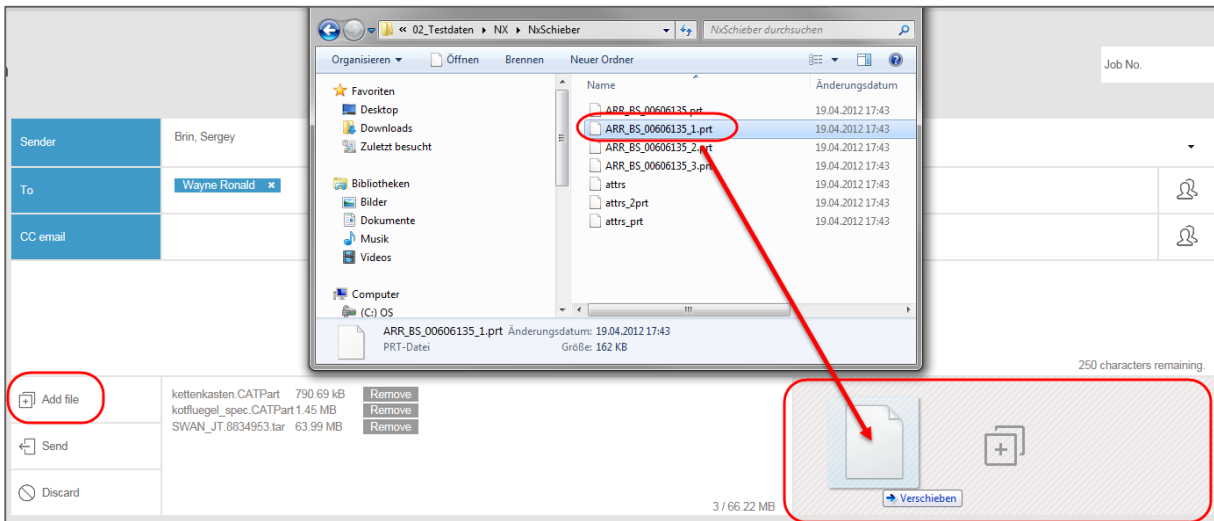
## 7.11 Add file via drag & drop

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 7.10.

## 7.12 Send

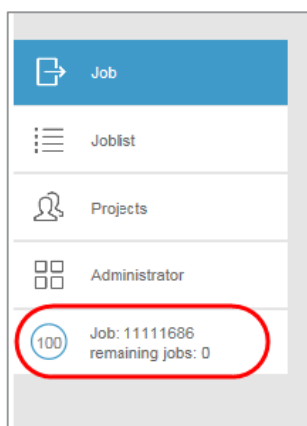
### Information

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

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

- Click **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:
  - Display of the job number of the job currently uploading
  - 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 appear on the right after you have selected the job by clicking it.
- » The selected job is highlighted in colour.

### Information



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.

Job No.

Status	Download	Job	Type	Start date	Visual	Receiver name
WAIT FOR POST PROCESSING		0025081		Jun 1, 2015 3:14:56 PM		Sergey Brin System operations
OK		0025080		Jun 1, 2015 3:14:01 PM		Sergey Brin System operations
DOWNLOAD		0019861		May 18, 2015 2:08:32 PM		Sergey Brin System operations
OK		0019859		May 18, 2015 2:06:32 PM		Sergey Brin System operations
FAILED		0019851		May 18, 2015 1:50:05 PM		Sergey Brin System operations

Functions

Content

File name	File count	File size
<ul style="list-style-type: none"> <li>✓ kettenkasten.CATPart</li> <li>SWN_20150601151401_25080_3_3_397d97a9-5fd5-4305-89c3-f...</li> </ul>		CATIA V5 790.69 KB
<ul style="list-style-type: none"> <li>✓ kotfluegel_spec.CATPart</li> <li>SWN_20150601151401_25080_3_2_az233e97-cb03-4a31-9b37-4...</li> </ul>		CATIA V5 1.45 MB
<ul style="list-style-type: none"> <li>▶ ✓ SWAN_JT_8834953.tar</li> <li>SWN_20150601151401_25080_3_1_ce3f8e83-de68-42bc-8d79-4...</li> </ul>		JT TAR Container 63.99 MB

History

Jun 1, 2015 3:14:01 PM	Created Job with ID:25080
Jun 1, 2015 3:14:30 PM	Start job processing
Jun 1, 2015 3:14:55 PM	Determine next ProcessStep [CheckPoint - before conversion] with weight [5.0]
Jun 1, 2015 3:14:55 PM	Determine next ProcessStep [CheckPoint - before compress] with weight [5.0]
Jun 1, 2015 3:14:55 PM	Determine next ProcessStep [CheckPoint - job metadata] with weight [5.0]

Contact data

Sender	Receiver

## 7.13 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 to the default settings.

## 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.



### Project function info

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

The **project function** enables you to send out 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.

If the job has been fully worked through after transmission, it is displayed in the outgoing list of all project members.

If files are sent to a project, the job appears for all project members in the incoming list.

Projects are logically linked to servers.

A user requires the business role **project definition** 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 business role **project definition** 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 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).

- Activate the  *Projects* view.
- Enter your search criteria and start the search by clicking *Search/Refresh* or click *My Projects*.
  - » The search results appear.
- Select the required 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 **Members** area.
- » You can obtain information about the project management in the **Project log** area.
- Edit the entries and click **Create project**.

: General information			
Name	<a href="#">Handbuch</a>		
Email	<a href="mailto:test@test.com">test@test.com</a>		
Cost Center	4711		
Your personal addresscode	[redacted]		
Description	<a href="#">Test-Projekt Handbuch-Entwicklung</a>		
: Member (2) 			
Name	Role	is informed by email	Receiver of offline jobs
[redacted]	Responsible	<input type="checkbox"/>	<input type="checkbox"/>
[redacted]	Responsible 	<input type="checkbox"/>	<input type="checkbox"/>
	Responsible		
: Project log			
Mar 30, 2016 10:07:25 AM	project [Handbuch]		
Mar 30, 2016 10:07:25 AM	Remove member [cchudob] from project [Handbuch]		
Mar 30, 2016 10:07:25 AM	Add member [cchudob] to project [Handbuch]		
Mar 8, 2016 3:26:55 PM	Removed Member [vklinge2] from project		
(1 of 2) 			

## 8.2 Creating a project

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

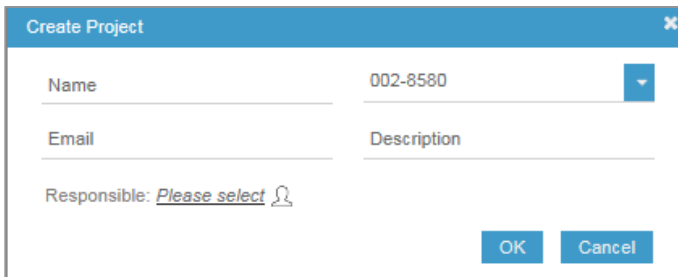
This business role is assigned by the System Administration.

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 appears.






Create Project

Name 002-8580

Email Description

Responsible: *Please select* 

OK Cancel

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

# 9 Job list view



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



### Information

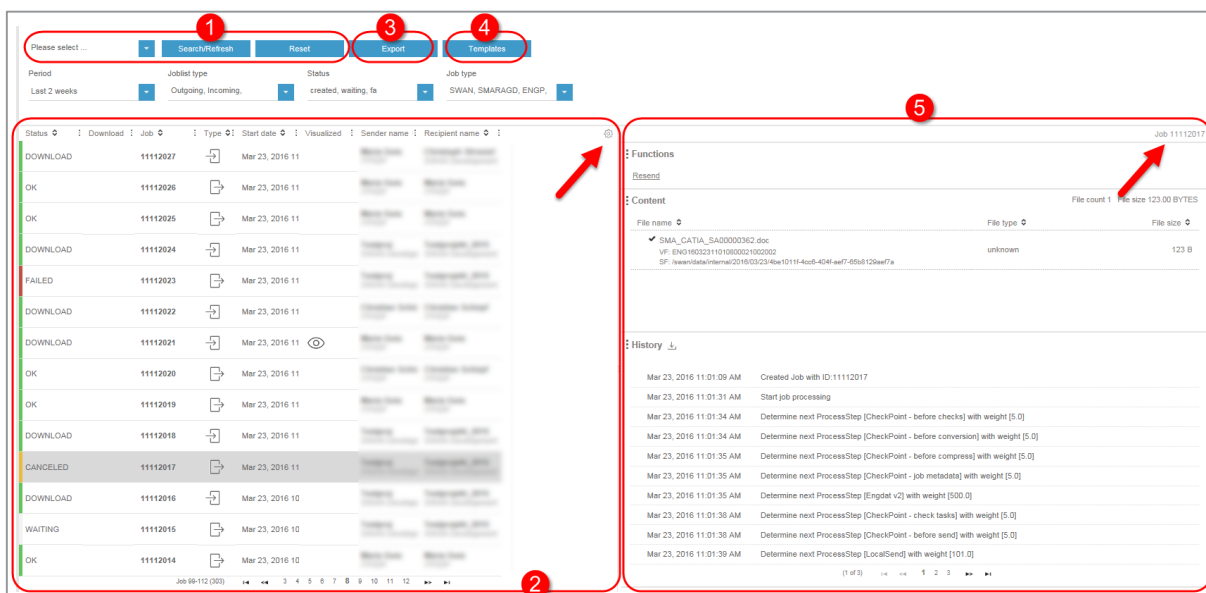
The number of jobs shown on the screen is adapted to the size of the screen.

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.





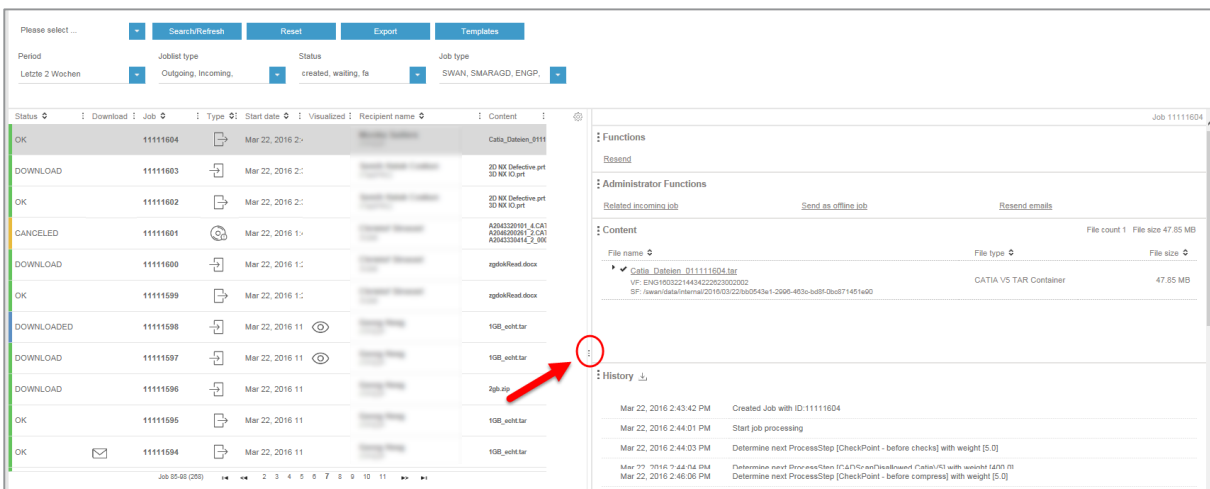
- 1 Search for jobs
- 2 View (filtered) job list
- 3 Export selected columns from the job list to Excel file
- 4 Create, manage, and use search templates
- 5 Reading pane – Information on the job and possible functions  
(job selected by clicking on it, job number in the top right corner can be copied)



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

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 shown again.



## 9.1 Configuring columns in the job list





### Information

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

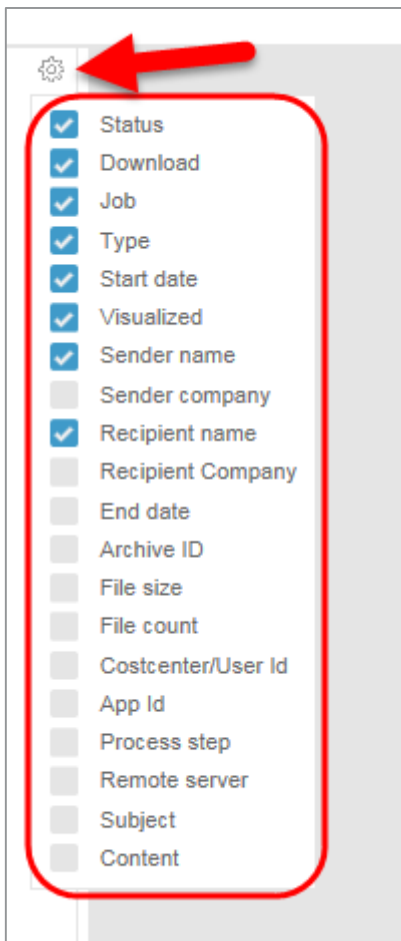
The horizontal arrangement of the columns can be moved around with the mouse.

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 in the job list should be shown or hidden.

- 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.

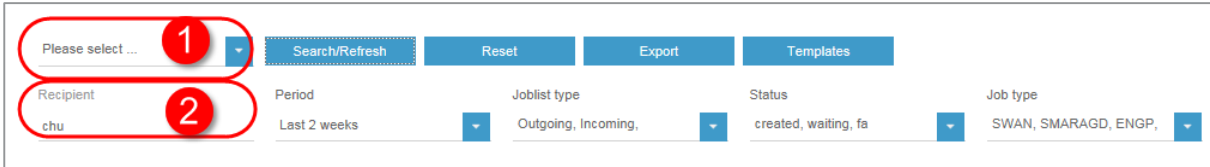
- Click on the column name and drag the column, with the mouse button held down, to the position you want it in. The setting is automatically saved

The width of the columns can be changed.

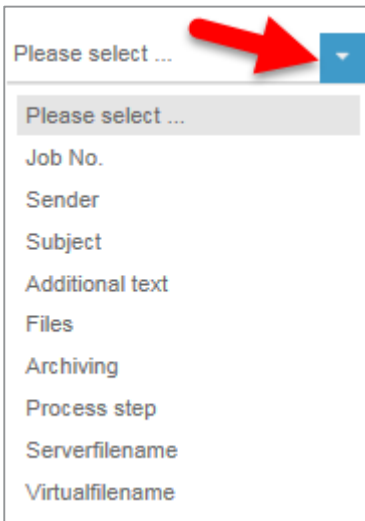
- Click on  at the right-hand edge of the column you want to make wider or narrower and, holding the mouse button down, drag to the desired width. The setting is automatically saved

## 9.2 Searching through the job list


You can search through 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.

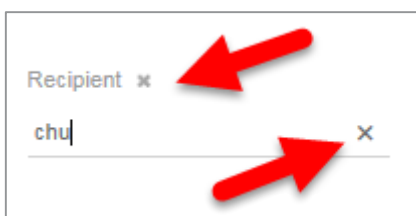


You can select various search criteria in the selection list **(1)**:



- Job number
- Job list type (outgoing, incoming)
- 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
- Additional text
- Files (file name)
- Archiving status

- Activate the  *Job list* view.
- Select the search criterion (1) and if possible select an option in the drop-down menu or enter e.g. the search string in the search field (2) under the search criterion *Recipient*.
  - » 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 **X** to delete the entered search string (to do this, the cursor must be in the entry field) or on the search criterion to remove it from the search.



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

## 9.3 Using search templates

### 9.3.1 Creating a search template

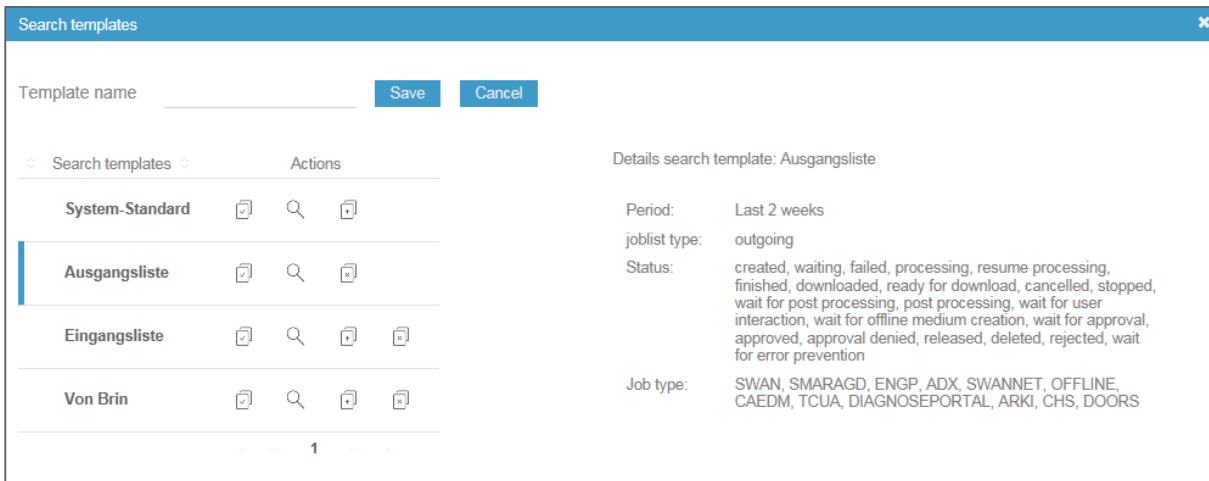


#### Information

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**.

### 9.3.2 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 templates.
  - » 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.

### 9.3.3 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.
  - » An 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.

### 9.3.4 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.



## 9.4 Reading pane – Retrieving functions and information about the jobs



### Information

The job list is only for viewing purposes.

Information on a job can only be viewed and possible functions only selected once you have selected the job.

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

Job 11112126

⋮ Functions

[Download](#)
[Forward](#)
[Cancel](#)

⋮ Content

File count 2 File size 685.67 KB

File name	File type	File size
<input checked="" type="checkbox"/> <b>Auspuff_S_SNR1.stp</b> VF: ENG160330102503____003003 SF: /swan/data/internal/2016/03/30/11112126_1ea044b6-de81-4116-b6a3-aa8415edfa0b	STEP	677.94 KB
<input checked="" type="checkbox"/> <b>Bolzen_SNR1.stp</b> VF: ENG160330102503____003002 SF: /swan/data/internal/2016/03/30/11112126_f9945487-1797-4663-9c96-cca92810d142	STEP	7.73 KB

⋮ Contact data

Sender <div style="border: 1px solid #ccc; padding: 2px; margin: 2px;">                     Daimler AG                      Werk 59 - Sindelfingen                 </div>	Recipient <div style="border: 1px solid #ccc; padding: 2px; margin: 2px;">                     Daimler AG                      Werk 59 - Sindelfingen                 </div>
Address code: ...A	Address code: N/A
<a href="#">All Incoming Jobs</a>	<a href="#">All Incoming Jobs</a>
<a href="#">All Outgoing Jobs</a>	<a href="#">All Outgoing Jobs</a>


⋮ History ↓

Mar 30, 2016 10:28:01 AM	Start job processing
Mar 30, 2016 10:28:03 AM	Determine next ProcessStep [Prepare incoming job] with weight [5.0]
Mar 30, 2016 10:29:42 AM	Dispatch job for post processing

(1 of 2) ⏪ ⏩ 1 2 ⏪ ⏩

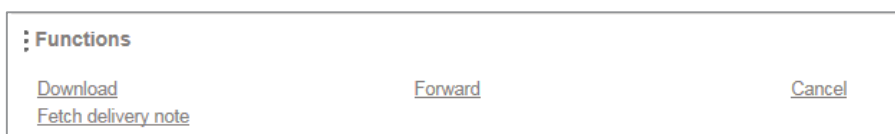
⋮ Additional Information

Job No.:	11112126
Status:	ready for download
Related outgoing job:	11112123
Subject:	Test v6.2.0: SWAN NX_2_Step-Dxf
Additional job text:	TÄ#st ZÄ%ÄÄ#zt\$~xt
Sending time:	Now
Availability of data:	The data is available
Application ID:	SWAN
Job priority:	Normal

- 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.

### 9.4.1 Functions

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



#### Download

Clicking on *Download* 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.

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*.
  - » 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 (default: all selected).

## 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 **Stopped**. The job can no longer be downloaded or forwarded, for example.

## Manage job approval

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 **Visualise** link in the **Functions** area after you have selected the job by clicking it
- Show the **Visualisable** 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 a little time. If generating the visualisation data is taking too long, when you click on **Visualise** 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 **Visualise**.

» The **Visualise job** window appears with a list of visualisation files.



- Select the required file.
- In the **Actions** area, click **Start visualisation**.
- 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..

## 9.4.2 Content

Inhalt			Anzahl der Dateien 1	Größe 2.88 MB
Dateiname	Filetyp	Größe		
<input checked="" type="checkbox"/> <a href="#">Catia_Dateien_008437620.tar</a> VF: ENG14080511594822594002002	CATIA V5 TAR Containr	2.88 MB		

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.

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



### Information

Files with a checkmark in front of the file name are selected for downloading. Remove the checkmark if you do not wish to download a particular file.

## 9.4.3 Job history

History	
Jul 30, 2015 1:35:00 PM Jul 30, 2015 1:35:00 PM Jul 30, 2015 1:35:00 PM Jul 30, 2015 1:35:01 PM Jul 30, 2015 1:35:01 PM	Start job processing. Next Step: CheckPoint - IncomingRoot Determine next ProcessStep [Prepare incoming job] with weight [5.0] Finish main processing of job [42676] with status FINISHED Dispatch job for post processing Finish processing with status [FINISHED]

(1 of 1)    <<    1    >>

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

## 9.4.4 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 window for the job list is automatically filled with the corresponding data and the search carried out.

Contact data	
Sender	Recipient
Tricia McMillan	Ronald Wayne
SSC-Services GmbH	Goopple Inc.
Böblingen	Head Quarter
SWAN Operations	System operations
Supplier number: L6484454721	Supplier number: 0
User id.: admin	User id.:
Address code: SSC01012A1231	Address code: SWAN0112A1236
<a href="#">All Incoming Jobs</a>	<a href="#">All Incoming Jobs</a>
<a href="#">All Outgoing Jobs</a>	<a href="#">All Outgoing Jobs</a>







### 9.4.5 Additional Information

Additional information on the selected job can be found here.

Additional Information	
Sending time	Now
Availability of data	The data is available
Application ID	SWAN
Job priority:	5
PDQ	

## 9.5 Recognizing the job status

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

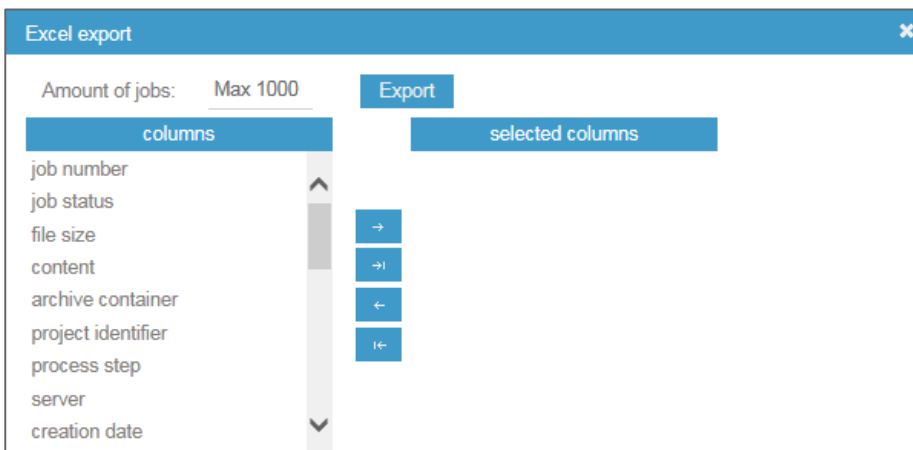
Status
 DOWNLOAD
 OK
 DOWNLOAD
 FAILED
 OK
 WAITING

Additional information on the job will appear on the right side after you have selected the job by clicking in the line and it is shown in colour.

## 9.6 Exporting the job list

You can export the job list into an Excel file.

- 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.

## 9.7 Downloading a 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.

- 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 9.2
  - Search templates, ► Chapter 9.3
- 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**.
  - » 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.



### 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).
-



## 10 Appendix – SFM

### 10.1 General information about SFM

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#### Information

SFM can be used on Windows computers with a NET runtime environment (Microsoft.NET Framework 4.0 or later).

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In SWAN, data is fundamentally uploaded and downloaded via the function integrated in the browser. The file size is restricted by the browser used.

Users with special requirements have access to the **SWAN File Manager (SFM)** for uploading and downloading very large files. The link for downloading the SFM must be activated for the user in question in the user settings.

- Contact your SWAN administrator or SWAN Support for this (6.3.5 Support).
- 

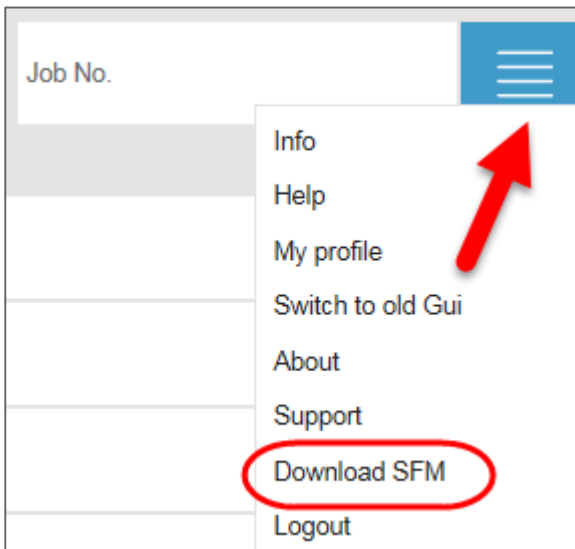


#### Information

The maximum file size for uploading/downloading via the browser is dependent on the browser used and other settings for the environment used.

- Use the SFM if you encounter problems sending and downloading jobs via the SWAN user interface.
- 

Authorised users can download the ZIP file to their computer using the SFM via the *Extras menu*.



## 10.2 Starting SFM

If you wish to use the SFM, you must download the ZIP file and unpack it in a folder of your choice.

- Navigate to the folder chosen.
  - » In the relevant folder you will find the application file *SwanFileManager* and other files, e.g. the CONFIG file *SwanFileManager.exe* and the text file *sfmlog*.
  - » It may be necessary, if instructed by the system administrator, to open the CONFIG file *SwanFileManager.exe* with a text editor and make changes.
  - » You can view the *sfmlog* file in the SFM *Settings* area. You will receive information, sorted according to date, about the transfer processes, and in the event of a fault you can send this file to the Service Desk for analysis.

app.publish	10.12.2015 13:17	Dateiordner	
en-US	10.12.2015 13:17	Dateiordner	
Autofac.dll	21.08.2015 10:45	Anwendungserweiterung	199 KB
Autofac	21.08.2015 10:45	XML-Dokument	387 KB
log4net.dll	21.08.2015 10:45	Anwendungserweiterung	294 KB
log4net	21.08.2015 10:45	XML-Dokument	1.482 KB
Microsoft.Expression.Interactions.dll	21.08.2015 10:45	Anwendungserweiterung	90 KB
Microsoft.Expression.Interactions	21.08.2015 10:45	XML-Dokument	75 KB
Newtonsoft.Json.dll	21.08.2015 10:45	Anwendungserweiterung	499 KB
Newtonsoft.Json	21.08.2015 10:45	XML-Dokument	490 KB
resumeInfo.json	21.08.2015 15:11	JSON-Datei	1 KB
Sfmlog	21.08.2015 15:20	Textdokument	0 KB
SwanFileManager	21.08.2015 15:09	Bereitstellungsmanifest für ClickOnce-Anwendung	2 KB
SwanFileManager	21.08.2015 15:09	Anwendung	1.410 KB
SwanFileManager.exe	21.08.2015 12:42	CONFIG-Datei	3 KB
SwanFileManager.exe.manifest	21.08.2015 15:09	MANIFEST-Datei	9 KB
SwanFileManager.pdb	21.08.2015 15:09	PDB-Datei	466 KB
SwanFileManager.vshost	21.08.2015 15:09	Bereitstellungsmanifest für ClickOnce-Anwendung	2 KB
SwanFileManager.vshost	21.08.2015 12:32	Anwendung	23 KB
SwanFileManager.vshost.exe	21.08.2015 10:29	CONFIG-Datei	3 KB
SwanFileManager.vshost.exe.manifest	21.08.2015 15:09	MANIFEST-Datei	9 KB
System.Windows.Interactivity.dll	21.08.2015 10:45	Anwendungserweiterung	39 KB
System.Windows.Interactivity	21.08.2015 10:45	XML-Dokument	61 KB
WpfLocalization.dll	21.08.2015 10:46	Anwendungserweiterung	25 KB
WpfLocalization.pdb	21.08.2015 10:46	PDB-Datei	80 KB

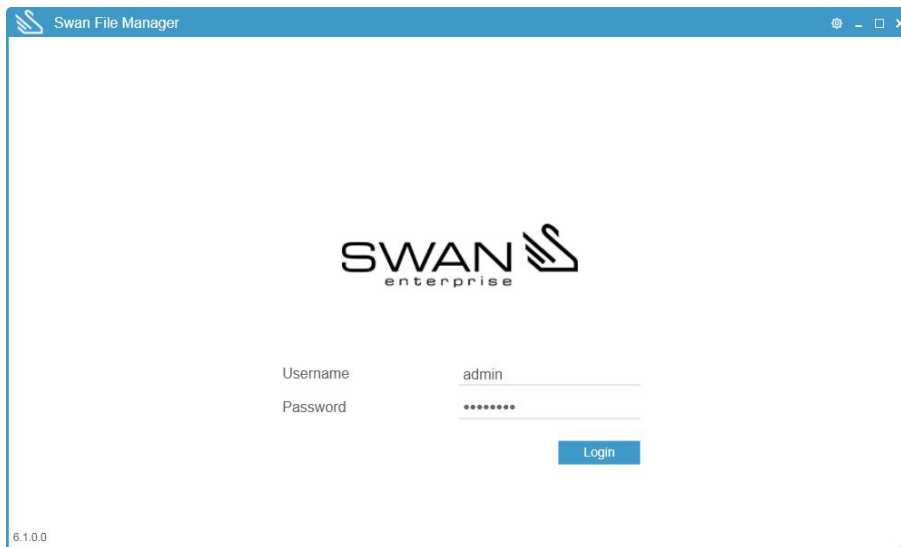
- Start SFM by executing the application file *SwanFileManager* and log in using your SWAN user name and password.



### Information

You do **not** need to log into SWAN to **download** files. You can use SFM independently of the SWAN user interface.

To **upload** files, you need to log into SWAN so that you can fill in the job form on the SWAN user interface.



You can select the following languages for the user interface:

- » German
- » English



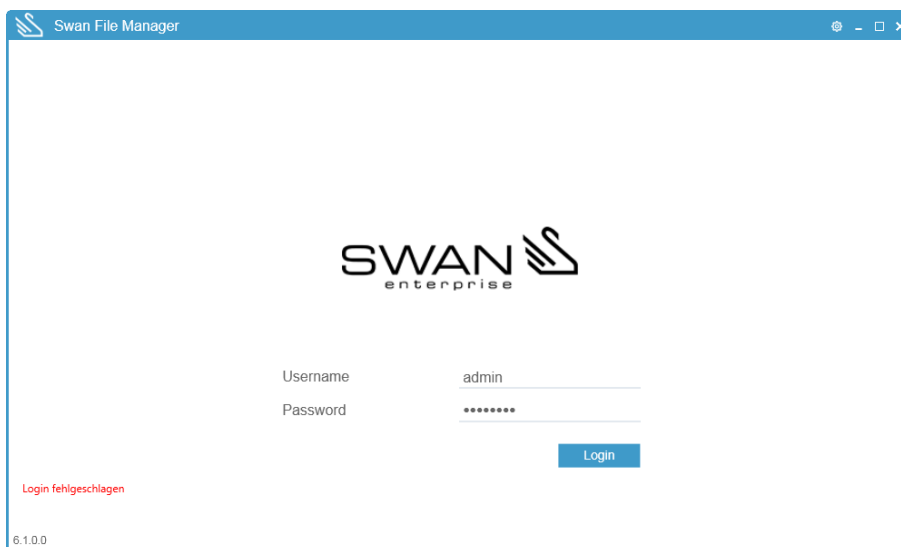
#### Information

You can select and save the language in the *Settings* area.

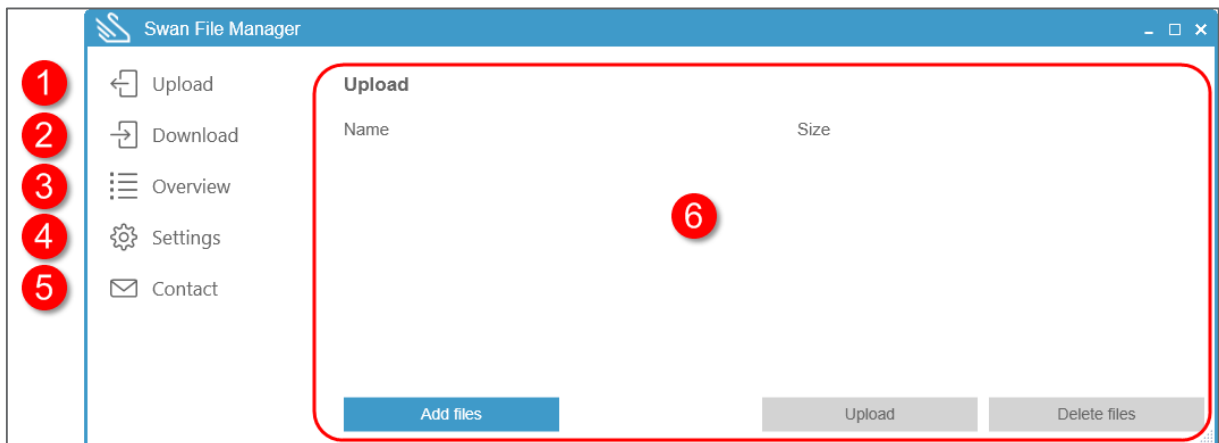
---

If when starting SFM a message appears notifying you that it is not possible to connect to SWAN, please contact the Service Desk.

They will be able to assist you in altering your proxy settings and the CONFIG file *SwanFileManager.exe* to enable you to establish a connection.



## 10.3 SFM user interface



- Click on the icon for the desired area [1-5].



### Upload

- Select files to upload from the file system
- Remove files selected for uploading
- Upload files



### Download

- Select files to download
- Select files contained in the job to download
- Download files



### Overview

- Displays the upload/download progress



### Settings

- Select download folder
- Choose proxy settings
- View log files



### Contact

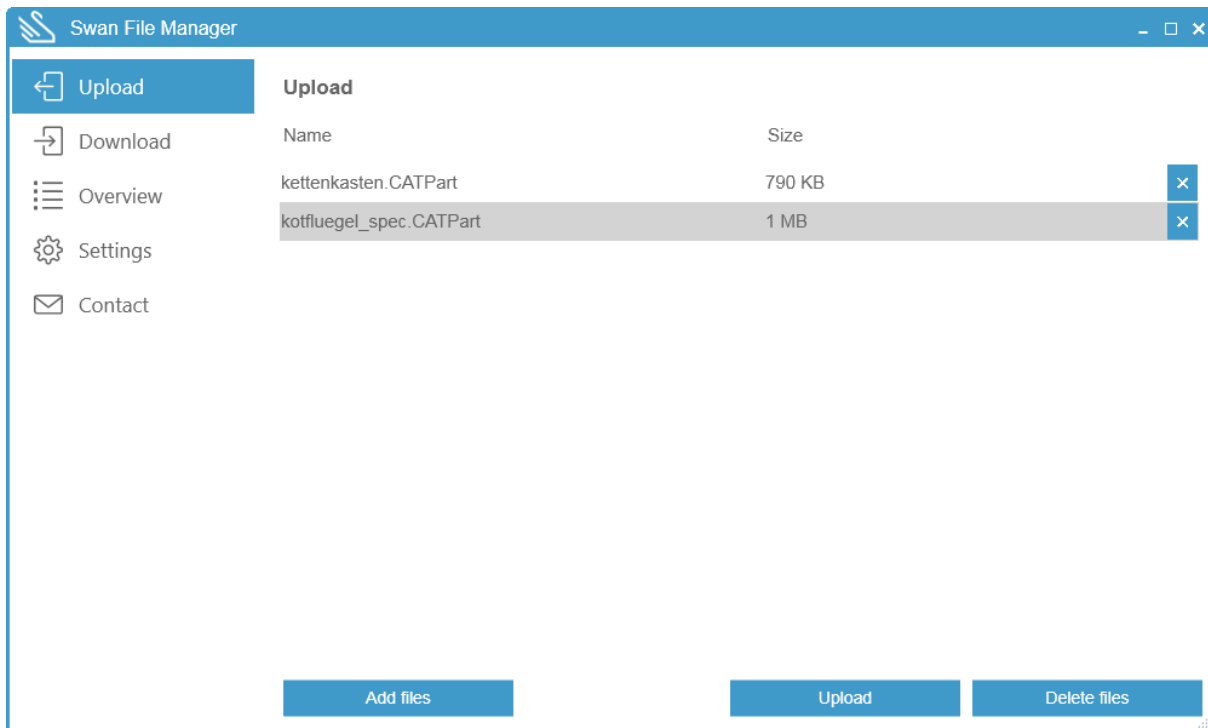
- Contact details for the Service Desk
- SFM version number

6

### View/Function area


- View and functions, depending on the area selected

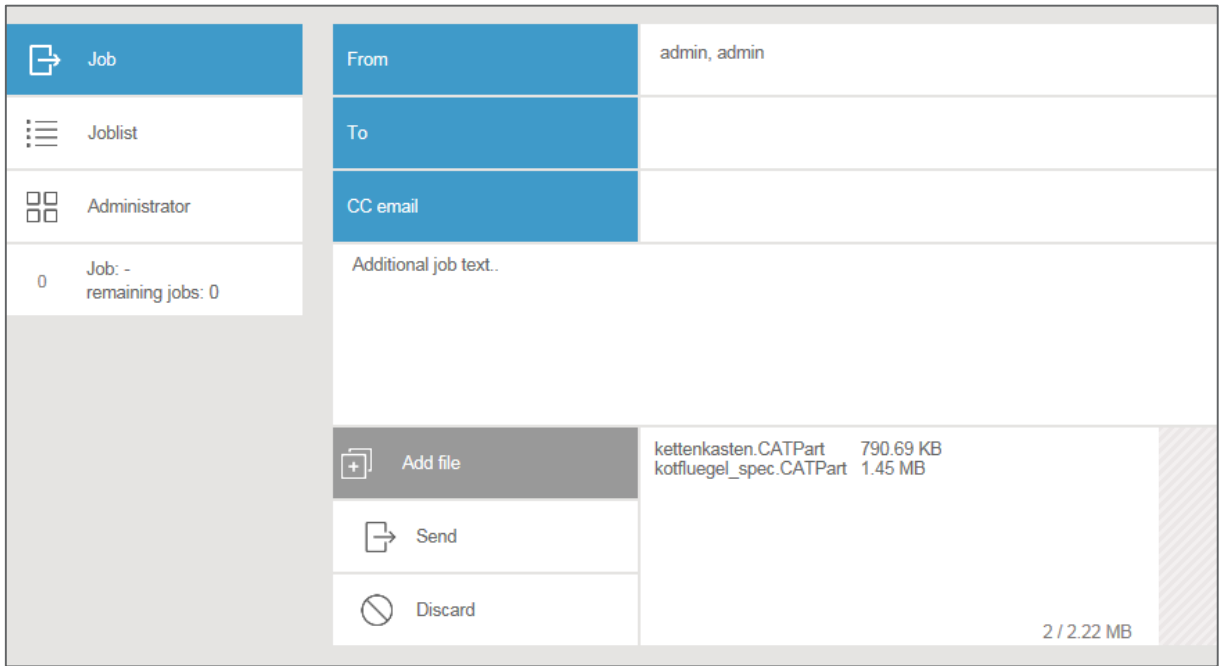
### 10.3.1 Upload



- Activate the **Upload** area.
- Click **Add files** to select one or more files to upload or to add them to the upload list.

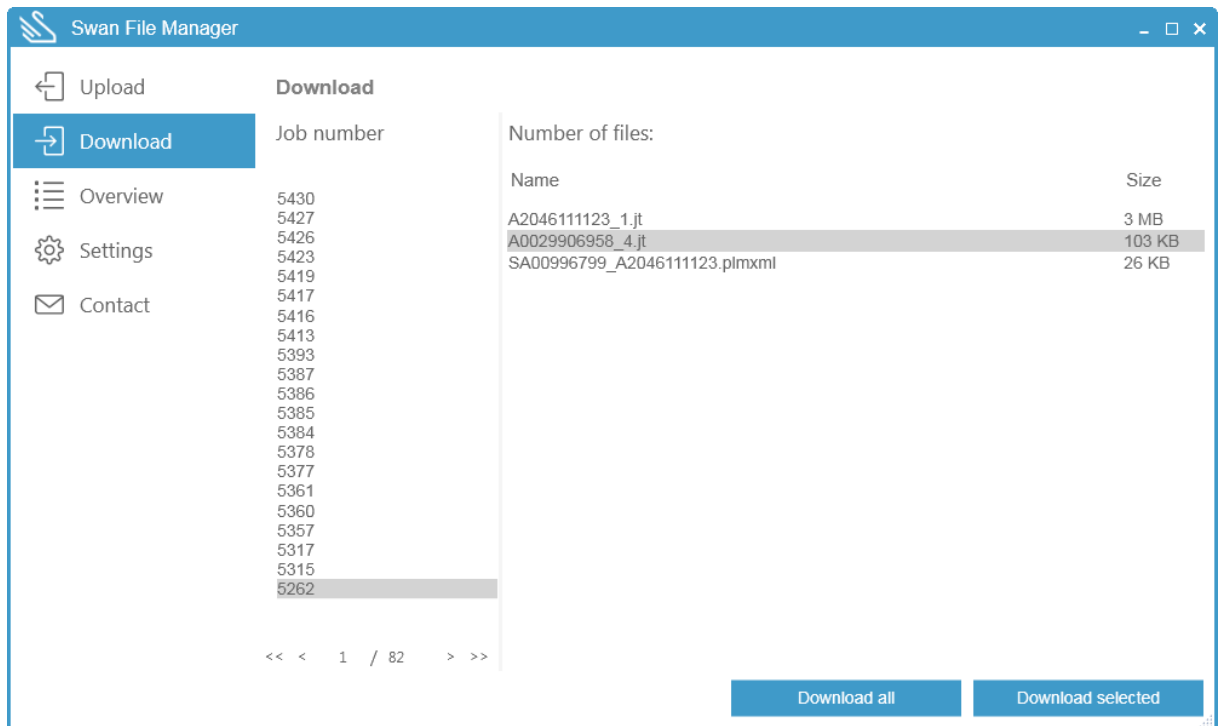
Or:

- Use drag & drop to drag the files you want from an open Explorer window to the list area.
- Click on the file names and then on **Delete files**, on  or on **[Del]**, to remove a file from the upload list. You can also select multiple files.
  - » The selected files are then highlighted.
- Click on **Upload** to start the uploading process.
  - » The SWAN log-in page appears in the browser if you have not yet logged into SWAN.
- Log in using your user name and password.
  - » The SWAN job form appears.
  - » The files in the upload list are transferred to SWAN and are listed in the SWAN job form in the **Add file** area.
  - » The field **Add file** is not active. You cannot add additional files later via the SWAN user interface.



- Select the recipient and, if necessary, other sending options for the job.
- Click **Send**.
- You can view information on the upload process in the SFM **Overview** area and, if required, resend the files.

### 10.3.2 Download



- Activate the *Download* area.
  - » A list appears in the *Job number* column, showing all the jobs available for download which have not yet been archived by SWAN.
- Select the desired job number from the list.
  - » The number of files contained in the job and the file names appear.
- Download all files or just a selection.
  - » The *Overview* area appears.
- Click on *View data* to open the download folder.

### 10.3.3 Overview

This area gives you information on the upload and download processes.

You can follow, cancel or even pause and resume the upload and download process, if, for example, the available bandwidth for transferring very large files is needed for another purpose.

Jobs which have already been sent can be resent, and when data has been downloaded you can go straight to the download folder by clicking the *View data* link.

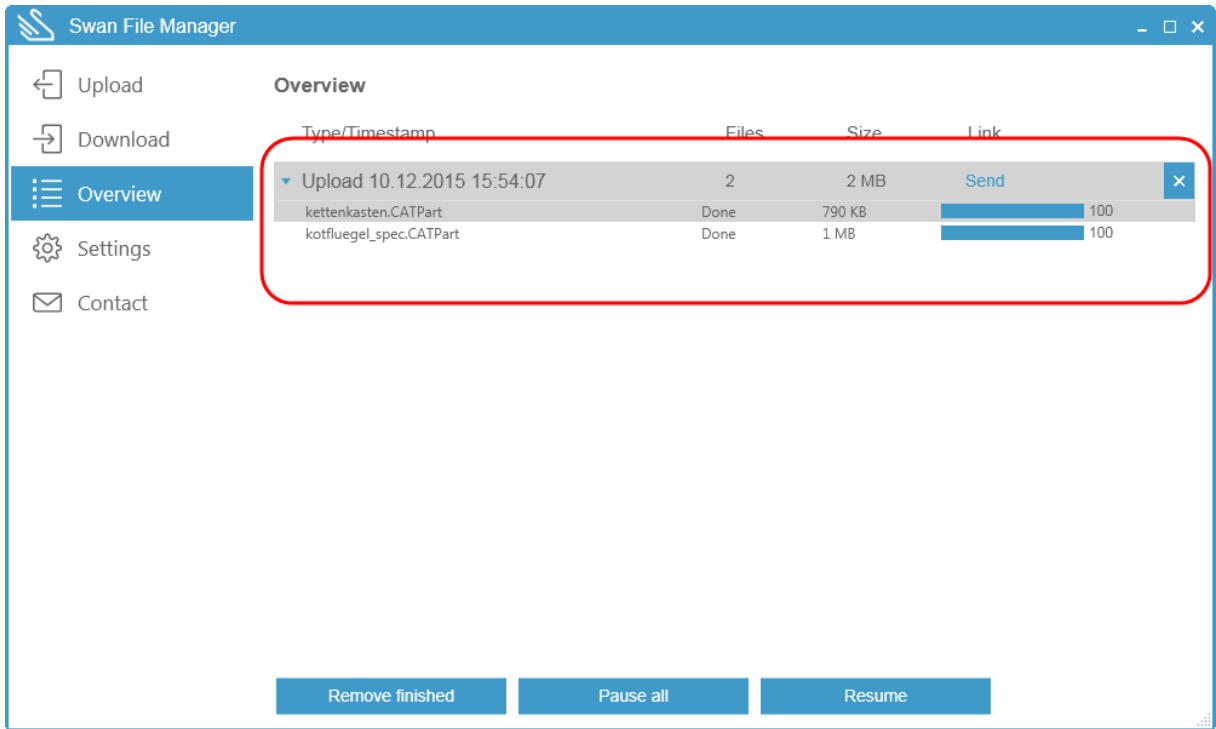


#### Information

The available actions each relate to a job as a whole and cannot be applied to individual files contained in a job.

---

- Click *Remove finished* to remove processed jobs from the list.



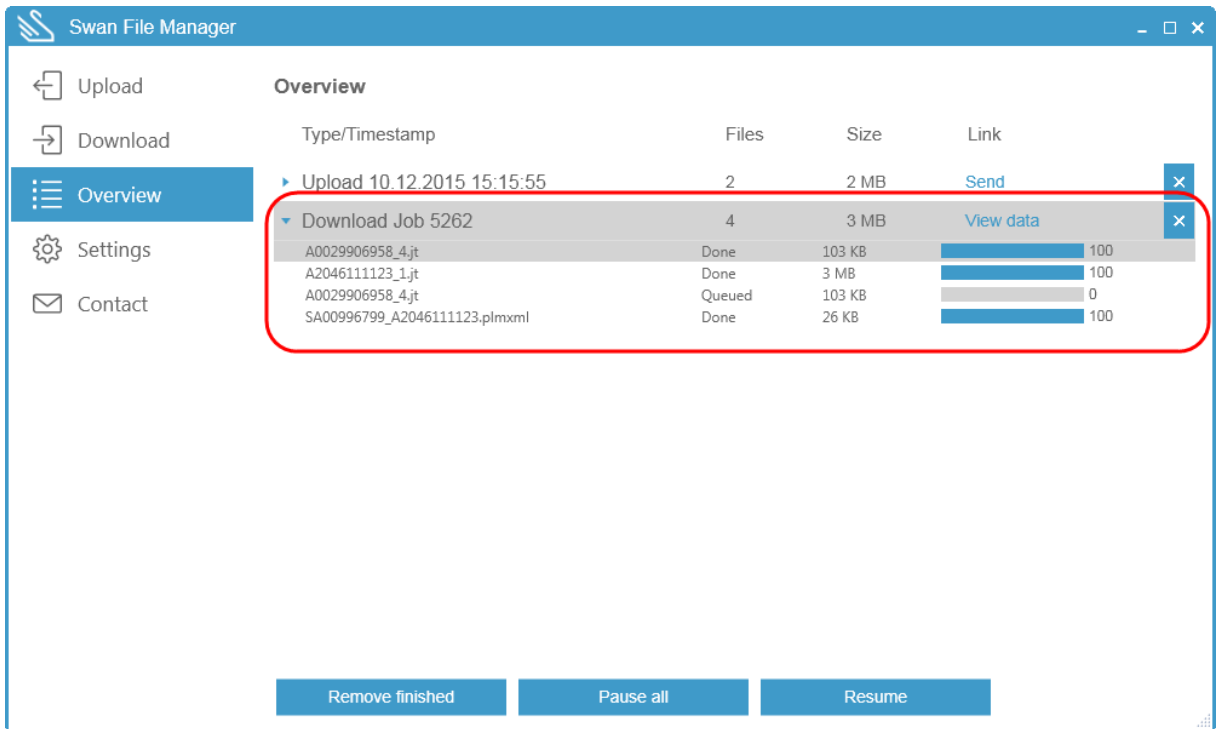
Swan File Manager

Upload  
Download  
Overview  
Settings  
Contact

**Overview**

Type/Timestamp	Files	Size	Link
Upload 10.12.2015 15:54:07	2	2 MB	<a href="#">Send</a>
kettenkasten.CATPart	Done	790 KB	100
kotfluegel_spec.CATPart	Done	1 MB	100

Remove finished   Pause all   Resume



Swan File Manager

Upload  
Download  
Overview  
Settings  
Contact

**Overview**

Type/Timestamp	Files	Size	Link
Upload 10.12.2015 15:15:55	2	2 MB	<a href="#">Send</a>
Download Job 5262	4	3 MB	<a href="#">View data</a>
A0029906958_4.jt	Done	103 KB	100
A2046111123_1.jt	Done	3 MB	100
A0029906958_4.jt	Queued	103 KB	0
SA00996799_A2046111123.plmxml	Done	26 KB	100

Remove finished   Pause all   Resume



### 10.3.4 Settings



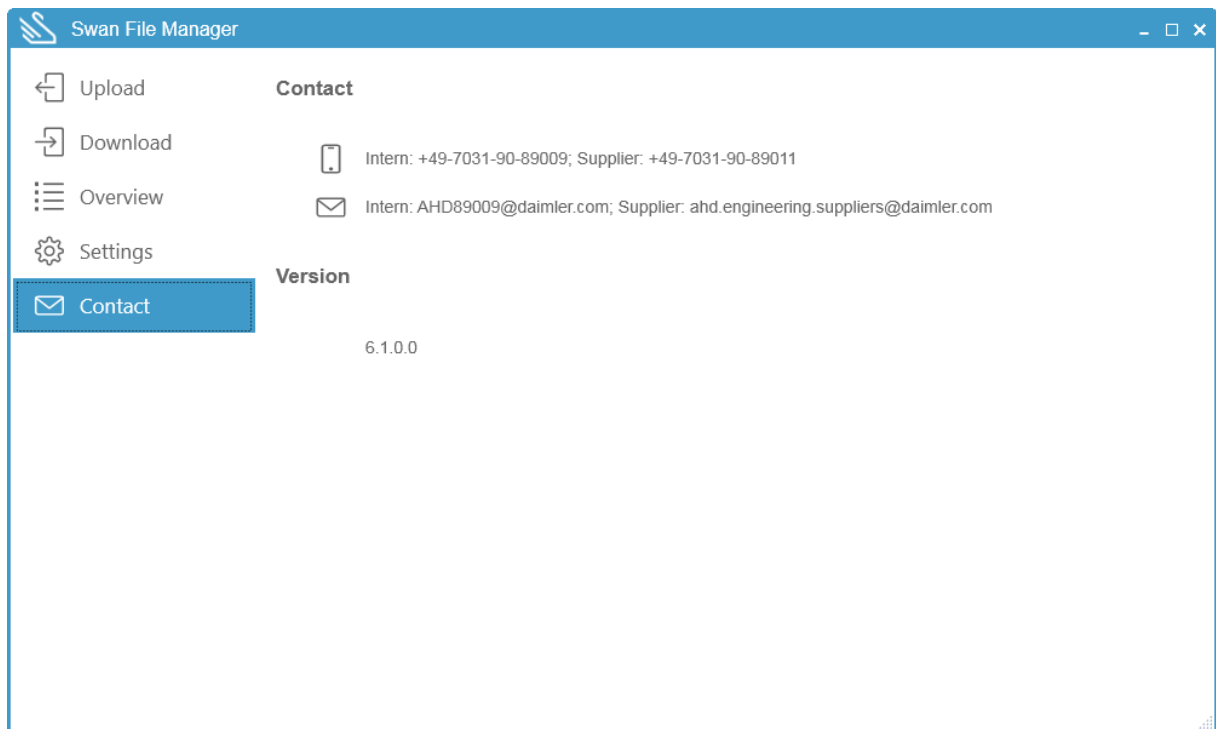
In the **Settings** area, you can select the download folder and view the location of the log file, which you can send to staff at the Service Desk in the event of any problems.

- Click the magnifying glass to view the contents of the log file.

There is also the option here to make various proxy settings, depending on your system environment. If required, ask your system administrator for these settings.

You can also select the language for the SFM user interface here.

### 10.3.5 Contact



Here you will find the contact details for the Service Desk and the SFM version details.

## 10.4 Exit SFM

- Exit SFM by closing the SFM window.
  - » If file transfers are still currently taking place, a message will appear to inform you.

