

## SWAN Offline - Generating job



### Job view

- Basic principle
- Select recipient and data
- Select medium and offline administrator



**This quick reference describes how to generate a SWAN offline-job, how to select the offline-administrator for media encryption and media production (CD/DVD) and how to send the job.**

Please contact the relevant support unit (AHD), if you need further support.

The contact details can be found on the SWAN login page.

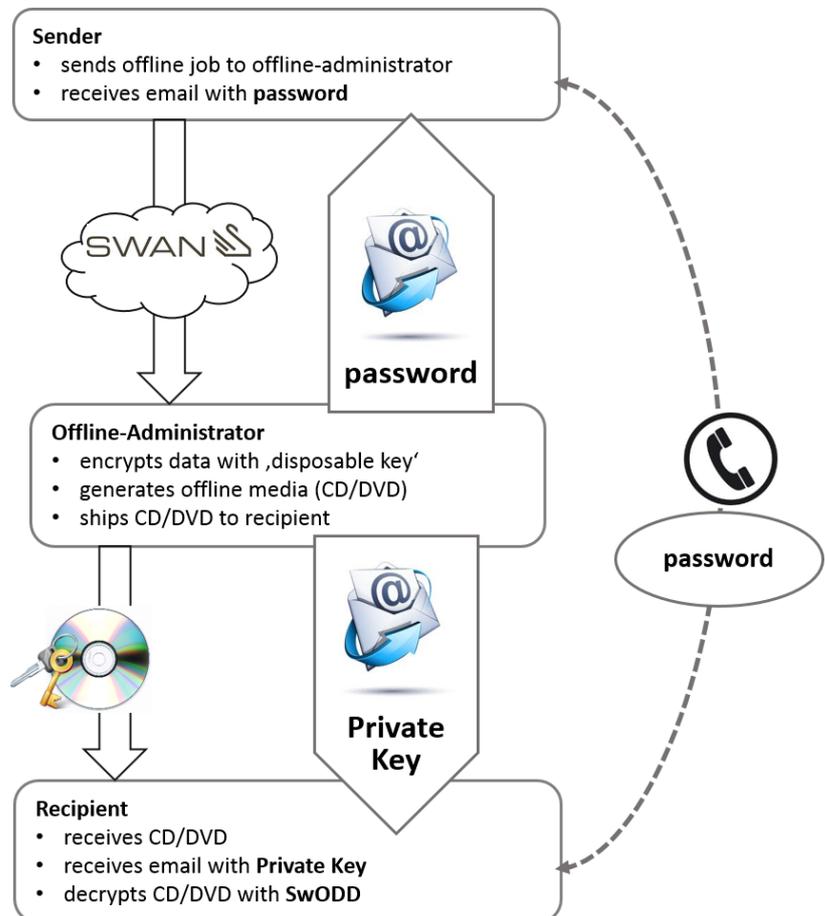
### Basic principle

SWAN allows you to exchange data via encrypted data carrier (CD/DVD). This could be necessary if the recipient has no own OFTP-system.

The recipient selection and selection of the files is made like for a regular job. Using the input area *offline* you can select the desired media and the offline administrator of your company.

You send the job to the offline administrator. He receives the ISO image file and creates the media with a ,disposable key'. Info mails are generated and sent to the sender (password) and the recipient (private key) with the necessary information for decrypting the data.

The recipient of the medium can then decrypt the data using the program (SwODD) supplied on the medium.



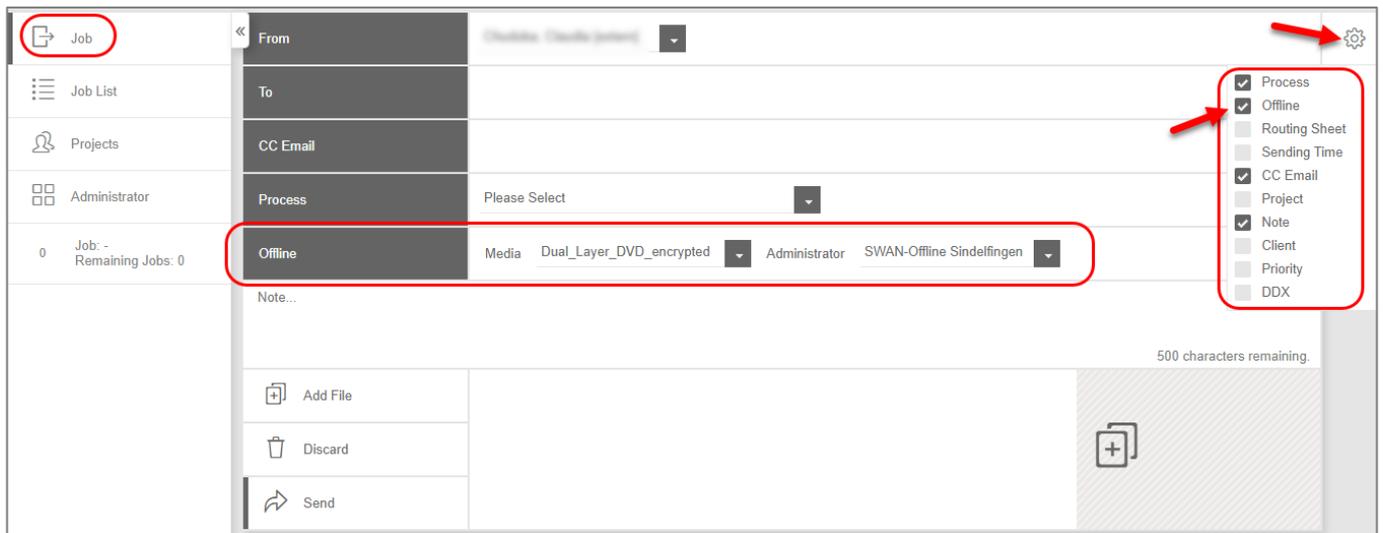
#### Info

For security reasons, sender and recipient should only use the telephone to exchange the password.

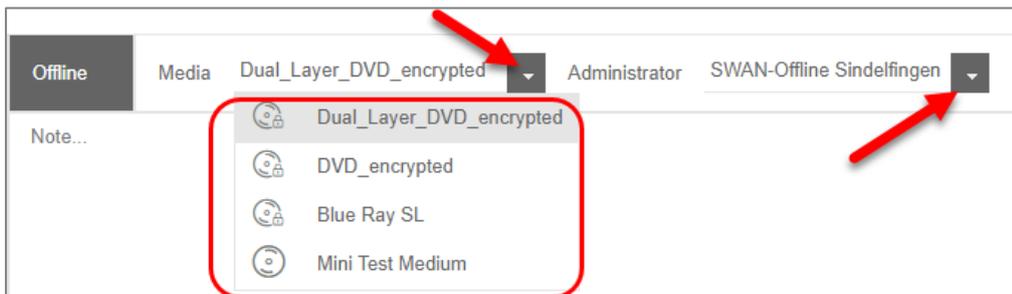
## Select recipient and data

## Select medium and offline administrator

- Start SWAN.
- Activate the **Job** view.
- Activate the input area **Offline**.



- Select recipient and the files for sending.
- Select the desired medium and the offline administrator of your company.



- Click on **Send**.
  - ⇒ You will receive a note about the contact details of the selected offline administrator.
  - ⇒ The recipient of the medium receives an email with the **Private Key**, which is necessary for decrypting the data.
  - ⇒ The creator of the offline job receives an email with a **Password**. The recipient of the medium needs this password for decrypting the data.
- For security reasons, sender and recipient should only use the telephone to exchange the password.

### Info

- Please refer to **Quick Reference – SWAN Offline - Data Decryption with SwODD**, in order to receive information about decrypting the data.