

Download Received Files

View Job list

- Launch SWAN
- Recognizing the job status
- Select incoming job and files
- Use search function
- Download files



This short manual briefly describes how to download received files and store them in the desired target directory.

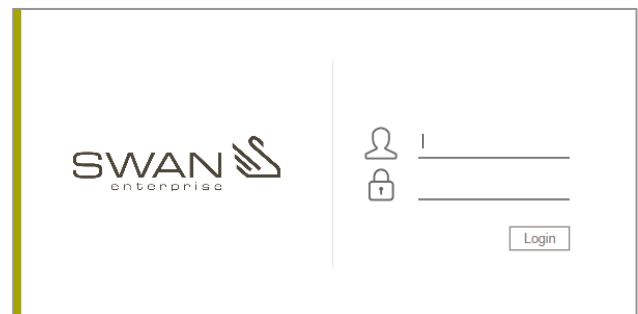
Detailed information is available in the user manual by clicking on the **Help** link of the **Extras Menu**.


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

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

Launch SWAN


- Start the Internet browser.
- Enter the SWAN URL into the address line of the browser.
 - ⇒ The SWAN login page is displayed.
- Login with your User ID and password.
 - ⇒ The preset view appears.



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

In the different areas you can

- 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**).

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 (area **5**).

[Only for the job shown in colour].

The screenshot displays the SSC interface for downloading received files. At the top, there are filter buttons: 'Please Select', 'Search/Refresh', 'Reset', 'Export', and 'Templates'. Below these are filter dropdowns for 'Sender', 'Files' (set to '.tar'), 'Period' (set to 'Last 4 Weeks'), 'Joblist Type' (set to 'Outgoing, Incoming'), 'Status' (set to 'Created, Waiting, Fa'), and 'Job Type' (set to 'SWAN, SMARAGD, ENGP').

The main table lists jobs with columns for Status, Job ID, Type, Sender Name, and Recipient Name. The status column uses colored bars and text labels: DOWNLOAD (green), OK (blue), DOWNLOADED (green), CANCELED (red), and FAILED (red). A red circle '2' highlights the status column. A red circle '1' highlights the filter buttons, and a red circle '3' highlights the filter dropdowns. A red circle '4' highlights the job ID 'Job 74244' in the detailed view on the right. A red circle '5' highlights the 'Process Chain' section in the detailed view.

The detailed view on the right shows the 'Functions' section with options like 'Download', 'Refresh', 'Forward', 'Cancel', and 'Download Delivery Note'. It also shows 'Administrator Functions' such as 'Related Outgoing Job', 'Restart', 'Resend Emails', 'Reroute', and 'Archive'. The 'Content' section shows a file named 'Tar_000074232_1591714587_17082.tgz' with a size of 186 B. The 'Process Chain' section lists steps: 'Prepare incoming job', 'imVirScan', 'Content Preview', 'GenerateDeliveryNote', and 'Mail'.

Recognizing the job status

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

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.

Status
DOWNLOAD
DOWNLOADED
OK
OK
FAILED

Use search function

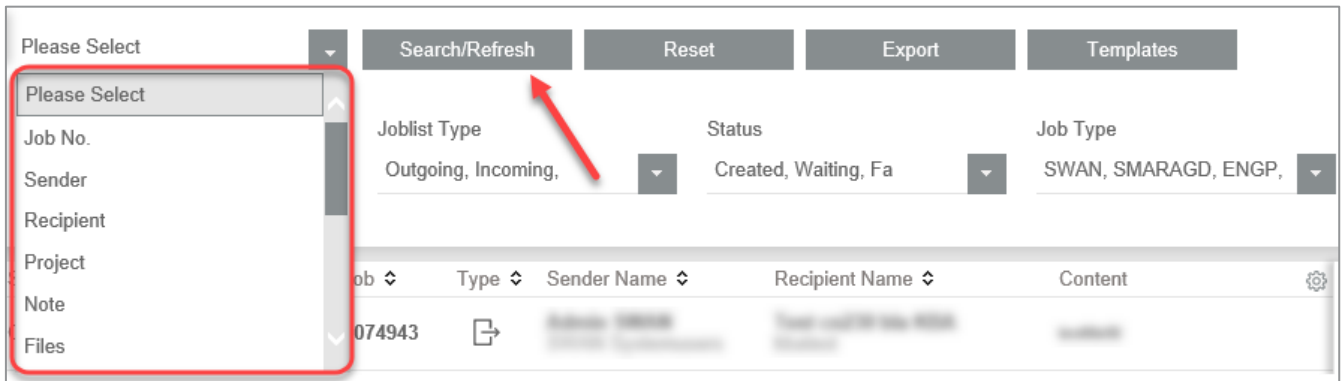
- Use the appropriate search function to filter the job list according to specific criteria.

Quick search

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

Search filter – Search with combination of search criteria

- You can search through the job list using various criteria.



Search templates

- **Templates** – Use or create a search template for use in future searches or use a template by default for future searches.


Selecting files to download

- Select the desired job from the job list.
 - ⇒ Wenn Sie mehrere Aufträge in der Auftragsliste markieren, erfolgt die Anzeige der Dateiliste auf separaten Registerkarten.
- Click on filename of a container to view the content of the container.
 - ⇒ A list of the files in the container appears, with file type and size.
 - ⇒ A breadcrumb navigation allows you to navigate to the different compression levels.
 - ⇒ You can sort the displayed file list within a level by file name.

Download received files


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.

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
 - ⇒ Search with a combination of search criteria
 - ⇒ Search templates
- Select the desired job from the job list s.
- 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 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 on separate tabs.

- Click on filename of a container to view the content of the container.
 - ⇒ A list of the files in the container appears, with file type and size.
 - ⇒ A breadcrumb navigation allows you to navigate to the different compression levels.
 - ⇒ You can sort the displayed file list within a level by file name.

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.

Please Select
Search/Refresh
Reset
Export
Templates

Status	Downl	Job	Type	Content
DOWNLOAD		0074933		tempUploadFile7005261533618673
WAITING		0074932		OfflineJob-74932-CD1.iso
DOWNLOAD		0074931		tempUploadFile7005262528235634
DOWNLOAD		0074930		tempUploadFile7005247008948852
DOWNLOAD		0074929		tempUploadFile7005249040544598
DOWNLOAD		0074928		tempUploadFile7005246081834676
OK		0074927		tempUploadFile7005279678988501
OK		0074926		tempUploadFile7005272980447531
OK		0074925		tempUploadFile7005262928235634
OK		0074924		tempUploadFile7005261533618673

Job 11-20 (1508) | 1 2 3 4 5 6 7 8 9 10

Job 74928

Functions

[Download](#) [Refresh](#) [Forward](#) [Cancel](#) [Download Delivery Note](#)

Administrator Functions

[Related Outgoing Job](#) [Restart](#) [Resend Emails](#) [Reroute](#) [Archive](#)

Content [Download](#) File Count 1 File Size 6.00 BYTES

File Name	Actions	File Type	File Size
tempUploadFile7005246081834676	Download	TEXT	6 B

Files 1-1 (1) | 1

Process Chain

- [Prepare incoming job](#)
- [imVirScan](#)
- [Content Preview](#)
- [GenerateDeliveryNote](#)
- [Mail](#)

History

Jun 15, 2020, 12:37:20 PM	Start job processing
Jun 15, 2020, 12:37:20 PM	Determine next ProcessStep [Prepare incoming job] with weight [5.0]
Jun 15, 2020, 12:37:21 PM	Determine next ProcessStep [imVirScan] with weight [20.0]