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ZKW
*Data Exchange
System v3.3*

Classification: External



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1.) Advantages

- You don't have to install any additional software on your system.
- Every user has a separate login account.
- Data transfer jobs can be sent to multiple ZKW-employees, which you can select from a provided address list.
- You receive an email if a new job is available to download.
- Your ZKW-partners are informed as soon as you send your data.
- Detailed overview of all transmissions to or from ZKW including date, sent/received files and reading confirmation from the recipient.
- All sent/received data becomes long-term stored and can be restored at any time.
- Data can be retrieved from multiple locations worldwide (Austria, China, Mexico...) and is thus fast available.

2.) System requirements

All you need is a current web browser with cookies and JavaScript enabled as well as an email address.



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3.) Using the Data Exchange System

3.1. First Login

When your account was created, you receive an email from the ZKW Single Sign On (the system responsible for user administration).

This email includes your personal data (username, name, company...) and a link which you have to follow, in order to finish the registration.

Von: **ZKW Single Sign On** <>
Datum: 22.05.2017 - 12:54 Uhr
Betreff: Your ZKW Single Sign On Account
An:

Hello Ms./Mr. Raphael Muellner,

You have signed up for **ZKW Single Sign On**.
This is used to authenticate you for [ZKW Data Exchange](#).

To be able to login, you have to set a password by clicking [here](#).

Please check if the following information is correct:

Username: R.M@TRASH-MAIL.COM
First Name: Raphael
Last Name: Muellner
Phone Number: +43 1234 5678
Department: IT
Company: Testfirma2

If there is an error in the above attributes, please contact the [ZKW Servicedesk](#).

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Figure 1: Single Sign On email



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The link refers to a website where you will be prompted to choose a password for your account.

Figure 2: Password reset

As soon as you finished this process, you are able to log into the Data Exchange System with the account name from the email and your chosen password.

3.2. Sending data

Under the menu item „**New Job**“ you can send data via a new filetransferjob. The following options are available when creating a new job:

Recipients: Here you can choose the recipient(s) of your filetransferjob. First select the desired Recipients (first company, then user) and then click on „Add recipient“. It is possible to add more than one recipient. Mark those recipients that should receive a Data reference sheet (job details via email) by selecting the checkbox **Send data reference sheet**.

A notification will be sent to this email addresses. Insert one address per line.

Data reference sheet: You can send the Data reference sheet to additional recipients by selecting the checkbox „Send data reference sheet“ and then inserting the email addresses of the additional recipients (separated by ';') in the appearing text field.

Subject: Here you have to set the subject for this filetransferjob. This field is required.

Description: You can use this field to describe the filetransferjob and to address a few words to your recipient(s).

Note: Here you can deposit an internal note, that is visible only for you (in the outbox).

Compression: The files you are sending can also be provided in a compressed format to your recipient(s) in order to improve the efficiency of the download. Choose the desired compression format from the list to do so.

Files: Click on „Select“ in order to open a file dialog window. There you can select one or multiple files which you want to send. Thereupon the selected files are listed. With a click onto the **X** next to the respective file name you can remove this file form the job.



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HOME NEW JOB OUTGOING INCOMING PROFILE ALL TRANSMISSIONS DOCUMENTATION

Recipients:

Data reference sheet: Send data reference sheet to additional recipients

Subject:

Description:

Note:

Compression:

Files:

Figure 3: New job

As soon as you filled the form and selected the right files, the file transferjob can be started. Click therefore on „Send job“. Thereupon the job is created and then the upload of the files starts. When uploading, a progress bar is shown for every file. **In order to successfully finish the uploading, it is necessary to keep this website opened in the browser.** When all files finished uploading successfully, a message is shown and the filetransferjob was created successfully. Now you may leave this website or create a new filetransferjob by clicking on **„Create new job“**.

3.3. Sent data

You can find a tabular overview over all your sent filetransferjobs under the menu item „Outbox“. This table is by default ordered by date descending. You can change this ordering by clicking on the respective column header. In the column Recipients only the recipient companies are listed. When you hover a recipient company with your mouse pointer, a little info box appears which lists the individual recipients of this company. Therefore the table cannot be sorted by recipient. The following icon is show in the last column of the table: . When you hover this icon with your mouse pointer, a link to the details view is shown. By clicking on the icon, this link will automatically be copied to clipboard. The details view is available for everybody who have this link.



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Pressing the button „**Filter jobs**“ opens the filter menu. There you can set certain filter settings (date from, date to, recipient company, recipient name, subject & project). By clicking on „**Apply filter**“ the filter gets active and the jobs are filtered. With the button **Clear filter** the filter options are reset and the filter menu gets hidden again. In addition there is the opportunity to save a set of filter settings if they are used frequently.

To do so, click the Button „**Save filter**“. Saved filter can later be selected on the right side of the filter menu and either be loaded or deleted.

Header: ZKW BRIGHT MINDS, BRIGHT LIGHTS. RAPHAEL MUELLNER, LOGOUT

Navigation: HOME NEW JOB OUTGOING INCOMING PROFILE ALL TRANSMISSIONS DOCUMENTATION

Filter settings:

- Date (from):
- Date (to):
- Recipient: ZKW Group GmbH Raphael Mueller
- Subject: Gehäl
- Project:

Buttons: APPLY FILTER SAVE FILTER CLEAR FILTER

Saved filters: LOAD DELETE

Figure 4: Filter jobs



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With a click on the little triangle (left next to the date) the job gets opened up and additional information is shown. The following menus are available:

Recipients: Here you find a more detailed overview of the recipients of this filetransferjob. The icon on the left show whether the respective recipients has already read the job (✉) or not (✉). If there is a pointer shown right beside the contact data, this means, that the job was forwarded to this recipient. (➡) means the job was forwarded manually, (➡) indicates an automatic forwarding (setting on profile site).

| Datum | Empfänger | Betreff | Projekt | Status |
|---------------------|----------------|---------|---------|----------------|
| 15.05.2017 08:52 | ZKW Group GmbH | Gehäuse | | Job Successful |

| EMPFÄNGER | BESCHREIBUNG | NOTIZ | GESENDETE DATEIEN | WEITERLEITEN |
|--------------------------|------------------------------------|---|-------------------|--------------|
| Empfänger | Firma | Kontakt | | |
| ✉ Thomas Leonhartsberger | ZKW Group GmbH HQ.CFO.IT.AD.ENG | Thomas.Leonhartsberger@zkw-group.com +43 7416 505 2668 | | |
| ✉ Raphael Muellner | ZKW Group GmbH HQ.CFO.IT.AD.TPA | Raphael.Muellner@zkw-group.com +43 7416 505 2661 ➡ | | |
| ✉ Alexander Mosgoeller | ZKW Group GmbH HQ.CFO.IT.AD.ENG | Alexander.Mosgoeller@zkw-group.com +43 7416 505 2665 ➡ | | |

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Figure 5: Outbox (recipients)

Description: If a description has been specified during the creation of this job, it is displayed here.

Sent Files: All files that were sent within this filetransferjob are listed here. Each file is described with file name and file size. In addition the files can be downloaded by clicking on (↓).

| Date | Recipient | Subject | Project | Status |
|---------------------|-----------------------|-----------------|---------|----------------|
| 2019-04-25 15:15 | ZKW Lichtsysteme GmbH | compressed file | | Job Successful |

| RECIPIENTS | DESCRIPTION | NOTE | INPUT FILES | SENT FILES | FORWARD |
|---------------------------------------|-------------|----------|-------------|------------|---------|
| Filename | | Filesize | | | |
| ZKWCompressionJob_20190425_130026.zip | | | | 3.37 MB | ↓ |

Figure 6: Outbox (sent files)

Forward: Under this tab you can forward the filetransferjob to additional recipients. To do so select the desired user (first company name, then name). On selection the user will be added to the recipient



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table on the top and marked with a blue background. You can select multiple users this way and also remove them (🗑️). With the click on „Forward“ the forwarding begins and the new recipients are being notified. When required you can add a comment when forwarding.

You can also create a new filetransferjob including the files from this job.

| RECIPIENTS | DESCRIPTION | NOTE | INPUT FILES | SENT FILES | FORWARD |
|------------------|----------------|------|-------------|------------|--------------------------------|
| Recipient | Company | | | | Email |
| Michael Hollaus | ZKW Group GmbH | | | | Michael.Hollaus@zkw-group.com |
| Raphael Muellner | ZKW Group GmbH | | | | Raphael.Muellner@zkw-group.com |

Forward to:
ZKW Group GmbH Raphael Muellner

Comment:

FORWARD CREATE NEW JOB WITH SENT FILES

Figure 7: Outbox (forward)

3.4. Received data

Under the tab „**Inbox**“ you find all filetransferjobs that are addressed to you. The table that is shown on this page features the same functionality as the table in your outbox. In addition you have the possibility to mark jobs as read by clicking on the „unread symbol“ (📧). This page also feature the same filter functions.

3.5. Profile

The menu item „**Profile**“ shows a form that allows you to set some settings.

Language: The display language of the website.

Automatically forward incoming jobs to: This setting allows you to automatically forward a job you received to another recipient. The recipients that get a filetransferjob this was are marked (➡️) in the outbox and inbox.


Default recipients for new jobs: Users that are saved in this setting, will automatically added to the list of recipients when creating a new filetransferjob.

Forward data reference sheet for incoming/outgoing jobs to: Here you can declare one ore multiple email addresses, to which the data reference sheet of an incoming/ outgoing job should the forwarded. In case of multiple email addresses provide one per line.



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HOME NEW JOB OUTGOING INCOMING **PROFILE** ALL TRANSMISSIONS DOCUMENTATION

| | |
|---|-------------------------------------|
| Language: | English |
| Timezone: | (UTC) Coordinated Universal Time |
| Automatically forward incoming jobs to: | Select user... |
| Surrogate: | Select surrogate... |
| Default recipients for new jobs: | Select comp... <input type="text"/> |
| Forward data reference sheet for incoming jobs to*: | <input type="text"/> |
| Forward data reference sheet for outgoing jobs to*: | <input type="text"/> |
| <input type="button" value="SAVE"/> | |
| <small>*One email adress per line</small> | |

Figure 8: Profile

3.6. Overview

The tab „**Overview**“ gives you the possibility to see all filetransferjobs of your company. The functionality of this overview is identic to that of the out- and inbox and the same filter functions are provided.

But this overview serves only informational purposes, so you cannot download files from there, as long as you are not the sender or recipient form the affected filetransferjob.



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4.) Additional Information

4.1. Changing forename, surname or email-address

Due to security reasons it is not possible to change these data on your own. If you still want to change it, please contact the support.

4.2. Forgotten password

If you forgot your password you can reset it by yourself. Therefore press the button "Forgot Password".

A screenshot of a login form titled "Login". It contains two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember My Login". At the bottom left is a blue "Login" button. At the bottom right is a button labeled "Forgot Password", which is highlighted with a red rectangular border.

Figure 9: Forgotten password

After entering and confirming your user name, you will receive an email and will now have to do the same routine as described under [First login](#).



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5.) Support

5.1. Technical problems

Tel: +43 (0) 7416 505 DW 2665

E-Mail: dxs@zkw-group.com

Internet: www.zkw.at

5.2. Content problems

For content problems, please contact the responsible person, from the project team or respective department, for further information.