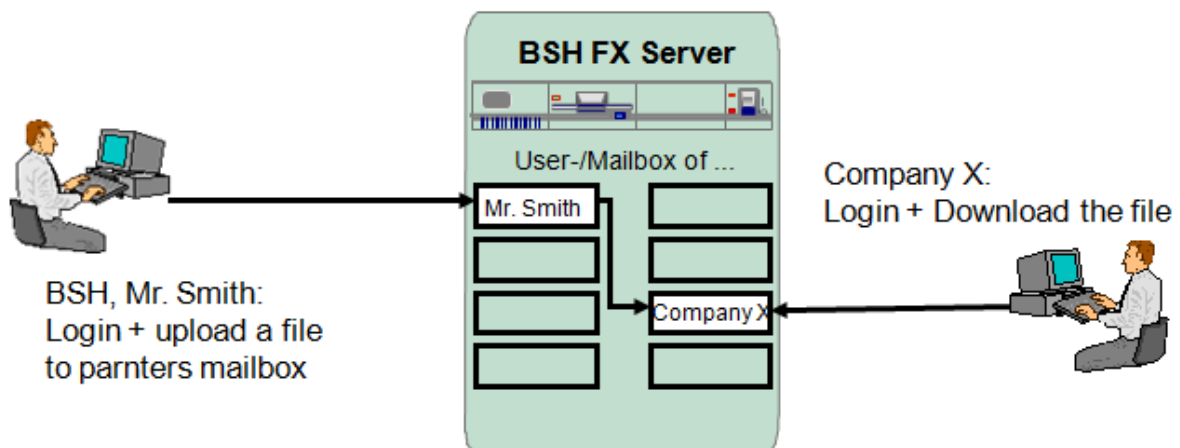


BSH-FX (File Exchange)

Documentation for BSH Employees and External Partners about

Data Interchange with Registered Mailbox Users



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General information about the BSH-FX server

This document describes data interchange between BSH-FX mailbox users.

The Internet address

You can access the BSH-FX server at the following Internet address:

<https://fx.bsh-partner.com/>

The application uses cookies and these must have been enabled in your browser.

The first login

Entering the Internet address takes you to the BSH-FX login page:



BSH-FX (File Exchange)

Anmeldung

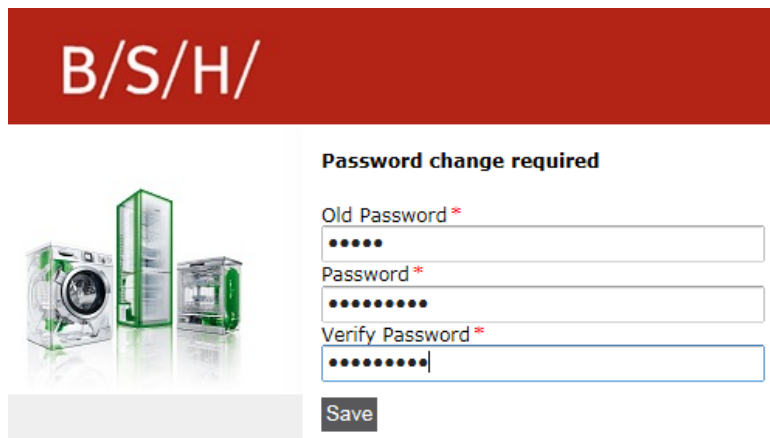
Benutzer:

Kennwort:

[Benutzer/Kennwort vergessen?](#)

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Enter your login name and password and click the “Login” button. For security reasons, you must enter a new password now and every 100 days after this:



BSH-FX (File Exchange)

Password change required

Old Password *

Password *

Verify Password *

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Re-enter your old password in the “Old Password” field.

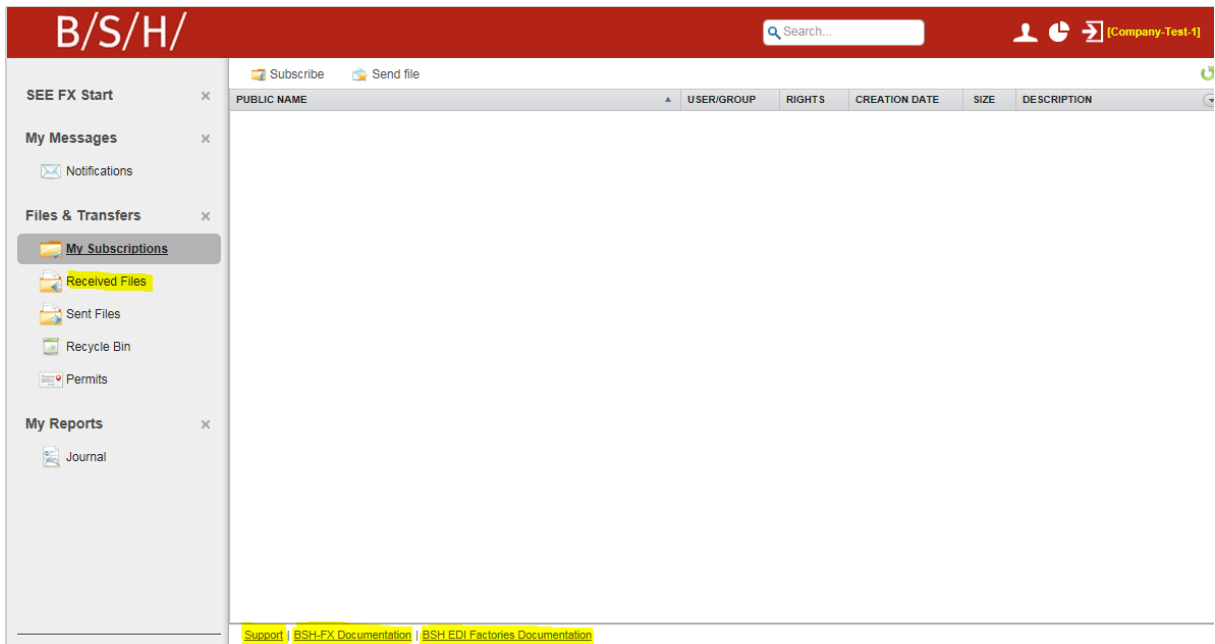
Enter a new password of **at least 8 characters** in the “Password” field. Pay attention to upper and lower case and **use a combination of numerals, letters and special characters**.

Repeat the new password in the “Verify Password” field.

Click the “Save” button.

When you have successfully changed your password, you reach the overview page.

The overview page



At the bottom of this page you can see links to our current documentation and to help/support information.

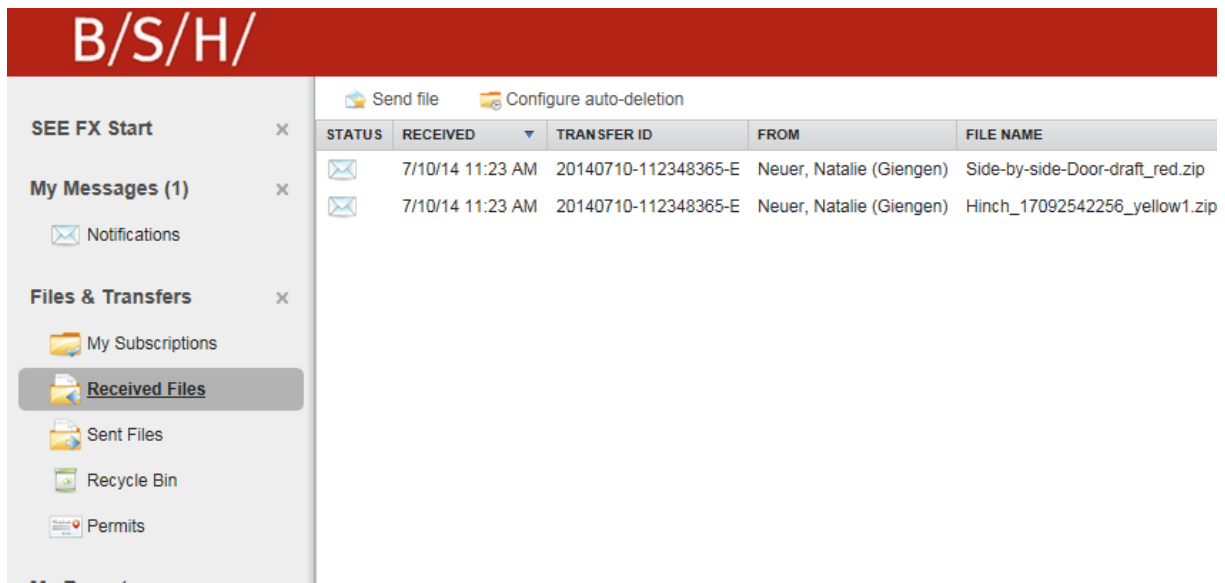
The menu bar is on the left. Its functions are explained in more detail in this document.

At the top right are the input field for searching, your user data and the “Logout” button.

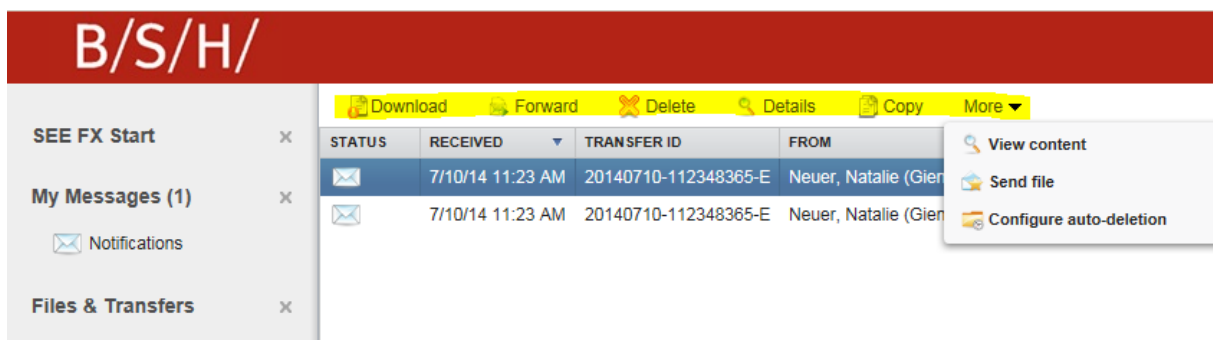
Click “User Data” (👤) and check whether your email address and other settings are correct. (Also refer to the “Configuration” chapter.)

To view the files that you have received, click “Received Files”.

Received files (mailbox)



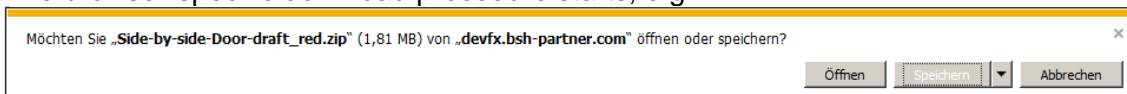
Clicking/choosing one or more files shows your processing options. What is displayed depends on the context:



Download:

You use this function to download a file or files to your computer.

The browser-specific download procedure starts, e.g.:



The status indicator (envelope closed/open) tells you whether a file has already been downloaded/processed:

STATUS	RECEIVED	TRANSFER ID	FROM
✉	7/10/14 11:23 AM	20140710-112348365-E	Neuer,
✉	7/10/14 11:23 AM	20140710-112348365-E	Neuer,

Forward:

This function is not used/supported at BSH.

It forwards the file(s) to other user mailboxes.

Delete:

You use this function to delete files that you no longer require in your BSH-FX mailbox.

Deleted files are retained for a while in the “Recycle Bin” where you can also undo deletion if necessary.

Details:

This function shows detailed information about this transfer: File name, message text, date, status and so on.

Copy:

This function is not used/supported at BSH.
It copies the file(s) to the clipboard.

View content:

You can display the file content of txt-files in a viewer. It will not work for other file types (CAD, zip,...) because the programs to display the content are not installed on the BSH-FX server.

Send file:

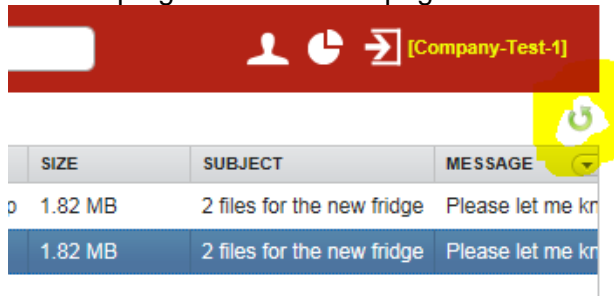
You use this function to upload a file and send it to a user mailbox. See "Sending files".

Configure auto-deletion:

This function shows when files are deleted.
You can change these settings.

!Note: Refreshing the display

At the top right of the screen page there is an icon to refresh the display.



!Note: Searching for files

You can run a generic search of your mailbox using "*" as the delimiter. Example: *hin*



Email notifications

If you have selected “Send notifications by email” in your user profile, whenever anything arrives in your BSH-FX mailbox you will receive an email containing the information entered by the sender and 2 links:

"Company-Test-1" has sent you the following file(s): 2a21_Test_Status_1.txt.

Sender: Company-Test-1

Files: 2a21_Test_Status_1.txt - <https://devfx.bsh-partner.com/portal-seefx/~/.616d85a1-169b-48b5-af07-029a7b8533a7?download>

Link: https://devfx.bsh-partner.com/portal-seefx/app/?received-files=2a21_Test_Status_1.txt

Subject: File 2a2a in Version 7

Sender Message: Hello,
I send you a new version, please read it!
Thanks!

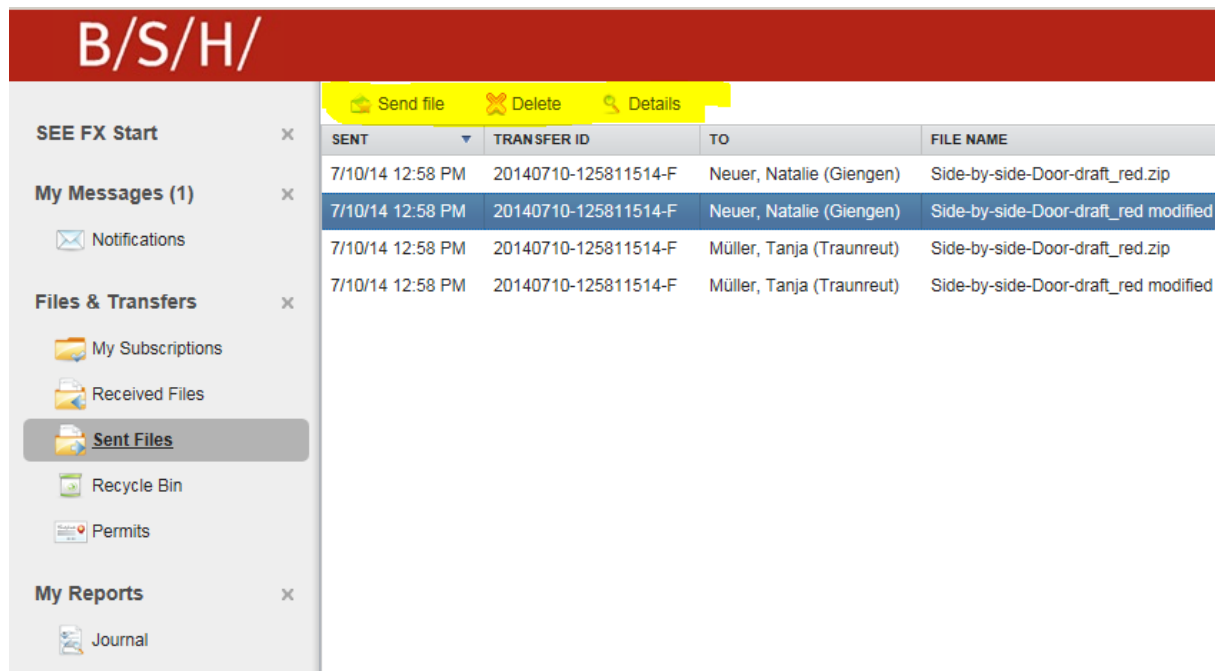
By clicking the first link (“**Files**”) you can download the files directly. To do this, however, you have to enter your BSH-FX user name and password for each file.

Recommendation: Use the second link (“**Link**”). This takes you to the BSH-FX home page where you can log in and access your mailbox.

Sending files

Click “Send Files” on the menu bar.

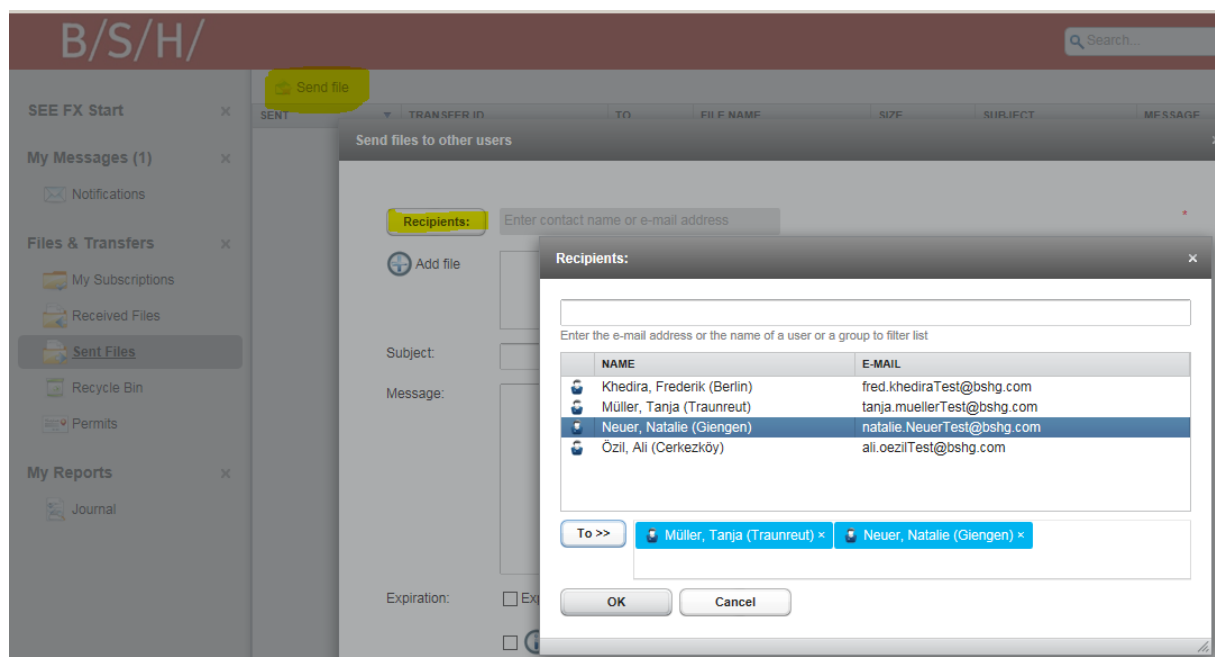
Clicking/choosing one or more files shows more processing options:



Send file:

The file transfer dialogue opens. Choose the recipients (mailbox users). You can search by user name and email address if you want to. Move the recipients to the “To” field and confirm with “OK”.

Note for external partners: If you have to send files to the BSH PLM system just enter the keyword "PLM" in the receiver's search box and select only the recipient "PLM System Europe (Teamcenter)". BSH FX ranges the files after successful upload immediately to the PLM system further.



Using “Add file”, now choose the file(s) that you want to send.

We advise you to send just one file at a time because uploading might abort without sending a file.

You can enter a subject in the “Subject” field.

You can enter a longer text under “Message”, but note that it is lost in the event of forwarding to a back-end system (e.g. PLM Teamcenter).

Send files to other users

Recipients: Müller, Tanja (Traunreut) Neuer, Natalie (Giengen) Enter contact name or e-mail address *

Add file

Side-by-side-Door-draft_red modified version3.zip

Side-by-side-Door-draft_red.zip

Subject: Door files

Message: just modified

Expiration: Expires after 0 hour(s)

I wish to be informed when these files are read

Send Cancel Abort

You can enter an expiry date under “Expiration”. You are notified if this date is reached without the recipient reading the file. The file remains available, however, and can still be downloaded by the partner.

If you want to receive an email when the recipient has read the file, select “I wish to be informed when these files are read”.

Click “Send” to upload and send the file(s).

You can see the upload status on the right:

Send files to other users

Recipients: Müller, Tanja (Traunreut) Neuer, Natalie (Giengen)

Add file

Side-by-side-Door-draft_red modified version3.zip

Side-by-side-Door-draft_red.zip

Subject: Door files

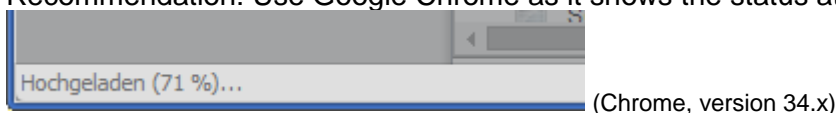
The upload has only succeeded when a green tick appears there.

Then close the file transfer dialogue with “Cancel”.

!Note: Upload status

Unfortunately, not all Internet browsers show the progress of uploading.

Recommendation: Use Google Chrome as it shows the status at the bottom left:



Delete:

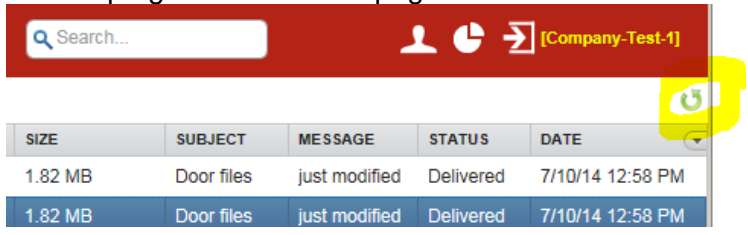
You use this function to select and delete the transmission status log entries that you no longer require.

Details:

This function shows detailed information about this transmission: file name, date, status and so on.

!Note: Refreshing the display

At the top right of the screen page there is an icon to refresh the display.



Logs

You can find all transactions under “My Reports – Journal”:

Found 14 entries

Details

	OPERATION	USER	PATH
	Delete File	Company-Test-1	Outbox/Side-by-side-Door-draft_red.zip
	Delete File	Company-Test-1	Outbox/Side-by-side-Door-draft_red modified versic
	Send File	Company-Test-1	Received Files/Side-by-side-Door-draft_red.zip (Ne
	Send File	Company-Test-1	Received Files/Side-by-side-Door-draft_red modifie
	Send File	Company-Test-1	Received Files/Side-by-side-Door-draft_red.zip (Mi
	Send File	Company-Test-1	Received Files/Side-by-side-Door-draft_red modifie
	Upload File	Company-Test-1	Outbox/Side-by-side-Door-draft_red.zip
	Upload File	Company-Test-1	Outbox/Side-by-side-Door-draft_red modified versic
	Restore File	Company-Test-1	Received Files/Side-by-side-Door-draft_red.zip
	Delete File	Company-Test-1	Received Files/Side-by-side-Door-draft_red.zip
	Receive File	Company-Test-1	Received Files/Side-by-side-Door-draft_red.zip
	Download File	Company-Test-1	Received Files/Side-by-side-Door-draft_red.zip
	New File Received	Neuer, Natalie (Giengen)	Received Files/Hinch_17092542256_yellow1.zip
	New File Received	Neuer, Natalie (Giengen)	Received Files/Side-by-side-Door-draft_red.zip

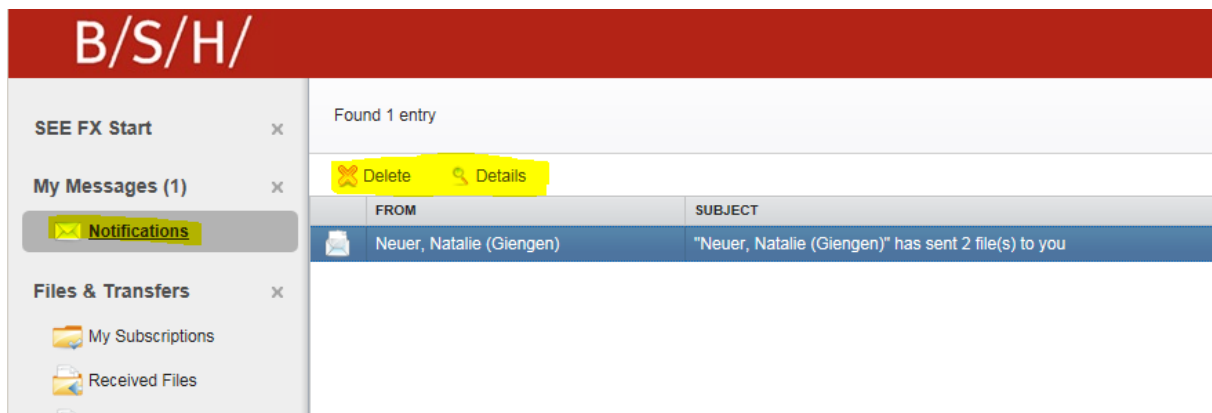
Each file transfer consists of 3 entries: uploading the file(s) to the server’s memory, sending the file(s) to the recipient(s) and deleting the file(s) from memory.

Choose “Details” to see detailed information about every journal entry.

Messages/notifications

Under “My Messages – **Notifications**” you will find, for example:

- Messages such as read confirmations that you have requested
- Messages that you have received about mails



Delete:

You use this function to delete one or more messages.

Details:

This function shows detailed information about this message.

My Subscriptions

The subscription function under “Files & Transfers – My Subscriptions” is not used at BSH.

Permits

The “Files & Transfers – Permits” function is used for data interchange with unregistered users. It is described in a separate document.

Configuration

The buttons for configuration are at the top right:



User profile



Here you can change your password and email settings. To be informed about inbound files by email, select “Send notifications by email”.

Note: Always make sure that your email address in the user profile is correct.

Note: Since only one email address can be stored per user, we advise external users to set up a mailing list and to store that address here.

The “Transfer Manager” is not used at BSH.

Quota information



Here you can view information about storage space, received files and transfer volumes.

	CURRENT	LIMIT	AVAILABLE
Disk space	3.63 MB	Unlimited	Unlimited
Files	2	Unlimited	Unlimited
Upload volume (current month)	3.63 MB	Unlimited	Unlimited
Download volume (current month)	1.82 MB	Unlimited	Unlimited

Logout



Please always log out from the system.

Forgotten your password?

To request a new password, click “User name/password forgotten” on the login page.



B/S/H/

BSH-FX (File Exchange)

Anmeldung

Benutzer:

Kennwort:

[Benutzer/Kennwort vergessen?](#)

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Enter the email address that is stored in your BSH-FX mailbox and click “Request password”:



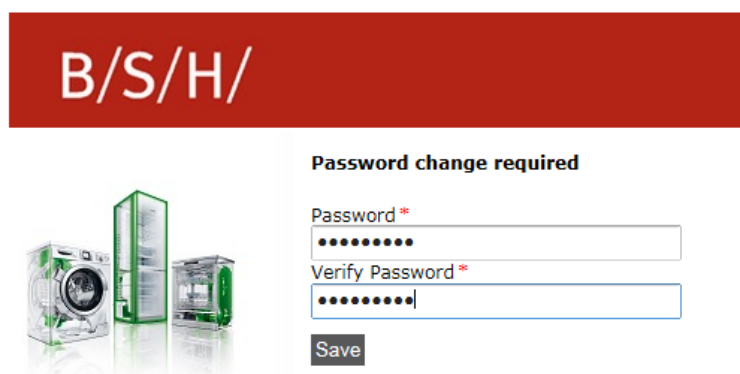
B/S/H/

Geben Sie bitte Ihre E-Mail-Adresse an, um ein neues Kennwort anzufordern.

[Kennwort anfordern](#) [Abbrechen](#)

If your email address was correct, an email is sent there to confirm your request. Open this email and click the link to enable your new password.

Enter your new password in the input page that appears. Pay attention to upper and lower case and use a combination of numerals, letters and special characters.



B/S/H/

Password change required

Password*

Verify Password*

[Save](#)