How to transfer large files up to 20 GB to a B&R employee

This document contains instructions on how to send large files to employees of B&R Industrial Automation GmbH (hereinafter referred to as B&R). It also describes how to use the FTAPI system, which makes it possible to exchange files with B&R employees.

1 Upload via web link

If you want to make a large file available to a B&R employee, you need an upload link, that is an Internet address that can be used to upload the file. This link is provided by the B&R employee with whom you are in contact. You will receive either a one-time upload link or a link to the personal upload area of the B&R employee, also called "SubmitBox" (see section 1.2).

1.1 B&R employee creates the upload link

Your B&R contact will create the upload link and send it to you via email. The following image shows what this email looks like.
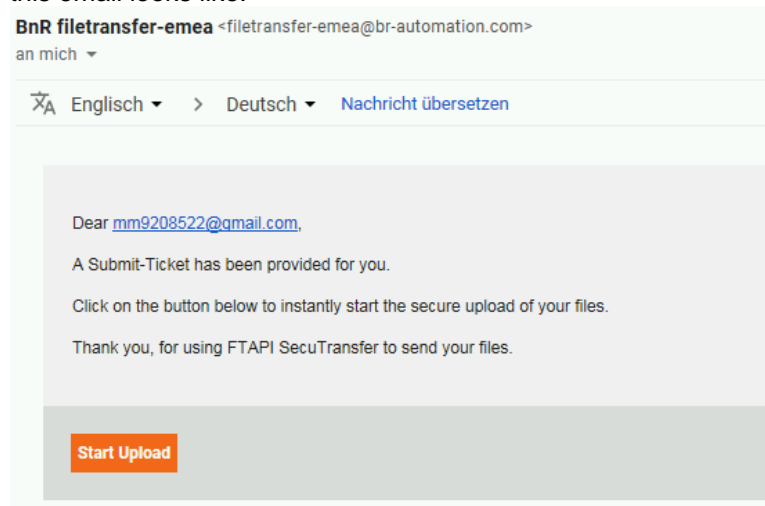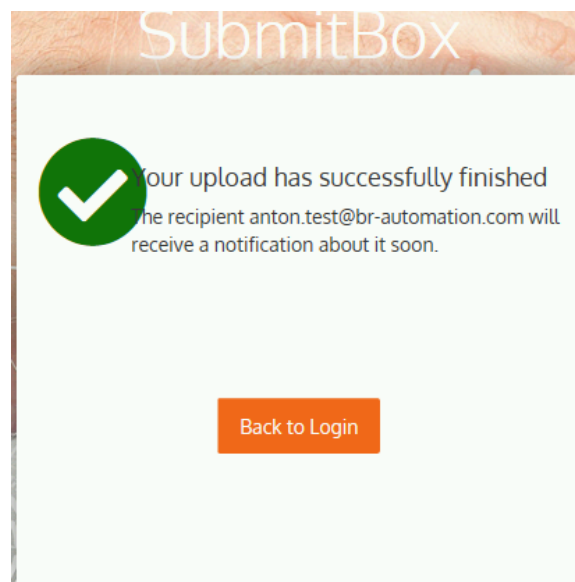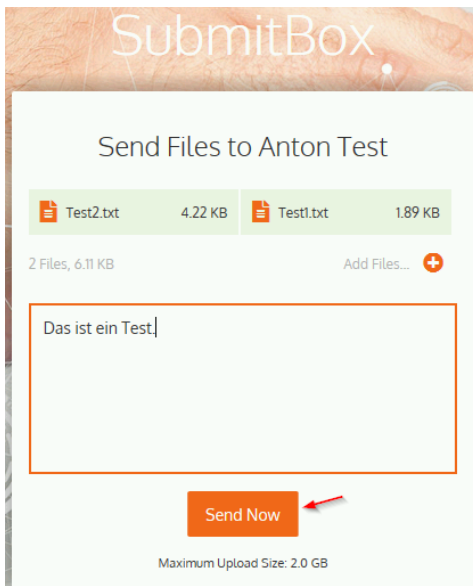

Click on button "Start upload" to upload the desired files.
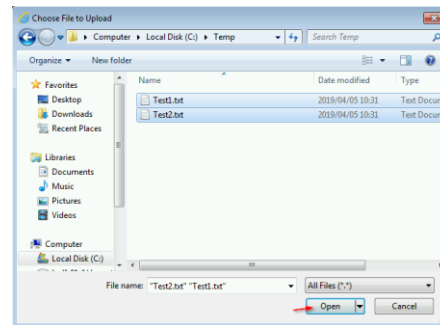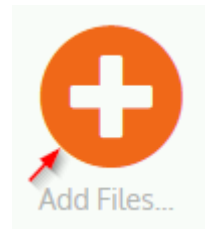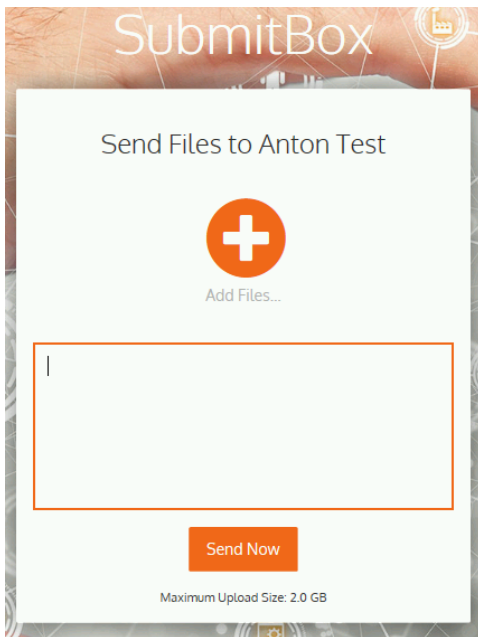
It is possible to enter a message to the recipient in the text field. Click on "Add files" to open the dialog box for selecting the files to be transferred.

If you click on button "Send now", the selected files are uploaded and the recipient is notified about the upload via email.

## 1.2 Creating an upload link via the SubmitBox

If there is a regular need for sending large files to B&R employees, you are recommended to ask for their personal SubmitBox.
To transfer one or more files, open the Internet address in your browser and enter your personal email address. An upload link will then be sent to the email address entered.

Example of an Internet address on a SubmitBox (a permanent, personal upload area of a B&R employee):

https://filetransfer-emea.br-automation.com:443/submit/anton_test
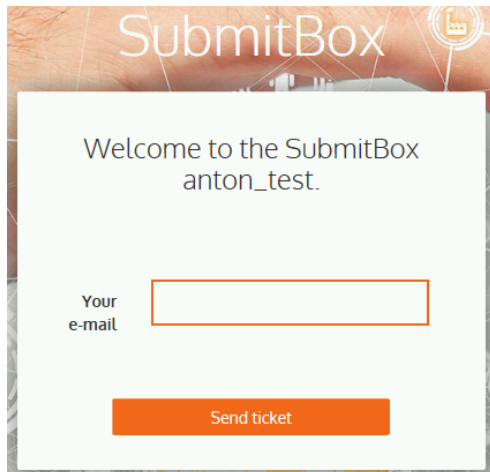
After entering your email address and clicking on "Send ticket", you will receive an email with the upload link. Then, you can upload files as described in section 1.1.

2 Creating an FTAPI account in the B&R system

You can transfer large files to a B&R employee following the instructions in section 1. For frequent use, we recommend creating a personal account on the B&R upload platform.

Advantages:
- Overview of current file transfers
- Higher level of security due to additional encryption
- Possibility of transferring large amounts of data to a B&R employee using their own additional application (max. 20 GB; without application max. 2 GB)
- Possibility to add further B&R recipients to existing transfers

Please note that accounts are automatically deleted after 90 days of inactivity. If your account is deleted due to inactivity, you can create a new account at any time.

2.1 Creating your personal account in the B&R upload portal

Depending on your geographical location, you can choose between 3 upload portals.

Europe: https://filetransfer-emea.br-automation.com
America: https://filetransfer-amer.br-automation.com
Asia: https://filetransfer-apac.br-automation.com

Use the portal closest to your location.

Please note that these portals are independent of one another. The personal account is therefore only created for the selected portal.

If you do not have an account yet, you can register here.

Enter your data here. It is mandatory to provide an email address and password. All other information is optional. We recommend specifying your name and company, however.

After you have confirmed your registration by clicking on the "Save" button, you can log in to the upload portal with your email address and password. If you have forgotten your password, you can use option "Reset password" on the upload portal page (section 2.2).

2.2 Resetting your password

(1) (1) Click on "Forgot password" on the upload portal page and follow the instructions.

(2) Enter your email address.

(3) Enter the security code displayed.
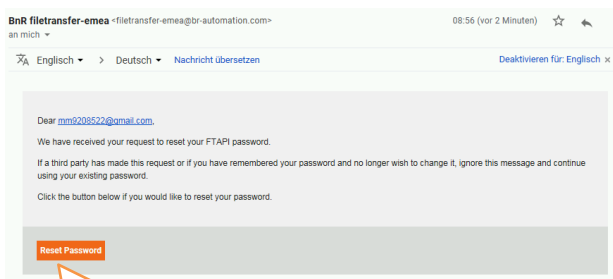
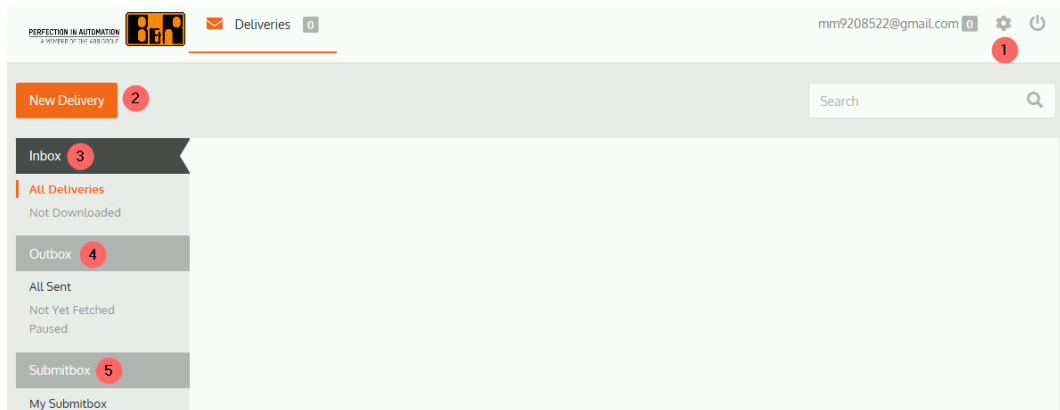(4) You will receive an email including button "Reset password". Click on it

(5) Set a new password.

You can then log in to the B&R upload portal with your email address and new password.

3 Using the upload portal

After logging in to the upload portal, you will see the FTAPI user interface.

- (1) Settings: Manage your account data.
- (2) New delivery: Send files.
- (3) Inbox: Display files that have been received.
- (4) Outbox: Display files that have been sent.
- (5) SubmitBox: Only available for B&R employees.

3.1 Upload portal / Settings

You can choose different settings for your account.
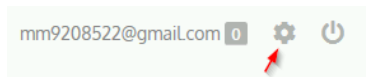
To do this, click on the toothed gear symbol. Please update your details such as first name, last name, company and language here.
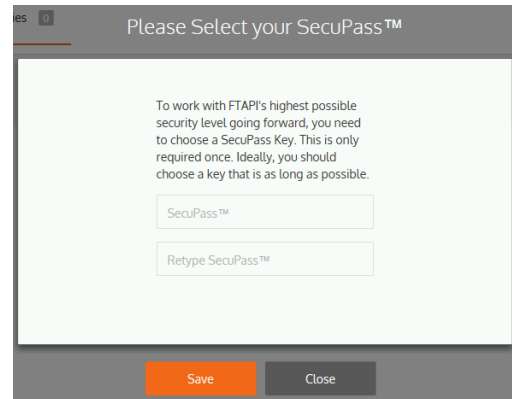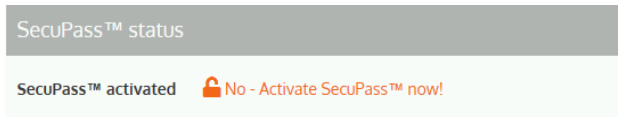
(1) (1) Account data

(2) (2) Password adjustment and memory consumption

(3) (3) SecuPass activation for higher encryption

(3.1) Set SecuPass key

SecuPass™ status

SecuPass™ activated 🔓 No - Activate SecuPass™ now!

Please Select your SecuPass™

To work with FTAPI's highest possible security level going forward, you need to choose a SecuPass Key. This is only required once. Ideally, you should choose a key that is as long as possible.
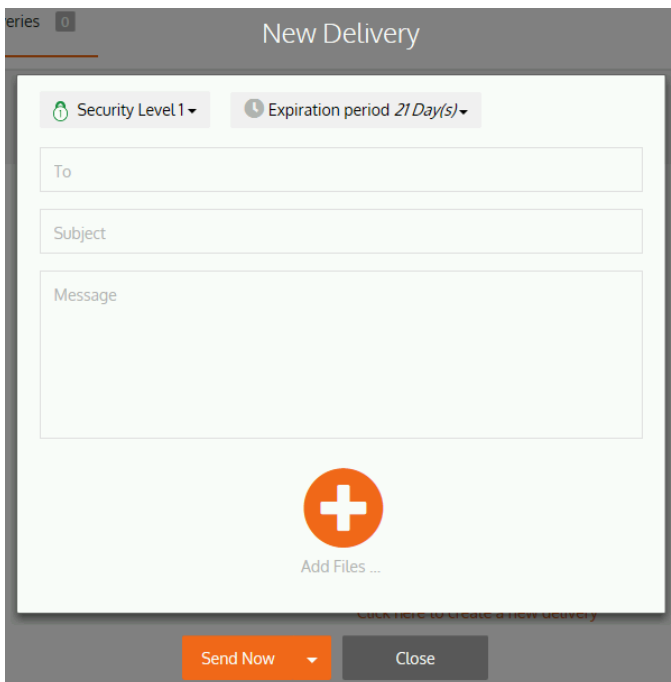
SecuPass™

Retype SecuPass™

Save   Close

3.2 Upload portal / New delivery

If you want to send one or more files to a B&R email address, click on the "New delivery" button.

New Delivery
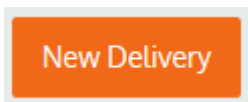
A window appears in which you can enter the required data or add files.

New Delivery

🔒 Security Level 1 ▾   🕐 Expiration period 21 Day(s) ▾

To

Subject

Message

➕
Add Files …

Send Now ▾   Close

Fields "To", "Subject" and "Message" are used in the same way as for an email.

You can select one or more files via a file selection dialog box by clicking on button "Add file".

If the files exceed a total size of 2 GB, you will be required to use the FTAPI application (section 3.6).

Please pay special attention to security level and validity period.

1. Security level
   You can choose between 4 security levels.
   - Level 1 (default reference value)
     Your delivery will be stored under a secure link. Anyone who has access to this link can open the delivery and download the files. No FTAPI account is required for this.
   - Level 2

The recipient must have an FTAPI account to access the delivery. If the recipient does not yet have an FTAPI account, a guest account is automatically created.
- Level 3
  The recipient requires an FTAPI account and a SecuPass key to decrypt the data. By using the SecuPass key, no one other than you and the recipient are able to access the content of the files (not even the FTAPI system).
- Level 4
  All transfer text and attached files remain encrypted end-to-end. The recipient must use his FTAPI account and the SecuPass key to decrypt the message and data.

2. Validity period
   The validity period is set to 21 days by default. During this time frame, the data can be retrieved by the recipient. Once the validity period has expired, the data is automatically deleted by the system.

3.3 Upload portal / Inbox

The inbox provides an overview of the FTAPI entries you have received.

By clicking on an entry, you can open it and download the files.

3.4 Upload portal / Outbox

The outbox provides an overview of the FTAPI entries you have sent.

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Friday, April 5, 2019 11:08:31 AM

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More options include:

- (1) Adding further recipients for an entry
- (2) Viewing the download status
- (3) Removing an entry from the system

3.5 Upload portal / SubmitBox

Only B&R employees can use the SubmitBox. Therefore, this option appears inactive for non-B&R employees.

SubmitBox settings

The SubmitBox is your personal, digital mailbox. Your business partner can transfer big and sensitive data easily and secure.
For more information click here

Active

Name   mm9208522

3.6 Installing the FTAPI app

If the files exceed a total size of 2 GB, the system automatically suggests installing an application for transfer.

Attachments on Security level 1 may not exceed 2.00 GB, as larger files may cause problems with your browser.

Get the FTAPI App to upload files without size limitations.

Install now   Cancel

FTAPI Desktop App is needed to continue

FTAPI Desktop App **is** installed

1. Click "**Start FTAPI**"!
2. Wait for the application to open. This could take a moment.
3. **Note**: When the Microsoft Store opens, click "Cancel" and install the FTAPI Desktop App.

Start FTAPI

OTHERWISE

FTAPI Desktop App **is not** installed yet

1. Click "**Install FTAPI**", to download and install the app.
2. Come back to this page and start the application with "**Start FTAPI**".

Install FTAPI

By clicking on "Install now", you will be redirected to a page where you can install the FTAPI application or, if it is already installed, start it.
Follow the instructions during installation. Click on "Start FTAPI" after installing the app to start it.
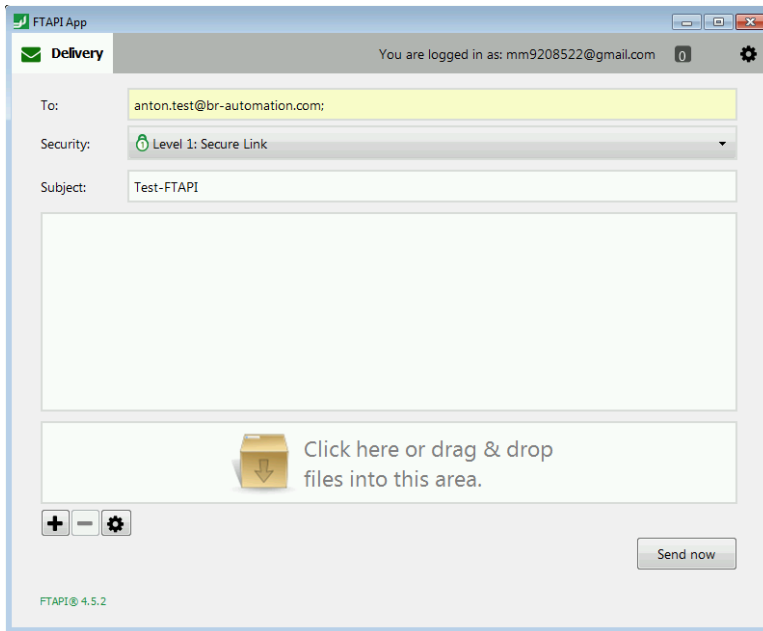
The condition of the application is based on standard mail clients such as Outlook.
You can simply drag the files into the field or open a file selection dialog box by clicking on "+".

Once the app has been installed, you can simply start it from the Windows desktop and send files to B&R recipients this way.
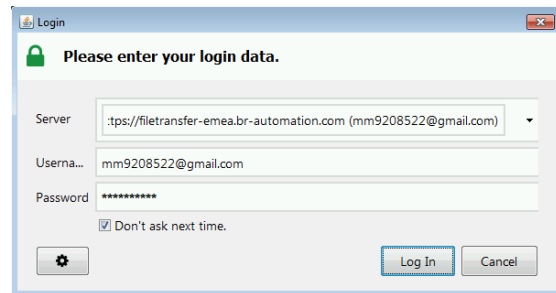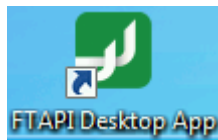
4 Summary

The FTAPI system offers the highest possible security and convenience to transfer files and information. It is intended to be used to transfer data from and to B&R email addresses.

5 Terminology

FTAPI	Software solution for transferring large files to B&R employees
SubmitBox	Personal upload area of a B&R employee
App	Locally installed program that provides a quick way to transfer files (larger than 2 GB).

Content