



KUKA Exchange Portal



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The KUKA exchanges documents with project partners via the global available exchange portal (KTP). The files within the portal are stored in a folder structure. Beneath existing people the users are also systems, in particular the PLM System.

Preconditions to work with the exchange portal

To log in to the exchange portal you need a portal account (user name and password). For KUKA employees it is usually identical with the Windows account. All other users have a separate account.

If you don't have an account, please register yourself on this web site: <https://infobus.kuka.de/portal/register/>. After successful registration and internal activation an account will be created with an adequate job (role and project). You will be informed via e-mail.

Log in

After successful activation, you can log in with your user name and password.

The screenshot shows a standard Windows-style dialog box titled "KUKA exchange portal". On the left side, there is a large KUKA logo. To the right of the logo, there are three input fields: "User:" with a person icon, "Password:" with a lock icon, and "Language:" with a globe icon and a dropdown menu currently set to "English". At the bottom left of the dialog, there is a blue hyperlink that says "Forgot your login details?". At the bottom right, there are two buttons: "OK" and "Cancel".

Choose your preferred language.

KUKA employees who use their Windows account usually don't see the login dialog as they are already authenticated by their Windows login (Single Sign On). They may change the language by the "KUKA IBus Settings".

View and Access

The view and the write access are controlled by groups. Only administrators (or the wizard, see below) can create and assign groups. The current job (primarily the role) may also restrict the write access, e.g. as READER.

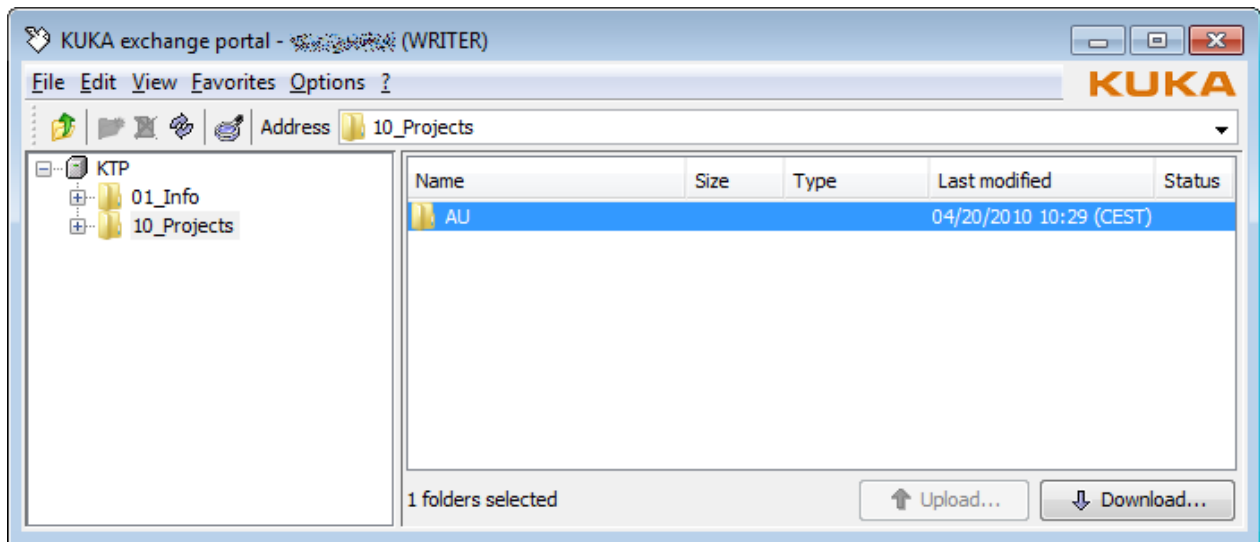
Every project structure contains a folder for KUKA and a folder for the exchange partner. In the KUKA folder external users can read only. Therefore it is for sure that data provided by KUKA can only be modified by KUKA employees. On the other side employees of the exchange partner can provide and modify data only in the partner's folder.

A project manager may be able to create a project's folder structure or allow users to see certain folders by the wizard (available on the context menu). The main structure can only



be created and modified by an administrator. Contact us, if you need a new structure:
[Support, Service, Hotline](#)

Use



The portal's user interface is similar to Microsoft Windows' file explorer. The folder structure can be explored on the left side. On the right side you see the selected folder's files and subfolders.

Drag'n'Drop is possible: you may move files and folders within the portal or even load them up from your locale file system by the mouse.

Download files

You can load down files or even complete folder structures to your locale system.

First select your desired files on the right side (multiselection by using Shift or Ctrl). Then press the download button or use the context menu. A file chooser appears to select the target directory. Optional a start time can be set. You can see the progress in the portal's "file manager".

You may start another down- or upload before the first one has finished.

Drag'n'Drop is not possible for downloads!



Upload files

You can load up files or even complete folder structures from your locale system.

Select the target directory within the portal. Now there are two ways to upload:

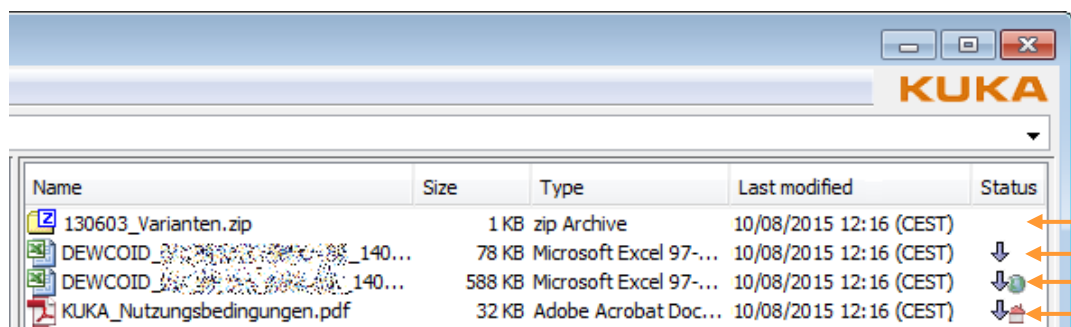
- Drag files/folders from your locale file system and drop them on the portal's right side
- press the button upload or use the context menu to open a file chooser dialog

On both ways an optional start time can be set. That means the upload will start delayed on your preferred time. You can see the progress in the portal's "[file manager](#)".

You may start another up- or download before the first one has finished.

Status

The column "Status" gives a quick overview if files have been downloaded. By the downloader's email-address the icon shows if he/she is an internal or external colleague. More details can be seen in the file's [history](#).



Name	Size	Type	Last modified	Status
130603_Varianten.zip	1 KB	zip Archive	10/08/2015 12:16 (CEST)	Not downloaded
DEWCOID_..._140...	78 KB	Microsoft Excel 97-...	10/08/2015 12:16 (CEST)	Internal and external
DEWCOID_..._140...	588 KB	Microsoft Excel 97-...	10/08/2015 12:16 (CEST)	Only external
KUKA_Nutzungsbedingungen.pdf	32 KB	Adobe Acrobat Doc...	10/08/2015 12:16 (CEST)	Only internal

Delete files

Files or folder structures can be deleted this way: choose the desired data (multiselection by using Shift or Ctrl) and

- press DEL on your keyboard
- or use "delete" in your context menu

The data will be moved to the dust bin. They are not finally removed.

Run in background

The exchange portal may run in the background. On Microsoft Windows you see it in the info area of the Task bar. This might be helpful especially for long taking or [delayed started up- and downloads](#). Use "File → Run" in background on the menu.

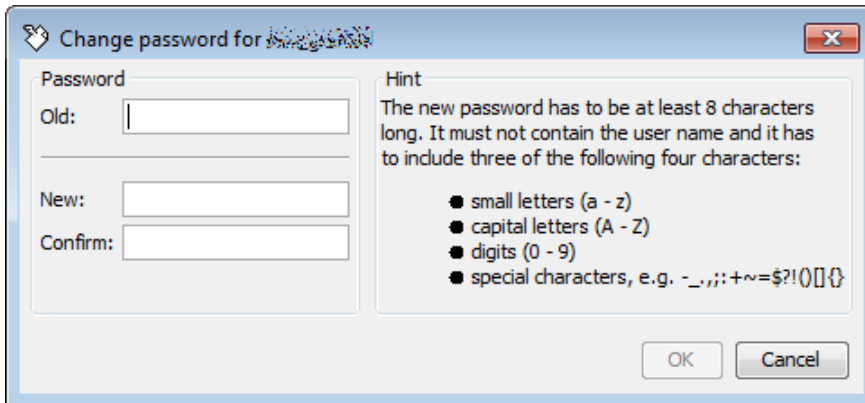


If you close the portal while up- or downloads running all of them will be cancelled.



Change password

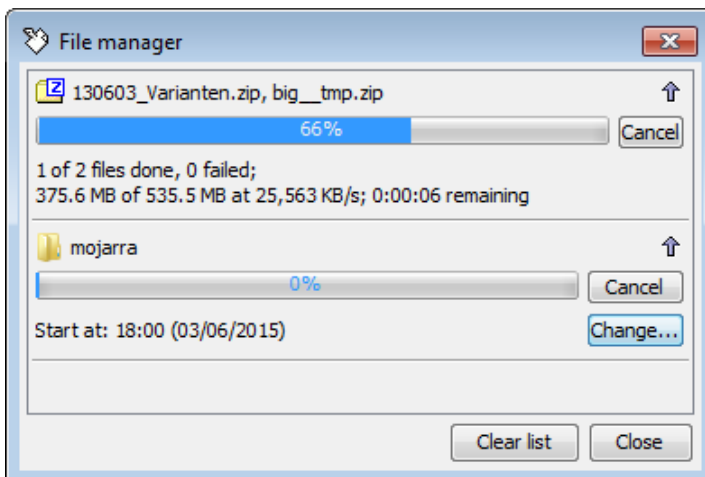
To change your password go to “Options → Change password...”.



Hint: old passwords cannot be reused.

File-Manager

The portal's file manager offers an overview of all started up- and downloads. The dialog can be shown via "View → File-Manager...", but it pops up anyway on any started up- or download.



Active tasks may cancel using the Cancel button. Delayed tasks are shown with its start time.

Has the task finished, a button with an arrow appears that shows details, e.g. error messages in case of an unsuccessful download. Unsuccessful tasks may be restarted by using the context menu!

The button “Clear list“ removes all finished tasks from the overview. Only active and delayed tasks are shown.



If you close the portal while up- or downloads running all of them will be cancelled (see: [Run in background](#)).

Recycle bin

The recycle bin shows all deleted data. You can open it on every folder by:

- context menu "Show recycle bin"
- menu "View → Recycle bin"

To view the deleted data on the current folder (content of the recycle bin), press the button "Display". If you want to display also the subfolder's deleted data, choose the option "Include subfolders". The elapse time may increase in this case! The properties of deleted files or folders can be shown.

Only a project manager can delete the data finally. Warning: in this case the data will be lost and there will be no way to restore it!

Properties of a file or a folder

On every file or folder its properties can be shown by using the context menu. The dialog shows some of the following tabs whether it is a file or a folder.

Common

This tab shows common details about the file or folder. In case of a folder you may calculate its size. The more subfolders it has the more the elapse time will increase!

History

This tab shows the life cycle of a file or a folder, e.g. who and when has loaded a file up and who how often down (see also: [Status](#)).

Observer

This tab lists all persons who will be informed about certain actions via e-mail. Also the moment can be set, when the e-mail will be send, e.g. at once or only once a day. The following actions may cause notifications:

- Created
- Stored
- Recycle bin
- Restored
- Deleted
- Uploaded
- Downloaded
- Not yet downloaded (after 1½ days)

Hint: you can add yourself to each folder to be notified via e-mail!



The e-mails contain the complete path of all concerned files. For faster navigation you may copy it into the portal's address field and press ENTER.

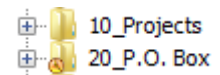
Attention:

The e-mail notification is an additional service of the exchange portal. It does not release the external exchange partner from its duty to look regularly into the portal for new data.

Expiration time

This tab allows project managers to set a period of days after which the subfolders and files will be send to the recycle bin or deleted.

A folder with expiration time set and all its Files and subfolders are displayed with a little watch in its icon.



Access

This tab shows assigned groups. Users are assigned to groups. The group assignments restrict the read and the write access.



Search

Press the magnifier in the tool bar to start the search on the current selected directory.
The following search criteria are possible:

- Name (wildcards * and ?)
- Type (file and/or folder)
- Modification date
- Level (Warning: the more subfolders are taken into account, the more the elapse time will increase)

The search criteria of every tab are taken into account!

Name	Size	Type	Last modified	In folder
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Example: search by order number 18/146471. Caution: the name of a folder or file cannot contain the slash. Therefore it is usually replaced with underscore.

The search results will be listed below and can directly be selected to load down.

Support, Service, Hotline

Any questions? Maybe they've already been answered in our FAQ:

<https://infobus.kuka.de/portal/faq.kuka>

Contact

Do you still have questions? Please use our contact form:

<https://infobus.kuka.de/portal/supportContact.kuka>

Besides you may use this e-mail address:

KTP-Hotline@kuka.com