

File Share Service

User guide

Version: 2.0
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Overview <https://fileservice.basf.us/FSS/jsp/Login.jsp>

This document describes how the File Share Service (FSS) application can be used to upload documents from the users internal system and view/save documents locally from the FSS website.

The published URLs to use FSS are:

Production - <https://fileservice.basf.us/FSS/jsp/Login.jsp>

Quality - <https://fileserviceequal.basf.us/FSS/jsp/Login.jsp>

Please note: File Share Service is only available on a need basis.

To enable use of File Share Service, please contact

[mailto:\\$s2s_support@basf.com](mailto:$s2s_support@basf.com)

This is preferred solution where a person and not application is the sender / recipient of data.

Version 1.3 adds on the fly encryption for uploaded files.

Change Log

Version 2.0

- Application rewritten with new user friendly presentation
- Retains all existing site functionality, and administrative controls as is.
- External users IDs are suffixed with @partners, and must reset their password to begin usage.
- Form based login
 - o partners can now change / reset (will always be sent to their registered email) their password
- Subdirectories / zip file support (view/unzip files)
- Download multiple files as one zip file
- Encrypted file downloads now asks password only once per session

Version 1.4

- Downloading on the fly PGP ascii armor encrypted data, (removes .asc suffix) with password
- File will always be downloaded first.

Version 1.3

- Uploading with on the fly PGP ascii armor encryption, (adds .asc suffix, and removes any spaces in file name)
- Logging of upload, download, deletion by time, person

Version 1.2.1

- Search by file name or contents
- Optionally preserve previous version of same name file upload

Version 1.2

- Changed support email address

Version 1.1

- BASF Look & Feel added
- Scrollable list of files sorted by date time descending

Version 1.0

Initial Release

Login Instructions

When using provided FSS URL <https://fileshare.basf-corp.com/fileshare/>, you will get a login popup window as shown below.

BASF Corporation | BASF Group

Businesses | Sites | Functions & Services | Working at BASF | Policies & Procedures | Applications & Tools

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[Help \(PDF\)](#)
[Forgot Password \(Partners\)](#)

File Share Service

Login page

Username: raos

Password:

Login

Enter your user ID (BASF Users should use LAN id, external users are provided a user id) & password to access the system. For BASF users this login and password is the same as you use for logging into to your workstation. External users please use the user-id provided to you via email by your BASF contact. The first time in new version requires you to follow the password reset procedure. This should send an email to your registered email address. If you do not receive it, please contact your BASF sponsor to confirm your registered email. This must be your corporate email account. Other emails are not accepted.

First time usage for External partners.

Click on Reset Password Link. This option can also be used if you have lost your password.

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[Help \(PDF\)](#)
[Reset Password \(Partners\)](#)

File Share Service

Login page

Username

Password

Login

On the next page, please type in your allocated user id. A temporary password is generated and sent to you via email.

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[Help \(PDF\)](#)
[Login](#)

File Share Service

Reset Password page

Username: raos@partners

User not listed or inactive?

SendPasswordEmail

BASF
The Chemical Company

[Help \(PDF\)](#)
[Reset Password \(Partners\)](#)

File Share Service

Login page

Username

Password

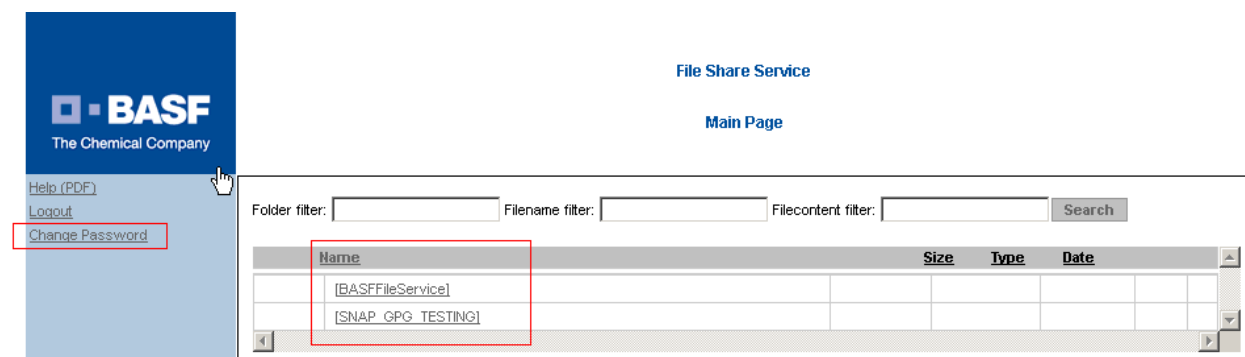
Temporary Password email is sent.

Login

Please retrieve this password from your email and login.

You are advised to change this immediately (see Change password section for details.) The system will force you to enter a strong password (this is a BASF security requirement), which must contain combination of upper and lower case letters, numbers and be a minimum of 8 characters. You can assess this when you see a green bar.

Once logged in you should see the screen as shown below:



Click on the folder name link to expand the list to show files in the folder.

Please follow the instructions listed below:

- Please make sure to read the !BASF_Security_Rules.doc. This will always appear and cannot be removed.

Next Screen present action panel.

Folder filter: Filename filter: Filecontent filter:

folder / file filter by name or file filter by content

Name	Size	Type	Date
[BASFFileService]			
[SNAP GPG TESTING]			

click to select all

sort files by name, also see # of files & size

other sorts

Name	Size	Type	Date	
Name [531.63 KB in 17 files in SNAP GPG TESTING]				
☐ 1310347838169.raw	4.46 KB	.raw	Jul 10, 2011 9:30:38 PM	Download
☐ 1310348521347.raw	4.46 KB	.raw	Jul 10, 2011 9:42:01 PM	Download
☐ 1310348656040.raw	4.46 KB	.raw	Jul 10, 2011 9:44:16 PM	Download
☐ 1310351650307.xls	42 bytes	.xls	Jul 10, 2011 10:34:10 PM	Download
☐ 1310351691105.raw	42 bytes	.raw	Jul 10, 2011 10:34:51 PM	Download
☐ 1310351691512.raw	42 bytes	.raw	Jul 10, 2011 10:34:51 PM	Download
☐ 1310351727060.raw	42 bytes	.raw	Jul 10, 2011 10:35:27 PM	Download
☐ 1310352787067.raw	3.97 KB	.raw	Jul 10, 2011 10:53:07 PM	Download
☐ 1312841869823.raw	20.98 KB	.raw	Aug 8, 2011 6:17:49 PM	Download
☐ 1321479108419.raw	5.95 KB	.raw	Nov 16, 2011 4:31:48 PM	Download
☐ Downloads.rar	261.39 KB	.rar	Mar 16, 2012 3:36:02 PM	Download
☐ rename_me.zip	207.88 KB	.zip	Mar 16, 2012 10:04:44 AM	Download Unpack
☐ xml-1310345329234.xml	4.46 KB	.xml	Jul 10, 2011 8:48:49 PM	Download

click to download / view zip contents

Download selected files as (z)ip

these options show per assigned rights

Searching files by name or content

The search options allow searching files by name or by content.

Choose the appropriate box and type in the selection. The folder and file name search is immediate. File content search requires you to click on Search button and could take longer.

Folder filter:

Filename filter:

Filecontent filter:

Search

folder / file filter by name or file filter by content

To revert to full list, Hit the Enter key on any selection box.

Sorting folders / files by name, type or size

Functionality to allow sorting folders by name and files by name, type or size

Click on one of the highlighted links. The links work will toggle between ascending & descending order.

	Name	sort folders		Size	Type	Date
	[BASFFileService]					
	[SNAP_GPG_TESTING]					
	sort files by name, also see # of files & size		other sorts			
	☐	Name [531.63 KB in 17 files in SNAP_GPG_TESTING]		Size	Type	Date
	☐	4310347828180.png		4.46 KB	image	Jul 10, 2014 0:20:28 PM Download

Downloading File(s)

There are multiple ways to download files. Large text files can be downloaded as zipped files.

Option 1 - download by clicking on the file name link.

* This cannot be used to download zip archives. For zip archive this opens up a new window to show contents of the zip file (this will not open password protected zip files)

Option 2 - download by clicking on the "Download" link. This can be used to download all file types

Option 3 - multiple file(s) download. Select all files (checkbox) that need to be downloaded then click on Download selected files as (z)ip

☐	Downloads.rar click to download / view zip contents	261.39 KB	.rar	Mar 16, 2012 3:36:02 PM	click to download Download
☒	rename_me.zip	207.88 KB	.zip	Mar 16, 2012 10:04:44 AM	Download Unpack

Option 4 - Right-click on a filename that you want to download and choose "Save Target As" option from the pop-up menu to save this file to your local computer.

Unpack option - this will extract the files from the zip archive and write to the current folder.

	test_download.zip	23.89 MB	.zip	May 7, 2012 9:07:42 AM	Download Unpack
	NA_qqmanualoperation.txt	2.14 KB	.txt	Apr 11, 2012 2:27:15 PM	Download

For each option, if there are no further steps the file will be downloaded to your choice of location. If there are further steps, a new page will appear.

In certain cases files may be encrypted in the folder. To decrypt the file on download a passphrase is required. The following page will be presented.


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[Help PDF](#)
[Home](#)
[SAPHR-MX-Outbound](#)

B2B File Share Service
[Decrypt Page](#)

Decrypt & download file

File = SAPHR-MX-Outbound/SAPHR-MX-Testoutbound-file-2.asc

please enter passphrase to download decrypted file.

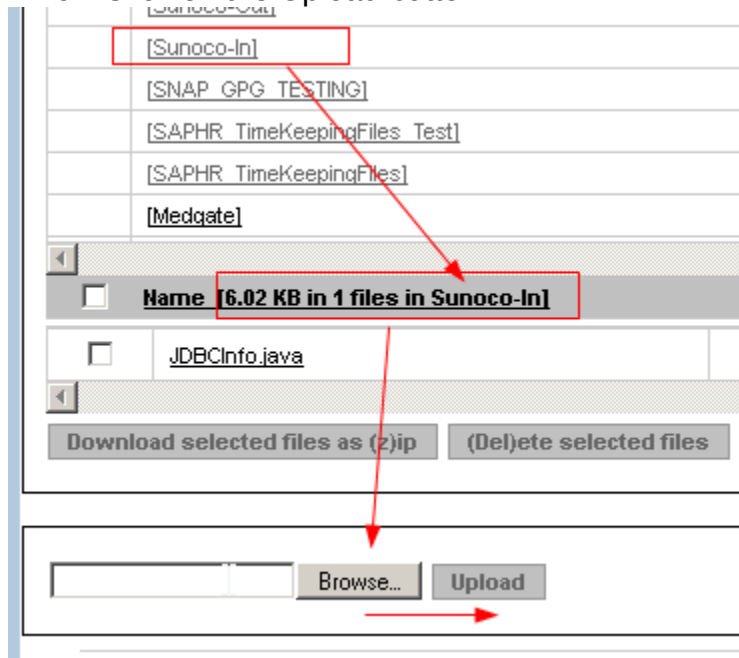
At this point, you will need to enter the passphrase provided for this purpose by BASF. Type in the passphrase and the file will be downloaded. Please note the downloaded file does not have the ".asc" extension.

If you are downloading more than one encrypted file, return to folder by clicking on the folder name on left pane, and selecting next file by clicking on it. All subsequent downloads within one session will not require you to re-type the passphrase so it's important to close all browser sessions when you are done to prevent any misuse.

Uploading File

To upload files based on the access permissions granted to you.

- Click on the folder where you want the file to be loaded. You may have access to more than one folder.
- Click on the Browse button and select the file to upload.
- Click on the Upload button.



- Depending on size of file, you may see the file upload progress window for some time. Please wait for this to close to insure upload completion.
- Click on the folder again to verify the uploaded file shows in the directory
- If the additional encryption option is applied, the files show up with additional extension .asc