

Trebbau DataStore

Instructions how to upload (provision) and download (call off) data

Welcome to the Trebbau DataStore! This document gives you brief instructions with the most important points to make operation easy for you.

The Trebbau DataStore is a data exchange platform that can be reached via Internet browsers (eg Chrome, Firefox, Internet Explorer). The Trebbau DataStore runs over a secure SSL encrypted connection and is protected with a 2048 bit RSA key.

If you require further information our DataStore-Support will be happy to help you.

You can contact our support under the following options:

☎ 00 49/(0)2 21/376 46-500 - Telefax 00 49/(0)2 21/376 46-48 99 – login@trebbau.com

I. Access to DataStore

The registration mask shown below is displayed under the address <https://datastore.trebbau.com>.

Please enter your user data (user name and password), select the desired language and click on 'login'. Please pay attention to upper and lower case!



You don't know your user name or password yet?

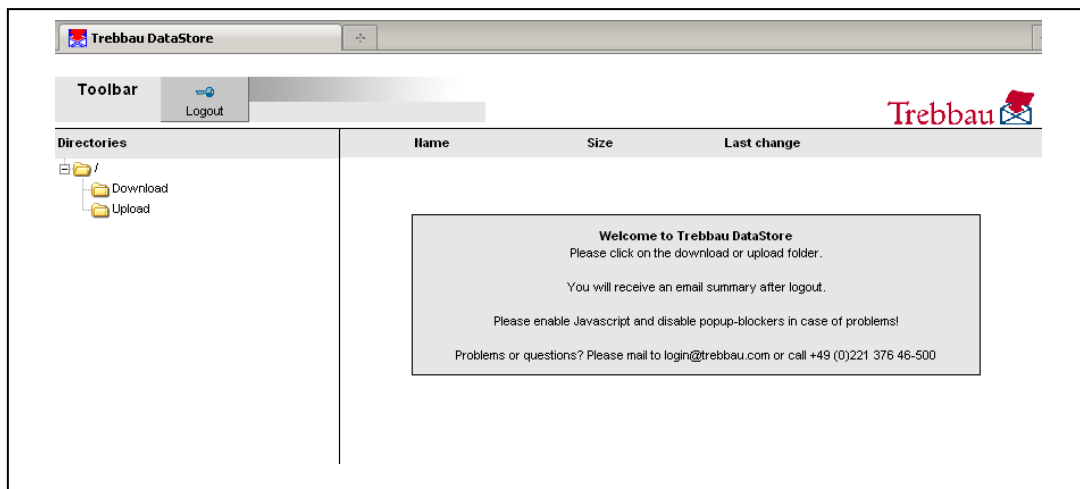
You can request the user name and password from our support at the above stated contact data or change these at any time, if you so wish.

A screenshot of the Trebbau DataStore login page. The page has a light blue background. At the top right, the word "Trebbau" is written in red, followed by a red envelope icon. Below this, there is a dark blue header bar with the text "Trebbau DataStore" in white. The main content area is light blue and contains the text "Please enter your login information." followed by three input fields: "Username:", "Password:", and "Language: English" (with a dropdown arrow). Below the input fields, there is a section with the text "Need a login? Any problems? Mail to login@trebbau.com or call +49 (0)221 376 46-500". At the bottom of the page, there are two buttons: "Forgot your login data?" in red text on a grey button, and "LOGIN" in black text on a grey button.

After the Login - and depending on browser and settings you are using – you will receive the following query. You can store the login data for the DataStore here.



Hint: For reasons of data protection we recommend that you choose the option “Never save login information for this site“. On the one hand, this ensures that only authorised persons access the DataStore with a password. On the other hand this message will not appear at every login.



II.a Data Upload

To upload data please click on the corresponding directory 'Upload':

The upload dialog (see following page) opens where you enter data about

- The number of provided files (max. 5 files at one time)
- Customer
- Campaign
- Address group
- Number of addresses (approx.)
- Encoding
- Trebbau order number
- Comment

Fields marked with * are compulsory fields. The upload cannot be carried out without this information!

You can select the corresponding files from your directory via the button "durchsuchen".

After you have entered all data please click on the button "Upload".

Upload

Here you can upload your data. Please fill out as many additional fields as possible.
Required fields are marked *

number of files to upload

1
2
3
4
5

Durchsuchen...

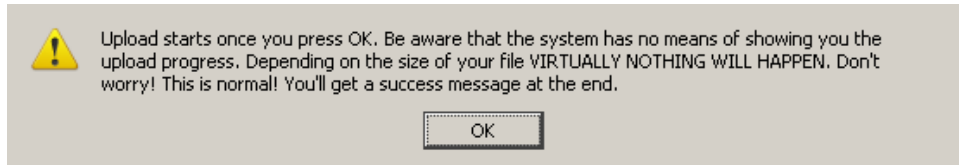
Information

client/renter *
mailing *
name of address list *
number of addresses (approx.) *
code
Trebbeau order no.

free
text

Upload Cancel

With different systems/settings it can happen that the progress of the upload is not displayed. You will therefore receive the following popup message:



Please confirm this message with 'OK' to continue with the upload.

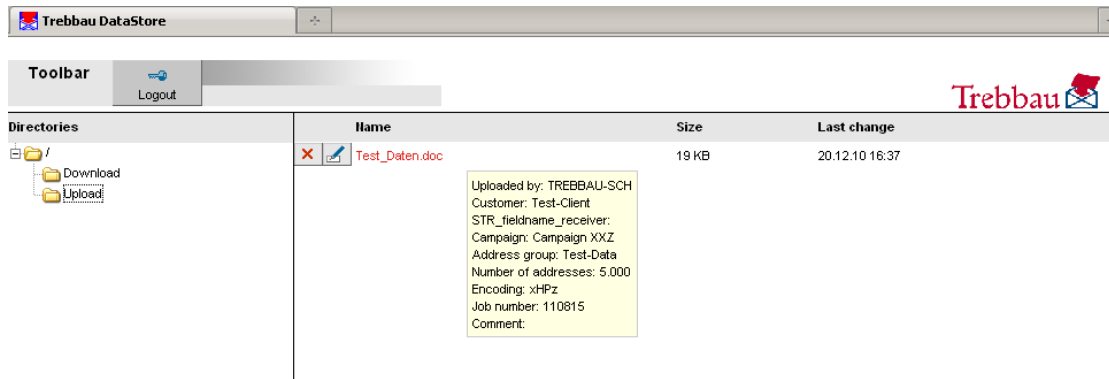
After the successful upload you will receive the following message:



II.b Upload/Display and subsequent processing

The data you have loaded into the DataStore are now available in the upload list (displayed automatically after successful upload).

Here you can check whether all data are correct. You can view the information entered for each file by placing the mouse indicator on the file name:





The screenshot shows the Trebbau DataStore web interface. At the top, there is a 'Logout' button and the Trebbau logo. Below this is a 'Directories' pane on the left with 'Download' and 'Upload' options. The main area displays a table of uploaded files:

Filename	Size	Last change
Test_Daten.doc	19 KB	20.12.10 16:37

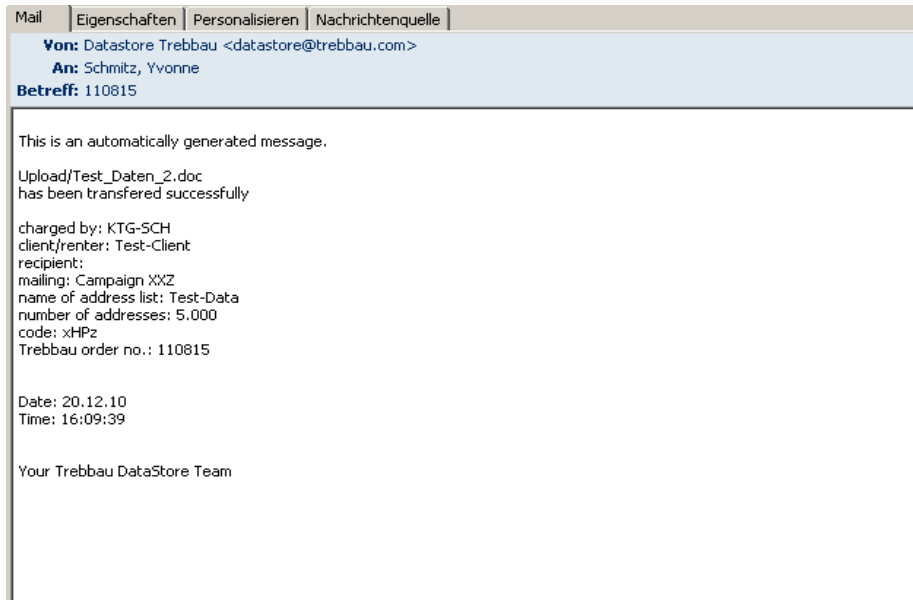
Clicking on the filename 'Test_Daten.doc' opens a tooltip with the following details:

- Uploaded by: TREBBAU-SCH
- Customer: Test-Client
- STR_fieldname_receiver:
- Campaign: Campaign XXZ
- Address group: Test-Data
- Number of addresses: 5.000
- Encoding: xHPz
- Job number: 110815
- Comment:

You can also change the file name via the button  or delete the file via the button 

III.c Upload/Confirmation email

After logout you will receive a confirmation email about the successful upload.



The screenshot shows an email interface with the following header information:

Von: Datastore Trebbau <datastore@trebbau.com>
An: Schmitz, Yvonne
Betreff: 110815

The body of the email contains the following text:

This is an automatically generated message.

Upload/Test_Daten_2.doc
has been transferred successfully

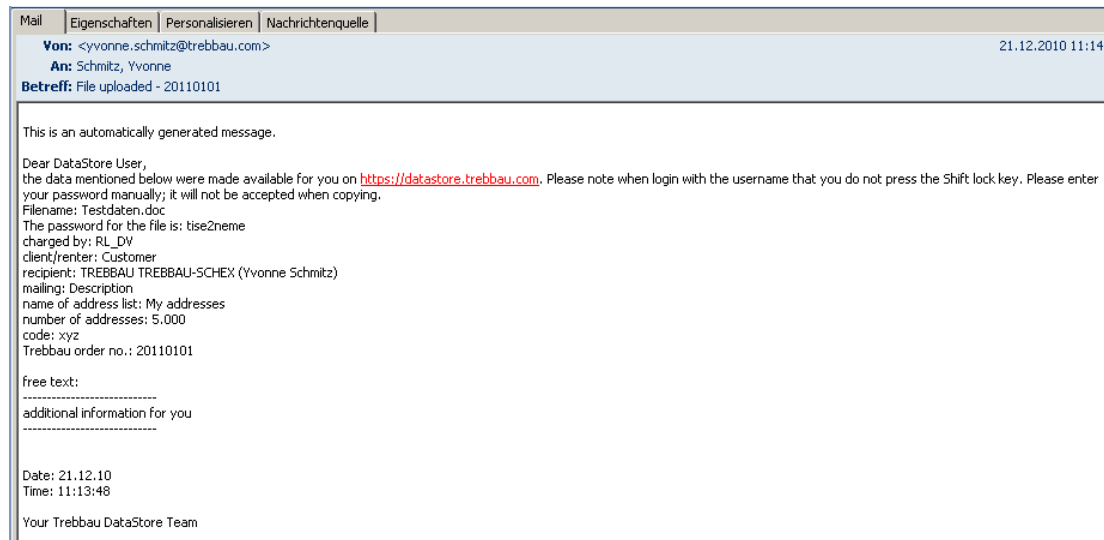
charged by: KTG-SCH
client/renter: Test-Client
recipient:
mailing: Campaign XXZ
name of address list: Test-Data
number of addresses: 5.000
code: xHPz
Trebbau order no.: 110815

Date: 20.12.10
Time: 16:09:39

Your Trebbau DataStore Team

III.a Data Download

You will be notified by email if data are available for you for download in the Trebbau DataStore:



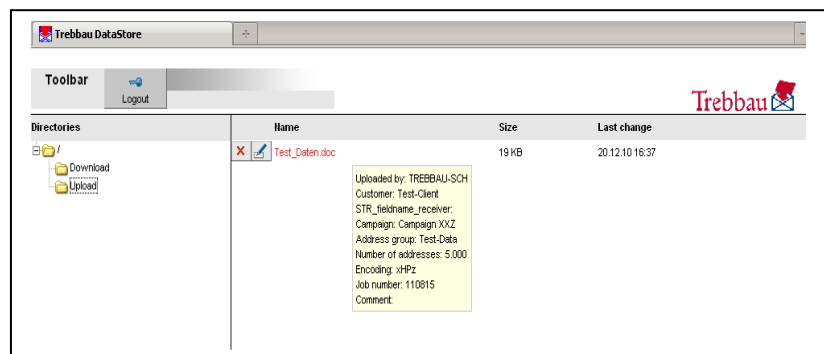
III.b Download/Display and processing

After login in the Trebbau DataStore please click on the corresponding directory “Download “ to download data:

You will receive an overview with all files which are ready for you for downloading.

The following information will be displayed for each file if you place the mouse indicator on the file name:

- Uploaded by
- Customer
- Campaign
- Address group
- Number of addresses
- Encoding
- Job number (*Trebbau*)
- Comment



You can also delete the file via the button



III.c Downloading Data

To call off a file, please click on the corresponding file name. A window will open and ask for the password for this file.



Please note that the password to download a file does not concur with the user data. For each downloaded file you will receive a separate email with the password to call off the file.

After entering the password and pressing the button 'Next' a download window opens. Here you can either open the data directly or store them in your system. The default for the download function depends on your system configuration.

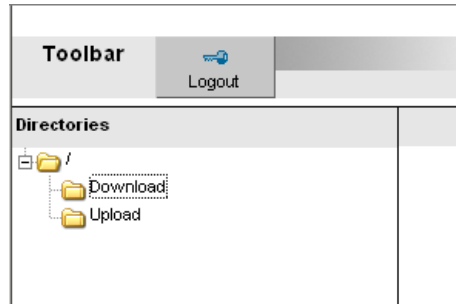


After downloading the addresses, the file will be removed from the DataStore display immediately.

For security reasons the data will remain stored in our system for 5 working days after the download so that any new deliveries are possible.

IV. Exiting the DataStore

To logoff from the DataStore please use the button 'Logout'.



A logout confirmation will be displayed after the logout which you can use to login in again at any time – upon demand.



We hope that we have explained the most important points on how to operate the Trebbau DataStore.

Do you have further questions or suggestions? In this case please feel free to contact our DataStore-Support ☎ 00 49/(0)2 21/376 46-500 - Telefax 00 49/(0)2 21/376 46-48 99 – login@trebbau.com.