GoAnywhere V1.0 User Guide

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Endeavour Energy

GOANYWHERE SUPPORT

For help with GoAnywhere
Please contact the
Endeavour Energy Help Desk on

02 9853-6888

The Help Desk will log your request
and will contact you with a solution

Introduction to Go Anywhere

GoAnywhere is a secure, encrypted and efficient way of sharing files. GoAnywhere allows Endeavour Energy and Accredited Service Providers (ASPs) to easily and securely share files.

Use GoAnywhere to:

- Upload and share files
- Download files shared with you
- Export and share drawing files directly from the GIS extract process

Note: Files shared from GoAnywhere are reported on and audited on a regular basis by Endeavour Energy.
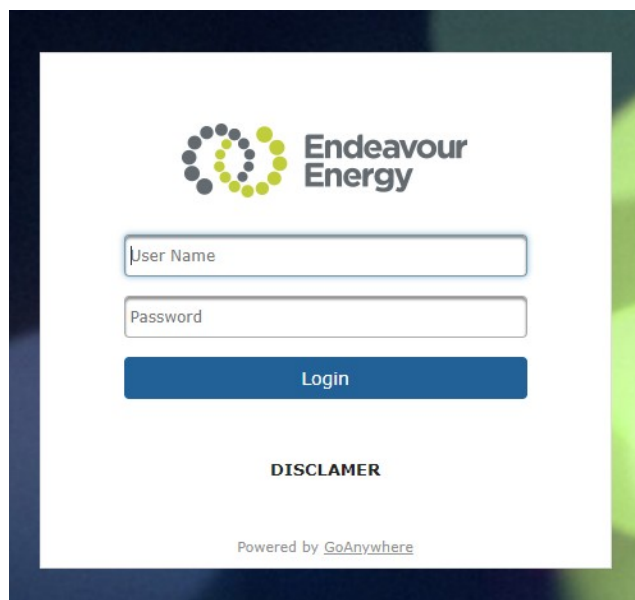
How to access GoAnywhere

Go Anywhere is a web-based application and is accessed via the following link:

https://mft.endeavourenergy.com.au

Note: Popular browsers are supported including Microsoft Internet Explorer, FireFox, Safari and Google Chrome.

Logging In

Login Details:

Username: Use your ASP website portal username.

Password: Use your ASP website portal password.

What if I am a new ASP user? You will be provided with an ASP Portal username and password as part of your onboarding process.

Still can't login?
Contact helpdesk on 02 9853-6888

General Navigation

Files:

View the files you have stored in GoAnywhere.

View shared files.

Mail:

View files sent to you and compose new messages to share files.

Dashboard

The Web Client provides you with the ability to perform ad-hoc file transfers and file sharing through your internet browser.
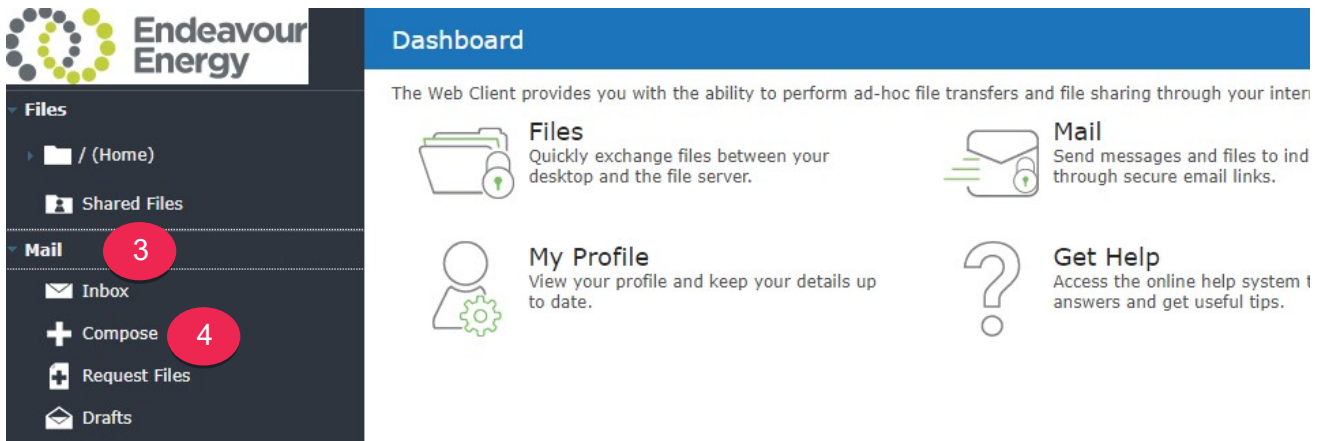
Files
Quickly exchange files between your desktop and the file server.

Mail
Send messages and files to individuals through secure email links.

My Profile
View your profile and keep your details up to date.

Get Help
Access the online help system to find answers and get useful tips.

Quick Links:

- **Files** – Access files previously shared with you
- **Mail** – Send files
- **My Profile –** Update your profile
- **Get Help –** Access product help

Sending Files

Use GoAnywhere to securely send files. Follow these steps to send files:

1. Go to https://mft.endeavourenergy.com.au using an internet browser.

2. Login using your ASP Portal username and password. Refer to Logging In.

3. Click **Mail** from the navigation menu.

4. Click **Compose**.

5. Enter the recipients email address. **Note:** Add more than one email address using the comma character.

6. Enter the subject of your message.

7. Enter a message to go with your file.

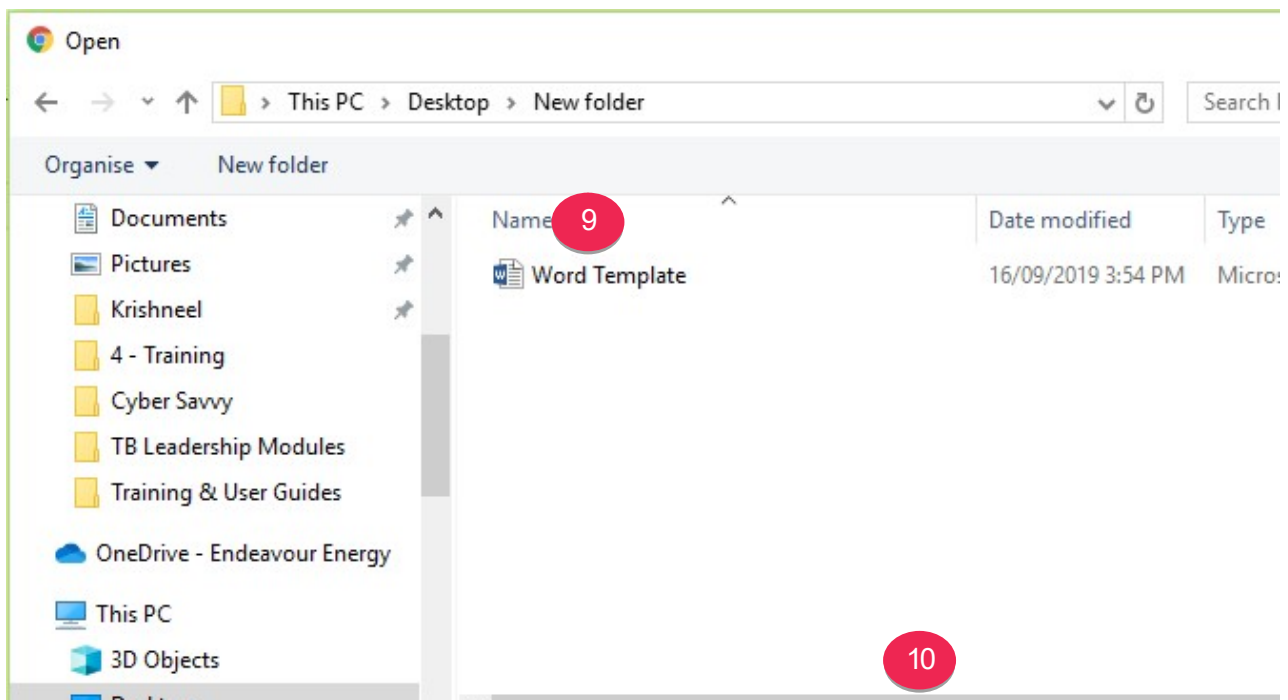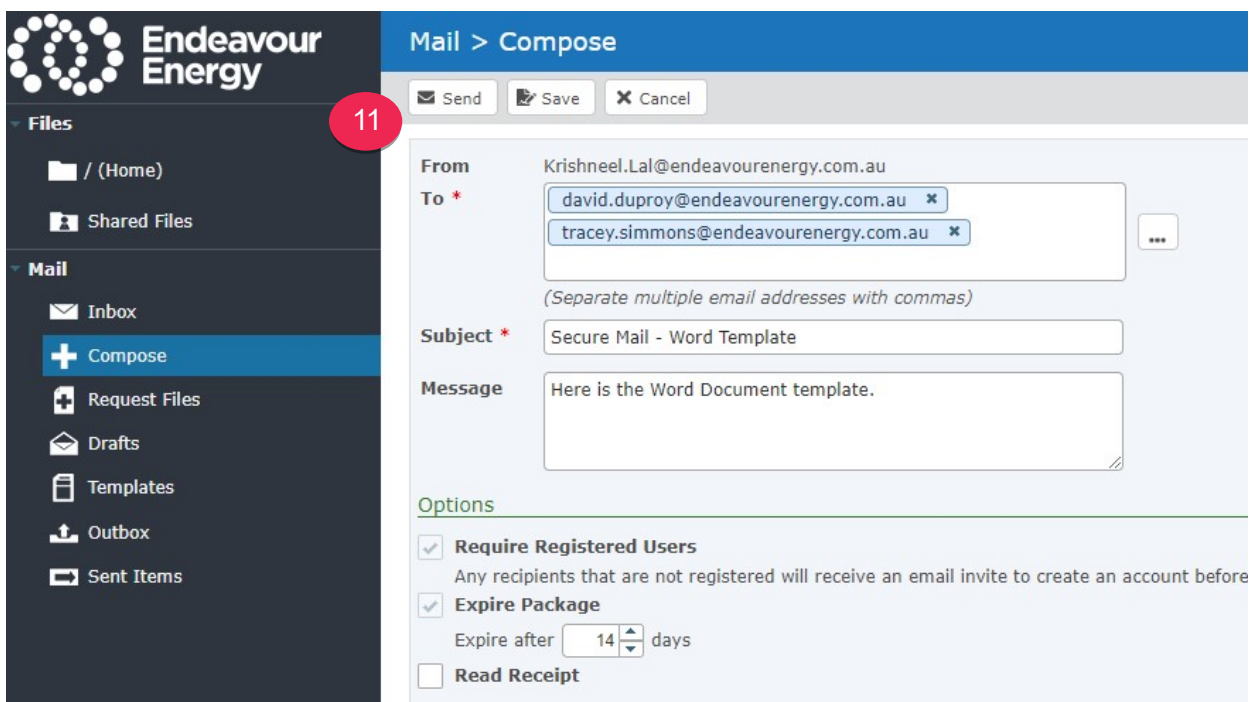8. Click the browse to attach files link.
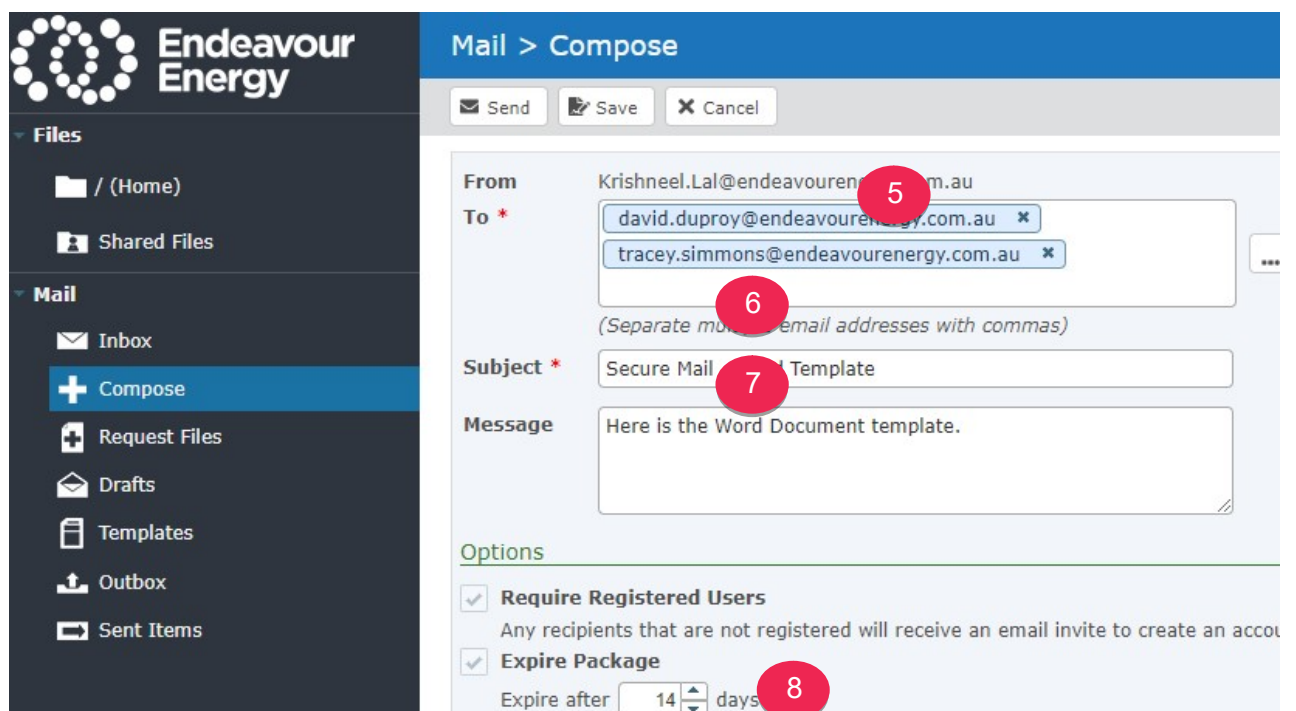
Notes:
- The Expire after 14 days destroys the file after 14 days. This option can only be decreased.
- The **Read Receipt** option sends you an email when each recipient opens the message.

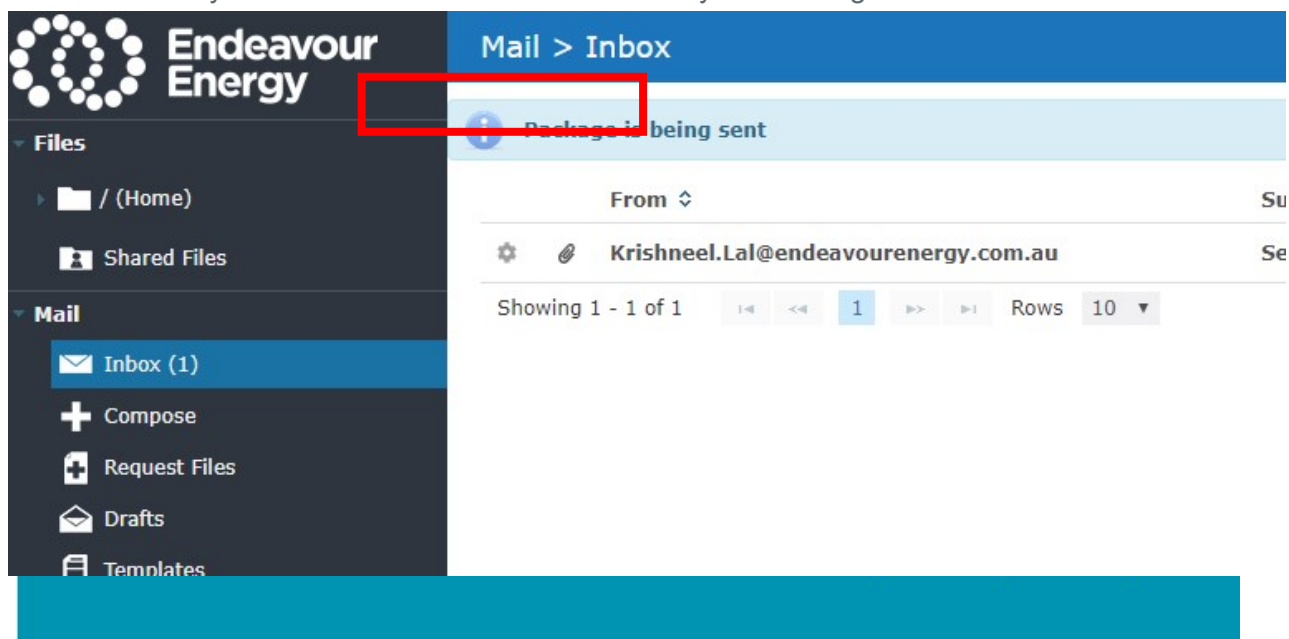9. Select the file to upload.

10. Click **Open**.

11. Click **Send**.

Note: Use the Save button (next to Send) to move the message to your draft folder to send at a later date.

Result: Package is being sent message displays. This message does not update after the package is sent. Check your Sent Items folder to confirm that your message is sent.

Requesting Files

Use GoAnywhere to request files from Endeavour Energy employees. Follow these steps to request files:

1. Go to https://mft.endeavourenergy.com.au using an internet browser.

2. Login using your username and password. Refer to Login Details.

3. Click **Mail** from the navigation menu.
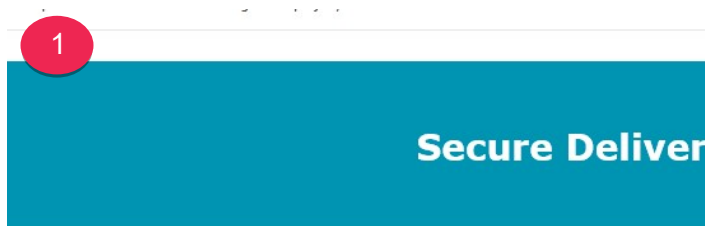
4. Click **Request Files**.
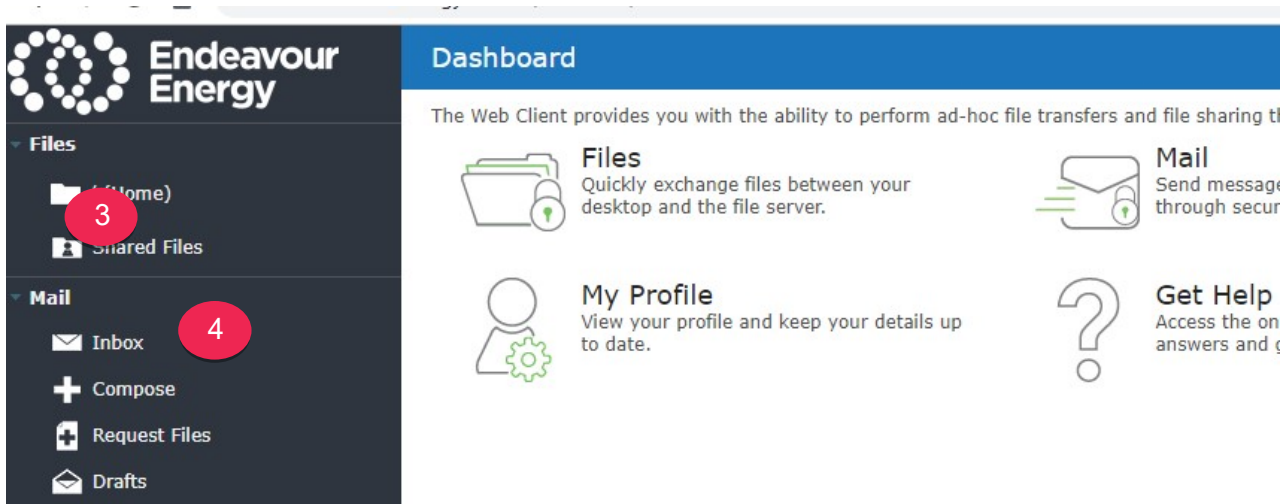
5. Enter the email address of the person you are requesting the file from.

6. Enter the subject of your message.

7. Enter a message to go with your file request.

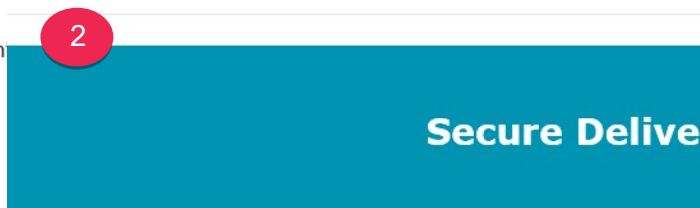8. Click **Send** to send the file request.
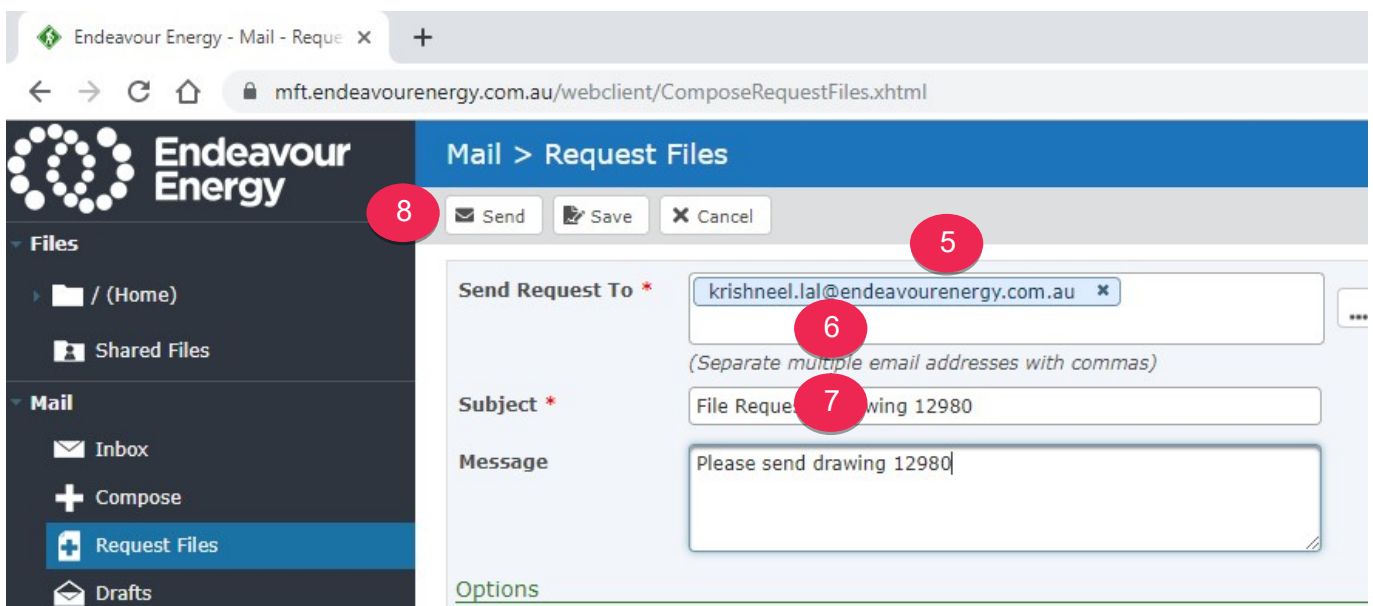
Recipient Result: The person you requested the file from receives 2 emails:
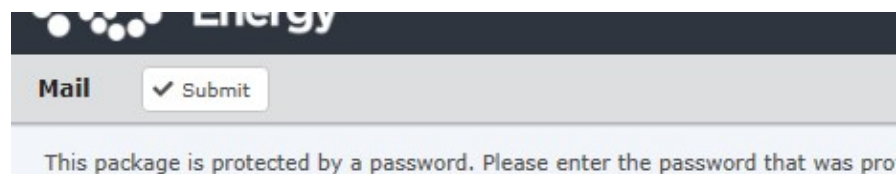1. Message email.
2. Password email.

Secure Deliver

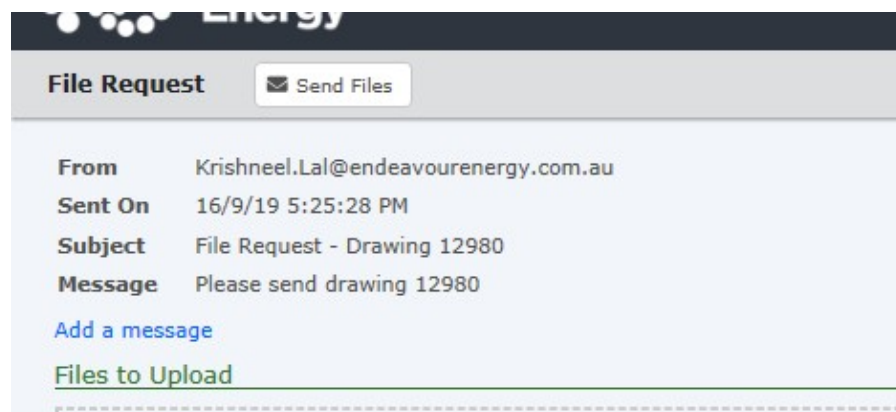A new message has been sen

Secure Deliver

The password for a secure message has be

The view message email prompts the recipient to enter the password.

Energy

| Mail | ✔ Submit |

This package is protected by a password. Please enter the password that was pro

Followed by attaching a file and sending it to you.

Energy

| File Request | ✉ Send Files |

From	Krishneel.Lal@endeavourenergy.com.au
Sent On	16/9/19 5:25:28 PM
Subject	File Request - Drawing 12980
Message	Please send drawing 12980

Add a message

Files to Upload

Endeavour
Energy

Extract and send GIS Drawing

Use GoAnywhere to extract and send GIS drawings.

1. From the GIS viewer, zoom in and select the area you are extracting.

Search or select an area.
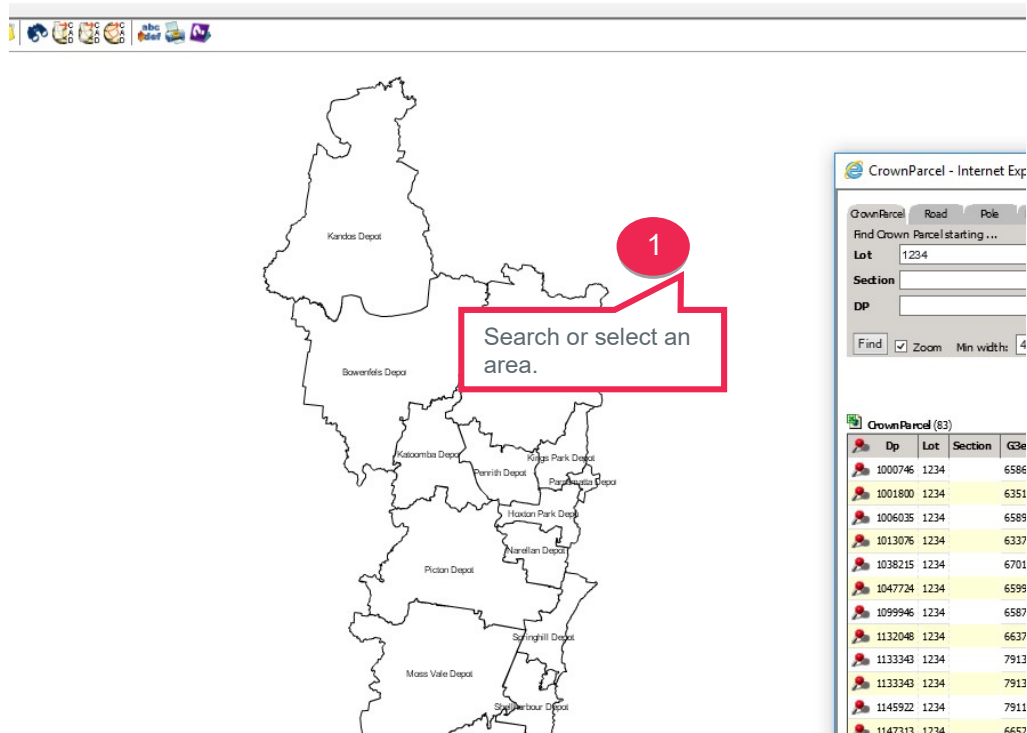
2. Populate the fields in the **project details** section. Note: GoAnywhere sends the extract to the email entered in the **Notify Email Address** field.

3. Click **Export**.

GoAnywhere sends the extract to the email entered in the Notify Email Address field.

Endeavour Energy
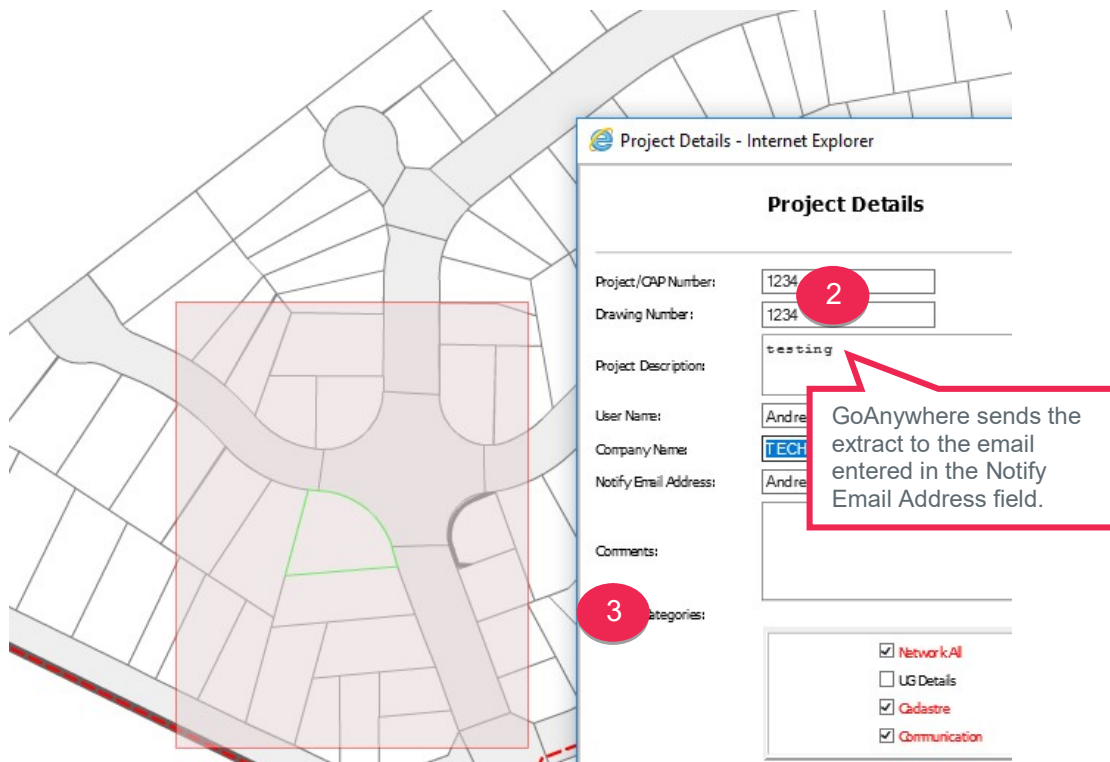
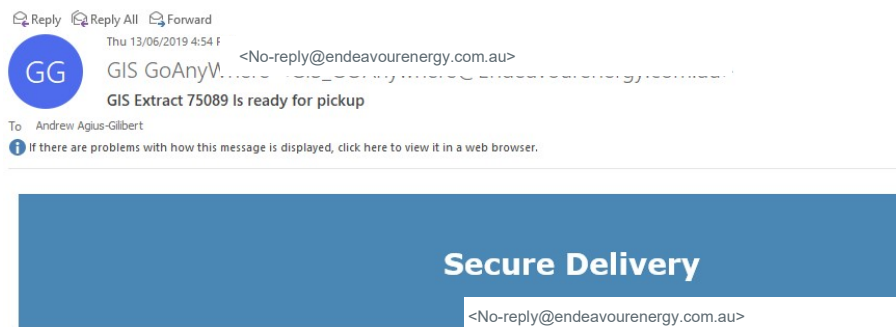4. A confirmation message displays. Click **OK** to continue.

Message from webpage
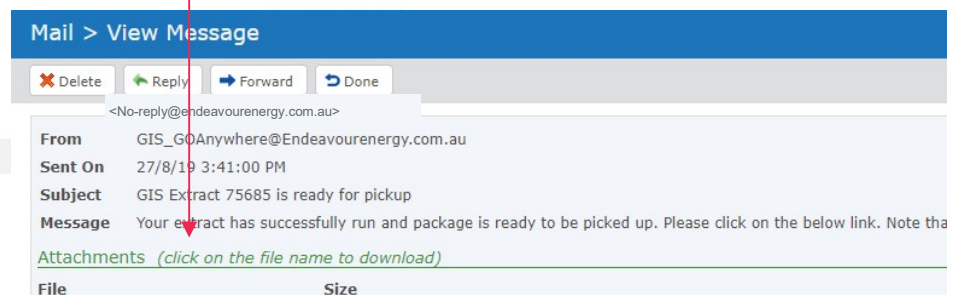
⚠ Your request has been submitted. The export ide
75686.

Recipient Result: The Notify Email Address receives the following email. The **Download Files** link directs the user to GoAnywhere.

↩ Reply ↩ Reply All ↪ Forward
Thu 13/06/2019 4:54 P
GG GIS GoAnyW̶h̶e̶r̶e̶ <No-reply@endeavourenergy.com.au>
GIS Extract 75089 Is ready for pickup
To   Andrew Agius-Gilbert
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Secure Delivery

<No-reply@endeavourenergy.com.au>

The following file(s) have been sent to you from GIS_GOAnywhere@Endeavourenergy.c

A89632_123489_75089.dwg   2.16 MB

Mail > View Message

✖ Delete   ↩ Reply   ➡ Forward   ↩ Done

<No-reply@endeavourenergy.com.au>

From   GIS_GOAnywhere@Endeavourenergy.com.au
Sent On   27/8/19 3:41:00 PM
Subject   GIS Extract 75685 is ready for pickup
Message   Your extract has successfully run and package is ready to be picked up. Please click on the below link. Note tha

Attachments *(click on the file name to download)*

File   Size

Endeavour Energy
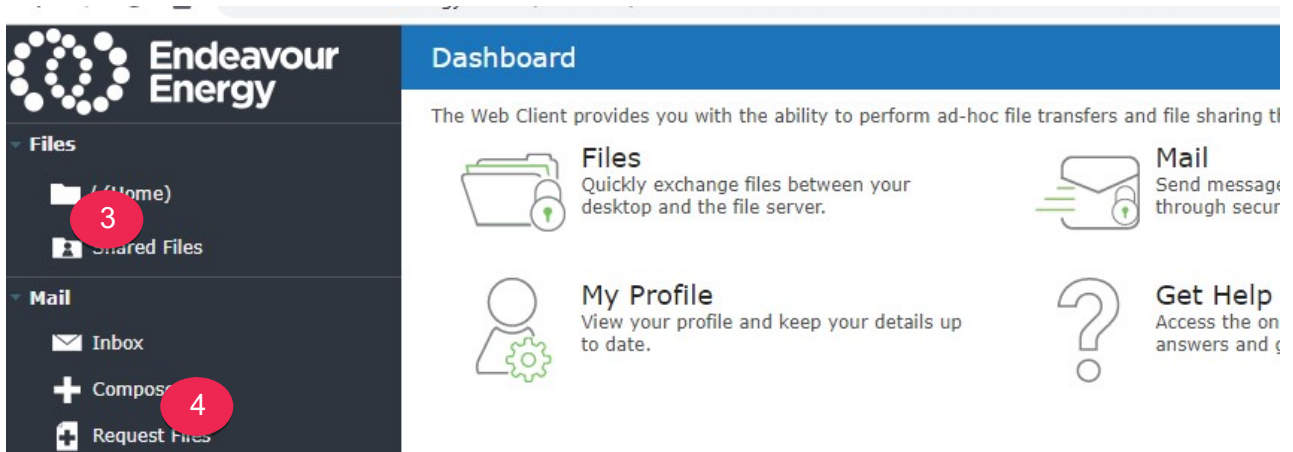
Templates

GoAnywhere templates allows you to pre-prepare messages and files which you send out frequently. Follow these steps to create a new template:
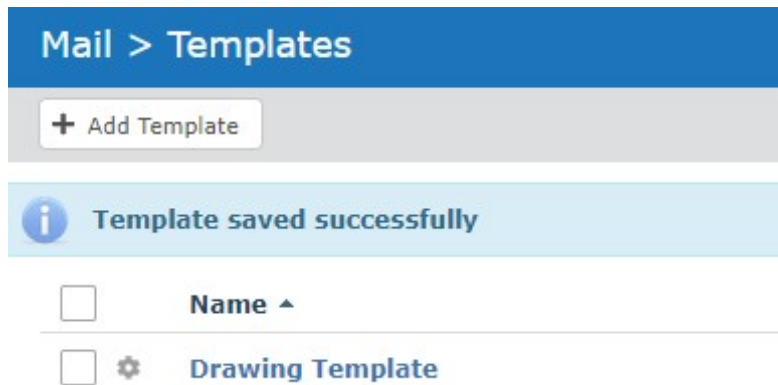
1. Go to https://mft.endeavourenergy.com.au using an internet browser.

2. Login using your username and password. Refer to Login Details.

3. Click **Mail** from the navigation menu.

4. Click **Templates**.

5. Click **Add Templates**.

6. Populate the template fields and add files. **Note:** The only mandatory field is the name of the template.

7. Click the **Save** button.

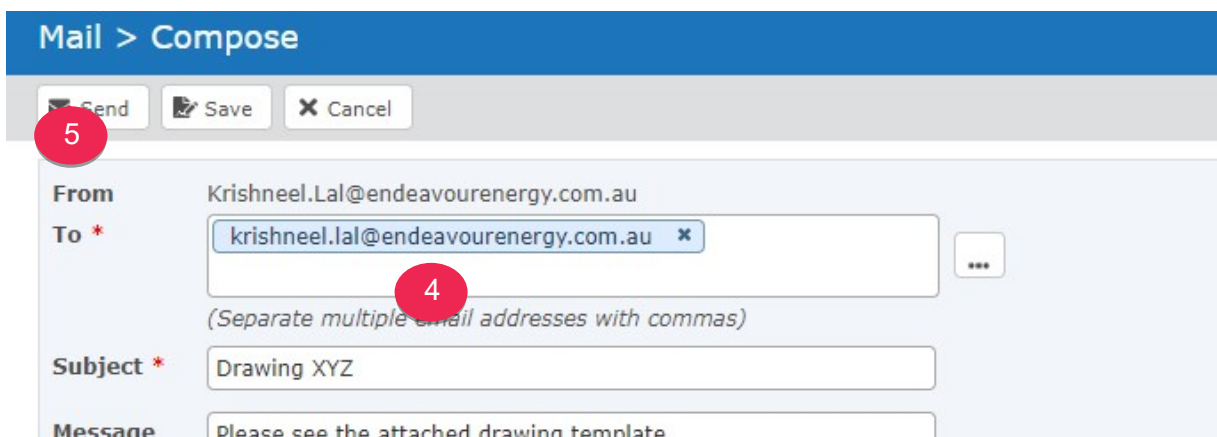**Result**: The template file is saved in the folder.

How to use a template? The template file is available for use from the templates menu.

1. Click **Templates**.

2. Click the **Settings** cog.

3. Click the **Use** option.
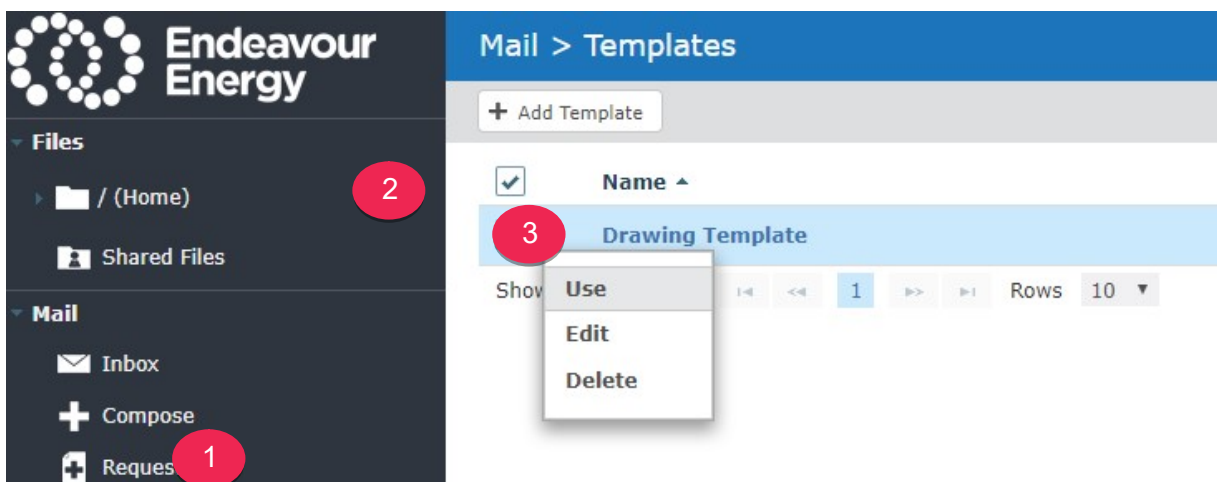
4. Update the relevant portions of the template form.

5. Click **Send.**

Shared Files

There are two methods of sharing files covered in this guide:

## 1.1 Sharing files to external users

GoAnywhere's shared folder feature stores files in folders which you can share with users. This allows you and other nominated users to access files that are shared at any time. Note there is a limit of 1GB.
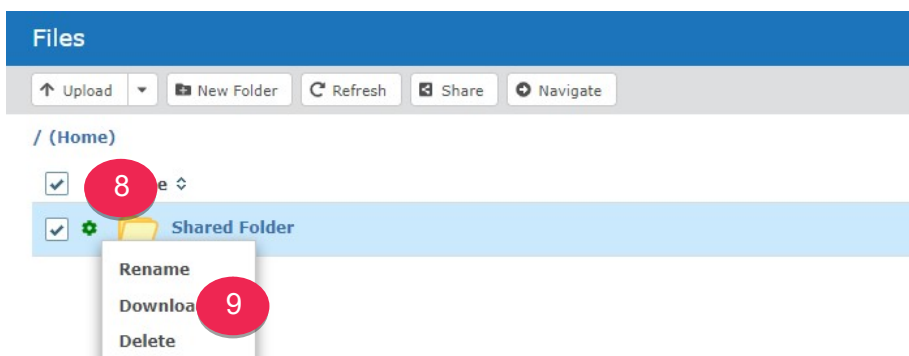
To setup a shared folder:

1. Go to https://mft.endeavourenergy.com.au using an internet browser.

2. Login using your username and password. Refer to Login Details.

3. Click **Files**.

4. Click **Home**.

5. Click **New Folder** to create a folder to share.
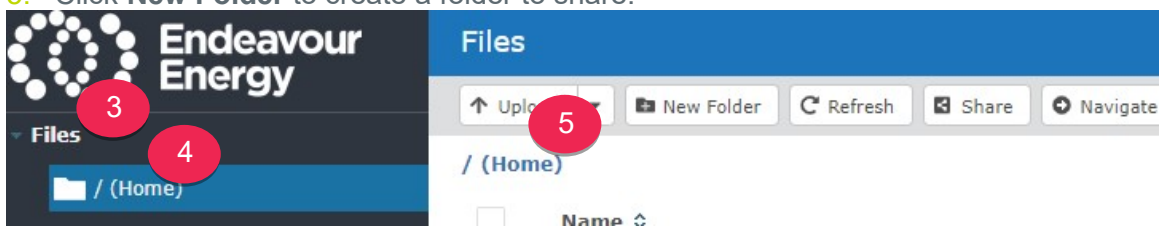
6. Enter a name for the **New Folder**.

7. Click **Create**.
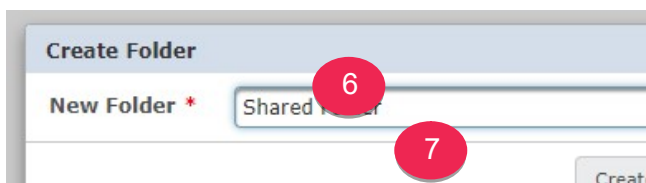
8. Click the **Settings** cog next to the newly created folder.

9. Click **Share With…**

Note: The Share button at the top shared the top level 'root' folder. The **Share With** option shown above limits sharing to the folder you have specified.

10. Populate the relevant fields including who you are sharing the file with in the **To** field.
    Note: The permissions section allows you to define the share permission for each user.

11. Click **Share**.

Result: A success message displays indicating the folder is shared.
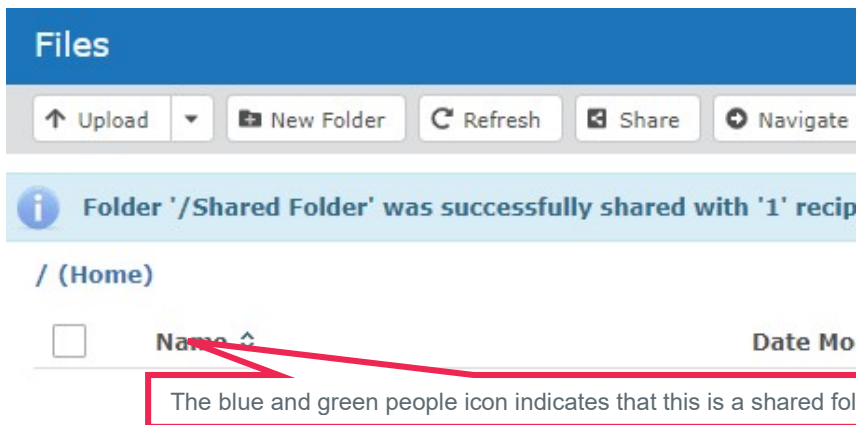
To add a file to the Shared Folder:

1. Click the **Folder** you are uploading the file to.

2. Click **Upload**.

3. Select the file to upload.

4. Click **Open.**

Result: Files added to this folder is accessible to users you have shared the folder with. The recipient will receive an email to accept or deny an invitation to share the folder.

1.2 Sharing files with CWE through CWTech

**Before you upload a file:**

1. Rename the file you are uploading to include the CWE name. For example: UR5000 Design – Raj Kumar.zip

    Note: If you are uploading multiple files zip the file into one.

Upload the file:

1. Go to https://mft.endeavourenergy.com.au using an internet browser.

2. Login using your username and password. Refer to Login Details.

3. Click **Files**.

4. Click **Home**.

5. Click **CWTech File Upload**.

6. Click **Upload.**
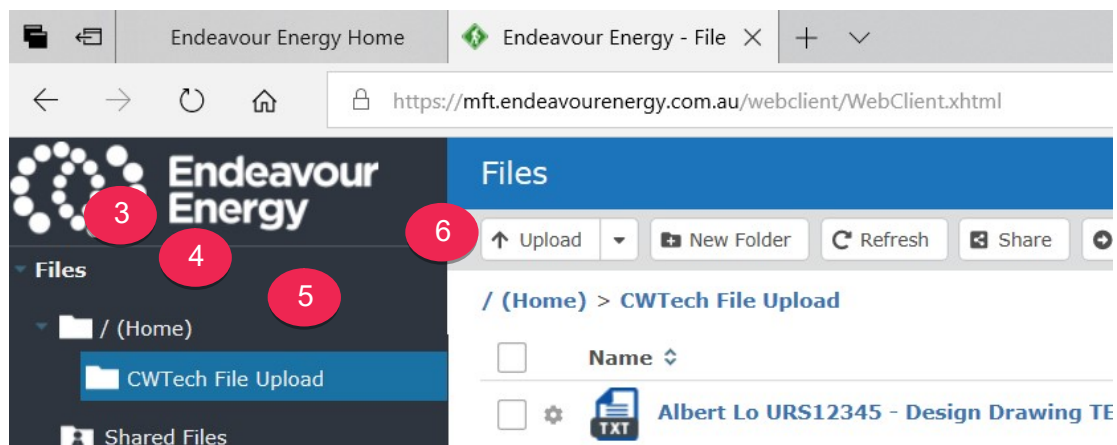
7. Select the zip file and click **Open**.

Result: The file is sent to the CWTech mailbox.