



GoAnywhere V1.0

User Guide

Prepared by Endeavour Energy

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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.

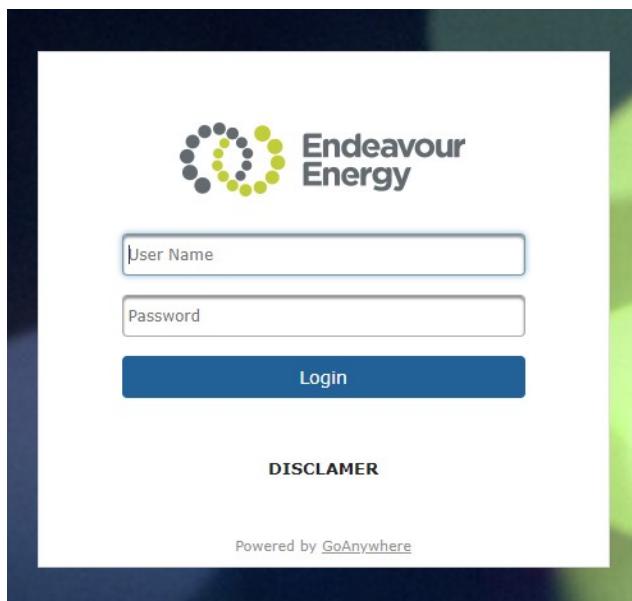
How to access GoAnywhere

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.

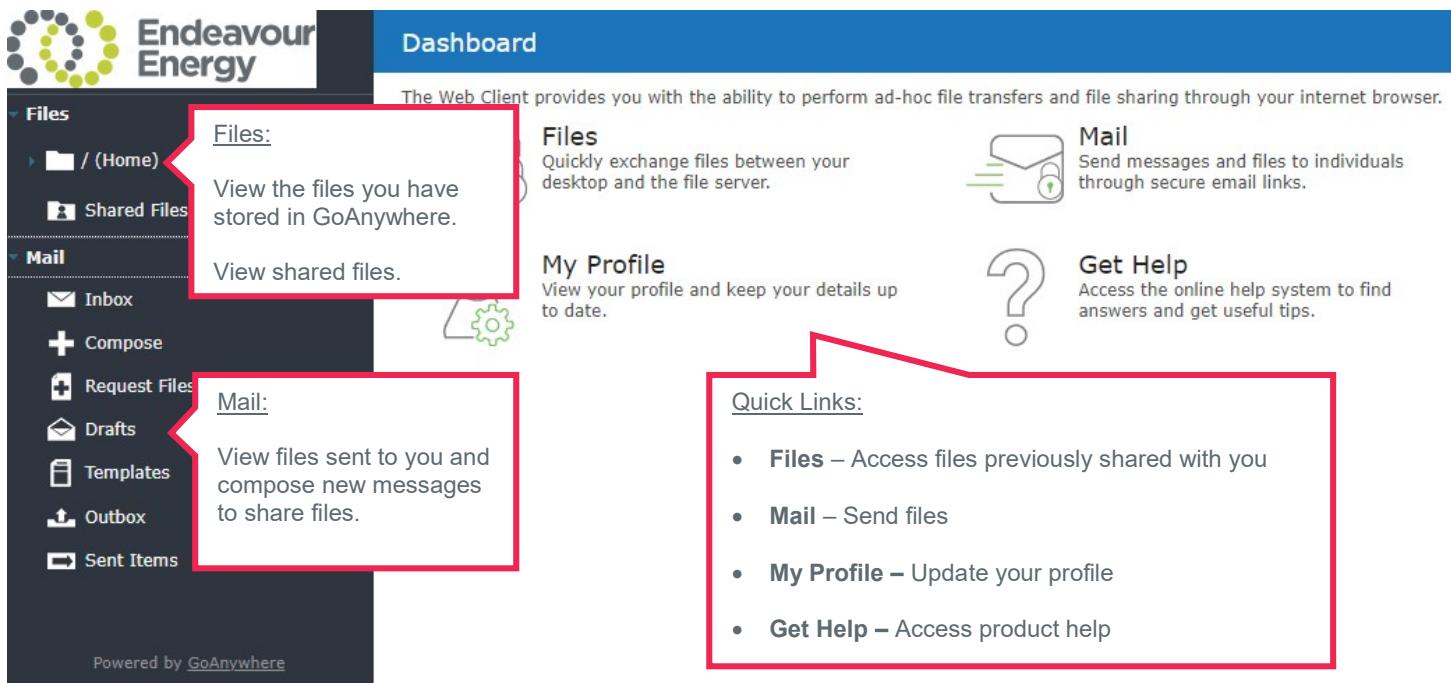
Password: Use your ASP website portal password.

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



Endeavour Energy

Dashboard

The Web Client provides you with the ability to perform ad-hoc file transfers and file sharing through your internet browser.

Files

- / (Home)
- Shared Files

Mail

- Inbox
- Compose
- Request Files
- Drafts
- Templates
- Outbox
- Sent Items

Files:
View the files you have stored in GoAnywhere.

Files
Quickly exchange files between your desktop and the file server.

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

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

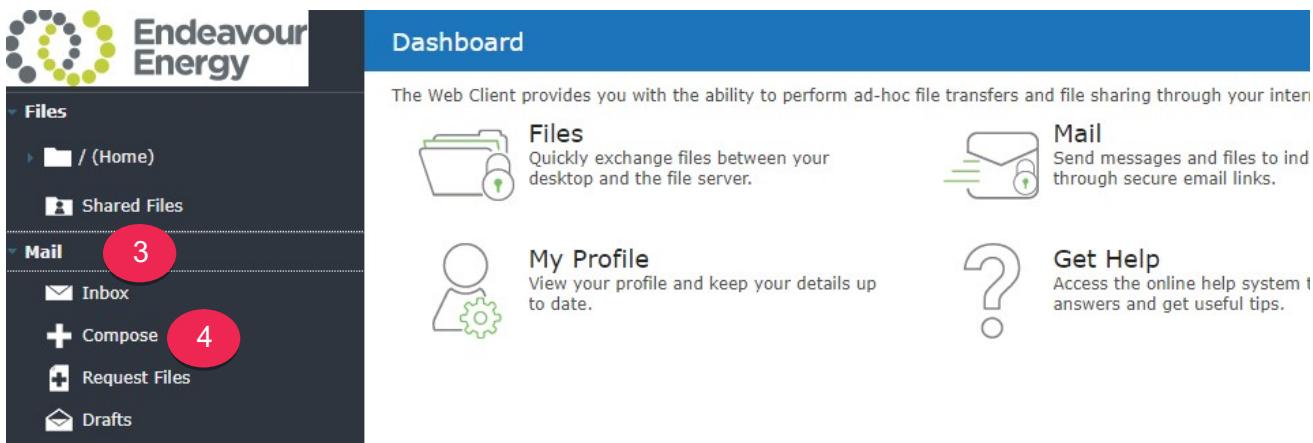
Quick Links:

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

Sending Files

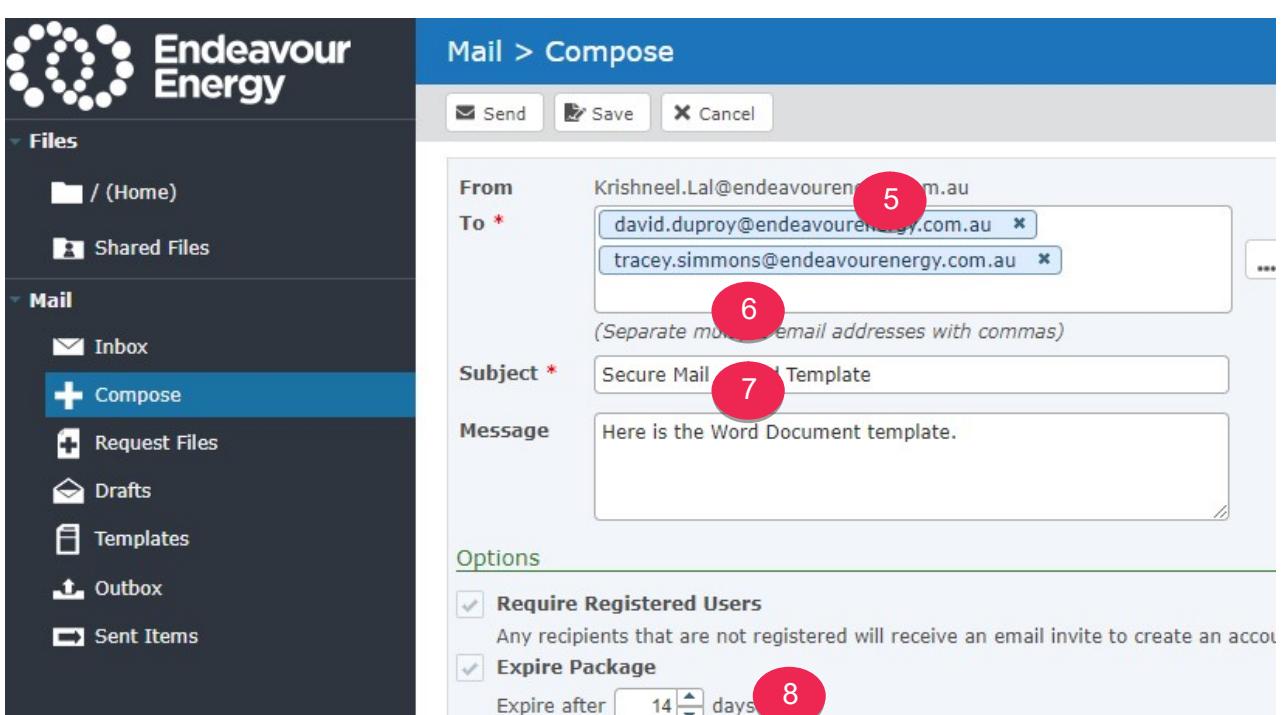
Use GoAnywhere to securely send files. Follow these steps to send files:

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**.



The screenshot shows the GoAnywhere dashboard. The sidebar on the left has 'Mail' selected (3) and 'Compose' highlighted (4). The main area shows the 'Dashboard' section with sections for 'Files', 'Mail' (with 'Compose' highlighted), 'My Profile', and 'Get Help'.

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.



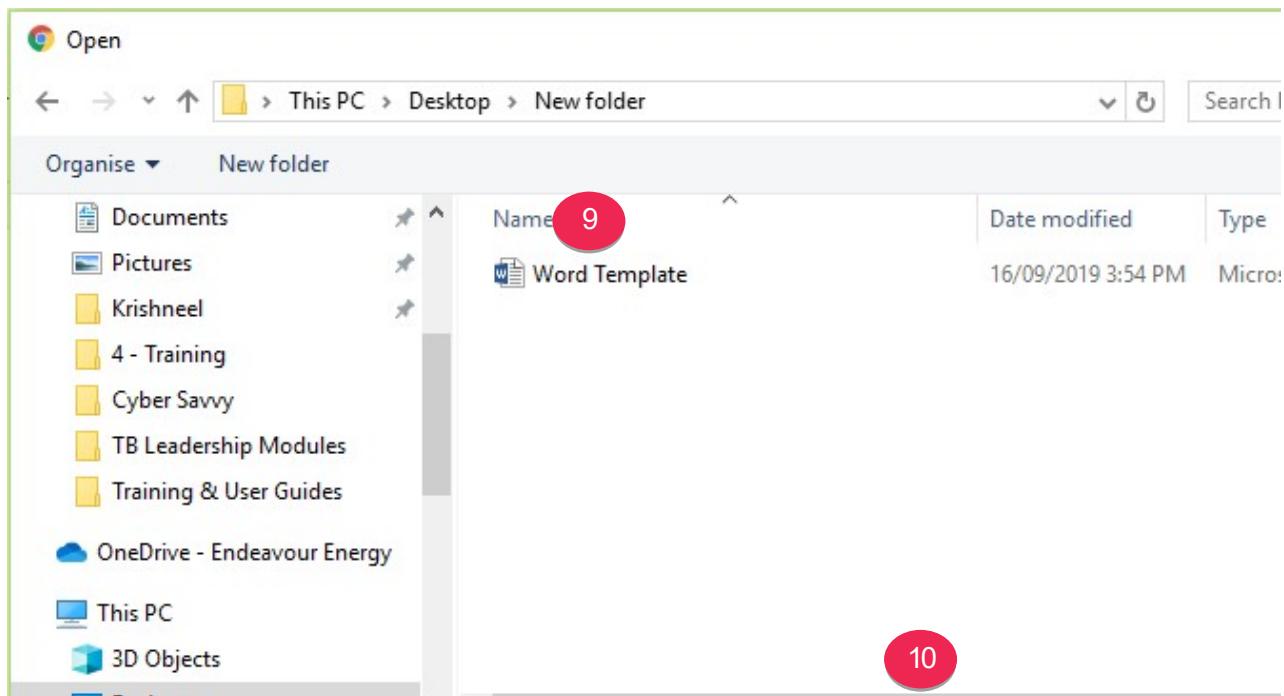
The screenshot shows the 'Mail > Compose' screen. The sidebar on the left has 'Compose' selected (5). The main area shows the 'Compose' screen with fields for 'From', 'To', 'Subject', 'Message', and 'Options'. Step numbers 6, 7, and 8 are circled in red.

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**.

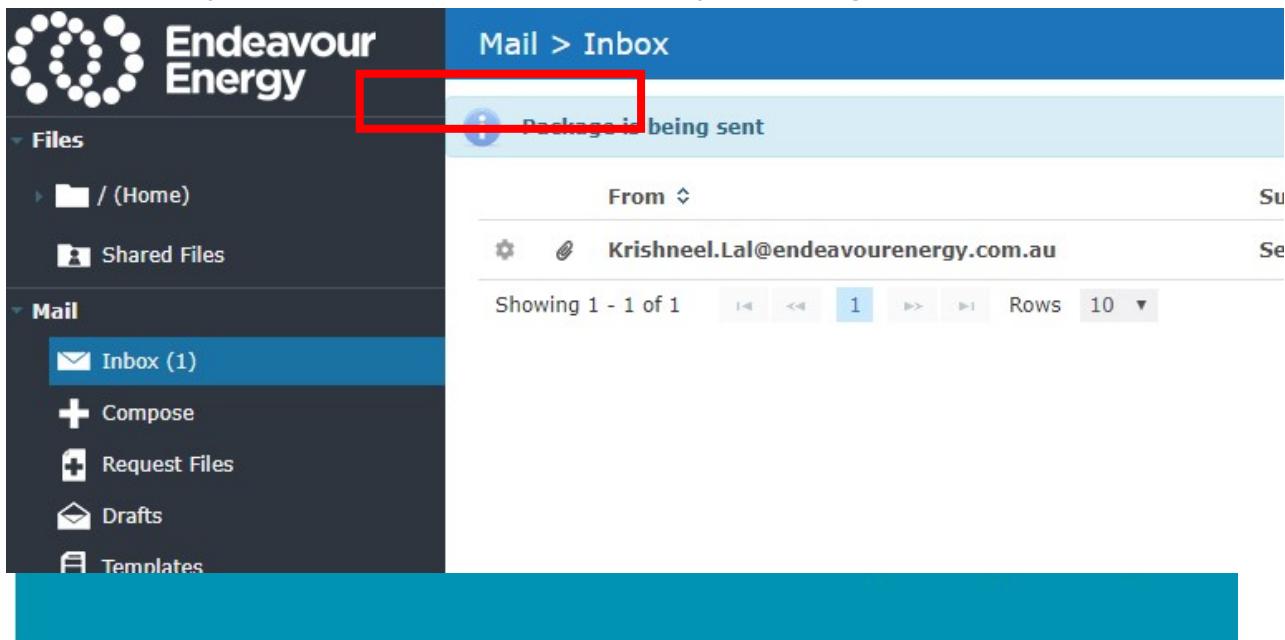


11. Click **Send**.

A screenshot of the Endeavour Energy Mail interface. The left sidebar shows 'Files' with '/ (Home)' and 'Shared Files', and 'Mail' with 'Compose' (highlighted with a red circle labeled '11'), 'Inbox', 'Request Files', 'Drafts', 'Templates', 'Outbox', and 'Sent Items'. The main window is titled 'Mail > Compose'. The 'From' field is set to 'Krishneel.Lal@endeavourenergy.com.au'. The 'To' field contains 'david.duproy@endeavourenergy.com.au' and 'tracey.simmons@endeavourenergy.com.au'. The 'Subject' field is 'Secure Mail - Word Template'. The 'Message' field contains 'Here is the Word Document template.' The 'Options' section includes checkboxes for 'Require Registered Users' (checked), 'Expire Package' (checked), and 'Read Receipt' (unchecked). The 'Expire Package' checkbox has a note: 'Any recipients that are not registered will receive an email invite to create an account before' and a '14' days dropdown.

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.



The screenshot shows the Endeavour Energy secure messaging interface. The left sidebar has sections for 'Files' (with 'Shared Files') and 'Mail' (with 'Compose', 'Request Files', 'Drafts', and 'Templates'). The main area is titled 'Mail > Inbox' and shows a single message. The message subject is 'Package is being sent', the 'From' field is 'Krishneel.Lal@endeavourenergy.com.au', and the 'Showing 1 - 1 of 1' indicator is present. A red box highlights the message subject line.

The following file(s) have been sent to you from Krishneel.Lal@endeavourenergy.

Word Template.docx 11.25 KB

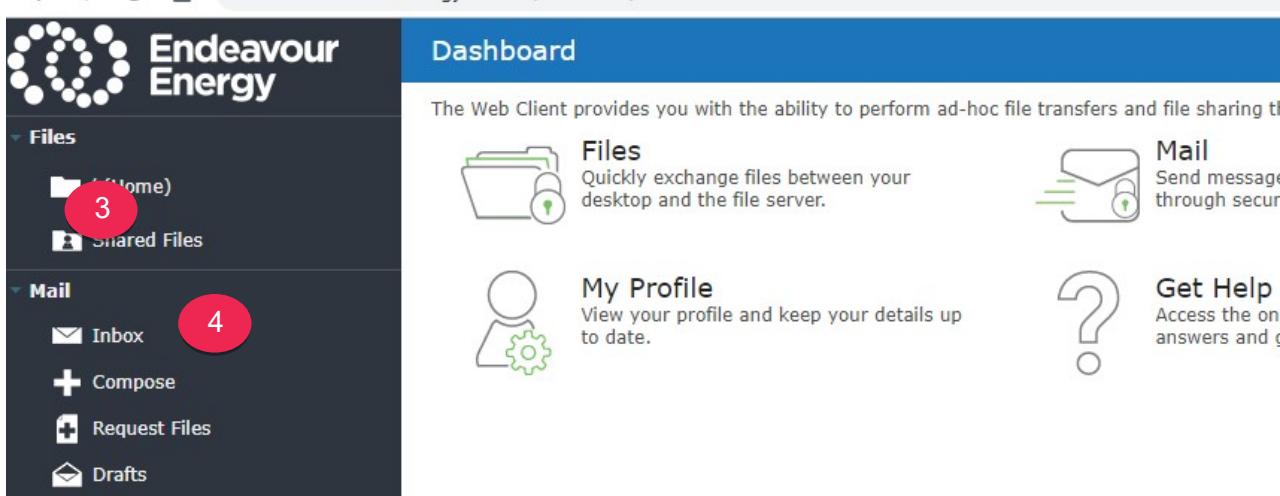
[Download Files](#)

The secure message expires on 30/9/19 4:26:22 PM

Requesting Files

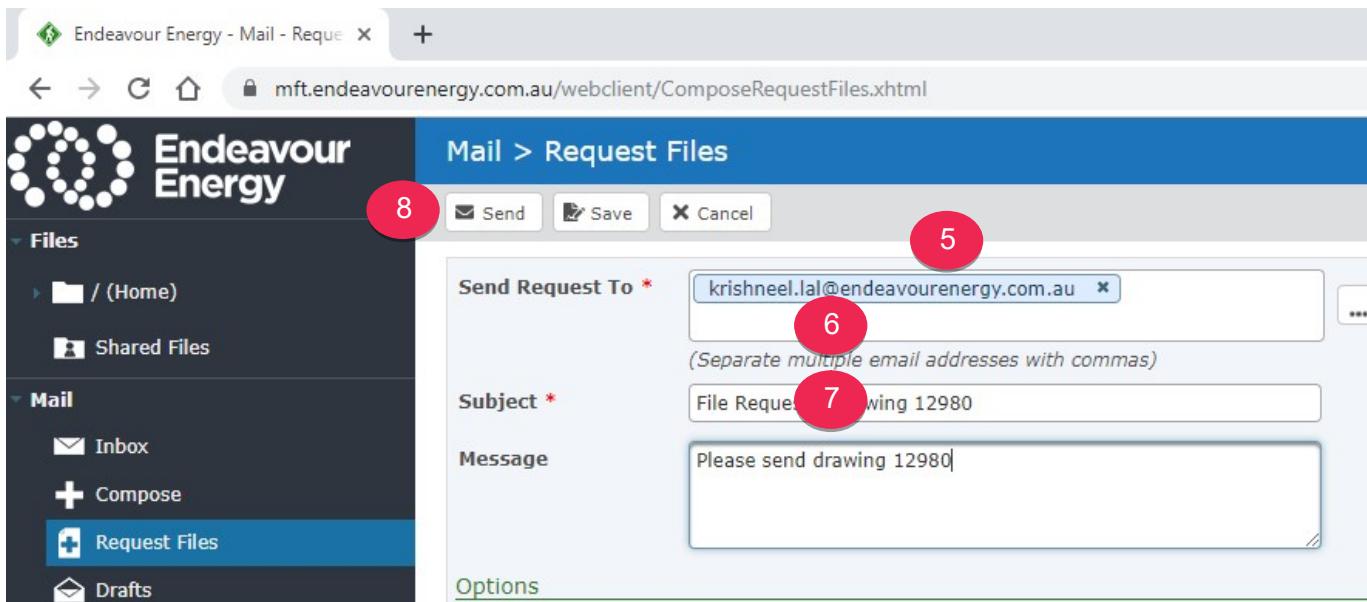
Use GoAnywhere to request files from Endeavour Energy employees. Follow these steps to request files:

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**.



The screenshot shows the Endeavour Energy GoAnywhere dashboard. The left sidebar has a navigation menu with 'Files' and 'Mail' sections. The 'Mail' section is expanded, showing 'Inbox' (with a red circle '4' over it), 'Compose', 'Request Files' (which is highlighted in blue), and 'Drafts'. The main content area is titled 'Dashboard' and contains several tiles: 'Files' (with a folder icon), 'My Profile' (with a person icon), 'Mail' (with an envelope icon), and 'Get Help' (with a question mark icon). A red circle '3' is over the 'Request Files' menu item, and a red circle '4' is over the 'Inbox' count.

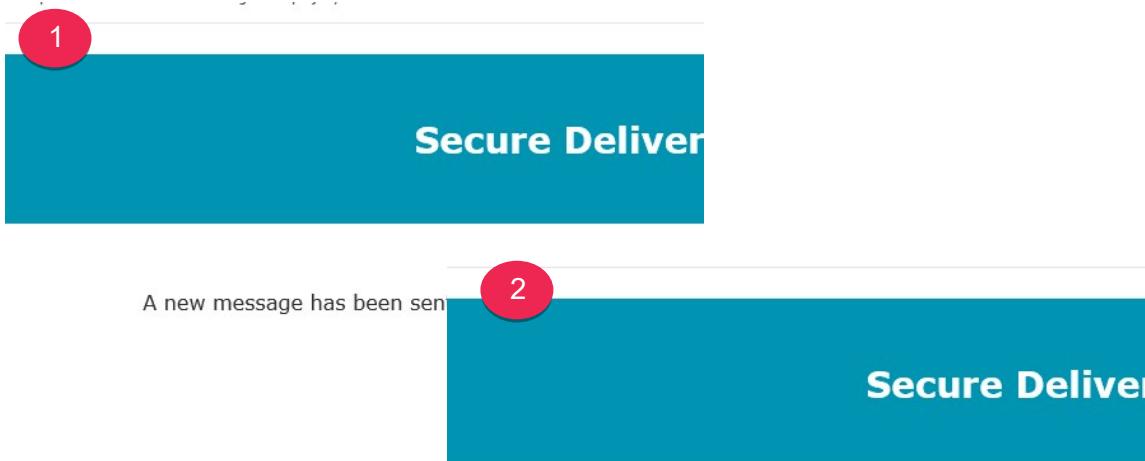
5. Enter the email address of the person you are requesting the file from.
6. Enter the subject of your message.
7. Enter a message to go with your file request.
8. Click **Send** to send the file request.



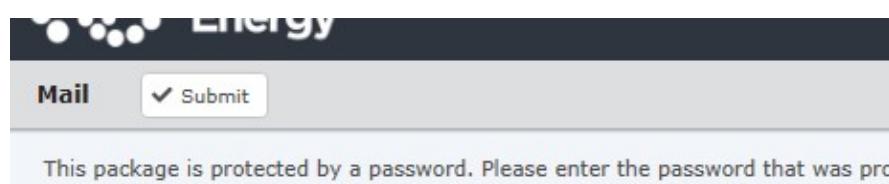
The screenshot shows the 'Mail > Request Files' compose screen. The left sidebar is the same as the dashboard. The main area has a 'Send Request To' field with the email 'krishneel.lal@endeavourenergy.com.au' (with a red circle '6' over it), a 'Subject' field with 'File Request' and 'Drawing 12980' (with a red circle '7' over it), and a 'Message' field with 'Please send drawing 12980'. At the top are 'Send', 'Save', and 'Cancel' buttons. A red circle '8' is over the 'Request Files' menu item in the sidebar.

Recipient Result: The person you requested the file from receives 2 emails:

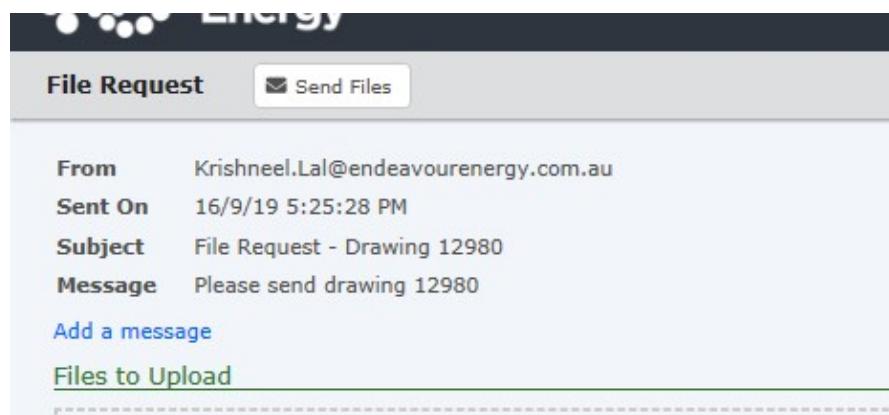
1. Message email.
2. Password email.



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



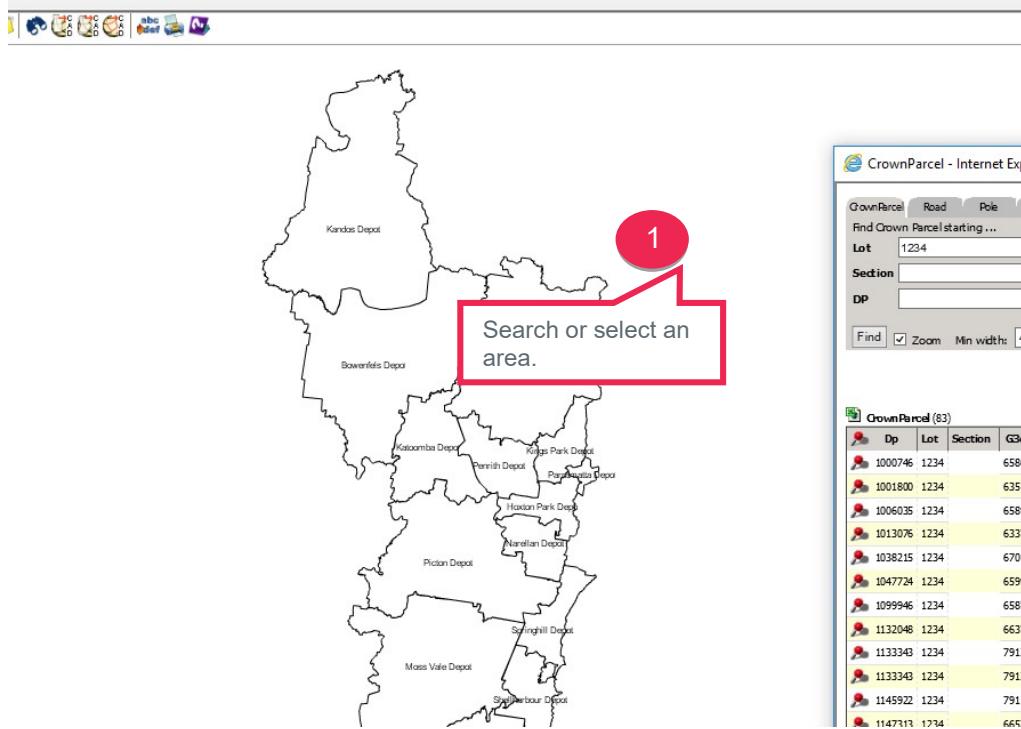
Followed by attaching a file and sending it to you.



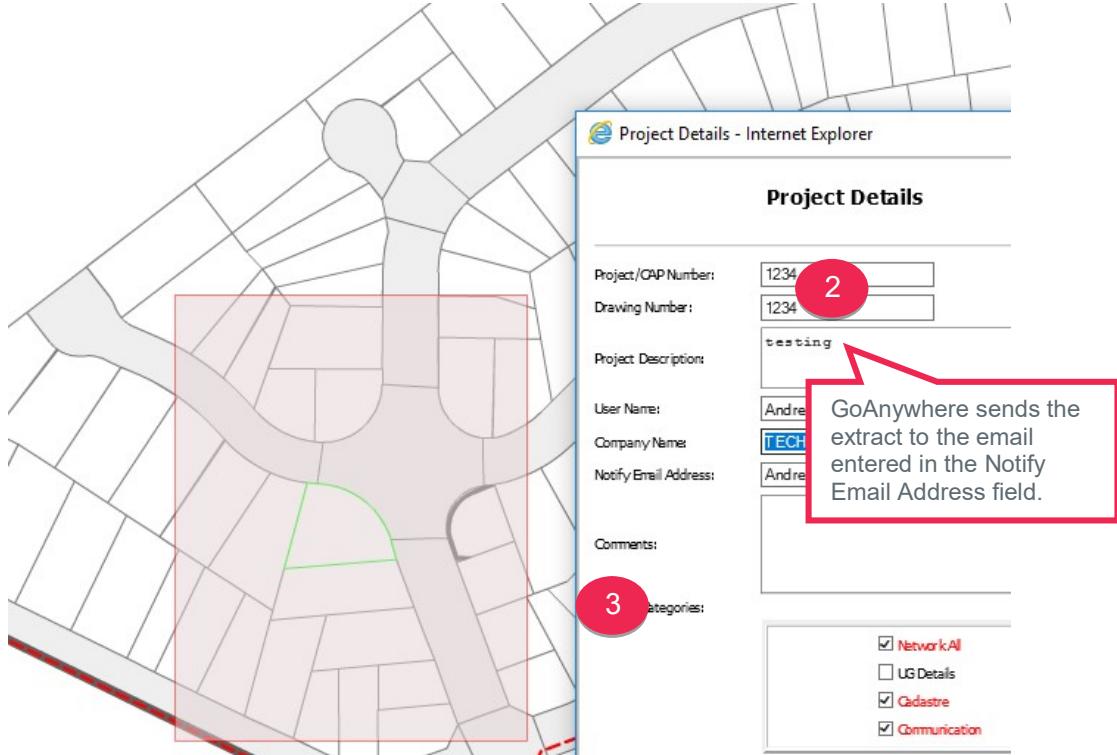
Extract and send GIS Drawing

Use GoAnywhere to extract and send GIS drawings.

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



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**.



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

Message from webpage



Your request has been submitted. The export id is 75686.

4

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 F <No-reply@endeavourenergy.com.au>
GG GIS GoAnywhere@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.com.au

A89632_123489_75089.dwg 2.16 MB

Mail > View Message

[Delete](#) [Reply](#) [Forward](#) [Done](#)

<No-reply@endeavourenergy.com.au>

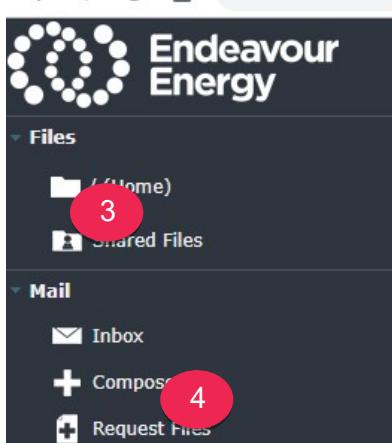
From: GIS_GoAnywhere@Endeavourenergy.com.au
Sent On: 27/8/19 3:41:00 PM
Subject: GIS Extract 75685 is ready for pickup
Message: Your extract has successfully run and package is ready to be picked up. Please click on the below link. Note that attachments (click on the file name to download)

File	Size
A89632_123489_75089.dwg	2.16 MB

Templates

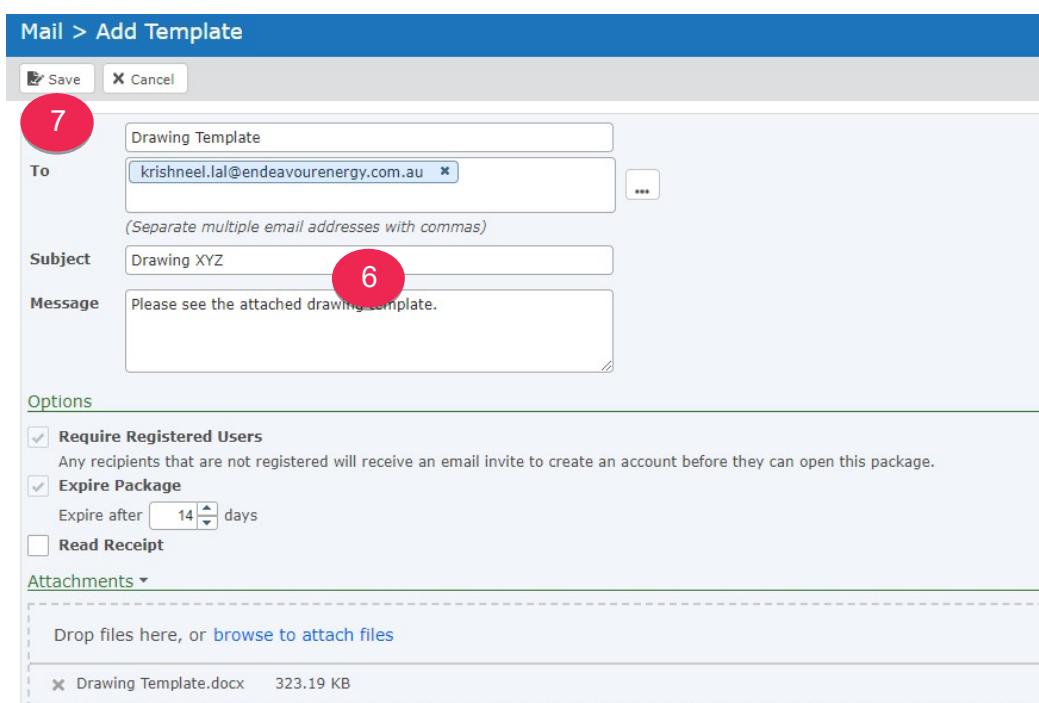
GoAnywhere templates allows you to pre-prepare messages and files which you send out frequently. Follow these steps to create a new template:

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**.



The screenshot shows the Endeavour Energy GoAnywhere web client dashboard. The left sidebar has a 'Files' section with 'Home' and 'Shared Files' (circled with number 3), and a 'Mail' section with 'Inbox', 'Compose' (circled with number 4), and 'Request Files'. The main content area is titled 'Dashboard' and contains sections for 'Files', 'My Profile', and 'Mail'. The 'Mail' section includes a 'Get Help' link.

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.



The screenshot shows the 'Add Template' dialog box. It has fields for 'To' (krishneel.lal@endeavourenergy.com.au), 'Subject' (Drawing XYZ), and 'Message' (Please see the attached drawing template). The 'Save' button is circled with number 7. The 'Message' field is circled with number 6. The 'Attachments' section shows a file named 'Drawing Template.docx' (323.19 KB).

Result: The template file is saved in the folder.

The screenshot shows the 'Mail > Templates' interface. At the top, a blue header bar displays 'Mail > Templates'. Below it is a grey toolbar with a button labeled '+ Add Template'. A light blue success message box is prominently displayed, containing the text 'Template saved successfully' with an information icon. The main list area shows a single item: 'Drawing Template' with a checkmark icon and a gear icon. The list is sorted by 'Name'.

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.

The screenshot shows the 'Mail > Templates' interface. The 'Drawing Template' entry is selected, indicated by a checkmark icon. A context menu is open over this entry, with the 'Use' option highlighted. The menu also includes 'Edit' and 'Delete' options. The interface includes a toolbar with '+ Add Template' and a list of items with sorting and pagination controls.

4. Update the relevant portions of the template form.
5. Click **Send**.

The screenshot shows the 'Mail > Compose' interface. The 'From' field is set to 'Krishneel.Lal@endeavourenergy.com.au'. The 'To' field contains 'krishneel.lal@endeavourenergy.com.au' with a red circle labeled '4' indicating a placeholder for multiple addresses. The 'Subject' field is set to 'Drawing XYZ'. The 'Message' field contains the text 'Please see the attached drawing template.' A red circle labeled '5' is on the 'Send' button. The toolbar at the top includes 'Send', 'Save', and 'Cancel' buttons.

Shared Files

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

1.1 Sharing files with external users

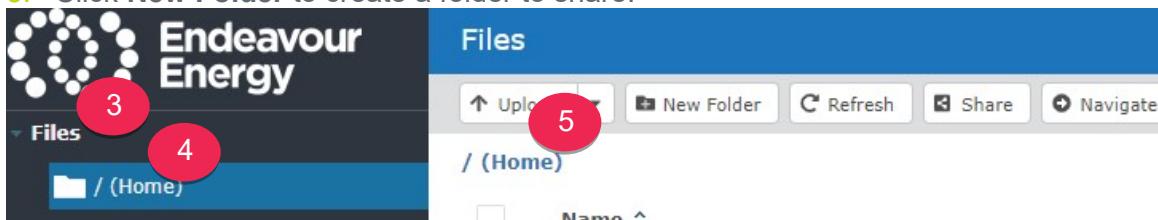
1.2 Sharing files with CWTech

1.1 Sharing files to external users

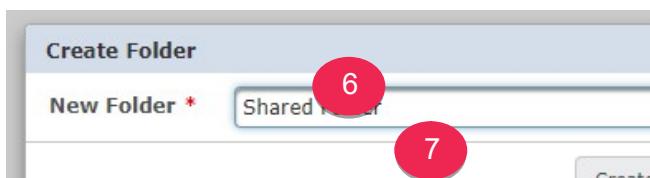
GoAnywhere's shared folder feature stores files in folders which you can share with users. This allows you and other nominated users to access files that are shared at any time. Note there is a limit of 1GB.

To setup a shared folder:

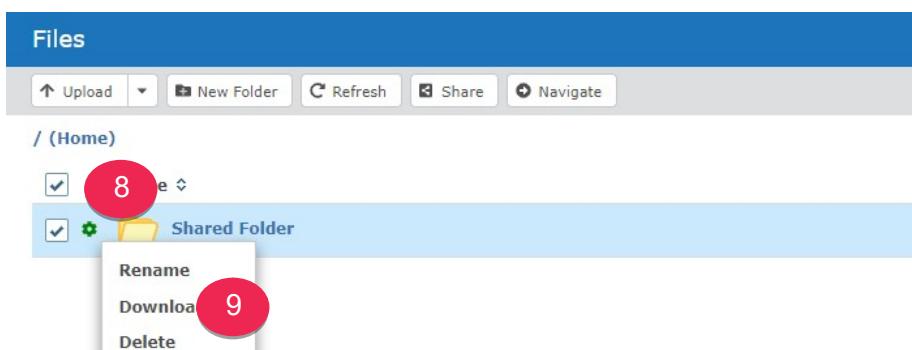
1. Go to <https://mft.endeavourenergy.com.au> using an internet browser.
2. Login using your username and password. Refer to [Login Details](#).
3. Click **Files**.
4. Click **Home**.
5. Click **New Folder** to create a folder to share.



6. Enter a name for the **New Folder**.
7. Click **Create**.



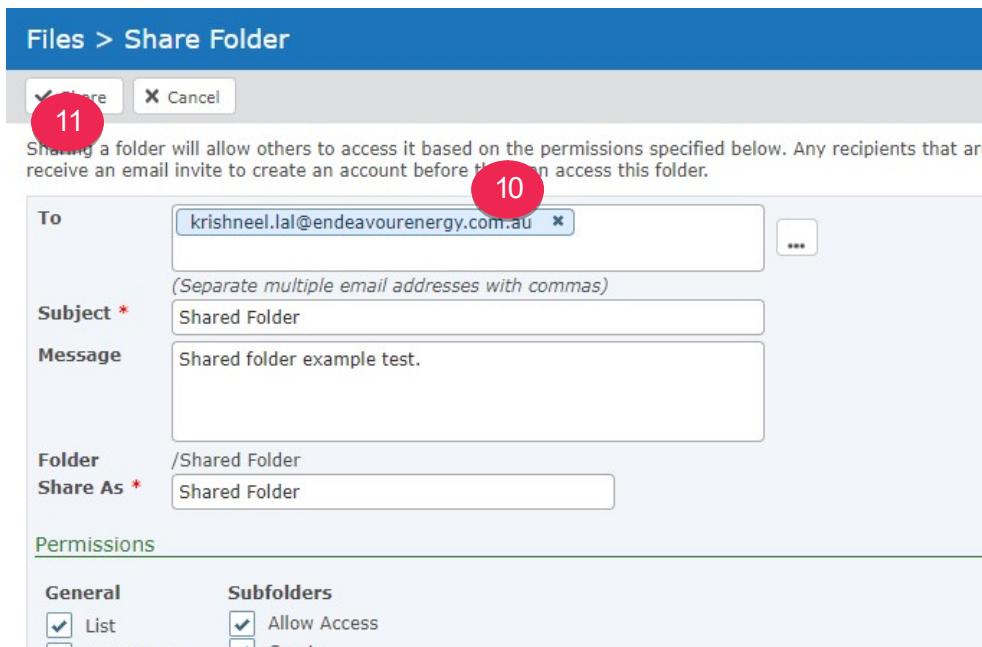
8. Click the **Settings** cog next to the newly created folder.
9. Click **Share With...**



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**.



Files > Share Folder

Share Cancel

Sharing a folder will allow others to access it based on the permissions specified below. Any recipients that are receive an email invite to create an account before they can access this folder.

To: krishneel.lal@endeavourenergy.com.au

Subject *: Shared Folder

Message: Shared folder example test.

Folder: /Shared Folder

Share As *: Shared Folder

Permissions

General	Subfolders
<input checked="" type="checkbox"/> List	<input checked="" type="checkbox"/> Allow Access
<input type="checkbox"/> Download	<input checked="" type="checkbox"/> Create

Result: A success message displays indicating the folder is shared.

Files

Upload New Folder Refresh Share Navigate

i Folder '/Shared Folder' was successfully shared with '1' recipient

/ (Home)

<input type="checkbox"/>	Name	Date Mo
	The blue and green people icon indicates that this is a shared folder.	

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:

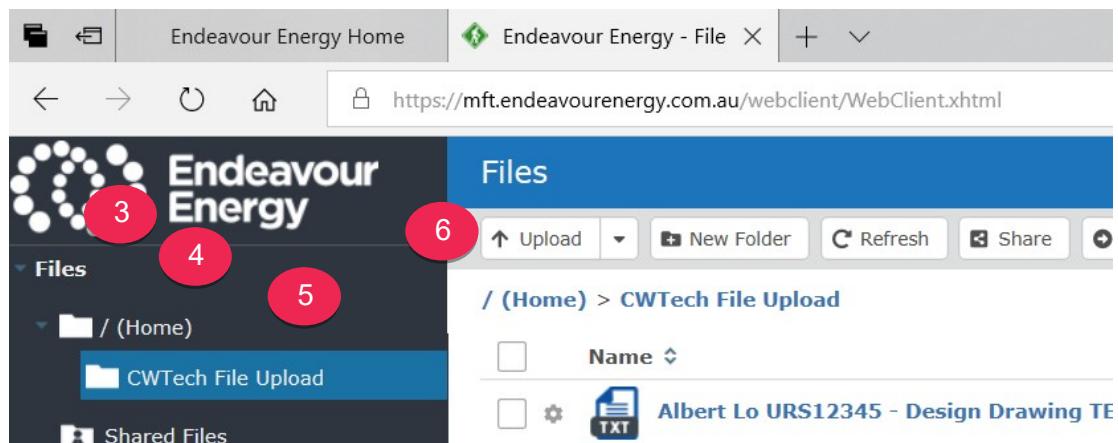
1. Rename the file you are uploading to include the CWE name. For example: UR5000 Design – Raj Kumar.zip

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.