



GoAnywhere V1.2 ASPs User Guide

Prepared by Endeavour Energy

March 2020

Document Control

Version	Date	Released comments
1.0	Dec 2019	Initial release
1.1	Dec 2019	Updated version providing further clarity for uploading files
1.2	Mar 2020	Updated version highlighting the inability to send emails to our shared mailboxes

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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.

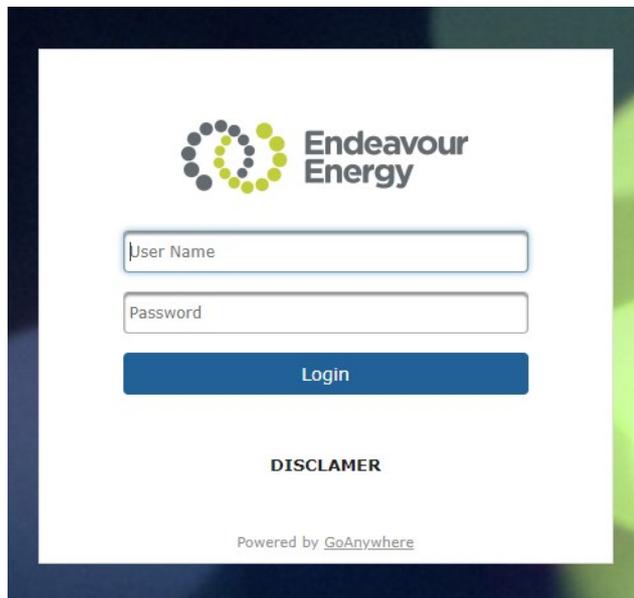
How to access GoAnywhere

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

<https://mft.endeavoureenergy.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

The screenshot shows the Endeavour Energy Dashboard. At the top left is the Endeavour Energy logo. The main header is a blue bar with the word "Dashboard" in white. Below the header, a blue bar contains the text: "The Web Client provides you with the ability to perform ad-hoc file transfers and file sharing through your internet browser." The dashboard is divided into several sections: "Files", "Mail", "My Profile", and "Get Help".

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.

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

Powered by [GoAnywhere](#)

Sharing files with CWE through CWTech

The **method** of sending large files to the CW Tech mailbox is via the Upload process. Each file or group of files must contain the CWEs name in the filename to ensure it is accessible by the preferred CWE. For issuing messages to our CWEs via the Upload process, please include a notepad message.

Before you upload a file:

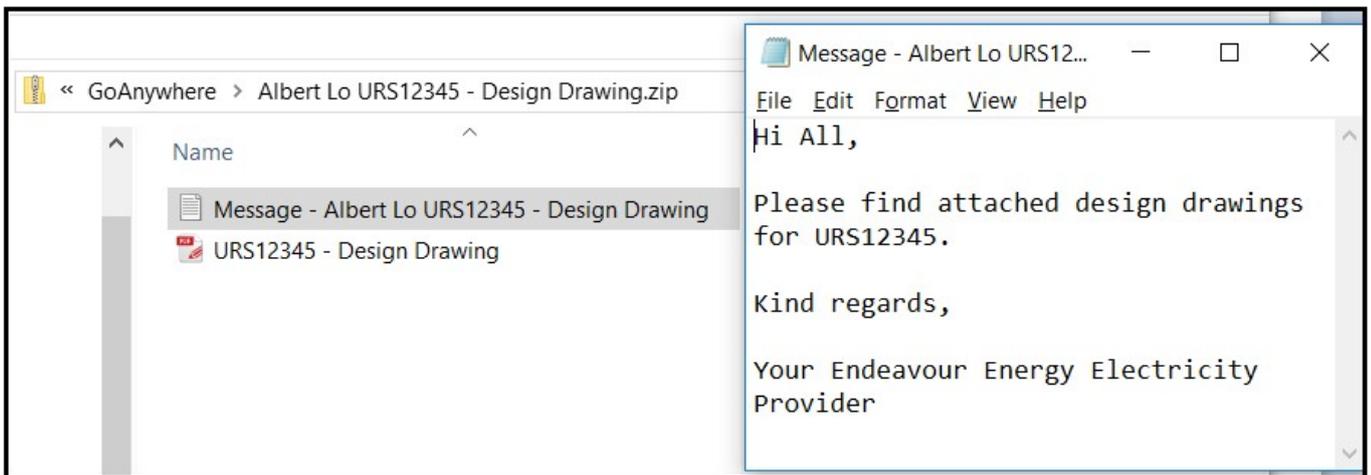
1. Rename the file you are uploading to include the CWE name. For example: Albert Lo URS12345 - Design Drawing.zip

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

 Albert Lo URS12345 - Design Drawing.zip

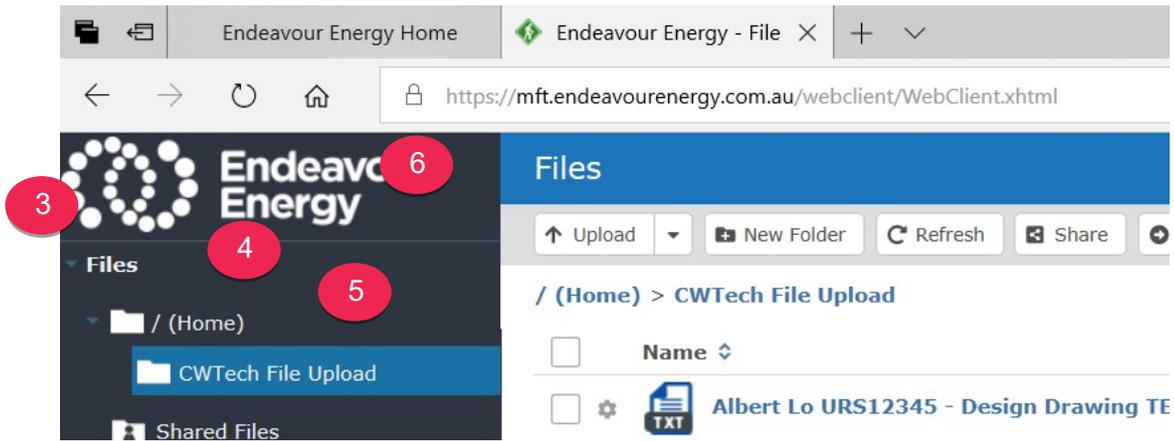
Notes:

- If you need to inform us of any additional information similarly to composing an email, please include a notepad message in the zipped file.



1.1 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 preferred file and click **Open**.

Result: The file will be moved to private folder accessible by CWE's only and an email will be sent to the CW Tech Mailbox. An email will also be issued to the sender to notify them the file has been successfully uploaded.

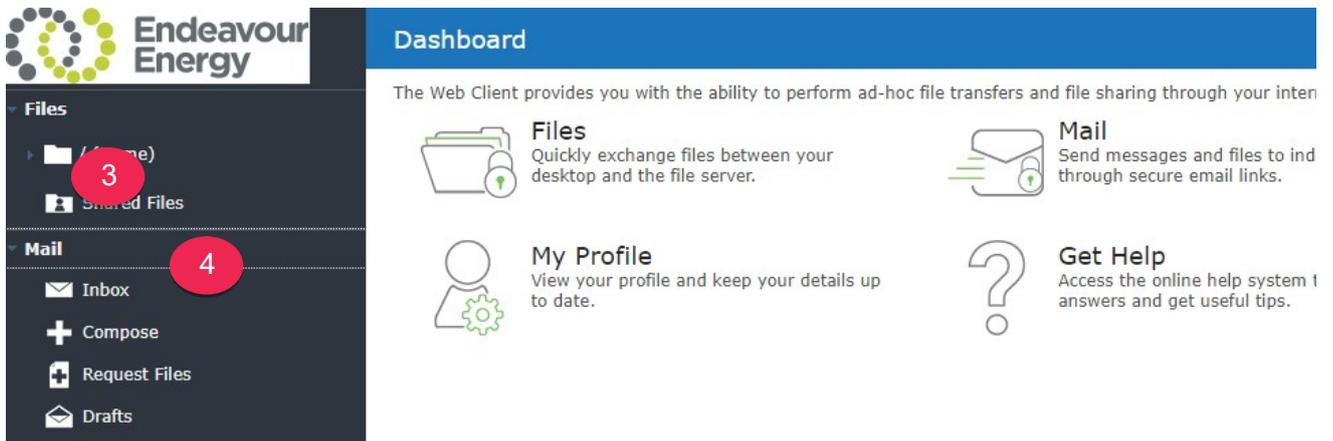
Sending Emails

Use GoAnywhere to securely send files to individual mailboxes at Endeavour Energy. For file sharing with CW Tech mailbox, please refer to **1.1 Sharing files with CWE through CW Tech**.

Note: The system will not allow users to send emails to any of our shared mailboxes including cwtech@endeavourenergy.com.au. It is highly recommended ASP L3 send a separate email from their own email system to the CWE via cwtech@endeavourenergy.com.au or use the 'notepad message' inclusion function.

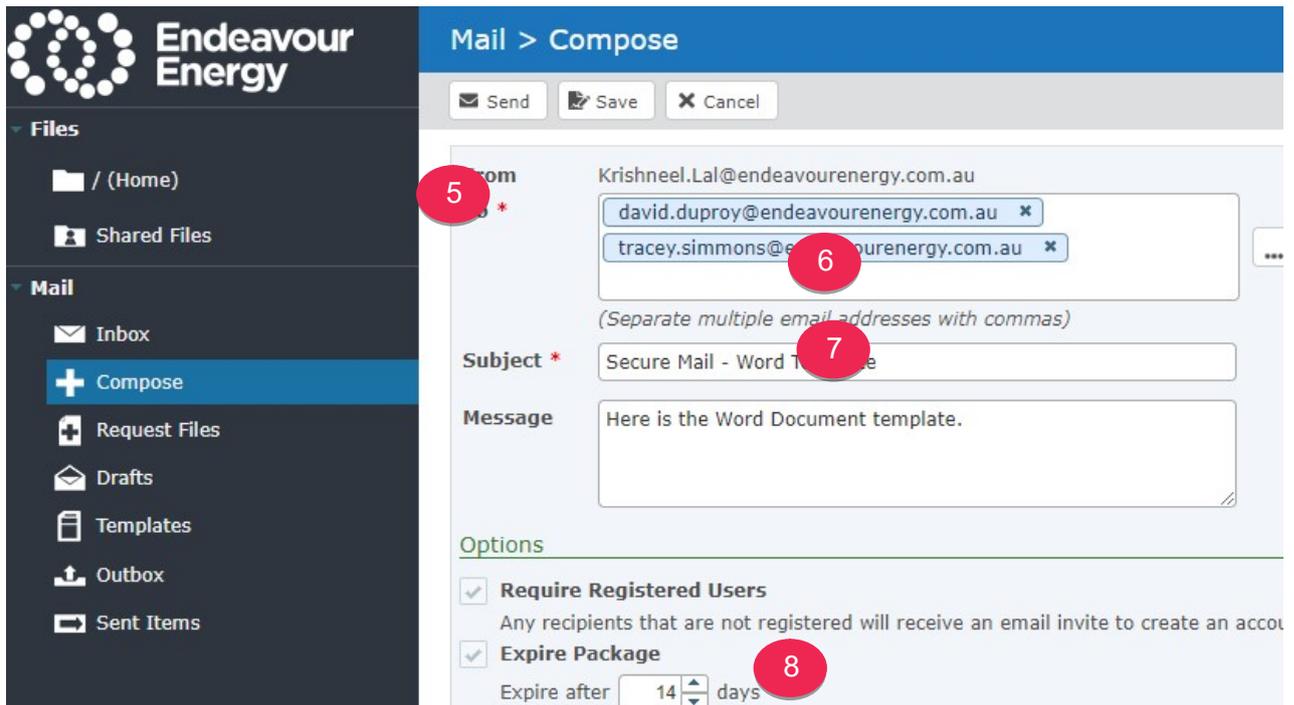
Follow these steps to send files:

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.

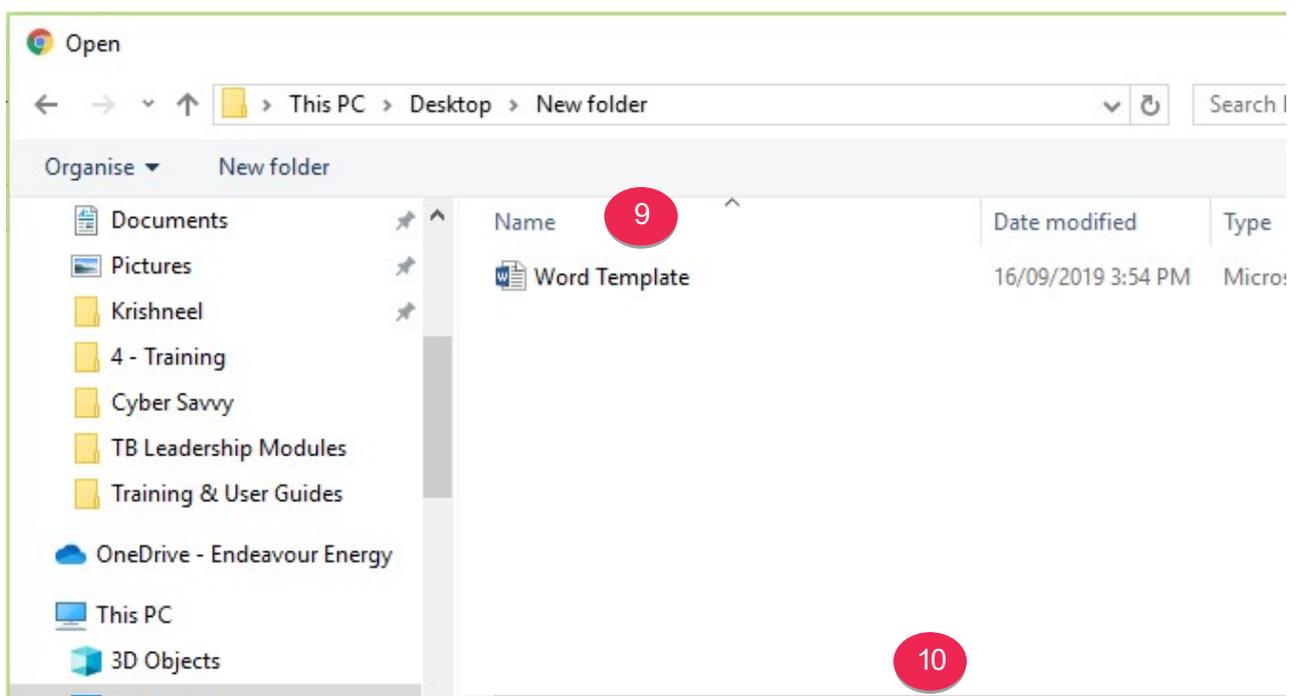


Notes:

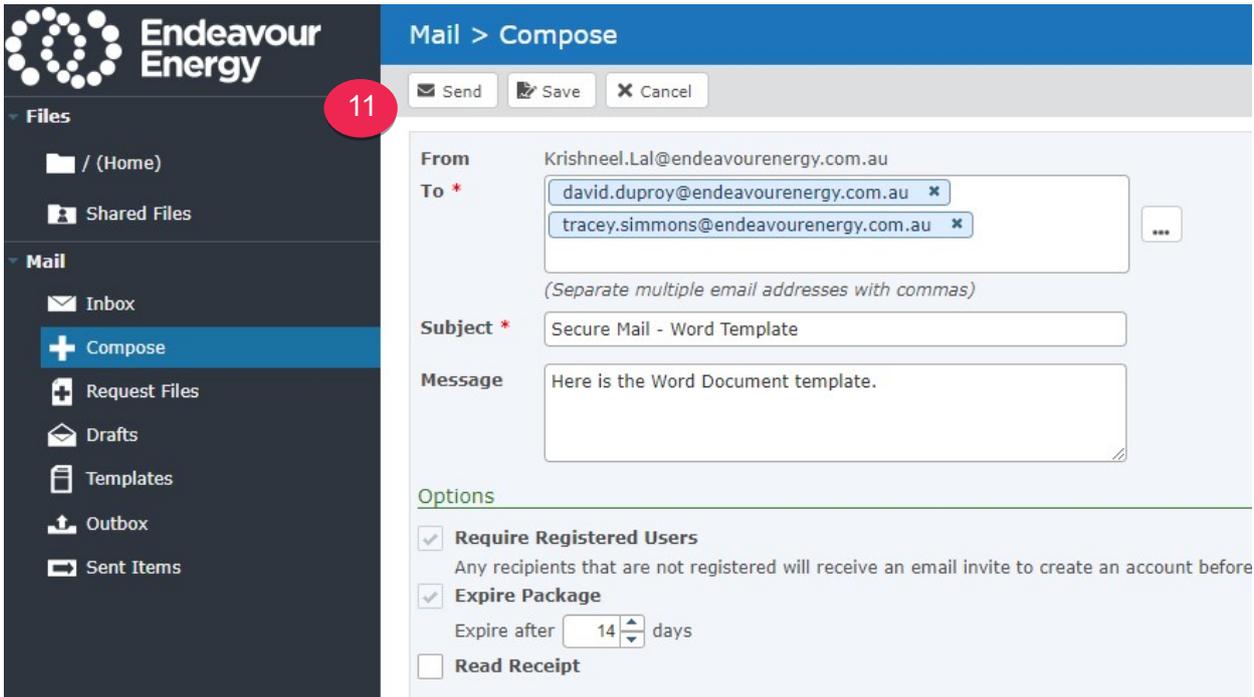
- The Expire after 14 days destroys the file after 14 days. This option can only be decreased.
- The **Read Receipt** option sends you an email when each recipient opens the message.

9. Select the file to upload.

10. Click **Open**.

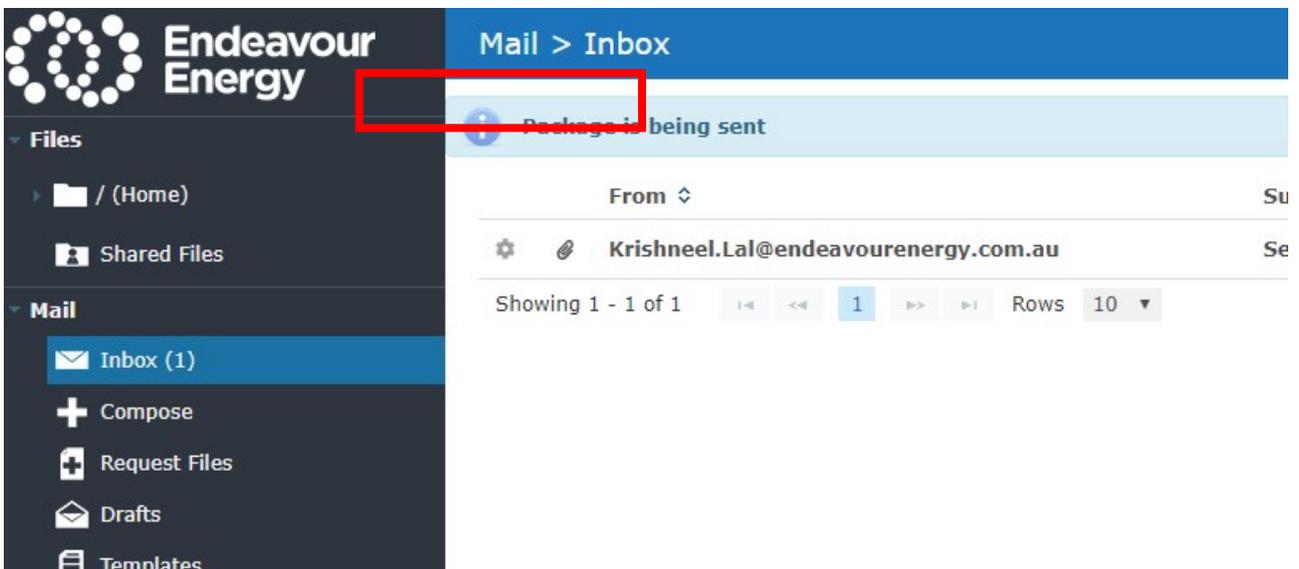


11. Click **Send**.



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.



Recipient Result: The recipient receives an email with a link to download the file.

Your files are ready for pickup

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

Word Template.docx 11.25 KB

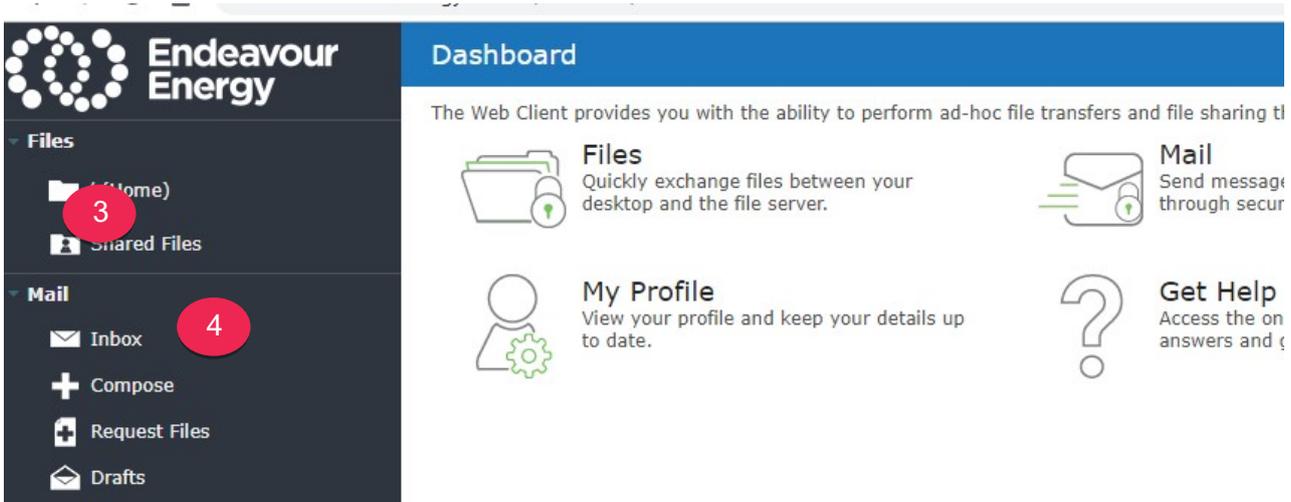
[Download Files](#)

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

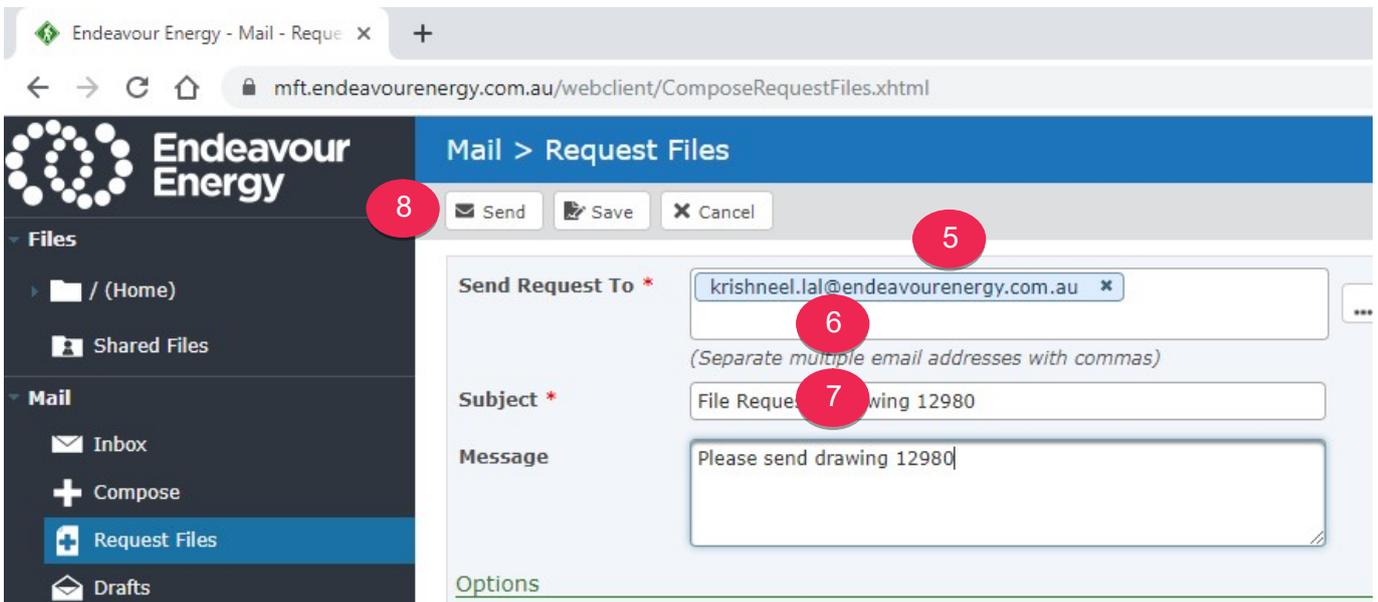
Requesting Files

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**.

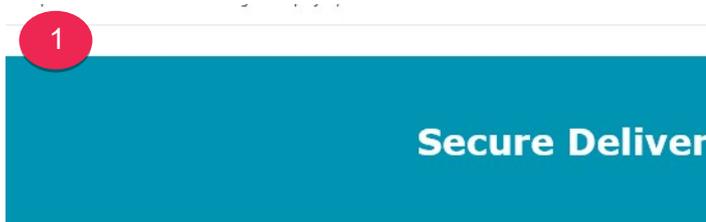


5. Enter the email address of the person you are requesting the file from.
6. Enter the subject of your message.
7. Enter a message to go with your file request.
8. Click **Send** to send the file request.



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

1. Message email.
2. Password email.

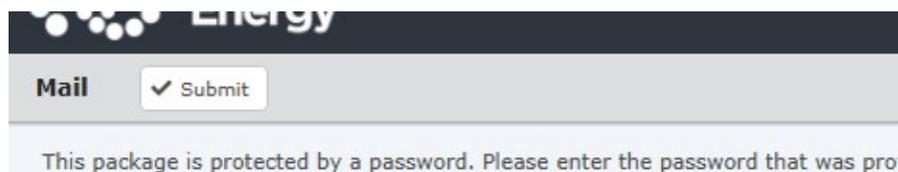


A new message has been sent

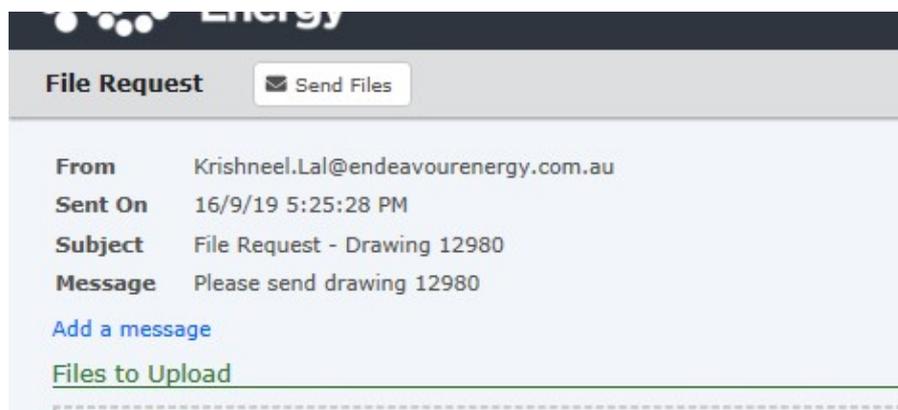


The password for a secure message has been

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



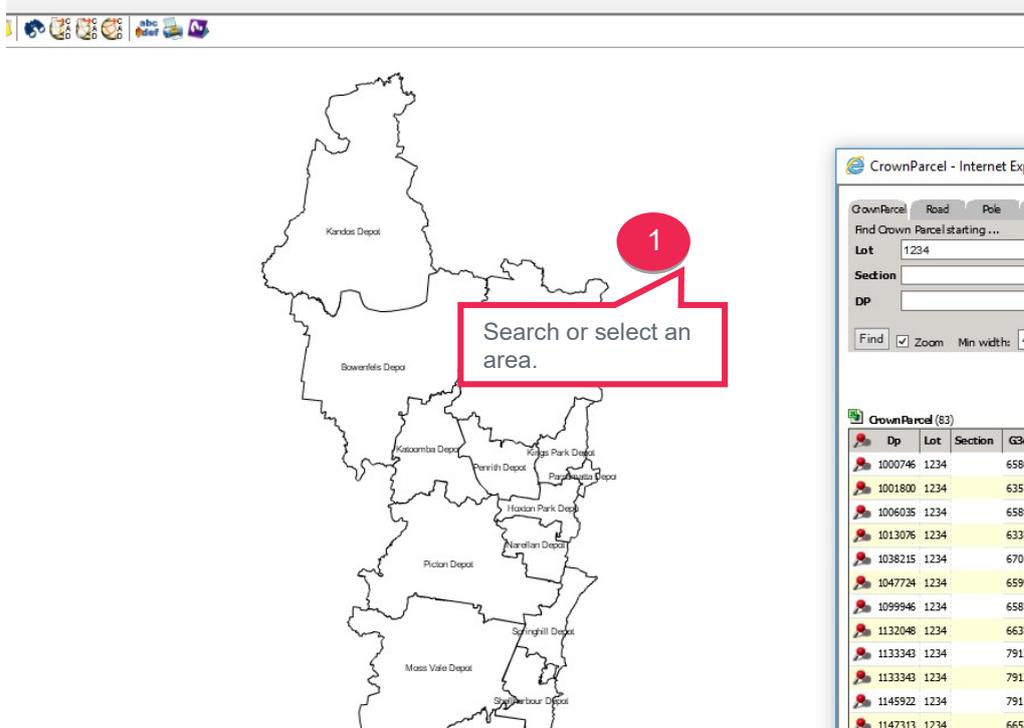
Followed by attaching a file and sending it to you.



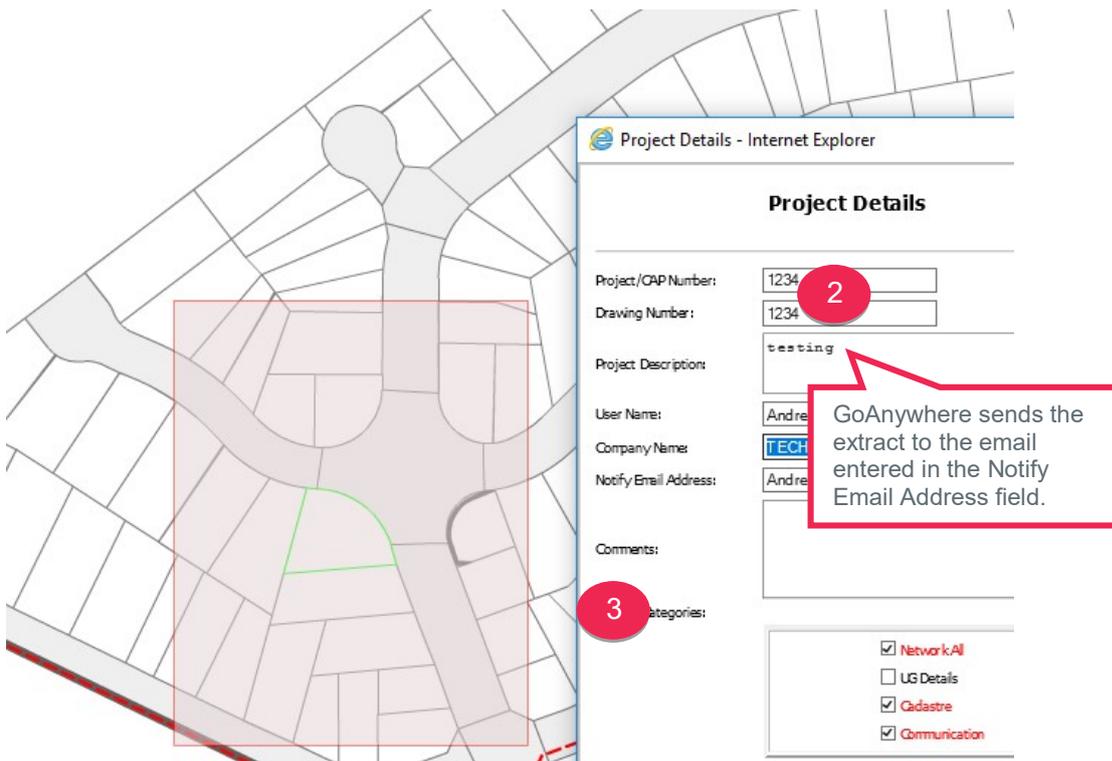
Extract and send GIS Drawing

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**.



- 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>
GIS GoAnyW...
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

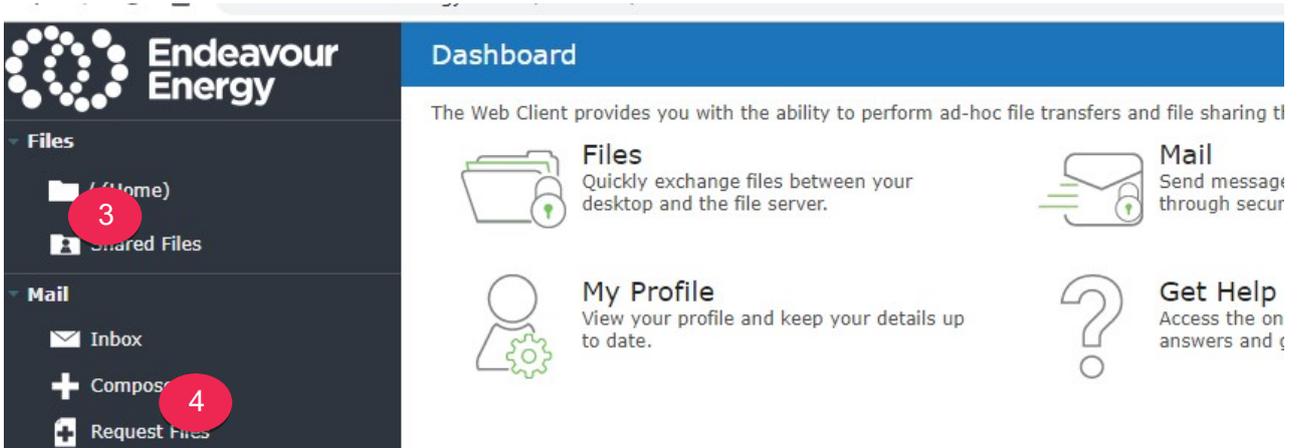
Attachments [\(click on the file name to download\)](#)

File	Size
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Templates

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

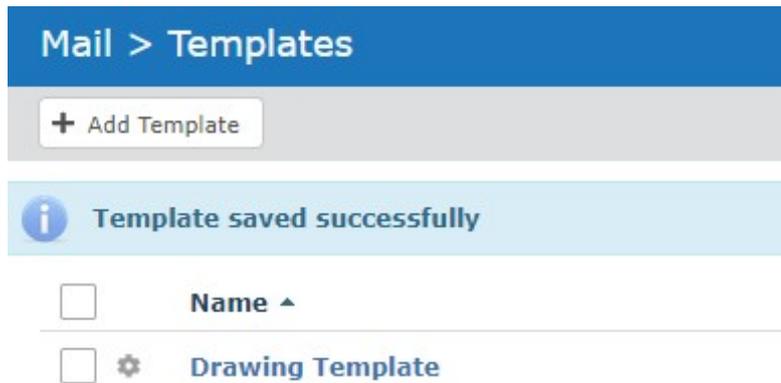
1. Go to <https://mft.endeavourenergy.com.au> using an internet browser.
2. Login using your username and password. Refer to [Login Details](#).
3. Click **Mail** from the navigation menu.
4. Click **Templates**.



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.

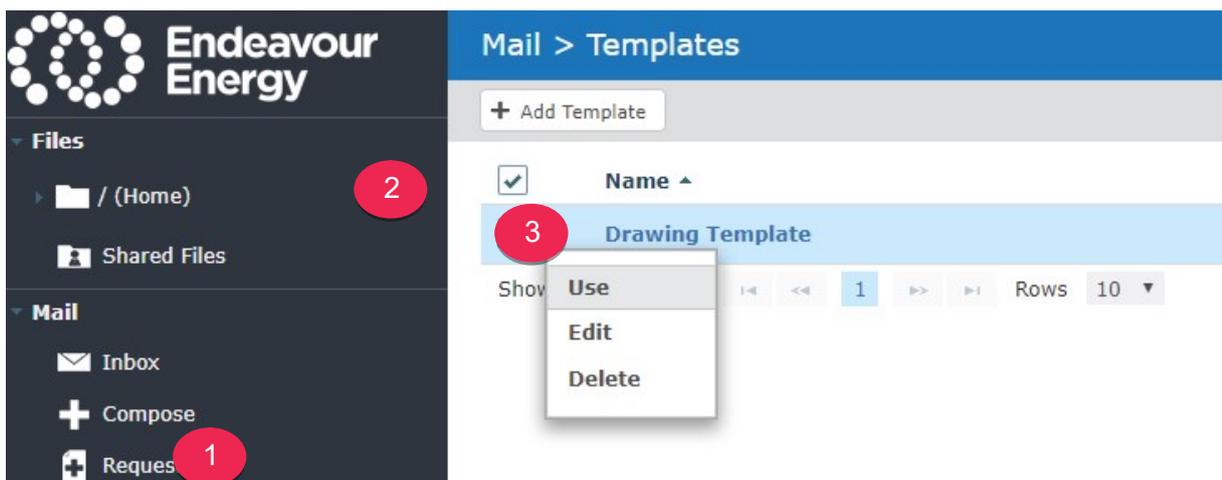
The screenshot shows the 'Mail > Add Template' form. At the top, there are 'Save' and 'Cancel' buttons. Below this is a red circle with the number '7' next to the 'Save' button. The form has several fields: 'To' (krishneel.lal@endeavourenergy.com.au), 'Subject' (Drawing XYZ), and 'Message' (Please see the attached drawing template.). A red circle with the number '6' is placed over the 'Subject' field. Below the message field is an 'Options' section with checkboxes for 'Require Registered Users', 'Expire Package' (set to 14 days), and 'Read Receipt'. At the bottom is an 'Attachments' section with a dashed border and the text 'Drop files here, or browse to attach files'. Below this, there is a file attachment: 'Drawing Template.docx' (323.19 KB).

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**.

