

# TUVbox – Information on Data Exchange for TUV Users

## Content

The mail system of TÜV Rheinland transmits mail attachments up to a size of 20 MB. If larger files are to be transferred, the **TUVbox** system can be used.

This document describes the use from an internal point of view. Please do not pass them on externally. If your communication partner needs instructions, you can use TÜVbox notes for external users.

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## 1 Introduction

If you want to exchange larger files with business partners, you should use the TUVbox product. To use public systems such as Dropbox etc. are not permitted due to data security! If customers use their own systems that correspond to TUVbox, you can also use them if requested by the customer. In this case, the customer takes the accountability for data security.

To work with TUVbox, you have to log in - it's easy with a single mouse click via SSO (= single sign-on) with your Windows access at TÜV Rheinland.

Then you create a folder for data exchange and share it with your customer. If the customer (e-mail address) is not yet known to the system, an invitation will automatically be created and sent. It explains to the customer how he has to register with TUVbox. The customer can then download files from the shared folder or upload files himself.

In principle, the folder is comparable to a directory on a file server. With the "Share" function you assign access rights to this directory.

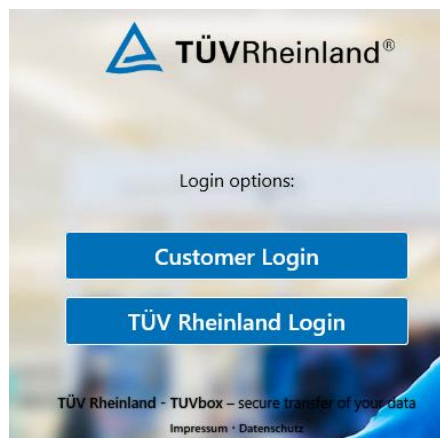
## 2 Log in

1. Enter the following address in your browser.

<https://TUVbox.tuv.com>

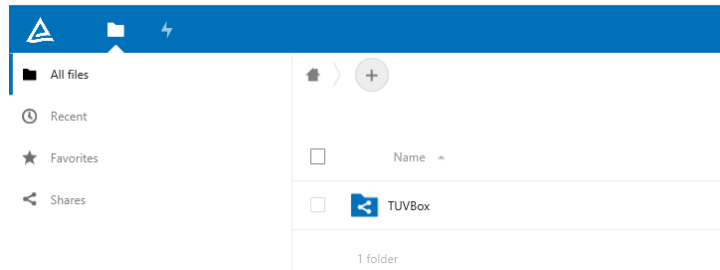
**Tip:** Create a bookmark for this address.

2. To log in, click the button *TÜV Rheinland Login*.



### 3 Create Folders

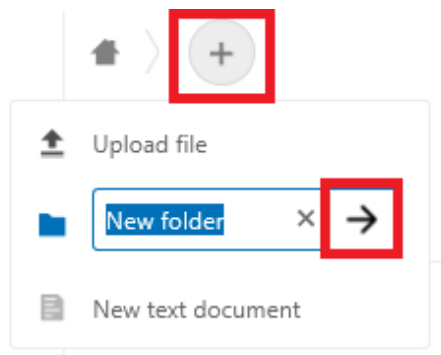
After you logged in, the main directory with the *Files* area will be displayed.



1. To create a new folder, click on the plus icon.

As a name, you should type here for example the name of your customer or the project.

2. To complete the process, click on the arrow button or press the Enter key.



After creating the folder, you have two options:

- If you want to receive files from your partner, share now the empty folder (see chapter 4, *Share Folders*).
- If you want to share files, upload them now (see Chapter 5, *Provide Files*).

### 4 Share Folders

If your customer wants to send you files, you should share them immediately after creating the folder.

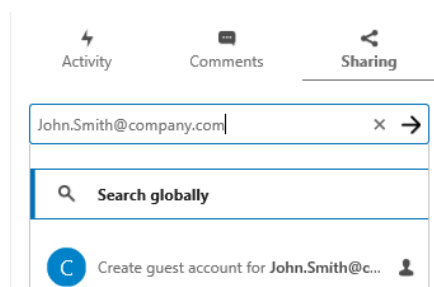
1. Click on the splitting icon to the right of the folder name.



2. In the next dialog box, enter the e-mail address of the customer in the *Name...* line in the “share” area on the right.
3. Click on the arrow icon or press the Enter key.



If the external customer is not yet known to the system, the *Create Guest Account for* option appears automatically.



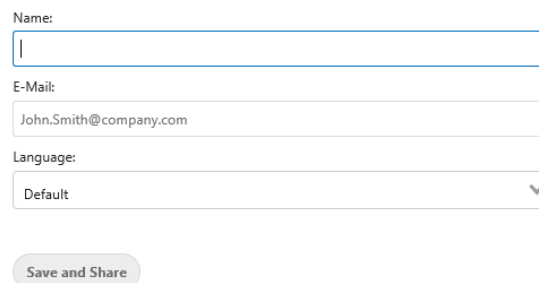
4. To generate an invitation, click on this option.

The dialog box *Create guest account for* appears.

5. Enter the customer's first and last name in the *Name:* field.

E-mail address and language (*Default*) are preset. *Default* means that the displayed language is used for the invitation e-mail. You may choose any other language if desired.

#### Create guest account for



6. To complete the action, click on the button *Save and Share*.

Your external partner will then receive an e-mail with the following content (the shared folder here is called "new"):

Hey there,

John Smith ( [John.Smith@tuv.com](mailto:John.Smith@tuv.com) ) just shared »new« with you.

You can access the shared file by activating your guest account.

After your account is activated you can view the share by logging in with [Your Email address](#).

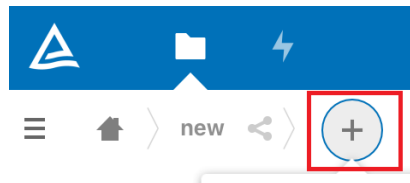
Activate account

View share

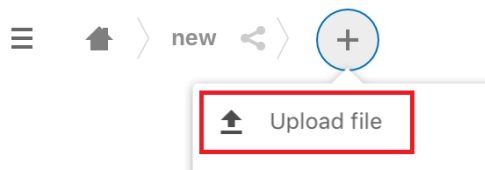
## 5 Provide Files

If you want to provide your external partner with files, please upload them to a folder in TUVbox.

1. Select the desired folder.
2. Click on the plus icon.



3. Select the Upload file option.



4. Select the file(s) desired.
5. To confirm, click on the button *Open*.

After uploading all the files, the house icon  will bring you back to the main directory.

**Please note:** If the folder was not shared before, this should be done after uploading the files (see Chapter 4, *Share Folders*). If you forget this, your partner will see all shared files in the main directory. This way, it may be difficult for your partner to keep an overview.

With shared folders, your partner will automatically receive an e-mail with the information that there are news in the folder and a corresponding link. In this way, you do not have to share files explicitly.

To see the updates, your partner just needs to click on the link and log in to TUVbox.

## 6 Edit Permissions

You can edit permissions to access your folders for each user separately, if required. You can also add and remove users in this way.

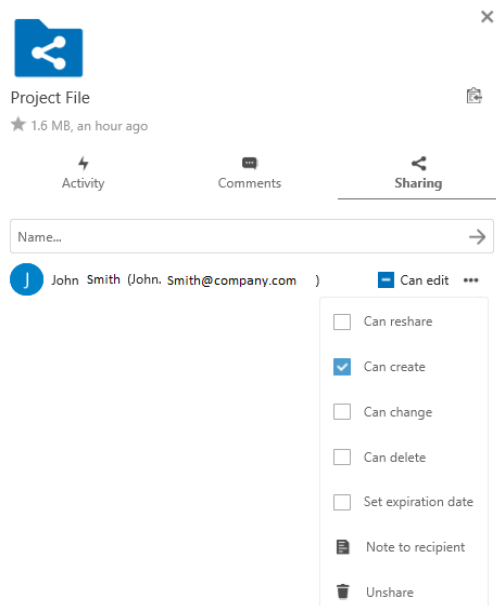
1. Open or select the relevant folder
2. Click on the split icon on the right.



A dialog box opens with the name of the authorized person.

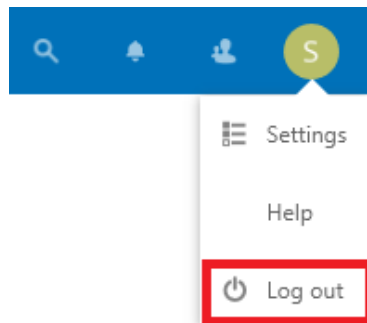
3. To display the assigned authorizations, click near the *Can edit* function on the three points.

Default is here: *Can create*.



## 7 Log Out

To log out, please click on your profile picture or its placeholder in the upper right corner.



## 8 Automatic Reset of Your Account

If you have not worked with TUVbox for some time, all folders, files and partitions you have created will be removed automatically. You will be informed in advance by two e-mails, so you can extend the period by simply logging in. This also applies to your external partner.

If you have any questions, please contact your IT Service Desk:

