

MOVEit – User instructions

The “MOVEit“ data transfer software has two basic functions that will be described in these user instructions:

- ➔ Transferring data using an upload or download link for temporary data exchange
- ➔ Transferring data by folder for continuous data exchange

1. Unregistered users / Uploading & downloading

- 1.1 Logging on – Upload & download link
- 1.2 Receiving a package via a download link
- 1.3 Receiving an upload link

2. Registered users

- 2.1 Logging on – Registered users
- 2.2 Sending a package via a download link
- 2.3 Requesting files via an upload link
- 2.4 Data exchange by folder



Any questions?

If you need help, please contact our Technical Support at it-services@bertelsmann.de or Thomas.Schmidt@bertelsmann.de

The latest version of these user instructions can be downloaded from <https://www.mohnmedia.de/en/information/data-delivery>

1. Unregistered users / Uploading & downloading

1.1 MOVEit – Logging on – Upload & download link

Browser recommendation

We recommend using Chrome as the browser for MOVEit.

Logging on

To exchange files with MOVEit, you must first log on.

When you receive an upload or download link from MOVEit, click on the link in this email. Log in with your email address and the password sent in the second MOVEit email.

Username
Username

Password
Password

[Forgot Password?](#)

Security Notice
You are about to access a secured resource.
mohnmedia-transfer.bpgithub.de reserves the right to monitor and/or limit access to this

Sign On

Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文

The lower pane of the logon window also gives you the option of changing the language settings.

→ Continue with:

- 1.2 Receiving a package via a download link
- 1.3 Receiving an upload link

1. Unregistered users / Uploading & downloading

1.2 MOVEit – Receiving a package via a download link

Logging on

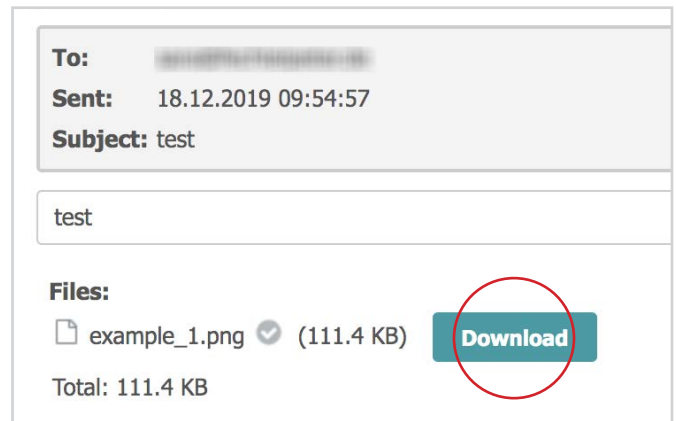
For how to log on, please refer to

[1.1 Logging on – Upload & download link](#)

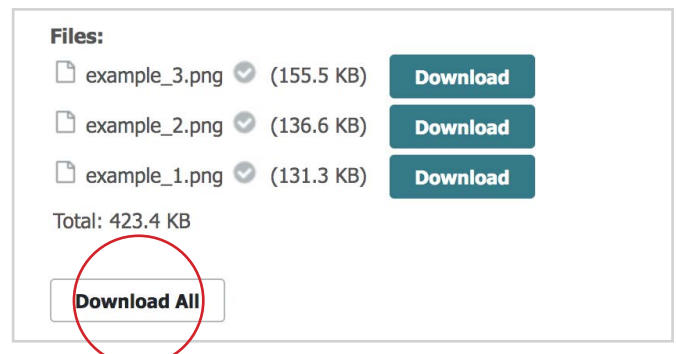
Downloading files

The available files are displayed in the download window.

Click on the “Download“ button. A download will then proceed according to your browser settings (e.g. into the selected download folder, query per download, ...).

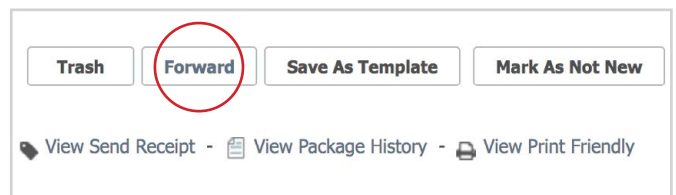


If you want to download multiple files at the same time, click on „Download All“ at the bottom of the window.

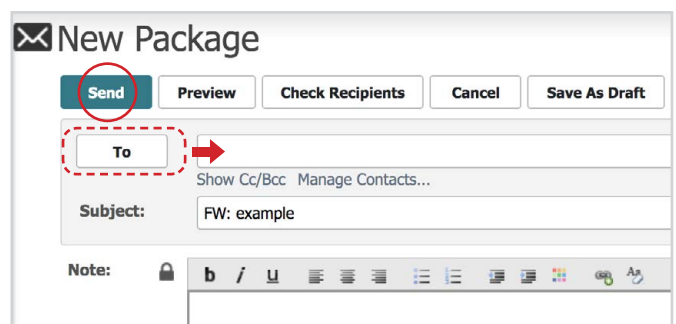


Forwarding a link*

To forward a link, click on the “Forward“ button.



In the window that then opens, enter the email address of the recipient and click on “Send“.



* This function is available only for registered users. Unregistered users have to forward both emails received from MOVEit (Link & Password).

1. Unregistered users / Uploading & downloading

1.3 MOVEit – Receiving an upload link

Logging on

For how to log on, please refer to

[1.1 Logging on – Upload & download link](#)

Uploading files

To upload your files, click on the “Reply” button.



Only files can be sent with MOVEit.

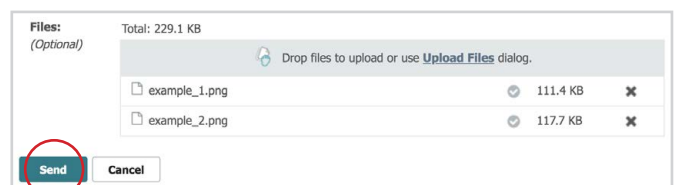
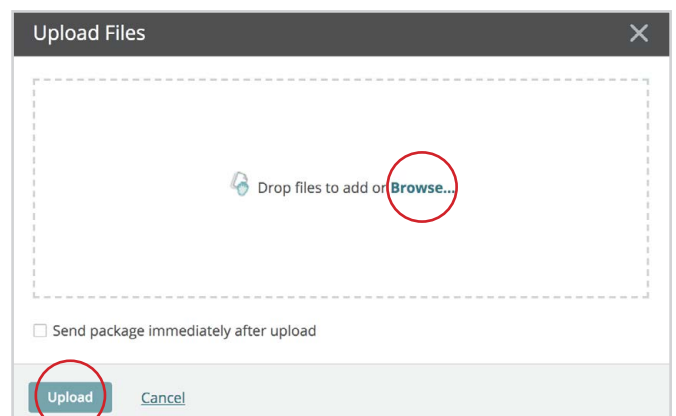
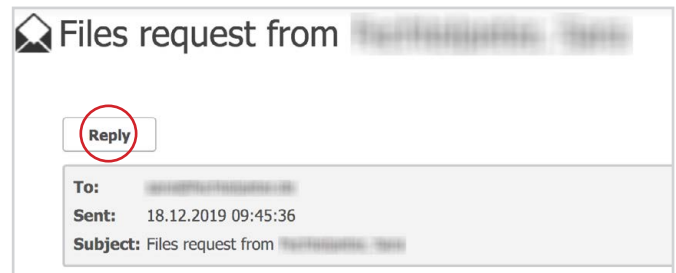
ZIP files must be created for:

- folder structures
- large numbers of individual files

You can upload files by:

- dragging & dropping them into the area provided or
- clicking on “Browse” in the “Upload files” dialog window. Select your files and add them by “Open”. Then click on the “Upload” button.

To finally send your files, click on the “Send” button on the bottom left.



2. Registered users

2.1 MOVEit – Logging on – Registered users

Browser recommendation

We recommend using Chrome as the browser for MOVEit.

The screenshot shows a login form with the following elements:

- Username** and **Password** input fields, both circled in red.
- A **Forgot Password?** link below the password field.
- A **Security Notice** section with the text: "You are about to access a secured resource. mohnmedia-transfer.bpgithub.de reserves the right to monitor and/or limit access to this".
- An orange **Sign On** button.
- A language selection bar at the bottom with the text: "Français - Deutsch - Español - 日本語 - 简体中文 - 繁體中文". A red arrow points to this bar.

The lower pane of the logon window also gives you the option of changing the language settings.

Logging on – Receiving upload & download links

When you receive an upload or download link from MOVEit, click on the link in this email.

Use the logon details you received when you first logged on. Users within Mohn Media enter their RACF user as their user name.

→ Continue with:

- 1.2 Receiving a package via a download link ("Downloading files")
- 1.3 Receiving an upload link ("Uploading files")

Logging on – Data exchange by folder and sending upload & download links

To transfer files with MOVEit and enable access to your folder, you must first log on. The home page can be reached using the following link:

<https://mohnmedia-transfer.bpgithub.de>

Use the logon details you received when you first logged on. Users within Mohn Media use their RACF user as their user name.

→ Continue with:

- 2.2 Sending a package via a download link
- 2.3 Requesting files via an upload link
- 2.4 Data exchange by folder

2. Registered users

2.2 MOVEit – Sending a package via a download link


Mandatory fields

To send a package via a download link, click on the “Send Package” button.

To send a package, you must complete the following mandatory fields:

- Recipient’s email address
- Subject line
- Message field

Uploading files

 Only files can be sent with MOVEit.

ZIP files must be created for:

- folder structures
- large numbers of individual files

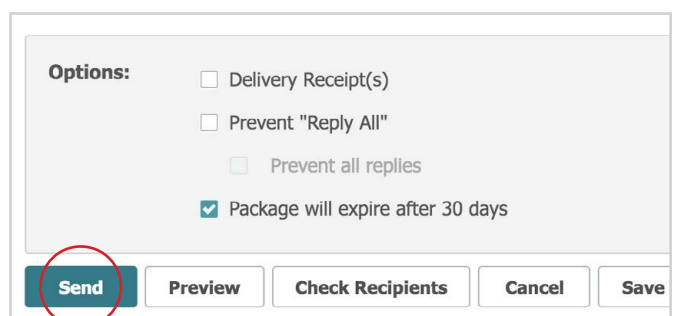
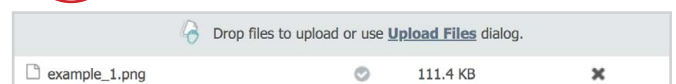
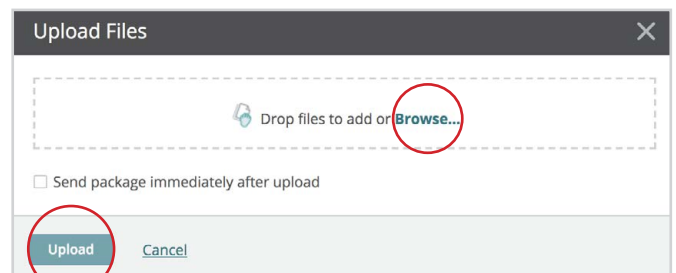
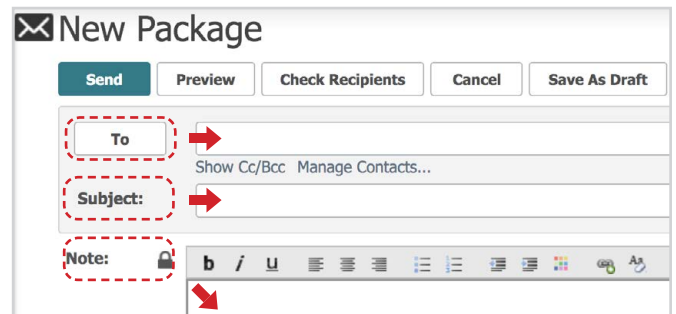
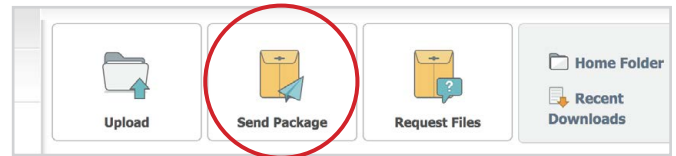
You can upload files by:

- dragging & dropping them into the area provided
- or
- clicking on “Browse“ in the “Upload files“ dialog window. Select your files and add them by “Open“. Then click on the “Download“ button. The file you have uploaded will now be displayed.

Options

Before sending a package, you can select a number of options. ➔

Send your package by clicking on the “Send“ button on the bottom left. The recipient will be notified by email. It will contain a link for retrieving the uploaded files.

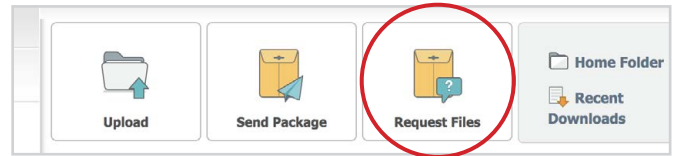


2. Registered users

2.3 MOVEit – Requesting files via an upload link

Mandatory fields

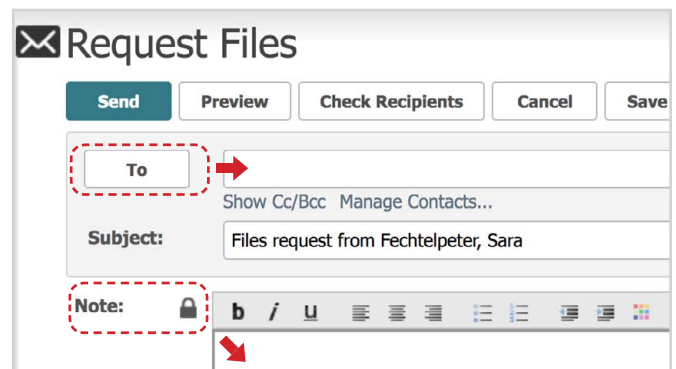
To request files via an upload link, click on the “Request Files” button.



To send the request, you must complete the following mandatory fields:

- Recipient's email address
- Message field

The subject line automatically indicates who is sending the file request.

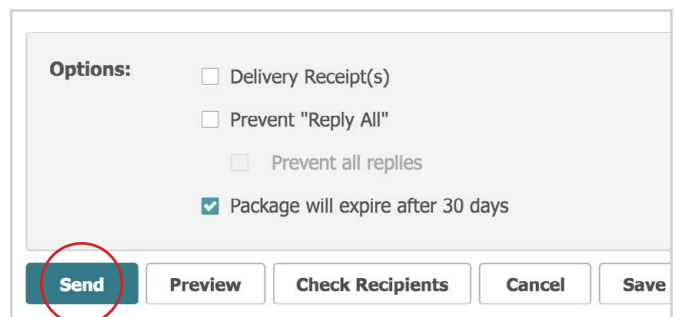


Optionen

Before sending a package, you can select a number of options. ➡

To send your file request, click on the “Send” button on the bottom left.

The recipient of the file request will be notified by email. It will contain a link for responding to this request.

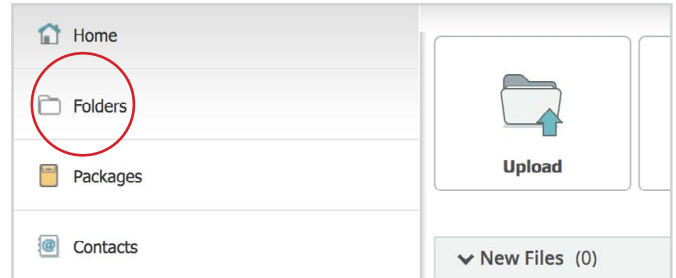


2. Registered users

2.4 MOVEit – Data exchange by folder

Menu

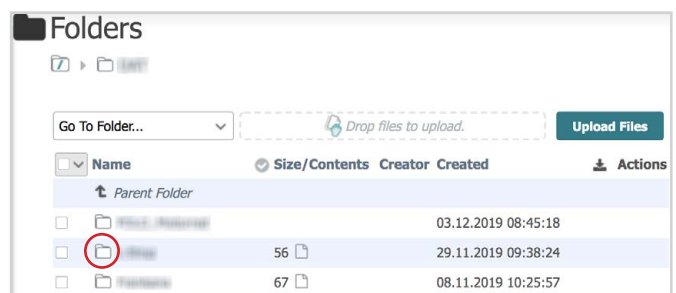
To exchange files via a folder, click on the “Folders” button in the menu bar on the left.



Folder structure

You will now see one or more folders which you can access in order to upload and download files.

The number of subfolders or files contained in the relevant folder is shown on the right next to the folder name. Click on the folder to open it.



Uploading



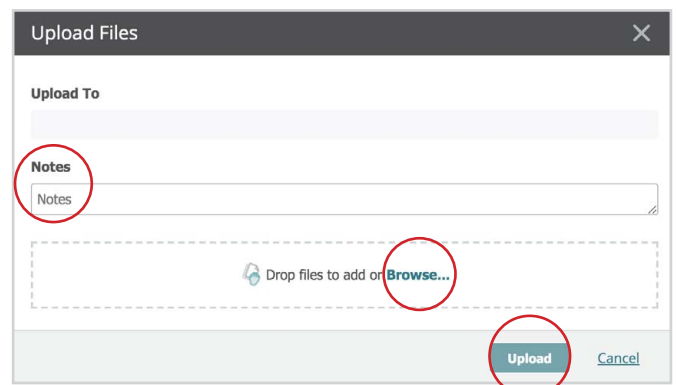
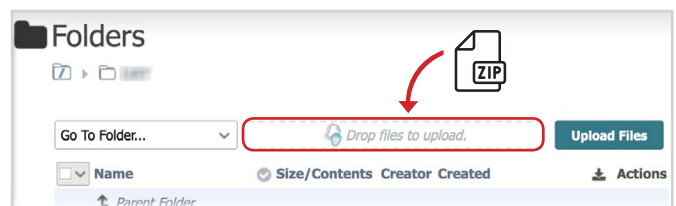
Only files can be sent with MOVEit.

ZIP files must be created for:

- folder structures
- large numbers of individual files

You can upload files by:

- dragging & dropping them into the area provided
- or
- clicking on “Browse” in the “Upload files” dialog window. Select your files and add them by “Open”. You can also leave a note here.

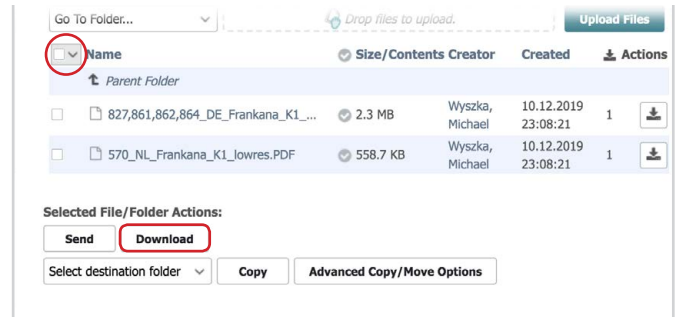


Then click on the “Upload” button.

Downloading

Files can be uploaded individually or simultaneously by setting the tick. Once you have made your selection, click on the “Download” button at the bottom.

A download will then proceed according to your browser settings (e.g. into the selected download folder, query per download, ...).



Alternatively, click on the button on the right next to a file in order to upload it individually.