



TLC Portal instruction

BASIC

BERGSTRÖM LIISA (SE)

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1 OVERVIEW

1.1 General

The TLC-portal is a shared information area reachable over the internet through a safe and encrypted connection. The TLC-portals main purpose is for exchange of information between BAE Systems Hägglunds and their customers, partners and sub-suppliers. The TLC-portal is managed and administrated through the BAE Systems Hägglunds Service Centre in Örnsköldsvik.

All figures and data used within this instruction are for educational purposes only and are therefore fictive.

2 ACCESS / LOGIN

In order to login to the TLC Portal, you need to download the Buypass Code app (from Buypass AS) on your mobile phone. The app is compatible with iPhone's iOS, Android, Symbian QT and Windows mobile.

Follow the instructions below on how to download and activate "Buypass Code".

1. Open App Store/Google play on your smartphone and search for "Buypass Code" from Buypass AS. The picture below shows the Buypass Code app icon.



2. Once the app is downloaded, you can start it.
3. Click "Activate Buypass Code" and then "Allow". Allow the app to call and handle phone calls.
4. Choose your country and enter your mobile phone number but remove the initial zero and type: +4670xxx instead (example +46701234567). Then press "Get activation code".
5. You will then receive a text message (SMS) containing an activation code. Enter the code in the Buypass Code app.

6. You will be required to use two codes to log onto the Buypass Code-app; one personal PIN-code and a 6-digit-verification-code. When you type in your PIN-code, you will receive the 6-digit-code you need to complete the login process. You will have to go through this process each time you want to log onto the app. If your mobile device has fingerprint detection, you can use your fingerprint instead of a PIN-code to generate the 6-digit-code.
7. The Bypass Code app is now ready for use.

2.1.1.1 Login to the TLC Portal

Open Internet Explorer 11 to reach full TLC functionality. You will automatically be referred to the login form on the left-hand side on the web page when entering “https:\\tlcportal.baesystems.se” in your browser’s address field.

The login form will look as below.

1. Enter your BAE Systems username (your vxxxxx or tlc0xxxx number).
2. Enter your BAE Systems password.
3. Open the Buypass Code app on your smartphone. Enter your personal PIN-code, and you will receive a 6-digit-code.

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4. Return to the login form and enter your 6-digit-code in the Bypass code field. Then press "Logon".

2.1.1.2 Problems with Bypass Code App

If you are having problems connecting to the TLC Portal through the Bypass Code app, please check that the app has been registered correctly with BAE Systems.

Open your Bypass Code app and press "Account" in the menu. If the app shows that "BAE Systems Hägglunds AB" is active, it has been installed correctly. If it shows "No merchants", it has not been installed correctly, and you will have to reinstall the app.

Please do not hesitate to contact BAE Systems Service Desk if you are having problems with your Bypass Code app. You can contact BAE Systems Service Desk by phone or by e-mail (contact information is provided on the last page).

If problems occur before installing the Bypass Code app, the problems might be due to restrictions in your organizational policy for downloading Apps. Then you need to be supported within your organization.

Please observe that you will be logged off after 15 minutes of inactivity.

3 DOCUMENT HANDLING

When you select "Shared Documents" or "Documents (Only for xxx)", a hierarchy of folders will appear, and you will be able to add folders and/or documents or download documents.



Figure 7. List over shared documents

3.1 Navigate in the folder tree

To open a folder, you will have to click on the name of the folder or the symbol on the left-hand side of it.

To go back, navigate on the top heading (Figure 7, point 1). The top heading will consist of the folder paths when you navigate in the structure.

Notering! *The Back function on your browser can be used to go back to the previous folder in most situations, but there are times when this method does not work.*

3.2 Add a folder

If you want to add a new folder or a sub folder to the existing folder:

1. Brows to the library where you want to add a folder.
2. Select "FILES" at the top of the page (next to "Browse")
3. Press "New Folder" and type the desired name of the folder.
4. Save

If the FILES and LIBRARY choices are not visible at the top of the page

When you mark an uploaded document with the cursor, or set the cursor in the search box, FILES and LIBRARY will become visible.

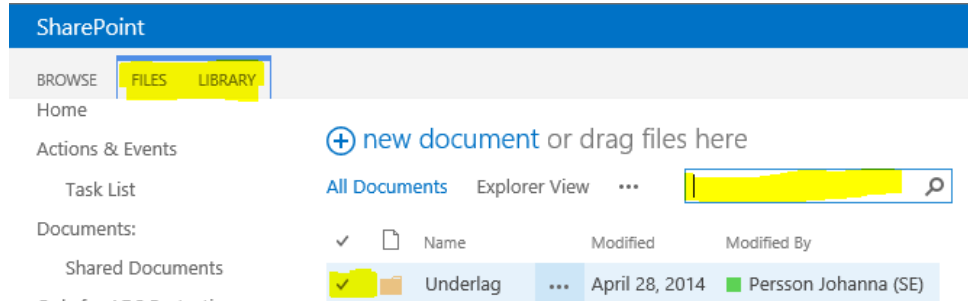


Figure 8. Files and Library choice

If you select a previously uploaded document or picture, the search box, FILES and LIBRARY should become visible.

3.3 Upload a document

To add a document, you have to select the Upload option in the menu bar above the document list or click on “+ new document or drag files here” to “search box”. A file selecting dialogue will appear; browse and select a file.

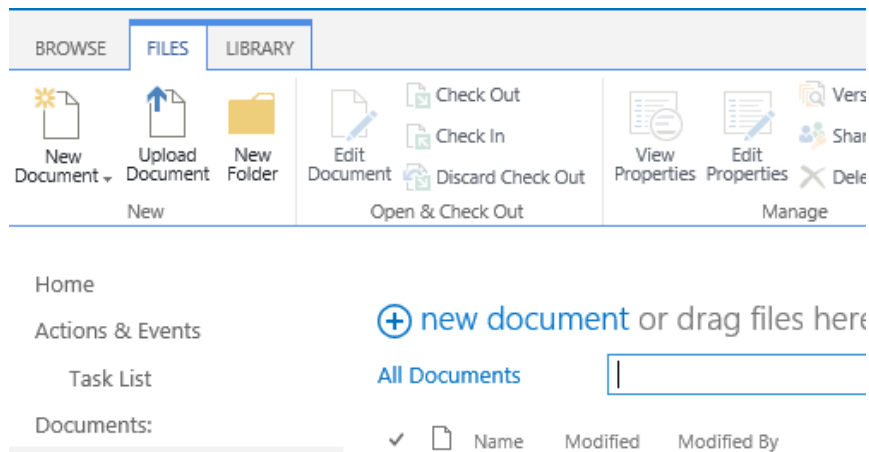


Figure 9. Upload document

3.4 Open a document

To open a document for viewing, you have to select the document in the document list and choose open in the File Download Dialogue. The document will open in the associated program.

Notering! PDF-files will open in the browser, but if you right-click the document in the list you can choose to download them as any other file.

3.5 Download a copy of a document

To download a copy, do as follows:

1. Click on FILES
2. Mark the document
3. Click on “Download a Copy”

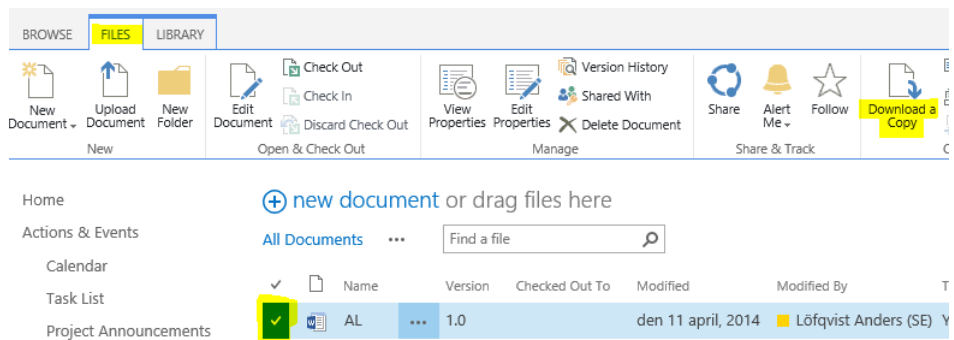


Figure 10. Download a document

4 ALERTS

Each user will have the possibility to create an e-mail alert to be notified when changes have been made. The alerts will be sent to the e-mail address registered to the user account.

You can set the alert in the “List” by pressing Action and the Alert Me in the tool menu above the list. Options for the alert will appear in the presentation view. Choose the most suitable options and then press “OK”.

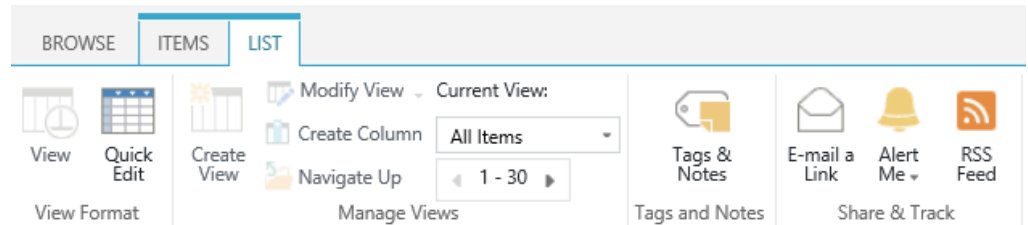


Figure 11. Set Alerts

You can also create alerts for specific units. Open the form for the unit in *read only*-mode and then press “Alert Me” in the tool menu above the form.

5 TRAINING

The functions: “Sharing of documents”, “List”, “Calendar”, “Alerts”, etc. in the TLC portal use standard functionality in SharePoint 2013. There are many sites you can go through, which provide information and training on the Internet of functionality in SharePoint.

If you have questions about TLC portal training, please contact:

Pierre Hansson (Application manager, TLC portal)
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6 SUPPORT

If you need more support, please contact BAE Systems Service Desk on:

Phone: +46 660 802 13
E-mail: servicedesk@baesystems.se