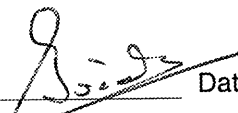




SPIRE-AST-NOT-001247

Title: **Utilisation of the Astrium FTP Server**

CI-No: N.A.

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Product Assurance: N.A.  
Configuration Control: N.A.  
Project Management: K. Moritz  12. 4. 2002

Distribution: See Distribution List (last page)

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Issue	Date	Sheet	Description of Change	Release
1	13.03. 02	All	Initial Issue	

## Table of Content

<b>1</b>	<b>Introduction</b>	<b>5</b>
<b>2</b>	<b>Server Configuration</b>	<b>6</b>
<b>3</b>	<b>Distribution of Documents / Files</b>	<b>8</b>
3.1	Distribution of documents/files by Astrium	8
3.2	Distribution of documents/files to Astrium	8
3.3	Using the COMMON Folder	8
<b>4</b>	<b>NOTE - Official submission of documents</b>	<b>9</b>
<b>5</b>	<b>Submitting and receiving flow</b>	<b>10</b>

## Table of Figures

None

## 1 Introduction

In the time of the “paperless world” most of the documentation in the Herschel project is distributed in electronic format. In order to streamline the documentation transfer and simultaneously circumvent some E-mail server boundaries w.r.t. file size – at least at Astrium – we have set up the FTP server as a platform for submission and transfer of documents. At the same time the system will allow the controlled receipt and distribution of documents not only at Astrium.

## 2 Server Configuration

The server is configured such that all major companies having direct contact with Astrium have their own folder set up. Every company has been provided – or will be provided - with the detailed address and password for access to their folder. At present folders have been set up for the final customer ESA, the customer and Prime Contractor Alcatel, the core team company Alenia, for the three instruments HIFI, PACS and SPIRE, and in addition a “Common” for general purpose use.

In case a participating company in the Herschel EPLM project does not have his own FTP server a dedicated folder for that company will be installed on the Astrium FTP server with two subfolders called “to Company X” and “to Astrium”.

FTP server address: ftp-fdh.dss.dornier.dasa.de

User Name:

Folders:

SUB-Accounts	Folder Title	Password
her-aspi	alcatel	Provided separately for every user  Note: password is <b>case</b> sensitive
her-als	alenia	
her-com	common	
her-esa	esa	
her-hifi	hifi	
her-pacs	pacs	
her-spire	spire	

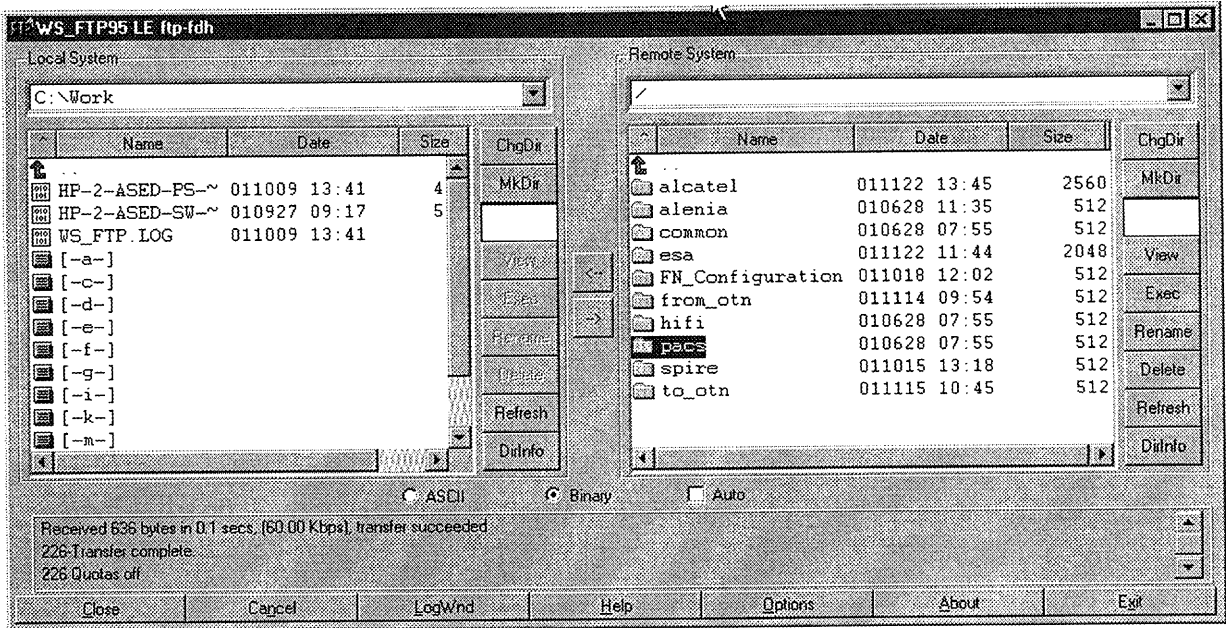


Fig. 2-1: Screenprint of the FTP server set-up

The allocated size on the Astrium FTP server is limited and consequently it is not intended to serve as a documentation system or its back-up. It is a platform providing the possibility of file and documentation transfer. The recipient is requested to delete the entry after having copied it onto his system and successfully verified the correct receipt.

### **3 Distribution of Documents / Files**

#### **3.1 Distribution of documents/files by Astrium**

All documents officially submitted, be it for approval, review, commenting or archiving, will be placed onto the Astrium FTP server into the respective folders. At the same time a despatch note as fax will be submitted to the addressees providing the document details (e.g. document title and number with required action) and the exact location (folder and subfolder) on the Astrium FTP server. These actions are performed by the documentation responsible at Astrium. The recipient is requested to copy the document into his system, verify correct receipt, include it in his documentation system and thereafter delete the entry on the FTP server. At the same time the recipient shall return the signed despatch note by fax to Astrium. In this way Astrium can verify that the document has been received by the addressee.

#### **3.2 Distribution of documents/files to Astrium**

All documents officially submitted, be it for approval, review, commenting or archiving shall be placed by the sender into the respective folder on his own FTP server. At the same time the sender shall submit a despatch note as fax to the Astrium single point of contact for documentation stating the exact location (folder and subfolder), which document he has placed there and what action is required from Astrium. The Astrium documentation responsible will copy the document into our documentation system and initiate the appropriate action. Thereafter the document will be deleted from the FTP server such that the sender has a positive indication that his submittal has been received. In addition the signed despatch note will be returned by fax.

#### **3.3 Using the COMMON Folder**

In order to ease the dissemination of large files circumventing the file size boundaries of E-mail submissions this folder has been set up. Files and documents placed in this folder should in principle follow the same rules as described above for distribution of documents/files to and from Astrium. The only difference is that these submissions are to be considered as direct information exchange between two persons and in consequence thereof will not be included in the Herschel documentation system at Astrium. In order to avoid overflow this folder will be adjusted such that all information older than 10 days will be automatically deleted.



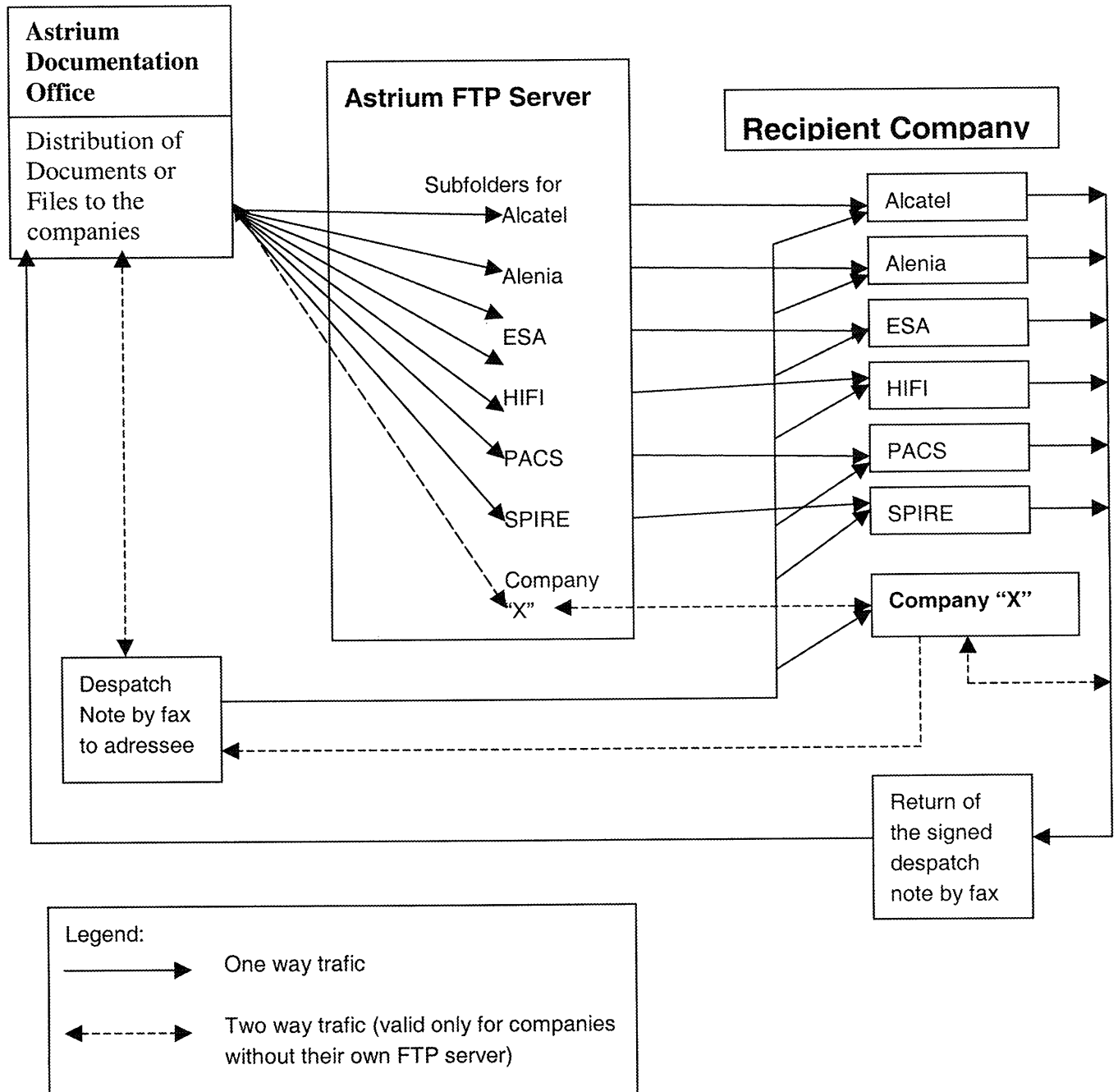
#### 4 NOTE - Official submission of documents

The dissemination of files using the FTP server will be the **only** way of **officially** submitting electronic information to and from Astrium. All E-mail submission of files and documents will be considered as “**for information only**”.

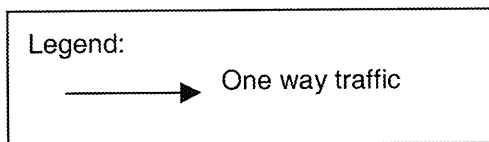
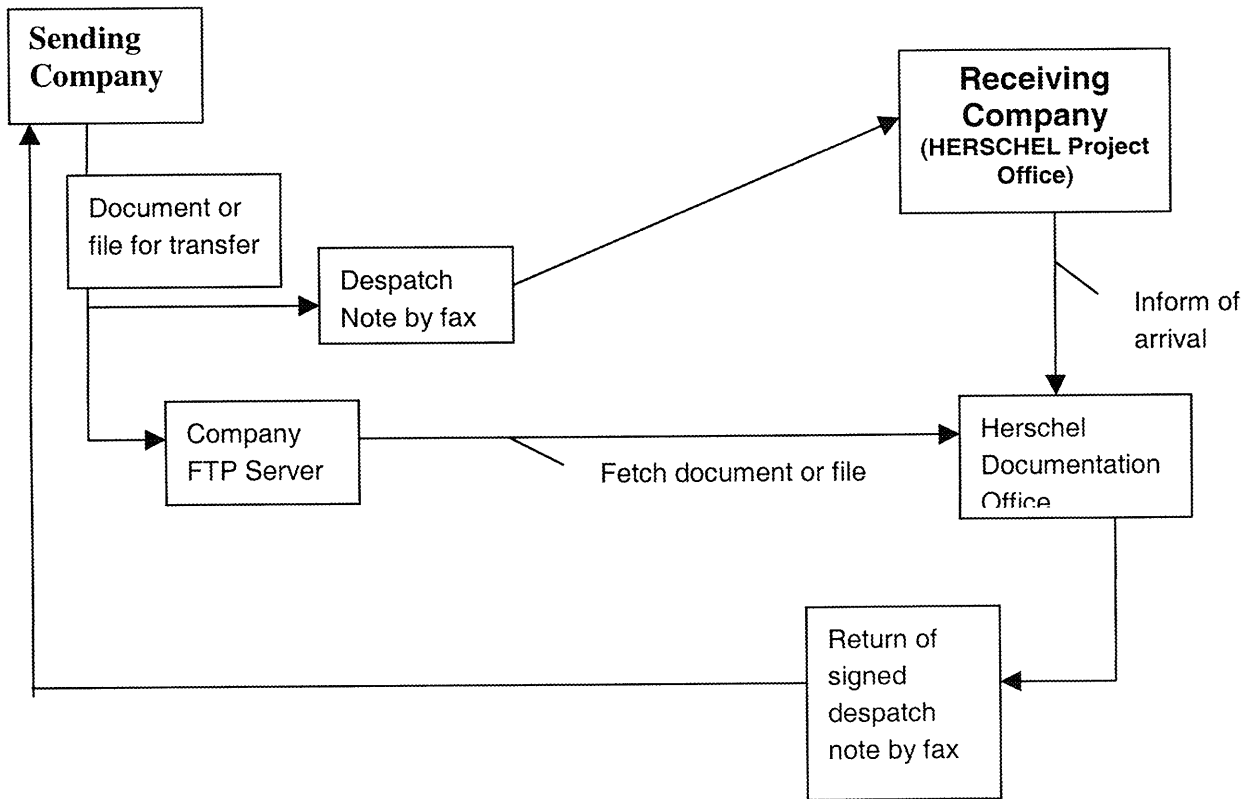
The channelling through the single incoming and outgoing source will allow Astrium GmbH – Herschel Project to assure that all the documents will be entered into the project documentation system and will follow the project distribution system.

## 5 Submitting and receiving flow

### Documents sent by Astrium



Document submission via sender's FTP server to Astrium



The above is only valid for companies having their own FTP server.

END OF DOCUMENT

Quantity	Name	Dep./Comp.	Quantity	Name	Dep./Comp.
X	Alberti von Mathias Dr.	ED 544	X	Rühe Wolfgang	ED 3
X	Barlage Bernhard	ED 62	X	Runge Axel	OTN/TN 94
X	Bayer Thomas	ED 532	X	Sachsse Bernt	EC 34
X	Faas Horst	ED 516	X	Sagner Udo	OTN/TN 64
X	Grasl Andreas	OTN/TN 64	X	Schäffler Johannes	OTN/TN 64
X	Grasshoff Brigitte	ED 511	X	Schink Dietmar	ED 522
X	Hartmann Hans Dr.	ED 172	X	Schlosser Christian	OTN/TN 64
X	Hauser Armin	ED 541	X	Schwabbauer Paul Dr.	OTN/ED 171
X	Hinger Jürgen	ED 541	X	Schweickert Gunn	ED 544
X	Hohn Rüdiger	ED 531	X	Steininger Eric	ED 522
X	Hölzle Edgar	ED 171	X	Stritter Rene	ED 61
X	Huber Johann	ED 532	X	Suttner Klaus	ED 542
X	Hund Walter	ED 556	X	Tenhaeff Dieter	ED 544
X	Idler Siegmund	ED 521	X	Thörmer Klaus-Horst Dr.	OTN/ED 37
X	Iványi von András	EC 32	X	Wagner Adalbert	OTN/IP 35
X	Jahn Gerd Dr.	ED 541	X	Wagner Klaus	ED 541
X	Kalde Clemens	ED 513	X	Wietbrock, Walter	ED 511
X	Kameter Rudolf	OTN/TN 64		Wilz Eberhard	OTN/ED 37
X	Knoblauch August	ED 51	X	Wöhler Hans	ED 544
X	Koelle Markus	ED 533	X	Zipf Ludwig	EC 32
X	Kreeb Helmut	ED 541			
X	Kroeker Jürgen	ED 515			
X	Lamprecht Ernst	OTN/TN 72			
X	Lang Jürgen	ED 556			
X	Langfermann Michael	ED 531	X	Pastorino Michel	ASPI Resid.
X	Mack Paul	OTN/TN 64			
X	Maier Hans-Ulrich	ED 61	X	Alcatel (on FTP-Server)	
X	Mauch Alfred	ED 544	X	ESTEC (on FTP-Server)	
X	Moritz Konrad Dr.	ED 37			
X	Müller Lutz	OTN/TN 64			
X	Muhl Eckhard	OTN/TN 64		APCO	
X	Peitzker Helmut	ED 37	X	MPE	
X	Peltz Heinz-Willi	ED 515	X	RAL	
X	Peters, Gerhard	ED 533	X	SRON	
X	Pietroboni Karin	ED 37			
X	Puttlitz Joachim	OTN/ED 37			
X	Raupp Helmut	ED 543			
X	Rebholz Reinhold	ED 531			
X	Reuß Friedhelm	ED 71			