



Gestione Sportiva

# Datagate 3.1

Data Transfer System

Supplier User Manual

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# 1 General

A generic description of the Datagate 3.1 system.

## 1.1 Supported web browser

Name	Version	Notes
Microsoft® Edge	44 or later	
Mozilla Firefox®	3.6+	
Apple® Safari®	6.0 or later or iOS 6	
Google™ Chrome™	25 or later	

## 1.2 System description

“Datagate” is the system for file exchange between Ferrari and Third-party, external Companies and Consultant hereafter referred as “Suppliers”.

It provides a simple, secure and managed method for files exchange, using a common web browser and files can be of any kind.

From the web browser, the user selects the recipients from a pre-defined and pre-configured list, and Datagate imports the files and notifies the recipients, also providing a web URL to access the data.

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**ATTENTION: It is USER responsibility to ensure the contents and recipients are approved and authorized.**

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The URL for Suppliers is:

<https://datagate.ferrari.it>



### 1.3 Suppliers First Login

The very first login is based on two phases: in the first phase user can access while in the second phase the system will ask for a password change.

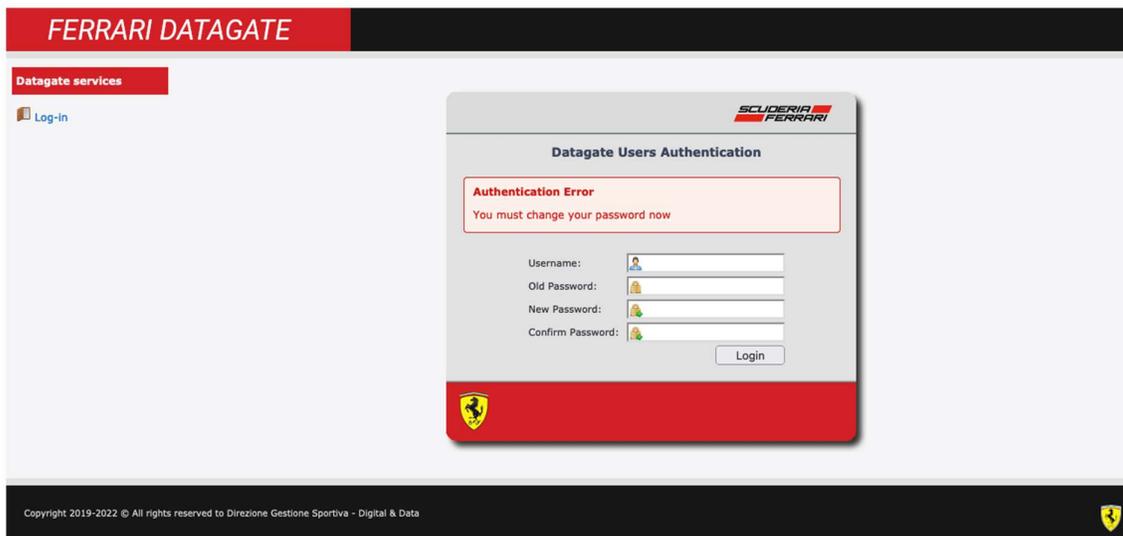
#### 1.3.1 Login with default credentials

Datagate Support is in charge to provide default credentials to any Suppliers during registration phase to be used to login to the system. Suppliers are asked to use default credential on first login.



#### 1.3.2 Password change procedure

Once default credentials have been used on first login, the system will ask for a password change to grant Suppliers privacy. The new password will take effect on subsequent accesses.



Insert Supplier Username:

Insert DEFAULT password:

Insert new password double times for confirmation:

New password **MUST** follow security criteria explained later in this document, if you do not match criteria the system requires to repeat the procedure again.

The new password will expire in certain limit of time. Once time limit is reached the system requests password-change procedure.

### 1.3.3 Password Convention

- Contain characters uppercase English (A-Z).
- Contain characters lowercase English (a-z).
- Base 10 digits (0-9).
- Non-alphabetic @ ! # \$ % \ ' - / = ^ \ \_ ` { } ~ +.
- 3/4 of the previous conditions must be verified.
- **DO NOT USE** account name or supplier name or a part of them.
- **MINIMUM LENGTH** is set to 12 character.
- Last 24 password previously used are not allowed

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**ATTENTION:** Password expire after 28 days, user must change password at first logon after expiration or at first access after Supplier account creation.

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### 1.3.4 Prohibited characters in file names and passwords

Non-alphabetic or non-numeric character are not allowed in shipment subject, in shipment files and in shipment archives. The same goes for [space].

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**ATTENTION:** It is prohibited to name files that recall password

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## 1.4 Data shipment and notify

Once recipients have been chosen, files are send on the internal server (upload) where they are compressed and prepared to access by the recipients (download).

When data is available, recipients are notified by e-mail with the sender's comment and a URL to download from.

Suppliers have access to data sent via an encrypted and authenticated internet connection at the address <https://datagate.ferrari.it>.

When the Supplier login to download files, the system tracks the access and sends an e-mail to the Ferrari sender.

All outgoing or incoming activities are recorded and controlled by Datagate service manager.

Every user can verify any time the status of related files (read, new, etc. ...).

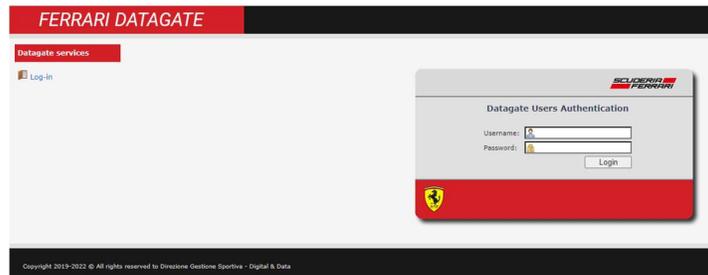
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***CAUTION: Each shipment is kept for a week, at the end of which it will be automatically removed from the system.***

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## 2 Login

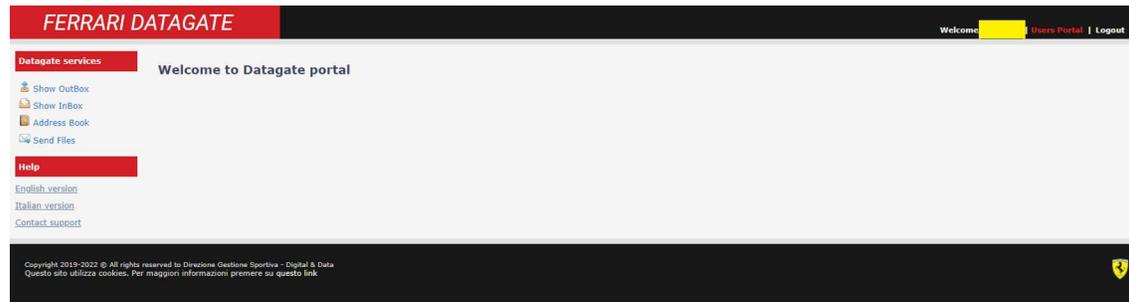
The fields to be filled in with the access credentials.



“Login” to access Datagate portal..

### 2.1 Home Page

User is directed on the Homepage:



Note the information and links on the upper right side:

1. The account name;
2. The Access Profile – “User Portal”;
3. Logout Link;

On the left side, there are links to specific Datagate services:

1. Send Files: to send files (dataset);
2. Show Inbox: to access the reception area
3. Show Outbox: to check send files

Datagate functions are well described in this document.

## 3 Files Operations

This section describe send procedure.

### 3.1 Send

Send procedure is two-step:

1. Select recipient and insert a message.
2. Select files.

### 3.2 Select Recipients

Using “Send Files” function, you can access first step.

**FERRARI DATAGATE**

**Datagate services**

- Show OutBox
- Show InBox
- Address Book
- Send Files

**Help**

- [English version](#)
- [Italian version](#)
- [Contact support](#)

### Send Files

Select the recipients:

- Type 3 or more characters to match **User** or **Team** name and wait for completion
- Or, click on [+] button for drop-down menu selection

Select the transfer method:

- Big files upload: web browser with Java Applets support is required
- Upload: based on standard web browser upload capabilities

Subject:

To:

**Message**

Proceed to step 2 - files selection:

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**Subject:** Text field will be used in message notification and Inbox/Outbox area.

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### To: Recipient Field.

There are two methods to get the correct recipient:

1. By writing at least 3 characters in the field you will activate automatic search on possible recipients. You may choose:  
Team (all users);  
User (one user);
2. By selecting PLUS Button (+) you will be able to open recipient panel to choose from drop-down menu:
  - Organization (Company Name);
  - Team (Team Name);
  - User (can select multiple recipients);

### 3.2.1 Select Recipients by text field

By completing the recipient's initials, completion is proposed.

The screenshot displays the 'Send Files' interface. At the top, it says 'Send Files'. Below this, there are instructions for selecting recipients and transfer methods. The 'Subject' field is pre-filled with 'Datagate upload notification'. The 'To:' field is empty, with a '+' button to its right. A 'Message' section is visible below the 'To:' field, containing a large empty text area. At the bottom, there is a 'Proceed to step 2 - files selection:' label and a 'Next' button.

**Send Files**

Select the recipients:

- Type 3 or more characters to match **User** or **Team** name and wait for completion
- Or, click on [+] button for drop-down menu selection

Select the transfer method:

- Big files upload: web browser with Java Applets support is required
- Upload: based on standard web browser upload capabilities

Subject:

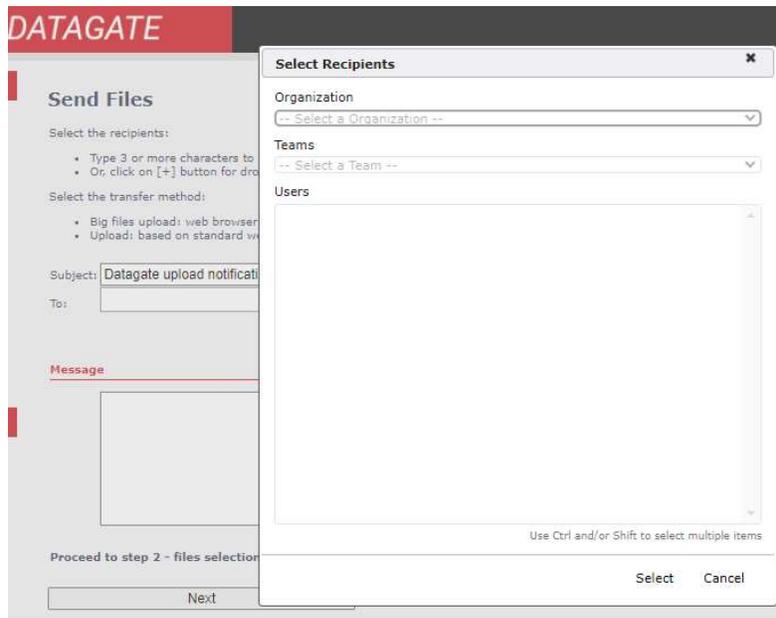
To:

**Message**

Proceed to step 2 - files selection:

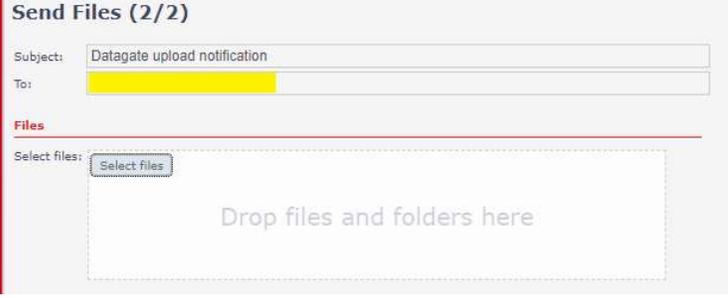
### 3.2.2 Select Recipients by drop-down menu +

It is possible to select the recipients using the appropriate "drop-down menu":



### 3.3 Select files to send

When Subject, Recipients and Message are set, the first step is completed and you can proceed with upload of files to be send by clicking the button “Next”.



The screenshot displays a web interface titled "Send Files (2/2)". It features two input fields: "Subject:" with the text "Datagate upload notification" and "To:" with a yellowed-out recipient address. Below these is a section labeled "Files" containing a "Select files:" label and a "Select files" button. A large dashed rectangular area below the button contains the text "Drop files and folders here".

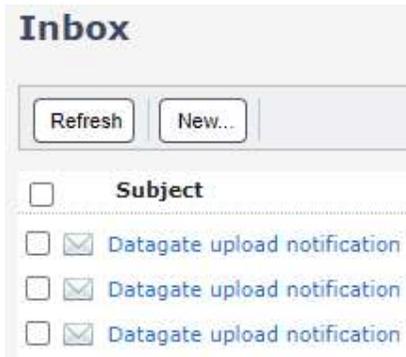
The selection of files to send can be done or by clicking on “Select files” button and selecting those from the user location or going on the route of the file system, selecting the files and dragging it to the “drop files” area.

Then proceed with the delivery, by clicking on the “Send” button.

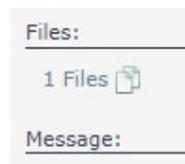
### 3.4 File in InBox

With “Show InBox” link, the user can access table notification with all record of received files. Every records can refer to one or more files.

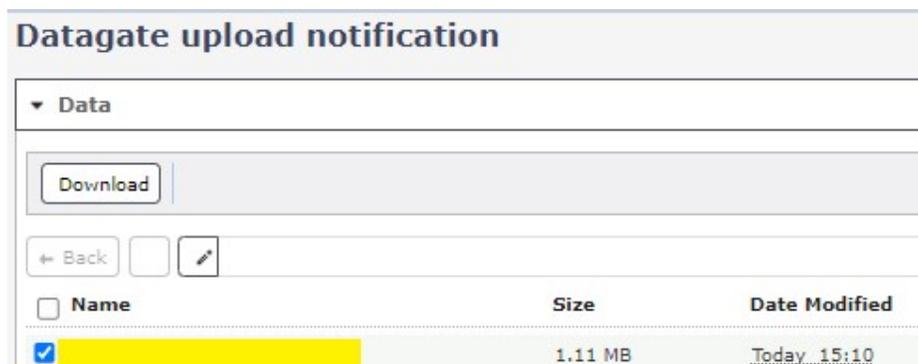
The user can access file table by “Subject” link. The icon  is different when message status change.



Selecting the message subject the preview is showed.



Selecting the link to the file(s) the shipment detail will open.



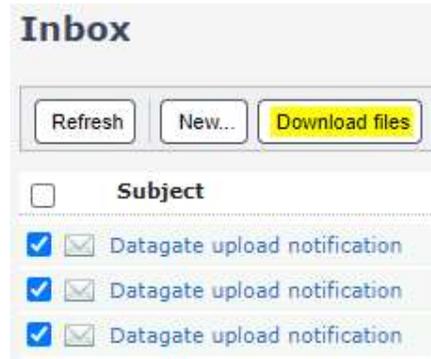
By using the checkbox, the download button will be enabled.

### 3.4.1 Multiple download

Here is described a procedure to download multiple files in one archive.

Once user is in “Show Inbox”, it is possible to select one or more record by check the box on the first column on the left side.

“Download files” button has been enabled at the top head of the table.



By clicking “Download files” button, an archive is created and a link is setup on the right side of the page in the “Download Queue” box. The user can interact with the Datagate interface while the system is preparing the archive.



Selecting the object in the “Download queue”, the download will start.

The naming convention for the archive is DG-<TIMESTAMP>.zip

Where TIMESTAMP format is: DG-2014-10-09 14:26:56

In the archive, there is one directory <TIMESTAMP SHIPMENT>-<SUBJECT> for each shipment where “TIMESTAMP SHIPMENT” is the sending date.

As previously said there will be a little box on the right side of the page called “Download Queue”: inside the box, the user will find the list of archives named as described before.

Once the archive is ready the download is enabled (the link color change) and the user can proceed with download.

The user can delete the archive from the “Download queue” by clicking at the red cross at the right side of the list or can wait 24hours to automatic deletion.

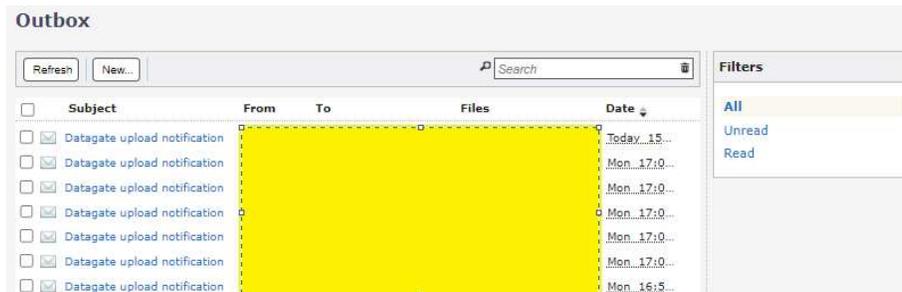
### 3.5 Outbox

With “Show OutBox” link, the user can access table notification with all record of sent files. Every records can refer to one or more files.

The user can access file table by “Subject” link. The icon  is different when message status change.

System trace recipients that read dataset and show the number of reading on total in form of n/n.

For example  $1/2$  means 1 reading on a total of 2 recipients.



## 4 CQC document management (Quality and Conformity Certificates)

The submission of CQC documents via Datagate has to happen in conformity with the rules seen previously, with the addition of some conventions reported here.

### 4.1 Preparation of documents for Quality

For each submission/delivery of material, every documents expected by Q.GES.001 have to be submitted with this procedure.

For each submission/delivery, the documents must be first inserted in a folder named with this composition:

1. Numero bolla uscita materiale (Exiting waybill material number)
2. (Waybill date) in brackets
3. CQC number

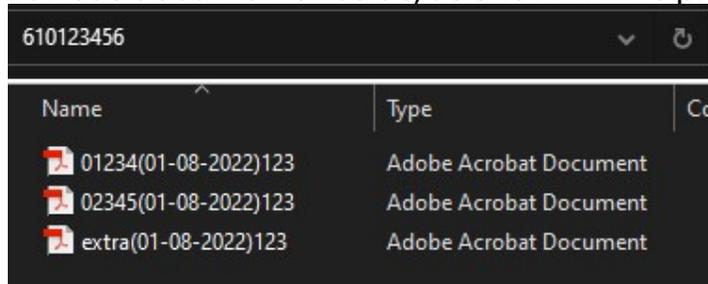
Example: **01234(01-01-2019)123**

The folder **must** be compressed in a “.zip” archive.

The .zip filename, must be composed only by the 9 digits of the particular design/specific delivery lot:

4. Example: 610123456.zip

The result is a .zip file named by the 9-digit design code, inside which the various documents reside, as shown in the picture below.



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**CAUTION:** *NO suffixes, prefixes, notes, exponents or others are allowed in the archive name.*

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In the case of double code (right/left), the delivery documents must be inserted in a single .zip file, named with one of the two codes.

## 4.2 Data submission to Quality

To submit the documents, after the connection previously pointed out, the **CQC Quality team** for which is intended must be selected.

At the end of the sending procedure, the portal returns a report

The following message has been sent:

Subject: **Datagate upload notification**

To: [REDACTED]

Files:

1 [REDACTED].zip

Message:

A warning will appear if the .zip file name is not compliant with the requirements; however, the submission will be executed. Still, a new shipment is needed, compliant with the policies.

### **WARNING**

One or more files are not compliant with the requirements of Certificati Qualita:  
<Draw Number>.zip

The following message has been sent:

At the end of the transfer, the contents of the archive are re-proposed, for further verification.

### 4.3 Preparation of documents for Elettronica

For each submission/delivery of specific material for Elettronica, every documents have to be submitted with this procedure.

Put every documents in a folder.

Example:

1. CQC
2. Calibrations data
3. Dimensional certificate
4. Certificate of conformity for materials

The folder must be compressed in a .zip archive

The .zip name must be composed by:

1. Year of shipment
2. "Underscore" symbol
3. Supplier Component Code
4. Simbolo "Underscore"
5. Numero Serie Iniziale
6. Simbolo "Underscore"
7. Numero Serie Finale

Example: 2008\_ptc1000ecc\_2\_100.zip

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**CAUTION:** the Supplier Component Code **MUST NOT** contain the "Underscore" symbol.

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### 4.4 Data submission to Elettronica

To submit the documents, after the connection previously pointed out, the **CQC Elettronica team** for which is intended must be selected from the drop-down menu.

Then, follow the steps already pointed out in the 4.2 chapter.

### 4.5 Accessory notes

In the "message" field, it is good to enter some explanatory information that will be attached to the notification message.

Particularly, it is good practice to declare any notes and the name of the person sending the documentation.

## 5 Logout

User can click on the link “Logout” on the upper right corner of the page to finish the process, and then close the web browser.

## 6 Support

It is possible to ask support on Datagate service and problems not covered in this guide.

In this case, it is mandatory to describe the problem in detail and accompanying the request with some screenshots.

Below is the address for support requests.

**[dgsupport@ferrari.com](mailto:dgsupport@ferrari.com)**