

BASF CI – Intermediates Extranet Portal – Quick Guide

1) Important information:

The CI Extranet Portal is for CI employees to facilitate collaboration with external users with no access to the BASF intranet.

You can access the CI – Intermediates Extranet Portal by using this hyperlink:

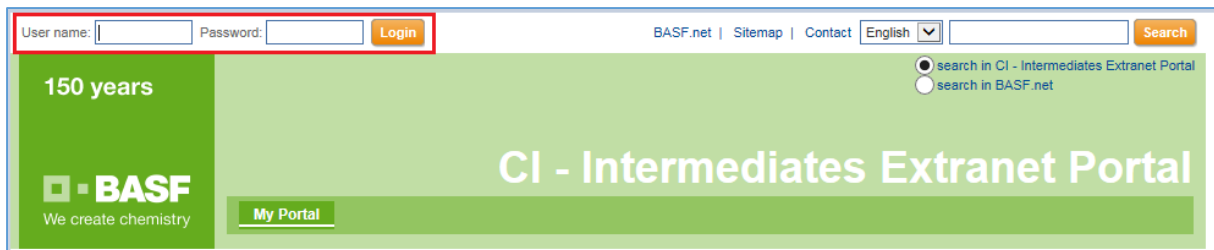
<https://www.extranet.intermediates.basf.com/portal/basf/en/dt.jsp>

2) Login BASF CI users:

You can log in using your BASF User-ID and password after your account has been activated.

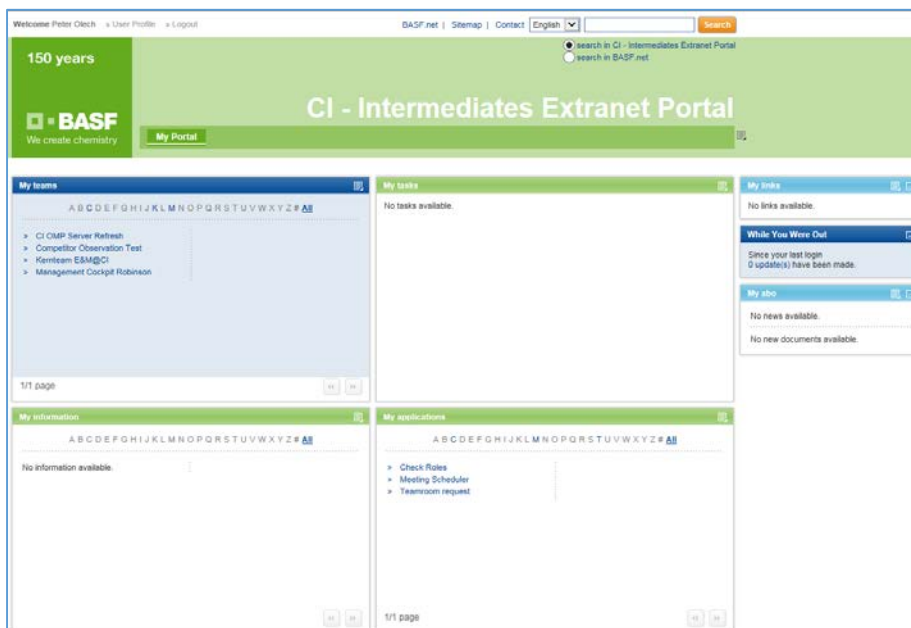
3) Login external users:

You need a User-ID and a password to log in. Please contact your BASF CI contact in order to gain access.



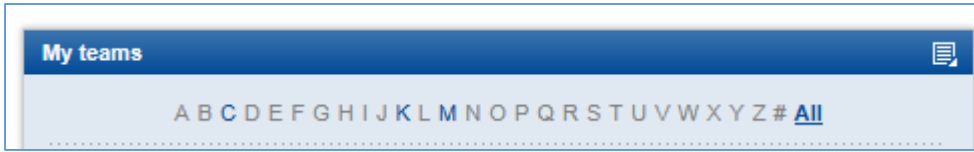
4) My Portal

The standard view of My Portal consists of 4 main boxes („My teams”, „My tasks”, „My information”, „My applications“):



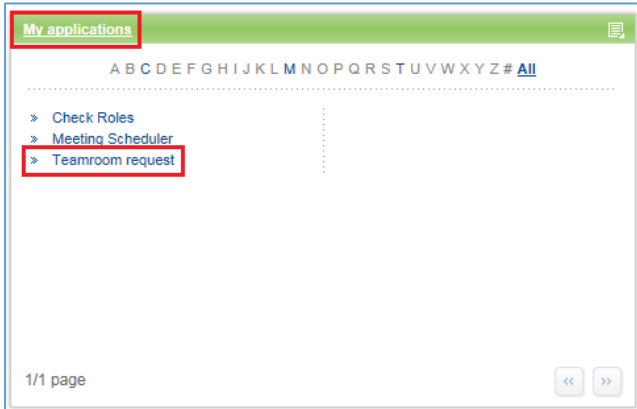
This view is a personalized view, you only see the contents to which you have access rights (at least a „read“ grant).

The teamrooms to which you have access to are listed in the „My teams” section.



5) Teamrooms

BASF CI users can request a new team room by using the „Teamroom request” form:

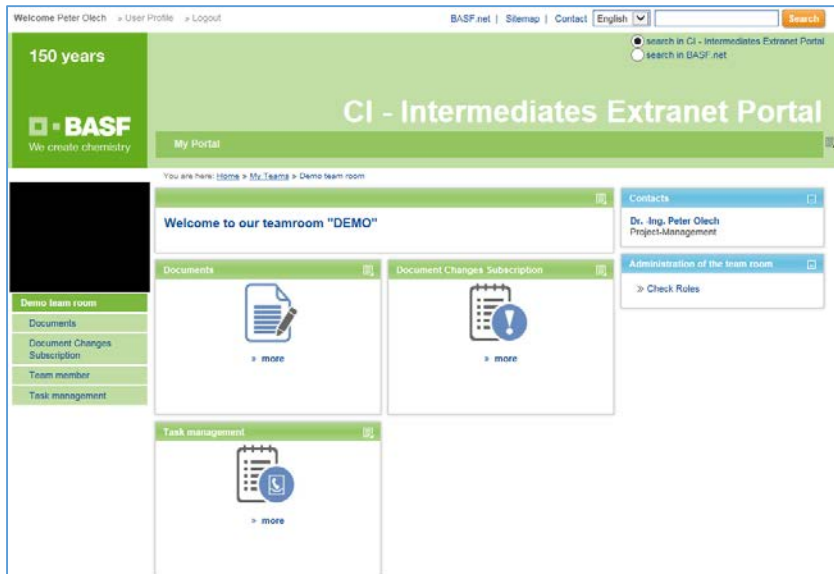


The only mandatory information the teamroom requestor needs to supply is the teamroom name („Title”):

After the teamroom is implemented the requestor is informed by email and hyperlink.

6) Working with teamrooms

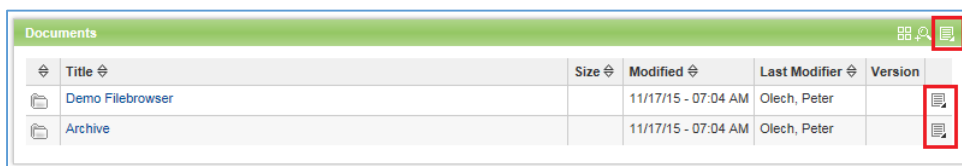
Your teamroom can look like this:



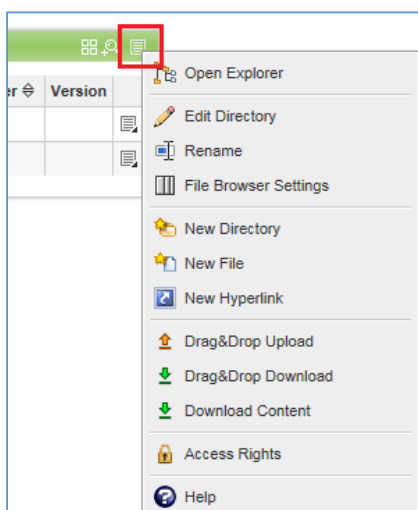
On the left hand side there is a navigation menu, but also the boxes can be used to access the content (e.g. documents).

6 a) Context menu

You can access the context menu by clicking on the small rectangular icon in the title bar or next to documents:



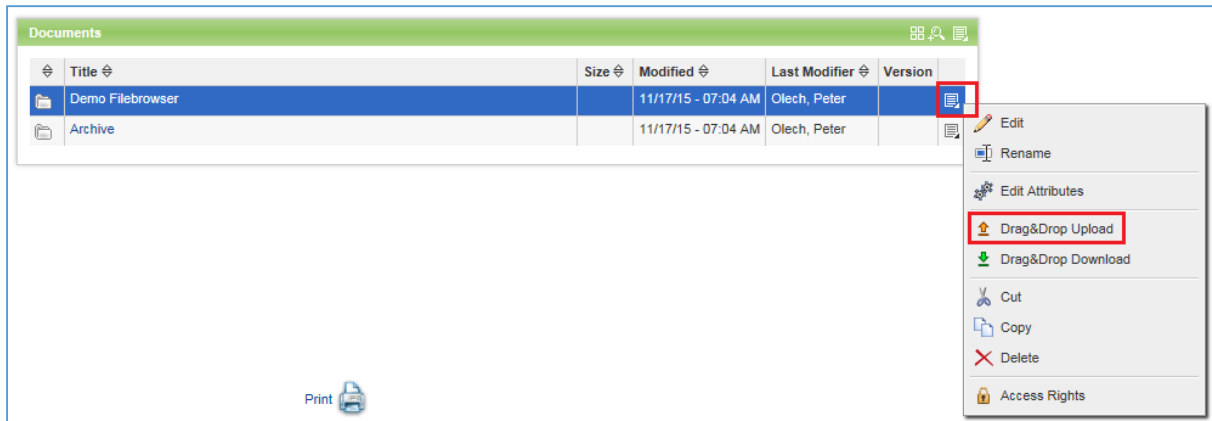
Depending on your permission level (access grants) you will be able to use the context menu or not. The context menu then displays the interaction options you have, based on both permission level and type of object you want to interact with.



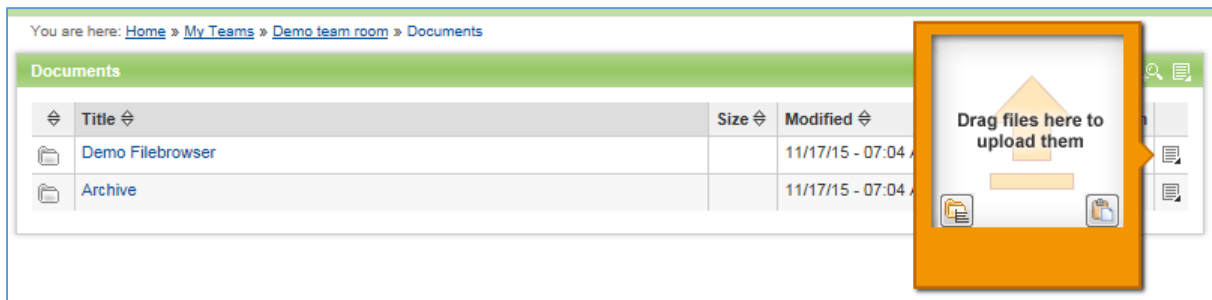
You can create new folder structures directly in the front end.

6 b) Uploading documents/files

Files can be uploaded into a folder by using the „Drag&Drop Upload“:

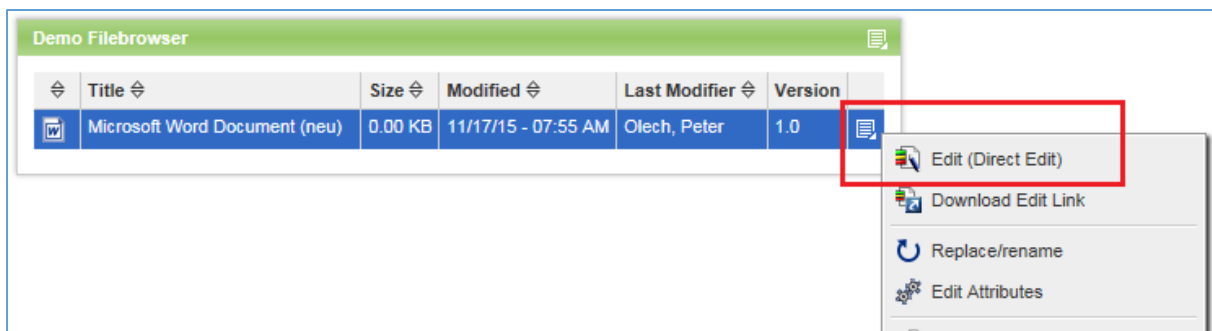


In the following example all files you did select from your local source and dropped in the orange box will be uploaded into the directory „Demo Filebrowser“



6 c) Direct Edit

Direct Edit can be used to work with specific file types (e.g. MS Office files like .docx and .xlsx) directly out of the Portal:



Users with the corresponding permission level (at least WRITE grant) can edit objects. The document is opened in the application that is locally set to open this specific file type (the software, e.g. MS Office has to be installed on your local machine). After saving the changes (do not use „save as“ because there you specify a path where to save the document) and closing the document, the changes are committed into the Portal.

After closing the document the version control window will appear:

Direct Edit - Version Control

File Name: Microsoft Word Document (neu)

Version Information

Current Version Type: Previous **Current** Draft

Version Number:

- 1.0 (keep same version)
- 1.1 (new version)
- 2.0 (new major version)

Version Label:

Save Options

- Current** (save as current file)
- Draft** (save as draft)

Visibility (Current Version)

- Nobody
- Modifier (Peter Olech)
- Everyone with write access
- All individual users
- Everyone authorized

Document Mail System

There is a Document Mail System active.

Do you want to inform the subscribers about the new/changed documents? *

- Yes
- No

Items with a * are required.

Save Don't Save

Users are able to provide version information and set different options before saving the document.

7) Help and further training:

There is also an online help section available, providing more in-depth-information. Furthermore training sessions from Fasihi GmbH are offered.

8) Technical problems

Users with technical problems can contact the number 60-91878 or write an email to

edv-service.fasihi@partners.basf.com

9) Technical questions related to access

If there are technical questions related to access you can contact the CI Information Management:

ci-global-portal-support@basf.com