

Kraftfahrt-
Bundesamt



User Manual

E-Typ – Designation

Revision: April 2014

Vehicle Technology



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Annexes:

Annex 1 Quick Guide (Separate file)

Annex 2 Application form (Separate file)

1 Introduction

The application E-Typ has been used in the KBA type approval procedure since beginning of 2009. It is based on the software TypMaster/DD, offered by T-Systems International GmbH.

E-Typ is internet based and allows protected by the https protocol transfer of files with unlimited size. Using this application, problems connected with data exchange by e-mail can be resolved. In addition, changing from paper to digital medium can be avoided.

E-Typ has multi tenancy capabilities. In general, using the “Designation” interface uploaded files are invisible for all the other clients, except the KBA.

E-Typ is not designated for archiving. The technical service should organise archiving, registration of incoming and outgoing mails etc. by other means.

This manual contains additional information to the manual of T-Systems International GmbH. It concentrates on specifics regarding processing of data to be protected and of big files.

2 General

The tab “News” can be used by the technical service for notes and comments toward the KBA. The KBA itself will use it for general support and information concerning modification of the procedure.

For provision of files, a so called document must be created. Such a document includes one or more document parts (e.g. reports or other documents). The document is characterised by attributes (search criteria). The KBA removes these documents from the E-Typ system.

The technical service will be informed by e-mail if the KBA uploads documents (e.g. assessment reports). These documents will be removed after around 4 weeks if no proceeding is ongoing (e.g. in case of objections).

3 Description of the procedure

3.1 Login

Before using the application, the technical service has to submit an application form for one or more user identifications. The contact person as given in the application can apply for nomination or cancelation of user identifications.

E-Typ can be started in any browser using the URL <https://www.e-typ.eu/>.

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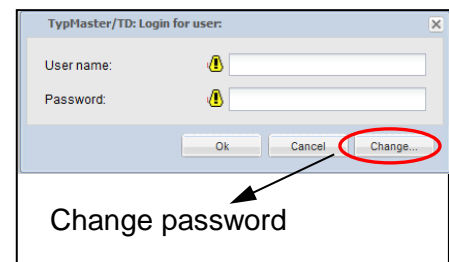


Picture 1

After a click on the opening screen, the login window opens. The user identifies himself with user name and password. As declared in the application form, immediately after the first login, the password must be changed. The application will require new passwords after a defined period.

The following password rules must be followed:

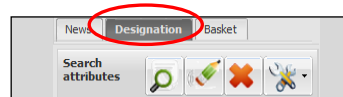
- The password is valid for 42 days
- Minimum length: 8 characters (except ä, ö, ü and similar)
- Minimum 1 capital letter (except Ä, Ö, Ü) and 1 number
- Minimum 1 special character <>|,.-;:_#+'*~!\"\$%&/()=?{[]}
- The last three passwords cannot be used again
- A password can be used again at the earliest after 30 days



Picture 2

3.2 Upload of documents by the technical service

After login, the tab “News” with new information regarding the procedure is visible. A click on the tab “Designation” (picture 3) opens the workspace of E-Typ.



Picture 3

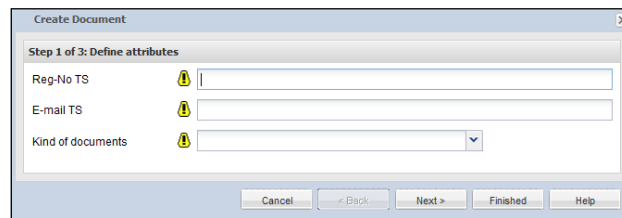
A new document can be created by pushing the “New” button (icon “White sheet” picture 4) or using the context menu “New document”.



Picture 4

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After the new document was created, all attributes must be filled in (picture 5). The attribute “Reg-No TS” has a default value and cannot be changed.

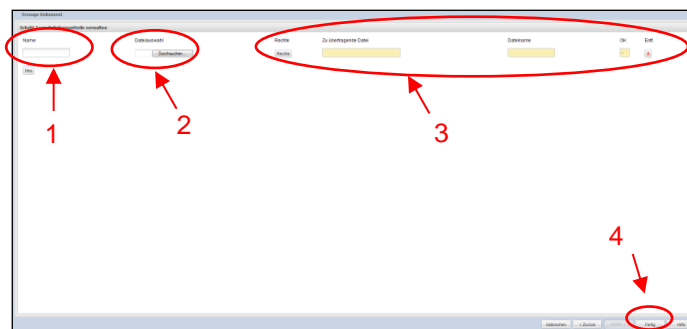


Picture 5

In a second and last step, the document (for example a “Report on CoP”, another report ...) will be uploaded.

The window for this step consists out of 4 areas (see picture 6):

- 1 In this area, a name for the document part to be uploaded will be defined. There are no special rules for creating the name, but versions of the document part must be identifiable.
- 2 In area 2 “Select file” the file to be uploaded can be selected.
- 3 Fields in area 3 will be filled in automatically
- 4 Click „Finished“ to leave the window



Picture 6

A new document was created (uploaded) and is shown in E-Typ (see picture 7 areas b and c).

The application E-Typ can now be closed using the “Door” button (top right) (see picture 7 above area d).

3.3 Working with documents

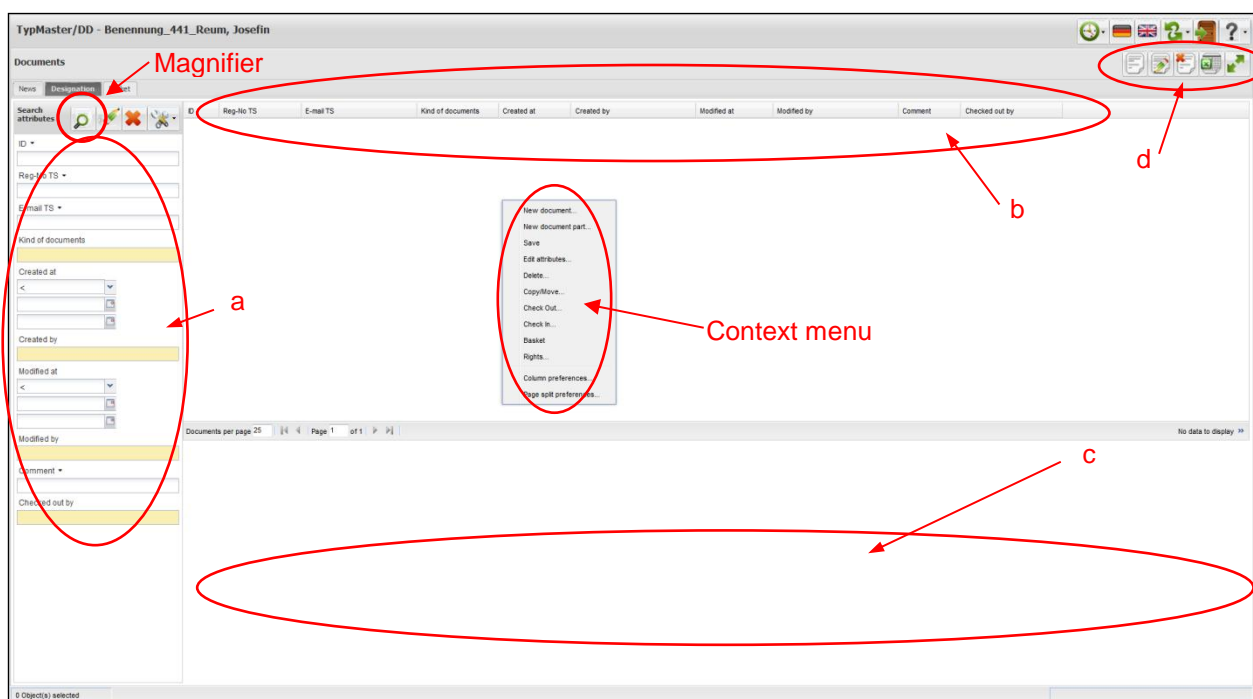
The main window consists out of 4 major parts (picture 7):

- a At the left edge, fields are available for input of search criteria. The search starts after a click on the search button (“Magnifier”) or pushing the “Enter” key. In case that all documents shall be displayed, the search must be started with empty attribute (search) fields.
- b In the middle part, metadata of search results will be shown (automatically assigned document ID, Reg-No and e-mail of the technical service etc.)

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- c In the lower part c, document parts of the selected document will be indicated (e.g. Report on CoP” or other reports). Depending on the assigned user rights, document parts can be opened, saved or deleted after opening the context menu with a right mouse click.
- d Using symbols in part d, new documents or document parts can be created, amended (e.g. change of attributes) or deleted. Alternatively, the context menu, called by right mouse click in area b, can be used.

If in the list of documents (picture 7 area b) an item is selected, the “New” button (icon “White sheet” in picture 7 area d) offers only the opportunity to add a new document part to the selected document. A completely new document can be created in this case only by using the item “New document” of the context menu (picture 7) (not the button).



Picture 7

3.4 Upload and proceeding in the KBA

The Dresden branch of the KBA checks daily in E-Typ if new documents were submitted by technical services. The quality of “Reports on CoP” and other documents will be checked. If rework is necessary, the technical service will be informed of the deficiencies by e-mail. The amended by the technical service document must be submitted again using E-Typ.

Step 1: Fill in the attribute fields

- Reg-No TS: KBA
- E-Mail: e-mail of the person in charge
- Kind of documents: Other

Step 2: Granting of document rights

- Select and remove all technical services
- Push the button “Add” and select the technical services and “Desingnation-441”

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Step 3: Upload documents

- Upload the document and give him a name
- Complete the procedure by pushing the button “Finished”
- Register the upload

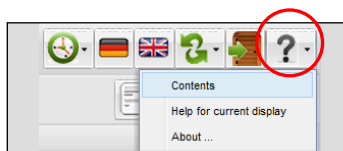
Step 4: Inform the technical service

- Inform the technical service by e-mail about the new document in E-Typ
- Remove the document from E-Typ after 4 weeks

The technical service will not be informed in case that no rework is required.

3.5 Questions and problems

For questions and problems, a comprehensive help function is available. Please use the “Question mark” button.

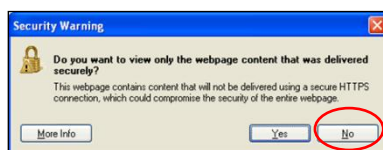


Picture 8

Further information regarding general handling of the application is given in the document “TMDD_3.1_UserManual_en.pdf”.

Input in mandatory fields (marked with “!”) will be recognized only if the entry was finished. In case of a respective error message, another field should be selected.

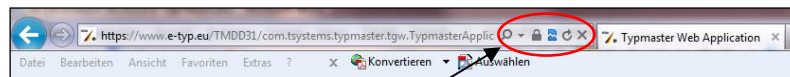
If the Microsoft Internet Explorer is used as browser, directly after login the following warning appears (picture 9):



Picture 9

Only if this warning is replied with “No”, the application will function correctly. Furthermore, the compatibility mode must be activated for the E-Typ-page.

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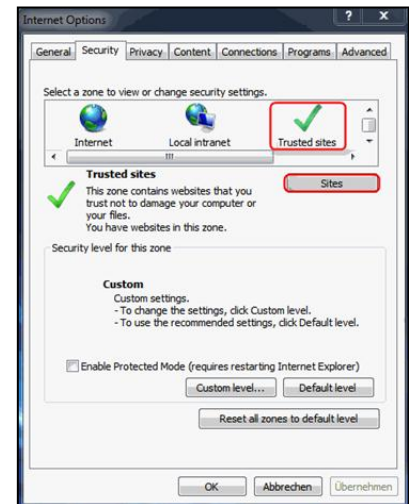


Picture 10

Symbol „disrupted sheet“

If it is impossible to open a document, the basic characteristics of the browser should be changed. For the Internet Explorer this can be done by adding <https://www.e-typ.eu> to “Trusted sites” (“Internet options”, tab “Security”) (picture 10).

Documents created by a office program can be opened only in the Internet Explorer (not in Mozilla Firefox or other browsers)



Picture 11

Please inform the KBA by e-mail or phone in case of detected system failures:

Mail: TAA-Admin@kba.de

Phone: +49 461 316-1784

In case of shut-offs or breakdowns within the KBA as well as after the application can be used again, the KBA will inform all users by e-mail.

For consultation concerning results of the KBA quality check of documents, please use the following address:

Mail: dd@kba.de

Phone: +49 351 47385-0

We would be glad to get your mails or calls with ideas for improvement.

3.6 Joint documents

User Manual TypMaster/DD 3.1 (T-Systems International GmbH)

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KBA - We score with road safety!