



unifiedpost
GROUP

1stbp Message

Installation, configuration and usage documentation

Version: 3.0.6
Author: Unifiedpost Kft.



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1. Installing 1stbp Message on a Windows OS

1.1. Download the software on your computer

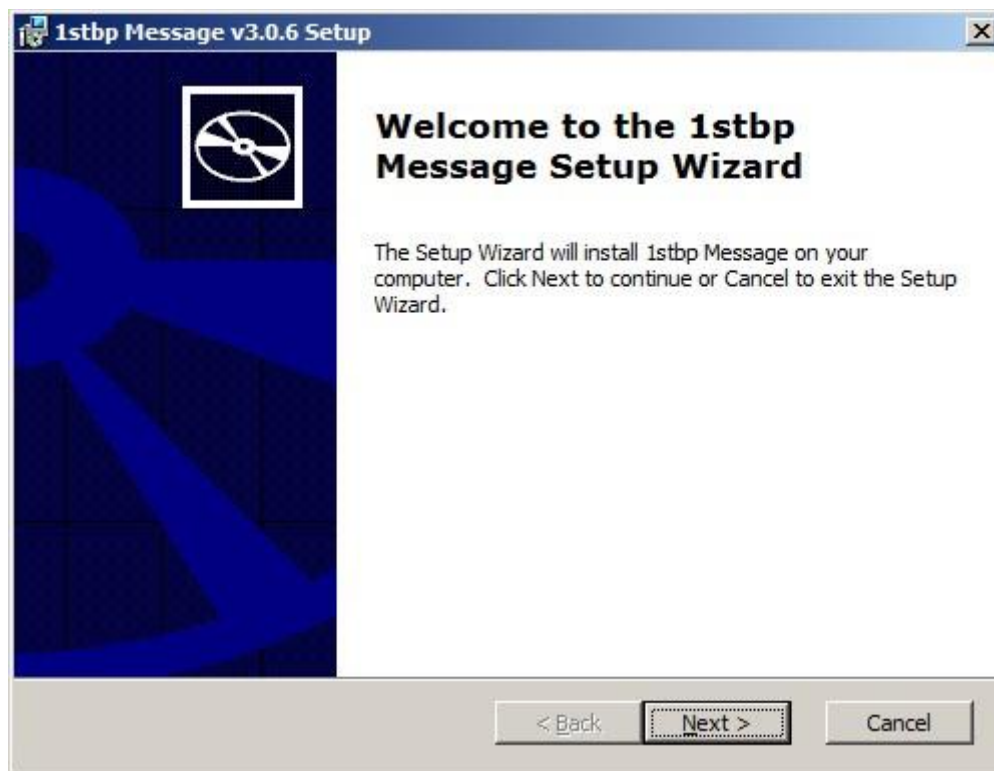
In order to send documents with Unifiedpost Kft., you must download the software installation file on your computer. The download location is <https://unifiedpost.hu/1stbp-message-letoltes/>

1.2. Installation of the program

Run the downloaded file by double clicking it. The installation will run automatically. The setup file contains the 1stbp Printer Driver and the 1stbp Message program used to transfer the printed files to the Unifiedpost Processing Centre. Next, choose the language and click Install.



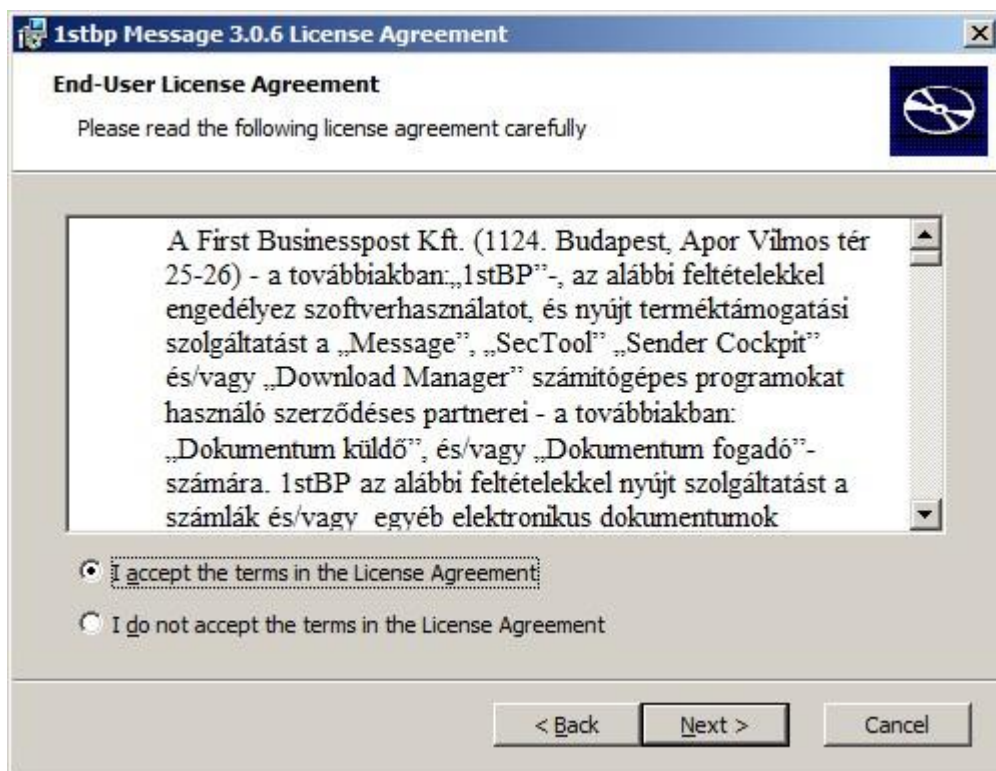
The 1stbp Message Setup Wizard, that guides you through the installation process, opens:



Choose the country where the software will be used, then click Next.



Please read the License Agreement. Before you can continue with the installation process, you must accept de License Agreement.

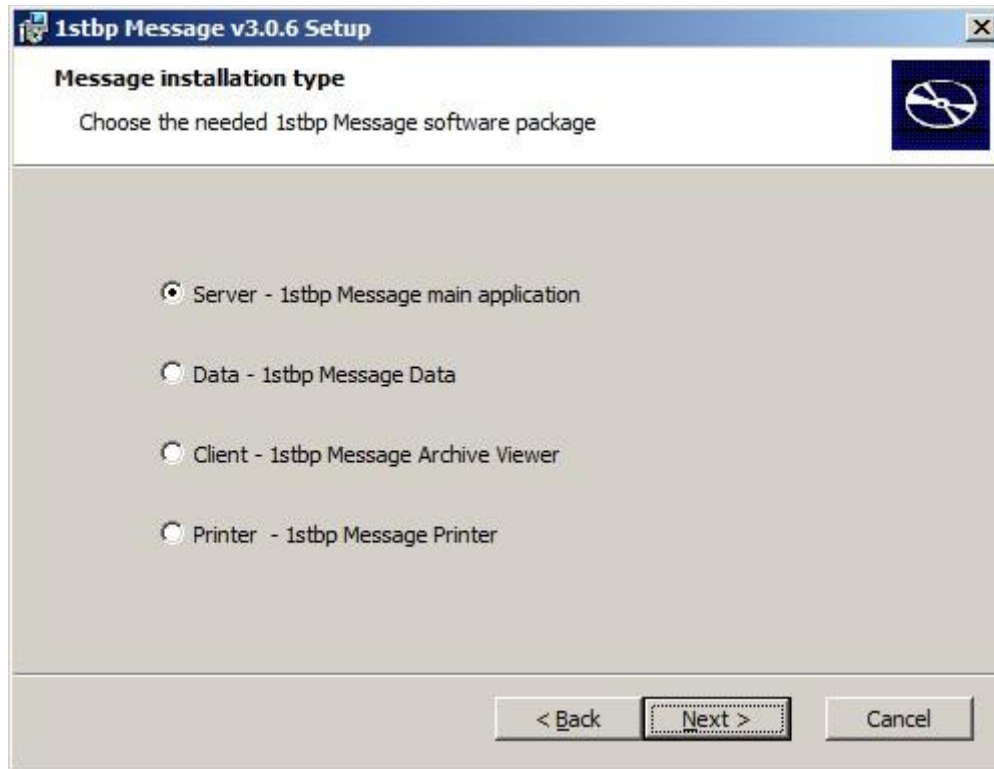


During the installation, you can choose among the available installation types:

- **Server** mode installs the main application that enables sending all document types that 1stbp Message processes. This is the most common installation type, if you are unsure, choose this one.

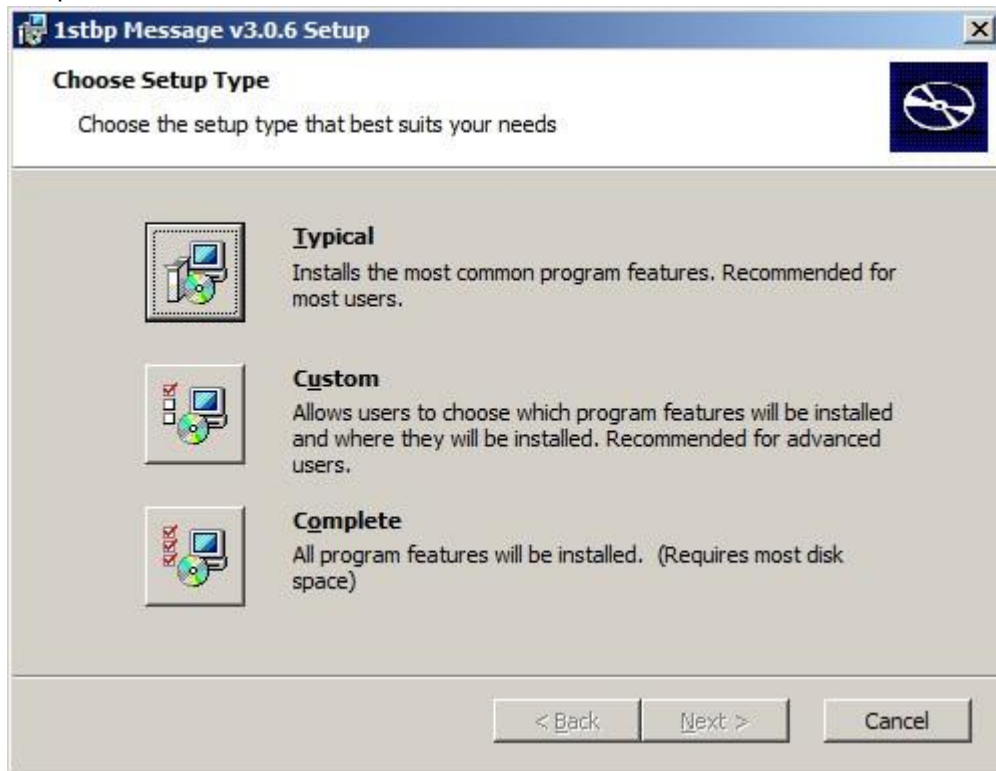


- **Data mode** installs only the components required for sending ASCII structured data.
- **Client** installs only the components required on a client computer. With Archive Client you can see the process status of the documents from more than one working stations, but there must be at least one Server main program installed in the network.
- **Printer** installs only the printer driver and a printer on a client computer.

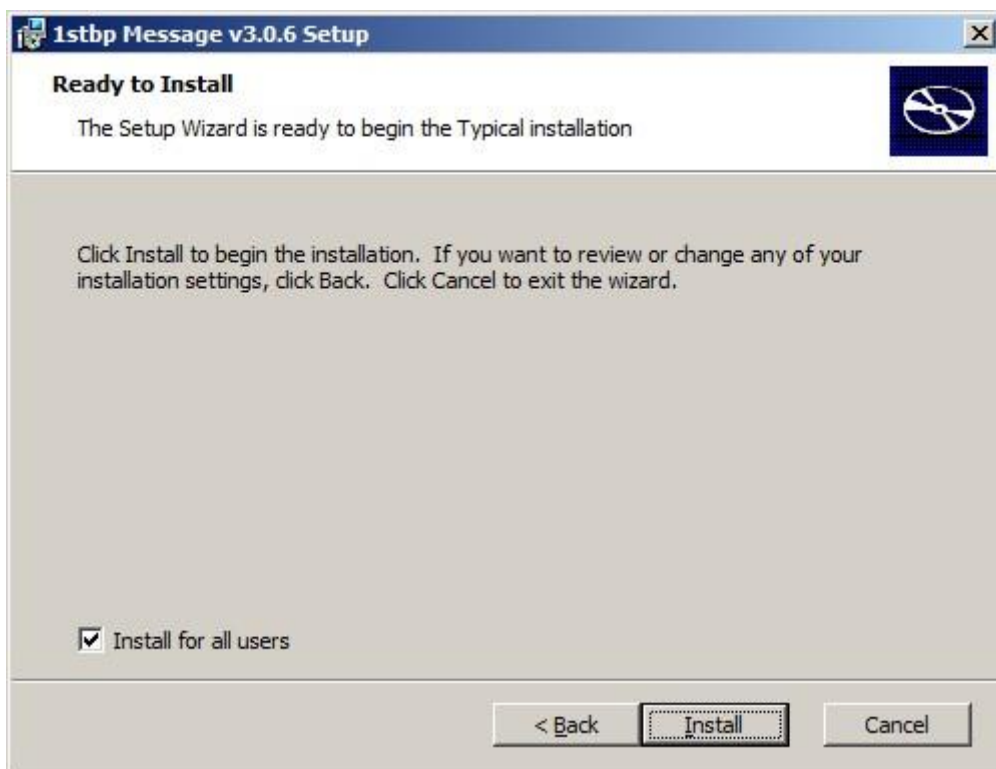




After selecting the installation option, you have the possibility to choose among different installation modes. Choose the Typical installation option (installs all components except Service) if you don't have any reasons to proceed otherwise.



If you have an older version of Message installed, you should note that the default installation path has been changed. The option 'Move files in the new folder' changes this path automatically. Now, the installation process can start. Please make sure that the checkbox 'Install for all users' is checked if there is more than one user working on the computer.





1.3. Port configuration

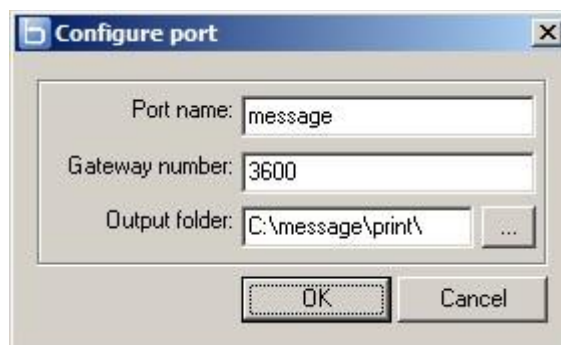
The 1stbp Printer driver is the same as the ones for normal printers. After the installation, you can find it, as any other ordinary printer in Start - Settings – Control Panel - Printers.

A special print port stores the print-out in a directory and it controls the nomenclature.

Port Name: with this option you can assign a name to the printer driver. (for Win9X: no more than 10 characters!)

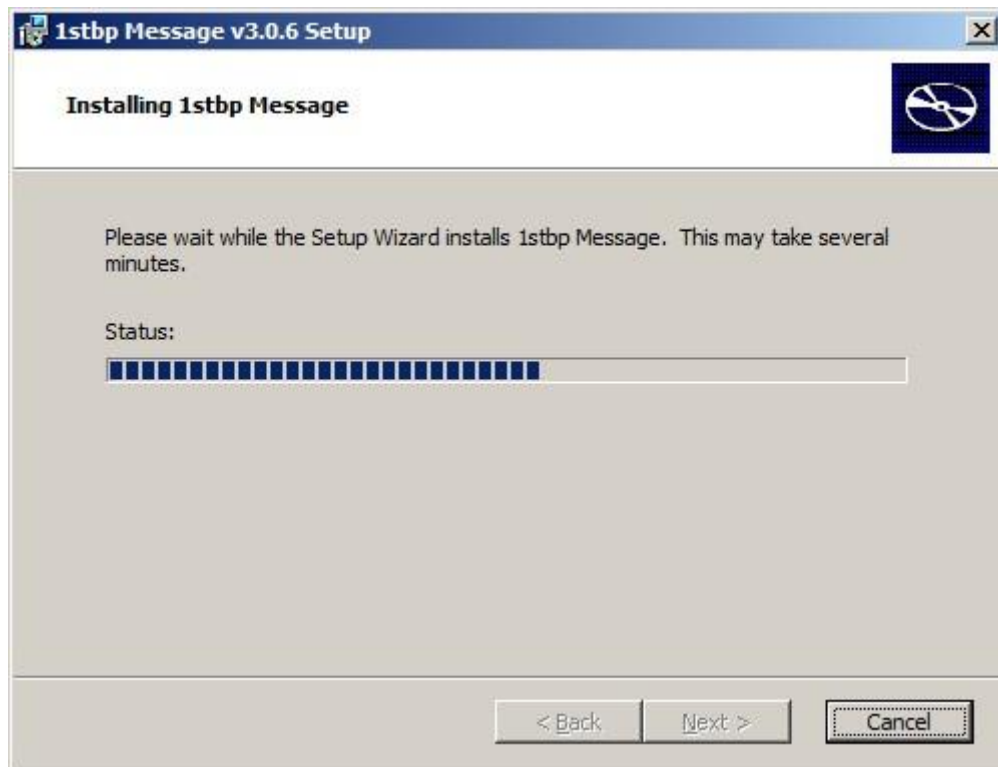
Gateway number: is receiver dependent and given to you by our Support Centre. Please insert it correctly! For example for a Hungarian receiver the Gateway number is 3600, for a Slovakian or Czech one, it is 4210.

Output folder: In this directory are stored all the printed files. You must have the right to do this. It would be best to choose the folder using the '...' button. If the folder does not exist, you should create it before completing this step.



Note: When installing from a terminal service session, the printer port configuration works only in a console session, otherwise the installation will be reverted.

After configuring the printer port, please confirm with 'OK'. There are only a few backup files that need to be copied on your PC and the installation is done.





Finish the installation with the Finish button.



During a typical installation process, along with the main program, the following additional applications are installed:

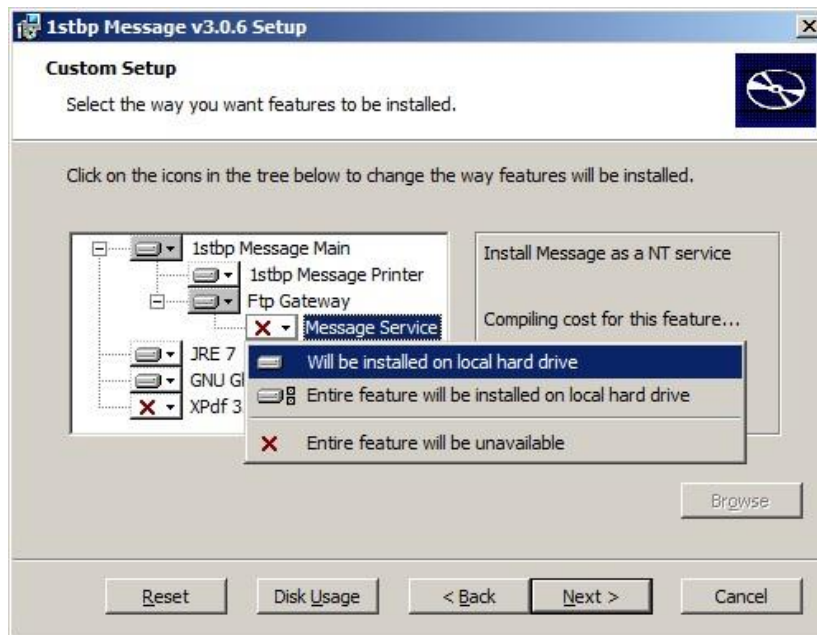
- Java 1.7 runtime environment

- GNU Ghostscript v8.62 to generate tiff files from the printed files.



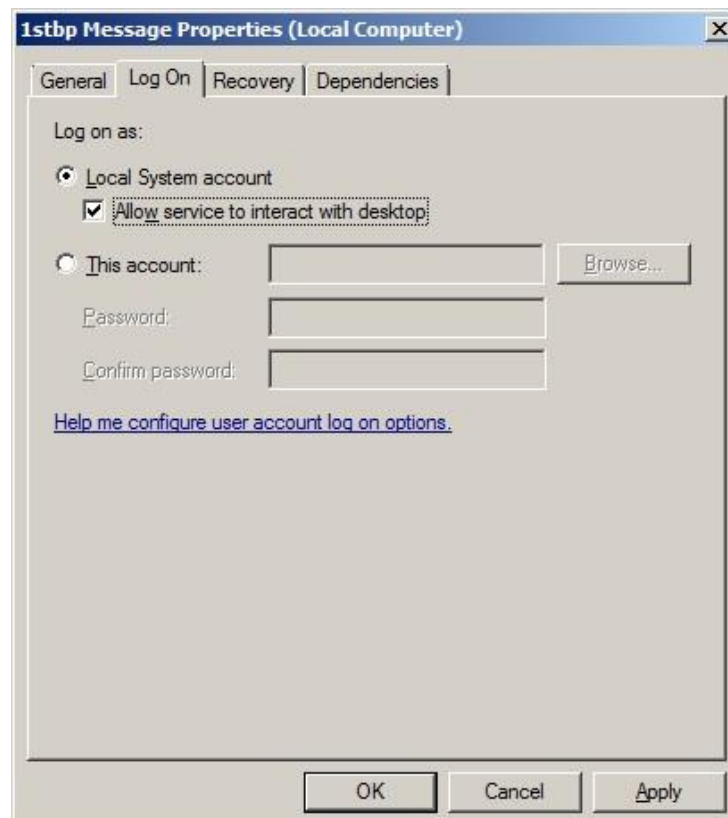
1.4. Installing the program as a service

Choose the Complete or Custom installation mode:



Choose “Will be installed on local hard drive” for Message Service. Click on the ‘Next’ button.

In Start / Settings / Control Panel / (System and Security) / Administrative Tools / Services, the entry 1stbp Message is added and can be configured. With the standard settings, the service will be automatically started at each computer start. The option ‘Allow service to interact with desktop’ starts 1stbp Message in GUI mode.





1.5. Optional: Installing an additional 1stbp Printer

For each Processing Centre you need a printer in order to send your documents. If you are informed by a receiver that another printer is needed, you should run the option 'Add printer' in Start/Programs/First Businesspost/1stbpMessage.

Choose the installed 'Generic Postscript Printer' for your operating system.



After adding the printer, the port configuration starts.





2. Starting the program



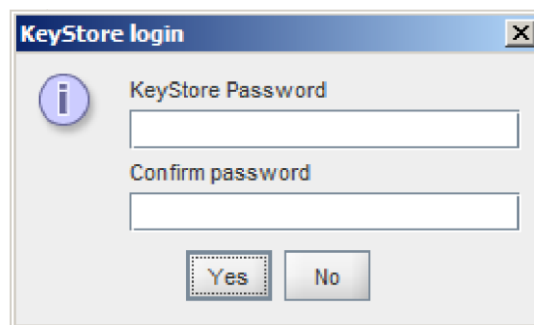
After installing 1stbp Message a shortcut is created on your desktop. Also, a program group named 'First Businesspost' will be added to the Start menu. You can start 1stbp Message with any of these two possibilities.

Afterwards, 1stbp Message starts.

2.1. Generate a key pair for electronic signatures and encryption

The documents are electronically signed and encrypted. For this, it is important to generate a key pair.

In order to protect the key pair, please assign a password.

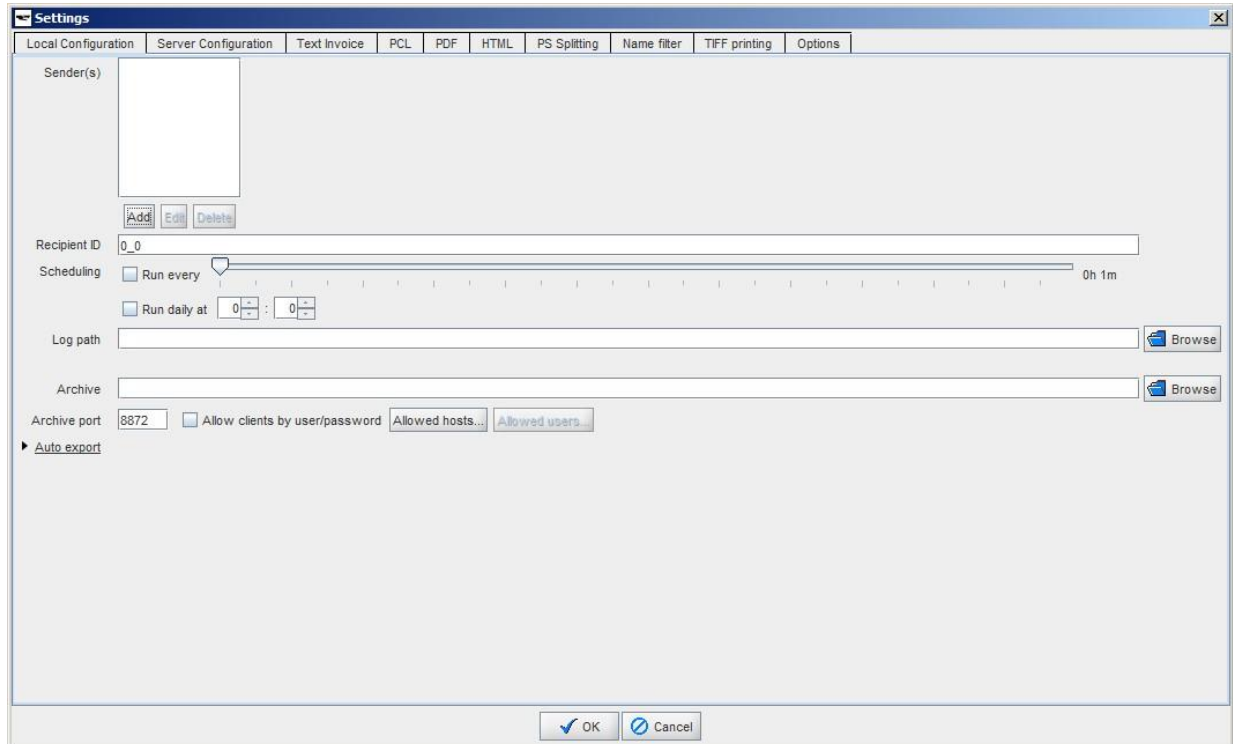


On each start of 1stbp Message you will be asked for this password.



3. 1stbp Message configuration

1stbp Message transfers the files saved in 'Output folder' or in 'Local path' to the corresponding Unifiedpost Kft. Processing Centre. Please ask your administrator to grant you permission to allow HTTP data transfer between Message and the Processing Centre.



In order to configure a new sender, please click on the 'Add' button. A new window opens where you must enter the new sender ID (will be communicated to you by our technical staff), then click on the 'OK' button.





The following options are applicable only to the selected sender:

Local path: the path where all the printed files, for each sender, are stored. It is equivalent to the 'Output Folder' of the printer driver. See page 8.

Company paper: Enter the path to a tiff image that contains a file or an invoice form that your company uses. This image will be used for each document as background. If you use a different paper for the second and following pages, please enter their path in the field 'Second page'. **IMPORTANT:** the tiff must be black and white with a 300 DPI resolution and it should match the printer page format!

Watermark paper: the tiff images with watermarks represent a warning that the generated image files are not invoices in the sense given by the UStG. They serve only for easy comprehension.

Use archive: If checked, the records regarding every document sent for this sender will be saved in the Message's local archive. If you want to check the status of the sent documents, it is recommended that you enable this option.

The following options are available regardless the selected sender ID:

Run every: the time interval when 1stbp Message should search in 'Local path' for new files in order to start sending them.

Run daily at: the time when the processing should start each day.

Archive: If the option "Use archive" is enabled for at least one sender, then archiving is used. In this case, the location where the documents are saved (after being sent to the Processing Centre) is the archive path. Additional information can be requested from the Processing Centre, as the option Status request/ Request response is used for archived documents.

Receiver ID: it will be communicated to you (0_0 means the receiver is detected using the address written on the invoice).

Log path: is the path where 1stbp Message writes the log files.

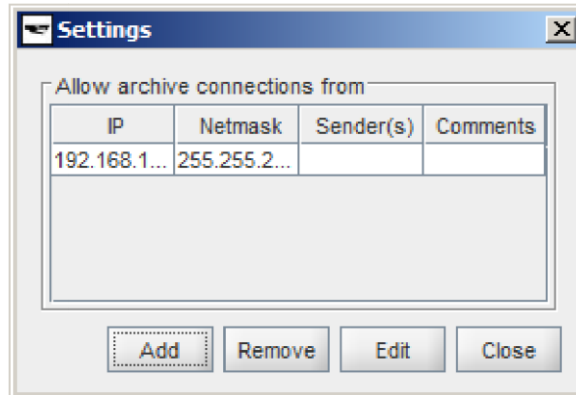
Auto export: specifies if/when/where a periodical archive export should be done.



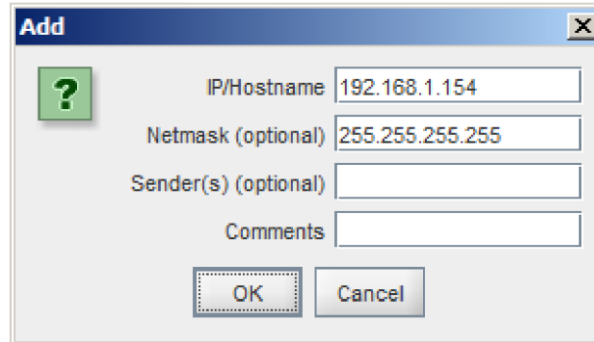
3.1. Enable Archive Server (optional)

Archive port: the port to which the archive clients will connect

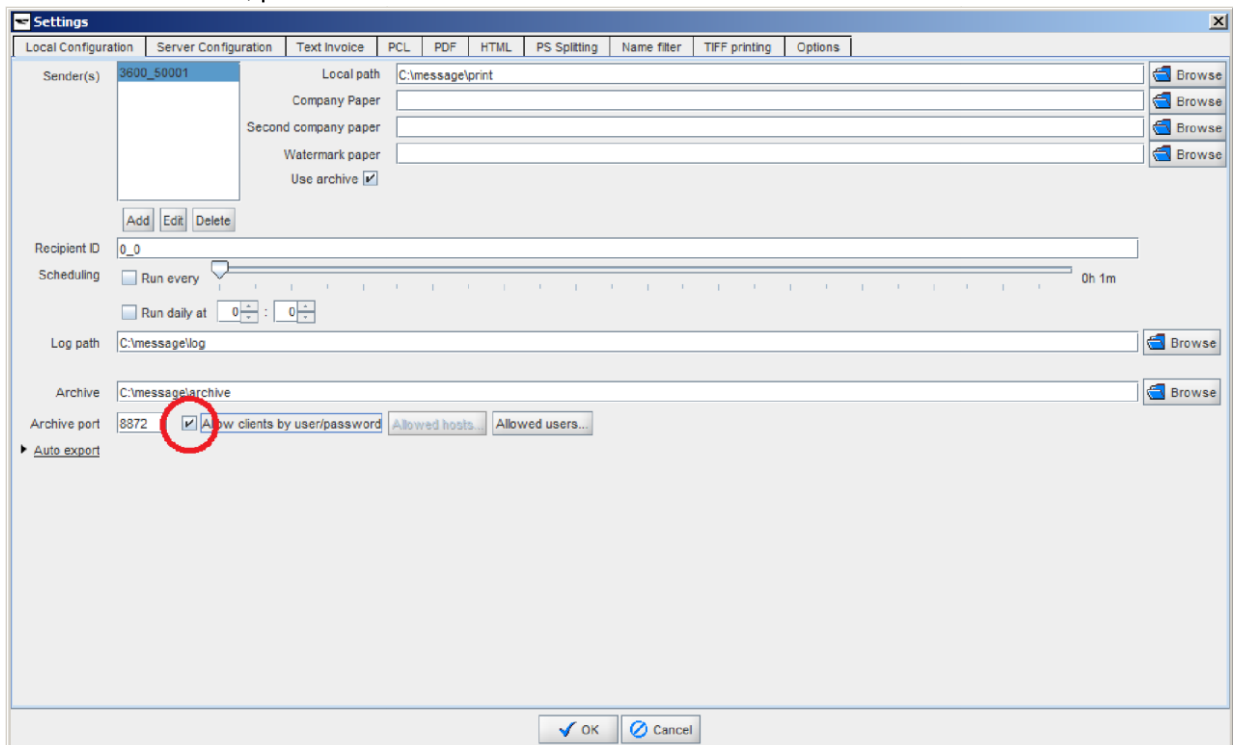
Allowed hosts: defines which clients have access to the archive.



Choose 'Add' for adding new clients. You can use host names and IP-addresses. Netmasks are optional. If you configure the Sender(s) (in case you use more than one Sender IDs) you give the clients access only to the archive entries for their Sender ID. In Comments, you can add entries of your own choice.

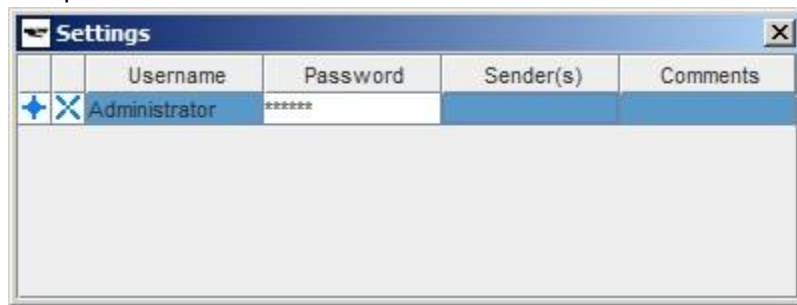


To use allowed users, please select the checkbox and click on the button 'Allowed users'





The following window opens:

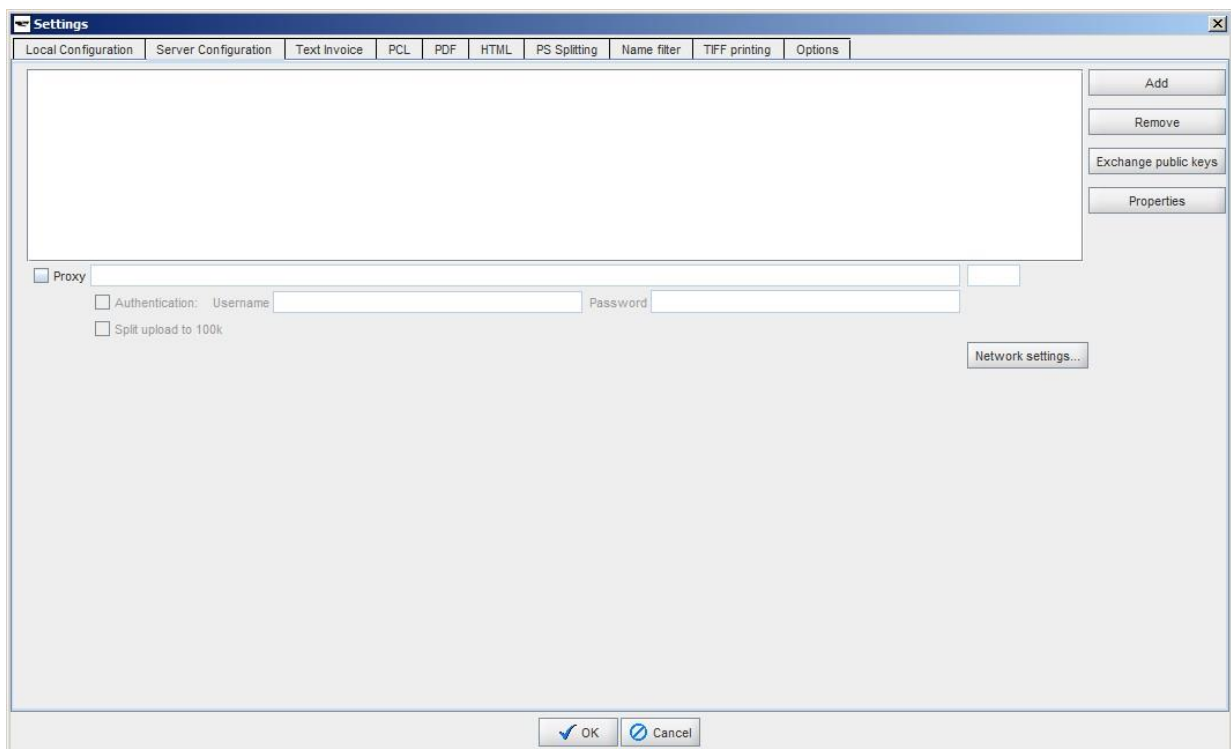


When you click on  you can add a new user.
When you click on  you can delete entries.

Pay attention to the fact that the username is key sensitive.

3.2. Configuring the Processing Centre

The tab 'Server Configuration' contains the connection configurations for the Unifiedpost Kft. Processing Centre.



For each Processing Centre you work with, you need to input the network information (Add). The documents data will be transmitted through HTTP.





Identification:

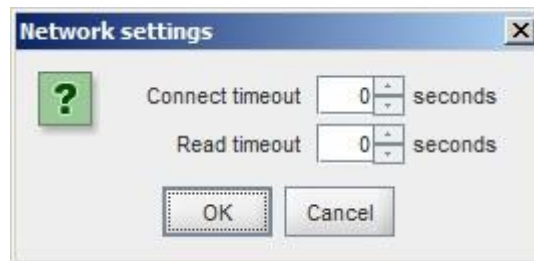
Gateway ID: Identification of the Processing Centre (it will be communicated to you). For example for a Hungarian receiver the Gateway ID is '3600', for a Slovakian or Czech one, it is '4210'.

Connection protocol:

URL: the URL for accessing the Processing Centre 's HTTP server (it will be communicated to you)

Backup URL: a backup URL used when the first URL is not accessible

Network settings: In case of connection problems, you can change the connection timeouts.





3.3. Optional: Transfer of ASCII print files

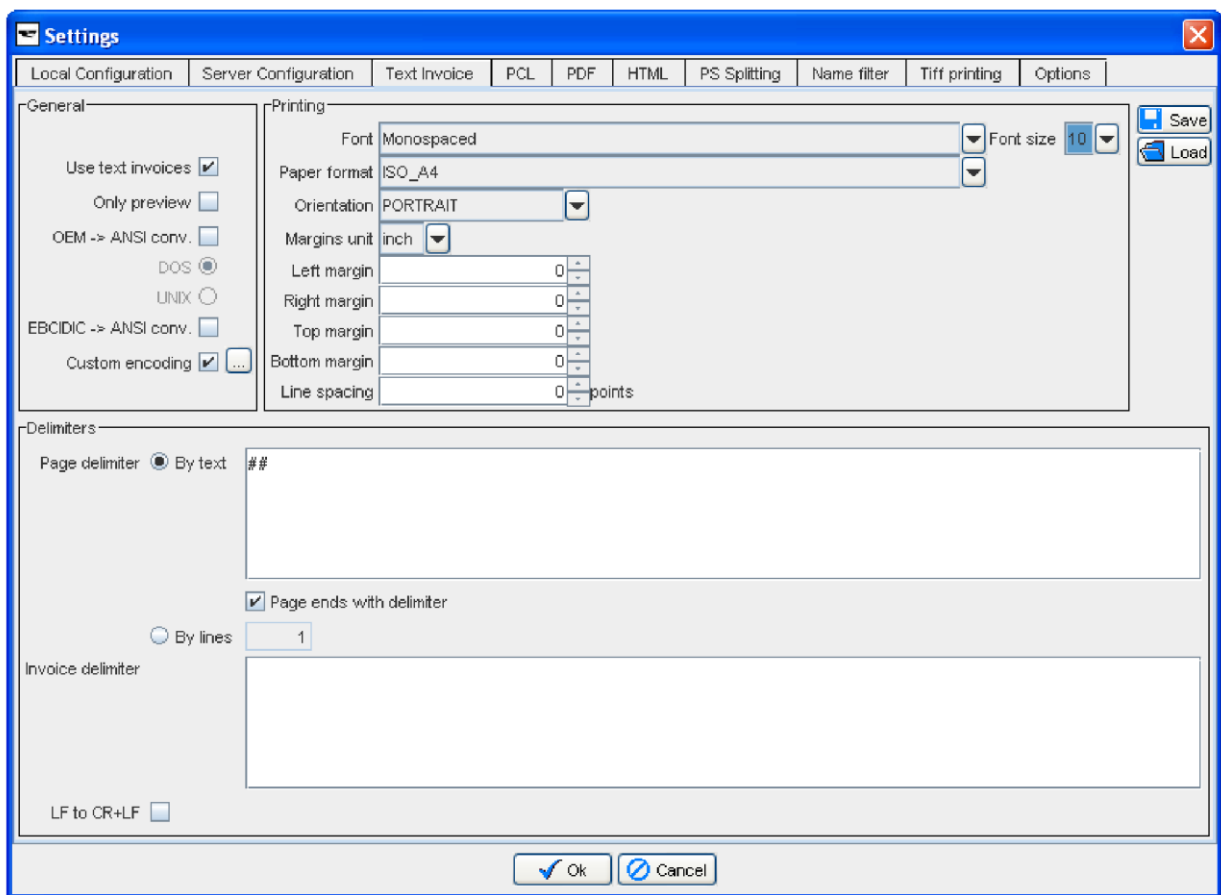
Some ERP Systems are generating ASCII-formatted text files for sending to line printers. The print files must be formatted by blanks and they shouldn't contain any further formatting characters except page numbers and invoice delimiters.

Those text files are sent by Message from the folder specified in the 'Local path' configuration option. Please use the following structure for the file names:

<gateway id>_<ascending_incremental_number>.txt

E.g. 2222_12345.txt

2222_12346.txt



Use text invoices:

You can enable or disable this option by marking the corresponding check box.

Only preview:

This option provides help for the definition of the page layout. The text file from the 'Local path' folder will be processed and the result will be displayed on your screen. There is no data transfer to the Processing Centre. The processing will need approximately 1 minute, depending on the computer you are using. The option 'Only preview' has to be set every time after starting 1stbp Message! Hint: Deactivate both data transfer options while working on your layout definition!

OEM -> ANSI conv.:

Converts the OEM-coded (DOS or UNIX) ASCII file to ANSI

EBCDIC ->ANSI conv.:

Converts the EBCDIC-coded ASCII file to ANSI

Page delimiter: Unique identifier for delimiting the pages. (Hex character in brackets e.g. <0c> for page feed)



Invoice delimiter: Unique identifier for delimiting invoices. (Hex character in brackets e.g. <0c> for page feed)

Convert LF to CR+LF: Converts input text line endings to Windows line endings (CR+LF). This option is especially useful when you define multiline separators and the input text has Unix line endings (LF).

Font: Defines the font of the printed invoice (for ASCII-formatted invoices 'Courier' is often used)
Font size: Defines the size of the used font

Paper format: Defines the size of the invoice printing paper

Unit of measurement: Because of rounding, the margins information can have 'crooked' values. This has no impact on functionality.

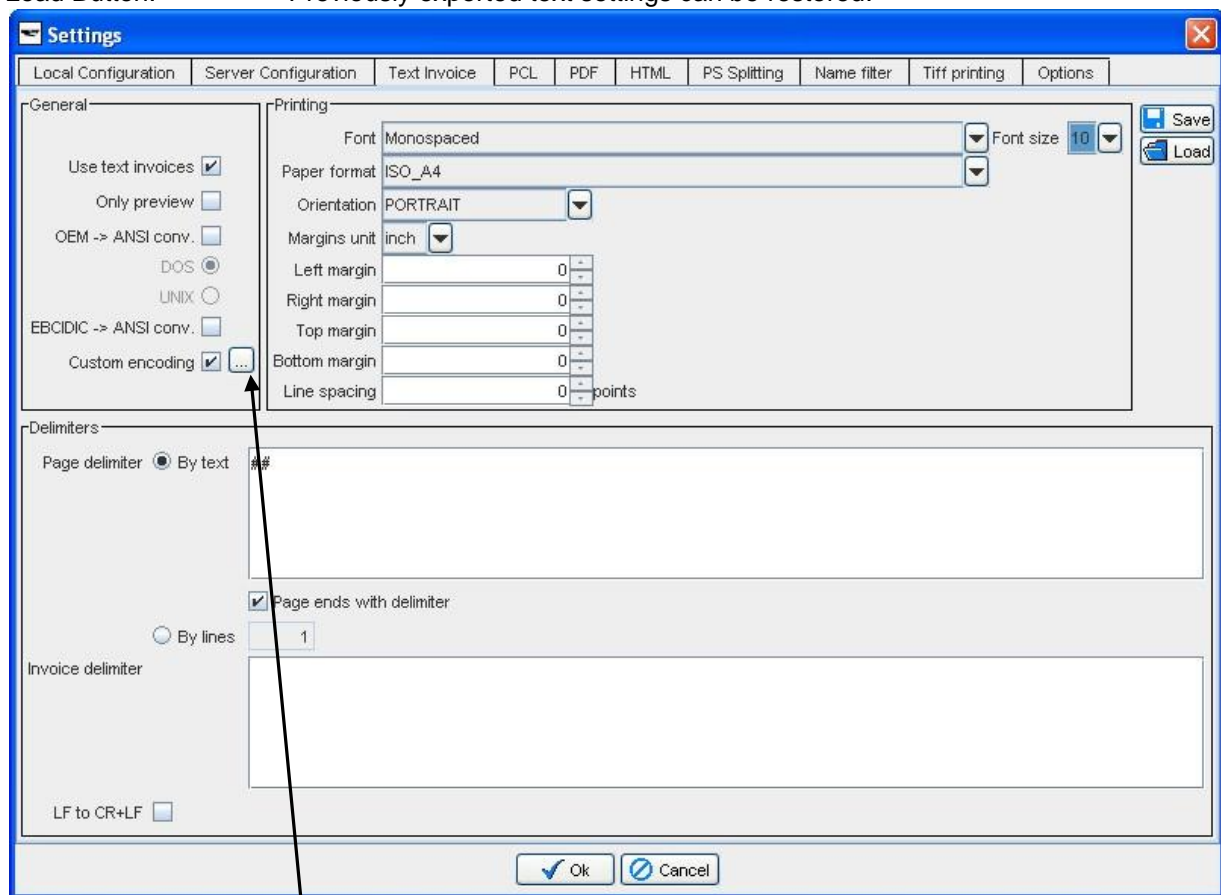
Left margin: Left margin where the printing starts (negative values can be used)

Upper margin: Upper margin where the printing starts (negative values can be used)

Line spacing: Will create a bigger line space. The value is named in points that are added to the default line space.

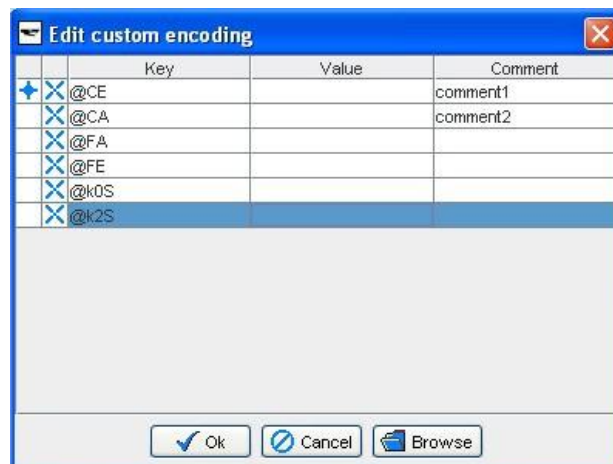
Save Button: The text settings will be exported.

Load Button: Previously exported text settings can be restored.



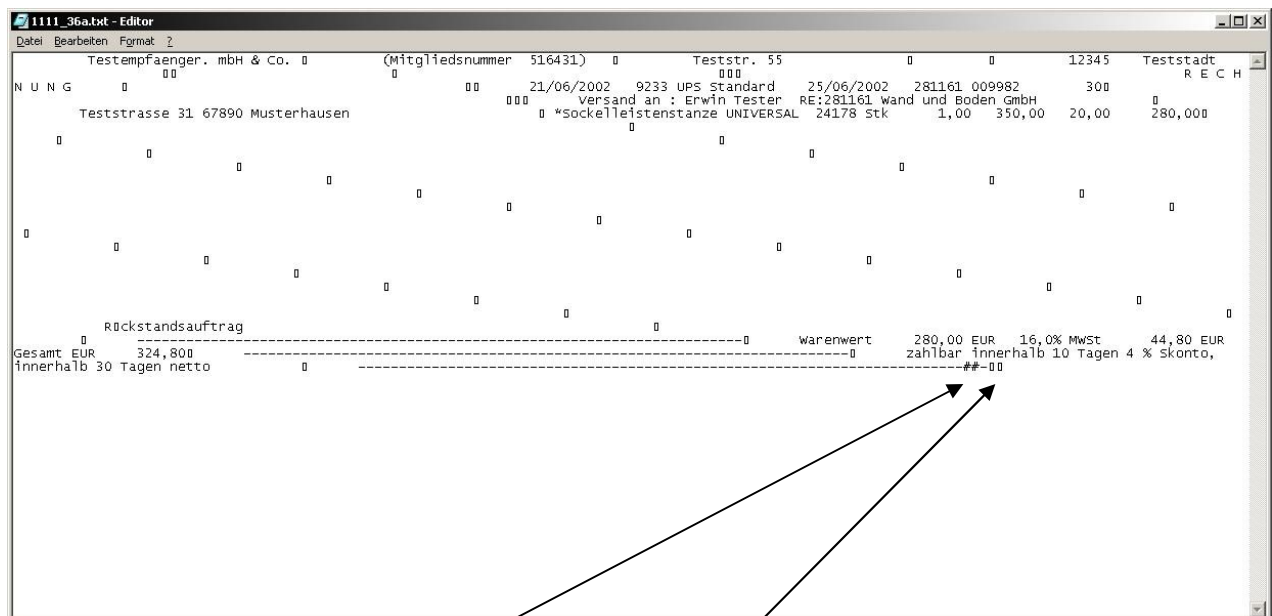
If you select the checkbox "Custom encoding", you can click the button and the window 'Custom encoding' will open.

Here you can delete special characters, or replace a key and/or a value with another one. With this function, blank lines can also be inserted. Special characters (()[\]+*?) must use the backslash symbol \ ← (see example).



Example:

Step 1: Analyze the Spoolfile:



##- is the Document delimiter

<0c><0a> is the page delimiter (displayed with a Hex Editor).

Step 2: Scan and save the document view.

Step 3: Define the parameters for the 'Text invoice' view (see above).

Step 4: Choose 'Only preview'.

Step 5: Copy the ASCII files containing with only one or two documents in the folder 'Local path'. Step

6: Set the option 'Run every' to 12 hours.

Step 7: Press the 'Run now' button.

After a while, the result appears in the preview window.



Vorschau

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RECHNUNG

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21/06/2002	9233 UPS Standard	25/06/2002	281161	009982	30

Bei Zahlung Skontobetrag u. Rechnungs-Nr. angeben

Bezeichnung	Artikel-Nr.	Einheit	Menge	Preis	Rabatt %	Netto-Betrag
Versand an : Erwin Lester RE:281161 Wand und Boden GmbH Teststrasse 31 67890 Musterhausen						
*Sockelleistenstanze UNIVERSAL	24178	Stk	1,00	350,00	20,00	280,00

Vorherige Rechnung Vorherige Seite Nächste Seite Nächste Rechnung Schliessen

If other changes are needed, close the preview window and open the 'Text Invoice' view. Make the desired changes and press 'Run now' again.



3.4. Optional: Transfer of ASCII structured files

1stbp Message can be used also for sending structured data. The structured data are generated in the sender format and then converted to the receiver format by the Processing Centre.

The processing steps are the following:

- Poll the directory 'Local Path'
- Encrypt and sign the ASCII files.
- Transfer the encrypted data through HTTP to the Processing Centre.

If the ASCII files of the sender are in non-standard format, then the new format needs to be defined in the Processing Centre. This operation will be charged. For a detailed proposal and to clarify the information required please contact the Processing Centre support.

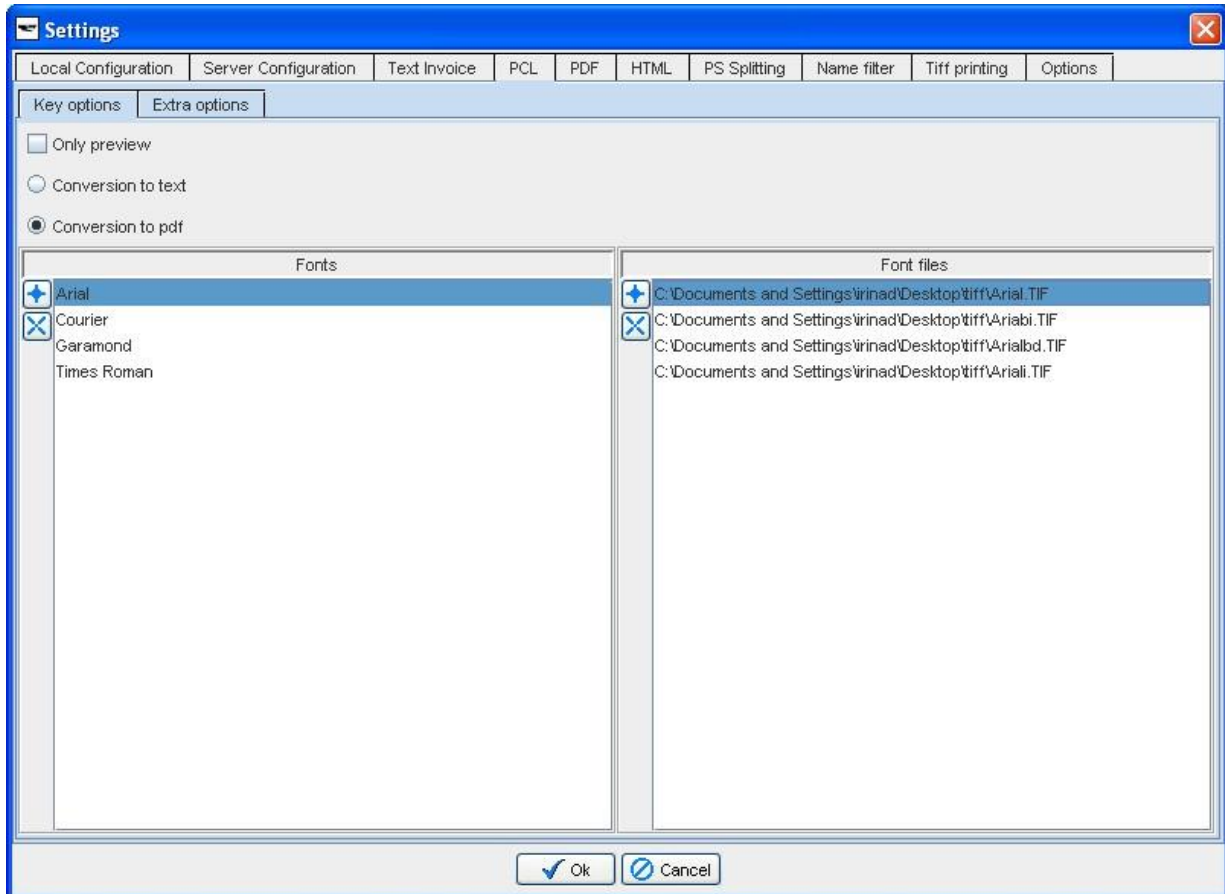
The contact details are available at: www.unifiedpost.hu in the menu 'Contact'. The service fees are listed in the menu 'Conditions'.

The structured ASCII files must be stored in the 'Local path' folder with the following name structure (if there are no changed settings changed in the 'Name filter'):

<ID gateway>_<incremental number>.asc
e.g. 4900_12345.asc

3.5. Optional: Transfer of PCL print files

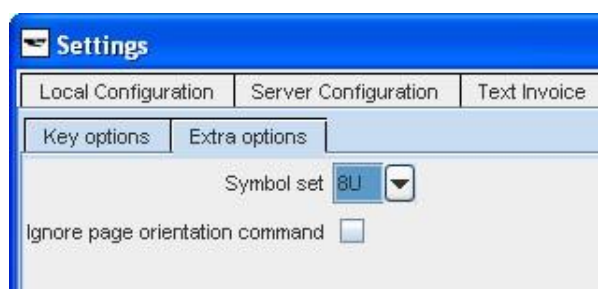
1stpb Message can also work with PCL files. Several options are available.



- Only preview: Displays the converted file without starting the transfer.
- Conversion to text: With this option the PCL control characters are eliminated and the data are processed as simple text files into the 'Text Invoice' tab. Here, the final steps for converting the files into postscript format are made.
- Conversion to PDF: The PCL files are converted in the target format with all the graphical attributes included. In PCL, the text fonts must be stored as TrueType fonts. Because of the large number of PCL attributes, this option may not always work.

The PCL print files must be stored in the folder 'Local path' with the following name structure (if there are no changed settings changed in the 'Name filter'):

<ID gateway>_<incremental number>.pcl e.g.
 4900_12345.pcl



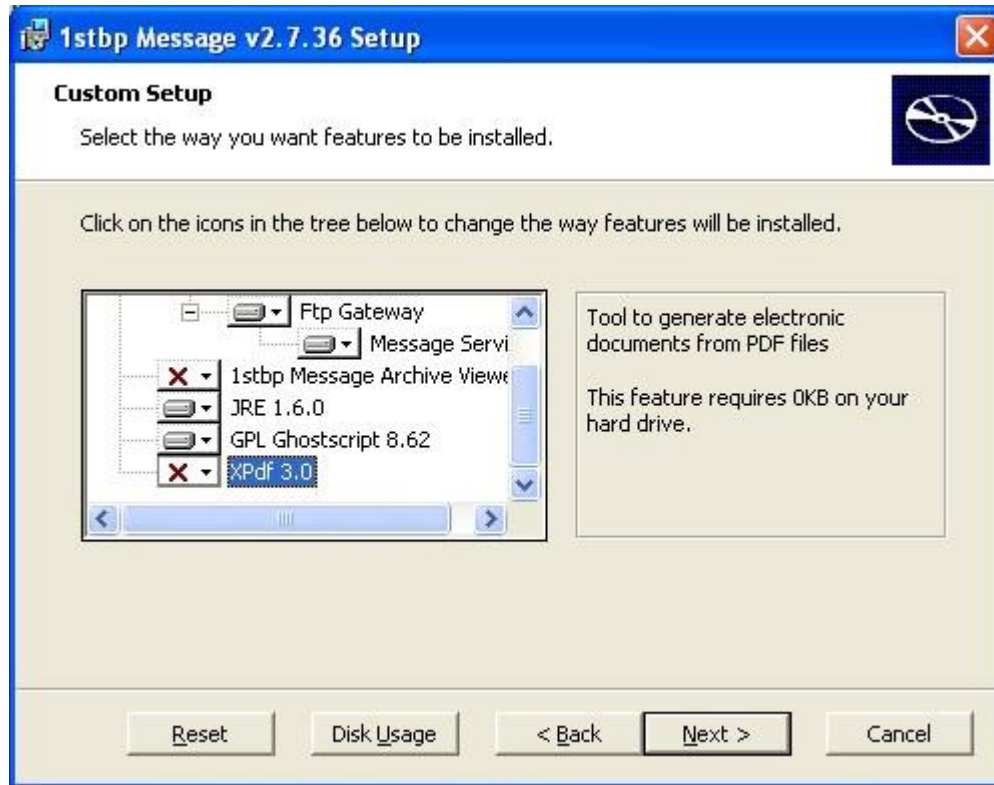
Please use these extra options only when required!



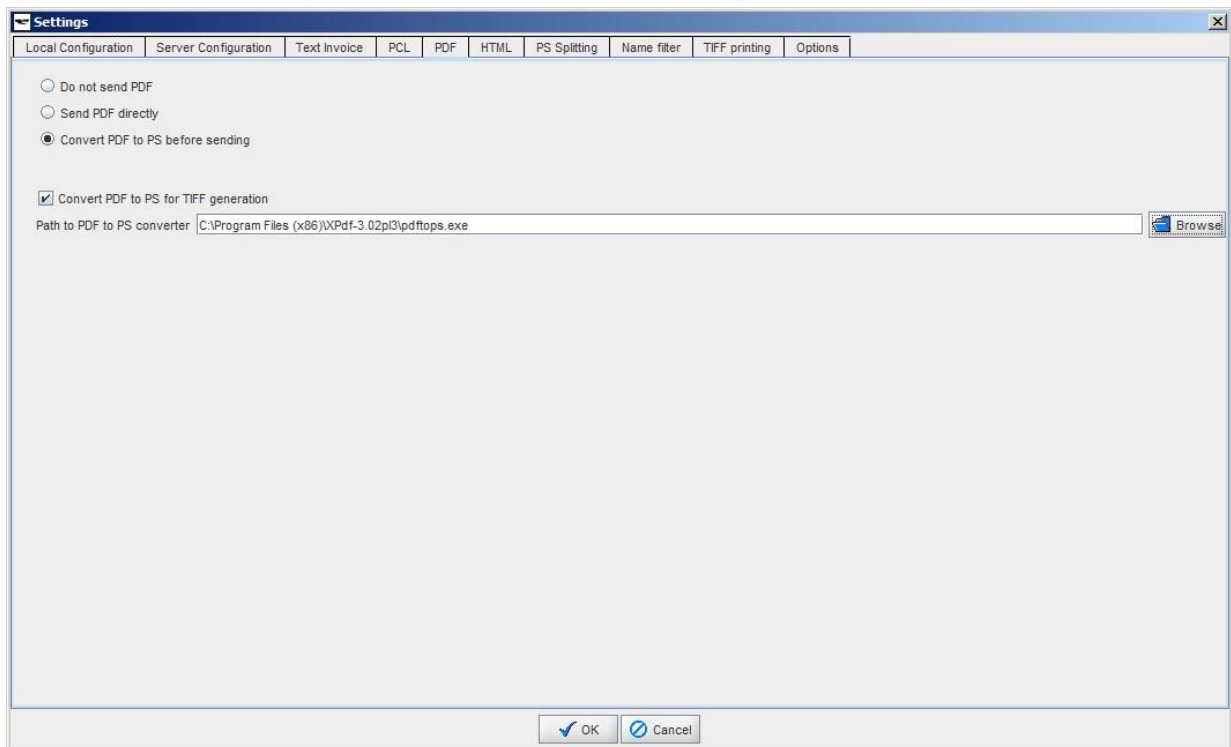
3.6. Optional: Transfer of PDF files

1stbp Message can send PDF directly or it can convert them in Postscript files using an external program, for further processing.

For this type of installation, please select 'Custom' installation.



Select 'Will be installed on local hard drive' for XPdf 3.0 component. Click on the button 'Next'.



Send PDF directly: With this setting, the PDF files are sent without being converted to the Processing Centre, where they are processed.

Convert PDF to PS before sending: Enable this option.

Convert PDF to PS for tiff generation: Normally the document image (tiff) is generated directly from the PDF, but there are some PDF files for which this conversion is not working properly. Use this option only for these cases.

Path to PDF to PS converter: The program Xpdf is copied during installation into the installation path. The path must contain the executable application (pdftops.exe).

Xpdf is available for other operating systems as well. The application can be downloaded at:

<http://www.foolabs.com/xpdf/download.html>

An alternative PDF to Postscript converter can be downloaded from the following location:

<http://www.pstoedit.net/pstoedit>

The PDF files must be stored in the folder 'Local path' with the following name structure (if no custom settings were made in the 'Name filter' tab):

<ID gateway>_<incremental number>.pdf
e.g. 2222_12345.pdf



3.7. Optional: PS splitting

In the tab PS splitting you can specify the conditions for a postscript file containing more than one document to be split into individual documents. This feature can be combined with the PDF (with “Convert PDF to PS before sending” option), PCL and Text Invoice options.

Please select as keywords terms that are available only on the first or last pages of a document. The position of the keywords on the page is not important. Pay attention to the capitalization of the keywords.

Settings

Local Configuration | Server Configuration | Text Invoice | PCL | PDF | HTML | PS Splitting | Name filter | TIFF printing | Options

Settings

Use PS files splitting

Split using start page keyword

Split using end page keyword Subtotal

Testing

Step 1 Copy sample PS file(s) in local path

Step 2 Text extraction

Step 3 Split PS file(s)

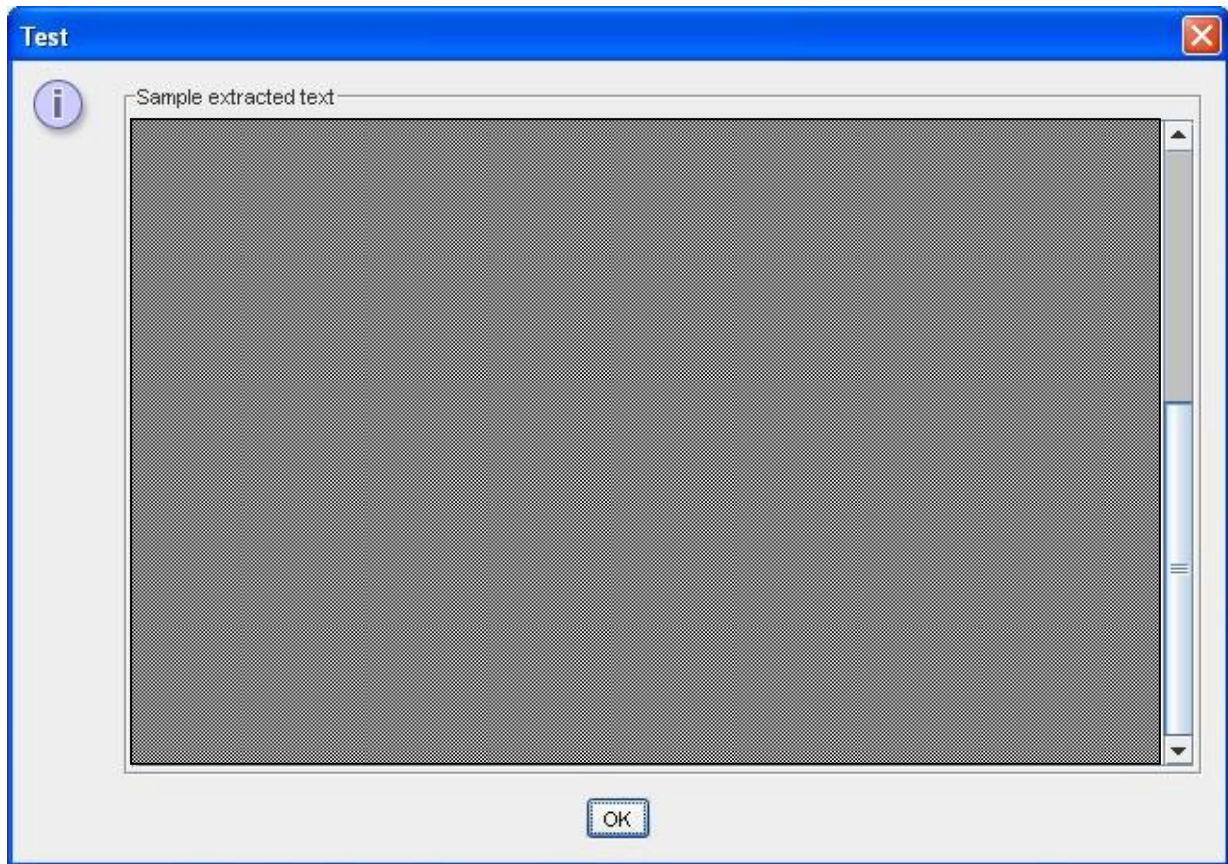
Step 4 Inspect local folder for resulting PS file(s)

Step 1: Generate a sample Postscript file and copy it in the 'Local path' directory.

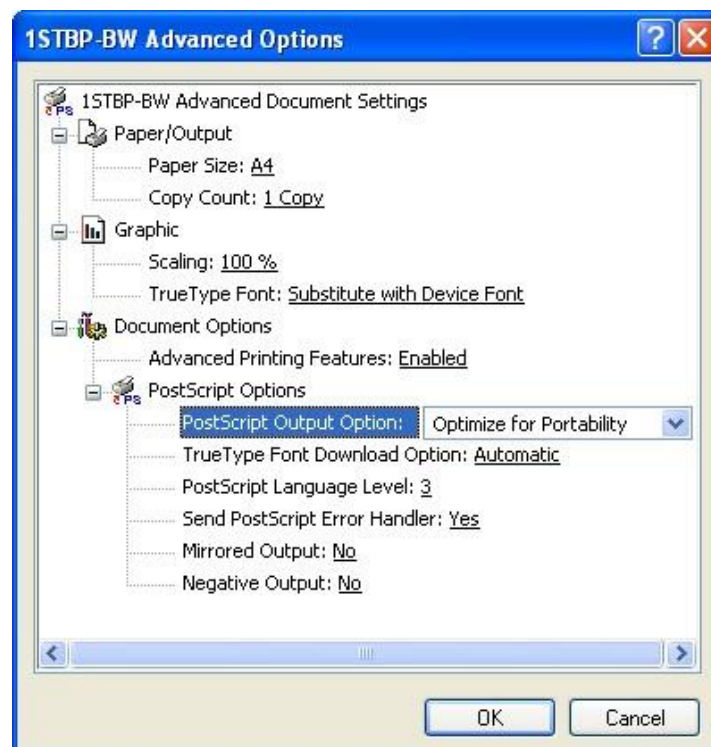
Step 2: After pressing the 'Test' button, a window containing the text opens. Only words contained in this text can be defined as keywords.

Step 3: After pressing the 'Test' button, the defined keywords are used for splitting the postscript file from the 'Local path' directory. The resulting files are now available in the 'Local path' directory.





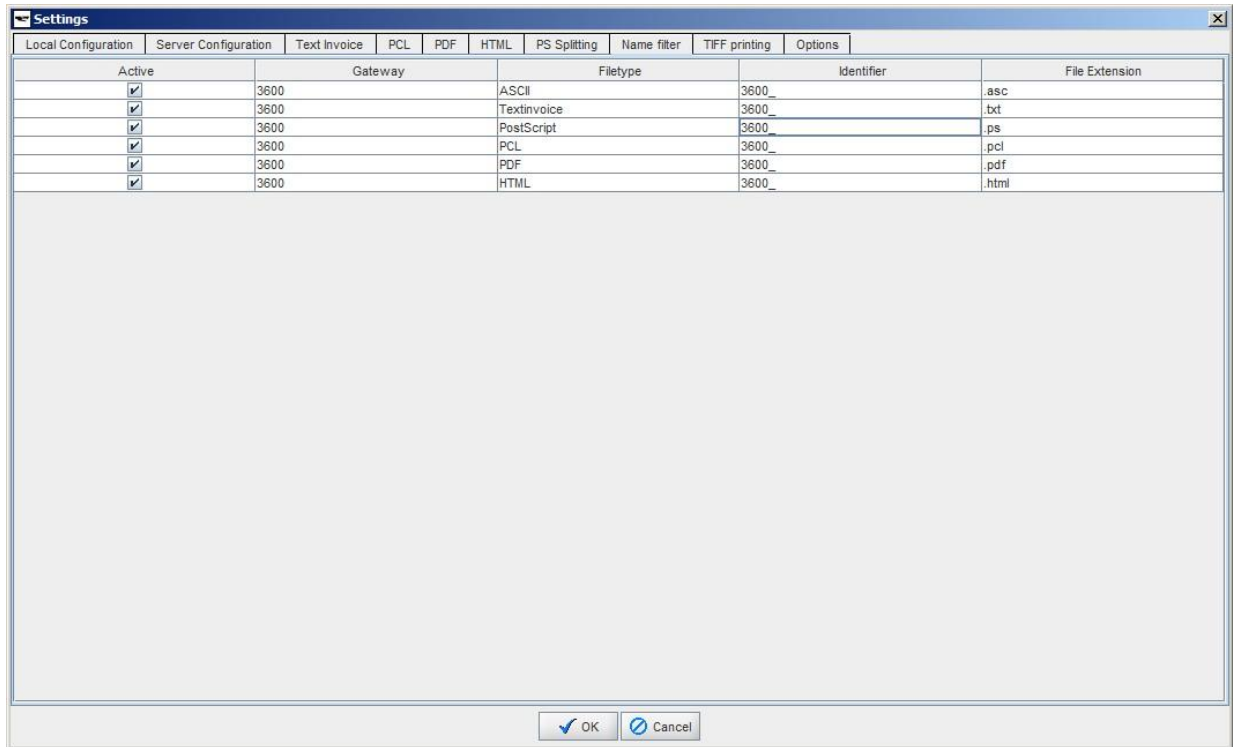
A postscript viewer can be downloaded from <http://www.cs.wisc.edu/~ghost/gsview/>. When using the PS splitting option you must ensure that the Postscript print driver has the option 'Optimize for portability' enabled.





3.8. Optional: Name filter

In the tab 'Name filter' the nomenclature of the files can be defined. For every Processing Centre there is an entry corresponding to each data type in the data table. The identifier (prefix) and the suffix are used to determine, from a file's name, the file type and the destination Processing Centre. The default value for an identifier (prefix) is the id of the Processing Centre plus a '_' (For example for a Hungarian receiver the prefix is '3600_', for a Slovakian or Czech one, it is '4210_').



Other examples:

Activated Filetype	Identifier	Suffix	Result
Textinvoice	80	.lst	All the files with names that start with 80 and end with '.lst' are processed with the Textinvoice Option and sent in this format to the Processing Centre.
Ascii		.dat	All the files with names that end with '.dat' are processed as structured ASCII files and sent in this format to the Processing Centre.
PostScript	germany		All the files with names that start with 'germany' are processed as Postscript files and sent in this format to the Processing Centre.



3.9. Automatically print image files

In the tab 'Tiff printing' you can define whether tiff files contained in the transmission data should be printed immediately after the transmission, or not. The desired printer can also be defined here.

The screenshot shows a 'Settings' dialog box with the 'Tiff printing' tab selected. The dialog contains the following fields and options:

- Print TIFFs:** A checkbox that is currently unchecked.
- Printer:** A dropdown menu showing 'Win32 Printer : OKI-B410-7B37AE'.
- Paper format:** A dropdown menu showing 'ISO_A4'.
- Orientation:** A dropdown menu showing 'PORTRAIT'.
- Margins unit:** A dropdown menu showing 'inch'.
- Left margin:** A text input field with '0' and a small '+' and '-' button to the right.
- Right margin:** A text input field with '0' and a small '+' and '-' button to the right.
- Top margin:** A text input field with '0' and a small '+' and '-' button to the right.
- Bottom margin:** A text input field with '0' and a small '+' and '-' button to the right.
- Copies:** A text input field with '1' and a small '+' and '-' button to the right.

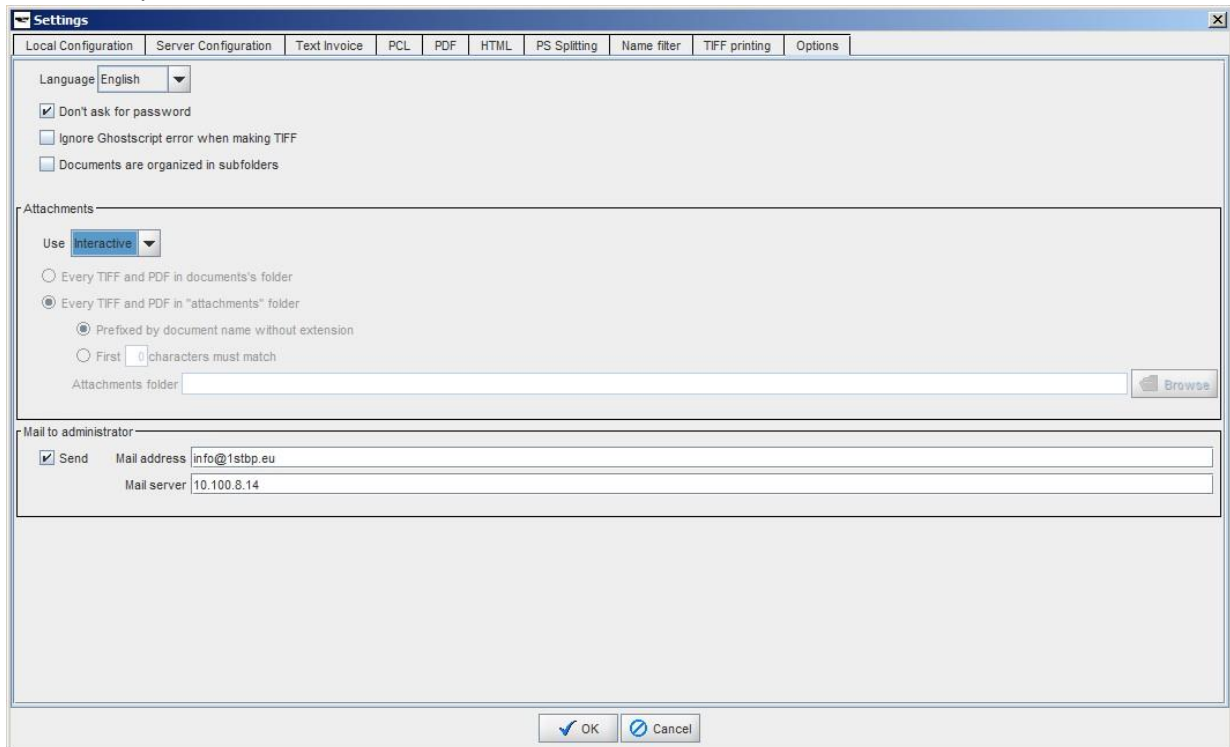
At the bottom of the dialog, there are two buttons: 'OK' (with a checkmark icon) and 'Cancel' (with a circle-X icon).

If you want more print copies you can set the number in the option 'Copies'.



3.10. Other options

In the tab 'Options', other features can be set.



Language: You can select the language in which the program runs. This setting is applied after restarting the application.

Don't ask for password: The password is stored in the configuration file of 1stbp Message and loaded automatically when starting the program. This is necessary if 1stbp Message is configured to start as an automatic service. Notice: This action can be a security risk!

Ignore Ghostscript errors when making tiff: It is possible that Ghostscript would generate an error message during the tiffgeneration, but the result won't be affected. With this option, the error is ignored and the processing is not interrupted.

Documents are organized in subfolders: When this option is checked, the data to be processed is searched in Local path and in its subfolders.

Attachments: With this function you can send scanned documents as attachments. This option is for print data streams and structured data. For more details, please see 'Additional attachments' on page 36.

Attachment folder: The path where the attachments, processed with the option 'Use automatic' should be stored. The path is enabled using the corresponding entry from the tab 'Options'. If the option 'Documents are organized in subfolders' is enabled, the option 'Every Tiff and PDF in 'attachments' folder' cannot be enabled.

E-Mail to Administrator: If this option is enabled, the administrator receives an email every time you will have an error in the application.



4. Optional: Additional attachments

When sending a document to the Processing Centre, you have the possibility to add additional graphical data (a scanned time report, an agreement etc.) that will reach the final receiver. This is done using additional attachments options. Basically, there are various methods to “attach” images (tiff or pdf files) to the outgoing documents.

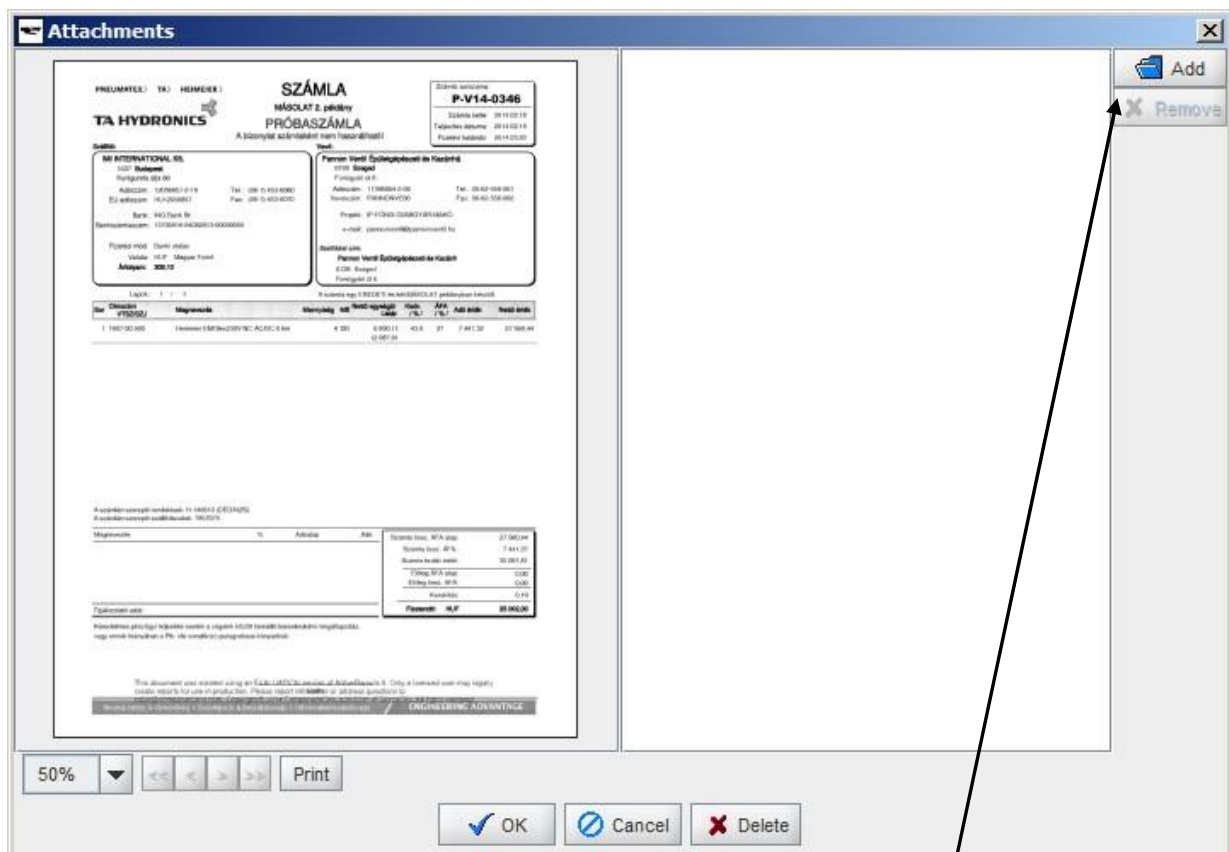
The “attached” tiff files must have the following settings:

- Color: black and white (1bit)
- Compression: CCITT Group 4 (2d)-Fax
- Resolution: x=300, y=300
- Size: A4 (210x297mm)

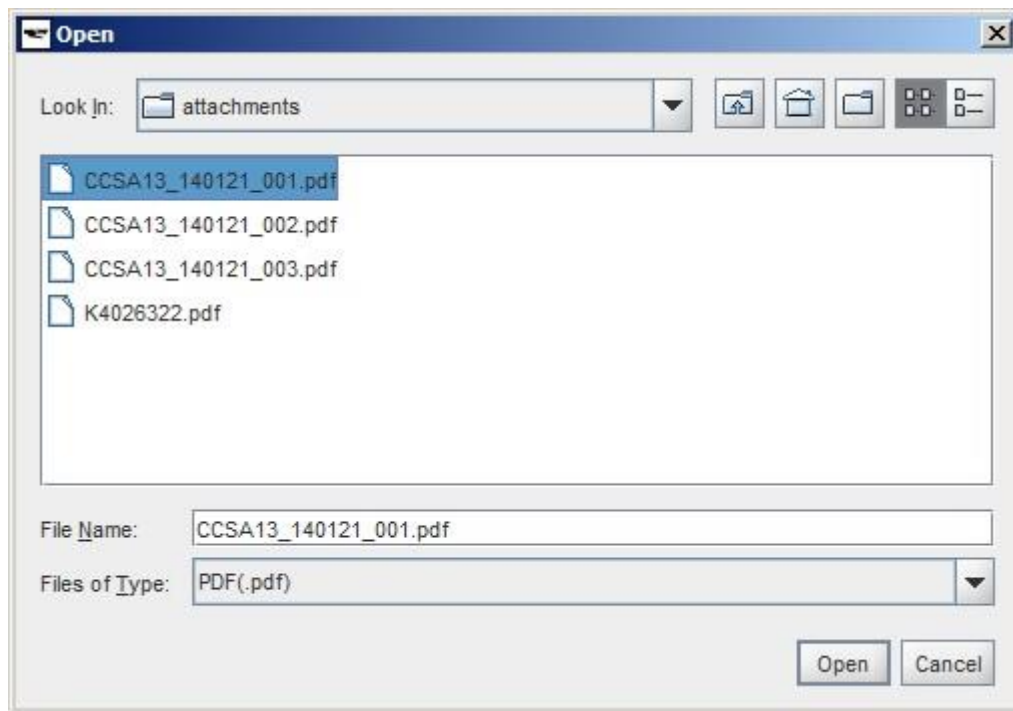
4.1. Method 1: Interactive

If “Interactive” option is selected, then you’ll be able to choose manually for each sent document a list of attached files.

Before sending each document an attachments window will open with the document preview on the left and the attachments list on the right. Using the ‘Add’ button, you can add tiff or pdf files to the current document.



Select the file type and the appropriate file by double clicking it, or using the ‘Add’ button.



If you added all the attachments, confirm by clicking on the OK button.

Using the 'Cancel' button you can stop the transmission of the document.

Using the 'Delete' button you can delete the displayed document from the input folder and this document will no longer be transmitted.

4.2. Method 2: Automatic grouping

The automatic selection of attachments for a document can be done in two ways, depending of the option “Documents are organized in subfolders”.

(1) **Checked:**

The PDF and / or TIFF files contained in the document’s subfolder are automatically added as attachments.

(2) **Unchecked:** the attachments are selected from a specified folder (“Attachments folder”) by matching their file name without extension to the document’s file name without extension (fully or just a prefix).

Examples:

-Same name:

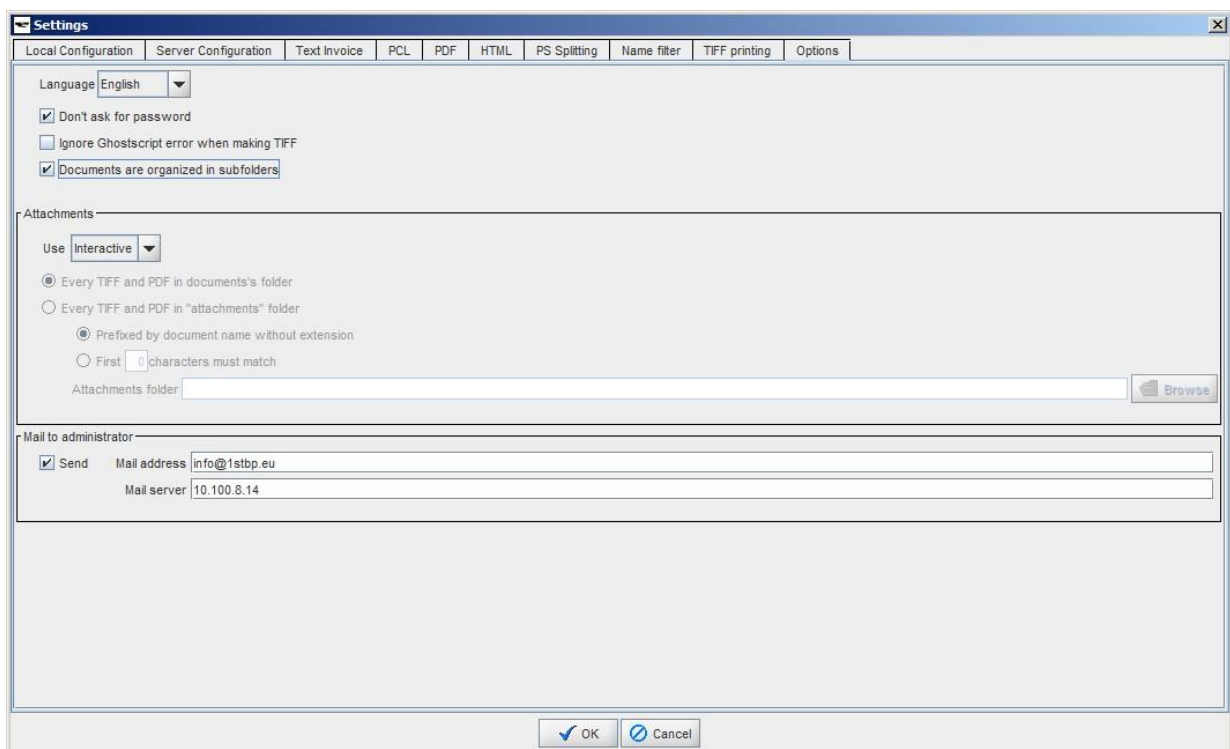
The invoice in ‘Local path’ is: 4711.ps,

The attachment in ‘Attachments path’ is: 4711.tif,

-Only the first 4 characters must be identical

The document in ‘Local path’ is: 4711.pdf

The attachments in ‘Attachments path’ are: 4711.001.pdf and 4711.002.pdf



The screenshot shows the 'Settings' dialog box with the 'Options' tab selected. The 'Attachments' section is expanded, showing the following configuration:

- Language: English
- Don't ask for password
- Ignore Ghostscript error when making TIFF
- Documents are organized in subfolders
- Use: Interactive
- Every TIFF and PDF in documents's folder
- Every TIFF and PDF in "attachments" folder
- Prefixed by document name without extension
- First characters must match
- Attachments folder:

The 'Mail to administrator' section is also visible, with the following configuration:

- Send
- Mail address: info@1stbp.eu
- Mail server: 10.100.8.14

At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.



5. Archive function

5.1. Archive view

If the archive option is enabled, then every sent document will be saved/archived together with some captured data, from the document, received from the Processing Centre (via status request/response). You can check the status of the documents using the archive viewer.

ID	Doc type	Status	Document No	Uploaded	Document Date	Recipient	Received by Ga...	Gateway Finished	Recipient OK	Updated
23		Unknown		18.02.14 13:14		0_0				
24		Unknown		18.02.14 13:17		0_0				
26		Unknown		19.02.14 09:15		0_0				
27		Unknown		19.02.14 10:20		0_0				
28		Unknown		11.03.14 11:29		0_0				
29		Unknown		11.03.14 11:30		0_0				
30		Unknown		11.03.14 11:37		0_0				
166		Unknown		15.04.14 13:44		0_0				
167		Unknown		30.04.14 12:36		0_0				
168		Unknown		30.05.14 14:04		0_0				
169		Unknown		30.05.14 14:09		0_0				
170		Unknown		06.06.14 12:47		0_0				
171		Unknown		12.06.14 10:01		0_0				
172		Unknown		12.06.14 10:04		0_0				
173		Unknown		12.06.14 10:12		0_0				
174		Unknown		12.06.14 10:16		0_0				
175		Unknown		17.06.14 12:25		0_0				
176		Unknown		24.06.14 12:37		0_0				
177		Unknown		24.06.14 12:37		0_0				
178		Unknown		24.06.14 12:38		0_0				
179		Unknown		24.06.14 12:38		0_0				

21 entries displayed

5.2. Status messages

The following status messages are possible:



Unknown (the document was transmitted, but there is no status request/response)

Kept in Gateway (the document is processing)

Sent to receiver (the document was sent to the receiver)

Sent back due to errors (the document was sent back to the sender due to the lack of information)

Split



5.3. Status table:

ID	Doc type	Status	Document NO	Uploaded	Document Date	R.	Received by Gate...	Gateway Finished	Receiver ok	Updated
24048	Credit note	Delivered by X400	1115	29.01.08 10:20	01.01.2007	E...	29.01.2008	29.01.2008 10:20...	29.01.2008 10:2...	29.01.2008 10:2...
24049	Invoice	Sent back to sender	1115	29.01.08 10:23		E...	29.01.2008	29.01.2008 10:24...		29.01.2008 10:2...
24050	Invoice	Delivered by Mail	1115	29.01.08 10:24	11.11.2007	E...	29.01.2008	29.01.2008 10:24...	29.01.2008 10:2...	29.01.2008 10:2...
24051	Credit note	Delivered by Mail	1115	29.01.08 10:26	01.01.2007	E...	29.01.2008	29.01.2008 10:26...	29.01.2008 10:2...	29.01.2008 10:2...
24052	Invoice	Delivered by Mail	1115	29.01.08 10:27	11.11.2007	E...	29.01.2008	29.01.2008 10:27...	29.01.2008 10:2...	29.01.2008 10:2...
24053	Invoice	Delivered by Mail	1115	29.01.08 11:11	11.11.2007	E...	29.01.2008	29.01.2008 11:13...	29.01.2008 11:1...	29.01.2008 11:1...
24054	Invoice	Delivered by Mail	1115	29.01.08 11:11	11.11.2007	E...	29.01.2008	29.01.2008 11:13...	29.01.2008 11:1...	29.01.2008 11:1...
24055	Invoice	Delivered by Mail	1115	29.01.08 11:11	11.11.2007	E...	29.01.2008	29.01.2008 11:13...	29.01.2008 11:1...	29.01.2008 11:1...
24056	Invoice	Delivered by Mail	1115	29.01.08 11:11	11.11.2007	E...	29.01.2008	29.01.2008 11:12...	29.01.2008 11:1...	29.01.2008 11:1...
24057	Invoice	Delivered by Mail	1115	29.01.08 11:11	11.11.2007	E...	29.01.2008	29.01.2008 11:14...	29.01.2008 11:1...	29.01.2008 11:1...
24058	Invoice	Delivered by Mail	1115	29.01.08 11:11	11.11.2007	E...	29.01.2008	29.01.2008 11:14...	29.01.2008 11:3...	29.01.2008 11:1...
24059	Invoice	Delivered by Mail	1115	29.01.08 11:24	11.11.2007	E...	29.01.2008	29.01.2008 11:24...	29.01.2008 11:3...	29.01.2008 11:2...
24060	Invoice	Delivered by Mail	1115	29.01.08 11:24	11.11.2007	E...	29.01.2008	29.01.2008 11:24...	29.01.2008 11:2...	29.01.2008 11:2...
24061	Invoice	Delivered by Mail	1115	29.01.08 11:24	11.11.2007	E...	29.01.2008	29.01.2008 11:24...	29.01.2008 11:2...	29.01.2008 11:2...
24062	Invoice	Delivered by Mail	1115	29.01.08 11:24	11.11.2007	E...	29.01.2008	29.01.2008 11:24...	29.01.2008 11:2...	29.01.2008 11:2...
24063	Invoice	Delivered by Mail	1115	29.01.08 11:24	11.11.2007	E...	29.01.2008	29.01.2008 11:25...	29.01.2008 11:2...	29.01.2008 11:2...
24064	Invoice	Delivered by Mail	1115	29.01.08 11:24	11.11.2007	E...	29.01.2008	29.01.2008 11:25...	29.01.2008 11:2...	29.01.2008 11:2...
24065	Invoice	Delivered by Mail	1115	29.01.08 11:27	11.11.2007	E...	29.01.2008	29.01.2008 11:30...	29.01.2008 11:3...	29.01.2008 11:3...
24066	Invoice	Delivered by Mail	1115-00-07	29.01.08 11:33	11.11.2007	E...	29.01.2008	29.01.2008 11:33...	29.01.2008 11:5...	29.01.2008 11:3...
24067	Invoice	Delivered by Mail	1115-07	29.01.08 11:33	11.11.2007	E...	29.01.2008	29.01.2008 11:33...	29.01.2008 11:5...	29.01.2008 11:3...
24068	Invoice	Delivered by Mail	1115-19	29.01.08 11:33	11.11.2007	E...	29.01.2008	29.01.2008 11:33...	29.01.2008 11:5...	29.01.2008 11:3...
24069	Invoice	Delivered by Mail	1115	29.01.08 11:33	11.11.2007	E...	29.01.2008	29.01.2008 11:33...	29.01.2008 11:5...	29.01.2008 11:3...
24071	Invoice	Delivered by Mail	1115-00-19	29.01.08 11:33	11.11.2007	E...	29.01.2008	29.01.2008 11:33...	29.01.2008 11:5...	29.01.2008 11:3...
24072	Invoice	Sent back to sender	1115	29.01.08 11:35		E...	29.01.2008	29.01.2008 11:47...		29.01.2008 11:4...
24073	Invoice	Delivered by Mail	1115-00-07	29.01.08 14:16	11.11.2007	E...	29.01.2008	29.01.2008 14:17...	29.01.2008 14:5...	29.01.2008 14:1...
24074	Invoice	Delivered by Mail	1115-07	29.01.08 14:16	11.11.2007	E...	29.01.2008	29.01.2008 14:18...	29.01.2008 14:5...	29.01.2008 14:1...
24075	Invoice	Delivered by Mail	1115-19	29.01.08 14:16	11.11.2007	E...	29.01.2008	29.01.2008 14:18...	29.01.2008 14:5...	29.01.2008 14:1...
24076	Invoice	Delivered by Mail	1115	29.01.08 14:16	11.11.2007	E...	29.01.2008	29.01.2008 14:18...	29.01.2008 14:5...	29.01.2008 14:1...
24077	Invoice	Delivered by Mail	1115-00	29.01.08 14:16	11.11.2007	E...	29.01.2008	29.01.2008 14:18...	29.01.2008 14:5...	29.01.2008 14:1...
24078	Invoice	Delivered by Mail	1115-00-19	29.01.08 14:16	11.11.2007	E...	29.01.2008	29.01.2008 14:18...	29.01.2008 14:5...	29.01.2008 14:1...
24079	Invoice	Delivered by Mail	1115-07	29.01.08 15:05	11.11.2007	E...	29.01.2008	29.01.2008 15:05...	29.01.2008 15:0...	29.01.2008 15:0...
24080	Invoice	Delivered by Mail	1115-19	29.01.08 15:05	11.11.2007	E...	29.01.2008	29.01.2008 15:05...	29.01.2008 15:0...	29.01.2008 15:0...
24297	Invoice	Sent back duplicate ...	554762	05.03.08 18:43		D...	05.03.2008	05.03.2008 18:44...		05.03.2008 18:4...
24298	Invoice	Sent back duplicate ...	553610	06.03.08 10:38		D...	06.03.2008	06.03.2008 10:39...		06.03.2008 10:3...

- ID: An incremental number given to the processed document.
- Status: The actual status of processing.
- Document number: The invoice number of the processed document.
- Uploaded: The date / time of the transfer to the Processing Centre.
- Invoice Date: The date of the invoice.
- Receiver: The ID/name assigned to the receiver determined in the Processing Centre.
- Received by Gateway: The date when the document was received by the Processing Centre.
- Gateway Finished: The date when the document has been exported to the receiver.
- Receiver ok: The date when the document was received by the receiver. Updated: The date and time of the last status request.

The width of the columns can be set to your personal requirements and will be saved automatically when closing this window.



5.4. Different features for structured files transfer

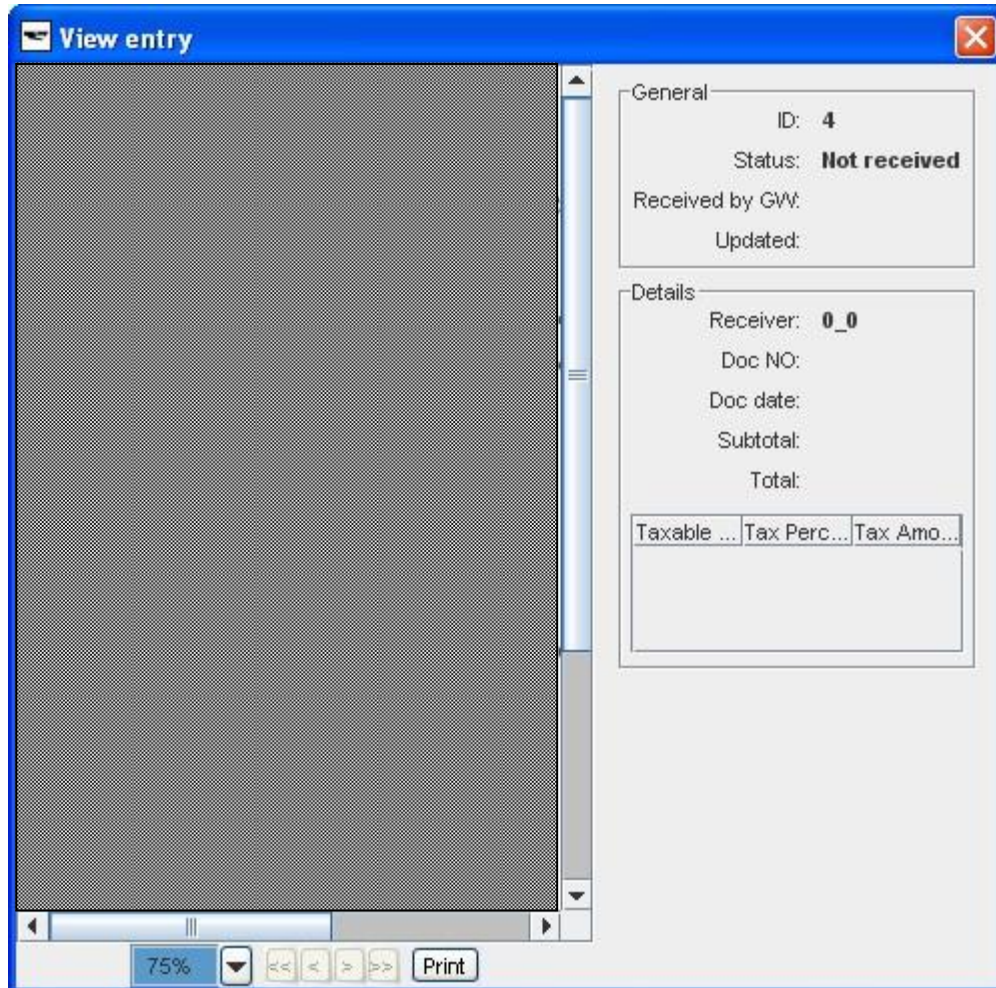
If the ASCII documents to be transferred include several documents, those documents will be split to single ones in the Processing Centre. The sent document will be displayed with its given document ID and it will have, after update, the receiving status 'split'. The resulting documents from the split will have an additional "minor" number/ID. This is used for document identification when requesting status.

ID	Doc type	Status	Document NO	Uploaded	Document Date	Received by Gate.	Gateway Finished	Receiver ok	Updated
24041	Invoice	Sent by X400	1115	29.01.08 09:21	11.11.2007	29.01.2008	29.01.2008 09:21:51		29.01.2008 09:2...
24042	Invoice	Sent by X400	1115	29.01.08 09:23	11.11.2007	29.01.2008	29.01.2008 09:23:22		29.01.2008 09:2...
24300		Split		21.03.08 13:02		-1			
24301		Split		21.03.08 13:07		-1			
24302		Split		21.03.08 13:07		-1			
24303		Split		21.03.08 13:07		-1			
24304		Split		21.03.08 13:07		-1			
24305		Split		21.03.08 13:07		-1			
24306		Split		21.03.08 13:07		-1			
24307		Split		21.03.08 13:07		-1			
24308		Split		21.03.08 13:07		-1			
24309		Split		21.03.08 13:07		-1			
24310		Split		21.03.08 13:07		-1			
24311		Split		21.03.08 13:07		-1			
24312		Split		21.03.08 13:07		-1			
24313		Split		21.03.08 13:07		-1			
24314		Split		21.03.08 13:07		-1			
24315		Split		21.03.08 13:07		-1			
24316		Split		21.03.08 13:07		-1			
24317		Split		21.03.08 13:07		-1			
24318		Split		21.03.08 13:07		-1			
24319		Split		21.03.08 13:07		-1			
24320		Split		21.03.08 13:07		-1			
24321		Split		21.03.08 13:07		-1			
24322		Split		21.03.08 13:07		-1			
24323		Split		21.03.08 13:07		-1			
24324		Split		21.03.08 13:07		-1			
24325		Split		21.03.08 13:07		-1			
24326		Split		21.03.08 13:07		-1			
24327		Split		21.03.08 13:07		-1			
24328		Split		21.03.08 13:07		-1			
24329		Split		21.03.08 13:07		-1			
24330		Split		21.03.08 13:07		-1			
24331		Split		21.03.08 13:07		-1			

1671 entries displayed

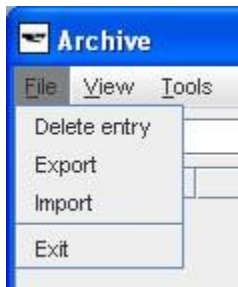
5.5. Detailed view

Double-clicking a row opens the detailed view. Here, the key data of the document, the visual representation and the submitted data will be displayed. The image can be zoomed or scrolled for multipage documents in the file.



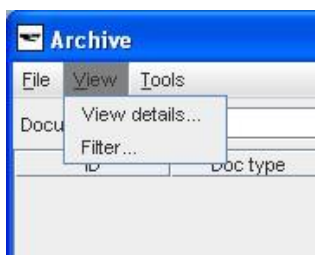


5.6. Menu ,File‘



Delete Entry: Deletes the selected record from archive
Export: Starts the export function (see 5.10)
Import: Starts the import function (see 5.10)

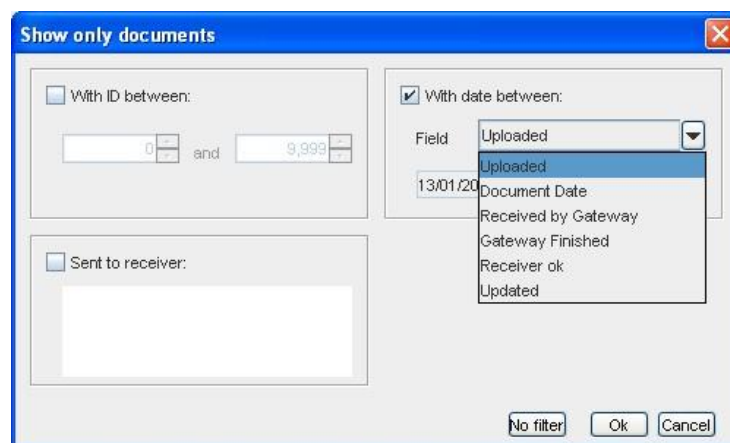
5.7. Menu ,View‘



In the ‘View details...’ window all the key data of the document are displayed.

In the ‘Filter’ window, you can set a filter that controls which documents are displayed. You can work with three options:

- document ID -all the documents within the specified range of IDs will be displayed.
- date field: select a date field and a range of dates that applies to that field -
- receivers – multiple receivers can be selected using Ctrl key.





5.8. Menu ,Tools'

Upload request: A status request is sent to the Processing Centre where it will be processed and a status response will be prepared. If another request has already been made, but has not yet been responded, this option is disabled.

Download status: Is active only after 20 seconds after a status request has been sent. If there is no status response available, an error message is displayed.



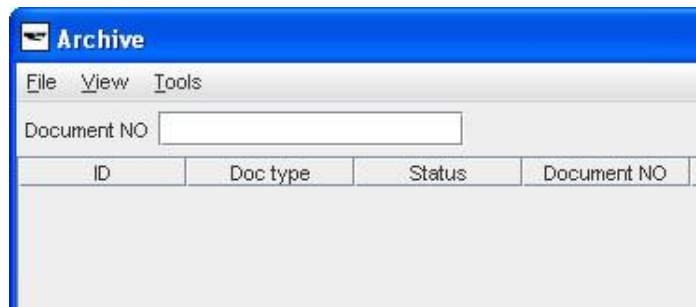
If a document has the status 'Unknown' after a status response download, the document can be resent by right clicking it in Archive View.

Resend: Refresh the status table.

Export to Excel file... Exports the document list to an Excel file (if a filter is active, then only the documents matching the filter will be exported).

5.9. Search window

Doc. number: In this field you can search directly by entering the document number. This function works only for documents where the field 'Document NO' is filled.

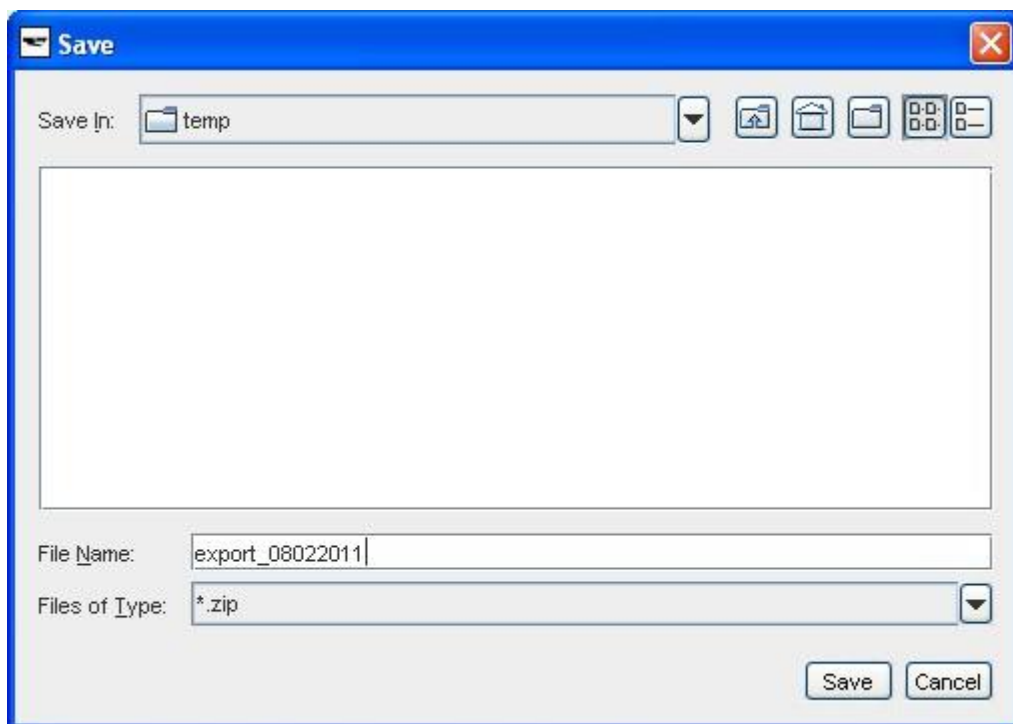
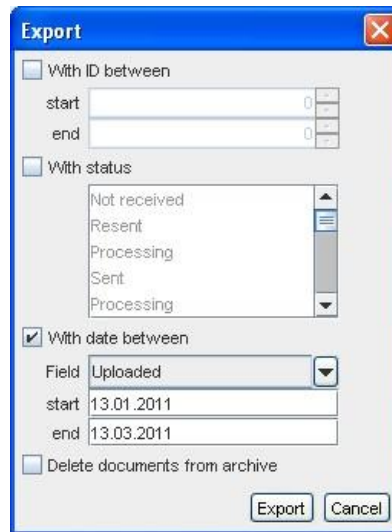


5.10. Import and export of documents

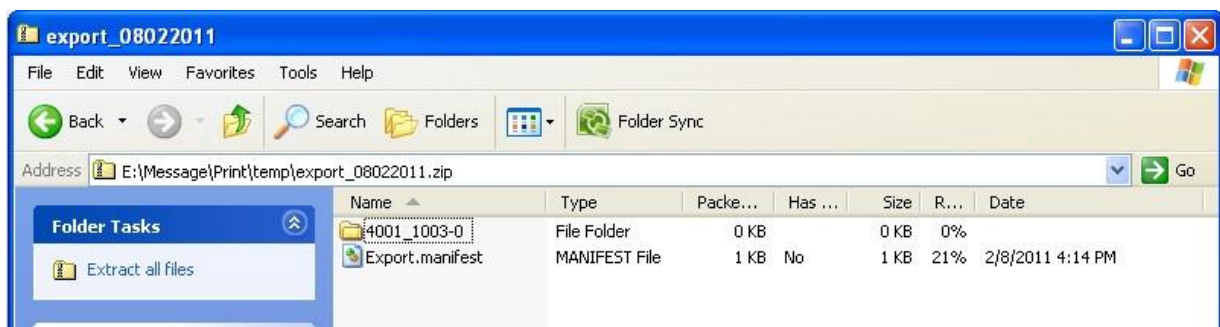
The menu 'File' enables the 'Import' and 'Export' functions.

With these functions you can:

- Backup documents from the Archive view (e.g. for an external Archive system)
- Protect against removing documents at the same time (choosing closing months, years etc.)
- Reimport exported documents.



The created file will be saved in zip format. A zip file contains:

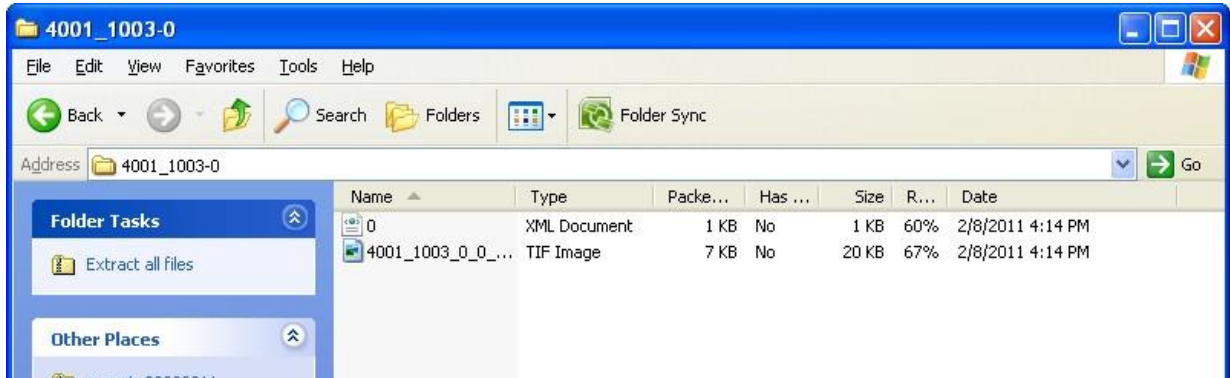


Export.manifest: Information about the export format
Example:



```
SenderID=0_0  
ExportDate=18.08.2003-08:36  
ExportVersion=Message 1.0  
DateRange=01.08.2003-31.08.2003
```

One or more subdirectories, each with one document



A subdirectory contains a multi-page tiff and an xml file. If the document has not been received by the Processing Centre at the moment of the export and document was sent in Postscript format, then you will additionally find a Postscript file.



The structure of the xml file:

```
- <1stbp>
- <Document>
  <DocumentID>256</DocumentID>
- <Status>
  <StatusID>101011</StatusID>
  <LastUpdate>14.08.2003 15:02:40</LastUpdate>
  <GatewayReceived>14.08.2003</GatewayReceived>
  <GatewayFinished>14.08.2003 09:24:31</GatewayFinished>
  <DownloadDate />
  <SentDate>14.08.2003</SentDate>
  </Status>
- <Summary>
  <DocumentNumber>21461123</DocumentNumber>
  <DocumentDate>20011221</DocumentDate>
  <Total>1197.98</Total>
  <SubTotal>1032.74</SubTotal>
- <Taxes>
- <Tax>
  <TaxAmount>165.24</TaxAmount>
  <TaxPercent>16.0000</TaxPercent>
  <TaxableAmount>1032.74</TaxableAmount>
  </Tax>
  </Taxes>
  </Summary>
- <Receiver>
  <ID>1111_1032</ID>
  <Name>Partner Name</Name>
  <Company>Company name</Company>
  <Address>Street</Address>
  <City>City</City>
  <Phone>Phone number</Phone>
  <Zip>Zip code</Zip>
  </Receiver>
  </Document>
</1stbp>
```

Any document with a filled DownloadDate node was delivered successfully to the receiver. Please contact our support if you need more information about different status IDs.

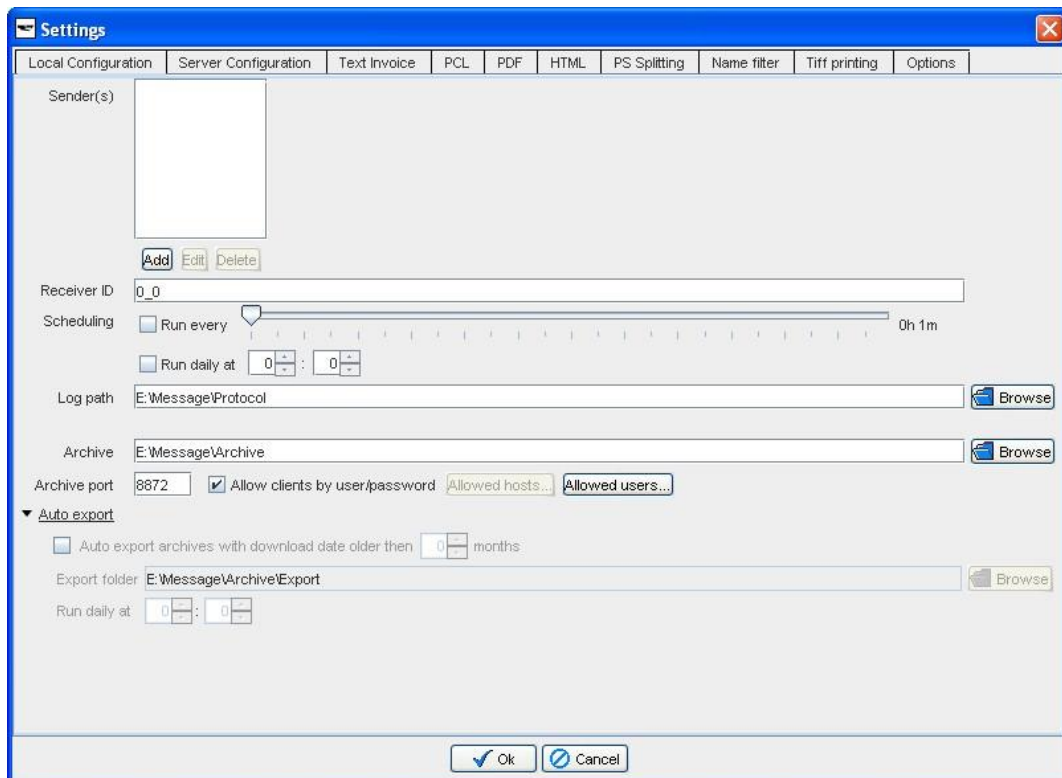
Notice: You are legally required to keep your documents for a defined period of 10 years. In cooperation with Unifiedpost Kft., you must keep, if necessary, the electronic documents and signatures generated by the Processing Centre. Since 07/01/2004, for each sender from the Processing Centre, a CD is burned each year and sent with the annual bill of the package. If another archiving method may be necessary, please contact our technical support. The CD contains all the data as well as an application for displaying it.



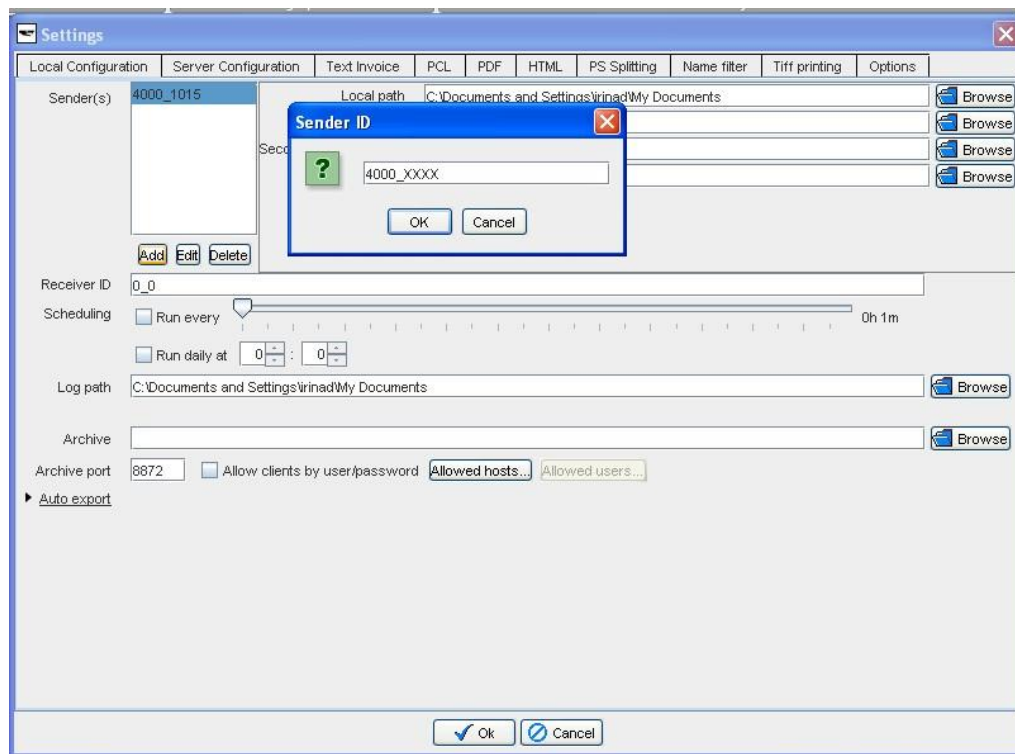
5.11 Multiple users for the main program (e.g. companies that use a shared server)

In 1stbp Message configuration, tab "Local Configuration":

1. To enter the Sender ID, please click on the Add button. A dialog box opens, where you can enter the transmitted Sender ID. Then press the OK button.
2. It is very important that you use a separate Sender ID for each sender. You can request it at any time by phone: 089 / 427437-50.



3. Now, you can configure for the second Sender ID, the local path and the necessary path for the Documents.



4. Add printer.

Start the application 'addMidsizeSenderPrinter.exe'. You can find it in the Message installation folder.
C:\Programs\First Businesspost\1stbp Message\ addMidsizeSenderPrinter.exe



Confirm the setup of a new printer (1STBP-BW). Configure the printer:



- Port name: refers to the printer, the name can be assigned randomly.
- Gateway number: the description of the gateway (Germany 4900; Austria 4300; Switzerland 4100 etc.)
- Output folder: The directory where the generated PostScript printer files should be saved. Enter the directory path corresponding to the second installation!



Please pay attention to the settings described on page 12, available for this printer as well!

Choose the option 'Exchange public key' from Configuration/Server Configuration tab. Now you can use the second sender ID.



6. Archive Viewer (Client)



The installation of 1stbp Message Archive Client will create a shortcut on Desktop with the icon and a 'First Businesspost' program group in Start menu. You can start 1stbp Message using any of these two options.



After starting the application, you have to configure the IP address (server name) and the communication port of the 1stbp Message server. The values will be saved for the future starts of the application.



If no server is found for the configured IP address / port, or the server is shut down you will receive an error message.



After having established a connection, the components of the application will be verified and updated, if necessary. If the server version has been updated, the client's version will be updated automatically on the next start.

The Archive window will open after the check of the program components. Several clients can access the archive simultaneously.



7. Verifying program packages

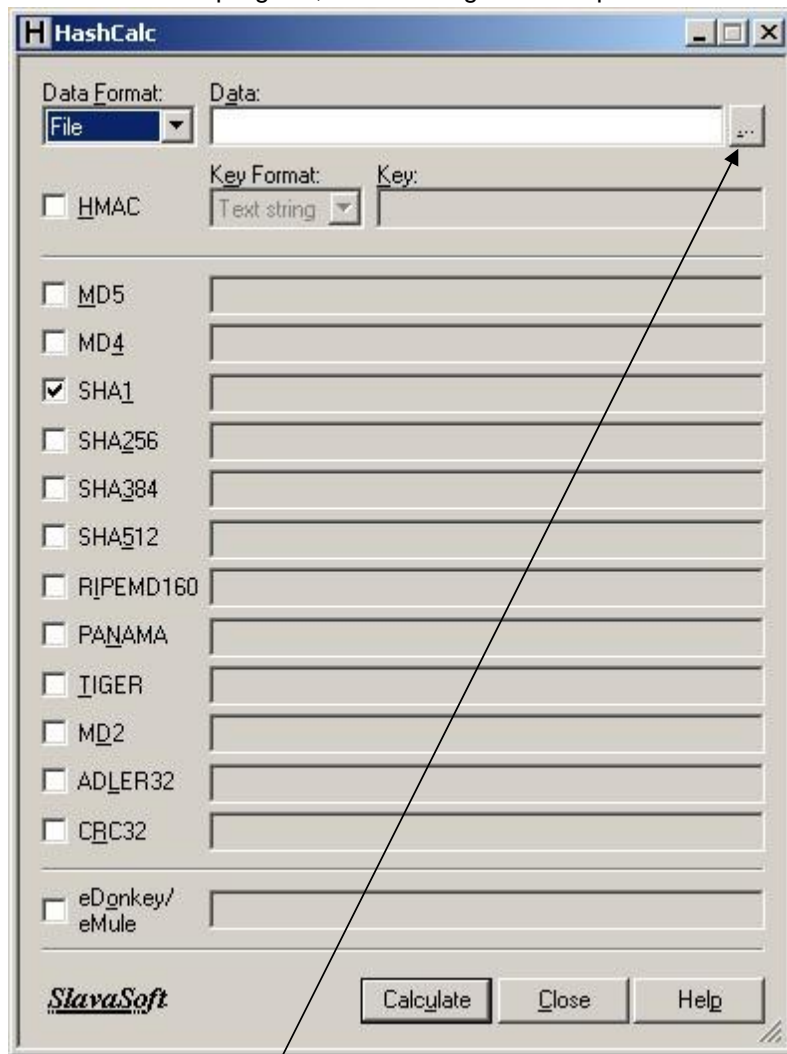
To check the integrity of the downloaded and installed software components, you should proceed as follows.

Open our homepage: <http://www.first-businesspost.com/www/html/homepage.html>

In the menu 'Service' you can find a hash values table. To compare the hash values with the local data, you need a hash calculation application. For this, you can use this program:

<http://www.slavaSoft.com/hashcalc/>

After the installation and start of this program, the following window opens:



Please click on the button "...", and select the downloaded installation file (e.g. 1stbp_message_v2.3.1.exe) or the message.jar file from the installation path and enable the SHA1 option. Now you can compute the hash value by clicking on the Calculate button and compare the result with the values from our homepage. If the values don't match, please contact us.

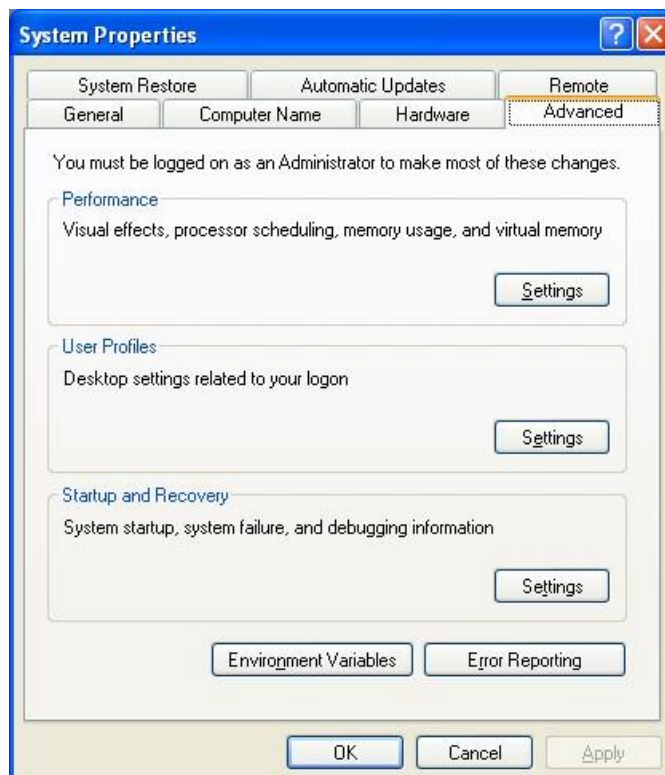


8. Inclusion of Java path in the environment variable

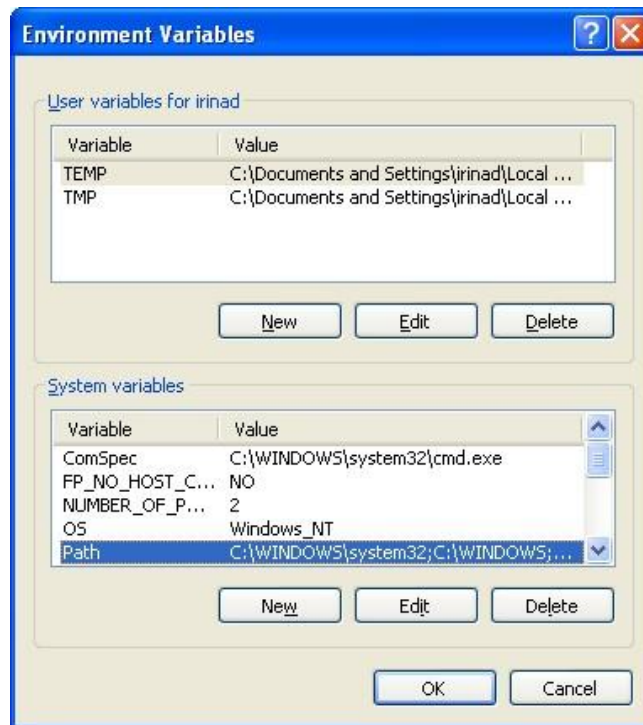
In Control Panel, please click on System.



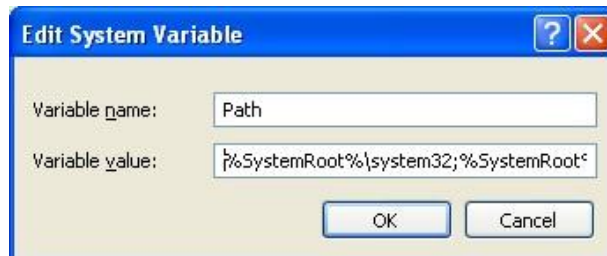
Go to the tab 'Advanced'.



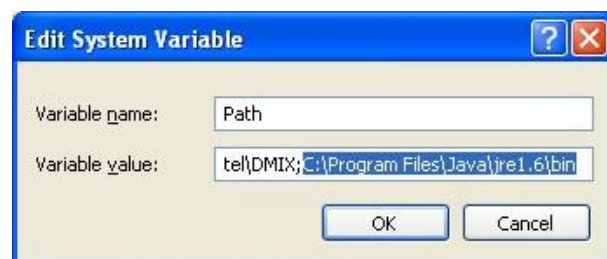
Here, click on the button 'Environment variables'.



Please choose the variable path and click on the Edit button.



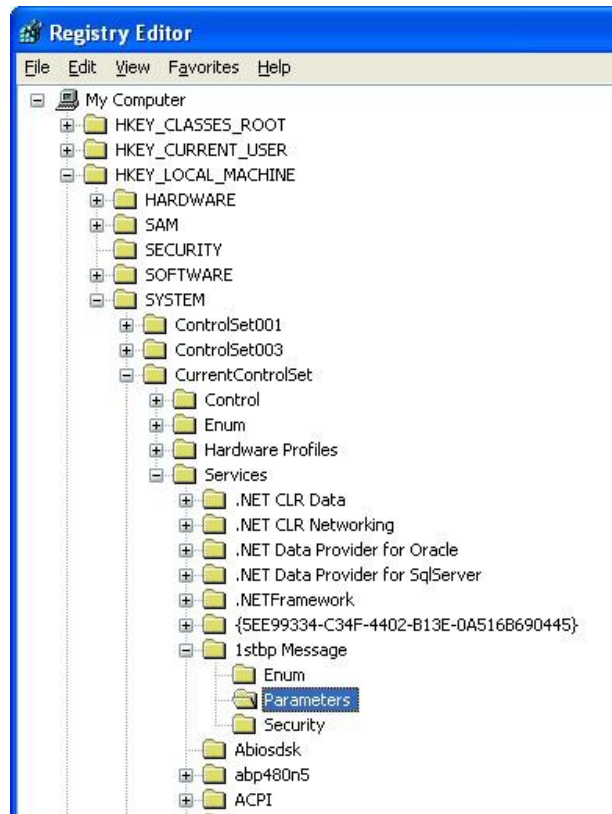
At the end of the variable, please add a semi column and the path to the java directory. E.g.:
C:\Programme\Java\jre1.6.0\bin.



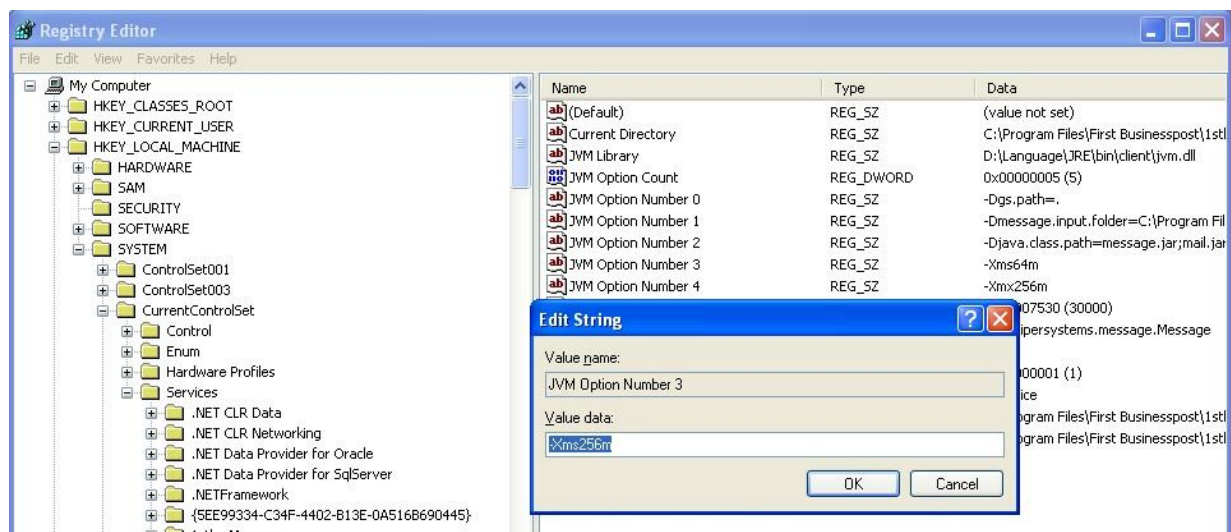


9. Customizing Service (Java Heap Space)

Start / Run -> in the window that opens, please add 'regedit' and press 'Enter'. A registry editor opens. Please open the tree structure of the HKEY_LOCAL_MACHINE folder, then the SYSTEM folder, the CurrentControlSet folder, the Services folder and the 1stbp Message folder. Here, mark the folder Parameters (see the screenshot).



In JVM Option Number 3 you can adjust the parameter, by double clicking and entering the new value.





10. Moving 1stbp Message main program to another computer

It is easy to move the Message client from one system to another by copying the configuration files. The ftp.properties and the keystore.jks files have to be moved from the source system to the target system.

File locations are:

- in a 32 bit system C:\Program Files\Basware\Basware Message
 - in a 64 bit system C:\Users\Public\Basware\Basware Message
- Or C:\ProgramData\Basware\Basware Message

Moreover the Message folder is also needed (located usually in C:\ root folder). If you've used the Message on a local machine set it on the target system the same way. (C:\ root folder) Download the right version of the Message from the Unifiedpost Kft. page.

LINK: <https://unifiedpost.hu/1stbp-message-letoltes/>

Be careful: for 32 bit depth systems use the 32 bit installation and for systems with 64 bit depth the 64 bit installation.

After the installation copy the ftp.properties and the keystore.jks files to the proper location:

- in a 32 bit system C:\Program Files\Basware\Basware Message
 - in a 64 bit system C:\Users\Public\Basware\Basware Message
- Or C:\ProgramData\Basware\Basware Message



11. Tips and error handling

Description	Solution
Installation fails (error in program package...)	Check the integrity of the downloaded installation package. If there is no problem with the setup file, please update Microsoft Windows Installer Windows NT: http://www.microsoft.com/downloads/details.aspx?displaylang=de&FamilyID=889482fc-5f56-4a38-b838-de776fd4138c Windows 9x/Me: http://www.microsoft.com/downloads/details.aspx?FamilyID=cebbacd8-c094-4255-b702-de3bb768148f&DisplayLang=en
I cannot use the printer driver after the installation	Reboot your computer (Win 9x/Me)
I want 1STBP Message to start automatically after restarting the computer	Copy the shortcut generated during installation into the Startup group. In order to start 1stbp Message, in Configuration, in the tab Options, you must choose to store your password. You can also install the program as a service.
After adding the company paper the following error message occurs: - Paper does not have the correct size - Paper does not have the correct resolution of 300x300 dpi - Paper has the wrong colour settings	Open the company paper with an imaging tool (e.g. Imaging/page/settings) and configure the following properties: Colour: black and white (1bit) Compression: CCITT Group 4 (2d)-Fax Resolution: x=300, y=300 Size: A4 (210x297mm)



Description	Solution
I print my documents in landscape format. What settings are needed for the company paper?	The company paper must have portrait orientation. Rotate the paper by using an imaging tool (e.g. Imaging/page/rotate page /left) to -90°. The print paper has to start from the bottom left. The print files will be created in landscape orientation.
Application does not start after double-clicking the icon.	Close / minimize all other windows. Sometimes, the window for entering the password is not displayed. Verify if Java is installed: Start/Run Type cmd (DOS-window opens) Type 'java -version' The message should correspond with: java version '1.6.0' Java(TM) SE Runtime Environment, (build 1.6.0-b105) Java HotSpot(TM) Client VM (build 1.6.0-b105, mixed sharing mode) Eventually, old Java versions need to be updated.
The exchange of the current key fails	<ul style="list-style-type: none">• Verify your internet Connection• Verify if you are using a proxy server for accessing the internet: (e.g. Internet Explorer: Tools/Internet options/Connections/ LAN-Settings/Use a proxy server) Enter the relevant data into the proxy configuration of 1stbp Message. If you need user and password for establishing an internet connection, enter these parameters in 'Log in'. If the problem persist please proceed as follows: Edit the shortcut that has been created during installation (right mouse-click/Properties). Remove the letter 'w' in 'javaw.exe' in 'Target'. Restart 1stbp Message. A DOS-window will start, displaying all the error messages. Please contact our support team in case you have questions concerning these error messages.
I installed using the 'Data' mode but I would like to process Print files. With the option 'Change', after installing printers and Ghostscript, it doesn't work.	The program must be completely uninstalled and reinstalled.
After choosing another language, nothing changes.	Restart the application after having changed the language.
PS split: The text displayed in 'Text extraction' contains no related words.	The printer driver does not have the setting 'Optimize for Portability' enabled. Change this setting and create a PostScript file again to define the splitting options.



Description	Solution
The screen flickers, or the information is not properly displayed, blue screen possibly appears; after double-clicking the application icon (Shortcut from the desktop) nothing happens.	<p>This could be caused by Graphic Controller.</p> <p>- Edit the parameters with which the program is started ('Target').</p> <p>Add:</p> <pre>-Dsun.java2d.noddraw=true "C:\Program Files\Java\jre1.6.0\bin\javaw.exe" Dgs.path="C:\Program Files\GPL Ghostscript\gs8.62\bin" -cp bcprov-jdk16- 139.jar;jai_codec.jar;jai_core.jar;jce.jar;message.jar;mail.jar ;poi-3.5.jar -Xms64m -Xmx256m com.vipersystems.message.Message en EN</pre> <p>With an empty space after javaw.exe and before - Dgs.path='C:\Programs.</p>
PC monitor image freezes	Possibly, you have a virus scanner. If so, please stop the installation.
When reinstalling the printer, I cannot input the same name, because it is already taken.	First, go to Windows Services Printer queue service (Print Spooler) to restart the service, then uninstall and re-install.
Java Heap Space	<p>The cause for this error is the lack of memory allocated to Message application- Edit the shortcut that starts the program ('Target') and increase the value for the -Xmx option e.g.: from -Xmx256m to -Xmx512m</p> <pre>"C:\Program Files\Java\jre1.6.0\bin\javaw.exe" Dgs.path="C:\Program Files\GPL Ghostscript\gs8.62\bin" -cp bcprov-jdk16- 139.jar;jai_codec.jar;jai_core.jar;jce.jar;message.jar;mail.jar ;poi-3.5.jar -Xms64m -Xmx512m com.vipersystems.message.Message en EN</pre> <p>When you start the program as a Service, this value must be modified in Registry as well. (see page 54)</p>