Liaison Software Corporation

Liaison Messenger EDD

Configuration Guide

Liaison
Software Corporation

Liaison Messenger® EDD/i-PDF

CONFIGURATION GUIDE

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TECHNICAL SUPPORT:

Support phone number: (714) 543-9877

Support e-mail: support@liaisonsc.com

Website: www.liaisonsc.com

Required Keyword: (you'll need to read this manual)
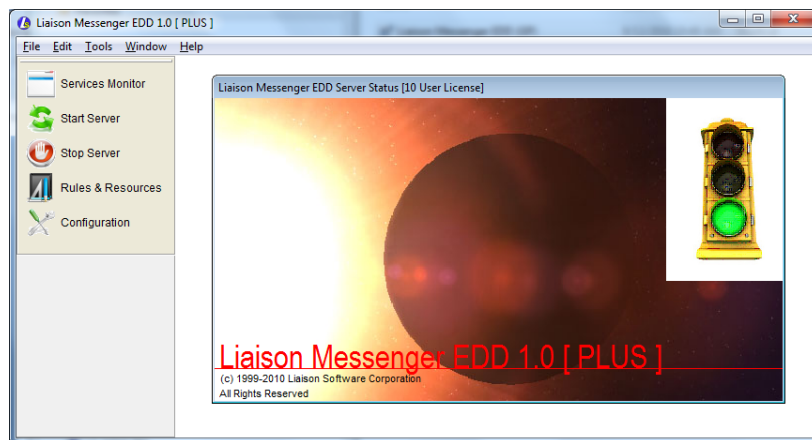
1 – LIAISON MESSENGER® EDD OVERVIEW

Whichever machine will be running Messenger EDD Server and that configuration will require Microsoft SQL Server, those client engines must be installed, licensed and functional prior to Configuring Messenger Server.

HOW DOES IT WORK?

Messenger EDD provides a variety of methods for distribution; printing, faxing, e-mailing, ftp, converting, and archiving.

For this Configuration Supplement, the product names: Liaison Messenger EDD and Liaison Messenger i-PDF, should be considered synonymous. In the event a particular section is not applicable to both of the respective Messenger products, it will be noted.

The real magic takes place at the Messenger EDD server; where change is transparent to the user. During the workstation installation, the primary end-user component that get's installed is the Liaison Messenger EDD Printer.

The end-user(s) simply print from their workstations to the Liaison Messenger EDD printer driver.

THE "USER" CAN ALSO BE AN APPLICATION SERVER, PROCESS MANAGER, PAS, OR ANY OTHER UNATTENDED GENERATOR OR PROCESSOR OF DOCUMENTS.

As long as the output or print stream gets sent to the Messenger EDD server it can be automated. Whether it is sent through our printer driver at the workstation or saved directly to disk in the EDD processing Queue folder, Messenger EDD can open it, analyze the content and then route it.

When a user needs to produce their invoices, purchase orders, marketing pieces, HR documents, etc they simply choose the Messenger EDD Printer. That's it!

Once the documents are routed to the Messenger EDD Server, either as a print stream or file saved into our processing Queue, the Server analyzes this input, identifies the print job and then runs the respective EDD Script.

Messenger EDD can determine whether it's a business form, report, spreadsheet, payroll voucher, etc., and will follow the respective automation rules.

So how does it know to which customer, vendor, or location that these documents would get routed and by what method? How does it distinguish an invoice from a purchase order from a WordPerfect document from a report?

Well, it is simply done with hidden metadata. We've created our own proprietary tags that we call DITs (Data Identifier Tokens). These DITs are added to the existing templates in order to identify fields, formulas, and text strings. When each document gets printed, these DITs get included in the print stream; but, are invisible on the output. The EDD Server analyzes the content and runs the script you've created.

These DITs can be placed into any document, Crystal Report, SSRS, and Office document and is an easy, one-time only, setup-step.

SHOULD THESE DOCUMENTS NEED TO BE PREVIEWED IN THE ACCOUNTING SYSTEM, OR PRINTED USING A STANDARD PRINTER DRIVER, NO VISIBLE SIGNS OF THE TOKENS WILL APPEAR IN THE OUTPUT. IT IS 100% TRANSPARENT.

STANDARD OUTPUT RESOURCES

Messenger EDD allows you to create, maintain and configure EDD Scripts which is the driving force behind the printing, routing and delivery of forms, reports, files, documents, etc to multiple printers, recipients, folder locations in one pass.

The routing may come in the form of e-mailing, faxing, ftp transfers, or physical delivery by archiving a document to a physical location, directory or folder.

Messenger can e-mail with standard MAPI compliant clients or through built-in SMTP connections. We strongly advise that you use an e-mail client because it contains a static outbox folder, inbox folder and sent folder. Plus you can place e-mail clients "off-line" for testing. SMTP has none of these features. E-mail is sent but includes no history, in-bound routing rules, or off-line testing capabilities. This is why we recommend a MAPI client.

For faxing, an external Fax Manager is required. We currently support a number of different solutions. This list can be found on the drop list box under the Fax tab from within System Configuration.

Essentially any Fax System or Server that has Microsoft Outlook's add-in capabilities can be used.

Internet faxing subscriptions can also be used and are quickly becoming the preferred solutions for faxing. They require no modems, fax cards, dedicated phone lines, or bandwidth issues; just an internet connection.
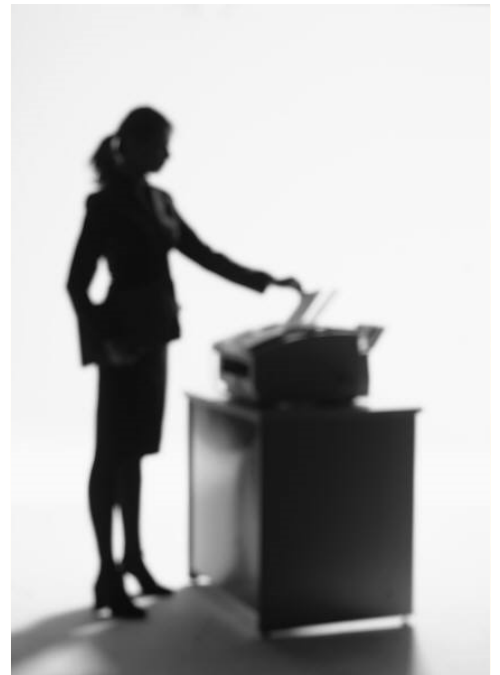
WINDOWS SERVICE VS CONSOLE APPLICATION

Liaison Messenger EDD® consists of two components; Messenger EDD Server and Messenger EDD Client. You can think of Messenger Server like you would an application or report server or process manager. The Messenger EDD Server was designed as a Console Application; however, you can set Messenger EDD to run as a Windows Service by selecting that option in System Configuration and either using Window's built-in INSTSRV.EXE utility or a 3rd Party Services Manager like FireDaemon.

Please note that, there are certain times when the Messenger EDD Server may require user-intervention and console access. There also needs to be consideration for any e-mail clients, faxing software/hardware and security rights that may need to be addressed and configured as a Windows Service as well.

> PLEASE BE AWARE THAT LIAISON TECHNICAL SUPPORT WILL NOT ASSIST WITH THIS CONFIGURATION OPTION. IF YOU WANT TO RUN MESSENGER EDD AS A WINDOWS SERVICE, WHICH YOU MAY, THE Q & A, SUPPORT AND RESOURCES ARE YOUR RESPONSIBILITY.

MESSENGER EDD SERVER RESPONSIBILITIES

We require running the Liaison Messenger EDD Server component on a Windows NT/2000/XP/Vista/Windows 7 Workstation or Windows NT/2000/2000/2003/2008/2012 Server operating system.

The Messenger EDD Server operates on one machine. In order to route, fax and e-mail to all devices, this computer must be mapped to all printers and have e-mail and fax gateways available.

If the faxing and e-mailing capabilities will be used, only one license of the fax or mail client would be required as well as any Database Client license, if applicable.

When the e-mailing portion of Messenger is enabled, the machine e-mail client/account should be configured with a messenger@companyname.com user name. This will help facilitate sending, receiving and tracking of the forms routed via e-mail and their possible return-receipts.

The Messenger Client components are installed at each workstation. They consist of the Messenger EDD Client; which allows the end-user to change or maintain any recipient preferences, the Messenger EDD License Manager; which installs and configures the EDD Printer Driver and registers and secures records the number of available authorized workstation licenses which was purchased, and our PDF print driver files.

2 - SYSTEM CONFIGURATION

The first time you launch Messenger Server you may be greeted with the System Configuration screen. This allows you to establish global, system-wide defaults Messenger will use. These Defaults will also be used when running in Unattended Server mode. They also establish the preset selection when printing from the Messenger Client utility.

If you ever need to change the system settings once Liaison Messenger EDD has been setup and configured, you can always choose the System Configuration option from the File menu from within Messenger Server. The System Configuration option is not available from Messenger Client.

SYSTEM CONFIGURATION

SERVICE MONITOR

Here it requires that a Default Printer be assigned to Parsing QUEUE1.

You should also specify a polling interval as well. This tells EDD how often to look for files to process. The most common setting is every 1 minute.
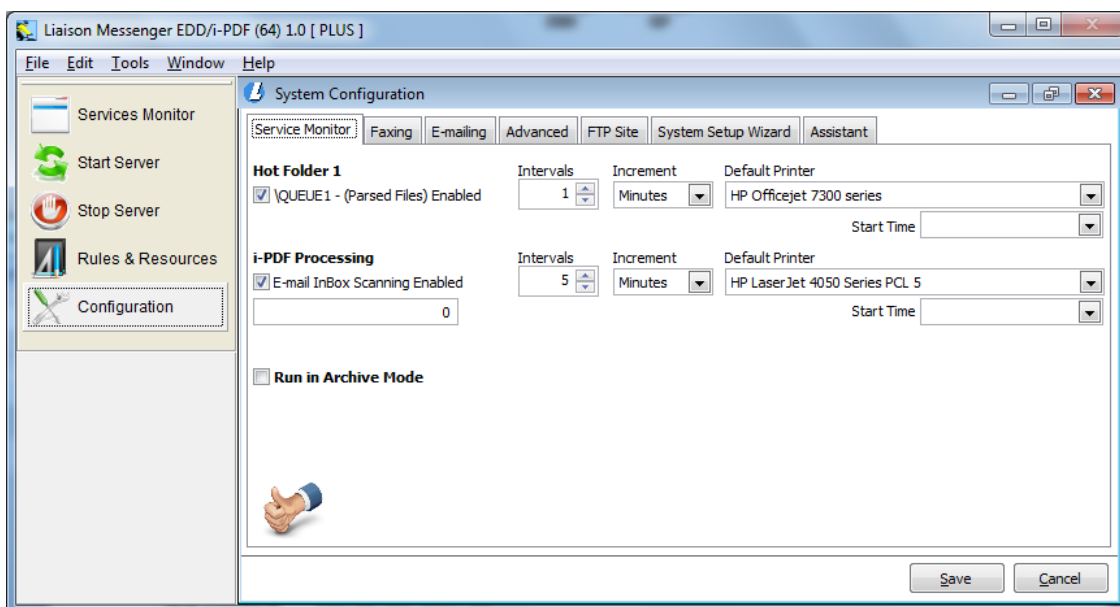
You may notice a "Thumbs Down" icon and some text explaining what needs to be done. This helper text will guide you through the basic System Configuration setup procedure.

FAXING

From the System Configuration window select the Faxing tab. Specify your Area Code and any outside line prefix.

10-DIGIT DIALING SCHEMAS

If you are in an area that uses 10-digit dialing, enter the Area Codes, separated by commas, and NO spaces in the designated field. When Messenger encounters a phone number from that area code, it will NOT add a 1 to the beginning of that number.
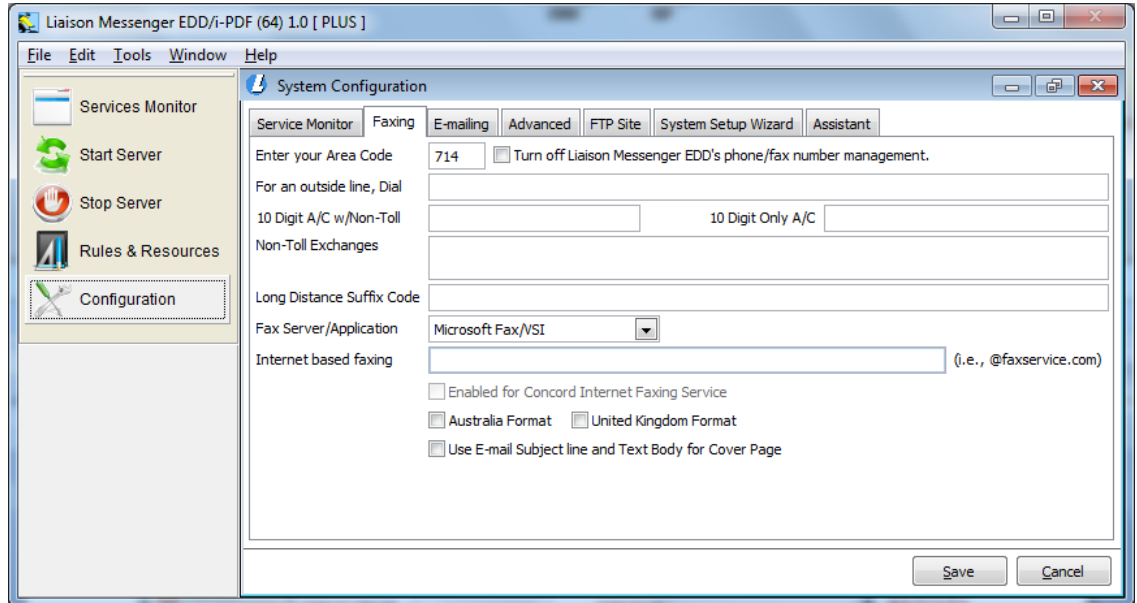
NON-TOLL EXCHANGES/PREFIXES

If you are in an area that has area codes where some prefixes are long distance and some are local (non-toll) calls. Enter the prefixes (exchanges), separated by commas, and NO spaces in the designated field. When Messenger encounters a phone number with that prefix within your Area Code, it will NOT add a 1 to the beginning of that number.

E-MAILING

From the System Configuration window select the E-mailing tab. If you only have one e-mail user profile on this machine, leave the User Profile Name and User Password blank. Messenger will use the default profile automatically. However if multiple profiles are configured on this PC, you will need to fill in those fields. These fields are Case Sensitive.

Now select an E-Mail client and then choose the Test E-mail settings. If after you selecting the Test E-Mail button, you receive a message like "Someone is attempting to send e-mail on

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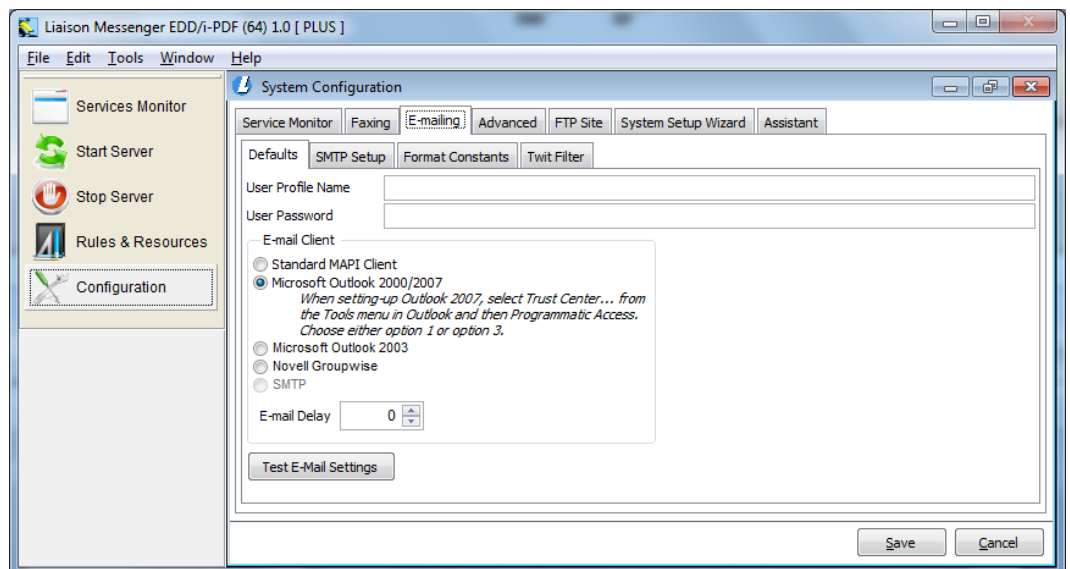
your behalf…." You'll need to go into Outlook 2007's Trust Center and change the Programmatic Access to option 1 or 3.

ADVANCED

Here you can establish default business values for paper size and other miscellaneous options. If you plan on using a 3rd Party Windows Services manager, you will need to Enable Windows Service Support.
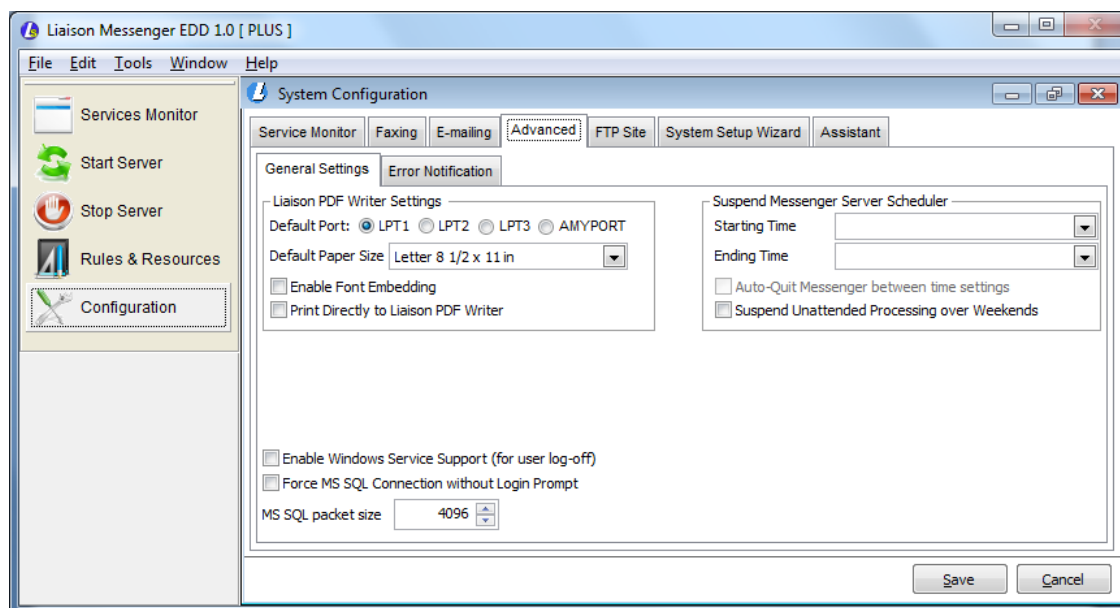
Another option on this screen allows you to setup snoozing time for Messenger. This will automatically shut down Liaison Messenger EDD or set as inactive for a certain time frame. This is primarily used for system backups on off-hours. If auto-quit is used, you must manually restart the Server or use the Windows Task Scheduler to re-launch Messenger EDD.

FTP

This is the company default should you have an internal FTP site. Enter the path/IP Address, user ID and password.

REGISTER MESSENGER EDD

You should have received the Registration File. If you have, save that *.RGD file into the Messenger EDD folder, overwrite the existing file and restart Messenger EDD. The UNREGISTERED message should now be gone from the title bar.

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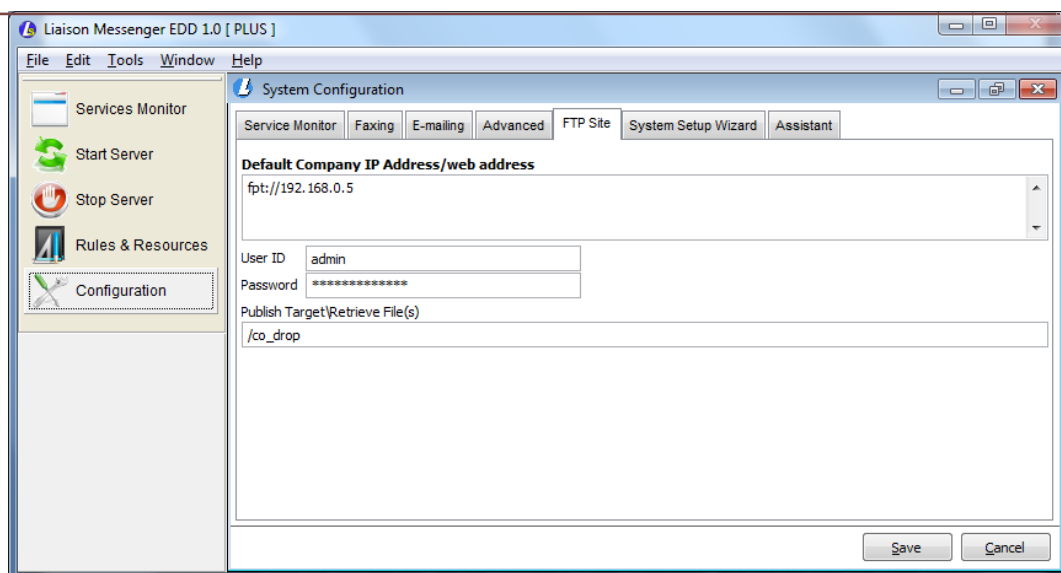
SYSTEM SETUP WIZARD

Even though Messenger EDD can integrate with essentially any program, we have included Setup Wizards for many popular systems. These will facilitate the process of creating EDD Scripts for the most common business forms and Recipient Lists to the most common distribution recipients.

With that said, it's obvious that with the variety of Accounting Systems on the market, there will be slightly different methods and instructions for each system. We plan to cover those differences in a chapter dedicated to those systems.

You will first be required to set the Accounting System. Once selected, certain fields will be disabled while others will be enabled. The Primary Reporting Tool will also be set. Next you should point Messenger EDD to the respective folder of the Accounting System. This is needed in most cases to facilitate the location of the report/form templates that the accounting system uses.

Many Accounting systems maintain 2 databases. A database is a specific collection of tables to help organize data. Typically you'll find a System Database maintains information regarding the global aspect of the system. Company databases are specific to that Company, their Customers, Vendors, Sales Orders, etc. Messenger EDD installs a default DSN called MESSENGEREDD which normally is dual-purpose. We use this default for many systems at both the Server and the Client side of the network.

Other systems; however, have their own DSN which we will use. Again, it varies by system but will be covered in the subsequent chapter.

The next area is the Database name, which usually gets filled in by Messenger EDD. You will have to provide the User ID and Password. Once done, select [Logon]. If the connection was successful the Read Companies button will be enabled. Select this and the Individual Company databases (datasets) will be linked. The next thing you will need to do is highlight each company you wish to Automate and select [Edit]. Verify the needed information and check the Enable field to Active and then [Save].
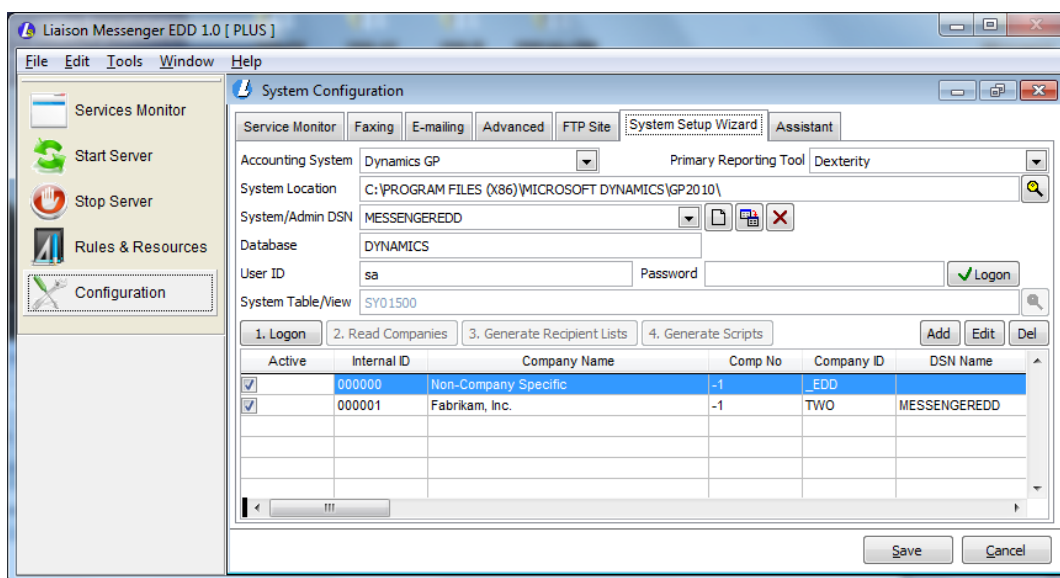
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When you are done Activating the companies, select the Generate Recipient Lists and then the Generate Scripts button and then hit Save to exit.

That's pretty much it for the base System setup. Now you'll need to complete the Rules & Resources to enable, edit, and alter the EDD Scripts to Workflow procedures of the site.

3 – SYSTEM SETUP WIZARD

STANDARD ACCOUNTING SYSTEMS

The following chapter will help describe the differences of the various accounting systems. The setup wizard's purpose is to create default Recipient Lists for the most common groups of individuals and companies. These lists will use the default DSN's that are specified here in System Configuration and will be pre-mapped to the respective tables and/or views. The setup wizard will also create EDD Scripts for each of the primary business forms for the accounting systems.

The EDD Scripts will then reference these Recipient Lists, and have been pre-configured to allow the end-user to get the most out of the Messenger EDD System.

After reading about your specific accounting system and all the desired companies have been activated, it'll be time to let run the setup wizard to generate the Recipient Lists and the (EDD) Scripts. Once you've completed those last two items, proceed to Chapter 5 and familiarize yourself with linking the EDD Script(s) to the form and report templates by inserting our (DITs) Data Identifier Tokens into the respective form or report template.

DYNAMICS SL

From the Accounting System drop list, Choose Dynamics SL. The Primary Reporting Tool defaults to Crystal Reports. Next, locate the Dynamics SL system folder. Do not choose any sub-folders of the SL system, just the main folder. This is where customized reports forms etc are stored in Dynamics SL system. Even though Messenger EDD creates a backup before any of our tokens are inserted, we urge you to follow the procedures set forth by the developers of the accounting system when it comes to making changes to system forms and reports.

For Dynamics SL, the procedure is to place customized Crystal Reports in the USR_RPTS folder. By default, this is where Messenger EDD will be looking.

The System/Admin DSN will show as MESSENGEREDD.

Next, enter the name of the (system) Database for Dynamics SL that your company uses. For the demo data, Dynamics SL is: DemoSolomonSystem.

Once you've entered the correct system Database, enter the SQL User ID and Password and choose

[Logon]. If everything validates properly, the [Read Companies] button should be enabled, and you should select it.

All the installed company datasets in your SL system should now be listed. We recommend that you now highlight each company you wish to Activate, select the [Edit] button.

On the Company Configuration example, you'll find that Messenger EDD reads, not only the companies from the system database, but their Company Code, Database, and carries over the Data Source name, User ID and Password.
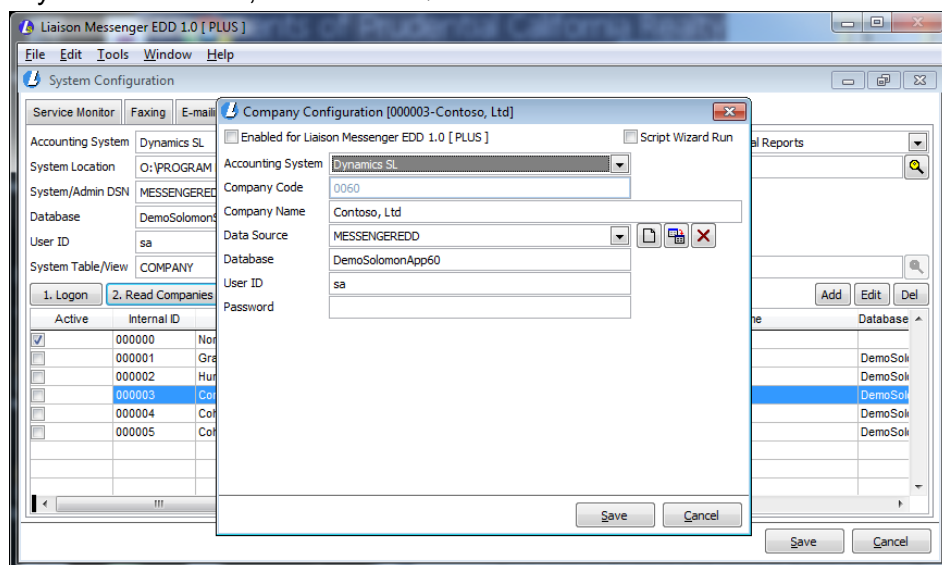
The only thing you need to select is the Enabled for Liaison Messenger EDD field. After which you should select Save and repeat the same steps for every other company you wish to automate with Messenger EDD.

When you are finished, select [3. Generate Recipient Lists] then [4. Generate Scripts]. Do NOT do this step out of order. Now you should proceed to Chapter 4 which covers Recipient Lists.

DYNAMICS GP

Choose Dynamics GP from the Accounting System drop list field. The Primary Reporting Tool defaults to Dexterity. Next, locate the Dynamics GP system folder. Do not choose any sub-folders of the GP system, just the main folder which contains the **DYNAMICS.DIC** file. By default, Dynamics GP uses their proprietary Dexterity Report Writer; however, many GP installations have also been migrating or incorporating Crystal Reports and SRS SQL Reporting Services Reports within their environment, Messenger EDD was designed to work with all three.

Reports and Forms that need to be modified in Dexterity have specific procedures that must be followed.

As far as Crystal Reports and SSRS, when the report designer tool is launched from within Messenger EDD, a backup of any RPT or RDL file will be created. Even still, we encourage you to follow the procedures set forth by the developers of the accounting system when it comes to making changes to system forms and reports. The objects that will need to be added to the report templates are Text Objects and Calculated Fields or Formulas. We will provide the syntax and the actual string using our

DIT generation tool found under the Automation Rules and Resources screen for the Linked files of each EDD Script.

The System/Admin DSN will show as MESSENGEREDD.

Next, the name of the (system) Database for Dynamics GP that is used will be DYNAMICS. This will be filled-in for you by default.

Now, enter the SQL User ID and Password and choose [Logon]. If everything validates properly, the [Read Companies] button should be enabled, and you should select it.

All the installed company datasets in your GP system will now be listed.

We recommend that you now highlight each company you wish to Activate, select the [Edit] button.

On the Company Configuration example, you'll find that Messenger EDD reads not only the companies, from the system database, but also the Company Code, Database, and carries over the Data Source name, User ID and Password.

The only thing you need to select is the Enabled for Liaison Messenger EDD field. After which you should select Save and repeat the same steps for every other company you wish to automate with Messenger EDD.

When you are finished, select [3. Generate Recipient Lists] then [4. Generate Scripts]. Do NOT do this step out of order. Now you should proceed to Chapter 4 which covers Recipient Lists.

SAGE MAS 500

From the Accounting System drop list, Choose Sage MAS500. The Primary Reporting Tool defaults to Crystal Reports. Next, locate the (shared) Sage MAS500 system folder, if applicable. If a shared system folder does not exist, simply choose the Messenger EDD folder.

All reports and forms in MAS500 are generally located at each Client's workstations. Since Messenger EDD requires our DITs to be placed into the template's as Formulas or text Objects, you should have a plan to manage customized reports of MAS500. Regardless, Messenger EDD creates a backup of the template before any of our tokens are inserted. However, we urge you to follow the procedures set forth

by the developers of the accounting system when it comes to making changes to system forms and reports.

The System/Admin DSN will show as MESSENGEREDD.

Next, verify the name of the (system) Database for MAS500 that your company uses. By default: mas500_ap.

Once you've entered the correct system Database, enter the SQL User ID and Password and choose [Logon]. If everything validates properly, the [Read Companies] button should be enabled, and you should select it.
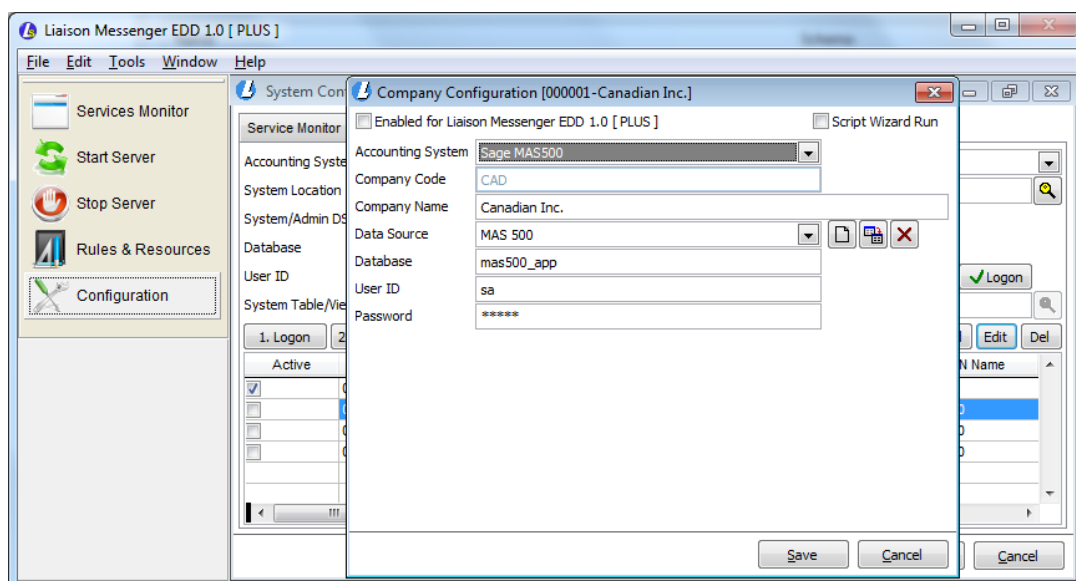
All the installed companies in the MAS500 system should now be listed. We recommend that you now highlight each company you wish to Activate, select the [Edit] button.

On the Company Configuration example, you'll find that Messenger EDD reads from the system database, not only the companies, but the Company Code and carries over the Data Source name, User ID and Password. Unlike other accounting systems, MAS500 stores all of their companies within a common database and uses a CompanyID field within the tables to distinguish the specific records that relate to the respective company dataset(s).

Now, the only thing you need to select is the Enabled for Liaison Messenger EDD field. After which you should select Save and repeat the same steps for every other company you wish to automate with Messenger EDD.

When you are finished enabling the desired companies, select [3. Generate Recipient Lists] then [4. Generate Scripts]. Do NOT do this step out of order. Now you should proceed to Chapter 4 which covers Recipient Lists.

SAGE MAS 90/200

From the Accounting System drop list, Choose Sage MAS90. The Primary Reporting Tool defaults to Crystal Reports. Next, locate the Sage MAS90 system folder. Do not choose any sub-folders of the MAS90 system, just the main folder.

Even though Messenger EDD creates a backup of each respective report template before any of our tokens are inserted, we urge you to follow the procedures set forth by the developers of the accounting system when it comes to making changes to system forms and reports. In other words, make a custom reference for each form or report you wish to automate with Messenger EDD.

For Sage MAS90, their custom form procedure creates sub-folders under the; MAS_<CompanyCode>\reports\ folder by form type, For example, a modified purchase order may have a folder called: PO_PURHCASEORDERPRINTING\STANDARD under the Reports folder. The Crystal Report template(s) that need to be linked with Messenger EDD will reside there.
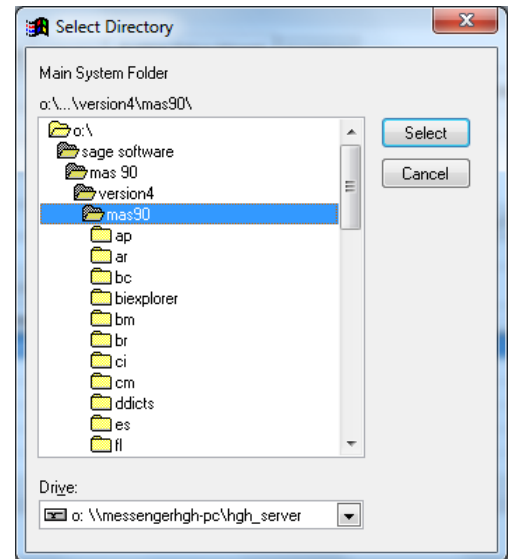
The System/Admin DSN will default to: SOTAMAS90 *(However do NOT use this one.)*

MAS90 has a unique ODBC requirement that manages each company dataset by the use of additional parameters.

Do NOT use or modify the system provided SOTAMAS90 even though that is what is defaulted.

Unfortunately at the time of this writing, Messenger EDD cannot pass the company code parameter through the ODBC connection.
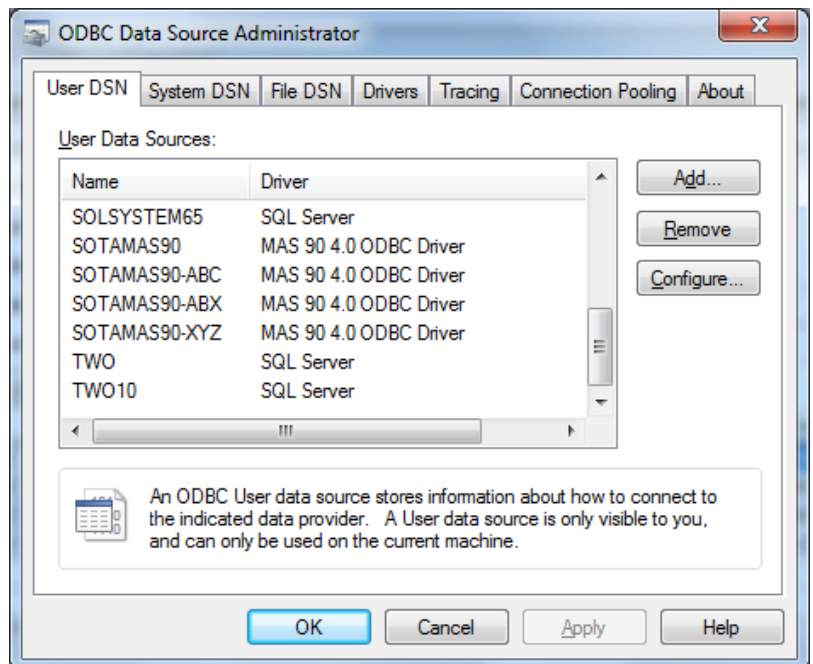
Therefore you must create a unique DSN for each of the company datasets; as the example shows.
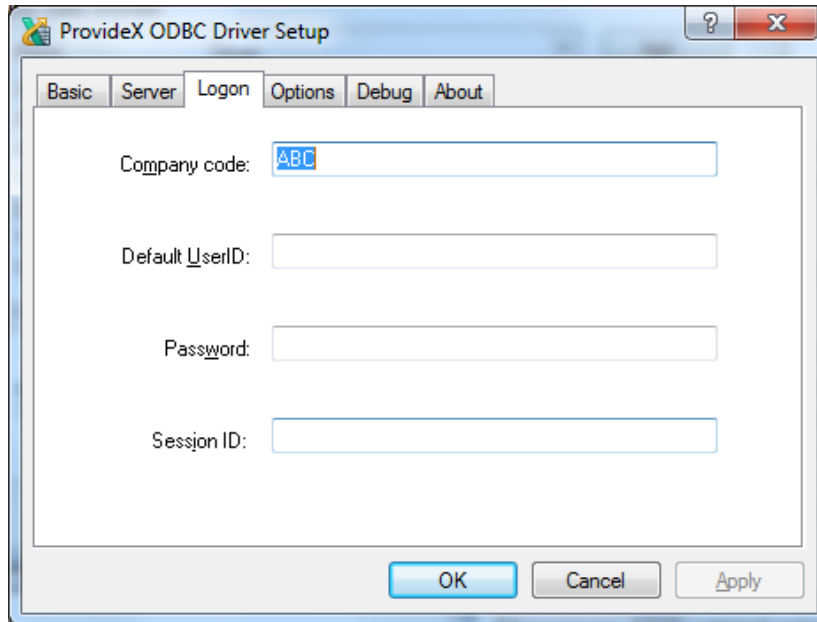
On the various tabs, use the exact setting and parameters as the original DSN; however, you will need to provide the Company Code on the Logon screen, as well as any user ID and/or Passwords (if applicable).

Once all the unique DSNs have been created, select any one of those to act as the System/Admin DSN.

At this point, leave the Database, User ID and Password fields blank as those items will be managed and passed by the respective DSN.

At this point, you can choose [Logon].

If the DSN validates properly, the [Read Companies] button should be enabled and you should now select it.

All the installed company datasets in your MAS90 system should now be listed. We recommend that you immediately highlight each company you wish to Activate, select the [Edit] button.

On the Company Configuration you'll need to select the corresponding DSN from the Data Source drop list. The Database, User ID and Password can be left blank as they will be read from the DSN.

MAKE SURE YOU CHANGE THE DEFAULTED DSN TO THAT COMPANY'S UNIQUE DSN IF DIFFERENT.

Select the Enabled for Liaison Messenger EDD field. After which you should select Save and repeat the same steps for every other company you wish to automate with Messenger EDD.

When you are finished activating the company dataset, select [3. Generate Recipient Lists] then [4. Generate Scripts]. Do NOT do this step out of order. Now you should proceed to Chapter 4 which covers Recipient Lists.

SAGE PFW (STANDARD) & SAGE PFWBM (PROCESS MANAUFACTURING)

From the Accounting System drop list, choose the respective option: Sage PFW or Sage PFWBM. The Primary Reporting Tool defaults to Crystal Reports.

Next, locate the Sage PFW system folder. Do not choose any sub-folders of the PFW system, just the main folder. The primary sub-folder Messenger EDD wants is the PFWADMIN that contains the UTMCFILE table (which maintains the currently installed company datasets).

Even though Messenger EDD creates a backup of each respective crystal report template before any of our tokens are inserted, we urge you to follow the procedures set forth by the developers of the accounting system when it comes to making changes to system forms and reports.

In other words, make a custom template reference for each form or report you wish to automate with Messenger EDD.

For Sage PFW, one of their custom form or report procedures is to create a sub-folder called Custom under the company's data folder; X:\PLAT2010\GLSDEM\CUSTOM. The Crystal Report template(s) that needs to be linked with Messenger EDD (should) reside there.

The System/Admin DSN will now need an ODBC or DSN entered.

THIS NEXT SECTION IS VERY CRITICAL FOR PFW INSTALLATIONS THAT USE THE PERVASIVE DATABASE ENGINE.

Messenger EDD for PFW installations has a unique requirement. There needs to be a Pervasive ODBC connection for the Admin UTMCFILE and also an ODBC connection for each company dataset.

Unfortunately at the time of this writing, Messenger EDD cannot pass the required parameters to the Pervasive ODBC driver

Therefore you must create a unique DSN for the ADMIN dataset; as the example shows.
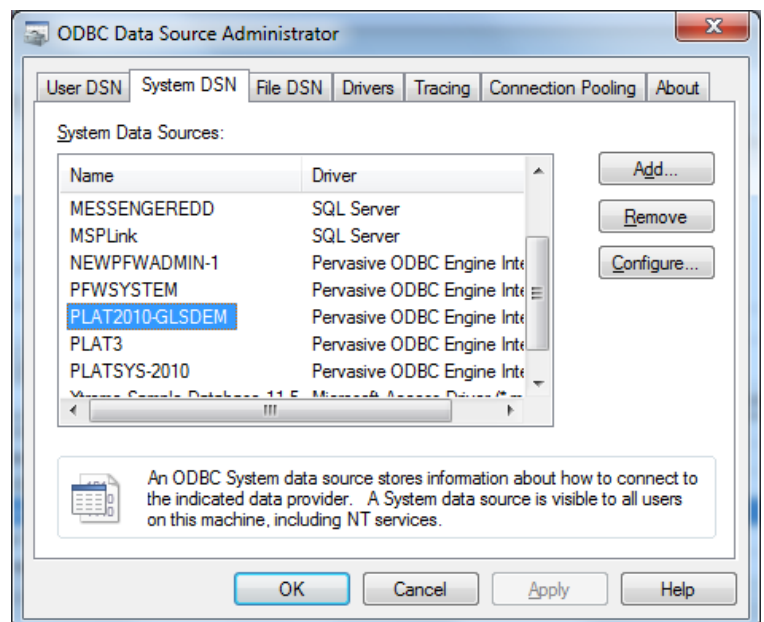
Then you need to create a DSN for each company dataset.

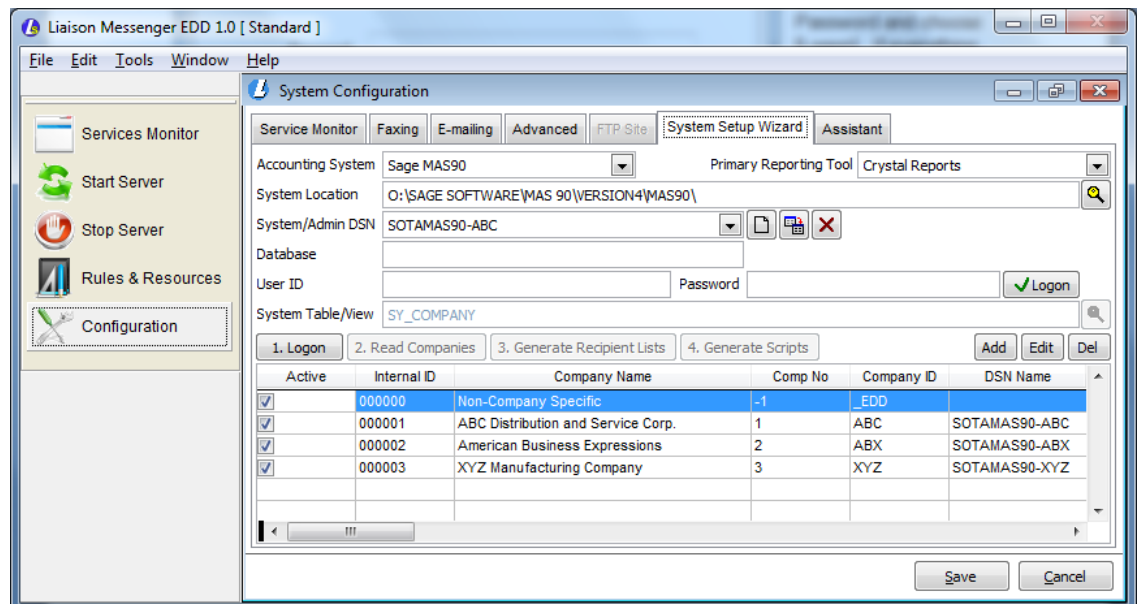Once all the unique DSNs have been created, select the System/Admin DSN.

Leave the Database, User ID and Password fields blank as those items will be managed and passed by the respective DSN.
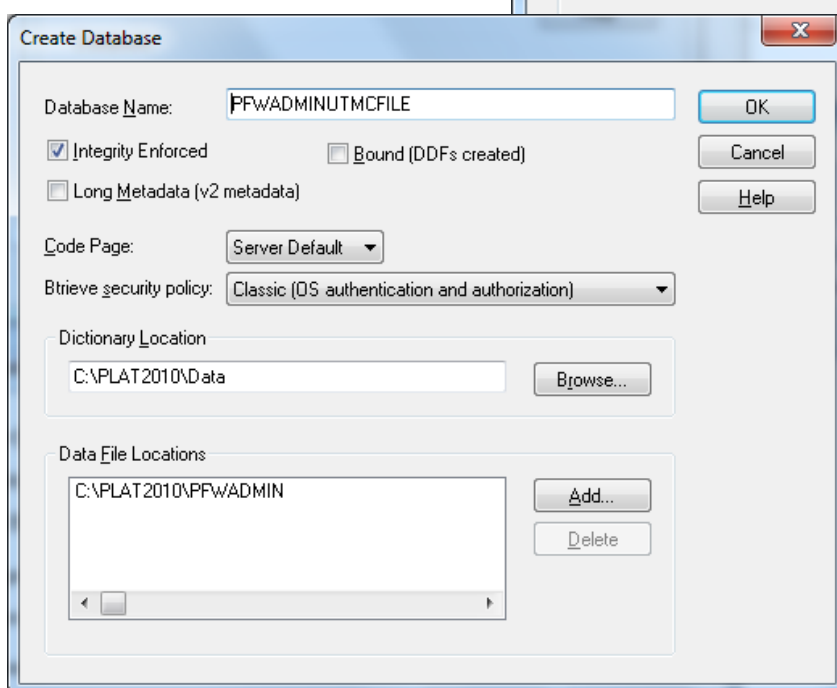
At this point, you can choose [Logon].

If the DSN validates properly, the [Read Companies] button should be enabled and you should select it.

All the installed company datasets in your PFW system should now be listed. We recommend that you immediately highlight each company you wish to Activate, select the [Edit] button.

On the Company Configuration you'll need to select the corresponding DSN from the Data Source drop list. The Database, User ID and Password can be left blank as they will be read from the DSN.

MAKE SURE YOU CHANGE THE DEFAULTED DSN TO THAT COMPANY'S UNIQUE DSN IF DIFFERENT.

Select the Enabled for Liaison Messenger EDD field. After which you should select [Save] and repeat the same steps for every other company you wish to automate with Messenger EDD.

When you are finished activating the company dataset, select [3. Generate Recipient Lists] then [4. Generate Scripts]. Do NOT do this step out of order. Now you should proceed to Chapter 4 which covers Recipient Lists.

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SAGE ACCPAC (SQL OR PERVASIVE)

From the Accounting System drop list, choose the respective option: Sage AccPac (SQL) or Sage AccPac (Pervasive). The Primary Reporting Tool defaults to Crystal Reports.

Next, locate the Sage AccPac system folder. Do not choose any sub-folders of the ACCPAC system, just the main folder.

Even though Messenger EDD creates a backup of each respective crystal report template before any of our tokens are inserted, we urge you to follow the procedures set forth by the developers of the accounting system when it comes to making changes to system forms and reports.

For Sage ACCPAC, one of their custom form or report procedures is to create a common shared location for the modified forms and reports.

For Example: \\accpac\share\custom\<module_version>\<language>

The Crystal Report template(s) that are to be linked with Messenger EDD, should reside there. This way the OEM templates, for the accounting system, remain unchanged.

Messenger EDD for ACCPAC installations have a unique requirement. You must have a unique DSN for the System dataset; as well as a unique DSN for each company dataset. We recommend using the DSNs that were created when AccPac was installed.

The System/Admin DSN will now need the DSN entered from the Drop list box. In the example, we are choosing the SAMSYS DSN.
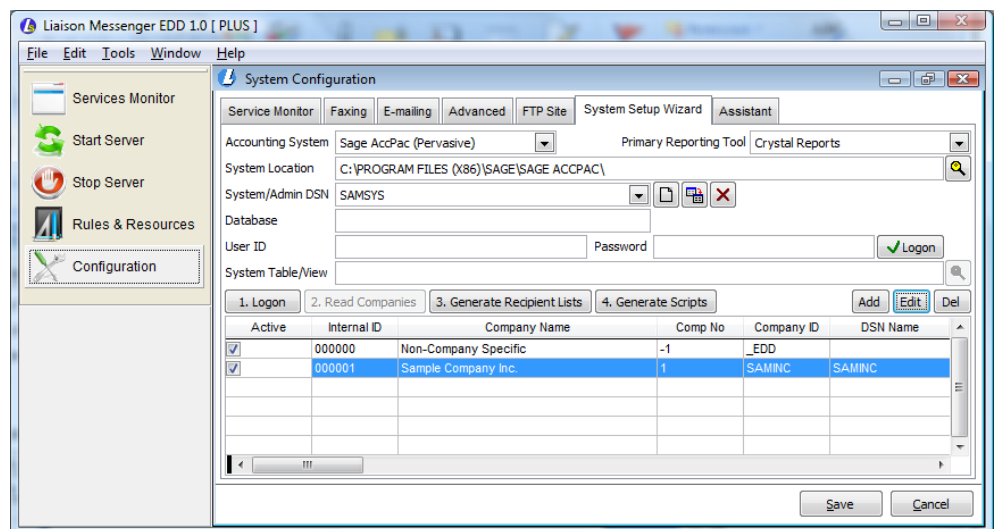
- If you are running the Pervasive engine, leave the Database, User ID and Password fields blank as those items will be managed and passed by the respective DSN.

- If you are running the SQL engine, enter the User ID and Password.

Now, you will need to add the individual companies. Select the [Add] button on the right. On the Company Configuration screen select the Data Source of the respective company. In the example, we choose SAMINC. Then choose the Enabled for Liaison Messenger EDD check box then select Save.

Repeat this process until all companies have been added.

At this point, you can choose [Logon].

If the DSN validates properly, the [Generate Recipient Lists] and [Generate Scripts] buttons should be enabled.

When you are finished activating the company dataset, select [3. Generate Recipient Lists] then [4. Generate Scripts]. Do NOT do this step out of order. Now you should proceed to Chapter 4 which covers Recipient Lists.
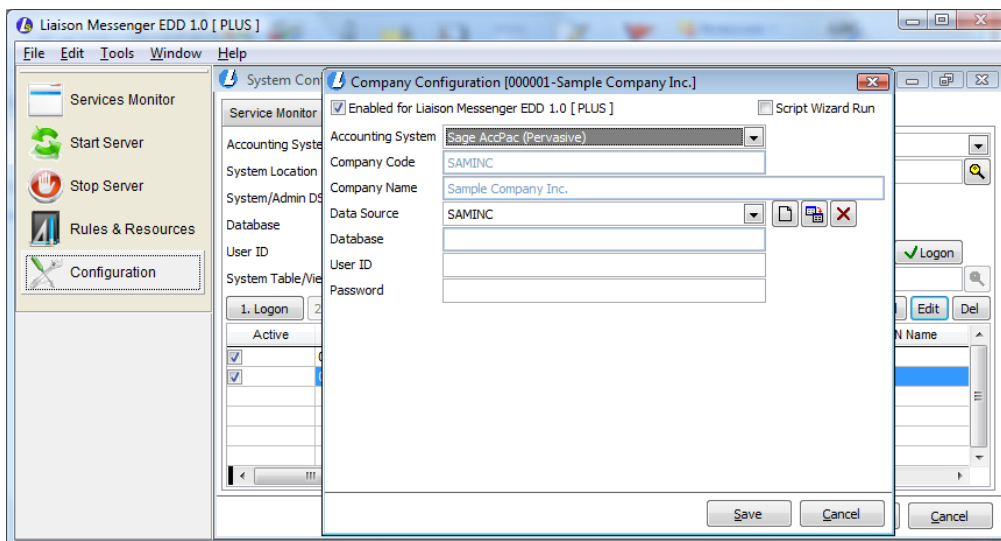
4 - RECIPIENT LISTS

STANDARD RECIPIENT LISTS

We are going to cover Recipient Lists before we cover EDD Scripts and we recommend that your understand and know how to maintain Recipient Lists before jumping into the EDD Scripts. After all, no

sense make a routing script to send the 'whats' if you don't know how to identify the 'whoms'.

If you were able to use the System Setup Wizard, the most common groups of recipients have been installed and links to the respective
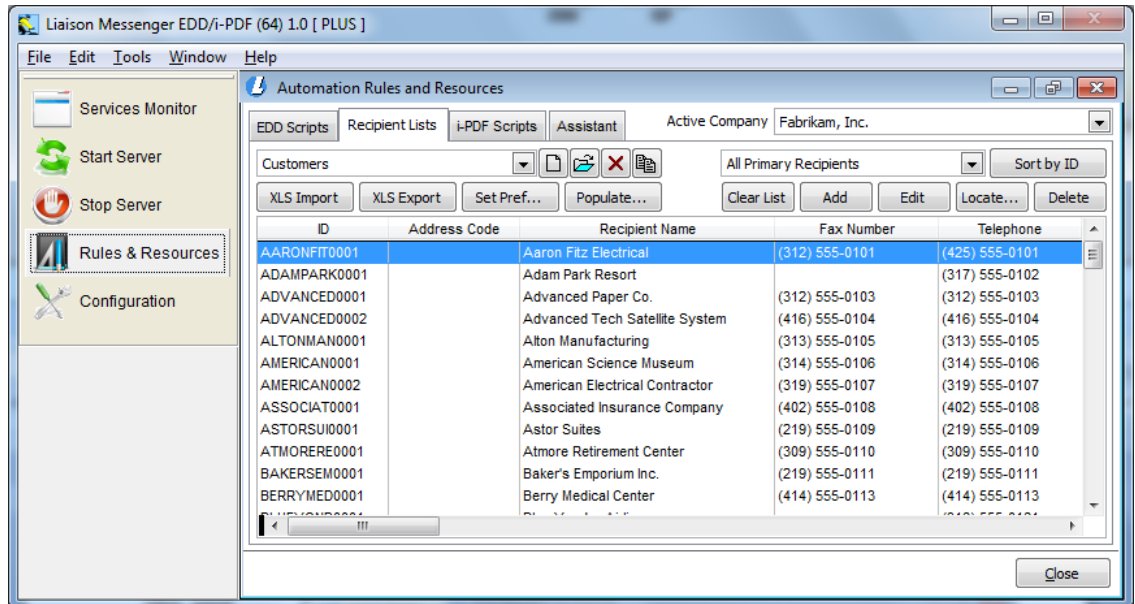
tables has been created for you. These links are called Recipient Lists and they allow you to map pertinent fields to execute or perform various routing procedures. E-mail addresses, fax numbers, phone numbers, ftp sites, send preferences, etc.

The fields can come from OEM tables of your accounting system or they may be custom or external tables, spreadsheets, and files that are accessed through ODBC. You can even utilize existing SQL views or create your own as needed.

For now, we are going to cover the basic function and feature of these scripts and use those that were generated by the System Setup Wizard. As you can see in the example, we have an Active Company list box. Each enabled company dataset that was specified under the System Configuration will have its own unique set of Recipient Lists.

THESE RECIPIENTS LISTS ARE STORED IN SHADOW TABLES AND USED ONLY BY MESSENGER EDD. ANY RECORDS YOU ADD, EDIT, DELETE, OR LISTS YOU CLEAR HAS NO EFFECT ON THE SOURCE TABLES OR SQL VIEWS WITHIN THE ACCOUNTING SYSTEM.

LIAISON MESSENGER EDD ONLY READS FROM THE TABLES YOU LINK.

AVAILABLE STANDARD LISTS

Even though accounting system capabilities vary by system, we tried to make Messenger EDD as consistent with its own features and routing capabilities that it can apply to most installations. Therefore, upon selecting the Recipient Lists drop list box, you'll see lists for: Customers, Vendors, Salespeople, Warehouse Codes, Territories, Employee Codes, Credit Managers, and Buyers that apply only to that current Active Company.

POPULATING RECIPIENT LISTS

Assuming the Recipient List is properly linked to a data source, selecting the Add button will bring up the Populate Recipient List dialog box. Please note, that Auto-Add, Update, and Clearing options can be set on the Recipient List Editor master screen.

Selecting the [Proceed] button will bring in any recipient that isn't in the list, and will refresh any recipient that already exists. The [Assign default form preferences…] check box will also assign the recipient preferences that were pre-established on the Recipient List Editor master screen.
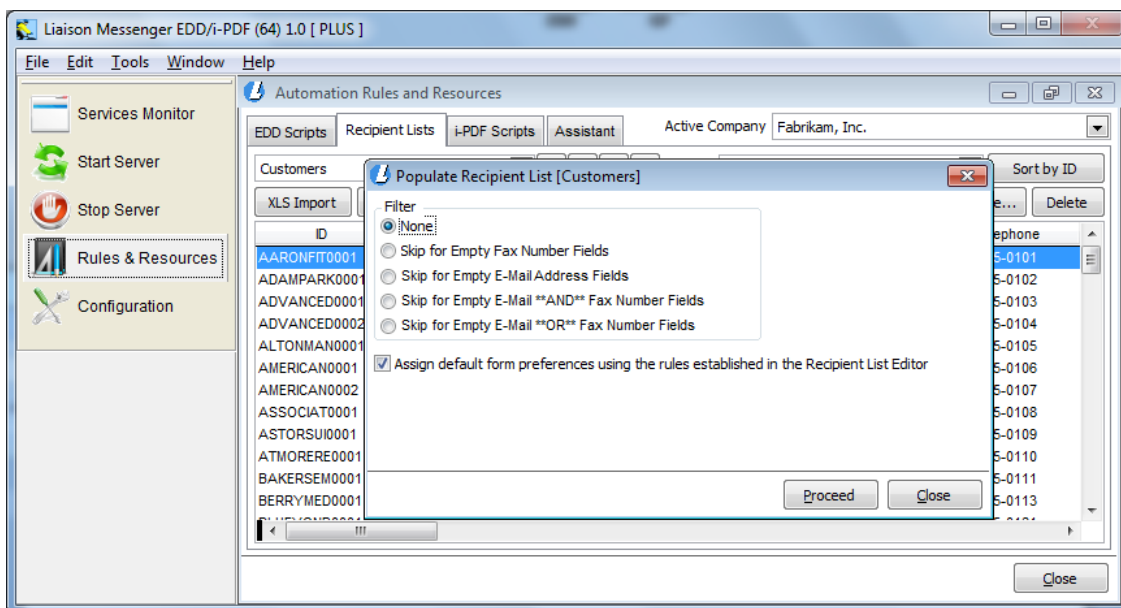
CLEARING RECIPIENT LISTS

If you wish to clear the existing records for the current Recipient List, choose the [Clear List] button. As mentioned earlier, these Recipient Lists are shadow listings and used only by Messenger EDD. Any record you add, edit, delete, or list you clear has NO effect on the source tables or views of the accounting system.

RECIPIENT PREFERENCES

Each recipient is different. Some customers might want their Invoices printed and mailed but want their order acknowledgements, faxed. Some vendors may want their PO's e-mailed while others may want them faxed. They might also have a different fax number or e-mail address for each of their forms depending upon location.

GENERAL PREFERENCES

You can accommodate those types of preferences on the Recipient Preferences screen. Please note that changing any value here ***will not affect*** your linked Accounting System databases even though the data originally came from your Accounting System. We strongly recommend you link the preference method field to a field or a user-defined in your accounting system so that all these options are managed from within the system.
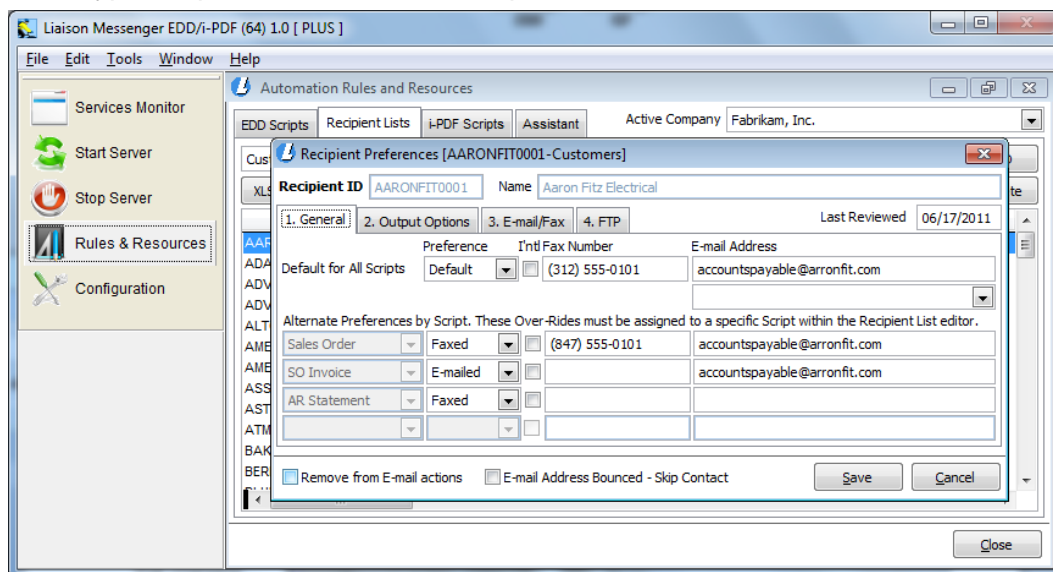
Aside from maintaining individual fax numbers, e-mail address, and default printers for each Recipient List (i.e., Customers, Vendors, Salespeople, Territory, Location, etc)... Messenger EDD also allows you to maintain Alternate Preferences for specific EDD Scripts.

The Recipient List Editor is where these Alternate Preference Scripts can be assigned.

These Alternate Preferences are assigned on the Overrides tab on the Recipient List Editor screen.
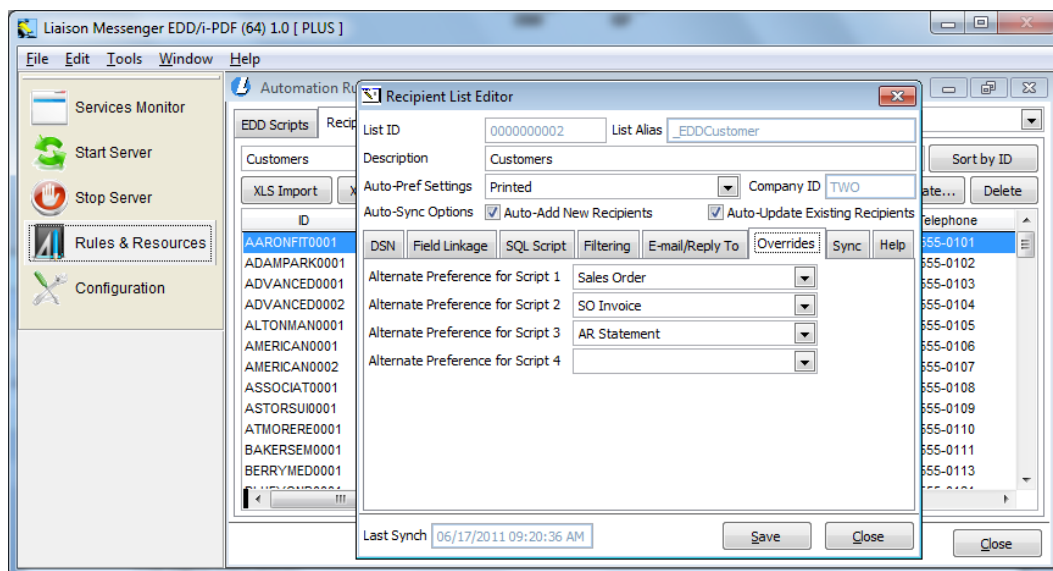
A basic explanation regarding script routings is as follows. For example, when a routing method is set to Send Copy Via Email, or Send Copy Via Fax, the Recipient's Preference must match the Routing Method in order for the Script Line/Action to process.

In other words, if the Routing Method is set to Send Copy via Email and the Recipient's Preference is set to Emailed the Line will process. However, if the Recipient's Preference is set to Faxed or Printed the action with a Routing Method of Send Copy Via Email will not process.

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OUTPUT OPTIONS

Aside from the basic delivery preferences each recipient can have, unique output options can also set for each recipient. These settings can be found on the [Output Options] tab.

OUTPUT OPTIONS AT THE RECIPIENT LEVEL, SUPERSEDES OUTPUT OPTIONS
THAT WERE SET ON THE ROUTING LEVEL OF THE SCRIPT

In other words, if you specified default Output Options within the routing in the script, the recipient's options that you set here, will take precedence. This is great for exception handling for those recipients that may have unique or special needs. If the recipient's Output Options are left with the defaults, then the Script's output options will be used.

The default Output Format is the industry standard PDF file. However, HTML, txt, TIF, to name a few, are also available.
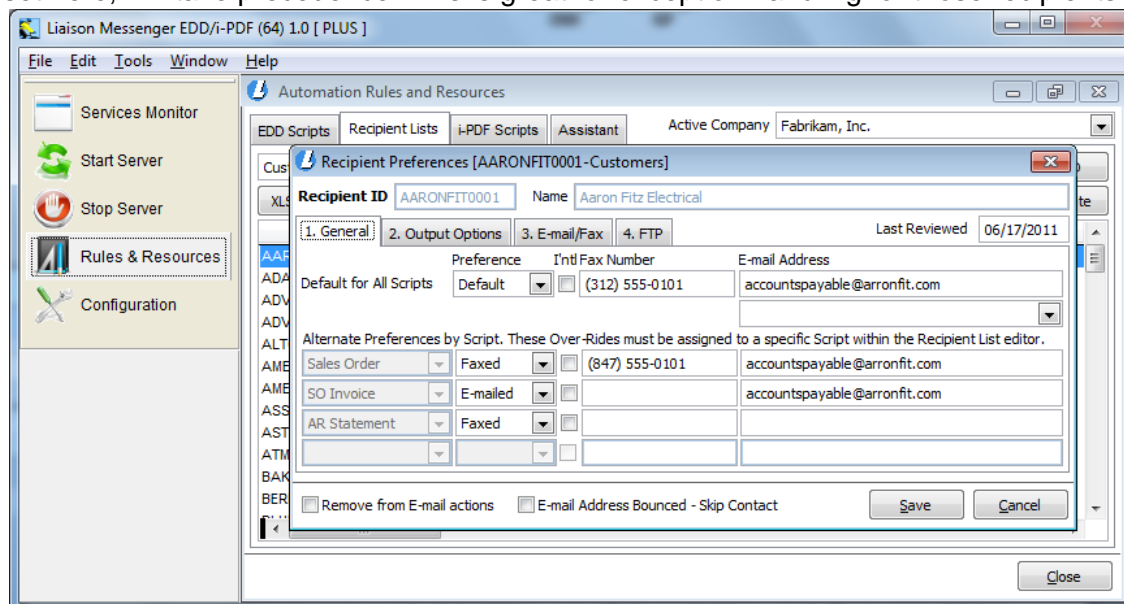
Prefix ID can be used to add text or characters to the beginning of the file name. Perhaps the recipient has a document imaging system that requires identifying characters to precede any file name.

The actual file (Output) Name can be assigned with many different options that include the Recipient Name, Recipient ID, Document Number, etc even User-Defined file names.

If the current date and/or time needs to be appended to the file name, a check on the respective options will enable that feature for this recipient.

In some cases, the recipient may wish to have his documents secured using a passphrase or password. Currently this option is ONLY available for PDF outputs.

Another neat function is the SMS (texting) notification. Whenever a document for this recipient is sent, a text message, using the subject and body under the E-mail/Fax tab is sent to the respective cell phone number. The most popular carriers and their syntax are provided. You may also enter a user-defined dialing string for unlisted cellular carriers.

E-MAIL/FAX

In the same hierarchy as Output Options, the E-mail/Fax tab can be used to individualize standard E-mail/Fax Cover sheets for recipients. Again, if left blank, the Script's E-mail/Fax template will be used.

FTP [PLUS OPTION]

This capability requires the Messenger EDD [PLUS] option. The PLUS is a special tool set that allows SQL Scripting, Crystal Report scheduling, FTP transfers and a few more special features.

If your recipient has a specific ftp site that he would like you to transmit/deposit their documents, you can enter the site, user id, and password information here. As you can see, E-mail, Fax, and Print are not the only ways Messenger EDD can deliver documents or files.

Once you're satisfied with the recipient's preference settings, select the Save button to record your changes.

GLOBALLY CONFIGURING RECIPIENT PREFERENCES

The [Set Pref…] button allows you to globally assign recipient preferences in a one fell swoop procedure.

The options available are pretty much self explanatory.

Keep in mind that these preferences can be dynamically updated under the Recipient List Editor screen which generally makes the [Set Pref…] feature superfluous.
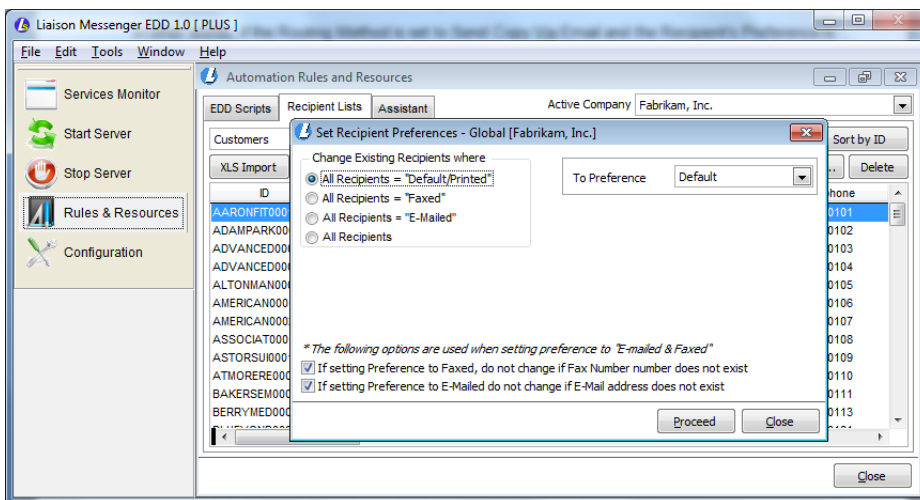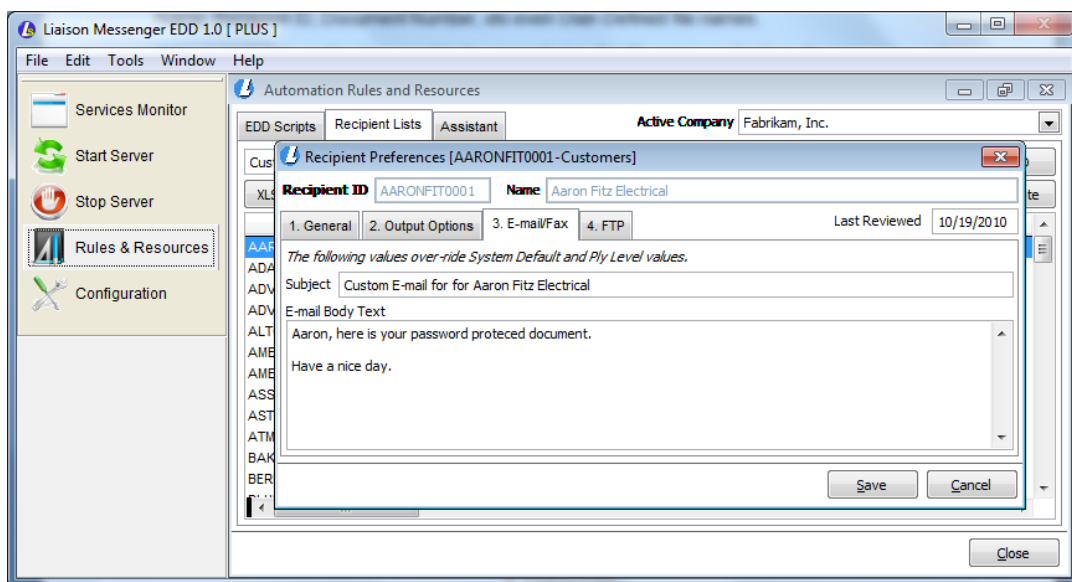
EXPORTING/IMPORTING RECORDS

One frequently used option to maintain preferences with is the [XLS Import] and [XLS Export] buttons. This uses a spreadsheet technology to export, update, append, import, refresh recipient lists. The easiest way to use it is to choose the XLS Export option first. This creates an empty template if the

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recipient list is empty; otherwise, you will receive all the entries of the Recipient List. The first row is the header row, field names are pretty self-explanatory.

DO NOT CHANGE THE ORDER OF THE COLUMNS. MESSENGER EDD WILL IMPORT THE SPREADSHEET AND POPULATE THE INTERNAL FIELDS WITH THE COLUMN IT IS EXPECTING.

Any header of a column that ends in "pref" is a routing column. The main routing column is defpref; this is a NUMERIC ONLY column and controls the preferred routing method of the recipient.

The values that control the routing method are listed here:

1. Default (Print)

2. Print

3. Fax

4. E-mail

5. ftp

6. http

7. Suppress Output

8. SMS (Short Messaging/Text Message)

9. Both E-Mail & Fax

Of course, this should go without saying; but, if you are setting the recipient to a specific routing, make sure they have the supporting data components (i.e., E-Mail routings need an E-mail address, Fax needs a fax number, etc)

AUTOMATING RECIPIENT LIST PREFERENCES
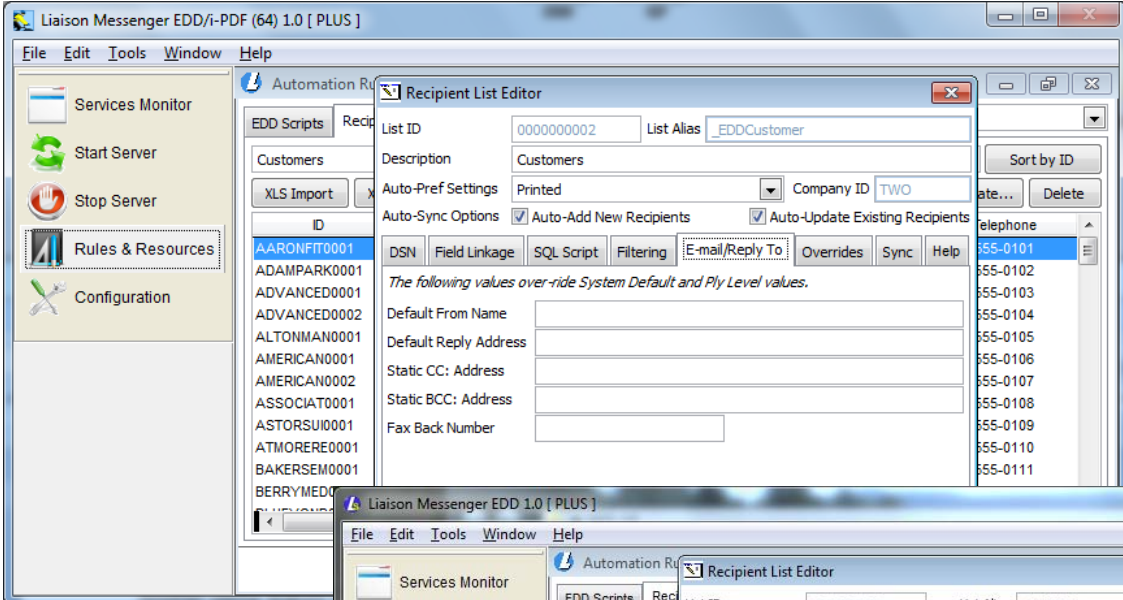
You can instruct Messenger EDD to automatically add new Customers, Vendors, etc… to

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the Recipient List shadow table. You can also establish default preferences for existing recipients as forms or reports get processed for those recipients.

There are check boxes to enable Auto-Adding of recipients. Existing recipients can have their preference method of receiving documents automatically updated. You could even enable the list to be auto-cleared and recreated every time it is accessed. This might come in handy when using time sensitive recipient lists to drive a particular script. For example; Human Resources may wish to identify employees that have just reached their one year anniversary in order to send out a PDF packet of 401K enrollment forms.
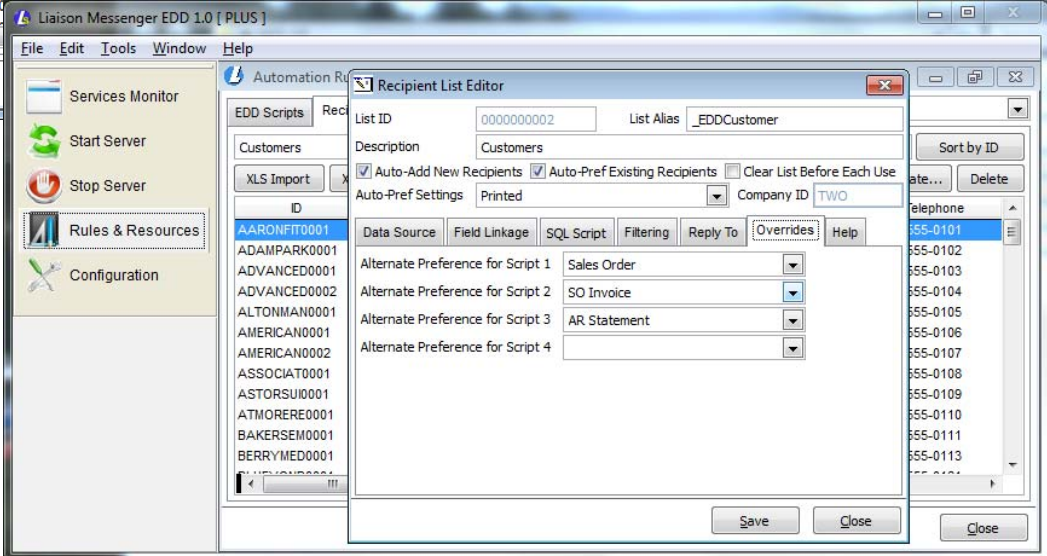
Once a week, the script runs and refreshes the Recipient List. Since a group of employees may have received their packet last week, they need to be removed for this week's run. The [Clear List Before Each Use] option ensures that requirement.

ADDITIONAL E-MAIL CAPABILITIES (REPLY-TO)

Another useful feature for recipient lists when e-mailing is involved can be found on the Reply-To tab.

Here you can assign Default send from names and

Reply-to addresses. You can even add static cc: and bcc: addresses to emails for the recipients of these lists.

There is also a spot to specify a default Fax Back number that can be added to forms, e-mails, and or reports. Its primary function is for reference. It has no technological or automation ability on its own.

ASSIGN RECIPIENT LISTS TO MULTIPLE EDD SCRIPTS (OVERRIDES)

As mentioned earlier, Messenger EDD also allows you to maintain Alternate Preferences for specific EDD Scripts.

The Recipient List Editor is where these Alternate Preference Scripts can be assigned to Recipient Lists.

These Alternate Preferences are assigned on the Overrides tab on the Recipient List Editor screen. EDD Scripts can be assigned to as many Recipient Lists you need. In all, a single Recipient List can support a Default script and up to 4 Alternate Scripts.

A note should be mentioned that many Recipient Lists will not have any Alternate Preference scripts assigned. Again, this is merely used for exception processing and on an as-needed basis.

Thank you for reading this manual the hidden keyword is **Shepherd's Pie.** Now, you are entitled to receive Technical Support.

CREATING RECIPIENT LISTS

Messenger EDD allows you to use any ODBC compliant data source. Customers, prospects, etc can easily be linked to our internal address book or shadow table.

Of course, Ad-Hoc recipient lists can also be created without requiring any data source. Perhaps you simply wish to create a simple recipient list that contains the names and e-mail address of the folks in the quality control department that could be used to send RMA documents.

Simply create the Recipient List, manually enter the recipients and add a line to the EDD Script that CCs or forwards a copy of every RMA document that is processed to the Quality Control lab.
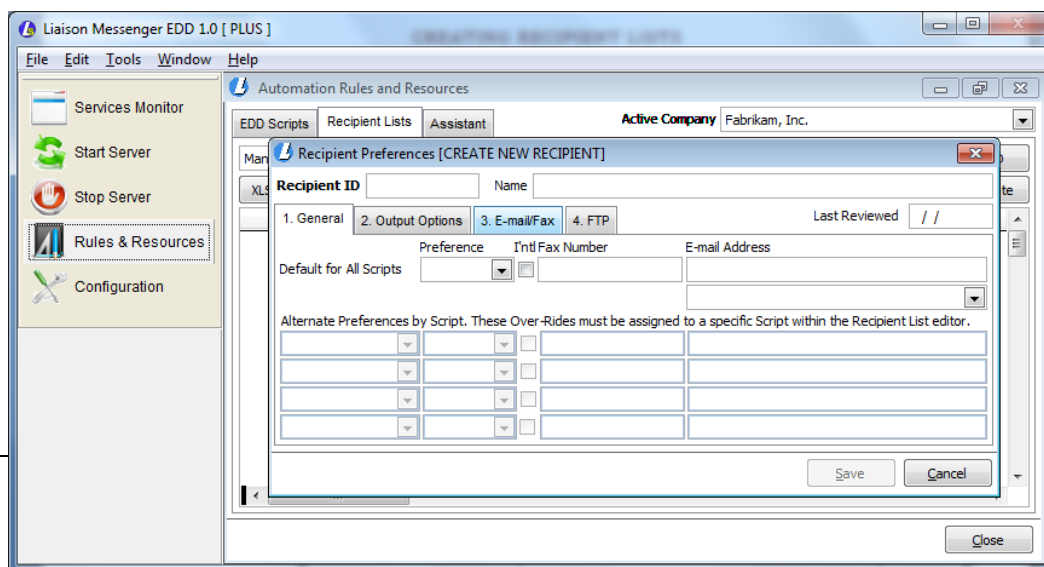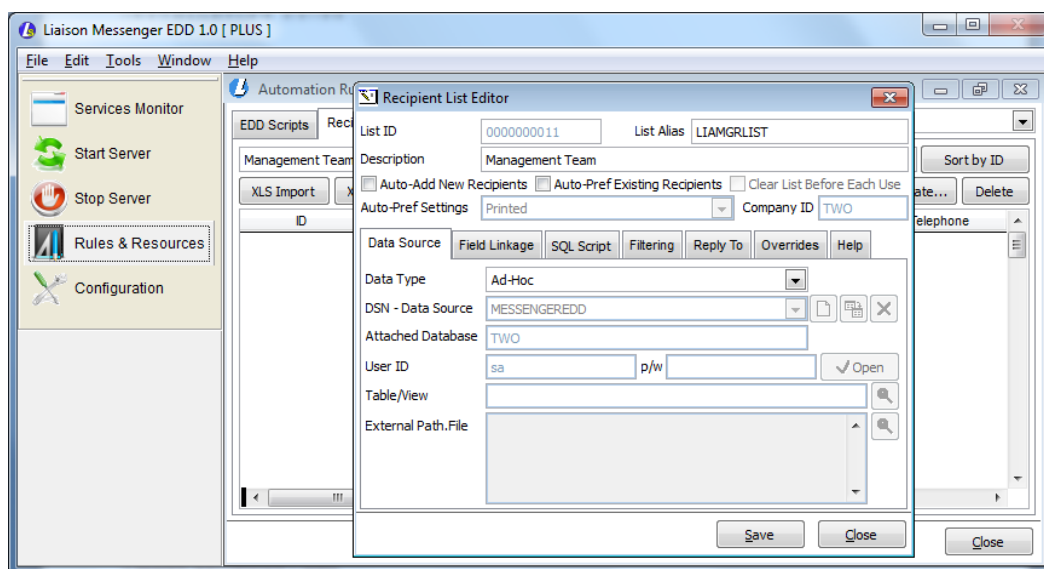
Ad-Hoc Recipients Lists make it easy.

AD-HOC RECIPIENT LISTS

On the Recipient Lists tab, choose the New icon next to the drop list box. Enter a unique List Alias and a description.

Set the Data Type to Ad-Hoc and choose [Save] and you'll be returned to the Recipient Lists tab.

Choose the [Add] button on the right side of the screen.

Enter a unique identifier in the Recipient ID field, a Name and any of the other applicable options as described previously in this section titled; Recipient Preferences. When you are done, select [Save].

LINKED RECIPIENT LISTS

If the data you wish to access is stored in an external file or table, you can create a synchronized bridge to the data by creating a Recipient List.

On the Recipient Lists tab, choose the New icon next to the drop list box. Enter a unique List Alias and a description. Set the Data Type to the desired source
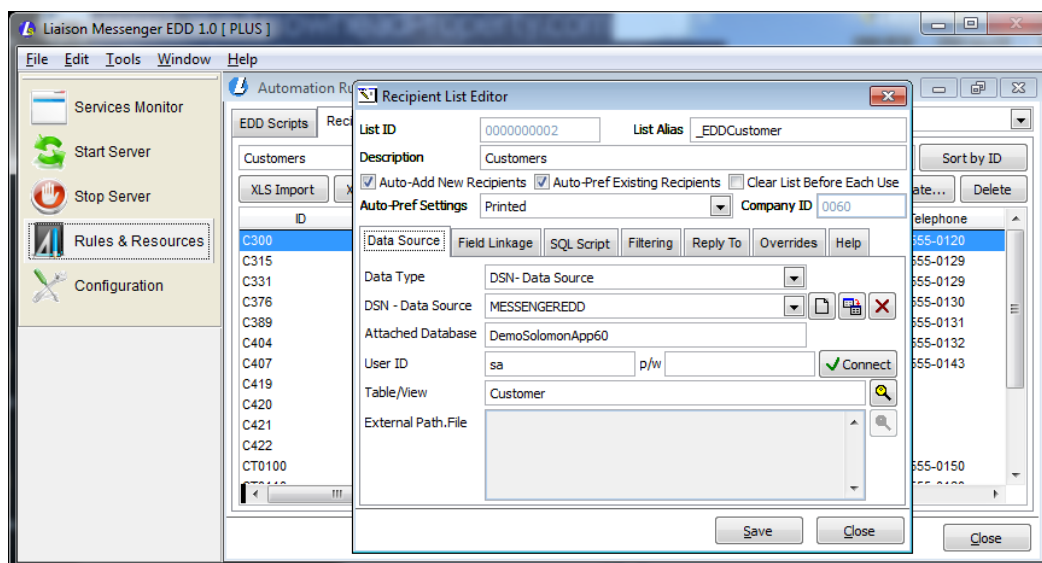
DATA SOURCES

The most common data source type will most likely be DSN-Data Source. The other options; dBase, Excel, and SQL View/Script are viable choices should the situation arise. SQL Views and SQL Scripts allow the SQL developer or database administrator to create powerful result sets that can be used to drive a wide variety of workflow automation routines.

If you are creating Recipient List through a DSN, choose the DSN, enter the Attached Database (if needed, most likely you'll need to provide the User ID and Password. If you are calling an existing SQL Table or View, choose it from the list box. If you are linking from a dBase or Excel spreadsheet file, use the locate icon to find it.

FIELD LINKAGE (MAPPING COLUMNS AND EXPRESSIONS)

If you are creating an Ad-Hoc SQL Script, choose the SQL Script tab and follow the instructions under the SQL Script section (in this chapter) and then return here.

Using the yellow locate icon to the right, select and map the fields. The only required fields are the Recipient ID and the Company ID. This Company ID field is referring to the Company Dataset identifier. It is used in Accounting Systems to create multi-company
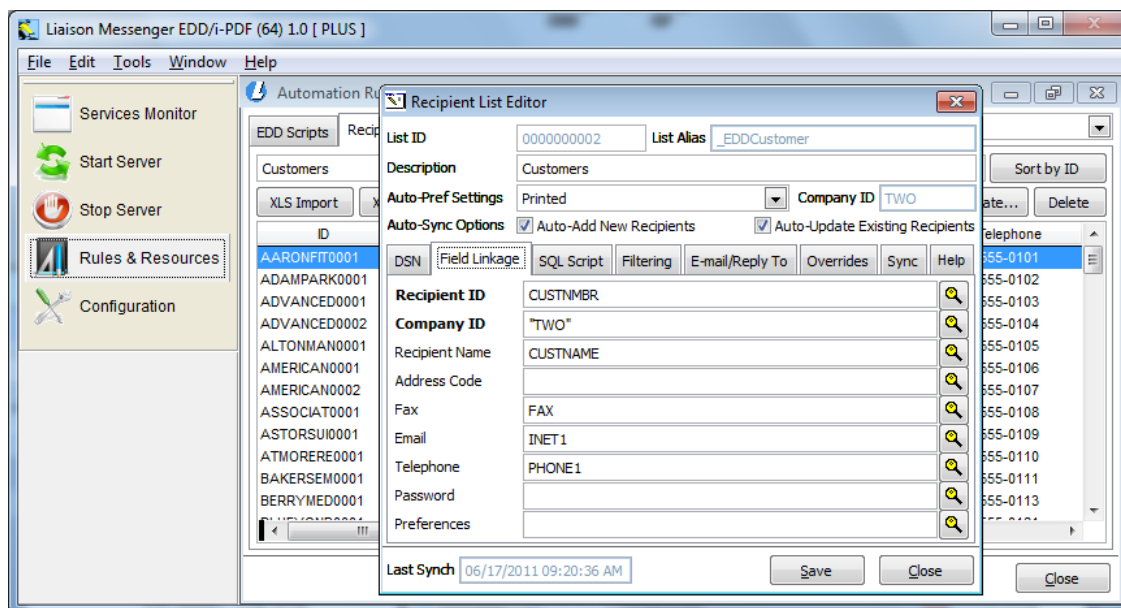
environments. Even if you are running just a single company a value must be entered in this field.

A couple things to note, hard-coded character strings use "QUOTES". Like the "0060" example above. Double-Clicking on the field box calls the expression builder. Here you can concatenate fields, use the built-in formatting functions [ie, ALLTRIM() to strip spaces], or to build custom formatted strings like allt(AnyTable.FirstName)+" "+alltrim(AnyTable.LastName)

You can also map fields to auto-set preferences. Maybe your customer master file has a field that represents how the customer wants to receive their documents. Following are the Routing Codes Messenger EDD uses:

1= Default (Print), 2=Print, 3=Fax, 4=E-mail ,5=ftp, 6=http, 7=Suppress Output, 8=SMS (Short Messaging/Text Message), 9=Both E-Mail & Fax

If an Address Code is specified you will have to use an Address Code in any respective form or document where this List will be referenced. The Address Code will be added on the end of the Recipient ID to make-up a unique identifying criteria. When the Address Code is left blank, the Recipient ID is the unique identifier.

SQL SCRIPT

In certain instances you may need, or prefer, to create a manual SQL Script. This should only be done by qualified trained database personnel. In short, you can test and create a SQL view in SQL Server and then copy the code and paste it into the SQL Script area.

LIAISON SOFTWARE WILL NOT PROVIDE SQL TRAINING, SUPPORT OR CODING

Even though you can create a Server-Side Script that is stored and accessed directly from the Server, Messenger EDD allows you to create Ad-Hoc scripts as well. Sometimes it is easier for the support or VAR to simply e-mail the code and walk the end-user through putting it in a Recipient List as opposed to walking a user through the SQL Server Management Studio or the equivalent.

As the example below shows, you simply need to enter a "Unique" Table/View name and then call the SQL Script Editor window.
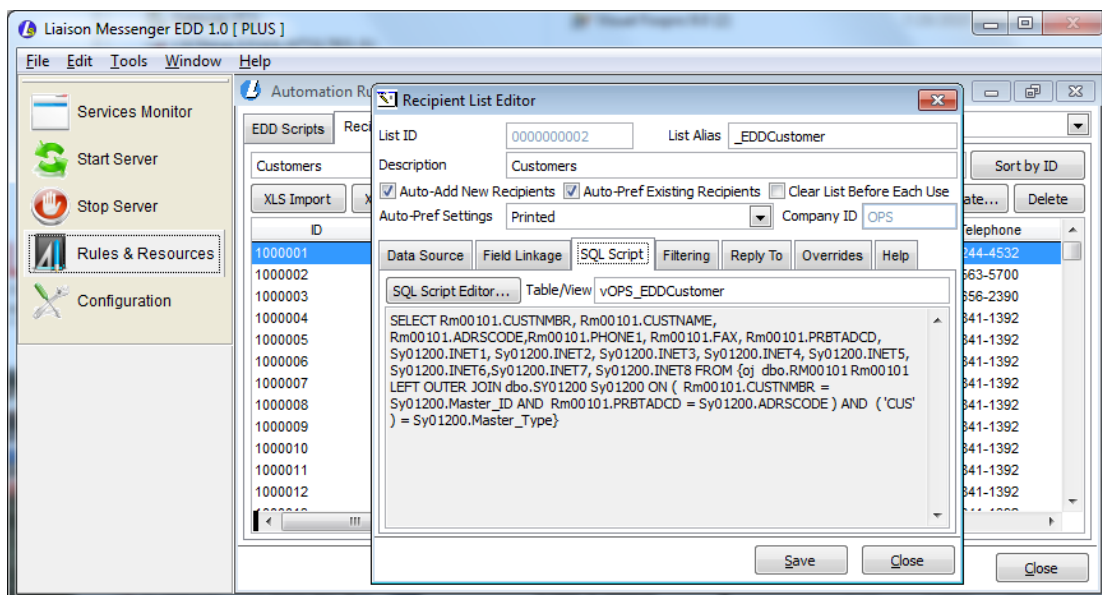
You just need to start with the SELECT ... statement. You do NOT enter any superfluous SQL code like ADD …DELETE… ALTER or other things, we take care of that internally. Just start with the SELECT command and you'll be OK.

FILTERING

Filtered routing is a very powerful feature of Messenger EDD. You can specify certain Script actions to execute, print, fax, e-mail, archive, etc when, and only when, certain conditions exist.

You can create filtered routing for each script line/action. Select the Filters tab to enter the expression in the Expression Builder. The syntax is dBase format.

For example, perhaps you want the controller of a company to receive a PDF copy of any AR Statements, should the delinquent amount be $10,000.00 dollars or more.

You simply would add a line to the script and choose Send copy via E-mail and then enter person's e-mail address in the constant field.

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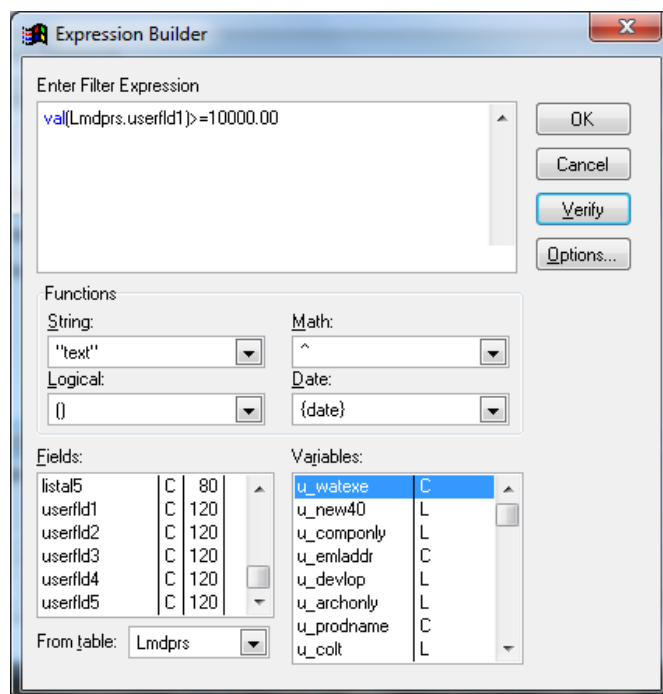
THE DATA DOESN'T HAVE TO BE PRINTED ON THE DOCUMENT TO BE USED IN A
FILTER. IT CAN BE HIDDEN VALUES, FIELDS FROM A RELATED TABLE,
SUPPRESSED ITEMS, EVEN INTERNAL METADATA.

Any field, any data type, formula result, or character string that can be placed into the document or document template, can be used to create filters.

5 – EDD SCRIPTS

Now that we have addressed Recipient Lists we can cover EDD Scripts. All scripts are created and maintained from the Automation Rules and Resources window.

Think of EDD Scripts as a collection of Rules utilizing the environment's Resources. The execution or running of these scripts is the Automation (or workflow) that makes messenger EDD so powerful.

Reading this chapter in its entirety will give you a basic understanding to better help you maximize the efficiency for your environment.

STANDARD EDD SCRIPTS

If you were able to use the System Setup Wizard, not only were standard recipient lists created, pre-defined EDD scripts were created, also. These pre-defined scripts cover the primary B2B business forms found in most companies and we've linked these actions to the respective pre-defined Recipient Lists.

Of course, the scripts can easily be changed, improved, altered, disabled, and reconfigured.

In the example, we are displaying a pre-defined script for a typical Sales Order Invoice. Let's define the automation a bit.
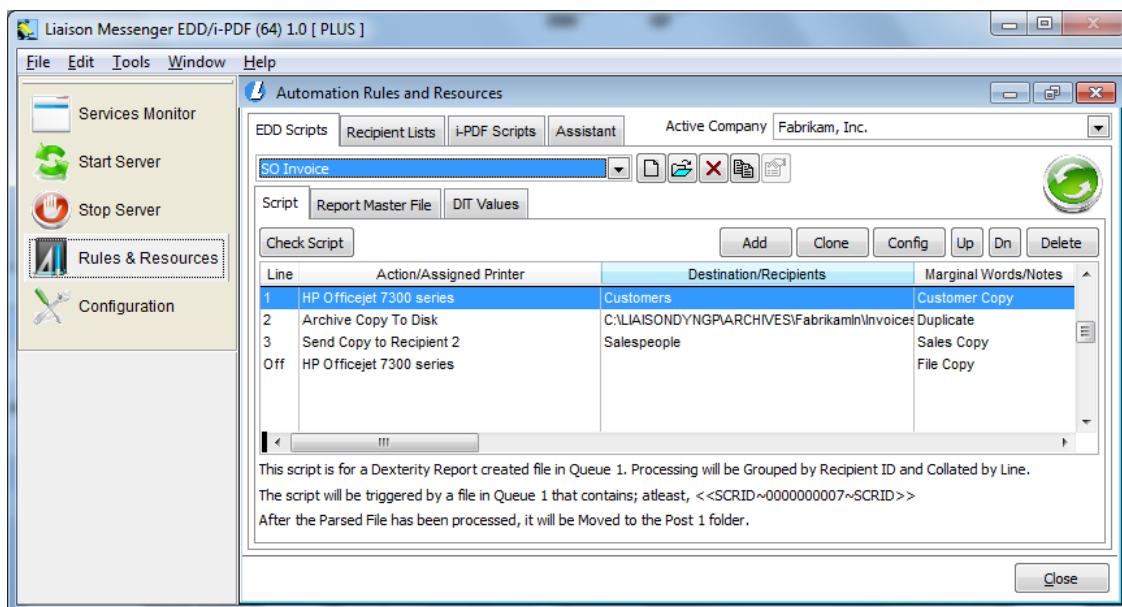
1. The first line is to send copies of invoice(s), individually or batched, to the respective customers using the assigned Destination/Recipients. The Invoices will be delivered using the preferred method of each customer along with any unique output options like; file format, naming conventions, date and time stamped, etc. In general some may receive the invoices via e-mail, while others may get it faxed, transferred via FTP, or if no electronic method of delivery is specified for that recipient, their invoices would simply be printed to the assigned printer and then mailed to them.

2. The second line will create an archived copy of each invoice in the Destination folder, with the marginal words "Duplicate" printed at the bottom. These archived files will also be used for AR

Statement generation, and will be attached and merged into every statement that goes out should that invoice still be unpaid.

3. The third line will send a copy to the respective salesperson for that customer's account. Similar to line 1, the salesperson's preference will be used for the method of delivery and the output options of format, file naming conventions, date and time stamped, will be used.

4. The fourth line has the Destination/Recipient column left blank, therefore the File copy is simply printed to the Assigned printer.

Also, below the grid displaying the Lines is a general summation of how the script is executed, whether it is enabled or not, what triggers the processing, and any post-processing rules that were assigned with-in the EDD Script Editor window.

CREATE & MAINTAIN EDD SCRIPTS

Regardless of the script you wish to create, everything starts in the EDD Script Editor. From the EDD Scripts tab, choose the New icon next to the drop list box, or the Edit icon if the script already exists.

The Script ID and Company ID, will be populated for you. All internal Scripts have an alias that begins with _EDD*. You cannot change this.

SCRIPT ALIAS

Enter a Description and also a Script Alias. The alias should be unique and without embedded spaces.

An alias can be used in the templates for multi-company installations and allows the
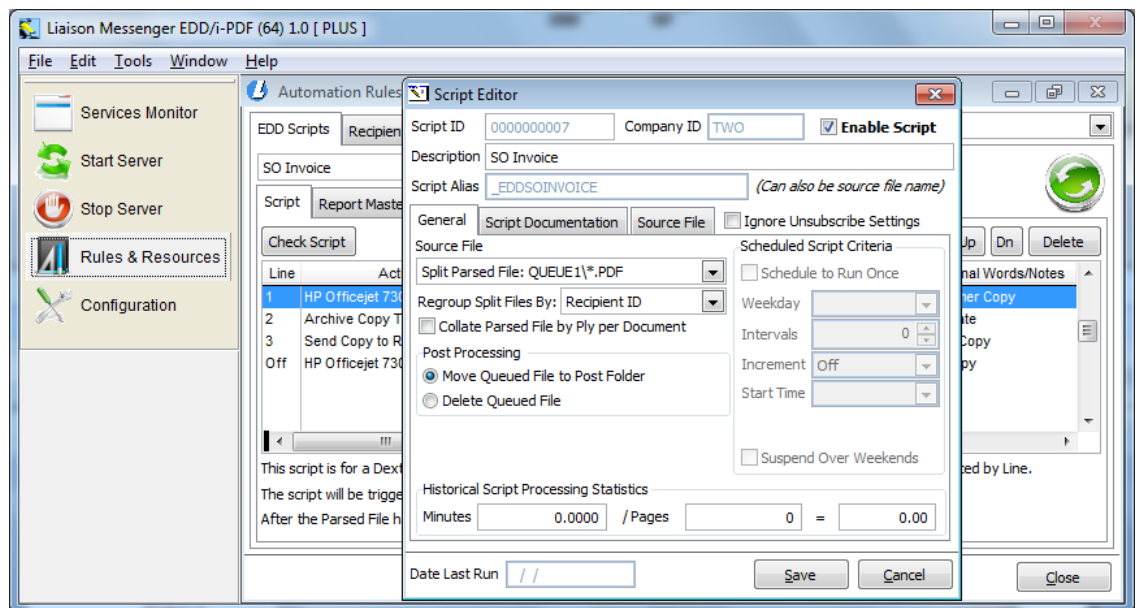
integrator/installer to use specify a mnemonic name to reference the script instead of hard-coding the Script ID. It is more colloquial to a user and makes the script and template more portable in that multiple templates can access the same script without having to remember or use the Script ID. The Script ID is a unique assigned number which no two scripts can ever have the same.

A script alias can also be used as a script identifier for specific File Names of a Source document. For example, you wish to create a workflow solution for file(s) that will always have the same file name. If routed to the Queue1 folder, Messenger will look for that file name in the EDD Script master file. If found that file will be processed according to the respective EDD Script. Our Embedded DITs do not even need to exist in the print stream.

DETERMINING SOURCE FILE

Specifying the Source File method is next. Messenger EDD allows you create a push or a pull method or processing source files. This basically refers to how the script is actually triggered or kicked off. There are 3 possible methods of script processing for source files.

1. Parsed File (push)

2. Fixed File (push)

3. Scheduled Script Action (pull)

4. i-PDF Definition File (pull)

PARSED FILES

The Parsed File may be the most commonly used method and is arguably the most powerful of the three methods. A parsed file contains metadata tokens, aka our DITs (Data Identifying Tokens). The source files are opened and analyzed by the EDD Server. It then extracts values that were identified with the DITs, splits and parses the single source file into it multiple documents based upon your specified parse setting. It then processes, consumes, converts, distributes, archives those parsed files according to the script.

A source file is any document that was generated by a user printing to our Liaison Messenger EDD printer driver.

A source file can also be any document generated by another application that is saved into Messenger EDD's QUEUE1 subfolder as a PDF, DOC, DOCX, XLS, XLSX, PCL, or PRN files that contain DITs.

Messenger EDD will automatically convert the format into a parse-able source file. Please note that Microsoft Office needs to be installed in order to convert DOC and XLS.

Any source file that gets sent to QUEUE1 that does not contain any DITs, it will be processed in accordance with the Default QUEUE 1 script. Most installations just specify a local or network printer to which the document will be sent.

Generally, Parsed (source) Files for business forms and reports get created through report generators like Crystal Reports, SQL Reporting Services, Microsoft Word or Publisher, or maybe a proprietary tool like the Dexterity Report Writer.

Our DITs are placed into the respective Template files during the installation of EDD. When the user prints the forms/reports from within their accounting system, all the data that Messenger EDD needs for routing, printing, etc are pre-indentified.

There is a built-in token generator which allows you to easily 'cut and paste' many of the DITs into your template.

THE SETUP INSTRUCTIONS FOR PLACING THE DITS INTO THE TEMPLATES ARE DISCUSSED LATER IN THE CHAPTER. THE SECTION IS TITLED:

LINKING THE TEMPLATE/FILE.

FIXED FILES

A Fixed File is one that contains no DITs and will NOT be split or parsed. It will be processed as is in its entirety as a complete file. In other words, the source file will be the output file. Now, in order for Messenger EDD to recognize and run the correct EDD Script, Fixed Files are placed or streamed to the QUEUE2 file and a unique file naming convention is used.

The first 6 characters of the file name must conform to either one of the following syntaxes.

EMLTO~   emlto~support@liaisonsc.com.pdf

FAXTO~   faxto~7145430887.pdf

LSTID~   lstid~000000009.pdf

SCRID~   scrid~00000015.pdf

SCRAL~   scral~salesdept.pdf

As the examples to the right of the non-case sensitive tokens show, a source file can be distributed if the source file can be created with a specific file name that contains supporting values. In certain companies, this feature is extremely powerful. Legacy systems that cannot modify the contents of the output or insert our DITs into the application/template could still create automation scripts if they can control the file naming conventions.

For example, any file which is saved, streamed, or copied into the Messenger EDD QUEUE2 folder with the emlto~ +e-mail address, will be e-mailed to that individual. The same rules apply to the faxto~ file name token.

The LSTID~ requires a Recipient List ID. This file will be distributed to every individual in that Recipient List and sent using the respective preference of each recipient.

The SCRID~ and SCRAL~ prefix allows you to create a distribution script for the file. The whole file will be processed "as-is" and will follow the non-parsed script.

Also, like the Default Queue 1 script, a Default Queue 2 script exists so a default process can be established to route files that do not have an identifiable file name convention.

Also, any Fixed File format that accidently gets copied, saved or streamed into the QUEUE1 folder will automatically be moved to the correct QUEUE2 folder without interruption of processing.

SCHEDULED SCRIPT ACTIONS

Where in the first two methods are what we describe a push. Unlike the previous methods Parsed File and Fixed File where the existence of a file triggers the script, a Scheduled Script Action is triggered by a scheduled time or event.

In the above example, we're creating an EDD script that will run every Sunday morning at 2:00am. The scheduled action will execute custom Crystal Report which are passed parameters using the system clock and will cover the previous 7 days. It is a Salesperson recap report that will show all commissions due based upon on applied AR receipts for the previous week.
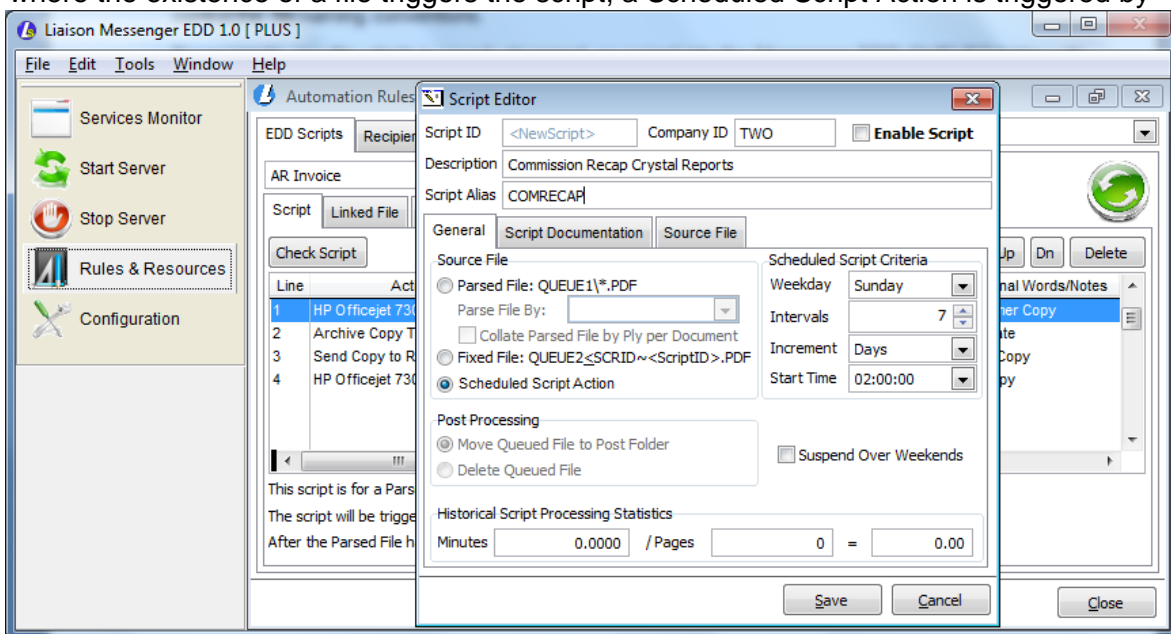
The report will be generated at the scheduled time and another script will distribute the report, immediately thereafter, to the salespeople, controller and the payroll supervisor.

I-PDF DEFINITION

If you purchased the i-PDF Standalone or Add-on module, please refer to the respective chapter in this Configuration Guide.

SCHEDULED SCRIPT CRITERIA

The criteria for scheduling scripts are pretty simple. Run script every day or a specific day of the week. The increments are: Minutes, Hours, Days, and Months. The intervals are used in conjunction with the increments to create schedules like every day at 2:00am, once every week etc. If a specific time is desired it can be set here. The times are in military format. Meaning 02:00:00 is morning and 14:00:00 is afternoon at 2:00pm.

If this is primarily a weekday requirement, the Suspend over Weekends option can be used to skip over the script on Saturdays and Sundays.

POST PROCESSING

After Messenger EDD completes the script, by default it will move the original source file to the POST1 or POST2 folder depending upon which Queue it came from.

Moving the source file from the QUEUEn folder to the POSTn folder allows you to rerun a job should a network server or email connection fail without having to rerun the job from the accounting system. It is an original print stream.

The other option is to delete the source file after processing.

Please note that the Post Processing option is disabled when using the Schedule Script Action. That is because there is no source file that triggers the script.

Any post processing of source files for Schedule Actions can be handled on the Line (action) Configuration window.

ADD, EDIT, MAINTAIN SCRIPT LINES AND ACTIONS

Since this is the most important part of creating EDD Scripts, we have decided to devote an entire chapter to this topic. Please see the following chapter titled - Script Line (Action) Configuration.

Do NOT attempt to Enable any Templates or Files by inserting DITs before you have completed creating or modifying the EDD Scripts.

The DITs that our Generate procedure creates will be based upon the active state of your EDD Scripts.

IF YOU ARE SIMPLY USING THE SCRIPTS THAT WERE CREATED USING THE SYSTEM SETUP WIZARD, YOU CAN PROCEED TO THE ENABLE THE TEMPLATE/FILE SECTION.

LINKING THE TEMPLATE/FILE

This section only applies for Parsed File methods. Scripts for Fixed Files are processed by the name of the source file. Scheduled Actions are driven by a specific time.

However, a schedule action may run a report or stored procedure that generates a Parsed (source) File and then stores or streams the source file to the QUEUE1 folder. In that respect, the linking of the template or stored procedure, would apply to this section.

DATA IDENTIFIER TOKENS (DITS)

The magic begins with our Data Identifier Tokens which we've abbreviated into the acronym DITs. The purpose of these tokens is to identify pertinent data within a document which identifies variable values associated to specific fields.

For example, on a printed invoice one might see; Ship-To/Bill-To Names, Invoice Numbers, Salespeople IDs, Items Keys etc. To the computer and printer, names, document numbers, location IDs, etc are just letters and numbers. The only discernable meaning can come from individuals that can actually read the

data. Therefore, we've create a table or collection of DITs that when inserted into the templates which create the documents, will allow the Messenger EDD server to identify the variable data and then act accordingly.

Below is an example of 3 actual Data Identifier Tokens. These tokens will appear in the print stream and tell Messenger EDD which script to run, who the customer is and the assigned Salesperson for each Invoice. *(Example for Dynamics GP Report Writer)*

<<ALIAS~_EDDARINVOICE~ALIAS>>

<<ALSLR~ _EDDCustomer ~*~ # RM_Customer_MSTR.Customer Number # ~ALSLR>>

<<ALSL2~ _EDDSalespeople ~*~ # IVC_HDR_WORK.Salesperson ID # ~ALSL2>>"

During the installation and setup of Messenger, these strings, objects, or formulas are placed into the header section of the Crystal Report, SRS, Dexterity Report, or other form/report generator which would generate the Invoices. The font sizes are set to 2, and the foreground color is set to the same background color.
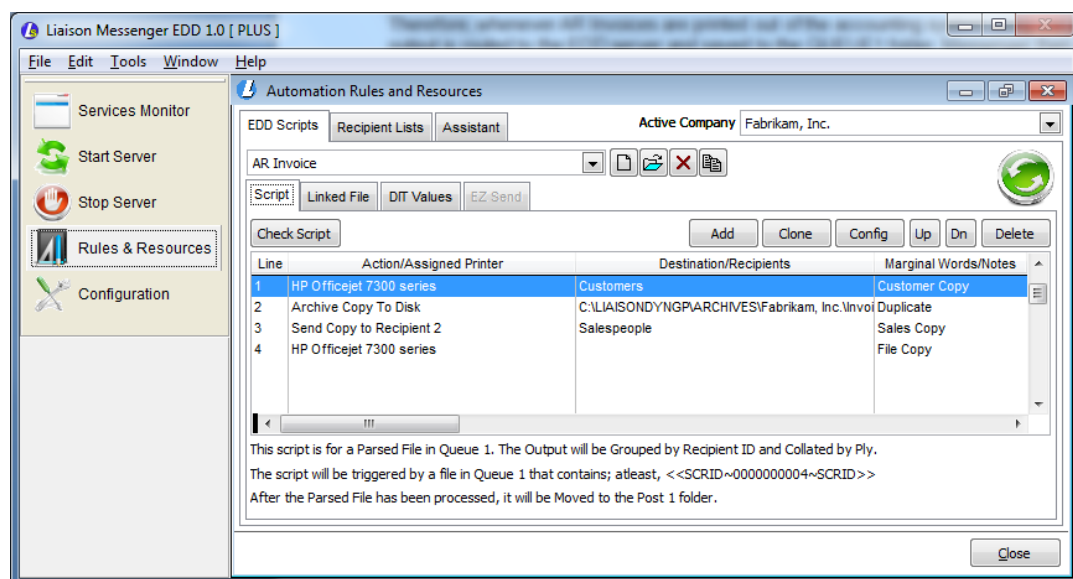
Therefore, whenever AR Invoices are printed out of the accounting system using our print driver, the output is routed to the EDD server and saved to the QUEUE1 folder. Messenger then opens, analyzes, and processes the batch of invoices according to the AR Invoices script that you configured to e-mail, fax, print, convert, ftp, send to disk, etc.

If the end-user decided to just print to a local printer or preview the invoices on screen first for a quick desk-check procedure, none of the DITs would appear. It is 100% transparent to the end-user and the procedural steps to generate their documents remain unchanged. The only difference would be printing to our virtual printer driver instead of a specific printer.

However, if for any reason they wish to print locally, they may certainly do so.

Hopefully you have a basic understanding of the purpose of these DITs. The following section describes the process of generating and then inserting these DITs.

READ AND ANALYZE EDD SCRIPT

Before you generate the DITs, finish your script. If you have unique routing actions to various Recipient Lists, you'll want to complete the script first.

In this example, we are using a MAS 90 installation that is based upon Crystal Reports. Regardless of the accounting system, the following steps are similar.

After you have completed your desired EDD Script, go to the Linked File tab and choose the [1. Read Script] button. This process initializes the DIT values the EDD Script would require to execute. The respective field names from the accounting system tab will be assigned to the DIT values to facilitate the token generation.
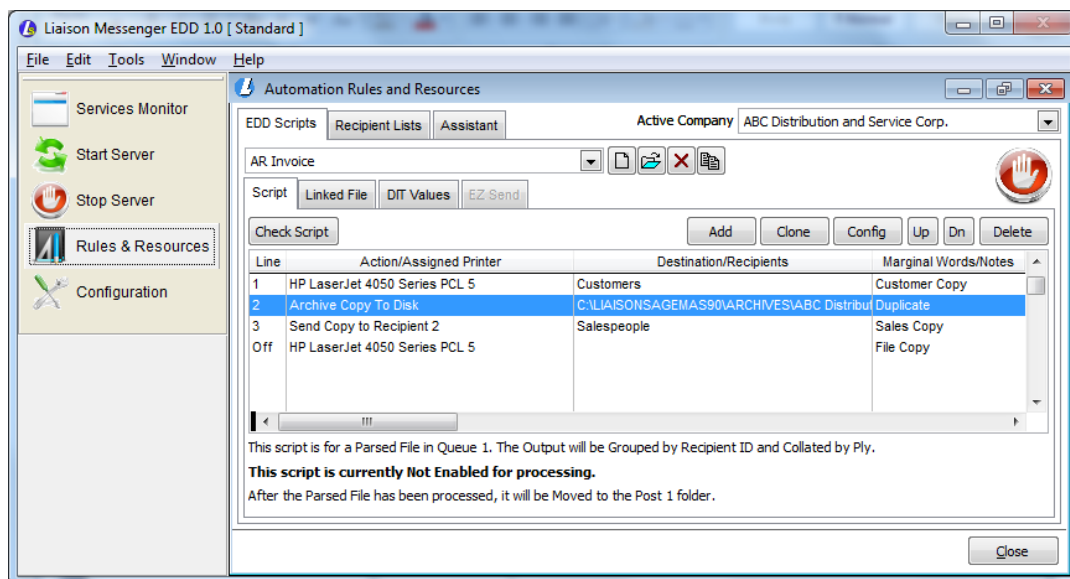
If you decide to change the Script, you simply have to choose the [Read Script] button, and the Generate the DITs again.

VERIFY THE DIT VALUES

This step is to merely verify the field names used by the Crystal E-mail. If you were linking a Custom Report from a custom view or table, you would manually enter the Field Name, Column, or Formula Name into the relative Field Name fields. Once you have confirmed the DIT values, return to the Linked File tab.
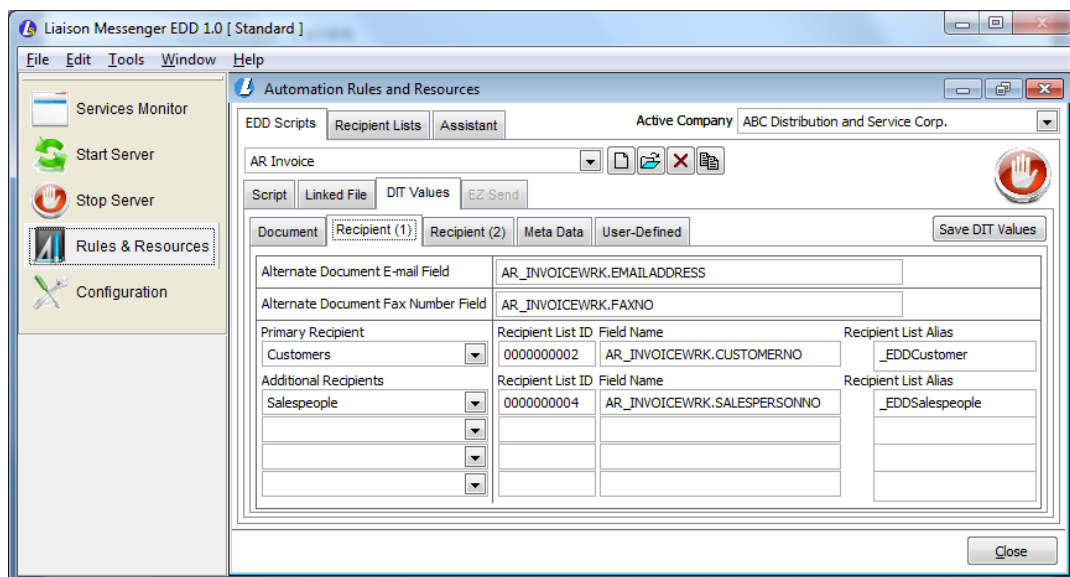
GENERATE AND INSERT DITS

Now it is time to generate the DITs. If the EDD Scripts were created by the System Setup Wizard, many of the Linked File fields will be populated. Again, we recommend that the report templates you plan on linking are identified as custom in your accounting system.

If applicable, make sure the correct (linked) file is specified under the File Linked to Script field. Whenever Messenger attempts to insert DITs or the Open Report Template button is selected,

Messenger EDD will create a backup in the BACKRPT folder under the main Messenger EDD folder.

If this is a Dexterity based report, there will be Linked File available. These reports must be modified in accordance with Dynamics GP and our DITs must be inserted manually.
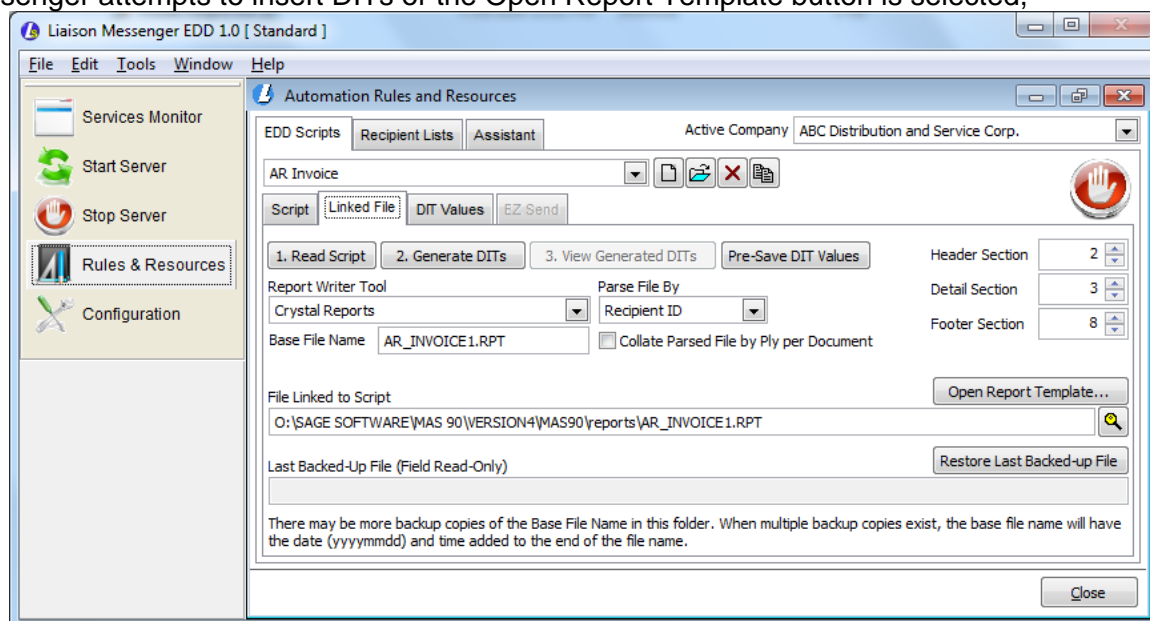
If this is a Crystal Report, Liaison Messenger will also prompt you, if you would Messenger EDD to attempt to automatically insert these DITs in the Crystal report template.

Since there is a number of form/report generators used in accounting systems, we've dedicated individual Chapters in this book to Crystal Reports, Dexterity Report Writer, and Report Builder (SRS).

XY MAPPINGS

OPEN, VERIFY, AND TEST OUTPUT

Once you've inserted the DITs, it is time to test. Choose to Enable the EDD Script, by going into the EDD Script Editor.

Then close the Automation Rules and Resources window and let Messenger EDD go to a green light.

Login to your accounting system and print the form. You may wish to test e-mail, faxing, printing, and archiving among other steps.

Liaison Messenger® EDD/i-PDF v3.x

6 - SCRIPT ACTION (LINE) CONFIGURATION

BASIC SCRIPT FUNCTIONS

Using the System Setup Wizard, Liaison Messenger EDD includes pre-defined EDD Scripts which help establish a common routing most users could take advantage of right from the start. However, modifying and tailoring these scripts for a specific need, organization, or industry is where the real power of Messenger EDD, lies.
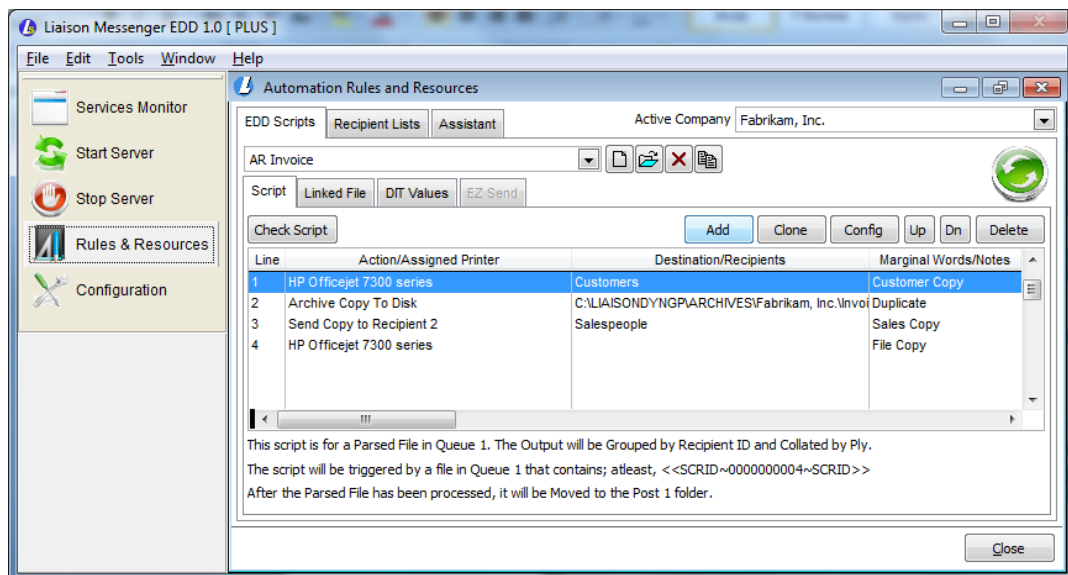
The ability to Add, Clone, Configure, Delete, Re-Order, and Delete actions is done under the Automation Rules and Resources window.

When Add, Clone, or the Configuration button is selected, the Script Action Configuration window will appear.

ENABLE/DISABLE LINE

Before we jump in to Line Maintenance, be aware that each and every Line can be disabled and enabled independently. There is a Checkbox in the upper right corner of the Configuration window. By default, all lines a Created as Disabled.

GENERAL (TAB)

Configuring each Line is probably the most enjoyable feature of Messenger. You have complete control over most delivery and aspects of the form. To help facilitate the script building, we have added a visual helper, The Thumb.

THUMB INDICATOR/PROGRESS STATUS

As you select the different options for the respective action The Thumb feature is examining and validating your choices to ensure all the required fields have been entered to ensure success of the Action. If you are missing fields or data, Messenger will display a "Thumbs Down" icon along with a status of what is still missing or incorrect.

If you have a "Thumbs Down" you <u>cannot</u> save the ply as Enabled. In order to save your progress of the Line, you will be allowed to place a check in the Disabled Line field.
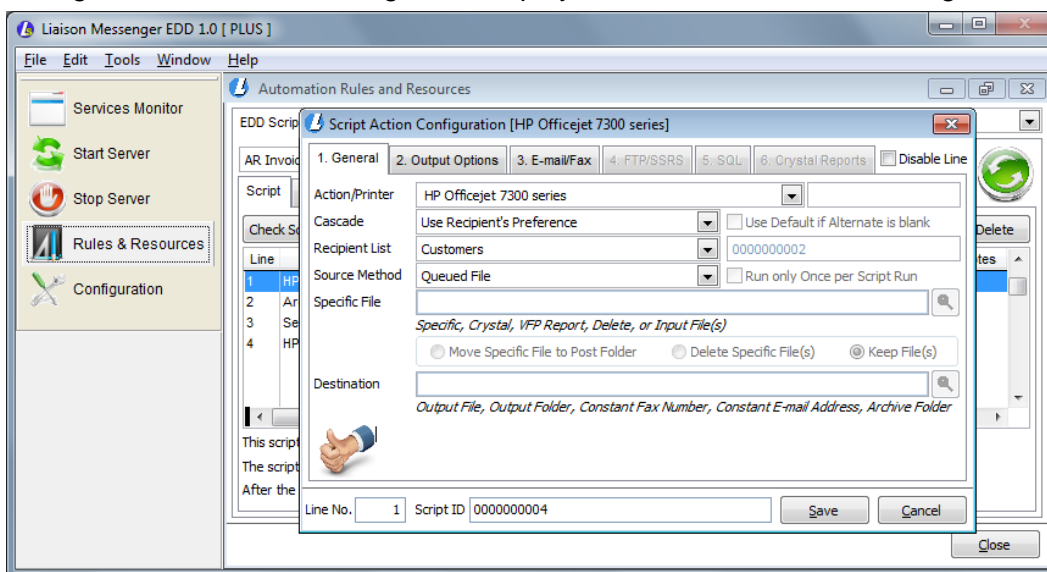
If you have a "Thumbs Up" icon, you may remove any check in the Disabled Line field and hit Save. This feature prevents Messenger EDD from encountering a Line on a script that would definitely fail to execute properly or at all.

LISTING OF ACTIONS

- Print to Specific Printer (This Device Only)

- Print to Specific Printer (Cascade to E-Mail, Fax, or Print)

- Fax Copy to Primary Recipient

- E-Mail Copy to Primary Recipient

- Archive Copy to Disk

- Send Copy to…..(Alternate Recipient Lists)

- Document Assembly Procedure

- Run EXE/Bat Executable

- Delete File from Disk

- File Conversion Utility

- Create Compressed File (PLUS option)

- Run SQL Stored Procedure (PLUS option)

- Call URL/SQL Reporting Services (PLUS option)

- Reinitialize User-Defined Variables

- Run Crystal Report (PLUS option)

- Publish File to FTP Site (PLUS option)

- Retrieve File from FTP Site (PLUS option)

- Microsoft Outlook: Inbox Action

- Microsoft Outlook: Send Task Delegation

- Microsoft Outlook: Request Meeting/Appoinment

- I-PDF: Write Form Field Data to Table

- I-PDF: Archive to Disk

- I-PDF: Send to Primary Recipient

- I-PDF: Assembly Procedure

- I-PDF: Store Table Data to i-PDF Document

SUMMARY OF ACTIONS

PRINT TO SPECIFIC PRINTER (THIS DEVICE ONLY)

Basically specifies a printer to which the job will be routed to.   If you do NOT want the Line to have a multi-function capability (fax or e-mail or print) based upon the customer or vendors preference, set the Cascade option to This Device Only. The Line will only print the output to the designated printer.

PRINT TO SPECIFIC PRINTER (CASCADE TO E-MAIL, FAX, OR PRINT)

If you want the Line to have a multi-function capability (fax or e-mail or print) based upon the recipient's preference, Select a Printer and then set the Cascade option to **Use Recipients Preference**. Select a printer and setting the cascade field. You will also be required to specify the respective Recipient List, of course, so Messenger EDD knows what distribution list to use.

FAX COPY TO PRIMARY RECIPIENT

This line will fax the output to the respective recipient(s) in the specified Recipient List. The recipient's preference must be set to accept via fax and have a fax number as well. Else, their output will be skipped.

E-MAIL COPY TO PRIMARY RECIPIENT

This line will e-mail the output to the respective recipient(s) in the specified Recipient List. The recipient's preference must be set to accept via e-mail and have an e-mail address as well. Else, their output will be skipped.

ARCHIVE COPY TO DISK

Print to disk essentially. It will re-direct the output to the Destination folder. The file naming, location, output file format (PDF is the default), options are controlled under the Output Options (tab) To-Disk (page) and will be described later in this chapter.

SEND COPY TO….. (ALTERNATE RECIPIENT LISTS)

This line will send the output to the respective recipient(s) in the specified Recipient List. The recipient's unique preference will be used. Unlike the Fax Copy to or E-Mail Copy to the "Send Copy to" action allows the send method to be; Printed, Faxed, E-mailed, FTP, HTTP, Suppressed, Instant Messaged, or Faxed and E-mailed. The recipients preferences are explained in detail under the Recipient Lists chapter.

DOCUMENT ASSEMBLY PROCEDURE

This action allows the attaching and assembling of external document. Perhaps you would like to include Certificate of Compliance spec sheet or Terms and Conditions page. Maybe send a Credit Application to all customers that are not setup on terms or are in a prepay status when the invoice is e-mailed. The features and options of this action are controlled under the Output Options (tab) Assembly (page) and will be described later in this chapter.

RUN EXE/BAT EXECUTABLE

If you need to run an external program, batch files, VB script, etc you can specify it with this action. You can run custom program utilities in between form or report processing to further enhance a workflow or automation routine. You also have the ability to pass specific arguments and or variables from the respective form that is being parsed and processed to the external app or function.

DELETE FILE FROM DISK

This action allows you to insert a File Delete command into a script. Wildcard characters are supported. If the file to be deleted does not exist, error messaging is suppressed to allow unattended processing. An EDD script can also be created that is scheduled to run at your desired frequency that may do nothing but run Delete File from Disk actions to remove temporary or orphaned files from your network as part of a house-cleaning procedure.

FILE CONVERSION UTILITY (PLUS OPTION)

This action allows you to incorporate file conversion utilities that can be run in command line interface environment. The options are controlled under the Output Options (tab) Conversion page and will be described later in this chapter.

CREATE COMPRESSED ZIP FILE (PLUS OPTION)

This action allows you to ZIP a folder or file(s) into a single file. You can control the Naming, Source Folder, Destination Folder, the compression level as well as include the directory or folder structure.

RUN SQL STORED PROCEDURE (PLUS OPTION)

If you need to run SQL procedures for controlled workflow routines, or between form or report processing, or maybe scheduled to run at specific times and/or under certain conditions, you can do so with this action. You also have the ability to pass specific arguments and or variables from the

respective form that is being parsed to the stored procedure. The options are controlled under the SQL (tab) and will be described later in this chapter.

FTP/URL/SQL REPORTING SERVICES (PLUS OPTION)

If you need to run web services or maybe trigger things like SQL Reporting Services, you can do so with this action. Like stored SQL procedures, you also have the ability to pass specific arguments and or variables from the respective form that is being parsed to the web or reporting service(s). The options are controlled under the FTP/SSRS (tab) and will be described later in this chapter.

REINITIALIZE USER-DEFINED VARIABLES

Messenger EDD provides a set of 3 data types (Character, Numeric, and Date) with 10 variables each to allow you to pass, hold, temporarily store data in user-controlled variables. These variables can be used to help the integrator exchange data between Lines or Actions within the script. Great to weave custom SQL stored procedures, VB apps, and or Crystal Reports without programming.

This option can be called to "CLEAR" the variables at the specified step junction in the EDD Script.

RUN CRYSTAL REPORT (PLUS OPTION)

Messenger EDD can call and or schedule OEM/custom Crystal Reports and Forms. Like the previously mentioned actions, required; variables, arguments, or parameters can be passed to Crystal Report to control the output or input. The respective options are controlled under the Crystal Reports (tab) and will be described later in this chapter.

PUBLISH FILE TO FTP SITE (PLUS OPTION)

If you need to send files to an FTP site, you can do so with this action. The options are controlled under the FTP/SSRS (tab) and will be described later in this chapter.

RETRIEVE FILE FROM FTP SITE (PLUS OPTION)

If you need to retrieve files from an FTP site, you can do so with this action. The options are controlled under the FTP/SSRS (tab) and will be described later in this chapter.

MICROSOFT OUTLOOK: INBOX ACTION

This action allows you to scan the Messenger Server default Microsoft Outlook Profile's Inbox. You can set filters, conditions and Auto Save Attachments into specific folders for enhanced workflow.

MICROSOFT OUTLOOK: SEND TASK DELEGATION

Choose this to sends a Scheduled Task Delegation to the Recipient. The Recipient in Messenger EDD must be configured to accept Task Delegations.

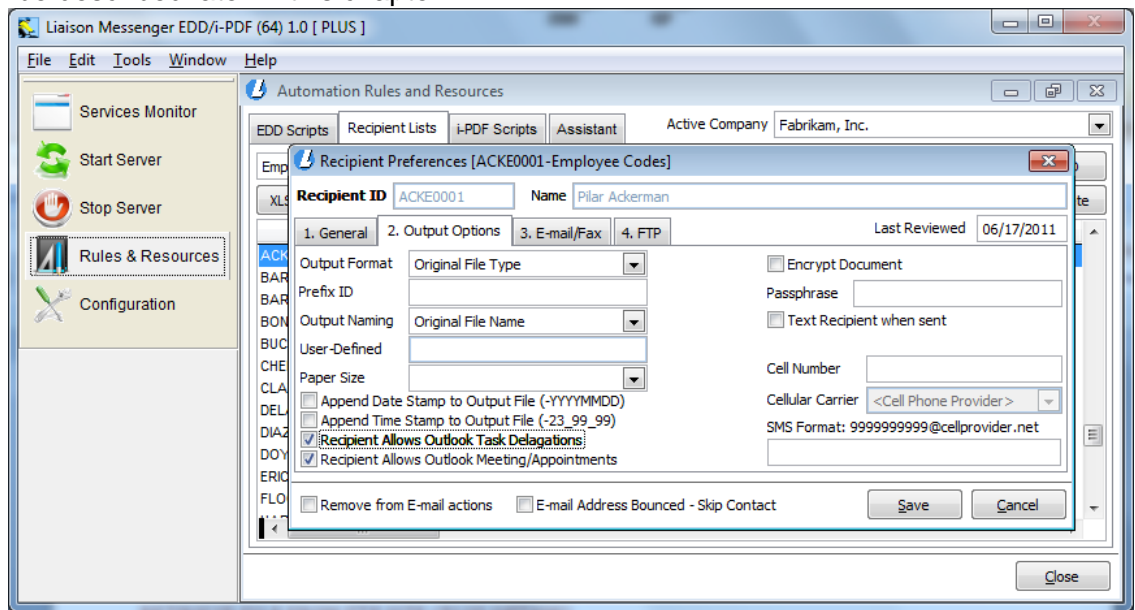### MICROSOFT OUTLOOK: REQUEST MEETING/APPOINTMENT

Choose this to sends a Scheduled Request Meeting or Appointment notice to the Recipient. The Recipient in Messenger EDD must be configured to accept the respective Delegations.

I-PDF: ARCHIVE TO DISK

Convert PDF File to disk essentially. It will re-direct the output to the Destination folder. The file naming, location, output file format (PDF is the default), options are controlled under the Output Options (tab) To-Disk (page) and will be described later in this chapter.

I-PDF: SEND TO PRIMARY RECIPIENT

This line will send the output to the respective recipient(s) in the specified Recipient List. The recipient's unique preference will be used. Unlike the Fax Copy to or E-Mail Copy to the "Send Copy to" action allows the send method to be; Printed, Faxed, E-mailed, FTP, HTTP, Suppressed, Instant Messaged, or Faxed and E-mailed. The recipients preferences are explained in detail under the Recipient Lists chapter.

I-PDF: ASSEMBLY PROCEDURE

This action allows the attaching and assembling of external document. Perhaps you would like to include Certificate of Compliance spec sheet or Terms and Conditions page. Maybe send a Credit Application to all customers that are not setup on terms or are in a prepay status when the invoice is e-mailed. The features and options of this action are controlled under the Output Options (tab) Assembly (page) and will be described later in this chapter.

I-PDF: STORE TABLE DATA TO I-PDF DOCUMENT

Used in conjunction Fill-able Form PDF files, this action lets you write the content of the form to a database or table. This is an Insert NEW Forms and Update Existing forms option. If the Form data already exists, the record will be update. If the form data does not exist, it will be added to the database or table.

I-PDF: WRITE FORM FIELD DATA TO TABLE

Used in conjunction Fill-able Form PDF files, this action lets you write the content of the form to a database or table. If the Form data already exists, the form will be skipped and nothing will be written. If the form data does not exist, it will be added to the database or table.

CASCADE

If you want the Line to have a multi-function capability (fax or e-mail or print) based upon the customer or vendors preference, set the Cascade option of this Line to **Use Recipients Preference**. When

Cascade is set to This Device Only, the Line will only send the form to the designated Routing Method. Cascade allows you to incorporate logical switching or branching. This way Messenger will look at the Automation Rules and Resources of each customer or vendor and route the Line accordingly.

- This Action/Printer Only

- Use Recipient's Preference

- Use Recipient's Alt Preference

  o And Alternate Recipients 2 through 5

- Alternate Document Preference

  o Use Default if Alternate is blank

- Read Recipient List

- Read Parsed File

RECIPIENT LIST

Certain actions require a Recipient List. If required, and one isn't entered or specified, then you will receive a Thumbs Down status and the Save button will be dimmed out.

Upon selecting the Recipient Lists drop list box, you'll see lists for: Customers, Vendors, Salespeople, Warehouse Codes, Territories, Employee Codes, Credit Managers, and Buyers and other lists or ad-hoc lists.
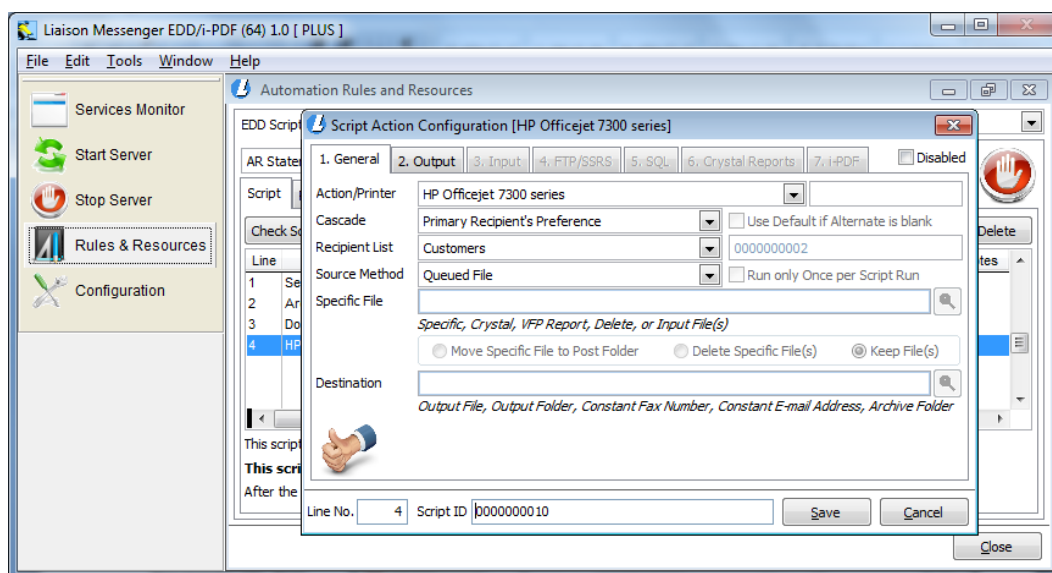
SOURCE METHOD

The source method will not always be selectable. It depends, sometimes, on the type of EDD Script the action is being called from. The source file generally drives or triggers the respective EDD Script.

- Queued File

- o This file is typically created from our EDD Printer driver. The EDD script began processing because a file was placed into our Queue1 or Queue2 Hot Folder. The source file contains the Script Alias or Script ID in the form of an embedded DIT or as a part of the file name. If it was embedded, it will be from Queue1 and will be parsed. Any file in Queue2 will be processed as a whole file. Not split.

- Specific Action

  - o This source type is generally from a Scheduled EDD Script. It can also be included as certain actions like SQL procedures, Crystal Reports, Delete File from Disks etc. They are typically independent of the Source Files from either of the Hot Folder/Queues but can be included within scripts that were triggered by a Queued File.

  - o Run only Once per Script Run

    - Use this check box on specific actions so that it only executes one time during the script run. Otherwise the specific action could repeat for each form.

- Specific File

  - o Used for static files. Maybe under certain conditions, a document might need to be deleted, faxed, e-mailed, printed etc… It can be done in conjunction with scripts driven from a Queued File or a specific file driven by a scheduled script.

- Previous Ply's Destination

  - o Not yet implemented.

SPECIFIC FILE

- Static Files, Crystal Report, Delete (file), input File(s)

  - o If the Line or Action requires a specific file or source folder, you would point to it with the Yellow Icon to the right of the field. Generally used for calling static files.

    - Post Processing – Move to post, Delete File, Keep File

DESTINATION

If the Line or Action requires a destination, you would point to it with the Yellow Icon to the right of the field. A unique option is entering an E-mail address or a Fax number. We call this a constant routing. If the Line is a Send Copy, E-mail Copy, or Fax Copy to action, no recipient list is needed or used and the entire output of the job will be sent to the constant address/number.

Below are the possible needs/uses.

- Output File, Output Folder, Constant Fax or E-mail Address, Archive Folder

OUTPUT OPTIONS (TAB)

TO DISK/E-MAIL

OUTPUT FORMAT

Choose the desired format of the output file. By default, PDF is used.

PDF, HTML, RTF, JPF, TIFF, XLS, DOC, XPS, XML

FILE NAMING

You can choose from a list of the most common and widely used File Name conventions. You can also modify or create your own using a combination of the following fields. Some document imaging systems require certain conventions as well and those needs can be met here.

- Output Naming

- Add File Prefix

- Add sub-folder Prefix

- User-Defined

A final note should be made that these options are also available for each recipient within a Recipient List. Any convention used at the Recipient Level will over-ride the Line/Action Level settings; but, just for that particular recipient. In other words, the same Line/Action

level settings will be used for all recipients unless over-ridden by the recipient(s) individual settings.

DESTINATION

Specify the output location of the Line or Action. You can point to it with the Yellow Icon to the right of the field. This is generally used for Archiving actions

ADD PASSWORD AND USE RECIPIENT'S PASSWORD

If a secured password protected file is required, you may enter a case-sensitive user name and password. The file encryption follows current industry-standard 128 bit methodologies.

APPEND DATE/TIME TO OUTPUT FILE

To avoid the possibility of over-writing files with duplicate file names, assigning a date and or time stamp could greatly help eliminate that possibility.

CREATE DESTINATION SUB-FOLDER USING OUTPUT NAMING

To help facilitate creating a Digital Library, you can let Messenger EDD build that library folder structure on-the-fly. Sort of as a work in process by using the File Naming conventions to create sub-folders grouped by maybe Form type, sub-folders by Recipient ID or name, etc
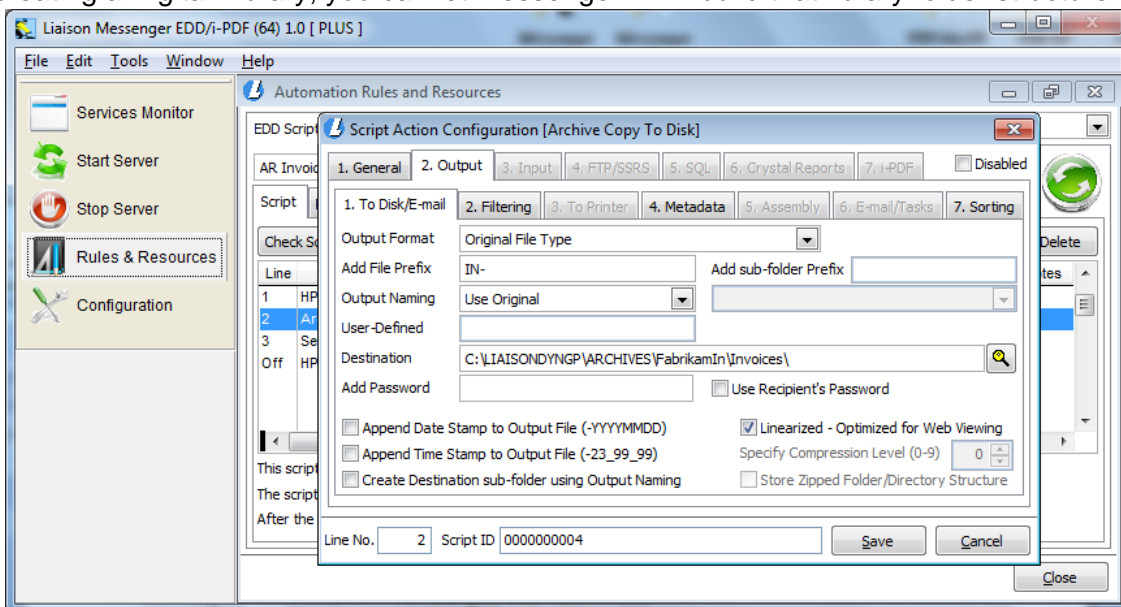
LINEAR(-IZED OUTPUT) – OPTIMIZED FOR WEB VIEWING

The option should be checked only for PDF files that will be viewed from a website. It optimizes the viewing so the user can start reading the PDF on a page by page basis, instead of waiting for the entire PDF document to be downloaded before being able to view it. This is a great time saver.

COMPRESSION LEVEL

Take the default unless you really know what you are doing with Compressed Files and ZIPing.

STORE (COMPRESSED) ZIPPED FOLDER/DIRECTORY STRUCTURE

When creating Compressed Files, this option when checked will allow the output, or unzipping to maintain and create the original file and folder structure of the original source folder when wildcards were specified.

FILTERING (TAB)

FILTER

Filtered routing is a very powerful feature of Messenger. You can specify certain lines to print, fax, e-mail, archive, etc any action or line and ONLY when a certain condition exists.

You can create filtered routings for each form Line. Select the Filters page from the Parsing (tab) and enter the expression in the Expression Builder. The syntax is dBase format.

TO PRINTER (TAB)

These are additional options that can be set on the Line or Action and should be self explanatory.
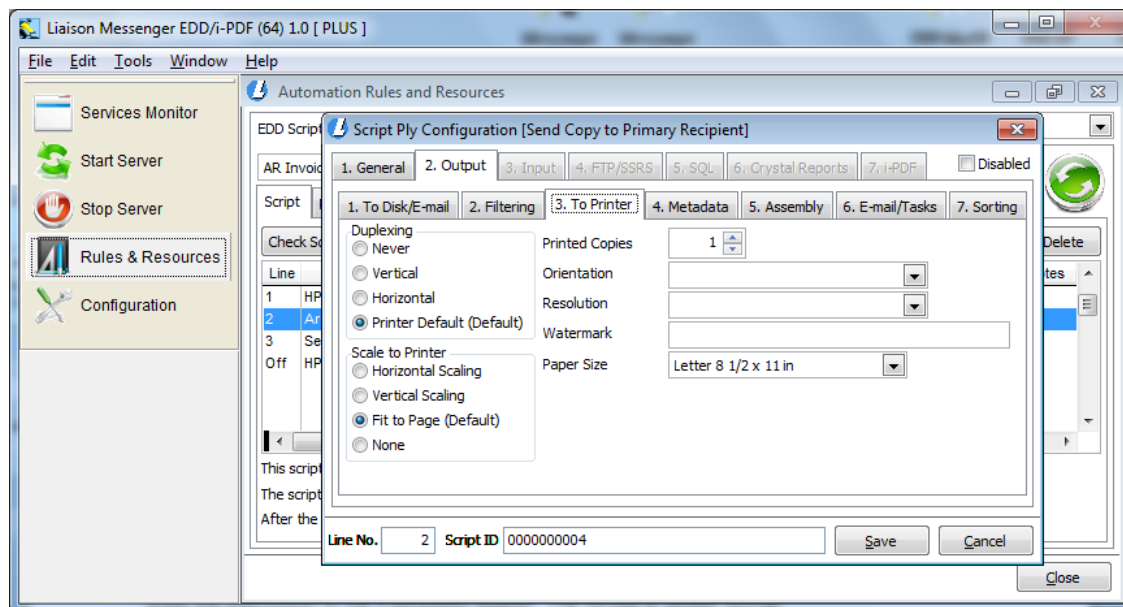
- Duplexing

- Scale to Printer

- Printed Copies

METADATA (TAB)

The following options only apply to print streams or templates which contain our proprietary DITs and were routed to the Queue1 Hot Folder either using our EDD Printer Driver or directly placed or saved in the hot folder.

MARGINAL WORDS

You can change the Marginal Words that print at the bottom of each form. If you want to create a "custom" marginal word, go back to the Automation Rules and Resources screen and type directly into the Marginal Word column of the Line grid, your custom text.

This feature requires the respective to DIT to act as a place marker in the template so it can appear in the print stream.

ALTERNATE HEADING

If you want the heading of the form for this Line to be different, type it in hear. For example, you may wish the Customer Copy of a Sales Order to be titled, Acknowledgement. Here is where you would make that change.

This feature requires the respective DIT to be a place marker in the template so it can appear in the print stream.

Also, use this page to automatically add Metadata about the respective form or report so it will appear in the Document Properties of the output PDF file. Many document imaging systems, SharePoint installation, and the ever popular eReaders can take advantage of this type of metadata.

You can assign Order Numbers, Company Names, Document or Form Titles, Keywords etc. With a little playing around and brainstorming, it can be a great way to create a digital library for all your documents.

They do not have to be forms or even documents e-mailed or faxed. Create a standard EDD Script for all reports and Digitally Sign and Archive them to a specific folder(s) or folder structure, and then automatically routed to the respective printers.

ASSEMBLY

Here you can have up to 5 file attachment schemas. The Document Assembly Procedure is a step that attaches the specified document(s) to the source file.
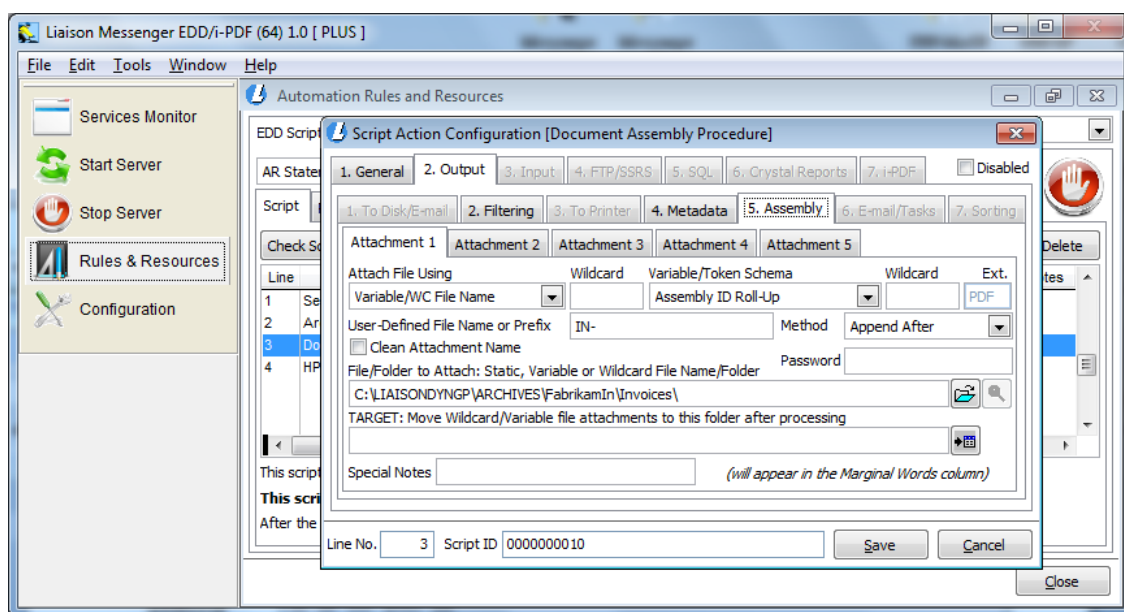
It can be used to attach Invoice to AR Statement before they are sent or e-mailed

E-MAIL/FAX (TAB)

This tab is used to create a special e-mail subject and text body for e-mails sent from this Line. This will over-ride any default e-mail subject/body text specified in System Configuration.

FTP/SSRS (TAB)

If you need to transfer files to an internal/static FTP site, maybe run web services, or trigger things like SQL Reporting Services report, you will need to fill in the required fields on this tab. This is an advanced topic and is part of the PLUS option which is an additional feature pack that is a separate purchase.
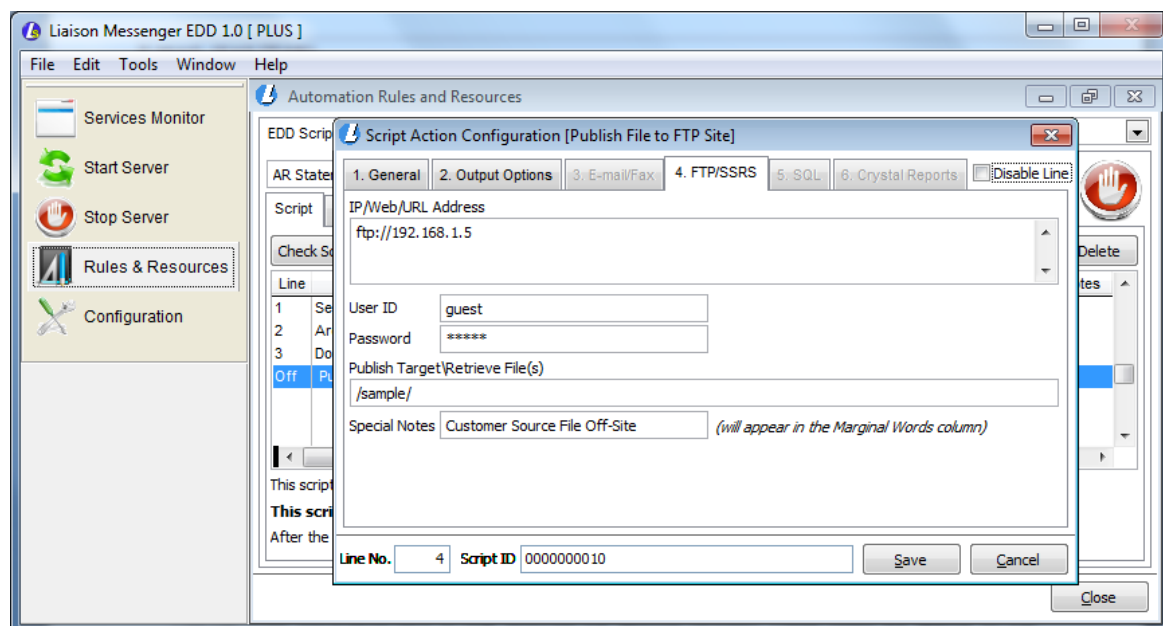
IP ADDRESS, WEB/URL ADDRESS

Specify the IP address, url, <reportserver>// string to the respective .rdl source file along with any parameters or arguments needed to run.

USER ID AND PASSWORD

Enter the user ID and password of the site, report, or web service.

PUBLISH TARGET/RETRIEVE FILE(S)

Enter the specific folder/location and or file(s) to be published or retrieved.

SPECIAL NOTES

You can enter comments here to help describe the specific function. These notes will appear on the main EDD Script grid.

SQL (TAB)

Here is where you would give the details of any SQL stored procedure you need to call.

DATA SOURCE

Enter the Data Source that connects to the Database that the SQL procedure(s) are stored in and also any User ID and password. Next you will need to enter the name of the stored procedure along with any arguments to wish to pass.

You can have up to two stored procedures per Line or Action along with any required arguments (parameters) you wish to pass. The SQL procedures are created outside of Messenger EDD and will only be called and executed by Messenger EDD.

SPECIAL NOTES

You can enter comments here to help describe the specific function. These notes will appear on the main EDD Script grid.

CRYSTAL REPORTS (TAB)

Remember, this (Tab) is only used for Crystal Reports that Liaison Messenger EDD will run "unattended" or scheduled. If a user is running the report manually and the output is to be routed, the RPT file simply needs our DITs and the user just needs to select our Messenger EDD Printer Driver.

Our Technical Support is unable to provide any Crystal Report training or instruction.

If you want Messenger to run a Crystal Report "unattended" or scheduled and also, route the output to a recipient list, 2 (two) scripts will be needed:

1. The EDD Script unattended script that generates the form or report (covered here)

2. The EDD Script that routes the source file (standard EDD Scripts).

This section or tab deals strictly with item number 1, generating the source file to be processed.

CRYSTAL REPORT RPT FILE

Specify the location of the RPT file you wish to launch.

ARGUMENTS

If the report template has any parameters need to be passed, enter them here.

OUTPUT FORMAT

Choose the desired format of the output file to be created by the Crystal Report. By default, PDF is used.

 PDF, HTML, RTF, JPF, TIFF, XLS, DOC, XPS, XML

FILE NAMING

You can choose from a list of the most common and widely used File Name conventions. You can also modify or create your own using a combination of the following fields. Some document imaging systems require certain conventions as well and those needs can be met here.

- Output Naming

- Add File Prefix

- Add sub-folder Prefix

- User-Defined

A final note should be made that these options are also available for each recipient within a Recipient List. Any convention used at the Recipient Level will over-ride the Line/Action Level settings; but, just for that particular recipient. In other words, the same Line/Action level settings will be used for all recipients unless over-ridden by the recipient(s) individual settings.

DESTINATION

If this is a Crystal Report that is generating a source file that is to be routed by Messenger EDD, you need to specify the Queue1 Hot Folder as its Destination. The Crystal Report will also have to contain the required DITs of the output source file is to be split, parsed and distributed.

If the output is final and no distribution is required specify the location here if the report was segined as a print to file. Otherwise, make sure the Crystal Report has a the desired printer specified.

ADD PASSWORD AND PASSWORD

Many times a Data Source that is being used form within the Crystal Reports, requires the respective SQL user name and password to be provided. You would enter that here.
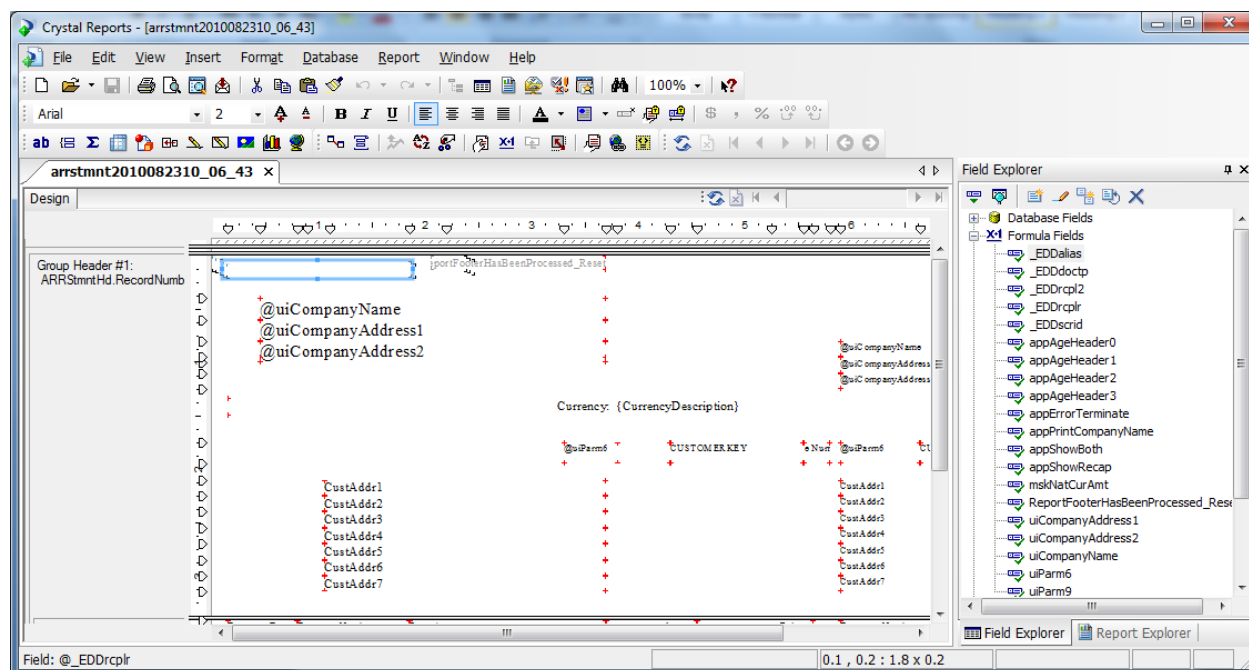
SPECIAL NOTES

You can enter comments here to help describe the specific function. These notes will appear on the main EDD Script grid.

APPEND DATE/TIME TO OUTPUT FILE

To avoid the possibility of over-wrting files with duplicate file names, assigning a date and or time stamp could greatly help eliminate that possibility.

7 – CRYSTAL REPORTS DESIGNER

In certain cases it may be necessary to Manually Linking the Template/File. By using the Generate DITs option and then selecting the View Generated DITs options, you would receive a document like the following; a set of instructions to manually update your report template.

Our Technical Support is unable to provide any Crystal Report training or instruction.

The following examples are the actual DIT (Data Token Identifiers) that will be required to be added using a combination of Formula Fields and Text Objects for an AR Statement.

The creation of the DITs will take about 5 minutes.

Please note that all the Data Identifier Tokens are ***CASE SENSITIVE***.

In Crystal Reports Designer, the DITs are created using Text Objects and Formula Fields. As a general rule of thumb, here are the recommended Guidelines.

RECOMMENDED GUIDELINES

- Include Greater and Less than Symbols

- Include the Tilde around these Data Identifier Tokens

- Set Foreground Color set to WHITE

- Set Font Size as small as possible, you can manually type a font size of 2.

- The Page Header section in Crystal Reports is typically section 2.

- Stack these DITs on top of each other but STAGGER them. Make sure the X Y coordinates are different.
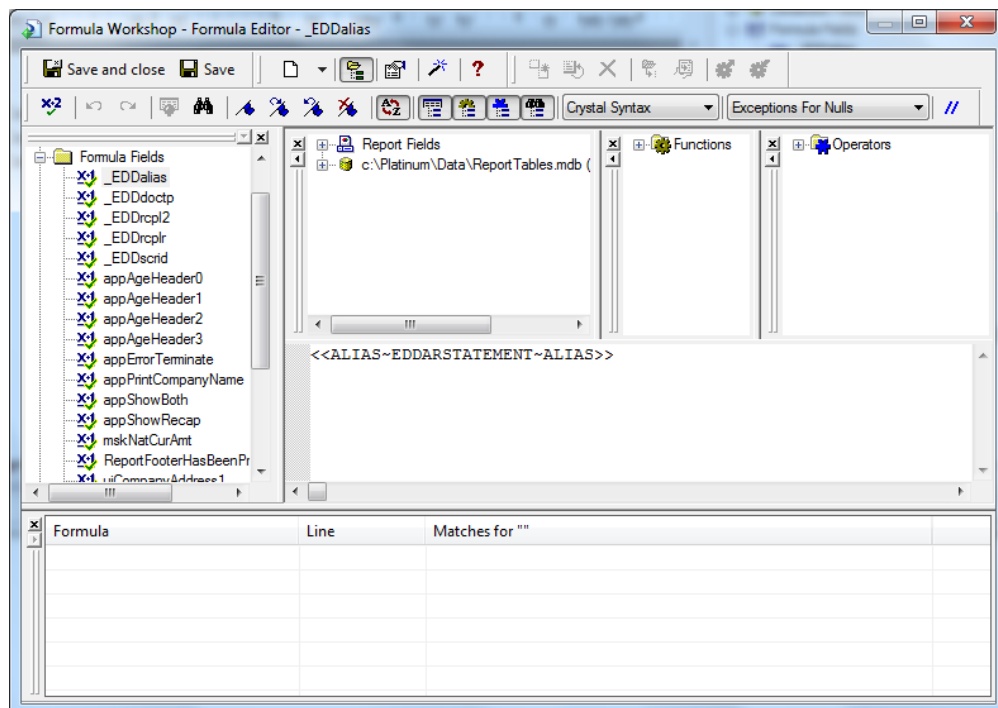
EXAMPLE DATA IDENTIFIER TOKENS

Text Object:
Text String: <<ALIAS~_EDDARSTATEMENT~ALIAS>>
Section: Place in Page Header

Text Object:
Text String: <<DOCTP~ARSTATEMENT~DOCTP>>
Section: Place in Page Header

Formula Field Name: _EDDcmpid
Expression: "<<CMPID~"+Intercompany ID+"~CMPID>>"
Section: Place in Page Header

Formula Field Name: _EDDalslr
Expression: "<<ALSLR~_EDDCustomer~*~"+RM00101.CUSTNMBR+"~ALSLR>>"
Section: Place in Page Header

Formula Field Name: _EDDalsl2
Expression: "<<ALSL2~_EDDSalespeople~*~"+ RM00101.SALESPRSN+"~ALSL2>>"
Section: Place in Page Header

8 – DEXTERITY REPORT WRITER

In certain cases it may be necessary to Manually Link the Dexterity Report Writer form. By using the Generate DITs option and then selecting the View Generated DITs options, you would receive a document like the following; a set of instructions to manually update your report template.

The following examples are the actual DIT (Data Token Identifiers) that will be required to be added using a combination of Calculated Fields and Text Objects for an AR Statement.

The creation of the DITs will take about 10 minutes.

Please note that all the Data Identifier Tokens are ***CASE SENSITIVE***.

In Dexterity Report Writer, the DITs are created using Text Objects and Calculated Fields. As a general rule of thumb, here are the recommended Guidelines.

RECOMMENDED GUIDELINES

- Include Greater and Less than Symbols

- Include the Tilde around these Data Identifier Tokens

- Set Foreground Color set to WHITE

- Set Font Size as small as possible

- Place in the Page Header section

- Stack these DITs on top of each other but STAGGER them. Make sure the X Y coordinates are different.

EXAMPLE DATA IDENTIFIER TOKENS

Report Text:
Text: <<ALIAS~_EDDARSTATEMENT~ALIAS>>
Section: Place in Page Header

Report Text:
Text: <<DOCTP~ARSTATEMENT~DOCTP>>
Section: Place in Page Header

Calculated Field: _EDDcmpid
Calculated: <<CMPID~ # Intercompany ID # ~CMPID>>
Result Type: String
Section: Place in Page Header

Calculated Field: _EDDalslr

Calculated: <<ALSLR~ _EDDCustomer ~*~ # RM_Statements_HDR_TEP.Customer Number # ~ALSLR>>
Result Type: String
Section: Place in Page Header

Calculated Field: _EDDalsl2
Calculated: <<ALSL2~ _EDDSalespeople ~*~ # RM_Customer_MSTR.Salesperson ID # ~ALSL2>>"
Result Type: String

9 – REPORT BUILDER/SQL REPORTING SERVICES

In certain cases it may be necessary to Manually Linking the Template/File. By using the Generate DITs option and then selecting the View Generated DITs options, you would receive a document like the following; a set of instructions to manually update your report template.

The following examples are the actual DIT (Data Token Identifiers) that will be required to be added using a combination of Formula Fields and Text Objects for an AR Statement.

The creation of the DITs will take about 5 minutes.

Please note that all the Data Identifier Tokens are ***CASE SENSITIVE***.

In Report Builder Designer, the DITs are created using Text Objects and Formula Fields. As a general rule of thumb, here are the recommended Guidelines.

RECOMMENDED GUIDELINES

- Include Greater and Less than Symbols

- Include the Tilde around these Data Identifier Tokens

- Set Foreground Color set to WHITE

- Set Font Size as small as possible, you can manually type a font size of 2.

- Stack these DITs on top of each other but STAGGER them. Make sure the X Y coordinates are different.

EXAMPLE DATA IDENTIFIER TOKENS

Text Object:
Text String: <<ALIAS~_EDDARSTATEMENT~ALIAS>>
Section: Place in Page Header

Text Object:
Text String: <<DOCTP~ARSTATEMENT~DOCTP>>
Section: Place in Page Header

Formula Field Name: _EDDcmpid
Expression: "<<CMPID~"+Intercompany ID+"~CMPID>>"
Section: Place in Page Header

Formula Field Name: _EDDalslr
Expression: "<<ALSLR~_EDDCustomer~*~"+RM00101.CUSTNMBR+"~ALSLR>>"
Section: Place in Page Header

Formula Field Name: _EDDalsl2
Expression: "<<ALSL2~_EDDSalespeople~*~"+ RM00101.SALESPRSN+"~ALSL2>>"
Section: Place in Page Header

10 – i-PDF DEFINITION FILE AND IN-BOUND SCRIPTS

In order for in-bound processing to work, you will need to enable the i-PDF Processing Service. This option can be found on the first tab in System Configuration.

In this chapter, we are going to focus on the (in-bound) i-PDF Scripts. To create outbound (EDD) scripts, please refer to the respective Chapter on EDD Scripts.

All scripts (EDD or i-PDF) are created and maintained from the Automation

Rules and Resources window and are created in much the same way as the EDD (outbound) Scripts.

Think of I-PDF Scripts as a collection of Rules utilizing the environment's Resources. The execution or running of these scripts is the Automation (or workflow) that makes messenger EDD so powerful.

Reading this chapter in its entirety will give you a basic understanding to better help you maximize the efficiency for your environment.
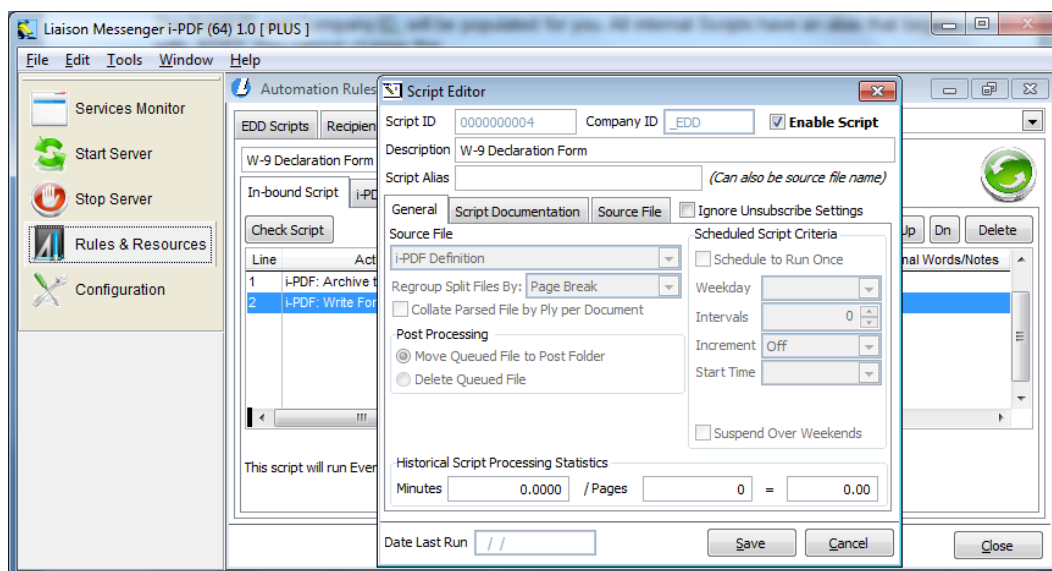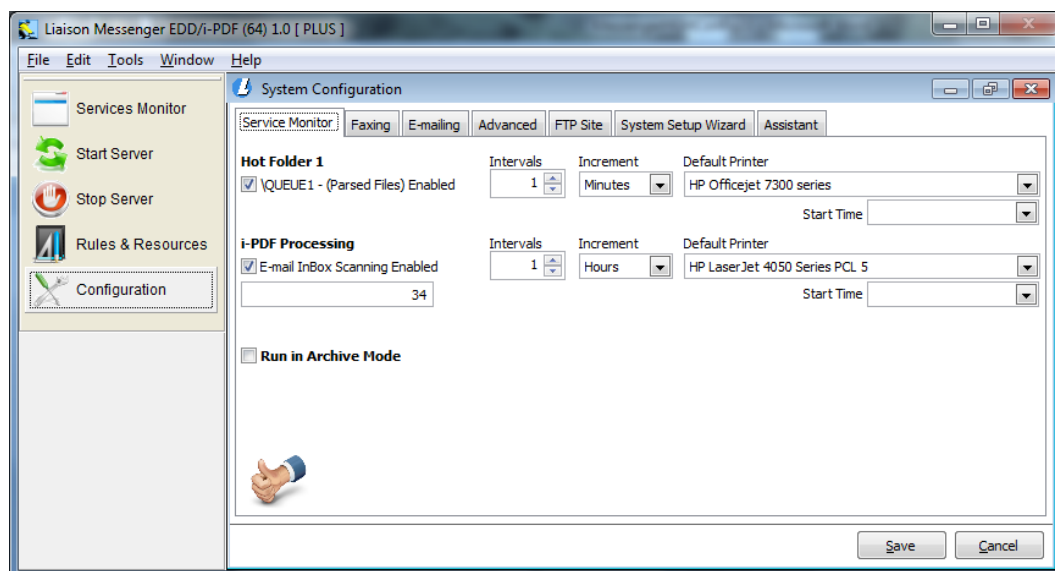
IN-BOUND (I-PDF) SCRIPTS

CREATE & MAINTAIN (IN-BOUND) I-PDF SCRIPTS

Regardless of the script you wish to create, everything starts in the i-PDF Script Editor. From the I-PDF Scripts tab, choose the New icon next to t he drop list box, or the Edit icon if the script already exists.

The Script ID and Company ID, will be populated for you. All internal Scripts have an alias that begins with _EDD*. You cannot change this.

I-PDF SOURCE FILES

The Source File will always be i-PDF Definition. The physical location will also always be placed in the Queue 2 folder and will also be in a PDF format. So there are no options to choose under the Script Editor master window. Also, since in-bound scripts are always reactive, there are no Scheduled Script Criteria options available. Most in-bound i-PDFs come on through the e-mail client and automatically get extracted and saved in that Queue2 folder.

I-PDF DEFINITION

1. First thing is to identify an existing PDF file that already has Form Fill fields and designate that as the Master file. Next, store the master file in the \ARCHIVES\PDFMASTER folder under the main Liaison Messenger folder.

2. Point Messenger EDD/i-PDF to the respective file.

3. Select the Prepare i-PDF

4. Create Table Structure

5. Save PDF Files

Now when ever a PDF file is filled out and sent to the Messenger EDD/i-PDF server or a i-PDF file is saved into the QUEUE2 folder under the Messenger folder structure, Messenger will open the i-PDF, examine the content to locate the i-PDF Script and follow the Script instructions.
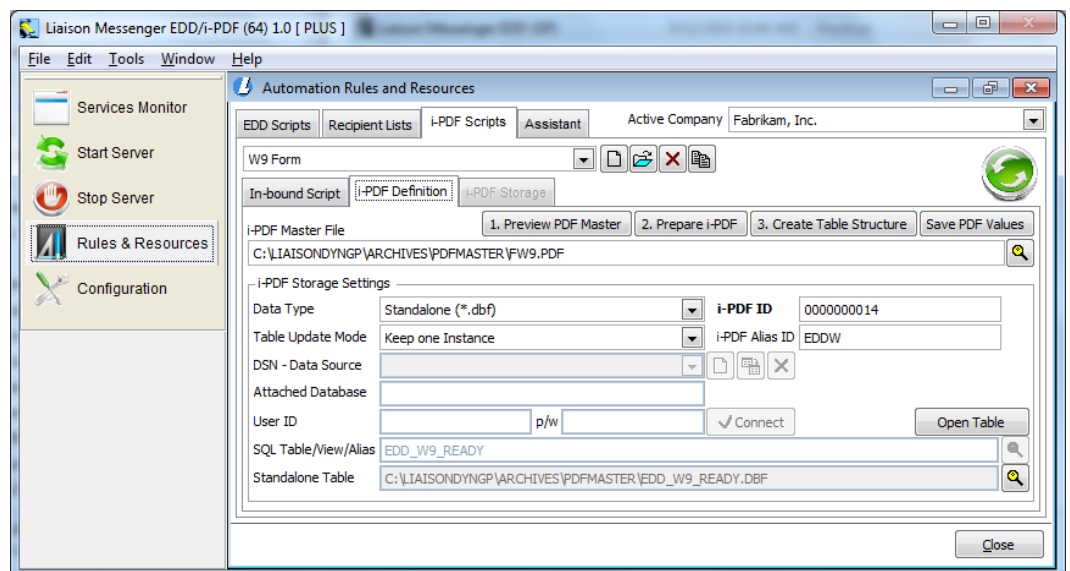
ADD, EDIT, MAINTAIN SCRIPT LINES AND ACTIONS

Since this is the most important part of creating I-PDF Scripts, we have decided to devote an entire chapter to this topic. Please see the following chapter titled - Script Line (Action) Configuration.

Do NOT attempt to Enable any Templates. The form fields in the PDF will contain the data that the i-PDF: Script actions will access or write. Eventhough pretty much any available action can be used on in-bound scripts, the 2 Primary Actions are:

1. I-PDF: Store Table Data to i-PDF Document

2. I-PDF: Write Form Field Data to Table
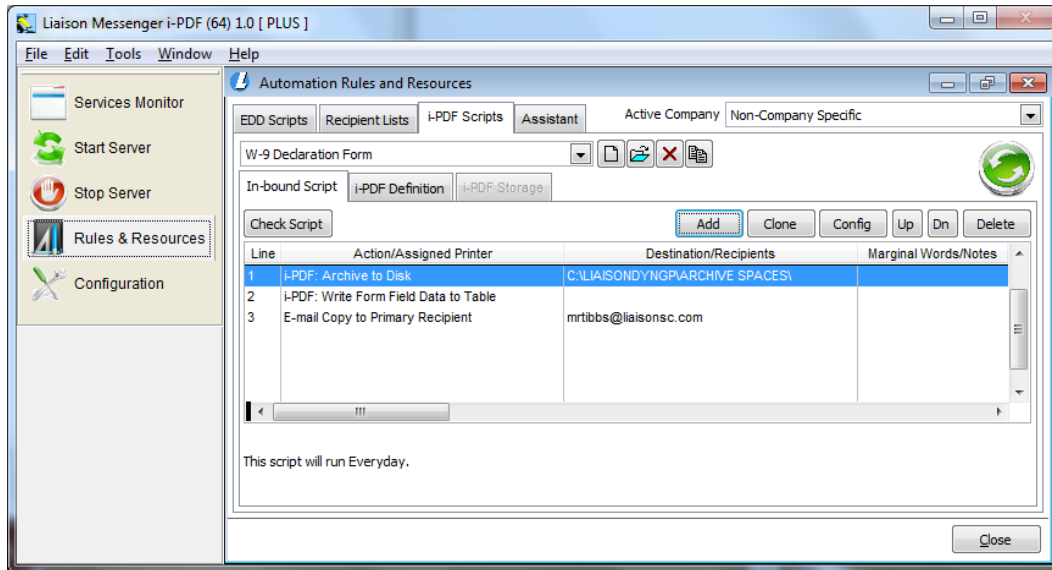
FORM-FILL IDENTIFIER TOKENS (FITS)

The first step in dynamically creating interactive-PDF documents through your report/document generator is by adding the FITs (Form-Fill Identifier Tokens) into report template.

There are 2 types of interactive fields you can create. Fill-able form fields and drop list boxes. The fields will appear in the exact location of where you place the FIT. Remember, these are either Text Objects or Calculated/Formula objects.

<<PDFFF~Name~*~lmdprs.fieldname_or_textstring~*~2.5x.75~PDFFF>>

## STANDARD INPUT (FORM-FILL) FIELDS

Each FIT has 3 arguments; First a unique Name , after the 1st ~*~ delimiter, you may add a default value to appear in the field or leave it blank. The last argument is the size. You can specify a WxH in inches or a Maximum Length.

"<<PDFFF~AddressLine1~*~"+lmdprs.addr1+"~*~2.5x.75~PDFFF>>"
"<<PDFFF~AddressLine2~*~Just some static default text.~*~2.5x.75~PDFFF>>"
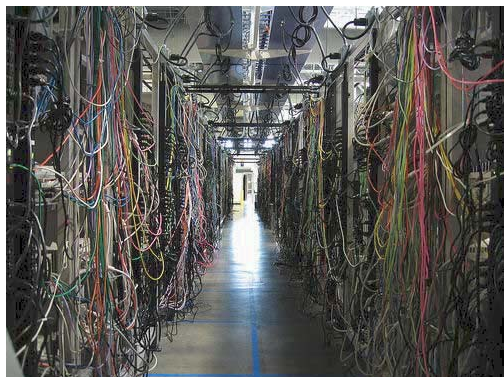"<<PDFFF~ShipNotes~*~ ~*~5000~PDFFF>>"

MULTIPLE CHOICE DROPLIST FIELDS

For Droplist boxes, the syntax is similar except there are 4 arguments. After the Name, you add a list of Choices seperated by a comma. After the Choices, you may specify a Default Value, thern the WxH noted in inches.

"<<PDFDL~ColorList~*~Red,White,Blue~*~Red~*~2x.5~PDFDL>>"

Liaison Messenger® EDD/i-PDF v3.x
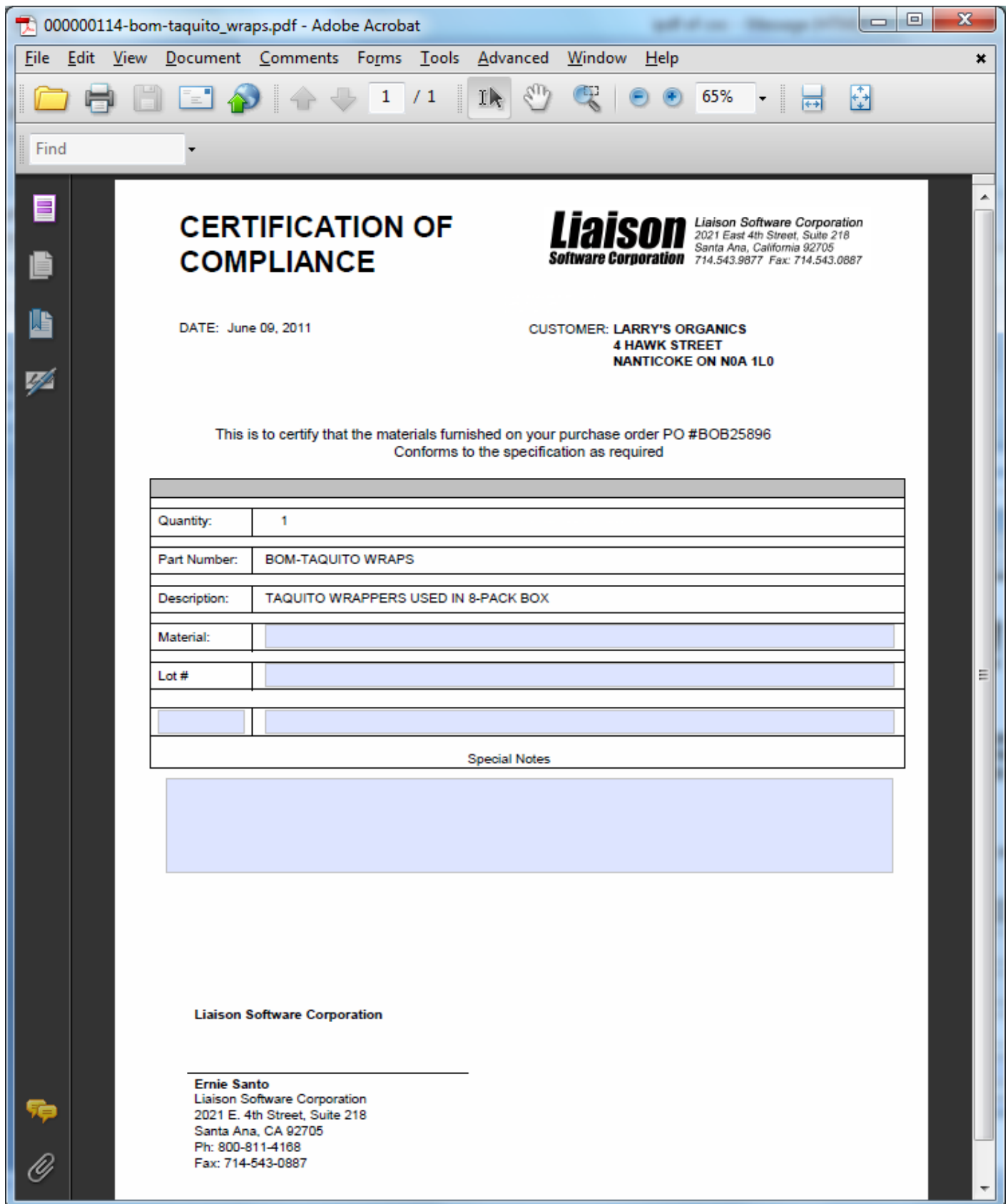
ZZ - MOVING THE LIAISON MESSENGER EDD SERVER

These are steps required when wanting to move Liaison Messenger EDD from one machine to a different machine.

These instructions are for moves where the Liaison Messenger EDD files and data will stay in same network folder\directory but the Messenger Server will run from different machine *(see additional steps at bottom for moving to new directory)*.

1. Reinstall all 3rd Party Software on new machine

2. Delete all entries in the Queue on the original Messenger Server.

3. Close all Messenger EDD Clients and the Messenger EDD Server on the original machine and copy all LM*.* files from the Messenger folder to a backup folder.

4. **Install Messenger EDD Server from the CD on the new machine. Point the installation path to the existing Messenger folder.+++**

5. Launch Messenger EDD Server from new machine and let the update process run.

6. Click OK when update is complete. Close Messenger Server.***

7. **Run the latest update for Messenger on the new machine. (setupdte.exe) Be sure to follow the separate instructions for the update. After the update is complete click OK then reopen Messenger Server.**

8. Go to File | System Configuration.

9. Reselect the Default Printer(s) on the Messenger tab.

10. Verify/change the MESSENGEREDD DSN under the Database tab.

11. Click Save then click No if asked to restart the server.

12. Go to File | Automation Rules and Resources.

13. You may need to reselect the printer for each line. Repeat this for each I-PDF Script

14. **Go to Each Workstation and update the Shortcut Automation Rules and Resources to reflect any new location.**

15. Rerun the License Manager and select **Unregister**, and then **Register**. This is done to ensure our EDD Printer Reference knows the location of the EDD Queue folders.

+++ IF INSTALLING TO A NEW MESSENGER FOLDER POINT THE INSTALLATION TO THE NEW MESSENGER FOLDER.

*** IF MOVING THE NETWORK LOCATION OF THE MESSENGER FILES YOU WILL NEED TO COPY THE LM*.* FILES FROM THE OLD MESSENGER DIRECTORY TO THE NEW ONE OVERWRITING THE EXISTING FILES. THIS WILL BE DONE BETWEEN STEPS 7 AND 8.