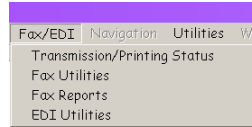


Section XI

Fax/EDI

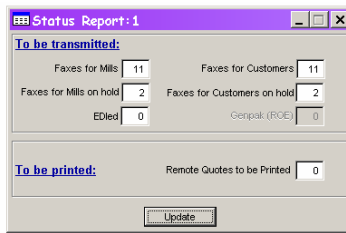
Fax/EDI Module

If your site does not use the faxing or EDI functions built into UCOES 2, this menu item will not appear on your menu. It allows you to check and change the status of items to be faxed or sent via EDI.



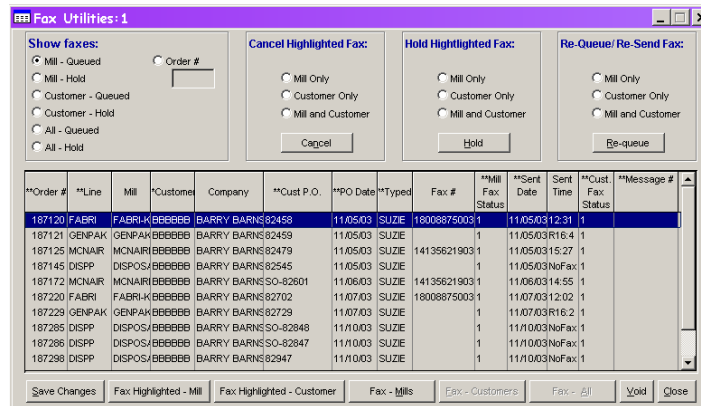
Transmission/Printing Status

This form appears when you first log into UCOES 2 to keep you informed of orders that need to be sent to mills. To see a list of the items involved, double-click on the text label for the box you are interested in.



If you leave this form open while you work on other items in UCOES 2, you can see if any of the numbers have changed by clicking the Update button. If you close the form, you can bring it up again by choosing Transmission/Printing Status from the Fax/EDI menu.

Fax Utilities



Use the Fax Utilities form to view items in the fax queue or on hold or to move items from the fax queue or Hold status.

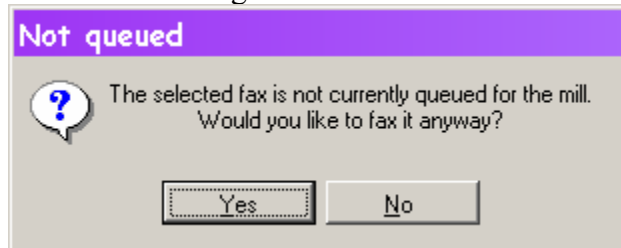
Select the subset of faxes you want to view using the option buttons at the far left. You can view faxes queued for mills, for customers or for both or faxes on hold for mills, for

customers or for both. The final option, Order Number, lets you edit an order that may not appear with any other option, for example an order that has already been faxed. This option allows you to re-queue that order.

To change the transmission status of an order, highlight it in the list. Choose an action at the top of the form (Cancel, Hold or Re-queue) and indicate whether this action should apply to the mill, the customer or both. Click the associated button to carry out the change. The change will appear in the list. If your current list contains queued faxes and you change one to Held, it will disappear from the current list but be visible on the Held list.

You can send a single fax or a group of faxes using the buttons at the bottom of the form. Whether a button is available (not dimmed) depends on the type of fax you selected in the Show Faxes button group at the upper left of the form.

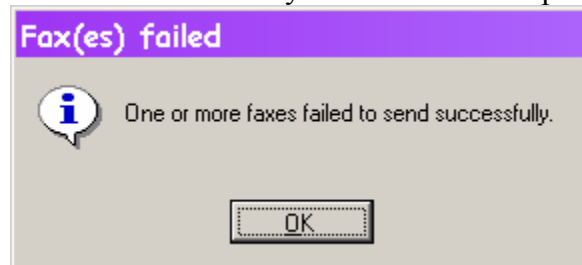
You can always send a single fax (Fax Highlighted) to a mill or a customer. If you happen to click the Fax Highlighted – Mill, for example, and the order is not currently in the mill queue you will see this message:



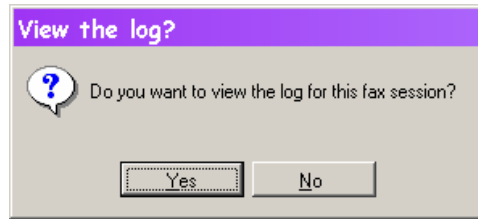
If you click Yes the fax will be sent as you requested.

If you have chosen Mill – Queued you can send a single fax from the list or click Fax – Mills to send all the mill faxes at once. Choosing Customer – Queued works the same way. You can send a single fax in the list to either the mill or customer or you can send all customer faxes in the list with one click of the Fax – Customers button. To send *all* faxes (both Mill and Customer) with one click you *must* select the All – Queued option.

After attempting to fax the selected order(s), the program will display a message to indicate that the faxes were sent successfully or that there were problems.



A log is created for all faxes in the group, whether successful or unsuccessful. You can view it by selecting Yes when asked.

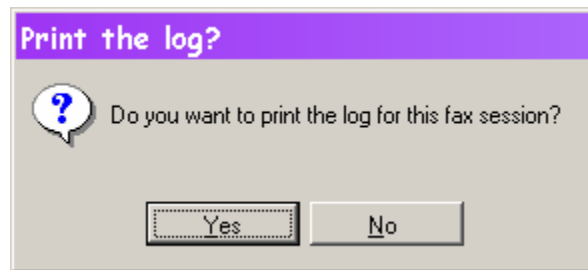


This is an example of the file that is produced. The file lists the date and time the fax was attempted, the order number and the problem encountered or indicates that the fax was successfully sent.

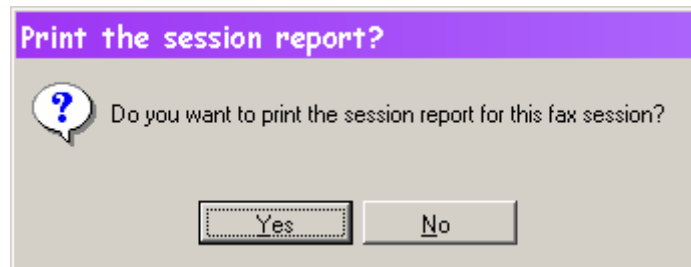
```
06301522.fxl  
06/30/04 03:19:12 PM Order # 187145 has blank mill fax number
```

The file is named for the date and time the faxes were sent in the format MMDDHHMM with a .FXL (for FaX Log) extension. It is created and kept on the server with other text files such as the .Fax files for a given period of time so you can refer to it later if needed.

After you view the file and close it (or after choosing not to view the log), you are asked if you want to print it.

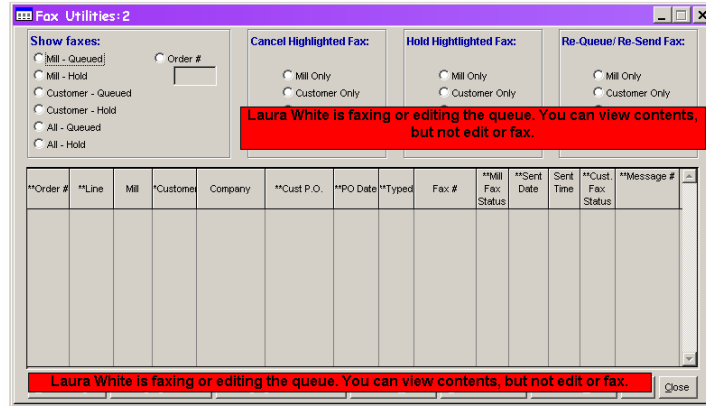


Finally, you are asked if you want to print the Session report for the faxes sent during this session.



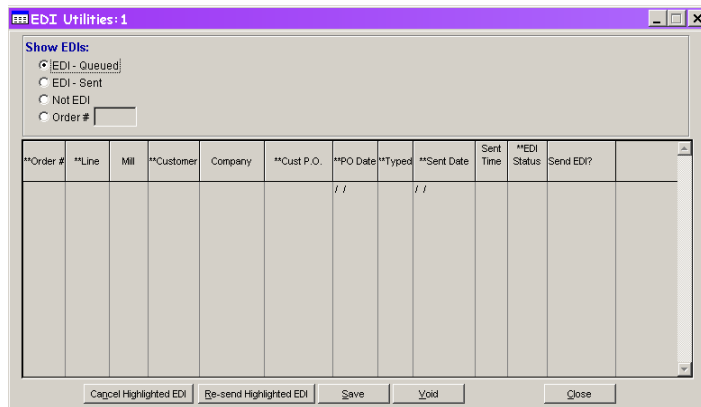
This report lists all faxes sent or attempted and, if applicable, any error encountered on a mill or a customer fax.

To ensure that only one user can fax at any one time, the first person to open the Fax Utilities form gets a lock on using that form. Any subsequent users who select the Fax Utilities form while the lock is in place will see the following:



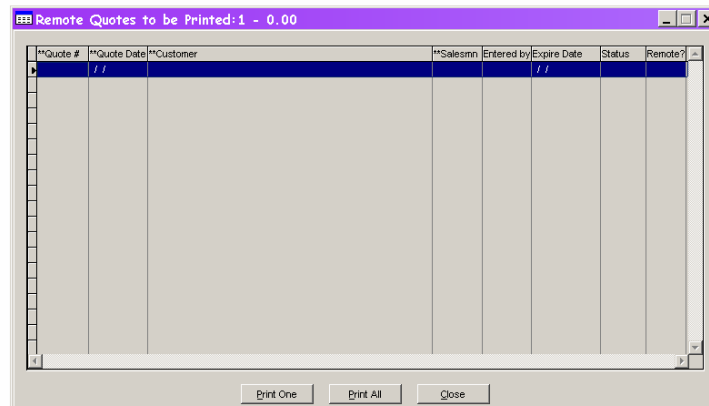
If another user has locked the form for faxing, you can view the various queued and held lists, but not change a status or send faxes yourself. The messages cover the buttons as a further reminder of actions that are prohibited at this point. Once the other user has closed the form, the lock is released and you can attempt to get the lock yourself by opening the form again.

EDI Utilities



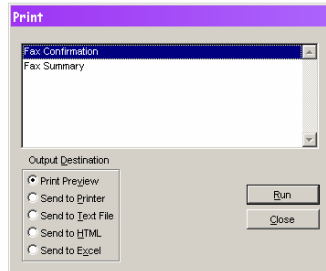
The EDI Utilities form is similar to the Fax Utilities form. You can highlight an Order and add it to or remove it from the EDI queue.

Remote Quotes to be Printed

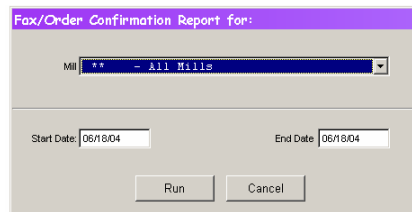


If your site supports Salesmen entering quotes by connecting from an off-site location, you may want to print the quotes in the main office as well. Quotes entered remotely are flagged and a list is available from the Quotes menu and the Transmission Status form. You can print all the quotes in the list at once (Print All) or highlight one and print it (Print One). Once the quote is printed, the flag is reset so the quote does not appear again on this list. (If you need to print the quote again after the flag is reset, use the Print Quote button on the last tab of the New/Change/Delete form from the Quotes menu.)

Fax Reports

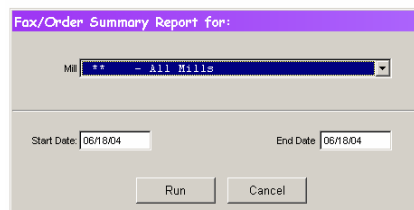


Fax Confirmation Report



The Fax Confirmation report lists all the faxes for the Mill and date range specified, one or more pages for each mill. It includes Yes and No checkboxes so the recipient can confirm whether the fax was received. Generally this report is printed at the end of each day and faxed to the mill as follow-up to the individual orders faxed.

Fax Summary Report



The Fax Summary report lists all the faxes for the mills and date range specified. It lists all the faxes sent to the mill(s) along with item counts, date and time faxes and who entered the order.