

ORDER POWER!

Using **FASTFAX™** with ***ORDER POWER!***

Cheat Sheet



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Computer Solutions, Inc. 1991-1999

Using FASTFAX™ with ORDER POWER!

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Using FASTFAX™ with ORDER POWER!

ORDER POWER! offers you the option to interface with a third-party product, **FASTFAX™** by Quadrant Software, to send standard **ORDER POWER!** documents to your customer's or vendor's location electronically by facsimile (FAX). When **FASTFAX™** is loaded and configured on your AS/400, it will periodically check a designated OUTQ for faxes. Using **Trading Partner Profiles** as described in this document, **ORDER POWER!** directs specific documents to that output queue (OUTQ) for faxing.

Because **FASTFAX™** itself is a powerful and complex product, this document describes only the **ORDER POWER!** interface to **FASTFAX™**. We strongly recommend **ORDER POWER!** users receive training and support from Quadrant Software on the full capabilities of their product.

Steps to set up faxing of ORDER POWER! documents

- | | |
|--|---|
| 1. Load and configure FASTFAX™ and create its required Library and Directories. Your AS/400 System Administrator performs this step as directed by Quadrant Software. | <i>see the
FASTFAX™
Users Guide</i> |
| 2. Create your Customer and Vendor Trading Partner Profiles (You perform this step only one time for each customer or vendor who will receive faxes.) | <i>see page 2</i> |
| 3. Direct the document to go to your FASTFAX™ OUTQ (You perform this step only one time for each type of document that you will be faxing.) | <i>see page 5</i> |
| 4. Send your documents to “print” and don't worry! ORDER POWER! talks to FASTFAX™ and sends them where they need to go | <i>see page 6</i> |

Setting up the Trading Partner Profiles

ORDER POWER! requires you set up **Trading Partner Profiles** for **Customers** and **Vendors** who you want to receive faxes from **ORDER POWER!**. The **Trading Partner Profile** stores codes that **ORDER POWER!** must embed within the spool files in order to send them by fax. This information can specify recipient names, fax numbers and formatting options necessary for certain types of documents.

These codes are visible only in the spool file prior to faxing. They are removed by **FASTFAX™** during the faxing process, and do not appear on the recipient's fax copy.

To work with Customer Trading Partner Profiles

1. From the **ORDER POWER! Main Menu**, select: **Mail List Management** \odot **Work with Mailing List** to display the *Mail List Selection panel*.
2. In the **Customer** field, type the **Customer Number** you want to work with, then press **Enter** to display the *Mail List Inquiry panel*.
3. Type **13** (Trading Profile) beside the **Customer** you want to work with, then press **Enter** to display the *Trading Partner Inquiry window (figure 1)*.

To work with Vendor Trading Partner Profiles

1. From the **ORDER POWER! Main Menu**, select: **Work with Files** \odot **Vendors**.
2. In the **Vendor #** field, type the **Vendor Number** you want to work with, then press **Enter** to display the *Vendor Inquiry panel*.
3. Type **7** (Trading Profile) beside the **Vendor** you want to work with, then press **Enter** to display the *Trading Partner Inquiry window (figure 1)*.

Computer Solutions Inc.		Mail List Inquiry		Show Delete : N		
2=C	Trading Partner Inquiry					Show Delete :N
11=	1=Select 2=Change 5=Display					
15=	Comp	Doc	Dis	File Name	Library	Extract Program
	001	A	F	*BASE		*BASE
	001	I	F	*BASE		*BASE
						Update Program Del
	F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top					Bottom
	F12=Cancel F18=Bottom F21=List					

Trading Partner Inquiry window (figure 1)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display the <i>Trading Partners Profile Update panel (figure 3)</i> update the Trading Partner Profile
5=Display	Display the to view the Trading Partner Profile
F6=Create	Display the <i>Trading Partners Profile Prompt panel (figure 2)</i> to create a new Trading Partner Profile

To create a new Trading Partner Profile

1. On the *Trading Partner Inquiry window (figure 1)*, press **F6** (Create) to display the *Trading Partners Profile Prompt panel (figure 2)*.

```

1 C      9473      ** CSI 3.3 Development Co 1 **
CSI's Favorite Customer      Trading Partners Profile Prompt
                                ?Document Type

F1=Help F3=Exit F4=?List F12=Cancel F20=Master Record

```

Trading Partners Profile Prompt panel (figure 2)

2. Complete this field:

?Document Type

Type a code to indicate which document type you are defining:

- P** Positive Purchase Order
- N** Negative Purchase Order (return to **Vendor**)
- I** Invoice
- A** Order Acknowledgement

3. Press **Enter** to display the *Trading Partners Profile Update panel (figure 3)*.


```

001 C      9473      ** CSI 3.3 Development Co 1 **
                  Trading Partners Profile Update
?Document Type A Orders Acknowledgement ?Disposition Type F
File Name / Library _____ /
Extraction Program _____ Update Program
OP! ID _____ Trading Part ID
Summarize Ord Details _ Auto Post to EDI
Fax Telephone _____
Print Cover Page? _ To Line 1 *FN123-456-7890 *FIPurchasing Dept.
                        Line 2
                        Line 3
Cover Page Printer _____ Bottom of Spool Document
File _____ From Line 1 *ZZ
Libr _____ Line 2
                        Line 3
                        Cover Page Title
                        Cover Page Comment
F1=Help F3=Exit F4=?List F12=Cancel Delete _

```

Trading Partners Profile Update panel (figure 3)

4. Complete these fields:

Top of Spool Document

Line 1 / Line 2

Type the fax codes that specify recipient names, fax numbers and formatting options you have decided on for this recipient.

For detailed information regarding all the possible fax codes and their correct syntax and usage, please consult you **FASTFAX™** User Guide.



The fields on the *Trading Partners Profile Update panel (figure 3)* that are not described in this document are not used by **FASTFAX™**.

Top of Spool Document

Line 3

Type a comment to be viewed online only. Line 3 is not processed as fax codes, but can be used for notes.

Bottom of Spool Document

Line 1 / Line 2

Type ***ZZ**. This code (upper case required) is required to indicate the end of the fax.

Bottom of Spool Document

Line 3

Type a comment to be viewed online only. Line 3 is not processed as fax codes, but can be used for notes.

4. Press **Enter** to update the **Trading Partner Profile**.

Directing the documents to go to your FASTFAX™ OUTQ

ORDER POWER! allows you to specify a device or OUTQ you want to receive any documents it generates. The next step in setup is to direct **ORDER POWER!** to send faxable documents to the FASTFAX™ OUTQ. FASTFAX™ automatically monitors its specified OUTQ to check for documents that you want it to fax. (The FASTFAX™ OUTQ is established when you install and configure that product on your AS/400. If you are unsure which OUTQ FASTFAX™ is using, check with your System Administrator.)

To set documents to go to your FASTFAX™ OUTQ

You will perform this step only one time for each type of document that you will be faxing.

1. When you are ready to print any type of **ORDER POWER!** documents, you are offered a *Print Selection* panel similar to *Invoice Print Selection panel* (figure 4).

```

** CSI 3.3 Development Co 1 **
Invoice Print Selection

Order Type ..... 1      1=A11    2=Select
Tender ..... 1      1=A11    2=Select
Order Number ..... 2      1=A11    2=Select  3=Range
Batch Number ..... 1      1=A11    2=Select  3=Blank
Priority Code ..... 1      1=A11    2=Select  3=Blank
Media ..... 1      1=A11    2=Select  3=Range
Use Current Printer Defaults Y Y/N
Submit to Batch ..... N Y/N
Save Changes ..... N Y/N

F1=Help F3=Exit F12=Cancel
```

Invoice Print Selection panel (figure 4)

2. Complete all other fields as usual, then complete these fields:

Use Current Printer Defaults

Type **N** (no) to display the *FAX Printer Defaults panel* (figure 5) to make changes the current printer defaults.

Save Changes

Type **Y** (yes) to save the changes you are about to make to the defaults for the current document. These changes will then be applied to all subsequent printings.

3. Press **Enter** to display the *FAX Printer Defaults panel* (figure 5).

```

Printer Defaults (GN00023M)

Type choices, press Enter.

List Name . . . . . > 'Fax Invoices'
Number of Copies . . . . . > 1          1-255
Submit to Batch . . . . . > *NO         *YES, *NO
Printer to Use . . . . . > *JOB         Name, *JOB, *SYSVAL
Output Queue . . . . . > *JOB         F4 - Possible Output Queues
Library . . . . . _____ Name, *LIBL
Align Forms . . . . . > *NO          *YES, *NO
Forms Type . . . . . > *STD         Character value, *STD
Hold Spool File . . . . . > *NO         *YES, *NO
Save Spool File . . . . . > *NO         *YES, *NO
Print Text at Bottom of Page . . . > *JOB
Apply Changes Permanently . . . > *NO         *YES, *NO

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
Bottom

```

FAX Printer Defaults panel (figure 5)

- Complete all other fields as usual, then complete these fields:

Output Queue

Type the name of the **OUTQ** that you have configured **FASTFAX™** to monitor.

Output Library

Type the name of the library that contains the **FASTFAX™** **OUTQ**.

Apply Changes Permanently

Type ***YES** to save the changes you are about to make to the defaults for the current document. These changes will then be applied to all subsequent printings.

- Press **Enter** to apply the changes and to print the job you are running. In this case, “printing” the job means faxing documents to their destinations.

Faxing

After you have configured **ORDER POWER!** and **FASTFAX™** to work together, you are ready to go. Whenever you generate documents that you have set up to fax, **ORDER POWER!** places them in the fax **OUTQ** and **FASTFAX™** sends them where they need to go.

What about customers and vendors who want traditional printed documents?



Faxes are created only for those recipients for whom you have defined a Trading Partner Profile to do so.

All documents for your other customers and vendors will be printed the same as before.
