

Asynchronous Communications (Hyperterminal)

Transmission Menu Screen for X12N Users - (Menu-Driven Access – Asynchronous)

For asynchronous communication, the following steps will provide the method of access to the modem network. Please use the login ID and password that was assigned to you.

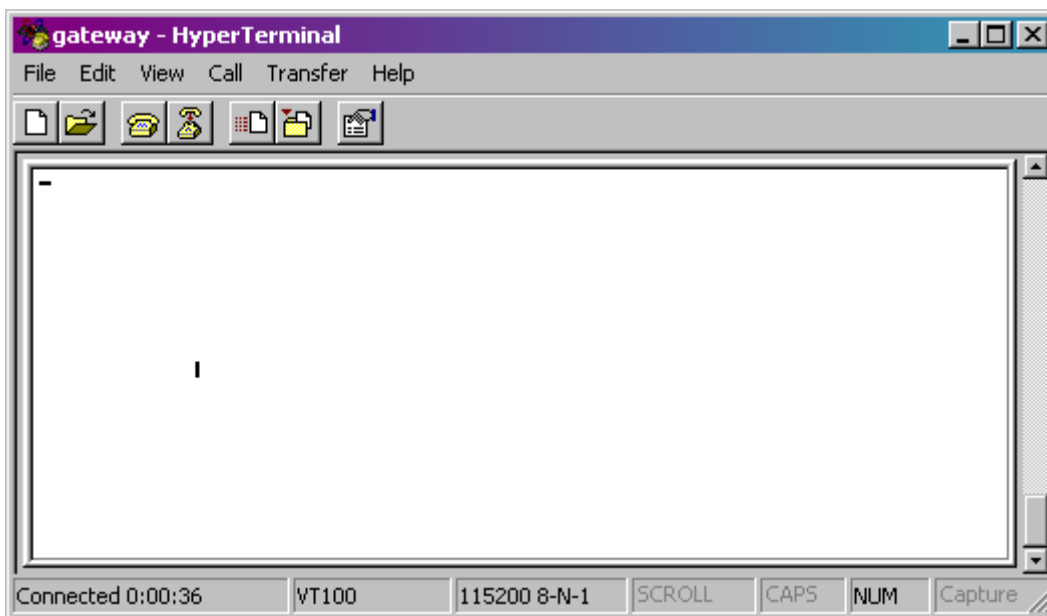
Passwords are case sensitive. The first time password will be a default password and must be entered in upper case. Additional password changes are also case sensitive. They can be upper case, lower case or a combination of both. They can contain numbers, letters or both, but not special characters or two identical characters side-by-side. Once you have changed your password on the NetX Gateway, you must enter your password exactly for future logins. Your password will change every 30 days.

PLEASE WRITE YOUR PASSWORD DOWN UPON YOUR FIRST LOGIN.

It is your sole responsibility to keep a record of your password. Please do not share it with anyone. EDI Services will not have access to your password once you have changed it from the default password. If you have lost or forgotten your password, please call EDI Services at (501) 378-2419 or toll free at (866) 582-3247.

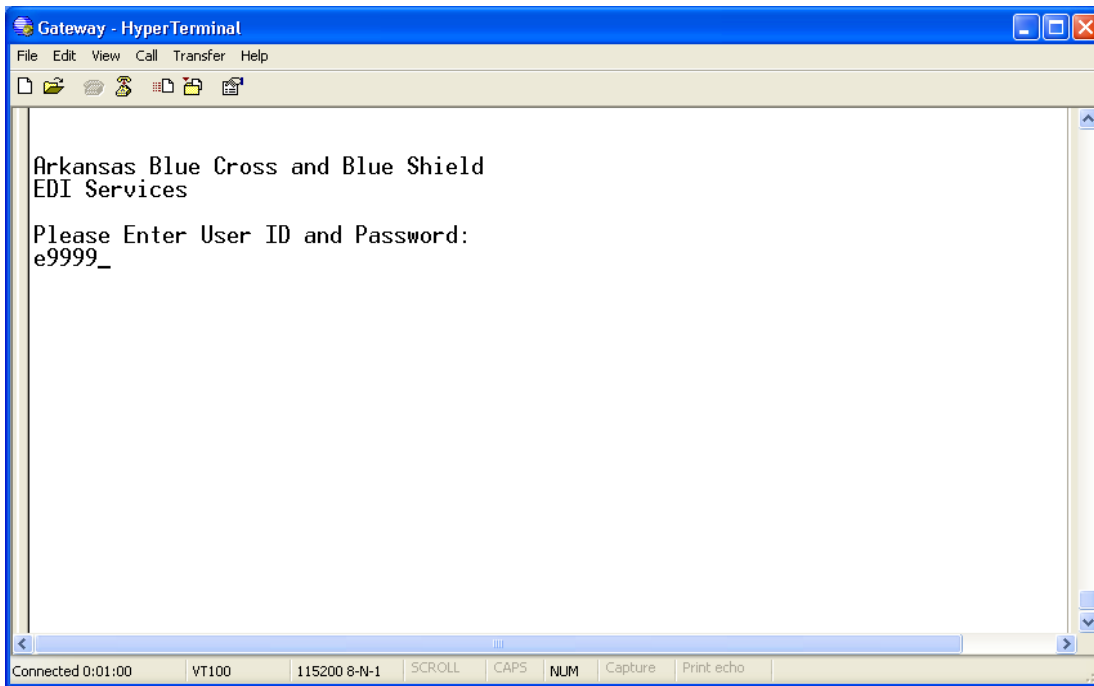
- The following pages contain instructions and illustrations to accessing the NetX Gateway using the telecommunications package, Hyperterminal.

Once connection has been established, you will get a blank screen. Hit the enter key to display the command prompts.



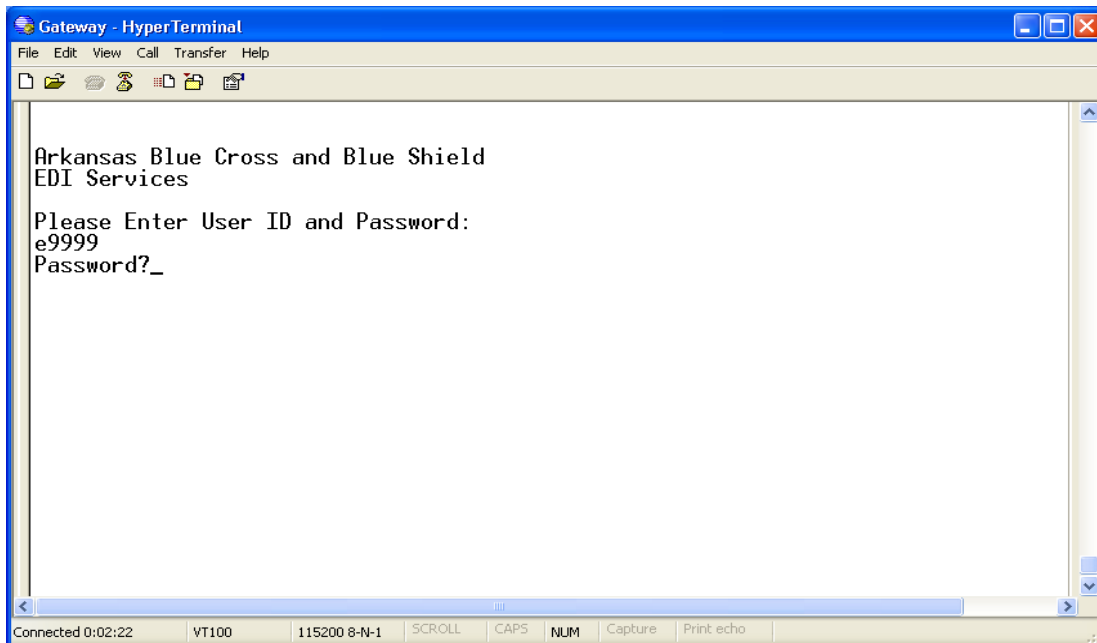
At the "Please Enter User ID and Password", enter the login ID assigned to you by EDI Services and hit the enter key.

NOTE: The login ID must be entered in lowercase.

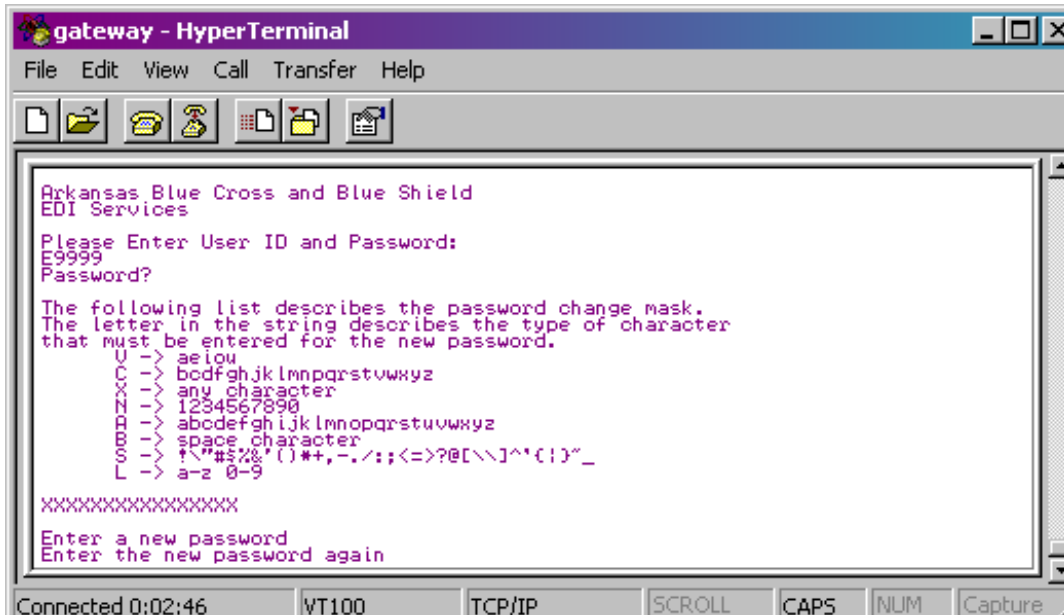


You are now prompted to enter the default password and then hit the enter key. Please remember the password is case sensitive and the default password must be entered in uppercase.

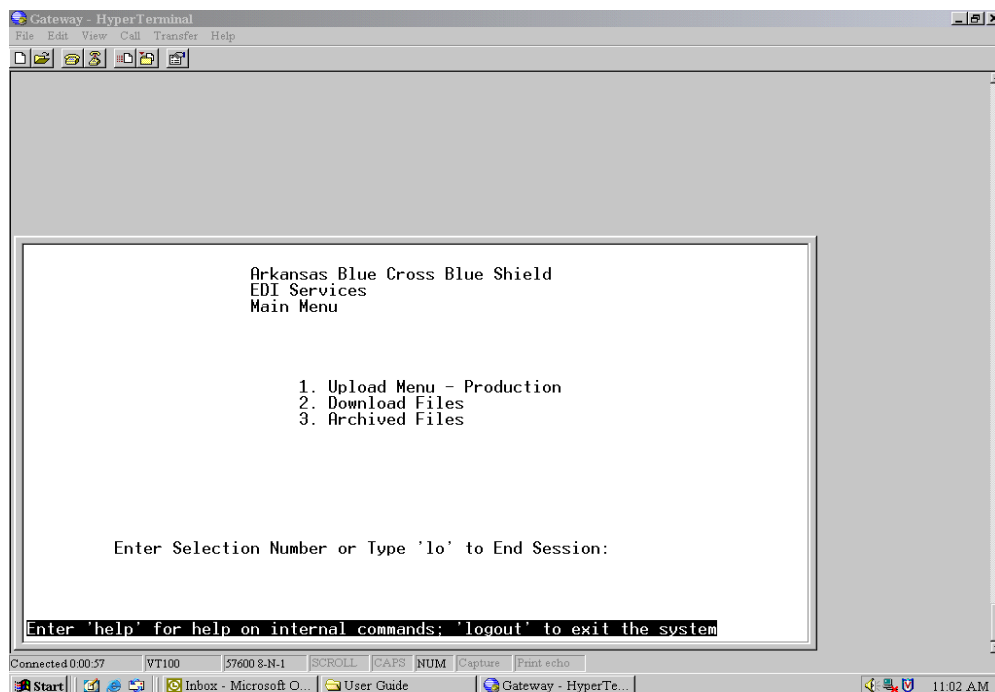
NOTE: Please call EDI Services at (866) 582-3247 or (501) 378-2419 to get the default password for accessing the NetX Gateway.



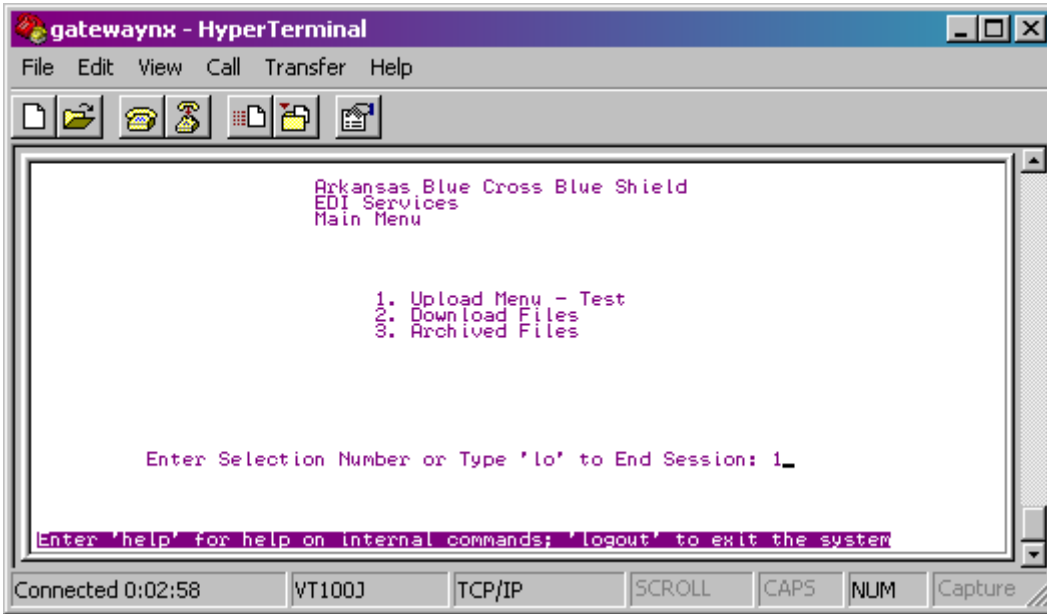
You will now be prompted to change your password. The password must be 8 characters long and passwords are case sensitive. It can be uppercase, lowercase or a combination of both, but no special characters may be used. Enter your new password and hit enter. Then re-enter your new password for verification and hit enter again.



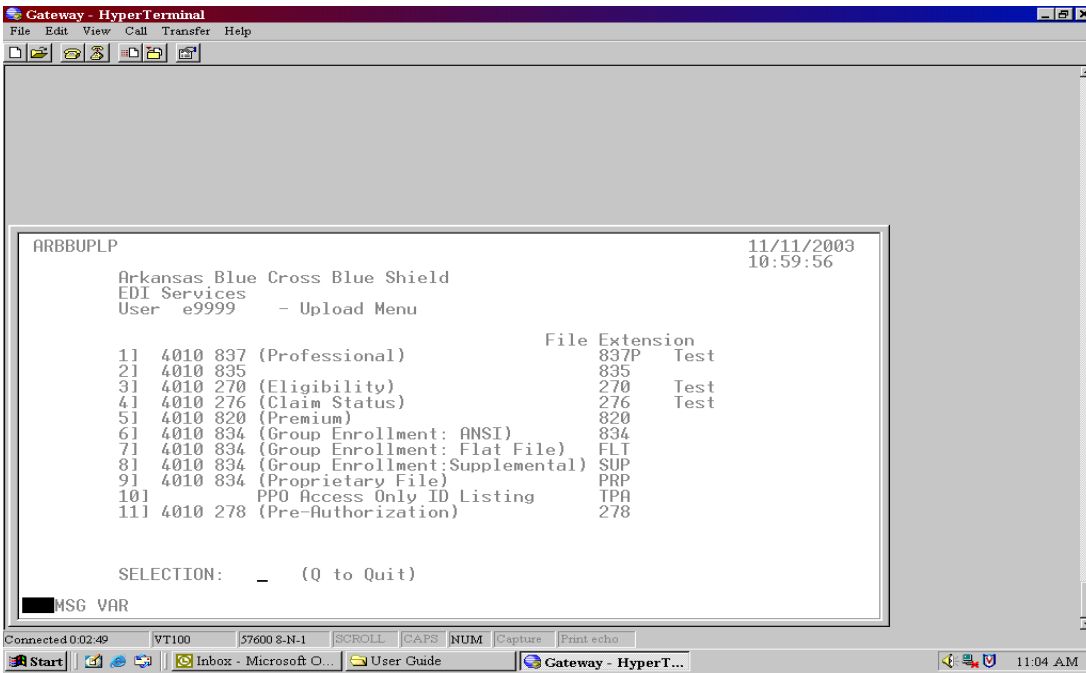
You are now at the Main Menu screen.



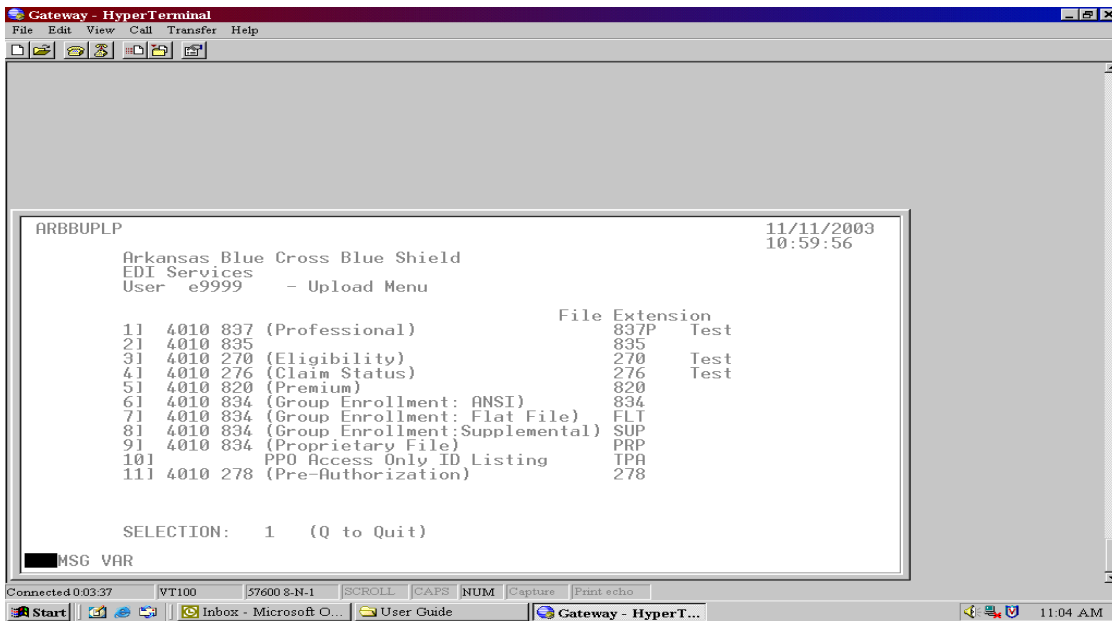
At the Main Menu screen, select either option 1 to upload a file, option 2 to download a file or option 3 to go to the archived files and hit the enter key.



This is an example of the Upload screen. Each user's screen will vary based on permissions.

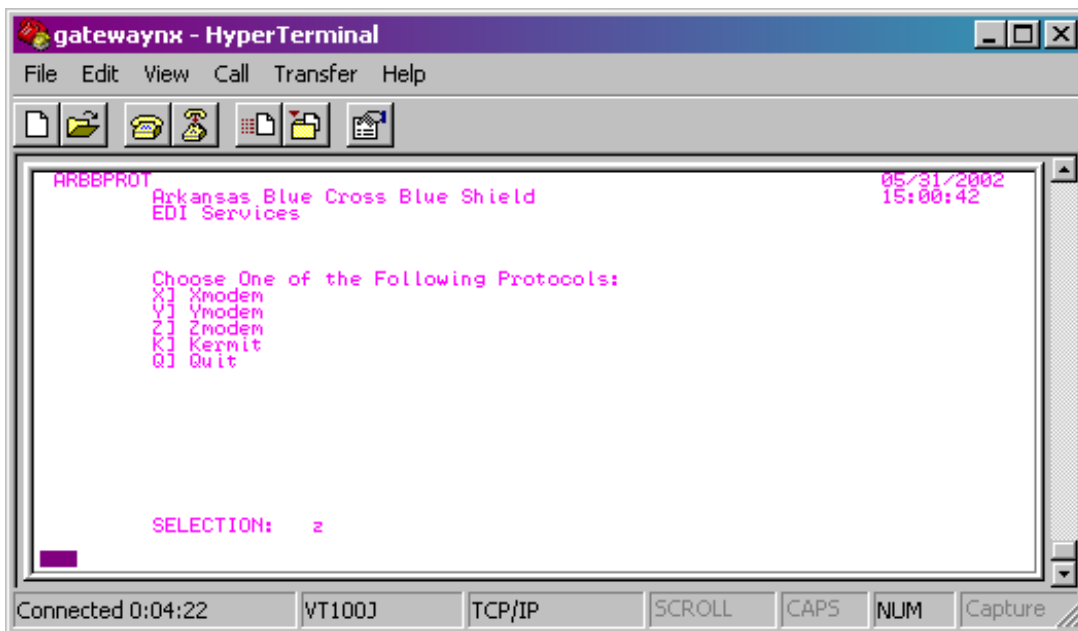


At the Upload Menu screen, select the appropriate option for the transaction you will be submitting and hit the enter key.

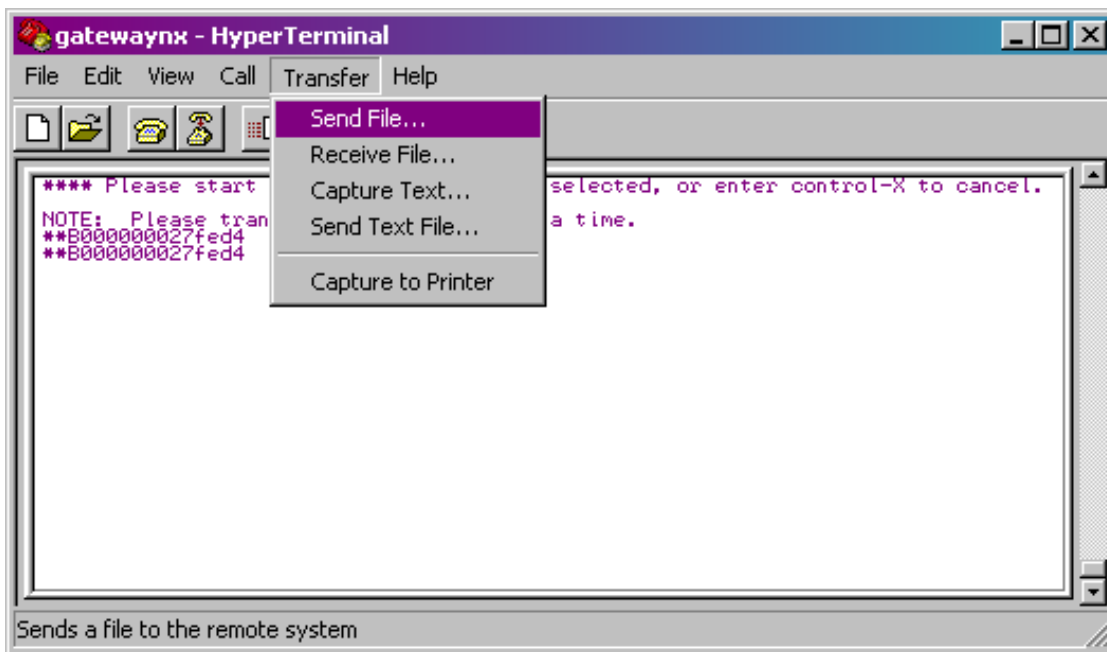


You will now choose a protocol from the list and enter at the selection prompt. Then hit the enter key.

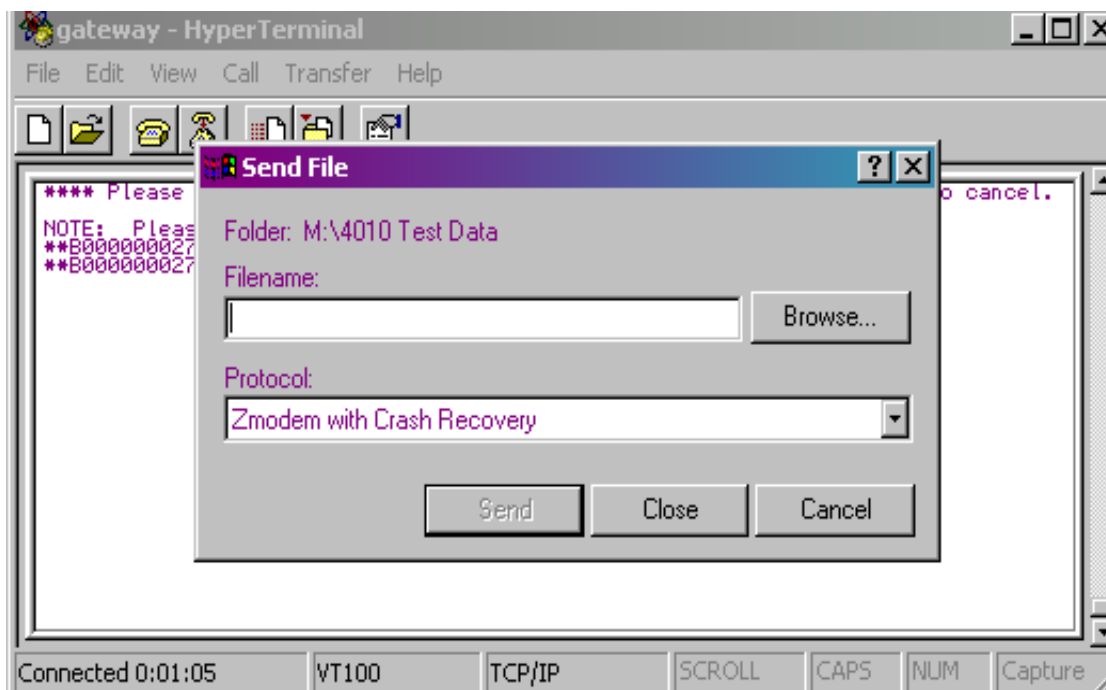
Note: We recommend using Zmodem.



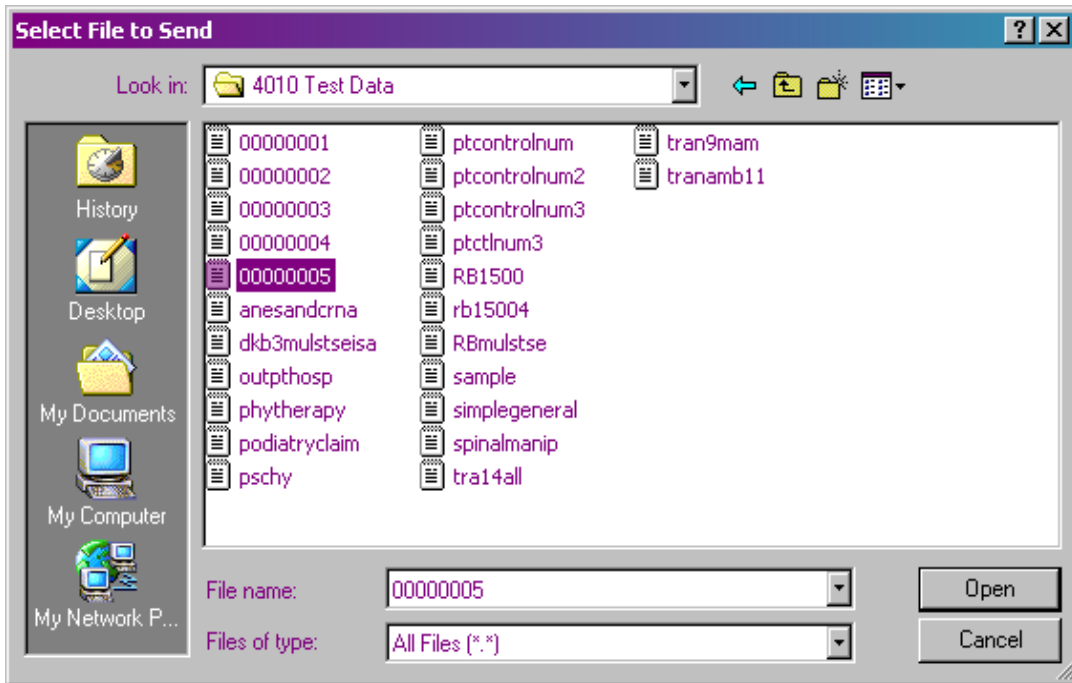
You will now go to Transfer on the tool bar and select Send File.



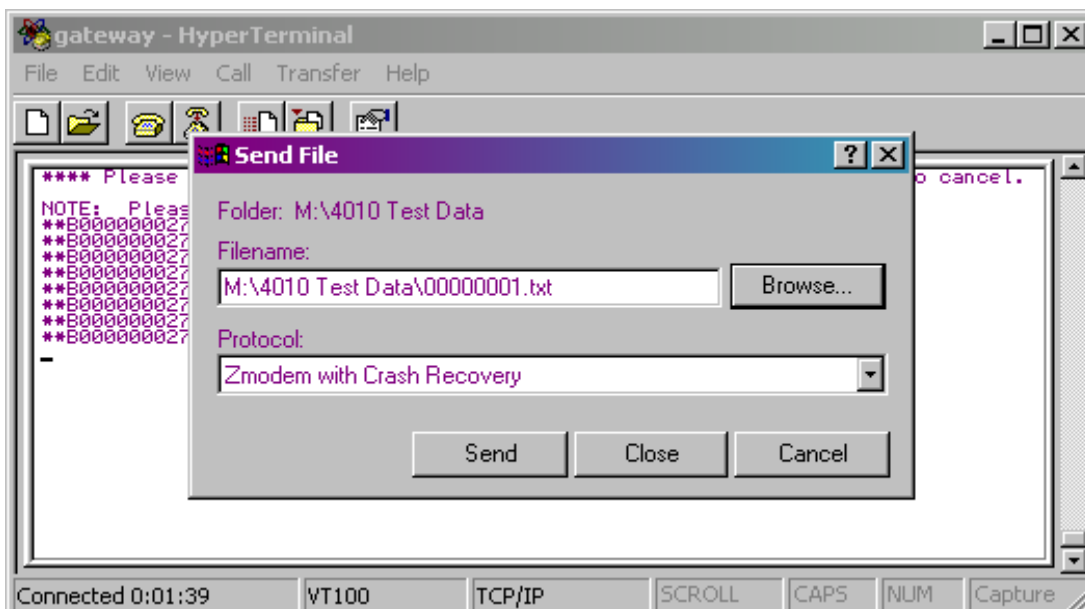
You will now enter the path of the file or select browse to search for the file on your system.



If you choose a filename or browse for your file, you will then select the file to transmit and click Open.

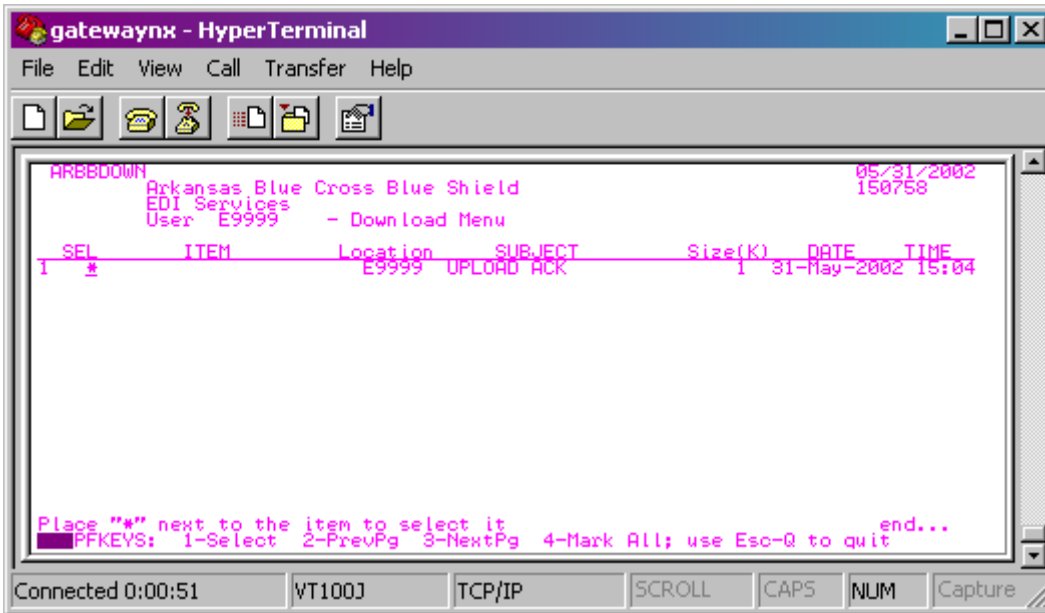


The path of the file you browsed for will now show in the Filename box. Click on the Send button. You must send only one file at a time. You will need to repeat the Transfer steps for each additional file.



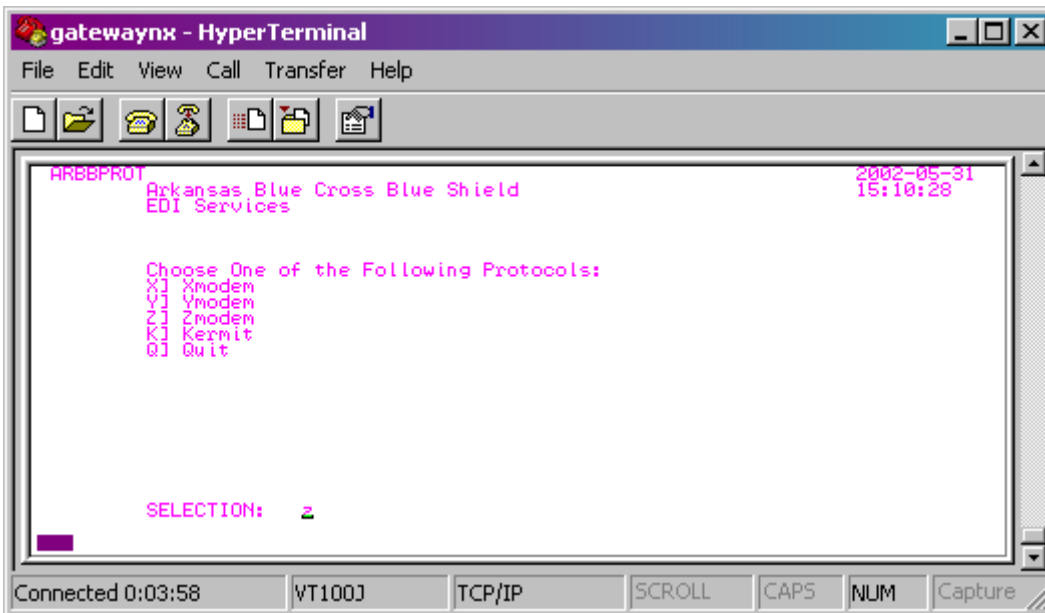
You will now be at the Download Menu screen. This screen is where your upload acknowledgment can be downloaded to verify if your transaction was received. Key an asterisk next to the report you want to download.

Note: If you have multiple upload acknowledgment reports on this screen and if you do not want all of the reports, press your space bar to skip over the reports you do not want.

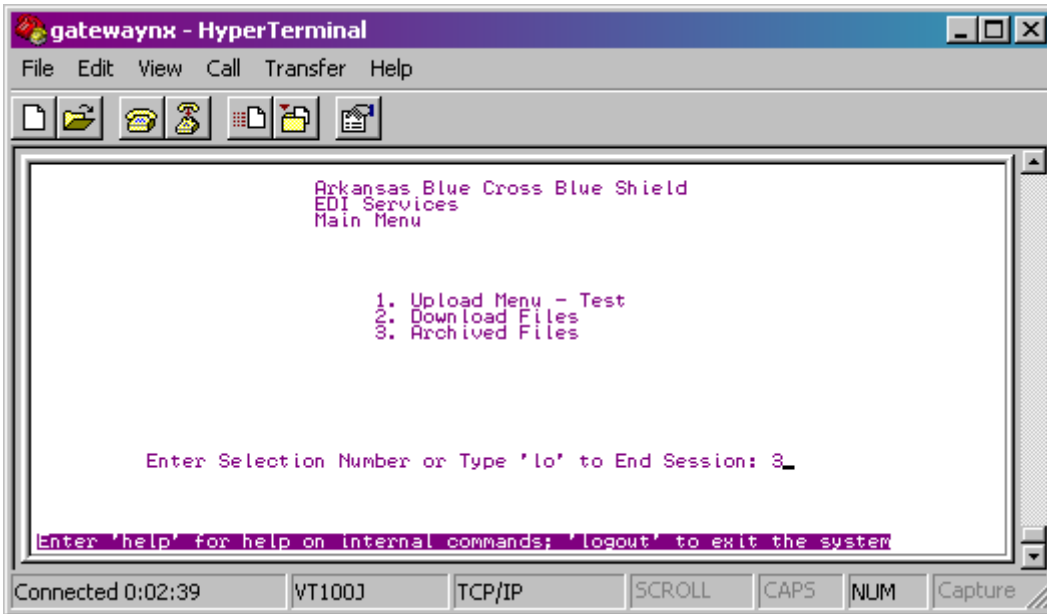


You will now choose the protocol and enter it at the selection prompt. Then hit the enter key. After the report has downloaded, you must enter Esc-Q simultaneously to return to the Main Menu screen.

Note: Selecting Zmodem will automatically download multiple reports. If you have chosen a different protocol, you will have to go to Transfer on the tool bar, select Receive File and then rename the file on your system. Once you have downloaded your report, it will be moved to the Archived screen on the Gateway. The reports will remain in archive for 14 days.

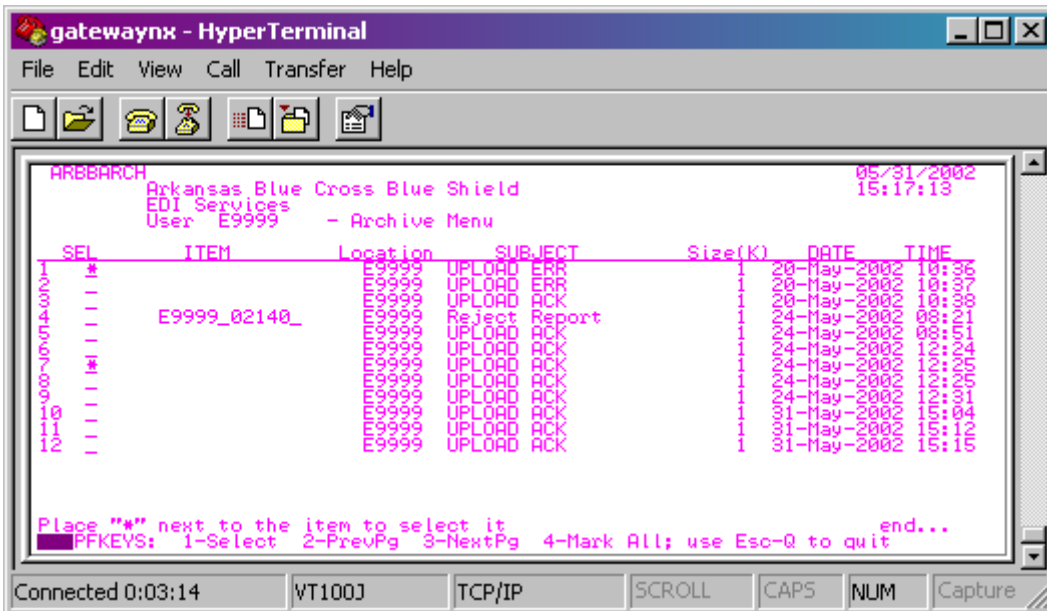


The next few screens demonstrate how to retrieve archived reports that you have downloaded previously. At the Main Menu screen select option 3 and hit the enter key.



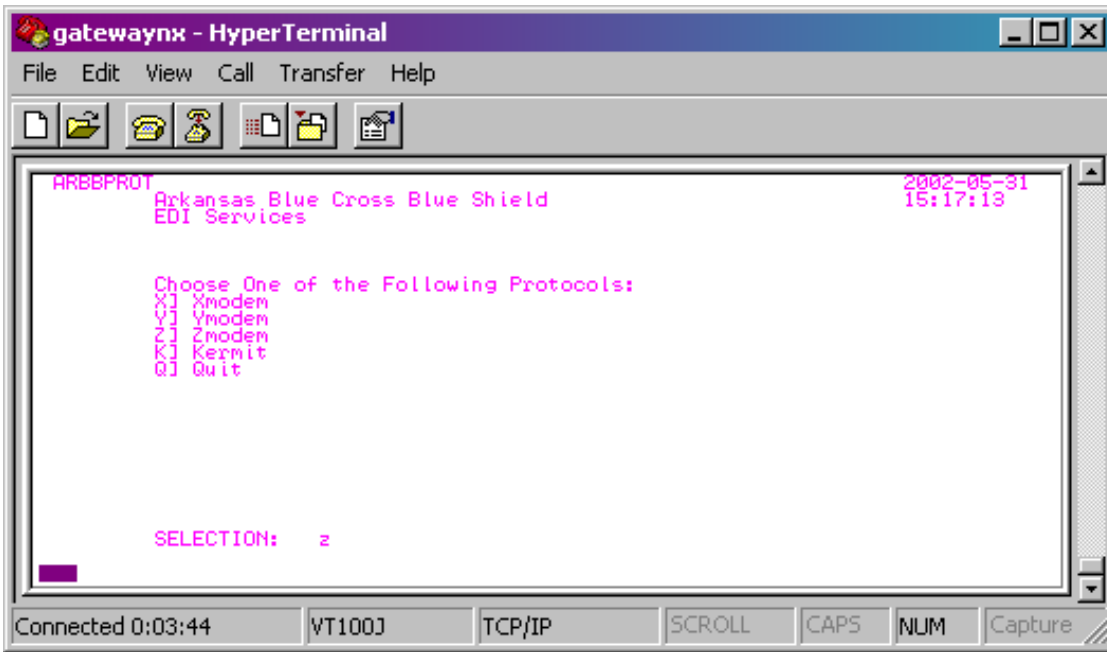
At the Archive Menu screen, select the reports you wish to download by placing an asterisk next to the report.

Note: If you wish to be selective and do not want all of the reports, press your space bar to skip over those reports you do not want.

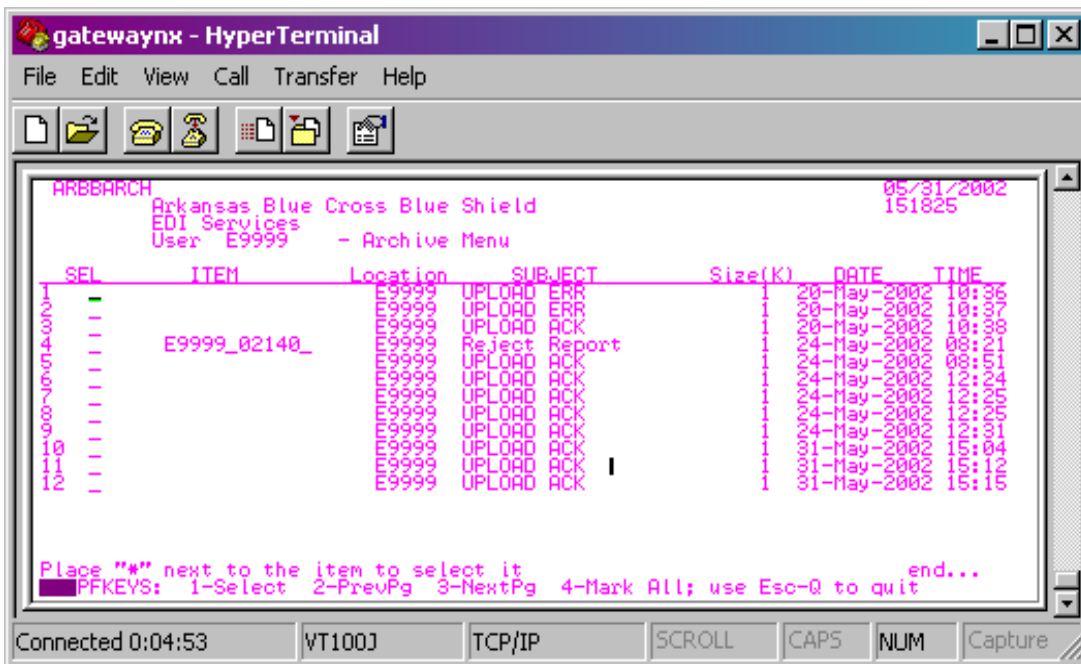


Now choose a protocol and enter at the selection prompt. Then hit the enter key.

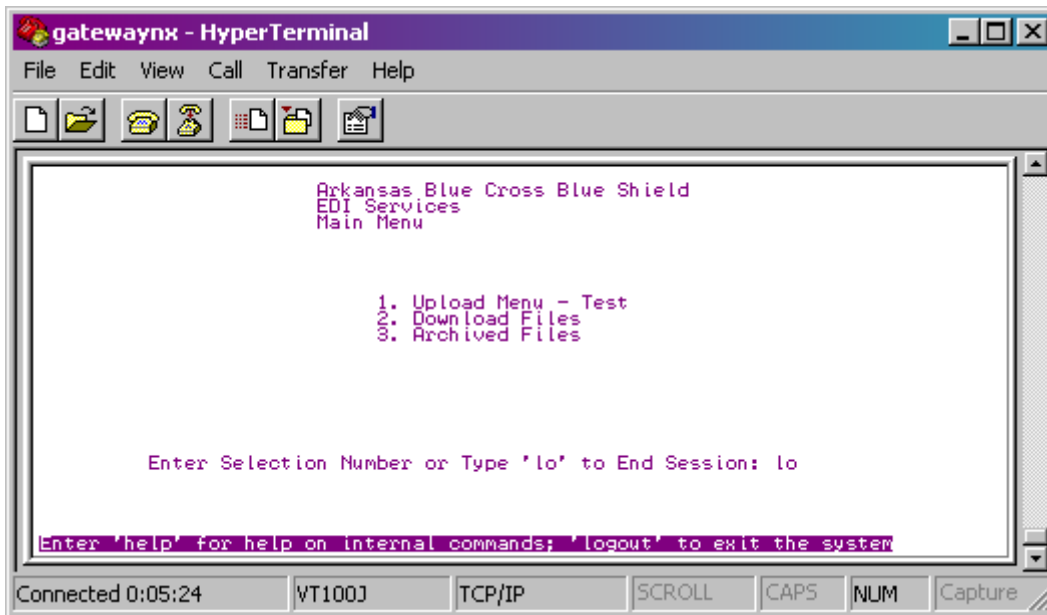
Note: Selecting Zmodem will automatically download the report. If you have chosen a different protocol, you will have to go to Transfer on the tool bar, select Receive File, and then rename the file on your system.



After downloading your reports, the Archive Menu screen will return. Hit Esc-Q simultaneously to return to the Main Menu.



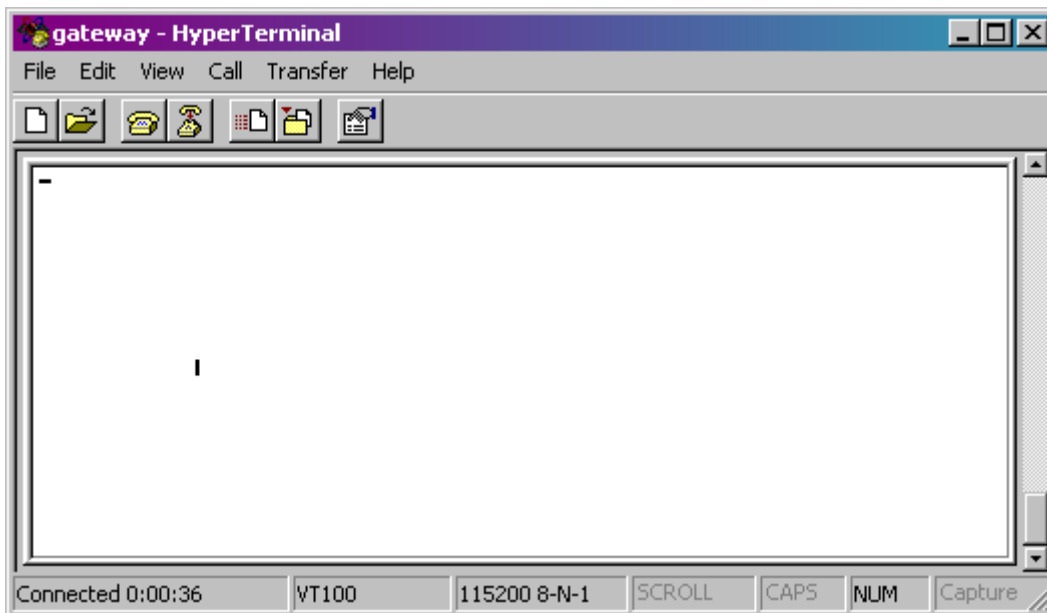
Once on the Main Menu screen, key in lo at the prompt to end the session.



Changing Your Password

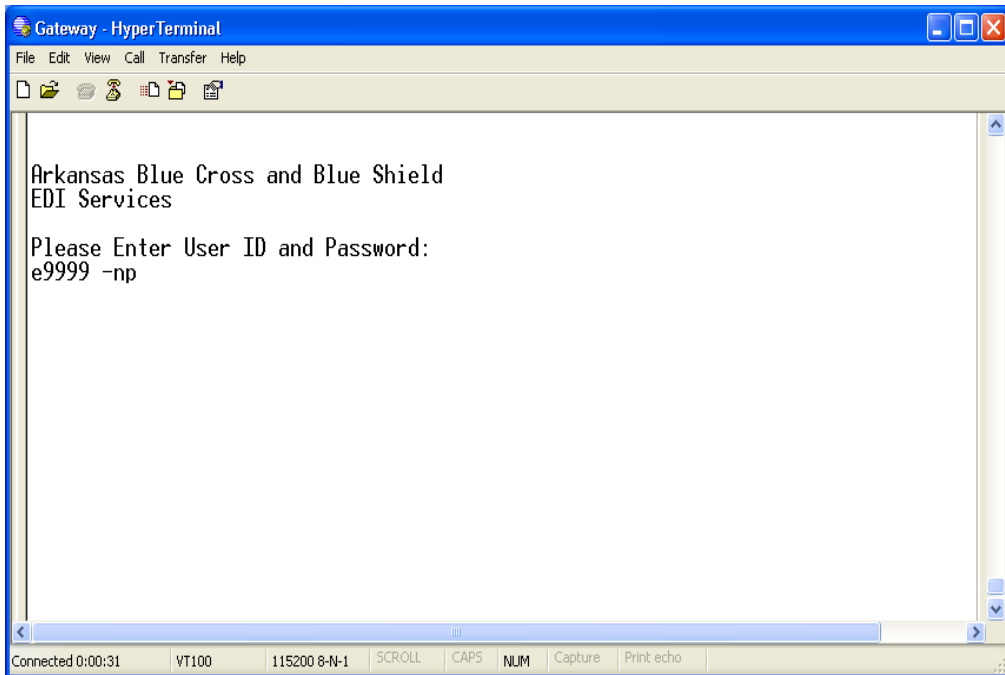
Users will be prompted to change their passwords every 30 days. However, users have the ability to change their passwords at anytime. The next few pages are step-by-step instructions for changing your password.

Once connection has been established, you will get a blank screen. Hit the enter key to display the command prompts.

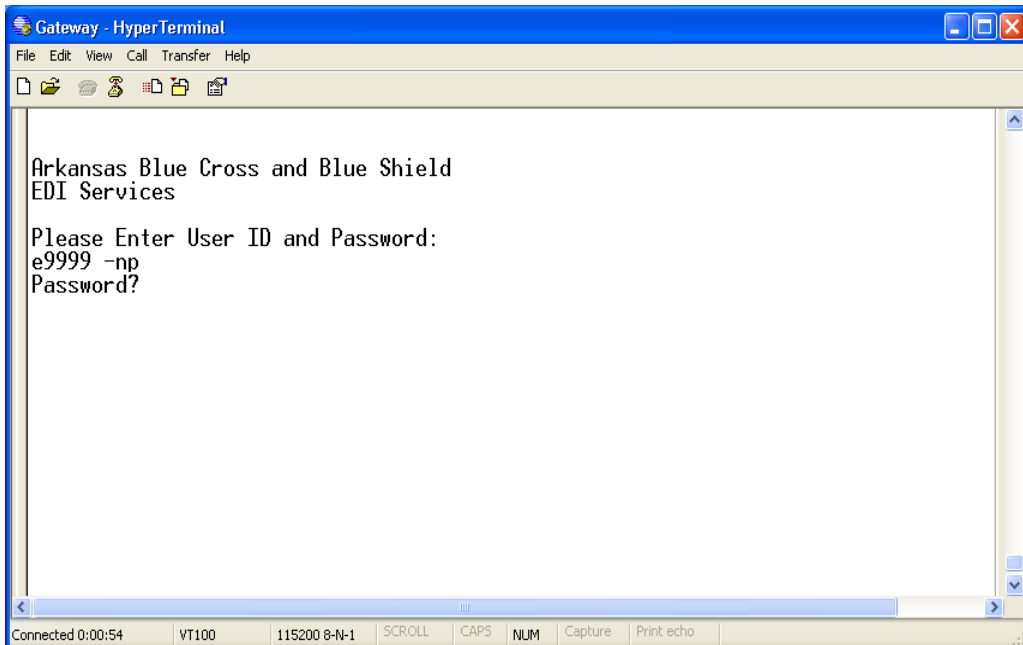


At the “Please Enter User ID and Password” prompt, enter **your submitter ID number** assigned by EDI Services followed by **a space, a hyphen**, the letters **np** and then press the enter key.

NOTE: The login ID must be entered in lowercase.

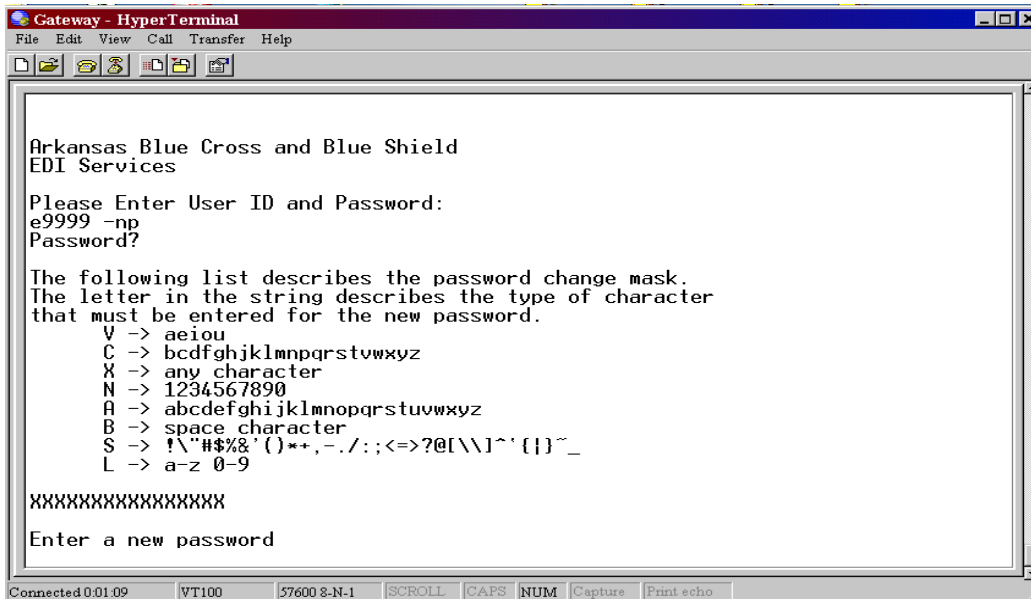


You are now prompted to enter a password. You must enter your current password and then press the enter key.



You will now be prompted to enter a new password. The password must be eight characters long and passwords are case sensitive. It can be uppercase, lowercase or a combination, but no

special characters may be used. No two identical characters may be used side-by-side in your password. Enter your new password and press the enter key.



Re-enter your new password and press the enter key. Once you have re-entered the new password, your password will be changed. You will proceed to the main menu screen.

