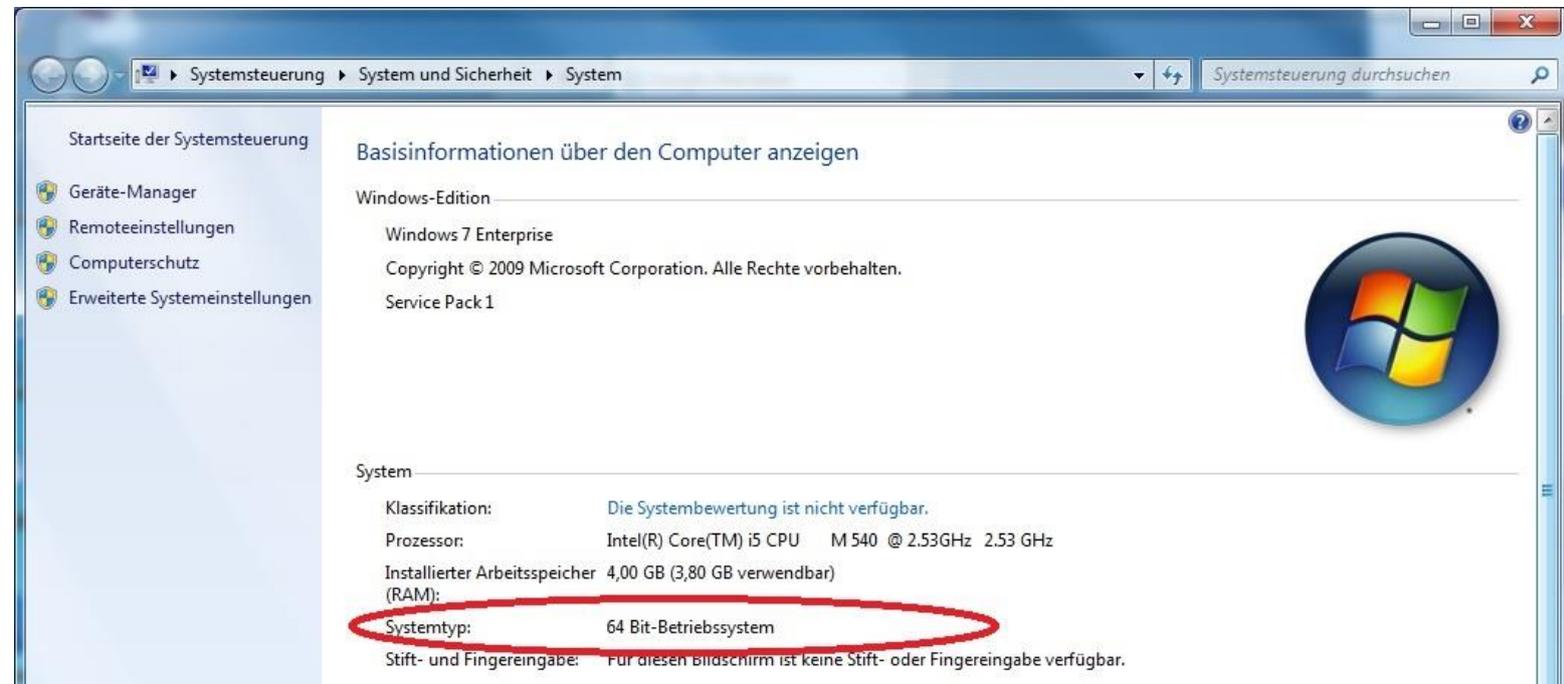


If you are installing Basware Message there are a few steps to follow:

1. First of all, please check whether you have a 32 or 64 bit operating system. For this, open your system information (Ctrl + Pause):

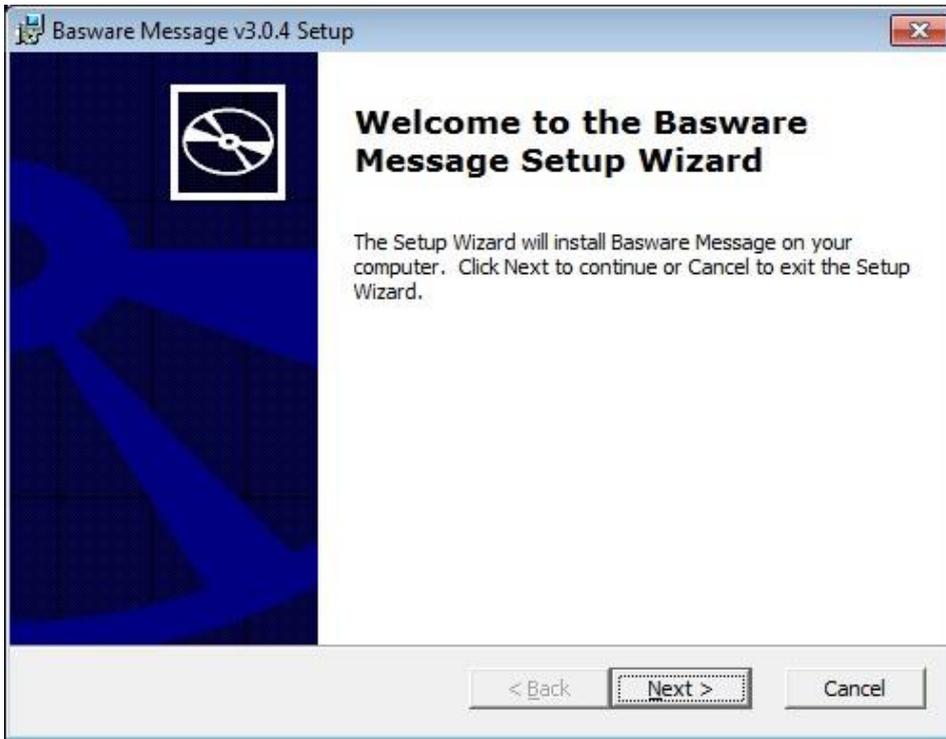


2. Then download either Basware Message 32bit or 64bit depending on the version you have.

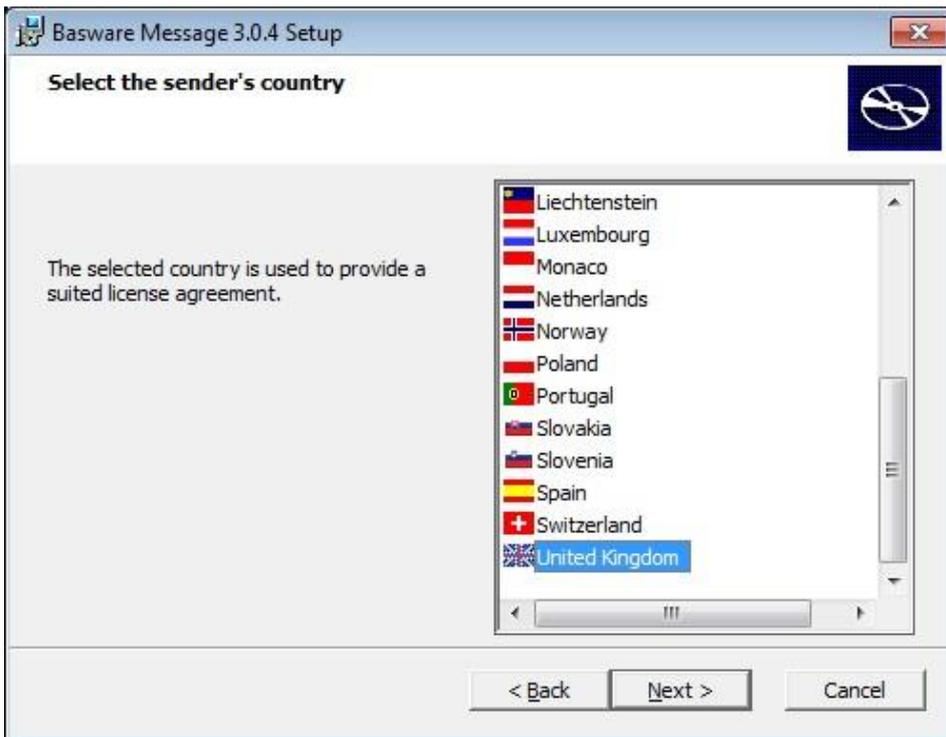
3. After downloading, start the installation



Select English (or your language)



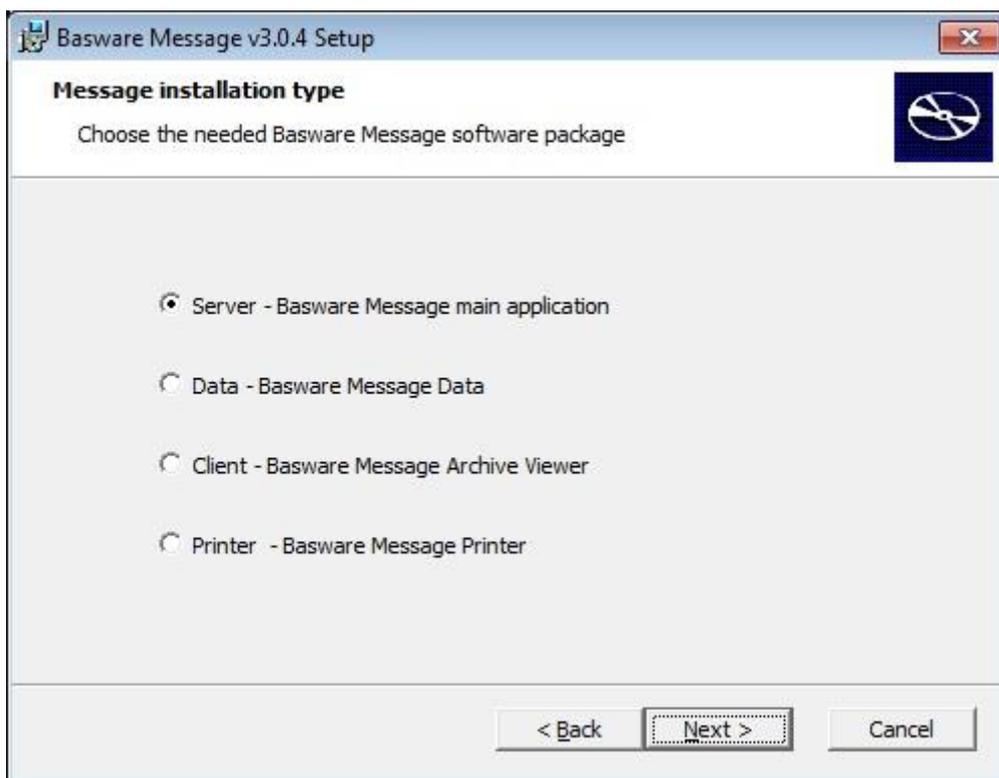
Press Next



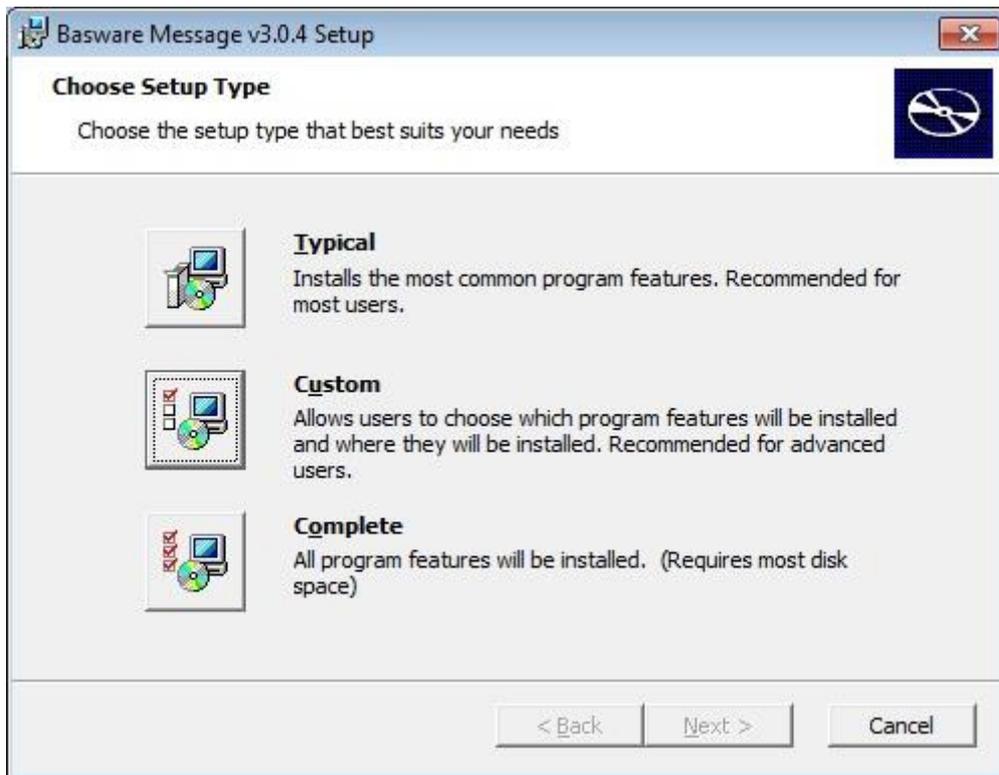
Select a country, e.g. United Kingdom



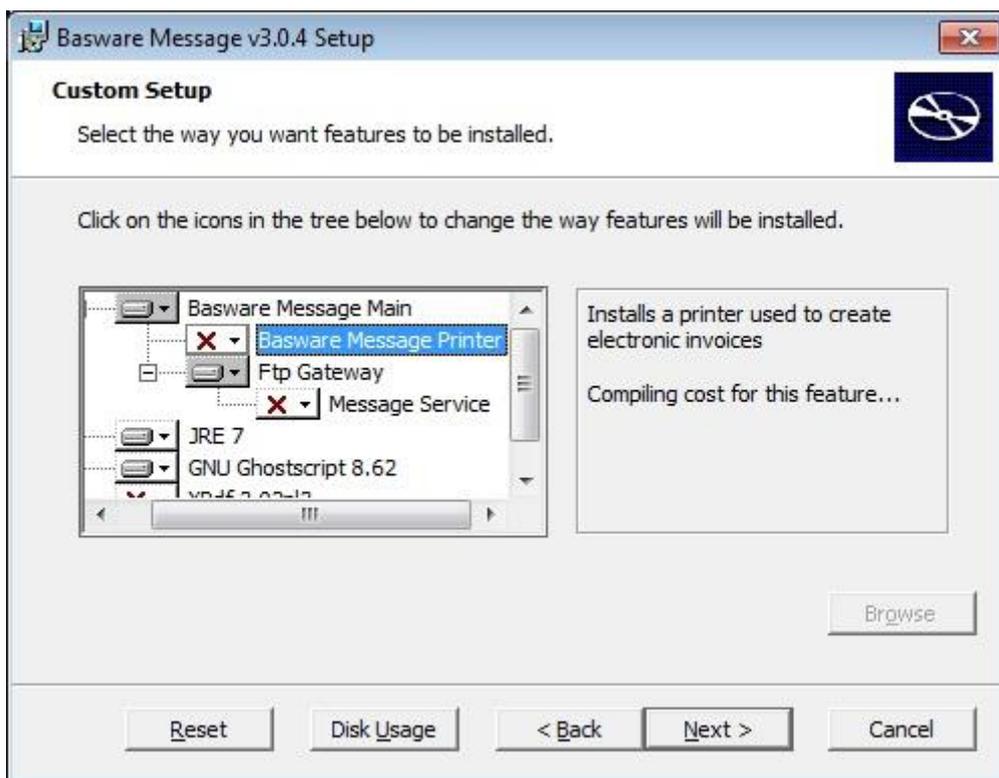
4. Read the License Agreement and then select “I accept the terms in the License Agreement” and press Next.



5. Select the Server-Installation and press Next



6. Press on Custom

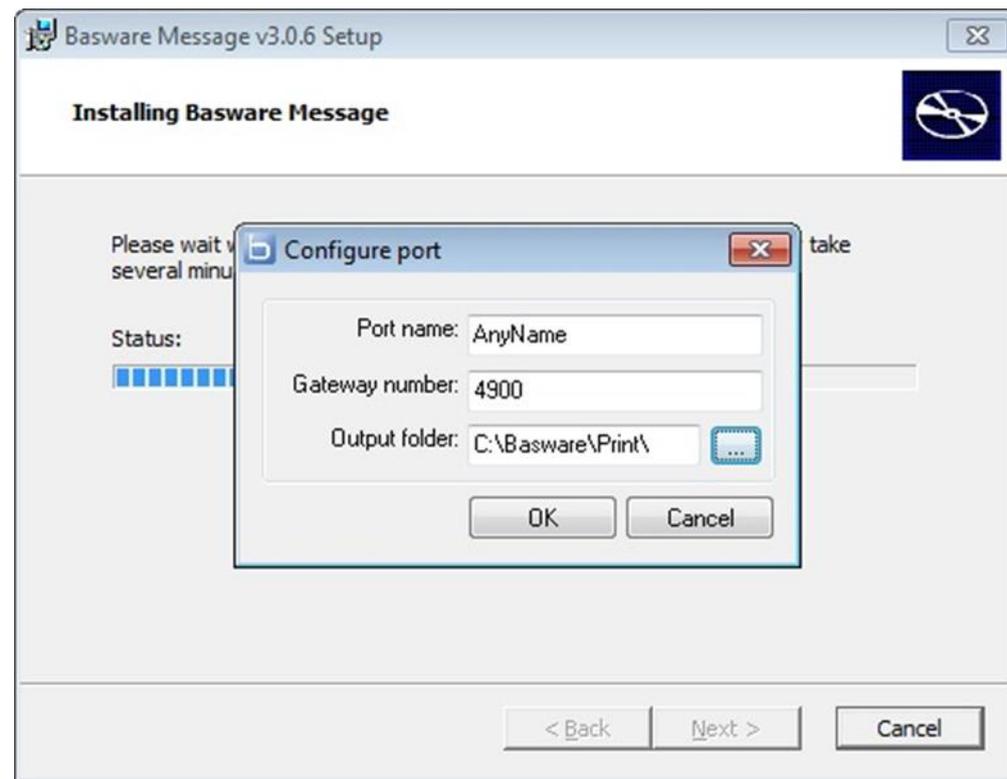


-If you are sending .txt, .asc, .pcl, .pdf, .html -files, you do not need the Basware Message Printer.

-If you want to print your documents or print directly from your erp system, you will have to select the Basware Message Printer. This will create .ps(postscript files).

-If you want the program to run automatically please enable the Message Service.

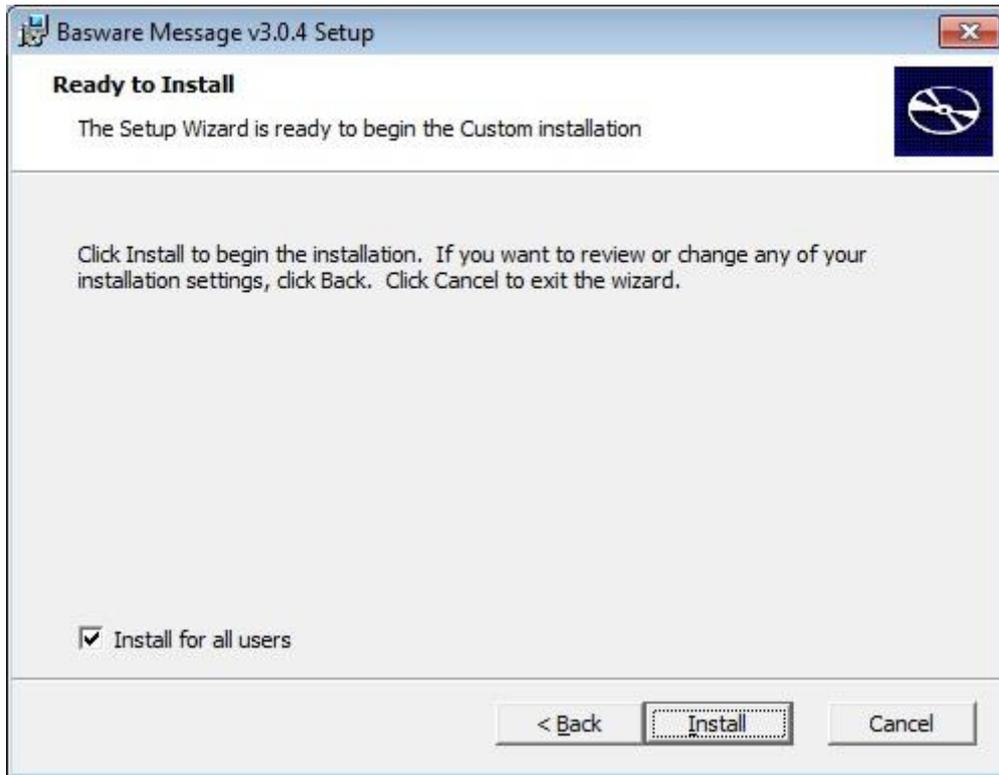
For the printer please use this guide:



Port name: this is the name of the printer, this is your decision.

Gateway number: 4900 (this is for our German gateway).

Output folder: Now you need a directory for your printer. This is the directory in which your invoices will be “printed”. This folder should be the same one that you will set up as a local path(upload folder) for Basware Message.



7. Then press Install and the installation will begin.



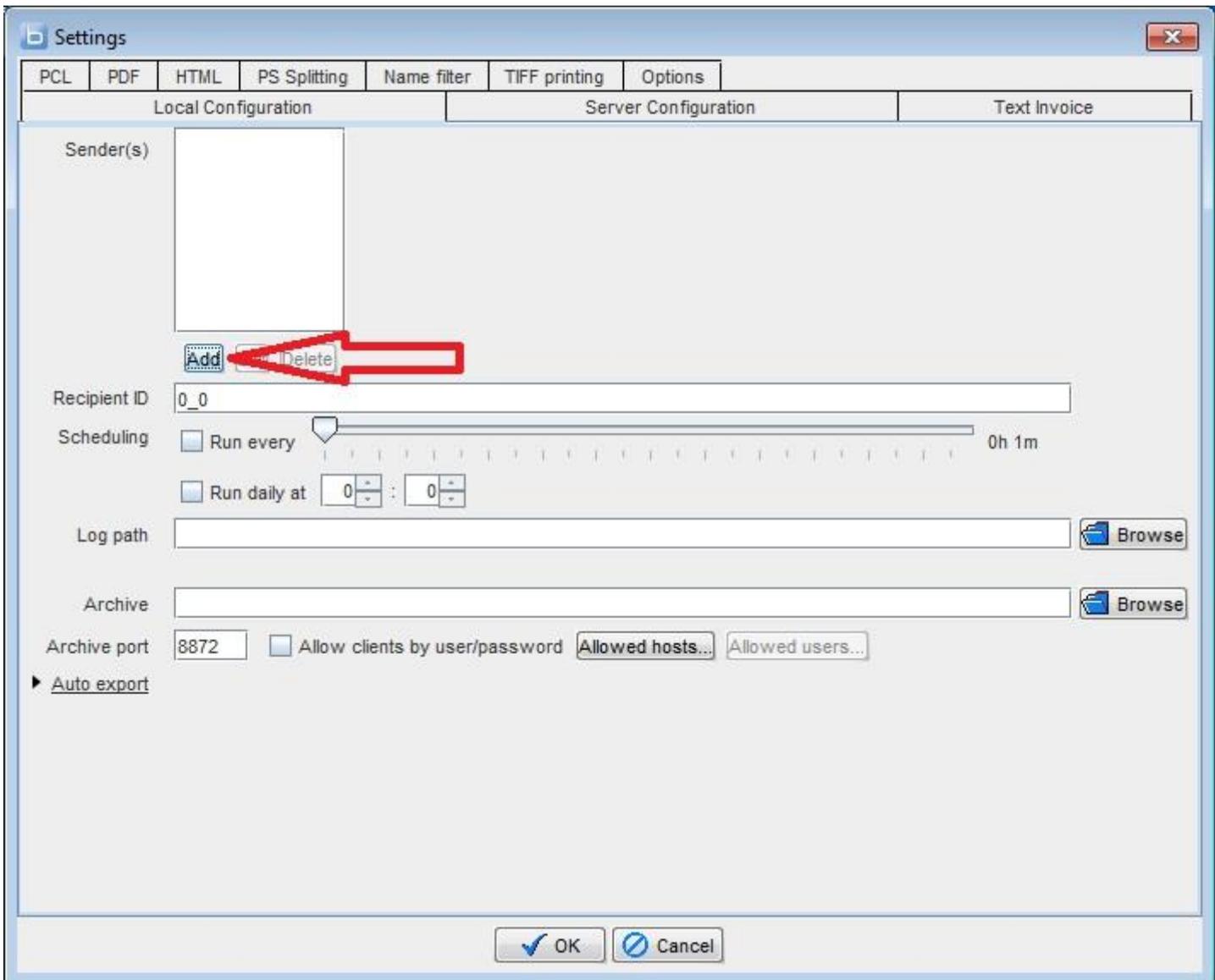
After a while the installation is completed, so press Finish



8. You can start the software now, there should be Icon on your desktop



9. You can enter your password now (if you like one), but if you do not need a password just press on Yes



10. This is the configuration. At first you need to add your new sender-ID to the program.

Just press on Add

Settings [X]

PCL | PDF | HTML | PS Splitting | Name filter | TIFF printing | Options

Local Configuration | Server Configuration | Text Invoice

Sender(s) [Empty List] [Add] [Edit] [Delete]

Recipient ID: 0_0

Scheduling: Run every [Slider] 0h 1m
 Run daily at 0 : 0

Log path [Empty] [Browse]

Archive [Empty] [Browse]

Archive port: 8872 Allow clients by user/password **Allowed hosts...** **Allowed users...**

▶ Auto export

[OK] [Cancel]

Sender ID [X]

[?] 4900 [Empty]

[OK] [Cancel]

Type in your new sender-ID 4900_XXXX and press on OK.



Now you need a directory for your “local path”, this is the directory in which you will insert your files later.

The files that are sent correctly will be deleted there afterwards!

If you are printing invoices on pre-finished company papers you need to add this company paper in the path “Company paper”.

At last enter a directory for the “Log path”.

Now all directories are ready.

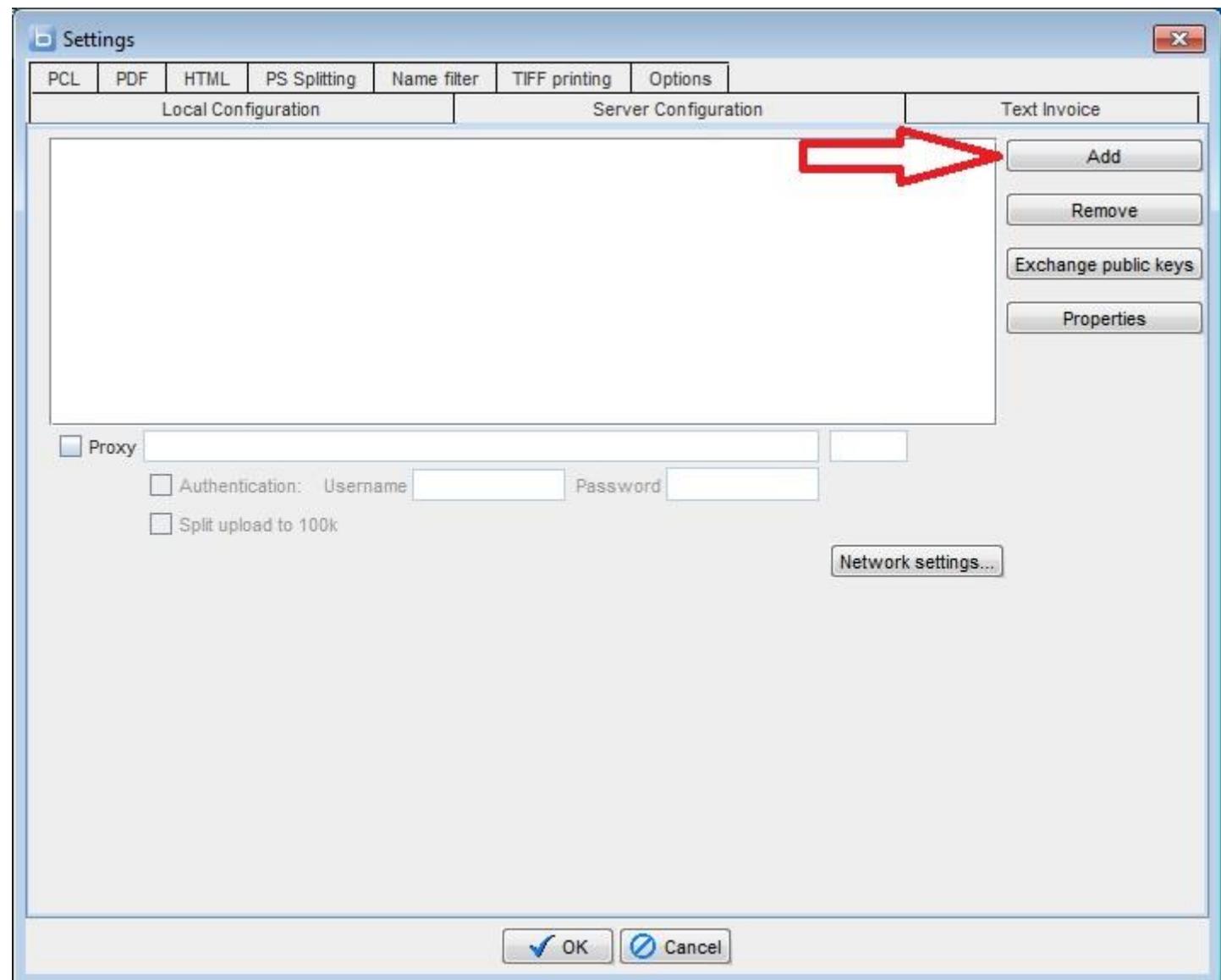
Since you wished to install the Basware Message Service, in the section scheduling you will have 2 options:

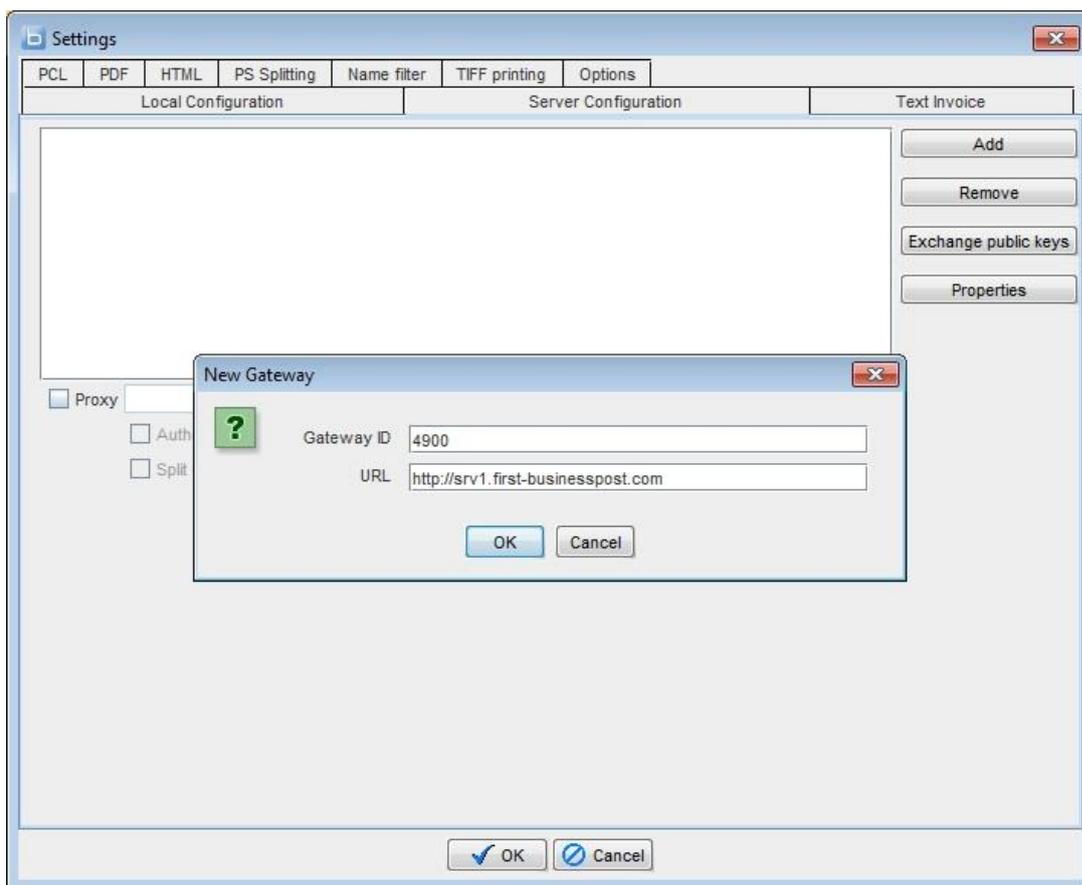
- enable the program to send at a specific interval
- enable the program to send at a specific time each day

12. Go to the tab "Server Configuration".

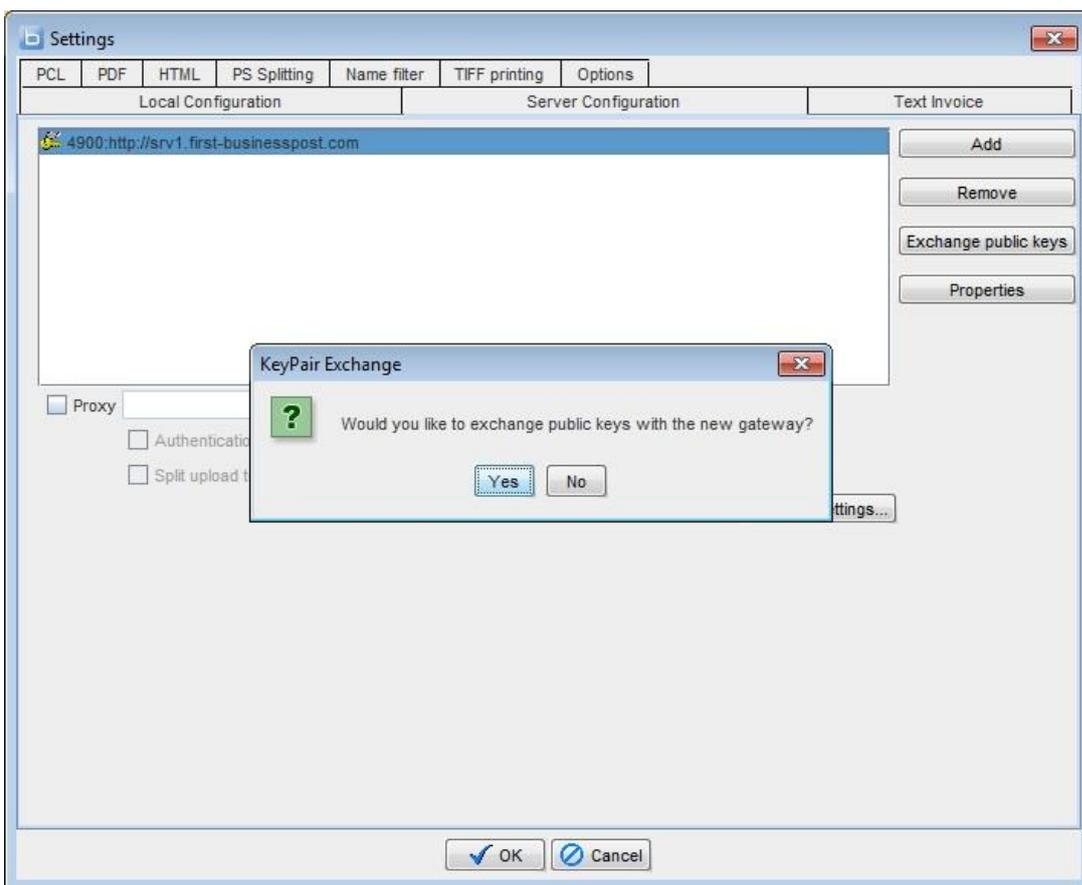
If you are using a Proxy, enter it here.

Then press on "Add"

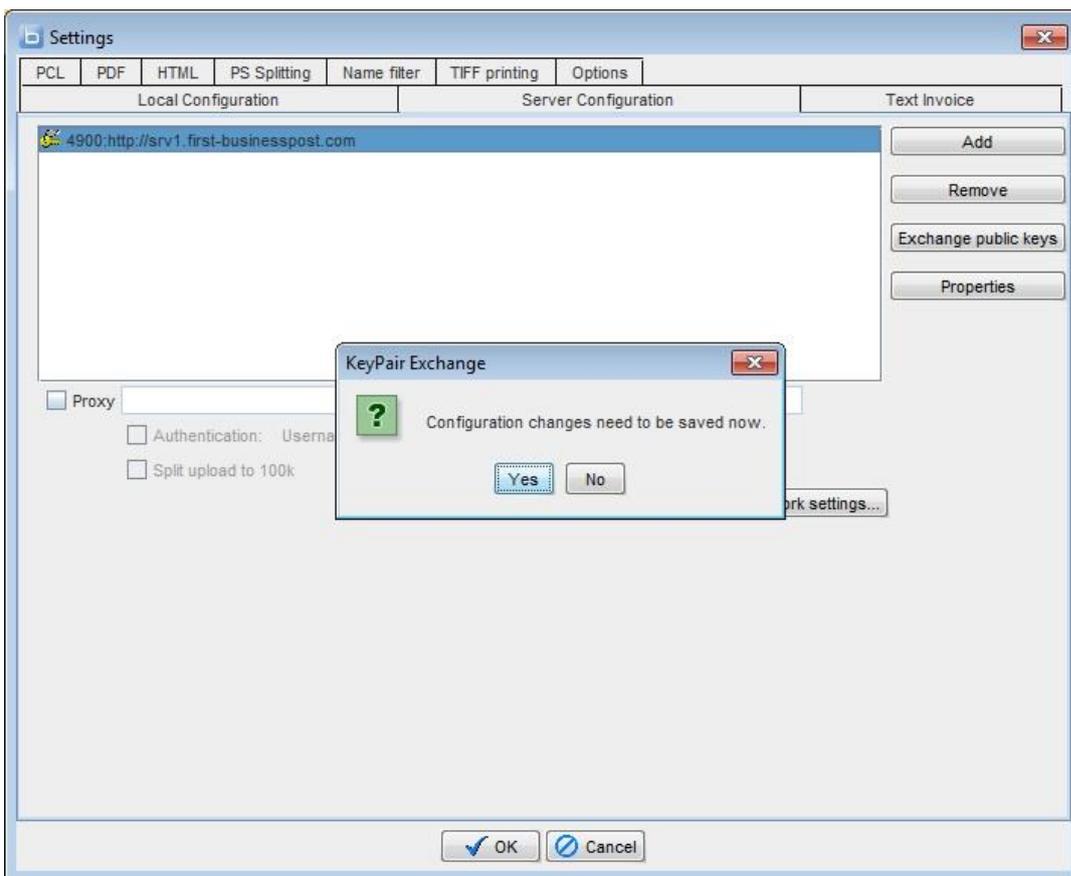




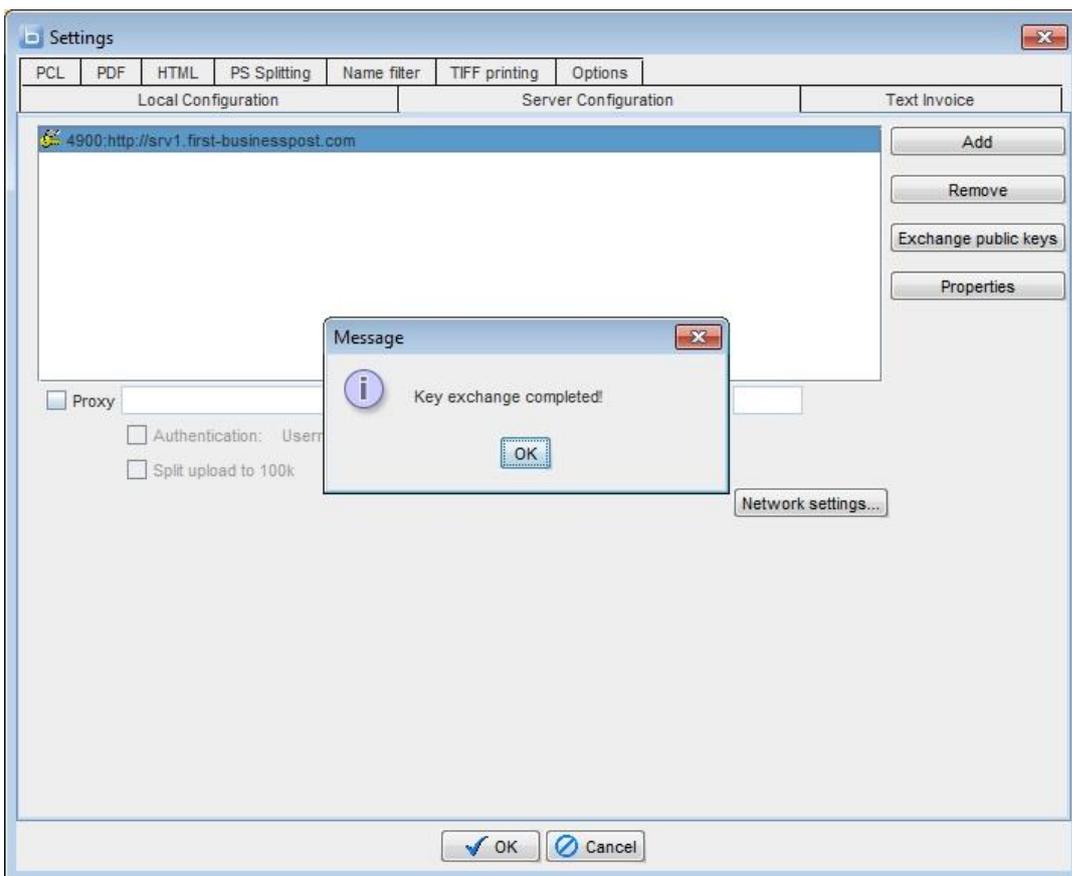
Type in the Gateway ID 4900 (this is for our German gateway)
 And enter the URL <http://srv1.first-businesspost.com>
 Then press OK



Press on Yes

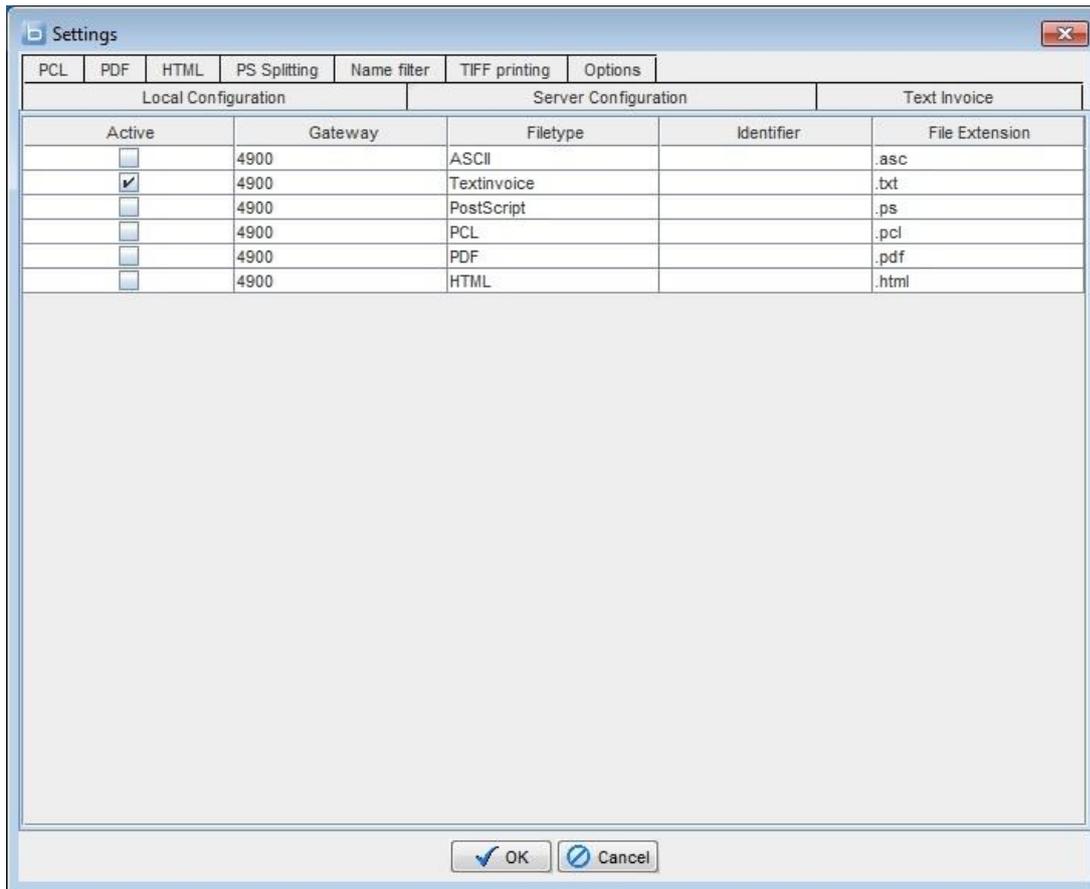


The configuration will be saved now, just press Yes



If the connection is fine, you will receive this message.

13. Open the tab "Name filter".



Here you can decide what kind of files you are sending. For this example we used .txt/

Select the type of file.

Leave the Identifier-field empty, so every file will be sent.

Settings X

PCL	PDF	HTML	PS Splitting	Name filter	TIFF printing	Options
-----	-----	------	--------------	-------------	---------------	---------

Local Configuration	Server Configuration	Text Invoice
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Language English ▼

Don't ask for password

Ignore Ghostscript error when making TIFF

Documents are organized in subfolders

Attachments

Use Interactive ▼

None PDF in documents's folder

Interactive PDF in "attachments" folder

Automatic PDF in "attachments" folder

Prefixed by document name without extension

First characters must match

Attachments folder Browse

Mail to administrator

Send

Mail address

Mail server

14. The last tab is “Options”.

There you can change the language at any time.

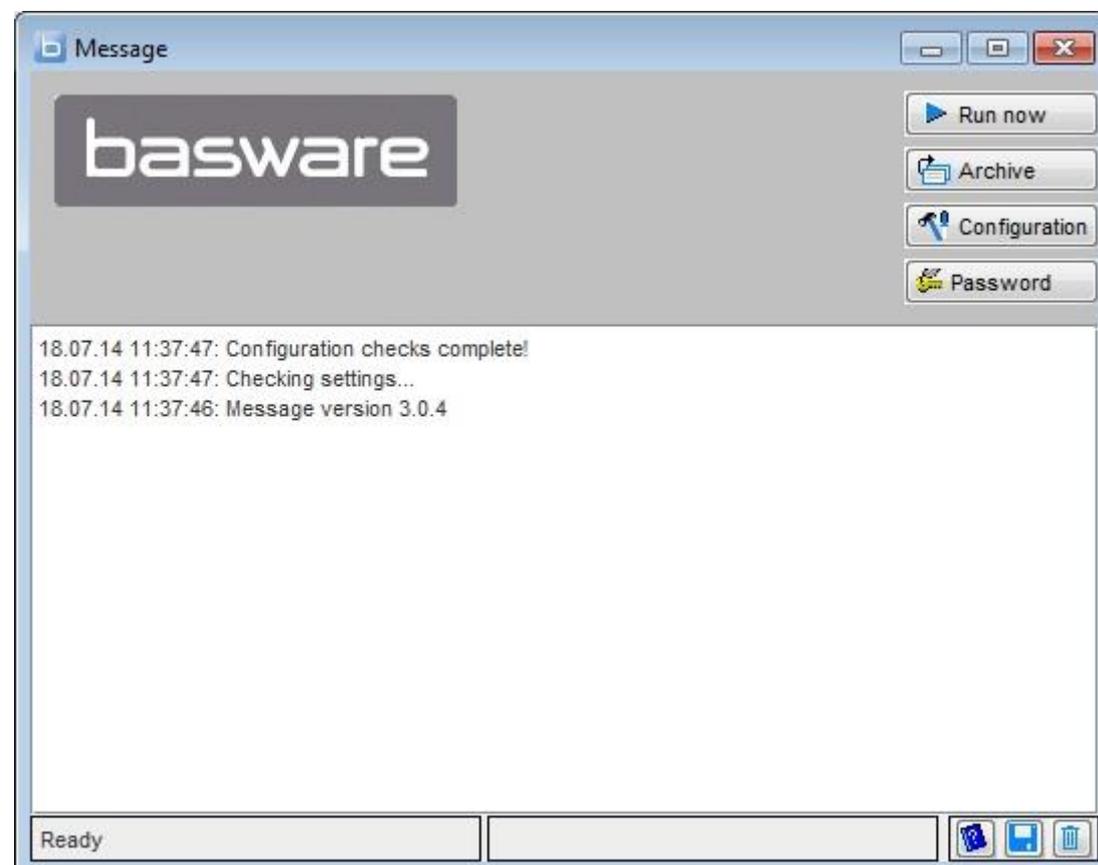
Select “Don’t ask for password” and the program will never ask for a password.

Select “Attachments – Use – Interactive or Automatic” when you are going to attach additional PDF-files to your invoice-files.

Note: if you select Interactive, you will have to add the attachments manually and in this case you will not be able to run the Basware Message Service, so the application will work only if you click on Run Now.

If you select Automatic you will need to have a fixed attachments folder and Basware Message will identify the invoice and the attachments by checking the names.

When everything is finished, press OK



15. The installation is finished, you can send your invoice-files now by copying them in your “local path” or by printing them on the Basware Message Printer.

You can either send them manually by pressing Run Now or you can close the application and start the Basware Message Service.

16. For the configuration of the service press on the Windows-Button and type in “services.msc”



Right-Click on “Basware Message” and press on “Properties”

Services

File Action View Help

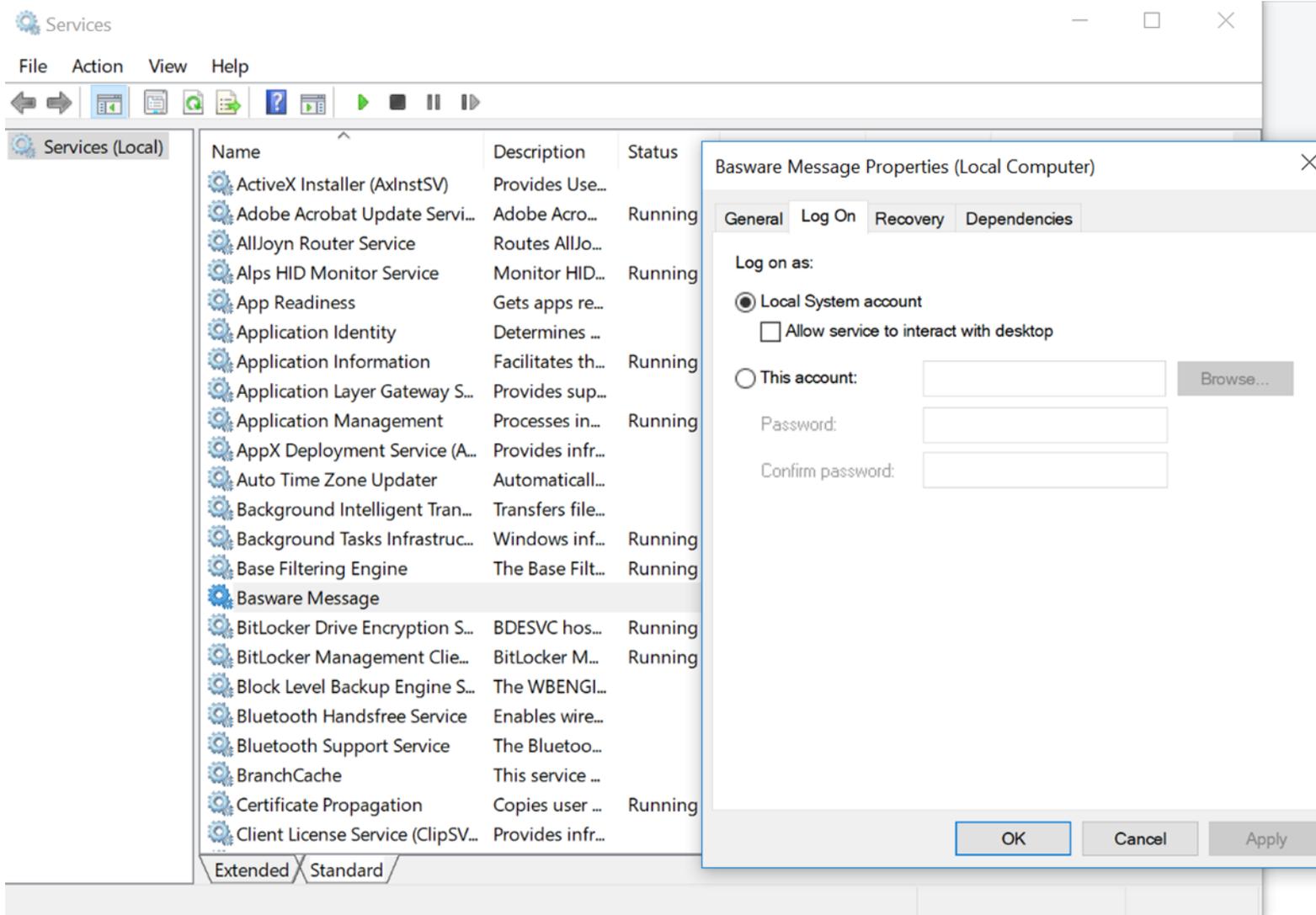
Services (Local)

Name	Description	Status	Startup Type	Log On As
ActiveX Installer (AxInstSV)	Provides Use...		Manual	Local System
Adobe Acrobat Update Servi...	Adobe Acro...	Running	Automatic	Local System
AllJoyn Router Service	Routes AllJo...		Manual (Trigg...	Local Service
Alps HID Monitor Service	Monitor HID...	Running	Automatic	Local System
App Readiness	Gets apps re...		Manual	Local System
Application Identity	Determines ...		Manual (Trigg...	Local Service
Application Information	Facilitates th...	Running	Manual (Trigg...	Local System
Application Layer Gateway S...	Provides sup...		Manual	Local Service
Application Management	Processes in...	Running	Manual	Local System
AppX Deployment Service (A...	Provides infr...		Manual	Local System
Auto Time Zone Updater	Automaticall...		Disabled	Local Service
Background Intelligent Tran...	Transfers file...		Manual	Local System
Background Tasks Infrastruc...	Windows inf...	Running	Automatic	Local System
Base Filtering Engine	The Base Filt...	Running	Automatic	Local Service
Basware Message			Automatic	Local System
BitLocker Drive Encryption S...	BDESVC hos...	Running	Manual (Trigg...	Local System
BitLocker Management Clie...	BitLocker M...	Running	Automatic (De...	Local System
Block Level Backup Engine S...	The WBENGL...		Manual	Local System
Bluetooth Handsfree Service	Enables wire...		Manual (Trigg...	Local Service
Bluetooth Support Service	The Bluetoo...		Manual (Trigg...	Local Service
BranchCache	This service ...		Manual	Network Se...
Certificate Propagation	Copies user ...	Running	Manual	Local System
Client License Service (ClipSV...	Provides infr...		Manual (Trigg...	Local System

Extended Standard

The function “Allow service to interact with desktop” must not be enabled.

If the Local System account does not have permission to read and write in every folder, please add your Administrator Account and start the service.



You can send your invoice-files now by copying them into your “local path” or by printing on the virtual printer .These will be picked up and sent automatically.

Since multiple users will have to send files using this one installation , you can share the Printer on the network and they can install it on every workstation.

This way every file printed will end up in the local path of Basware Message.

If you don't use the Basware Message printer, you can share the folders and the users can upload files into them on the network.