

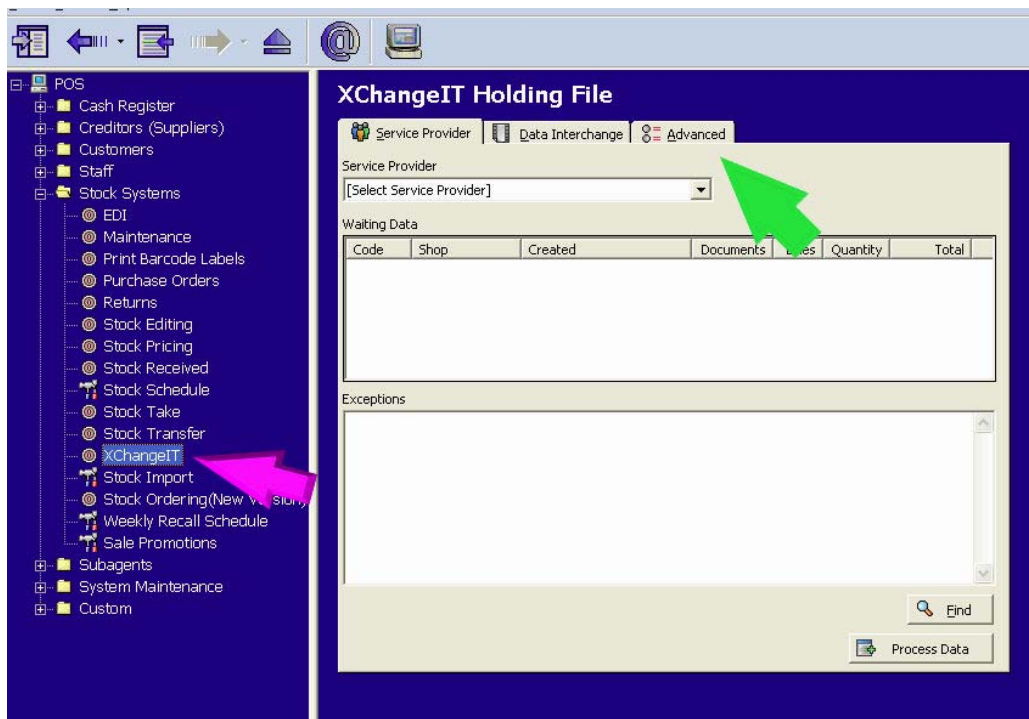
## Saving magazine invoice files to your incoming folder from your email account.

If you have saved invoices (DDO or DD2 files) from suppliers like GNS and Hallmark before then you can just follow the same procedure for any email invoices you get from XchangeIT. You may need to do this in the next few days as there has been a reported problem with the XchangeIT link update for some clients. If this is the case XchangeIT have reported that they may need to send your upcoming invoices via email. Supplied below is a quick guide on how to do that if you have not done so before. Remember if you have saved email invoices before then just follow the same procedure you use for them.

Firstly if you don't already know you are going to need to know the folder from which posbrowser processes you invoices. Many of you will have a link to this folder on your XchangeIT machine that says 'invoices' but you don't panic if you don't. These are the steps to find out which folder it is. These steps will all need to be done on the computer that has XchangeIT installed on it unless your invoicing is set up in a different way from the standard. You should be aware if the process if it is different.

### STEPS

Open the XchangeIT document in pos browser and go to the advanced tab.



Press the Shift + Ctrl+ Alt + F9 keys at the same time. You should then see the Server Provider setup options at the bottom of the page. Select the Service Provider XchangeIT from the drop down list.

Service Provider [Select Service Provider]	Shop POS SOLUTIONS SH
Shop POS SOLUTIONS SHOP	Schedule program ru POS SOLUTIONS SH
Supplier ADM ADELAIDE MAGAZINE CO	Scheduled time 11:30 PM <input checked="" type="checkbox"/> Ir
<input type="button" value="End"/>	
Service provider setup	
Service Provider Australian Book Centre Invoice	Shop POS SOLUTIONS SHOP
Australian Book Centre Invoice GNS Invoice XChangeIT	<input checked="" type="checkbox"/> Inactive
Outgoing working folder	Shell command
Archive working folder C:\Program Files\PosBrowser\ABCInvoice\Archive	Archive days

The incoming folder will now be revealed and you may take down the details of where the incoming folder is. The red arrow points to the folder name below.

Service provider setup	
Service Provider XChangeIT	Shop POS SOL
Incoming working folder C:\Program Files\XchangeIT\Source\In	<input type="checkbox"/> Inactiv
Outgoing working folder C:\Program Files\XchangeIT\Source\Out	Shell com
Archive working folder C:\Program Files\PosBrowser\Archive	Archive da 0

This path name translates as

- The XCHANGEIT file is in the Incoming folder
- The incoming folder is in the XchangeIT folder
- The XchangeIT folder is in the POS Browser folder
- The Pos browser folder is in your Program files folder
- Your Program Files folder is on your C: Drive.

A drive letter such as C: is usually the highest you can go.

Each step is signified by a back slash \

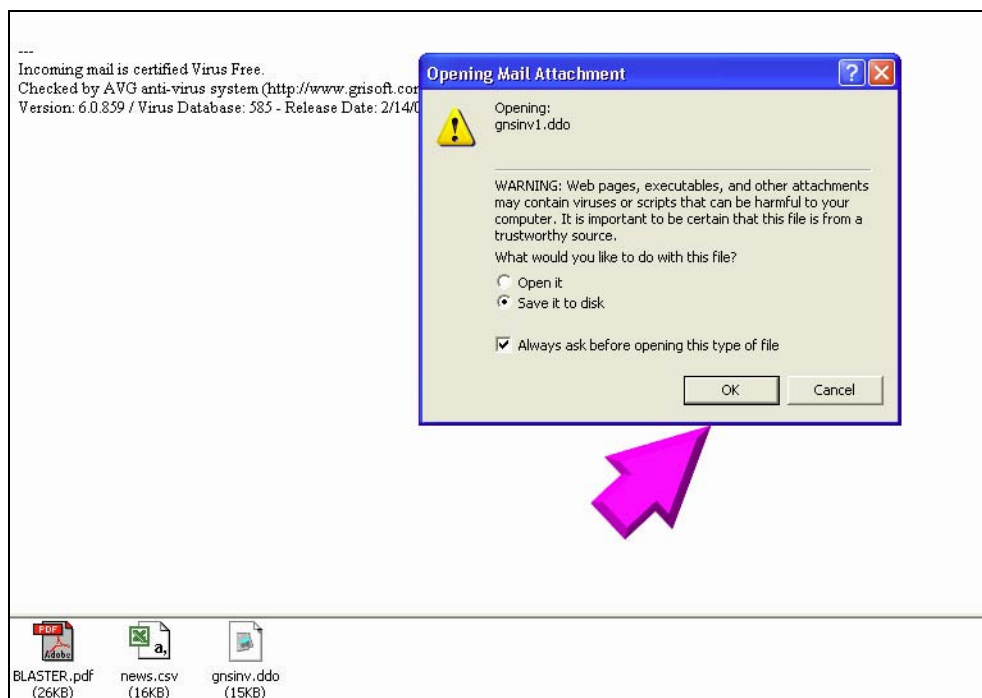
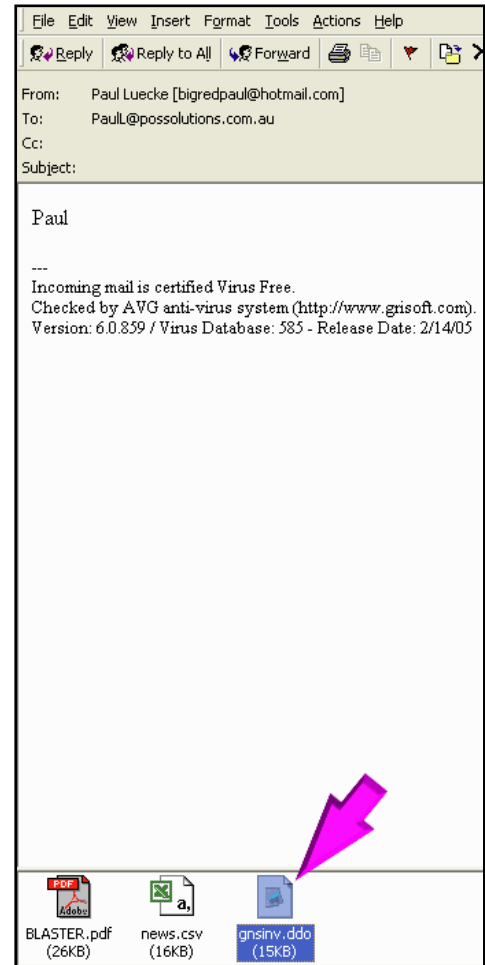
Now that you know where your invoices are stored before processing it's time to move to step 2.

## STEP 2

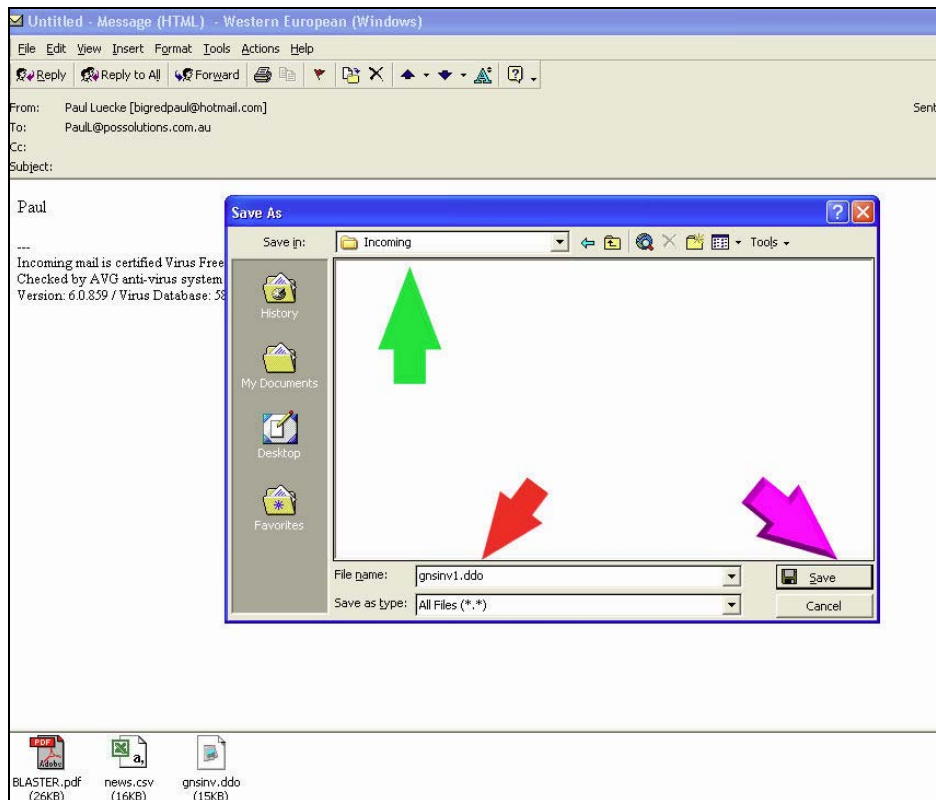
Firstly open your email from and click on the invoice/invoices attachment.

Microsoft Outlook attachment downloads is demonstrated here but you don't have to use an e-mail program to get your emails if you don't already do so. You just need to open your email using your web based email interface as you normally would and then save the attachment from there. The process will mimic the way you save attachments in Outlook demo here. If you aren't quiet sure how to save your e-mail attachments using your web based email then check the support options for the provider to find out how.

Double click on the XCHANGEIT invoice file and you will get a Save to disk or Open it dialog box



Click on save and you will get a Save As Dialog screen.



You can use the Save In address bar (Green arrow) to find the Path for the invoice file. If you left click on the downwards-facing arrow on the end of the address bar to find the drive the folder is in and then navigate to the folder following the path you have noted from XchangeIT.

Example C:\Program files\Posbrowser\Xchanegit\Incoming would be left click on Down arrow, left click on Local disk C, left click on Pos browser, left click on XchangeIT and finally left click on Incoming. The Save in address line would now read Incoming. This means if you clicked on the save button (Pink Arrow) you would save the attachment into the Incoming folder.

Alternatively you can just type in the full path name into the file name address bar (Red arrow) and press enter to go strait to the folder you need and then click 'Save' to save the file. This is a quick option but you need to be accurate when typing the path name because if even one letter is wrong the folder will not be found.

Now that you have saved the file to your hard drive you can close your email software or web page. Open the XchangeIT document in pos Browser to receive your invoices as normal.