

Edisoft

The Exporters Companion

Users Manual

v 3.65

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1 Getting Started

1.1 Getting Started

Disclaimer : Please be aware that neither ByteLoad Pty Limited nor Woodwind Systems accept any responsibility for error contained in this guide or for any loss of user business, either financial or otherwise, whilst using the *EdiSoft* product. It should also be noted that this manual is a guide only and relates to the actual use of the software. For RFP's from AQIS it is assumed, and indeed imperative, that the reader has a detailed knowledge of the **AQIS volume II manual** as it relates to the legislative requirements for export.

All efforts are made to see that this guide is correct. There may be times when there are discrepancies due to enhancements or changes to the program. If this is important to you then please help us by advising the Help Desk by fax and we will make any necessary corrections.

There are four levels of first hand support as follows :

EdiSoft Help Desk

E-Mail helpdesk@woodwindsys.com.au
Mob (0421) 379 465

EdiSoft Sales & Support

Peter Jeacle on

Fax (02) 6292 0073
Tel (02) 6292 0072
Mob (0417) 043 246
E-mail pjeacle@tpg.com.au

AQIS Error Messages

Exdoc Support

Fax (02) 6272 5773
Tel (02) 6272 4800 - Meat
Tel (02) 6272 4700 - Non Meat

Customs ICS Help Desk

Tel 1300 558 099

Hint Use of the facsimile or e-mail for both Peter and Greg is, in most instances, by far the most effective way of obtaining assistance. Please document your query with as much information as possible and include examples where available.

The importance of a stable platform.

With most of the things we do it is important that we operate from a stable foundation or platform.

This rule is most applicable to the application software running on your computer. If the computer is unreliable, or the operating system (Windows) is unreliable then you can be sure the application software will give unpredictable results.

There are some things we can do to maximise the probability of a stable platform.

Always shut down Windows before turning the computer off. This is not always practical because there will be instances where there is a power failure or Windows just hangs etc.

Install an Uninterrupted Power Supply (UPS) unit. This will provide protection from power surges etc. and will also provide sufficient battery backup to enable you to shut down gracefully when there is a power failure.

Run "ScanDisk" regularly. This program detects errors on your hard disk caused by a hardware malfunction and attempts to correct them. If you are continually finding disk errors then this could point to a more serious problem with the hardware and you can take action.

Backup your data regularly. This will enable you to recover if you do have a malfunction or disaster. This issue is discussed more fully later in this manual.

Use Virus protection software. Unfortunately there are some clever people around who take delight in distributing "viruses". These viruses embed themselves in normal programs and proliferate when the infected program is run. Most virus protection software will recognise most viruses and warn you. Unfortunately new viruses are arriving all the time and the protection software needs to be continually updated. It is a real pity that the creators of the viruses cannot find a better way to use their talents.

EdiSoft - the Exporter's Companion

There are two editions of **EdiSoft**. There is the "Standard" edition for Exporters who only need to get EDN's from Customs and send PRA's to the Terminals. Then there is the "Premium" edition that accesses ICS , EXDOC and Sends PRA's to the Terminals. This edition also provides Invoicing and other Documentation. Both editions provide a Data Transfer facility,

This manual covers both the "Standard" and "Premium" editions. Users of the "Standard" edition should disregard the areas that are not available in their edition.

When changing from a previous system.

Please note that any EDN's or PR A's that you have started on your previous system must be completed on that system. Any outstanding RFP's can be brought into **EdiSoft** by doing a "Copy RFP" from AQIS using the RFP Numbers. During the interim period, make sure that you do not transmit or receive RFPs, PRAs or EDNs from one system if you are waiting for replies to transmissions sent from the other system.

Please remember this is your system. We welcome constructive feedback regarding ways the system can be improved.

1.2 Basic Concepts

EdiSoft can be used to obtain

- EDN's
- CRN's
- RFP's
- Health Certificates (also known as Phytosanitary Certificates for some commodities)
- PRA's

The same principle applies for all these documents.

1. The User enters information into Edisoft.
2. The User queues the document for transmission.
3. The User clicks on the Transmit / Receive button to send the message.
4. Edisoft transmits the message to the appropriate processing authority (Customs, AQIS or a Stevedore Company).
5. The computer at the processing authority analyses the information contained in the message and sends a reply. This reply may be acceptance of the document or rejection. The reply also contains messages that explain why a document has been rejected.
6. The user clicks on the Transmit / Receive button (again) to receive the answers.
7. If necessary, the User then makes any changes, re-queue's and re-sends the message. The user does this until the required status is obtained.

1.3 Some Standards

Let us start by identifying some standards that apply throughout EdiSoft. These will also be

described when they are used in this manual.

Let us start identifying some standards that apply throughout **EdiSoft**. These will be described when they are used in this manual.

Buttons only need a single click. Do not bother to Double-click buttons as this will have no special effect and it can only contribute to giving you RSI. Look after yourself.

Access to your data is provided via browse screens that display a list of the records. There are features that make it easier to find the record you want. This record can then be edited.

By clicking on the Title button at the top of a column, you can put the records into sequence for that column. You can then enter Search Criteria into the "Search" box and the highlight pointer will move to the first record that satisfies the search criteria. The Filtered Search will cause only those records that match the search criteria to be displayed.

User Reference	Version	EDN Number	Status	Send Queue	Wait Reply	Recd Reply	Print Queue	Export Date	Sent Date	Sent Time	Sent ICR
▶ CHEWING GUM TEST 0009	3	AAAAEAR9C	CLEAR					4/6/2004	2/6/2004	11:35 AM	676
CHEWING GUM TEST 0010	4	AAAAEHXTL	CLEAR					16/6/2004	2/6/2004	11:36 AM	677
CHEWING GUM TEST 0011	4	AAAAEHXK	CLEAR					25/6/2004	2/6/2004	11:38 AM	678
COAL TEST 0001	1		REJECTED					5/6/2004	24/5/2004	10:09 AM	557
COAL TEST 0002	9	AAAAAC4HLS	CLEAR					22/5/2004	26/5/2004	08:38 PM	632
COAL TEST 0003	13	AAAAAC4HMJ	REJECTED					27/5/2004	3/6/2004	01:56 PM	684
COAL TEST 0004	4	AAAAEATGL	CONFIRM					27/5/2004	26/5/2004	09:34 PM	645
COAL TEST 0005	3	AAAAEATCF	CONFIRM					28/5/2004	26/5/2004	09:34 PM	645
COAL TEST 0006	2	AAAAEATAE	CONFIRM					30/5/2004	26/5/2004	09:10 PM	641

Some of the buttons and their uses.



This is the CLOSE button. When you click on this it will close the screen you have open.



The Print button is enabled when you have queued records for printing.



This is the Edit button. It enables you to edit the record that is highlighted in the grid.



Click on this button to add new records.



This button will duplicate the record that is highlighted.



Use this button to delete records.

Before you can use **EdiSoft** it will be necessary to do some preparation.

1.4 Communication Methods

EdiSoft interacts with the various organisations (Customs, AQIS and the Port Operators) using EDIFACT messaging. A message is sent from EdiSoft to the organisation and the computer at the other end receives the message, analyses the content and sends a response. In the case of EXDOC, when a Health Certificate is to be printed this "print file" is sent separately to normal messages.

Internet Mail is used for communications.

-

Internet Mail is the technique you use for your normal e.mail messages. EdiSoft uses your normal connection whatever it is (56k Dial-up or Broadband). To use this method you will need to set up a new e.mail address for EdiSoft to use. No other messages should be sent using this address and no other software should access the EdiSoft email address. EdiSoft does not utilise your installed email software because there are various programs for this and we do not know which one you have. EdiSoft sends messages via your SMTP mail server and receives messages via your POP3 mail server. If you have a firewall in place (good practice) then you will need to make these mail servers accessible for EdiSoft. The EDIFACT messages are pure text and we cannot envisage a situation where a virus would be transmitted with these packets.

EDI e-Mail Address

EdiSoft will need an e-Mail address for communication via Internet Mail. This address should be reserved for EdiSoft only. No other e-Mail clients (Outlook, NetScape etc.) should be configured to use this address. A good practice is to have the letters "edi" in the address (e.g. edi@woodwindsys.com.au) so that anybody seeing this address will know it is not a personal address. Where required, EdiSoft will use this address for communications with Customs ICS, EXDOC and 1-Stop. All types of messages go through the same address. When you are obtaining your Type 3 Device [Certificate](#) for Customs ICS, this is the address you will use for the device. It is worth noting here that the address will be a part of the certificate and it cannot be changed, so be careful.

Messaging Options

- All messages to Customs for ICS must go via Internet Mail. A [Digital Certificate](#) is required.
- The EXDOC system provided by AQIS has the facility to send and receive messages using either the Internet (email).
- Internet Mail is the only method available to send PRA's to the Terminals.

1.5 Digital Certificates

Digital Certificates are used to ensure secure communications when using Internet Mail. When a message is signed and encrypted using this method, nobody but the intended recipient can access the message. This protects the integrity of the information as well as preventing any tampering by viruses.

Before applying for Digital Certificates you should configure EdiSoft to use Internet Mail. This is done in Setup using the [Internet Setup](#) tab. **Make sure this is working properly.** The e-mail address you use for EDI Messaging will be associated with the Digital Certificates issued to you and changing it later will require changes to your registration. Much messing around and expense.

Digital Certificates are obtained from a 3rd party issuing authority. VeriSign is the only one approved by Customs. The requirements for EDI Messaging as defined by Customs are.

- ABN-DSC (AO)
- Device Type3 Certificates (What edisoft will use)

Edisoft uses 2 separate digital certificates. The first certificate (the ICS digital certificate) will be supplied with Edisoft. This certificate is common for all users. Any changes to this will be included in future updates of edisoft. Under normal circumstances you should not have to worry about the ICS digital certificate.

The second digital certificate is the **user digital certificate**. This digital certificate is unique for each site - which you will need to apply for from verisign (see step 1 below).

In short - the following steps will need to be followed to use Digital Certificates in Edisoft. **Please note that Step 1 and Step 2 are independent of EdiSoft. You will need to consult either VeriSign or Customs if you have questions regarding the first two steps.** Applying for and installing the digital certificates can be a daunting task, as can adding the certificates to the customs web based system. We have received a number of concerns from users as to the complexity of this task and we can emphasize with you. Unfortunately these two tasks are requirements from Customs and outside of our control. We recommend that you use an IT Consultant, or someone who is tech saavy to complete these first two steps.

Step 1 - Apply to VeriSign for Digital Certificates & Install into Windows.

Your Authorised Officer (AO) will need to apply (or reapply) to VeriSign for the ABN-DSC (AO) certificate. Once you have this, the authorised officer will be able to apply (or reapply) for the Device Type 3 digital certificate. These digital certificates are independant of edisoft - and will need to be installed into your Windows Certificate Storage first, before edisoft can use them.

When you receive the Certificates from VeriSign they will be saved into the Windows Certificate Store on the workstation that downloaded them.

Note: When installing the digital certificates from Verisign - make sure you tick the field 'Mark this key as exportable', as shown below! (By default - this will **not** be turned on). This will allow you to export your entire certificate to another computer if upgrading computers in the future. You will also require the private key to encrypt and decrypt messages!

Note: Make sure that you install the certificates onto a work station that has Edisoft installed (as you will use edisoft on this workstation to link to later). This is only necessary while doing the setup. After you link to edisoft (step 3) any workstation will be able to utilise the digital certificate that has been linked to edisoft.

Password

To maintain security, the private key was protected with a password.

Type the password for the private key.

Password:

Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.

Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

For assistance installing digital certificates into windows (Step 1), please contact Verisign on 03 9674 5500.

Step 2 - Informing Customs of your Digital Certificate

Now that you have your user digital certificate installed on your workstation (it has not yet been installed into Edisoft) - you will need to advise customs of your new certificate. To do this, you will need to use the customs ICS software / webpage to add your certificate and details. This process is quite complex and can change. You will need to contact Customs for more information on how to do this and to obtain the relevant instructions.

Alternatively, you can download the relevant form from the internet and submit via fax.

B323 Form (For new registrations) -

<http://www.customs.gov.au/webdata/resources/files/b323.pdf>

B306 Form (For renewals) - <http://www.customs.gov.au/webdata/resources/files/B306.pdf>

For information, instructions and assistance, please contact the customs ICS helpdesk on 1300 55 80 99.

Step 3 - Linking Edisoft to the digital certificate.

The final step, is to link edisoft to the digital certificate, so Edisoft can use this to send messages to customs. To do this:

- 1) Open Edisoft, and click on the SETUP menu item. Navigate to the ICS tab.
- 2) Click on the **"Export Certificate from Windows Certificate Store"** button in the **Setup/ICS** tab. A list of Certificates will be displayed.
- 3) Select the Device Type 3 certificate that relates to Edisoft. (The subject will give you a

clue). Make sure that you take note of the expiry date, so you don't accidentally import the wrong digital certificate. (The digital certificate you choose must be a Type 3, and must not be expired)

4) Click on the Export Button. You may need to provide a password that you use for this digital certificate. Once entered - edisoft will be linked to your digital certificate, and be ready for use.

Common Problems:

After renewing your digital certificate, you may find that customs is not receiving your emails. If this is the case, one of the following has most likely occurred:

The wrong serial number has been inserted at customs

This can occur, as the form that you send to customs is a fax form. Human errors can be made either while filling in the form, or when customs types in the serial number at their end. Either way, this can be corrected by copying and pasting your serial number from windows into an email, and sending to customs asking them to confirm that they have the correct certificate installed. (Because you can copy and paste it into an email, and they can copy it from your email into their system, it eliminates human error)

The wrong certificate has been installed/linked to edisoft

Repeat step 3 above, to make sure that you have installed a Type 3 digital certificate that is valid, and that the certificate you installed into edisoft matches the certificate that you informed customs of in step 2.

An incorrect email address was used for your type 3 digital certificate

Edisoft requires it's own unique email address. The type 3 digital certificate should be registered to the same email address. It is also helpful to verify with customs that they have the same email address in their system that you use for edisoft.

More information about the ICS Digital Certificate

You will also need to use the Public Key Certificate from Customs. This is the certificate that is installed for you automatically in the ...**Woodwind\Data\Digital Certs** directory when you do an update but if necessary, this certificate can be downloaded from the Customs website <http://www.customs.gov.au> and copied to the ...**Woodwind\Data\Digital Certs** directory. When you need to link the Customs Public Key Certificate (also a Device Type 3) then click on the "**ICS Digital Certificate**" in the **Setup/ICS** tab. Use this same procedure when the Customs Public Key expires and you need to "**roll-over**" to the new one.

All these Certificates should be installed in the ...**Woodwind\Data\Digital Certs** directory, that is where EdiSoft expects to find them. You should also copy them onto a diskette or CD and put them in a safe place where you can find them. If you have a hardware crash, they will be needed.

When this has been done EdiSoft will use these Certificates to Sign and Encrypt the messages going to Customs ICS and EdiSoft will also Decrypt messages coming back from Customs ICS. It is all done for you.

PKI business rules (as defined by Customs)

Batch use of CMR Systems

Any client who registers with Customs to use the ICS via EDI must have a digital certificate.

1. Digital signature and encryption of interchanges shall conform to Customs & Gatekeeper standards and be issued by a Gatekeeper Accredited Certification Authority (CA).
2. All interchanges are to be digitally signed and encrypted by the creator, using a valid Customs & Gatekeeper-compliant certificate.
3. Organisations with an ABN will use a ABN - DSC certificate or higher.
4. Organisations with a ABN - DSC certificate may hold a Type 3 certificate, for server to server communications.

2 Post Box Tabs

2.1 Set up your Post Box details.

The Post Box is used to store information about your organisation. The settings in this section are used throughout the program. Most users will only have one Post Box but if necessary it is possible to create more than one. If you think you may need multiple Post Boxes you should discuss this with the EdiSoft Help Desk. Information stored here is used as an identification with Customs (CRNs and EDNs), AQIS (RFP's and Custom [Certificates](#)) and the Terminal Operators (Patricks and P&O Ports). The identification must be unique for Each Post Box otherwise messages will be mixed up and your data will become incorrect.

Start **EdiSoft**.

Select 'Setup' on the menu line.

When first installed there is only one Post Box record and this will need to be updated with your parameters. Update the "Default Post Box" only, unless you are setting up more than one Post Box.

If you move the cursor over one of the buttons at the top of the screen, a hint will appear if the cursor remains stationary for a few seconds. This will happen with many buttons and fields within EdiSoft.

Note: The Exit1, Exit2, ICS and ExDoc folders each have a "Test" and "Production" mode. For the Stevedores, there is a Test or Production mode for each Stevedore. Initially these are all set to "Test" so you will need to **set each to "Production"** later when you have completed testing and the real work starts.

Click on the "Change Post Box Details" button and the following screen will appear.

2.2 Configuration



The **Post Box Name** is used for display only.

Location of Data is set up automatically when you install EdiSoft. If you create additional Post Boxes then the location of Data will need to be selected and cannot be the same.

There is a facility to check the validity of Container Numbers when entering these. You can turn this off here if

required.

The Popup Hints are useful for new users. The display time can be varied here or they can be suppressed completely.

The **Address Details** are used in the Documentation & Invoicing module.

The screenshot shows a window titled "Post Box Details" with a date and time of "Wednesday 5 January, 2005 (6:00 PM)". The window contains several tabs: "X-400 Details", "X-400 Modem Settings", "X-400 Comms Log", "Internet Logs", "Configuration", "Address Details", "Printer Setup", "ICS", "EXDOC", "PRA", and "Internet Setup". The "Address Details" tab is active, displaying the following information:

Documentation Address details			
Organisation Name	Woodwind Systems Pty Ltd		
A.C.N.	123 456 789		
Address Line 1	"Woodwinds"		
Address Line 2	6 Raym Road		
Town / City	KENTHURST	State	NSW
		Post Code	2156
Phone	(02) 1234 5678	Fax	(02) 1234 5679

2.3 Printer Setup

Letterhead Height and Printer	
Standard Reports	0.0 mm. on Printer Kyocera Mita FS-1000+ KX Tray Copies 0
Invoices	10.0 mm. on Printer Kyocera Mita FS-1000+ KX Tray Auto Copies 1
Packing Lists	10.0 mm. on Printer Kyocera Mita FS-1000+ KX Tray Auto Copies 1
Fwd. Instruct.	10.0 mm. on Printer Kyocera Mita FS-1000+ KX Tray Auto Copies 1
Cert. of Origin	0.0 mm. on Printer Kyocera Mita FS-1000+ KX Tray Copies 0
Bank Draft	on Printer Kyocera Mita FS-1000+ KX Tray Copies 0
EXDOC Health Certificate printer Kyocera Mita FS-1000+ KX Tray Auto	

The **Printer Setup** defines which printer will be used for each different report. Where appropriate, there is the facility to nominate a top margin to allow for the Organisation Letterhead. The Number of Copies can also be defined for each type of report. **N.B.** EdiSoft uses your Printer Definition as defined in Windows, therefore, if these change then you should check your Printer Setup.

Please Note that the **EXDOC Health Certificate Printer** must be capable of PCL5 (Printer Command Language). Most Hewlett-Packard Laserjets (or HP compatibles) are normally capable of this, but you will need to check prior to printing. Other brands such as Canon and Brother rarely support this function. Please note that this is an AQIS requirement, and as such EdiSoft has no control over this. The reason for this is that the Health Certificate (and Phytosanitary Certificates) generated by EXDOC will only print on these types of printers.

2.4 Installing EdiSoft on a File Server

EdiSoft is multi-user capable and can therefore run on a Local Area Network (LAN). To do this

- ! Move the ...**Woodwind** directory to the file server
- ! Execute ...**Woodwind\RunLocal.exe** from each workstation that needs to run EdiSoft
- ! EdiSoft uses the Registry to store settings for the workstation. These are in **HKEY_CURRENT_USER\EdiSoft3**. So the user must have full permissions to this key. This will only effect workstations running Windows 2000 or Windows XP or later. If you need to set these permissions on Windows 2000 then use REGEDT32.exe to set permissions for a particular key.

2.5 Integrated Cargo System (ICS) Tab

The screenshot shows a web browser window titled "Post Box Details" with a timestamp of "Wednesday 5 January, 2005 (6:05 PM)". The interface has a navigation bar with tabs: "X-400 Details", "X-400 Modem Settings", "X-400 Comms Log", and "Internet Logs". Below this is a sub-navigation bar with "Configuration", "Address Details", "Printer Setup", "ICS" (selected), "EKDOC", "PRA", and "Internet Setup".

The main content area is titled "User Site Details" and contains:

- Production Mode:** Two radio buttons, "In Production" (unselected) and "In Test" (selected).
- User Site ID (Production):** A text input field containing "Your Prod ID".
- User Site ID (Test):** A text input field containing "Your Test ID" with a red arrow icon to its right.
- ICS e:mail Address:** A text input field containing "cargo@ccf.customs.gov.au".
- ICS EDI Site ID:** A text input field containing "AAA336C".
- Buttons:** "Export Certificate from Windows Certificate Store" and "Clear Digital Certificate Links".
- Certificate Lists:** Two scrollable lists:
 - ICS Digital Certificate:** C=AU, O=Australian Customs Service, OU=Customs Connect Facility, S=ACT, CN=CCF E-mail Gateway.
 - User Digital Certificate:** C=AU, S=NSW, O=Kemmis Family Trust, OU=Woodwind Systems, CN=EdiSoft.

This tab is used to manage the interface with the new **Customs ICS**.

You need to obtain your User Site IDs from Customs. There will be one for Test and one for Production. These are inserted in the respective boxes (Test and Production) for the User Site ID. If you do not intend to do any testing then there is no need to get the User Site ID for Testing.

If you need help getting these Site ID's, ring the ICS Help Desk 1800 022 267

Information about the BCP fields can be found at [Business Contingency Plan](#).

[Digital Certificates](#) are required when sending messages to ICS.

When these Certificates are delivered from VeriSign they are saved in the Windows Certificate Store. You need to export them to the **...Woodwind\Data\Digital Certs** folder. This is done with the "**Export Certificate from Windows Certificate Store**" button. When you click on this button, the certificates in your Personal Certificate Store will be displayed. Select the "**Type 3**" certificate and when prompted, enter a password that you will remember. The process of exporting the Certificate will also store the link for EdiSoft to use. The "**User Digital Certificate**" button is only used if you have placed the Certificate file in the **Digital Certs** folder using some other means.

The Customs Digital Certificate should be in the folder already because it is delivered with EdiSoft. Click on the "**ICS Digital Certificate**" button to establish the link. If the file is not there already, you need to download it from the Customs website and save it into the **...Woodwind\Data\Digital Certs** folder. After that you should select the ICS Digital Certificate.

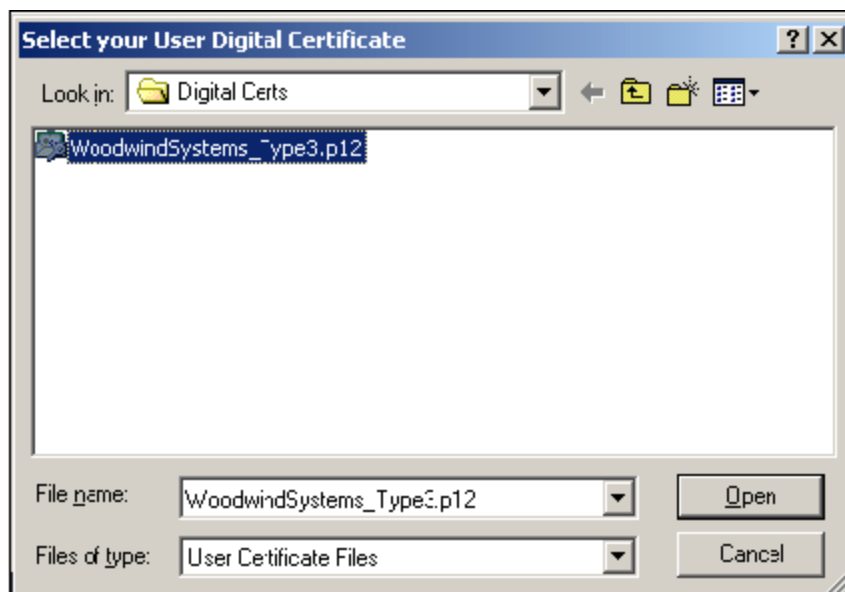
Click on the **ICS Digital Certificate** button and the following panel will appear.



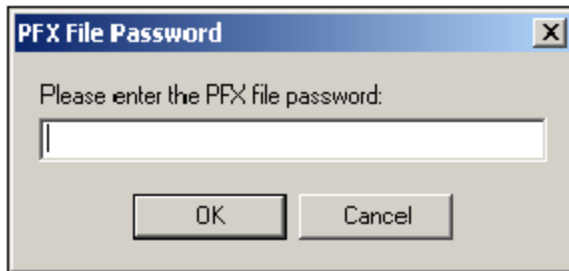
Select the file and the connection to EdiSoft will be established.

When you backup EdiSoft it will also backup the **Digital Certs** folder.

If you need to establish the link to the User Digital Certificate, click on the **User Digital Certificate** button and the following panel will appear.

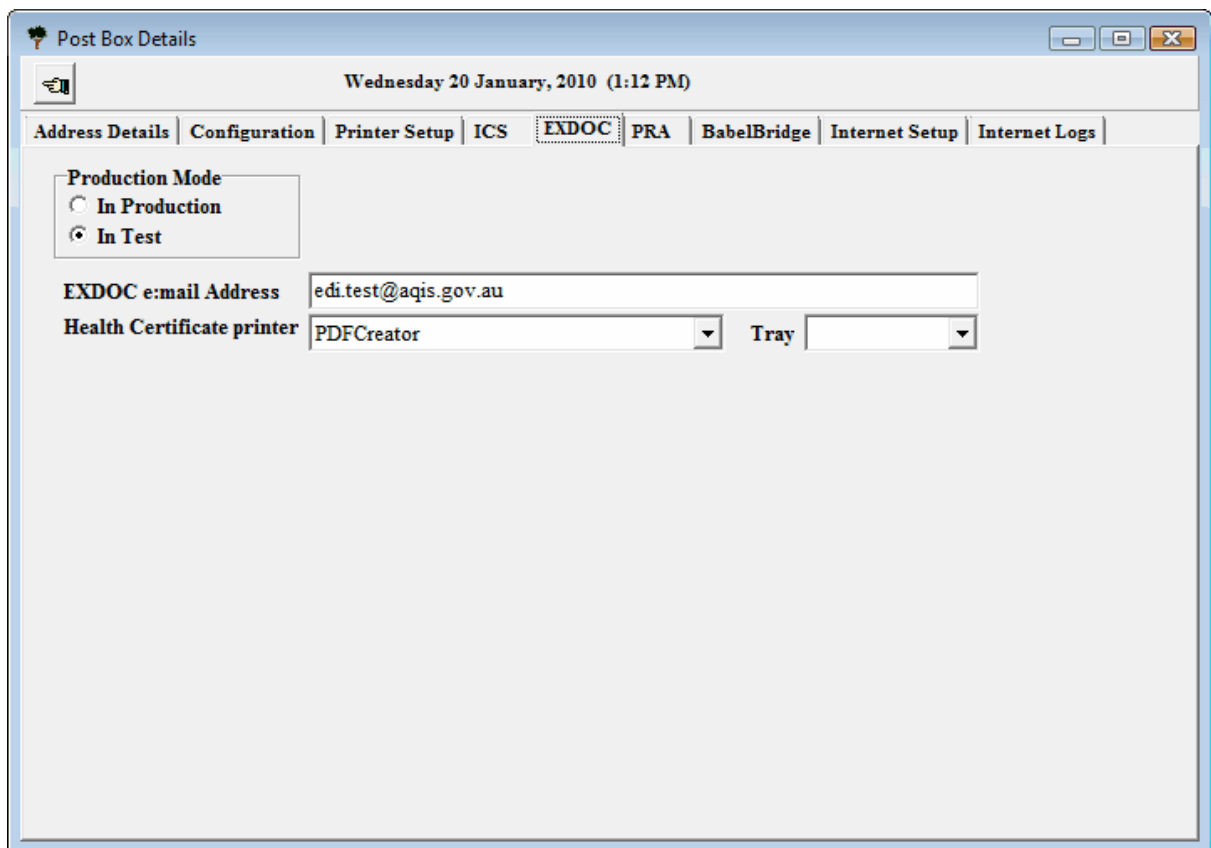


The filename will not be the same as is shown here but will be your Certificate. Select the appropriate file and the Password panel will appear. If this panel does not appear, you have selected the incorrect file in the previous step.



Now enter the password provided by the Certificate Authority and the link to EdiSoft will be established.

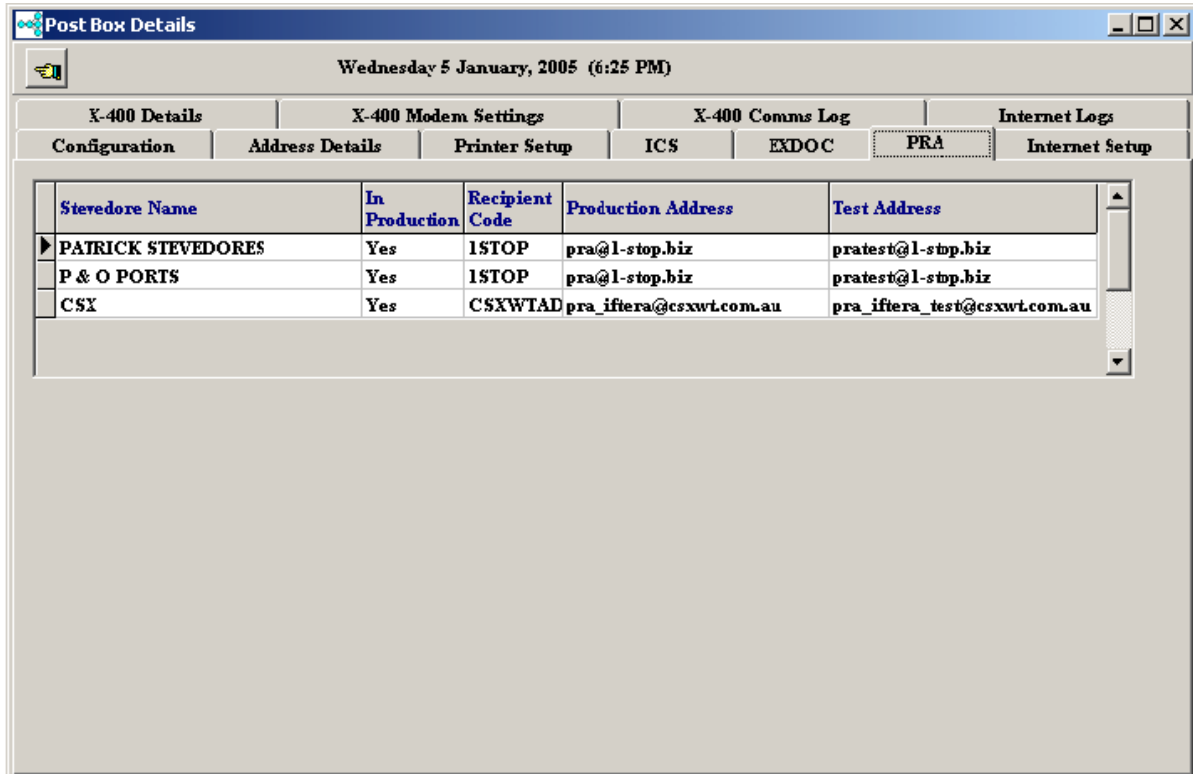
2.6 EXDOC Tab



This section is used to control the settings for the interface with **EXDOC**. Set the **Production Mode** control into Production when you have finished your testing and AQIS put you into Production.

The **EXDOC email Address** and **EXDOC EDI Address** will change as required when the Production Mode is changed. There is normally no need to touch this field.

2.7 PRA Tab



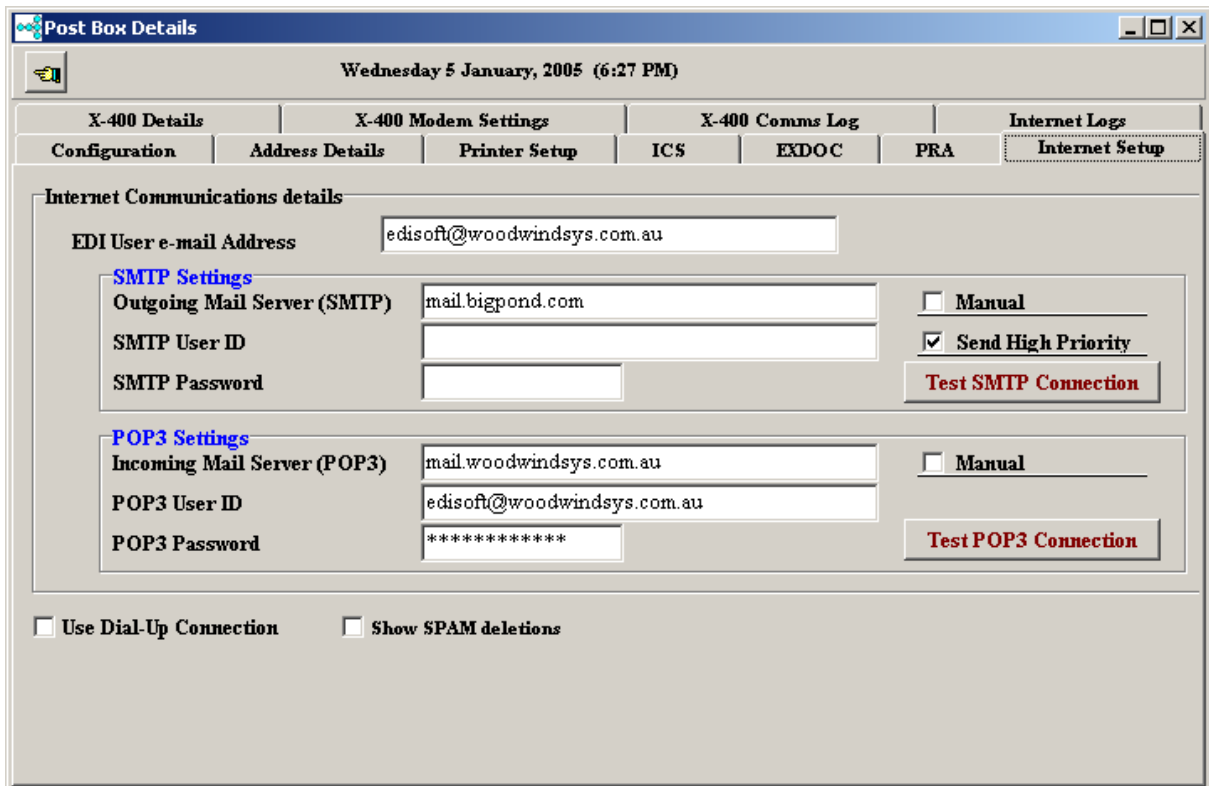
This screen is used to control the **PRA** communications. Each Stevedore can be individually configured. It is possible to be in Test for messages to CSX and be in production for messages to Patricks. The main part of the Stevedore records is maintained from the Tables menu on the front screen but you can change the Production Status in this screen as well (click on the field). You will need to be registered before you can send PRA's. Send an e-mail to the [EdiSoft Technical Support](#) if you need a Registration Form.

Configuring for PRAs is slightly different to the other document types.

When you receive the User ID from 1-Stop or CSX, you need to put this in the appropriate Stevedore record. Select **Tables / PRA Tables / Stevedore Companies** from the main menu and edit the appropriate Stevedore record. Enter the **PRA Sender ID** (the code advised) and **PRA Contact** (your name).

2.8 Internet Setup Tab

Internet Setup



Post Box Details

Wednesday 5 January, 2005 (6:27 PM)

X-400 Details X-400 Modem Settings X-400 Comms Log Internet Logs

Configuration Address Details Printer Setup ICS EXDOC PRA Internet Setup

Internet Communications details

EDI User e-mail Address: edisoft@woodwindsys.com.au

SMTP Settings

Outgoing Mail Server (SMTP): mail.bigpond.com Manual

SMTP User ID: Send High Priority

SMTP Password: **Test SMTP Connection**

POP3 Settings

Incoming Mail Server (POP3): mail.woodwindsys.com.au Manual

POP3 User ID: edisoft@woodwindsys.com.au

POP3 Password: ***** **Test POP3 Connection**

Use Dial-Up Connection Show SPAM deletions

This section contains **Internet Setup** details about the email Address for EdiSoft. This address is used for EXDOC, Customs ICS and the Port Operators.

EdiSoft cannot rely on using whatever email software you have installed. Therefore, we have put the messaging capability into EdiSoft. EdiSoft will send messages to an SMTP Mail Server and collect messages from a POP3 Mail Server. EdiSoft will not attempt to penetrate a firewall so both these mail servers need to be accessible to EdiSoft.

The information for the fields relating to the **e-mail Address, Mail Servers, User ID** and **Password** can be obtained from the Technical Support who maintain your domain or from your Internet Service Provider (ISP). The fields for **SMTP User ID** and **SMTP Password** will only be needed if your **SMTP Server** requires Authentication, otherwise leave these blank.

Normally the "**Manual**" boxes remain un-ticked. This feature is only used if your organisation has requirements outside EdiSoft. If these features are enabled then EdiSoft will only prepare outgoing the EDIFACT and place it in the OutTray directory. Incoming messages will be retrieved from the InTray directory. In this case, it is the responsibility of the user to send the messages to AQIS and retrieve them.

If you use a Dial-up connection (not broadband) then you should tick the Dial-Up Connection box and select the connection to use.

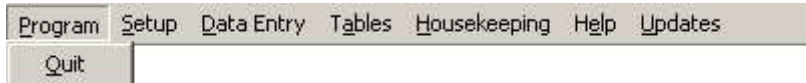
EdiSoft will delete any messages with a "From Address" unknown to EdiSoft. The purpose of this is to remove any "spam" from the mailbox. Normally this will be done without telling you but if you want to be advised when this is done, tick the "Show Spam Deletions" box.

The Internet Logs contain some detail on the last Internet transmission.

3 Banner Page / Menu Functions

3.1 Menu's

3.1.1 Program Menu



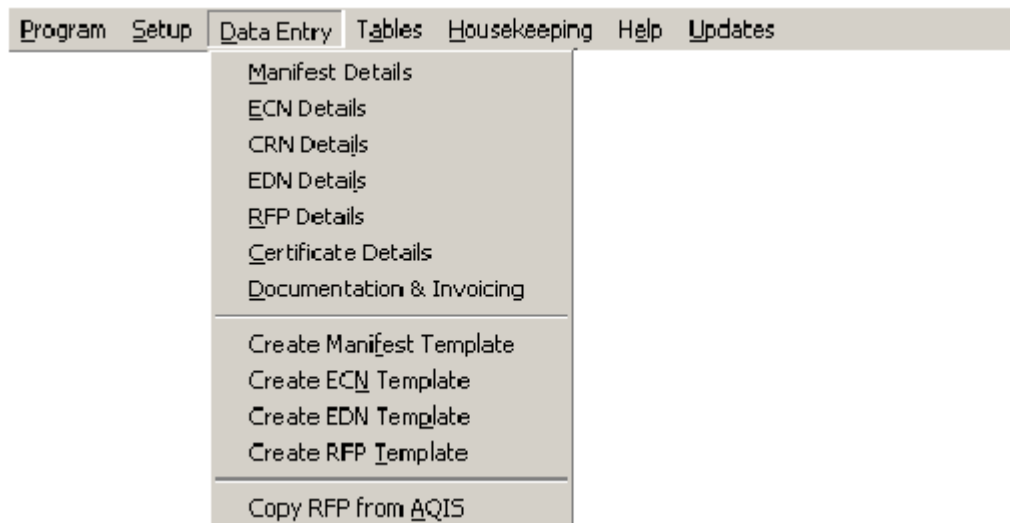
Quit

Closes **EdiSoft** and returns to Windows

3.1.2 Setup Menu

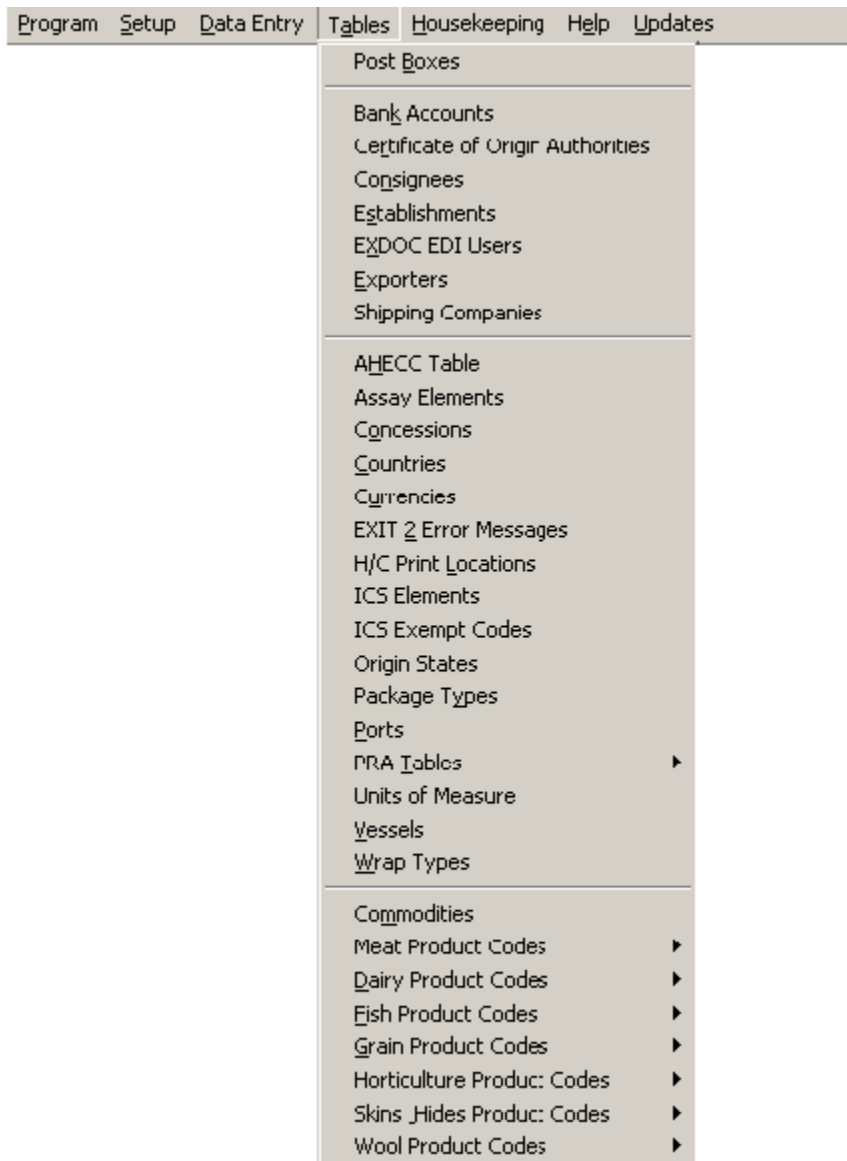
This is a fast entry to the Post Box setup.

3.1.3 Data Entry Menu



CRN Details	Enter/Amend/Transmit CRNs to Customs ICS.
EDN Details	Enter/Amend/Transmit EDNs to Customs ICS.
RFP Details	Enter/Amend/Transmit RFP' to AQIS.
Certificate Details	Enter/Amend/Transmit Combined Health Certificates to AQIS.
Documentation	Produce documents i.e. Invoices etc.
Create EDN Template	Sets up a template for future EDNs of like information to reduce data entry
Create RFP Template	Sets up a template for future RFP's of like information to reduce data entry
Copy RFP from AQIS	Based on RFP number, a request can be sent to AQIS to send back full RFP records.

3.1.4 Tables Menu



Access to all the reference tables used in the **EdiSoft** data entry/validation process.

Most of the tables are the same for all users and these are already loaded for you. Should you need to amend any of the tables, simply enter into the appropriate one, highlight the record and click on the edit icon in the top left hand corner of the browse screen.

You will need to create records in the tables which are specific to your organisation, ie. Exporter, Consignee (plus EDI Users and H/C Print Locations for EXDOC users). To do this enter each of the tables and click on the "+" button in the top right hand corner of the browse screen. It is advisable to update these tables before you start data entry. However, there is the facility to add/update Consignees and Exporters from within the CRN, EDN and RFP data entry screens.

3.1.5 Housekeeping Menu

Program	Setup	Data Entry	Tables	Housekeeping	Help	Updates
Archive & Transfer CRN's						
Archive & Transfer EDN's						
Archive & Transfer RFP's						
Archive & Transfer PRA's						
Archive & Transfer Documentation						
Archive & Transfer Manifests						
Archive & Transfer ECN's						
Configure Data Transfer files						
Check Database Structure						
Backup						
Configure Auto Receive						

Archive & Transfer Please refer to the [Data Archive & Transfer](#) section of this guide for more information about archiving completed records and transferring data between EdiSoft and other software.

Check Database Structure will rebuild the indices and check that all tables have correct structure. This procedure should be run whenever your workstation has been shut down abnormally. It is a good practice to run this weekly in case some error has occurred.

Backup provides the facility to backup The whole Woodwind directory or just your own data files. This procedure is recommended as a regular practice.

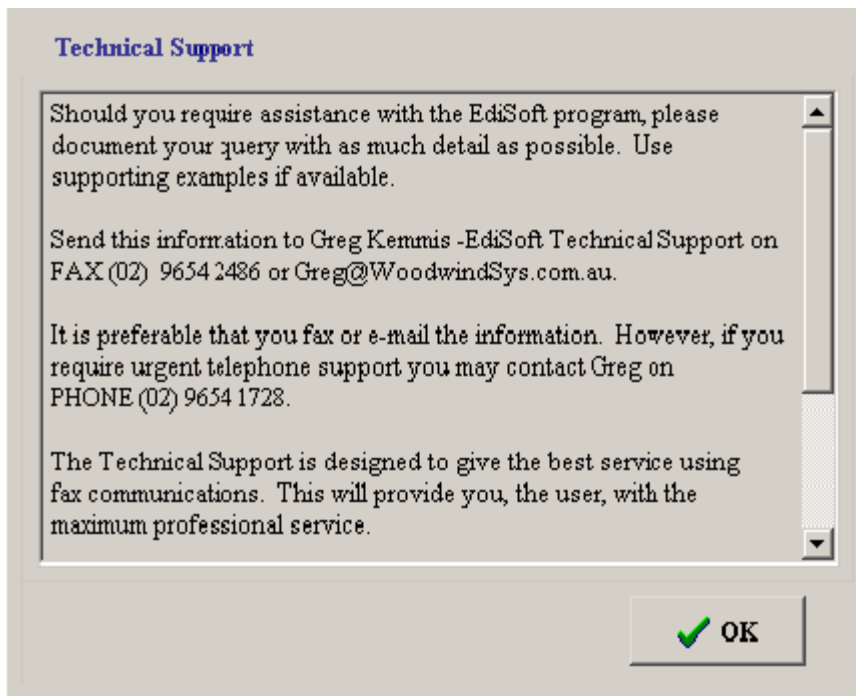
3.1.6 Help Menu

Help Index Brings up the index for this help file.

Help Contents Brings up the contents menu for this help file.

About / Contact Us Brings up information about the software, and a note that directs users to technical support fax/phone lines.

Please read the online help file and manual before contacting the help desk.



3.1.7 Updates



EdiSoft provides the facility to obtain your documentation electronically from EXIT and ICS (Customs) and EXDOC (AQIS).


We spend a great deal of time adding new features, improving existing ones and eliminating problems.

The Woodwind Systems website has an update page where you can obtain the latest version of the software and also get an update to the AHECC Table. The AHECC Table updates are published every six months (January and June) by The Australian Customs Service and we add/delete/modify the table at this time.

Our website also has News for Exporters. Other features will be added as we continue to enhance this service.

Software and Table Updates.

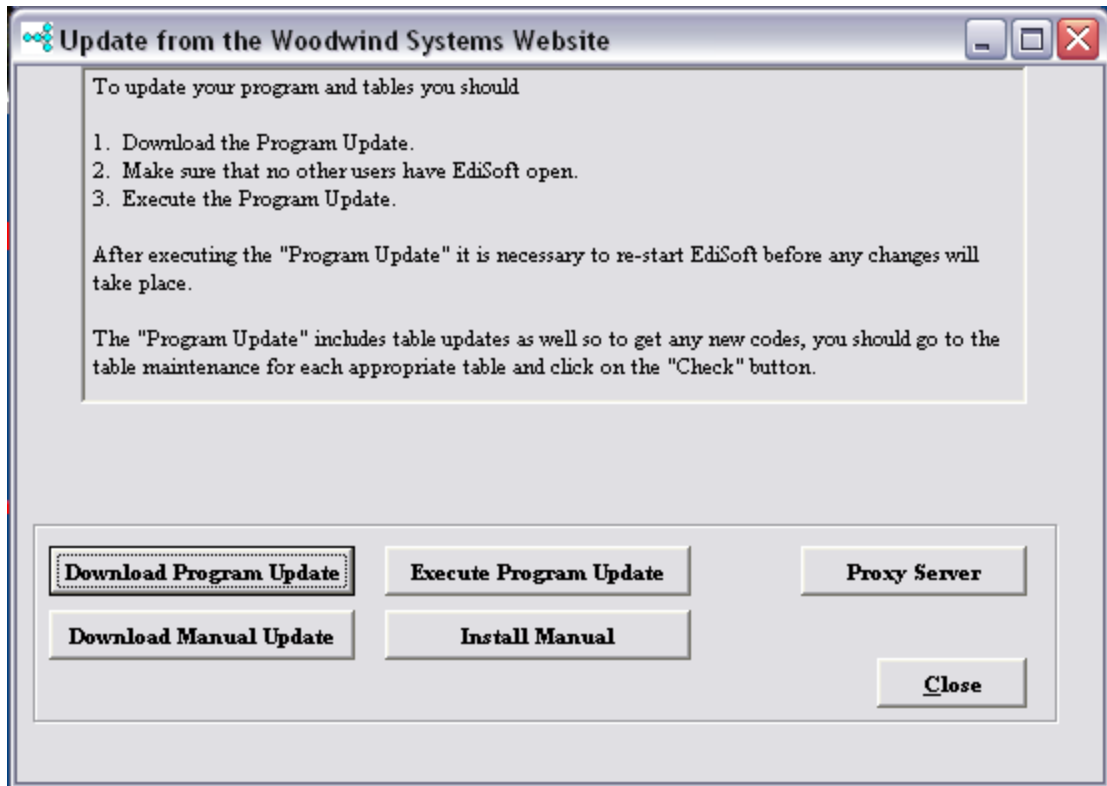
Our website address is www.WoodwindSys.com.au

 OK

Information

Information relating to the Woodwind Systems website.

Downloads



Updates to Edisoft can be performed using 1 of two methods:

- Automatically (from within the program)
- Manual Download (using an Internet Web Browser)

Automatic Updates

1. Ensure that all other users have closed Edisoft and you are the only person using Edisoft.
2. Perform a full backup. (This can be done by choosing House Keeping, and then Backups from the menu).
2. Choose Updates and Downloads from the menu.
3. Click on the Download Program Update button. This will instigate the application download.
4. Once downloaded click on the Execute Program Update button. This will update Edisoft to the latest version.

Manual Updates

1. Ensure that all users have closed Edisoft and you are the only person using Edisoft.

2. Perform a full backup. (This can be done by choosing House Keeping, and then Backups from the menu).
2. Once the backup has completed close down your version of Edisoft too.
3. Visit the Edisoft website (at <http://www.woodwindsys.com.au>) and choose **downloads** from the menu).
4. Click on the download for the link of the version of Edisoft you are using.
5. Save the file to a location that you can access.
6. Once the file has been saved, open the file. This will take you through the update procedures. Once completed Edisoft will be updated to the latest version.

3.1.8 The AutoMail Feature

This feature is used to automatically send and receive replies to your CRNs, EDNs, PRSs, RFPs and Custom Health Certificate Requests.

AutoMail is configured using the button on the main screen.

- You can set the time interval for AutoMail to activate
- You can enable / disable which types of messages AutoMail will send / receive

Care should be taken when setting the **Checking Interval**. When AutoMail is processing, all opening and closing of EdiSoft screens is suspended temporarily, so do not set this interval too frequently because you will find the sending and receiving process will impose an overhead that will degrade the performance times of EdiSoft and interfere with your data entry. A reasonable suggested time would be greater than 30 seconds.

You can configure which messages AutoMail will send and receive. For instance, if you do not get PRAs then do not configure EdiSoft to send and receive PRAs. This will reduce the amount of work AutoMail needs to do.

In a multi-user environment you would probably only need to have one user with AutoMail running. If all users were to use it this would impose a greater overhead on your mail server with minimal benefit to the users. In situations where you are urgently waiting on a response, use the **Check for Messages** button on the front screen or the **Transmit / Receive** button in any of the **Summary Screens**.

Use this feature with caution because excessive access of the mail server can create unavoidable processing conflicts and these negate any benefits of the feature.

You will notice that the panel on the front screen that contains the AutoMail feature can change colour depending on what is happening. The colours mean.

- **Blue** - AutoMail is not set and AutoMail is inactive
- **Yellow** - AutoMail has been enabled but is not active at the time.
- **Green** - AutoMail is Sending and Receiving Messages.

The Transmit Receive buttons on each Summary Screen will only send the type of message for that screen but will collect all types of messages. The Transmit / Receive button on the front screen will send all the types of messages enabled for AutoMail and will collect all types of messages.

3.1.9 The Icons (Speed Buttons)

The Icons (Speed Buttons)



Each of the icons on the second line of the banner page will show a hint as to their function when the cursor is passed over them. They are merely shortcuts to the functions available in the above mentioned pull downs menus.



Performs the same function as quit



Enter / Amend / Transmit Manifests to Customs EXIT2 (now obsolete)



Enter / Amend / Transmit ECNs to Customs EXIT1 (now obsolete)



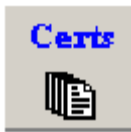
Enter / Amend / Transmit CRNs to Customs ICS



Enter / Amend / Transmit EDNs to Customs ICS



Enter / Amend / Transmit RFPs to AQ IS



Enter / Amend / Transmit Combined Health Certificates to AQIS



Enter / Amend / Transmit PRA's to the Port Operators



Invoicing and other Documents.



Displays a Calendar.



Download data from another system (see [Data Archive & Transfer](#)).

Now you are ready to explore **EdiSoft**.

4 Data Entry

Entering / Amending / Transmitting Manifests, EDNs, RFPs or PRAs is functionally the same, only the data items vary.

- [Entering CRN's \(Customs ICS\)](#)
- [Entering EDN's \(Customs ICS\)](#)
- [Entering RFP's \(AQIS EXDOC\)](#)
- [Forwarding & Transferring RFP's](#)
- [Custom Health Certificates](#)
- [Entering PRA's](#)
- [Invoices and Other Documents](#)

4.1 Entering CRN's



Click on the "Enter CRN's" button on the toolbar and the CRN Summary screen will appear. Alternatively, you could click on "Data Entry" on the menu and select "CRN Details". Both methods achieve the same result.

User Reference	CRN Number	Status	Type	Send Queue	Wait Reply	Recd Reply	Print	Depart Date	Sent Date	Sent Time	Sent ICR
CRN TEST 0001	AAAAA9CYE	CLEAR	Slot					8/5/2004	26/5/2004	02:51 PM	595
CRN TEST 0002	AAAAACCANG	CLEAR	Consolid					4/4/2004	26/5/2004	02:51 PM	595
CRN TEST 0003	AAAAACCEL3	CLEAR	Consolid					8/4/2004	26/5/2004	02:51 PM	595
CRN TEST 0004	AAAAACFGXN	REJECTED	Consolid					31/5/2004	26/5/2004	02:51 PM	595
CRN TEST 0005	AAAAACF9LS	CLEAR	Consolid					31/5/2004	26/5/2004	02:51 PM	595
CRN TEST 0006	AAAAACGLG7	WITHDRAWN	Consolid					31/5/2004	26/5/2004	06:08 PM	603
CRN TEST 0007	AAAAAC4EWK	WITHDRAWN	Consolid					29/5/2004	21/5/2004	04:46 PM	527
CRN TEST 0008	AAAAEATAE	CLEAR	Consolid					4/6/2004	27/5/2004	09:42 AM	649
CRN TEST 0009	AAAAECLNR	CLEAR	Slot					3/6/2004	28/5/2004	12:01 PM	652
CRN TEST 0010	AAAAAC6M7	CLEAR	Consolid					31/5/2004	28/5/2004	05:14 PM	654

This is an extremely powerful screen. It allows the user to track the progress of a CRN precisely and can view the data in many different ways to determine its exact position in the process. Remember, the panel at the top of the screen has short cut icons for user convenience. A hint will appear when the cursor is positioned over them. They are:



Close Screen

The **Pointing Finger Button**. Returns to banner page



Edit

Click on the **Edit Button** once the required record has been highlighted and its details will be made available for amendment.

Hint: A "**double click**" on the CRN line will also invoke the edit screen.



Print Reports

Click on the **Print Button**. Prints those records highlighted by a "Yes" in the print column of the summary screen. This is set on by clicking on the print column of those records required to be printed.



Add New CRN

Click on the **"+"** button. This will create a new CRN.



Delete CRN

Click on the "-" button. This function will delete the highlighted CRN from the **EdiSoft** data base if it does not have a CRN Number.



Copy a CRN

Click on the "++" button. This is similar to the template function in the data entry pull down menu but doesn't create a permanent record with a status of **Template**. It is generally used to redo a record that was sent with incorrect information that cannot be changed once a CRN Number has been allocated.



Transmit/Receive

This will send all queued CRNs. Only CRNs will be sent. However all incoming records from previous transmissions CRNs, EDNs, RFPs, PRAs etc. will be processed. The tables that relate to the incoming messages will be updated.

Grid Title Buttons

The CRN's are displayed in a grid. The display sequence can be changed by clicking on the Title at the top of a column. In the example below, the display is in User Reference sequence and you will note that the Title is light green to indicate this is the column controlling the sequence.

User Reference	CRN Number	Status	Type	Send Queue	Wait Reply	Recd Reply	Print	Depart Date	Sent Date	Sent Time	Sent ICR
CRN TEST 0001	AAAAA9CYE	CLEAR	Slot					8/5/2004	26/5/2004	02:51 PM	595
CRN TEST 0002	AAAAACCANG	CLEAR	Consolid					4/4/2004	26/5/2004	02:51 PM	595
CRN TEST 0003	AAAACCEL3	CLEAR	Consolid					8/4/2004	26/5/2004	02:51 PM	595
CRN TEST 0004	AAAACFGXN	REJECTED	Consolid					31/5/2004	26/5/2004	02:51 PM	595
CRN TEST 0005	AAAACF9LS	CLEAR	Consolid					31/5/2004	26/5/2004	02:51 PM	595
CRN TEST 0006	AAAACGLG7	WITHDRAWN	Consolid					31/5/2004	26/5/2004	06:08 PM	603
CRN TEST 0007	AAAAC4EWK	WITHDRAWN	Consolid					29/5/2004	21/5/2004	04:46 PM	527
CRN TEST 0008	AAAAEATAE	CLEAR	Consolid					4/6/2004	27/5/2004	09:42 AM	649
CRN TEST 0009	AAAAECLNR	CLEAR	Slot					3/6/2004	28/5/2004	12:01 PM	652
CRN TEST 0010	AAAAC6M7	CLEAR	Consolid					31/5/2004	28/5/2004	05:14 PM	654

Search and Search Filter

Search Search Filter

Search allows users to find a record quickly by entering all or part of its controlling column value. The **Filtered Search** restricts the summary display to only those records that satisfy the search criteria, i.e. all records with a reference starting with a particular order number.

Navigator Buttons



On the top right of the screen there are several short cut buttons to take the user to the first, next, last or previous records.


Matters Pending

User Reference	CRN Number	Status	Type	Send Queue	Wait Reply	Recd Reply	Print	Depart Date	Sent Date	Sent Time	Sent ICR
CRN TEST 0004	AAAACFGXN	REJECTED	Consolid		Yes			31/5/2004	26/5/2004	02:51 PM	595

The above example shows only a CRN that is waiting on a reply from Customs. As previously mentioned, the summary display can be sorted on any column sequence. There is a difference. If the **"Send Queue"** column is chosen, only those records that are waiting to be sent will be displayed. The **"Wait Reply"** will only show those that have been sent but no reply has yet been received. The **"Recd Reply"** shows those for which a reply has been received and the corresponding message has not been read. To read the message text click on the **"Yes"** in this column. Once read, the **"Yes"** will be turned off but you can still display the message by clicking on the blank **"Recd Reply"** column for the required record or via the Messages folder within the data entry screens. Only the last message received will be kept removing the need for the user to delete error messages.

Add a New CRN



Click on the  button. There will be a short delay while the new record is being created and then the CRN Details screen will be displayed.

This detail data entry screen will be displayed when either editing or adding a new CRN. The nature of the data requires each record to have one Header record and the possibility of multiple Line Items. The fields have been “folderised”. Each folder contains groups of related information. Progress through the folders and enter the required data. Press the TAB key or use the mouse to move to subsequent fields. Although it is possible to enter the information in any sequence, it is logical to complete the header information first and then click on the line items folder and progress through them one at a time.

Start by entering a **User Reference**. This User Reference must be unique. If an attempt is made to use a User Reference that has been used before, the Customs EXIT2 system will reject the CRN. Therefore EdiSoft does a quick check for you to prevent obvious errors. This check does not include CRN's that have been archived.


User Reference

Now press the Tab key (on the keyboard) and the cursor will move to the next control.

Start by entering a **User Reference**. This User Reference must be unique. If an attempt is made to use a User Reference that has been used before, the Customs EXIT2 system will reject the CRN. Therefore EdiSoft does a

quick check for you to prevent obvious errors. This check does not include CRN's that have been archived.

Now press the Tab key (on the keyboard) and the cursor will move to the next control.

CRN Type 

Consolidation Manifest
 Slot Manifest

In this case **CRN Type**. Key the first few characters of the CRN Type and a drop down menu will appear. Key sufficient characters for the required CRN Type to be highlighted (or use the arrow key on the keyboard). When the CRN Type is highlighted, press the Tab key.




Hint when using lookup controls. You can click on the small arrow to cause the list to drop down and then find the required record by keying in the first few characters of the name or description. If the cursor is in the field already then just key in the first few characters and the list will drop down automatically.






Fill in the remaining fields in the Header Details folder, pressing the Tab key to move to the next one.

Eventually the screen will look something like this. Note that it is not always necessary to fill in all the fields.


CRN TEST 0010
_ □ ×





CRN Details | Messages

User Reference	<input type="text" value="CRN TEST 0010"/>		
CRN Type	<input type="text" value="Consolidation Manifest"/> 	Transport Mode	<input type="text" value="Sea Freight"/> 
Departure Date	<input type="text" value="31/5/2004"/> 	Empty Container Count	<input type="text" value=""/> Nil Cargo <input checked="" type="checkbox"/>








Line	Ref Type	Reference	Description	Package Count	Container Count
▶ 1	CAN	AAAACC6M7			4

Reference Type	<input type="text" value="Customs Authority Number"/> 	Reference Number	<input type="text" value="AAAACC6M7"/>	<input type="button" value="Browse EDN's"/>
Goods Owner	<input type="text" value=""/>	<input type="button" value="New Exporter"/>		
Destination Country	<input type="text" value=""/>			
Description	<input type="text" value=""/>			
Package Count	<input type="text" value=""/>	Container Count	<input type="text" value="4"/>	

 Close	 Print	 Validate	 Queue It
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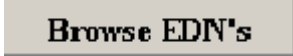


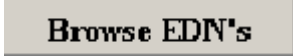
Add new Line Items by clicking the  button. This is Line Item 1 and can be seen in the Line Item Column. Press the Tab key once to move focus to the Type of Line field and select a Type of Line.

The options here are

- **Contingency Customs Authority Number** - This is for a [BCP Number](#) obtained during an ICS outage.
- **Customs Authority Number** - This line refers to a CAN that has been previously obtained.
- **Exempt Code** - This line refers to Goods that are exempt. (EX.. Codes).

The entry in the Reference Number field will be conditioned on the Type of Line that is selected.



Where the Type of Line is **CAN**, enter a valid CAN or use the  button to select an EDN from the EDN Summary Screen. If the EDN was obtained from a source other than EdiSoft then the EDN Number will need to be entered.

Where the Type of Line is **Exempt Code** then select the screen will look like this

The screenshot shows a software window titled "CRN TEST 0011" with two tabs: "CRN Details" and "Messages". The "CRN Details" tab is active and contains the following fields:

- User Reference: CRN TEST 0011
- CRN Type: Consolidation Manifest (dropdown)
- Transport Mode: Sea Freight (dropdown)
- Departure Date: 30/5/2004 (dropdown)
- Empty Container Count: (empty text box)
- Nil Cargo:

Below these fields is a table with the following data:


Line	Ref Type	Reference	Description	Package Count	Container Count
1	EXEMPT	EXPE	SUNDRY GOODS	2	


Below the table are the following fields:

- Reference Type: Exempt Code (dropdown)
- Reference Number: EXPE (dropdown)
- Goods Owner: CUSTOMS TEST EXPORTER (dropdown)
- Destination Country: UNITED STATES (dropdown)
- Description: SUNDRY GOODS (text box)
- Package Count: 2 (text box)
- Container Count: (empty text box)

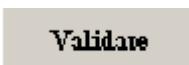
At the bottom of the window are four buttons: Close, Print, Validate, and Queue It.


Select the Reference Number from the dropdown list and then fill in the remaining details.

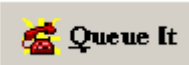
Hint regarding New Line Items. There are two ways to create a new Line Item. The single button  will

create a new Line Item that is empty, you need to enter all the details. The  button will create a new Line Item and copy all the details from the highlighted Line Item to the new Line Item. You then need to make only those changes that are different in the new Line Item. You can then make changes to these items in the new Line Item without changing the details in any other line item. This data is only copied at the time a new Line Item is created. Any changes at some later time will require changes to each individual Line Item.

 Validate

When you have entered all the details then click on the  button. EdiSoft will do a quick check for obvious errors and display any of these in the Validation Messages in the Messages folder. These errors must be corrected before trying to send a message.


 Queue It

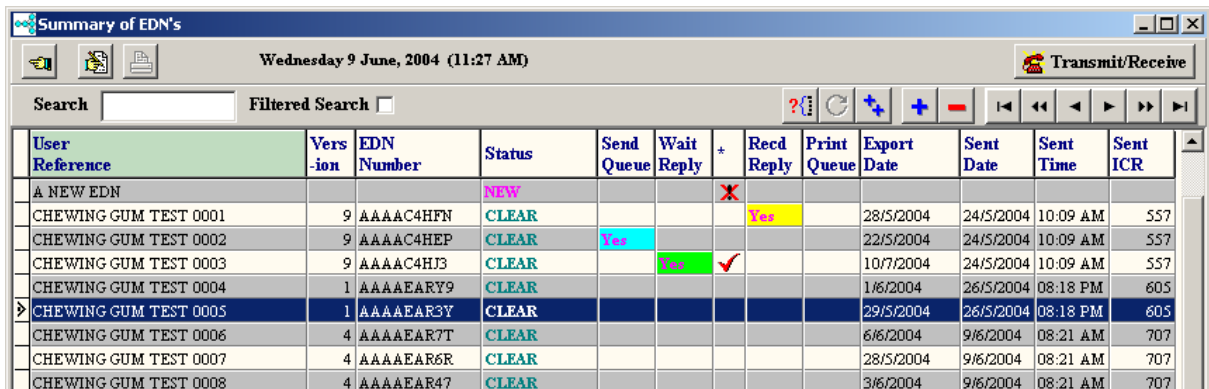
When you become more proficient, you will use the  button. This button will do the Validation and if there are no errors, it will Close the Details screen and Queue the CRN for transmission.

See [Sending and Receiving CRN's](#) for the next step.

4.2 Entering EDN's

 EDN's

Click on the "Enter EDN's" button  on the toolbar and the EDN Summary screen will appear. Alternatively, you could click on "Data Entry" on the menu and select "EDN Details". Both methods achieve the same result.



User Reference	Version	EDN Number	Status	Send Queue	Wait Reply	* Recd Reply	Print Queue	Export Date	Sent Date	Sent Time	Sent ICR
A NEW EDN			NEW			X					
CHEWING GUM TEST 0001	9	AAAAAC4HFN	CLEAR				Yes	28/5/2004	24/5/2004	10:09 AM	557
CHEWING GUM TEST 0002	9	AAAAAC4HEP	CLEAR	Yes				22/5/2004	24/5/2004	10:09 AM	557
CHEWING GUM TEST 0003	9	AAAAAC4HJ3	CLEAR		Yes	✓		10/7/2004	24/5/2004	10:09 AM	557
CHEWING GUM TEST 0004	1	AAAAEARY9	CLEAR					1/6/2004	26/5/2004	08:18 PM	605
CHEWING GUM TEST 0005	1	AAAAEAR3Y	CLEAR					29/5/2004	26/5/2004	08:18 PM	605
CHEWING GUM TEST 0006	4	AAAAEAR7T	CLEAR					6/6/2004	9/6/2004	08:21 AM	707
CHEWING GUM TEST 0007	4	AAAAEAR6R	CLEAR					28/5/2004	9/6/2004	08:21 AM	707
CHEWING GUM TEST 0008	4	AAAAEAR47	CLEAR					3/6/2004	9/6/2004	08:21 AM	707

This is an extremely powerful screen. It allows the user to track the progress of an EDN precisely and can view the data in many different ways to determine its exact position in the process. Remember, the panel at the top of the screen has short cut icons for user convenience. A hint will appear when the cursor is positioned over them. They are:



Close Screen

The **Pointing Finger Button**. Returns to banner page.

	Edit	Click on the Edit Button once the required record has been highlighted and its details will be made available for amendment. Hint: A " double click " on the EDN line will also invoke the edit screen.
	Print Reports	Click on the Print Button . Prints those records highlighted by a "Yes" in the print column of the summary screen. This is set on by clicking on the print column of those records required to be printed.
	Add New EDN	Click on the "+" button. This will create a new EDN.
	Delete EDN	Click on the "-" button. This function will delete the highlighted EDN from the EdiSoft data base if it does not have a EDN Number.
	Copy a EDN	Click on the "++" button. This is similar to the template function in the data entry pull down menu but doesn't create a permanent record with a status of Template . It is generally used to redo a record that was sent with incorrect information that cannot be changed once a EDN Number has been allocated.
	Status Request	Request a refresh of the Status of the highlighted EDN. If the EDN does not have an EDN Number and this EDN is on the ICS website then you will be prompted for the EDN Number. Do not confuse this with the Copy Request in EXDOC. It is similar but not the same.
	Transmit/Receive	This will send all queued EDNs. Only EDNs will be sent. However all incoming records from previous transmissions EDNs, EDNs, RFPs, PRAs etc. will be processed. The tables that relate to the incoming messages will be updated.

Grid Title Buttons

The EDN's are displayed in a grid. The display sequence can be changed by clicking on the Title at the top of a column n. In the example below, the display is in User Reference sequence and you will note that the Title is light green to indicate this is the column controlling the sequence.

Summary of EDN's

Wednesday 9 June, 2004 (11:27 AM) Transmit/Receive

Search Filtered Search

User Reference	Vers-ion	EDN Number	Status	Send Queue	Wait Reply	*	Recd Reply	Print Queue	Export Date	Sent Date	Sent Time	Sent ICR
A NEW EDN			NEW				X					
CHEWING GUM TEST 0001	9	AAAAAC4HFN	CLEAR					Yes	28/5/2004	24/5/2004	10:09 AM	557
CHEWING GUM TEST 0002	9	AAAAAC4HEP	CLEAR	Yes					22/5/2004	24/5/2004	10:09 AM	557
CHEWING GUM TEST 0003	9	AAAAAC4HJ3	CLEAR		Yes	✓			10/7/2004	24/5/2004	10:09 AM	557
CHEWING GUM TEST 0004	1	AAAAEARY9	CLEAR						1/6/2004	26/5/2004	08:18 PM	605
CHEWING GUM TEST 0005	1	AAAAEAR3Y	CLEAR						29/5/2004	26/5/2004	08:18 PM	605
CHEWING GUM TEST 0006	4	AAAAEAR7T	CLEAR						6/6/2004	9/6/2004	08:21 AM	707
CHEWING GUM TEST 0007	4	AAAAEAR6R	CLEAR						28/5/2004	9/6/2004	08:21 AM	707
CHEWING GUM TEST 0008	4	AAAAEAR47	CLEAR						3/6/2004	9/6/2004	08:21 AM	707

Search Filtered Search

Search and Search Filter

Search allows users to find a record quickly by entering all or part of its controlling column value. The **Filtered Search** restricts the summary display to only those records that satisfy the search criteria, i.e. all records with a reference starting with a particular order number.

Navigator Buttons




On the top right of the screen there are several short cut buttons to take the user to the first, next, last or previous records.

Matters Pending

The above example shows only an EDN that is waiting on a reply from Customs. As previously mentioned, the summary display can be sorted on any column sequence. There is a difference. If the **"Send Queue"** column is chosen, only those records that are waiting to be sent will be displayed. The **"Wait Reply"** will only show those that have been sent but no reply has yet been received. The **"Recd Reply"** shows those for which a reply has been received and the corresponding message has not been read. To read the message text click on the **"Yes"** in this column. Once read, the **"Yes"** will be turned off but you can still display the message by clicking on the blank **"Recd Reply"** column for the required record or via the Messages folder within the data entry screens. Only the last message received will be kept removing the need for the user to delete error messages.

Add a New EDN



Click on the  button. There will be a short delay while the new record is being created and then the EDN Details screen will be displayed.

This detail data entry screen will be displayed when either editing or adding a new EDN. The nature of the data requires each record to have one Header record and the possibility of multiple Line Items. The fields have been “folderised”. Each folder contains groups of related information. Progress through the folders and enter the required data. Press the TAB key or use the mouse to move to subsequent fields. Although it is possible to enter the information in any sequence, it is logical to complete the header information first and then click on the line items folder and progress through them one at a time.

Start by entering a **User Reference**. This User Reference must be unique. If an attempt is made to use a User Reference that has been used before, the Customs ICS will reject the EDN. Therefore EdiSoft does a quick check for you to prevent obvious errors. This check does not include EDN’s that have been archived.

Now press the Tab key (on the keyboard) and the cursor will move to the next control.

In this case **Exporter**. Key the first few characters of the Exporter Name and a drop down menu will appear. Key sufficient characters for the required Exporter to be highlighted (or use the arrow key on the keyboard). When the Exporter is highlighted, press the Tab key. If the Exporter you require is not in the drop down list you can add an Exporter by clicking on the “New Exporter” button.

Hint when using lookup controls. You can click on the small arrow to cause the list to drop down and then find the required record by keying in the first few characters of the name or description. If the cursor is in the field already then just key in the first few characters and the list will drop down automatically.

Now enter the **Consignee** in the same manner.

Consignee		New Consignee
A SANCERT CONSIGNEE	OVER THERE	
AUSTRALIAN CONSIGNEE		
BIG TRADING	ELS PEET	
BULGARIAN CONSIGNEE	AKHOTOPOL	
CAPELLE & PARTNER	EWA BEACH	
CHI LIN PLASTICS IND CO		
CHI MEI TRADING CO LTD		
COCO'S CALIFORNIA RESTAURANT	KANGNAM-KU	

Fill in the remaining fields in the Header Details folder, pressing the Tab key to move to the next one. Note that it is not always necessary to fill in all the fields.

The **Unique Consignment Reference Number** field

Unique Consignment Reference Number

In this case **Goods Type**. Key the first few characters of the Goods type and a drop down menu will appear. Key sufficient characters for the required type to be highlighted (or use the arrow key on the keyboard). When the Goods type is highlighted, press the Tab key.

Hint when using lookup controls. You can click on the small arrow to cause the list to drop down and then find the required record by keying in the first few characters of the name or description. If the cursor is in the field already then just key in the first few characters and the list will drop down automatically.

Now enter the Load Port and Consignee in the same manner. If the Consignee you require is not in the drop down list you can add an Consignee by clicking on the “New Consignee” button.

Fill in the remaining fields in the Header Details folder, pressing the Tab key to move to the next one. Note that it is not always necessary to fill in all the fields.

and the **BCP File** button

BCP File

are used as part of the [Business Contingency Plan \(BCP\)](#). Read that section for more detail.

When the cursor is on the last field in the Header Details and you press the Tab key to move to the next field, the Line Items folder will become visible.


The screenshot shows a software window titled '234322343' with three tabs: 'Header Details', 'Line Items', and 'Messages'. The 'Line Items' tab is active, displaying a table with columns: Line No, Net Quantity, Unit of Measure, Weight, Weight UOM, Description, and Line Value. A single row with '1' in the 'Line No' column is visible. Below the table is a 'Total FOB Value' field containing '0'. Underneath is the 'Line Details' section with sub-tabs 'Line Details', 'Permits', and 'Assay'. The 'Line Details' sub-tab is active, showing fields for AHECC Code (with a search icon), Net Quantity, Gross Weight, Line FOB Value, Origin State, and Origin Country. A note '(AHECC Unit of Measure)' is next to the Net Quantity field. At the bottom of the window are four buttons: 'Close', 'Print', 'Validate', and 'Queue It'.


At this stage a blank Line Item has been added for you. This is Line Item 1 as can be seen in the Line Item Column. The dotted box around the Line Details tab indicates that this control has focus. Press the Tab key once to move focus to the AHECC Code field.


See [Finding an AHECC Code](#) for more detail on how to enter AHECC Codes.

Fill in the remaining Line Item fields by progressing through the Line Item folders . It is not necessary to fill out all fields. Add Permits and Assay as required.




To add a new Line Item, press the  button in the top right hand corner of the Line Items folder.


Hint regarding New Line Items. There are two ways to create a new Line Item. The single  button will

create a new Line Item that is empty, you need to enter all the details. The button  will create a new Line Item and copy all the details (Permits etc. included) from the highlighted Line Item. You then need to make only those changes that are different in the new Line Item. You can then make changes to these items in the new Line Item without changing the details in any other line item . This data is only copied at the time a new Line Item is created. Any changes at some later time will require changes to each individual Line Item.

Validate

When you have entered all the details then click on the  button. EdiSoft will do a quick check for obvious errors and display any of these In the Validation Messages in the Messages folder. These errors must be corrected before trying to send a message.



When you become more proficient, you will use the  button. This button will do the Validation and if there are no errors, it will Close the Details screen and Queue the EDN for transmission.

See [Sending and Receiving EDN's](#) for the next step.

4.3 Customs Business Contingency Plan (BCP)

Occasionally the Customs Integrated Cargo System will be unavailable and a Declared Outage will be proclaimed.

In this instance, users can fill out forms and get contingency clearance numbers manually.

Alternatively users can transmit a .csv file to Customs and obtain the clearance numbers electronically from an alternate system. In EdiSoft, you can enter an EDN or CRN and EdiSoft will send the file for you.

Before you can use the BCP, you need to set up EdiSoft. Go to Setup and click on the ICS tab and the following screen appears.

The screenshot shows a window titled "Post Box Details" with a timestamp of "Wednesday 5 January, 2005 (6:05 PM)". The window has several tabs: "X-400 Details", "X-400 Modem Settings", "X-400 Comms Log", and "Internet Logs". The "ICS" tab is selected. Below the tabs, there are sub-tabs: "Configuration", "Address Details", "Printer Setup", "ICS", "EXDOC", "PRA", and "Internet Setup". The "ICS" sub-tab is active, showing "User Site Details" with radio buttons for "Production Mode" (In Production) and "In Test" (selected). There are input fields for "User Site ID (Production)" and "User Site ID (Test)". Below these are fields for "ICS e:mail Address" (cargo@ccf.customs.gov.au) and "ICS EDI Site ID" (AAA336C). There are buttons for "Export Certificate from Windows Certificate Store" and "Clear Digital Certificate Links". At the bottom, there are two lists of digital certificates: "ICS Digital Certificate" and "User Digital Certificate".

You will see two fields on this screen

Two empty input fields are shown. The first is labeled "BCP e:mail Address" and the second is labeled "BCP Return Address".

The **BCP email Address** is the address that EdiSoft will send the .csv files to. (At the time of writing this manual, this has not been decided by Customs so you will need to contact the EdiSoft Help Desk for this if the field is empty)

The **BCP Return Address** is a personal e-mail address that you want the replies to be sent to by Customs. **IT MUST NOT be the EDI User email Address that EdiSoft uses.** These type of responses to the EdiSoft email address will be deleted by EdiSoft as they are not legitimate responses from the ICS. The **BCP Return Address MUST** be a personal address and the messages will come in with the normal email.

The messages that are returned will contain Contingency CRN (CCRN) and Contingency EDN (CEDN) numbers that can be used to clear the shipment. When the ICS has returned to normal function then the CRNs and EDNs will need to be lodged with the CCRN or CEDN so they can be reconciled by Customs. The method for lodging varies as follows.

Lodging a CRN with CCRN.

When lodging a CRN with CCRN then the **Reference Type** on the first line item for the CRN must be “**Contingency Customs Authority No**”.

Reference Type Reference Number

The **Reference Number** will be the actual **CCRN** obtained during the **Declared Outage**.

Lodging an EDN with CEDN.

When lodging an EDN with a CEDN then the **CEDN** obtained during the **Declared Outage** is entered in the **Unique Consignment Reference Number**.

Unique Consignment Reference Number

CCRN and CEDNs obtained manually can also be entered in the same manner.

4.4 Entering RFP's



Click on the “Enter RFP’s” button on the toolbar and the RFP Summary screen will appear. Alternatively, you could click on “Data Entry” on the menu and select “RFP Details”. Both methods achieve the same result.

User Reference	RFP Number	Permit	ECN / EDN	Status	Send Queue	Wait Reply	Recd Reply	Print	Export Date	Sent Date	Sent Time	Commodity
DAIRY RFP 0012	2027207	PID1009354	8C011641008ZMC	COMP					29/6/2001			DAIRY
DAIRY RFP 0015	2028226	PID1010151	8C012051015ZRE	HCRD					30/8/2001			DAIRY
DAIRY RFP 0019	2029514	PID1010917		Transfer Ok					30/9/2001			DAIRY
DAIRY RFP 0022D	2029603	PID1010958		HCRD					30/11/2001	24/3/2004	09:51 AM	DAIRY
DAIRY RFP 0023B	2029635	PID1010989		Forwarded					30/11/2001			DAIRY
DAIRY RFP 0032	2033913	PID1014162	8C020791002ZRC	HCRD					30/4/2002	24/3/2004	09:51 AM	DAIRY
DAIRY RFP 0038	2042668	PID1019006		HCRD					31/3/2003	24/3/2004	09:51 AM	DAIRY
DAIRY RFP 031	2033719		8C020721001ZHC	FINL					31/3/2002	24/3/2004	09:51 AM	DAIRY

This is an extremely powerful screen. It allows the user to track the progress of a CRN precisely and can view the data in many different ways to determine its exact position in the process. Remember, the panel at the top of the screen has short cut icons for user convenience. A hint will appear when the cursor is positioned over them. They are:



Close Screen

The **Pointing Finger Button**. Returns to banner page



Edit

Click on the **Edit Button** once the required record has been highlighted and its details will be made available for amendment.

Hint: A "**double click**" on the RFP line will also invoke the edit screen.



Print Reports

Click on the **Print Button**. Prints those records highlighted by a "Yes" in the print column of the summary screen. This is set on by clicking on the print column of those records required to be printed.



Add New RFP

Click on the "+" button. This will create a new RFP.



Delete RFP

Click on the "-" button. This function will delete the highlighted RFP from the EdiSoft data base if it does not have an RFP Number.

For those RFP's that do exist, EdiSoft will automatically send a withdrawal request. Once an acknowledgment has been received from AQIS that they have deleted it, the record may then be deleted. This procedure ensures that all relevant data repositories are kept in step.



Copy a RFP

Click on the "++" button. This is similar to the template function in the data entry pull down menu but doesn't create a permanent record with a status of **Template**. It is generally used to redo a record that was sent with incorrect information that cannot be changed once a RFP Number has been allocated.



Health Certs

Clicking on this button will display Health Certificates waiting to be printed.



Generate PRA's

If you highlight an RFP and click this button, it will generate PRA's for each Container on the RFP.



Copy Request

Request an update of this RFP from EXDOC.



Transmit/Receive

This will send all queued RFPs. Only RFPs will be sent. However all incoming records from previous transmissions RFPs, EDNs, RFPs, PRAs etc. will be processed. The tables that relate to the incoming messages will be updated.

Grid Title Buttons

The RFP's are displayed in a grid. The display sequence can be changed by clicking on the Title at the top of a column. In the example below, the display is in User Reference sequence and you will note that the Title is light green to indicate this is the column controlling the sequence.

User Reference	RFP Number	Permit	ECN / EDN	Status	Send Queue	Wait Reply	Recd Reply	Print	Export Date	Sent Date	Sent Time	Commodity
DAIRY RFP 0012	2027207	PID1009354	8C011641008ZMC	COMP					29/6/2001			DAIRY
DAIRY RFP 0015	2028226	PID1010151	8C012051015ZRE	HCRD					30/8/2001			DAIRY
DAIRY RFP 0019	2029514	PID1010917		TransferOk					30/9/2001			DAIRY
DAIRY RFP 0022D	2029603	PID1010958		HCRD					30/11/2001	24/3/2004	09:51 AM	DAIRY
DAIRY RFP 0023B	2029635	PID1010989		Forwarded					30/11/2001			DAIRY
DAIRY RFP 0032	2033913	PID1014162	8C020791002ZRC	HCRD					30/4/2002	24/3/2004	09:51 AM	DAIRY
DAIRY RFP 0038	2042668	PID1019006		HCRD					31/3/2003	24/3/2004	09:51 AM	DAIRY
DAIRY RFP 031	2033719		8C020721001ZHC	FINL					31/3/2002	24/3/2004	09:51 AM	DAIRY

Search Filtered Search

Search and Search Filter

Search allows users to find a record quickly by entering all or part of its controlling column value. The Filtered Search restricts the summary display to only show those records that satisfy the search criteria, i.e. all records with a reference starting with a particular order number.

Navigator Buttons




On the top right of the screen there are several short cut buttons to take the user to the first, next, last or previous records.

Matters Pending

The above example shows only an RFP that is waiting on a reply from AQIS. As previously mentioned, the summary display can be sorted on any column sequence. There is a difference. If the **"Send Queue"** column is chosen, only those records that are waiting to be sent will be displayed. The **"Wait Reply"** will only show those that have been sent but no reply has yet been received. The **"Recd Reply"** shows those for which a reply has been received and the corresponding message has not been read. To read the message text click on the **"Yes"** in this column. Once read, the **"Yes"** will be turned off but you can still display the message by clicking on the blank **"Recd Reply"** column for the required record or via the Messages folder within the data entry screens. Only the last message received will be kept removing the need for the user to delete error messages.

Add a new RFP



Click on the  button. There will be a short delay while the new record is being created and then the following screen will be displayed.

Commodity Details		
Commodity		
		Meat M
		Grain & Seeds G
2068096	PIF1	Fish F
2068138		Dairy & Eggs D
2068137	PIF1	Horticulture, Fruit & Vegetables H
2068142	PIG1	Skins & Hides S
2068143	PIH1	Wool W

Select the appropriate Commodity and press Tab or Enter. The following RFP Details screen will then display.

The screenshot shows a software window titled "A New RFP" with a menu bar containing "Header Details", "Line Items", "Messages", and "RFP Comments". Below the menu bar is a sub-menu bar with "RFP Details", "H/C Print", "Transport", "Loadout", "Forward/Transfer", "L/C Details", and "Permits & ECN's / EDN's". The main area contains the following fields and controls:

- User Reference**: A text input field.
- Exporter**: A dropdown menu with a "New Exporter" button to its right.
- Consignee**: A dropdown menu with a "New Consignee" button to its right.
- Representative**: A text input field.
- AQIS to get ECN**: A dropdown menu.
- FOB Currency**: A dropdown menu.
- Exporter Declaration**: A large text area.
- ORDR this RFP**: A checkbox.
- Number of Line Items**: A text input field.

At the bottom of the window is a toolbar with buttons for "Close", "Print", "Validate", "Queue It", and "RFP Totals".

This detail data entry screen will be displayed when either editing or PRA a new RFP. The nature of the data requires each record to have one Header record and the possibility of multiple Line Items. The fields have been "folderised". Each folder contains groups of related information. Progress through the folders and enter the required data. Press the TAB key or use the mouse to move to subsequent fields. Although it is possible to enter the information in any sequence, it is logical to complete the header information first and then click on the line items folder and progress through them one at a time.

A close-up view of the "User Reference" field, showing the label "User Reference" and an empty text input box.

Start by entering a **User Reference**. This User Reference must be unique. If an attempt is made to use a User Reference that has been used before, the Customs EXIT system will reject the RFP. Therefore EdiSoft does a quick check for you to prevent obvious errors. This check does not include RFP's that have been archived.

Now press the Tab key (on the keyboard) and the cursor will move to the next control.

Exporter	
WOODWIND SYSTEMS (7002)	7002
WOODWIND SYSTEMS 'SEW'	99999
NORM SCOTT	55
WOODWIND SYSTEMS (7001)	7001
MAVERICK BUSINESS SERVICES	
WOODWIND SYSTEMS (BLANK.ABN)	7001
WOODWIND SYSTEMS	
BYTELOAD THREE	

In this case **Exporter**. Key the first few characters of the Exporter Name and a drop down menu will appear. Key sufficient characters for the required Exporter to be highlighted (or use the arrow key on the keyboard). When the Exporter is highlighted, press the Tab key. If the Exporter you require is not in the drop down list you can add an Exporter by clicking on the "New Exporter" button.

Hint when using lookup controls. You can click on the small arrow to cause the list to drop down and then find the required record by keying in the first few characters of the name or description. If the cursor is in the field already then just key in the first few characters and the list will drop down automatically.

Now enter the **Consignee**


Consignee		New Consignee
A SANCERT CONSIGNEE	OVER THERE	
AUSTRALIAN CONSIGNEE		
BIG TRADING	ELS PEET	
BULGARIAN CONSIGNEE	AKHOTOPOL	
CAPELLE & PARTNER	EWA BEACH	
CHI LIN PLASTICS IND CO		
CHI MEI TRADING CO LTD		
COCO'S CALIFORNIA RESTAURANT	KANGNAM-KU	

In the same manner, and fill in the remaining fields in the Header Details folder, pressing the Tab key to move to the next one. If you do not know what to put into a field you should ring the EXDOC Help Desk. If you know what the data is and what it is used for but cannot find the appropriate field, ring the EdiSoft Help Desk. This "separation of knowledge" is so that you can go to the correct source first but in most cases, either Help Desk will try to give you an answer. There is some overlap. *Note that it is not always necessary to fill in all the fields.*

When the cursor is on the last field in the Header Details and you press the Tab key to move to the next field, the Line Items folder will become visible.

See [Forwarding & Transferring RFP's](#) for more information on this subject.




To add a new Line Item, press the  button in the top right hand corner of the Line Items folder.


Line	Packs	Package	Quantity	Units	Gross Wt	Gross Units	Product
1	23 CARTONS		234567.11	LITRES	150	KILOGRAMS	MILK

Hint regarding New Line Items. There are two ways to create a new Line Item.



The single  button will create a new Line Item that is empty, you need to enter all the details.




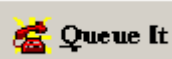
The  button will create a new Line Item and copy all the details (Containers and Permits etc. included) from the highlighted Line Item to the new Line Item. You then need to make only those changes that are different in the new Line Item. You can then make changes to these items in the new Line Item without changing the details in any other line item. This data is only copied at the time a new Line Item is created. Any changes at some later time will require changes to each individual Line Item.


See [Adding Containers](#) for more information on this subject. The same principles apply if you need to add Process Times.

See [Finding an AHECC Code](#) for more detail on entering the code.



When you have entered all the details then click on the  button. EdiSoft will do a quick check for obvious errors and display any of these In the Validation Messages in the Messages folder. These errors must be corrected before trying to send a message.



When you become more proficient, you will use the  button. This button will do the Validation and if there are no errors, it will Close the Details screen and Queue the EDN for transmission.

When a new RFP has been entered and Queued, its Status will be one of the following:

CanOrder The RFP has only enough information for an Order RFP. It can be sent to other users via the Forward/Transfer functions, but it cannot be inspected until all the mandatory data has been entered. EDN's can be obtained through the Single Electronic Window (SEW) at this status.

CanLodge All the necessary data is present for the RFP to go to INIT status. To make sure an RFP does not progress past INIT you should leave out any (or all) of Consignee, Export Date, Net Metric Weight. This is useful where Meat exports are going to the EU and special inspection requirements apply.

AIIOk All the necessary data is present for the RFP to go to FINL status provided the Consignee is not "To Order".

Where a RFP is being queued for an amendment, the status will not change until the reply is received from AQIS.

See [Forwarding and Transferring RFP's](#) or the next step.

4.5 Forwarding & Transferring RFP's

Please note, these functions are only available in EXDOC and do not apply to CRNs, EDNs or PRAs.

There are two methods of electronically sending an RFP from one Exdoc user to another. The first is by using the forward function in the Forward/Transfer folder in the RFP header record. This method of shipping around the RFP is used when it is not necessary to change the Exporter's Name on the header record, i.e. when the RFP is raised by the Packer on behalf of the Exporter. The second is by transfer when there is a need to actually change the Exporter's Name on the RFP and therefore the Health Certificate. This is necessary when the product is sold to another party after the RFP has been raised.

These details are entered on the "Forward / Transfers" folder on the RFP Details screen.

The screenshot shows the 'DAIRY RFP 032' window with the 'Forward/Transfer' tab selected. The interface is organized into several sections:

- Forward Details:** Contains a 'Forward to' dropdown menu set to 'NORM SCOTT' and an 'at Status' dropdown menu set to 'Health Certificate ready'.
- Transfer To Details:** Contains two dropdown menus for 'To EDI User' and 'To Exporter', and a 'Cancel Transfer' dropdown menu.
- Transfer From Details:** Contains a text input field for 'New User Reference' with the value 'DAIRY RFP 032' and a dropdown menu for 'Accept /Reject Transfer'.

At the bottom of the window, there are buttons for 'Close', 'Print', 'Validate', 'Queue It', and 'RFP Totals'.

To Forward a RFP. Make sure the EDI User is in the EXDOC EDI Users table entry and select that EDI User in the "Forward To" field and select the "At Status" to initiate the forward. Once the record has been forwarded to its new owner, the previous owner can no longer access it.

DAIRY RFP 032

Header Details | Line Items | Messages | RFP Comments

RFP Details | H/C Print | Transport | Loadout | **Forward/Transfer** | L/C Details & Additional | Permits & EDNs

Forward Details

Forward to

at Status

Transfer To Details

To EDI User NORM SCOTT Cancel Transfer

To Exporter WOODWIND SYSTEMS 'SEW'

Transfer From Details

New User Reference DAIRY RFP 032

Accept /Reject Transfer

Close Print Validate Queue It RFP Totals

To Transfer a RFP. Enter the new Exporter's name in the "Transfer To" folder of the RFP Details screen. Then select the EDI User Number that will be used to execute the Transfer.

You can only do a "Forward" or a "Transfer", you cannot do both. You will not be able to Transfer a RFP until it has a RFP Number from AQIS.

To Accept a Transfer. Select your choice on the Accept / Reject Transfer field. When Accepting a Transfer it is possible to change the User Reference. Do this in the New User Reference field. You can only do this at the time of acceptance.

4.6 Custom Health Certificates

The AQIS EXDOC system has a facility to allow Customised Health Certificates for some Commodities. By using this facility you can combine more than one RFP onto a single Health Certificate or you can split a RFP onto more than one Health Certificate. The nature of this task is complex but with EdiSoft we have tried to simplify it for you.

This type of Certificate is necessary where a RFP can have more than one Consignee (as for Grain).

To be eligible for a Customised Health Certificate an RFP must meet the following criteria

- 1) It is for a Commodity that is valid for this type of Health Certificate.
- 2) It has been created with a H/C Print Option of "Custom Certificate".

3) It has reached Status of "HCRD".

To create a Customised Health Certificate do the following steps.



Click on the "Customised Health Certificates" button on the Banner screen.



Click on the button and a selection screen will be displayed. This screen shows which RFP's are available for Customised Certificates.

User Reference	RFP Number	Permit	Commodity
GRAIN TEST 0052	2028223	FIG1010149	Grain & Seeds
GRAIN TEST 0053	2028488	FIG1010302	Grain & Seeds
GRAIN TEST 0056	2029014	FIG1010667	Grain & Seeds
GRAIN TEST 0079	2041412	FIG1018461	Grain & Seeds
GRAIN TEST 0086	2042667	FIG1019008	Grain & Seeds
GRAIN TEST 0090	2048197	FIG1022570	Grain & Seeds
GRAIN TEST 0119	2068142	FIG1034179	Grain & Seeds
HORT TEST 0034	2041413	PIH1018459	Horticulture, F

Select one RFP from the list of RFP's displayed and click on the OK button. Let us call this one the Base RFP. You can only select one and this will be used as a basis for the data that must match when RFP's are combined. The fields that must match are Commodity, Exporter and Discharge Port.

If there is only one Consignee on the selected RFP then the Certificate record is created and that Consignee is selected. If there is more than one Consignee on the RFP then no Consignee is selected and it will be necessary to select one.

The Details Screen is now displayed.

2041412 MAORI AGENCIES

Certificate Header | Line Items | Messages

User Reference: 2041412 MAORI AGENCIES

Exporter: [REDACTED]

Print Location: Woodward Systems (IP) Split H/C by Packer

Consignee: MAORI AGENCIES Split H/C by Marks

Consignee Rep.: [REDACTED] Split H/C by Container

Vessel: PHOENIX ACE

Shipping Company: APL LINES (AUSTRALIA)

Voyage / Flight: V12345 Export Date: 8/2/2003

Discharge Port: ALTENA

Final City: PAGO PAGO

Letter of Credit Text: THESE ARE THE LETTER OF CREDIT DETAILS AND THEY CAN GO ONAND ON


Notify Party: [REDACTED]

Import Permits

Permit Number	Date

Close Validate Queue It

When you get into the Details Screen you will notice that much of the information has been transferred from the RFP but there will be no Line Items.

To generate Line Items you go to the Line Items folder and click on the  button to "Combine RFP's onto a common Certificate." A list of RFP's that match the Base RFP will be displayed for you to select from.

Select RFP's to combine onto this Certificate.

Consolidate the Line Items.

RFP Number	User Reference
▶ 2041412	GRAIN TEST 0079

Select those RFP's you want to combine with the Base RFP to make up this Certificate. If you are splitting an RFP then select that one. To select an RFP you hold down the "Ctrl" key on the keyboard and click the appropriate line with the mouse cursor. You can select more than one. Then press the OK button.

The system will now generate the Line Items for you. It will also generate a "sub line" record, one for each RFP you have selected. This "sub line" is necessary because the system needs to know how much of each RFP Line Item is to be recorded on a Certificate Line Item. You will notice that the initial values are the full amount of the RFP Line Item. If there was more than one Consignee on the original RFP then this Initial value will need to be reduced on each "sub line" to reflect the weight you want to allocate from the original RFP to this Certificate Line. Do this for each value on each Certificate Line.

This process can be tedious but only you know how the weight is to be distributed.

When all the weights are entered, press the Validate button to see if any more information is required. Enter what is required and close the screen.

Now queue the Certificate for transmission in the same way you do it for RFP's. You can send this now but it is recommended that you wait until you have completed any other Certificates produced from RFP's on this Certificate. You might need to make changes.

If more than one Certificate was created because there was more than one Consignee, enter the details for these in the same manner. When you generate the Line Items you will notice that the "unallocated weight" is on the generated "sub line".

If you have done the first Certificate (or Certificates) correctly then the last one will not need to be modified. This is a check to ensure the Total Weight on the Certificate agrees with the Total Weights on the RFP's.

When all certificates are completed, transmit them to AQIS. See [Sending and Receiving Custom Certificates](#) for more information on transmission. Once these have been sent and "Accepted" by AQIS then no changes are possible because the Health Certificate has been printed. Be sure to get it right first time.

A Certificate can be deleted at any time provided you have not transmitted it to AQIS and are waiting on a reply. There is no archiving facility because there is no need. Keep the records for a while and then delete them (use the "-" button). There is no "bulk delete" facility so it is recommended that you do this regularly.

4.7 Entering PRA's



Click on the "Enter PRA's" button on the toolbar and the PRA Summary screen will appear. Alternatively, you could click on "Data Entry" on the menu and select "PRA Details". Both methods achieve the same result.

User Reference	Booking Reference	Container Number	Status	Send Queue	Wait Reply	Reed Reply	Print Queue	Sent Time	Sent Date	Accepted or Printed
CSX TEST 0001	SYD23456	ACTU1234569	Accepted					09:40 AM	3/6/2004	3/6/2004
PATRICK.TEST.0001	SYD23456	ACTU1234567	Deleted					04:01 PM	3/6/2004	3/6/2004
TEST ERA P&O 001	SYD23456	ACTU1234567	Accepted					02:58 PM	2/6/2004	12/4/2002
TEST FOR VINCENT 0002	SYD23456	ACTU1234569	AllOk					02:29 PM	19/4/2004	15/4/2004
TEST P&O 0001	SYD23456	ACTU1234567	AllOk					05:57 PM	2/6/2004	12/4/2002

This is an extremely powerful screen. It allows the user to track the progress of a CRN precisely and can view the data in many different ways to determine its exact position in the process. Remember, the panel at the top of the screen has short cut icons for user convenience. A hint will appear when the cursor is positioned over them. They are:



Close Screen

The **Pointing Finger Button**. Returns to banner page



Edit

Click on the **Edit Button** once the required record has been highlighted and its details will be made available for amendment.

Hint: A "**double click**" on the PRA line will also invoke the edit screen.



Print Reports

Click on the **Print Button**. Prints those records highlighted by a "Yes" in the print column of the summary screen. This is set on by clicking on the print column of those records required to be printed.



Add New PRA

Click on the **"+"** button. This will create a new PRA.



Delete PRA

Click on the "-" button. This function will delete the highlighted PRA from the EdiSoft data base if it does not have an PRA Number.

For those PRA's that do exist, EdiSoft will automatically send a withdrawal request. Once an acknowledgment has been received from AQIS that they have deleted it, the record may then be deleted. This procedure ensures that all relevant data repositories are kept in step.



Copy a PRA

Click on the "++" button. This is similar to the template function in the data entry pull down menu but doesn't create a permanent record with a status of **Template**. It is generally used to redo a record that was sent with incorrect information that cannot be changed once PRA has been Accepted by the Stevedore.



Transmit/Receive

Transmit/Receive

This will send all queued PRAs. Only PRAs will be sent. However all incoming records from previous transmissions PRAs, EDNs, PRAs, PRAs etc. will be processed. The tables that relate to the incoming messages will be updated.

Grid Title Buttons

The PRA's are displayed in a grid. The display sequence can be changed by clicking on the Title at the top of a column. In the example below, the display is in User Reference sequence and you will note that the Title is light green to indicate this is the column controlling the sequence.

User Reference	Booking Reference	Container Number	Status	Send Queue	Wait Reply	Recd Reply	Print Queue	Sent Time	Sent Date	Accepted or Printed
CSX TEST 0001	SYD23456	ACTU1234569	Accepted					09:40 AM	3/6/2004	3/6/2004
PATRICK.TEST.0001	SYD23456	ACTU1234567	Deleted					04:01 PM	3/6/2004	3/6/2004
TEST ERA P&O 001	SYD23456	ACTU1234567	Accepted					02:58 PM	2/6/2004	12/4/2002
TEST FOR VINCENT 0002	SYD23456	ACTU1234569	AllOk					02:29 PM	19/4/2004	15/4/2004
TEST P&O 0001	SYD23456	ACTU1234567	AllOk					05:57 PM	2/6/2004	12/4/2002

Search and Search Filter

Search Search Filter

Search allows users to find a record quickly by entering all or part of its controlling column value. The **Filtered Search** restricts the summary display to only those records that satisfy the search criteria, i.e. all records with a reference starting with a particular order number.

Navigator Buttons



On the top right of the screen there are several short cut buttons to take the user to the first, next, last or previous records.

Matters Pending

PRA Summary Form									
Thursday 24 January, 2008 (12:06 PM)					Transmit/Receive				
User Reference	Booking Reference	Container Number	Status	Send Queue	Wait Reply	Recd Reply	Print Queue	Sent Time	
			NEW						
			NEW						
			NEW						
115778A10000035441	557739218	PONU2862735	NEW						
A			NEW						
ASD			NEW						
CSX TEST 0001	SYD23456	ACTU1234569	Rejected						12:42
CSX TEST 0002	SYD23456	ACTU1234569	Rejected						02:04
DAIRY RFP 040 AAADf123		AAADf123	NEW						
DAIRY RFP 040 ABCD12345678901		ABCD12345678901	NEW						
DAIRY RFP 040 BBNH1123		BBNH1123	NEW						
DAIRY RFP 040 CCCDD111		CCCDD111	NEW						
FULL PRA TEST	SYD23456	ACTU1234567	AllOk						
MULTI TEST 0001	SYD23456	ACTU1234567	Rejected						01:51
MULTI TEST 0002	SYD23456	ACTU1234567	Rejected						01:51
MULTI TEST 0003	SYD23456	ACTU1234567	Rejected						01:51
MULTI TEST 0004	SYD23456	ACTU1234567	Rejected						01:51
MULTI TEST 0005	SYD23456	ACTU1234567	Rejected						01:51
MULTI TEST 0006	SYD23456	ACTU1234567	Rejected						01:51
PATRICK.TEST.0001	SYD23456	ACTU1234567	Deleted						04:01

The above example shows only a PRA that is waiting on a reply from a Stevedore. As previously mentioned, the summary display can be sorted on any column sequence. There is a difference. If the "Send Queue" column is chosen, only those records that are waiting to be sent will be displayed. The "Wait Reply" will only show those that have been sent but no reply has yet been received. The "Recd Reply" shows those for which a reply has been received and the corresponding message has not been read. To read the message text click on the "Yes" in this column. Once read, the "Yes" will be turned off but you can still display the message by clicking on the blank "Recd Reply" column for the required record or via the Messages folder within the data entry screens. Only the last message received will be kept removing the need for the user to delete error messages.

Add a new PRA



Click on the button. There will be a short delay while the new record is being created and then the

PRA Details screen will be displayed.

This detail data entry screen will be displayed when either editing or adding a new PRA. The fields have been “folderised”. Each folder contains groups of related information. Progress through the folders and enter the required data. Press the TAB key or use the mouse to move to subsequent fields. Although it is possible to enter the information in any sequence, it is logical to complete the header information first and then click on the line items folder and progress through them one at a time.

Start by entering a **User Reference**. This User Reference must be unique. If an attempt is made to use a User Reference that has been used before, the PRA will be rejected by the Stevedore's system. Therefore EdiSoft does a quick check for you to prevent obvious errors. This check does not include PRA's that have been archived.

Now press the Tab key (on the keyboard) and the cursor will move to the next control.

Exporter

- WOODWIND SYSTEMS (7002)
- WOODWIND SYSTEMS 'SEW'
- NORM SCOTT
- WOODWIND SYSTEMS (7001)
- MAVERICK BUSINESS SERVICES
- WOODWIND SYSTEMS (BLANK ABN)
- WOODWIND SYSTEMS
- BYTELOAD THREE

In this case **Exporter**. Key the first few characters of the Exporter Name and a drop down menu will appear. Key sufficient characters for the required Exporter to be highlighted (or use the arrow key on the keyboard). When the Exporter is highlighted, press the Tab key.

Hint when using lookup controls. You can click on the small arrow to cause the list to drop down and then find the required record by keying in the first few characters of the name or description. If the cursor is in the field already then just key in the first few characters and the list will drop down automatically.

Fill in the remaining fields in the Main Details folder, pressing the Tab key to move to the next one. Eventually the screen will look something like this. Note that it is not always necessary to fill in all the fields.

PRA Details

Main Details | Messages

User Reference: TEST FOR VINCENT 0002

ACOS Commodity: MEAT CARCASES

Exporter: WOODWIND SYSTEMS (7001)

ACOS Commodity Code: CARC

Booking Reference: SYD23456

Short Goods Description: MEAT PRODUCT

CAN Number: 2M981391601OLC

Container | Domestic Transport | Overseas Transport | Attached Equipment | Dangerous Goods

Container Details

Container Number: ACTU1234569

Type: Reefer - power on

ISO Size Code: C5R2

Empty Container:

Gross Weight: 24000 Kilograms

Nett Weight: Kilograms

Seal Details

Container Seal: 1234567

Seal Authority: Shipper

Damaged: Undamaged

Overhang Dimensions

Length: 300 Centimetres

Width: 60 Centimetres

Height: 10 Centimetres


Close | Print | Validate | Queue It

When the cursor is on the last field in the Container Details and you press the Tab key to move to the next field, the Domestic Transport folder will become visible.

Fill in the remaining fields by progressing through the folders. It is not necessary to fill out all fields.

When you have entered all the details then click on the **Validate** button. EdiSoft will do a quick check for obvious errors and display any of these In the Validation Messages in the Messages folder. These errors must be corrected before trying to send a message.



When you become more proficient, you will use the  button. This button will do the Validation and if there are no errors, it will Close the Details screen and Queue the PRA for transmission.

See [Sending and Receiving CRN's](#) for the next step.

4.8 Deleting an Entry

To delete an entry you do it by holding down the CTRL key, and pressing the DELETE button on your keyboard.

4.9 Invoices and Other Documents

Using this facility you can produce Invoices from EDNs or RFPs and create Special Invoices for items that do not appear on an EDN or RFP.

Invoices for EDNs are on a one-to-one basis. One Invoice per EDN. With Invoices for RFPs you have a choice of the one-to-one type or you can have a Customised Invoice.

The Customised Invoice in EdiSoft is similar to the Customised Health Certificate. It allows you to combine more than one RFP onto a single Invoice or you can split an RFP onto more than one Invoice (and combinations of the above). The nature of this task is complex but with EdiSoft we have tried to simplify it for you.

This type of Invoice is necessary where an RFP can have more than one Consignee (as for Grain).

To be eligible for an Invoice an EDN must have reached a Status of "CLEAR" or "CONFIRM". An RFP must have reached "HCRD" or "COMP" Status.

To create a **Invoice from an EDN or RFP** do the following steps.

Click on the "Invoices & Other Documents" button on the Banner screen. The method is the same for both EDNs and RFPs so where we refer to EDN you should also read (or RFP).

Using this facility you can produce Invoices from EDNs or RFPs and create Special Invoices for items that do not appear on an EDN or RFP.

Click on the "Create a new Invoice from an existing EDN" button.

Select one EDN from the list displayed. Let us call this one the Base EDN. You can only select one and this is the one you want to create an Invoice for. When you click OK the Invoice will be generated and data transferred from the EDN to the Invoice. The Details Screen will then be displayed.

When you get into the Details Screen you will notice that much of the information has been transferred from the EDN, including the Line Items and some of the detail has been added to each Line Item. You need to check that this is what you want and update the missing information. There may be some items you wish to add that were not on the EDN (Freight, Insurance etc.). These items can be added in two areas depending on the terms of the Invoice. If you want the item to appear before the sub-total then add a "Special Line Item". If you want the item to appear after the sub-total then add an "Invoice Extra". These can be added in any combination.

Click on the "Check It" button to see if any essential information is missing. This button is only a check. The Invoice can be printed if there is missing data. It is your responsibility to make sure it is

all there so use the Print Preview feature.

Once an Invoice is printed it cannot be changed. The facility to correct errors is described later in this section.

To create a **Custom Invoice** do the following steps.

Click on the "Invoices & Other Documents" button on the Banner screen.

Click on the "Create a new Custom Invoice" button.

Select one RFP from the list of RFP's displayed. Let us call this one the Base RFP. You can only select one and this will be used as a basis for the data that must match when RFP's are combined. Some of the fields are Exporter, Consignee, Vessel, Voyage, Export Date.

If this RFP has more than one Consignee then a Invoice will be created for each of those Consignees, you will be advised of the number of Invoices that were created and the Summary Screen will remain displayed so that you can select the first one you want to edit.

If there is only one Consignee on the selected RFP then the Invoice record is created and the Details Screen is displayed.

When you get into the Details Screen you will notice that much of the information has been transferred from the RFP but there will be no Line Items. To generate Line Items you go to the Line Items folder and click on the button to "Combine RFP's onto a common Invoice." A list of RFP's that match the Base RFP will be displayed for you to select from.

Select those RFP's you want to combine with the Base RFP to make up this Invoice. If you are splitting an RFP then select that one. To select a RFP you hold down the "Ctrl" key on the keyboard and click the appropriate line with the mouse cursor. You can select more than one. Then press the OK button.

The system will now generate the Line Items for you. It will also generate a "sub line" record, one for each RFP you have selected. This "sub line" is necessary because the system needs to know how much of each RFP Line Item is to be recorded on a Invoice Line Item. You will notice that the initial values are the full amount of the RFP Line Item. If there was more than one Consignee on the original RFP then this Initial value will need to be reduced on each "sub line" to reflect the Weight, Number pf Packages and Invoice Value you want to allocate from the original RFP to this Invoice Line. Do this for each "sub line" on each Invoice Line.

This process can be tedious but only you know how the numbers are to be distributed.

When all the weights are entered, press the "Check It" button to see if any more information is required. Enter what is required and close the screen (or print the Invoice).

You can print this Invoice now but it is recommended that you wait until you have completed any other Invoices linked to RFP's on this Invoice. You might need to make changes.

If more than one Invoice was created because there was more than one Consignee, enter the details for these in the same manner. When you generate the Line Items you will notice that the "unallocated weight" is put onto the generated "sub line". If you have done the first Invoice (or Invoices) correctly then the last one will not need to be modified. This is a check to ensure the Total Weight on the Invoice agrees with the Total Weights on the RFP's.

"Fixing Mistakes" and Special Invoices

Once an Invoice has been printed it cannot be modified. If you have made a mistake then print a Credit Note. This will then enable you to make your changes. The next time you print this Invoice the Invoice Number will have a postscript of "/1" (or "/2" etc) depending on the number of times you have reversed the Invoice and made changes. The same applies to The Credit Note Number.

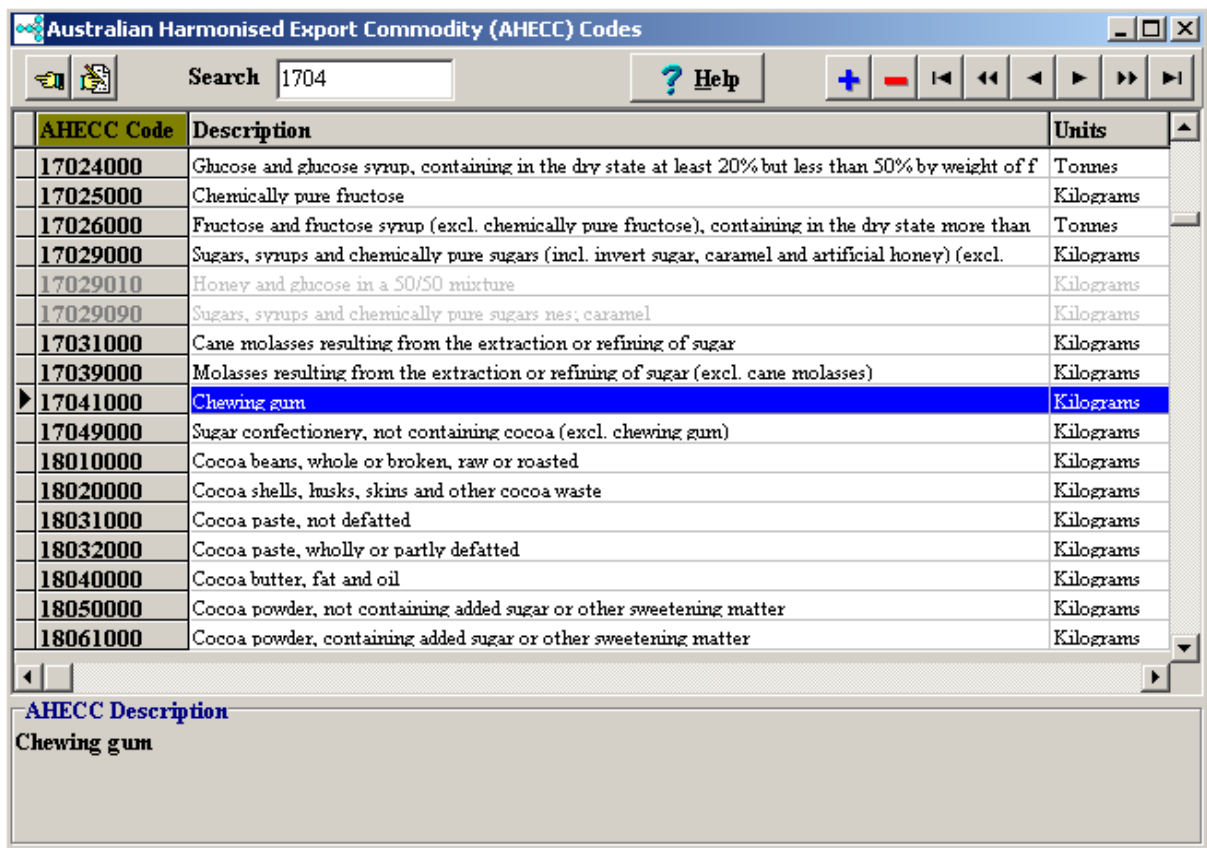
If you need to send an additional Invoice (i.e. for Additional Freight which has come in too late to put on the Invoice) then create a "Special Invoice" and send this Invoice.

5 Common Functions

5.1 Finding an AHECC Code

Finding an AHECC Code

First, start to key the AHECC Code (for test use 17041000) and the AHECC Table will be displayed.



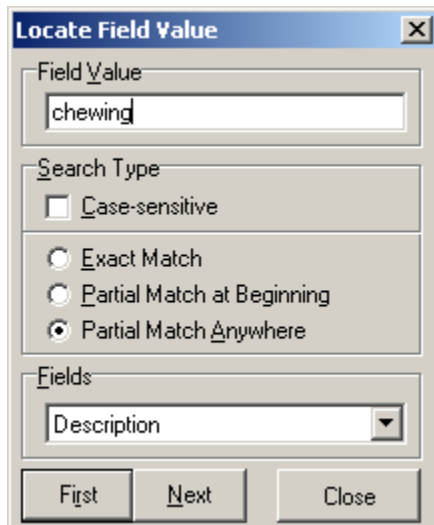
AHECC Code	Description	Units
17024000	Glucose and glucose syrup, containing in the dry state at least 20% but less than 50% by weight of f	Tonnes
17025000	Chemically pure fructose	Kilograms
17026000	Fructose and fructose syrup (excl. chemically pure fructose), containing in the dry state more than	Tonnes
17029000	Sugars, syrups and chemically pure sugars (incl. invert sugar, caramel and artificial honey) (excl.	Kilograms
17029010	Honey and glucose in a 50/50 mixture	Kilograms
17029090	Sugars, syrups and chemically pure sugars nes; caramel	Kilograms
17031000	Cane molasses resulting from the extraction or refining of sugar	Kilograms
17039000	Molasses resulting from the extraction or refining of sugar (excl. cane molasses)	Kilograms
17041000	Chewing gum	Kilograms
17049000	Sugar confectionery, not containing cocoa (excl. chewing gum)	Kilograms
18010000	Cocoa beans, whole or broken, raw or roasted	Kilograms
18020000	Cocoa shells, husks, skins and other cocoa waste	Kilograms
18031000	Cocoa paste, not defatted	Kilograms
18032000	Cocoa paste, wholly or partly defatted	Kilograms
18040000	Cocoa butter, fat and oil	Kilograms
18050000	Cocoa powder, not containing added sugar or other sweetening matter	Kilograms
18061000	Cocoa powder, containing added sugar or other sweetening matter	Kilograms

AHECC Description
Chewing gum

Note that the search is happening automatically. If you do not know the AHECC Code there is a "Locate" facility.



Click on the Title of the Description Column and then click on the Locate Button and the following box will appear.



Key in the text you want to locate. The locate will look for the first record that contains the search text in its Description.

You can refine the locate using the various options in the box.

You will need to re-display the box each time to do the next locate.

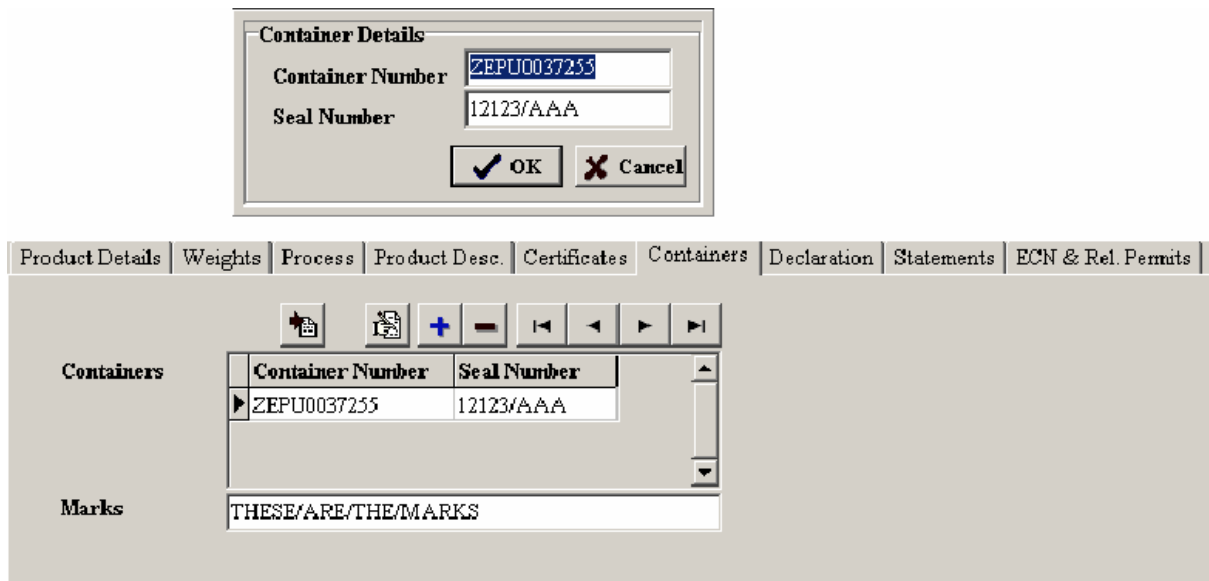
When you have found the AHECC Code you want, press the Enter key or click on the Code in the AHECC Code column. The Code and Description will be inserted into your Line Item.

If the Description is not accessible using the Tab key it can be selected for change by clicking in the field with the mouse.

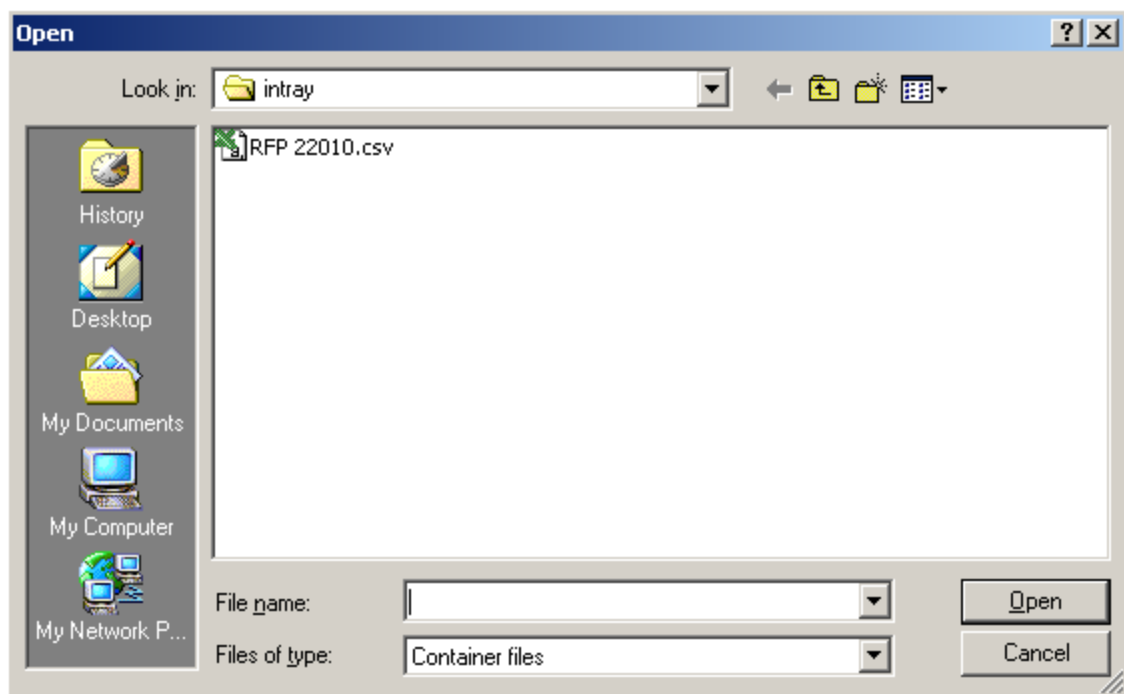
5.2 Adding Containers

Adding Containers

When filling in the Containers it is necessary to add a Container Line for each Container. To do this, click on the button (or press the Insert key when the Container Grid has focus).



When entering Container Numbers, it is possible to have EdiSoft do a logical check of the Container Number. The formula is based on The ISO Standards Handbook 34 (1989). Be aware that not all container Numbers comply to this standard so there is an option in the [Setup](#) screen to turn this editing feature of if you find it too intrusive.




There is a facility to allow import of Container Details from another system. The file format is described in the [\[****\]Importing Container Details](#) section. No checking of Container Numbers is done, it is the responsibility of the user to ensure the Numbers are correct. They can be checked individually after the import is completed. All of the Container Numbers in the file will be added to the currently selected Line Item. To do the import, click on the button and an Open File Dialog will appear.


Select the file to import to the currently selected Line Item. This dialog can be used to look for files that are elsewhere on your system but it is advisable to have them in the ...\\Woodwind\\Data\\InTray.


6 Sending/Receiving Records


6.1 Sending and Receiving CRN's

If a CRN needs to be Queued for transmission (without actually opening the CRN Details Screen) then simply click in the "**Send Queue**" column beside the CRN you wish to send. A validation will be done and "**Yes**" put in the column. (To **de-queue** a record, click on the "**Yes**" and it will return to a blank). Any number of records can be queued and sent in the one transmission.

Click on the  **Transmit/Receive** button and EdiSoft will automatically Encode and Sign your message and send it to the Customs ICS using Internet mail. On successful transmission the CRN will go to "Wait Reply". This means that you are waiting on an answer from the Customs ICS. You cannot make changes while a CRN is in this state. Wait 5 to 10 minutes (longer in peak times) and

click on the  **Transmit/Receive** button again to get your answer. Any further messages that have been queued to go will also be sent at this time. EdiSoft will work out whether to do a **Send / Receive** or **Receive Only** transmission.

Sometimes you will notice a tick  appear in the column to the right of "Wait Reply". This indicates that an acknowledgment has been received from Customs (you have received a CONTRL

message) and message was accepted and you will receive a response from ICS. If an  appears in this column the message has fundamental errors, it has been rejected and will not be processed by ICS. You will need to fix the problem and try again.

When replies are received the "Yes" will move to the "Recd Reply" column. Click on the "Yes" to view the messages and clear the "Recd Reply". Make sure you clear the "Recd Reply" so that you can tell when new replies come back. These messages can also be viewed in the Messages folder in the CRN Details screen.

If your CRN comes back **REJECTED** then you will need to edit the CRN, fix the errors and re-send the CRN.

CRNs without errors will come back **CLEAR**.


NB: The status of CRNs will not change until a change of status is received from Customs.

6.2 Sending and Receiving EDN's


If an EDN needs to be Queued for transmission (without actually opening the EDN Details Screen) then simply click in the "**Send Queue**" column beside the EDN you wish to send. A validation will be

done and "Yes" put in the column. (To **de-queue** a record, click on the "Yes" and it will return to a blank). Any number of records can be queued and sent in the one transmission.




Click on the  button and EdiSoft will automatically Encode and Sign your message and send it to the Customs ICS using Internet mail. On successful transmission the EDN will go to "Wait Reply". This means that you are waiting on an answer from the Customs ICS. You cannot make changes while a EDN is in this state. Wait 5 to 10 minutes (longer in peak times) and




click on the  button again to get your answer. Any further messages that have been queued to go will also be sent at this time. EdiSoft will work out whether to do a **Send / Receive** or **Receive Only** transmission.



Sometimes you will notice a tick  appear in the column to the right of "Wait Reply". This indicates that an acknowledgment has been received from Customs (you have received a CONTRL message) and message was accepted and you will receive a response from ICS.



If an  appears in this column the message has fundamental errors, it has been rejected and will not be processed by ICS. You will need to fix the problem and try again.

When replies are received the "Yes" will move to the "Recd Reply" column. Click on the "Yes" to view the messages and clear the "Recd Reply". Make sure you clear the "Recd Reply" so that you can tell when new replies come back. These messages can also be viewed in the Messages folder in the EDN Details screen.

REJECTED

If your EDN comes back  then you will need to edit the EDN, fix the errors and re-send the EDN.

CLEAR


EDNs without errors will come back .

NB: The status of EDN's will not change until a change of status is received from Customs.


6.3 Sending and Receiving RFP's

If an RFP needs to be Queued for transmission (without actually opening the RFP Details Screen) then simply click in the "**Send Queue**" column beside the RFP you wish to send. A validation will be done and "Yes" put in the column. (To **de-queue** a record, click on the "Yes" and it will return to a blank). Any number of records can be queued and sent in the one transmission.




Click on the  button and EdiSoft will send your message. On successful transmission the RFP will go to "Wait Reply". This means that you are waiting on an answer from the AQIS EXDOC system. You cannot make changes while an RFP is in this state. Wait 5 to 10 minutes



(longer in peak times) and click on the  button again to get your answer. Any further messages that have been queued to go will also be sent at this time. EdiSoft will work out whether to do a **Send / Receive** or **Receive Only** transmission.

When replies are received the "Yes" will move to the "Recd Reply" column. Click on the "Yes" to view the messages and clear the "Recd Reply". Make sure you clear the "Recd Reply" so that you can tell when new replies come back. These messages can also be viewed in the Messages folder in the RFP Details screen.

If your RFP comes back  then you will need to edit the RFP, fix the errors and re-send the RFP.


RFP's without errors will come back with one of the following status.


ORDR	skeletal information, not yet Authorised.
FINL	not yet Authorised.
INSP	Authorised but insufficient for Health Certificate
HCRD	Authorised, ready to print Health Certificate but may need review.
COMP	Health Certificate has been printed. No more action is possible.

NB: The status of RFP's will not change until a change of status is received from EXDOC.


6.4 Sending and Receiving PRA's

If a PRA needs to be Queued for transmission (without actually opening the PRA Details Screen) then simply click in the "Send Queue" column beside the PRA you wish to send. A validation will be done and "Yes" put in the column. (To de-queue a record, click on the "Yes" and it will return to a blank). Any number of records can be queued and sent in the one transmission.

Click on the  **Transmit/Receive** button and EdiSoft will send your message using the Internet Mail as [configured in the Post Box](#). On successful transmission the PRA will go to "Wait Reply". This means that you are waiting on an answer from the Stevedore system. You cannot make changes while a PRA is in this state. Wait 5 to 10 minutes (longer in peak timer) and click on the

 **Transmit/Receive** button again to get your answer. Any further messages that have been queued to go will also be sent at this time. EdiSoft will work out whether to do a **Send / Receive** or **Receive Only** transmission.

When replies are received the "Yes" will move to the "Recd Reply" column. Click on the "Yes" to view the messages and clear the "Recd Reply". Make sure you clear the "Recd Reply" so that you can tell when more replies come back. These messages can also be viewed in the Messages folder in the PRA Details screen.

If your PRA comes back  then you will need to edit the PRA, fix the errors and re-send the PRA.


PRA's without errors will come back .


NB: The status of PRA's will not change until a notification is received from the Stevedore.

6.5 Sending and Receiving Custom Health Certificates

Sending & Receiving Custom Health Certificates


If a Custom Certificate Request needs to be Queued for transmission (without actually opening the Custom Certificate Details Screen) then simply click in the "**Send Queue**" column beside the Custom Certificate Request you wish to send. A validation will be done and "**Yes**" put in the column. (To **de-queue** a record, click on the "**Yes**" and it will return to a blank). Any number of records can be queued and sent in the one transmission.

Click on the  **Transmit/Receive** button and EdiSoft will send your message. On successful transmission the Custom Certificate Request will go to "Wait Reply". This means that you are waiting on an answer from the AQIS EXDOC system. You cannot make changes while a Custom Certificate Request is in this state. Wait 5 to 10 minutes (longer in peak times) and click on the

 **Transmit/Receive** button again to get your answer. Any further messages that have been queued to go will also be sent at this time. EdiSoft will work out whether to do a **Send / Receive** or **Receive Only** transmission.

When replies are received the "Yes" will move to the "Recd Reply" column. Click on the "Yes" to view the messages and clear the "Recd Reply". Make sure you clear the "Recd Reply" so that you can tell when new replies come back. These messages can also be viewed in the Messages folder in the Custom Certificate Details screen.

If your Custom Certificate Request comes back  then you will need to edit the Custom Certificate Request, fix the errors and re-send the Custom Certificate Request.

Custom Certificate Request's without errors will come back .

NB: The status of Custom Certificate Request's will not change until a change of status is received from EXDOC.

7 Data Maintenance and Interfacing

7.1 Data Archive & Transfer

The functions available are.

- Import of data from another system.
- Export of data to another system.
- Archiving of CRNs, EDNs, RFPs and PRAs which are no longer current.
- Retrieval of CRNs, EDNs, RFPs and PRAs from the Archive.
- Optional AutoLoad of data imported from another system.
- Database re-index of EdiSoft files.
- Database conversion when updating to new version of EdiSoft.

Data Import

This facility is useful where you have another system (e.g. Order Entry) and you want to transfer data into EdiSoft via files rather than key it in manually.

The files the other system will need to produce are comma delimited files and the file structure is shown in [Interface Files](#) section of this manual. This structure can be customised to suit your own external system.

The other system must be programmed to create the required files in the "**Intray**" directory of the EdiSoft Data directory. The EdiSoft Data directory is the one that shows as Location of Data in the Post Boxes table.

EdiSoft is able to run on a network, so it is necessary to ensure that only one transfer is taking place at the one time. Otherwise there will be great confusion. Where EdiSoft is running on a standalone system the same rules will apply because Windows is multitasking.

The sequence of events for creating the files are.

1. Your external program should check that there is no file in the Intray directory called **AutoLoad.txt**. If one exists then another task has already created files (or is currently creating files) and the current task must make a choice. If the **AutoLoad.txt** file can be locked then it is possible to append new records to the existing files because a previous task has created the files but EdiSoft has not yet been activated to process them. Otherwise (**AutoLoad.txt** file cannot be locked) the current task must wait (or abort).
2. Create the files for EdiSoft in the **EdiSoft Intray** directory using the format specified.
3. Lastly, create a file called **AutoLoad.txt** in the **EdiSoft Intray** directory. Be sure that this file is only created when the previous step is finished.
4. Activate the Import facility in EdiSoft. This can be done manually by clicking on the button, or automatically using the AutoLoad feature (see later in this document). EdiSoft will use the **AutoLoad.txt** file as the trigger for the load. It is therefore important that this file is only created when all the other files are complete.

EdiSoft will delete all the **Import files** and **AutoLoad.txt** when it is completed. If there is a system failure during the Import then the files will remain and the Import can be reactivated. Any data that was loaded in the previous attempt will be overwritten.

Data Export

To do this you go into the **Record Export & Archive facility** of EdiSoft. Select either the **Export EDNs** folder or the **Export RFP's** folder. To select records for Export you hold down the **Ctrl** key and click on the record (Ctrl+Click).

When the records are selected, press the **Export EDNs** button or the **Export RFPs** button.

The Export files will be created in a sub-directory of the EdiSoft data directory. The name of this sub-directory is OutTray. The structure of the Export files can be modified. These files are comma delimited files and the standard file structure is shown [Interface Files](#) (attached).

Archiving Records

To do this you go drop down the **Housekeeping** menu and select the **Record Export & Archive facility** for the type of document you want to Export / Archive (**CRNs**, **EDNs** or **RFPs**). When the selection screen appears, select individual records to Archive by holding down the **Ctrl** key and clicking on the record (Ctrl+Click). **Ctrl+A** will select all the records. **Ctrl+B** will de-select all records.

When the records are selected, press the **Archive** button.

The Archive files will be created in a sub-directory of the EdiSoft data directory. The name of this

sub-directory is `Archive` . The archive files are in dBASE IV format so they can be accessed by many report writers and database software packages. It would not be wise to alter these records but it could be useful to extract data from them.

The files in this directory can be backed up to diskette and deleted if you are short on hard disk space. EdiSoft will create new empty files if necessary.

Retrieve from Archive

To do this you go into the **Retrieve from Archive** of EdiSoft. Select either the **Archived EDN's** folder or the **Archived RFP s** folder. To select records for Retrieval you hold down the Ctrl key and click on the record (**Ctrl+Click**). **Ctrl+A** will select all the records. **Ctrl+B** will de-select all records.

When the records you need are selected, press the **Retrieve** button.

AutoLoad Facility

The purpose of this facility is to monitor the EdiSoft data directory for incoming Imported files . This is done by a timer which can be set. When the timer detects that files have arrived then it will display a flash screen and you will need to wait a short while until the import is completed.

To configure AutoLoad, select `Configure` . The purpose of the various options is as follows.

AutoLoad Timer Details

Set the time interval (frequency) that you want EdiSoft to check for incoming data files.

Indicate whether you want the timer to start when you load the program. This will be useful if you want to include EdiSoft in your Windows startup procedures. Use this function together with the Initial Screen Status (Minimised) option.

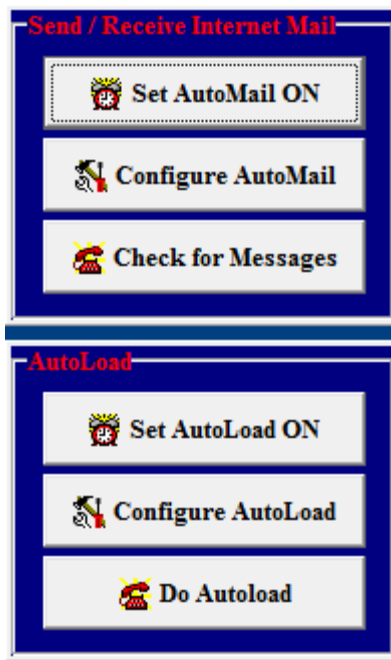
Archive Defaults

Set the ageing period for CRN's.	There is a minimum of 1 months for CRN's.
Set the ageing period for EDN's.	There is a minimum of 1 months for EDN's.
Set the ageing period for RFP's.	There is a minimum of 1 month for RFP's.
Set the ageing period for PRA's.	There is a minimum of 1 months for PRA's.
Set the ageing period for Invoices.	There is a minimum of 1 month for Invoices.

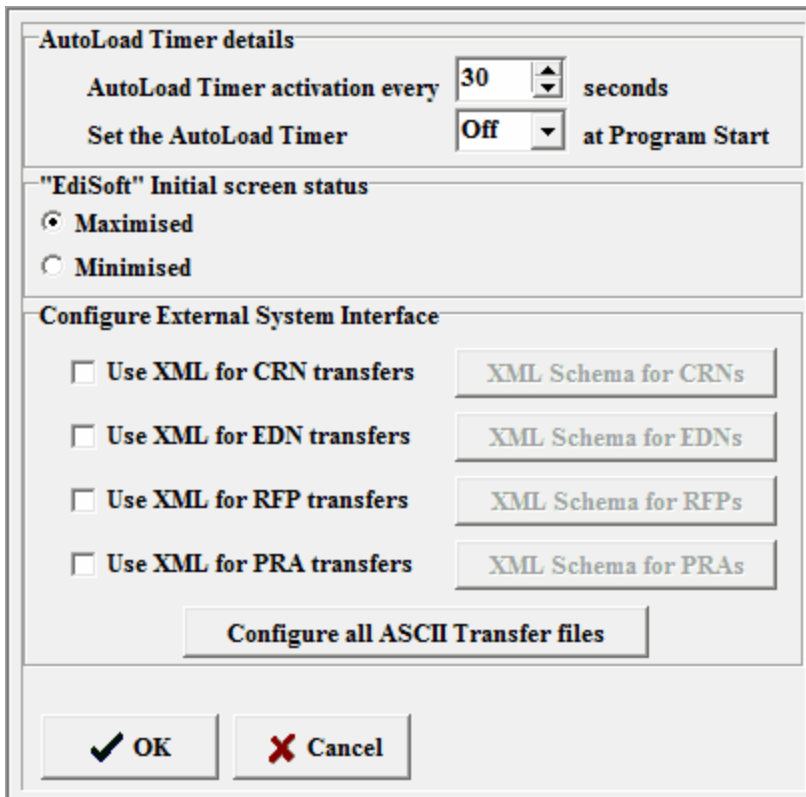
7.2 Configuring the Interface Schema

In order to import and export data from Edisoft, you first need to configure the schema settings. (That specify what fields you will be importing, and their order).

To do this click on the **Configure Autoload** button that is on the main page.

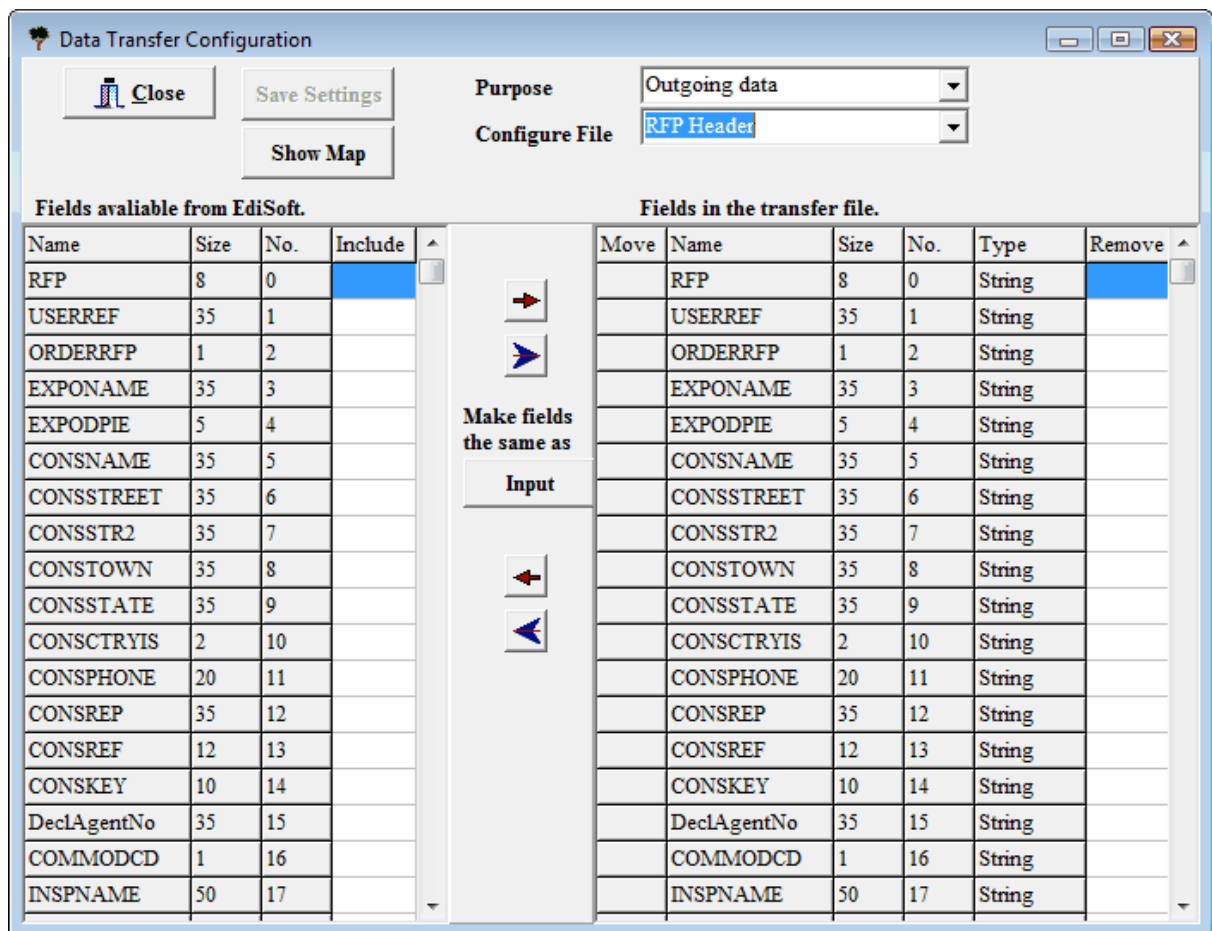


This will show a panel allowing you to specify the autoloading properties, as well as the schema settings.



By default edisoft will use ASCII (CSV) files to import the data. If you wish to use XML click on the 'Use XML for transfers' tickbox. You will then need to configure the XML Schema by clicking on the relevant button to the right.

Alternatively, if you wish to use CSV you will need to configure the CSV schema files by clicking on the **Configure all ASCII Transfer files** button. This will bring up a new dialog as shown below:



The **Purpose** option allows you to specify whether the configuration you are viewing is for Outgoing data or Incoming.

The **Configure File** option allows you to choose which file you will be working on. (eg. For RFP's you will need to configure and create multiple files including the RFP Header, RFP Line, etc)...

The fields on the left are the fields that are available for Edisoft. The fields on the Right are the fields that you have chosen to have in your transfer file. You can add and subtract which fields you will have in your CSV file by using the left and right arrow buttons.

Once done, choose another file to modify, or press the CLOSE button to finish.

The **Show Map** button will show you a list of files that have been configured, and those that remain to be configured. You only need to configure schema's for the section and tables that you wish to import or export data from.

7.3 Check Database Structure (Reindex Database)

The normal operation of a computer can cause database indices to become corrupted. The causes can be many, but one us bad power supply. Another happens when the user switches off the

computer without shutting down Windows correctly. This corruption results in files being linked incorrectly and thus unpredictable results. If ever you are having unexplained problems you should run this function.

This is something you could do on a regular basis. (i.e. After a backup).

This is something that could occur after a software update. Where there are changes to the database structure (usually those required by Customs and AQIS) then EdiSoft will detect the change and a Database Integrity Check will be initiated. EdiSoft will not run until the restructure has been done.

To run this you must have exclusive use of the system. If there are other users (on the network) then you will be warned of this and the process will not run.

7.4 Interface Files

These are the layouts for the upload/download files. There are two types of file available.

- * ASCII comma delimited files. This method will continue to be available but eventually it will be phased out.
- * [XML files](#). It is intended to migrate gradually to the XML format as this is easier to use.

ASCII file layouts

All fields are string type fields. All fields may be sent and they will be loaded. Where a new Exporter is to be created, all the data sent will be updated into the new Exporter Record. This also applies to Consignees, Establishments, Ports and Countries. Where partial information is sent for these tables the record will be created using the data provided.

Where there are new fields these have been usually been added at the end of each record layout. This makes things look a bit untidy but it helps when identifying changes. Be aware that there could be local variations to this layout depending on which release of the software added the new file.

RFP Header File

(RFPXHEAD.TXT)

The controlling field is RFP. A unique number allocated by the software generating the file. Re-sending the data will update the RFP provided the Status of the RFP is not greater than ORDR.

Rfp	RFP	8	Mandatory field - links all details for this RFP
User Reference	USERREF	35	Mandatory field - unique reference with AQIS
Order RFP	ORDRRFP	1	Hold this RFP at ORDR
Exporter Name	EXPONAME	35	
Exporter Licence Number	EXPODPIE	5	
Exporter Type	EXPOTYPE	1	
Consignee Name	CONSNAME	35	
Consignee Street	CONSSTREET	35	
Consignee Street (2)	CONSSTR2	35	
Consignee Town / City	CONSTOWN	35	

Consignee State / Region	CONSSTATE	35	
Consignee Country Code (ISO)	CONSCTRYIS	2	
Consignee Representative	CONSREP	35	
Consignee Reference Number	CONSREF	12	Consignee ID for Importing Country
Consignee External Key	CONSKEY	10	The Consignee Code in an external system.
Commodity Code	COMMODCD	1	M - Meat
Inspection Establishment Name	INSPNAME	50	
Inspection Establishment Number	INSPESTAB	6	
Inspection Establishment AQA	INSPAQA	1	{Y}{N}
Inspection Requested Date	INSPREQ	10	dd/mm/ccyy
Inspected Date	INSPDATE	10	dd/mm/ccyy
Inspection Requested Time	INSPTIME	10	
H/C Print	HCPRINT	1	{M Manual}{A Automatic}{N Not required}
H/C Print Location Name	HCNAME	40	AQIS Region Name
H/C Print Location Code	HCLOCN	4	AQIS Region Code
Split H/C by Container	HCSPLITCONT	1	{Y}{N}
Split H/C by Marks	HCSPLITMAR	1	{Y}{N}
Split H/C by Packer	HCSPLITPAC	1	{Y}{N}
Load Port Name	LOADNAME	35	
Load Port Code	LOADCODE	5	{AQIS Port Code}
Transport Mode	TRANMODE	1	{1 Maritime}{4 Air}{5 Mail}
Vessel Name	VESSNAME	36	
Voyage Number	VOYAGE	6	
Export Date	EXPODATE	10	dd/mm/ccyy
Pack Date	PACKDATE	10	
Lot Number	LOTNUMBER	70	
Discharge Port Name	DISCHNAME	35	
Discharge Port Code	DISCHCODE	5	{AQIS Port Code plus Country Code 'pppcc'}
Border Port Name	BORDERNAME	35	
Border Port ISO Code	BORDERCODE	5	

Final Country Name	CTRYNAME	35	
Final Country Code	CTRYCODE	2	{AQIS Country Code}
Final City Name	FINALCITY	35	
RFP Number	RFPNUMBER	10	(as allocated by EXDOC)
Permit Number	PERMNUMB	10	
Permit Date	PERMDATE	10	
Vessel Hold Seal Start Number	SEALSTART	6	
Vessel Hold Seal End Number	SEALEND	6	
EDN Number	ECNNUMB	14	
EDN Status	ECNSTAT	1	
Invoice Currency	INVCURR	3	For future use
FOB Currency	FOBCURR	3	normal Currency Code per ISO standard
RFP Status	RFPSTATUS	10	
Storage Temperature	TEMPERATUR	5	999.99-
Storage Temp Unit of Measure	TEMPUOM	3	{FAR Fahrenheit}{CEL Celsius}
Exporter Declaration	EXPODECL	210	
Inspection Details	INSPDETS	210	
Inspector ID	INSPID	8	
Embargo Status	EMBARGO	2	
Origin Country Name	ORIGNAME	35	
Origin Country Code	ORIGCODE	2	per AQIS specification
Ship Stores	SHIPSTOR	1	{Y}{N}
Shipping Company Name	SHIPCOMP	35	
AMLC Quota Indicator	QUOTAIND	1	{Y}{N}
Total Packages	TOTPACKS	6	
Total Weight (Kilograms)	TOTWEIGHT	10	
Total Lines	TOTLINES	2	
AQIS to get EDN	CUSTAGENT	1	{Y}{N}
AQIS Region Name	AQISREGNNA	35	
AQIS Region Code	AQISREGNCD	3	

Minimum Transshipment Temp	MINTEMP	5	999.99- (Fish only)
Maximum Transshipment Temp	MAXTEMP	5	999.99- (Fish only)
Inspected Time	INSPSTART	10	hh:mm AM (or PM)
LC Notify Party Line	LCNOTIFY	Vary	In EdiSoft, this field can contain CR/LF characters which cause confusion in a text file. For purposes of the data transfer a pipe " " character is used to denote the CR/LF where required.
LC Text	LCTEXT	210	
Additional Information Text	ADDITINFO	70	
Origin Catching Zone	CATCHZONE	70	
EDI User Name	EDIUSERNAME	35	
EDI User Code	EDIUSERCOD	6	
Responsible Person's Name	EDIUSERNAME	35	
Responsible Person Street Addr	RESPPERSSTREET1	35	Responsible person (Street Address Line 1)
Responsible Person Street Addr 2	RESPPERSSTREET2	35	Responsible person (Street Address Line 2)
Responsible Persons City	RESPPERSCITY	35	
Responsible Persons Postcode	RESPPERSPOSTCODE	10	
Responsible Persons Country Code	RESPPERSCOUNTRYCD	2	ie AU for Australia
Responsible Persons Country	RESPPERSCOUNTRYNAME	35	Full Name of country. ie "Australia"
Responsible Persons Phone No	RESPPERSPHONE	20	
Responsible Persons External System Key	RESPPERSEXTERNAL	10	
Destination Name	DESTPLACENAME	50	
Destination Street Address	DESTPLACESTREET1	35	Destination Place (Street Address Line 1)
Destination Street Address 2	DESTPLACESTREET2	35	Destination Place (Street Address Line 2)
Destination City	DESTPLACECITY	35	
Destination Post Code	DESTPLACEPOSTCODE	10	
Destination Country Code	DESTPLACECOUNTRYCD	2	
Destination Country	DESTPLACECOUNTRYNAME	35	
Destination Place Phone	DESTPLACEPHONE	20	
Destination Place Reference	DESTPLACEREF	35	
Destination Place Type Ident	DESTPLACETYPEIDENT	1	

Destination Place Approval No	DESTPLACEAPPROVALNO	35	
Destination Place External System Key	DESTPLACEEXTERNAL	10	
Product Use Indicator	PRODUCTUSEIND	1	
Storage Establishment Name	STORAGEESTABLISHMENTNAME	35	
Storage Establishment Number	STORAGEESTABLISHMENTNUMBER	10	
Amended Information	AMENDEDINFO	254	
Approved Certifier	APPROVEDCERTIFIER	5	Used for Halal Meat
Average Age of Animal	AVERAGEAGE	20	

RFP Line Item File**(RFPXLINE.TXT)**

Multiple Line Items per RFP. Must have at least one Line Item per RFP. This file is keyed on RFP and LINE NUMBER.

Rfp	RFP	8	Mandatory field - links all details for this RFP	
Line Number	LINENO	2	Mandatory field - max 99	
Preservation Type	PRESTYPE	1	C = Chilled F = Frozen U = Unrefrigerated X = null	
Product Type	PRODTYPE	3	{per AQIS specification}	
Wrap Type	PACKTYPE	2	{per AQIS specification}	
Supplementary Code	SUPPCODE	1	{per AQIS specification}	
Number of Outer Packages	PACKCOUNT	6		
Outer Package Unit of Measure	PACKUOM	4	{per AQIS specification}	
Outer Pack Weight Accuracy	PACKACCUR	1	3 = Approximate 4 = Equal To	(refers to the Weight of each Package)
Weight of each Outer Pack	PACKWEIGH	8	nnn.nn	(refers to the Weight of each Package)
Outer Package Weight UOM	PACKWTUOM	3	{per AQIS specification}	(refers to the Weight of the Packaging)
Number of Inner Packages	INTERCOUNT	6		
Intermediate Package UOM	INTERUOM	4		

Inter Package Weight Accuracy	INTERACCUR	1	3 = Approximate 4 = Equal To	(refers to the Weight of each Package)
Weight of each Inter Package	INTERWEIGH	8	nnn.nn	(refers to the Weight of each Package)
Inter Package Weight UOM	INTERWTUOM	3	{per AQIS specification}	(refers to the Weight of the Packaging)
Number of Inner Packages	INNERCOUNT	6		
Inner Package UOM	INNERUOM	4		
Inner Pack Weight Accuracy	INNERACCUR	1	3 = Approximate 4 = Equal To	(refers to the Weight of each Package)
Weight of each Inner Package	INNERWEIGH	8	nnn.nn	(refers to the Weight of each Package)
Inner Package Weight UOM	INNERWTUOM	3	{per AQIS specification}	(refers to the Weight of the Packaging)
Shipping Marks	SHIPMARKS	17		
Net Quantity	NETMETWT	9	9999999.99	
Net Quantity Unit of Measure	NETMETUOM	3	{per AQIS specification}	
Gross Metric Weight	GROSSMETWT	9	9999999.99	
Gross Metric Unit of Measure	GROSSMETUO	3	{per AQIS specification}	
Net Imperial Weight	NETIMPWT	9	9999999.99	
Net Imperial Unit of Measure	NETIMPUOM	3	{per AQIS specification}	
AMLC Beef Veal Weight	BEEFVEAL	9	9999999.99	
AMLC Approval Number	AMLCAPPNO	7		
AMLC Cut Code (or Category Code)	CUTCODE	6	{per AQIS specification}	
AMLC Chemical Lean Percentage	CHEMLEAN	2		
Performance Owner Name	PERFOWNER	35		
Performance Owner Exporter No.	PERFOWNNO	5		
Grower Number	GROWERNUMB	25		
Inspection Description	INSPDESC	70		
Exporter Defined Product Desc	EXPODESC	175		
H/C Product Description	HCDESC	175		

Additional Product Description	ADDPRODDDES	175	
H/C Template	HCFORMAT	6	
H/C Endorsement	HCENDORSE	4	
H/C Number	HCNUMBER	7	
Use By Start Date	USEBYSTART	10	dd/mm/ccyy
Use By End Date	USEBYEND	10	dd/mm/ccyy
Label Approval Number	LABLAPPRNO	15	
AHECC Code	AHECCCD	8	
FOB Amount	FOBAMOUNT	15	
Related Permit Authority Code	RELAUTH	3	
Related Permit Number	RELPERM	35	
Related Permit Date	RELDATE	10	
Export Scheme Code	CONCODE	3	
Product Source State	SOURCESTAT	20	
Milk Protein Percent	MILKPROTPC	5	nnn.nn
Milk Fat Percent	MILKFATPC	5	nnn.nn
Drained Weight Amount	DRAINWT	9	nnnnnn.nn
Drained Weight Unit of Measure	DRAINWTUOM	3	{per AQIS specification}
Commercial Product Description	COMMPROD	175	
Additional Declaration Description	ADDDECL	Vary	In EdiSoft, this field can contain CR/LF characters which cause confusion in a text file. For purposes of the data transfer a pipe " " character is used to denote the CR/LF where required.
Sack Inspection Date	SACKINSDAT	10	dd/mm/ccyy
Empty Inspection Date	EMTINSDAT	10	dd/mm/ccyy
Salting Date	SALTDAT	10	dd/mm/ccyy
Statement Text	STATTEXT	Vary	
Requested Extra Certificates	REQEXTCERT	Vary	
Allocated Extra Certificates	ALLEXTCERT	Vary	
Import Authority Code	IMPAUTHCD	Vary	
Wrap Code	WRAPCODE	2	
Outer Pack Code	OUTERPACKCODE	2	

Inter Pack Code	INTERPACKCODE	2	
Inner Pack Code	INNERPACKCODE	2	
Quota Code	QUOTACODE	4	
Quota	QUOTA	Vary	
Batch Code	BATCHCODE	20	
Treatment Type Code	TREATMENTTYPE	2	
Nature of Commodity Code	NATUREOFCOMMODITY	2	
Ungraded Product Indicator	UNGRADED	5	TRUE/FALSE Boolean Value
Catch Start Date	CATCHSTARTDATE	10	
Catch End Date	CATCHENDDATE	10	
Customs Weight	CUSTOMSWEIGHT	5	TRUE/FALSE Boolean Value
Domestic Product Indicator	DOMPROD	20	
Halal Product Indicator	HALAL	1	Y / N

RFP Import Permits

(RFPXPERM.TXT)

May have many records per RFP.

Rfp	RFP	8	Mandatory field - links all details for this RFP
Import Permit Line Number	LINENO	2	The sequence in this RFP
Import Permit Number	IMPPERM	20	
Permit Date	PERMDATE	10	dd/mm/ccyy

RFP Load Ports

(RFPXLOAD.TXT)

May have many records per RFP. (use for Commodities that allow multiple Discharge Ports)

Rfp	RFP	8	Mandatory field - links all details for this RFP
Port Name	PORTNAME	35	
Port Code	PORTCODE	3	per AQIS specification

RFP Discharge Ports

(RFPXDISC.TXT)

May have many records per RFP. (use for Commodities that allow multiple Discharge Ports)

Rfp	RFP	8	Mandatory field - links all details for this RFP
Port Name	PORTNAME	35	
Port Code	PORTCODE	5	per AQIS specification Requires Country Code + port code. (ie AUSYD)

RFP Transit Countries (RFPXTRAN.TXT)

May have many records per RFP. (only used when Commodity is Dairy)

Rfp	RFP	8	Mandatory field - links all details for this RFP
Country Name	CTRYNAME	35	
Country Code	CTRYCODE	2	per AQIS specification

RFP Consignees (RFPXCONS.TXT)

May have many records per RFP. (use for Commodities that allow multiple Consignees)

Rfp	RFP	8	Mandatory field - links all details for this RFP
Consignee Name	CONSNAME	35	
Consignee Street	CONSSTREET	35	
Consignee Street(2)	CONSSTR2	35	
Consignee Town / City	CONSTOWN	35	
Consignee State	CONSSTATE	35	
Consignee Country Code	CONSCTRYCD	2	per AQIS specifications
Consignee Representative	CONSREP	35	
Consignee External Key	CONSKEY	10	The consignee Code in an external system

RFP Line Containers (RFPXCONT.TXT)

May have many records per RFP Line Item.

Rfp	RFP	8	Mandatory field - links all details for this RFP
Line Number in the RFP	LINENO	2	Mandatory field - max 99
Container Number	CONTNO	15	

IMA1 Net Weight	NETWGHT	11	
IMA1 Gross Weight	GROSSWGHT	11	
IMA1 Product Description	PRODDISC	210	
IMA1 Serial Number	SERIALNO	25	
IMA1 Invoice Number	INVOICENO	25	
IMA1 Invoice Date	INVOICEDAT	10	
IMA1 Quota Year	QUOTAYEAR	15	
Container Seal	SEAL	6	

RFP Line Process Times (RFPXPROC.TXT)

Multiple Process Times per Line Item. Must have at least one Slaughter Process Time and one Packing Process Time. Other Process Times are as required by AQIS.

Rfp	RFP	8	Mandatory field - links all details for this RFP
Line Number	LINENO	2	Mandatory field - max 99
Process Type	PROCTYPE	2	{SL Slaughter}{PK Pack}{FR Freeze} etc.
Process Establishment Name	ESTABNAME	35	
Process Establishment Number	ESTABNO	6	
Process Establishment AQA	ESTABAQA	1	{Y}{N}
Process Start Date	DATESTART	10	dd/mm/ccyy
Process End Date	DATEEND	10	dd/mm/ccyy
Treatment	TREATMENT	6	
Treatment Information	TREATINFO	175	
Harvest Area	HARVEST	20	
Lease Number	LEASENO	20	

Depuration Date	DEPURDATE	10	dd/mm/yy
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EDN Header file**(EDNXHEAD.TXT)**

The controlling field is EDN. A unique number allocated by the software generating the file. Re-sending the data will update the EDN but will not override the Status or CAN.

Edn	EDN	10	Mandatory field - links all details for this EDN
User Reference	USERREF	35	Mandatory field - unique reference with ICS
Version	VERSION	2	Sequence for changes (sent to ICS)
Confirmation Status	CONFSTATUS	1	Code List in the SDG
Agent	AGENT	1	y/n
EDN Number	EDNNUMB	9	
Prescribed Goods	PRESCRIBED	1	y/n
Excisable	EXCISABLE	1	y/n
Excise Warehouse	EXISEWHSE	5	
Exporter Name	EXPONAME	35	
Consignee Name	CONSNAME	30	
External System Key	CONSKEY	10	The Consignee's Key in the External System
Destination Country Name	DESTCTRYNA	35	
Destination Country ISO Code	DESTCTRYCD	2	cc
Load Port Name	LOADNAME	35	
Load Port ISO Code	LOADCODE	5	pppcc
Discharge Port Name	DISCHNAME	35	
Discharge Port ISO Code	DISCHCODE	5	pppcc
Vessel Name	VESSELNAME	36	
Vessel Lloyds Number	VESSELID	26	
Voyage	VOYAGE	17	
Export Date	EXPORTDATE	10	dd/mm/ccyy
Cargo Code	CARGOCODE	2	Code List in the SDG
Goods Code	GOODSCODE	2	Code List in the SDG
Invoice Currency ISO Code	INVCURRCD	3	
FOB Currency ISO Code	FOBCURRCD	3	
Package Count	PACKCOUNT	4	
Container Count	CONTCOUNT	4	
Has been Invoiced	INVOICED	1	y/n
Status	STATUS	10	Use "NEW" for EDN's coming into EdiSoft

EDN Line Item file**(EDNXLINE.TXT)**

Must have at least one record but may have many records per EDN.

Edn	EDN	10	Mandatory field - links all details for this EDN
Line Number	LINENO	3	

AHECC Code	AHECCCODE	8	
Origin Country Name	ORIGCTRYNA	35	
Origin Country ISO Code	ORIGCTRYCD	5	Code List in the SDG
Origin State	ORIGSTATE	3	
Net Quantity	NETQTY	15	
Weight UOM	WEIGHTUOM	2	
Weight	WEIGHT	10	
Line FOB Value	LINEFOB	15	
Description of Goods	DESCRIPT	50	

EDN Line Export Permits (EDNXPERMIT.TXT)

May have many records per EDN Line Item.

Edn	EDN	10	Mandatory field - links all details for this EDN
Line Number	LINENO	3	
Permit Number	PERMITNO	35	

EDN Line Temporary Permits (EDNXTPERM.TXT)

May have many records per EDN Line Item.

Edn	EDN	10	Mandatory field - links all details for this EDN
Line Number	LINENO	3	
Permit Number	PERMITNO	35	

EDN Line Assay (EDNXASSY.TXT)

May have many records per EDN Line Item.

Edn	EDN	10	Mandatory field - links all details for this EDN
Line Number	LINENO	3	
Element Code	ELEMENT	5	
Concentration	CONCENT	10	

PRA Header (PRAXHEAD.TXT)

Pra	PRA	8	Mandatory field - links all details for this PRA
User Reference	USERREF	35	Mandatory field - unique reference with Stevedores
Stevedore Name	STEVNAME	35	
Container Number	CONTAINERN	17	
Container Type	CONTTYPE	3	CN, T75, T76
Empty Container	EMPTY	1	y/n
Booking Reference	BOOKINGREF	35	
Carrier Name	CARRNAME	35	
Carrier Code	CARRIDCODE	17	
Carrier ABN	CARRABN	10	
Carrier Reference	CARRIERREF	17	
Carrier Truck Number	CARRIERTRU	9	
Carrier Booking Number	CARRIERBOO	35	
Receiving Terminal Name	RECVTRNAME	35	
Receiving Terminal Code	RECVTRCODE	10	
Estimated Departure Date	RECEIPTEDD	10	dd/mm/ccyy
Estimated Departure Time	RECEIPTETD	8	hh:mm am(pm)
Loading Terminal Name	LOADTRNAME	35	
Loading Terminal Code	LOADTRCODE	10	
Estimated Arrival Date	LOADEDADA	10	dd/mm/ccyy
Estimated Arrival Time	LOADETA	8	hh:mm am(pm)
Shipping Company Name	SHIPCONAME	35	
Shipping Company ACOS Code	SHIPCOACOS	17	
Vessel Name	VESSNAME	35	
Vessel Lloyds Number	VOYAGE	17	
Discharge Port Name	DISCHNAME	35	
Discharge Port Code	DISCHCODE	5	pppcc
Destination Port Name	DESTNAME	35	
Destination Port Code	DESTCODE	5	pppcc
Exporter Name	EXPONAME	35	
Exporter DPIE Number	EXPODPIE	5	
Exporter Type	EXPOTYPE	1	
Customs Authority Number (CAN)	CANNUMBER	35	
Container ISO Size	ISOSIZE	10	

ACOS Commodity Code	ACOSCOMMC D	5	
ACOS Commodity Description	ACOSCOMMD E	50	
Gross Weight	GROSSWT	15	Kgs
Net Weight	NETTWT	15	Kgs
Humidity Setting	HUMIDITY	12	Percentage
Vent Setting	VENT	12	
Vent Setting UOM	VENTMEAS	3	Units of Measure for the Vent Setting

PRA Equipment**(PRAXEQIP.TXT)**

May have many records per PRA.

PRA	PRA	8	Mandatory field - links all details for this PRA
Equipment Code	CODE	17	
Serial Number	SERIALNO	17	

PRA Container Seals**(PRAXSEAL.TXT)**

May have many records per PRA.

PRA	PRA	8	Mandatory field - links all details for this PRA
Seal Number	SEALNUMB	10	
Seal Authority	SEALAUTH	2	
Damaged Seal	DAMAGED	1	y/n

PRA Dangerous Goods**(PRAXEQIP.TXT)**

May have many records per PRA.

PRA	PRA	8	Mandatory field - links all details for this PRA
Contact Name	DGCONTACT	35	
Contact Phone	DGPHONE	20	
Contact Fax	DGFAX	20	
Contact e-mail	DGEMAIL	51	
Technical Name	DGTECHNAM E	350	
IMDG Hazard Class	DGIMCLASS	7	
UNDG Hazard Number	DGUNNUMB	4	
Flash Point Temperature	DGFLASHPT	10	In Degrees Celsius
Packing Group	DGPACKGRO U	3	
Net Weight	DGWEIGHT	10	

XML File Layouts

The XML based Data Transfer is controlled by schema files that are generated in XML format. This provides for easier review of the schema files. When the Schema files are generated, they are stored in the ...**Woodwind\Data\XML Schema** directory and the names of the files explain their purpose.

- CrnSchemaIn.xml
- CrnSchemaOut.xml
- EdnSchemaIn.xml
- EdnSchemaOut.xml
- RfpSchemaIn.xml
- RfpSchemaOut.xml
- PraSchemaIn.xml
- PraSchemaOut.xml

Some rules

- The first three characters of data transfer files must indicate the type of transfer. Therefore a file "RFPxxx.xml" would be for RFPs and so forth.
- The process can handle multiple documents within the one file or single documents per file, your choice.
- The input files must be placed in the ...**Woodwind\Data\Intray** directory. There is no requirement for the **AutoExec.bat** file with **XML files** as files will only be processed when they can be opened.
- Files from EdiSoft are placed in the ...**Woodwind\Data\OutTray** directory.
- The names of output files from EdiSoft are based on the date and time of creation so that there is no duplication. As an example, the format for an output file for RFPs is "**RFPyymmddhhmmssnn.xml**".
- The output in XML format is enabled in the Configuration panel that is accessed from the main screen.
- XML Output for each file type will only occur if it has been enabled in the Configuration panel. Otherwise the ASCII method will occur.

The following layouts are provided as a convenient method of documentation and developers should contact the Help Desk if they would like copies of these to use as base Schema files.

CRN Data Transfer Schema

```
<?xml version="1.0"?>
<CRN.Data.Transfer>
  <CRN.Header>
    <USERREF>User.Reference</USERREF>
    <VERSION>Version.for.ICS</VERSION>
    <TYPE>CRN.Type</TYPE>
    <CRNNUMBER>CRN.Number</CRNNUMBER>
    <TRANSPMODE>Transport.Mode</TRANSPMODE>
    <NILCARGO>Nil.Cargo.Indicator</NILCARGO>
    <DEPTDATE>Departure.Date</DEPTDATE>
    <EMPTYCOUNT>Empty.Container.Count</EMPTYCOUNT>
    <STATUS>CRN.Status</STATUS>
  <Line.Item>
    <LINENO>Line.Number</LINENO>
    <REFTYPE>Type.of.CAN</REFTYPE>
    <CANREF>CAN.Number</CANREF>
    <EXEMPTREF>Exempt.Code.Reference</EXEMPTREF>
    <EXPONAME>Exporter.Name</EXPONAME>
```

```

<FINLCTRYNA>Final.Country.Name</FINLCTRYNA>
<FINLCTRYCD>Final.Country.UN.LOCODE</FINLCTRYCD>
<DESCRIPT>Description.of.Goods</DESCRIPT>
<PACKCOUNT>Package.Count</PACKCOUNT>
<CONTCOUNT>Container.Count</CONTCOUNT>
</Line.Item>
</CRN.Header>
</CRN.Data.Transfer>

```

EDN Data Transfer Schema

```

<?xml version="1.0"?>
<EDN.Data.Transfer>
  <EDN.Header>
    <USERREF>User.Reference</USERREF>
    <VERSION>Version.for.ICS</VERSION>
    <CONFSTATUS>Confirming.status</CONFSTATUS>
    <AGENT>Agent.Indicator</AGENT>
    <EDNNUMB>EDN.Number</EDNNUMB>
    <PRESCRIBED>Prescribed.Goods</PRESCRIBED>
    <EXCISABLE>Excisable.Goods</EXCISABLE>
    <EXISEWHSE>Excise.Warehouse.Number</EXISEWHSE>
    <EXPONAME>Exporter.Name</EXPONAME>
    <CONSNAME>Consignee.Name</CONSNAME>
    <CONSKEY>Consignee.Key</CONSKEY>
    <DESTCTRYNA>Destination.Country.Name</DESTCTRYNA>
    <DESTCTRYCD>Destination.Country.COde</DESTCTRYCD>
    <LOADNAME>Load.Port.Name</LOADNAME>
    <LOADCODE>Load.Port.UN.LOCODE</LOADCODE>
    <DISCHNAME>Discharge.Port.Name</DISCHNAME>
    <DISCHCODE>Discharge.Port.UN.LOCODE</DISCHCODE>
    <VESSELNAME>Vessel.Name</VESSELNAME>
    <VESSELID>Vessel.Lloyds.Number</VESSELID>
    <VOYAGE>Voyage</VOYAGE>
    <EXPORTDATE>Export.Date</EXPORTDATE>
    <CARGOCODE>Cargo.Type.Code</CARGOCODE>
    <GOODSCODE>Goods.Type.Code</GOODSCODE>
    <INVCURRCD>Invoice.Currency.Code</INVCURRCD>
    <FOBCURRCD>FOB.Currency.Code</FOBCURRCD>
    <PACKCOUNT>Package.Count</PACKCOUNT>
    <CONTCOUNT>Container.Count</CONTCOUNT>
    <INVOICED>Invoiced.in.EdiSoft</INVOICED>
    <STATUS>Status.with.ICS</STATUS>
  <Line.Item>
    <LINENO>Line.Number</LINENO>
    <AHECCCODE>AHECC.Code</AHECCCODE>
    <ORIGCTRYNA>Origin.Country.Name</ORIGCTRYNA>
    <ORIGCTRYCD>Origin.Country.Code</ORIGCTRYCD>
    <ORIGSTATE>Origin.State</ORIGSTATE>
    <NETQTY>Net.Quantity</NETQTY>
    <WEIGHTUOM>Weight.Unit.of.Measure</WEIGHTUOM>
    <WEIGHT>Weight</WEIGHT>
    <LINEFOB>Line.FOB.Value</LINEFOB>
    <DESCRIPT>Description.of.Goods</DESCRIPT>
    <Permit>
      <LINENO>Line.Number</LINENO>
      <PERMITNO>Permit.Number</PERMITNO>
    </Permit>
    <Temporary.Permit>
      <LINENO>Line.Number</LINENO>
      <PERMITNO>Temporary.Permit.Number</PERMITNO>
    </Temporary.Permit>
    <Assay>

```

```
<LINENO>Line.Number</LINENO>  
<ELEMENT>Element.Symbol.Code</ELEMENT>  
<CONCENT>Element.Concentration</CONCENT>  
</Assay>  
</Line.Item>  
</EDN.Header>  
</EDN.Data.Transfer>
```

RFP Data Transfer Schema

```

<?xml version="1.0"?>
<RFP.Data.Transfer>
  <RFP.Header>
    <USERREF>User.Reference</USERREF>
    <ORDERRFP>ORDR.this.RFP</ORDERRFP>
    <CUSTAGENT>AQIS.as.Agent</CUSTAGENT>
    <EXPONAME>Exporter.Name</EXPONAME>
    <EXPODPIE>Exporter.Number</EXPODPIE>
    <EXPOTYPE>Exporter.Type</EXPOTYPE>
    <CONSNAME>Consignee.Name</CONSNAME>
    <CONSSTREET>Consignee.Street.1</CONSSTREET>
    <CONSSTR2>Consignee.Street.2</CONSSTR2>
    <CONSTOWN>Consignee.Town</CONSTOWN>
    <CONSSTATE>Consignee.State</CONSSTATE>
    <CONSCTRYIS>Consignee.Country.UN.LOCODE</CONSCTRYIS>
    <CONSREP>Consignee.Representative</CONSREP>
    <CONSREF>Consignee.Reference.ECERT</CONSREF>
    <CONSKEY>Consignee.External.Key</CONSKEY>
    <COMMODCD>Commodity.Code</COMMODCD>
    <INSPNAME>Inspection.Establishment.Name</INSPNAME>
    <INSPESTAB>Inspection.Establishment.Number</INSPESTAB>
    <INSPAQA>Inspection.Establishment.is.AQA</INSPAQA>
    <INSPREQ>Inspection.Requested.Date</INSPREQ>
    <INSPSTART>Inspection.Start.Date</INSPSTART>
    <INSPDATE>Inspected.Date</INSPDATE>
    <INSPTIME>Inspection.Time</INSPTIME>
    <INSPDETS>Inspector.Comments</INSPDETS>
    <HCPRINT>HC.Print.Mode</HCPRINT>
    <HCNAME>HC.Print.Location.Name</HCNAME>
    <HCLOCN>HC.Print.Location.Code</HCLOCN>
    <HCSPLITCON>Split.HC.on.Container</HCSPLITCON>
    <HCSPLITMAR>Split.HC.on.Marks</HCSPLITMAR>
    <HCSPLITPAC>Split.HC.on.Package</HCSPLITPAC>
    <LOADNAME>Load.Port.Name</LOADNAME>
    <LOADCODE>Load.Port.UN.LOCODE</LOADCODE>
    <TRANMODE>Transport.Mode</TRANMODE>
    <VESSNAME>Vessel.Name</VESSNAME>
    <VOYAGE>Voyage.Flight</VOYAGE>
    <EXPODATE>Export.Date</EXPODATE>
    <PACKDATE>Packed.Date</PACKDATE>
    <LOTNUMBER>Lot.Number</LOTNUMBER>
    <DISCHNAME>Discharge.Port.Name</DISCHNAME>
    <DISCHCODE>Discharge.Port.Code</DISCHCODE>
    <BORDERNAME>Border.Port.Name</BORDERNAME>
    <BORDERCODE>Border.Port.UN.LOCODE</BORDERCODE>
    <CTRYNAME>Final.Country.Name</CTRYNAME>
    <CTRYCODE>Final.Country.UN.LOCODE</CTRYCODE>
    <FINALCITY>Final.City.Name</FINALCITY>
    <RFPNUMB>RFP.Number</RFPNUMB>
    <PERMNUMB>Permit.Number</PERMNUMB>
    <PERMDATE>Permit.Date</PERMDATE>
    <SEALSTART>Seal.Start.Date</SEALSTART>
    <SEALEND>Seal.End.Date</SEALEND>
    <ECNUMB>EDN.Number</ECNUMB>
    <ECNSTAT>EDN.Status</ECNSTAT>
    <INVCURR>Invoice.Currency.Code</INVCURR>
    <FOBCURR>FOB.Currency.Code</FOBCURR>
    <RFPSTATUS>RFP.Status</RFPSTATUS>
    <TEMPERATUR>Transshipment.Temperature</TEMPERATUR>
    <MINTEMP>Minimum.Transshipment.Temperature</MINTEMP>
    <MAXTEMP>Maximum.Transshipment.Temperature</MAXTEMP>
    <TEMPUOM>Temperature.Unit.of.Measure</TEMPUOM>
    <EXPODECL>Exporter.Declaration</EXPODECL>
    <INSPID>Inspector.ID</INSPID>
    <EMBARGO>Embargo.Status</EMBARGO>
    <ORIGNAME>Product.Source.Country.Name</ORIGNAME>
    <ORIGCODE>Product.Source.Country.UN.LOCODE</ORIGCODE>
  
```

```

<SHIPSTOR>Ships.Stores.Indicator</SHIPSTOR>
<SHIPCOMP>Shipping.Company.Name</SHIPCOMP>
<QUOTAIND>Quota.Indicator</QUOTAIND>
<AQISREGNNA>AQIS.Region.Name</AQISREGNNA>
<AQISREGNCD>AQIS.Region.Code</AQISREGNCD>
<LCNOTIFY>LC.Notify.Party</LCNOTIFY>
<LCTEXT>LC.Text</LCTEXT>
<ADDITINFO>Additional.Information</ADDITINFO>
<CATCHZONE>Catching.Zone</CATCHZONE>
<EDIUSERNAM>EDI.User.Name</EDIUSERNAM>
<EDIUSERCOD>EDI.User.Number</EDIUSERCOD>
<TOTPACKS>Total.Packages</TOTPACKS>
<TOTWEIGHT>Total.Weight</TOTWEIGHT>
<TOTLINES>Total.Lines</TOTLINES>
<Load.Port>
  <PORTNAME>Load.Port.Name</PORTNAME>
  <PORTCODE>Load.Port.UN.LOCODE</PORTCODE>
</Load.Port>
<Discharge.Port>
  <PORTNAME>Discharge.Port.Name</PORTNAME>
  <PORTCODE>Discharge.Port.UN.LOCODE</PORTCODE>
</Discharge.Port>
<Transit.Country>
  <CTRYNAME>Transit.Country.Name</CTRYNAME>
  <CTRYCODE>Transit.Country.UN.LOCODE</CTRYCODE>
</Transit.Country>
<Vessel.Hold>
  <COMPARTMEN>Compartment</COMPARTMEN>
  <PORT>Port. Inspected.Name</PORT>
  <INSPDATE>Inspection.Date</INSPDATE>
</Vessel.Hold>
<Import.Permit>
  <LINENO>Import.Permit.Sequence.in.RFP</LINENO>
  <IMPPERM>Import.Permit.Number</IMPPERM>
  <PERMDATE>Import.Permit.Date</PERMDATE>
</Import.Permit>
<Line.Item>
  <LINENO>Line.Number</LINENO>
  <PRESTYPE>Preservation.Type</PRESTYPE>
  <PRODTYPE>Product.Type</PRODTYPE>
  <PACKTYPE>Package.Type</PACKTYPE>
  <SUPPCODE>Supplementary.Code</SUPPCODE>
  <PACKCOUNT>Outer.Package.Count</PACKCOUNT>
  <PACKUOM>Outer.Package.Unit.of.Measure</PACKUOM>
  <PACKACCUR>Accuracy.of.Outer.Package.Weight</PACKACCUR>
  <PACKWEIGH>Outer.Package.Weight</PACKWEIGH>
  <PACKWTUOM>Outer.Package.Weight.Unit.of.Measure</PACKWTUOM>
  <INTERCOUNT>Intermediate.Package.Count</INTERCOUNT>
  <INTERUOM>Intermediate.Package.Unit.of.Measure</INTERUOM>
  <INTERACCUR>Accuracy.of.Intermediate.Package.Weight</INTERACCUR>
  <INTERWEIGH>Intermediate.Package.Weight</INTERWEIGH>
  <INTERWTUOM>Intermediate.Package.Weight.Unit.of.Measure</INTERWTUOM>
  <INNERCOUNT>Inner.Package.Count</INNERCOUNT>
  <INNERUOM>Inner.Package.Unit.of.Measure</INNERUOM>
  <INNERACCUR>Accuracy.of.Inner.Package.Weight</INNERACCUR>
  <INNERWEIGH>Inner.Package.Weight</INNERWEIGH>
  <INNERWTUOM>Inner.Package.Weight.Unit.of.Measure</INNERWTUOM>
  <SHIPMARKS>Shipping.Marks</SHIPMARKS>
  <NETMETWT>Net.Metric.Weight</NETMETWT>
  <NETMETUOM>Net.Metric.Unit.of.Measure</NETMETUOM>
  <GROSSMETWT>Gross.Metric.Weight</GROSSMETWT>
  <GROSSMETUO>Gross.Metric.Weight.Unit.of.Measure</GROSSMETUO>
  <NETIMPWT>Net.Imperial.Weight</NETIMPWT>
  <NETIMPUOM>Net.Imperial.Weight.Unit.of.Measure</NETIMPUOM>
  <BEEFVEAL>Beef.Veal.Indicator</BEEFVEAL>
  <AMLCAPPNO>AMLC.Approval.Number</AMLCAPPNO>
  <CUTCODE>Cut.or.Category.Code</CUTCODE>
  <CHEMLEAN>Chemical.Lean.Indicator</CHEMLEAN>
  <PERFOWNER>Performance.Owner.Name</PERFOWNER>
  <PERFOWNNO>Performance.Owner.Number</PERFOWNNO>

```

```

<GROWERNUMB>Grower.Number</GROWERNUMB>
<INSPDESC>Health.Certificate.Description.N.A</INSPDESC>
<EXPODESC>Exporter.Defined.Description</EXPODESC>
<HCDESC>Health.Certificate.Description</HCDESC>
<ADDPRODDES>Additional.Product.Description</ADDPRODDES>
<COMMPROD>Commercial.Product.Description</COMMPROD>
<HCFORMAT>HC.Format</HCFORMAT>
<HCENDORSE>HC.Endorsement</HCENDORSE>
<HCNUMBER>Health.Certificate.Number</HCNUMBER>
<USEBYSTART>Use.by.Start.Date</USEBYSTART>
<USEBYEND>Use.by.End.Date</USEBYEND>
<LABLAPPRNO>Label.Approval.Number</LABLAPPRNO>
<AHECCCD>AHECC.Code</AHECCCD>
<FOBAMOUNT>FOB.Value</FOBAMOUNT>
<RELAUTH>Relative.Permit.Authority</RELAUTH>
<RELPERM>Relative.Permit.Number</RELPERM>
<RELDATE>Relative.Permit.Date</RELDATE>
<CONCCODE>Concession.Code</CONCCODE>
<SOURCESTAT>Product.Source.State</SOURCESTAT>
<MILKPROTPC>Pilk.Protein.Percent</MILKPROTPC>
<MILKFATPC>Milk.Fat.Percent</MILKFATPC>
<DRAINWT>Drained.Weight</DRAINWT>
<DRAINWTUOM>Drained.Weight.Unit.of.Measure</DRAINWTUOM>
<ADDDECL>Additional.Declaration</ADDDECL>
<SACKINSDAT>Sack.Inspection.Date</SACKINSDAT>
<EMPTINSDAT>Empty.Container.Inspection.Date</EMPTINSDAT>
<SALTDATE>Salting.Date</SALTDATE>
<STATTEXT>Statement.Text</STATTEXT>
<STATCODES>Statement.Codes</STATCODES>
<REQEXTCERT>Requested.Extra.Certificates</REQEXTCERT>
<ALLEXTCERT>Allocated.Extra.Certificates</ALLEXTCERT>
<IMPAUTHCD>Import.Authority.Code</IMPAUTHCD>
<Process.Time>
  <LINENO>Line.Number</LINENO>
  <PROCTYPE>Process.Type</PROCTYPE>
  <ESTABNAME>Process.Establishment.Name</ESTABNAME>
  <ESTABNO>Process.Establishment.Number</ESTABNO>
  <ESTABAQA>Process.Establishment.is.AQA</ESTABAQA>
  <DATESTART>Process.Start.Date</DATESTART>
  <DATEEND>Process.End.Date</DATEEND>
  <TREATMENT>Treatment.Code</TREATMENT>
  <TREATINFO>Treatment.Information</TREATINFO>
  <HARVEST>Harvest.Area</HARVEST>
  <LEASENO>Lease.Number</LEASENO>
  <DEPURDATE>Depuration.Date</DEPURDATE>
</Process.Time>
<Container>
  <LINENO>Line.Number</LINENO>
  <CONTNO>Container.Number</CONTNO>
  <NETWGHT>IMA1.Container.Net.Weight</NETWGHT>
  <GROSSWGHT>IMA1.Container.Gross.Weight</GROSSWGHT>
  <PRODDESC>IMA1.Product.Description</PRODDESC>
  <SERIALNO>IMA1.Serial.Number</SERIALNO>
  <INVOICENO>IMA1.Invoice.Number</INVOICENO>
  <INVOICEDAT>IMA1.Invoice.Date</INVOICEDAT>
  <QUOTAYEAR>IMA1.Quota.Year</QUOTAYEAR>
  <SEAL>Seal.Number</SEAL>
</Container>
</Line.Item>
</RFP.Header>
</RFP.Data.Transfer>

```

PRA Data Transfer Schema

```

<?xml version="1.0"?>
<PRA.Data.Transfer>
  <PRA.Header>
    <USERREF>User.Reference</USERREF>
    <STEVDNAME>Stevedore.Name</STEVDNAME>
    <CONTAINERN>Container.Number</CONTAINERN>
    <CONTTYPE>Container.Type</CONTTYPE>
    <BOOKINGREF>Booking.Reference</BOOKINGREF>
    <CARRNAME>Carrier.Name</CARRNAME>
    <CARRIDCODE>Carrier.Code</CARRIDCODE>
    <CARRABN>Carrier.ABN</CARRABN>
    <CARRIERREF>Carrier.Reference</CARRIERREF>
    <CARRIERTRU>Carrier.Booking</CARRIERTRU>
    <CARRIERBOO>Carrier.Truck.No</CARRIERBOO>
    <RECVTRNAME>Receiving.Terminal.Name</RECVTRNAME>
    <RECVTRCODE>Receiving.Terminal.Code</RECVTRCODE>
    <RECEIPTEDD>Estimated.Departure.Date.from.Receiving</RECEIPTEDD>
    <RECEIPTETD>Estimated.Departure.Time.from.Receiving</RECEIPTETD>
    <LOADEDADA>Estimated.Arrival.Date.at.Loading</LOADEDADA>
    <LOADETA>Estimated.Arrival.Time.at.Loading</LOADETA>
    <LOADTRNAME>Loading.Terminal.Name</LOADTRNAME>
    <LOADTRCODE>Loading.Terminal.Code</LOADTRCODE>
    <SHIPCONAME>Shipping.Company.Name</SHIPCONAME>
    <SHIPCOACOS>Shipping.Company.ACOS.Code</SHIPCOACOS>
    <VESSNAME>Vessel.Name</VESSNAME>
    <VOYAGE>Voyage</VOYAGE>
    <DISCHNAME>Discharge.Port.Name</DISCHNAME>
    <DISCHCODE>Discharge.Port.UN.LOCODE</DISCHCODE>
    <DESTNAME>Destination.Name</DESTNAME>
    <DESTCODE>Destination.UN.LOCODE</DESTCODE>
    <EXPONAME>Exporter.Name</EXPONAME>
    <EXPODPIE>Exporter.Number</EXPODPIE>
    <EXPOTYPE>Exporter.Type</EXPOTYPE>
    <CANNUMBER>CAN.Number</CANNUMBER>
    <ISOSIZE>Container.ISO.Size</ISOSIZE>
    <EMPTY>Empty.Container.Indicator</EMPTY>
    <ACOSCOMMCD>ACOS.Commodity.Code</ACOSCOMMCD>
    <ACOSCOMMDE>ACOS.Commodity.Description</ACOSCOMMDE>
    <GROSSWT>Container.Gross.Weight</GROSSWT>
    <NETTWT>Container.Net.Weight</NETTWT>
    <HUMIDITY>Humidity.Setting</HUMIDITY>
    <VENT>Vent.Setting</VENT>
    <VENTMEAS>Container.Vent.Measure</VENTMEAS>
    <OVERLENGTH>Length.Oversize</OVERLENGTH>
    <OVERWIDTH>Width.Oversize</OVERWIDTH>
    <OVERHEIGHT>Height.Oversize</OVERHEIGHT>
    <SHORTDESC>Short.Description.of.Goods</SHORTDESC>
    <TRANSPTEMP>Transshipment.Temperature</TRANSPTEMP>
    <STATUS>PRA.Acceptance.Status</STATUS>
    <PRIORSTATU>Prior.Status</PRIORSTATU>
    <ACCEPTEDDA>Accepted.Date</ACCEPTEDDA>
    <SENTDATE>Sent.Date</SENTDATE>
    <SENTTIME>Sent.Time</SENTTIME>
    <SENTOUT>Sent.to.External.System</SENTOUT>
    <SENTOUTDAT>Sent.to.External.Date</SENTOUTDAT>
    <MESSAGES>Messages</MESSAGES>
    <Attached.Equipment>
      <CODE>Equipment.Code</CODE>
      <SERIALNO>Serial.Number</SERIALNO>
    </Attached.Equipment>
    <Container.Seal>
      <SEALNUMB>Seal.Number</SEALNUMB>
      <SEALAUTH>Seal.Authority</SEALAUTH>
      <DAMAGED>Damaged.Seal.Indicator</DAMAGED>
    </Container.Seal>
    <Dangerous.Goods>
      <DGCONTACT>Dangerous.Goods.Contact</DGCONTACT>

```

```

<DGPHONE>Dangerous.Goods.Contact.Phone</DGPHONE>
<DGFAX>Dangerous.Goods.Contact.Fax</DGFAX>
<DGEMAIL>Dangerous.Goods.Email</DGEMAIL>
<DGTECHNAME>Technical.Name</DGTECHNAME>
<DGIMCLASS>IMDG.Class</DGIMCLASS>
<DGUNNUMB>UN.Number</DGUNNUMB>
<DGFLASHPT>Flash.Point</DGFLASHPT>
<DGPACKGROU>Packing.Group</DGPACKGROU>
<DGWEIGHT>Weight</DGWEIGHT>
</Dangerous.Goods>
</PRA.Header>
</PRA.Data.Transfer>

```

7.5 Importing Container Details

The method used here is different to the normal transfer of complete RFP's. The file should be placed in the ...**Woodwind\Data\Intray** directory and must have a **.csv** suffix. This is to avoid conflict with other files in the Intray directory. The first record in the file defines the layout and contains the Field Names that EdiSoft is expecting. If a fieldname is supplied that is not correct, the import process will ignore that column.

Acceptable fieldnames are

Number	The actual Container Number	15 chars
DpieSeal	The Seal Number	15 chars
IMA1GrossWt	IMA1 field for Dairy only	9999999.999
IMA1InvoiceDate	IMA1 field for Dairy only	dd/mm/yyyy
IMA1InvoiceNumb	IMA1 field for Dairy only	25 chars
IMA1NettWt	IMA1 field for Dairy only	9999999.999
IMA1ProdDesc	IMA1 field for Dairy only	210 chars
IMA1QuotaYear	IMA1 field for Dairy only	dd/mm/yyyy
IMA1SerialNumb	IMA1 field for Dairy only	25 chars

Either format is acceptable.

```

Number,DpieSeal
ZEPU0037255,1123456
MAEU7258102,0987653
TRLU4092445,3342345

```

```

'Number','DpieSeal'
'ZEPU0037255','1123456'
'MAEU7258102','0987653'
'TRLU4092445','3342345'

```

7.6 System Backup

SYSTEM BACKUP

Backup is one of the most important things to remember with any computer installation and yet it is the thing that is most frequently ignored. Backup is a copy of your data that can be used to recover from a disaster, theft etc.

Your computer systems must be backed up on a regular basis. In the case of data corruption, disk failure, natural disaster, theft etc. it will be necessary to restore the last backup. This will restore your

system to the status at the time of the last backup. Obviously, the more recent the Backup, the more up-to-date your restored data will be.

The Backup method will vary depending on Operating System, if you are on a network, who is doing the backup or some other requirement. The main thing is that it must be done.

To simplify any recovery you should backup the following

....\Woodwind\Data directory (assuming you installed to the default directories).

There is a Backup facility in the Housekeeping Menu within EdiSoft. With this you can

- Backup the whole of the Woodwind Directory (recommended after each program update)
- Backup the Data Directory only. Do this to have the latest copy of your data. If you are experiencing hardware problems, or power supply problems, do this often. We can use the most recent backup to get you going again with the least delay.

In the event of data corruption (or a theft of your computer) you can then restore from your backup.

7.7 Adding a Workstation

To enable another computer to use EdiSoft the process is quite simple.

On the Workstations

1. Using File explorer, locate and navigate to the woodwind directory on the server.
2. Run the Runlocal.exe file (Note: if you are running Vista you will need to right click and choose "Run as Administrator")
3. After the setup process has finished run Edisoft. (Note: if you are running Vista you will need to right - click and choose 'Run as Administrator' for the first time!).
4. You should now have an icon on your desktop which you can double click to run EdiSoft.

7.8 Moving Edisoft

Here is a list of transfer methods for moving EdiSoft to a new machine.

Note: We recommend performing a full backup to an alternative media before moving Edisoft to a new location.

Note: Keep in mind that if you use EDN's you will have digital certificates on an existing machine. The Authorised Officers (AO) digital certificate should be backed up and moved to a new machine so you are able to access Verisign in future.

Note: When transferring EdiSoft you can transfer using a USB Stick or via the Network, or any method that you wish. (Note, if burning to CD when extracting back off the CD the files may be marked as read-only. Please ensure that you turn off read-only attributes if using CD to move or restore data).

For Server Setups

Server setups are when the files are located on one machine, and there are other machines that use

Edisoft. This can be either when a dedicated file server is being used to host the files, or when two computers are sharing the same Edisoft information. (Peer-Peer Network).

On the Server

1. Move the Woodwind directory and contents from the old server to the new server.
2. Ensure that the Woodwind Directory is [shared](#), or users are able to access the new location across the network. (The share must have Full Access and not just read permissions too).
3. Ensure that the Woodwind folder and contents (including subdirectories) has permissions set for full access. (Read/write [permissions](#) isn't enough) For more information see the Permissions section in the Appendix of the Edisoft manual.

On the Workstations

1. Using File explorer on the workstation, locate and navigate to the woodwind directory on the server.
2. Run the Runlocal.exe file (Note: if you are running Vista you will need to right click and choose "Run as Administrator")
3. After the setup process has finished run Edisoft. (Note: if you are running Vista you will need to right - click and choose 'Run as Administrator' for the first time!).
4. Repeat steps 1-3 for all other computers.
5. Once you have finished the transfer and confirmed that everything is working correctly you can remove EdiSoft from the old server if not yet done to avoid confusion.

For Single Installations / Standalone Transfer

Single Installations are when Edisoft only runs on one computer, and the files are stored on the same computer. No network activity is included.

1. Move the Woodwind directory and contents from the old server to the new server.
2. Ensure that the Woodwind folder and contents (including subdirectories) has permissions set for full access. (Read/write [permissions](#) isn't enough) For more information see the Permissions section in the Appendix of the Edisoft manual.
3. Run the Runlocal.exe file (Note: if you are running Vista you will need to right click and choose "Run as Administrator")
4. After the setup process has finished run Edisoft. (Note: if you are running Vista you will need to right - click and choose 'Run as Administrator' for the first time!).
5. Edisoft should now be moved to the new computer. Once you have finished the transfer and confirmed that everything is working correctly you can remove EdiSoft from the old server if not yet done to avoid confusion.

8 Troubleshooting

8.1 Internet / Emailing Issues

EdiSoft and the Internet - An Overview

The Help Desk gets numerous calls related to failure when transmitting or receiving messages. Some callers have been under the impressions the problem is with EdiSoft when in-fact the problem is often with the internet, the mail server, or the user's connection to their mail server.

This section will attempt to clarify how EdiSoft interfaces with the internet and will help the user or technician to identify where the real problem lies.

Edisoft is a normal email client. This means there is no dependency on the email client your organisation might use (Outlook, Outlook Express, Lotus Notes etc.) It is imperative that EdiSoft has its own email address. This must be registered with the organisation you will be sending messages to (Customs, AQIS, 1-Stop, or BarbelBridge.)

When the user clicks on the Transmit / Receive button the following happens:

- EdiSoft generates the UN EDIFACT file to be sent. It then creates an email and attaches the file to it. In the case of Customs, the emails are encrypted and signed using the Type 3 Digital Certificate. The email is then sent to your SMTP server and that server will relay the file to the internet for delivery to the addressee (Customs,AQIS, 1-Stop or BabelBridge), the same way that most email programs operate.

The SMTP server is one area that can give trouble. Many users have mail filters that can restrict outgoing messages to known domains and this needs to be configured. Sometimes an update/upgrade to the mail filter can change settings so if your messages are not getting to the intended recipients, then this would be a good place to start.

Some mail filters also keep a register of programs that are allowed to use the internet. When you do an update to EdiSoft, even though the program name remains the same, it may need to be re-registered and the mail filter should prompt the user for this.

- EdiSoft will then check its own email address on the POP3 server to see if there are any messages to be collected. This can be another problem area. Again, your ISP or organisation may have a mail filter to combat spam and viruses. This may need to be configured to permit EdiSoft messages to get through. Any changes or updates to this filter have the potential to cause problems.
- When messages are found then the sender address is checked by Edisoft. Messages from known senders (Customs ICS, AQIS EXDOC, 1-Stop or BarbelBridge) will be retrieved and processed. Messages from unknown senders will be deleted. This is to avoid unwanted messages (spam etc.) causing trouble. You can see why it is important that EdiSoft has its own email address, as any other email messages delivered to this address will be automatically deleted by EdiSoft!

If everything was working and suddenly you are having problems, the first question is **"What has changed?"**.

In many cases, the average user will not be aware that the ISP or IT Department has been making changes. Something as simple as an update to the mail filter can cause problems, particularly if the IT Department are not fully aware of EdiSoft's existence in the company.

If the problem relates only to email sent to customs (ie, EDN's and CRN's), but other email issues work, and the test messages work, your digital certificates may have expired. For more information, see [Digital Certificates](#).

Some common issues:

"My messages are not getting to the addressee" (Customs, AQIS, 1-Stop or BabelBridge).

- Check that the **EdiSoft** email address is registered with that organisation. (Please note that Edisoft **must** have its own email address. You can not share your own normal email address with Edisoft)
- For Customs, make sure the Edisoft email address is the same that is in the Device Type 3 [Digital Certificate](#).
- Make sure the SMTP server is relaying your messages. You may need to check with your ISP or your IT people to do this.
- If you have tried all the above, then try clicking on the Test SMTP button in the Edisoft Setup. This will transmit a message to the Edisoft Help Desk and we can then be sure the messages are being relayed to testedi@woodwindwyw.com.au. This does not necessarily mean the messages are being relayed to other addressees but it can be helpful in diagnosing the situation.
- Make sure your SMTP mail server is operating and there are no known problems. Check with your IT people or your ISP.
- Make sure the recipients mail server is working. The mail server at the other end of the link may be down. Check it with the recipients Help Desk (ie, Customs, AQIS, 1-Stop, etc).

"Messages are coming back into my normal email" (Outlook, Outlook Express, Lotus Notes etc.).

- Make sure Edisoft has its own email address, and that the relevant association (ie Customs, AQIS, 1-Stop or Babelbridge) are sending to the correct Edisoft email address.
- Remove the Edisoft email address from your email software. What may be happening is that the email software is clearing the messages before Edisoft can.

"Messages are being tagged"

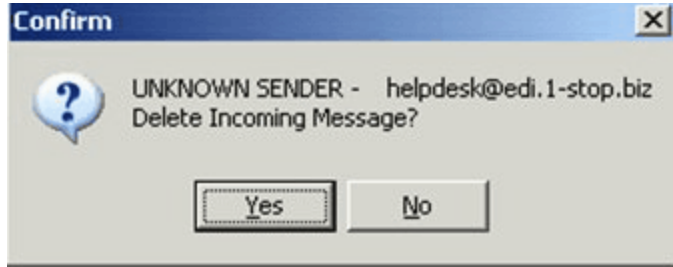
- Some Anti Virus software (such as AVG) tag incoming and outgoing emails with additional text to tell people that the message has been scanned by AVG (and to advertise their existence). The messages generally need to be received exactly how Customs or AQIS sent them, without any additional tagging, and these tags can cause problems. It is recommended that you find out how to disable these tags. Please note we have found with some antivirus software that simply disabling the antivirus software is not always enough (such as with AVG)- as the messages will continue to be tagged. It may be necessary to find the setting within the antivirus software that will turn off any tagging / adding of text to emails, or uninstall the antivirus completely until the problem can be rectified.

"The Digital Certificate has expired".

- Renew the Device Type 3 [Certificate](#). (If the problem only exists with EDN's / CRN's and Customs, this is one area to look at)

"UNKNOWN SENDER".

You receive an error message when receiving messages that looks like the following:



This will be caused by 1 of 2 reasons...

- It may be a SPAM message. If the address does not appear to be valid (ie, not a Customs, AQIS, 1-stop or Babel Bridge address) then you should delete the message by choosing YES.
- If the message appears to be a valid message (such as in the example shown above) then the sender address may not be correct in the relevant section of Edisoft. In this instance:

For PRA's - Choose No. Go into the Stevedore companies table. Make sure that one of the **Email FROM address** section has the email address in the message showing. If it doesn't - change one of them to make sure that the correct email address is in the **Email FROM address** section and then try transmitting /receiving again.

For Customs - Go into SETUP and the ICS tab. Make sure that the ICS:e:mail Address is correct and matches that shown in the dialog. (Should be cargo@ccf.customs.gov.au for production emails).

For AQIS - Go into SETUP and the EXDOC tab. Make sure that the EXDOC: email Address is correct and matches that shown in the dialog. (Should be edi.prod@aqis.gov.au for production emails).

For BABELBRIDGE - Go into SETUP and the BABELBRIDGE tab. Make sure that the BabelBridge Address is correct and matches that shown in the dialog. (Should be fi.au@babelbridge.com)

"I get an error message when trying to send emails"

- The most likely cause of this is that there is a problem with the connection between your

computer and mail server, or your mail server itself.

This can be caused by firewalls, network errors, or your internet connection being down. A technician can test using Telnet to see if they can communicate with your SMTP server using the "telnet <server> 25" command from the command prompt to connect to port 25 (SMTP Port) on your mail server manually. (Replace <server> with your SMTP Servers name or IP Address). You should receive a response from your mail server. If you do not receive a response, then the problem is not with Edisoft, but is with your mail server, or your firewall. Your IT Technician will need to investigate.

Please note: If you can not telnet to your mail server on port 25, then Edisoft will be unable to do this too, so this must be fixed before we can continue testing with Edisoft.

"I get an error message when trying to receive emails"

- Like the SMTP, the most likely cause of this is that there is a problem with the connection between your computer and mail server, or your mail server itself.

This can be caused by firewalls, network errors, or your internet connection being down. A technician can test using Telnet to see if they can communicate with your SMTP server using the "telnet <server> 110" command from the command prompt to connect to port 110 (POP3 Port) on your mail server manually. (Replace <server> with your POP3 Mail Servers name or IP Address). You should receive a response from your mail server. If you do not receive a response, then the problem is not with Edisoft, but is with your mail server, or your firewall. Your IT Technician will need to investigate.

Please note: If you can not telnet to your mail server on port 110, then Edisoft will be unable to receive email and is not an Edisoft problem but a networking issue. This must be fixed before we can continue testing with Edisoft.

8.2 I/O Error 103

The "I/O error 103 error" message is caused when Edisoft does not have permission rights to access a certain file. This can be caused by a number of factors including:

- The Hard Disk Drive has no free space
- Security Permissions have been incorrectly set on the woodwind directory.
- Incoming Emails have been modified by Anti-Spam or Virus filters.

The following can be used to determine where the problems may lie:

Important:

We strongly recommend performing a FULL BACKUP of edisoft before continuing, as the following steps could cause loss of data if done incorrectly.

We also recommend that the following steps be done by a computer administrator, your computer IT Consultant, or tech saavy personel, as incorrect understanding or use of the following information could cause a loss of data, or corruption of edisoft, or your whole computer system!

The following information are recommendations for troubleshooting only, and Woodward Systems, Byteload and any affiliations can not be held liable or accountable for the misuse of the following information.

We recommend that you read completely through the following information so you have a full understanding before proceeding to follow any of the steps. Do not proceed to make any changes or deletions if you do not understand any of the following!

Clean out the Intray & Outtray Directories.

After every "I/O error 103" message, it is recommended that you delete the contents of your woodwind\comms\intray and Outtray directories. (These are normally located under c:\prograin files\woodwind\comms\intray, and c:\prograin files\woodwind\comms\outtray respectively). We recommend deleting them to your recycle bin, or moving to another temporary location, as opposed to a permanent delete. (Close down Edisoft before performing the delete).

To verify that you are looking at the correct COMMS directory, you can start Edisoft, and click on the SETUP menu option. Under the 'Configuration' tab, the comms directory will be listed (as "comms location")

Before deleting - take note of the filenames. If there are any files in the directory that have no file name (and just an extension), then this can be an indication that your email server is modifying the message. (See Check Email Options below)

Log in as Administrator

After Cleaning out the Intray and Outtray directories, restart your computer and log in as Administrator. Try running Edisoft as the Administrator, and see if the problem occurs. If Edisoft works correctly as Administrator, and not when logged on as another user, then the problem will most likely be security related. (See security settings below).

Note: When we recommend that you log on as Administrator, we are referring to the actual Administrator account, and not as a user included in the group Administrators.

Check your Free Hard Disk Space

Check your hard drive space, to make sure that you have plenty of free space available. Low disk space (anything less than 100mb) could be an indication that you are running out of drive space whilst using Edisoft.

Check your Security Settings

View the security settings of the **local** woodwind directory. Make sure the current user has **FULL ACCESS RIGHTS**. (Read/Write rights are not sufficient). If in doubt - add the account "Everyone" to the list of users, and set to "Full Access Rights"

After verifying the full access rights, switch to **Advanced** properties. Remove ALL entries that have **Read, Execute or Modify** rights – so that the only accounts left have Full Control. Turn off the **'Inherit from parent directories'** option, and turn on the **'Replace permission entries on all child objects'**. Make sure that the current logged on user, as well as Administrators is listed above in the permissions as **'Full Control'** and that no entries have any other options except **'Full Control'** and

press the **Apply** Button.

After completing, clean out the InTray and OutTray directories (as mentioned above), and rerun Edisoft. Try transmitting and receiving a message and see if this has resolved the problem.

If there are no messages to be picked up, a good way to check communications is to do a **Copy Request** (for EXDOC) or a **Status Request** (for Customs)

Check Email Options

Check to see if you have any antivirus or spam filtering applications that are running either on your mail server or your current workstation. Some Antivirus applications and Anti Spyware applications attach notes, or modify messages as they pass through. Edisoft must receive the message exactly as transmitted by Customs and/or AQIS! Any alterations made can cause problems.

Try temporarily disabling any anti-virus/anti-spam software running on your local computer, and your mail server, clean out the InTray and OutTray directories (as mentioned above) and re-attempt to transmit and receive your EDN/RFP/PRA. If disabling your Anti-Virus or Anti-Spam software has fixed the problem, then you will need to reconfigure your Anti-Virus or Anti-Spam software so that it does not modify any incoming files. (This is commonly known as 'tagging')

What has Changed?

A good clue to finding out what has caused the issue is to find out what has changed since Edisoft last worked correctly. Have you installed any new programs? Changed servers or internet service providers? Done a Microsoft Windows Update? Finding out what has changed since the last time Edisoft worked correctly will almost always point you directly to the problem, allowing you to short-cut some of the diagnosis steps above.

8.3 Printers

Enter topic text here.

8.4 Shares

In order for users on your network to also be able to access EdiSoft the folders and files need to be shared. Below is a set of directions you can use in order to create a share. Windows XP and Vista vary a little bit so we have included both.

Note: Setting up shares and networking should be done by someone who is familiar with windows networking, as you could expose your computer to security risks if done incorrectly.

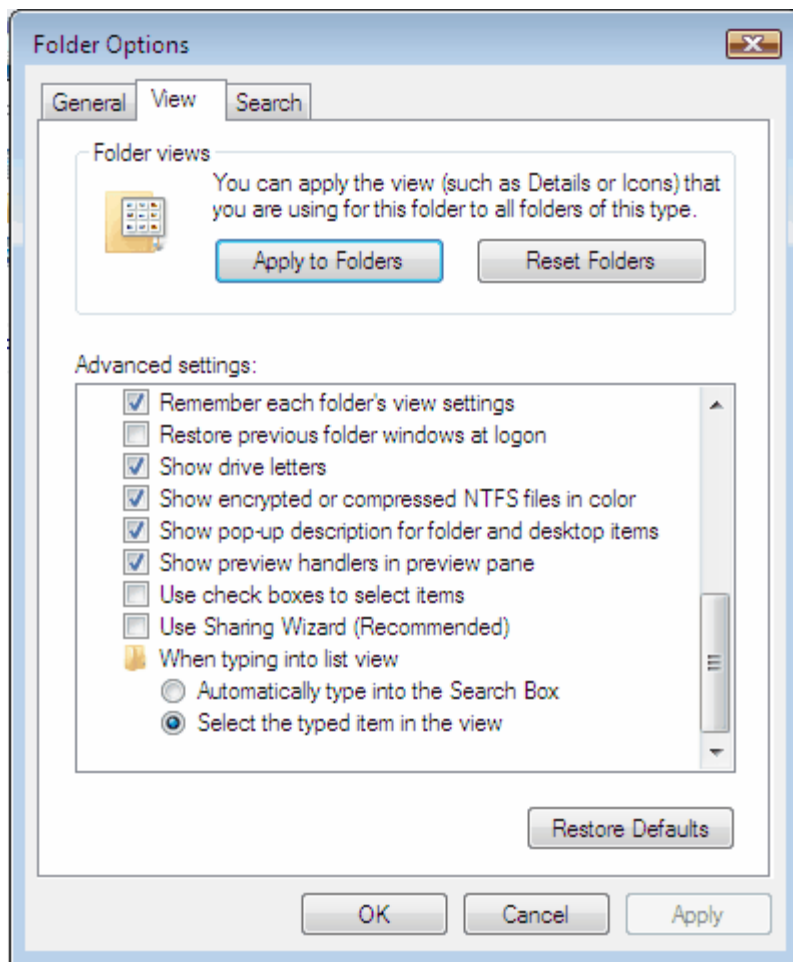
Creating a Share - Windows XP

1. Ensure that Simple File Sharing is Turned Off. (This can be done by opening up File, and changing the option in the Tools-Folder Options-View Tab).
2. Using File Explorer, select and right click on the Folder you wish to create the share on and Choose Properties
3. Go to the Sharing Tab

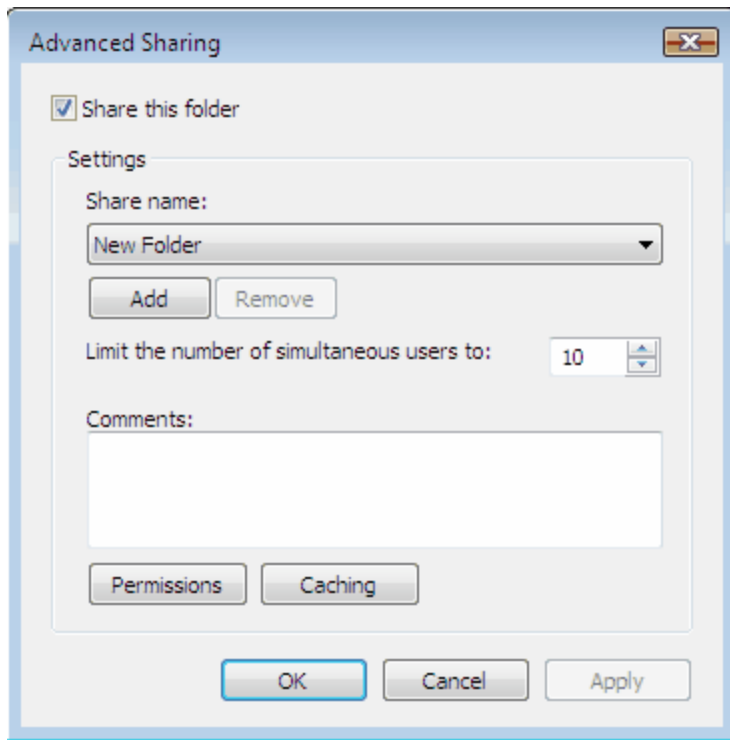
4. Click Share This Folder
5. Then Click New Share
6. For Share Name call it what you like (ie, Woodwind if it's the woodwind folder), etc...
7. Make sure the required users have Full Control
8. Click OK

Creating a Share - Windows Vista

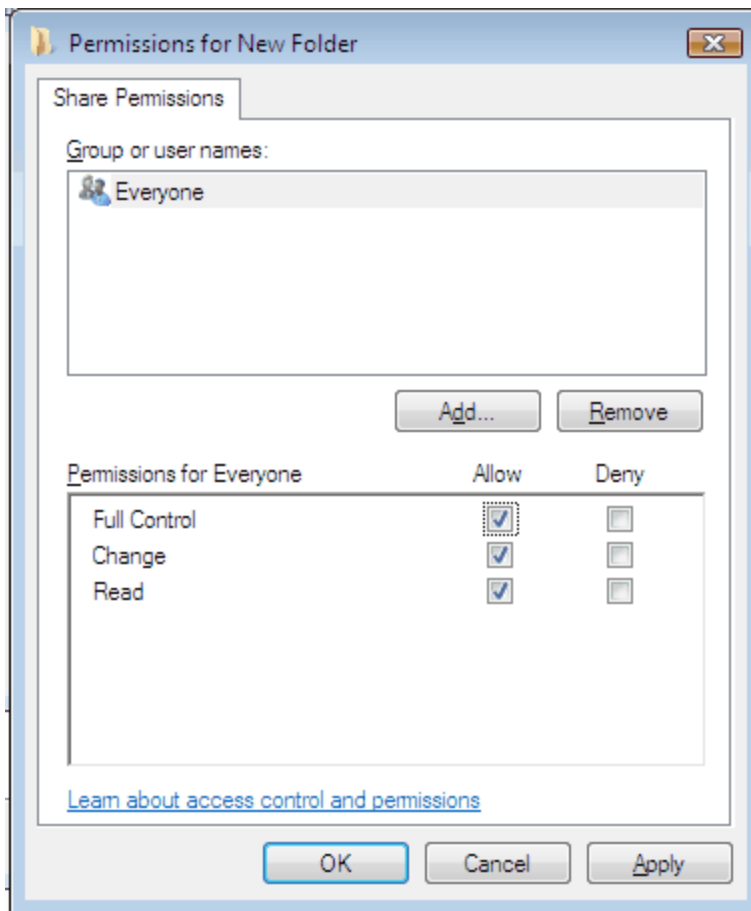
1. Ensure that Simple File Sharing is Turned Off. (This can be done by opening up File, and changing the option in the Tools-Folder Options-View Tab).



2. Using File Explorer, select and right click on the Folder you wish to create the share on and Choose Properties
3. Go to the Sharing Tab
4. Click on Advanced Sharing



5. Tick the box "Share this Folder"
6. Type in a name for the Share
7. Click Permissions
8. Ensure that the required users has Full Control, this can be done by ticking the Full Control Box.



10. Click OK

9 Appendix

9.1 Appendix A - Permissions

Permissions allow you to set who can access the files and in what way. When granting users access to EdiSoft all users must have "Full Control" permissions. Below are steps to take in order to set permissions on a folder. Windows XP and Vista vary a little bit so we have included both.

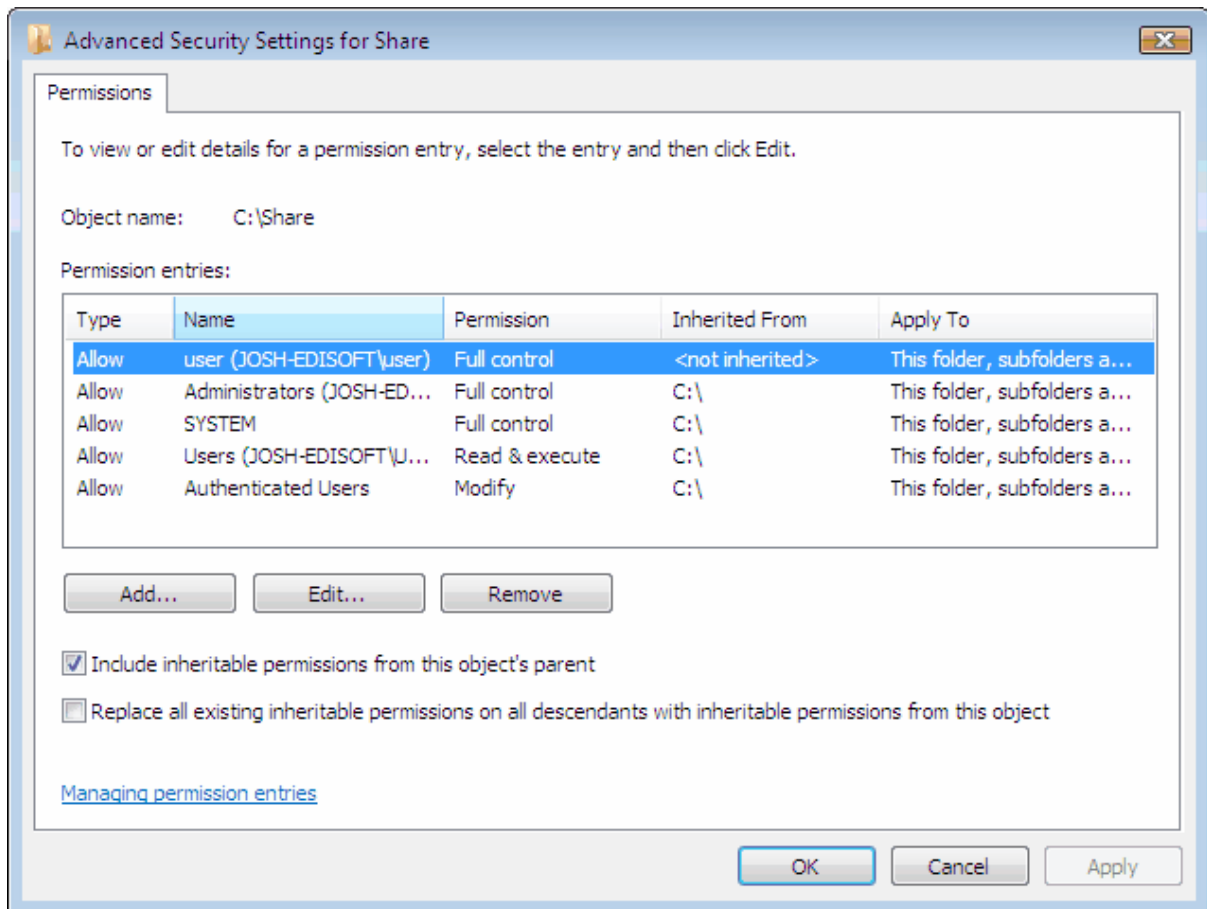
Setting Permissions - Windows XP

1. Right click on the folder you wish to set permissions to.
2. Choose Properties
3. Go to the Security Tab
4. Click Advanced
5. Un-tick "Inherit from parent the permission entries that apply to child objects. Include these with entries explicitly defined here"
6. Click COPY PERMISSIONS when the dialog box appears

7. Make sure all the users that are permitted have **FULL Control**. (Read/write access is not enough).
8. Tick the box that says "Apply these permissions to all child objects..."
9. Click Apply.
10. Click OK and close all permission windows.

Setting Permissions - Windows Vista

1. Right click on the folder you wish to set permissions to.
2. Choose Properties
3. Go to the Security Tab
4. Click Advanced
5. Click Edit



6. Un-tick "Include Inheritable permissions from this object's parent"
7. Click COPY PERMISSIONS when the dialog box appears

-
8. Make sure all the users that are permitted have **FULL Control**. (Read/write access is not enough).
 9. Tick the box that says "Apply these permissions to objects..."
 10. Click OK