



Batch Printing Facility Installation and Configuration

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Batch Printing Facility Installation and Configuration

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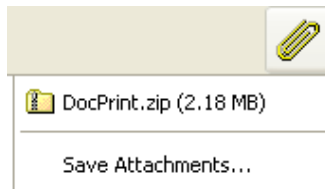
1 Introduction

The Sunrise™ Exchange Batch Printing facility is an independent application that enables intermediaries (and suppliers) to connect to the Sunrise™ Exchange Transaction Engine print queue. Using the various configuration and document selection parameters, the facility polls for, downloads, and prints documents selected in a batch mode.

This document outlines the instructions for the installation, configuration and use of the facility.

2 Installing the Batch Printing Facility

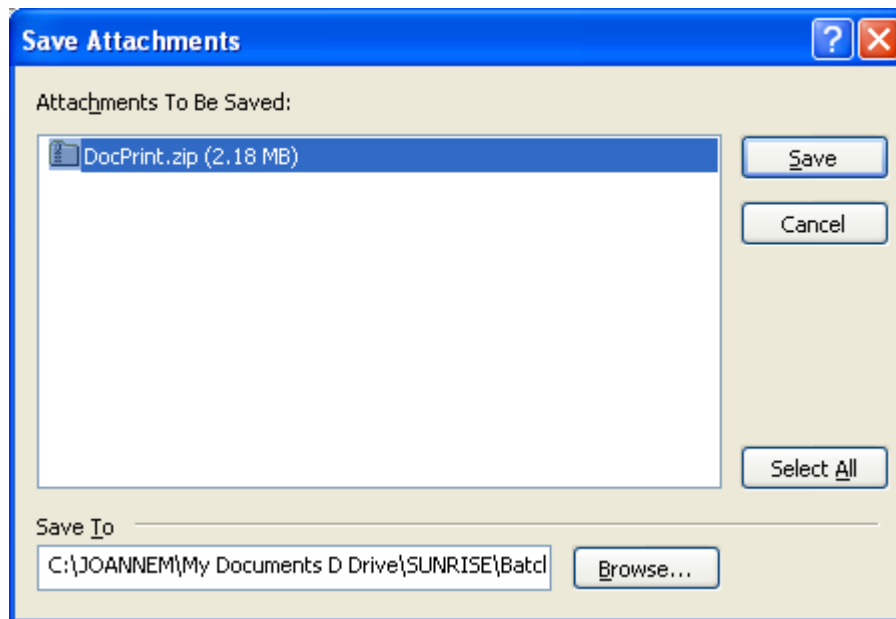
The Sunrise™ Exchange Batch Printing Facility is available from the Client Service Centre (csc@ebix.com.au) via email, or can be downloaded from www.ebix.com.au.



The above diagram shows an example of the attachment using Outlook Express 6.0

2.1 Downloading the Setup Files

Upon receipt of the email, click on Save Attachments.

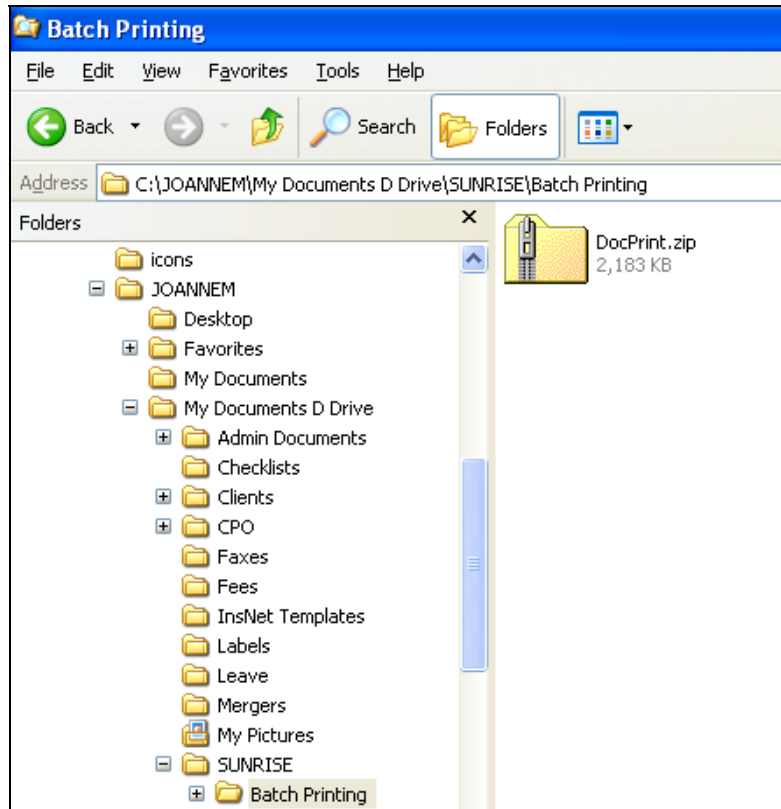


The above diagram shows an example of the attachment using Outlook Express 6.0

Enter your preferred location in the 'Save To' box.

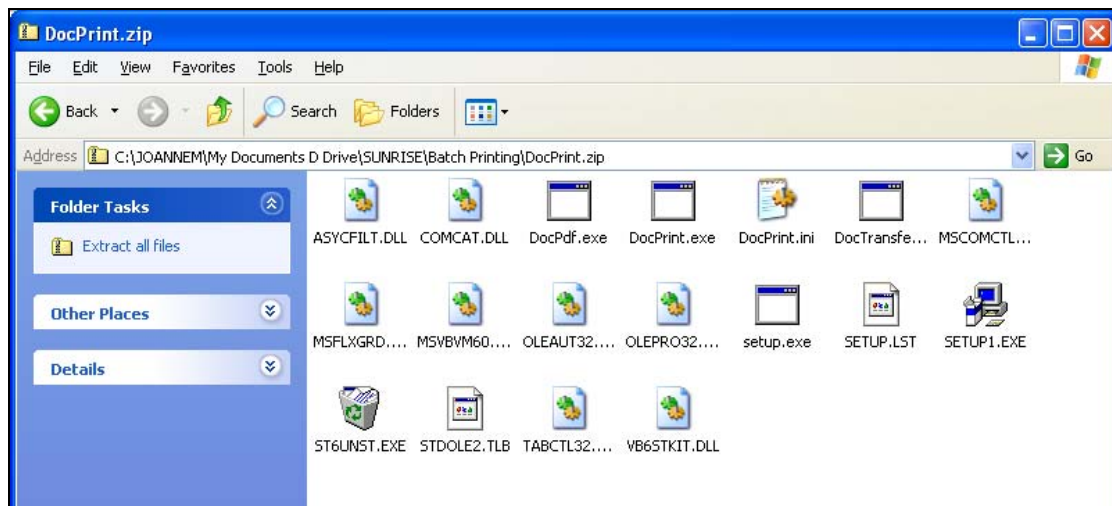
To change the default location, click on Browse and select another location. Once selected, click Save to store 'DocPrint.zip'.

The location where you have saved the file will appear on the screen. If this does not appear, locate the 'DocPrint.zip' (using a tool such as Windows Explorer) on your workstation.



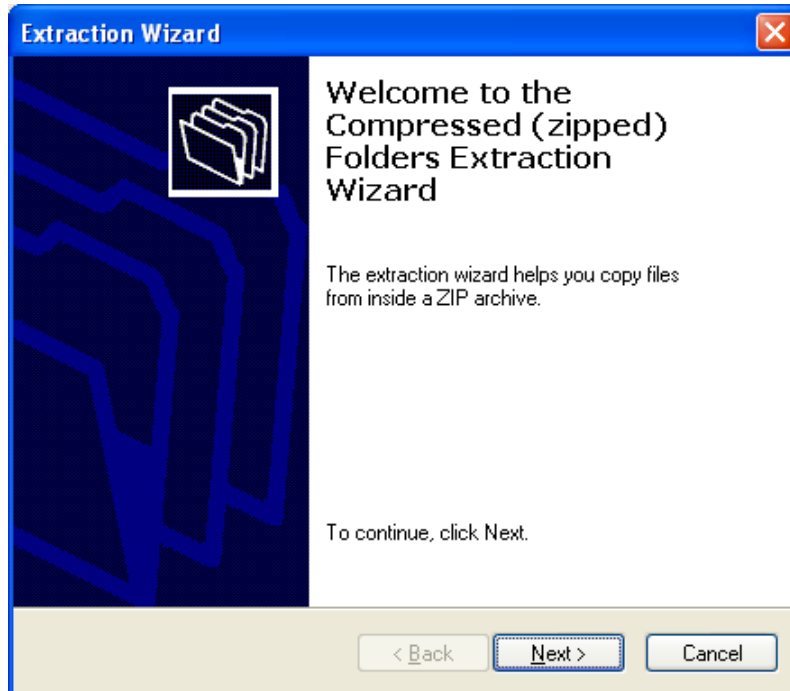
Double click on **DocPrint.zip**.

The following unzip procedure is an guide only. Your WinZip screens may differ slightly.

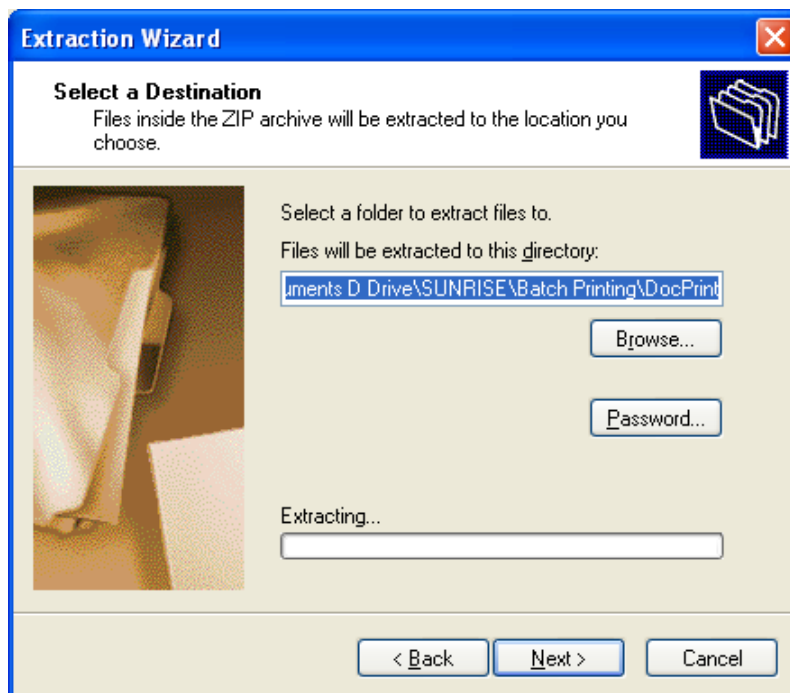


Click on **Extract all files**.

The Extraction Wizard will open.

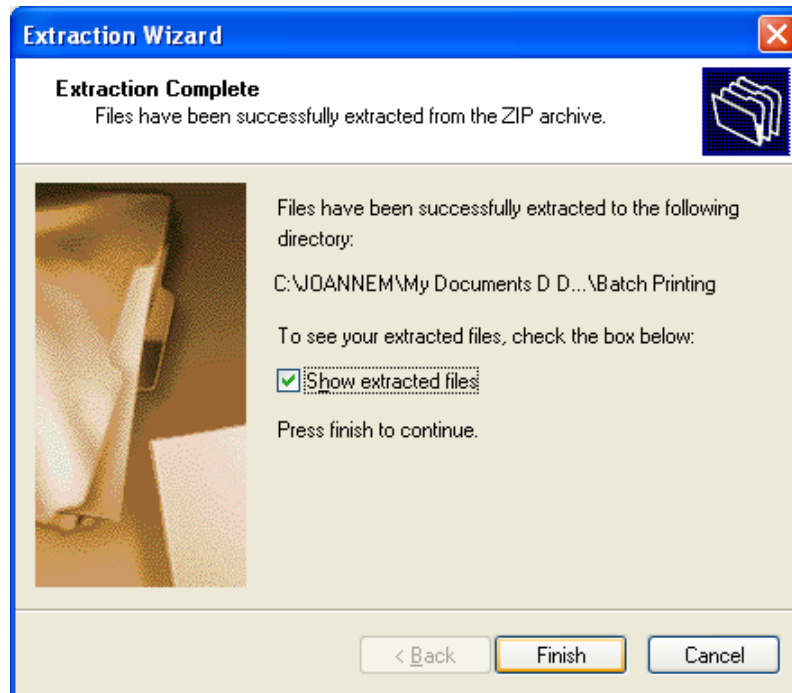


Click **N**ext to continue.



Select a folder to extract the files to. To change the default folder, click **B**rowse and select another location.

Click **N**ext to continue.



The files will be extracted to the folder selected.

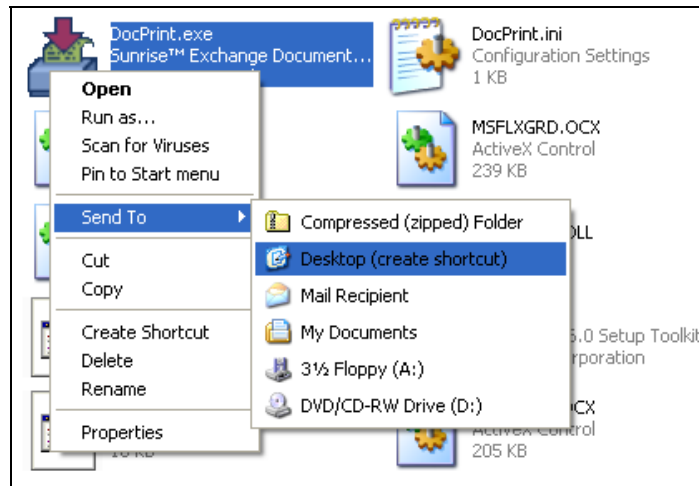
An example of the files extracted is shown below:

Name	Size	Type	Date Modified
ASYCFILT.DLL	145 KB	Application Extension	8/03/1999 12:00 AM
COMCAT.DLL	22 KB	Application Extension	31/05/1998 12:00 AM
DocPdf.exe	40 KB	Application	26/08/2002 10:36 AM
DocPrint.exe	156 KB	Application	5/09/2002 5:18 PM
DocPrint.ini	1 KB	Configuration Settings	30/09/2003 9:32 AM
DocPrint.zip	2,183 KB	Compressed (zippe...	10/02/2004 11:11 AM
DocTransfer.exe	56 KB	Application	26/08/2002 10:36 AM
MSCOMCTL.OCX	1,042 KB	ActiveX Control	22/05/2000 12:00 AM
MSFLXGRD.OCX	239 KB	ActiveX Control	22/05/2000 12:00 AM
MSVBVM60.DLL	1,356 KB	Application Extension	27/05/2000 12:00 AM
OLEAUT32.DLL	585 KB	Application Extension	12/04/2000 12:00 AM
OLEPRO32.DLL	161 KB	Application Extension	8/03/1999 12:00 AM
SETUP1.EXE	244 KB	Application	14/03/2000 12:00 AM
setup.exe	137 KB	Application	14/03/2000 12:00 AM
SETUP.LST	5 KB	LST File	9/10/2001 6:09 PM
ST6UNST.EXE	72 KB	Application	1/06/1999 12:00 AM
STDOLE2.TLB	18 KB	TLB File	3/06/1999 12:00 AM
TABCTL32.OCX	205 KB	ActiveX Control	22/05/2000 12:00 AM
VB6STKIT.DLL	100 KB	Application Extension	1/06/1999 12:00 AM

2.2 Creating Desktop Shortcut

Using Windows Explorer, locate the file **DocPrint.exe** from the folder that contains the extracted files.

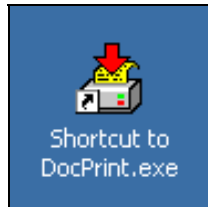
Place the cursor over the file name and right click.



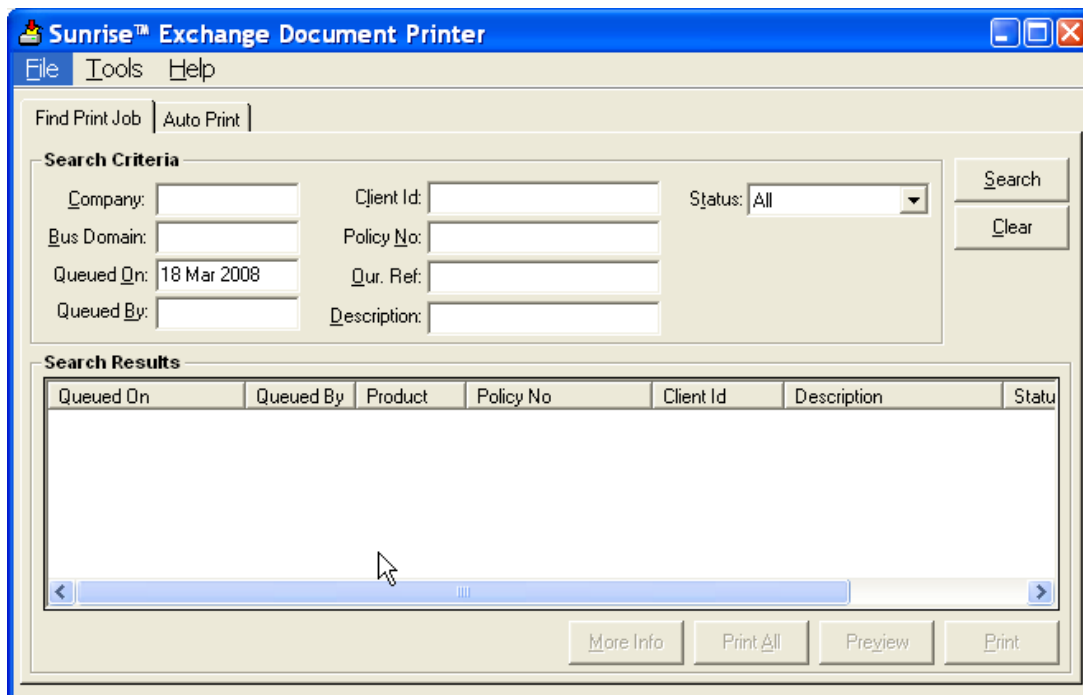
Select Send to Desktop to create a shortcut.

3 Configuring the Batch Printing Facility

Open the Document Printer using your desktop shortcut:



The Sunrise™ Exchange Document Printer screen will appear.

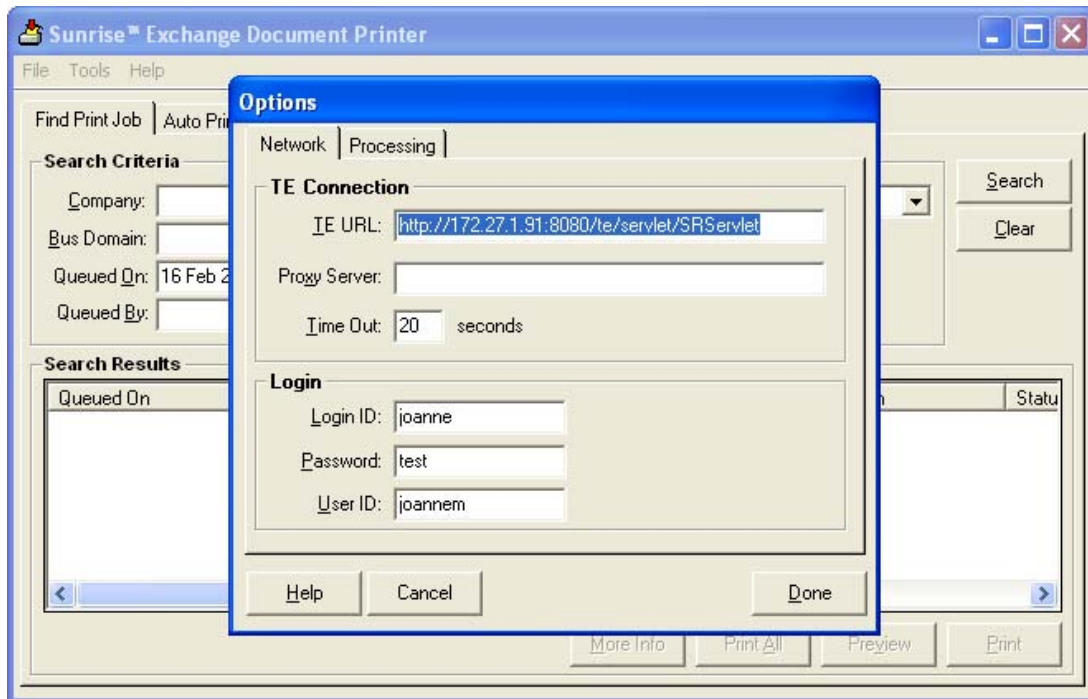


Note:

To configure the Network component of the Batch Printing Facility you will need your Sunrise™ Configuration Sheet. If you are unable to locate your copy of this document, please contact csc@ebix.com.au

Select **T**ools and **O**ptions.

The Options window will appear with the Network panel displayed.



Enter your details as outlined.

TE Connection

TE URL: A sample TE URL for the Sunrise™ Exchange Transaction Engine will default. You will need to override this URL with the one supplied in your Sunrise™ Configuration Sheet.

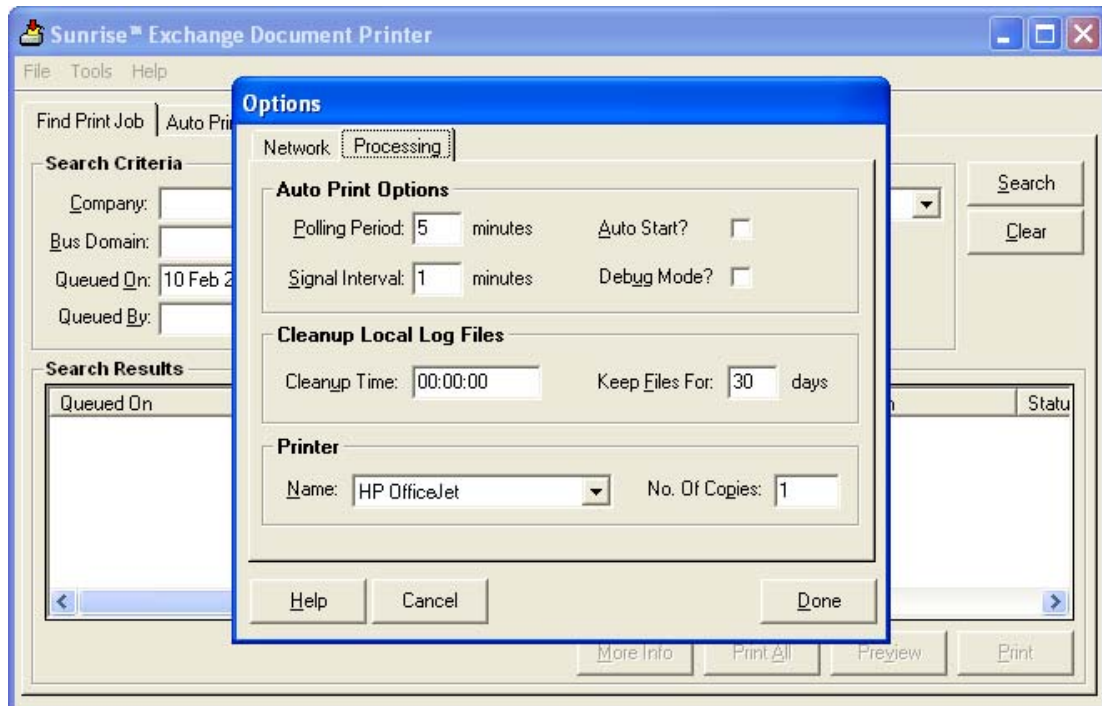
Proxy Server: If you are required to connect to the Sunrise™ Exchange via a proxy server, enter the URL for the Proxy Server.

Time Out: Nominate the timeout period, or accept the default of 20 seconds. If there is no response from the Sunrise™ Exchange Transaction Engine while attempting to download your print documents, the connection will stop in the timeframe set here.

Login

Enter your **Login Id** (Intermediary Id), **Password**, and **User Id**. This information is supplied in your Sunrise™ Configuration Sheet.

Click the Processing tab.



Auto Print Options

Polling Period: This is the number of minutes the Document Printer will search for new documents in the Sunrise™ Exchange Transaction Engine Print Queue.

Auto Start?: Select this option for the program to immediately search for documents when it is started.

Signal Interval: This will inform the user, upon the nominated hour, that the program is polling the Sunrise™ Exchange Transaction Engine database. If the interval is set to one, it will print a report every hour indicating that it is still polling.

Debug Mode?: Select this option when requested by the Client Service Centre to view a more detailed and technical response to an error.

Cleanup Local Log Files

Cleanup Time: This is the time of day you nominate for all log files to be cleared.

Keep **F**iles For <Enter No. of Days>: This is the number of days you specify to keep the log files.

Printer

Name: Select the printer name from the dropdown list to set it as the default printer.

If the required printer is not in the dropdown list, it will need to be added to the PC through Windows. The next time the Document Printer is started, the new printer will display in the list.

No of **C**opies: Enter the default number of copies you wish to print for each item.

Click **D**one to save the changes.

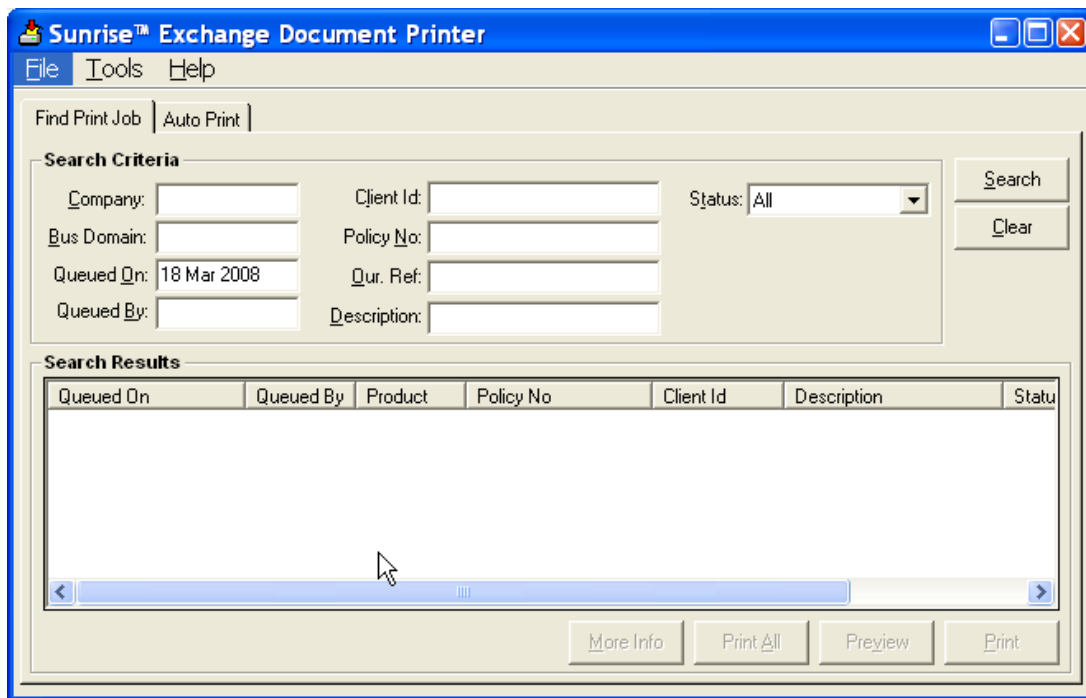
Click **F**ile and **E**xit for the changes to take effect.

4 Using the Batch Printing Facility

Open the Document Printer using your desktop shortcut



The Sunrise™ Exchange Document Printer screen will appear.



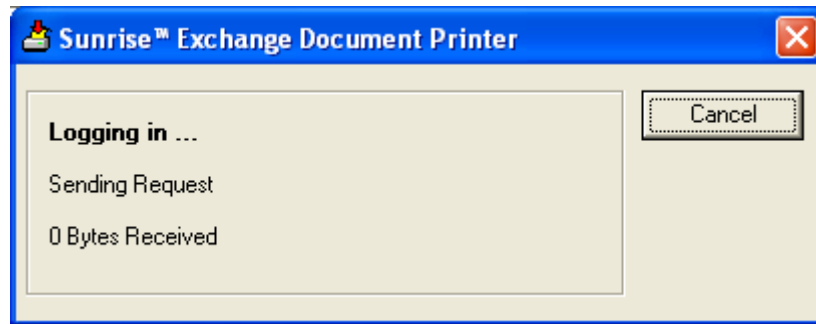
4.1 Find Print Job

The **Find Print Job** panel allows you to search for, and print a particular document (s), using various search criteria.

Search Criteria

Enter any relevant search criteria and click **S**earch.

Whilst the facility is logging in and searching for Sunrise™ Exchange documentation, an information panel, similar to the following, will show the current status.



Search Results

The document(s) matching the search criteria entered will display in the **Search Results** section.

Click the required document.

Hint:

To select multiple documents, hold the Shift key down and select using the down arrow key.

Click **M**ore Info for detail about the document(s) selected.

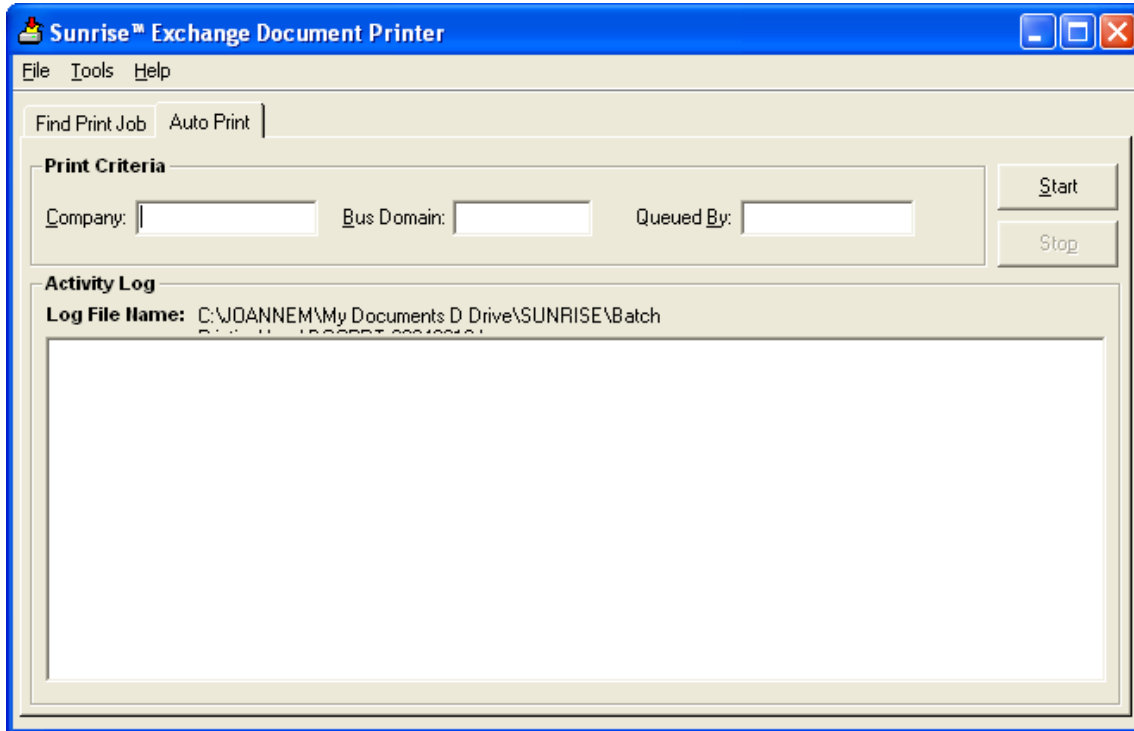
Click Print **A**ll to print all documents listed.

Click Pre**v**iew to view a document prior to printing.

Click **P**rint to print the selected document(s) only.

4.2 Auto Print

The **Auto Print** panel allows print criteria to be entered so that documents are printed automatically, as they are polled from the Sunrise™ Exchange Transaction Engine.



Print Criteria

Company: Enter your Intermediary identification. The Document Printer will automatically print documents for this identification. Refer to your Sunrise™ Configuration Sheet.

Bus Domain: Enter a business domain. The Document Printer will automatically print documents for this business domain, e.g. General Insurance. Leave this field blank for all business domains.

Queued By: Enter a User Identification. The Document Printer will print documents for this user identification only.

Click **S**tart to commence polling for your selected criteria. Once the polling and processing has commenced, the **Find Print Job** panel is deactivated.

Press **S**top to end polling. Once stopped, you are able to access the Find Print Job panel again.

Note:

If the Auto Start? option in the Processing Panel is checked, polling will commence automatically when the document printer is started. In this instance, there is no need to click Start.

END