



eWindEDI™ Pre-Launch Checklist for AGENCIES

(23 September 2008)

Note before beginning: The installation of eWindEDI™ includes a two-week “grace” period, during which the initial contracts and invoices may require some “hand-holding”. Problems may be encountered during this period, and Warren Lamb & Associates (WLA) will work with the client to ensure a full and complete resolution of all issues, with the minimal delay possible.

Part 1. *Information* Required from the Agency Before Installation

- Name, phone, and email address of IT contact for installation
- Target date for installation
- Method to be used for remote installation (e.g., PcAnywhere, Microsoft Meeting, etc.)
- System Function (1): Is eWindEDI™ to receive INVOICES or CONTRACTS, or BOTH
- System Function (2): Is any custom work being installed (e.g., writing invoice data to a .csv file, to import into an internal database, for analysis)
- Dedicated email address for eWindEDI™
- Email Parameters
 - SMTP/POP3 Addresses (preferred)
 - Login name (if different from email name) and password

OR ...

- Installation of MS Outlook on the eWindEDI™ machine, for dedicated email address
- Name of the agency’s accounting system
- Required data layouts, for import of invoices and contracts
- Target folder(s) for incoming files

These folders are usually a network share: users in Accounts Payable will look here for files delivered by eWindEDI™, for upload into the accounting system. Network shares are needed for the following files (as appropriate):

- Invoice files ready for upload into accounting system



- PDF copies of invoices (for reference)
- Contract files ready for upload into accounting system
- PDF copies of contracts
- Additional custom data files

Contracts and invoice must be filed separately. For example:

Z:\eWindEDI_Files\Invoices
Z:\eWindEDI_Files\Contracts

- NOTE: eWindEDI™ requires Read/Write access to these folder(s)
- “Alert” email list(s)

When eWindEDI™ posts a file for upload (an invoice, etc.), it can send an “alert” message to one or more email addresses. These usually include an AP supervisor, a Media supervisor, a systems administrator, etc. Alerts are recommended for:

- Incoming contracts
- Incoming invoices
- Incoming custom data files
- Name of user to install eWindEDI™ reporting software (Toronto.exe) locally, for audit use

Part 2. *Samples Required for the Agency Before Installation*

- Sample invoice and contract data files from a non-eWindEDI™ network/media vendor
 - Client to Select ONE network for initial testing, and an additional 2 or 3 for further testing. Need contact information for each network selected.
 - WLA to determine if the sender has X12 VAN connections
 - WLA to assign a qualifier and ID for EDI to the agency
 - WLA to advertise the qualifier and ID at Easylink
 - Agency to request transmission of a sample invoice and contract file, from the network
 - Network to direct questions to WLA, at 888-396-7774. Need EDI VAN Service Provider used by the Network.
 - WLA to analyze the incoming invoice and contract files for validity
- Sample invoice and contract data files from an eWindEDI™ broadcaster
 - Agency to name a broadcaster from WLA client list
 - WLA to request a sample invoice and contract from the broadcaster



- Sample reports from WLA for review by audit staff (from Toronto.exe):
 - Invoices and Acknowledgements Report
 - Contracts and Acknowledgements Report

Part 3. Hardware Required from the Agency Before Installation

- A Windows PC
 - Running XP Pro, or Server 2003
 - 1 gB memory
 - 5 gB free disk space
 - .NET framework version 1.1 or greater

Part 4. eWindEDI™ Installation Steps by WLA

- Create custom installation file, with agency-specific encryption key
- Install eWindEDI™ via remote connection, at agency
- Establish that eWindEDI™ is operating, and communications operate in both directions
 - Send a test PING from the installation to “wla”
 - Send a test PING from “wla” to the new installation
- Install data processing scripts and assure their operation
 - Receive a sample invoice and contract from “wla”
 - Verify that invoice and contract data files are written to their target folders
 - Verify that PDF reference copies are written to their target folders
 - Verify that any custom data files are created
 - Verify that files translate as expected at the agency
 - Verify that email alerts of incoming invoices and contracts are operating
- Update Codemail.lst with the latest eWindEDI™ collection of system codes and email addresses
- Install reporting software (Toronto.exe) locally on at least one user’s desktop, to track the progress of invoices and contracts through eWindEDI™.
- Inform WLA executive staff that the new installation is complete and fully functional.