



eWindEDI™ Pre-Launch Checklist for Media Vendors/Networks (23 Sept. 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 Network Before Installation

- Name, phone, and email address of IT contact for installation
- Target date for full functionality
- Method to be used for remote installation (e.g., PcAnywhere, Microsoft Meeting, etc.)
- System Function: Is eWindEDI™ to send INVOICES or CONTRACTS, or BOTH
- 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 Network’s traffic system
- Invoice and contract data file layouts
 - NOTE: If the traffic system is unfamiliar, or internally developed, WLA will need to work with the broadcaster on custom translation specs
- Source folder(s) for invoice and contract files

These folders are usually a network share: a user in Accounts Receivable copies invoice files (for example) into the folder, where eWindEDI™ detects them. eWindEDI™ copies them internally, and removes them from the source folder



Contracts and Invoices must be filed separately. For example:

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

- NOTE: eWindEDI™ requires Read/Write access to the folder(s)
- NOTE: for certain traffic systems, a more specific directory structure is required

- “Alert” email list(s)

When eWindEDI™ receives acknowledgment of invoices or contracts from an agency, it can send an “alert” message to one or more email addresses at the broadcaster. These usually include an AR supervisor, a Traffic supervisor, a systems administrator, etc. Alerts are recommended for:

- Acknowledged contracts
- Acknowledged invoices
- NOTE: WLA can also facilitate publishing this list to Donovan Data Systems. However, DDS email alerts are managed internally by DDS
- NOTE: For an initial startup period, an alert may also be sent to WLA, to help in monitoring the success of the installation
- List of agencies to receive invoices and contracts, to build Agency.lst
 - NOTE: The spelling of the agencies is important. Agencies are recorded in this lookup table, to direct eWindEDI™ transactions to their correct destinations
- Name of user to install eWindEDI™ reporting software (Toronto.exe) locally, for audit use

Part 2. *Samples* Required from the Media Vendor Before the Installation

- Sample invoice and contract data files (as appropriate), from traffic/accounting system
 - NOTE: If the broadcaster is unfamiliar with how to create these files, WLA can frequently help the broadcaster get in touch with the customer service desk at their system provider
- Sample P-Header from DDS (for contracts only)
- Sample contract, based on P-Header information, for DDS



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

Part 3. Hardware Required from the Media Vendor 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 broadcaster-specific encryption key
- Install eWindEDI™ via remote connection, at broadcaster
- 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
 - Verify that source folders for invoice and contract files are operational
 - Send sample invoice and contract files to “wla”
 - Verify that samples translate as expected at “wla”
 - Verify that email alerts of acknowledgements are operating
- Assure that invoices and contracts function at DDS
 - Verify that they are received and posted
 - Verify that DDS email alerts are functioning
- 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.