

# EDI Support Services

## *User Documentation: Bulletin Board System (BBS)*

### *Dialing and Logging into the BBS*

To submit electronic files to EDISS, Trading Partners log into the BBS with a unique ID issued by EDISS.

To log into the BBS, Trading Partners will complete the following steps:

1. Using Trading Partners communications software, dial the phone number to connect to the BBS.

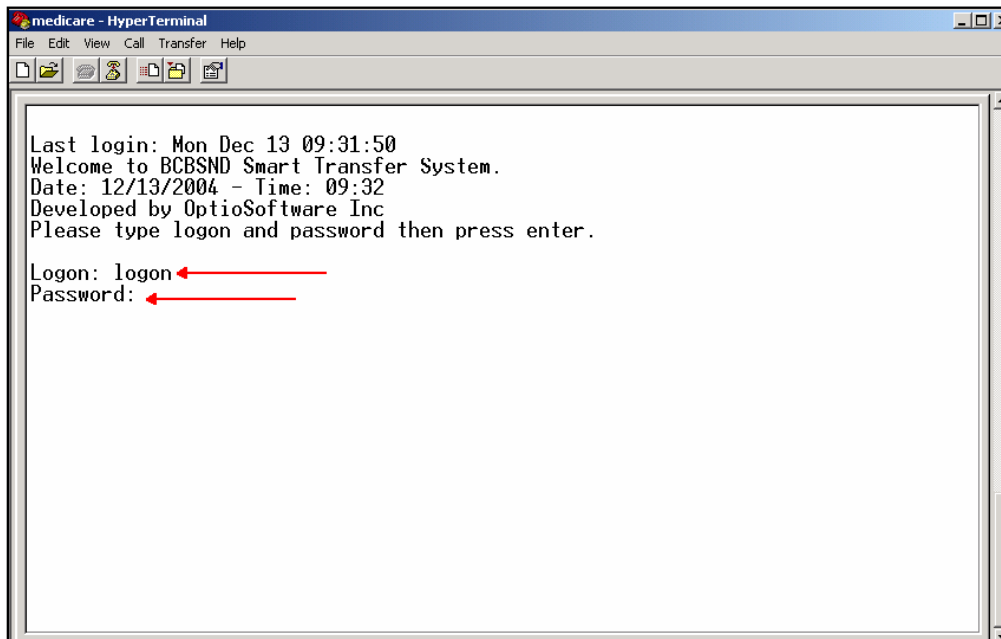
**Note:** EDISS has two separate lines for transmission: a testing line and a production line. EDISS will provide the Trading Partner with the appropriate number to use.

Once connected, the system prompts the user to enter a logon and password.

2. Enter the case-sensitive logon provided by EDISS on the Test/Production fax sent to the Trading Partner from EDISS, and press Enter.
3. At the password prompt, enter the case-sensitive password provided by EDISS on the Test/Production fax, and press Enter.

#### **In this document:**

- Dial and log into the BBS
- BBS Menu Options
- Retrieving Reports with HyperTerminal



## ***Bulletin Board System (BBS) Continued...***

The main menu of the BBS displays once the Trading Partner enters the correct logon and password.

**Note:** The BBS gives Trading Partners three attempts to enter the correct logon and password. If three consecutive unsuccessful attempts are made, the logon and password are suspended. Trading Partners are required to call EDISS to have the logon, and password reset.

Date : 12/13/2004	Time: 09:42	Protocol: Zmodem
User Id: logon	Port:	Transfer: Ascii
Trading Partner: LOGON		Compress: None
1) Transmit files		
2) Receive files		
3) List files		
4) User Configuration		
L0) Logoff		

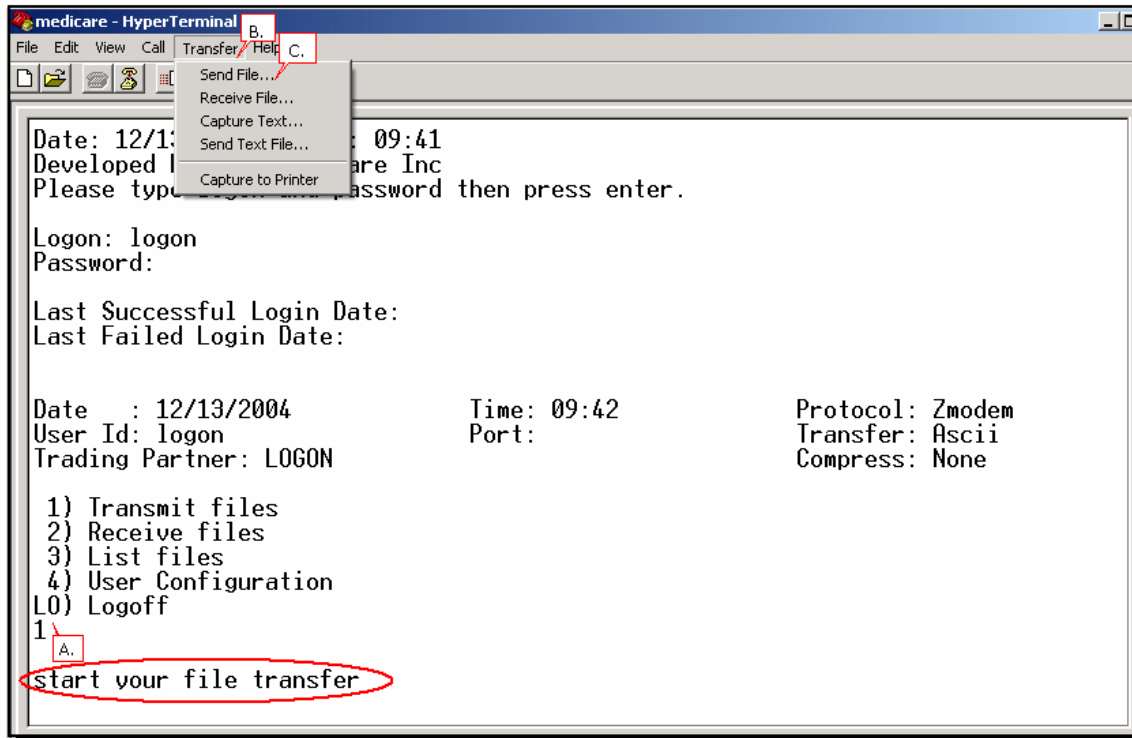
### ***BBS Menu Options***

Trading Partners have access to five options when using the BBS. Each option is described below.

#### ***Transmit Files***

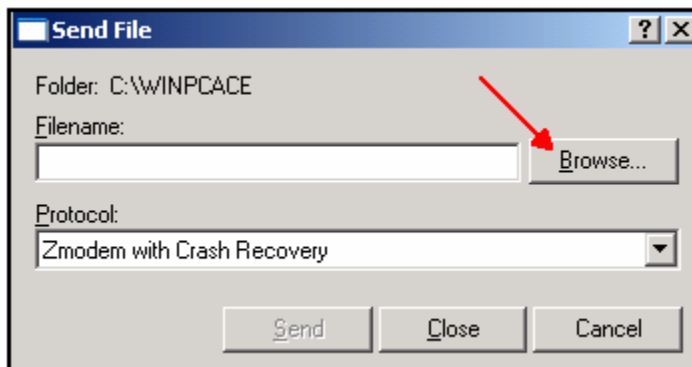
1. After completing the logon process, Trading Partners can submit an electronic file.
  - A. To transmit an electronic file, enter 1 from the main menu of the BBS and press Enter. The message start your file transfer displays on the bottom of the screen.
  - B. Select Transfer from the menu bar.
  - C. Select Send File from the drop-down list.

## Bulletin Board System (BBS) Continued...



2. The Send File dialog box displays. Enter the path or location of the file to send in the Filename field.

**Note:** If the path is not known, the Browse button enables the user to select folders to locate the file.



3. After selecting the file, verify the protocol is correct in the Send File dialog box. This information is user specific based on the system used.
4. Select the Send button, which immediately begins transmission of the electronic file to EDISS.

## ***Bulletin Board System (BBS) Continued...***

### *Receive Files*

Use this menu option to receive current or undelivered reports including, but not limited to:

- Transaction Acknowledgement Report (TRN)
  - TA1 Interchange Acknowledgement Report (TA1)
  - Functional Acknowledgement (997) Report (ACK)
  - Claims Confirmation Report (GENRPT)
1. To receive current, undelivered reports, enter 2 from the main menu of the BBS.
  2. Press Enter.

```
Date   : 01/12/2005
User Id: logon
Trading Partner: LOGON

1) Transmit files
2) Receive files
3) List files
4) User Configuration
L0) Logoff
2 ←
```

The Trading Partner's communication software package automatically begins receiving the current files available and places them into the Trading Partner's designated directory.

**Note:** If a Trading Partner is using HyperTerminal, the files are saved in the HyperTerminal folder unless otherwise configured.

### *List Files*

This menu option allows Trading Partners to list all reports, undelivered and previously delivered, that are available to download.

**Note:** Production reports are available for 40 calendar days. Test reports are available for 15 calendar days.

1. To display a list of all reports, enter 3 from the main menu of the BBS.
2. Press Enter.

## Bulletin Board System (BBS) Continued...

```
Date   : 01/12/2005
User Id: logon
Trading Partner: LOGON

1) Transmit files
2) Receive files
3) List files
4) User Configuration
L0) Logoff
3 ←
```

3. A list of all available reports displays.
  - A. To view the next page of reports, enter N and press Enter.
  - B. To return to main menu, enter X and press Enter.
4. Enter the number of the report to download and press Enter.

```
1) trn18179.txt 000000616 20050112 142833 (D)
2) TA118179.txt 000000154 20050112 142833 ( )
3) trn16520.txt 000000616 20050106 154228 ( )
4) TA116520.txt 000000154 20050106 154228 ( )

Press number of file to download, 'N' for next group,
or Enter 'X' to return to previous menu 2
```

The Trading Partner's communication software package receives the selected report and places the file into the Trading Partner's designated directory.

**Note:** Reports previously delivered display a D after the report name on the BBS. These reports are still available to the user. To redeliver, enter the number of the report and press Enter.

```
1) trn18179.txt 000000616 20050112 142833 (D) ←
2) TA118179.txt 000000154 20050112 142833 ( )
3) trn16520.txt 000000616 20050106 154228 ( )
4) TA116520.txt 000000154 20050106 154228 ( )

Press number of file to download, 'N' for next group,
or Enter 'X' to return to previous menu 1
```

## ***Bulletin Board System (BBS) Continued...***

### *User Configuration*

This menu option allows Trading Partners to update their personal user settings. To display the User Configuration menu, enter 4 from the main menu of the BBS and press Enter.

```
1) Transmit files
2) Receive files
3) List files
4) User Configuration
L0) Logoff
4 ←
```

The five options display from the User Configuration menu.

```
1) Select Transfer Protocol
2) Select Compression Type
3) Select FTP Transfer Mode
4) Change password
X) Return to Main Menu
```

1. Option 1 – Select Transfer Protocol. There are 5 types of Transfer Protocols. To change protocols, enter 1 and press Enter. The Transfer Protocol list displays. To select one of these options, enter the correct number and press Enter.

```
1) Zmodem
2) Xmodem
3) Ymodem
4) Kermit
5) Other
Press Enter to return to previous menu
```

2. Option 2 – Select Compression Type. EDISS can accept files compressed using PKZip and Win Zip. Compression is not required, but is available for users. To select a specific type of file compression, enter 2 and press Enter. The Compression Type list displays. To select one of these options, enter the correct number and press Enter.

## Bulletin Board System (BBS) Continued...

```
1) PKZip Mode
2) UNIX Compress Mode
3) UNIX Tar Mode
4) UNIX Zip Mode
5) No Compression
Press Enter to return to previous menu
```

3. Option 3 – Select FTP Transfer Mode. There are two options associated with File Transfer Protocol (FTP):

- Binary - A binary file uses all eight bits in an eight-bit byte.
- ASCII – An American Standard Code Information Interchange file contains only the codes with no additional formatting codes, such as, bold, italics, and underlining. ASCII Text file refers to a file that contains only the 97 printable ASCII codes (letters, numbers, and punctuation) and white space (space, tab, form feed).

To select a specific FTP Transfer Mode, enter 3 and press Enter. The two associated options display. To select one of these options, enter the correct number and press Enter.

```
1) Binary
2) Ascii
3) None
Press Enter to return to previous menu
```

4. Option 4 – Change password. To change the BBS password, enter 4 from the User Configuration menu and press enter. Follow the prompts displayed.

- A. Enter the current password and press Enter.
- B. Enter the new password and press Enter.
- C. Confirm the new password and press Enter.

A message stating the password has been updated displays.

```
Enter your current password:
Enter your new password:
Confirm your new password:
Password has been updated ←
```

### Logoff

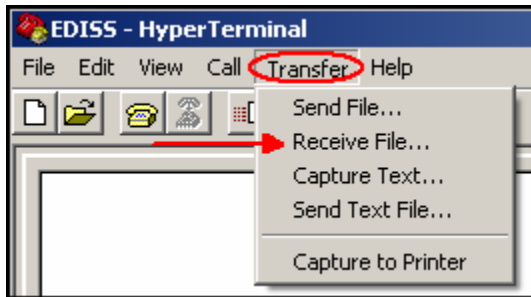
This menu option allows Trading Partners to log out of the BBS. Trading Partners simply enter LO and press Enter.

## ***Bulletin Board System (BBS) Continued...***

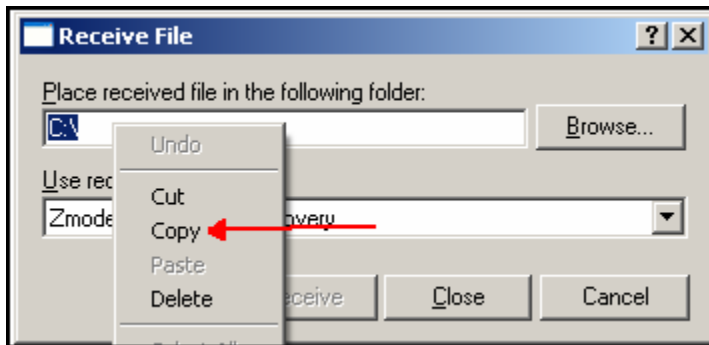
### ***Retrieving Reports Downloaded with HyperTerminal***

Review the downloaded reports to ensure no errors were present in the submitted transaction. To locate reports once downloaded using HyperTerminal, follow the steps below.

1. Select Transfer from the menu bar of HyperTerminal.
2. Select Receive File from the drop-down list.

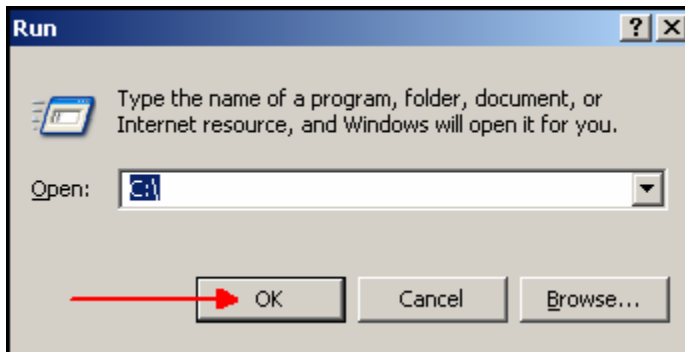


3. The Receive File box displays. Highlight all text in the Place received file in the following folder: field.
4. Copy the text by right-clicking and selecting Copy from the list of options that display.



5. Select the Start button in the lower left corner of the computer and select Run. The Run box displays.
6. Paste the copied content into the Open: field and select the OK button.

## ***Bulletin Board System (BBS) Continued...***



7. A window displays with the contents of the folder in which HyperTerminal placed the downloaded reports.

**Note:** Use WordPad to open the downloaded reports.