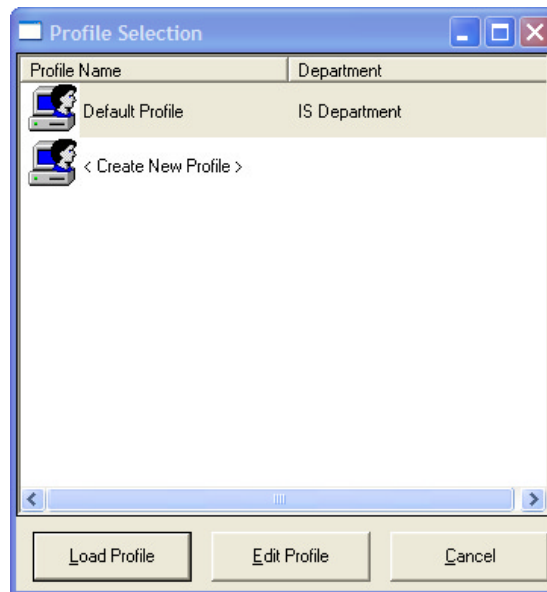


## Using the Courier Remote Download Utility

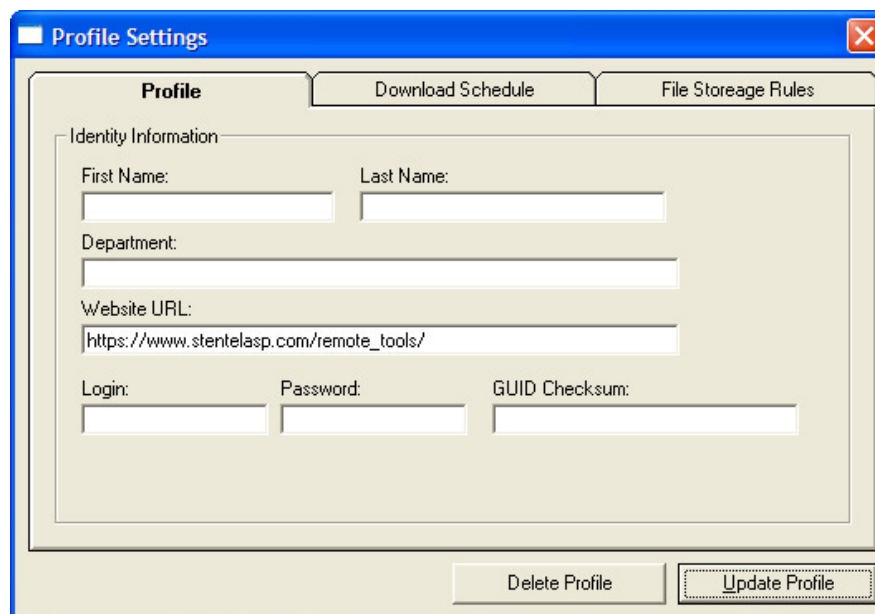
NOTE: This software is currently undergoing testing. By installing and using this software, you acknowledge that certain features may not work correctly or as expected. By installing this software and using it, you are willingly participating in the BETA program for this software.

Download and install the utility from this url: <https://www.stentelasp.com/downloads/StenInetTool.msi>

After the tool is installed, you will need to set it up. Go to Start, Programs, and find Sten-tel Software and click on Sten-Tel Remote Download Tool. You will be presented with the following screen:



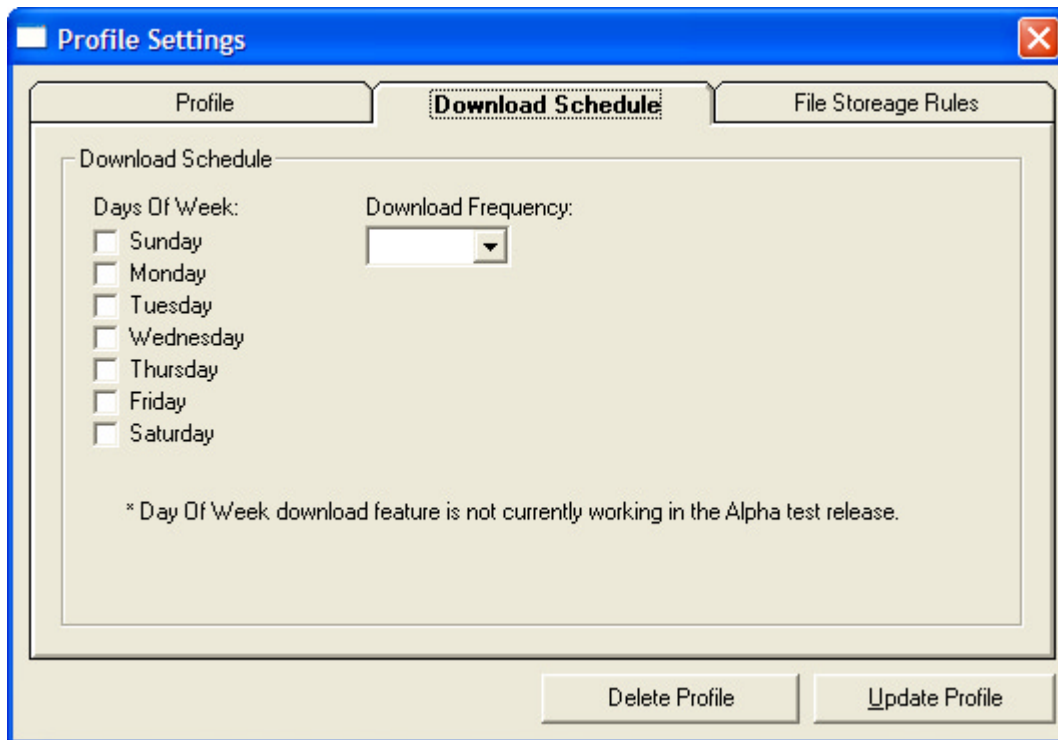
For the courier account, you will need to create a new profile. From the list of profiles, select Create New Profile and click on the Edit Profile button at the bottom. You will see the following screen:

A screenshot of a Windows dialog box titled "Profile Settings". It has three tabs: "Profile", "Download Schedule", and "File Storage Rules". The "Profile" tab is active and contains a form with the following fields: "Identity Information" (a group box), "First Name:" and "Last Name:" (text boxes), "Department:" (text box), "Website URL:" (text box with the value "https://www.stentelasp.com/remote\_tools/"), "Login:" (text box), "Password:" (text box), and "GUID Checksum:" (text box). At the bottom of the dialog are two buttons: "Delete Profile" and "Update Profile".

Enter the courier's First Name, Last Name and Department if any. Leave the Website URL alone unless you are on a subdomain, in which case you'll need to amend the URL shown to include your subdomain.

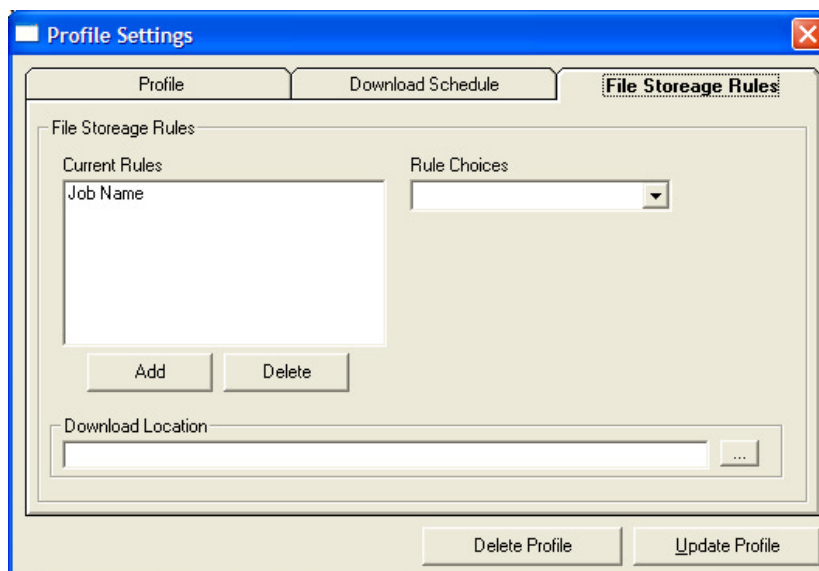
Enter the courier's ASP Login ID and Password. To obtain the GUID Checksum, bring up the courier's profile in the ASP while you are logged in as Sysop. At the bottom of the profile page, click the GUID button. This will display a page with a unique string. Copy and paste this string into the GUID Checksum box.

Now click the Download Schedule tab and you will see the following screen:



The screenshot shows a window titled "Profile Settings" with three tabs: "Profile", "Download Schedule", and "File Storage Rules". The "Download Schedule" tab is active. It contains a "Download Schedule" section with "Days Of Week" (checkboxes for Sunday through Saturday) and "Download Frequency" (a dropdown menu). A note at the bottom states: "\* Day Of Week download feature is not currently working in the Alpha test release." At the bottom of the window are "Delete Profile" and "Update Profile" buttons.

Here you may set the download frequency. As noted, the Day Of Week currently does not work. The download frequency is selectable between 15 minutes and 3 hours. After making your selection, click on the File Storage Rules Tab and you will see the following screen:

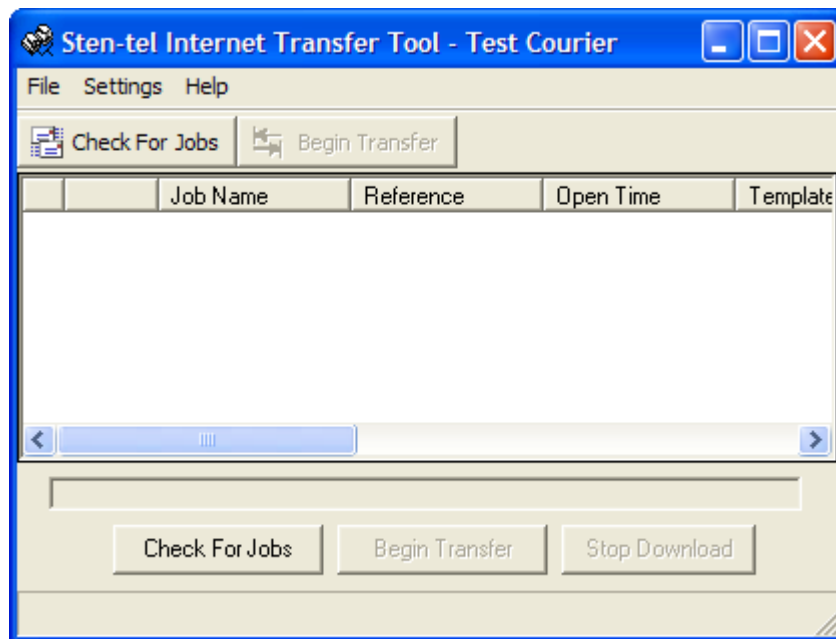


The screenshot shows the same "Profile Settings" window, but with the "File Storage Rules" tab active. It features a "File Storage Rules" section with "Current Rules" (a "Job Name" text box) and "Rule Choices" (a dropdown menu). Below these are "Add" and "Delete" buttons. At the bottom of the section is a "Download Location" text box with a browse button "...". At the bottom of the window are "Delete Profile" and "Update Profile" buttons.

It is in this screen that you will set the rules as to how files are named when downloaded. This is very similar to setting up the courier download rules on the ASP. The default rule is Job Name. Additional choices may be selected from the Rule Choices drop down box. Add or delete your choices until you have created the file naming rules you like.

In the Download Location, you must manually type in the location you want files to be saved to. For example, you might enter c:\temp to save all files to this location.

Once you have completed these steps, click the Update Profile button at the bottom. You will receive a message that the profile has been updated and then will be returned to the original screen, and will see the new profile you have created. To activate the profile, select it from the list and then click on Load Profile. When you do, you will see the following screen:



To immediately check for jobs, click on one of the available buttons labeled Check for Jobs. The utility will then automatically check for jobs for the courier profile that is currently running. If any jobs are available, these will be downloaded as defined by your rules and location.

You may also keep this utility minimized, so that downloads of files can take place in the background.

Since this is BETA software, if you have ANY issues, problems or questions with this software, please use the Help Desk ([www.stenteltech.com/helpdesk/](http://www.stenteltech.com/helpdesk/)) and select the category of Courier Download Utility. This will help us to track any issues or fixes that need to be made for this software.