NetDespatch Velocity Connector User Guide

XML version

Customised guide specifically for use with XML Integrations

Guide refers to Microsoft Windows 7

Requirements before Proceeding

You will need to have:

- NetDespatch User ID and password
- Administrator Rights
- Java (NetDespatch Velocity Connector will work with any version of Java)

Note: NetDespatch Velocity Connector is an application intended for Windows and Mac computers that are logged in as a single user.
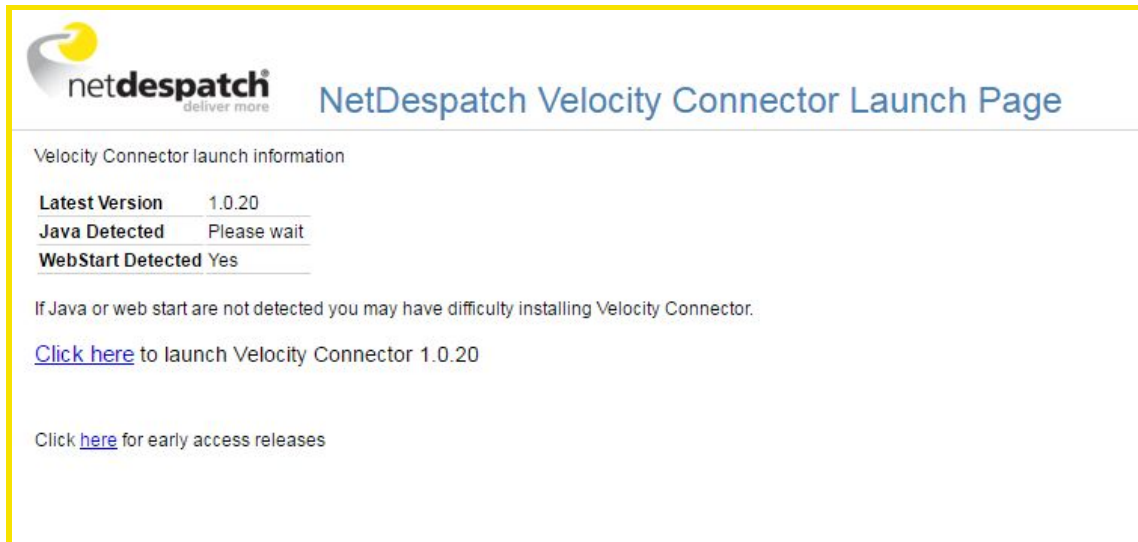
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Introduction

NetDespatch Velocity Connector is a secure application that enables:

- Automatic import (batch or live) of collections and/or despatches (not relevant for XML Integrations)
- Automatic barcode label printing at any location

The NetDespatch Velocity Connector application can be deployed on either Mac or Windows PC's quickly and easily.

Section 1: How to Install NetDespatch Velocity Connector

To Install NetDespatch Velocity Connector please connect to the URL link : http://emea.netdespatch.com/remote/

NetDespatch Velocity Connector Launch Page

Velocity Connector launch information

Latest Version	1.0.20
Java Detected	Please wait
WebStart Detected	Yes

If Java or web start are not detected you may have difficulty installing Velocity Connector.
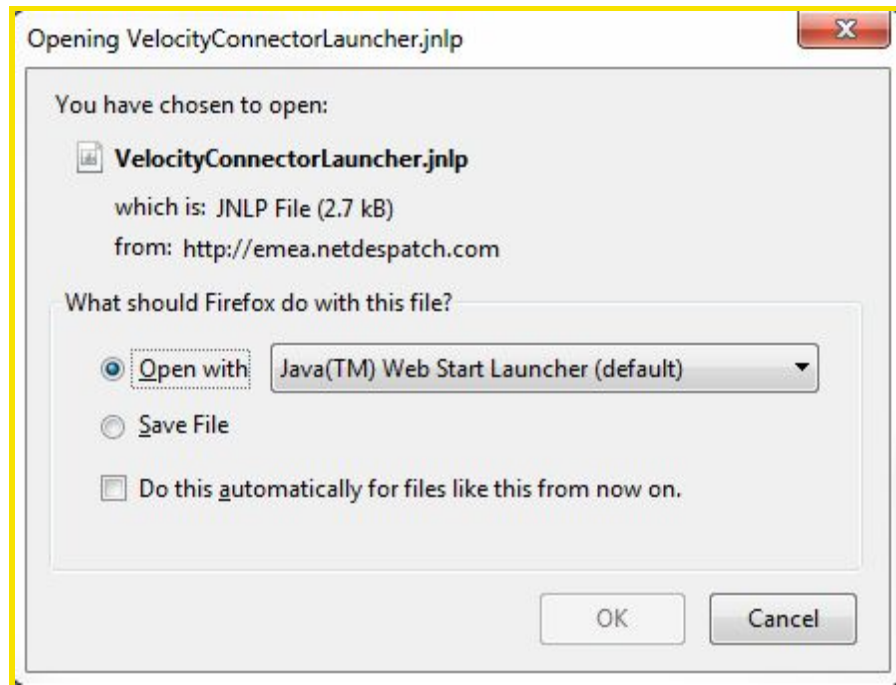
Click here to launch Velocity Connector 1.0.20

Click here for early access releases

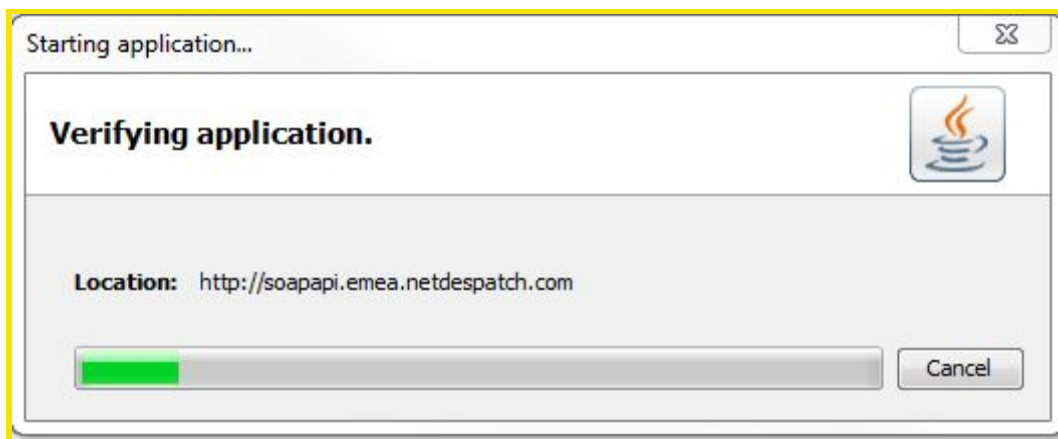- Click the link '*Click here to launch Velocity Connector 1.0.20*' to launch the NetDespatch Velocity Connector installation

Note: You will need to have Java installed on your pc to be able to launch NetDespatch Velocity Connector. Java can be installed by visiting the Java website.

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> **Note**: When using **Mozilla Firefox** the following prompt will appear (**Internet explorer** will launch the application directly).
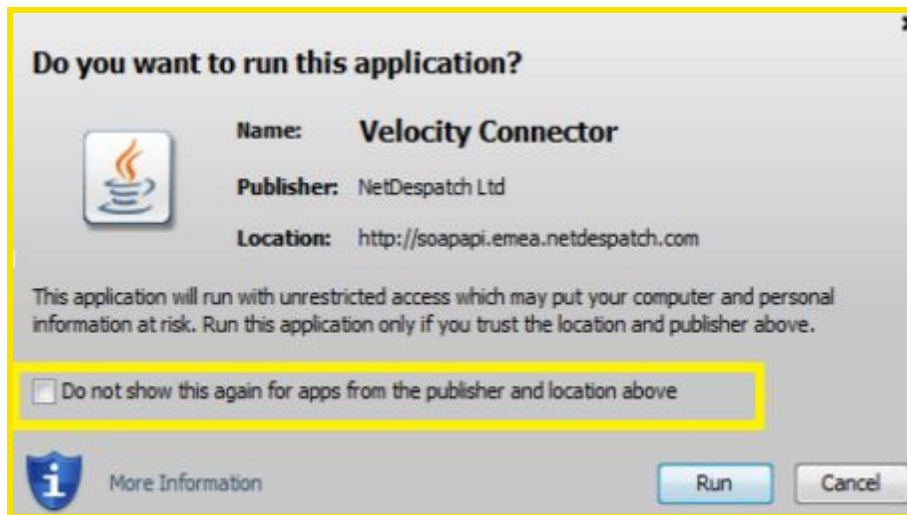
Opening VelocityConnectorLauncher.jnlp

You have chosen to open:

📄 **VelocityConnectorLauncher.jnlp**

    which is: JNLP File (2.7 kB)

    from: http://emea.netdespatch.com

What should Firefox do with this file?

⦿ <u>O</u>pen with   Java(TM) Web Start Launcher (default) ▾

○ <u>S</u>ave File

☐ Do this <u>a</u>utomatically for files like this from now on.

                                                   OK   Cancel

- This screen will appear when NetDespatch Velocity Connector is installing

Starting application...

Verifying application.

Location: http://soapapi.emea.netdespatch.com

                                                        Cancel

> **Note**: NetDespatch Velocity Connector uses the same ports as a web browser (80 – HTTP and 443 – HTTPS). You will need to ensure that requests to 'emea.netdespatch.com' are allowed through your firewall.

- Select the tick box '*Do not show this again for apps from the publisher location above'* to allow NetDespatch Velocity Connector to run without further prompt (Screenshot below)

Explanation of NetDespatch Velocity Connector Errors

Communication error	The PC has lost connection to the Internet. Jobs will be queued until the connection is restored
ESB not started	NetDespatch Velocity Connector cannot connect to the Internet. Check the connection and also check for a proxy server. If present complete the Proxy Configuration details (see Configuration, Communication Tab below)
Could not load configuration file	NetDespatch Velocity Connector must be installed by an Administration User
Failed to Connect to server Proxy authentication failed. Complete the details on the Proxy Configuration Request error (407) or tab (see Unable to connect to remote host	Proxy authentication failed. Complete the details on the Proxy Configuration tab (see Configuration, Communication Tab below)

Section 2: Configuring NetDespatch Velocity Connector

Login

When NetDespatch Velocity Connector starts, it will display the log. The following image shows an example of a successful installation:
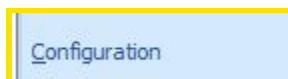

- You will need to login to NetDespatch Velocity Connector with your NetDespatch provided user ID and password
- Click the '*Login*' button on the left hand menu. Enter your NetDespatch User ID and Password. Check '*Remember Password*' if you wish the system to remember your password in future

- If the User ID and Password are correct, then a message will be displayed User Logged in Successfully - please select the option you require from the menu on the left

Note: Please note if you change the password on your NetDespatch account will need to update your password in connector as well.

- Select the **'Configuration'** option from the left-hand menu

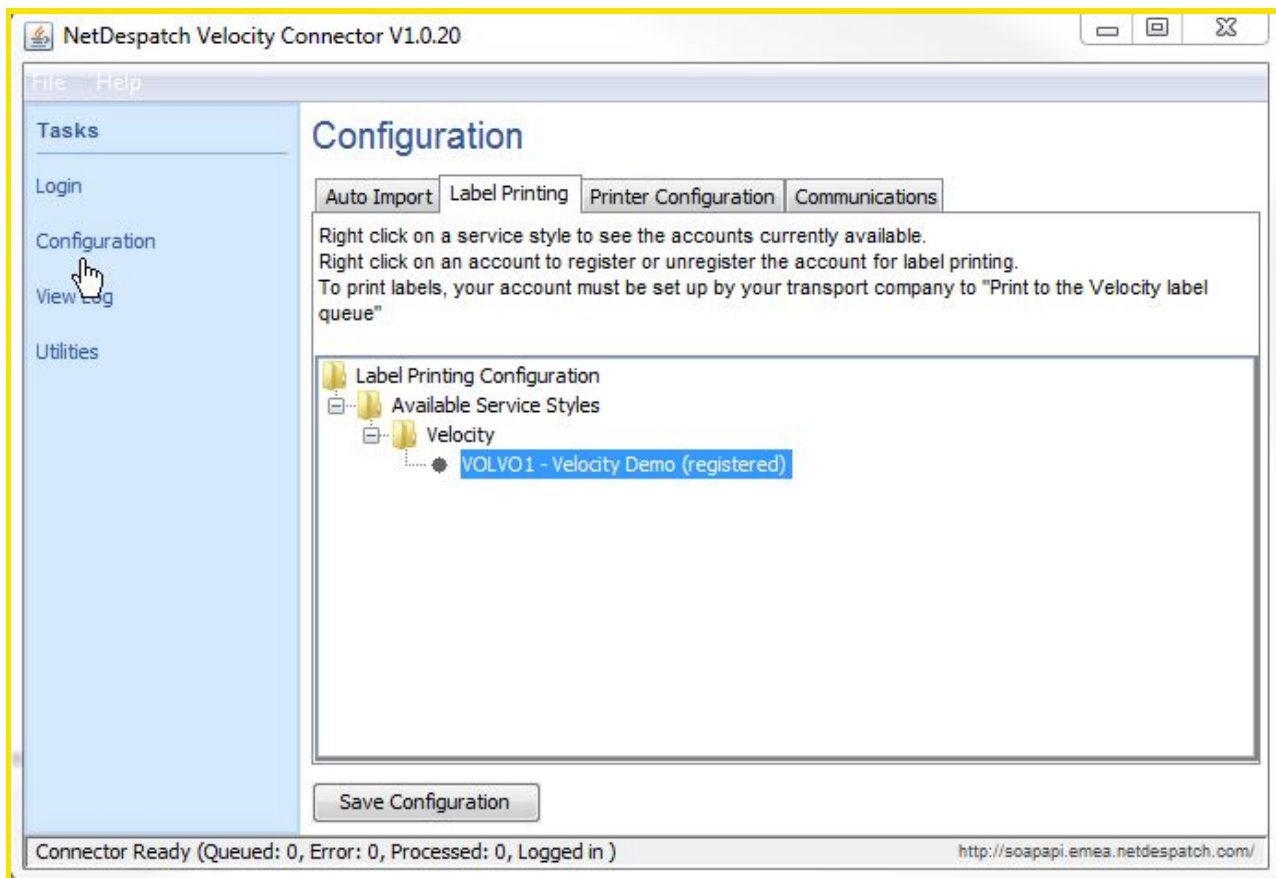- Four tabs appear under the configuration menu

Configuration: Auto Import

- This section is not required for use with XML Integration

Configuration: Label Printing

For NetDespatch Velocity Connector to automatically produce labels the account will need to be Registered. Please find below instructions on how to register an account
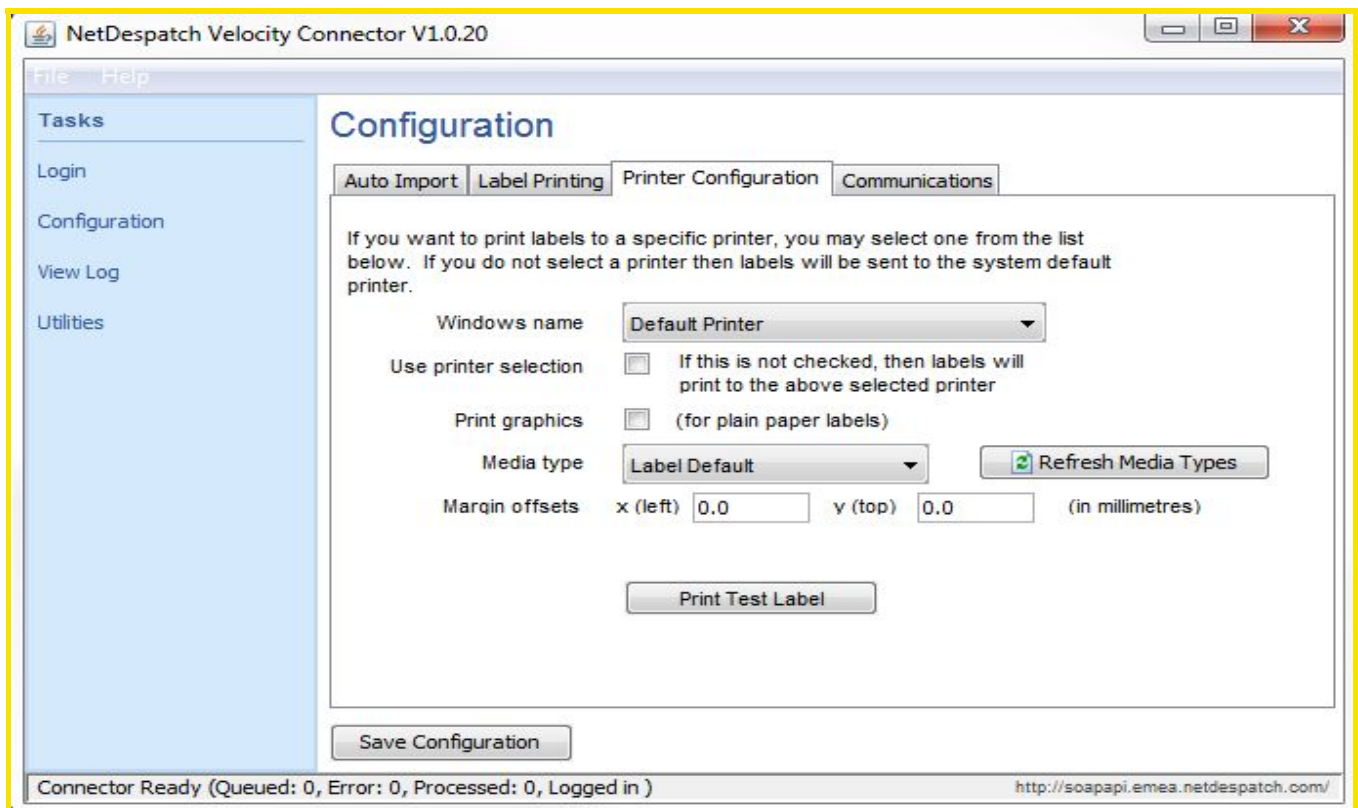

- Click {+} to expand the '*Available Service Styles tree*'
- Click {+} to expand the '*Velocity*' *(Or Carrier name Service Style)*
- Click where indicated to refresh the available accounts (for your User ID)
- Right click the Account Id and select '*Register Account*' (Register Account Affinity will not work when submitting XML orders)

NetDespatch Velocity Connector will now print any labels for jobs booked on the account, to the printer specified in Printer Configuration.

> **Note**: To enable your accounts on NetDespatch Velocity Connector your NetDespatch account needs to be set to 'Add to Velocity label queue.' Please contact your NetDespatch ID and Password supplier to activate this for you.

Configuration: Printer Configuration

Here you will need to tell NetDespatch Velocity Connector which printer to send the labels to. Please find below the explanation of what each field is used for.
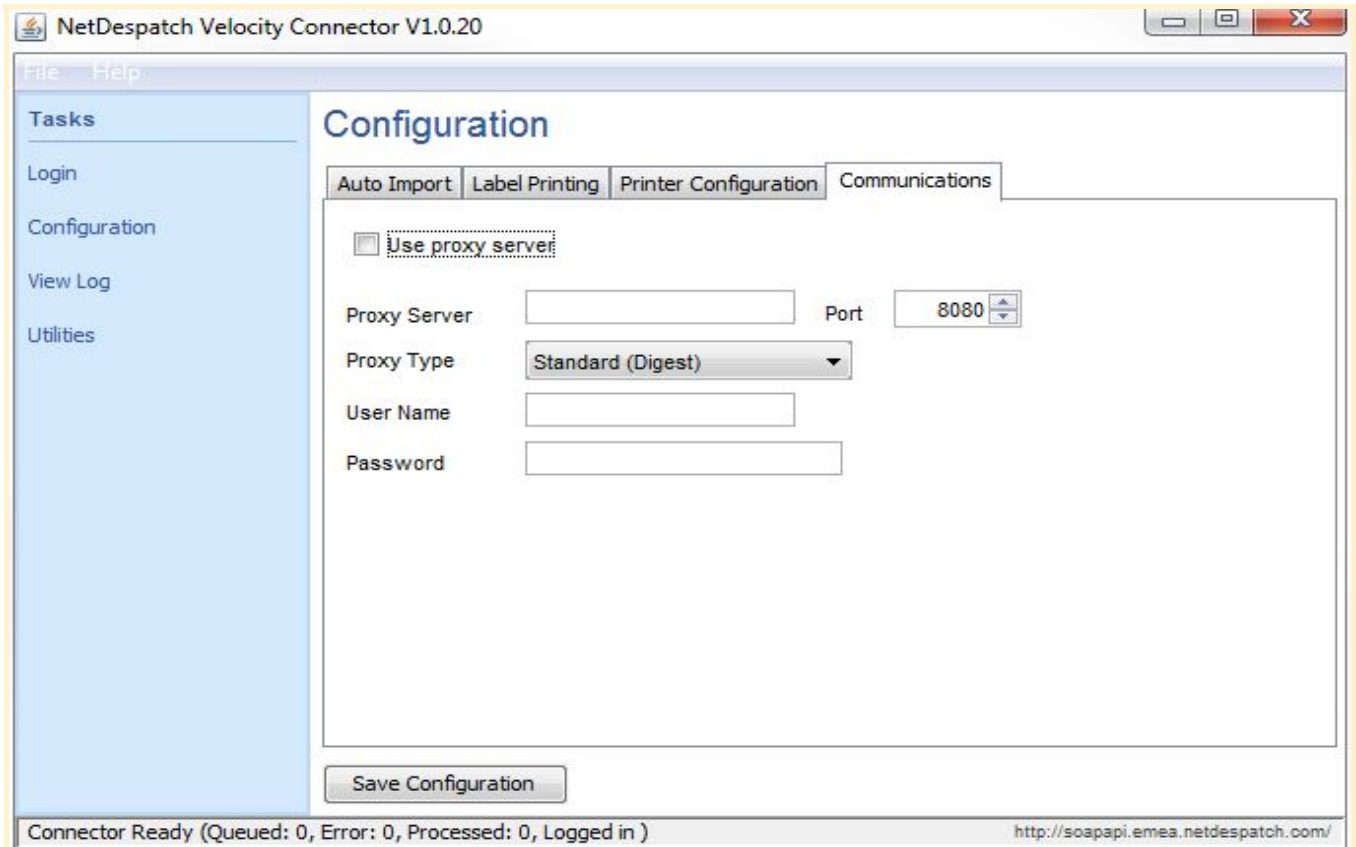

- ● *'Windows name'* Select the printer you require
- ● *'Use printer selection'* Leave unchecked to send automatically to the printer selected in '*Windows Name'*. If checked a print dialogue box will be shown for each print request allowing other printers to be selected
- ● *'Print graphics'* This should be checked in most cases, so only leave blank if the label stock already comes pre-printed with carrier logos and lines etc
- ● *'Media type'* Select an option from the drop down list for the label or paper size used in the printer
- ● *'Margin offsets'* This allows you to position the top left hand corner of the label
- ● '*Print Test label'* Use this option to test print a label
- ● Click '*Save Configuration'*

Configuration: Communications

> **Note:** Only complete this tab if you are behind a <u>Proxy Server</u>.

- *'Use proxy server'* Check this option if your network internet access requires NetDespatch Velocity Connector to work through a proxy server
- '*Proxy Server*' and '*Port*' Enter the details for your proxy server
- *'Proxy Type Select'* Standard (Digest) or Microsoft (NTLM)
- *'User Name'* User Name to gain access through the proxy server
- *'Password'* Password to gain access through the proxy server
- *'NTLM Domain'* This field will only be visible if connecting via the NTLM protocol. Enter the domain name in this box
- Click '*Save Configuration'*

Testing your Configuration

When you have completed the setup of NetDespatch Velocity Connector, test it as follows:

- *'Labels'* If you have set up the label printing configuration the label will print to the selected printer as soon as the import is completed. Labels can also be printed through NetDespatch Velocity Connector for orders made online. Otherwise use the Label Print / Reprint option from your normal NetDespatch Velocity login

Section: 3 Configuring NetDespatch Velocity Connector on multiple Workstations/PC's and printers

If the requirement is to have multiple printers printing labels:

- Multiple instances of NetDespatch Velocity Connector will be required

If the requirement is to print specific labels on a specific printer (for example when in a multiple pick and pack station environment or any situation where specific XML channel jobs should be printed at a specific location):

- Multiple NetDespatch sub account ID's will be required
- Multiple NetDespatch Velocity Connectors will be required to service specific account ID channels, sending the labels to a specific printer
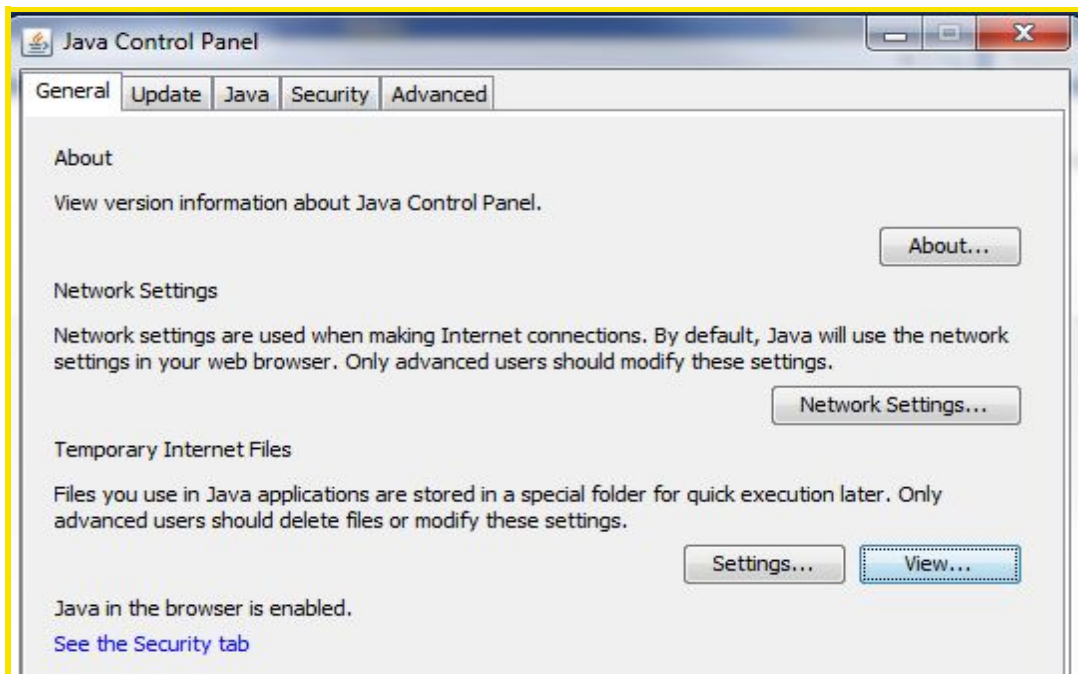
There is a large amount of flexibility to meet the job booking / label printing business requirements. Please contact the NetDespatch Integrations team who will work with you to achieve your goals.
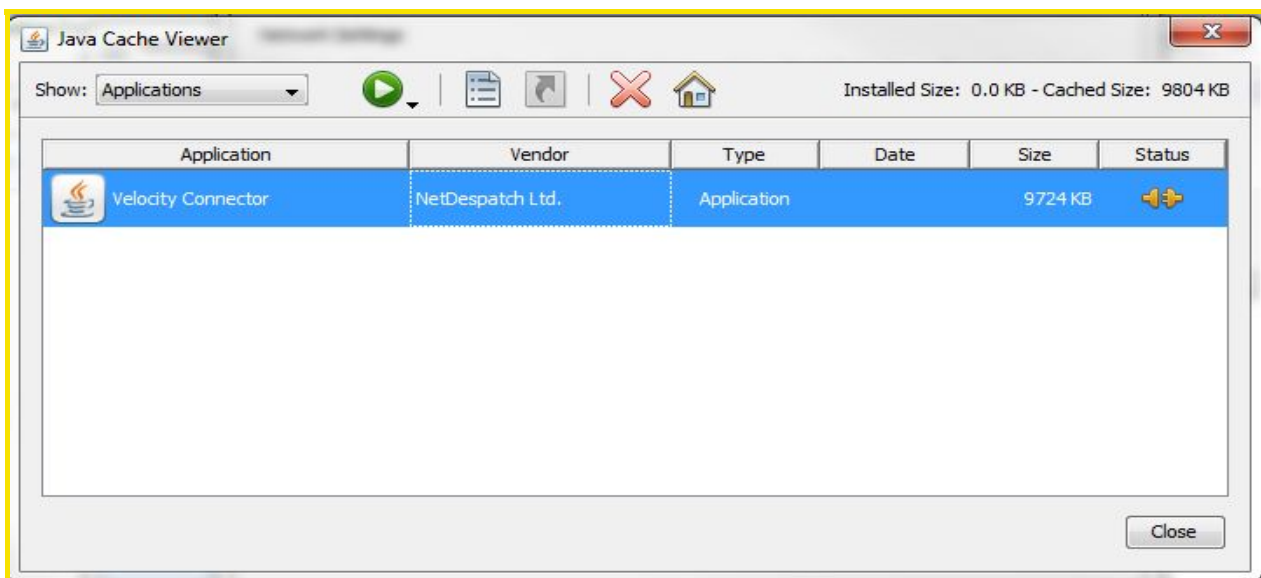
http://www.netdespatch.com/contact#integration-form

A sub account request can be made to the same supplier that provided your existing NetDespatch account.

Section 4: Uninstalling NetDespatch Velocity Connector

- On the Windows PC, go to '*Control Panel'*
- Select '*Java - Java Control Panel'*
- Click the '*View…'* button

- Select the '*Velocity Connector*' application to highlight it

- By clicking on the red '*x*' menu option then NetDespatch Velocity Connector will be removed the system
- Select the '*Close*' button and then 'OK' on the main '*Java Control Panel*' window to close it down
- The '*Control Panel*' window can also be closed