

TransPost

Implementation Procedures

Version 1.2.2.1

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Implementing TransPost

This document describes the procedures needed to implement or upgrade TransPost.

Implementation Summary

You must complete each of these procedures. The steps in each procedure are documented in the following pages.

Install MYOB ODBC	<p>Ensure that the current appropriate version of the MYOB ODBC driver is installed.</p> <p>Some versions of the MYOB ODBC driver have required that previous versions are uninstalled first so it is suggested that prior versions are removed, unless required by other 3rd party software, and the version associated with your current version of MYOB is installed.</p>
Activate MYOB ODBC for TransPost	<p>In MYOB software, information about your company's MYOB software license is held within the company data file itself. This includes information about which third party software is permitted to write to the MYOB file using ODBC.</p> <p>Update the licence information in your MYOB Company File to permit TransPost to write to it.</p>
Install and configure TransPost	<p>TransPost is easily installed as it comes in an install package.</p> <p>You must then set MYOB connection parameters so TransPost can find the correct Company file, version of MYOB and can log in to it.</p>
Test TransPost	<p>Run the TransPost test program to check that TransPost connects to MYOB and is capable of performing the key transactions.</p>

If the operating system is Windows 7 are also issues arising from the interaction between MYOB and the User Account Control. See the section Windows 7 Issues for a discussion of the issuers and suggestions for working around them.

Install MYOB ODBC

This step can be omitted if you already have a version of the MYOB ODBC driver installed which is compatible with your current version of MYOB and any other software you use which interacts with MYOB.

Recent versions of MYOB have installed the correct version of the ODBC driver automatically so this step may not be necessary unless there are ODBC version errors.

Note that many versions of the MYOB ODBC Driver are incompatible with other versions. If the version supplied with your current version of MYOB is incompatible with previous versions then you may need to uninstall the other versions and reinstall the correct one.

To remove MYOB ODBC Drivers follow the steps below.

1. In the Control Panel select **Add or Remove Programs**, or if using Vista, **Programs and Features**
2. For any item whose names starts “MYOB ODBC Direct”, select it and click on **Change/Remove**
3. Select **Remove**, Click **Next** and confirm removal by selecting Yes.
4. If there is more than one “MYOB ODBC Direct version present repeat the removal process for each.
5. Click **Finish** and close **Add or Remove Programs** and **Control Panel** windows

Now install the version of the ODBC Driver that is appropriate to your current version of MYOB:

6. In the start menu click **All Programs** and open MYOB submenu, select MYOB Tools and then within that sub-menu select Install MYOB ODBC Direct.
7. Step through the Install process as the screens instruct.

Activate MYOB ODBC for TransPost

In MYOB software, information about your company's MYOB software license is held within the company data file itself. This includes information about which third party software is permitted to write to the MYOB file using ODBC.

To connect TransPost to your company file you must update the licence details via MYOB support. Add-on Solutions MYOB ODBC Direct Activation

In order to connect TransPost to MYOB, follow the steps below:

1. For Australia: [Click here for ODBC Activation](#) You will be required to quote the TransPost add-on Solution activation number - 3588465 - and your MYOB serial number.

Otherwise Call MYOB.

Use the appropriate phone number below:

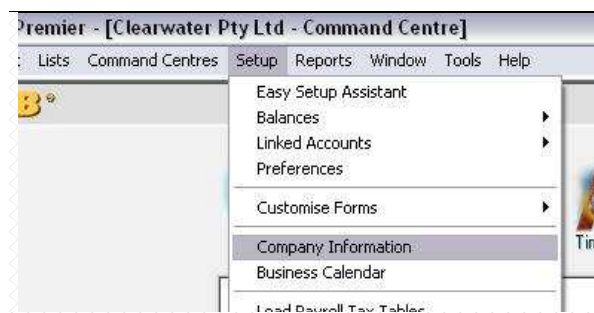
- For Australia: 1300 555 123 Request assistance from the "Connectivity Team" to "Connect an add-on solution to MYOB". You will be asked to quote your MYOB serial number as well as the TransPost add-on solution activation number (3588465). Your license details at MYOB will be updated to record the permission to use an add-on solution with your MYOB license. Next time you update your license from within MYOB that permission will be recorded in your MYOB file enabling TransPost to work with your MYOB file.
- For New Zealand: 0800 60 69 62 - Select the option for "existing customers". You will be required to quote this Add-on Solution activation number - 3588465 - and your MYOB serial number.
- For Hong Kong: 34029888 - Ask the operator to connect an Add-on Solution with ODBC. You will be required to quote this Add-on Solution activation number - 3588465 - and your MYOB serial number
- For Singapore: 6479 2409,
- For Malaysia: 03 8991 0166,
- For areas of Asia outside the above: +603 8991 0166 Select the option "to connect an add-on solution to MYOB". You will be required to quote this Add-on Solution activation number - <insert your Add-on Solution activation number here> - and your MYOB serial number.

2. Open the company file and login using the Administrator ID and Password. In the case of a multi-user system, you should use the 'Single User' option.

[Click here for ODBC Activation](#)



3. Once logged in, from the 'Setup' menu select 'Company Information'.

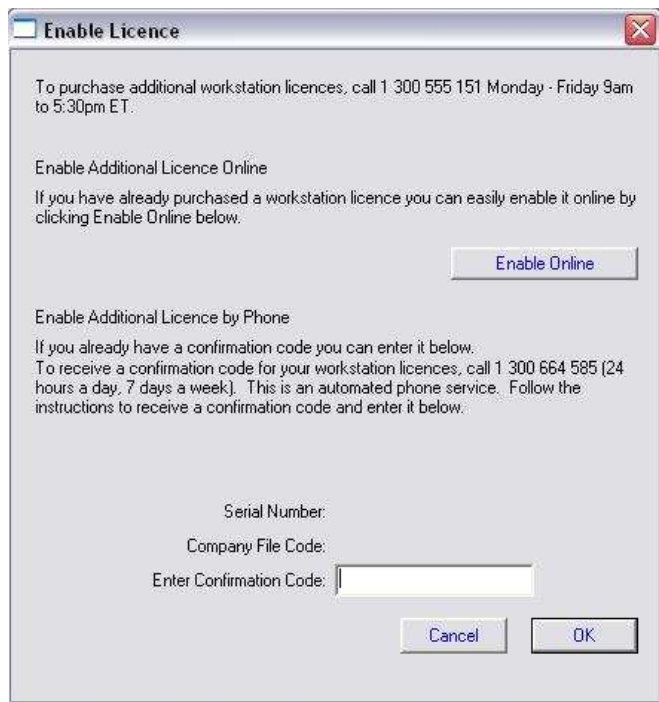


4. Choose the 'License' button at the bottom left of the Company Information screen.



5. Follow the onscreen instructions to update the license information held within the company file.





Once these steps have been completed, the file will be activated for your Add-on Solution and any software from Cadro Pty Ltd will be able to integrate with your MYOB company data file.

Install and configure TransPost

To install TransPost you will need the install kit which consists of two files, **setup.exe** and **TransPostSetup.msi**

To use TransPost with your company file you will need an activation key.

- 1. To install TransPost, run **setup.exe**.
- 2. At the end of the install process this form should appear:



- 3. In the **MYOB Company file** field enter or select the MYOB data file (.MYO) that is to be accessed by TransPost. It is the same file as the one you select when you open your company file in MYOB.
- 4. In the **MYOB program** field enter or select your MYOB program file.
If you are not sure what that is then right click on your MYOB icon and select properties. It will be displayed in the **Target** field and you can copy and paste it from there.
- 5. Enter the User name and password that TransPost should use to access MYOB into the **MYOB user name** and **password** fields.
The user specified must have permissions within MYOB to do all the things that you are going to use TransPost to do.

6. Enter the MYOB ODBC driver name in the **MYOB ODBC driver** field.
 The MYOB ODBC driver will have a name like MYOAU0901. The specific name depends on the version of the MYOB ODBC driver. It is shown at the front of the **release_notes.pdf** file which is located in the **Help** sub-folder of the folder in which your MYOB ODBC driver is installed.

7. In the **Log file location** field enter the full path to a folder where you want TransPost to put its log files.
 TransPost logs events and errors in a text based log file in a folder of your choosing. If the folder you nominate does not exist yet you should create it after completing this procedure.

8. Enter your activation key. If you have no activation key yet and want to try TransPost out with the MYOB Demo file, Clearwtr.MYO, then the activation key to use is:
 ealmmfcmockmgbbhofggahci
 To use TransPost with your own company file, you will need an activation key which is specific to your MYOB serial number. To obtain an activation key, send an email to admin@transpost.com.au with the subject Activation Key Request and quoting your name, email address and MYOB serial number.

Remove and Upgrade TransPost

To install a new version of TransPost you will need the install kit which consists of two files, **setup.exe** and **TransPostSetup.msi**.

First you must remove the old version and then merely install the new version.

The existing configuration settings will continue to apply.

1. In the Control Panel select **Add or Remove Programs**, or if using Vista, **Programs and Features**
2. Select **TransPost** and click on **Remove**
3. Confirm removal by selecting **Yes**.
4. Close Add or Remove Programs and Control Panel windows.
5. To install a new version of TransPost, run **setup.exe**.

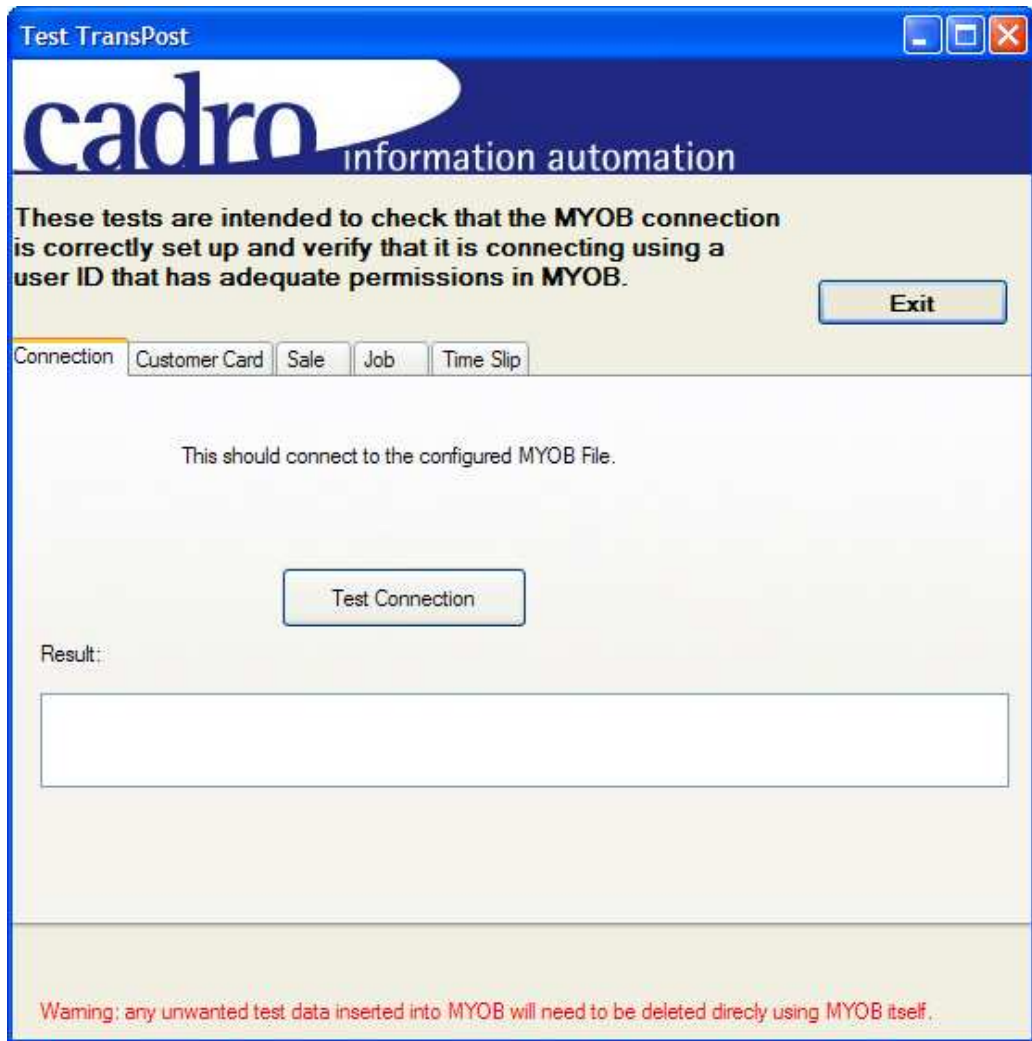
It is recommended that you then use the TransPost Test utility function to confirm that the install has succeeded.

The TransPost test utility verifies that TransPost has been correctly installed and configured.

Some of these tests update MYOB.

It is strongly recommended that you back up your MYOB files before performing these or any tests using TransPost.

1. To run the TransPost test utility, select , from the menu.



2. To test the connection parameters you just need to click on on the tab.
3. Any one of the other tests will verify that the connection permits writing to MYOB. Since extraneous jobs are easy to delete from MYOB it is recommended that the Job test is also performed.
4. Use MYOB itself to verify that the test really did work.
Do not forget to remove any unwanted test data from MYOB.

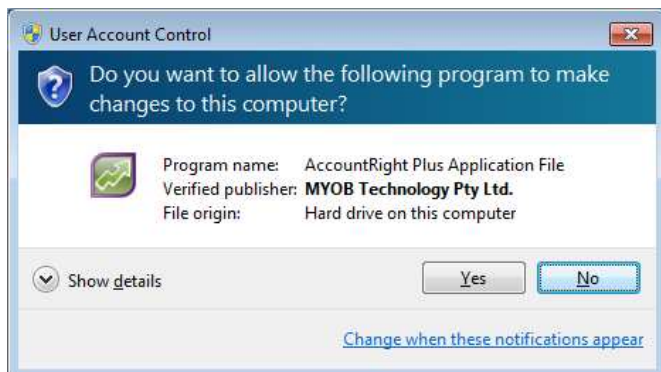
Windows 7 and Vista Issues

From version 1.2.2 TransPost should run properly on Vista and Windows 7. The configuration process requires the user to have administrator rights and will then “run as administrator” automatically.

User Account Control

As TransPost uses MYOB ODBC there are issues with MYOB which may need to be addressed.

If the User Account Control (UAC) is enabled then you may get this message when you open MYOB.



This check is also performed behind the scenes when MYOB is used via the ODBC but in this case it causes the MYOB ODBC to fail.

If this problem persists simplest solution is to turn off UAC. You can do this by clicking [change when these notifications appear](#).

Firewall

The first time TransPost tried to connect to MYOB the firewall may pop up a dialog:



Click on the **Allow access** button to permit MYOB and TransPost to communicate with one another.