



■ News July/August 2006

04.08.2006 04.08.2006.17

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Tips & Tricks TecLocal: Pick Up Supplier Reverse Messages Automatically

This edition of Tips & Tricks will show you how to configure your TecLocal in order to pick up reverse messages – order confirmations, despatch advices and invoices – from your suppliers automatically. You will always have up-to-date information while saving time and effort because you don't have to take action to retrieve your reverse messages.

The following sections will show you the procedure and the most important steps. You can find a detailed explanation in the document TEC-MessageCall, which is in your TecLocal installation and also available as a download from the TecCom Web site at <http://www.teccom.de/internet/siteshome/products/download.php>.

Procedure:

First you need to set up a batch file to define the TecLocal process. This configures TecLocal so that the process will start in the background, run unseen, get the documents and close down. In the second step, you set up the Windows Task Scheduler so that the process runs at defined intervals. The Scheduler is a component of Windows 98, Windows 2000 and Windows XP. You may need administrator rights to make the necessary changes.

Batch File:

In the TecLocal directory, open the file getdocs.bat with a text editor. Use the following line, changing it to enter the username and password that will be used to retrieve the reverse messages. Also enter the path for your TecLocal installation. In our example it is C:\TecCom\Client.

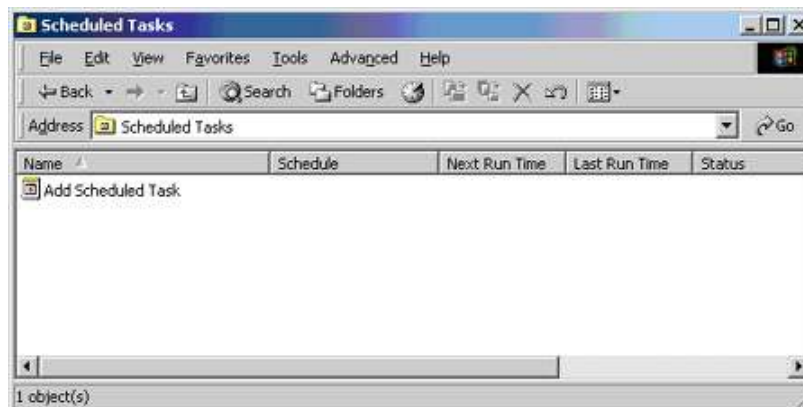
```
C:\TecCom\Client\tec-client.exe /agent /usr:Paul /pwd:Garage /getdocs
```

Save the file with a new name such paul_reverse_messages.bat. It is recommended to limit the rights of this user in TecLocal, i.e. not allowing any inquiries or orders. You can set up a new user by going to "Administration – My TecCom – Users."

After they are retrieved, reverse messages are available to all users in the same TecLocal installation. They can be used either from the same seat or in a multi-seat installation.

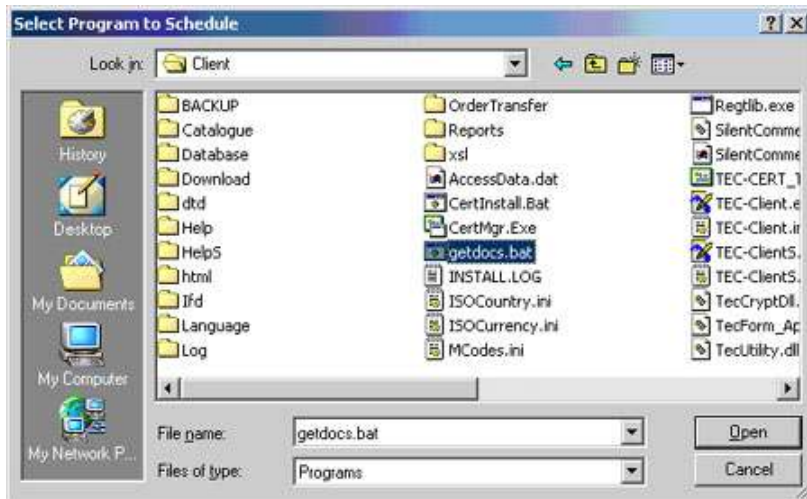
Windows Task Scheduler:

In the second step you need to configure the Windows Task Scheduler. Open the Windows System Control. Under Planned Tasks you will add a new task.



An assistant leads you through the steps. The first step is to select the batch file you just prepared as the program to be planned.

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In additional steps you determine the time interval and can enter a user for the task. For fine tuning, activate "Open advanced properties for this task when I click Finish," at the end of the assistant.



Be sure to activate the Message Log in TecLocal (Administration – Dialogues – Activate Message Log) so that errors are logged. These logs are in the TecLocal directory under the subdirectory "Log." You should check them regularly.

If you have any questions please contact our Help Desk at support@teccom.de or +49 (0)1805 – 65 65 56.