

XchangeIT Link Instructions



STEP-BY-STEP INSTALLATION GUIDE

- 1. Goto <u>http://www.xchangeit.com.au</u>
- 2. Enter username and password.

			username	<u>forqotten password?</u>
XCHANGE IT	IE JOIN XCHANGEIT	ABOUT US FOR NEWSAGENTS	FOR SUPPLIERS	NEWS ARCHIVE CONTACT U
XchangelT We are a data and document manage company. We manage data with the improving efficiencies for customers supply, sales and returns, resulting i reductions in their supply chain.	gement goal of in product n cost		blues	hyft≯
Information for Member	s	Our Services		Latest News
Welcome Pack	EDI Invoir	Do Doto	VohangolT	Digital Marketing Project

3. Select "My Account" and then "Newsagent Client" in the drop-down menu.

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HOME	SUPPORT TICKET	MY ACCOUNT	FILE NOTES	TRANSFER ACTIVITY	PERFORMANCE	SECURITY TOKE
		Help Billing & Paymer Newsagent Clier	ıt nt	Home		
Welcome XchangelT informatior features to	To XchangelT Link Link connects news A. Thanks for being a you in the coming w	Distributors & Se Distributor Histo Website Users agents with a ra a part of this imp reeks.	ny n ge or aistrib iortant indust	utors for the timely exchar ry initiative and we look i	ange of high-qualit forward to releasin	y business g many new
For any qu	Headlines For: 100	s, please contac	t chris.leach@	⊚xchangeit.com.au.		
Latest	neadimes For. 100.	SGOIDOIIGOICH				
Date	Headline	e Cor	ntent			

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4. Click on "Reset Security Token" (you will use this token to activate the client to complete the installation process – take note of the email address the token will be sent to – you can type in a different email address if you need) and then click on "Download Client".

Help	Folder Structure	
Billing & Payment		
Newsagent Client	SourceIn: SourceOut:	C:\EDI\Out
Distributors & Services	Archive: Unsent	C:\EDI\archive
Distributor History		UPDATE
Website Users	Secutity Token	
	Click the "Reset Secu primary email addres	urity Token" button to receive a new token for your store. You can change the email address the token is sent to. Your is will remain unchanged.
	support@xchangeit.c	com.au

5. Click on "Install".



Please note:

- XchangeIT no longer supports Windows 2000, XP & Vista
- XchangeIT Link requires a minimum of Microsoft .NET Framework Ver. 3.5



XchangeIT Link Instructions

6. Click "Run".



7. Installation of application begins.





XchangelT	Link Instruc	tions
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8. You should now see the loading screen:

(16%) Installing XchangeIT Newsagent Client
Installing XchangeIT Newsagent Client This may take several minutes. You can use your computer to do other tasks during the installation.
Name: XchangeIT Newsagent Client
From: www.xchangeit.com.au
Downloading: 571 KB of 3.36 MB
Cancel

Then this...

XchangeIT Newsagent Client			
Initialising			
Click ok			
XchangelT Newsagent Client		×	
Welcome to the Newsagent Client! Pl store number in the activation email t OK to go to the activation screen.	ase use the security token a o activate this application. C	nd Iick	
	/	\sim	
		ок	

9. Refer to the email that was sent out to the selected email address for the security token:

Dearfrank 3,

Your security token has been reset by the XchangeIT Helpdesk. Details are as follows:

- Store Name: TEST XIT STORE 12
- Store Number: 1067
- Security Token: D5PQDSU8

You should use this to reset your XchangeIT Newsagent Client. To do this:

· Locate the PC where XchangeIT is installed

• Click the XchangeIT icon in the system tray (i.e. bottom right of the screen) so that the Newsagent Client is visible on screen

- · Select the 'Configuration' tab
- · Select the 'Reset' button (bottom right)
- · Enter the Store Number and Security Token as shown above and press 'Activate'.

Regards,

XchangeIT Link support@xchangeit.com.au 1300 551 212



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General Cont	figuration								
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Log Folder				C:\Users\core	ey.leach\AppD	ata\Local\Ap	ps\2.0\T1JBE5N	M.QTO	C\M28EE
Name									
Website URL				http://www.	.xchangeit.com	n.au/publicp	ages/newsagent	c-client-	landing-
Central Site P	ublic URL			http://ds.xch	nangeit.com.au	u/Central/CS	PublicService/CS	PublicA	SMX
Name Name of the sto	ore.								
Store Number:	Securi	ty Token:		Activate					

11. Click "OK" when prompted to download the latest configuration.

Distributors	Schedules	
Xcha	ngelT Newsagent Client	×
figuration	This client has been activated successfully. Click OK to download configuration.	latest
r		OK 1JBE5NM.QTC
Public URL	http://cs.xchangeit.com.au/Centra	ncpages/newsagent-client- //CSPublicService/CSPublicA:



At this point the installation of the XchangelT newsagent client is complete. If you are having issues installing or run into any problems please contact the XchangelT helpdesk for assistance.

Phone: 1300 551 212 (option 1) Email: <u>support@xchangeit.com.au</u>

Thank you.