

HOLT JEDI

Operating Instructions

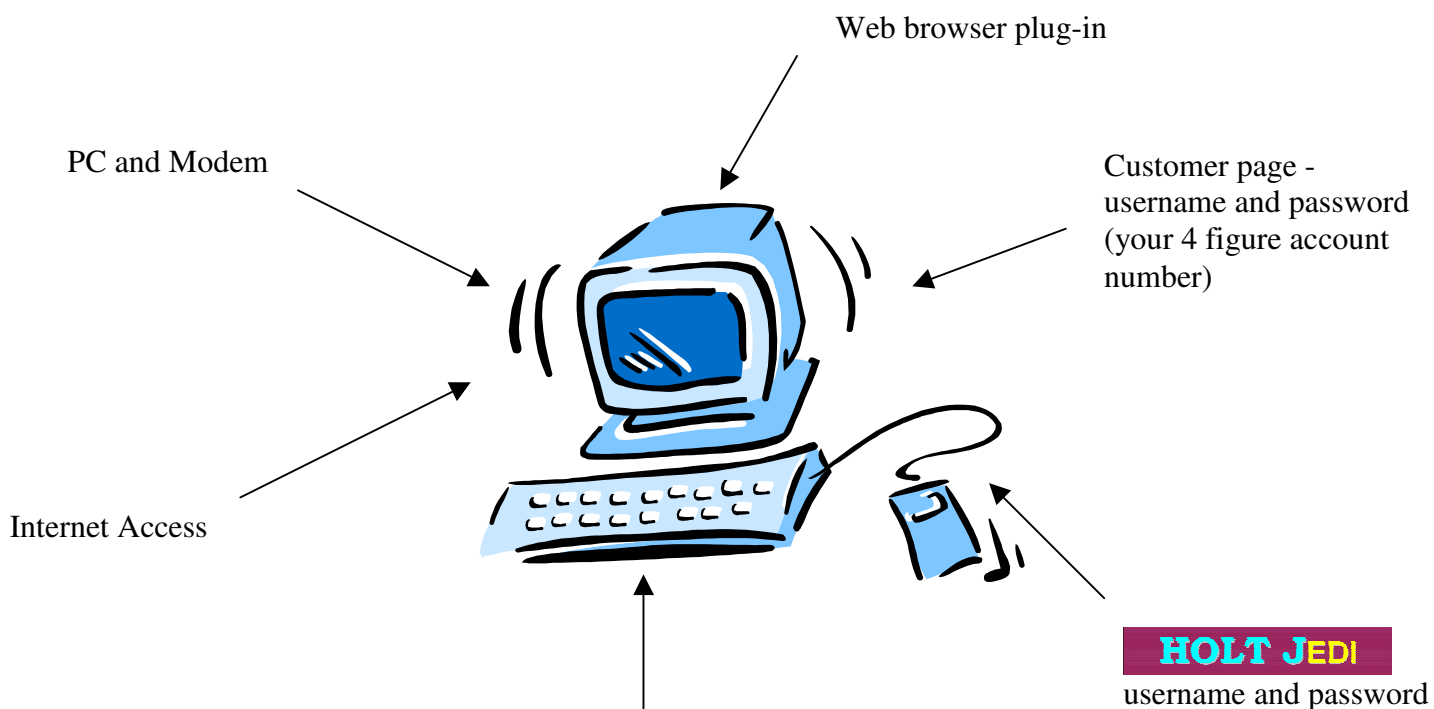
Minimum System Requirements:

- Windows 95 / 98 / NT
- 16Mb of Ram
- 28.8kbps Modem
- Citrix Browser Plugin - supplied by Holt Jackson)

Prerequisites:

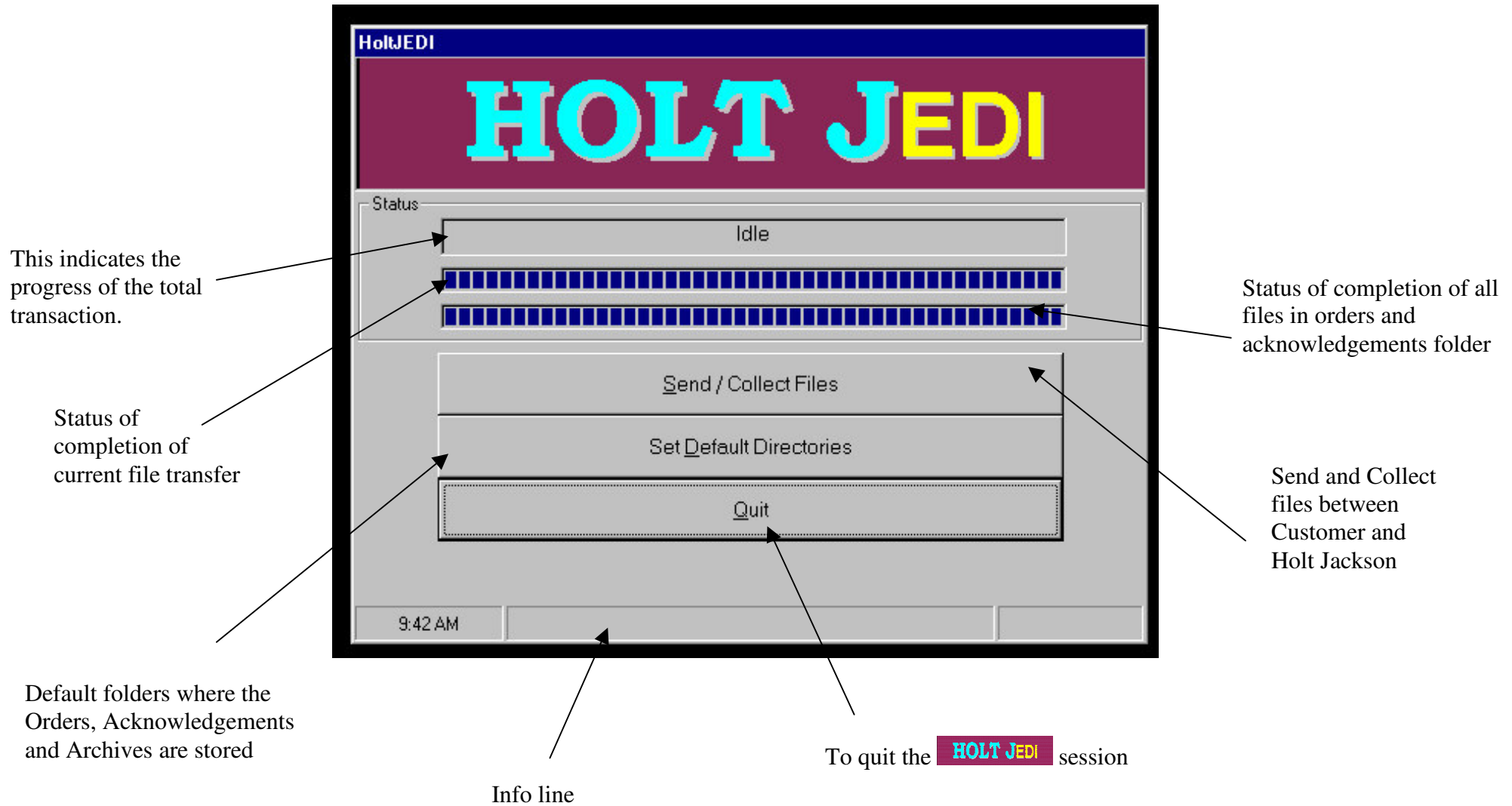
Must have installed either:

- Netscape Navigator (3.01 or higher)
- Microsoft Internet Explorer (3.01 or higher)
- Must be able to browse the web via an Internet Service Provider



Web browser: Microsoft Internet Explorer version 3.01 or higher
: Netscape version 3.01 or higher

HOLT JEDI opening screen



Before logging on to www.holtjackson.co.uk for the first time you should decide whether you will accept the following default folders for your files.


- c:\holtj\orders - this folder will be used for orders
- c:\holtj\ackmnts - this folder will be used for acknowledgements
- c:\holtj\archive - this folder will be used for sent orders

If you want to accept the default folders then we recommend that you log in to a **HOLT JEDI** session and click set **Set_Default Directories** on the opening screen and again on the Default Folders screen. Select quit and then transfer your files in to the order folder (c:\holtj\orders) which have been created on your PC. If you prefer to use different folders you will need to create them manually before logging on to the website.

Once you have decided which folders you are going to use you can now log on to the Holt Jackson website.

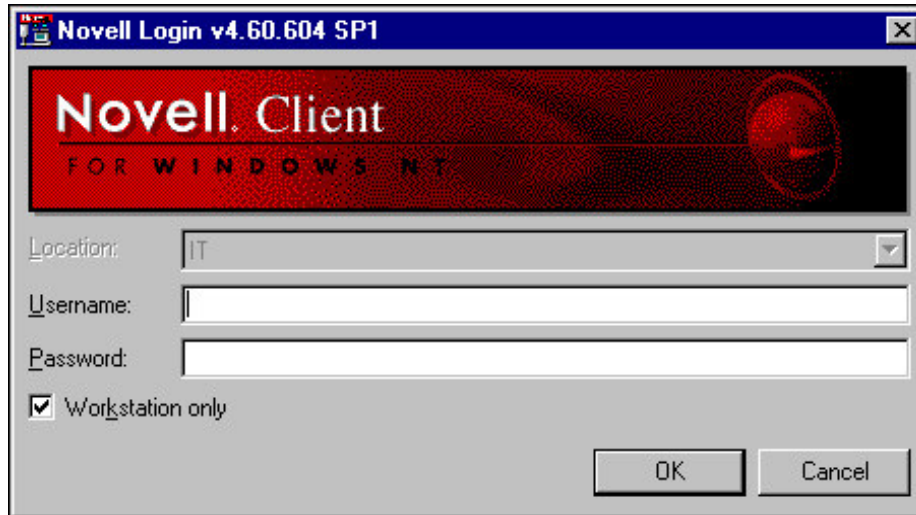
Launch your web browser, where you type the www address, type in www.holtjackson.co.uk this will then present you with Holt Jackson's main web page.

When you have logged on to the Holt Jackson Website, on the left hand side of the screen select the **Customer Page** by clicking once. You will then be presented with:-



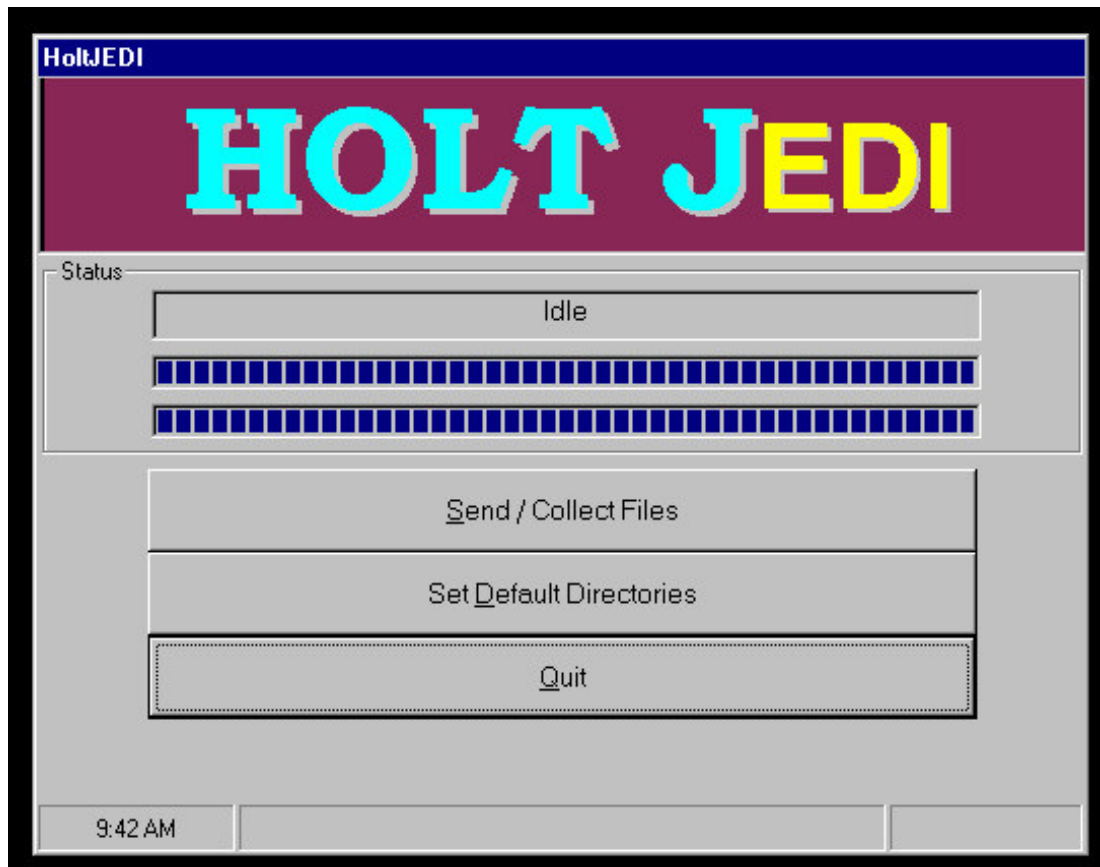
Enter your account number in both the User Name and Password box and click **OK**.

Click the **HOLT JEDI** button once and you will be presented with the following screen:



Enter your User name and Password (which is in the letter at the front of the On-line services file) in the boxes and click OK.

HOLT JEDI will now launch.



If this is the first time that you have logged on to **HOLT JEDI** and you want to use the default folders then you should click **Set Default Directories** and click **OK** and click **Save**

If you choose not to accept the default folders then you will need to navigate to the folder where you want the Orders, Acknowledgements and Archived files to be located then click **Save**

Please note: *All selected folders must be on the same drive usually c:\.*

Description of the status and progress boxes

- The status box - gives the progress of the current session.
- The 1st progress box - gives the status of the current file transferred. More bars are shown nearer completion.
- The 2nd progress box - gives the status of the whole send or collect job. i.e. all files.
- The info line - gives additional information about the session and will indicate if an error has occurred see Error messages section.

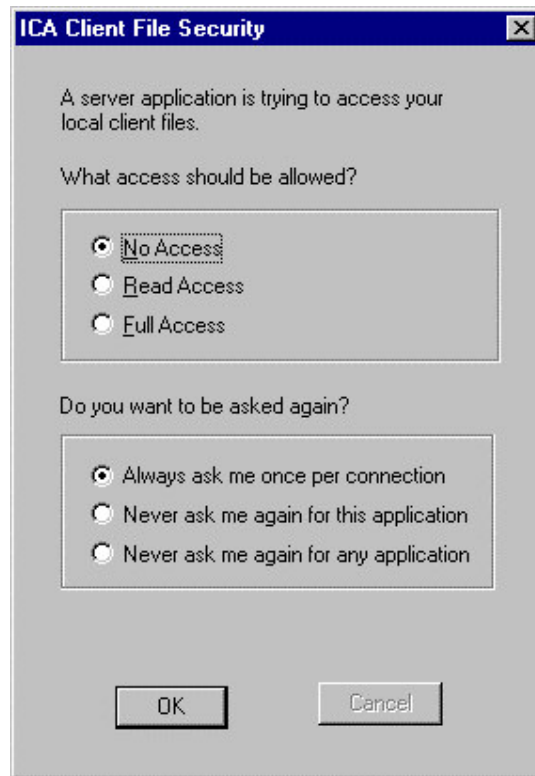
If all files are verified then click **Quit** otherwise click **Send / Collect Files** again to send / collect unverified files.

If the **HOLT JEDI** session terminates abnormally, possibly due to loss of connection, then simply log on again and click **Send / Collect Files** to complete the session.

Verification of files transferred to and from your PC

HOLT JEDI verifies files after transmission by comparing the transmitted version to the original version. If they match the status is verified. This ensures no corruption during the session.

Click **Quit** to end the **HOLT JEDI** session.



Upon clicking either **Send / Collect Files** or **Set Default Directories** you may be prompted with the box above. In this case you should select **FULL ACCESS** and **NEVER ASK ME AGAIN FOR THIS APPLICATION** and click **OK**.

TIP - The orders folder should be empty apart from orders that you want to send. **HOLT JEDI will archive the files when they have been sent.**

TIP - The acknowledgements folder should be empty. Acknowledgement files you collect will be placed here and you should move the files after the **HOLT JEDI session.**

TIP - The archive files may be allowed to accumulate archived orders.

Error Messages:

Message 1

| <i>Possible messages</i> |
|----------------------------------|
| 0 files sent, 0 files collected. |
| 0 files sent, 1 file collected. |
| 0 files sent, X files collected. |
| 1 file sent, 0 files collected. |
| 1 file sent, 1 file collected. |
| 1 file sent, X files collected. |
| X files sent, 0 files collected. |
| X files sent, 1 file collected. |
| X files sent, X files collected. |

Message 2

| <i>Possible messages</i> | |
|--|---|
| All sent files ok. All collected files ok. | |
| All sent files ok. 1 collected file failed. | ! |
| All sent files ok. X collected files failed. | ! |
| 1 sent file failed. All collected files ok. | ! |
| 1 sent file failed. 1 collected file failed. | ! |
| 1 sent file failed. X collected files failed. | ! |
| X sent files failed. All collected files ok. | ! |
| X sent files failed. 1 collected file failed. | ! |
| X sent files failed. X collected files failed. | ! |

If any sent or collected file is reported as failed, i.e. message types marked with a "!" appear as message 2 then click [Send / Collect Files](#) again to send or collect the unverified files.