

LUXEMAIL V3.00

SETTING UP

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Step 1 Registration with MAFF

Phone Maff on 01483 403660 and ask to become a SIS agent so that you can email passport applications and movements. To avoid a load of bumf coming through, ask me to send you some application forms instead.

Fill in the relevant application forms. You will need 2 email addresses. Specify software as Luxsoft. Wait to be sent a unique originator id.

Originating email address:

Email address for receipts:

Holding No:

Luxsoft Registration No:

| | Originator ID | Conformance test date | Letter from MAFF |
|-------------------------|---------------|-----------------------|------------------|
| Passport Applications: | | | |
| Movement Notifications: | | | |

Step 2 Registration with Luxsoft

Send your holding number and a cheque for £11.75 to Rosalie at Luxsoft. If you would like me to come and install it personally, there will be a charge of £20+vat.

Update your Farm Details (Farm Menu, Farm Details)

- a. Update your 'holding no' - re-enter it so that it gets formatted properly
- b. If you need to specify a herd suffix, enter that.

LEAVE THIS EMPTY UNLESS YOU'RE RUNNING MULTIPLE HERDS

- c. Enter your 'postal holding no' (same as normal one unless you want passports sent elsewhere) and postal suffix if relevant.

Step 3 Luxemail Installation

Run LUXEMAIL\EM3SETUP from the CD or floppies provided by Luxsoft. If a message about "msvcrt40.dll" appears, just ignore it.

It is better to restart your computer.

Step 4 Set Up Your Email software

Any instructions here are for Outlook Express. If you're using any other mailing software, you will have to find the equivalent.

- BEFORE SENDING ANY MAIL, you must set up your email software to accommodate up to 130 characters on a line without word-wrap. Instructions for doing this are shown under Problems / Troubleshooting in the MAFF document when you received your originator id.
- Your default internet account MUST have the same "sending" address as that specified to MAFF.
- Checking the 'Send/Receive on startup' option (tools/options usually) means that your mail will be sent automatically.
- If the "hang up when finished" option is TICKED and you do not have automatic send set on, you will finish up dialing twice.

Note: Your Email Software option settings can affect the way Emailis are automatically sent to BCMS. Be aware!

Step 5 Herd Diary - Email registration

Run Herd Diary - click on the Email button and select email registration. Make a note of the details below on page 2,

Registration

Fill in the relevant boxes:

- Registration No (supplied by Luxsoft)
- From Email Address (where you want the passports to be sent from - this should tie in with the Mail Host you intend to use i.e. for the same Internet Account or ISP)
- Click on the **SAVE** button

Passports

- Fill in your Originator ID (supplied by SIS)
- Set the default for "Send me a copy .."

Movements

- Fill in your Originator ID (supplied by SIS)
- Set the default for "Send me a copy .."

Registration

- Click on the **SAVE** button

Now submit the conformance tests for each email type

Note: You probably don't need "Send me a copy" as you will have copies in your "Sent Items" folder.

Step 6 Run Conformance Tests

Luxsoft has set up conformance tests for you, so all you have to do is make sure there are no errors (a message will appear if there are).

1. Choose Email Registration off the sub-menu
2. If you want to apply for Passports using Email, select Passports.
3. Click on the **CONFORMANCE** button

4. Click on the **EMAIL** button and confirm.
5. In the Luxemail window, check that 'Email To' is set to:
conform@sis.maff.gov.uk
6. Check the "Send me a copy" box
7. Click on the **SEND EMAIL** button
8. Check the email has been sent using your Email software. If you wait a couple of minutes and **SEND/RECEIVE** , you should get your copy back. This confirms it has been sent.
9. **QUIT** Luxemail programme

If you are still on line, follow this with the movements conformance test repeating the above instructions, but choosing Movements at (2).

Step 7 Check reply from BCMS

MAFF will email you with the result of each Conformance Test within about 5 minutes if successful. So check your receiving email address for this reply.

If NOT successful, they will ring you up sometime the next day. You can always ring them on the number quoted earlier.

Wait for written confirmation (about 3 days) before sending your own emails.

However, as soon as you've passed your conformance test, you can practice sending emails by changing the 'Email To' address to: test@sis.maff.gov.uk. If you do this, **DON'T HOLD** them, or if you do, remember to **CLEAR** them from the list afterwards.

Step 8 Herd Diary - update email registration

- Choose Email Registration off the sub-menu
- Select Passports
- Enter 'A' for the test status and confirm
- Change the 'SIS Email Address' to the one from MAFF

- Save the changes
- Repeat for Movements

