

e-Parcel[®]

**VCN-AX
6.0**

Quick Guide

 e-Parcel VCN-AX 6.0.6015

August, 2024

e-Parcel Corporation

Introduction

We thank you for using the e-Parcel Secure Data Delivery Service - Enterprise – Software.

e-Parcel VCN-AX 6.0 Quick Guide

At the beginning of the introduction to the e-Parcel VCN-AX, this Quick Guide will briefly instruct you on usage about downloading and installing application, configuring new entries in order for HotFolder and Automation (send/receive automation) functions to work.

Product Concept of e-Parcel VCN-AX

The e-Parcel VCN-AX (Auto eXchange) of our product is designed for the secure automated data transfer between company's systems. Also, various API are available for application integration to implement into customer's server and EDI.

The automated, authenticated, encrypted secure data transfer functions facilitate the process.

*The e-Parcel VCN-AX have been upgraded to ver.6.0 (in July 1, 2024) for functional integration of VCN-AX ver.4.0 and 5.0. For ver.4.0 or 5.0 users, simply updating the existing e-Parcel VCN-AX to ver.6.0 is NOT available. If you wish to use ver.6.0, please newly install and configure in a computer. Refer to the upgrade procedures in this manual.

Table of Contents




Introduction	1
Table of Contents.....	2
System Requirements.....	4
Attention about using the e-Parcel software.....	5
1. Check notification e-mail of e-Parcel ID.....	6
Notification of e-Parcel ID registration completed.....	6
2. Access software download site.....	7
URL of the e-Parcel software download site.....	7
3. Install e-Parcel VCN-AX	8
Procedure to install digital certificate and software.....	8
To upgrade from VCN-AX 4.0/5.0 to VCN-AX 6.0	12
4. Open Management Console	16
4-1. How to open VCN-AX Management Console.....	16
4-2. Starting from the main menu "Configuration"	18
5. Confirm HotFolder and Automation Location.....	19
5-1. The "System Config" window	19
5-2. Attention about HotFolder and Automation Location	20
6. Create HotFolder and Automation Folder.....	21
Creating new folders for HotFolder and Automation	21
7. Configure HotFolder entry	22
7-1. Open "HotFolder Config".....	22
7-2. Configure new HotFolder entry.....	23
Descriptions of HotFolder entry.....	24
8. Configure Automation entry.....	27
8-1. Open "Automation Config"	27
8-2. Configure new Automation entry	28
Descriptions of Automation entry	29
8-3. Recommendation for Automation entries.....	34
9. Configure SMTP Server (Notify Email Option)	36
The "User Config" window	36
10. View System Log.....	37
The "System Log" window	37

- 11. View Outbox and Inbox39
 - 11-1. The "Outbox" window.....39
 - The "Outbox Item" window (Tracking display).....40
 - 11-2. The "Inbox" window.....41
 - The "Inbox Item" window (Move files manually).....42
- 12. Delivery Status.....43
 - 12-1. Refresh Tracking43
 - Auto Polling43
 - Reload43
 - 12-2. Delivery Status List.....44



System Requirements

The section below describes the system specifications for e-Parcel VCN-AX.

Software Name	 e-Parcel VCN-AX 6.0 / 5.0 / 4.0
Operating System	<p>Microsoft Windows XP or later / Server 2003 or later 64bit or 32bit *Available display languages are listed below for VCN-AX: [Japanese, English] *VCN-AX 6.0.6015 (Released on July 1, 2024) or later is compatible with Windows server 2025. *VCN-AX 5.0.5013 / 4.0.4013 (Released on August 1, 2022) or later is compatible with Windows11 / Windows server 2022.</p> <p>Linux Red Hat Enterprise Linux (or compatible OS) 6 or later 64bit or 32bit</p>
Network	<p>Internet Connection to the e-Parcel servers *If your computer or network environment (the proxy server, firewall, any applications for security measures or etc.) have any access control such as block or analysis of SSL connections, you need to allow (exclude from target) HTTPS protocol communications [Port=443] to the e-Parcel service domains as of [https://*.e-parcel.ne.jp] and [https://*.e-parcel.com] (Wildcard domain: Asterisk mark [*] would be replaced with name of multiple servers via the e-Parcel service.).</p>
Computer Memory (RAM)	64 MB RAM or more for application
Disk Space	<p>30 MB Disk Space or more for installation *Plus, additional disk space required for delivery items while sending and receiving.</p>
Recommended	<p>*To use efficiently, recommend near the latest version of OS and browser application, computer memory and disk space as much as possible.</p> <p>*If introducing cluster constitution using WSFC (Windows Server Failover Cluster) etc., please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with your e-Parcel ID specified.</p>



Attention about using the e-Parcel software

Carefully read before use the e-Parcel secure data delivery service.

We would like advice you to make sure the attention below for using the e-Parcel VCN-AX with comfort.

Attention Customers:
One e-Parcel ID must be available to use
in only one computer.

Please carefully note:

You **can NOT set up a same e-Parcel ID** (a same e-Parcel client digital certificate) to the e-Parcel VCN-AX **in multiple computers.**

High security level (Authentication): The e-Parcel secure data delivery service has adopted the client digital certificate based on X.509 on both the server and a client. The pretender is prevented strongly using the automatic operation of mutual recognition between the server and a client.

Therefore, if a same e-Parcel ID (e-Parcel client digital certificate) is set up to the e-Parcel client software in one computer, it is made unavailable in the other computer. That must cause **the previous installation dysfunctional (offline)**. Also, **the unreceived items** which are not started to download during the previous installation will be **the delivery status "Download aborted"** and no longer possible to download.

(For the reason of security through the e-Parcel service, downloading is available in only one computer activated at the time of item created.)

When replacing your computer with another, after installing and auto-setup software to new computer, be sure to uninstall (delete) the existing e-Parcel client software (offline) from the previous computer. (On the previous computer, select Windows "Start" > e-Parcel > Uninstall VCN-AX x.x.)

If you have set up a same e-Parcel ID (e-Parcel client certificate) to the e-Parcel client software in multiple computers, we are afraid that any problems caused by multiple installations above are **NOT included in the e-Parcel Customer Support**. Accordingly, you need to clearly understand the installation with your e-Parcel ID for appropriate use.

*It is also placed in the FAQ webpage (URL: <https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer6.php>).



Check notification e-mail of e-Parcel ID

Notification of e-Parcel ID registration completed

At the beginning, upon your application for the e-Parcel Secure Data Delivery Service, e-Parcel Corporation will usually register your e-mail address as e-Parcel ID within 5 business days.

*The e-Parcel VCN-AX requires in advance to register the license count (address count) for use.

After e-Parcel ID registration completed, you will be notified of it by e-mail with credentials which you need to login to the URL of “The e-Parcel software download site”.

First, confirm the incoming of notification e-mail. Then, take the following procedures to download and install both your e-Parcel client digital certificate and the e-Parcel client software on your PC.



2 Access software download site




URL of the e-Parcel software download site

First, **sign in Windows with a user account which runs the e-Parcel client software.**

1. Launch the browser application (Microsoft Edge is recommended in this manual). Visit the URL below.
 * To launch Edge, click icon on the taskbar, double-click the desktop shortcut icon, or access Windows "Start" menu > M > Microsoft Edge.

URL of the "e-Parcel software download site": <https://www.e-parcel.ne.jp/>

2. See the site appeared and then **click the "Download & Install Software" menu** on the site.
3. Read the brief explanation about installation on the page appeared and then **click the "Download e-Parcel Software" button** on the bottom of the current page.

	<p>Caution: This manual will guide you to download and install the e-parcel certificate and software using Microsoft Edge as a browser application recommended. The e-Parcel software provides the "Auto Setup" function which automatically attempts to detect both a client digital certificate and your network settings from Windows at later step. Therefore, you must install (import) a client digital certificate in Windows in advance.</p>
	<p>Caution: When you install (import) the client digital certificate in Windows, it requires to sign in Windows with a user account which runs the e-Parcel client software.</p>
	<p>Caution: The software installation requires administrative privilege. If you sign in Windows with a standard user account without the administrative privilege, you are required to input an administrator account name (administrator ID) and password to User Account Control (UAC) dialog when executing installation. Prepare information in advance. [For Windows 2000, XP, 2003] Log on Windows with either an administrator account or a user account with the administrative privilege in advance.</p>



3 Install e-Parcel VCN-AX

Procedure to install digital certificate and software

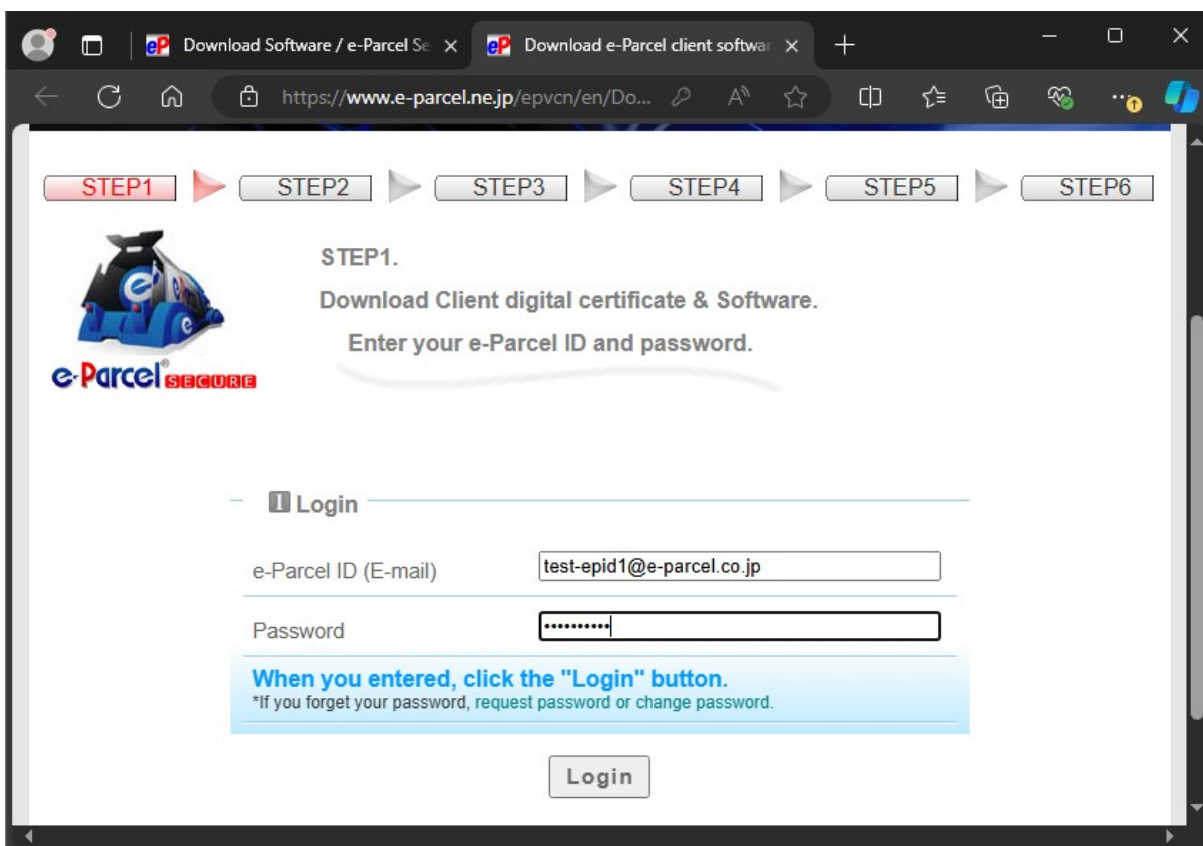
Please login to the site, follow the instructions appeared on each page of website to download and install both ① and ② below.

- ① Your e-Parcel client digital certificate
- ② The e-Parcel client software (e-Parcel VCN-AX)

“The e-Parcel software download site” window

[STEP 1]

Enter your e-Parcel ID and default password notified and then **“Login”** to the site.



[STEP 2]

Select the **e-Parcel VCN-AX 6.0** which conforms to Windows operating system type (either 64bit or 32bit) of your computer. And then, **click the "Next" button**.

* The e-Parcel VCN-AX have been upgraded to ver.6.0 (in July 1, 2024) for functional integration of VCN-AX ver.4.0 and 5.0. For ver.4.0 or 5.0 users, simply updating the existing e-Parcel VCN-AX to ver.6.0 is NOT available. If you wish to use ver.6.0, please newly install and configure in a computer. Refer to the upgrade procedures in this manual.

[STEP 3]

Confirm the security of web site which you are accessing now, then **click the "Next" button**.

[STEP 4]

In the client digital certificate downloading field, confirm the default choice "For new users", and then **click the "Download" button**. When the browser application prompts you for what to do with download, **select "Open file"** in the download notification bar.

*When the "For new users" is selected, a SHA2 signed digital certificate will be downloaded. Note that e-Parcel VCN-AX 4.0.4006 (released in Mar. 1. 2015) or later supports SHA2 signed digital certificate.

*When the "For users of previous versions" is selected, a SHA1 signed digital certificate will be downloaded. (*Recommendation for users of previous versions: Updating your client software to the most recent version of e-Parcel VCN-AX is recommended.)

The Certificate Import Wizard opens. To install (import) your client digital certificate in Windows, **follow the instructions described in the STEP 4 webpage**.

(While the "Certificate Import Wizard", when password is required, enter default password.)

*For **Windows 10 or later**, choose the **"Current User"** as the Store Location on the Certificate Import Wizard.

Attention:

When password is required in the process of "Certificate Import Wizard", you must **place a check in the box "Mark this key as exportable**.

This will allow you to back up or transport your keys at a later time."

(If you forget to place a check here,
you can NOT proceed to auto-setup
your client digital certificate on the e-Parcel client software.)

When the Certificate Import Wizard is finished, **click the "Next" button** in the STEP 4 webpage.

*If the certificate installation on Windows or web browser is not allowed, refer to the Q&A page at <https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer3-10.php>

[STEP 5]

To ensure that your client digital certificate has been imported normally in Windows, follow the instructions described in the STEP5 webpage. First, **click the "e-Parcel Web Browser" red button** to access "The e-Parcel Secure Enterprise - Web Browser" URL: <https://secure.e-parcel.ne.jp/>.

The above site requires your client digital certificate. Therefore, the browser application shows **the "Select a certificate"** for authentication. **Click to select your certificate** and then click the "OK" button.

**If multiple e-Parcel client digital certificates are shown on the "Select a certificate", click to select a certificate of your e-Parcel ID and then click the "OK" button.*

When you succeed in accessing "the e-Parcel Web Browser", view **the "User Info"** webpage to change a password as necessary.

Then, **return to the STEP5 webpage and click the "Next" button.**

***If you failed in access**, click the "Access Failure" button on web site STEP 5.

Please carefully read the description on the Q&A page appeared at <https://www.e-parcel.ne.jp/epvcn/en/FAQ/answer1.php>

(It is happened often that your computer or network environment may have any access control such as block or analysis of HTTPS request [Port=443] to our e-Parcel service domain as of [https://*.e-parcel.ne.jp] and [https://*.e-parcel.com] (The asterisk mark [*] will be replaced with the multiple e-Parcel servers names during the e-Parcel service communications.). Check your computer or network environment including the settings of your proxy server or any applications for security measures. You may need the setting changes to **allow the connections to the e-Parcel service domain**. If you are unclear on your computer or network environment, would you please consult your network administrator to change settings?)



[STEP 6]

To download and install the e-Parcel client software, **click the "Download" button**.

The browser application shows the download notification bar. In Windows, it often downloads (saves) the executable file automatically to This PC > "Downloads" by default.

(Or, select "Save as" or "Save" on the download notification bar.)

Then, **double-click the executable file** in the download location to open.

***Attention: The e-Parcel VCN-AX have been upgraded to ver.6.0 (in July 1, 2024) for functional integration of VCN-AX ver.4.0 and 5.0. For ver.5.0 or 4.0 users, simply updating the existing e-Parcel VCN-AX to ver.6.0 is NOT available. If you wish to use ver.6.0, please newly install and configure in a computer. Carefully read the upgrade procedures in the next page before starting ver.6.0 installation.**

[Executable file]

Download location (Default): C:\Users\%(Windows user account name)\Downloads

File name: [For 64bit: SetupVcnAx_x.x.xxxx_x64.exe] or [For 32bit: SetupVcnAx_x.x.xxxx.exe]

*If you have changed Download Location in the browser settings "Downloads", it might be saved to another location where you specified.

*To open the executable file in the download location, double-click.

When the executable file is opened, the "Install Shield Wizard" launches. **Follow the instructions described in the STEP 6 webpage.**

Just after the software installation, the "Auto Setup" function is started automatically.

[What's Auto Setup?]

The function which the e-Parcel software automatically attempts to detect your client digital certificate and proxy server settings configured to Windows.

*If the "Confirm Certificate" or the "Select a Certificate" dialog appears, select an e-Parcel client digital certificate of your e-Parcel ID and then click the "OK" button to begin auto-setup.
[For Windows 10 or later] Click "More choices" on the "Select a Certificate" dialog to view all certificates. Then, select one.

When the auto-setup is completed, Windows "Service" for the e-Parcel VCN-AX gets started automatically. At the end of installation, the wizard shows "Install Shield Wizard Completed".


Click the "Finish" button to exit the wizard. You have done all installation procedures.

Refer to P5 Attention about using the e-Parcel software

Refer to P20 5-2. Attention about HotFolder and Automation Location

*If your computer or network environment (the proxy server, firewall, any applications for security measures or etc.) have any access control such as block or analysis of SSL connections, you need to **allow (exclude from target)** HTTPS protocol communications [Port=443] to the e-Parcel service domains as of [https://*.e-parcel.ne.jp] and [https://*.e-parcel.com] (The wildcard domain: The asterisk mark [*] would be replaced with a name of multiple servers via the e-Parcel service.). If you are not clear about that, please consult your network administrator to modify the network settings.

To upgrade from VCN-AX 4.0/5.0 to VCN-AX 6.0

	<p>Caution: For the existing VCN-AX ver.4.0 or 5.0 users, simply updating to VCN-AX ver.6.0 (upgrade version) is NOT available. We are afraid that you cannot recover the inbox/outbox histories and configurations of the existing ver.4.0 or 5.0.</p> <p>To upgrade from ver.4.0 or 5.0 to ver.6.0, please newly install ver.6.0 and reconfigure to Management Console "Configuration". Refer to the following procedures ①② described from the next page.</p> <p>*Attention: Note that you can NOT install VCN-AX both ver.5.0 and ver.6.0 to a same computer. Uninstall (Delete) the existing ver.5.0 before you newly install ver.6.0.</p>
---	---

*For your information, if the existing VCN-AX ver.4.0 users change to ver.6.0 (upgrade version), unless there is some particular reason, we recommend the operation procedures for just newly installing VCN-AX 6.0 and reconfiguring.

(In regards to the migration of the existing inbox/outbox histories and the configurations from VCN-AX ver.4.0 to ver.6.0, please note that the performance is not completely guaranteed. We are afraid that any problem caused by the migration is not included in our customer support. Hereafter, you are responsible for operating the migration procedures. 1. First, uninstall (delete) the existing VCN-AX 4.0. 2. And furthermore, you must remember to rename a parent folder including "Database folder (¥db) & Data folder (¥data)" from [C:¥e-Parcel¥VCN-AX 4.0] to [C:¥e-Parcel¥VCN-AX 6.0] by default. 3. Then, start to install VCN-AX 6.0.)

*Attention: Customers who use VCN-AX 5.0, note that you can NOT install VCN-AX both ver.5.0 and ver.6.0 to a same computer. If the existing VCN-AX ver.5.0 users change to ver.6.0 (upgrade version), unless there is some particular reason, we recommend the operation procedures for just newly installing VCN-AX 6.0 and reconfiguring after you uninstall (delete) the existing VCN-AX 5.0.

(In regards to the migration of the existing inbox/outbox histories and the configurations from VCN-AX ver.5.0 to ver.6.0 in the same computer continuously as well, please note that the performance is not completely guaranteed. We are afraid that any problem caused by the migration is not included in our customer support. Hereafter, you are responsible for operating the migration procedures that we will provide if you need information regarding operation.)

*For any inquiry or request about upgrading from VCN-AX 4.0/5.0 to VCN-AX 6.0 such as requesting another temporary e-Parcel ID on trial of VCN-AX 6.0, consult your company's system administrator or contact our sales representatives (Email: sales@e-parcel.co.jp).

① Procedures for e-Parcel VCN-AX 4.0/5.0

1. Note down the settings "System Config" & "User Config".

Open VCN-AX 4.0/5.0 Management Console and click the menu "Configuration" > "System Config" & "User Config".

As necessary, note down about the existing configurations such as HotFolder Location, Automation Location, proxy server configuration and SMTP server configuration etc.

*In addition, if you replace with another computer when installing VCN-AX 6.0, copy the following folders created for HotFolders and Automation folders.

HotFolder Location: (Default folder path is C:\e-Parcel\HotFolders)

Automation Location: (Default folder path is C:\e-Parcel\Automations)

2. Export HotFolder and Automation configurations in CSV.

Click the menu "Configuration" > "HotFolder" & "Automation".

Export (save) HotFolder and Automation configurations as each file in CSV to a location where is easy to access such as Desktop.

(Two files in CSV [comma separated value/UTF-8] format)

3. [For the existing VCN-AX 5.0 users]

If you install VCN-AX 6.0 to a same computer,

uninstall (delete) the existing VCN-AX 5.0 in advance.

Select Windows "Start" menu > e-Parcel > Uninstall VCN-AX 5.0.

***Attention: Note that you can NOT install VCN-AX both ver.5.0 and ver.6.0 to a same computer.**

*If you replace with another computer when installing VCN-AX 6.0,

you can uninstall (delete) the existing VCN-AX 5.0 at last. Take the procedure 5. below.

4. Take [②Procedures for e-Parcel VCN-AX 6.0 / #1.-5.] in the next page.

*Note that the existing VCN-AX 4.0/5.0 will be offline (inactive) just after the same e-Parcel ID has been set up to VCN-AX 6.0.

5. At last, uninstall (delete) the existing VCN-AX 4.0/5.0.

Select Windows "Start" menu > e-Parcel > Uninstall VCN-AX x.x.



② Procedures for e-Parcel VCN-AX 6.0

1. Newly install VCN-AX 6.0 and open Management Console.

After installed, open VCN-AX 6.0 Management Console and click the menu "Authorization" > "Credential" to make sure the "System Status" Online.

*For more details about Management Console, right-click the "e-Parcel VCN-AX 6.0" icon in Windows taskbar notification area to show the pop-up menu. And then, select "Online manual". Refer to this "e-Parcel VCN-AX 6.0 Quick Guide"

2. Configure in the Configuration "System Config" & "User Config".

As necessary, change to the same configurations as before which have been taken a note of ver.4.0/5.0 at above procedure ①-1. When changes are made, click the "Apply" button on each menu to take effect.

[Confirm HotFolder and Automation Location]

Please be sure the "HotFolder Location" and "Automation Location" in the Configuration "System Config".

*Attention: If you change the locations, make sure that the logon account of Windows "Service" must be authorized to modify the specified folders. (Default: Local System account)
Refer to P20 5-2. Attention about HotFolder and Automation Location
Refer to P15 Warning: [If using another temporary e-Parcel ID on trial of VCN-AX 6.0]

[Notify Email Option] (*As necessary)

As necessary, configure SMTP Server and Notice Name (e-mail sender name) in the Configuration "User Config" window.

3. Confirm HotFolders and Automation folders

Please be sure whether HotFolders and Automation folders exist in the "HotFolder Location" and "Automation Location" specified in the Configuration "System Config".

*In addition, if you have replaced with another computer when installing VCN-AX 6.0, replace the following folders with the previous folders for HotFolders and Automation folders copied at above procedure ①-1.

HotFolder Location: (Default folder path is C:\e-Parcel\HotFolders)



Automation Location: (Default folder path is C:\e-Parcel\Automations)

4. Import HotFolder and Automation configurations in CSV. (Online Required)

Click the menu "Configuration" > "HotFolder" & "Automation". Import HotFolder and Automation configurations as each file in CSV from a location where you have saved at above procedure ①-2. (Two files in CSV [comma separated value/UTF-8] format)

5. Check the operation by the HotFolder and Automation function.

At last, return to [①Procedures for e-Parcel VCN-AX 4.0/5.0 / #5.] in the previous page. Please be sure to uninstall (delete) the existing VCN-AX 4.0/5.0.

	<p>Warning: [If using another temporary e-Parcel ID on trial of VCN-AX 6.0] Due to your operational reasons, while Windows "Service" for the e-Parcel VCN-AX 4.0/5.0 has been started, if you install VCN-AX 6.0 and set up using another temporary e-Parcel ID on trial, you cannot configure the same HotFolder in "HotFolder location" for ver.6.0 as one for the existing ver.4.0/5.0 into HotFolder Config. Please note that the performance of HotFolder function is not guaranteed if sending data by HotFolders assigned by multiple HotFolder Config. Therefore, in this case, you should configure another "HotFolder location" for ver.6.0 temporarily. Then, create new folders as HotFolders for the trial operation.</p> <p>*Attention: Note that you can NOT install VCN-AX both ver.5.0 and ver.6.0 to a same computer.</p> <p>*Attention: If you change the locations, make sure that the logon account of Windows "Service" must be authorized to modify the specified folders. (Default: Local System account) Refer to P20 5-2. Attention about HotFolder and Automation Location</p> <p>After trial, to replace a temporary ID with the original ID for the actual operation, take the procedures below.</p> <ol style="list-style-type: none"> 1. Auto-setup VCN-AX 6.0 to detect a digital certificate (the original ID) which you imported in Windows in advance. (Right-click the e-Parcel icon in Windows taskbar notification area > Select "Auto Setup") *Note that the existing VCN-AX 4.0/5.0 will be offline (inactive) just after the same e-Parcel ID has been set up to VCN-AX 6.0. 2. Then take [②Procedures for e-Parcel VCN-AX 6.0 / #2.-5.] described in the previous page.
	<p>Note: The port number for VCN-AX 6.0 Management Console is the same as VCN-AX 5.0.</p> <p>*Attention: Note that you can NOT install VCN-AX both ver.5.0 and ver.6.0 to a same computer. (Both VCN-AX ver.5.0 and ver.6.0 Management Console use TCP/9940 port.) Therefore, uninstall (Delete) the existing ver.5.0 before you install ver.6.0.</p> <ul style="list-style-type: none"> •VCN-AX 6.0 / 5.0: TCP/9940 •VCN-AX 4.0: TCP/9960 <p>(For reference, VCN-AX 4.5: TCP/9950)</p>

4 Open Management Console

Once installation completed, the "VCN-AX Management Console" (browser-based) is provided as a tool for the system administrator. Proceed to open the "VCN-AX Management Console" for configuring new entries in order for HotFolder and Automation (send/receive automation) functions to work, and customizing the application behavior as needed.

4-1. How to open VCN-AX Management Console for Windows

To open the "VCN-AX Management Console" (browser-based), take either way by the shortcut icon on the desktop, or by the e-Parcel icon in Windows taskbar notification area.

***Attention:** It requires starting Windows "Service" for the e-Parcel VCN-AX to view Management Console. (Windows "Start" menu > Windows Administrative Tools > Services)

Way1. Open from shortcut icon on Windows desktop

When the e-Parcel VCN-AX installation completed, the "VCN-AX x.x" shortcut icon is automatically created on Windows desktop.


To open Management Console, double-click the shortcut icon "VCN-AX x.x" on Windows desktop.



Way1
Double-click shortcut icon on the desktop!

OR

Way2. Open from the icon in Windows taskbar notification area

When the e-Parcel VCN-AX installation completed, it gets started. In addition, it is recommended that Windows always shows the  e-Parcel icon (e-Parcel VCN-AX x.x) in the notification area on the taskbar (at the lower-right of Windows).

[How to make Windows show icon in the notification area on the taskbar]

(By default, Windows does not show this icon on the taskbar: "Off")

[For Windows 10 or later]


1. Right-click on the taskbar, then select "Taskbar settings" from menu.
(Or, click Windows "Start" menu > Windows System > Control Panel > Appearance and Personalization > Taskbar and Navigation)
2. On the Settings "Taskbar" window, under "Notifications Area", click "Select which icons appear on the taskbar".
3. The icons list is displayed. Turn on the "VCN-AX Manager x.x [e-Parcel VCN-AX x.x]" toggle to apply change to "On".

***For more information, get help out of Windows.**

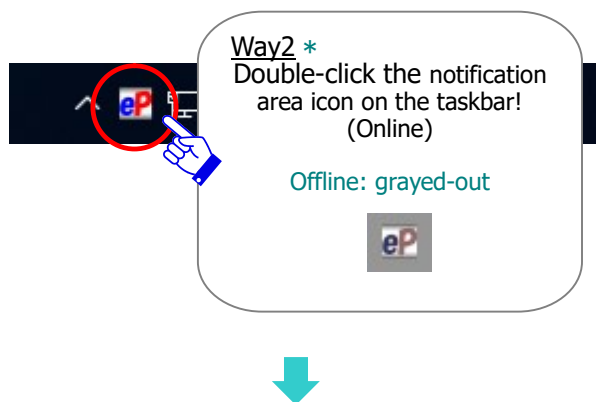
[For Windows 8 or earlier] Click the arrow next to the notification area on the taskbar. (Or, click Windows "Start" menu > Control Panel > Appearance and Personalization > "Customize icons on the taskbar".) On the "Notifications Area Icons" dialog, change the "VCN-AX Manager x.x [e-Parcel VCN-AX x.x]" to "Show icon and notifications" as the behavior.

***Attention: If you exit VCN-AX Manager** by right-click the e-Parcel icon in Windows taskbar notification area, or **if you restart a computer with being disabled "AutoRun Manager" function**, it does NOT start VCN-AX Manager. Therefore, the e-Parcel icon won't appear in Windows taskbar notification area. In this case, to start VCN-AX Manager, click Windows "Start" menu > e-Parcel > "Launch AxManager x.x".

[For Windows 8 or earlier] Click Windows "Start" menu > All Program > e-Parcel > VCN-AX x.x > "Launch AxManager x.x".

To open Management Console, double-click the  icon "e-Parcel VCN-AX x.x" in Windows taskbar notification area.

***Or, right-click the e-Parcel icon in Windows taskbar notification area. And then, select "Open" from the pop-up menu.**

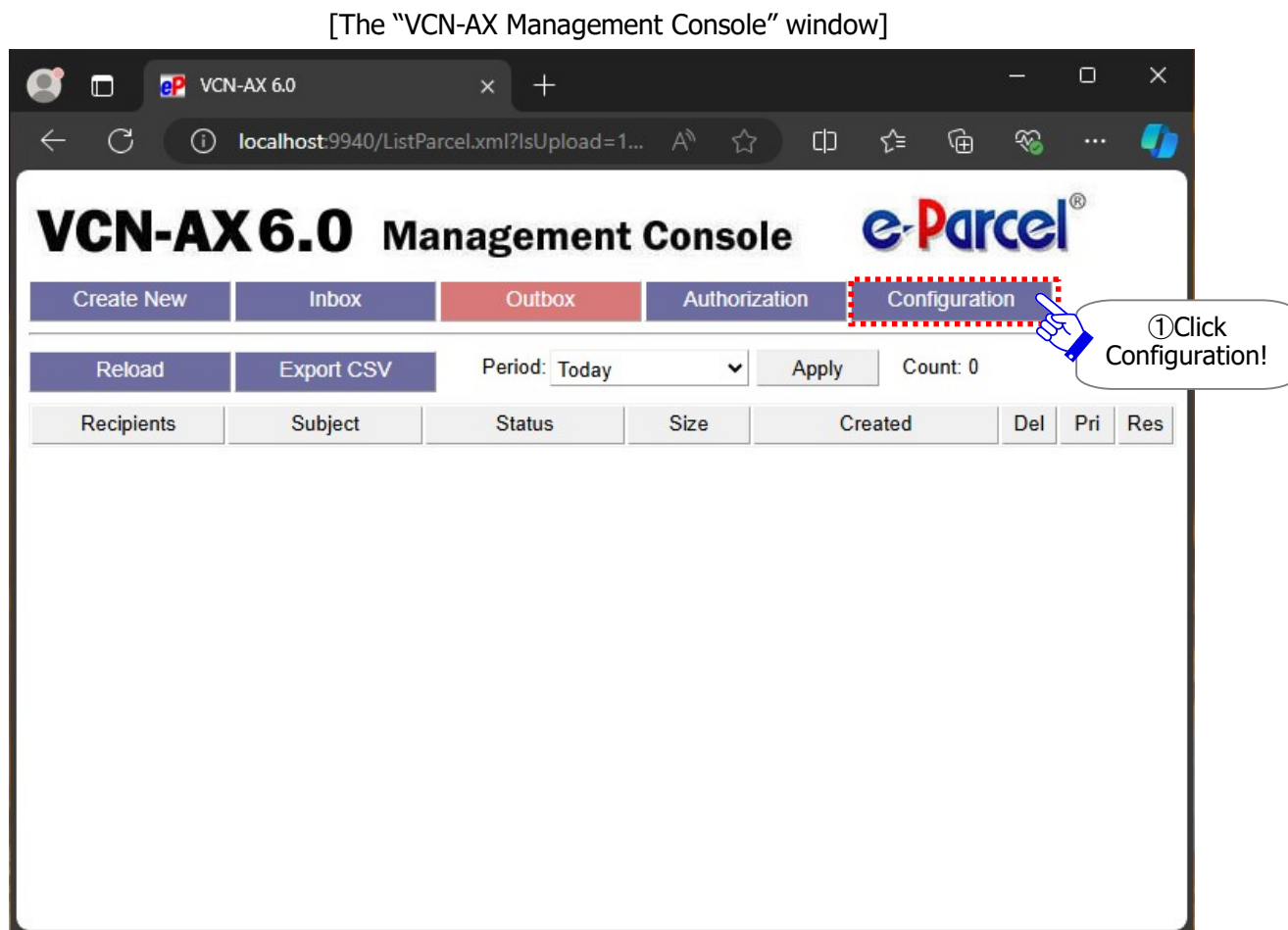


The "VCN-AX Management Console" is opened by the default browser application. The "Outbox" is normally shown at start up. (See the figure below in the next page.)

4-2. Starting from the main menu “Configuration”

After the “VCN-AX Management Console” (browser-based) is opened, you can begin to configure it in order for send/receive automation functions to work.

Click the menu “Configuration” (Figure ①) and see the sub-menu appeared in the lower line of the main menu.



The menu “Configuration” provides the sub-menus “System Config” and “User Config” with the ability to customize the application behavior and configure optionally depending on your computer and network environment.

Also, to automate the sending/receiving of data, the entries must be configured to set up rules for the “HotFolder” and “Automation” functions to work.

(See the figure below in the next page.)

5 Confirm HotFolder and Automation Location

5-1. The "System Config" window

The "System Config" window is shown with the default value. First, **confirm HotFolder Location and Automation Location (Figure ②)** as a parent folder specified where you will create a HotFolder(s) and an Automation folder(s). When you wish to change, you must specify the full path of a folder including the drive letter assignment in the "HotFolder Location" and "Automation Locations" fields.

*When changes are made, click the "Apply" button to take effect.

- HotFolder Location(Default) : C:\e-Parcel\HotFolders
- Automation Location(Default) : C:\e-Parcel\Automations

[Configuration > The "System Config" window]

VCN-AX 6.0 Management Console

Create New | Inbox | Outbox | Authorization | Configuration

System Config | User Config | HotFolder | Automation | System Log

Log Level: Detailed Log

Time Zone: UTC (GMT)

Overwrite on Move: Yes No

Enable Compression: Yes No

Display User Name: Yes No

Enable Time-Series: Yes No

Enable Resend: Yes No

Resend Period: 2 weeks

Polling Interval (minutes): 5

Password Protect: No (Server setting "Password Protect" is also required)

Max Num of History: Unlimited

Parallel Connection: 5

HotFolder Location: C:\e-Parcel\HotFolders

Automation Location: C:\e-Parcel\Automations

Database Location: C:\e-Parcel\VCN-AX 6.0\db

Apply

②Confirm!

Click the "Apply" button when changes are made.

5-2. Attention about HotFolder and Automation Location

When you specify the shared folders in a network computer as a HotFolder Location and/or as an Automation Location, you must give the full path of a folder location in UNC (Universal Naming Convention), NOT in network drive assignment.

[For example: Input in UNC] ¥¥NetworkServer¥Data123¥e-Parcel¥HotFolders

Attention:

Windows "Service" for the e-Parcel VCN-AX often starts with logon as "SYSTEM" account in a local PC by default. Therefore, if you specify the shared folders in a network PC as HotFolder Location, as Automation Location and as destination folders for executing your external applications, HotFolder and Automation function may be inoperative due to the unauthorized logon account. Only domain user account or local user account in a network PC might be authorized to access the specified folders.

In that case, **change** the logon account of Windows "Service" for the e-Parcel VCN-AX **to an appropriate Windows logon account. It must be authorized to access (modify) the specified folders below.** Open Windows interface of "Services" snap-in accordingly as follows.

(Default: Local System account)

*For more information, get help out of Microsoft Windows.

1. Click Windows "Start" menu > Windows Administrative Tools > "Services".
[For Windows 8 or earlier] Click Windows "Start" menu > Control Panel > System and Security (Performance and Maintenance) > Administrative Tools > "Services" shortcut.
2. In the details pane of "Services", right-click "e-Parcel VCN-AX x.x", select "Properties" to view its description, and then click the "Log On" tab.
3. To change Logon account from "Local System account" (by default), select "This account", input an appropriate user account and password, and then click "Apply". To take effect, click "Restart the service" for the e-Parcel VCN-AX x.x.

Please be sure that **Windows logon account must be authorized to "Modify" the specified folders as listed below** if you change Windows user account which the "Service" starts with logon as.

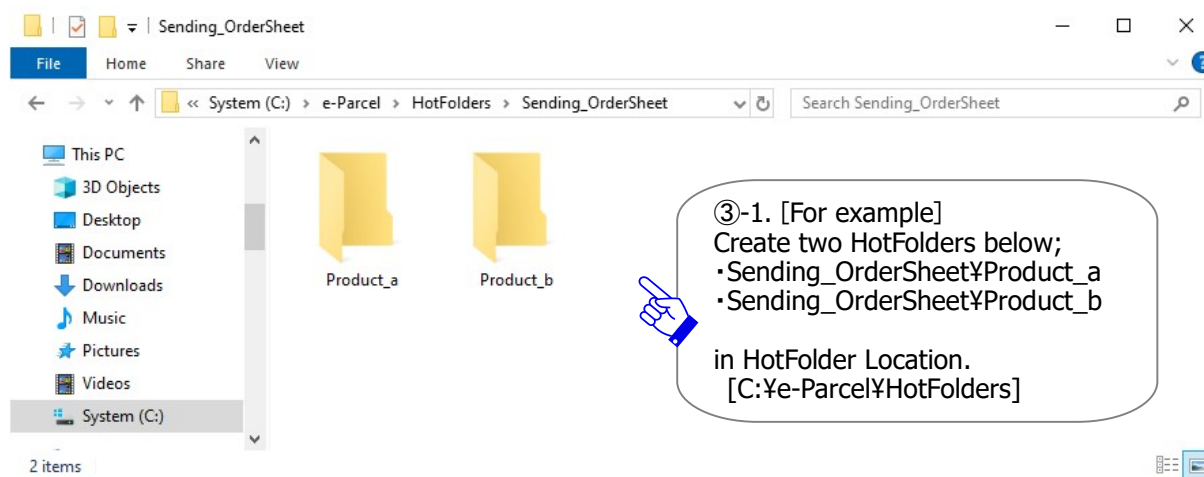
- **HotFolder Location [Default: C:¥e-Parcel¥HotFolders]**
- **Automation Location [Default: C:¥e-Parcel¥Automations]**
- **Installation folder [Default: C:¥Program Files¥e-Parcel]**
- **Database Location / Data Storage Path [Default: C:¥e-Parcel]**

6 Create HotFolder and Automation Folder

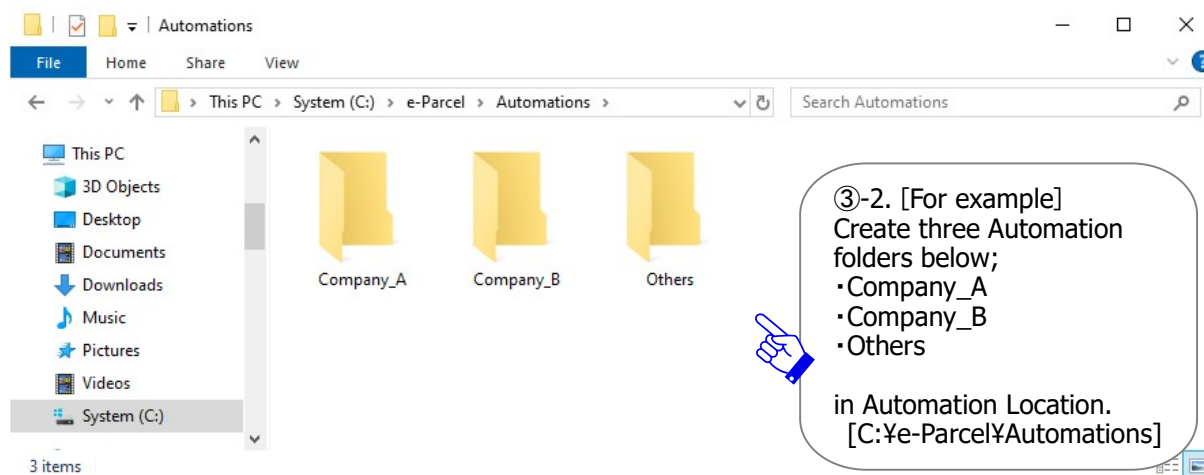
Creating new folders for HotFolder and Automation

Create new folders as **HotFolders** in a HotFolder Location and **new folders as Automation** folders in an Automation Location as needed. (Figure ③)

[For example: Creating new HotFolders]



[For example: Creating new Automation folders]



When you have created new HotFolders and Automation folders, return to the "Configuration" menu in the "VCN-AX Management Console". Next step will be configuring new entries to set up rules for each HotFolder and Automation folder to work in order to automate data delivery.



7 Configure HotFolder entry

7-1. Open "HotFolder Config"

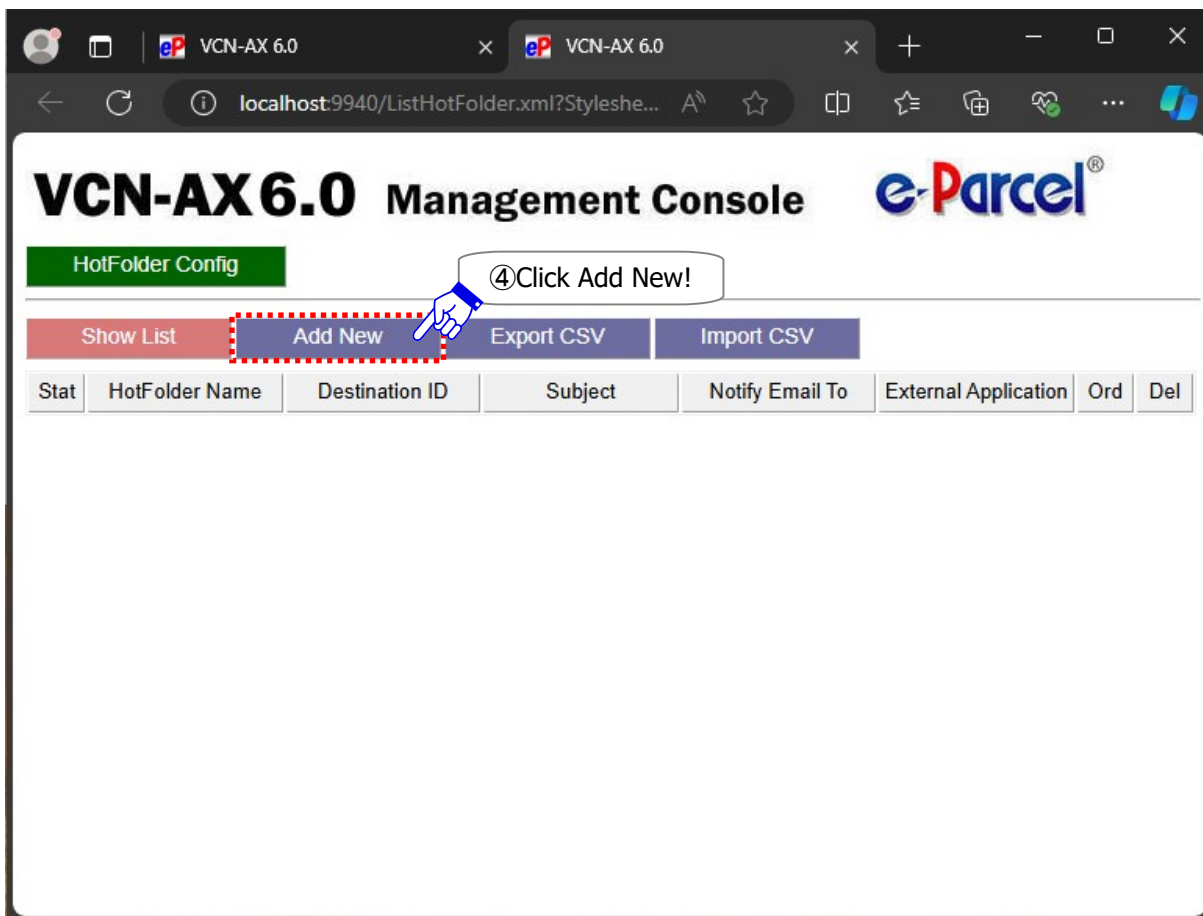
After new folders as HotFolders have been created in HotFolder Location, **click the "HotFolder" sub-menu** under the "Configuration" menu on Management Console. **The new window "HotFolder Config" opens.** (Figure below) From this new window, the HotFolder Configuration menu bar appears with some functions. These menus are specifically for the setup of entries for your HotFolders.

To configure a new HotFolder entry, **click the "Add New" menu (Figure ④)** in the "HotFolder Config" window.

The input form for a new entry will appear. (Figure in the next page)

***Attention: When you configure a new entry, please be sure that VCN-AX must be Online. Check the System Status on the menu "Authorization" > "Credential".**

[Configuration > The "HotFolder Config" window]



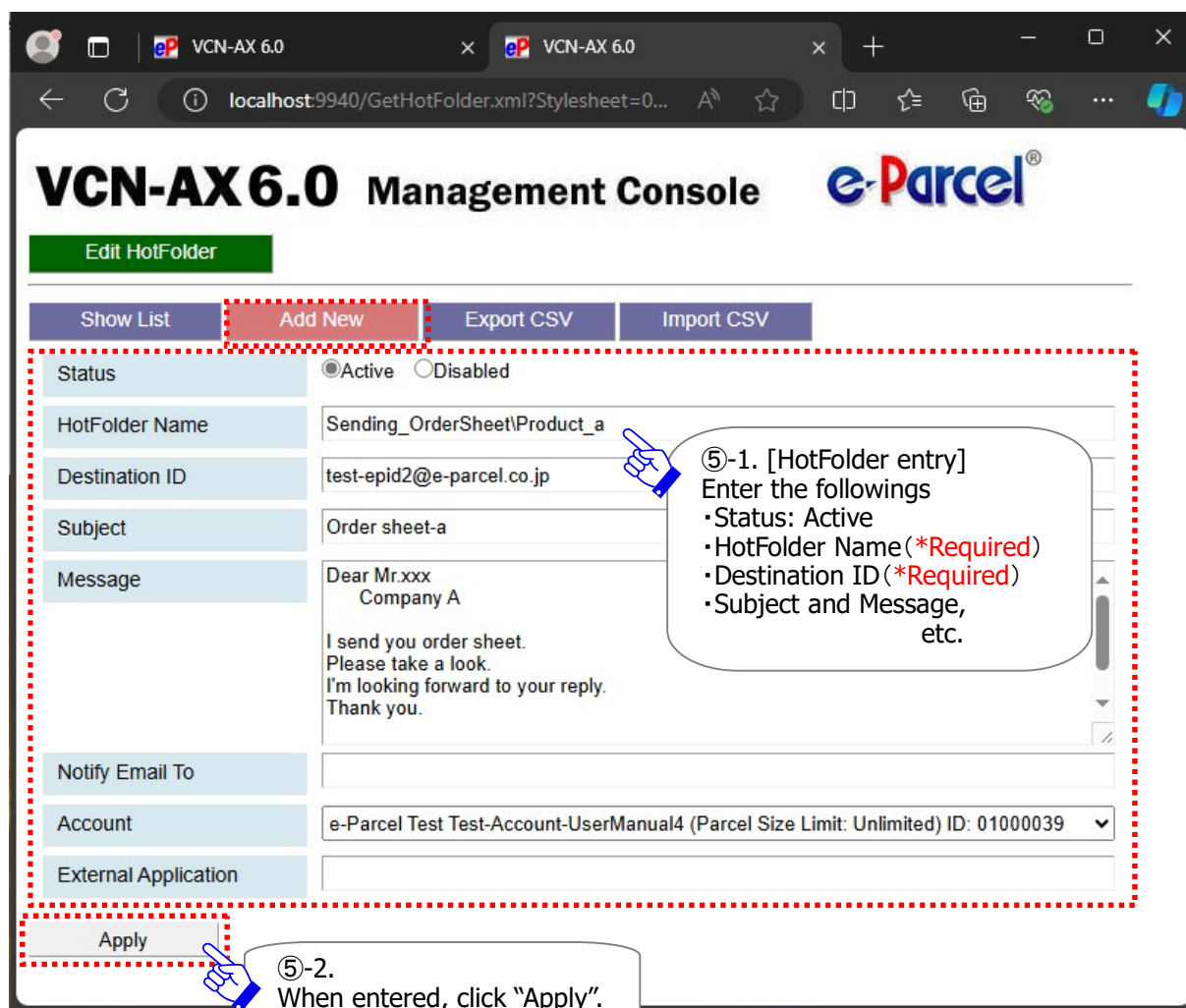
7-2. Configure new HotFolder entry

When the input form for a HotFolder entry appears on the Edit HotFolder “Add New” window, to set up rules, configure an entry for a HotFolder. These rules allow a HotFolder to automate the process of sending data and starting tasks.

[For example: Configure a HotFolder entry (Figure 5)]

In the case of the following HotoFolder entry applied, upon copying or moving a file(s)/folder(s) to a folder specified as a HotFolder [Sending_OrderSheet\Product_a] in HotFolder Location [C:\e-Parcel\HotFolders], HotFolder function for this entry will be started to automatically send a file(s)/folder(s) to Destination e-Parcel ID [test-epid2@e-parcel.co.jp] with Subject and Message.

[Configuration > HotFolder > The Edit HotFolder “Add New” window]



	<p>Caution: One folder as a HotFolder must be specified by one HotFolder entry. (one entry a HotFolder)</p> <p>If same "HotFolder Name" has already been specified in the existing HotFolder entry, it must be overwritten with a new HotFolder entry when applied.</p>
---	--

Descriptions of HotFolder entry

For more details about the settings of HotFolder entry will be followed.

***Note that the settings followed by a red asterisk (*) are required.**

○Status: Choose "Active" to activate an entry. (Default setting: "Disabled")

○HotFolder Name*Required: A folder specified as HotFolder

*To specify a HotFolder Name, enter a folder name with relative path from the "HotFolder Location" specified on the "System Config" window.

(*In the case of the HotFolder Location: [C:¥e-Parcel¥HotFolders])

[Example entry] Sending_OrderSheet¥Product_a

○Destination ID*Required: Recipient e-parcel ID (Multiple ID: comma-delimited)

[Example entry] test-epid2@e-parcel.co.jp

○Subject·Message: (※Same subject and message are sent when sending from a HotFolder.)

*The parameter %FILENAME can be used to substitute for a string of attached files/folders name in Subject and Message of a HotFolder entry when sending by HotFolder function. (Multiple files/folders: comma separated value) Maximum 120 characters of a subject can be sent by HotFolder function. Note that a subject followed by 121 or more characters will be omitted.

※As necessary, configure the following 3 settings.

○Notify Email To: To enable this option, enter destination e-mail address to notify. (Multiple e-mail addresses: comma-delimited)

(※Option function: The Notify Email option can be configured to notify individuals by e-mail with the same subject, message and files/folders name as items when sending by HotFolder function.)

Attention: If you wish to use this option (Notify Email function), your SMTP server setting on the Configuration "User Config" in Management Console is required in advance.

○Account: An account charged for data delivery. (The setting "Default Account" of the "User Config" window is shown in this field as default value.)

(※Option function: Only if your e-Parcel ID belongs to multiple accounts, the pull-down menu is provided to change.)

*Only for the e-Parcel ID belonging to the multiple accounts, to change an account charged for sending by each HotFolder, select another account from pull-down menu. This change must affect only this HotFolder entry when sending.

○External Application: To enable this option, enter an external application file name with absolute path.

(※Option function: The External Application option can be configured to invoke automatically an application specified when the HotFolder function recognize an item to be sent.)

*After it has successfully completed an external application to be processed (Return code: 0), an item from HotFolder will be sent.

*The extra command line parameters below are provided for an external application being executed.

`%RECIPIENT %SUBJECT %CREATED %FILENAME %FILEPATH`

[Example of description] (*When you save an external application file in C:¥e-Parcel¥HotFolders)

`C:¥e-Parcel¥HotFolders¥comand_test.bat %RECIPIENT %FILENAME %CREATED`



When a new HotFolder entry is made, click the “Apply” button to take effect.

A new HotFolder entry will be listed on the “HotFolder Config” window. (Figure ⑥) When the “Status (Stat)” column shows in green (●) color to be active, you are successful in configuring a HotFolder entry.

If an error message appears on the “HotFolder Config” window, carefully read and then click the “Show List” menu. A new HotFolder entry will be listed which the “Status (Stat)” column shows in yellow (●) color. This entry must need to edit appropriately.

- *If you are not clear the reason why an error occurs, refer to the “Configuration” > “System Log” window. It might show the output log for resolving. Also, check that VCN-AX must be Online.
- [Frequently occurred error] Note that the cases below often cause error when configuring.
 - A specified folder in “HotFolder Name” column doesn’t exist or is unauthorized to modify. (P20)
 - A specified e-Parcel ID in “Destination ID” column is unregistered or misspelled.
 - The Notify Email option requires to configure SMTP server information to “User Config”. (P36)
 - The system status of VCN-AX is offline.

To edit an entry listed, click a “HotFolder Name” (displayed in blue) column. The “Edit HotFolder” window will appear. Click the “Apply” button when changes are made.

[Configuration > HotFolder > The HotFolder Config “Show List” window]

The screenshot shows the VCN-AX 6.0 Management Console interface. At the top, there are tabs for 'VCN-AX 6.0' and a browser address bar showing 'localhost:9940/ListHotFolder.xml?Stylesheet=00...'. The main header reads 'VCN-AX 6.0 Management Console' with the 'e-Parcel' logo. Below the header is a 'HotFolder Config' section with buttons for 'Show List', 'Add New', 'Export CSV', and 'Import CSV'. A table lists HotFolder entries with columns: Stat, HotFolder Name, Destination ID, Subject, Notify Email To, External Application, Ord, and Del. One entry is visible with a green status icon, the name 'Sending_OrderSheet', and destination 'test-epid2@e-parcel.c'. A red dashed box highlights the 'Show List' button. A hand icon points to the 'HotFolder Name' column. Three callout boxes provide instructions: 1) A legend for status colors: Green (Active), Gray (Disabled), Yellow (Error). 2) A note that the entry is completed and explains its performance. 3) A flowchart for editing: click the name (highlighted in blue), the edit window opens, click 'Apply', and check the status is green.

Stat	HotFolder Name	Destination ID	Subject	Notify Email To	External Application	Ord	Del
●	Sending_OrderSheet	test-epid2@e-parcel.c	Order sheet-a				✖

8 Configure Automation entry

8-1. Open "Automation Config"

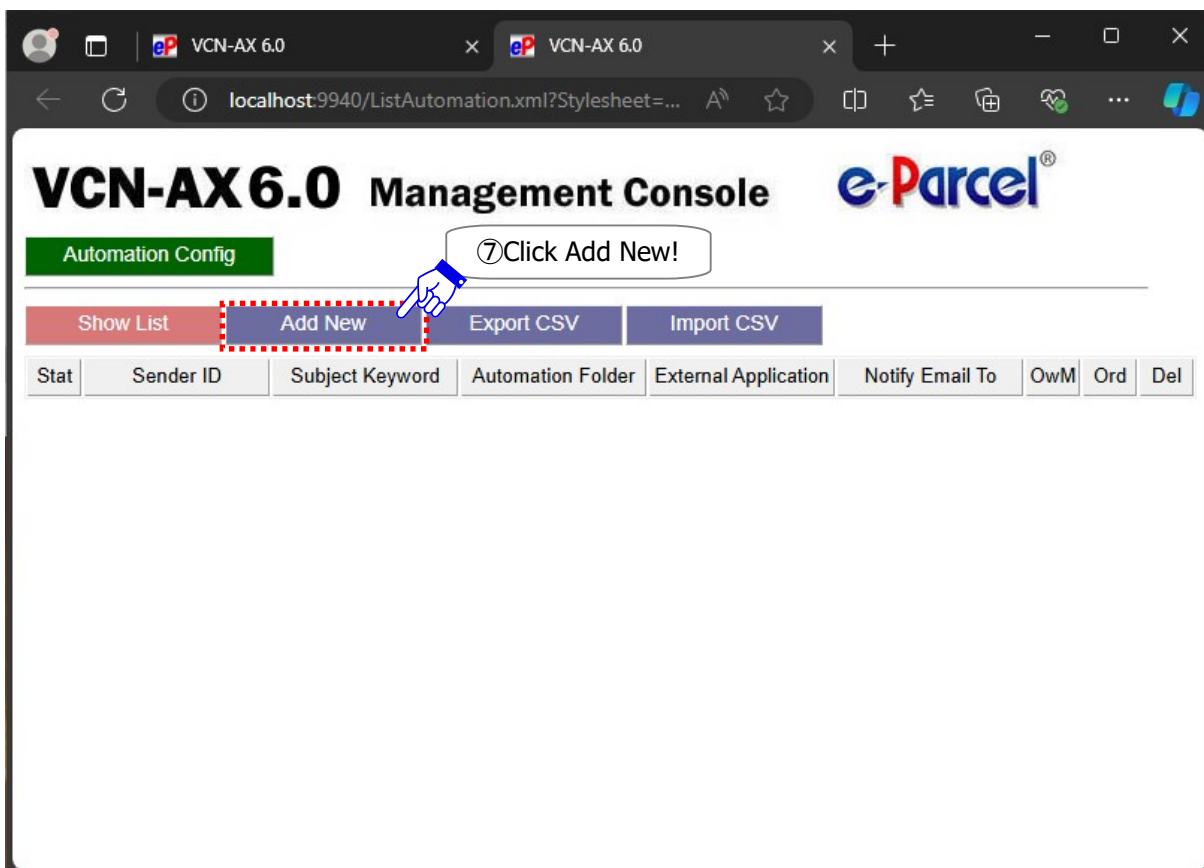
After new folders as Automation folders have been created in Automation Location, **click the "Automation" sub-menu** under the "Configuration" menu on Management Console. **The new window "Automation Config" opens.** (Figure below) From this new window, the Automation Configuration menu bar appears with some functions. These menus are specifically for the setup of entries for your Automation folders.

To configure a new Automation entry, **click the "Add New" menu (Figure ⑦)** in the "Automation Config" window.

The input form for a new entry will appear. (Figure in the next page)

***Attention: When you configure a new entry, please be sure that VCN-AX must be Online. Check the System Status on the menu "Authorization" > "Credential".**

[Configuration > The "Automation Config" window]



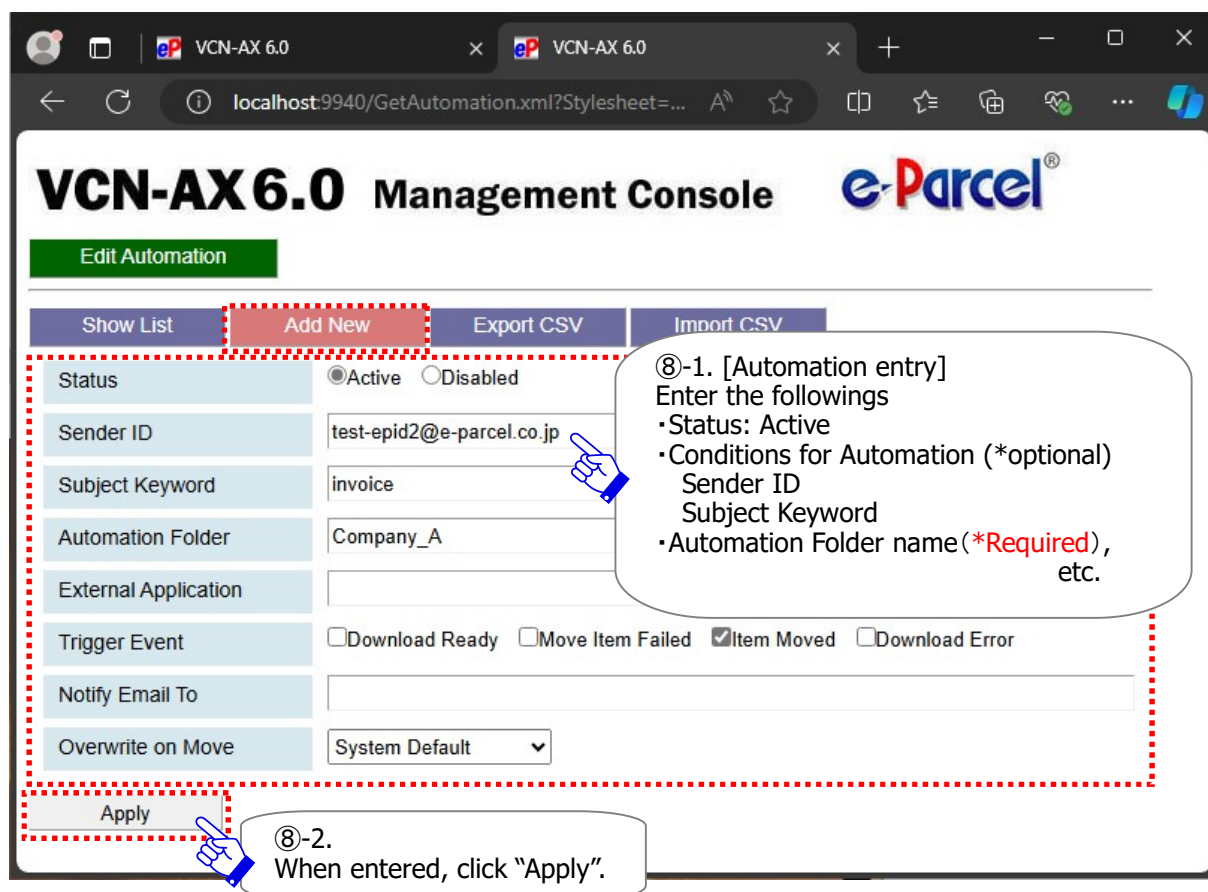
8-2. Configure new Automation entry


When the input form for an Automation entry appears **on the Edit Automation “Add New” window, to set up rules, configure an entry for an Automation folder.** These rules allow an Automation folder to automate the process of receiving data and starting tasks. That can set up the conditions to automatically move data to a predetermined folder.

[For example: Configure an Automation entry (Figure ⑧)]

In the case of the following Automation entry applied, when incoming an item, upon satisfaction of the conditions that are **Sender e-parcel ID [test-epid2@e-parcel.co.jp]** and **Subject Keyword including [invoice]** as triggers, Automation function for this entry will be started to automatically move the attached file(s)/folder(s) to a predetermined folder as an **Automation Folder [Company_A]** in Automation Location [C:¥e-Parcel¥Automations].

[Configuration > Automation > The Edit Automation “Add New” window]



	<p>Caution: One pair of conditions (Sender ID and Subject Keyword) for Automation must be specified by one Automation entry. (one entry a pair of conditions)</p> <p>If same pair of conditions for Automation has already been specified in the existing Automation entry, it must be overwritten with a new Automation entry when applied.</p>
---	---

Descriptions of Automation entry

For more details about the settings of Automation condition will be followed.

***Note that the setting followed by a red asterisk (*) is required.**

○Status: Choose "Active" to activate an entry. (Default setting: "Disabled")

○Sender ID: (※Optional: condition for Automation) Sender e-parcel ID coincide perfectly with

[Example entry] test-epid2@e-parcel.co.jp

○Subject Keyword: (※Optional: condition for Automation/case-sensitive)

Subject includes words or phrases as keyword

[Example entry] invoice

*In the case of both conditions (Sender ID and Subject Keyword) entered in an Automation entry, when incoming an item, upon satisfaction of both conditions, Automation function for this entry must be started.

○Automation Folder*Required: A destination folder specified as Automation folder

*To specify an Automation Folder Name, enter a folder name with relative path from the "Automation Location" specified on the "System Config" window.

(*In the case of the Automation Location: [C:\e-Parcel\Automations])

[Example of description] Company A

※As necessary, configure the following 4 settings.

○External Application: To enable this option, enter an external application file name with absolute path.

(※Option function: The External Application option can be configured to invoke automatically an application specified when an incoming item meets an Automation entry.)

*The extra command line parameters below are provided for an external application being executed.

```
%SENDER %SENDERNAME %SUBJECT %CREATED %PARCELID %INTERNALID %STATUS
%FILENAME %FILEPATH
```

Attention: The value of %FILENAME is not available in the trigger event of "Download Ready (100)". The value of %FILEPATH is not available in the trigger events of "Download Ready (100)" and "Move Item Failed (190)". If you wish to set %FILENAME and %FILEPATH in either or both trigger events, enter these parameters at the end of an External Application field.

[Example entry] (*When you save an external application file in C:\e-Parcel\Automations)

```
C:\e-Parcel\Automations\r_comand_test.bat %SENDER %CREATED %STATUS %FILENAME
```

○Trigger Event: Select the trigger events for the above external application specified.

(※Option function: When an external application is configured, this option will be enabled.)

To change or add, select one or more of the following trigger events.

(The "Item Moved" is selected by default)

- Download Ready: An external application will be triggered by being "Waiting Download(100) (Download Notified)" for the status of an incoming item.
- Move Item Failed: An external application will be triggered by an error occurred when moving an delivered item to an Automation folder is failed (190).
- Item Moved: An external application will be triggered by being the status "Item Moved (210)" when an delivered item is moved to an Automation folder.
- Download Error: An external application will be triggered by an error occurred when downloading an delivered item (500).


*Since e-Parcel VCN-AX 4.0.4011/5.0.5011 (2020.6.1 release), Trigger Event "Download Error" has been provided additionally.

*When the "Download Ready" is selected, an item will be started to download after it has successfully completed an external application to be processed (Return code: 0). (Attention: Once an external application has NOT been ended to be processed, downloading of the whole system will be dysfunctional. Therefore, carefully note that an external application must be ended to be processed regardless of the result.)

*When either "Move Item Failed" and/or "Item Moved" are selected, it just confirms to launch an external application without waiting for the result of process. (Attention: since e-Parcel VCN-AX

4.0.4007/4.5.4507 (2016.2.1 release) or later, if Time-Series setting of the "System Config" is enabled (change setting to "Yes"), it must wait for the result of process.)

*When "Download Error" is selected, it just confirms to launch an external application without waiting for the result of process.

	<p>Note: VCN-AX is a program operated by Windows "Service". When interactive application such as command prompt is configured to the external application of Automation entry, Windows no longer allows the "Service" to interact with desktop by default. To allow the "Service" to interact with desktop is not recommended in Windows. You may sacrifice computer stability for compatibility by changing the setting from the default in Windows.</p> <p>For inquiry about temporarily changing the setting on trial for starting up your external application in VCN-AX Automation function, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with your e-Parcel ID specified. (Business Hours: 9:00-17:00JST/Mon-Fri)</p>
---	---

ONotify Email To: To enable this option, enter destination e-mail address to notify. (Multiple e-mail addresses: comma-delimited)

(※Option function: The Notify Email option can be configured to notify individuals by e-mail with the same subject, message and files/folders name as items when receiving by Automation function.)

Attention: If you wish to use this option (Notify Email function), your SMTP server setting on the Configuration "User Config" in Management Console is required in advance.

OOverwrite on Move: Configure whether allow to overwrite the existing files in Automation Location on move by Automation function.

(※Option function: When you wish the "Overwrite on Move" setting to apply individually to each Automation entry regardless of the setting of the Configuration "System Config", it can be changed as necessary.)

(The "System Default" is selected by default)

- System Default: Follow the setting "Overwrite on Move" of the Configuration "System Config".
- Yes: Allow overwrite the existing files (same file name) on move regardless of the setting of the Configuration "System Config".
- No: Don't allow overwrite the existing files (same file name) on move regardless of the setting of the Configuration "System Config".

*Note that this setting change to Yes or No in Automatin entry must take priority over the setting "Overwrite on Move" of the Configuration "System Config".



When a new Automation entry is made, click the "Apply" button to take effect.

A new Automation entry will be listed on the "Automation Config" window. (Figure 9) When the "Status (Stat)" column shows in green (●) color to be active, you are successful in configuring a Automation entry.

If an error message appears on the "Automation Config" window, carefully read and then click the "Show List" menu. A new Automation entry will be listed which the "Status (Stat)" column shows in yellow (●) color. This entry must need to edit appropriately.

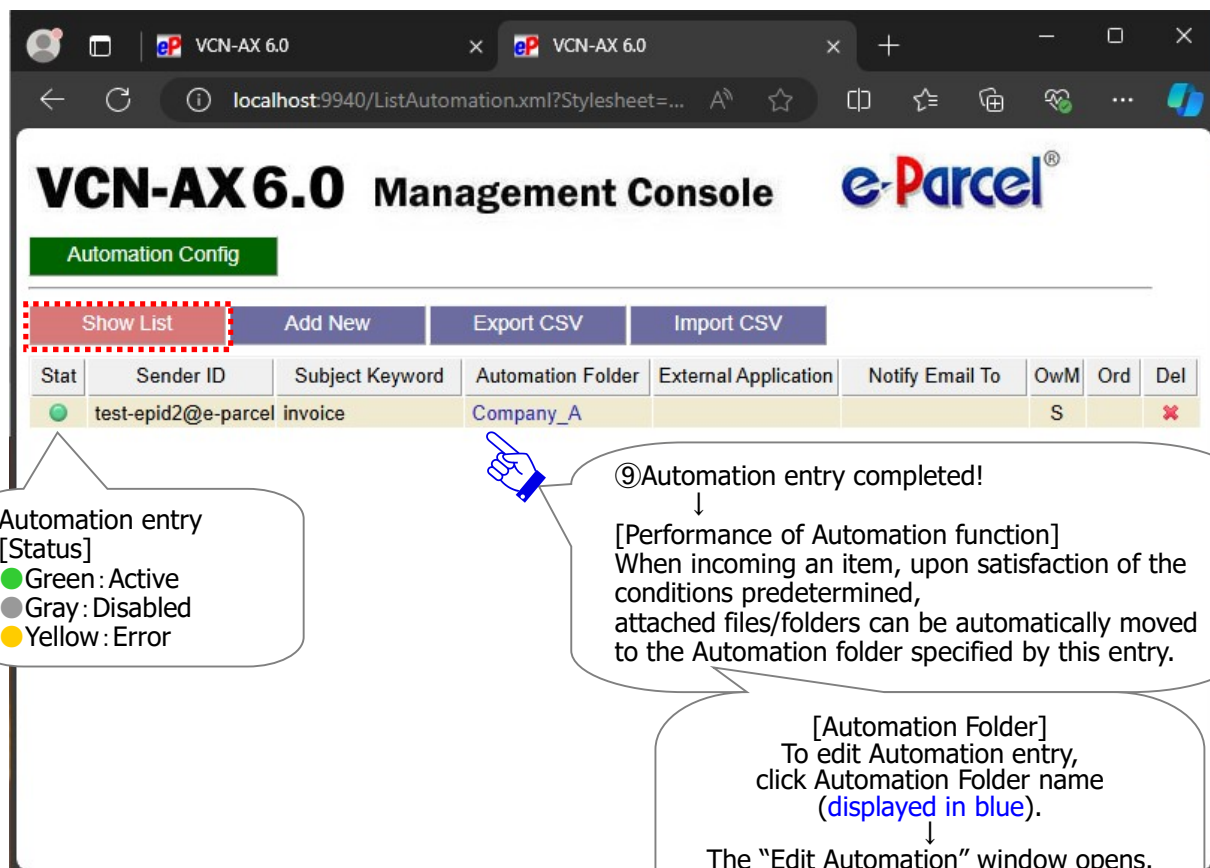
*If you are not clear the reason why an error occurs, refer to the "Configuration" > "System Log" window. It might show the output log for resolving. Also, check that VCN-AX must be Online.

[Frequently occurred error] Note that the cases below often cause error when configuring.

- A specified folder in "Automation Folder" column doesn't exist or is unauthorized to modify. (P20)
- A specified e-Parcel ID in "Sender ID" column is unregistered or misspelled.
- The Notify Email option requires to configure SMTP server information to "User Config". (P36)
- The system status of VCN-AX is offline.

To edit an entry listed, click an "Automation Folder" name (displayed in blue) column. The "Edit Automation" window will appear. Click the "Apply" button when changes are made.


[Configuration > Automation > The Automation Config "Show List" window]



Automation entry [Status]
 ● Green : Active
 ● Gray : Disabled
 ● Yellow : Error

⑨Automation entry completed!
 ↓
 [Performance of Automation function]
 When incoming an item, upon satisfaction of the conditions predetermined, attached files/folders can be automatically moved to the Automation folder specified by this entry.

[Automation Folder]
 To edit Automation entry, click Automation Folder name (displayed in blue).
 ↓
 The "Edit Automation" window opens.
 ↓
 When changes are made, Click "Apply" button.
 ↓
 Check status to be in green (Active).

	<p>Caution: About "Order" of Automation entry list</p> <p>In the case of the multiple Automation entries configured, when incoming an item, Automation function evaluates each entry in descending order (progressing top-to-bottom of Automation entry list). Upon satisfaction of the conditions (Sender ID and Subject Keyword) predetermined in an entry, Automation function gets started to work for an incoming item. At this point, Automation function stops evaluating the remaining entries of Automation entry list.</p>
---	---



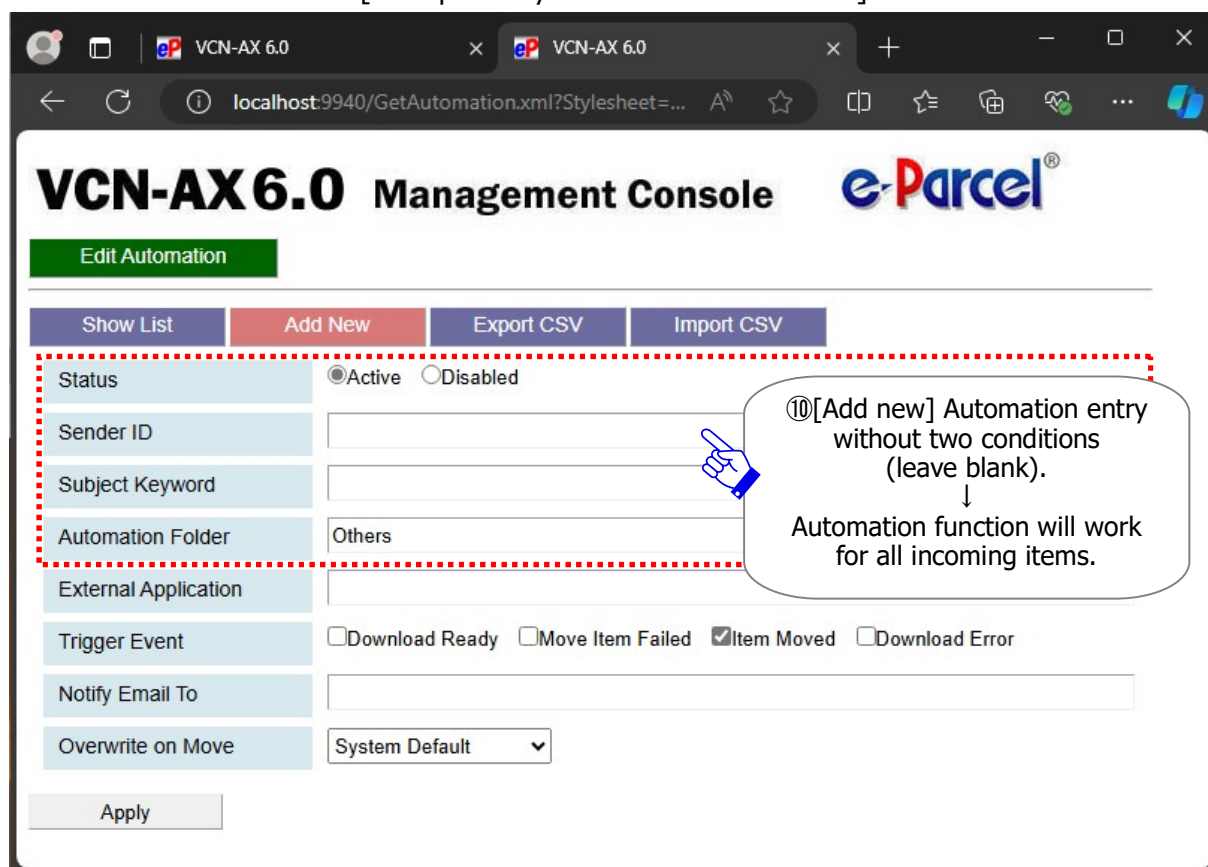
8-3. Recommendation for Automation entries

In the case of the multiple Automation entries configured, those are listed up on the Automation Config "Show List" window. When incoming an item, **Automation function evaluates each entry in descending order**. Then, upon satisfaction of the conditions predetermined in an entry, Automation function gets started to work for an incoming item. It will execute the task assigned in this entry. It no longer evaluates the remaining entries of Automation entry list.

If an incoming item doesn't meet the conditions of any entries, the delivery status will be "Delivery Confirmed" as usual. The attachments of this item won't be moved to any destination folder. Therefore, you need to move (save) the attachments manually from Inbox in Management Console.

So, it is recommended that **you add one more new entry without any conditions to the last line in Automation entry list**. To do this, **leave blank in the both conditions "Sender ID" and "Subject Keyword" of the entry**. (Figure 10) This entry is designed Automation function to work for all incoming items. At last, to change an entry order if needed, **move down this entry to the bottom** of Automation entry list. (Figure 11)

[Example entry: Automation > Add New]



What would happen? For example, **Automation entries described blow shows the behavior how Automation function evaluates each entry in descending order. (Figure ⑪)**

When incoming an item, Automation function evaluates the first entry whether an incoming item meets the conditions or not. If it doesn't much, it proceeds to evaluate the second entry. If it doesn't much again, it proceeds to evaluate the last (third) entry. An incoming item must meet the last entry without any conditions as expected. Finally, Automation function will get started to work for an incoming item. Attachments of this item will be automatically moved to the Automation folder [C:¥e-Parcel¥Automations¥Others] specified in the last entry.

[For example: Automation Config > Show List]

VCN-AX 6.0 Management Console

Automation Config

Show List Add New Export CSV Import CSV

Stat	Sender ID	Subject Keyword	Automation Folder	External Application	Notify Email To	OwM	Ord	Del
●	test-epid2@e-parcel	invoice	Company_A			S	▼	✖
●	test-epid3@e-parcel		Company_B			S	▲▼	✖
●			Others			S	▲	✖

⑪ [For example: Evaluation of Automation entries]
1. Upon incoming an item, the first entry is evaluated.
If unmatched,
↓
2. The second entry is evaluated.
If unmatched again,
↓
3. The last (third) entry is evaluated.
An incoming item meets the last entry without any conditions, and then Automation function will work.

9 Configure SMTP Server (Notify Email Option)

The "User Config" window

The Notify Email option is enabled when destination e-mail address is entered in the "Notify Email To" field of HotFolder/Automation entries. This option can be configured to notify individuals by e-mail with the same subject, message and files/folders name as sending or receiving items by HotFolder or Automation function. **When the Notify Email option enabled, configuring your SMTP server information are required in advance. Click the "User Config" sub-menu under the "Configuration" menu of Management Console. Enter the necessary fields of your SMTP server settings, HotFolder Notice Name and/or Automation Notice Name on the "User Config" window. (Figure 12)**

*When changes are made, click the "Apply" button to take effect.

[Configuration > The "User Config" window]

VCN-AX 6.0 Management Console **e-Parcel**[®]

Navigation: Create New | Inbox | Outbox | Authorization | **Configuration**

Sub-menu: System Config | **User Config** | HotFolder | Automation | System Log

Fields:

- e-Parcel ID: test-epid1@e-parcel.co.jp
- User Domain: e-Parcel Global Service Authority (secure.e-parcel.ne.jp)
- Proxy Host: [Empty]
- Proxy Port: [Empty]
- Proxy Type: HTTPS SOCKS
- Bypass Proxy: Bypass proxy server for local addresses
- Proxy Username: [Empty]
- Proxy Password: [Empty]
- SMTP Host: mail.mail.local
- SMTP Port: 465
- SMTP Username: mail-user-123
- SMTP Password: [Masked]
- SMTP Protect: NONE STARTTLS SSL/TLS
- HotFolder Notice Name: This is e-Parcel VCN-AX 6.0 HotFolder Notice from test123
- Automation Notice Name: This is e-Parcel VCN-AX 6.0 Automation Notice from test123
- Default Account: e-Parcel Test Test-Account-UserManual4
- Data Storage Path: C:\e-Parcel\VCN-AX 6.0\data

12-1. [SMTP server settings]
When Notify Email option enabled, it requires to enter SMTP Host and Port, etc.
*If your SMTP server requires user authentication, enter SMTP User name and Password.

12-2. [Notice Name]
Sender's name of Notify Email
*Each time, a sender e-Parcel ID of an item will automatically be set up to a sender's e-mail address of Notify Email as default value.
To fix sender's e-mail address whenever Notify Email will be sent, enter a notice name followed by <sender's e-mail address>.

12-3. Click the "Apply" button when changes are made.

10 View System Log

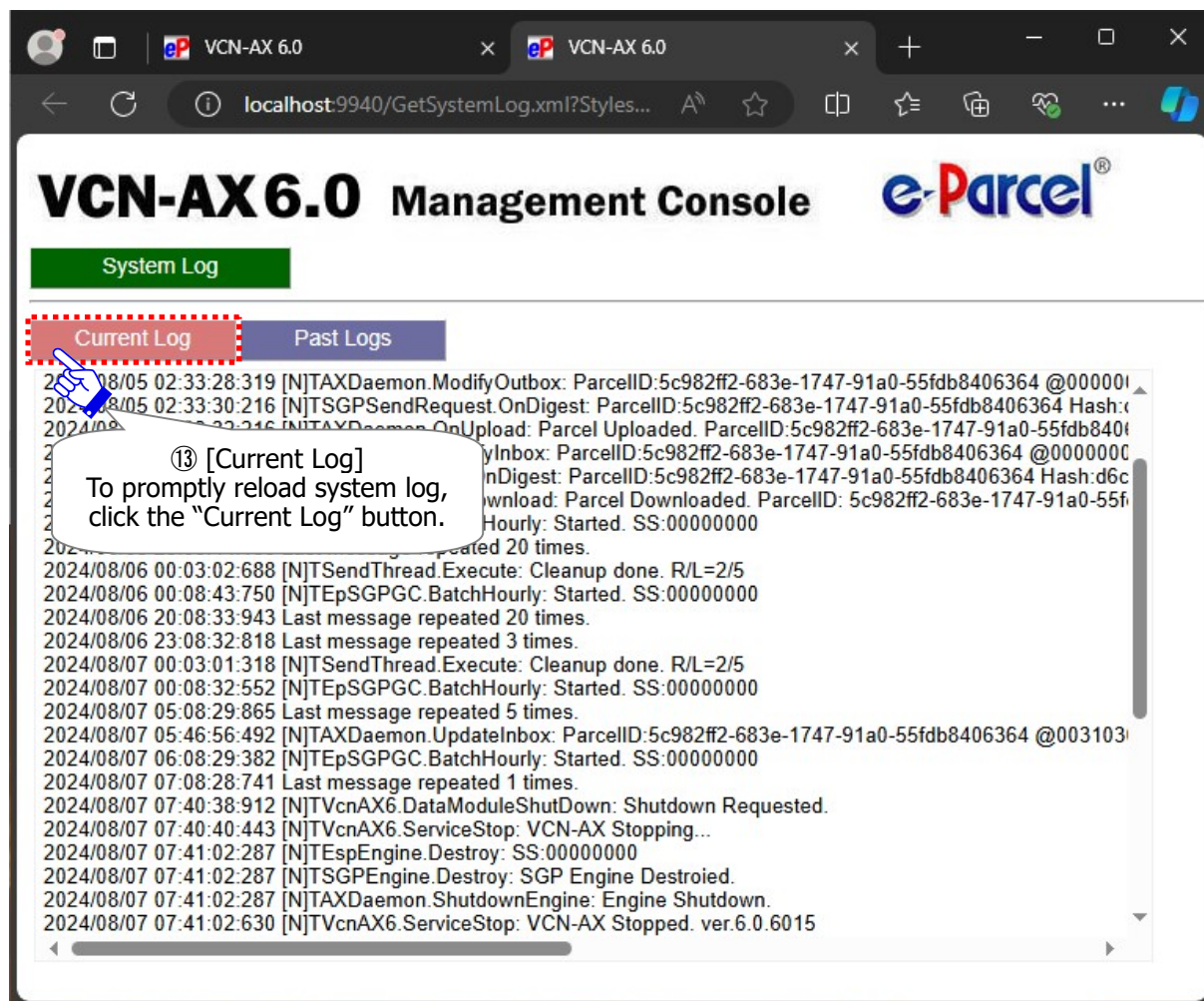
The "System Log" window

To view system logs, click the "System Log" sub-menu under the "Configuration" menu of Management Console. The new window "System Log" will open including the menus for Current Log and Past Logs.

The e-Parcel VCN-AX output the application message logs when you start/stop/restart Windows "Service", stop/start System due to the changes applied on System Config / User Config etc., send/receive items, and occur some kind of system problem etc. Therefore, these logs might be helpful to recognize why certain issues are occurring.

The "Current Log" window (Figure 13) shows system logs of the current log file (vcnax.log).

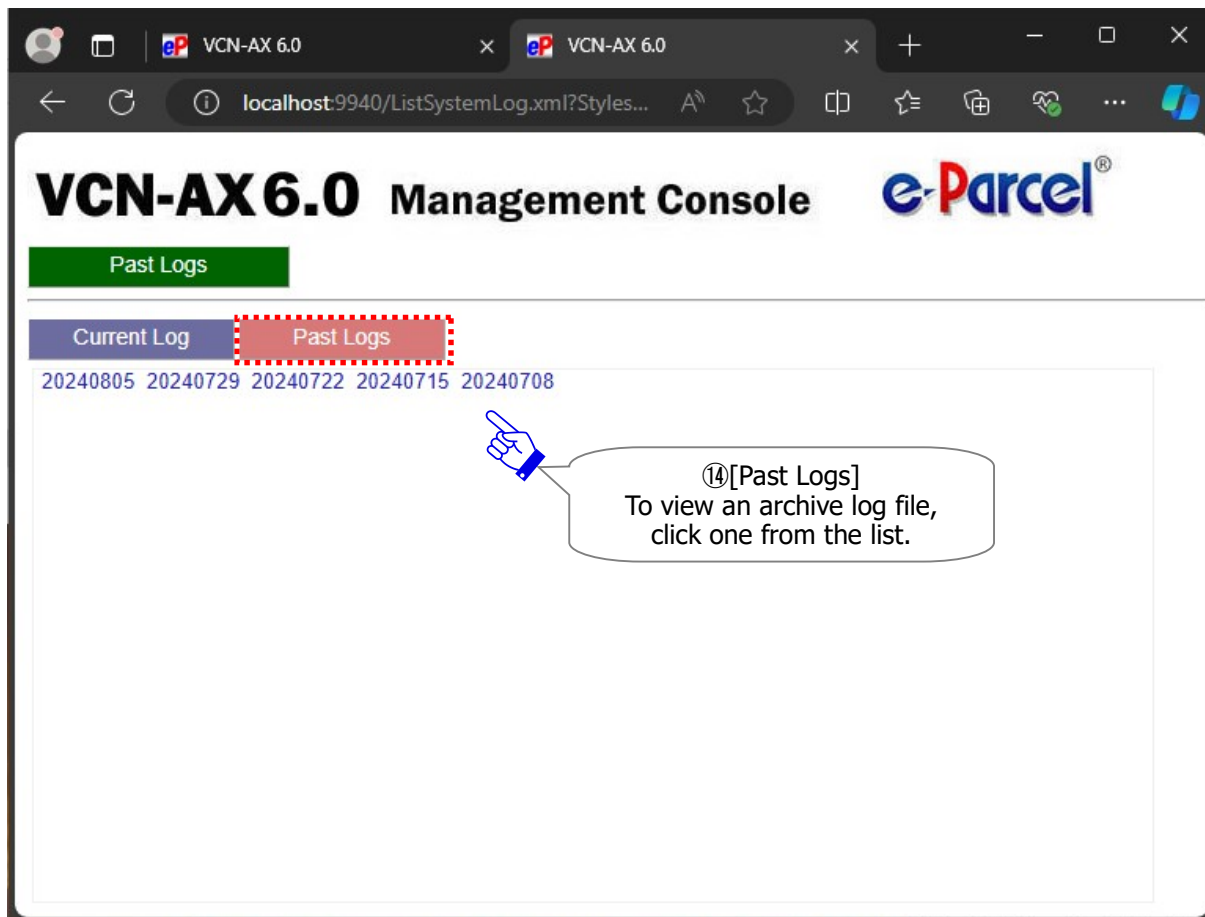
[Configuration > The System Log "Current Log" window]



The current log file is archived periodically depending on Log Level setting of the "System Config". The archived log files are listed in order of the archived date (yyyymmdd) on the "Past Logs" window. (Figure 14) To view an archive log file, click a date (displayed in blue).

*The System Config [Log Level (Default)]: Detailed Log (Current log file is archived once a week.)

[Configuration > The System Log "Past Logs" window]



[For your information about Current log file (vcnax.log)]

The current log file is created at the same location as database folder. Then, it will be archived periodically depending on Log Level setting of the "System Config".

-Current log file (Default): C:\e-Parcel\VCN-AX x.x\vcnax.log

-Folder location for Archive log files (Default): C:\e-Parcel\VCN-AX x.x\logs

[System Config - Log Level] (Default: Detailed Log)

Normal Log: not archived / Detailed Log: archived once a week / Debug Log & All: archived everyday

*For your inquiry about the error occurred, please attach the log files corresponded and e-mail to us. We might be better able to respond to you.

*For any inquiry or request, please contact the e-Parcel Customer Support by e-mail (support@e-parcel.co.jp) with your e-Parcel ID specified.
(Business Hours: 9:00-17:00 JST / Mon-Fri)

11 View Outbox and Inbox

11-1. The "Outbox" window

Once an item has been sent by e-Parcel VCN-AX, the item history for sending is listed up on the "Outbox" window of Management Console. The "Outbox Item" window also shows the detail of a sending item with of tracking information the delivery progress).

To view the history of sent items, click the "Outbox" menu (Figure 15) in Management Console. The "Status" column in the "Outbox" window will show the current delivery status of your sent items. Also, this window provides the "Delete" outbox item function, the "Set priority" function for uploading items and the "Resend" function for upload complete items.

To open the new window "Outbox Item", click the "Status" column (Figure 16) of an item in the "Outbox".

[VCN-AX Management Console > The "Outbox" window]

The screenshot shows the 'Outbox' window in the VCN-AX Management Console. The window title is '6.0 Management Console'. The 'Outbox' menu is highlighted with a red dashed box and a callout '15 [Outbox]'. Below the menu, there are buttons for 'Reload' and 'Export CSV', and a 'Period' dropdown set to 'Today'. A table lists items with columns: Recipients, Subject, Status, Size, Created, Del, Pri, and Res. Callouts provide instructions for various actions: '16 [Status] Current delivery status' points to the 'Status' column, with a note 'To sort display items, Click the title bar! (in four kinds of order)'. The 'Del' column has a callout: '[Delete] To delete an item, Click X button!'. The 'Res' column has a callout: '[Resend] To resend a same item, Click + button! *System Config (Default) Enable Resend: Yes Resend Period: For 14 days'. Other callouts include '[Export CSV] Exporting Outbox history list.', '[Display Period] To change period, Select from pull-down menu!', '[Set priority] To set priority, Click a blue flag! *To reset, Click a red flag.', and '[Reload] Polling to the e-Parcel server.' A green arrow points from the 'Status' callout to the 'Status' column.

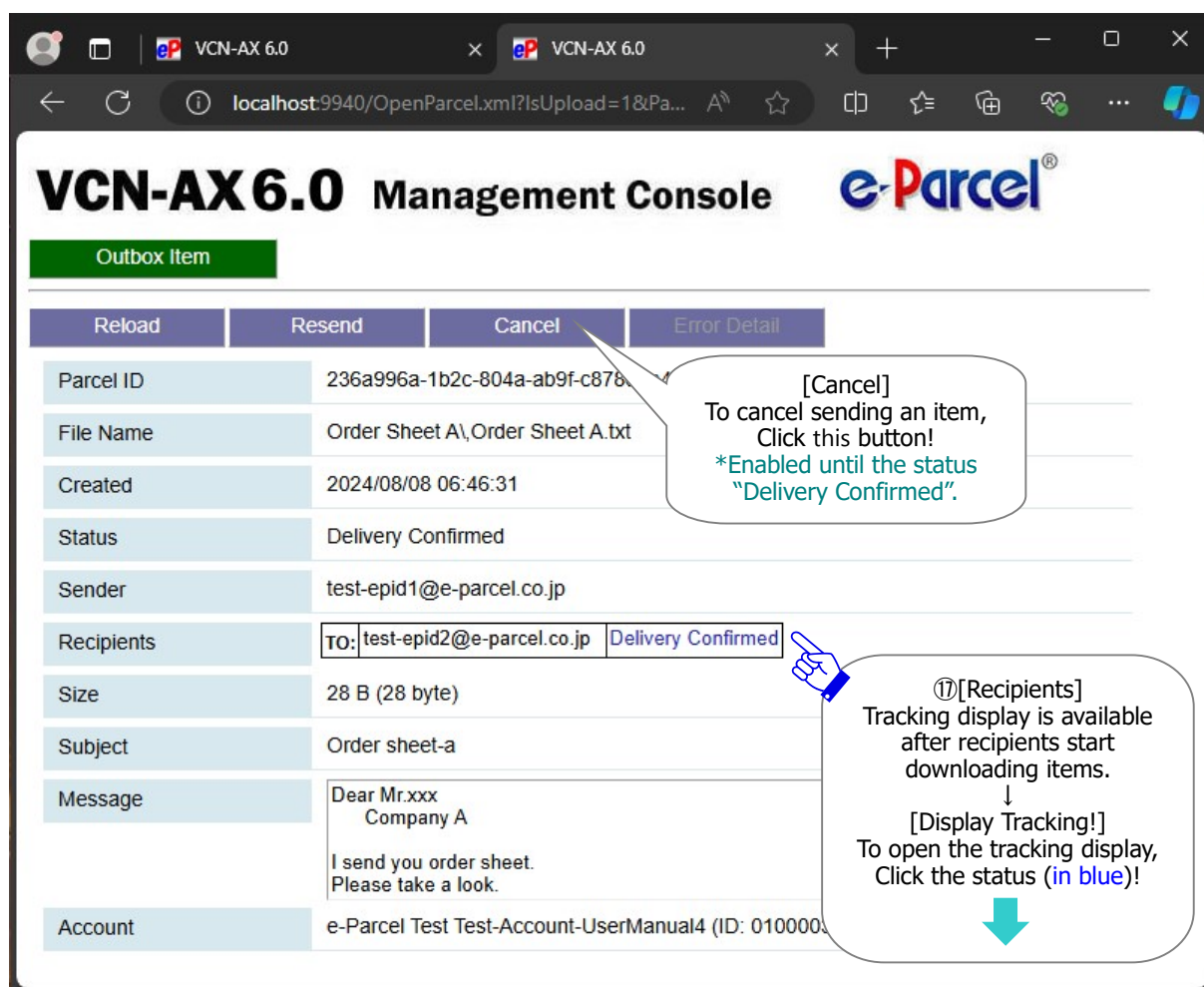
Recipients	Subject	Status	Size	Created	Del	Pri	Res
test-epid2@e-parcel.co.jp	es	Waiting Download	69.7 KB	2024/08/09 01:05:49	✗		+
tes		Uploading	164.0 MB	2024/08/09 01:05:33			
tes		Waiting Upload	211.6 MB	2024/08/09 01:05:30			
tes		Uploading	387.4 MB	2024/08/09 01:05:27			
test-epid2@e-parcel.co.jp	Design data	Uploading	477.4 MB	2024/08/09 01:05:19			
test-epid2@e-parcel.co.jp	Design data	Uploading	864.0 MB	2024/08/09 01:05:11			
test-epid2@e-parcel.co.jp	Design data	Uploading	1.3 GB	2024/08/09 01:05:02			
test-epid3@e-parcel.co.jp	Order sheet-b	Waiting Download	28 B	2024/08/09 00:59:27	✗		+
test-epid2@e-parcel.co.jp	Pictures	Delivery Confirmed	69.7 KB	2024/08/09 00:58:40	✗		
test-epid2@e-parcel.co.jp	Design data	Delivery Confirmed	164.0 MB	2024/08/09 00:56:14	✗		
test-epid2@e-parcel.co.jp	Design data	Item Opened	211.6 MB	2024/08/09 00:54:11	✗		
test-epid2@e-parcel.co.jp	Design data	Item Opened	387.4 MB	2024/08/09 00:54:11	✗		
test-epid2@e-parcel.co.jp	Design data	Item Moved	477.4 MB	2024/08/09 00:54:11	✗		
test-epid2@e-parcel.co.jp	Design data	Cancelled	864.0 MB	2024/08/09 00:54:11	✗		
test-epid2@e-parcel.co.jp	Design data	Cancelled	477.4 MB	2024/08/09 00:54:11	✗		
test-epid2@e-parcel.co.jp	Design data	Delivery Confirmed	28 B	2024/08/09 00:36:38	✗		+
test-epid2@e-parcel.co.jp	Design data	Download Aborted	485.5 MB	2024/08/09 00:36:38	✗		+

The "Outbox Item" window (Tracking display)

When the "Outbox Item" window is opened in the "Outbox", this window shows the details of an outbox item and the progress of a delivery (Tracking). **Note that the tracking display is available after recipients start downloading items.** At this time of updating the status of the "Recipients" field, the status "Waiting Download" (displayed in black: unlinked) is changed to (displayed in blue: linked). Then, **click this status (Figure ⑰)** to open the tracking display.

Also, the "Cancel" sending button is enabled until the status "Delivery Confirmed" (before an item is opened or moved by recipients).

[Outbox > The "Outbox Item" window]



[For example: The "Recipients" field of Outbox Item > Tracking display]

Recipients	TO: test-epid2@e-parcel.co.jp	2024/08/08 06:48:01 Waiting Download 2024/08/08 06:48:02 Downloading 2024/08/08 06:48:02 Download Complete 2024/08/08 06:48:03 Delivery Confirmed
------------	-------------------------------	--

11-2. The "Inbox" window

The item history for receiving by e-Parcel VCN-AX is listed up on the "Inbox" window of Management Console. The "Inbox Item" window also shows the detail of a receiving item.

To view the history of receiving items, click the "Inbox" menu (Figure 18) in Management Console. The "Status" column in the "Inbox" window will show the current delivery status of your receiving items. Also, this window provides the "Delete" inbox item function and the "Set priority" function for downloading items. The "Reject Receiving" function will be enabled before the status "Delivery Confirmed".

To open the new window "Inbox Item", click the "Status" column (Figure 19) of an item in the "Inbox".

[VCN-AX Management Console > The "Inbox" window]

The screenshot shows the 'Inbox' window in the VCN-AX Management Console. The interface includes a navigation bar with 'Inbox' selected, a toolbar with 'Reload' and 'Export CSV' buttons, and a table of receiving items. Callouts provide instructions for various actions:

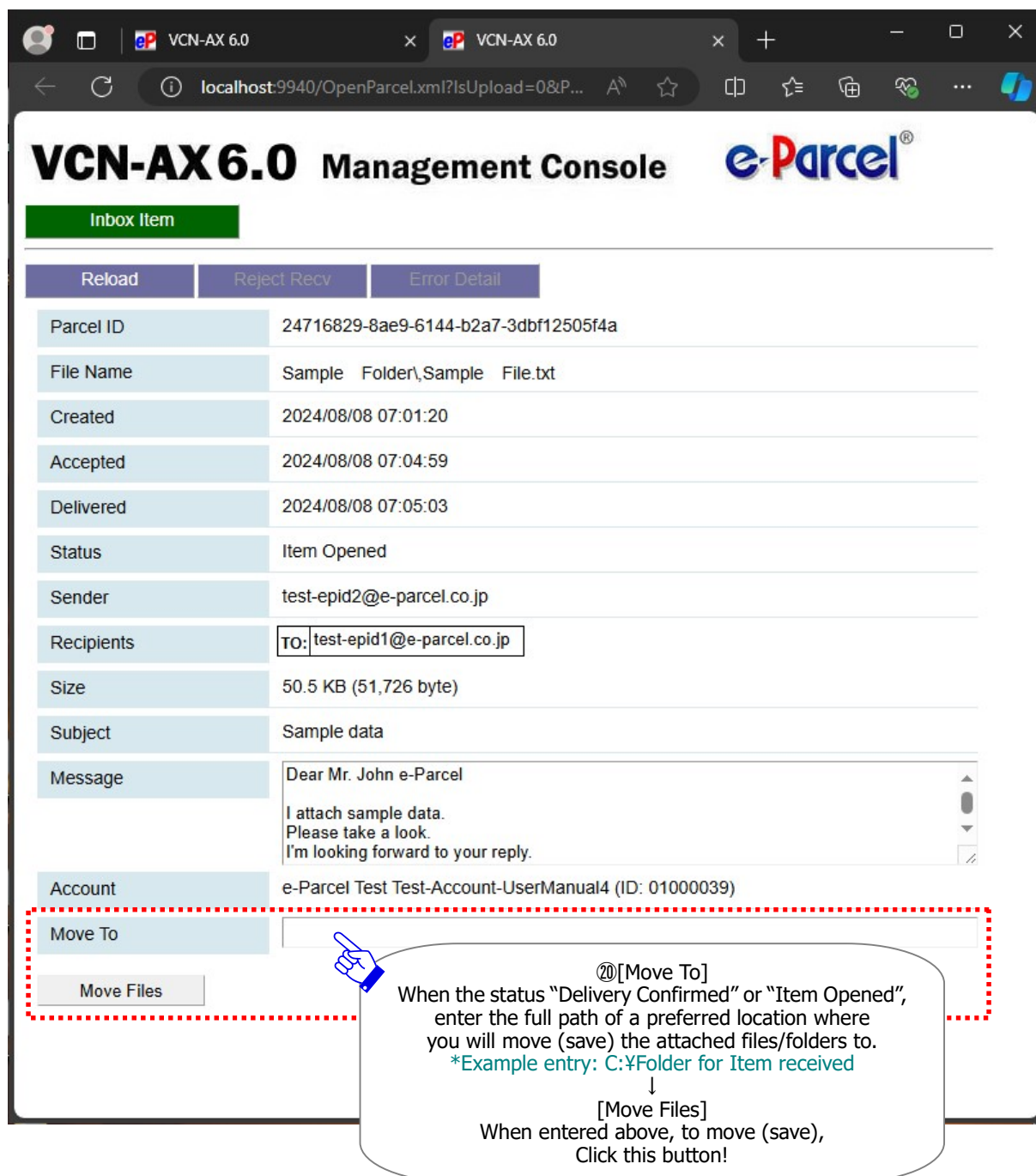
- [Export CSV]**: Exporting Inbox history list.
- [Inbox]**: Points to the selected menu item.
- [Display Period]**: To change period, Select from pull-down menu!
- [Set priority]**: To set priority, Click a blue flag! *To reset, Click a red flag.
- [Reload]**: Polling to the e-Parcel server.
- [Status]**: Current delivery status. [Open Inbox Item window!] To show the details or move the attachments, Click a status column (in blue)!
- [Delete]**: To delete an item, Click X button!
- [Reject Receiving]**: To reject receiving an item, Click [Reject] button! *Enabled before the status "Delivery Confirmed".
- [Sort]**: To sort display items, Click the title bar! (in five kinds of order)

Sender	Subject	Status	Size	Created	Del	Pri	Rej
test-epid3@e-parcel.co.jp	Design data C	Waiting Download	59.7 KB	2024/08/09 02:07:01		🚩	🚫
test-epid2@e-parcel.co.jp	Design data B	Delivery Confirmed	33.8 KB	2024/08/09 02:05:29	✖		
test-epid2@e-parcel.co.jp	Design data A	Delivery Confirmed	57.7 KB	2024/08/09 02:03:22	✖		
test-epid2@e-parcel.co.jp	Design data #5	Downloading	211.6 MB	2024/08/09 01:54:14		🚩	🚫
test-epid2@e-parcel.co.jp	Design data #4	Downloading	387.4 MB	2024/08/09 01:53:15		🚩	🚫
test-epid2@e-parcel.co.jp	Design data #3	Downloading	477.4 MB	2024/08/09 01:52:14		🚩	🚫
test-epid2@e-parcel.co.jp	Design data #2	Downloading	864.0 MB	2024/08/09 01:50:44		🚩	🚫
test-epid2@e-parcel.co.jp	Design data #1	Downloading	1.3 GB	2024/08/09 01:48:06		🚩	🚫
test-epid2@e-parcel.co.jp	Pictures	Download Aborted	98.9 MB	2024/08/09 01:41:53	✖		
test-epid3@e-parcel.co.jp	Order sheet B	Delivery Confirmed	28 B	2024/08/09 01:36:24	✖		
test-epid3@e-parcel.co.jp	Sample data	Item Opened	29.8 KB	2024/08/09 01:35:11	✖		
test-epid2@e-parcel.co.jp	Order sheet A	Item Moved			✖		

The "Inbox Item" window (Move files manually)

When the "Inbox Item" window is opened in the "Inbox", this window shows the details of an inbox item. Also, only for the inbox items between the status "Delivery Confirmed" and "Item Opened", the additional fields are appeared to move (save) the attached files/folders manually. **Enter the full path of a destination folder to the "Move To" entry field, then click the "Move Files" button (Figure 20)** Note that the "Move Files" operation is effective only once.

[Inbox > The "Inbox Item" window]





12 Delivery Status

12-1. Refresh Tracking

On Management Console, the current delivery statuses of items are shown on the "Status" column of Outbox and Inbox. Also, the lists of Outbox and Inbox items histories are available to export as a file in CSV [comma separated value/UTF-8] format. At this point, the delivery statuses are output as code below in a CSV file.

*[Management Console > Outbox/Inbox > Export CSV](#)

The delivery status for tracking items will be refreshed by the following two (2) functions.

	<p>Warning: Downloading data must be made within 31 days from the date of item sent (item created). After expired, the unreceived items will automatically be deleted from the e-Parcel server. Therefore, you can NOT download the expired items any longer. Also, the delivery statuses of the expired items will be no longer updated.</p>
	<p>Warning: After 31 days from the date of item sent (item created), those expired items will be excluded from tracking target through the e-Parcel service.</p>

Auto Polling

Usually, VCN-AX is automatically polling to the e-Parcel server at regular intervals for checking external events such as track the latest delivery status and any items pending delivery when Windows "Service" must be started and the application is online. (Default: 5 minutes intervals)

*[Management Console > Configuration > System Config \[Polling Interval \(minutes\)\]](#)

Reload

To promptly check incoming items or obtain the latest delivery status of the items on Management Console, click the "Reload" button on the Outbox and Inbox to allow VCN-AX to poll to the e-Parcel server. It provides you with real time tracking capabilities.

*[Management Console > Outbox/Inbox > \[Reload\] button](#)

*[Management Console > Outbox/Inbox \[Status\] column > Outbox/Inbox Item > \[Reload\] button](#)

12-2. Delivery Status List

 e-Parcel VCN-AX 6.0.6015 or later / 5.0.5011 or later / 4.0.4010 or later

Code	Delivery Status	Outbox	Inbox
0	(Nothing)	○	○
10	Initializing	○	
20	Initializing	○	
30	Waiting Upload	○	
40	Uploading	○	
50	Upload Complete	○	
55	Waiting Permission	○	
60	Waiting Download	*	
80	Waiting Download	○	○
90	Upload Interrupted	○	
100	Waiting Download	○	○
110	Downloading	○	○
120	Download Complete	○	○
125	Confirming Delivery		○
130	Delivery Confirmed	○	○
190	Request Error	○	○
200	Item Opened	○	○
210	Item Moved	○	○
290	Cancel Requested	○	
300	Canceling	○	○
310	Cancelled	○	
320	Upload Error	○	
400	Confirming Status	○	○
410	Delivery Denied	○	
420	Download Aborted	○	○
430	Item Deleted	○	*
440	Delivery Closed	*	
500	Download Error	○	○
510	Unknown Recipient	○	
520	No Privilege	○	

[*] mark delivery statuses are used by only the e-parcel system.

**e-Parcel VCN-AX 6.0
Quick Guide**

1st version printed in August, 2024

e-Parcel and e-Parcel Logo
are trademarks of e-Parcel Corporation.
Copyright © 2001-2024
e-Parcel Corporation All rights reserved.

This document is intended for the sole use of e-Parcel and e-Parcel clients only. Confidential and proprietary information is contained and should not be copied and/or distributed without the express written consent of e-Parcel Corporation.

Microsoft, Windows are trademarks of Microsoft Corporation.

e-Parcel Corporation
<http://www.e-parcel.co.jp/>