

# **TSID Router**

Revised 10-10-2008

## Purpose of TSID Router

TSID Router is a software utility that reads the header of a facsimile and delivers it based upon the contents of the header.

The delivery functions are to a file folder, printer or email address. The user also has the ability to convert the facsimile into a PDF as well.

This instruction manual will go over how to setup and use TSID Router with Microsoft Fax. Any software that receives the facsimiles can be used in place of Microsoft Fax provided that they leave the header tags in place. For instance with Microsoft Fax the images in the inbox contain the header tags, but those saved to an archive folder do not.

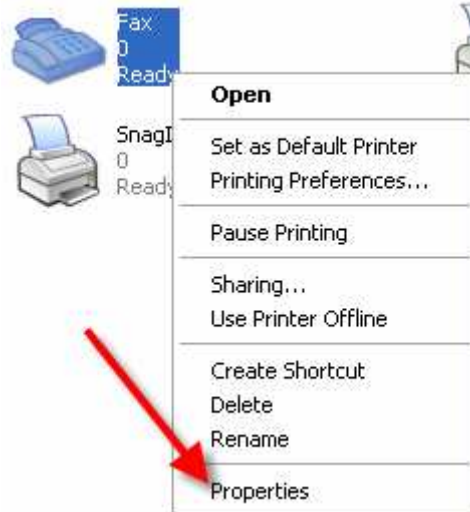
TSID Router contains a utility that allows the user to view the header information in its standard format. If the information cannot be seen all of the header information is available in a text file which can be opened.

## Setting up Microsoft Fax for receiving files:

Open Printers and Faxes from the Control Panel



Right Click on Fax and Select Properties



Note: If Fax is not installed open the Control Panel, click on Add and Remove Programs. Once opened click on Add and Remove Windows Components. When the Windows Components Wizard Opens place a check mark next to “Fax Services” and Click on Next.

The Fax Properties Window will open



Click on the Tab “Tracking”



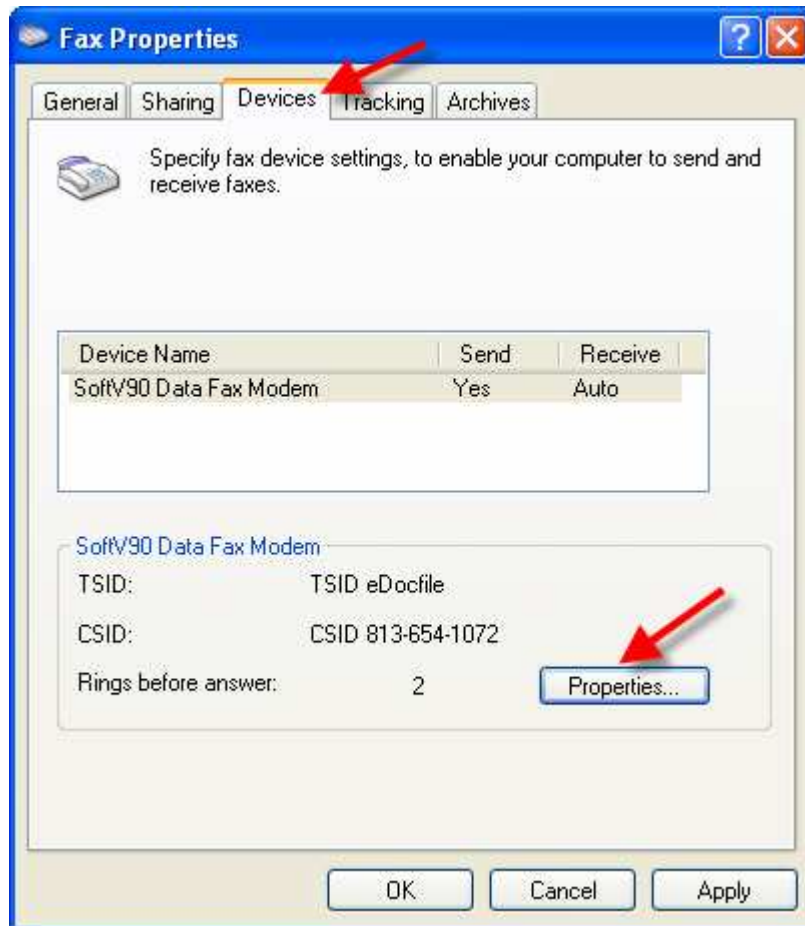
Enter the Notification Settings. These are personal preferences, shown here is the user only being notified when a Facsimile is being sent. The input folder for TSID monitors the received facsimiles automatically so a second message is not required, and if a facsimile fails the sender is notified that it did not go through.

Click on the Archives Tab

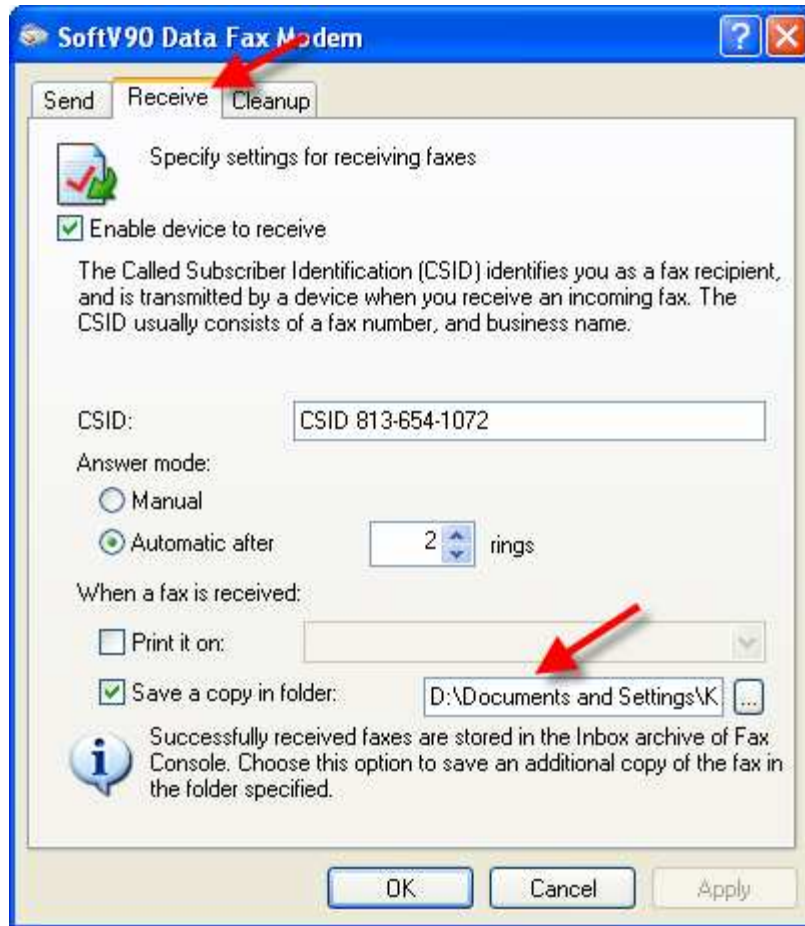


The option “Archive all incoming faxes in:” must be checked and the path remembered as it will be the input folder for TSID Router. It is suggested that the user copy this path and place it in a Notepad Text file for later retrieval. To copy the path, highlight it, Press “CTRL” and while holding it down Press “c”, to paste it in Notepad, open Notepad and press “CTRL” and the letter “v”.

Click on the Devices Tab and then Properties



Click on the Receive Tab and if desired place a Check Mark in the Box “Save a copy in Folder” and then browse to a folder for archiving a copy of every incoming facsimile.

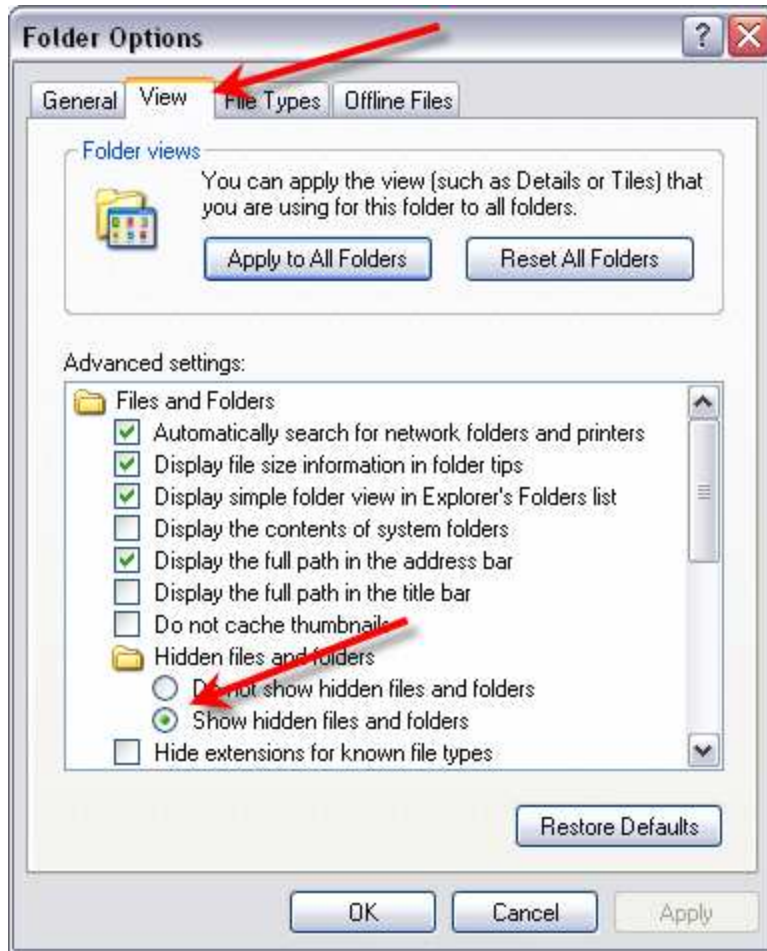


Once finished, close all open Windows.

## ***Viewing Fax Header Information***

By default the storage folder that Microsoft Fax uses for incoming facsimiles is hidden, this needs to be changed to allow a user to view the headings. Begin by opening up “My Computer” and clicking on the “Tools Tab”. From the drop down list select “Folder Options”.

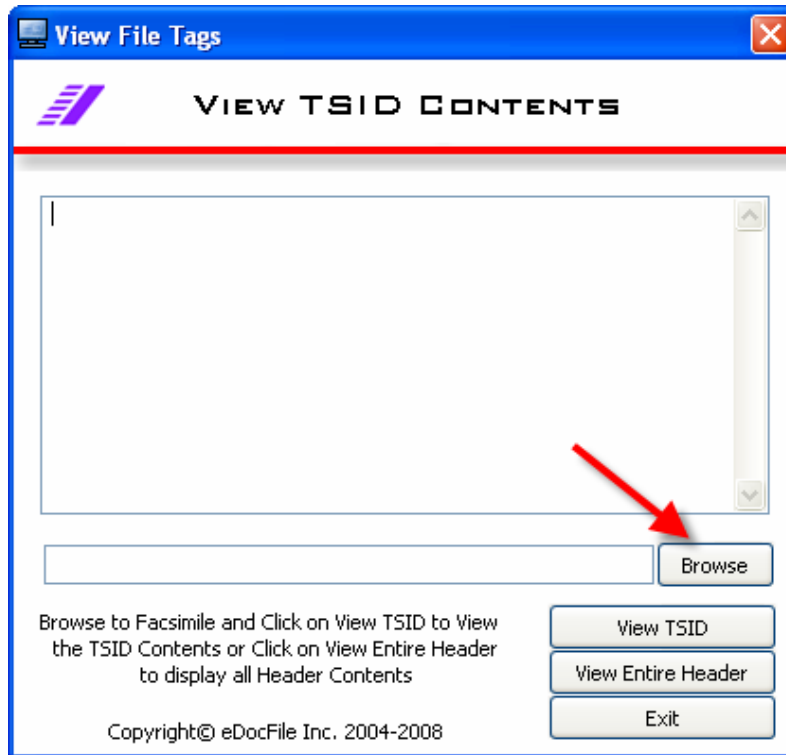
Once opened click on the “View Tab”



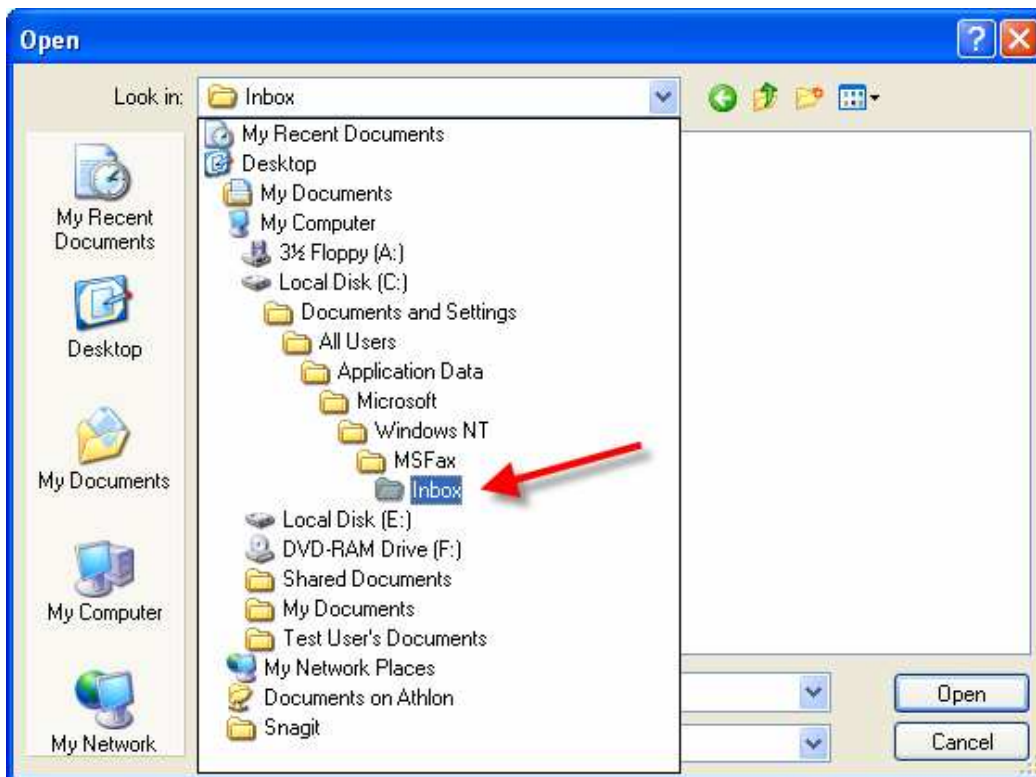
And check “Show hidden files and folders” Click “Ok” and close all open Windows.

Click on Start / All Programs / TSID Router / Setup / View Header



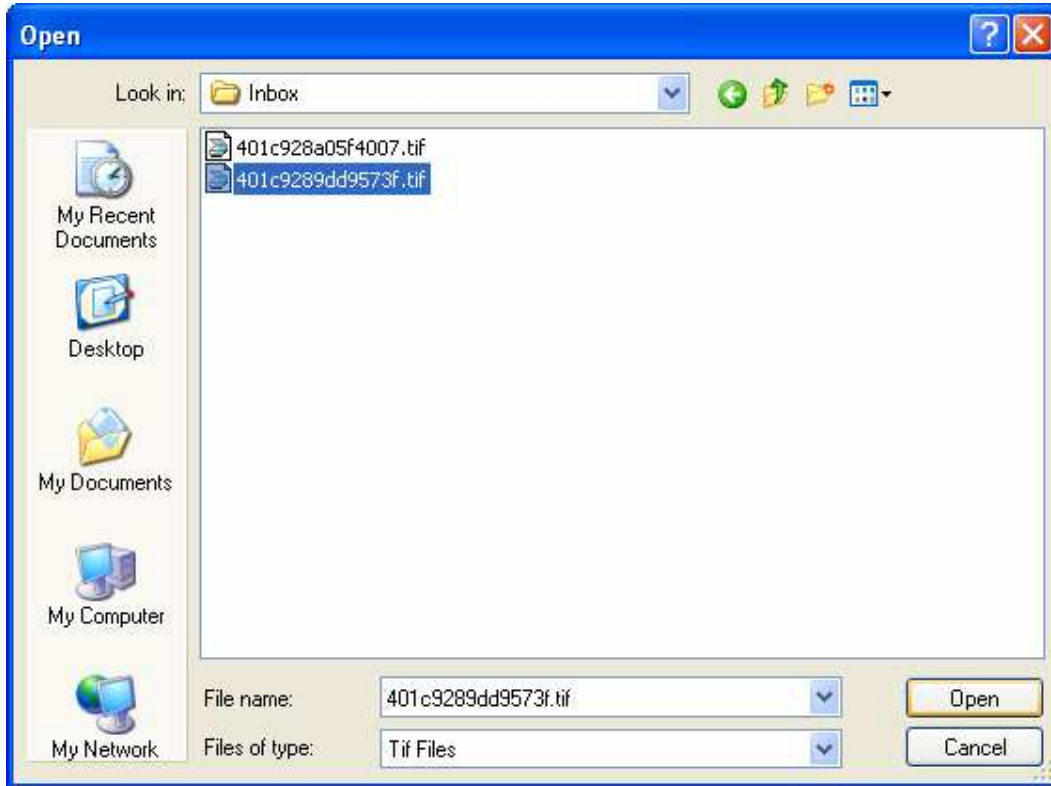


Click on the Browse Button and Browse to a Fax Image

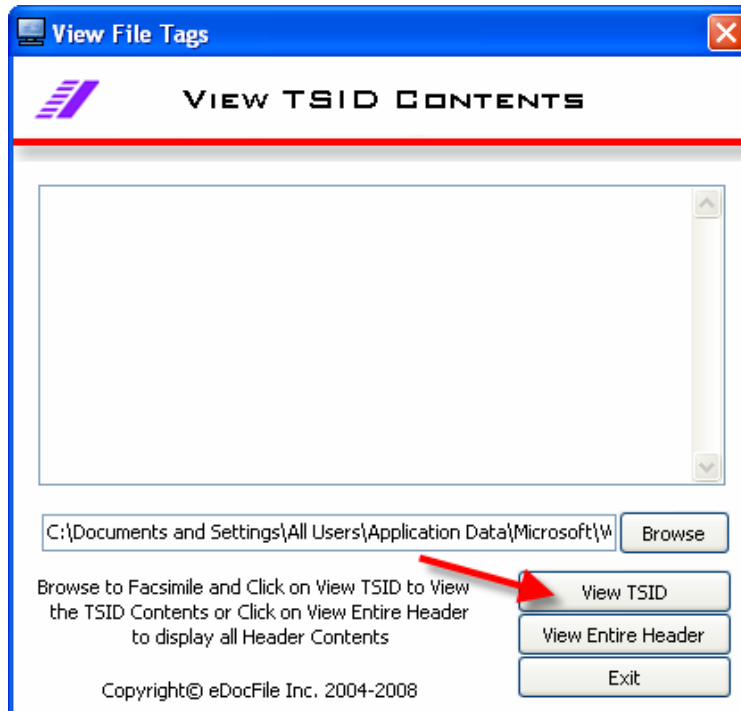


For Microsoft Fax the default path is “C:\Documents and Settings\All Users\Application Data\Microsoft\Windows NT\MSFax\Inbox”

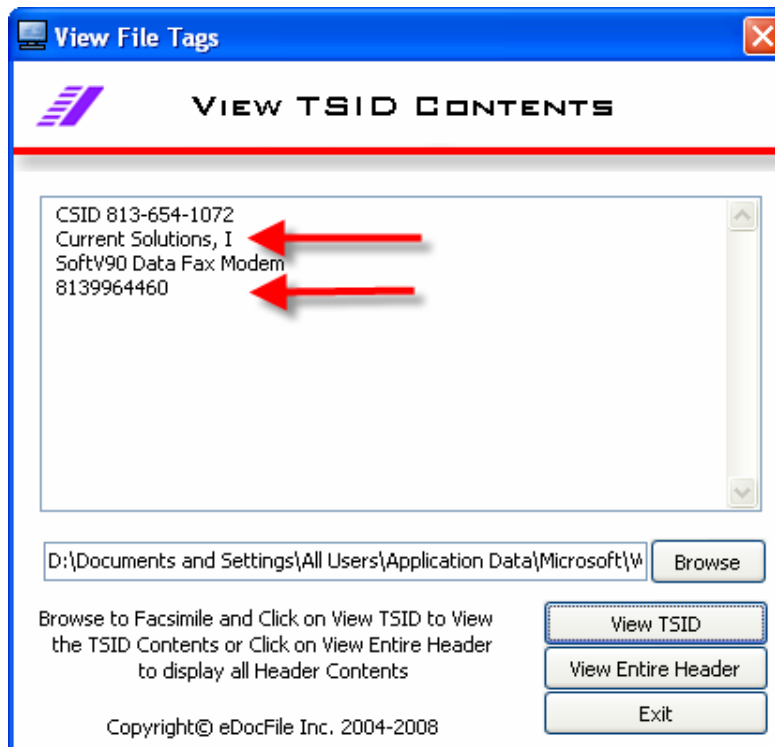
Select a facsimile that contains the header information to be viewed



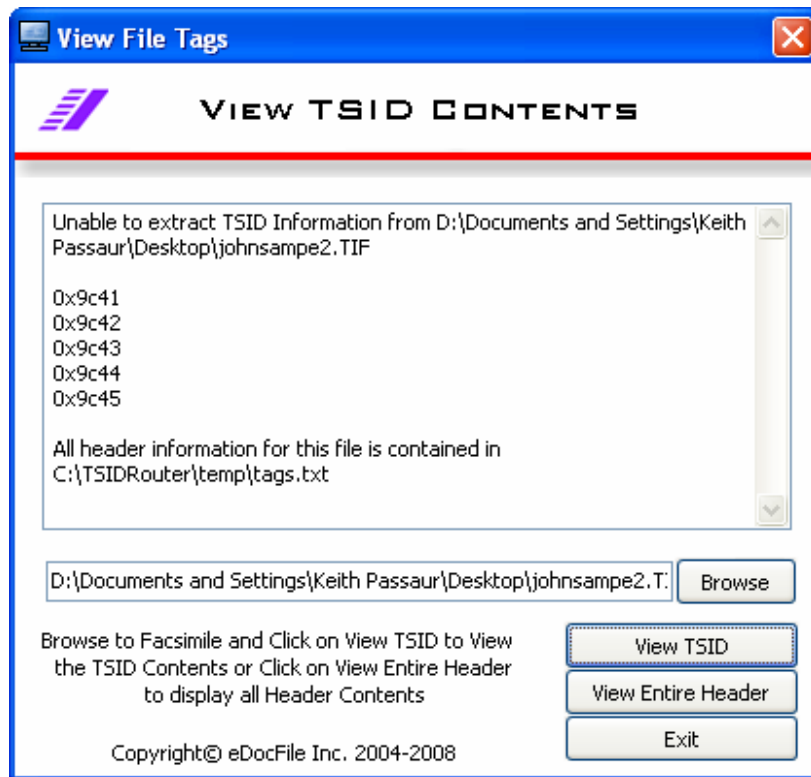
Click on Open



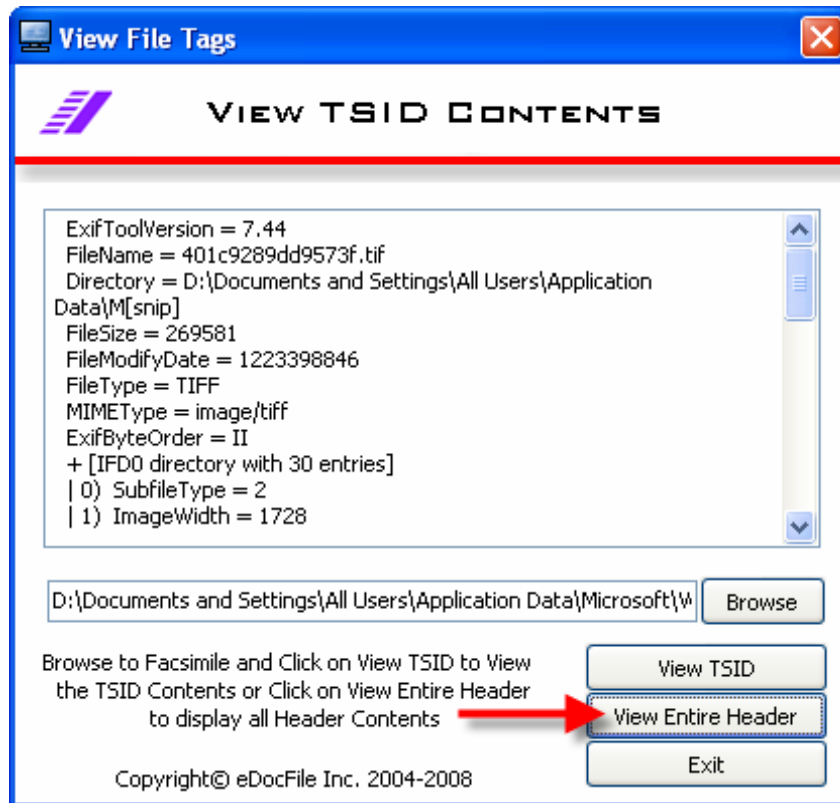
Click on View TSID



The header information is displayed if it is a standard formatted fax image. If no information is in the TSID or CSID the user will be shown a message that says it is not available.



If it is not available the user has the option of displaying all of the headers contents by clicking on “View Entire Header” as shown below.



The user may want to copy and paste some of the displayed data into a file for later use in the setup process. Click on Exit to Close View SSID Contents.

## Setup Rules

Begin by clicking on Click on Start / All Programs / TSID Router / Setup / Setup TSID Router



The Setup TSID Router Menu will open

The screenshot shows the 'Setup TSID Router' window. It has a title bar with the text 'Setup TSID Router' and a close button. Below the title bar is a logo and the text 'SETUP TSID ROUTER'. The window is divided into several sections:

- Input Files:** A text box containing '15' (callout 1) with the label 'Enter in Seconds how often to check for new Facsimiles'. Below it is a text box containing 'C:\faxesin' (callout 2) and an 'Input Folder' button.
- Archive Files:** A dropdown menu set to 'PDF' (callout 3) with the label 'Archive File Type'. Below it is a text box containing 'c:\faxarchive' (callout 4) and an 'Archive Folder' button. Below that is a text box containing '\\athlon\faxarchive' (callout 5) and the label 'UNC Path'.
- Failed Files:** A checkbox labeled 'Save Failed files in a Folder' (callout 6) which is checked. Below it is a text box containing 'c:\failedfaxes' (callout 7) and an 'Output Folder' button.
- Options:** A checkbox labeled 'eMail Failed Files' (callout 8) which is checked, with an 'eMail Address' text box containing 'kpassaur@edocfile.com' (callout 9). A checkbox labeled 'Print Failed Files' (callout 10) which is unchecked, with a 'Printer' dropdown menu set to 'SnagIt 8' (callout 11). An 'Output Type' dropdown menu set to 'Tiff' (callout 12).
- Rules:** A section with the text 'Enter Rules for the data contained in the Fax Header in the following format Header Contents ~ File Folder - eMail address - Printer ~ File type - Printer Name or Link Rules are case sensitive see Help for examples'. Below this is a large text area containing the rule '8139964460~kpassaur@edocfile.com~Link' (callout 13).
- Buttons:** At the bottom right are three buttons: 'Help', 'Save', and 'Exit' (callout 14).
- Footer:** At the bottom left is the text 'Copyright© eDocFile Inc. 2004-2008'.

1. Enter the time that the program should wait before checking for incoming Faxes. The time is entered in seconds so to check every 2 minutes enter 120.
2. Browse to the path that contains the facsimiles. The default path for Microsoft Fax is "C:\Documents and Settings\All Users\Application Data\Microsoft\Windows NT\MSFax\Inbox" Please note that the archive files Microsoft Fax saves do not contain the header information needed to route them the user must set the path to the incoming folder.
3. Enter a file format **for all** facsimiles to be saved in.

4. Enter a folder to save facsimiles in, please note that all facsimiles will be saved in this folder in the format selected in option 3
5. Enter the UNC path to the Archive Folder, This will be used as the path when sending links to recipients as opposed to sending the fax as an attachment.
6. If failed files are to be saved in a file folder place a check mark in this box.  
(please note there are three options for failed files)
7. If failed files are to be saved in a folder enter the path here
8. If failed files are to be emailed to someone for distribution, place a check mark in this box
9. Enter an email address for the failed files to be delivered to.
10. If failed files are to be printed place a check mark here
11. Select the printer that failed files should be printed on.
12. If failed files are to be saved or emailed select in which format, Tiff or PDF
13. Enter the rules for processing the facsimile.

Example of Rules - Please note that all Rules are Case Sensitive and that as many as necessary can be used.

Rules are entered in the following format

"Something in the Fax Header"~"What to do with the file"~"file output format"

Example 1: Current Solutions~kpassaur@edocfile.com~PDF

If "Current Solutions" was in the Fax Header it would email the file to kpassaur@edocfile.com as a PDF

Example 2: Current Solutions~kpassaur@edocfile.com~Link

If "Current Solutions" was in the Fax Header it would email a link to the facsimile to kpassaur@edocfile.com

Example 3: 8139963222~C:\Sales Orders~Tiff

If 8139963222 was in the Fax Header it would be moved to the folder c:\Sales Orders and saved as a Tiff image

Example 4: Current Solutions~Printer~OKI C7200(PCL)

If "Current Solutions" was in the Fax Header it would be printed on the OKI c7200(PCL) Printer

If the lines in Example 1 and Example 4 were both used the file would be emailed to kpassaur@edocfile.com and the file would also be printed.

If no rules matched it would be considered a failed file and the settings in Item 3, 5 and 7 would apply

14. Help, Save and Exit

When finished entering the rules click on Save



The open Mail Settings prompt will appear. Click on Yes if a mail option is to be used for delivery or no to Exit.

## Setting up Mail

Click on Begin by clicking on Click on Start / All Programs / TSID Router / Setup / Setup TSID Router eMail



The setup eMail Window will appear

A window titled "e-Mail Notification Setup" with a red close button. The window contains the text "SETUP TSID ROUTER MAIL" and a series of input fields and checkboxes, each with a red number next to it: "Mail Server" (1), "From Address" (2), "From Name" (3), "SMTP User ID" (4), "SMTP Password" (5), "Port" (6), "SMTP Authentication Required" (7) with a checked checkbox, and "Show Send Status Window" (8) with a checked checkbox. There are two buttons at the bottom right: "Test" (9) and "Exit" (10). The copyright notice "Copyright© eDocFile Inc. 2005 - 2008" is at the bottom.

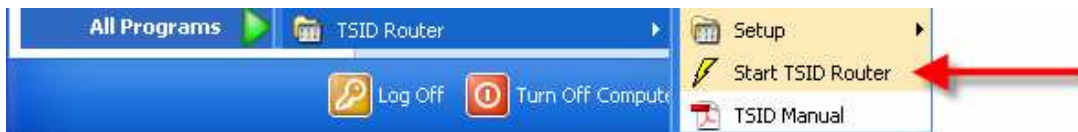
Enter the required information to access your Mail Server

1. SMTP Mail Server Name
2. From Address that will appear on eMail
3. From Name
4. SMTP User ID
5. SMTP Password
6. The Port to Access your mail
7. Place a check mark if SMTP Authentication is Required
8. Place a check mark to display a small Window in the Top Left of the users screen showing when eMail is in the Process of being sent.
9. Test the eMail Settings
10. Exit – the last tested settings will automatically be saved. Therefore, after entering the settings, test them before exiting.

When finished click on Exit

## Running the Program

Click on Start / All Programs / TSID Router / Start TSID Router



An Icon will appear in the System Tray showing that it is running



To Stop TSID Router or Exit it Right Click on the Icon



And click on Stop TSID Monitor or Exit

If it is stopped the Icon will be display with an “X” on it



To restart it right click on the Icon



## ***Support***

Contact:  
eDocfile Inc.  
2709 Willow Oaks Drive  
Valrico, FL 33594  
Phone 813-413-5599  
[sales@edocfile.com](mailto:sales@edocfile.com)