



OXi Trading Partner Mailbox Portal User Guide Electronic Data Interchange (EDI) Service (OXi)

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1 INTRODUCTION

1.1 Purpose

This document is a set of procedures to explain to the users how to properly navigate the IBM Sterling B2B Integrator mailboxes, for the Hewlett Packard Enterprise Health & Life Sciences OXi leveraged Electronic Data Interchange (EDI) service.

1.2 System Requirements

The IBM Sterling B2B Integrator Mailbox Dashboard requires Microsoft Internet Explorer 9.0 or higher

1.3 Site URL's

For the Certification environment use the below URL:

- <https://mft-qa.oxi.arcaas.com:443/v1/OXlaaS/MailboxSvc/OH/CERT>

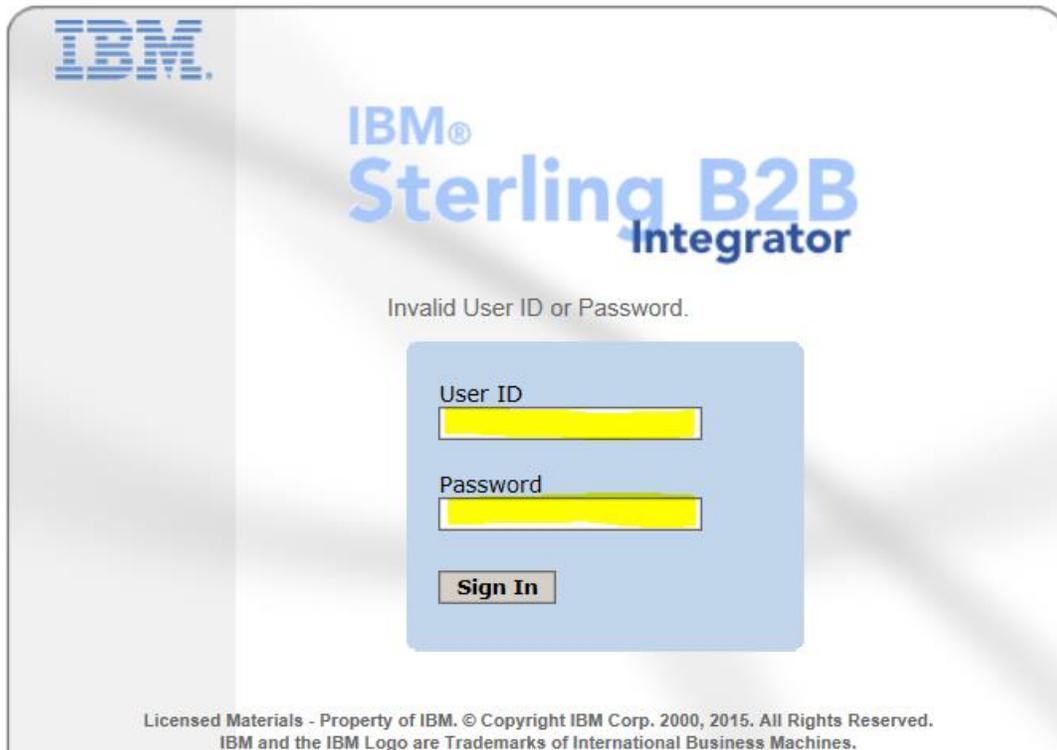
For the Production environment use the below URL:

- <https://mft-.oxi.arcaas.com:443/v1/OXlaaS/MailboxSvc/OH>

2 LOGGING IN

2.1 Logging In

After you have entered the above URL in to your browser and pressed enter it's going to take you to the login screen.



- First you will enter your User ID and press tab
- In this box you will enter your Password and click Sign In.
- After clicking Sign In it will take you to the Admin Console shown below.



Mailbox Search

Welcome OXi_0000999

- Admin Console Home
- Mailbox Search
- Mailbox Send
- Change Password
- Log Out
- Refresh Mailboxes
- Help

Search Options

Mailbox: / MailboxPath lookup (1 - 3 of 3)

Message Name: All

Message ID: /

Creation Date:

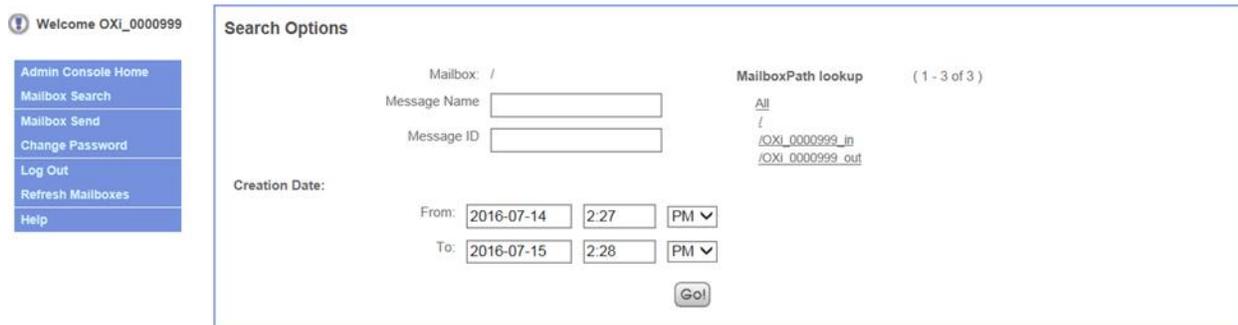
From: 2016-07-14 2:27 PM

To: 2016-07-15 2:28 PM

(Note: The search results list below the 'To' field shows: /OXI_0000999_in and /OXI_0000999_out)

3 ADMIN CONSOLE HOME

Mailbox Search

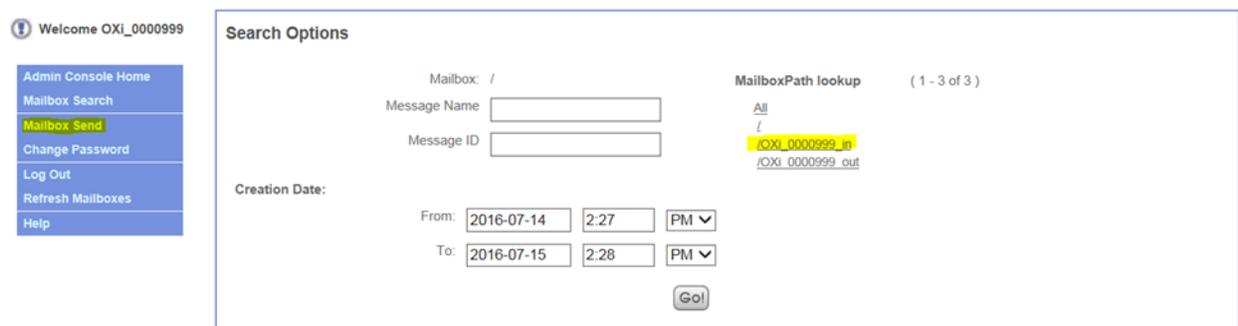


From here you can choose among the following options: Mailbox Search, Mailbox Send, Change Password, Refresh Mailboxes and Help.

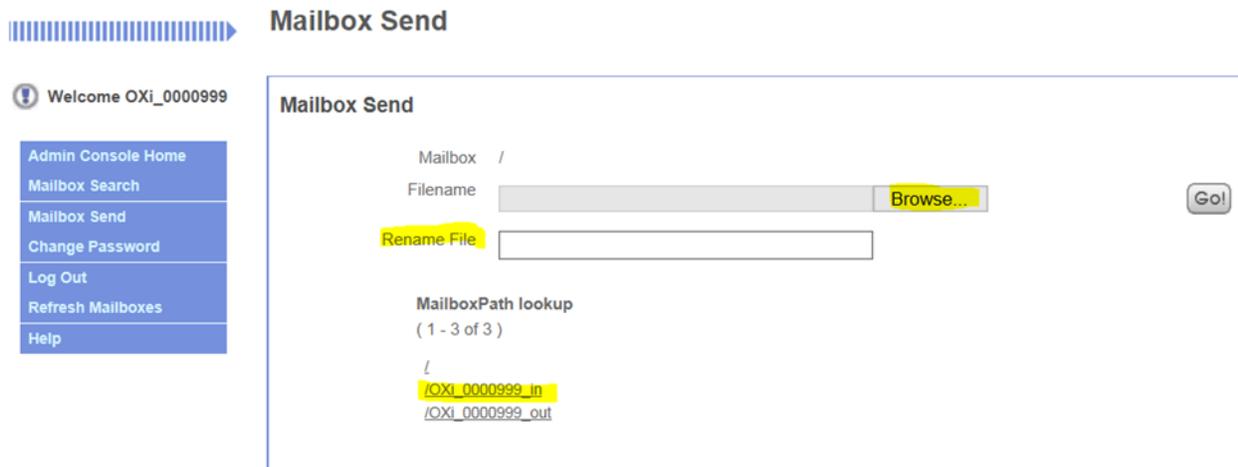
3.1 Mailbox Send (Upload a file)

- Select Mailbox Send from the Admin Console Home

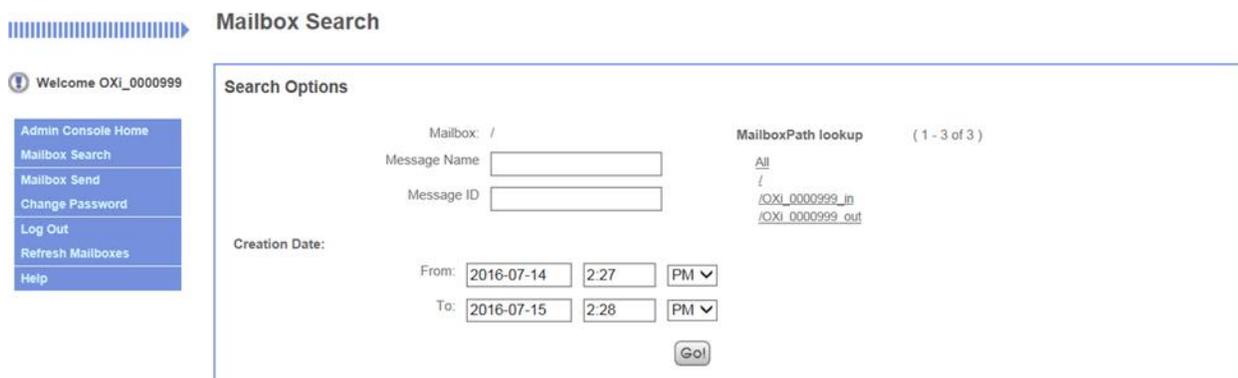
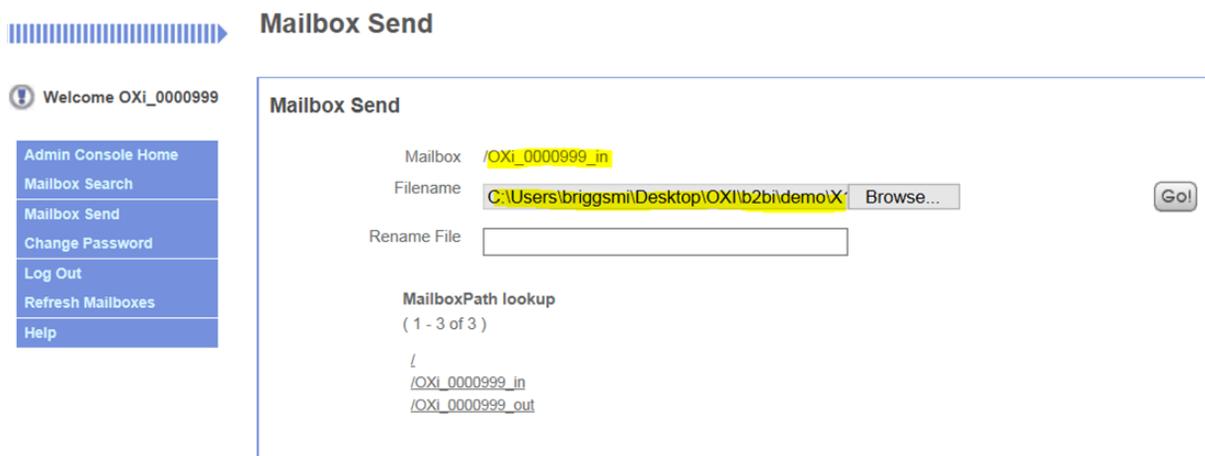
Mailbox Search



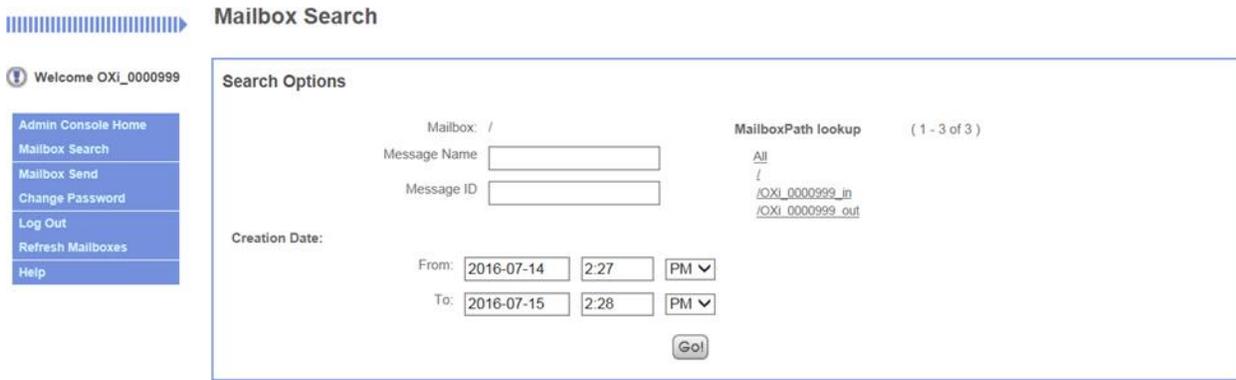
- At this screen you will be able to choose a file to upload, rename the file (if you choose to) and choose the mailbox to upload it. When choosing a mailbox only select the IN FOLDER.



- The file that’s going to be used for this example is an 837Dx12 file.
- We are going to upload the file to the Mailbox/ OXi_0000999 and press GO!
- It is not a requirement to change the name of the file. If you do not change the name, it will be uploaded as its original name to the location you specified.



- After clicking Go, the application is going to take you back to the Admin Console Home Screen

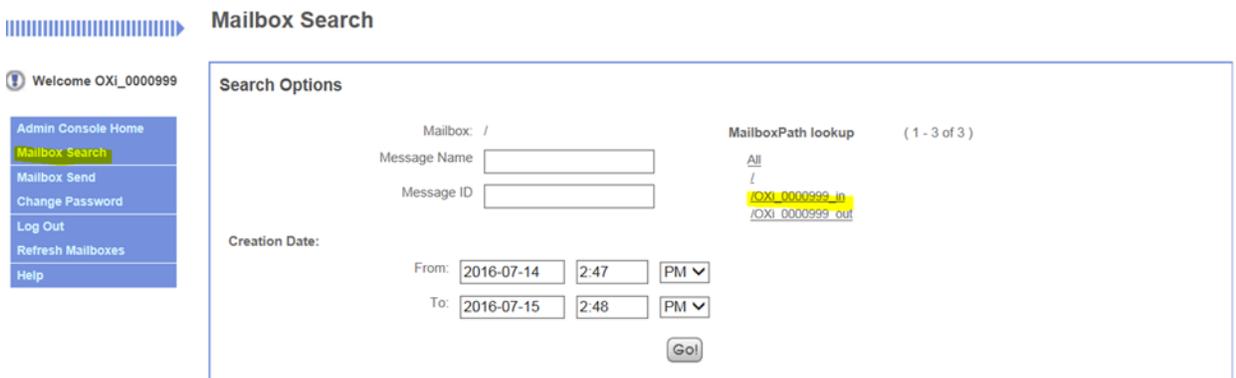


3.2 Response Correlation

- Once the file is submitted and processed the results will be placed in your “OUT” folder under a different name in the following format
- The new file name will consist of the original file name a dot followed by the run ID then followed by an underscore COR.xml. The format is shown below:
- : <Original File Name>.<Run ID>_COR.xml
- See the below picture for an example of the new name correlation:

Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy	Policy Value
	0000999.814628156324c0b94node1-2108.20160728.1122571.999	2111	2016-07-28 11:23:02.85	292	/OXI_0000999_out	Extractable	True
	0000999.814628156324c0b94node1-2108.20160728.1122571.HTML	2112	2016-07-28 11:23:03.018	2076	/OXI_0000999_out	Extractable	True
	0000999.814628156324c0b94node1-2108.20160728.1122571.TA1	2110	2016-07-28 11:23:02.67	408	/OXI_0000999_out	Extractable	True
	837D-Test_0000999_x12814628156324c0b94node1-2108_COR.xml	2113	2016-07-28 11:23:03.147	172	/OXI_0000999_out	Extractable	True

3.3 Mailbox Search



- At this screen you would select Mailbox Search on the left and the appropriate Mailbox on the right that you want to search.
- After that you will be able to set the search criteria to the time frame of when the file was uploaded to the Mailbox.

- For this example we’re going to use these current parameters.

Mailbox Search

Welcome OXi_0000999

Search Options

Mailbox: /OXi_0000999_in MailboxPath lookup (1 - 3 of 3)

Message Name:

Message ID:

Creation Date:

From: 2016-07-14 2:52 PM

To: 2016-07-15 2:53 PM

Go!

- Once everything is set, press Go! to begin your search.
- Below you will see the search results for the submitted file, the appropriate returns, and if it’s extractable.

Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy	Policy Value
	0000999.814628156324c0b94node1-2108.20160728.1122571.999	2111	2016-07-28 11:23:02.85	292	/OXi_0000999_out	Extractable	True
	0000999.814628156324c0b94node1-2108.20160728.1122571.HTML	2112	2016-07-28 11:23:03.018	2076	/OXi_0000999_out	Extractable	True
	0000999.814628156324c0b94node1-2108.20160728.1122571.TA1	2110	2016-07-28 11:23:02.67	408	/OXi_0000999_out	Extractable	True
	837D-Test_0000999.x12814628156324c0b94node1-2108_COR.xml	2113	2016-07-28 11:23:03.147	172	/OXi_0000999_out	Extractable	True

- If your file is not here you can go back and redefine your search by switching your mailbox path lookup to All.

3.4 Mailbox Search (extracting / downloading a file)

- Extracting a file follows the same steps as searching for a file with a couple of different steps.

Mailbox Search

Welcome OXi_0000999

Search Options

Mailbox: / MailboxPath lookup (1 - 3 of 3)

Message Name:

Message ID:

Creation Date:

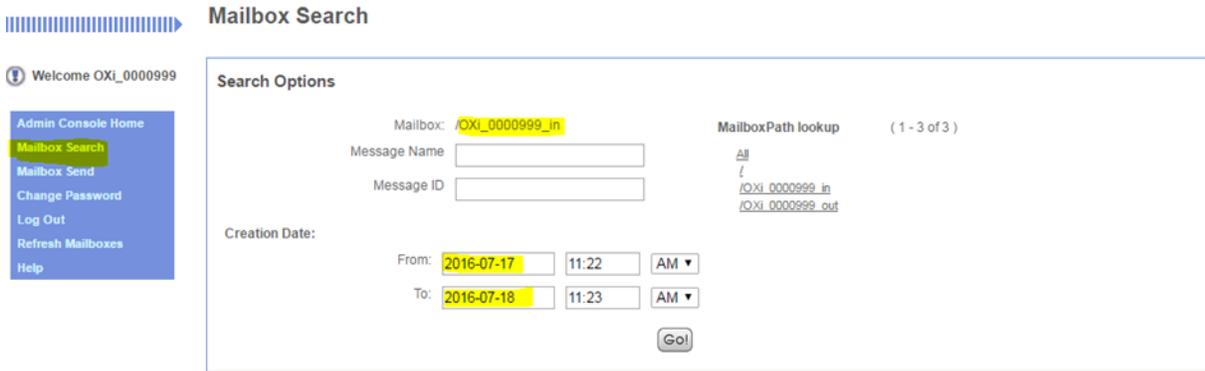
From: 2016-07-14 2:47 PM

To: 2016-07-15 2:48 PM

Go!

- At this screen you would select Mailbox Search on the left and the appropriate Mailbox on the right that you want to search.

- After that you will be able to set the search criteria to the time frame of when the original file was uploaded.



- Once everything is set, press Go! to begin your search.

Extract	Message Name	Id	Created	Size	Mailbox	Extract Policy	Policy Value
	0000999.814628156324c0b94node1-2108.20160728.1122571.999	2111	2016-07-28 11:23:02.85	292	/OXI_0000999_out	Extractable	True
	0000999.814628156324c0b94node1-2108.20160728.1122571.HTML	2112	2016-07-28 11:23:03.018	2076	/OXI_0000999_out	Extractable	True
	0000999.814628156324c0b94node1-2108.20160728.1122571.TA1	2110	2016-07-28 11:23:02.67	408	/OXI_0000999_out	Extractable	True
	837D-Test_0000999_x12814628156324c0b94node1-2108_COR.xml	2113	2016-07-28 11:23:03.147	172	/OXI_0000999_out	Extractable	True

- Once you have located your file click on it to begin extracting it. At the bottom of the screen you will see your file begin to download.



- By clicking save, your file will be automatically saved in your defaulted download folder on your computer.
- Once your file is downloaded you will be given the option to either open, open folder or view downloads.

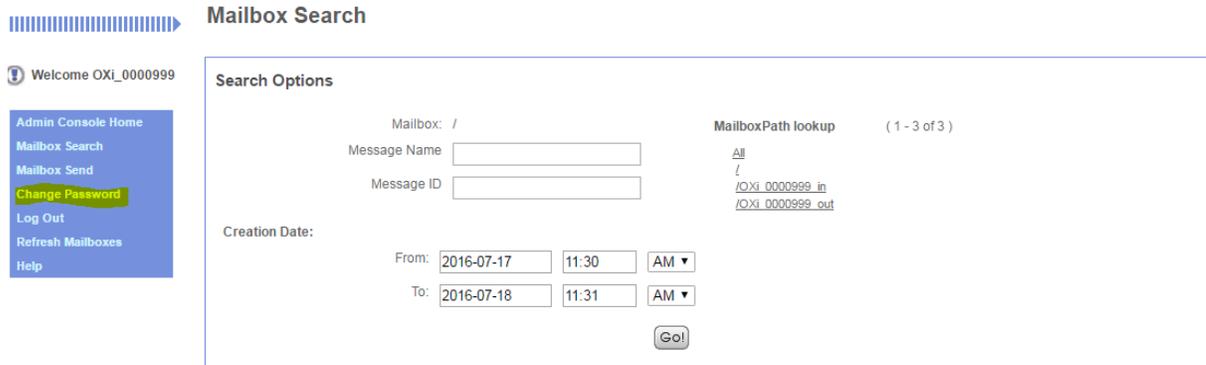


- By clicking open folder it will take you to the default folder where the file was downloaded, and from there you will be able to move the file to the folder of your choice.
- However, by clicking the arrow next to save you will be given the “Save As” option, which will allow you to choose the folder where you want the file to be saved.

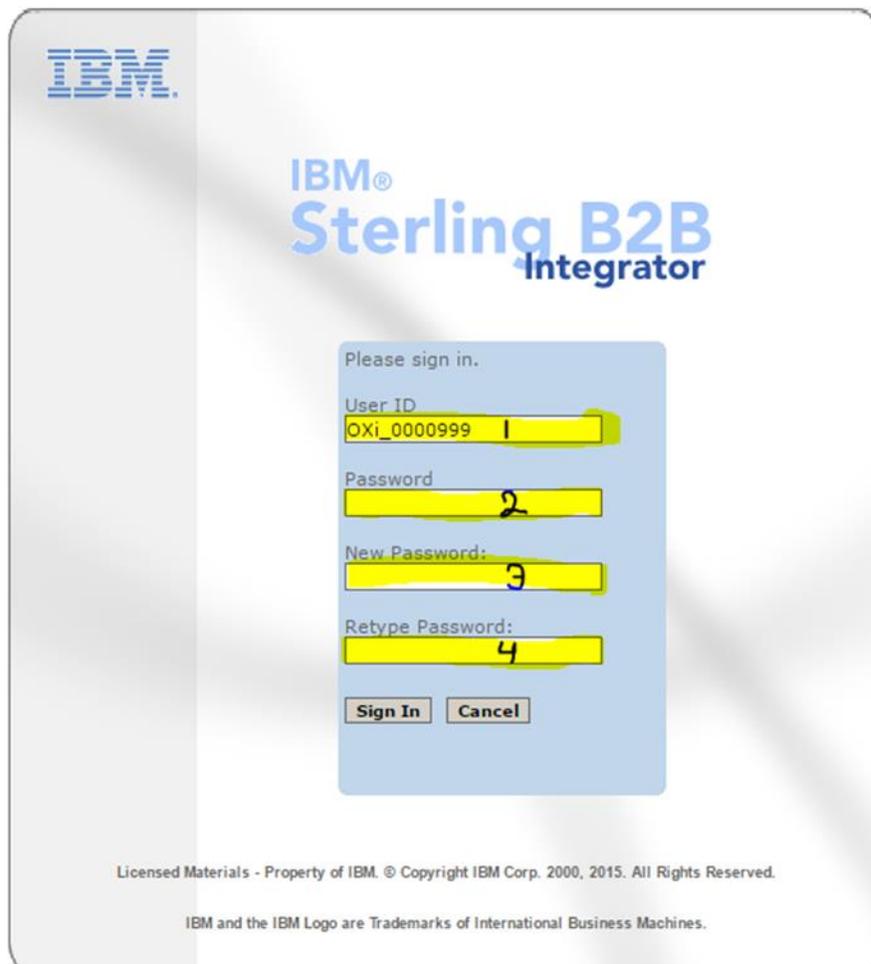


3.5 Change Password

- The security policy concerning passwords will be set by the security administrator. When instructed to change your password you will do so by pressing the Change Password in the Admin Home Console.



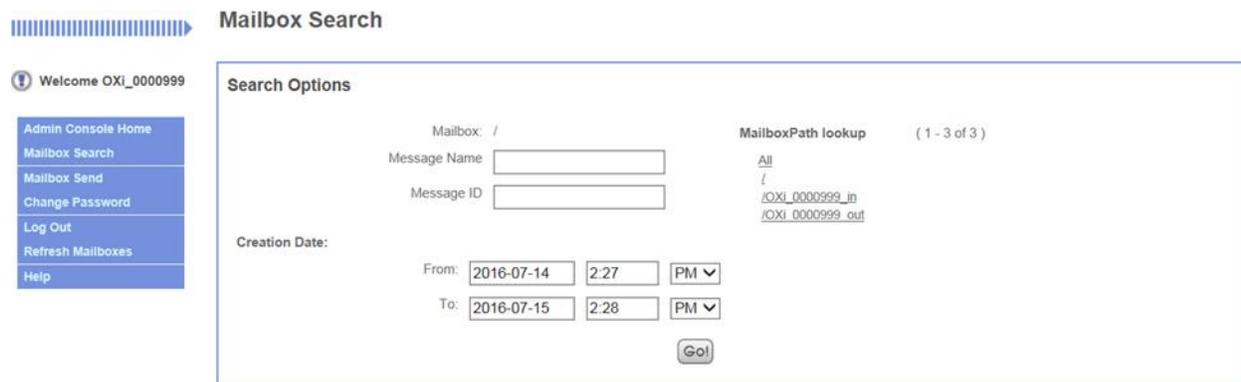
- Once you press the Change Password in the console you will see the below screen.



- Here you will be allowed to change your password.
 1. First you will need to enter you User ID
 2. Here you will enter your current Password
 3. Here you will enter a New Password that hasn't been used before.
 4. Here you will reenter the New Password and press Sign In.
- After pressing Sign In you have successfully changed your password.

3.6 Refresh Mailboxes

- By pressing Refresh Mailboxes it is going to take you to Home Screen.



3.7 Help

- By pressing Help it's going to open an external box to the IBM Knowledge Center.
- Here you will be able obtain up-to-date information on the application, common tasks, and troubleshooting and support.



3.8 Logout

- By pressing the Logout button you will exit the application and return to the Login screen.



4 CONTACT INFORMATION

4.1 Helpdesk

Days Available: Monday through Friday

Time Available: 8:00 am to 4:30 pm Eastern Time Zone

Phone: (844) 324-7089

Email: ohiomcd-edi-support@hpe.com



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